





SUS PO CONFIRMATION

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1 READ THIS FIRST

- Select from dropdown list
 - Click on 
 - System will display dropdown list of authorize value
- Select for search help;
 - Click on  to view the list.
 - To select value; double click on the value or select value and click 
- For fields with multiple selections allowed;
 - you can click on  to select multiple value

2 SUS PO CONFIRMATION

In this module, user able to:

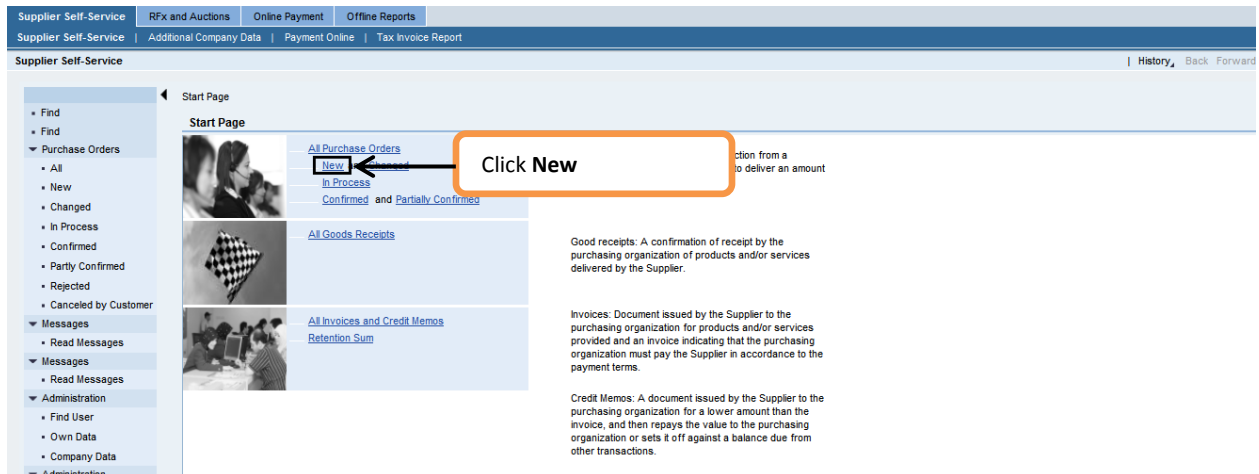
- Create POR
- Create SUS Confirmation
- Download/Upload Serial Number
- Create Delivery Order Document
- Cancel SUS Confirmation

USER CLICKS ON

- User needs to click on **Supplier Self-Service**

2.1 CREATE POR

- Go to **All Purchase Orders** and click **New**



Supplier Self-Service | RFX and Auctions | Online Payment | Offline Reports

Supplier Self-Service | Additional Company Data | Payment Online | Tax Invoice Report

Supplier Self-Service | History | Back | Forward

Start Page

Find

Find

Purchase Orders

- All
- New
- Changed
- In Process
- Confirmed
- Partly Confirmed
- Rejected
- Canceled by Customer

Messages

- Read Messages

Messages

- Read Messages

Administration

- Find User
- Own Data
- Company Data
- Administration

Start Page

All Purchase Orders

New

In Process

Confirmed and Partially Confirmed

All Goods Receipts

All Invoices and Credit Memos

Retention Sum

Click New

Good receipts: A confirmation of receipt by the purchasing organization of products and/or services delivered by the Supplier.

Invoices: Document issued by the Supplier to the purchasing organization for products and/or services provided and an invoice indicating that the purchasing organization must pay the Supplier in accordance to the payment terms.

Credit Memos: A document issued by the Supplier to the purchasing organization for a lower amount than the invoice, and then repays the value to the purchasing organization or sets it off against a balance due from other transactions.

- Choose PO by click on **PO number**.

Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
6000005906	Sample SLIMS PO	10/02/2016	New	1,110.00 MYR	4800105749
6000005905	Local Purchase Order1	03.02.2016	New	297,055.10 MYR	4800105748
6000005904	Local Purchase Order1 S51827 03.02.2016	03.02.2016	New	93.24 MYR	4800105747
6000005903	Router Ordering : Quantity more than 1	03.02.2016	New	28,272.56 MYR	4900006606
6000005902	Local Purchase Order1 S51827 03.02.2016	03.02.2016	New	93.24 MYR	4800105746
6000005901	Local Purchase Order1 S9120 03.02.2016 1	03.02.2016	New	10.00 MYR	4800105745
6000005900	Local Purchase Order1 S51827 03.02.2016	03.02.2016	New	175,000.00 MYR	4800105744
6000005899	Local Purchase Order1 S9120 03.02.2016 1	03.02.2016	New	100.00 MYR	4800105743
6000005898	Local Purchase Order1 S9120 03.02.2016 1	03.02.2016	New	100.00 MYR	4800105742
6000005897	Local Purchase Order1 S9120 03.02.2016 1	03.02.2016	New	100.00 MYR	4800105741
6000005896	Local Purchase Order1 S51827 03.02.2016	03.02.2016	New	25,940.56 MYR	4800105740

- Click **Process** to create POR.
 - Item status will change from **New** to **In Process**.

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
1.	New	1000000373		SLIMS - Router 3	11 each	116.60 MYR	0 each	10.02.2016	
2.	New	1000000370		ONU FIBERHOME	20 each	1,060.00 MYR	0 each	10.02.2016	

- Click **Confirm All Items** to confirm all items in PO
 - Item status will change from **In Process** to **Confirmed**

SLIMS USER GUIDE



Supplier Self-Service | RFX and Auctions | Online Payment | Offline Reports

Supplier Self-Service | Additional Company Data | Payment Online | Tax Invoice Report

Supplier Self-Service | History | Back | Forward

- Read Messages
- Messages
 - Read Messages
- Administration
 - Find User
 - Own Data
 - Company Data
 - Administration
 - Own Data

Basic Data

Document Number: 600005906
 Document Name: Sample SLIMS PO
 Document Date: 10.02.2016
 Purchase Order No.: 4800105749
 Requested Follow-On Documents: Purchase Order Response, Confirmation, 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	1000000373		SLIMS - Router 3	11 each	116.60 MYR	11 each	10.02.2016	10.02.2016
2	In Process	1000000370		ONU FIBERHOME	20 each	1,060.00 MYR	20 each	10.02.2016	10.02.2016

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[Confirm All Items](#) [Reject All Items](#) [Deselect All Items](#)

- Click [Send](#)

Supplier Self-Service | RFX and Auctions | Online Payment | Offline Reports

Supplier Self-Service | Additional Company Data | Payment Online | Tax Invoice Report

Supplier Self-Service | History | Back | Forward

- Find
- Purchase Orders
 - All
 - New
 - Changed
 - In Process
 - Confirmed
 - Partly Confirmed
 - Rejected
 - Canceled by Customer
- Messages
 - Read Messages
- Administration
 - Find User
 - Own Data
 - Company Data
 - Administration
 - Own Data

Process Purchase Order

[Send](#) [Hold](#) [Cancel](#) [Update Prices](#) [Download](#)

Basic Data

Document Number: 600005906
 Document Name: Sample SLIMS PO
 Document Date: 10.02.2016
 Purchase Order No.: 4800105749
 Requested Follow-On Documents: Purchase Order Response, Confirmation, 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	Confirmed	1000000373		SLIMS - Router 3	11 each	116.60 MYR	11 each	10.02.2016	10.02.2016
2	Confirmed	1000000370		ONU FIBERHOME	20 each	1,060.00 MYR	20 each	10.02.2016	10.02.2016

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2.2 CREATE SUS CONFIRMATION

- Click **Create Confirmation** to create SUS Confirmation

Supplier Self-Service | RFX and Auctions | Online Payment | Offline Reports
 Supplier Self-Service | Additional Company Data | Payment Online | Tax Invoice Report

Supplier Self-Service | History | Back | Forward

Display Purchase Order

Create Confirmation | Display History | Display Document Flow | Print | Download

Basic Data

Document Number: 600005906
 Document Name: Sample SLIMS PO
 Document Date: 10.02.2016
 Purchase Order No.: 4800105749
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Invoice
 Status: Confirmed

Item Overview

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
1	Confirmed	1000000373		SLIMS - Router 3	11 each	116.60 MYR	11 each	10.02.2016	10.02.2016
2	Confirmed	1000000370		ONU FIBERHOME	20 each	1,060.00 MYR	20 each	10.02.2016	10.02.2016

