

# SEPRO

Sarawak Energy e-Procurement

# **SUPPLIER TRAINING MATERIAL**

**MODULE: BUYING & INVOICING**

Step-by-step guide:

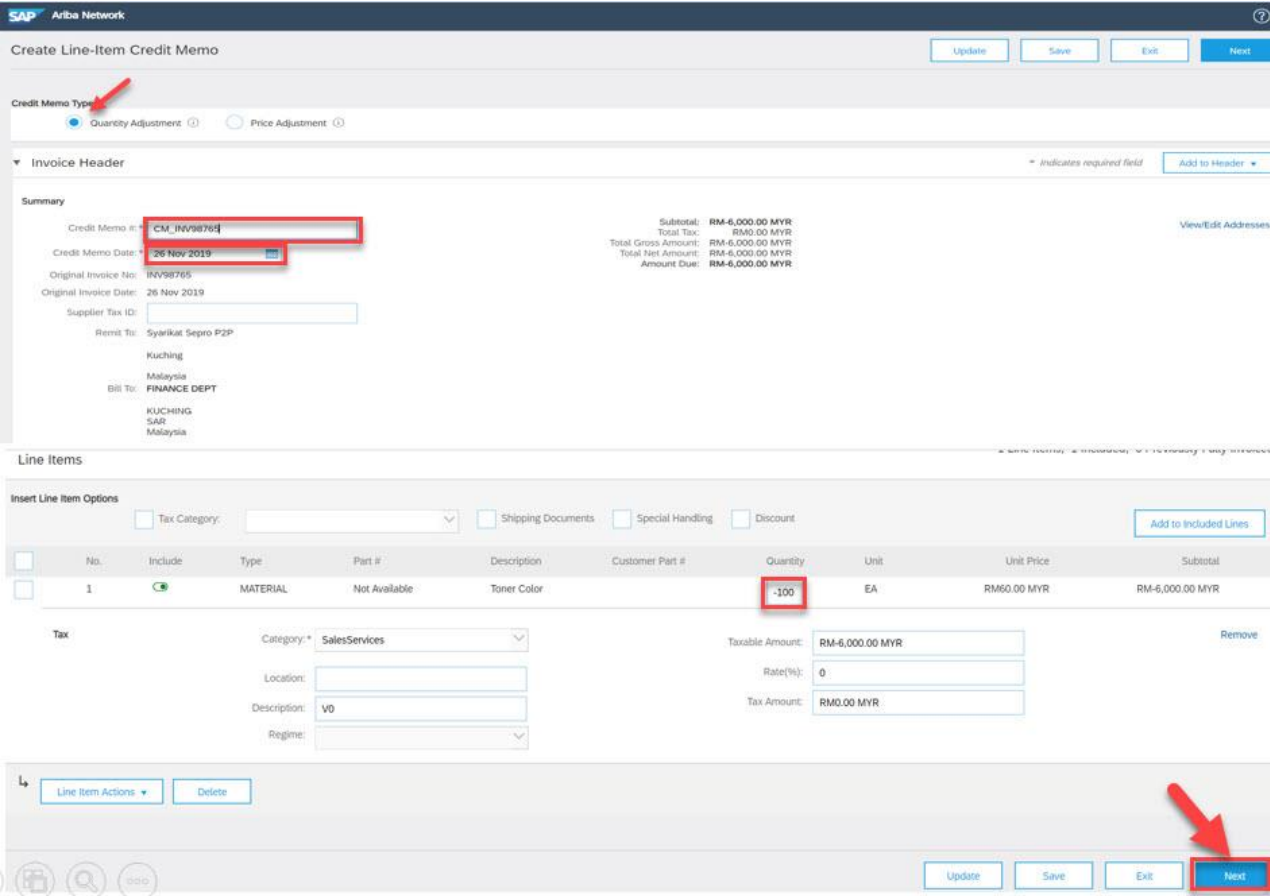
**Credit Memo**

No.	Steps	Remarks										
1	<p>To create an Line Item Credit Note for Standard Account:</p> <ol style="list-style-type: none"> <li>1. Open the Invoice Status from your mailbox.</li> <li>2. Click Continue and log in to your account.</li> </ol> <div data-bbox="259 478 1518 868" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Approved - Invoice INV98765 - to Sarawak Energy Berhad - TEST (ANID: AN01400628190-T) - Notification from Ariba Network <span style="float: right;">Inbox x</span></p> <p>network_accounts@ariba.com &lt;ordersender.prod@anmtp.ariba.com&gt; 6:11 PM (4 minutes ago) ☆ ↶ ⋮</p> <p><b>SAP Ariba</b></p> <p>Your customer Sarawak Energy Berhad - TEST updated your invoice on Ariba Network. Click <a href="#">View Invoice</a> to log into your Ariba Network account (ANID: AN01477270836-T).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Country</td><td>MY</td></tr> <tr><td>Customer</td><td>Sarawak Energy Berhad - TEST</td></tr> <tr><td>Invoice number</td><td>INV98765</td></tr> <tr><td>Invoice