Transaction Overview

What

Use this procedure to:

- Perform PO confirmation (By Supplier)
- Create confirmation once service has been delivered (By Supplier)
- Create invoice (By Supplier)
- Change invoice status (By Supplier)
- Check payment status (By Supplier)

When

Perform this procedure based on the above scenarios.

Prerequisites

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

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
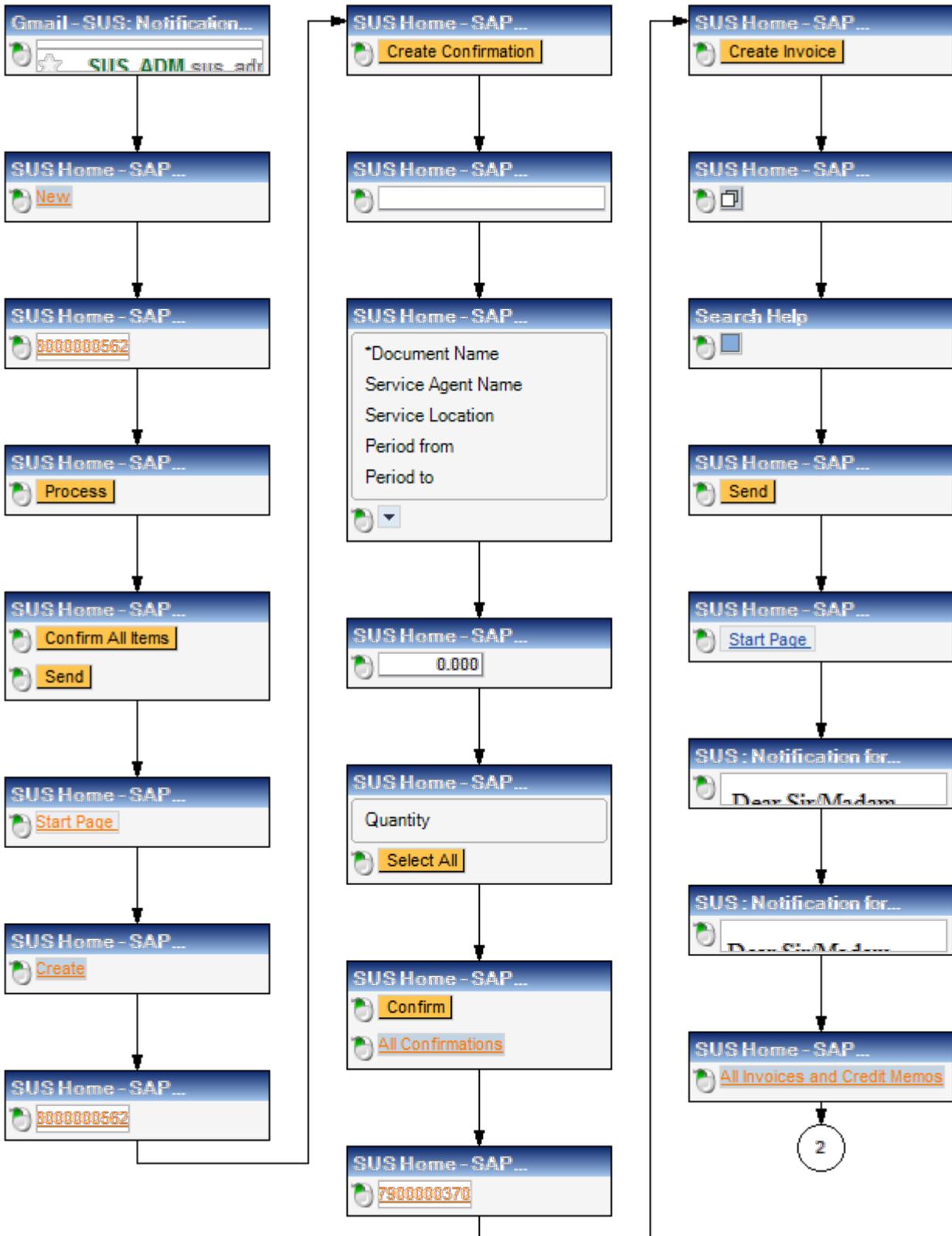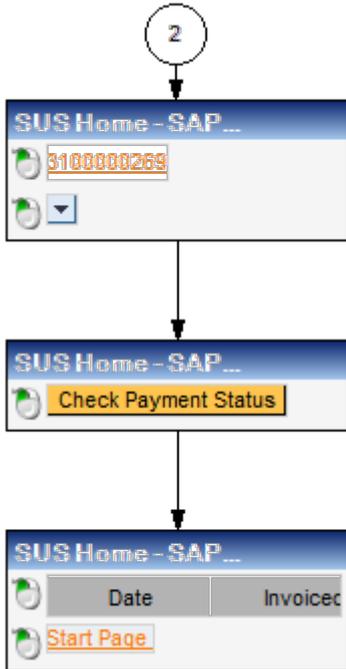
Procedure

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 3
To create confirmation of service delivered (By Supplier)	Go to Step 10
To create invoice (By Supplier)	Go to Step 18
To check payment status (By Supplier)	Go to Step 27

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	*Submitted*	*Yes*
	Changed	*Yes*
Invoice	*Submitted*	*No*
	Rejected	*Yes*
	Payment	*Yes*

