

Permodalan Nasional Berhad (PNB) Supplier On-boarding Guide - SAP Ariba

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PNB
Permodalan Nasional Berhad

OBJECTIVE OF THIS SUPPLIER ON-BOARDING DOCUMENT



Introduce the background of our journey and the [SAP Ariba system](#) to you



Ensure that you are able to [register](#) and [on-board](#) into the SAP Ariba network



Highlight [key functionalities](#) and ensure that you are equipped with the knowledge to use SAP Ariba



Address selected questions and clarifications that [regarding](#) the SAP Ariba system

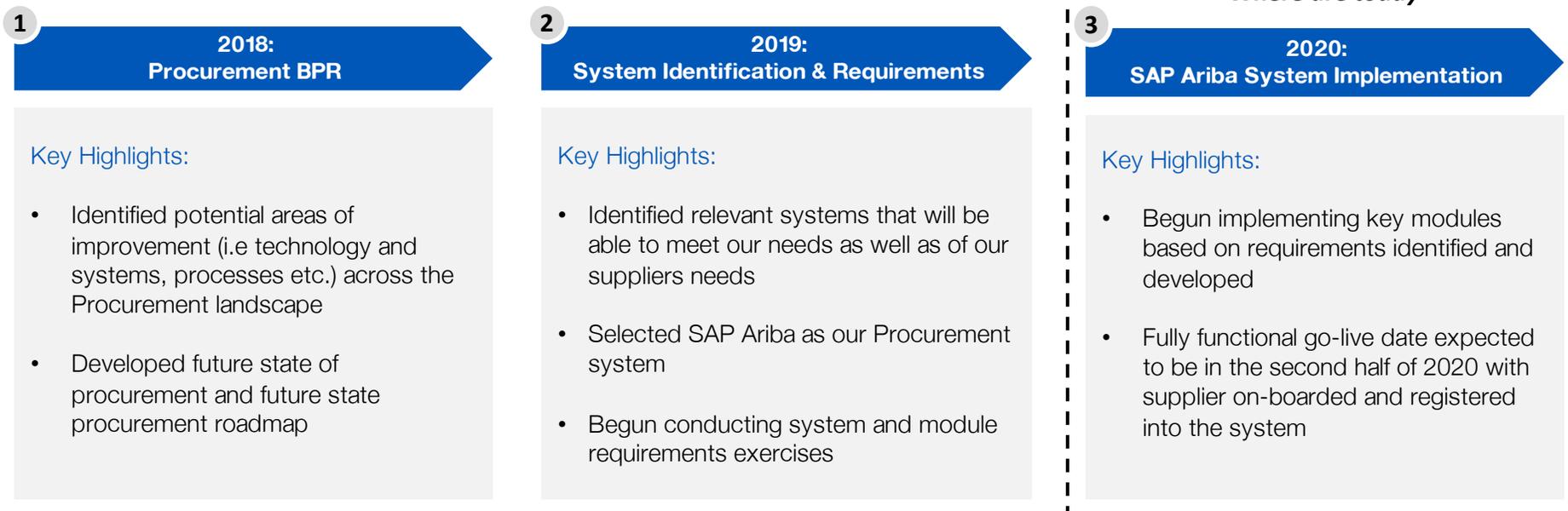
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Part 1: Introduction to SAP Ariba

Our journey began in 2018 where we conducted a BPR and following the conclusion we began implementing SAP Ariba as our Procurement system

A brief overview of our procurement journey



So what is SAP Ariba, what it means for you as a supplier to PNB and why we have adopted SAP Ariba?

What is SAP Ariba?

- SAP Ariba is a cloud-based innovative solution that allows suppliers and buyers to connect and conduct transaction via a single platform - through the Ariba network
- Leading provider of collaborative business commerce solutions to enable more efficient & effective buying, selling and cash management

What It Means For You?

- You will now start transacting on Ariba with PNB in the following areas:
 1. Sourcing (Respond to RFx, online bidding)
 2. Procure to Pay transactions (PO, order confirmation, ship notice, invoice etc)
- Transactions are now via SAP Ariba thus requiring you to register and/or login into the SAP Ariba Network

So why have we adopted SAP Ariba?



1

Single point for business collaboration

- Manage leads, proposals, contracts, orders, invoices, and payments
- Collaborate with multiple customers



2

Works with how you do business

- Access a wide range of transaction options
- Use many browsers, formats, languages, and currencies



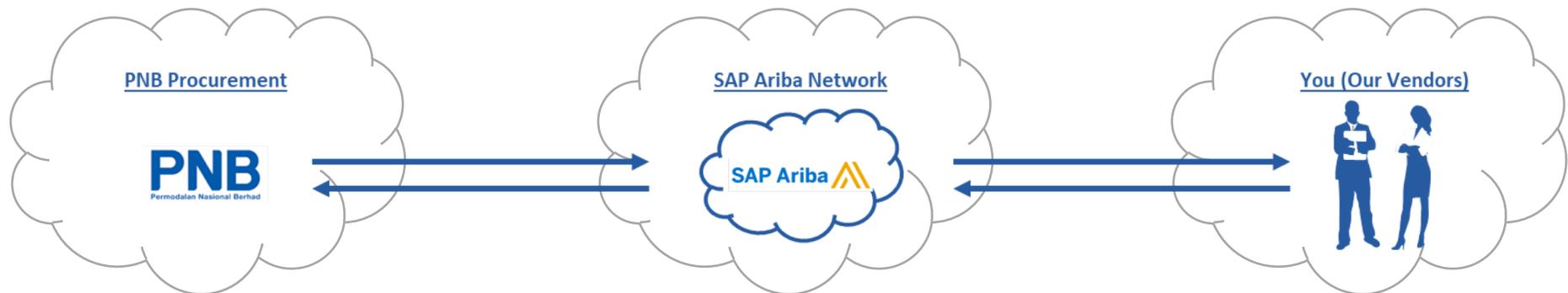
3

World's largest trading community of over \$1 trillion

- Help active Global 2000 buyers find your products and services
- Get expertise, experience, and advice

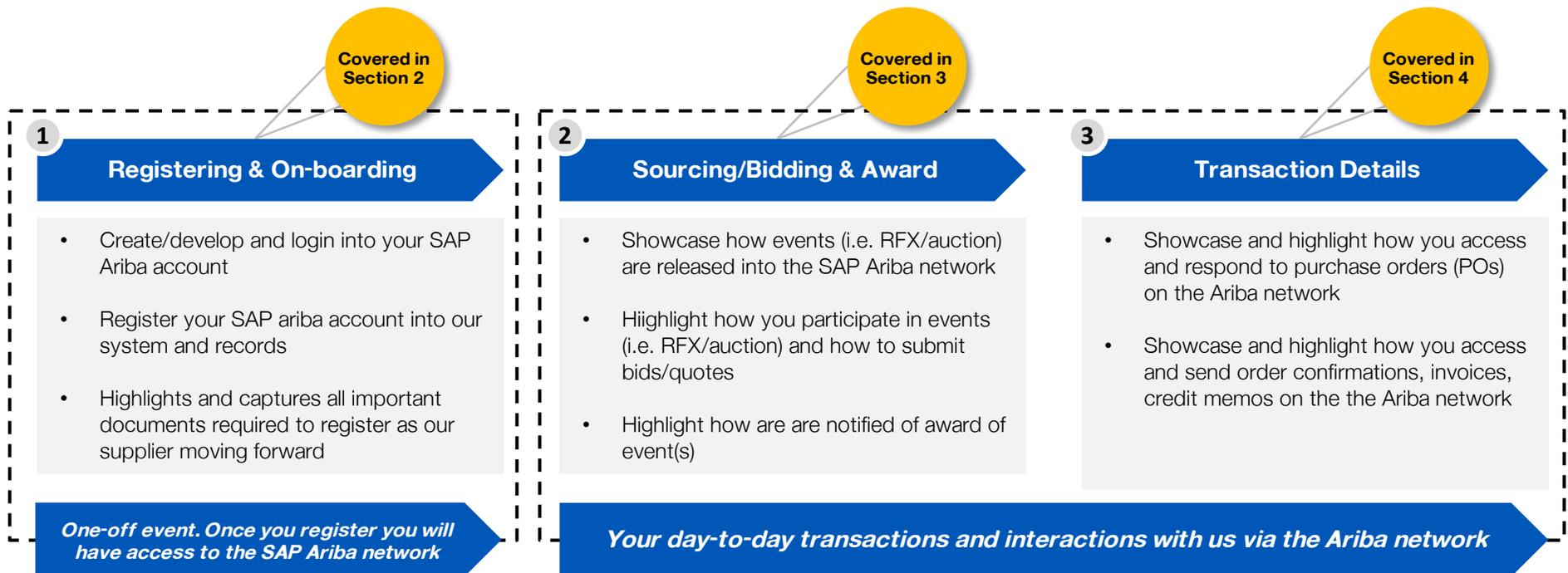
Moving forward interactions and transactions with us will mostly be via the SAP Ariba network thus minimising manual interventions from you

