

	<b>WORK INSTRUCTION</b>	Page: 1 of 29
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)	Revision: Approved
	SUS Manage SRM Supplier Collaboration (Material – for Bidder)	

## 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

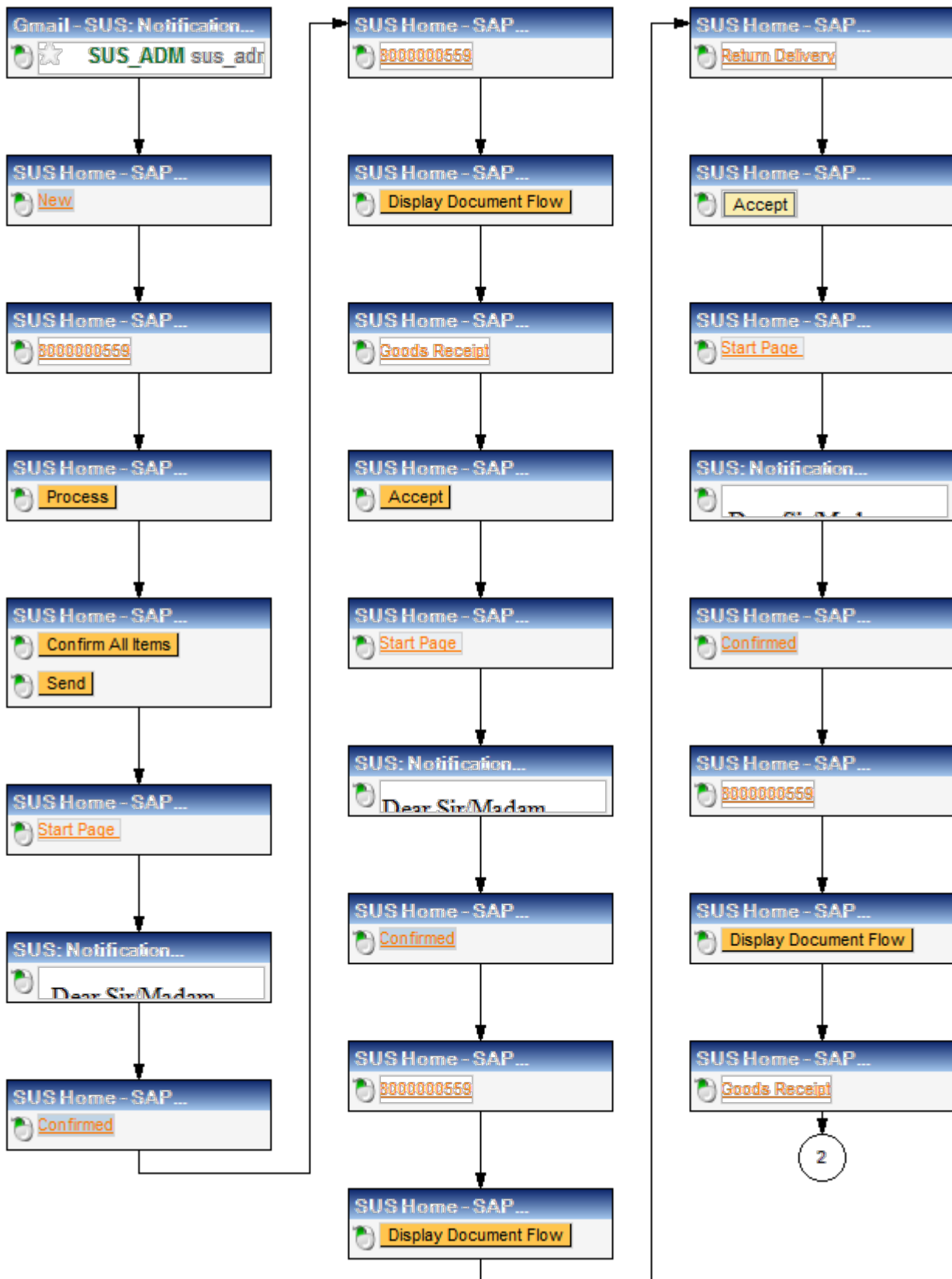
### Roles

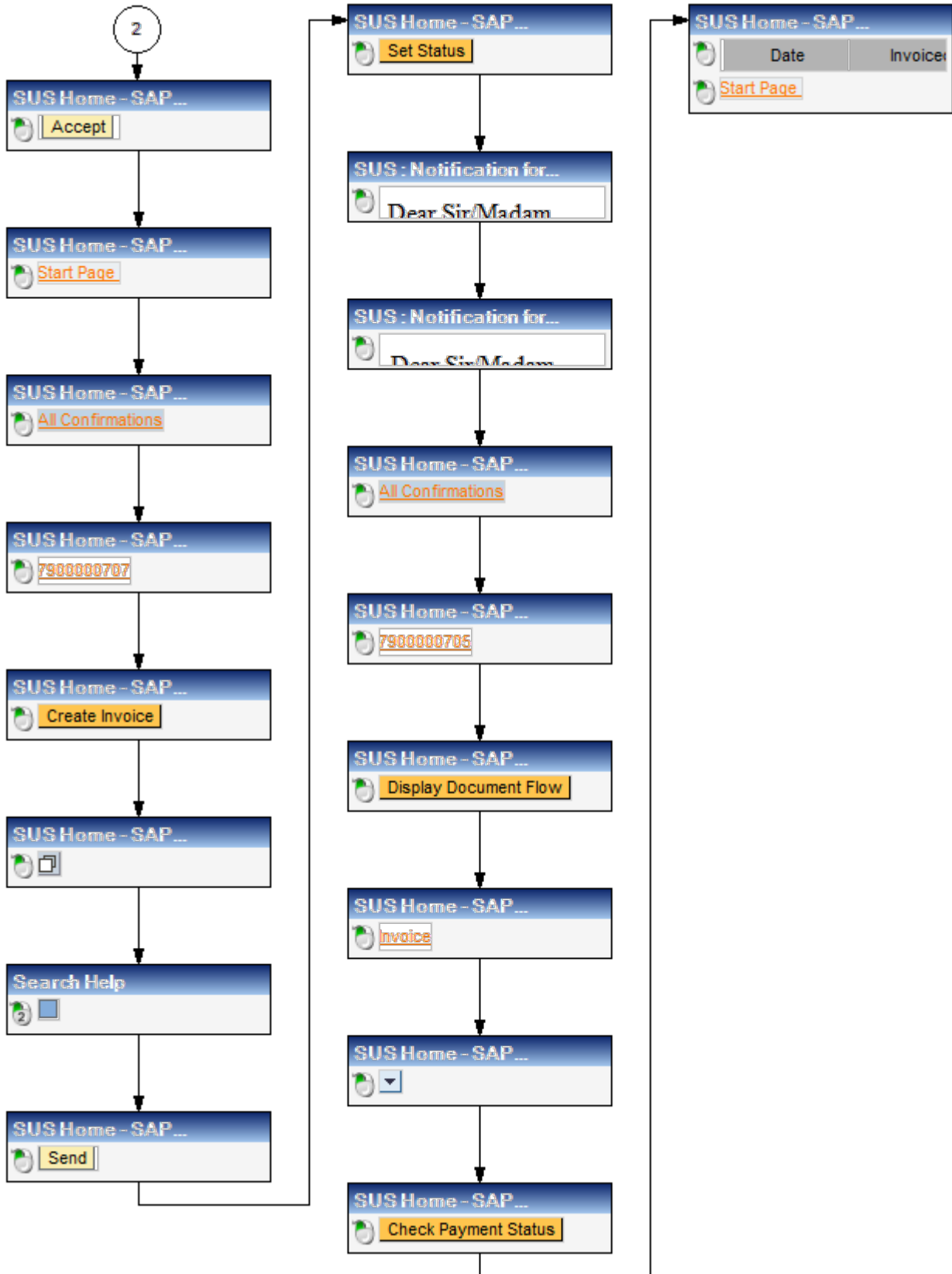
- SUS Supplier

### Helpful Hints

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

## Screen Flow





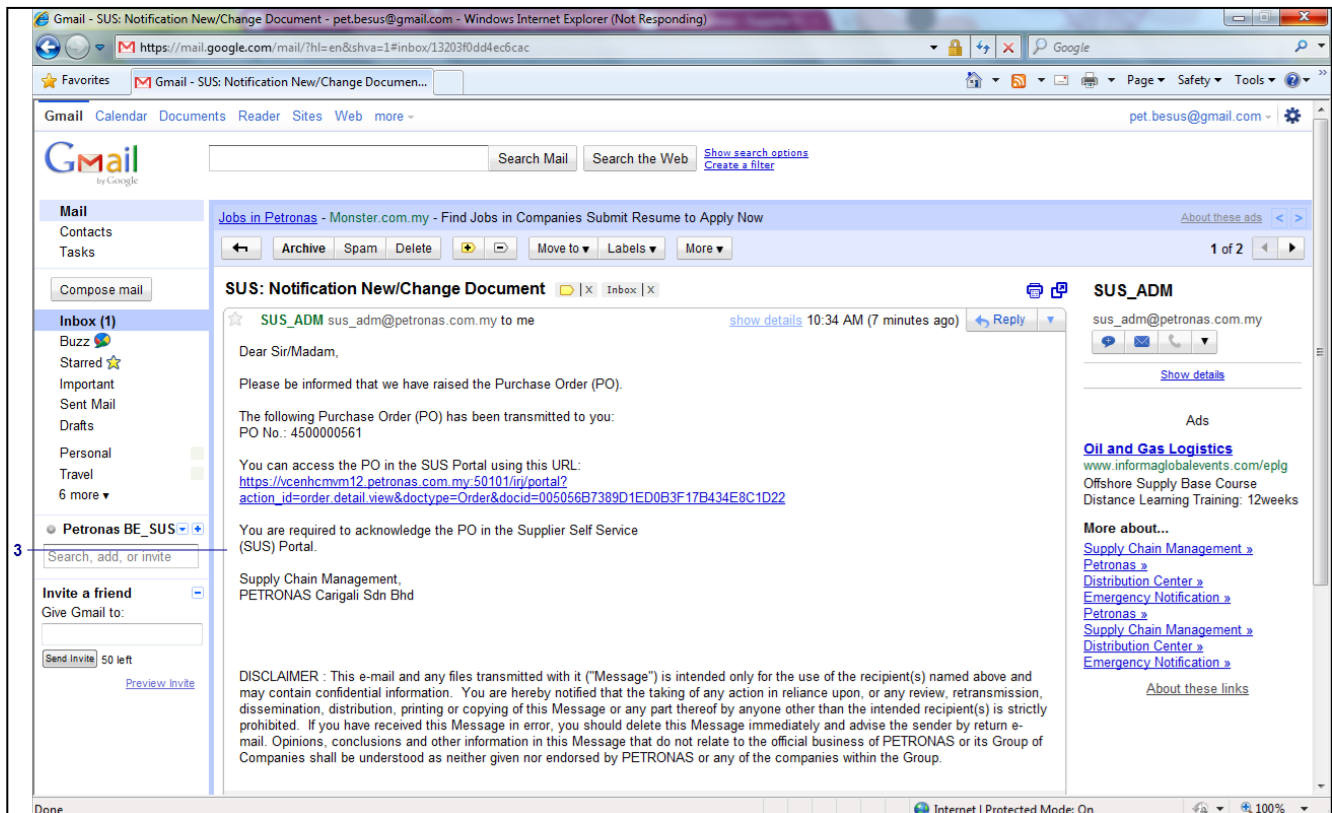
## Procedure

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 <a href="#">3</a>
To accept GR / RGR (By Supplier)	Go to Step <a href="#">10</a>
To create invoice (By Supplier)	Go to Step <a href="#">31</a>
To check payment status (By Supplier)	Go to Step <a href="#">40</a>

## 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:

<i>Document</i>	<i>Status</i>	<i>Email Notification</i>
<b>PO</b>	<i>New</i>	<i>Yes</i>
	<i>Submitted</i>	<i>Yes</i>
	<i>Changed</i>	<i>Yes</i>
<b>GRN</b>	<i>New</i>	<i>Yes</i>
	<i>Submitted</i>	<i>No</i>
	<i>Rejected</i>	<i>Yes</i>
<b>Invoice</b>	<i>Payment</i>	<i>Yes</i>

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

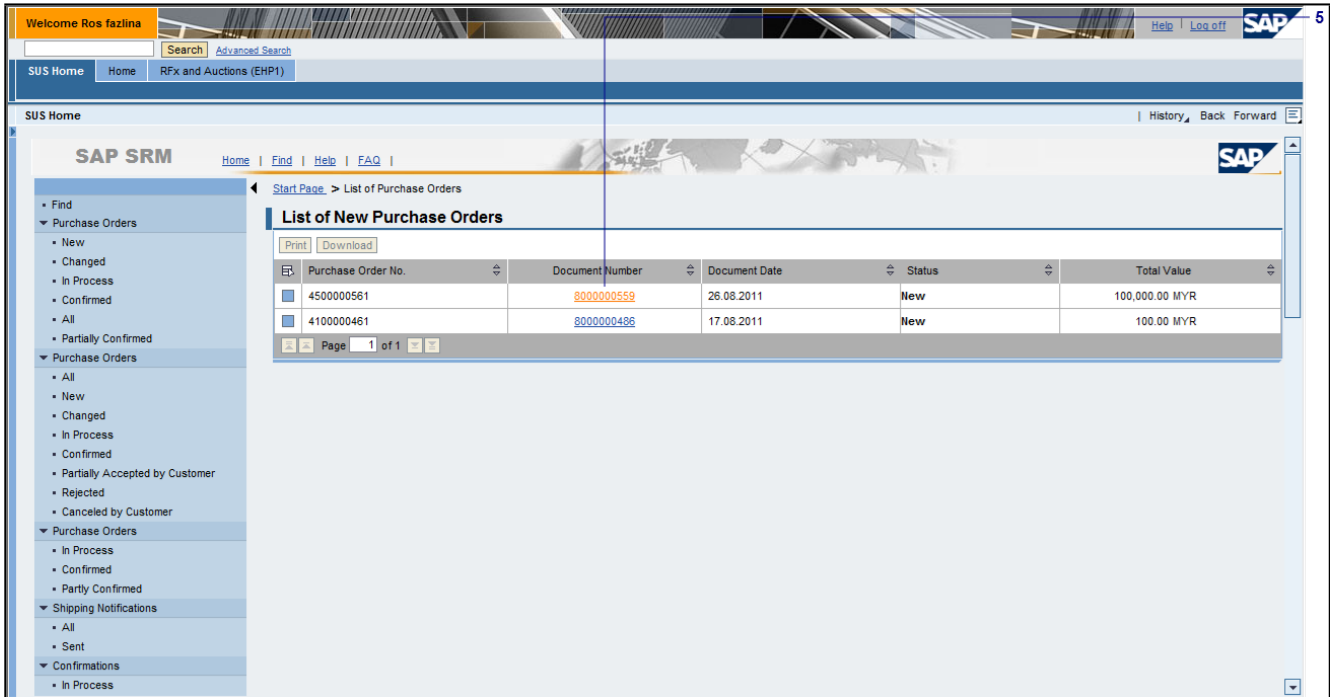


- Click New link label **New** to display a list of new purchase order(s). These steps show how to perform PO confirmation.



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

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

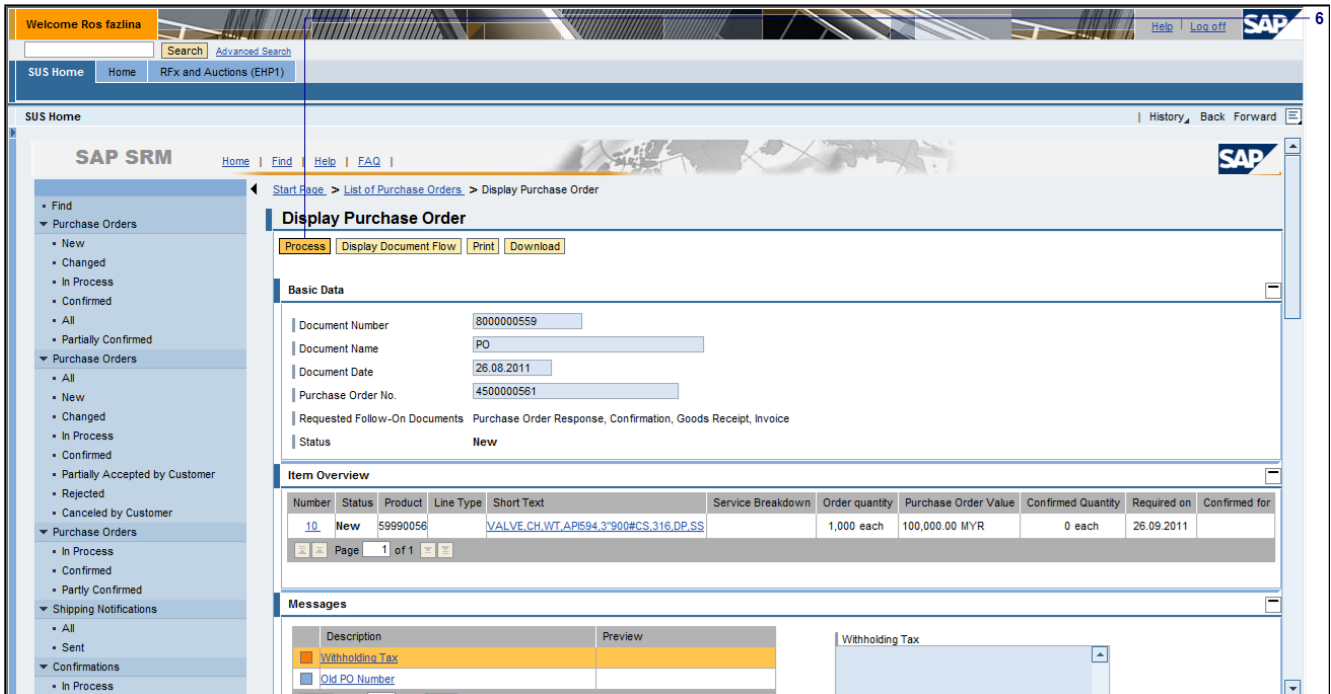


The screenshot shows the SAP NetWeaver Portal interface. The top navigation bar includes 'Welcome Ros fazlina', a search bar, and links for 'Help' and 'Log off'. The main content area is titled 'SAP SRM' and displays a 'List of New Purchase Orders'. The table below shows the details of two purchase orders.

