

End user manual for Suppliers

Supplier Self Service -SUS

Contents

1. Login to Supplier Self Services (SUS) Portal 3

2. Create Purchase Order Response 8

3. Create Confirmation..... 11

4. Create Invoice..... 18

5. Create a Credit Memo 24



Introduction



In the SUS Portal, what does the navigation links under the **Purchase Order** query result in?

Field/Link Name	Description
▼ Purchase Orders	• All - Shows all your Purchase Orders regardless of status
All	
New	• New – Shows new Purchase Orders which require your acknowledgement
Changed	• Changed – Shows Purchase Orders which have been amended by Elm which require your acknowledgement
In Process	• In Process – Shows Purchase Orders which have been saved by you for further action
Confirmed	• Confirmed –Shows Purchase Orders where all line items are confirmed by you.
Partially Confirmed	• Partially Confirmed – Shows Purchase Orders where some line items are rejected by you
Rejected	• Rejected – Shows Purchase Orders where all line items are rejected by you
Canceled	• Cancelled – Shows Purchase Orders which have been cancelled by Elm



In the SUS Portal, what does the navigation links under the **Confirmation** query result in?

Field/Link Name	Description
▼ Confirmations	• All – Shows all Confirmations created by you
All	
In Process	• In Process – Shows all Confirmations which have been saved by you for further action
Completion Reported	• Completion Reported – Shows all Confirmations which have been fully confirmed by you
Partially Accepted	• Partially Accepted –Shows all Confirmations where line items have been partially accepted by you
Approved	• Approved - Shows all Confirmations which have been accepted by Elm
Rejected	
Canceled	

	• Rejected – Shows all Confirmations which have been rejected by <i>Elm</i>
	• Cancelled – Confirmations which have been cancelled by you.



In the SUS Portal, what does the navigation links under the **Invoice** query result in?

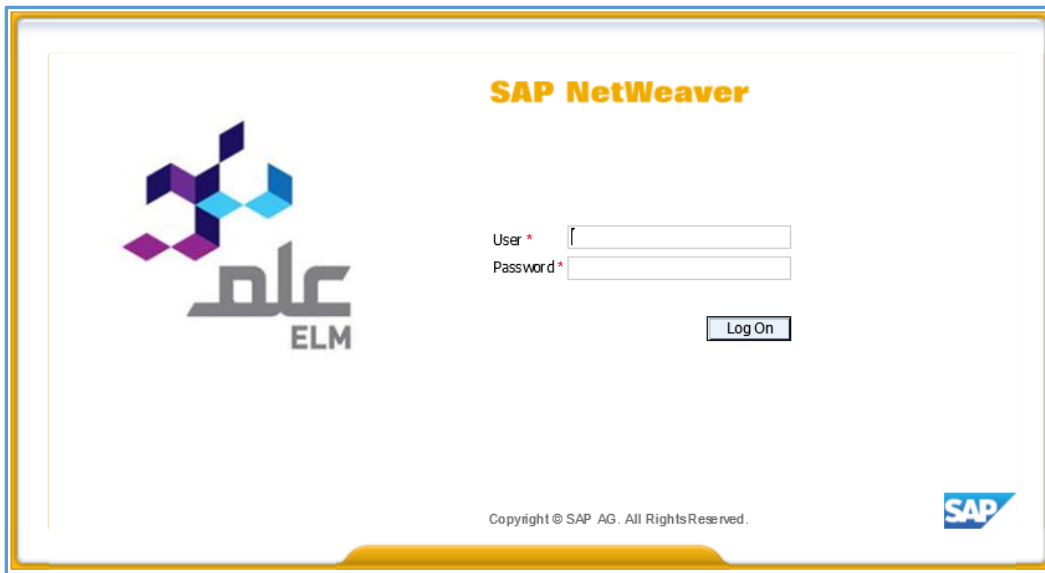
Field/Link Name	Description
▼ Invoices and Credit Memos	• All – Shows all the Invoices and Credit Memos created by you
All	
In Process	• In Process – Shows all Invoices which have been saved by you
Document Sent	• Document Sent – Shows all Invoices which have been sent by <i>you</i>
Approved	• Approved – Shows all Invoices which have been approved by <i>Elm</i>
Rejected	• Rejected – Shows all Invoices which have been rejected by <i>Elm</i>
Create Invoice	• Create Invoice – Opens a new window where you can directly create an Invoice by selecting the PO/Confirmation accepted by Elm.

1. Log in to Supplier Self Services (SUS) Portal:

NOTE: Recommended to use Internet Explorer IE 8 and above

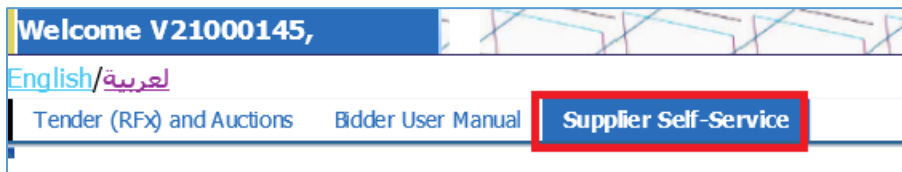
AL-Elm Supplier Self Service (SUS) Portal will be access via internet using AL-Elm Tendering URL below:

