GEP SMART NextGen

Supplier User Guide

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Version History

GEP SMART is a cloud-based Software-as-a-Service (SaaS) platform that is regularly updated to provide enhanced features and an improved user experience. The update log for this guide is noted below.

Version	Revision Date	Description of Changes
1.0	29 February 2024	Supplier User Guide
2.0	20 December 2024	e-Invoice Requirements

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Objectives & Introduction

Objectives

The purpose of this document is to provide an overview and step-by-step training on system navigation, as well as the capability to perform procurement functions using the system.

The contents curated in this document allows the suppliers to achieve the following:



To obtain the understanding on how to navigate through the procurement platform and its functionalities.

To be equipped with sufficient knowledge to use the system based on the functions and features available.



To recognise the high-level benefits of the system and the new ways of working around it.

Introduction to **SEPSMART**[®]

We are going digital to transform the procurement process into a streamlined experience on a single platform for both internal and external users of the system.



New simplified and compact Home Page.

Before

Less information displayed in landing page that requires multiple clicking before reaching to a document.

After

Simplified and at-a-glance information display that is intuitive and less clicking which elevates user experience.



A central, secure archive and well organised for RFx.

Before

Limited view of documents which requires multiple clicking before getting to a specific RFx.

After

RFx are displayed together with high level details for ease of reference and searching by user which helps to increase efficiency and productivity.

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Online bid submissions reduces administrative efforts.

Before

Bid submissions are done online in the system and only softcopy submissions are required.

After

Introduction of navigation pane which provides easy navigation through the sections of bid submission for users.



A consolidated channel for tender clarification and negotiation.

Before

A dedicated discussion forum and repository are embedded for clarification purposes.

After

Refresh User Interface of Discussion Forum and repository for better user experience.



An accessible central repository to view awarded contracts.

Before

Single source-of-truth repository for contract document quick view.

After

Single source-of-truth repository for contract which has been organised according to its statuses for better quick view.

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Online issuance of Purchase Orders (PO) via GEP SMART.

Before

All Purchase Orders are accessible and can be acknowledged via GEP SMART.

After

Improved interface as all Purchase Orders are easy to navigate with navigation pane and able to be acknowledged.



Streamlined Invoice submission via GEP SMART.

Before

Online invoice submission for all GEP SMART generated POs.

After

Improved efficiency as all Invoice are displayed according to statuses for easy navigation.

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GEP SMART NextGen

Supplier User Guide

Application Deep Dive

. 14

Procurement in SGEPSMART[®]

Overview of GEP SMART functions and process flow for Supplier from activating account up to Invoice Management & Payment



Procurement in **SGEPSMART** (Pre-Award)

Overview of GEP SMART functions and process flow for Supplier from activating account up to Invoice Management & Payment

		General Functions		
1 Account	2 Supplier Profile	3 RFx	4 Tender	5 Commercial
Activation	Approval & Update	Response	Clarification	Resubmission
• Prior to the tender process, suppliers are expected to register and activate their account in the system, which will be enabled through the receipt of Primary Registration Form (PRF) link via email.	 After account activation, suppliers are required to complete and submit their supplier profile for approval prior to be eligible for RFx Award and to receive Purchase Order. Suppliers are also able to update their company profile and contact information. 	 To initiate the tendering process, suppliers need to accept the general guidelines or terms & conditions to express intent for participation. Suppliers will be able to submit their responses or bid submission through system. 	 Any clarifications required regarding the tender and/or bid submissions can be raised through the online Discussion Forum in the system. All queries will be documented. 	 During the tendering process, buyers have the discretion to conduct negotiation activities. Post negotiation events, suppliers will be required to revise their price sheet, where applicable.
Account Creation &	Supplier Profile Approval	Submission of Technical &	Online Discussion	Negotiation
Self-Activation	from PETRONAS	Commercial Requirements	Forum	

Procurement in **SGEPSMART** (Post-Award)

Overview of GEP SMART functions and process flow for Supplier from activating account up to Invoice Management & Payment

		General Funct	ions	
6 LOA Acceptance	7 Contract Management	8 Purchase Order Acknowledgement	9 Goods Acceptance / Service Confirmation	Invoice Management ອ Payment
 LOA Acceptance will be initiated in the system via the Discussion Forum where successful suppliers are required to acknowledge accordingly. 	 Suppliers will be able to access the central contract repository to view all the contracts made accessible to them. It is supplier's responsibility to fulfil the contract obligations as and when required. 	 Purchase Orders are sent to suppliers in the system. Suppliers will be able to view and create PO Acknowledgment. This is required to confirm the PO details prior to delivery of item or initiation of services. 	 Acceptance process for material goods (GRN) will be done by PETRONAS upon receipt of item at site. Service Confirmation however will be created by supplier in the system upon service completion. Supplier able to view item quantity in Purchase Order 	 Payment Requests can be initiated by supplier upon Service Confirmation and/or Good Acceptance by PETRONAS. Suppliers to create the necessary Payment Request in SMART by GEP[®]. Where needed Suppliers can create a Credit Memo in SMART by GEP[®]
Letter of Award	Consolidated View of Contractual Documents	Confirmation of Purchase Orders	Receipt (GRN) / Service Confirmation	Submission of Payment Request

General Functions

The system's general functions and features are covered in this section.

Learning Objectives

Suppliers will be able to learn basic features and familiarise themselves with the system's interface and navigate through it.



Home Page Update Contact





Home Update Page Contact

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		Order1 for 10089583			3500027216-001			4,500.00	Standard		
		Order1 for 10085365			3500027215			2,500.00	Standard		
		Order1 for 10089459			3500027208			1,000.00	Standard		

Rows Per Page: 10 ♀ 1 - 10 Of 6880 < >



Please **DO NOT use 'Create'** button to create **Credit Memo, Invoice & Service Confirmation**. These documents are follow-on documents which to be created from respective documents issued (i.e., Purchase Order > Service Confirmation / Receipt > Invoice > Credit Memo [if any]).

	to category (i.e., Catalog, Sourcing, Contract, Purchasing, Invoice & Supplier)
	Supplier able to easily search relevant documents within same category.
2	Click on 'Home' button to return to first landing page.
3	Under 'My Tasks' , documents are organised under same category (i.e., Order, RFx, Contract & etc.
	Action Pending - documents that are awaiting supplier action Follow Up – documents that already submitted to buyer
4	'Supplier Profile' is where supplier able to view and amend Supplier Profile Basic Details, Contact Information, Location Information & etc.

Documents are organised according

Home Page



Home Update Page Contact

PETRONAS		Catalog	Sourcing Cont	ract Purchasi	ng Invoice Su	pplier			6 Search Q		5	The 'My Profile' section brings you to the general settings of your
《 企	Му	Tasks							5			account.
Home		Order 6880	Return Note 209	Contract 6	Form 2	RFX 1						ne 'My Bookmarks' section nables you to add and view your ookmarks, for quick access to
+ Create		Document Name			Document Number		Days in Current State	Order Total	Purchase Type	Created On		pages that you frequently visit. \square
0		Order1 for Requisition8	8123451 - Copy		3300072008-002			2,000,000.00	Standard			The 'Announcements' functionality
⑥品 Supplier		Order1 for KLCC-TSC-F	P2P-CAT-005c - Retention		3400360532			250.00	Standard			helps vou to view all vour latest
Profile		Order1 for Test- CLI-44	2971_v - 221 Lines testing		3400360529-002			317,000.00	Standard			announcements and notifications
		Order1 for ASSET VS			3400360473-001			300.00	Standard			
		Order1 for Requisition8	8123296 - Copy		3400360528-001			2,250.00	Standard			The 'Support' icon shows the
		Order1 for KLCC-TSC-F	P2P-CAT-005c		3400360497-001			100.00	Standard			support numbers you can contact
		Order1 for 11916282			3400360524-001			77.78	Standard			if you have any queries
		Order1 for 10089583			3500027216-001			4,500.00	Standard			
		Order1 for 10085365			3500027215			2,500.00	Standard		C	M/hare you accurate for the survey of (a) in
		Order1 for 10089459			3500027208			1,000.00	Standard		6	the 'Search' field the collated
						Rows F	Per Page: 10 🗸 1 - 10 Of 688	10 < >				displayed results are documents

from the entire Workspace domain

containing the searched

keyword(s).

Update Supplier Contact Number

There are 3 different ways to update the Supplier contact number in GEP SMART.



Home

Page

Update

Contact



Account Activation

The activation of GEP SMART account will be initiated through the Primary Registration Form (PRF) link sent via email to identified suppliers to kick-start the profile completion prior to participating in tendering process.





Receiving Primary Registration Form (PRF)

It is imperative to **update your current contact details** and ensure the correct email

address is provided to minimise the risk of not receiving RFx.



Receive Create Activate PRF Account Account

A system generated email containing the PRF link will be sent to the identified suppliers.

1	Primary registration request from PETRONAS Inbox × smartnotification@petronas.com.my to me * Dear fbi sdn bhd, PETRONAS has sent you its primary registration form. In order to start filling it, you just need to Click Here	9	1 Upon invitation to create account in GEP SMART, supplier will receive a system generated email containing the Primary Registration Form (PRF) and registration instructions.
2	Please enter the responses and submit the form. The login credentials would be created on submission and you can then access the system.		2 Suppliers with no GEP SMART
	You can also add multiple contact(s) in Registration form and take opportunity to welcome who can access SMART by GEP post successful registration and look forward to a long and fruitful association with GEP family.		account with PETRONAS shall click
- 1	In case of any queries, please contact GEP Support at the following:		this link to validate and activate
- 1	Phone:		their profile for access prior to
- 1	USA: +1 732		participating in tondoring process
- 1	Asia: +91 22 61		participating in tendening process.
- 1	Europe: +42 022		
- 1	Email:		Note:
- 1	Support		Supplier Account Activation applies
	Regards, GEP		for first-time registration only. Supplier with an existing GEP
Ļ		_	may skin this process
			may skip this process.

Create Account



Receive Create Activate PRF Account Account

For account creation in GEP SMART, suppliers are advised to use the same email address used to receive the PRF in the previous step.



Create Account (New User)

Receive Create Activate PRF Account Account

Creating <u>new user account</u> with PETRONAS using the same email used to receive the PRF.



To create a **new GEP SMART account**, you are required to setup account credentials in the **Basic Details** section and provide/ validate your company's information details in **Company Information.**

Some company information has been populated by PETRONAS buyer/ user during invitation/ PRF creation.

Note:

The fields marked with asterisk (*) are mandatory.

Create Account (New User)



Receive Create Activate PRF Account Account

+

You may add more Company Identification information such as New-ROC, Tax Identification Number (TIN) etc.

ompany Information		
Legal Company Name *		
Doing Business As		
Company Website		
Headquarter	Select Country +	
	Suite Street Levelin	
Address Line 1	/	
Address Line 2	Suite, Street, Locality	
	<i>h</i>	
City*		
State/Province *	Select identification type	
Zip/Postal Code	ROC (Old) VAT	
Company Phone	GST	
County	SST	
	ROC (New)	
Fax	MY: Sales Tax	
Business Regions *	MY: Service Tax	
Category	MY: Digital Service Tax	
D-U-N-S Number	US_Federal_Tax_ID_EIN_Number	
Company Identification *	TIN Check (Y=Yes / N=No)	
	Select identification type + Identification Nt +	
	Ŷ	ou may add additional information

VAT
 GST
 SST
 ROC (New)
 Sales Tax
 Service Tax
 Service Tax
 Digital Service Tax
 US Federal Tax ID EIN Number
 Tax Identification Number (TIN)

If you fail to enter your New-ROC and TIN, your subsequent transactions with GEP SMART will be impacted such as Invoice processing.

You may add the info by clicking '+'. Below are the full list of info you may add under Company

Identification:



Create Account (New User)

Receive Create Activate PRF Account Account

Creating <u>new user account</u> with PETRONAS using the same email used to receive the PRF.



Create Account (Existing User)



Receive Create Activate PRF Account Account

For suppliers with <u>existing</u> GEP SMART account for other companies, they may use the same credential to access.

PETRONAS		 To use an existing GEP SMART account, suppliers are required to: provide existing account credentials provide and/or validate the company's registration details
Existing User Primary Registration Form	Primary Contact Information	
Basic Details	First Name* fbi	Some company information have
All fields marked with + are required. Account Credentials	Last Name* sdn bhd	been populated by PETRONAS
Useriame *()	Company Email * fbisdnbr	buyer/ user during invitation/ PRF
Password*	Primary Business Phone Number Extension	creation.
Company shormacon Legal Company Name * FBI Sdn Bhd	Contact's Business Region Malaysia, 🐵	
Doing Business As	Contact's Category Chemicals,	Note:
Company Website	Secondary Contact Information	The fields marked with asterisk (*)
Headquarter StelectCountry +		are mandatory
Audress Line 1 Janes Juree Loudiny	Hrst Name Last Name Company email ISU Code Mobile Number	
Address Line 2 Suite, Street, Locality	I have read and agree to GEP Terms & Conditions & Privacy Statement. *	2 You can grant account access to
City*		more users by clicking on the '+'
State/Province *		sign to add secondary contact
Company Phone	Next Reset Submit	information.
County		
Fax	I have read and agree to GEP Terms & Conditions & Privacy Statement *	3 After clicking ' Submit ', your new
Business Regions * Malaysia, 💿		GEP SMART account will be
Category Chemicals.	Ensure to tick once details have been filled up	validated, and the registration
Country Training Programming		process is complete.
I	7	

Activate Account

Receive Create Activate PRF Account Account

Upon completing the profile creation and registration process, your GEP SMART account is ready to be activated.



After account registration, you will receive an **account activation email.**

Click on the **link** and system will direct to a reminder page for supplier to complete account details in GEP SMART once login.

Click Here on the link in the reminder page and supplier will be re-directed to the login page.

2

Activate Account



Receive Create Activate PRF Account Account

Upon completing the profile creation and registration process, your GEP SMART account is ready to be activated.



Use the **Username** and **Password** created, or existing credential used during the account registration with PETRONAS earlier.

Should you forget your username and/or password, click the **'Forgot Username/ Password'** link.

A link to reset the password will be sent to your registered email address.

4 Click **'Login'** to start using the GEP SMART system.

Activate Account (Existing User)



Receive Create Activate PRF Account Account

Suppliers with an <u>existing</u> GEP SMART account with another company need to select PETRONAS to initiate the login page.



Activate Account



Receive Create Activate PRF Account Account

Upon successful login, the GEP SMART user home page will appear.

New profile will have no activity in Action Pending and Follow Up.

ETRONAS	Catalog	Search Q	
«	My Tasks		
伯 Home	ACTION PENDING (0) FOLLOW UP (0)		
i≣ My Tasks			
+ Create	No documents found		
© ∰æ Supplier			
Profile			•



Supplier Profile Approval & Update

Upon login into GEP SMART, <u>new suppliers</u> are required to complete and submit their Supplier Profile for approval by PETRONAS to be eligible for RFx Award and to receive Purchase Order via the system.

For <u>existing PETRONAS suppliers</u>, the Supplier Profile is marked as Approved and able to be updated by creating Supplier Profile Change Request before submit for review & approval.

Learning Objectives Suppliers will be able to complete and submit their Supplier Profile for approval, as well as update it when needed.



CompleteSubmit ForUpdateSupplierApprovalSupplierProfileProfileProfile

Mandatory Requirements for Supplier Profile Approval or Change Request



Complete Submit For Update Supplier Approval Supplier Profile Profile

Mandatory Sections	PETRONAS Licensed or Registered Suppliers	Non-PETRONAS Licensed or Registered Suppliers	
Basic Details	No action required. Mandatory fields (i.e., Supplier's Legal Name and Region) are auto populated from account registration process.		
Identification Information	No action required. Mandatory field (i.e., ROC/company registration number) are auto populated from account registration process.		
Location Information	 Headquarter (HQ) Address At least (1) Ordering Location address to represent branch office (can be the same with HQ address) Remit to Location as banking information for payment purposes. 		
Certificates	 Company Incorporation Certificate (SSM) Bank Statement Header Tax Identification Number (TIN) Supporting Document 		
Marketing Information	Supported Currencies		



The above information mentioned are mandatory information required for the submission of supplier profile or Change Request update. However, suppliers are still allowed to maintain the remaining information in supplier profile.
Complete Supplier Profile (New Supplier)



Complete Submit For Update Supplier Approval Supplier Profile Profile

For new suppliers, the Supplier Profile can be completed at any time but must be updated to be eligible for RFx awards and to receive Purchase Orders.

PETRONAS	Catalog Sourcing Contract Purchasi	ing Invoice Supplier			Search		1 To complete your profile, click on the 'Supplier Profile' button.
≪ M Home Home My Tasks + Create	y Tasks ACTION PENDING (3) FOLLOW UP (0) Order 3						Note: • Some information in the supplier profile have been pre-populated. Supplier is required to review and
Supplier	Document Name	Document Number	Days in Current S	Order Total	Purchase Type	Created On	complete other required information.
Profile	Order2 for NEW PR CATALOG	3400358396		2.00	Standard		Mandatory fields have been
	Order1 for FEL ETT Aini (Category first)	3400358384		1,000.00	Standard		populated during account
	Order1 for ETT/FEL Testing UAT	3400358383		5,600.00	Standard		creation/ registration.
		Rows F	Per Page: 10 ✔ 1 - 3 Of 3	< >			

Complete Supplier Profile



Complete Submit For Update Supplier Approval Supplier Profile Profile

The Supplier Profile is separated by sections and supplier is required to ensure all mandatory information has been filled up prior to submit profile for approval by PETRONAS.

PETRONAS	Catalog					Search	٩]		2 For PETRONAS Licensed or
«	← A MACHINERY POWER	R SDN BHD (PC-2023.009213)		·	Registered supplier, some fields are				
Home	Status will move to Registered only wher	n all the mandatory fields are filled and supplier review	ws the profile by clicking on save. 🛆						locked, and no changes are
i≣ My Tasks	BASIC DETAILS 2	V BASIC DETAILS							allowed. Any changes to the
+	IDENTIFICATION INFORMATION	*indicates required fields						following need to be made in	
Create	RELATIONSHIP INFORMATION		Supplier's Legal Name* Machinery Power Sdn Bhd	Parent Company's Identification Type Parent Company Name	Parent Company Name	Doing Business As Manpower Services	Formerly Known As Formerly Known As		PETRONAS License Management
ිය Supplier	CERTIFICATES	YOUR COMPANY LOGO HERE							System (PLMS):
Profile	DIVERSITY STATUS	Supported file formats: png, jpeg,jpg Max file size : 5MB	Category Chemicals	Region* Malaysia	Supplier Managers* PETRONAS Supplier Manager AKAK + 2	Status Divited			Supplier's Legal Name
	REGISTRATION INFORMATION	Resolution : 200 X 200 pixel							Category
	BUSINESS INFORMATION	Aggregate Rating							 PETRONAS LICENSE 0 Degistration (Section)
	TRANSACTION TYPE								Registration (Section)
	MARKETING INFORMATION								3 The completion rate to the supplier
	PAYMENT TERMS								profile can be tracked here
	DOCUMENTS	> RELATIONSHIP INFORMATION							profile can be tracked here.
	PETRONAS LICENSE & REGISTRATION INFORMATION	> CERTIFICATES							
	NOTES AND ATTACHMENTS	> DIVERSITY STATUS							
		> REGISTRATION INFORMATION							
		> LOCATION INFORMATION							
		> CONTACT INFORMATION							
	3	> BUSINESS INFORMATION							
	9	> TRANSACTION TYPE							
	20% PROFILE COMPLETENESS -						CLOSE	SAVE AND SUBMIT	



For existing PETRONAS suppliers with GEP SMART access, you are required to ensure your **Supplier Profile is always with Approved Status,** and you're good to go!

Basic Details



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier is required to provide the <u>Basic Details</u> of your company such as company name, category, region etc.

«	Catalog	SDN BHD (PC-2023.009213)	we the profile by clicking on save A				Search	AM ④ 4 日 (現) :	1 Cl lo	lick here to upload your company go.
ii≣ ty Tasks + Create Asupplier Profile	BASIC DETAILS IDENTIFICATION INFORMATION RELATIONSHIP INFORMATION CERTIFICATES DIVERSITY STATUS REGISTRATION INFORMATION LOCATION INFORMATION CONTACT INFORMATION BUSINESS INFORMATION TRANSACTION TYPE MARKETING INFORMATION	BASIC DETAILS Indicates required fields VOUR COMPANY LOGO HERE Supported file formati: prog.jpeg.jpp Max file size: 5M8 Resolution: 200 X 200 pixel Company Realing Aggregatic Rating Max file size: 5M8 Max file size:	Supplier's Legal Name* Machinery Power Son Bhd Category Chemicals	Parent Company's Identification Type Parent Company Name	Parent Company Name Supplier Managers* PETRONAS Supplier Manager AKAK + 2	Cong Business As Manpower Services Status Invited	Formerly Known As Formerly Known	As	2 'Si to re re Su Th re do Co	upplier's Legal Name' is referring o your company name as per egistered with respective country egistration bodies/agencies. e.g., uruhanjaya Syarikat Malaysia. The Supplier's Legal Name will be eferred to across contract ocuments in SMART e.g., RFx, ontract, PO, Invoice.
	PAYMENT TERMS DOCUMENTS PETRONAS LICENSE & REGISTRATION INFORMATION NOTES AND ATTACHMENTS	 RELATIONSHIP INFORMATION CERTIFICATES DIVERSITY STATUS REGISTRATION INFORMATION LOCATION INFORMATION CONTACT INFORMATION BUSINESS INFORMATION TRANSACTION TYPE 							 3 'Pa ty ca cc to pr 	Parent Company's Identification' appe and Parent Company Name an be used if your parent company is available in SMART and be used to link both these rofiles for PETRONAS reference. Doing Business As' is referred to pur famously known as name.

Basic Details



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier is required to provide the <u>Basic Details</u> of your company such as company name, category, region etc.

K Home	Catalog Catalo	SDN BHD (PC-2023.009213) I the mandatory fields are filled and supplier reviews the profile by clicking on save. A	5	' Category ' is referred to your products/services offerings. This information is only editable by the
i≣ Mv Tasks	BASIC DETAILS	✓ BASIC DETAILS		Buyer.
+	IDENTIFICATION INFORMATION	*indicates required fields		
Create	RELATIONSHIP INFORMATION	Supplier's Legal Name* Parent Company's Identification Type Parent Company Name Doing Business As Formerly Known As Machinery Prwer Shn Bhd Parent Company Name Manprover Services Formerly Known As		For PETRONAS LICEnse/Registered
Supplier	CERTIFICATES	YOUR COMPANY LOGO HERE		Suppliers, the category will be
Profile	DIVERSITY STATUS	Supported file formats: png. jpeg.jpg Ltm: ficinitian: Chemicals Region* Region* Supplier Managers* Status PETRONAS Supplier Manager AKAK + 2 Invited		mapped against your active SWEC
	REGISTRATION INFORMATION	Resolution: 200 X 200 pixel 5 6 7 8		from PLMS.
	LOCATION INFORMATION		C	(Depiers' is referred to subserve
	CONTACT INFORMATION	Aggregate Rating	6	Region is referred to where
	TRANSACTION TYPE			E q if Malaysia & Indonesia is
				E.G., II Malaysia o Indonesia is
	PAVMENT TERMS	> IDENTIFICATION INFORMATION		selected, supplier can provide
	DOCUMENTS	> RELATIONSHIP INFORMATION		service în Malaysia & Indonesia.
	PETRONAS LICENSE & REGISTRATION INFORMATION	> CERTIFICATES	7	'Supplier Manager' refers to the
	NOTES AND ATTACHMENTS	> DIVERSITY STATUS		PETRONAS internal team that is
		> REGISTRATION INFORMATION		responsible in managing the
		> LOCATION INFORMATION		supplier profile.
		> CONTACT INFORMATION	8	'Status' refers to your supplier
		> BUSINESS INFORMATION		profile status. Kindly refer to next
		> TRANSACTION TYPE		page for the detail of each of the
	20% PROFILE COMPLETENESS	CLOSE SAVE AND SUBMIT		statuses.

Supplier Profile Status Definitions



Complete Submit For Update Supplier Approval Supplier Profile Profile

- 1. Invited: This status denotes that the supplier has been invited to register with GEP SMART by the buyer user. In case the status of the supplier was set as Identified, it will be changed to Invited when a buyer invites the supplier contacts by sending them the Primary Registration Form (PRF) or by inviting them to participate in RFx.
- 2. **Registered**: This status denotes that the supplier contact has registered with GEP SMART. Status of the supplier profile will change automatically once the 'Save' button is clicked after all the supplier mandatory fields have been filled by the Supplier.
- **3. Approved**: This status denotes that the supplier profile has been approved by the approvers and it is now available for consumption. Status will be changed by the system from Registered to Approved upon approval from the approver.
- 4. **Rejected**: This status denotes that the supplier profile was rejected by the approver. Status will be changed by the system Registered to Rejected upon rejection from the approver.
- 5. Non-Compliant: System can change the status to "Non-Compliant" if it identifies that a certain type of certificate has expired or the PETRONAS License/Registration in PLMS is non-compliant. This is a configurable feature. Upon uploading a new certificate with the new valid dates, the system can revert the status back to the previous status.
- **6. Inactive**: This is a status that needs to be manually selected by the Supplier Manager to make the supplier Inactive or the PETRONAS License/Registration in PLMS has expired i.e. Inactive.
- 7. **Suspended**: This is a status that needs to be manually selected by the Supplier Manager to make the supplier Inactive.
- 8. Blacklisted: This is a status that needs to be manually selected by the Supplier Manager to make the supplier Inactive.

Identification Information



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier is required to provide <u>Identification Information</u> of your company such as company registration number and tax number.

는 섘 MACHINERY POWER	SDN BHD (PC-2023.009213)	1	The Registration of Company					
Status will move to Registered only when	all the mandatory fields are filled and supplier reviews		(ROC) is auto-populated as per					
BASIC DETAILS	✓ BASIC DETAILS			GEP SMART account creation.				
IDENTIFICATION INFORMATION	*indicates required fields							
RELATIONSHIP INFORMATION		Supplier's Legal Name* Machinery Power Sdn Bhd	2	Click the '+' sign and choose				
CERTIFICATES	YOUR COMPANY LOGO HERE							from the drop- down to add the
DIVERSITY STATUS	Supported file formats: png, jpeg,jpg	Category Chemicals	Region* Malaysia	Supplier Managers* PETRONAS Supplier Manager AKAK + 2	Status Invited			relevant identification type
REGISTRATION INFORMATION	Resolution : 200 X 200 pixel							
LOCATION INFORMATION	1							
CONTACT INFORMATION	Aggregate Rating						3	For Malaysia incorporated
BUSINESS INFORMATION	0 *							companies, kindly select ROC
TRANSACTION TYPE								(New) and Tax Identification
	✓ IDENTIFICATION INFORMATION							Number (TIN). Please add in new
PAYMENT TERMS	*indicates required fields							line for each.
DOCUMENTS	DUNS Number							
PETRONAS LICENSE & REGISTRATION INFORMATION								
NOTES AND ATTACHMENT	Identification Type		Number				4	Enter the identification number.
<u>U</u>	ROC (Old)		999999-A*			•	_	
	> Please Select		Please Enter		i	\oplus		
	MY: Sales Tax							
	MY: Service Tax							
	> MY: Digital Service Tax							
	US_Federal_Tax_ID_EIN_Number	Registered)				Add New Contact		
(3 Tax Identification Number (TIN)	DN						
	🛛 🚺 You may	also include oth	er relevant informat	tion VAT, GST, SST,	Sales Tax, Service	Tax, or		
	📘 🌾 Digital Se	ervice Tax etc. w	nere applicable.					

