	WORK INSTRUCTION	Page: 1 of 9
		Revision:
	How to create Credit Note by Amount/Quantity	

Transaction Overview

What

To create credit note by amount/quantity.

When

Perform this to create credit note by amount/quantity in SUS portal.

Menu Path


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

Roles

Vendor

Helpful Hints

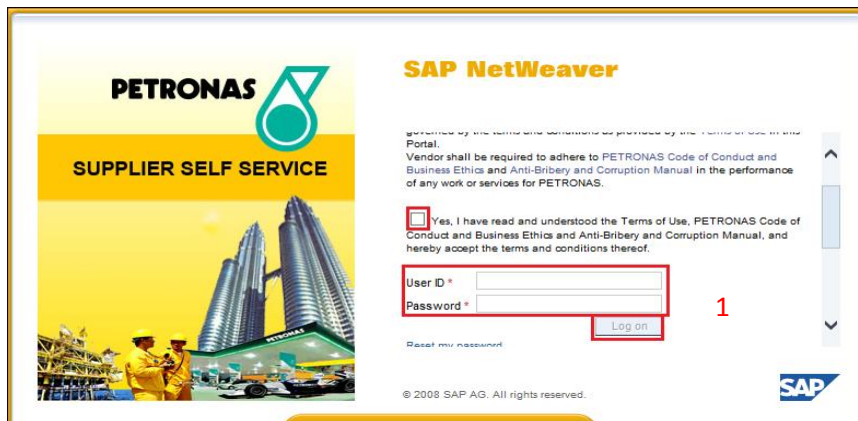
R	Required field entry
O	Optional field entry
C	Conditional field entry

	WORK INSTRUCTION	Page: 2 of 9
		Revision:
	How to create Credit Note by Amount/Quantity	

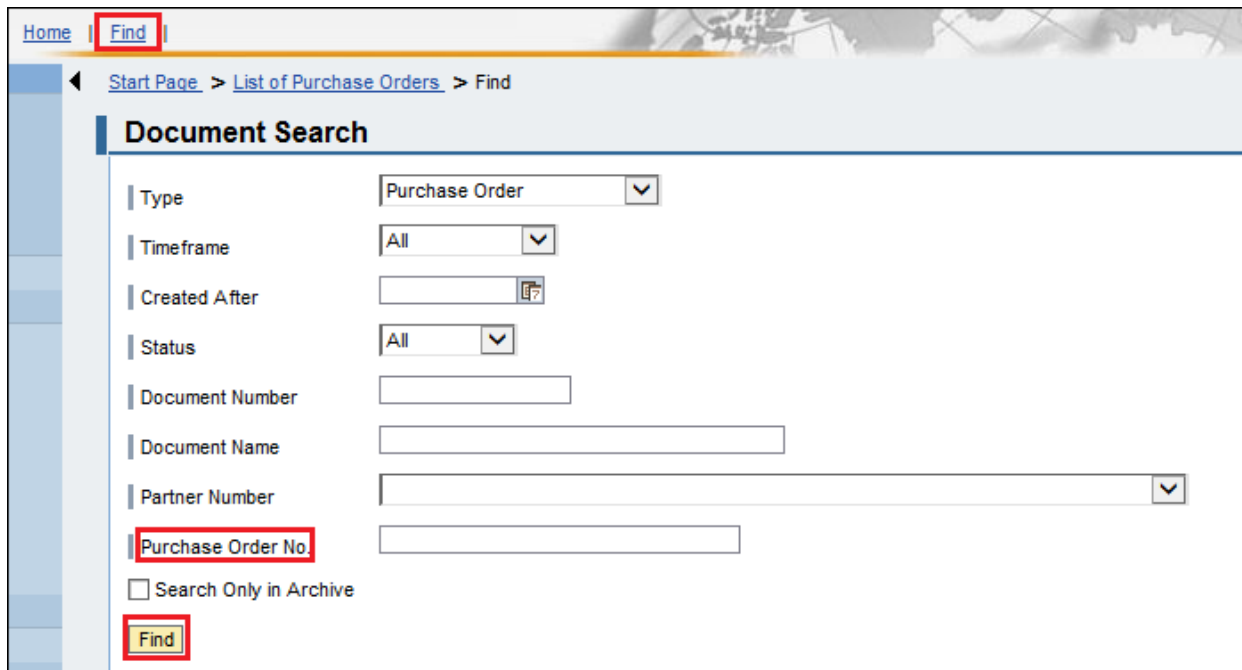
HOW TO SUBMIT CREDIT NOTE (AMOUNT)


