

Giant Web EDI User Guide

Prepared by	B2B Commerce (M) Sdn Bhd
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Chapter 1: Overview

1.1 Objectives

This user guide provides step by step guide on how to list, view, search and print Giant's Purchase Orders and Return to Vendor documents.

1.2 Conventions Used in User Guide

Fonts in Bold	Naming convention that appears on screen, button, menu, tab, link or field in the ePortal modules.
	Step-by-step process box.
	Optional feature box.
	Tip/Note box.
Buyer	Giant's staff
Supplier	Giant's Suppliers

Chapter 2: User Login

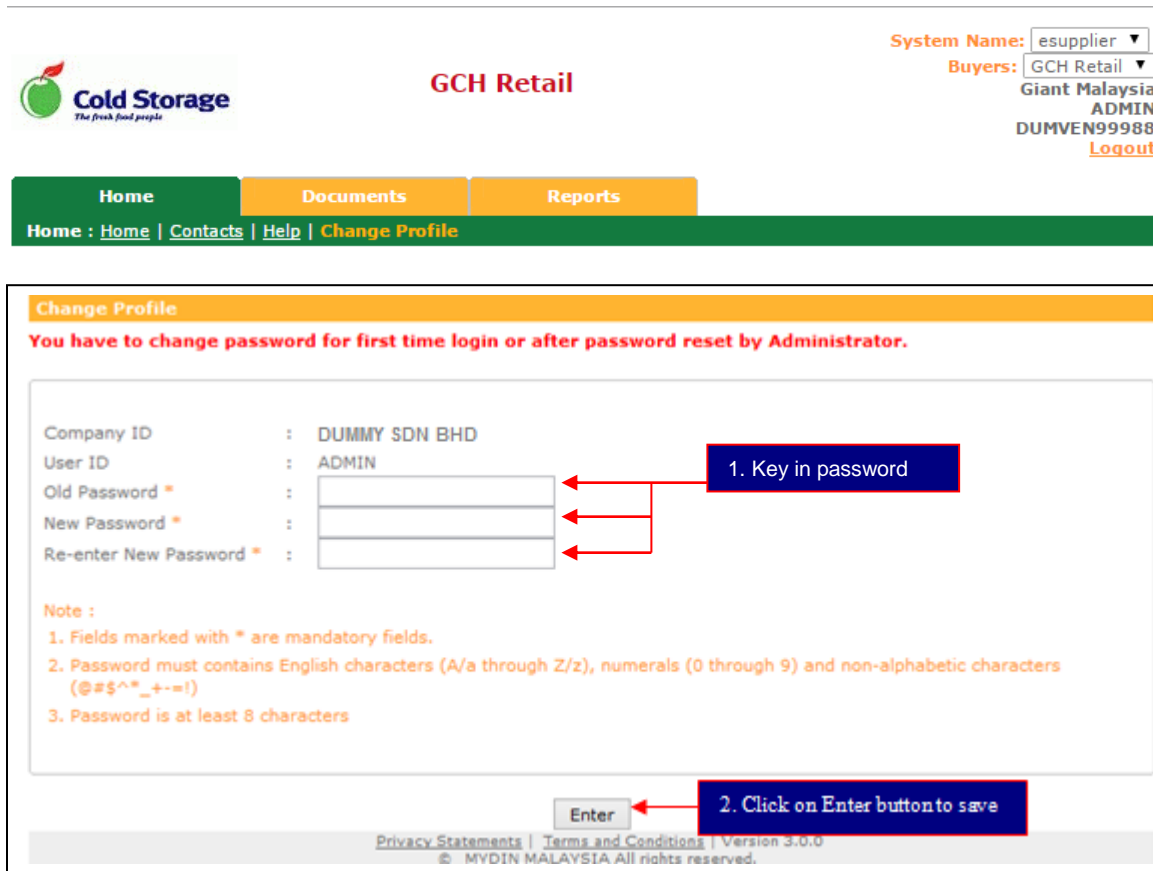
2.1 Login Screen

- Please login to website: <https://giant.b2b.com.my>



The screenshot shows the GCH Retail login page. At the top, there is a navigation bar with "Home" and "Please Login" links. The main heading is "Welcome to GCH Retail". Below this, there is a "Please Login" section with three input fields for "Company ID", "User ID", and "Password". There is also a "Forgot My Password" link, a language dropdown menu set to "English", and a "Remember me on this computer" checkbox. An "Enter" button is located at the bottom right of the login form. Annotations include a blue box on the left stating "1. Key in Company ID, User ID, Password." with arrows pointing to the input fields, a yellow box stating "Click here if you forgot your password" with an arrow pointing to the "Forgot My Password" link, and another blue box on the right stating "2. Click on Enter button to Login to the system." with an arrow pointing to the "Enter" button. The footer contains links for "Privacy Statements", "Terms and Conditions", and "Version 3.0.0", along with a copyright notice for GCH Retail.

2.2 First Time Login Screen



System Name: esupplier
Buyers: GCH Retail
Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Home : [Home](#) | [Contacts](#) | [Help](#) | [Change Profile](#)

Change Profile

You have to change password for first time login or after password reset by Administrator.

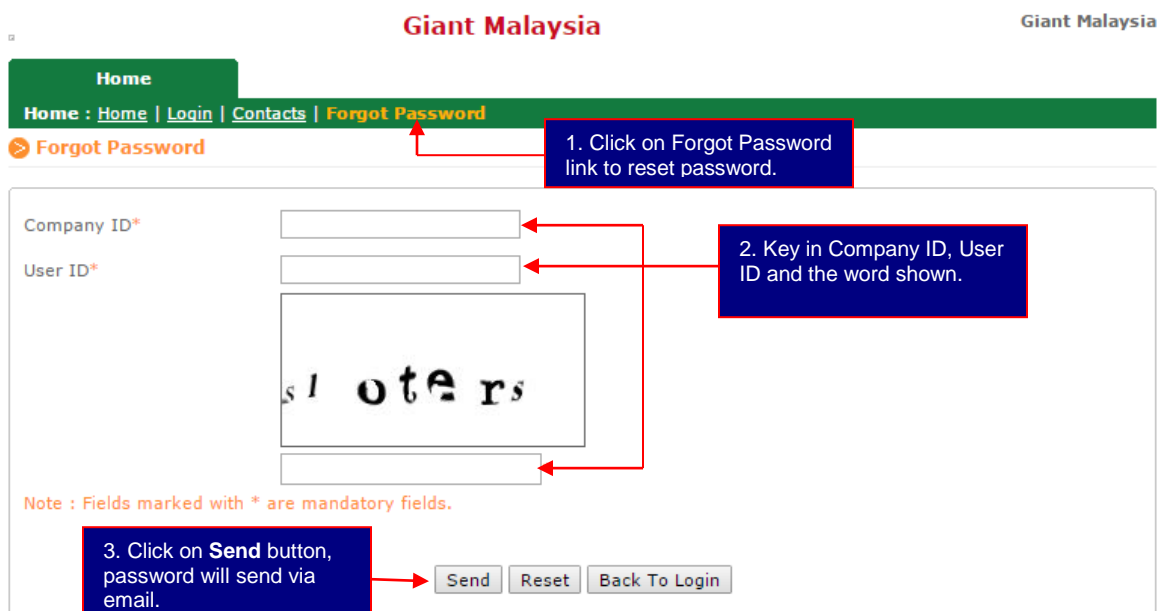
Company ID : DUMMY SDN BHD
User ID : ADMIN
Old Password * :
New Password * :
Re-enter New Password * :

Note :

- Fields marked with * are mandatory fields.
- Password must contains English characters (A/a through Z/z), numerals (0 through 9) and non-alphabetic characters (@#%^*_+=!)
- Password is at least 8 characters

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2.3 Forgot Password



Home

Home : [Home](#) | [Login](#) | [Contacts](#) | [Forgot Password](#)

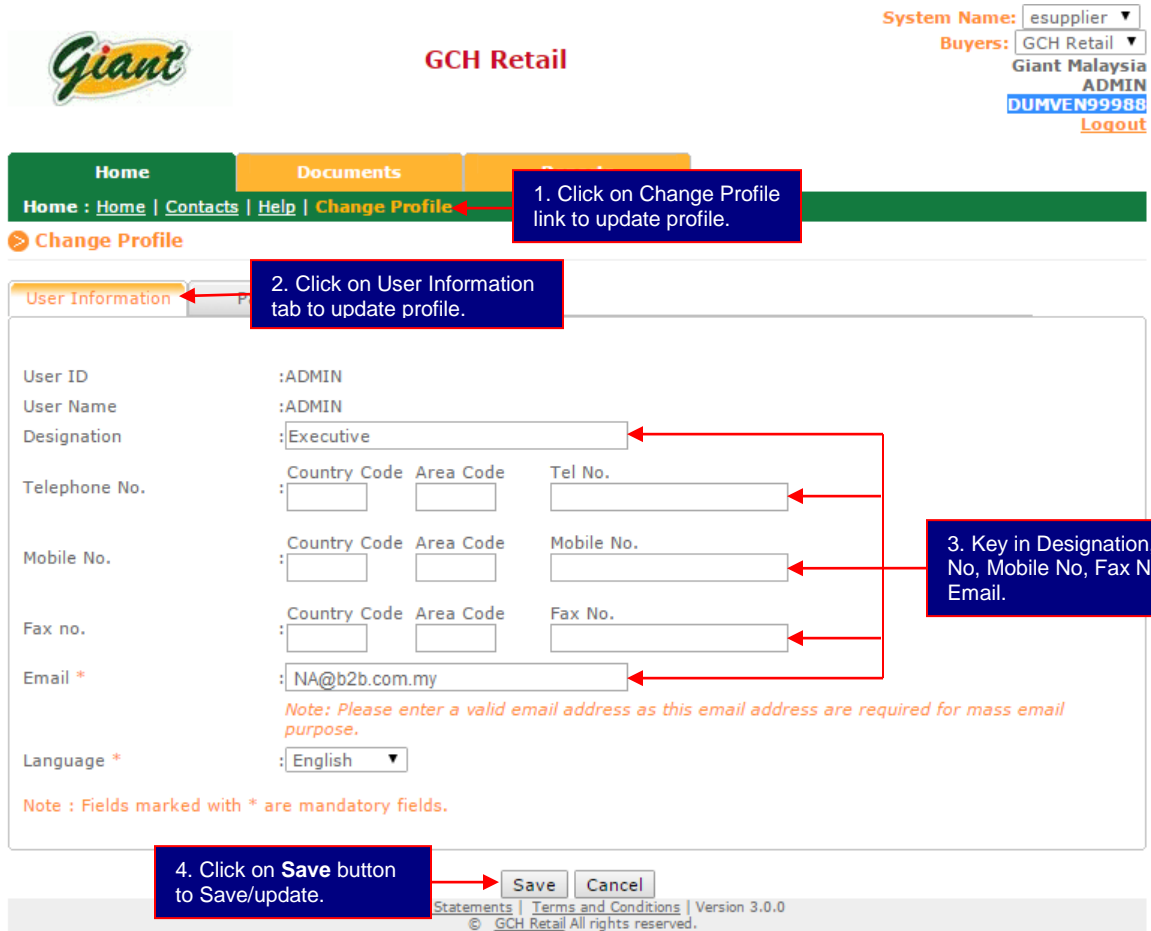
[Forgot Password](#)

Company ID* :
User ID* :
Word shown: s l o t e r s

Note : Fields marked with * are mandatory fields.

