

SEPRO

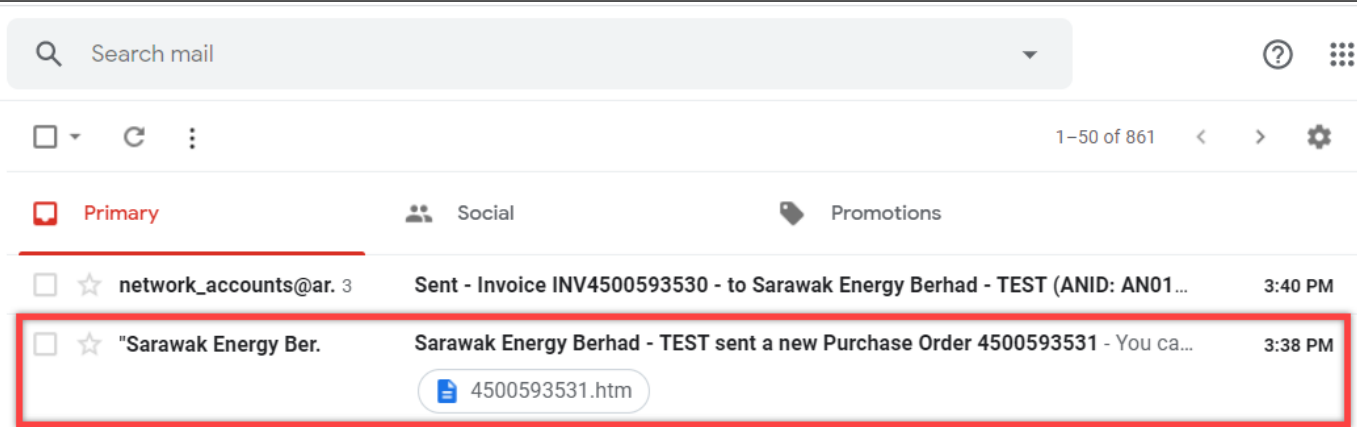
Sarawak Energy e-Procurement

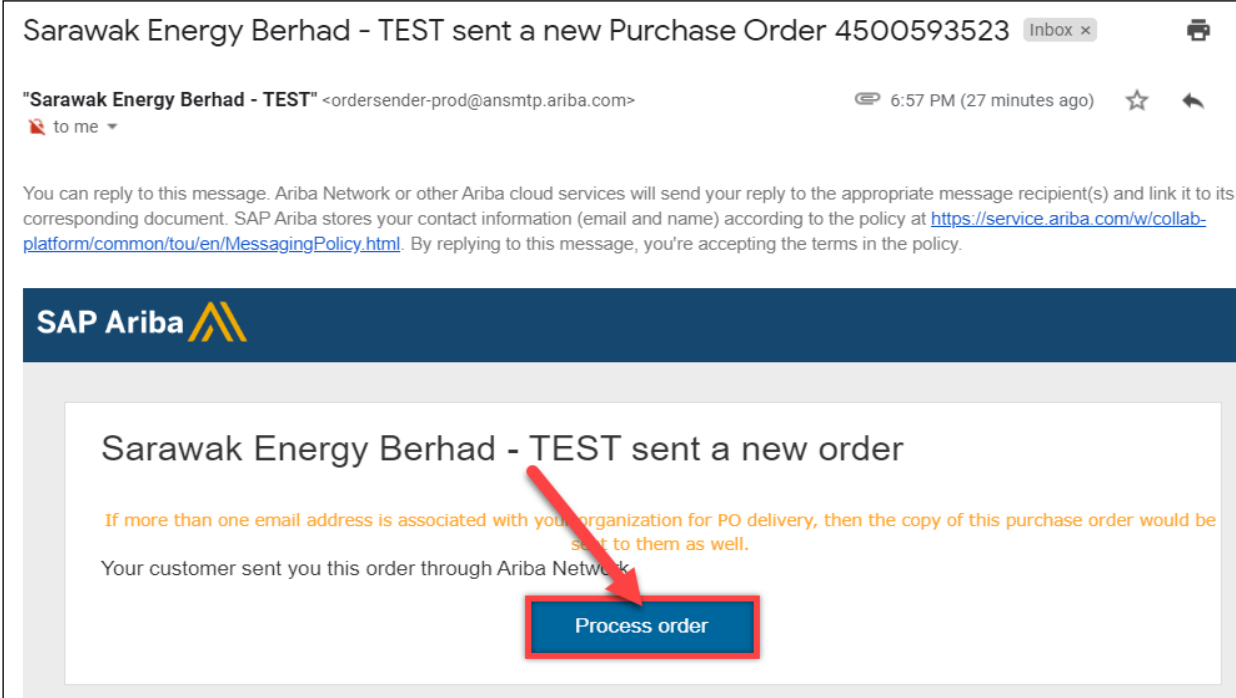
SUPPLIER TRAINING MATERIAL

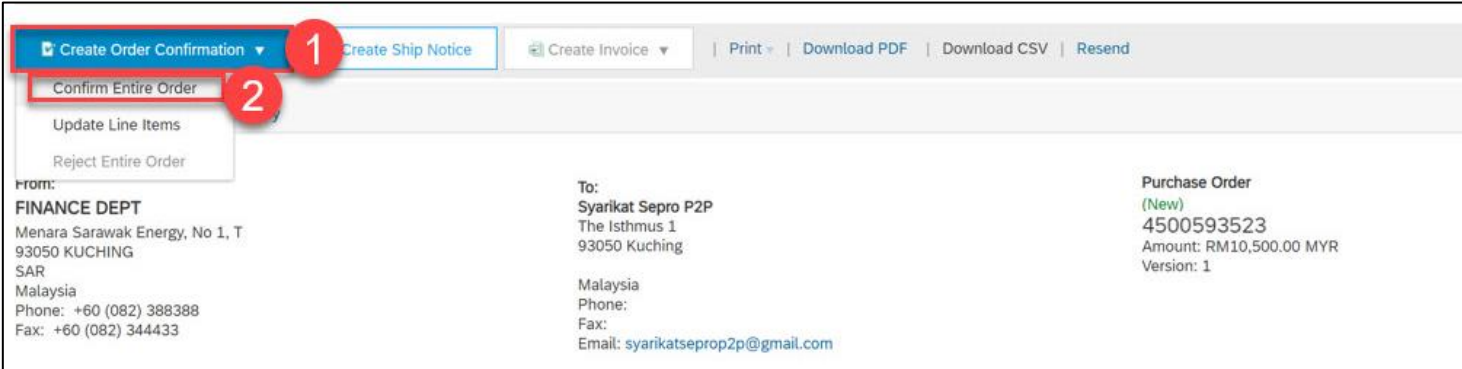
MODULE: BUYING & INVOICING

Step-by-step guide:

Process Purchase Order (Service)

No.	Steps	Remarks
1	<p><u>RECEIVE PURCHASE ORDER</u></p> <p>Supplier receives email from Sarawak Energy Berhad and clicks on the email.</p>  <p>The screenshot shows an email inbox interface. At the top is a search bar labeled 'Search mail'. Below it are navigation icons and a page indicator '1-50 of 861'. There are three tabs: 'Primary' (selected), 'Social', and 'Promotions'. Two email entries are visible: <ul style="list-style-type: none"> From 'network_accounts@ar. 3', subject 'Sent - Invoice INV4500593530 - to Sarawak Energy Berhad - TEST (ANID: AN01...', time '3:40 PM'. From '"Sarawak Energy Ber.', subject 'Sarawak Energy Berhad - TEST sent a new Purchase Order 4500593531 - You ca...', time '3:38 PM'. This email is highlighted with a red border and includes a document icon with the filename '4500593531.htm'. </p>	