Instructions:

- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal.
Please tick the term of use and enter your User ID and Password and click Log on.

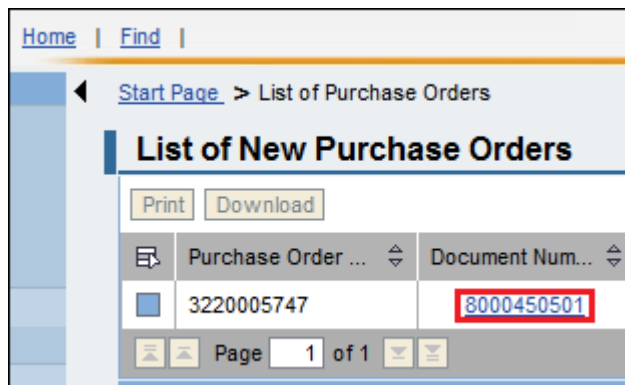


- Click '**Find**' link. Enter PO number and click '**FIND**' button.

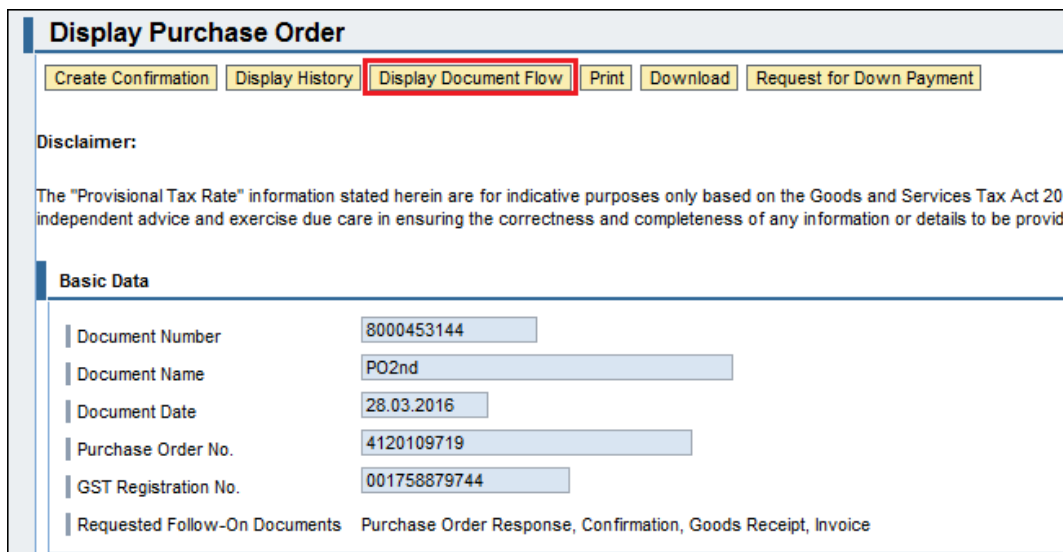


	WORK INSTRUCTION		Page: 3 of 9
			Revision:
	How to create Credit Note by Amount/Quantity		

- Then, click document number 8xxxxxxx to display PO.



- At 'Display Purchase Order' screen click '**DISPLAY DOCUMENT FLOW**' button.



Display Purchase Order


Create Confirmation Display History **Display Document Flow** Print Download Request for Down Payment

Disclaimer:

The "Provisional Tax Rate" information stated herein are for indicative purposes only based on the Goods and Services Tax Act 2011. Please exercise due care in ensuring the correctness and completeness of any information or details to be provided.

