

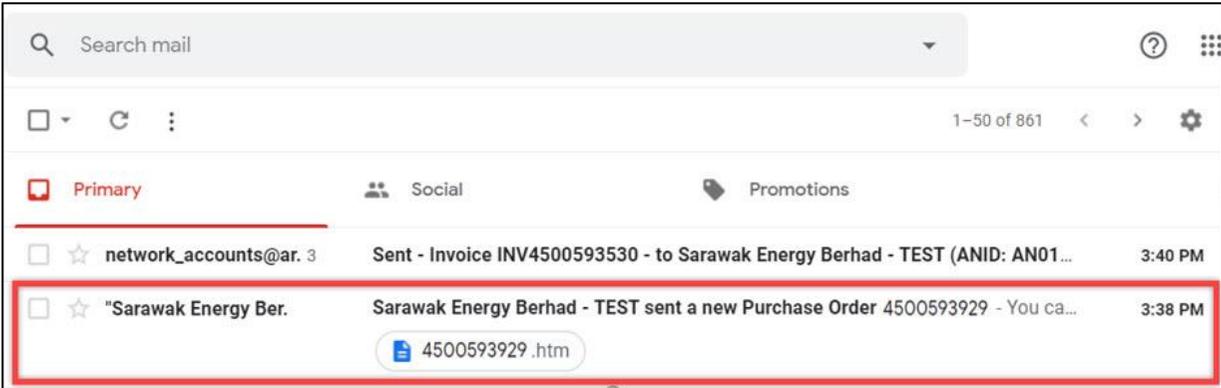


SUPPLIER TRAINING MATERIAL

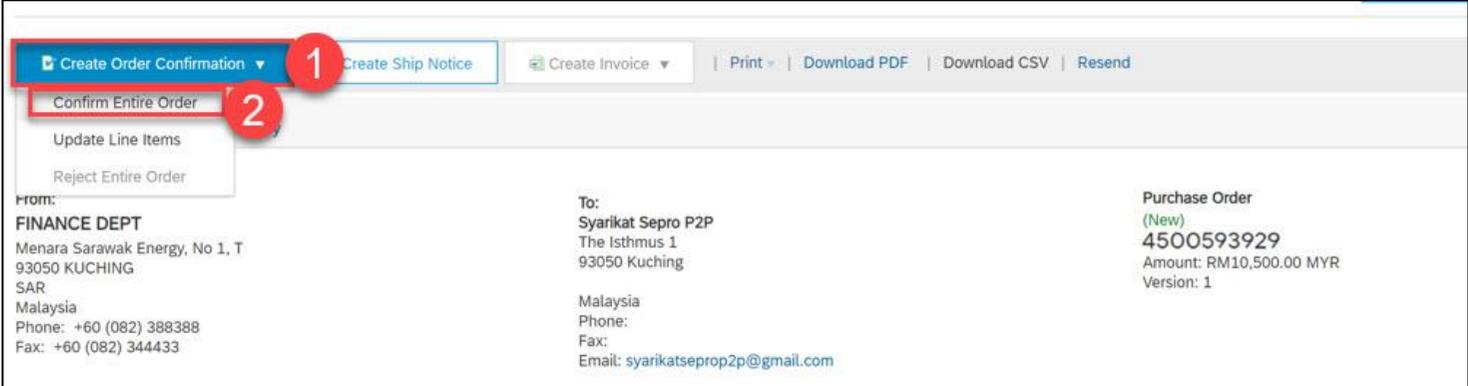
MODULE: BUYING & INVOICING

Step-by-step guide:

Process Purchase Order (Material)

No.	Steps	Remarks
1	<p><u>RECEIVE PURCHASE ORDER</u></p> <p>Supplier received email from Sarawak Energy Berhad and click on the email.</p>  <p>The screenshot shows an email inbox with the following details:</p> <ul style="list-style-type: none"> Search bar: Search mail Navigation: 1-50 of 861 Categories: Primary (selected), Social, Promotions Email 1: From network_accounts@ar.3, Subject: Sent - Invoice INV4500593530 - to Sarawak Energy Berhad - TEST (ANID: AN01..., Time: 3:40 PM Email 2 (highlighted): From "Sarawak Energy Ber.", Subject: Sarawak Energy Berhad - TEST sent a new Purchase Order 4500593929 - You ca..., Time: 3:38 PM Attachment: 4500593929 .htm 	

No.	Steps	Remarks
2	<p>Click at the 'Process Order'.</p> <div data-bbox="297 363 1615 1150"><p>Sarawak Energy Berhad - TEST sent a new Purchase Order 4500593929 Inbox x </p><p>"Sarawak Energy Berhad - TEST" <ordersender-prod@ansmtp.ariba.com> 6:57 PM (27 minutes ago)  </p><p> to me ▾</p><p>You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html. By replying to this message, you're accepting the terms in the policy.</p><p>SAP Ariba </p><p>Sarawak Energy Berhad - TEST sent a new order</p><p>If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.</p><p>Your customer sent you this order through Ariba Network.</p><p>Process order</p></div>	