Purchase Order No.	Document Number	Document Date	Status	Total Value
4500000561	<a href="#">8000000559</a>	26.08.2011	New	100,000.00 MYR
4100000461	<a href="#">8000000486</a>	17.08.2011	New	100.00 MYR

5. Click [8000000559](#) link label **8000000559** to display PO.

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



The screenshot shows the SAP NetWeaver Portal interface with the 'Display Purchase Order' screen. The 'Basic Data' section displays the following information:

- Document Number: 8000000559
- Document Name: PO
- Document Date: 26.08.2011
- Purchase Order No.: 4500000561
- Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, Invoice
- Status: New

The 'Item Overview' section displays a table with the following data:

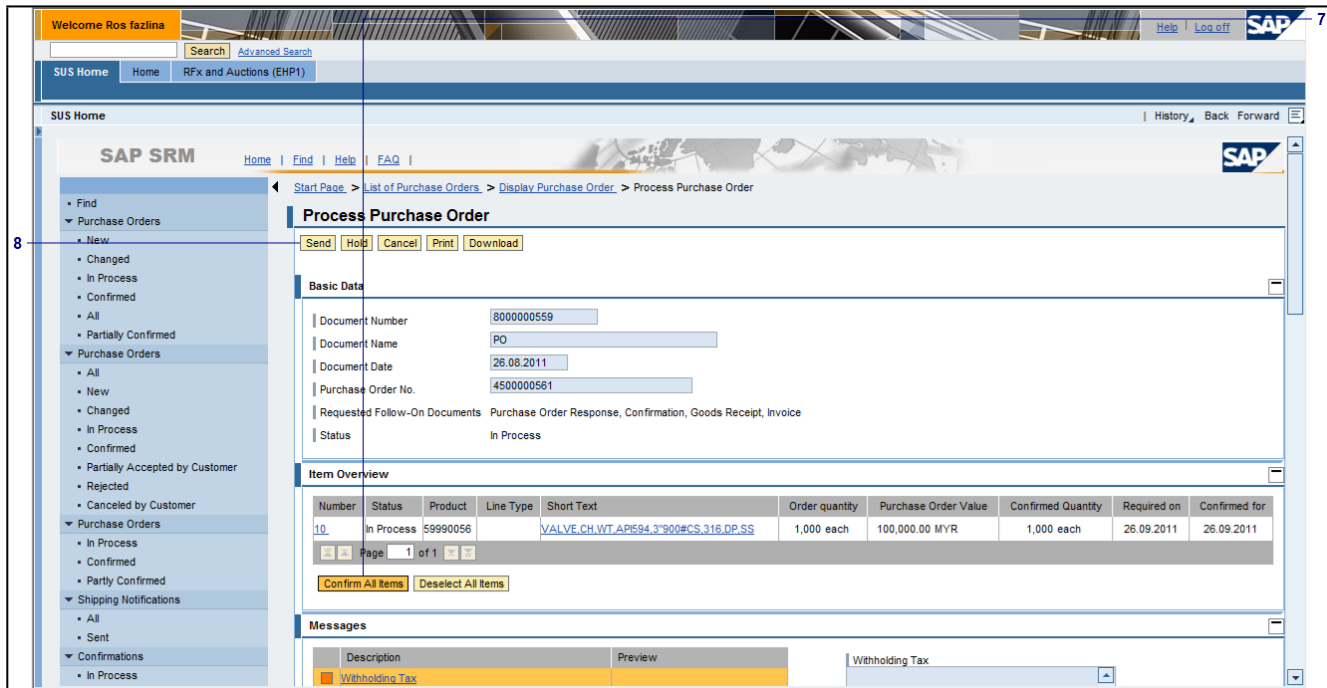
Number	Status	Product	Line Type	Short Text	Service Breakdown	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	New	59990056		VALVE,CH.WT.APS94.3"90WCS.316.DP.SS		1,000 each	100,000.00 MYR	0 each	26.09.2011	

The 'Messages' section displays a table with the following data:

Description	Preview
Withholding Tax	
Old PO Number	

6. Click Process button **Process**.

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



**Process Purchase Order**

Send | Hold | Cancel | Print | Download

**Basic Data**

Document Number: 8000000559  
 Document Name: PO  
 Document Date: 26.08.2011  
 Purchase Order No.: 4500000561  
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, Invoice  
 Status: In Process

**Item Overview**

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	In Process	59990056		VALVE.CH.WT.AP594.3*900#CS.316.DP.SS	1,000 each	100,000.00 MYR	1,000 each	26.09.2011	26.09.2011

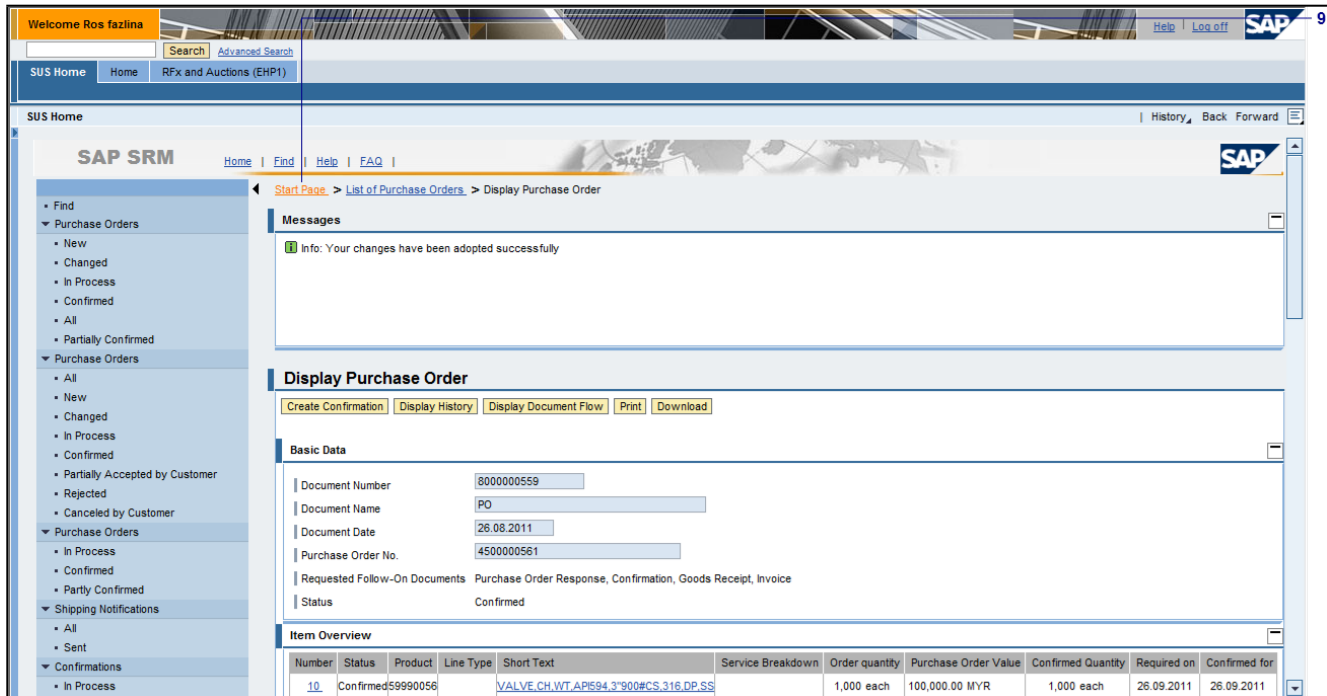
Confirm All Items | Deselect All Items

**Messages**

Withholding Tax

- Click Confirm All Items button **Confirm All Items** to confirm PO information.
- Click Send button **Send** to send the PO confirmation to the purchaser.

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



**Display Purchase Order**

Create Confirmation | Display History | Display Document Flow | Print | Download

**Basic Data**

Document Number: 8000000559  
 Document Name: PO  
 Document Date: 26.08.2011  
 Purchase Order No.: 4500000561  
 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	Required on	Confirmed for
10	Confirmed	59990056		VALVE.CH.WT.AP594.3*900#CS.316.DP.SS		1,000 each	100,000.00 MYR	1,000 each	26.09.2011	26.09.2011

- 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

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*tab. Steps as below.*

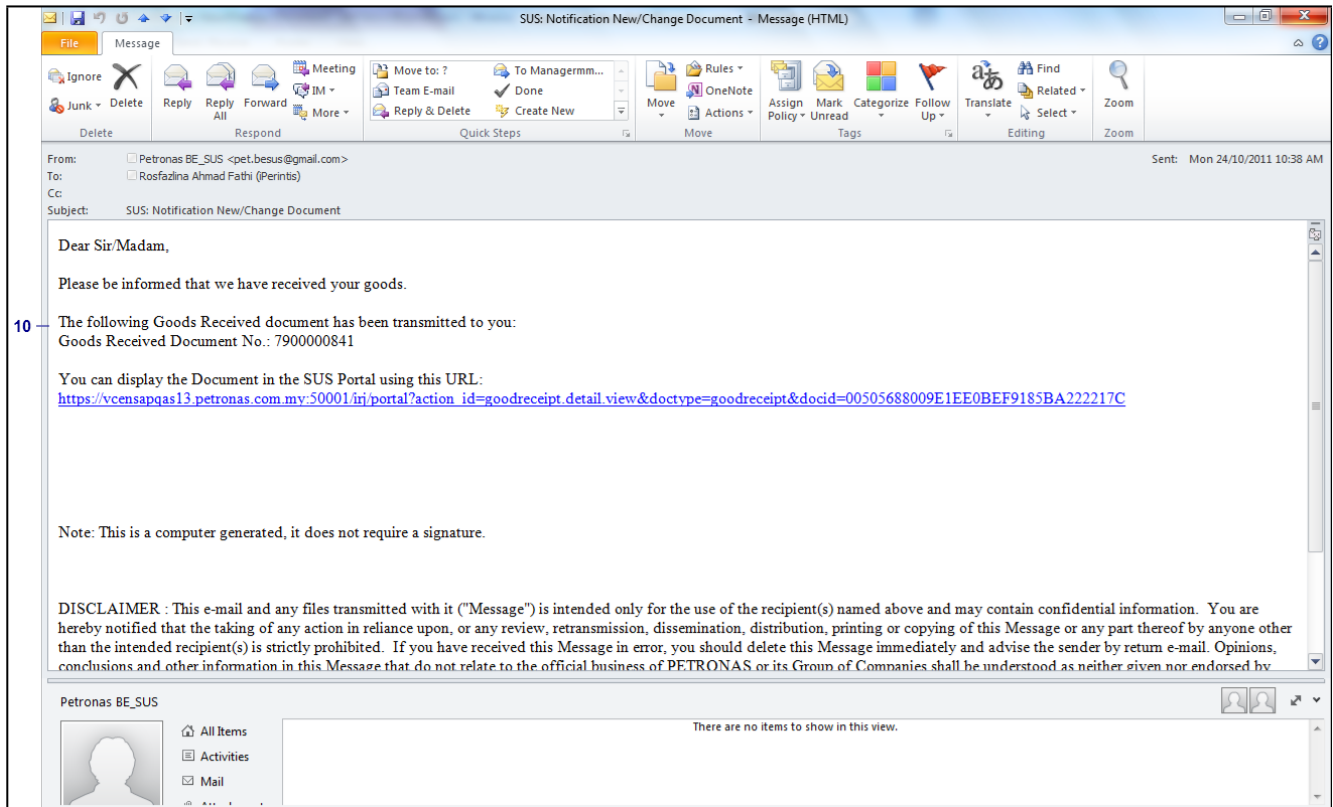


*Once PO is confirmed, purchaser may proceed with Goods Receipt in ECC6.*

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

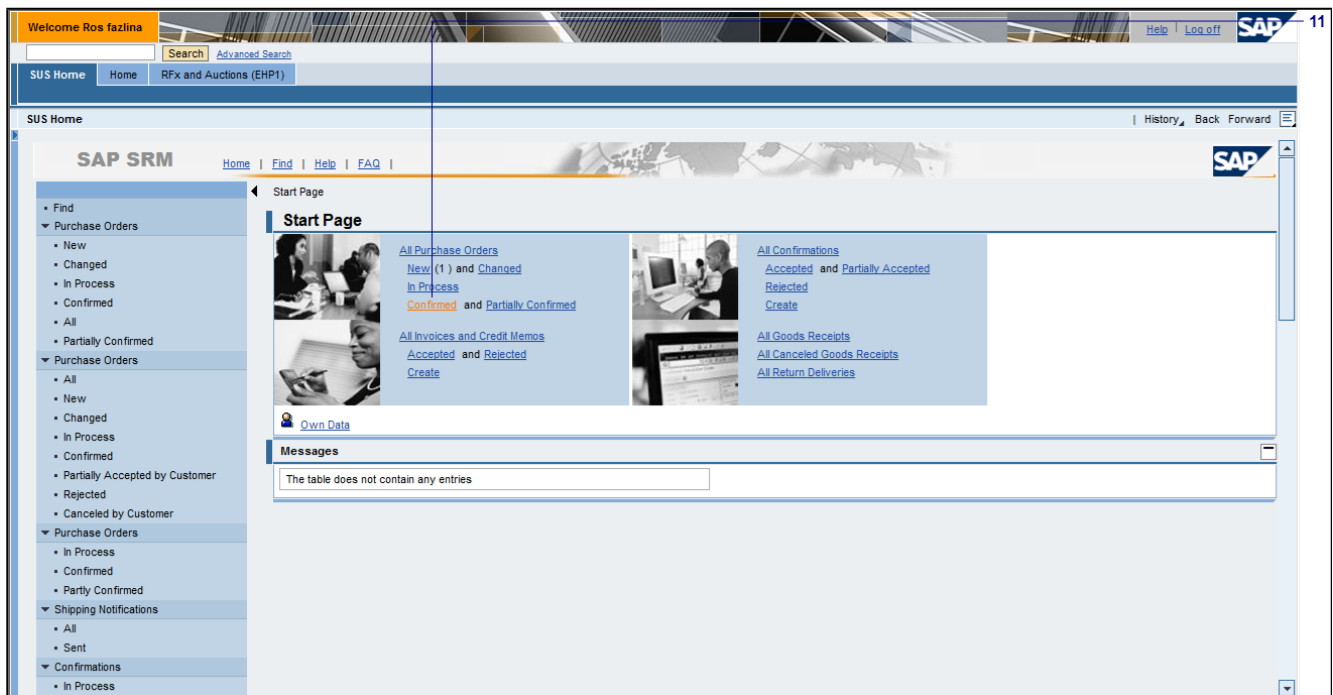


## SUS: Notification New/Change Document - Message (HTML)



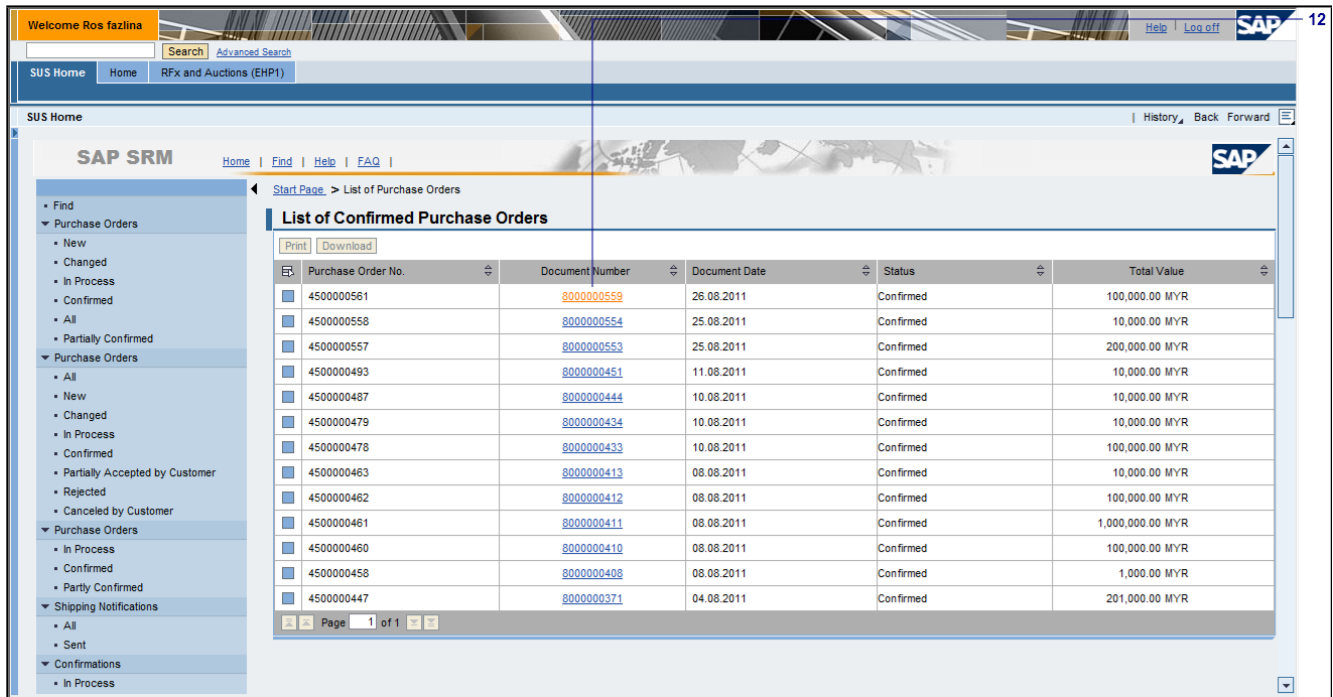
10. Supplier will receive an email notification and able to accept GR ( Goods Received) in SRM SUS portal via URL provided in the email.

