



PETRONAS

# GEP SMART

## NextGen

### Supplier User Guide



# Version History

GEP SMART is a cloud-based Software-as-a-Service (SaaS) platform that is regularly updated to provide enhanced features and an improved user experience. The update log for this guide is noted below.

Version	Revision Date	Description of Changes
1.0	29 February 2024	Supplier User Guide
2.0	20 December 2024	e-Invoice Requirements
3.0	29 April 2025	e-Invoice Requirements 2.0 & Invoices Enhancement

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# GEP SMART

NextGen

## Supplier User Guide



## Objectives & Introduction



# Objectives

The purpose of this document is to provide an overview and step-by-step training on system navigation, as well as the capability to perform procurement functions using the system.

The contents curated in this document allows the suppliers to achieve the following:



**1** To obtain the understanding on how to navigate through the procurement platform and its functionalities.

**2** To be equipped with sufficient knowledge to use the system based on the functions and features available.

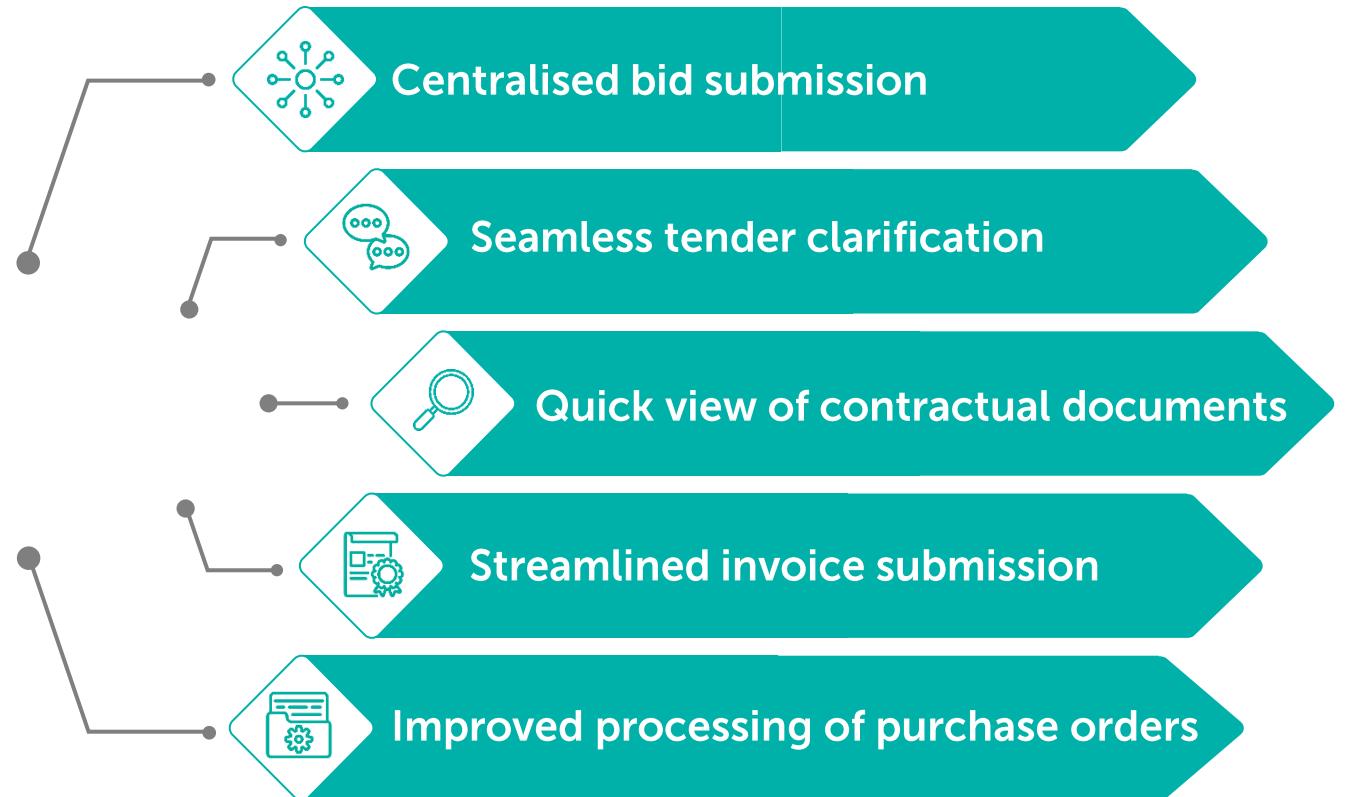
**3** To recognise the high-level benefits of the system and the new ways of working around it.

# Introduction to

We are going digital to transform the procurement process into a streamlined experience on a single platform for both internal and external users of the system.



A unified cloud-based end-to-end  
Source-to-Pay (S2P) procurement platform

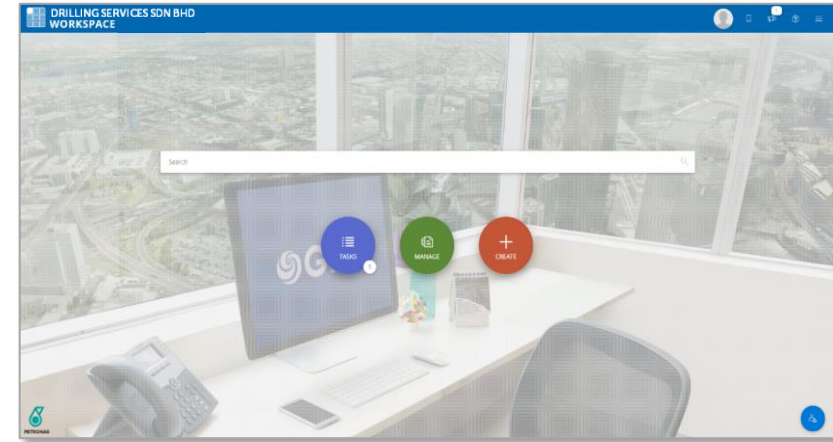


# GEP SMART<sup>®</sup> at-a-glance

New simplified and compact Home Page.

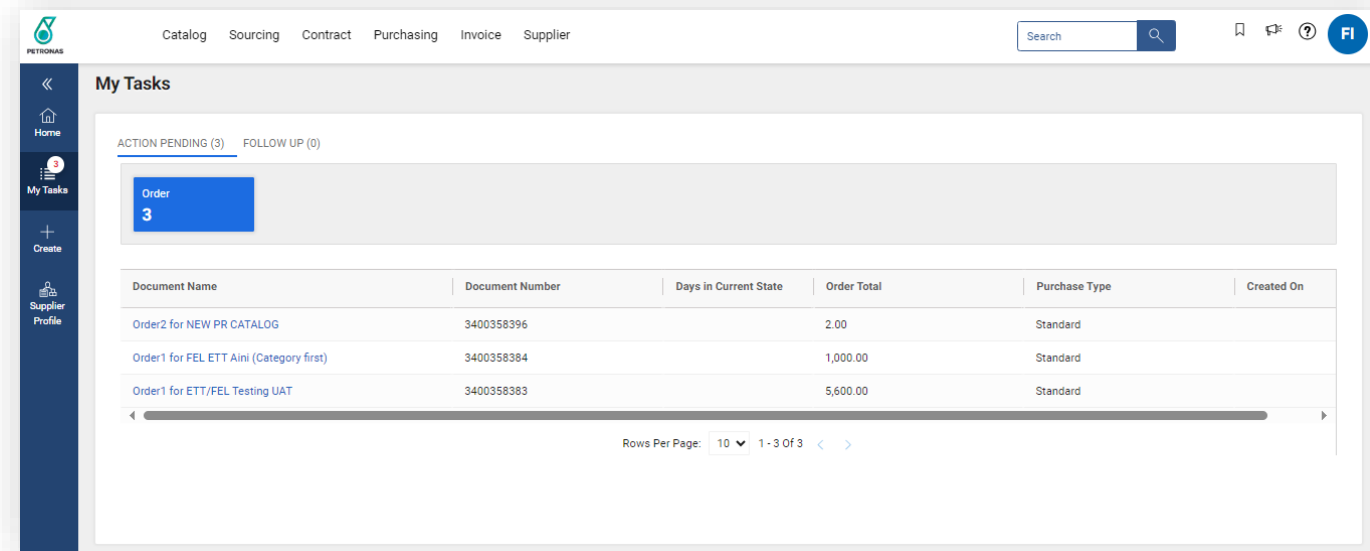
## Before

Less information displayed in landing page that requires multiple clicking before reaching to a document.



## After

Simplified and at-a-glance information display that is intuitive and less clicking which elevates user experience.

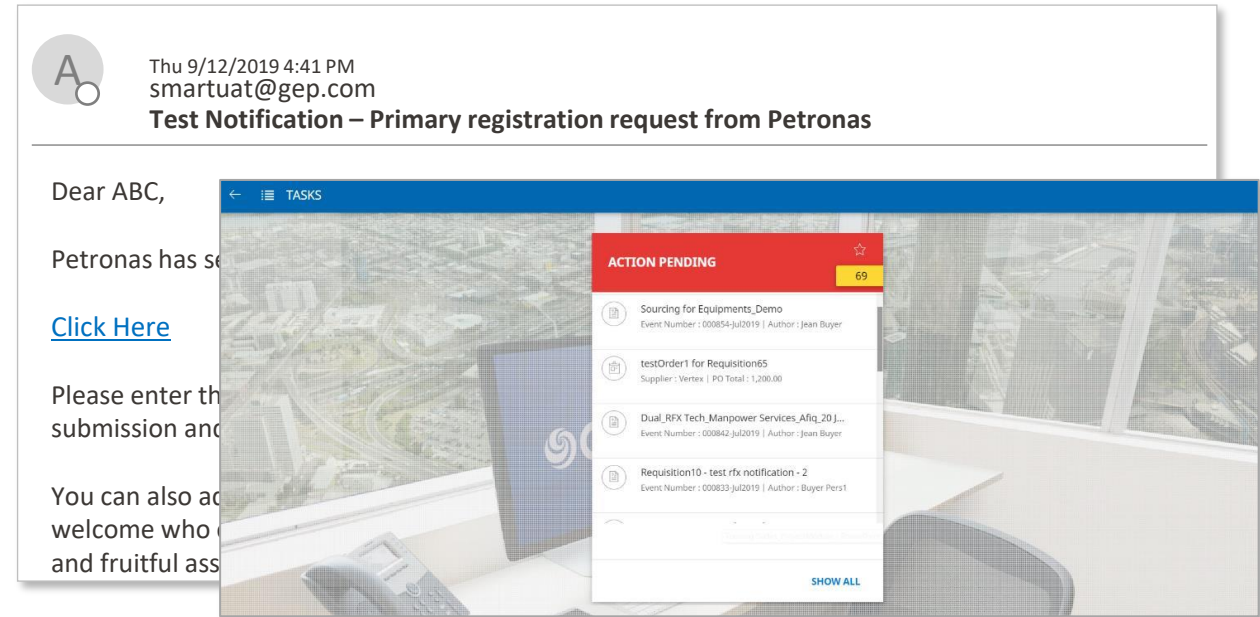


# GEP SMART<sup>®</sup> at-a-glance

A central, secure archive and well organised for RFx.

## Before

Limited view of documents which requires multiple clicking before getting to a specific RFx.



## After

RFx are displayed together with high level details for ease of reference and searching by user which helps to increase efficiency and productivity.



Event Name	Event Number	Created By	Created On	Last Modified On
PROVISION OF INTELLIGENT PIGGING INSPECTION (SMART NEXTGEN YZ)	048322-Sep2023	UAT_NG_Buyer_RAPID_01 NG_Buyer_RAPID	09/04/2023	12/27/2023
052583-Dec2023	052583-Dec2023	UAT_NG_Buyer_RAPID_01 NG_Buyer_RAPID	12/21/2023	12/22/2023
SMART Next Gen - YZ (Bid Revision)	047842-Aug2023	UAT_NG_Buyer_RAPID_01 NG_Buyer_RAPID	08/24/2023	12/18/2023
Techno-Commercial Scoring - YZ	050171-Nov2023	Petronas 30 Admin 30	11/06/2023	11/30/2023
048321-Sep2023	048321-Sep2023	UAT_NG_Buyer_RAPID_01 NG_Buyer_RAPID	09/04/2023	10/04/2023
SMART Next Gen - YZ	048310-Sep2023	0438_PPRC_UF_Buyer02	09/01/2023	10/04/2023
SMART Next Gen - YZ	049235-Oct2023	Buyer Petronas1	10/02/2023	10/02/2023
BSCM1235 - BC1 - S4 retest FBI	048720-Sep2023	UAT Admin Functional 01	09/19/2023	09/21/2023
1235 - BC1 - S4 - FBI (test 5)	048754-Sep2023	UAT Admin Functional 01	09/20/2023	09/20/2023
1235 - BC1 - S4 retest 4 FBI	048739-Sep2023	UAT Admin Functional 01	09/20/2023	09/20/2023

# GEP SMART<sup>®</sup> at-a-glance

Online bid submissions reduces administrative efforts.

## Before

Bid submissions are done online in the system and only softcopy submissions are required.



## After

Introduction of navigation pane which provides easy navigation through the sections of bid submission for users.



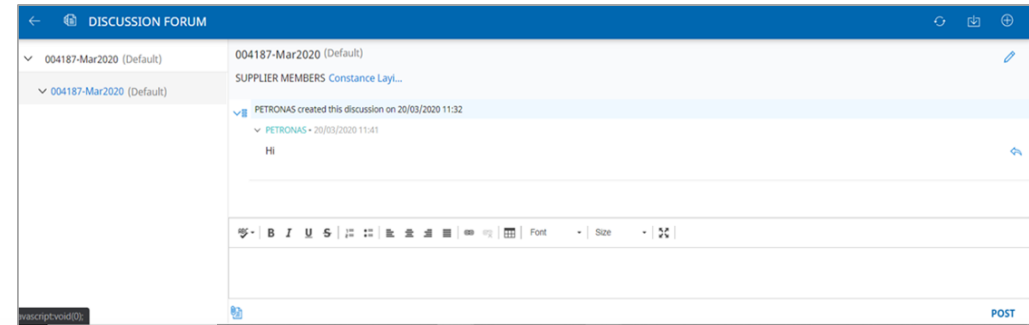


# GEP SMART<sup>®</sup> at-a-glance

A consolidated channel for tender clarification and negotiation.

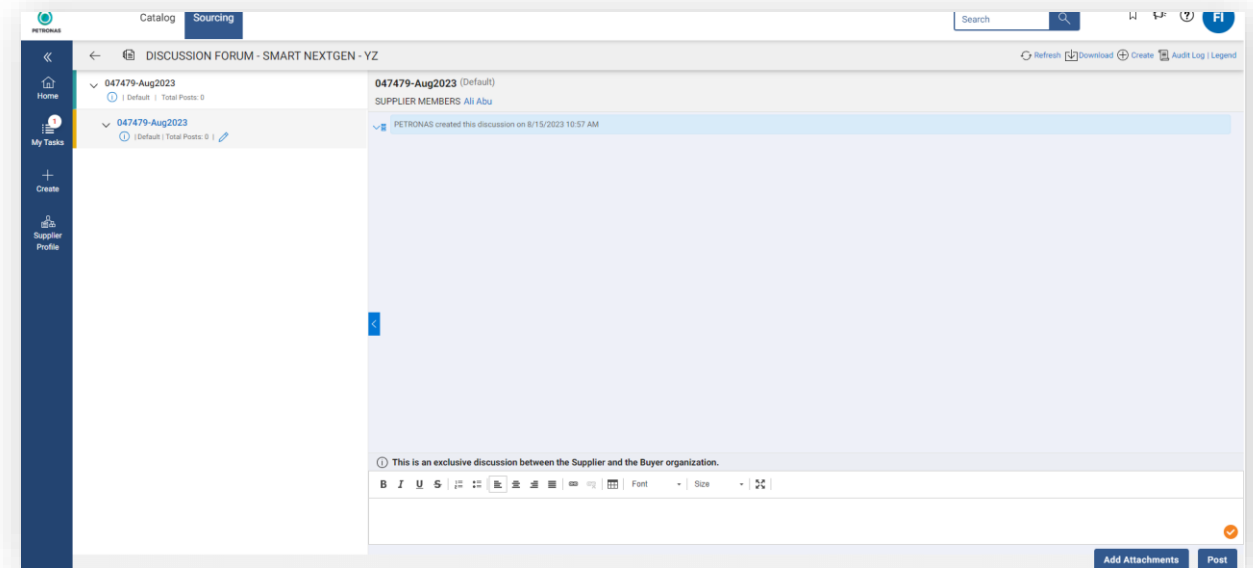
## Before

A dedicated discussion forum and repository are embedded for clarification purposes.



## After

Refresh User Interface of Discussion Forum and repository for better user experience.



# GEP SMART<sup>®</sup> at-a-glance

An accessible central repository to view awarded contracts.

## Before

Single source-of-truth repository for contract document quick view.



Contract ID	Contract Name	Confidentiality	Document Type	Contract Type	Contract Administrator	Contract Sponsor
ja test contract D30 M010	ja test contract D30 M010	Confidentiality	Advertising / Marketing Agreement	Contract Type: Once-off purchase	M_Admin D30	M_Admin D30
Contract Testing ABC(1)	Contract Testing ABC(1)	Confidentiality	Advertising / Marketing Agreement	Contract Type: Once-off purchase	Soon Been Hoo	Buger 30 - 430
Contract Testing ABC	Contract Testing ABC	Confidentiality	Advertising / Marketing Agreement	Contract Type: Once-off purchase	Soon Been Hoo	Buger 30 - 430
Copy of Contract Testing ABC	Copy of Contract Testing ABC	Confidentiality	Advertising / Marketing Agreement	Contract Type: Once-off purchase	Soon Been Hoo	Buger 30 - 430
Contract Testing ABC	Contract Testing ABC	Confidentiality	Advertising / Marketing Agreement	Contract Type: Once-off purchase	Soon Been Hoo	Buger 30 - 430
Contract Testing ABC	Contract Testing ABC	Confidentiality	Advertising / Marketing Agreement	Contract Type: Once-off purchase	Soon Been Hoo	Buger 30 - 430
Test Contract	Test Contract	Confidentiality	Advertising / Marketing Agreement	Contract Type: Once-off purchase	Anik Bhattacharya	Anik Bhattacharya
Amend RO for expired contract N surcharge	Amend RO for expired contract N surcharge	Confidentiality	Supply & Delivery Agreement	Contract Type: Link Based Term Contract	Aquman Bugar	Aquman Bugar
Test123	Test123	Confidentiality	Advertising / Marketing Agreement	Contract Type: Once-off purchase	Anag Jadhav	Purchasing Manager

## After

Single source-of-truth repository for contract which has been organised according to its statuses for better quick view.



Contract Name	Contract Number	Legal Company	Contract Sponsor	Supplier	Contract Value	Effective Date	Contract Administrator	Status	Actions
contract with Ordering Location MB1A - JPY	CTR-00007920	-	Varun Singh	MACHINERY POWER SDN BHD	-	-	Training Buyer 36 ID	Expire	
Copy of contract with Ordering Location MB1A - JPY	CTR-00007921	-	Varun Singh	Machinery Power Sdn Bhd	-	-	Training Buyer 36 ID	Expire	
DND ND 278 Part 2.1	CTR-00012191	-	Petronas 30 Admin 30	MACHINERY POWER SDN BHD	-	-	Shivanshu Namdeo_1	Live	
1434 (E-mail notification) UAT Test	CTR-00017136	-	Petronas 30 Admin 30	Machinery Power Sdn Bhd	-	-	Petronas 30 Admin 30	Live	
SSP_Contract_UAT_Testing	CTR-00006879	-	Petronas 30 Admin 30	MACHINERY POWER SDN BHD	-	-	Petronas 30 Admin 30	Live	
BSCM_1258 (P-7)- New Testing contracts(3)	CTR-00017162	-	Petronas 30 Admin 30	Machinery Power Sdn Bhd	-	-	Petronas 30 Admin 30	Expire	
BSCM_1258-Shardian 12	CTR-00016750	-	Petronas 30 Admin 30	MACHINERY POWER SDN BHD	-	-	Petronas 30 Admin 30	Live	
Next Gen Contract	CTR-00014888	-	D30 User1	Machinery Power Sdn Bhd	-	-	D30 User1	Live	
BSCM1434_EMAIL_	CTR-00017194	-	Petronas 30 Admin 30	MACHINERY POWER SDN BHD	-	-	Petronas 30 Admin 30	Live	
1434 (E-mail notification) UAT Test	CTR-00017135	-	Petronas 30 Admin 30	Machinery Power Sdn Bhd	-	-	Petronas 30 Admin 30	Live	

# GEP SMART<sup>®</sup> at-a-glance

Online issuance of Purchase Orders (PO)  
via GEP SMART.

## Before

All Purchase Orders are accessible and can be acknowledged via GEP SMART.



ORDER: TESTORDER1 FOR REQU... (SENT TO SUPPLIER) 6,000.00 MYR More Action

**BASIC DETAILS**

Order Number*	Order Name*	Order Contact*	Order Author*	Purchase Type*	Signatory
3400001049	testOrder1 for Requisition37	Petronas 30 Admin 30	Petronas 30 Admin 30	Standard	

**SUPPLIER DETAILS**

Supplier Name*	Supplier Code	Ordering Location*	Supplier Contact*	Payment Terms*	Dispatch Mode
ABC SDN BHD - Malaysia	PC-2019.000163	C3927	ABC SDN BHD Malaysia	Pay immediately Due net	Portal

**INVOICING AND DELIVERY DETAILS**

## After

Improved interface as all Purchase Orders are easy to navigate with navigation pane and able to be acknowledged.



Navigation: Catalog Sourcing Contract **Purchasing** Invoice Supplier

ORDER: Order1 For SMART Nex... Sent To Supplier 26,192.00 MYR Comments and Attachments More

**BASIC DETAILS**

\* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
3500016952	Order1 for SMART NextGe...	UAT_NG_Buyer_RAPID_01 ...	UAT_NG_Buyer_RAPID_01 ...	Standard	08/14/2023

**SUPPLIER DETAILS**

\* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact	Payment Terms	Dispatch Mode
FBI Sdn Bhd	4000086819	3000101325 No.1, Jalan ja...	Ali abu	Within 30 days Due net	Direct Email

Direct Email: m@com

Print Preview Acknowledge Order

# GEP SMART<sup>®</sup> at-a-glance

Streamlined Invoice submission via GEP SMART.

## Before

Online invoice submission for all GEP SMART generated POs.



ABC SDN BHD'S WORKSPACE

INV-03:20-000455 - INVOICE1 FOR T... - (DRAFT)

Upload Image Export To PDF  
Delete Print Invoice

**BASIC DETAILS**

Invoice Name*	Invoice Number*	Invoice Amount*	Purchasing Organization*	Supplier Invoice Number*	Invoice Creation Date*
Invoice1 for testOrder1 for 100...	INV-03:20-000455	0.00	D30-110	SC_00538	03/03/2020
Supplier Invoice Date*	Supplier Name*	Order Number*	Order Name	Supplier Code*	Currency
03/03/2020	ABC SDN BHD - Malaysia	3400000700-001	testOrder1 for 10015712	PC-2019.000163	MYR
Purchase Type*					
Standard					

## After

Improved efficiency as all Invoice are displayed according to statuses for easy navigation.



SCN-2023.002120 - PAYREQ1 For Order2 For ... Draft 2.00 MYR Comments and Attachments More

**BASIC DETAILS**

\* Indicates mandatory fields

Invoice Name*	SMART Payment Request	Invoice Amount*	Supplier Invoice Number*	Invoice Creation Date	Supplier Invoice Date*
PAYREQ1 for Order2 for NE...	SCN-2023.002120	0.00		10/27/2023	10/27/2023
Supplier Name	Order Number*	Order Name	Supplier Code	Currency	Purchase Type
FBI Sdn Bhd	3400358396	Order2 for NEW PR CATAL...	4000086819	MYR	Standard
<input type="checkbox"/> GR-IV					

**SUPPLIER DETAILS**

\* Indicates mandatory fields

Order Location	Order Supplier Name & Address
3000101601 Hotel Frisco b...	
Remit To Location*	Supplier Name & Address

Print Preview SAVE Send To Buyer



# GEP SMART

NextGen

## Supplier User Guide

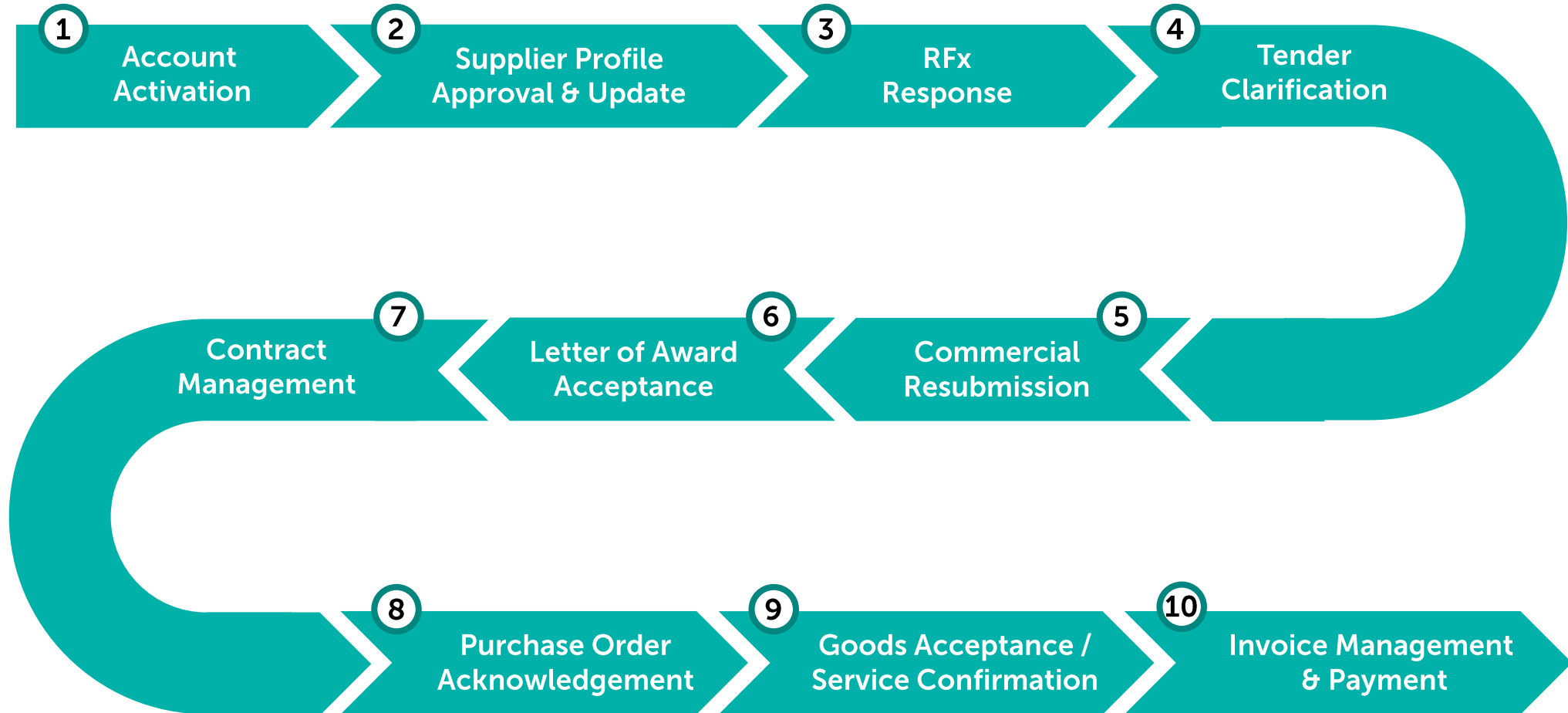


## Application Deep Dive



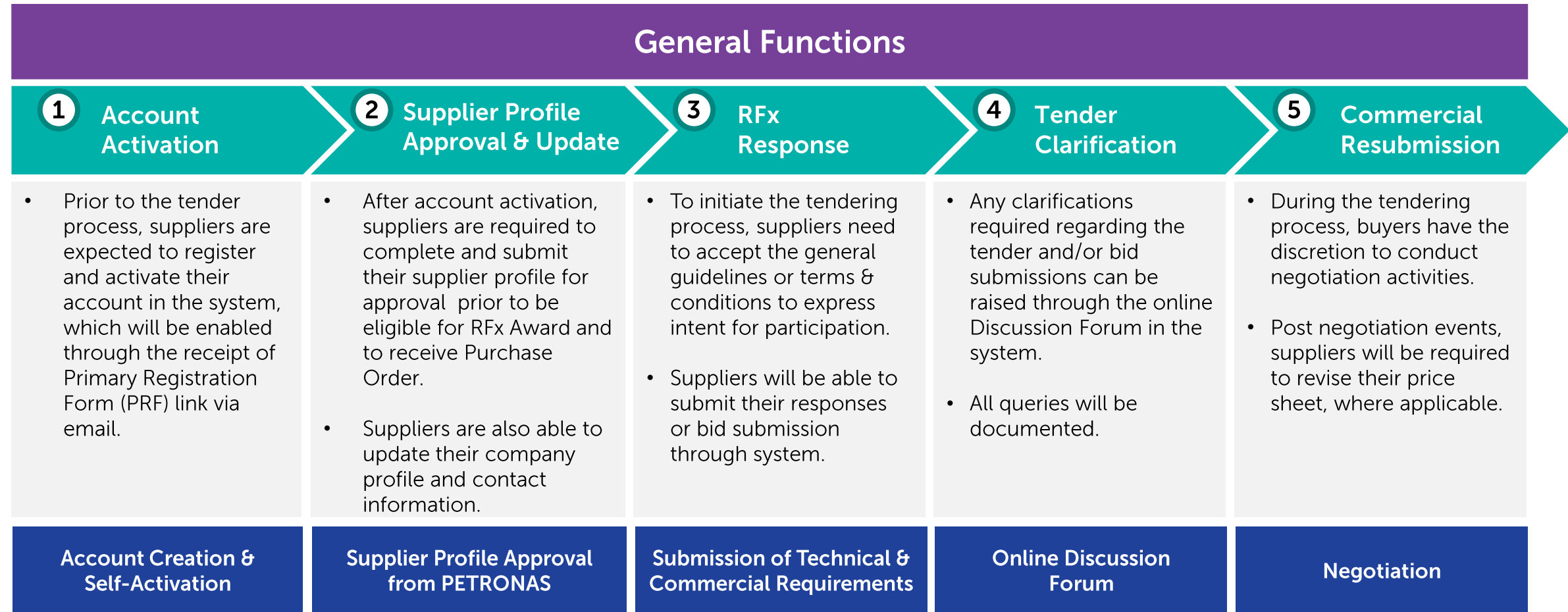
# Procurement in GEP SMART®

Overview of GEP SMART functions and process flow for Supplier from activating account up to Invoice Management & Payment



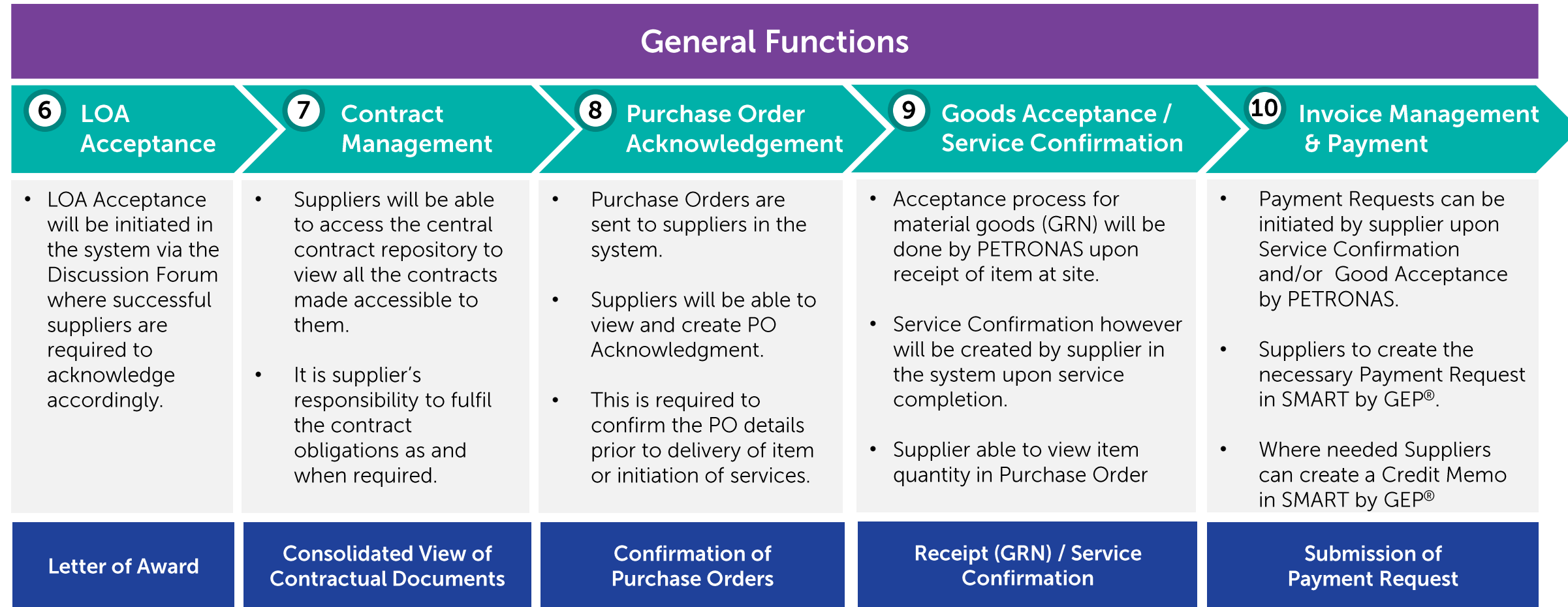
# Procurement in GEP SMART® (Pre-Award)

## Overview of GEP SMART functions and process flow for Supplier from activating account up to Invoice Management & Payment



# Procurement in GEP SMART® (Post-Award)

## Overview of GEP SMART functions and process flow for Supplier from activating account up to Invoice Management & Payment

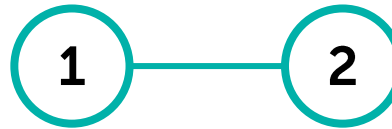


# General Functions

The system's general functions and features are covered in this section.

## Learning Objectives

Suppliers will be able to learn basic features and familiarise themselves with the system's interface and navigate through it.



Home Page

Update  
Contact

# Home Page

1

2

Home  
Page

Update  
Contact



1

Catalog Sourcing Contract Purchasing Invoice Supplier

Search



FI



## My Tasks



2



3



4

ACTION PENDING (3) FOLLOW UP (0)

Order  
6880

Return Note  
209

Contract  
6

Form  
2

RFX  
1

Document Name	Document Number	Days in Current State	Order Total	Purchase Type	Created On
Order1 for Requisition8123451 - Copy	3300072008-002		2,000,000.00	Standard	
Order1 for KLCC-TSC-P2P-CAT-005c - Retention	3400360532		250.00	Standard	
Order1 for Test- CLI-442971_v - 221 Lines testing	3400360529-002		317,000.00	Standard	
Order1 for ASSET VS	3400360473-001		300.00	Standard	
Order1 for Requisition8123296 - Copy	3400360528-001		2,250.00	Standard	
Order1 for KLCC-TSC-P2P-CAT-005c	3400360497-001		100.00	Standard	
Order1 for 11916282	3400360524-001		77.78	Standard	
Order1 for 10089583	3500027216-001		4,500.00	Standard	
Order1 for 10085365	3500027215		2,500.00	Standard	
Order1 for 10089459	3500027208		1,000.00	Standard	

Rows Per Page: 10 1 - 10 Of 6880



Please **DO NOT** use 'Create' button to create **Credit Memo, Invoice & Service Confirmation**. These documents are follow-on documents which to be created from respective documents issued (i.e., Purchase Order > Service Confirmation / Receipt > Invoice > Credit Memo [if any]).

1

Documents are organised according to category (i.e., Catalog, Sourcing, Contract, Purchasing, Invoice & Supplier)

Supplier able to easily search relevant documents within same category.

2

Click on 'Home' button to return to first landing page.

3

Under 'My Tasks', documents are organised under same category (i.e., Order, RFX, Contract & etc.

**Action Pending** - documents that are awaiting supplier action  
**Follow Up** – documents that already submitted to buyer

4

'Supplier Profile' is where supplier able to view and amend Supplier Profile Basic Details, Contact Information, Location Information & etc.

