

PROCESS ON-A-PAGE: TM SUPPLIER SELF-SERVICE (SUS) PORTAL

STEP 1

Login to SUS Portal at <https://gems-srm.tm.com.my/irj/portal>



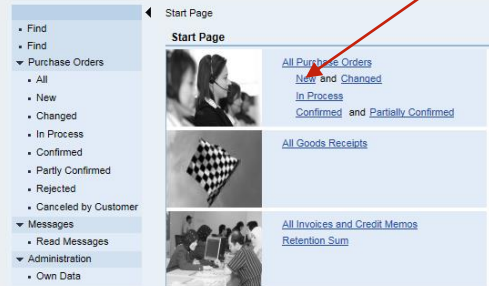
STEP 2

Key-in your user ID and password



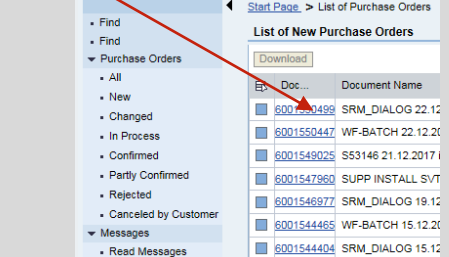
STEP 3

To fetch your Purchase Order, click New



STEP 4

Then, select Document Number and click on it



STEP 5

In Display Purchase Order screen:

Click **Print** to get PDF copy / print the Purchase Order copy

Click **Process** to do Purchase Order Response. Supplier may Accept or Reject the order based on their capacity to deliver the materials / service to TM.

The status will change to **In Process**. After clicking **Confirm All Items** and typing optional **Message to Purchaser**, click **Save Text** and **Send**. The status will change to **Confirmed**.

Click user guide here for detailed steps


Click user guide here for detailed invoicing steps

STEP 6

To do invoice submission in SUS Portal










Click **Supplier Self-Service** and under **Start Page**, click **All Goods Receipts**

Under List of Purchase Order, clear all **Selection Criteria** and click **Apply**. Then, click on a PO Number with **Can be Invoiced** status. Ensure pop-up blocker is turn off.

New pop-up for PO screen will appear. Scroll the right and click quantity next to  icon.

In the **Change Invoice** screen, key-in **Document Name**, **Supplier Invoice No.** & **Supplier Invoice Date**.

Upload mandatory supporting documents that have been verified by TM executive. Click Save & Submit.

Activities	Doable in SUS Portal?	User Guide Link
Update Bank Info, GST, Categories	 Yes	Guide # 3
Print Registration Acknowledgment	 Yes	Guide # 3
Do Registration Renewal	 Yes	Guide # 7
Submit Quotation	 Yes	Guide # 6
Submit Invoice	 Yes	Guide # 2
Check Invoice / Payment status	 Yes	Guide # 5
Reset SUS Portal Password	 Yes	Click Get Support
Update Address & Emails	 No	Enquire Here
View Available Tender Notice	 No	View Notice Here

Do you have any more enquiry? Channel them here.



Supported browser: Internet Explorer version 10 or 11 with Compatibility mode enabled