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



11. Click Confirmed link label **Confirmed**.

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

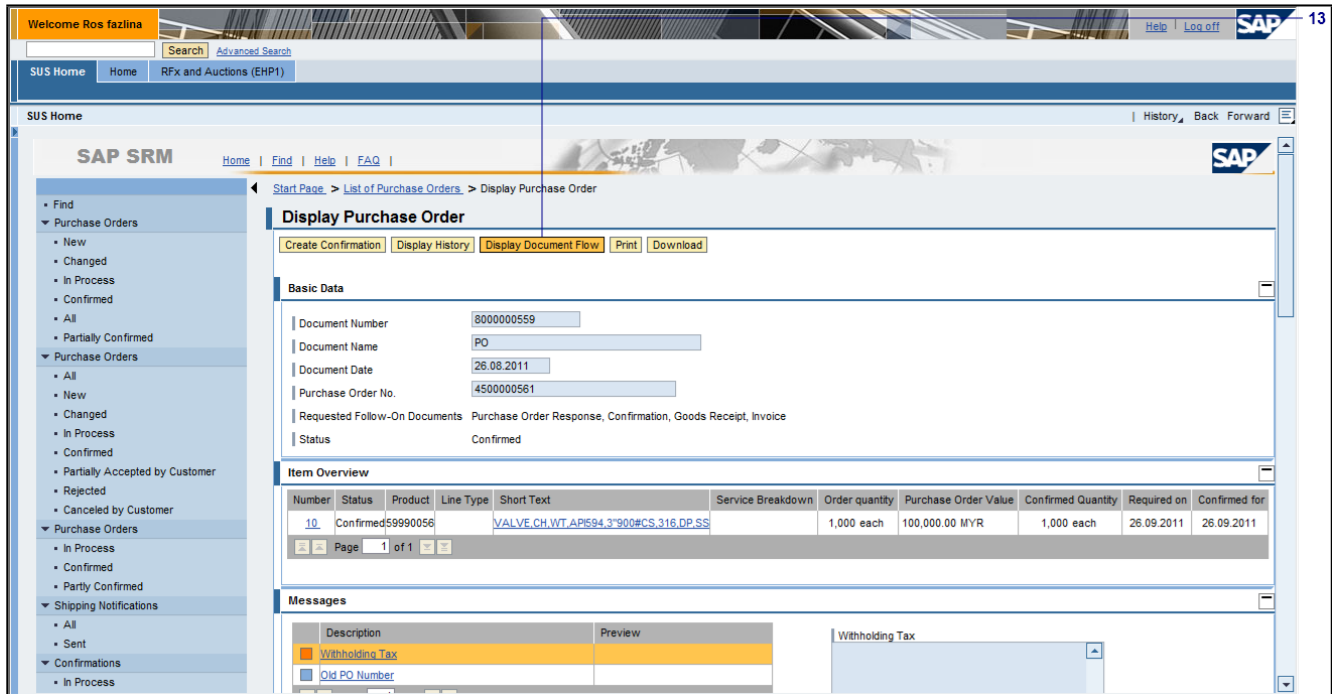


**List of Confirmed Purchase Orders**

Purchase Order No.	Document Number	Document Date	Status	Total Value
4500000561	<a href="#">8000000559</a>	26.08.2011	Confirmed	100,000.00 MYR
4500000558	<a href="#">8000000554</a>	25.08.2011	Confirmed	10,000.00 MYR
4500000557	<a href="#">8000000553</a>	25.08.2011	Confirmed	200,000.00 MYR
4500000493	<a href="#">8000000451</a>	11.08.2011	Confirmed	10,000.00 MYR
4500000487	<a href="#">8000000444</a>	10.08.2011	Confirmed	10,000.00 MYR
4500000479	<a href="#">8000000434</a>	10.08.2011	Confirmed	10,000.00 MYR
4500000478	<a href="#">8000000433</a>	10.08.2011	Confirmed	100,000.00 MYR
4500000463	<a href="#">8000000413</a>	08.08.2011	Confirmed	10,000.00 MYR
4500000462	<a href="#">8000000412</a>	08.08.2011	Confirmed	100,000.00 MYR
4500000461	<a href="#">8000000411</a>	08.08.2011	Confirmed	1,000,000.00 MYR
4500000460	<a href="#">8000000410</a>	08.08.2011	Confirmed	100,000.00 MYR
4500000458	<a href="#">8000000408</a>	08.08.2011	Confirmed	1,000.00 MYR
4500000447	<a href="#">8000000371</a>	04.08.2011	Confirmed	201,000.00 MYR

12. Click 8000000559 link label [8000000559](#) to display PO.

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



**Display Purchase Order**

Basic Data

Document Number	8000000559
Document Name	PO
Document Date	26.08.2011
Purchase Order No.	4500000561
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice
Status	Confirmed

Item Overview

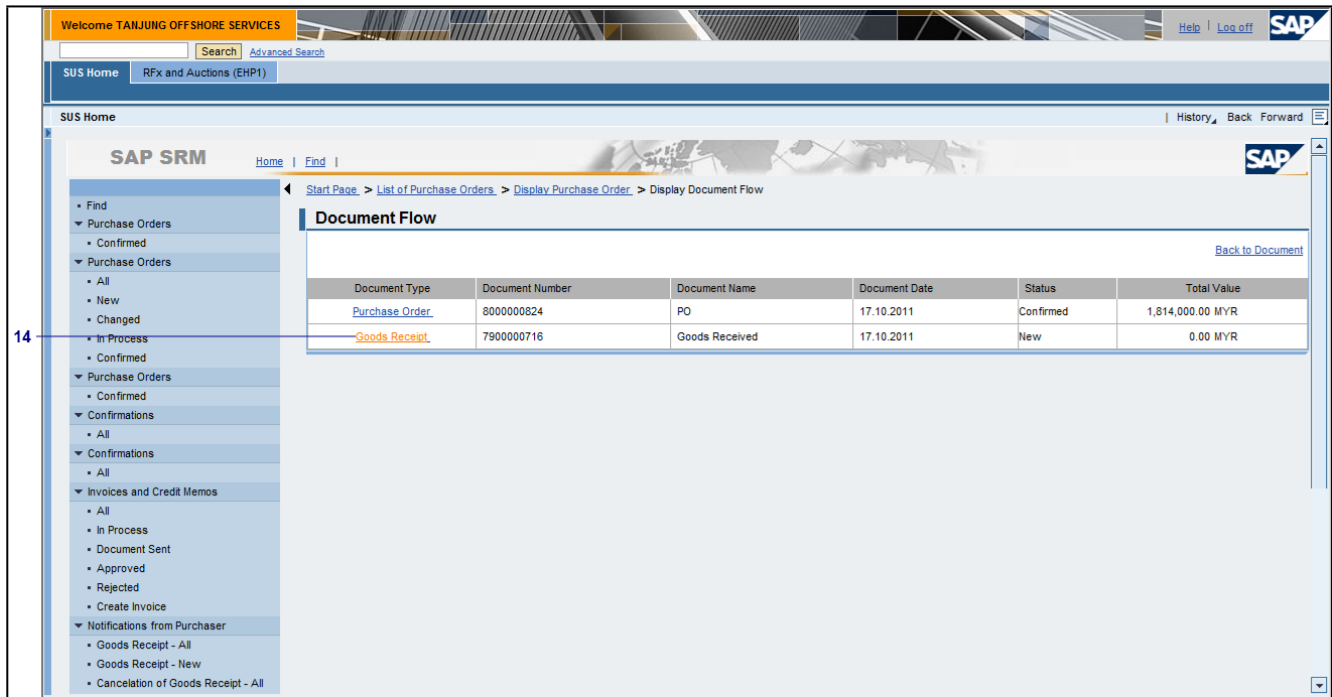
Number	Status	Product	Line Type	Short Text	Service Breakdown	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	Confirmed	59990056		VALVE,CH.WT API594 3"900#CS,316,DP,SS		1,000 each	100,000.00 MYR	1,000 each	26.09.2011	26.09.2011

Messages

Description	Preview	Withholding Tax
Withholding Tax		
Old PO Number		

13. Click Display Document Flow button [Display Document Flow](#).

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



Welcome TANJUNG OFFSHORE SERVICES

SUS Home RFx and Auctions (EHP1)

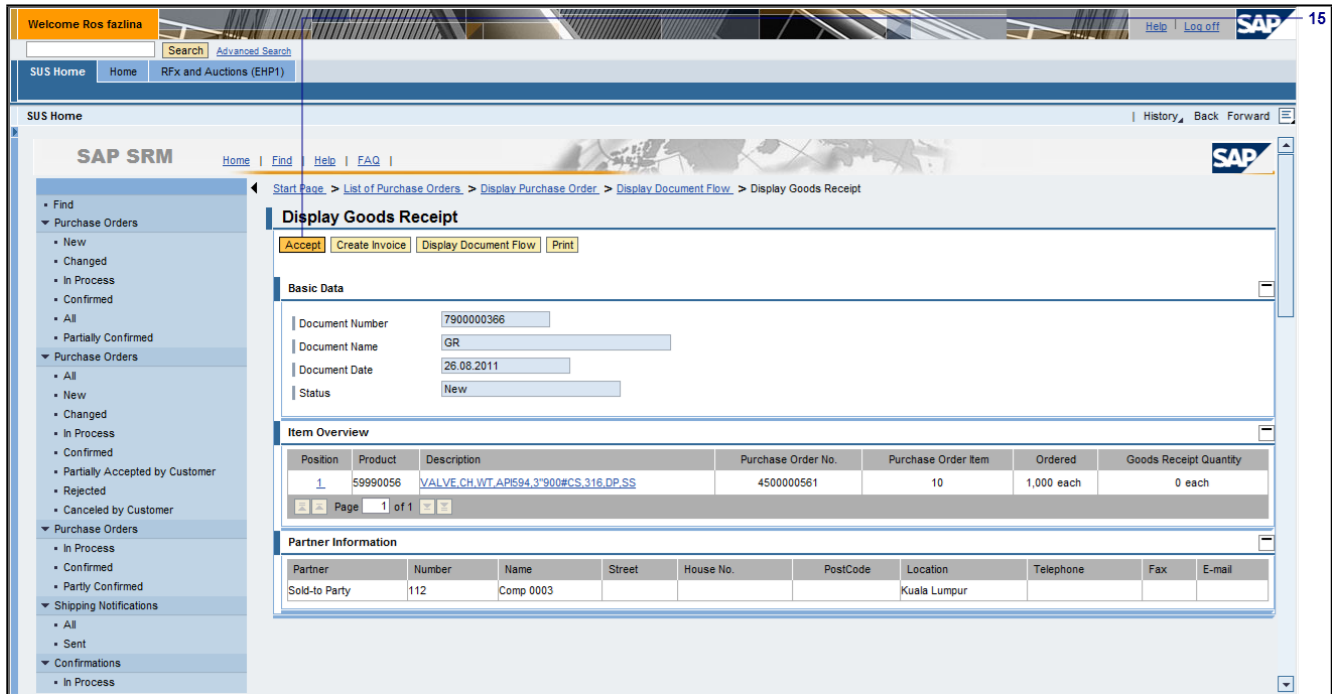
SAP SRM

Document Flow

Document Type	Document Number	Document Name	Document Date	Status	Total Value
<a href="#">Purchase Order</a>	8000000824	PO	17.10.2011	Confirmed	1,814,000.00 MYR
<a href="#">Goods Receipt</a>	7900000716	Goods Received	17.10.2011	New	0.00 MYR

14. Click Goods Receipt link label [Goods Receipt](#).

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



Welcome Ros fazlina

SUS Home Home RFx and Auctions (EHP1)

SAP SRM

Display Goods Receipt

Accept Create Invoice Display Document Flow Print

Basic Data

Document Number: 7900000366  
 Document Name: GR  
 Document Date: 26.08.2011  
 Status: New

Item Overview

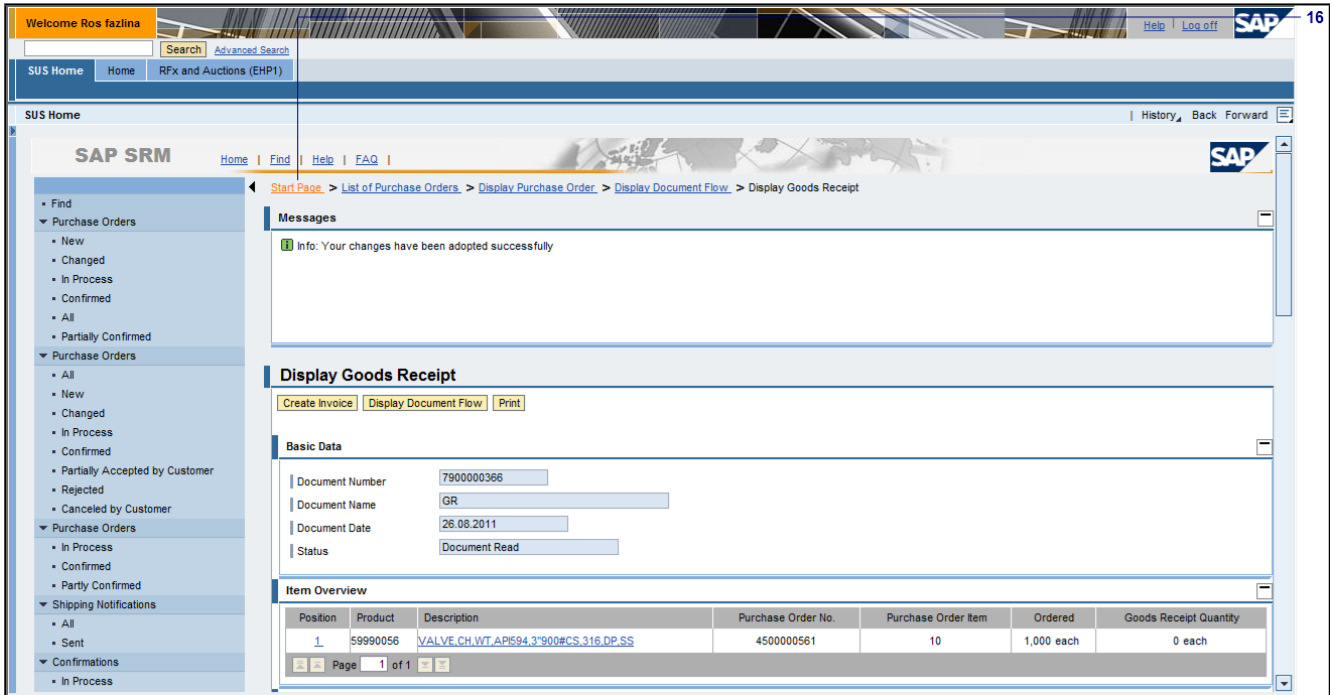
Position	Product	Description	Purchase Order No.	Purchase Order Item	Ordered	Goods Receipt Quantity
1	59990056	VALVE CH.WT.AP594.3*900#CS.316.DP.SS	4500000561	10	1,000 each	0 each

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	112	Comp 0003				Kuala Lumpur			

15. Click Accept button [Accept](#).

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



The screenshot shows the SAP NetWeaver Portal interface. The top navigation bar includes 'Welcome Ros fazlina', a search bar, and links for 'Help' and 'Log off'. The main content area is titled 'SUS Home' and features a breadcrumb trail: 'Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Goods Receipt'. A message box states: 'Info: Your changes have been adopted successfully'. Below this, the 'Display Goods Receipt' section is active, showing a 'Basic Data' table with the following information:

Document Number	7900000366
Document Name	GR
Document Date	26.08.2011
Status	Document Read

Below the 'Basic Data' table is an 'Item Overview' table:

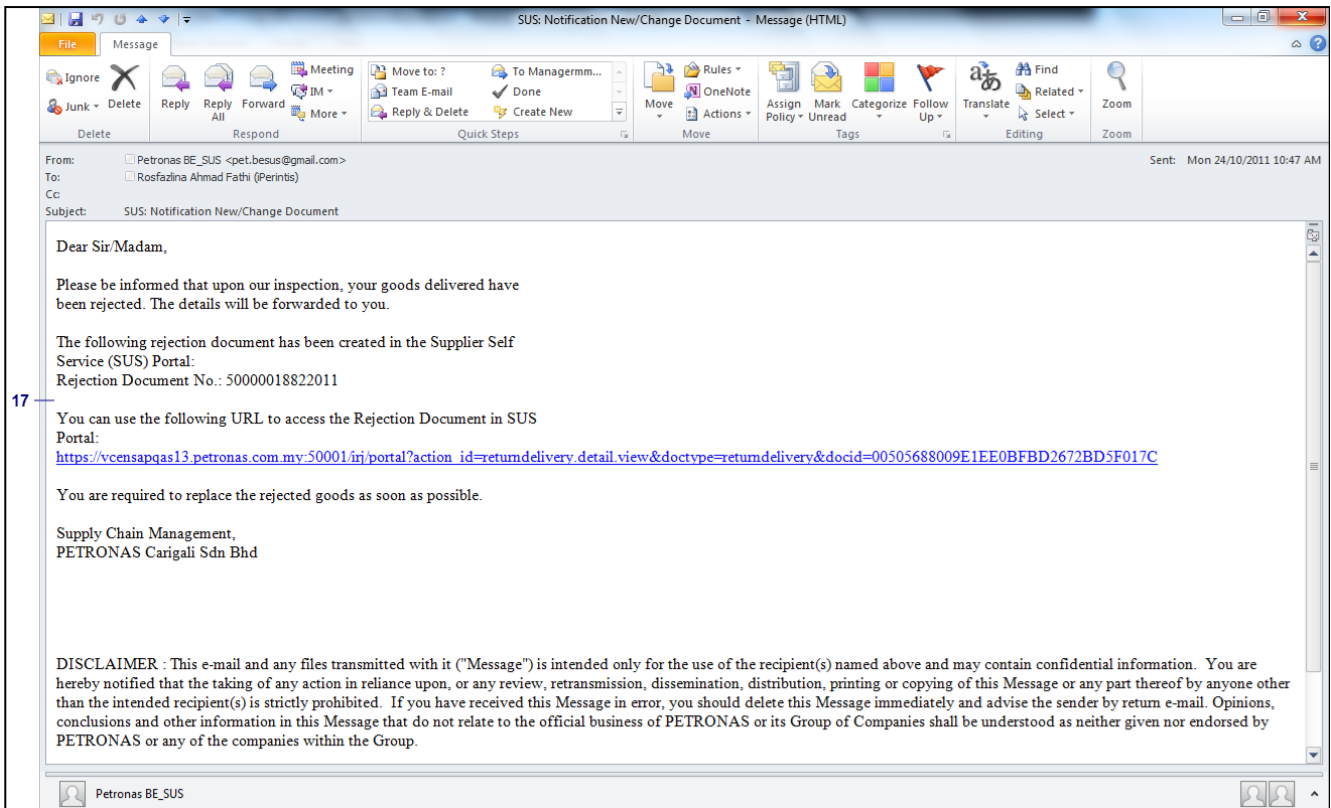
Position	Product	Description	Purchase Order No.	Purchase Order Item	Ordered	Goods Receipt Quantity
1	59990056	VALVE CH.WT AP594.3*900#CS.316 DP SS	4500000561	10	1,000 each	0 each

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)



The screenshot shows an email message in a web browser. The email is from Petronas BE\_SUS to Rosfazlina Ahmad Fathi (Perintis) and contains a rejection notification for a goods receipt. The email body text is as follows:

Dear Sir/Madam,

Please be informed that upon our inspection, your goods delivered have been rejected. The details will be forwarded to you.

