Transaction Overview

What

Use this procedure to:

- Perform PO confirmation (By Supplier)
- Accept GR (By Supplier)
- Create Invoice (By Supplier)
- Check Payment Status (By Supplier)

When

Perform this procedure when the above scenarios occurred.

Prerequisites

- PO has been created in ECC6 backend and transfered to SRM SUS

Menu Path

To login to SRM SUS portal, go to https://supplier-selfservice.petronas.com.my/irj/portal

Transaction Code

Not Applicable

Roles

- SUS Supplier

Helpful Hints

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

Screen Flow

Column 1:

- Gmail – SUS: Notification... — SUS_ADM sus_adr
- SUS Home – SAP... — New
- SUS Home – SAP... — 8000000559
- SUS Home – SAP... — Process
- SUS Home – SAP... — Confirm All Items / Send
- SUS Home – SAP... — Start Page
- SUS: Notification... — Dear Sir/Madam
- SUS Home – SAP... — Confirmed

Column 2:

- SUS Home – SAP... — 8000000559
- SUS Home – SAP... — Display Document Flow
- SUS Home – SAP... — Goods Receipt
- SUS Home – SAP... — Accept
- SUS Home – SAP... — Start Page
- SUS: Notification... — Dear Sir/Madam
- SUS Home – SAP... — Confirmed
- SUS Home – SAP... — 8000000559
- SUS Home – SAP... — Display Document Flow

Column 3:

- SUS Home – SAP... — Return Delivery
- SUS Home – SAP... — Accept
- SUS Home – SAP... — Start Page
- SUS: Notification... — Dear Sir/Madam
- SUS Home – SAP... — Confirmed
- SUS Home – SAP... — 8000000559
- SUS Home – SAP... — Display Document Flow
- SUS Home – SAP... — Goods Receipt
- (2)

Column 1:

(2)

SUS Home – SAP…
Accept

SUS Home – SAP…
Start Page

SUS Home – SAP…
All Confirmations

SUS Home – SAP…
7900000707

SUS Home – SAP…
Create Invoice

SUS Home – SAP…
☐

Search Help
☐

SUS Home – SAP…
Send

Column 2:

SUS Home – SAP…
Set Status

SUS : Notification for…
Dear Sir/Madam

SUS : Notification for…
Dear Sir/Madam

SUS Home – SAP…
All Confirmations

SUS Home – SAP…
7900000705

SUS Home – SAP…
Display Document Flow

SUS Home – SAP…
Invoice

SUS Home – SAP…
▼

SUS Home – SAP…
Check Payment Status

Column 3:

SUS Home – SAP…	
Date	Invoice

Start Page

Procedure

1. Start the transaction by login to SRM SUS portal at https://supplier-selfservice.petronas.com.my/irj/portal.

2. Perform one of the following:

If	Then
To perform PO confirmation (By Supplier)	Go to Step 3
To accept GR / RGR (By Supplier)	Go to Step 10
To create invoice (By Supplier)	Go to Step 31
To check payment status (By Supplier)	Go to Step 40

Gmail - SUS: Notification New/Change Document - pet.besus@gmail.com - Windows Internet Explorer

3. Once PO is created in ECC6, an email notification will be sent to supplier. Refer to the above

figure. You can click on the link provided in the email to go to the SRM SUS portal.

An email notification will be sent to supplier based on the following scenarios:

Document	Status	Email Notification
PO	New	Yes
	Submitted	Yes
	Changed	Yes
GRN	New	Yes
Invoice	Submitted	No
	Rejected	Yes
	Payment	Yes

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
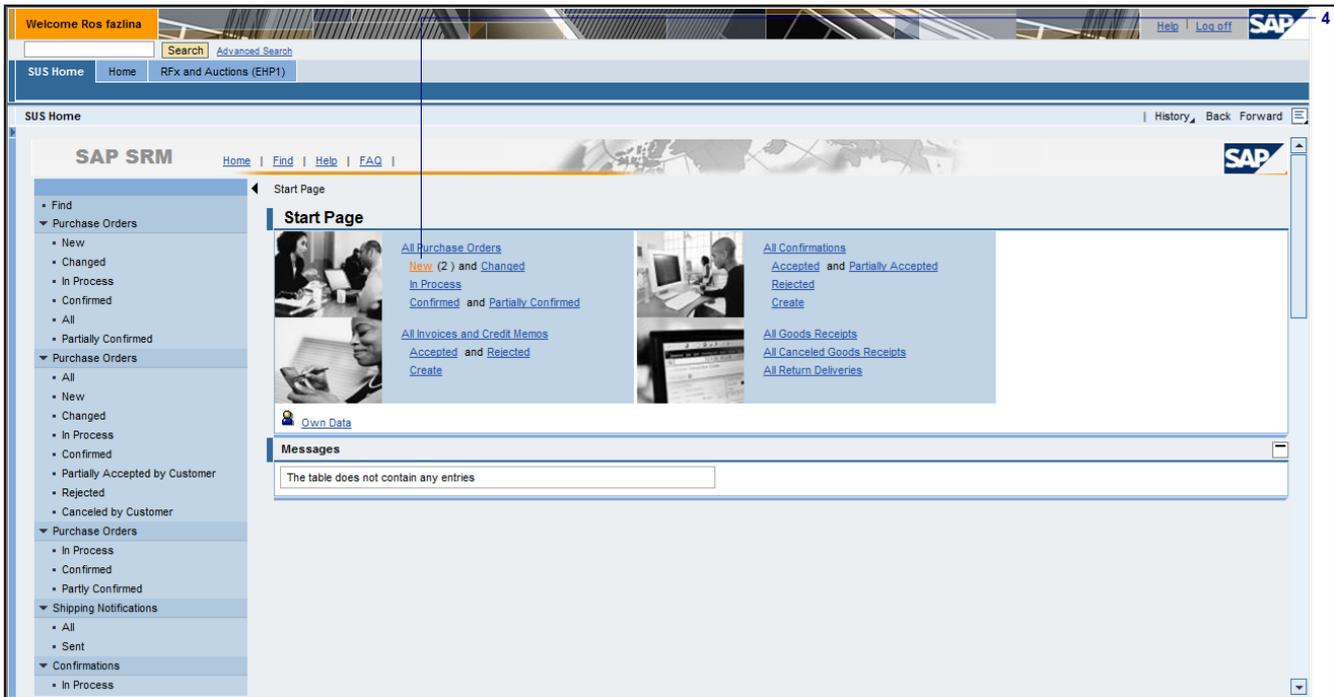
4. Click New link label New to display a list of new purchase order(s). These steps show how to perform PO confirmation.