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
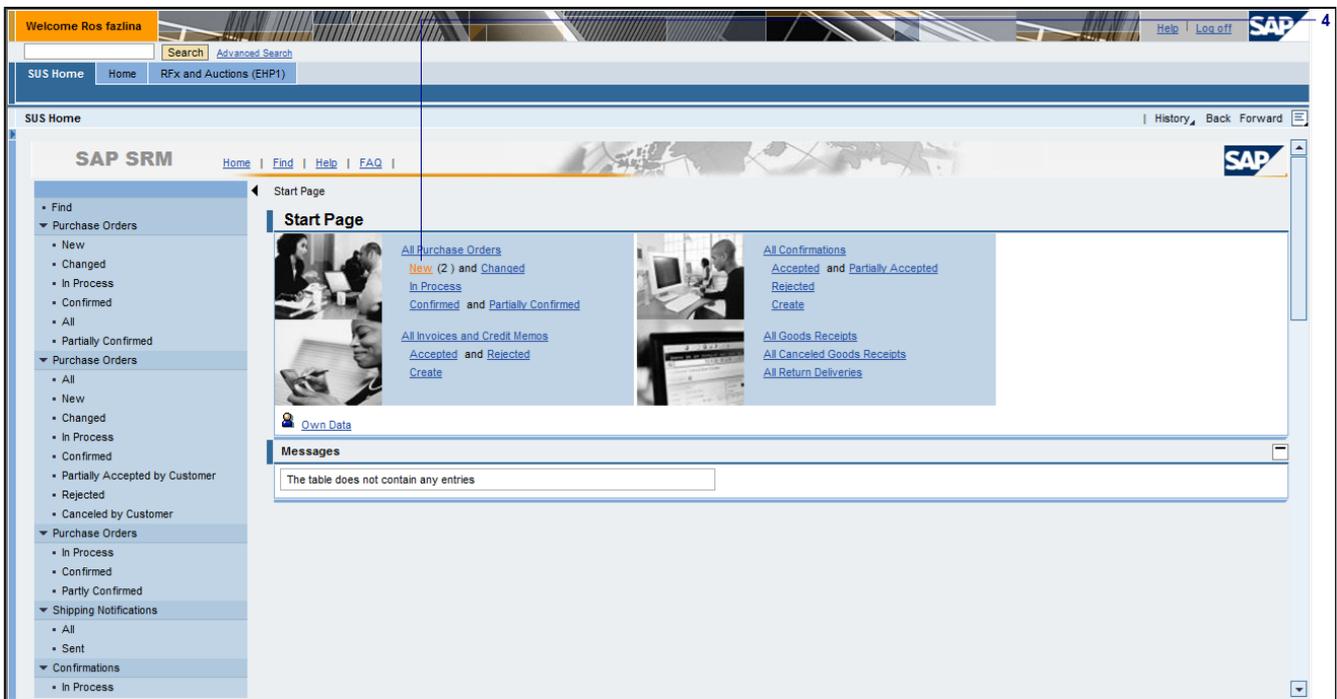
4. Click New to display list of new purchase order(s).