<https://sap.elm.sa>



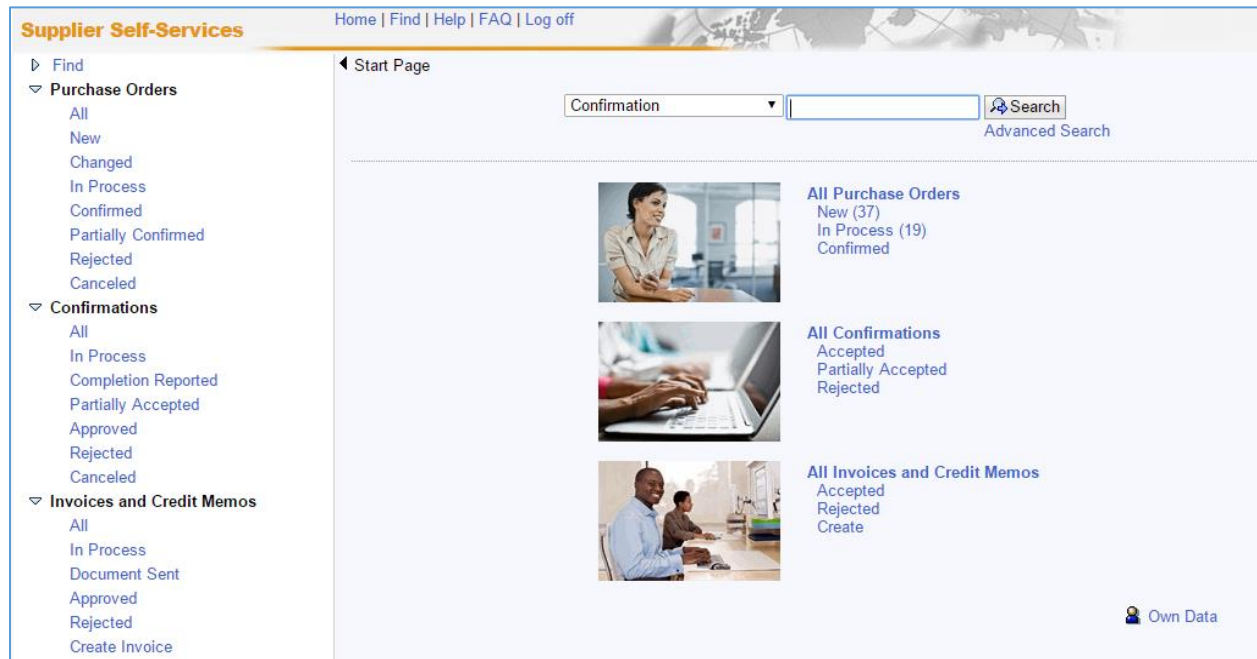
The screenshot shows the SAP NetWeaver login interface. On the left is the AL-Elm logo, which consists of a stylized geometric design in purple and blue above the Arabic word 'علم' and the letters 'ELM'. To the right of the logo are two input fields labeled 'User *' and 'Password *'. Below these fields is a 'Log On' button. At the bottom center, it says 'Copyright © SAP AG. All Rights Reserved.' and at the bottom right is the SAP logo.

After your login into the Portal, you will see this screen:



The screenshot shows the top navigation bar of the portal. It includes a welcome message 'Welcome V21000145,' on the left. In the center, there are links for 'English/العربية'. On the right, there are three menu items: 'Tender (RFx) and Auctions', 'Bidder User Manual', and 'Supplier Self-Service'. The 'Supplier Self-Service' item is highlighted with a red rectangular border.

After select Supplier Self Service Tab, you will see this screen:



2. Search Purchase Order:

➡ Once the purchase order is released by Elm, the received PO can be viewed in the system, with the status “New”.

➤ There are 2 methods on how to search for a Purchase Order:

2.1 By searching with Purchase Order number (if you know the Purchase Order number)

1. Clicking on “Find” menu

Home | **Find** | Help | FAQ | Log off

Start Page

Purchase Order [Advanced Search](#)



All Purchase Orders
 New (34)
 In Process (17)
 Confirmed



All Confirmations
 Accepted
 Partially Accepted
 Rejected

Enter the Purchase Order number then click “Find” button:

Find

Start Page > Find

Document Search

Type: Purchase Order

Timeframe: All

Created After:

Status: All

Document Number:

Document Name:

Partner Number:

Purchase Order No.: 1000000077

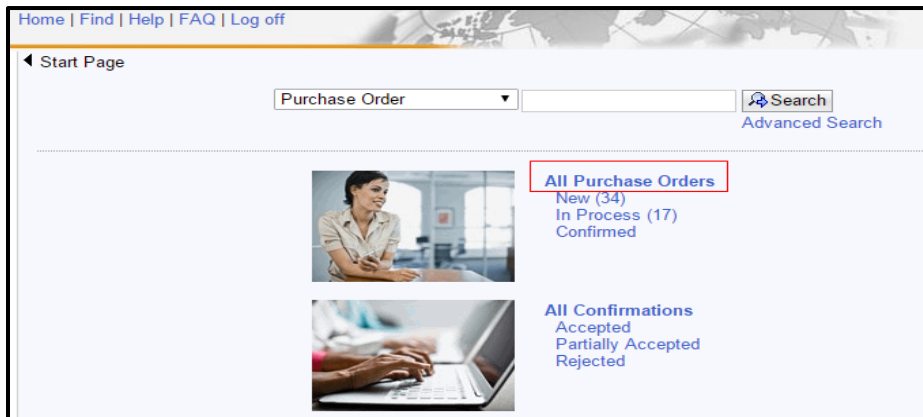
☐ Search Only in Archive

The Purchase Order details will display as follows:

List of Purchase Orders						
☐	Purchase Order No.	Number	Name	Date	Total Value	Status
☐	1000000077	1000000065	Decimal point testing	29.06.2015	5,000.00 MYR	New

Click on the Purchase Order number for more detailed view.

2.2 By clicking on “All Purchase Orders”:



List of All Purchase Orders will be displayed then click on the desired Purchase Order for more detailed view:

External Reference No.	Number	Name	Date	Total Value	Status
1000000409	1000000300	V02396X 13.07.2015 09:47	13.07.2015	309.00 MYR	New
1000000408	1000000299	V02396X 13.07.2015 09:33	13.07.2015	123.00 MYR	New
1000000427	1000000298	V02396X 13.07.2015 09:23	13.07.2015	123.00 MYR	Confirmed
1000000406	1000000297	Purchase order test	11.07.2015	246.00 MYR	New
1000000425	1000000296	V02396X 10.07.2015 17:26	10.07.2015	246.00 MYR	Confirmed
1000000424	1000000295	V02396X 10.07.2015 17:10	10.07.2015	246.00 MYR	Confirmed
1000000423	1000000294	V02396X 10.07.2015 13:34	10.07.2015	246.00 MYR	Confirmed
1000000422	1000000293	V02396X 10.07.2015 13:32	10.07.2015	123.00 MYR	Confirmed
1000000401	1000000292	V02396X 09.07.2015 13:15	09.07.2015	5.00 MYR	Confirmed
1000000400	1000000291	attachment test	08.07.2015	5.00 MYR	Confirmed
1000000398	1000000290	for SUS testing	08.07.2015	2.973.00 MYR	Confirmed
1000000394	1000000289	V02396X 07.07.2015 19:55	07.07.2015	30.00 MYR	Confirmed
1000000393	1000000288	V02396X 03.07.2015 15:59	03.07.2015	30.00 MYR	Confirmed
1000000392	1000000287	Testing of invoice	02.07.2015	10.00 MYR	Confirmed
1000000390	1000000286	COUSER1 02.07.2015 14:00	02.07.2015	30.00 MYR	Confirmed

3. Create Purchase Order Response.

Step 3: Once you find the desired Purchase Order, you will have to first create a Purchase Order Response in order to acknowledge/confirm the received Purchase Order. Below are the steps to create Purchase Order response.