Page 1 of 1

2.3 DOWNLOAD / UPLOAD SERIAL NUMBER

2.3.1 Download Serial Number

- Click **Download Serial.No Template**

Supplier Self-Service | RFX and Auctions | Online Payment | Offline Reports
 Supplier Self-Service | Additional Company Data | Payment Online | Tax Invoice Report

Supplier Self-Service | History | Back | Forward

Start Page > List of Purchase Orders > Display Purchase Order > Process Confirmation

Process Confirmation

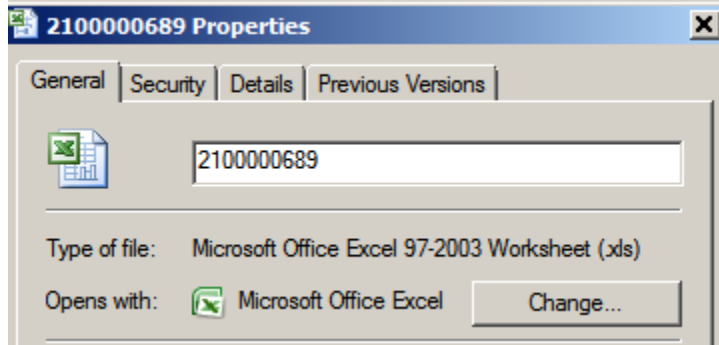
Confirm | Hold | Cancel | Update Prices | Print | Download

Basic Data

Confirmation: 2100000689
 Document Name:
 Document Date: 10.02.2016
 Purchase Order No.: 4800105749
 Status: Created
 Delivery Order Number:
Download Serial.No Template | Upload Serial.No Template

Item Overview

Number	Product Type	Description	Quantity	Unit of Measure	Ordered	Open	Net Value
10	Material	SLIMS - Router 3	11	each	11 each	11 each	110.00 MYR
20	Material	ONU FIBERHOME	20	each	20 each	20 each	1,000.00 MYR

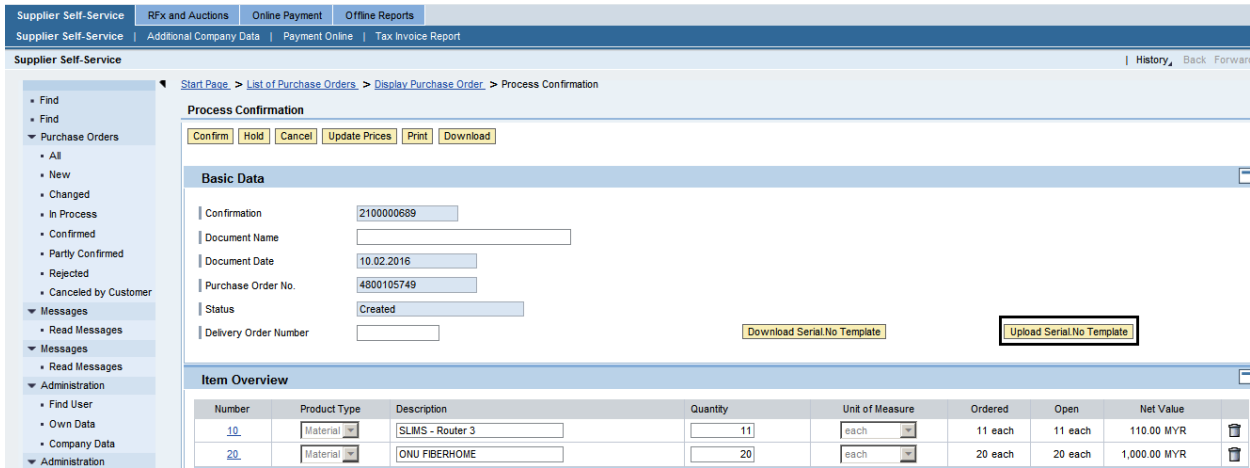


- Update list in excel with serial numbers and save the file.