    Click "Change" to display list of changed purchase order(s).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
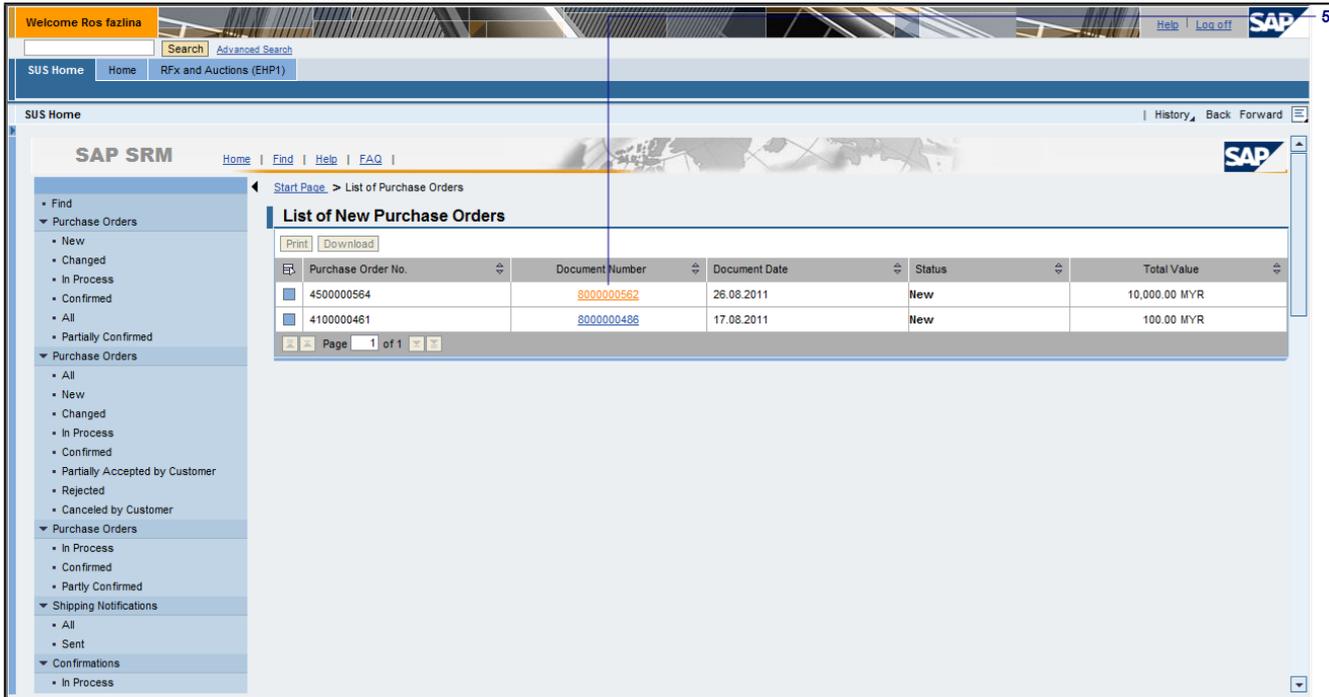
5. Click 8000000562 to display PO.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
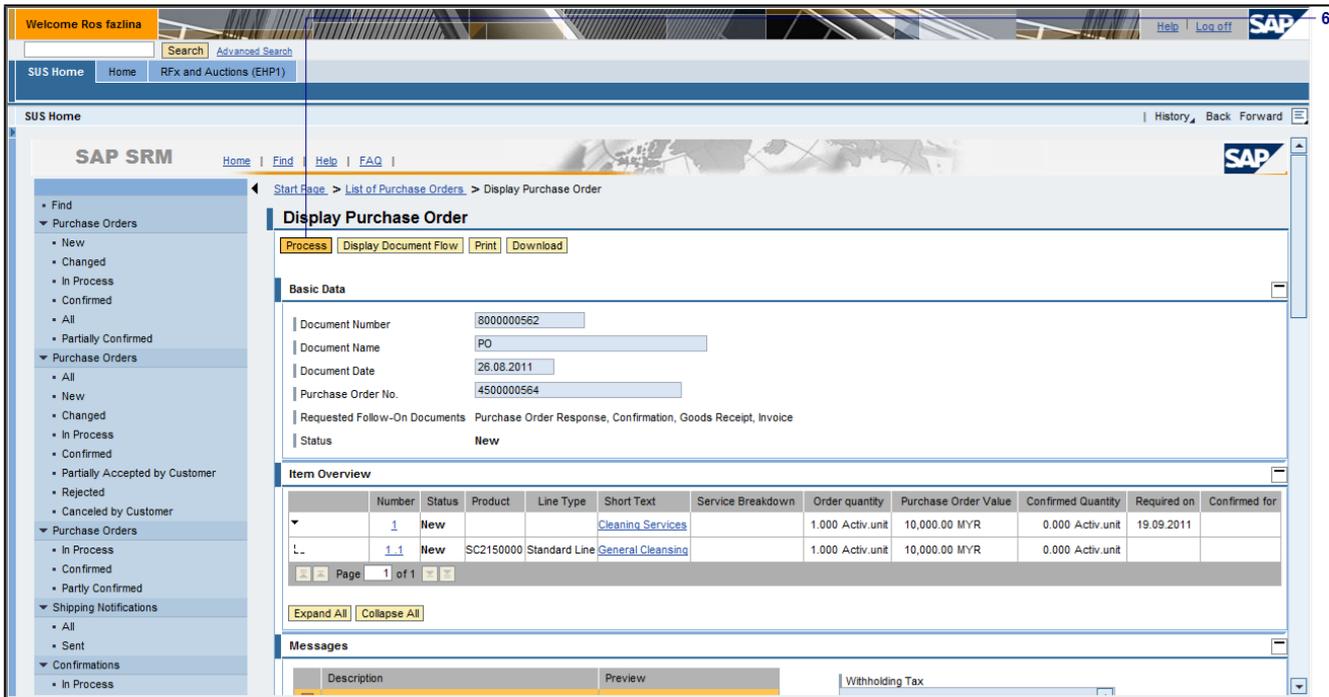
6. Click Process to process PO.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

7. Click [Confirm All Items] button to confirm the PO information.
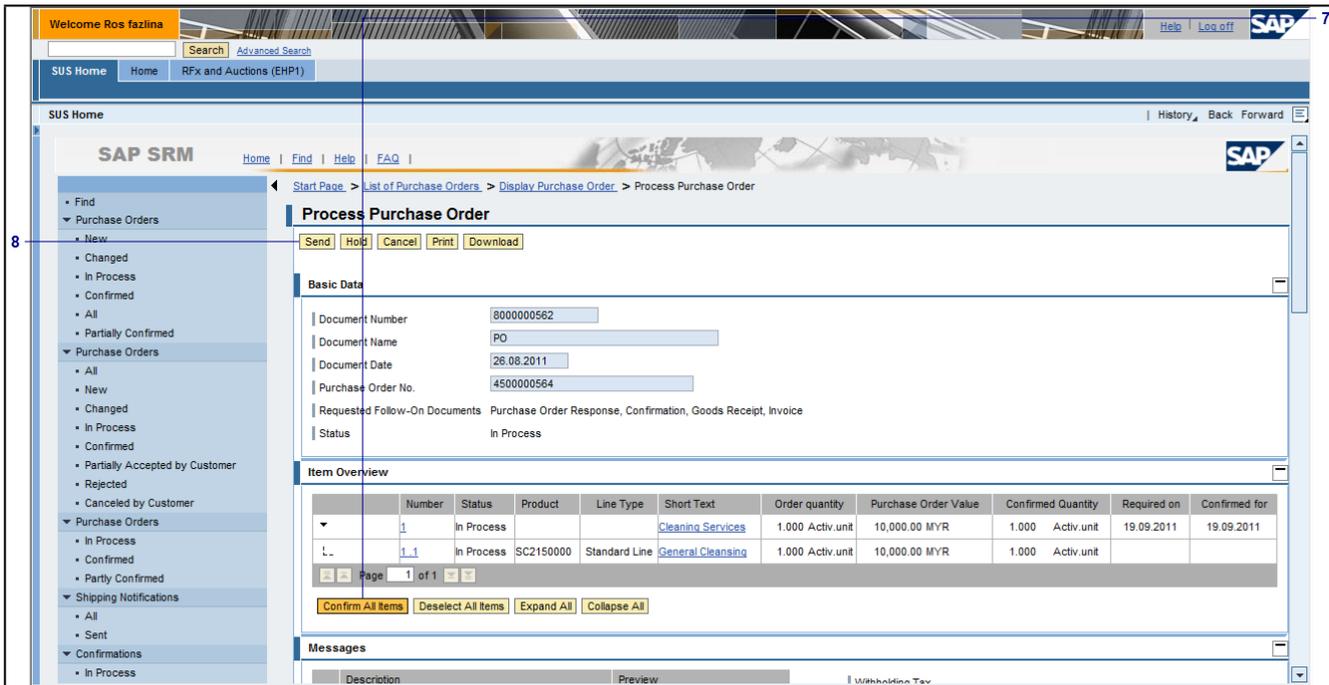
8. Click [Send] button to sent the PO acknowledgement to the purchaser.

