

USER MANUAL (SUPPLIER) e-PURCHASE ORDER FOR MATERIAL/GOODS

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

PREPARED BY: SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) ICT, TENAGA NASIONAL MALAYSIA

PROCESS (1)	:	RECEIVING E-PO NOTIFICATION AND ACKNOWLEDGE E-PO IN SUS
ROLE	:	TNB SUS SUPPLIER

1. Supplier will receive details on the *e-PO* through e-mail as updated in *SUS Portal*

Notification of	Notification of New Documents in Supplier Portal							
Owner Created	TNB_SCMS SCM_SUS_RFC2							
Dear Sir/Madam The following d	n, ocument has been transmitted to you:							
You can use the and display or p	Purchase Order: 0020039713 You can use the following URL to branch directly to our Supplier Portal and display or process the relevant document: https://srm.tnb.com.my/irj/portal?action_id=order.detail.view&doctype=Order&docid=005056BB006C1ED8A8B9625D81AA9C45							
	dly acknowledge your awarded PO(s) in SUS Portal before e work to avoid facing problem during payment process.							
Best regards, Your Supplier P	ortal Team							
TNB Standard d	disclaimer applies to any electronic communications							

2. Take note on the *e-PO* number

Purchase Order No:	0020039713
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- 3. Supplier to acknowledge the receiving of the *e-PO* by performing *confirmation* process in the system before start work as stated in the *e-PO*.
- 4. Log in to SUS Portal using ID and Password

TNB Supply Chain Management Sy	stem
PENGUMUMAN	
AKTIVITI PENYELENGGARAAN TNB SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS).	RASIONAL 4.1
Untuk makluman, sistem TNB Supply Chain Management System akan mengalami gangguan disebabkan oleh kerja-kerja penyelenggaraan pada tarikh dan waktu berikut:	Login ID
Tarikh/ Masa mula : Jumaat, 14 Februari 2020, 8.01 malam Tarikh / Masa akhir : Rabu, 19 Februari 2020, 11.59 malam	Password
Tempoh : 5 Hari	
Segala kesulitan amatlah dikesali. Terima kasih	Login
We wish to inform that the TNB Supply Chain Management System will be temporarily interrupted for maintenance activities. The interruption will be on	Reset Password
Start Date/ time : Friday, 14th February 2020, 08.01 pm	* Please enter the same Login ID and registered e-mail address with
End Date/ time : Wednesday, 19 th February 2020, 11:59 pm Duration : 5 Days	 Please enter the same Login ID and registered e-mail address with TNB.
	* Please use the temporary password sent to your e-mail to change
We apologize for any inconvenience caused. Thank You. KELEWATAN PROSES PENDAFTARAN/PEMBAHARUAN PEMBEKAL BERKAITAN SUIL KKM.	with new password.
Untuk makluman, proses pendaftaran / pembaharuan sijil pembekal TNB yang melibatkan Sijil Kementerian Sewangan Malavsia (KKM) akan mengalami kelewatan berikutan terdapat isu berkaitan akses sistem ePerolehan	* This is TNB information. Any modification, copying, reproduction, republication, uploading, posting, transmission or distribution, in any
ewangan wanaysia ("KKM") akan mengarani kelewatan berkular jeroapat isu berkanan akses sistem eretolenan. KM. Segala kesulitan yang timbul amatlah dikesali.	manner, of the said information on the website, including text, graphics, code and/or software without permission in writing is prohibited.
'ENYIARAN IKLAN TENDER DALAM AKHBAR BERITA HARIAN DAN THE STAR. anjutan daripada penamatan operasi akhbar Utusan Malaysia (Mediamony Sdn Bhd) dan bagi memastikan proses	
engiklanan tender dalam akhbar berjalan dengan lancar, Jabatan Procurement Shared Services, TGBS akan	
nenyiarkan iklan tender dalam akhbar berikut mulai 15 Oktober 2019.	
Iklan Tender Akhbar	
Bahasa Malaysia Berita Harian Berita Harian	
Bahasa Inggeris The Star	

- Click on tab Purchase Orders. To display the list of *e-PO*
- 6. Find your Purchase Order Number by :

a. Click on – **Purchase Order Number** For the *e-PO* number as stated in the e-mail received.

TENAGA		-				Search
Back Forward ► History Far	vorites	5				
E E	ctions Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier D	otalla
	Process Confirmed	Goods Receipt	Service Entry Sneet	Involces and credit memos	Maintain Certificates / Supplier D	otalis
chase Orders > All	Commed					
List of Purchase Order						
List of Purchase						
Print 6	Document Number	Design	nent Name	Document [Date Total Value	Status
0020039713	70006296	PO	nent Name	09.01.2020	10.000.00 MYR	New
	70006296	PO				Confirmed
0020039712		. –		08.01.2020	14,000.00 MYR	
0020039693	70006286	PO		28.12.2019	14,000.00 MYR	Confirmed
0020039678	70006279	PO		22.12.2019	5,000.00 MYR	New
0020039677	70006278	PO		22.12.2019	1,410.00 MYR	Confirmed
0020039670	70006273	PO		19.12.2019	5,600.00 MYR	Confirmed
0020039601	70006217	PO		06.12.2019	2,000.00 MYR	Confirmed
0020039599	70006216	PO		05.12.2019	2,500.00 MYR	Confirmed
0020039577	70006200	PO		28.11.2019	2,000.00 MYR	Confirmed
0020039572	70006196	PO		26.11.2019	60.00 MYR	Confirmed
0020035836	70004428	PO		02.06.2016	101.00 MYR	New
	70004427	PO		31.05.2016	1.00 MYR	Confirmed

b. Click on the filter icon and click

Lis	List of Purchase Orders								
Print Purchase Order No Document Number Documen									
	0041102827	Purchase Order No, Click to sort	no or filter						
	0020891302	1000800672	PU						
	0041018662	1000714518	PO						