2.4 Change Profile

2.4.1 User Information



System Name: esupplier ▾
Buyers: GCH Retail ▾
Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home | Documents | **Change Profile**

1. Click on Change Profile link to update profile.

2. Click on User Information tab to update profile.

3. Key in Designation, Tel No, Mobile No, Fax No, Email.

4. Click on **Save** button to Save/update.

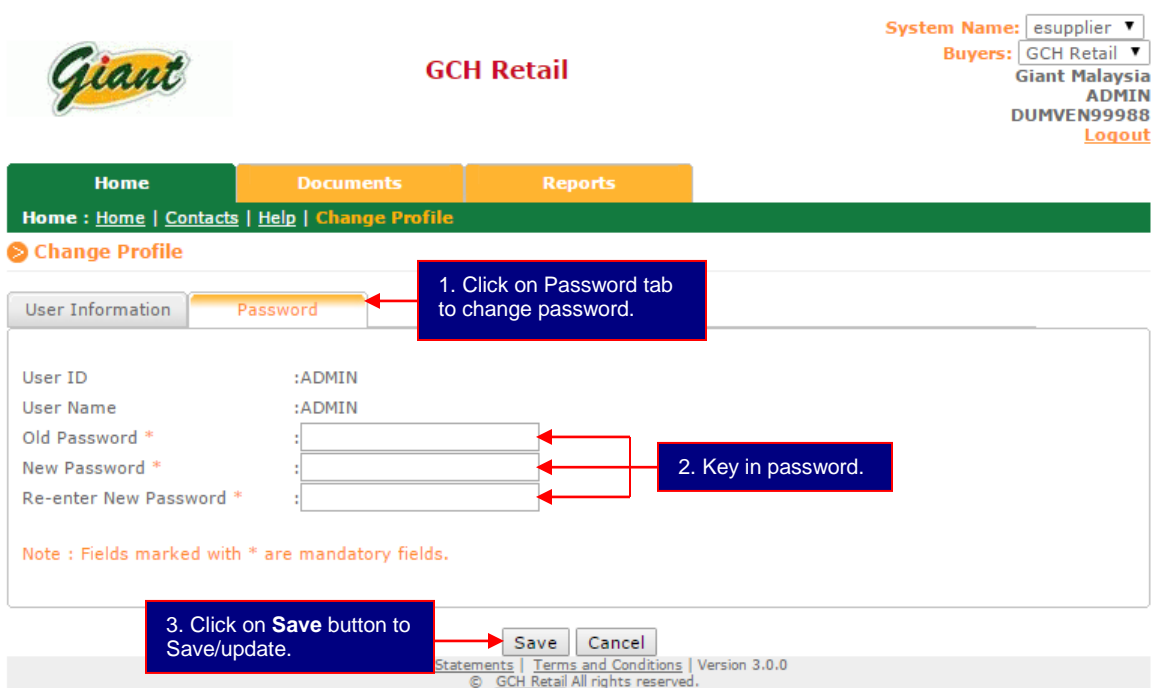
User ID :ADMIN
User Name :ADMIN
Designation :Executive
Telephone No. : Country Code Area Code Tel No.
Mobile No. : Country Code Area Code Mobile No.
Fax no. : Country Code Area Code Fax No.
Email * : NA@b2b.com.my
Language * : English ▾

Note: Please enter a valid email address as this email address are required for mass email purpose.

*Note : Fields marked with * are mandatory fields.*

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2.4.2 Password (Reset)



Giant **GCH Retail**

System Name: esupplier
Buyers: GCH Retail
Giant Malaysia
ADMIN
DUMVEN99988
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Home Documents Reports

Home : [Home](#) | [Contacts](#) | [Help](#) | [Change Profile](#)

Change Profile

User Information Password

1. Click on Password tab to change password.

User ID :ADMIN
User Name :ADMIN
Old Password * :
New Password * :
Re-enter New Password * :

2. Key in password.

Note : Fields marked with * are mandatory fields.

3. Click on Save button to Save/update.

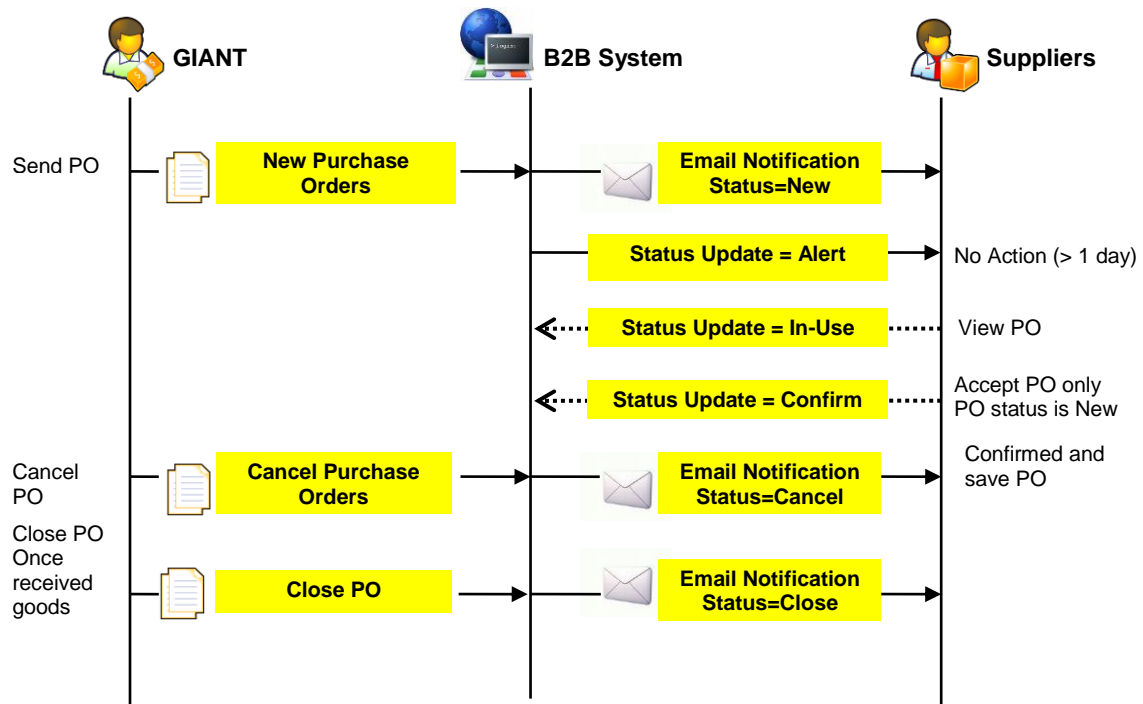
Save Cancel

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Chapter 3: Purchase Order

3.1 Purchase Order Process

This section provides step by step guide on Purchase Order process among Giant, B2B System and Suppliers.

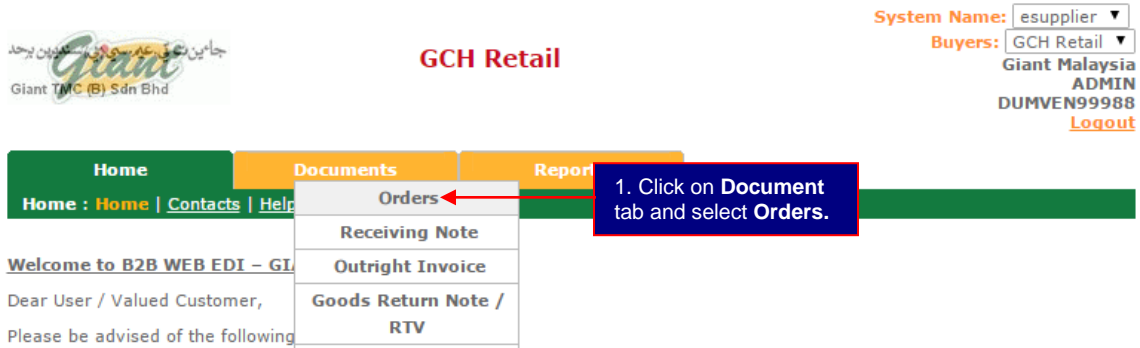


3.2 Purchase Order Module Step by Step

This section provides step-by-step guide for supplier to List, View, Validate, Export and Print Purchase Orders and manage notification.