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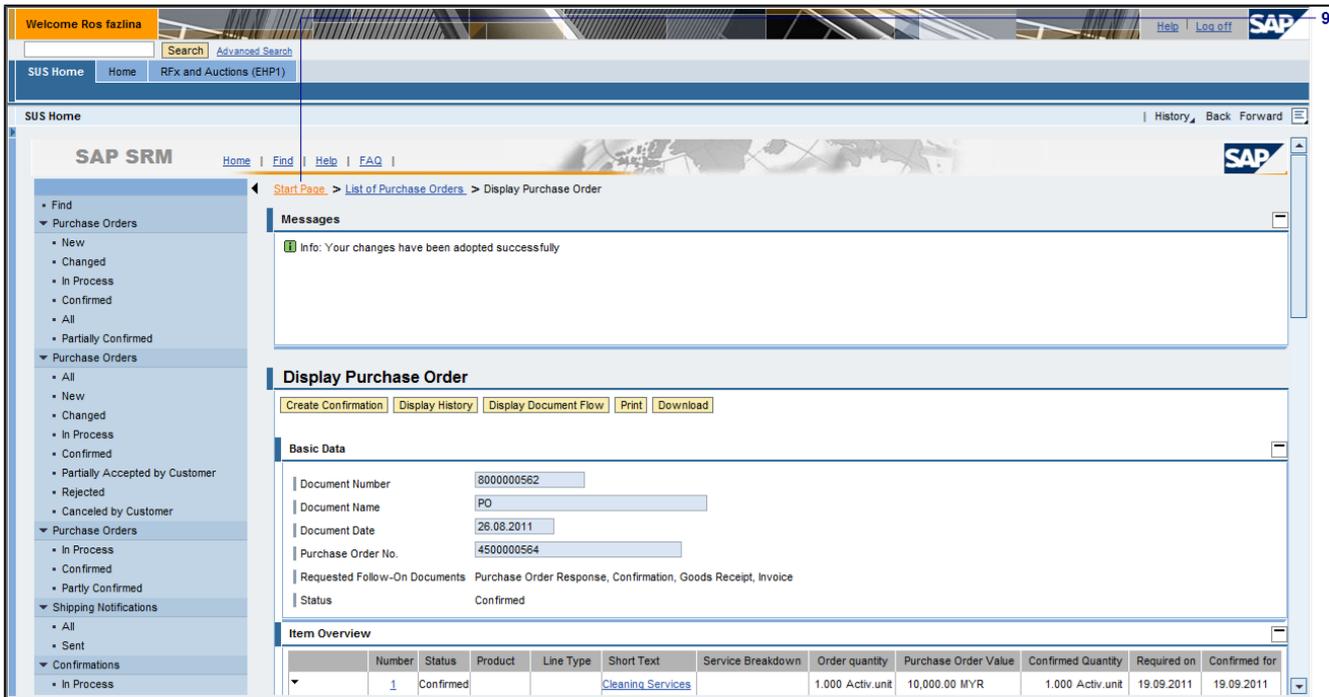
9. Click Start Page link label [Start Page].

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

The confirmation tab displays the PO acknowledgement information.

### SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
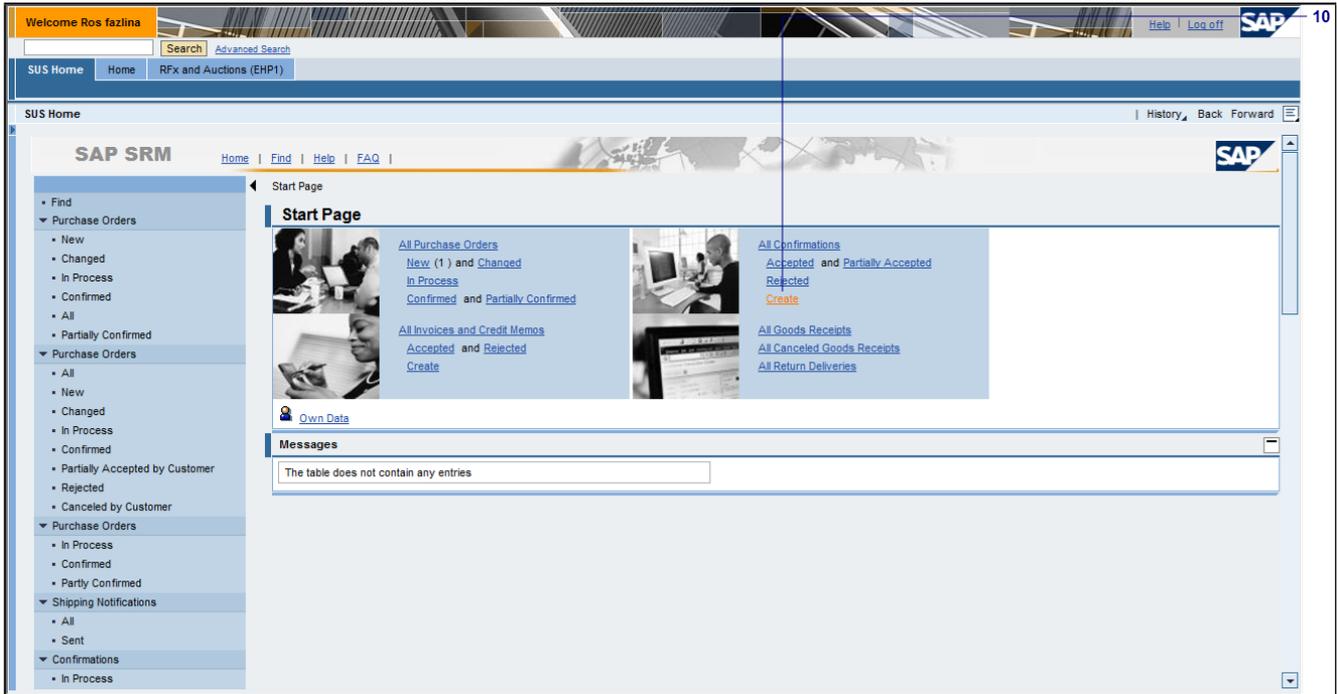
10. Click Create link label.

