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	How to Create Payment Request from Goods Receipt (GRN)	

## Transaction Overview

### What

To create payment request from GRN.

### When

Perform this to create payment request from GRN Good Accepted in SUS portal.

### Menu Path

<https://supplier-selfservice.petronas.com.my/>

### Roles

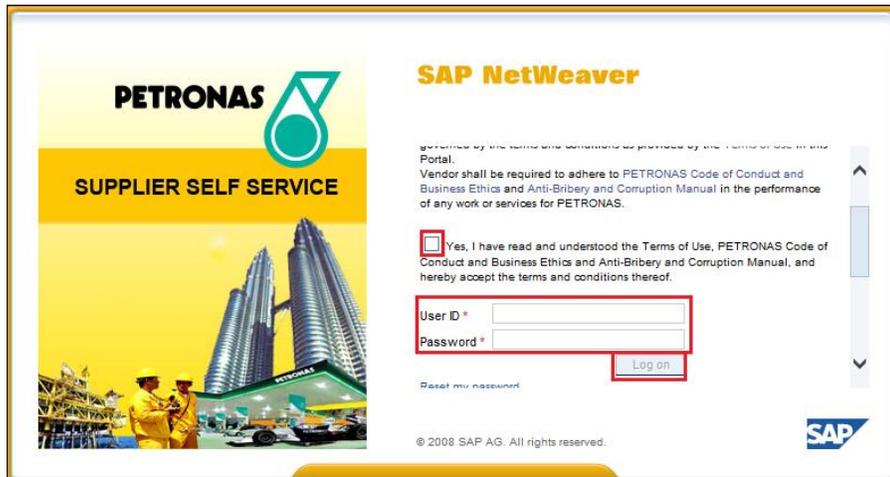
Vendor

### Helpful Hints

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

**HOW TO CREATE PAYMENT REQUEST FROM GRN.**

- 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.



- Find purchase order then click document number 8xxxxxxx to display PO.

**SAP SRM**    Home | Find |

Start Page > List of Purchase Orders

**List of Confirmed Purchase Orders**

Print | Download

Purchase Order...	Document N...	Document Date	Status	Total Value	Company	Purchasing Group
3020127694	<a href="#">8000453174</a>	30.03.2016	Confirmed	1,670.00 MYR	Petroleum Nasional Berhad	PHCO-BUYER 1
4120109719	<a href="#">8000453144</a>	28.03.2016	Confirmed	200.00 MYR	Petronas Carigali Sdn Bhd	PSKO-Gen-Others
3020127687	<a href="#">8000453131</a>	25.03.2016	Confirmed	500.00 MYR	Petronas Carigali Sdn Bhd	PCHO-XD
4120109717	<a href="#">8000453126</a>	24.03.2016	Confirmed	555.00 MYR	Petroleum Nasional Berhad	PHCO-iPerintis B1

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

### Display Purchase Order

Create Confirmation Display History Display Document Flow Print Download Request for Down Payment

**Disclaimer:**

The "Provisional Tax Rate" information stated herein are for indicative purposes only based on the Goods and Services Tax Act 20 independent advice and exercise due care in ensuring the correctness and completeness of any information or details to be provided

**Basic Data**

Document Number	8000453144
Document Name	PO2nd
Document Date	28.03.2016
Purchase Order No.	4120109719
GST Registration No.	001758879744
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice

4. At 'Display Document Flow' click Good Receipt with status Good Accepted

Document Flow				
Document Type	Document Number	Document Name	Document Date	Status
<a href="#">Purchase Order</a>	8000343634	PO	28.11.2014	Confirmed
<a href="#">Goods Receipt</a>	7901032723	Goods Received-	28.11.2014	New
<a href="#">Goods Receipt</a>	7901032724	Goods Accepted-	28.11.2014	New

- At the 'Display Confirmation' screen, click on 'CREATE PAYMENT REQUEST' button.

### Display Confirmation

Create Payment Request
Display Document Flow
Print
Download

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**Basic Data**

Confirmation	<input type="text" value="7901348189"/>
Document Name	<input type="text" value="Goods Accepted-"/>
Document Date	<input type="text" value="09.05.2015"/>
Purchase Order No.	<input type="text" value="4120102724"/>
Status	<input type="text" value="Document Read"/>

- At the 'PROCESS PAYMENT REQUEST' screen, enter the Vendor Invoice No. , and click the small button as highlighted in yellow below to select Bank Account

### Process Payment Request

Send
Hold
Cancel
Print
Download

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

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**Basic Data**

SUS Doc ID	<input type="text" value="3100439849"/>
Status	<input type="text" value="In Process"/>
Vendor Invoice No *	<input style="border: 2px solid red;" type="text" value="INV000223345"/>
Document Date	<input type="text" value="17.11.2014"/>
PO No.	<input type="text" value="4500023240"/>
Bank Account	<input type="text" value="0580101011925"/> <span style="border: 1px solid yellow; padding: 2px;">📄</span>
Exchange Rate	<input type="text"/>
Delivery Note	<input style="border: 2px solid red;" type="text" value="105-IC"/>
Delivery Date	<input type="text" value="11.11.2014"/>
GST Registration No.	<input style="border: 2px solid red;" type="text" value="000829423616RAM"/>