3.2.1 List Purchase Order

Step 1 Select Purchase Order Document



System Name: esupplier
Buyers: GCH Retail
 Giant Malaysia
 ADMIN
 DUMVEN99988
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Home Documents Reports

Home : [Home](#) | [Contacts](#) | [Help](#)

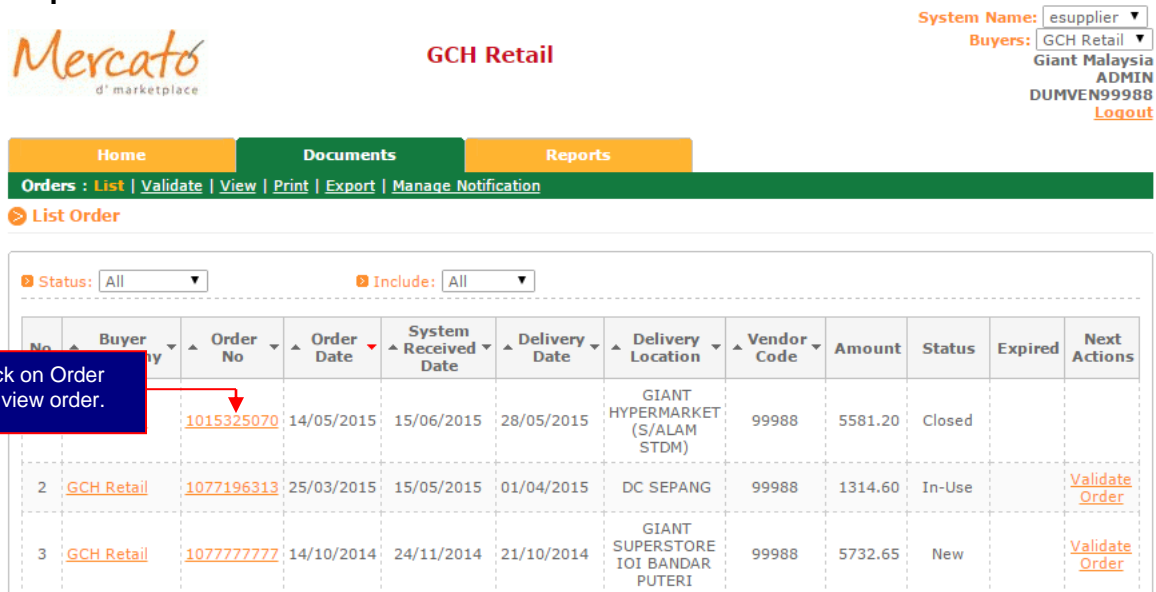
Welcome to B2B WEB EDI – GI

Dear User / Valued Customer,
 Please be advised of the following

Orders
 Receiving Note
 Outright Invoice
 Goods Return Note / RTV

1. Click on **Document** tab and select **Orders**.

Step 2 List Purchase Order



System Name: esupplier
Buyers: GCH Retail
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 ADMIN
 DUMVEN99988
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Home Documents Reports

Orders : [List](#) | [Validate](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

List Order

Status: All Include: All

No	Buyer	Order No	Order Date	System Received Date	Delivery Date	Delivery Location	Vendor Code	Amount	Status	Expired	Next Actions
		1015325070	14/05/2015	15/06/2015	28/05/2015	GIANT HYPERMARKET (S/ALAM STD)	99988	5581.20	Closed		
2	GCH Retail	1077196313	25/03/2015	15/05/2015	01/04/2015	DC SEPANG	99988	1314.60	In-Use		Validate Order
3	GCH Retail	1077777777	14/10/2014	24/11/2014	21/10/2014	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	5732.65	New		Validate Order

2. Click on Order No to view order.

Status Definition:

- New → New purchase order
- In-Use → Supplier viewed purchase order
- Alert → Supplier has not view/open the purchase order after 1 day
- Confirmed → Supplier validated the purchase order
- Cancelled → Giant cancelled the purchase order
- Closed → Giant received the goods

Step 3 View Purchase Order


Click here if you need to go back to the listing

[Home](#) | [Documents](#) | [Reports](#)
[Orders : List](#) | [Validate](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)
[View](#) [Back To Listing](#)

GIANT
New

View Order

View Order History



PURCHASE ORDER	Number	: 1132065555
	Date	: 01.05.2015
	Expected Delivery Date	: 03.05.2015

GCH RETAIL (MALAYSIA) SDN.BHD.(667035-P)

GST ID : 001952423936
 Mezzanine Floor, Giant Hypermarket Shah Alam Stadium,
 Lot 2, Persiaran Sukan, Seksyen 13,
 40100 Shah Alam
 Selangor Darul Ehsan, Malaysia
 Tel: 603-55448888

Vendor Code : 99988
 GST ID : VGSTC1234
 Vendor Name : GIANT DUMMY VENDOR SDN BHD
 Address : NO.123, JALAN 56/7,
 KUALA LUMPUR DUMMY BUSINESS CENTER
 Dummy Mall
 47200 Petaling Jaya
 Selangor
 MY
 Telephone : 603-12345678
 Fax : 603-12345679
 Attention : ADMIN

Basic Terms of Agreement (unless otherwise stated)

General Notes:	Store Code : 9010
	Delivery Address : DC SEPANG GCH DISTRIBUTION CENTRE BANDAR BARU SALAK TINGGI 43900 SEPANG SEL MY

Item	Article Description Article Code / UPC Code Item Additional Notes	Total Order Qty	UOM	Case Qty	Unit Price Per Order Qty	Net Value excl.GST	GST Rate	GST Amount	Net Value incl.GST
0001	ITEM A	1.00	CS	12	52.80	52.800	0.00	0.000	52.800
0002	ITEM B	1.00	CS	6	82.80	82.800	0.00	0.000	82.800
0003	ITEM C	1.00	CS	12	52.80	52.800	6.00	3.168	55.968
0004	ITEM D	3.00	CS	12	52.80	158.400	6.00	9.504	167.904
Total Net Value:						346.800		12.672	359.472

Acceptance of this Purchase Order constitutes an agreement by you, the supplier that all goods supplied are to be invoiced with the correct unit cost, order pack and all purchases are on a returnable basis. Unless otherwise stipulated in the agreement and are subject to our GCH Retail (Malaysia) S/B Terms and Conditions of supply (a copy of which you have) which will prevail over any conflicting terms set out in delivery orders, invoices, or other document of the supplier.

*This is an official P.O and signature is not required as this is a computer-generated form.
*If you are unable to fulfill the order, please contact the issuer of this P.O within 24 hours.

Your delivery will not accepted if :

1. No Purchase Order number is quoted on delivery order/invoice
2. Delivery does not comply to purchase order quantity
3. Delivery after due date

***Delivery after 31/03/2015 must be issued with GST Tax Invoice for all GST vendors.**

3. Click on **Print Original** button to print order.

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Step 4 Print Purchase Order

Order print out in PDF format

Printed on 17/09/2015 10:31



PURCHASE ORDER	Number	: 1132065555
	Date	: 01.05.2015
	Expected Delivery Date	:
	Page	: 1 of 2

GCH RETAIL (MALAYSIA) SDN.BHD.(667035-P)
 GST ID : 001952423936
 Mezzanine Floor, Giant Hypermarket Shah Alam Stadium
 Lot 2, Persiaran Sukan,
 40100
 Selangor Darul Ehsan,
 Tel: 603-55448888

Purchasing Grp : 900

Vendor Code : 99988
GST ID : VGSTC1234
Vendor Name : GIANT DUMMY VENDOR SDN BHD
Address : NO.123, JALAN 56/7,
 KUALA LUMPUR DUMMY BUSINESS CENTER
 Dummy Mall
 47200
 Selangor
 MY
Telephone : 603-12345678
Fax : 603-12345679
Attention : ADMIN

Basic Terms of Agreement (unless otherwise stated)

General Notes:

Store Code : 9010
Delivery Address : DC SEPANG
 GCH DISTRIBUTION CENTRE
 BANDAR BARU SALAK TINGGI
 43900 SEPANG
 SEL MY

Item	Article Description Article Code / UPC Code Item Additional Notes	Total Order Qty	UOM	Case Qty	Unit Price Per Order Qty	Net Value excl.GST	GST Rate	GST Amount	Net Value incl.GST
0001	ITEM A	1.00	CS	12	52.80	52.800	0.00	0.000	52.800
0002	ITEM B	1.00	CS	6	82.80	82.800	0.00	0.000	82.800
0003	ITEM C	1.00	CS	12	52.80	52.800	6.00	3.168	55.968
0004	ITEM D	3.00	CS	12	52.80	158.400	6.00	9.504	167.904
Total Net Value:						346.800		12.672	359.472


Acceptance of this Purchase Order constitutes an agreement by you, the supplier that all goods supplied are to be invoiced with the correct unit cost, order pack and all purchases are on a returnable basis. Unless otherwise stipulated in the agreement and are subject to our GCH Retail (Malaysia) S/B Terms and Conditions of supply (a copy of which you have) which will prevail over any conflicting terms set out in delivery orders, invoices, or other document of the supplier.

*This is an official P.O and signature is not required as this is a computer-generated form.
 *If you are unable to fulfill the order, please contact the issuer of this P.O within 24 hours.

Your delivery will not accept if :
 1. No Purchase Order number is quoted on delivery order/ invoice
 2. Delivery does not comply to purchase order quantity
 3. Delivery after due date

***Delivery after 31/03/2015 must be issued with GST Tax Invoice for all GST vendors.**

Step 5 View Purchase Order History (Optional)



GCH Retail

System Name: esupplier ▼
 Buyers: GCH Retail ▼
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

Home
Documents
Reports

Orders : [List](#) | [Validate](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

➤ View
⬅ Back To Listing

View Order
View Order History

Order Header Information

Order No	1132065555	Status	New
Buyer Company	GCH Retail	Order Date	10/09/2014
Delivery Location	DC SEPANG	Delivery Date	11/09/2014
Total Amount	359.47		

Order History

No.	Timestamp	Status	Performed By	Properties
1	24/11/2014 12:19	New	GIANT	
2	27/11/2014 01:01	Alert		
3	15/12/2014 14:33	Alert		Flag Expired