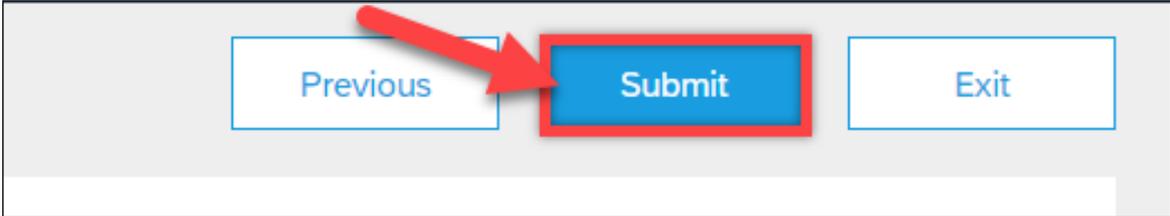
No.	Steps	Remarks
3	<p><u>CREATE ORDER CONFIRMATION</u></p> <ol style="list-style-type: none"> 1. Click at the 'Create Order Confirmation' Button. 2. Click at 'Confirm Entire Order'.  <p>From: FINANCE DEPT Menara Sarawak Energy, No 1, T 93050 KUCHING SAR Malaysia Phone: +60 (082) 388388 Fax: +60 (082) 344433</p> <p>To: Syarikat Sepro P2P The Isthmus 1 93050 Kuching Malaysia Phone: Fax: Email: syarikatseprop2p@gmail.com</p> <p>Purchase Order (New) 4500593929 Amount: RM10,500.00 MYR Version: 1</p>	

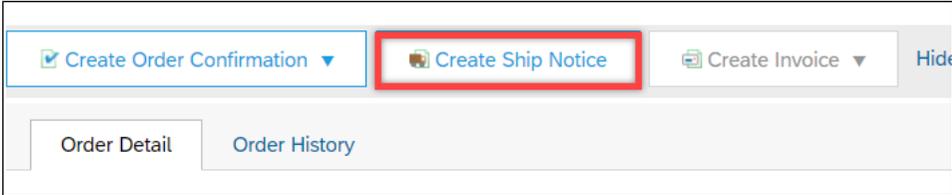
No.	Steps	Remarks
4	<p>1. Supplier fill in the Order confirmation reference. 2. Supplier select the 'Estimated Delivery Date'. 3. Others are optional to fill (Yellow Box)</p> <div data-bbox="297 438 1691 1177" style="border: 1px solid black; padding: 10px;"> <p>▼ Order Confirmation Header * Indicates required field</p> <hr/> <p>Confirmation #: <input style="border: 2px solid red; border-radius: 10px; width: 200px;" type="text"/> 1</p> <p>Associated Purchase Order #: 4500593929</p> <p>Customer: Sarawak Energy Berhad - TEST</p> <p>Supplier Reference: <input style="border: 2px solid orange; width: 200px;" type="text"/></p> <hr/> <p>SHIPPING AND TAX INFORMATION</p> <p>Est. Shipping Date: <input style="border: 2px solid orange; width: 120px;" type="text"/> <input style="border: 1px solid blue; width: 15px; height: 15px; vertical-align: middle;" type="button"/></p> <p>Est. Shipping Cost: <input style="border: 2px solid orange; width: 200px;" type="text"/></p> <p>Est. Delivery* Date: <input style="border: 2px solid red; border-radius: 10px; width: 120px;" type="text"/> <input style="border: 1px solid blue; width: 15px; height: 15px; vertical-align: middle;" type="button"/> 2</p> <p>Est. Tax Cost: <input style="border: 2px solid orange; width: 200px;" type="text"/></p> <p>Comments: <input style="border: 2px solid orange; width: 480px; height: 60px;" type="text"/></p> </div>	

Supplier Training Material:
Process Purchase Order (Material)

No.	Steps	Remarks																				
5	<p>1. If supplier want to give some attachment, they can click at 'Choose File' From their computer. 2. Click at 'Add Attachment'. 3. Then click at 'Next'.</p> <div data-bbox="297 440 1523 1117" style="border: 1px solid black; padding: 10px;"> <p>Attachments</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No items</td> </tr> </tbody> </table> <p> 1 Choose File No file chosen 2 Add Attachment </p> <p><i>The total size of all attachments cannot exceed 10MB</i></p> <hr/> <p>Line Items</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Part # / Description</th> <th>Qty (Unit)</th> <th>Need By</th> <th>Unit Price</th> <th>Subtotal</th> <th>Tax</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SPID56 Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)</td> <td>1 (EA)</td> <td>3 Mar 2020</td> <td>RM433.00 MYR</td> <td>RM433.00 MYR</td> <td>RM0.00 MYR</td> </tr> </tbody> </table> <p>Current Order Status: 1 Confirmed As Is</p> <p style="text-align: right;"> Exit 3 Next </p> </div>	Name	Size (bytes)	Content Type	No items			Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	1	SPID56 Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)	1 (EA)	3 Mar 2020	RM433.00 MYR	RM433.00 MYR	RM0.00 MYR	
Name	Size (bytes)	Content Type																				
No items																						
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax																
1	SPID56 Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)	1 (EA)	3 Mar 2020	RM433.00 MYR	RM433.00 MYR	RM0.00 MYR																