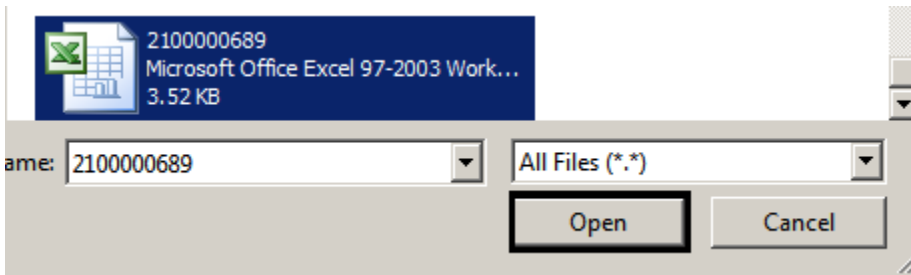
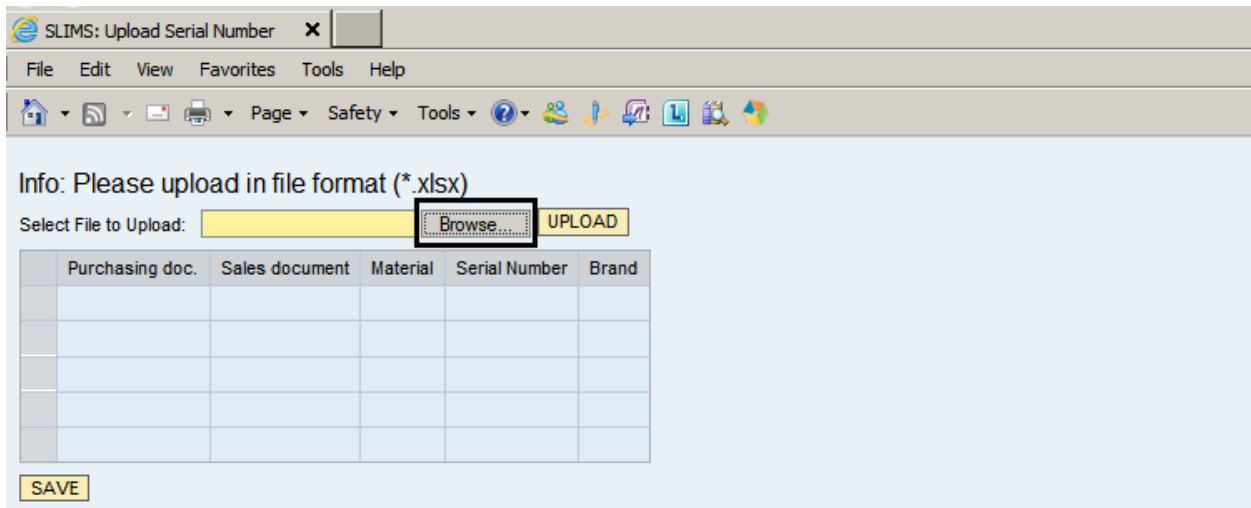
1	P0.No	Document No	Vendor N	Material	Serial No	Brand
2	4.8E+09	210000689	1100352	1E+09	A12345	Brand A
3	4.8E+09	210000689	1100352	1E+09	A12346	Brand A
4	4.8E+09	210000689	1100352	1E+09	A12347	Brand A
5	4.8E+09	210000689	1100352	1E+09	A12348	Brand A
6	4.8E+09	210000689	1100352	1E+09	A12349	Brand A
7	4.8E+09	210000689	1100352	1E+09	A12350	Brand A
8	4.8E+09	210000689	1100352	1E+09	A12351	Brand A
9	4.8E+09	210000689	1100352	1E+09	A12352	Brand A
10	4.8E+09	210000689	1100352	1E+09	A12353	Brand A
11	4.8E+09	210000689	1100352	1E+09	A12354	Brand A
12	4.8E+09	210000689	1100352	1E+09	A12355	Brand A
13	4.8E+09	210000689	1100352	1E+09	A12356	Brand A
14	4.8E+09	210000689	1100352	1E+09	A12357	Brand A
15	4.8E+09	210000689	1100352	1E+09	A12358	Brand A
16	4.8E+09	210000689	1100352	1E+09	A12359	Brand A
17	4.8E+09	210000689	1100352	1E+09	A12360	Brand A
18	4.8E+09	210000689	1100352	1E+09	A12361	Brand A

