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	How to Create SUS Service Confirmation	

Transaction Overview

What

To create SUS Service Confirmation for service PO/item.

When

Perform this to create SUS Service Confirmation in SUS portal.

Menu Path


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

Roles

Vendor

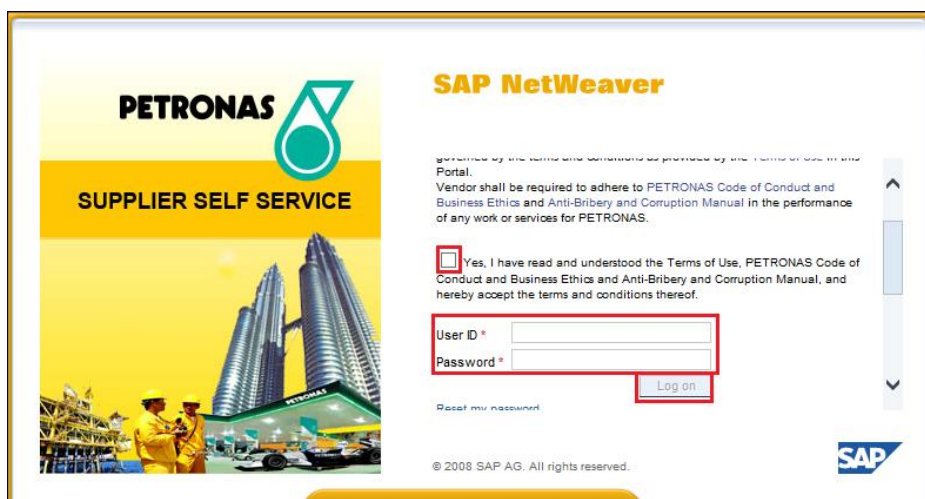
Helpful Hints

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

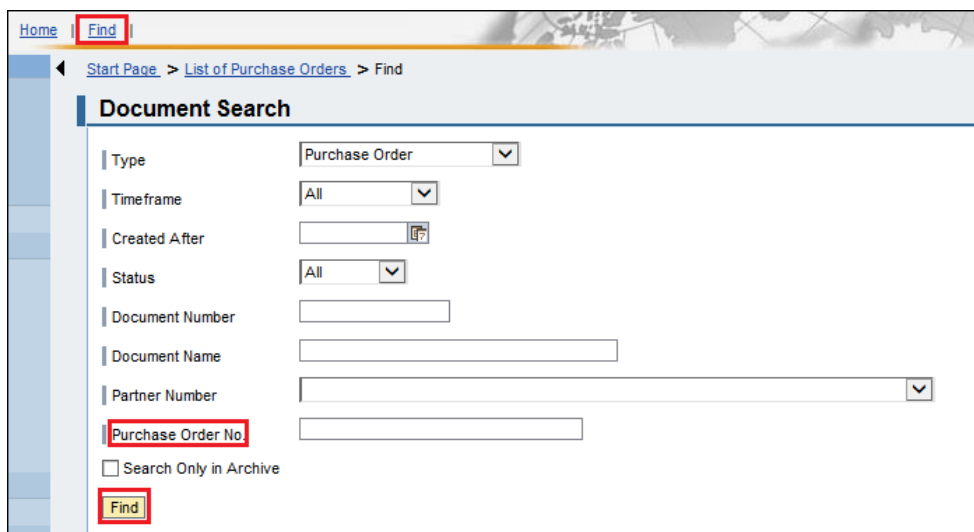
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HOW TO CREATE SUS SERVICE CONFIRMATION.

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.

