Transaction Overview

What

Use this procedure to attach any supporting document during invoice creation in SUS Portal.

When

Perform this procedure when vendor need to attach any invoice supporting document during invoice creation in SUS Portal.

Prerequisites

- Invoice created from accepted Service Confirmation and Goods Receipt.
- Maximum size for each attachment is 10MB.

Menu Path

Use the following menu path(s) to begin this transaction:
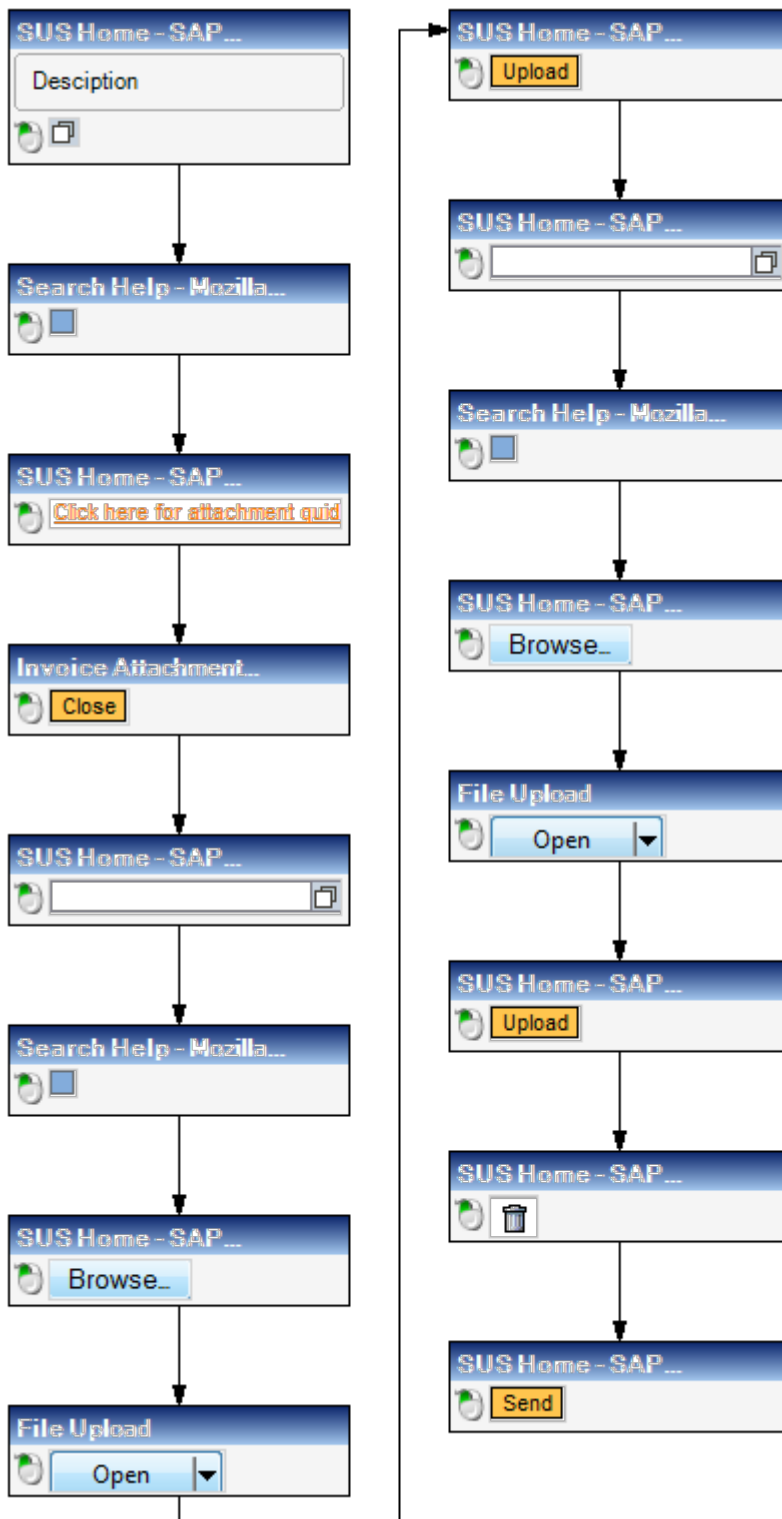
- To login to SRM SUS Portal, go to https://supplier-selfservice.petronas.com.my/irj/portal