Basic Data

Document Number	8000453144
Document Name	PO2nd
Document Date	28.03.2016
Purchase Order No.	4120109719
GST Registration No.	001758879744
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice

	WORK INSTRUCTION		Page: 4 of 9
			Revision:
	How to create Credit Note by Amount/Quantity		

- Click 'Payment Request' document. Only status 'Accepted by Customer' or 'Payment Made' is allowed to create credit memo

Document Flow					
					Back to Document
Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	8000453191	PO	06.04.2016	Cancelled by Customer	0.00 MYR
Goods Receipt	7901349313	Goods Accepted-	06.04.2016	Document Read	200.00 MYR
Payment Request	3100605790	qddwq1232131	12.04.2016	Accepted by Customer	212.00 MYR

- Click 'CREATE CREDIT MEMO AMOUNT' button.

Home | Find |

Start Page > List of Payment Requests > **Display Payment Request**

Display Payment Request


[Create Credit Memo Quantity](#)
[Create Credit Memo Amount](#)
[Display Document Flow](#)
[Print](#)

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Basic Data

SUS Doc ID	3100595406
Status	Accepted by Customer
Vendor Invoice No	00075844
Document Date	27.04.2015
PO No.	4120099279
Bank Account	8005917949
Exchange Rate	
Delivery Note	
Delivery Date	20.04.2015
GST Registration No.	001772044288

	WORK INSTRUCTION	Page: 5 of 9
		Revision:
	How to create Credit Note by Amount/Quantity	

Instructions:

1. Enter 'Vendor Credit Note No' for own reference
2. Update credit memo amount for each item
3. Delete for not required item(s)
4. Click 'Browse' and find the supporting document, then click 'Upload'
5. Click 'Update Prices'
6. Click 'Send'

Edit Credit Memo

6
5

Basic Data

Credit Doc ID	3100605781
Status	In Process
Vendor Credit Note No *	
Document Date	06.04.2016
External Reference	4120099279

1

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	2	Tax	Purchase Order No.	Purchase Order Item
1	Material	50829268	NUT,M16,A194GR.8C,HVY HXGN,COARSE	250	Piece	4,435.20	MYR	Standard rated-6%	4120099279	5
2	Material	50829268	NUT,M16,A194GR.8C,HVY HXGN,COARSE	250	Piece	4,435.24	MYR	Standard rated-6%	4120099279	6
3	Material	50829264	NUT,M12,A194GR.8C,HVY HXGN,COARSE	250	Piece	2,739.00	MYR	Standard rated-6%	4120099279	7


3

Attachments

Name	Delete
No Attachments Available	

Document Type

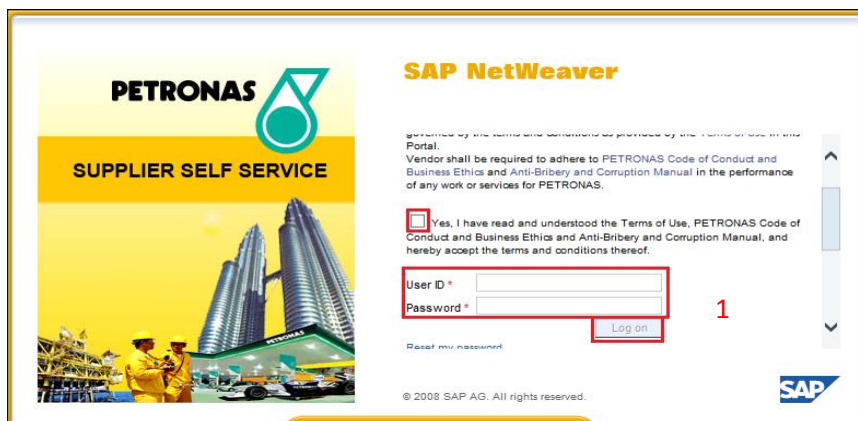
4

	WORK INSTRUCTION	Page: 6 of 9
		Revision:
	How to create Credit Note by Amount/Quantity	