List	List of Purchase Orders							
	Print							
ъ	Purchase Order No							
	Sort Ascending	10						
	Sort Descending							
	(All)	10						
-	(Custom) 0020891302	10						
_	0020891302							
	0040426613	10						
	0040451123	10						
	0040451125 👻	10						
	0040052704	4.0						

Fill in the ePO number (with prefix 00) and click on Filter button

Use * to represent any series of characters										
Show rows where: Purchase Order No										
equals 🔹 0040624791										
Filter Cancel	Filter Cancel									
List of Purchase Orders	i									
🕒 Print										
哈 Purchase Order No	P Document Number	Document Name								
0040624791	1000278800	PO								

Display Purchase Order screen will be displayed by click on the ePO number. Review the item list before proceeding with the next step. Click on button – Confirm PO To proceed with *confirmation* Process.

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							Searc	ch: 🤤 🔍 🗸 🗸		
Back Forward	History Favorites							Welcome: Mr. Supplier 15 YSR Train		
Ð	D		D	D		D				
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / S	Supplier Details			
All New 0	Changed In Process	Confirmed								
Purchase Orders >	Purchase Orders									
List of P	List of F 7 Display Purchase Order									
Confirm PC	Display Documen	t Flow 🗁 Print								
General	mformation							=		
Basic Data						Terms of	of Payment			
Purchase O	rder No:	002003	39713			Payme	nt in Days	Discount in %		
Document N	Number:	70006	296			30				
Document N	Name:	PO								
Document E	Date:	09.01.2	2020							
Status:		New								
Follow-On E	Documents:									
⇒ =						Terms of	of Delivery			
						Incoten	m	Location		

PO Confirmation / acknowledgment screen will be displayed.

- Click on button Confirm All Item.
 Make sure *e-PO* status has changed to Confirmed.
- 9. Click on button Send to send confirmation of the e-PO to TNB.

								_
WINGA.						Search:	Q	Lc
						Welcome: Mr.	Supplier 15 YSR Tra	ining
Administration RFx and Auctions Pu	urchase Orders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Cer	tificates / Supplier Details			
All New Changed In Process C	Confirmed							
Purchase Order							Full Screen	Optio
List 8 > Display Pu PO co. wiedgment Send _ cancel Display I	History	e Order						_
General Information							-	
Basic Data					Terms of Payment			
Purchase Order No:	0020039713	1			Payment in Days	Discount in %		1
Document Number:	70006296				No result found			
Document Name:	PO							
Document Date:	09.01.2020				Terms of Delivery			
Status:	In Process				Incoterm	Location		1
Follow-On Documents:					incotorini	Loouton		
Confirm All Items	ms							1
Number Con Short Text	Product	PO	Ouantity Purchas	se Order R	equire Confirmed Quan	Unit of Measure	Confirm St	

Below message to show confirmation process is successful.

							_
WINGAAL					Search:	Q	Log off
Back Forward ▶ History Favorites					Welcome: Mr. Su	pplier 15 YSR Tra	ining YSR
Administration RFx and Auctions Pur	rchase Orders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details			
All New Changed In Process C	Confirmed						
Purchase Orders > All						Full Screen	Options 🔻
1000							
List of Purchase Orders > Display Pu	irchase Order						
Messages						E	-
Info Your changes have been adop	oted successfully						
Purchase Order: 0020039713							
Display History Display Document Flow	w 🗁 Print						
General Information						-	
Basic Data				Terms of Payment			
Purchase Order No:	0020039713			Payment in Days	Discount in %		
Document Number:	70006296			30	Discount in so		
Document Name:	PO			50			
Document Date:	09.01.2020						
Status:	Confirmed						
Follow-On Documents:							
+ =				Terms of Delivery			
				Incoterm	Location		-

To make sure *e-PO* status changed from (New) to (Confirmed) in *List of Purchase Order* screen.

Before *Confirmation* process:

-	Search:										
	E E E		Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certific	Diana / Supplier Detai	da			
All											
	st of Purchase Orders										
	Print										
Ф.	Purchase Order No	Document Number	Docu	ment Name	Document	Date T	otal Value	Statue			
	0020039713	70006296	PO		09.01.2020) 1	0,000.00 MYR	New			
	0020039712	70006295	PO		08.01.2020) 1	4 000 00 MYR	Confirmed			

After Confirmation process:

TINA TENA	GA						Search:	
 Bac 	k Forward ⊮ History Favorites							Wel
	nistration RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Det	aile	
All	New Changed In Process		coousricoupr			Human connector cappion por		
rchas	e Orders > All							
	st of Purchase Orders							
	t of Purchase Orders							
- B	Print							
	Purchase Order No	Document Number	Docur	nent Name	Document D	Date Total Value	Status	1
ጜ								

Steps to print copy of *e-PO*: -

10. Click on button -Print

T TINAGA			<u> </u>		Search:	٩.+	Log off
●Back Forward ▶ History Favorites					Welcome: Mr. Suppl	lier 15 YSR Trai	ining YSR
BB		D	D	E			
Administration RFx and Auctions	Purchase Orders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details			
All New Changed In Process	Confirmed						
Purchase Orders > All						Full Screen	Options •
Purchase Order: 0020039713 Display History Display Document General Information	Flow Print	-				-	
Basic Data				Terms of Payment			
Purchase Order No:	0020039713			Payment in Days	Discount in %		
Document Number:	70006296			30			
Document Name:	PO						
Document Date:	09.01.2020						
Status:	Confirmed						
Follow-On Documente:							