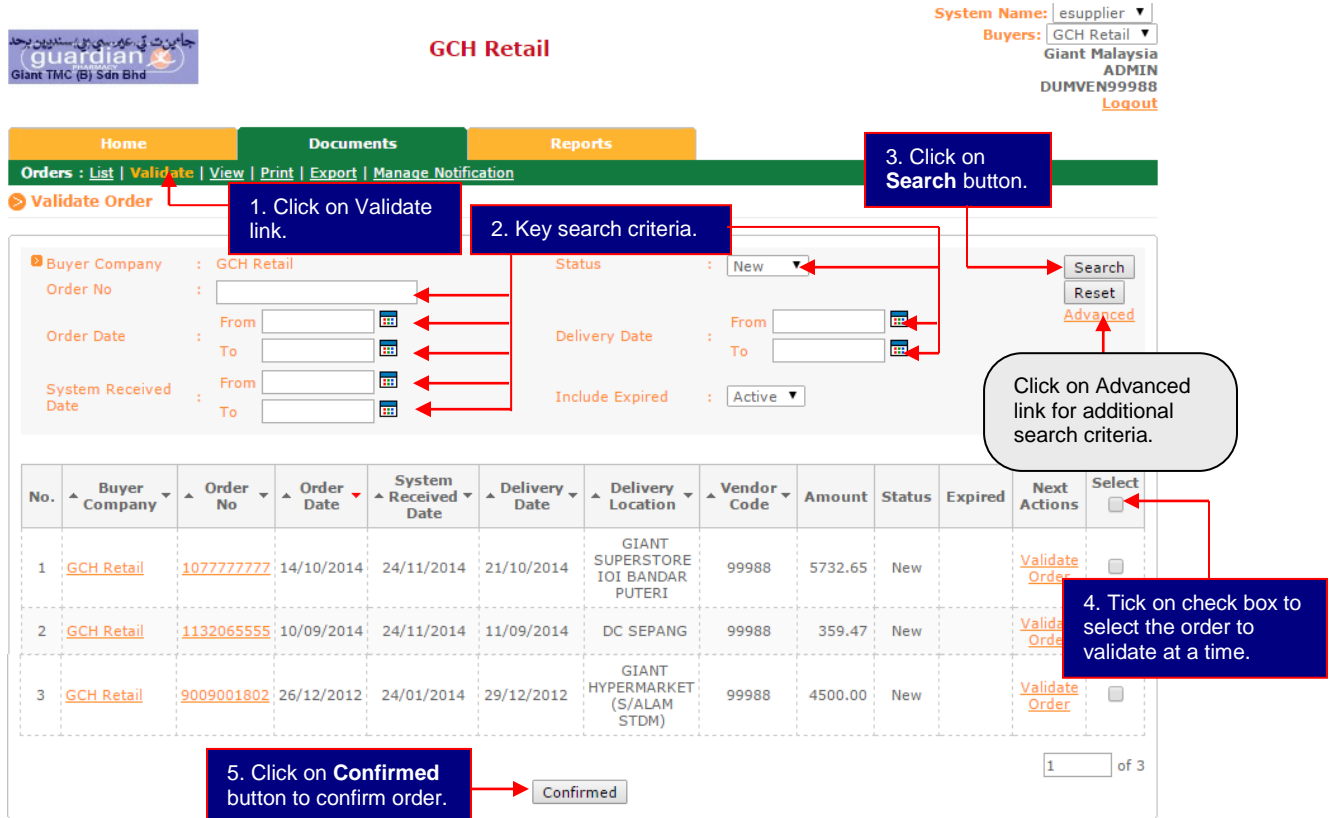
Order Action History

No.	Timestamp	Action	Performed By
1	15/09/2015 17:48	Printed	ADMIN
2	17/09/2015 10:31	Printed	ADMIN

1. Click on View Order History tab to check order history.

3.2.2 Validate Purchase Order

Allow user to validate purchase order in batch.



System Name: | esupplier |
Buyers: | GCH Retail |
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

Home Documents Reports

Orders : [List](#) | [Validate](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

Validate Order

1. Click on Validate link.

2. Key search criteria.

3. Click on Search button.

4. Tick on check box to select the order to validate at a time.

5. Click on Confirmed button to confirm order.

Click on Advanced link for additional search criteria.

No.	Buyer Company	Order No	Order Date	System Received Date	Delivery Date	Delivery Location	Vendor Code	Amount	Status	Expired	Next Actions	Select
1	GCH Retail	1077777777	14/10/2014	24/11/2014	21/10/2014	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	5732.65	New		Validate Order	<input type="checkbox"/>
2	GCH Retail	1132065555	10/09/2014	24/11/2014	11/09/2014	DC SEPANG	99988	359.47	New		Validate Order	<input type="checkbox"/>
3	GCH Retail	9009001802	26/12/2012	24/01/2014	29/12/2012	GIANT HYPERMARKET (S/ALAM STDN)	99988	4500.00	New		Validate Order	<input type="checkbox"/>

1 of 3

Confirmed

3.2.3 View Purchase Order

Allow user to search for purchase order.

جامين ت تي، عير سي بي، سندیون برحد
Giant TMC (B) Sdn Bhd

GCH Retail

System Name:
 Buyers:
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

Home
Documents
Reports

Orders : [List](#) | [Validate](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

View Order

Buyer Company : GCH Retail

Order No :

Order Date : From To

System Received : From To

Status :

Delivery Date : From To

Include Expired :

[Advanced](#)

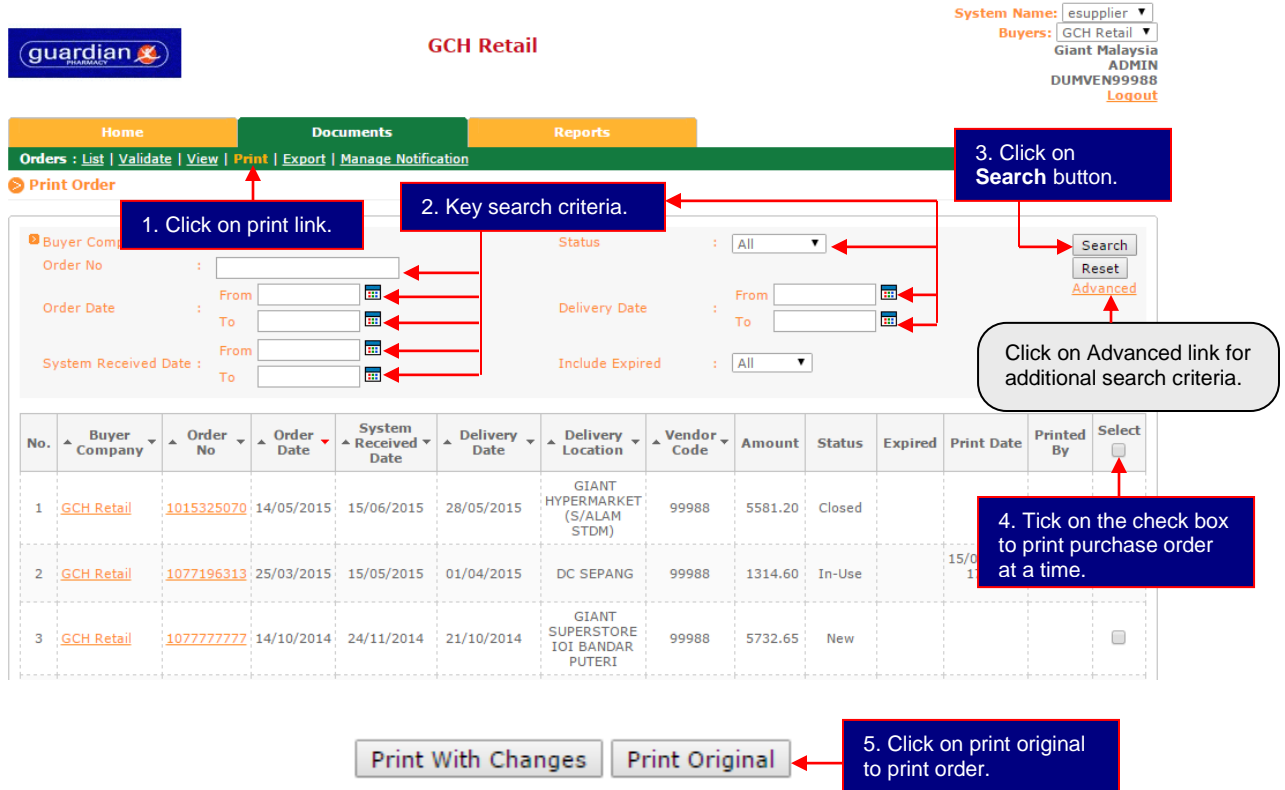
No.	Buyer Company	Order No	Order Date	System Received Date	Delivery Date	Delivery Location	Vendor Code	Amount	Status	Expired
1	GCH Retail	1077777777	14/10/2014	24/11/2014	21/10/2014	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	5732.65	New	
2	GCH Retail	1132065555	10/09/2014	24/11/2014	11/09/2014	DC SEPANG	99988	359.47	New	
3	GCH Retail	9009001802	26/12/2012	24/01/2014	29/12/2012	GIANT HYPERMARKET (S/ALAM STD)	99988	4500.00	New	

of 3

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3.2.4 Print Purchase Order

Allow user to print purchase order in batch.



The screenshot shows the 'Print Order' interface in the Giant Web EDI system. The interface includes a navigation menu with 'Home', 'Documents', and 'Reports'. The 'Documents' menu is active, showing options like 'Orders: List | Validate | View | Print | Export | Manage Notification'. The 'Print Order' section is highlighted, and the 'Print' link is annotated with callout 1. The search criteria section includes fields for Order No., Order Date (From/To), System Received Date (From/To), Status, Delivery Date (From/To), and Include Expired. The search button is annotated with callout 3, and the 'Advanced' link is annotated with callout 2. The table below shows a list of purchase orders with columns for No., Buyer Company, Order No., Order Date, System Received Date, Delivery Date, Delivery Location, Vendor Code, Amount, Status, Expired, Print Date, Printed By, and Select. The 'Select' column has checkboxes, with callout 4 pointing to one of them. At the bottom, there are two buttons: 'Print With Changes' and 'Print Original', with callout 5 pointing to the 'Print Original' button.