Identification Information



Complete Submit For Update Supplier Approval Supplier Profile Profile

Optional where applicable: Sales Tax, Service Tax, or Digital Service Tax

Catalog Catalo	R SDN BHD (PC-2023.009213) an all the mandatory fields are filled and supplier reviews by BASIC DETAILS	the profile by clicking on save. 💧			Search	AM (* 4 م	5 You may add the Sales Tax, Service Tax, or Digital Service Tax in <u>Identification Information</u> section.
IDENTIFICATION INFORMATION RELATIONSHIP INFORMATION CERTIFICATES DIVERSITY STATUS REGISTRATION INFORMATION LOCATION INFORMATION	*Indicates required fields YOUR COMPANY LOGO HERE Supported file formats: prg.jpg Mars file size: SMB Resolution : 200 X 200 pixel	Supplier's Legal Name* Machinery Power Sdn Bhd Calegory Chemicals	Parent Company's Identification Type Parent Company Name Region* Malaysia	Parent Company Name Supplier Managers* PETRONAS Supplier Manager AKAK + 2	Doing Business As Manpower Services	Formerly Known As Formerly Known As	6 Once added, Sales Tax, Service Tax and Digital Service Tax needs to be extended in Location Information for Ordering Locations.
CONTACT INFORMATION BUSINESS INFORMATION TRANSACTION TYPE MARKETING INFORMATION A PAYMENT TERMS	Aggregate Rating						7 Supplier to select the relevant Sales Tax, Service Tax or Digital Service Tax from the drop-down option in the Ordering Locations.
DOCUMENTS 5 PETRONAS LICENSE & REGISTRATION INFORMATION NOTES AND ATTACHMENTS	DUNS Number Identification Type ROC (Old) MY: Sales Tax		Number 999999-A* W23-2321-	✓ IDENTIFICATION INF	0		No. Daftar CP in the "SURAT KELULUSAN
6	VY: Service Tax V LOCATION INFORMATION (1) "indicates required fields Location Name No 5, Jalan 7A/6,	Type Headquarter	W23-2321- Phone Nos. Pri : 0323315678 Sec :	Identification Type MY: Sales Tax Roles & Contacts	7	Number	PENDAFTARAN" from Royal Malaysian Customs Department represents your Tax registration number
SAM SAM	achinery Power So 31-1, SEPANGGAR 38450 KOTA KINAB	in Bhd ALU		Rujukan Kami Tarikh No. Daftar CP Stesen Mengawal	: S10-1909- : 12/08/2022 : S10-19 : Kota Kinabalu		

Relationship Information

For Malaysia incorporated companies, you are required to provide the <u>Legal Entity</u> of your company.

is in progress							
		aupprier's Legar Name* Machineny Dower Sdn Rhd	Parent Company's identification Type	 Parent Company Name 	Mannawar Septices	Normalised Name	
LOCATION INFORMATION		machinery Power Sun Did	Parent company wante		Walipower Services		
DENTIFICATION INFORMATION	YOUR COMPANY LOGO HERE	Origination	Formerly Known As	Category	Ora. Entity*	Region*	
	Supported file formats: png, jpeg,jpg May file size : 5MB	SMART by GEP	Formerly Known As	Chemicals	D30-110 +6 More	Malaysia	
RELATIONSHIP INFORMATION	Resolution : 200 X 200 pixel						
CONTACT INFORMATION		Supplier Managers*	Status	(i) Reasons for adding supplier			
SUPPLIER SOURCE		PETRONAS Supplier Manager AK	Approved	- view Reasons			
INFORMATION							
CERTIFICATES		Aggregate Rating					
DIVERSITY STATUS	Incident Count	0 *					
DIVERSITY STATUS	0						
BUSINESS INFORMATION							
TRANSACTION TYPE	> LOCATION INFORMATION (3 Locat	ions: 1 Headquarter, 1 Remit To Location, 1 Ordering Lo	ocation)				
	<					Add New Location	
MARKETING INFORMATION							
PAYMENT TERMS	> IDENTIFICATION INFORMATION						
DOCUMENTS							
DOCUMENTS 1	✓ RELATIONSHIP INFORMATION						
DOCUMENTS 1	RELATIONSHIP INFORMATION 'indicates required fields						
DOCUMENTS	RELATIONSHIP INFORMATION 'indicates required fields Suppler Risk Type	Business Criticality	Relationship Type	Matching Type	Leasl Ertily		
DOCUMENTS	RELATIONSHIP INFORMATION Indicates required fields Supplier Risk Type Please Select	Business Criticality Please Select	Relationship Type Please Select	Matching Type Not Applicable	2 Legal Entity 004-Private Limited]	
DOCUMENTS ENGAGEMENT MODEL SET AS PREFERRED SUPPLIER PETRONAS LICENSE & REGISTRATION INFORMATION	RELATIONSHIP INFORMATION Indicates required fields Supplier Risk Type Please Select	Business Criticality Please Select	Relationship Type Please Select	Matching Type Not Applicable	2 Legal Entity 004-Private Limited 0- 004-Private Limited]	
DOCUMENTS ENGAGEMENT MODEL SET AS PREFERRED SUPPLIER PETRONAS LICENSE & REGISTRATION INFORMATION	RELATIONSHIP INFORMATION Indicates required fields Suppler Risk Type Please Select	Business Criticality Please Select	Relationship Type Please Select	Matching Type Not Applicable	Legal Entity 004-Private Limited 004-Private Limited 005-Berhad (Bhd)		
DOCUMENTS ENGAGEMENT MODEL SET AS PREFERRED SUPPLIER PETRONAS LICENSE & REGISTRATION INFORMATION NOTES AND ATTACHMENTS	RELATIONSHIP INFORMATION Indicates required fields Supplier Risk Type Please Select CONTACT INFORMATION (1 Registed)	Business Criticality Please Select tered , 1 Non Registered)	Relationship Type Please Select	Mutching Type Not Applicable	2 Legal Entity 004-Private Limited 004-Private Limited 005-Berhad (Bhd) 006-Co-operatives	• ⊕ Add New Contact	
DOCUMENTS ENGAGEMENT MODEL SET AS PREFERRED SUPPLIER PETRONAS LICENSE & REGISTRATION INFORMATION NOTES AND ATTACHMENTS	RELATIONSHIP INFORMATION Indicates required fields Supplier Risk Type Please Select CONTACT INFORMATION (1 Regis SUPPLIER SOURCE INFORMATIO	Business Criticality Please Select tered , 1 Non Registered) N	Relationship Type Please Select	Mutching Type Not Applicable	Legal Entity 004-Private Limited 004-Private Limited 005-Berhad (Bhd) 006-Co-operatives 007-Partnership	• ⊕ Add New Contac	
DOCUMENTS ENGAGEMENT MODEL SET AS PREFERRED SUPPLIER PETRONAS LICENSE & REGISTRATION INFORMATION NOTES AND ATTACHMENTS	RELATIONSHIP INFORMATION Indicates required fields Supplier Risk Type Please Select CONTACT INFORMATION (1 Regis SUPPLIER SOURCE INFORMATION	Business Criticality Please Select tered , 1 Non Registered) N	Relationship Type Please Select	Mutching Type Not Applicable	Legal Entity 004-Private Limited 004-Private Limited 005-Berhad (Bhd) 006-Co-operatives 007-Partnership 008-Government Organisation	• • • • • • • • • • • • • • • • • • •	
DOCUMENTS ENGAGEMENT MODEL SET AS PREFERRED SUPPLIER PETRONAS LICENSE & REGISTRATION INFORMATION NOTES AND ATTACHMENTS	RELATIONSHIP INFORMATION Indicates required fields Suppler Risk Type Please Select CONTACT INFORMATION (1 Regis SUPPLIER SOURCE INFORMATION CERTIFICATES (2 Active)	Business Criticality Please Select tered , 1 Non Registered) DN	Relationship Type Please Select	Mutching Type Not Applicable	2 Legal Entity 004-Private Limited 004-Private Limited 005-Berhad (Bhd) 006-Co-operatives 007-Partnership 008-Government Organisation	Add New Contac	
DOCUMENTS ENGAGEMENT MODEL SET AS PREFERRED SUPPLIER PETRONAS LICENSE & REGISTRATION INFORMATION NOTES AND ATTACHMENTS	RELATIONSHIP INFORMATION Indicates required fields Suppler Risk Type Please Select CONTACT INFORMATION (1 Regis SUPPLIER SOURCE INFORMATION CERTIFICATES (2 Active)	Business Criticality Please Select tered , 1 Non Registered) N	Relationship Type Please Select	Matching Type Not Applicable	2 Legal Entity 004-Private Limited 004-Private Limited 005-Berhad (Bhd) 006-Co-operatives 007-Partnership 008-Government Organisation	⊕ Add New Contact	
DOCUMENTS ENGAGEMENT MODEL SET AS PREFERRED SUPPLIER PETRONAS LICENSE & REGISTRATION INFORMATION NOTES AND ATTACHMENTS	RELATIONSHIP INFORMATION Indicates required fields Suppler Risk Type Please Select CONTACT INFORMATION (1 Regin SUPPLIER SOURCE INFORMATION CERTIFICATES (2 Active) DIVERSITY STATUS	Business Criticality Please Select tered , 1 Non Registered) N	Relationship Type Please Select	Matching Type Not Applicable	Legal Entity ① • 004-Private Limited ① • 004-Private Limited 005-Berhad (Bhd) 005-Co-operatives 007-Partnership 008-Government Organisation 008-Government Organisation	⊕ Add New Contac ⊕ Add New Certificate	



Complete Submit For Update Supplier Approval Supplier Profile Profile

Add your Legal Entity under Relationship Information tab.
Select your Legal Entity from the drop-down list:
001 – MyKad 002 – Passport 003 – Sole Proprietor 004 – Private Limited/ Sendirian Berhad 005 – Berhad 006 – Co-Operatives 007 – Partnership 008 – Government Organisation/
Agencies 009 – Financial Institution (Banks/ FI
Related)
010 – Educational Institution (Schools/ Colleges/ Universities) 011 – Health Institution (Hospitals/ Clinics)
012 – Societies/ Clubs 013 – National Identification
Number 014 – Location
015 – Event and Conference 016 – One Time Vendor/ Customer

Certificates

Supplier can attach the supporting documents for company incorporation certificate, banking information documents, financial statements.



Complete Submit For Update Supplier Approval Supplier Profile Profile

Certificates



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier can attach the supporting documents for company incorporation certificate, banking information documents, financial statements.

RMATION TION TION DETAILS ATTACHMENTS NOTIFICATIONS		3	Under ' Certificate Type ', retain as 'Applicable as selected. Enter the ' Certificate Number ' and ' Issuing Authority '.
Certificate Name" Company Incorporation Certificate Certificate Number	Certificate Type* Applicable as selected Issuing Authority	4	Under Attachments tab, click on ' Add New Attachment ' and upload the supporting document. Once done, click on ' Add '.
DETAILS ATTACHMENTS NOTIFICATIONS	Add New Attachments		
ADD DOCUMENTS Drag and drop file here OR UPLOAD SUPPORTING DOCU Supported file formats:pdfjpg Limited to file(s) of 10MB each. Maximum 1 files can be uploaded.	IMENTS		
		CANCEL ADD	

Certificates



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier can attach the supporting documents for company incorporation certificate, banking information documents, financial statements.

Image: NEW CERTIFICATE DETAILS ATTACHMENTS NOTIFICATIONS Effective from 5 Expires on Files	III Updated by Updated on	⊕ €	Once document has been successfully uploaded, supplier will need to insert the validity of the certificate. Insert Effective From and Expires on date.
□	c - MCOS [)	Note: For certificate that has no expiry, please input the longest period possible.
Image: Intermeting information /A Image: Intermeting information /A <td></td> <td></td> <td>Supplier may also set a reminder to update the validity period or re- attach new certificate under 'Notification' tab.</td>			Supplier may also set a reminder to update the validity period or re- attach new certificate under ' Notification ' tab.
Include Supplier Manager Days before expiry 30 days before certificate expires.	Supplier Contacts Please Select	6	Supplier shall set the period when notification should be sent and the frequency of the reminder.
Repeat Every 15 days until certificate expires.	CANCEL	SAVE	Once set, select the Supplier Contact who shall receive the reminder notification before click ' Save '



It is important that supplier to update certificate prior expiry to avoid profile automatically

Diversity Status

1 2 3

Complete Submit For Update Supplier Approval Supplier Profile Profile

This section is not required to be filled by supplier.

← ,	A MACHINERY POWER SDN BH) (PC-2023.009213)	1	Kindly DO NOT make any changes
Status w	ill move to Registered only when all the man	latory fields are filled and supplier reviews the profile by clicking on save. 🛆		to this section.
습 Home	IDENTIFICATION INFORMATION	> RELATIONSHIP INFORMATION		
_	LOCATION INFORMATION	> CERTIFICATES		
My Tasks	RELATIONSHIP INFORMATION	V DIVERSITY STATUS		
+ Create	CERTIFICATES			
Å	DIVERSITY STATUS			
Supplier Profile	REGISTRATION INFORMATION	\bigcirc		
	TRANSACTION TYPE	Add New Diversity Status		
	0000007750000			

Registration Information



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier may view the Primary Registration Form (PRF) that was submitted during the account creation process.

<	MACHINERY POWER SDN BHD	D (PC-2023.009213)	1 Click on ' Registration Information '			
Status wil	I move to Registered only when all the man	datory fields are filled and supplier reviews	; the profile by clicking on save. \triangle			to view the Primary Registration
습 Home	IDENTIFICATION INFORMATION	> CERTIFICATES				Form that was submitted during the
_	LOCATION INFORMATION	> DIVERSITY STATUS				account creation process
My Tasks	RELATIONSHIP INFORMATION	REGISTRATION INFORMATION	N	account creation process.		
+ Create	CERTIFICATES	*indicates required fields				
٩	DIVERSITY STATUS	Know Your Counterparty (QUESTIONNAIRE(1)			
Et al construction Supplier Profile	REGISTRATION INFORMATION					
T TOTAL	CONTACT INFORMATION	(1)		Total Questions	Pending Mandatory Questions	
	BUSINESS INFORMATION		Sanctions & Data Privacy/Personal Data Protection	3	0/0	
	TRANSACTION TYPE				Rows per page: 5 💌	
	MARKETING INFORMATION					
	PAYMENT TERMS					



Complete Submit For Update Supplier Approval Supplier Profile Profile

<u>Location Information</u> records your Headquarter, Ordering Location and Remit to Location. This information is required to receive PO and payment in GEP SMART.

La MACHINERY POWE	ER SDN BHD (PC-2023.009213)					:
s will move to Registered only wh	en all the mandatory fields are filled and supplier	reviews the profile by clicking on save. \triangle				
ASIC DETAILS	✓ BASIC DETAILS					
ENTIFICATION INFORMATION	*indicates required fields					
OCATION INFORMATION		Supplier's Legal Name* Machinery Power Sdn Bhd	Parent Company's Identification Type Parent Company Name	Parent Company Name	Doing Business As Manpower Services	Formerly Known As Formerly Known As
ELATIONSHIP INFORMATION	YOUR COMPANY LOGO HERE					
ERTIFICATES	Supported file formats: png, jpeg,jpg Max file size : 5MB	Category Chemicals	Region* Malaysia	Supplier Managers* PETRONAS Supplier Manager AKAK + 2	Status O	
IVERSITY STATUS	Resolution : 200 X 200 pixel					
EGISTRATION INFORMATION	<					
ONTACT INFORMATION	Aggregate Rating					
USINESS INFORMATION	0*					
RANSACTION TYPE						
IARKETING INFORMATION	> IDENTIFICATION INFORMATION					
AYMENT TERMS	✓ LOCATION INFORMATION (3)					U
	*indicates required fields					© <u>∎</u> ⊕
EIRONAS LICENSE & EGISTRATION INFORMATION	Location Name	Туре	Phone Nos.	Roles & Contacts		
OTES AND ATTACHMENTS	No 5, Jalan 7A/6,	Headquarter	Pri : 0323315678 Sec :		ß	0 3
	Company - Maybank Acc	Remit To Location	Pri : Sec :	E	ſ	0
	HQ Office	Ordering Location	Pri : Sec :	۵	r <u>b</u>	0
	> RELATIONSHIP INFORMATION					

There are 3 different location types with 'Headquarter' appearing as default. However, you are required to have at least one (1) 'Ordering Location' and 'Remit to Location'.

- Ordering Location the address where PETRONAS will send the PO. If Headquarter is the intended address, kindly proceed to copy the Headquarter's address as a separate Ordering Location.
- Remit to Location the address and bank account where PETRONAS will send the invoice payment.
- You may also add multiple Ordering Location or Remit to Location as required. Click the (+) icon to add new location.
- 3 Click the edit icon to edit location.



Complete Submit For Update Supplier Approval Supplier Profile Profile

<u>Ordering Location</u> is the location for PETRONAS to address any POs. Supplier may have multiple ordering locations depending on their business organisation.

الله المحمد المحمد لمحمد المحمد المحم المحمد المحمد ا	CALLOCATION	LOCATION INFORMATION Indicates required fields Location Name* HQ Office County	Location Code(Leave b LC-2023.004489 State* Selangor SEL	fank to auto generate)	▼	Diy" Taman Petaling Jaya	Country* Malaysia Zip Code* 45600	-	Address Line 1* No 5, Jalan 7A/6, Choose Location Type* Ordering Location	Address Line 2		4	Fill up the mandatory fields (including your Primary Business Phone and Fax No) and select the 'Location Type ' as ' Ordering Location '.
		Primary Business Phone PO Box Number		Extn	S	Sec. Business Phone		Extn	Fax No.		Fax No Extension		Note: The Location Name is for supplier's ease of reference (e.g. Kemaman Warehouse).
	5								5	You may also link relevant Identification Info for the location as explained in Identification Information section.			
		> BANKING INFORMATION ① Add Banking Info > INCO TERMS								6	Once completed, click ' Save & Close'.		
										CANCEL	SAVE SAVE & CLOSE		



Complete Submit For Update Supplier Approval Supplier Profile Profile

<u>Remit to Location</u> is the location for PETRONAS to process any invoice payment. Supplier may have multiple Remit to Locations for each bank account.

K Home	Catalog									Search	Q	□ 🕫 🕢 AM	7	Fill up the mandatory fields and select the ' Location Type ' as 'Remit to Location '.
hy Tasks + Create	LOCATION INFORMATION BANKING INFORMATION IDENTIFICATION INFO INCO TERMS	LOCATION INFORMATION Indicates required fields Location Name* Company - Maybank Acc	Location Code(Leave bia LC-2023.004488	ank to auto generate)			Country* Malaysia		Address Line 1* No.1., Jalan Makan Angin		Address Line 2			Note: The Location Name is for supplier's ease of reference (e.g. Kuala Lumpur Finance Office).
Supplier Profile	WITHHOLDING TAXES	County Primary Business Phone PO Box Number BANKING INFORMATION	Selangor SEL	Extn	Subang Jaya		47500	Extn	Remit To Location			Fax No Extension	8	Enter only one (1) bank account's information. Simply click on the (+) or edit icon to update the banking information.
	9	indicates required fields Payment Method Wire Transfer IDENTIFICATION INFO		Barik Name MALAYAN BAN	KING BERHAD (MAYBANK)	Branch Kuala Lumpur		Country Malaysia	Account Type Current	Account Number XXXXXX7890		8		Important: If supplier has multiple bank accounts, please proceed to create new 'Remit to Location' for each bank account.
	U	*indicates required fields										Add New Details 🕀		Refer next page for detail step
		Identification Type Please Select		Number							R	III ows per page: 5 💌	9	You may also link relevant identification info for the location.
											CANCEL	SAVE SAVE & CLOSE	10	Once completed, click ' Save & Close'.



Complete Submit For Update Supplier Approval Supplier Profile Profile

At the <u>Banking Information</u> section, supplier should select wire transfer as the payment method and complete the mandatory fields.

girnen wiedlich	•		
ank Name* IALAYAN BANKING BERHAD (MAYBANK)	Beneficiary Name* Machinery Power Sdn Bhd	Bank Branch* Kuala Lumpur	
ountry* falaysia	← Account Type* Current	▼ Swift/BIC* MBBEMYKL	
ankKey / ABA	IBAN X	Bank Account Number* XXXXX7890	
	Sample Malaysian Bank N 1. CIMB BANK BERHA 2. AMBANK (M) BERHA 3. MALAYAN BANKING 4. UNITED OVERSEAS	lame based on SWIFT Code: D AD G BERHAD (MAYBANK) BANK (MALAYSIA) BERHAD	CANCEL DONE

Information input in Banking information section should match with the Bank Statement attached.

Important Guidelines

- Bank Name registered Bank Name based on SWIFT code entered.
- Beneficiary Name registered bank account name.
- **SWIFT/BIC** set of 8 or 11 digits that represents a bank branch.
- Bank Key/ABA routing number for international bank account (e.g. Australia, India, Russia, South Africa, United Kingdom, USA). If not applicable, enter 0.
- **IBAN** international bank account number. If not applicable, enter 0.
- Bank Account Number should consist of 10, 12, 15 or 16 characters.
- Verify Bank Account Number: must be the same as Bank Account Number entered.

Once completed, click 'Done'.

Contact Information

In the <u>Contact Information</u> section, supplier may add additional contacts and assign their level of access in the system.



Complete Submit For Update Supplier Approval Supplier Profile Profile

> TRATION INFORMATION			section. Click on the (+) icon to add additional contacts.
CONTACT INFORMATION(1) *indicates required fields	EDIT CONTACT 2 Ites required fields	2	Enter the required information in each of the fields. The fields marked with asterisk (*) are mandatory.
Full Name 1 Ahmad Delaila Musafir Last Login: Thursday, 28 December 20	First Name* Ahmad Delaila Last Name* Musafir E-mail Address* @yahoo.com 3	3	 Select the default role for the contact. Supplier Administrator – able to perform all activities. Sales Manager – able to view
> BUSINESS INFORMATION	Primary Business Phone (Optional) Extn Secondary Business Phone Extn Fax No.		 contract and participate in RFx. Legal Advisor – able to view
TRANSACTION TYPE MARKETING INFORMATION	ISD Code (Optional) +60 (Malaysia) Mobile Number (Optional) 123456789 CANCEL SAVE		 Ordering Manager – able to view, acknowledge PO and
> PAYMENT TERMS			 submit SES. Accounts & Finance Manager – able to view, create Invoice and

Credit Note.

entered.

Click 'Save' to save the information

4

Business Information



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier may provide additional information on business information.

		1	Kindly select the currency and enter the annual revenue in the ' Annual Revenue (In Millions) ' field.
A MACHINERY POWER Status will move to Registered only when BASIC DETAILS IDENTIFICATION INFORMATION BUISINESS INFORMATION	SDN BHD (PC-2023.009213) : CONSTRAINTS CON	2	' Business type ' is refers to the business incorporation type i.e. Private Limited, Government Agencies, etc. Select the relevant business type.
LOCATION INFORMATION RELATIONSHIP INFORMATION CERTIFICATES	Business INFORMATION 2 3 *indicates required fields	3	' Total No. of Employees ' refers to the total number of employees actively hired by the supplier.
DIVERSITY STATUS REGISTRATION INFORMATION CONTACT INFORMATION	Auto-Acknowledge Order Please Select	4	' Auto-Acknowledge Order ' refers to the method of accepting the Purchase Order.
			Kindly leave it unticked. This will allow supplier to manually acknowledge each PO issued by PETRONAS.
-)	If 'Auto-Acknowledge Order' is ticked, each PO issued by PETRONAS will be automatically acknowledge/accepted and supplier are obliged to render services/products as per the PO.	5	' Payment Type ' is referred to the default payment remittance method issued by PETRONAS. Kindly leave this field empty.

Transaction Type



Complete Submit For Update Supplier Approval Supplier Profile Profile

1 Kindly **DO NOT** make any changes to this section.

: @° ← A MACHINERY POWER SDN BHD (PC-2023.009213) Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. 🛆 BASIC DETAILS BASIC DETAILS 1 TRANSACTION TYPE TRANSACTION TYPE IDENTIFICATION INFORMATION *indicates required fields BUSINESS INFORMATION Auction format Contract format PO format RFx format Service Confirmation Invoice format Please Select Please Select Please Select Please Select Please Select Please Select LOCATION INFORMATION RELATIONSHIP INFORMATION IDENTIFICATION INFORMATION CERTIFICATES

This section is not required to be filled by supplier.

Marketing Information

Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier is required to select the supported currencies and can maintain the marketing information e.g. company summary, website and social media accounts.

A MACHINERY POWER SDN BHD	(PC-2023.009213)	1	Under ' Description ', you may provide further information on your
TRANSACTION TYPE	> RELATIONSHIP INFORMATION		company summary of offerings.
IDENTIFICATION INFORMATION		2	'Supported Currencies' refers to all
BUSINESS INFORMATION	> CERTIFICATES		the currencies supported for
LOCATION INFORMATION	> DIVERSITY STATUS		payment purposes.
RELATIONSHIP INFORMATION	> REGISTRATION INFORMATION		Supplier is required to select at
	> CONTACT INFORMATION(1)		least one supported currency.
REGISTRATION INFORMATION 1	V MARKETING INFORMATION	3	'Supported Languages' refers to
CONTACT INFORMATION	*indicates required fields		supported languages by the
	Description (Optional)		with PETRONAS.
PAYMENT TERMS	Supported Currencies 3 Supported Languages (Optional)		
DOCUMENTS		4	'Current Customer' refers to the
PETRONAS LICENSE & REGISTRATION INFORMATION	Current Customer		current customer that the supplier
NOTES AND ATTACHMENTS	Website : Website URL f www.facebook.com/ facebook.page name		with.
	in www.linkedin.com/ linkedin page name 🖤 www.twitter.com/ twitter handle		

Payment Terms

This section is not required to be filled by supplier.



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier will not be able to make
any changes to the payment terms.

A MACHINERY POWER SDN BHD (PC-2023.009213)									
will move to Registered only when all the man	datory fields are filled and supplier reviews the profile by clicking on save. \triangle								
TRANSACTION TYPE									
IDENTIFICATION INFORMATION	> IDENTIFICATION INFORMATION								
BUSINESS INFORMATION	BUSINESS INFORMATION								
LOCATION INFORMATION	> LOCATION INFORMATION								
RELATIONSHIP INFORMATION									
CERTIFICATES	> RELATIONSHIP INFORMATION								
DIVERSITY STATUS	> CERTIFICATES								
PAYMENT TERMS	> DIVERSITY STATUS								
REGISTRATION INFORMATI	A DAVMENT TERMS								
CONTACT INFORMATION	Indicates required fields								
MARKETING INFORMATION	Entity	Payment Terms							
DOCUMENTS	ALL	Within 30 days Due net (Default)							
PETRONAS LICENSE & REGISTRATION INFORMATION		Row	s per page: 5 💌						

Documents



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier may find all documents that has been created or issued before e.g. RFx, Contract, PO, etc.

岛 MACHINERY POWER SDN BHD	(PC-2023.009213)							: 『』	1	Each document is segregated by
will move to Registered only when all the mand	latory fields are filled and supp	lier reviews the profile by clicking on save. 🖉	2							the document type.
TRANSACTION TYPE	> LOCATION INFORM	IATION								5
IDENTIFICATION INFORMATION	> RELATIONSHIP INF	ORMATION								Kindly select the relevant
BUSINESS INFORMATION										document type on the left
LOCATION INFORMATION	CERTIFICATES									document type on the tert.
RELATIONSHIP INFORMATION	> DIVERSITY STATUS	3							2	Once selected, system will display
CERTIFICATES	✓ DOCUMENTS	\sim								all the documents that are
DIVERSITY STATUS	*indicates required fields	2								available
DOCUMENTS	Form	Name	Status	Created by	Created on	Supplier Response St	Invited on	Invited By		
PAYMENT TERMS	Scorecard	KYC Assessment v3	Published	Petronas	06/02/2020	Expired	06/02/2020	Petronas		To open simply click on the
REGISTRATION INFORMATION	PEv									To open, simply click on the
CONTACT INFORMATION		Copy of KYC Assessment	Published	Petronas	05/04/2020	Response Submitted	05/15/2020	Petronas		document name.
MARKETING INFORMATION	Auction	•						•		
PETRONAS LICENSE & REGISTRATION INFORMATION	Contract						1 to 2 of 2	K < Page 1 of 1 → →		
NOTES AND ATTACHMENTS										

PETRONAS License & Registration Information



Complete Submit For Update Supplier Approval Supplier Profile Profile

<u>PETRONAS License & Registration information</u> will be automatically populated in the Supplier Profile for ease of reference.

