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	How to Create SUS Service Confirmation	

## Transaction Overview

### What

To create SUS Service Confirmation for service PO/item.

### When

Perform this to create SUS Service Confirmation 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

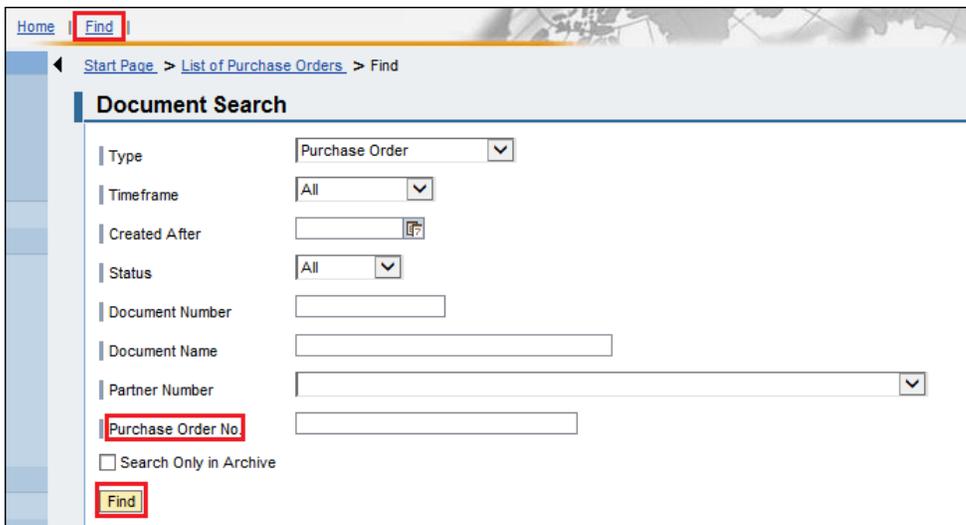
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**HOW TO CREATE SUS SERVICE CONFIRMATION.**

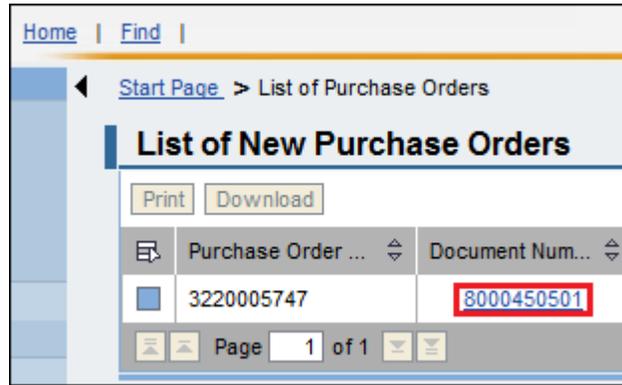
1. Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



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



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



4. From the 'Display Purchase Order' screen, click on 'CREATE CONFIRMATION' button.



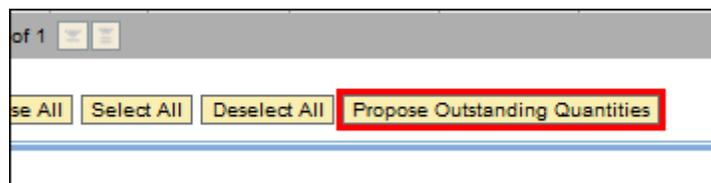
5. At the 'Process Confirmation' screen, under 'Basic Data', enter the following details as highlighted below.

Basic Data	
Confirmation	7900001265
*Document Name	SC for PO 4500000957
Document Date	06.03.2012
Purchase Order No.	4500000957
Service Agent Name	MSA
Service Location	KLCC
Period from	02.03.2012
Period to	06.03.2012
Status	Created

- a. Document Name: Description of the Service Confirmation document.
  - b. Service Agent Name: Name of the person responsible in the vendor's office.
  - c. Service Location: Location at which the service was performed.
  - d. Period From: Start of period in which the service was performed.
  - e. Period To: End of period in which the service was performed.
6. Enter the Quantity of the service that you wish to confirm / claim.
- a. **For full confirmation,**
    - i. Under 'Item Overview', tick on 'Propose Quantity' checkbox of the item that you wish to confirm.

n	Net Value	Item Selection
	0.00 MYR	<input checked="" type="checkbox"/> Propose Quantity
ctiv.unit	0.00 MYR	<input checked="" type="checkbox"/> Propose Quantity
ctiv.unit	0.00 MYR	<input checked="" type="checkbox"/> Propose Quantity
	0.00 MYR	<input checked="" type="checkbox"/> Propose Quantity
Activ.unit	0.00 MYR	<input checked="" type="checkbox"/> Propose Quantity
ctiv.unit	0.00 MYR	<input checked="" type="checkbox"/> Propose Quantity

- ii. Click on '**PROPOSE OUTSTANDING QUANTITIES**' button.



iii. The Quantity column will be updated in full automatically.