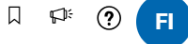


# Home Page



Catalog Sourcing Contract Purchasing Invoice Supplier

6



5

## My Tasks

FI

Order  
6880

Return Note  
209

Contract  
6

Form  
2

RFX  
1

Document Name	Document Number	Days in Current State	Order Total	Purchase Type	Created On
Order1 for Requisition8123451 - Copy	3300072008-002		2,000,000.00	Standard	
Order1 for KLCC-TSC-P2P-CAT-005c - Retention	3400360532		250.00	Standard	
Order1 for Test- CLI-442971_V - 221 Lines testing	3400360529-002		317,000.00	Standard	
Order1 for ASSET VS -	3400360473-001		300.00	Standard	
Order1 for Requisition8123296 - Copy	3400360528-001		2,250.00	Standard	
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Order1 for 11916282	3400360524-001		77.78	Standard	
Order1 for 10089583	3500027216-001		4,500.00	Standard	
Order1 for 10085365	3500027215		2,500.00	Standard	
Order1 for 10089459	3500027208		1,000.00	Standard	

Rows Per Page: 10 1 - 10 Of 6880

5

The **'My Profile'** section brings you to the general settings of your account.

The **'My Bookmarks'** section enables you to add and view your bookmarks, for quick access to pages that you frequently visit.

The **'Announcements'** functionality helps you to view all your latest announcements and notifications.

The **'Support'** icon shows the support numbers you can contact if you have any queries.

6

When you search for keyword(s) in the **'Search'** field, the collated displayed results are documents from the entire Workspace domain containing the searched keyword(s).

# Update Supplier Contact Number

There are 3 different ways to update the Supplier contact number in GEP SMART.

1

**Via Primary Registration Form (PRF)**

Done when first registering on GEP SMART as a new user or as a user with an existing account other than PETRONAS.

2

**After receiving published RFx**

Done on the RFx page itself at the Team Member section.

3

**In the Supplier Profile itself**

Done from the homepage via the Supplier Profile button.

# Application Deep Dive

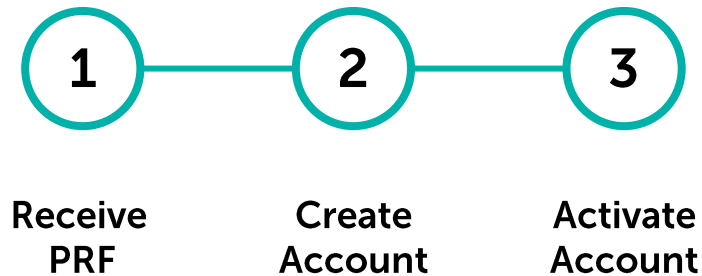


# Account Activation

The activation of GEP SMART account will be initiated through the Primary Registration Form (PRF) link sent via email to identified suppliers to kick-start the profile completion prior to participating in tendering process.

## Learning Objectives

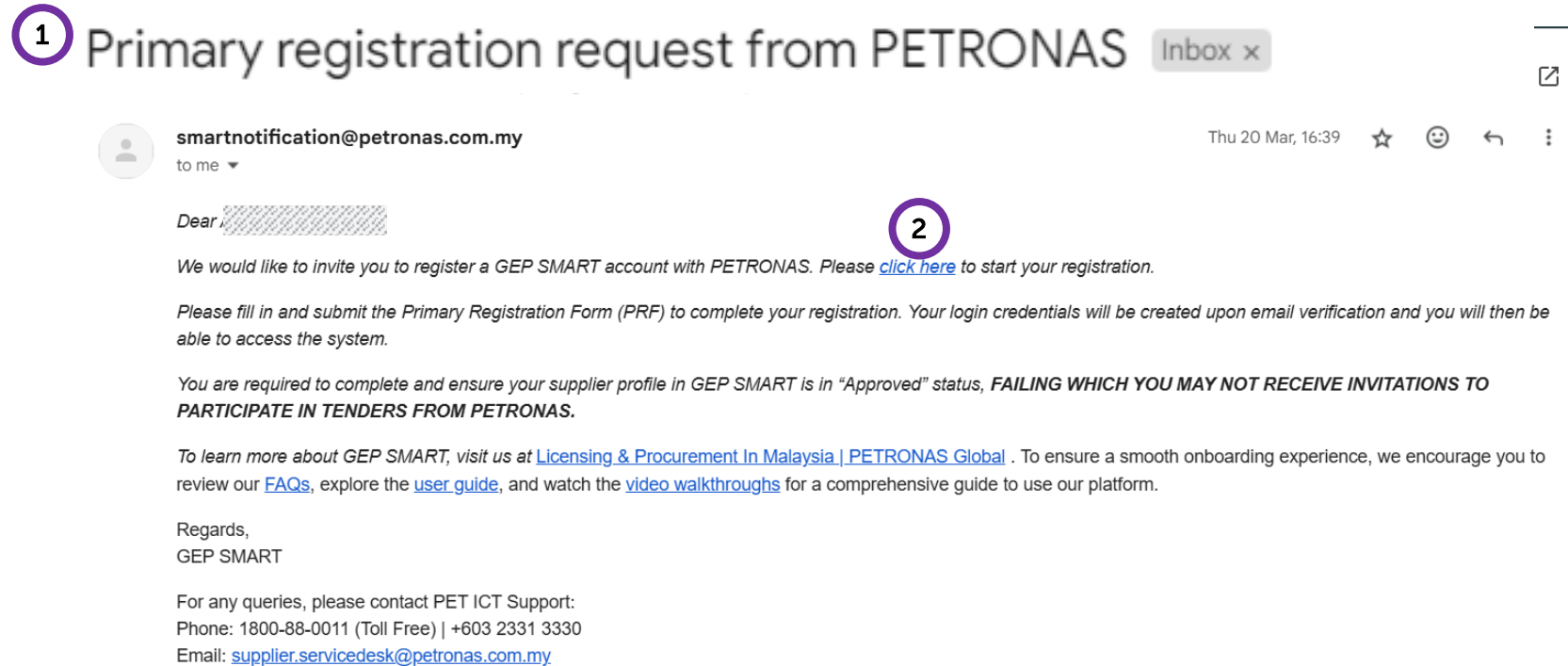
Suppliers will be able to create and perform account activation in the system.



# Receiving Primary Registration Form (PRF)



A system generated email containing the PRF link will be sent to the identified suppliers.



- 1 Upon invitation to create account in GEP SMART, supplier will receive a system generated email containing the **Primary Registration Form (PRF)** and registration instructions.
- 2 Suppliers with **no GEP SMART account with PETRONAS** shall click this link to validate and activate their profile for access prior to participating in tendering process.  
  
Note:  
Supplier Account Activation applies for **first-time** registration only.  
Supplier with an **existing GEP SMART account with PETRONAS** may skip this process.



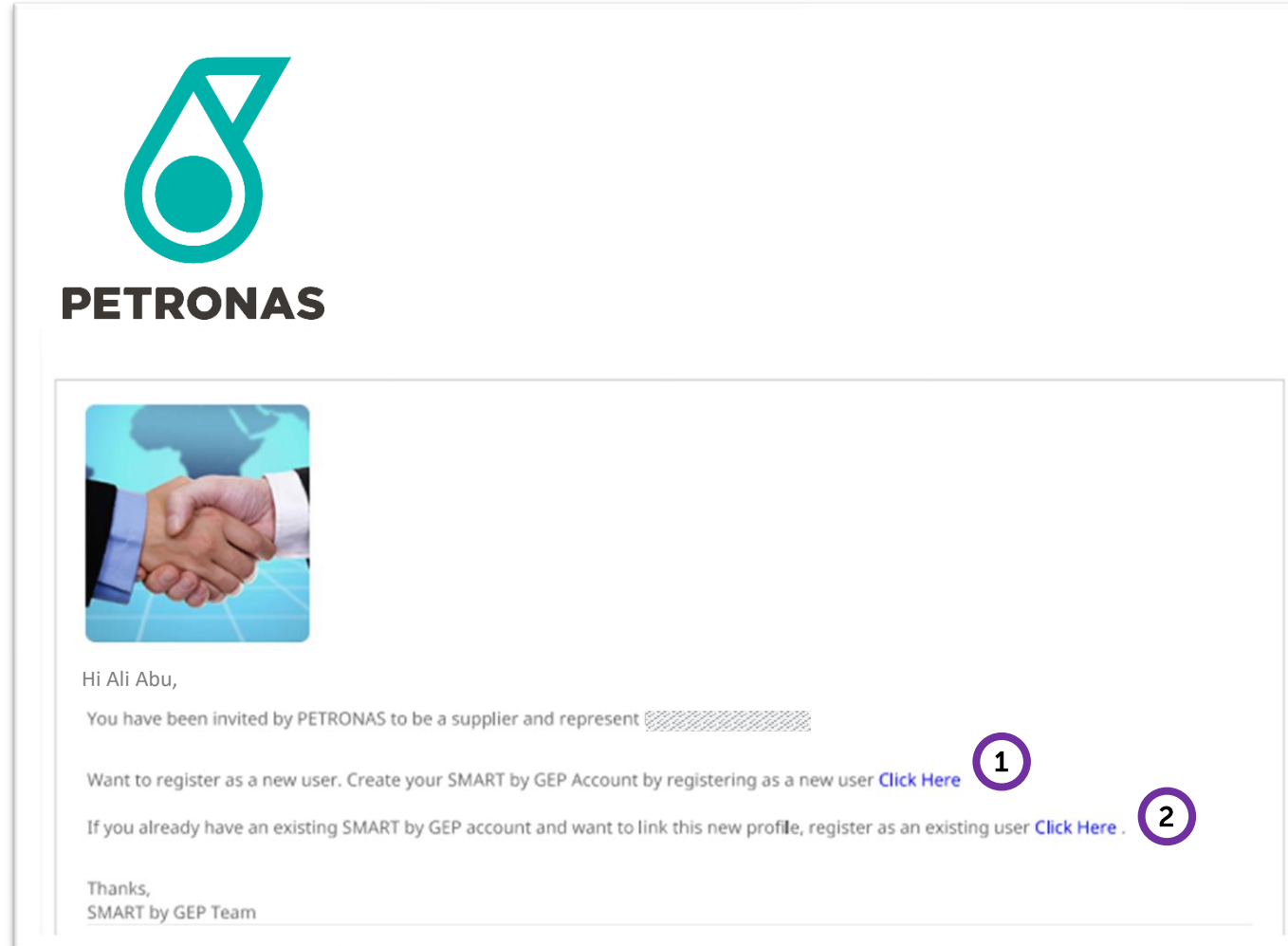
It is imperative to **update your current contact details** and ensure the correct email address is provided to **minimise the risk of not receiving RFx**.



# Create Account



For account creation in GEP SMART, suppliers are advised to use the same email address used to receive the PRF in the previous step.



1 [Click Here](#) to sign up as a new user and create a new GEP SMART account.

Note:  
Please use the same email address used to receive PRF from PETRONAS.

2 If you already have an existing GEP SMART Account for other company, [Click Here](#) to use the same credential for access.

Note:  
The email used for registration must be the same email used to receive PRF for both PETRONAS and the other company.

# Create Account (New User)



Receive  
PRF

Create  
Account

Activate  
Account

Creating new user account with PETRONAS using the same email used to receive the PRF.

**1**

**PETRONAS**

New User Primary Registration Form

Language: English (Mal)

Next Cancel Submit

**Basic Details**

All fields marked with \* are required.

Account Credentials

Username \*

User Email \*

Password \* Password strength: Too short

Confirm Password \*

Mobile Number: Select ISD Code \*

**Company Information**

Legal Company Name \* FBI Sdn Bhd 2

Doing Business As \*

Company Website \*

Headquarter \* Select Country \*

Address Line 1 \* Suite, Street, Locality \*

Address Line 2 \* Suite, Street, Locality \*

City \*

State/Province \*

Zip/Postal Code \*

Company Phone \*

County \*

Fax \*

Business Regions \* Malaysia

Category \* Chemicals

ID U.N.S Number \* 9 Digit U.N.S

Company Identification \* ROC (Mal) \* 112233445566

**Basic Details**

Account Credentials

Username \*

User Email \*

Password \*

Confirm Password \*

Mobile Number: Select ISD Code \*

**Company Information**

Legal Company Name \*

Doing Business As \*

Company Website \*

Headquarter \* Select Country \*

Address Line 1 \* Suite, Street, Locality \*

Address Line 2 \* Suite, Street, Locality \*

City \*

State/Province \*

Zip/Postal Code \*

Company Phone \*

County \*

Fax \*

Business Regions \*

- 1** To create a **new GEP SMART account**, you are required to setup account credentials in the **Basic Details** section and provide/validate your company's information details in **Company Information**.
- Some company information has been populated by PETRONAS buyer/ user during invitation/ PRF creation.
- Note:  
The fields marked with asterisk (\*) are mandatory.

# Create Account (New User)



Receive  
PRF

Create  
Account

Activate  
Account

Please fill in mandatory field in Company Identification information such as New-ROC, Tax Identification Number (TIN).

Company Information

Legal Company Name \* Seloka

Doing Business As

Company Website

Headquarter Malaysia

Address Line 1 Suite, Street, Locality

Address Line 2 Suite, Street, Locality

City\* Labis

State/Province \* Johor JOH

Zip/Postal Code 85300

Company Phone \* 0107100075

County

Fax

Business Regions \* Malaysia,

Category Chemicals,

D-U-N-S Number 9 Digit D-U-N-S

Company Identification \* ROC (New) [Redacted]  
ROC (Old) [Redacted]  
Tax Identification Number (TIN) \* Identification Ni [Redacted]  
Tax Identification Number (TIN) is mandatory  
Select identification type - Identification Ni +

You may add additional information here.

2 You may add the info by clicking '+'. Below are the full list of info you may add under Company Identification:

1. VAT
2. GST
3. SST
4. Sales Tax
5. Service Tax
6. Digital Service Tax
7. US Federal Tax ID EIN Number



If you fail to enter your New-ROC and TIN, your subsequent transactions with GEP SMART will be impacted such as Invoice processing.



For **International Vendor** please key in default value for TIN : EI0000000000030

# Create Account (New User)



Receive  
PRF

Create  
Account

Activate  
Account

Creating new user account with PETRONAS using the same email used to receive the PRF.

## Primary Contact Information

First Name\* Ali

Last Name\* Abu

Company Email\* fbisdnl

Primary Business Phone Number Extension

Contact's Business Region Malaysia

Contact's Category Chemicals

Time Zone (UTC+08:00) Kuala Lumpur, Singapore

## Secondary Contact Information

First Name	Last Name	Company Email	Contact Role	ISD Code	Mobile Number
------------	-----------	---------------	--------------	----------	---------------

☐ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Statement](#) \*

Next Reset Submit

3 You can **grant account access to more users** by clicking on the '+' sign to add secondary contact information.



4 After clicking '**Submit**', your new GEP SMART account will be validated and the GEP SMART account creation process is complete.

3

4

☒ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Statement](#) \*

Ensure to tick once details have been filled up

# Create Account (Existing User)



Receive  
PRF

Create  
Account

Activate  
Account

For suppliers with existing GEP SMART account for other companies, they may use the same credential to access.

☒ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Statement](#). \*

Ensure to tick once details have been filled up

- 1 To use an **existing GEP SMART account**, suppliers are required to:
  - provide existing account credentials
  - provide and/or validate the company's registration details

Some company information have been populated by PETRONAS buyer/ user during invitation/ PRF creation.

Note:  
The fields marked with asterisk (\*) are mandatory.

- 2 You can **grant account access to more users** by clicking on the '+' sign to add secondary contact information.

- 3 After clicking '**Submit**', your new GEP SMART account will be validated, and the registration process is complete.

# Activate Account



Receive  
PRF

Create  
Account

Activate  
Account

Upon completing the profile creation and registration process, your GEP SMART account is ready to be activated.

Dear Ali Abu,

Thank you for filling the Registration form. You are now ready to be taken to start using GEP Smart.

**1** In order to activate your account, please visit the link below.

[Click here](#)

Please note-you must complete this last step in order to activate your account. You need to visit this URL once.

Thanks & Regards,  
GEP

**Action Required**

**Action Required!**

A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.

The Primary Registration Form has been submitted successfully. To finish the registration process, kindly fill in certain mandatory information in the your profile page we have created for you.

Post verification of the account, **2** [Click Here](#) to log in to the GEP SMART system and complete the profile.

Please Note: The registration process will NOT be complete until the mandatory information is provided in the profile. In case you are unaware of your password, kindly click the 'forgot password' link on the log in page to generate a new password.

Regards  
GEP SMART

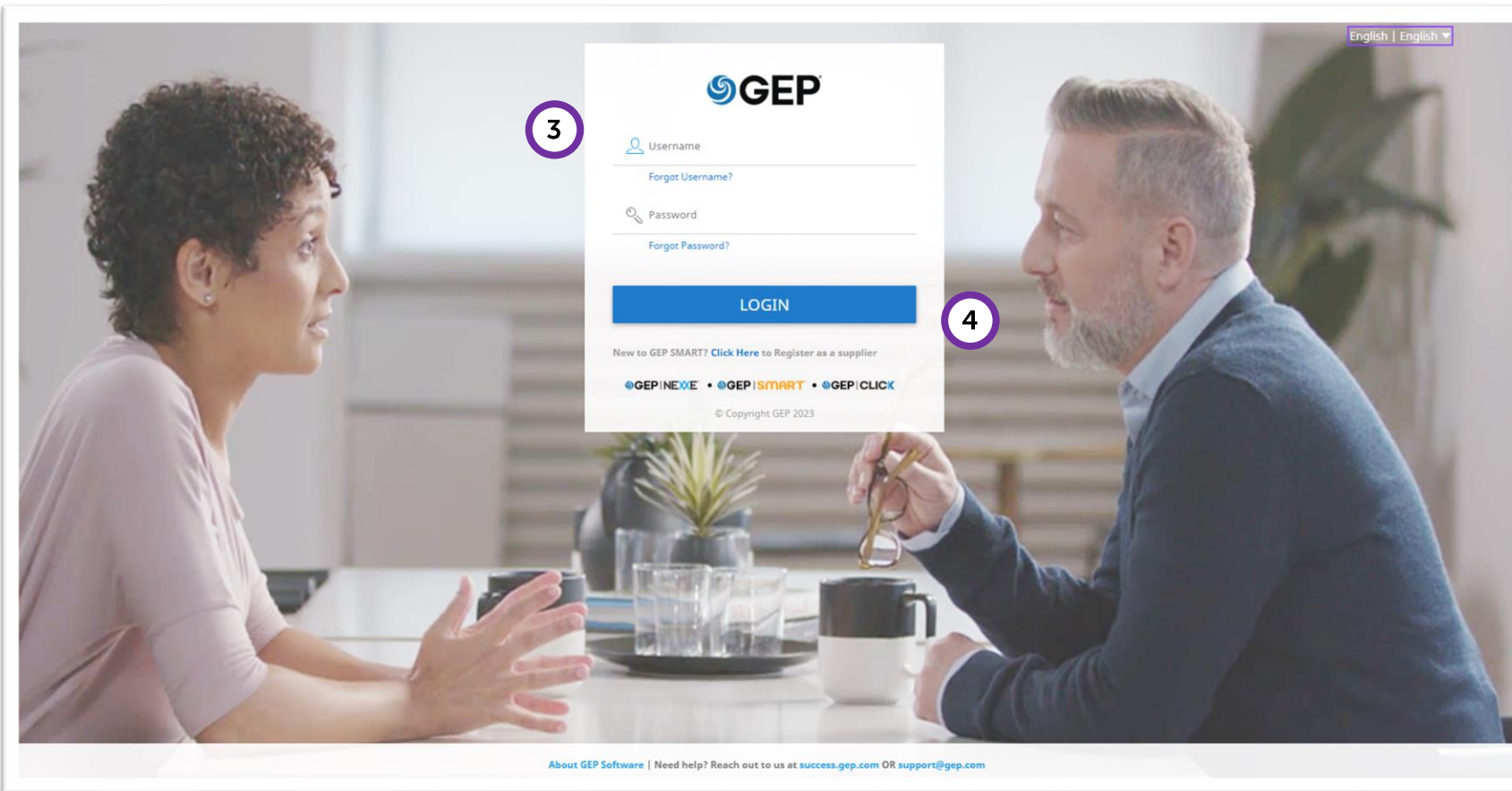
- 1** After account registration, you will receive an **account activation email**.  
  
Click on the **link** and system will direct to a reminder page for supplier to complete account details in GEP SMART once login.
- 2** **Click Here** on the link in the reminder page and supplier will be re-directed to the login page.



# Activate Account



Upon completing the profile creation and registration process, your GEP SMART account is ready to be activated.



3 Use the **Username** and **Password** created, or existing credential used during the account registration with PETRONAS earlier.

Should you forget your username and/or password, click the '**Forgot Username/ Password**' link.

A link to reset the password will be sent to your registered email address.

4 Click '**Login**' to start using the GEP SMART system.



# Activate Account (Existing User)



Suppliers with an existing GEP SMART account with another company need to select PETRONAS to initiate the login page.

**GEP SMART**  
Unified Source-to-Pay Software

Select Supplier  
Please select the Supplier organization that you represent:

 <b>PETRONAS</b>	<input checked="" type="radio"/>	 Logo	Company B
--	----------------------------------	---	-----------

**Submit**

**5** If your GEP SMART account has access to other companies as well, you will be prompted to select which company you would like to view into.

**Select PETRONAS & click Submit.**

For PETRONAS only account access, you will be directed to the GEP SMART landing page upon login.

# Activate Account

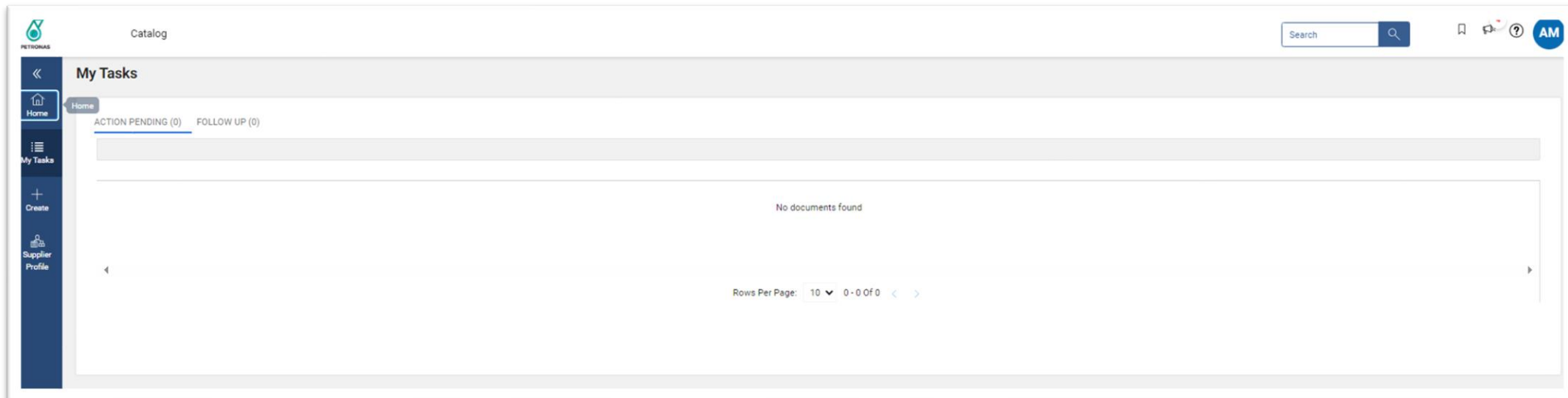


Receive  
PRF

Create  
Account

Activate  
Account

Upon successful login, the GEP SMART user home page will appear.  
New profile will have no activity in Action Pending and Follow Up.



# Application Deep Dive



# Supplier Profile Approval & Update

Upon login into GEP SMART, new suppliers are required to complete and submit their Supplier Profile for approval by PETRONAS to be eligible for RFX Award and to receive Purchase Order via the system.

For existing PETRONAS suppliers, the Supplier Profile is marked as Approved and able to be updated by creating Supplier Profile Change Request before submit for review & approval.

## Learning Objectives

Suppliers will be able to complete and submit their Supplier Profile for approval, as well as update it when needed.



# Mandatory Requirements for Supplier Profile Approval or Change Request



Mandatory Sections	PETRONAS Licensed or Registered Suppliers	Non-PETRONAS Licensed or Registered Suppliers
Basic Details	No action required. Mandatory fields (i.e., Supplier's Legal Name and Region) are auto populated from account registration process.	
Identification Information	No action required. Mandatory field (i.e., ROC/company registration number) are auto populated from account registration process.	
Location Information	<ol style="list-style-type: none"> <li>Headquarter (HQ) Address</li> <li>At least (1) Ordering Location address to represent branch office (can be the same with HQ address)</li> <li>Remit to Location as banking information for payment purposes.</li> </ol>	
Certificates	<ol style="list-style-type: none"> <li>Company Incorporation Certificate (SSM)</li> <li>Bank Statement Header</li> <li>Tax Identification Number (TIN) Supporting Document</li> </ol>	
Marketing Information	Supported Currencies	
Relationship Information	<ol style="list-style-type: none"> <li>Legal Entity</li> </ol>	



The above information mentioned are mandatory information required for the submission of supplier profile or Change Request update. However, suppliers are still allowed to maintain the remaining information in supplier profile.



# Complete Supplier Profile (New Supplier)



Complete  
Supplier  
Profile

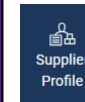
Submit For  
Approval

Update  
Supplier  
Profile

For new suppliers, the Supplier Profile can be completed at any time but must be updated to be eligible for Rfx awards and to receive Purchase Orders.

Document Name	Document Number	Days in Current S...	Order Total	Purchase Type	Created On
Order2 for NEW PR CATALOG	3400358396		2.00	Standard	
Order1 for FEL ETT Aini (Category first)	3400358384		1,000.00	Standard	
Order1 for ETT/FEL Testing UAT	3400358383		5,600.00	Standard	

1 To complete your profile, click on the **'Supplier Profile'** button.



## Note:

- Some information in the supplier profile have been pre-populated. Supplier is required to review and complete other required information.
- Mandatory fields have been populated during account creation/ registration.

# Complete Supplier Profile



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

The Supplier Profile is separated by sections and supplier is required to ensure all mandatory information has been filled up prior to submit profile for approval by PETRONAS.

2 For PETRONAS Licensed or Registered supplier, some fields are locked, and no changes are allowed. Any changes to the following need to be made in PETRONAS License Management System (PLMS):

- Supplier's Legal Name
- Category
- PETRONAS License & Registration (Section)

3 The completion rate to the supplier profile can be tracked here.



For existing PETRONAS suppliers with GEP SMART access, you are required to ensure your **Supplier Profile is always with Approved Status**, and you're good to go!

# Basic Details

Supplier is required to provide the Basic Details of your company such as company name, category, region etc.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Catalog

Search

AM

MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

BASIC DETAILS

IDENTIFICATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

DIVERSITY STATUS

REGISTRATION INFORMATION

LOCATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION ⚠

PAYMENT TERMS

DOCUMENTS

PETRONAS LICENSE & REGISTRATION INFORMATION

NOTES AND ATTACHMENTS

20% PROFILE COMPLETENESS

CLOSE

SAVE AND SUBMIT

- 1 Click here to upload your **company logo**.
- 2 **'Supplier's Legal Name'** is referring to your company name as per registered with respective country registration bodies/agencies. e.g., Suruhanjaya Syarikat Malaysia.  
  
The Supplier's Legal Name will be referred to across contract documents in SMART e.g., RFx, Contract, PO, Invoice.
- 3 **'Parent Company's Identification'** type and Parent Company Name can be used if your parent company is available in SMART and to be used to link both these profiles for PETRONAS reference.
- 4 **'Doing Business As'** is referred to your famously known as name.

# Basic Details



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Supplier is required to provide the Basic Details of your company such as company name, category, region etc.

20% PROFILE COMPLETENESS

CLOSE SAVE AND SUBMIT

- 5 'Category' is referred to your products/services offerings. This information is only editable by the Buyer.
- For PETRONAS License/Registered Suppliers, the category will be mapped against your active SWEC from PLMS.
- 6 'Region' is referred to where supplier can provide their service. E.g., if Malaysia & Indonesia is selected, supplier can provide service in Malaysia & Indonesia.
- 7 'Supplier Manager' refers to the PETRONAS internal team that is responsible in managing the supplier profile.
- 8 'Status' refers to your supplier profile status. Kindly refer to next page for the detail of each of the statuses.

# Supplier Profile Status Definitions



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

1. **Invited:** This status denotes that the supplier has been invited to register with GEP SMART by the buyer user. In case the status of the supplier was set as Identified, it will be changed to Invited when a buyer invites the supplier contacts by sending them the Primary Registration Form (PRF) or by inviting them to participate in RFx.
2. **Registered:** This status denotes that the supplier contact has registered with GEP SMART. Status of the supplier profile will change automatically once the 'Save' button is clicked after all the supplier mandatory fields have been filled by the Supplier.
3. **Approved:** This status denotes that the supplier profile has been approved by the approvers, and it is now available for consumption. Status will be changed by the system from Registered to Approved upon approval from the approver.
4. **Rejected:** This status denotes that the supplier profile was rejected by the approver. Status will be changed by the system Registered to Rejected upon rejection from the approver.
5. **Non-Compliant:** System can change the status to "Non-Compliant" if it identifies that a certain type of certificate has expired or the PETRONAS License/Registration in PLMS is non-compliant. This is a configurable feature. Upon uploading a new certificate with the new valid dates, the system can revert the status back to the previous status.
6. **Inactive:** This is a status that needs to be manually selected by the Supplier Manager to make the supplier Inactive or the PETRONAS License/Registration in PLMS has expired i.e. Inactive.
7. **Suspended:** This is a status that needs to be manually selected by the Supplier Manager to make the supplier Inactive.
8. **Blacklisted:** This is a status that needs to be manually selected by the Supplier Manager to make the supplier Inactive.



# Identification Information

Supplier is required to provide Identification Information of your company such as company registration number and tax number.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

← MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

**BASIC DETAILS**

**IDENTIFICATION INFORMATION**

\*indicates required fields

YOUR COMPANY LOGO HERE  
Supported file formats: png, jpeg, jpg  
Max file size: 5MB  
Resolution: 200 X 200 pixel

Supplier's Legal Name\*  
Machinery Power Sdn Bhd

Parent Company's Identification Type  
Parent Company Name

Parent Company Name

Doing Business As  
Manpower Services

Formerly Known As  
Formerly Known As

Category  
Chemicals

Region\*  
Malaysia

Supplier Managers\*  
PETRONAS Supplier Manager AKAK + 2...

Status  
Invited ⓘ

Aggregate Rating  
0 ★

**IDENTIFICATION INFORMATION**

\*indicates required fields

DUNS Number

Identification Type

Number

ROC (Old)

999999-A\*

Please Select

MY: Sales Tax

MY: Service Tax

MY: Digital Service Tax

US\_Federal\_Tax\_ID\_EIN\_Number

Registered )

Tax Identification Number (TIN)

ON

⊕ Add New Contact

1 The Registration of Company (ROC) is auto-populated as per GEP SMART account creation.

2 Click the '+' sign and choose from the drop-down to add the relevant identification type. ⓘ

3 For Malaysia incorporated companies, kindly select ROC (New) and Tax Identification Number (TIN). Please add in new line for each.

Note: For **International Vendor** please key in default value for TIN : EI000000000030

4 Enter the identification number.



You may also include other relevant information VAT, GST, SST, Sales Tax, Service Tax, or Digital Service Tax etc. where applicable.



# Identification Information

1 2 3

Complete Supplier Profile Submit For Approval Update Supplier Profile

Optional where applicable: Sales Tax, Service Tax, or Digital Service Tax

Catalog

Search

MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save.

**BASIC DETAILS**

**IDENTIFICATION INFORMATION**

\*Indicates required fields

YOUR COMPANY LOGO HERE  
Supported file formats: png, jpeg, jpg  
Max file size: 5MB  
Resolution: 200 X 200 pixel

Supplier's Legal Name\*  
Machinery Power Sdn Bhd

Parent Company's Identification Type  
Parent Company Name

Parent Company Name

Doing Business As  
Manpower Services

Formerly Known As  
Formerly Known As

Category  
Chemicals

Region\*  
Malaysia

Supplier Managers\*  
PETRONAS Supplier Manager AKAK + 2...

Status  
Invited

Aggregate Rating  
0 ★

**IDENTIFICATION INFORMATION**

\*Indicates required fields

DUNS Number

Identification Type

ROC (Old)

MY: Sales Tax

MY: Service Tax

Number

999999-A\*

W23-2321-

W23-2321-

**LOCATION INFORMATION (1)**

\*Indicates required fields

Location Name

Type

Phone Nos.

Roles & Contacts

No 5, Jalan 7A/6,

Headquarter

Pri : 0323315678  
Sec :

**IDENTIFICATION INFO**

Identification Type

MY: Sales Tax

Number

W23-2321-

- 5 You may add the Sales Tax, Service Tax, or Digital Service Tax in Identification Information section.
- 6 Once added, Sales Tax, Service Tax and Digital Service Tax needs to be extended in Location Information for Ordering Locations.
- 7 Supplier to select the relevant Sales Tax, Service Tax or Digital Service Tax from the drop-down option in the Ordering Locations.



**No. Daftar CP** in the "SURAT KELULUSAN PENDAFTARAN" from Royal Malaysian Customs Department represents your Tax registration number

SAMPLE

Machinery Power Sdn Bhd  
B1-1,  
SEPANGGAR  
88450 KOTA KINABALU

Rujukan Kami : S10-1909-  
Tarikh : 12/08/2022  
No. Daftar CP : S10-19  
Stesen Mengawal : Kota Kinabalu

# Relationship Information

For Malaysia incorporated companies, you are required to provide the Legal Entity of your company.

MACHINERY POWER SDN BHD (4000075620)  
APPROVED

request is in progress

LOCATION INFORMATION

IDENTIFICATION INFORMATION

RELATIONSHIP INFORMATION

CONTACT INFORMATION

SUPPLIER SOURCE INFORMATION

CERTIFICATES

DIVERSITY STATUS

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION

PAYMENT TERMS

DOCUMENTS

ENGAGEMENT MODEL

SET AS PREFERRED SUPPLIER

PETRONAS LICENSE & REGISTRATION INFORMATION

NOTES AND ATTACHMENTS

YOUR COMPANY LOGO HERE  
Supported file formats: png, jpeg, jpg  
Max file size: 5MB  
Resolution: 200 X 200 pixel

Supplier's Legal Name: Machinery Power Sdn Bhd

Parent Company's Name/Relationship Type: Parent Company Name

Parent Company Name

Manpower Services

Normalised Name

Origination: SMART by GEP

Formerly Known As: Formerly Known As

Category: Chemicals

Org. Entity\*: D30-110 +6 More

Region\*: Malaysia

Supplier Managers\*: PETRONAS Supplier Manager AK...

Status: Approved

Reasons for adding supplier: View Reasons

Incident Count: 0

Aggregate Rating: 0 ★

> LOCATION INFORMATION (3 Locations: 1 Headquarter, 1 Remit To Location, 1 Ordering Location)

+ Add New Location

> IDENTIFICATION INFORMATION

> RELATIONSHIP INFORMATION

\*Indicates required fields

Supplier Risk Type: Please Select

Business Criticality: Please Select

Relationship Type: Please Select

Matching Type: Not Applicable

Legal Entity: 004-Private Limited

004-Private Limited

005-Berhad (Bhd)

006-Co-operatives

007-Partnership

008-Government Organisation

+ Add New Contact

+ Add New Certificate

> CONTACT INFORMATION (1 Registered, 1 Non Registered)

> SUPPLIER SOURCE INFORMATION

> CERTIFICATES (2 Active)

> DIVERSITY STATUS

> BUSINESS INFORMATION



Complete Supplier Profile

Submit For Approval

Update Supplier Profile

- 1 Add your Legal Entity under Relationship Information tab.
- 2 Select your Legal Entity from the drop-down list:
  - 001 – MyKad
  - 002 – Passport
  - 003 – Sole Proprietor
  - 004 – Private Limited/ Sendirian Berhad (Sdn Bhd)
  - 005 – Berhad (Bhd)
  - 006 – Co-Operatives
  - 007 – Partnership
  - 008 – Government Organization/ Agencies
  - 009 – Financial Institution (Banks/ FI Related)
  - 010 – Educational Institution (Schools/ Colleges/ Universities)
  - 011 – Health Institution (Hospitals/ Clinics)
  - 012 – Societies/ Clubs
  - 013 – National Identification Number
  - 014 – Location
  - 015 – Event and Conference
  - 016 – One Time Vendor/ Customer
  - 017 – Others

# Certificates

Supplier can attach the supporting documents for company incorporation certificate, banking information documents, financial statements.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

← MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

Home

My Tasks

Create

Supplier Profile

IDENTIFICATION INFORMATION

LOCATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

DIVERSITY STATUS

REGISTRATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION ⚠

PAYMENT TERMS

DOCUMENTS

PETRONAS LICENSE & REGISTRATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

ADD NEW CERTIFICATE

CHOOSE CERTIFICATE (7)

- ☐ Sales Tax
- ☐ Service Tax
- ☐ Digital Service Tax
- ☐ Company Incorporation Certificate
- ☐ Banking Information Documents (For each bank information declared in Location Information)
- ☐ Financial Statements
- ☐ Others

ADD NEW CANCEL DONE

1 Click "Add New Certificate" to attach your certificates.

The mandatory certificates are:

1. Company Incorporation Certificate.
2. Bank Statement Header
3. Tax Identification Number Supporting Document

The optional certificates are:

1. Sales Tax
2. Service Tax
3. Digital Service Tax

To attach the document, click on the '**Add New Certificate**' button.

