

	WORK INSTRUCTION	Page: 1 of 19
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)	Revision: Approved
	SUS Manage SRM Supplier Collaboration (Services – for Bidder)	

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

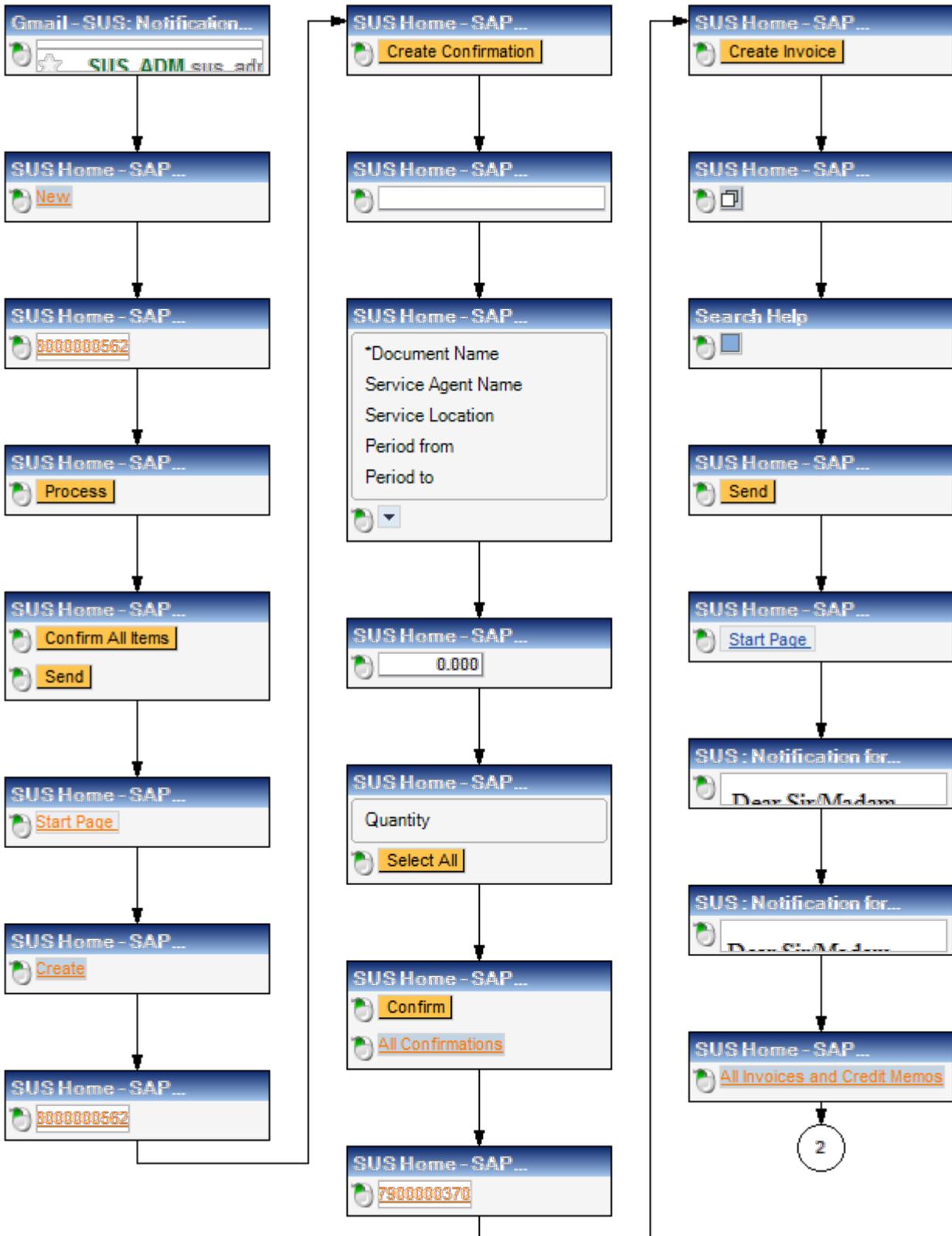
Roles

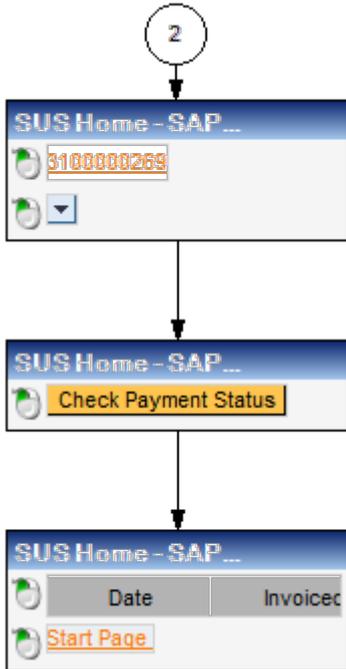
- SUS Supplier

Helpful Hints

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

Screen Flow



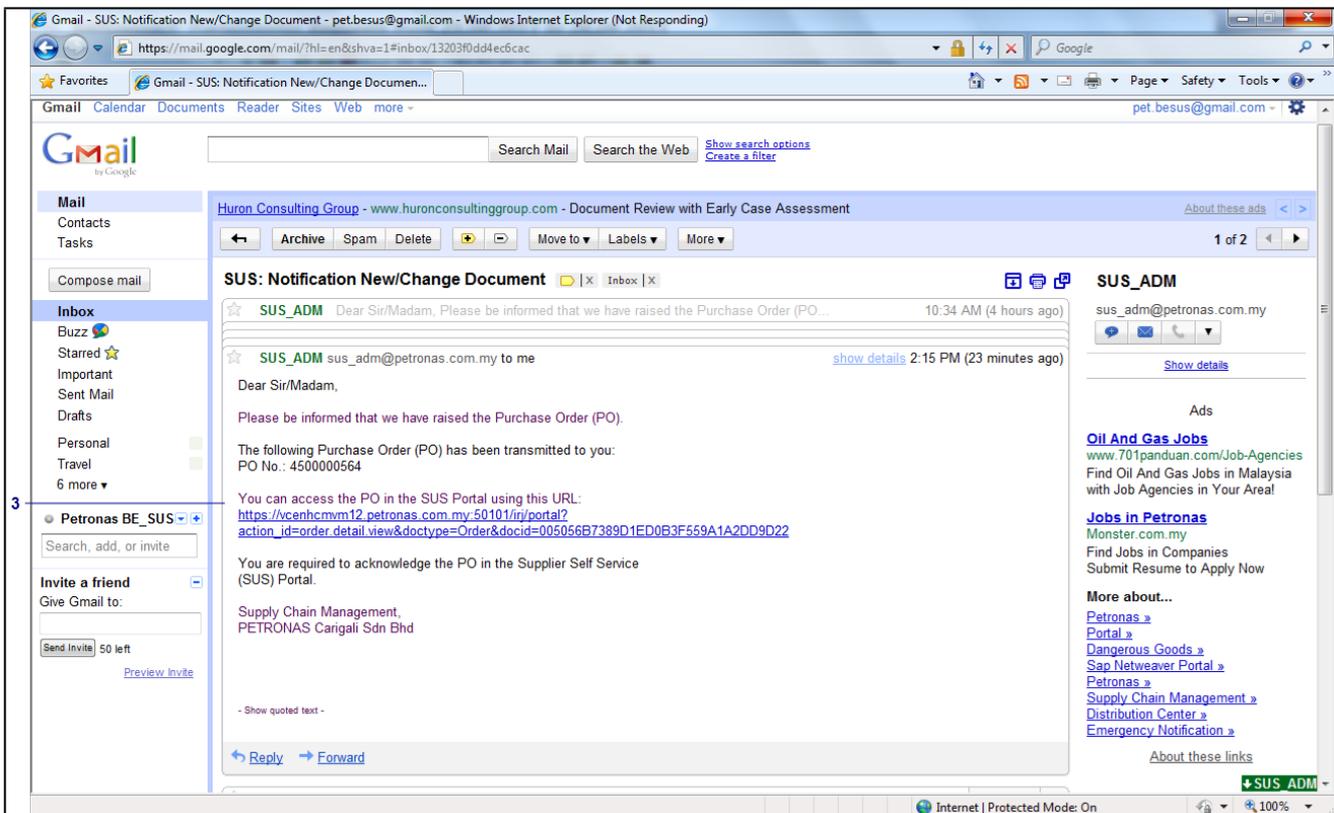


Procedure

- Start the transaction by login to SRM SUS Portal at <https://supplier-selfservice.petronas.com.my/irj/portal>
- 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



The screenshot shows a Gmail inbox in Internet Explorer. The selected email is from SUS_ADM (sus_admin@petronas.com.my) with the subject "SUS: Notification New/Change Document". The email content is as follows:

Dear Sir/Madam, Please be informed that we have raised the Purchase Order (PO)...

Please be informed that we have raised the Purchase Order (PO). The following Purchase Order (PO) has been transmitted to you: PO No.: 4500000564

You can access the PO in the SUS Portal using this URL: https://vcenhcmwm12.petronas.com.my/50101/irj/portal?action_id=order_detail_view&doctype=Order&docid=0050566B7389D1ED0B3F559A1A2DD9D22

You are required to acknowledge the PO in the Supplier Self Service (SUS) Portal.