Click "Change" to display list of changed Purchase Order(s).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
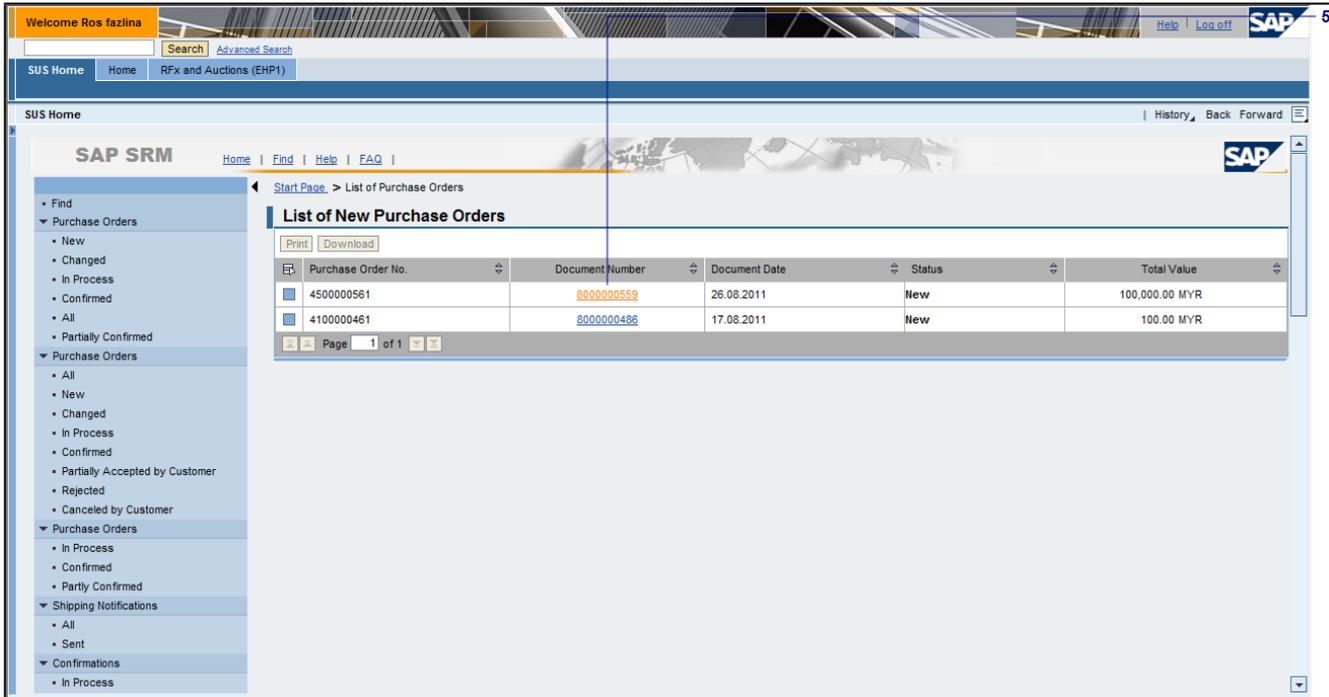
5.   Click 8000000559 link label 8000000559 to display PO.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
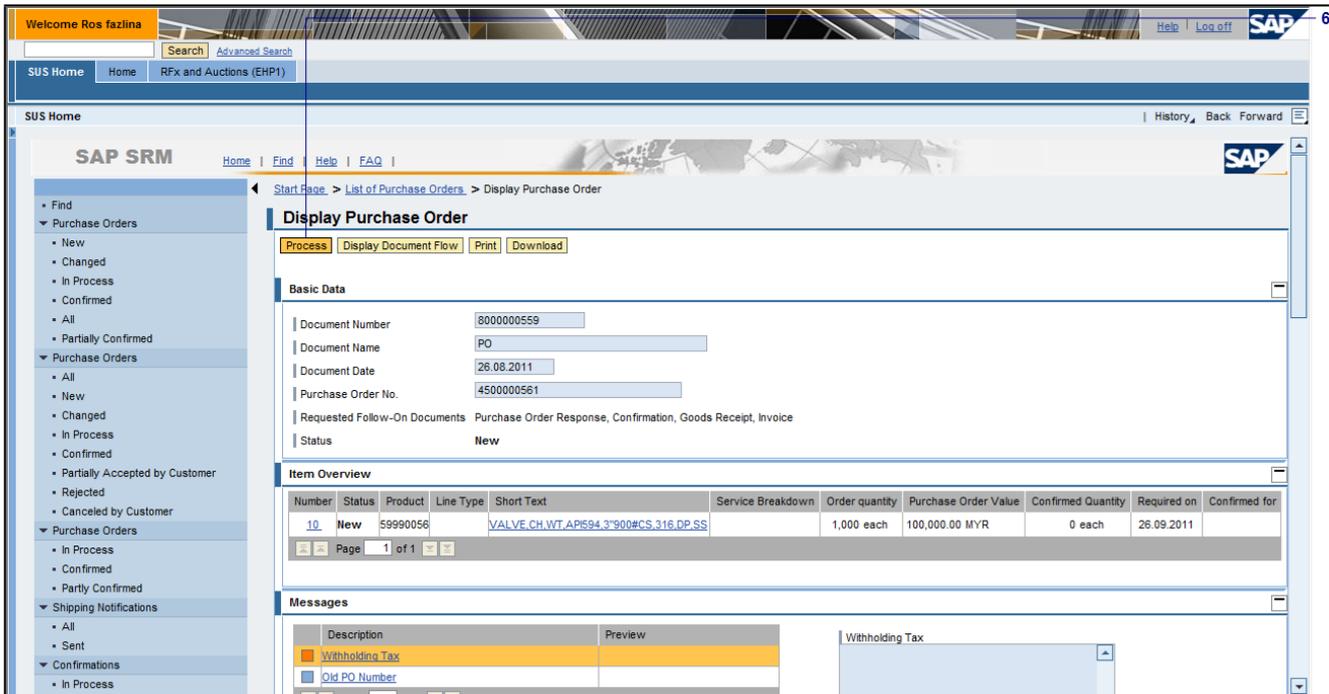
6.   Click Process button Process.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
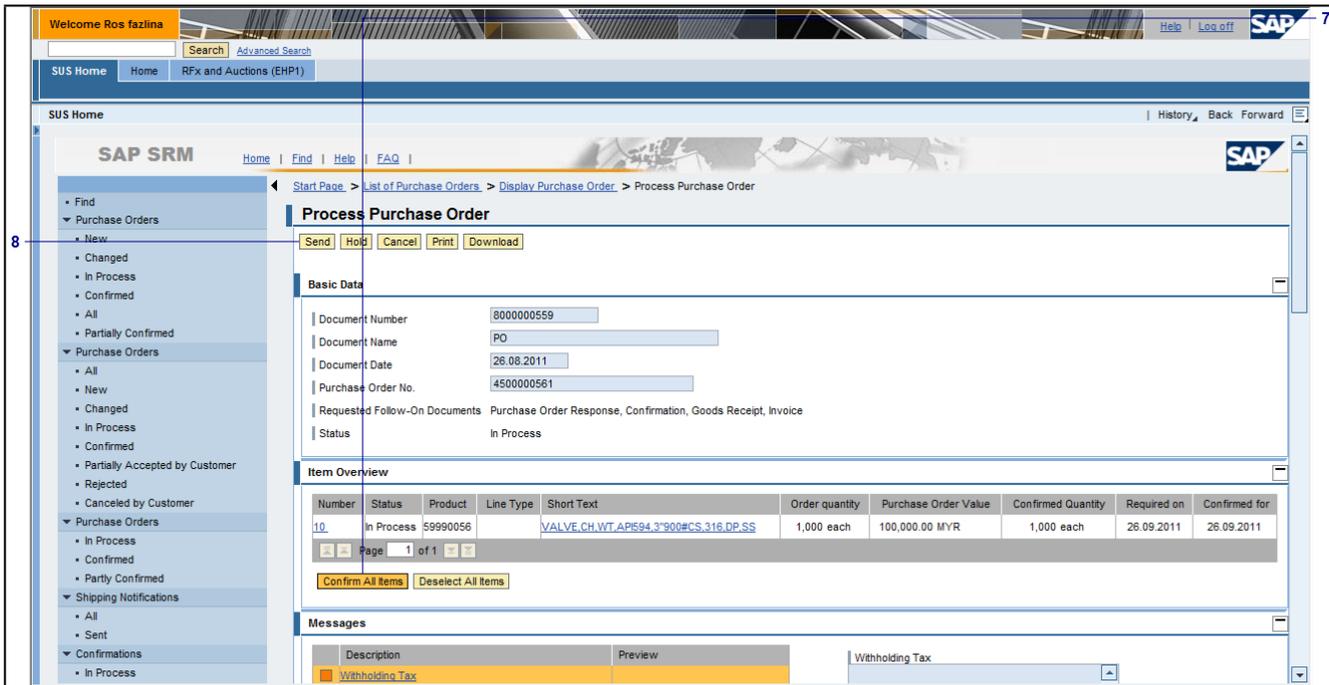
7. Click Confirm All Items button [Confirm All Items] to confirm PO information.

8. Click Send button [Send] to send the PO confirmation to the purchaser.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
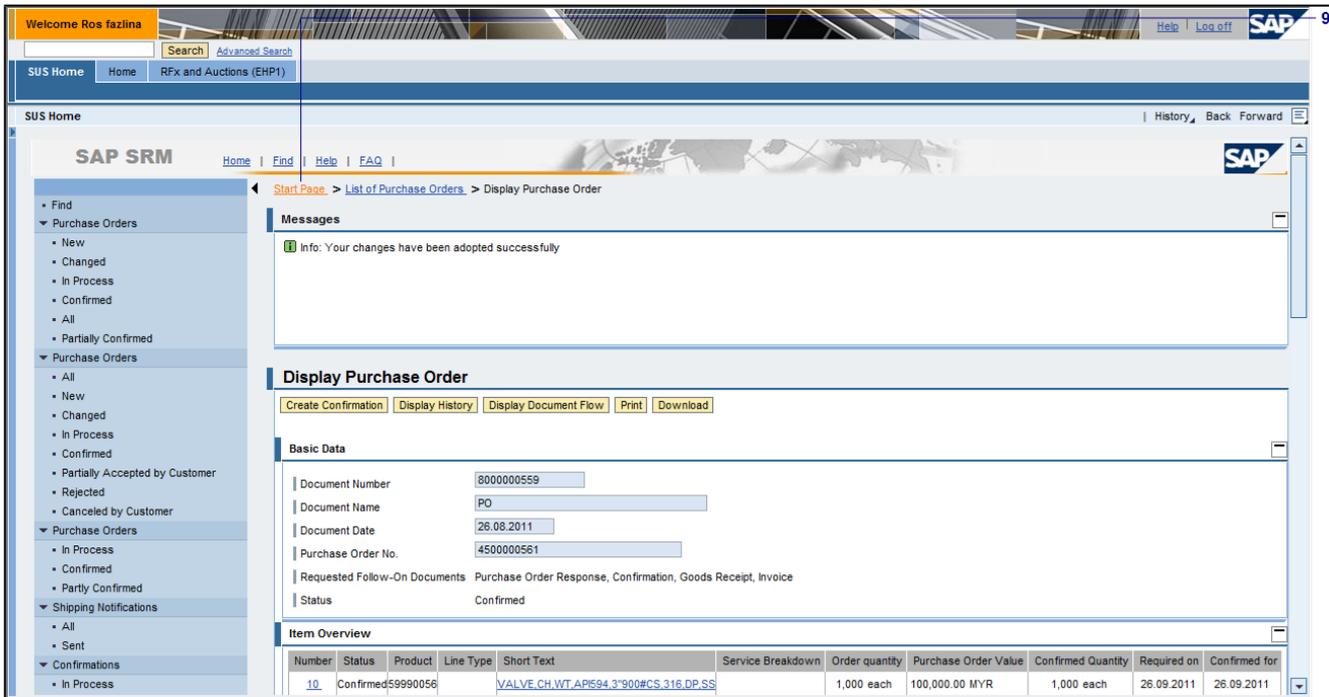
9. Click Start Page link label [Start Page].

