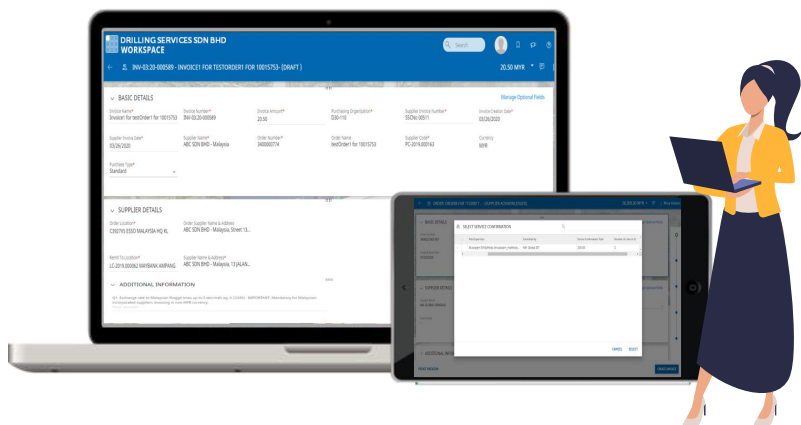


GEP SMART™

quick reference guide

Invoice Management and Payment



Contents

#1 Create Payment Request

#2 Glossary

#3 Contacts & Resources

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

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

<https://www.petronas.com/be-our-partner/licensing-and-procurement-in-malaysia/>

Step 1

CREATE PAYMENT REQUEST FROM PURCHASE ORDER (PO)

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

The screenshot displays the 'DRILLING SERVICES SDN BHD WORKSPACE' interface. A search bar at the top left shows '3400000891' with a list of results: '3400000891 in RFx', '3400000891 in Contract', '3400000891 in Form', '3400000891 in Order', '3400000891 in Invoice', '3400000891 in Credit Memo', and '3400000891 in Return Note'. Below this, the 'ORDER: ORDER FOR 11028817' (SUPPLIER ACKNOWLEDGED) is shown with a total value of 28,300.00 MYR. The 'BASIC DETAILS' section includes Order Number (340001063-001), Order Date (07/20/2020), Order for (11028817(1)), Order Contract (6000_POB Buyer01), Order Address (6000_POB Buyer01), Purchase Type (Standard), and Creation Date (07/20/2020). The 'SUPPLIER DETAILS' section includes Supplier Name (MH GLOBAL SDN BHD), Supplier Code (4000004126), Ordering Location (3000000627 MH GLOBAL SDN BHD), Supplier Contact (MH Global SET), Payment Terms (Within 30 days Due net), and Supplier Mode (Direct Email). The 'ADDITIONAL INFORMATION' section has buttons for 'Create Invoice for Receipt', 'Create Invoice for Service Confirmation', and 'CREATE INVOICE'. A 'SELECT SERVICE CONFIRMATION' dialog box is open, showing a table with columns 'Field Submitter', 'Submitted By', 'Service Confirmation Total', and 'Number of Lines in SC'. The table contains one row: 'Mustagim B Manford (mustagim_b.manford@mh.com.my)', 'MH Global SET', '200.00', and '2'. The 'SELECT' button is highlighted.

- 1 Search for the **PO number** which you wish to create a Payment Request for.
- 2 Click on '**Create Invoice**'. A pop up will appear with two options (note: only applicable if PO has both Service and Material line items). Click on '**Create Invoice for Service Confirmation**' to create an invoice for **Service PO**.
- 3 Select the **applicable Service Confirmation** from the list.
- 4 Then, click '**Select**' to confirm. A draft invoice will be created.

Step 2 POPULATE INVOICE DETAILS

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

The screenshot displays the 'DRILLING SERVICES SDN BHD WORKSPACE' interface. The top header shows the invoice number 'INV-03:20-000589 - INVOICE1 FOR TESTORDER1 FOR 10015753 - (DRAFT)' and the amount '20.50 MYR'. The interface is divided into three main sections: 1. BASIC DETAILS: Includes fields for Invoice Name, Invoice Number, Invoice Amount, Purchasing Organization, Supplier Invoice Number, Invoice Creation Date, Supplier Invoice Date, Supplier Name, Order Number, Order Name, Supplier Code, and Currency. 2. SUPPLIER DETAILS: Includes fields for Order Location, Order Supplier Name & Address, Remit To Location, and Supplier Name & Address. 3. ADDITIONAL INFORMATION: Includes a field for Exchange rate. Red circles with numbers 1, 2, and 3 are placed over the 'BASIC DETAILS', 'SUPPLIER DETAILS', and 'ADDITIONAL INFORMATION' sections respectively.