No.	Steps	Remarks
2	<p>Click at the 'Process Order'.</p>  <p>The screenshot shows an email interface. At the top, it says "Sarawak Energy Berhad - TEST sent a new Purchase Order 4500593523". Below that, the sender is identified as "Sarawak Energy Berhad - TEST" with the email address <ordersender-prod@ansmtp.ariba.com>. The email content includes a notice about replying and a link to the SAP Ariba messaging policy. A blue banner with the SAP Ariba logo is present. The main body of the email contains the text "Sarawak Energy Berhad - TEST sent a new order" followed by a note: "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." Below this, it says "Your customer sent you this order through Ariba Network". A blue button labeled "Process order" is highlighted with a red box, and a red arrow points to it from above.</p>	

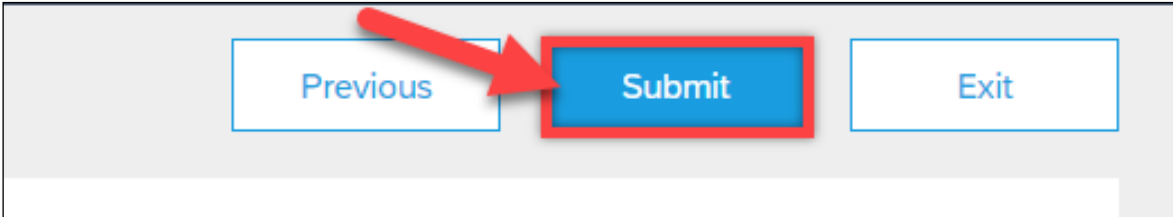
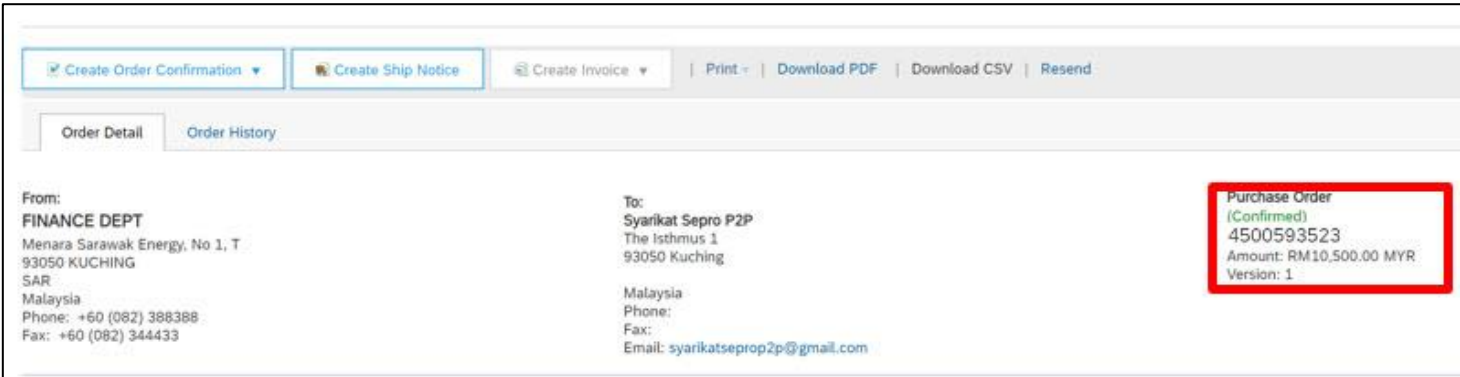
No.	Steps	Remarks
3	<p><u>CREATE ORDER CONFIRMATION</u></p> <ol style="list-style-type: none"> 1. Click at the 'Create Order Confirmation' Button. 2. Click at 'Confirm Entire Order'. 	