Transaction Code

not applicable

Roles

- Vendor's Invoice Processor

Helpful Hints

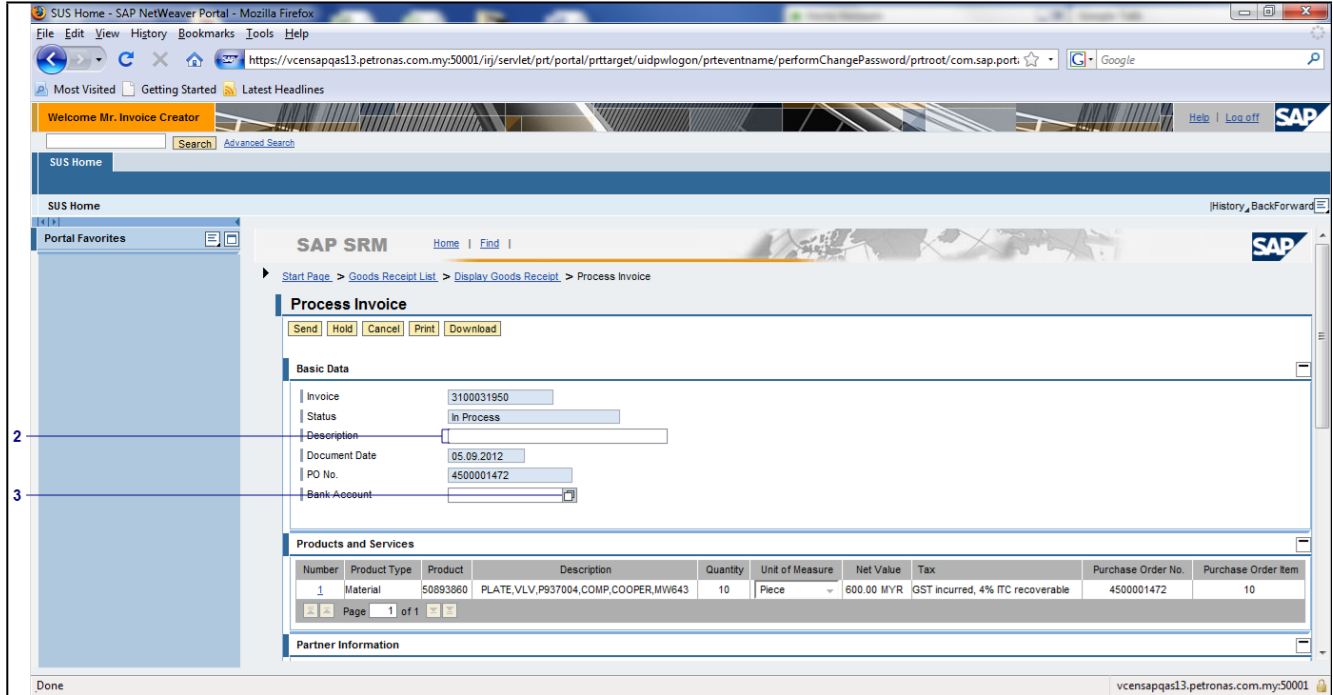| R	Required field entry
O	Optional field entry
C	Conditional field entry

Screen Flow

Procedure

1. Start the transaction by login as vendor's invoice processor to SRM SUS Portal at https://supplier-selfservice.petronas.com.my/irj/portal. Click 'Create Invoice' from accepted Service Confirmation or Goods Receipt to create an invoice document.
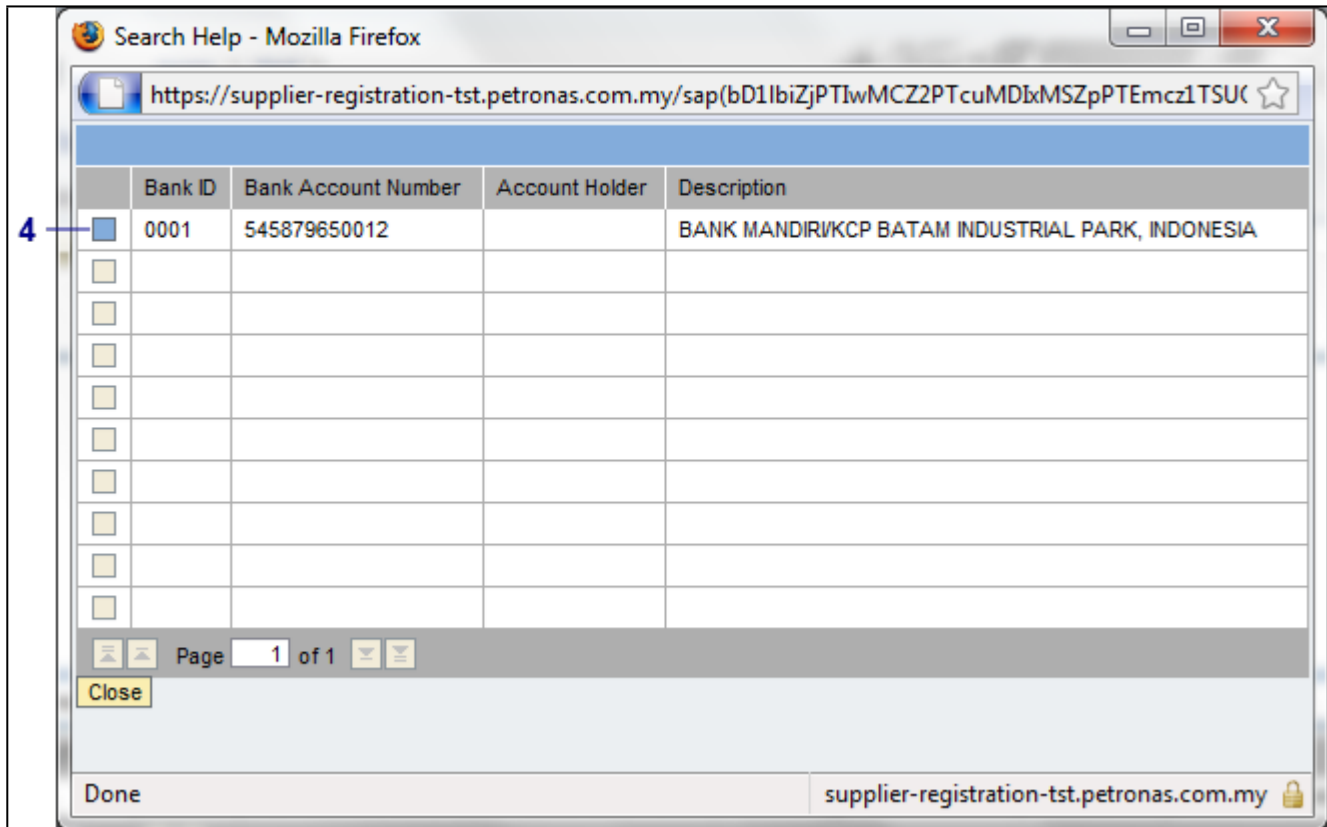
SUS Home - SAP NetWeaver Portal - Mozilla Firefox

