

	WORK INSTRUCTION	Page: 1 of 19
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)	Revision: Approved
	SUS Manage SRM Supplier Collaboration (Services – for Bidder)	

Transaction Overview

What

Use this procedure to:

- Perform PO confirmation (By Supplier)
- Create confirmation once service has been delivered (By Supplier)
- Create invoice (By Supplier)
- Change invoice status (By Supplier)
- Check payment status (By Supplier)

When

Perform this procedure based on the above scenarios.

Prerequisites

- PO has been created in ECC6 backend and transferred to SRM SUS portal

Menu Path

To login to SRM SUS portal, go to <https://supplier-selfservice.petronas.com.my/irj/portal>

Transaction Code

Not Applicable

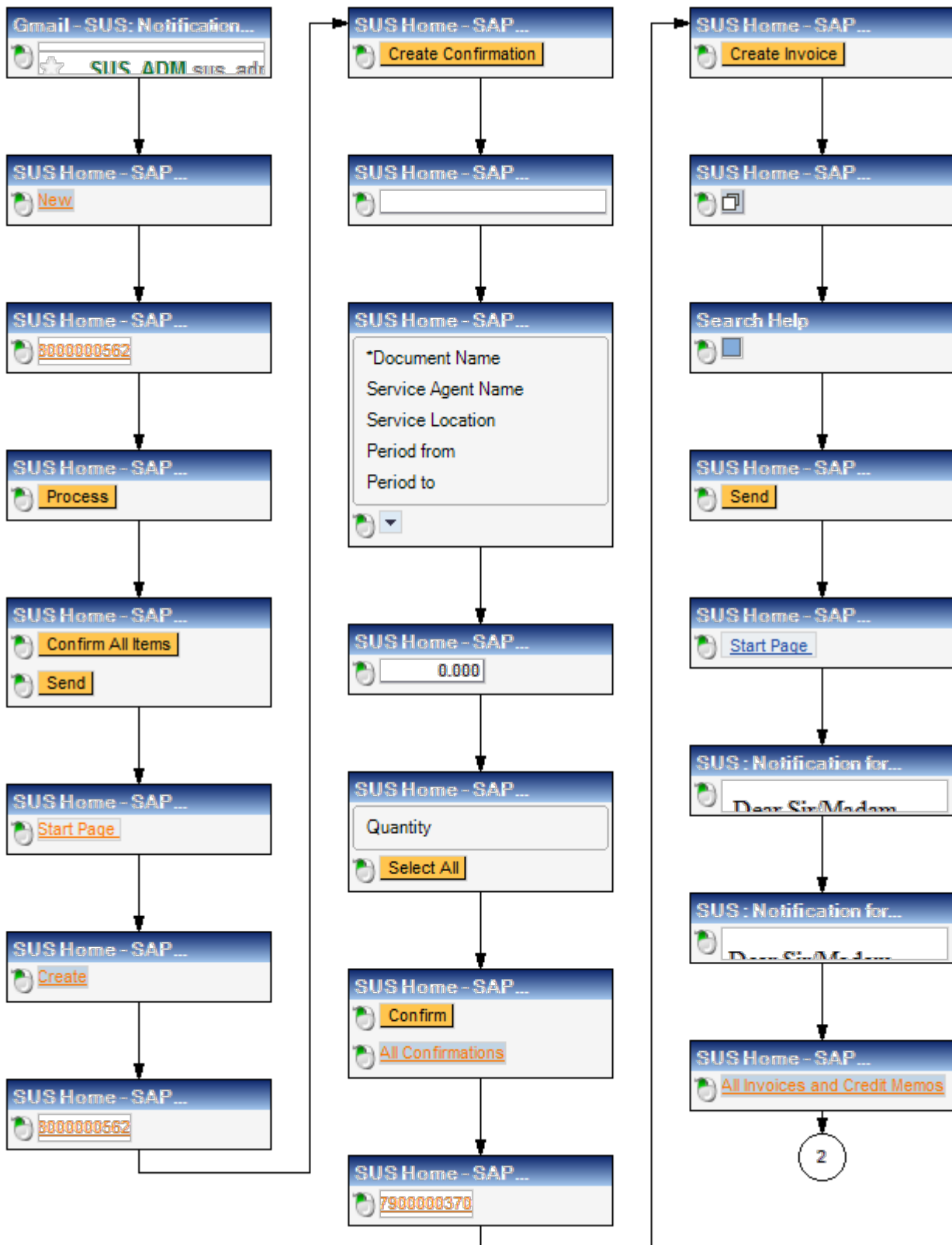
Roles

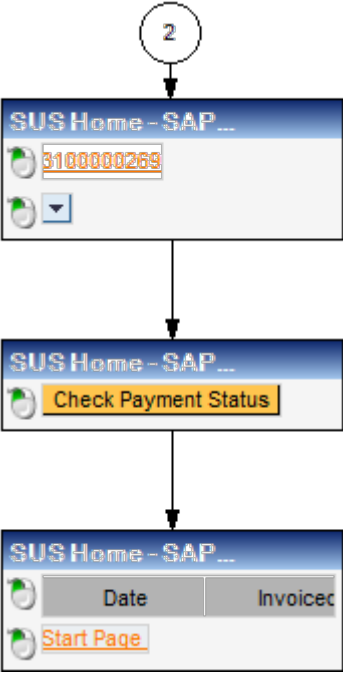
- SUS Supplier

Helpful Hints

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

Screen Flow



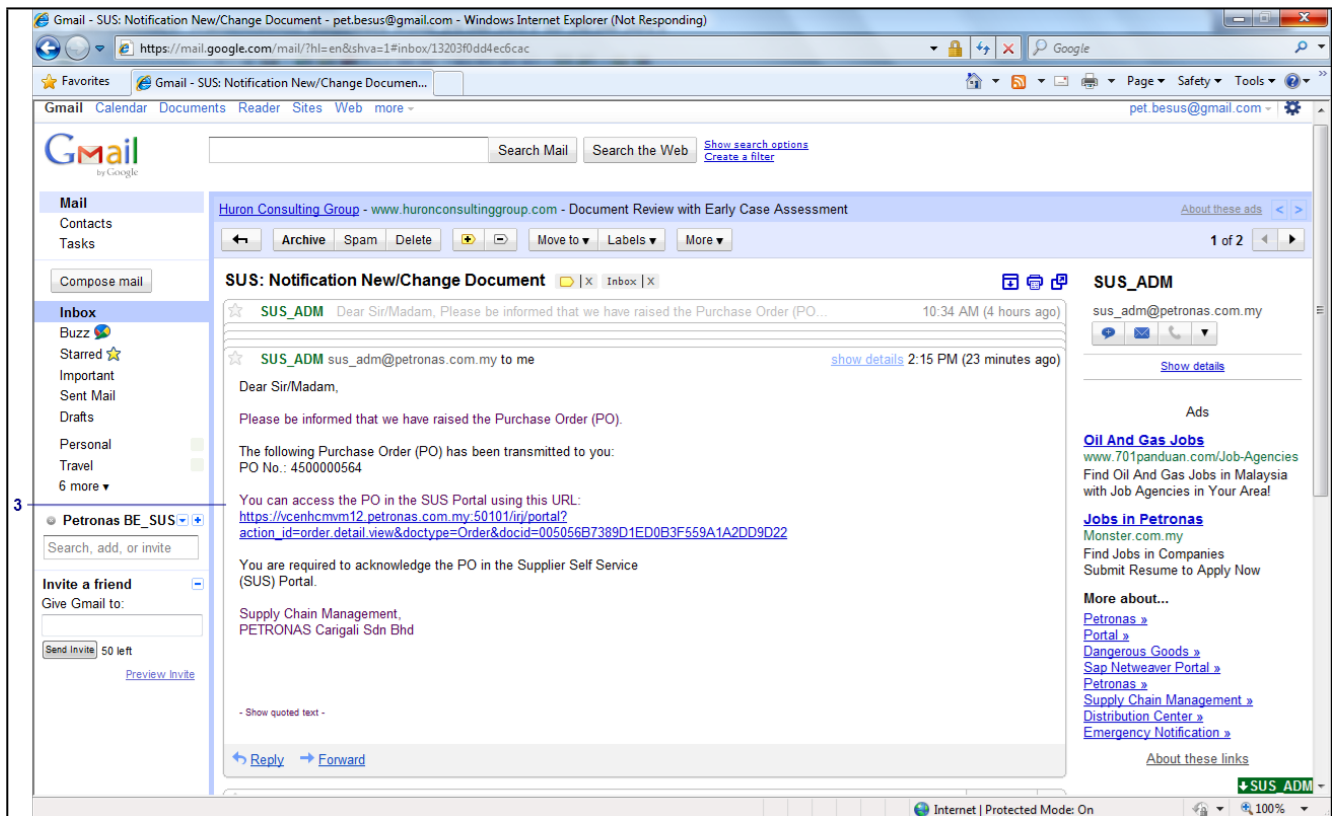


Procedure

- Start the transaction by login to SRM SUS Portal at <https://supplier-selfservice.petronas.com.my/irj/portal>
- Perform one of the following:

If	Then
To perform PO confirmation (By Supplier)	Go to Step 3
To create confirmation of service delivered (By Supplier)	Go to Step 10
To create invoice (By Supplier)	Go to Step 18
To check payment status (By Supplier)	Go to Step 27

Gmail - SUS: Notification New/Change Document - pet.besus@gmail.com - Windows Internet Explorer



3. Once PO is created in ECC6, an email notification will be sent to supplier (Refer to the above figure). You can click on the link provided in the email to go to the SRM SUS portal.