DRILLING SERVICES SDN BHD WORKSPACE					
INV-03:20-000589 - INVOICE1 FOR TESTORDER1 FOR 10015753 - (DRAFT) 20.50 MYR					
BASIC DETAILS					
Invoice Name*	Invoice Number*	Invoice Amount*	Purchasing Organization*	Supplier Invoice Number*	Invoice Creation Date*
Invoice1 for testOrder1 for 10015753	INV-03:20-000589	20.50	D36-110	SSCNo 00511	03/26/2020
Supplier Invoice Date*	Supplier Name*	Order Number*	Order Name	Supplier Code*	Currency
03/26/2020	ABC SDN BHD - Malaysia	3400000774	testOrder1 for 10015753	PC-2019.000163	MYR
Purchase Type*	Standard				
SUPPLIER DETAILS					
Order Location*	Order Supplier Name & Address				
C3927HS ESSO MALAYSIA HQ KL	ABC SDN BHD - Malaysia, Street 13...				
Remit To Location*	Supplier Name & Address*				
LC-2019.00062 MAYBANK AMPANG	ABC SDN BHD - Malaysia, 13 JALAN...				
ADDITIONAL INFORMATION					
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.					

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

Under the 'Supplier Details' section:

- 2 • Select the correct 'Remit To Location' (i.e. Supplier Bank Account as per maintained in Supplier Profile).

Under the 'Additional Information' section:

- Insert the **exchange rate if invoice currency is non-MYR** (note: for non-Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Otherwise, please leave blank)

Step 2 POPULATE INVOICE DETAILS

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

Only applicable for Material PO:

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

LINE DETAILS

LINES

Line(3) | 3 Errors

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

Rows Per Page: 10 | 1 - 3 of 3

- a** Enter the **quantity** for the line item. You can view the '**Accepted Quantity**' field as a reference.
- b** Highlight the line item where there is no receipt or invoice to be submitted (if any).
- c** Click the **Delete icon** to remove the highlighted line item with zero quantity.

Step 2 POPULATE INVOICE DETAILS

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

LINE DETAILS

Line 003 Errors

Line 1: Taxes Tax code is missing

Line	Type	Item No.	Line Description	Supplier Item Number	Category *	Unit Price	Quantity	UOM *	Start Date *	End Date	Line Total	Tax	Other Chrg
1	Material		Subline 1/1 desc		ACD PRACTURING & ACCIDING ADDITIVES	2.50	2.00	Place	02/14/2020	02/14/2020	5.00	0.00	0.00
2	Fixed		Subline 1/2 desc		ACD PRACTURING & ACCIDING 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		ACD PRACTURING & ACCIDING ADDITIVES	2.40	3.00	Activity unit	02/14/2020	02/14/2020	7.20	0.00	0.00

