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The quick reference guide is simplified for your easy reference when performing tasks on GEP SMART™.

Read in parallel with the detailed user guide, available in the link below:

Step 1 CREATE PAYMENT REQUEST FROM PURCHASE ORDER (PO)

For Service PO, once your Service Confirmation (SC) has been approved (or for Material PO, once the Goods have been accepted by PETRONAS), you will need to create a payment request for the service that has been rendered to submit your invoice.

1. Search for the PO number which you wish to create a Payment Request for.

2. Click on ‘Create Invoice’. A pop up will appear with two options (note: only applicable if PO has both Service and Material line items). Click on ‘Create Invoice for Service Confirmation’ to create an invoice for Service PO.

3. Select the applicable Service Confirmation from the list.

4. Then, click ‘Select’ to confirm. A draft invoice will be created.

To create an invoice for Material PO, at step 2, simply click on ‘Create Invoice for Receipt’.
Step 2  POPULATE INVOICE DETAILS

Proceed to enter the necessary details in the invoice interface in GEP SMART™.

1. Under the ‘Basic Details’ section:
   - Insert ‘Invoice Name’.
   - Insert ‘Invoice Amount’.
   - Insert ‘Supplier Invoice Number’. (note: This number is for supplier’s reference and must be unique to each transaction and only a MAXIMUM of sixteen (16) characters per invoice, including spaces and special characters.)

2. Under the ‘Supplier Details’ section:
   - Select the correct ‘Remit To Location’ (i.e. Supplier Bank Account as per maintained in Supplier Profile).

3. Under the ‘Additional Information’ section:
   - Insert the exchange rate if invoice currency is non-MYR
     (note: for non-Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Otherwise, please leave blank)
Step 2  POPULATE INVOICE DETAILS

The line item quantity is populated based on the approved Service Confirmation (for Service PO) or the Accepted Quantity (for Material PO).

Only applicable for Material PO:

If you are creating an invoice for receipt, make sure to only claim based on the Accepted Quantity.

- **a** Enter the quantity for the line item. You can view the ‘Accepted Quantity’ field as a reference.

- **b** Highlight the line item where there is no receipt or invoice to be submitted (if any).

- **c** Click the Delete icon to remove the highlighted line item with zero quantity.
Step 2 POPULATE INVOICE DETAILS

Proceed to enter the necessary details in the invoice interface in GEP SMART™.

4. Under the 'Line Details' section:
   • By default, each line item’s tax value is 0.00. Click on the tax field of each line item to select the correct tax code.


6. Click ‘Add’. A line will appear below the fields.

7. Click ‘Apply’ if you are satisfied with the tax code selection.

8. Under the same ‘Line Details’ section, go to ‘Additional Information’ field and click on ‘View’.

9. Check the box for ‘Tax Check’.

10. Click on ‘Apply’. (Note: Repeat steps 8 to 14 for each line item)

SMART TIPS
It is Supplier’s responsibility to ensure that the right tax code and tax treatment is selected.
You are also required to upload a scanned copy of the original invoice.

1. Click on the **Kebab icon** at the top right corner and select ‘**Upload Image**’ to upload the scanned copy of the original invoice.

2. A disclaimer pop up will appear. **Review** then click ‘Close’.

3. An ‘**Attachments**’ pop up will appear. Click ‘**Upload Documents**’.

4. Select the invoice to be uploaded from your computer and click ‘Open’.

**SMART TIPS**

Uploading a scanned copy of the original invoice is a mandatory requirement by PETRONAS. **Ensure the amount of the original invoice uploaded is the same per Payment Request** created in GEP SMART™.
Step 3  UPLOAD INVOICE AND SUBMIT

Once you have uploaded the scanned copy of the original invoice, submit the payment request for processing.

5 Click ‘Send to Buyer’ once satisfied with all the details and attachments.

6 A disclaimer pop up will appear. Review and click ‘Proceed’. A confirmation pop up will appear to confirm the number of line items that will be processed in this invoice. Click ‘Yes’ to proceed. A success status will appear upon successful submission of the Payment Request.

7 To view the status of the Payment Request, go to your homepage and click ‘Manage’.

8 On the Invoice card, click on ‘Show All’ if your invoice is not shown on the card.

(Note: Alternatively, you can key in your PO/ Invoice Number in the search bar on the homepage to directly retrieve the relevant documents)

9 Status of the Payment Request will be displayed accordingly.
## Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>SC</td>
<td>Service Confirmation</td>
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</table>

## Tax Codes

<table>
<thead>
<tr>
<th>Tax Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax P2P : 0% Default (B0)</td>
</tr>
<tr>
<td>Sales Tax P2P: Non Taxable (B1)</td>
</tr>
<tr>
<td>Sales Tax P2P: 5% (BA)</td>
</tr>
<tr>
<td>Sales Tax P2P: 10% (BB)</td>
</tr>
<tr>
<td>Service Tax P2P : 0% Default (K0)</td>
</tr>
<tr>
<td>Service Tax P2P: 6% (KA)</td>
</tr>
<tr>
<td>Service Tax P2P: 6% Imported Services (KI)</td>
</tr>
</tbody>
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## Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add Icon" /></td>
<td>An icon to add more items to the list</td>
</tr>
<tr>
<td><img src="image" alt="Burger Icon" /></td>
<td>A menu icon usually situated on the top right corner of the dashboard</td>
</tr>
<tr>
<td><img src="image" alt="Delete Icon" /></td>
<td>An icon to remove items from a list</td>
</tr>
<tr>
<td><img src="image" alt="Download Icon" /></td>
<td>An icon to download documents/reports</td>
</tr>
<tr>
<td><img src="image" alt="Kebab Icon" /></td>
<td>A menu icon usually situated on the top right corner of the dashboard</td>
</tr>
<tr>
<td><img src="image" alt="More Actions Button" /></td>
<td>A button usually situated on the top right corner of documents</td>
</tr>
</tbody>
</table>
Refer to additional resources below!

**GEP SMART™ References**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Latest News and Updates</td>
<td><a href="https://www.petronas.com/vendor-announcements">https://www.petronas.com/vendor-announcements</a></td>
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**Petronas Contact Centre (PCC)**

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:supplier.servicedesk@petronas.com.my">supplier.servicedesk@petronas.com.my</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>1-800-88-0011</td>
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