The following rejection document has been created in the Supplier Self Service (SUS) Portal:  
Rejection Document No.: 50000018822011

You can use the following URL to access the Rejection Document in SUS Portal:  
[https://vcnsapqas13.petrnas.com.my:50001/fri/portal?action\\_id=returndelivery.detail.view&doctype=returndelivery&docid=00505688009E1EE0BFB2672BD5F017C](https://vcnsapqas13.petrnas.com.my:50001/fri/portal?action_id=returndelivery.detail.view&doctype=returndelivery&docid=00505688009E1EE0BFB2672BD5F017C)

You are required to replace the rejected goods as soon as possible.

Supply Chain Management,  
PETRONAS Carigali Sdn Bhd

DISCLAIMER : This e-mail and any files transmitted with it ("Message") is intended only for the use of the recipient(s) named above and may contain confidential information. You are hereby notified that the taking of any action in reliance upon, or any review, retransmission, dissemination, distribution, printing or copying of this Message or any part thereof by anyone other than the intended recipient(s) is strictly prohibited. If you have received this Message in error, you should delete this Message immediately and advise the sender by return e-mail. Opinions, conclusions and other information in this Message that do not relate to the official business of PETRONAS or its Group of Companies shall be understood as neither given nor endorsed by PETRONAS or any of the companies within the Group.

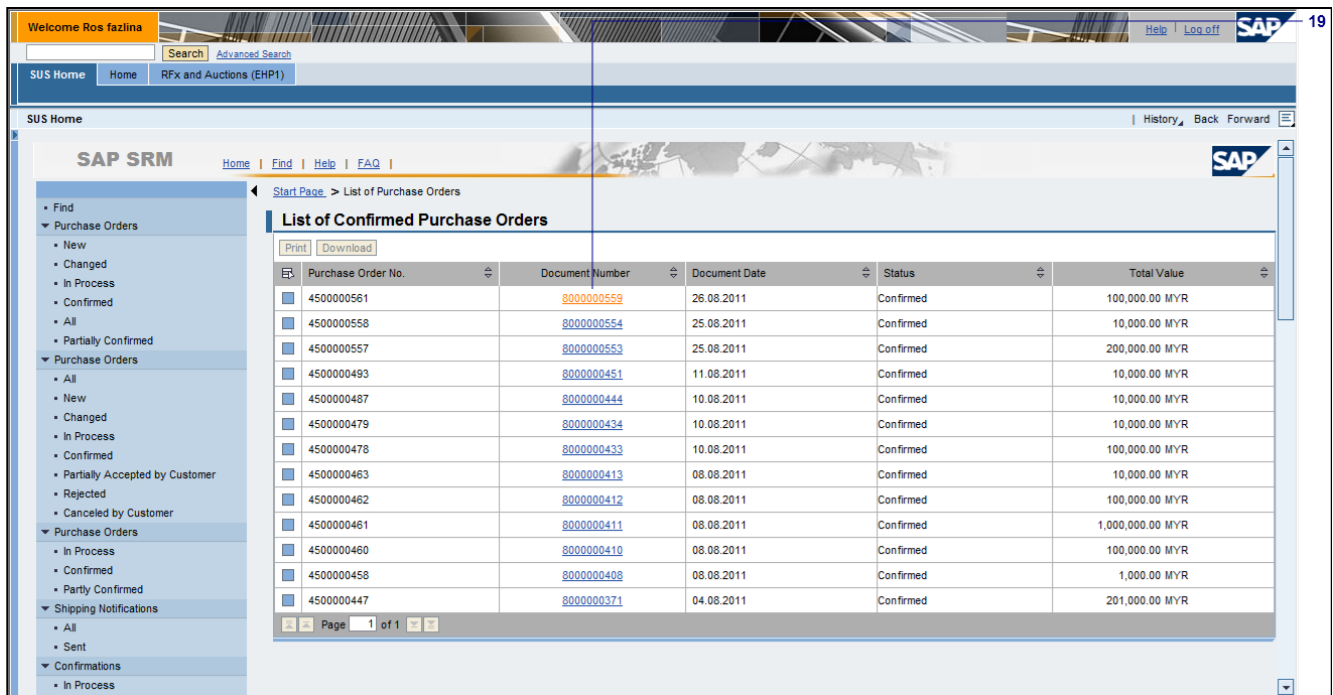
17. There are cases whereby the goods need to be returned to supplier due to some quality issues or etc. therefore return delivery needs to be done against the GR. Supplier will receive an email notification as above. Supplier can proceed to accept the reversal (Goods Returned) in SRM SUS portal via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

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



18. Click Confirmed link label **Confirmed**.

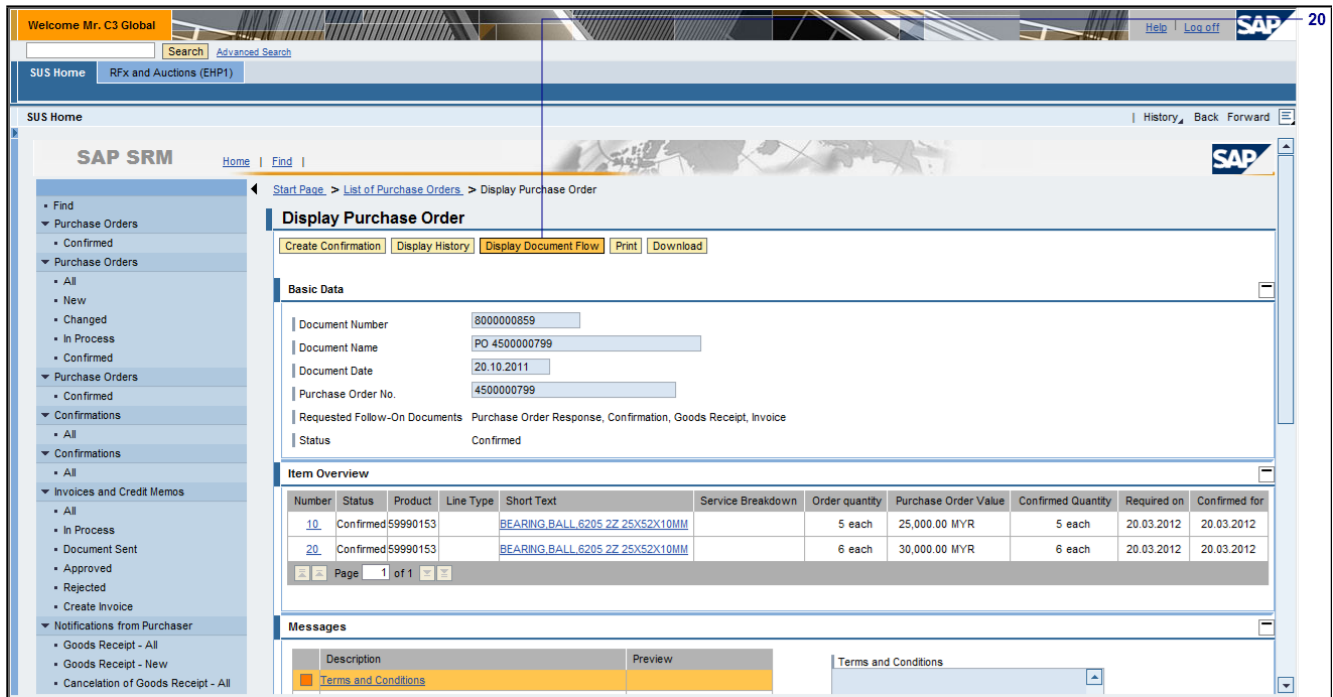
### SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Purchase Order No.	Document Number	Document Date	Status	Total Value
4500000561	8000000559	26.08.2011	Confirmed	100,000.00 MYR
4500000558	8000000554	25.08.2011	Confirmed	10,000.00 MYR
4500000557	8000000553	25.08.2011	Confirmed	200,000.00 MYR
4500000493	8000000451	11.08.2011	Confirmed	10,000.00 MYR
4500000487	8000000444	10.08.2011	Confirmed	10,000.00 MYR
4500000479	8000000434	10.08.2011	Confirmed	10,000.00 MYR
4500000478	8000000433	10.08.2011	Confirmed	100,000.00 MYR
4500000463	8000000413	08.08.2011	Confirmed	10,000.00 MYR
4500000462	8000000412	08.08.2011	Confirmed	100,000.00 MYR
4500000461	8000000411	08.08.2011	Confirmed	1,000,000.00 MYR
4500000460	8000000410	08.08.2011	Confirmed	100,000.00 MYR
4500000458	8000000408	08.08.2011	Confirmed	1,000.00 MYR
4500000447	8000000371	04.08.2011	Confirmed	201,000.00 MYR

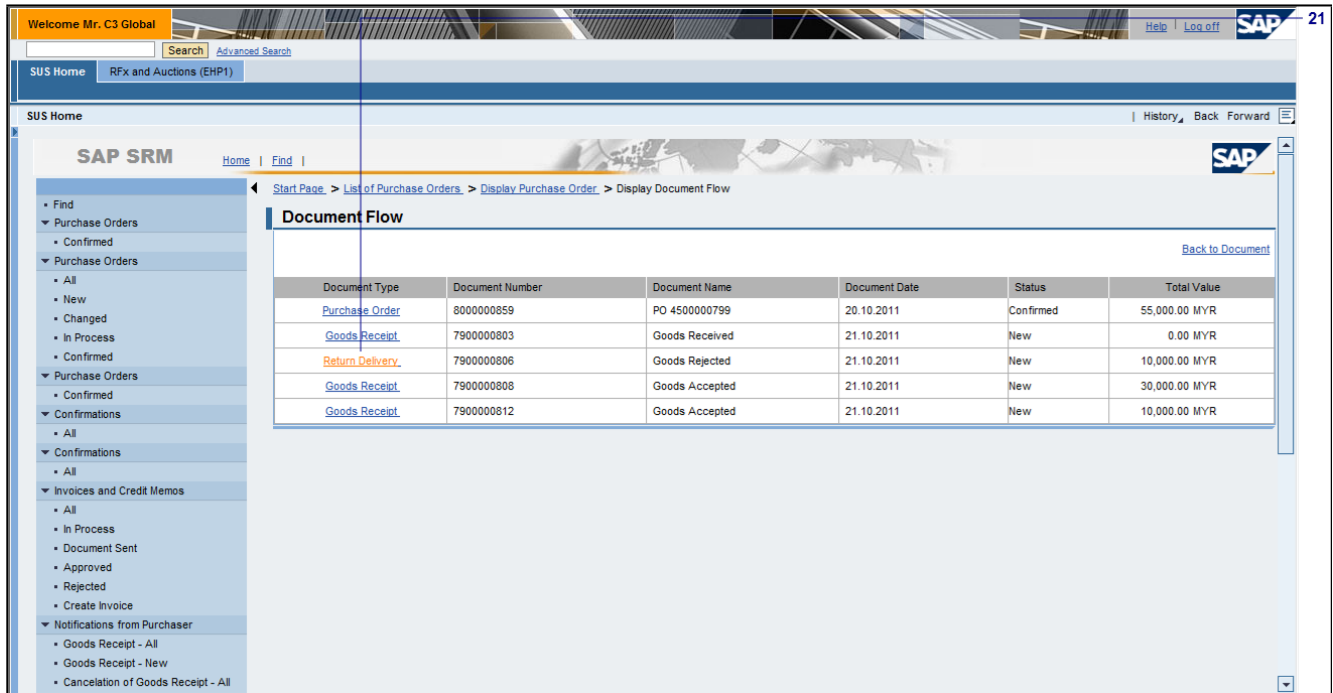
19. Click 8000000559 link label **8000000559** to display PO.

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



20. Click Display Document Flow button **Display Document Flow**.

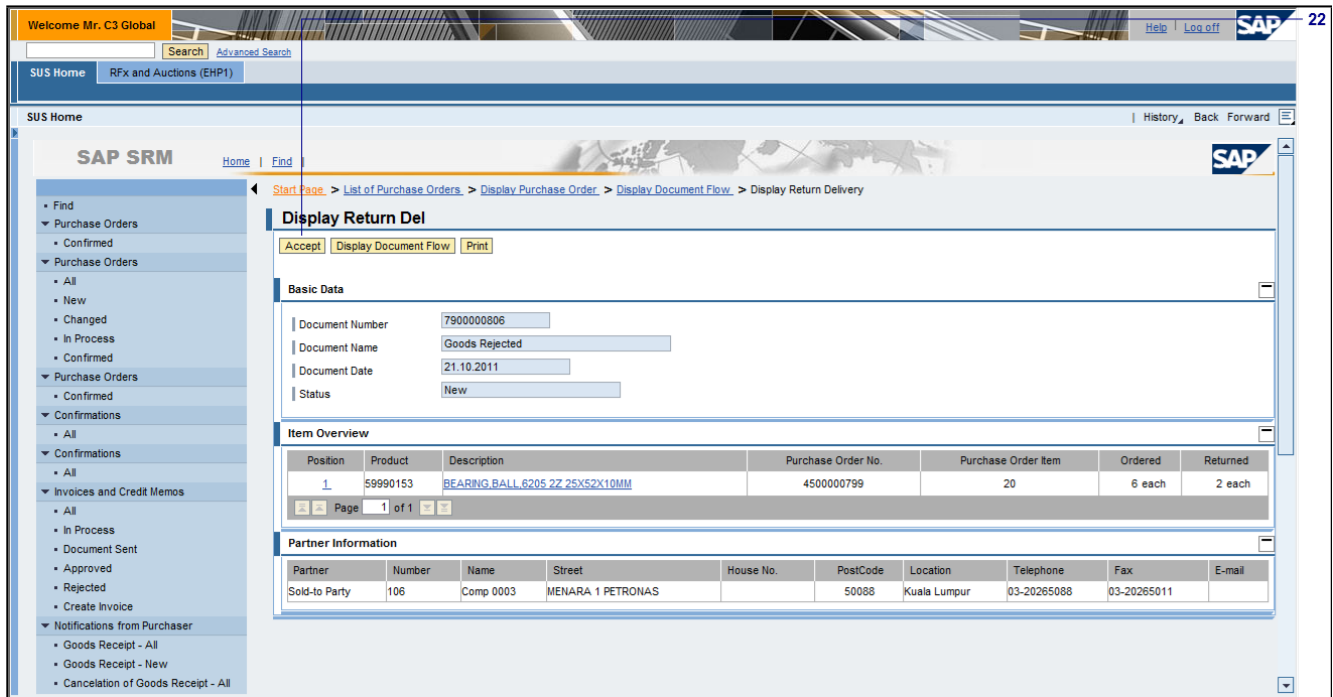
## SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



21. Click Return Delivery link label **Return Delivery**.



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



Welcome Mr. C3 Global

SUS Home RFx and Auctions (EHP1)

SAP SRM

Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Return Delivery

**Display Return Del**

Accept Display Document Flow Print

**Basic Data**

Document Number: 7900000806  
Document Name: Goods Rejected  
Document Date: 21.10.2011  
Status: New

**Item Overview**

Position	Product	Description	Purchase Order No.	Purchase Order Item	Ordered	Returned
1	59990153	BEARING BALL 6205 2Z 25X52X10MM	4500000799	20	6 each	2 each