3.1 After going to the detailed view of the Purchase Order (**Refer to Section 2**), click on **“Process”**. This will allow you to edit your acknowledgement before sending it to Elm.

Purchase Order: 1000000077

Process | Display Document Flow |

Communication and Collaboration

General Information

Basic Data		Terms of Payment	
Purchase Order ID:	1000000077	Payment in Days	Discount in %
Number:	1000000065		
Name:	Decimal point testing		
Date:	29.06.2015		
Status:	New		

3.2 You are only allowed to change the **DELIVERY DATE (if the delivery date is incorrect)**. This can be done by editing the respective fields highlighted below:

Item Overview

Confirm All Items | Reject All Items | Reset All Items

Number			Short Text	Product	PO Quantity	Purchase ...	Required on	Confirmed ...	Unit of Me...	Confirmed for	Status
1	✓	✗	PUNCHER 2	30001125	1.00 Units	123.00 MYR	13.07.2015	1.00	Units	13.07.2015	In Process
Net Value (Unconfirmed Items)										123.00 MYR	
Net Value (Confirmed Items)										0.00 MYR	
Net Value (Total of all Items)										123.00 MYR	

3.2.1 To Confirm/Reject all the line items at once.

Click on either of the below highlighted buttons at the header level

Confirm/ Reject All Items:



Based on your decision the status of the item changes from “In Process” to **“Confirmed”** or **“Rejected”** accordingly.

NOTE: Please be careful during acknowledgement of Purchase Order line items. Any mistakes during the acknowledgement will require the entire Purchase Order issuance cycle to be repeated.

3.3 Click on **“Send”** on top left side of the screen. The document status **“In Process”** changes to **“Confirmed”** or **“Partially Confirmed”**.

The screenshot displays a web application interface for managing a Purchase Order. At the top, the title bar reads "Purchase Order: 1000000077". Below this, a toolbar contains four buttons: "Send", "Save", "Cancel", and "Update Prices". The "Send" button is highlighted with a red rectangle. Below the toolbar is a section titled "Communication and Collaboration" with a large empty text area. Further down is the "General Information" section, which includes a "Basic Data" subsection. This subsection contains a table with the following data:

Purchase Order ID:	1000000077
Number:	1000000065
Name:	Decimal point testing
Date:	29.06.2015
Status:	In Process

The "Status" field is highlighted with a red rectangle. Below the table is a "Follow-On Documents" section showing a process flow with three numbered steps: 1 (Purchase Order Response), 2 (Confirmation), and 3 (Invoice). The flow is represented by a horizontal line with arrows connecting the steps.

Buttons: Create Confirmation | Display History | Display Document Flow |

Communication and Collaboration

General Information

Basic Data

Purchase Order ID:	1000000080
Number:	1000000068
Name:	CCUSER 30.06.2015 13:25
Date:	30.06.2015
Status:	Confirmed

Note: The submitted Purchase Order response undergoes approval process to the respective Elm User. Also an email Notification will be sent out to the respective Elm User.



What is the next step if the respective Elm User rejects my Purchase Order Response (POR)?

- You will receive an email notifying you of the rejection. Kindly contact Elm User for the rejection and the current Purchase Order has to be Cancelled/Deleted and a new PO will be issued.



What is the next step if the respective Elm User accepts my Purchase Order Response (POR)?

- Once the Purchase Order Response has been “Accepted”, the same information will get updated in Purchase Order.

A. Scenario 1- No changes made by you during acknowledgement of the Purchase Order

You may proceed to create the Confirmation (Goods/Service Delivery) document against the respective PO. The “Create Confirmation” button will be available for you to proceed with the Confirmation creation as shown in Section 4.

B. Scenario 2- Some changes made by you during acknowledgement of Purchase Order and the changes have been accepted by Elm.

You will receive an email, to respond for the New PO (PO with your changes adopted).

Post approval of the User, the Purchase Order status will change to “**In Process**”. You will have to “Process” the Purchase Order again (Refer Steps above in Section 3). Your Purchase Order Response will move to Elm for “**Acceptance**”. The “Create Confirmation” button will be available for you to proceed with the Confirmation creation as shown in Section 4 (Page -12).

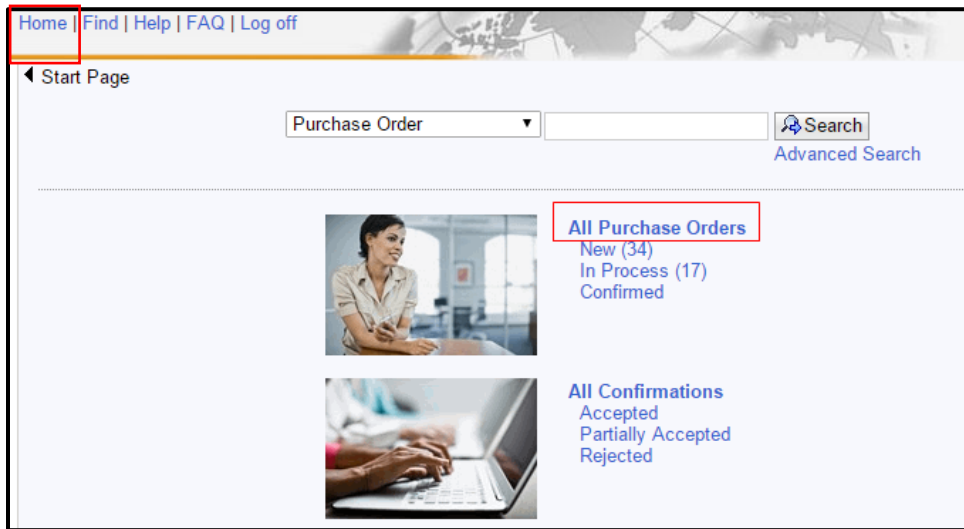
4. Create Confirmation (Goods/Service Delivery):

Note: It is mandatory to have separate Confirmations for Materials and Service items (Please see page -15 to create such Confirmations).

Step 4: Create Confirmation against the desired Purchase Order.

Note: For different statuses of the Confirmations refer page 3

4.1 Click on “Home” and the Start page opens, then click on ‘All Purchase Order’ query.



4.2 Purchase Order list is displayed, click on the relevant Purchase Order number, visible in blue colour, under “Purchase Order No.”