2 A popup will appear. Select the relevant supporting document type and click 'Done'.

# Certificates

Supplier can attach the supporting documents for company incorporation certificate, banking information documents, financial statements.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

NEW CERTIFICATE

DETAILS ATTACHMENTS NOTIFICATIONS

Certificate Name\*  
Company Incorporation Certificate

Certificate Type\*  
Applicable as selected

Certificate Number

Issuing Authority

NEW CERTIFICATE

DETAILS ATTACHMENTS NOTIFICATIONS

4

+

Add New Attachments

ADD DOCUMENTS

Drag and drop file here OR [UPLOAD SUPPORTING DOCUMENTS](#)

Supported file formats:  
.pdf, .jpg

Limited to file(s) of 10MB each.  
Maximum 1 files can be uploaded.

CANCEL ADD

3 Under '**Certificate Type**', retain as 'Applicable as selected'.

Enter the '**Certificate Number**' and '**Issuing Authority**'.

4 Under **Attachments** tab, click on '**Add New Attachment**' and upload the supporting document. Once done, click on '**Add**'.

# Certificates



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Supplier can attach the supporting documents for company incorporation certificate, banking information documents, financial statements.

NEW CERTIFICATE

DETAILS ATTACHMENTS NOTIFICATIONS

	Effective from	Expires on	Files	Updated by	Updated on
<input type="checkbox"/>	12/28/2023 09:44:47 PM	12/27/2024 09:44:47 PM	CTC Full Set SSM Statutory Doc - MCOS ...		

CANCEL SAVE

5 Once document has been successfully uploaded, supplier will need to insert the validity of the certificate. Insert **Effective From** and **Expires on** date.

Note:  
For certificate that has no expiry, please input the longest period possible.

Supplier may also set a reminder to update the validity period or re-attach new certificate under '**Notification**' tab.

NEW CERTIFICATE

DETAILS ATTACHMENTS NOTIFICATIONS

☒ Include Supplier Manager

Days before expiry 30 days before certificate expires.

Repeat Every 15 days until certificate expires.

Supplier Contacts  
Please Select

CANCEL SAVE

6 Supplier shall set the period when notification should be sent and the frequency of the reminder.

Once set, select the **Supplier Contact** who shall receive the reminder notification before click '**Save**'



It is important that supplier to update certificate prior expiry to avoid profile automatically changed to **Non-Compliant**.

# Diversity Status

This section is not required to be filled by supplier.



Complete Supplier Profile    Submit For Approval    Update Supplier Profile

←

MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

Home

My Tasks

Create

Supplier Profile

IDENTIFICATION INFORMATION

LOCATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

DIVERSITY STATUS

REGISTRATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION ⚠

> RELATIONSHIP INFORMATION

> CERTIFICATES

▼ DIVERSITY STATUS

+

Add New Diversity Status

1 Kindly **DO NOT** make any changes to this section.



# Registration Information

Supplier may view the Primary Registration Form (PRF) that was submitted during the account creation process.



Complete Supplier Profile    Submit For Approval    Update Supplier Profile

← MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

Home

My Tasks

Create

Supplier Profile

IDENTIFICATION INFORMATION

LOCATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

**DIVERSITY STATUS**

REGISTRATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION ⚠

PAYMENT TERMS

> CERTIFICATES

> DIVERSITY STATUS

> REGISTRATION INFORMATION

\*indicates required fields

Know Your Counterparty (...)

QUESTIONNAIRE(1)

Titles	Total Questions	Pending Mandatory Questions
Sanctions & Data Privacy/Personal Data Protection	3	0 / 0

Rows per page: 5 ▾

1 Click on 'Registration Information' to view the Primary Registration Form that was submitted during the account creation process.

# Location Information



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Location Information records your Headquarter, Ordering Location and Remit to Location. This information is required to receive PO and payment in GEP SMART.

**1** LOCATION INFORMATION

**2** + Add Location

**3** Edit Location

Location Name	Type	Phone Nos.	Roles & Contacts
No 5, Jalan 7A/6,	Headquarter	Pri : 0323315678 Sec :	
Company - Maybank Acc	Remit To Location	Pri : Sec :	
HQ Office	Ordering Location	Pri : Sec :	

**1** There are 3 different location types with 'Headquarter' appearing as default. However, you are required to have at least one (1) 'Ordering Location' and 'Remit to Location'.

- **Ordering Location** – the address where PETRONAS will send the PO. If Headquarter is the intended address, kindly proceed to copy the Headquarter's address as a separate Ordering Location.
- **Remit to Location** – the address and bank account where PETRONAS will send the invoice payment.

**2** You may also add multiple Ordering Location or Remit to Location as required. Click the (+) icon to add new location.

**3** Click the edit icon to edit location.

# Location Information



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

**Ordering Location** is the location for PETRONAS to address any POs. Supplier may have multiple ordering locations depending on their business organisation.

LOCATION INFORMATION

LOCATION INFORMATION

IDENTIFICATION INFO

BANKING INFORMATION

INCO TERMS

\*Indicates required fields

Location Name\* HQ Office

Location Code(Leave blank to auto generate) LC-2023.004489

Country\* Malaysia

Address Line 1\* No 5, Jalan 7A/6,

Address Line 2

County

State\* Selangor SEL

City\* Taman Petaling Jaya

Zip Code\* 45600

Choose Location Type\* Ordering Location

Primary Business Phone

Extn

Sec. Business Phone

Extn

Fax No.

Fax No Extension

PO Box Number

IDENTIFICATION INFO

\*Indicates required fields

Identification Type

Number

Please Select

Rows per page: 5

> BANKING INFORMATION

> INCO TERMS

CANCEL SAVE SAVE & CLOSE

**4** Fill up the mandatory fields (including your Primary Business Phone and Fax No) and select the '**Location Type**' as '**Ordering Location**'.

Note: The Location Name is for supplier's ease of reference (e.g. Kemaman Warehouse).

**5** You may also link relevant Identification Info for the location as explained in Identification Information section.

**6** Once completed, click '**Save & Close**'.

# Location Information

1

2

3

Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Remit to Location is the location for PETRONAS to process any invoice payment. Supplier may have multiple Remit to Locations for each bank account.

Catalog

Search

AM

LOCATION

LOCATION INFORMATION

BANKING INFORMATION

IDENTIFICATION INFO

INCO TERMS

WITHHOLDING TAXES

Location Name\* Company - Maybank Acc

Location Code (Leave blank to auto generate) LC-2023.004488

Country\* Malaysia

Address Line 1\* No 1, Jalan Makan Angin

Address Line 2

County

State\* Selangor SEL

City\* Subang Jaya

Zip Code\* 47500

Choose Location Type\* Remit To Location

Primary Business Phone

Extn

Sec. Business Phone

Extn

Fax No.

Fax No Extension

PO Box Number

BANKING INFORMATION

Payment Method

Bank Name

Branch

Country

Account Type

Account Number

Wire Transfer

MALAYAN BANKING BERHAD (MAYBANK)

Kuala Lumpur

Malaysia

Current

XXXXXX7890

IDENTIFICATION INFO

Identification Type

Number

Please Select

Rows per page: 5

CANCEL SAVE SAVE & CLOSE

7

Fill up the mandatory fields and select the 'Location Type' as 'Remit to Location'.

Note: The Location Name is for supplier's ease of reference (e.g. Kuala Lumpur Finance Office).

8

Enter only one (1) bank account's information. Simply click on the (+) or edit icon to update the banking information.

**Important:** If supplier has multiple bank accounts, please proceed to create **new** 'Remit to Location' for each bank account. To avoid issues do not **delete** existing bank accounts.

Refer next page for detail step

9

You may also link relevant identification info for the location.

10

Once completed, click 'Save & Close'.

# Location Information

At the Banking Information section, supplier should select wire transfer as the payment method and complete the mandatory fields.

**BANKING INFORMATION**

Saving **a** Selected Payment Method will replace existing data with respective field's data.

Payment Method  
Wire Transfer

Bank Name\*  
MALAYAN BANKING BERHAD (MAYBANK)

Beneficiary Name\*  
Machinery Power Sdn Bhd

Bank Branch\*  
Kuala Lumpur

Country\*  
Malaysia

Account Type\*  
Current

Swift/BIC\*  
MBBEMYKL

BankKey / ABA  
0

IBAN  
X

Bank Account Number\*  
XXXXXXXX7890

CANCEL DONE

Sample Malaysian Bank Name based on SWIFT Code:

1. CIMB BANK BERHAD
2. AMBANK (M) BERHAD
3. MALAYAN BANKING BERHAD (MAYBANK)
4. UNITED OVERSEAS BANK (MALAYSIA) BERHAD
5. RHB BANK BERHAD
6. HSBC BANK MALAYSIA BERHAD



**Important:** Please ensure to attach the supporting document (e.g. Bank Statement Header or Bank Confirmation Letter) under **Certificates section** for each of the newly added banking information. Information input in Banking information section should match with the Bank Statement attached.

## **a** Important Guidelines

- **Bank Name** – registered Bank Name based on SWIFT code entered.
- **Beneficiary Name** – registered bank account name.
- **SWIFT/BIC** – set of 8 or 11 digits that represents a bank branch.
- **Bank Key/ABA** – routing number for international bank account (e.g. Australia, India, Russia, South Africa, United Kingdom, USA). If not applicable, enter 0.
- **IBAN** – international bank account number. If not applicable, enter 0.
- **Bank Account Number** – should consist of 10, 12, 15 or 16 characters.
- **Verify Bank Account Number:** must be the same as Bank Account Number entered.

**b** Once completed, click 'Done'.

# Contact Information



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

In the Contact Information section, supplier may add additional contacts and assign their level of access in the system.

- 1 Scroll to the '**Contact Information**' section. Click on the (+) icon to add additional contacts.
- 2 Enter the required information in each of the fields. The fields marked with asterisk (\*) are mandatory.
- 3 Select the default role for the contact.
  - **Supplier Administrator** – able to perform all activities.
  - **Sales Manager** – able to view contract and participate in RFx.
  - **Legal Advisor** – able to view contract and participate in RFx.
  - **Ordering Manager** – able to view, acknowledge PO and submit SES.
  - **Accounts & Finance Manager** – able to view, create Invoice and Credit Note.
- 4 Click '**Save**' to save the information entered.



# Business Information

Supplier may provide additional information on business information.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

← MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

**BASIC DETAILS**

**IDENTIFICATION INFORMATION**

**BUSINESS INFORMATION** 1

**LOCATION INFORMATION**

**RELATIONSHIP INFORMATION**

**CERTIFICATES**

**DIVERSITY STATUS**

**REGISTRATION INFORMATION**

**CONTACT INFORMATION**

\*indicates required fields

Currency Please Select

Annual Revenue (In Millions)

Average Profit (Percentage)

Year of Incorporation Please Select

Business Type Please Select 2

Total Employees 3

☐ Auto-Acknowledge Order 4

Payment Type Please Select 5

1 Kindly select the currency and enter the annual revenue in the '**Annual Revenue (In Millions)**' field.

2 '**Business type**' is refers to the business incorporation type i.e. Private Limited, Government Agencies, etc. Select the relevant business type.

3 '**Total No. of Employees**' refers to the total number of employees actively hired by the supplier.

4 '**Auto-Acknowledge Order**' refers to the method of accepting the Purchase Order.

**Kindly leave it unticked.**  
This will allow supplier to manually acknowledge each PO issued by PETRONAS.

5 '**Payment Type**' is referred to the default payment remittance method issued by PETRONAS.  
**Kindly leave this field empty.**



If 'Auto-Acknowledge Order' is ticked, each PO issued by PETRONAS will be automatically acknowledge/accepted and supplier are obliged to render services/products as per the PO.

# Transaction Type

This section is not required to be filled by supplier.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

← MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save.

BASIC DETAILS

TRANSACTION TYPE

IDENTIFICATION INFORMATION

BUSINESS INFORMATION

LOCATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

> BASIC DETAILS

> TRANSACTION TYPE

> IDENTIFICATION INFORMATION

\*Indicates required fields

Auction format  
Please Select

Contract format  
Please Select

Invoice format  
Please Select

PO format  
Please Select

RFx format  
Please Select

Service Confirmation  
Please Select

1 Kindly **DO NOT** make any changes to this section.

# Marketing Information



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Supplier is required to select the supported currencies and can maintain the marketing information e.g. company summary, website and social media accounts.

MACHINERY POWER SDN BHD (PC-2023.009213)

will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

TRANSACTION TYPE

IDENTIFICATION INFORMATION

BUSINESS INFORMATION

LOCATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

DIVERSITY STATUS

REGISTRATION INFORMATION

CONTACT INFORMATION

**MARKETING INFORMATION** ⚠

PAYMENT TERMS

DOCUMENTS

PETRONAS LICENSE & REGISTRATION INFORMATION

NOTES AND ATTACHMENTS

> RELATIONSHIP INFORMATION

> CERTIFICATES

> DIVERSITY STATUS

> REGISTRATION INFORMATION

> CONTACT INFORMATION(1)

> **MARKETING INFORMATION**

\*indicates required fields

Description (Optional)

Supported Currencies  
Malaysian Ringgit . MYR

Supported Languages (Optional)

Current Customer

Website : Website URL

www.facebook.com/ facebook page name

www.linkedin.com/ linkedin page name

www.twitter.com/ twitter handle

- Under '**Description**', you may provide further information on your company summary of offerings.
- '**Supported Currencies**' refers to all the currencies supported for payment purposes.  
  
Supplier is required to select at least one supported currency.
- '**Supported Languages**' refers to supported languages by the supplier in conducting business with PETRONAS.
- '**Current Customer**' refers to the current customer that the supplier is currently conducting business with.

# Payment Terms

This section is not required to be filled by supplier.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

MACHINERY POWER SDN BHD (PC-2023.009213)

Users will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save.

TRANSACTION TYPE

IDENTIFICATION INFORMATION

BUSINESS INFORMATION

LOCATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

DIVERSITY STATUS

PAYMENT TERMS

REGISTRATION INFORMATION

CONTACT INFORMATION

MARKETING INFORMATION

DOCUMENTS

PETRONAS LICENSE & REGISTRATION INFORMATION

> IDENTIFICATION INFORMATION

> BUSINESS INFORMATION

> LOCATION INFORMATION

> RELATIONSHIP INFORMATION

> CERTIFICATES

> DIVERSITY STATUS

> PAYMENT TERMS

\*Indicates required fields

Entity

Payment Terms

ALL

Within 30 days Due net (Default)

Rows per page: 5

1 Supplier will not be able to make any changes to the payment terms.

# Documents

Supplier may find all documents that has been created or issued before e.g. RFx, Contract, PO, etc.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

MACHINERY POWER SDN BHD (PC-2023.009213)

will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

TRANSACTION TYPE

IDENTIFICATION INFORMATION

BUSINESS INFORMATION

LOCATION INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

DIVERSITY STATUS

DOCUMENTS

PAYMENT TERMS

REGISTRATION INFORMATION

CONTACT INFORMATION

MARKETING INFORMATION ⚠

PETRONAS LICENSE & REGISTRATION INFORMATION

NOTES AND ATTACHMENTS

> LOCATION INFORMATION

> RELATIONSHIP INFORMATION

> CERTIFICATES

> DIVERSITY STATUS

> DOCUMENTS

\*Indicates required fields

Form

Name

Status

Created by

Created on

Supplier Response St...

Invited on

Invited By

Scorecard

KYC Assessment v3

Published

Petronas

06/02/2020

Expired

06/02/2020

Petronas

RFx

Copy of KYC Assessment ...

Published

Petronas

05/04/2020

Response Submitted

05/15/2020

Petronas

Auction

Contract

1 Each document is segregated by the document type.

Kindly select the relevant document type on the left.

2 Once selected, system will display all the documents that are available.

To open, simply click on the document name.

# PETRONAS License & Registration Information



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

PETRONAS License & Registration information will be automatically populated in the Supplier Profile for ease of reference.

← MACHINERY POWER SDN BHD (PC-2023.009213)

Click on the Create Change Request button below to be able to edit the Supplier Profile

Home  
My Tasks  
Create  
Supplier Profile

CERTIFICATES  
IDENTIFICATION INFORMATION  
RELATIONSHIP INFORMATION  
DIVERSITY STATUS  
REGISTRATION INFORMATION  
LOCATION INFORMATION  
CONTACT INFORMATION  
BUSINESS INFORMATION  
TRANSACTION TYPE  
MARKETING INFORMATION  
PAYMENT TERMS  
DOCUMENTS  
PETRONAS LICENSE & REGISTRATION INFORMATION  
NOTES AND ATTACHMENTS

1

MARKETING INFORMATION  
PAYMENT TERMS  
DOCUMENTS  
PETRONAS LICENSE & REGISTRATION INFORMATION

PLEASE WAIT...

\*indicates required fields

Company Overview

Company Registration Number Roc New : 2035 Roc Old : 2035	Company Name Machinery Power Sdn Bhd	Company Status Bumiputera Local
Locality Status Sarawak	Attachment Company Detail_203594D.pdf	Group Locality --

License & Registration

License Status Active	License Duration Sep 25, 2020 To Sep 29, 2023	License or Registration Type License
Attachment 203594DROC_Cer.pdf		

Special License & Registration

Status --	Attachment --
--------------	------------------

Supplier is required to perform any license & registration update or renewal via <https://www.petronas.com/join-us/be-our-partner/our-licensing-registration>

1 This section is not editable and only relevant for PETRONAS Licensed and Registered suppliers. Their license and registration information will be populated here.

Any changes to the information in this section will need to be performed in the PETRONAS Licensing Management System (PLMS).



## Notes & Attachments

**Supplier may find all notes and attachments that has been created for the supplier by PETRONAS.**



**Complete  
Supplier  
Profile**

Catalog

Search

Home
 My Tasks
 Create
 Supplier Profile

<<

< MACHINERY POWER SDN BHD (PC-2023.009213)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save.

BASIC DETAILS	> BASIC DETAILS
TRANSACTION TYPE	> TRANSACTION TYPE
IDENTIFICATION INFORMATION	> IDENTIFICATION INFORMATION
BUSINESS INFORMATION	> BUSINESS INFORMATION
LOCATION INFORMATION	> LOCATION INFORMATION
RELATIONSHIP INFORMATION	> RELATIONSHIP INFORMATION
CERTIFICATES	> CERTIFICATES
DIVERSITY STATUS	> DIVERSITY STATUS
DOCUMENTS	> DOCUMENTS
PAYMENT TERMS	> PAYMENT TERMS
NOTES AND ATTACHMENTS	> NOTES AND ATTACHMENTS
REGISTRATION INFORMATION	> REGISTRATION INFORMATION
CONTACT INFORMATION	> CONTACT INFORMATION
MARKETING INFORMATION	> MARKETING INFORMATION
PETRONAS LICENSE & REGISTRATION INFORMATION	> PETRONAS LICENSE & REGISTRATION INFORMATION

No records found.

**1** Supplier will not be able to make any changes to the payment terms.

By default, this section is blank.

# Submit for Approval

Supplier to ensure that all necessary information has been provided before submitting their Supplier Profile for PETRONAS approval.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

← MACHINERY POWER SDN BHD (PC-2023.009213)

Click on the Create Change Request button below to be able to edit the Supplier Profile

BASIC DETAILS

CERTIFICATES

IDENTIFICATION INFORMATION

RELATIONSHIP INFORMATION

DIVERSITY STATUS

REGISTRATION INFORMATION

LOCATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION

PAYMENT TERMS

DOCUMENTS

PETRONAS LICENSE & REGISTRATION INFORMATION

NOTES AND ATTACHMENTS

Aggregate Rating: 3.8 ★

Supplier's Local Name\*: Machinery Power Sdn Bhd

Parent Company's Identification Type: Parent Company Name

Parent Company Name

Doing Business As: Formerly Known As, Formerly Known As

Category: Advanced Process Control Sys... +31 More

Region\*: Sarawak SAR

Supplier Managers\*: GEP Admin

Status: Approved

SUCCESS!

Supplier Profile is successfully submitted. Please wait for our team to review and approve your profile.

20% PROFILE COMPLETENESS

CLOSE SAVE AND SUBMIT

1 Click 'Save and Submit' to submit the supplier profile to PETRONAS for approval.

Note: To ensure data quality, the system will perform a background data quality check automatically.

Kindly amend the relevant field as required (when prompted) and re-submit for approval.

2 You will be prompted with a notification on successful submission of your Supplier Profile. PETRONAS shall review and process your submission accordingly.

You will receive a notification from PETRONAS regarding the evaluation results.



For existing PETRONAS suppliers with GEP SMART access, you are required to ensure your **Supplier Profile is always with Approved Status**, and you're good to go!

# Submit for Approval

Supplier to ensure that all necessary information has been provided before submitting their Supplier Profile for PETRONAS approval.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

← MACHINERY POWER SDN BHD (PC-2023.009213)

Click on the Create Change Request button below to be able to edit the Supplier Profile

**BASIC DETAILS**

\*Indicates required fields

Supplier's Legal Name\*  
Machinery Power Sdn Bhd

Parent Company's Identification Type  
Parent Company Name

Parent Company Name

Doing Business As  
Formerly Known As  
Formerly Known As

Category  
Advanced Process Control Sys... +31 More

Region\*  
Sarawak SAR

Supplier Managers\*  
GEP Admin

Status  
Approved

Aggregate Rating  
3.8 ★

**ERROR!**

Please enter a valid SWIFT code  
[Info] Messages refer to Organization: 4000004098 Bank details ID: 1003  
Bank 0 for country MY does not exist  
[Info] Messages refer to Organization: 4000004098 Bank details ID: 1004  
Bank 0 for country MY does not exist

CLOSE

20% PROFILE COMPLETENESS

CLOSE SAVE AND SUBMIT

3 During submission, if you are prompted with an Error Message, it means that the submitted supplier profile contains incorrect information or does not follow PETRONAS data governance rules.

Please read through the message and click on '**Close**'. You may refer the full list of data quality error messages and suggested rectifications in the next page.

**Kindly amend the relevant field as required** (when prompted) and re-submit for approval.

# Data Quality Error Rectifications

Supplier should amend the relevant field as required (when prompted) and re-submit for approval.

Error Message in Data Quality	Rectification	Affected Section
There is an error in performing data quality checks for the submitted profile. Kindly retry.	Supplier is required to retry the submission by clicking on the Submit button. If unable to proceed after few tries, please screenshot the error and send an email to <a href="mailto:supplier.servicedesk@petronas.com">supplier.servicedesk@petronas.com</a> for further checking.	All
Legal Company Name is longer than the allowed maximum value: 70.	Under Basic Details section, Supplier is required to maintain Legal Company Name that is up to 70 characters only.	Basic Details
Missing required fields: [\DivisionandOrgEntities\]."	Please screenshot the error and send an email to <a href="mailto:supplier.servicedesk@petronas.com">supplier.servicedesk@petronas.com</a> for further checking.	Basic Details
State is longer than the allowed maximum value: 3.	Please screenshot the error and send an email to <a href="mailto:supplier.servicedesk@petronas.com">supplier.servicedesk@petronas.com</a> for further checking.	Basic Details
Missing required fields: [\IdenficationInfo\]."	Under Identification Information section, Supplier is required to maintain the company registration number by selecting identification type "ROC (Old)" and maintain your company registration number	Identification Information
TIN – Tax Number MY7: Format is invalid.	Supplier is required to retry and submit their TIN information in the correct format that is up to 14 characters only.	Identification Information
ROC (New) xxxxxxxxxxxxxxxxxxxxxx Exceeds field limit 20	Supplier is required to retry and ensure that their ROC (New) is accurate and does not exceed 20 characters.	Identification Information
Address line - [ISC.0164.0008] Specified string: \Binjai 54\ \nLorong BinjaiUnit 89-N, Binjai 54\ \nLorong Binjai\" does not match the ECMA 242 pattern: \".^(.*)\$\".	User to remove any newline or special characters included in Address field.	Location Information
Missing required fields: [\LocationInfo\]."	Under Location Information section, Supplier is required to maintain at least one Ordering Location.	Location Information

# Data Quality Error Rectifications

Supplier should amend the relevant field as required (when prompted) and re-submit for approval.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Error Message in Data Quality	Rectification	Affected Section
One Ordering Location is Mandatory.	Under Location Information section, Supplier is required to maintain at least one Ordering Location.	Location Information
Only one Remit to Location is allowed.	Under relevant Location (Remit to Location) section> Banking Information. Supplier to remove additional Banking Information from the Remit to Location. Only one Banking Information is allowed to be maintained for each Remit to Location. For additional Banking Information, please maintain a new Remit to Location.	Location Information
Primary Business Phone Number is longer than the allowed maximum value: 16.	Under relevant Location (Headquarters or Ordering Location) section> Primary Business Phone, Supplier to maintain the Primary Business Phone number up to 16 characters only.	Location Information
Invalid Bank Name for Swift/BIC HBMBMYKL. Possible Value is HSBC BANK MALAYSIA BERHAD.	Under relevant Location (Remit to Location) section > Banking Information, please amend the Bank Name with the possible value as stated from the data quality message.	Location Information
[Info] Messages refer to Organisation: \$129 Bank details ID: 1001 Bank 022000020 for country MY does not exist	Under relevant Location (Remit to Location) section > Banking Information. For Malaysia bank account, please ensure to default the "BankKey/ABA" to 0. For Foreign bank account, if applicable, please ensure to maintain the correct routing number in "BankKey/ABA". If not application, please maintain "BankKey/ABA" to 0.	Location Information
Bank Account Number cannot be empty.	Under relevant Location (Remit to Location) section > Banking Information, Supplier is required to maintain the Bank Account number	Location Information
IBAN cannot be empty.	Under relevant Location (Remit to Location) section > Banking Information, Supplier is required to maintain the IBAN number.	Location Information
Missing required fields: [\PaymentTerms\"]."	Please screenshot the error and send and email to <a href="mailto:supplier.servicedesk@petronas.com">supplier.servicedesk@petronas.com</a> for further checking.	Payment Terms



# Update Supplier Profile

Supplier Profile information can be updated as and when required and it is always essential to keep their information updated.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

PETRONAS

Catalog Contract Purchasing Invoice Supplier

Search

WS

### My Tasks

ACTION PENDING (99+) FOLLOW UP (2)

Order 6912 Return Note 210 Contract 6 Form 2 RFX 1

Document Name	Document Number	Days in Current State	Order Total	Purchase Type	Created On
Order1 for 10454758	3300072043		250.00	Standard	
Order1 for Requisition8123484	3400361283-002		700.00	Standard	
Order1 for 10454839	3300072042		3,150.00	Standard	
Order1 for 10454839	3300072041		3,150.00	Standard	
Order1 for 50 Lines testing - Aniffah	3400361184		3,800.00	Standard	
Order1 for 50 Lines testing - Aniffah1	3400361183		72,500.00	Standard	
Order1 for KLCC-TSC_P2P_CAT_005d	3400361111		106.00	Standard	
Order1 for DO NOT USED	3400361104		500.00	Standard	
Order1 for KLCC-TSC_S2P_CAT_005e1 5% Retention	3400361041-001		400.00	Standard	
Order1 for KLCC-TSC_S2P_CAT_005e1 V3	3400361043		400.00	Standard	

Rows Per Page: 10 1 - 10 Of 6912

1 To update your profile, click on the **'Supplier Profile'** button.



Ensure your profile is always being updated and observe any warning indicators if there are any missing mandatory information (New-ROC, TIN, Primary Business Phone, Fax No, etc.) or certificates expiry.



# Update Supplier Profile

Approved suppliers are required to create a Change Request prior to amendment of information in GEP SMART.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

49% PROFILE COMPLETENESS

CLOSE SAVE CREATE CHANGE REQUEST

- 2 To begin, click 'Create Change Request'.
  - 3 Click 'Yes' to proceed with creation of the Change Request.
  - 4 Once Change Request has been created, you are now able to amend fields in the Supplier Profile (e.g. adding new Location, new Bank Information, new contacts etc.).
- For **PETRONAS Licensed and Registered suppliers**, some fields are **locked and no changes are allowed**. Any changes to the following need to be made in **PETRONAS License Management System (PLMS)**:
- Supplier's Legal Name
  - Category
  - PETRONAS License & Registration (Section)

# Update Supplier Profile



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Changes made to Supplier Profile will be verified by PETRONAS prior to approval.

49% PROFILE COMPLETENESS

DELETE SUBMIT SAVE AND EXIT CLOSE SAVE

5 Click '**Submit**' to submit the supplier profile to PETRONAS for approval.

You will receive a notification from PETRONAS regarding the evaluation results.

Note: To ensure data quality, the system will perform a background data quality check automatically.

Kindly amend the relevant field as required (when prompted) and re-submit for approval.



One (1) Change Request is allowed at a time. If there is existing Change Request pending approval, supplier will need to wait until PETRONAS Licensing Team review and approve/reject prior to submit another Change request

# Application Deep Dive

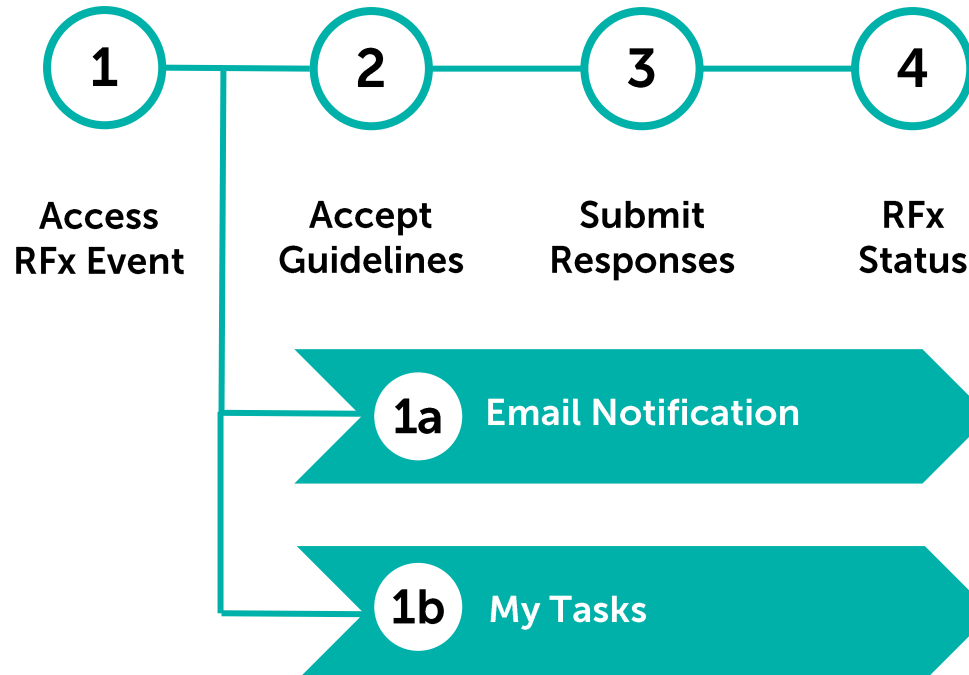


# RFx Response

GEP SMART enables online RFx submissions and provide a secure environment in responding and complying to the tender requirements.

## Learning Objectives

Suppliers will be able to respond to the technical and commercial requirements as deemed by the tender and submit them successfully via the system.



# Access RfX Event

## [1a] Email Notification - Invited supplier will receive an email notification with the subject of “Invitation to participate in event XXX”

From: [smartnotification@petronas.com.my](mailto:smartnotification@petronas.com.my) <[smartnotification@petronas.com.my](mailto:smartnotification@petronas.com.my)>  
Sent: Wednesday, December 13, 2023 3:17 PM  
To:  
Subject: Invitation to participate in event SMART Next Gen - YZ

1

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi ,  
  
You have been invited to participate in a sourcing event by PETRONAS .

Event name: SMART Next Gen - YZ  
Event start date/time: 13/12/2023 12:00:00 AM Singapore Standard Time  
Event end date/time: 23/12/2023 12:00:00 AM Singapore Standard Time

2

[Click here](#) to access the sourcing event or copy-paste the following link in your browser window: <https://smartuat.gep.com/Sourcing/rfx?dd=ZGM9MzYzMjEwJmJwYz03MDAyMTc5MA2&b=0&oloc=219&c=NzAwMjE3OTA1#/rfx/new>

- Basic instructions
1. If you do not have a SMART by GEP account, [click here](#) to create a new account and register yourself with PETRONAS.
  2. After you create the password, you can log into SMART by GEP and select the event to participate.
  3. Note that the time zone of the event is Singapore Standard Time. You may be in a different time zone, and therefore, make sure you log on at the right time to avoid missing the event.

If you have any questions, contact us on [supplier.servicedesk@petronas.com](mailto:supplier.servicedesk@petronas.com) or call our helpline number mentioned below. Our support team will help you get started.

Helpline:  
PETRONAS CONTACT CENTRE (PCC) : +603 2331 3330

Regards,

PETRONAS

SMART NextGen - YZ

New

Response closing in

3d 0h 38m 58s

Discussion Forum

GUIDELINES PENDING A...

BASIC DETAILS

EVENT TIMELINES

TEAM MEMBERS

GUIDELINES

QUESTIONNAIRES

PRICE SHEETS

GUIDELINES PENDING ACCEPTANCE

1

Accept the guidelines listed in this section in order to participate in the event.

Download all Guidelines

☐

I Accept General Guidelines -EXHIBIT I - SCOPE OF WORK

☐

I Accept General Guidelines -EXHIBIT II - TECHNICAL SPECIFICATIONS

BASIC DETAILS

Event Name

SMART NextGen - YZ

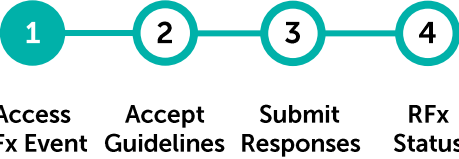
Event Description

Provision for Supply and Delivery of Chemicals and Spare Parts for PRPC

Event Type

Event Currency

Event Overview



- 1

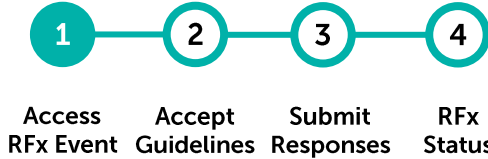
Supplier will receive an email notification to participate the RfX event
- 2

Click “[Click here](#)” from the email to access the sourcing event
- 3

RfX event will be displayed in SMART NextGen

# Access RFx Event

## [1b] My Tasks- Invited supplier able to view the RFx event via My Tasks



- 1 In order to view the RFx event, supplier need to click on **“My Tasks”** at the left panel from Home Page
- 2 Click **“RFx”** tab and select the RFx event under Event Name
- 3 RFx event will be displayed in SMART NextGen

Catalog   Sourcing

Search

Bookmarks   Help   ?   FI

My Tasks

Home

My Tasks

Create

Supplier Profile

My Tasks

ACTION PENDING (1)   FOLLOW UP (0)

RFx 1

Event Name	Event Number	Event Type	Author	Created On
SMART NextGen - YZ	047479-Aug2023	RFP		8/15/2023

Rows Per Page: 10   1 - 1 Of 1

Catalog   Sourcing

Search

Bookmarks   Help   ?   FI

SMART NextGen - YZ   New

GUIDELINES PENDING A...

BASIC DETAILS

EVENT TIMELINES

TEAM MEMBERS

GUIDELINES

QUESTIONNAIRES

PRICE SHEETS

GUIDELINES PENDING ACCEPTANCE

1 Accept the guidelines listed in this section in order to participate in the event.   Download all Guidelines

☐ I Accept General Guidelines -EXHIBIT I - SCOPE OF WORK

☐ I Accept General Guidelines -EXHIBIT II - TECHNICAL SPECIFICATIONS

BASIC DETAILS

Event Name  
SMART NextGen - YZ

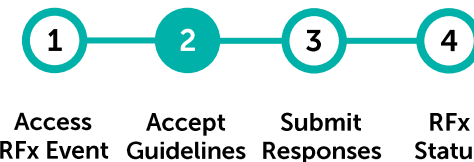
Event Description  
Provision for Supply and Delivery of Chemicals and Spare Parts for PRPC

Event Type   Event Currency   Event Overview



# Accept Guidelines

Accepting or declining the tender guidelines indicates supplier's understanding of the terms and conditions and represents their interest to participate.