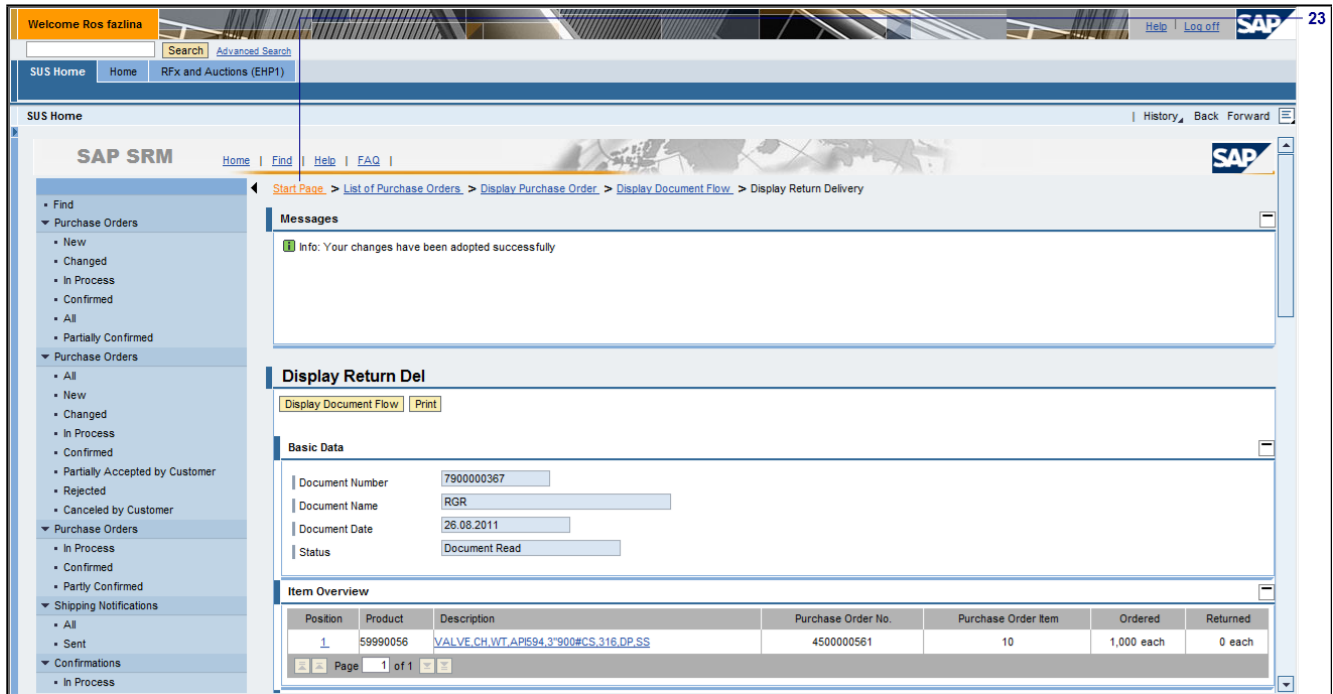
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**Partner Information**

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	106	Comp 0003	MENARA 1 PETRONAS		50088	Kuala Lumpur	03-20265088	03-20265011	

22. Click Accept button **Accept**.

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



Welcome Ros fazlina

SUS Home Home RFx and Auctions (EHP1)

SAP SRM

Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Return Delivery

**Messages**

Info: Your changes have been adopted successfully

**Display Return Del**

Display Document Flow Print

**Basic Data**

Document Number: 7900000367  
Document Name: RGR  
Document Date: 26.08.2011  
Status: Document Read

**Item Overview**

Position	Product	Description	Purchase Order No.	Purchase Order Item	Ordered	Returned
1	59990056	VALVE CH.WT API594.3"900#CS.316 DP.SS	4500000561	10	1,000 each	0 each

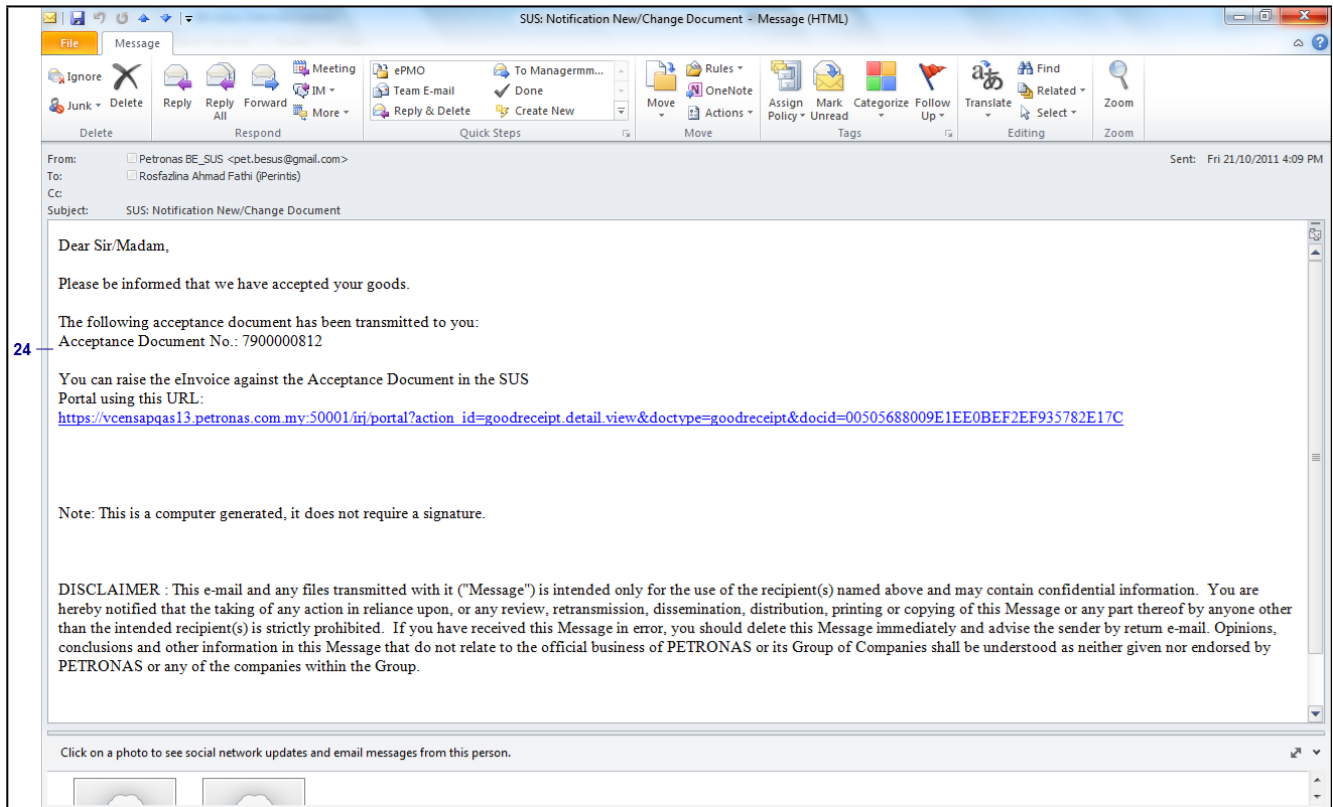
Page 1 of 1

23. Click Start Page link label **Start Page**.



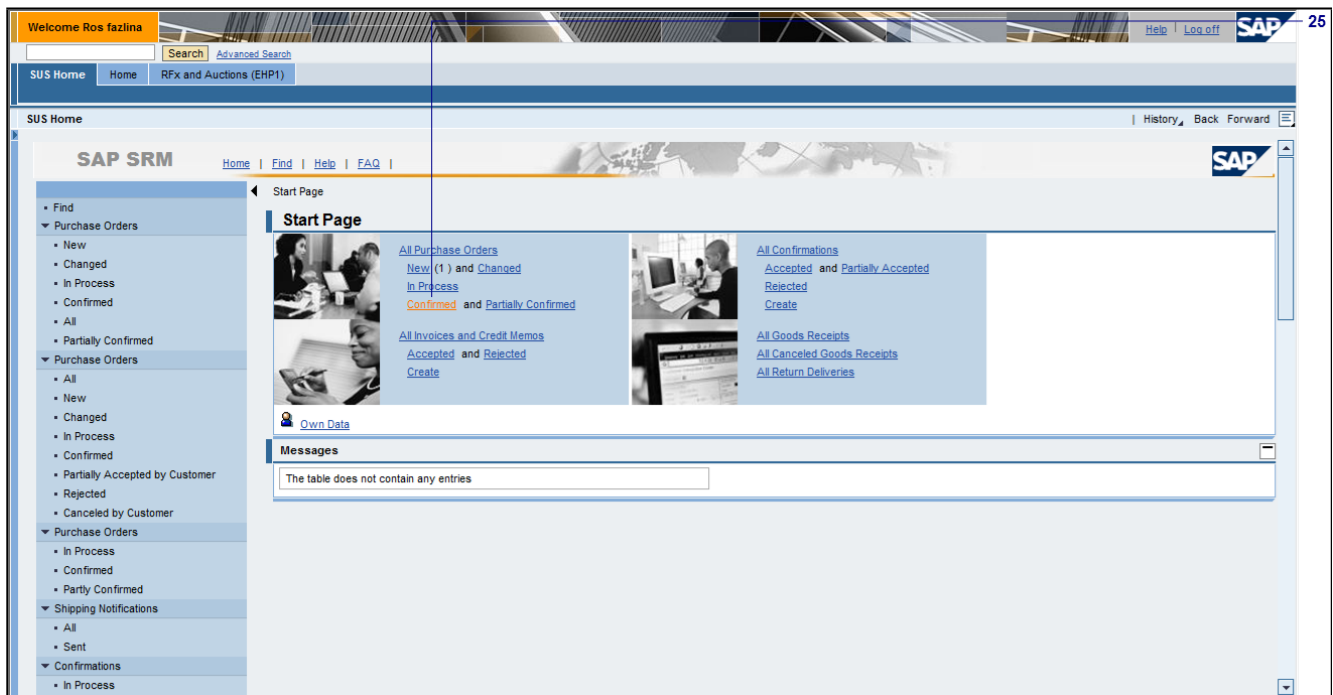
The system displays message, "Your changes have been adopted successfully".

## 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.

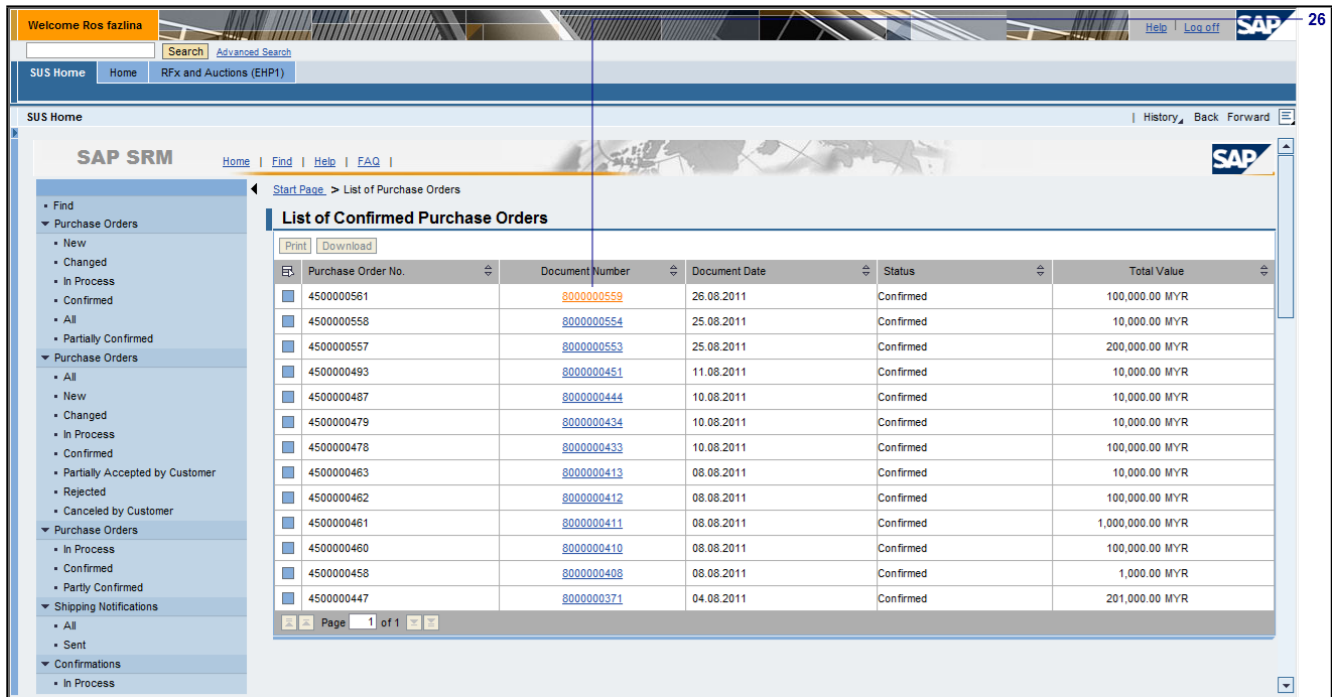
## SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



25. Click Confirmed link label **Confirmed**.



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

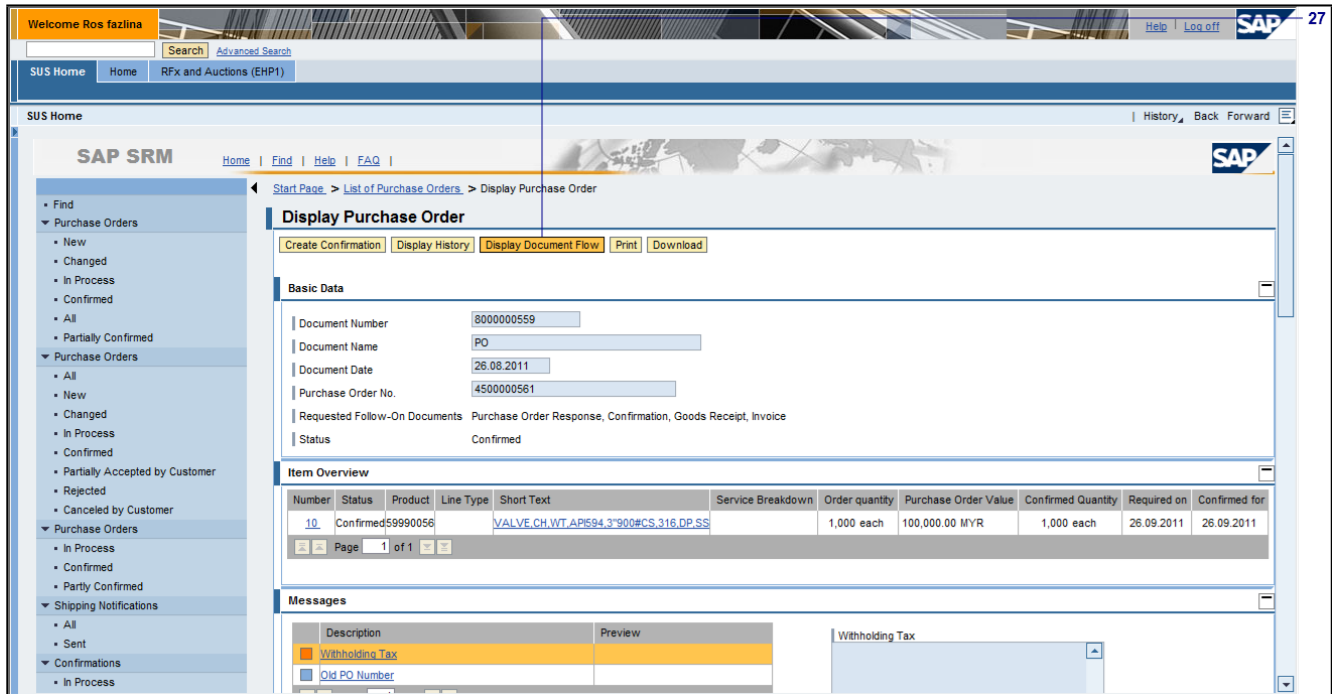


**List of Confirmed Purchase Orders**

Purchase Order No.	Document Number	Document Date	Status	Total Value
4500000561	<a href="#">8000000559</a>	26.08.2011	Confirmed	100,000.00 MYR
4500000558	<a href="#">8000000554</a>	25.08.2011	Confirmed	10,000.00 MYR
4500000557	<a href="#">8000000553</a>	25.08.2011	Confirmed	200,000.00 MYR
4500000493	<a href="#">8000000451</a>	11.08.2011	Confirmed	10,000.00 MYR
4500000487	<a href="#">8000000444</a>	10.08.2011	Confirmed	10,000.00 MYR
4500000479	<a href="#">8000000434</a>	10.08.2011	Confirmed	10,000.00 MYR
4500000478	<a href="#">8000000433</a>	10.08.2011	Confirmed	100,000.00 MYR
4500000463	<a href="#">8000000413</a>	08.08.2011	Confirmed	10,000.00 MYR
4500000462	<a href="#">8000000412</a>	08.08.2011	Confirmed	100,000.00 MYR
4500000461	<a href="#">8000000411</a>	08.08.2011	Confirmed	1,000,000.00 MYR
4500000460	<a href="#">8000000410</a>	08.08.2011	Confirmed	100,000.00 MYR
4500000458	<a href="#">8000000408</a>	08.08.2011	Confirmed	1,000.00 MYR
4500000447	<a href="#">8000000371</a>	04.08.2011	Confirmed	201,000.00 MYR

26. Click 8000000559 link label [8000000559](#) to display PO.

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



**Display Purchase Order**

Basic Data

Document Number: 8000000559  
Document Name: PO  
Document Date: 26.08.2011  
Purchase Order No.: 4500000561  
Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, Invoice  
Status: Confirmed

