




UPLOAD STATEMENT OF ACCOUNT

TABLE OF CONTENT

| | | |
|-----|---|----|
| 1 | READ THIS FIRST | 1 |
| 2 | DOWNLOAD/UPLOAD STATEMENT OF ACCOUNT | 1 |
| 2.1 | VENDOR SELECTION TO SUBMIT STATEMENT OF ACCOUNT | 2 |
| 2.2 | DOWNLOAD STATEMENT OF ACCOUNT TEMPLATE | 3 |
| 2.3 | FILLING IN STATEMENT OF ACCOUNT TEMPLATE | 5 |
| 2.4 | UPLOAD STATEMENT OF ACCOUNT TEMPLATE | 7 |
| 2.5 | UPLOAD STATEMENT OF ACCOUNT STATUS..... | 10 |

1 READ THIS FIRST

- 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 DOWNLOAD/UPLOAD STATEMENT OF ACCOUNT

In this module, vendor is able to:

- Download Statement of Account by Company Code
- Upload Statement of Account by Company Code
- View document upload status

USER CLICKS ON

- Selected vendors will receive email from FINSSO that required them to submit statement of account as per fiscal period mentioned.

Subject: REQUEST STATEMENT OF ACCOUNT AS AT 20181130 -(Telekom Malaysia Berhad)

Dear Vendor / To Whom It May Concern,

On behalf of Telekom Malaysia Berhad, we would like to seek your kind assistance and cooperation to provide us your company Statement of Account (SOA) as at 30 November 2018.

The SOA is required for the purpose of reconciling Telekom Malaysia Berhad AP balances against Creditors balances as per audit requirement. It must only consist of outstanding invoices/credit notes/debit notes that relate to Telekom Malaysia Berhad and contain the following information:

- Invoice Number
- Invoice Amount
- Invoice Date
- Purchase Order Number (if related with purchasing through TM Group Procurement)

and the SOA shall reach us latest by 31 December 2018.

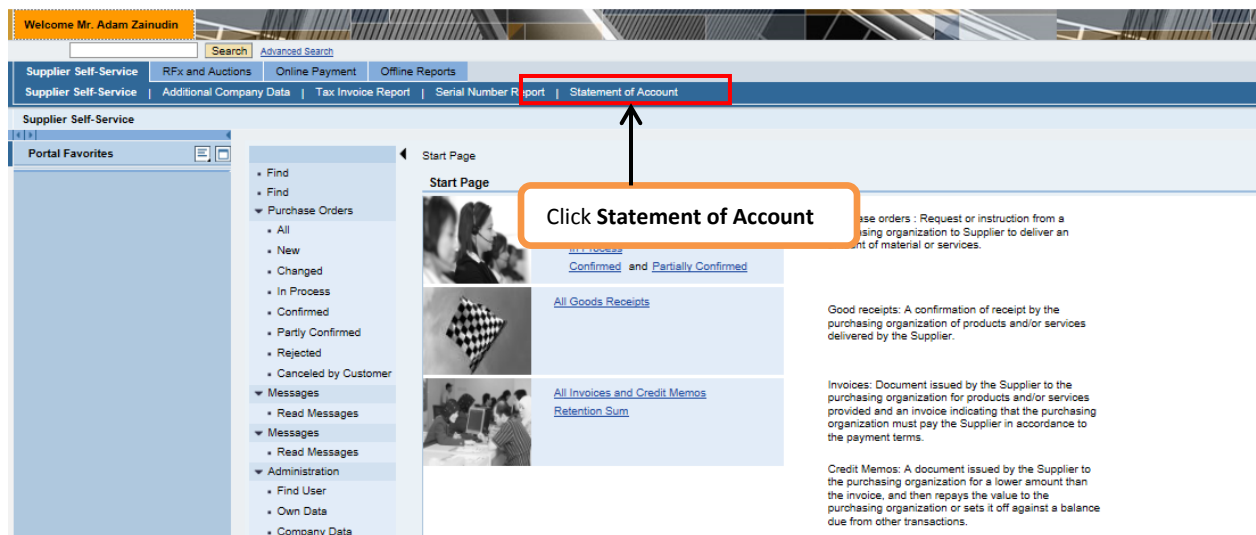
Kindly choose the following mode of submission by vendor categories;

