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		Revision:
	How to Claim for Down Payment	

## Transaction Overview

### What

To create down payment

### When

Perform this to create Down Payment in SUS portal.

### Menu Path

<https://supplier-selfservice.petronas.com.my/>

### Roles

Vendor

### Helpful Hints

R	Required field entry
O	Optional field entry
C	Conditional field entry

### HOW TO CLAIM FOR DOWN PAYMENT

1. Down Payment function is no longer valid in SUS.
2. To claim for Down-Payment, vendor to communicate with user directly

Start Page > List of Purchase Orders > Display Purchase Order

#### Display Purchase Order

[Create Confirmation](#)
[Display History](#)
[Display Document Flow](#)
[Print](#)
[Download](#)
[Request for Down Payment](#)

**Basic Data**

Document Number: 8000047532  
 Document Name: PO  
 Document Date: 16.11.2012  
 Purchase Order No.: 4500001879  
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, Invoice  
 Status: Confirmed

**Item Overview**

Number	Status	Product	Line Type	Short Text	Service Breakdown	Order quantity	Purchase Order Value	Confirmed Quantity
<a href="#">10</a>	Confirmed	50016959		<a href="#">GASKET,RJ,SFT,IRON,OCT,R20</a>		10 Piece	5,000.00 MYR	10 Piece
<a href="#">20</a>	Confirmed	50031085		<a href="#">BEARING,BALL,6209,ZZ,45X85X19MM</a>		10 Piece	360.00 MYR	10 Piece
<a href="#">30</a>	Confirmed	50016959		<a href="#">GASKET,RJ,SFT,IRON,OCT,R20</a>		20 Piece	10,000.00 MYR	20 Piece
<a href="#">40</a>	Confirmed	50031085		<a href="#">BEARING,BALL,6209,ZZ,45X85X19MM</a>		20 Piece	720.00 MYR	20 Piece