2. As required, complete/review the following fields:

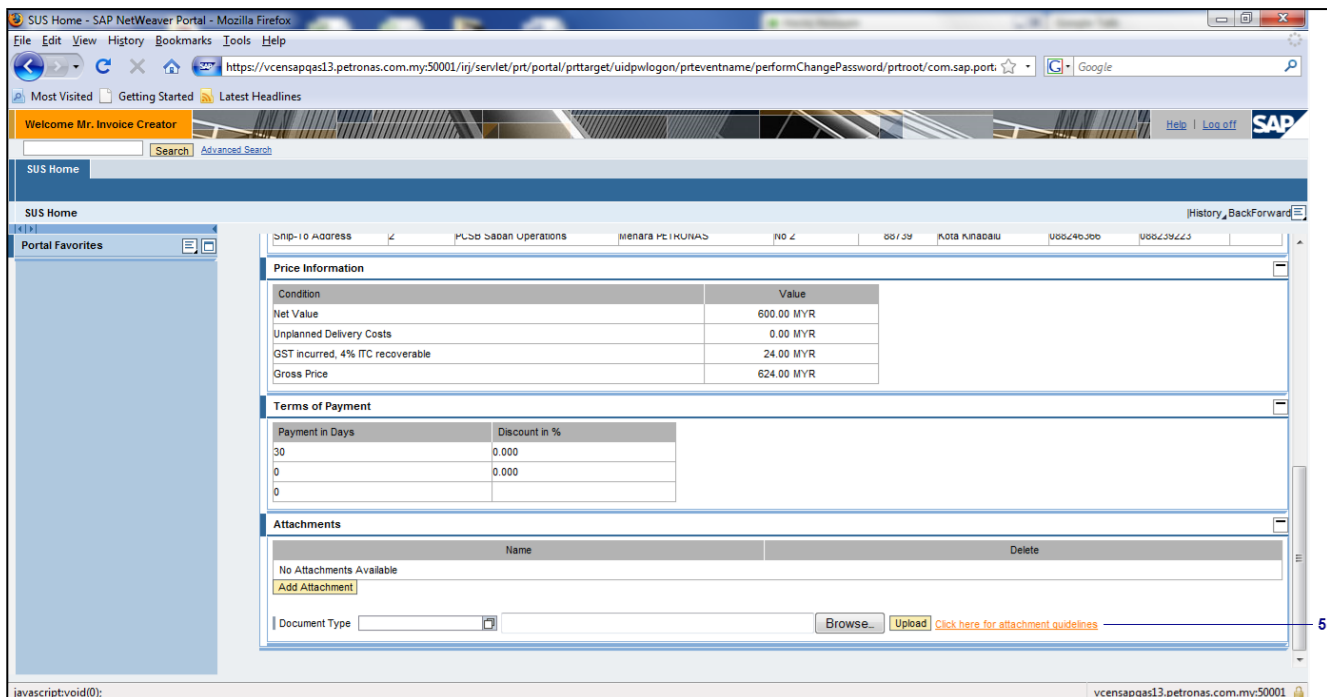| Field	R/O/C	Description
Desciption	R	 **Example:** SUS Invoice Attachment