Purchase Order No.	Number	Name	Date	Total Value	Status
1000000080	1000000068	CCUSER 30.06.2015 1...	30.06.2015	400.00 MYR	Confirmed
1000000079	1000000067	CCUSER 29.06.2015 1...	29.06.2015	10,000.00 MYR	Confirmed
1000000078	1000000066	CCUSER 29.06.2015 1...	29.06.2015	5,000.00 MYR	In Process
1000000077	1000000065	Decimal point testing	29.06.2015	5,000.00 MYR	New
1000000076	1000000064	Decimal point check	29.06.2015	5,000.00 MYR	Confirmed
1000000075	1000000063	CCUSER 29.06.2015 1...	29.06.2015	5,000.00 MYR	Confirmed
1000000074	1000000062	CCUSER 29.06.2015 1...	29.06.2015	10.00 MYR	Confirmed
1000000073	1000000061	A1131 26.06.2015 11:44	26.06.2015	10.00 MYR	Confirmed
1000000072	1000000060	A9999 26.06.2015 11:51	26.06.2015	9.00 MYR	Confirmed
1000000071	1000000059	AM069 26.06.2015 11:45	26.06.2015	10.00 MYR	New
1000000070	1000000058	A1470 26.06.2015 11:41	26.06.2015	8.00 MYR	Confirmed
1000000069	1000000057	A9999 25.06.2015 11:33	26.06.2015	9.00 MYR	Confirmed
1000000068	1000000056	A1292 26.06.2015 11:44	26.06.2015	8.00 MYR	Confirmed
1000000067	1000000055	AC148 26.06.2015 11:43	26.06.2015	10.00 MYR	Confirmed
1000000066	1000000054	A1074 26.06.2015 11:41	26.06.2015	8.00 MYR	Confirmed

4.3 A new page opens, showing the details of the Purchase Order. Click on **“Create Confirmation”**.

A. The screen is editable now, you may change the **QUANTITY** for partial confirmation, **if required**.

Purchase Order: 1000000080

Create Confirmation | Display History | Display Document Flow |

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 1000000080
 Number: 1000000068
 Name: CCUSER 30.06.2015 13:25
 Date: 30.06.2015
 Status: Confirmed

Follow-On Documents:

1 — 2 — 3 —

Purchase Order Response Confirmation Invoice

Terms of Payment

Payment in Days	Discount in %
42	

Terms of Delivery

Incoterm	Location

Item Overview

Number	Short Text	Product	PO Quantity	Purchase Order...	Required on	Confirmed Qua...	Confirmed for	Status
1	Fuji Xerox Cartrid	30002436	50.00 Units	400.00 MYR	30.06.2015	50.00 Units	30.06.2015	Confirmed
Net Value (Unconfirmed Items)							0.00 MYR	
Net Value (Confirmed Items)							400.00 MYR	
Net Value (Total of all Items)							400.00 MYR	

B. Enter the **Confirmation Name** (this is a free text field of maximum length 40 characters, which you may use for future reference) in the **Name** field.

C. You may send a **Message to Purchaser** and **Add an attachment** (if applicable). A message to remind about the Last Delivery Check Box in case of last delivery of the PO.

Start Page > List of Purchase Orders > Display Purchase Order > Process Confirmation

Warning: Please select the final delivery flag in case of last delivery of the P.O

Confirmation: 6000000510

Confirm Save Cancel Print Download

Communication and Collaboration

Message to Purchaser

Attachments

Add Attachment

No Attachments Available

General Information

Basic Data

Confirmation: 6000000510

Name:

Date: 17.03.2018

Purchase Order No.: 4550000343

Status: Created

D. Click on the line item to get more information.

General Information

Basic Data

Confirmation: 4000000261

Name:

Date: 13.07.2015

Purchase Order No.: 1000000410

Status: Created

Item Overview

Select All Deselect All Propose Outstanding Quantities Update Prices

Number	Product Type	Description	Quantity	Unit of Measure	Quantity Ordered	Open	Net Value	
10	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
20	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	Delete Item
30	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
Net Value							369.00 MYR	

E. Delete a particular line if not required for the current delivery of goods/services. The deleted item will be available for the next Confirmation against the same Purchase Order.

General Information

Basic Data

Confirmation: 400000261

Name:

Date: 13.07.2015

Purchase Order No.: 1000000410

Status: Created

Item Overview

Select All | Deselect All | Propose Outstanding Quantities | Update Prices

Number	Product Type	Description	Quantity	Unit of Measure	Quantity Ordered	Open	Net Value	
10	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
20	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
30	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	Delete Item
Net Value							369.00 MYR	



What do I do if the Purchase Order contains both types of products (Material & Service)?

4.3.1 Create Confirmation for Materials:

- Open the desired Purchase Order and after clicking on “**Create Confirmation**” button (Refer to Section 4, Step 4),

To confirm only for **Materials**, “**Delete**”  the line items which are **Services** and then click on “**Update Price**” button.

Item Overview

Select All | Deselect All | Propose Outstanding Quantities | Update Prices

Number	Product Type	Description	Quantity	Unit of Measure	Quantity Ordered	Open	Net Value	
10	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
20	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
30	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
40	Service	LCD PROJECTOR	1.00	Units	1.00 Units	1.00 Units	12.00 MYR	Delete
Net Value							381.00 MYR	

- After deletion of Services, only Materials will be visible on the “**Item Overview**” tab.

Item Overview

Select All | Deselect All | Propose Outstanding Quantities | Update Prices

Number	Product Type	Description	Quantity	Unit of Measure	Quantity Ordered	Open	Net Value	
10	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
20	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
30	Material	PUNCHER 2 HOLE	1.00	Units	1.00 Units	1.00 Units	123.00 MYR	
Net Value							369.00 MYR	

- You may Attach/Upload supporting documents to the Confirmation, by clicking on the “**Add Attachment**” button in the Communication and Collaboration section.
Click on “**Choose File**” → Select file from your computer → Click on “**Upload**”

Confirmation: 4000000633

Communication and Collaboration

Message to Purchaser

Attachments

☒ No Attachments Available

No file chosen

General Information

Basic Data

Confirmation:	4000000633
Name:	
Date:	12.01.2016

Click on "Confirm". Confirmation is displayed with status 'Created'.

Home | Find | Help | FAQ | Log off

[Start Page](#) > [List of Purchase Orders](#) > [Display Purchase Order](#) > [Process Confirmation](#)

Confirmation: 4000000265

Communication and Collaboration

Now the status changes to "Completion Reported".