An email notification will be sent to supplier based on the following scenarios:

<i>Document</i>	<i>Status</i>	<i>Email Notification</i>
PO	<i>Submitted</i>	<i>Yes</i>
	<i>Changed</i>	<i>Yes</i>
Invoice	<i>Submitted</i>	<i>No</i>
	<i>Rejected</i>	<i>Yes</i>
	<i>Payment</i>	<i>Yes</i>

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

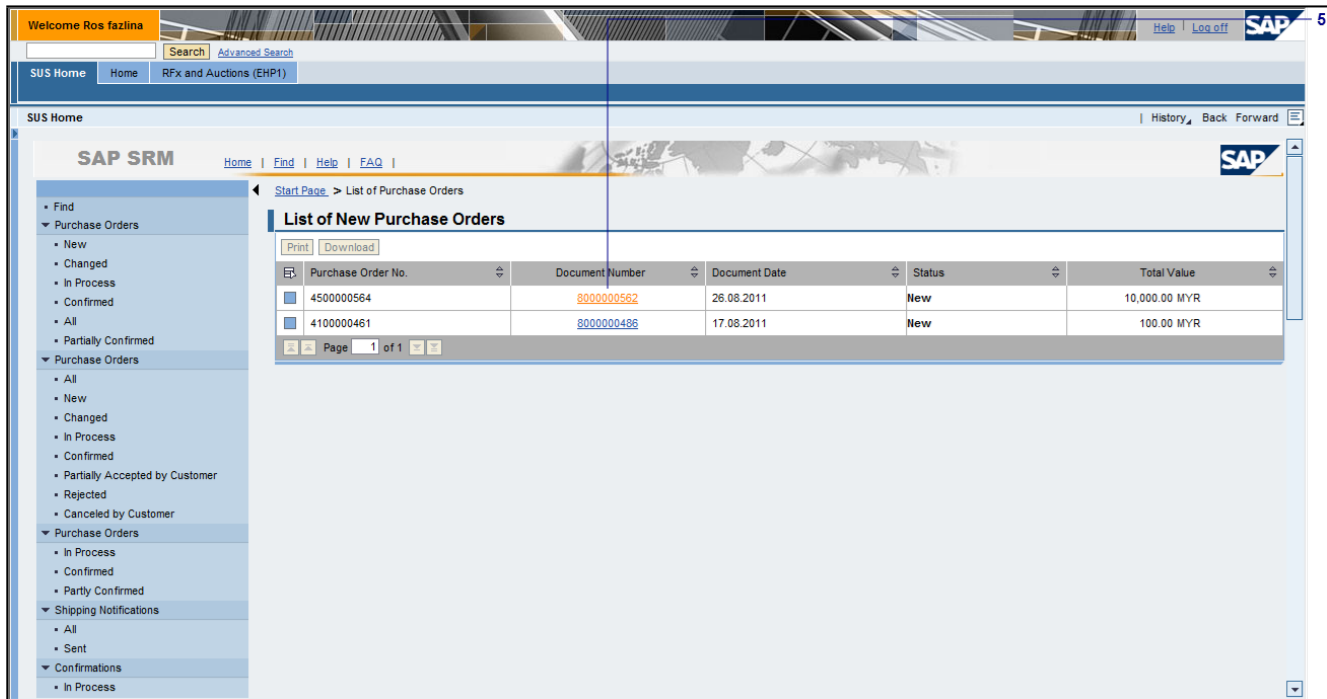


4. Click **New** to display list of new purchase order(s).



Click "Change" to display list of changed purchase order(s).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

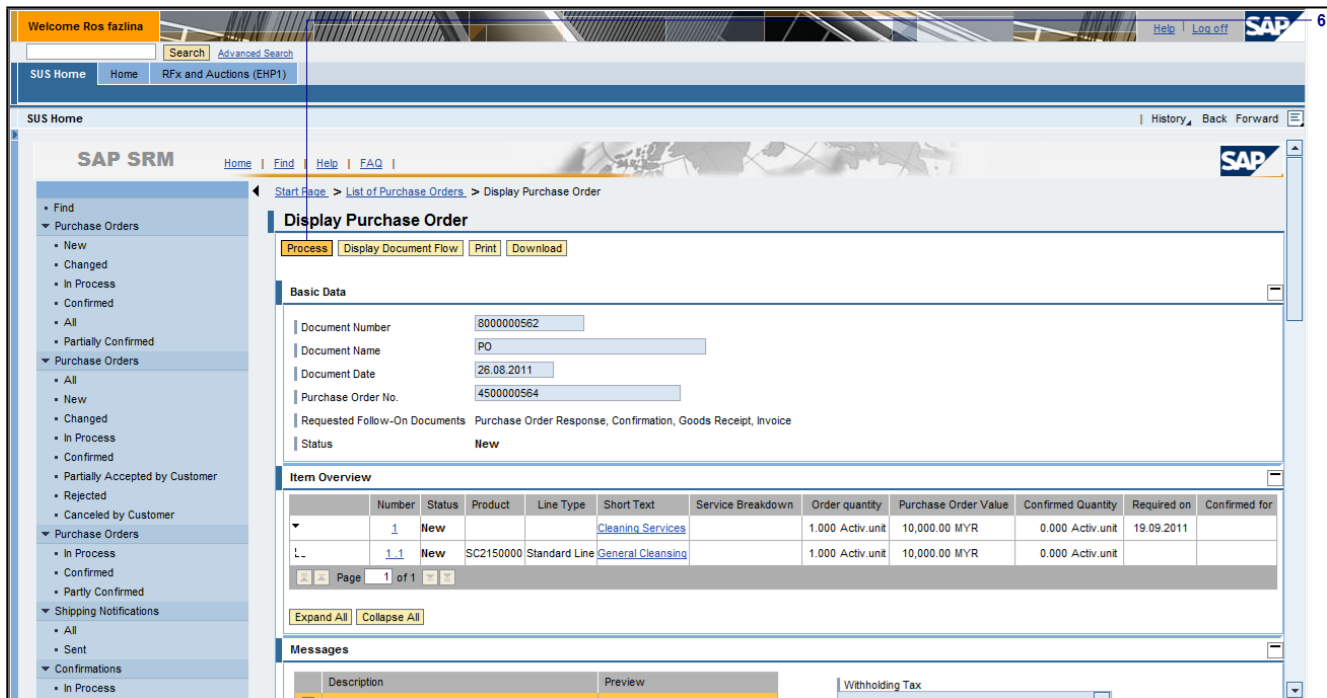


The screenshot shows the SAP NetWeaver Portal interface. The left sidebar contains a navigation menu with categories like Find, Purchase Orders, and Shipping Notifications. The main content area displays the 'List of New Purchase Orders' table. A blue line points to the document number 8000000562 in the table.

Purchase Order No.	Document Number	Document Date	Status	Total Value
4500000564	8000000562	26.08.2011	New	10,000.00 MYR
4100000461	8000000486	17.08.2011	New	100.00 MYR

5. Click **8000000562** to display PO.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



The screenshot shows the 'Display Purchase Order' screen in the SAP NetWeaver Portal. The 'Basic Data' section displays the following information:

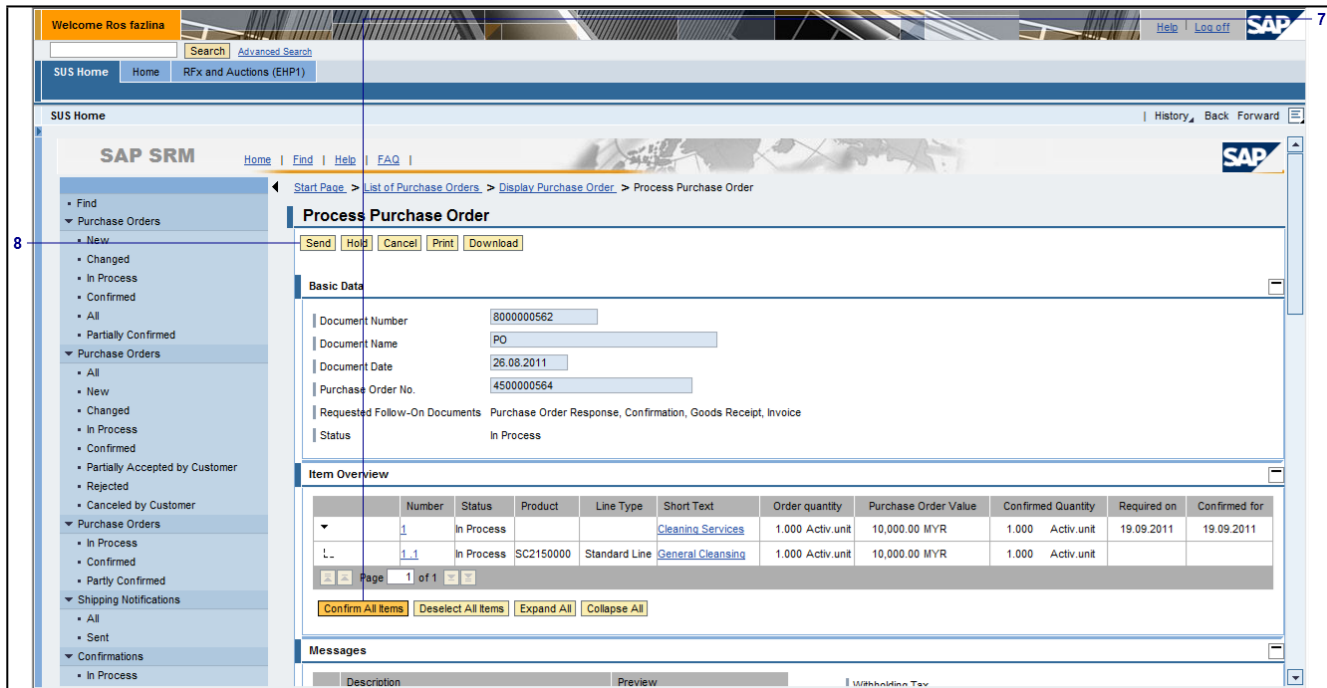
- Document Number: 8000000562
- Document Name: PO
- Document Date: 26.08.2011
- Purchase Order No.: 4500000564
- Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, Invoice
- Status: New

The 'Item Overview' table shows the following items:

Number	Status	Product	Line Type	Short Text	Service Breakdown	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
1	New			Cleaning Services		1.000 Activ.unit	10,000.00 MYR	0.000 Activ.unit	19.09.2011	
1.1	New	SC2150000	Standard Line	General Cleansing		1.000 Activ.unit	10,000.00 MYR	0.000 Activ.unit		