End-to-end transactions facilitation via the SAP Ariba Network

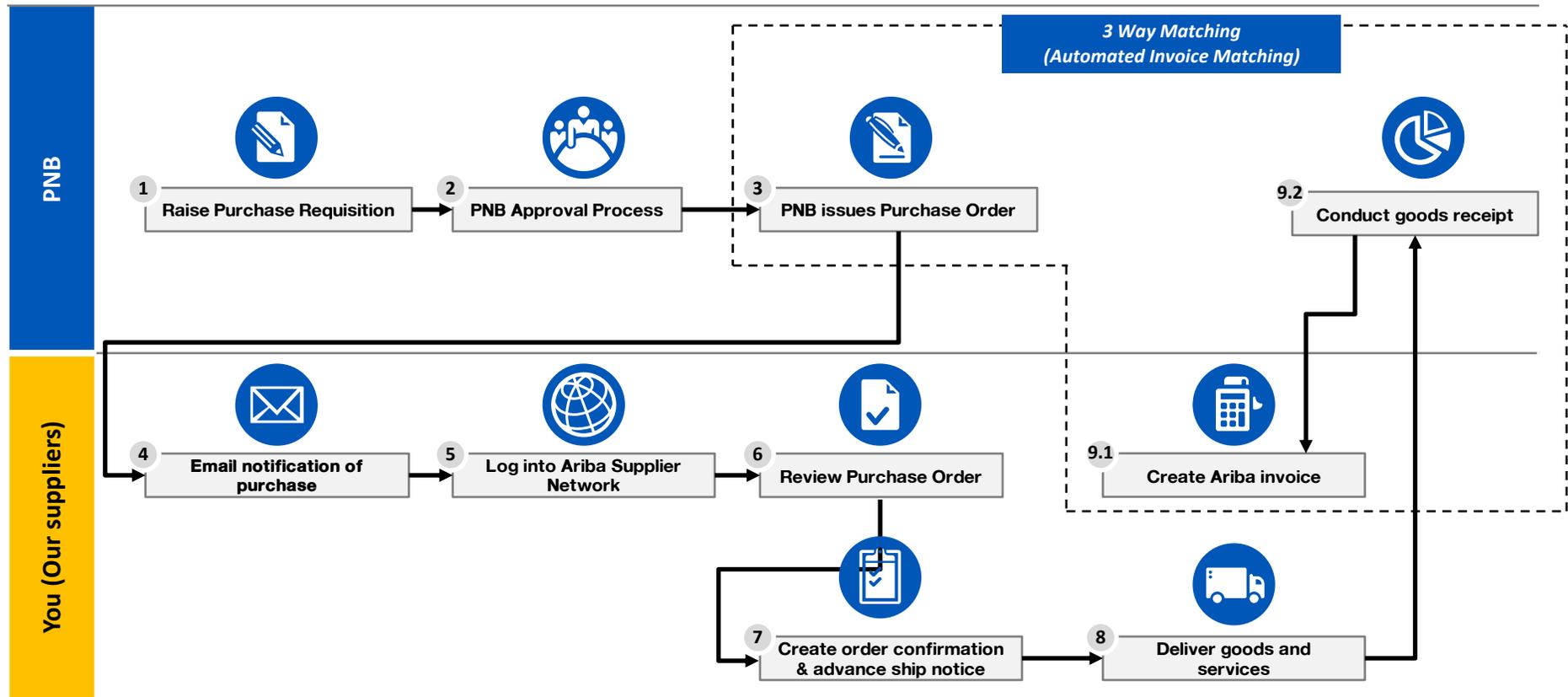


- All interactions will be via the Ariba network – including purchase order (PO), order confirmations, invoices, goods receipt, payment status updates
- You will be able to access the status of your transactions with PNB via the Ariba Network and monitor it throughout the process, from the RFI and bidding stage to the award stage
- As all transactions are monitored via the SAP Ariba network, you will have a centralised view of all your transactions thus minimizing the potential risk of loss of documents, unmonitored and late payments, minimal updates on status of transactions

We will be covering the end-to-end value chain of SAP Ariba in today's session



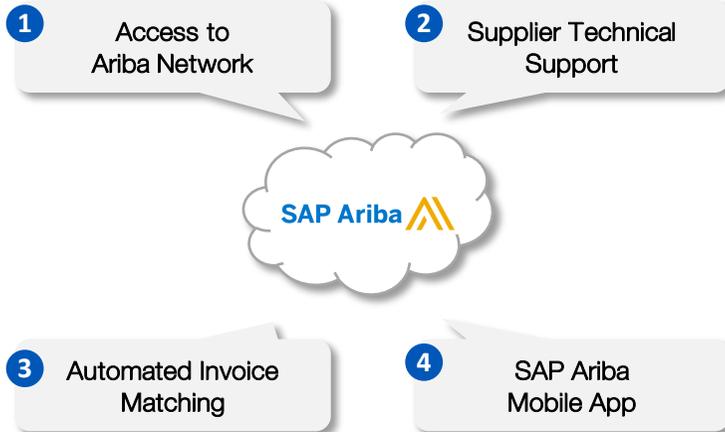
Through requisition to pay process flow you will be able to view and monitor all the events across the process through SAP Ariba



SAP Ariba offers a broad range of functions and services to do transactions which delivers benefits to both suppliers and buyers...



The Range of Functions Includes:



Suppliers Can Expect to See Benefits Such as

-  **Lower cost:** Reduce time and paper usage
-  **Increase your revenue:** Become searchable customers using the AN worldwide
-  **Improvement in organisation:** Enjoy a simple way to store POs and invoices
-  **Receive on time payments:** Help your invoices reach the correct contact in the approval flow
-  **Improvement in communications:** Simplify the communication process

PART 2: SAP ON-BOARDING: REGISTRATION INTO PNB ARIBA

Overview of section 4: SAP Ariba On-boarding - Transaction Details

This section covers on how you as a supplier will be able to participate in PNB events via the SAP Ariba network

1

Supplier sign up

How to sign up and create your SAP Ariba account

2

Supplier Sign in

How to sign in into your SAP Ariba account

3

Supplier Registration Form

How to register your account and submit your company details in SAP Ariba

4

Supplier Self Registration Form

How to self-register your account and submit your company details in SAP Ariba

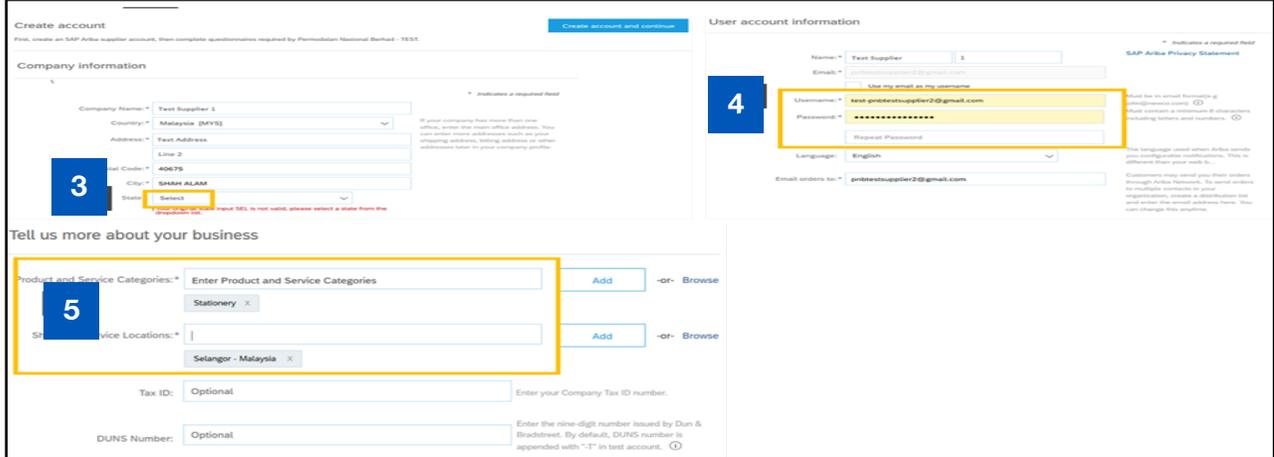
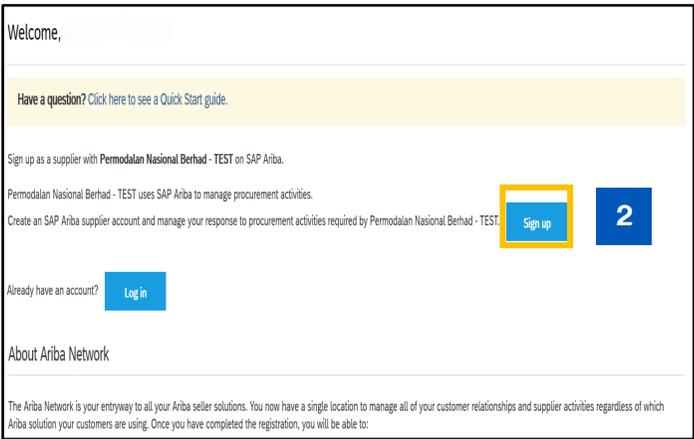
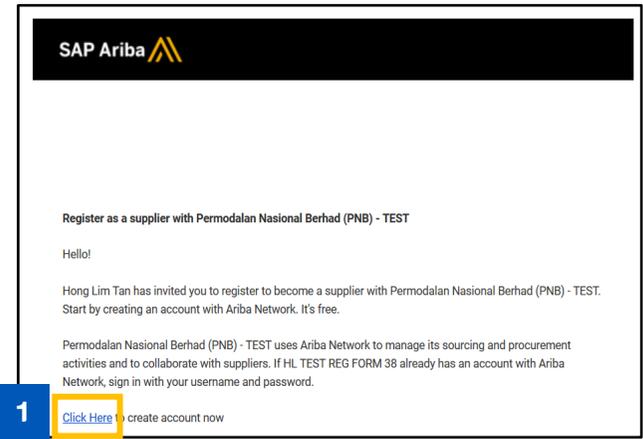
5

Updating Registration Form

How to update your company information in SAP Ariba

Onboarding - Supplier Sign Up

- 1 Click on the "Click Here" link in the email to access to the Ariba Network page
- 2 Supplier click on the Sign-up button to register an Ariba Network Account
- 3 By default your company information will be auto populated; however, you will need to fill in the state information
- 4 To provide the Ariba Username and Password that representing the company
- 5 To provide the product and service categories & service location (e.g. stationery / Selangor)



Onboarding - Supplier Sign In

1 Supplier click on the Sign in button to login to the Ariba Network Account (if they have previously registered with Ariba before)

2 Supplier will be directed to their Ariba Network Homepage where all the events will be accessible from here

Welcome,

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Permodalan Nasional Berhad - TEST** on SAP Ariba.

Permodalan Nasional Berhad - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba **1** supplier account and manage your response to procurement activities required by Permodalan Nasional Berhad - TEST. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

SAP Ariba Proposals and Questionnaire - Standard Account [Upgrade](#) **TEST MODE** [HT](#)

PERMODALAN NASIONAL BERHAD (PNB) - TEST

There are no matched postings.

2

Welcome to the PNB Procurement site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Completed (1)			
PNB_RFO_TEST38_DIV_ALTERNATE	Doc22646646	6/24/2020 1:02 PM	RFP
▼ Status: Pending Selection (1)			
Test - Supplier HL 30 Sourcing Project	Doc41285027	5/21/2020 9:25 PM	RFP

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc39510365	5/13/2021 3:50 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
Supplier qualification questionnaire	Doc39746510	5/14/2020 9:18 AM	ADVERTISING ADVERTISEMENT ... View more	KUL Kuala Lumpur	Qualified
Supplier qualification questionnaire	Doc39520880	5/13/2020 4:21 PM	BUILDING AUTOMATION SYSTE... View more	KUL Kuala Lumpur	Qualified

Onboarding - Supplier Registration Form

1 Click on Supplier Registration Questionnaires from the supplier Ariba network account to access to the registration questionnaire

2 Supplier will be directed to the questionnaire and start providing all the relevant information for registration

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc39510365	5/13/2021 3:50 PM	Registered

Console Doc39510365 - Supplier registration questionnaire 🕒 Time remaining 323 days 02:05:35

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

- All Content
- 1 Basic Company Inform...
- 3 Private Limited/Limi...
- 7 Company Profile
- 8 Scope of Work
- 9 Company Track Record
- 10 Sales Person Details
- 11 Bank & Financial Inf...
- 12 AML & KYC

All Content

Name ↑

▼ 1 Basic Company Information More... +

1.1 Country Of Business	* Malaysia (MY) ▾
1.2 Company Status	* Non-Bumiputera (2) ▾
1.3 Company's Type	* Private Limited/Limited (Sdn Bhd/Bhd) ▾
1.5 Company Name	* HL TEST REG FORM 30
1.6 Company Address Note: Street is MANDATORY	* Street: <input type="text" value="20 Menara PNB"/> * City: <input type="text" value="Kuala Lumpur"/> State/Province/Region: <input type="text"/> ⓘ * Postal Code: <input type="text" value="54300"/> * Country: <input type="text" value="Malaysia"/> ▾
1.7 Address Region	*KUL [select]
1.8 ROC number/IC number/Passport No	1129811W
1.9 Date of Company Registration	* <input type="text" value="Mon, 4 May, 2020"/> 📅

Onboarding - Supplier Self Registration Form

1

Supplier can opt for self-registration request by filling up this request form from PNB. By selecting the URL below

<https://pnb.supplier.ariba.com/ad/selfRegistration>

2

Supplier to click on the submit button to complete the request form.