11. If below screen prompted, click on button – **Open**.

Google Chrome

TINNERAL STATE					Search:	٩.+	Log off
Back Forward History Favorites					Welcome: Mr. Supp	olier 15 YSR Train	ing YSR
Administration BFx and Auctions Pure	chase Orders Goods Receip	t Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details			[
	onfirmed						1
Purchase Orders > All						Full Screen	Options 💌
List of Purchase Orders > Display Purchase Order: 0020039713 Display History Display Document Flow							-
General Information						8	
Basic Data				Terms of Payment			
Purchase Order No:	0020039713			Payment in Days	Discount in %		
Document Number:	70006296			30			
Document Name:	PO						
Document Date:	09.01.2020						
Status: Follow-On Documents:	Confirmed						
i oliow-on bocuments.				Terms of Delivery			
~ =				Incoterm	Location		
							J -
👫 susdoc (6).zip 🔷						Show a	ll ×

Newer IE version

					Search:	
Gack Forward History Favorites						Welcome: Mr. Supp
Administration RFx and Auctions Purchase C	Orders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed In Process Confirmed	d					
Purchase Orders > All						
List of Purchase Orders > Display Purchase 0	Order					
Purchase Order: 0020039713						
Display History Display Document Flow	Print					
General Information						
Basic Data				Terms of Payment		
Purchase Order No:	0020039713			Payment in Days		Discount in %
Document Number:	70006296			30		
Document Name:	PO					
Document Date:	09.01.2020					
Status:	Confirmed			Terms of Delivery		
Follow-On Documents:				Incoterm		Location
+ =						
Do you want to open	or save susdoc.zip (16.9 KB) f	rom unadevsrmci01.h	nq.tnb.com.my?	Open Sav	e 🔻	Cancel ×

*Copy of e***-PO** *will be displayed as below and can be print as usual.* Supplier to contact (*Contact person*) as stated in the *e-PO* for any inquiry.

ي ک	TENAGA NASIONAL	BERHAD				
			Purc	hase O	rder	
Supplier Tra jalan abc 20300 Rawa SELANGOR	ang		Information PROJECT/ COST CEN Description & Am	ORDER/ ITER NO:	C600000 (N.P. Perkhid Pen	gguna)-Unit Pentad
TNB Bahagi Aras 14 & 1	esar (Kewangan) ian Pembahagian, 5, Wisma TNB,		Order No.(Version: Date:	SUS/ERMS):	70006296 /002003 1 09.01.2020	19713
	Selangor D.E.		Contact pe Telephone Fax: E-mail:			
Please ente	s ution Division r your adress here! LA LUMPUR					Page 1 / 3
Terms of paym Payment Due						
Order details						
Item	Product no.	Description	Product type	Delivery	date Qua	ntity unit
				Price per unit		Net value

Note : A reminder email will be sent every 3 days until the PO successfully confirmed.

Sample of Reminder Notification :

Action Required#5:Please acknowledge e-PO 20840788	
Owner Image: The SCMS Created RAMADHAN	n 10.(
Dear Sir/Madam,	
Our record indicates that you have not acknowledge the PO(s).	
The following document has been transmitted to you: Purchase Order: 20840788 on date 25.07.2018	
You can use the following URL to branch directly to our Supplier Portal and display or process the relevant document: http://susstg01.hq.tnb.com.my:8000/sap(bD1lbiZ]PTQwMA==)/bc/bsp/sap/srmsus_selfreg/userlogin.htm?action_id=order.detail.view&doctype=Order&docid=0050568000601ED8A3F630EF6C106i	FE4
Kindly acknowledge your awarded PO(s) in SUS Portal before commencing the work to avoid facing problem during payment process.	
Thank you for your prompt action to this matter.	
Best regards, Your Supplier Portal Team	

END

PROCESS (2)	:	VIEW TNB- DONE GR AND CHANGE GR-SUS STATUS TO ACCEPT
ROLE	:	TNB SUS SUPPLIER

Supplier will perform *GR ACCEPTANCE* process once TNB has done Good Receipt.

Note for SD: Supplier does not need to do anything in SUS for Materials PO. Supplier only need to check the PO Document Flow to see if GR has been done by TNB. If they have any enquiries, please liaise with person in charge as stated in ePO.

1. Log into SUS Portal using ID and Password.

		PENGUMUMAN	
Untuk makluman, sistem TN	AN TNB SUPPLY CHAIN MANAGEMENT SYS B Supply Chain Management System akan penyelenggaraan pada tarikh dan waktu be	mengalami gangguan	Login ID
Tarikh/ Masa mula Tarikh / Masa akhir Tempoh	: Jumaat, 14 Februari 2020, 8.01 malam : Rabu, 19 Februari 2020, 11.59 malam : <mark>5 Hari</mark>		Password
Segala kesulitan amatlah dil	kesali. Terima kasih		Login
	NB Supply Chain Management System wil activities. The interruption will be on:	be temporarily	Reset Password
KELEWATÁN PROSES PENDY Untuk makluman, proses pen Kewangan Malaysia (KKM) KKM. Segala kesulitan yang PENYIARAN IKLAN TENDER Lanjutan daripada penamatai pengiklanan tender dalam ak	DALAM AKHBAR BERITA HARIAN DAN THE	KAITAN SUL KKM. 'yang melabarkan Sijil Kementerian agi uu berkaitan akaes sistem ePerolehan STAR Tory Son Bho') taa bagi memastikan proses	Please enter the same Login ID and registered e-mail address with TNS. Please use the temporary password sent to your e-mail to change with new password. This is TNB information. Any modification, coopying, reproduction, republication, unclaration, schemistic internation of distribution. In any manner, of the said information on the website, including text, graphics, code and/or software without permission in writing is prohibited.
Iklan Ten	ider Akhbar		
Bahasa Ma	Ilaysia Berita Harian	AN /	
Bahasa Ing	operis The Star	MX I I I I I I I I I I I I I I I I I I I	

- 2. Click on tab Purchase Orders to display list of the *e-PO*.
- 3. Click on **Document Number** for which delivery has been made for the *e-PO* number.