7. Select the bank account by clicking on the blue button next to the bank account of your choice.

	Bank ID	Bank Account Number	Account Holder	Description
<input type="checkbox"/>	0001	00102022002330		AMISLAMIC BANK BERHAD / JLN SULTAN ISMAIL
<input type="checkbox"/>	0002	512183114556		MALAYAN BANKING BERHAD / TAMAN SETIAWANGSA
<input type="checkbox"/>	0003	562188108830		MALAYAN BANKING BERHAD / TAMAN SETIAWANGSA
<input type="checkbox"/>	0004	712183000065		MALAYAN BANKING BERHAD / TAMAN SETIAWANGSA
<input type="checkbox"/>	0005	712183000088		MALAYAN BANKING BERHAD / TAMAN SETIAWANGSA
<input type="checkbox"/>				

8. Click Tax Check box for line item(s).

Net Value	Tax	Tax Check	Purchase Order No.
260,000.00 MYR	Standard rated-8% (I1) <input type="button" value="v"/>	<input checked="" type="checkbox"/>	4500023240

9. Select Document Type.

Attachments	
Name	
No Attachments Available	
Document Type	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

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10. For GST Registered vendor, select document type-TAX to upload Tax Invoice

	Document Type	Prefix	Description
<input type="checkbox"/>	OTH	OTH -	Others (Non-GST related documents)
<input type="checkbox"/>	TAX	TAX -	GST Tax Invoice (System generated PDF/ JPG/ TIFF only)

11. Click '**BROWSE**' to upload valid TAX INVOICE system generated copy, highly recommended in PDF format (max doc size 10MB only)

**Attachments**

Name	
No Attachments Available	

Document Type

12. CLICK '**UPLOAD**' button to agree and proceed to upload Tax Invoice.

PRIOR TO UPLOADING INVOICE

**PETRONAS**

- PETRONAS hereby reminds vendor to exercise due care and diligence with respect to the provision of information into the (portal) and encourages vendor to evaluate the accuracy, completeness and relevance of all information provided.
- All information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting evidence.
- PETRONAS takes no responsibility for the accuracy, reliability, correctness and completeness of any information provided by the vendors. These information sources are outside PETRONAS' control and it is therefore the responsibility of the vendor to make its own decision about such information and vendor is required to verify all information.
- Neither PETRONAS nor any of its affiliates shall assume any liability or responsibility of any kind whatsoever arising from, or connected to, the use of information (including supporting documents or tax invoice(s)) as provided by the vendor.

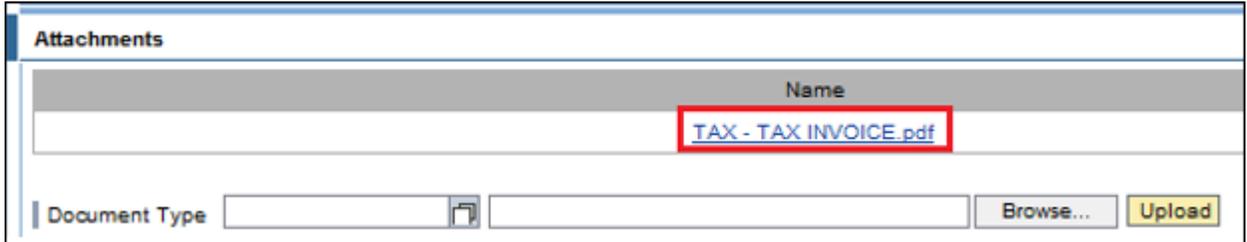
**VENDOR**

Prior to uploading tax invoice

- I/We hereby declare and verify that:
  - all the information and details contained in the tax invoice are accurate, correct, adequate and reliable;
  - all information and details contained in the invoice are consistent with the information provided by us to PETRONAS in the application (portal).
- I/We will be fully responsible for withholding of information or giving false or inaccurate or inadequate information to PETRONAS or in the event of any inconsistency between the information provided through the application (portal) and the tax invoice(s).
- I/We hereby agree to indemnify and hold harmless PETRONAS and/or any of its entities from any claim, damages, losses and expenses including legal fees, arising out of or resulting from the reliance or use of information or caused by any inconsistency between the information provided in the application (portal) and the tax invoice (s)) provided by me/us.

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TAX INVOICE uploaded to SUS Payment Request.



13. Click **'SEND'** button to submit Payment Request with Tax Invoice system generated PDF copy.



14. CLICK **'SEND'** button to agree and proceed to submit Payment Request with Tax Invoice system generated PDF copy.

*Note: Once payment request is submitted with the uploaded document, the request cannot be amended/rectified.*