1. Click on print link.

2. Key search criteria.

3. Click on Search button.

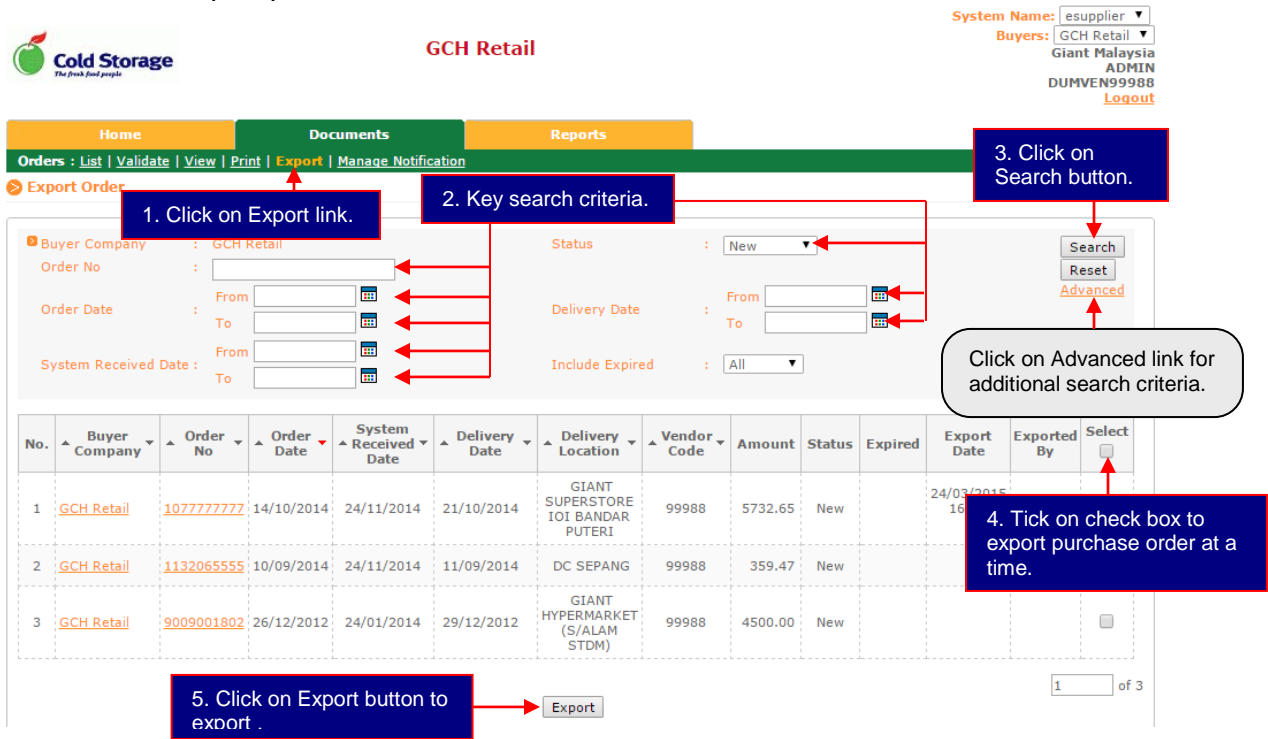
4. Tick on the check box to print purchase order at a time.

5. Click on print original to print order.

No.	Buyer Company	Order No.	Order Date	System Received Date	Delivery Date	Delivery Location	Vendor Code	Amount	Status	Expired	Print Date	Printed By	Select
1	GCH Retail	1015325070	14/05/2015	15/06/2015	28/05/2015	GIANT HYPERMARKET (S/ALAM STDN)	99988	5581.20	Closed				<input type="checkbox"/>
2	GCH Retail	1077196313	25/03/2015	15/05/2015	01/04/2015	DC SEPANG	99988	1314.60	In-Use		15/05/2015		<input type="checkbox"/>
3	GCH Retail	1077777777	14/10/2014	24/11/2014	21/10/2014	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	5732.65	New				<input type="checkbox"/>

3.2.5 Export Purchase Order (Optional)

Allow user to export purchase order in batch.



1. Click on Export link.

2. Key search criteria.

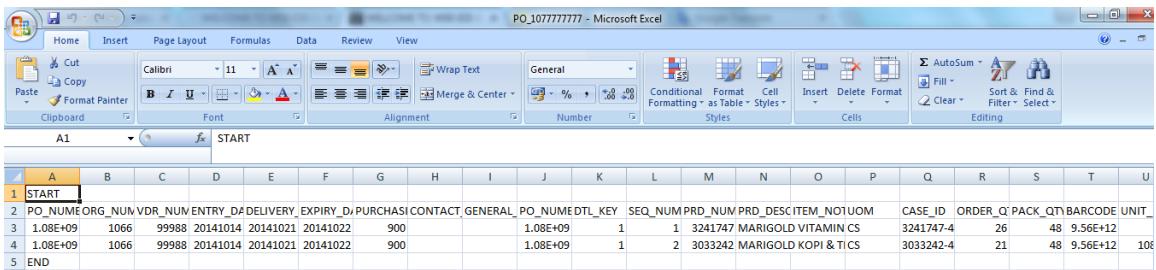
3. Click on Search button.

4. Tick on check box to export purchase order at a time.

5. Click on Export button to export .

No.	Buyer Company	Order No	Order Date	System Received Date	Delivery Date	Delivery Location	Vendor Code	Amount	Status	Expired	Export Date	Exported By	Select
1	GCH Retail	107777777	14/10/2014	24/11/2014	21/10/2014	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	5732.65	New		24/03/2015 16:16		<input type="checkbox"/>
2	GCH Retail	113206555	10/09/2014	24/11/2014	11/09/2014	DC SEPANG	99988	359.47	New				<input type="checkbox"/>
3	GCH Retail	9009001802	26/12/2012	24/01/2014	29/12/2012	GIANT HYPERMARKET (S/ALAM STD)	99988	4500.00	New				<input type="checkbox"/>

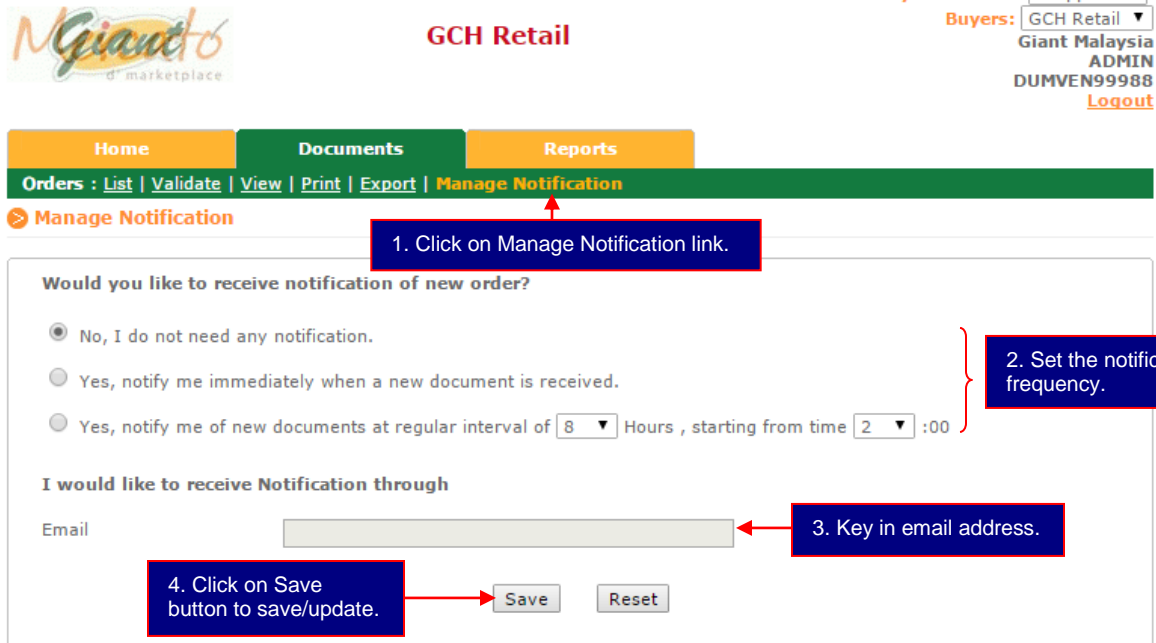
The exported file will be saving in CSV format (Excel file).



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	START																			
2	PO_NUMEORG_NUM	VDR_NUM	ENTRY_D	DELIVERY_EXPIRY_D	PURCHASI_CONTACT_GENERAL	PO_NUME DTL_KEY	SEQ_NUM	PRD_NUM	PRD_DESC	ITEM_NOT	UOM	CASE_ID	ORDER_Q	PACK_QTY	BARCODE	UNIT				
3	1.08E+09	1066	99988	20141014	20141021	20141022	900	1.08E+09	1	1	3241747	MARIGOLD VITAMIN CS	3241747-4	26	48	9.56E+12	106			
4	1.08E+09	1066	99988	20141014	20141021	20141022	900	1.08E+09	1	2	3033242	MARIGOLD KOPI & TICS	3033242-4	21	48	9.56E+12	106			
5	END																			

3.2.5 Manage Notification

Allow user to maintain or change the email notification setting.



System Name: esupplier ▾
Buyers: GCH Retail ▾
Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Orders : List | Validate | View | Print | Export | Manage Notification

➤ **Manage Notification**

1. Click on Manage Notification link.

Would you like to receive notification of new order?

- No, I do not need any notification.
- Yes, notify me immediately when a new document is received.
- Yes, notify me of new documents at regular interval of Hours , starting from time :00

I would like to receive Notification through

Email

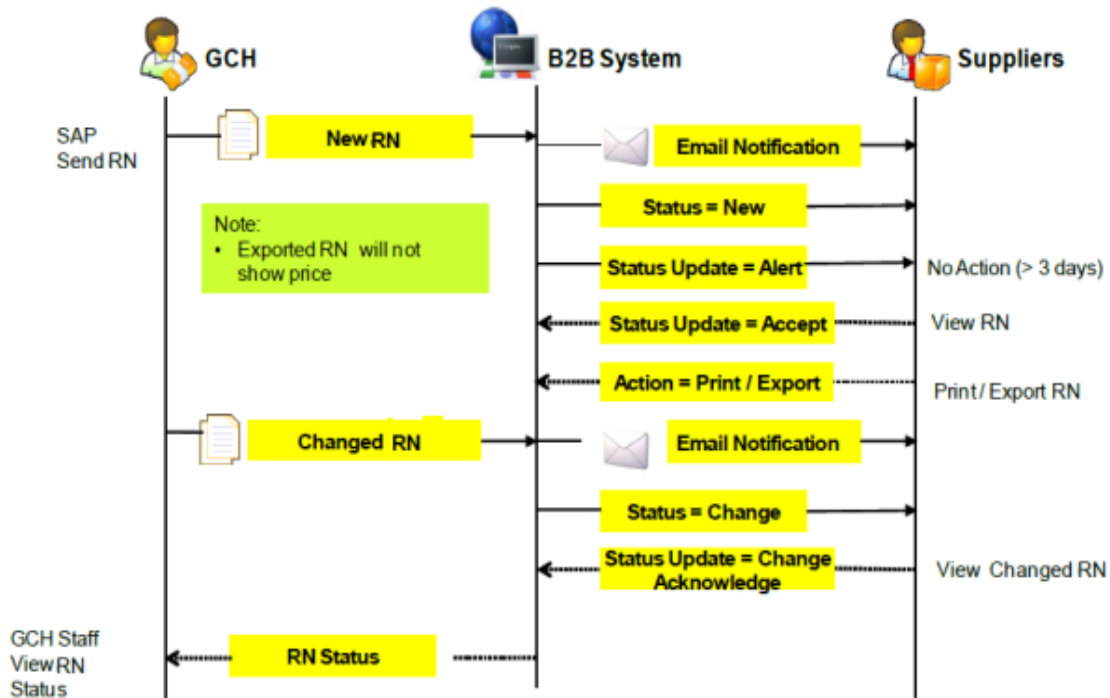
3. Key in email address.