Supplier Training Material:
Process Purchase Order (Material)

No.	Steps	Remarks
6	<p>Click 'Submit'.</p> 	
7	<p>Supplier can then observe the change in PO status from “New” to “Confirmed” after order confirmation.</p> 	

No.	Steps	Remarks
8	<p><u>CREATE SHIP NOTICE</u></p> <p>Click at 'Create Ship Notice'.</p> 	

No.	Steps	Remarks
9	<p>In "Ship Notice Header":</p> <p>a) In "Shipping" section, fill in the following required details:</p> <ol style="list-style-type: none"> 1. Packing Slip ID (Mandatory) 2. Delivery Date (Mandatory) 3. Invoice No. (Optional) 4. Ship Notice Type (Optional) 5. Shipping Date (Optional) 6. Gross Volume & its unit (Optional) 7. Gross Weight & its unit (Optional) 8. Carrier Name (Optional) 9. Service Level (Optional) <div data-bbox="297 751 1503 1184" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>Ship Notice Header</p> <p>SHIPPING a</p> <p>Packing Slip ID: * <input type="text"/> 1</p> <p>Invoice No.: <input type="text"/> 3</p> <p>Requested Delivery Date: --</p> <p>Ship Notice Type: Select 4</p> <p>Shipping Date: <input type="text"/> 5</p> <p>Delivery Date: * <input type="text"/> 2</p> <p>Gross Volume: <input type="text"/> 6 Unit: <input type="text"/></p> <p>Gross Weight: <input type="text"/> 7 Unit: <input type="text"/></p> <p>TRACKING</p> <p>Carrier Name: <input type="text"/> 8</p> <p>Service Level: <input type="text"/> 9</p> </div>	

Supplier Training Material:
Process Purchase Order (Material)

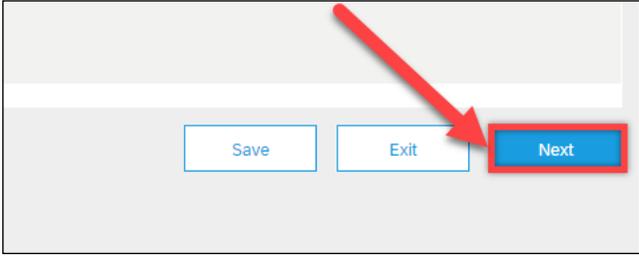
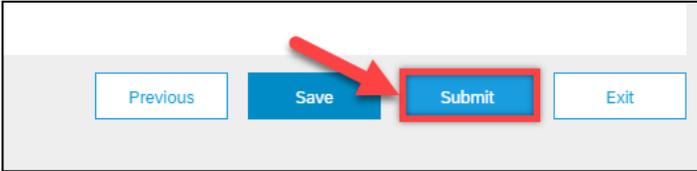
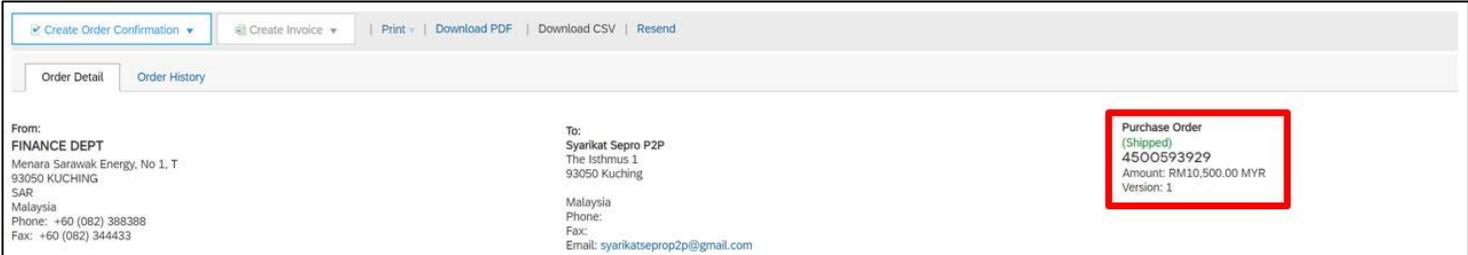