Item Overview

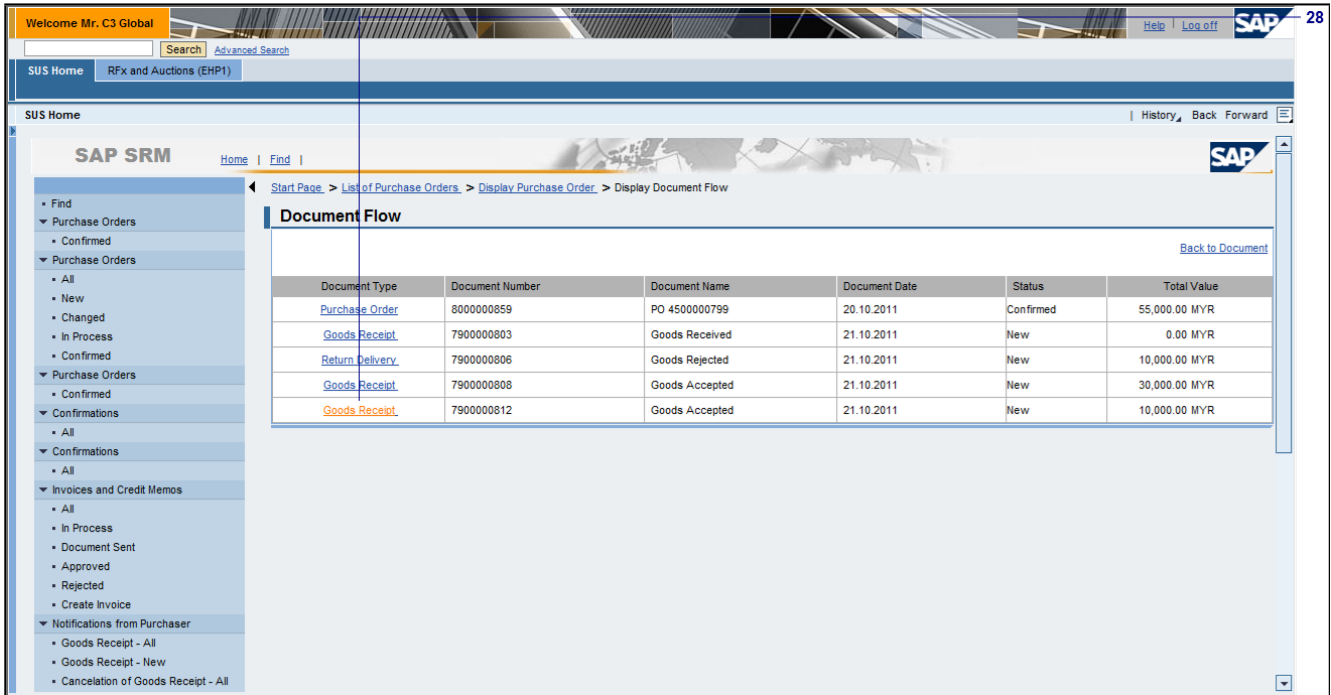
Number	Status	Product	Line Type	Short Text	Service Breakdown	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	Confirmed	59990056		VALVE,CH.WT API594 3"900#CS,316,DP,SS		1,000 each	100,000.00 MYR	1,000 each	26.09.2011	26.09.2011

Messages

Description: Withholding Tax  
Preview:   
Withholding Tax:   
Old PO Number:

27. Click Display Document Flow button [Display Document Flow](#).

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



Welcome Mr. C3 Global

SUS Home RFX and Auctions (EHP1)

SAP SRM

Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow

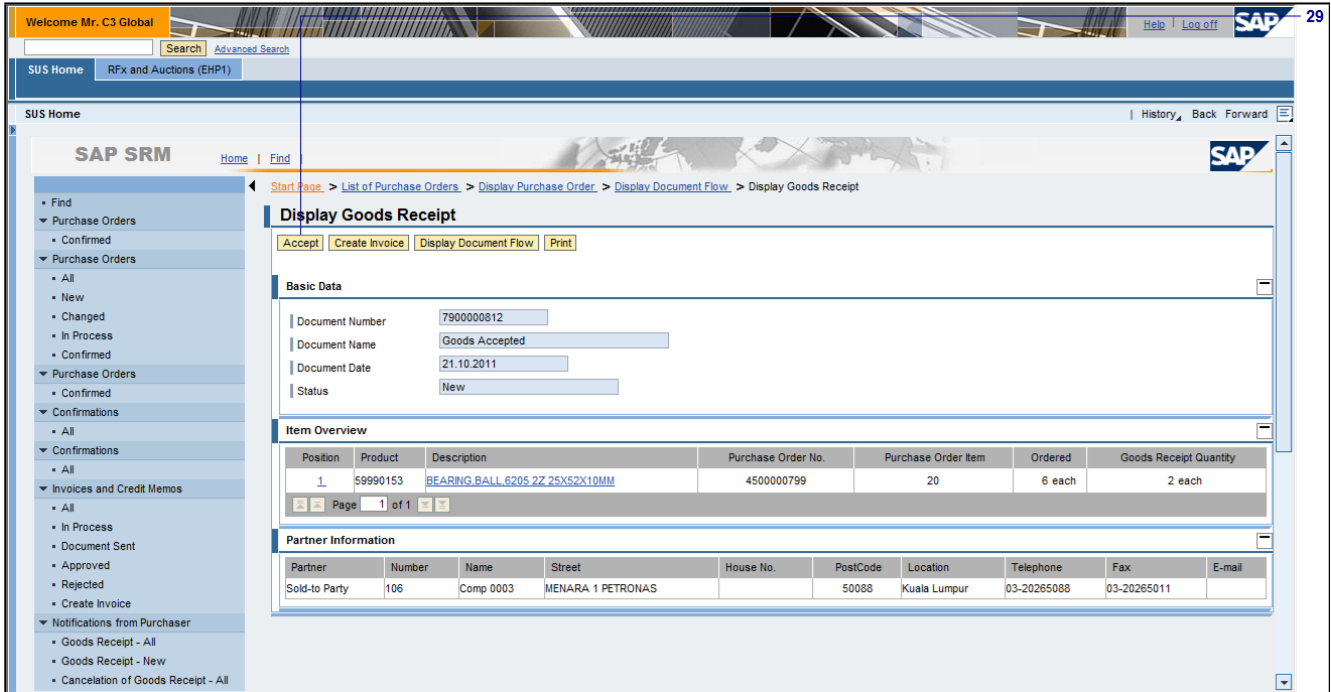
**Document Flow**

Document Type	Document Number	Document Name	Document Date	Status	Total Value
<a href="#">Purchase Order</a>	8000000859	PO 4500000799	20.10.2011	Confirmed	55,000.00 MYR
<a href="#">Goods Receipt</a>	7900000803	Goods Received	21.10.2011	New	0.00 MYR
<a href="#">Return Delivery</a>	7900000806	Goods Rejected	21.10.2011	New	10,000.00 MYR
<a href="#">Goods Receipt</a>	7900000808	Goods Accepted	21.10.2011	New	30,000.00 MYR
<a href="#">Goods Receipt</a>	7900000812	Goods Accepted	21.10.2011	New	10,000.00 MYR

Back to Document

28. Click Goods Receipt link label [Goods Receipt](#).

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



Welcome Mr. C3 Global

SUS Home RFX and Auctions (EHP1)

SAP SRM

Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Goods Receipt

**Display Goods Receipt**

Accept Create Invoice Display Document Flow Print

**Basic Data**

Document Number: 7900000812  
 Document Name: Goods Accepted  
 Document Date: 21.10.2011  
 Status: New

**Item Overview**

Position	Product	Description	Purchase Order No.	Purchase Order Item	Ordered	Goods Receipt Quantity
1	59990153	BEARING BALL 6205 2Z 25X52X10MM	4500000799	20	6 each	2 each

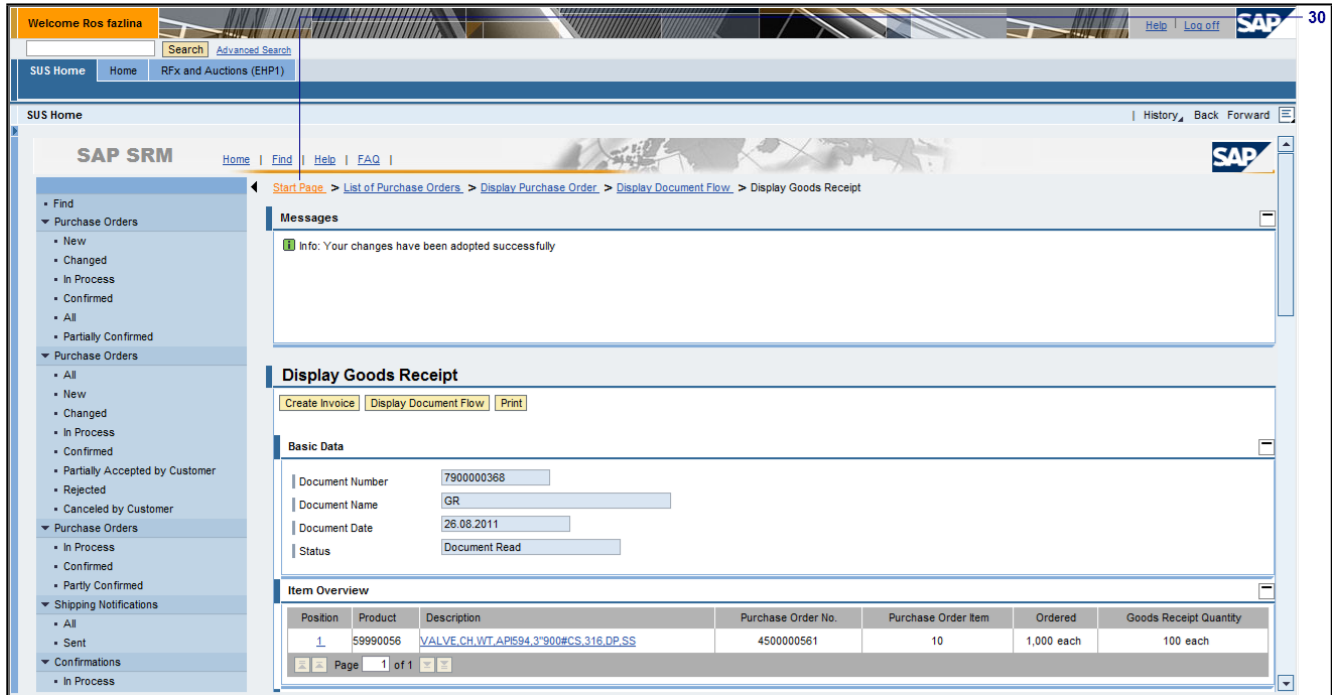
Page 1 of 1

**Partner Information**

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	106	Comp 0003	MENARA 1 PETRONAS		50088	Kuala Lumpur	03-20265088	03-20265011	

29. Click Accept button [Accept](#).

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



Welcome Ros tazlina

Search Advanced Search

SUS Home Home RFx and Auctions (EHP1)

SUS Home History Back Forward

**SAP SRM** Home Find Help FAQ

Find

- Purchase Orders
  - New
  - Changed
  - In Process
  - Confirmed
  - All
  - Partially Confirmed
- Purchase Orders
  - All
  - New
  - Changed
  - In Process
  - Confirmed
  - Partially Accepted by Customer
  - Rejected
  - Canceled by Customer
- Purchase Orders
  - In Process
  - Confirmed
  - Partly Confirmed
- Shipping Notifications
  - All
  - Sent
- Confirmations
  - In Process

**Messages**

Info: Your changes have been adopted successfully

**Display Goods Receipt**

Create Invoice Display Document Flow Print

**Basic Data**

Document Number 7900000368

Document Name GR

Document Date 26.08.2011

Status Document Read

**Item Overview**

Position	Product	Description	Purchase Order No.	Purchase Order Item	Ordered	Goods Receipt Quantity
1	59990056	VALVE,CH.WT,AP594.3*900#CS.316.DP.SS	4500000561	10	1,000 each	100 each

Page 1 of 1

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

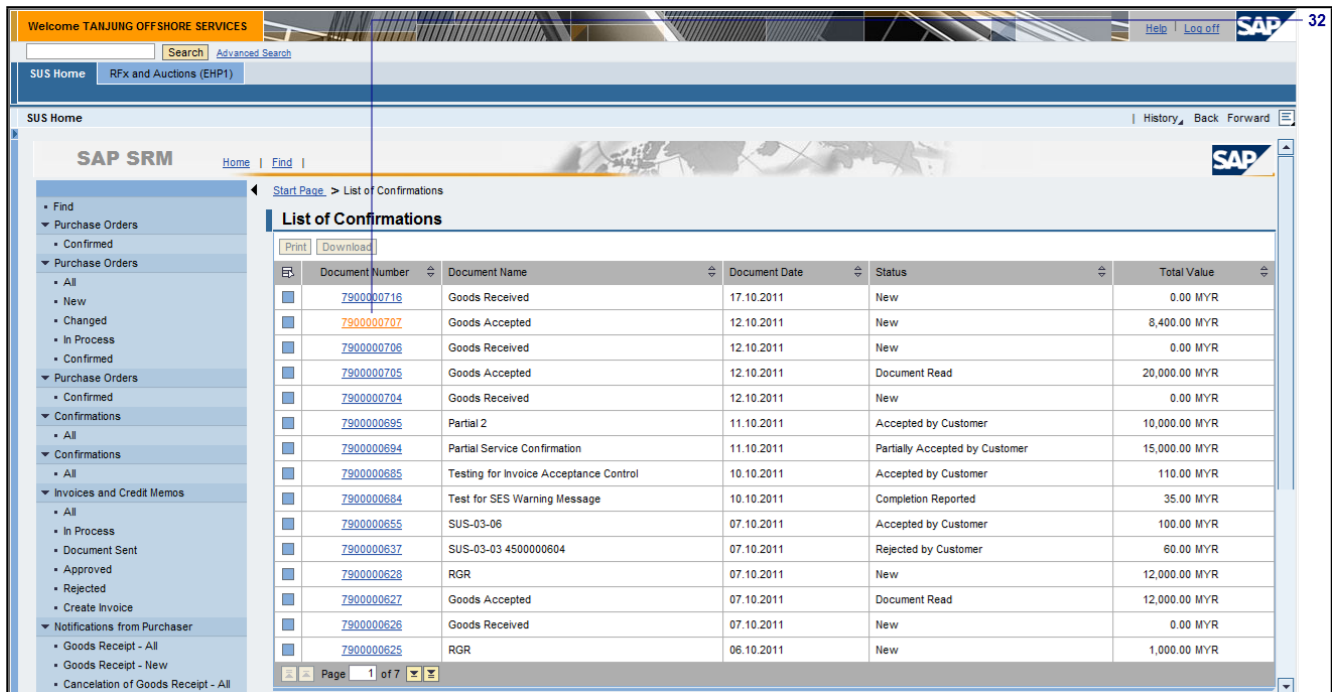
## SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



The screenshot shows the SAP NetWeaver Portal Home page. The top navigation bar includes 'SUS Home', 'Home', and 'RFx and Auctions (EHP1)'. The main content area is titled 'SAP SRM' and features a 'Start Page' with several links: 'All Purchase Orders', 'All Invoices and Credit Memos', 'All Confirmations', 'All Goods Receipts', 'All Canceled Goods Receipts', and 'All Return Deliveries'. A 'Messages' section at the bottom indicates 'The table does not contain any entries'.

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

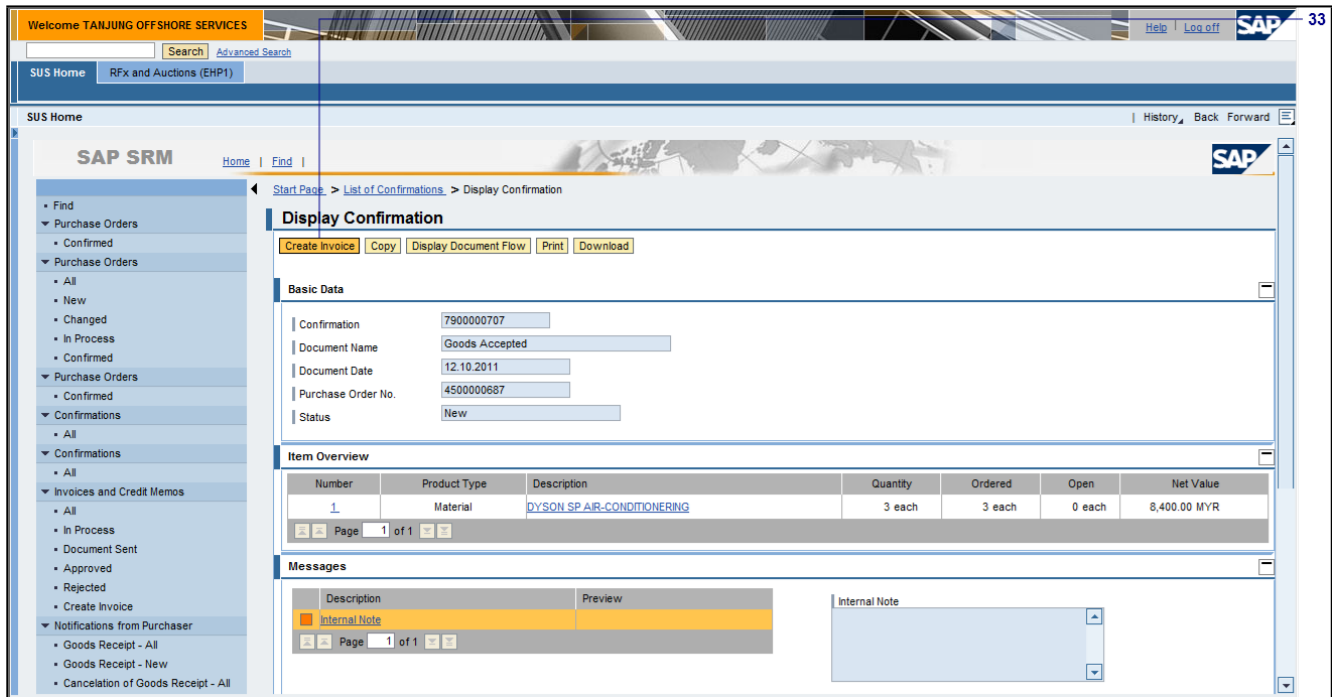


The screenshot shows the 'List of Confirmations' page in the SAP NetWeaver Portal. The page displays a table with columns: Document Number, Document Name, Document Date, Status, and Total Value. The table contains 15 rows of data, including various goods received and accepted documents.