수 육	MACHINERY POWER SDN	BHD (PC-2023.009213)			: 嗎 1	This section is not editable and
Click on th	Create Change Request button below to	be able to edit the Supplier Profile				only relevant for PETRONAS
谊	CERTIFICATES	> MARKETING INFORMATION	Licensed and Degistered suppliers			
:	IDENTIFICATION INFORMATION	> PAYMENT TERMS				Their license and registration
: My Tasks	RELATIONSHIP INFORMATIO	> DOCUMENTS				
+	DIVERSITY STATUS	DETROMAS LICENSE & DECISTRATION INFORMATION				information will be populated here.
Create	REGISTRATION INFORMATION	PETRONAS LICENSE & REGISTRATION INFORMATION				
Supplier	LOCATION INFORMATION		PLEASE WAIT			Any changes to the information in
Protile	CONTACT INFORMATION					this section will need to be
	BUSINESS INFORMATION	*indicates required fields				performed in the PETRONAS
	TRANSACTION TYPE					Liconsing Management System
	MARKETING INFORMATION	Company Registration Number Roc New : 2035	Company Name Machinery Power Sdn Bhd	Company Status Bumiputera Local		
	PAYMENT TERMS	Roc Old : 2035				(PLMS).
	DOCUMENTS	Locality Status Sarawak	Attachment Company Detail_203594D.pdf [고	Group Locality		•
	PETRONAS LICENSE & REGISTRATION INFORMATION	License & Registration				
	NOTES AND ATTACHMENTS	License Status Active	License Duration Sep 25, 2020 To Sep 29, 2023	License or Registration Type License		
		Attachment 203594DROC_Cer.pdf				
		Special License & Registration				
		Status -	Attachment —			
		Supplier is required to perform any license & registration update or	renewal via https://www.petronas.com/join-us/be-our-partner/our-licensing-registration			

Notes & Attachments



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier may find all notes and attachments that has been created for the supplier by PETRONAS.

PETRONAS	Catalog		Search	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	1 Supplier will not be able to make
«	← ▲ MACHINERY POWEF	2 SDN BHD (PC-2023.009213)		: 便 ⁰	any changes to the payment terms.
Home	Status will move to Registered only when	all the mandatory fields are filled and supplier reviews the profile by clicking on save. 🛆			
i ∭ My Tasks	BASIC DETAILS	> BASIC DETAILS			By default, this section is blank.
+	TRANSACTION TYPE	> TRANSACTION TYPE			
Create	IDENTIFICATION INFORMATION	> IDENTIFICATION INFORMATION			
 Supplier	BUSINESS INFORMATION				
Profile	LOCATION INFORMATION	> BUSINESS INFORMATION			
	RELATIONSHIP INFORMATION	> LOCATION INFORMATION			
	CERTIFICATES				
	DIVERSITY STATUS	> RELATIONSHIP INFORMATION			
	DOCUMENTS	> CERTIFICATES			
	PAYMENT TERMS	> DIVERSITY STATUS			
	NOTES AND ATTACHMENTS	> DOCUMENTS			
	REGISTRATION INFORMATION				
	CONTACT INFORMATION	> PAYMENT TERMS			
	MARKETING INFORMATION	V NOTES AND ATTACHMENTS			
	PETRONAS LICENSE & REGISTRATION INFORMATION	No records found.			

Submit for Approval

Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier to ensure that all necessary information has been provided before submitting their Supplier Profile for PETRONAS approval.



Submit for Approval



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier to ensure that all necessary information has been provided before submitting their Supplier Profile for PETRONAS approval.



During submission, if you are prompted with an Error Message, it means that the submitted supplier profile contains incorrect information or does not follow PETRONAS data governance rules.

Please read through the message and click on '**Close**'. You may refer the full list of data quality error messages and suggested rectifications in the next page.

Kindly amend the relevant field as required (when prompted) and resubmit for approval.



Data Quality Error Rectifications

Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier should amend the relevant field as required (when prompted) and re-submit for approval.

Error Message in Data Quality	Error Message in Data Quality Rectification		
There is an error in performing data quality checks for the submitted profile. Kindly retry.	ere is an error in performing data quality checks for submitted profile. Kindly retry. Supplier is required to retry the submission by clicking on the Submit button. If unable supplier.servicedesk@petronas.com for further checking.		
Legal Company Name is longer than the allowed maximum value: 70.	Under Basic Details section, Supplier is required to maintain Legal Company Name that is up to 70 characters only.	Basic Details	
Missing required fields: [\DivisionandOrgEntities\"]."	equired fields: [\DivisionandOrgEntities\"]." Please screenshot the error and send and email to supplier.servicedesk@petronas.com for further checking.		
State is longer than the allowed maximum value: 3.	Please screenshot the error and send and email to supplier.servicedesk@petronas.com for further checking.	Basic Details	
Missing required fields: [\ldenfiticationInfo\"]."	Under Identification Information section, Supplier is required to maintain the company registration number by selecting identification type "ROC (Old)" and maintain your company registration number	Identification Information	
TIN – Tax Number MY7: Format is invalid.	Supplier is required to retry and submit their TIN information in the correct format that is up to 14 characters only.	Identification Information	
ROC (New) xxxxxxxxxxxxxxxxxx Exceeds field limit 20	Supplier is required to retry and ensure that their ROC (New) is accurate and does not exceed 20 characters.	Identification Information	
Address line - [ISC.0164.0008] Specified string: \Binjai 54\\nLorong BinjaiUnit 89-N, Binjai 54\\nLorong Binjai\" does not match the ECMA 242 pattern: \"^(.*)\$\"."	User to remove any newline or special characters included in Address field.	Location Information	
Missing required fields: [\LocationInfo\"]."	Under Location Information section, Supplier is required to maintain at least one Ordering Location.	Location Information	

Data Quality Error Rectifications



Complete Submit For Update Supplier Approval Supplier Profile Profile

Supplier should amend the relevant field as required (when prompted) and re-submit for approval.

Error Message in Data Quality	Rectification	Affected Section
One Ordering Location is Mandatory.	Under Location Information section, Supplier is required to maintain at least one Ordering Location.	Location Information
Only one Remit to Location is allowed.	Under relevant Location (Remit to Location) section> Banking Information. Supplier to remove additional Banking Information from the Remit to Location. Only one Banking Information is allowed to be maintained for each Remit to Location. For additional Banking Information, please maintain a new Remit to Location.	Location Information
Primary Business Phone Number is longer than the allowed maximum value: 16.	Under relevant Location (Headquarters or Ordering Location) section> Primary Business Phone, Supplier to maintain the Primary Business Phone number up to 16 characters only.	Location Information
Invalid Bank Name for Swift/BIC HBMBMYKL. Possible Value is HSBC BANK MALAYSIA BERHAD.	Under relevant Location (Remit to Location) section > Banking Information, please amend the Bank Name with the possible value as stated from the data quality message.	Location Information
[Info] Messages refer to Organisation: \$129 Bank details ID: 1001 Bank 022000020 for country MY does not exist	Under relevant Location (Remit to Location) section > Banking Information. For Malaysia bank account, please ensure to default the "BankKey/ABA" to 0. For Foreign bank account, if applicable, please ensure to maintain the correct routing number in "BankKey/ABA". If not application, please maintain "BankKey/ABA' to 0.	Location Information
Bank Account Number cannot be empty.	Under relevant Location (Remit to Location) section > Banking Information, Supplier is required to maintain the Bank Account number	Location Information
IBAN cannot be empty.	Under relevant Location (Remit to Location) section > Banking Information, Supplier is required to maintain the IBAN number.	Location Information
Missing required fields: [\PaymentTerms\"]."	Please screenshot the error and send and email to supplier.servicedesk@petronas.com for further checking.	Payment Terms

Complete Submit For Update Supplier Supplier Approval Profile Profile

66

Supplier Profile information can be updated as and when required and it is always essential to keep their information updated.

Update Supplier Profile

PETRONAS	Catalog Contract Purchasing Invoice Supplier					Search Q	l 🕫 🕐 ws	1	To undato vour profilo, click	on tha
× 谊	My Tasks							±	'Supplier Profile' button.	ontrie
Home	ACTION PENDING (99+) FOLLOW UP (2)									요 출권 Supplier
My Tasks + Create	Order Return Note Contract Form 6912 210 6 2	RFX 1								Profile
	ecument Name	Document Number	Days in Current State	Order Total	Purchase Type		Created On			
Profile	L ver1 for 10454758	3300072043		250.00	Standard					
	Order1 for Requisition8123484	3400361283-002		700.00	Standard					
	Order1 for 10454839	3300072042		3,150.00	Standard					
	Order1 for 10454839	3300072041		3,150.00	Standard					
	Order1 for 50 Lines testing - Ariffah	3400361184		3,800.00	Standard					
	Order1 for 50 Lines testing - Ariffah1	3400361183		72,500.00	Standard					
	Order1 for KLCC-TSC_P2P_CAT_005d	3400361111		106.00	Standard					
	Order1 for DO NOT USED	3400361104		500.00	Standard					
	Order1 for KLCC-TSC_S2P_CAT_005a1 5% Retention	3400361041-001		400.00	Standard					
	Order1 for KLCC-TSC_S2P_CAT_005a1 V3	3400361043		400.00	Standard					
			Rows Per Page: 10 🗸 1 - 10 Of 6912	< >						



Ensure your profile is always being updated and observe any warning indicators if there are any missing mandatory information (New-ROC, TIN, Primary Business Phone, Fax No, etc.) or certificates expiry.



Complete Submit For Update Supplier Approval Supplier Profile Profile

Update Supplier Profile

Approved suppliers are required to create a Change Request prior to amendment of information in GEP SMART.

ETRONAS	Catalog Contract	Purchasing Invoice Supplier	и				Search	□ \$2° (WS) : (€°)	2 To begin, click 'Create Change	
« 俞	 MACHINERY POWER 3L 	IN BHD (PC-2023.009213)		. 121	Request .					
Home	Click on the Create Change Request but	ton below to be able to edit the Supplier	Profile	3 Click ' Yes ' to proceed with creation	1					
i≝ ∕y Tasks	BASIC DETAILS	V BASIC DETAILS							of the Change Request.	
+	CERTIFICATES	*indicates required fields								_
Create	IDENTIFICATION INFORMATION		Supplier's Legal Name* Machinery Power Sdn Bhd	Parent Company's Identification Type Parent Company Name	Parent Company Name	Doing Business As	Formerly Known As Formerly Known A	s	4 Once Change Request has been	
음요 Supplier	RELATIONSHIP INFORMATION		Caterony	Region*	Sumlier Managers*	Statue			created, you are now able to	
Profile	DIVERSITY STATUS		Advanced Process Control Sys +31 More	Sarawak SAR	GEP Admin	Approved			amend fields in the Supplier Profile	
							1		(e.g. adding new Location, new	
	CONTACT INFORMATION	<	CONFIRMATION						Bank Information, new contacts	
	BUSINESS INFORMATION	Aggregate Rating	-			etc.).				
	TRANSACTION TYPE	3.8	Are you sure you want to create Change R	equest?			1			
	MARKETING INFORMATION		Note: In case of a change request is not s	ubmitted, supplier manager will	have an option to cancel your	change request so that other			For PETRONAS Licensed and	
	PAYMENT TERMS	CERTIFICATES	users can make the changes			3			Registered suppliers some fields	
	DOCUMENTS	> IDENTIFICATION INFORM/				NO YES			are locked and no changes are	
	PETRONAS LICENSE &	> RELATIONSHIP INFORMAT							allewed Any changes to the	
		> DIVERSITY STATUS				allowed. Any changes to the				
		> REGISTRATION INFORMAT	TION		following need to be made in	nade in				
									PETRONAS License Management	
		> LOCATION INFORMATION							System (PLMS):	
		> CONTACT INFORMATION			 Supplier's Legal Name 					
		> BUSINESS INFORMATION						\bigcirc	Category	
		> TRANSACTION TYPE						2	PETRONAS License &	
	49% PROFILE						CLOSE SAVE	CREATE CHANGE REQUEST	Registration (Section)	
	COMPLETENESS									

Update Supplier Profile



Complete Submit For Update Supplier Approval Supplier Profile Profile

Changes made to Supplier Profile will be verified by PETRONAS prior to approval.

TROMAS	Catalog Contract	Purchasing Invoice Supplier					Search Q		5 (Click ' Submit ' to submit the
«	← MACHINERY POWER S	DN BHD (PC-2023.009213)						• 周 •	S	supplier profile to PETRONAS
1 Home	Change request is in progress								f	or approval.
e Taeke	BASIC DETAILS	V BASIC DETAILS								
y lasks	CERTIFICATES	*indicates required fields							۱ ۱	You will receive a notification
+ Create	IDENTIFICATION INFORMATION		Supplier's Legal Name* Machinery Power Sdn Bhd	Parent Company's Identification Type Parent Company Name	Parent Company Name	Doing Business As	Formerly Known As Formerly Known	is	f	rom PETRONAS regarding the
de la	RELATIONSHIP INFORMATION								e	evaluation results.
uppiler Profile	DIVERSITY STATUS		Category Advanced Process Control Sys +31 More	Region* Sarawak SAR	Supplier Managers* GEP Admin	Status Approved	O			
	REGISTRATION INFORMATION									Note [.] To ensure data quality
	LOCATION INFORMATION	<							· ·	ho system will perform a
	CONTACT INFORMATION	Aggregate Rating								ne system will perform a
	BUSINESS INFORMATION	3.8 ★							L L	
									ā	automatically.
	PAVMENT TERMS	> CERTIFICATES								
	DOCUMENTS	> IDENTIFICATION INFORMATION								Kindly amend the relevant field
	PETRONAS LICENSE & REGISTRATION INFORMATION	> RELATIONSHIP INFORMATION							6	as required (when prompted)
	NOTES AND ATTACHMENTS	> DIVERSITY STATUS								
		> REGISTRATION INFORMATION								
		> LOCATION INFORMATION								
		> CONTACT INFORMATION								
		> BUSINESS INFORMATION					\bigcirc			
		> TRANSACTION TYPE					6			
	49% PROFILE COMPLETENESS -					DELET	E SUBMIT SAVE AND E	CLOSE SAVE		

One (1) Change Request is allowed at a time. If there is existing Change Request pending approval, supplier will need to wait until PETRONAS Licensing Team review and approve/reject prior to submit another Change request



RFx Response

Learning

Objectives

GEP SMART enables online RFx submissions and provide a secure environment in responding and complying to the tender requirements.

Suppliers will be able to respond to the technical and commercial requirements as deemed by the tender and submit them successfully via the system.



Access RFx Event



Access Accept Submit RFx **RFx Event Guidelines Responses** Status

[1a] Email Notification - Invited supplier will receive an email notification with the subject of "Invitation to participate in event XXX"

From: smartnotification@petronas.com.my <smartnotification@petronas.com.my> Sent: Wednesday, December 13, 2023 3:17 PM 1 To: Subject: Invitation to participate in event SMART Next Gen - YZ

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe

Hi

You have been invited to participate in a sourcing event by PETRONAS .

Event name: SMART Next Gen - YZ Event start date/time: 13/12/2023 12:00:00 AM Singapore Standard Time Event end date/time: 23/12/2023 12:00:00 AM Singapore Standard Time



Click here to access the sourcing event or copy-paste the following link in your browser window: https://smartuat.gep.com/Sourcing/rfx?dd=ZGM9MzYzMjEwJmJwYz03MDAyMTc5MA2&b=0&oloc=219&c=NzAwMjE3OTA1#/rfx/new

Basic instructions

1. If you do not have a SMART by GEP account, click here to create a new account and register yourself with PETRONAS.

- 2. After you create the password, you can log into SMART by GEP and select the event to participate.
- 3. Note that the time zone of the event is Singapore Standard Time. You may be in a different time zone, and therefore, make sure you log on at the right time to avoid missing the event.

If you have any questions, contact us on supplier.servicedesk@petronas.com or call our helpline number mentioned below. Our support team will help you get started.

Helpline:

PETRONAS CONTACT CENTRE (PCC): +603 2331 3330

Regards,

PETRONA	S			
«	SMART NextGen - YZ		Response closing in 3d 0h 38m 58s	」 Discussion Forum
1回) Home	GUIDELINES PENDING A	✓ GUIDELINES PENDING ACCEPTANCE		
1	BASIC DETAILS	① Accept the guidelines listed in this section in order to participate in the event.		Download all Guidelines
My Tasks	EVENT TIMELINES			
+ Create	TEAM MEMBERS	I Accept General Guidelines -EXHIBIT I - SCOPE OF WORK		
Å	GUIDELINES	I Accept General Guidelines -EXHIBIT II - TECHNICAL SPECIFICATIONS		
Supplier Profile	QUESTIONNAIRES			
1 Tonic	PRICE SHEETS	V BASIC DETAILS		
		Event Name SMART NextGen - YZ		
		Event Description Provision for Supply and Delivery of Chemicals and Spare Parts for PRPC		

1	Supplier will receive an email notification to participate the RFx event
2	Click "Click here" from the email to access the sourcing event
3	RFx event will be displayed in

SMART NextGen

71

Access RFx Event



Access Accept Submit RFx RFx Event Guidelines Responses Status

[1b] My Tasks- Invited supplier able to view the RFx event via My Tasks

PETRONAS	Catalog Sourci	ing	Search Q D DF	
≪ Home My Tasks	My Tasks	LOW UP (0)		1 In order to view the RFx event, supplier need to click on " My Tasks " at the left panel from Home Page
Create 출표 Supplier Profile	Event Name SMART NextGen - YZ	Event Number Event Type Author 047479-Aug2023 RFP	Created On 8/15/2023	2 Click " RFx " tab and select the RFx event under Event Name
		Rows Per Page: 10 🗸 1 - 1 Of 1 < >		3 RFx event will be displayed in SMART NextGen
PETEORAS	Catalog Source	ing	Search Q D State (2) FI	
«	SMART NextGen - YZ	New 3	Response closing in 3d 0h 38m 58s Discussion Forum	
伯 Home	GUIDELINES PENDING A	✓ GUIDELINES PENDING ACCEPTANCE		
1	BASIC DETAILS	① Accept the guidelines listed in this section in order to participate in the event.	Download all Guidelines	
My Tasks	EVENT TIMELINES			
+ Create	TEAM MEMBERS	I Accept General Guidelines -EXHIBIT I - SCOPE OF WORK		
٩	GUIDELINES	I Accept General Guidelines -EXHIBIT II - TECHNICAL SPECIFICATIONS		
自迅 Supplier Profile	QUESTIONNAIRES			
FIGHE				
	PRICE SHEETS	✓ BASIC DETAILS		
	PRICE SHEETS	Event Name SMART NextGen - YZ		
	PRICE SHEETS	Event Name SMART NextGen - YZ Event Description Provision for Supply and Delivery of Chemicals and Spare Parts for PRPC		
Accept Guidelines

Accepting or declining the tender guidelines indicates supplier's understanding of the terms and conditions and represents their interest to participate.

IART NextGen - YZ	w			Response closing in 3d 0h 38m 58s	「貝 Discussion Forum
GUIDELINES PENDING A	✓ GUIDELINES PENDING A	ACCEPTANCE			
BASIC DETAILS	 Accept the guidelines list 	ted in this section in order to participate in the	event.		Download all Guidelines
EVENT TIMELINES					
TEAM MEMBERS	I Accept General Guidelin	es -EXHIBIT I - SCOPE OF WORK			
GUIDELINES	I Accept General Guidelin	es -EXHIBIT II - TECHNICAL SPECIFICATIONS			
QUESTIONNAIRES					
PRICE SHEETS	✓ BASIC DETAILS				
	Event Name SMART NextGen - YZ]		
	Event Description Provision for Supply and Deliv	very of Chemicals and Spare Parts for PRPC			
	Event Type Request for Proposal	Event Currency MYR	Event Overview		
	Category* Electronic Type	Business Unit* MM: Cost Centre 438* - ALL Co	Region* Malaysia		
	✓ EVENT TIMELINES				⊃⊄ Gantt View
					(2)



Access Accept Submit RFx RFx Event Guidelines Responses Status



participate in the bid.

Acceptance of guidelines was previously known as **acceptance of Invitation to Bid (ITB)**. The content of guidelines is similar to PETRONAS' ITB documents.

In the event guidelines acceptance is not performed, supplier will not be able to participate in the bid.

Accept Guidelines



Access Accept Submit RFx RFx Event Guidelines Responses Status

Accepting or declining the tender guidelines indicates supplier's understanding of the terms and conditions and represents their interest to participate.

PETRONAS	Catalog Sourcing	3	Search Q I Search I S	Image: Second	Click on the ' Decline Invitation ' button to decline.
습 Home	GUIDELINES PENDING A	✓ GUIDELINES PENDING ACCEPTANCE			
.1	BASIC DETAILS		Developed all	4	At the window pop-up, click ' Yes '
: === My Tasks	EVENT TIMELINES	Accept the guidelines listed in this section in order to participate in the event.	Download air	Guidelines	to confirm.
+ Create	TEAM MEMBERS	I Accept General Guidelines -EXHIBIT I - SCOPE OF WORK			
	GUIDELINES	I Accept General Guidelines -EXHIBIT II - TECHNICAL SPECIFICATIONS		5	Supplier would need to provide a
圖品 Supplier Profile	QUESTIONNAIRES				reason for declining the invitation.
	PRICE SHEETS	V BASIC DETAILS			· · · · · · · · · · · · · · · · · · ·
		Event Name SMART NextGen - YZ			
		Event Description. Provision for Supply and Delivery of Chemicals and Spare Parts for PRPC			
		Event Type Event Currency Event Overview Request for Proposal MYR			
		Category* Business Unit* Region* Electronic Type MM: Cost Centre 438* - ALL Co Malaysia			
		✓ EVENT TIMELINES	ו	Gantt View	
		Time Zone:Singapore Standard Time(UTC+8:00)	(3)		
			CANCEL DECLINE INVITATION ACCEPT GU	IDELINES	
1000					
		DECLINE E	ENT		
	\bigcirc	CONFIRMATION	5		
	\odot	Not interested t	participate		
	Are you sure you want to decline	the invitation for this event?		83	
	Are you sure you want to decline			2	
		NO YES	CANCEL	DONE	

Accept Guidelines



Access Accept Submit RFx RFx Event Guidelines Responses Status

Accepting or declining the tender guidelines indicates supplier's understanding of the terms and conditions and represents their interest to participate.

vitation to participate in event was declined by KOPETRO VENTURES on 10/0	14/2019 12:18 PM		Download Summary	event that you would like to re-
BASIC DETAILS Event Name Week 2 _Supplier Response Event Description Week 2 _Supplier Response			Change Ownership Download Discussions	participate in the RFx, you can click on the ' Kebab icon ', then click on ' Accept Invitation ' to re-participate in the RFx.
Event Type Event Currency MYR	Event Overview		•	Kebab icon:
Category* Business Unit* Chemicals BOARD OF DIRECTORS	Region* Malaysia			
✓ EVENT TIMELINES				
Time Zone : Singapore Standard Time (UTC+8:00)			×	
Name	Start Date & Time	End Date & Time		
Response Timeline	10/01/2019 3:30 AM	10/07/2019 3:55 AM		
			CANCEL	

Submit Responses Overview



Access Accept Submit RFx RFx Event Guidelines Responses Status

After reviewing and accepting the tender guidelines, supplier will be required to provide their responses.

The requirements for each tender varies, and below are some of the highlighted sections for reference:

- a. Team Members
- b. Contract Terms
- c. Questionnaires
- d. Price Sheet
- e. Attachments

Suppliers are required to submit their bid response for **each section** outlined in the RFx. If the supplier requires clarification, they may do so via the online Discussion Forum (refer to **Tender Clarification**).

Submit Responses – Team Members



Access Accept Submit RFx RFx Event Guidelines Responses Status

You may assign Roles in the Team Members section.

~	TEAM MEMBERS(SUPPLIER CONTACTS)	wer Collaborato	r Invitation Status	1 ≕ Manage Contacts	Under the ' Team Members ' section, click on the ' Manage Contacts ' icon.
	♀ Ali Abu	2 🛛	Invited On 08/16/2023 9:13 AM	2	2 The ' Edit ' page will be displayed.
2	Edit - Ige Contacts - FBI Sdn Bhd	liser's Role	C Search	3 Add New Contact Sent On	Here, you are able to add any current contacts from your company to be a part of this tender.
	Ali Abu	Primary Responder	Buyer 08.	3/16/2023 9:13 AM 🖄	You can also choose the ' User's
		Primary Responder			contacts.
		Collaborator	L Assembled Dis	CANCEL DONE	Click ' Done ' once completed.
	EXHIBIT I - SCOPE OF WORK	No Access	- Accepted By	-	You may also add new contact to be a part of this tender.



Submit Responses – Contract Terms



Access Accept Submit RFx RFx Event Guidelines Responses Status

You may accept or modify the Contract Terms.

4	CONTRACT TERMS I confirm that I have read all the contract terms of this event	1	Under 'Contract Terms' section, click on the terms & conditions (T&C) to review and understand					
	ame % 1	Author	Modified By	Modified On	Status	Version		the T&C.
PETRO	Catalog Sourcing	WonderWoman Deol	WonderWoman Deol	09/12/2019 6:56 PM	Check in	arch Q D P* @ F	2	If you need to perform redlining, Check Out the document first. Changes shall be made on the Microsoft version of the document.
습니다. Hor My Te Cree Supp Prot	Contract Administrator : PETRONAS Last Modified B;	y: PETRONAS On 08/16/2023		CONTRACT NO:		Version 1.0 👻 🗐 📋 🔂	3	You will need to ' Upload Minor Version ' of the same T&C document to upload update or proposed modifications.
								Once finalised, click on ' Check In '.
	3		(C0	BETWEEN [COMPANY] DMPANY NO.: XXXXX-X)		(2)	4	Once completed, return to the main page and check the box to confirm that all contract terms have been read.
		process when	e suppliers af	ole to highlight	the Terms and Co	GO BACK CHECK OUT		Note: If the box is not checked, supplier will not be able to submit response.

Redlining is a process where suppliers able to highlight the '**Terms and Conditions**' document areas of clauses that require deviation. Supplier may **add a note** on the MS Word document and reupload the same document. A **new version number** will be generated.

Submit Responses – Questionnaires

Access Accept Submit RFx RFx Event Guidelines Responses Status

Suppliers must respond to all questionnaires listed in the section.

Catalog Sourcing	Search Q D 🕫 🕐 FI
← 🛙 RESPOND - TECHNICAL PART 1 - ESSEN ▼	🗐 Logs 🕂 Upload 🕁 Download 🖓 Filters
You have uploaded 0KB out of available 6GB upload limit.	
Aks Name Technical Part 1 - ESSENTIAL EXAMPLE	
Description Ac -	
Evaluation Type Technical	
Q 1.* Bidder to ensure complete documents upon submission: Select all documents selection attached in the responses	
O Statement of Compliance	
O Form of Tender	
O Audited Financial Reports	
O HSE document submission	
O Complete CV	
O Certificates	
Add Attachment	
0% response	CANCEL SAVE DONE

 It is the supplier's responsibility to ensure questionnaires are reviewed and answered truthfully and accurately as PETRONAS buyers will be verifying the information provided. Select the questionnaire from the drop-down list:

- The questions may vary in format (i.e. Radio Button, Check Box, List Box, Drop Down).
- Suppliers must select answers which are related to their capability of delivering goods and services.
- Some questions may require detailed explanation (i.e. Free Form text) and may need to provide attachments.
- If attachment is required, kindly do not add attachments more than 2GB for each question in this questionnaire section.
- For attachments that are larger than 2GB, place them in attachment section (refer to page 56).

Submit Responses – Questionnaires



Access Accept Submit RFx RFx Event Guidelines Responses Status

Suppliers must respond to all questionnaires listed in the section.