TNAGA		2			Search	Q
Back Forward History Favories						Welcome: Mr. Supplier 15 YSR
D D		D D	E			
Iministration RFx and Auctions	Purchase Orders Go	ods Receipt Service Entry Sheet	Invoices and Credit Memos Maintain	Certificates / Supplier Deta	ils	
•	ss Confirmed					
nase Orders > All						Full Scree
ist of Purchase Orders Print Purchase Order 3	nent Number	Document Name	Document Date	Total Value	Status	PO Overall Weightage
0020033700		PO	22.01.2020	1,977,180.00 MYR		r o o rotan troignago
0020039757	70006318	PO	21.01.2020	50,100.00 MYR	Confirmed	
0020039757	70000310			50,100.0010111	Commed	
0020039756	70006317	PO	21.01.2020	25,000.00 MYR	Confirmed	
		PO				
0020039756	70006317		21.01.2020	25,000.00 MYR	Confirmed	
0020039756 0020039754	70006317 70006315	PO	21.01.2020 20.01.2020	25,000.00 MYR 5,000.00 MYR	Confirmed Confirmed	
0020039756 0020039754 0020039713	70006317 70006315 70006296	PO PO	21.01.2020 20.01.2020 09.01.2020	25,000.00 MYR 5,000.00 MYR 10,000.00 MYR	Confirmed Confirmed Confirmed	
0020039756 0020039754 0020039713 0020039712	70006317 70006315 70006296 70006295	PO PO PO	21.01.2020 20.01.2020 09.01.2020 08.01.2020	25,000.00 MYR 5,000.00 MYR 10,000.00 MYR 14,000.00 MYR	Confirmed Confirmed Confirmed In Process	
0020039756 0020039754 0020039713 0020039712 0020039712	70006317 70006315 70006296 70006295 70006286	PO PO PO PO	21.01.2020 20.01.2020 09.01.2020 08.01.2020 28.12.2019	25,000.00 MYR 5,000.00 MYR 10,000.00 MYR 14,000.00 MYR 14,000.00 MYR	Confirmed Confirmed Confirmed In Process Confirmed	

4. *Display Purchase Order* screen displayed. Click on button – **Display Document Flow**.

TINAGA AL							Search: [٩
	History Favorites							Welcome: Mr. Supplier 15 YSR Traini
	D		D	D				
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier De	etails	
All New	Changed In Process	Confirmed						
Purchase Orders >	All							Full Screen 0
Purchase Or	ase Orders > Displ de . 0020035737 ry Display Documer	4						
Genera	Information							-
Basic Data						Terms of Payme		
Purchase C		002003	9757			Payment in Day	/s D	iscount in %
Document N		700063	318					
Document N		PO						
Document [Date:	21.01.2	2020					
Status:		Confirm	ned					
Follow-On [Documents:							
⇒ ■						Terms of Delive	ry	
						Incoterm	L	ocation

 Document Flow screen displayed. Click on – Document Type: Good Receipt. Display Good Receipt screen displayed.

TENNGA AL							Search:	٩ ١
Hack Forward History History	Favorites						Welco	me: Mr. Supplier 15 YSR Training
EE	3		D	D		E		
Administration RFx and	Auctions P	urchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed	In Process	Confirmed						
								Full Screen Opti
Inchase Orders > All List of Purchase Orders Document Flow	s > Display P	urchase Order	> Display Docum	ent Flow				
List of Purchase Orders	s > Display P		r > Display Docum			Document Date	Status	
List of Purchase Orders Document Flow		Nur				Document Date 21.01.2020	Status Confirmed	Back to Docume
List of Purchase Orders Document Flow Document Type	Document	Nur						Back to Docume
List of Purchase Orders Document Flow Document Type Purchase Order Goods Receipt	Document 70006318 300000879	Nur 90	5 Int Name			21.01.2020	Confirmed	Back to Docum Total Value 50,100.00 MYR
List of Purchase Orders Document Flow Document Type Purchase Order	Document 70006318 300000879	Nur 90	5 Int Name			21.01.2020	Confirmed	Back to Docume Total Value 50,100.00 MYR

6. Click on button *Accept* for the self-reference that GR has been accepted by supplier.

TINAGA NASIONAL						Search:	Q +	Lo
Back Forward F History Favori	es					Welcome: M	Mr. Supplier 15 YSR Tr	aining
D D		D	D					
dministration RFx and Auction	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details			
New Changed In Pro	cess Confirmed							
hase Orders > All							Full Screen	Opti
	Display Document Flo	w						
Joodas IX	Display Document Flo	w					E	-
Accept General Information	Display Document Flo 3000008790						đ	-
General Information Basic Data Document Number: Document Name:							E	-
Accept General Information Basic Data Document Number: Document Name: Document Date:	3000008790 GR 21.01.2020) 					E	-
General Information Basic Data Document Number: Document Name:	3000008790 GR						5	-
Accept General Information Basic Data Document Number: Document Name: Document Date:	3000008790 GR 21.01.2020							-
Accept General Information Basic Data Document Name: Document Date: Status:	3000008790 GR 21.01.2020 New			Purchase Or P	urchase Order Item	Quantity Ordered		

7. Below message to show **GR** is accepted by supplier. Click on button - **Display Document Flow**. **Display Document Flow** screen displayed.

_								
							Search:	٩.+
Back Forward	History Favorites						Welcome	Mr. Supplier 15 YSR Train
D	D			D	Ē	D		
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
	Changed In Process	Confirmed						
Purchase Orders >	All							Full Screen 0
Messages Info: You Goods Recei Create Invo	r changes have been	adopted successful	ly	ment Flow > Display (Goods Receipt			
Basic Data			7					
Document N	lumber:	3000008790						
Document N	ame:	GR						
Document D	late:	21.01.2020						
Status:		Document Read						

To check GR status changed from (New) to (Document Read).