2.3.2 Upload Serial Number

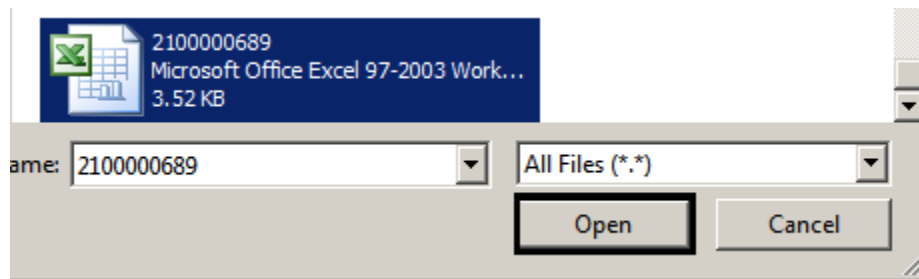
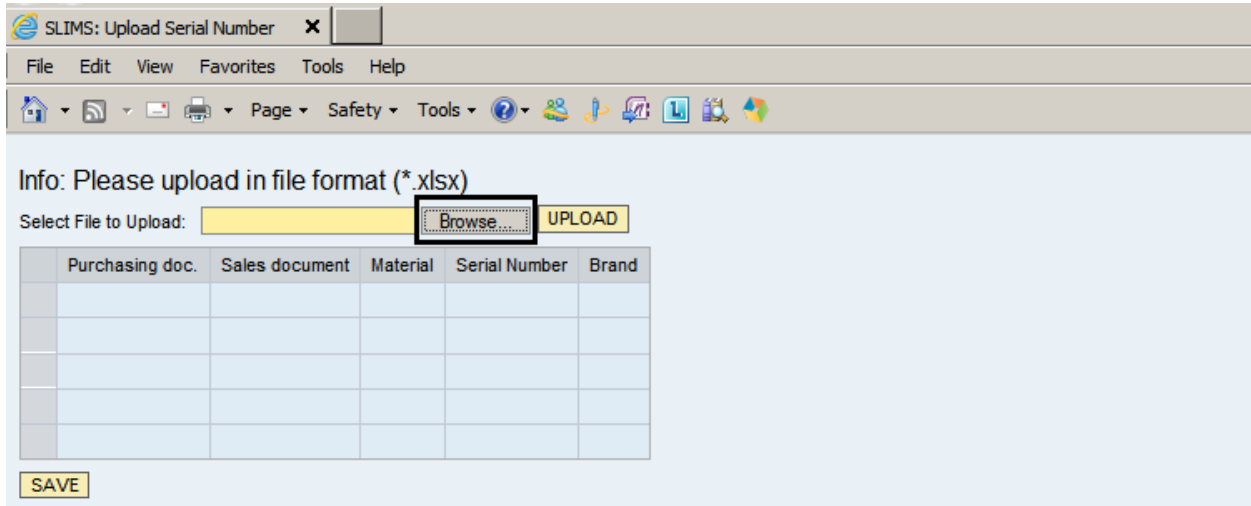
- Click **Upload Serial.No Template**



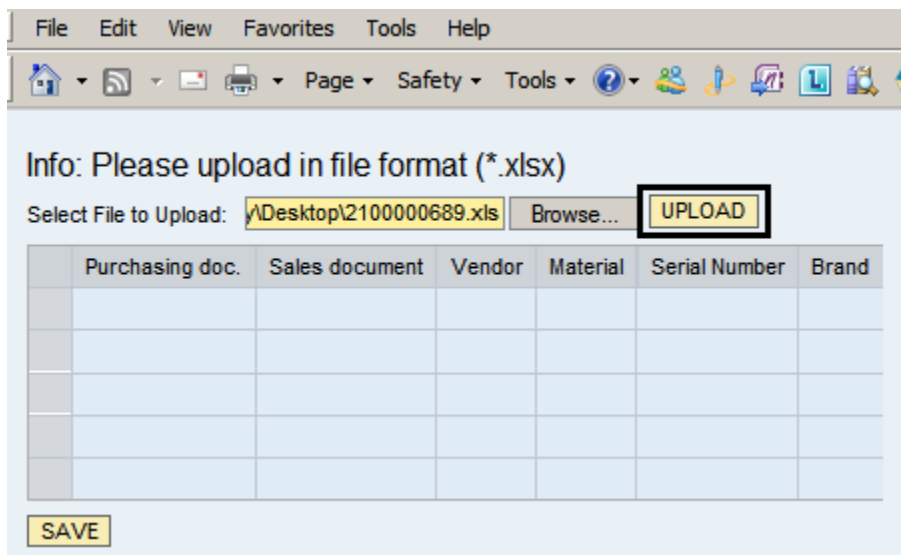
- Click **Browse...** and upload serial number file



- Click **Browse...** and upload serial number file



- Click **UPLOAD**
 - Notification will prompt that items are ready to be uploaded.