Status</td><td>Approved</td></tr> <tr><td>Description</td><td></td></tr> </table> <div style="text-align: right; margin-top: 10px;"> <span style="font-size: 24px; color: red; border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">1</span>  <span style="background-color: red; color: white; padding: 2px 5px; border: 1px solid black;">View Invoice</span> </div> </div> <div data-bbox="259 884 631 1353" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>SAP Ariba</b></p> <p>Supplier Login</p> <div style="margin-bottom: 10px;"> <input style="width: 100%;" type="text" value="User Name"/> </div> <div style="margin-bottom: 10px;"> <input style="width: 100%;" type="password" value="Password"/> </div> <div style="margin-bottom: 10px;"> <span style="background-color: red; color: white; padding: 5px 15px; border: 1px solid black;">Login</span> <span style="font-size: 24px; color: red; border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">2</span> </div> <p><a href="#">Having trouble logging in?</a></p> </div>	Country	MY	Customer	Sarawak Energy Berhad - TEST	Invoice number	INV98765	Invoice Status	Approved	Description		
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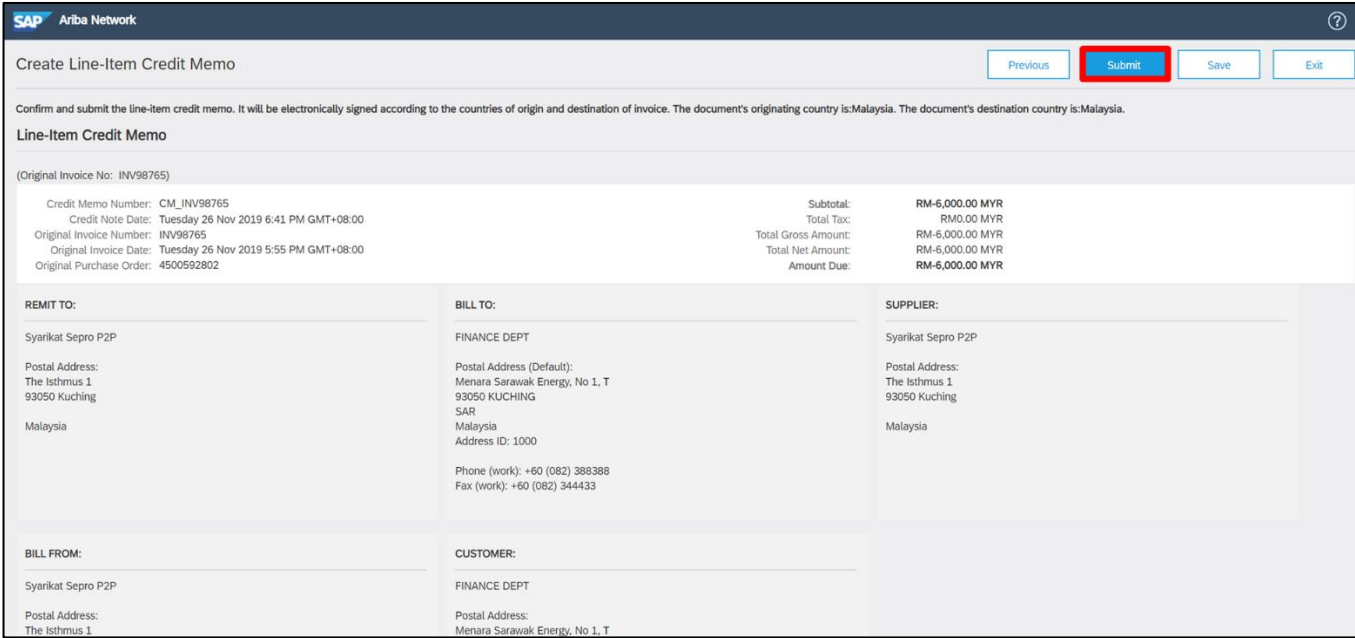
## Supplier Training Material: Credit Memo

