

	<b>WORK INSTRUCTION</b>	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

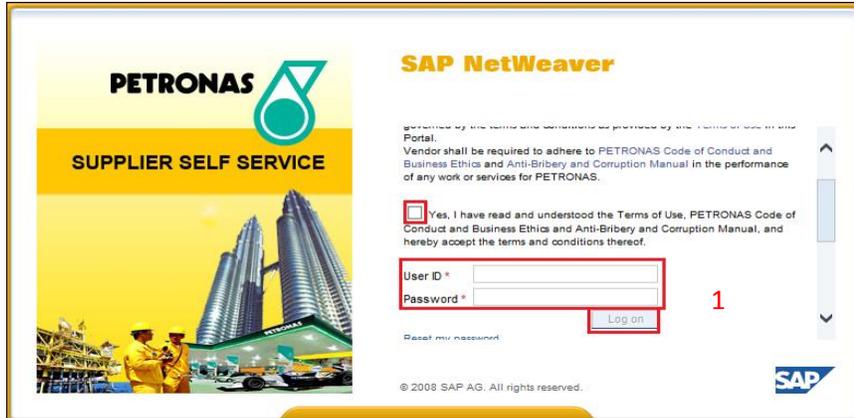
R	Required field entry
O	Optional field entry
C	Conditional field entry

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

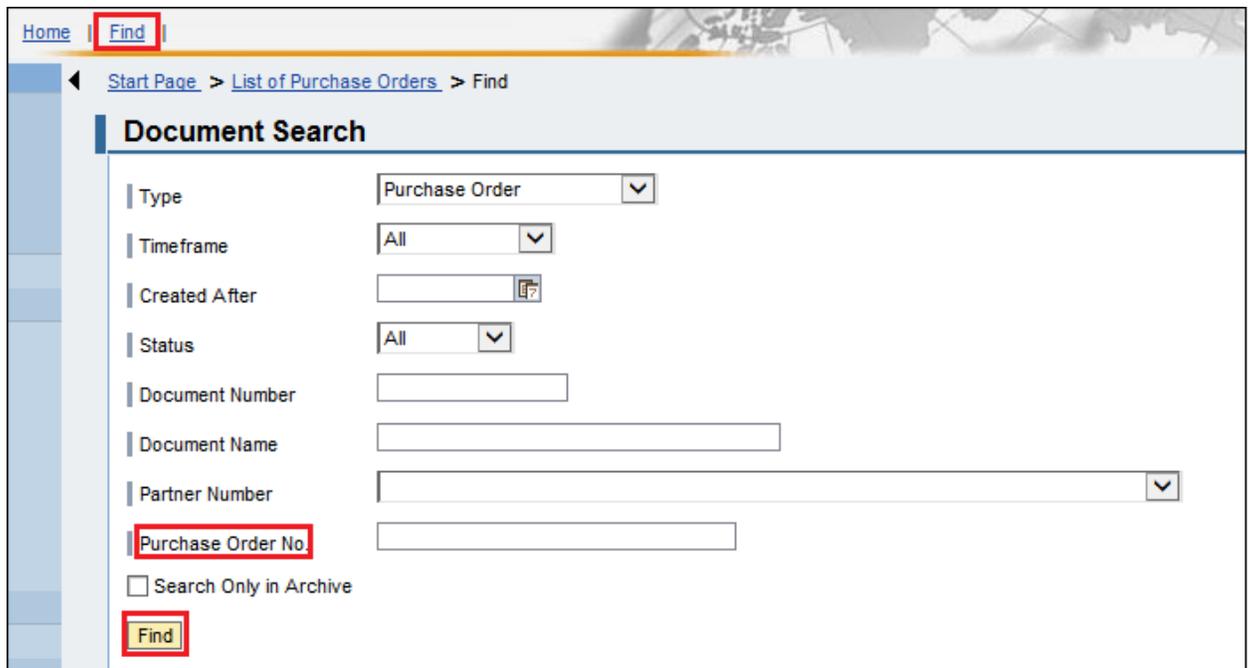
### HOW TO SUBMIT CREDIT NOTE (AMOUNT)