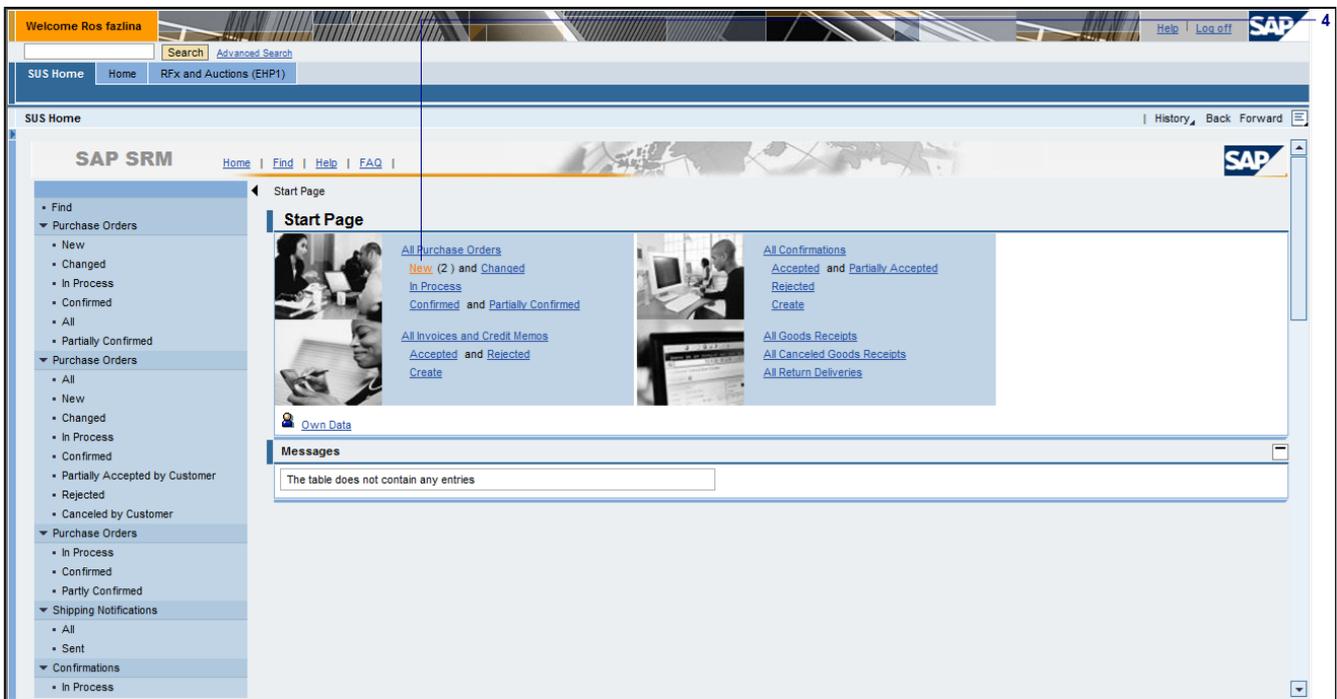
Supply Chain Management, PETRONAS Carigali Sdn Bhd

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>
<i>PO</i>	<i>Submitted</i>	<i>Yes</i>
	<i>Changed</i>	<i>Yes</i>
<i>Invoice</i>	<i>Submitted</i>	<i>No</i>
	<i>Rejected</i>	<i>Yes</i>
	<i>Payment</i>	<i>Yes</i>

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

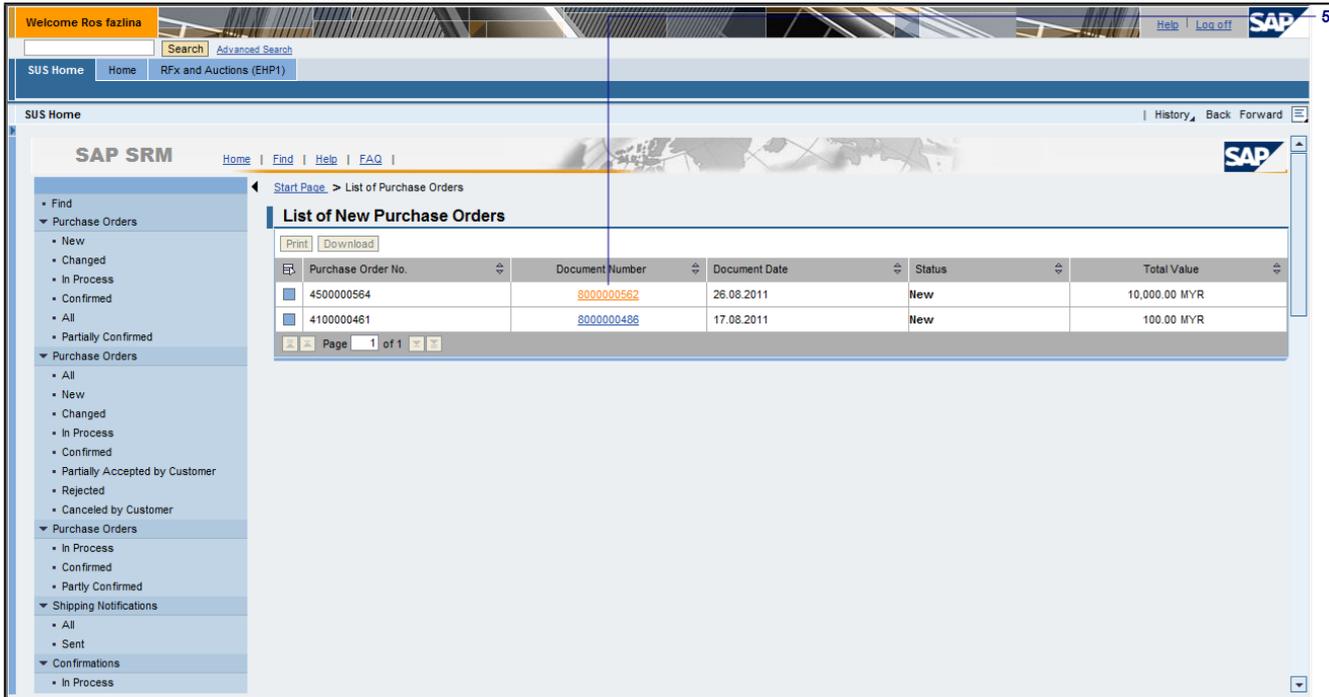


4. Click **New** to display list of new purchase order(s).



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

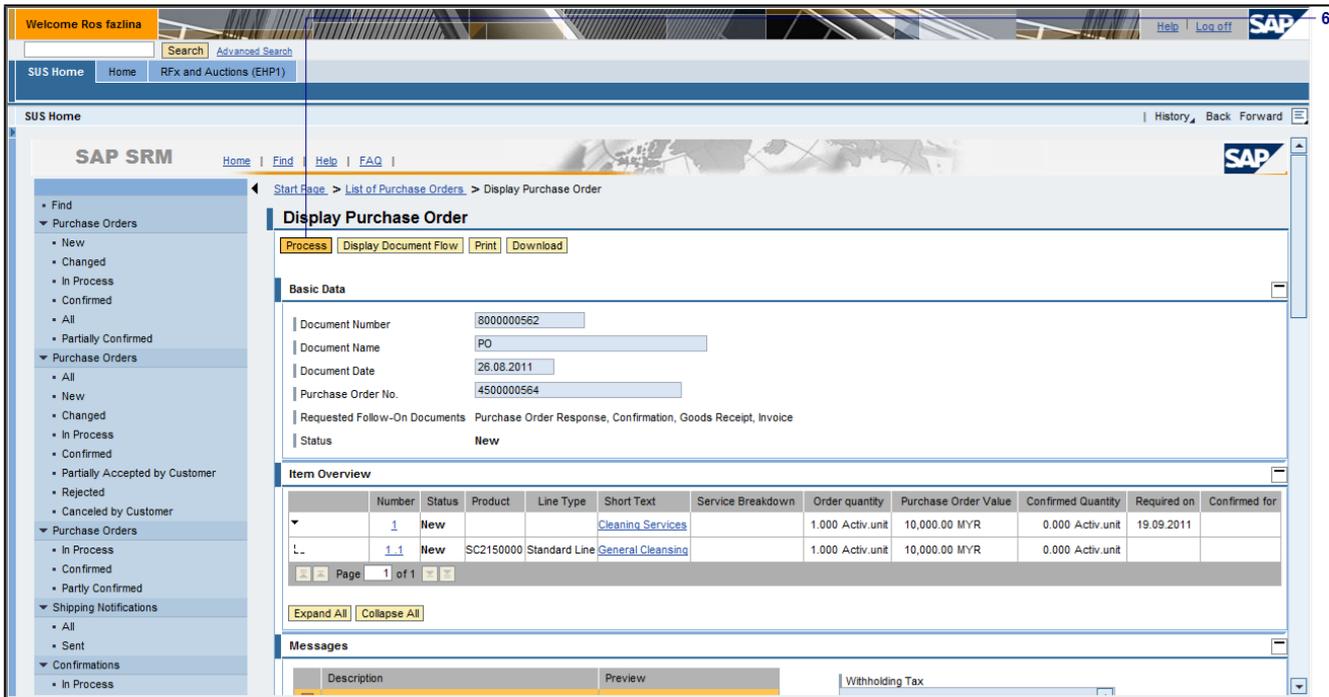
SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



5

5. Click [800000562](#) to display PO.

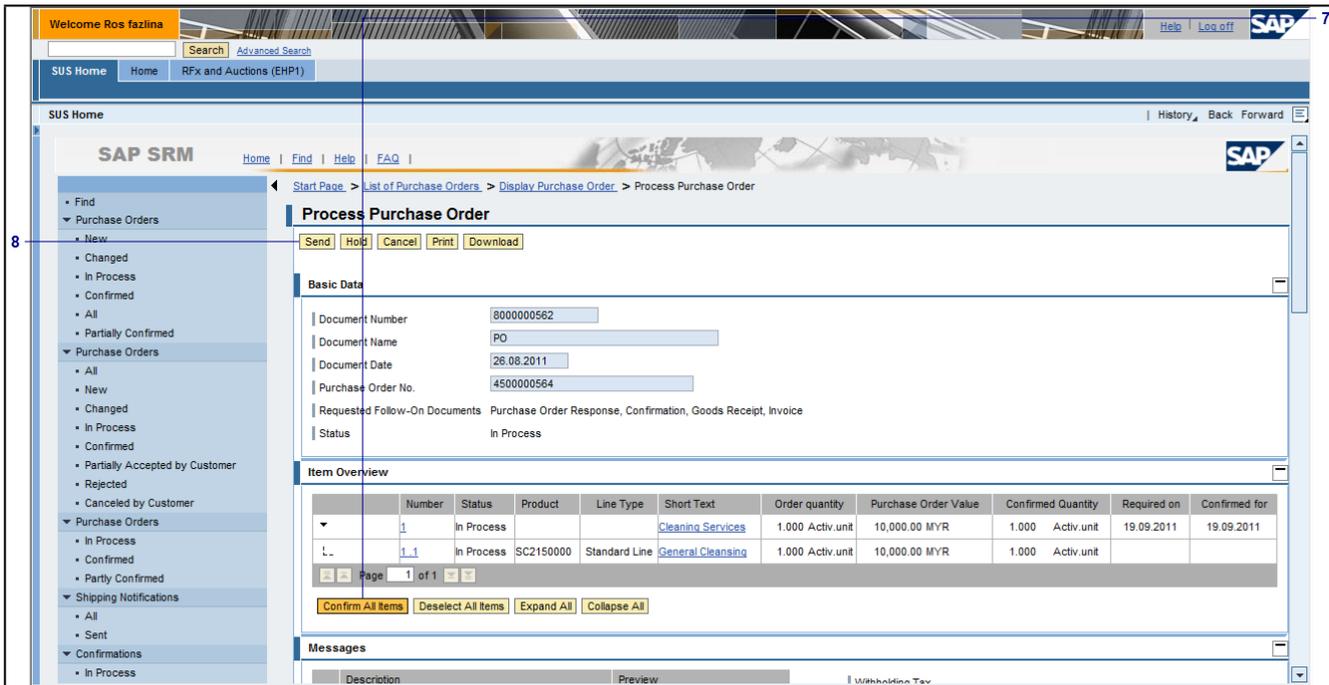
SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