> *The system displays message " Your changes have been adopted successfully".*
>
> *Purchaser is able to display the PO confirmation in ECC6 PO screen under Confirmation*

tab. Steps as below.

Once PO is confirmed, purchaser may proceed with Goods Receipt in ECC6.

Once GR is done in ECC6, an email notification will be sent to the particular supplier.

SUS: Notification New/Change Document - Message (HTML)
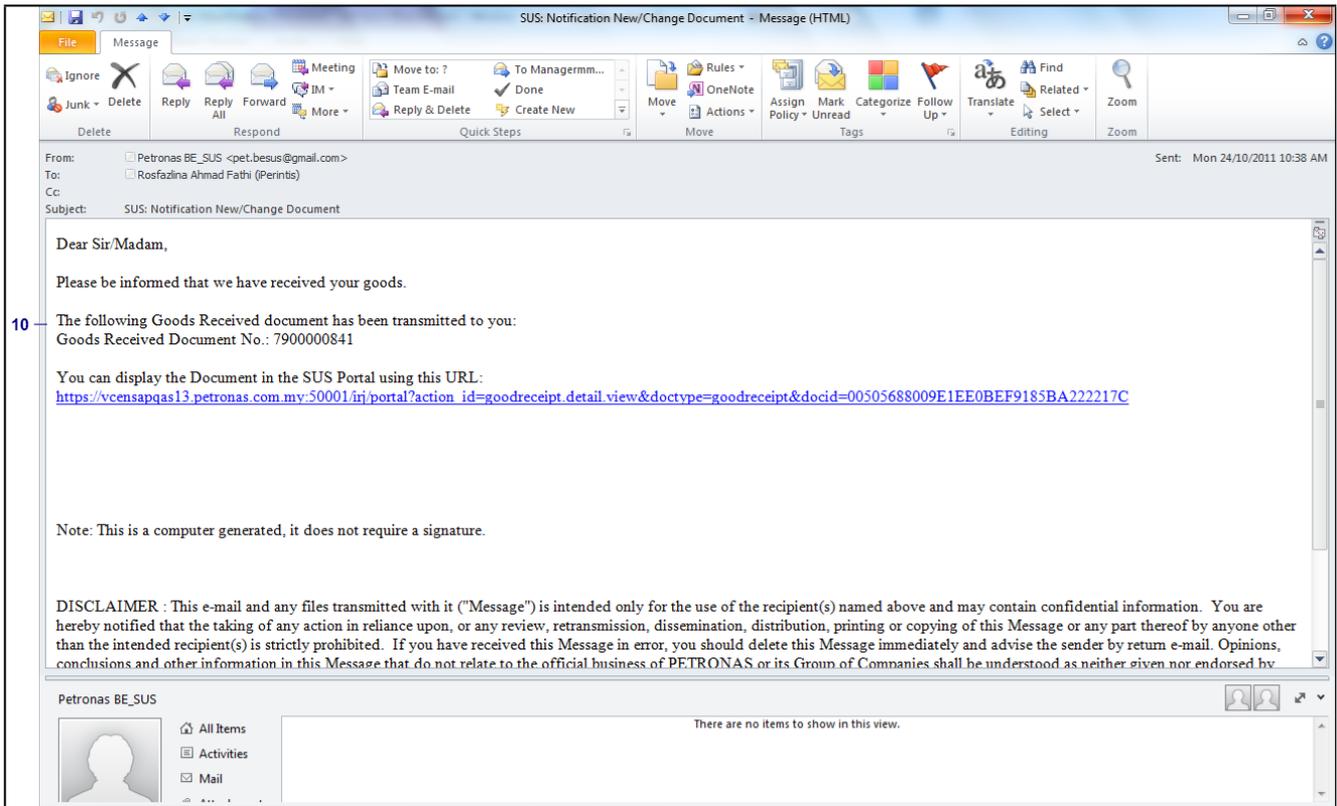
10. Supplier will receive an email notification and able to accept GR (Goods Received) in SRM SUS portal via URL provided in the email.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer


11. Click Confirmed link label Confirmed.

*SUS Home - SAP NetWeaver Portal - Windows Internet Explorer*

12. Click 8000000559 link label 8000000559 to display PO.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

**13.** Click Display Document Flow button Display Document Flow .

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

14. Click Goods Receipt link label Goods Receipt.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

15. Click Accept button Accept.

### *SUS Home - SAP NetWeaver Portal - Windows Internet Explorer*


16. Click Start Page link label Start Page.

> The system displays message "Your changes have been adopted successfully".

SUS: Notification New/Change Document - Message (HTML)

17. There are cases whereby the goods need to be returned to supplier due to some quality issues or etc. therefore return delivery needs to be done against the GR. Supplier will receive an email notification as above. Supplier can proceed to accept the reversal (Goods Returned) in SRM SUS portal via URL provided in the email.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
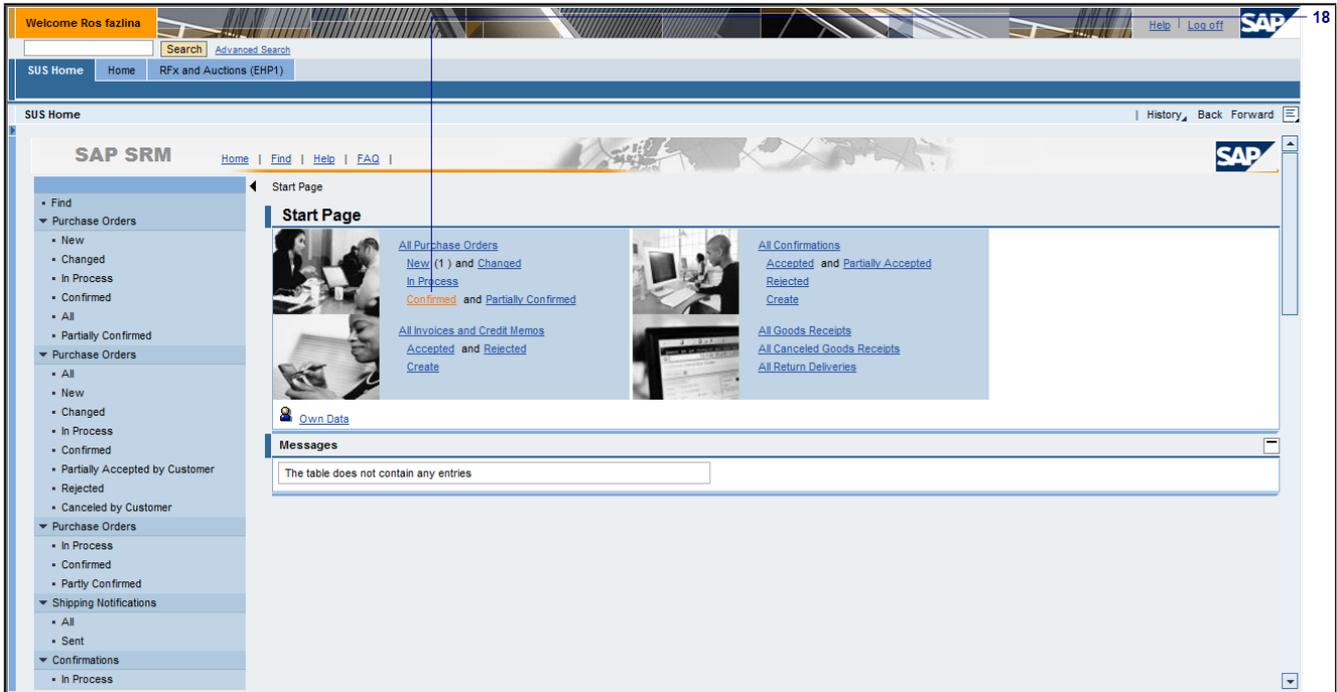
18. Click Confirmed link label Confirmed.