Confirmation: 4000000033

Communication and Collaboration

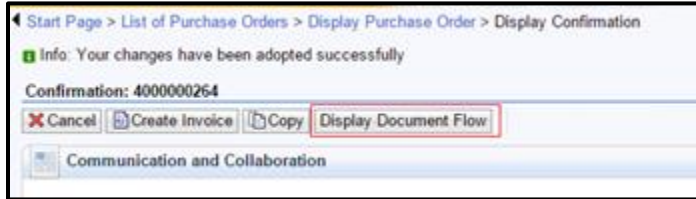
General Information

Basic Data

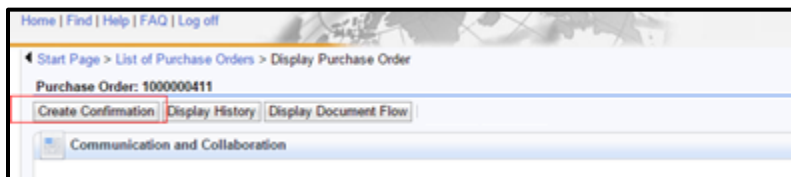
Confirmation:	4000000033
Name:	confirmation 1234
Date:	30.06.2015
Purchase Order No.:	1000000080
Status:	Completion Reported

4.3.2 Create Confirmation for Services:

Now click on **“Display Document Flow”** and open the Purchase Order.



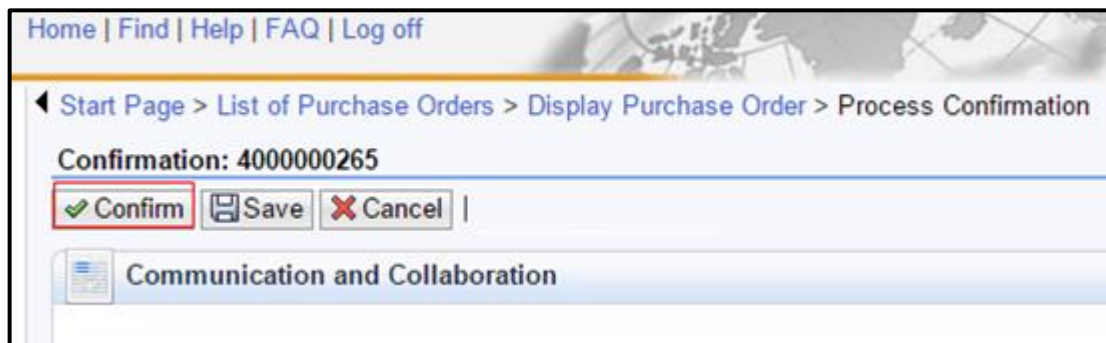
- Click on **“Create Confirmation”** button.



Only Services will be visible in the **“Item Overview”** tab:

Item Overview								
Select All Deselect All Propose Outstanding Quantities Update Prices								
Number	Product Type	Description	Quantity	Unit of Measure	Quantity Ordered	Open	Net Value	
40	Service	LCD PROJECTOR	1.00	Units	1.00 Units	1.00 Units	12.00 MYR	
Net Value							12.00 MYR	

- Click on **“Confirm”**. Confirmation is displayed with status **‘Created’**.



Now the status changes to **“Completion Reported”**.

Confirmation: 4000000033

Communication and Collaboration

General Information

Basic Data

Confirmation:	4000000033
Name:	confirmation 1234
Date:	30.06.2015
Purchase Order No.:	1000000080
Status:	Completion Reported

Note: The Confirmation will be sent out to respective Elm user for further action. Also an email notification is sent to the Elm User notifying the creation of the Confirmation.

Any response (Approve or Reject) from the User, will be notified to you through an email as well in System.



What is the next step if the respective Elm User accepts my Confirmation?

If the delivery of Material and/or Service has been **approved** by Elm, the status of Confirmation will be changed to **"Accepted by Customer"** then you can create an Invoice.

Home | Find | Help | FAQ | Log off

Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation > Display Document Flow

Document Flow Back to Document

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000000302	to Dansys	13.07.2015	Confirmed	381.00 MYR
Confirmation	4000000265		13.07.2015	Accepted by Customer	12.00 MYR



What is the next step if the respective Elm User rejects my Confirmation?

If the delivery of Material and/or Service has been **rejected** by Elm, the status of Confirmation will be changed to **"Rejected by Customer"**. You can find the rejection reason in the Communication and Collaboration section as highlighted below.

Confirmation: 4000000631

Copy | Display Document Flow | Print | Download

Communication and Collaboration

Message from Purchaser

Rejected due to un supportive Documents

General Information

Basic Data

Confirmation:	4000000631
Name:	
Date:	11.01.2016
Purchase Order No.:	1000000921
Status:	Rejected by Customer

NOTE: In case of any manual mistakes done while creating the Confirmation and it has not been Approved” or “Rejected” by Elm, you may “Cancel” your Confirmation.

Once cancelled, you will have to create a new Confirmation against the same Purchase Order

Confirmation: 4000000283

Cancel | Create Invoice | Copy | Display Document Flow |

Communication and Collaboration

General Information

Basic Data

Confirmation:	4000000283
Name:	
Date:	21.07.2015
Purchase Order No.:	1000000436
Status:	Completion Reported

The status will be changed to “Cancelled”

Confirmation: 4000000283

Copy | Display Document Flow |

Communication and Collaboration

General Information

Basic Data

Confirmation:	4000000283
Name:	
Date:	21.07.2015
Purchase Order No.:	1000000436
Status:	Canceled

➔ **To check whether you have already created an Invoice against a desired Confirmation.**

a. Click on Home and the start page opens. Click on the query Accepted/Partially accepted under All Confirmations.

Home | Find | Help | FAQ | Log off

Start Page

Purchase Order

All Purchase Orders
New (129)
In Process (60)
Confirmed

All Confirmations
Accepted
Partially Accepted
Rejected

b. List of Confirmations will be displayed, click on the desired Confirmation.

◀ Start Page > List of Confirmations

List of Approved Confirmations

Print Download

Number	Name	Date
4000000637		13.01.2016
4000000628		08.01.2016
4000000627		07.01.2016
4000000626		07.01.2016
4000000624		06.01.2016
4000000623		06.01.2016
4000000601		17.12.2015

c. Click on the **“Display Document Flow”** button to view all the related documents of the selected Confirmation.

Confirmation: 4000000627

Create Invoice Copy **Display Document Flow** Print Download

Communication and Collaboration

General Information

Basic Data

Confirmation:	4000000627
Name:	
Date:	07.01.2016
Purchase Order No.:	1000000920
Status:	Accepted by Customer

d. Related documents created against the selected Confirmation will be listed as shown below.