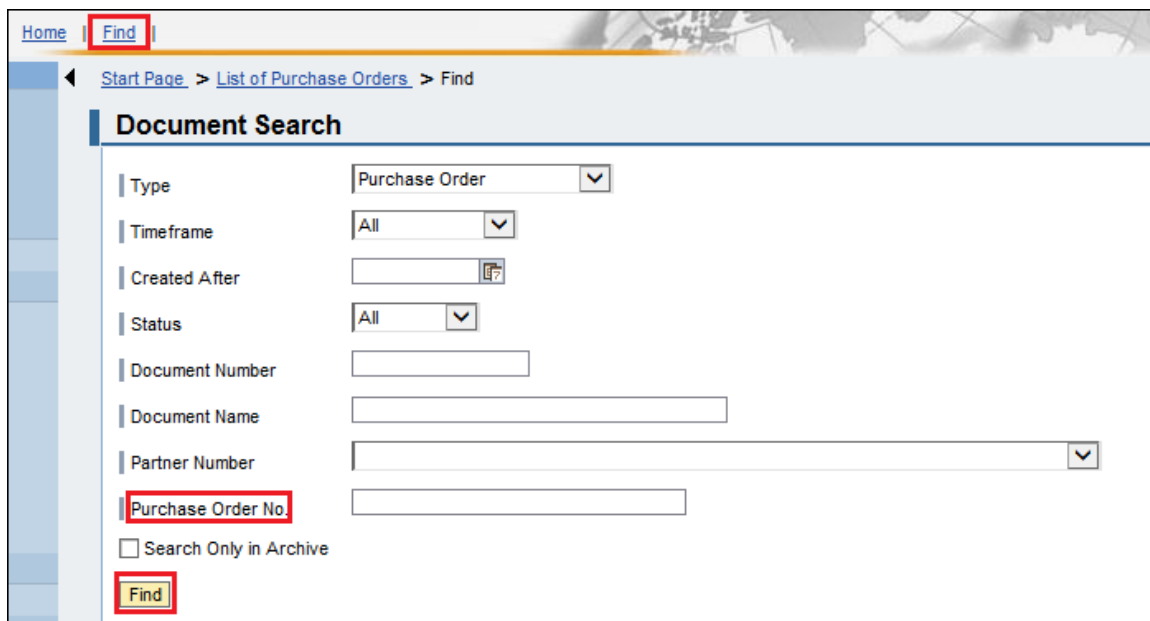
HOW TO SUBMIT CREDIT NOTE (QUANTITY)


Instructions:

1. Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal.
Please tick the term of use and enter your User ID and Password and click Log on.

