TABUNG HAJI
حي على الفلاح

# User Guide on TH Supplier Portal

## *Invoice - Register, Submit & Track Status*

## *Payment - Track Status*

1. Login → 2. Register Invoice → 3. View Invoice → 4. View Payment

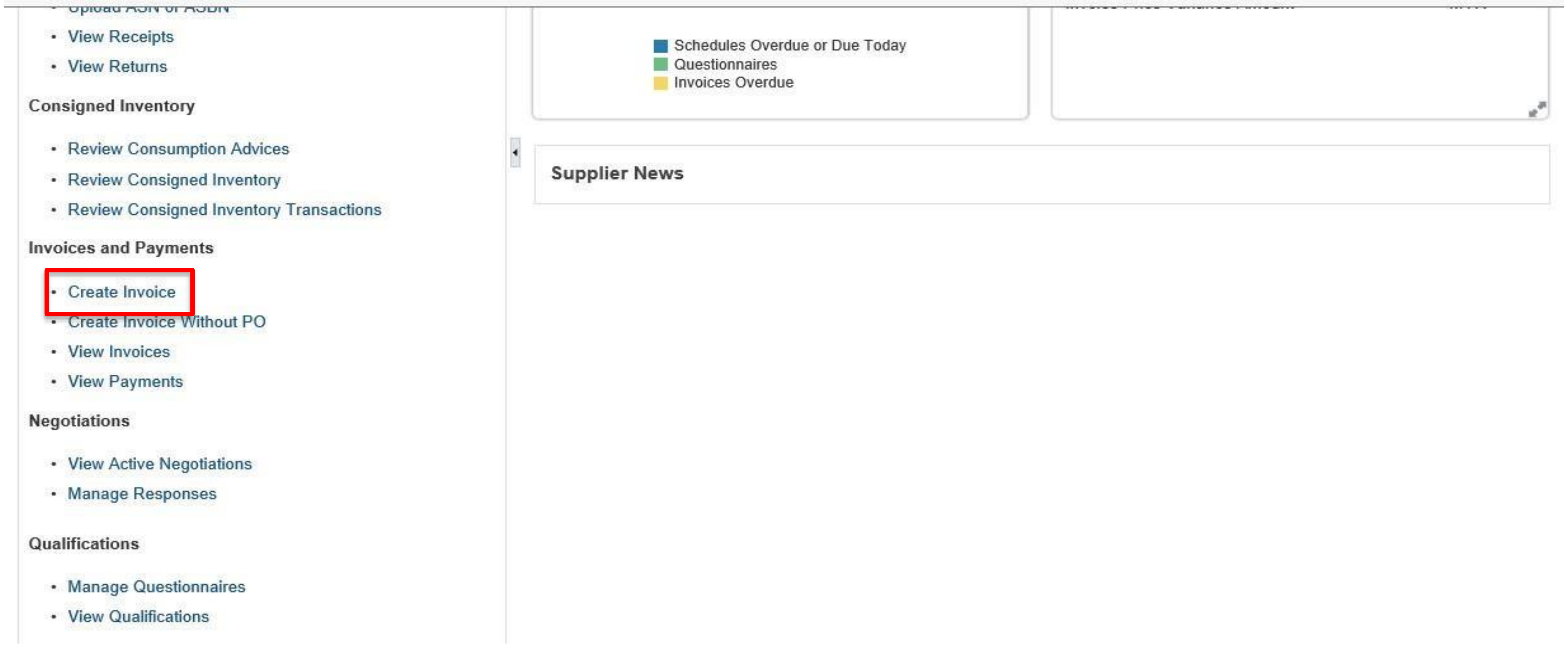
1.1 Search - https://fa-epoc-saasfaprod1.fa.ocs.oraclecloud.com/

1.2 Sign in using "User ID & Password"


- Registered User ID - ID register sent via email to supplier
- Password - To reset credentials, use the "Forgot Password" option on the login screen

1.3 Click on "Supplier Portal"

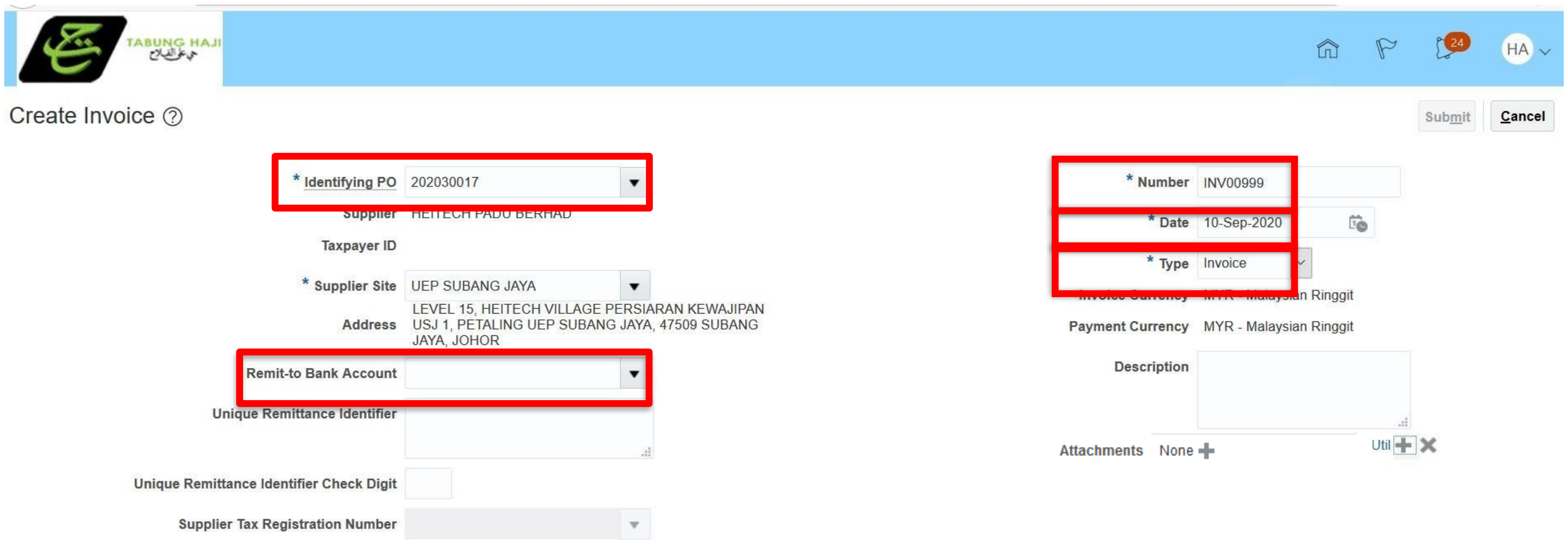
1.4 Click on **"Create Invoice"** to register PO matched invoice.



