

User Guide: Create SUS Confirmation for SLIMS material

Create PO Response (Pre-requisite)

Step 1: Login to SUS Portal

The screenshot shows the login interface for the TM GEMS SRM Supplier Self Service (SUS) portal. On the left is a graphic with the 'gems SRM' logo and various service benefits like 'EFFICIENT CEKAP', 'FAST PARTAS', 'SELF-SERVICE LAYAN BERSAMA', 'SIMPLE MUDAH', and 'BEBAS RIBU'. The main area contains the title 'TM GEMS SRM SUPPLIER SELF SERVICE (SUS)', a 'User ID' field, a 'Password' field, and a 'Log on' button. Below these are 'Get Support' and 'First Time Login' buttons. A red notice asks if the user is registered for GST and to update their registration number. A 'Have you forgotten your password?' link is also present. The footer includes '© 2008 SAP AG. All rights reserved.' and the TM logo.

Step 2: Find New PO

The screenshot displays the 'Start Page' of the Supplier Self-Service portal. The top navigation bar includes 'Supplier Self-Service', 'RFx and Auctions', 'Online Payment', and 'Offline Reports'. Below this is a secondary navigation bar with 'Supplier Self-Service', 'Additional Company Data', 'Payment Online', and 'Tax Invoice Report'. The main content area is titled 'Start Page' and features three sections: 'All Purchase Orders' with links for 'New and Changed', 'In Process', 'Confirmed', and 'Partially Confirmed'; 'All Goods Receipts'; and 'All Invoices and Credit Memos' with a 'Retention Sum' link. A left-hand navigation menu lists categories like 'Find', 'Purchase Orders', 'Messages', and 'Administration'. On the right, there are descriptive paragraphs for 'Purchase orders', 'Good receipts', 'Invoices', and 'Credit Memos'.

Step 3: Choose PO. Click selected PO number

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

List of New Purchase Orders

Download

	Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	6000005723	SLIMS PO 2	08.12.2015	New	1,110.00 MYR	4800105659
<input checked="" type="checkbox"/>	6000005722	SLIMS PO 1	08.12.2015	New	1,110.00 MYR	4800105658
<input type="checkbox"/>	6000005721	TJ Flexi 100%	07.12.2015	New	16,590.00 MYR	4800105657
<input type="checkbox"/>	6000005717	Material 100	07.12.2015	New	22,930.00 MYR	4800105652
<input type="checkbox"/>	6000005716	Material X 1	07.12.2015	New	7,378.82 MYR	4800105653
<input type="checkbox"/>	6000005715	Services X 100	07.12.2015	New	16,590.00 MYR	4800105654
<input type="checkbox"/>	6000005695	SRM_DIALOG 18.11.2014 15.15	03.12.2015	New	210.00 MYR	4900005698
<input type="checkbox"/>	6000005692	S51827 01.12.2015 15.47.53	01.12.2015	New	10.00 MYR	4800105629
<input type="checkbox"/>	6000005669	Local Purchase Order1 TM35103 30.11.2015	30.11.2015	New	45,771.00 MYR	4800105609
<input type="checkbox"/>	6000005667	Local Purchase Order1 S9120 30.11.2015 1	30.11.2015	New	110.00 MYR	4800105608
<input type="checkbox"/>	6000005654	Local Purchase Order1 S9120 26.11.2015 1	26.11.2015	New	7,378.82 MYR	4800105605
<input type="checkbox"/>	6000005649	Local Purchase Order1 S9120 26.11.2015 0	26.11.2015	New	2,591.82 MYR	4800105604

Step 4: Create POR. Click **Process** button.

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

Display Purchase Order

Process | Display Document Flow | Print | Download

Basic Data

Document Number: 6000005722
 Document Name: SLIMS PO 1
 Document Date: 08.12.2015
 Purchase Order No.: 4800105658
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Invoice
 Status: New

Item Overview

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	08.12.2015	
2	New	1000000370		ONU FIBERHOME	20 each	1,060.00 MYR	0 each	08.12.2015	

Step 5: Select item. Click **Confirm All Items** button to confirm all items in PO.

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: 6000005722
 Document Name: SLIMS PO 1
 Document Date: 08.12.2015
 Purchase Order No.: 4800105658
 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	<input checked="" type="checkbox"/> In Process	1000000373		SLIMS - Router 3	11 each	116.60 MYR	11 each	08.12.2015	08.12.2015
2	<input checked="" type="checkbox"/> In Process	1000000370		ONU FIBERHOME	20 each	1,060.00 MYR	20 each	08.12.2015	08.12.2015

Page 1 of 1

Confirm All Items | Reject All Items | Deselect All Items

Step 6: Click **Send** button.