- For SUS vendor, to upload the SOA into SUS Portal by log in to <http://gms-erm.tm.com.my/sj/portal>
- For Non-SUS vendor, to send the SOA as per attached template to the email address below for our next action.

| Telekom Malaysia Berhad PERSON IN CHARGE | | |
|--|----------------|--|
| Name | Contact Number | Email Address |
| Izyani Mashim | 03-22408033 | IZYANI123@TM.COM.MY |

SAMPLE

- Upon receiving the email, user need to log-on to SUS portal and click on **Statement of Account** tab



Welcome Mr. Adam Zainudin

Search Advanced Search

Supplier Self-Service RFX and Auctions Online Payment Offline Reports

Supplier Self-Service Additional Company Data Tax Invoice Report Serial Number Report **Statement of Account**

Supplier Self-Service

Portal Favorites

Start Page

Start Page

Click Statement of Account

Use orders : Request or instruction from a purchasing organization to Supplier to deliver an amount of material or services.

[All Invoices](#) [Confirmed and Partially Confirmed](#)

[All Goods Receipts](#)

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







[All Invoices and Credit Memos](#) [Retention Sum](#)

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.

2.1 VENDOR SELECTION TO SUBMIT STATEMENT OF ACCOUNT

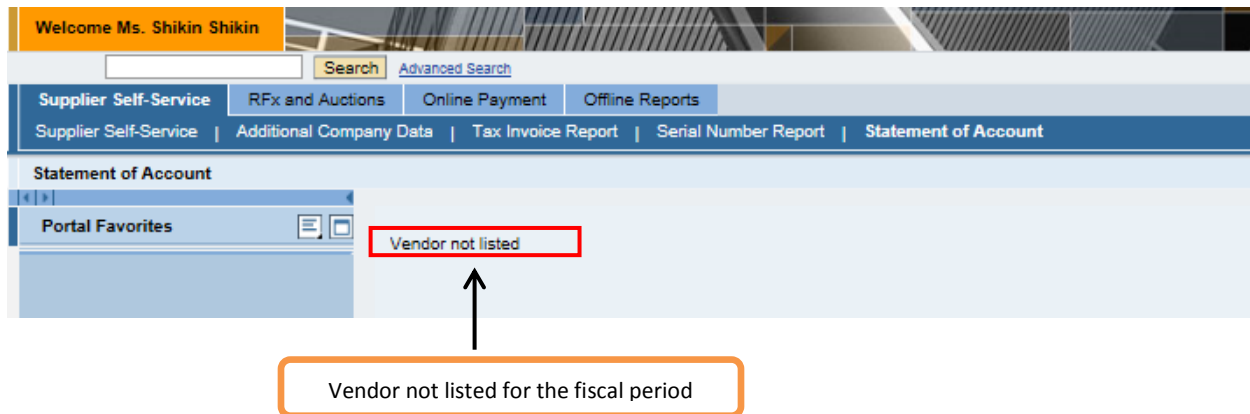
- If vendor receives an email that they need to submit Statement of Account for the fiscal period, they are able to view the screen below:

| Company Code | Fiscal Year | Period | Download Sample file | SOA Upload Status | Upload file |
|--------------|-------------|--------|--|-------------------|--|
| 1000 | 2018 | 02 |  Download | Pending Upload |  Upload |
| 1000 | 2018 | 03 |  Download | Pending Reupload |  Upload |
| 1000 | 2018 | 04 |  Download | Pending Upload |  Upload |
| | | | | | |

Note :

1. Please upload .XLSX format only
2. Document Type indicator in .XLSX :
I = Invoice and C = Credit Memo

- Otherwise, vendors will get the screen with a message below:



Welcome Ms. Shikin Shikin

Search Advanced Search

Supplier Self-Service RFX and Auctions Online Payment Offline Reports

Supplier Self-Service | Additional Company Data | Tax Invoice Report | Serial Number Report | Statement of Account