2.1 Choose the correct PO number from the "Identifying PO" list.

2.2 Enter the "Invoice Number" and "Invoice Date " as per physical invoice. Select invoice as the item "Type".

2.3 Choose the correct bank account from the "Remit Bank Account " list.




**Note to suppliers**: *Ensure that all required information such as PO number, invoice number, invoice date, invoice amount, bank account details on the attached payment documents match the information you have entered in the TH Supplier Portal. If the details are not entered correctly,* ***TH*** *will cancel the invoice.*

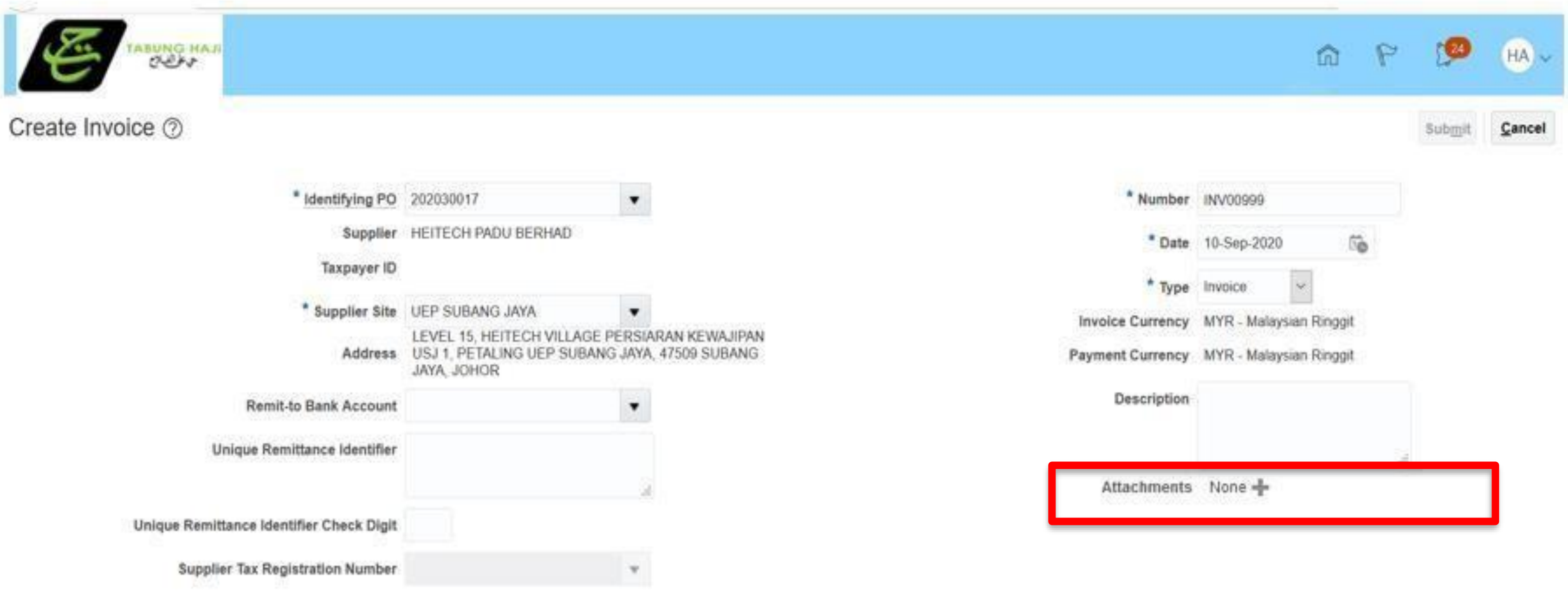
1. Login

2. Register Invoice

3. View Invoice

4. View Payment