3. Click ⬚ to select Bank Account
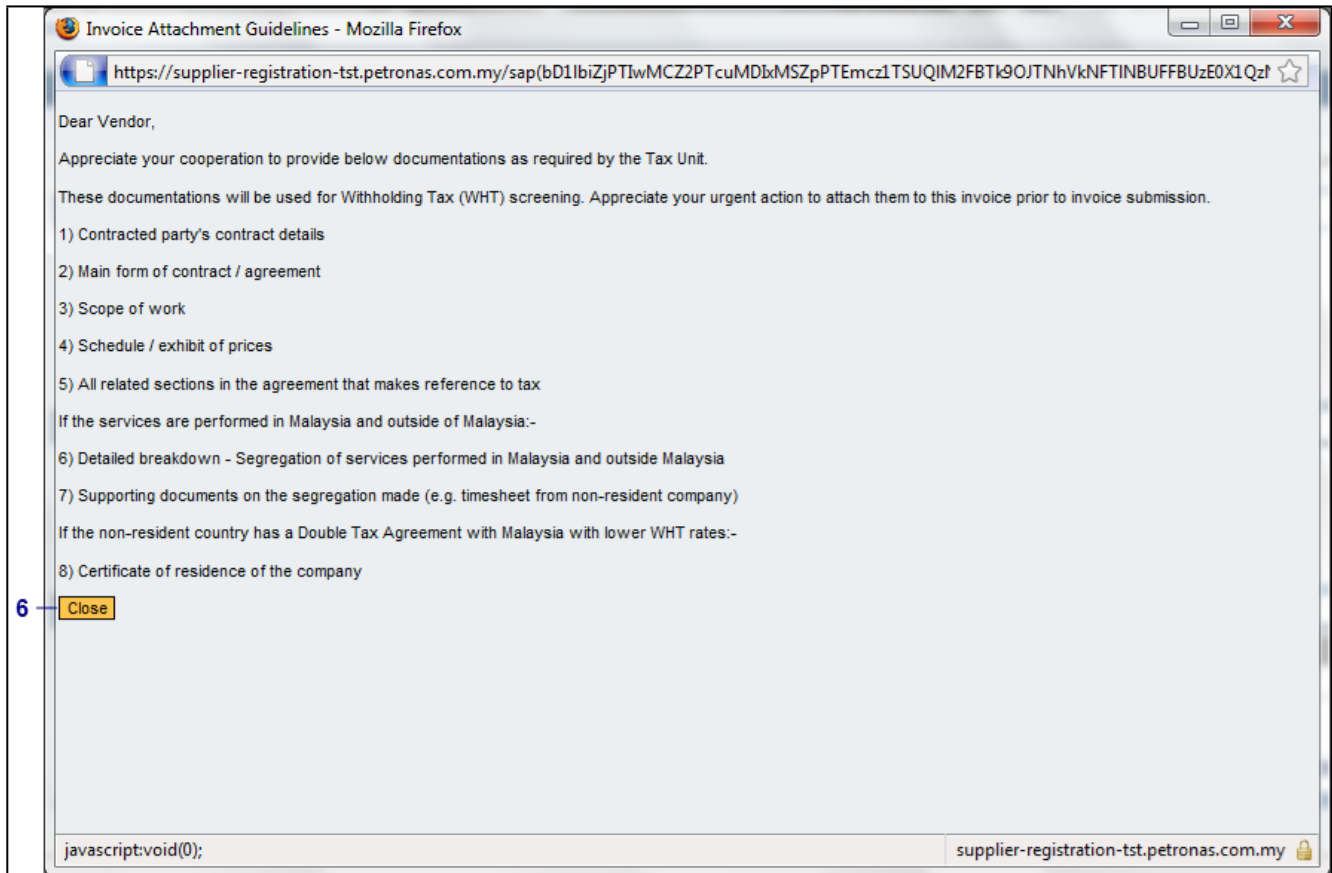
Search Help - Mozilla Firefox

4. Click ☐ to select the desired bank account.
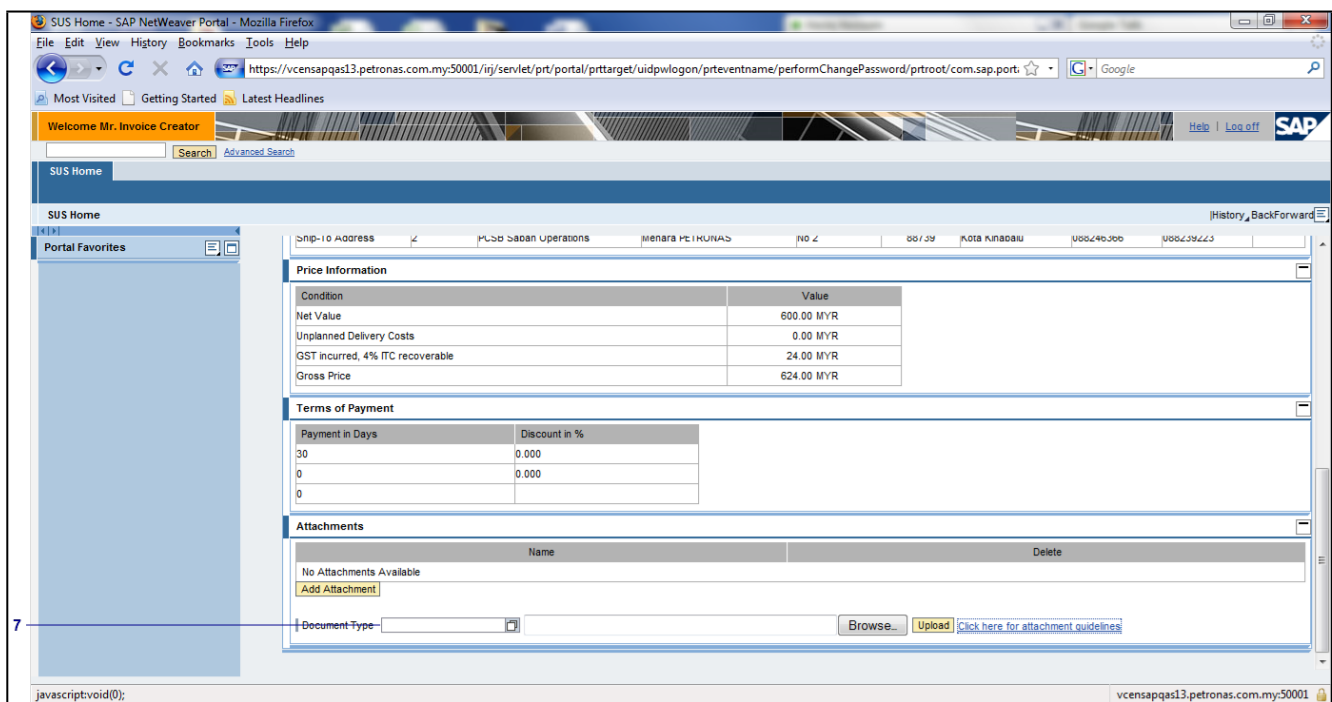
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5. Click here to view the attachment guidelines.