PNB Test Site

Supplier self-registration request form

Supplier Information

1.1 * Company Name

1.2 Main Address
Country

Sales Person Details

2.1 * First Name

2.2 * Last Name

2.3 * Email

2.4 Phone Note: Please include the country code along with office telephone number (Eg: +60 176756111)

Additional Information

3.1 Work Category Note: Please use browse and choose "PNB Supplier Categories" only.
Search Browse
 +Add

3.2 Region
Search Browse
 +Add

Onboarding - Updating Registration Form in SLP

1

In the Supplier's Ariba Network Account, click "Supplier Registration Questionnaires" to perform the update process. Please select the link below to update your details:

<https://pnb.supplier.ariba.com>

The screenshot shows the SAP Ariba interface for 'PERMODALAN NASIONAL BERHAD (PNB) - TEST'. The top navigation bar includes 'SAP Ariba Proposals and Questionnaire', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is divided into sections: 'Events' and 'Registration Questionnaires'. The 'Registration Questionnaires' section contains a table with columns 'Title', 'ID', 'End Time', and 'Status'. A dropdown menu is open, showing 'Status: Completed (1)' and a link 'Supplier registration questionnaire' which is highlighted with a yellow box. A blue box with the number '1' is placed over the link. The 'Events' section shows a table with columns 'Title', 'ID', 'End Time', and 'Event Type', containing one entry: 'PNB_RFQ_TEST38_DIV_ALTERNATE' with ID 'Doc22646646' and End Time '6/25/2020 10:29 AM'.

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
PNB_RFQ_TEST38_DIV_ALTERNATE	Doc22646646	6/25/2020 10:29 AM	RFP

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc48679564	6/23/2020 3:41 PM	Registered

1

Onboarding - Updating Registration Form in SLP (cont'd)

- 1 Click "Revise Response" to initiate the update process
- 2 Supplier can start updating the information in the content section
- 3 Submit the response to complete the update process

The screenshot displays the 'Supplier registration questionnaire' for document Doc39510365. A yellow banner at the top states 'You have submitted a response for this event. Thank you for participating.' A blue 'Revise Response' button is highlighted with a yellow box and a '1' callout. Below this is the 'All Content' section, which is a table with columns for 'Name' and 'Value'. The table is expanded to show 'Basic Company Information'. A 'Disclaimer' and 'Notes' are provided at the top of the table. The table contains the following data:

Name	Value
1.1 Country Of Business	Malaysia (MY)
1.2 Company Status	Non-Bumiputera (2)
1.3 Company's Type	Private Limited/Limited (Sdn Bhd/Bhd)
1.5 Company Name	HL TEST REG FORM 30
1.6 Company Address	20 Menara PNB 54300 Kuala Lumpur Malaysia

Below the table is a 'Compose Message' button. The bottom section of the screenshot shows another 'All Content' table with fields for 'Address Region', 'ROC number/IC number/Passport No', 'Date of Company Registration', 'Office Telephone', 'Office Mobile Number', and 'Fax'. A yellow box highlights the 'Date of Company Registration' field, which contains 'Mon, 4 May, 2020', and the 'Office Telephone' field, which contains '+60 172288111'. A '3' callout points to the 'Submit Entire Response' button at the bottom of the page. A legend indicates that an asterisk (*) indicates a required field.

PART 3: SAP ARIBA ON-BOARDING - RESPONDING TO AN EVENT

Overview of section 4: SAP Ariba On-boarding - Transaction Details

This section covers on how you as a supplier will be able to participate in PNB events via the SAP Ariba network

1

Responding to an event

How to respond to our events (i.e RFI/RFP/Auction) via SAP Ariba

2

Alternate bid(s)

How to conduct alternate bid(s) based on the event you are participating in via SAP Ariba

3

Revise response

How to revise your bid response based on the event you are participating in via SAP Ariba

4

Tier pricing

How to conduct tier pricing based on the event you are participating in via SAP Ariba

5

Status information on events

How to track and monitor the status and information of the events you are participating in via SAP Ariba

Transaction (Sourcing) - Responding to Event (RFI/RFP/Auction)

1

Access the interactive email from PNB to Join the Event

2

Log in with Username and Password

Permodalan Nasional Berhad (PNB) - TEST has invited you to participate in the following event: AUCTION TEST_1. The event is set to begin on Thursday, January 16, 2020 at 1:40 AM, Pacific Standard Time.

Use the following username to log in to Permodalan Nasional Berhad (PNB) - TEST events: [test-pnbttestsupplier1@gmail.com](mailto:pnbttestsupplier1@gmail.com).

1

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact [PROJECT_OWNER] at e-mail procurement@pnb.com.my.

We look forward to working with you!

Thank You,

Permodalan Nasional Berhad (PNB) - TEST



2

Transaction (Sourcing) - Responding to Event (RFI/RFP/Auction) (cont'd)

Doc17165667 - PNB_PRINTER CATRIDGE_JAN2020 (1)

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or

Download Content

Review Prerequisites

If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

8. Suppliers shall not directly or indirectly offer, give or agree or promise to give to any individual(s) in Permodalan Nasional Berhad and/or any of its Group of Companies (collectively referred to as PNB) or any other individual(s), money goods or a service or any form of gratification as defined under the Malaysian Anti-Corruption Commission Act 2009 as a consideration or reward for the decision, opinion, recommendation, vote or other favors to be selected in the aforementioned tender/quotation.

9. Suppliers to comply to the requirement of the Anti-Money Laundering, Anti-Terrorism Financing & Proceeds of Unlawful Activities Act 2001 (AMLA Act 613)

PNB v1.0 17Jan2020 *

I accept the terms of this agreement.

I do not accept the terms of this agreement.

✓ Submit this agreement?

Click OK to submit.

OK

Cancel

2

OK

Cancel

1

Review event details. Click on 'Review Prerequisites'

2

Under the T&C, click "I accept the terms of this agreement" followed by clicking "ok" to proceed to the RFQ

3

Click "Ok" to submit

Overview of section 4: SAP Ariba On-boarding - Transaction Details

1

Select all the items under lots available for quote and click “confirm selected lots” to proceed

Select Lots Doc17165667 - PNB_PRINTER CATRIDGE_JAN2020 (1) Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots
- 4. Submit Response

Select Lots [Select Using Excel](#)

Lots Available for Bidding ☰

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	3.1 Ink Cartridge Type 1
<input type="checkbox"/>	3.2 Ink Cartridge Type 2

1 Confirm Selected Lots

Cancel

Overview of section 4: SAP Ariba On-boarding - Transaction Details

response history
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

All Content

Name	Price	Quantity	Extended Price
1 Introduction Welcome to Permodalan Nasional Berhad's digital Sourcing Platform. Instructions to quote for the Tender:			
2 Commercial Terms			
▼ 3 Pricing			
3.1 Ink Cartridge Type 1	5,000.00 MYR	1 each	
3.2 Ink Cartridge Type 2	3,000.00 MYR	1 each	

(*) indicates a required field

If required, attach a supporting file to your response: [Attach a file](#)

Submit Entire Response

Update Totals

Save

Excel Import

2

✓ Submit this response?

Click OK to submit.

OK

Cancel

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response



Time remaining
1 day 04:51:30

1

Enter price for the item / service in the RFQ form

2

'Submit' the response. You can revise and re-submit your response till the RFQ is running

Transaction (Sourcing) - Alternate Bid Posting

1 Review event details. Click on 'Review Prerequisites'

2 Under the T&C, click "I accept the terms of this agreement" followed by clicking "ok" to proceed to the RFQ

3 Click "Ok" to submit

Doc22646646 - PNB_RFQ_TEST38_DIV_ALTERNATE ⌚ Time remaining 23:48:30

✓ Your response has been submitted. Thank you for participating in the event. **1**

2 Revise/Alternative Response

3 OK Cancel

Revise Response?
You have already submitted a response for this event. Click OK if you would like to revise your response.

All Content

Name ↑	Price	Quantity	Extended Price
1 Introduction Less... -			
Welcome to Permodalan Nasional Berhad's digital Sourcing Platform:			
Instructions to quote for the Tender:			
2 Technical Section			
3 Commercial Section	4,500.00 MYR	1 each	4,500.00 MYR
3.1 Pricing	4,500.00 MYR	1 each	4,500.00 MYR
3.1.1 Gift Item	4,500.00 MYR	1 each	4,500.00 MYR

Transaction (Sourcing) - Alternate Bid Posting (cont'd)

1 Click on the "Alternative" button

2 System allows you to create a few alternative option for example "Pricing Alternative". Click "Pricing Alternative" for example

Doc22646646 - PNB_RFQ_TEST38_DIV_ALTERNATE ⌚ Time remaining 23:31:39

Primary

All Content ☰

Name ↑	Price	Quantity	Extended Price
1 Introduction More... +			
2 Technical Section			
▼ 3 Commercial Section	4,500.00 MYR	1 each	4,500.00 MYR
▼ 3.1 Pricing	4,500.00 MYR	1 each	4,500.00 MYR
3.1.1 Gift Item	* 4,500.00 MYR	1 each	4,500.00 MYR

(*) indicates a required field

1 Submit Entire Response Alternative ▼ Update Totals Reload Last Bid Save draft Compose Message

2 Create
Pricing Alternative
Bundle Alternative
Tier Alternative
Delete
Alternative

supplier1@gmail.com last visited 23 Jun 2020 7:39:13 PM SUPPLIER TTT DAY 1 AN01532972428-T

Transaction (Sourcing) - Alternate Bid Posting (cont'd)

Doc22646646 - PNB_RFQ_TEST38_DIV_ALTERNATE

Time remaining
23:27:00

Primary **Gift Item - Specification B** 1

All Content

Name ↑	Price	Quantity	Extended Price
1 Introduction Less...			
Welcome to Permodalan Nasional Berhad's digital Sourcing Platform:			
Instructions to quote for the Tender:			
2 Technical Section			
▼ 3 Commercial Section			
▼ 3.1 Pricing			
3.1.1 Gift Item 2			
	4,100.00 MYR	1 each	4,100.00 MYR
	4,100.00 MYR	1 each	4,100.00 MYR
	* 4,100.00 MYR	1 each	4,100.00 MYR

(*) indicates a required field

Pricing ▼ Sync Primary Bid

Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import

Alternative ▼ 3

1

Alternate Bid will be one of the separate tab for PNB to consider

2

You can provide the price here for the alternate bid

3

Click Submit Entire Response to complete the process

Transaction (Sourcing) - Revise Response

Doc17165667 - PNB_PRINTER CARTRIDGE_JAN2020 (1) Time remaining 00:04:01

You have submitted a response for this event. Thank you for participating.