TINAGA MASIONAL						Search:	Q, - L
I Back Forward IF History	Favorites						Welcome: Mr. Supplier 15 YSR Training
Administration RFx and		Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed	In Process Confirmed						
Purchase Orders > All							Full Screen Optio
List of Purchase Orders Document Flow	> Display Purchase Order	> Display Docum	nent Flow				
							Back to Docume
Document Type	Document Number	Document Name	э		Document Date	Status	Total Value
Purchase Order	70006318	PO			21.01.2020	Confirmed	50,100.00 MYR
Goods Receipt	3000008790	GR			21.01.2020	New	10,020.00 MYR
Total Value is exclusive	of discount / surcharge (if a	applicable)					

							Search:	Q. → Log
Back Forward	History Favorites						Welcome: M	r. Supplier 15 YSR Training Y
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
Purchase Orders >	Changed In Process All ase Orders > Disp		> Display Docum	ent Flow				Full Screen Option
Document Fle	ow							Back to Document
Document Ty	pe Docur	nent Number	Document Name			Document Date	Status	Total Value
Purchas	se Order 70006	318	PO			21.01.2020	Confirmed	50,100.00 MYR
Goods	Receipt 30000	08790	GR			21.01.2020	Document Read	10,020.00 MYR

Note: If Supplier to proceed of sending e-invoice please refer to step 4.1 under 'PROCESS (3) : CREATE e-INVOICE'.

END

PROCESS (3)	:	CREATE e-INVOICE
ROLE	:	TNB SUS SUPPLIER

CREATE e-INVOICE process will be performed once Goods Receipt done by TNB.

1. Log in to SUS Portal using ID and Password

THB Supply Chain Manag	ement System
PENGUMUMAN	
I AKTIVITI PENYELENGGARAAN THE SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS). Uniku makkumaa, sistem Thili Supply: Chain Management System akan mengalami gangguan disebabkan oleh kerja-kerja penyelenggaraan pada tarikh dan waltu berkut: Tarikh / Masa mula : Limaat, 14 Februar 2020, 9.01 malam Tarikh / Masa mula : Jebruari 2020, 9.01 malam Tarikh / Masa mula : Jebruari 2020, 9.01 malam Tempoh : Stari	Login ID Password
Segala kesulitan amatlah dikesali. Terima kasih	Login
We wish to inform that the TNB Supply Chain Management System will be temporarily interrupted for maintenance activities. The interruption will be on: Start Date/ time : Friday, 14th February 2020, 08:01 pm	Reset Password
End Date/ time "Wednesday, 19 th February 2020, 11.59 pm 1 SDare We apologics for any inconvenience caused. Thank You 2 KELEWATAN PROSE'S FENDAFTARAN/FEMBAHARUAN FEMBERAI, BERKAITAN SUIL KKM. Untuk maklaman, proves pendafaran pembahanuan unij pembokat. TNS yang melabatkan Sijil Kementerian Kewangan Malayia (KKM) yaan mengalami kelewatan berintana terdapat ya berkaitan akses intern ePerolehan KKM. Sepala keulitan yang timbala amatah dikeasi.	* Please entrof the same Login ID and registered e-mail address with TNB. * Please use the temporary password sent to your e-mail to change with new password. * This is TNB information. Any modification, copying, reproduction, republication, updoading posting, transmission or distribution, in any code and/or sphare without semantion in within is prohibited.
2. PENYIARAN IKLAN TENDER DALAM AKHBAR BERITA HARIAN DAN THE STAR. Lanjutan daripada penamatan operasi akhbar Ulusan Malayasi (Mediamon, Son Bhd) dan bagi memastikan proses pengkinana tender dalam akhbar berjalan dengan lancar, Jabatan Procurement Shared Services, TGBS akan memvarkan alikar tender dalam akhbar berkurt mular JS Kotkoler 2015.	
Ikian Tender Akhbar	
Bahasa Malaysia Berita Harian	
Bahasa Inggeris The Star	

- 2. Click on tab Purchase Order to display list of the *e-PO*.
- 3. Click on **Document Number** for the *e-PO* number that has been performed.

TINAGA		2			Search:	٩ ١
Back Forward History Favo	nes	2			V	Velcome: Mr. Supplier 15 YSR Training
D D		D D	D	E		
Administration RFx and Auctio	Purchase Orders	Goods Receipt Service Entry Shee	Invoices and Credit Memos	Maintain Certificates / Supplier Detai	Is	
All New Changed In Pr	ouss Confirmed					
Purchase Orders > All						Full Screen Opt
List of Purchase Orders	3					
Parchase Order	nent Number	Document Name	Document D	ate Total Value	Status	PO Overall Weightage %
0020039757	70006318	PO	21.01.2020	50,100.00 MYR	Confirmed	
0020039756	70006317	PO	21.01.2020	25,000.00 MYR	Confirmed	
0020039754	70006315	PO	20.01.2020	5,000.00 MYR	Confirmed	
0020039713	70006296	PO	09.01.2020	10,000.00 MYR	Confirmed	
000000740	70006295	PO	08.01.2020	14,000.00 MYR	Confirmed	
0020039712						
0020039712	70006286	PO	28.12.2019	14,000.00 MYR	Confirmed	

4. *Display Purchase Order* screen displayed. Click on button - Display Document Flow.

							Search:	٩
Back Forward	History Favorites						Welco	ome: Mr. Supplier 15 YSR Traini
Administration	REx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
	Changed In Process		occup recorp.					
Purchase Orders >								Full Screen 0
Purchase Ord	Information	4				Terms of Payment		8
Purchase O		002003	39757			Payment in Days	Discou	nt in %
Document N	lumber:	700063						
Document N	lame:	PO						
Document D	Date:	21.01.2	2020					
Status:		Confin	med					
Follow-On E	Documents:							
+ =						Terms of Delivery		
						Incoterm	Locatio	n

 Document Flow screen displayed. Click on – Good Receipt.