Statement of Account


Portal Favorites

Vendor not listed

Vendor not listed for the fiscal period

2.2 DOWNLOAD STATEMENT OF ACCOUNT TEMPLATE

Follow the following steps:

- Click on  Download button → Selection is by Company Code
- A confirmation pop-up will display. Select **Open** or **Save**

Welcome Ms. Kaw Siu Mui

Search [Advanced Search](#)

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

Supplier Self-Service | Additional Company Data | Tax Invoice Report | Serial Number Report | **Statement of Account**

Statement of Account

Portal Favorites

| Company Code | Fiscal Year | Period | Download Sample file | SOA Upload Status | Upload file |
|--------------|-------------|--------|--------------------------|-------------------|------------------------|
| 1000 | 2018 | 02 | Download | Pending Upload | Upload |
| 1000 | 2018 | 03 | Download | Pending Reupload | Upload |
| 1000 | 2018 | 04 | Download | Pending Upload | Upload |

Click Download

Browse...

Note :
1. Please upload .XLSX format only
2. Document Type indicator in .XLSX :
I = Invoice and C = Credit Memo

Do you want to open or save **Standard SOA.xlsx** from **gemssud.tm.com.my**? Open Save Cancel x

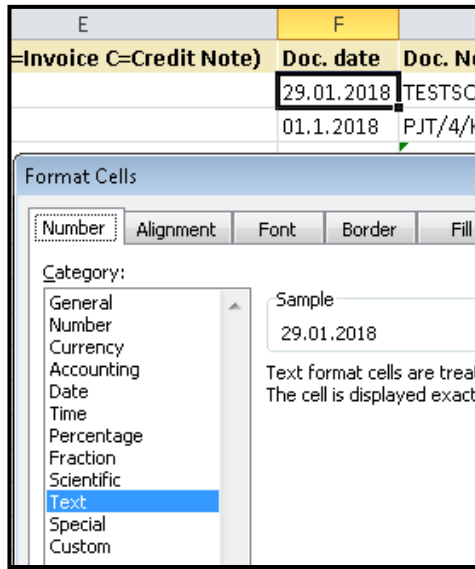
2.3 FILLING IN STATEMENT OF ACCOUNT TEMPLATE

When the template is successfully downloaded and opened. Fill in the template and save as **.xlsx** format.

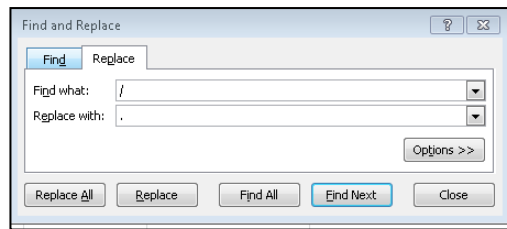
| A | B | C | D | E | F | G | H | I | J |
|-------|-------------|---------|--------|-----------------------------------|-----------|----------|----------------------|---------------------------|------------------------|
| Month | Fiscal Year | Co Code | Vendor | Doc. Type(=Invoice C=Credit Note) | Doc. date | Doc. No. | Purchase Order No/AP | Document/Invoice Currency | Total Amount after Tax |
| | | | | | | | | | |
| | | | | | | | | | |

| Item | Mandatory (M)/Optional (O) | Description | Remark |
|--------------------|----------------------------|--|---|
| <i>Month</i> | M | SOA month as stated in email | 1 st row defaulted by system. Next row requires user to drag or copy the information from first row. |
| <i>Fiscal year</i> | M | SOA year as stated in email | |
| <i>CoCode</i> | M | Company Code (refer to Appendix 1) | |
| <i>Vendor</i> | M | Vendor Number | |
| <i>Doc. Type</i> | M | If document is <ul style="list-style-type: none"> - Invoice, state I - Credit memo, state C Other than mentioned above will produce error to the file. | Require input by vendor |
| <i>Doc. Date</i> | M | Enter document date Note: Date format must be dd.mm.yyyy [Right hand click at Column Amount, select Format Cells, select Text] e.g 09.04.2018 | |

| | |
|-----------------|---------|
| Filter | 10.00 |
| Sgrr | 4400.00 |
| Insert Comment | 250.00 |
| Format Cells... | 2915.00 |
| | 20.00 |