6. Click **Process** to process PO.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Process Purchase Order

Buttons: [Send](#) | [Hold](#) | [Cancel](#) | [Print](#) | [Download](#)

Basic Data

Document Number	8000000562
Document Name	PO
Document Date	26.08.2011
Purchase Order No.	4500000564
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice
Status	In Process

Item Overview

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
1	In Process			Cleaning Services	1.000 Activ. unit	10,000.00 MYR	1.000 Activ. unit	19.09.2011	19.09.2011
1.1	In Process	SC2150000	Standard Line	General Cleaning	1.000 Activ. unit	10,000.00 MYR	1.000 Activ. unit		

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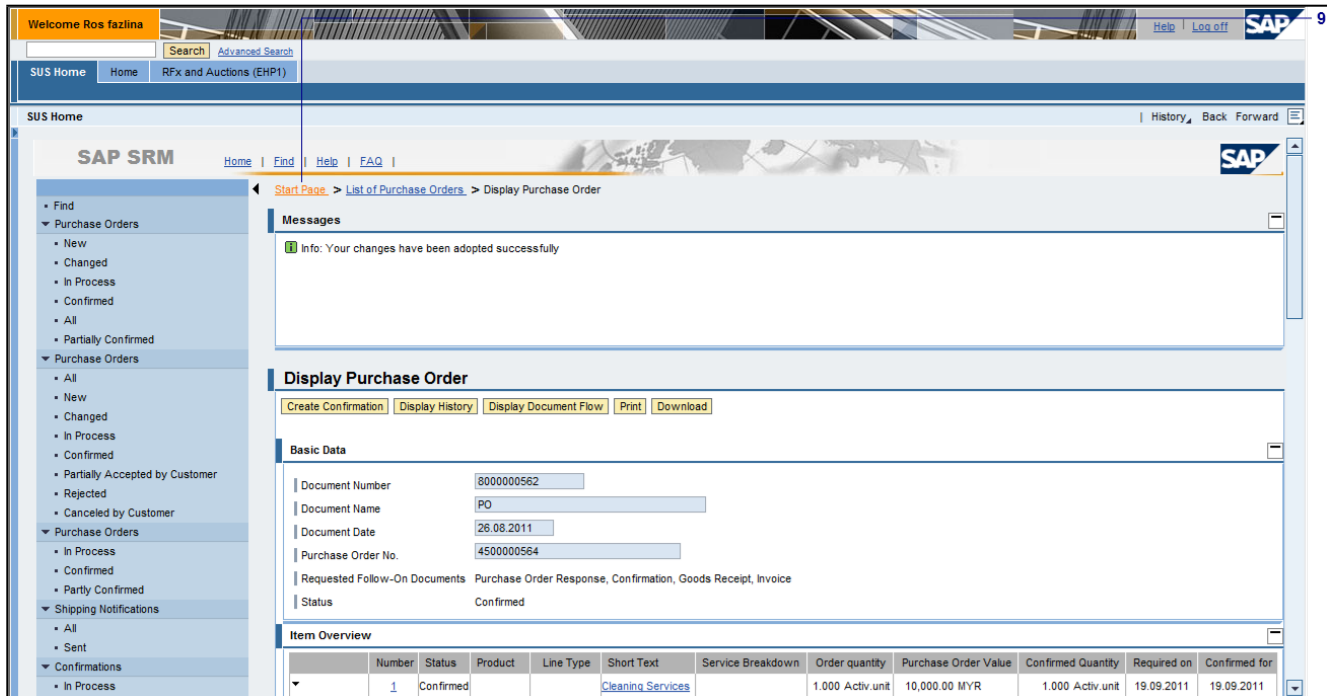
Buttons: [Confirm All Items](#) | [Deselect All Items](#) | [Expand All](#) | [Collapse All](#)

Messages

Description: Preview Withholding Tax

- Click [Confirm All Items](#) button to confirm the PO information.
- Click [Send](#) button to sent the PO acknowledgement to the purchaser.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Display Purchase Order

Buttons: [Create Confirmation](#) | [Display History](#) | [Display Document Flow](#) | [Print](#) | [Download](#)

Basic Data

Document Number	8000000562
Document Name	PO
Document Date	26.08.2011
Purchase Order No.	4500000564
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice
Status	Confirmed

Item Overview

Number	Status	Product	Line Type	Short Text	Service Breakdown	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
1	Confirmed			Cleaning Services		1.000 Activ. unit	10,000.00 MYR	1.000 Activ. unit	19.09.2011	19.09.2011

- Click Start Page link label [Start Page](#).




The system displays message, "Your changes have been adopted successfully".

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The confirmation tab displays the PO acknowledgement information.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

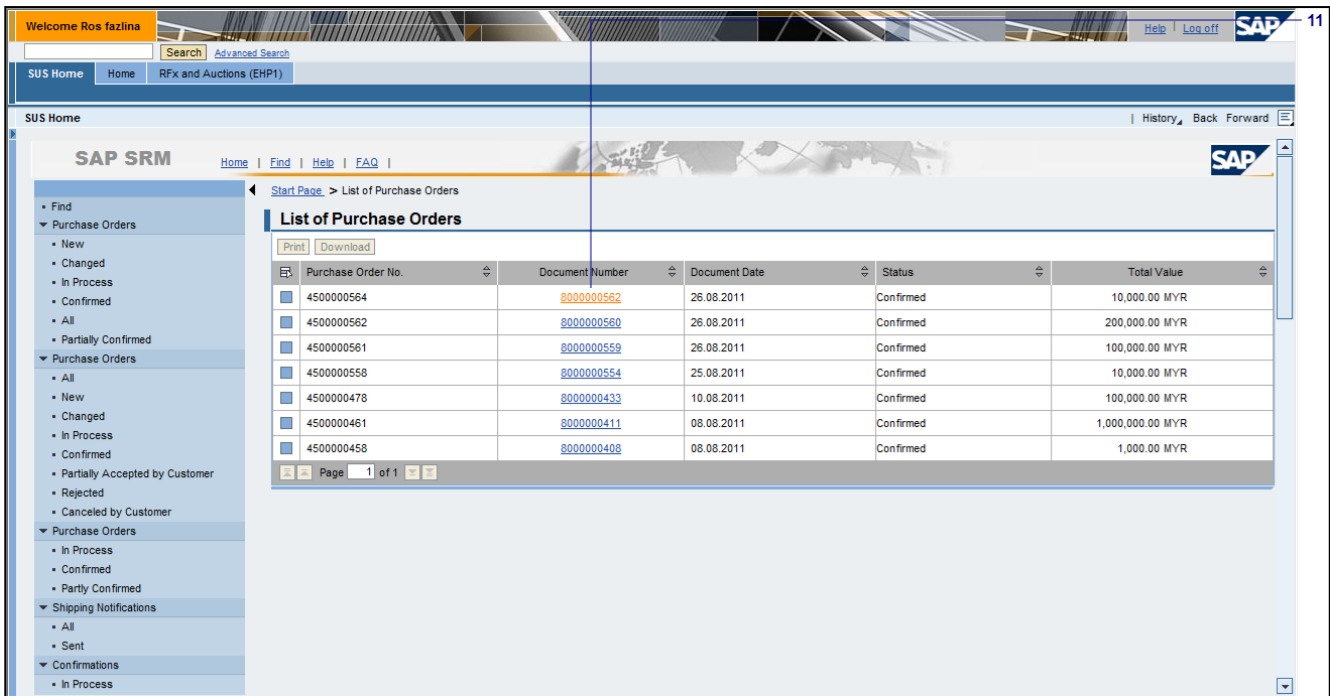


10. Click **Create** link label.



Supplier will create confirmation once services are performed.

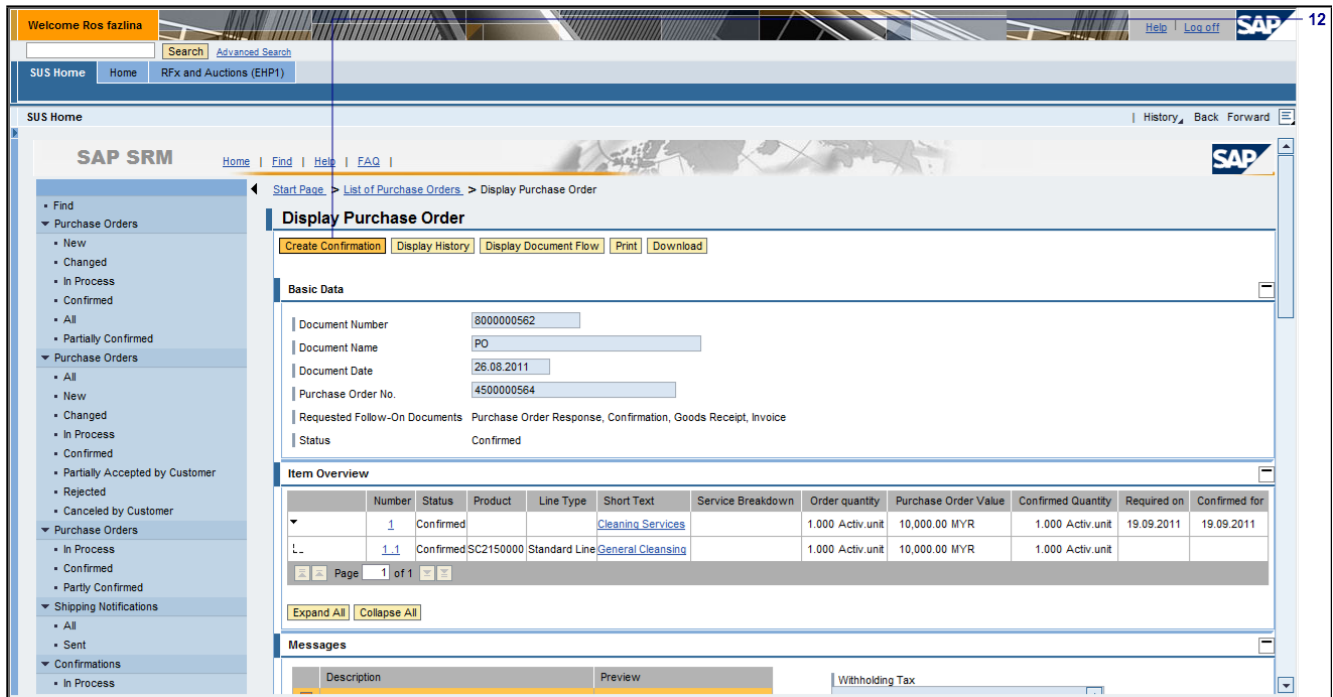
SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Purchase Order No.	Document Number	Document Date	Status	Total Value
4500000564	8000000562	26.08.2011	Confirmed	10,000.00 MYR
4500000562	8000000560	26.08.2011	Confirmed	200,000.00 MYR
4500000561	8000000559	26.08.2011	Confirmed	100,000.00 MYR
4500000558	8000000554	25.08.2011	Confirmed	10,000.00 MYR
4500000478	8000000433	10.08.2011	Confirmed	100,000.00 MYR
4500000461	8000000411	08.08.2011	Confirmed	1,000,000.00 MYR
4500000458	8000000408	08.08.2011	Confirmed	1,000.00 MYR