TINAGA							Search:	Q L
Back Forward	History Favorites						Welcome	Mr. Supplier 15 YSR Training
E	D		E	D	E	E		
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
rchase Orders								Full Screen Option
rchase Orders	> All hase Orders > Displ	ay Purchase Order	> Display Docum	ent Flow				Full Screen Option
List of Purch	> All hase Orders > Displ low		 Display Docum Document Name 			Document Date	Status	
List of Purel Document F	> All hase Orders > Displ low	ay Purchase Order				Document Date 21.01.2020	Status Confirmed	Back to Docume

Note : Implementation of Sales and Service Tax (SST)

From 1st September 2018, vendor should be able to select the appropriate new SST tax code during e-invoice creation. However, this depends on the following conditions being met:

- If the Purchase order is subjected to new taxes which are Sales & Service tax (SST) relevant.
- Vendor is a SST registered supplier and have updated with TNB the SST number.

If a Supplier has not updated his Sales or Service tax registration no. with TNB then he will be treated as Non-Register Supplier for SST and will not be able to select chargeable tax code during e-Invoice creation.

For update of Sales and Service tax registration number, please refer to this announcement: https://www.tnb.com.my/assets/files/Notis_SCMS_SST_TNB.pdf

Vendor registered as Sales Tax supplier	Vendor registered as Service Tax supplier	SST tax code selection
Registered	Registered	P1 – Sales Tax 10% P5 – Sales Tax 5% PT – Service Tax 6% PZ – Non Taxable / Exempted
Registered	Non-registered	P1 – Sales Tax 10% P5 – Sales Tax 5% PZ – Non Taxable / Exempted
Non-registered	Registered	PT – Service Tax 6% PZ – Non Taxable / Exempted
Non-registered	Non-registered	PZ – Non Taxable / Exempted

The selection of the SST tax code will be based on the matrix below :

a. Sample of elnvoice creation if the Purchase order is subjected to new taxes, which are Sales & Service tax (SST) relevant.

TENAGA								Search:		9.+
Back Forward	History Favorites							Welcome	Mr. Supplier 1	5 YSR Train
F	F	5	E	E	F		F			
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit	Memos Maintain Ce	rtificates / Supplier Details			
II New	Changed In Process	Confirmed								
rchase Orders >	> All								Fu	III Screen C
					Tax co	ode can be cha	inged by selectin	ng drop down		
Item Ov								<u> </u>	D	
Item Ov Number	Descript	tion Pro	duct	Quantity 20	Tax co	Net Value	Tax PZ - SST Non-Tax;♥	lurchase Order No	Purchase O	

b. Sample of elnvoice creation if Purchase order is not subjected to new taxes, which are not relevant for Sales & Service tax (SST).

MASACAAL								Search:		9
Back Forward + Hi	istory Favorites							Welcome	Mr. Supplier	15 YSR Trai
dministration BF	Fx and Auctions Pur	chase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit I	vemos Maintain Ce	ertificates / Supplier Details			
New Change		onfirmed								
hase Orders > All									F	III Screen
		T	av code field	l is non-edital	nleie cannot l	he changed hy	/ Supplier during	e-invoice crea	ation	
1tem Overvie	w	Ti	ax code field	l is non-edital	ole i.e. cannot l	pe changed by	v Supplier during	e-invoice crea	ation	
Item Overvie	Description	Prod		l is non-editat	Unit of Measure	De changed by	r Supplier during	e-invoice crea	ation	erder Item
		Prod								

SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) USER MANUAL (SUPPLIER) – e-PURCHASE ORDER (MATERIAL/GOODS) VOL 4 /2021

Display Good Receipt screen displayed.
 Click on button - Create Invoice to perform *e-invoice* process.

TENAGA NASIONAL							Search:	Q +
Back Forward ▶ History	y Favorites						Welcome:	Mr. Supplier 15 YSR Ti
	Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
New Changed	In Process	Confirmed						
hase Orders > All								Full Screen
	ocume	ent Flow						
Create Invoice		ent Flow						
General Informa	ation	ant Flow						
General Informa Basic Data	ation							
Basic Data Document Number:	ation	3000008790						
General Informa Basic Data Document Number: Document Name:	ation	3000008790 GR						
Basic Data Document Number: Document Name: Document Date: Status:	ation	3000008790 GR 21.01.2020						
General Informa Basic Data Document Number: Document Name: Document Date: Status:	ation	3000008790 GR 21.01.2020 Document Read						
General Informa Basic Data Document Number: Document Name: Document Date: Status:	ation	3000008790 GR 21.01.2020			Purchase Or Pu	urchase Order Item	Quantity Ordered	

7. *Process Invoice* screen displayed.

System will automatically generate the invoice number in Basic Data section.

8. If Supplier have more than one bank account registered with TNB, preferred bank account can be selected. Supplier can select Alternative Payee ONLY IF ADOA exist for this PO.

TENAGA MASIONAL							Search:	Q -
	History Favorites							upplier 15 YSR Trainin
Back Forward	 History Favorites 						vveicome: Mr. S	upplier 15 TSR Trainir
			E					
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New 0	Changed In Process	Confirmed						
Purchase Orders >	All							Full Screen Op
	ase Orders > Displatice: 4000007672	ay Purchase Order	> Display Docum	ent Flow > Display	Goods Receipt > Process Ir	nvoice		
Send 🗙	Cancel 🖨 Print							
Genera	Information			7				
Basic Data				/		Terms of Payment		
Invoice:		400000	07672			Payment in Days	Discount in %	
Description:		PO				0	0.000	
Document D		21.01.2	2020			0	0.000	
Purchanse	Order No:	002003	39757			0		
Status:		In Proc	ess	8		0		
Alternative I	Payee:	SELEC	T					
Bank Accou	nt No:		78910 MAYBANK	-				

- 9. Starting from 6th November 2020, it is mandatory for Suppliers to
 - i) Agree the TNB SCMS e-Invoice Terms and Conditions (T&C) by check the checkbox for the declaration.