**Instructions:**

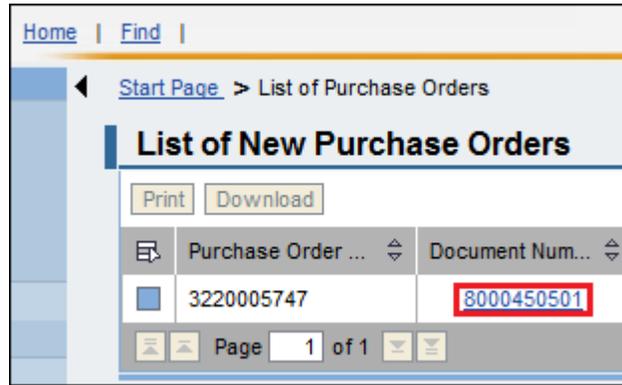
- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



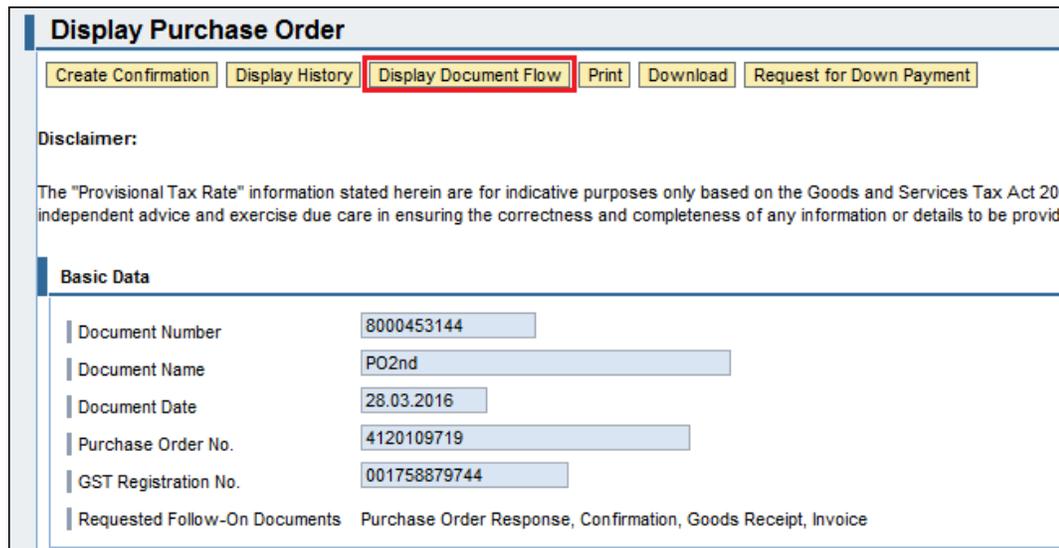
- Click 'Find' link. Enter PO number and click 'FIND' button.



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



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



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

Document Flow					
Document Type	Document Number	Document Name	Document Date	Status	Total Value
<a href="#">Purchase Order</a>	8000453191	PO	06.04.2016	Cancelled by Customer	0.00 MYR
<a href="#">Goods Receipt</a>	7901349313	Goods Accepted-	06.04.2016	Document Read	200.00 MYR
<a href="#">Payment Request</a>	3100605790	qdqdwq1232131	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](#)

**Terms of Use**

The access and usage of this PETRONAS Supplier Self Service Portal is governed by the terms and conditions to adhere to the [PETRONAS Code of Conduct and Business Ethics](#) and [Anti-Bribery and Corruption Manual](#) in the

**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

**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

Send Hold Cancel Update Prices Print Download

6      5

**Basic Data**

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

**Products and Services**

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	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