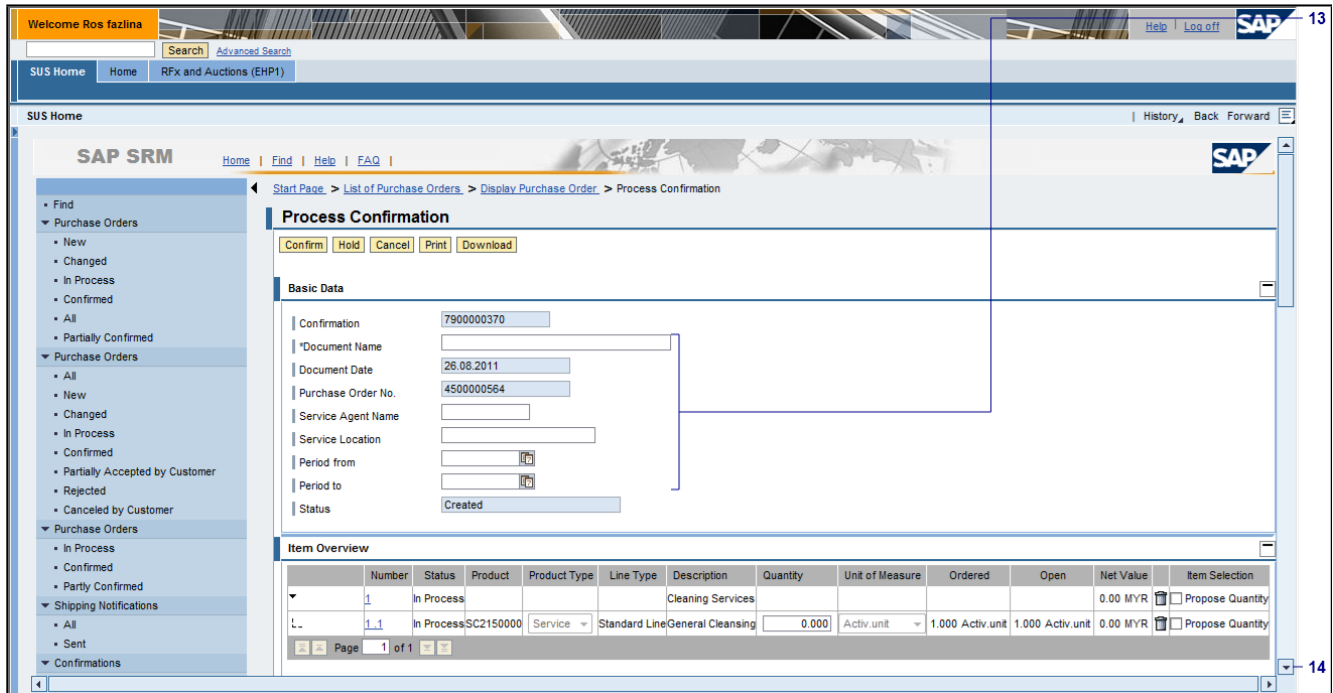
11. Refer to PO number and click on SUS document no, Click **8000000562**.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



12. Click **Create Confirmation** button.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



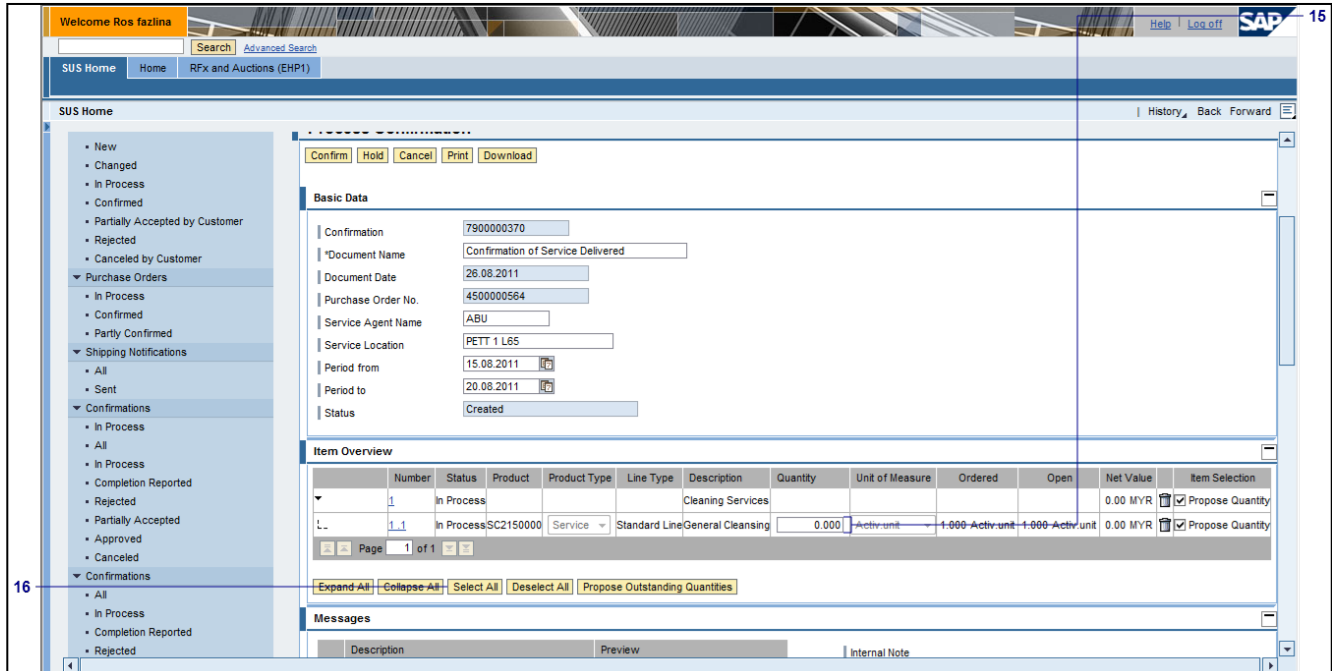
13. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Field	R/O/C	Description
*Document Name	R	Enter brief description of the document Example: Confirmation of Service Delivered
Service Agent Name	R	Name of person in charge Example: Abu
Service Location	R	Enter the location where service has been performed. Example: PeTT 1 L65
Period from	R	Enter start date of the service. Example: 15.08.2011
Period to	R	Enter end date of the service. Example: 20.08.2011

14. Click check box ☐.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



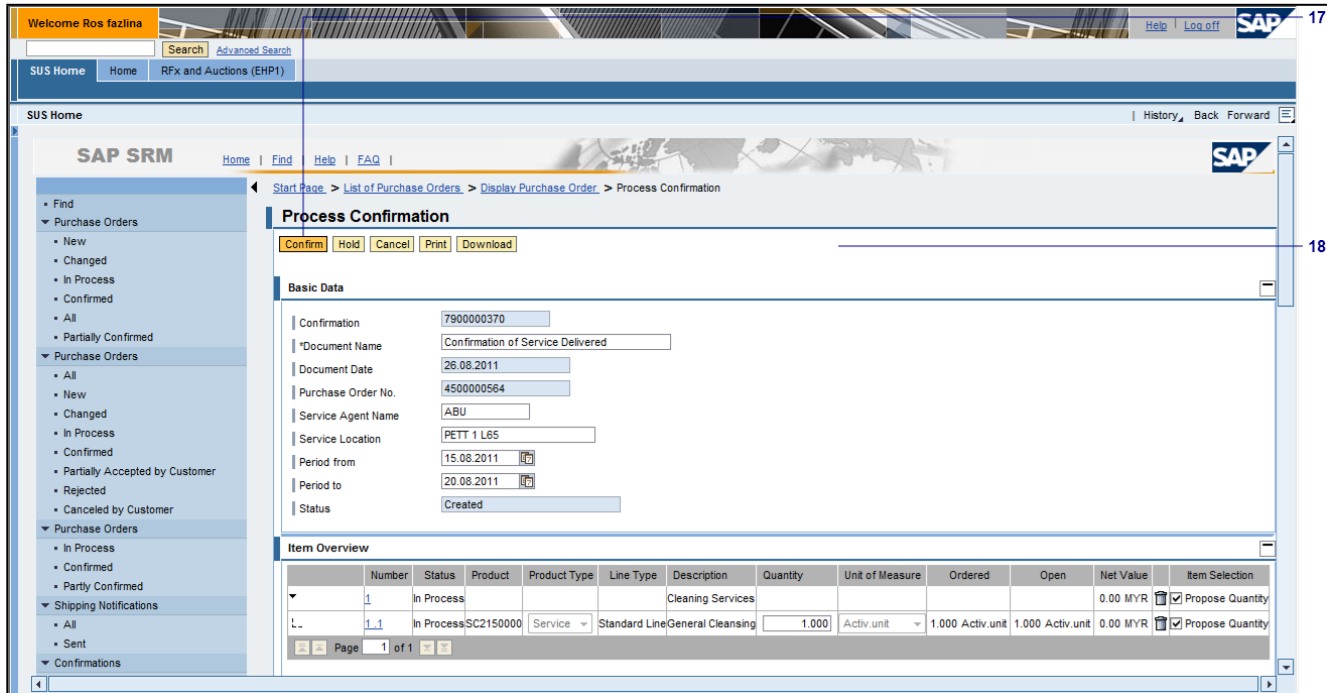
15. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Field	R/O/C	Description
Quantity	R	Purchase Requisition Quantity. Specifies the quantity to be ordered, as stipulated in the purchase requisition. Example: 1