File Edit View Favorites Tools Help

31 line items ready to upload

Info: Please upload in file format (*.xlsx)

Select File to Upload: Browse... **UPLOAD**

Purchasing doc.	Sales document	Vendor	Material	Serial Number	Brand
4800105749	2100000689	1100352	1000000373	A12345	Brand A
4800105749	2100000689	1100352	1000000373	A12346	Brand A
4800105749	2100000689	1100352	1000000373	A12347	Brand A
4800105749	2100000689	1100352	1000000373	A12348	Brand A
4800105749	2100000689	1100352	1000000373	A12349	Brand A

SAVE

- Click **SAVE**
 - Notification will prompt that items have been parked

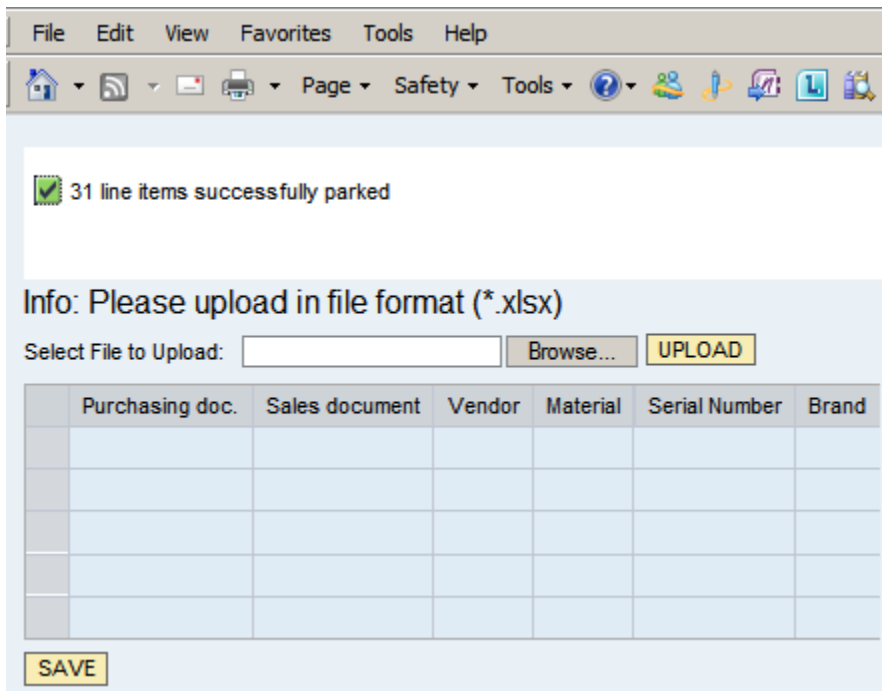
File Edit View Favorites Tools Help

Info: Please upload in file format (*.xlsx)

Select File to Upload: Browse... **UPLOAD**

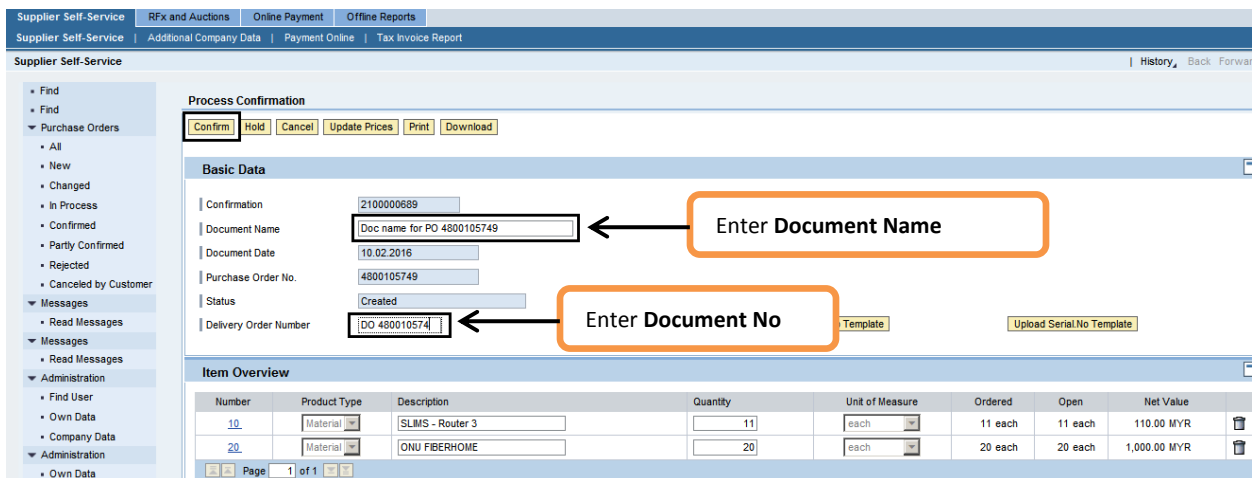
Purchasing doc.	Sales document	Vendor	Material	Serial Number	Brand

