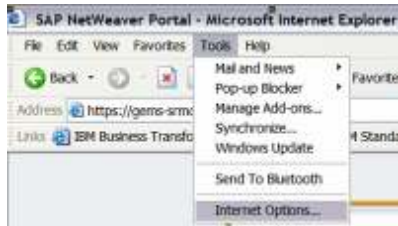


System Settings required

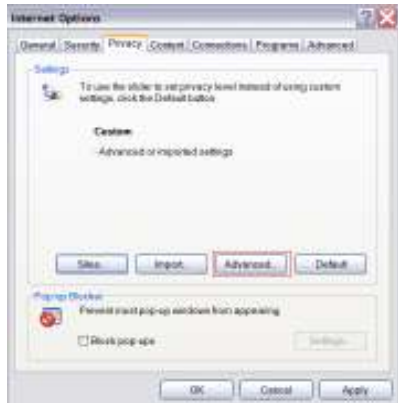
Enable Cookies & Allow Pop-Ups

1. Go to **Tools->Internet Options**.



2. Go to **Privacy** tab.

- a. Do not tick the **Block pop-ups** checkbox.
- b. Click on **Advanced** button.



3. Tick on checkbox **Override automatic cookie handling**. Click **OK** to continue.



4. Click **Apply** to activate the setting. Then click **OK** to close the Internet Options.

Important Notes

DO's:

- Scan all supporting documents for invoicing to be attached BEFORE YOU START the online process
- Arrange attachments and ensure size of each attachment is no bigger than 10MB
- Start and finish the online process in one sitting as the system has a time-out of 1 hour if left idle

DON'Ts:

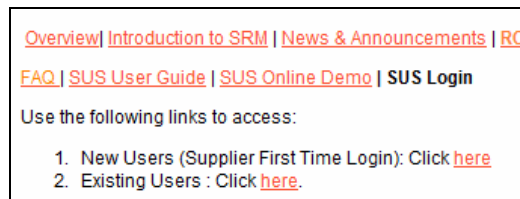
- Start the online process and then only realize you have not scanned the documents to be attached
- Abandon the online process mid-way and plan to continue later

Compatible Computer system requirements for SUS:

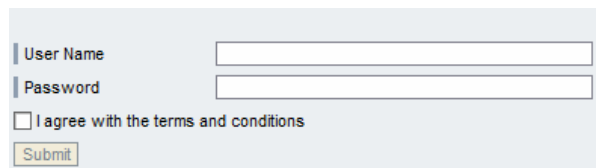
- i) Microsoft Windows between 2000 Professional to the latest Windows 7 with minimum 504MB of RAM
- ii) Web Browser Version:
 - Internet Explorer 6 and 7 (IE 7 recommended)
 - Mozilla Firefox 2.0 to 3.5

Login to SUS Portal:

1. To log in for the first time, please click on no.1 as shown below.



2. You will then get the page with SUS Terms and Conditions (T&C). After reading the T&C, complete the section as shown below:



3. For existing SUS users who have already performed the first time login, please go to no. 2.
4. For more illustrations, click on "SUS Online Demo"



Supplier Leaflet



Supplier Relationship Management (SRM)

E-Invoicing [Progressive Payment]

For non-progressive payment processes, please refer to the Table Top given.




To view the Online Demo, please visit :
[http://www.tm.com.my/supplier-relationship-management/SUS \(Supplier Self-Service\)/](http://www.tm.com.my/supplier-relationship-management/SUS (Supplier Self-Service)/)

SRM Helpdesk : (603) 77117700
SRM email : srm@tm.com.my

SRM Supplier Self Service: E-Invoicing [Progressive Payment]

- In the **Start Page** screen, click on **All Goods Receipts**.
- At the **List of Purchase Orders**, click on Document number under the column **Purchase Order No.** that shows **Can be Invoiced** or **Partial Invoice** in the status column.
- Click on the PO no. [e.g. **4900003498**] to access PO screen.

- Scroll to the right and click on quantity next to  symbol in the 'Outstanding Quantity' column. A pop-up window will display the Progressive Payment Milestone for Purchase Order as shown in the example below:

Progressive Payment Invoice Information				
Milestone:	001			
Rate Type:	FIXED			
Milestone %:	40.00			
Retention Sum %:	0.00			
Progressive Payment Status				
Milestone	Milestone %	Status	PP Status Descr	PP Doc Status Descr
001	40.00	○○○	Open	
002	50.00	●○○	Open	
003	10.00	●○○	Open	

Invoice Processing Close

- The green indicator above shows that the milestone progress can be invoiced. Click on **Invoice Processing** to proceed with invoice creation.
- On the **Change Invoice** screen, enter the document name: **Document Name: * Invoice 711117 Company ABC**. Then enter **Supplier Invoice Number: * 711117** and **Supplier Invoice Date: * 10.01.0011**.

- To include Payee information, ensure Factoring Box is checked i.e. **Factoring**. Select **Beneficiary Name: *** from the dropdown menu. A new window will be displayed **Payee**. Select the relevant beneficiary and click **OK**. Click on the dropdown for Account Number **Account Number: *** to select a payee account. A new window will be displayed: **Bank List**. Select relevant account and click **OK**.
- Supplier is required to attach a scanned copy of invoice as attachment, as well as other supporting documents. To attach supporting documents, click on **Browse...** under the **Attachments** Section. Select a file to be attached and click **Open** and then click **Upload**. Then selected file will be attached as shown in the example below. Supplier is required to enter Document File Name as shown in the example below:

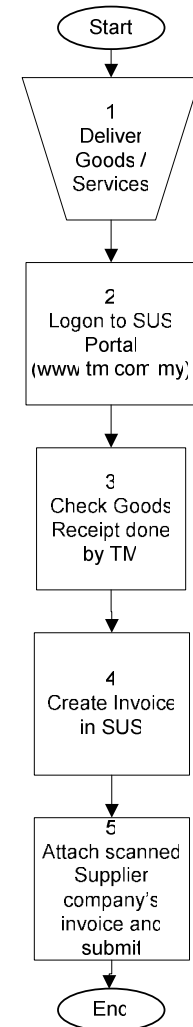
Document Title	File Name
COMP ABC D ORDER	Company ABC Delivery Order.pdf
COMP ABC COA	Company ABC COA.tif
Comp ABC Purchase Order	Company ABC PO 2591982.tif

Note: Attachments can be contract, supplier invoice, etc.

- To enter notes, type in under the **Notes** Section.
I have attached my Delivery Order, Certificate of Acceptance and Purchase Order for your reference. Should you need further clarification, kindly contact En. Abdullah bin Abd.Rahim at 03-87373441 or Ms. Lim Pei Hua at 03-87373445.
Thank you.
- When all the information has been entered, click **Save**. A message will be displayed at the top of screen informing that the Invoice has been created **New Invoice No 7000001860**. Supplier is required to tick the data privacy statement before submitting the invoice. I hereby acknowledge that the SUS invoice submitted herein is subject to the SRI.
- Click **Submit** and the message below will appear:
Your Invoice has been sent with the following information:
Invoice: 5200511933
Fiscal Year: 2011

In summary, the process flow is depicted here. Please ensure that all supporting documents have been scanned before you start creating the invoice.

- Invoices can only be created for POs,
- where Goods Receipt has been done, and
 - with status of "can be invoiced."
 - with status of "partial invoice"



For further enquiries:



Contact SRM Helpdesk or email:

SRM Helpdesk: (603) 77117700
SRM e-mail : srm@tm.com.my