2.4 Click the **"+ icon"** in the **"Attachments"** item to upload payment documents i.e. Invoice, PO, GRN.

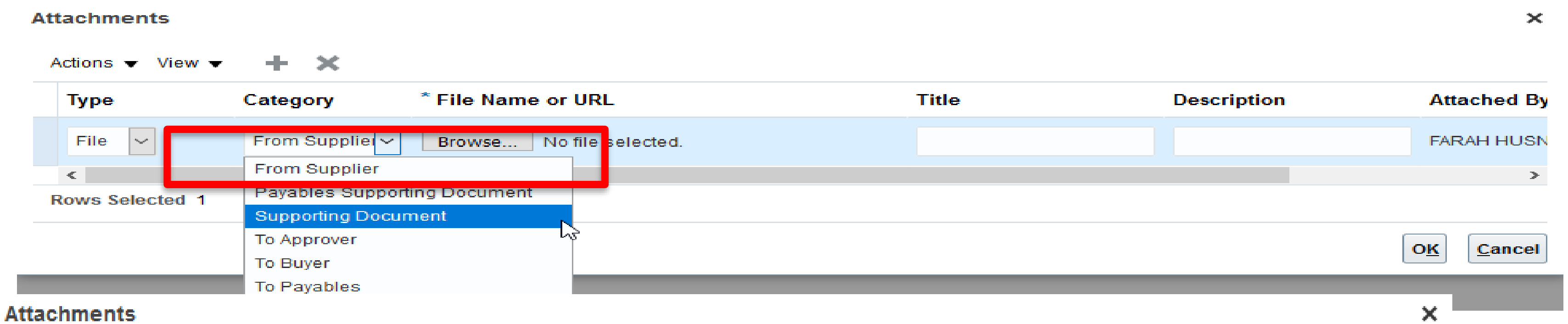


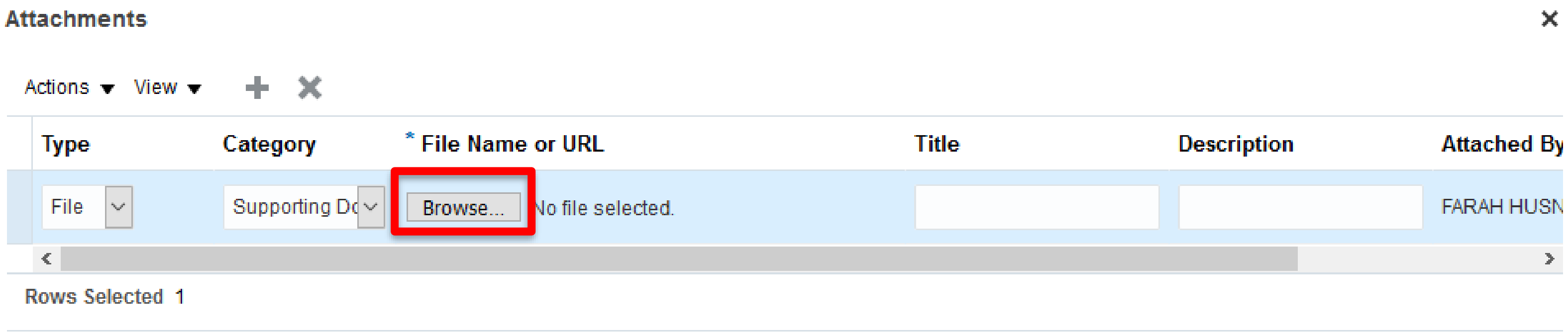

**Note to suppliers**:

*It is **compulsory** to add a legible, complete and correct invoice as an attachment into TH Supplier Portal. Invoice submission **cannot be completed** without PO and GRN documents.*

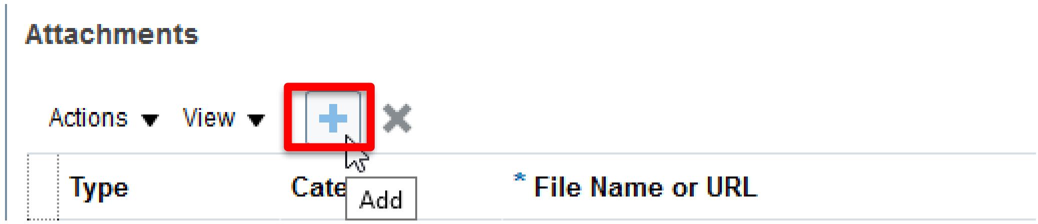
*GRN Issuance - Once TH receives the invoice and verifies the services, a GRN will be issued and emailed to the supplier. Upon receiving this GRN, the supplier should then register and upload all required payment documents to the TH Supplier Portal*