Document Number	Document Name	Document Date	Status	Total Value
7900000716	Goods Received	17.10.2011	New	0.00 MYR
7900000707	Goods Accepted	12.10.2011	New	8,400.00 MYR
7900000706	Goods Received	12.10.2011	New	0.00 MYR
7900000705	Goods Accepted	12.10.2011	Document Read	20,000.00 MYR
7900000704	Goods Received	12.10.2011	New	0.00 MYR
7900000695	Partial 2	11.10.2011	Accepted by Customer	10,000.00 MYR
7900000694	Partial Service Confirmation	11.10.2011	Partially Accepted by Customer	15,000.00 MYR
7900000685	Testing for Invoice Acceptance Control	10.10.2011	Accepted by Customer	110.00 MYR
7900000684	Test for SES Warning Message	10.10.2011	Completion Reported	35.00 MYR
7900000655	SUS-03-06	07.10.2011	Accepted by Customer	100.00 MYR
7900000637	SUS-03-03 4500000604	07.10.2011	Rejected by Customer	60.00 MYR
7900000628	RGR	07.10.2011	New	12,000.00 MYR
7900000627	Goods Accepted	07.10.2011	Document Read	12,000.00 MYR
7900000626	Goods Received	07.10.2011	New	0.00 MYR
7900000625	RGR	06.10.2011	New	1,000.00 MYR

32. Click 7900000707 link label [7900000707](#).

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



Welcome TANJUNG OFFSHORE SERVICES

SUS Home RFx and Auctions (EHP1)

SAP SRM

Start Page > List of Confirmations > Display Confirmation

**Display Confirmation**

Create Invoice Copy Display Document Flow Print Download

**Basic Data**

Confirmation: 7900000707  
Document Name: Goods Accepted  
Document Date: 12.10.2011  
Purchase Order No.: 4500000687  
Status: New

**Item Overview**

Number	Product Type	Description	Quantity	Ordered	Open	Net Value
1.	Material	DYSON SP AIR-CONDITIONERING	3 each	3 each	0 each	8,400.00 MYR

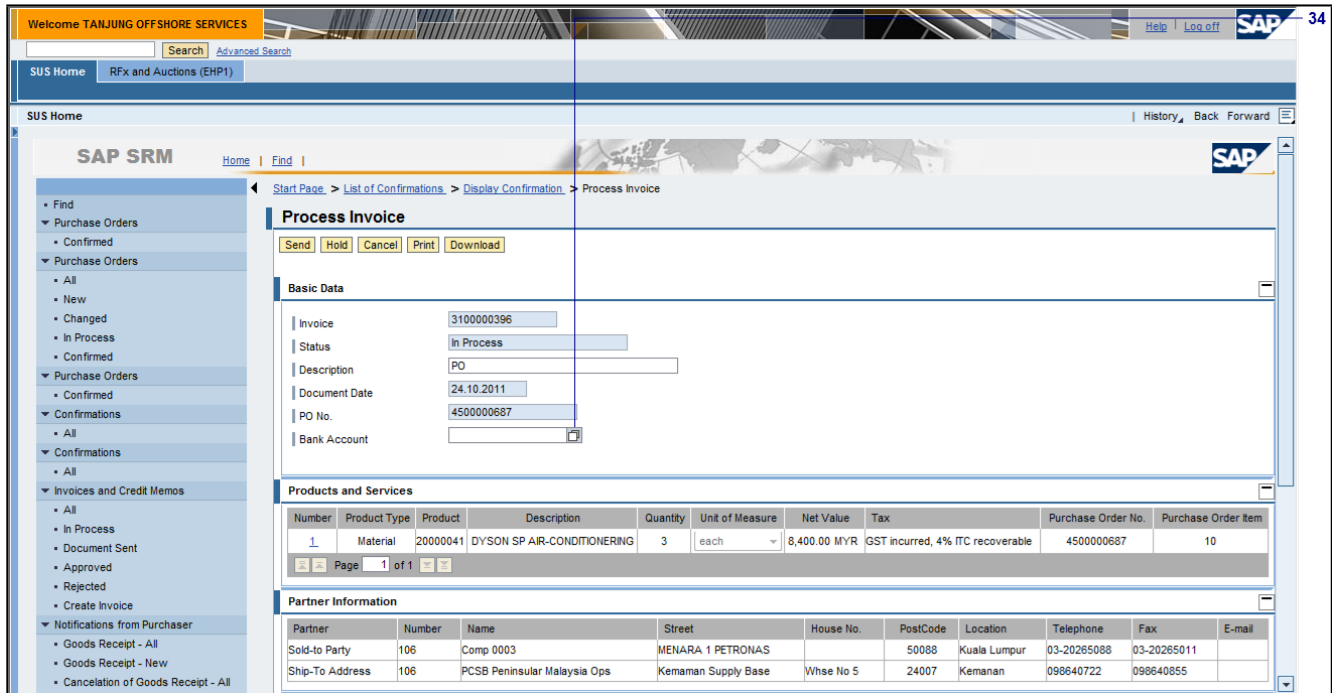
Page 1 of 1

**Messages**

Internal Note

33. Click Create Invoice button **Create Invoice**.

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



Welcome TANJUNG OFFSHORE SERVICES

SUS Home RFx and Auctions (EHP1)

SAP SRM

Start Page > List of Confirmations > Display Confirmation > Process Invoice

**Process Invoice**

Send Hold Cancel Print Download

**Basic Data**

Invoice: 3100000396  
Status: In Process  
Description: PO  
Document Date: 24.10.2011  
PO No.: 4500000687  
Bank Account:


**Products and Services**

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item
1.	Material	20000041	DYSON SP AIR-CONDITIONERING	3	each	8,400.00 MYR	GST incurred, 4% ITC recoverable	4500000687	10

Page 1 of 1

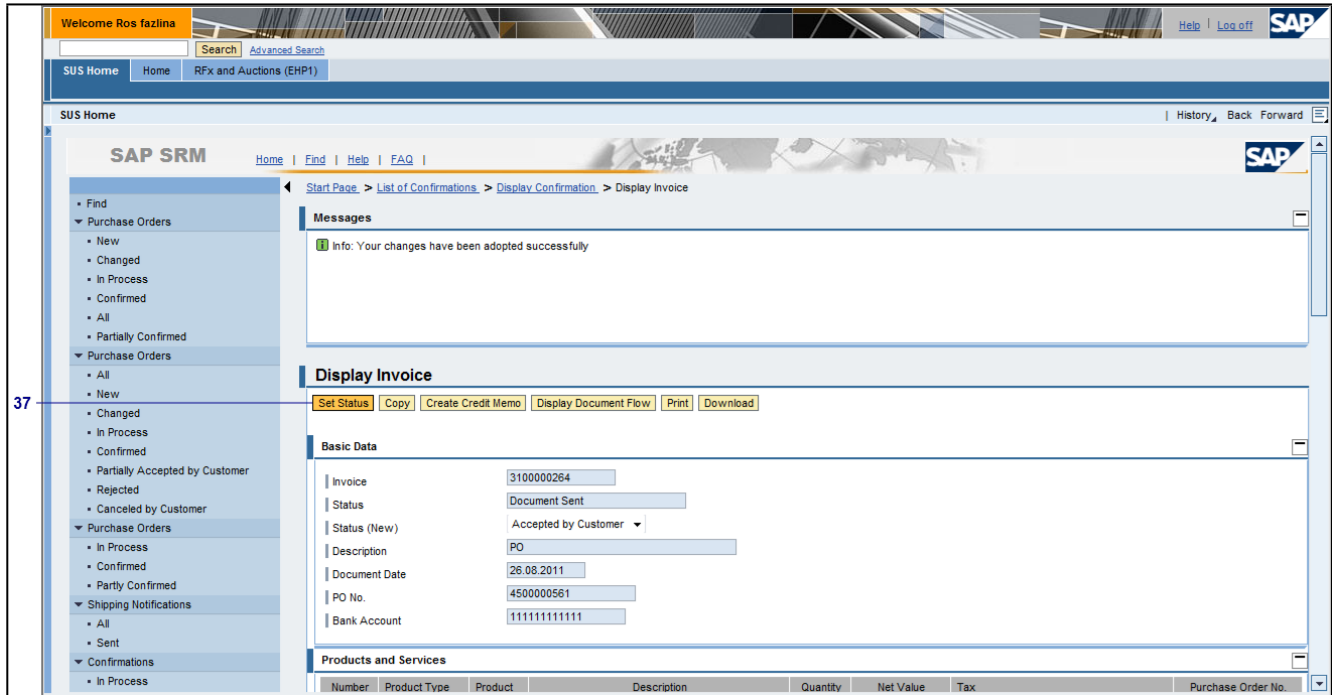
**Partner Information**

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	106	Comp 0003	MENARA 1 PETRONAS		50088	Kuala Lumpur	03-20265088	03-20265011	
Ship-To Address	106	PCSB Peninsular Malaysia Ops	Kemaman Supply Base	Whse No 5	24007	Kemaman	098640722	098640855	

34. Click button  to select bank account.



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



37

**SAP SRM** Home | Find | Help | FAQ |

Start Page > List of Confirmations > Display Confirmation > Display Invoice

**Messages**

Info: Your changes have been adopted successfully

**Display Invoice**

Set Status Copy Create Credit Memo Display Document Flow Print Download

**Basic Data**

Invoice	3100000264
Status	Document Sent
Status (New)	Accepted by Customer
Description	PO
Document Date	26.08.2011
PO No.	4500000561
Bank Account	111111111111

**Products and Services**

Number	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.
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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**.

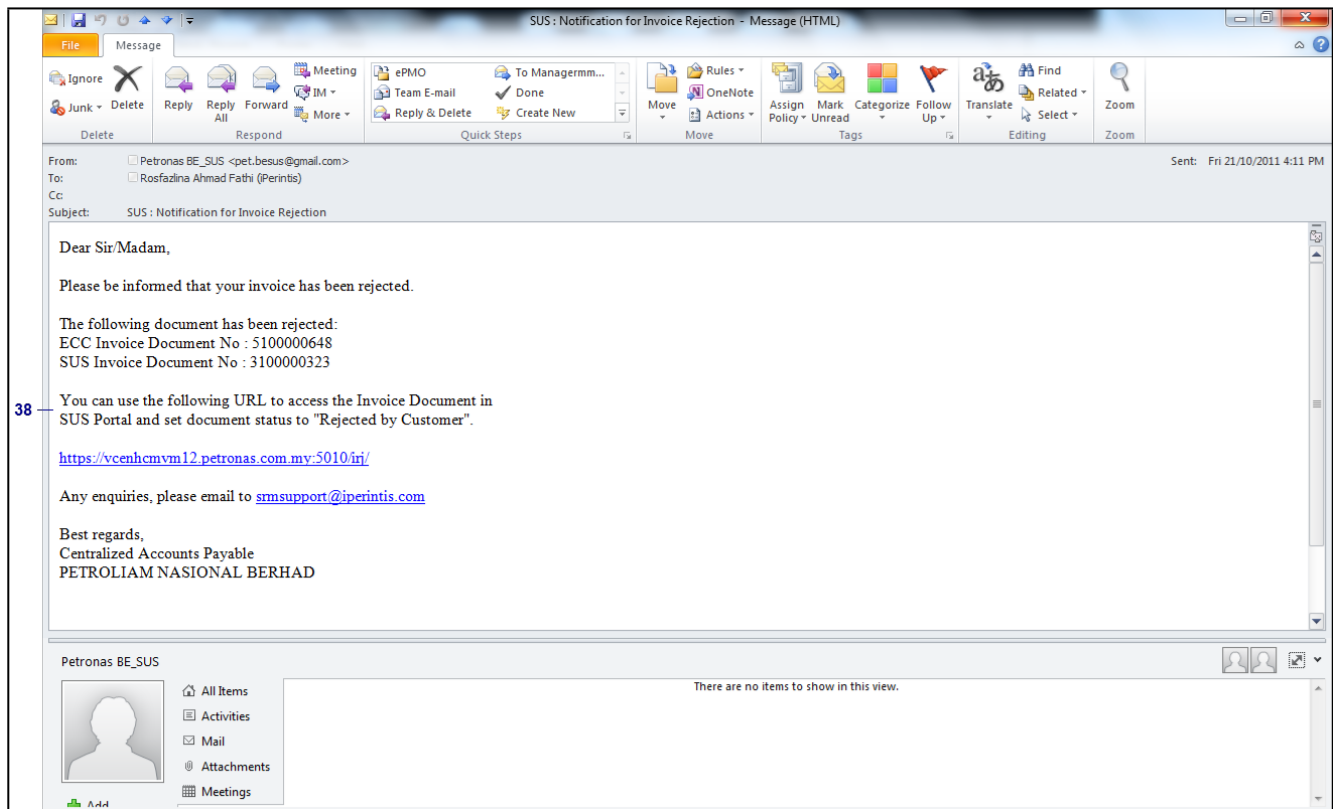


The system displays message, " Your changes have been adopted successfully".



	<b>WORK INSTRUCTION</b>		Page: 24 of 29
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)		Revision: Approved
	SUS Manage SRM Supplier Collaboration (Material – for Bidder)		

### 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.*

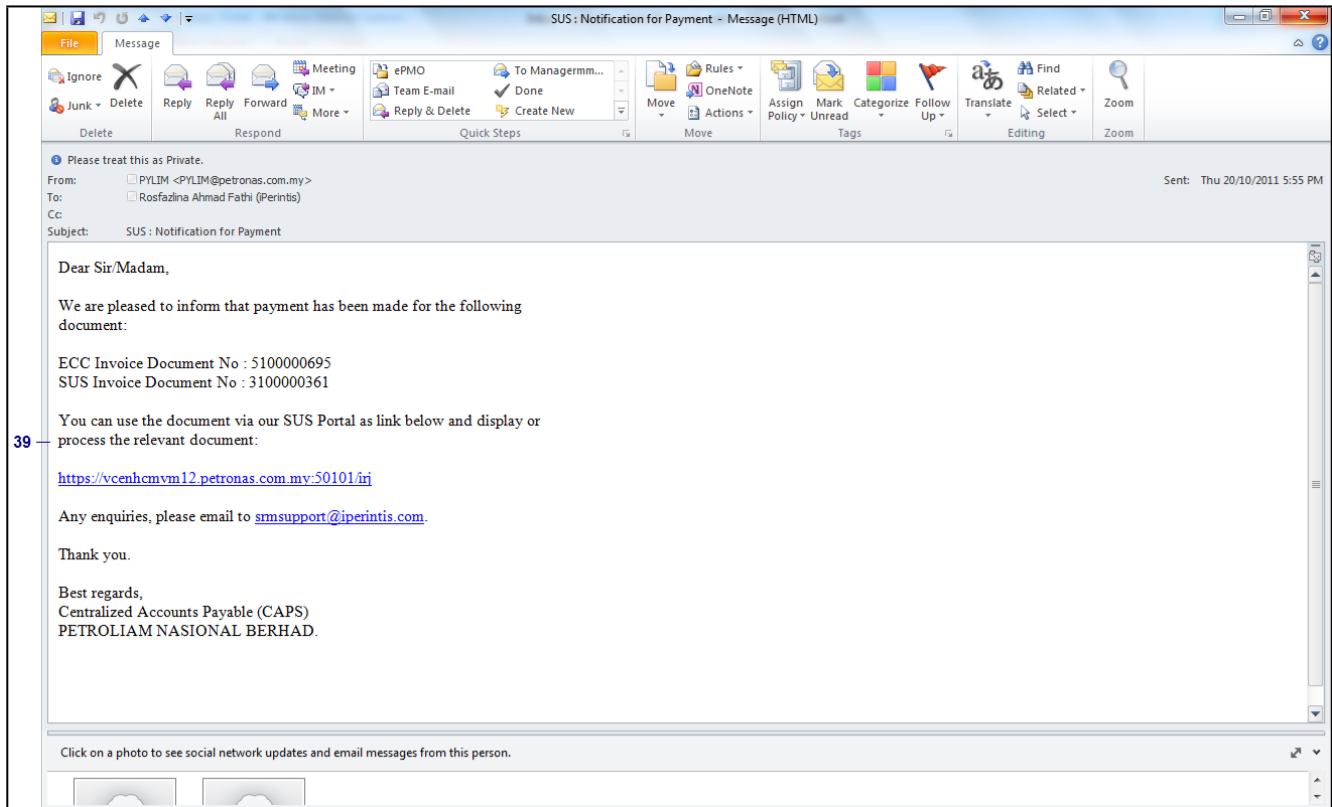


*Once payment has been posted in ECC6, an email notification will be sent to supplier.*



	<b>WORK INSTRUCTION</b>		Page: 25 of 29
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)		Revision: Approved
	SUS Manage SRM Supplier Collaboration (Material – for Bidder)		

### SUS : Notification for Payment - Message (HTML)



39. The screen displays an email notification for payment made.

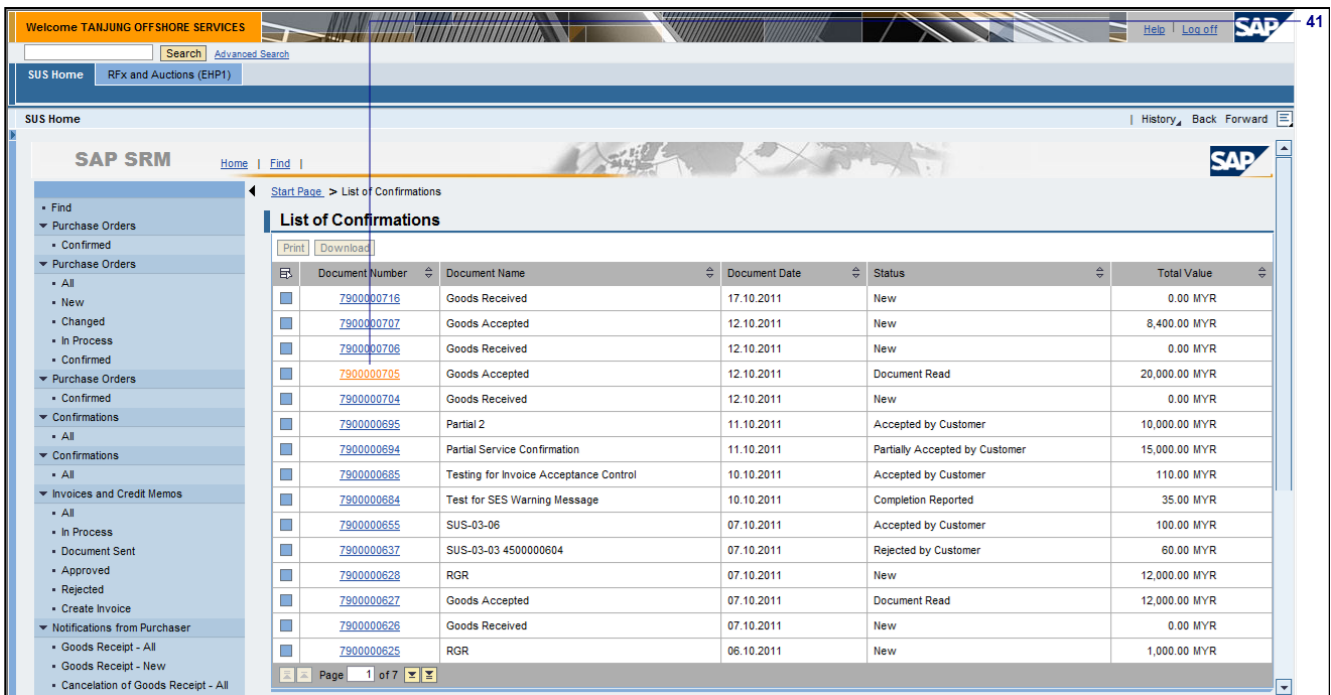
## SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



The screenshot shows the SAP NetWeaver Portal Home page. The top navigation bar includes 'Welcome Ros fazlina', a search bar, and links for 'Help' and 'Log off'. The main content area is titled 'SAP SRM' and features a 'Start Page' with several links: 'All Purchase Orders', 'All Invoices and Credit Memos', 'All Confirmations', 'All Goods Receipts', 'All Canceled Goods Receipts', and 'All Return Deliveries'. A 'Messages' section at the bottom indicates 'The table does not contain any entries'.