PETRONAS	Catalog	Sourcing	Search Q D D FI	2	Respond to questions, then click
«	← 📓 RESPOND -	· TECHNICAL PART 1 - ESSEN ▼	冒Logs 仕 Upload d Download 🏹 Filters		Save .
山 Home	You have uploaded 50k	KB out of available 6GB upload limit.		3	Once all the questions have been
	Name				responded, click ' Done '.
-L-	Technical Part 1 - ES	SSENTIAL EXAMPLE			Respond to all other
Create	-				questionnaires in similar manner.
り 自告 Supplier	Evaluation Type Technical				
Profile	Q 1. * Bidder to er responses	nsure complete documents upon submission:	Select all documents selection attached in the		Click ' Submit Response ' once all questionnaire has been answered.
	 Statement of Form of Tend 	i Compliance der			Confirmation window will then appear. Click ' Yes '.
	O Audited Finar	ncial Reports			
	O HSE documer	nt submission		4	The completion rate of the supplier
	O Complete CV	,			profile can be tracked here.
	O Certificates				
	4 🔮 046950-Jul:	2023-EXHIBIT I - SCOPE OF WORK.docx	2 3		
	100% RESPONSE COMPLETE	ENESS	CANCEL SAVE DONE		

Submit Responses – Price sheet



Access Accept Submit RFx RFx Event Guidelines Responses Status

The price sheet represents the commercial aspect of the tender submission and may vary from one tender to another.

Suppliers will have the option to respond to the tender's commercial requirements through the following channels:

- a. Update Price sheet via the GEP SMART user interface, or
- b. Update Price sheet through MS Excel upload.



It is the supplier's responsibility to **verify all details in all columns** within the price sheet. Columns may differ based on the Tender requirements from PETRONAS.

Submit Responses – Price sheet

a. Update price sheet via the GEP SMART user interface.



The price sheet displayed above is a screenshot taken from within the GEP SMART platform. Suppliers that choose to update the price sheet directly within the platform will have the above view.

Access Accept Submit RFx RFx Event Guidelines Responses Status

	1	Scroll to the Price Sheet section. Click on the Price Sheet Name.									
(Note: The Price Sheet represents the commercial aspect of the RFx, suppliers are responsible to ensure that the pricing is accurate.									
	2	Review all columns and rows. Respond ' Yes/ No ' in the ' Intent to Bid' column.									
	3	Enter the unit price for each line item that has been marked ' Yes to Bid '. Once unit price for all line item is entered, click ' Done '.									
		Note: For full item description, please refer to the Item Specification field instead of Item Description field.									
		Respond to all the Price sheets in a similar manner, then click on ' Submit Response '. The confirmation window will appear. Click on ' Yes '.									
	4	Supplier to key in all mandatory fields i.e., Supplier Incoterm Code, Supplier Incoterm Location, and Estimated Lead Calendar Days for Material Lines only. For Service Lines these fields are non-mandatory.									

Note: Supplier can only fill in numerical value for Estimated Lead Calendar Days.

Submit Responses – Price sheet

b. Update price sheet through MS Excel upload.

\mathbf{p}												
Price Sheet Name:	Materials											
Price Sheet Type:	Materials											
Description:												
Column Type :	Drop Down	Text	Drop Down	Text	Extended Text (12k	Extended Text (Currency	Computed	Drop Down	Text	Numeric	
Column Name:	*Intent to Bi 👻	Item number 🗸 👻	*Unit 🚽	Supplie 👻	Item Specificatic 👻	ltem Descrip 👻	*Price per ul 👻	Total price(MYR) 👇	*Supplier Incoterr 👻	*Supplier 👻	Estima 👻	d Lead Calenda
	Yes	50027195	RM : RM; Ream	1231312 313-1	TYPE:LOGO ZE:SZ A4 DETAILS:PK/500 SH SH NAME:CNQUER	PAPER,LTRHD,L GO,SZ A4,PK/500SH,C NQUER	MYR 23.00	MYR 23.00	DDP : Delivered Duty	Supplier Code	5	
	Yes	50027195	RM : RM; Ream	3213123 1-2	TYPE:LOGO ZE:SZ A4 DETAILS:PK/500 SH SH NAME:CNQUER	PAPER,LTRHD,L GO,SZ A4,PK/500SH,C NQUER	MYR 34.00	MYR 34.00	DDP : Delivered Duty	Supplier Code	3	



Suppliers can only **use the downloaded template provided** and not any other format. Suppliers are only permitted to **provide input on certain fields**, the rest are locked.



Access Accept Submit RFx RFx Event Guidelines Responses Status

You can opt to submit the price sheet via the MS Excel template provided.

The template can be found at the top right corner of the tender page. Click the download icon.



Upon download, you are required to fill in the unit price in the Excel and upload it back to the system.

Note:

- Supplier to key in all mandatory fields i.e., Supplier Incoterm Code, Supplier Incoterm Location, and Estimated Lead Calendar Days for Material Line only.
- For full item description, please refer to the Item Specification field instead of Item Description field.
- Suppliers are to ensure that the price sheet uploaded is successful.
- Upon completion, a message will appear indicating 'Upload Successful'.

Submit Responses – Supplier Attachments

In this section, suppliers can provide and review attachments for supplementary

documentation.





Access Accept Submit RFx RFx Event Guidelines Responses Status

Under the 'Supplier' section, you can attach documents related to the RFx/ Tender (i.e. CV. ITB documents, alternative specs, product specs, etc.). You will need to select the attachment if it's a **Technical or Commercial** form of attachment. Please ensure that all the attachments with Pricing matters are marked as 'Commercial' Attachments. Under the '**Buyer**' section: You will be able to view and download attachments that have been provided by the PETRONAS representative. • It is compulsory to view all these attachments prior to bid submission. You may see comments from Buyer, if any, at the Attachments

section.

Submit Responses Overview



Access Accept Submit RFx RFx Event Guidelines Responses Status

Upon accepting the tender guidelines and providing all the required information, supplier is ready to submit their RFx response.

Tender **in advance before the response closing date**, to avoid losing out any opportunities

to participate. The system will not permit any submissions once response date closes.

SMART Participation	NextGen - YZ						3 Re 2d	sponse closing in I 23h 58m 27s	凤	1	Once all sections of the Tender
«	BASIC DETAILS			<u></u>	Upload All 🕁 [Download All		documents have been completed,			
ŵ	EVENT TIMELINES	EVENT TIMELINES									suppliers need to ensure that all
nome	TEAM MEMBERS	Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %		Actions		details are accurate in accordance
My Tasks	GUIDELINES	Technical Part 1 - ESSENTIAL EXAMPLE	Technical	Fariz	08/16/2023 10:50 AM	2		100.00%	Ø		to the guidelines (RFx).
	CONTRACT TERMS	Technical part 2- GENERAL EXAMPLE	Technical	Fariz	08/16/2023 10:51 AM	5		100.00%	Ø	2	
+ Create	OUESTIONNAIDES	Technical Part 3- TERMS & CONDITIONS	Technical	Fariz	08/16/2023 10:52 AM	1		100.00%	Ø	2	2 Once this has been checked and
Å	QUESTIONNAIRES	Technical Part 4- HSE	Technical	Fariz	08/16/2023 10:52 AM	1		100.00%	Ø		confirmed, click ' Submit ' to submit
≣ m Supplier Profile	PRICE SHEETS	Technical Part 5- Financial Statement	Technical	Fariz	08/16/2023 10:53 AM	2		100.00%	Ø		the bid response.
Prome	SUPPLIER ATTACHMENTS										
		✓ PRICE SHEETS (1)						Q	More		Once submitted, the document
								Download All			status will show as ' Response
		Price Sheet Name		Last Modified By	Last Modified On	Response Completion %		Upload All			Submitted'
		Materials		Fariz	08/16/2023 11:01 AM		100.00%	0			Submitted .
									dan ini	3	You can resubmit responses by
		SUPPLIER ATTACHMENTS (2)									first withdrawing response and
											only if response timeline is still
											onen
					CTJ						open.
				Dr	ag and drop file here OR browse			2			
	Validate						CAN	ICEL SUBMIT	RESPONSE		Once the Response Timeline status
	_										changes to ' Closed ', the system
								_			will not allow any more
							<i>c</i>				submissions.
		s the Supplier's respo	onsidility to	o ensure that th	ney plan and sub	mit their res	sponses for th	ie			

RFx Status



Access Accept Submit RFx RFx Event Guidelines Responses Status

The RFx status will change based on the action completed by suppliers or action initiated by buyers.



Application Deep Dive



Tender Clarification

The discussion forum will be the primary means of communication for tender clarification as well as the avenue for document sharing (update) post bid closing date.

Learning Objectives Suppliers will be able to authenticate details on technical and commercial requirements, review and document them through the system for reference.



Discussion	Discussion
Before	After
Bid Closing	Bid Closing

Discussion Before Bid Closing



Discussion Discussion Before After Bid Closing Bid Closing

Any queries or clarifications required with regards to the tender shall be communicated through the Discussion Forum in GEP SMART.

Catalog Sourcing Contract Purchasing	Invoice Supplier	Search Response closing in 9d 0h 14m 48s	1 Initiate your query through the 'Discussion Forum' icon on the top right corner. The group discussion window pop
←	004187-Mar2020 (Default)	↔ Refresh 텔 Download ⊕ Create 🗎 Audit Log Legend	up will be displayed.
∨ 004187-Mar2020 (Default) 2 2	SUPPLIER MEMBERS Constance Layl PETRONAS created this discussion on 20/03/2020 11:32 PETRONAS - 20/03/2020 11:41 Hi Hi	<u>م</u>	If you receive any notification from the Buyer, a numbered notification will appear on top of the icon.
vascript:void(0):	₩- B I U S 2 = = E E E E = = = = = = E Font - Size - X	Add Attachments Post	2 In the window pop up, amend the discussion title accordingly by clicking on the 'Pencil' icon.
 Suppliers are urge make amendmen All queries shall b documented and 	ed to use the Discussion Forum as the only mea ts to bid responses before bid closing date . e responded by respective buyers or sourcing e contractually binding .	ans of communication and execs, whilst being	Note: there may be some discussions that have already been posted in the forum by a PETRONAS representative. Refer to those discussions for potential technical/tender clarifications, related updates and

briefings on tender content.

Discussion Before Bid Closing



Discussion Discussion Before After Bid Closing Bid Closing

Any queries or clarifications required with regards to the tender shall be communicated through the Discussion Forum in GEP SMART.

Catalog Sourcing Contract Purchasing Ir	nvoice Supplier	Search Q [] 124	? FI 3	Enter the query in the text box at the bottom of the screen.
 SMART Next Gen - YZ (B Response In Progres 004187-Mar2020 (Default) 004187-Mar2020 (Default) 	SUPPLIER MEMBERS Constance Layi PETRONAS created this discussion on 20/03/2020 11:32 PETRONAS - 20/03/2020 11:41 Hi	Response closing in 9d 0h 14m 48s (Discussion Forum) (Discussion Forum	um : 4	To add in attachments, click on the 'Add Attachments' icon at the bottom right corner of the text box. Add Attachments
1			5	Once finished, click ' Post ' to send the query.
vascript:void(0);	♥• B I U 5 # III III III III Fort • Size <	4 Add Attachr	5 hents Post	You are urged to use discussion forum to communicate with PETRONAS regarding the specific RFx/Tender. This should be the only means of communication.
Suppliers to submit of in the event the resp	query using Discussion Forum and make amend onse timeline (bid closing date) is open.	ments to RFx bid responses	6	You can also see your team members who are involved in this RFx/tender next to the 'Supplier Members' line.

Discussion After Bid Closing

DiscussionDiscussionBeforeAfterBid ClosingBid Closing

Any action after bid closing (i.e. negotiation) will be initiated by the buyers or sourcing execs. Changes to the initial bid submissions will be documented through the Discussion Forum.

$\leftarrow \textcircled{\ } \texttt{ Inscussion forum - smart next gen - yz (Bid}$	RE	😯 Refresh 🕁 Download 🕀 Create 🗐 Audit Log Legend	1 Ir	n the event there are amendments
 ✓ 004187-Mar2020 (Default) ✓ 004187-Mar2020 (Default) 	004187-Mar2020 (Default) SUPPLIER MEMBERS Constance Layi VII PETRONAS created this discussion on 20/03/2020 11:32 V PETRONAS - 20/03/2020 11:41 Hi	\$	c re y re c ir	or updates to the RFx bid esponses after bid closing date , ou are required to attach the elevant documents (e.g. ertifications, company nformation etc.) into the
svascript=void(0):	≪ - B I U S = = = = = = = = = = = = = = = = = =	1 Add Attachments Post	d	



Suppliers will **not be able to modify** their bid submissions **after bid closing date**. Any amendments or modification required to the responses shall be done **through the Discussion Forum via document attachments**.



Commercial Resubmission

GEP SMART enables the revision of commercial submission through the initiation of auction and pricing resubmission during the tendering process.

Learning Objectives Suppliers will be able to partake in the negotiation process for the revision of commercial requirements post initial bid submission.



Pricing Resubmission



Supplier will receive an email notification upon Officer in-charge (OIC) invites for negotiation/commercial re-submission request.

From: smartnotification@petronas.com.my	
Sent: Thursday, February 22, 2024 9:22 AM To:	
Subject: Update Alert - Feedback for Event - 055547-Feb2024	
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content	is safe.
PETRONAS has changed the feedback timeline for the event "055547-Feb2024". The revised timeline is given below:	
Response Feedback Start Date & Time - 21/02/2024 03:30:00 PM Singapore Standard Time	
Response Feedback End Date & Time - 22/02/2024 09:40:00 AM Singapore Standard Time ?	
Remarks - No remarks were added	
?	Chemicals Malaysia PHCO : 001* - ALL Cost Centres
Please contact PETRONAS for any clarifications.	
Regards,	
PETRONAS	



In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing.

Ky Taska	Catalog Contract Supplier My Tasks TION PENDING (4) FOLLOW UP (0) Scorecard 2 Form 1 Contract 1	RFX I		Search	AH (9) 42 I	 To resubmit new prices, log into GEP SMART. From the homepage, under the 'Action Pending' list, click "RFx" (i) tab and select the tender (ii) that needs to be responded.
Dentropy of the second	Event Name NextGen	Event Number 054079-Jan2024 Rows Per Page:	Event Type Author RFP 10 ✓ 1-10f1 < >		Created On 1/14/2024	



In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing.





In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing.

✓ Gitemet	Catalog Contract Supplier Catalog Contract Supp	4	At Revised Intention column, kindly change the status as "Yes" if supplier wish to change the price
ty Tasks + Create	Price Sheet Name Price Sheet Type Materials Hide Description Materials Hide Description - Displaying 3 of total 3 rows Response Submitted - 16/01/2024 5:40 PM	5	Enter revised price if desired by the Supplier or as per agreed with PETRONAS at Revised Price column. Click ' Done '.
upplier Profile	Werk Item \$1 & 0 & 0 & 0 & 0 & 0 & 0 & 0 & 0 & 0 &	6	Once complete, click " Done " button.
	6		
	CANCEL DONE		

- During the Feedback Timeline, prices that are to be revised will be highlighted in colour by the Officer in-charge of the Tender and you will be informed by each colours' meaning in the Discussion Forum. You will also receive an email notification for this update.
- All identified suppliers will be notified on the colour definition and the revised prices requirements by PETRONAS.

In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing.

NextGen Response Sub	mitted		Pert Test Guideline?	(4)	eneral Guidelines	Hanani		Feedback closing in 6d 23h 52m 53s	7	Click ' Submit Responses ' onc
×	BASIC DETAILS									supplier has completed.
1 Home	EVENT TIMELINES		CONTRACT TERMS					No Contract Terms available!	0	Confirmation notification will
	TEAM MEMBERS								0	
My Tasks	GUIDELINES	~	QUESTIONNAIRES (7)					Download All		appear and click fes .
+	CONTRACT TERMS		Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %		
Create	QUESTIONNAIRES		Technical Part 1 - ESSENTIAL EXAMPLE	Technical	Hanani	16/01/2024 9:35 AM	2	100.00%		
alia Suppler	PRICE SHEETS		Technical part 2- GENERAL EXAMPLE	Technical	Hanani	16/01/2024 9:35 AM	5	100.00%		
Profile	BUYER ATTACHMENTS	<	Technical Part 3- TERMS & CONDITIONS	Technical	Hanani	16/01/2024 9:35 AM	1	100.00%		
	SUPPLIER ATTACHMENTS		Technical Part 4- HSE	Technical	Hanani	16/01/2024 9:36 AM	1	100.00%		
			Technical Part 5- Financial Statement	Technical	Hanani	16/01/2024 9:36 AM	2	100.00%		
		Г						Showing 1-5 of 7		
		Ì	(?) CONFIRMATION					Q I More		
			Are you sure you want to submit your	responses?		8 **	Response Completion %	Actions		
						1:26 AM		100.00% View Feedback	1	
					NO	YES 38 AM	_	100.00% View Feedback		
								CANCEL SUBMIT RESPONSES		



-

Pricing Resubmission



Letter Of Award Acceptance

The discussion forum will be the primary means of communication for tender clarification as well as the avenue for document sharing (update) post bid closing date.

Learning Objectives Suppliers will be able to authenticate details on technical and commercial requirements, review and document them through the system for reference.



LOA Acceptance



Supplier to acknowledge their acceptance of award via the online Discussion Forum.

SMART Next Gen - YZ T3	New		Response closed (Discussion Forum :	Upon successful evaluation,
BASIC DETAILS	✓ BASIC DETAILS			supplier will be notified via email
EVENT TIMELINES	Event Name		$\mathbf{\vee}$	together with the issuance of Letter
TEAM MEMBERS	SMART Next Gen - YZ T3			of Award (I OA)
QUESTIONNAIRES	Event Description 			
PRICE SHEETS	Event Type Event C Request for Proposal MVR	arrency Event Overview		Pospective Ruyer/Author will then
				Respective Buyer/Addition will then
				prepare a topic in the Discussion
\leftarrow In discussio	N FORUM - SMART NEXT GEN - YZ (BID	RE	Oreate Addit Log Legend Legend	Forum on LOA Acceptance to be
✓ 004187-Mar2020 (Defa	ault)	004187-Mar2020 (Default)	0	directed to the Awarded Supplier.
× 004187-Mar2020 (Def	fault)	SUPPLIER MEMBERS Constance Layi		
000107-mar2020 (Der		PETRONAS created this discussion on 20/03/2020 11:32		Click on the 'Discussion Forum'
		✓ PETRONAS - 20/03/2020 11:41		icon on the top right corner of the
		Hi	\$	RFx page.
				1
		양· B I 및 S 등 :: 토 호 호 로 표 @ · · · Size · · · · · · · · · · · · · · · · · · ·		
				Successful supplier is required to
				Successful supplier is required to
nun seinte mid // tr			Add Attachments Post	respond in the Discussion Forum,
avascript.volu(u),				upon receipt of LOA document
				from PETRONAS to confirm
				acknowledgement and indicate
				acceptance.
				Click ' Post ' to complete the LOA
				acceptance.

Application Deep Dive



Contract Management

GEP SMART provides a central repository to give you visibility of contract status and upload additional notes and attachment for the contract.

Learning Objectives Suppliers will be able to search and view their awarded contracts in the system as well as upload relevant attachments.



AccessUpload Notes,Respond toUsing TheUpdate SupplierContractAttachmentsContractDiscussionContactRepository& LinksObligationsForumInformation

104

Access Contract Repository

Supplier can navigate to the contract repository from the Home Page.

cuments									
CONTRACT									
AllLive66									
							🕑 Export 📑 Mana	ige Attrit	butes 🏹 Filters
Contract Name ↑↓	Contract Number	$\uparrow \downarrow$ Legal Company $\uparrow \downarrow$	Contract Sponsor	Supplier ↑↓	↓ Status ↑↓	Contract Value	$\uparrow \downarrow \Big \text{Effective Date} \qquad \uparrow \downarrow$	Cc	Actions
Search	Search	Search	Search	Search	Search	Search		Se	
Search UAT SMART NextGen #1 - DO NOT USE	Search CTR-00015598	Search -	Search	Search FBI Sdn Bhd	Search	Search -		Se ≣®	© View
Search UAT SMART NextGen #1 - DO NOT USE	Search CTR-00015598 CTR-00015612	Search -	Search Shivanshu UAT_NG_Buyer_RAPID	Search FBI Sdn Bhd FBI Sdn Bhd	Search Live Live	Search -		Se Få	i View i View
Search UAT SMART NextGen #1 - DO NOT USE Testing for CRF Copy of Testing for CRF	Search CTR-00015598 CTR-00015612 CTR-00015639	Search - -	Search Shivanshu UAT_NG_Buyer_RAPID UAT_NG_Buyer_RAPID	Search FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd	Search Live Live Live	Search - -		Se Få	© View © View © View
Search UAT SMART NextGen #1 - DO NOT USE Testing for CRF Copy of Testing for CRF Copy of Term Contract for Manpower Supply	Search CTR-00015598 CTR-00015612 CTR-00015639 CTR-00015630	Search	Search Shivanshu UAT_NG_Buyer_RAPID UAT_NG_Buyer_RAPID UAT_NG_Buyer_PCSB_0	Search FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd	Search Live Live Live Live	Search		Se Få Få	Image: constraint of the second se
Search UAT SMART NextGen #1 - DO NOT USE Testing for CRF Copy of Testing for CRF Copy of Term Contract for Manpower Supply Copy of RFX1234567	Search CTR-00015598 CTR-00015612 CTR-00015639 CTR-00015630 CTR-00015636	Search	Search Shivanshu UAT_NG_Buyer_RAPID UAT_NG_Buyer_RAPID UAT_NG_Buyer_PCSB_O UAT_NG_Buyer_RAPID	Search FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd	Search Live Live Live Live Live Live	Search		Se FA FA FA	Image: constraint of the second se

Access Upload Contract Notes, Repository Attachments & Links

d Respond to Using The Update , Contract Discussion Supplier - Obligations Forum Contact & Information

At the Home Page, under **Contract** tab, list of contract that has been awarded to you will be listed down. To view the contract detail, click the URL link from **Contract Name** column.

Access Contract Repository

PREVIEW

Supplier will be able to access the awarded contract and view the contract details.

← UAT SMART NextGen #1 - DO NOT USE	Live - Published		同 COMMENTS 原	DISCUSSION FORUM
CONTRACT DETAILS CONTRACT LANGUAGE OBLIC	GATIONS PERFORMANCE			Copy URL → Export
Documents Contract Language : 0 Attachments : 0	Commercial Terms Contract Expiring in : 268 Day(s)	Obligations To Be Achieved : 0 Not Relevant : 0 Failed : 0 Achieved : 0	Performance Rolling Average : Contract Score :	
> BASIC DETAILS				
> APPLICABLE FOR				
> INTERNAL PARTY				
> EXTERNAL PARTY				
> TERMS				
> NOTES AND ATTACHMENTS				
> DISCOUNTS/SURCHARGES				
> LINES				Siew Pricebook Lines
> MILESTONES				

Access Upload Contract Notes, Repository Attachments & Links

Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Information

Each section can be expanded for the details.

Key sections:

- **Terms:** displays the contract duration
- Applicable For: displays the Buyer list/ OPU who will consume the contract
- **Contract Language:** displays the agreed contract document details
- Lines: displays schedule of rate/ Pricebook

3 Click '**Preview**' to view the contract hierarchy/linked contract being established (if any).

CANCEL

Supplier will be able to access the awarded contract and view the contract details.

Access Contract Repository

Access Upload Contract Notes, Repository Attachments & Links

d Respond to Using The Update 5, Contract Discussion Supplier 1- Obligations Forum Contact & Information

ETRONAS	Catalog Sourcing Contract Purchasing Invoice Supplier	Search Q I P ^e () FI	4 Click on Contract Hierarchy Icon
《 企	← UAT SMART NextGen #1 - DO NOT USE Live-Published	COMMENTS R DISCUSSION FORUM	to view the linked contract (if any).
Home	Contract (4) #	h	Note: Linked contract(s) represent the individual contract derived from main contract.
Create	Contract Value NA Payment Term Within 360 days Due net		5 For the example shown, there are
≝∞ Supplier Profile	Basic Details		two sub-contracts derived from
	Contract Name UAT SMART NextGen #1 - DO NOT USE Contract Number CTR-00015598 Unit Rates / Bill of Quantities		the main contract.
	Document Type Contract Administrator Transactable Services, Supply, Delivery Agreement UAT_NG_Buyer_PCSB_01 NG_Buyer_PCSB Yes		
	① This contract is confidential	Parent - Child Contract	
	Contract Description This is for UAT activity with Expert User for SMART NextGen	ABC Tening 2020 001033 Services	
	Applicable For	Agreement	
	Category Organization Entity Region Mechanic Hand Tools,Specialist Manpo M009 PCSB CHO Drilling/Projects +2More Malaysia	Services Agreement(2) 2020.001034-Copy of Cop	Eating yof ABC_
	Display of established		
	linked contract		

Upload Notes, Attachments & Links

Supplier will be able to upload additional notes, attachment or external link for the awarded contract.

PETRONAS	Catalog Sourcing Contract Purchasi	ng Invoice Supplier			Search	Q [] 🕫 🕐 FI	1	Under Notes And Attachments, you
《 ① Home	UAT SMART NextGen #1 - DO NOT USE CONTRACT DETAILS CONTRACT LANGUAGE OBLIGATIC	ve-Published			COMMENTS	Gopy URL → Export		attachments made visible to you.
My Tasks + Create	Documents Contract Language : 0 Attachments : 1	Commercial Terms Contract Expiring in : 268 Day(s)		Obligations To Be Achieved : 0 Not Relevant : 0 Failed : 0 Achieved : 0	Performance Rolling Average : Contract Score :			You may also upload your own notes, attachments or external links here.
오 희ਠ Supplier Profile	> BASIC DETAILS						2	Click on 🕀 to upload any notes, attachment or external link.
	> APPLICABLE FOR						3	Select the relevant action i.e.
	> INTERNAL PARTY > EXTERNAL PARTY							 File upload: to upload an attachment
	> TERMS					2		 Notes: to create a note External Link: to capture any
	NOTES AND ATTACHMENTS	Classification	Туре 🔽	Added	Added By 💱	vnload Sé File Upload J		relevance link
	Add New PR into existing PO.JPG	Others	File	12/15/2023	UAT_NG_Buyer_PCSB_01 NG_Buyer_PCSB	External Link		
						Rows per page : 5 💌		
	This sec	ction is only meant to	capture any fir	hal notes and a	attachments that are appli	cable		



Upload Access Contract Notes, Repository Attachments & Links

Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Information

Upload Notes, Attachments & Links

Uploading attachments.



Click on 🕒 to upload any notes,

attachment or external link.

Access Upload Contract Notes, Repository Attachments & Links

d Respond to Using The Update , Contract Discussion Supplier - Obligations Forum Contact & Information

> TERMS					
> CONTRACT LANGUAGE - Authoring					
✓ NOTES AND ATTACHMENTS					
				2	File Upload
Name Name	Classification	√ Туре	∇	Added Added By	Notes
SDN BHD-003700-Mar	2 Please Select	t → Signe	d Contract Copy	03/23/2020 Soon	External Link
> BASIC DETAILS	Attachments				
> APPLICABLE FOR		\sim			
> INTERNAL PARTY		C_{\uparrow}	3		
> EXTERNAL PARTY	Drag and dr	op file here OR UPLOAD SUPPORTING D Supported file formats:	DCUMENTS		
> TERMS	d.	mp,.csv,.doc,.docx,.jpeg.,jpg,.pdf,.ppt,.pptx,.tif,.txt,.xls,.xlsx,.z Limited to file(s) of 2000MB each. Maximum 5 files can be uploaded.	p		
V NOTES AND ATTACHMENTS				4 Q 🖄	Download Selected
🗌 Name 🕽				CLOSE	File Size 🐧
✓ NOTES AND ATTACHMENTS					•
	^				<u>⊳</u>
Name Name	5 Classification 7	Туре 🏹	Added	Added By	File Size
Submission.pdf	Other	✓ File	04/02/2020	ABC SDN BHD Malaysia	58.00 KB
Final Contract Document.pdf	Other	→ File	04/02/2020	Contract User 1	58.00 KB

Select File Upload to upload an attachment.
 Select Upload Document to insert the relevant document.
 Click Close once document completed upload.
 Select 'External: Document from Supplier' from the Classification drop-down for the uploaded document.
Upload Notes, Attachments & Links

Creating and uploading notes.