4. Click on Save button to save/update.

Chapter 4: Receiving Note

4.1 Receiving Process

This section provides step by step guide on Receiving Note process among Giant, B2B System and suppliers.

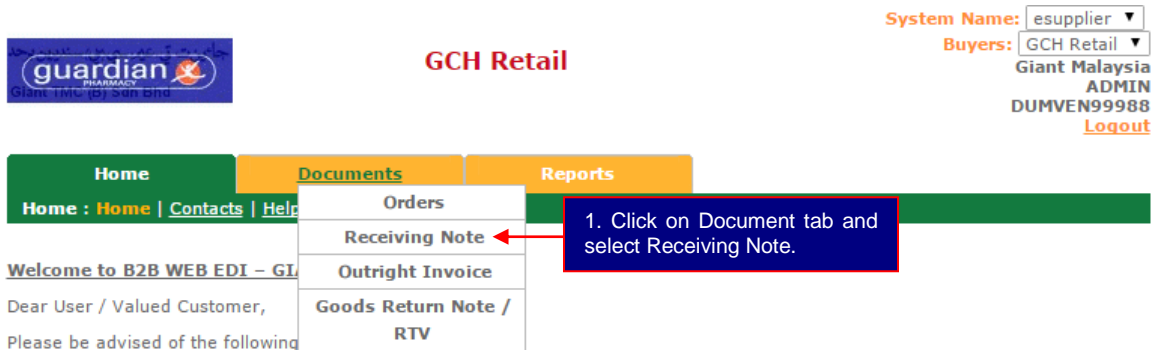


4.2 Receiving Note Module Step by Step

This section provides step by step guide for supplier to List, View, Print and Export GRN.

4.2.1 List Receiving Note

Step 1 Select Receiving Note Document



The screenshot shows the B2B Commerce interface for a supplier. At the top right, the system name is 'esupplier' and the buyer is 'GCH Retail'. The user is identified as 'Giant Malaysia ADMIN' with ID 'DUMVEN99988' and a 'Logout' link. The main navigation bar has three tabs: 'Home' (green), 'Documents' (orange), and 'Reports' (orange). The 'Documents' tab is active, and a dropdown menu is open showing options: 'Orders', 'Receiving Note', 'Outright Invoice', and 'Goods Return Note / RTV'. A red arrow points from a blue callout box to the 'Receiving Note' option. The callout box contains the text: '1. Click on Document tab and select Receiving Note.' The left sidebar shows the 'guardian PHARMACY' logo and a welcome message: 'Welcome to B2B WEB EDI - GI... Dear User / Valued Customer, Please be advised of the following'.

Step 2 List Receiving Note



GCH Retail

System Name:
 Buyers:
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

[Home](#) | [Documents](#) | [Reports](#)
Receiving Note : [List](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

➤ **List Goods Receipt**

Status:

No.	Buyer Company	GR No	GR Issue Date	Order No	Delivery Date	Delivery Location	Vendor Code	Amount	Status
1	GCH Retail	9100000001	22/09/2015	9100000001	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	MYR 5732.65	Accepted
2	GCH Retail	00000002	22/09/2015	00000002	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	MYR 5732.65	Alert
3	GCH Retail	9100000003	22/09/2015	9100000003	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	MYR 5732.65	Alert

2. Click on Receiving Note No. to view Receiving Note.

Status Definition:

- New → Supplier received new RN in the system
- Alert → Supplier has not view/open the RN after 3 day
- Accepted → Supplier has viewed the RN
- Changed → Giant changed the RN
- Change Acknowledged → Supplier has viewed changed RN

Step 3 View Receiving Note

جائين ت. تي. سٹور سي ايچي/سٹورين برحد
Giant TMC (B) Sdn Bhd

GCH Retail

System Name: esupplier
Buyers: GCH Retail
Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Receiving Note : [List](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

[View](#) [Back To Listing](#)

GIANT **Accepted**

View Goods Receipt View Goods Receipt History

GCH Retail (M) SDN BHD (667035-P)
GST ID : 001952423936
Goods Receiving Note


1066 - GIANT SUPERSTORE IOI BANDAR PUTERI
GRN No : 9100000001
 PO NO : 9100000001
 Vendor : 99988 - GIANT DUMMY VENDOR SDN BHD
 GST ID : 001952423936
 GRN Date : 22/09/2015

No	SKU Code	Description	PO Qty	PO Unit Cost	GR Qty in Case (In Unit)	Case Qty	Pack Qty	FOC	Case Cost	Total Cost	Net Cost excl. GST	GST Rate	GST Amount	Net Cost Incl. GST
1	3241747	DUMMY CREAMER 500G	26.000	120.000	0.542 (26.000)	48.000	0.542	N	120.000	3120.000	3120.000	6.00	187.200	3307.200
2	3033242	DUMMY KOPI & TEH TARIK 500G	21.000	108.960	0.438 (21.000)	48.000	0.438	N	108.960	2288.160	2288.160	6.00	137.290	2425.450
Total :			47.000		0.979					5408.160	5408.160		324.490	5732.650

3. Click on Print Original button to print Receiving Note.

Click on Export button to export Receiving Note.

Step 4 Print Receiving Note

 RN printed out in PDF format.

GCH Retail (M) SDN BHD (667035-P)

GST ID : 001952423936

Goods Receiving Note

Page : 1

1066 - GIANT SUPERSTORE IOI BANDAR PUTERI

Date/Time Printed : 15/10/2015 10:10:56

GRN No : 9100000001

PO No : 9100000001

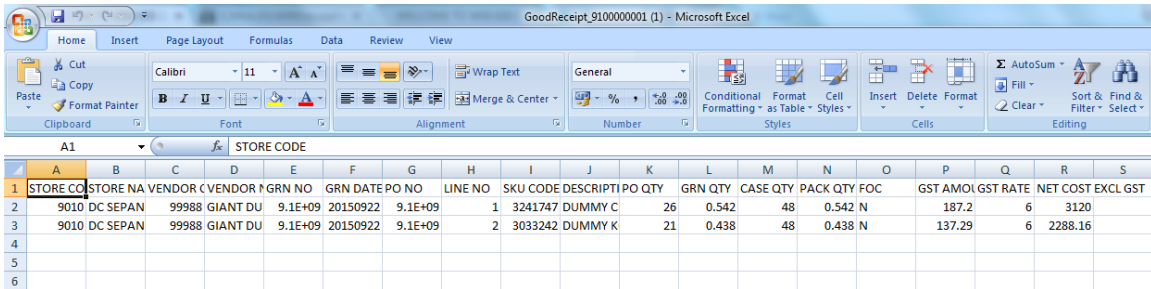
Vendor : 99988 - GIANT DUMMY VENDOR SDN BHD

GST ID : 001952423936

GRN Date : 22/09/2015

No	SKU Code	Description	PO Qty	PO Unit Cost	GR Qty in Case (In Unit)	Case Qty	Pack Qty	FOC	Case Cost	Total Cost	Net Cost excl. GST	GST Rate	GST Amount	Net Cost Incl. GST
1	3241747	DUMMY CREAMER 500G	26.000	120.000	0.542 (26.000)	48.000	0.542	N	120.000	3,120.000	3,120.000	6.00	187.200	3307.200
2	3033242	DUMMY KOPI & TEH TARIK 500G	21.000	108.960	0.438 (21.000)	48.000	0.438	N	108.960	2,288.160	2,288.160	6.00	137.290	2425.450
Total :			47.000		0.979					5,408.160	5,408.160		324.490	5732.650

Step 5 Export Receiving Note (Optional)



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
STORE CODE	STORE NA	VENDOR	VENDOR	GRN NO	GRN DATE	PO NO	LINE NO	SKU CODE	DESCRIPTION	PO QTY	GRN QTY	CASE QTY	PACK QTY	FOC	GST AMT	GST RATE	NET COST	EXCL GST	
9010	DC SEPAN	99988	GIANT DU	9.1E+09	20150922	9.1E+09	1	3241747	DUMMY C	26	0.542	48	0.542	N	187.2	6	3120		
9010	DC SEPAN	99988	GIANT DU	9.1E+09	20150922	9.1E+09	2	3033242	DUMMY K	21	0.438	48	0.438	N	137.29	6	2288.16		

Step 6: View Good Receiving Note History (optional)



GCH Retail

System Name:
 Buyers:
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

[Home](#) | [Documents](#) | [Reports](#)
Receiving Note : [List](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)
[View](#) [Back To Listing](#)

View Goods Receipt
View Goods Receipt History 1. Click on View Goods Receipt History.

Goods Receipt Header Information

GR No	9100000001	Status	Accepted
Buyer Company	GCH Retail	GR Issue Date	22/09/2015
Delivery Location	GIANT SUPERSTORE IOI BANDAR PUTERI	Delivery Date	22/09/2015
Total Amount	MYR 5732.65		

Goods Receipt History

No.	Timestamp	Status	Performed By	Properties
1	22/09/2015 12:40	New	GIANT	
2	25/09/2015 05:00	Alert		
3	09/10/2015 11:04	Accepted	ADMIN	

Goods Receipt Action History

No.	Timestamp	Action	Performed By
1	15/10/2015 10:10	Exported	ADMIN
2	15/10/2015 10:10	Printed	ADMIN
3	15/10/2015 10:10	Printed	ADMIN
4	15/10/2015 10:16	Exported	ADMIN

4.2.2 View Receiving Note

Allow the user to view search Receiving Note.

System Name: Buyers: Giant Malaysia ADMIN DUMVEN99988 [Logout](#)

Giant TMC (B) Sdn Bhd

GCH Retail

Home Documents Reports

Receiving Note : [List](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

View Goods Receipt

1. Click on View link.

2. Key search criteria.

3. Click on Search button.

Click on Advanced link for additional search criteria.

