BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

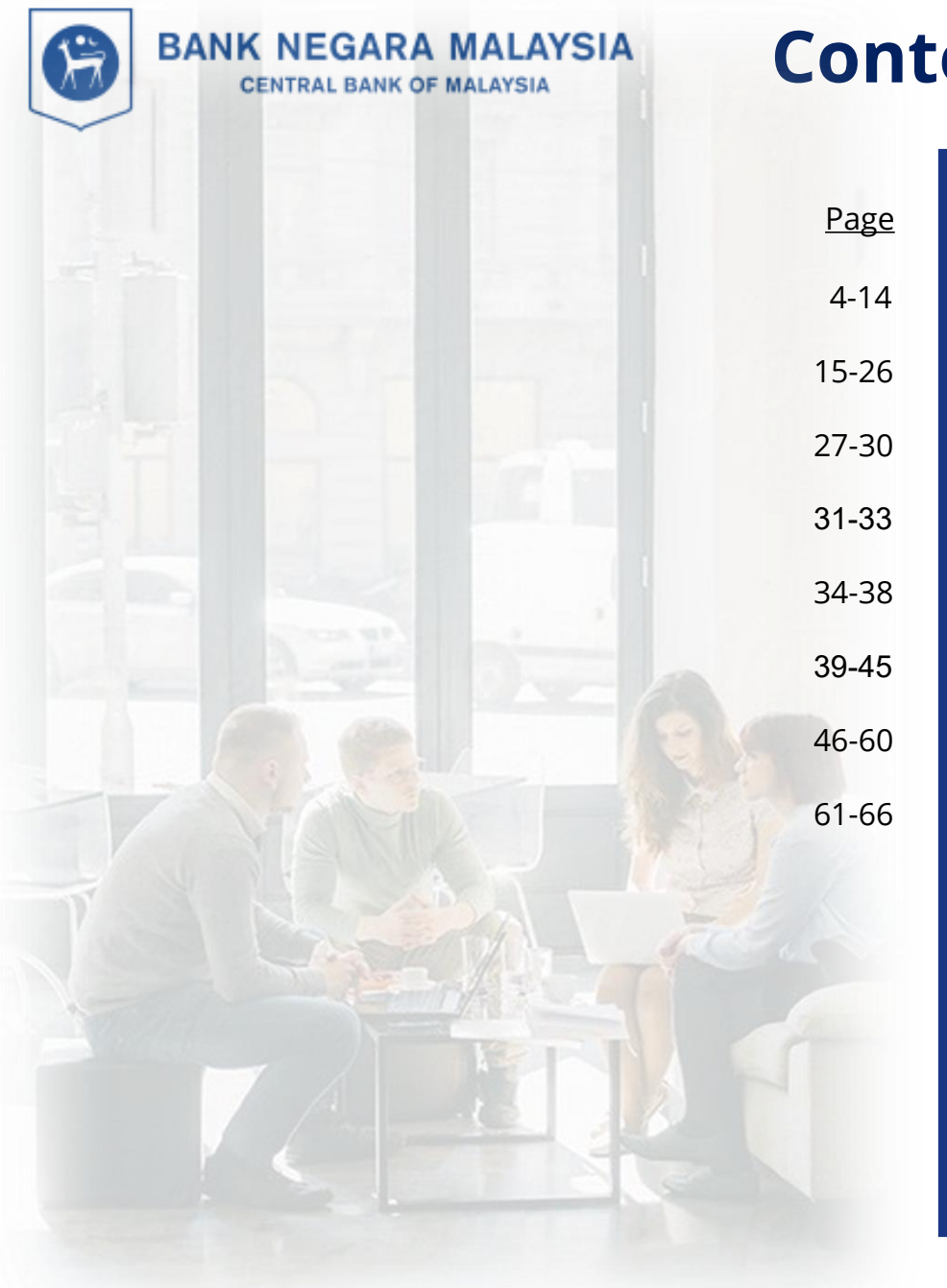
DIGITAL OPERATIONS PLATFORM

ERP Procurement – Supplier Portal

User Guide

BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

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BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

Manage Negotiation (RFI)



Web Application

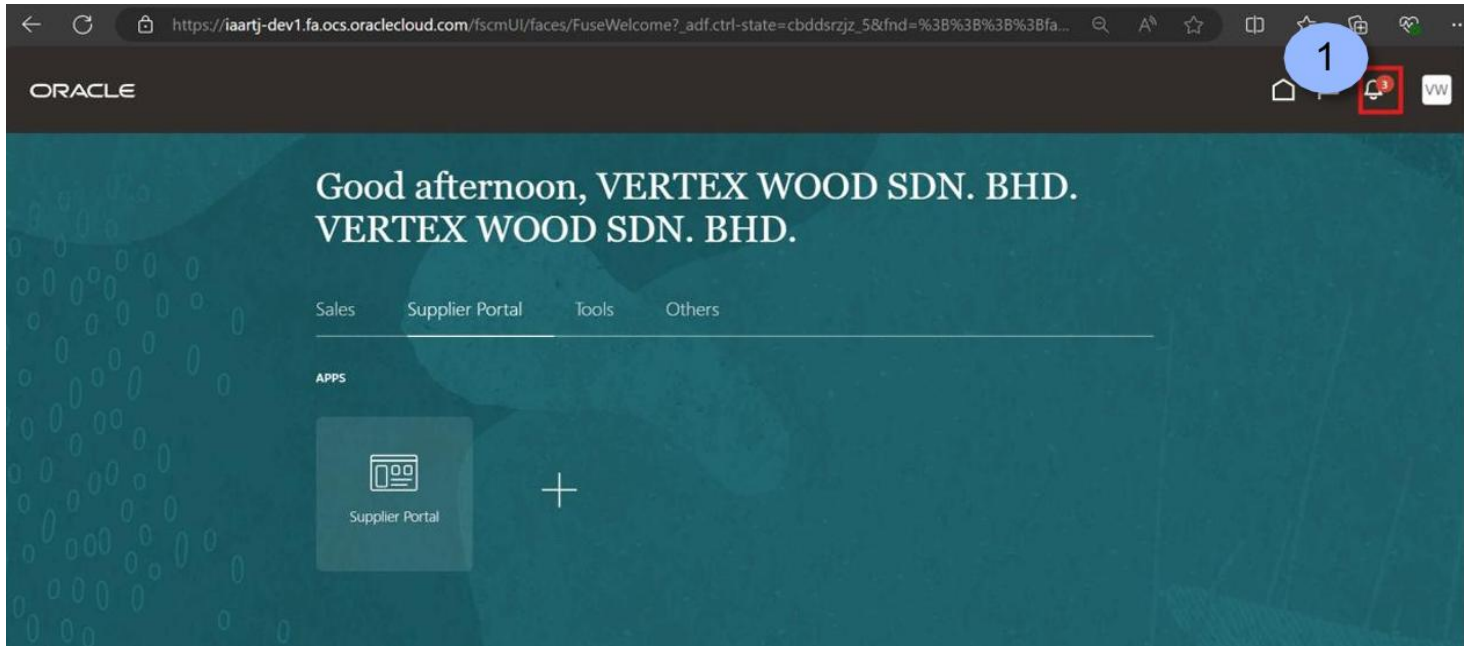
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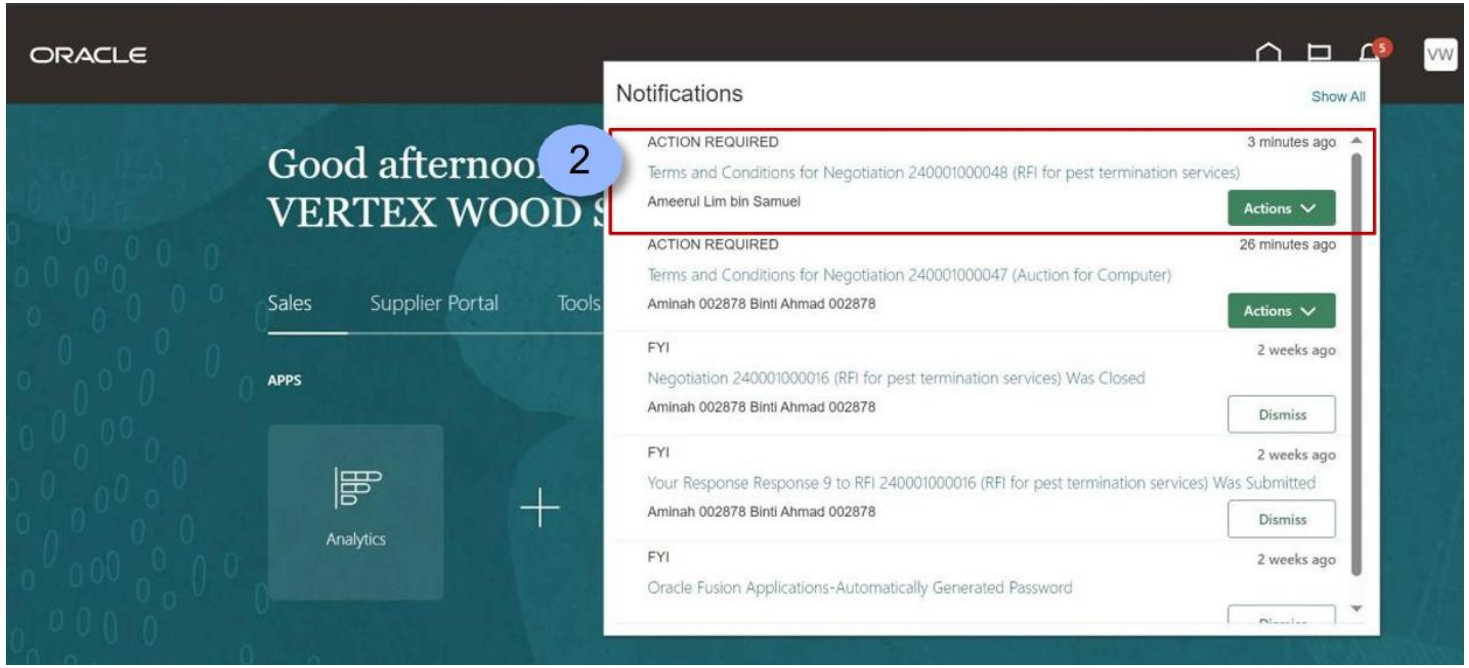
Supplier

Step 1
Click on bell notification

Step 2
Click on Negotiation Terms and Conditions notification

Note:
Comment box will only appear if actioning within the notification itself. It will not appear if actioning through bell notification





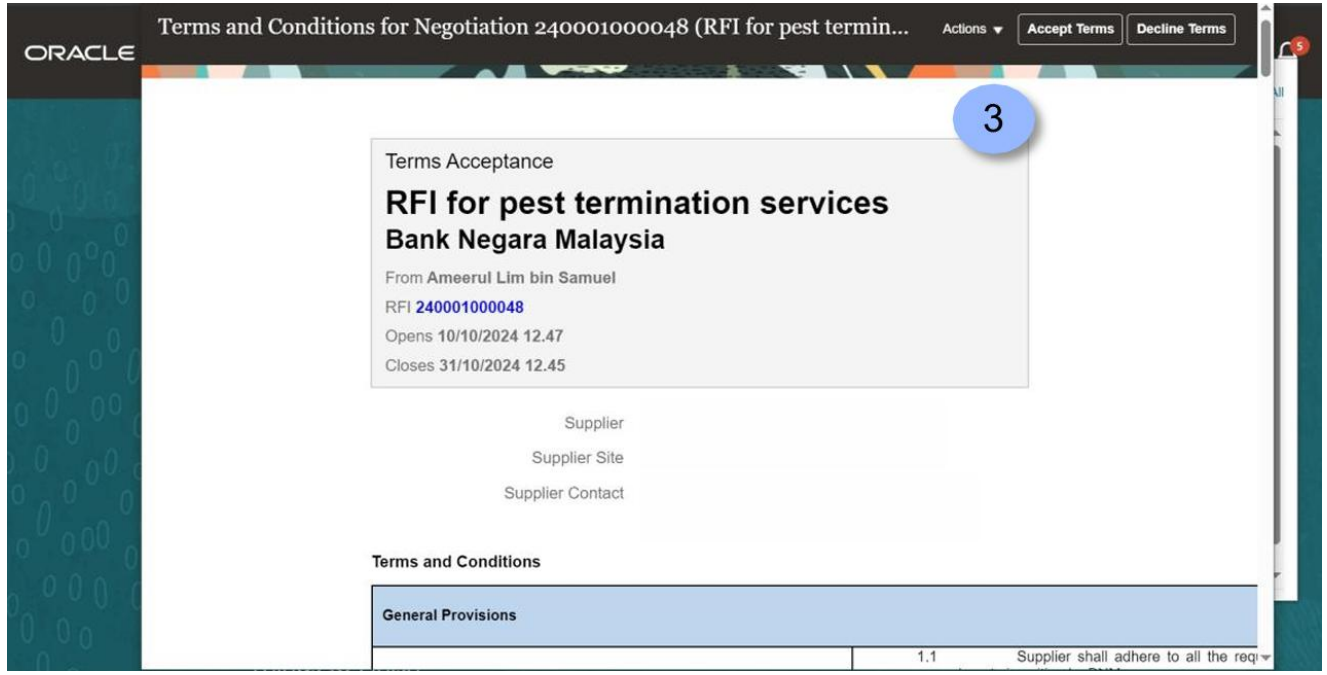
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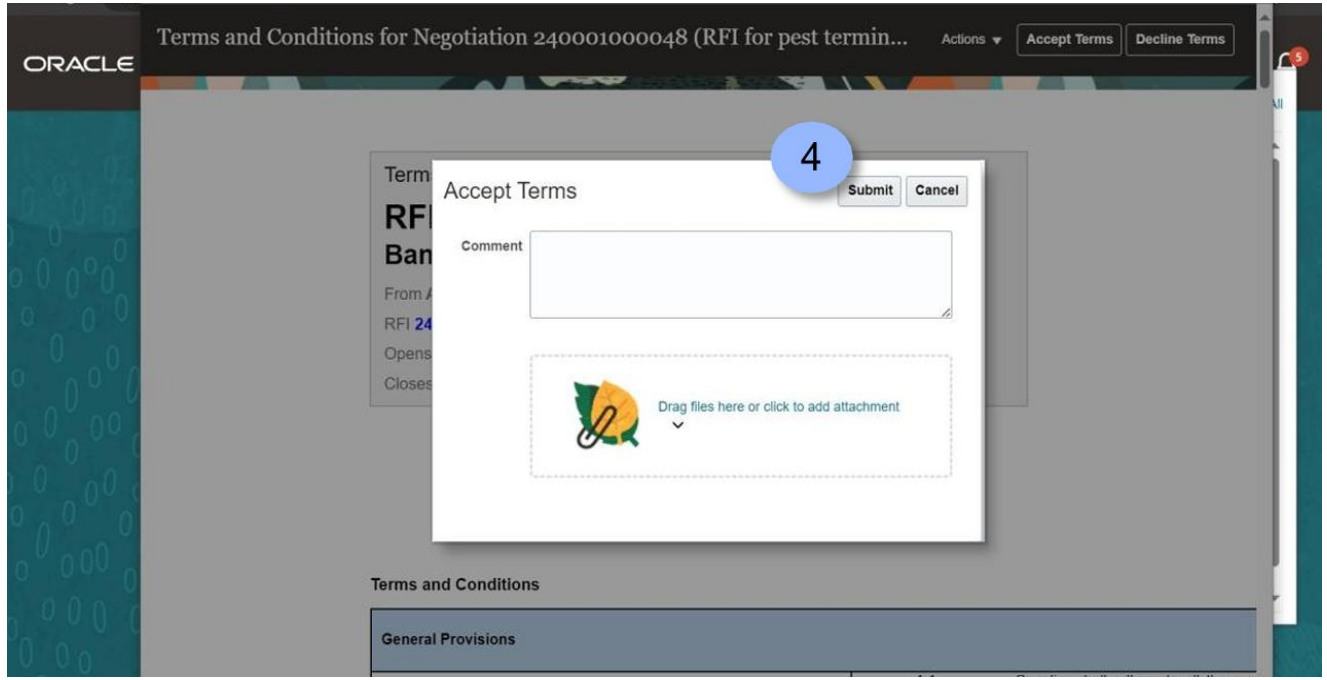
Receive RFI Events Details

Supplier

Step 3
Review the details and click on "Accept Terms“

Step 4
Optionally enter comments in the textbox provided and click "Submit”





Web Application

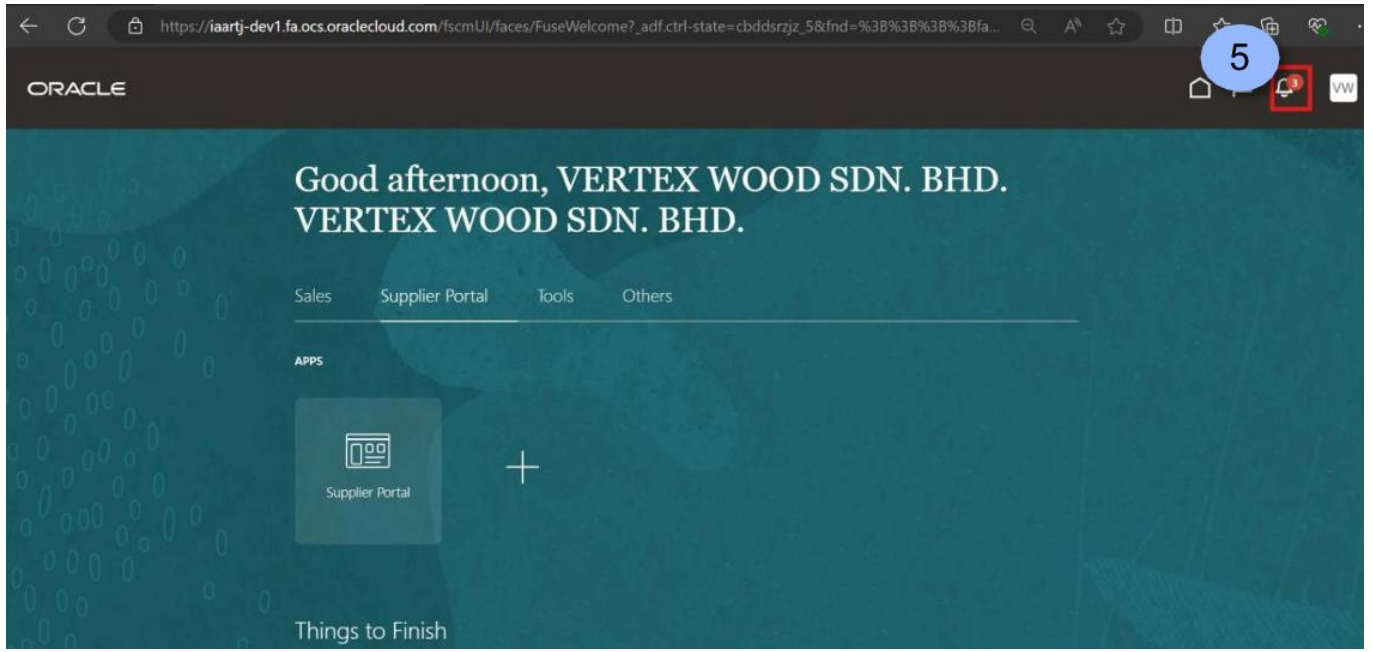
Receive RFI Events Details

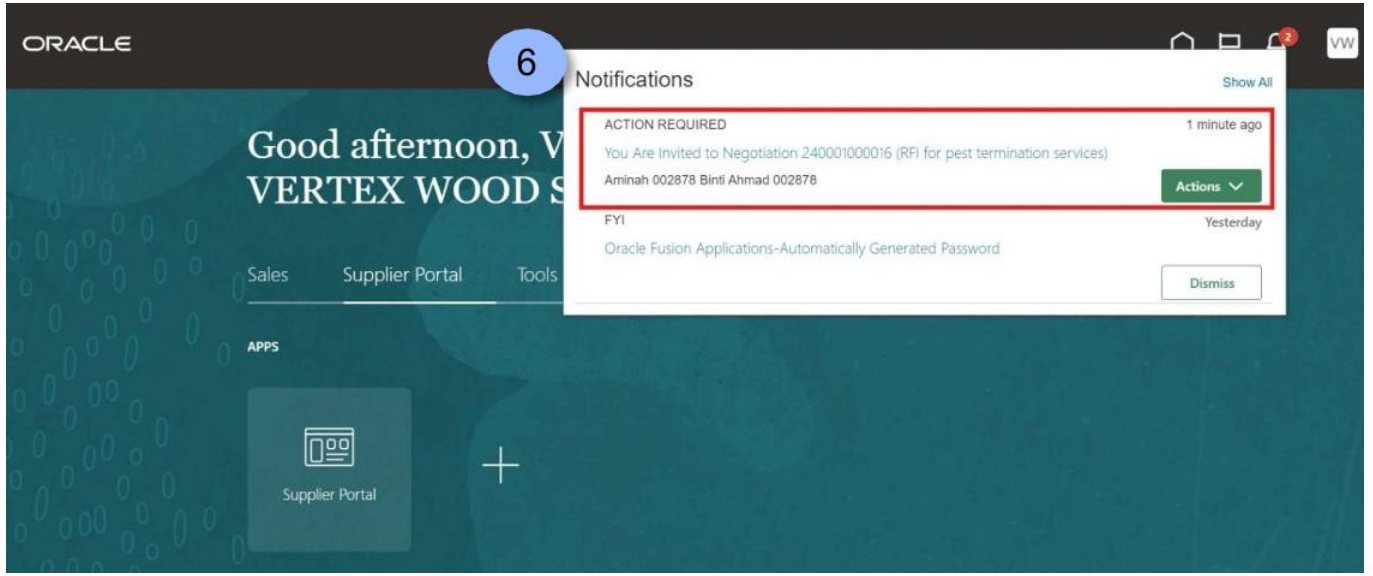
Supplier

Step 5
After a few minutes, click on bell notification again

Step 6
Click on Negotiation invitation notification

Note:
Comment box will only appear if actioning within the notification itself. It will not appear if actioning through bell notification





SULIT

Web Application

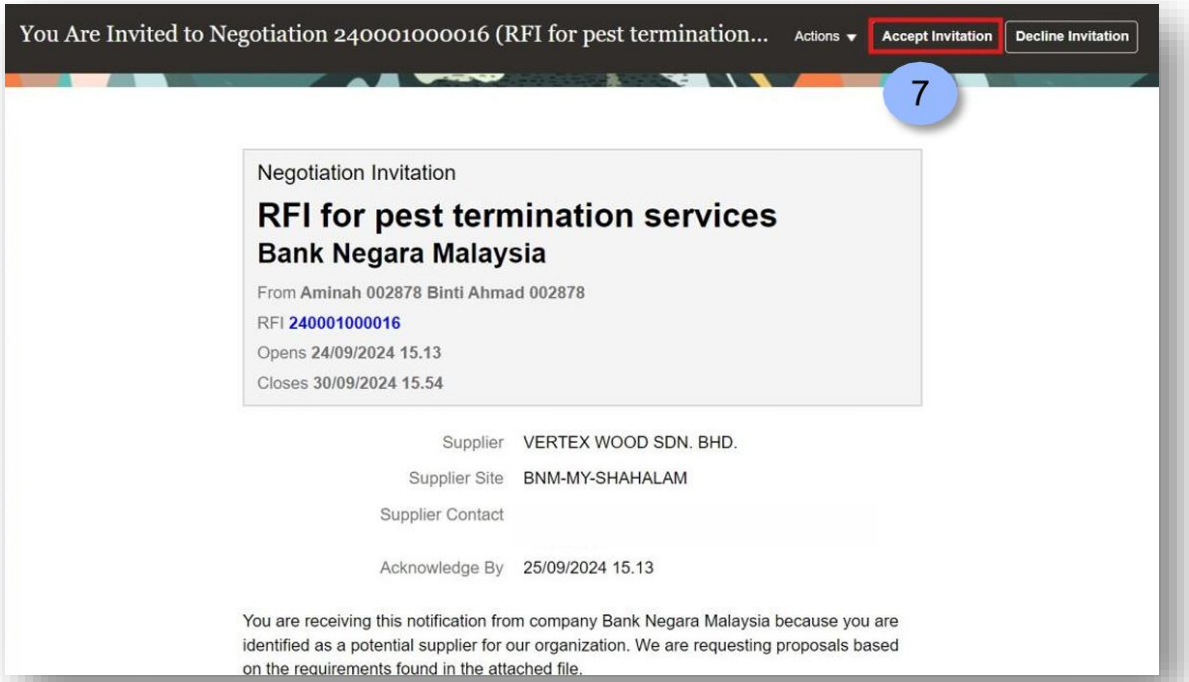
Receive RFI Events Details

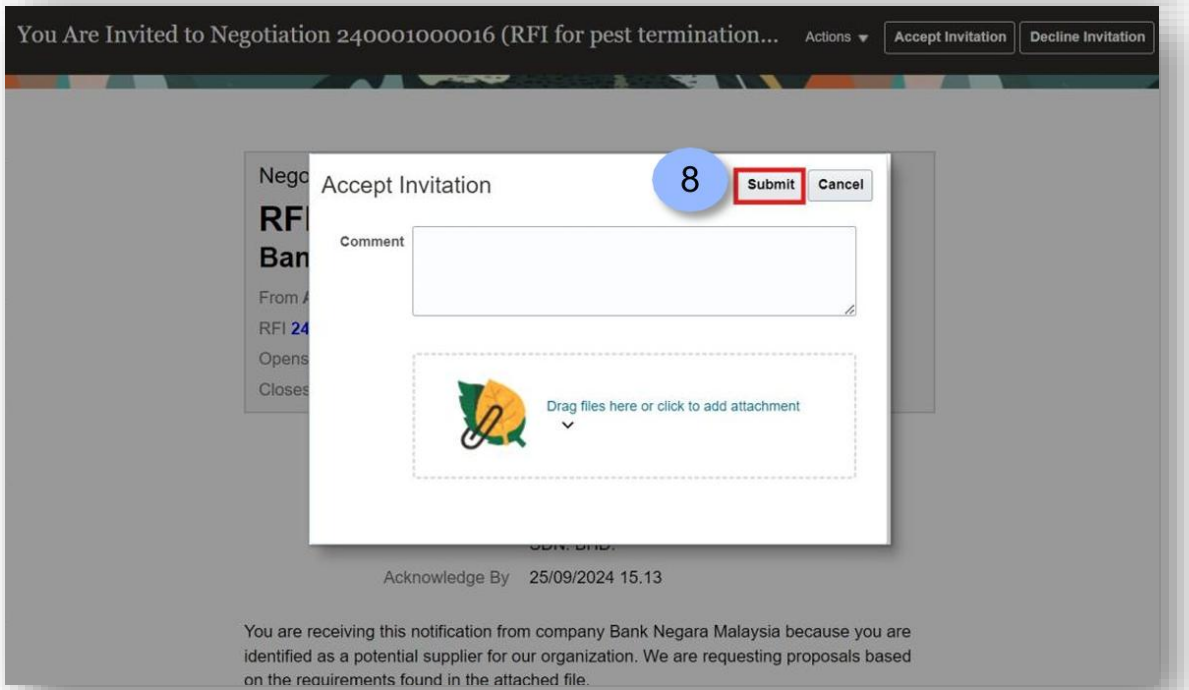
Supplier

Step 7
Review the details and click on "Accept Invitation“

Step 8
Optionally enter comments in the textbox provided and click "Submit“

Negotiation invitation has been accepted by supplier





SULIT

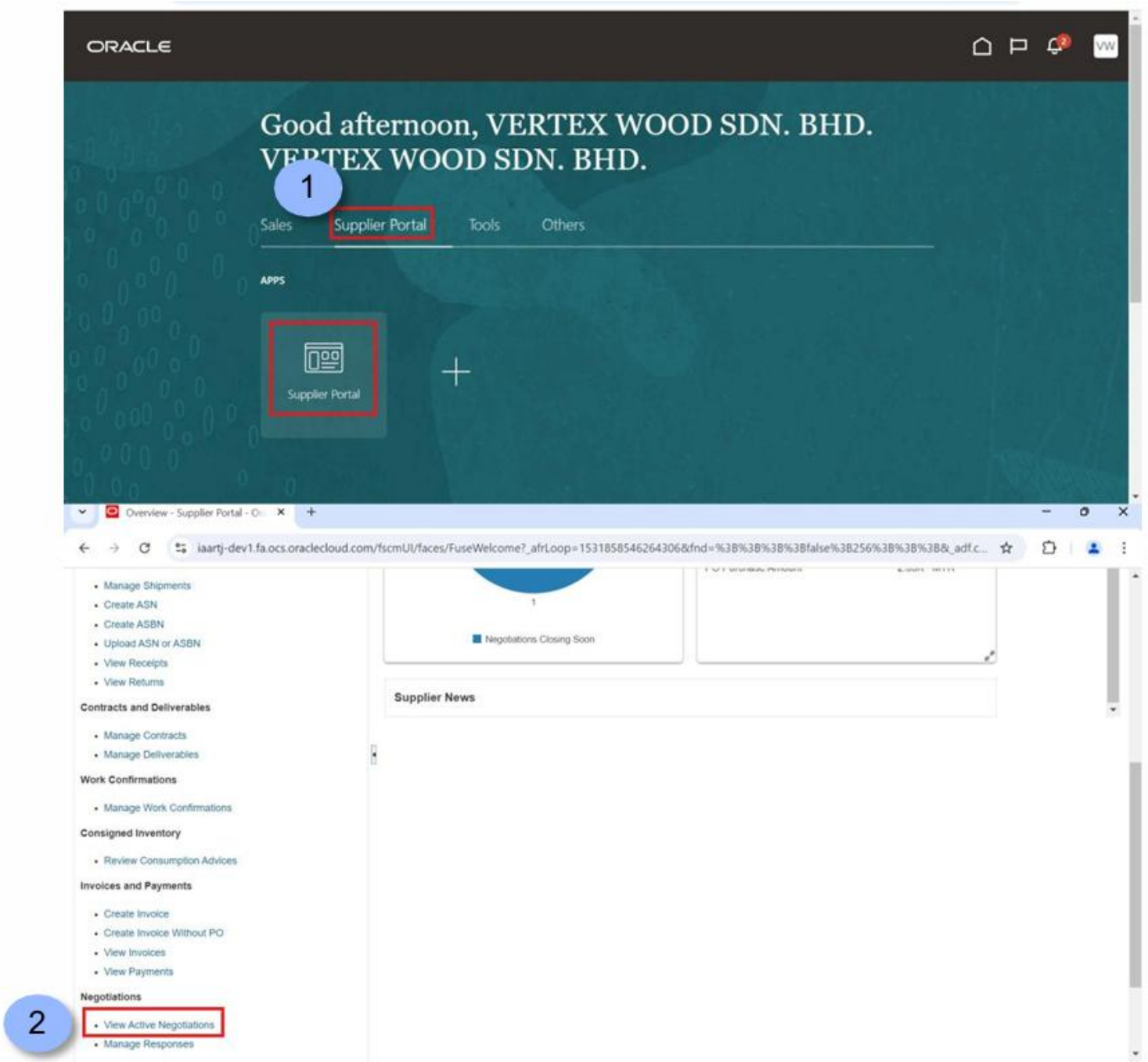
Web Application

Create and Submit Response

Supplier

Step 1
Navigate to supplier portal tab:
Supplier Portal > Supplier Portal

Step 2
On the left Tasks pane, click on "View Active Negotiations"