16. Click Select All button **Select All**.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



The screenshot shows the SAP NetWeaver Portal interface. The top navigation bar includes 'Welcome Ros fazlina', a search bar, and links for 'Help' and 'Log off'. The main content area is titled 'SUS Home' and displays the 'Process Confirmation' screen for a purchase order. The left sidebar contains a navigation menu with categories like 'Find', 'Purchase Orders', 'Shipping Notifications', and 'Confirmations'. The main content area shows the 'Process Confirmation' screen with a 'Confirm' button highlighted. Below the confirmation buttons, there is a 'Basic Data' section with fields for Confirmation, Document Name, Document Date, Purchase Order No., Service Agent Name, Service Location, Period from, Period to, and Status. At the bottom, there is an 'Item Overview' table with columns for Number, Status, Product, Product Type, Line Type, Description, Quantity, Unit of Measure, Ordered, Open, Net Value, and Item Selection.

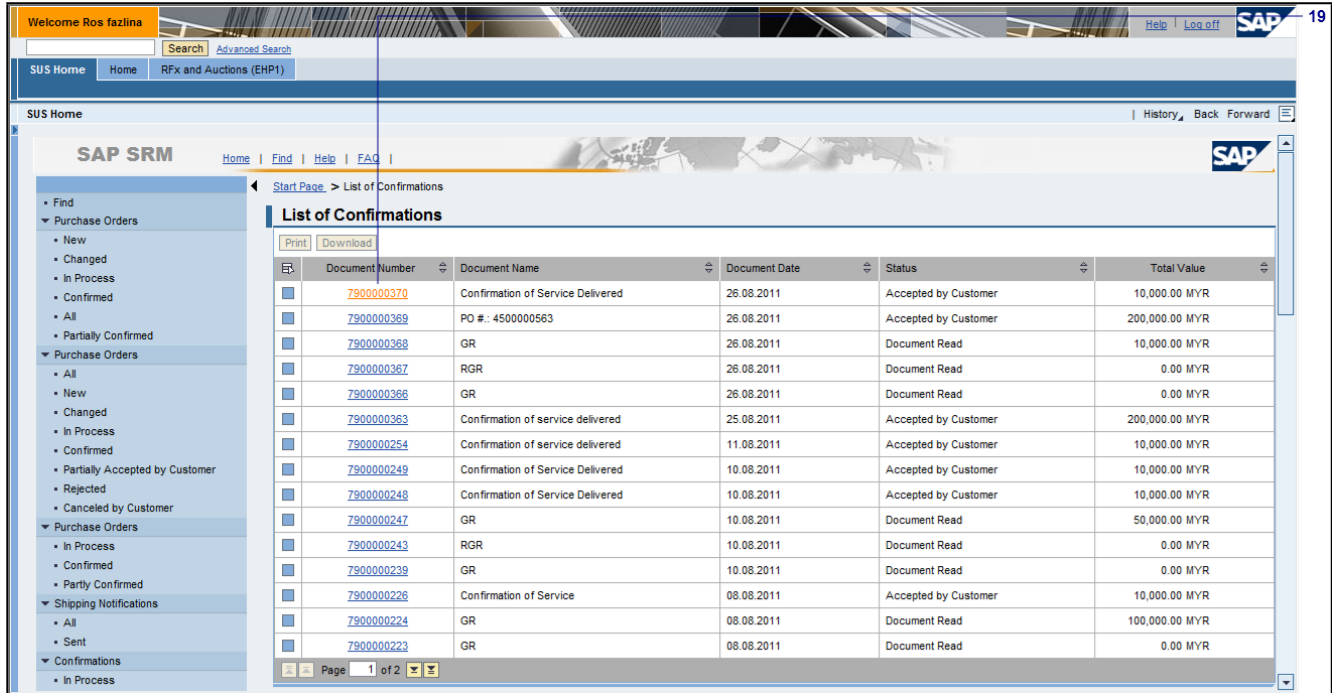
17. Click Confirm button **Confirm**.



Purchaser needs to accept / reject SES in ECC6. Once SES is accepted by Purchaser, invoice can be created by supplier in SRM SUS portal. Steps for creating invoice as per next screen.

18. Go to SRM SUS portal. On the home page, click All Confirmations link label [All Confirmations](#).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

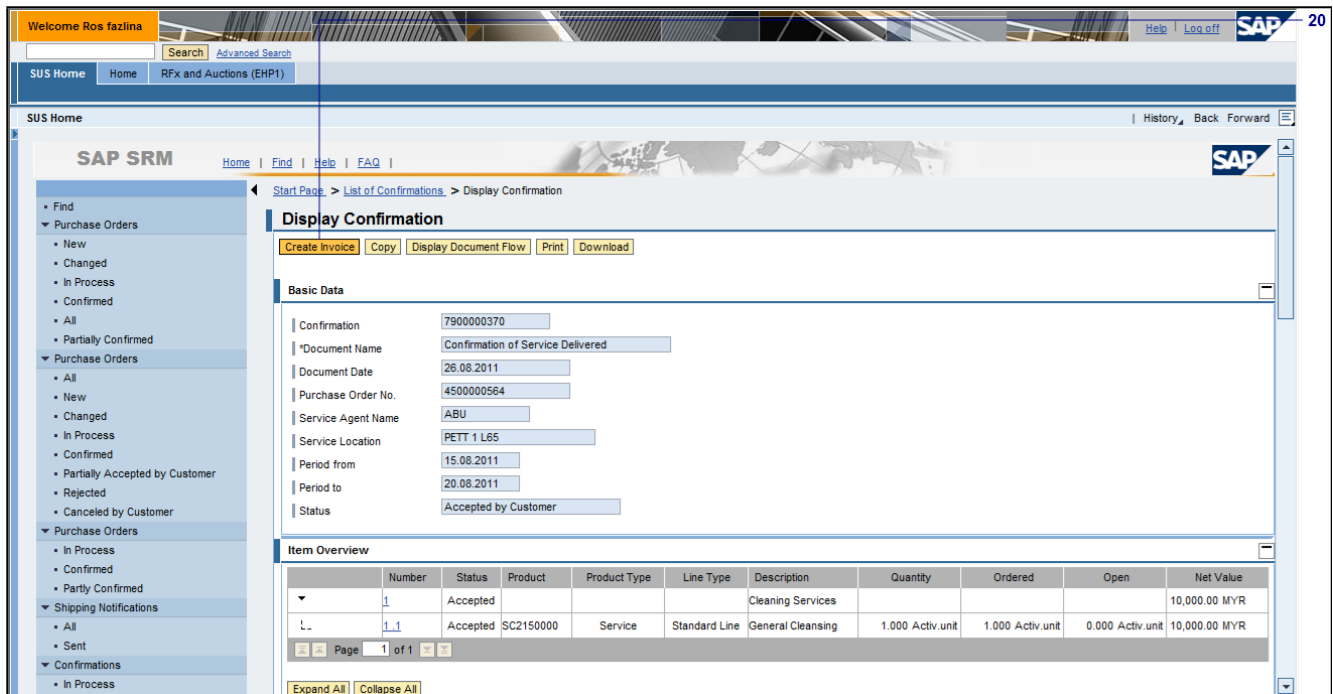


The screenshot shows the SAP SRM SUS Home page. The left sidebar contains a navigation menu with categories like Find, Purchase Orders, Shipping Notifications, and Confirmations. The main content area displays the 'List of Confirmations' table. The table has columns for Document Number, Document Name, Document Date, Status, and Total Value. The first row is highlighted with a blue background.

Document Number	Document Name	Document Date	Status	Total Value
7900000370	Confirmation of Service Delivered	26.08.2011	Accepted by Customer	10,000.00 MYR
7900000369	PO #: 4500000563	26.08.2011	Accepted by Customer	200,000.00 MYR
7900000368	GR	26.08.2011	Document Read	10,000.00 MYR
7900000367	RGR	26.08.2011	Document Read	0.00 MYR
7900000366	GR	26.08.2011	Document Read	0.00 MYR
7900000363	Confirmation of service delivered	25.08.2011	Accepted by Customer	200,000.00 MYR
7900000254	Confirmation of service delivered	11.08.2011	Accepted by Customer	10,000.00 MYR
7900000249	Confirmation of Service Delivered	10.08.2011	Accepted by Customer	10,000.00 MYR
7900000248	Confirmation of Service Delivered	10.08.2011	Accepted by Customer	10,000.00 MYR
7900000247	GR	10.08.2011	Document Read	50,000.00 MYR
7900000243	RGR	10.08.2011	Document Read	0.00 MYR
7900000239	GR	10.08.2011	Document Read	0.00 MYR
7900000226	Confirmation of Service	08.08.2011	Accepted by Customer	10,000.00 MYR
7900000224	GR	08.08.2011	Document Read	100,000.00 MYR
7900000223	GR	08.08.2011	Document Read	0.00 MYR