User will also be able to do mass change by using CTRL+F and choose replace



| | | |
|----------------------------------|---|--|
| <i>Doc. No</i> | M | Enter invoice/credit memo number Note: Document number must not exceed 16characters e.g INV0123456789ABC |
| <i>Purchase order No</i> | O | Enter PO number |
| <i>Document/Invoice Currency</i> | M | Enter Invoice/ Credit Memo currency |
| <i>Total Amount after tax</i> | M | Enter Invoice/Credit Memo Amount Note: i) Ensure that the column is in text format [Right hand click at Column Amount, select Format Cells, select Text] |

ii) Maintain value up to **2 decimal** points only

iii) User do not have to put in '- or '()' sign if the value is negative.

Sample template before upload:

| Month | Fiscal Year | Co Code | Vendor | Doc. Type(I=Invoice C=Credit Note) | Doc. date | Doc. No. | Purchase Order No/AP | Document/Invoice Currency | Total Amount after Tax |
|-------|-------------|---------|------------|------------------------------------|------------|-------------|----------------------|---------------------------|------------------------|
| 09 | 2018 | 1000 | 0001100352 | I | 24.07.2013 | 92077399(B) | | MYR | 37.80 |
| 09 | 2018 | 1000 | 0001100352 | I | 10.03.2014 | 92153289(B) | | MYR | 255.34 |
| 09 | 2018 | 1000 | 0001100352 | I | 02.05.2014 | 92171697(B) | | MYR | 187.14 |
| 09 | 2018 | 1000 | 0001100352 | I | 24.07.2013 | 92077399(B) | | MYR | 218.89 |
| 09 | 2018 | 1000 | 0001100352 | I | 20.09.2016 | 92423841(B) | | MYR | 1145.11 |
| 09 | 2018 | 1000 | 0001100352 | I | 31.10.2016 | 92434580(B) | | MYR | 1145.11 |

2.4 UPLOAD STATEMENT OF ACCOUNT TEMPLATE

Follow the following steps:

- Click on and select file to upload. File must be in **.xlsx** format.
- Click on button → Upload by Company Code

| Company Code | Fiscal Year | Period | Download Sample file | SOA Upload Status | Upload file |
|--------------|-------------|--------|----------------------|-------------------|-------------|
| 1000 | 2018 | 02 | Download | Pending Upload | Upload |
| 1000 | 2018 | 03 | Download | Pending Reupload | Upload |
| 1000 | 2018 | 04 | Download | Pending Upload | Upload |

Note :

1. Please upload .XLSX format only
2. Document Type indicator in .XLSX :
I = Invoice and C = Credit Memo

2.4.1 Error submission

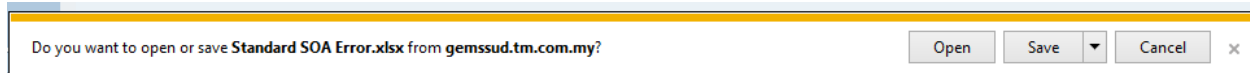
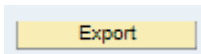
If there are errors (by line item), vendor are unable to submit Statement of Account

| Fiscal Year | Company Code | Vendor | Vendor document type | Vendor document date | Vendor document number | Purchasing doc. | Currency | Amount | Error Message | Error Indicator | Export |
|-------------|--------------|---------|----------------------|----------------------|------------------------|-----------------|----------|---------|-----------------------|-----------------|--------|
| 2018 | 1000 | 1100417 | I | 28.09.2018 | 48001075501 | | MYR | 3.00 | Invalid vendor number | X | |
| 2018 | 1000 | 1100417 | I | 21.08.2018 | 3422 | | MYR | 5000.00 | Invalid vendor number | X | |
| 2018 | 1000 | 1100417 | I | 21.08.2018 | 32343 | | MYR | 250.00 | Invalid vendor number | X | |
| 2018 | 1000 | 1100417 | I | 21.08.2018 | 323131 | | MYR | 250.00 | Invalid vendor number | X | |
| 2018 | 1000 | 1100417 | I | 21.08.2018 | 3123 | | MYR | 265.00 | Invalid vendor number | X | |