2.5 Select Supporting Document from the **"Category"** and click on **"Browse"** button.



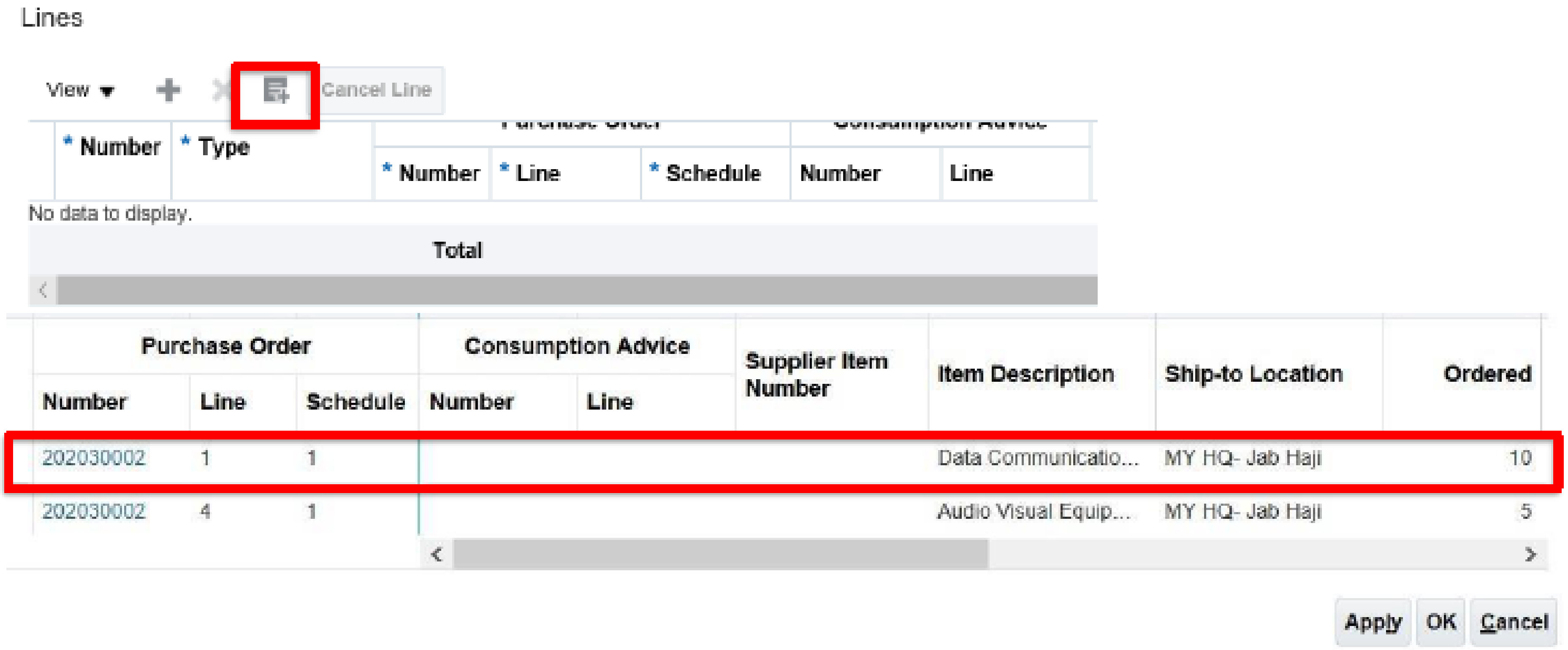




2.6 Attach more documents by clicking **"+ icon"**



2.7 Click on the " " icon in Invoice Line. All PO Lines would pop up

2.8 Now, select the correct **"PO lines"** for which invoice to be created. Click **"Apply"** then **"OK"**




**Matching Process** - Matching the invoice to the correct PO number and GRN is important to ensure smooth payment process. Supplier should highlight the relevant PO line. If multiple PO lines appear, select the lines based on invoice. If no line appeared, the requester has yet to perform GRN. Please liaise with TH requester.