19. Click 7900000370 link label [7900000370](#).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

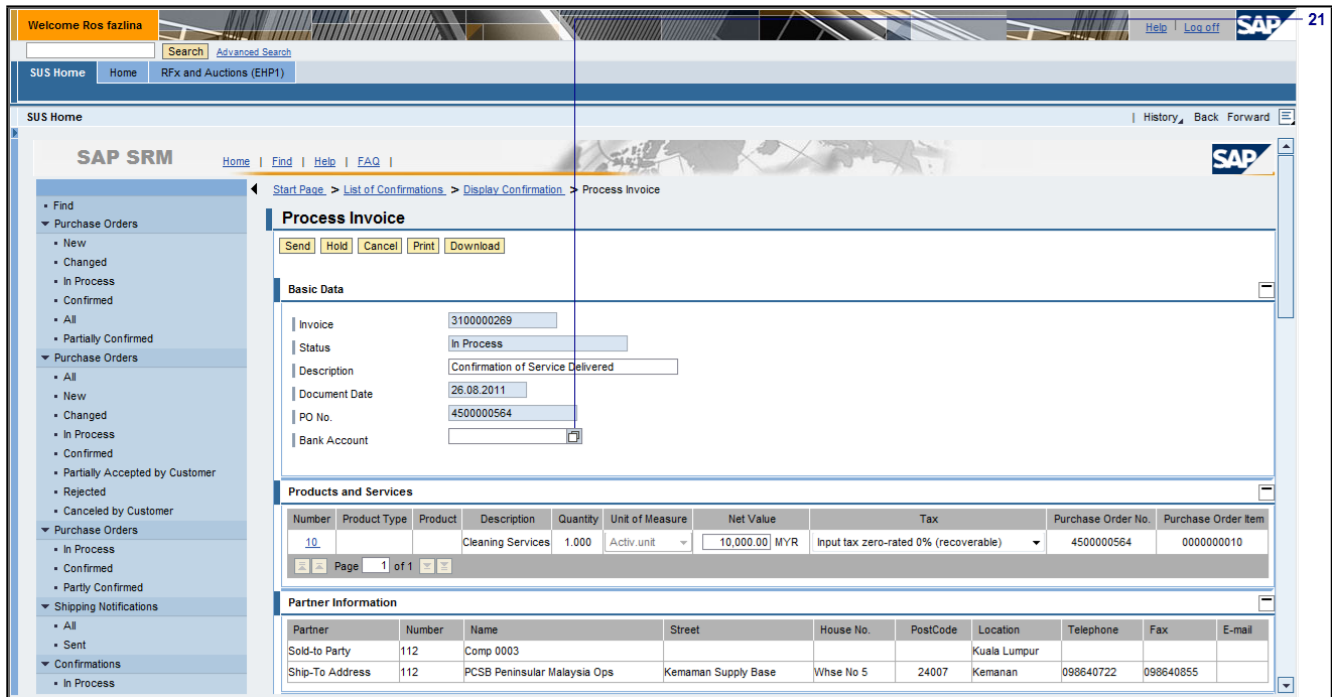


The screenshot shows the SAP SRM SUS Home page with the 'Display Confirmation' screen. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Display Confirmation' screen for document 7900000370. The screen has a 'Basic Data' section with fields for Confirmation, Document Name, Document Date, Purchase Order No., Service Agent Name, Service Location, Period from, Period to, and Status. Below this is an 'Item Overview' table.

Number	Status	Product	Product Type	Line Type	Description	Quantity	Ordered	Open	Net Value
1	Accepted				Cleaning Services				10,000.00 MYR
1.1	Accepted	SC2150000	Service	Standard Line	General Cleansing	1.000 Activ unit	1.000 Activ unit	0.000 Activ unit	10,000.00 MYR

20. Click Create Invoice button [Create Invoice](#).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Process Invoice

Send Hold Cancel Print Download

Basic Data

Invoice	3100000269
Status	In Process
Description	Confirmation of Service Delivered
Document Date	26.08.2011
PO No.	4500000564
Bank Account	<input type="text"/>

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item
10			Cleaning Services	1.000	Activ unit	10,000.00 MYR	Input tax zero-rated 0% (recoverable)	4500000564	0000000010

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Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	112	Comp 0003				Kuala Lumpur			
Ship-To Address	112	PCSB Peninsular Malaysia Ops	Kemaman Supply Base	Whse No 5	24007	Kemaman	098640722	098640855	

21. Click button  to select bank account.

Search Help

22

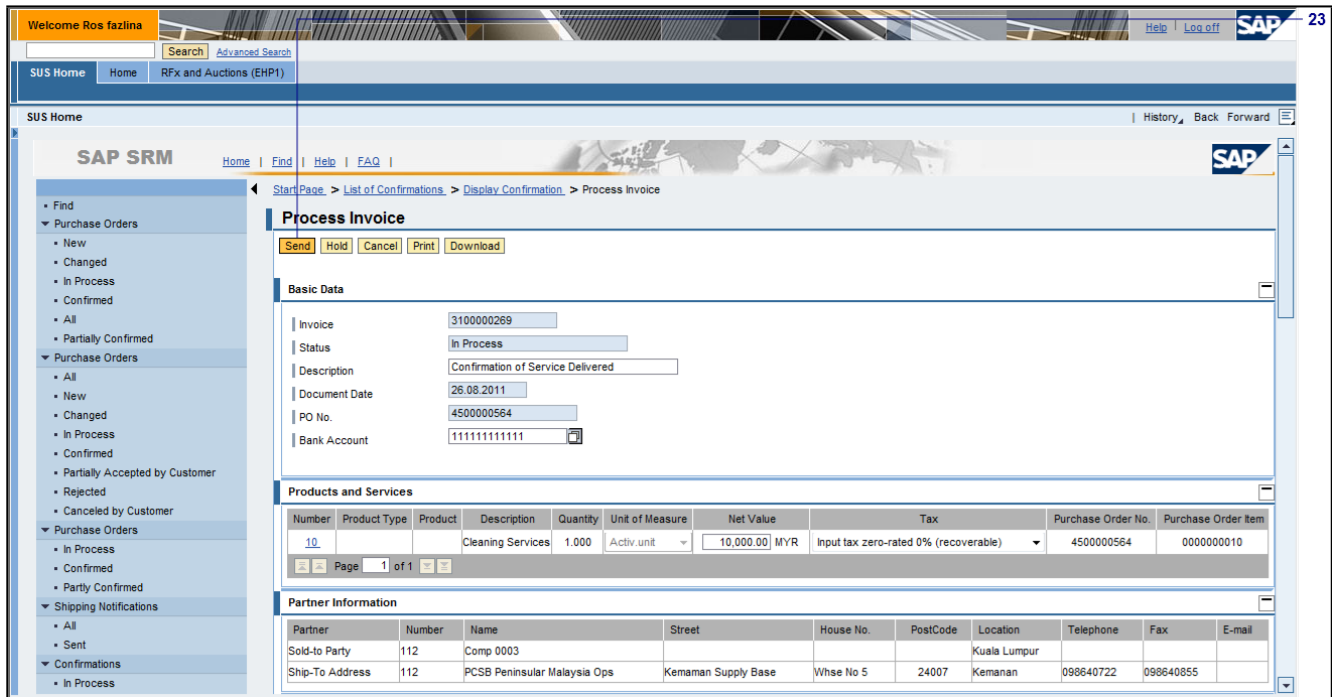
Bank ID	Bank Account Number	Account Holder	Description
0001	111111111111	TEST1	CIMB
0002	222222222222	TEST2	CIMB

Page 1 of 1

Close

22. Click selected bank account button .

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Process Invoice

Send Hold Cancel Print Download

Basic Data

Invoice	3100000269
Status	In Process
Description	Confirmation of Service Delivered
Document Date	26.08.2011
PO No.	4500000564
Bank Account	111111111111

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item
10			Cleaning Services	1.000	Activ unit	10,000.00 MYR	Input tax zero-rated 0% (recoverable)	4500000564	000000010

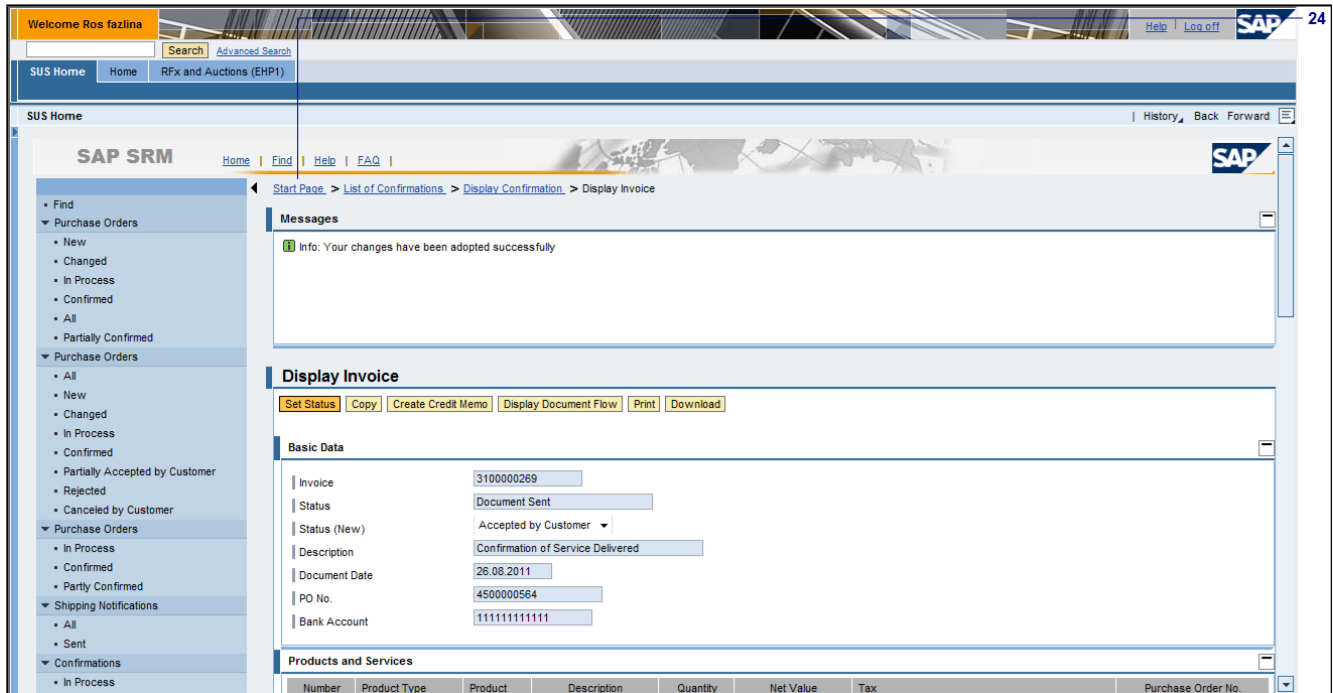
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Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	112	Comp 0003				Kuala Lumpur			
Ship-to Address	112	PCSB Peninsular Malaysia Ops	Kemaman Supply Base	Whse No 5	24007	Kemaman	098640722	098640855	

23. Click Send button **Send**.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Messages

Info: Your changes have been adopted successfully

Display Invoice

Set Status Copy Create Credit Memo Display Document Flow Print Download

Basic Data

Invoice	3100000269
Status	Document Sent
Status (New)	Accepted by Customer
Description	Confirmation of Service Delivered
Document Date	26.08.2011
PO No.	4500000564
Bank Account	111111111111

Products and Services

Number	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.
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24. Click Start Page to go to the main page.