1 Revise Response

Name ↑	Price	Quantity	Extended Price
1 Introduction			
Welcome to Permodalan Nasional Berhad's digital Sourcing Platform: Instructions to quote for the Tender.			
2 Commercial Terms			
▼ 3 Pricing			
3.1 Ink Cartridge Type 1	5,000.00 MYR	1 each	5,000.00 MYR
3.2 Ink Cartridge Type 2	6,000.00 MYR	1 each	6,000.00 MYR

Compose Message

2 OK Cancel

⚠ Revise Response?
You have already submitted a response for this event. Click OK if you would like to revise your response.

3 5700 MYR 6,000.00 MYR

(*) indicates a required field

4 Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import

1

You can revise your bid as long as the RFQ event is not due yet by clicking on revise response

2

Click "Ok" to acknowledge that you are submitting a revised response

3

You may start editing the price or revise any attachment

4

Click "Submit Entire Response" after you have completed the changes

Transaction (Sourcing) - Tier Pricing

1

Tier Pricing will be a new section similar to alternate bid option

2

You will define the tier pricing for example price varies based on number of quantity ordered

Doc22646646 - PNB_RFQ_TEST38_DIV_ALTERNATE

Time remaining
23:19:00

Primary Gift Item - Specification B Tier Pricing for Gift Item

All Content

Name ↑	Price	Quantity	Extended Price
Instructions to quote for the Tender:			
2 Technical Section			
▼ 3 Commercial Section			
▼ 3.1 Pricing			
▼ 3.1.2 Tier 1			
3.1.1 [1~5] Gift Item	* 4500 MYR	1 each	4,500.00 MYR
3.1.1 [6~10] Gift Item	* 4,000.00 MYR	1 each	4,000.00 MYR

(*) indicates a required field

Tier ▼

Sync Primary Bid

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

Alternative ▼

Transaction (Sourcing) - Status Information of Events

In the Supplier's Ariba Network page, you will be able to see the status of the events for example:-

1. Open – Event still opening for supplier to bid
2. Pending Selection – Event is now closed and awaiting PNB to perform evaluation and supplier selection
3. Completed – Event is completed and awarded to supplier

The screenshot displays the SAP Ariba interface for a supplier. The header includes the SAP logo, 'Ariba Proposals and Questionnaire', 'Standard Account', 'Upgrade', and 'TEST MODE'. The user is logged in as 'HT'. The main content area is titled 'PERMODALAN NASIONAL BERHAD (PNB) - TEST' and contains a welcome message: 'Welcome to the PNB Procurement site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' Below this, there are two tables: 'Events' and 'Registration Questionnaires'. The 'Events' table has columns for Title, ID, End Time, and Event Type, and lists two events: 'PNB_RFQ_TEST38_DIV_ALTERNATE' (Status: Open) and 'Test - Supplier HL 30 Sourcing Project' (Status: Pending Selection). The 'Registration Questionnaires' table has columns for Title, ID, End Time, and Status, and lists one entry: 'Supplier registration questionnaire' (Status: Open).

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
PNB_RFQ_TEST38_DIV_ALTERNATE	Doc22646646	6/25/2020 10:29 AM	RFP
▼ Status: Pending Selection (1)			
Test - Supplier HL 30 Sourcing Project	Doc41285027	5/21/2020 9:25 PM	RFP

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc39510365	5/13/2021 3:50 PM	Registered

PART 4: SAP ARIBA ON-BOARDING - TRANSACTION DETAILS

Overview of section 4: SAP Ariba On-boarding - Transaction Details

This section covers the transaction details that you as suppliers have access to and is responsible for

1

Order Confirmation

How to access order confirmations via SAP Ariba once the purchase order (PO) has been sent to your account

2

Ship Notice

How to access ship notice via SAP Ariba once to us once the purchase order (PO) has been accepted and confirmed by you

3

Invoice

How to create an invoice via SAP Ariba and forward it to us through your SAP Ariba account

4

Credit Note

How to create an credit note via SAP Ariba and forward it to us through your SAP Ariba account

Ariba Network - Order Confirmation

- 1 Supplier will receive an email notification regarding the Purchase Order
- 2 Click on Process Order and the system will redirect you to the Ariba Network login page
- 3 Once you successfully login, the Purchase Order summary will appear
- 4 Proceed to click Order Confirmation to confirm on the order

Permodalan Nasional Berhad - TEST sent a new Purchase Order 470000089 Inbox x

Permodalan Nasional Berhad - TEST <ordersender-prod@ansmp.ariba.com>
to me - Tue, Apr 28, 12:10 PM (17 hours ago) ☆ ↶ ⋮

SAP Ariba

Permodalan Nasional Berhad - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Permodalan Nasional Berhad - TEST

You are receiving this Purchase Order Notification as a supplier who is registered with an Ariba Account for transacting Purchase Orders and Invoices with PNB. Attached to this email is your Purchase Order plus any supporting documentation. Please review this carefully and should you have questions regarding the order, please contact the PNB colleague named on the order. Do not reply to this email. Instructions and training videos can be found at the bottom of the page under the Utilizing the Ariba Network section. Should you have any technical difficulties, please contact the Ariba Support. For all other technical questions and support, please reach out to PNB.

PNB
Permodalan Nasional Berhad

2

Process order

Purchase Order: 470000089 Done

4 Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Confirm Entire Order Update Line Items Reject Entire Order History

PNB
Permodalan Nasional Berhad

From:
Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL,
Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

To:
Permodalan Nasional Berhad
201-A, Jalan Tun Razak
Kuala Lumpur, 50400
KUL,
Malaysia
Phone: +60 (3) 22055543
Fax: +60 (3) 22055543
Email: pnbtstsupplier2@gmail.com

3 Purchase Order
(New)
470000089
Amount: RM15,910.00 MYR
Version: 1

Payment Terms NET 30 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: Click Here to view Purchase Order Terms for Goods and Services
<https://service.ariba.com/Supplier/aw/adedu/PortalDoc?key=ODV-C20TR8dGgLUW01ZTg1NjM3ZHYNXg5eHgyODQ>

Other Information
Company Code: 108
Purchasing Unit Name: Amanah Saham Nasional Berhad

Ship All Items To	Bill To	Deliver To
Amanah Saham Nasional Berhad ASNB Unit, Bergerek Zon Sabah Tingkat Bawah dan Satu, No. A-C-18 & A-1-18 Blok A, Sutera Avenue, Jalan Coastal 88100 Kota Kinabalu Sabah Malaysia Ship To Code: 1080-20 Phone: +60 (3) 77308899 Email: pnbaribauser@gmail.com	Amanah Saham Nasional Berhad Accounts Department, 37th Floor, Menara PNB 201-A, Jalan Tun Razak 50400 Kuala Lumpur KUL, Malaysia Phone: +60 (3) 22055513 Fax: +60 (3) 22055513	Requester: 108-07038 Amanah Saham Nasional Berhad

Line Items Showing Item Details

Ariba Network - Order Confirmation (cont'd)

5 Fill in the required information and proceed to click Next. (i.e. confirmation no, estimated delivery date)

6 Review the Order Confirmation summary and click Submit to create Order Confirmation

7 Supplier can observe the Purchase Order status change from "New" to "Confirmed"

The screenshot displays the SAP Ariba interface for creating and reviewing an Order Confirmation. It is divided into three main sections corresponding to the numbered steps:

- Step 5 (Confirming PO):** Shows the 'Order Confirmation Header' with fields for Confirmation ID (OCN470000089) and Supplier Reference (470000089). It includes 'SHIPPING AND TAX INFORMATION' with shipping and delivery dates, and a 'Line Items' table with one item: 'BROTHER TONER - BLACK color 100 ML'. A warning message is present: 'Permodalan Nasional Berhad - TEST need sheets, or invoices. If you change or reject a...'
- Step 6 (Confirmation Update):** Shows a summary of the 'Confirmation Update' with the same Confirmation ID and Supplier Reference. It displays the 'Line Items' table again, showing the status '10 Confirmed As Is (Estimated Delivery Date: 30-Apr-2020)' for each item.
- Step 7 (Purchase Order Summary):** Shows the 'Purchase Order: 4700000089' summary. It includes the PNB logo, contact information for Amanah Saham Nasional Berhad, and a 'Purchase Order (Confirmed)' box with details: ID: 4700000089, Amount: RM15,910.00 MYR, Version: 1.

Navigation buttons like 'Next', 'Submit', 'Done', 'Previous', and 'Cancel' are visible throughout the interface.

6

7

Ariba Network - Ship Notice

1

Click on Process Order and the system will redirect you to the Ariba Network login page

2

Once you successfully login, the Purchase Order summary will appear

3

Proceed to click Ship Notice to notify PNB on shipping dates and estimated delivery date

Permodalan Nasional Berhad - TEST sent a new Purchase Order 4700000089 > [Inbox x](#)

Permodalan Nasional Berhad - TEST <ordersender-prod@ansamp.ariba.com> to me

Tue, Apr 28, 12:10 PM (17 hours ago)

SAP Ariba

Permodalan Nasional Berhad - TEST sent a new order

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Message from your customer Permodalan Nasional Berhad - TEST

You are receiving this Purchase Order Notification as a supplier who is registered with an Ariba Account for transacting Purchase Orders and Invoices with PNB. Attached to this email is your Purchase Order plus any supporting documentation. Please review this carefully and should you have questions regarding the order, please contact the PNB colleague named on the order. Do not reply to this email. Instructions and training videos can be found at the bottom of the page under the Utilizing the Ariba Network section. Should you have any technical difficulties, please contact the Ariba Support. For all other technical questions and support, please reach out to PNB.