No.	Steps	Remarks											
2	<p>Supplier may create credit memo if there are any discrepancies from earlier invoice submitted Click [create Line-Item Credit Memo] to create line-item credit memo</p> <p>Note: Supplier can only create a Line item Credit memo for approved invoices</p> <div data-bbox="259 480 1704 896" style="border: 1px solid black; padding: 5px;"> <p>Invoice: INV98765 <span style="float: right;">Done</span></p> <p> <span style="border: 2px solid red; padding: 2px;">Create Line-Item Credit Memo</span> <span>Create Line-Item Debit Memo</span> <span>Copy This Invoice</span> <span>Print</span> <span>Download PDF ▾</span> <span>Export cXML</span> </p> <p> <span>Detail</span> <span>Scheduled Payments</span> <span>History</span> </p> <p style="text-align: right;">Attachment(s)</p> <hr/> <p>Invoice</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Status</b></p> <p>Invoice: Approved</p> <p>Routing: Acknowledged</p> <p>Invoice Number: INV98765</p> <p>Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00</p> <p>Original Purchase Order: 4500592802</p> <p>Submission Method: Online</p> <p>Origin: Supplier</p> <p>Source Document: Order</p> </td> <td style="width: 50%; vertical-align: top;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Subtotal:</td> <td style="text-align: right;">RM6,000.00 MYR</td> </tr> <tr> <td>Total Tax:</td> <td style="text-align: right;">RM0.00 MYR</td> </tr> <tr> <td>Total Gross Amount:</td> <td style="text-align: right;">RM6,000.00 MYR</td> </tr> <tr> <td>Total Net Amount:</td> <td style="text-align: right;">RM6,000.00 MYR</td> </tr> <tr> <td>Amount Due:</td> <td style="text-align: right;">RM6,000.00 MYR</td> </tr> </table> </td> </tr> </table> </div>	<p><b>Status</b></p> <p>Invoice: Approved</p> <p>Routing: Acknowledged</p> <p>Invoice Number: INV98765</p> <p>Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00</p> <p>Original Purchase Order: 4500592802</p> <p>Submission Method: Online</p> <p>Origin: Supplier</p> <p>Source Document: Order</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Subtotal:</td> <td style="text-align: right;">RM6,000.00 MYR</td> </tr> <tr> <td>Total Tax:</td> <td style="text-align: right;">RM0.00 MYR</td> </tr> <tr> <td>Total Gross Amount:</td> <td style="text-align: right;">RM6,000.00 MYR</td> </tr> <tr> <td>Total Net Amount:</td> <td style="text-align: right;">RM6,000.00 MYR</td> </tr> <tr> <td>Amount Due:</td> <td style="text-align: right;">RM6,000.00 MYR</td> </tr> </table>	Subtotal:	RM6,000.00 MYR	Total Tax:	RM0.00 MYR	Total Gross Amount:	RM6,000.00 MYR	Total Net Amount:	RM6,000.00 MYR	Amount Due:	RM6,000.00 MYR
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# Supplier Training Material: Credit Memo

No.	Steps	Remarks
3	<p>Fill in relevant information in the required fields. Click [Next] to proceed.</p> 	