### *SUS Home - SAP NetWeaver Portal - Windows Internet Explorer*
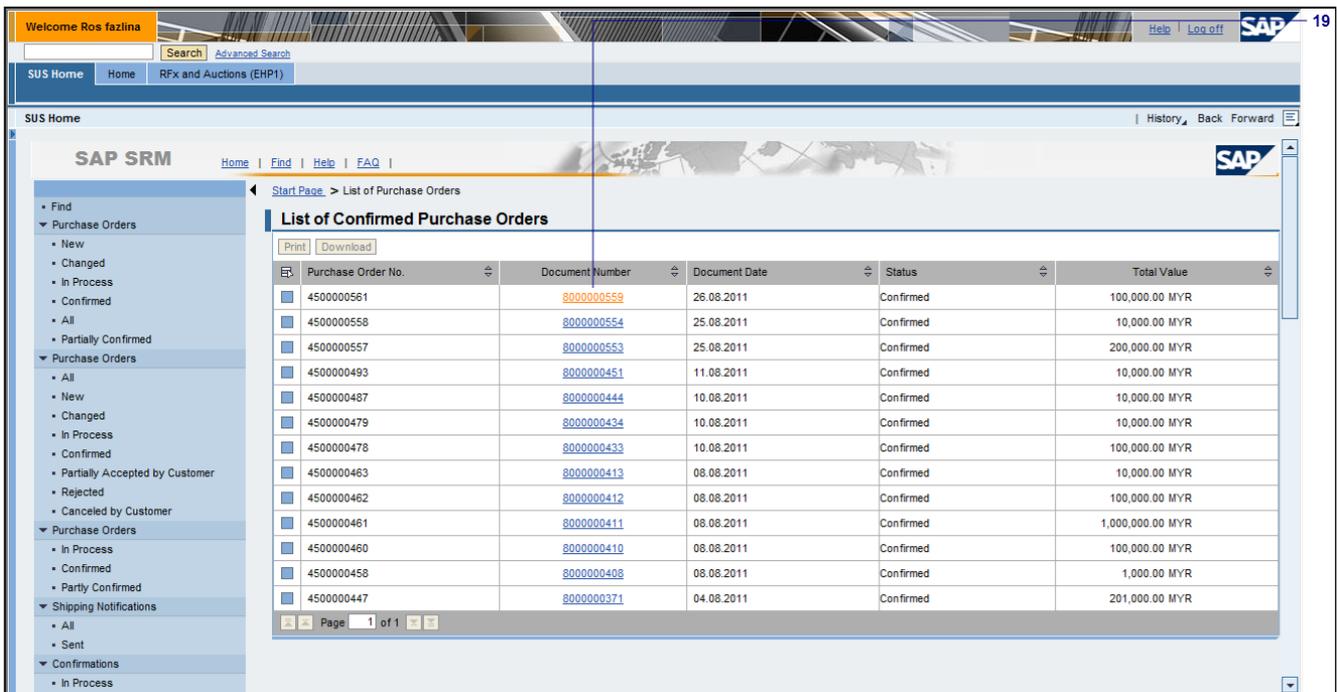
19. Click 8000000559 link label 8000000559 to display PO.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
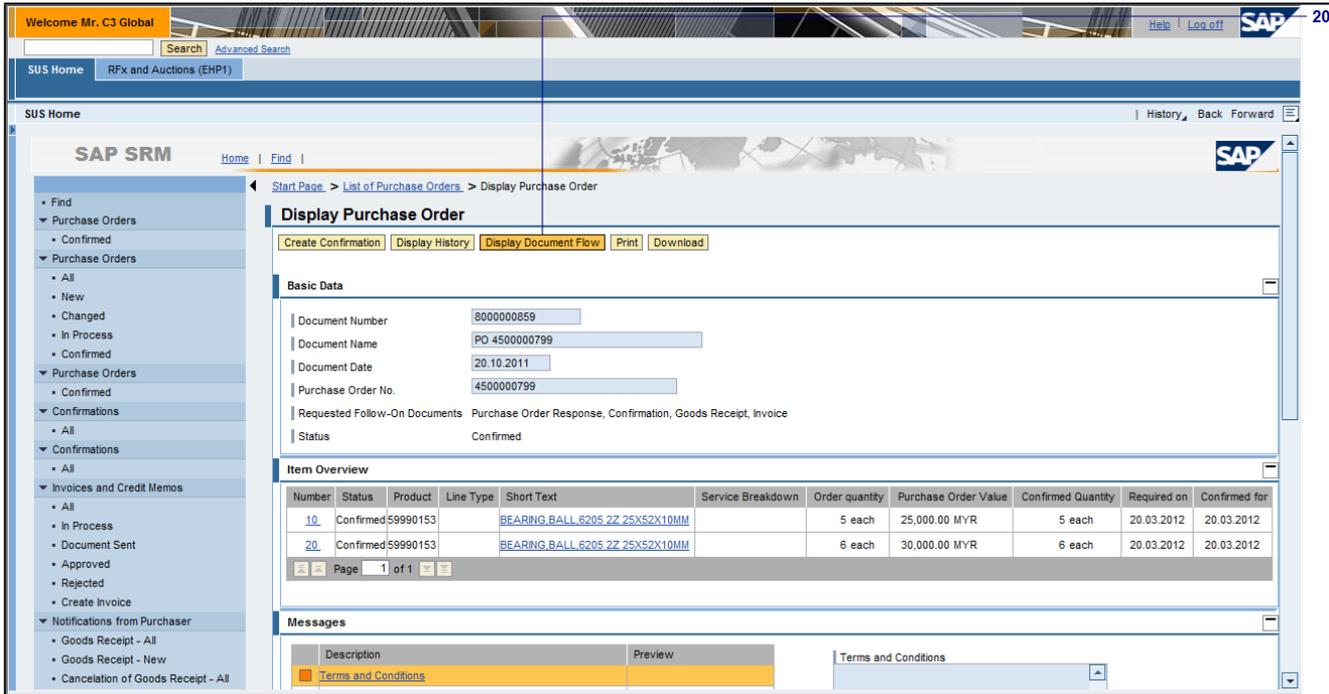
20.   Click Display Document Flow button **Display Document Flow**.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
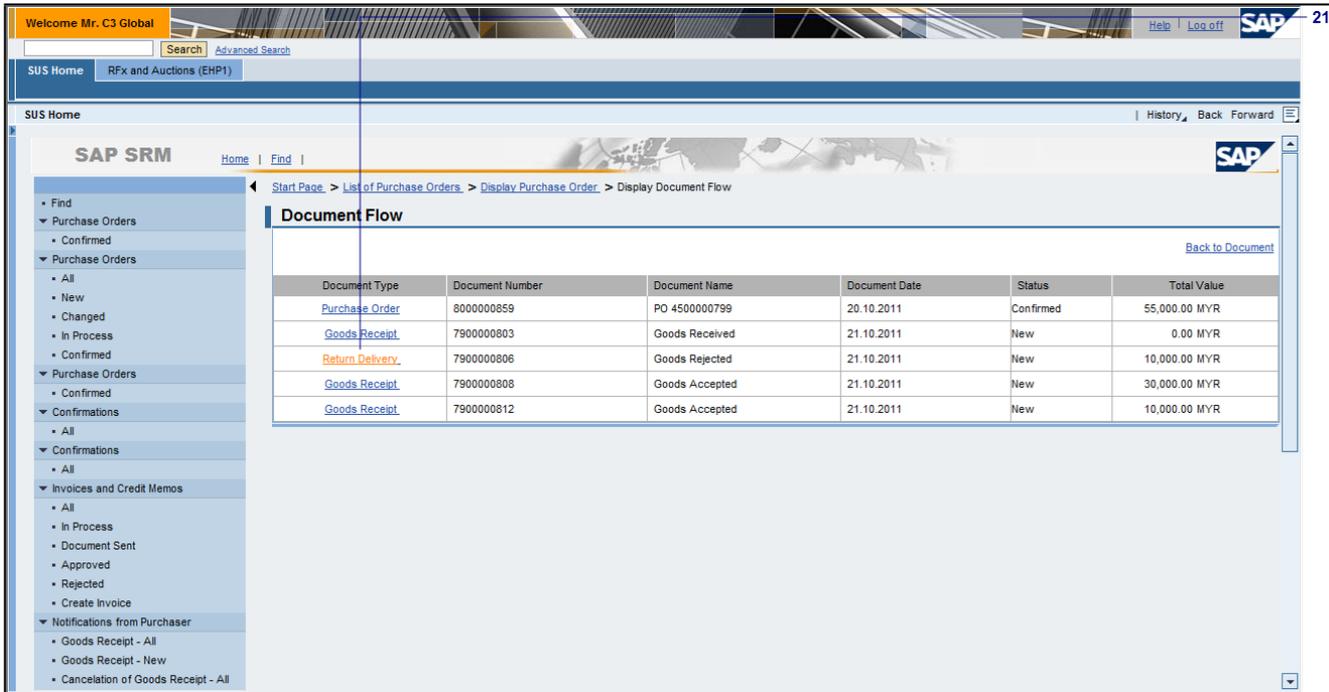
21.   Click Return Delivery link label Return Delivery.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

22. Click Accept button [Accept].

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

23. Click Start Page link label Start Page.

The system displays message, "Your changes have been adopted successfully".