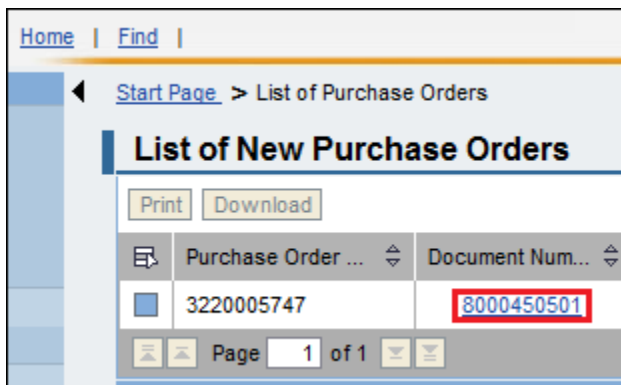


2. Click 'Find' link. Enter PO number and click 'FIND' button.

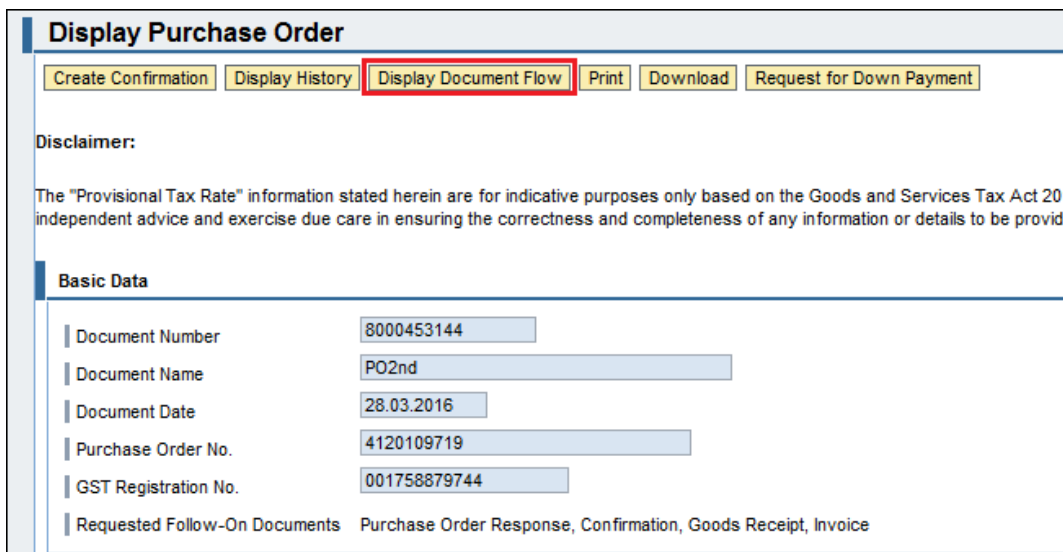



	WORK INSTRUCTION		Page: 7 of 9
			Revision:
	How to create Credit Note by Amount/Quantity		

- Then, click document number 8xxxxxxx to display PO.



- At 'Display Purchase Order' screen click '**DISPLAY DOCUMENT FLOW**' button.



	WORK INSTRUCTION	Page: 8 of 9
		Revision:
	How to create Credit Note by Amount/Quantity	

- Click 'Payment Request' document. Only status 'Accepted by Customer' or 'Payment Made' is allowed to create credit memo

Document Flow					
					Back to Document
Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	8000453191	PO	06.04.2016	Cancelled by Customer	0.00 MYR
Goods Receipt	7901349313	Goods Accepted-	06.04.2016	Document Read	200.00 MYR
Payment Request	3100605790	qddwq1232131	12.04.2016	Accepted by Customer	212.00 MYR

- Click 'CREATE CREDIT MEMO QUANTITY' button

[Home](#) | [Find](#) |

◀ [Start Page](#) > [List of Payment Requests](#) > **Display Payment Request**

Display Payment Request


[Create Credit Memo Quantity](#)
[Create Credit Memo Amount](#)
[Display Document Flow](#)
[Print](#)

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Basic Data

SUS Doc ID	3100595079
Status	Accepted by Customer
Vendor Invoice No	00075843
Document Date	27.04.2015
PO No.	4120099278
Bank Account	8005917949
Exchange Rate	
Delivery Note	
Delivery Date	20.04.2015
GST Registration No.	001772044288

	WORK INSTRUCTION	Page: 9 of 9
		Revision:
	How to create Credit Note by Amount/Quantity	

Instructions:

1. Enter 'Vendor Credit Note No' for own reference
2. Update credit memo quantity for each item
3. Delete for not required item(s)
4. Click 'Browse' and find the supporting document, then click 'Upload'
5. Click 'Update Prices'
6. Click 'Send'

Edit Credit Memo

Send Hold Cancel Update Prices Print Download

6 5

Basic Data

Credit Doc ID	3100605784
Status	In Process
Vendor Credit Note No *	
Document Date	06.04.2016
External Reference	4120099278

1

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item
1	Material	50850342	BOLT,HEX,M12,40MM,A193B8C,A194GR8C	4	Piece	80.33 MYR	Standard rated-6%	4120099278	1
2	Material	50825360	BOLT,HEX,1.7/8",340MM,8UN,A193B7,A1942H	4	Piece	697.07 MYR	Standard rated-6%	4120099278	2

3

Page 1 of 1