40. To check on the payment status, click All Confirmations link label [All Confirmations](#).

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

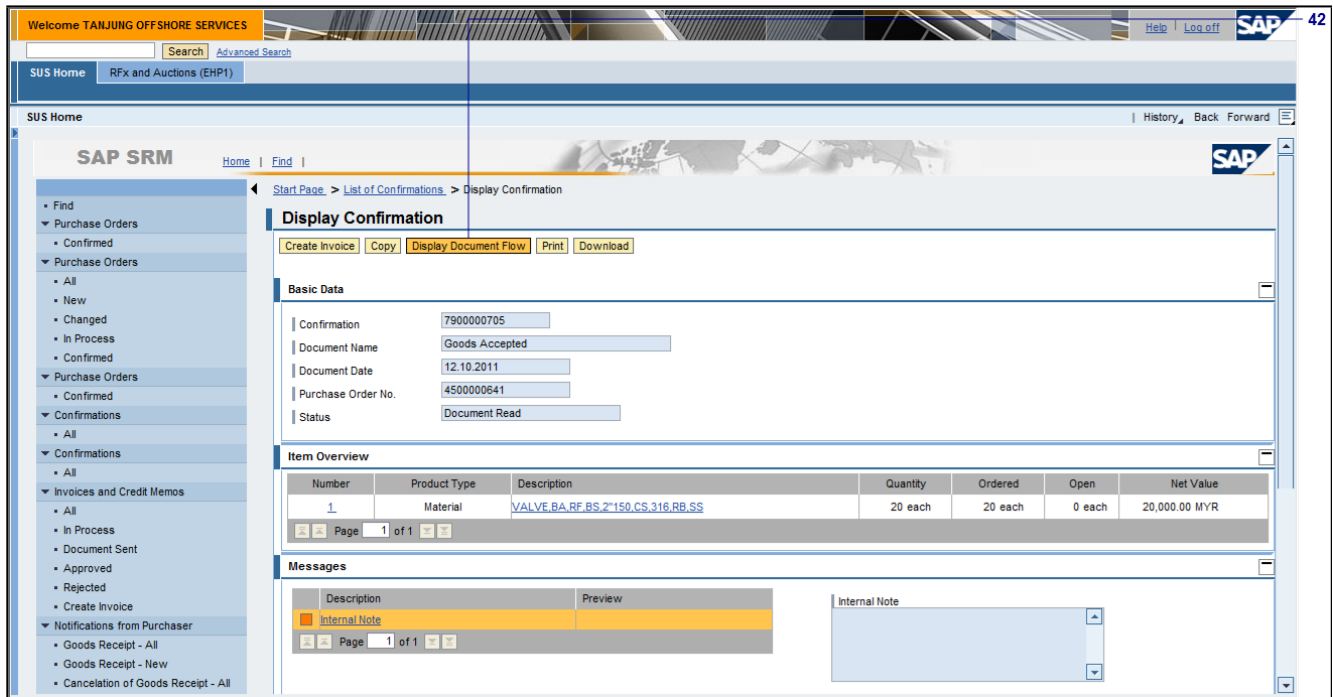


The screenshot shows the 'List of Confirmations' page in the SAP NetWeaver Portal. The page displays a table with columns: Document Number, Document Name, Document Date, Status, and Total Value. The table contains 15 rows of data, including various goods received, goods accepted, and service confirmations. The document number 7900000705 is highlighted in orange.

Document Number	Document Name	Document Date	Status	Total Value
<a href="#">7900000716</a>	Goods Received	17.10.2011	New	0.00 MYR
<a href="#">7900000707</a>	Goods Accepted	12.10.2011	New	8,400.00 MYR
<a href="#">7900000706</a>	Goods Received	12.10.2011	New	0.00 MYR
<a href="#">7900000705</a>	Goods Accepted	12.10.2011	Document Read	20,000.00 MYR
<a href="#">7900000704</a>	Goods Received	12.10.2011	New	0.00 MYR
<a href="#">7900000695</a>	Partial 2	11.10.2011	Accepted by Customer	10,000.00 MYR
<a href="#">7900000694</a>	Partial Service Confirmation	11.10.2011	Partially Accepted by Customer	15,000.00 MYR
<a href="#">7900000685</a>	Testing for Invoice Acceptance Control	10.10.2011	Accepted by Customer	110.00 MYR
<a href="#">7900000684</a>	Test for SES Warning Message	10.10.2011	Completion Reported	35.00 MYR
<a href="#">7900000655</a>	SUS-03-06	07.10.2011	Accepted by Customer	100.00 MYR
<a href="#">7900000637</a>	SUS-03-03 4500000604	07.10.2011	Rejected by Customer	60.00 MYR
<a href="#">7900000628</a>	RGR	07.10.2011	New	12,000.00 MYR
<a href="#">7900000627</a>	Goods Accepted	07.10.2011	Document Read	12,000.00 MYR
<a href="#">7900000626</a>	Goods Received	07.10.2011	New	0.00 MYR
<a href="#">7900000625</a>	RGR	06.10.2011	New	1,000.00 MYR

41. Click 7900000705 link label [7900000705](#).

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



**Display Confirmation**

Create Invoice | Copy | Display Document Flow | Print | Download

**Basic Data**

Confirmation	7900000705
Document Name	Goods Accepted
Document Date	12.10.2011
Purchase Order No.	4500000641
Status	Document Read

**Item Overview**

Number	Product Type	Description	Quantity	Ordered	Open	Net Value
1	Material	VALVE BA RF 8S 2"150 CS.316 RB.SS	20 each	20 each	0 each	20,000.00 MYR

Page 1 of 1

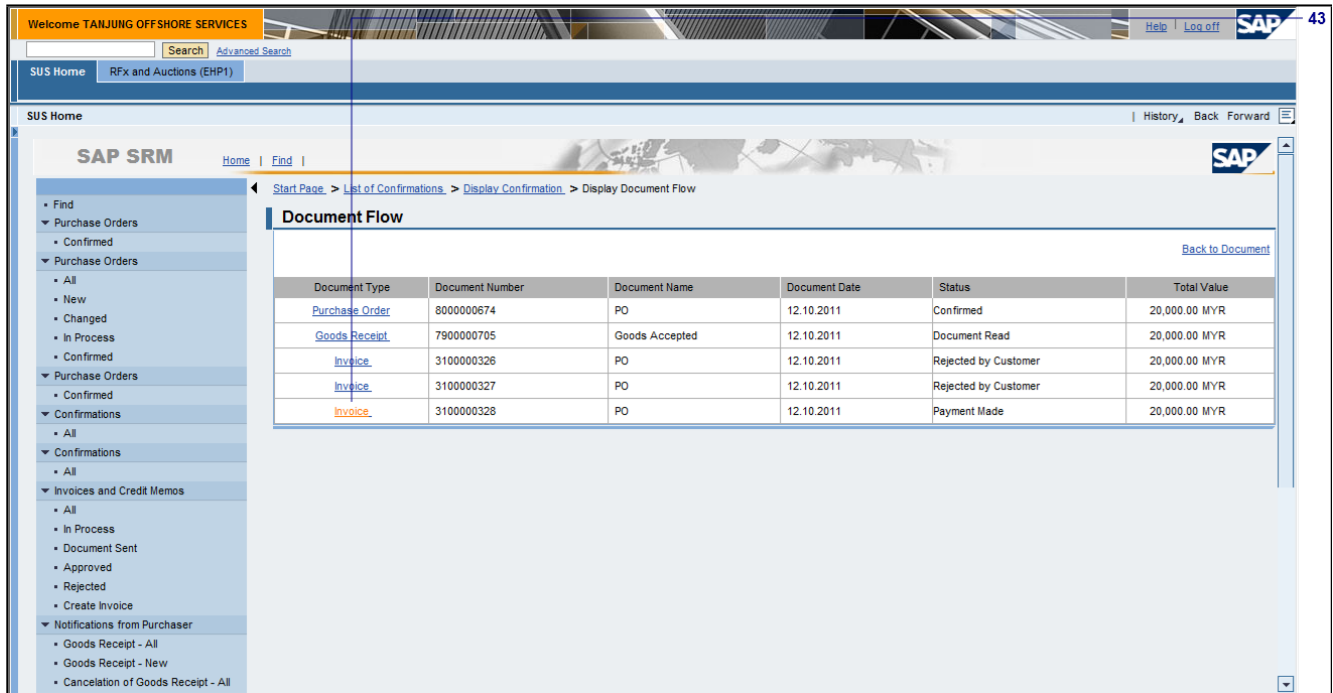
**Messages**

Description	Preview
Internal Note	

Page 1 of 1

42. Click Display Document Flow button **Display Document Flow**.

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



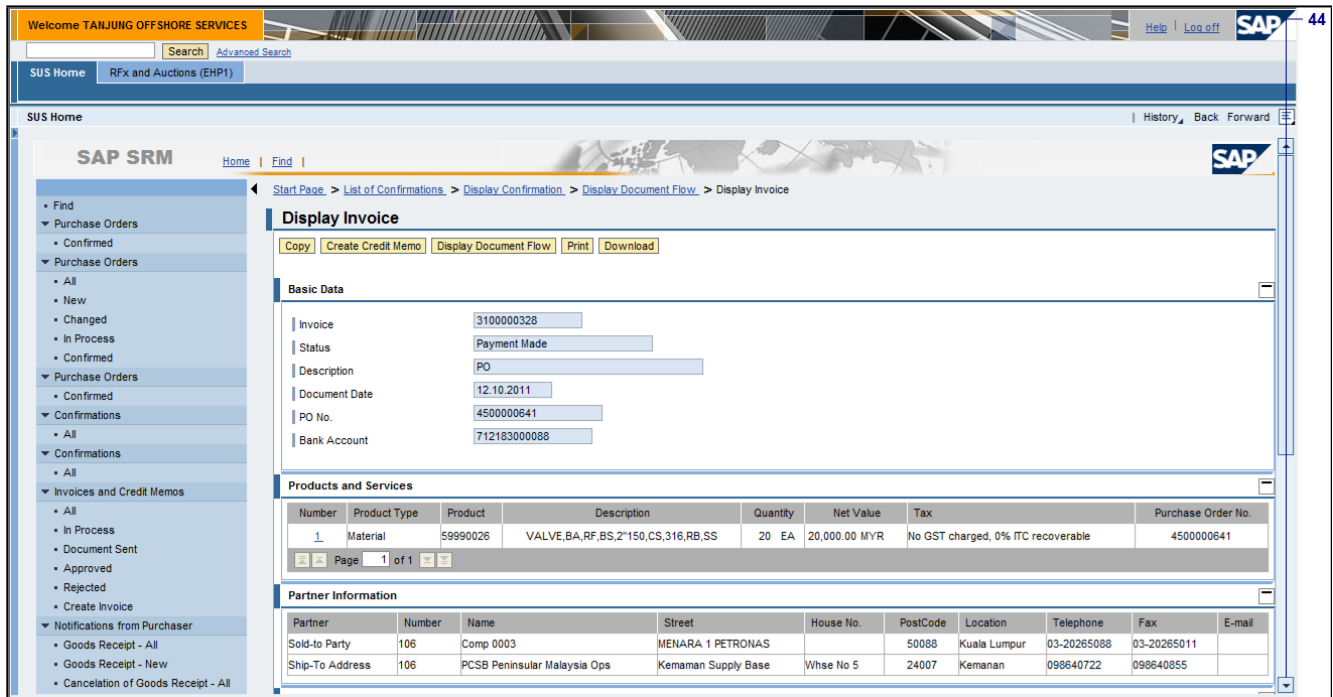
**Document Flow**

[Back to Document](#)

Document Type	Document Number	Document Name	Document Date	Status	Total Value
<a href="#">Purchase Order</a>	8000000674	PO	12.10.2011	Confirmed	20,000.00 MYR
<a href="#">Goods Receipt</a>	7900000705	Goods Accepted	12.10.2011	Document Read	20,000.00 MYR
<a href="#">Invoice</a>	3100000326	PO	12.10.2011	Rejected by Customer	20,000.00 MYR
<a href="#">Invoice</a>	3100000327	PO	12.10.2011	Rejected by Customer	20,000.00 MYR
<a href="#">Invoice</a>	3100000328	PO	12.10.2011	Payment Made	20,000.00 MYR

43. Click Invoice link label **Invoice**.

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



**Display Invoice**

Copy Create Credit Memo Display Document Flow Print Download

**Basic Data**

Invoice	3100000328
Status	Payment Made
Description	PO
Document Date	12.10.2011
PO No.	4500000641
Bank Account	712183000088

**Products and Services**

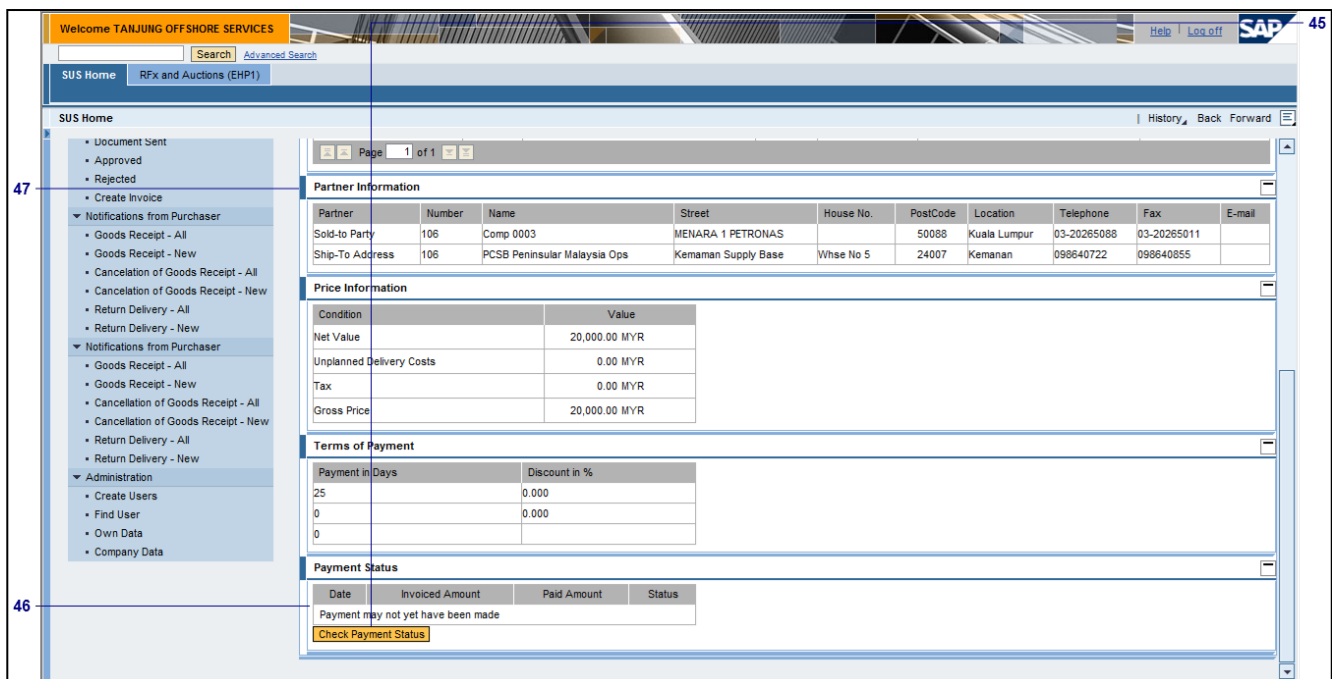
Number	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.
1.	Material	59990026	VALVE,BA,RF,BS,2"150,CS,316,RB,SS	20 EA	20,000.00 MYR	No GST charged, 0% ITC recoverable	4500000641

**Partner Information**

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	106	Comp 0003	MENARA 1 PETRONAS		50088	Kuala Lumpur	03-20265088	03-20265011	
Ship-To Address	106	PCSB Peninsular Malaysia Ops	Kemaman Supply Base	Whse No 5	24007	Kemaman	098640722	098640855	

44. Click check box ☐ to scroll down.

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



**Payment Status**

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

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

	<b>WORK INSTRUCTION</b>	Page: 29 of 29
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)	Revision: Approved
	SUS Manage SRM Supplier Collaboration (Material – for Bidder)	

47. Click Start Page link label [Start Page](#) to go to the main page.