6

6. Click [Process](#) to process PO.

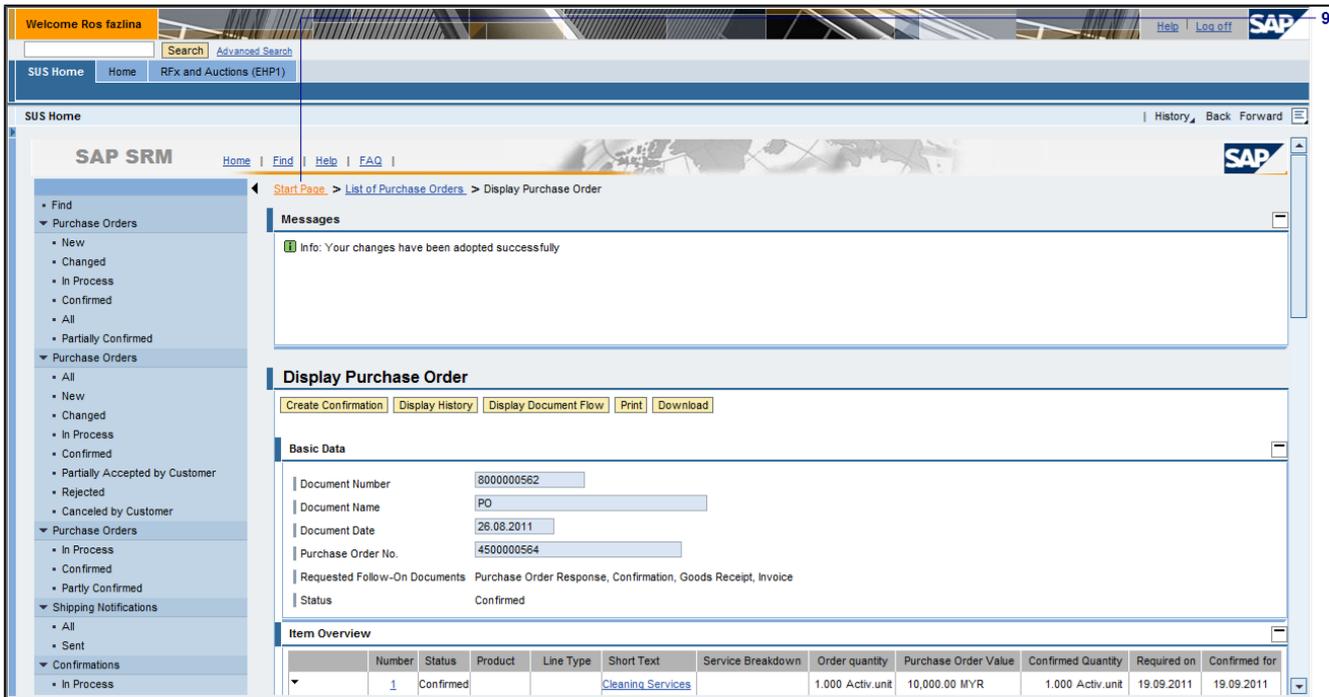
SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



8. Click **Send** button to sent the PO acknowledgement to the purchaser.

- Click **Confirm All Items** button to confirm the PO information.
- 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**.



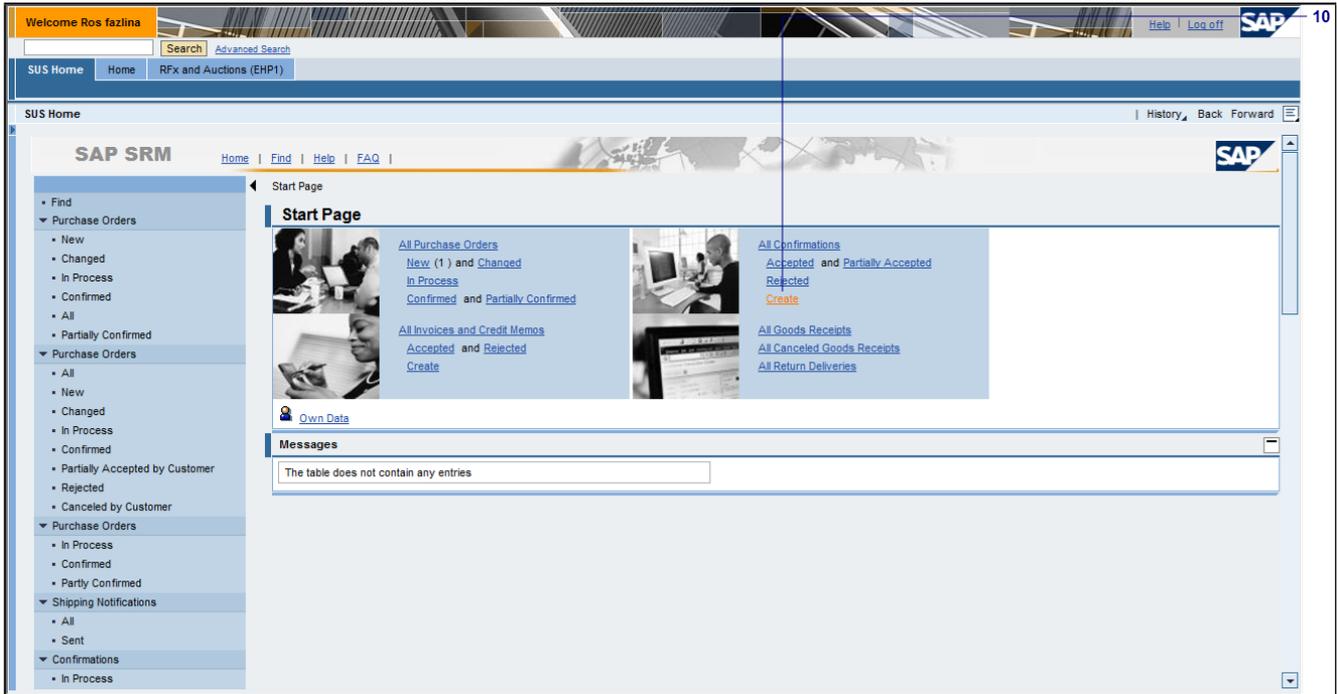
The system displays message, "Your changes have been adopted successfully".

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The confirmation tab displays the PO acknowledgement information.

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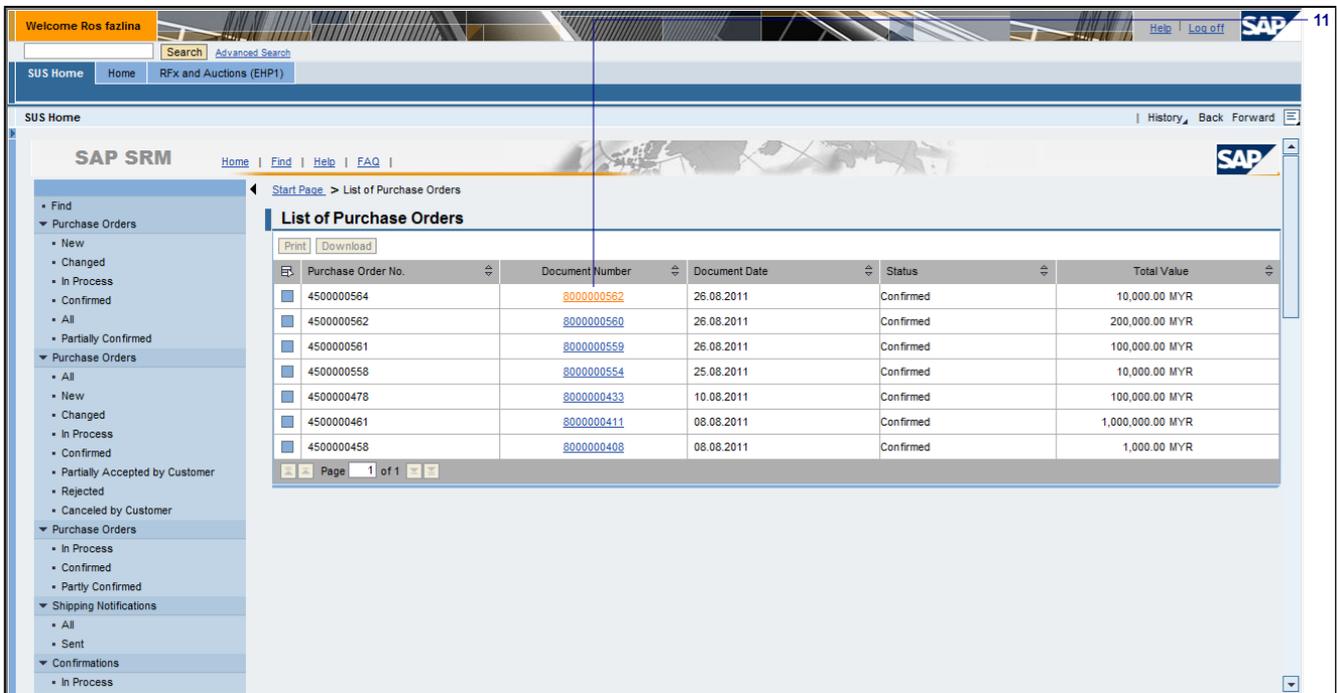
The screenshot shows the SAP NetWeaver Portal Start Page. The left sidebar contains a navigation menu with categories like Purchase Orders, Invoices, and Shipping Notifications. The main content area is titled 'Start Page' and features several informational tiles. One tile is titled 'All Purchase Orders' and contains links for 'New (1) and Changed', 'In Process', 'Confirmed', and 'Partially Confirmed'. Another tile is titled 'All Confirmations' and contains links for 'Accepted and Partially Accepted', 'Rejected', and 'Create'. A 'Messages' section at the bottom indicates 'The table does not contain any entries'.