Home | Find | Help | FAQ | Log off

◀ Start Page > List of Confirmations > Display Confirmation > Display Document Flow

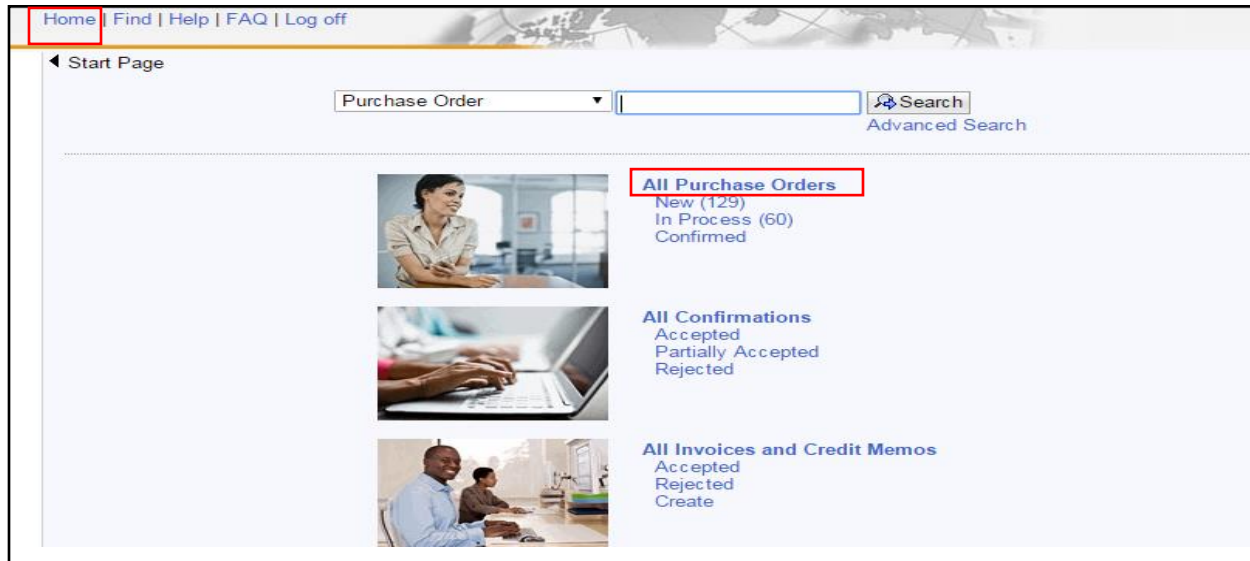
Document Flow

Document Type	Number	Document Name	Document Date	Status
Purchase Order	1000000557	Direct PO test	29.09.2015	Confirmed
Confirmation	4000000623		06.01.2016	Accepted by Customer
Invoice	5000000552		06.01.2016	In Process

5. Create Invoice:

Step 5: Create Invoice against the Confirmation.

5.1 Click on “Home” and then on “All Purchase Orders”.



5.2 Purchase Orders list is displayed, click on the **Purchase Order No**, against which you intend to raise an Invoice.

Purchase Order No.	Number	Name	Date	Total Value	Status
1000000080	1000000068	CCUSER 30.06.2015 1...	30.06.2015	400.00 MYR	Confirmed
1000000079	1000000067	CCUSER 29.06.2015 1...	29.06.2015	10,000.00 MYR	Confirmed
1000000078	1000000066	CCUSER 29.06.2015 1...	29.06.2015	5,000.00 MYR	In Process
1000000077	1000000065	Decimal point testing	29.06.2015	5,000.00 MYR	New
1000000076	1000000064	Decimal point check	29.06.2015	5,000.00 MYR	Confirmed
1000000075	1000000063	CCUSER 29.06.2015 1...	29.06.2015	5,000.00 MYR	Confirmed
1000000074	1000000062	CCUSER 29.06.2015 1...	29.06.2015	10.00 MYR	Confirmed
1000000073	1000000061	A1131 26.06.2015 11:44	26.06.2015	10.00 MYR	Confirmed
1000000072	1000000060	A9999 26.06.2015 11:51	26.06.2015	9.00 MYR	Confirmed
1000000071	1000000059	AM069 26.06.2015 11:45	26.06.2015	10.00 MYR	New
1000000070	1000000058	A1470 26.06.2015 11:41	26.06.2015	8.00 MYR	Confirmed
1000000069	1000000057	A9999 25.06.2015 11:33	26.06.2015	9.00 MYR	Confirmed
1000000068	1000000056	A1292 26.06.2015 11:44	26.06.2015	8.00 MYR	Confirmed
1000000067	1000000055	AC148 26.06.2015 11:43	26.06.2015	10.00 MYR	Confirmed
1000000066	1000000054	A1074 26.06.2015 11:41	26.06.2015	8.00 MYR	Confirmed

5.3 The Purchase Order is displayed, click on the **“Display Document Flow”** tab. This results in all the follow on Documents created against the selected Purchase Order.

Purchase Order: 1000000079

Display History | **Display Document Flow**

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 1000000079
 Number: 1000000067
 Name: CCUSER 29.06.2015 17:46
 Date: 29.06.2015
 Status: Confirmed

Follow-On Documents:

1 → 2 → 3

Purchase Order Response Confirmation Invoice

Terms of Payment

Payment in Days Discount in %

Terms of Delivery

Incoterm Location

5.4 You must select the Confirmation document against which you intend to create the Invoice.

➡ You can only create Invoice against the Confirmations with status **“Accepted by Customer”**.

To proceed click on the **“Confirmation Number”** highlighted in blue.

Home | Find | Help | FAQ | Log off

Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation > Display Document Flow

Document Flow Back to Document

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000000302	to Dansys	13.07.2015	Confirmed	381.00 MYR
Confirmation	4000000265		13.07.2015	Accepted by Customer	12.00 MYR

5.5 Confirmation page opens, click on **“Create Invoice”** button;

Confirmation: 4000000034

Cancel | **Create Invoice** | Copy | Display Document Flow |

Communication and Collaboration

General Information

Basic Data

Confirmation: 4000000034
 Name:
 Date: 30.06.2015
 Purchase Order No.: 1000000081
Status: Accepted by Customer