SUS: Notification New/Change Document - Message (HTML)

24. Once the checking on the blocked stock completed, GR (Goods Accepted) will be executed. Supplier will receive an email notification and can proceed to accept GR in SRM SUS portal via URL provided in the email. Subsequently, invoice can be raised.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
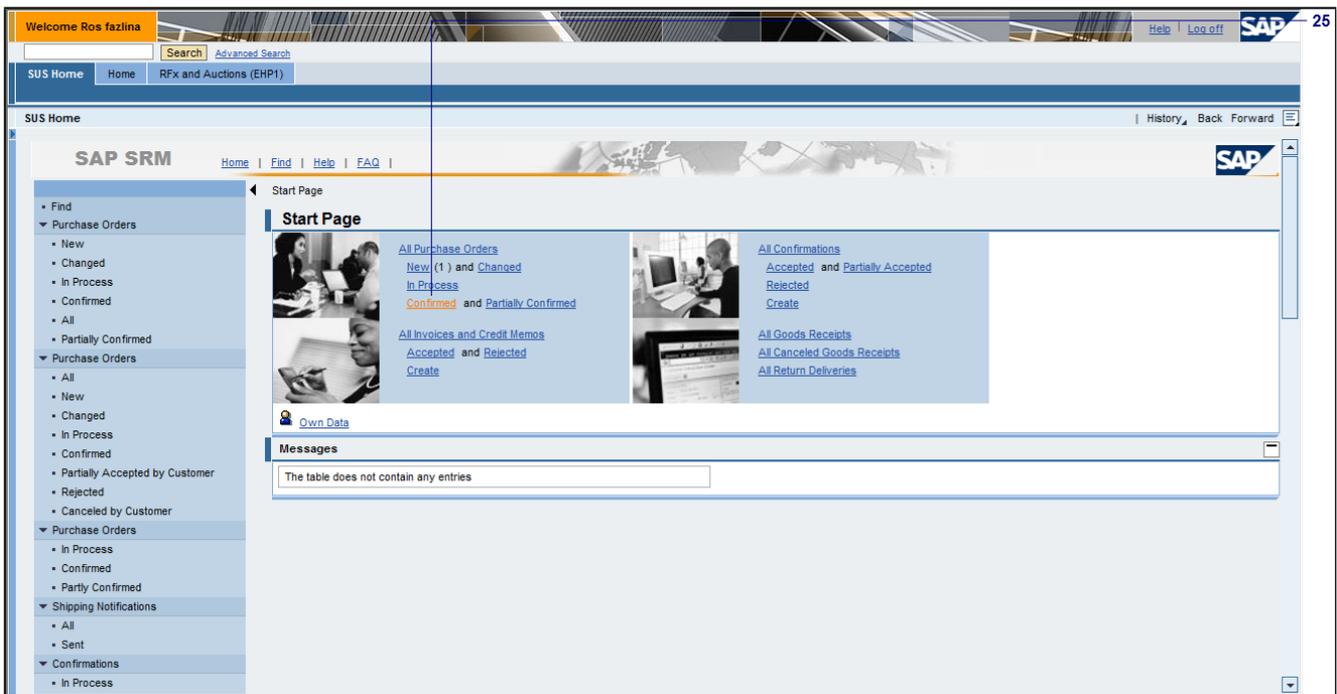
25. Click Confirmed link label Confirmed.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
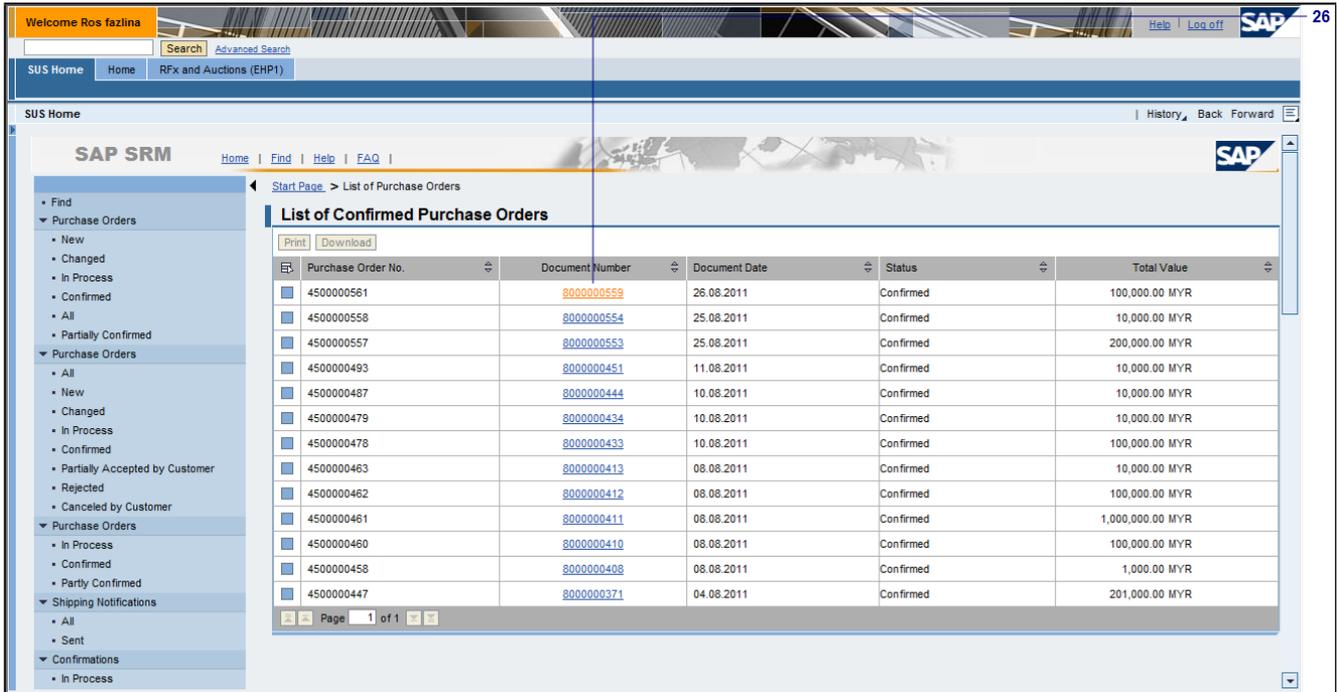
26. Click 8000000559 link label 8000000559 to display PO.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

27. Click Display Document Flow button Display Document Flow .

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

28. Click Goods Receipt link label Goods Receipt.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

29. Click Accept button Accept .

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

30. Click Start Page link label Start Page.

The system displays message, "Your changes have been adopted successfully".

The Purchase Order History tab displays the GR information

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
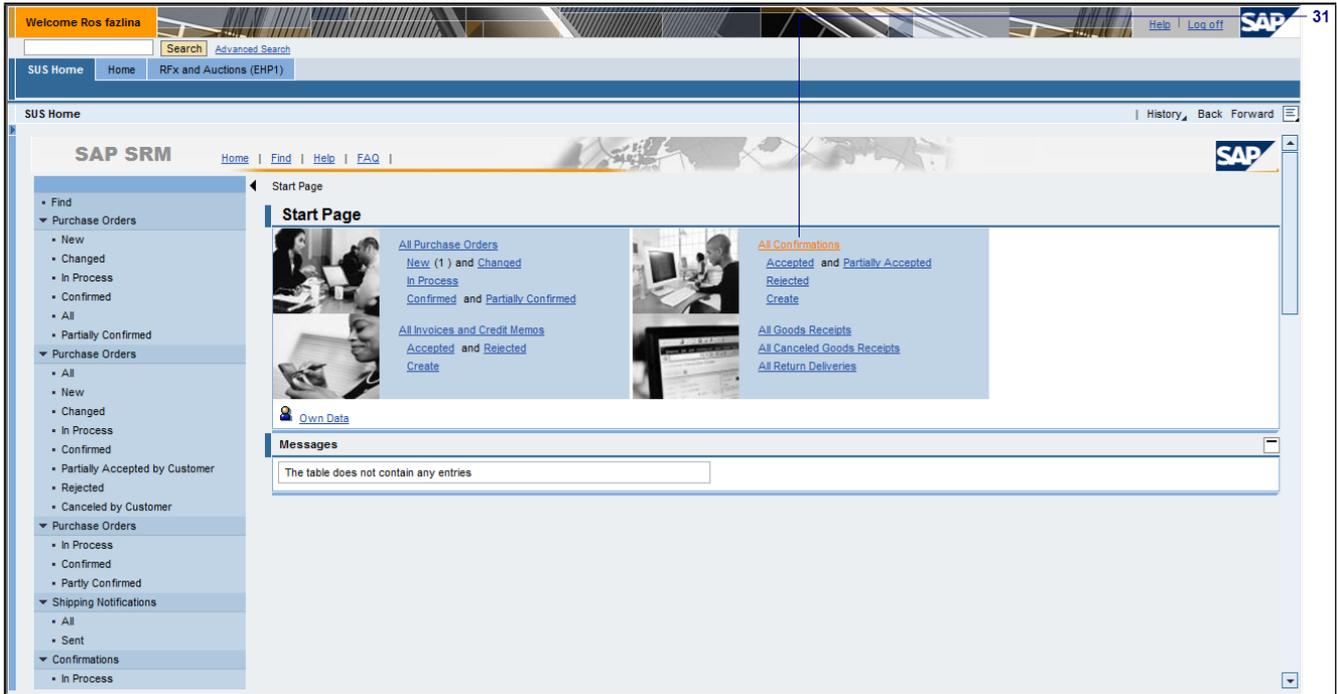
31. Once GR is accepted, supplier can proceed to create invoice. Click All Confirmations link label All Confirmations.