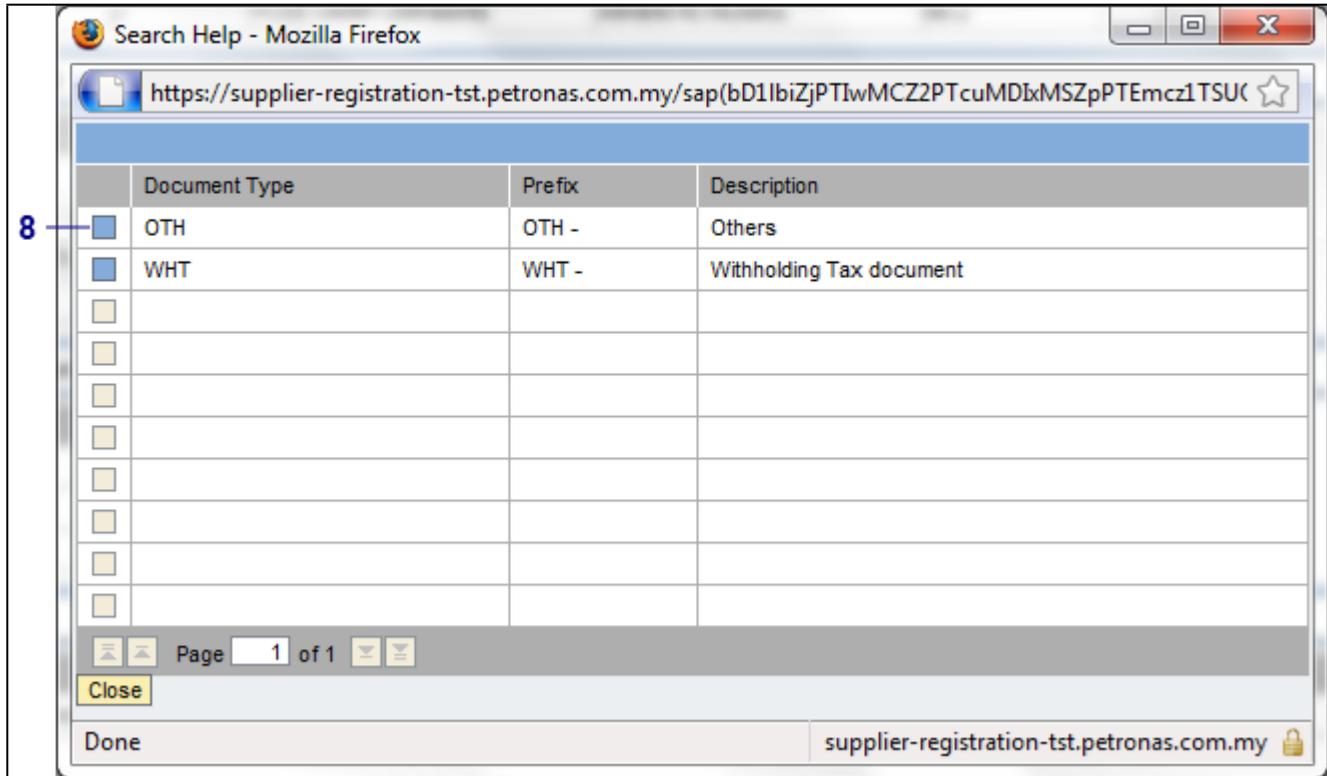## Invoice Attachment Guidelines - Mozilla Firefox

Invoice Attachment Guidelines - Mozilla Firefox

https://supplier-registration-tst.petronas.com.my/sap(bD1lbiZjPTIwMCZ2PTcuMDIxMSZpPTEmcz1TSUQIM2FBTk9OJTNhVkNFTINBUFFBUzE0X1Qzl

Dear Vendor,

Appreciate your cooperation to provide below documentations as required by the Tax Unit.

These documentations will be used for Withholding Tax (WHT) screening. Appreciate your urgent action to attach them to this invoice prior to invoice submission.