10. Click **Create** link label.



Supplier will create confirmation once services are performed.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

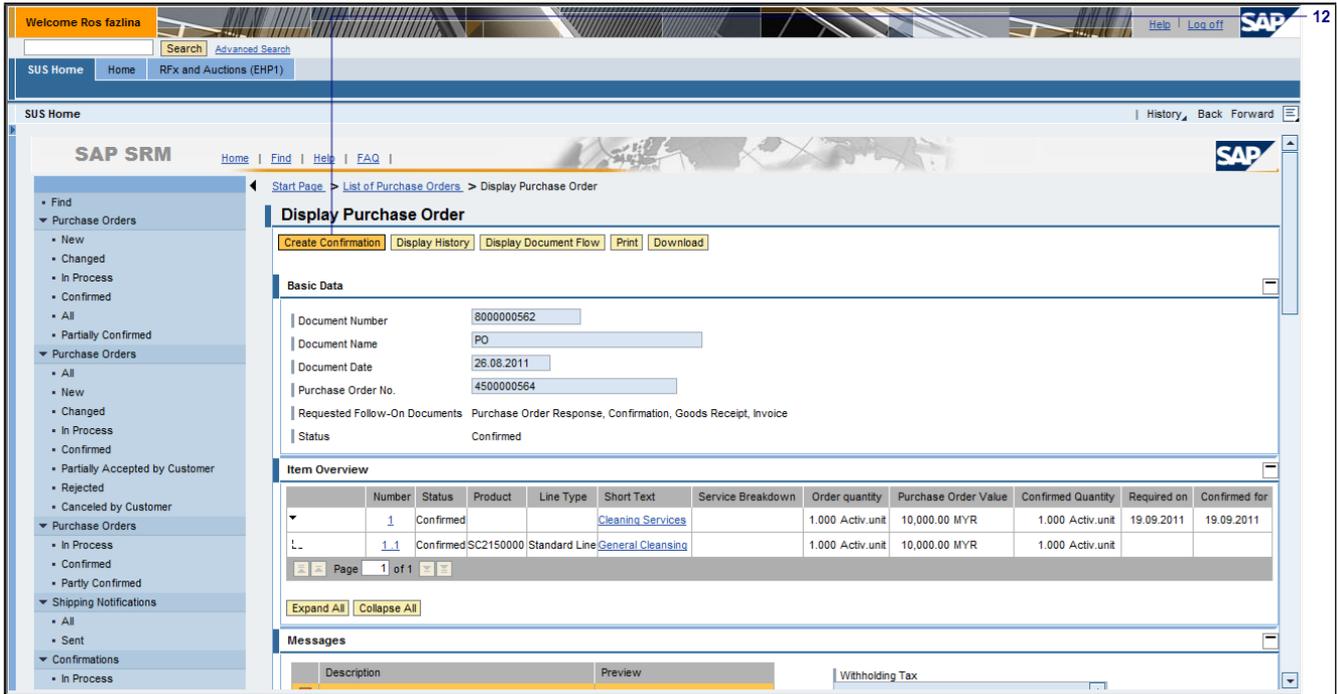


The screenshot shows the 'List of Purchase Orders' page in the SAP NetWeaver Portal. It displays a table with columns for Purchase Order No., Document Number, Document Date, Status, and Total Value. The table contains several rows of data, with the document number 8000000562 highlighted in orange. Below the table, there is a pagination control showing 'Page 1 of 1'.

Purchase Order No.	Document Number	Document Date	Status	Total Value
4500000564	8000000562	26.08.2011	Confirmed	10,000.00 MYR
4500000562	8000000560	26.08.2011	Confirmed	200,000.00 MYR
4500000561	8000000559	26.08.2011	Confirmed	100,000.00 MYR
4500000558	8000000554	25.08.2011	Confirmed	10,000.00 MYR
4500000478	8000000433	10.08.2011	Confirmed	100,000.00 MYR
4500000461	8000000411	08.08.2011	Confirmed	1,000,000.00 MYR
4500000458	8000000408	08.08.2011	Confirmed	1,000.00 MYR

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

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

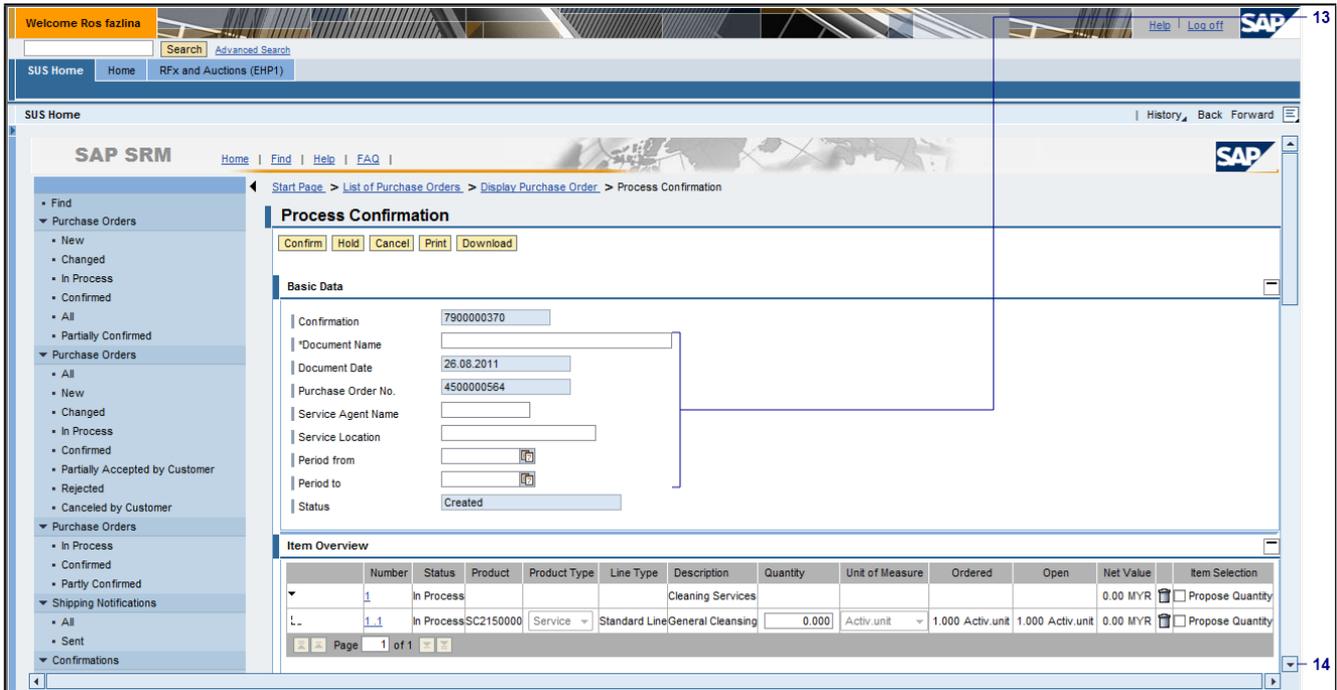


The screenshot shows the SAP NetWeaver Portal interface. The main content area is titled "Display Purchase Order". At the top of this section, there are several buttons: "Create Confirmation" (highlighted in yellow), "Display History", "Display Document Flow", "Print", and "Download". Below these buttons is a "Basic Data" section with fields for Document Number (800000562), Document Name (PO), Document Date (26.08.2011), and Purchase Order No. (450000564). The status is "Confirmed". Below the basic data is an "Item Overview" table:

Number	Status	Product	Line Type	Short Text	Service Breakdown	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
1	Confirmed			Cleaning Services		1.000 Activ. unit	10,000.00 MYR	1.000 Activ. unit	19.09.2011	19.09.2011
1.1	Confirmed	SC2150000	Standard Line	General Cleansing		1.000 Activ. unit	10,000.00 MYR	1.000 Activ. unit		

12. Click **Create Confirmation** button.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



The screenshot shows the SAP NetWeaver Portal interface. The main content area is titled "Process Confirmation". At the top of this section, there are several buttons: "Confirm" (highlighted with a blue box), "Hold", "Cancel", "Print", and "Download". Below these buttons is a "Basic Data" section with fields for Confirmation (7900000370), Document Name, Document Date (26.08.2011), Purchase Order No. (450000564), Service Agent Name, Service Location, Period from, Period to, and Status (Created). Below the basic data is an "Item Overview" table:

Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open	Net Value	Item Selection
1	In Process				Cleaning Services					0.00 MYR	<input type="checkbox"/> Propose Quantity
1.1	In Process	SC2150000	Service	Standard Line	General Cleansing	0.000	Activ. unit	1.000 Activ. unit	1.000 Activ. unit	0.00 MYR	<input type="checkbox"/> Propose Quantity

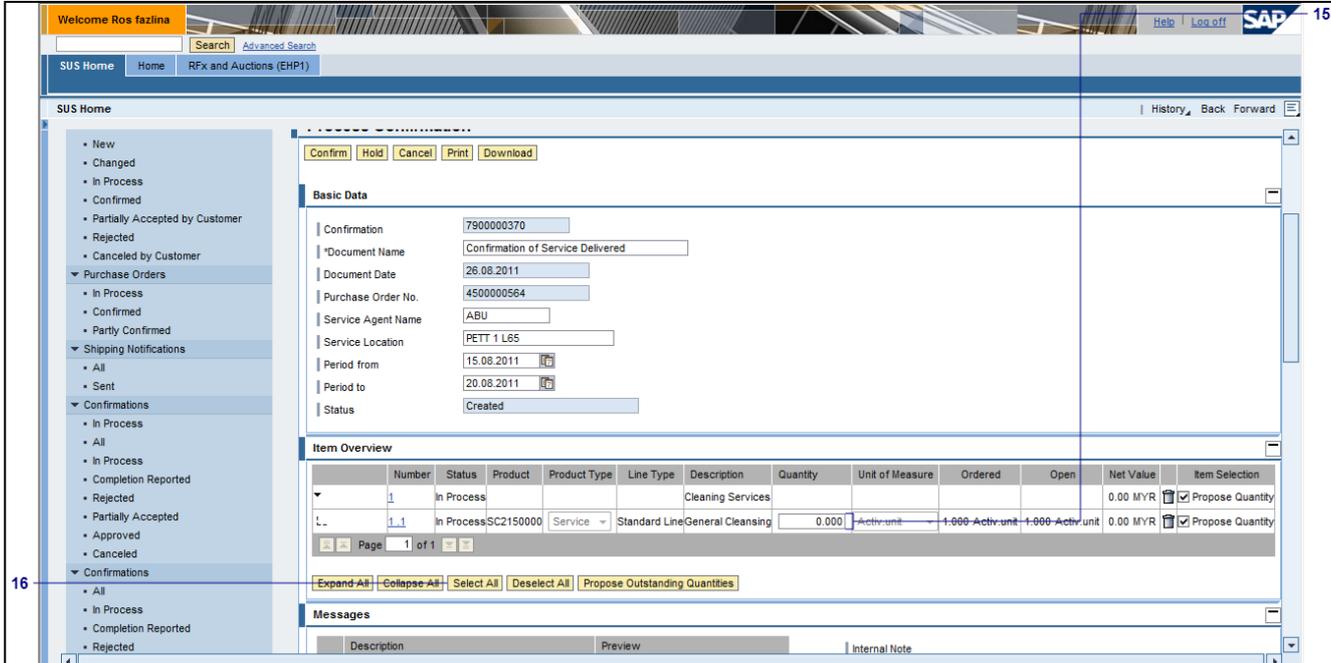
13. As required, complete/review the following fields:

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



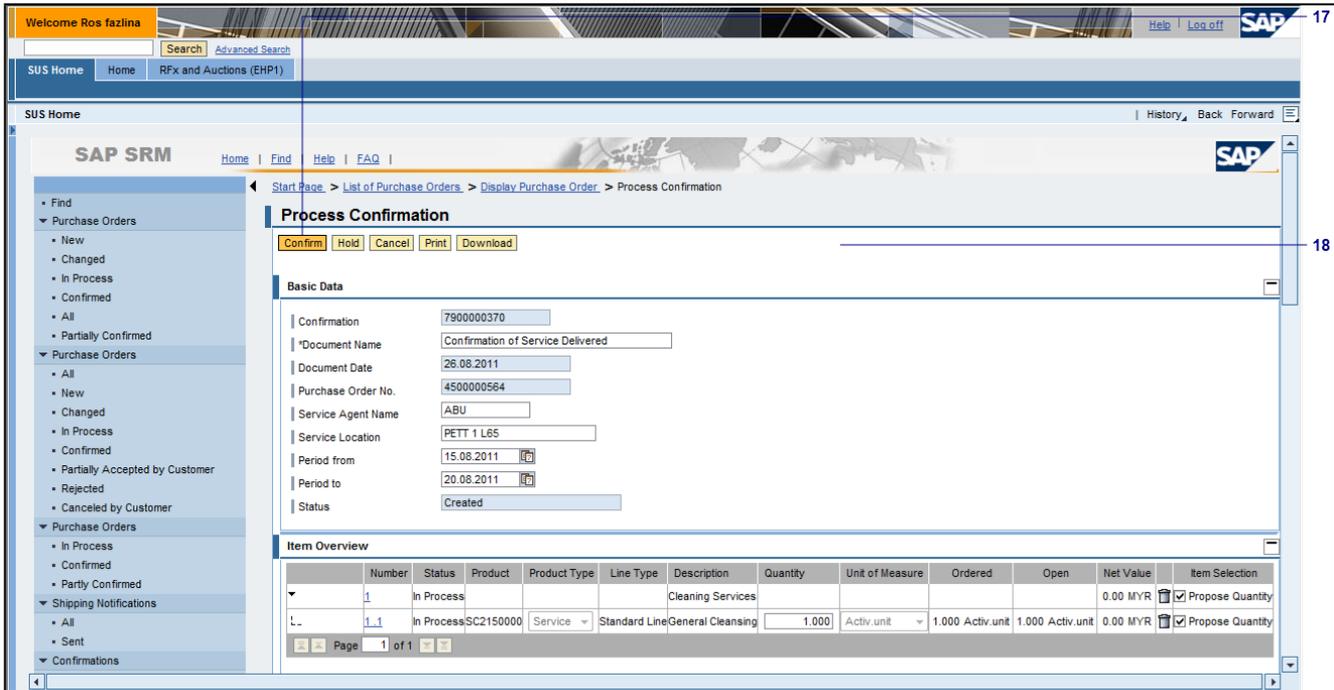
15. As required, complete/review the following fields:

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



Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open	Net Value	Item Selection
1	In Process				Cleaning Services					0.00 MYR	<input checked="" type="checkbox"/> Propose Quantity
1.1	In Process	SC2150000	Service	Standard Line	General Cleansing	1.000	Activ unit	1.000 Activ unit	1.000 Activ unit	0.00 MYR	<input checked="" type="checkbox"/> Propose Quantity

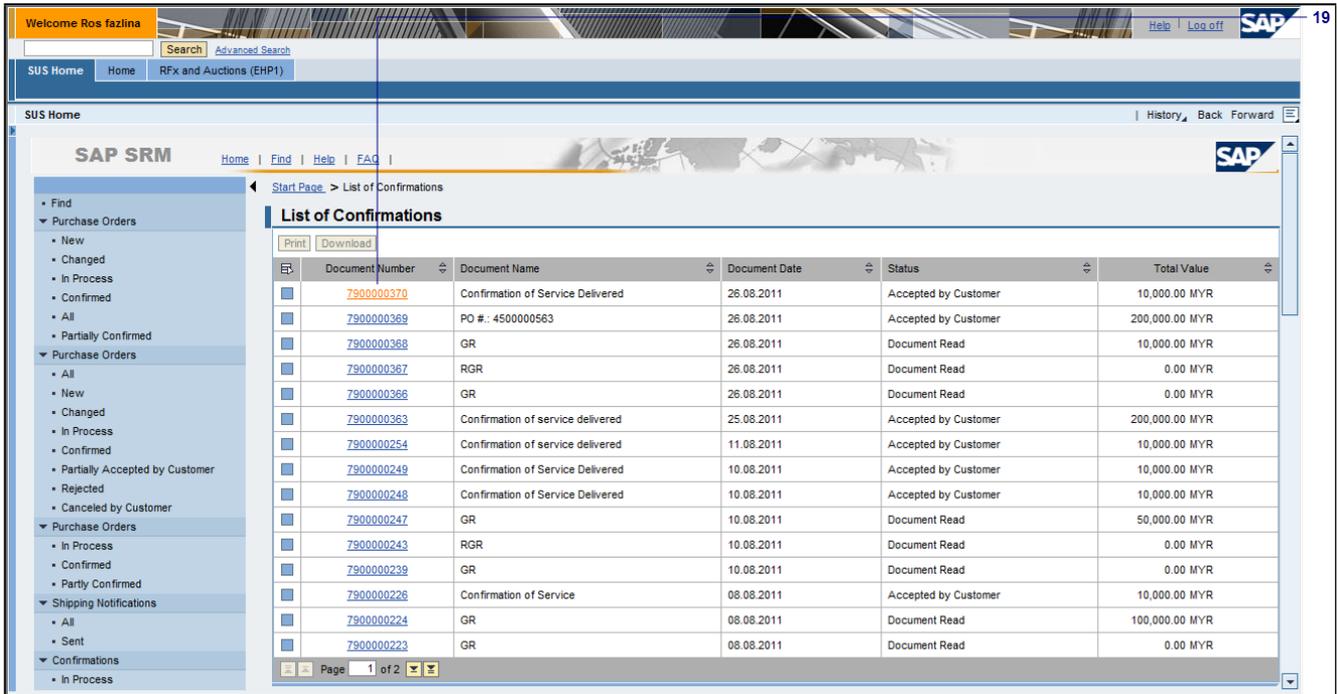
17. Click Confirm button **Confirm**.



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](#).

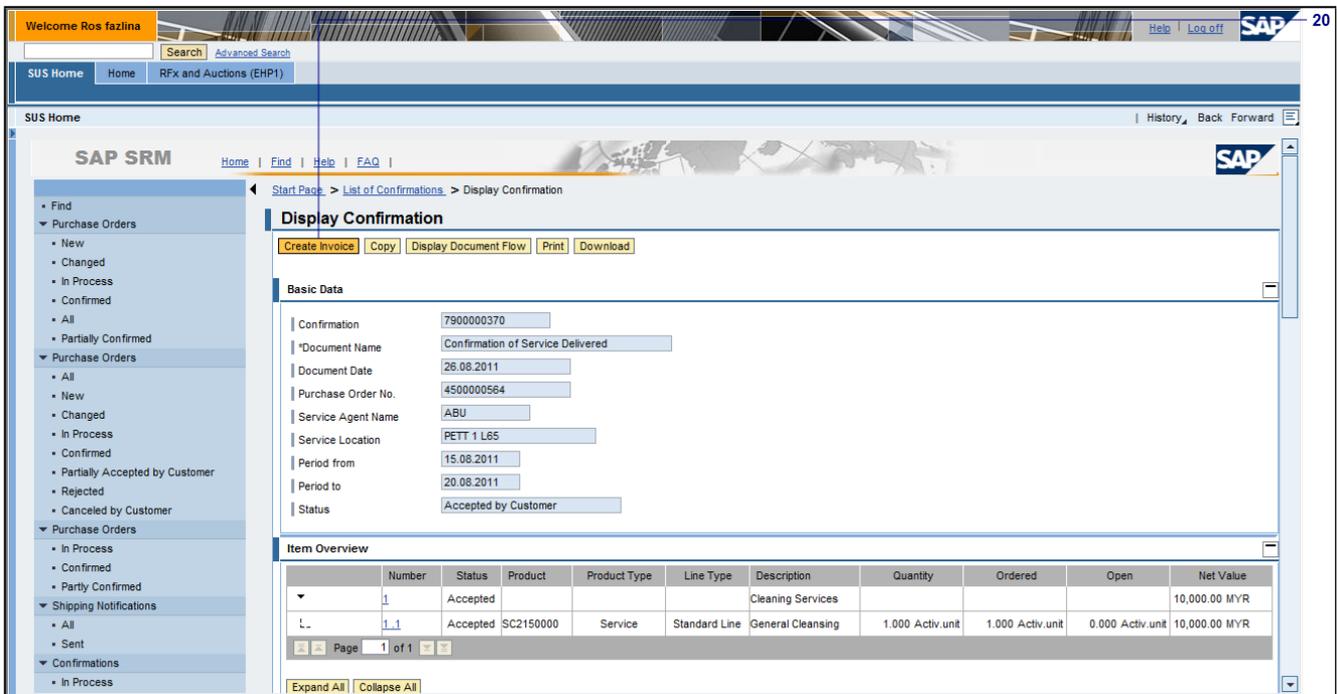
SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Document Number	Document Name	Document Date	Status	Total Value
7900000370	Confirmation of Service Delivered	26.08.2011	Accepted by Customer	10,000.00 MYR
7900000369	PO #: 4500000563	26.08.2011	Accepted by Customer	200,000.00 MYR
7900000368	GR	26.08.2011	Document Read	10,000.00 MYR
7900000367	RGR	26.08.2011	Document Read	0.00 MYR
7900000366	GR	26.08.2011	Document Read	0.00 MYR
7900000363	Confirmation of service delivered	25.08.2011	Accepted by Customer	200,000.00 MYR
7900000254	Confirmation of service delivered	11.08.2011	Accepted by Customer	10,000.00 MYR
7900000249	Confirmation of Service Delivered	10.08.2011	Accepted by Customer	10,000.00 MYR
7900000248	Confirmation of Service Delivered	10.08.2011	Accepted by Customer	10,000.00 MYR
7900000247	GR	10.08.2011	Document Read	50,000.00 MYR
7900000243	RGR	10.08.2011	Document Read	0.00 MYR
7900000239	GR	10.08.2011	Document Read	0.00 MYR
7900000226	Confirmation of Service	08.08.2011	Accepted by Customer	10,000.00 MYR
7900000224	GR	08.08.2011	Document Read	100,000.00 MYR
7900000223	GR	08.08.2011	Document Read	0.00 MYR