*SUS Home - SAP NetWeaver Portal - Windows Internet Explorer*
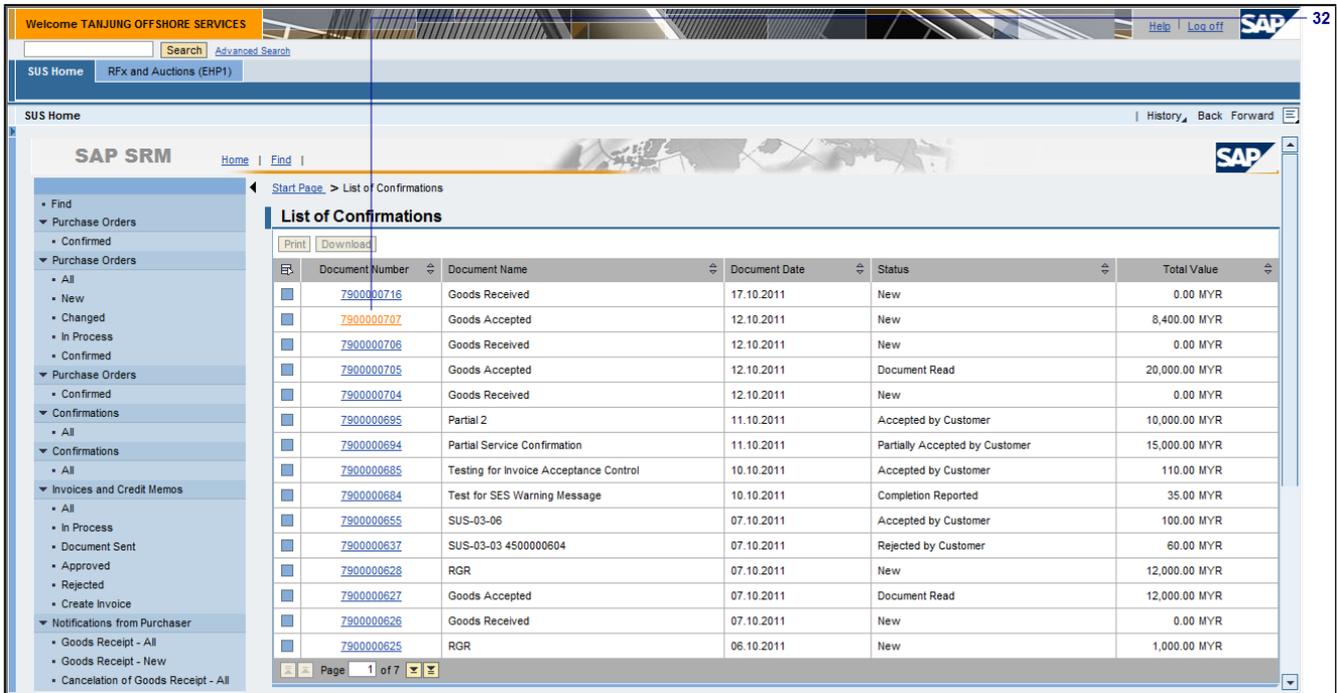
32. Click 7900000707 link label 7900000707.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
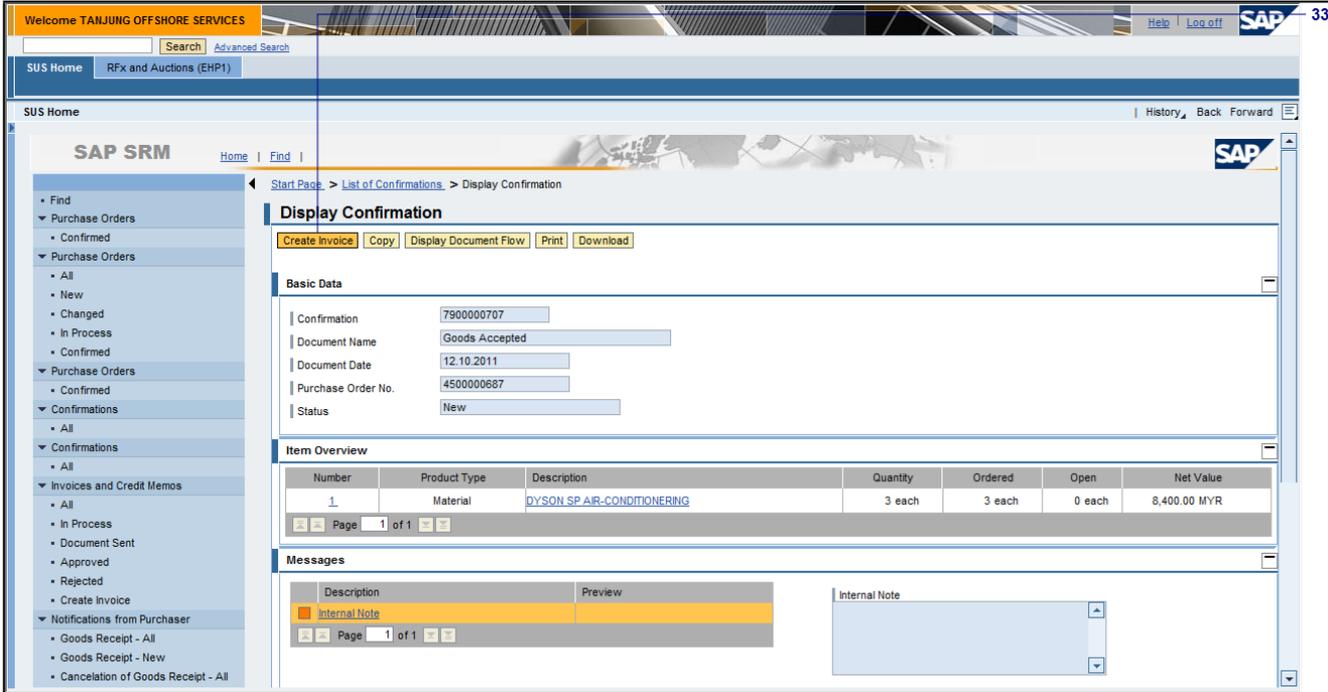
33. Click Create Invoice button [Create Invoice].
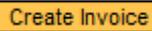
SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
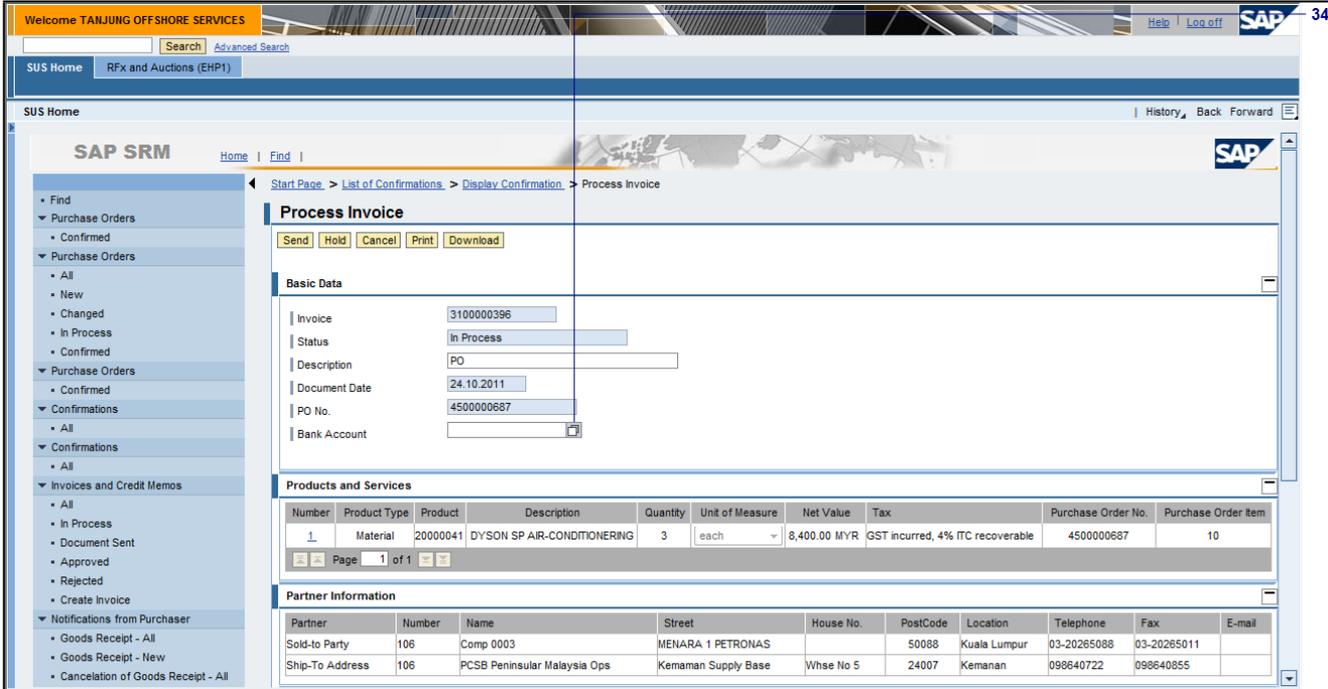
34. Click button ⬚ to select bank account.