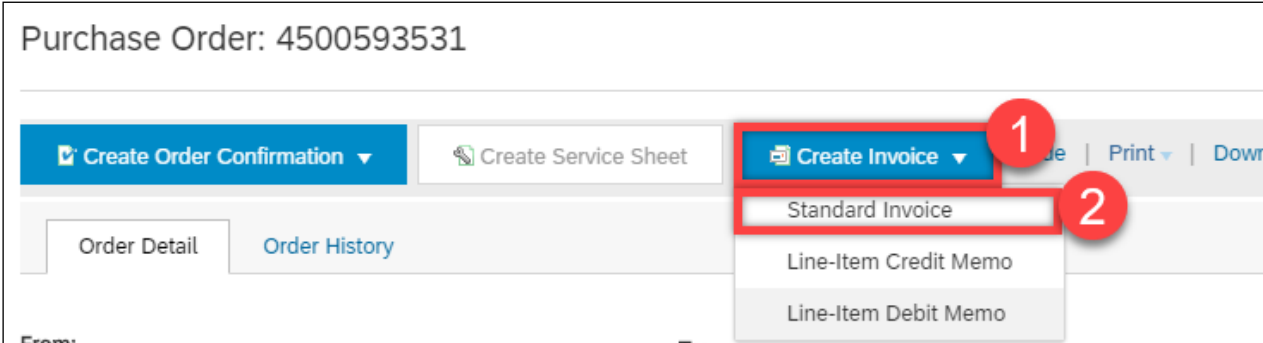
Supplier Training Material: Process Purchase Order (Service)

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 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: 50%; width: 150px; height: 20px;" type="text"/> 1</p> <p>Associated Purchase Order #: 4500593523</p> <p>Customer: Sarawak Energy Berhad - TEST</p> <p>Supplier Reference: <input style="border: 2px solid orange; width: 150px; height: 20px;" type="text"/></p> <hr/> <p>SHIPPING AND TAX INFORMATION</p> <p>Est. Shipping Date: <input style="border: 2px solid orange; width: 100px; height: 20px;" type="text"/> <input style="border: 1px solid blue; width: 15px; height: 15px; vertical-align: middle;" type="button" value="📅"/></p> <p>Est. Shipping Cost: <input style="border: 2px solid orange; width: 150px; height: 20px;" type="text"/></p> <p>Est. Delivery* Date: <input style="border: 2px solid red; border-radius: 50%; width: 100px; height: 20px;" type="text"/> <input style="border: 1px solid blue; width: 15px; height: 15px; vertical-align: middle;" type="button" value="📅"/> 2</p> <p>Est. Tax Cost: <input style="border: 2px solid orange; width: 150px; height: 20px;" type="text"/></p> <p>Comments: <input style="border: 2px solid orange; width: 380px; height: 40px;" type="text"/></p> </div>	

Supplier Training Material: Process Purchase Order (Service)