PNB

1 [Process order](#)

Purchase Order: 4700000089 [Done](#)

[Create Order Confirmation](#) **3** [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export CXML](#) [Download CSV](#) [Resend](#)

PNB Permodalan Nasional Berhad

From: Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL, Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

To: Permodalan Nasional Berhad
201-A, Jalan Tun Razak
Kuala Lumpur, 50400
KUL, Malaysia
Phone: +60 (3) 22055543
Fax: +60 (3) 22055543
Email: pnbtestsupplier2@gmail.com

Purchase Order (Confirmed)
4700000089
Amount: RM125,910.00 MYR
Version: 1

Payment Terms [?](#)
NET 30

Comments
Comment Type: Terms and Conditions
Body: Click Here to view Purchase Order Terms for Goods and Services
<https://service.ariba.com/Supplier.awf/adedu/PortalDoc?key=ODY2OTR8dGg1UW01ZTg1NjM3ZHYxXG0wHgyODQ>

Other Information
Company Code: 108
Purchasing Unit Name: Amanah Saham Nasional Berhad

Routing Status: Acknowledged
Related Documents: [OCN470000089](#)

Ship All Items To	Bill To	Deliver To
Amanah Saham Nasional Berhad ASNB Unit Bergerak Zon Sabah Tingkat Bawah dan Satu, No. A-G-18 & A-1-18 Blok A, Suters Avenue, Jalan Coastal 88100 Kota Kinabalu Sabah Malaysia Ship To Code: 1080-20 Phone: +60 (3) 77308899 Email: pnbbarbuser@gmail.com	Amanah Saham Nasional Berhad Accounts Department, 37th Floor, Menara PNB 201-A, Jalan Tun Razak 50400 Kuala Lumpur KUL, Malaysia Phone: +60 (3) 22055513 Fax: +60 (3) 22055513	Requestor: 108-07038 Amanah Saham Nasional Berhad

Ariba Network - Ship Notice (cont'd)

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM

Permodalan Nasional Berhad Update Address

Kuala Lumpur
Kuala Lumpur
Malaysia

DELIVER TO

Amanah Saham Nasional Berhad Update Address

Kota Kinabalu
Sabah
Malaysia

▼ Ship Notice Header

SHIPPING

PO# **4**

Requested Delivery Date: --

Ship Notice Type: Actual

Shipping Date:

Delivery Date:

Gross Volume:

Gross Weight:

TRACKING

Carrier Name:

Service Level:

Unit:

Unit:

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Received By	Ship By	Unit Price	Extended													
4700000089	1	Not Available BROTHER TONER - BLACK color 100 ML		10	EA	30 Apr 2020		RM435.00 MYR	RM4,350.00 MYR	Remove												
<p>Shipment Status</p> <p>Total Item Due Quantity: 10 EA</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th>Add Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Add Details	1	10				
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Add Details																	
1	10																					
4700000089	2	Not Available BROTHER TONER - YELLOW color 100 ML		10	EA	30 Apr 2020		RM567.00 MYR	RM5,670.00 MYR	Remove												
<p>Shipment Status</p> <p>Total Item Due Quantity: 10 EA</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th>Add Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Add Details	1	10				
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Add Details																	
1	10																					
4700000089	3	Not Available BROTHER TONER - CYAN color 100 ML		10	EA	30 Apr 2020		RM589.00 MYR	RM5,890.00 MYR	Remove												
<p>Shipment Status</p> <p>Total Item Due Quantity: 10 EA</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th>Add Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Add Details	1	10				
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	Add Details																	
1	10																					

4 Fill in the required information on the header field. (i.e. packing slip ID, ship notice type, delivery date)

5 Specify the quantity of items that will be delivered to PNB

6 Remove the line items if it is yet to be shipped

Ariba Network - Ship Notice (cont'd)

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal													
470000089	1	Not Available BROTHER TONER - BLACK color 100 ML		10	EA	30 Apr 2020		RM435.00 MYR	RM4,350.00 MYR	Remove												
<p>Shipment Status Total Item Due Quantity: 10 EA</p> <p>Confirmation Status Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td></td> <td></td> <td></td> <td>7 Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date		1	10				7 Add Details
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																		
1	10				7 Add Details																	
470000089	2	Not Available BROTHER TONER - YELLOW color 100 ML		10	EA	30 Apr 2020		RM567.00 MYR	RM5,670.00 MYR	Remove												
<p>Shipment Status Total Item Due Quantity: 10 EA</p> <p>Confirmation Status Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td></td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date		1	10				Add Details
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																		
1	10				Add Details																	
470000089	3	Not Available BROTHER TONER - CYAN color 100 ML		10	EA	30 Apr 2020		RM589.00 MYR	RM5,890.00 MYR	Remove												
<p>Shipment Status Total Item Due Quantity: 10 EA</p> <p>Confirmation Status Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>-</td> <td>10</td> <td></td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date		-	10				Add Details
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																		
-	10				Add Details																	

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4700000422	1	00000845203792 Cordless Drill		1	EA	30 Jun 2020		RM432.00 MYR	RM432.00 MYR	RM0.00 MYR

SHIPMENT STATUS
1. Shipping 1 EA

ASSET DETAILS

Serial Number	Asset Tag	
8 R347623D	R347623D	Remove
		Remove

[Add Asset](#)

▶ HAZARD DETAILS
▶ PACKAGING

9 OK Cancel

7

Click Add Details to provide additional details regarding serial number and asset tag

8

Add the serial number and asset tag number and proceed to click Add Asset

9

Once completed adding the serial number and asset tag, proceed to click OK

Ariba Network - Ship Notice (cont'd)

10

Review the ship notice summary and proceed to click Submit to send ship notice to PNB

11

Supplier can observe the Purchase Order status change from "Confirmed" to "Shipped / Shipping"

Previous
10
Submit
Exit

Create Ship Notice

Confirm and submit this document.

SHIP FROM

Permodalan Nasional Berhad
 201-A, Jalan Tun Razak
 50400 Kuala Lumpur
 Kuala Lumpur
 Malaysia

DELIVER TO

Amanah Saham Nasional Berhad
 ASNB Unit Bergerak Zon Sabah
 Tingkat Bawah dan Satu, No. A-G-18 & A-1-18
 Blok A, Sutera Avenue, Jalan Coastal
 88100 Kota Kinabalu
 Sabah
 Malaysia

Ship Notice Header

<p>SHIPPING</p> <p>Packing Slip ID: D0470000089 Invoice No.: -- Requested Delivery Date: -- Ship Notice Type: Actual Actual Shipping Date: -- Actual Delivery Date: 30 Apr 2020 12:00:00 PM Gross Volume: -- Gross Weight: --</p> <p>ADDITIONAL FIELDS Additional information not provided.</p>	<p>TRACKING</p> <p>Tracking information not provided.</p>
---	--

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4700000089	1	Not Available BROTHER TONER - BLACK color 100 ML		10	EA	30 Apr 2020		RM435.00 MYR	RM4,350.00 MYR

Purchase Order: 4700000089 Done

Create Order Confirmation |
 Create Invoice |
 Hide |
 Print |
 Download PDF |
 Export cXML |
 Download CSV |
 Resend

Order Detail | Order History

PNB
Permodalan Nasional Berhad

From:
 Amanah Saham Nasional Berhad
 Accounts Department, 37th Floor, Menara PNB
 201-A, Jalan Tun Razak
 50400 Kuala Lumpur
 KUL
 Malaysia
 Phone: +60 (3) 22055543
 Fax: +60 (3) 22055513

To:
 Permodalan Nasional Berhad
 201-A, Jalan Tun Razak
 Kuala Lumpur, 50400
 KUL
 Malaysia
 Phone: +60 (3) 22055543
 Fax: +60 (3) 22055543
 Email: pnbsales@pnb.com

11 Purchase Order (Shipped)
4700000089
Amount: RM43,910.00 MYR
Version: 1

Payment Terms (i)
NET 30

Comments
 Comment Type: Terms and Conditions
 Study/Click Here to view Purchase Order Terms for Goods and Services
<https://service.ariba.com/Supplier.axa/adedu/PortalDoc?key=DDY2OTR8d0g1UWd1ZTg1NjM3ZHyXkg0eHgyODQ=>

Other Information
 Company Code: 108
 Purchasing Unit Name: Amanah Saham Nasional Berhad

Ship All Items To

Amanah Saham Nasional Berhad
 ASNB Unit Bergerak Zon Sabah
 Tingkat Bawah dan Satu, No. A-G-18 & A-1-18
 Blok A, Sutera Avenue, Jalan Coastal
 88100 Kota Kinabalu
 Sabah
 Malaysia
 SHP To Code: 108D-20
 Phone: +60 (3) 72308899
 Email: pnbsales@gmail.com

Bill To

Amanah Saham Nasional Berhad
 Accounts Department, 37th Floor, Menara PNB
 201-A, Jalan Tun Razak
 50400 Kuala Lumpur
 KUL
 Malaysia
 Phone: +60 (3) 22055543
 Fax: +60 (3) 22055513

Deliver To

Requester108-07038
 Amanah Saham Nasional Berhad

Ariba Network - Invoice

Permodalan Nasional Berhad - TEST sent a new Purchase Order 4700000089 >> [Inbox x](#)

"Permodalan Nasional Berhad - TEST" <ordersender-prod@ansmtp.ariba.com>
to me

Tue, Apr 28, 12:10 PM (17 hours ago) ☆ ↶ ⋮

SAP Ariba

Permodalan Nasional Berhad - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Permodalan Nasional Berhad - TEST

You are receiving this Purchase Order Notification as a supplier who is registered with an Ariba Account for transacting Purchase Orders and Invoices with PNB. Attached to this email is your Purchase Order plus any supporting documentation. Please review this carefully and should you have questions regarding the order, please contact the PNB colleague named on the order. Do not reply to this email. Instructions and training videos can be found at the bottom of the page under the Utilizing the Ariba Network section. Should you have any technical difficulties, please contact the Ariba Support. For all other technical questions and support, please reach out to PNB.