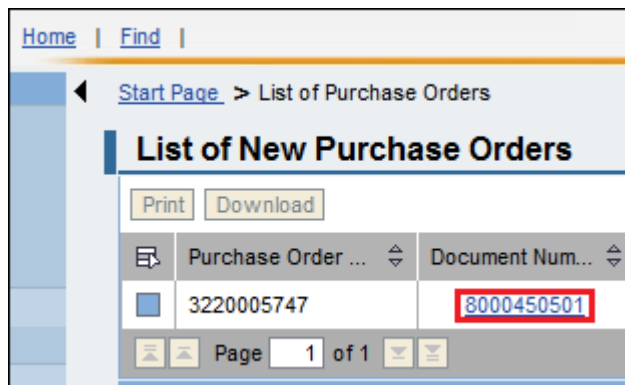


2. Click 'Find' link. Enter PO number and click 'FIND' button.

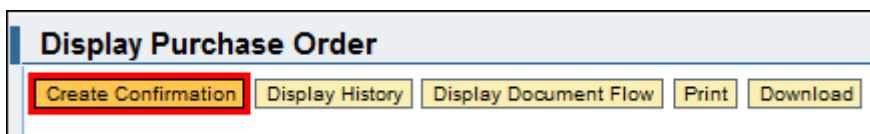


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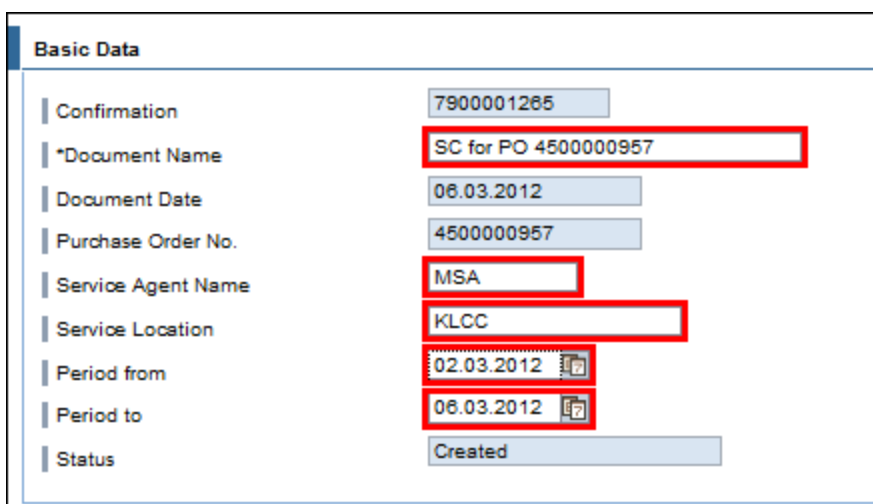
- Then, click document number 8xxxxxxx to display PO.




- From the 'Display Purchase Order' screen, click on '**CREATE CONFIRMATION**' button.









- At the 'Process Confirmation' screen, under 'Basic Data', enter the following details as highlighted below.





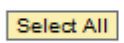
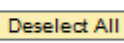
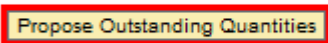
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- a. Document Name: Description of the Service Confirmation document.
 - b. Service Agent Name: Name of the person responsible in the vendor's office.
 - c. Service Location: Location at which the service was performed.
 - d. Period From: Start of period in which the service was performed.
 - e. Period To: End of period in which the service was performed.
6. Enter the Quantity of the service that you wish to confirm / claim.
- a. **For full confirmation,**
 - i. Under 'Item Overview', tick on 'Propose Quantity' checkbox of the item that you wish to confirm.

n	Net Value	Item Selection	
	0.00 MYR		<input checked="" type="checkbox"/> Propose Quantity
ctiv.unit	0.00 MYR		<input checked="" type="checkbox"/> Propose Quantity
ctiv.unit	0.00 MYR		<input checked="" type="checkbox"/> Propose Quantity
	0.00 MYR		<input checked="" type="checkbox"/> Propose Quantity
Activ.unit	0.00 MYR		<input checked="" type="checkbox"/> Propose Quantity
ctiv.unit	0.00 MYR		<input checked="" type="checkbox"/> Propose Quantity

- ii. Click on '**PROPOSE OUTSTANDING QUANTITIES**' button.

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iii. The Quantity column will be updated in full automatically.