Search Help

		Bank ID	Bank Account Number	Account Holder	Description
35	☐	0001	00102022002330		AMISLAMIC BANK BERHAD / JLN SULTAN ISMAIL
	☐	0002	512183114556		MALAYAN BANKING BERHAD / TAMAN SETIAWANGSA
	☐	0003	562188106630		MALAYAN BANKING BERHAD / TAMAN SETIAWANGSA
	☐	0004	712183000065		MALAYAN BANKING BERHAD / TAMAN SETIAWANGSA
	☐	0005	712183000088		MALAYAN BANKING BERHAD / TAMAN SETIAWANGSA
	☐				
	☐				
	☐				
	☐				

Page 1 of 1

Close

35. Double-click button ☐ on selected bank account.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

36. Click Send button [Send].

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

37. If invoice is rejected by the purchaser, an email notification will be sent to supplier, therefore supplier need to change the invoice status to "Rejected by Customer". To do this, go to the main page>All invoices and credit memos>select invoice>Status(New)>Rejected by Customer> Click Set Status button `Set Status`.

The system displays message, " Your changes have been adopted successfully".

SUS : Notification for Invoice Rejection - Message (HTML)
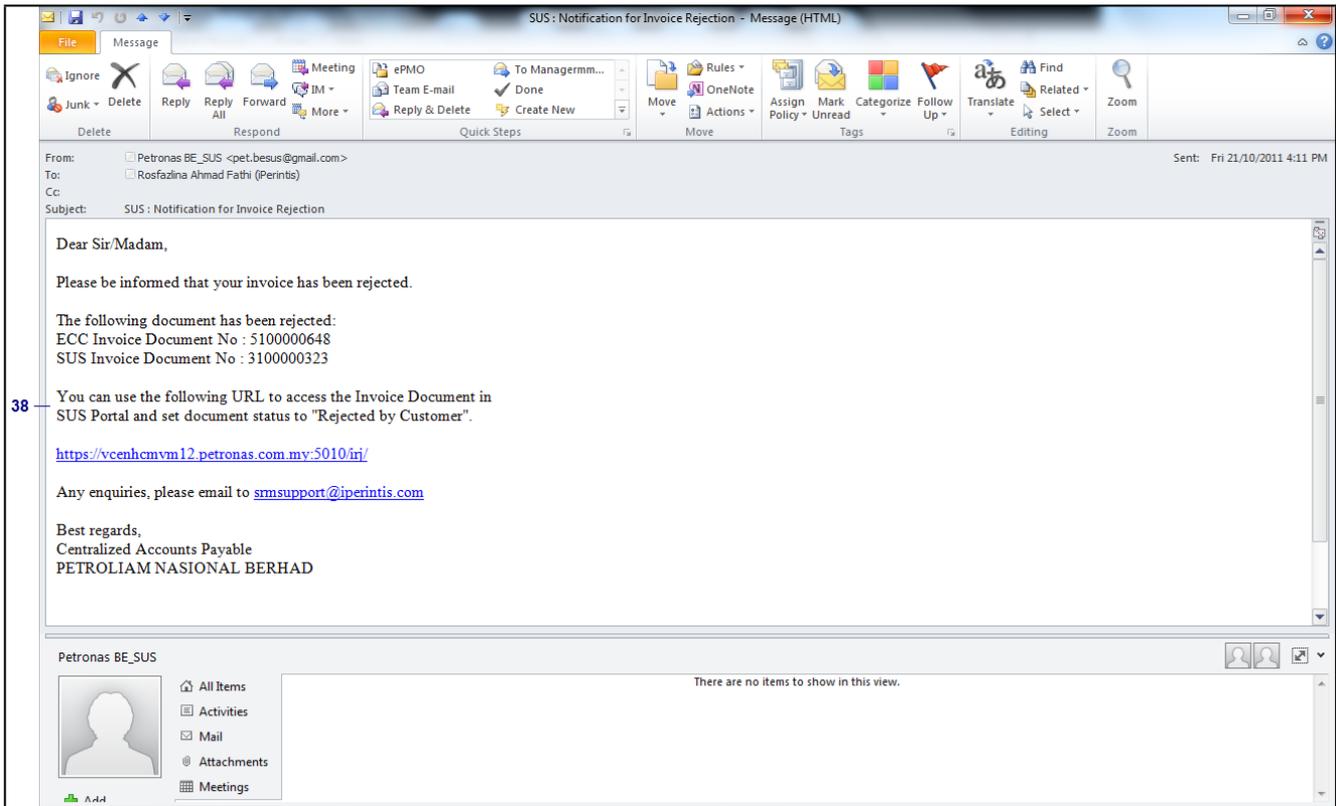
38. The screen displays an email notification of invoice rejection.

> *Invoice created in SRM SUS will be posted as parked invoice in ECC6.*

> *Once payment has been posted in ECC6, an email notification will be sent to supplier.*

SUS : Notification for Payment - Message (HTML)
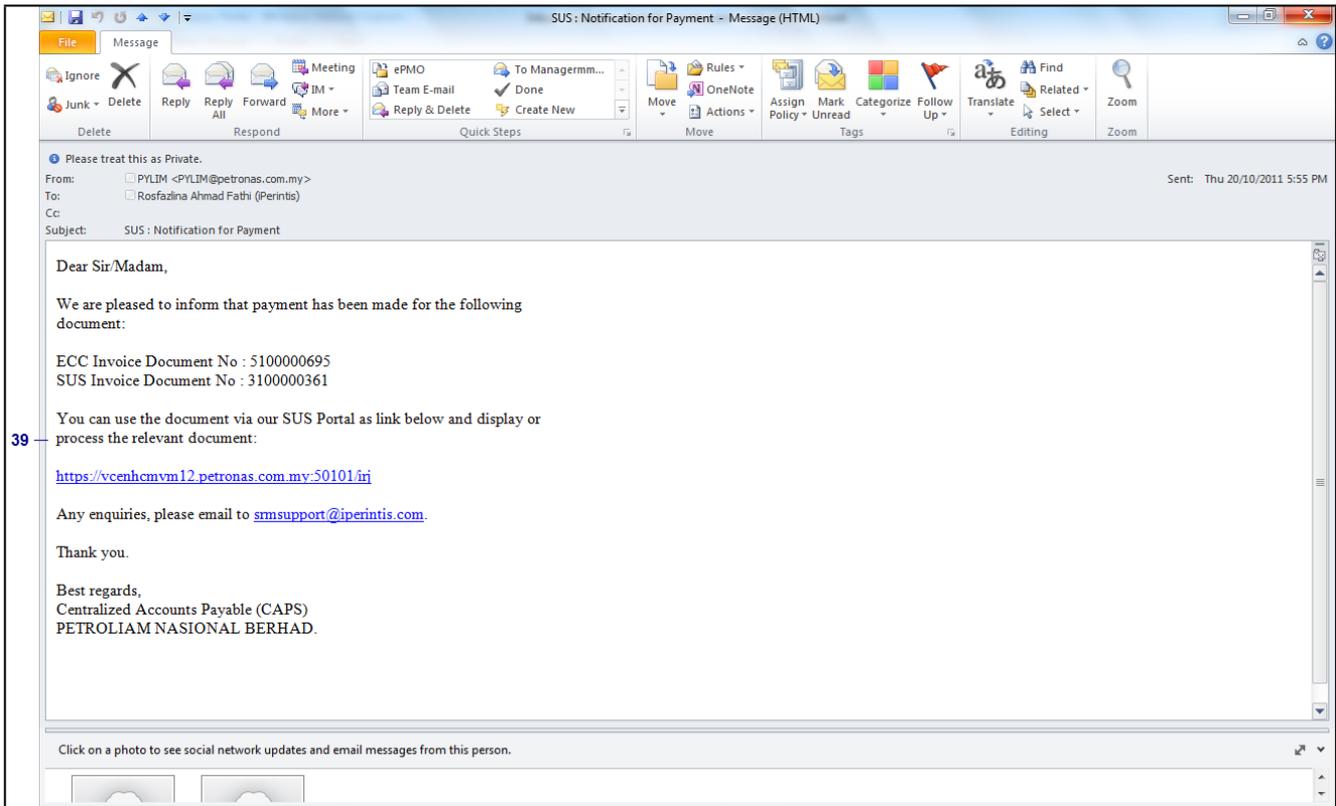
**39.** The screen displays an email notification for payment made.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
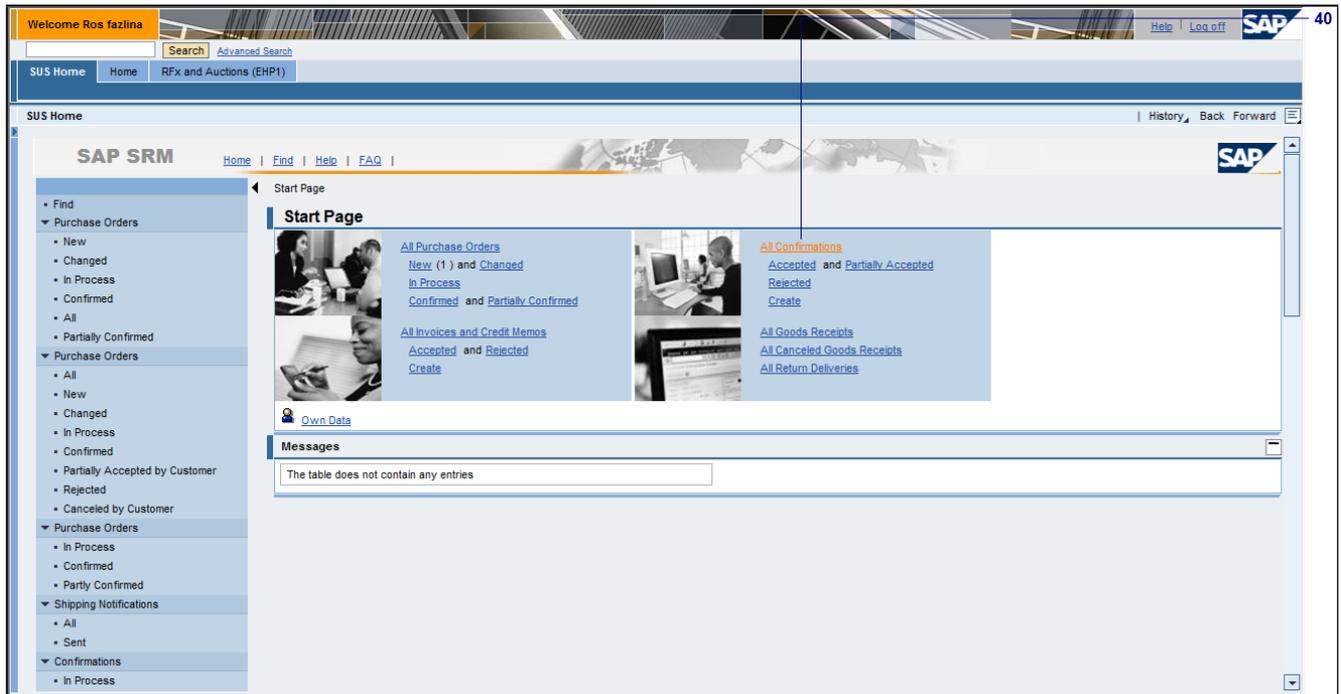
40. To check on the payment status, click All Confirmations link label All Confirmations.

### SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
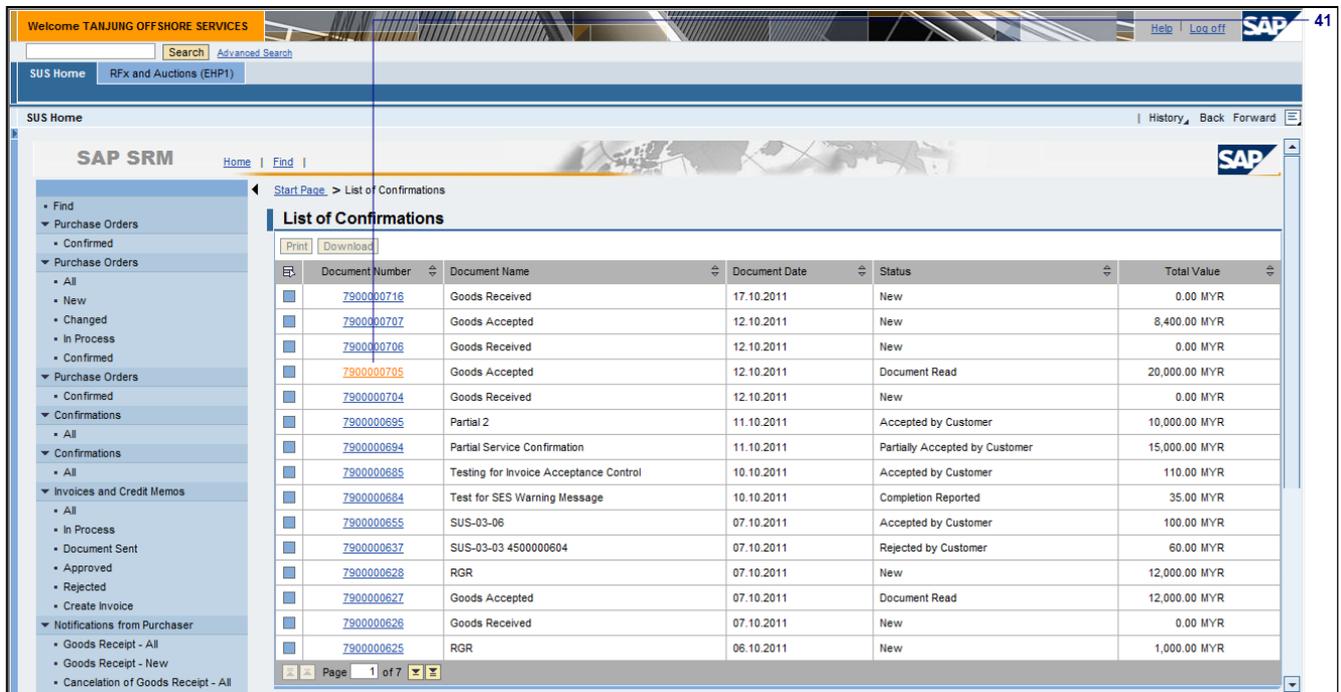
41. Click 7900000705 link label 7900000705.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

42. Click Display Document Flow button Display Document Flow.

### SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

43. Click Invoice link label Invoice.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

44.   Click check box ▼ to scroll down.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
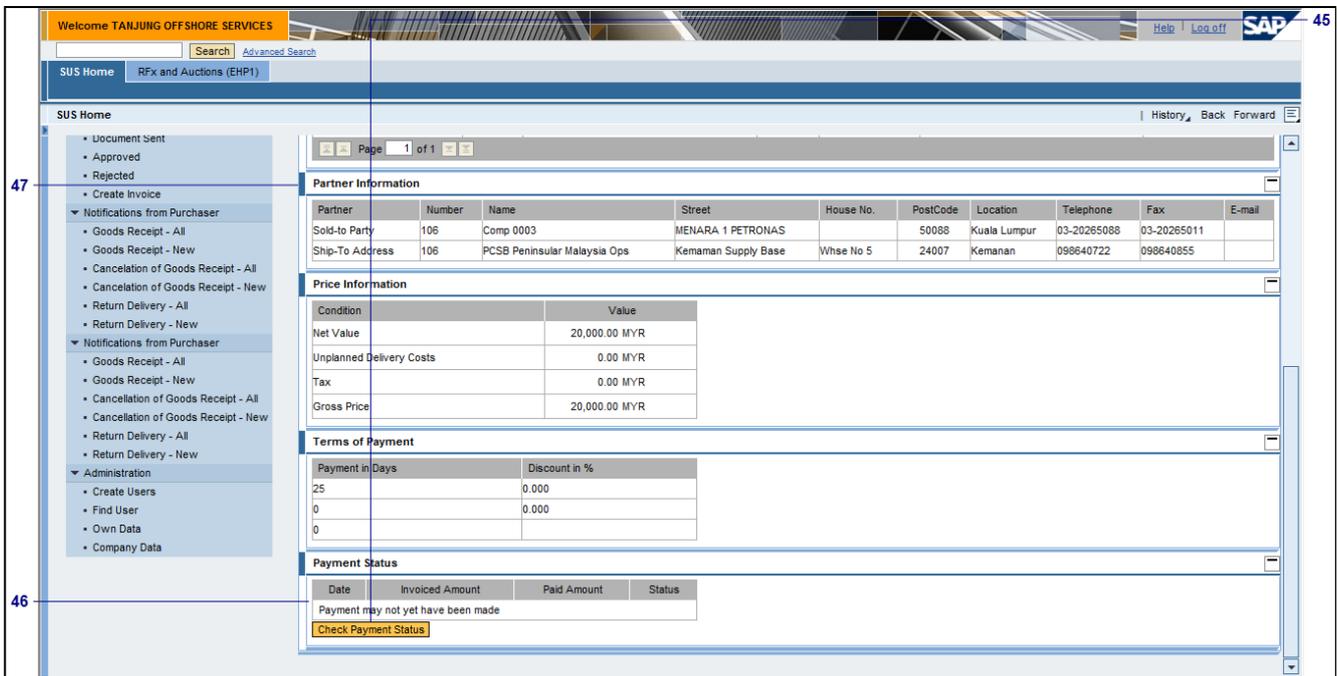
45.   Click Check Payment Status button [Check Payment Status].

46.   Details on the payment status is displayed in the box.

Date	Invoiced Amount		Paid Amount		Status
12.10.2011	20,000.00	MYR	20,000.00	MYR	Paid

47. Click Start Page link label Start Page to go to the main page.