SULIT

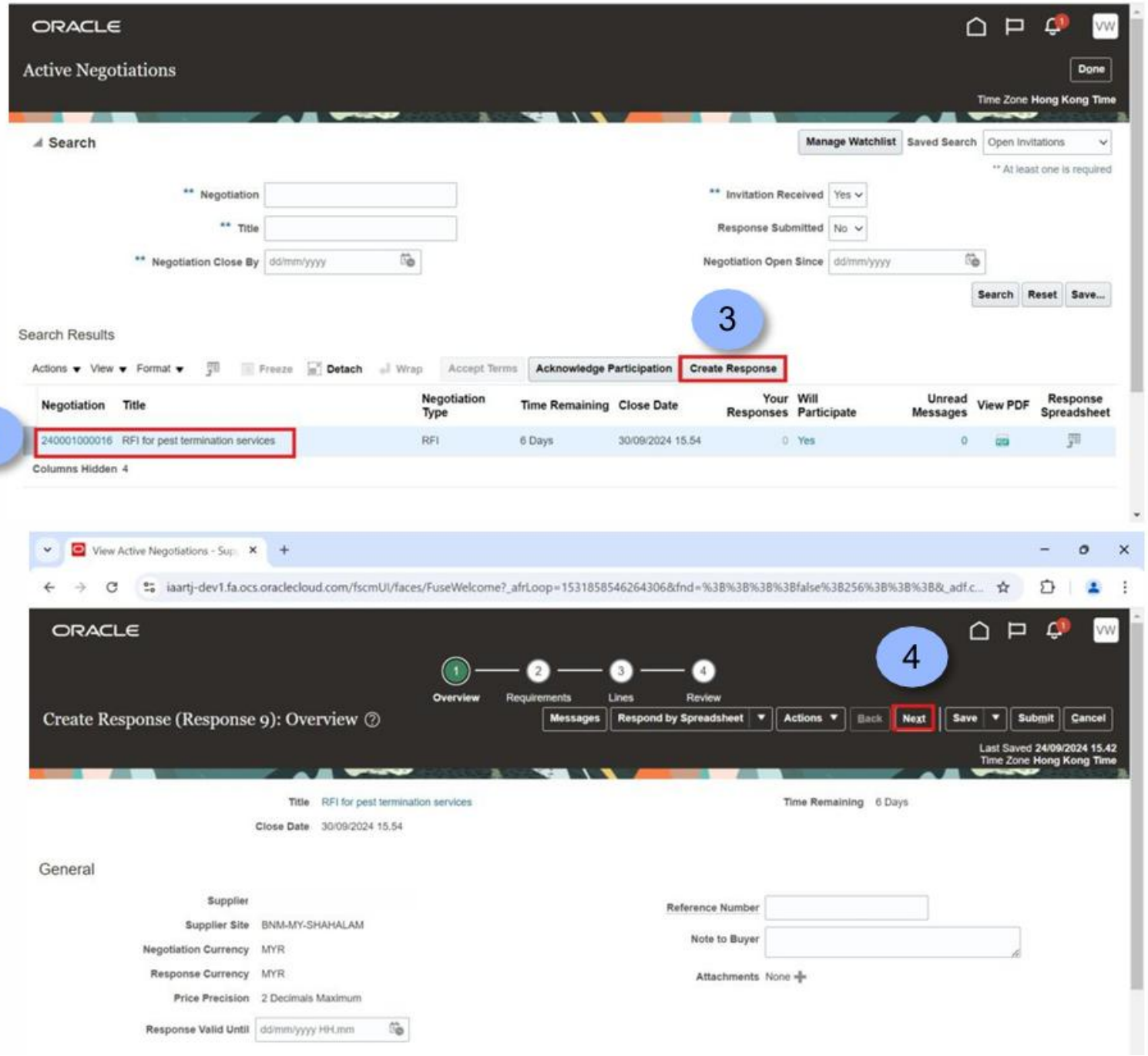
Web Application

Create and Submit Response

Supplier

Step 3
Highlight a negotiation and click "Create Response“

Step 4
In Overview step, review the details and click "Next"



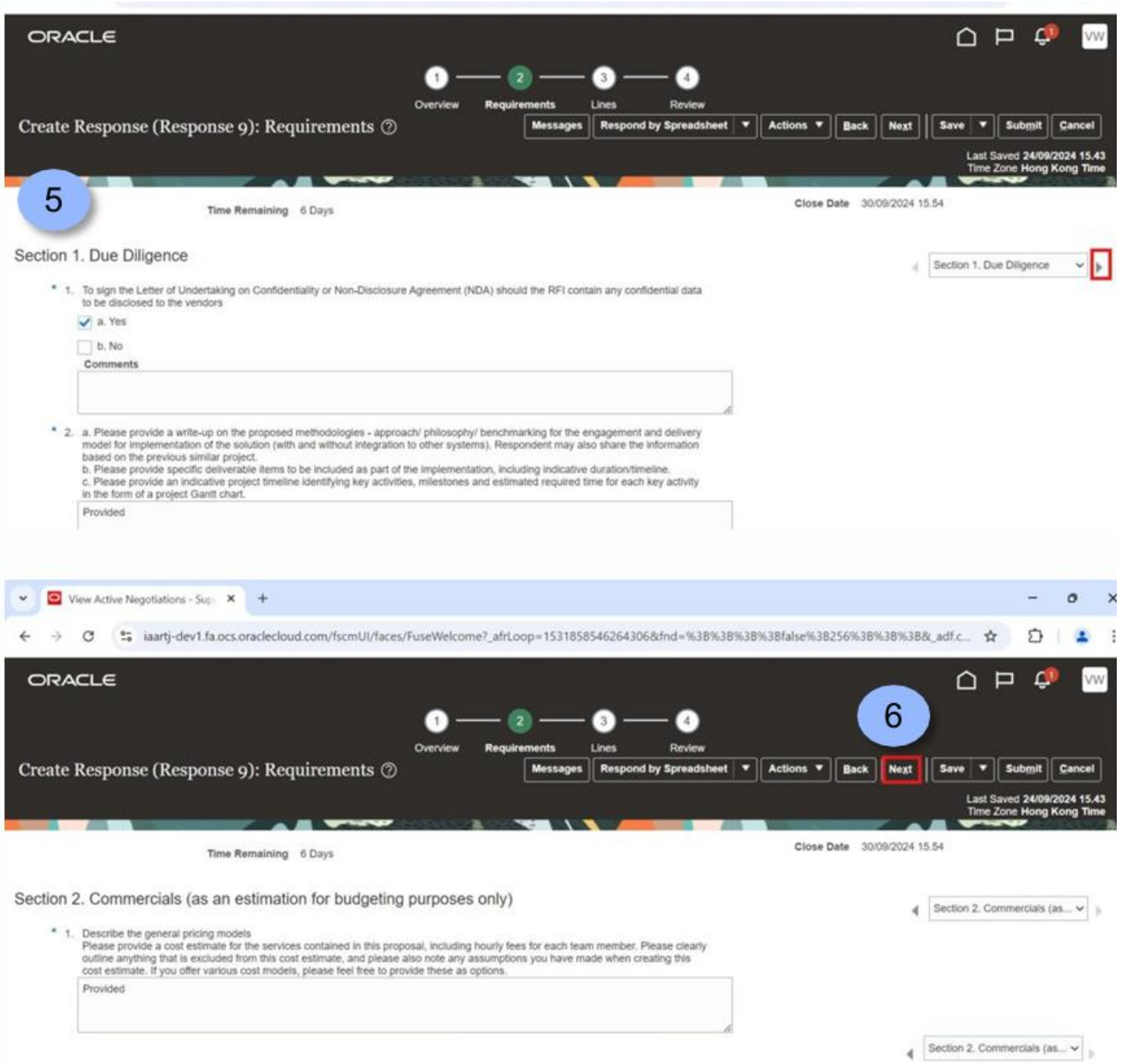
Web Application

Create and Submit Response

Supplier

Step 5
In Requirements step, answer each of the questions and provide attachments if required. Navigate to different requirements section by clicking on the arrow button.

Step 6
Once done, click "Next"



Web Application

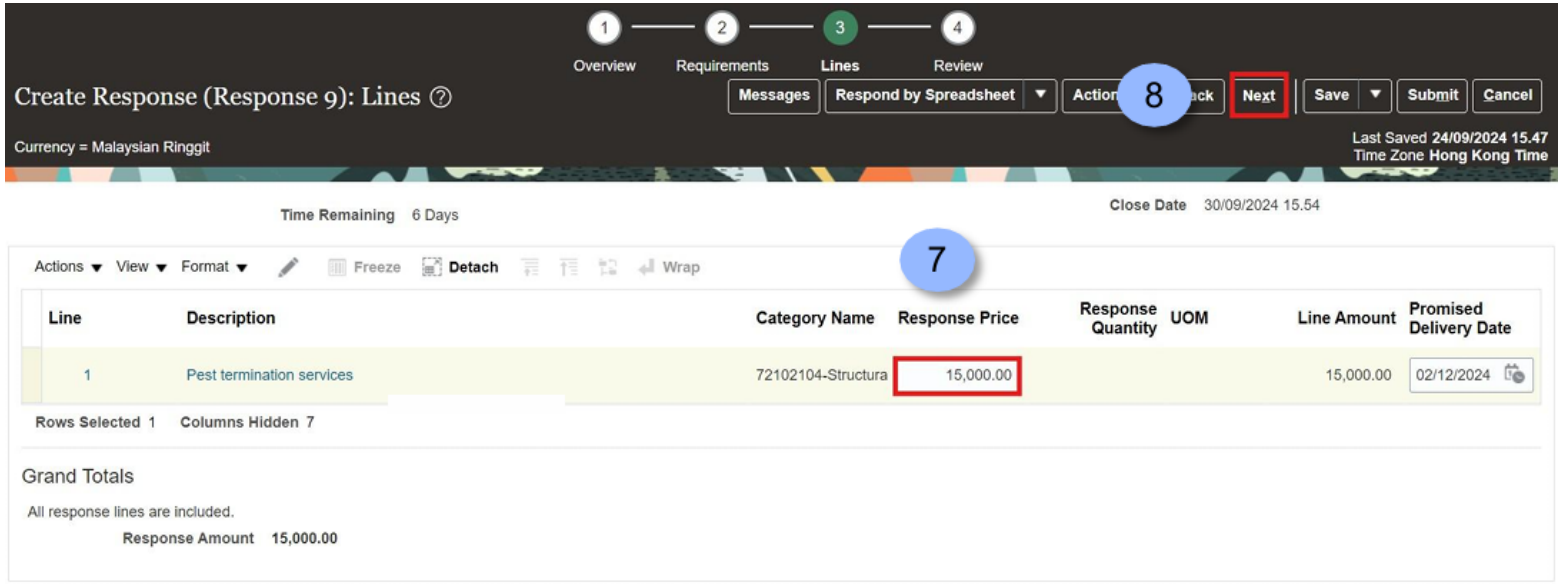
Create and Submit Response

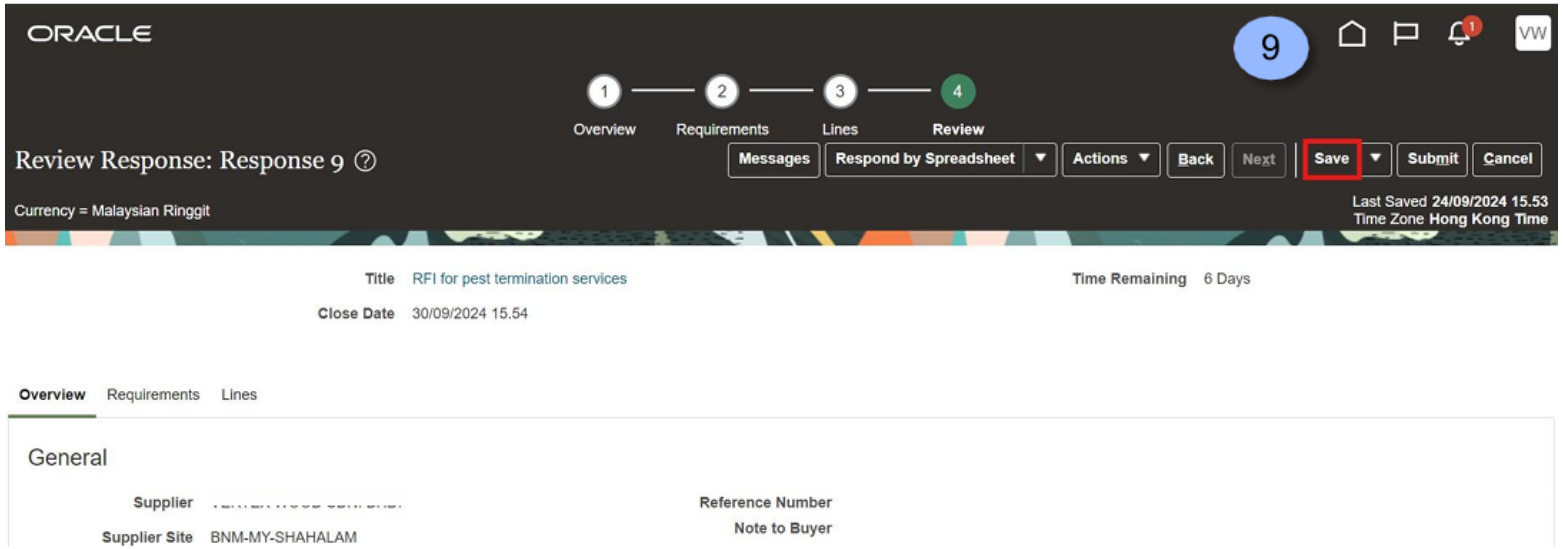
Supplier

Step 7
In Lines step, enter an amount in 'Response Price' field.

Step 8
Click "Next“

Step 9
Review the response and click "Save"





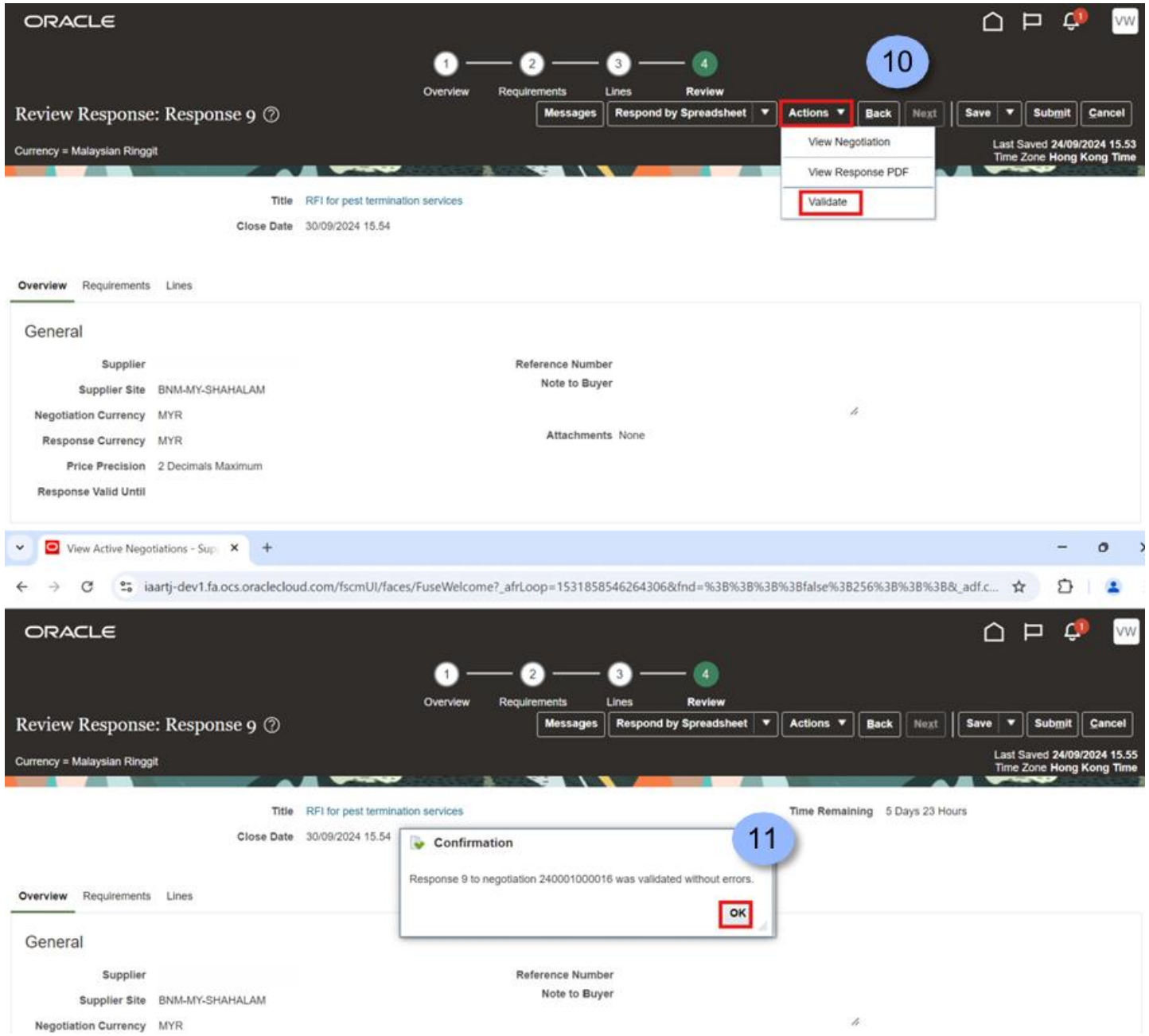
Web Application

Create and Submit Response

Supplier

Step 10
Click Actions > Validate.

Step 11
A confirmation message will appear. Click “OK”.



SULIT

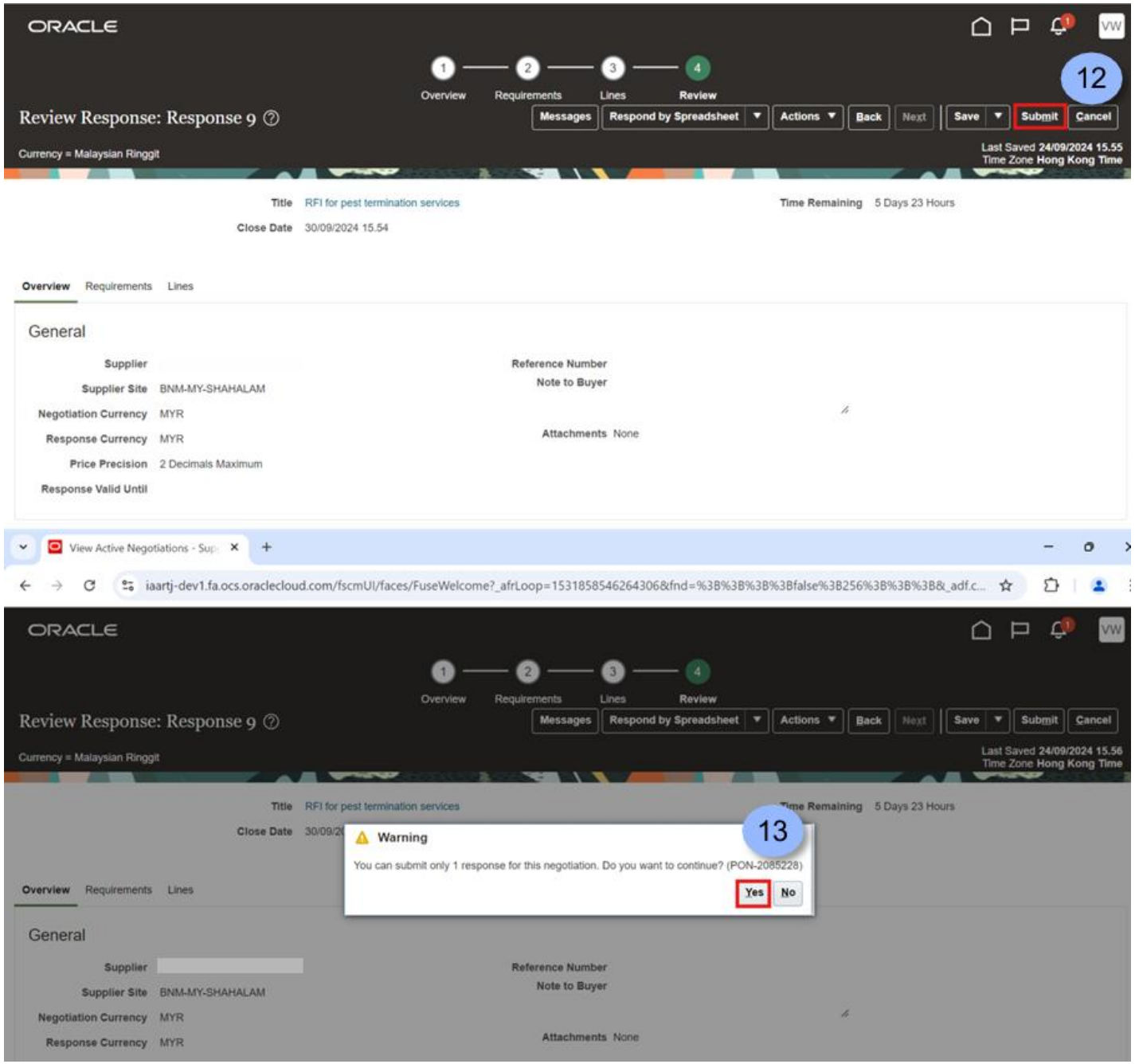
Web Application

Create and Submit Response

Supplier

Step 12
Once ready, click "Submit“.

Step 13
A warning message will appear.
Click "Yes" to continue.



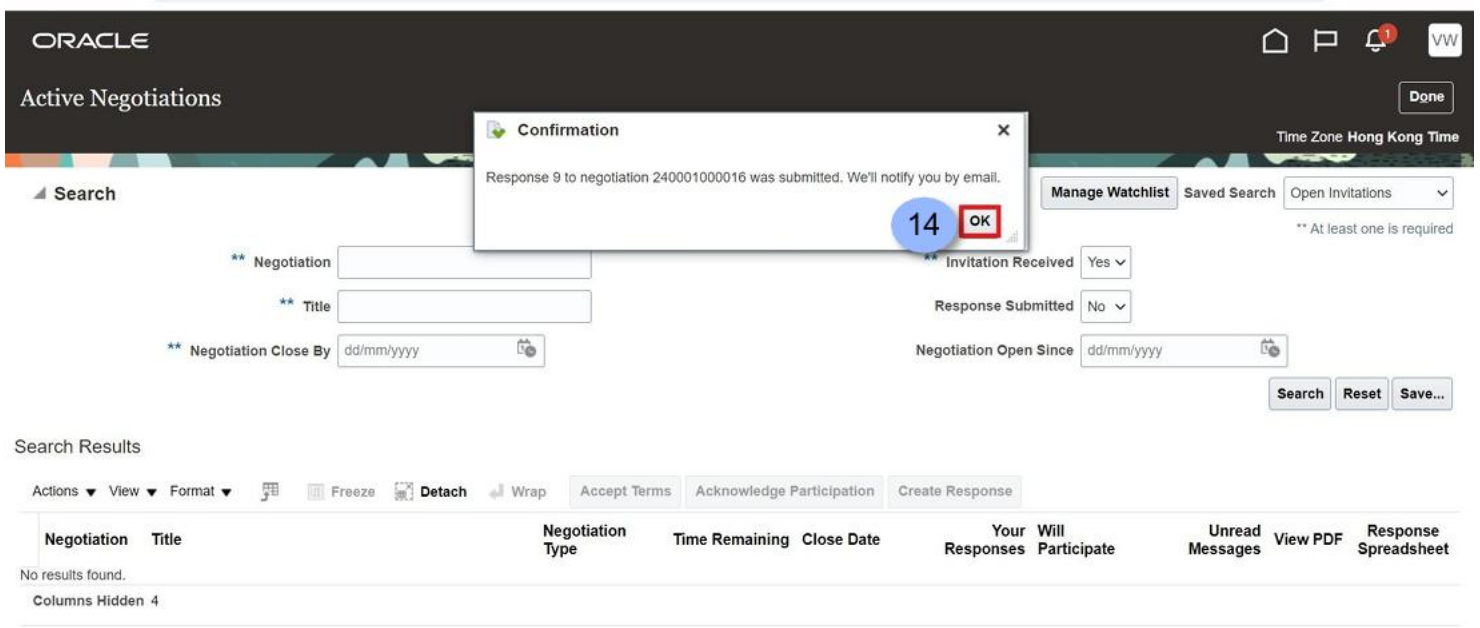
SULIT

Web Application

Create and Submit Response

Supplier

Step 14
A confirmation message will appear. Click "OK“ Supplier's response have been submitted through supplier portal



Manage Negotiation (RFQ/RFP)



Web Application

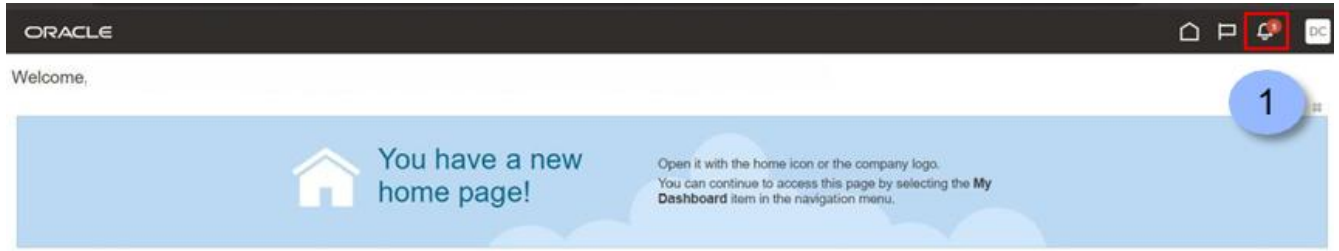
Receive Sourcing Events Detail

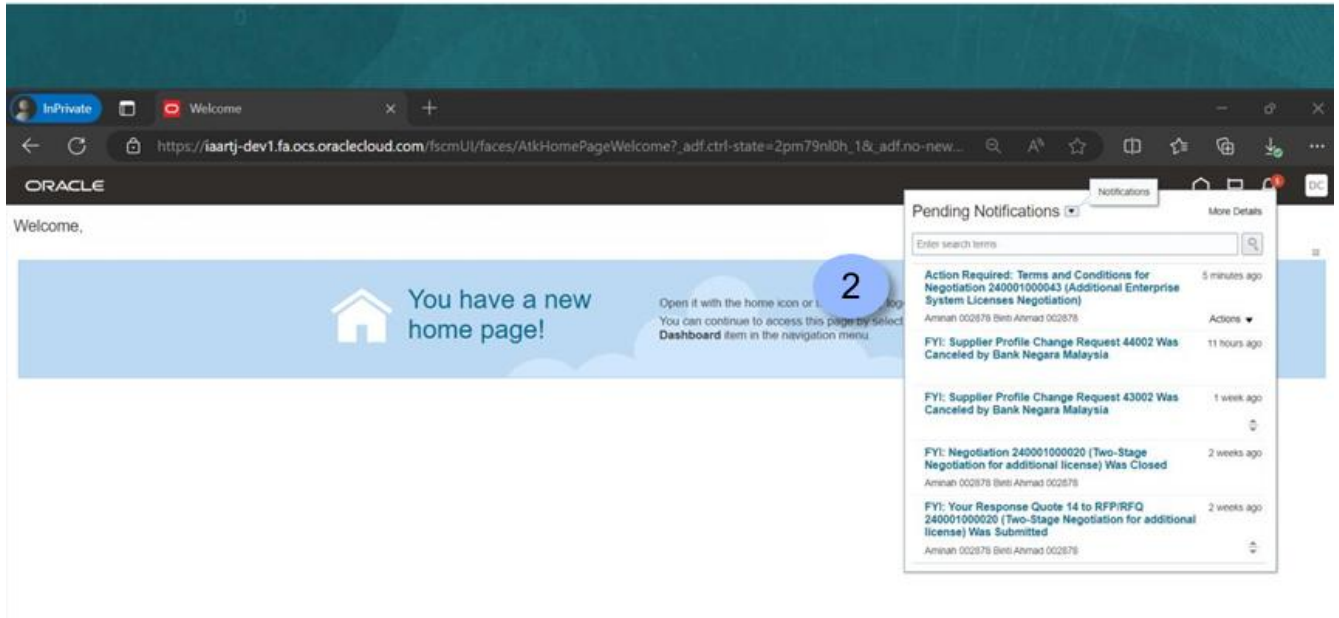
Supplier

Step 1
Login with Supplier User Credentials.
Click on bell notification.

