UPLOAD STATEMENT OF ACCOUNT

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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 OK
- For fields with multiple selections allowed;
  - you can click on to select multiple value

2 SUBMISSION STATEMENT OF ACCOUNT FOR NON-SUS VENDOR

In this module, supplier is able to:

- Submit Statement of Account to FINSSO

2.1 SUBMISSION OF STATEMENT OF ACCOUNT

Upon receiving email from FINSSO:

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:

i. Invoice Number
ii. Invoice Amount
iii. Invoice Date
iv. Purchase Order Number (if related with purchasing through TM Group Pro[illegible]

SAMPLE

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

Kindly choose the following mode of submission by vendor categories;
i. For SUS vendor, to upload the SOA into SUS Portal by log in to https://gems-srm.tm.com.my/irj/portal
ii. 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 Mashrin	03-22408033	IZYANI123@TM.COM.MY

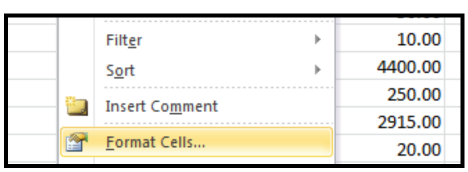
- Select Template attached in the email

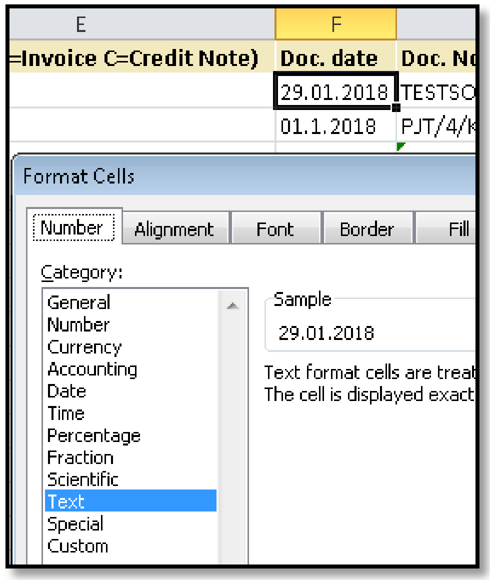
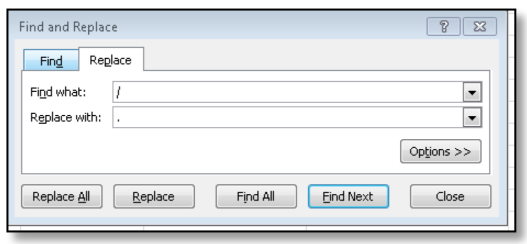
2.2 FILLING IN STATEMENT OF ACCOUNT TEMPLATE

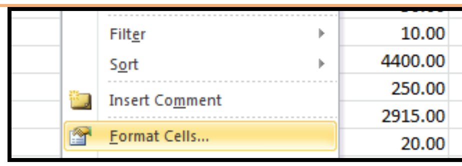
When the template is successfully downloaded and opened:

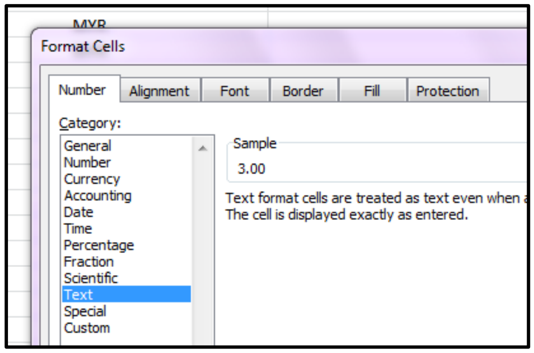
1. Fill in the template and save as **.xlsx** format.
2. Submit the file to person in charge as per email.

A	B	C	D	E	F	G	H	I	J
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

Item	Mandatory (M)/Optional (O)	Description	Remark
Month	M	SOA month as stated in email	1st row defaulted by system. Next row requires user to drag or copy the information from first row.
Fiscal year	M	SOA year as stated in email	
CoCode	M	Company Code (***refer to Appendix 1***)	
Vendor	M	Vendor Number	
Doc. Type	M	If document is – Invoice, state **I** – Credit memo, state **C** Other than mentioned above will produce error to the file.	Require input by vendor
Doc. Date	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*** 	

		 User will also be able to do mass change by using CTRL+F and choose replace 	
Doc. No	M	Enter invoice/credit memo number Note: Document number must not exceed 16characters e.g ***INV0123456789ABC***	
Purchase order No	O	Enter PO number	
Document/Invoice Currency	M	Enter Invoice/ Credit Memo currency	
Total Amount after tax	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	[illegible]		MYR	255.34
09	2018	1000	0001100352	I	02.05.2014	[illegible]		MYR	187.14
09	2018	1000	0001100352	I	24.06.2014	92189060(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

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