19. Click [7900000370](#) link label [7900000370](#).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Display Confirmation

Basic Data

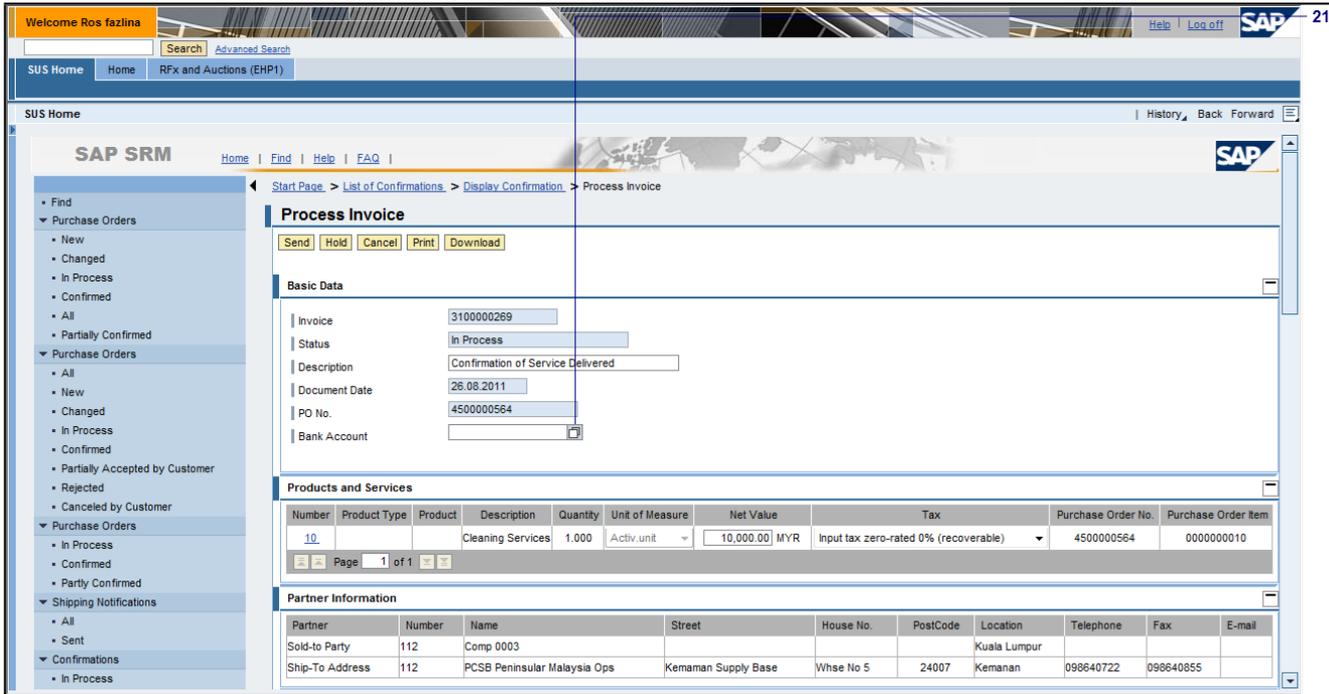
- Confirmation: 7900000370
- *Document Name: Confirmation of Service Delivered
- Document Date: 26.08.2011
- Purchase Order No.: 4500000564
- Service Agent Name: ABU
- Service Location: PETT 1 L65
- Period from: 15.08.2011
- Period to: 20.08.2011
- Status: Accepted by Customer

Item Overview

Number	Status	Product	Product Type	Line Type	Description	Quantity	Ordered	Open	Net Value
1	Accepted				Cleaning Services				10,000.00 MYR
1.1	Accepted	SC2150000	Service	Standard Line	General Cleansing	1.000 Activ unit	1.000 Activ unit	0.000 Activ unit	10,000.00 MYR

20. Click Create Invoice button [Create Invoice](#).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Process Invoice

Send Hold Cancel Print Download

Basic Data

Invoice: 3100000269
 Status: In Process
 Description: Confirmation of Service Delivered
 Document Date: 26.08.2011
 PO No.: 4500000564
 Bank Account:

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item
10			Cleaning Services	1.000	Activ. unit	10,000.00 MYR	Input tax zero-rated 0% (recoverable)	4500000564	000000010

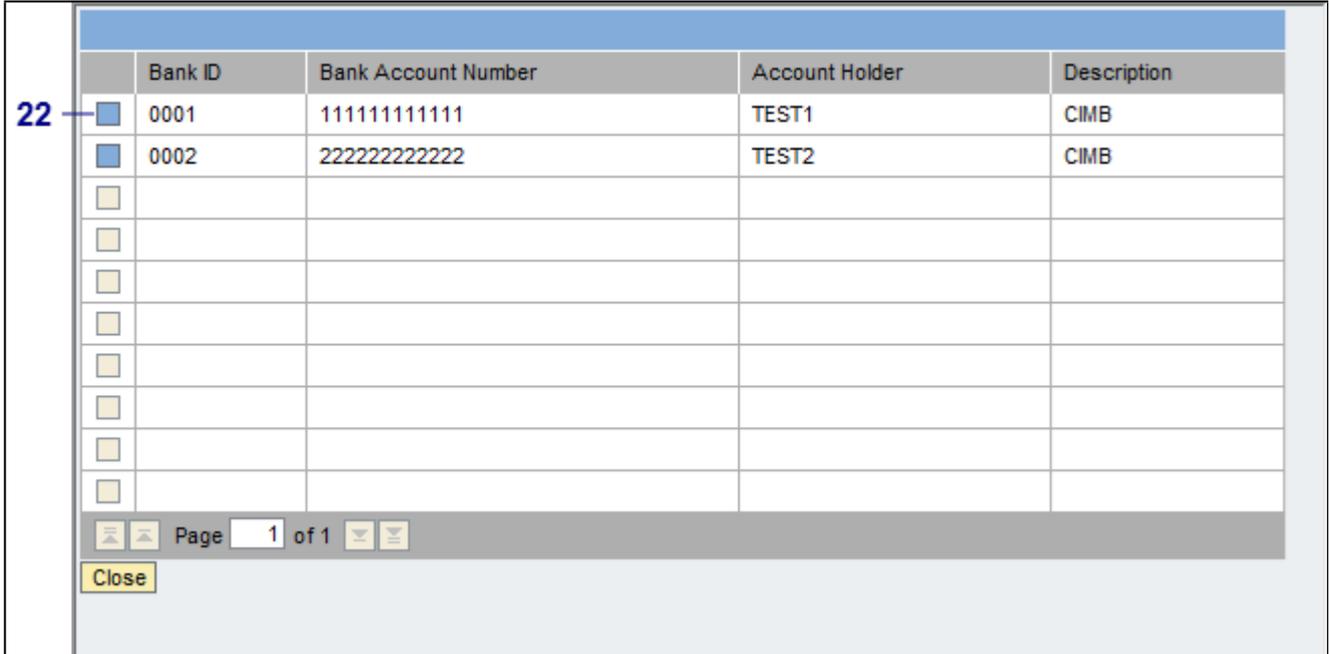
Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	112	Comp 0003				Kuala Lumpur			
Ship-To Address	112	PCSB Peninsular Malaysia Ops	Kemaman Supply Base	Whse No 5	24007	Kemaman	098640722	098640855	

21. Click button  to select bank account.

Search Help



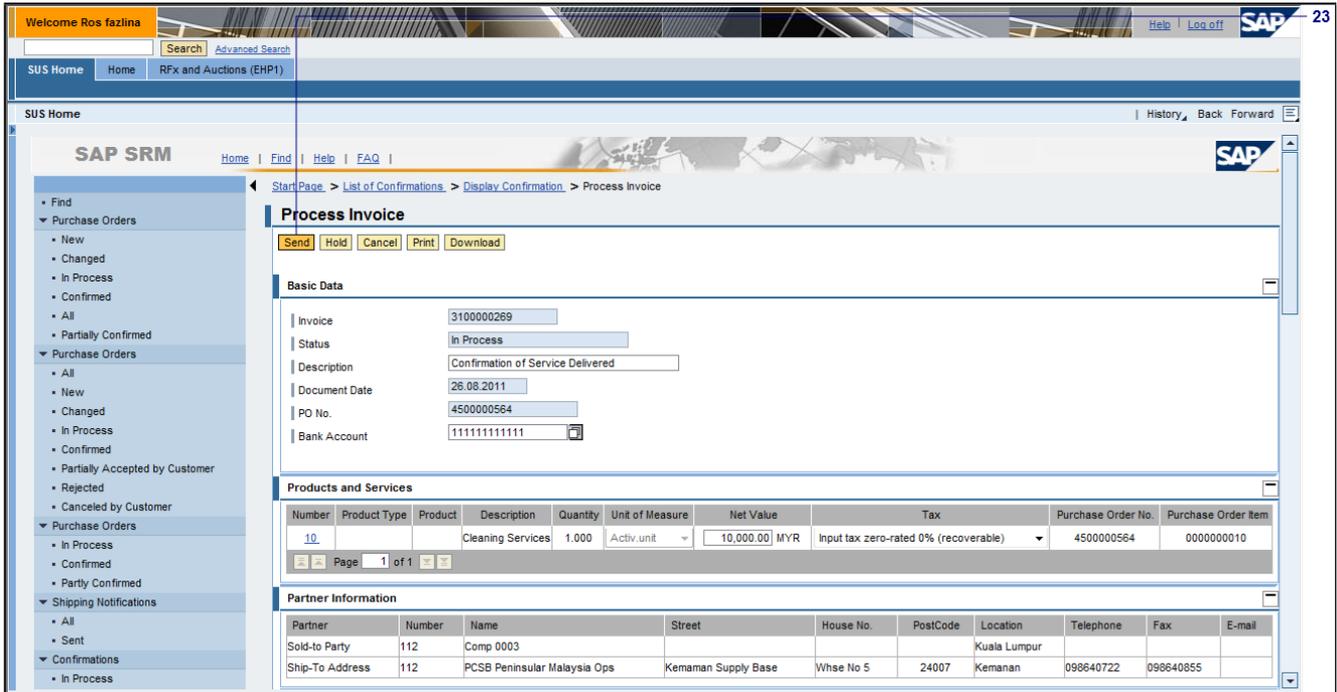
Bank ID	Bank Account Number	Account Holder	Description
0001	111111111111	TEST1	CIMB
0002	222222222222	TEST2	CIMB