Rows Per Page: 1-3 Of 3

Add Taxes

09%

ADD

5

Tax Code

Tax Description

Tax Rate

KI

Service Tax P2P: 6% Imported Services

0

CANCEL APPLY

PAYMENT AND DELIVERY DETAILS

ADDITIONAL INFORMATION

Q1: Tax Check*

Yes

CANCEL APPLY

8

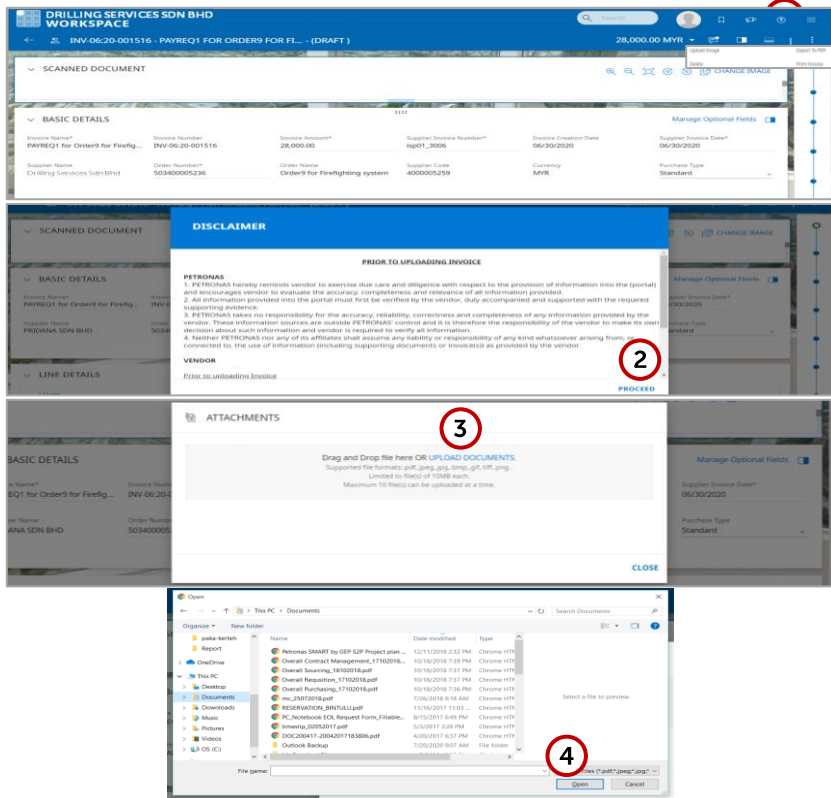
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9

- 4 Under the **'Line Details'** section:
 - By default, each line item's tax value is 0.00. Click on the tax field of each line item to **select the correct tax code**.
- 5 An **'Add Taxes'** pop up will appear. Insert the applicable Tax Code.
- 6 Click **'Add'**. A line will appear below the fields.
- 7 Click **'Apply'** if you are satisfied with the tax code selection.
- 8 Under the same **'Line Details'** section, go to **'Additional Information'** field and click on **'View'**.
- 9 Check the box for **'Tax Check'**.
- 10 Click on **'Apply'**. (Note: Repeat steps 8 to 14 for each line item)

Step 3 UPLOAD INVOICE AND SUBMIT

You are also required to upload a scanned copy of the original invoice.



- 1 Click on the **Kebab icon** at the top right corner and select '**Upload Image**'. Upload Image
- 2 A disclaimer pop up will appear. **Review** then click '**Close**'.
- 3 An '**Attachments**' pop up will appear. Click '**Upload Documents**'.
- 4 Select the invoice to be uploaded from your computer and click '**Open**'.

**SMART
TIPS**

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

Step 3 UPLOAD INVOICE AND SUBMIT

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

The image contains four screenshots illustrating the steps of the payment request submission process:

- Disclaimer Screen:** A blue header with the word "DISCLAIMER" in white. Below it, a text area contains a disclaimer for PETROBRAS. At the bottom right, there are two buttons: "CANCEL" and "PROCEED". A red circle with the number 6 is placed over the "PROCEED" button.
- Invoice Table:** A table with columns: "Line Item", "Name", "Amount", and "Other Charges". It contains three rows of data. A red circle with the number 5 is placed over the "SEND TO BUYER" button at the bottom right.
- Home Screen:** A mobile app interface showing a navigation bar with icons for "HOME", "MENU", "MY INVOICES", and "CREATE". A red circle with the number 7 is placed over the "CREATE" button.
- Invoice Card:** A card titled "INVOICE" showing details for "Invoice1 for Order1 for 114248356". At the bottom right, there is a button labeled "SHOW ALL". A red circle with the number 8 is placed over this button.
- Drilling Services Sdn Bhd Workspace:** A screenshot of a web application titled "DRILLING SERVICES SDN BHD WORKSPACE". It shows a list of invoices with details like "Invoice1 for testOrder1 for Requisition79". A red circle with the number 9 is placed over the first invoice entry.

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

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

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

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

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

9 **Status of the Payment Request** will be displayed accordingly.







Abbreviations

PO	Purchase Order
SC	Service Confirmation

Tax Codes

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)

Icons

 Add Icon	An icon to add more items to the list
 Burger Icon	A menu icon usually situated on the top right corner of the dashboard
 Delete Icon	An icon to remove items from a list
 Download Icon	An icon to download documents/reports
 Kebab Icon	A menu icon usually situated on the top right corner of the dashboard
 More Actions Button	A button usually situated on the top right corner of documents

Refer to additional resources below!

GEP SMART™ References

Supplier User
Guide, FAQs and
Video Tutorials

<https://www.petronas.com/be-our-partner/licensing-and-procurement-in-malaysia>. Go to the right side of the page and click on 'Unified Procurement Platform'.

Latest News and
Updates

<https://www.petronas.com/vendor-announcements>

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