



User Guide on TH Supplier Portal

Invoice - Register, Submit & Track Status
Payment - Track Status

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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"

SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

Sign In

English

ORACLE

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



1. Login

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1.3 Click on "Supplier Portal"





1. Login

2. Create Invoice

3. View Invoice

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1.4 Click on “Create Invoice” to register PO matched invoice.

Upload ASN or ASN

- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- **Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Schedules Overdue or Due Today
Questionnaires
Invoices Overdue

Supplier News



1. Login

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- 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.

Create Invoice ?

Submit Cancel

* Identifying PO 202030017

Supplier HEITECH PADU BERNAD

Taxpayer ID

* Supplier Site UEP SUBANG JAYA

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

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

* Number INV00999

* Date 10-Sep-2020

* Type Invoice

Invoice Currency MYR - Malaysian Ringgit

Payment Currency MYR - Malaysian Ringgit

Description

Attachments None + Util + x

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

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

Create Invoice ? Submit Cancel

* Identifying PO 202030017
Supplier HEITECH PADU BERHAD
Taxpayer ID
* Supplier Site UEP SUBANG JAYA
Address LEVEL 15, HEITECH VILLAGE PERSIARAN KEWAJIPAN
USJ 1, PETALING UEP SUBANG JAYA, 47509 SUBANG
JAYA, JOHOR
Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Supplier Tax Registration Number

* Number INV00999
* Date 10-Sep-2020
* Type Invoice
Invoice Currency MYR - Malaysian Ringgit
Payment Currency MYR - Malaysian Ringgit
Description
Attachments None +

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



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

Attachments [X]

Actions [v] View [v] + [X]

Type	Category	* File Name or URL	Title	Description	Attached By
File [v]	From Supplier [v]	Browse... No file selected.			FARAH HUSN

Rows Selected 1

From Supplier
Payables Supporting Document
Supporting Document
To Approver
To Buyer
To Payables

OK Cancel

Attachments [X]

Actions [v] View [v] + [X]

Type	Category	* File Name or URL	Title	Description	Attached By
File [v]	Supporting Document [v]	Browse... No file selected.			FARAH HUSN

Rows Selected 1

2.6 Attach more documents by clicking "+ icon"

OK Cancel

Attachments

Actions [v] View [v] + [X]

Type Category Add * File Name or URL



1. Login

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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"

Lines

View ▾ + >  Cancel Line

* Number	* Type	Purchase Order			Consumption Advice	
		* Number	* Line	* Schedule	Number	Line
No data to display.						
Total						

< 

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
202030002	1	1				Data Communicatio...	MY HQ- Jab Haji	10
202030002	4	1				Audio Visual Equip...	MY HQ- Jab Haji	5

<  >

Apply OK Cancel

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

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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.

TABUNG HAJI

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Create Invoice 

Identifying PO202030002

SupplierHEITECH PADU BERHAD

Taxpayer ID

* NumberINV00999

* Date10-Sep-2020

TypeInvoice

Confirmation

Invoice INV00999 has been submitted.

OK

Items

View  Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Available Quantity	Qt
* Number	* Line	* Schedule	Number	Line							
202030002	1	1				Data Communication Equip...	MY HQ- Jab Haji		Jabatan Haji, Lan	3	
Total											



1. Login

2. Register Invoice

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3.1 Click on “[View Invoice](#)” to view submitted invoices.

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Company Profile



1. Login

2. Register Invoice

3. View Invoice

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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

View Invoices

Done

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier HEITECH PADU BERHAD

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
INV00999	10-Sep-2020	Standard	202030002	HEITECH PADU BERHAD	UEP SUBANG JAYA	1,500.00 MYR	1,500.00 MYR	In process	
test-fa	09-Sep-2020	Standard	202030060	HEITECH PADU BERHAD	UEP SUBANG JAYA	2,400.00 MYR	2,400.00 MYR	Approved	
INV-0001111	02-Sep-2020	Standard	202030002	HEITECH PADU BERHAD	UEP SUBANG JAYA	13,899.00 MYR	13,899.00 MYR	In process	
Heitech-01	31-Aug-2020	Standard	202030060	HEITECH PADU BERHAD	UEP SUBANG JAYA	0.00 MYR	0.00 MYR	Canceled	
Nurul-001	31-Aug-2020	Standard	202030060	HEITECH PADU BERHAD	UEP SUBANG JAYA	12,660.00 MYR	12,660.00 MYR	In process	



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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.



1. Login

2. Register Invoice

3. View Invoice

4. View Payment

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

View Invoices

Done

Search

**** Invoice Number**

**** Supplier**

HEITECH PADU BERHAD

▼

Supplier Site

▼

**** Purchase Order**

Consumption Advice

Invoice Status

▼

Paid Status

▼

Payment Number

Advanced

Saved Search

All Invoices

▼

** At least one is required

Search

Reset

Save...

Search Results

View ▼ Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
INV00999	10-Sep-2020	Standard	202030002	HEITECH PADU BERHAD	UEP SUBANG JAYA	1,500.00 MYR	1,500.00 MYR	In process	
test-fa	09-Sep-2020	Standard	202030060	HEITECH PADU BERHAD	UEP SUBANG JAYA	2,400.00 MYR	2,400.00 MYR	Approved	
INV-0001111	02-Sep-2020	Standard	202030002	HEITECH PADU BERHAD	UEP SUBANG JAYA	13,899.00 MYR	13,899.00 MYR	In process	
Heitech-01	31-Aug-2020	Standard	202030060	HEITECH PADU BERHAD	UEP SUBANG JAYA	0.00 MYR	0.00 MYR	Canceled	
Nurul-001	31-Aug-2020	Standard	202030060	HEITECH PADU BERHAD	UEP SUBANG JAYA	12,660.00 MYR	12,660.00 MYR	In process	



1. Login

2. Register Invoice

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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



1. Login

2. Register Invoice

3. View Invoice

4. View Payment

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



1. Login

2. Register Invoice

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4. View Payment

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

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

View Payments

Search

Advanced

Saved Search

All Payments

Done

** At least one is required

** Payment Number 1

Payment Status

Payment Amount

** Supplier HEITECH PADU BERHAD 2

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



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

Supplier Site

Payment Date

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



1. Login

2. Register Invoice

3. View Invoice

4. View Payment

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