Terms and Conditions
hereby acknowledge and agree that the e-Invoice submitted herein is in accordance to the TNB's SUS Portal Terms and Conditions (Versi Bahasa Melayu) (English Version)

Suppliers will see the error message below if the checkbox has not been ticked before e-Invoice submission.

Errors: Kindly check and accept the Supplier shall be responsible	he Terms and Conditions to select the correct SST tax code during e	-invoice :
Process Invoice: 5000292267		
Send X Cancel BPrint		
General Information		
Invoice:	5000292267	
Description:	PO	
Document Date:	13.09.2021	
Purchanse Order No:	0020911390	
Status:	In Process	
Alternative Payee:	SELECT	-
Bank Account No:	12168010014527 ISLAM	-

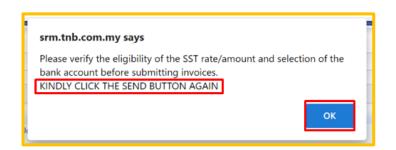
ii) Read the T&C by clicking either (Versi Bahasa Melayu) or (English Verison) hyperlink at the end of the declaration statement.

Terms and Conditions
I hereby acknowledge and agree that the e-Invoice submitted herein is in accordance to the TNB's SUS Portal Terms and Conditions (Versi Bahasa Melayu) (English Version)

Suppliers will see the below error message if the <u>Terms and Conditions</u> are not read, in order to read just click on <u>Terms and Conditions</u> hyperlink. Click on button – **Send**.

Errors: Kindly ensure, Terms and Con	ditions are read before document	submission				
Process Invoice: 5000292267	Process Invoice: 5000292267					
Send Cancel BPrint						
General Information	General Information					
Basic Data						
Invoice:	5000292267					
Description:	PO					
Document Date:	13.09.2021					
Purchanse Order No:	0020911390					
Status:	In Process					

10. Suppliers will see another reminder message on SST rate/amount and selection of the Bank account. Click **OK**.



Please verify the SST rate/amount and selection of the bank account. Once all information has been verified, click on the **Send** button again to submit the *e-Invoice* to TNB.

Process Invoice: 4000007887	
Send X Cancel 🖨 Print	
General Information	
Basic Data	
Invoice:	4000007887

11. *e-Invoice* has successfully sent to TNB once the status of the invoice changed to **Document Sent**.

	R Traini
Administration RFx and Auctions Purchase Orders Goods Receipt Service Entry Sheet Invoices and Credit Memos Maintain Certificates / Supplier Details	R Traini
Administration RFx and Auctions Purchase Orders Goods Receipt Service Entry Sheet Invoices and Credit Memos Maintain Certificates / Supplier Details	
All New Changed In Process Confirmed	
Purchase Orders > All	ien O
B Info: Your changes have been adopted successfully	
Display Invoice: 4000007672	
Set Status Display Document Flow @ Print Discount Details	
Set Status Display Document Prov Commission Details	
General Information	
Basic Data Terms of Payment	
Invoice: 4000007672 Payment in Days Discount in %	
Description: PO 0.000	
Document Date: 21.01.2020 11 0.000	
Purchanse Order No: 0000030252	
Status: Document Sent	
Status (New): Accepted by Customer	
Alternative Payee:	
Bank Account No: MAYBANK 12345878910	

Steps to print e-invoice:

12. *Display Document Flow* – click on Invoice link.

WASSONAL							Search:	Q
Hack Forward	History Favorites						Welcome	Mr. Supplier 15 YSR Traini
D			D	D				
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New 0	hanged In Process	Confirmed						
	ase Orders > Displa	ay Purchase Order	> Display Docum	nent Flow				Full Screen C
List of Purch Document Fle	ase Orders > Displa							Full Screen O
List of Purch Document Fle	ase Orders > Displayer www. De Docum	ay Purchase Order nent Number	Document Name			Document Date	Status	Back to Docu
List of Purch Document Fle	ase Orders > Displayer www. De Docum	nent Number				Document Date 21.01.2020	Status Confirmed	Back to Docu
List of Purch Document Fle Document Ty Purchas	ase Orders > Displayer www. De Docum	nent Number 318	Document Name					Back to Docu Total Value

13. *Display Invoice* screen displayed. Click on button – **Print**.

TINNGA MASIONAL						Search:	٩
Back Forward History Favorites						Welcome: Mr. S	Supplier 15 YSR Traini
Administration RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed In Process	Confirmed						
Purchase Orders > All							Full Screen O
Info: Your changes have been a Display Invoice: 4000007672 Set Status Display Document Florence Status D		3					
General Information							8
Basic Data					Terms of Payment		
Invoice:	40000076	72			Payment in Days	Discount in %	
Description:	PO				0	0.000	
Document Date:	21.01.202	!0			0	0.000	
Purchanse Order No:	00200397				0		
Status:	Document						
Status (New): Alternative Payee:	Accepted	by Customer	•				
Bank Account No:	MAVRANI	K 123 <u>45678</u> 910	¥				