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 style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Attachments</p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <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> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> 1 Choose File </div> <div style="text-align: center;"> 2 Add Attachment </div> </div> <p style="font-size: 10px; margin-top: 5px;"><i>The total size of all attachments cannot exceed 10MB</i></p> <hr/> <p>Line Items</p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr> <th style="width: 5%;">Line #</th> <th style="width: 25%;">Part # / Description</th> <th style="width: 10%;">Qty (Unit)</th> <th style="width: 10%;">Need By</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Subtotal</th> <th style="width: 10%;">Tax</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▼ 1</td> <td>SPNCS1000 Cleaning Service (Parent)</td> <td></td> <td>12 Feb 2020</td> <td></td> <td></td> <td style="text-align: right;">RM0.00 MYR</td> </tr> <tr> <td></td> <td>Current Order Status: Confirmed As Is</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>SPNFV1000 Floor Vacuum</td> <td style="text-align: center;">1 (EA)</td> <td>12 Feb 2020</td> <td style="text-align: right;">RM100.00 MYR</td> <td style="text-align: right;">RM100.00 MYR</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td>SPNHSC1000 Hard Stain Cleaning</td> <td style="text-align: center;">1 (EA)</td> <td>12 Feb 2020</td> <td style="text-align: right;">RM100.00 MYR</td> <td style="text-align: right;">RM100.00 MYR</td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td>SPNWC1000 Window Cleaning</td> <td style="text-align: center;">1 (EA)</td> <td>12 Feb 2020</td> <td style="text-align: right;">RM100.00 MYR</td> <td style="text-align: right;">RM100.00 MYR</td> <td></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> 3 Exit Next </div> </div>	Name	Size (bytes)	Content Type	No items			Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	▼ 1	SPNCS1000 Cleaning Service (Parent)		12 Feb 2020			RM0.00 MYR		Current Order Status: Confirmed As Is						2	SPNFV1000 Floor Vacuum	1 (EA)	12 Feb 2020	RM100.00 MYR	RM100.00 MYR		3	SPNHSC1000 Hard Stain Cleaning	1 (EA)	12 Feb 2020	RM100.00 MYR	RM100.00 MYR		4	SPNWC1000 Window Cleaning	1 (EA)	12 Feb 2020	RM100.00 MYR	RM100.00 MYR		
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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>*Note: End user has to perform Service Acceptance first before supplier can do create invoice.</p> <p>Supplier can then observe the change in PO status from “ Confirmed ” to “Serviced ” after order confirmation.</p> 	
9	<p><u>CREATE INVOICE</u></p> <ol style="list-style-type: none"> 1. Click at 'Create Invoice'. 2. Click at 'Standard Invoice'. 	

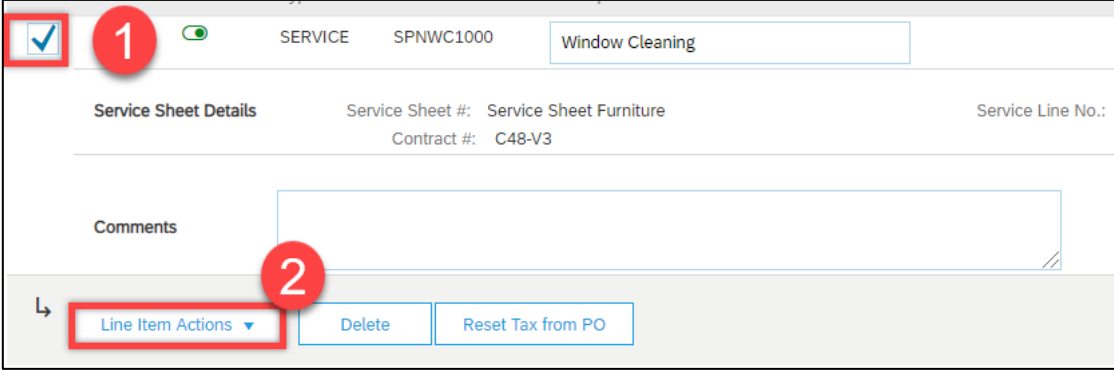
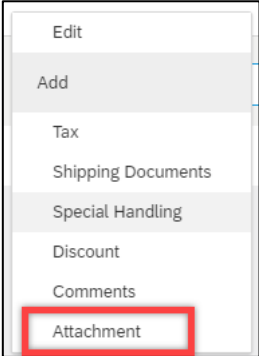
Supplier Training Material: Process Purchase Order (Service)