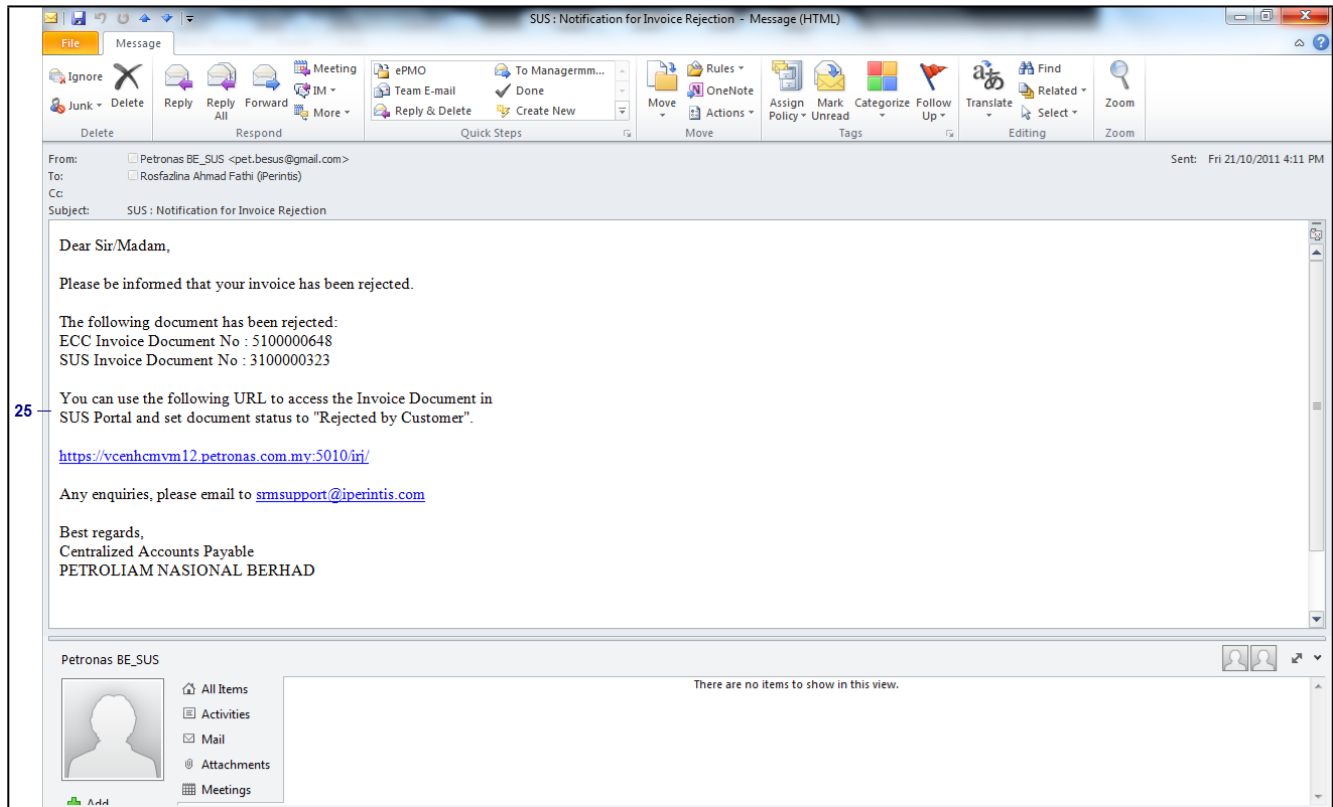
The system displays message, "Your changes has been adopted successfully".



Invoice created in SRM SUS will be posted as parked invoice in ECC6.

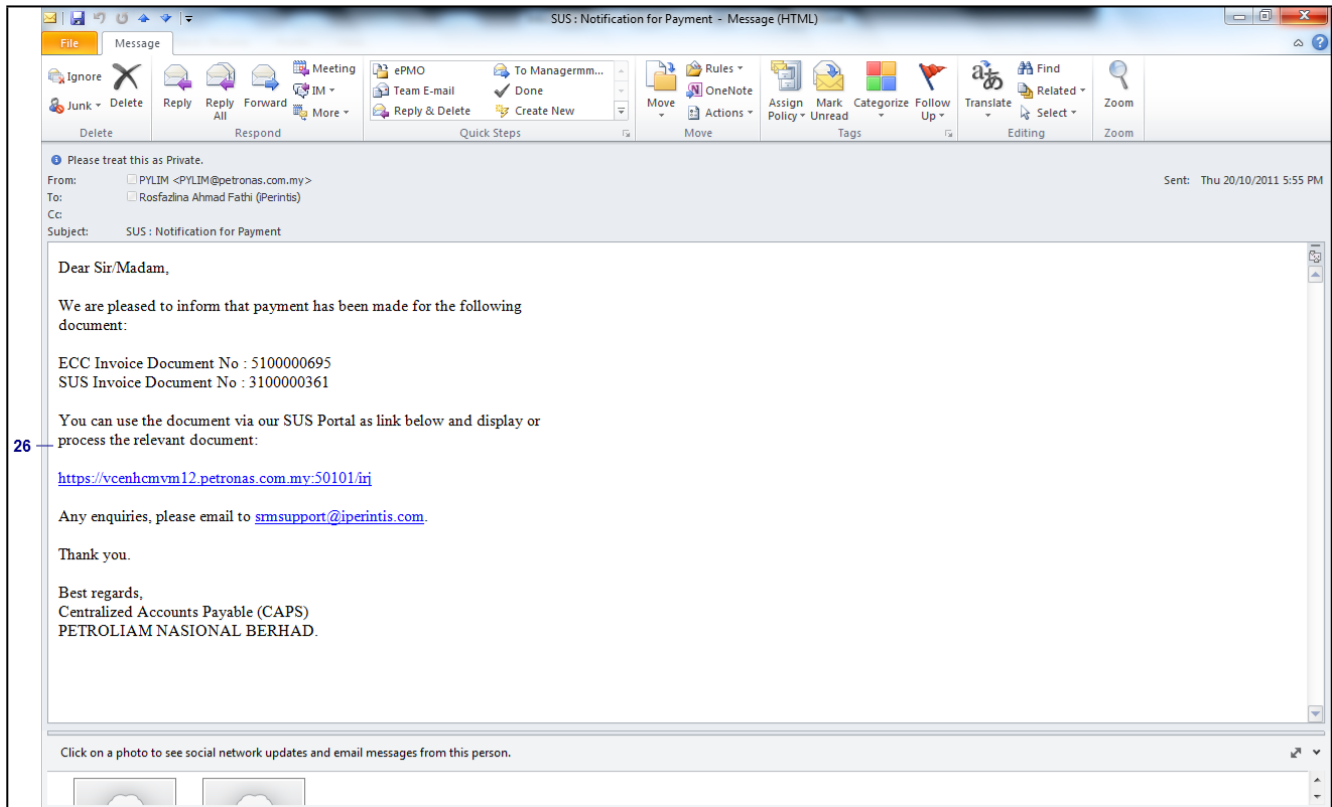
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SUS : Notification for Invoice Rejection - Message (HTML)



25. If invoice is rejected by the purchaser, an email notification will be sent to supplier (as above screen), therefore, supplier needs to change the invoice status to "Rejected by Customer". To do this, go to the main page > All invoices and and credit memos>select invoice>Status(New)>Rejected by Customer>Click Set Status button.

SUS : Notification for Payment - Message (HTML)



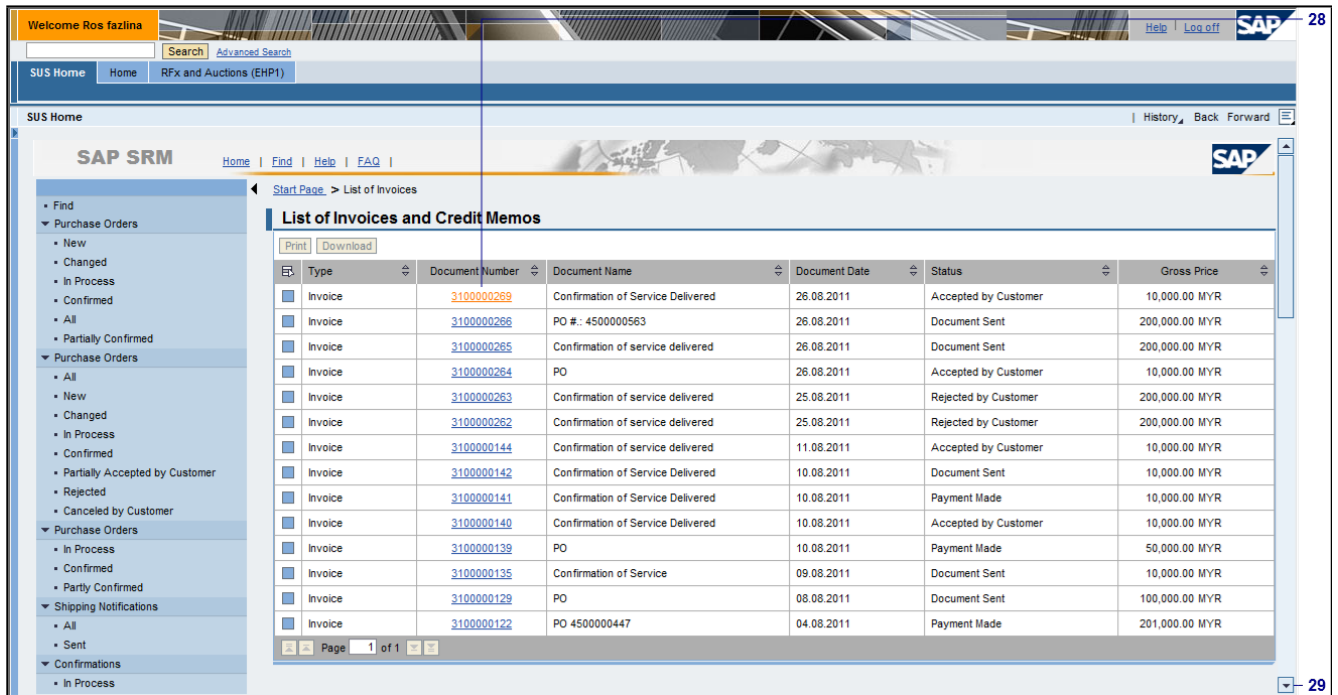
26. The screen display an email notification that payment has been made.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