Possible error message:

| Item | Error Message |
|---------------------------|--|
| Month | Month data inconsistent with fiscal month |
| Fiscal year | Fiscal year data inconsistent with current fiscal year |
| CoCode | Invalid Company Code |
| Vendor | Invalid Vendor Number |
| Doc. Type | Wrong document type |
| Doc. Date | Wrong date format |
| Purchase order No | Purchase Order Number Invalid |
| Document/Invoice Currency | Currency not same as purchase order currency |

User will be able to download or save file that contains error by clicking



Rectification has to be done for each line item that contains error. User able to re-upload file by:

1. Copy + paste the rectified information in the same error Excel file. User need to remove column K (Column with error message), save file and re-upload




| |
|------------------------------|
| K |
| Message |
| Invalid vendor number |
| Invalid vendor number |
| Invalid vendor number |

[OR]

- Copy+paste rectified information in the original SOA file and re-upload.


2.4.2 Success submission

If there are no errors, submit button will be activated. Click on  button to submit your file.

| Currency | InvoiceTotal | Credit Memo Total |
|----------|--------------|-------------------|
| MYR | 52,968.55 | 0.00 |

| Period | Fiscal Year | Company Code | Vendor | Vendor document type | Date | Vendor document num. | Purchasing doc. | Currency | Amount | Error Message | Error Indicator |
|--------|-------------|--------------|---------|----------------------|------------|----------------------|-----------------|----------|----------|---------------|-----------------|
| 03 | 2018 | 1000 | 1100121 | I | 16.07.2012 | AY10011300 | | MYR | 536.75 | | |
| 03 | 2018 | 1000 | 1100121 | I | 18.01.2018 | TESTIPAQ1 | | MYR | 530.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 08.09.2016 | 40 | | MYR | 424.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 01.01.2018 | 7103 | | MYR | 3180.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 15.09.2016 | 4800106216X2 | | MYR | 1060.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 15.09.2016 | 4800106225X2 | | MYR | 1060.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 15.09.2016 | 4800106219X2 | | MYR | 1060.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 16.05.2014 | QQQ | | MYR | 4400.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 24.06.2010 | 4900000090-1 | | MYR | 100.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 02.05.2014 | 59756 | | MYR | 4400.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 23.05.2014 | WWWWW | | MYR | 17600.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 01.05.2014 | 454545 | | MYR | 2400.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 01.05.2014 | 565656 | | MYR | 1100.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 29.09.2009 | GARY1 | | MYR | 3000.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 29.09.2009 | INVO001 | | MYR | 176.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 29.09.2009 | INVO001 | | MYR | 200.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 29.09.2009 | INVO002 | | MYR | 374.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 30.01.2018 | 4800106835-RSRS | 4800106835 | MYR | 100.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 30.01.2018 | WAWA2 | | MYR | 60.00 | | |
| 03 | 2018 | 1000 | 1100121 | I | 30.01.2018 | 4800106836-1 | 4800106836 | MYR | 477.00 | | |







Notification will be displayed when the file is submitted successfully



✔ Data saved successfully

| Company Code | Fiscal Year | Period | Download Sample file | SOA Upload Status | Upload file |
|--------------|-------------|--------|----------------------|-------------------|-------------|
| 1000 | 2018 | 02 | Download | Pending Upload | Upload |
| 1000 | 2018 | 03 | Download | Pending Reupload | Upload |
| 1000 | 2018 | 05 | Download | Pending Upload | Upload |
| 1000 | 2018 | 09 | Download | Pending Reupload | Upload |
| 1000 | 2018 | 11 | Download | Uploaded | Upload |

Browse...