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

Send | Hold | Cancel | Update Prices | Download

Basic Data

Document Number: 6000005722
 Document Name: SLIMS PO 1
 Document Date: 08.12.2015
 Purchase Order No.: 4800105658
 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	08.12.2015	08.12.2015
2	Confirmed	1000000370		ONU FIBERHOME	20 each	1,060.00 MYR	20 each	08.12.2015	08.12.2015

Page 1 of 1

Confirm All Items | Reject All Items | Deselect All Items

Step 7: Create SUS Confirmation. Click **Create Confirmation** button.

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

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

Basic Data

Document Number: 6000005722
 Document Name: SLIMS PO 1
 Document Date: 08.12.2015
 Purchase Order No.: 4800105658
 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	08.12.2015	08.12.2015
2	Confirmed	1000000370		ONU FIBERHOME	20 each	1,060.00 MYR	20 each	08.12.2015	08.12.2015

Page 1 of 1

Step 8: Click **Download Serial Number** button.

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

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

Basic Data

Confirmation: 2100000669
 Document Name:
 Document Date: 08.12.2015
 Purchase Order No.: 4800105658
 Status: Created
 Delivery Order Number:

Download Serial Number | Upload Serial Number

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

Page 1 of 1

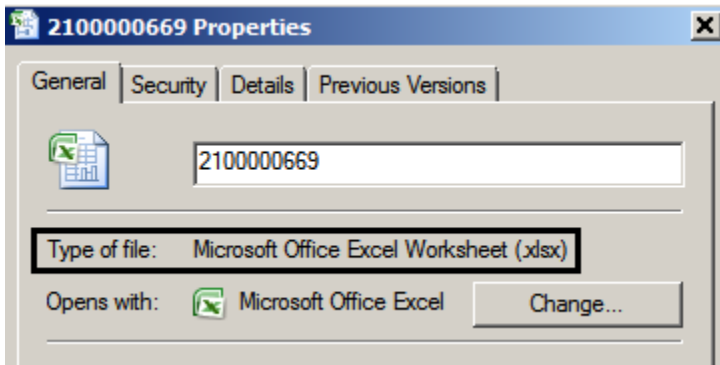
Step 9: Click **Download** button.

4800105658	2100000669	1000000373		
4800105658	2100000669	1000000370		
4800105658	2100000669	1000000370		
4800105658	2100000669	1000000370		
4800105658	2100000669	1000000370		
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4800105658	2100000669	1000000370		
4800105658	2100000669	1000000370		

Download

Step 10: Save Excel file in `.xlsx` type

File name: 2100000669
Save as type: Excel Workbook



Step 11: Upload serial number. Click **Upload Serial Number** button.

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: 2100000669
 Document Name:
 Document Date: 08.12.2015
 Purchase Order No.: 4800105658
 Status: Created
 Delivery Order Number:

Download Serial Number | Upload Serial Number

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

Step 12: Click **Browse** button.

SLIMS: Upload Serial Number

File Edit View Favorites Tools Help

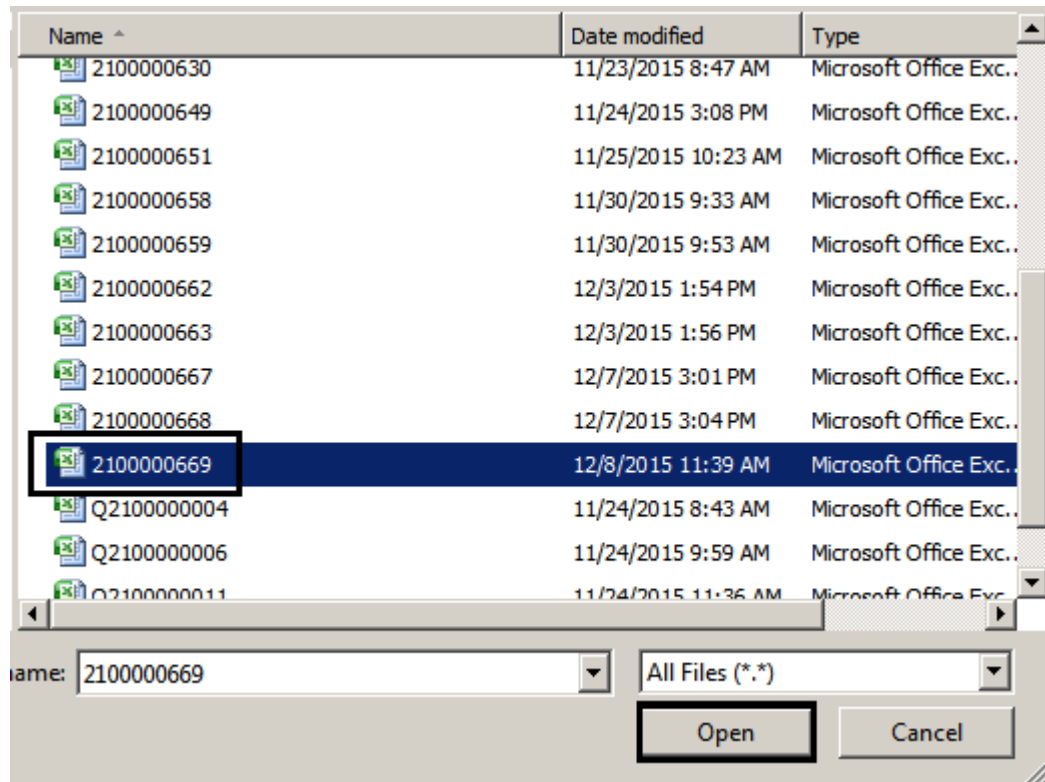
Info: Please upload in file format (*.xlsx)