Item Overview

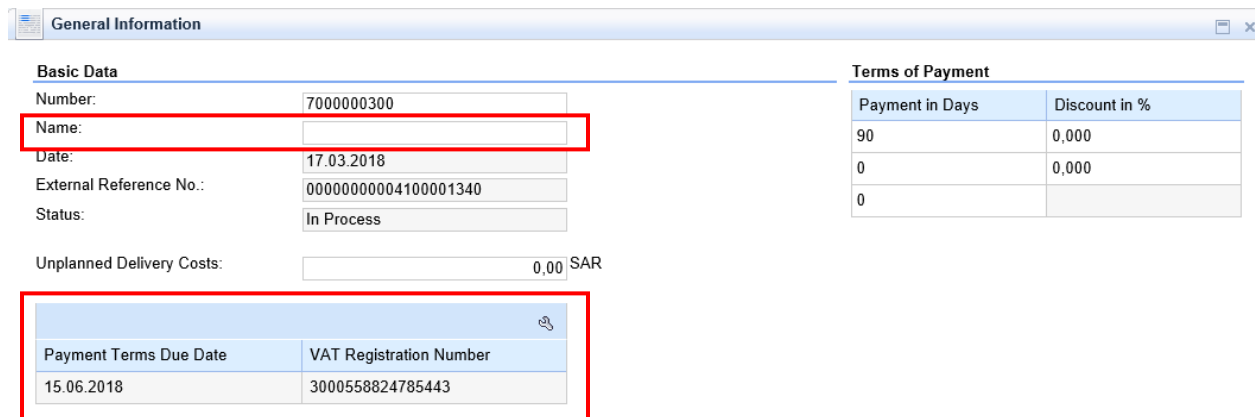
Number	Product Type	Description	Quantity	Quantity Ordered	Open	Net Value
10	Material	Fuji Xerox Cartridge M	50.00 Units	50.00 Units	0.00 Units	400.00 MYR
Net Value						400.00 MYR

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	104	AX00	Corporate H...	LEVEL5	50470	Kuala Lumpur			
Goods Recd...	700	CC User	82, Jalan R...		50300	Kuala Lumpur			
Ship-To Ad...	104	AX00	Corporate H...	LEVEL5	50470	Kuala Lumpur	+603 2263 ...		

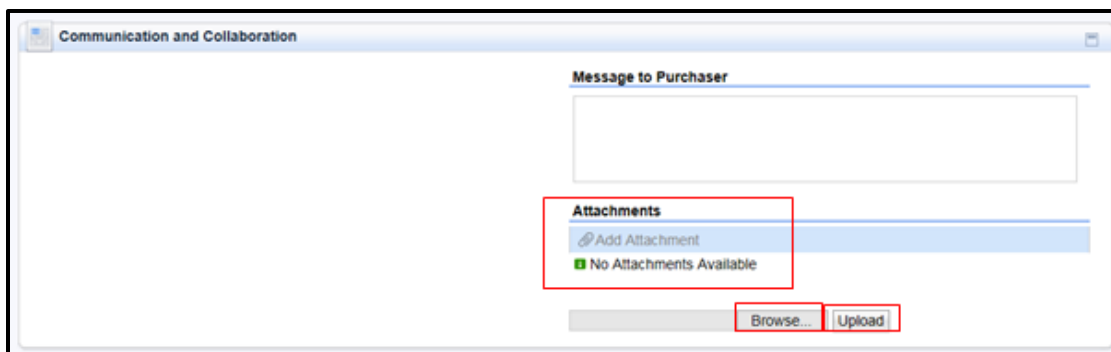
5.6 Process Invoice page is displayed and you need to enter the following information

- A. **Invoice name:** Enter the **Invoice Name** (this is a free text field, which you may use for future reference, with a maximum of 40 characters). Also view the VAT Registration Number and the Payment Due Date which is current date + the payment days as per the Vendor Payment Terms.



Basic Data		Terms of Payment	
Number:	7000000300	Payment in Days	Discount in %
Name:		90	0,000
Date:	17.03.2018	0	0,000
External Reference No.:	00000000004100001340	0	
Status:	In Process		
Unplanned Delivery Costs:	0,00 SAR		
Payment Terms Due Date	VAT Registration Number		
15.06.2018	3000558824785443		

- B. **Add an Attachment:** This is a **MANDATORY** step, attach SES/Softcopy of Invoice/VAT certificate mandatorily as well as any other supporting documents.



Click on “**Browse**” → Select file from your computer → Click on “**Upload**”

After successful upload, your “**Attachment**” can be seen as below:

Process Invoice: 7000000300

Send Save Cancel Update Prices Print Download

Communication and Collaboration

Message to Purchaser

Attachments

Add Attachment

ELM_reference invoice.docx



What if I need to create an Invoice for a partial quantity?

You may amend the quantity in the Invoice (if you are attempting to create a partial Invoice), to have the Invoice amount same as that of the Invoice hard copy being attached. Click on “**Update Prices**” to get the price updated for the amended quantity.

Communication and Collaboration

General Information

Update Prices

Number	Description	Quantity	Unit of Meas...	Net Value	Tax	External Ref...	Purchase Or...	Confirmation...	Confirmation...
10	PROJECT SERV	1.00	each	2.00 MYR	NA:Input tax	1000000923	1	4000000637	10

Service Performance Times

Performed on	Quantity	Start (Info Purposes)	End (Info Purposes)
No result found			

C. To go back to the Invoice main page, click on the “Process Invoice” link at the top of the page.

Home | Find | Help | FAQ | Log off

Start Page > List of Confirmations > Display Confirmation > **Process Invoice** > Process Item

Item: 10, PROJECT SERVICES 4

Communication and Collaboration

General Information

Update Prices

Basic Data

Number	Description	Quantity	Unit of Meas...	Net Value	Tax	External Ref...	Purchase Or...	Con
10	PROJECT SERV	1.00	each	2.00 MYR	NA:Input tax	1000000923	1	400

Service Performance Times

5.7 After all the data as highlighted below have been provided, click on “Send”

Start Page > List of Confirmations > Display Confirmation > Process Invoice

Process Invoice: 7000000300

Send | Save | Cancel | Update Prices | Print | Download

Communication and Collaboration

Message to Purchaser

Attachments

Invoice gets created with a success message displayed, as highlighted below and the status will change to “Document Sent”

Info: Payment terms for the invoice starts from today
 Info: Your changes have been adopted successfully
 Warning: Attachments should be Soft copy of the invoice, Delivery note, time sheet or VAT Certificate

Display Invoice: 7000000300

[Copy](#) | [Create Credit Memo](#) | [Display Document Flow](#) | [Print](#) | [Download](#)

Communication and Collaboration

Attachments

[ELM_reference invoice.docx](#)

General Information

Basic Data		Terms of Payment	
Number:	7000000300	Payment in Days	Discount in %
Name:		90	0,000
Date:	17.03.2018	0	0,000
External Reference No.:	00000000004100001340	0	
Status:	Document Sent		
Unplanned Delivery Costs:	0,00 SAR		

Payment Terms Due Date	VAT Registration Number
15.06.2018	3000558824785443

- ➡ The invoice will be sent to the Elm for further processing. Once the invoice has been approved, you will receive an email notification and the invoice status will change to **"Accepted by Customer"**.
- ➡ In case your invoice is rejected, you will receive an email notification and the invoice status will change to **"Rejected by Customer"**. You will have to create a new Invoice against the same Confirmation document.

Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow [Back to Document](#)

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000000303	V02398X 13.07.2015 16:54	13.07.2015	Confirmed	31.00 MYR
Confirmation	4000000266		13.07.2015	Accepted by Customer	24.00 MYR
Confirmation	4000000267		13.07.2015	Accepted by Customer	7.00 MYR
Invoice	5000000218	Invoice from Dansys	13.07.2015	Rejected by Customer	9.00 MYR

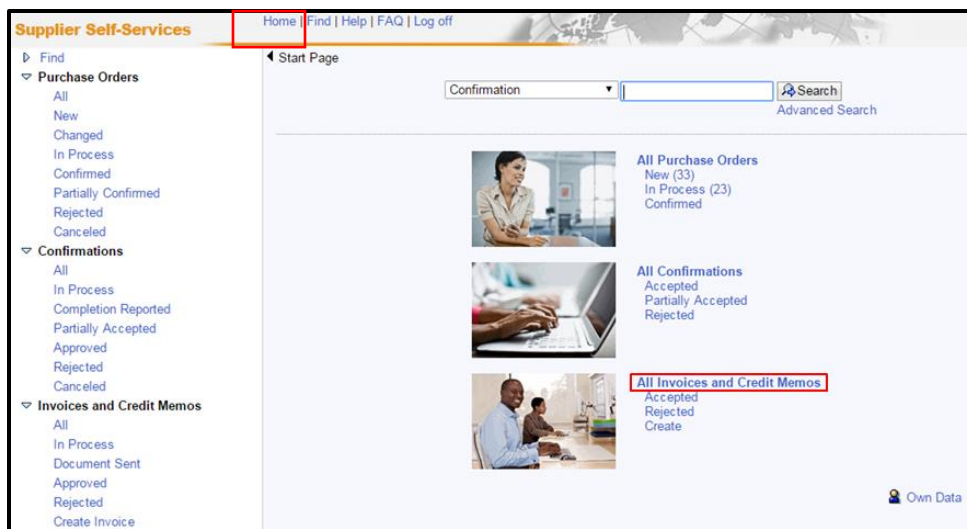
6. Create a Credit Memo: **Only if required**

➔ A Credit Memo in refers to the reversal of the Invoice that is already submitted earlier.

Credit Memo can ONLY be created in a scenario where you want to reverse the Invoice that you have already submitted to Elm. Follow the below steps to create a Credit Memo.

Step 1: Click on “Home”, and the start page opens.

A. Click on “**All Invoices and Credit Memos**”



B. Select relevant Invoice number

Supplier Self-Services Home | Find | Help | FAQ | Log off

Start Page > List of Invoices

List of Invoices and Credit Memos

Type	Number	Name	Date	Status	Gross Price
Invoice	5000000218	Invoice Name	21.07.2015	Document Sent	30.00MHR
Invoice	5000000217	Test Confirmation - Service	19.07.2015	Document Sent	8.00MHR
Invoice	5000000216	Test Confirmation - Material	19.07.2015	Document Sent	14.00MHR
Invoice	5000000215	Test ECS Invoice - Service	17.07.2015	Document Sent	8.00MHR
Invoice	5000000214	Test ECS Invoice - Material	17.07.2015	Document Sent	14.00MHR
Invoice	5000000213	Vikas	16.07.2015	Document Sent	625.00MHR
Credit Memo	5000000212	attachment	14.07.2015	In Process	130.00MHR
Credit Memo	5000000211	attachment	14.07.2015	In Process	20.00MHR
Invoice	5000000210	CON-5000000210 PO 10	14.07.2015	Document Sent	200.00MHR
Invoice	5000000209	5000000209--	14.07.2015	Document Sent	100.00MHR
Invoice	5000000208	Invoice Desc	14.07.2015	Document Sent	240.00MHR
Invoice	5000000207	test	14.07.2015	Document Sent	2,585.00MHR
Credit Memo	5000000206		13.07.2015	Document Sent	10.00MHR
Invoice	5000000205	for invoice	13.07.2015	Payment Made	123.00MHR
Invoice	5000000204		13.07.2015	Payment Made	123.00MHR

Page 1 «Back 1 2 3 4 5 Forward» 13

C. Selected Invoice opens in a new window opens, click on **“Create Credit Memo”**

Display Invoice: 7000000300

Copy Create Credit Memo Display Document Flow Print Download

Communication and Collaboration

Attachments

[ELM_reference invoice.docx](#)

General Information

Basic Data		Terms of Payment	
Number:	7000000300	Payment in Days	Dis
Name:		90	0,0

Creation Process of CREDIT MEMO is same as Invoice. Once sent, the Credit Memo will be sent to the Elm for further processing. Once the Credit Memo has been approved, you will receive an email notification and the Credit Memo status will change to **“Accepted by Customer”**.

In case your Credit Memo is rejected, you will receive an email notification and the Credit Memo status will change to **“Rejected by Customer”**. Contact Elm for further clarification on the rejection, if required.

Additional Features: There is an additional feature which you may utilize for your own convenience and internal tracking of invoice payment status.

Post Approval of the Invoice the **Status** of the Invoice will be **“Accepted by Customer”** and the **Status (New)** will be in **“Payment Received”**.

Once you receive payment from Elm for any invoice, you may **MANUALLY** change/set the Status of the invoice to **“Payment Made”**, by clicking on the button **“Set Status”**. This will change the Invoice status to **“Payment Made”**.

OR

System will automatically update the status once the job runs in ERP system overnight.

Click on Invoice and Credit Memo → Open relevant Invoice → Click on **“Set Status”**.

Display Invoice: 7000000297

Set Status | Copy | Create Credit Memo | Display Document Flow | Print | Download

Communication and Collaboration

Attachments
test.txt

General Information

Basic Data		Terms of Payment	
Number:	7000000297	Payment in Days	Discount in %
Name:	ss	90	0,000
Date:	14.03.2018	0	0,000
External Reference No.:	00000000004100001341	0	
Status:	Accepted by Customer		
Status (New):	Payment Received		
Unplanned Delivery Costs:	0,00 SAR		

Payment Terms Due Date	VAT Registration Number
12.06.2018	3000558824785443

Invoice status changed to **“Payment Made”**.

General Information

Basic Data

Number:	5000000540
Name:	
Date:	14.12.2015
External Reference No.:	10000000907
Status:	Payment Made
Unplanned Delivery Costs:	0.00 USD
Ext. Invoice Number:	233