Step 2
Click on Negotiation Terms and Conditions notification.

Note:
Comment box will only appear if actioning within the notification itself. It will not appear if actioning through bell notification





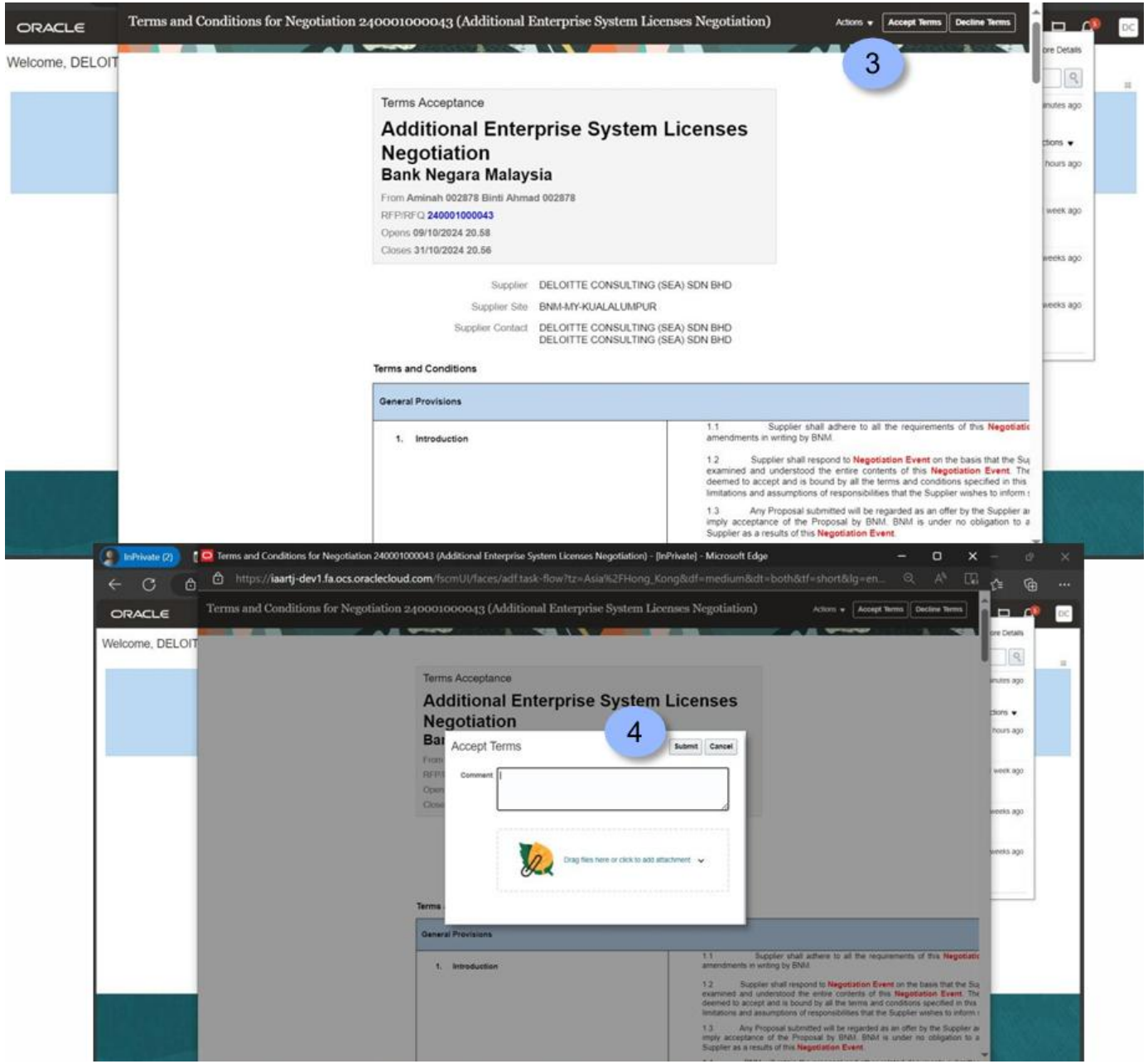
Web Application

Receive Sourcing Events Detail

Supplier

Step 3 Review the details and click on "Accept Terms“.

Step 4 Optionally enter comments in the textbox provided and click "Submit“



SULIT

Web Application

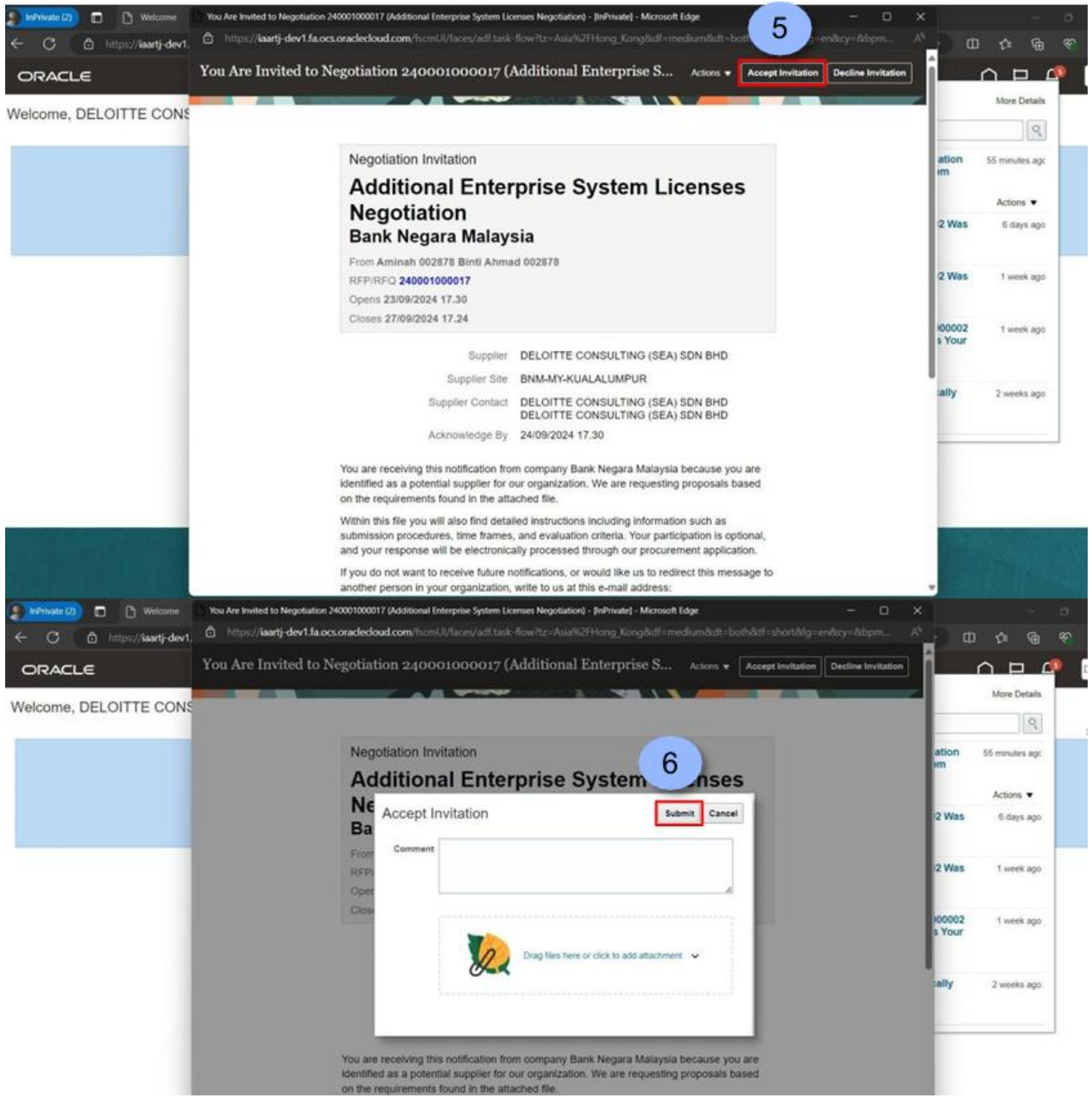
Receive Sourcing Events Detail

Supplier

Step 5 After a few minutes, click on bell notification again. Click on Negotiation invitation notification. Review the details and click on "Accept Invitation“.

Step 6 Optionally enter comments in the textbox provided and click "Submit“.

Negotiation invitation has been accepted



SULIT

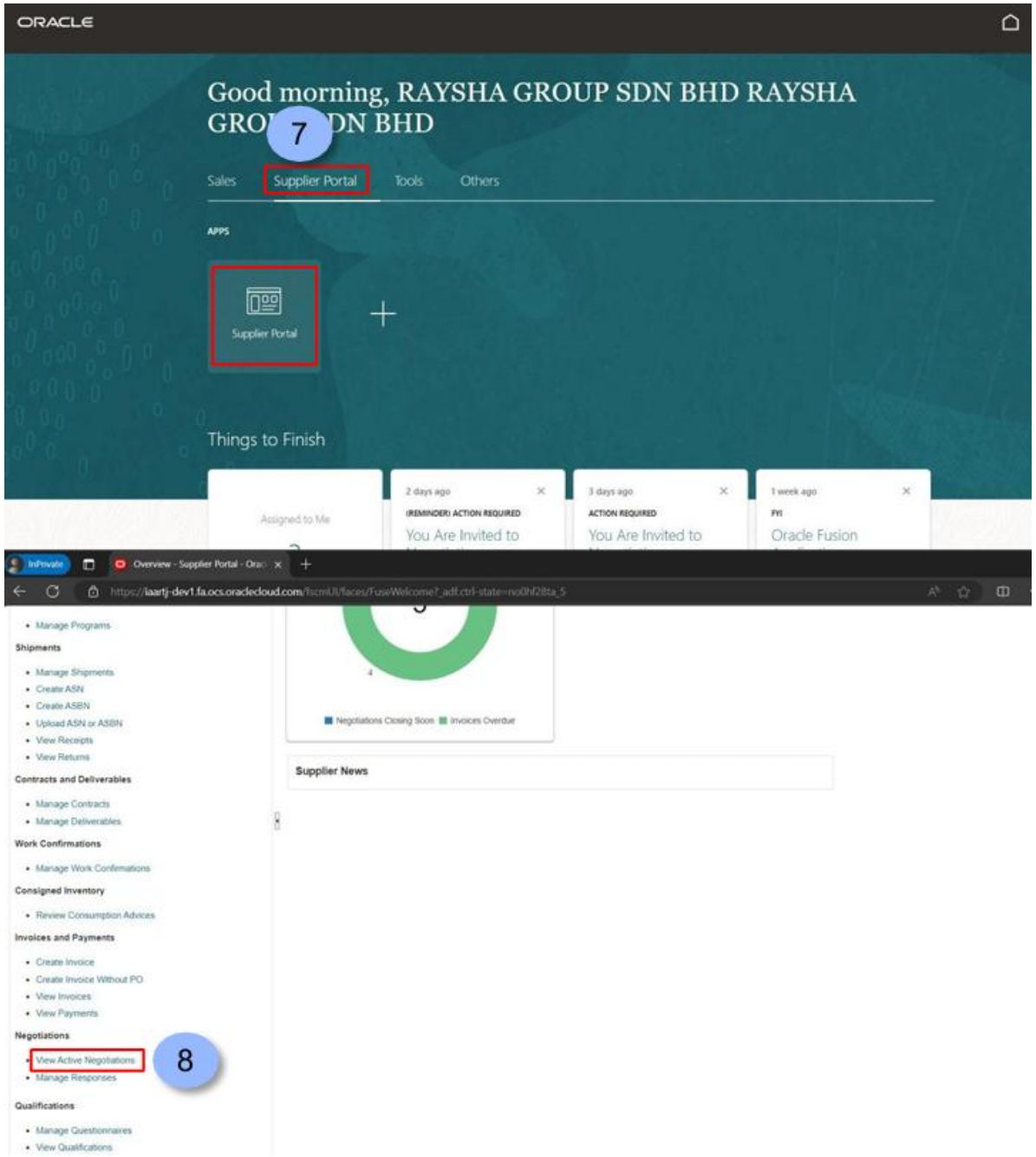
Web Application

Receive Sourcing Events Detail

Supplier

Step 7
Navigate to supplier portal tab: Supplier Portal > Supplier Portal.

Step 8
On the left Tasks pane, click on "View Active Negotiations"



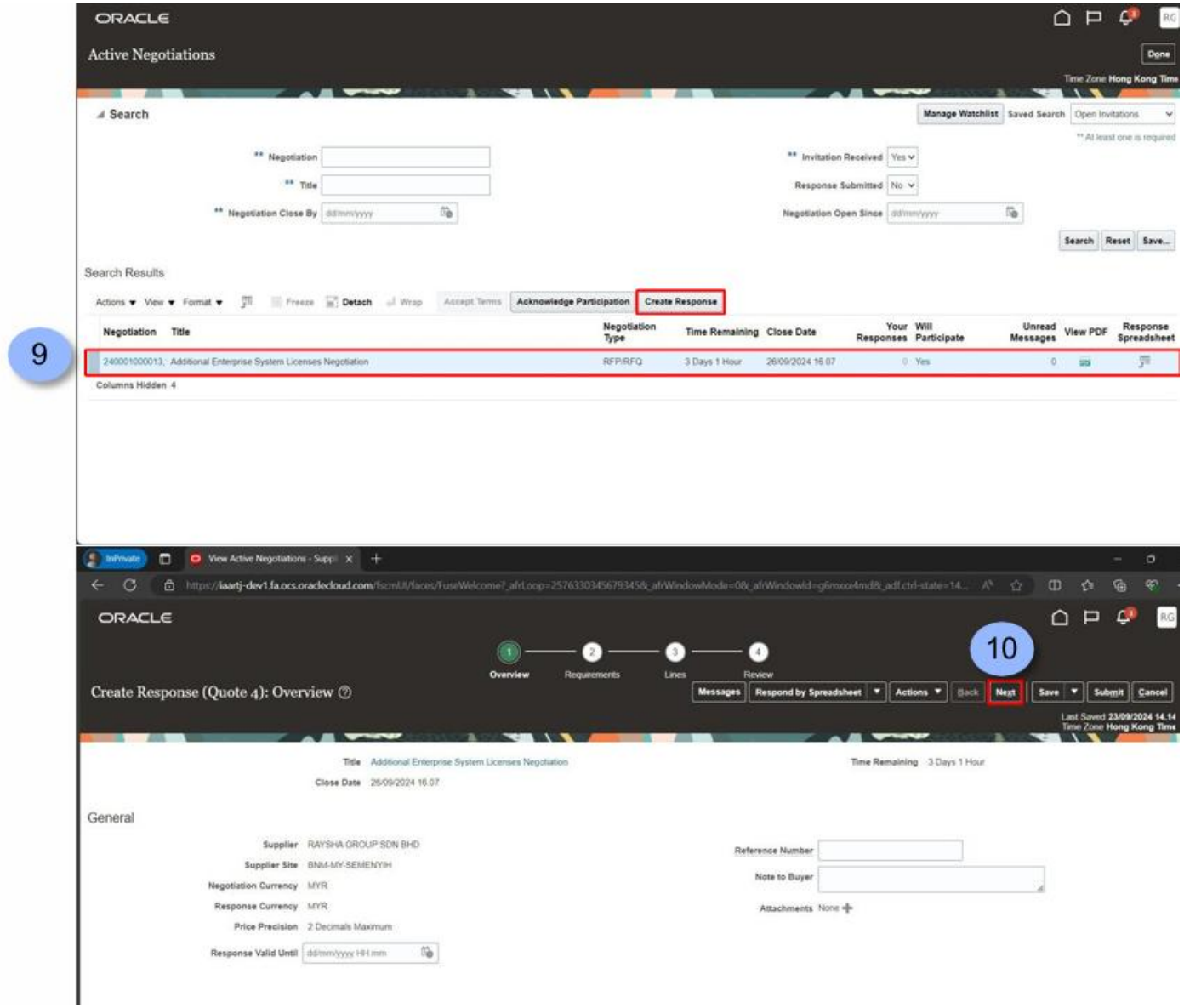
Web Application

Receive Sourcing Events Detail

Supplier

Step 9
Highlight a negotiation and click "Create Response“.

Step 10
In Overview step, review the details and click "Next“.



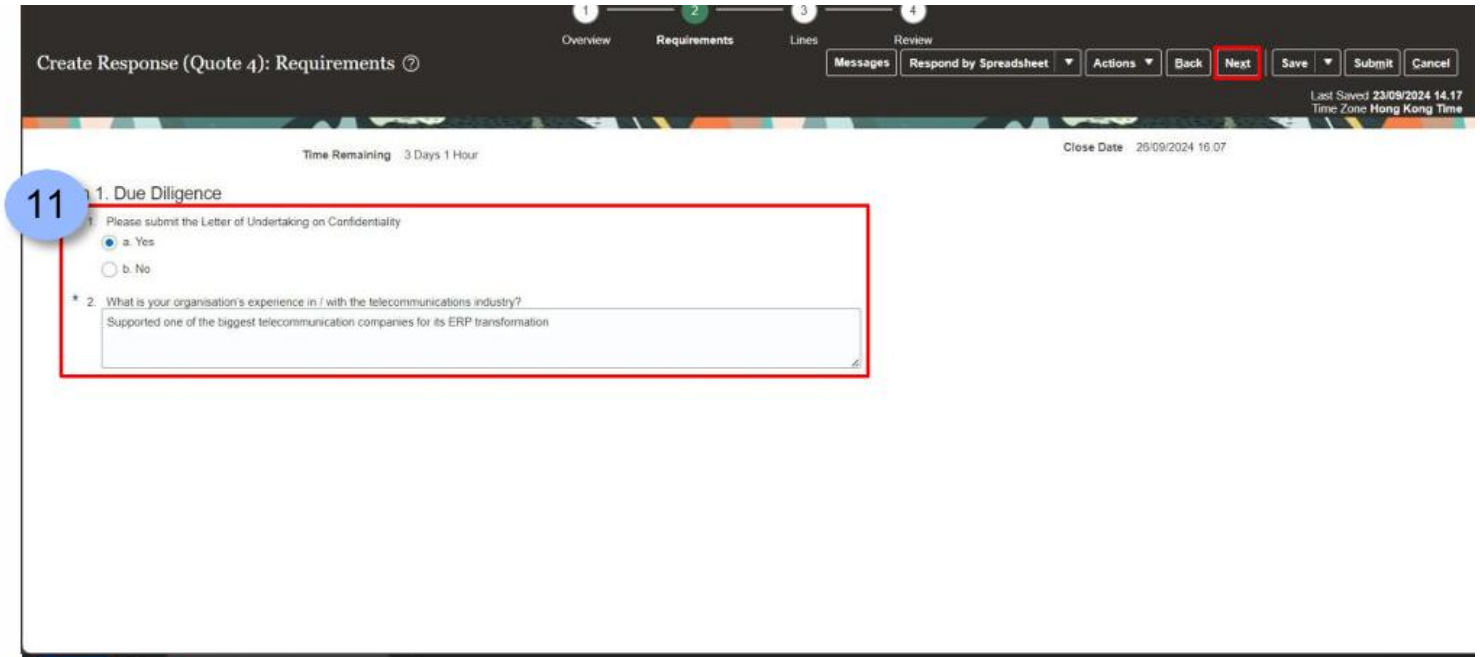
Web Application

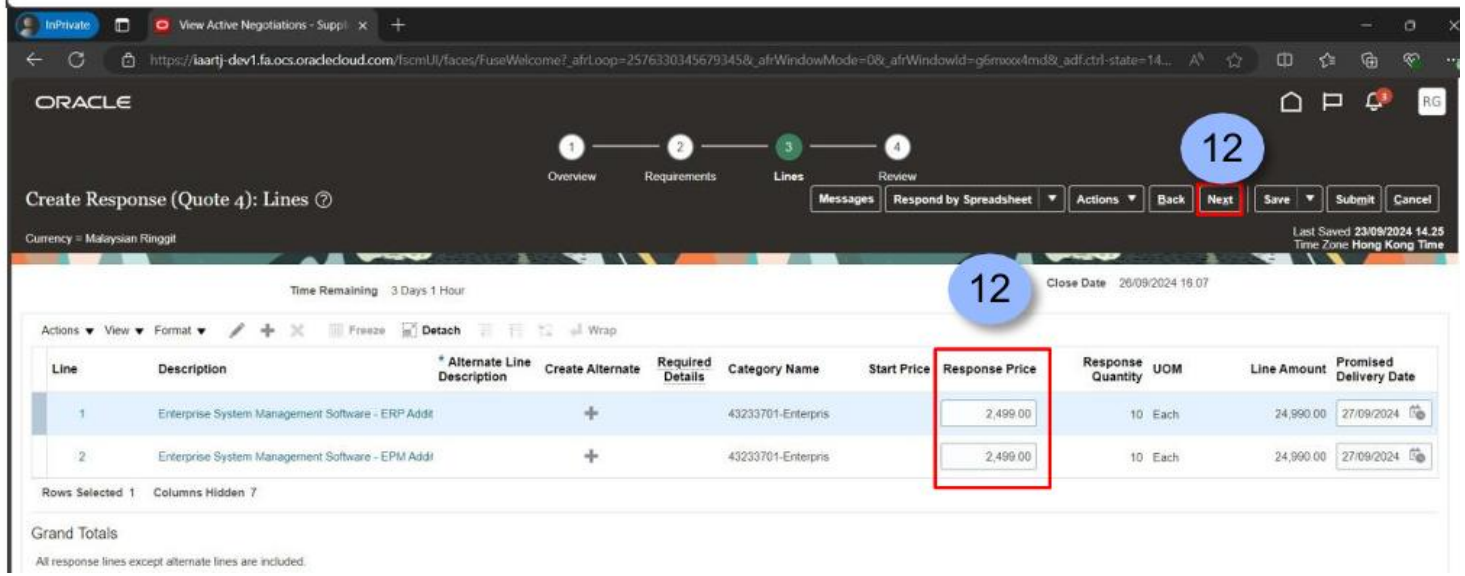
Receive Sourcing Events Detail

Supplier

Step 11
In Requirements step, answer each of the questions and provide attachments if required. Navigate to different requirements section by clicking on the arrow button. Once done, click "Next".

Step 12
In Lines step, enter an amount in 'Response Price' field. Optionally enter a date in 'Promised Delivery Date' field. Click "Next".





SULIT

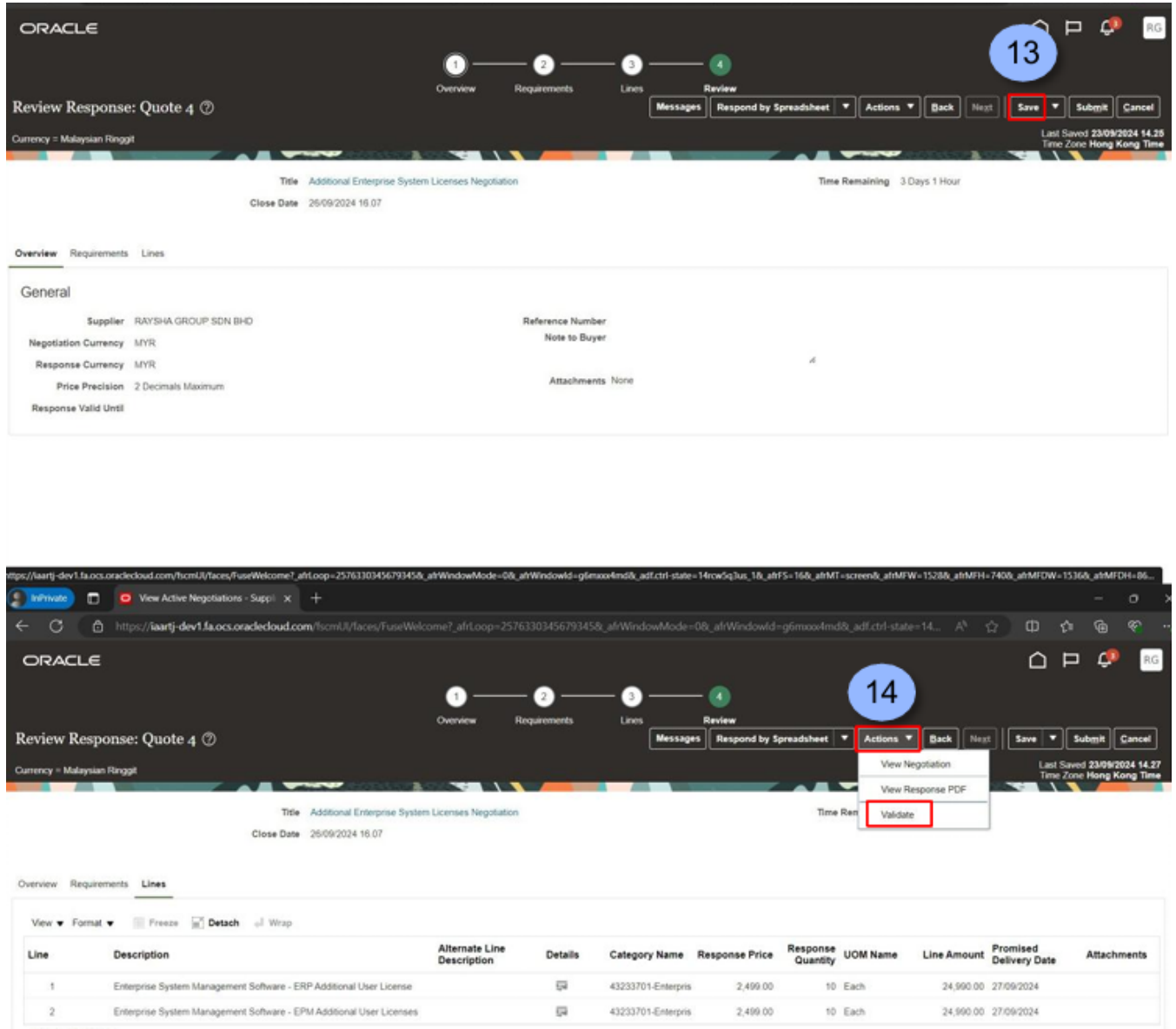
Web Application

Receive Sourcing Events Detail

Supplier

Step 13
Review the response and click "Save“.