14. If below screen prompted, click on button - Open

Internet Explorer

TENAGA NASIONAL								Search:	
	Favorites								Welcome: Mr.
	Auctions Put	urchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certific	ates / Supplier Detail	s	
All New Changed	In Process C	Confirmed							
Purchase Orders > All									
List of Purchase Order Purchase Order: 00200 Display History Displa	039757								
		ow							
General Informat	ion								
Basic Data							Terms of Payme	ent	
Purchase Order No	D:	00200	039757				Payment in Day	s	Discount in
Document Number	:	70006	6318						
Document Name:		PO							
Document Date:		21.01	.2020						
Status:		Confi	irmed				Terms of Delive	ry	
Follow-On Docume	ents:						Incoterm		Location
+ =									
<	Do you want to	o open or save su	ısdoc.zip (16.9 KB) †	rom unadevsrmci01.hc	J.tnb.com.my?		Open	Save 🔻	Cancel
						2	7		

Google Chrome Back Forward ► History Favorites Welcome: Mr. Supp Administration RFx and Auctions All New Changed In Process Purchase Orders > All ods Receipt ice Entry Sheet Invoices and Credit Memos icates / Supplier Details Purchase Orders Maintain Certifi Go Serv List of Purchase Order > Display Purchase Order > Display Document Flow > Display Goods Receipt > Display Invoice Display Invoice: 4000007672 Set Status | Display Document Flow | Print Discount Details General Information Basic Data Terms of Payment 4000007672 PO 21.01.2020 0020039757 Document Sent Accepted by Customer Invoice: Description: Document Date: Purchanse Order No: Status: Status (New): Payment in Days 0 0 0 Discount in % 0.000 Ŧ Alternative Payee susdoc (10).zip

Copy of *e-invoice* will be displayed as below and can be print as usual.

Tax Invoice header will be displayed if vendor is SST registered

Note: For Non-SST Vendors, normal Invoice header will be displayed

Suppli jalan a	cing Party ier Training 15 abc), Rawang				Invoice		
Selan			Invo	oice Date	21.01.2	2020	
			TNB	Purchase Or	der 002003	39757	
			Invo	ice Number	400000	007672	
Wilaya), Kuala Lumpur ah Persekutuan						
	ah Persekutuan ce Details Product No	Item Description	Prod Type Materia		Price per unit 501.00 / 1		
Invoic	ah Persekutuan ce Details Product No	Item Description					
Invoic	ah Persekutuan ce Details Product No	Item Description		ai 20 EA	501.00 / 1 g SST)	10,020.00	
Invoic	ah Persekutuan ce Details Product No	Item Description		al 20 EA	501.00 / 1 g SST) 0%	10,020.0 10,020.00 0.00	
Invoic	ah Persekutuan ce Details Product No	Item Description		ai 20 EA	501.00 / 1 g SST) 0%	10,020.00	

PROCESS (4)	:	Resubmit Rejected eInvoice
ROLE	:	TNB SUS SUPPLIER

- 1. If submitted elnvoice has been rejected by TNB, Supplier will be notified via SUS Portal and email notification.
 - i. via SUS Portal, document type column Cancelled Invoice with "Rejected by Customer" status.

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000840764	PO	25.06.2021	Confirmed	11,000.00 MYR
Goods Receipt	4000519947	GR	25.06.2021	Document Read	6,600.00 MYR
Invoice	5000292218	PO	27.06.2021	Document Sent	6,600.00 MYR
Cancelled Invoice	5000292219	PO	27.06.2021	Rejected by Customer	6,600.00 MYR

Click the Cancelled Invoice to see the details of rejected elnvoice

Communication and Collaboration				
Reason for Rejection				
Dear Supplier, Please submit hard copy of Invoice to Finance department.				
General Information				
Basic Data				
Number:	5000292219			
SUS Confirmation/Goods Receipt:	4000519947			
Name:	PO			
Date:	27.06.2021			
External Reference No.:	0020903525			
Status:	Rejected by Customer			

ii. via email notification - Kindly check the details of the rejected elnvoice

Invoice: 5000292218 Cancelled
Created 🖃
Dear Supplier,
The following Invoice has been cancelled:-
Invoice Number:5000292218
SUS Confirmation/Goods Receip: 4000519947
Purchase Order :0020903525
Invoice Rejection Reason:
Dear Supplier, Please submit hard copy of Invoice to
Finance department.
Action by Vendor:- Invoice to be submitted by vendor once again
Thank you and warm regards,
TNB

2. Supplier can print the Cancelled Invoice by clicking the Print button and download the .pdf document.

Display Document Flow	- Print		
Reason for Rejection			
Dear Supplier, Pleas Finance department	e submit hard copy	of Invoice to	ł,
General Information	on		
Basic Data			

Cancellation Invoice			
27.06.2021			
0020903525			
5000292219			
4000519947			
	27.06.2021 0020903525 5000292219		

3. Supplier once again can create an elnvoice against the same Goods Receipt document which the elnvoice was cancelled earlier.

Click the Goods Receipt.

Document Type	Document Number	Document Name
Purchase Order	1000840764	PO
Goods Receipt	4000519947	GR
Invoice	5000292218	PO
Cancelled Invoice	5000292219	PO

Click Create Invoice button and repeat the step 6.1 (page 15) until step 9.1 (page 19).

Goods Receipt: 4000519947				
Create Invoice	voice Display Document Flow			
General Information				
Basic Data				
Document Numbe	er:	4000519947		
Document Name:		GR		
Document Date:		25.06.2021		
Status:		Document Read		

Under Purchase order document flow, the newly created elnvoice document is updated with status "Document Sent"

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000840764	PO	25.06.2021	Confirmed	11,000.00 MYR
Goods Receipt	4000519947	GR	25.06.2021	Document Read	6,600.00 MYR
Invoice	5000292218	PO	27.06.2021	Document Sent	6,600.00 MYR
Cancelled Invoice	5000292219	PO	27.06.2021	Rejected by Customer	6,600.00 MYR
Invoice	5000292220	PO	27.06.2021	Document Sent	6,600.00 MYR

END