1) Contracted party's contract details

2) Main form of contract / agreement

3) Scope of work

4) Schedule / exhibit of prices

5) All related sections in the agreement that makes reference to tax

If the services are performed in Malaysia and outside of Malaysia:-

6) Detailed breakdown - Segregation of services performed in Malaysia and outside Malaysia

7) Supporting documents on the segregation made (e.g. timesheet from non-resident company)

If the non-resident country has a Double Tax Agreement with Malaysia with lower WHT rates:-

8) Certificate of residence of the company

6 → Close

javascript:void(0);   supplier-registration-tst.petronas.com.my

6. Upon reviewing the guideline, Click Close to return to Invoice Processing screen

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https://vcensapqas13.petronas.com.my:50001/irj/servlet/prt/portal/prttarget/uidpwlogon/prteventname/performChangePassword/prtroot/com.sap.port:

Most Visited   Getting Started   Latest Headlines

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SUS Home   History BackForward

Portal Favorites

| Ship-To Address | 2 | PCSB Saban Operations | Menara PETRONAS | No 2 | 68739 | Kota Kinabalu | 088246366 | 088239223 |

Price Information

Condition	Value
Net Value	600.00 MYR
Unplanned Delivery Costs	0.00 MYR
GST incurred, 4% ITC recoverable	24.00 MYR
Gross Price	624.00 MYR

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Attachments

Name	Delete
No Attachments Available	

Add Attachment

7 → Document Type   [ ]   Browse... Upload Click here for attachment guidelines

javascript:void(0);   vcensapqas13.petronas.com.my:50001
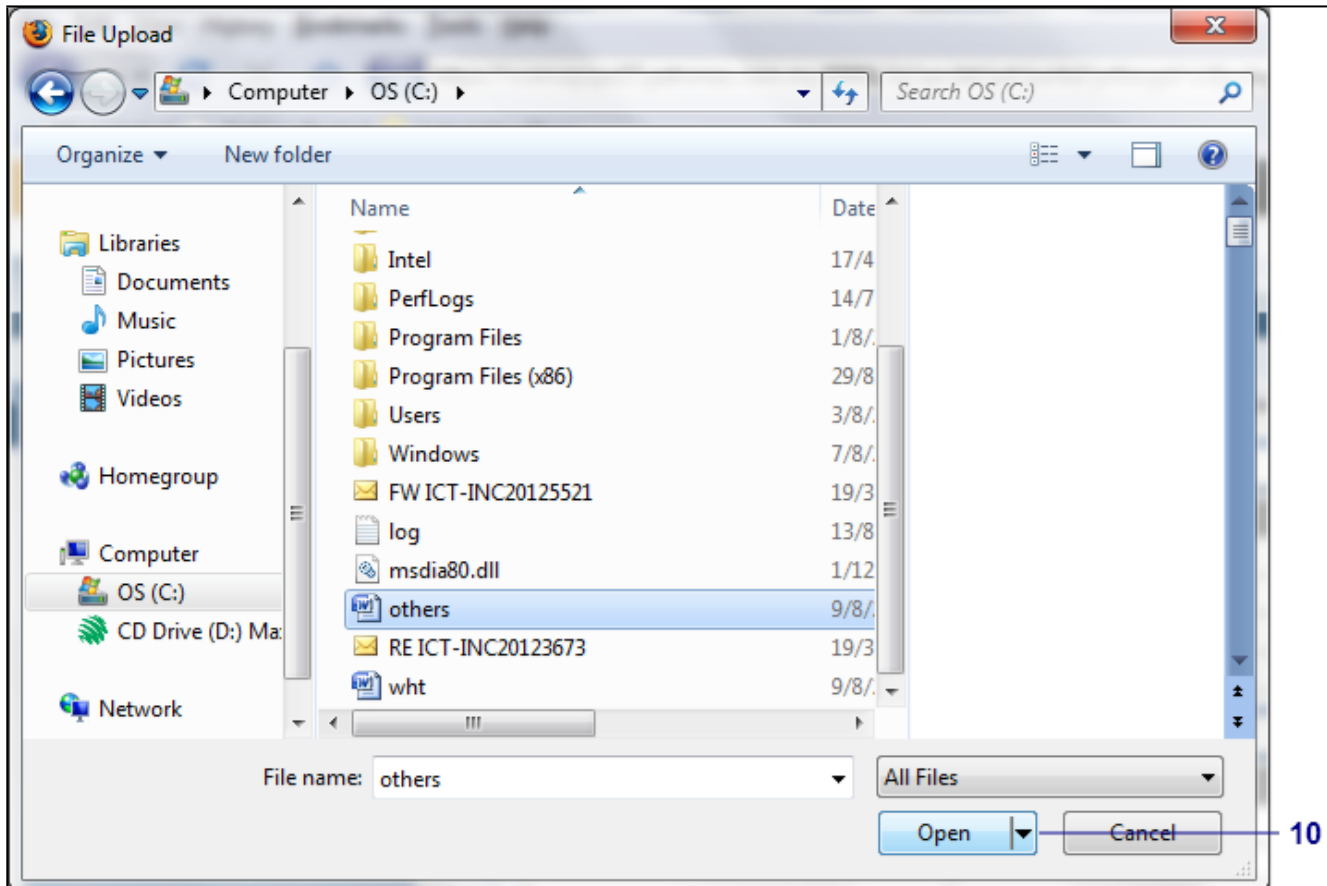
7. Click [　　　　　　] to select document type