**Column amount** - Verify and confirm the invoice amount is correct and match with GRN document.

1. Login

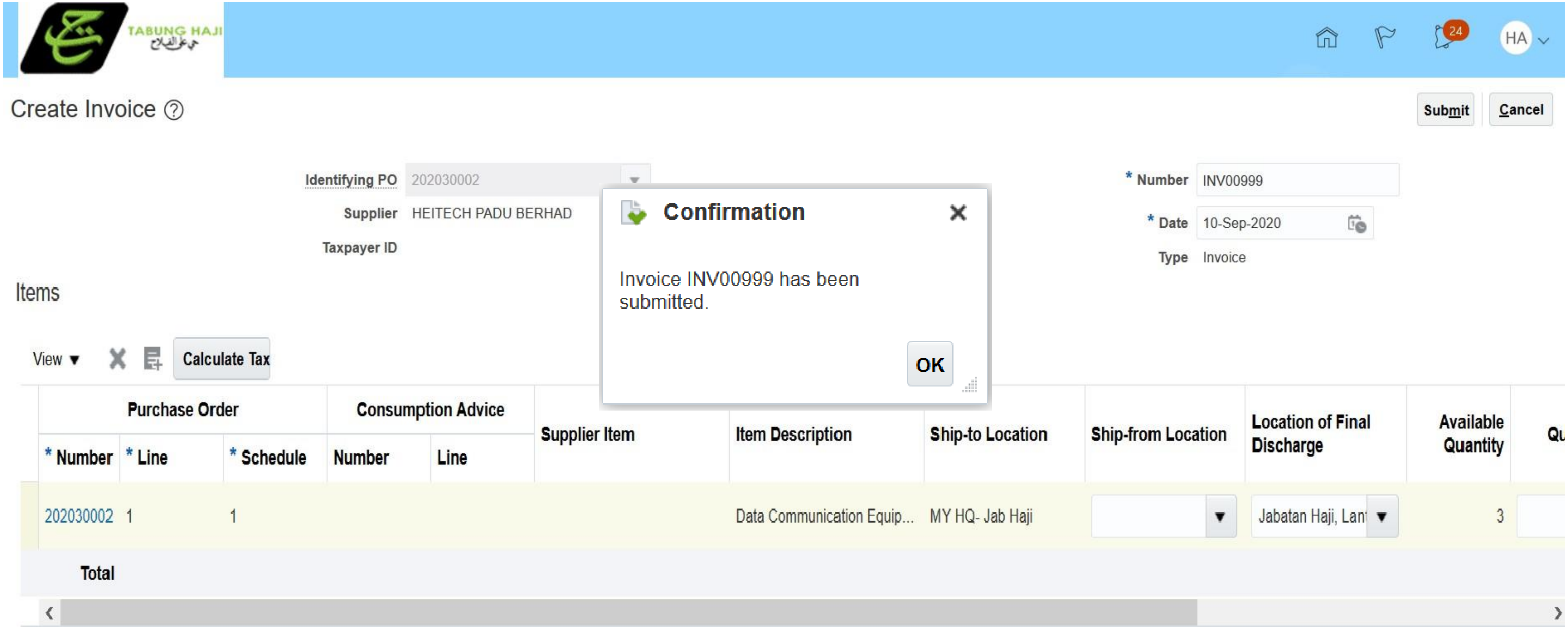
2. Register Invoice

3. View Invoice

4. View Payment

2.9 Once line is added, click on **"Submit"** to submit Invoice for approval.

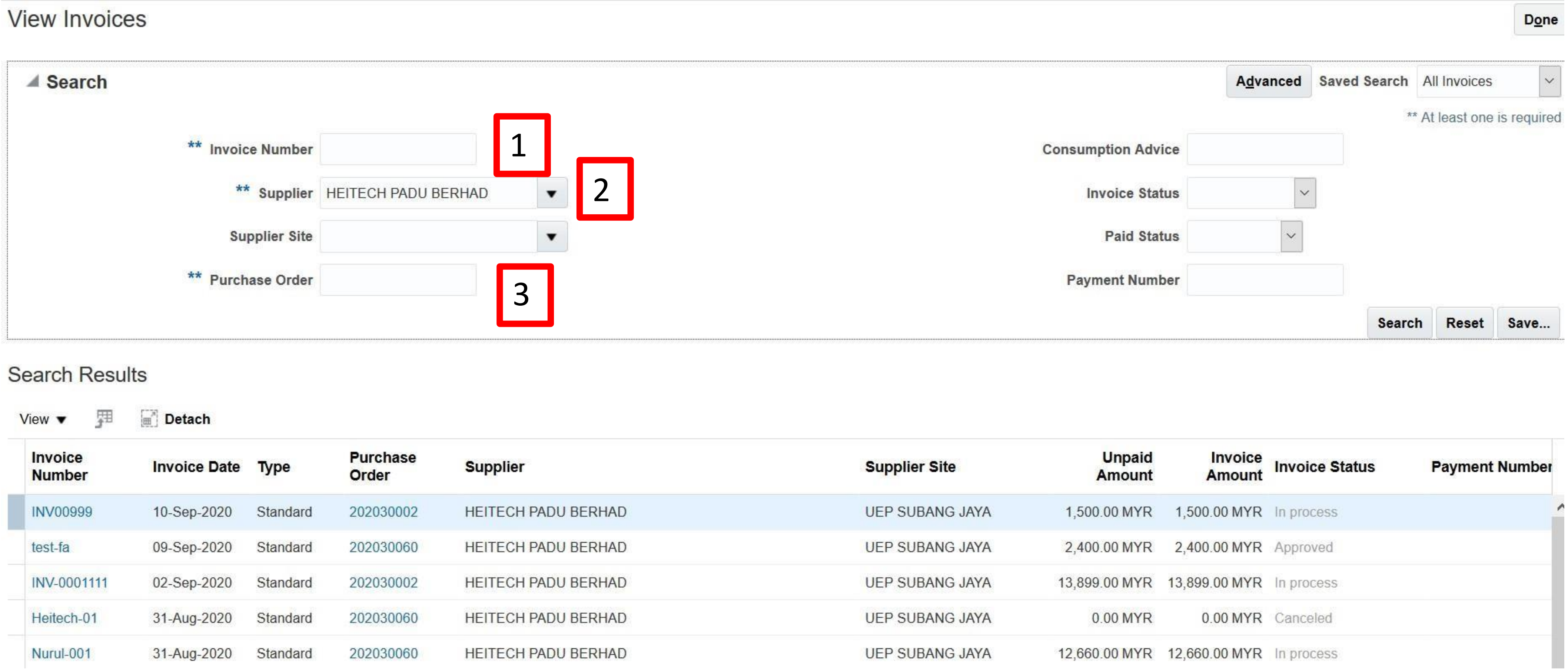
2.10 **"Confirmation"** message that invoice is successfully submitted to TH will appear.



3.1 Click on **"View Invoice"** to view submitted invoices.

3.2 At least one of these criteria is selected / entered:

- "Invoice Number "- Enter / select specific Invoice number
- "Supplier"- Select supplier name
- "Purchase Order"- Enter / select specific Purchase Order number