**1** Check the boxes for each section to indicate acceptance of the guidelines.

Note: Please make sure to review all content of RFX (i.e. Basic Details, Timelines, Guidelines, Questionnaire, Price sheet) and read all attachments included in the RFX, if any.

Note: Suppliers can check for more information on the RFX's OPU details by clicking on Business Unit in the Basic Details section.

**2** Click 'Accept Guidelines'.

Note: You may choose to decline invitation if you do not want to participate in the bid.



Acceptance of guidelines was previously known as **acceptance of Invitation to Bid (ITB)**. The content of guidelines is similar to PETRONAS' ITB documents.

In the event guidelines acceptance is not performed, supplier will not be able to participate in the bid.

# Accept Guidelines

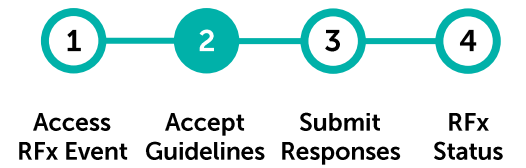


Access RfX Event    Accept Guidelines    Submit Responses    RfX Status

Accepting or declining the tender guidelines indicates supplier’s understanding of the terms and conditions and represents their interest to participate.

- |   |   |
|---|---|
| 3 | Click on the ‘ <b>Decline Invitation</b> ’ button to decline.         |
| 4 | At the window pop-up, click ‘ <b>Yes</b> ’ to confirm.                |
| 5 | Supplier would need to provide a reason for declining the invitation. |

# Accept Guidelines



Accepting or declining the tender guidelines indicates supplier's understanding of the terms and conditions and represents their interest to participate.

001213-SEP2019 - WEEK 2\_SUPPLIER RE... (INVITATION DECLINED) Response closing in 2 **6**

Invitation to participate in event was declined by KOPETRO VENTURES on 10/04/2019 12:18 PM

▼ BASIC DETAILS

Event Name  
Week 2\_Supplier Response

Event Description  
Week 2\_Supplier Response

Event Type  
Request for Quotation

Event Currency  
MYR

Event Overview  
-

Category\*  
Chemicals

Business Unit\*  
BOARD OF DIRECTORS

Region\*  
Malaysia

▼ EVENT TIMELINES

Time Zone : Singapore Standard Time (UTC+8:00)

Name	Start Date & Time	End Date & Time
Response Timeline	10/01/2019 3:30 AM	10/07/2019 3:55 AM

CANCEL

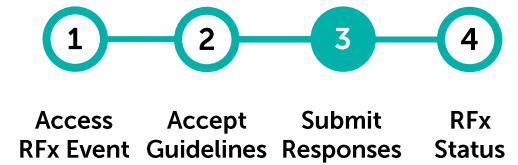
Accept Invitation  
Download Summary  
Change Ownership  
Download Discussions

**6** After declining the invitation, in an event that you would like to re-participate in the RFX, you can click on the '**Kebab icon**', then click on '**Accept Invitation**' to re-participate in the RFX.

Kebab icon:



# Submit Responses Overview



After reviewing and accepting the tender guidelines, supplier will be required to provide their responses.

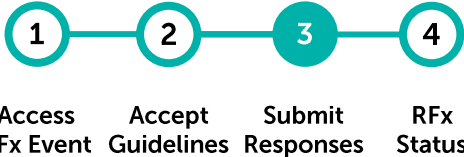
The requirements for each tender varies, and below are some of the highlighted sections for reference:

- a. Team Members
- b. Contract Terms
- c. Questionnaires
- d. Price Sheet
- e. Attachments



Suppliers are required to submit their bid response for **each section** outlined in the RFX. If the supplier requires clarification, they may do so via the online Discussion Forum (refer to **Tender Clarification**).

# Submit Responses – Team Members



You may assign Roles in the Team Members section.

TEAM MEMBERS(SUPPLIER CONTACTS) 1 [Manage Contacts](#)

Name	Viewer	Collaborator	Invitation Status
Ali Abu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited On 08/16/2023 9:13 AM

2 [Edit - Ali Abu](#) 3  [Add New Contact](#)

Name & Contact	User's Role	Updated By	Email Sent On
Ali Abu +6012345678 001	<div>Primary Responder Primary Responder Collaborator Viewer No Access</div>	Buyer	08/16/2023 9:13 AM

[CANCEL](#) [DONE](#)

<input type="checkbox"/>	Guideline Name	Accepted By	Accepted On
<input type="checkbox"/>	EXHIBIT I - SCOPE OF WORK	-	-

- 1

Under the **'Team Members'** section, click on the **'Manage Contacts'** icon.
- 2

The **'Edit'** page will be displayed.

Here, you are able to add any current contacts from your company to be a part of this tender.

You can also choose the **'User's Role'** to assign specific roles to contacts.

Click **'Done'** once completed.
- 3

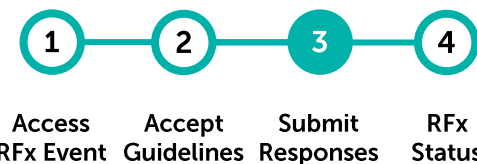
You may also add new contact to be a part of this tender.



**User's Roles include:**

- **Primary Responder:** Primary focal person for the tender
- **Collaborator:** Able to review the tender and make edits
- **Viewer:** Able to view the tender but cannot make any edits
- **No Access:** No access at all to the tender

# Submit Responses – Contract Terms



You may accept or modify the Contract Terms.

4

CONTRACT TERMS

☐ I confirm that I have read all the contract terms of this event

1

Name	Author	Modified By	Modified On	Status	Version
General Terms Conditions_UAT	WonderWoman Deol	WonderWoman Deol	09/12/2019 6:56 PM	Check In	1

PETRONAS

Catalog Sourcing

Search

PETRONAS TERMS AND CONDITIONS (HYBRID).DOCX

Contract Administrator : PETRONAS | Last Modified By : PETRONAS On 08/16/2023

Version 1.0

CONTRACT NO:

BETWEEN

[COMPANY]

(COMPANY NO.: XXXXX-X)

3

2

UPLOAD MINOR VERSION

GO BACK CHECK OUT

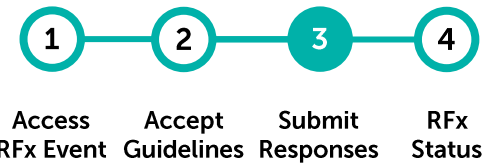
- 1 Under '**Contract Terms**' section, click on the terms & conditions (T&C) to review and understand the T&C.
- 2 If you need to perform redlining, **Check Out** the document first. Changes shall be made on the Microsoft version of the document.
- 3 You will need to '**Upload Minor Version**' of the same T&C document to upload update or proposed modifications.  
**UPLOAD MINOR VERSION**  
Once finalised, click on '**Check In**'.
- 4 Once completed, return to the main page and check the box to confirm that all contract terms have been read.  
  
Note: If the box is not checked, supplier will not be able to submit response.



**Redlining** is a process where suppliers are able to highlight the '**Terms and Conditions**' document areas of clauses that require deviation. Supplier may **add a note** on the MS Word document and reupload the same document. A **new version number** will be generated.



# Submit Responses – Questionnaires



Suppliers must respond to all questionnaires listed in the section.

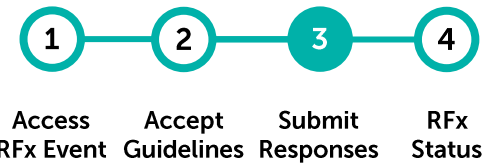


It is the **supplier's responsibility** to ensure questionnaires are reviewed and answered **truthfully and accurately** as PETRONAS buyers will be verifying the information provided.

- 1 Select the questionnaire from the drop-down list:
- The questions may vary in format (i.e. Radio Button, Check Box, List Box, Drop Down).
  - Suppliers must select answers which are related to their capability of delivering goods and services.
  - Some questions may require detailed explanation (i.e. Free Form text) and may need to provide attachments.
  - If attachment is required, kindly do not add attachments more than 2GB for each question in this questionnaire section.
  - For attachments that are larger than 2GB, place them in attachment section (refer to page 56).

# Submit Responses – Questionnaires

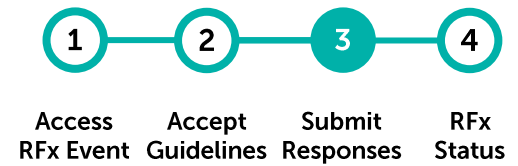
Suppliers must respond to all questionnaires listed in the section.



The screenshot shows the 'RESPOND' page for a questionnaire titled 'TECHNICAL PART 1 - ESSEN...'. The interface includes a sidebar with navigation options like Home, My Tasks, Create, and Supplier Profile. The main content area displays the questionnaire details, including the name, description, and evaluation type (Technical). A list of questions is shown, with the first question requiring the selection of documents for submission. The bottom of the page features a progress bar indicating 100% response completeness, along with 'CANCEL', 'SAVE', and 'DONE' buttons. Numbered callouts 2, 3, and 4 are placed on the interface to correspond with the instructions on the right.

- 2 Respond to questions, then click **'Save'**.
- 3 Once all the questions have been responded, click **'Done'**.  
  
Respond to all other questionnaires in similar manner.  
  
Click **'Submit Response'** once all questionnaire has been answered. Confirmation window will then appear. Click **'Yes'**.
- 4 The completion rate of the supplier profile can be tracked here.

# Submit Responses – Price sheet



The price sheet represents the commercial aspect of the tender submission and may vary from one tender to another.

Suppliers will have the option to respond to the tender's commercial requirements through the following channels:

- a. Update Price sheet via the GEP SMART user interface, or
- b. Update Price sheet through MS Excel upload.



It is the supplier's responsibility to **verify all details in all columns** within the price sheet. Columns may differ based on the Tender requirements from PETRONAS.

# Submit Responses – Price sheet

## a. Update price sheet via the GEP SMART user interface.

Catalog

Sourcing

Search

FI

RESPOND - MATERIALS

Price Sheet Name  
Materials

Price Sheet Type  
Materials

Price Sheet Description  
-

Preferred Currency  
USD

Displaying 1 of 1

1

2

3

4

Unfreeze

Column

Show/Hide Columns

	A	B	C	D	E	F	M	N	O	P	Q	R	S	T
1	Intent to Bid	Item Name	Item Number	*Unit	*Volume	*ERP Line Nu...	Invoice Break I...	*Supplier Incot...	*Supplier Incot...	*Estimat ...	Rfx Price per	*Supplier Unit ...	Supplier Total ...	Effective Unit ...
2	Yes	SEAT,VLV,001...	50059533	PC : PC, Piece	100.00	1		DDP : Delivere...			1.00	USD 1,400.00	USD 140,000.00	1,400.00
3	Yes													
	No													

1 Scroll to the **Price Sheet** section. Click on the **Price Sheet Name**.

Note: The Price Sheet represents the commercial aspect of the RFx, suppliers are responsible to ensure that the pricing is accurate.

2 Review all columns and rows. Respond **Yes/No** in the **Intent to Bid** column.


3 Enter the unit price for each line item that has been marked **Yes to Bid**. Once unit price for all line item is entered, click **Done**.

Note: For full item description, please refer to the Item Specification field instead of Item Description field.

Respond to all the Price sheets in a similar manner, then click on **Submit Response**. The confirmation window will appear. Click on **Yes**.

4 Supplier to key in all mandatory fields i.e., Supplier Incoterm Code, Supplier Incoterm Location, and Estimated Lead Calendar Days for Material Lines only. For Service Lines these fields are non-mandatory.

Note: Supplier can only fill in numerical value for Estimated Lead Calendar Days.

 The price sheet displayed above is a screenshot taken from within the GEP SMART platform. Suppliers that choose to update the price sheet directly within the platform will have the above view.

# Submit Responses – Price sheet

## b. Update price sheet through MS Excel upload.

1

Price Sheet Name:	Materials											
Price Sheet Type:	Materials											
Description:												
Column Type :	Drop Down	Text	Drop Down	Text	Extended Text (12K	Extended Text (	Currency	Computed	Drop Down	Text	Numeric	
Column Name:	*Intent to Bi	Item number	*Unit	Supplie	Item Specificatio	Item Descrip	*Price per ui	Total price(MYR)	*Supplier Incoterr	*Supplier	Estimate	Lead Calendar
	Yes	50027195	RM : RM; Ream	1231312313-1	TYPE:LOGO</br>SI ZE:SZ A4</br>PACKAGE DETAILS:PK/500 SH</br>MANUFAC TURER NAME:CNQUER	PAPER,LTRHD,L GO,SZ A4,PK/500SH,C NQUER	MYR 23.00	MYR 23.00	DDP : Delivered Duty	Supplier Code	5	
	Yes	50027195	RM : RM; Ream	32131231-2	TYPE:LOGO</br>SI ZE:SZ A4</br>PACKAGE DETAILS:PK/500 SH</br>MANUFAC TURER NAME:CNQUER	PAPER,LTRHD,L GO,SZ A4,PK/500SH,C NQUER	MYR 34.00	MYR 34.00	DDP : Delivered Duty	Supplier Code	3	

1 You can opt to submit the price sheet via the MS Excel template provided.

The template can be found at the top right corner of the tender page. Click the download icon.



Upon download, you are required to fill in the unit price in the Excel and upload it back to the system.

Note:

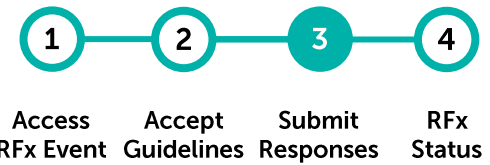
- Supplier to key in all mandatory fields i.e., Supplier Incoterm Code, Supplier Incoterm Location, and Estimated Lead Calendar Days for Material Line only.
- For full item description, please refer to the Item Specification field instead of Item Description field.
- Suppliers are to ensure that the price sheet uploaded is successful.
- Upon completion, a message will appear indicating 'Upload Successful'.



Suppliers can only **use the downloaded template provided** and not any other format. Suppliers are only permitted to **provide input on certain fields**, the rest are locked.

# Submit Responses – Supplier Attachments

In this section, suppliers can provide and review attachments for supplementary documentation.



SMART NextGen - YZ  
Participation Confirmed

Response closing in 2d 23h 58m 59s

Home  
My Tasks  
Create  
Supplier Profile

BASIC DETAILS  
EVENT TIMELINES  
TEAM MEMBERS  
GUIDELINES  
CONTRACT TERMS  
QUESTIONNAIRES  
PRICE SHEETS  
SUPPLIER ATTACHMENTS

Technical Part 4- HSE Technical Fariz 08/16/2023 10:52 AM 1 100.00%

Technical Part 5- Financial Statement Technical Fariz 08/16/2023 10:53 AM 2 100.00%

PRICE SHEETS (1)

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
Materials	Fariz	08/16/2023 11:01 AM	100.00%	

SUPPLIER ATTACHMENTS (2)

BUYER (0) SUPPLIER (1)

Drag and drop file here OR browse  
File size limit: 490MB each | File limit : 10 | Supported file formats: 1

Attachment Name	Classification *	Added On	Uploaded By	File Size
046950-Jul2023-EXHIBIT 1 - SCOPE O...	Technical	08/16/2023 11:01 AM	Ali Abu	25.0 KB
046950-Jul2023-EXHIBIT 1 - SCOPE O...	Commercial	08/16/2023 11:02 AM	Ali Abu	25.0 KB
	Other			

Validate CANCEL SUBMIT RESPONSE

1 Under the '**Supplier**' section, you can attach documents related to the RFx/ Tender (i.e. CV, ITB documents, alternative specs, product specs, etc.).

You will need to select the attachment if it's a **Technical or Commercial** form of attachment.

Please ensure that all the attachments with Pricing matters are marked as '**Commercial**' Attachments.

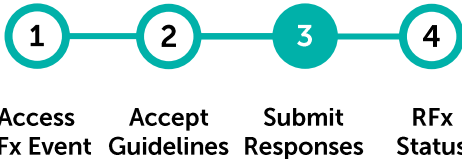
2 Under the '**Buyer**' section:

- You will be able to view and download attachments that have been provided by the PETRONAS representative.
- It is compulsory to view all these attachments prior to bid submission.
- You may see comments from Buyer, if any, at the Attachments section.



# Submit Responses Overview

Upon accepting the tender guidelines and providing all the required information, supplier is ready to submit their RfX response.



SMART NextGen - YZ

Participation Confirmed

1

BASIC DETAILS

EVENT TIMELINES

TEAM MEMBERS

GUIDELINES

CONTRACT TERMS

QUESTIONNAIRES

PRICE SHEETS

SUPPLIER ATTACHMENTS

3

Response closing in  
2d 23h 58m 27s

Upload All

Download All

QUESTIONNAIRES (5)

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
Technical Part 1 - ESSENTIAL EXAMPLE	Technical	Fariz	08/16/2023 10:50 AM	2	100.00%	
Technical part 2- GENERAL EXAMPLE	Technical	Fariz	08/16/2023 10:51 AM	5	100.00%	
Technical Part 3- TERMS & CONDITIONS	Technical	Fariz	08/16/2023 10:52 AM	1	100.00%	
Technical Part 4- HSE	Technical	Fariz	08/16/2023 10:52 AM	1	100.00%	
Technical Part 5- Financial Statement	Technical	Fariz	08/16/2023 10:53 AM	2	100.00%	

PRICE SHEETS (1)

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
Materials	Fariz	08/16/2023 11:01 AM	100.00%	<div><div>Download All</div><div>Upload All</div><div></div></div>

SUPPLIER ATTACHMENTS (2)

Drag and drop file here OR [browse](#)

2

Validate

CANCEL

SUBMIT RESPONSE

- 1

Once all sections of the Tender documents have been completed, suppliers need to ensure that all details are accurate in accordance to the guidelines (RfX).
- 2

Once this has been checked and confirmed, click **Submit** to submit the bid response.

Once submitted, the document status will show as **Response Submitted**.
- 3

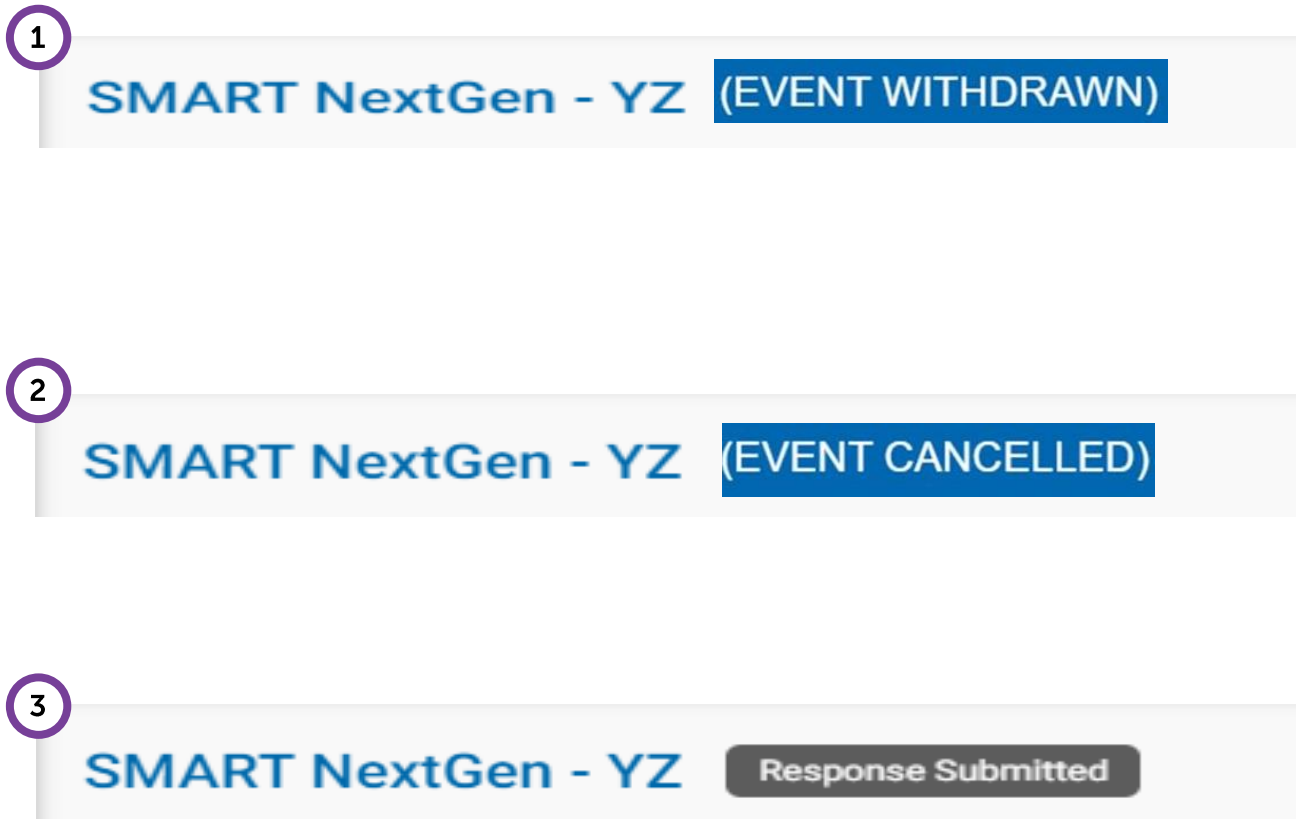
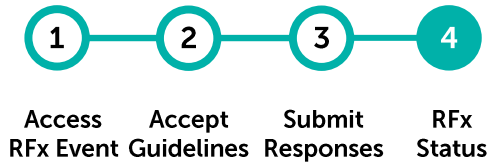
You can resubmit responses by first withdrawing response and only if response timeline is still open.

Once the Response Timeline status changes to **Closed**, the system will not allow any more submissions.

It is the Supplier’s responsibility to ensure that they plan and submit their responses for the Tender **in advance before the response closing date**, to avoid losing out any opportunities to participate. The system will not permit any submissions once response date closes.

# RFx Status

The RFx status will change based on the action completed by suppliers or action initiated by buyers.



1	<b>RFx Withdrawn</b> The RFx is still active, the status could be due to: <ul style="list-style-type: none"><li>• Possible amendment to the requirements (i.e. Changes in scope or tender requirement),</li><li>• Addendum made to the RFx or tender.</li></ul>
2	<b>RFx Cancelled</b> <ul style="list-style-type: none"><li>• The RFx is currently inactive and this status will be initiated by the sourcing execs or buyer.</li><li>• You will be notified that the tender has been aborted/ dropped via email notification.</li></ul>
3	<b>RFx Submitted</b> The RFx or tender is active, the status will be considered as submitted once you complete the guidelines and RFx responses.

# Application Deep Dive

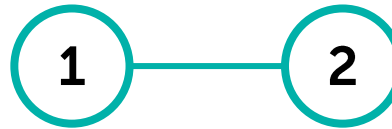


# Tender Clarification

The discussion forum will be the primary means of communication for tender clarification as well as the avenue for document sharing (update) post bid closing date.

## Learning Objectives

Suppliers will be able to authenticate details on technical and commercial requirements, review and document them through the system for reference.

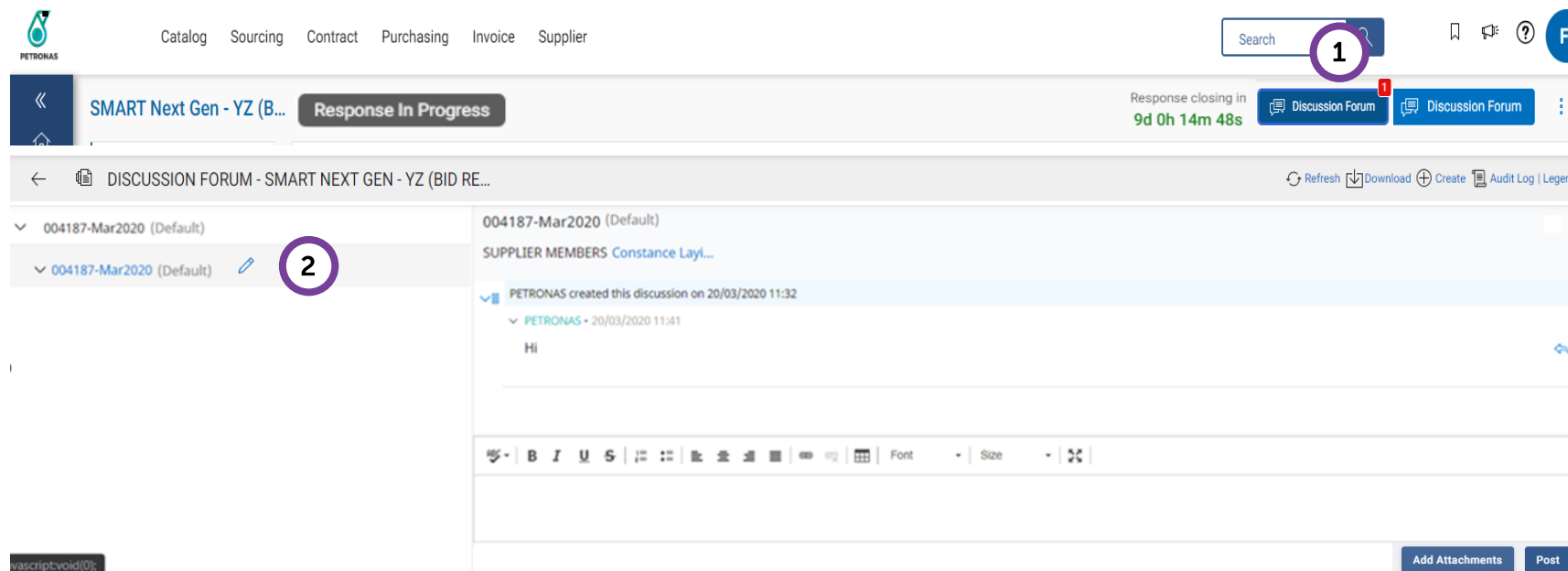


Discussion  
Before  
Bid Closing

Discussion  
After  
Bid Closing

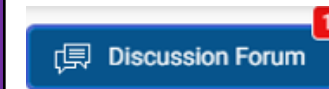
# Discussion Before Bid Closing

Any queries or clarifications required with regards to the tender shall be communicated through the Discussion Forum in GEP SMART.



- Suppliers are urged to use the Discussion Forum as the **only means of communication** and make amendments to bid responses **before bid closing date**.
- All queries **shall be responded** by respective buyers or sourcing execs, whilst being **documented** and **contractually binding**.

1 Initiate your query through the 'Discussion Forum' icon on the top right corner. The group discussion window pop up will be displayed.



If you receive any notification from the Buyer, a numbered notification will appear on top of the icon.

2 In the window pop up, amend the discussion title accordingly by clicking on the 'Pencil' icon.



Note: there may be some discussions that have already been posted in the forum by a PETRONAS representative.

Refer to those discussions for potential technical/tender clarifications, related updates and briefings on tender content.


# Discussion Before Bid Closing

Any queries or clarifications required with regards to the tender shall be communicated through the Discussion Forum in GEP SMART.

The screenshot shows the GEP SMART interface for a discussion forum. At the top, there's a navigation bar with 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', and 'Supplier'. A search bar is on the right. Below the navigation bar, the main header shows 'SMART Next Gen - YZ (B...' and 'Response In Progress'. A sidebar on the left lists '004187-Mar2020 (Default)' and '004187-Mar2020 (Default)'. The main content area shows a discussion titled '004187-Mar2020 (Default)' with 'SUPPLIER MEMBERS Constance Layl...'. A message from 'PETRONAS' is visible, dated '20/03/2020 11:32', with the text 'Hi'. At the bottom of the discussion area, there's a text box for input, a rich text editor toolbar, and two buttons: 'Add Attachments' and 'Post'. Numbered callouts are placed as follows: 3 points to the text box; 4 points to the 'Add Attachments' button; 5 points to the 'Post' button; and 6 points to the 'SUPPLIER MEMBERS' line in the header.



Suppliers to submit query using Discussion Forum and make amendments to RFx bid responses in the event the response timeline (bid closing date) is open.

- |   |   |
|---|---|
| 3 | Enter the query in the text box at the bottom of the screen.  |
| 4 | To add in attachments, click on the 'Add Attachments' icon at the bottom right corner of the text box.<br>               |
| 5 | Once finished, click 'Post' to send the query.<br><br>You are urged to use discussion forum to communicate with PETRONAS regarding the specific RFx/Tender. This should be the only means of communication. |
| 6 | You can also see your team members who are involved in this RFx/tender next to the 'Supplier Members' line.   |



# Discussion After Bid Closing

1

2

Discussion Before Bid Closing    Discussion After Bid Closing

Any action after bid closing (i.e. negotiation) will be initiated by the buyers or sourcing execs. Changes to the initial bid submissions will be documented through the Discussion Forum.

← DISCUSSION FORUM - SMART NEXT GEN - YZ (BID RE... Refresh Download Create Audit Log Legend

004187-Mar2020 (Default)

004187-Mar2020 (Default)

SUPPLIER MEMBERS Constance Layl...

PETRONAS created this discussion on 20/03/2020 11:32

PETRONAS • 20/03/2020 11:41

Hi

Font Size

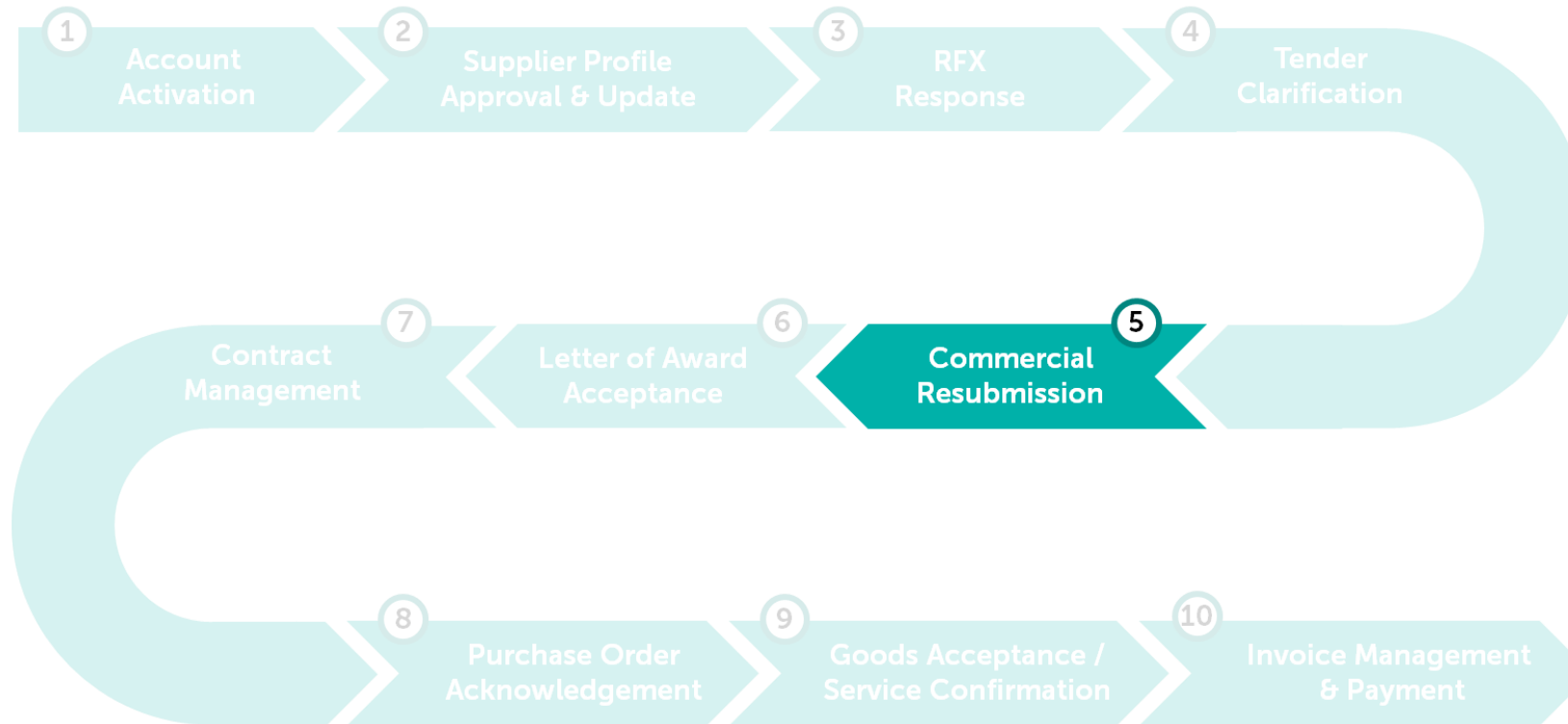
1 Add Attachments Post

1 In the event there are amendments or updates to the Rfx bid responses **after bid closing date**, you are required to attach the relevant documents (e.g. certifications, company information etc.) into the discussion forum.



Suppliers will **not be able to modify** their bid submissions **after bid closing date**. Any amendments or modification required to the responses shall be done **through the Discussion Forum via document attachments**.

# Application Deep Dive



# Commercial Resubmission

GEP SMART enables the revision of commercial submission through the initiation of auction and pricing resubmission during the tendering process.

## Learning Objectives

Suppliers will be able to partake in the negotiation process for the revision of commercial requirements post initial bid submission.

1

Pricing  
Resubmission

# Pricing Resubmission

Supplier will receive an email notification upon Officer in-charge (OIC) invites for negotiation/commercial re-submission request.

From: [smartnotification@petronas.com.my](mailto:smartnotification@petronas.com.my)  
Sent: Thursday, February 22, 2024 9:22 AM  
To:  
Subject: Update Alert - Feedback for Event - 055547-Feb2024

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Y Z,

PETRONAS has changed the feedback timeline for the event "055547-Feb2024". The revised timeline is given below:

- Response Feedback Start Date & Time - **21/02/2024 03:30:00 PM Singapore Standard Time**
- Response Feedback End Date & Time - **22/02/2024 09:40:00 AM Singapore Standard Time ?**
- Remarks - **No remarks were added**

?

Chemicals Malaysia PHCO : 001\* - ALL Cost Centres

Please contact PETRONAS for any clarifications.

Regards,  
PETRONAS

# Pricing Resubmission

In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing.

The screenshot shows the 'My Tasks' section of the GEP SMART interface. At the top, there are tabs for 'Catalog', 'Contract', and 'Supplier'. Below these, a search bar and user profile icon are visible. The 'My Tasks' section is divided into two tabs: 'ACTION PENDING (4)' and 'FOLLOW UP (0)'. The 'ACTION PENDING' tab is active, showing a summary of tasks: Scorecard (2), Form (1), Contract (1), and RFX (1). The RFX task is highlighted with a blue box and an information icon (i). Below this, a table lists the pending tasks:

Event Name	Event Number	Event Type	Author	Created On
NextGen	054079-Jan2024	RFP		1/14/2024

The 'NextGen' event name is highlighted with a blue box and a circled 'ii'.

1 To resubmit new prices, log into GEP SMART.

From the homepage, under the 'Action Pending' list, click "RFX" (i) tab and **select the tender** (ii) that needs to be responded.

# Pricing Resubmission

In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing.

NextGen

Response Submitted

Feedback closing in  
6d 23h 53m 35s

Home

My Tasks

Create

Supplier Profile

BASIC DETAILS

EVENT TIMELINES

TEAM MEMBERS

GUIDELINES

CONTRACT TERMS

QUESTIONNAIRES

PRICE SHEETS

SUPPLIER ATTACHMENTS

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %
<a href="#">Technical Part 1 - ESSENTIAL EXAMPLE</a>	Technical	Hanani	16/01/2024 9:35 AM	2	<div></div> 100.00%
<a href="#">Technical part 2- GENERAL EXAMPLE</a>	Technical	Hanani	16/01/2024 9:35 AM	5	<div></div> 100.00%
<a href="#">Technical Part 3- TERMS &amp; CONDITIONS</a>	Technical	Hanani	16/01/2024 9:35 AM	1	<div></div> 100.00%
<a href="#">Technical Part 4- HSE</a>	Technical	Hanani	16/01/2024 9:36 AM	1	<div></div> 100.00%
<a href="#">Technical Part 5- Financial Statement</a>	Technical	Hanani	16/01/2024 9:36 AM	2	<div></div> 100.00%

Rows Per Page: 5 of 2 pages Showing 1-5 of 7

PRICE SHEETS (2)

☒ Show only feedback enabled Price Sheet

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
Materials	Hanani	16/01/2024 9:37 AM	<div></div> 100.00%	<a href="#">View Feedback</a>
Services	Hanani	16/01/2024 9:38 AM	<div></div> 100.00%	<a href="#">View Feedback</a>

- 2

Under the Price Sheets section, check the “**Show only feedback enabled Price Sheet**” to view the enabled column from price sheet document.
- 3

Click on **View Feedback** from the price sheet document.