Subst Type	Line Type	Description	Service Breakdown	Quantity	Unit of Measure	Ordered	Open	Net Value	Item
		Quickie Service						0.00 MYR	Pro
vice	Standard Line	Pipeline Engineering Service	Quick Pipeline Service 1	1.000	Activ.unit	1.000 Activ.unit	1.000 Activ.unit	0.00 MYR	Pro
vice	Standard Line	Prov of safety consultancy service E213	Quick Reclamation Service 1	5,000.000	Activ.unit	5,000.000 Activ.unit	5,000.000 Activ.unit	0.00 MYR	Pro
		Quickie Service						0.00 MYR	Pro
vice	Standard Line	Prov of safety consultancy service E213	Quick Consultancy Service 1	10,000.000	Activ.unit	10,000.000 Activ.unit	10,000.000 Activ.unit	0.00 MYR	Pro
vice	Standard Line	Reclamation & Dredging Works	Quick Dredging Service 1	1.000	Activ.unit	1.000 Activ.unit	1.000 Activ.unit	0.00 MYR	Pro
Propose Outstanding Quantities									

b. For Partial Confirmation

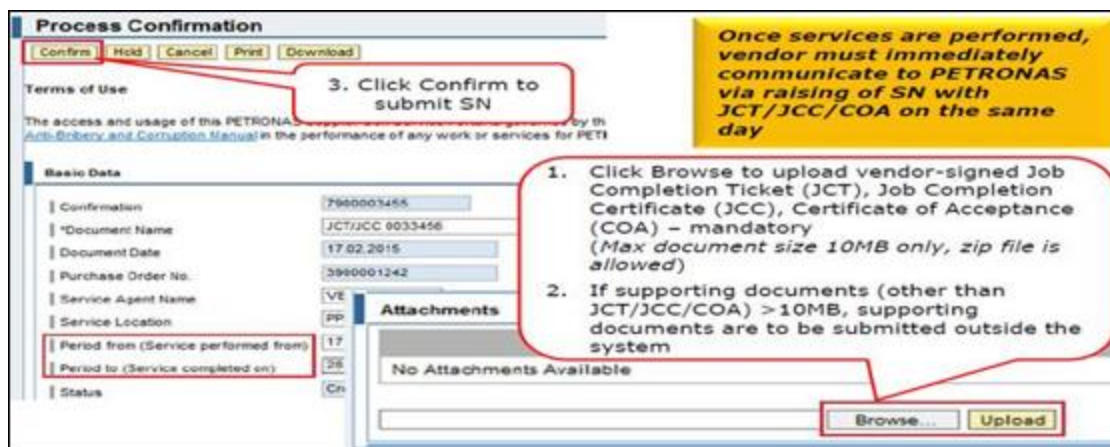
i. Enter the value manually at the quantity column.

Service Breakdown	Quantity	Unit of Measure	Ordered	Open	N
					0
Quick Pipeline Service 1	0.000	Activ.unit	1.000 Activ.unit	1.000 Activ.unit	0
Quick Reclamation Service 1	2,500.000	Activ.unit	5,000.000 Activ.unit	5,000.000 Activ.unit	0
					0
Quick Consultancy Service 1	5,000.000	Activ.unit	10,000.000 Activ.unit	10,000.000 Activ.unit	0
Quick Dredging Service 1	0.000	Activ.unit	1.000 Activ.unit	1.000 Activ.unit	0

- Note: Make sure that the value of the 'Quantity' column does not exceed the value of the 'Open' column.

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7. Attached supporting document by click Browse button.
8. Click on '**CONFIRM**' button to submit the Service Confirmation.



Process Confirmation

Confirm Hold Cancel Print Download

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Anti-Bribery and Corruption Manual in the performance of any work or services for PETI

Basic Data

Confirmation	7990003455
*Document Name	JCT/JCC 0033456
Document Date	17.02.2015
Purchase Order No.	3990001242
Service Agent Name	VE
Service Location	PP
Period from (Service performed from)	17
Period to (Service completed on)	28
Status	Cn

Attachments
No Attachments Available

Browse... Upload

Instructions:

1. Click Browse to upload vendor-signed Job Completion Ticket (JCT), Job Completion Certificate (JCC), Certificate of Acceptance (COA) – mandatory (Max document size 10MB only, zip file is allowed)
2. If supporting documents (other than JCT/JCC/COA) > 10MB, supporting documents are to be submitted outside the system

Note: Once services are performed, vendor must immediately communicate to PETRONAS via raising of SN with JCT/JCC/COA on the same day

Action: 3. Click Confirm to submit SN