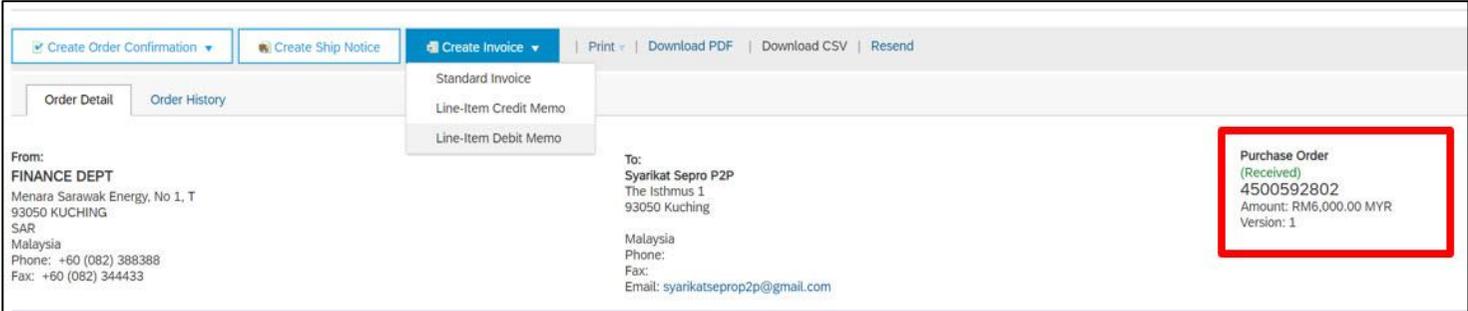
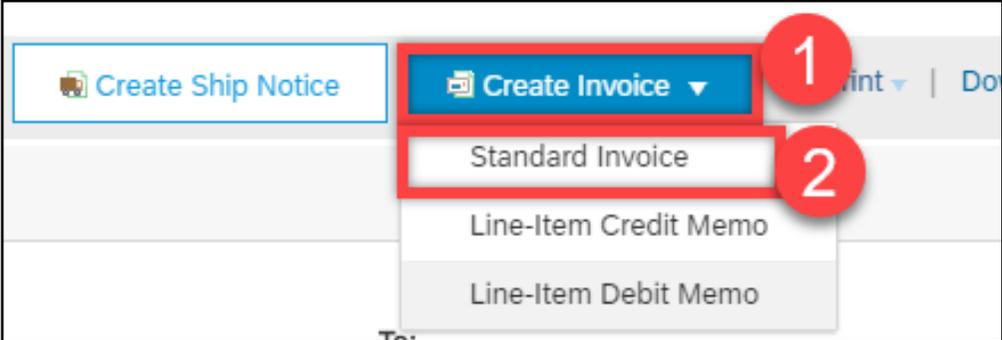
No.	Steps	Remarks																												
10	<p>b) In "Attachments" section, upload file is necessary. c) In "Delivery and Transport Information", fill in the details. (Optional).</p> <div data-bbox="297 400 1659 1050" style="border: 1px solid red; padding: 5px;"> <div data-bbox="297 400 1659 678"> <p>ATTACHMENTS b</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 20%;">Size (bytes)</th> <th style="width: 20%;">Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No items</td> </tr> </tbody> </table> <p>Choose File No file chosen Add Attachment</p> <p><small>The total size of all attachments cannot exceed 10MB</small></p> </div> <div data-bbox="297 678 1659 1050"> <p>DELIVERY AND TRANSPORT INFORMATION c</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Delivery Terms: <input type="text"/></td> <td style="width: 50%;">Shipping Payment Method: <input type="text" value="Account"/></td> </tr> <tr> <td>Delivery Terms Description: <input type="text"/></td> <td>Shipping Contract Number: <input type="text"/></td> </tr> <tr> <td>Transport Terms Description: <input type="text"/></td> <td>Shipping Instructions: <input type="text"/></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Transport Terms</th> <th style="width: 15%;">Equipment Identification Code</th> <th style="width: 15%;">Gross Volume</th> <th style="width: 10%;">Unit</th> <th style="width: 15%;">Gross Weight</th> <th style="width: 10%;">Unit</th> <th style="width: 15%;">Sealing Party Code</th> <th style="width: 10%;">Seal ID</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Select <input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Add Transport Term</p> </div> </div>	Name	Size (bytes)	Content Type	No items			Delivery Terms: <input type="text"/>	Shipping Payment Method: <input type="text" value="Account"/>	Delivery Terms Description: <input type="text"/>	Shipping Contract Number: <input type="text"/>	Transport Terms Description: <input type="text"/>	Shipping Instructions: <input type="text"/>	Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID	Select <input type="text"/>								
Name	Size (bytes)	Content Type																												
No items																														
Delivery Terms: <input type="text"/>	Shipping Payment Method: <input type="text" value="Account"/>																													
Delivery Terms Description: <input type="text"/>	Shipping Contract Number: <input type="text"/>																													
Transport Terms Description: <input type="text"/>	Shipping Instructions: <input type="text"/>																													
Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID																							
Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																							

Supplier Training Material:
Process Purchase Order (Material)