Page 1 of 1

Close

22. Click selected bank account button .

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Process Invoice

Buttons: **Send** | Hold | Cancel | Print | Download

Basic Data

Invoice	310000269
Status	In Process
Description	Confirmation of Service Delivered
Document Date	26.08.2011
PO No.	450000564
Bank Account	111111111111

Products and Services

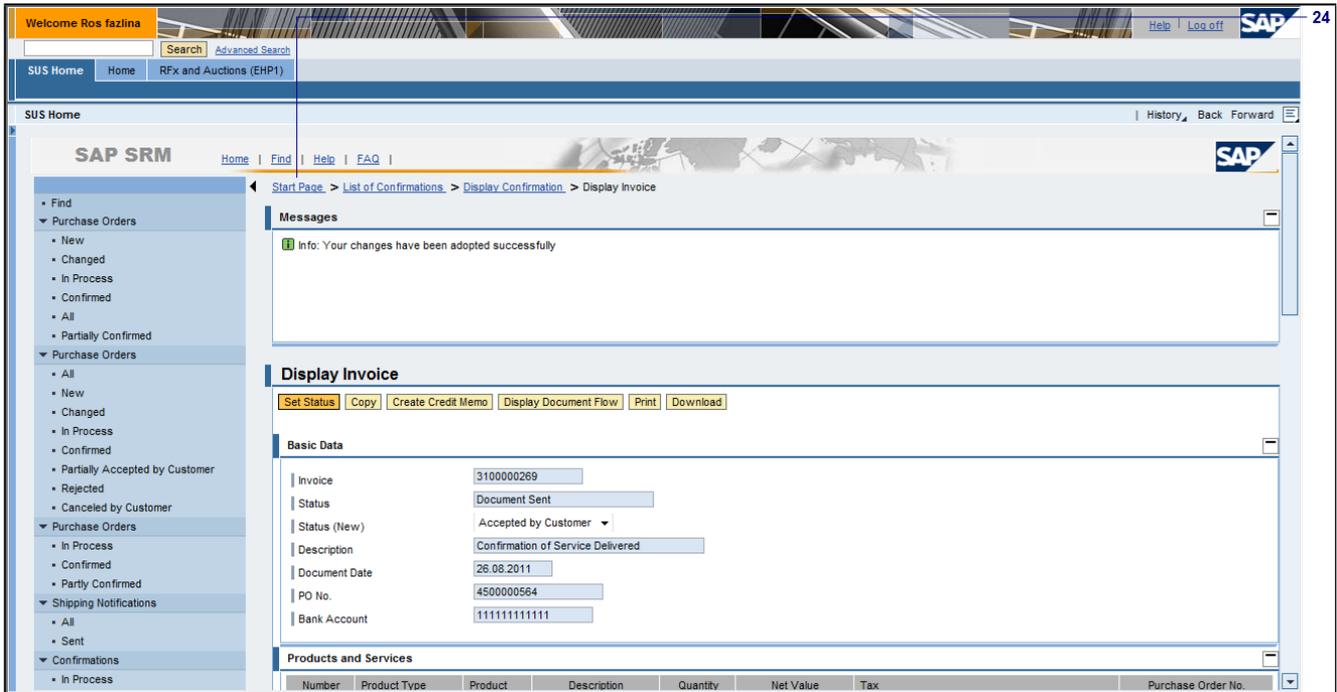
Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item
10			Cleaning Services	1.000	Activ unit	10,000.00 MYR	Input tax zero-rated 0% (recoverable)	450000564	000000010

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	112	Comp 0003				Kuala Lumpur			
Ship-To Address	112	PCSB Peninsular Malaysia Ops	Kemaman Supply Base	Whse No 5	24007	Kemaman	098640722	098640855	

23. Click Send button **Send**.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Messages

Info: Your changes have been adopted successfully

Display Invoice

Buttons: **Set Status** | Copy | Create Credit Memo | Display Document Flow | Print | Download

Basic Data

Invoice	310000269
Status	Document Sent
Status (New)	Accepted by Customer
Description	Confirmation of Service Delivered
Document Date	26.08.2011
PO No.	450000564
Bank Account	111111111111

Products and Services

Number	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.
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24. Click Start Page to go to the main page.

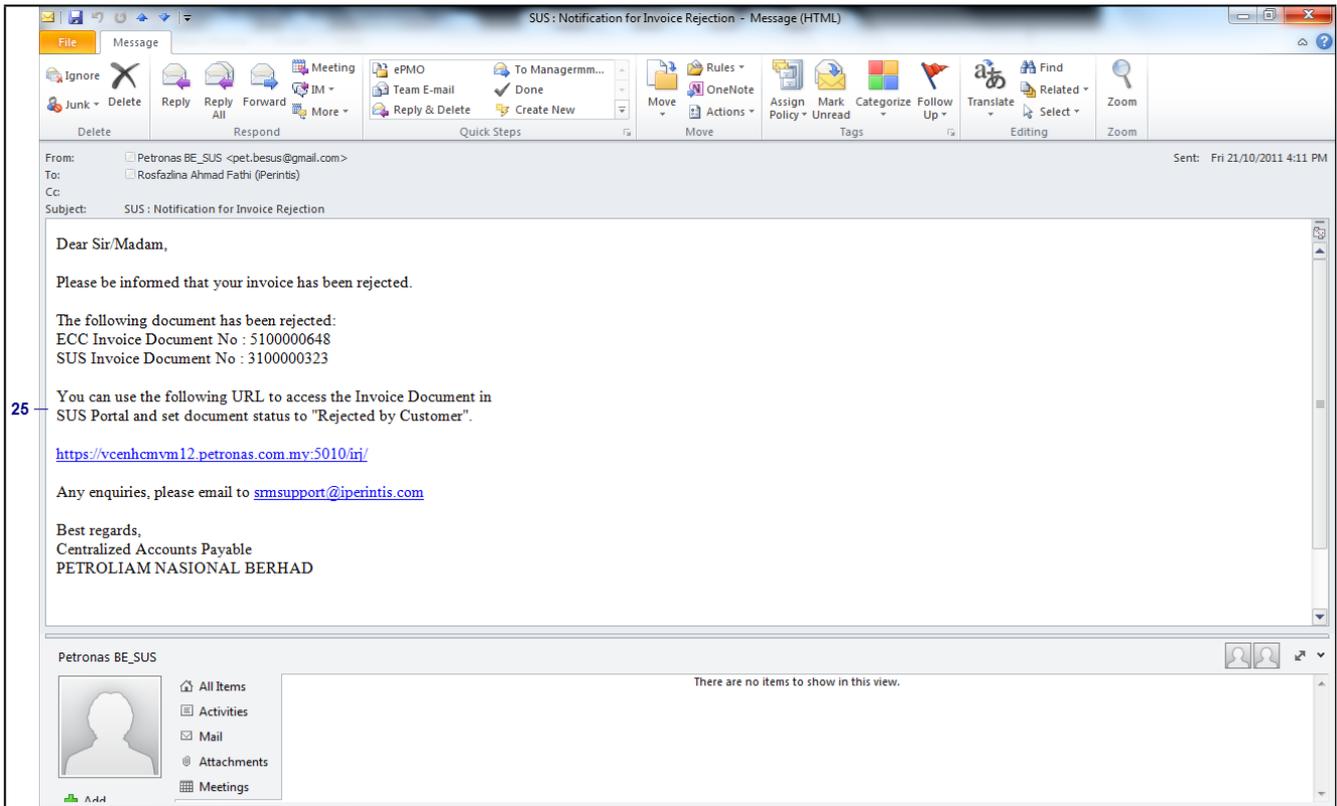


The system displays message, "Your changes has been adopted successfully".



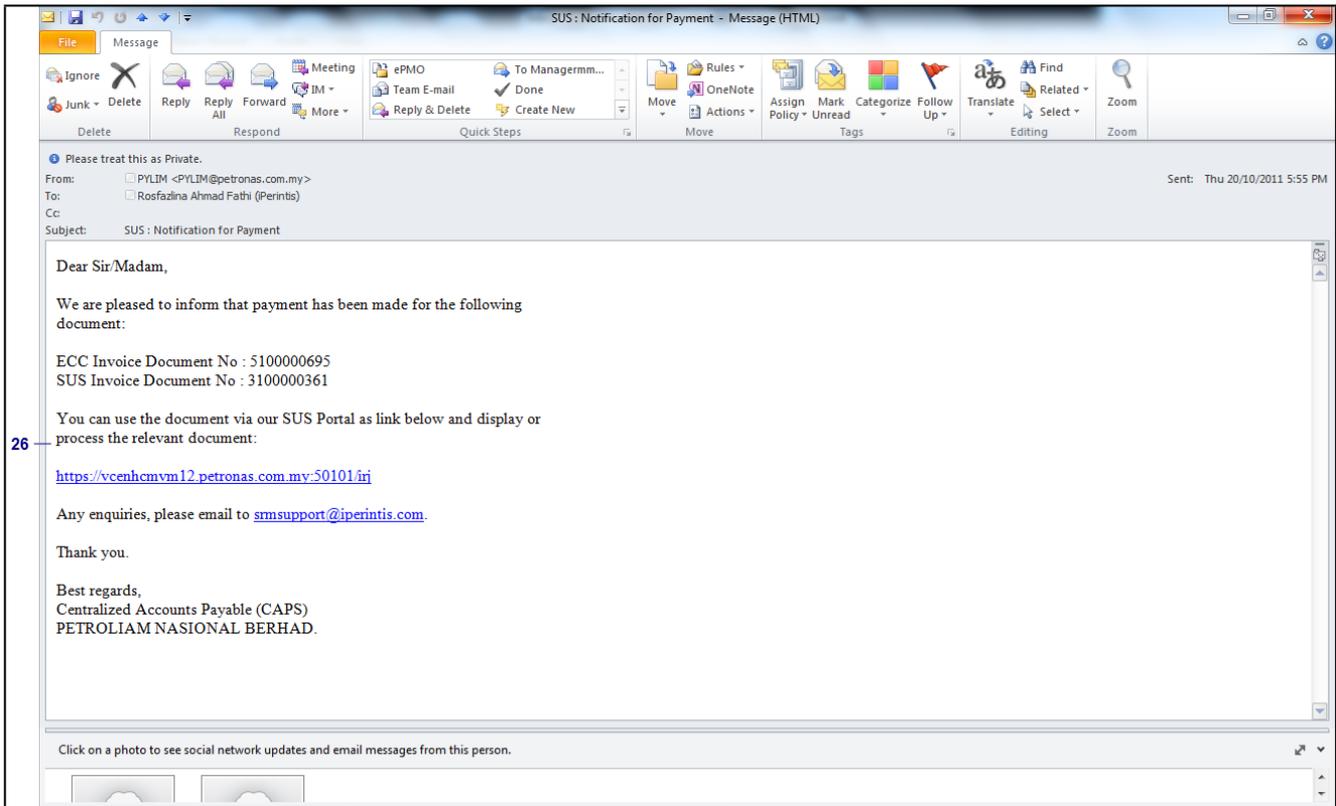
Invoice created in SRM SUS will be posted as parked invoice in ECC6.