Search Help - Mozilla Firefox

8. Click button ▦ to select the desired document type.
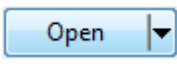
SUS Home - SAP NetWeaver Portal - Mozilla Firefox
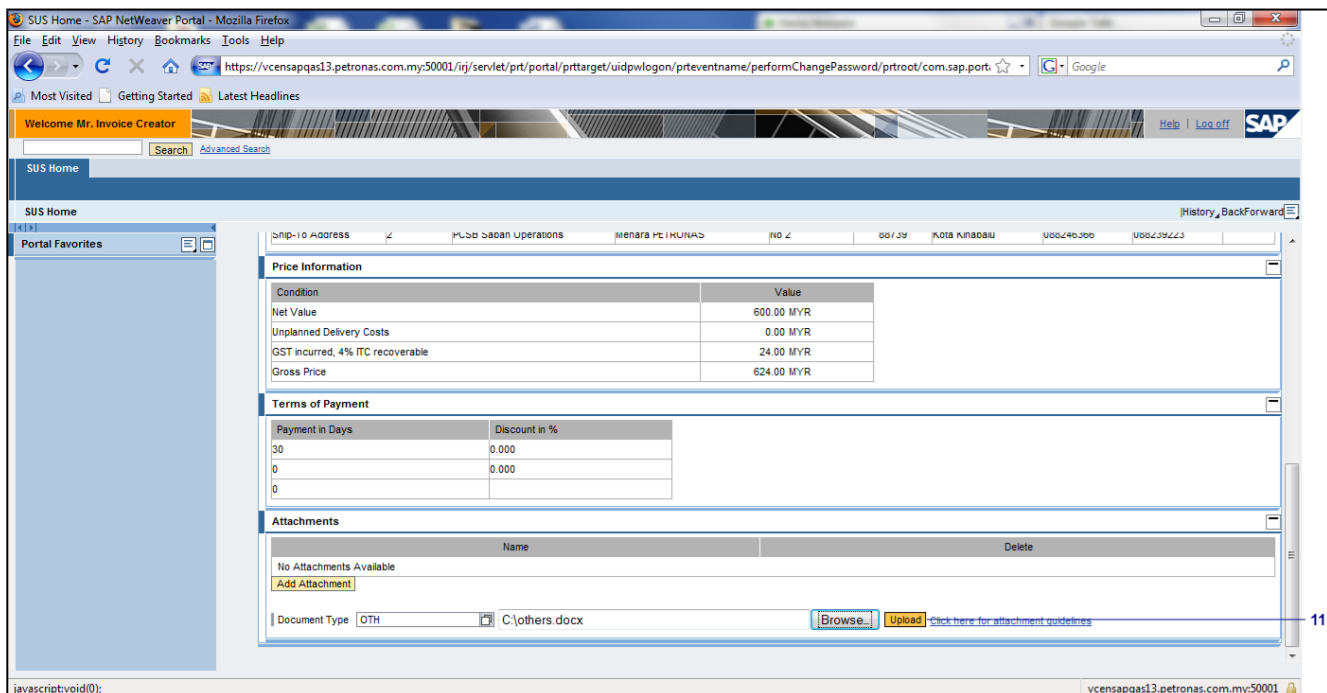