No.	Steps	Remarks																																
11	<p>In "Order Items" header, fill in the following details (Optional):</p> <ol style="list-style-type: none"> 1. Supplier Batch ID 2. Production Date 3. Expiry Date <div data-bbox="297 480 1765 1118" style="border: 1px solid black; padding: 10px;"> <p>Order Items</p> <table border="1"> <thead> <tr> <th>Order #</th> <th>Item</th> <th>Part # / Description</th> <th>Customer Part #</th> <th>Qty</th> <th>Unit</th> <th>Need By</th> <th>Ship By</th> <th>Unit Price</th> <th>Subtotal</th> <th>Tax</th> </tr> </thead> <tbody> <tr> <td>4500593929</td> <td>1</td> <td>SPID56 Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)</td> <td></td> <td>1</td> <td>EA</td> <td>3 Mar 2020</td> <td></td> <td>RM433.00 MYR</td> <td>RM433.00 MYR</td> <td>RM0.00 MYR</td> </tr> </tbody> </table> <p>Shipment Status Total Item Due Quantity: 1 EA</p> <p>Confirmation Status Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p> <p>Other Information Manufacturer Name: FUJI</p> </div>	Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	4500593929	1	SPID56 Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)		1	EA	3 Mar 2020		RM433.00 MYR	RM433.00 MYR	RM0.00 MYR	Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	1	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax																								
4500593929	1	SPID56 Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)		1	EA	3 Mar 2020		RM433.00 MYR	RM433.00 MYR	RM0.00 MYR																								
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																														
1	1	<input type="text"/>	<input type="text"/>	<input type="text"/>																														

Supplier Training Material:
Process Purchase Order (Material)

No.	Steps	Remarks
12	<p>Then click 'Next'.</p> 	
13	<p>Click 'Submit'.</p> 	
14	<p>Supplier can then observe the change in PO status from “Confirmed” to “Shipped” after ship notice submission.</p> 	

No.	Steps	Remarks
15	<p>*Note: The end user needs to do receiving/Good Receipt first before the supplier is able to create invoice.</p> <p>Supplier may proceed to create invoice when the PO status has changed from “Shipped” to “Received”.</p> 	
16	<p><u>CREATE INVOICE</u></p> <ol style="list-style-type: none"> 1. Click at 'Create Invoice'. 2. Click at 'Standard Invoice'. 	

Supplier Training Material:
Process Purchase Order (Material)

No.	Steps	Remarks
17	<p>In "Summary" section, fill in the following details:</p> <ul style="list-style-type: none"> a. Invoice # (Mandatory) b. Invoice Date (Mandatory) c. Service Description (Optional) d. Supplier Tax ID (Optional) <div data-bbox="295 478 1402 1037" style="border: 1px solid black; padding: 10px;"> <p>Summary</p> <p>Purchase Order: 4500593929</p> <p>Invoice #:* <input type="text" value=" "/> a</p> <p>Invoice Date:* 26 Feb 2020 b</p> <p>Service Description: <input type="text"/> c</p> <p>Supplier Tax ID: <input type="text"/> d</p> <p>Remit To: PC IMAGE SDN BHD-TEST</p> <p>Lot 2.31 & 2.15, 2nd Floor, MYS Malaysia</p> <p>Bill To: SARAWAK ENERGY BERHAD</p> <p>KUCHING SAR Malaysia</p> <div style="float: right; text-align: right;"> <p>Subtotal: RM433.00 MYR</p> <p>Total Tax: RM0.00 MYR</p> <p>Total Gross Amount: RM433.00 MYR</p> <p>Total Net Amount: RM433.00 MYR</p> <p>Amount Due: RM433.00 MYR</p> </div> </div>	

Supplier Training Material:
Process Purchase Order (Material)

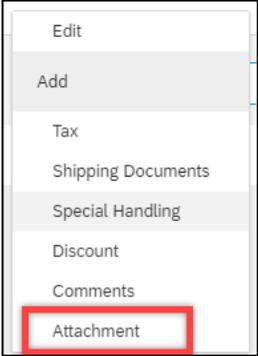
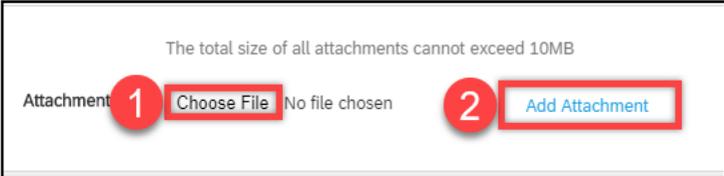
No.	Steps	Remarks
18	<p data-bbox="293 284 927 316">In "Shipping" section, select the level shipping option.</p> <div data-bbox="293 363 1424 663" style="border: 1px solid black; padding: 10px;"><p data-bbox="315 389 387 411">Shipping</p><p data-bbox="387 421 898 469"><input checked="" type="radio"/> Header level shipping ⓘ <input type="radio"/> Line level shipping ⓘ</p><p data-bbox="427 491 734 513">Ship From: PC IMAGE SDN BHD-TEST</p><p data-bbox="524 536 734 600">Lot 2.31 & 2.15, 2nd Floor, MYS Malaysia</p><p data-bbox="1070 491 1335 513">Ship To: CORPORATE SERVICES</p><p data-bbox="1144 517 1227 580">KUCHING SAR Malaysia</p><p data-bbox="1048 587 1370 619">Deliver To: Nurfarhin Ummirah Bt Kusairi</p><p data-bbox="1144 600 1335 619">CORPORATE SERVICES</p></div>	