27. Supplier can check the payment status on SRM SUS portal. To do that, click All Invoices and Credit Memos link label **All Invoices and Credit Memos**.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

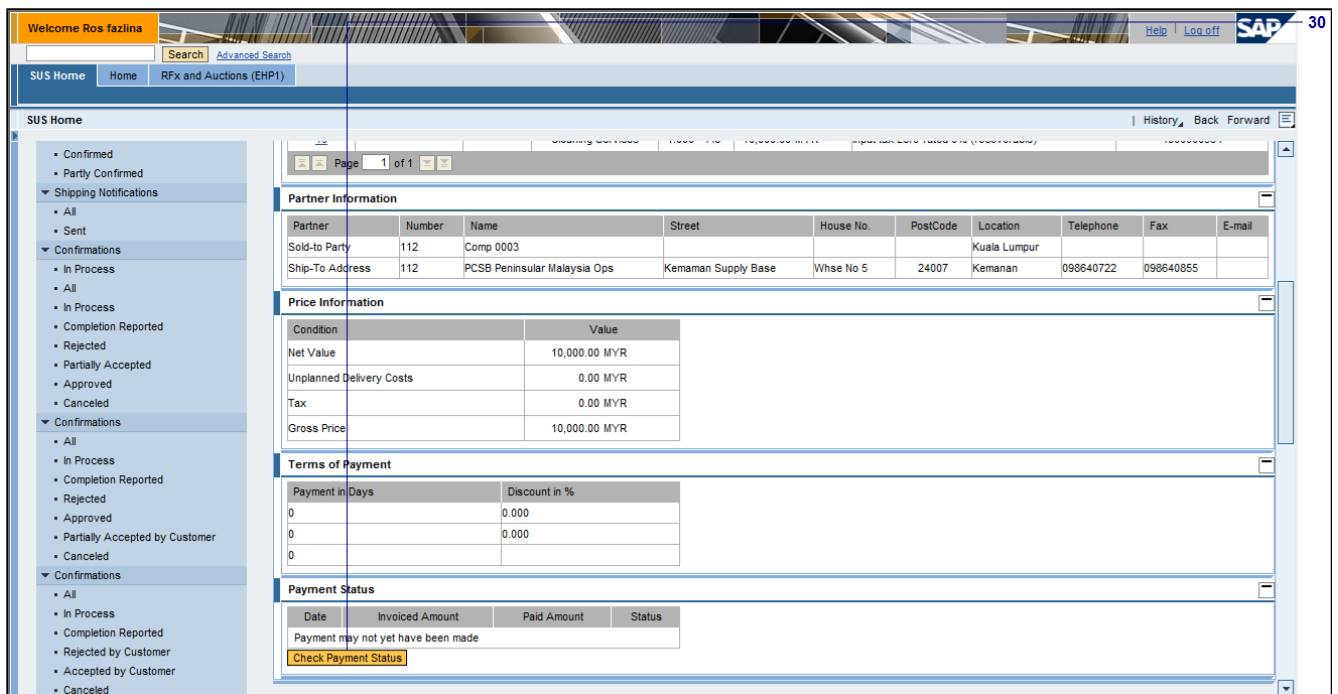


Type	Document Number	Document Name	Document Date	Status	Gross Price
Invoice	3100000269	Confirmation of Service Delivered	26.08.2011	Accepted by Customer	10,000.00 MYR
Invoice	3100000266	PO #: 4500000563	26.08.2011	Document Sent	200,000.00 MYR
Invoice	3100000265	Confirmation of service delivered	26.08.2011	Document Sent	200,000.00 MYR
Invoice	3100000264	PO	26.08.2011	Accepted by Customer	10,000.00 MYR
Invoice	3100000263	Confirmation of service delivered	25.08.2011	Rejected by Customer	200,000.00 MYR
Invoice	3100000262	Confirmation of service delivered	25.08.2011	Rejected by Customer	200,000.00 MYR
Invoice	3100000144	Confirmation of service delivered	11.08.2011	Accepted by Customer	10,000.00 MYR
Invoice	3100000142	Confirmation of Service Delivered	10.08.2011	Document Sent	10,000.00 MYR
Invoice	3100000141	Confirmation of Service Delivered	10.08.2011	Payment Made	10,000.00 MYR
Invoice	3100000140	Confirmation of Service Delivered	10.08.2011	Accepted by Customer	10,000.00 MYR
Invoice	3100000139	PO	10.08.2011	Payment Made	50,000.00 MYR
Invoice	3100000135	Confirmation of Service	09.08.2011	Document Sent	10,000.00 MYR
Invoice	3100000129	PO	08.08.2011	Document Sent	100,000.00 MYR
Invoice	3100000122	PO 4500000447	04.08.2011	Payment Made	201,000.00 MYR

28. Click on the correct invoice document no, 3100000269 link label [3100000269](#).

29. Click check box ☐ to scroll down.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	112	Comp 0003				Kuala Lumpur			
Ship-To Address	112	PCSB Peninsular Malaysia Ops	Kemaman Supply Base	Whse No 5	24007	Kemaman	098640722	098640855	

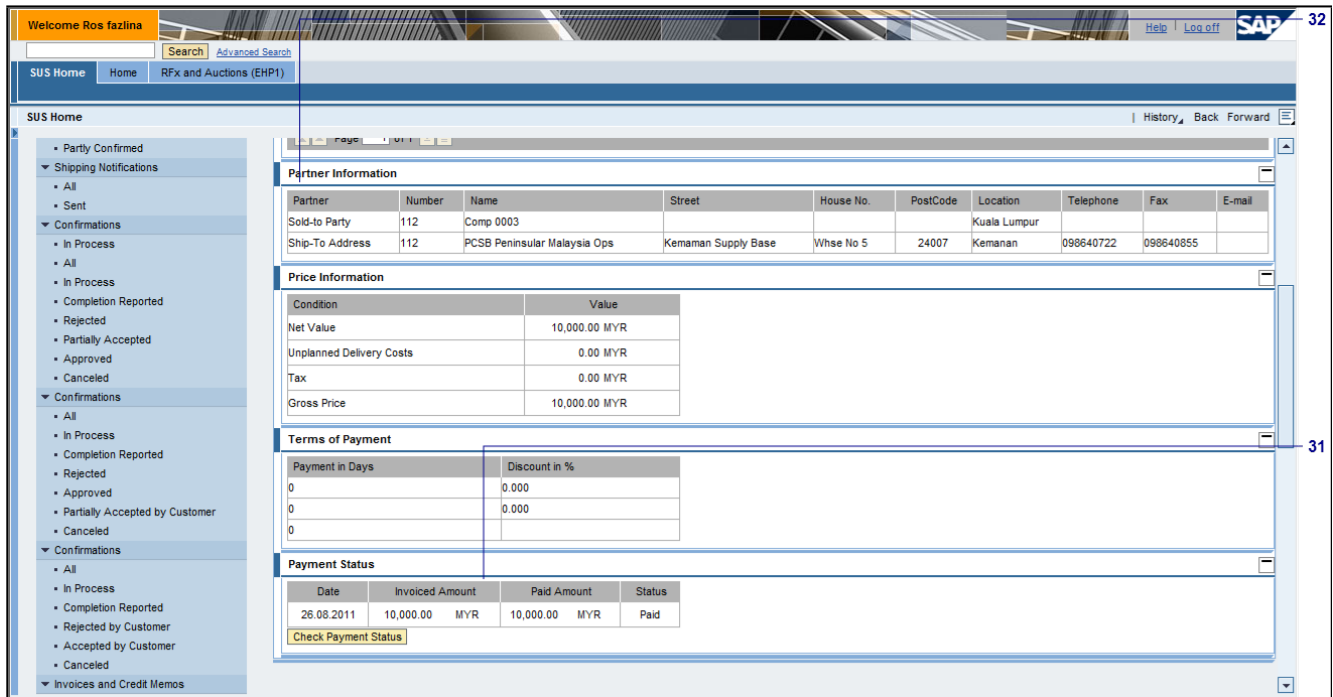
Condition	Value
Net Value	10,000.00 MYR
Unplanned Delivery Costs	0.00 MYR
Tax	0.00 MYR
Gross Price	10,000.00 MYR

Payment in Days	Discount in %
0	0.000
0	0.000
0	

Date	Invoiced Amount	Paid Amount	Status
Payment may not yet have been made			

30. Click Check Payment Status button [Check Payment Status](#).

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



Payment Status

Date	Invoiced Amount	Paid Amount	Status
26.08.2011	10,000.00 MYR	10,000.00 MYR	Paid

[Check Payment Status](#)

31. Details of payment status appears in the box.

Date	Invoiced Amount	Paid Amount	Status
26.08.2011	10,000.00 MYR	10,000.00 MYR	Paid

32. Click Start Page link label [Start Page](#) to go to the home page.