SAVE



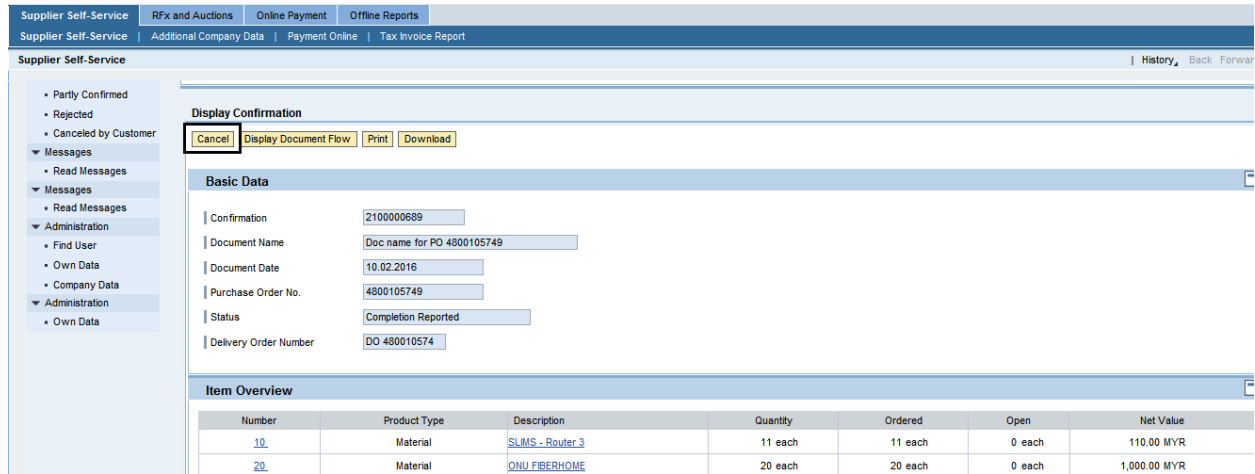
2.4 CREATE DELIVERY ORDER DOCUMENT

- Enter **Document Name** and **Delivery Order No.**
- Click **Confirm**



2.5 CANCEL SUS CONFIRMATION

- Click **Cancel** to cancel the created SUS Confirmation.



The screenshot shows the 'Supplier Self-Service' interface. The top navigation bar includes 'Supplier Self-Service', 'RFX and Auctions', 'Online Payment', and 'Offline Reports'. Below this, there are links for 'Additional Company Data', 'Payment Online', and 'Tax Invoice Report'. The main content area is titled 'Supplier Self-Service' and contains a 'Display Confirmation' section. In this section, the 'Cancel' button is highlighted with a yellow box. Other buttons include 'Display Document Flow', 'Print', and 'Download'. Below the buttons is a 'Basic Data' section with the following information:

Confirmation	210000689
Document Name	Doc name for PO 4800105749
Document Date	10.02.2016
Purchase Order No.	4800105749
Status	Completion Reported
Delivery Order Number	DO 480010574

Below the 'Basic Data' section is an 'Item Overview' table:

Number	Product Type	Description	Quantity	Ordered	Open	Net Value
10	Material	SLMS - Router 3	11 each	11 each	0 each	110.00 MYR
20	Material	ONU FIBERHOME	20 each	20 each	0 each	1,000.00 MYR