Step 14
Click Actions > Validate



SULIT

Web Application

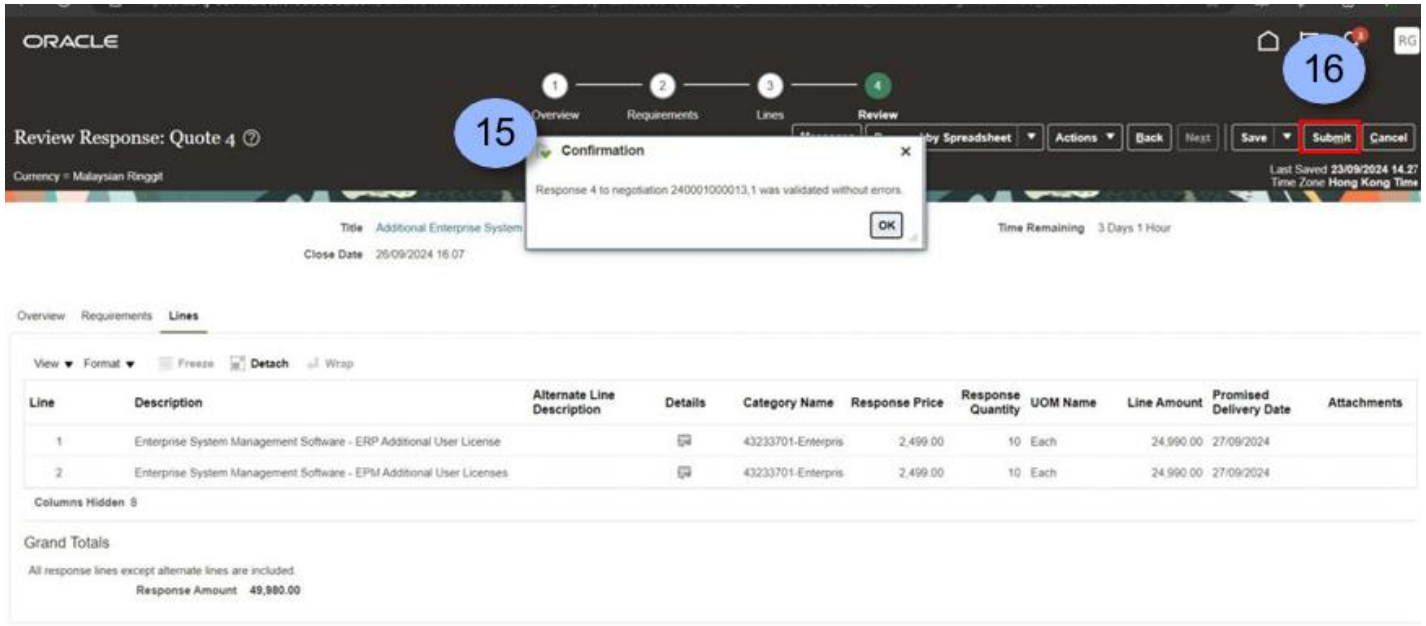
Receive Sourcing Events Detail

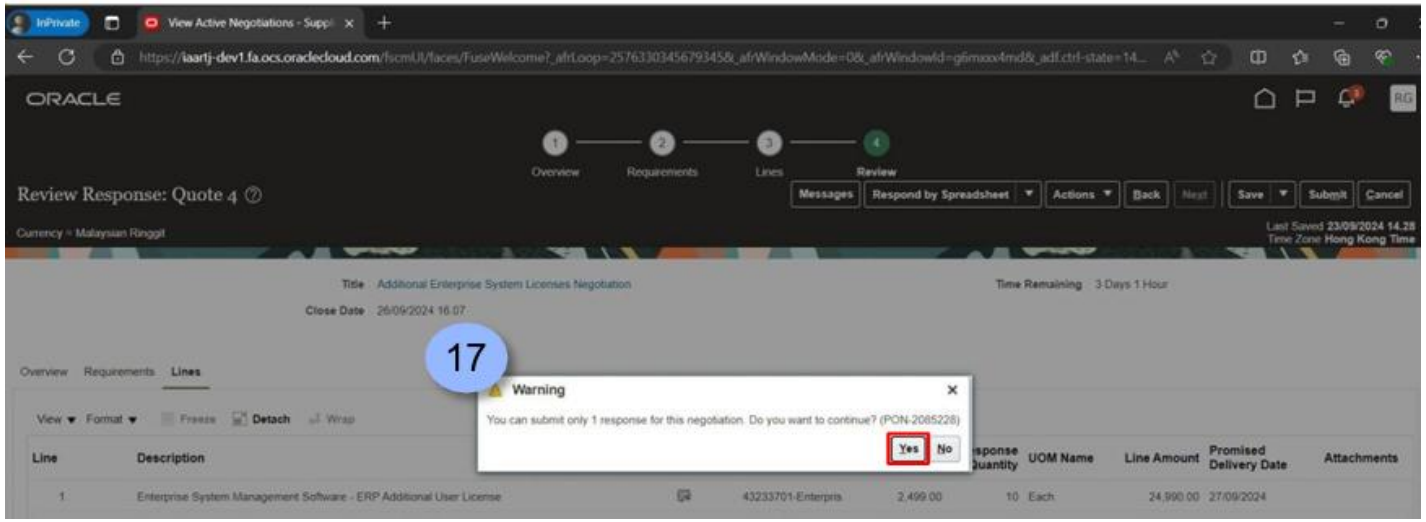
Supplier

Step 15
A confirmation message will appear. Click “OK”

Step 16
Once ready, click "Submit“.

Step 17
A warning message will appear. Click "Yes" to continue





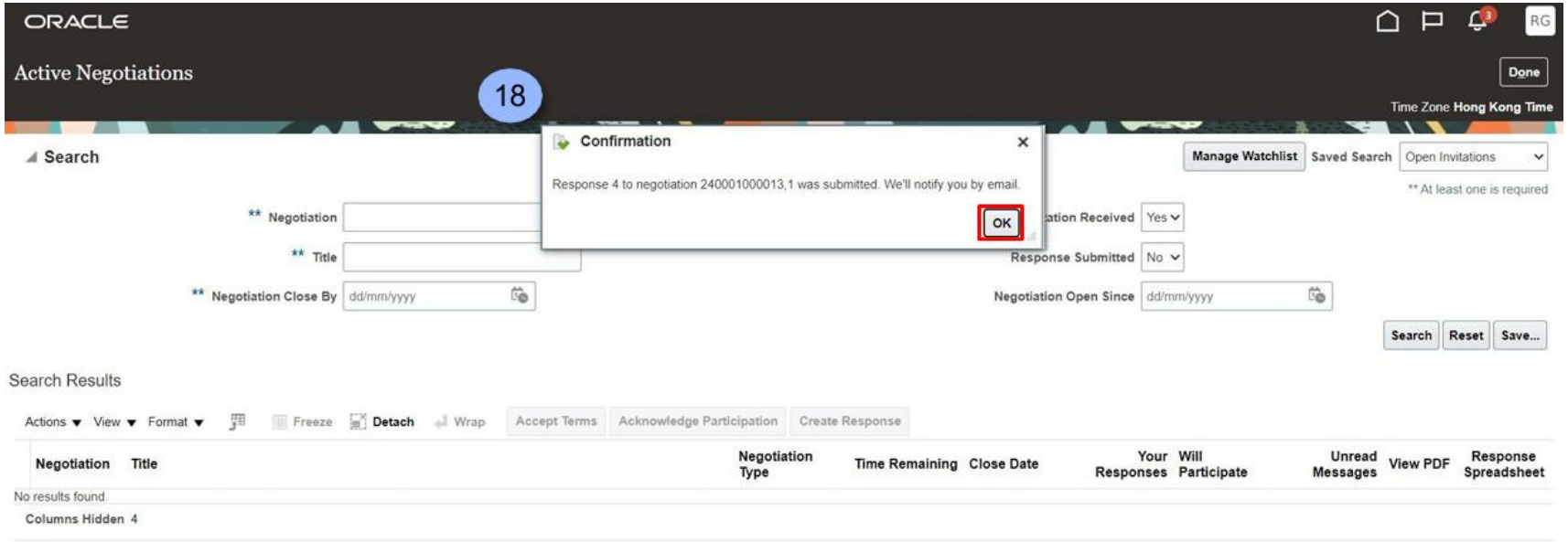
SULIT

Web Application

Receive Sourcing Events Detail

Supplier

Step 18
A confirmation message will appear. Click "OK". Response has been submitted



SULIT

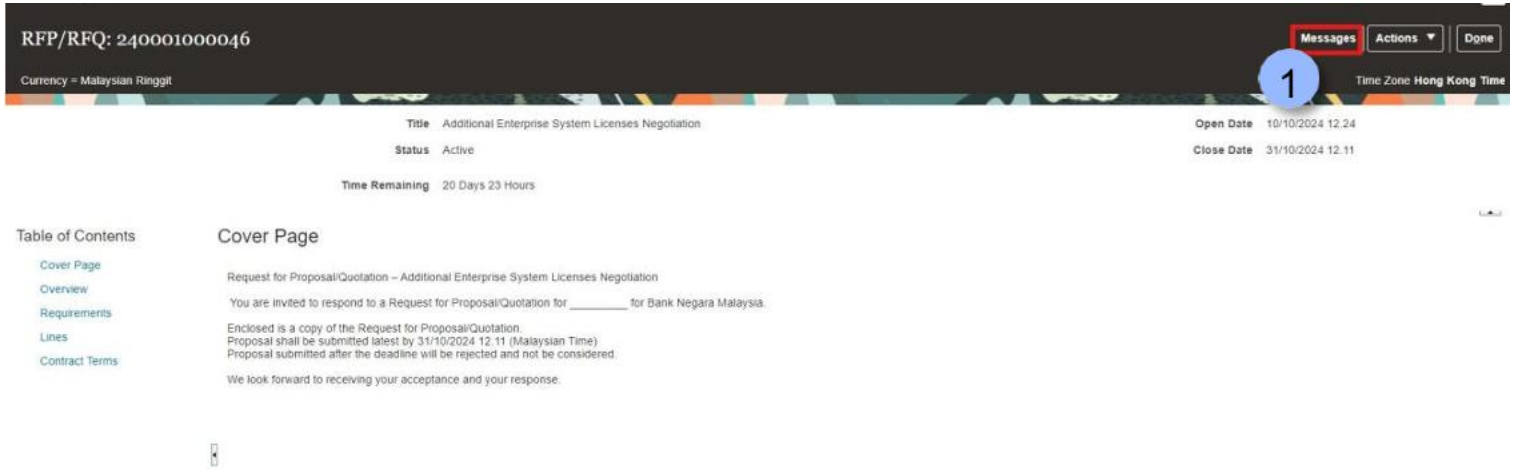
Web Application

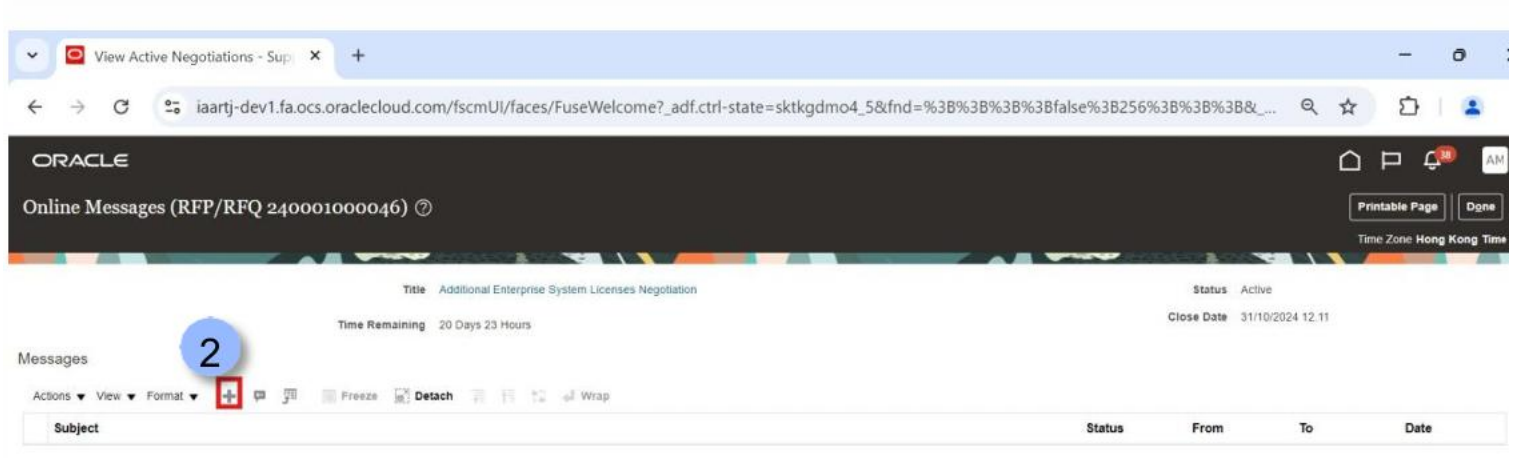
Send Online Messages

Supplier

Step 1
Click on the “Messages” button to send online message.

Step 2
Click on the + icon to create a new message





SULIT

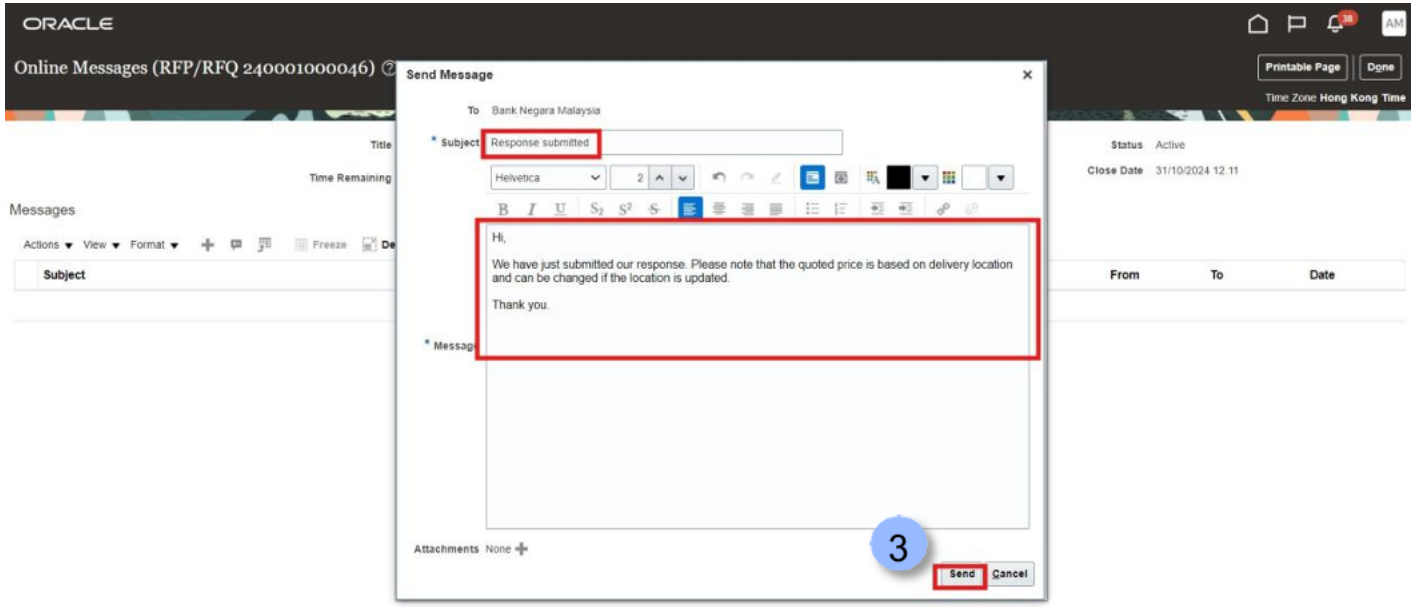
Web Application

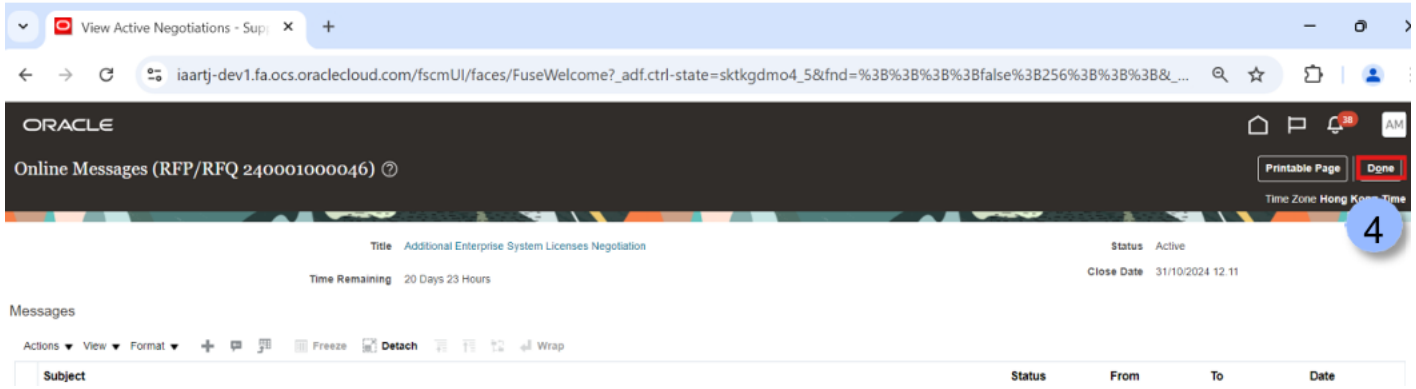
Send Online Messages

Supplier

Step 3
Fill in the Subject, Message and click “Send”

Step 4
Online Message has been sent to the other party. Click Done.





SULIT

Self Service Procurement (SSP)

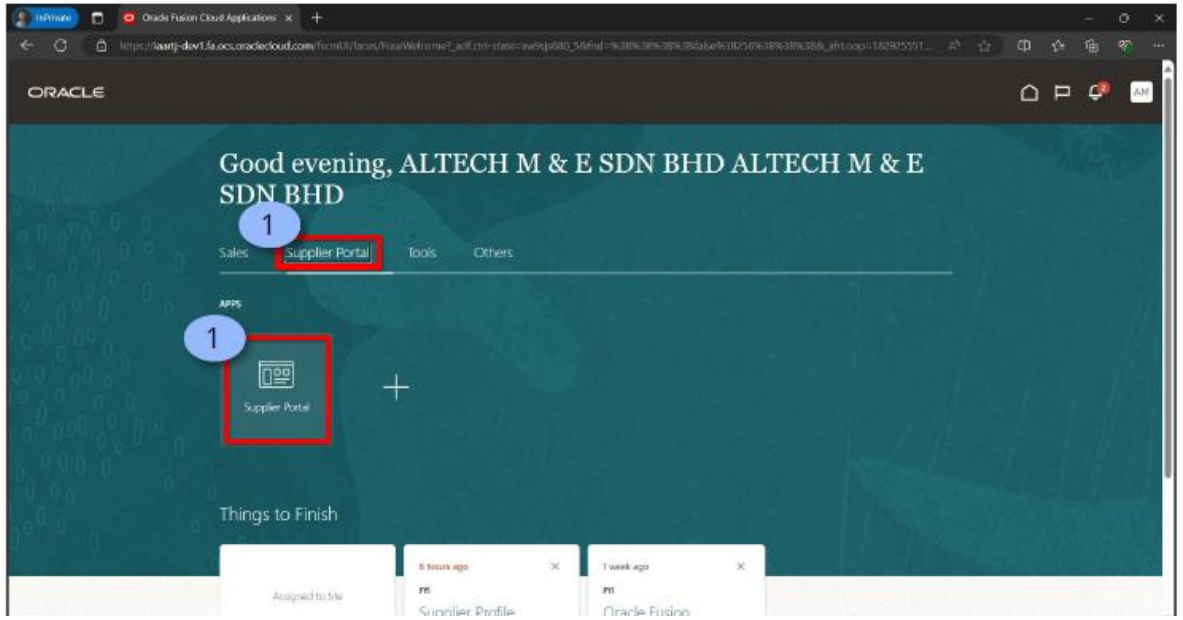
Purchase Order (PO)



Guide for Acknowledge Purchase Order by Supplier

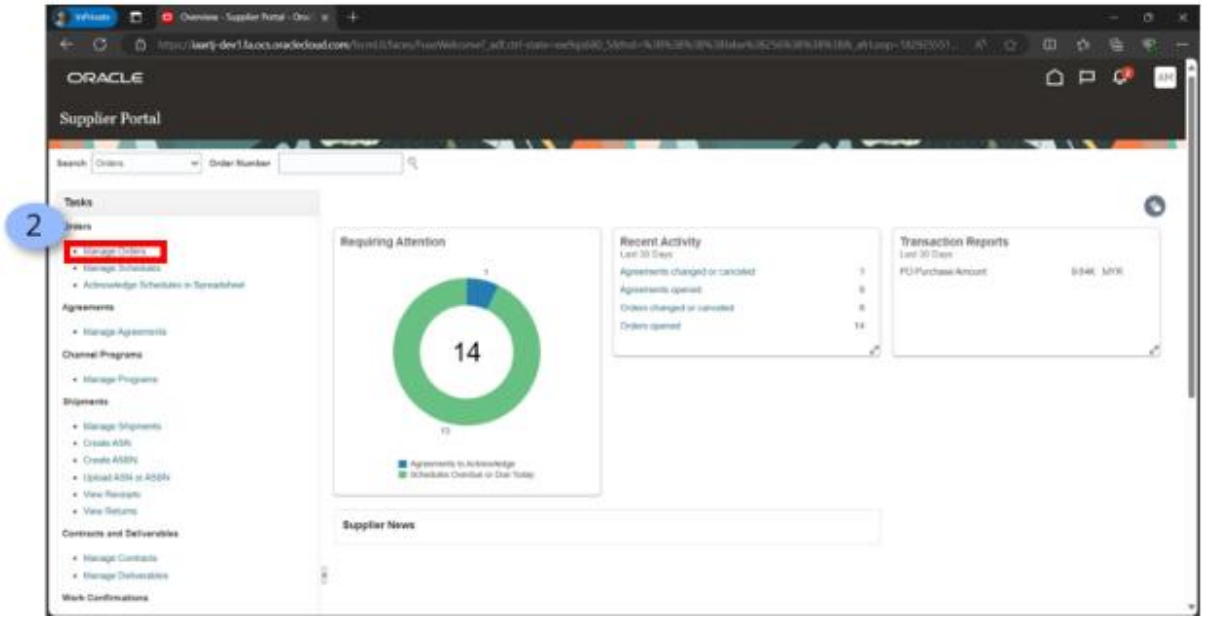
Step 1:

Navigate to Supplier Portal > Supplier Portal



Step 2:

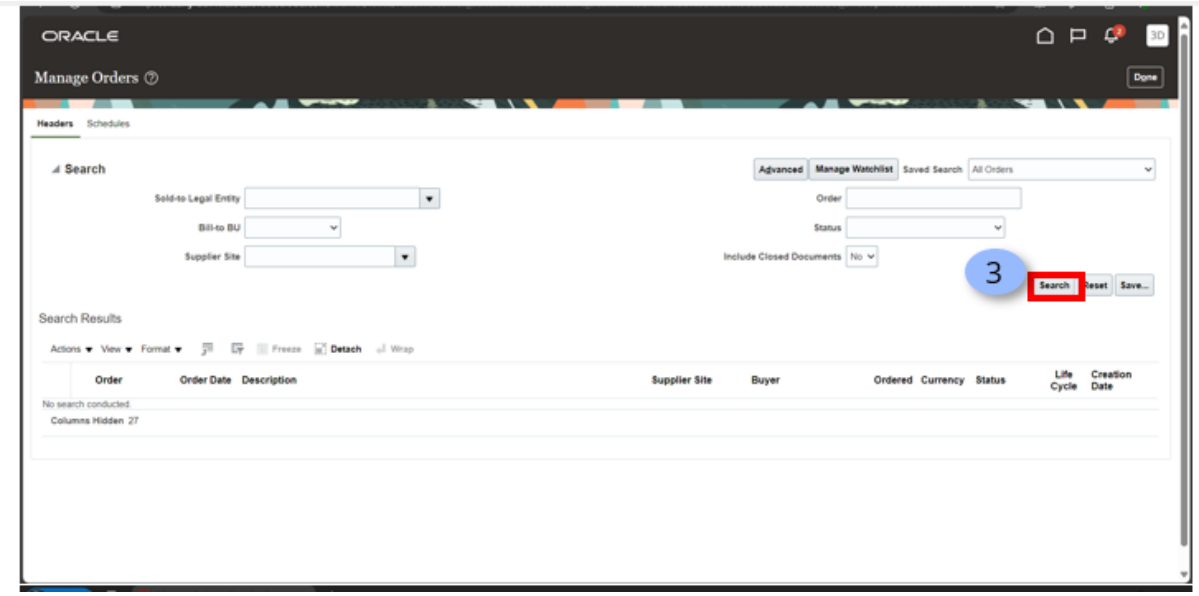
On the left Tasks bar, under Orders, click "Manage Orders"



Guide for Acknowledge Purchase Order by Supplier

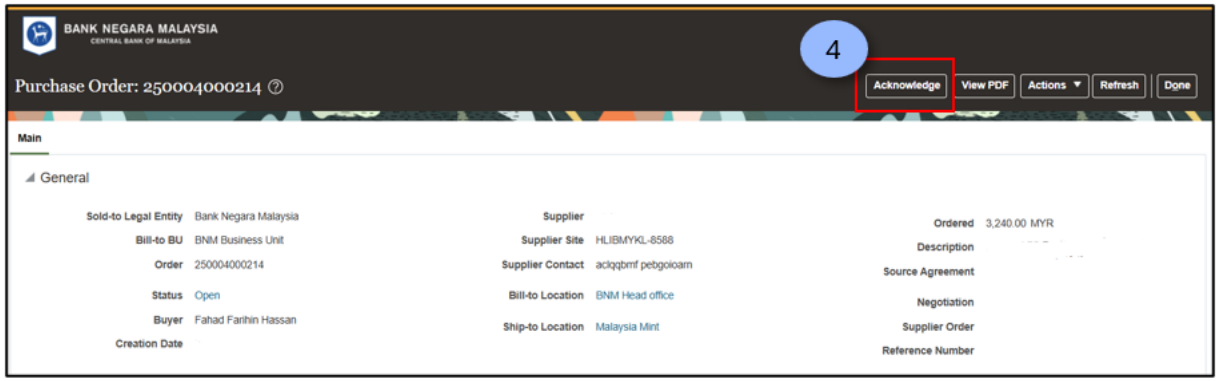
Step 3:

Click "Search" directly to view all PO's



Step 4:

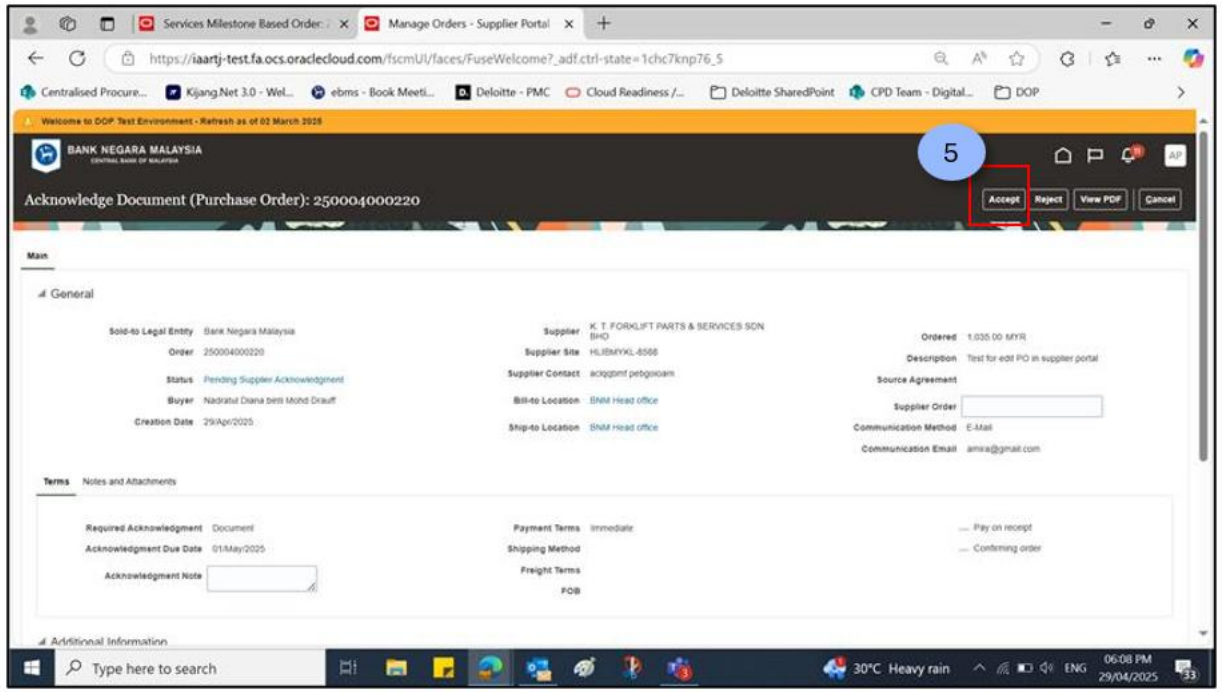
Select the PO number that requires acknowledgment only, then click the "Acknowledge" button.