Contract Lines Upload Template_202003121..

2	- 3 -	4 }	(5)

Access Upload Contract Notes, Repository Attachments & Links

I Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Hinformation

✓ NOTES AND ATTACHMENTS					1	
				File	Upload	•
Name Name	Classification ∇	Туре 🖓	Added	Addea 2 Not	25	0
Contract Lines Upload Template_202003121	Please Select		03/23/2020	ABC SDN BHD Malaysia	rnal Link אי עט.עצ	
> EXTERNAL PARTY						
> TERMS 3 Rame*	5					
> CONTRACT LANGUAGE - Authoring	a value for the attribute					
 NOTES AND ATTACHMENTS 4 Description* You must enter 	a value for the attribute			5		
			CANCEL S		•	
Name Name	Classification 🕎	Туре 🍸	Added	Added By	File Size	•
✓ NOTES AND ATTACHMENTS						Ţ
					<u>⊳</u> ⊕	•
Name Name	6 Classification 7	Туре 🕎	Added	Added By	File Size	•
Testing	Please Select	✓ Notes	03/23/2020	ABC SDN BHD Malaysia		

Please Select

03/23/2020

ABC SDN BHD Malaysia

39.00 KB

1	Click on 🕀 to upload any notes, attachment or external link.
2	Select Notes to create a note.
3	Provide a Name for the note.
4	Provide the content of note in Description .
5	Click Save once complete.
6	Select 'External: Document from Supplier' from the Classification drop-down for the created note.

Upload Notes, Attachments & Links

Sharing and uploading external links.

2	— (3) —	— (4) —	(5)

Access Upload Contract Notes, Repository Attachments & Links

Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Information

 NOTES AND ATTACHMENTS 							1 Click on 🕒 to upload any notes, attachment or external link.
Name	Classification 7	Туре 😽	Added	Added By Rote	ipioad s nal Link —	,	2 Select External Link to share any external link.
	Please Select	 Notes 	03/23/2020	ABC SDN BHD Ma			3 Provide a Name for the external link to be shared.
> CONTRACT LANGUAGE - Authoring	You must enter a value for the attribute						4 Provide the URL .
V NOTES AND ATTACHMENTS	URL* You must enter a value for the attribute			5			5 Click Save once complete.
Name Notes and attachments	Classification 🖓	Tune 🔽	CANCEL Added	Added By	File Size		6 Select 'External: Document from Supplier' from the Classification drop-down for the uploaded link.
Name	Classification ∇	Туре 🕎	Added	Added By	File Size		
Testing	Please Select	← External Link	03/23/2020	ABC SDN BHD Malaysia			
Testing	Please Select	✓ Notes	03/23/2020	ABC SDN BHD Malaysia			
Contract Lines Upload Template_202003121	Please Select	✓ File	03/23/2020	ABC SDN BHD Malaysia	39.00 KB	•	

need to be responded to.

Supplier will receive an email notification on the Contract Obligations that



Access Upload Contract Notes, Repository Attachments & Links

Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Information

1 An Obligation associated with the following contract is now in "To Be Achieved" status. SMART Contract Number : MCTR10000566(Revision 24)	1	You will receive an email notification as per screenshot on the left. This means that you will need to respond to the relevant contract obligation. Proceed to log into your SMART account.
Contract Name.: xx Supplier : xx	2	Click "Click here" URL from the email to access the SMART by GEP system.
 Obligation Name Insurance - Initial Obligation Due Date : 07 Jul 2021 Refer here for the full list of obligations and action to be taken by supplier Consult your PETRONAS Contract Management representative via the Contract Discussion Forum for any clarification required 		
2 <u>Click here</u> to access the SMART by GEP system. Note: This is a system generated email.		

Supplier can navigate to the outstanding contract obligations from the Home Page.



Access Upload Contract Notes, Repository Attachments & Links

d Respond to Using The Update , Contract Discussion Supplier - Obligations Forum Contact & Information



Enter your SMART username and Password to access the Contract Obligations

Supplier will need to update the status of the action plan that they have been assigned to upon completion of the obligation.



Access Upload Contract Notes, Repository Attachments & Links

Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Information

PETRONAS	Catalog Sourcing Contract Purchasi	ng Invoice Supplier				Search		4	From contract document, click on Obligation tab.
Home I My Tasks	CONTRACT DETAILS CONTRACT LANGUAGE OBLIGATION TOTAL TO BE ACHIEVED RESOLVED 1 1 0	NS PERFORMANCE					Copy URL → Export	5	Click on the Obligation Name where the action plan needs to be updated.
Create 血品 Supplier	Sr. No. Objection Name	Source	Time	Due Date		Status	↓ Filters		
Profile	Search 1 Insurance Policy 5	User Defined	Insurance - Initial	29/02/2024	Ahmad Delaila Musafir	To Be Achieved			
			Row	vs Per Page: 10 ✔ 1 - 1 of	1 < >				

Supplier will need to update the status of the action plan that they have been assigned to upon completion of the obligation.

Q11. Remarks Your Answer		
212. Document Attachment Add Attachment		
ACTION PLANS	⊕ i ii	
Name Name	Assignee Start Date End Date Status Actions	
Soft Copy BG	6 Vendor Sdn Bhd 07/27/2020 08/30/2020 To Be Achieved	
Hardcopy BG	ACTION PLANS	÷ 🗐
	Name Assignee Start Date End Date Status	Acti
	> Soft Copy BG Vendor Sdn Bhd 07/27/2020 08/30/2020 Achieved	
	> Hardcopy BG Vendor Sdn Bhd 07/27/2020 08/30/2020	Ø



Access Upload Contract Notes, Repository Attachments & Links

Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Information

6	Look for the ' Action Plans ' that you are assigned to.
7	Click on the ' To Be Achieved ' Status to update the status of the Action Plan.
8	 Choose the relevant option to update the status: Achieved – Action Plan Achieved / Acknowledged Reminder.
	 Not Relevant – Action Plan Not Relevant / Reminder not applicable.
	• Failed – Action Plan failed to be completed.

Contract Obligation Types & Definition

It is the supplier's responsibility to understand and fulfil their contractual obligations as and when required throughout the contract period. Specific Action Plans configured to Obligations are assigned to either PETRONAS and Supplier. The types of obligations that involves suppliers are as follows:

Obligation Type	Description	Specific Action Plan for Business User	Obligation Type	Description	Specific Action Plan for Business User	
	Liquidated	Supplier to acknowledge delivery reminder 1		Configuration for	Supplier to acknowledge performance reminder 1	
Liquidated	Damages	Supplier to acknowledge delivery reminder 2	Parental Guarantee -	Parental	Supplier to acknowledge performance reminder 2	
Damages	Reminders &	Supplier to acknowledge delivery reminder 3	Reminder	Guarantee		
	Notices	Supplier to acknowledge notice of default		Reminders	Supplier to acknowledge performance reminder 3	
Bank Guarantee	Bank Guarantee	Supplier to submit soft copy of BG through SMART	Insurance -	Insurance Policy	Supplier to submit soft copy of Insurance through	
- Initiat	Information	Supplier to submit original copy by hand	Initial	Information	SMART	
	Bank Guarantee Information & Renewal	Supplier to acknowledge renewal reminder 1		Insurance Policy Information & Renewal Reminder	Supplier to acknowledge renewal reminder 1	
					Supplier to acknowledge renewal reminder 2	
Deals Cuerentee		Supplier to acknowledge renewal reminder 2	Subsequent		Supplier to acknowledge renewal reminder 3	
- Subsequent		Supplier to acknowledge renewal reminder 3			Supplier to submit soft copy of Insurance through	
•	Reminders	Supplier to submit soft copy of BG through			SMART	
		SMART			Supplier to confirm settlement of all financial	
		Supplier to submit original copy by hand			obligations (payments)	
	Configuration for	Supplier to acknowledge performance reminder 1	Contract	Contract Closure Checklist	Supplier to confirm no outstanding issues	
Bank Guarantee - Reminder	Bank Guarantee Performance	Supplier to acknowledge performance reminder 2			Supplier to issue Contract Closure Certificate via	
	Reminders	Supplier to acknowledge performance reminder 3			SMART (if applicable)	

For any clarification regarding the contract, supplier shall use the discussion forum as the formal communication channel with PETRONAS.

2	— (3)	4	- (5)

Access Upload Contract Notes, Repository Attachments & Links

d Respond to Using The Update , Contract Discussion Supplier - Obligations Forum Contact & Information

Vertromas	Catalog Sourcing Contract CONTRACT DETAILS CONTRACT LANGUAGE	Purchasing Invoice USE Live-Published OBLIGATIONS PERFORM	Supplier		Search	Image: Copy URL Image: Copy URL Image: Filler	1	Click on the ' Discussion Forum ' icon to initiate communication with PETRONAS.
My Tasks + Create	Documents Contract Language : 0 Attachments : 1		Commercial Terms Contract Expiring in : 268 Day(s)	Obligations To Be Achieved : 1 Not Relevant : 0 Failed : 0 Achieved : 0	Performance Rolling Average : Contract Score :			Topic > Discussion > Threads Topic:
Profile	BASIC DETAILS Contract Name* UAT SMART NextGen #1 - DO NOT USE Description* This is for UAT activity with Expert User for SMAR	Contract Number* CTR-00015598 RT NextGen	Mark as Confidential	Document Type* Services, Supply, Delivery Agreement	Contract Type* Unit Rates / Bill of Quantities	Contract Administrator UAT_ING_Buyer_PCSB_01 NG_Buyer_PCSB		 ropic is the group hame where you can have multiple discussions around a topic. A Topic can have multiple Discussions.
	APPLICABLE FOR INTERNAL PARTY							Discussion: • A Discussion is a sub-unit under
	EXTERNAL PARTY TERMS NOTES AND ATTACHMENTS							Topic.One (1) Discussion can have multiple Threads.



Only the **Supplier Contact** designated in the contract can initiate a thread in the Discussion Forum. Other team members within your company will only be able to view the contract details.

Supplier will first be required to create a suitable topic.

5 1 2 3

Access Upload Contract Notes, Repository Attachments & Links

ad Respond to Using The Update s, Contract Discussion Supplier h- Obligations Forum Contact s & Information s



	n		n
Topic Name * 3	Topic created successf	fully	5
	CANCEL SAVE	_	ок

Once the topic has been established, supplier shall create a Discussion around the topic.





Access Upload Contract Notes, Repository Attachments & Links

I Respond to Using The Update Contract Discussion Supplier - Obligations Forum Contact - Information

6 In the newly created topic, click on 'Create Discussion'.

Once the topic has been established, supplier shall create a Discussion around the topic.

PETRONAS	Cata	alog Sourcing Contract Pur	rchasing Invoice Supplier					Search Q		7	Select the 'Supplier Members' to
«	← 🗎 DIS	ISCUSSION FORUM - UAT SMART	NEXTGEN #1 - DO					G Refresh Downlo	Create Topic jend		be included in the Discussion.
Home	Fields marked with Discussion Name * Price Change Select members yo	th an asterisk are required* 8 vou would like to		Topic Name * To revise material price					Create Discussion		Note: Click on 🕀 to select an existing Topic or to add new
+ Create	SUPPLIER MEM	MBERS(1/1)									Topic.
の 歯盗 Supplier Profile	Select	Contact Name Ali abu	Role Supplier Primary Contact. 5	Supplier Authorized Signatory	View 🖌	Po		Admin		8	Provide a name for the Discussion
	2									9	Click ' Save ' to save the Discussion name.
										10	Click ' OK ' to complete the Discussion creation.
									9		
		-			on d S	tar Discussion created s lign	ccessfully.	10 ok	Cancel Save		



Access Upload Contract Notes, Repository Attachments & Links

Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Information

Lastly, supplier can initiate their query by posting a discussion thread.



Upload Access Contract Notes, Repository Attachments & Links

Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Information

	Catalog Sourcing Contract Purchasing	Invoice Supplier	Search Q W Full (?) FI	11	Post the thread at the allocated
«	\leftarrow (b) discussion forum - uat smart nextgr	EN #1 - DO	🕂 Refresh 🕁 Download 🕀 Create 📳 Audit Log Legend		post section.
伯 Home	✓ To revise material price I Total Posts: 0 	Price Change SUPPLIER MEMBERS Ali abu		12	If you wish to upload any
ly Tasks + Create	Price Change ① Total Posts: 0	✓ all abu created this discussion on 12/15/2023 07:08 PM			attachments in the thread, click the ' Attach Document ' icon to post your attachment.
の 画品 Supplier Profile				13	Click ' Post ' to submit the discussion thread.
		① Buyer participants have been automatically added to this discussion.			
		① This is an exclusive discussion between the Supplier and the Buyer organization. B I U S III E IIII Font Size Size			
	1		12 13		
			Add Attachments Post		

Update Supplier Contact Information

Information to be updated if required through contacting contract administrator via the Discussion Forum.

	PERFORMANCE			Copy URL 👌 Export
Documents Contract Language : 0 Attachments : 1	Commercial Terms Contract Expiring in : 268 Day(s)	Obligations To Be Achieved : 1 Not Relevant : 0 Failed : 0 Achieved : 0	Performance Rolling Average : Contract Score :	
BASIC DETAILS				
APPLICABLE FOR				
INTERNAL PARTY				
EXTERNAL PARTY				
Supplier El Referred As FBI Sdn Bhd Supplier	Supplier Contact Ali abu	Signatory Ali abu	Ordering Location Hotel Frisco by FBI	
TERMS				
NOTES AND ATTACHMENTS				

Location'. For any changes, please submit your request via Discussion Forum.

2

Access Upload Contract Notes, Repository Attachments & Links

I Respond to Using The Update Contract Discussion Supplier Obligations Forum Contact Hinformation

Under the External Party section, you can update the Supplier Contact by submitting a request via the Discussion Forum to the authorised PETRONAS personnel. Note: The Supplier Contact refers to primary team member who manages this contract. Under the External Party section, you can also update the Ordering Location. Note: Ordering Location to be maintained based on the branch where Supplier will receive Purchase Orders (PO). The Ordering Location will be defaulted in the PO. For any changes in the Contract, please submit your request via the Discussion Forum to the authorised

PETRONAS personnel.



Purchase Order Acknowledgement

Purchase Orders are sent to suppliers in GEP SMART. Suppliers will be able to view and acknowledge the purchase orders.

Learning Objectives Suppliers will be able to view Purchase Order Details and create Purchase Order Acknowledgement.



View Create Purchase Purchase Order Order Acknowledgement

View Purchase Order (1/6) Purchase Order can be searched directly from the Home Page. ? 1 Supplier can search Purchase F Sourcing Contract Purchasing Invoice Supplier Catalog Order (PO) directly via inserting 3 Tasks the PO number in the 'Search' field 2 습 Home at the Home Page. ACTION PENDING (7) FOLLOW UP (0) 2 2 Supplier may find new PO issued My Tasks RFX Order to them for acknowledgment from 5 2 + Create 'My Tasks'. å Document Name Document Number Days in Current State Order Total Purchase Type Created On Supplier Note: Profile Order2 for NEW PR CATALOG 3400358396 2.00 Standard A notification will be issued to the NextGen Order Sample 3400358392 53.033.03 Standard Supplier upon successful creation Order1 for FE 3400358384 1,000.00 Standard of new Purchase Order from Order1 for ET 3400358383 5,600.00 Standard PETRONAS. However, the final list Order1 for SMART NextGen - YZ 3500016952 26,192.00 Standard of Purchase Orders is always referring to the one available in Rows Per Page: 10 1 - 5 Of 5 < > the system.

View Create Purchase PO Order Acknowledgement

Alternatively, Supplier are able to

'Purchasing' tab including new

to view all PO details via

3

ones.

View Purchase Order (2/6)

Supplier

Catalog Sourcing Contract Purchasing Invoice

Purchase Order can be searched directly from the Home Page.

All Supplier Acknowled 7747 4807	dged Sent To Supplier C 2633 2	closed 284 20	Sent To Buyer 2	Approved 1		5	
Order Name	$\uparrow\downarrow$ Order Number	Supplier	Purchase Type	Created By	Created On	↑↓ Order Value	Export \Xi Manage Attributes 🖓
Search	Search						
NextGen Order Sample	3400358392	FBI Sdn Bhd	Standard	UAT_NG_Buyer_PCSB_02 NG	09/13/2023	53033.03 MYR	Sent To Supplier
NextGen Order Sample Order1 for SMART NextGen - YZ	3400358392 3500016952	FBI Sdn Bhd FBI Sdn Bhd	Standard Standard	UAT_NG_Buyer_PCSB_02 NG UAT_NG_Buyer_RAPID_01 NG	09/13/2023 08/14/2023	53033.03 MYR 26192.00 MYR	Sent To Supplier Supplier Acknowle
NextGen Order Sample Order1 for SMART NextGen - YZ Order2 for NEW PR CATALOG	3400358392 3500016952 3400358396	FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd	Standard Standard Standard	UAT_NG_Buyer_PCSB_02 NG UAT_NG_Buyer_RAPID_01 NG UAT_NG_EUR_PCSB_01 NG_E	09/13/2023 08/14/2023 09/13/2023	53033.03 MYR 26192.00 MYR 2.00 MYR	Sent To Supplier Supplier Acknowle Supplier Acknowle
NextGen Order Sample Order1 for SMART NextGen - YZ Order2 for NEW PR CATALOG Order1 for ETT/FEL AAA #3	3400358392 3500016952 3400358396 3400358385	FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd FBI Sdn Bhd	Standard Standard Standard Standard	UAT_NG_BUyer_PCSB_02 NG UAT_NG_BUyer_RAPID_01 NG UAT_NG_EUR_PCSB_01 NG_E UAT_NG_EUR_PCSB_01 NG_E	09/13/2023 08/14/2023 09/13/2023 09/13/2023	53033.03 MYR 26192.00 MYR 2.00 MYR 10500.33 MYR	Sent To Supplier Supplier Acknowle Supplier Acknowle Supplier Acknowle

View Create Purchase PO Order Acknowledgement

Export

Trilters

All PO documents are segregated

according to its statuses for ease

Click on **'Export'** to download the

Click on 'Manage Attributes' to include/exclude available field

Click on **'Filters'** to search specific document (i.e., PO) by desired

of reference and searching.

L 🕫 🕐 📊

4

5

PO listing.

column.

attributes.

0

Search



View Purchase Order (3/6)



View Create PO Purchase Order Acknowledgement

Details of the Purchase Order will be available in the Interface.

் ome	6 >=	BASIC DETAILS				7 33,033.03 Milk	Manage Optional Fields	6	Purchase Order details will be displayed in six Header Values
	Basic Details	* Indicates mandatory fields							which are Basic Details, Suppl
	Supplier Details	Order Number 3400358392	Order Name NextGen Order Sample	Order Contact UAT_NG_Buyer_PCSB_02 NG_Buyer	Order Author UAT_NG_Buyer_PCSB_02 NG_Buyer	Purchase Type Standard	Creation Date 09/13/2023		Details, Invoicing And Delivery
reate	Invoicing And Delivery	Original Issue Date	Supplier Acknowledged Date	Currency	Signatory				Additional Details and Line De
0 ≘a polier	Additional Information	12/22/2023		WITK					
rofile	Additional Details								Supplier to also check at the
	Line Details	✓ SUPPLIER DETAILS					Manage Optional Fields		Additional Information field
		 * Indicates mandatory fields Supplier Name FBI Sdn Bhd 	Supplier Code 4000086819	Ordering Location 3000101325 No.1, Jalan jalan Cari	Supplier Contact Ali abu	Payment Terms Within 30 days Due net	Dispatch Mode Direct Email		further info/details on the iten any).
		Direct Email							Supplier can also click 'Print Preview' in order to have a tot view of the Purchase Order.
		✓ INVOICING AND DELIN	/ERY DETAILS				Manage Optional Fields		Prin
		* Indicates mandatory fields	Bill To Address Finance Shared S	Contact E Services(Fs2), Level 5, Menar –	mail or Phone			7	Supplier will be able to view th Purchase Order Net Value at top right of the screen.
	Print Preview	Supplier to chec	k on the details o	of the Purchase Or	der prior to ackn	owledging it. /	Acknowledge Order	8	Supplier is not able to edit det in the PO. Supplier can utilise "Comments & Attachments" feature to key in additional inf

discrepancies of details shall be highlighted to PETRONAS accordingly.

displayed in six Header Values which are Basic Details, Supplier Details, Invoicing And Delivery Details, Additional Information, Additional Details and Line Details.
Supplier to also check at the 'Additional Information' field for further info/details on the items (if any).
Supplier can also click 'Print Preview' in order to have a total view of the Purchase Order. Print Preview
Supplier will be able to view the Purchase Order Net Value at the top right of the screen.
Supplier is not able to edit details in the PO. Supplier can utilise the "Comments & Attachments" feature to key in additional info or Supplier PO reference number.



Create

PO

Acknow-

ledgement

View

Purchase

Order

View Purchase Order (4/6)

.... Supplier is also able to view the 9 ✓ LINE DETAILS **Contract Number, Contract** LINES Name & Contract Expiry in the 9 Indicates mandatory fields 🛛 🔣 💿 Line (2) Line Details section (For √ Line ↑↓ ERP Line Reference Num... ↑↓ Type 11 Item Number ↑↓ Line Descript... ↑↓ n Creator 1↓ Additional Inform... ↑↓ Contract Numb... ↑↓ Contract Expiry... ↑↓ contractual purchase). √ 1 Variable ~ 4028221 RENTAL, CNTR, 8X8... UR_PCSB_01 NG_... View 1 2020.001458 TSC-S2P-CM-004_M0.. 10 Supplier can also click "Print 2 2020.001458 TSC-S2P-CM-004 M0.. √ 2 Variable ~ 4111359 MNPWR,CORR EN... UR_PCSB_01 NG_... View **Preview**" at the bottom left of Rows Per Page: 10 - 1 - 2 Of 2 < the page to get an overall view 10 of the Purchase Order. Print Preview **Print Preview** Acknowledge Orde

Details of the Purchase Order will be available in the Interface.



Supplier to check on the details of the Purchase Order prior to acknowledging it. Any discrepancies of details shall be highlighted to PETRONAS accordingly.

View Purchase Order (5/6)

Details of the Purchase Order will be available in the Interface.

← 3400358392 - NextGen Order Sample Previ	ew Mode									Download	Print	11	Click "Download" to download a copy of the PO.
	COMPANY			P.O. Box 95, Kuala Lun	npur, Malaysia	a, 50450							
	4000086819 :: FBI Sdn Bho 3000101325 :: No.1, Jalan j No.1, Jalan jalan Cari Maka	l alan Cari Makan n, Shah Alam, Selangor SEL, Malaysia,	, 40150	Description:	NextGen	Order Sample	•					12	Click "Print" to print a copy of the PO.
	Terms of payment: Currency:	Within 30 days Due net MYR Malaysian Ringgit . MYR		Order Number: Date:	3400358 12/22/20	392 23						13	Click "Back" to go to the previous
	Order Value: Discounts:	53,033.03		Contact Person:	UAT_NG NG_Buy	_Buyer_PCSB er_PCSB	3_02						screen.
	Order Total:	53,033.03		Status:	Sent To F	Partner							
				3400358392									
	Produc Numbe Supplic Produc	t Delivery Date Di or Delivery Date Qu or Category Ur t No Ur	escription uantity nit	Unit Pric	Price e Per	Freight	Discount N	Net Value					
	1 402822 4028221	21 9/21/2023 RI Container Boxes TF Leasing/Rental 1. U	ENTAL, CNTR, 8X8X8', 5T, WLY, C RNP, OP 00 T; UNIT	NS,W 50,000.0	1.00		0.00 5	50,000.00					
13	PSC Name:	Sr No.		PSC									
Back													



Supplier to check on the details of the Purchase Order prior to acknowledging it. Any discrepancies of details shall be highlighted to PETRONAS accordingly.



View Create Purchase PO Order Acknowledgement

View Purchase Order (6/6) - Timewrite

Assigned project details will be available in the Purchase Order Interface.

VETRONAS	Catalog Sourcing Contract	Purchasing Invoice	e Supplier				Sea	arch C		? Fl	13	"Additional fields details" displays information about the contractors and the assigned project.
Home Home My Tasks		PETRONAS COMPANY 4000086819 3000101325 No.1, Jalan ja	: FBI Sdn Bhd : No.1, Jalan jalan Cari Makan ian Cari Makan, Shah Alam, Se	elangor SEL, Malaysia, 40150	PURCHASE Of Description: Order Number: Date:	RDER INFORMATIO NextGen Order Sa 3400358392 12/22/2023	NN ample		14	15	14	Click "Download" to download a copy of the PO.
+ Create		Terms of pay Currency: Order Value:	ment: Z030 Within 30 days MYR Malaysian Ring 120,000.00	Due net git . MYR	Contact Person: Status:	UAT_NG_Buyer_F NG Buver PCSB Sent To Partner	°CSB_02				15	Click "Print" to print a copy of the PO.
留田 Supplier Profile		Discounts: Surcharges: Order Total:	0.00 0.00 120,000.00		3400060240			_			16	Click "Back" to go to the previous screen.
		N P N 1 44	Imber Start Date Organization oduct End Date Cate oduct Start Date Cate 115358 10/01/2022 Gen 115358-1 3/04/2022 Man	pescription agory Quantity Unit eral GNRL_JUNIOR ANALYST_ANLYS,CI 100.00 DAY; Days	ERT,ONSHORE,8	Unit Discount Price Discount 1,200.00 0.00	Surcharge Net	t Value 0,000.00			-	Supplier to check on the details of the Purchase Order prior to
		PSC Name: Additional Fields Deta Work Descriptions Personnel Number Personnel Name	Sr No. 1		50036890	sc					•	acknowledging it. Any discrepancies of details shall be highlighted to PETRONAS
	16	Project Name Classification:	SKILL TRADES : JUNIOR AI WORK DESCRIPTION : ANU QUALIFICATION/CERTIFIC, SERVICE AREA (ON/OFFS) WORKING TIME : 8 HR DAY SERVICE PLAN : SIT	NALYST ALYSIS ATION : CERTIFIED HORE) : ONSHORE (MyTimex				_	_		

View Create Purchase PO Order Acknowledgement

2

Create Purchase Order Acknowledgement

Purchase Order details prior to delivery of item or initiation of services.

Supplier is required to create a Purchase Order Acknowledgement to confirm the



View Create Purchase PO Order Acknowledgement

ORDER: NextGen O	rder Sample Sent To Supplier				53,033.03 MYR 🔻	Comments and Attachments
>≡	✓ BASIC DETAILS		:			Manage Optional Fields
Basic Details	* Indicates mandatory fields					
Supplier Details	Order Number 3400358392	Order Name NextGen Order Sample	Order Contact UAT_NG_Buyer_PCSB_02 NG_Buyer	Order Author UAT_NG_Buyer_PCSB_02 NG_Buyer	Purchase Type Standard	Creation Date 09/13/2023
Invoicing And Delivery	Original Issue Date	Supplier Acknowledged Date	Currency	Signatory		
Additional Information	12/22/2023	-	MYR	-		
Additional Details						
Line Details	✓ SUPPLIER DETAILS		:			Manage Optional Fields
	* Indicates mandatory fields					
	Supplier Name FBI Sdn Bhd	Supplier Code 4000086819	Ordering Location 3000101325 No.1, Jalan jalan Cari	Supplier Contact Ali abu	Payment Terms Within 30 days Due net	Dispatch Mode Direct Email
	Direct Email					
		RY DETAILS	:			Manage Optional Fields
	* Indicates mandatory fields					
	Biil To	Bill To Address Finance Shared 3	Contact En Services(Fs2), Level 5, Menar –	nail or Phone		1
int Preview						Acknowledge Order

Once supplier complete validating the Purchase Order Details, supplier to proceed with Supplier Acknowledgement in SMART by triggering the '**Acknowledge Order**' at bottom right of the Purchase Order Screen.

mportant:

Supplier to check details of the Purchase Order prior to acknowledging it. Any discrepancies should be highlighted to PETRONAS accordingly.