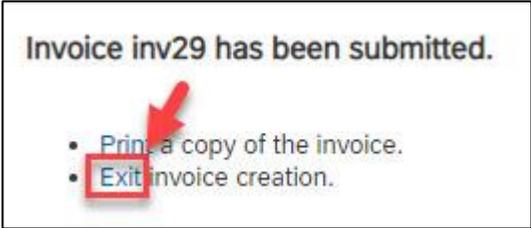
Supplier Training Material: Process Purchase Order (Material)

No.	Steps	Remarks									
19	<p>1. In "Additional Fields", fill in the optional details. 2. In "Additional Malaysia Specific Information", fill in the optional details.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #f0e68c; padding: 2px 5px; border: 1px solid black; display: inline-block; border-radius: 50%; width: 20px; height: 20px; text-align: center; line-height: 20px; font-weight: bold;">1</div> <p>Additional Fields</p> <p><input type="checkbox"/> Information Only. No action is required from the customer.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Supplier Account ID #: <input style="width: 90%;" type="text"/></td> <td style="width: 50%;">Service Start Date: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td>Customer Reference: <input style="width: 90%;" type="text"/></td> <td>Service End Date: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td>Supplier Reference: <input style="width: 90%;" type="text"/></td> <td></td> </tr> <tr> <td>Payment Note: <input style="width: 90%;" type="text"/></td> <td></td> </tr> </table> <p>Supplier: PC IMAGE SDN BHD-TEST Lot 2.31 & 2.15, 2nd Floor, MYS Malaysia</p> <p>Customer: SARAWAK ENERGY BERHAD KUCHING SAR Malaysia</p> <p>Bill From: PC IMAGE SDN BHD-TEST Lot 2.31 & 2.15, 2nd Floor, MYS Malaysia</p> <p>Email: <input style="width: 90%;" type="text"/></p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #f0e68c; padding: 2px 5px; border: 1px solid black; display: inline-block; border-radius: 50%; width: 20px; height: 20px; text-align: center; line-height: 20px; font-weight: bold;">2</div> <p>Additional Malaysia Specific Information</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Supplier SST ID: <input style="width: 90%;" type="text"/></td> <td style="width: 50%;">Customer VAT ID/Tax ID: <input style="width: 90%;" type="text"/></td> </tr> </table> </div>	Supplier Account ID #: <input style="width: 90%;" type="text"/>	Service Start Date: <input style="width: 90%;" type="text"/>	Customer Reference: <input style="width: 90%;" type="text"/>	Service End Date: <input style="width: 90%;" type="text"/>	Supplier Reference: <input style="width: 90%;" type="text"/>		Payment Note: <input style="width: 90%;" type="text"/>		Supplier SST ID: <input style="width: 90%;" type="text"/>	Customer VAT ID/Tax ID: <input style="width: 90%;" type="text"/>
Supplier Account ID #: <input style="width: 90%;" type="text"/>	Service Start Date: <input style="width: 90%;" type="text"/>										
Customer Reference: <input style="width: 90%;" type="text"/>	Service End Date: <input style="width: 90%;" type="text"/>										
Supplier Reference: <input style="width: 90%;" type="text"/>											
Payment Note: <input style="width: 90%;" type="text"/>											
Supplier SST ID: <input style="width: 90%;" type="text"/>	Customer VAT ID/Tax ID: <input style="width: 90%;" type="text"/>										

Supplier Training Material: Process Purchase Order (Material)