Guide for Acknowledge Purchase Order by Supplier

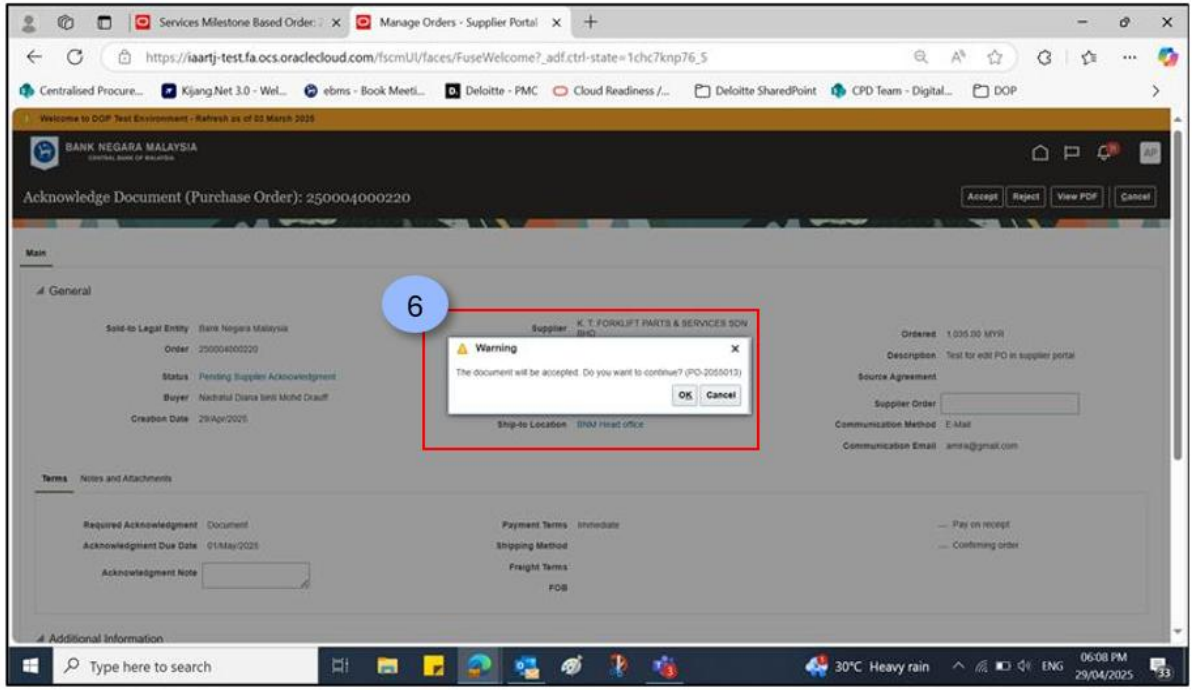
Step 5:

Click the “Accept” button



Step 6:

A message will be prompt out and click “Ok” to compete the task



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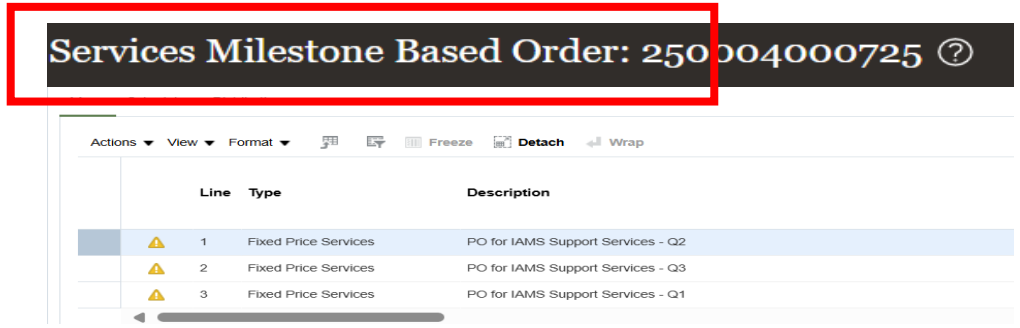
Self Service Procurement (SSP)

ASN / Good Receipt / Work Confirmation - Determination

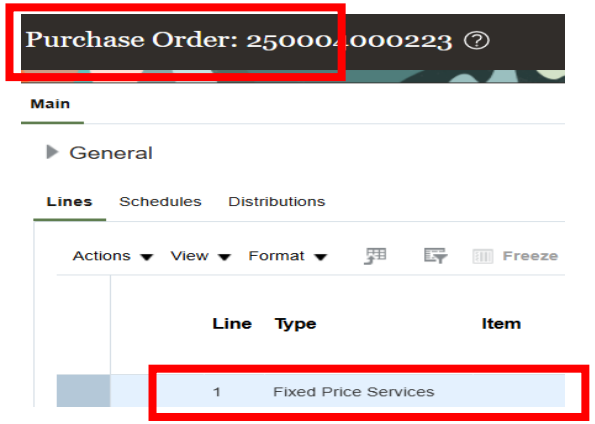


ASN Creation and Work Confirmation Determination

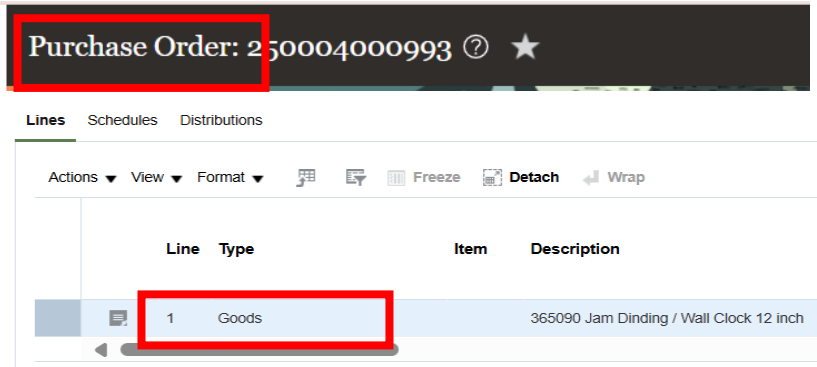
Purchase Order with header of **Services Milestone Based Order**, it requires **Work Confirmation (WC) to be submitted by Supplier before Bank's Requestor can accept and approve the WC** prior invoice submission by Supplier.



Purchase Order that is Standard without the header of Service Milestone Based Order BUT with **Line Type Fixed Price Services**, it requires **Receiving directly by LD via My Receipts** prior invoice submission by Supplier.



Purchase Order that is Standard without the header of Service Milestone Based Order BUT with **Line Type of Goods/ Rate Based**, it requires **ASN by Supplier 1st Before Receiving by LD via My Receipts** prior invoice submission by Supplier



ASN Creation and Work Confirmation Determination

In summary:
The following instructions will guide you through the action of determining if a specific service requires ASN Creation or Work confirmation.

Document Style	Type	Action by Supplier	Action by BNM Requester
Purchase Order	Goods	Submit ASN	Accept GR
Purchase Order	Rate Based Services	Submit ASN	Accept GR
Purchase Order	Fixed Price Services	No Action	Submit self receipt
Services Milestone Based Order	Fixed Price Services	Submit work confirmation	Accept work confirmation

ASN Creation



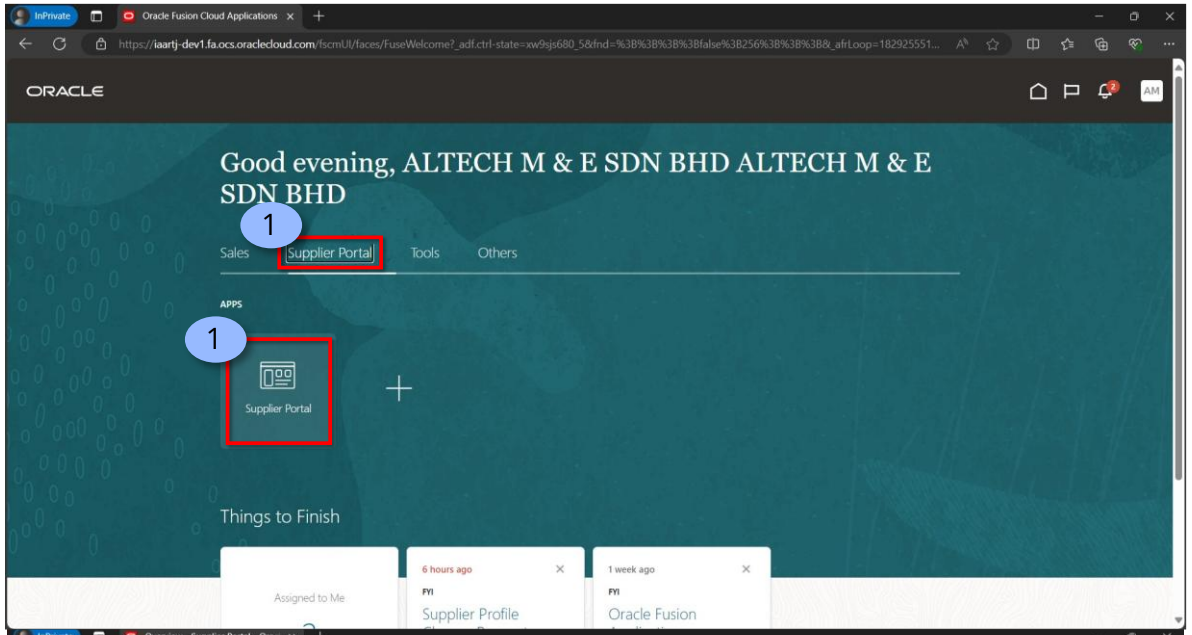
Web Application

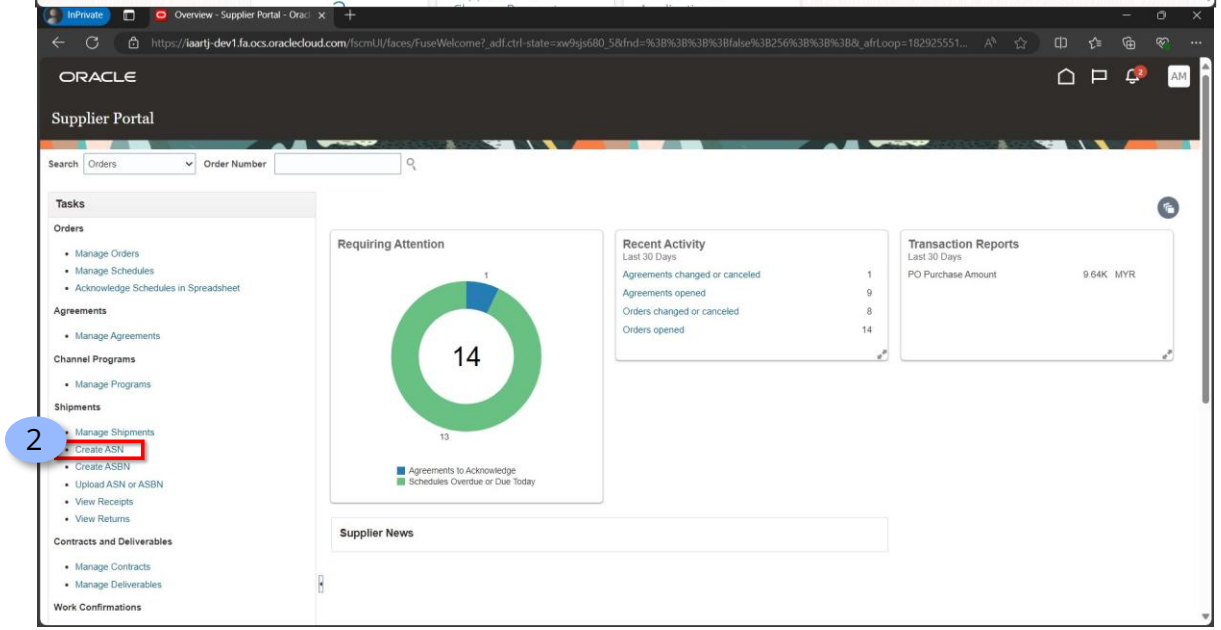
Create ASN

Supplier

Step 1
Navigate to Supplier Portal > Supplier Portal

Step 2
On the left Tasks bar, under Shipments, click "Create ASN"





SULIT

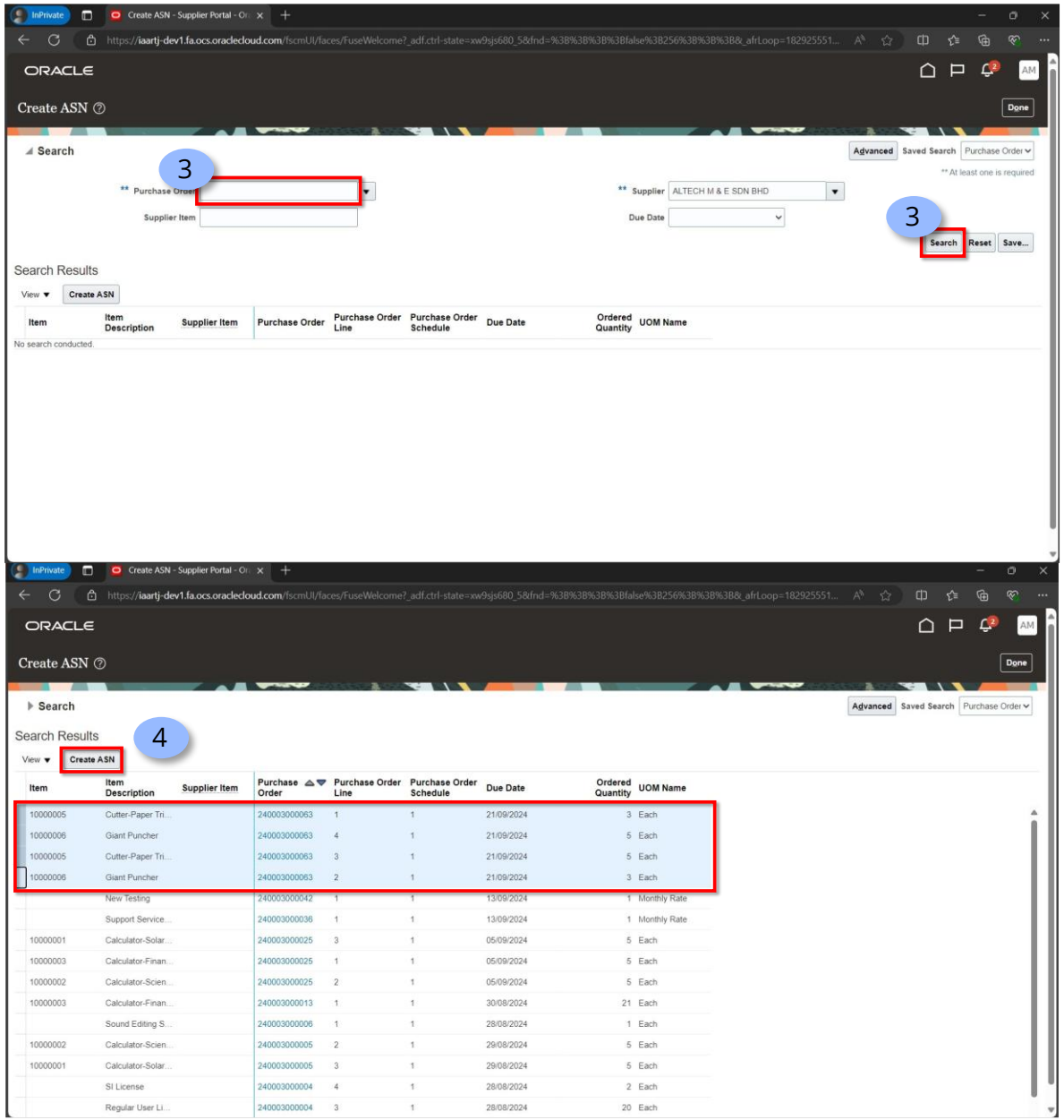
Web Application

Create ASN

Supplier

Step 3
Optionally enter PO number or click "Search" directly to view all Pos

Step 4
Highlight one of the PO lines and click "Create ASN“



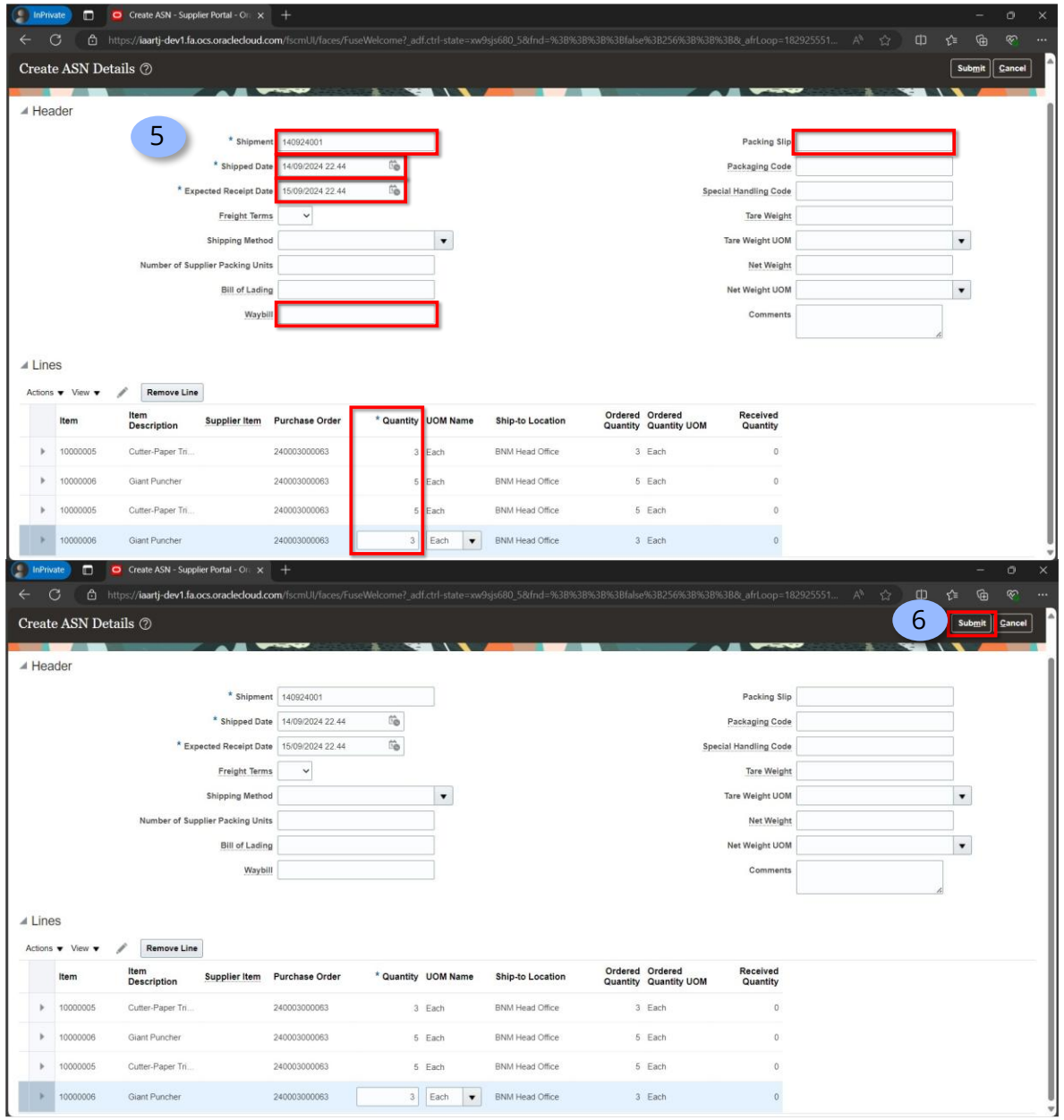
Web Application

Create and Submit ASN

Supplier

Step 5
Enter the following details:
- Shipment
- Shipped Date
- Expected Receipt Date
- Way Bill and Packing Slip (optional)
- Quantity (for each line)

Step 6
Click "Submit"



SULIT

Web Application

Submit ASN

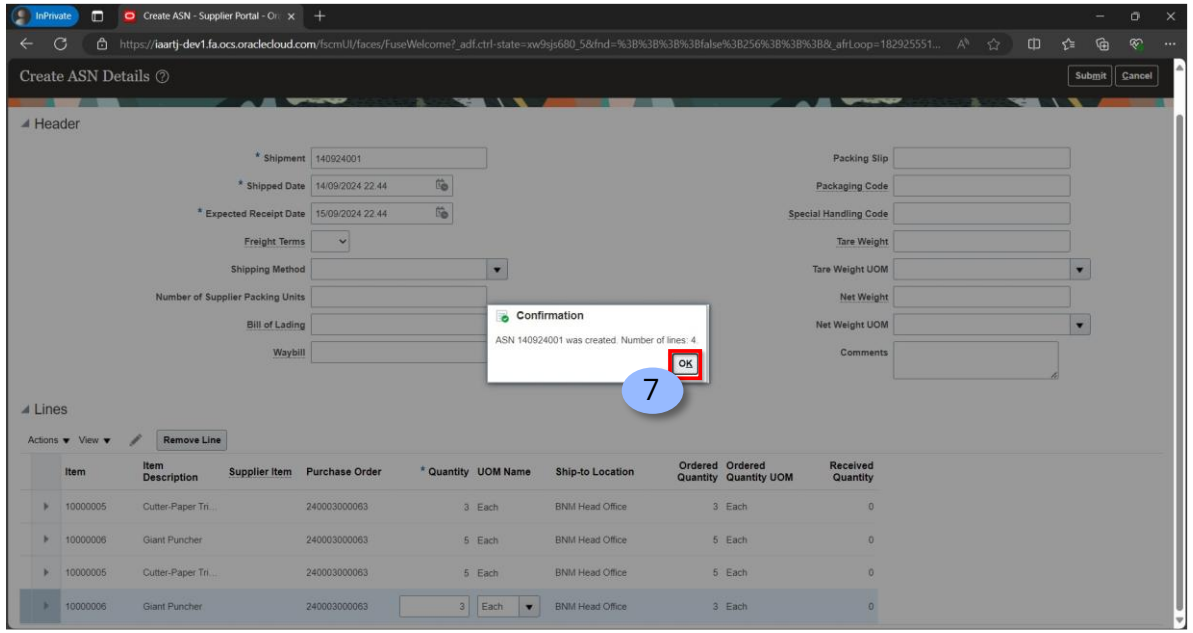
Supplier

Step 7
A confirmation message will appear. Click "OK“

ASN has been created in Supplier Portal.

Note:

- Please ensure you deliver the goods or services accordingly.
- Please take note that you can only submit your invoices once the Requester perform the receiving.



Create Work Confirmation



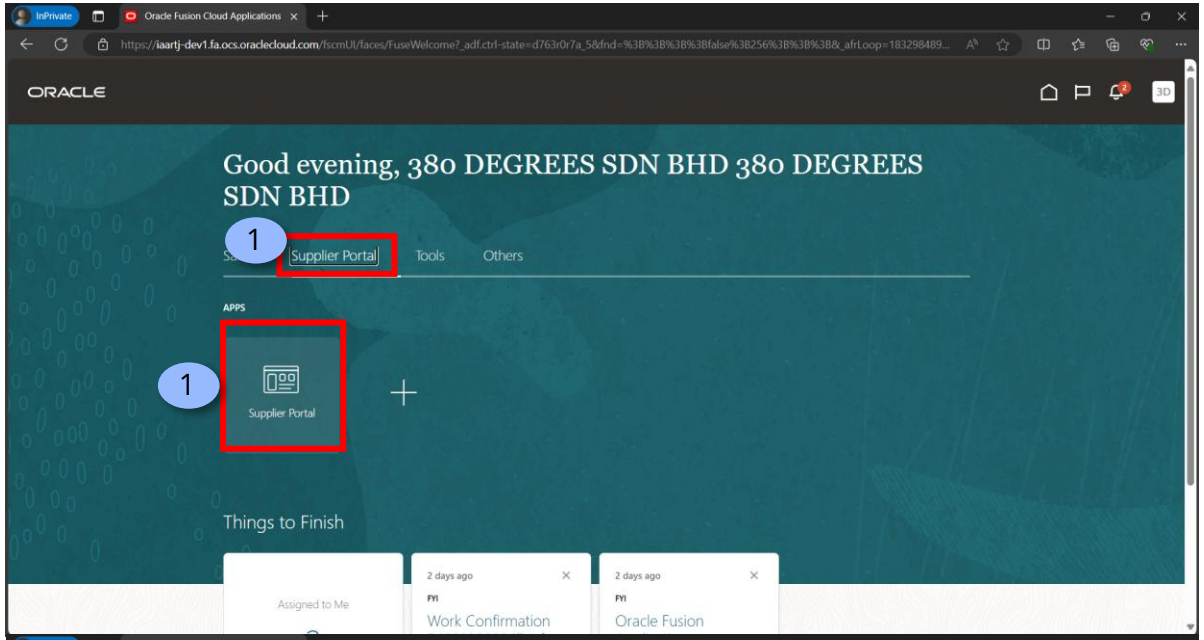
Web Application

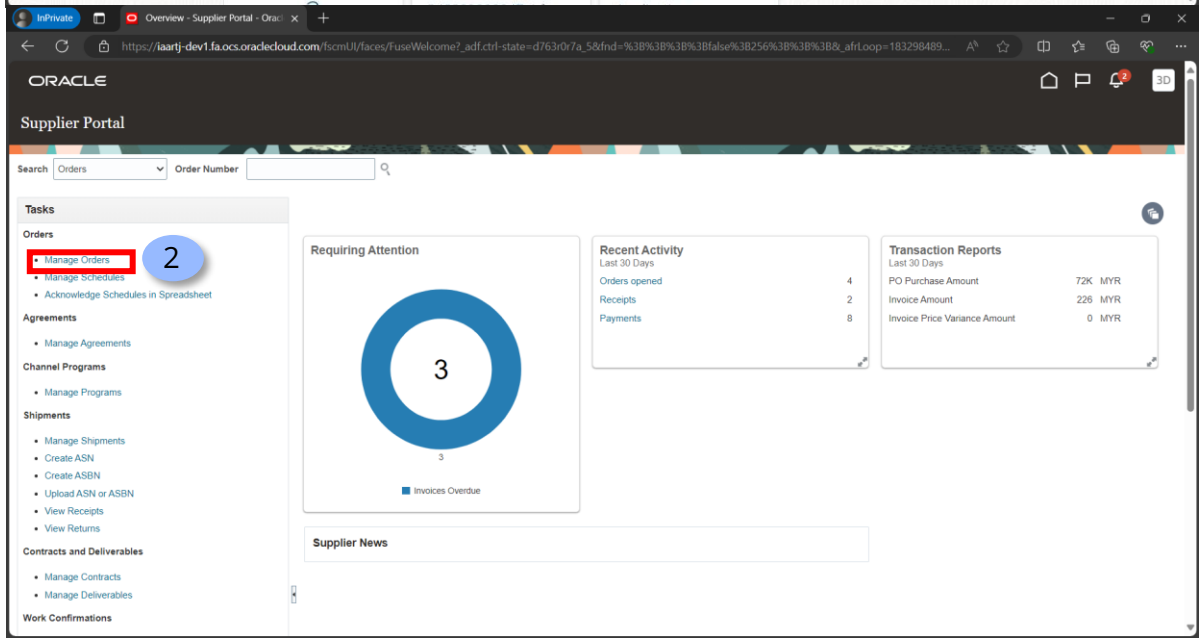
Create Work Confirmation

Supplier

Step 1
Navigate to Supplier Portal > Supplier Portal

Step 2
Click on "Manage Orders" link on the left





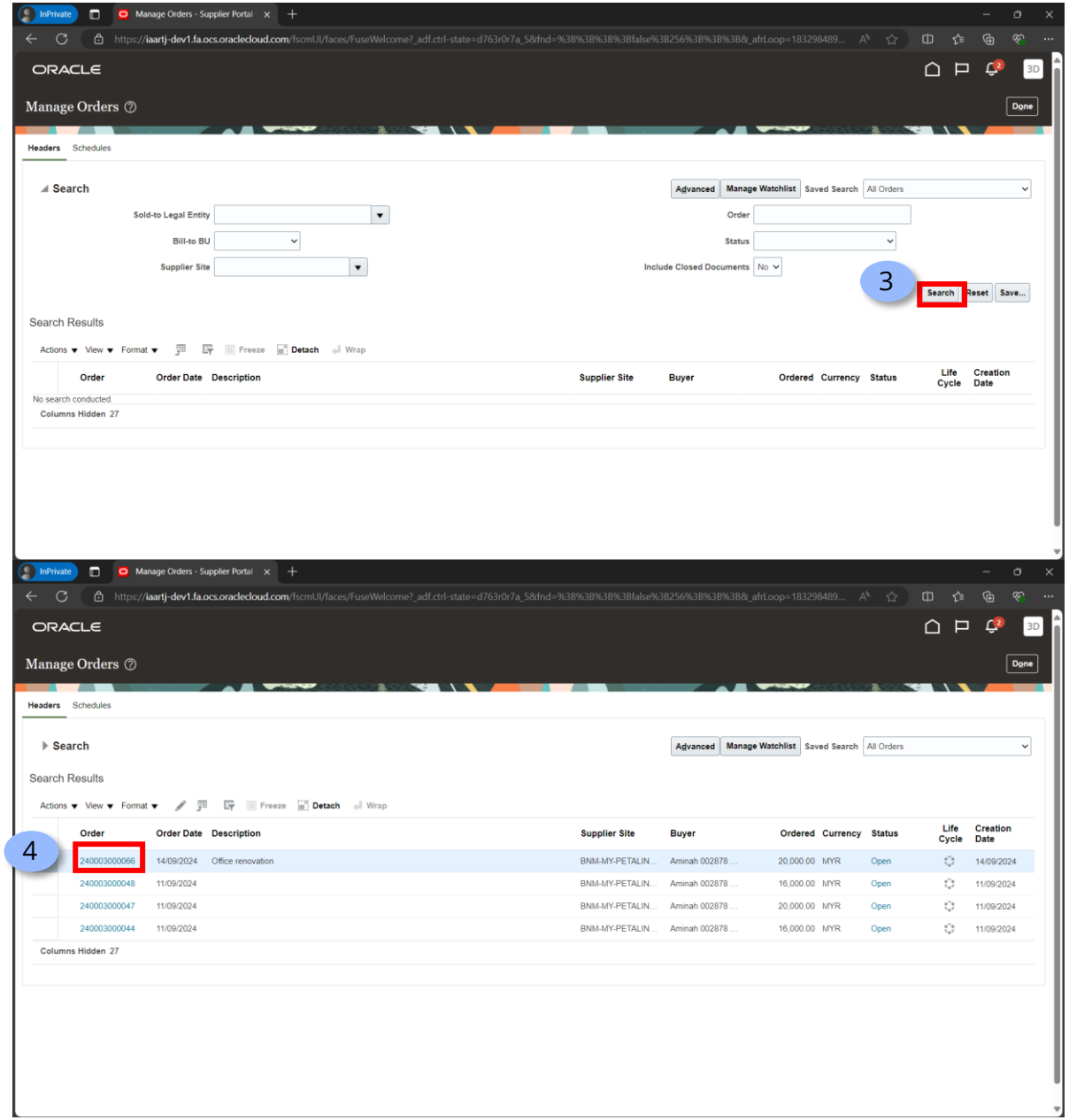
Web Application

Create Work Confirmation

Supplier

Step 3
Optionally enter the search criterias or click "Search" directly to view all Pos