Notice that the status of the new Purchase Order is 'Sent to Supplier'. Upon clicking 'Acknowledge Order', status of the PO will be 'Acknowledged'



Goods Acceptance / Service Confirmation

Acceptance process for goods will be done by PETRONAS upon receipt of material and service confirmation will be created by supplier in GEP SMART after service completion.

Learning Objectives Suppliers will be able to view Goods Receipt Quantity in Purchase Order and create Service Confirmation in GEP SMART

1 2

View GoodsCreate ServiceAcceptance &ConfirmationReturn Note(Rate Based)

View Goods Acceptance & Return Note

Supplier will be able to view Good Acceptance status and Return Note for materials in GEP SMART.



Goods Acceptance – Acceptance quantity, net of cancellations or return deliveries, will be displayed in the respective Purchase Order at item level.

2

Return Note – Return note will be created for item that fails Acceptance process. Supplier can view the individual return note document.

View Goods Acceptance

The Goods Acceptance status will be available in Purchase Order details in GEP SMART after PETRONAS creates the Good Received internally.



Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

Catalog Contract F Catalog Contract F Contract F Contract Contract F Contract Contract F Contract Cont	Purchasing Invoice Suppli	Form	REX					Search Q	□ # @ ws	1	To view the Goods Acceptance Status for Purchase Orders, click on 'Purchasing' at the Home Page.
6907 211	6	2 Docur	1 ment Number		Days in Current State	Order Total	Purchase Type	Cree	ted On	2	Under 'Order' section, select on 'Supplier Acknowledged' tab.
Order 1 for ALCO-ISC-22-CALCO Order 1 for D0 NOT USED Catalog Contract Purch	asing Invoice Supplier	34003	361104			500.00	Standard	Search Q	R ta () ws	3	In 'Order Receiving Status' column where it states the overall PO Good Acceptance status.
ORDER RETURN NOTE SERVICE CONF All Supplier Ackine 7749 4807	Sent To Supplier 2635	Cancelled 284 Ship To Location	Closed 20	Sent To Buyer 2 Order Receiving Status	Approved 3 Order Type	Invoiced	Order Contact	Generation Star	Manage Attributes V Filters		If the column is not available, supplier can add the field attribute from ' Manage Attributes '. == Manage Attributes
Search Order1 for TSC-P2P-CAT-003a1 (T30) - KI		0121-M171 PETROSA	AINS	None	Requisition Order	0.00 %	Militam	Not Invoiced			
Order1 for Asset ES v 02 - SAP		0003-M010 PCSB Per	ninsular Malaysia	None	Requisition Order	0.00%	0003 PCSR RequesterSupe	rl Iser02 Not Invoiced			
Order1 for 11949940		0000023020/30-200	inibular malayola	None	Requisition Order	0.00%	Petronas 30 Admin 30	Not Invoiced		1	
Order1 for 10089567		0000023478/64-200		FullReceipt	Requisition Order	100.00 %	Norfadzilah	Not Invoiced			None – No Good Acceptance done
Order1 for Requisition8123291-Invoice_N	umbering	0000023166/30-200		FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Fully Invoiced		(*)	Dartial Pacaint Cood Accortance
Order1 for Requisition8123417		0000023478/64-200		FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced			
Order1 for Requisition8123407				FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced			done partially
Order1 for Requisition8123159		0003-M010 PCSB Per	ninsular Malaysia	PartialReceipt	Requisition Order	4.00 %	Petronas 30 Admin 30	Partially Invoiced			Full Receipt – Good Acceptance
				PartialPasaint	Requisition Order	0.00 %	Petronas 30 Admin 30	Not Invoiced		l	dono for all line items
Order1 for Surcharge at SC & Invoice -BHD	D-1235-Parul	0003-M010 PCSB Per	ninsular Malaysia	FaitiaiReceipt							

View Goods Acceptance

The Goods Acceptance status will be available in Purchase Order details in GEP SMART after PETRONAS creates the Good Received internally.

ent varie version vers												
Internet inte	ORDER RETURN NOTE S	SERVICE CONFIRMATIO	ON									
Out rhan Date the transment of the	All 7749	Supplier Acknowledge 4807	d Sent To Supplier 2635	Cancelled 284	Closed 20	Sent To Buyer 2	Approved 1					
text	Order Name		↑↓ te	Ship To Location		Order Receiving Status	Order Type					
0 e1red trist 2502 PC 0 trist 0 trist 1 trist 1 trist 1 trist 2 trist 1 tris <td>Search</td> <td>~</td> <td>LINE DETAILS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Search	~	LINE DETAILS									
Control for start 54 vol 2: ub/p Control for 10 Marker Num. 1 / Typ Typ Type Type <t< td=""><td>Order1 for TSC-P2P-CAT-00</td><td>13a1 (T30) - KLC</td><td>LINES</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Order1 for TSC-P2P-CAT-00	13a1 (T30) - KLC	LINES									
0.0der for 11493424 v late 1 Material v 1 Material View Petroas 30 Admis 30 View Petroas	Order1 for Asset FS v.02 - S	SAP Lin	e (3)								Indicates mano	datory fields 🔣 👁
Deter 1 for 10009557 1	Order1 for 11949940		/ Line	11 ERP Line Reference Num	↑↓ Type	↑↓ Item Number ↑	Line Descript ↑↓ Ship To	↑↓ Ship To Address ↑↓	Deliver To 1	rer ↑↓ Item History	11 Requisition Creator	11 Additional Info
\checkmark 2 Meterial \sim 51423230 ARE CONDURES.PET. 1000223201/09:200 PCSB Permeadar Ma. ADD Verr Permeas 30 Admin 30 Verr \checkmark 3 3 Material \sim 50219023 GASHET,746591., 1000223201/09:200 PCSB Permeadar Ma. ADD Verr \bigcirc Permeas 30 Admin 30 Verr \checkmark 3 3 Material \sim 50219023 GASHET,746591., 1000223201/09:200 PCSB Permeadar Ma. ADD Verr \bigcirc Permeas 30 Admin 30 Verr Verr \bigcirc Permeas 30 Admin 30 Verr \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \square <td< td=""><td>Order1 for 10089567</td><td></td><td>/ 1</td><td>1</td><td>Material</td><td>√ 51423874</td><td>AIR CONDNR,SPLT 1000023020/3</td><td>0-200 - PCSB Peninsular Ma</td><td>ADD</td><td>View</td><td>Petronas 30 Admin 30</td><td>View</td></td<>	Order1 for 10089567		/ 1	1	Material	√ 51423874	AIR CONDNR,SPLT 1000023020/3	0-200 - PCSB Peninsular Ma	ADD	View	Petronas 30 Admin 30	View
3 Material * 50218928 GASECTI 744591, 0000202007.02.01 FC38 Perenaular Ma ADD Ver Percenas 0 Admin 10 Ver Image: Contraction of Contra		,	/ 2	2	Material	✓ 51423820	AIR CONDNR,SPLT 1000023020/3	0-200 - PCSB Peninsular Ma	ADD	View	Petronas 30 Admin 30	View
Invoices Number Of Documents Total Quantity (PC, Piece) Total Amount (MMR) 0 0.000 0.00 Total Amount Inclusive of Tax (MMR) 0.00 0.00 0.00 0.00 0.00 Receipts			/ 3	3	Material	v 50218928	GASKET,1746591,)000023020/3	0-200 - PCSB Peninsular Ma	ADD	View 5	Petronas 30 Admin 30	View
Number Of Documents 3Total Received Quantity/Efforts (PC; Piece) 2.000Remaining Quantity/Efforts (PC; Piece) 8.00Credit MemoTotal Quantity (PC; Piece) 0.00Total Amount (MVR) 0.00Number Of Documents 0Total Quantity (PC; Piece) 0.00Total Amount (MVR) 0.00Return NoteTotal Returned Quantity (PC; Piece) 0.00Total Amount (MVR) 0.00Number Of DocumentsTotal Returned Quantity (PC; Piece) 0.00Total Amount (MVR) 0.00				ITEM HISTOR	RY							
Number Of Documents Total Quantity (PC; Piece) Total Amount (MYR) 0 0.000 0.00				Invoices Number Of Documents 0 Total Amount Inclusive of 0.00 Receipts	PT Tax (MYR)		Total Quantity (PC; Piece) 0.000		Total Amount (MYR) 0.00			
Return Note Number Of Documents Total Returned Osantity (PC: Piece)				ITEM HISTOF Invoices Number Of Documents 0 Total Amount Inclusive of 0.00 Receipts Number Of Documents 3 Credit Memo	PY of Tax (MYR)		Total Quantity (PC; Piece) 0.000 Total Received Quantity/Efforts 2.000	PC; Piece)	Total Amount (MYR) 0.00 Remaining Quantity/Effort 8.00	s (PC; Piece)		
Number Of Documents Total Returned Quantity (PC: Piece)				ITEM HISTOF Invoices Number Of Documents 0 Total Amount Inclusive of 0.00 Receipts Number Of Documents 3 Credit Memo Number Of Documents 0	Print Tax (MVR)		Total Quantity (PC; Piece) 0.000 Total Received Quantity/Efforts 2.000 Total Quantity (PC; Piece) 0.000	PC; Piece)	Total Amount (MYR) 0.00 Remaining Quantity/Effort 8.00 Total Amount (MYR) 0.00	s (PC; Piece)		
				ITEM HISTOF Invoices Number Of Documents 0 Total Amount Inclusive of 0.00 Receipts Number Of Documents 3 Credit Memo Number Of Documents 0 Return Note	PY of Tax (MYR)		Total Quantity (PC; Piece) 0.000 Total Received Quantity/Efforts 2.000 Total Quantity (PC; Piece) 0.000	PC; Piece)	Total Amount (MYR) 0.00 Remaining Quantity/Effort 8.00 Total Amount (MYR) 0.00	s (PC, Piece)		



Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

4	Select intended PO document by clicking on the PO name.										
5	At 'Line Details' section of the PO, scroll to the right and look for 'Item History' column.										
	Supplier will be able to view the Acceptance Quantity by clicking 'View' in the item history.										
	 If VIEW is clickable (blue), subsequent document (e.g. SC, receipt and etc.) has been created. If VIEW is not clickable (grey), no subsequent document is created. 										
	Total Received Quantity is the total accepted quantity.										

Supplier to check on the Total Received Quantity prior to creation of invoice.

View Return Note

Return Notes will be created for items that fail upon acceptance process. Supplier can view the individual Return Note document listed.

Catalog (Contract Purchasing	Invoice Supplier											S	earch	۹]	D -	D: ?
My Tasks																	
ACTION PENDING (99+) FOLLOW UP (2)																
Order 6907	Return Note 211	Contract 6	Form 2	RFX 1													
Document Name		_	Do	cument Numbe	r		Days in Current S	State	Order Total			Purchase Type			Create	ed On	
Order1 for KLCC-T Order1 for DO NO	Catalog	Contract	Purchasing In	voice S	Supplier							Search		٩]		Þ:	? ws
Order1 for KLCC-T	Documents	2															
	ORDER RETURN	I NOTE SERVIC	E CONFIRMATION														
	All 217	Sent To 211	Supplier S	upplier Acki	nowledged	Cancelle 2	d										
														⊒ ‡ Man	age Attribu	utes 🏹	Filters
	Return Note Nan	ne	Return Note Nu	. _{↑↓} o	order Number	†↓	Receipt Number	↑↓ Supplier	t⊥	Item Count	↑↓	Created By	↑↓	Created On	$\uparrow \downarrow \big $	Status	
	Search	3	Search	S	earch		Search	Search		Search		Search		Search		Search	
	ReturnNote1 for	Receipt1 for Or	3022023500033	7872 3	400361044		3022023500033787	1 FBI Sdr	n Bhd	1		M Nizam		12/21/2023		Sent To	Supplier
	ReturnNote1 for	Receipt2 for Or	3022023500033	7863 3	400360748		3022023500033786	3 FBI Sdr	n Bhd	3		M Nizam		12/21/2023		Sent To	Supplier
	ReturnNote1 for	Receipt4 for Or	3022023500033	7074 3	400358808		3022023500033707	4 FBI Sdr	n Bhd	1		Rosmaliza		10/13/2023		Sent To	Supplier



Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

1	To view the list of Return Notes, click on ' Purchasing ' at Home Page.
2	Under 'Return Note' section, select the desired Return Note document.
	' Sent to Supplier ' are newly created Return Note for Supplier's acknowledgement.
	'Supplier Acknowledged' are Return Note that has been acknowledged by Supplier.
	'Cancelled' are cancelled Return Note from buyer/user.
3	Click on specific Return Note document to see the reason for return.

View Return Note

2

Service

(Rate

Goods

& Return

Note

Acceptance Confirm-

A Return Note will be created for material that failed acceptance (e.g. material in damaged condition).

PETRONAS	Catalog Contract	Purchasing Invoice Supplier		Search		4	Under 'Line Details' section, Supplier will be able to view the
N Home		> BASIC DETAILS					note document, and the ' Reason for Return'.
My Tasks	Basic Details Supplier Details	> SUPPLIER DETAILS					Click on View at Comments
Treate	Shipping Details Additional Information	> SHIPPING DETAILS					column to see more remarks from buyer/user (if any).
Supplier Profile	Line Details	ADDITIONAL INFORMATION LINE DETAILS			Indicates mandatory fields	5	Upon agreement with buyer/end user on the return, Supplier shall
				4			acknowledge the Return Note by clicking on Acknowledge button at bottom right of the page
		Line Type Item Item	Returned Quan UOM	Previously Ret	Reason For Return		Acknowledge
		Search Search Search Search Search I Material ~ 50221598 BEARIN	Search Search 6.00 PC; Piece	Search VIEW	Search Expecting Replacement v		
		Rows Per Page: 10 V	< < <		Page 1 of 1		
	Print Preview				5 Acknowledge		



Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

Supplier to create service confirmation immediately upon completion of work as per agreed PO requirements.

		All Documents	▼ Search		1			x ९
M	ly Tasks		• 351 • 341 • 341	00016782 00358292 00359620				
	ACTION PENDING (99+)	FOLLOW UP (2)	① IN\ ① 344	/-11:23-0010265 00360500				
	Order	Return Note	Contract F	orm	RFX			
	Catalog	Contract Purchasing	Invoice Supplier				Search Q	□ ¤ ?
«	Documents							
合 Home	e ORDER RETURN NO	DTE SERVICE CONFIRMATION	I					
	All	Supplier Acknowledged	Sent To Supplier Cancel	ed Closed	Sent To Buyer	Approved		
	7749	4807	2635 284	20	2	1		
+ Create	te			_			🛃 Export 📑 M	anage Attributes 🛛 🖓 Filters
	Order Name	↑↓ Created On	$_{\uparrow\downarrow}\left {} \right.$ Ship To Location	Order Rec	eiving Status Order Type	Invoiced	Order Contact	Orc Actions
Supplie Profile	le Search							
	Order1 for KLCC-TS	C_S2P 12/21/2023	0121-M171 PET	FullReceip	t Change Order	100.00 %	M Nizam	Not
	Order1 for KLCC-TS	C_S2P 12/21/2023	0121-M171 PETROSAINS	FullReceip	t Change Order	100.00 %	M Nizam	Ful
	Order1 for KLCC-TS	C_P2P 12/21/2023	0121-M171 PETROSAINS	FullReceip	t Requisition Order	r 100.00 %	M Nizam	Ful
	Order1 for KLCC-TS	C_S2P 12/21/2023	0121-M171 PETROSAINS	None	Requisition Order	r 0.00 %	M Nizam	Not
	Order1 for KLCC-TS	C_S2P 12/21/2023	0121-M171 PETROSAINS	FullReceip	t Requisition Order	r 100.00 %	M Nizam	Ful

Alternatively, go to '**Purchasing**' from home page. Under '**Supplier Acknowledged**' tab, supplier may refer to '**Order Receiving Status**' column to determine which PO that is yet to create SC. **None** – No Good Acceptance done. **Partial Receipt** – Good Acceptance done partially.

Supplier to search for the PO

the Search bar.

number which they want to create Service Confirmation (SC) from

Full Receipt – Good Acceptance done for all line items.

Note: Only PO that has Service acquisition requires SC creation.

This step is **not applicable for Suppliers providing manpower services to PDSB** (for PDSB **Timewrite** purposes).



6 Д **P**: ? WS 3 Catalog Supplier Contract Purchasing Invoice Search PETRONAS ← ORDER: Order1 For Reguisiti.. Supplier Acknowledged 400.00 MYR 🛒 Comments a ~ Create Service Confirmation 3 Home >Ξ ✓ BASIC DETAILS Manage Optional Fields 99+ * Indicates mandatory fields **Basic Details** My Task Order Number Order Name Order Contact Order Author Purchase Type Creation Date Line Details 3400357685 Order1 for Requisition8122789 ... Shivanshu Shivanshu Standard 07/27/2023 Invoicing And Delivery... Create Original Issue Date Supplier Acknowledged Date Signatory Currency 07/27/2023 08/16/2023 MYR Supplier Details ക Supplie Additional Information Profile Additional Details LINE DETAILS \sim LINES Line (1) Indicates mandatory fields 15 √ Line ↑↓ ERP Line Reference Num... ↑↓ Type 11 1tem Number ↑↓ Line Descript... ↑↓ Supplier Item ... 11 Categor ↑↓ Quantity √ 1 Variable ✓ 4002741 PROJ,PLNT,BARDE... M010_4002741_SSP Project Management... 1.000 Rows Per Page: 10 V 1-10f1 < **Print Preview** CREATE INVOICE

Supplier is unable to Create Invoice submission until SC has been submitted to user for verification and approval.

Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

In the PO document, ensure all PO details are correct and accurate based on PETRONAS request and requirement prior to creation of Service Confirmation (SC).

Once Supplier completes validating the Purchase Order Details, go to **More Actions** at the top right of screen and click on **Create Service Confirmation**.

Note:

SC is not Invoice. SC is required to confirm that work has been executed according to agreed scope/specification.

1 2

Service

Confirm-

ation

(Rate Based)

Goods

Acceptance

& Return

Note

Create Service Confirmation (Rate Based)

Service Confirmation details will be displayed.



- Supplier to ensure that all the basic details entered during Service Confirmation creation are correct and accurate based on the service completed.



Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

Job Completion Ticket (JCT) or other relevant supporting documents to showcase the completion of work must be uploaded by suppliers.

PETRONAS	Catalog Sourcing Contract Purchasing Invoic	e Supplier	Search Q □ □ □ F ● F 0.00 MYR ▼ □ Comments : M	ore 9	Skip this section and click on Next button to go to Notes and Attachment section.
Home Home My Tasks	✓ ADDITIONAL DETAILS SES Number Document Category				Alternatively, supplier can click on the milestone line on the right page to toggle between sections.
Create 출표 Supplier Profile				0	
			Notes And Attachments	•	
	Print Preview		9 Save Back Next Subm	it	

Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

Job Completion Ticket (JCT) or other relevant supporting documents to showcase the completion of work must be uploaded by suppliers.



Supporting documentation (e.g. JCT) is a mandatory requirement by PETRONAS for reference during Service Acceptance Creation.

the completion of work must be uploaded by suppliers.

Job Completion Ticket (JCT) or other relevant supporting documents to showcase



Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

ATTACHMENTS	11	Click 'Upload Documents' to upload relevant supporting documentation.
Drag and Drop file here OR UPLOAD DOCUMENTS Supported file formats: .bmp,doc,docx,gif,html,jpeg,jpg,mpp,msg,pdf,png,ppt,ptx,rtf,tif,vsd,xls,xlsx,zip Limited to file(s) of 20MB each. Maximum 5 files can be uploaded at a time.	i	Documents that supplier wish to upload must be in the accepted format type and must not exceed 20MB.
CLOSE		



1-2

Service

Confirm-

ation

(Rate Based)

Goods

Acceptance

& Return

Note

Create Service Confirmation (Rate Based)

Line items details will be displayed for Supplier's confirmation.

PETRONAS	4	Catalog	Sourcing	Contract Pure	chasing Invoice	Supplier				Searc	h Q	Comments	FI	12	Click on the Table icon to view all the lines available in the PO
۵	4 Erro	or Counts - Suppl	lier Service Cont	firmation Number field	d should not be blank						0.00 WITK •	< >	: More		document.
Home	Lir	ne Details								(12 Elect Lines	To Basic Details	İ	13	Supplier able to view all the lines available in PO and edit the Quantity Start Date and End Date
Create	Lin R:	1. Testing for E ⁻ ne Type ate Based Service	e	uoм EA; EACH	0	Quantity 0.000	Effective Unit 5,600.00	Price (MYR)	Unit Price (MYF 5,600.00	٤)	Price Per 1		•		before adding to the Service Confirmation.
Profile	:	SELECT	LINES				13								Note : Maximum decimal places accepted for Quantity field is 3
		Line ✓		Description	Line Type	Contract	Numb Quantity	Effe	ctive Unit	Unit Price	Price Per	Line Value	D		decimal places.
		Search		Search	Search	Search	Search	Sear	ch	Search	Search	Search	s		
		√ 1		Testing for ETT/FEL	Rate Based Service	~	0.00	5600)	5,600.00	1	0.00	0		
	1		4				Rows Per Page: 10 🗸	1-10f1 < >							
	Тс	otal Selected Cou	unt : 1									Close	Add Lines		
		Print Preview									Save Back Go	to Basic Details	Submit		
Create Service Confirmation (Rate Based)

Line items details will be displayed for Supplier's confirmation.

PETRONAS	Catalog Sourcing	Contract Purchasing Invoice	Supplier		Search	h	Q	Þ:	? FI
«	← SC0000021410 Draft					0	0.00 MYR 👻 戻 Com	ments	More
血) Home	4 Error Counts - Supplier Service Confirm	ation Number field should not be blank					<	>	
My Tasks	Line Details		\sim				🖽 🛛 👼 Go To Basi	ic Details	
+ Create	2. AIR CARGO TRANSPORT		14					Ī	
 	Line Type Rate Based Service	ACTIVITY UNIT	Quantity + O	Price (MYR) 1.00	Line Value (MYR) 0.00	(i)	Consumed Date	()	•
Supplier Profile	Start Date mm/dd/yy	Completion Date mm/dd/yy	Category Ship Brokers	Contract Number 2019.000418	Contracted Subline Value(USD) 0.00	()	Non Contracted Subline Value(I 0.00	USD)	
	Ship To PHCO Head Office	Ship To Address Tower 1, KLCC,Kuala Lumpur,K	Reference Invoice Number 	Reference Invoice Status 	F				
	3. AIR CARGO TRANSPORT								
	Line Type Rate Based Service	ACTIVITY UNIT	Quantity 0.00	Price (MYR) 1.00	Line Value (MYR) 0.00	(i)	Consumed Date	(i)	
	Start Date mm/dd/yy	Completion Date mm/dd/yy	Category Ship Brokers	Contract Number 2019.000418	Contracted Subline Value(USD) 0.00	()	Non Contracted Subline Value(0.00	USD)	
	Ship To PHCO Head Office	Ship To Address Tower 1, KLCC,Kuala Lumpur,K	Reference Invoice Number 	Reference Invoice Status 	F				Ŭ
	Print Preview					Save	Back Go to Basic	Details	Submit

Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

Alternatively, Supplier can **enter the Quantity consumed, Start Date and End Date** at each line item in the Service Confirmation document.

14

Once completed, please check to make sure accurate information has been entered.

Note: Maximum decimal places accepted for Quantity field is 3 decimal places.

Supplier to ensure that all the details entered during Service Confirmation creation are correct and accurate based on the Service Completed.

If Supplier wants to only create Service Confirmation for selected line items, Supplier can remove the other line items by clicking on Delete icon for each.

Create Service Confirmation (Rate Based)







Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

Create Service Confirmation (Rate Based)

The status of the Service Confirmation will be displayed upon successful creation of



Goods Service Acceptance Confirm-& Return ation Note (Rate Based)

Catalog Sourcing Contract Purchasin cuments SERVICE CONFIRMATION	Invoice Sup	plier				Search	Q	₩ ₩ ² (2) FI	15	Supplier will be able to view and track the status of Service Confirmation (SC) from ' Purchasing ' tab.
All 16 Draft 2 1	d					сla	Fynort - Managa	attributes ⊽ Filters	16	Under Service Confirmation section, supplier able to see all SC that are available.
Service Confirmation Name	Service Co	Ord	Order Name	Submitted by	Field Super	Supplier Total Val	Submitt	Actions		
Search	Search	Search	Search							creation of Payment Request.
	SC0000021410	3400358	Order1 for ETT/FE	-	UAT_NG_EUR_P	0.00 MYR				
ServiceConfirmation2 for Order1 for ETT/FEL Testing UAT										
ServiceConfirmation2 for Order1 for ETT/FEL Testing UAT ServiceConfirmation1 for Order1 for ETT/FEL Testing UAT	SC0000021409	3400358	Order1 for ETT/FE	-	UAT_NG_EUR_P	0.00 MYR				



6

PETRONA

«

Home

My Task

Create

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Profile

Service Confirmation.

Once service confirmation is created, it will require PETRONAS to conduct Service Acceptance subject to the completeness of the Service Confirmation against the PO details and requirements. **DO NOT** create Service Confirmation (SC) from 'Create' icon in Landing Page. Creation of SC shall be from Acknowledged Purchase Order (PO)



Invoice Management & Payment

Payment Requests can be initiated by supplier upon Service Confirmation and Good Acceptance by PETRONAS.





Supplier can search the Purchase Order with approved service confirmation.

Payment Payment Request Request (For Service (For Confirm-Receipt) ation)

2

• •					••					
My Tasks	All Documents	▼ 330007200				>		¤: ? ws	1	Supplier to search for the PO number which they wish to create a Payment Request for.
ACTION PENDING (99+) Order 6907 Catalog Contract Documents ORDER RETURN NOTE SERVI All Support 7753 480	FOLLOW UP (2) Return Note 210 Purchasing 2 upplier CE CONFIRMATION Ret Acknowledged 9 Sent To Supplier 2637	Contract Form 6 2 Cancelled Closed 284 20	n R 1 Sent To Buyer 2	FX Approved 1			Search Q	2 (m)	2	Alternatively, supplier can go to ' Purchasing ' section from home page, under ' Order " tab, supplier can select the PO that has completed to create Payment Request. Note: Supplier may refer to Order
Order Name 1	Created On	↑↓ Ship To Location	Order Receiving Status	Order Type	Invoiced	Order Contact	Order Invoicing Status	Actions		Invoicing Status column to furthe
Search										determine which PO to create
Order1 for TSC-P2P-CAT-0	12/07/2023	0121-M171 PETROSAINS	None	Requisition Order	0.00 %	M Nizam	Not Invoiced			Deverence Descret
Order1 for TSC-P2P-CAT-0	12/07/2023	0121-M171 PETROSAINS	FullReceipt	Requisition Order	40.00 %	M Nizam	Partially Invoiced			Payment Request.
Order1 for TSC-P2P-CAT-0	12/06/2023	0121-M171 PETROSAINS	None	Requisition Order	0.00 %	M Nizam	Not Invoiced			
Order1 for Asset FS v.02	08/17/2020	0003-M010 PCSB Peninsular Malays.	None	Requisition Order	0.00 %	0003_PCSB_RequesterSuperUser02.	Not Invoiced			Not Invoiced – No payment request
Order1 for 11949940	12/04/2023	0000023020/30-200	None	Requisition Order	0.00 %	Petronas 30 Admin 30	Not Invoiced			created.
Order1 for 10089567	11/30/2023	0000023478/64-200	FullReceipt	Requisition Order	100.00 %	Norfadzilah	Not Invoiced			
Order1 for Requisition812	11/03/2023	0000023166/30-200	FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Fully Invoiced			Partially Invoiced – Payment request
Order1 for Requisition812	11/30/2023	0000023478/64-200	FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced			croated for cortain line item in PO
Order1 for Requisition812	11/28/2023		FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced			created for certain time item in PO.
Urder1 for Requisition812	10/11/2023	0003-M010 PCSB Peninsular Malays.	. PartialReceipt	Requisition Order	4.00 %	Petronas 30 Admin 30	Partially Invoiced	►		
										Fully Invoiced – payment request

Supplier may create Payment Request once Service Confirmation has been approved by Field Supervisor/User for Service line-item purchases. DO NOT use 'Create' button to create Invoice. Creation of Invoice shall be from Approved Service Confirmation.

created.