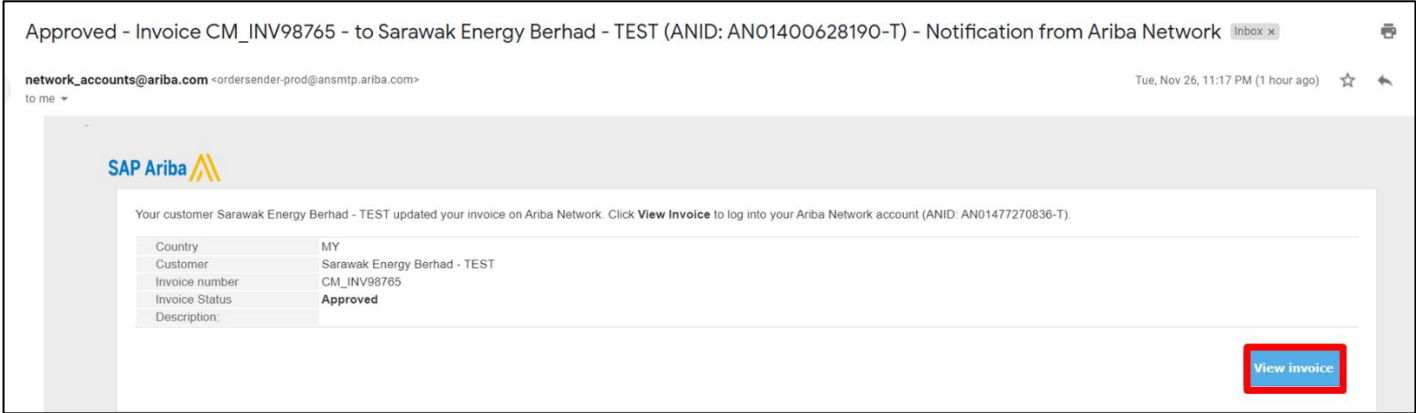
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No.	Steps	Remarks															
4	<p>Review the information entered in the previous page. SEB requires supplier to enter the reason for Credit Memo and attach the credit memo document.</p> <p>Click [Submit] to submit the credit memo.</p> <div data-bbox="259 432 1610 1072" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows the SAP Ariba Network interface for creating a credit memo. At the top, there are buttons for 'Previous', 'Submit' (highlighted in red), 'Save', and 'Exit'. Below the buttons, a confirmation message states: 'Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Malaysia. The document's destination country is:Malaysia.' The main section is titled 'Line-Item Credit Memo' and includes the following details:</p> <p>(Original Invoice No: INV98765)</p> <table border="0"> <tr> <td>Credit Memo Number: CM_INV98765</td> <td>Subtotal:</td> <td>RM-6,000.00 MYR</td> </tr> <tr> <td>Credit Note Date: Tuesday 26 Nov 2019 6:41 PM GMT+08:00</td> <td>Total Tax:</td> <td>RM0.00 MYR</td> </tr> <tr> <td>Original Invoice Number: INV98765</td> <td>Total Gross Amount:</td> <td>RM-6,000.00 MYR</td> </tr> <tr> <td>Original Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00</td> <td>Total Net Amount:</td> <td>RM-6,000.00 MYR</td> </tr> <tr> <td>Original Purchase Order: 4500592802</td> <td>Amount Due:</td> <td>RM-6,000.00 MYR</td> </tr> </table> <p>The screen is divided into four sections for address and contact information:</p> <ul style="list-style-type: none"> <li><b>REMIT TO:</b> Syarikat Sepro P2P, The Isthmus 1, 93050 Kuching, Malaysia</li> <li><b>BILL TO:</b> FINANCE DEPT, Menara Sarawak Energy, No 1, T, 93050 KUCHING, SAR, Malaysia, Address ID: 1000, Phone (work): +60 (082) 388388, Fax (work): +60 (082) 344433</li> <li><b>SUPPLIER:</b> Syarikat Sepro P2P, The Isthmus 1, 93050 Kuching, Malaysia</li> <li><b>BILL FROM:</b> Syarikat Sepro P2P, The Isthmus 1</li> <li><b>CUSTOMER:</b> FINANCE DEPT, Menara Sarawak Energy, No 1, T</li> </ul> </div>	Credit Memo Number: CM_INV98765	Subtotal:	RM-6,000.00 MYR	Credit Note Date: Tuesday 26 Nov 2019 6:41 PM GMT+08:00	Total Tax:	RM0.00 MYR	Original Invoice Number: INV98765	Total Gross Amount:	RM-6,000.00 MYR	Original Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00	Total Net Amount:	RM-6,000.00 MYR	Original Purchase Order: 4500592802	Amount Due:	RM-6,000.00 MYR	
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5	<p>Supplier will receive email notification on the Invoice credit memo submitted for reference. Click [View Invoice] to view invoice on Ariba Network.</p> <div data-bbox="259 403 1431 1249" style="border: 1px solid black; padding: 10px;"><p>Invoice CM_INV98765 for RM-6,000.00 MYR has been submitted to Sarawak Energy Berhad - TEST</p><p> ordersender-prod@ansmtp.ariba.com to me ▾</p><p></p><p>Dear Syarikat Sepro P2P,</p><p>You have successfully submitted Invoice CM_INV98765 for RM-6,000.00 MYR to <b>Sarawak Energy Berhad - TEST</b> through the Ariba Network.</p><p><b>A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.</b></p><p><b>Important:</b> Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.</p><p><b>Where can I get more information about Ariba Network?</b> To access product documentation and tutorials, go to <a href="#">Ariba Network Exchange User Community</a></p><p><b>How do I view a PDF document?</b> Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a></p><p>Sincerely, <b>The Ariba Network Team</b> <a href="http://www.ariba.com">http://www.ariba.com</a></p><p style="text-align: right;"></p><p>You received this notification because your email address, or a group email address that you belong to, was used to invoice a purchase order. Please do not reply to this email. This mailbox is not monitored and your email will not be read.</p></div>	