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)



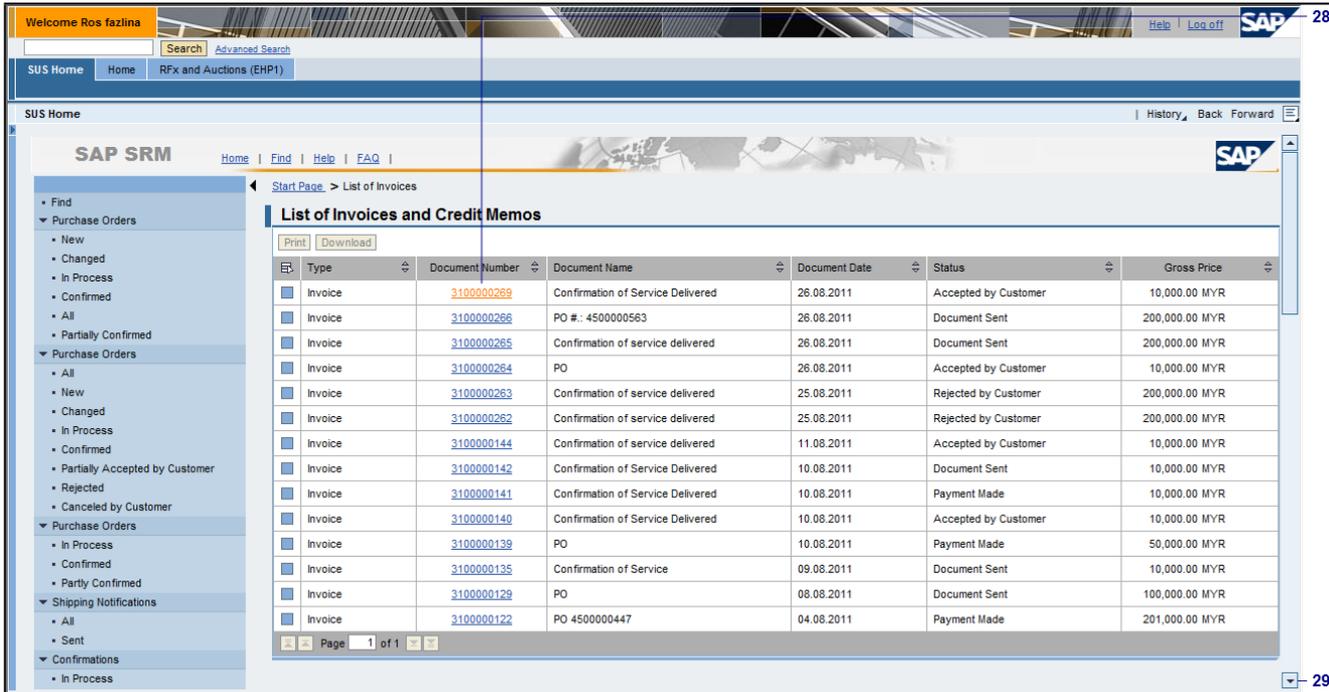
26. The screen display an email notification that payment has been made.

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.

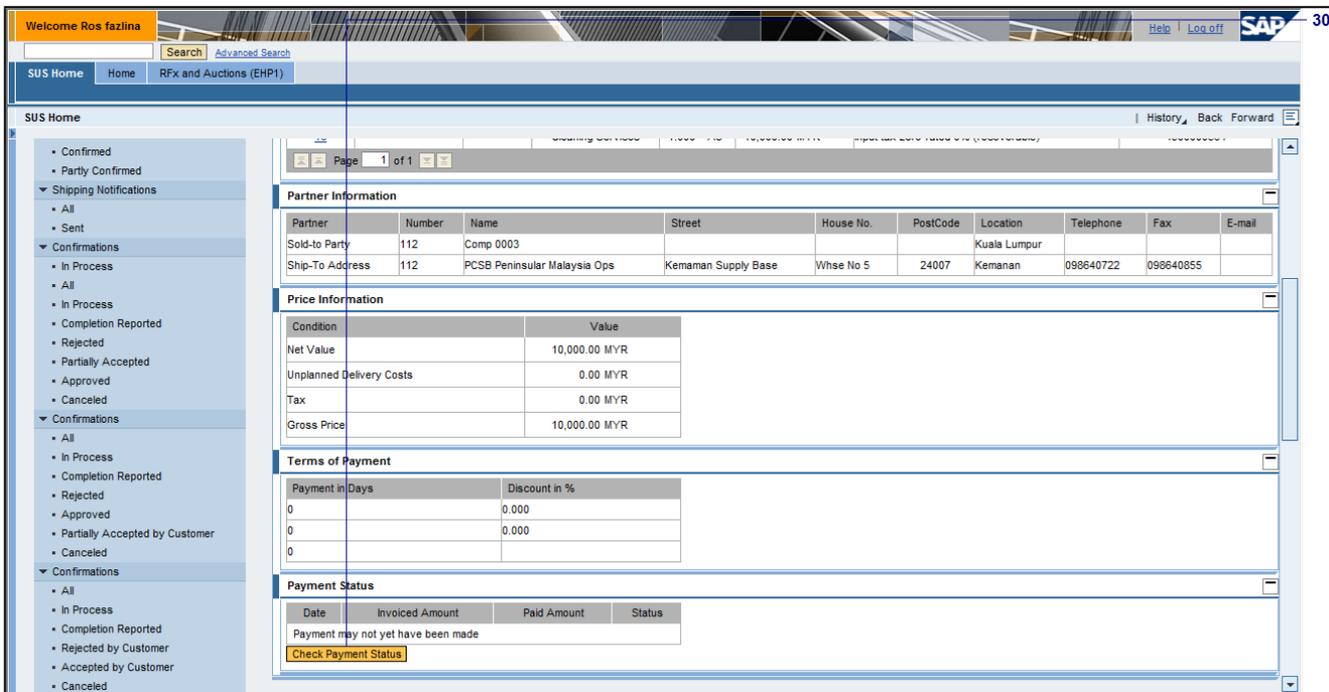
SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



28. Click on the correct invoice document no, 3100000269 link label [3100000269](#).

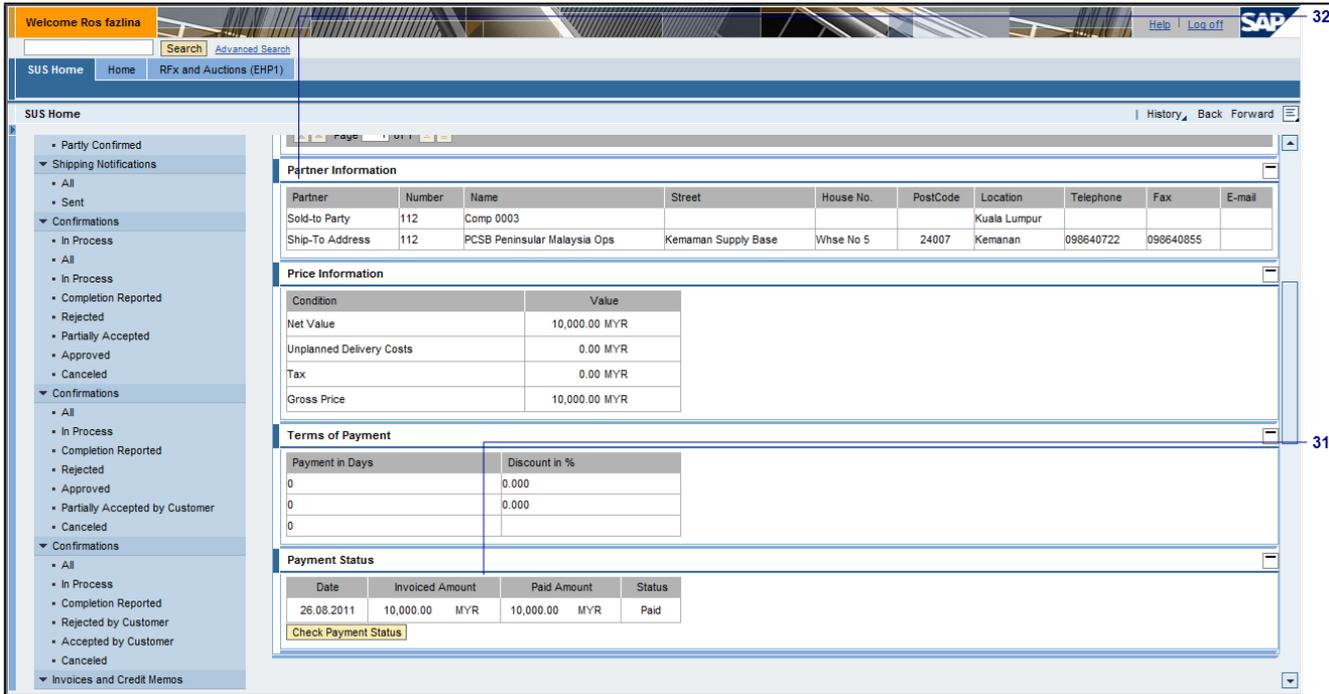
29. Click check box to scroll down.

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



The screenshot shows the SAP NetWeaver Portal interface. On the left is a navigation menu with categories like 'Partly Confirmed', 'Shipping Notifications', 'Confirmations', and 'Invoices and Credit Memos'. The main content area displays several data sections:

- Partner Information:** A table with columns: Partner, Number, Name, Street, House No., PostCode, Location, Telephone, Fax, E-mail. Data includes Sold-to Party (112, Comp 0003) and Ship-To Address (112, PCSB Peninsular Malaysia Ops, Kemaman Supply Base, Whse No 5, 24007, Kemaman, 098640722, 098640855).
- Price Information:** A table with columns: Condition, Value. Data includes Net Value (10,000.00 MYR), Unplanned Delivery Costs (0.00 MYR), Tax (0.00 MYR), and Gross Price (10,000.00 MYR).
- Terms of Payment:** A table with columns: Payment in Days, Discount in %. Data shows 0 days and 0.000% discount.
- Payment Status:** A table with columns: Date, Invoiced Amount, Paid Amount, Status. Data shows a payment on 26.08.2011 for 10,000.00 MYR, fully paid (10,000.00 MYR).

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.