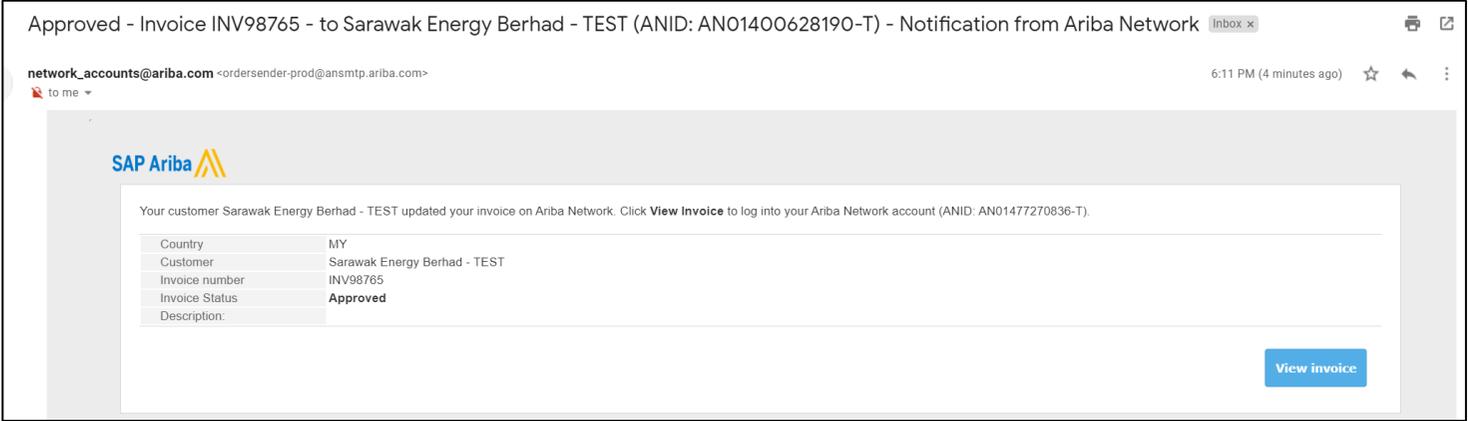
No.	Steps	Remarks																																								
20	<p>1. Tick the selected "Line Item" box.</p> <p>2. Expand "Line Item Actions" drop-down button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: right; font-size: small;">1 Line Items, 1 Included, 0 Previously Fully Invoiced</p> <p>Line Items</p> <p>Insert Line Item Options</p> <p> <input type="checkbox"/> Tax Category: 0% Sales Tax / V0 Not Charging... <input type="checkbox"/> Shipping Documents <input type="checkbox"/> Special Handling <input type="checkbox"/> Discount Add to Included Lines </p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>No.</th> <th>Include</th> <th>Type</th> <th>Part #</th> <th>Description</th> <th>Customer Part #</th> <th>Quantity</th> <th>Unit</th> <th>Unit Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>MATERIAL</td> <td>SPID56</td> <td>Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)</td> <td></td> <td style="text-align: center;">1</td> <td>EA</td> <td>RM433.00 MYR</td> <td>RM433.00 MYR</td> </tr> </tbody> </table> <p>Tax</p> <table style="width: 100%; font-size: x-small;"> <tr> <td>Category:*</td> <td>Sales Tax</td> <td>Taxable Amount:</td> <td>RM433.00 MYR</td> <td>Remove</td> </tr> <tr> <td>Location:</td> <td></td> <td>Tax Rate Type:</td> <td></td> <td></td> </tr> <tr> <td>Description:</td> <td>V0 Not Charging Taxes</td> <td>Rate(%):</td> <td>0</td> <td></td> </tr> <tr> <td>Regime:</td> <td></td> <td>Tax Amount:</td> <td>RM0.00 MYR</td> <td></td> </tr> </table> <p style="font-size: x-small;">↳ Line Item Actions Delete Reset Tax from PO</p> </div>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	SPID56	Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)		1	EA	RM433.00 MYR	RM433.00 MYR	Category:*	Sales Tax	Taxable Amount:	RM433.00 MYR	Remove	Location:		Tax Rate Type:			Description:	V0 Not Charging Taxes	Rate(%):	0		Regime:		Tax Amount:	RM0.00 MYR		
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal																																	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	SPID56	Colour Printers - R Fuji Xerox DocuPrint P305d - 56 - CT201635 Yellow Toner Cartridge (Up to 3,000 pages)		1	EA	RM433.00 MYR	RM433.00 MYR																																	
Category:*	Sales Tax	Taxable Amount:	RM433.00 MYR	Remove																																						
Location:		Tax Rate Type:																																								
Description:	V0 Not Charging Taxes	Rate(%):	0																																							
Regime:		Tax Amount:	RM0.00 MYR																																							

No.	Steps	Remarks
21	<p>Select "Add" > "Attachment". (It is mandatory to attach e-invoice in the attachment to proceed submission of invoice)</p> 	
22	<p>1. Click "Choose File" button to choose the file. 2. Click "Add Attachment" to upload it.</p> 	
23	<p>Then, cclick 'Next'.</p> 	

No.	Steps	Remarks
24	<p>Click at 'Submit'</p>  <p>...d destination of invoice. The document's originating country is:Malaysia. The</p>	
25	<p>Click at 'Exit'.</p> 	

No.	Steps	Remarks
26	<p>Supplier will receive an email notification for the submitted invoice.</p> <div data-bbox="297 323 1509 1289" style="border: 1px solid black; padding: 10px;"> <p>Invoice INV98765 for RM6,000.00 MYR has been submitted to Sarawak Energy Berhad - TEST</p> <p>ordersender-prod@ansmtp.ariba.com to me ▾</p>  <p>Dear Syarikat Sepro P2P,</p> <p>You have successfully submitted Invoice INV98765 for RM6,000.00 MYR to Sarawak Energy Berhad - TEST through the Ariba Network.</p> <p>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.</p> <p>Important: Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.</p> <p>Where can I get more information about Ariba Network? To access product documentation and tutorials, go to Ariba Network Exchange User Community</p> <p>How do I view a PDF document? Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: http://get.adobe.com/reader/</p> <p>Sincerely, The Ariba Network Team http://www.ariba.com</p> <p style="text-align: right;">View Invoice</p> <p style="background-color: #f0f0f0; padding: 5px;">You received this notification because your email address, or a group email address that you belong to, was used to invoice a purchase order.</p> <p style="background-color: #f0f0f0; padding: 5px;">Please do not reply to this email. This mailbox is not monitored and your email will not be read.</p> </div>	