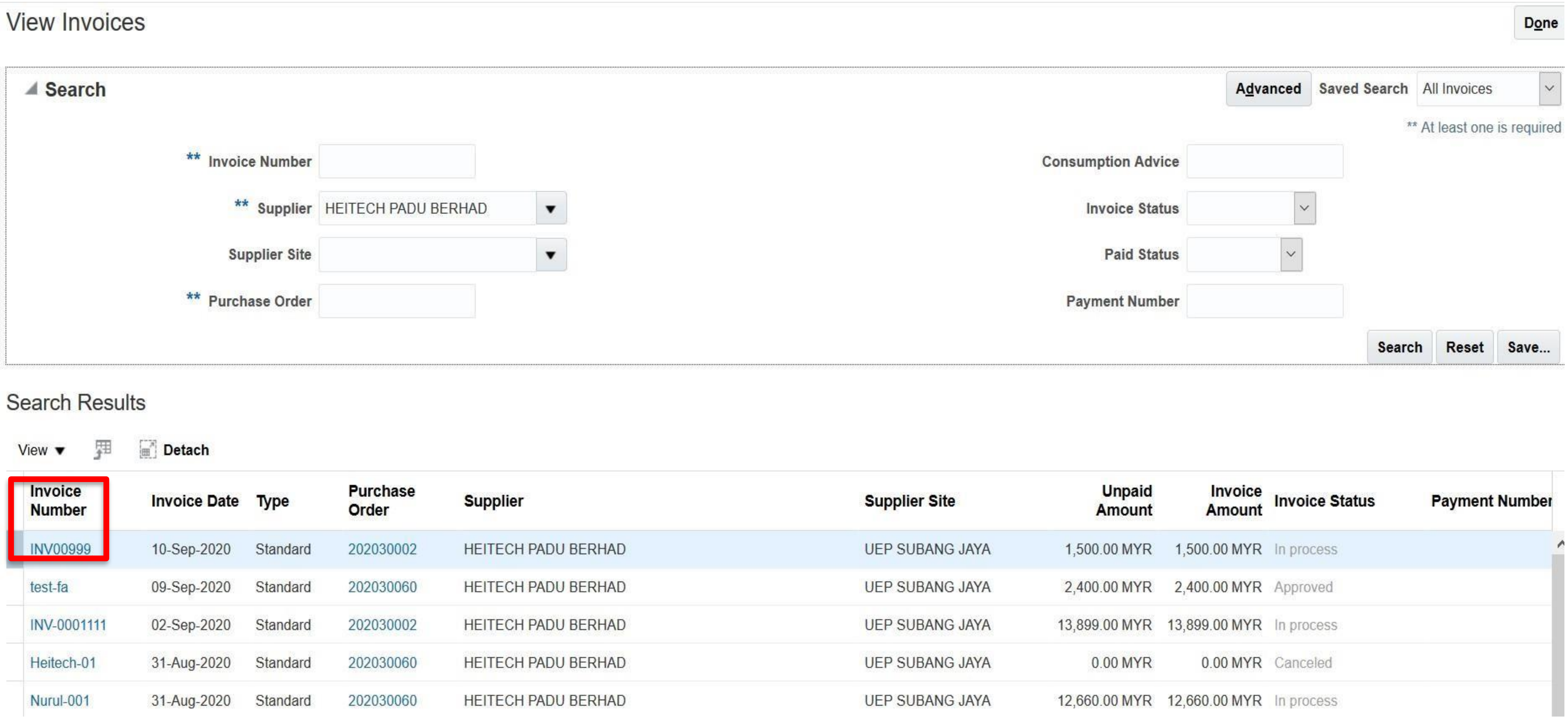
List of invoice status:

a. **In process** – Invoice has been successfully submitted to TH and is being reviewed for payment process.

b. **Canceled** – Invoice has been successfully submitted to TH. However, the submission has been canceled by TH after review. Supplier needs to check the justification in the description column, create and resubmit the invoice with the correct details. Suppliers may only edit/ amend invoice with incomplete status.

c. **Approved** – Invoice has been successfully submitted and approved by the TH authorized approvers.

3.3 To view detail invoices, click on "Invoice Number" and check the "Invoice Status". Once a "Payment Number" is generated, the invoice is considered paid



1. Login

2. Register Invoice

3. View Invoice

4. View Payment

# Invoice: test-fa

Done

**Business Unit** TH Business Unit

**Legal Entity Name** TH Legal Entity

**Supplier or Party** HEITECH PADU BERHAD

**Supplier Site** UEP SUBANG JAYA

**Address** LEVEL 15, HEITECH VILLAGE PERSIARAN KEWAJIPAN USJ 1, PETALING UEP SUBANG JAYA, 47509 SUBANG JAYA, JOHOR

**Invoice Date** 09-Sep-2020

**Invoice Amount** 2,400.00 MYR

**Unpaid Amount** 2,400.00 MYR

**Payment Currency** MYR

**Invoice Type** Standard

**Description** checking

**Attachment** None

Lines Payments

## Items

View ▼ Detach

| Line | Amount | Description | Quantity | Unit Price | UOM Name | Purchase Order | | | Receipt | | Consumption Advice | | Tax Determinants |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Number | Line | Schedule | Number | Line | Number | Line | Ship-to Location |
| 1 | 2,400.00 | Laptop | 1 | 2,400 | Each | 202030060 | 2 | 1 | 100110032 | 1 | | | TH Location |