Select File to Upload: Browse | UPLOAD

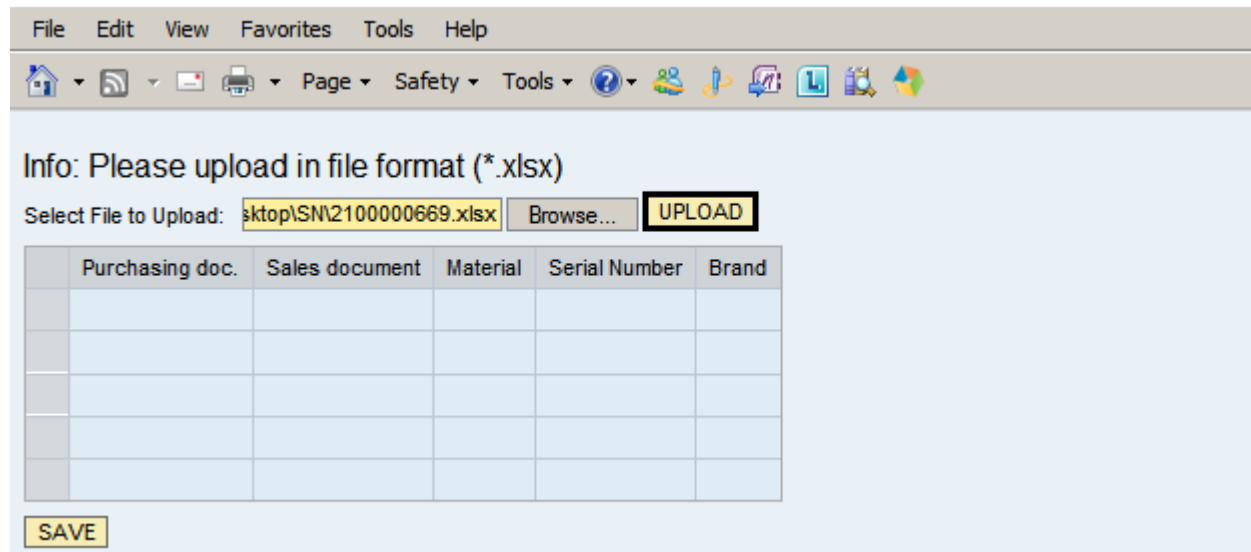
Purchasing doc.	Sales document	Material	Serial Number	Brand

SAVE

Step 13: Select serial number file and click **Open** button.



Step 14: Click **UPLOAD** button.



Step 15: Click **SAVE** button.

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	Material	Serial Number	Brand
4800105658	2100000669	1000000373	SN120	AAA
4800105658	2100000669	1000000373	SN121	AAA
4800105658	2100000669	1000000373	SN122	AAA
4800105658	2100000669	1000000373	SN123	AAA
4800105658	2100000669	1000000373	SN124	AAA

SAVE

Step 16: Fill up Document Name and Delivery Order Number fields. Click **Confirm** button.

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: 2100000669

Document Name:

Document Date: 08.12.2015

Purchase Order No.: 4800105658

Status: Created

Delivery Order Number: **Download Serial Number** **Upload Serial Number**

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

Step 17 (Optional): Click **Cancel** button to cancel created 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

Start Page > Find > List of Confirmations > Display Confirmation

Display Confirmation

Cancel | Display Document Flow | Print | Download

Basic Data

Confirmation	2100000669
Document Name	Doc name for po 4800105658
Document Date	08.12.2015
Purchase Order No.	4800105658
Status	Completion Reported
Delivery Order Number	DO 480010565

Item Overview