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

Supplier can verify and create the invoice.

 c) COERC for efforting set that the set of the	PETRONAS	Catalog Contract	Purchasing Invoice Supplier					Search Q	∏ F⊅≋ (?) ws	3	In the PO document, supplier need
A pop up will appear with two options (Only applicable if PO has both Service and Material line items): Create Invoice for Service Confirmation will appear. Similarly, if PO only has Material line items, only 'Create Invoice for Service Confirmation 'itemscence for Service Confirmation' to proceed.		← ORDER: Order1 For Re	equisiti Supplier Acknowledged					2,000,000.00 MYR 👻 🦻 Comments a	nd Attachments : More		to click on Create Invoice at the
A pop up will appear with two options (Only applicable if PO has both Service and Material line items): The service service for Service Confirmation will appear. The service service for Service	Home	>≡	V BASIC DETAILS						Manage Optional Fields		bottom light of the page.
I wrene <	Print States	Basic Details	* Indicates mandatory fields								
The two the		Line Details	Order Number 3300072007	Order Name On Order1 for Requisition8123451 Pe	rder Contact etronas 30 Admin 30	Order Author Petronas 30 Admin 30	Purchase Type Standard	Creation Date 12/07/2023			A pop up will appear with two
Network <td>Create</td> <td>Invoicing And Delivery</td> <td>Original Issue Date</td> <td>Supplier Acknowledged Date Cu</td> <td>urrency</td> <td>Signatory</td> <td></td> <td></td> <td></td> <td></td> <td>options (Only applicable if PO has</td>	Create	Invoicing And Delivery	Original Issue Date	Supplier Acknowledged Date Cu	urrency	Signatory					options (Only applicable if PO has
Ministerior International State		Supplier Details	12/07/2023	12/08/2023 M	ΥR I	**					both Service and Material line
Automotion (IND TRUE (IND TRU	Profile	Additional Information									items):
Image: Section of the section of th		Additional Details	V LINE DETAILS								
in the initial data between terms in the the theorem initial data between initinitinitial data between initial data between i			LINES								Create Invoice for Receipt
Image: Control of the state of the stat			Line (1)					Indicates ma	andatory fields 🔣 🐵		
Image: state in the		S S	✓ Line ↑↓ ERP Line Reference	Num ↑↓ Type ↑↓ Item Number	↑↓ Line Descript ↑↓ Supplier Item	↑↓ Category ↑↓ Quantity	t⊺ now t⊺	Unit Price Per	↑↓ Start Date ↑↓		Create Invoice for Service Confirmation
If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear.			✓ 1 1	Variable v 4000263	SKLD,WL,ONS,WK M81A_4000263,	SSP Skilled Manpower 1.000	DAY; Days	2,000,000.00 1	12/07/2023		
If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Service line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Material line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Material line items, only 'Create Invoice for Service Confirmation' will appear. If PO only has Material line items, only 'Create Invoice for Service Confirmation' to proceed.									•		
Image: Invoicing AND DELIVERY DETAILS Into Internet Service for Service for Service Confirmation' will appear. Similarly, if PO only has Material line items, only 'Create Invoice for Service for Receipt' will appear. Image: Invoice for Service for Service Confirmation' to proceed. Image: Invoice for Service Confirmation' to proceed.					Rows Per Page.						If PO only has Service line items,
Image: Involution of AND DELIVERY DETAILS Image: Involution of AND DELIVERY DETAILS Image: Involution of AND DELIVERY DETAILS Image: Involution of AND DELIVERY DETAILS <											only 'Create Invoice for Service
*redicates mandatory fields *redicates ma			V INVOICING AND DELIVERY DETAILS						Manage Optional Fields		Confirmation ' will appear.
In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the dates of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the series of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the series of the series (UFS), Level 5, Merrars Daysburnt, Jal. In the series of th			* Indicates mandatory fields								
Betwer To T Detwer To T Detwer To			Bill To	Bill To Address Group Financial Services (GFS), Leve	Contact Email el 5, Menara Dayabumi, Jal –	or Phone	GR-IV				Similarly, if PO only has Material
Deliver To 											line items only Create Invoice for
Print Preview Receipt Writt appear. By Selecting Service CONFirmation' to proceed. 3			Deliver To 						4		Becoint' will appear
Print Preview 4 Click 'Create Invoice for Service Confirmation' to proceed.											
Print Preview Confirmation' to proceed.									By Selecting Service	4	Click 'Create Invoice for Service
3		Print Preview							Confirmation(s) CREATE INVOICE		Confirmation' to proceed.
									3		

For Purchase Orders with service item category, suppliers are required to create the

payment request based on the Service Confirmation document.

A list of 'Service Confirmations' will 5 Invoice Supplier Catalog Contract Purchasing appear. Select the applicable one. CRDER: Order1 For Requisiti. Supplier Acknowledged Note: ✓ BASIC DETAILS 1 PO may have multiple SC **Basic Details** depending on payment Line Details Order1 for Requisition8123451 Petronas 30 Admin 30 Petronas 30 Admin 30 arrangement agreed. 6 Click 'Select' to confirm. AB SELECT SERVICE CONFIRMATION Supplier Service Confirmatio... Field Supervisor Submitted by Service Confirmation Total Number of Lines in SC Success status will appear to show LINE DETAILS ✓ 2023 Petronas 30 Admin 30 2000000.00 the invoice has been created and LINES 5 supplier will be re-directed to Line (1) Invoice page. ✓ Line √ 1 6 INVOICING AND DEL Select Cancel 🕢 SUCCESS! The Invoice is created.

ОК

Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

2

Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

2

Supplier will then proceed to enter the necessary details in the invoice.

PETRONAS	Catalog Contract	Purchasing	Invoice Supplie Order1 Draft	er							2,000,0	Search	Comment	C s and Attachm	K⊐E ? WS	,	In 'Basic Details', fill in details in all required fields for the invoice.
伯 Home	7 >=	V BASIC D	ETAILS											Manage	e Optional Fields	а	Insert the Invoice Name.
My Tasks	Basic Details Line Details	* Indicates mand Invoice Name* PAYREQ1 for Or	latory fields rder1 for Requisition81	123451 INV	RT Payment Request Numb	er Inv 0,0	oice Amount*	upplier Invoice Number*		Invoice Creation 12/27/2023	Date	5	Supplier Invoice Date 2/27/2023	Ŕ		b	Insert the Invoice Amount.
+ Create	Supplier Details	Supplier Name	a	Orde 330	r Number 0072007	Ore	der Name Sc der1 for Requise b 40	upplier Code 000007285 C)	Currency MYR		F	Purchase Type Standard	d		С	Insert the Supplier Invoice Number.
Supplier Profile	Additional Information StakeHolder Details Payment And Delivery Additional Details	GR-IV															The Supplier Invoice Number <u>must</u> <u>be unique</u> to each transaction.
	B	LINES	The code is missing E DETAILS S 8 3 Errors									, mate	nton an adotor of		→ ~ · · ·		Due to character limit within the system, please <u>ensure that the</u> <u>invoice number you submit adhere</u> <u>to a MAXIMUM of sixteen (16)</u> <u>character invoice number per</u> <u>invoice</u> , including spaces and special characters.
		line1 : 1	Taxes Tax code is mis	ssing										a	X	d	Insert the Supplier Invoice Date.
		✓ Line	e Type Material	Item Nu	Line Description	Supplier Item Number	Category * ACID FRACTURING & ACIDIZING ADDITIVES	Unit Price 2.50	Quantity 2.00	UOM * Piece	Start Date *	End Date	Line Total	Taxes	Other Charg	8	Under 'Line Details', system will prompt error message to insert tax
		√ 2	Fixed		Subline 1/2 Desc		ACID FRACTURING & ACIDIZING ADDITIVES	3.50	1.00	Activity unit	02/14/2020	02/14/2020	3.50	0.00	0.00		
			Variable		Jubline 1/3 Desc	(אריה געערו העוועס אירהודוועס אירהודוגעס אראר	2.40	00	Activity unit	22/14/2020	Row:	: Per Page: 10	1 - 3 Of	3 < >	a	supplier need to select the correct tax code from drop down list. Click on the '0.00'.

Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

Tax categories will be available at each of the line item.

Add Taxes				0%
Tax Code	Tax Description	Tax Rate	C ADD	
KI	Service Tax P2P: 6% Imported Services	0		Ī
			CANCEL	d APPLY

It is Supplier's responsibility to ensure that the right tax code and tax treatment is being selected and declared based on actual job completed.

Supplier can only charge for category of tax registered with Royal Malaysian Customs Department.

b	 Insert the applicable Tax Code as per the available options: Sales Tax P2P : 0% Default (B0) Sales Tax P2P: Non Taxable (B1) Sales Tax P2P: 5% (BA) Sales Tax P2P: 10% (BB) Service Tax P2P: 0% Default (K0) Service Tax P2P: 6% (KA) Service Tax P2P: 6% Imported Services (KI) Service Tax P2P: 8% Local supplier (KB) Services (KJ) Note: For full definition of the tax code, kindly refer to here
с	Click 'Add'. A line will appear below the fields.
d	Once satisfied with the tax code selections, click on 'Apply'. Repeat the same step for each line item. Note: Only one tax code is allowed to be selected per line item.





Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

Fax check will be available	at each of the	line item in the	'Additional	Information'
field.				

← <u>\$</u> INV-03:20	-000444 - INVOICE1	FOR T (DRAF	Τ)			3,000.00 MY	R 🔻 🖻	е	Within the same 'Line Details' section, scroll to the right and
> SUPPLIER DETA	ILS								click on 'View' in Additional Information column.
> STAKEHOLDER I	DETAILS								Select Yes under Tax Check once
> PAYMENT AND I	DELIVERY DETAILS	ሻ ^a Additional	Information						satisfied with the tax code selection and click on Apply at
> ADDITIONAL IN	FORMATION	Q1. Tax Check*							the bottom right of the pop up.
✓ LINE DETAILS	e	• Yes							Repeat the same step for each line item.
	_						D :		
Line	Туре				CANCEL APPLY	Additional Information	Contract N		
√ 1	Material	50473586	DIAPHRAGM,2E859 a BC1	ADD	ADD	VIEW	2020.000		
					Rows Per	Page. I-TUIT			

1___2

Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

PETRONAS	Catalog Contract	Purchasing Invoice Supplier		
«	← INV-12:23-0010522 - F	PAYREQ1 For Order1 Draft		
位 Home	~	> BASIC DETAILS		
w Tasks	Basic Details			
·	Line Details	> LINE DETAILS		
+ Create	Supplier Details	✓ SUPPLIER DETAILS		
	Additional Information	* Indicates mandatory fields		
Supplier Profile	StakeHolder Details	Order Location 3000009993 UAT V	Order Supplier Name & Address	
	Payment And Delivery	9		
	Additional Details	Ren Auton* 4000007285-1002 HONG LEONG BANK BERHAD	Supplier Name & Address	
	4	Supplier Contact Y Z	Supplier Contact Email & Phone	
		ADDITIONAL INFORMATION		
		* Indicates mandatory fields		
	10	Q1. Exchange rate to Malaysian Ringgit (max up to 5 decim Malaysian incorporated suppliers invoicing in non-MYR curr Your Answer	als eg. 4.12345) - IMPORTANT: Mandatory for Malaysian-incorporated suppliers invoicing in non-MYR currency. For non- ency, please enter zero value (0). Else, please leave blank.	

Supplier will then proceed to enter the necessary details in the invoice.



Remit to Location is Supplier Bank Account details that was key-in by supplier during Supplier Profile creation under Location Information section. Supplier is required to update Supplier Profile with relevant Remit to Location if the field is blank.

Supplier may select preferred 9 Remit To Location (Supplier Bank Account). Note: For Suppliers under Vendor Financing Program (VFP), there will be a bank account validation to ensure accurate bank account is captured. 10 In 'Additional Information', insert the Exchange Rate if invoice document currency is non-MYR. Note: 1. For non-Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Otherwise, please leave blank. 2. Invoice submission in SMART will be auto-rejected if the exchange rate input by the Supplier is more than ± 20% compared to daily exchange rate.

Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

2

Supplier is required to upload a scanned copy of the original invoice.

Catalog Contract ← INV-12:23-0010522 -	Purchasing Invoice Supplier PAYREQ1 For Order1 Draft				2,00	Search Q 00,000.00 MYR ▼ 戻 Comments	and Attach.	11	Click on ' More ' button at the top right corner of the screen and
✓E Basic Details Line Details Supplier Details Additional Information	BASIC DETAILS Indicates mandatory fields Imode Name* PAYREQ1 for Order1 for Regulation8123451 Suppler Name	SMART Payment Request Number INV-12:23-0010522 Order Number 3300072007	Invoice Amount* 0.00 Order Name Order1 for Regulsition8123451	state Supplier Innoice Number* 2023 Supplier Code 4000007285	Invoice Creation Date 12/27/2023 Currency MYR Comment 11	Suppler Invoice Date 12/27/2023 Purchase Type Standard Upload Image Export To PDF	Manage Optional Fields		click on ' Upload Image ' to upload scanned copy of the Original Invoice document. The scanned copy of the Original Invoice is a mandatory requirement by PETRONAS. Kindly ensure the value of the Original Invoice uploaded is the same as per payment request created in GEP SMART
				Sup 12/ Puro Stai	plier Invoice Date* F 27/2023 chase Type ndard	Print Invoice	-		



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

Disclaimer will be displayed prior to upload of scanned Invoice documents.

BASIC DETAILS BASIC D						
ake details	~=	✓ BASIC DETAILS				
ne betalis Medic Network SMAIT Progress Requests Narrise: Modes Ansaut* Supplier Interse Narrise* Supplier Details skeptier Details Supplier Narrise: Nutrit 223 2001522 Order Narrise* Supplier Details Supplier Details skeptiod for Order T or Requisitionis 123451 Order Narrise* Order Narrise* Supplier Details Supplier Details skeptiod Details Supplier Narrise Order Narrise* Supplier Details Nirris skeptiod Details Supplier Narrise* DisSCLAIMER PEIOR TO UPLOADING INVOICE FEIORISE FEIORISE Supplier Details Suppli	Basic Details	* Indicates mandatory fields				
appler Details bappler Details ackarboider Details ackarboider D	ine Details	Invoice Name* PAYREQ1 for Order1 for Requisition8123451	SMART Payment Request Number INV-12:23-0010522	Invoice Amount* 0.00	Supplier Invoice Number* 2023	Invoice Creation Date 12/27/2023
didioial Information akeHolder Details genve DISCLAIMER DISCLAIMER Benve DISCLAIMER PEIRON TO UPLOADING INVOICE PEIRON S 1. Information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting evidence. 3. PETRONAS hereby reminds vendor to exercise due care and diligence with respect to the provision of information into the (portal) and encourages vendor to evaluate the accuracy, completeness and relevance of all information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting evidence. 3. PETRONAS neeply reminds vendor to exercise due care and diligence with respect to the provision of information provided by the vendor. These information acures are outside PETRONAS' control and it is therefore the responsibility of the accuracy, reliability or responsibility of any kind whatsoever arising from, or connected to, the use of information (including supporting documents or invoice(s)) as provided Vendor * STAKEHO Vendor * PAYMENT	Supplier Details	Supplier Name	Order Number	Order Name	Supplier Code	Currency
akeHolder Details GRIV DISCLAIMER syment And Delivery	dditional Information		3300072007	Order1 for Requisition8123451	4000007285	MYR
Aryment And Delivery Additional Details PETRONAS P	takeHolder Details					
additional Details PERONAS Image: Supplicitie - PETRONAS hereby reminds wendor to exercise due care and diligence with respect to the provision of information into the (portal) and encourages wendor to evaluate the accuracy, completeness and relevance of all information provided. Image: Supplicitie - All information provided. Image: All information provided. - All information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting evidence. Image: All information and vendor is required to verify all information. - All information and vendor is required to verify all information. Image: All information and vendor is required to verify all information. - All information and vendor is required to verify all information. Image: All information and vendor is required to verify all information. - All information and vendor is required to verify all information. Image: All information and vendor is required to verify all information. - Neither PETRONAS nor any of its affiliates shall assume any liability or responsibility of any kind whatsoever arising from, or connected to, the use of information (including supporting documents or invoice(s)) as provided by the vendor. Image: StarkEHOL PENDROR Image: PAYMENT - I. (We hereby declare and werify that:	Payment And Delivery					
 > LINE DETA > SUPPLIER > SUPPLIER > SUPPLIER > ADDITION > ADDITION > STAKEHOI > PAYMENT > PAYMENT 	dditional Details			PRIOR TO UPLOADING INVOICE		÷
		LINE DETA PETRONAS 1.PETRONAS hereby remin information provided. 2. All information provided. 3. PETRONAS takes no responsibility of the vendor ADDITION. ADDITION. STAKEHOL VENDOR Prior to uploadine Invoice PAYMENT 1. I/We hereby declare and	nds vendor to exercise due care and diligence linto the portal must first be verified by the ve ponsibility for the accuracy, reliability, correct r to make its own decision about such inform any of its affiliates shall assume any liability o	with respect to the provision of information into the (port ndor, duly accompanied and supported with the required : ness and completeness of any information provided by th ation and vendor is required to verify all information. r responsibility of any kind whatsoever arising from, or co	tal) and encourages vendor to evaluate the accu supporting evidence. le vendor. These information sources are outsid innected to, the use of information (including su	racy, completeness and relevance of all e PETRONAS' control and it is therefore the upporting documents or invoice(s)) as provided

Click '**Proceed**' upon reviewing the disclaimers for uploading the scanned Invoice.



It is supplier's responsibility to ensure that all the document attached is correct and accurate

based on actual job completion according to PO requirements and deliverables.



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

Supplier to upload the scanned Tax Invoice.

×∎	BASIC DETAILS				
etails	* Indicates mandatory fields				
ails	Invoice Name* PAYREQ1 for Order1 for Requisition8123451	SMART Payment Request Number INV-12:23-0010522	Invoice Amount* 0.00	Supplier Invoice Number* 2023	Invoice Creation Date 12/27/2023
Details	Supplier Name	Order Number	Order Name	Supplier Code	Currency
al Information		3300072007	Order1 for Requisition8123451	4000007285	MYR
der Details	GR-IV				
And Delivery	B ATTACH	IMENTS		7	
al Details)	
	> LINE DETAILS		Drag and Drop file here OR UPLOAD SUPPO	DRTING DOCUMENTS.	
	SUPPLIER DETAILS		.pdf,.jpeg.jpg.bmp.gif,tiff,png Limited to file(s) of 10MB each		
			Maximum 10 hie(s) can be upload	ed.	
	> ADDITIONAL INFO		♥ Open $\leftarrow \rightarrow \times \land \blacksquare \rightarrow \text{This PC} \rightarrow \text{Documents}$		Search Documents
	> STAKEHOLDER DE		Organize - New folder		
			S(Name	Date modified Type	^
	> PAYMENT AND DE			12/11/2018 2:32 PM Chrome HTM 10/18/2018 7:39 PM Chrome HTM	
				10/18/2018 7:37 PM Chrome HTM	
				10/19/2019 7:27 DM Chrome HTM	
				Toy Toy 2010 7.57 FWI Childhe HTF	
				10/16/2018 7.37 PM Chrome HTP 10/18/2018 7:36 PM Chrome HTP 7/26/2018 0:18 AM Chrome HTP	Select a file to preview.
				10/18/2018 7:36 PM Chrome HTF 10/18/2018 9:18 AM Chrome HTF 7/26/2018 9:18 AM Chrome HTF 11/16/2017 11:03 Chrome HTF	Select a file to preview.
				10/18/2018 7:36 PM Chrome HTP 10/18/2018 7:36 PM Chrome HTP 7/26/2018 9:18 AM Chrome HTP 11/16/2017 11:03 Chrome HTP 8/15/2017 6:49 PM Chrome HTP	Select a file to preview.
				10/18/2018 7:36 PM Chrome HTP 10/18/2018 7:36 PM Chrome HTP 7/26/2018 9:18 AM Chrome HTP 11/16/2017 11:03 Chrome HTP 8/15/2017 6:49 PM Chrome HTP 5/3/2017 2:26 PM Chrome HTP	Select a file to preview.
				10/16/2016 7:37 PM Chrome HTP 7/26/2018 9:18 AM Chrome HTP 11/16/2017 11:03 Chrome HTP 8/15/2017 6:49 PM Chrome HTP 5/3/2017 2:26 PM Chrome HTP 4/20/2017 6:37 PM Chrome HTP	Select a file to preview.
				10/16/2016 7:35 PM Chrome HTP 7/26/2018 9:18 AM Chrome HTP 11/16/2017 11:03 Chrome HTP 8/15/2017 6:49 PM Chrome HTP 5/3/2017 6:37 PM Chrome HTP 4/20/2017 6:37 PM Chrome HTP 7/20/202 9:907 AM File folder	Select a file to preview.
			B → 1 → 1 → 1 → 1 → 1 → 1 → 1 → 1 → 1 →	10/16/2018 7:35 PM Chrome HTP 7/26/2018 9:18 AM Chrome HTP 11/16/2017 11:03 Chrome HTP 8/15/2017 6:49 PM Chrome HTP 5/3/2017 6:37 PM Chrome HTP 4/20/2017 6:37 PM Chrome HTP 7/20/2020 9:07 AM File folder	Select a file to preview.
			B A File name:	10/16/2016 7:37 FW Chrome HTP 7/26/2018 9:18 AM Chrome HTP 11/16/2017 11:03 Chrome HTP 8/15/2017 6:49 PM Chrome HTP 5/3/2017 6:23 PM Chrome HTP 4/20/2017 6:37 PM Chrome HTP 7/20/2020 9:07 AM File folder	Select a file to preview.

13 On the pop up, click '**Upload Documents**' and select the scanned invoice to be uploaded, then click Open.

Supplier to proceed with submission of Payment Request to PETRONAS. Another

1 2 avment Payment

Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

DISCLAIMER				
ETRONAS . PETRONAS between the accuracy, completeness and relevance of all information provided. . All information provided into the portal must first be verified by the vendor, duly accompanied and supported with the r . PETRONAS takes no responsibility for the accuracy, reliability, correctness and completeness of any information provided sucress are outside PETRONAS' control and it is therefore the responsibility of the vendor to make its own decision about to verify all information. . Neither PETRONAS nor any of its affiliates shall assume any liability or responsibility of any kind whatsoever arising fron ncluding supporting documents or invoice(s)) as provided by the vendor.	the (portal) and encourages vendor to required supporting documents. ed by the vendor. These information such information and vendor is required m, or connected to, the use of information			R @ :
ENDOR		Line Total	Taxes	Other Charges
. I/We hereby declare and verify that all information and details provided in this application (portal) together with any su re accurate, correct, adequate and reliable. I/We will be fully responsible for withholding of information or giving false or	pporting documents (including i 15)	5.00	0.00	0.00
ncluding any supporting documents, invoice(s)) to PETRONAS.	102	0 3.50	0.00	0.00
	CANCEL PROCEED	0 12.00	0.00	0.00
				14
				SAVE Send To Buyer
? CONFIRMATION!	\bigcirc	SUCC	ESS!	
Please confirm that you are processing [2] lines on this invoice	Invoice Submitted to Buyer Su	uccessfully		17 OK

14	Click ' Send to Buyer ' once satisfied with all the details and attachments.
15	Click ' Proceed ' upon reviewing the disclaimers for Invoice submission.
16	A confirmation pop up will appear to confirm the number of line items that will be processed in this invoice. Click ' Yes ' to proceed.
17	Success status will appear upon successful submission of Payment Request.

Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

2

The status of the Payment Request will be displayed accordingly.

K K Horne My Taska	Catalog Contract Purchasing My Tasks ACTION PENDING (99+) FOLLOW UP (2) Order Return Note	Invoice Supplie	Form	RFX				Search Q	Q 49 () WS	18	Supplier will be able to view the status of the Payment Request from ' Invoice ' section at homepage.
+ Create Supplier Profile	6911 210 Document Name Order 1 for Requisition\$123484	6	2	1 Document Number 3400361283-002	Days in Current State	Order Total 700.00	Purchase Type Standard	Creat	ted On	19	Status of Payment Request will be displayed accordingly.
	Order1 for 10454839			3300072042		3,150.00	Standard				

	Catalog Cont	ract Purchasing	Invoice Supplier									Search		□ ₽	?
Docume	ents		19												
INVOICE	CREDIT MEMO														
All 331	17	Sent For Processing 1197	Returned 795	Sent For Payment 639	Draft 454	Invoice Paid W 204	ith Remittance	Error 27	Send For Processing Failed]					
												Export	🖽 Manage A	Attributes	∏ Filters
Docum	ent Name		↑↓ Document Number	er	P0 Number		Supplier Nam	e	Supplier Contact	Invoice Source	Supplier Invoice Number	Supplier Invoice Date	t⊥ li A	ctions	
Search			Search		Search										
PAYR	EQ1 for Order1 for R	equisition8123451	INV-12:23-001052	22	3300072007				ΥZ	PO Based	2023	12/27/2023	1		
PAYR	EQ7 for Order1 for B	SCM-800 PR RFX PO SC	IN INV-08:23-009720	2	3400357883				FZ UAT	PO Based	SC0000020763	08/16/2023	1		
PAYR	EQ1 for Order1 for R	equisition8123443	INV-12:23-001052	20	3400360483-004				ΥZ	PO Based	965347	12/26/2023	1		
PAYR	EQ2 for Order1 for 1	1927741	INV-09:23-009936	5	3400357994					PO Based	supp- inv 1	09/18/2023	0		
PAYRE	EQ1 for Order1 for R	equisition169	INV-10:23-010030	0	3400357503					PO Based	INV-10:23-010030	10/02/2023	1		

create the payment request from the Purchase Order itself.

For Purchase Orders with material line-item category, supplier are required to



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

PETRONAS			All Documents	- 33000720	1				X Q D	¤ ? ws	1	Supplier to search for the PO
«	Му Та	asks										a Payment Request for.
Home Home My Tasks + Create Supplier Profile	ACT	ION PENDING (99+) Fr Order 6907 Catalog Contract Documents	Return Note 210 Purchasing Invoice 3	Contract Fo 6 2 Supplier	rm	RFX 1			Search	ନ ତ (WS		Alternatively, supplier can go to ' Purchasing ' section from home page, under ' Order " tab, supplier can select the PO that has completed to create Payment Request.
	My Tasks +	7753 48	309 2637	284 20	2	Approved 1					_	
	Create								Export 🗮 Mar	nage Attributes 🛛 🖓 Filters	1.1	
	n an	Order Name ↑↓	Created On	1↓ Ship To Location	Order Receiving Stat	tus Order Type	Invoiced	Order Contact	Order Invoicing Status	Actions	- 9	- Supplier may create
	Profile	Search									1	Payment Paguest onco
		Order1 for TSC-P2P-CAT-0	12/07/2023	0121-M171 PETROSAINS	None	Requisition Order	0.00 %	M Nizam	Not Invoiced			Payment Request once
		Order1 for TSC-P2P-CAT-0	12/07/2023	0121-M171 PETROSAINS	FullReceipt	Requisition Order	40.00 %	M Nizam	Partially Invoiced			Receipt has been created
		Order1 for TSC-P2P-CAT-0	12/06/2023	0121-M171 PETROSAINS	None	Requisition Order	0.00 %	M Nizam	Not Invoiced			for Material line-item
		Order1 for Asset FS v.02	08/17/2020	0003-M010 PCSB Peninsular	Malays None	Requisition Order	0.00 %	0003_PCSB_RequesterSup	erUser02 . Not Invoiced			
		Order1 for 11949940	12/04/2023	0000023020/30-200	None	Requisition Order	0.00 %	Petronas 30 Admin 30	Not Invoiced		l	purchases.
		Order1 for 10089567	11/30/2023	0000023478/64-200	FullReceipt	Requisition Order	100.00 %		Not Invoiced			
		Order1 for Requisition812	11/03/2023	0000023166/30-200	FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Fully Invoiced			
		Order1 for Requisition812	11/30/2023	0000023478/64-200	FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced			
		Order1 for Requisition812	11/28/2023		FullReceipt	Requisition Order	100.00 %	Petronas 30 Admin 30	Not Invoiced			
		Order1 for Requisition812	10/11/2023	0003-M010 PCSB Peninsular	Malays PartialReceipt	Requisition Order	4.00 %	Petronas 30 Admin 30	Partially Invoiced			
			4							Þ		
						Rows Per Page: 10 🗸 31 - 40 0f 4	809 < >					



Payment Payment Request Request (For Service (For Receipt) Confirmation)

From the PO screen, supplier can create a payment request based on total quantity accepted displayed in the item history.