# Pricing Resubmission

In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing.

	A	B	C	D	E	F	G	H	I	J	K	L
	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	*Revised Price...	*Initial Price pe...	Total Price (MY...	Revised Total ...	Initial Total pric...	*Revised Intent...
2	Yes	BOLT,SD,7/8",...	50014110	100	PCS : PCS, PL...	MYR 1,000.00	MYR 5,000.00	MYR 1,000.00	MYR 100,000.00	MYR 500,000.00	MYR 100,000.00	Yes
3	Yes	SWITCH,PRO...	50008097	100	PCS : PCS, PL...	MYR 1,000.00	-	MYR 1,000.00	MYR 100,000.00	MYR 0.00	MYR 100,000.00	No
4	Yes	BEARING,21,...	50001140	50	PCS : PCS, PL...	MYR 1,000.00	-	MYR 1,000.00	MYR 50,000.00	MYR 0.00	MYR 50,000.00	No
5									MYR 250,000.00	MYR 500,000.00	MYR 250,000.00	

4 At **Revised Intention** column, kindly change the status as **"Yes"** if supplier wish to change the price

5 Enter revised price if desired by the Supplier or as per agreed with PETRONAS at **Revised Price** column. Click **'Done'**.

6 Once complete, click **"Done"** button.



- During the Feedback Timeline, prices that are to be revised will be highlighted in colour by the Officer in-charge of the Tender and you will be informed by each colours' meaning in the Discussion Forum. You will also receive an email notification for this update.
- All identified suppliers will be notified on the colour definition and the revised prices requirements by PETRONAS.

# Pricing Resubmission

In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing.

NextGen

Response Submitted

<<

Home

My Tasks

Create

Supplier Profile

BASIC DETAILS

EVENT TIMELINES

TEAM MEMBERS

GUIDELINES

CONTRACT TERMS

QUESTIONNAIRES

PRICE SHEETS

BUYER ATTACHMENTS

SUPPLIER ATTACHMENTS

Pert\_Test\_Guideline2

General Guidelines

Hanani

16/01/2024 9:33 AM

Feedback closing in 6d 23h 52m 53s

CONTRACT TERMS

No Contract Terms available!

QUESTIONNAIRES (7)

Download All

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %
Technical Part 1 - ESSENTIAL EXAMPLE	Technical	Hanani	16/01/2024 9:35 AM	2	100.00%
Technical part 2- GENERAL EXAMPLE	Technical	Hanani	16/01/2024 9:35 AM	5	100.00%
Technical Part 3- TERMS & CONDITIONS	Technical	Hanani	16/01/2024 9:35 AM	1	100.00%
Technical Part 4- HSE	Technical	Hanani	16/01/2024 9:36 AM	1	100.00%
Technical Part 5- Financial Statement	Technical	Hanani	16/01/2024 9:36 AM	2	100.00%

Showing 1-5 of 7

CONFIRMATION

Are you sure you want to submit your responses?

NO

YES

On

Response Completion %

Actions

| 1:26 AM | 100.00% | View Feedback |
| 38 AM | 100.00% | View Feedback |

CANCEL

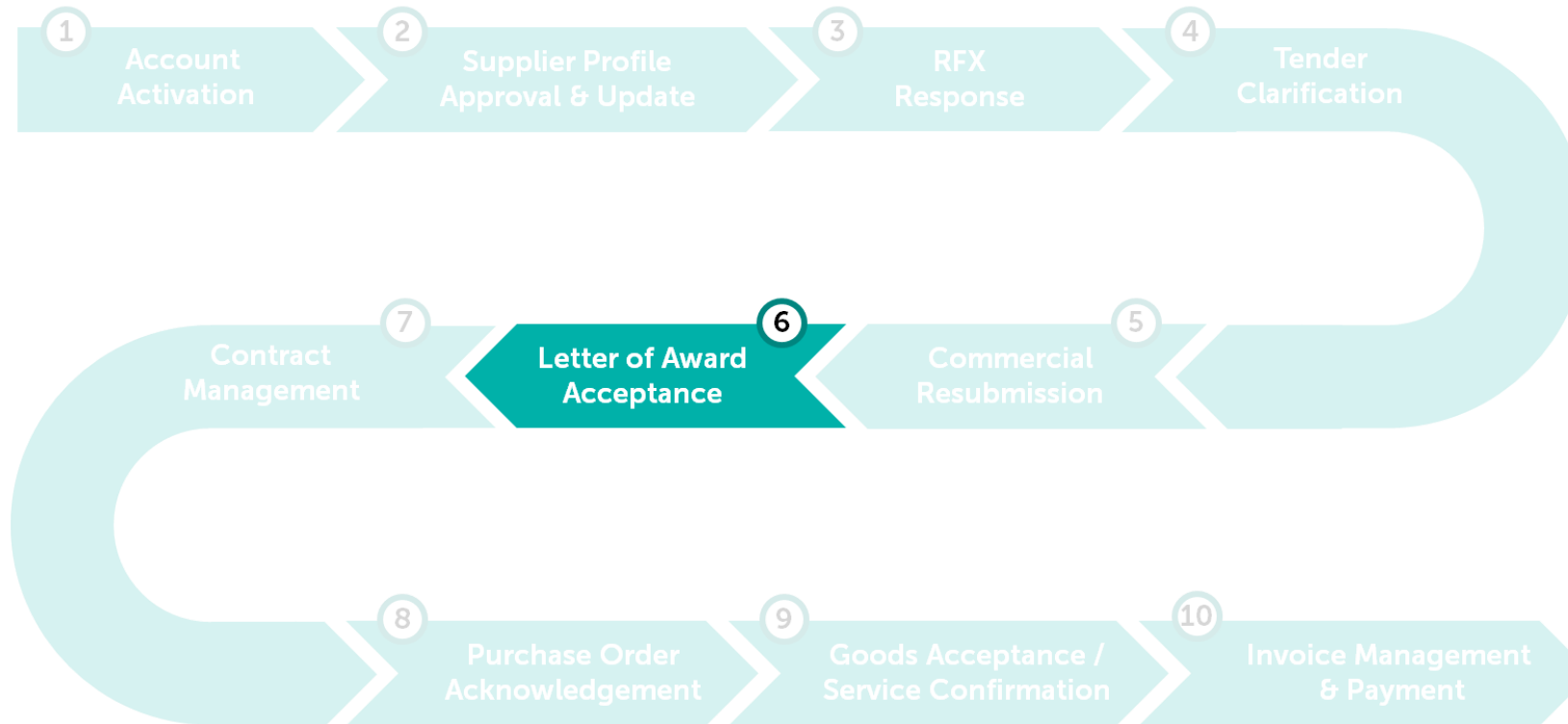
SUBMIT RESPONSES

- 7

Click 'Submit Responses' once supplier has completed.
- 8

Confirmation notification will appear and click "Yes".

# Application Deep Dive



# Letter Of Award Acceptance

The discussion forum will be the primary means of communication for tender clarification as well as the avenue for document sharing (update) post bid closing date.

## Learning Objectives

Suppliers will be able to authenticate details on technical and commercial requirements, review and document them through the system for reference.

1

LOA Acceptance

# LOA Acceptance

1

LOA  
Acceptance

Supplier to acknowledge their acceptance of award via the online Discussion Forum.

SMART Next Gen - YZ T3 New

Response closed Discussion Forum

**1**

BASIC DETAILS

Event Name  
SMART Next Gen - YZ T3

Event Description

Event Type  
Request for Proposal

Event Currency  
MYR

Event Overview

DISCUSSION FORUM - SMART NEXT GEN - YZ (BID RE...

Refresh Download Create Audit Log Legend

004187-Mar2020 (Default)

SUPPLIER MEMBERS Constance Layl...

PETRONAS created this discussion on 20/03/2020 11:32

PETRONAS - 20/03/2020 11:41

Hi

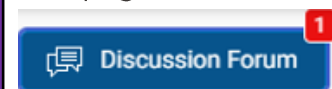
**2**

Add Attachments Post

**1** Upon successful evaluation, supplier will be notified via email together with the issuance of Letter of Award (LOA).

Respective Buyer/Author will then prepare a topic in the Discussion Forum on LOA Acceptance to be directed to the Awarded Supplier.

Click on the '**Discussion Forum**' icon on the top right corner of the RFx page.



**2** Successful supplier is required to respond in the Discussion Forum, upon receipt of LOA document from PETRONAS to confirm acknowledgement and indicate acceptance.

Click '**Post**' to complete the LOA acceptance.

# Application Deep Dive





# Contract Management

GEP SMART provides a central repository to give you visibility of contract status and upload additional notes and attachment for the contract.

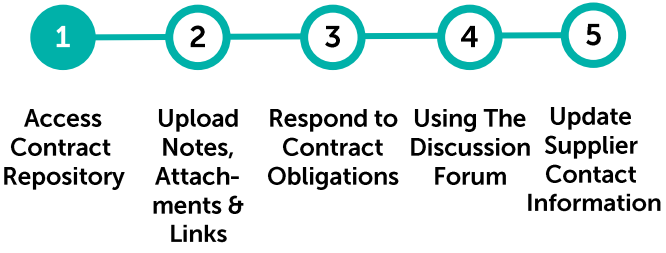
## Learning Objectives

Suppliers will be able to search and view their awarded contracts in the system as well as upload relevant attachments.



# Access Contract Repository

Supplier can navigate to the contract repository from the Home Page.



<<

Home

My Tasks

Create

Supplier Profile

Catalog

Sourcing

Contract

Purchasing

Invoice

Supplier

Search

Search

Fi

Documents

CONTRACT

All 6

Live 6

Export

Manage Attributes

Filters

Contract Name	Contract Number	Legal Company	Contract Sponsor	Supplier	Status	Contract Value	Effective Date	Cc	Actions
UAT SMART NextGen #1 - DO NOT USE	CTR-00015598	-	Shivanshu	FBI Sdn Bhd	Live	-			<div>Se</div> <div>View</div>
Testing for CRF	CTR-00015612	-	UAT_NG_Buyer_RAPID...	FBI Sdn Bhd	Live	-			<div>Se</div> <div>View</div>
Copy of Testing for CRF	CTR-00015639	-	UAT_NG_Buyer_RAPID...	FBI Sdn Bhd	Live	-			<div>Se</div> <div>View</div>
Copy of Term Contract for Manpower Supply	CTR-00015630	-	UAT_NG_Buyer_PCSB_0...	FBI Sdn Bhd	Live	-			<div>Se</div> <div>View</div>
Copy of RFX1234567	CTR-00015636	-	UAT_NG_Buyer_RAPID...	FBI Sdn Bhd	Live	-			<div>Se</div> <div>View</div>
Term Contract for Manpower Supply	CTR-00015625	-	UAT_NG_Buyer_PCSB_0...	FBI Sdn Bhd	Live	-			<div>Se</div> <div>View</div>

Rows Per Page: 10

1 - 6 Of 6

1 At the Home Page, under **Contract** tab, list of contract that has been awarded to you will be listed down. To view the contract detail, click the URL link from **Contract Name** column.

# Access Contract Repository

Supplier will be able to access the awarded contract and view the contract details.

The screenshot displays the Petronas Contract Repository interface. At the top, there's a navigation bar with links: Catalog, Sourcing, Contract, Purchasing, Invoice, and Supplier. A search bar and user profile icon (FI) are on the right. Below the navigation bar, the contract title 'UAT SMART NextGen #1 - DO NOT USE' is shown with a 'Live - Published' status. A sidebar on the left contains navigation options: Home, My Tasks, Create, and Supplier Profile. The main content area is divided into four colored boxes: Documents (blue), Commercial Terms (teal), Obligations (pink), and Performance (green). Below these, a list of sections is shown with expandable arrows: BASIC DETAILS, APPLICABLE FOR, INTERNAL PARTY, EXTERNAL PARTY, TERMS, NOTES AND ATTACHMENTS, DISCOUNTS/SURCHARGES, LINES, MILESTONES, and LINKED DOCUMENTS. A 'View Pricebook Lines' link is visible next to the LINES section. At the bottom, there are 'PREVIEW' and 'CANCEL' buttons.

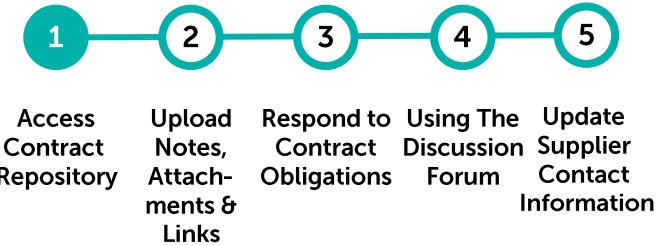


- |                            |                                   |                                 |                            |                                     |
|----------------------------|-----------------------------------|---------------------------------|----------------------------|-------------------------------------|
| 1                          | 2                                 | 3                               | 4                          | 5                                   |
| Access Contract Repository | Upload Notes, Attachments & Links | Respond to Contract Obligations | Using The Discussion Forum | Update Supplier Contact Information |

- 2** Each section can be expanded for the details.
- Key sections:
- **Terms:** displays the contract duration
  - **Applicable For:** displays the Buyer list/ OPU who will consume the contract
  - **Contract Language:** displays the agreed contract document details
  - **Lines:** - displays schedule of rate/ Pricebook
- 3** Click '**Preview**' to view the contract hierarchy/linked contract being established (if any).

# Access Contract Repository

Supplier will be able to access the awarded contract and view the contract details.



PETRONAS

Home

My Tasks

Create

Supplier Profile

Catalog

Sourcing

Contract

Purchasing

Invoice

Supplier

UAT SMART NextGen #1 - DO NOT USE

Live - Published

Contract

4

Contract Value	NA
Payment Term	Within 360 days Due net

Basic Details

Contract Name

UAT SMART NextGen #1 - DO NOT USE

Contract Number

CTR-00015598

Contract Type

Unit Rates / Bill of Quantities

Document Type

Services, Supply, Delivery Agreement

Contract Administrator

UAT\_NG\_Buyer\_PCSB\_01 NG\_Buyer\_PCSB

Transactable

Yes

This contract is confidential

Contract Description

This is for UAT activity with Expert User for SMART NextGen

Applicable For

Category

Mechanic Hand Tools,Specialist Manpo...

Organization Entity

M009 PCSB CHO Drilling/Projects +2More

Region

Malaysia

COMMENTS

DISCUSSION FORUM

More

Display of established linked contract

- 4 Click on **Contract Hierarchy** Icon to view the linked contract (if any).  
*Note: Linked contract(s) represent the individual contract derived from main contract.*
- 5 For the example shown, there are two sub-contracts derived from the main Contract.

Parent - Child Contract

ABC Testing 2020 001033 Services Agreement

Services Agreement(2)

Services Agreement(2)

2020.001034 - Copy of ABC Testing

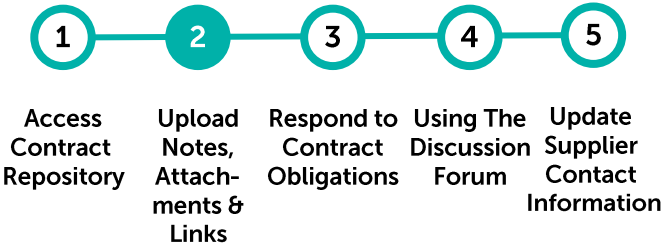
2020.001035 - Copy of Copy of ABC ...

5

CLOSE

# Upload Notes, Attachments & Links

Supplier will be able to upload additional notes, attachment or external link for the awarded contract.



UAT SMART NextGen #1 - DO NOT USE Live - Published

CONTRACT DETAILS | CONTRACT LANGUAGE | OBLIGATIONS | PERFORMANCE

Documents  
Contract Language : 0  
Attachments : 1

Commercial Terms  
Contract Expiring in : 268 Day(s)

Obligations  
To Be Achieved : 0  
Not Relevant : 0  
Failed : 0  
Achieved : 0

Performance  
Rolling Average :  
Contract Score :

> BASIC DETAILS

> APPLICABLE FOR

> INTERNAL PARTY

> EXTERNAL PARTY

> TERMS

NOTES AND ATTACHMENTS

<input type="checkbox"/>	Name	Classification	Type	Added	Added By
<input type="checkbox"/>	Add New PR into existing PO.JPG	Others	File	12/15/2023	UAT_NG_Buyer_PCSB_01 NG_Buyer_PCSB

Rows per page : 5

File Upload  
Notes  
External Link

- 1 Under Notes And Attachments, you can view any notes and attachments made visible to you.  
  
You may also upload your own notes, attachments or external links here.
- 2 Click on to upload any notes, attachment or external link.
- 3 Select the relevant action i.e.
  - **File upload**: to upload an attachment
  - **Notes**: to create a note
  - **External Link**: to capture any relevance link



This section is only meant to capture any final notes and attachments that are applicable for this Contract.

# Upload Notes, Attachments & Links

## Uploading attachments.



- 1  
Access  
Contract  
Repository
- 2  
Upload  
Notes,  
Attach-  
ments &  
Links
- 3  
Respond to  
Contract  
Obligations
- 4  
Using The  
Discussion  
Forum
- 5  
Update  
Supplier  
Contact  
Information

1

2

3

4

5

TERMS

CONTRACT LANGUAGE - Authoring

NOTES AND ATTACHMENTS

File Upload

Notes

External Link

Name	Classification	Type	Added	Added By	File Size
SDN BHD-003700-Mar2...	Please Select	Signed Contract Copy	03/23/2020	Soon	1.107 MB

Attachments

Drag and drop file here OR [UPLOAD SUPPORTING DOCUMENTS](#)

Supported file formats:  
.bmp, .csv, .doc, .docx, .jpeg, .jpg, .pdf, .ppt, .pptx, .tif, .txt, .xls, .xlsx, .zip  
Limited to file(s) of 2000MB each.  
Maximum 5 files can be uploaded.

CLOSE

NOTES AND ATTACHMENTS

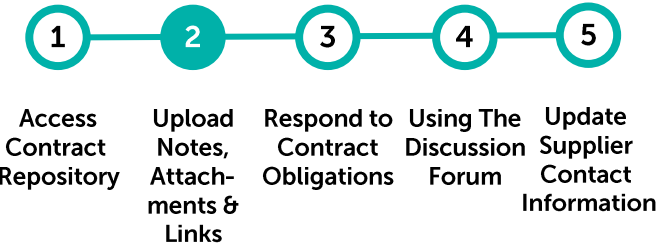
Name	Classification	Type	Added	Added By	File Size
Submission.pdf	Other	File	04/02/2020	ABC SDN BHD Malaysia	58.00 KB
Final Contract Document.pdf	Other	File	04/02/2020	Contract User 1	58.00 KB

- 1 Click on to upload any notes, attachment or external link.
- 2 Select **File Upload** to upload an attachment.
- 3 Select **Upload Document** to insert the relevant document.
- 4 Click **Close** once document completed upload.
- 5 Select '**External: Document from Supplier**' from the **Classification** drop-down for the uploaded document.



# Upload Notes, Attachments & Links

Creating and uploading notes.



NOTES AND ATTACHMENTS

Name

Classification

Type

Added

Added By

Contract Lines Upload Template\_202003121..

Please Select

File

03/23/2020

ABC SDN BHD Malaysia

39.00 KB

1

2

File Upload

Notes

External Link

EXTERNAL PARTY

TERMS

CONTRACT LANGUAGE - Authoring

NOTES AND ATTACHMENTS

Notes

Name\*

You must enter a value for the attribute

Description\*

You must enter a value for the attribute

CANCEL

SAVE

3

4

5

NOTES AND ATTACHMENTS

Name

Classification

Type

Added

Added By

File Size

Testing

Please Select

Notes

03/23/2020

ABC SDN BHD Malaysia

Contract Lines Upload Template\_202003121..

Please Select

File


03/23/2020

ABC SDN BHD Malaysia

39.00 KB

6

- 1

Click on  to upload any notes, attachment or external link.
- 2

Select **Notes** to create a note.
- 3

Provide a **Name** for the note.
- 4

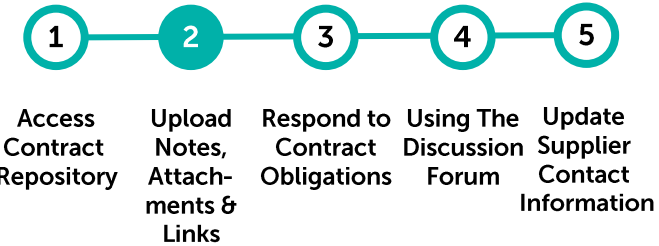
Provide the content of note in **Description**.
- 5

Click **Save** once complete.
- 6

Select '**External: Document from Supplier**' from the **Classification** drop-down for the created note.

# Upload Notes, Attachments & Links

Sharing and uploading external links.



NOTES AND ATTACHMENTS

Name

Classification

Type

Added

Added By

Testing

Please Select

Notes

03/23/2020

ABC SDN BHD Malaysia

File Upload

Notes

External Link

EXTERNAL PARTY

TERMS

CONTRACT LANGUAGE - Authoring

External Link

Name\*

You must enter a value for the attribute

URL\*

You must enter a value for the attribute

CANCEL

SAVE

NOTES AND ATTACHMENTS

Name

Classification

Type

Added

Added By

File Size

Testing

Please Select

External Link

03/23/2020

ABC SDN BHD Malaysia

Testing

Please Select

Notes

03/23/2020

ABC SDN BHD Malaysia

Contract Lines Upload Template\_202003121...

Please Select


File

03/23/2020

ABC SDN BHD Malaysia

39.00 KB

- 1

Click on  to upload any notes, attachment or external link.
- 2

Select **External Link** to share any external link.
- 3

Provide a **Name** for the external link to be shared.
- 4

Provide the **URL**.
- 5

Click **Save** once complete.
- 6

Select '**External: Document from Supplier**' from the **Classification** drop-down for the uploaded link.

# Respond to Contract Obligations



- 1 Access Contract Repository
- 2 Upload Notes, Attachments & Links
- 3 Respond to Contract Obligations
- 4 Using The Discussion Forum
- 5 Update Supplier Contact Information

Supplier will receive an email notification on the Contract Obligations that need to be responded to.

1

An Obligation associated with the following contract is now in "To Be Achieved" status.

SMART Contract Number : MCTR10000566(Revision 24)

Contract Name.: xx

Supplier : xx

Obligation Name : Insurance - Initial

Obligation Due Date : 07 Jul 2021

- Refer [here](#) for the full list of obligations and action to be taken by supplier
- Consult your PETRONAS Contract Management representative via the Contract Discussion Forum for any clarification required

2

[Click here](#) to access the SMART by GEP system.

Note: This is a system generated email.

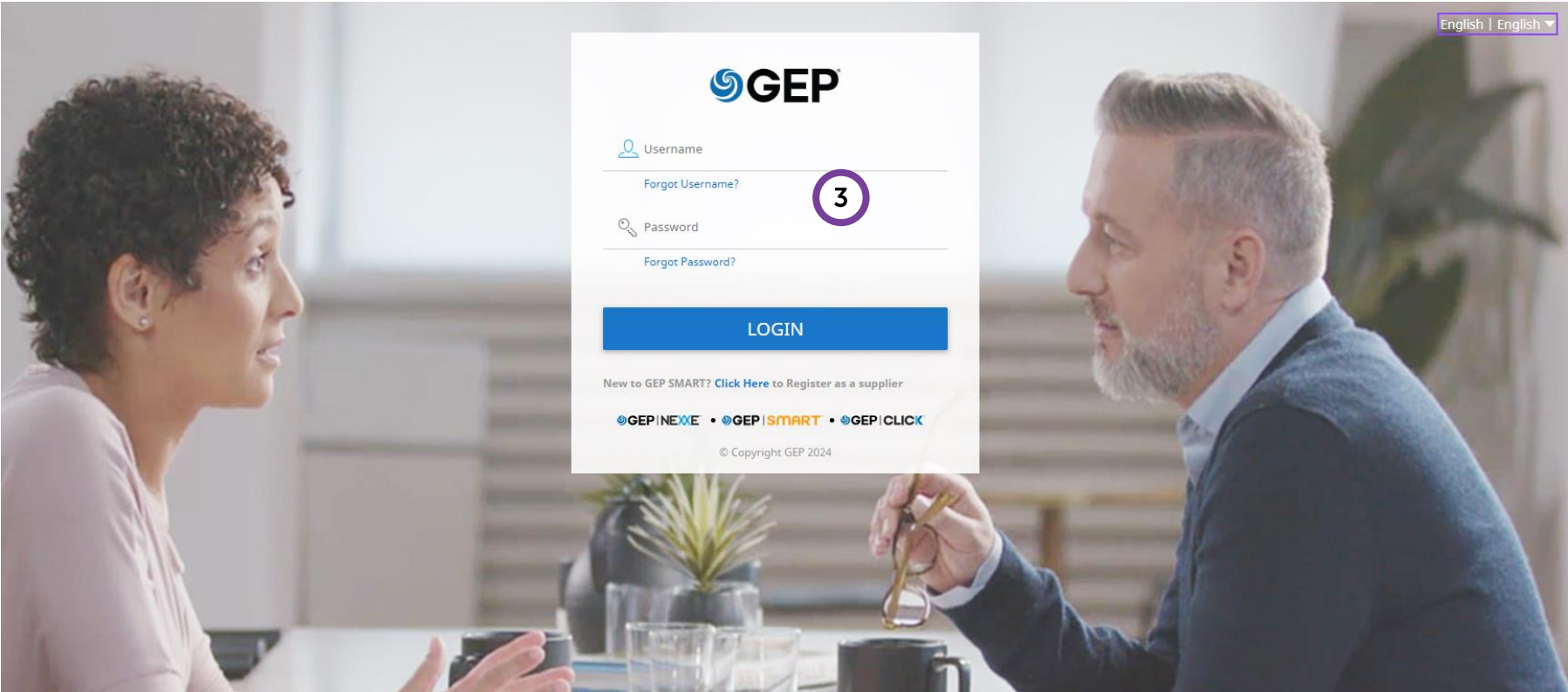
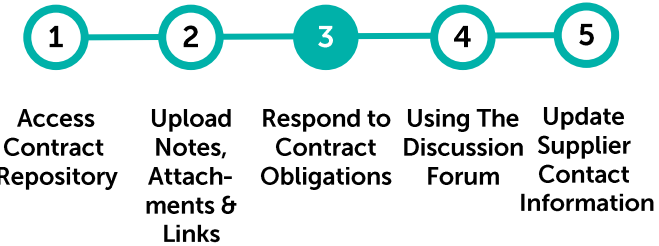
- 1

You will receive an email notification as per screenshot on the left. This means that you will need to respond to the relevant contract obligation. Proceed to log into your SMART account.
- 2

Click "**Click here**" URL from the email to access the SMART by GEP system.

# Respond to Contract Obligations

Supplier can navigate to the outstanding contract obligations from the Home Page.

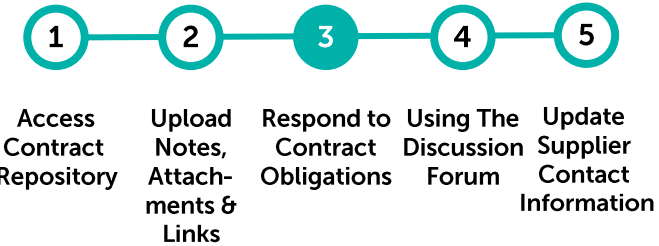


3

Enter your SMART username and Password to access the Contract Obligations

# Respond to Contract Obligations

Supplier will need to update the status of the action plan that they have been assigned to upon completion of the obligation.



«

Home

My Tasks

Create

Supplier Profile

CatalogSourcingContractPurchasingInvoiceSupplier

Search

AM

TTT Contract For Expert User

Live - Published

4

COMMENTS

DISCUSSION FORUM

More

CONTRACT DETAILS

CONTRACT LANGUAGE

OBLIGATIONS

PERFORMANCE

Copy URL

Export

TOTAL1

TO BE ACHIEVED1

RESOLVED0

Sr. No.

Obligation Name

Source

Type

Due Date

Assignee

Status

Mark As Not-Applicable

Search

1

Insurance Policy

User Defined

Insurance - Initial

29/02/2024

Ahmad Delaila Musafir

To Be Achieved

Rows Per Page: 10

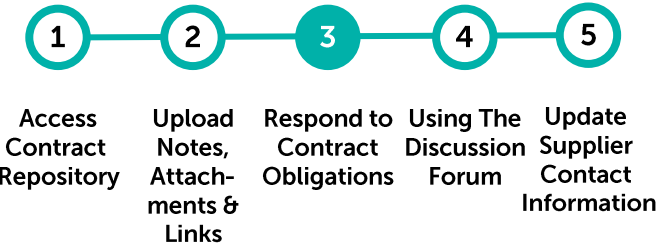
1 - 1 of 1

- 4 From contract document, click on **Obligation** tab.
- 5 Click on the **Obligation Name** where the action plan needs to be updated.



# Respond to Contract Obligations

Supplier will need to update the status of the action plan that they have been assigned to upon completion of the obligation.



BANK GUARANTEE - INITIAL (O-2020.000003) TO BE ACHIEVED

Q11. Remarks

Your Answer

Q12. Document Attachment

Add Attachment

ACTION PLANS

<input type="checkbox"/>	Name	Assignee	Start Date	End Date	Status	Actions
<input type="checkbox"/>	> Soft Copy BG	Vendor Sdn Bhd	07/27/2020	08/30/2020	To Be Achieved	

☐ > Hardcopy BG

ACTION PLANS

<input type="checkbox"/>	Name	Assignee	Start Date	End Date	Status	Actions
<input type="checkbox"/>	> Soft Copy BG	Vendor Sdn Bhd	07/27/2020	08/30/2020	Achieved	
<input type="checkbox"/>	> Hardcopy BG	Vendor Sdn Bhd	07/27/2020	08/30/2020	Not Relevant	
					Failed	

6 Look for the 'Action Plans' that you are assigned to.

7 Click on the 'To Be Achieved' Status to update the status of the Action Plan.

8 Choose the relevant option to update the status:

- **Achieved** – Action Plan Achieved / Acknowledged Reminder.
- **Not Relevant** – Action Plan Not Relevant / Reminder not applicable.
- **Failed** – Action Plan failed to be completed.



# Contract Obligation Types & Definition

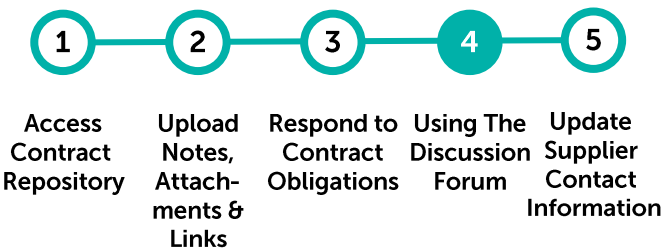
It is the supplier's responsibility to understand and fulfil their contractual obligations as and when required throughout the contract period. Specific Action Plans configured to Obligations are assigned to either PETRONAS and Supplier. The types of obligations that involves suppliers are as follows:

Obligation Type	Description	Specific Action Plan for Business User
<b>Liquidated Damages</b>	Liquidated Damages Reminders & Notices	Supplier to acknowledge delivery reminder 1
		Supplier to acknowledge delivery reminder 2
		Supplier to acknowledge delivery reminder 3
		Supplier to acknowledge notice of default
<b>Bank Guarantee - Initial</b>	Bank Guarantee Information	Supplier to submit soft copy of BG through SMART
		Supplier to submit original copy by hand
<b>Bank Guarantee - Subsequent</b>	Bank Guarantee Information & Renewal Reminders	Supplier to acknowledge renewal reminder 1
		Supplier to acknowledge renewal reminder 2
		Supplier to acknowledge renewal reminder 3
		Supplier to submit soft copy of BG through SMART
		Supplier to submit original copy by hand
<b>Bank Guarantee - Reminder</b>	Configuration for Bank Guarantee Performance Reminders	Supplier to acknowledge performance reminder 1
		Supplier to acknowledge performance reminder 2
		Supplier to acknowledge performance reminder 3

Obligation Type	Description	Specific Action Plan for Business User
<b>Parental Guarantee - Reminder</b>	Configuration for Parental Guarantee Performance Reminders	Supplier to acknowledge performance reminder 1
		Supplier to acknowledge performance reminder 2
		Supplier to acknowledge performance reminder 3
<b>Insurance - Initial</b>	Insurance Policy Information	Supplier to submit soft copy of Insurance through SMART
<b>Insurance - Subsequent</b>	Insurance Policy Information & Renewal Reminder	Supplier to acknowledge renewal reminder 1
		Supplier to acknowledge renewal reminder 2
		Supplier to acknowledge renewal reminder 3
		Supplier to submit soft copy of Insurance through SMART
<b>Contract Closure</b>	Contract Closure Checklist	Supplier to confirm settlement of all financial obligations (payments)
		Supplier to confirm no outstanding issues
		Supplier to issue Contract Closure Certificate via SMART (if applicable)

# Using The Discussion Forum

For any clarification regarding the contract, supplier shall use the discussion forum as the formal communication channel with PETRONAS.



The screenshot shows the PETRONAS UAT SMART NextGen #1 - DO NOT USE contract details page. The page has a sidebar with navigation options like Home, My Tasks, Create, and Supplier Profile. The main content area displays contract details, including Contract Name, Contract Number, Document Type, Contract Type, and Contract Administrator. A red circle highlights the 'DISCUSSION FORUM' button in the top right corner.

1 Click on the '**Discussion Forum**' icon to initiate communication with PETRONAS.

Topic > Discussion > Threads

Topic:

- Topic is the group name where you can have multiple discussions around a topic.
- A Topic can have multiple Discussions.

Discussion:

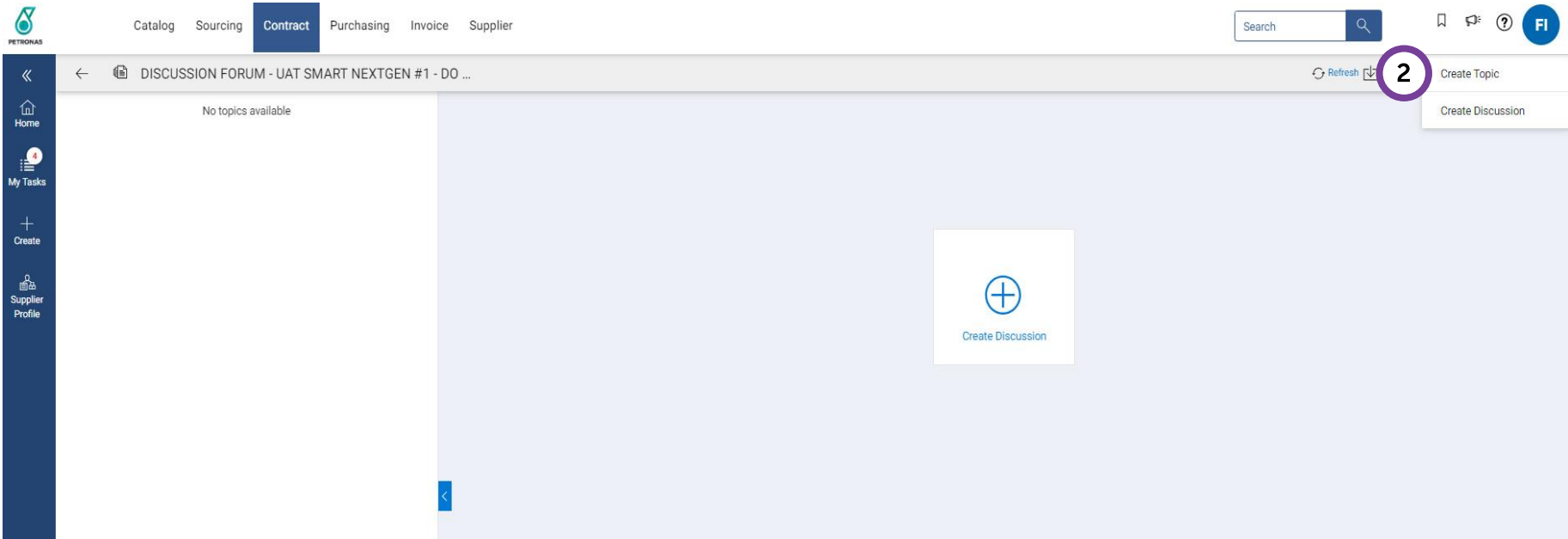
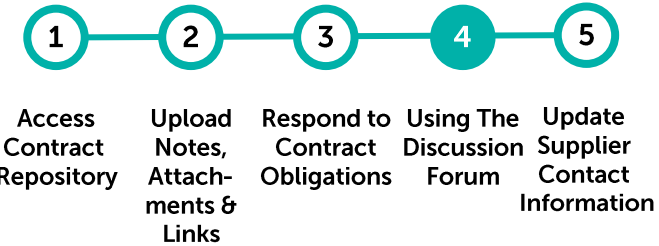
- A Discussion is a sub-unit under Topic.
- One (1) Discussion can have multiple Threads.