Step 4
Click on the Complex PO number



SULIT

Web Application

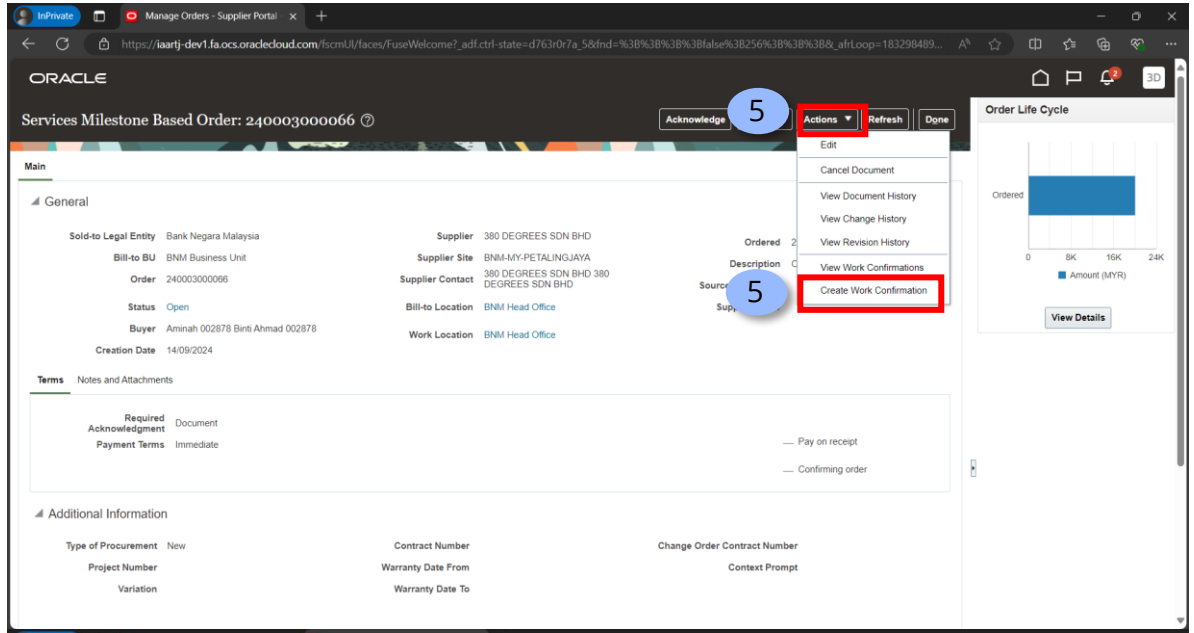
Create Work Confirmation

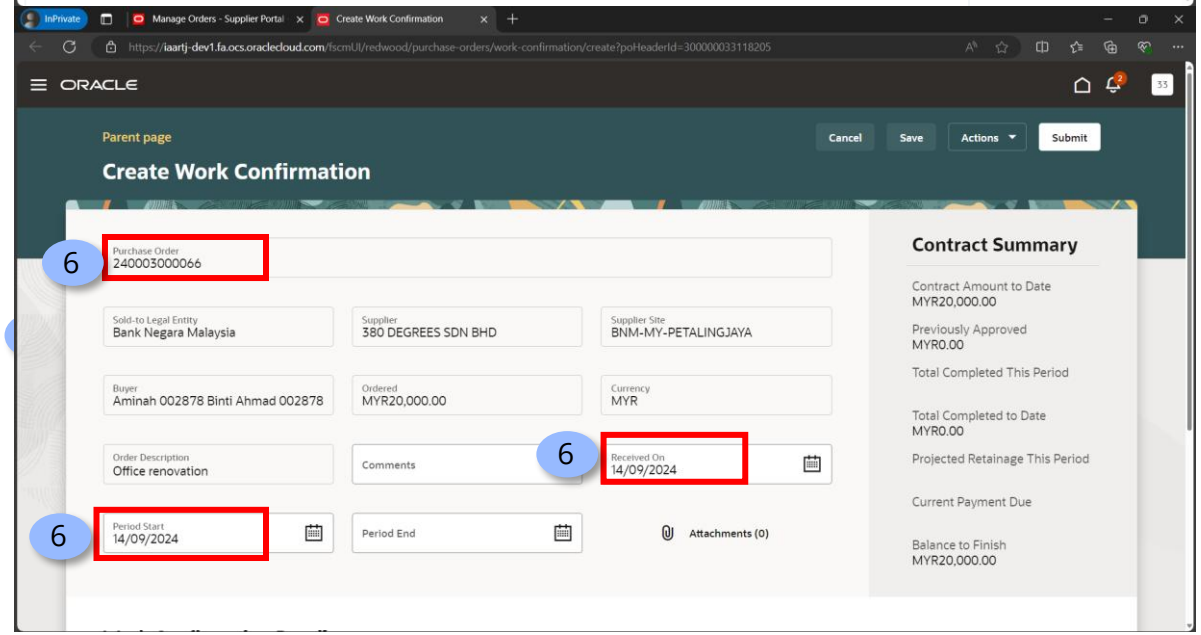
Supplier

Step 5
Go to Actions > Create Work Confirmation

Step 6
At the header level, review and enter the following details:

- Complex Work Purchase Order No.
- Period Start and Period End dates (when the work started and ended)
- Received On date (when the work was received – between period end date and current date)
- Attachment (optional)





SULIT

Web Application

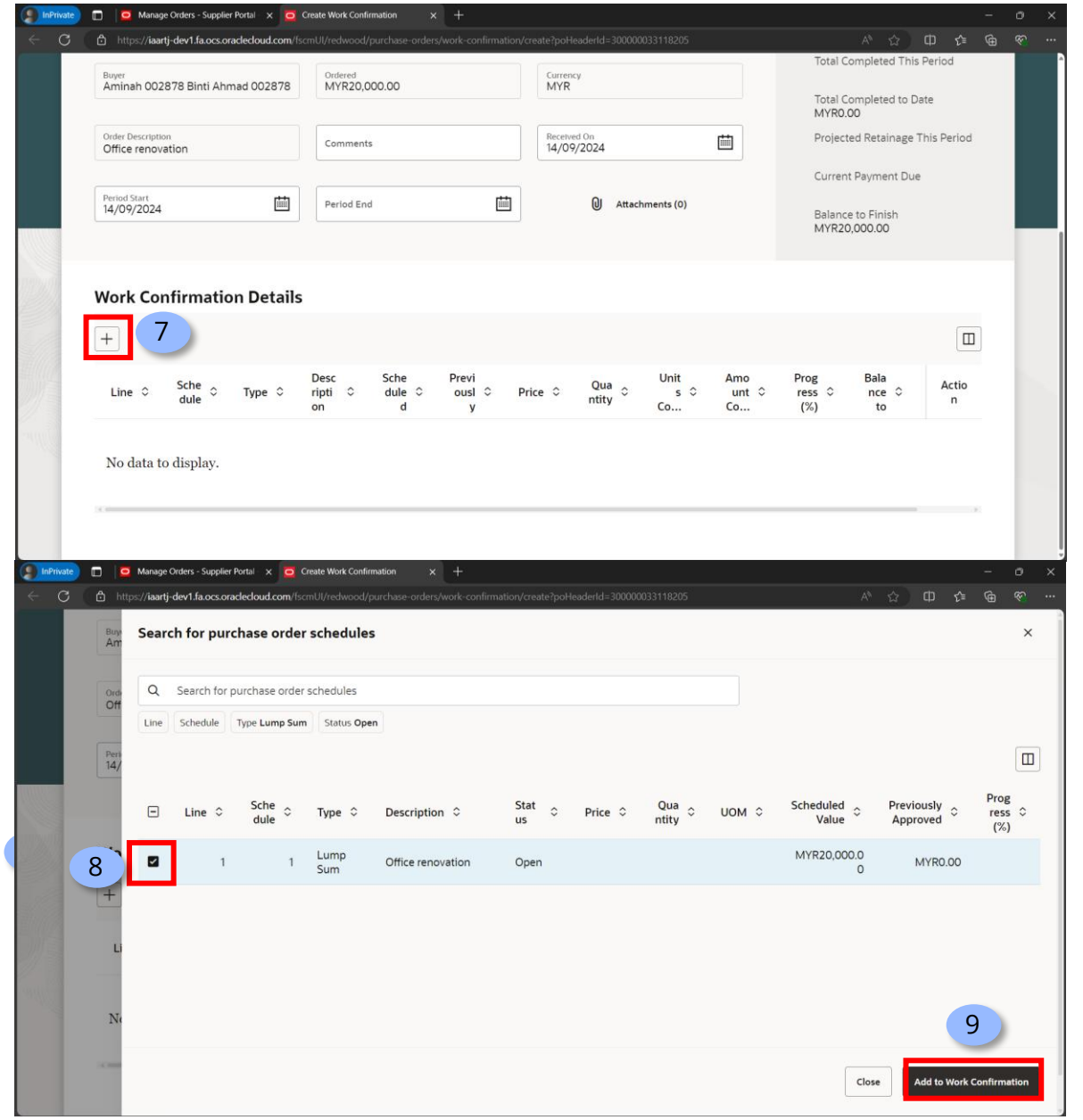
Create Work Confirmation

Supplier

Step 7
At Work Confirmation Details section, click the + icon to add a new line detail

Step 8
Select the line that needs to be added to the work confirmation.

Step 9
Click “Add to Work Confirmation” and then click “Close”



SULIT

Web Application

Create Work Confirmation

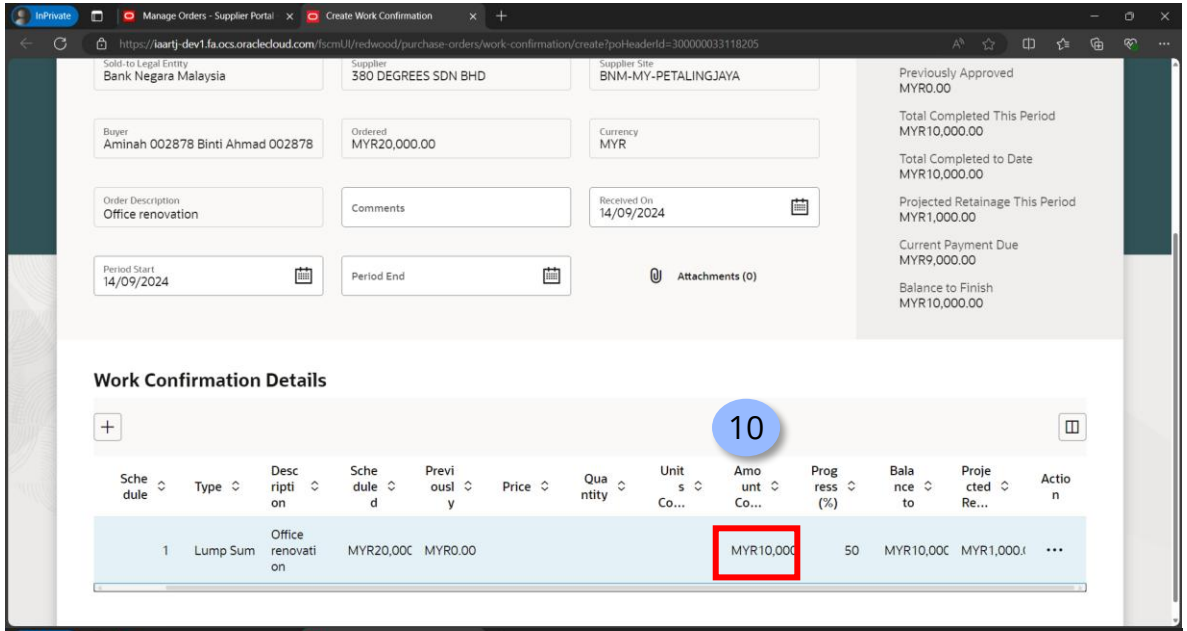
Supplier

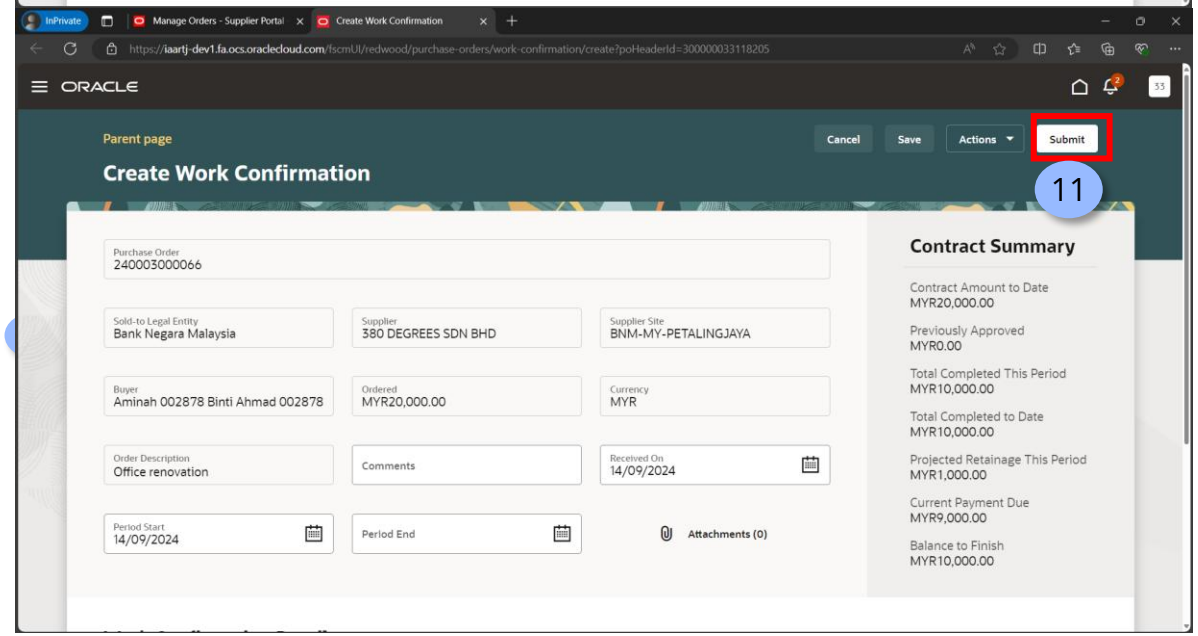
Step 10
Line will be added to Work Confirmation Details.

Fill in the “Amount Completed” field.

The other fields like “Progress Percentage”, “Balance to Finish” and “Projected Retainage” will be auto-populated based on the amount completed

Step 11
Click “Submit”





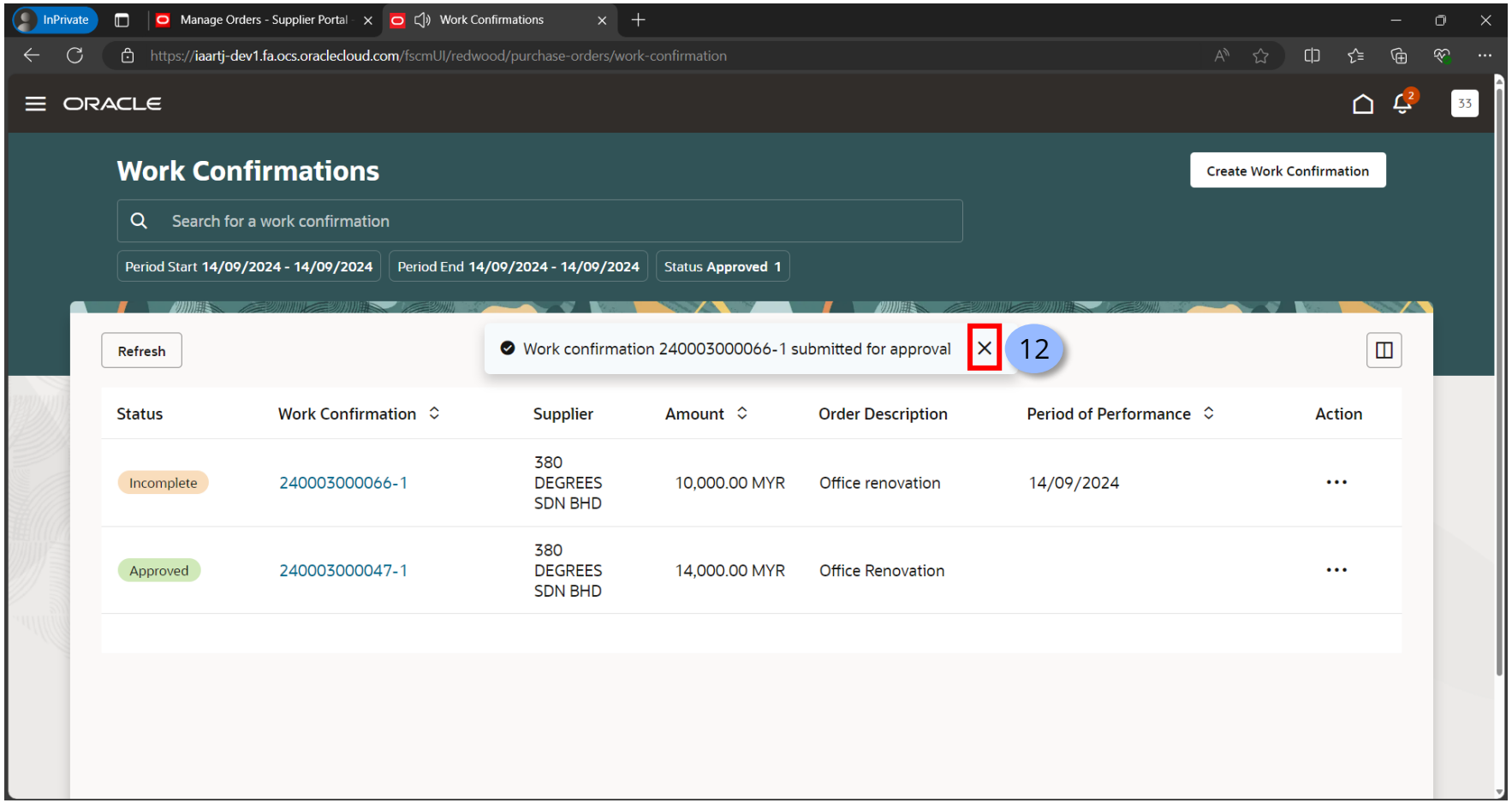
SULIT

Web Application

Create Work Confirmation

Supplier

Step 12
Work Confirmation has been submitted for approval. Click **X** to dismiss the message



SULIT

Invoice Creation & Submission



IMPORTANT REMINDER

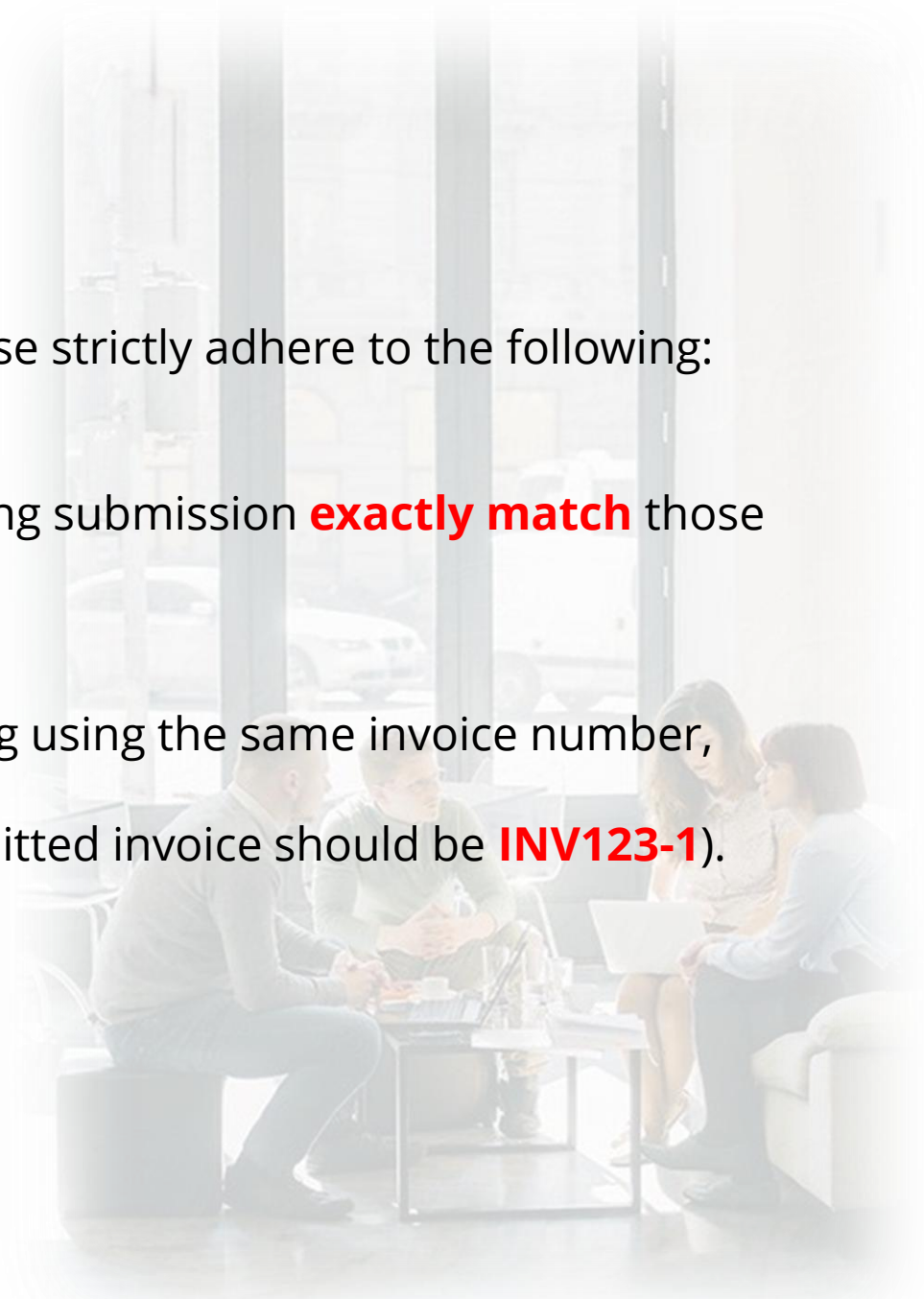
To avoid invoice cancellation and delays in payment, please strictly adhere to the following:

- **Invoice Accuracy**

Ensure that the **invoice number and date** provided during submission **exactly match** those stated on your company's official invoice.

- **Resubmission Format**

If your invoice has been rejected and you are resubmitting using the same invoice number, please follow this format: **XXX-1**
(e.g., if the original invoice number is **INV123**, the resubmitted invoice should be **INV123-1**).

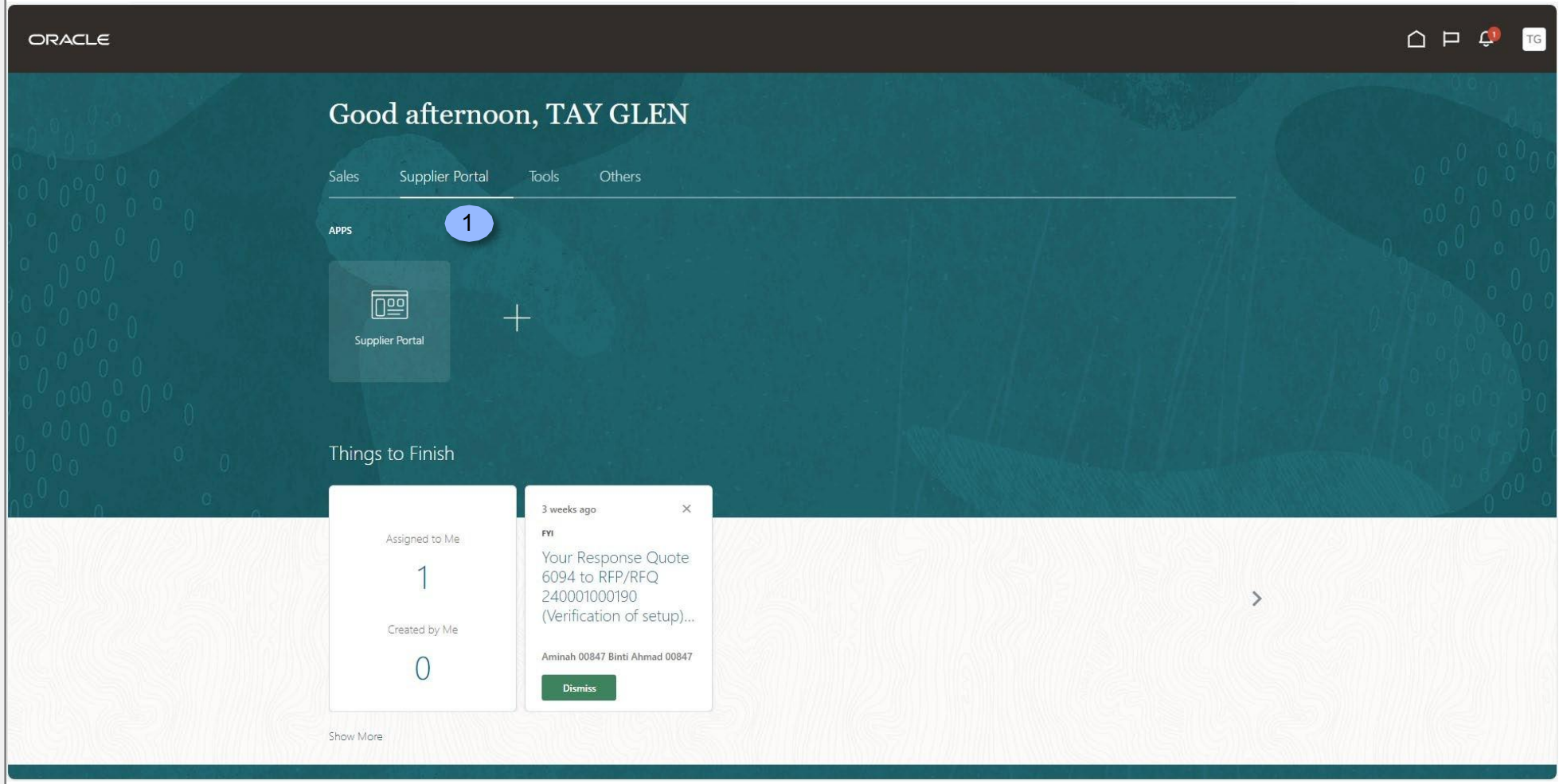


Web Application

02 Create Invoice

Supplier

Step 1
Click on Supplier Portal > Supplier Portal

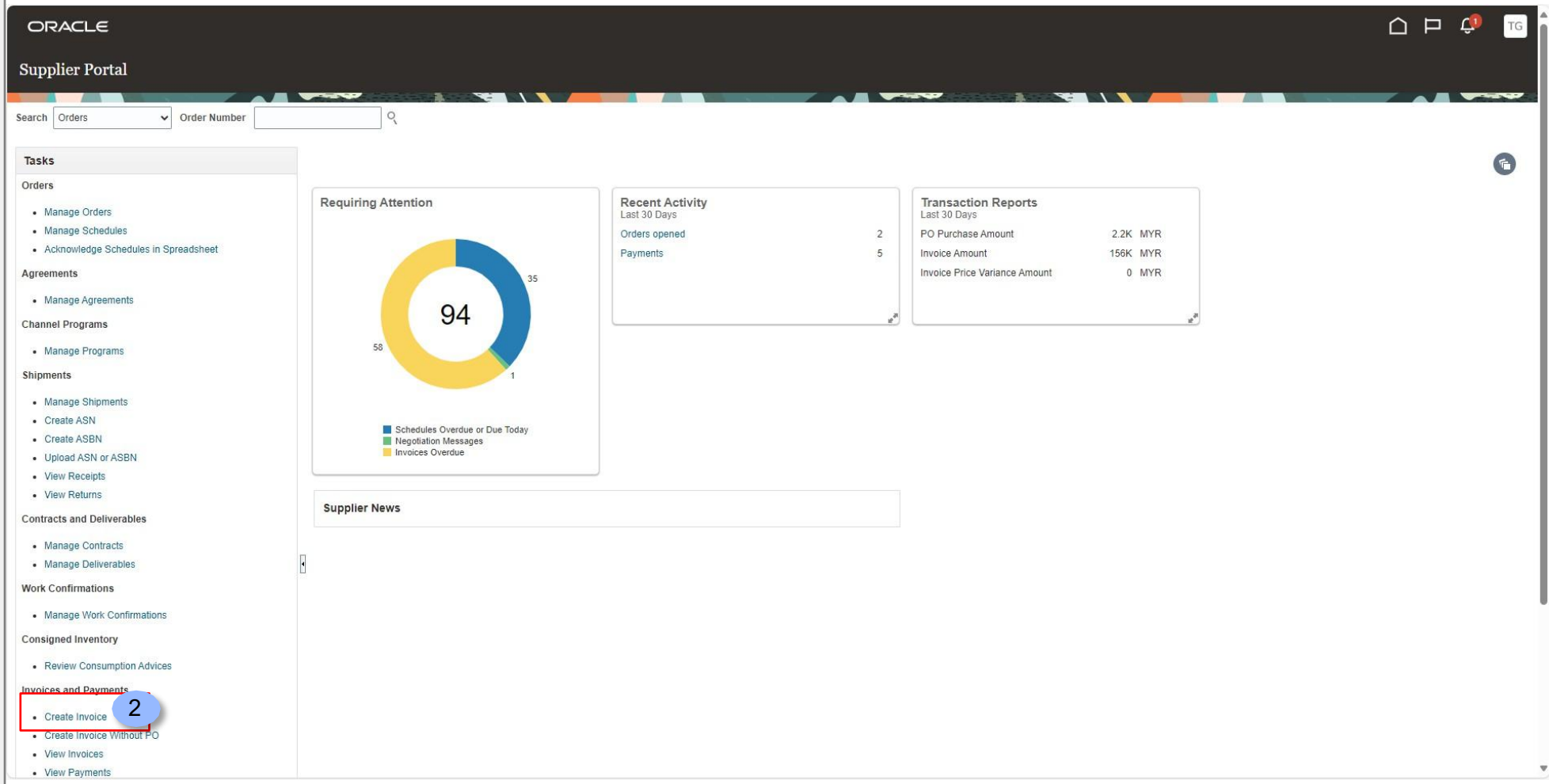


Web Application

02 Create Invoice

Supplier

Step 2
Click on "Create Invoice"