# Supplier Training Material: Credit Memo

No.	Steps	Remarks										
6	<p>Supplier will receive email notifications when the submitted Credit Memo is approved. Click [View Invoice] to review / action on invoice on the Ariba Network.</p> <div data-bbox="259 403 1671 817"><table border="1"><tr><td>Country</td><td>MY</td></tr><tr><td>Customer</td><td>Sarawak Energy Berhad - TEST</td></tr><tr><td>Invoice number</td><td>CM_INV98765</td></tr><tr><td>Invoice Status</td><td><b>Approved</b></td></tr><tr><td>Description:</td><td></td></tr></table></div>	Country	MY	Customer	Sarawak Energy Berhad - TEST	Invoice number	CM_INV98765	Invoice Status	<b>Approved</b>	Description:		
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# Supplier Training Material: Credit Memo

No.	Steps	Remarks					
7	<p>Supplier may review the details of the approved invoice on Ariba Network.</p> <div data-bbox="259 363 1648 1023" style="border: 1px solid black; padding: 10px;"> <p>Invoice: CM_INV98765 <span style="float: right; border: 1px solid red; padding: 2px;">Done</span></p> <p>Copy This Invoice   Print   Download PDF ▼   Export cXML</p> <p><span style="border: 1px solid red; padding: 2px;">Detail</span>   Scheduled Payments   History</p> <p style="text-align: right;">Attachment(s)</p> <hr/> <p>Line-Item Credit Memo</p> <p>(Original Invoice No: INV98765)</p> <table style="width: 100%;"> <tr> <td style="width: 60%;"> <p><b>Status</b></p> <p>Invoice: Approved</p> <p>Routing: Acknowledged</p> <p>Credit Memo Number: CM_INV98765</p> <p>Credit Note Date: Tuesday 26 Nov 2019 6:41 PM GMT+08:00</p> <p>Original Invoice Number: INV98765</p> <p>Original Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00</p> <p>Original Purchase Order: 4500592802</p> <p>Submission Method: Online</p> <p>Origin: Supplier</p> <p>Source Document: Order</p> </td> <td style="width: 40%; text-align: center; border: 1px solid red; padding: 5px;"> <p>Subtotal: RM-6,000.00 MYR</p> <p>Total Tax: RM0.00 MYR</p> <p>Total Gross Amount: RM-6,000.00 MYR</p> <p>Total Net Amount: RM-6,000.00 MYR</p> <p>Amount Due: RM-6,000.00 MYR</p> </td> </tr> </table> <table style="width: 100%; border-top: 1px solid gray;"> <tr> <td style="width: 33%; vertical-align: top;"> <p><b>REMIT TO:</b></p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching</p> <p>Malaysia</p> </td> <td style="width: 33%; vertical-align: top;"> <p><b>BILL TO:</b></p> <p>FINANCE DEPT</p> <p>Postal Address (Default): Menara Sarawak Energy, No 1, T 93050 KUCHING SAR Malaysia Address ID: 1000</p> <p>Phone (work): +60 (082) 388388</p> </td> <td style="width: 33%; vertical-align: top;"> <p><b>SUPPLIER:</b></p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching</p> <p>Malaysia</p> <p style="text-align: right; border: 1px solid blue; padding: 2px;">Messages</p> </td> </tr> </table> </div>	<p><b>Status</b></p> <p>Invoice: Approved</p> <p>Routing: Acknowledged</p> <p>Credit Memo Number: CM_INV98765</p> <p>Credit Note Date: Tuesday 26 Nov 2019 6:41 PM GMT+08:00</p> <p>Original Invoice Number: INV98765</p> <p>Original Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00</p> <p>Original Purchase Order: 4500592802</p> <p>Submission Method: Online</p> <p>Origin: Supplier</p> <p>Source Document: Order</p>	<p>Subtotal: RM-6,000.00 MYR</p> <p>Total Tax: RM0.00 MYR</p> <p>Total Gross Amount: RM-6,000.00 MYR</p> <p>Total Net Amount: RM-6,000.00 MYR</p> <p>Amount Due: RM-6,000.00 MYR</p>	<p><b>REMIT TO:</b></p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching</p> <p>Malaysia</p>	<p><b>BILL TO:</b></p> <p>FINANCE DEPT</p> <p>Postal Address (Default): Menara Sarawak Energy, No 1, T 93050 KUCHING SAR Malaysia Address ID: 1000</p> <p>Phone (work): +60 (082) 388388</p>	<p><b>SUPPLIER:</b></p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching</p> <p>Malaysia</p> <p style="text-align: right; border: 1px solid blue; padding: 2px;">Messages</p>	
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