Buyer Company : GCH Retail Status : All
 GR No : Order No :
 GR Issue Date : From To Delivery Date : From To

No.	Buyer Company	GR No	GR Issue Date	Order No	Delivery Date	Delivery Location	Vendor Code	Department	Amount	Status
1	GCH Retail	9100000001	22/09/2015	9100000001	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Accepted
2	GCH Retail	9100000002	22/09/2015	9100000002	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Alert
3	GCH Retail	9100000003	22/09/2015	9100000003	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Alert

4.2.3 Print Receiving Note

Allow the user to print Receiving Note in batch.

System Name: Buyers: Giant Malaysia ADMIN DUMVEN99988 [Logout](#)

GCH Retail

Home Documents Reports

Receiving Note : [List](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

Print Goods Receipt

1. Click on Print link.

2. Key Search Criteria.

3. Click on Search button.

Click on Advanced link for additional search criteria.

4. Tick on check box to select all receiving note print at a time.

5. Click on Print Original button to print receiving note.

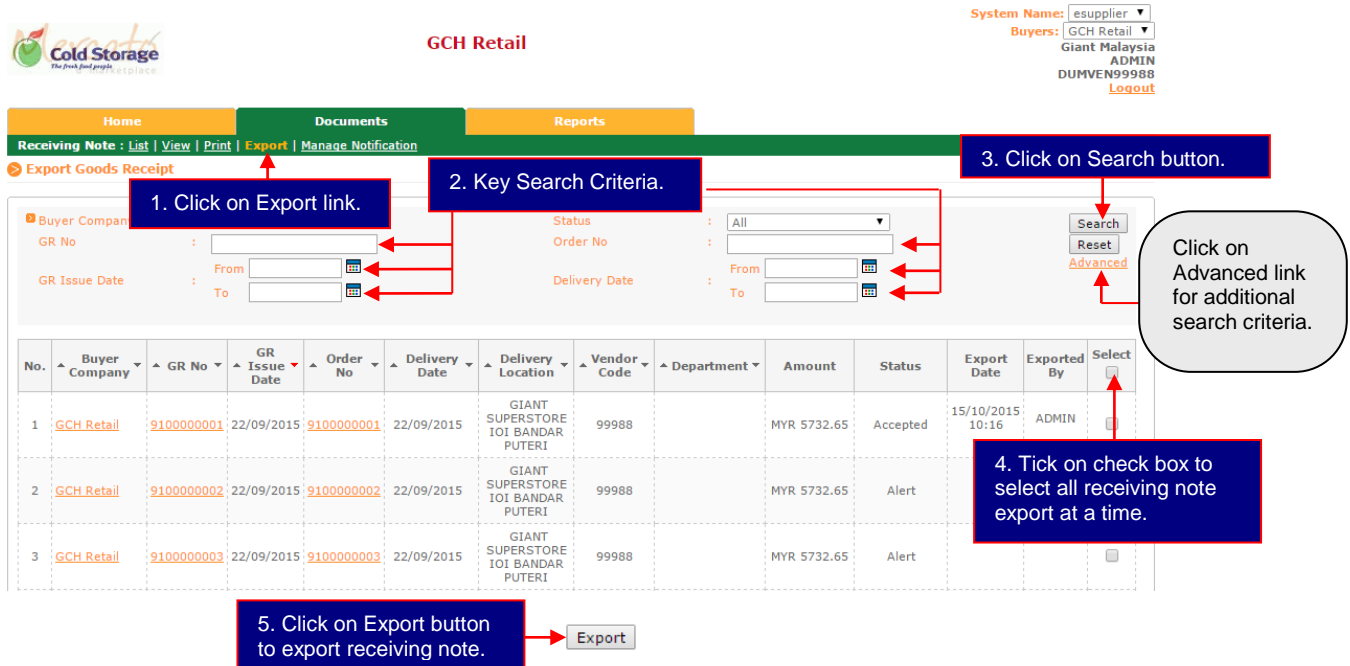
Buyer Company : GCH Retail Status : All
 GR No : Order No :
 GR Issue Date : From To Delivery Date : From To

No.	Buyer Company	GR No	GR Issue Date	Order No	Delivery Date	Delivery Location	Vendor Code	Department	Amount	Status	Print Date	Printed By	Select
1	GCH Retail	9100000001	22/09/2015	9100000001	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Accepted	15/10/2015 10:10	ADMIN	<input checked="" type="checkbox"/>
2	GCH Retail	9100000002	22/09/2015	9100000002	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Alert			<input type="checkbox"/>
3	GCH Retail	9100000003	22/09/2015	9100000003	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Alert			<input type="checkbox"/>

[Print Original](#)

4.2.4 Export Receiving Note

Allow the user to export Receiving Note in batch



1. Click on Export link.

2. Key Search Criteria.

3. Click on Search button.

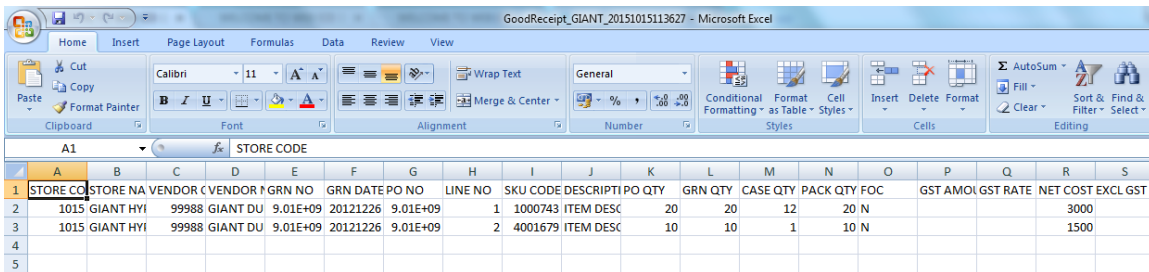
Click on Advanced link for additional search criteria.

4. Tick on check box to select all receiving note export at a time.

5. Click on Export button to export receiving note.

No.	Buyer Company	GR No	GR Issue Date	Order No	Delivery Date	Delivery Location	Vendor Code	Department	Amount	Status	Export Date	Exported By	Select
1	GCH Retail	9100000001	22/09/2015	9100000001	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Accepted	15/10/2015 10:16	ADMIN	<input type="checkbox"/>
2	GCH Retail	9100000002	22/09/2015	9100000002	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Alert			<input type="checkbox"/>
3	GCH Retail	9100000003	22/09/2015	9100000003	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988		MYR 5732.65	Alert			<input type="checkbox"/>

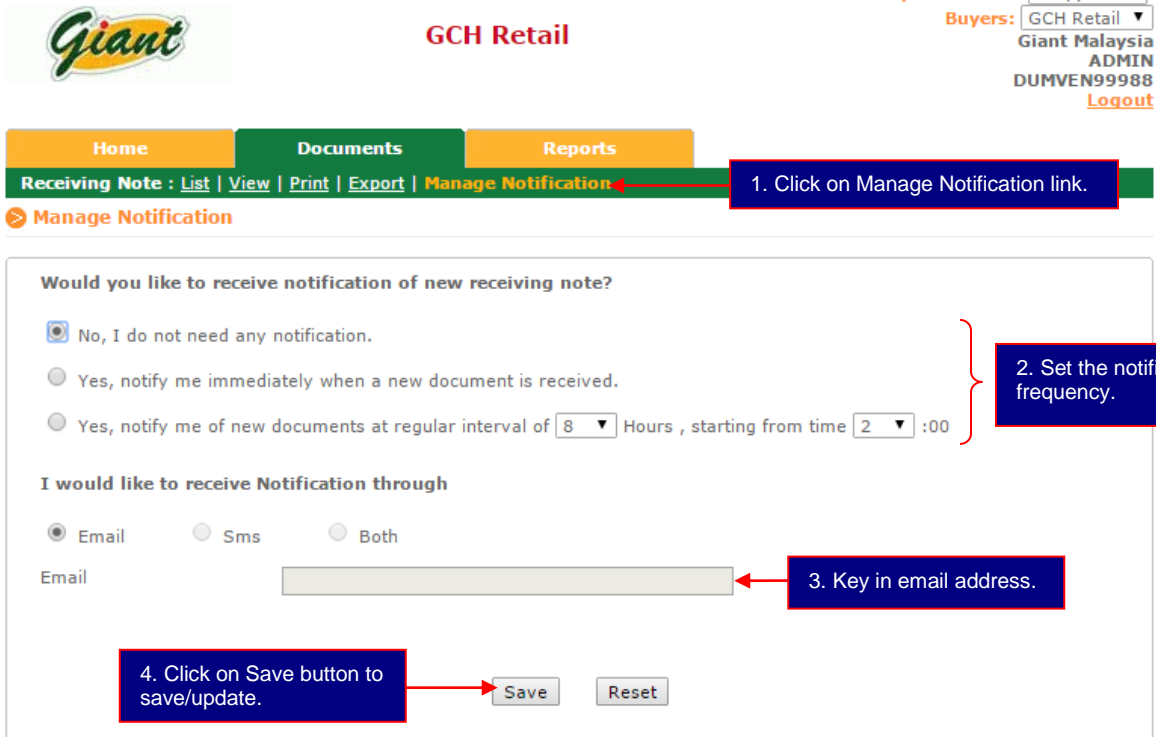
User can open the CSV file with Microsoft Excel as below:



STORE CODE	STORE NA	VENDOR	VENDOR	GRN NO	GRN DATE	PO NO	LINE NO	SKU CODE	DESCRIPTION	PO QTY	GRN QTY	CASE QTY	PACK QTY	FOC	GST AMO	GST RATE	NET COST	EXCL GST
1015	GIANT HYI	99988	GIANT DU	9.01E+09	20121226	9.01E+09	1	1000743	ITEM DESC	20	20	12	20	N			3000	
1015	GIANT HYI	99988	GIANT DU	9.01E+09	20121226	9.01E+09	2	4001679	ITEM DESC	10	10	1	10	N			1500	

4.2.5 Manage Notification

Allow user to maintain or change the email notification setting.



System Name: esupplier ▾
Buyers: GCH Retail ▾
Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Receiving Note : [List](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

➤ **Manage Notification**

Would you like to receive notification of new receiving note?