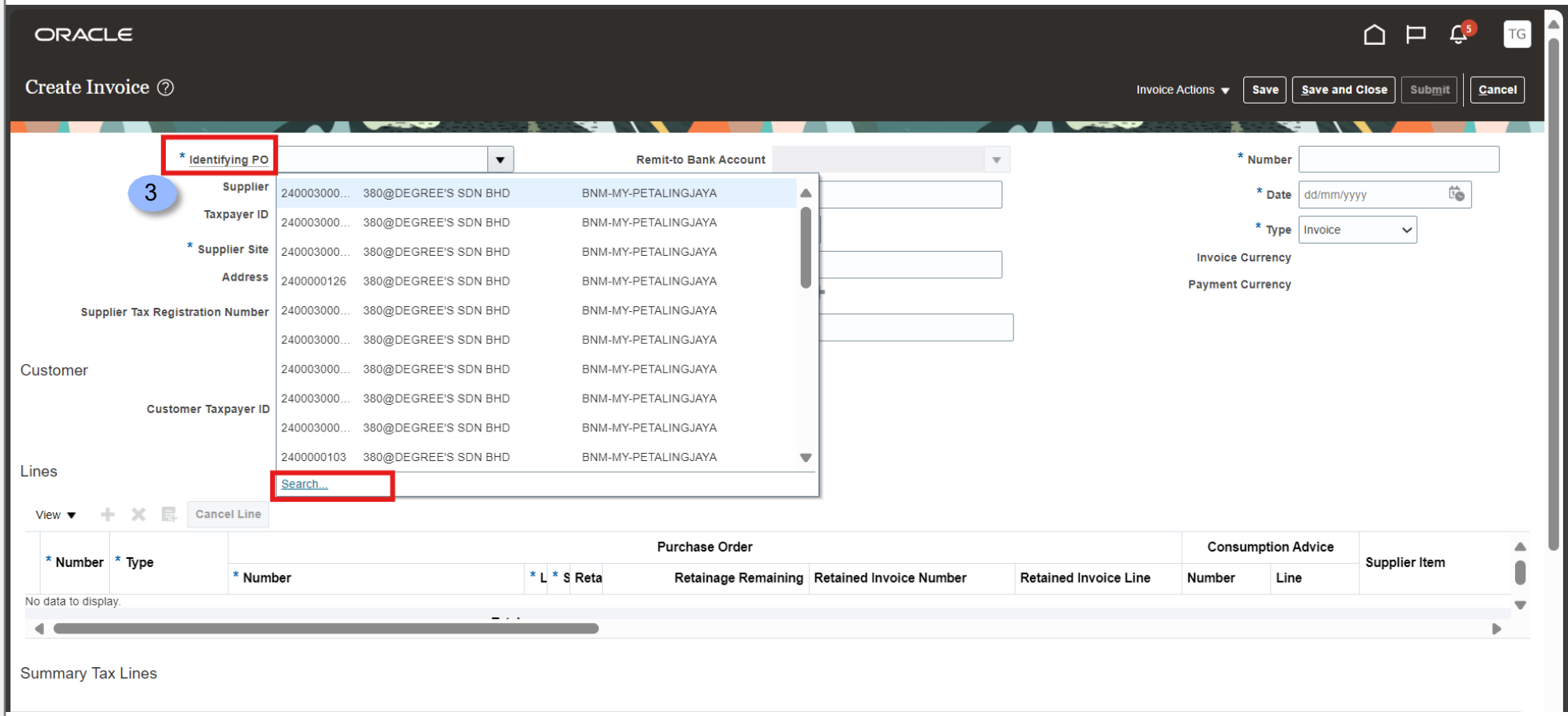
Web Application

02 Create Invoice

Supplier

Step 3

In 'Identifying PO' field, click on the dropdown arrow and then click on the “Search” link at the bottom



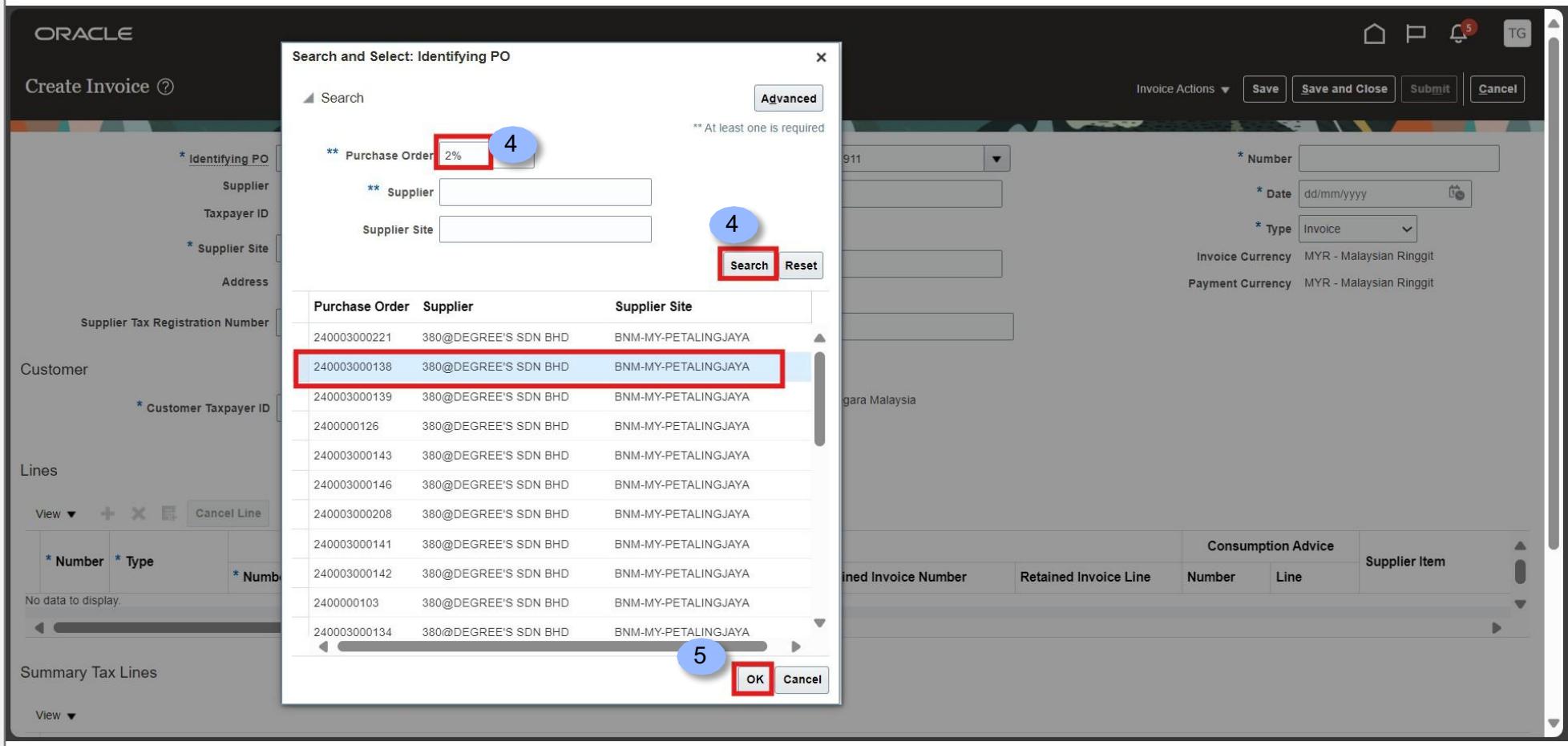
Web Application

02 Create Invoice

Supplier

Step 4
Enter one or more search criteria and click the Search button.

Step 5
Highlight the desired PO and click "OK"



Web Application

02 Create Invoice

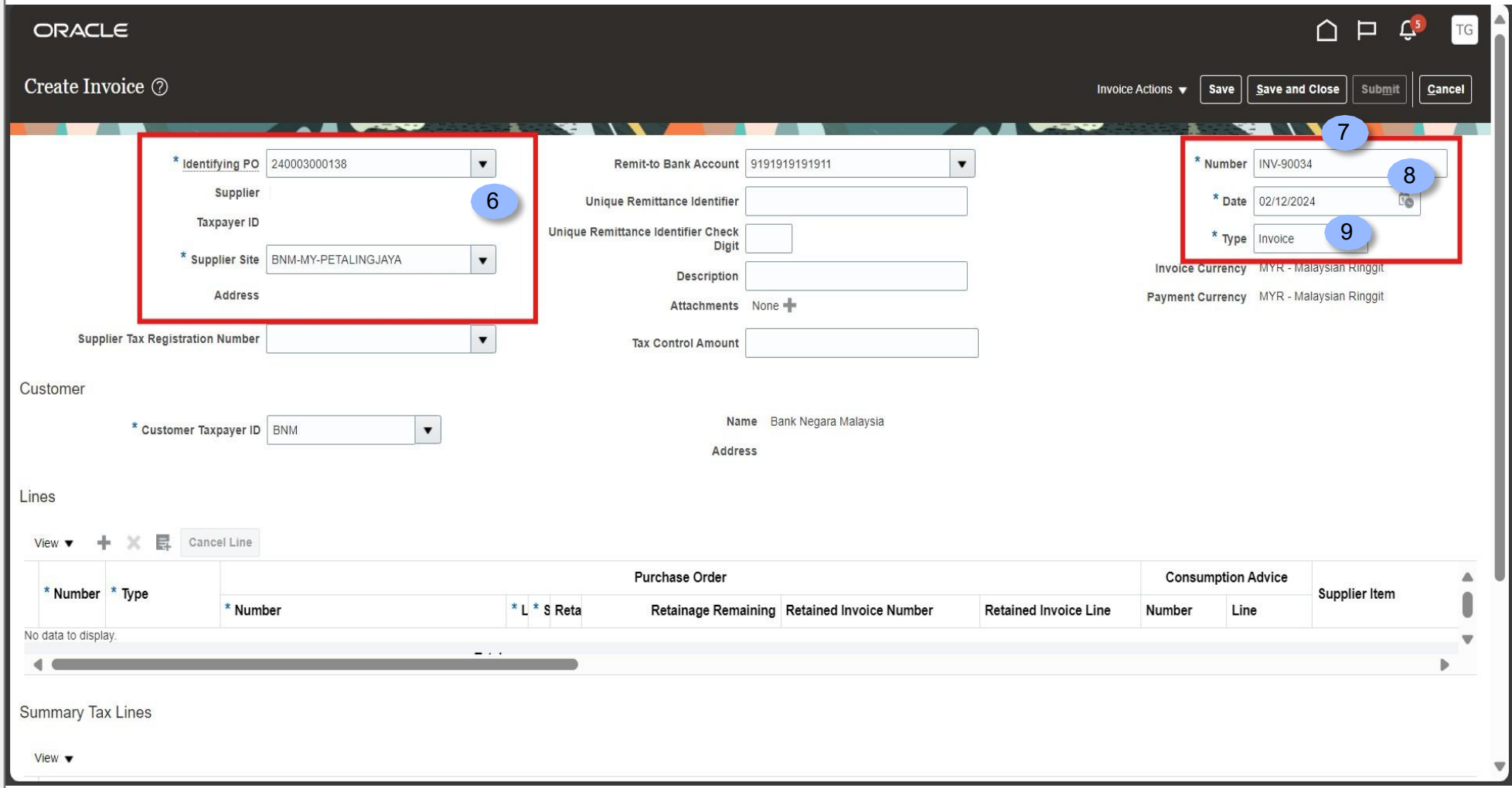
Supplier

Step 6
The selected PO will be listed in 'Identifying PO' field. The Supplier Site will also be defaulted from the PO.

Step 7
Under 'Number' field, enter the Invoice Number. "Please be advised that only one (1) invoice number is allowed per submission. Multiple invoice numbers are not permitted."
Note: Ensure that all details such as invoice number, date and amount are same as attachment documents

Step 8
Under 'Date' field, enter the Invoice Date

Step 9
Under 'Type' field, select "Invoice"



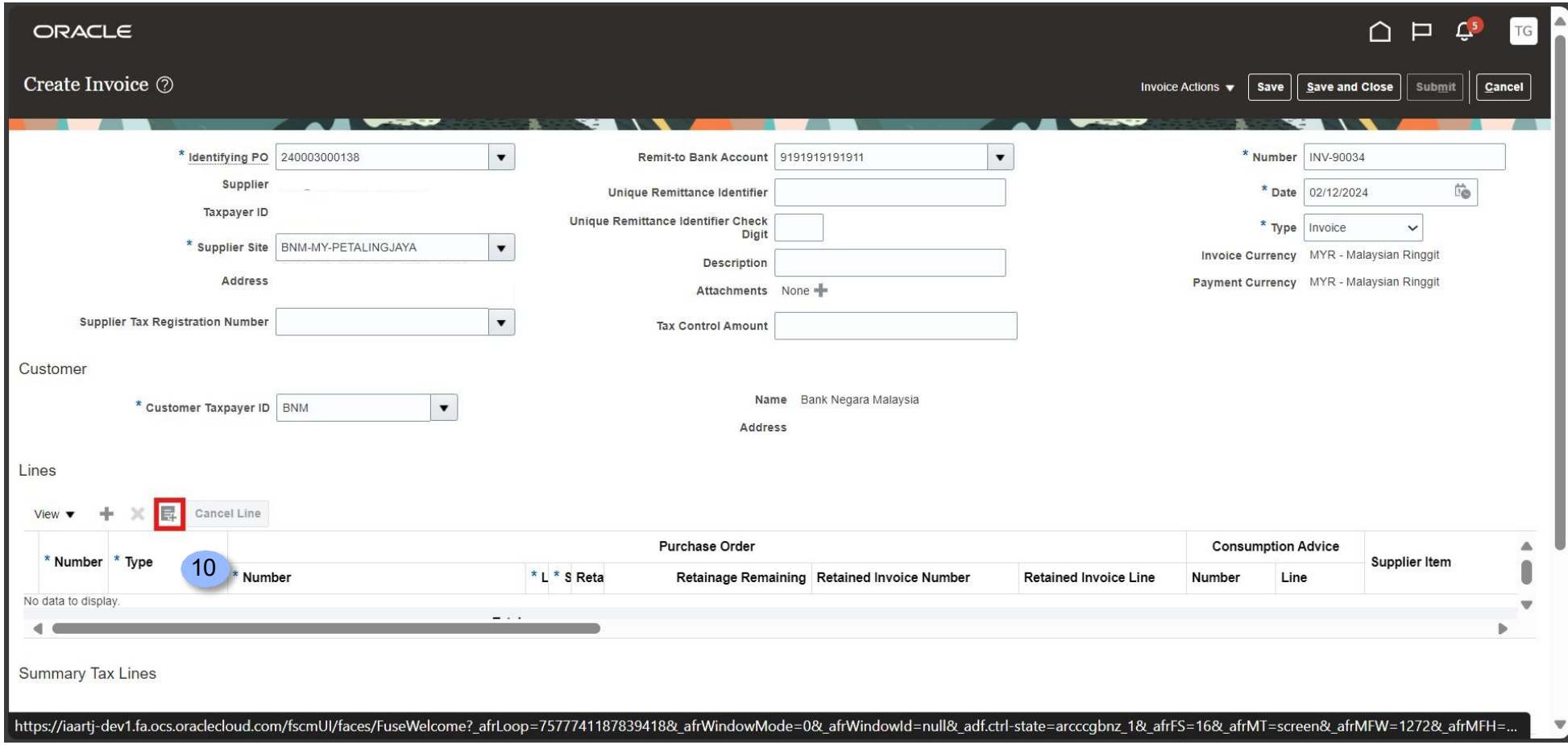
Web Application

02 Create Invoice

Supplier

Step 10

Under Lines section, click on the 'Select and Add' icon



Note:

Matching the invoice to the purchase order line is important to ensure smooth payment process.

Web Application

02 Create Invoice

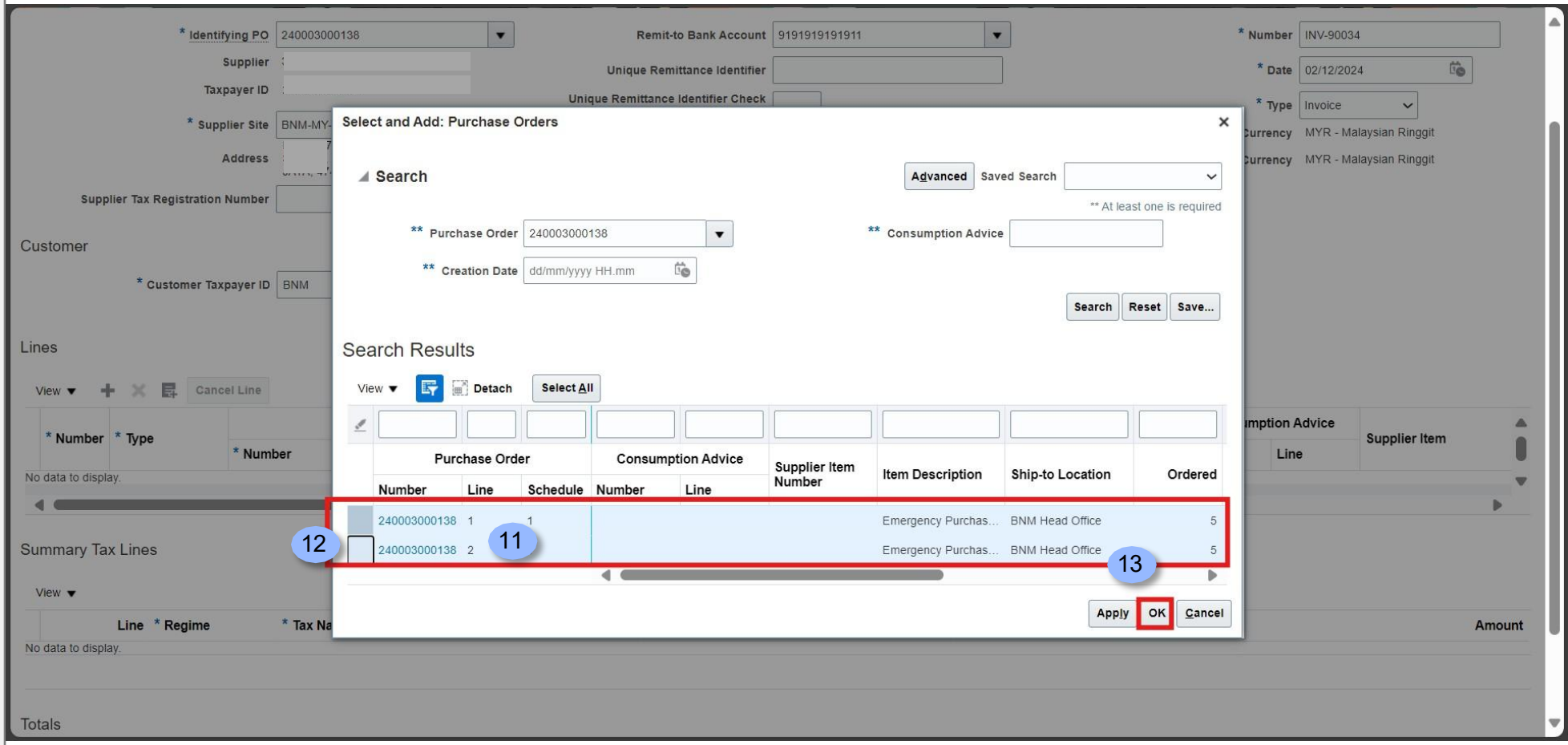
Supplier

Step 11
Select the relevant Purchase Order and click Search.

Step 12
Highlight a PO line and click "OK" to add into the invoice. (Multiple lines can be highlighted by holding the CTRL button)

Step 13
Click on Apply and OK.

Note:
If no lines appeared, the PR requester has yet to perform GRN.



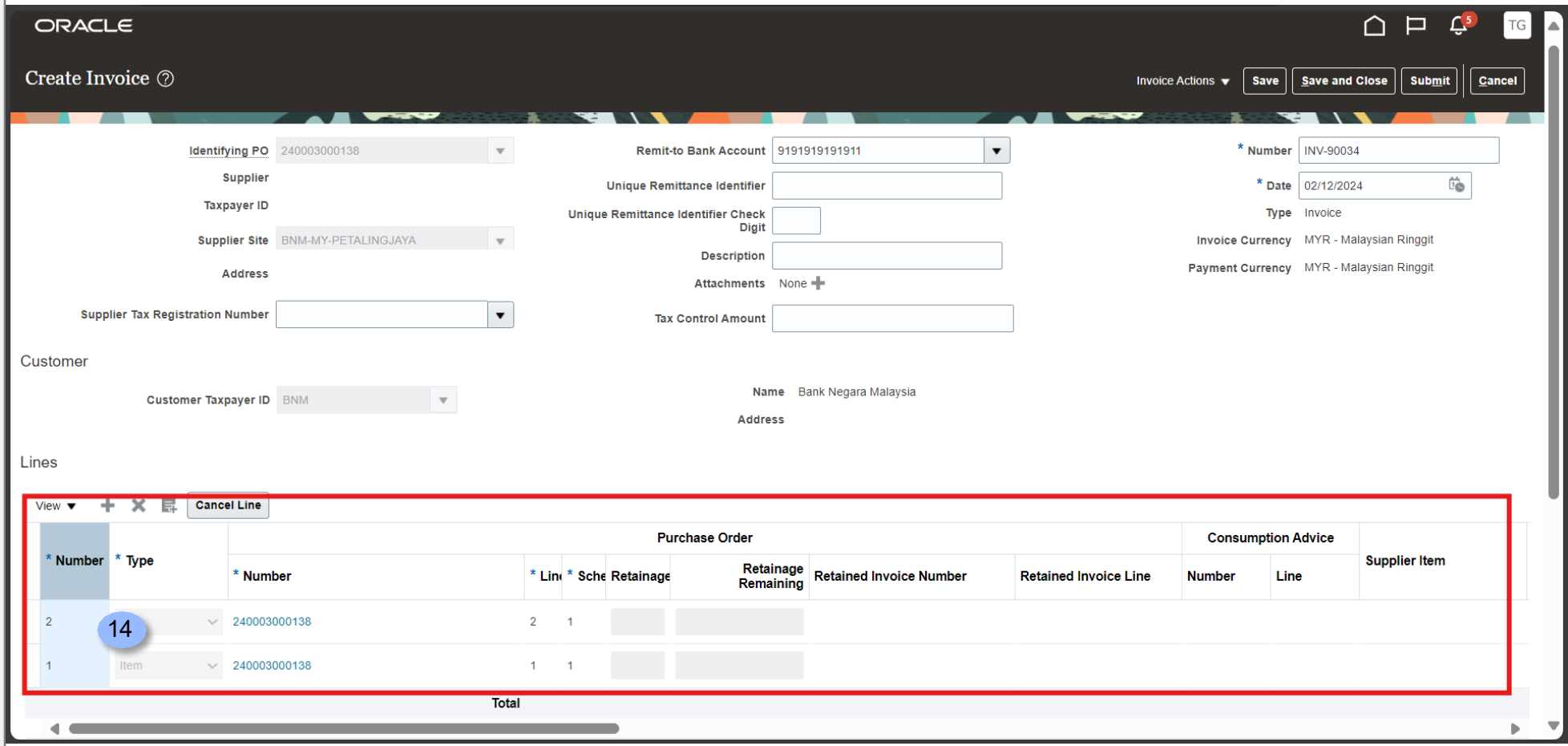
Web Application

02 Create Invoice

Supplier

Step 14

The selected lines will be added to the Invoice.