**Attachments**

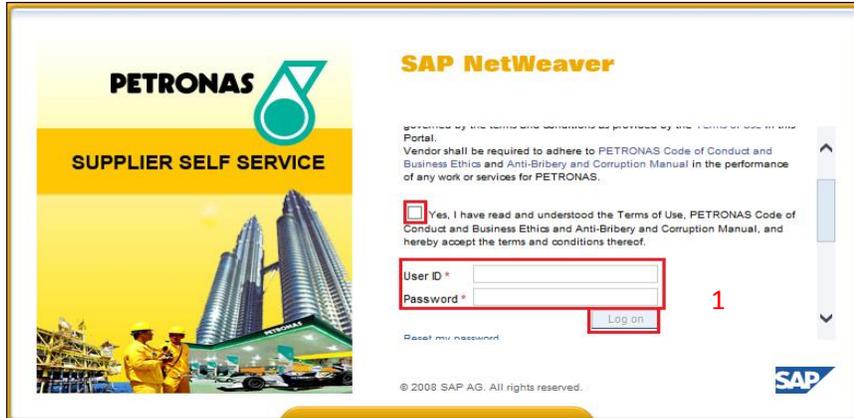
Name	Delete
No Attachments Available	
Document Type <input style="width: 150px;" type="text"/>	<span style="border: 2px solid red; padding: 2px;">Browse...</span> <span style="border: 2px solid red; padding: 2px;">Upload</span>

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

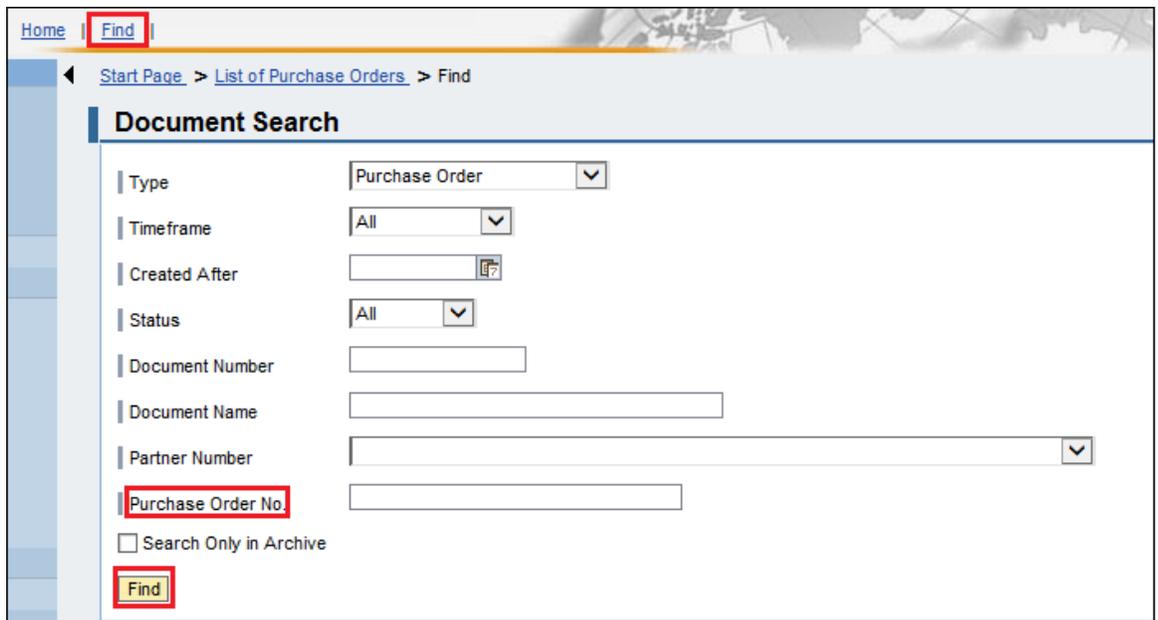
### HOW TO SUBMIT CREDIT NOTE (QUANTITY)