> Supplier will create confirmation once services are performed.

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

11. Refer to PO number and click on SUS document no, Click 8000000562.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

12. Click Create Confirmation button.

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

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

Field	R/O/C	Description

Field	R/O/C	Description
*Document Name	R	Enter brief description of the document **Example:** Confirmation of Service Delivered
Service Agent Name	R	Name of person in charge **Example:** Abu
Service Location	R	Enter the location where service has been performed. **Example:** PeTT 1 L65
Period from	R	Enter start date of the service. **Example:** 15.08.2011
Period to	R	Enter end date of the service. **Example:** 20.08.2011

14. Click check box ▼.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
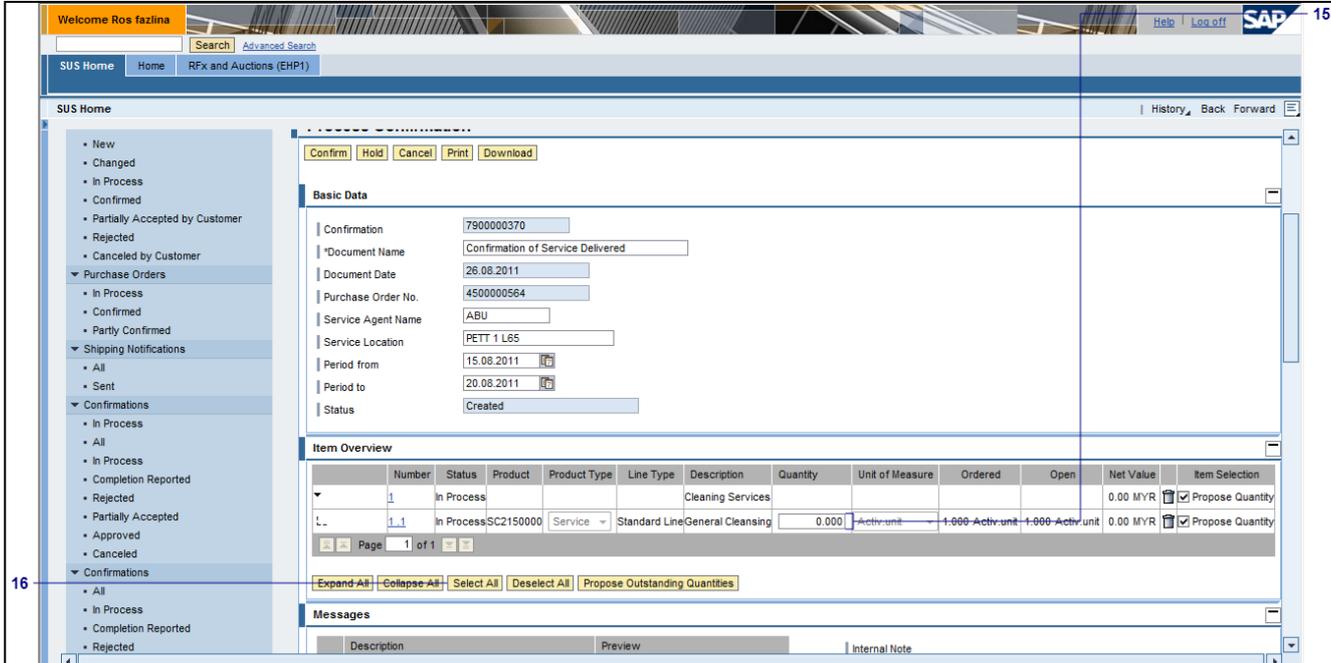
15. As required, complete/review the following fields:

Field	R/O/C	Description

Field	R/O/C	Description
Quantity	R	Purchase Requisition Quantity. Specifies the quantity to be ordered, as stipulated in the purchase requisition. **Example:** 1

16. Click Select All button `Select All`.

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

17. Click Confirm button `Confirm`.

Purchaser needs to accept / reject SES in ECC6. Once SES is accepted by Purchaser, invoice can be created by supplier in SRM SUS portal. Steps for creating invoice as per next screen.