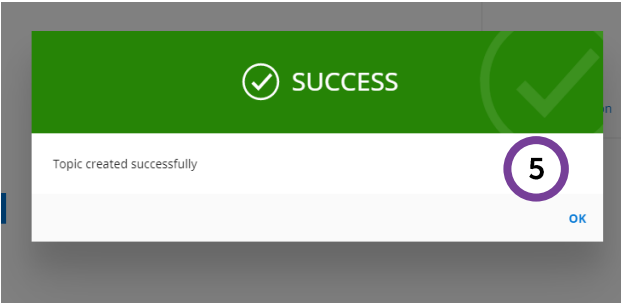
Only the **Supplier Contact** designated in the contract can initiate a thread in the Discussion Forum. Other team members within your company will only be able to view the contract details.

# Using The Discussion Forum

Supplier will first be required to create a suitable topic.

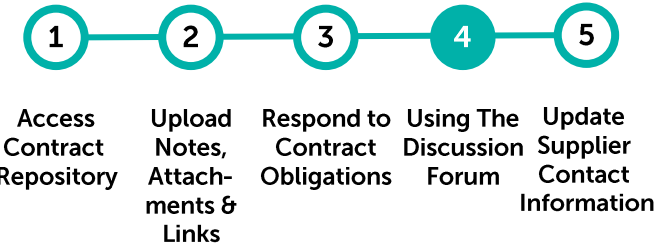


- |   |   |
|---|---|
| 2 | Click on <b>+ Create</b> in the top right to begin. Next click on <b>'Create Topic'</b> . |
| 3 | Enter the relevant <b>'Topic Name'</b> .  |
| 4 | Click <b>'Save'</b> to save the topic.  |
| 5 | Click <b>'OK'</b> to complete the topic creation.   |

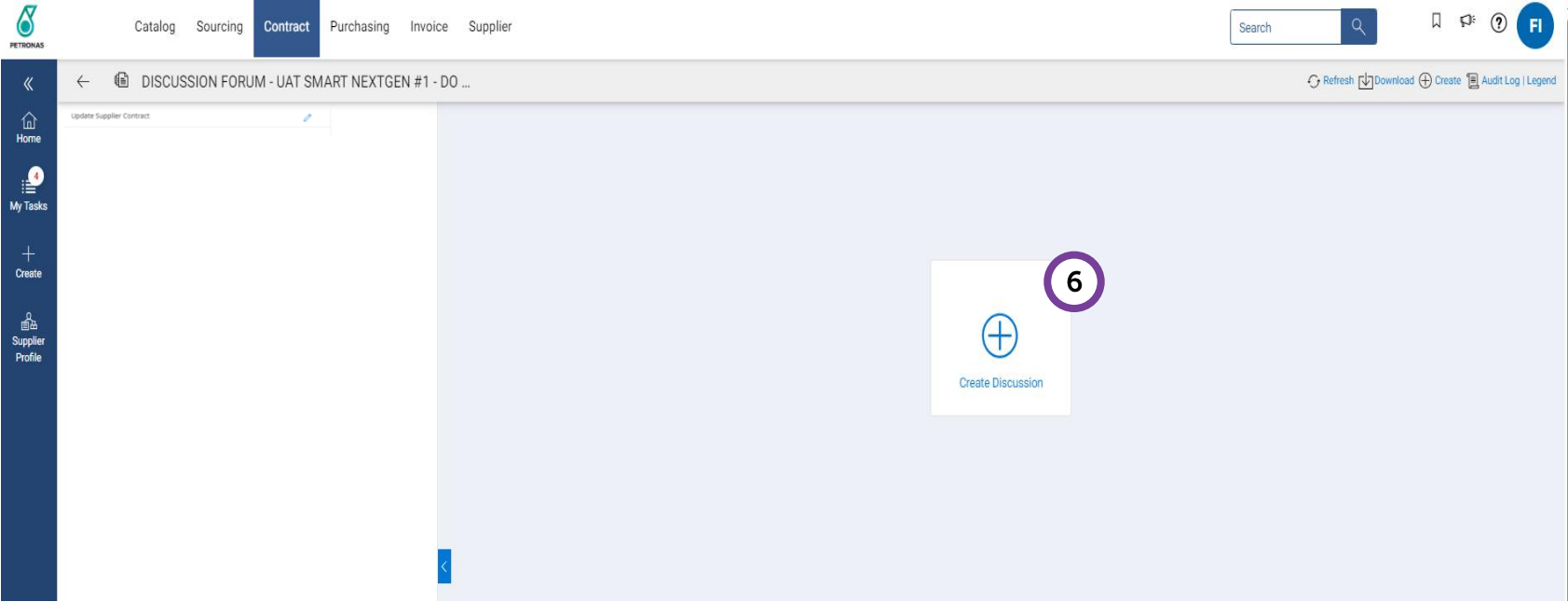


# Using The Discussion Forum

Once the topic has been established, supplier shall create a Discussion around the topic.

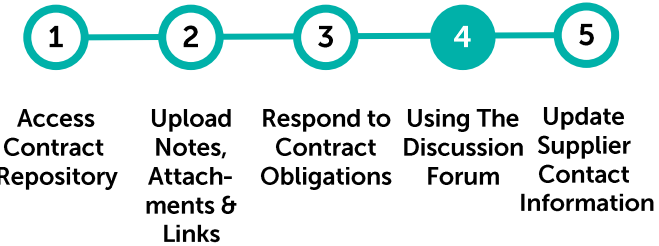


6 In the newly created topic, click on 'Create Discussion'.



# Using The Discussion Forum

Once the topic has been established, supplier shall create a Discussion around the topic.



Catalog

Sourcing

Contract

Purchasing

Invoice

Supplier

Search

Refresh

Download

Create Topic

Create Discussion

FI

DISCUSSION FORUM - UAT SMART NEXTGEN #1 - DO ...

Fields marked with an asterisk are required\*

Discussion Name \*  
Price Change

Topic Name \*  
To revise material price

Select members you would like to

SUPPLIER MEMBERS(1/1)

Select	Contact Name	Role	View	Post	Admin
<input checked="" type="checkbox"/>	Ali abu	Supplier Primary Contact, Supplier Authorized Signatory, ...	✓	✓	✓

7

8

9

10


SUCCESS

Discussion created successfully.

Cancel

Save

- 7

Select the 'Supplier Members' to be included in the Discussion.  
  
Note: Click on  to select an existing Topic or to add new Topic.
- 8

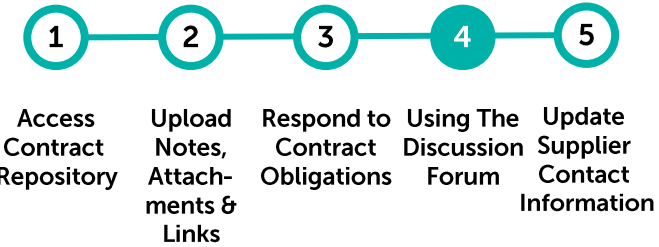
Provide a name for the Discussion.
- 9

Click 'Save' to save the Discussion name.
- 10

Click 'OK' to complete the Discussion creation.

# Using The Discussion Forum

Lastly, supplier can initiate their query by posting a discussion thread.



PETRONAS

Home

My Tasks

Create

Supplier Profile

Catalog

Sourcing

Contract

Purchasing

Invoice

Supplier

Search

Refresh

Download

Create

Audit Log

Legend

DISCUSSION FORUM - UAT SMART NEXTGEN #1 - DO ...

To revise material price

Price Change

Price Change

SUPPLIER MEMBERS Ali abu

Ali abu created this discussion on 12/15/2023 07:08 PM

Buyer participants have been automatically added to this discussion.

This is an exclusive discussion between the Supplier and the Buyer organization.

B

I

U

S

Link

Table

Font

Size

11

12

13

Add Attachments

Post

11

Post the thread at the allocated post section.

12

If you wish to upload any attachments in the thread, click the 'Attach Document' icon to post your attachment.

13

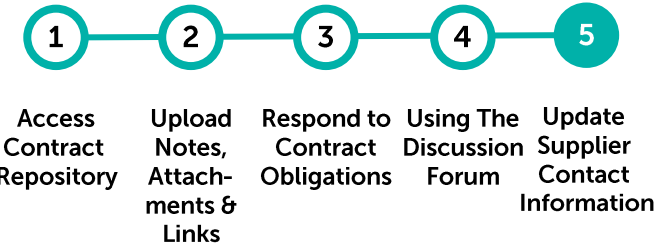
Click 'Post' to submit the discussion thread.

120



# Update Supplier Contact Information

Information to be updated if required through contacting contract administrator via the Discussion Forum.



Catalog Sourcing Contract Purchasing Invoice Supplier

UAT SMART NextGen #1 - DO NOT USE Live - Published

COMMENTS DISCUSSION FORUM More

Copy URL Export

Documents  
Contract Language : 0  
Attachments : 1

Commercial Terms  
Contract Expiring in : 268 Day(s)

Obligations  
To Be Achieved : 1  
Not Relevant : 0  
Failed : 0  
Achieved : 0

Performance  
Rolling Average :  
Contract Score :

> BASIC DETAILS

> APPLICABLE FOR

> INTERNAL PARTY

> EXTERNAL PARTY

Supplier  
FBI Sdn Bhd

Referred As  
Supplier

Supplier Contact  
Ali abu

Ordering Location  
Hotel Frisco by FBI

> TERMS

> NOTES AND ATTACHMENTS

- 1 Under the **External Party** section, you can update the Supplier Contact by submitting a request via the Discussion Forum to the authorised PETRONAS personnel.

Note: The Supplier Contact refers to primary team member who manages this contract.
- 2 Under the **External Party** section, you can also update the Ordering Location.

Note:

  - Ordering Location to be maintained based on the branch where Supplier will receive Purchase Orders (PO).
  - The Ordering Location will be defaulted in the PO.

For any changes in the Contract, please submit your request via the Discussion Forum to the authorised PETRONAS personnel.

Only authorised PETRONAS personnel can update the **'Supplier Contact'** and **'Ordering Location'**. For any changes, please submit your request via Discussion Forum.

# Application Deep Dive

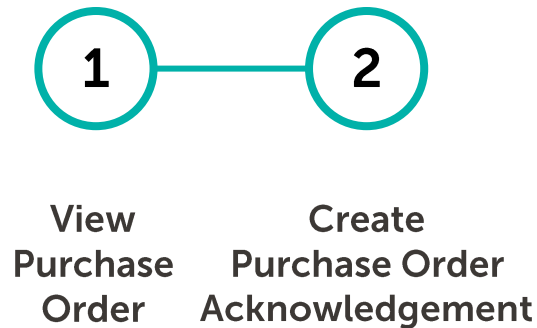


# Purchase Order Acknowledgement

Purchase Orders are sent to suppliers in GEP SMART. Suppliers will be able to view and acknowledge the purchase orders.

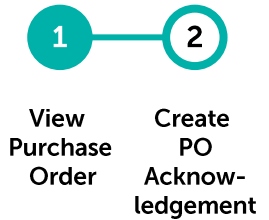
## Learning Objectives

Suppliers will be able to view Purchase Order Details and create Purchase Order Acknowledgement.



# View Purchase Order (1/6)

Purchase Order can be searched directly from the Home Page.



Navigation: Catalog Sourcing Contract Purchasing Invoice Supplier

Search:

My Tasks

Order 5 RFX 2

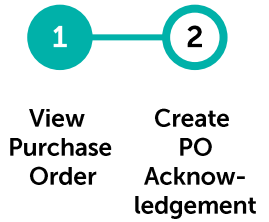
Document Name	Document Number	Days in Current State	Order Total	Purchase Type	Created On
Order2 for NEW PR CATALOG	3400358396		2.00	Standard	
NextGen Order Sample	3400358392		53,033.03	Standard	
Order1 for FE	3400358384		1,000.00	Standard	
Order1 for ET	3400358383		5,600.00	Standard	
Order1 for SMART NextGen - YZ	3500016952		26,192.00	Standard	

Rows Per Page: 10 1 - 5 Of 5

- Supplier can search Purchase Order (PO) directly via inserting the PO number in the 'Search' field at the Home Page.
- Supplier may find new PO issued to them for acknowledgment from **'My Tasks'**.  
  
Note:  
A notification will be issued to the Supplier upon successful creation of new Purchase Order from PETRONAS. However, the final list of Purchase Orders is always referring to the one available in the system.
- Alternatively, Supplier are able to to view all PO details via **'Purchasing'** tab including new ones.

# View Purchase Order (2/6)

Purchase Order can be searched directly from the Home Page.



**PETROMAS** Catalog Sourcing Contract **Purchasing** Invoice Supplier

Search

**Documents**

**4**

ORDER SERVICE CONFIRMATION

All **7747** Supplier Acknowledged **4807** Sent To Supplier **2633** Cancelled **284** Closed **20** Sent To Buyer **2** Approved **1**

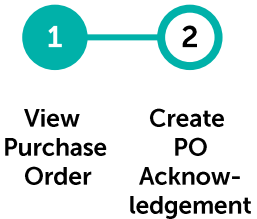
**5**

Export Manage Attributes Filters

Order Name	Order Number	Supplier	Purchase Type	Created By	Created On	Order Value	Status	Actions
NextGen Order Sample	3400358392	FBI Sdn Bhd	Standard	UAT_NG_Buyer_PCSB_02 NG...	09/13/2023	53033.03 MYR	Sent To Supplier	
Order1 for SMART NextGen - YZ	3500016952	FBI Sdn Bhd	Standard	UAT_NG_Buyer_RAPID_01 NG...	08/14/2023	26192.00 MYR	Supplier Acknowledge	
Order2 for NEW PR CATALOG	3400358396	FBI Sdn Bhd	Standard	UAT_NG_EUR_PCSB_01 NG_E...	09/13/2023	2.00 MYR	Supplier Acknowledge	
Order1 for ETT/FEL AAA #3	3400358385	FBI Sdn Bhd	Standard	UAT_NG_EUR_PCSB_01 NG_E...	09/13/2023	10500.33 MYR	Supplier Acknowledge	
Order1 for FEL ETT Aini (Category first)	3400358384	FBI Sdn Bhd	Standard	UAT_NG_EUR_PCSB_01 NG_E...	09/13/2023	1000.00 MYR	Supplier Acknowledge	
Order1 for ETT/FEL Testing UAT	3400358383	FBI Sdn Bhd	Standard	UAT_NG_EUR_PCSB_01 NG_E...	09/13/2023	5600.00 MYR	Supplier Acknowledge	

- 4** All PO documents are segregated according to its statuses for ease of reference and searching.
- 5** Click on **'Export'** to download the PO listing.
- Click on **'Manage Attributes'** to include/exclude available field column.
- Click on **'Filters'** to search specific document (i.e., PO) by desired attributes.

# View Purchase Order (3/6)



Details of the Purchase Order will be available in the Interface.

«

Home

My Tasks

Create

Supplier Profile

←

ORDER: NextGen Order Sample

Sent To Supplier

53,033.03 MYR

Comments and Attachments

6

Basic Details

Supplier Details

Invoicing And Delivery...

Additional Information

Additional Details

Line Details

7

BASIC DETAILS

Manage Optional Fields

\* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
3400358392	NextGen Order Sample	UAT_NG_Buyer_PCSB_02 NG_Buyer...	UAT_NG_Buyer_PCSB_02 NG_Buyer...	Standard	09/13/2023
Original Issue Date	Supplier Acknowledged Date	Currency	Signatory		
12/22/2023	--	MYR	--		

8

SUPPLIER DETAILS

Manage Optional Fields

\* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact	Payment Terms	Dispatch Mode
FBI Sdn Bhd	4000086819	3000101325 No.1, Jalan jalan Cari ...	Ali abu	Within 30 days Due net	Direct Email
Direct Email					

INVOICING AND DELIVERY DETAILS

Manage Optional Fields

\* Indicates mandatory fields

Bill To	Bill To Address	Contact Email or Phone
	Finance Shared Services(Fs2), Level 5, Menar...	--

Print Preview

Acknowledge Order

- 6

Purchase Order details will be displayed in six Header Values which are Basic Details, Supplier Details, Invoicing And Delivery Details, Additional Information, Additional Details and Line Details.

Supplier to also check at the **'Additional Information'** field for further info/details on the items (if any).

Supplier can also click 'Print Preview' in order to have a total view of the Purchase Order.
- 7

Supplier will be able to view the **Purchase Order Net Value** at the top right of the screen.
- 8

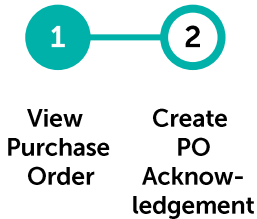
Supplier is not able to edit details in the PO. Supplier can utilise the **"Comments & Attachments"** feature to key in additional info or Supplier PO reference number,



Supplier to check on the details of the Purchase Order prior to acknowledging it. Any discrepancies of details shall be highlighted to PETRONAS accordingly.



# View Purchase Order (4/6)



Details of the Purchase Order will be available in the Interface.

10

LINE DETAILS

LINES

9

Indicates mandatory fields

Line	ERP Line Reference Num...	Type	Item Number	Line Descript...	Creator	Additional Inform...	Contract Numb...	Contract Expiry...
✓ 1	1	Variable	4028221	RENTAL,CNTR,8X8...	UR_PCSB_01 NG...	View	2020.001458	TSC-S2P-CM-004_M0...
✓ 2	2	Variable	4111359	MNPWR,CORR EN...	UR_PCSB_01 NG...	View	2020.001458	TSC-S2P-CM-004_M0...

Rows Per Page: 10 1 - 2 Of 2

Print Preview

Acknowledge Order

- 9

Supplier is also able to view the Contract Number, Contract Name & Contract Expiry in the Line Details section (For contractual purchase).
- 10

Supplier can also click “Print Preview” at the bottom left of the page to get an overall view of the Purchase Order.

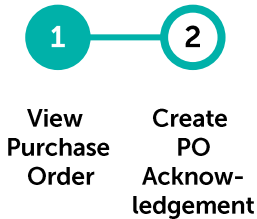
Print Preview



Supplier to check on the details of the Purchase Order prior to acknowledging it. Any discrepancies of details shall be highlighted to PETRONAS accordingly.

# View Purchase Order (5/6)

Details of the Purchase Order will be available in the Interface.



← 3400358392 - NextGen Order Sample Preview Mode

COMPANY

400006819 :: FBI Sdn Bhd  
3000101325 :: No 1, Jalan jalan Cari Makan  
No 1, Jalan jalan Cari Makan, Shah Alam, Selangor SEL, Malaysia, 40150

Terms of payment:

Within 30 days Due net

Currency:

MYR Malaysian Ringgit - MYR

Order Value:

53,033.03

Discounts:

0.00

Order Total:

53,033.03

P.O. Box 95, Kuala Lumpur, Malaysia, 50450

PURCHASE ORDER INFORMATION

Description:

NextGen Order Sample

Order Number:

3400358392

Date:

12/22/2023

Contact Person:

UAT\_NG\_Buyer\_PCSB\_02  
NG\_Buyer\_PCSB

Status:

Sent To Partner

3400358392

Item	Product Number Supplier Product No	Delivery Date Category	Description Quantity Unit	Unit Price	Price Per	Freight	Discount	Net Value
1	4028221	9/21/2023 Container Boxes Leasing/Rental	RENTAL_CNTR,8X8X8',5T,WLY,ONS,W TRNPOP 1.00 UT, UNIT	50,000.00	1.00	0.00		50,000.00

PSC Name:

Sr No.

PSC

Download

Print

11

12

Back

11

Click "Download" to download a copy of the PO.

Download

12

Click "Print" to print a copy of the PO.

Print

13

Click "Back" to go to the previous screen.

Back

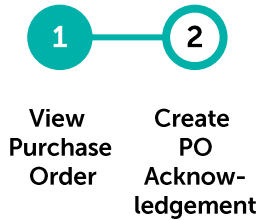
13

Supplier to check on the details of the Purchase Order prior to acknowledging it. Any discrepancies of details shall be highlighted to PETRONAS accordingly.

128

# View Purchase Order (6/6) - Timewrite

Assigned project details will be available in the Purchase Order Interface.



Navigation: Catalog Sourcing Contract **Purchasing** Invoice Supplier

Search [ ] [ ]

Download [ ] Print [ ]

3400358392 - NextGen Order Sample Preview Mode

**PETRONAS COMPANY**  
4000086819 :: FBI Sdn Bhd  
3000101325 :: No.1, Jalan jalan Cari Makan  
No.1, Jalan jalan Cari Makan, Shah Alam, Selangor SEL, Malaysia, 40150

**Terms of payment:** Z030 Within 30 days Due net

**Currency:** MYR Malaysian Ringgit - MYR

**Order Value:** 120,000.00

**Discounts:** 0.00

**Surcharges:** 0.00

**Order Total:** 120,000.00

**PURCHASE ORDER INFORMATION**

Description: NextGen Order Sample

Order Number: 3400358392

Date: 12/22/2023

Contact Person: UAT NG Buyer PCSB\_02  
NG Buyer PCSB

Status: Sent To Partner

Barcode: 3400060240

Item	Product Number Supplier Product No	Start Date End Date	Category	Description Quantity Unit	Unit Price	Discount	Surcharge	Net Value
1	4415358 4415358-1	10/01/2022 3/04/2022	General Manpower	GNRL_JUNIOR ANALYST,ANLYS,CERT,ONSHORE,8 100.00 DAY; Days	1,200.00	0.00	0.00	120,000.00

**PSC Name:**  **Sr No.**  **PSC**

**Additional Fields Details**

Work Descriptions	
Personnel Number	50036890
Personnel Name	
Project Name	MyTimex

**Classification:** SKILL TRADES : JUNIOR ANALYST  
WORK DESCRIPTION : ANALYSIS  
QUALIFICATION/CERTIFICATION : CERTIFIED  
SERVICE AREA (ON/OFFSHORE) : ONSHORE  
WORKING TIME : 8 HR DAY  
SERVICE PLAN : SIT

- 13 "Additional fields details" displays information about the contractors and the assigned project.
- 14 Click "Download" to download a copy of the PO. Download [ ]
- 15 Click "Print" to print a copy of the PO. Print [ ]
- 16 Click "Back" to go to the previous screen. Back [ ]

Supplier to check on the details of the Purchase Order prior to acknowledging it. Any discrepancies of details shall be highlighted to PETRONAS accordingly.

# Create Purchase Order Acknowledgement

Supplier is required to create a Purchase Order Acknowledgement to confirm the Purchase Order details prior to delivery of item or initiation of services.

1

View  
Purchase  
Order

2

Create  
PO  
Acknow-  
ledgement

← ORDER: NextGen Order Sample Sent To Supplier 53,033.03 MYR Comments and Attachments More

Basic Details

Supplier Details

Invoicing And Delivery...

Additional Information

Additional Details

Line Details

▼ BASIC DETAILS

\* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
3400358392	NextGen Order Sample	UAT_NG_Buyer_PCSB_02 NG_Buyer...	UAT_NG_Buyer_PCSB_02 NG_Buyer...	Standard	09/13/2023
Original Issue Date	Supplier Acknowledged Date	Currency	Signatory		
12/22/2023	—	MYR	—		

▼ SUPPLIER DETAILS

\* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact	Payment Terms	Dispatch Mode
FBI Sdn Bhd	4000086819	3000101325 No.1, Jalan jalan Carl...	Ali abu	Within 30 days Due net	Direct Email
Direct Email					

▼ INVOICING AND DELIVERY DETAILS

\* Indicates mandatory fields

Bill To	Bill To Address	Contact Email or Phone
	Finance Shared Services(Fs2), Level 5, Menar...	—

Print Preview

Acknowledge Order

1

Once supplier complete validating the Purchase Order Details, supplier to proceed with Supplier Acknowledgement in SMART by triggering the 'Acknowledge Order' at bottom right of the Purchase Order Screen.

## Important:

Supplier to check details of the Purchase Order prior to acknowledging it. Any discrepancies should be highlighted to PETRONAS accordingly.



Notice that the status of the new Purchase Order is 'Sent to Supplier'. Upon clicking 'Acknowledge Order', status of the PO will be 'Acknowledged'

# Application Deep Dive



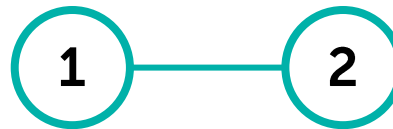
For Suppliers providing manpower services to PDSB (for PDSB **Timewrite** purposes), kindly **skip the creation of Service Confirmation** steps and proceed to Invoice Management & Payment.

# Goods Acceptance / Service Confirmation

Acceptance process for goods will be done by PETRONAS upon receipt of material and service confirmation will be created by supplier in GEP SMART after service completion.

## Learning Objectives

Suppliers will be able to view Goods Receipt Quantity in Purchase Order and create Service Confirmation in GEP SMART



View Goods Acceptance & Return Note	Create Service Confirmation (Rate Based)
---	--



# View Goods Acceptance & Return Note

Supplier will be able to view Good Acceptance status and Return Note for materials in GEP SMART.

- 1 Goods Acceptance** – Acceptance quantity, net of cancellations or return deliveries, will be displayed in the respective Purchase Order at item level.
- 2 Return Note** – Return note will be created for item that fails Acceptance process. Supplier can view the individual return note document.

# View Goods Acceptance

The Goods Acceptance status will be available in Purchase Order details in GEP SMART after PETRONAS creates the Good Received internally.

1 Goods Acceptance & Return Note  
2 Service Confirmation (Rate Based)

**My Tasks**

1

ACTION PENDING (99+) FOLLOW UP (2)

Order 6907 Return Note 211 Contract 6 Form 2 RFX 1

Document Name	Document Number	Days in Current State	Order Total	Purchase Type	Created On
Order1 for KLCC-TSC_P2P_CAT_005d	3400361111		106.00	Standard	
Order1 for DO NOT USED	3400361104		500.00	Standard	

**Details**

2

ORDER RETURN NOTE SERVICE CONFIRMATION

All 7749 Supplier Acknowledged 4807 Sent To Supplier 2635 Cancelled 284 Closed 20 Sent To Buyer 2 Approved

3

Order Name	Ship To Location	Order Receiving Status	Order Type	Invoiced	Order Contact	Order Invoicing Status	Actions
Order1 for TSC-P2P-CAT-003a1 (T30) - KLCC	0121-M171 PETROSAINS	None	Requisition Order	0.00 %	M Nizam	Not Invoiced	
Order1 for Asset FS v.02 - SAP	0003-M010 PCSB Peninsular Malaysia	None	Requisition Order	0.00 %	0003_PCSB_RequesterSuperUser02	Not Invoiced	
Order1 for 11949940	0000023020/30-200	None	Requisition Order	0.00 %	Petronas 30 Admin 30	Not Invoiced	
Order1 for 10089567	0000023478/64-200	FullReceipt	Requisition Order	100.00 %	Norfadzilah	Not Invoiced	
Order1 for Requisition8123291-Invoice_Numbering	0000023166/30-200	FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Fully Invoiced	
Order1 for Requisition8123417	0000023478/64-200	FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced	
Order1 for Requisition8123407		FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced	
Order1 for Requisition8123159	0003-M010 PCSB Peninsular Malaysia	PartialReceipt	Requisition Order	4.00 %	Petronas 30 Admin 30	Partially Invoiced	
Order1 for Surcharge at SC & Invoice -BHD-1235-Parul	0003-M010 PCSB Peninsular Malaysia	PartialReceipt	Requisition Order	0.00 %	Petronas 30 Admin 30	Not Invoiced	
Order1 for surcharge at SC & Invoice-JPY-Parul-1235	0003-M010 PCSB Peninsular Malaysia	PartialReceipt	Requisition Order	0.00 %	Petronas 30 Admin 30	Not Invoiced	

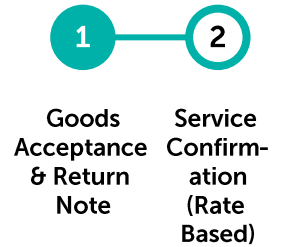
- 1 To view the Goods Acceptance Status for Purchase Orders, click on **'Purchasing'** at the Home Page.
- 2 Under **'Order'** section, select on **'Supplier Acknowledged'** tab.
- 3 In **'Order Receiving Status'** column where it states the overall PO Good Acceptance status.  
  
If the column is not available, supplier can add the field attribute from **'Manage Attributes'**.



**None** – No Good Acceptance done  
**Partial Receipt** – Good Acceptance done partially  
**Full Receipt** – Good Acceptance done for all line items

# View Goods Acceptance

The Goods Acceptance status will be available in Purchase Order details in GEP SMART after PETRONAS creates the Good Received internally.



PETRONAS

Catalog Contract **Purchasing** Invoice Supplier

Documents

ORDER RETURN NOTE SERVICE CONFIRMATION

All 7749 Supplier Acknowledged 4807 Sent To Supplier 2635 Cancelled 284 Closed 20 Sent To Buyer 2 Approved 1

Order Name Search Ship To Location Order Receiving Status Order Type

Order1 for TSC-P2P-CAT-003a1 (T30) - KLC

Order1 for Asset FS v.02 - SAP

Order1 for 11949940

Order1 for 10089567

LINE DETAILS

Line (3)

Line	ERP Line Reference Num...	Type	Item Number	Line Descript...	Ship To	Ship To Address	Deliver To	Manufacturer ...	Item History	Requisition Creator	Additional Inform
✓ 1	1	Material	51423874	AIR CONDNR,SPLT...	1000023020/30-200 -	PCSB Peninsular Ma...		ADD	View	Petronas 30 Admin 30	View
✓ 2	2	Material	51423820	AIR CONDNR,SPLT...	1000023020/30-200 -	PCSB Peninsular Ma...		ADD	View	Petronas 30 Admin 30	View
✓ 3	3	Material	50218928	GASKET,1746591...	1000023020/30-200 -	PCSB Peninsular Ma...		ADD	View	Petronas 30 Admin 30	View

ITEM HISTORY

Invoices

Number Of Documents	Total Quantity (PC; Piece)	Total Amount (MYR)
0	0.000	0.00

Total Amount Inclusive of Tax (MYR)  
0.00

Receipts

Number Of Documents	Total Received Quantity/Efforts (PC; Piece)	Remaining Quantity/Efforts (PC; Piece)
3	2.000	8.00

Credit Memo

Number Of Documents	Total Quantity (PC; Piece)	Total Amount (MYR)
0	0.000	0.00

Return Note

Number Of Documents	Total Returned Quantity (PC; Piece)
---------------------	-------------------------------------

Close

4 Select intended PO document by clicking on the PO name.

5 At 'Line Details' section of the PO, scroll to the right and look for 'Item History' column.

Supplier will be able to view the Acceptance Quantity by clicking 'View' in the item history.

- If VIEW is clickable (blue), subsequent document (e.g. SC, receipt and etc.) has been created.
- If VIEW is not clickable (grey), no subsequent document is created.

Total Received Quantity is the total accepted quantity.



Supplier to check on the Total Received Quantity prior to creation of invoice.

# View Return Note

Return Notes will be created for items that fail upon acceptance process. Supplier can view the individual Return Note document listed.

1  
Goods  
Acceptance  
& Return  
Note

2  
Service  
Confirm-  
ation  
(Rate  
Based)

**My Tasks**

1

Order 6907, Return Note 211, Contract 6, Form 2, RFX 1

Document Name, Document Number, Days in Current State, Order Total, Purchase Type, Created On

Order1 for KLCC-T, Catalog, Contract, **Purchasing**, Invoice, Supplier

**Documents**

2

ORDER, **RETURN NOTE**, SERVICE CONFIRMATION

All 217, Sent To Supplier 211, Supplier Acknowledged 4, Cancelled 2

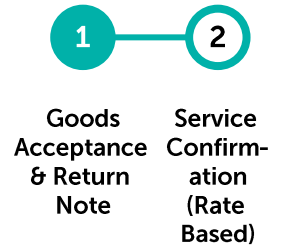
3

Return Note Name	Return Note Nu...	Order Number	Receipt Number	Supplier	Item Count	Created By	Created On	Status
ReturnNote1 for Receipt1 for Or...	30220235000337872...	3400361044	30220235000337871	FBI Sdn Bhd	1	M Nizam	12/21/2023	Sent To Supplier
ReturnNote1 for Receipt2 for Or...	30220235000337863...	3400360748	30220235000337863	FBI Sdn Bhd	3	M Nizam	12/21/2023	Sent To Supplier
ReturnNote1 for Receipt4 for Or...	30220235000337074...	3400358808	30220235000337074	FBI Sdn Bhd	1	Rosmaliza	10/13/2023	Sent To Supplier

- 1 To view the list of Return Notes, click on '**Purchasing**' at Home Page.
- 2 Under '**Return Note**' section, select the desired Return Note document.  
  
'**Sent to Supplier**' are newly created Return Note for Supplier's acknowledgement.  
  
'**Supplier Acknowledged**' are Return Note that has been acknowledged by Supplier.  
  
'**Cancelled**' are cancelled Return Note from buyer/user.
- 3 Click on specific Return Note document to see the reason for return.

# View Return Note

A Return Note will be created for material that failed acceptance (e.g. material in damaged condition).



PETRONAS

Catalog Contract **Purchasing** Invoice Supplier

Search

Return Note: 302202250000054710001 - R... Sent To Supplier

Comments and Attachments

More

Home

My Tasks

Create

Supplier Profile

Basic Details

Supplier Details

Shipping Details

Additional Information

Line Details

> BASIC DETAILS

> SUPPLIER DETAILS

> SHIPPING DETAILS

> ADDITIONAL INFORMATION

> LINE DETAILS

Indicates mandatory fields

LINES

Search

Manage Columns

Line	Type	Item ...	Item	Returned Quan...	UOM	Previously Ret...	Comments	Reason For Return
<input type="checkbox"/>	Search	Search	Search	Search	Search	Search		Search
<input type="checkbox"/> 1	Material	50221598	BEARIN...	6.00	PC; Piece	0.00	<a href="#">VIEW</a>	Expecting Replacement

Rows Per Page: 10

Page 1 of 1

Print Preview

Acknowledge

4 Under 'Line Details' section, Supplier will be able to view the 'Returned Quantity' of each return note document, and the 'Reason for Return'.

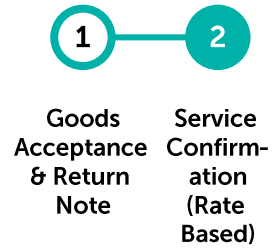
Click on View at Comments column to see more remarks from buyer/user (if any).

5 Upon agreement with buyer/end user on the return, Supplier shall acknowledge the Return Note by clicking on Acknowledge button at bottom right of the page.

Acknowledge

# Create Service Confirmation (Rate Based)

Supplier to create service confirmation immediately upon completion of work as per agreed PO requirements.



**My Tasks**

Search

3500016782  
3400358292  
3400359620  
INV-11:23-0010265  
3400360500

Order Return Note Contract Form RFX

Catalog Contract **Purchasing** Invoice Supplier

**Documents**

ORDER RETURN NOTE SERVICE CONFIRMATION

All 7749 **Supplier Acknowledged 4807** Sent To Supplier 2635 Cancelled 284 Closed 20 Sent To Buyer 2 Approved 1

Export Manage Attributes Filters

Order Name	Created On	Ship To Location	Order Receiving Status	Order Type	Invoiced	Order Contact	Or	Actions
Order1 for KLCC-TSC_S2P...	12/21/2023	0121-M171 PETROSAINS	FullReceipt	Change Order	100.00 %	M Nizam	No	
Order1 for KLCC-TSC_S2P...	12/21/2023	0121-M171 PETROSAINS	FullReceipt	Change Order	100.00 %	M Nizam	Full	
Order1 for KLCC-TSC_P2P...	12/21/2023	0121-M171 PETROSAINS	FullReceipt	Requisition Order	100.00 %	M Nizam	Full	
Order1 for KLCC-TSC_S2P...	12/21/2023	0121-M171 PETROSAINS	None	Requisition Order	0.00 %	M Nizam	No	
Order1 for KLCC-TSC_S2P...	12/21/2023	0121-M171 PETROSAINS	FullReceipt	Requisition Order	100.00 %	M Nizam	Full	
Order1 for KLCC-TSC_S2P...	12/21/2023	0121-M171 PETROSAINS	PartialReceipt	Requisition Order	0.00 %	M Nizam	No	

1 Supplier to search for the PO number which they want to create Service Confirmation (SC) from the Search bar.

2 Alternatively, go to 'Purchasing' from home page. Under 'Supplier Acknowledged' tab, supplier may refer to 'Order Receiving Status' column to determine which PO that is yet to create SC.

**None** – No Good Acceptance done.

**Partial Receipt** – Good Acceptance done partially.

**Full Receipt** – Good Acceptance done for all line items.

Note:  
Only PO that has Service acquisition requires SC creation.