Subj Type	Line Type	Description	Service Breakdown	Quantity	Unit of Measure	Ordered	Open	Net Value	Itm
		Quickie Service						0.00 MYR	<input checked="" type="checkbox"/>
vice	Standard Line	Pipeline Engineering Service	Quick Pipeline Service 1	1.000	Activ.unit	1.000 Activ.unit	1.000 Activ.unit	0.00 MYR	<input checked="" type="checkbox"/>
vice	Standard Line	Prov of safety consultancy service E213	Quick Reclamation Service 1	5,000.000	Activ.unit	5,000.000 Activ.unit	5,000.000 Activ.unit	0.00 MYR	<input checked="" type="checkbox"/>
		Quickie Service						0.00 MYR	<input checked="" type="checkbox"/>
vice	Standard Line	Prov of safety consultancy service E213	Quick Consultancy Service 1	10,000.000	Activ.unit	10,000.000 Activ.unit	10,000.000 Activ.unit	0.00 MYR	<input checked="" type="checkbox"/>
vice	Standard Line	Reclamation & Dredging Works	Quick Dredging Service 1	1.000	Activ.unit	1.000 Activ.unit	1.000 Activ.unit	0.00 MYR	<input checked="" type="checkbox"/>

[Propose Outstanding Quantities](#)

**b. For Partial Confirmation**

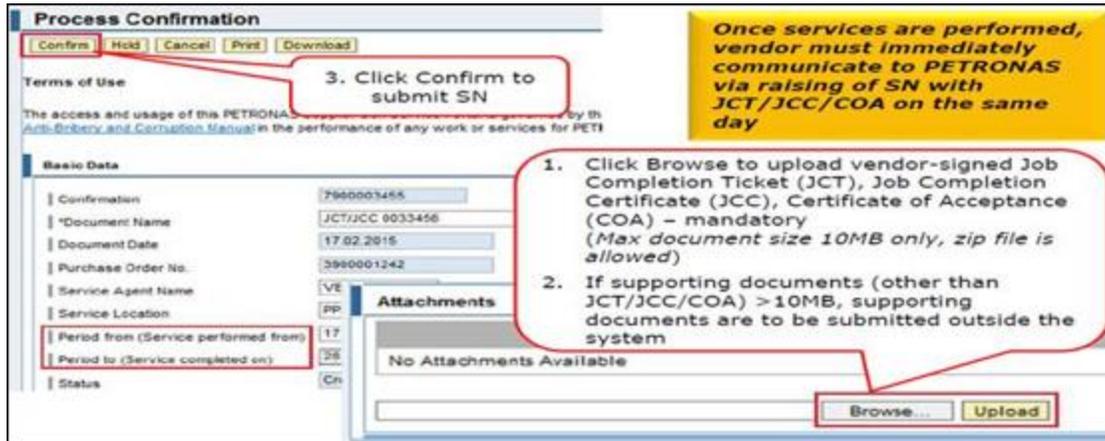
i. Enter the value manually at the quantity column.

Service Breakdown	Quantity	Unit of Measure	Ordered	Open	N
					0
Quick Pipeline Service 1	0.000	Activ.unit	1.000 Activ.unit	1.000 Activ.unit	0
Quick Reclamation Service 1	2,500.000	Activ.unit	5,000.000 Activ.unit	5,000.000 Activ.unit	0
					0
Quick Consultancy Service 1	5,000.000	Activ.unit	10,000.000 Activ.unit	10,000.000 Activ.unit	0
Quick Dredging Service 1	0.000	Activ.unit	1.000 Activ.unit	1.000 Activ.unit	0

- Note: Make sure that the value of the 'Quantity' column does not exceed the value of the 'Open' column.

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7. Attached supporting document by click Browse button.
8. Click on **'CONFIRM'** button to submit the Service Confirmation.



**Process Confirmation**

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**Basic Data**

Confirmation	7990003455
*Document Name	JCT/JCC 0033456
Document Date	17.02.2015
Purchase Order No.	3990001242
Service Agent Name	VE
Service Location	PP
Period from (Service performed from)	17
Period to (Service completed on)	28
Status	Cn

**Attachments**  
 No Attachments Available

**3. Click Confirm to submit SN**

**1. Click Browse to upload vendor-signed Job Completion Ticket (JCT), Job Completion Certificate (JCC), Certificate of Acceptance (COA) - mandatory (Max document size 10MB only, zip file is allowed)**

**2. If supporting documents (other than JCT/JCC/COA) > 10MB, supporting documents are to be submitted outside the system**

**Once services are performed, vendor must immediately communicate to PETRONAS via raising of SN with JCT/JCC/COA on the same day**