PNB
Permodalan Nasional Berhad

1 [Process order](#)

2 Purchase Order: 4700000089 [Done](#)

[Create Order Confirmation](#) | [Create S](#) | **[Create Invoice](#)** | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

3 [Standard Invoice](#)
[Line-Item Credit Memo](#)
[Line-Item Debit Memo](#)

From: Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak,
50400 Kuala Lumpur
KUL
Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

To: AGH TINTA SDN BHD
15 Jalan Pju 3
47810 Petaling Jaya
Selangor
Malaysia
Phone: +60 (03) 78850309
Fax:
Email: pnbtstsupplier2@gmail.com

Purchase Order (Received)
4700000089
Amount: RM15,910.00 MYR
Version: 1

Payment Terms ②
NET 30

Comments
Comment Type: Terms and Conditions
Body: Click Here to view Purchase Order Terms for Goods and Services
<https://service.ariba.com/Supplier/aw/adedu/PortalDoc?key=DDY20TR8dGg1UW0JZTg1NjM3ZHyhYXg0eHgyODQ>

Other information
Company Code: 108
Purchasing Unit Name: Amanah Saham Nasional Berhad

Routing Status: Acknowledged
Related Documents: [RC144](#)
[DO4700000089](#)
[OCN4700000089](#)

Ship All Items To
Amanah Saham Nasional Berhad
ASNB Unit Berjaya Zon Sabah
Tingkat Bawah dan Satu, No. A-G-18 & A-1-18
Blok A, Sutera Avenue, Jalan Coastal
88100 Kota Kinabalu
Sabah
Malaysia
Ship To Code: 1080-20
Phone: +60 (3) 77308999
Email: pnbaribauser@gmail.com

Bill To
Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL
Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

Deliver To
Requester108-07038
Amanah Saham Nasional Berhad

1

Click on Process Order and the system will redirect you to the Ariba Network login page

2

Once you successfully login, the Purchase Order summary will appear

3

Proceed to click Create Invoice and select Standard Invoice to raise an invoice to PNB

Ariba Network - Invoice (cont'd)

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Invoice #: 4700000089

Date: 29 Apr 2020

Service Description:

Supplier Tax ID:

Remit To: Permodalan Nasional Berhad

Petaling Jaya
Selangor
Malaysia

Bill To: Amanah Saham Nasional Berhad

Kuala Lumpur
KUAL
Malaysia

Subtotal: RM15,910.00 MYR
Total Tax: RM0.00 MYR
Total Gross Amount: RM15,910.00 MYR
Total Net Amount: RM15,910.00 MYR
Amount Due: RM15,910.00 MYR

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: Permodalan Nasional Berhad
201-A, Jalan Ten Rizak,
Kuala Lumpur, 50600
Kuala Lumpur,

Ship To: Amanah Saham Nasional Berhad
Kota Kinabalu
Sabah
Malaysia
Requester:108-07038
Deliver To: Amanah Saham Nasional Berhad

Line Items

2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	00000315203805	Toner, TallyDermicom T6120 - 080296		1	EA	RM156.00 MYR	RM152.00 MYR
2	<input checked="" type="checkbox"/>	MATERIAL	00000315203803	Toner, HP LaserJet Color 2700 / 3000 - Q7962A Yellow		0	EA	RM324.40 MYR	RM0 MYR

Shipping

Ship From: AGH TINTA SON BHD

Petaling Jaya
Selangor
Malaysia

Ship To: Amanah Saham Nasional Berhad

Kuala Lumpur
Kuala Lumpur
Malaysia
Nur Amalina Alias
Deliver To: Amanah Saham Nasional Berhad

Shipping Cost

Shipping Amount: RM0.00 MYR

Shipping Date:

Update Save Next

4

Fill in the required information on the invoice header section. (i.e. invoice number)

5

In line item section, you are able to raise invoice for line item / quantity that PNB has received

6

Click Next to proceed with invoice creation

Ariba Network - Invoice (cont'd)

7

Review the invoice summary and proceed to click Submit to send invoice to PNB

8

Supplier can observe the Purchase Order status change from "Received / Partially Received" to "Invoiced / Partially Invoiced"

Create Invoice

Previous
7
Submit
Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is Malaysia. The document's destination country is Malaysia.

Invoice

Invoice Number: INV470000089
Invoice Date: Wednesday 29 Apr 2020 8:00 AM GMT+08:00
Original Purchase Order: 470000089

Subtotal: **RM15,910.00 MYR**
Total Tax: RM0.00 MYR
Total Gross Amount: RM15,910.00 MYR
Total Net Amount: RM15,910.00 MYR
Amount Due: **RM15,910.00 MYR**

REMIT TO:

Permodalan Nasional Berhad

Postal Address:
201-A, Jalan Tun Razak
Kuala Lumpur, 50400
Kuala Lumpur
Malaysia

BILL TO:

Amanah Saham Nasional Berhad

Postal Address (Default):
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL
Malaysia
Address ID: 1080
Phone (work): +60 (3) 22055513
Fax (work): +60 (3) 22055513

SUPPLIER:

Permodalan Nasional Berhad

Postal Address:
201-A, Jalan Tun Razak
Kuala Lumpur, 50400
Kuala Lumpur
Malaysia

BILL FROM:

Permodalan Nasional Berhad

Postal Address:
201-A, Jalan Tun Razak
Kuala Lumpur, 50400
Kuala Lumpur
Malaysia

CUSTOMER:

Permodalan Nasional Berhad - TEST

Postal Address:
Tingkat 4, Balai PNB, 201-A
Jalan Tun Razak
50400 Kuala Lumpur
Malaysia

Purchase Order: 470000089 Done

Print - | Download PDF | Export cXML | Download CSV

Order Detail | Order History

PNB
Permodalan Nasional Berhad

From:
Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL
Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

To:
Permodalan Nasional Berhad
201-A, Jalan Tun Razak
Kuala Lumpur, 50400
KUL
Malaysia
Phone: +60 (3) 22055543
Fax: +60 (3) 22055543
Email: pnbtststsuppl2@gmail.com

8

Purchase Order
(Invoiced)
470000089
Amount: RM15,910.00 MYR
Version: 1

Payment Terms ⁽ⁱ⁾
NET 30

Comments
Comment Type: Terms and Conditions
Body Click Here to view Purchase Order Terms for Goods and Services
<https://service.ariba.com/supplier/available/PortalDoc?key=ODT077886dGt1UW012Tg1NjM2ZkYXNpOeHyODQ=>

Other Information
Company Code: 108
Purchasing Unit Name: Amanah Saham Nasional Berhad

Ship All Items To

Amanah Saham Nasional Berhad
ASNB Unit Bergarak Zon Sabah
Tingkat Bawah dan Satu, No. A-G-18 & A-1-18
Blok A, Suters Avenue, Jalan Coastal
88100 Kota Kinabalu
Sabah
Malaysia
Ship To Code: 1080-20
Phone: +60 (3) 77308899
Email: pnbarbaser@gmail.com

Bill To

Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL
Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

Deliver To

Requester ID: 07030
Amanah Saham Nasional Berhad

Routing Status: Acknowledged
Related Documents: [INV470000089](#)
[RC144](#)
[DC470000089](#)
More(1) >

41

Supplier On-boarding Guide - SAP Ariba

Ariba Network - Credit Note

Permodalan Nasional Berhad - TEST sent a new Purchase Order 4700000089 inbox x

Permodalan Nasional Berhad - TEST <ordersender-prod@ansmtp.ariba.com>
to me

Tue, Apr 26, 12:10 PM (17 hours ago) ☆ ↶ ⋮

SAP Ariba

Permodalan Nasional Berhad - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Permodalan Nasional Berhad - TEST

You are receiving this Purchase Order Notification as a supplier who is registered with an Ariba Account for transacting Purchase Orders and Invoices with PNB. Attached to this email is your Purchase Order plus any supporting documentation. Please review this carefully and should you have questions regarding the order, please contact the PNB colleague named on the order. Do not reply to this email. Instructions and training videos can be found at the bottom of the page under the Utilizing the Ariba Network section. Should you have any technical difficulties, please contact the Ariba Support For all other technical questions and support, please reach out to PNB.

PNB
Permodalan Nasional Berhad

1

Process order

2 Purchase Order: 4700000089 Done

3

Create Order Confirmation |
 Create Invoice |
 Hide |
 Print |
 Download PDF |
 Export cXML |
 Download CSV |
 Resend

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

PNB
Permodalan Nasional Berhad

From:
Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL
Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

To:
Permodalan Nasional Berhad
201-A, Jalan Tun Razak
Kuala Lumpur, 50400
KUL
Malaysia
Phone: +60 (3) 22055543
Fax: +60 (3) 22055543
Email: pnbtestsupplier2@gmail.com

Purchase Order
(Received)
4700000089
Amount: RM15,910.00 MYR
Version: 1

Payment Terms NET 30 Routing Status: Acknowledged
Related Documents: RC144
DO4700000089
OCN4700000089

Comments
Comment Type: Terms and Conditions
Body: Click Here to view Purchase Order Terms for Goods and Services
<https://service.ariba.com/SupplierawardedPortalDoc?key=ODY2OTR8dGg1UW012Tg1NjM3Z2h5NXg0eHgyODQ%>

Other Information
Company Code: 108
Purchasing Unit Name: Amanah Saham Nasional Berhad

Ship All Items To

Amanah Saham Nasional Berhad
ASNB Unit Bergarak Zon Sabah
Tingkat Bawah dan Satu, No. A-c-18 & A-1-18
Blok A, Sutera Avenue, Jalan Coastal
88100 Kota Kinabalu
Sabah
Malaysia
Ship To Code: 1080-20
Phone: +60 (3) 77308899
Email: pnbarbuser@gmail.com

Bill To

Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL
Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

Deliver To

Requester108-07038
Amanah Saham Nasional Berhad

1 Click on Process Order and the system will redirect you to the Ariba Network login page

2 Once you successfully login, the Purchase Order summary will appear

3 Proceed to click Create Invoice and select Line Item Credit Memo to raise a Credit Memo to PNB

Ariba Network - Credit Note (cont'd)

4 Select the invoice and click Create Line Item Credit Memo

5 Select the relevant credit memo type (e.g. quantity adjustment, price adjustment)

6 Fill in the required information on the credit memo header section. (i.e. credit memo number)

Line-Item Memo Done

Invoices (1)

Invoice	4	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ
<input type="checkbox"/>	INV4700000352	Permodalan Nasional Berhad - TEST	4700000352	Online	Supplier	No	Order	5 Jun 2020	RM530.00 MYR	Acknowledged	Sent

Create Line-Item Credit Memo Update Save Exit Next

5 Memo Type
 Quantity Adjustment ⓘ Price Adjustment ⓘ

Invoice Header * Indicates required field Add to Header

6 Summary

Credit Memo No:

Cred Date: 1 May 2020

Original Invoice No: INV4700000089
 Original Invoice Date: 29 Apr 2020
 Supplier Tax ID:

Remit To: Permodalan Nasional Berhad
 Petaling Jaya
 Selangor
 Malaysia

Bill To: Amanah Saham Nasional Berhad
 Kuala Lumpur
 KUAL
 Malaysia

Shipping
 Header level shipping ⓘ Line level shipping ⓘ

Ship From: Permodalan Nasional Berhad
 201-A, Jalan Tun Razak,
 Kuala Lumpur, 50400
 Kuala Lumpur,

Subtotal: RM-15,910.00 MYR
 Total Tax: RM0.00 MYR
 Total Gross Amount: RM-15,910.00 MYR
 Total Net Amount: RM-15,910.00 MYR
 Amount Due: RM-15,910.00 MYR

Ship To: Amanah Saham Nasional Berhad
 Kota Kinabalu
 Sabah
 Malaysia
 Requester: 108-07038
 Deliver To: Amanah Saham Nasional Berhad

Ariba Network - Credit Note (cont'd)

7 Select line items that you wish to apply credit memo by using the Include indicator and enter negative quantity / amount

8 Click Next to proceed with credit memo creation

9 Review the credit memo summary and proceed to click Submit to send credit memo to PNB

Line Items 3 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	MATERIAL	Not Available	BROTHER TONER - BLACK color 100 ML		-1	EA	RM435.00 MYR	RM-4,350.00 MYR
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	Not Available	BROTHER TONER - YELLOW color 100 ML		0	EA	RM567.00 MYR	RM0 MYR
<i>Excluded line items cannot be modified.</i>										
<input type="checkbox"/>	3	<input type="checkbox"/>	MATERIAL	Not Available	BROTHER TONER - CYAN color 100 ML		0	EA	RM589.00 MYR	RM0 MYR
<i>Excluded line items cannot be modified.</i>										

Line Item Actions

8

Create Invoice **9**

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Malaysia. The document's destination country is: Malaysia.