Note :

- Please upload .XLSX format only
- Document Type indicator in .XLSX :
I = Invoice and C = Credit Memo

| Currency | InvoiceTotal | Credit Memo Total |
|----------|--------------|-------------------|
| MYR | 1,236.76 | 468.00 |
| RM | 924.81 | 299.25- |

| Period | Fiscal Year | Company Code | Vendor | Vendor document type | Vendor document date | Vendor document number | Purchasing doc. | Currency | Amount | Error Message | Error Indicator |
|--------|-------------|--------------|---------|----------------------|----------------------|------------------------|-----------------|----------|--------|---------------|-----------------|
| 11 | 2018 | 1000 | 1100352 | I | 22.09.2018 | IHMOT1612260003 | | MYR | 43.46 | | |
| 11 | 2018 | 1000 | 1100352 | I | 08.09.2018 | TESTING | | MYR | 4.40 | | |
| 11 | 2018 | 1000 | 1100352 | I | 27.08.2018 | 4800107121 | | MYR | 12.72 | | |
| 11 | 2018 | 1000 | 1100352 | I | 27.08.2018 | 4800107121_A | | MYR | 12.00 | | |
| 11 | 2018 | 1000 | 1100352 | I | 27.08.2018 | 4800106813 | | MYR | 4.18 | | |
| 11 | 2018 | 1000 | 1100352 | I | 21.08.2018 | 4800106773A | | MYR | 550.00 | | |

2.5 UPLOAD STATEMENT OF ACCOUNT STATUS

| Company Code | Fiscal Year | Period | Download Sample file | SOA Upload Status | Upload file |
|--------------|-------------|--------|----------------------|-------------------|-------------|
| 1000 | 2018 | 02 | Download | Pending Upload | Upload |
| 1000 | 2018 | 03 | Download | Pending Reupload | Upload |
| 1000 | 2018 | 04 | Download | Pending Upload | Upload |

Browse...

Note :

- Please upload .XLSX format only
- Document Type indicator in .XLSX :
I = Invoice and C = Credit Memo

SOA Upload Status

Vendor will be able to view the status of Statement of Account template that they have submitted

| SOA Upload Status | Description |
|-------------------|-------------|
|-------------------|-------------|

| | |
|--|--|
| Pending Upload [P] | Pending file upload from vendor |
| Pending Re-upload [R] | Pending file re-upload from vendor (post-revoke activity by FINSSO) |
| Uploaded [U] | File successfully upload |
| System Matching in Progress [I] | File is in matching process [matching between vendor SOA and system] |
| System Matched [M] | File complete matching process |
| Completed [C] | File is accepted. |

Appendix 1

| Company Code | Company Name |
|--------------|-------------------------|
| 1000 | Telekom Malaysia Berhad |
| 1010 | GITN Sdn. Berhad |
| 1020 | Menara KL Sdn. Bhd. |
| 1030 | TM Applied Business SB |
| 1040 | TM Info-Media Sdn Bhd |
| 1050 | TM R&D SDN. BHD. |
| 1060 | TSS Sdn. Bhd. |
| 1070 | TM Facilities Sdn Bhd |
| 1071 | TMF Autolease Sdn Bhd |
| 1072 | TMF Services Sdn Bhd |
| 1100 | Fiberail Sdn. Bhd. |
| 1141 | webe digital sdn bhd |
| 1142 | Millercom Sdn Bhd |
| 1143 | Packet One (L) Ltd |
| 1144 | P1.Com Sdn Bhd |
| 1145 | RuumzNation Sdn Bhd |

| | |
|------|---------------------------|
| 1240 | Telekom Malaysia (HK) Ltd |
| 1250 | Telekom Malaysia(S) P Ltd |
| 1260 | Telekom Malaysia (UK) Ltd |
| 1270 | Telekom Malaysia (US) Inc |
| 1420 | Telekom Malaysia (AU) Pty |
| 1440 | Telekom Malaysia DMCC |
| 3001 | VADS Berhad |
| 3002 | VADS e-Services Sdn Bhd |
| 3003 | VADS Professional Svs |
| 3004 | VADS Solution |
| 3005 | VADS Business Process |
| 3006 | Meganet Communication |
| 3007 | PT. VADS Indonesia |
| 3008 | VADS Digital Sdn Bhd |
| 3201 | Universiti Telekom SdnBhd |
| Y001 | Yayasan TM |