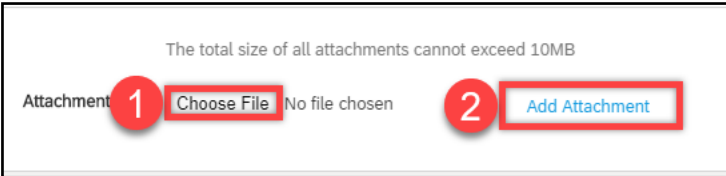
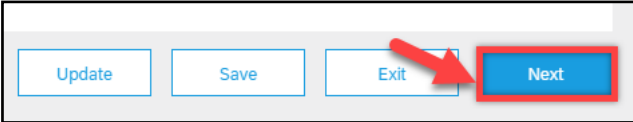
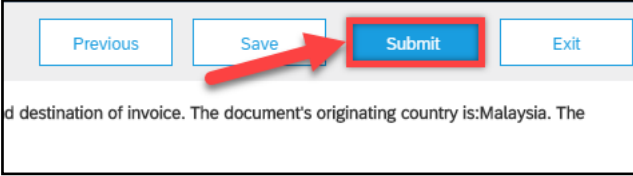
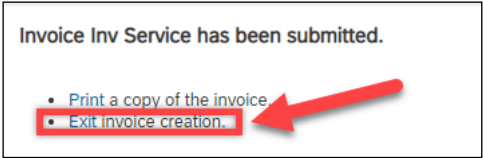
No.	Steps	Remarks
10	<p>In "Summary" section, fill in the following details:</p> <ul style="list-style-type: none"> a. Invoice # (Mandatory) b. Invoice Date (Mandatory) c. Service Description (Optional) d. Supplier Tax ID (Optional) <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <div style="border: 2px solid red; display: inline-block; padding: 2px 5px; margin-bottom: 10px;">Summary</div> <p>Purchase Order: 4500593531</p> <p>Invoice #: * <input type="text"/> a</p> <p>Invoice Date: * 31 Jan 2020 <input type="text"/> b</p> <p>Service Description: <input type="text"/> c</p> <p>Supplier Tax ID: <input type="text"/> d</p> <p>Remit To: SEPRO Synergy</p> <p style="margin-left: 20px;">Kuching Sarawak Malaysia</p> <p>Bill To: SARAWAK ENERGY BERHAD</p> <p style="margin-left: 20px;">KUCHING SAR Malaysia</p> </div>	



No.	Steps	Remarks
11	<p>In "Shipping" section, select the level shipping option.</p> <div data-bbox="282 363 1615 651" style="border: 1px solid black; padding: 10px;"> <p>Shipping</p> <p> <input checked="" type="radio"/> Header level shipping ⓘ <input type="radio"/> Line level shipping ⓘ </p> <p> Ship From: SEPRO Synergy Kuching Sarawak Malaysia </p> <p> Ship To: CORPORATE SERVICES KUCHING SAR Malaysia </p> <p> Deliver To: Nurfarhin Ummirah Bt Kusairi CORPORATE SERVICES </p> </div>	

Supplier Training Material: Process Purchase Order (Service)