**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.

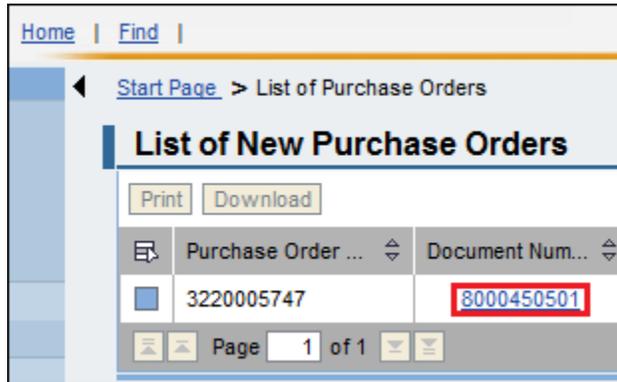


2. Click 'Find' link. Enter PO number and click 'FIND' button.

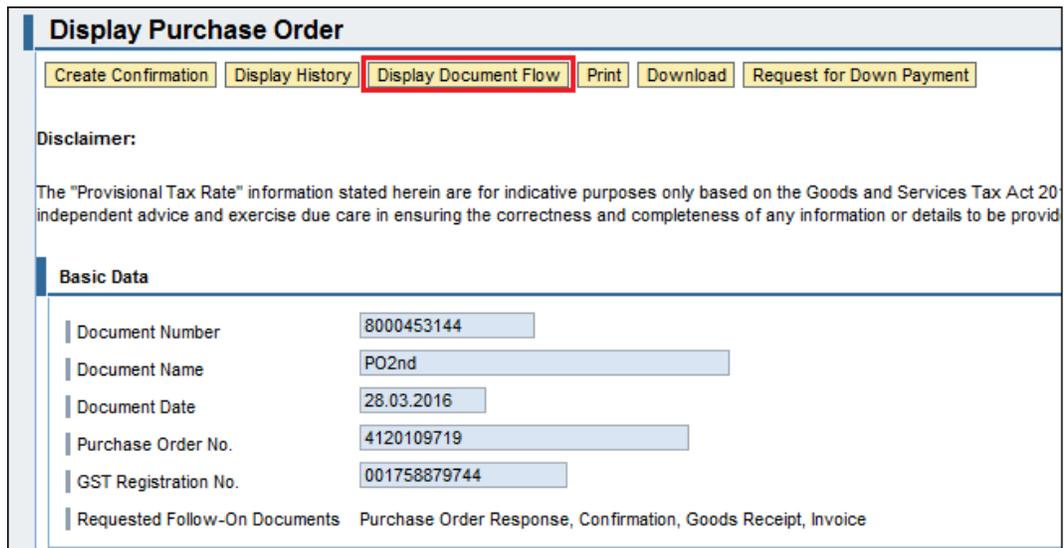


	<b>WORK INSTRUCTION</b>	Page: 7 of 9
		Revision:
	How to create Credit Note by Amount/Quantity	

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



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



	<b>WORK INSTRUCTION</b>	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					
Document Type	Document Number	Document Name	Document Date	Status	Total Value
<a href="#">Purchase Order</a>	8000453191	PO	06.04.2016	Cancelled by Customer	0.00 MYR
<a href="#">Goods Receipt</a>	7901349313	Goods Accepted-	06.04.2016	Document Read	200.00 MYR
<a href="#">Payment Request</a>	3100605790	qdqdwq1232131	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](#)

**Terms of Use**

The access and usage of this PETRONAS Supplier Self Service Portal is governed by the terms and conditions to the [PETRONAS Code of Conduct and Business Ethics](#) and [Anti-Bribery and Corruption Manual](#) in the perform

**Basic Data**

SUS Doc ID	3100595079
Status	<b>Accepted by Customer</b>
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

**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

**Products and Services**

Number	Product Type	Product	Description	Quantity <span style="color: red; font-size: 1.2em;">2</span>	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