Supplier Training Material: Process Purchase Order (Material)

No.	Steps	Remarks
27	<p>Supplier can then observe the change in PO status from “Received” to “Invoiced” after invoice submission.</p> 	
28	<p>Supplier will receive email notifications when the submitted invoice is approved.</p> 	

Supplier Training Material:
Process Purchase Order (Material)

No.	Steps	Remarks															
29	<p>Supplier may review the approved invoice on Ariba Network.</p> <div data-bbox="297 363 1765 1042" style="border: 1px solid black; padding: 10px;"> <p>Invoice: INV98765 Done</p> <p> Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Print Download PDF Export cXML </p> <p> Detail Scheduled Payments History </p> <p style="text-align: right;">Attachment(s)</p> <hr/> <p>Invoice</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid red; padding: 5px;"> <p>Status</p> <p>Invoice: Approved Routing: Acknowledged Invoice Number: INV98765 Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00 Original Purchase Order: 4500592802 Submission Method: Online Origin: Supplier Source Document: Order</p> </td> <td style="width: 40%; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Subtotal:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Tax:</td> <td style="text-align: right; padding: 2px;">RM0.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Gross Amount:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Net Amount:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Amount Due:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> </table> </td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <p>REMIT TO:</p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching Malaysia</p> </td> <td style="width: 33%; padding: 5px;"> <p>BILL TO:</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 Fax (work): +60 (082) 344433</p> </td> <td style="width: 33%; padding: 5px;"> <p>SUPPLIER:</p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching Malaysia</p> <p style="text-align: right; border: 1px solid blue; padding: 2px;">Messages</p> </td> </tr> </table> </div>	<p>Status</p> <p>Invoice: Approved Routing: Acknowledged Invoice Number: INV98765 Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00 Original Purchase Order: 4500592802 Submission Method: Online Origin: Supplier Source Document: Order</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Subtotal:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Tax:</td> <td style="text-align: right; padding: 2px;">RM0.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Gross Amount:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Net Amount:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Amount Due:</td> <td style="text-align: right; padding: 2px;">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	<p>REMIT TO:</p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching Malaysia</p>	<p>BILL TO:</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 Fax (work): +60 (082) 344433</p>	<p>SUPPLIER:</p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching Malaysia</p> <p style="text-align: right; border: 1px solid blue; padding: 2px;">Messages</p>	
<p>Status</p> <p>Invoice: Approved Routing: Acknowledged Invoice Number: INV98765 Invoice Date: Tuesday 26 Nov 2019 5:55 PM GMT+08:00 Original Purchase Order: 4500592802 Submission Method: Online Origin: Supplier Source Document: Order</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Subtotal:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Tax:</td> <td style="text-align: right; padding: 2px;">RM0.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Gross Amount:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Total Net Amount:</td> <td style="text-align: right; padding: 2px;">RM6,000.00 MYR</td> </tr> <tr> <td style="padding: 2px;">Amount Due:</td> <td style="text-align: right; padding: 2px;">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						
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																
<p>REMIT TO:</p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching Malaysia</p>	<p>BILL TO:</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 Fax (work): +60 (082) 344433</p>	<p>SUPPLIER:</p> <p>Syarikat Sepro P2P</p> <p>Postal Address: The Isthmus 1 93050 Kuching Malaysia</p> <p style="text-align: right; border: 1px solid blue; padding: 2px;">Messages</p>															

View Purchase Orders – Order Status Description

Status	Description
New	Initial state. This is a new purchase order.
Changed	Existing purchase order has been canceled or replaced ("obsoleted") by this subsequent (changed) order.
Confirmed	All sub-quantities are confirmed.
Failed	Ariba SN experienced a problem routing the order to the supplier. Suppliers can resend failed orders.
Shipped	Final state. All sub-quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again.
Invoiced	All ordered quantities have been invoiced.
Partially Confirmed	Some of the ordered quantities have been confirmed.
Partially Shipped	Some of the ordered quantities have been shipped.
Partially Invoiced	Some of the ordered quantities have been invoiced.
Partially Rejected	Some of the ordered quantities have been rejected.
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order.
Received	SEB has received all the items requested in the PO.
Partially Received	SEB has received some of the items requested in the PO.

Invoice Status - Reflects the status of SEB action on the Invoice

Status	Explanation
Sent	The invoice is sent to the SEB but they have not yet verified the invoice against purchase orders and receipts
Cancelled	SEB approved the invoice cancellation
Paid	SEB paid the invoice or is in the process of issuing payment. This status applies only if SEB uses invoices to trigger payment
Approved	SEB has verified the invoice against the purchase orders and receipts and approved it for payment
Rejected	SEB has rejected the invoice or the invoice failed validation by Ariba Network. If SEB accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
Failed	Ariba Network experienced a problem routing the invoice