«	Catalog Contra ← ORDER: Order1 For	ect Purchasing Invoice Supplier Requisiti Supplier Acknowledged				(Search Q 250.00 MYR V 戻 Cor	□ ♀ ⑦ ws	2	The Item History shows the total quantity that has been received for
Home	>≡	V BASIC DETAILS						Manage Optional Fields		this PO material line item.
99•	Basic Details	* Indicates mandatory fields							7	In the DO decument supplier need
ly Tasks	Line Details	Order Number 3500027191	Order Name Order1 for Requisition8123417	Order Contact Petronas 30 Admin 30	Order Author Petronas 30 Admin 30	Purchase Type Standard	Creation Date 11/30/2023		5	in the PO document, supplier need
+ Create	Invoicing And Delivery	Original Issue Date	Supplier Acknowledged Date	Currency	Signatory					to click on Create Invoice at the
s s s	Supplier Details	11/30/2023	11/30/2023	MYR	-					bottom right of the page.
Supplier Profile	Additional Information									
	Additional Details	LINE DETAILS								A pop up will appear with two
		LINES				2				options (Only applicable if PO has
						C				both Sorvice and Material line
		Cline (1)	wanaa Numaa ti Litaa	n Number at Line Descript at Line Te	al Chie Te Address - al Deliver Te	a biorradiantes a la terra tilatera	indicates m	andatory fields		
			rence wum Ti iype Ti ne	n Number Ti Line Descript Ti ip Io	↑↓ Ship to Address ↑↓ Deliver to	T↓ Manufacturer T↓ Item History	T↓ Requisition Creator	î↓ Additional înform		items):
		√ 1 1	Material V 50	826050 BOOTS,SAFY,AKL, 0002:	3478/64-200 PRPC UF Operation,	ADD View	Petronas 30 Admin 30	View		
				Rows	Per Page: 10 v 1 - 1 Of 1 < >					Create Invoice for Receipt
		> INVOICING AND DELIVERY DETA	U.S.							Create Invoice for Service Confirmation
		> SUPPLIER DETAILS								If PO only has Service line items
										I FO Only has service the terms,
										only Create Invoice for Service
		> ADDITIONAL DETAILS								Confirmation' will appear.
									1	
								3		Similarly, if PO only has Material
	Print Preview							Create Invoice		line items, only 'Create Invoice for
										Receipt' will appear
-										
	lf there	e is only Material	line item, clicki	ng the Create li	nvoice will directly	r create a Payme	ent Request			

Supplier to fill up the information as required.

C): ? ws Catalog Contract Purchasing Supplier In 'Basic Details' fill in all required fields for the invoice. INV-12:23-0010523 - PAYREO2 For Order1 ... Draft 0.00 MYR Comments and Attachment More 1 Home 4 Insert the Invoice Name. а Optional Fields BASIC b С d а 99 Indicates Basic Details Insert the Invoice Amount. b Invoice Creation Date Invoice Name SMART Payment Request Number Invoice Amount Supplier Invoice Da Supplier Details Supplier Invoice Number 12/28/2023 PAYREO2 for Order1 for Requisition812341 INV-12:23-0010523 0.00 12/28/2023 Additional Informatio Insert the Supplier Invoice Number. Create С Supplier Name Order Number Order Name Supplier Code Currence Purchase Type Order1 for Requisition8123417 MYR 3500027191 4000007285 Standard Line Details The Supplier Invoice Number must be StakeHolder Details GR-IV unique to each transaction. Payment And Delivery. Additional Details ✓ SUPPLIER DETAILS Manage Optional Fields Due to a character limit within the Indicates mandatory fields system, please ensure that the invoices Order Supplier Name & Addres you submit adhere to a MAXIMUM of 3000009993 е sixteen (16) character invoice number per Remit To Location Supplier Name & Addres invoice, including spaces and special 4000007285-1002 HONG LEONG BANK BERHAD characters. Supplier Conta Supplier Contact Email & Phone ΥZ Insert the Supplier Invoice Date. d Supplier may select preferred Remit To е ✓ ADDIT MATION Location (Supplier Bank Account) Indicates I Insert the Exchange Rate if invoice Q1. Exchange rate to Malaysian Ringgit (max up to 5 decimals eg. 4.12345) - IMPORTANT: Mandatory for Malay Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Else, please leave blank document currency is non-MYR. Note: 1. For non-Malaysian incorporated suppliers invoicing in non-MYR Remit to Location is Supplier Bank Account details that was key-in by supplier during Supplier Profile currency, please enter zero value (0). creation under Location Information section. Supplier is required to update Supplier Profile with relevant Otherwise, please leave blank Remit to Location if the field is blank. 2. Invoice submission in SMART will be auto-rejected if the exchange rate input by the Supplier is more than ± 20% compared to daily exchange

rate.



Payment

Request

(For

Receipt)

Payment

Request

(For Service

Confirm-

ation)

Supplier is required to only claim the allowable quantity for the invoice based on the

receipt. The system will reject any invoice that exceeded the total value of receipts.



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

~	LINE DE	TAILS													5	Ente in th Rec qua	er the quantity that is allone system for the line iter eipt. You can view the ac ntity as a reference.	owable m with cceptec
Line	(3) <mark>3 Erro</mark> i	rs									R i 👁	· 6 :			6	In tl	he event of submitting in	voice
\checkmark	Line		Туре	Item Number	Line Description r	nber	Category *	Unit Pr	ice Quantity		Accepted Quant	tity ↓ UON				for	selected line item, highlig	ght the
1	1		Material	50220404	COUPLING,SHFT,FL		CENTRIFUGAL COMP	10.00	20.000		20.000	PC; I				line	Item where there is no h	Receipt
\checkmark	2		Material	50219845	BUSHING,RHD		RECIPROCATING CO	. 15.00	1,000.00)0	0.000	PC; I				Of II		
1	3		Matorial	50050104		- AL-		20.00	1 000 00	0	0.000	EA-1				Clic	k Delete icon to remove	the
		V LIN	NE DETAILS													high	nlighted line item with ze	ero
		LIN	IES										6			qua	intity.	
		Line(3)	3 Errors															
			ine	Туре	Item Number	Lir	e Description	nher	Category *	Linit Price		Quantity	Accented Quantity				Cuppling many exacts	
		√ 1		Material	50220404	C	DUPLING.SHFT.FL		CENTRIFUGAL COMP	10.00		20.000	20.000	PC: I	- 6	- q	Supplier may create	
		√ 2		Material	50219845	BU	JSHING,RHD		RECIPROCATING CO	15.00		1,000.000	0.000	PC; 1			Payment Request once	vd.
		√ 3	0	Material	50950104	LI	FE RAFT,INFLE,6.5		ESCAPE CAPSULE & A	20.00		1,000.000	0.000	EA; I			for Material line-item	u
								•			L	Rows Pe	er Page: 10 🗸 1 - 3 of 3	< >			purchases.	



RMATION	Add Taxes							0%	
7	Tax Code b	Tax	Description	Tax Rate O			ADD	- 1	
	V0 No GST charged, N1 0%-Standard rat						CANCEL	APPLY	
Туре	BB Sales Tax 10% 10	Descrip	tion	Taxes	Other Charges		Freight		
Material	BA Sales Tax 5% 5	PHRAG	M,2E859	0.00	0.00		0.00		L
	I2 6%-Standard rate		Add Taxes						5%
a New York, State	I1 6%-Standard rate		Tax Code	Tax Description		Tax Rate		ADD	
			BA	Sales Tax 5%		5			
								CANCEL	APPLY



It is Supplier's responsibility to ensure that the right tax code and tax treatment is being selected and declared based on actual job completed.

Supplier can only charge for category of tax registered with Royal Malaysian Customs Department. *For full definition of the tax code, kindly refer to <u>here</u>.*



Payment

Request

(For

Payment

Request

(For Service

Receipt) Confirmation) Under 'Line Details' section, go to 'Taxes' column and click '0.00' to Insert the Tax Code. A popup will appear. Insert the applicable Tax Code as per the available options: • Sales Tax P2P : 0% Default (B0) • Sales Tax P2P: Non Taxable (B1) • Sales Tax P2P: 5% (BA) Sales Tax P2P: 10% (BB) Service Tax P2P : 0% Default (K0) • Service Tax P2P: 6% (KA) • Service Tax P2P: 6% Imported Services (KI) • Service Tax P2P: 8% Local supplier (KB) • Service Tax P2P: 8% Imported Services (KJ) Once selected, click 'Add'. Upon satisfied with the tax code selection, click on 'Apply' Repeat the same step for each line item (if applicable).

Only one tax code is allowed to be selected.

Tax check will be available at each of the line item in the 'Additional

Information' field.



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

ADDITIONAL INFORMATION	8	Wi
Indicates mandatory fields Q1. Exchange rate to Malaysian Ringsit (max up to 5 decimals eg. 4.12345) - IMPORTANT: Mandatory for Malaysian-incorporated suppliers invoicing in non-MYR currency. For non- Malaysian incorporated suppliers invoicing in non-MYR currency, please enter zero value (0). Else, please leave blank. Your Answer S2. Additional Linformation		seo on co
LINE DETAILS Q1. Tax Check* V Ves Line(1) 2 Errors 8		Se sat an rig
CANCEL APPLY		Re
√ 1 Material ✓ 50826050 BOOTS,SAFYAKL,		ite
Rows Per Page: 10 ✓ 1 - 1 of 1 < >		Ple ma

Within the same 'Line Details' section, scroll to the right and click on 'View' in Additional Information column.

Select **Yes** under Tax Check once satisfied with the tax code selection and click on Apply at the bottom right of the pop up.

Repeat the same step for each line tem.

Please note that Tax Check is mandatory for all line items.



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

Supplier is required to upload a scanned copy of the original invoice.

Catalog Contrac	t Purchasing Invoice Supplier					Search Q	□ <u></u>	9	Click on ' More ' button at the top
← INV-12:23-0010522 ·	- PAYREQ1 For Order1 Draft				2,00	00,000.00 MYR 👻 🖵 Comments :	nd Attach. : More		right corner of the screen and
~1	✓ BASIC DETAILS						Manage Optional Fields		upload scanned copy of the
Basic Details	* Indicates mandatory fields		to store the second	Busilia India II aliant	A state from the first	Developing to Develop			Original Invoice decument
Line Details	PAYREQ1 for Order1 for Requisition8123451	INV-12:23-0010522	0.00	Supplier Invoice Number* 2023	Invoice Creation Date 12/27/2023	Supplier Invoice Date* 12/27/2023			Original invoice document.
Supplier Details	Supplier Name	Order Number	Order Name	Supplier Code	Currency	Purchase Type			More
Additional Information		3300072007	Order1 for Requisition8123451	4000007285	MYR	Standard			The scanned copy of the
									Original Invoice is a mandatory
									requirement by PETRONAS.
				•	Comment		_		
				_	9	Upload Image	_		Kindly ensure the value of the
									Original Invoice unloaded is the
					1	Export To PDF			
									same as per payment request
					[Delete			created in GEP SMART
							_		
				Sun	plier Invoice Date*	Print Invoice	_		
				10	27/2022				
				12/	27/2023				
				Pur	chase Type				
				Sta	ndard				

A disclaimer will be displayed prior to upload of scanned invoice and documents.

INV-12:23-0010522	- PAYREQ1 For Or	rder1 Draft											
~8	✓ BASIC DET	AILS											
Basic Details	* Indicates mandate	ory fields											
Line Details	Invoice Name* PAYREQ1 for Orde	r1 for Requisition8123451	SMART Payment Request Number INV-12:23-0010522	Invoice Amount* 0.00	Supplier Invoice Number* 2023	Invoice Creation Date 12/27/2023							
Supplier Details	Supplier Name WEHAYA SDN. BHD		Order Number	Order Name	Supplier Code	Currency							
Additional Information			3300072007	Order Fror Requisition8123451	400007285	MYK							
stakeHolder Details	GR-IV	DISCLAIMER											
Payment And Delivery													
dditional Details			PRIOR TO UPLOADING INVOICE										
	 > LINE DETA > SUPPLIER > ADDITION ADDITION 												
	> STAKEHOL	VENDOR											
		Prior to uploading Invoice				(10						
	> PAYMENT	1. I/We hereby declare and ve	rify that:				-						



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

Click '**Proceed**' upon reviewing the disclaimers for uploading the scanned Invoice.

It is supplier's responsibility to ensure that all the documents uploaded are correct and accurate based on actual job completion as per PO requirements.





Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

11 On the pop up, click 'Upload Documents' and select the scanned invoice to be uploaded, then click Open.

disclaimer for invoice submission will be displayed.

Supplier to proceed with submission of Payment Request to PETRONAS. Another



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

DISCLAIMER PETRONAS 1. PETRONAS hereby reminds vendor to exercise due care and diligence with respect to the provision of information into the (portal) and encourages vendor to evaluate the accuracy, completeness and relevance of all information provided. 2. All information provided into the portal must first be verified by the vendor, duly accompanied and supported with the required supporting documents. 3. PETRONAS takes no responsibility for the accuracy, reliability, correctness and completeness of any information provided by the vendor. These information sources are outside PETRONAS' control and it is therefore the responsibility of the vendor to make its own decision about such information and vendor is required to verify all information. ₹ . 4. Neither PETRONAS nor any of its affiliates shall assume any liability or responsibility of any kind whatsoever arising from, or connected to, the use of information (including supporting documents or invoice(s)) as provided by the vendor. Line Tota Taxes Other Charges VENDOR 1. I/We hereby declare and verify that all information and details provided in this application (portal) together with any supporting documents (including 13 5.00 are accurate, correct, adequate and reliable. I/We will be fully responsible for withholding of information or giving false or inaccurate or inadequate in (including any supporting documents, invoice(s)) to PETRONAS. CANCEL PROCEED Rows Per Page: 12 Send To Buve



SUCCESS!	
Invoice Submitted to Buyer Successfully	15

OK

12	Click ' Send to Buyer ' once satisfied with all the details and attachments.
13	Click ' Proceed ' upon reviewing the disclaimers for Invoice submission.
14	A confirmation pop up will appear to confirm the number of line items that will be processed in this invoice. Click 'Yes ' to proceed.
15	Success status will appear upon successful submission of Payment Request.



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

The status of the Payment Request will be displayed accordingly.

PETRI HI HY	Catalog Contract Purchasing Invoice Supplier My Tasks ACTION PENDING (99+) FOLLOW UP (2) Order Return Note Contract Form RFX					Search				Q		5 Supplier will be able to view the status of the Payment Request from ' Invoice ' section at homepage.				
Cr Cr Sup	⊨ aate 28 plier	6911 Document Name	210	6	2	1 Document Number	Days in Current State	Order Total	Purchase Type		Created On	17	Status of Payment Request will be displayed accordingly.			
Pr	file	Order1 for Requisition8 Order1 for 10454839	123484			3400361283-002 3300072042		700.00 3,150.00	Standard Standard							

Catalog Contract Purchasing	Invoice Supplier									Search	۵ ۵	F* (?) 📢
Documents	17											
INVOICE CREDIT MEMO	<u> </u>											
All Sent For Processing 3317 1197	Returned 795	Sent For Payment 639	Draft 454	Invoice Paid W 204	/ith Remittance	Error 27	Send For Processing Failed					
										🛃 Export	t 🚟 Manage Attril	outes 🛛 Filters
Document Name	Document Number	er	P0 Number		Supplier Name	2	Supplier Contact	Invoice Source	Supplier Invoice Number	Supplier Invoice Date	↑↓ II Actio	Ins
Search	Search		Search									
PAYREQ1 for Order1 for Requisition8123451	INV-12:23-001052	22	3300072007				ΥZ	PO Based	2023	12/27/2023	1	
PAYREQ7 for Order1 for BSCM-800 PR RFX PO SC IN	INV-08:23-009720)	3400357883				FZ UAT	PO Based	SC0000020763	08/16/2023	1	
PAYREQ1 for Order1 for Requisition8123443	INV-12:23-001052	20	3400360483-004				ΥZ	PO Based	965347	12/26/2023	1	
PAYREQ2 for Order1 for 11927741	INV-09:23-009936	ò	3400357994					PO Based	supp- inv 1	09/18/2023	0	
PAYREQ1 for Order1 for Requisition169	INV-10:23-010030)	3400357503					P0 Based	INV-10:23-010030	10/02/2023	1	

Definition of Invoice Status

The status of the Payment Request will be displayed accordingly.

Invoice Status	Definition
Sent For Processing	Invoice in que for system validation.
Sending In Progress	Invoice system validation in progress.
Sent For Payment	Invoice accepted by Finance and pending payment remittance according to payment term.
Invoice Paid With Remittance	Invoice paid with remittance confirmed to supplier's bank account.
Returned	Invoice rejected by Finance Administrator. Supplier to refer document comment for reason of rejection.
Internally Cancelled	Invoice cancellation initiated by supplier.
Error	Invoice document mandatory field not matched supplier profile e.g., Remit to Location.

document by selecting 'All' as shown below.



Payment Payment Request Request (For Service (For Confirm- Receipt) ation)

PETROP □ 🕫 🕐 ws Catalog Contract Purchasing Invoice Supplier 3400359645 а Search Result For 3400359645 Order (1) Service Confirmation (1 View All Order (1) Document Nam Document Numb Created B Created On 99+ Credit Memo (1) Order1 for Reguisition8123291-Invoice Numberin 3400359645 Supplier Acknowledged Petronas 30 Admin 30 11/03/2023 nvoice (1) Search Result For 3400359645 Ъ Or Service Confirmation (1) ome Order (1) D 99+ È Credit Memo (1) Taaks 0 Invoice (1) b

Supplier will be able to see all subsequent related documents created for PO

a When entering PO number and selecting 'All' document types, system will display list of subsequent related documents created for this PO number.

> If there are more than one (1) invoice submitted, each Invoice document will show details of invoiced quantity and amount.

Note:

Total value of SC/Receipt and Invoice must be equal to total value of PO.

b Supplier can further filter and click on the relevant related documents.

Troubleshooting Invoice Submission Error or Rejection

Supplier could try the below steps in the event invoice could not be submitted or if invoice is rejected.

If you face errors in submitting your invoice:

- Make sure that you fill in the mandatory fields especially Line Details section.
- Do fill in Tax Code in Tax field (refer to <u>here</u> for list of tax codes and descriptions; please note that the tax codes are subject to changes).
- Tick Tax Check field under Additional Info column of the Line Details section.
- Ensure that the PO number and Invoice number for scanned invoice follows SMART PO and Invoice number.
- Alternatively, create a new invoice (Go back to the PO and click on More Actions, click on Create Invoice).

If your invoice was rejected:

- Ensure that an **SC has been created for the PO** prior to creating the invoice.
- SC quantity/ amount must be within PO quantity/ amount.
- Total invoice quantity/ effort/ unit price must be within the accepted quantity/ effort/ amount.
- Fill in Remit to Location information and ensure scanned invoice bank account number same as system bank account number.

Definition of Tax Code

Supplier to insert the applicable Tax Code for invoicing as per the available options below.

Tax Code	Listing Type	SST Percentage	Definition
во		0%	Acquisition of materials/products that are not subject to SST.
B1		Non-taxable	Acquisition of non-taxable materials/products from local supplier (non-registered vendor).
BA		5%	Acquisition from sales tax registrant (5% sales tax).
BB		10%	Acquisition from sales tax registrant (10% sales tax).
КО	Purchase	0%	Acquisition of services that is not subject to SST.
KA		6%	Acquisition of taxable services from registered local service provider with 6% service tax (Service tax registrant in Malaysia).
KI		6%	Acquisition of imported taxable services from foreign vendor (non-registered) with 6% service tax.
КВ		8%	Acquisition of taxable services from registered local service provider with 8% service tax (Service tax registrant in Malaysia).
KJ		8%	Acquisition of imported taxable services from foreign vendor (non-registered) with 8% service tax.

Credit Memo can be created from an invoice.







Suppliers can create Credit Memo from Invoice document, which can be found by searching the PO number.





Supplier can also go directly to 'Invoice' section from homepage to search if the SMART

Invoice number is known.



Credit Memo creation is only permitted for Invoice document with certain statuses.



- Sent for Payment
- Invoice Paid with Remittance



Any submission for Invoice with "Draft" status is not permitted.



Supplier to ensure the Invoice document with status 'Sent For Processing', 'Sent For Payment' or Invoice Paid With Remittance' prior to creating Credit Memo.

Contraction of the second seco	Catalog Contrac Catalog Contrac INV-08:23-009698 - I SCANNED DOCUMENT Basic Details	t Purchasing Invoice Supplier PAYREQ5 For Order1 F Invoice Paid With Re SCANNED DOCUMENT V BASIC DETAILS		ce Paid With Remittanc		106.00 M	Search Q I Search Q II Search	! 	Supplier to ensure the invoice status must be 'Sent For Processing', 'Sent For Payment' or 'Invoice Paid With Remittance' only.
+ Create Bupplier Profile	Supplier Details Additional Information Line Details StakeHolder Details	* Indicates mandatory fields Invoice Name PAYREQ5 for Order1 for BSCM-800 PR RFX PO S Supplier Name	SMART Payment Request Number INV-08:23-009698 Order Number 3400357883	Invoice Amount 106.00 Order Name Order1 for BSCM-800 PR RFX PO SC INV - Copy	Supplier Invoice Number 3400357883 Supplier Code 4000007285	Invoice Creation Date 08/09/2023 Currency MYR	Supplier Invoice Date 08/09/2023 Purchase Type Standard	4	Supplier to click on the 'More' button.
	Payment And Delivery Additional Details	_ GR-IV	.00 MYR 🔻 📑	Comments and Attachn	_			5	Select option Create Credit Memo. Create Credit Memo
				5	Create Credit M	lemo		_	


Supplier to insert the required details in the Credit Memo.

← CM-12:23-02908 Draft 106.00 MYR ▼ () Comments and Attachments ; More						6	Fill in Basic Details section.	
Basic Details	BASIC DETAILS Indicates mandatory fields Conflictment from the second sec				Ta atta Manka	Manage Optional Fields	i	Insert the Credit Memo Name.
Additional Information	Credit Memol for PAVREQS or BSCM. Order Number 3400357883 Memo Received On* 12/28/2023	CM-12:23-02908 Supplier Invoice Number 3400357883 Memo Creation Date 12/28/2023	Supplier Memo Number*	Orichaerty organization 30-200 SAP 30-200 Invoice Creation Date 08/09/2023 Putchase Type Standard	INV-08/331006498 Supplier Invoice Received Date 08/09/2023 Supplier Code 4000007285	MYR Invoice Received On 08/09/2023 Suppler Tax Identification Number	ii	Insert the Supplier Memo Number.
								Supplier Memo Number <u>must</u> <u>be unique to each transaction.</u>
							iii	Insert the Supplier Memo Date.



2 types of Credit Memo:					
1	Credit Memo (Amount-based)	Supplier is required to update credit memo amount only. This credit amount must not exceed the invoice amount.			
2	Credit Memo (Quantity-based)	Supplier is required to update credit memo quantity only. This credit quantity must not exceed the invoice quantity.			

	V LINE	NE DETAILS ""	7 Fill in the Line Details section.
	LINES	NES	i For Amount-based:
_	Line(1) ✓ Lin ✓ 1	Line Item Number Supplier Item Line Descript Type UOM Credit Quantity Unit Price Price Per Effe 1 4045999 MNPWRAUTH TN Variable H; Hour (Do Not Use) 1.000 100.00 1 100 Rows Per Page: 10 v 1-1 of 1 < >	Cetive Unit P Credit Amount Credit Tax Other Ch 00 100.00 6.00 0.00 Cetive Unit P Credit Amount Credit Tax Other Ch 00 100.00 6.00 0.00 Credit Amount'. System will give error message if supplier enter higher amount than invoice amount.
			li For Quantity-based:
.	• (F • F r	Credit Memo creation is only permitted for Invoice document with status "Sent For Payment" or "Invoice Paid With Remittance" only. Any submission for Invoice with For Timewrite suppliers, you are required to submit Credit Memo (Amount-based) notification.	or Processing", "Sent For "Draft" status is not permitted. only upon receiving email "System will give error message if supplier insert higher amount than invoice quantity.



Supplier to upload the scanned copy of the Original Credit Memo for verification.



The scanned copy of the Original Credit Memo is a mandatory requirement by PETRONAS. Kindly ensure the value of the Original Credit Memo uploaded is the same as per credit memo document created in SMART.



Disclaimer will be displayed upon upload of scanned Credit Memo documents.





It is supplier's responsibility to ensure that all the document attached is correct and accurate based on actual job completion as per PO requirements and deliverables.

Supplier to proceed with submission of Credit Memo to PETRONAS.

					Save	Send To Buyer			10	Clic bott satis atta
PETRONAS	Catalog Contract Purchasi	ng Invoice Supplier								
«	Documents	(11)								Se
Home :										Cre
My Tasks +	All Sent To Buyer 335	Ready For Payment 102	Draft 79	Rejected 40	Sent For Payment	Cancelled Credit Memo Par 5 2	id With Remittance Sent For F	Processing	11	Fror
Create	Document Name	Document Number	PO Number	Status	Ordered On	Invoice Number	Invoiced On	Supplier		sect
⊜∞ Supplier Profile	Search	Search				Search				avai
	Credit Memo1 for PAYREQ5 for Order1 fo	CM-12:23-02908	3400357883	Draft	08/07/2023	INV-08:23-009698	08/09/2023			tab.
	Credit Memo1 for PAYREQ1 for Order1 fo	CM-12:23-02888	3400359645	Sent To Buyer	11/03/2023	INV-11:23-0010262	11/22/2023			
	Credit Memo1 for PAYREQ1 for Order1 fo	CM-11:23-02887	3400359450	Sent To Buyer	10/27/2023	INV-10:23-0010154	10/31/2023			
	Credit Memo2 for PAYREQ3 for Order1 fo	CM-11:23-02868	3400359680	Sent To Buyer	11/09/2023	INV-11:23-0010263	11/15/2023			
	Credit Memo1 for PAYREQ3 for Order1 fo	CM-11:23-02864	3400359680	Rejected	11/09/2023	INV-11:23-0010263	11/15/2023			

- The status of the Credit Memo will be displayed upon submitting the Credit Memo to buyer.

Click "Send to Buyer" at the bottom of the page once satisfied with all the details and attachments.
 Send To Buyer
 Credit Memo status will change from "Draft" to "Sent to Buyer".
 From homepage, under 'Invoice' section, supplier can see the status for all Credit Memo available under 'Credit Memo'





GEP SMART NextGen

Supplier User Guide

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Support Contact

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Support Contact

Should you require any support, please reach out to us via the following channels:

PETRONAS Contact Centre



supplier.servicedesk@petronas.com.my



1-800-88-0011

Thank You