4.1 Click on "View Payments" from the Tasks Bar on the left side, to review the payment details & status.

**Invoices and Payments**

- Create Invoice
- View Invoices
- View Payments

**Negotiations**

- View Active Negotiations
- Manage Responses

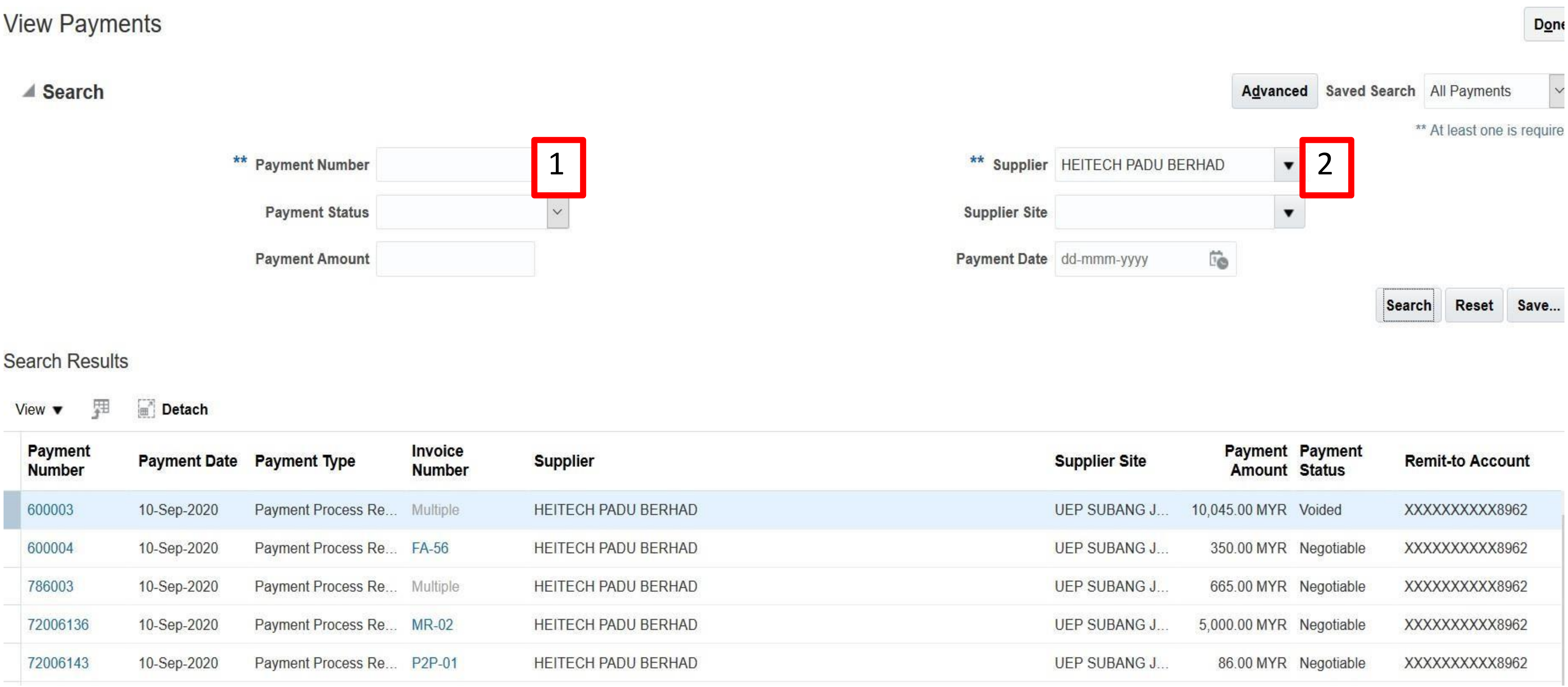
**Qualifications**

- Manage Questionnaires
- View Qualifications

**Company Profile**

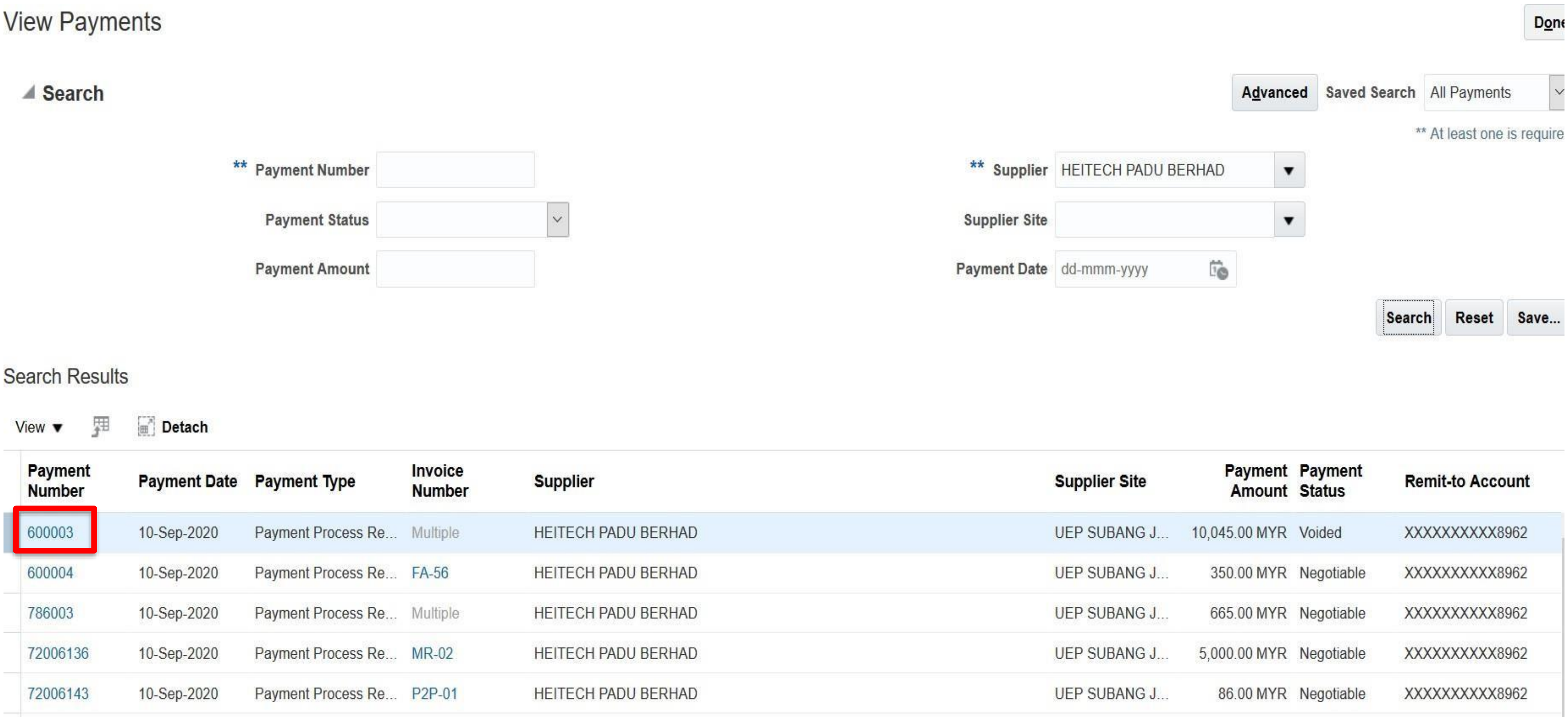
4.2 At least one of these criteria is entered / selected:

- "Payment Number" - Enter specific payment number
- "Supplier" - Select supplier name



1. Login → 2. Register Invoice → 3. View Invoice → 4. View Payment

4.3 Click on **"Payment Number"** to view payment details.



View Payments

Done

Search

Advanced | Saved Search | All Payments

** At least one is require

** Payment Number:

Payment Status:

Payment Amount:

** Supplier: HEITECH PADU BERHAD

Supplier Site:

Payment Date: dd-mmm-yyyy

Search | Reset | Save...

Search Results

View ▼ | Detach

| Payment Number | Payment Date | Payment Type | Invoice Number | Supplier | Supplier Site | Payment Amount | Payment Status | Remit-to Account |
|---|---|---|---|---|---|---|---|---|
| 600003 | 10-Sep-2020 | Payment Process Re... | Multiple | HEITECH PADU BERHAD | UEP SUBANG J... | 10,045.00 MYR | Voided | XXXXXXXXXX8962 |
| 600004 | 10-Sep-2020 | Payment Process Re... | FA-56 | HEITECH PADU BERHAD | UEP SUBANG J... | 350.00 MYR | Negotiable | XXXXXXXXXX8962 |
| 786003 | 10-Sep-2020 | Payment Process Re... | Multiple | HEITECH PADU BERHAD | UEP SUBANG J... | 665.00 MYR | Negotiable | XXXXXXXXXX8962 |
| 72006136 | 10-Sep-2020 | Payment Process Re... | MR-02 | HEITECH PADU BERHAD | UEP SUBANG J... | 5,000.00 MYR | Negotiable | XXXXXXXXXX8962 |
| 72006143 | 10-Sep-2020 | Payment Process Re... | P2P-01 | HEITECH PADU BERHAD | UEP SUBANG J... | 86.00 MYR | Negotiable | XXXXXXXXXX8962 |

## 4.4 After review the payment details click **"Done".**

### Payment: 600003

Done

**Business Unit** TH Business Unit

**Payee** HEITECH PADU BERHAD

**Payee Site** UEP SUBANG JAYA

**Address** LEVEL 15, HEITECH VILLAGE PERSIARAN KEWAJIPAN USJ 1, PETALING UEP SUBANG JAYA, 47509 SUBANG JAYA, JOHOR

**Payment Status** Voided

**Payment Amount** 10,045.00 MYR

**Payment Date** 10-Sep-2020

**Payment Type** Payment Process Request

**Remit-to Account** XXXXXXXXXX8962

**Payment Document** SK_Dummy_02

### Paid Invoices

| Number | Invoice Date | Type | Purchase Order | Receipt | Consumption Advice | Paid Amount | Invoice Amount | Invoice Status | Due Date | Paid Status |
|---|---|---|---|---|---|---|---|---|---|---|
| FA-56 | 18-Aug-2020 | Standard | | | | 9,400.00 MYR | 10,000.00 MYR | Manually a... | 17-Sep-2... | Partially paid |
| FA-56 | 18-Aug-2020 | Standard | | | | -9,400.00 MYR | 10,000.00 MYR | Manually a... | 17-Sep-2... | Partially paid |
| TH Demo - 02 | 20-Jul-2020 | Standard | 202030018 | 100110017 | | -255.00 MYR | 400.00 MYR | Workflow ... | 19-Aug-2... | Partially paid |
| TH Demo - 02 | 20-Jul-2020 | Standard | 202030018 | 100110017 | | 255.00 MYR | 400.00 MYR | Workflow ... | 19-Aug-2... | Partially paid |
| SK-02 | 10-Jul-2020 | Standard | 202030002 | 100110005 | | -390.00 MYR | 500.00 MYR | Workflow ... | 09-Aug-2... | Partially paid |
| SK-02 | 10-Jul-2020 | Standard | 202030002 | 100110005 | | 390.00 MYR | 500.00 MYR | Workflow ... | 09-Aug-2... | Partially paid |

THANK YOU