Invoice

Invoice Number: INV4700000089	Subtotal: RM15,910.00 MYR
Invoice Date: Wednesday 29 Apr 2020 8:00 AM GMT+08:00	Total Tax: RM0.00 MYR
Original Purchase Order: 4700000089	Total Gross Amount: RM15,910.00 MYR
	Total Net Amount: RM15,910.00 MYR
	Amount Due: RM15,910.00 MYR

REMIT TO: Permodalan Nasional Berhad Postal Address: 201-A, Jalan Tun Razak Kuala Lumpur, 50400 Kuala Lumpur Malaysia	BILL TO: Amanah Saham Nasional Berhad Postal Address (Default): Accounts Department, 27th Floor, Menara PNB 201-A, Jalan Tun Razak 50400 Kuala Lumpur KUL, Malaysia Address ID: 1080 Phone (work): +60 (3) 22095513 Fax (work): +60 (3) 22095513	SUPPLIER: Permodalan Nasional Berhad Postal Address: 201-A, Jalan Tun Razak Kuala Lumpur, 50400 Kuala Lumpur Malaysia
BILL FROM: Permodalan Nasional Berhad Postal Address: 201-A, Jalan Tun Razak Kuala Lumpur, 50400 Kuala Lumpur Malaysia	CUSTOMER: Permodalan Nasional Berhad - TEST Postal Address: Tingkat 4, Balai PNB, 201-A Jalan Tun Razak 50400 Kuala Lumpur Malaysia	

Ariba Network - Credit Note (cont'd)

Purchase Order: 470000089

Done

[Create Order Confirmation](#) |
 [Create Ship Notice](#) |
 [Create Invoice](#) |
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History



PNB
Permodalan Nasional Berhad

From:
Amanah Saham Nasional Berhad
Accounts Department, 37th Floor, Menara PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur
KUL,
Malaysia
Phone: +60 (3) 22055513
Fax: +60 (3) 22055513

To:
Permodalan Nasional Berhad
201-A, Jalan Tun Razak
Kuala Lumpur, 50400
KUL,
Malaysia
Phone: +60 (3) 22055543
Fax: +60 (3) 22055543
Email: pnbttestsupplier2@gmail.com

10

Purchase Order
(Partially Invoiced)
470000089
Amount: RM15,910.00 MYR
Version: 1

Payment Terms ⓘ
NET 30

Comments
Comment Type: Terms and Conditions
Body: Click Here to view Purchase Order Terms for Goods and Services
<https://service.ariba.com/Supplier.ariba/edu/PortalDoc?key=ODY2OTR8dGg1UW012Tg1NJM3ZHkxNXg0eHgyODQ=>

Other Information
Company Code: 108
Purchasing Unit Name: Amanah Saham Nasional Berhad

Routing Status: Acknowledged
Related Documents: ⓘ CN470000089 ⓘ INV470000089 ⓘ RC144 More(2) »

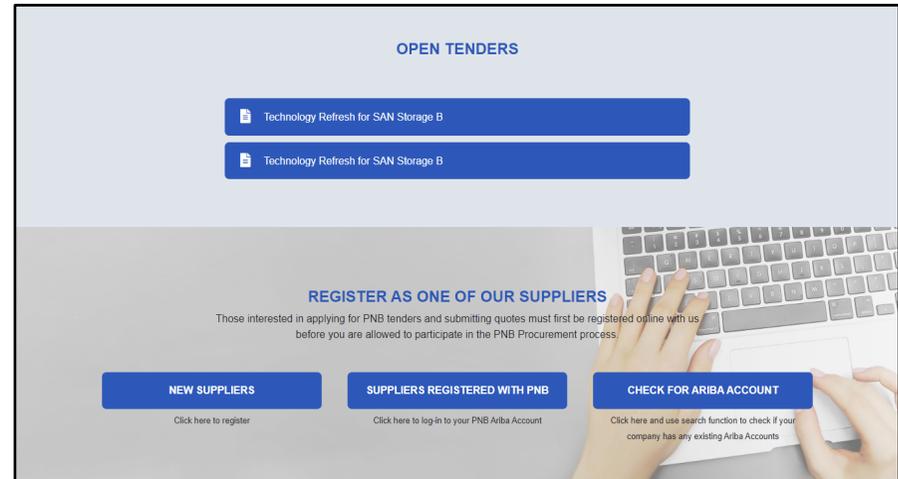
Ship All Items To	Bill To	Deliver To
<p>Amanah Saham Nasional Berhad ASNB Unit Bergerak Zon Sabah Tingkat Bawah dan Satu, No. A-G-18 & A-1-18 Blok A, Sutera Avenue, Jalan Coastal 88100 Kota Kinabalu Sabah Malaysia Ship To Code: 1080-20 Phone: +60 (3) 77308999 Email: pnbsairbouser@gmail.com</p>	<p>Amanah Saham Nasional Berhad Accounts Department, 37th Floor, Menara PNB 201-A, Jalan Tun Razak 50400 Kuala Lumpur KUL, Malaysia Phone: +60 (3) 22055513 Fax: +60 (3) 22055513</p>	<p>Requester: 108-07038 Amanah Saham Nasional Berhad</p>

10

Supplier can observe the Purchase Order status change from "Invoiced to "Partially Invoiced"

Part 5: PNB Procurement Support

Our procurement portal will have information and guides to assist you if you require



- You can access our website heading to www.pnb.com.my.
- Please head to Home > Contact > E-Procurement to find further information regarding you as our PNB suppliers
- You will be able to access our website as of today's summit and able to access the information within our website

- Within our website you will be able to find the list of open tenders that are currently listed
- You can also register as a:
 1. New supplier to PNB and SAP Ariba
 2. Log into your registered PNB Ariba account
 3. Check for any existing Ariba accounts that your company may already have

Our procurement portal will have information and guides to assist you if you require

The screenshot shows a webpage titled "BEFORE YOU BEGIN". It contains a paragraph of introductory text, a button for "List of required documents", a "GUIDELINES" section with five buttons for "Participation in sourcing event", "Having trouble logging in", "Step-by-step guide on signing up", "Add a new user", and "Terms and conditions". At the bottom, there is a footer with contact information, social media links, and copyright details.

BEFORE YOU BEGIN

We would like to remind you to please ensure all required information, including supporting documents and certifications, are prepared in order to complete the registration. Please refer to the attached pdf for a full list of required documents. Once you have registered, your business information will be reviewed by PNB. You will be notified by email after a successful registration.

List of required documents

GUIDELINES

- Participation in sourcing event
- Having trouble logging in
- Step-by-step guide on signing up
- Add a new user
- Terms and conditions

Need help ? Please contact ☎ 603 - 2050 5500 ✉ pnbvendor@pnb.com.my

PERMODALAN NASIONAL BERHAD
Level 4, Dalaj PNB
201-A, Jalan Tun Razak
50400 Kuala Lumpur, Malaysia

FOLLOW US

- Instagram
- LinkedIn
- Facebook
- Youtube

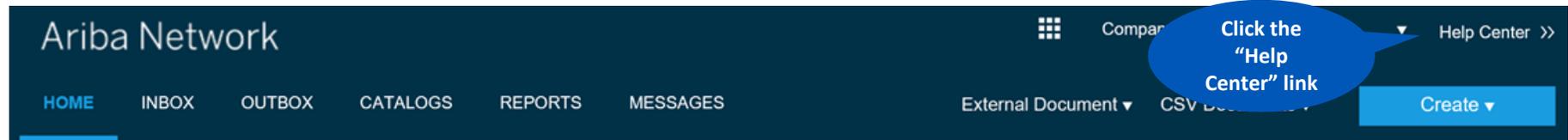
CONTACT US

- Contact
- Email

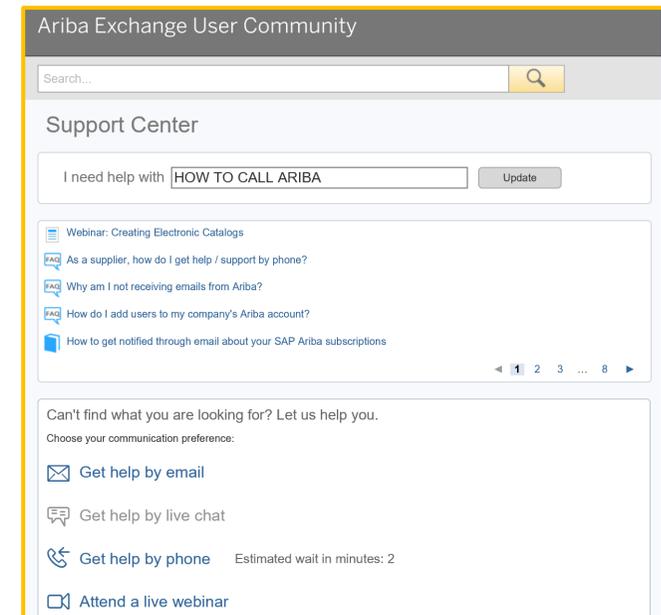
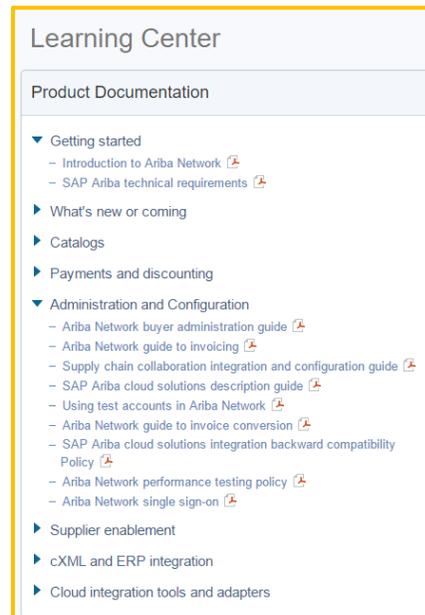
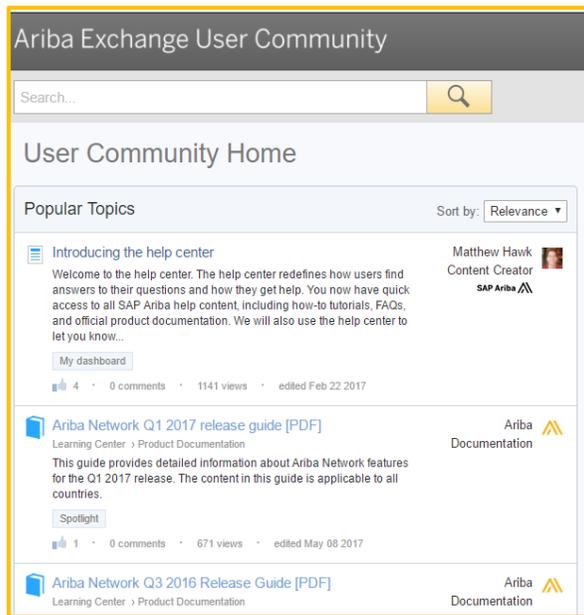
08307614
Sitemap | Disclaimer
© Copyright 2019 Permodalan Nasional Berhad (36218X). All Rights Reserved.