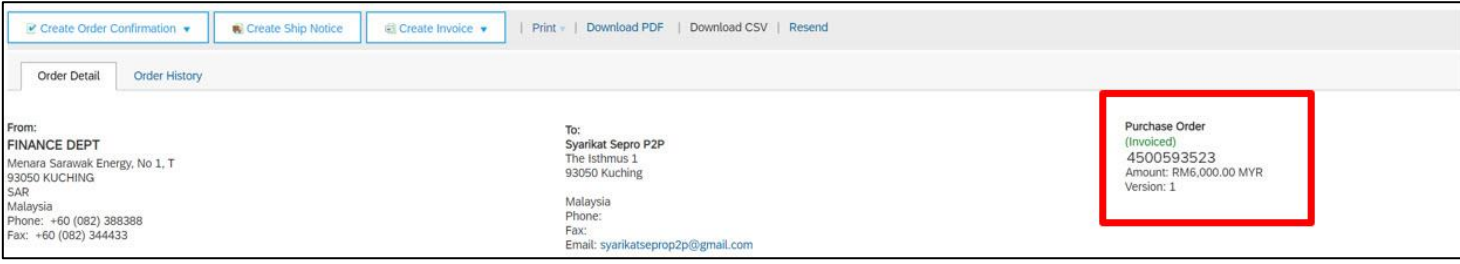
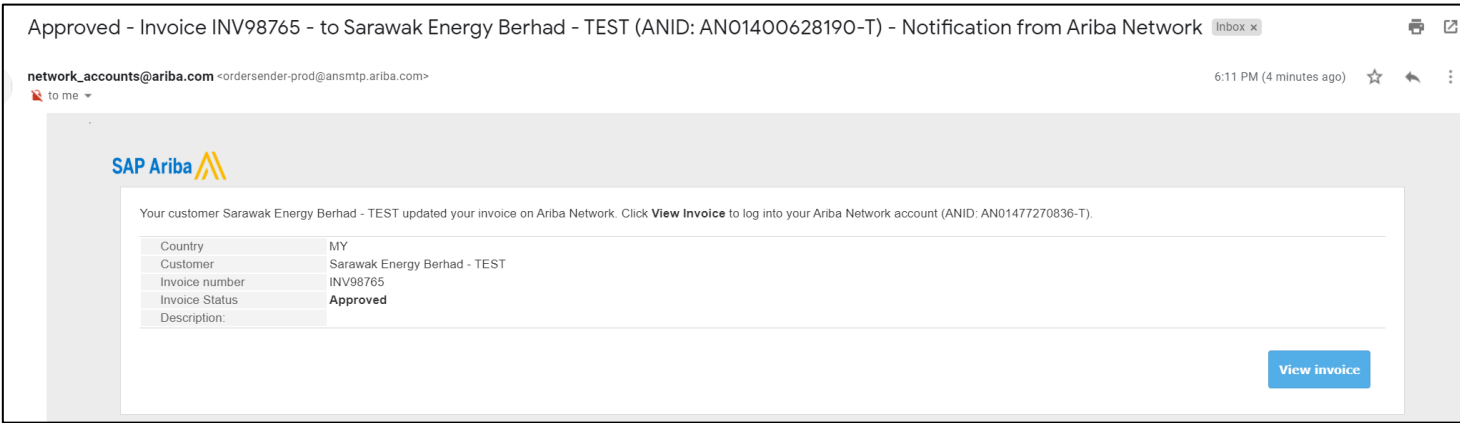
No.	Steps	Remarks													
12	<p>1. In "Additional Fields", fill in the optional details. 2. In "Additional Malaysia Specific Information", fill in the optional details.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border: 1px solid orange; padding: 2px; display: inline-block; margin-bottom: 10px;"> Additional Fields 1 </div> <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%; border: none;">Supplier Account ID #: <input style="width: 90%;" type="text"/></td> <td style="width: 50%; border: none;">Service Start Date: <input style="width: 80%;" type="text"/></td> </tr> <tr> <td style="border: none;">Customer Reference: <input style="width: 90%;" type="text"/></td> <td style="border: none;">Service End Date: <input style="width: 80%;" type="text"/></td> </tr> <tr> <td style="border: none;">Supplier Reference: <input style="width: 90%;" type="text"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Payment Note: <input style="width: 90%;" type="text"/></td> <td style="border: none;"></td> </tr> </table> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%; border: none;">Supplier: SEPRO Synergy Kuching Sarawak Malaysia</td> <td style="width: 50%; border: none;">Customer: SARAWAK ENERGY BERHAD KUCHING SAR Malaysia</td> </tr> <tr> <td style="border: none;">Bill From: SEPRO Synergy Kuching Sarawak Malaysia</td> <td style="border: none;">Email: <input style="width: 80%;" type="text"/></td> </tr> </table> </div> <div style="border: 1px solid orange; padding: 2px; display: inline-block; margin-top: 10px;"> Additional Malaysia Specific Information 2 </div> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%; border: none;">Supplier SST ID: <input style="width: 80%;" type="text"/></td> <td style="width: 50%; border: none;">Customer VAT ID/Tax ID: <input style="width: 80%;" type="text"/></td> </tr> </table>	Supplier Account ID #: <input style="width: 90%;" type="text"/>	Service Start Date: <input style="width: 80%;" type="text"/>	Customer Reference: <input style="width: 90%;" type="text"/>	Service End Date: <input style="width: 80%;" type="text"/>	Supplier Reference: <input style="width: 90%;" type="text"/>		Payment Note: <input style="width: 90%;" type="text"/>		Supplier: SEPRO Synergy Kuching Sarawak Malaysia	Customer: SARAWAK ENERGY BERHAD KUCHING SAR Malaysia	Bill From: SEPRO Synergy Kuching Sarawak Malaysia	Email: <input style="width: 80%;" type="text"/>	Supplier SST ID: <input style="width: 80%;" type="text"/>	Customer VAT ID/Tax ID: <input style="width: 80%;" type="text"/>
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No.	Steps	Remarks
13	<p>1. Choose one of the item and tick the selected "Line Item" box. 2. Expand "Line Item Actions" drop-down button.</p> 	
14	<p>Select "Add" > "Attachment". (It is mandatory to attach e-invoice in the attachment to proceed submission of invoice)</p> 	

