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		Revision:
	How to Claim for Down Payment	

Transaction Overview

What

To create down payment

When

Perform this to create Down Payment 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 CLAIM FOR DOWN PAYMENT

1. Down Payment function is no longer valid in SUS.
2. To claim for Down-Payment, vendor to communicate with user directly

Start Page > List of Purchase Orders > Display Purchase Order

Display Purchase Order

[Create Confirmation](#)
[Display History](#)
[Display Document Flow](#)
[Print](#)
[Download](#)
[Request for Down Payment](#)

Basic Data

Document Number	8000047532
Document Name	PQ
Document Date	18.11.2012
Purchase Order No.	4500001879
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice
Status	Confirmed

Item Overview

Number	Status	Product	Line Type	Short Text	Service Breakdown	Order quantity	Purchase Order Value	Confirmed Quantity
10	Confirmed	50016959		GASKET,RJ,SFT,IRON,OCT,B20		10 Piece	5,000.00 MYR	10 Piece
20	Confirmed	50031085		BEARING,BALL,6209,ZZ,45X85X19MM		10 Piece	360.00 MYR	10 Piece
30	Confirmed	50016959		GASKET,RJ,SFT,IRON,OCT,B20		20 Piece	10,000.00 MYR	20 Piece
40	Confirmed	50031085		BEARING,BALL,6209,ZZ,45X85X19MM		20 Piece	720.00 MYR	20 Piece