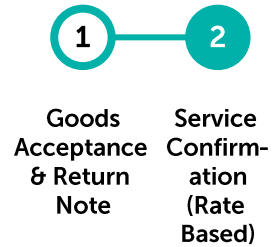


This step is **not applicable** for Suppliers providing manpower services to PDSB (for PDSB Timewrite purposes).



# Create Service Confirmation (Rate Based)

PO details will be display on screen.



PETRONAS

Catalog Contract **Purchasing** Invoice Supplier

Search

WS

ORDER: Order1 For Requisition... Supplier Acknowledged 400.00 MYR

Comments Create Service Confirmation

Manage Optional Fields

**3**

**BASIC DETAILS**

\* Indicates mandatory fields

Order Number 3400357685	Order Name Order1 for Requisition8122789 ...	Order Contact Shivanshu	Order Author Shivanshu	Purchase Type Standard	Creation Date 07/27/2023
Original Issue Date 07/27/2023	Supplier Acknowledged Date 08/16/2023	Currency MYR	Signatory --		

**LINE DETAILS**

**LINES**

Line (1)

Line	ERP Line Reference Num...	Type	Item Number	Line Descript...	Supplier Item ...	Category	Quantity
1	1	Variable	4002741	PROJ,PLNT,BARDE...	M010_4002741_SSP	Project Management...	1.000

Rows Per Page: 10 1 - 1 Of 1

Print Preview

CREATE INVOICE

3 In the PO document, ensure all PO details are correct and accurate based on PETRONAS request and requirement prior to creation of Service Confirmation (SC).

Once Supplier completes validating the Purchase Order Details, go to **More Actions** at the top right of screen and click on **Create Service Confirmation**.

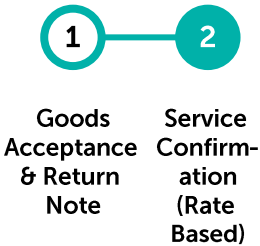
Note:  
SC is not Invoice. SC is required to confirm that work has been executed according to agreed scope/specification.



Supplier is unable to Create Invoice submission until SC has been submitted to user for verification and approval.

# Create Service Confirmation (Rate Based)

Service Confirmation details will be displayed.



PETRONAS

Catalog

Sourcing

Contract

Purchasing

Invoice

Supplier

Search

FI

<<

Home

My Tasks

Create

Supplier Profile

←

SC0000021410

Draft

0.00 MYR

Comments

More

4

BASIC DETAILS

Service Confirmation Number  
SC0000021410

Service Confirmation Name \*  
ServiceConfirmation2 for Order1 fo

Currency  
MYR

Created On \*  
12/21/2023

5

Supplier Service Confirmation  
Number \*

Supplier Code  
4000086819

Supplier Name  
FBI Sdn Bhd

External Id

6

Description

Field Supervisor \*  
UAT\_NG\_EUR\_PCSB\_01 NG\_EUR\_f

Local Reference Number

7

Order Number  
3400358383

Work Location

ii

Order Name  
Order1 for ET  
ing UAT

Created By  
Ali abu

Go To Line Details

Print Preview

Save

Next

Submit

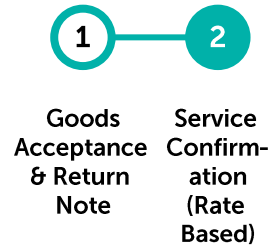
4	Supplier to insert the <b>Service Confirmation Name</b> .
5	Supplier to insert the <b>Service Confirmation Number</b> .
6	Supplier to insert the <b>Service Confirmation Description</b> .
7	Supplier to insert the <b>Service Confirmation Work Location</b> .
i	Supplier to confirm the <b>field supervisor</b> (user) assign for SC verification process.
8	Click on <b>Next</b> button to proceed with next section.
ii	Click on <b>Go to Line Details</b> to jumps to Line Details section. <a href="#">Go To Line Details</a>



Supplier to ensure that all the basic details entered during Service Confirmation creation are correct and accurate based on the service completed.

# Create Service Confirmation (Rate Based)

Job Completion Ticket (JCT) or other relevant supporting documents to showcase the completion of work must be uploaded by suppliers.

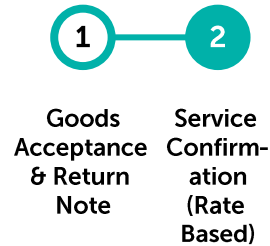


The screenshot shows the Petronas Supplier Portal interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing' (selected), 'Invoice', and 'Supplier'. A search bar and a 'FI' button are also present. The main content area displays a document entry form for 'SC0000021410' with a 'Draft' status. The form includes a 'Comments' section and a 'Notes And Attachments' section. A purple box highlights the 'Notes And Attachments' section, and a purple circle with the number '9' is placed below it. The bottom of the form has a 'Print Preview' button and a navigation bar with 'Save', 'Back', 'Next', and 'Submit' buttons.

- 9 Skip this section and click on Next button to go to Notes and Attachment section.
- Alternatively, supplier can click on the milestone line on the right page to toggle between sections.

# Create Service Confirmation (Rate Based)

Job Completion Ticket (JCT) or other relevant supporting documents to showcase the completion of work must be uploaded by suppliers.



## NOTES AND ATTACHMENTS

10



File Upload



Notes



External Link

10

Under the Notes and Attachments section, use the **'File Upload'** feature to upload supporting documents.



Supporting documentation (e.g. JCT) is a mandatory requirement by PETRONAS for reference during Service Acceptance Creation.

# Create Service Confirmation (Rate Based)

Job Completion Ticket (JCT) or other relevant supporting documents to showcase the completion of work must be uploaded by suppliers.

ATTACHMENTS

11

Drag and Drop file here OR **UPLOAD DOCUMENTS**

Supported file formats:  
.bmp,.doc,.docx,.gif,.html,.jpeg,.jpg,.mpp,.msg,.pdf,.png,.ppt,.pptx,.rtf,.tif,.vsd,.xls,.xlsx,.zip  
Limited to file(s) of 20MB each.  
Maximum 5 files can be uploaded at a time.


i

CLOSE

- 11

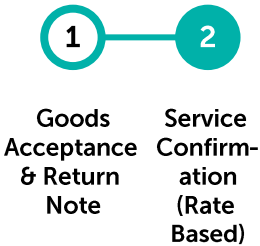
Click 'Upload Documents' to upload relevant supporting documentation.
- i

Documents that supplier wish to upload must be in the accepted format type and must not exceed 20MB.

 Attachment wish to be uploaded must be in the accepted format type in GEP SMART as per item i) and must not exceed 20MB.

# Create Service Confirmation (Rate Based)

Line items details will be displayed for Supplier's confirmation.



PETRONAS

Home

My Tasks

Create

Supplier Profile

Catalog

Sourcing

Contract

Purchasing

Invoice

Supplier

Search

0.00 MYR

Comments

More

SC0000021410

Draft

4 Error Counts - Supplier Service Confirmation Number field should not be blank

Line Details

1. Testing for ETT/FEL

Line Type

Rate Based Service

UOM

EA; EACH

Quantity

0.000

Effective Unit Price (MYR)

5,600.00

Unit Price (MYR)

5,600.00

Price Per

1

SELECT LINES

3400358383 1 of 1 selected

Line	Description	Line Type	Contract Numb...	Quantity	Effective Unit ...	Unit Price	Price Per	Line Value	D
✓	Search	Search	Search	Search	Search	Search	Search	Search	S
✓ 1	Testing for ETT/FEL	Rate Based Service		0.00	5600	5,600.00	1	0.00	0

Rows Per Page: 10 1 - 1 Of 1

Total Selected Count : 1

Close Add Lines

Print Preview

Save Back Go to Basic Details Submit

- 12

Click on the **Table icon** to **view all the lines available** in the PO document.
- 13

Supplier able to view all the lines available in PO and edit the **Quantity, Start Date and End Date** before adding to the Service Confirmation.  
  
**Note:** Maximum decimal places accepted for Quantity field is 3 decimal places.



# Create Service Confirmation (Rate Based)

Line items details will be displayed for Supplier's confirmation.

1

2

Goods  
Acceptance  
& Return  
Note

Service  
Confirm-  
ation  
(Rate  
Based)

SC0000021410 Draft 0.00 MYR Comments More

4 Error Counts - Supplier Service Confirmation Number field should not be blank

Line Details

2. AIR CARGO TRANSPORT

Line Type	UOM	Quantity	Price (MYR)	Line Value (MYR)	Consumed Date
Rate Based Service	ACTIVITY UNIT	1	1.00	0.00	--
Start Date	Completion Date	Category	Contract Number	Contracted Subline Value(USD)	Non Contracted Subline Value(USD)
mm/dd/yy	mm/dd/yy	Ship Brokers	2019.000418	0.00	0.00
Ship To	Ship To Address	Reference Invoice Number	Reference Invoice Status		
PHCO Head Office	Tower 1, KLCC, Kuala Lumpur, K...	--	--		

3. AIR CARGO TRANSPORT

Line Type	UOM	Quantity	Price (MYR)	Line Value (MYR)	Consumed Date
Rate Based Service	ACTIVITY UNIT	0.00	1.00	0.00	--
Start Date	Completion Date	Category	Contract Number	Contracted Subline Value(USD)	Non Contracted Subline Value(USD)
mm/dd/yy	mm/dd/yy	Ship Brokers	2019.000418	0.00	0.00
Ship To	Ship To Address	Reference Invoice Number	Reference Invoice Status		
PHCO Head Office	Tower 1, KLCC, Kuala Lumpur, K...	--	--		

Print Preview Save Back Go to Basic Details Submit

14

Alternatively, Supplier can **enter the Quantity consumed, Start Date and End Date** at each line item in the Service Confirmation document.

Once completed, please check to make sure accurate information has been entered.

**Note:** Maximum decimal places accepted for Quantity field is 3 decimal places.



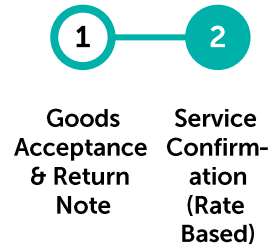
Supplier to ensure that all the details entered during Service Confirmation creation are correct and accurate based on the Service Completed.

If Supplier wants to only create Service Confirmation for selected line items, Supplier can remove the other line items by clicking on Delete icon for each.



# Create Service Confirmation (Rate Based)

Supplier to proceed with submission of Service Confirmation.



The screenshot displays the Petronas system interface. At the top, there are tabs for Catalog, Contract, Purchasing, Invoice, and Supplier. The 'Purchasing' tab is active. A search bar and a 'WS' button are visible. Below the tabs, the document ID 'SC0000021071' is shown with a 'Draft' status. The main area is titled 'Line Details' and contains a table with the following information:

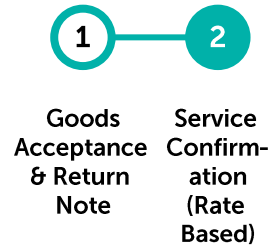
Line Type	UOM	Price Per
Rate Based Service	EA; EACH	1

Below the table, there are fields for 'Line Value (MYR)' (200.00), 'Discount' (0.00), 'Completion Date' (11/10/2023), 'Category' (Pipe Threading Service), 'Ship To' (0000023166/30-200), 'Ship To Address' (PCSB Peninsular Mala), and 'Personnel Number'. A large green 'SUCCESS' message is displayed in the center, with the text 'Service Confirmation Submitted Successfully' and an 'OK' button. At the bottom, there are buttons for 'Print Preview', 'Save', 'Back', 'Go to Basic Details', and 'Submit'. A 'Rows Per Page' dropdown is set to 10.

- 13 Click on '**Submit**' button.  
It is supplier responsibility to ensure that all the info, details, notes and attachment submitted are correct and completed based on the actual service completion.
- 14 Success status will appear to confirm successful creation of Service Confirmation.  
Supplier will receive email notification once the Service Confirmation has been Accepted/Rejected by User.
- i Supplier can go back to Basic Details section to check and re-validate information prior to submission.

# Create Service Confirmation (Rate Based)

The status of the Service Confirmation will be displayed upon successful creation of Service Confirmation.



**Documents** 15

ORDER **SERVICE CONFIRMATION**

All **3** 16 Draft **2** Approved **1**

[Export](#) [Manage Attributes](#) [Filters](#)

Service Confirmation Name	Service Co...	Ord...	Order Name	Submitted by	Field Super...	Supplier ...	Total Val...	Submitt...	Actions
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>						
<a href="#">ServiceConfirmation2 for Order1 for ETT/FEL Testing UAT</a>	SC0000021410	3400358...	Order1 for ETT/FE...	-	UAT_NG_EUR_P...		0.00 MYR		
<a href="#">ServiceConfirmation1 for Order1 for ETT/FEL Testing UAT</a>	SC0000021409	3400358...	Order1 for ETT/FE...	-	UAT_NG_EUR_P...		0.00 MYR		
<a href="#">ServiceConfirmation1 for Order1 for ETT/FEL AAA #3</a>	SC0000020836	3400358...	Order1 for ETT/FE...	Ali abu	UAT_NG_EUR_P...	13092023	10,500.33 MYR	09/13/2023	

Rows Per Page: 10 1 - 3 Of 3

- 15** Supplier will be able to view and track the status of Service Confirmation (SC) from 'Purchasing' tab.
- 16** Under Service Confirmation section, supplier able to see all SC that are available.
- Approved SC is required prior to creation of Payment Request.



Once service confirmation is created, it will require PETRONAS to conduct Service Acceptance subject to the completeness of the Service Confirmation against the PO details and requirements.

**DO NOT** create Service Confirmation (SC) from 'Create' icon in Landing Page. Creation of SC shall be from Acknowledged Purchase Order (PO)

# Application Deep Dive



# Invoice Management & Payment

Payment Requests can be initiated by supplier upon Service Confirmation and Good Acceptance by PETRONAS.

## Learning Objectives

Suppliers will be able to create Payment Request in GEP SMART

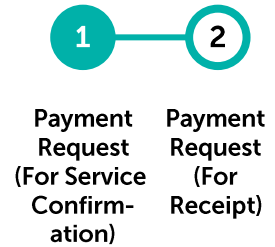
1

Create  
Payment  
Request  
(For Service  
Confirmation)

2

Create  
Payment  
Request  
(For Receipt)

# Create Payment Request (For Service Confirmation)



Supplier can search the Purchase Order with approved service confirmation.

1

2

ORDER

Order Name	Created On	Ship To Location	Order Receiving Status	Order Type	Invoiced	Order Contact	Order Invoicing Status	Actions
Order1 for TSC-P2P-CAT-0...	12/07/2023	0121-M171 PETROSAINS	None	Requisition Order	0.00 %	M Nizam	Not Invoiced	
Order1 for TSC-P2P-CAT-0...	12/07/2023	0121-M171 PETROSAINS	FullReceipt	Requisition Order	40.00 %	M Nizam	Partially Invoiced	
Order1 for TSC-P2P-CAT-0...	12/06/2023	0121-M171 PETROSAINS	None	Requisition Order	0.00 %	M Nizam	Not Invoiced	
Order1 for Asset FS v.02 - ...	08/17/2020	0003-M010 PCSB Peninsular Malays...	None	Requisition Order	0.00 %	0003_PCSB_RequesterSuperUser02...	Not Invoiced	
Order1 for 11949940	12/04/2023	0000023020/30-200	None	Requisition Order	0.00 %	Petronas 30 Admin 30	Not Invoiced	
Order1 for 10089567	11/30/2023	0000023478/64-200	FullReceipt	Requisition Order	100.00 %	Norfadzilah	Not Invoiced	
Order1 for Requisition812...	11/03/2023	0000023166/30-200	FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Fully Invoiced	
Order1 for Requisition812...	11/30/2023	0000023478/64-200	FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced	
Order1 for Requisition812...	11/28/2023		FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced	
Order1 for Requisition812...	10/11/2023	0003-M010 PCSB Peninsular Malays...	PartialReceipt	Requisition Order	4.00 %	Petronas 30 Admin 30	Partially Invoiced	

1 Supplier to search for the PO number which they wish to create a Payment Request for.

2 Alternatively, supplier can go to 'Purchasing' section from home page, under 'Order' tab, supplier can select the PO that has completed to create Payment Request.

Note:  
Supplier may refer to **Order Invoicing Status** column to further determine which PO to create Payment Request.

**Not Invoiced** – No payment request created.

**Partially Invoiced** – Payment request created for certain line item in PO.

**Fully Invoiced** – payment request created.

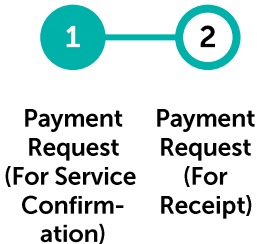
**Over Invoiced** – excess payment request created

Supplier may create Payment Request once Service Confirmation has been approved by Field Supervisor/User for Service line-item purchases. **DO NOT** use 'Create' button to create Invoice. Creation of Invoice shall be from Approved Service Confirmation.



# Create Payment Request (For Service Confirmation)

Supplier can verify and create the invoice.



Navigation: Catalog Contract **Purchasing** Invoice Supplier

Search: [ ] WS

ORDER: Order1 For Requisition8123451 Supplier Acknowledged 2,000,000.00 MYR Comments and Attachments More

Basic Details

\* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
3300072007	Order1 for Requisition8123451	Petronas 30 Admin 30	Petronas 30 Admin 30	Standard	12/07/2023
Original Issue Date	Supplier Acknowledged Date	Currency	Signatory		
12/07/2023	12/08/2023	MYR	--		

LINE DETAILS

LINES

Line (1)

Line	ERP Line Reference Num...	Type	Item Number	Line Descript...	Supplier Item ...	Category	Quantity	UOM	Unit Price	Price Per	Start Date
1	1	Variable	4000263	SKLD,WL,ONS,WK...	M81A_4000263_SSP	Skilled Manpower	1,000	DAY, Days	2,000,000.00	1	12/07/2023

Rows Per Page: 10 1 - 1 Of 1

INVOICING AND DELIVERY DETAILS

\* Indicates mandatory fields

Bill To	Bill To Address	Contact Email or Phone	GR-IV
	Group Financial Services (GFS), Level 5, Menara Dayabumi, Jal...	--	
Deliver To			
--			

Print Preview

By Selecting Service Confirmation(s)

**CREATE INVOICE**

3 In the PO document, supplier need to click on **Create Invoice** at the bottom right of the page.

A pop up will appear with two options (Only applicable if PO has both Service and Material line items):

Create Invoice for Receipt

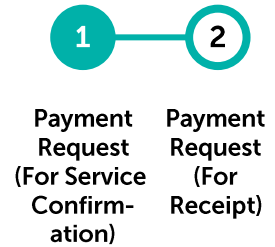
Create Invoice for Service Confirmation

If PO only has Service line items, only '**Create Invoice for Service Confirmation**' will appear.

Similarly, if PO only has Material line items, only '**Create Invoice for Receipt**' will appear.

4 Click '**Create Invoice for Service Confirmation**' to proceed.

# Create Payment Request (For Service Confirmation)



For Purchase Orders with service item category, suppliers are required to create the payment request based on the Service Confirmation document.

ORDER: Order1 For Requisition123451

Supplier Acknowledged

BASIC DETAILS

\* Indicates mandatory fields

Order Number: 3300072007

Order Name: Order1 for Requisition123451

Order Contact: Petronas 30 Admin 30

Order Author: Petronas 30 Admin 30

Purchase Type: Standard

Original Issue Date: 12/07/2023

Supplier Acknowledged Date: 12/08/2023

Currency: MYR

Signatory: --

SELECT SERVICE CONFIRMATION

Supplier Service Confirmation... Field Supervisor Submitted by Service Confirmation Total Number of Lines in SC

2023 Petronas 30 Admin 30 2000000.00 1

5

6

SUCCESS!

The Invoice is created.

OK

5 A list of 'Service Confirmations' will appear. Select the applicable one.

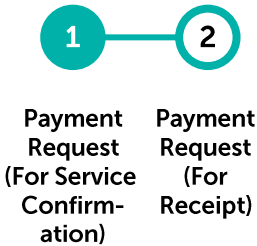
Note:  
1 PO may have multiple SC depending on payment arrangement agreed.

6 Click 'Select' to confirm.

Success status will appear to show the invoice has been created and supplier will be re-directed to Invoice page.

# Create Payment Request (For Service Confirmation)

Supplier will then proceed to enter the necessary details in the invoice.



7

Basic Details

Line Details

Supplier Details

Additional Information

StakeHolder Details

Payment And Delivery...

Additional Details

INV-12:23-0010522 - PAYREQ1 For Order1 ...

2,000,000.00 MYR

Comments and Attachments

WS

Invoice Name\*

PAYREQ1 for Order1 for Requisition8123451

Supplier Name

SMART Payment Request Number

INV-12:23-0010522

Invoice Amount\*

0.00

Supplier Invoice Number\*

2023

Invoice Creation Date

12/27/2023

Supplier Invoice Date\*

12/27/2023

Order Number

3300072007

Order Name

Order1 for Requisition

Supplier Code

4000007285

Currency

MYR

Purchase Type

Standard

GR-IV

LINE DETAILS

LINES

Line(1) | 1 Error

line1 : Taxes Tax code is missing

LINE DETAILS

LINES

Line(3) | 3 Errors

line1 : Taxes Tax code is missing

Line	Type	Item Nu...	Line Description	Supplier Item Number	Category *	Unit Price	Quantity	UOM *	Start Date *	End Date	Line Total	Taxes	Other Chng
1	Material		Subline 1/1 desc		ACID FRACTURING & ACIDIZING ADDITIVES	2.50	2.00	Piece			5.00	0.00	0.00
2	Fixed		Subline 1/2 Desc		ACID FRACTURING & ACIDIZING ADDITIVES	3.50	1.00	Activity unit	02/14/2020	02/14/2020	3.50	0.00	0.00
3	Variable		Subline 1/3 Desc		ACID FRACTURING & ACIDIZING ADDITIVES	2.40	5.00	Activity unit	02/14/2020	02/14/2020	12.00	0.00	0.00

7

In 'Basic Details', fill in details in all required fields for the invoice.

a

Insert the Invoice Name.

b

Insert the Invoice Amount.

c

Insert the Supplier Invoice Number.  
  
The Supplier Invoice Number must be unique to each transaction.  
  
Due to character limit within the system, please ensure that the invoice number you submit adhere to a MAXIMUM of sixteen (16) character invoice number per invoice, including spaces and special characters.

d

Insert the Supplier Invoice Date.

8

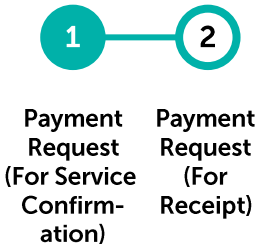
Under 'Line Details', system will prompt error message to insert tax code for each line item.

a

By default, taxes value is 0.00 and supplier need to select the correct tax code from drop down list. Click on the '0.00'.

153

# Create Payment Request (For Service Confirmation)



Tax categories will be available at each of the line item.

Add Taxes

0%

Tax Code	Tax Description	Tax Rate	
		--	<div>c</div> <div>ADD</div>
KI	Service Tax P2P: 6% Imported Services	0	<div>d</div> <div>CANCEL    APPLY</div>

Supplier Name & Address

b

Insert the applicable Tax Code as per the available options:

- Sales Tax P2P : 0% Default (B0)
- Sales Tax P2P: Non Taxable (B1)
- Sales Tax P2P: 5% (BA)
- Sales Tax P2P: 10% (BB)
- Service Tax P2P : 0% Default (K0)
- Service Tax P2P: 6% (KA)
- Service Tax P2P: 6% Imported Services (KI)
- Service Tax P2P: 8% Local supplier (KB)
- Service Tax P2P: 8% Imported Services (KJ)

Note:  
For full definition of the tax code, kindly refer to [here](#)

c

Click 'Add'.

A line will appear below the fields.

d

Once satisfied with the tax code selections, click on 'Apply'.

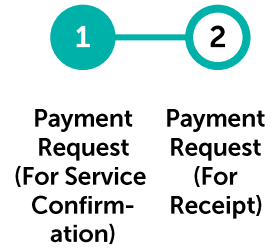
Repeat the same step for each line item.

Note:  
Only one tax code is allowed to be selected per line item.

It is Supplier's responsibility to ensure that the right tax code and tax treatment is being selected and declared based on actual job completed.

Supplier can only charge for category of tax registered with Royal Malaysian Customs Department.

# Create Payment Request (For Service Confirmation)



Tax check will be available at each of the line item in the 'Additional Information' field.

INV-03:20-000444 - INVOICE1 FOR T... - (DRAFT) 3,000.00 MYR

> SUPPLIER DETAILS

> STAKEHOLDER DETAILS

> PAYMENT AND DELIVERY DETAILS

> ADDITIONAL INFORMATION

LINE DETAILS

Line (1) | 1 Error

Line	Type								
1	Material	50473586	DIAPHRAGM,2E859...	la ...	BC1	ADD	ADD	VIEW	2020.000!

Rows Per Page: 10 1 - 1 Of 1

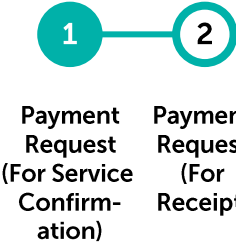
e Within the same 'Line Details' section, scroll to the right and click on 'View' in **Additional Information** column.

Select **Yes** under Tax Check once satisfied with the tax code selection and click on Apply at the bottom right of the pop up.

Repeat the same step for each line item.

# Create Payment Request (For Service Confirmation)

Supplier will then proceed to enter the necessary details in the invoice.



PETRONAS

<<

Home

My Tasks

Create

Supplier Profile

Catalog

Contract

Purchasing

Invoice

Supplier

← INV-12:23-0010522 - PAYREQ1 For Order1 ... Draft

Basic Details

Line Details

Supplier Details

Additional Information

StakeHolder Details

Payment And Delivery...

Additional Details

> BASIC DETAILS

> LINE DETAILS

< SUPPLIER DETAILS

\* Indicates mandatory fields

Order Location

3000000993 UAT V

Order Supplier Name & Address

Remit to Location\*

4000007285-1002 HONG LEONG BANK BERHAD...

Supplier Name & Address

Supplier Contact

Y Z

Supplier Contact Email & Phone

>>>

< ADDITIONAL INFORMATION

\* Indicates mandatory fields

Q1: Exchange rate to Malaysian Ringgit (max up to 5 decimals eg. 4.12345) - IMPORTANT: Mandatory for Malaysian-incorporated suppliers invoicing in non-MYR currency. For non-Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Else, please leave blank.

Your Answer

>>>



**Remit to Location** is Supplier Bank Account details that was key-in by supplier during Supplier Profile creation under Location Information section. Supplier is required to update Supplier Profile with relevant Remit to Location if the field is blank.

- 9

Supplier may select preferred Remit To Location (Supplier Bank Account).

Note:  
For Suppliers under Vendor Financing Program (VFP), there will be a bank account validation to ensure accurate bank account is captured.
- 10

In **'Additional Information'**, insert the Exchange Rate if invoice document currency is non-MYR.

Note:

  - For non-Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Otherwise, please leave blank.
  - Invoice submission in SMART will be auto-rejected if the exchange rate input by the Supplier is more than  $\pm 20\%$  compared to daily exchange rate.



# Create Payment Request (For Service Confirmation)

1

2

Payment Request  
(For Service Confirmation)

Payment Request  
(For Receipt)

Supplier is required to upload a scanned copy of the original invoice.

The screenshot shows the 'Invoice' screen in GEP SMART. The top navigation bar includes 'Catalog', 'Contract', 'Purchasing', 'Invoice', and 'Supplier'. The main header displays 'INV-12:23-0010522 - PAYREQ1 For Order1 ...' and 'Draft'. The 'BASIC DETAILS' section contains fields for 'Invoice Name\*', 'SMART Payment Request Number', 'Invoice Amount\*', 'Supplier Invoice Number\*', 'Invoice Creation Date', and 'Supplier Invoice Date\*'. A purple circle with the number 11 highlights the 'More' button in the top right corner of the screen.

11

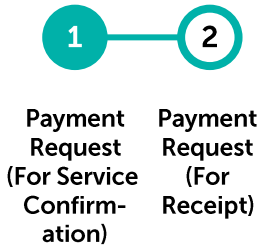
Click on '**More**' button at the top right corner of the screen and click on '**Upload Image**' to upload scanned copy of the Original Invoice document.

The scanned copy of the Original Invoice is a mandatory requirement by PETRONAS.

Kindly ensure the value of the Original Invoice uploaded is the same as per payment request created in GEP SMART.

The screenshot shows the 'Comments and Attachments' dropdown menu. A purple circle with the number 11 highlights the 'Upload Image' option. Other options visible are 'Export To PDF', 'Delete', and 'Print Invoice'. The background shows the 'Supplier Invoice Date\*' field with the value '12/27/2023' and the 'Purchase Type' field with the value 'Standard'.

# Create Payment Request (For Service Confirmation)



Disclaimer will be displayed prior to upload of scanned Invoice documents.

12

Click 'Proceed' upon reviewing the disclaimers for uploading the scanned Invoice.

← INV-12:23-0010522 - PAYREQ1 For Order1 ... Draft 2,000,000.

Basic Details

Line Details

Supplier Details

Additional Information

StakeHolder Details

Payment And Delivery...

Additional Details

BASIC DETAILS

\* Indicates mandatory fields

Invoice Name\*  
PAYREQ1 for Order1 for Requisition8123451

SMART Payment Request Number  
INV-12:23-0010522

Invoice Amount\*  
0.00

Supplier Invoice Number\*  
2023

Invoice Creation Date  
12/27/2023

Supplier Name  
WELUAYA SDN. BHD

Order Number  
3300072007

Order Name  
Order1 for Requisition8123451

Supplier Code  
4000007285

Currency  
MYR

☐ GR-IV

> LINE DETAILS

> SUPPLIER

> ADDITIONAL

> STAKEHOLDER

> PAYMENT

> ADDITIONAL

DISCLAIMER

PRIOR TO UPLOADING INVOICE

PETRONAS

1. 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.

2. All information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting evidence.

3. PETRONAS takes no responsibility for the accuracy, reliability, correctness and completeness of any information provided by the vendor. 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.

4. 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 invoice(s)) as provided by the vendor.

VENDOR

Prior to uploading Invoice

1. I/We hereby declare and verify that:

12

PROCEED



It is supplier's responsibility to ensure that all the document attached is correct and accurate based on actual job completion according to PO requirements and deliverables.

# Create Payment Request (For Service Confirmation)

1

2

Payment Request  
(For Service Confirmation)

Payment Request  
(For Receipt)

Supplier to upload the scanned Tax Invoice.

INV-12:23-0010522 - PAYREQ1 For Order1 ... Draft 2,000.00

**BASIC DETAILS**

\* Indicates mandatory fields

Invoice Name\* PAYREQ1 for Order1 for Requisition8123451

SMART Payment Request Number INV-12:23-0010522

Invoice Amount\* 0.00

Supplier Invoice Number\* 2023

Invoice Creation Date 12/27/2023

Supplier Name RETAYIA SUN, SDN. BHD.

Order Number 3300072007

Order Name Order1 for Requisition8123451

Supplier Code 4000007285

Currency MYR

☐ GR-IV

**ATTACHMENTS** 13

Drag and Drop file here OR [UPLOAD SUPPORTING DOCUMENTS](#).

Supported file formats:  
.pdf, .jpeg, .jpg, .bmp, .gif, .tiff, .png  
Limited to file(s) of 10MB each.  
Maximum 10 file(s) can be uploaded.

13

On the pop up, click '**Upload Documents**' and select the scanned invoice to be uploaded, then click Open.

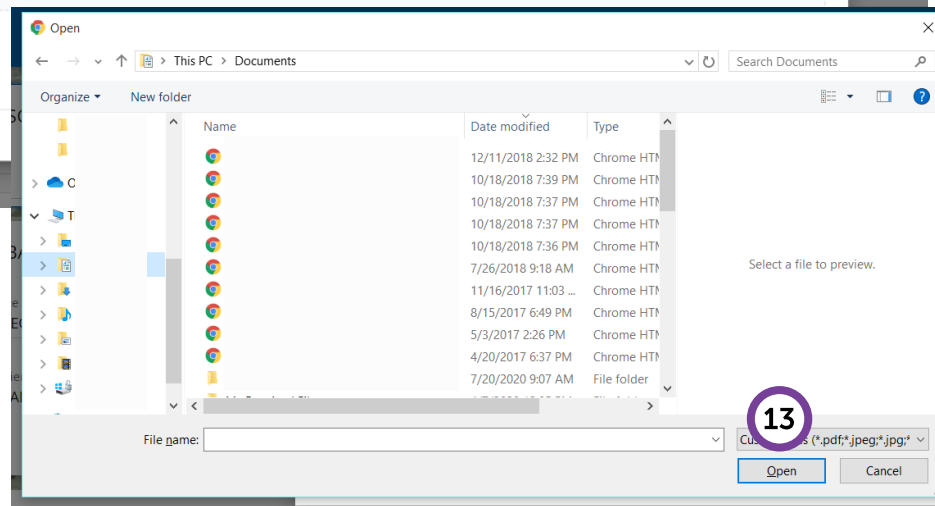


**Important Update**  
**Vendor e-Invoice Submission :**  
**Applicable only for Businesses /Company registered in Malaysia.**

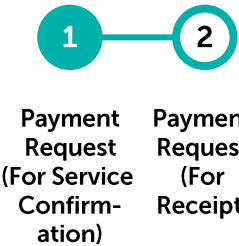
Vendors onboarding e-Invoice from **1 August 2024** .

Your **invoices** must include additional e-Invoice details to comply with regulatory standards:

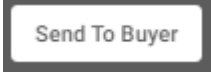
- URL Link
- Tax Identification Number (TIN) assigned by IRBM
- QR Code



# Create Payment Request (For Service Confirmation)



Supplier to proceed with submission of Payment Request to PETRONAS. Another disclaimer for invoice submission will be displayed.

- 14 Click **'Send to Buyer'** once satisfied with all the details and attachments.  

- 15 Click **'Proceed'** upon reviewing the disclaimers for Invoice submission.
- 16 A confirmation pop up will appear to confirm the number of line items that will be processed in this invoice. Click **'Yes'** to proceed.
- 17 Success status will appear upon successful submission of Payment Request.

DISCLAIMER

**PETRONAS**

1. 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.

2. All information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting documents.

3. PETRONAS takes no responsibility for the accuracy, reliability, correctness and completeness of any information provided by the vendor. 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.

4. 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 invoice(s)) as provided by the vendor.

**VENDOR**

1. I/We hereby declare and verify that all information and details provided in this application (portal) together with any supporting documents (including invoices, contracts, etc.) are accurate, correct, adequate and reliable. I/We will be fully responsible for withholding of information or giving false or inaccurate or inadequate information (including any supporting documents, invoice(s)) to PETRONAS.

15

CANCEL PROCEED

	Line Total	Taxes	Other Charges
	5.00	0.00	0.00
020	3.50	0.00	0.00
020	12.00	0.00	0.00

Rows Per Page: 10 1 - 3 Of 3

14

SAVE Send To Buyer

CONFIRMATION!

Please confirm that you are processing [2] lines on this invoice

16

NO YES

SUCCESS!

Invoice Submitted to Buyer Successfully

17

OK

# Create Payment Request (For Service Confirmation)

1

2

Payment Request  
(For Service Confirmation)

Payment Request  
(For Receipt)

The status of the Payment Request will be displayed accordingly.

18

19

INV-04:25-0014305 - PAYREQ1 For Order1 For ...

SCANNED DOCUMENT

BASIC DETAILS

\* Indicates mandatory fields

Invoice Name	SMART Payment Request Number	Invoice Amount	Supplier Invoice Number	Invoice Creation Date	Scheduled Payment Date
PAYREQ1 for Order1 for ETT Eve...	INV-04:25-0014305	8,252,222.22	EV...	04/11/2025	05/11/2025
Supplier Invoice Date	Supplier Name	Order Number	Order Name	Supplier Code	Currency
04/11/2025	...	3400738365	Order1 for ETT Event for Staff	4000077925	MYR
Purchase Type	Invoice Type				
Standard	Standard				

18 Supplier will be able to view the status of the Payment Request from 'Invoice' section at homepage.

19 Status of Payment Request will be displayed accordingly.


**Important:** Suppliers can easily check the **Scheduled Payment Date** in the **Basic Details** section of their invoice. To ensure smooth processing of your invoices

Payment Request (For Service Confirmation)	Payment Request (For Receipt)
<p>1. Name of the Client</p> <p>2. Address of the Client</p> <p>3. Date of the Request</p> <p>4. Amount of the Request</p> <p>5. Purpose of the Request</p> <p>6. Signature of the Client</p> <p>7. Stamp of the Client</p>	<p>1. Name of the Client</p> <p>2. Address of the Client</p> <p>3. Date of the Request</p> <p>4. Amount of the Request</p> <p>5. Purpose of the Request</p> <p>6. Signature of the Client</p> <p>7. Stamp of the Client</p>

1 Supplier to search for the PO number which they wish to create a Payment Request for.

Alternatively, supplier can go to **'Purchasing'** section from home page, under **'Order'** tab, supplier can select the PO that has completed to create Payment Request.