- Within our procurement microsite, you will be able to find multiple sources of information for you reference, including:
 1. List of required documents
 2. Participating in PNB sourcing events in SAP Ariba
 3. Log in help
 4. Step-by-step guide to sign up/create a SAP Ariba account
 5. Add new user(s) to your existing PNB SAP Ariba account
 6. Terms and condition

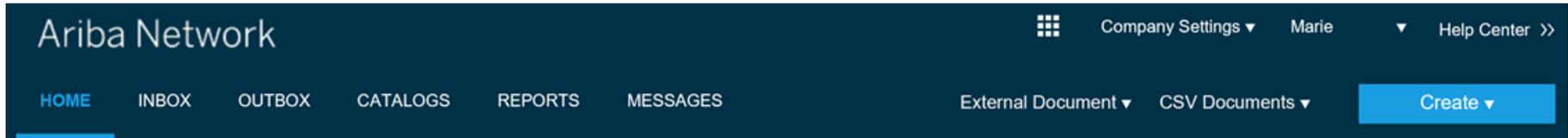
You can also request for assistance from SAP by accessing the Ariba Exchange Network Community



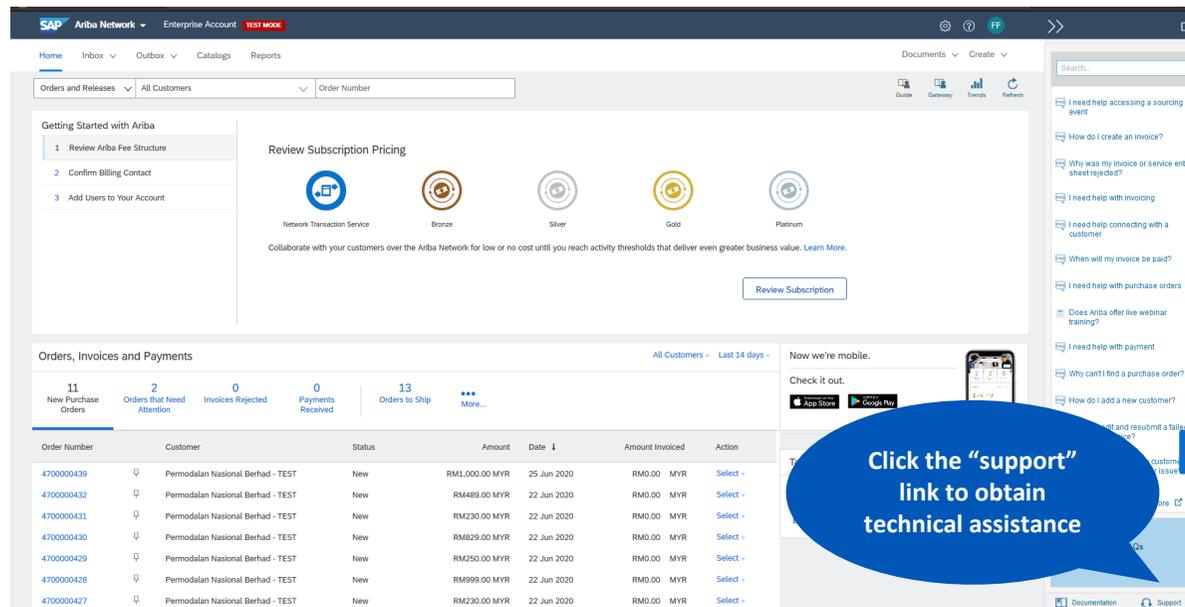
- From the Help link, access the [Learning Center](#) for Product Documentation or the [Support Center](#) to Contact Support



You can also request for assistance from SAP by accessing the Ariba Exchange Network Community (cont'd)



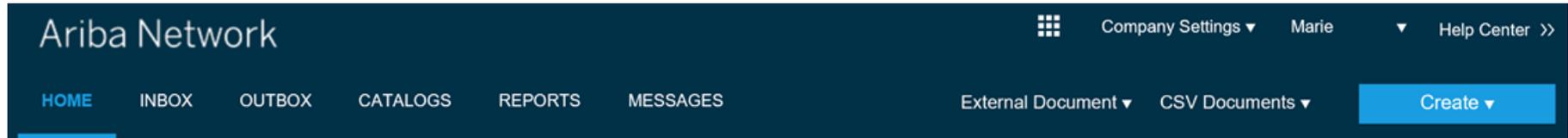
- From the Help link, access the [Learning Center](#) for Product Documentation or the [Support Center](#) to Contact Support



The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The main content area is titled 'Review Subscription Pricing' and features a 'Review Subscription' button. Below this is a table of orders with columns for Order Number, Customer, Status, Amount, Date, and Action. A blue callout bubble with white text points to a 'Support' link in the bottom right corner of the interface.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
470000439	Permodalan Nasional Berhad - TEST	New	RM1,000.00 MYR	25 Jun 2020	RM0.00 MYR	Select
470000432	Permodalan Nasional Berhad - TEST	New	RM489.00 MYR	22 Jun 2020	RM0.00 MYR	Select
470000431	Permodalan Nasional Berhad - TEST	New	RM230.00 MYR	22 Jun 2020	RM0.00 MYR	Select
470000430	Permodalan Nasional Berhad - TEST	New	RM829.00 MYR	22 Jun 2020	RM0.00 MYR	Select
470000429	Permodalan Nasional Berhad - TEST	New	RM250.00 MYR	22 Jun 2020	RM0.00 MYR	Select
470000428	Permodalan Nasional Berhad - TEST	New	RM999.00 MYR	22 Jun 2020	RM0.00 MYR	Select
470000427	Permodalan Nasional Berhad - TEST	New	RM230.00 MYR	22 Jun 2020	RM0.00 MYR	Select

You can also request for assistance from SAP by accessing the Ariba Exchange Network Community (cont'd)



- From the Help link, access the [Learning Center](#) for Product Documentation or the [Support Center](#) to Contact Support

1

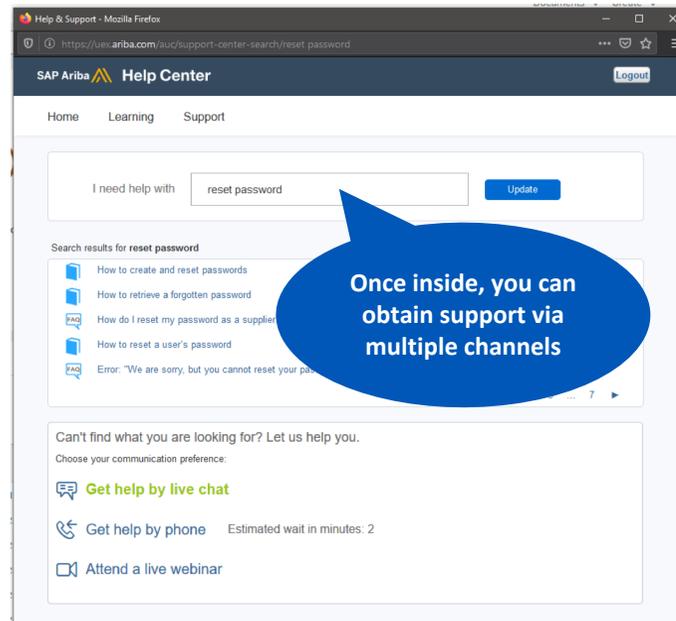
You can search your issue using the search bar to obtain your answers...

2

... or you can select live chat and converse with the SAP Ariba officers...

3

... or you can submit a request describing your issue and receive assistance via phone



We have a dedicated team of officers to answer any of your transaction queries, questions and clarifications



If you have any questions and clarifications, please do not hesitate to contact our dedicated PNB Procurement via email or phone.
Our office hours are from: Monday to Friday, 8.30 AM to 5.30 PM.



No	Description	Email
1	PNB Procurement Email	pnbvendor@pnb.com.my



No	Description	Contact Number
1	PNB Procurement Contact Number	03-2035 1603 or 03-2035 1602

Part 6: Frequently Asked Questions (FAQs)

Frequently asked questions

Q1

Is there a cost for transacting business on the Ariba Network?

For Standard Account, there are no applicable fees. While for Enterprise Account, the rate can be applied based on the package subscription and the number of invoices issued accordingly.

Q2

Can I still use Standard Account to conduct transaction with PNB?

Yes, you are more than welcomed to use the SAP Ariba Standard Account to continue to do conduct transactions with PNB.

Q3

Can we recall if any wrong submission on the invoice and order confirmation?

Invoices cannot be deleted from your Ariba account but you can fix the invoices. Please head to <https://uex.ariba.com/auc/node/1598> to further understand how to fix invoices.

Q4

Can we do any amendments to the invoices once we submit it into the system?

If you need to amend on an invoice you've already submitted, the invoice must have a status of Failed or Rejected. Please head to <https://uex.ariba.com/auc/node/1039> further understand how to amend invoices.

Q5

If I have received a PO from PNB not from Ariba, how do I process it?

If you have a received a PO from us that is not originated from SAP Ariba, please use the current process to process your PO.