No.	Steps	Remarks
15	<p>1. Click "Choose File" button to choose the file. 2. Click "Add Attachment" to upload it.</p> 	
16	<p>Then, click 'Next'.</p> 	
17	<p>Click 'Submit'</p> 	
18	<p>Click at 'Exit'.</p> 	

No.	Steps	Remarks
19	<p>Supplier will receive an email notification for the submitted invoice.</p> <div data-bbox="280 323 1451 1252" 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>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: Process Purchase Order (Service)

No.	Steps	Remarks										
20	<p>Supplier can then observe the change in PO status from “Serviced” to “Invoiced” after invoice submission.</p>  <p>The screenshot shows the SAP Ariba 'Create Invoice' interface. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area displays 'From:' information for 'FINANCE DEPT' and 'To:' information for 'Syarikat Sepro P2P'. A red box highlights the 'Purchase Order (Invoiced)' status, along with the invoice number '4500593523', amount 'RM6,000.00 MYR', and version '1'.</p>											
21	<p>Supplier will receive email notifications when the submitted invoice is approved.</p>  <p>The screenshot shows an email notification from 'network_accounts@ariba.com'. The subject is 'Approved - Invoice INV98765 - to Sarawak Energy Berhad - TEST (ANID: AN01400628190-T) - Notification from Ariba Network'. The email body contains the SAP Ariba logo and a message: 'Your customer Sarawak Energy Berhad - TEST updated your invoice on Ariba Network. Click View Invoice to log into your Ariba Network account (ANID: AN01477270836-T)'. Below the message is a table with invoice details:</p> <table border="1" data-bbox="421 954 1659 1050"> <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> <p>A 'View invoice' button is located at the bottom right of the email content.</p>	Country	MY	Customer	Sarawak Energy Berhad - TEST	Invoice number	INV98765	Invoice Status	Approved	Description:		
Country	MY											
Customer	Sarawak Energy Berhad - TEST											
Invoice number	INV98765											
Invoice Status	Approved											
Description:												

Supplier Training Material: Process Purchase Order (Service)

No.	Steps	Remarks
22	<p>Supplier may review the approved invoice on Ariba Network.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Invoice: INV98765 Done</p> <hr/> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Print Download PDF ▾ Export cXML </div> <div style="display: flex; border: 1px solid red; border-radius: 5px; padding: 2px; margin-bottom: 10px;"> Detail Scheduled Payments History </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Invoice</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>Status 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> </div> </div> <div style="width: 35%; text-align: right;"> <p>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> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <p>REMIT TO: Syarikat Sepro P2P Postal Address: The Isthmus 1 93050 Kuching Malaysia</p> </div> <div style="width: 30%;"> <p>BILL TO: FINANCE DEPT Postal Address (Default): Menara Sarawak Energy, No 1, T 93050 KUCHING SAR Malaysia Address ID: 1000 Phone (work): +60 (082) 388388 Fax (work): +60 (082) 344433</p> </div> <div style="width: 30%;"> <p>SUPPLIER: Syarikat Sepro P2P Postal Address: The Isthmus 1 93050 Kuching Malaysia</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> Messages </div> </div>	

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