9. Click **Browse** to browse the document to be attach.
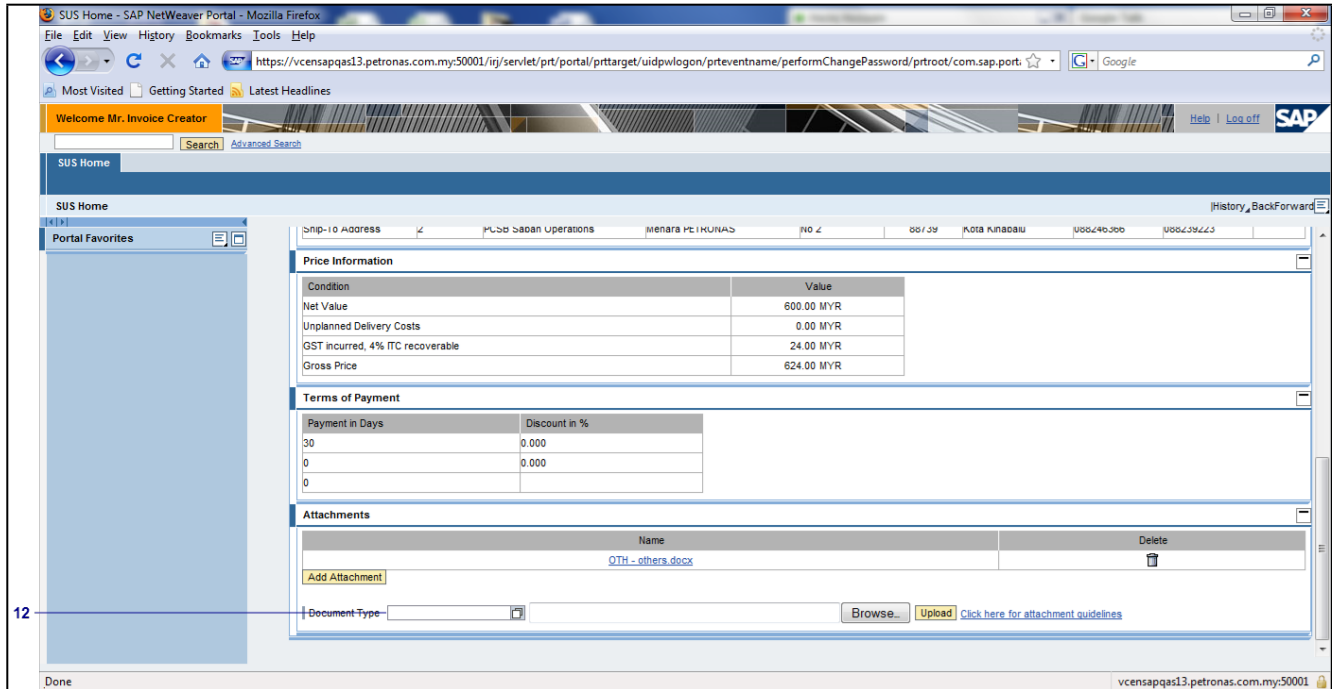
File Upload

10.
Browse and select the document to be attach, then click Open.

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11. Click Upload to upload and attach the document onto the invoice.

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12. The attached document in displayed under the attachment list. To add another file, follow the same steps. Click ▭ to select document type

Search Help - Mozilla Firefox
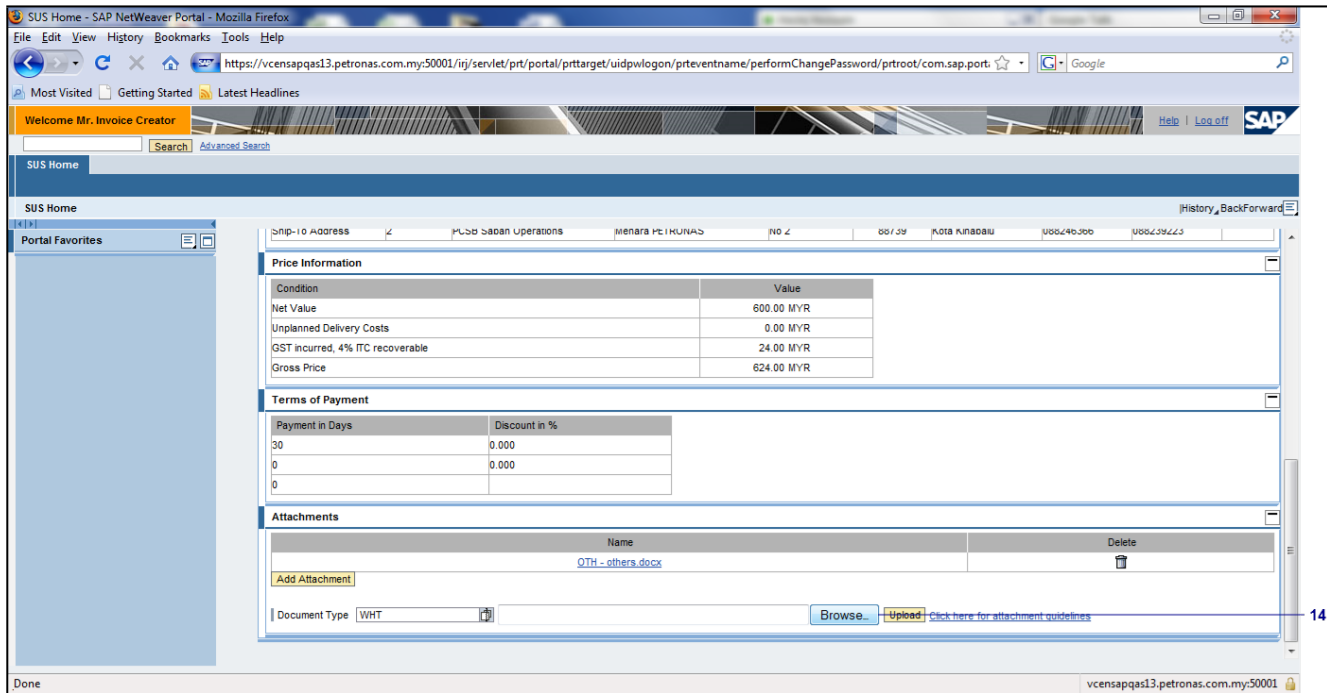
13. Click ▢ to select the document type.

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14. Click SUS Home - SAP NetWeaver Portal control Browse_ .

File Upload

15.
Browse and select the document to be attach, then click [Open |▼] .

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16. Click SUS Home - SAP NetWeaver Portal control [Upload] .

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17. Click 🗑 | to remove the attached document from the invoice.

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18. Click Send to submit the invoice.