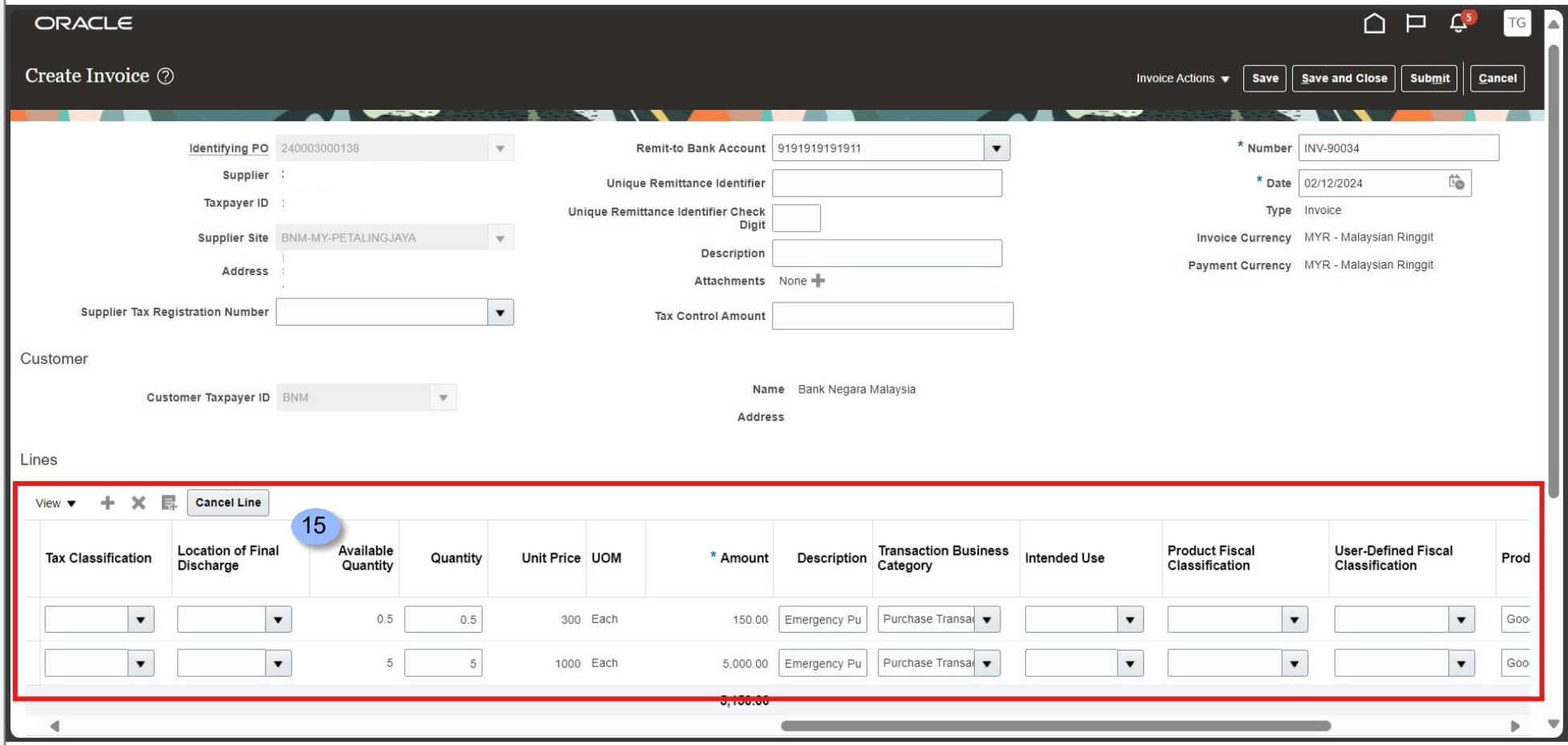


Web Application

02 Create Invoice

Supplier

Step 15
Scroll to the right and add any other details on the lines if necessary



Web Application

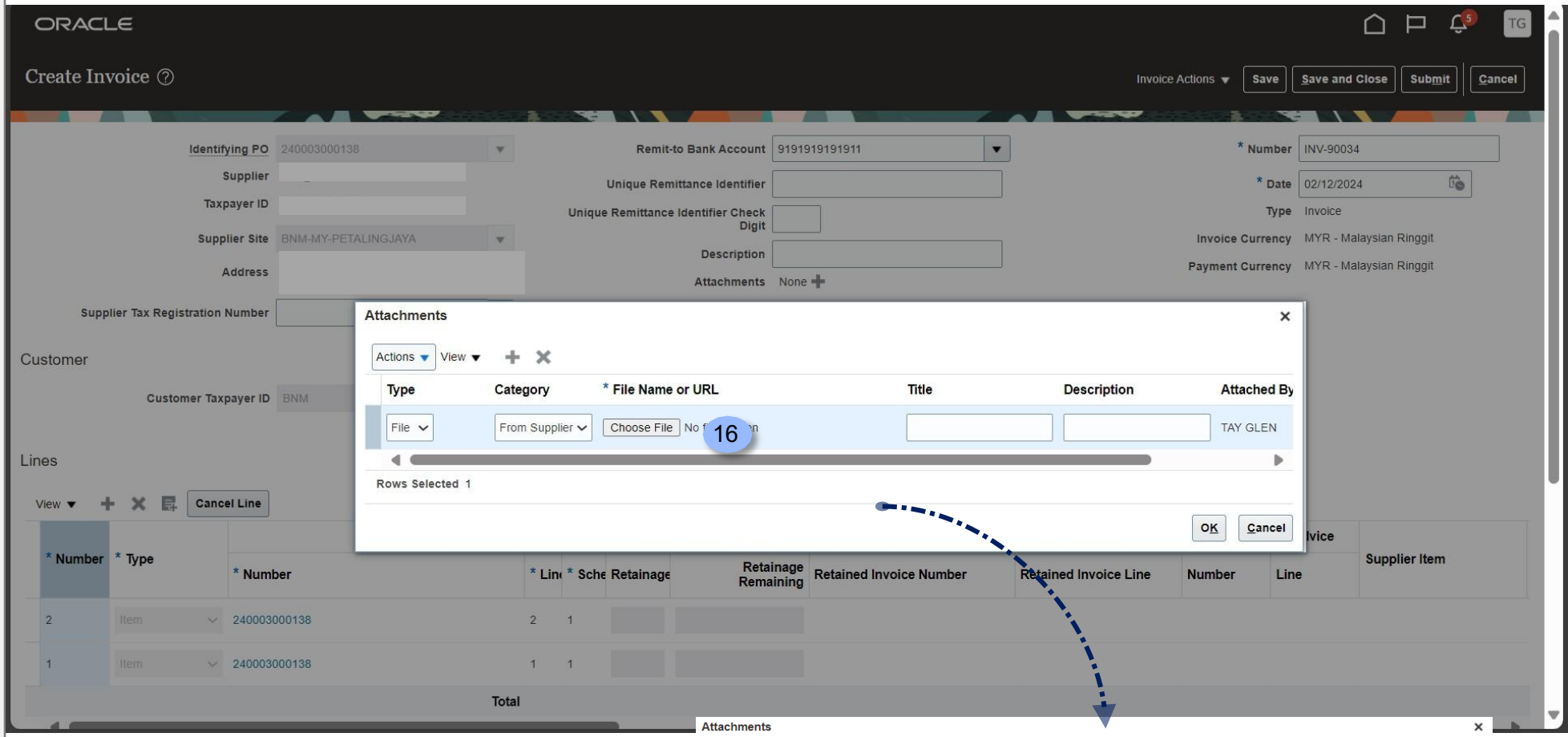
02 Create Invoice

Supplier

Step 16
Click on Add icon at Attachments to add the necessary supporting document for the invoice.

Step 17
Click on Choose File to upload documents and fill in the title and description fields then click OK.

Note:
Ensure that all details such as invoice number, date and amount on the attached invoice match the information you have inserted in the system.



Web Application

02 Create Invoice

Supplier

Step 18

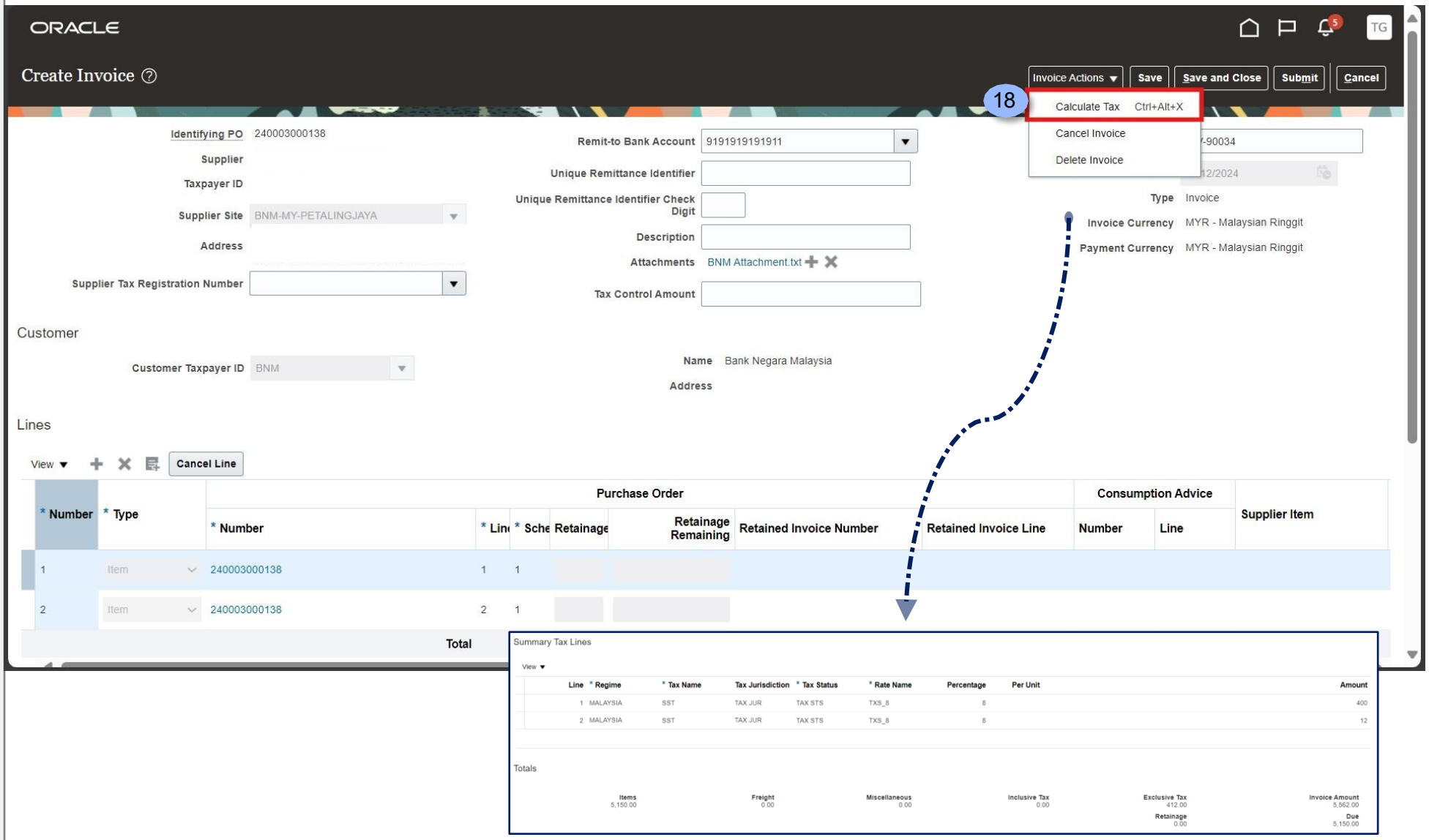
If tax is selected in "Tax Classification", go to Invoice Actions > Calculate Tax to calculate the tax for invoice.

Tax will be automatically calculated from PO and the details will be shown under Summary Tax Lines at the bottom.

Supplier can't update tax during invoice creation for PO based invoices

Note:

Before calculating tax, please ensure all details are complete and accurate. This is to prevent incorrect information from being captured in the system, which may require the cancellation of the invoice. Such cancellations must be processed by the BNM Finance Team and may result in delays in payment.

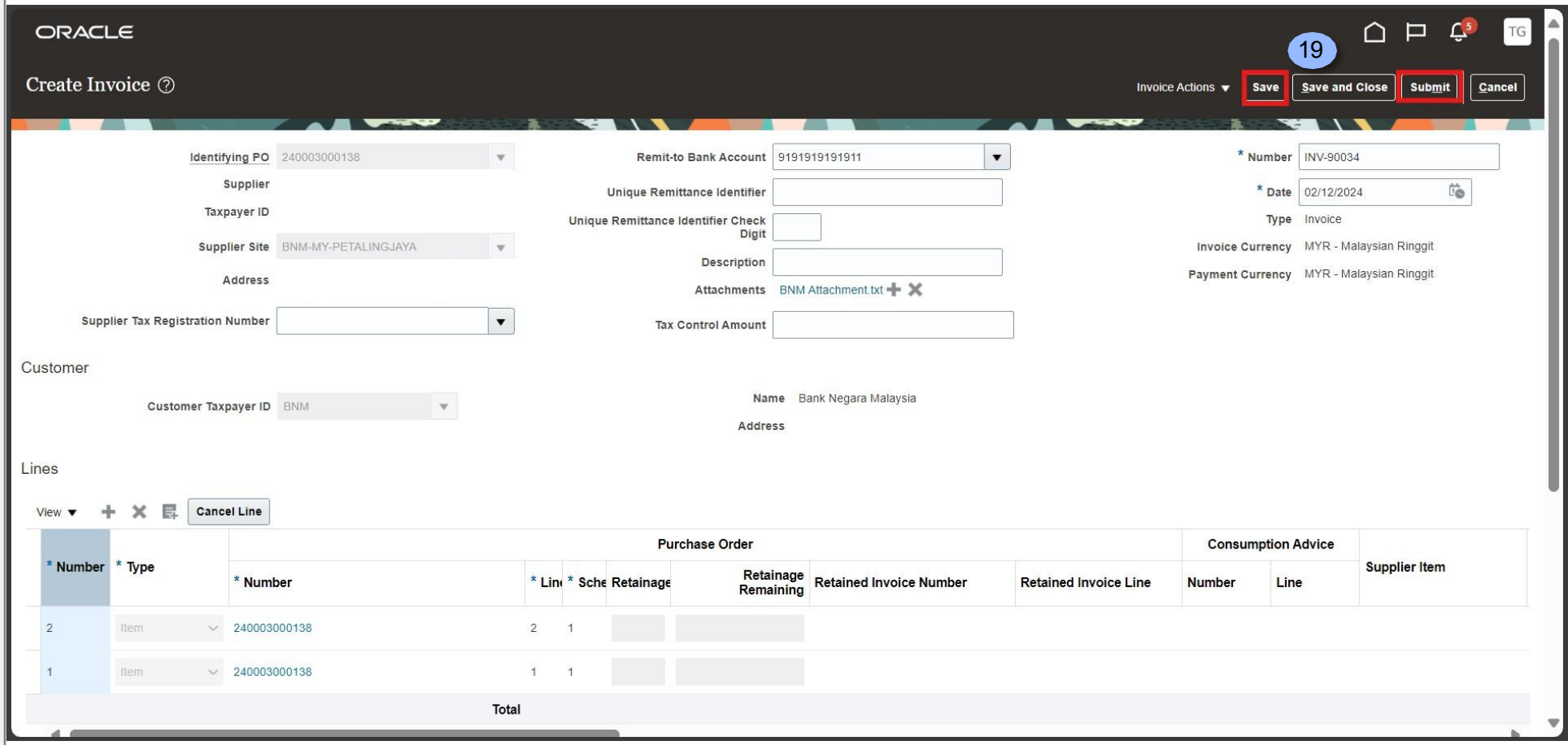


Web Application

02 Create Invoice

Supplier

Step 19
Click on 'Save' and then 'Submit'



Web Application

02 Create Invoice

Supplier

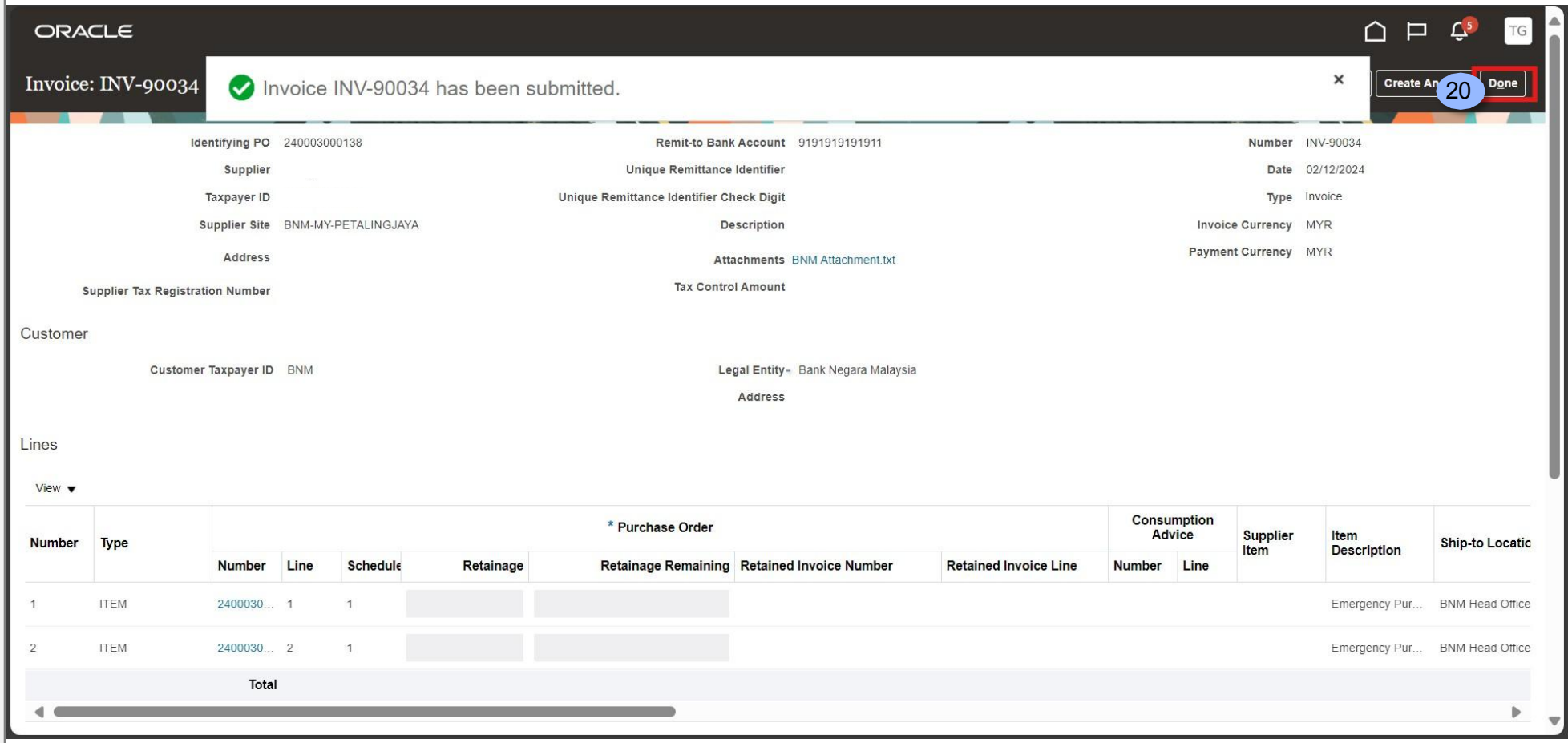
Step 20

A confirmation message will appear that the invoice has been submitted. Click "Done" to exit the page.

OR

Click "Create Another" to submit another invoice following the same steps.

Note:
Invoice can ONLY be created if a Goods Receipt has been posted to the corresponding Purchase Order.



Credit Memo Creation & Submission





Credit Note Submission Guidelines

- **Credit Memo Eligibility**
  Credit memos can only be associated with **unpaid invoices**.

- **Accuracy of Credit Note Details**
  Ensure that the **credit note number and date** provided during submission **exactly match** those stated on your company's official credit note.

- **Submission Timeline**
  Credit notes must be submitted **within the same day to the related invoice submission**.

- **Resubmission Format**
  If your credit note has been rejected and you are resubmitting using the same credit note number, please follow this format: **XX-1** (e.g., if the original credit note number is **CN123**, the resubmitted credit note should be **CN123-1**).

Web Application

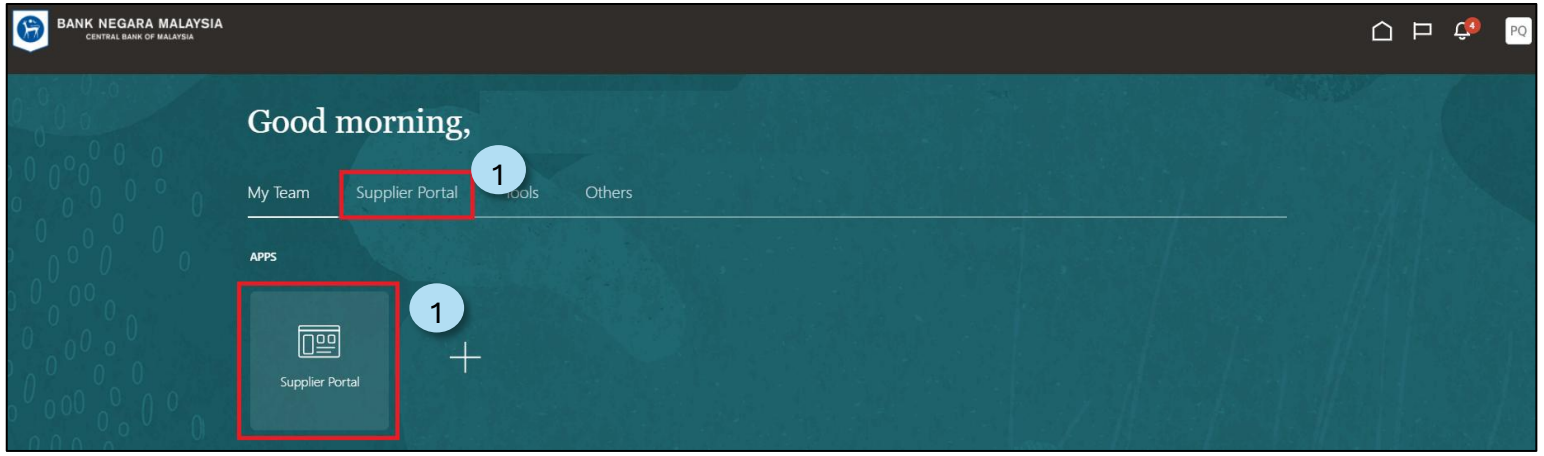
To check the Invoices Status

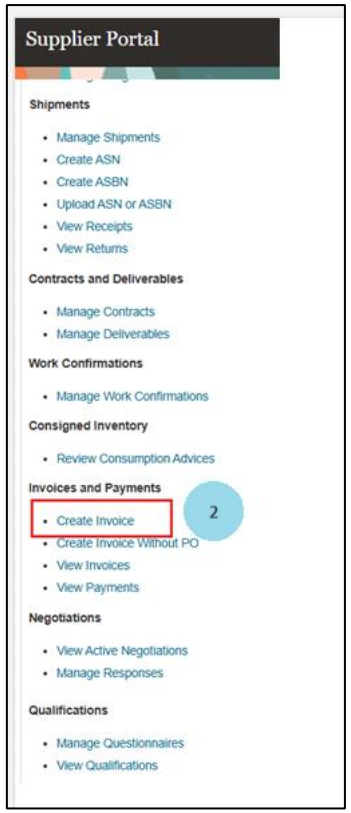
Supplier

Step 1
From the front page, Navigate to Supplier Portal > Supplier Portal

Step 2
On the left pane, Click > Create Invoices

Note:
Credit Note to be submitted within the same day to the related invoice submission





Web Application

Supplier

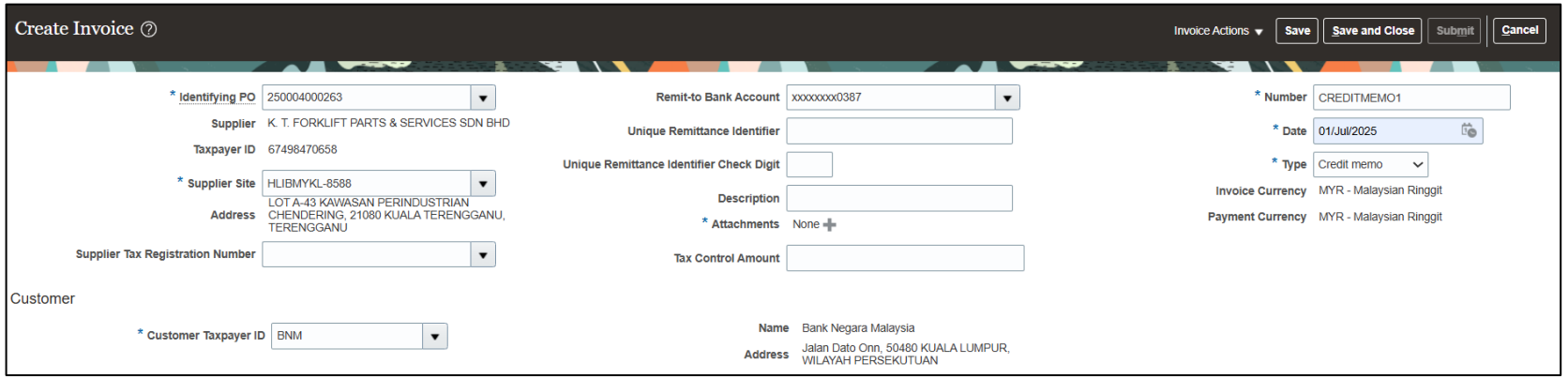
Invoice Header

Step 3
Fill in below :

- *Identifying PO*: Search for the PO number
- *Supplier site*: select Site
- Number : Credit Memo/ Note number
- *Type*: Credit Memo
- *Description*: Invoice Number following by date
- *Date*: date the credit memo raise in system
- *Attachment*: relevant supporting document

Note:
Please ensure all details are completed and avoid leaving the submission in incomplete/draft status. This will help prevent invoice cancellation by the BNM Finance team and avoid delays in submission."

3



Web Application

Supplier

Step 4
Click on Select and Add icon

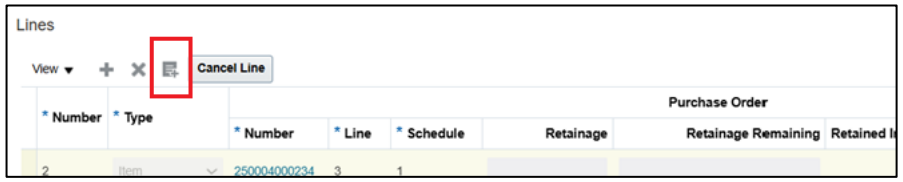
Step 5
Select the PO line by the PO number

Step 6
Enter the Credit Note amount (must be in negative value with negative sign)

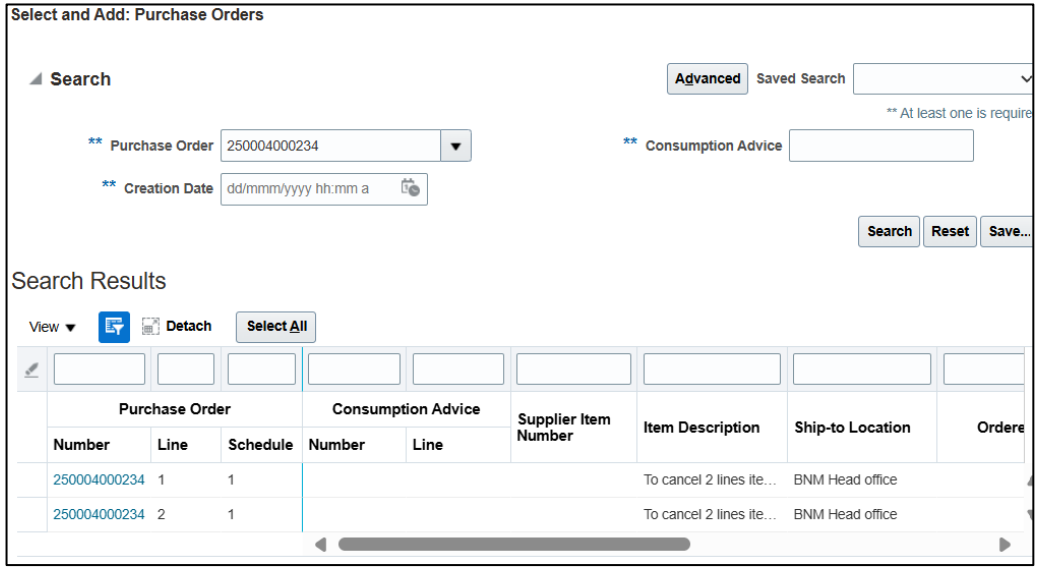
Note :
We have two types of Purchase Order that have different filed to edit the amount of Credit note.

a) Line type is Goods/Rate Based Service ; Please edit in quantity field.
b) Fixed Price Service ; Please edit in negative Amount without tax.

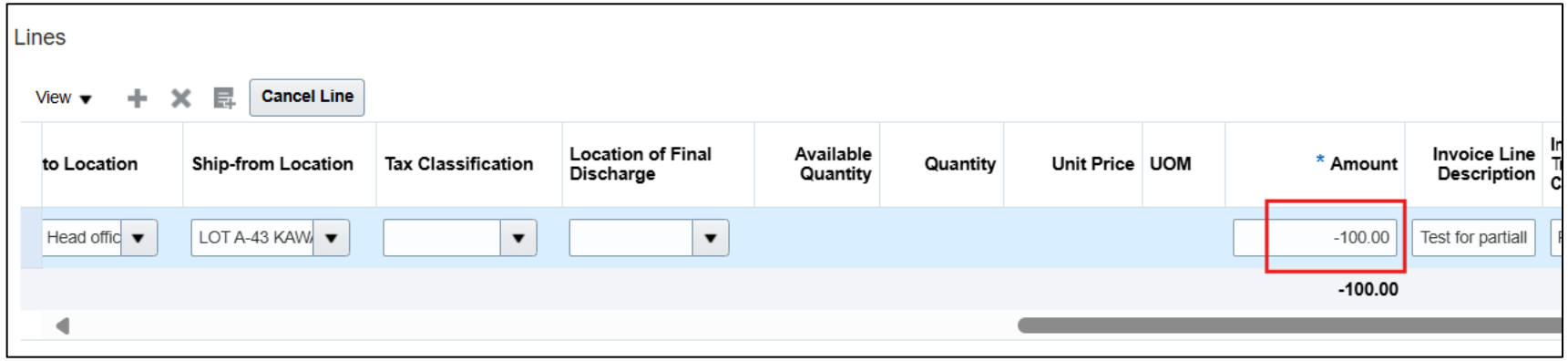
4



5



6



Web Application

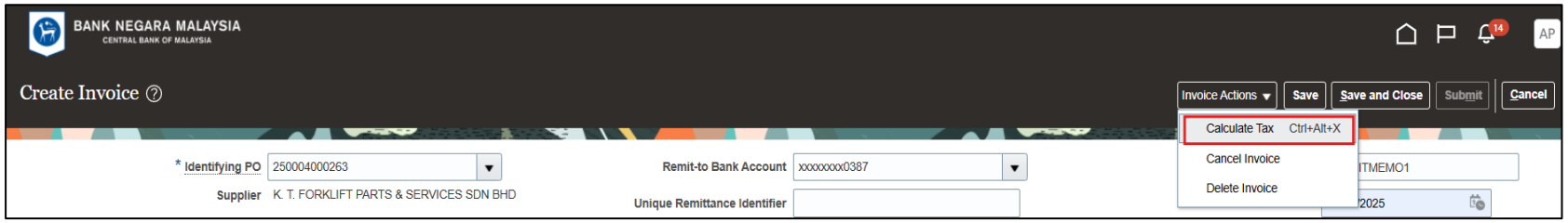
Supplier

Step 7
Click on Invoice Action > Calculate Tax

Step 8
Click Submit

Note:
Before calculating tax, please ensure all details are complete and accurate. This is to prevent incorrect information from being captured in the system, which may require the cancellation of the credit note. Such cancellations must be processed by the BNM Finance Team and may result in delays in payment.

7



8



THANK YOU



For any inquiries related to Supplier Portal functionality, please reach out CPD Procurement System Support team via email at :

cpd_systemsupport@bnm.gov.my