18. Go to SRM SUS portal. On the home page, click All Confirmations link label All Confirmations.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

19. Click 7900000370 link label 7900000370.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

20. Click Create Invoice button Create Invoice.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

21.   Click button ⬜ to select bank account.

Search Help
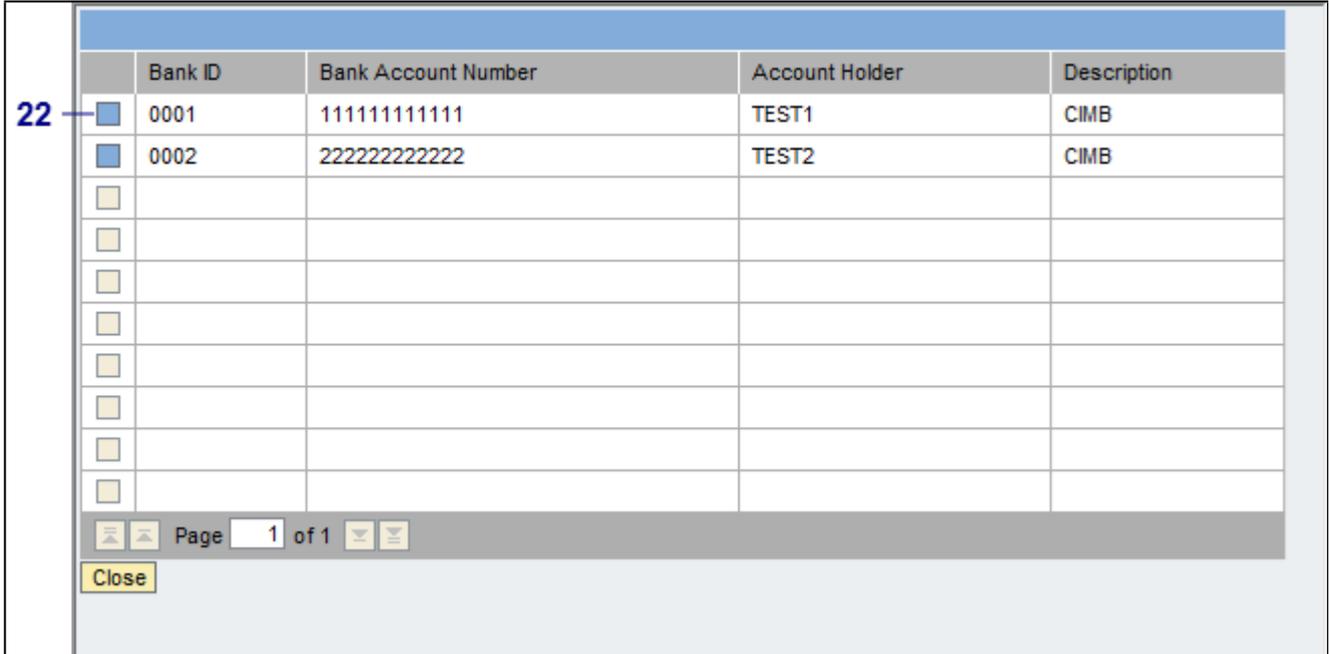
	Bank ID	Bank Account Number	Account Holder	Description
22 ▢	0001	11111111111	TEST1	CIMB
▢	0002	222222222222	TEST2	CIMB

22.   Click selected bank account button ⬜.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

23. Click Send button Send .

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer


24. Click Start Page to go to the main page.

> *The system displays message, "Your changes has been adopted successfully".*

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

SUS : Notification for Invoice Rejection - Message (HTML)
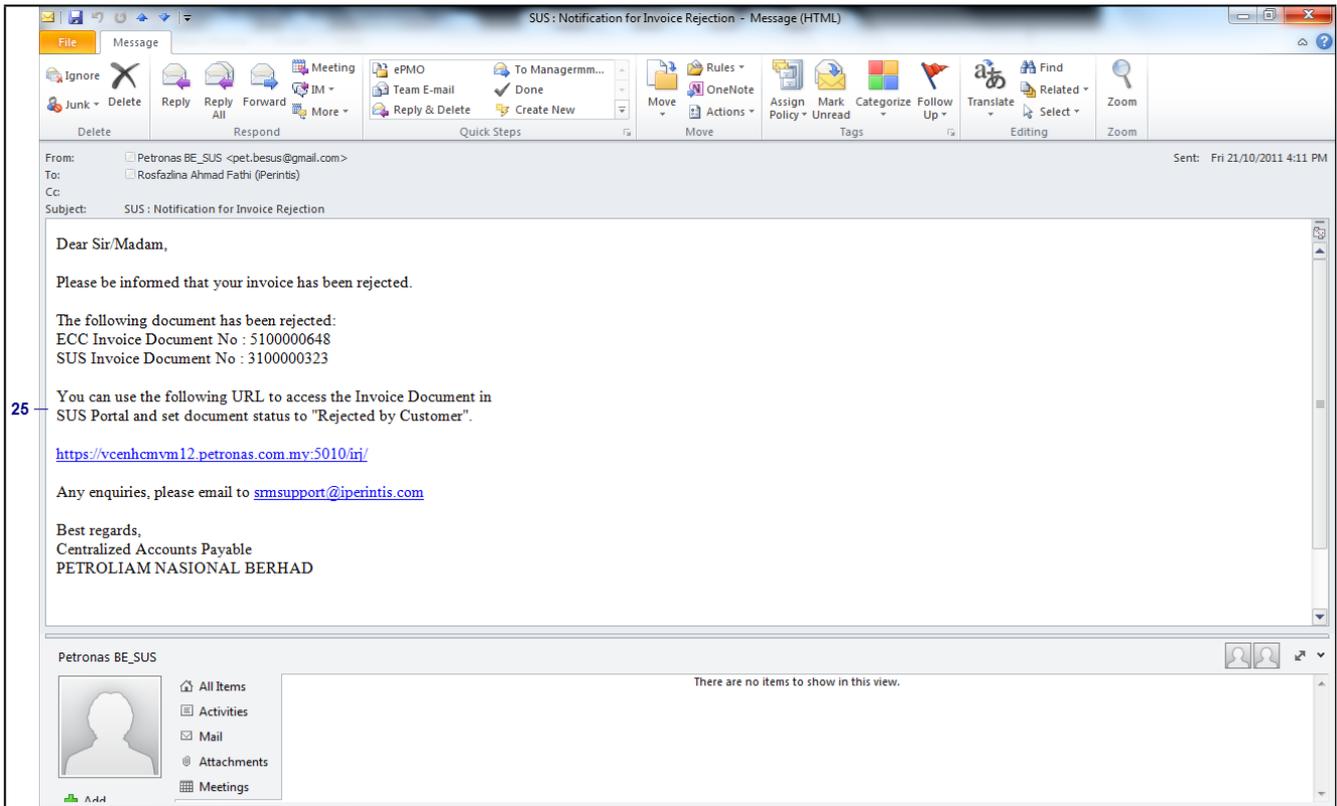
25. If invoice is rejected by the purchaser, an email notification will be sent to supplier (as above screen), therefore, supplier needs to change the invoice status to "Rejected by Customer". To do this, go to the main page > All invoices and and credit memos>select invoice>Status(New)>Rejected by Customer>Click Set Status button.