**ORDER**

 Supplier may create Payment Request once Receipt has been created for Material line-item purchases.



# Create Payment Request (For Receipt)

From the PO screen, supplier can create a payment request based on total quantity accepted displayed in the item history.



If there is only Material line item, clicking the Create Invoice will directly create a Payment Request.

1

Payment Request  
(For Service Confirmation)

2

Payment Request  
(For Receipt)

2

The **Item History** shows the total quantity that has been received for this PO material line item.

3

In the PO document, supplier need to click on **Create Invoice** at the bottom right of the page.

A pop up will appear with two options (Only applicable if PO has both Service and Material line items):

Create Invoice for Receipt

Create Invoice for Service Confirmation

If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear.

Similarly, if PO only has Material line items, only 'Create Invoice for Receipt' will appear.

## Create Payment Request (For Receipt)

**Supplier to fill up the information as required.**

Home

My Tasks

Create

Supplier Profile

4

Basic Details

Supplier Details

Additional Information

Line Details

StakeHolder Details

Payment And Delivery...

Additional Details

Catalog

Contract

Purchasing

Invoice

Supplier

Search

WS

INV-12:23-0010523 - PAYREQ2 For Order1 ...

Draft

0.00 MYR

Comments and Attachments

More

BASIC DETAILS

Manage Optional Fields

\* Indicates mandatory fields

Invoice Name\*  
PAYREQ2 for Order1 for Requisition8123417

SMART Payment Request Number  
INV-12:23-0010523

Invoice Amount\*  
0.00

Supplier Invoice Number\*  
4000007285

Invoice Creation Date  
12/28/2023

Supplier Invoice Date\*  
12/28/2023

Supplier Name  
3500027191

Order Name  
Order1 for Requisition8123417

Supplier Code  
4000007285

Currency  
MYR

Purchase Type  
Standard

☐ GR-IV

SUPPLIER DETAILS

Manage Optional Fields

\* Indicates mandatory fields

Order Location  
3000009993 UA

Order Supplier Name & Address

Remit To Location\*  
4000007285-1002 HONG LEONG BANK BERHAD...

Supplier Name & Address

Supplier Contact  
Y Z

Supplier Contact Email & Phone

ADDITIONAL INFORMATION

Manage Optional Fields

\* Indicates mandatory fields

Q1. Exchange rate to Malaysian Ringgit (max up to 5 decimals eg. 4.12345) - IMPORTANT: Mandatory for Malaysian-incorporated suppliers invoicing in non-MYR currency. For non-Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Else, please leave blank.

Your Answer



**Remit to Location** is Supplier Bank Account details that was key-in by supplier during Supplier Profile creation under Location Information section. Supplier is required to update Supplier Profile with relevant Remit to Location if the field is blank.

1

2

**Payment  
Request  
(For Service  
Confirmation)**

**Payment  
Request  
(For  
Receipt)**

**4** In 'Basic Details' fill in all required fields for the invoice.

**a** Insert the Invoice Name.

**b** Insert the Invoice Amount.

**c** Insert the Supplier Invoice Number.

The Supplier Invoice Number must be unique to each transaction.

Due to a character limit within the system, please ensure that the invoices you submit adhere to a MAXIMUM of sixteen (16) character invoice number per invoice, including spaces and special characters.

**d** Insert the Supplier Invoice Date.

**e** Supplier may select preferred Remit To Location (Supplier Bank Account)

**f** Insert the Exchange Rate if invoice document currency is non-MYR.

Note:

1. For non-Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Otherwise, please leave blank
2. Invoice submission in SMART will be auto-rejected if the exchange rate input by the Supplier is more than  $\pm 20\%$  compared to daily exchange rate.

# Create Payment Request (For Receipt)

Supplier is required to only claim the allowable quantity for the invoice based on the receipt. The system will reject any invoice that exceeded the total value of receipts.

1

2

Payment Request  
(For Service Confirmation)

Payment Request  
(For Receipt)

LINE DETAILS

LINES

Line(3) | 3 Errors

✓	Line	Type	Item Number	Line Description	mber	Category *	Unit Price	Quantity	Accepted Quantity	UOM
✓	1	Material	50220404	COUPLING,SHFT,FL...		CENTRIFUGAL COMP...	10.00	20.000	20.000	PC; I
✓	2	Material	50219845	BUSHING,RHD		RECIPROCATING CO...	15.00	1,000.000	0.000	PC; I
✓	3	Material	50950104	LIFE RAFT,INFLE,6.5...		ESCAPE CAPSULE & A...	20.00	1,000.000	0.000	EA; I

5

LINE DETAILS

LINES

Line(3) | 3 Errors

✓	Line	Type	Item Number	Line Description	mber	Category *	Unit Price	Quantity	Accepted Quantity	UOM
✓	1	Material	50220404	COUPLING,SHFT,FL...		CENTRIFUGAL COMP...	10.00	20.000	20.000	PC; I
✓	2	Material	50219845	BUSHING,RHD		RECIPROCATING CO...	15.00	1,000.000	0.000	PC; I
✓	3	Material	50950104	LIFE RAFT,INFLE,6.5...		ESCAPE CAPSULE & A...	20.00	1,000.000	0.000	EA; I

Rows Per Page: 10 1 - 3 of 3

6

5 Enter the quantity that is allowable in the system for the line item with Receipt. You can view the accepted quantity as a reference.

6 In the event of submitting invoice for selected line item, highlight the line item where there is no Receipt or invoice to be submitted.

Click Delete icon to remove the highlighted line item with zero quantity.



Supplier may create Payment Request once Receipt has been created for Material line-item purchases.

# Create Payment Request (For Receipt)

1

2

Payment Request  
(For Service Confirmation)

Payment Request  
(For Receipt)

Tax categories will be available at each of the line item.

RMATION

7

Add Taxes

0%

Tax Code

b

Tax Description

0

ADD

CANCEL APPLY

V0 No GST charged,...

N1 0%-Standard rat...

BB Sales Tax 10% 10

BA Sales Tax 5% 5

B1 No Tax 0

I2 6%-Standard rate...

I1 6%-Standard rate...

Type	Description	Taxes	Other Charges	Freight
Material	PHRAGM,2E859...	0.00	0.00	0.00

Add Taxes

5%

Tax Code

Tax Description

Tax Rate

ADD

BA

Sales Tax 5%

5

CANCEL APPLY



It is Supplier's responsibility to ensure that the right tax code and tax treatment is being selected and declared based on actual job completed.

Supplier can only charge for category of tax registered with Royal Malaysian Customs Department.

For full definition of the tax code, kindly refer to [here](#).

7 Under 'Line Details' section, go to 'Taxes' column and click '0.00' to Insert the Tax Code.

A popup will appear. Insert the applicable Tax Code as per the available options:

- Sales Tax P2P : 0% Default (B0)
- Sales Tax P2P: Non Taxable (B1)
- Sales Tax P2P: 5% (BA)
- Sales Tax P2P: 10% (BB)
- Service Tax P2P : 0% Default (K0)
- Service Tax P2P: 6% (KA)
- Service Tax P2P: 6% Imported Services (KI)
- Service Tax P2P: 8% Local supplier (KB)
- Service Tax P2P: 8% Imported Services (KJ)

Once selected, click 'Add'.

Upon satisfied with the tax code selection, click on 'Apply' Repeat the same step for each line item (if applicable).

Only one tax code is allowed to be selected.

# Create Payment Request (For Receipt)

Tax check will be available at each of the line item in the 'Additional Information' field.



Payment Request  
(For Service Confirmation)

Payment Request  
(For Receipt)

8 Within the same '**Line Details**' section, scroll to the right and click on '**View**' in **Additional Information** column.

Select **Yes** under Tax Check once satisfied with the tax code selection and click on Apply at the bottom right of the pop up.

Repeat the same step for each line item.

Please note that Tax Check is mandatory for all line items.

# Create Payment Request (For Receipt)

Supplier is required to upload a scanned copy of the original invoice.

1

2

Payment Request  
(For Service  
Confirmation)

Payment Request  
(For Receipt)

The screenshot shows the 'Invoice' screen in GEP SMART. The top navigation bar includes 'Catalog', 'Contract', 'Purchasing', 'Invoice', and 'Supplier'. The main header displays 'INV-12:23-0010522 - PAYREQ1 For Order1 ...' and '2,000,000.00 MYR'. The 'BASIC DETAILS' section contains several fields: 'Invoice Name\*' (PAYREQ1 for Order1 for Requisition8123451), 'SMART Payment Request Number' (INV-12:23-0010522), 'Invoice Amount\*' (0.00), 'Supplier Invoice Number\*' (2023), 'Invoice Creation Date' (12/27/2023), and 'Supplier Invoice Date\*' (12/27/2023). Other fields include 'Supplier Name', 'Order Number' (3300072007), 'Order Name' (Order1 for Requisition8123451), 'Supplier Code' (400007285), 'Currency' (MYR), and 'Purchase Type' (Standard). A purple circle with the number 9 highlights the 'More' button in the top right corner.

9

Click on '**More**' button at the top right corner of the screen and click on '**Upload Image**' to upload scanned copy of the Original Invoice document.

The scanned copy of the Original Invoice is a mandatory requirement by PETRONAS.

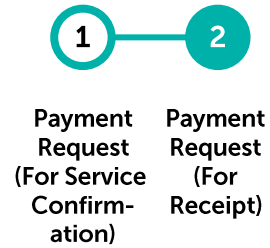
Kindly ensure the value of the Original Invoice uploaded is the same as per payment request created in GEP SMART

The screenshot shows the 'Comments and Attachments' dropdown menu. The menu options are 'Upload Image', 'Export To PDF', 'Delete', and 'Print Invoice'. A purple circle with the number 9 highlights the 'Upload Image' option. Below the menu, the 'Supplier Invoice Date\*' is displayed as '12/27/2023' and the 'Purchase Type' is 'Standard'.



# Create Payment Request (For Receipt)

A disclaimer will be displayed prior to upload of scanned invoice and documents.



← INV-12:23-0010522 - PAYREQ1 For Order1 ... Draft 2,000,000.

BASIC DETAILS

\* Indicates mandatory fields

Invoice Name*	SMART Payment Request Number	Invoice Amount*	Supplier Invoice Number*	Invoice Creation Date
PAYREQ1 for Order1 for Requisition8123451	INV-12:23-0010522	0.00	2023	12/27/2023

Supplier Name	Order Number	Order Name	Supplier Code	Currency
WELUAYA SDN. BHD	3300072007	Order1 for Requisition8123451	4000007285	MYR

☐ GR-IV

DISCLAIMER

PRIOR TO UPLOADING INVOICE

PETRONAS

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- PETRONAS takes no responsibility for the accuracy, reliability, correctness and completeness of any information provided by the vendor. 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 invoice(s)) as provided by the vendor.

VENDOR

[Prior to uploading Invoice](#)

1. I/We hereby declare and verify that:

PROCEED

- 10 Click **'Proceed'** upon reviewing the disclaimers for uploading the scanned Invoice.
- It is supplier's responsibility to ensure that all the documents uploaded are correct and accurate based on actual job completion as per PO requirements.

# Create Payment Request (For Receipt)

Supplier to upload the invoice document.

1

2

Payment Request  
(For Service  
Confirmation)

Payment Request  
(For Receipt)

The screenshot shows a web application interface for creating a payment request. The main form is titled 'INV-12:23-0010522 - PAYREQ1 For Order1 ...' and is in 'Draft' status. It contains several input fields for 'BASIC DETAILS' including Invoice Name, SMART Payment Request Number, Invoice Amount, Supplier Invoice Number, Invoice Creation Date, Supplier Name, Order Number, Order Name, Supplier Code, and Currency. A pop-up window titled 'ATTACHMENTS' is overlaid on the form, containing a dashed box for file upload and a list of supported file formats: .pdf, .jpeg, .jpg, .bmp, .gif, .tiff, .png. The pop-up also states 'Limited to file(s) of 10MB each' and 'Maximum 10 file(s) can be uploaded.'.

11

On the pop up, click '**Upload Documents**' and select the scanned invoice to be uploaded, then click Open.

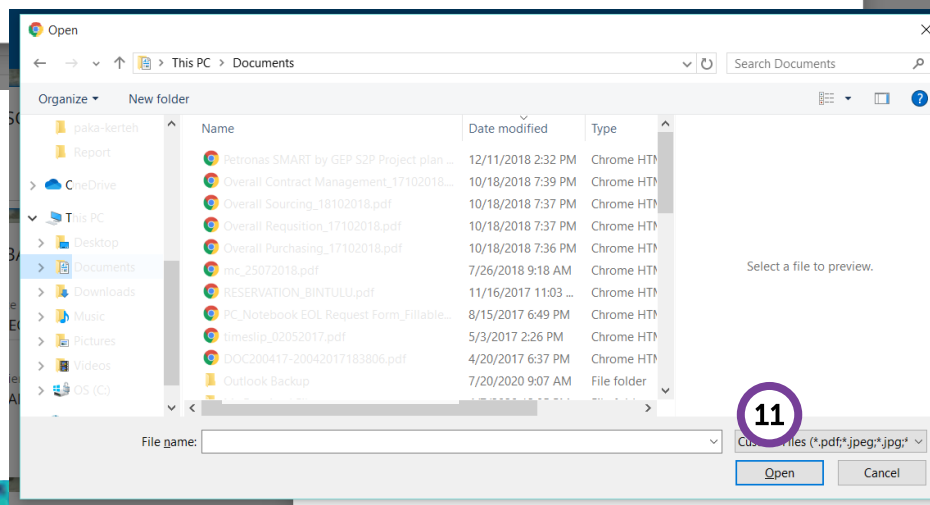


**Important Update**  
**Vendor e-Invoice Submission :**  
**Applicable only for Businesses**  
**/Company registered in**  
**Malaysia.**

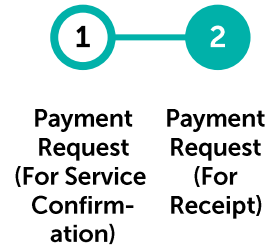
Vendors onboarding e-Invoice  
from **1 August 2024** .

Your **invoices** must include  
additional e-Invoice details to  
comply with regulatory  
standards:

- URL Link
- Tax Identification Number (TIN)  
assigned by IRBM
- QR Code



# Create Payment Request (For Receipt)



Supplier to proceed with submission of Payment Request to PETRONAS. Another disclaimer for invoice submission will be displayed.

**DISCLAIMER**

**PETRONAS**

1. 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.

2. All information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting documents.

3. PETRONAS takes no responsibility for the accuracy, reliability, correctness and completeness of any information provided by the vendor. 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.

4. 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 invoice(s)) as provided by the vendor.

**VENDOR**

1. I/We hereby declare and verify that all information and details provided in this application (portal) together with any supporting documents (including invoices) are accurate, correct, adequate and reliable. I/We will be fully responsible for withholding of information or giving false or inaccurate or inadequate information (including any supporting documents, invoice(s)) to PETRONAS.

**13**

CANCEL PROCEED

Line Total	Taxes	Other Charges
5.00	0.00	0.00
3.50	0.00	0.00
12.00	0.00	0.00

Rows Per Page: 10 1 - 3 OF 3

**12**

SAVE Send To Buyer

- 12** Click '**Send to Buyer**' once satisfied with all the details and attachments.
- 13** Click '**Proceed**' upon reviewing the disclaimers for Invoice submission.
- 14** A confirmation pop up will appear to confirm the number of line items that will be processed in this invoice. Click '**Yes**' to proceed.
- 15** Success status will appear upon successful submission of Payment Request.

**? CONFIRMATION!**

Please confirm that you are processing [2] lines on this invoice

**14**

NO YES

**✓ SUCCESS!**

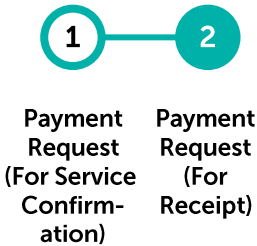
Invoice Submitted to Buyer Successfully

**15**

OK

# Create Payment Request (For Receipt)

The status of the Payment Request will be displayed accordingly.



**16** My Tasks

Order: 6911 Return Note: 210 Contract: 6 Form: 2

Document Name

Order1 for Requisition8123484

Order1 for 10454839

**17** Documents

INVOICE	CREDIT MEMO	Send For Processing	Returned	Send For Payment	Draft	Invoice Paid With Remittance	Error	Send For Processing Failed
3317		1197	795	639	454	204	27	1

Document Name	Document Number	PO Number	Supplier Name	Supplier Contact	Invoice Source	Supplier Invoice Number	Supplier Invoice Date	Actions
PAYREQ1 for Order1 for Requisition8123481	INV-12-23-0010522	3308072807	Y Z		PO Based	2023	12/27/2023	1
PAYREQ7 for Order1 for BSCM-800 PR REF PO SC IN...	INV-08-23-009720	3400367883	FZ UAT		PO Based	SC0000020763	08/16/2023	1
PAYREQ1 for Order1 for Requisition8123443	INV-12-23-0010520	3400360483-004	Y Z		PO Based	965347	12/26/2023	1
PAYREQ2 for Order1 for 11927741	INV-09-23-009936	3400337994	Wihaya Sdn. Bhd. Supplier		PO Based	supp-inv 1	09/18/2023	0
PAYREQ1 for Order1 for Requisition168	INV-10-23-010030	3400337603	Wihaya Sdn. Bhd. Supplier		PO Based	INV-10-23-010030	10/02/2023	1

**INV-04-25-0014305 - PAYREQ1 For Order1 For ...**

SCANNED DOCUMENT


BASIC DETAILS

\* Indicates mandatory fields

Invoice Name	SMART Payment Request Number	Invoice Amount	Supplier Invoice Number	Invoice Creation Date	Scheduled Payment Date
PAYREQ1 for Order1 for ETT Eve...	INV-04-25-0014305	8,255,222.22 MYR	Ev...	04/11/2025	05/11/2025
Supplier Invoice Date	Supplier Name	Order Number	Order Name	Supplier Code	Currency
04/11/2025	...	3400738365	Order1 for ETT Event for Staff	4000077925	MYR
Purchase Type	Invoice Type				
Standard	Standard	<input type="checkbox"/> GR-IV			

**16** Supplier will be able to view the status of the Payment Request from 'Invoice' section at homepage.

**17** Status of Payment Request will be displayed accordingly.

 **Important:** Suppliers can easily check the **Scheduled Payment Date** in the **Basic Details** section of their invoice. To ensure smooth processing of your invoices

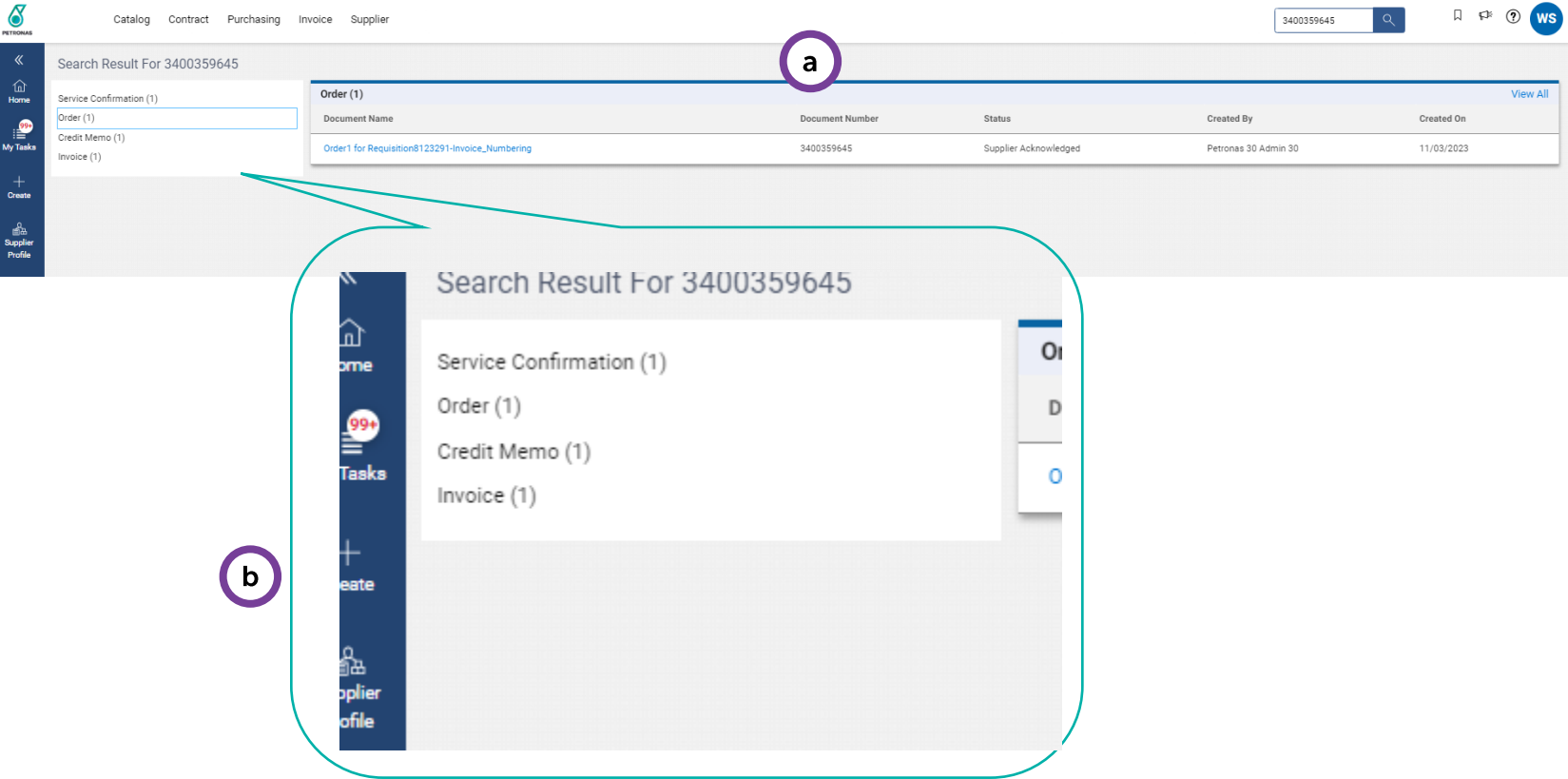
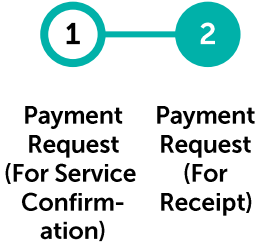
# Definition of Invoice Status

The status of the Payment Request will be displayed accordingly.

Invoice Status	Definition
Sent For Processing	Invoice in que for system validation.
Sending In Progress	Invoice system validation in progress.
Sent For Payment	Invoice accepted by Finance and pending payment remittance according to payment term.
Invoice Paid With Remittance	Invoice paid with remittance confirmed to supplier's bank account.
Returned	Invoice rejected by Finance Administrator. Supplier to refer document comment for reason of rejection.
Internally Cancelled	Invoice cancellation initiated by supplier.
Error	Invoice document mandatory field not matched supplier profile e.g., Remit to Location.

# Create Payment Request (For Receipt)

Supplier will be able to see all subsequent related documents created for PO document by selecting 'All' as shown below.



**a** When entering PO number and selecting 'All' document types, system will display list of subsequent related documents created for this PO number.

If there are more than one (1) invoice submitted, each Invoice document will show details of invoiced quantity and amount.

Note:  
Total value of SC/Receipt and Invoice must be equal to total value of PO.

**b** Supplier can further filter and click on the relevant related documents.



# Troubleshooting Invoice Submission Error or Rejection

Supplier could try the below steps in the event invoice could not be submitted or if invoice is rejected.

## If you face errors in submitting your invoice:

- Make sure that you **fill in the mandatory fields** especially Line Details section.
- Do **fill in Tax Code in Tax field** (refer to [here](#) for list of tax codes and descriptions; please note that the tax codes are subject to changes).
- **Tick Tax Check field** under Additional Info column of the Line Details section.
- Ensure that the PO number and Invoice number for **scanned invoice follows SMART PO and Invoice number**.
- Alternatively, **create a new invoice** (Go back to the PO and click on More Actions, click on Create Invoice).

## If your invoice was rejected:

- Ensure that an **SC has been created for the PO** prior to creating the invoice.
- **SC quantity/ amount** must be within PO quantity/ amount.
- **Total invoice quantity/ effort/ unit price** must be within the accepted quantity/ effort/ amount.
- **Fill in Remit to Location** information and ensure scanned invoice bank account number same as system bank account number.

# Definition of Tax Code

Supplier to insert the applicable Tax Code for invoicing as per the available options below.

Tax Code	Listing Type	SST Percentage	Definition
B0	Purchase	0%	Acquisition of materials/products that are not subject to SST.
B1		Non-taxable	Acquisition of non-taxable materials/products from local supplier (non-registered vendor).
BA		5%	Acquisition from sales tax registrant (5% sales tax).
BB		10%	Acquisition from sales tax registrant (10% sales tax).
K0		0%	Acquisition of services that is not subject to SST.
KA		6%	Acquisition of taxable services from registered local service provider with 6% service tax (Service tax registrant in Malaysia).
KI		6%	Acquisition of imported taxable services from foreign vendor (non-registered) with 6% service tax.
KB		8%	Acquisition of taxable services from registered local service provider with 8% service tax (Service tax registrant in Malaysia).
KJ		8%	Acquisition of imported taxable services from foreign vendor (non-registered) with 8% service tax.

# Create Credit Memo

Credit Memo can be created from an invoice.

## Learning Objectives

Suppliers will be able to create Credit Memo in GEP SMART

1

Create Credit Memo

# Create Credit Memo

Suppliers can create Credit Memo from Invoice document, which can be found by searching the PO number.

The screenshot displays the Petronas Supplier Portal interface. At the top, a search bar contains the PO number '3400357883'. A purple circle with the number '1' highlights this search bar. Below the search bar, the 'My Tasks' section shows various document counts. The 'Documents' section is divided into 'Purchasing' and 'Invoice' tabs, both of which are highlighted with purple boxes. The 'Purchasing' tab shows a list of documents with columns for Document Name, Document Number, Days in Current State, Order Total, Purchase Type, and Created On. The 'Invoice' tab shows a list of documents with columns for Document Name, Document Number, PO Number, Supplier Name, Supplier Contact, and Invoice. A purple circle with the number '1' highlights the 'Invoice' tab. The 'Invoice' tab also shows a summary of document counts: All (3317), Sent For Processing (1197), Returned (795), Sent For Payment (639), Draft (454), Invoice Paid With Remittance (204), Error (27), and Send For Processing Failed (1).

- 1 Search for the PO number to display subsequent related documents including Invoice documents from the Search field.
- Alternatively, Supplier may also search the PO number from "Purchasing" section at the homepage if the exact PO number is not known.



Supplier can also go directly to 'Invoice' section from homepage to search if the SMART Invoice number is known.

# Create Credit Memo

Credit Memo creation is only permitted for Invoice document with certain statuses.

**2** All Documents 3400357883

Search Result For 3400357883

Invoice (6)  
Order (1)  
Service Confirmation (5)

**3**

Document Name	Document Number	Status
PAYREQ5 for Order1 for BSCM-800 PR RFX PO SC INV - Copy - Copy	INV-08:23-009698	Invoice Paid With Remittance
PAYREQ4 for Order1 for BSCM-800 PR RFX PO SC INV - Copy - Copy	INV-08:23-009697	Invoice Paid With Remittance
PAYREQ6 for Order1 for BSCM-800 PR RFX PO SC INV - Copy - Copy	INV-08:23-009700	Invoice Paid With Remittance
PAYREQ2 for Order1 for BSCM-800 PR RFX PO SC INV - Copy - Copy	INV-08:23-009695	Returned
PAYREQ1 for Order1 for BSCM-800 PR RFX PO SC INV - Copy - Copy	INV-08:23-009693	Returned
PAYREQ7 for Order1 for BSCM-800 PR RFX PO SC INV - Copy - Copy	INV-08:23-009720	Invoice Paid With Remittance

- 2** When entering PO number and selecting "All" document types, system will display list of subsequent related documents created for this PO number.
- 3** Select Invoice with permitted status to proceed with Credit Memo creation.
- Permitted Status:
- Sent for Processing
  - Sent for Payment
  - Invoice Paid with Remittance



Any submission for Invoice with "Draft" status is not permitted.

# Create Credit Memo

Supplier to ensure the Invoice document with status 'Sent For Processing', 'Sent For Payment' or Invoice Paid With Remittance' prior to creating Credit Memo.

Home

My Tasks

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Purchasing

Invoice

Supplier

INV-08:23-009698 - PAYREQ5 For Order1 F...

Invoice Paid With Remittance

106.00 MYR

Comments and Attachments

More

SCANNED DOCUMENT

BASIC DETAILS

Invoice Name

PAYREQ5 for Order1 for BSCM-800 PR RFX PO S...

SMART Payment Request Number

INV-08:23-009698

Invoice Amount

106.00

Supplier Invoice Number

3400357883

Invoice Creation Date

08/09/2023

Supplier Invoice Date

08/09/2023

Supplier Name

Order Number

3400357883

Order Name

Order1 for BSCM-800 PR RFX PO SC INV - Copy - ...

Supplier Code

4000007285

Currency

MYR

Purchase Type

Standard

GR-IV

106.00 MYR

Comments and Attachments

Create Credit Memo

- !

Supplier to ensure the invoice status must be 'Sent For Processing', 'Sent For Payment' or 'Invoice Paid With Remittance' only.
- 4

Supplier to click on the 'More' button.

More
- 5

Select option Create Credit Memo.

Create Credit Memo



# Create Credit Memo

Supplier to insert the required details in the Credit Memo.

← CM-12:23-02908 Draft

106.00 MYR

Comments and Attachments

More

6

BASIC DETAILS

Basic Details

Additional Information

Line Details

\* Indicates mandatory fields

Credit Memo Name\*

i

Credit Memo Number

CM-12:23-02908

Supplier Memo Number\*

ii

Purchasing Organization

30-200-SAP 30-200

Invoice Number

INV-08:23-009698

Currency

MYR

Order Number

3400357883

Supplier Invoice Number

3400357883

Billable

No

Invoice Creation Date

08/09/2023

Supplier Invoice Received Date

08/09/2023

Invoice Received On

08/09/2023

Memo Received On\*

12/28/2023

Memo Creation Date

12/28/2023

Supplier Memo Date\*

iii

Purchase Type

Standard

Supplier Code

4000007285

Supplier Tax Identification Number

--

6

Fill in Basic Details section.

i

Insert the **Credit Memo Name**.

ii

Insert the **Supplier Memo Number**.

**Supplier Memo Number must be unique** to each transaction.

iii

Insert the **Supplier Memo Date**.

# Create Credit Memo

## 2 types of Credit Memo:

1	<b>Credit Memo (Amount-based)</b>	Supplier is required to update credit memo amount only. This credit amount must not exceed the invoice amount.
2	<b>Credit Memo (Quantity-based)</b>	Supplier is required to update credit memo quantity only. This credit quantity must not exceed the invoice quantity.

7

LINE DETAILS

LINES

Line(1)

ii

i

Indicates mandatory fields

Line	Item Number	Supplier Item...	Line Descript...	Type	UOM	Credit Quantity	Unit Price	Price Per	Effective Unit P...	Credit Amount	Credit Tax	Other Ch
✓ 1	4045999		MNPWR,AUTH TN...	Variable	H; Hour (Do Not Use)	1.000	100.00	1	100.00	100.00	6.00	0.00

Rows Per Page: 10 1 - 1 Of 1

7 Fill in the Line Details section.

i For Amount-based:

Insert the amount under 'Credit Amount'. System will give error message if supplier enter higher amount than invoice amount.

li For Quantity-based:

Insert the correct quantity under 'Credit Quantity'. System will give error message if supplier insert higher amount than invoice quantity.



- Credit Memo creation is only permitted for Invoice document with status "Sent For Processing", "Sent For Payment" or "Invoice Paid With Remittance" only. Any submission for Invoice with "Draft" status is not permitted.
- For Timewrite suppliers, you are required to submit Credit Memo (Amount-based) only upon receiving email notification.

# Create Credit Memo

Supplier to upload the scanned copy of the Original Credit Memo for verification.

8

8 Click the **'More'** button and select **Upload Image** to upload the Original Credit Memo document.

If Credit Memo is cancelled, Select **Delete** to cancel on the draft Credit Memo.



The scanned copy of the Original Credit Memo is a mandatory requirement by PETRONAS. Kindly ensure the value of the Original Credit Memo uploaded is the same as per credit memo document created in SMART.

# Create Credit Memo

Disclaimer will be displayed upon upload of scanned Credit Memo documents.

The screenshot shows a web interface for uploading documents. At the top, a blue banner reads "DISCLAIMER". Below it, a section titled "PRIOR TO UPLOADING INVOICE" contains a disclaimer from PETRONAS. The disclaimer text is as follows:

**PETRONAS**

1. 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.
2. All information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting evidence.
3. PETRONAS takes no responsibility for the accuracy, reliability, correctness and completeness of any information provided by the vendor. 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.
4. 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 invoice(s)) as provided by the vendor.

Below the disclaimer, there is a section for "ATTACHMENTS". It features a large dashed box for file upload with the text: "Drag and Drop file here OR **UPLOAD SUPPORTING DOCUMENTS.**" Below this, it lists supported file formats: ".jpg, .pdf, .png", and notes: "Limited to file(s) of 10MB each. Maximum 1 file(s) can be uploaded." To the right of the upload area is a "PROCEED" button. A "Close" link is located at the bottom right of the attachment box.

9 Click **"Proceed"** upon reviewing the disclaimers for uploading the scanned Credit Memo.

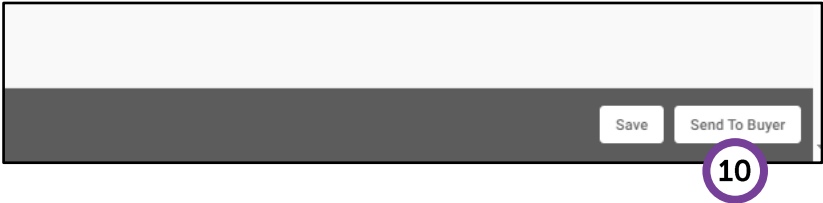
A pop up will appear and click on **Upload Supporting Documents** to start uploading documents.



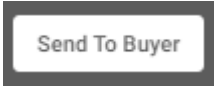
It is supplier's responsibility to ensure that all the document attached is correct and accurate based on actual job completion as per PO requirements and deliverables.

# Create Credit Memo

Supplier to proceed with submission of Credit Memo to PETRONAS.



10 Click **"Send to Buyer"** at the bottom of the page once satisfied with all the details and attachments.



Credit Memo status will change from "Draft" to "Sent to Buyer".

11 From homepage, under **'Invoice'** section, supplier can see the status for all Credit Memo available under **'Credit Memo'** tab.

PETRONAS

«

Home

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Supplier

Documents

11

INVOICE

CREDIT MEMO

All

Sent To Buyer

Ready For Payment

Draft

Rejected

Sent For Payment

Cancelled

Credit Memo Paid With Remittance

Sent For Processing

574

335

102

79

40

10

5

2

1

Document Name	Document Number	PO Number	Status	Ordered On	Invoice Number	Invoiced On	Supplier
Credit Memo1 for PAYREQ5 for Order1 fo...	CM-12-23-02908	3400357883	Draft	08/07/2023	INV-08-23-009698	08/09/2023	
Credit Memo1 for PAYREQ1 for Order1 fo...	CM-12-23-02888	3400359645	Sent To Buyer	11/03/2023	INV-11-23-0010262	11/22/2023	
Credit Memo1 for PAYREQ1 for Order1 fo...	CM-11-23-02887	3400359450	Sent To Buyer	10/27/2023	INV-10-23-0010154	10/31/2023	
Credit Memo2 for PAYREQ3 for Order1 fo...	CM-11-23-02868	3400359680	Sent To Buyer	11/09/2023	INV-11-23-0010263	11/15/2023	
Credit Memo1 for PAYREQ3 for Order1 fo...	CM-11-23-02864	3400359680	Rejected	11/09/2023	INV-11-23-0010263	11/15/2023	



The status of the Credit Memo will be displayed upon submitting the Credit Memo to buyer.



# GEP SMART

NextGen

## Supplier User Guide



# Support Contact



# Support Contact

Should you require any support, please reach out to us via the following channels:

## PETRONAS Contact Centre



**[supplier.servicedesk@petronas.com.my](mailto:supplier.servicedesk@petronas.com.my)**



**1-800-88-0011**



**Thank You**