### *SUS : Notification for Payment - Message (HTML)*
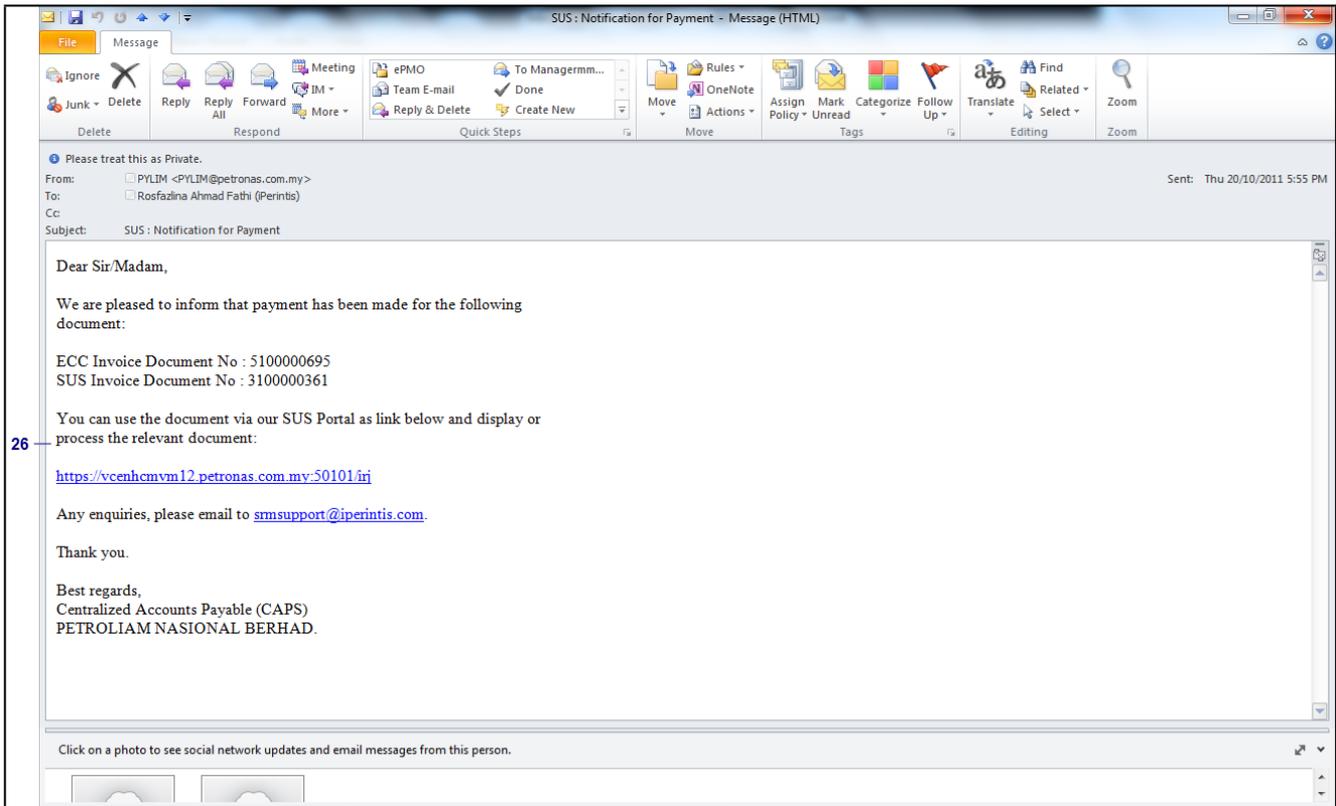
26. The screen display an email notification that payment has been made.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

27. Supplier can check the payment status on SRM SUS portal. To do that, click All Invoices and Credit Memos link label All Invoices and Credit Memos.

### SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
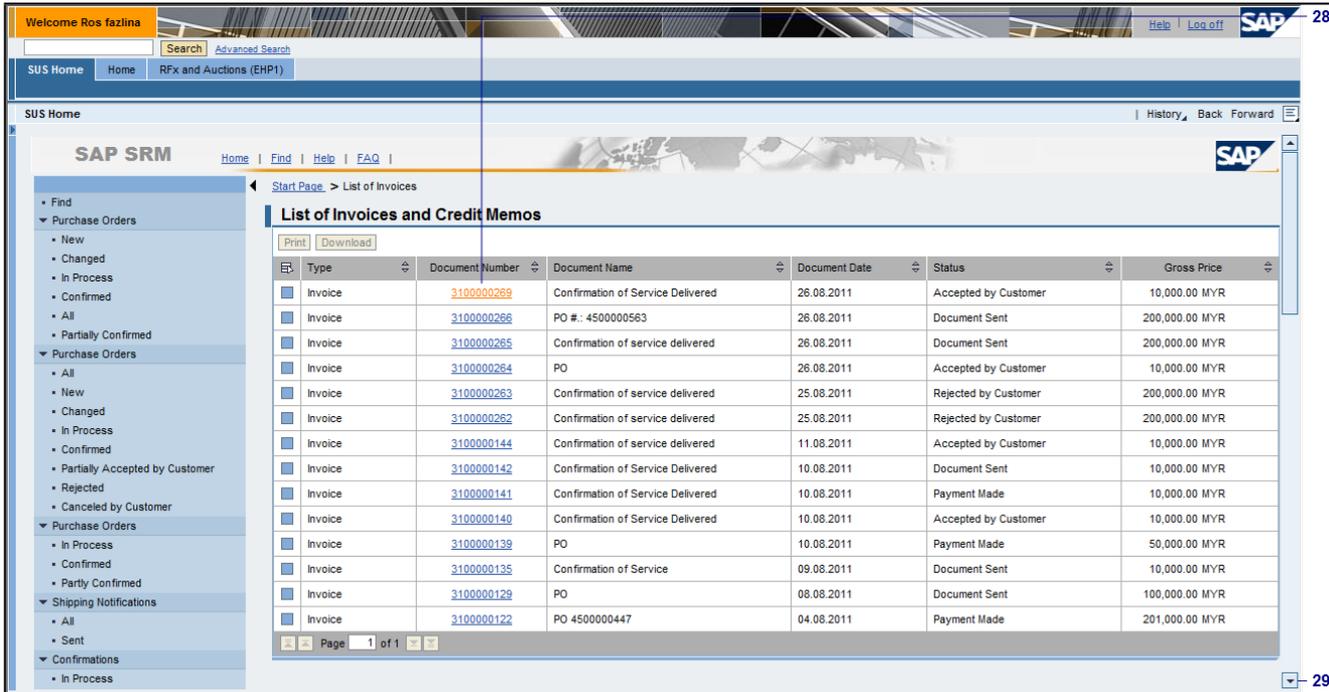
28. Click on the correct invoice document no, 3100000269 link label 3100000269.

29. Click check box ▼ to scroll down.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer
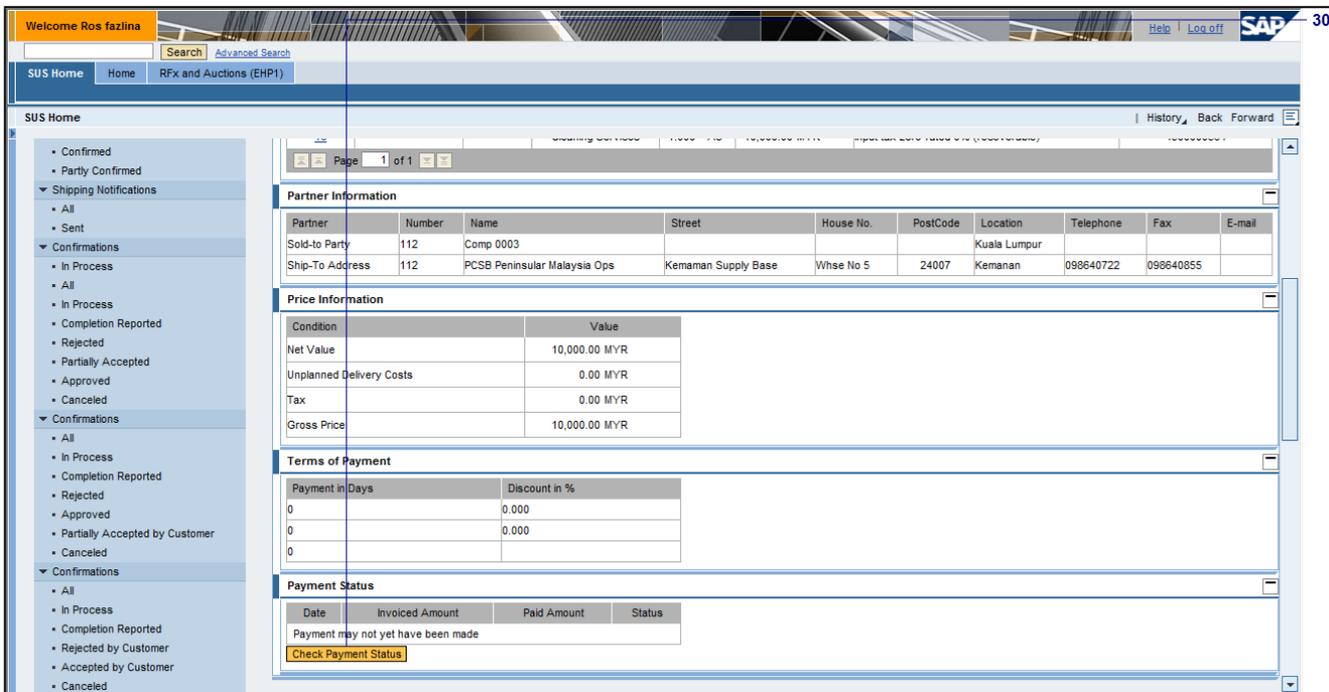
30. Click Check Payment Status button Check Payment Status.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

31. Details of payment status appears in the box.

Date	Invoiced Amount		Paid Amount		Status
26.08.2011	10,000.00	MYR	10,000.00	MYR	Paid

.

32. Click Start Page link label Start Page to go to the home page.