No, I do not need any notification.
 Yes, notify me immediately when a new document is received.
 Yes, notify me of new documents at regular interval of Hours , starting from time :00

I would like to receive Notification through

Email Sms Both

Email

1. Click on Manage Notification link.

2. Set the notification frequency.

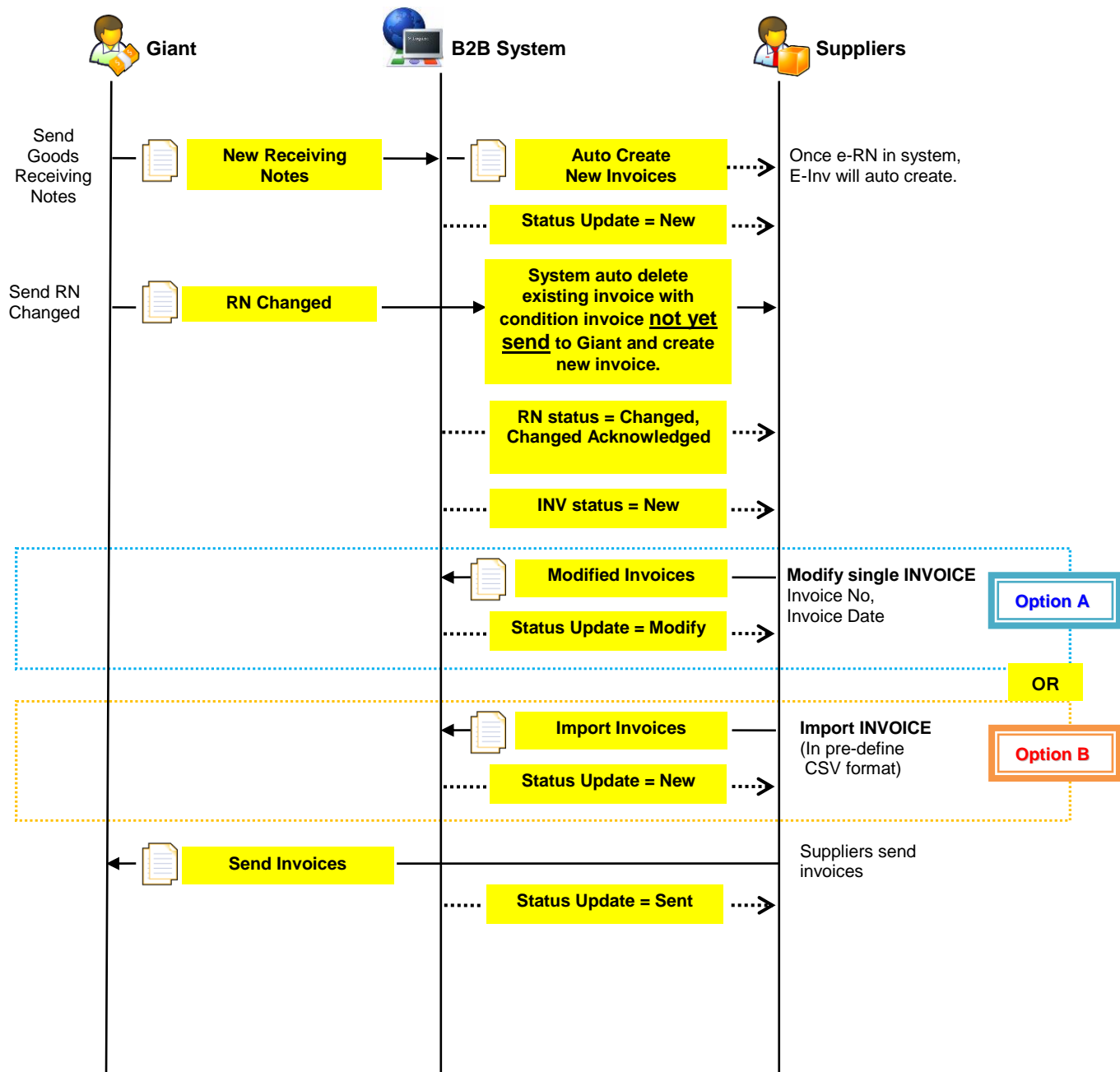
3. Key in email address.

4. Click on Save button to save/update.

Chapter 5: Invoice

5.1 Invoice Process

This section provides step by step guide on Invoice process among Giant, system and suppliers.

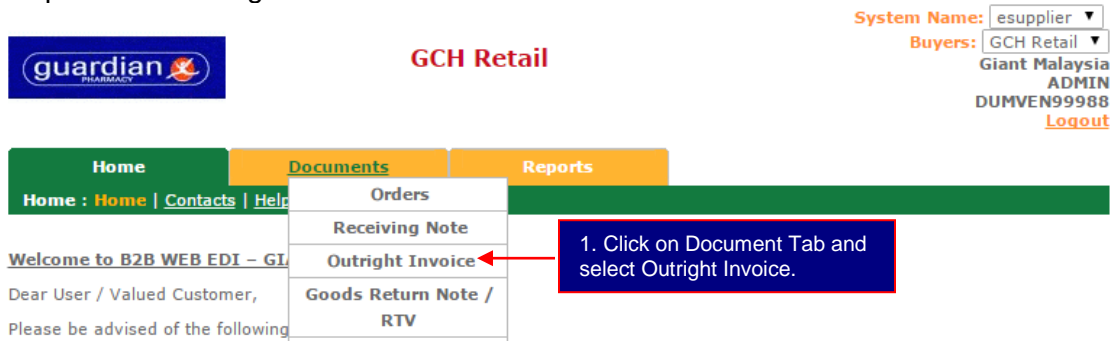


5.2 Outright Invoice Module Step by Step

This section provides step by step guide for supplier to List, Import, Modify, View, Print, Export and Send invoice.

5.2.1 Modify Invoice

Step 1 Select Outright Invoice Document



System Name: esupplier
Buyers: GCH Retail
Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Home : [Home](#) | [Contacts](#) | [Help](#)

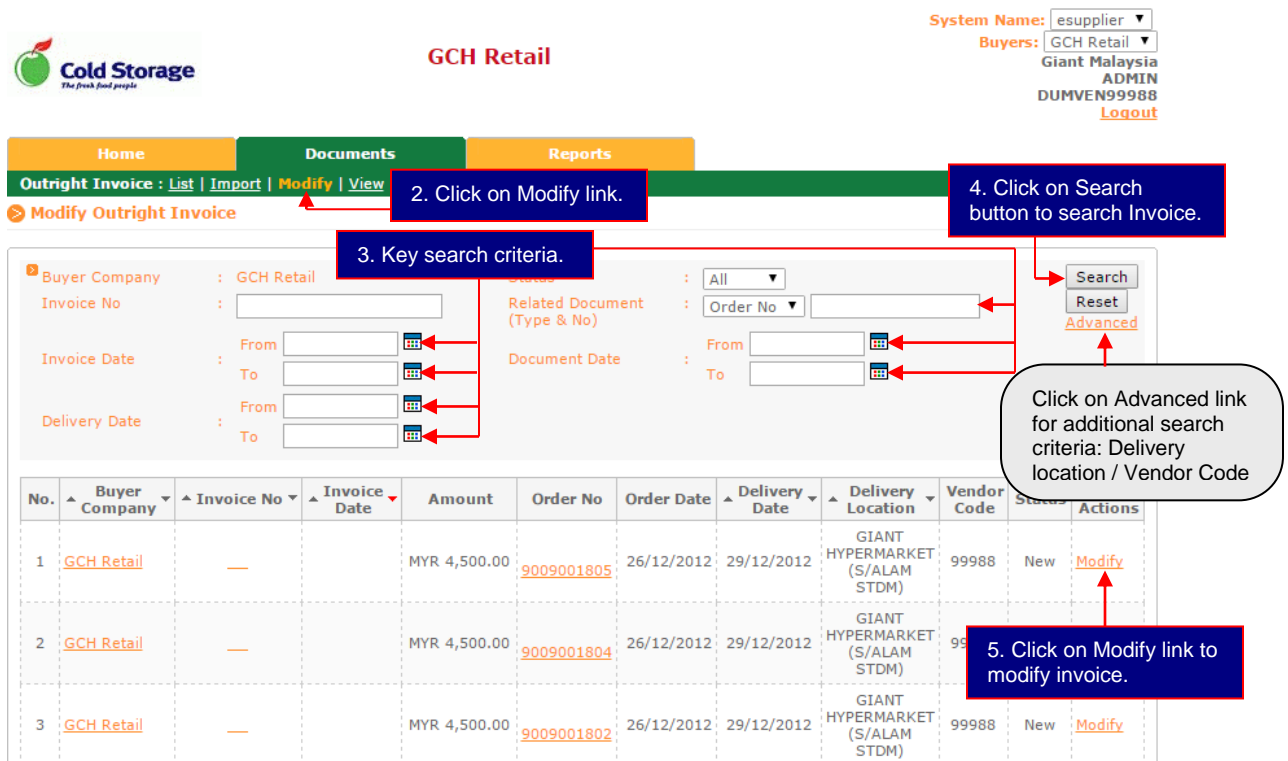
Welcome to B2B WEB EDI – GI
Dear User / Valued Customer,
Please be advised of the following

Orders

- Receiving Note
- Outright Invoice**
- Goods Return Note / RTV

1. Click on Document Tab and select Outright Invoice.

Step 2 Search modify invoice



System Name: esupplier
Buyers: GCH Retail
Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Outright Invoice : [List](#) | [Import](#) | [Modify](#) | [View](#)

> [Modify Outright Invoice](#)

2. Click on Modify link.

3. Key search criteria.

Buyer Company : GCH Retail
Invoice No :
Invoice Date : From To
Delivery Date : From To

Related Document (Type & No) : All
Document Date : From To

4. Click on Search button to search Invoice.


Search
Reset
Advanced

Click on Advanced link for additional search criteria: Delivery location / Vendor Code

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Order Date	Delivery Date	Delivery Location	Vendor Code	Status	Actions
1	GCH Retail	---		MYR 4,500.00	9009001805	26/12/2012	29/12/2012	GIANT HYPERMARKET (S/ALAM STD)	99988	New	Modify
2	GCH Retail	---		MYR 4,500.00	9009001804	26/12/2012	29/12/2012	GIANT HYPERMARKET (S/ALAM STD)	99988	New	Modify
3	GCH Retail	---		MYR 4,500.00	9009001802	26/12/2012	29/12/2012	GIANT HYPERMARKET (S/ALAM STD)	99988	New	Modify

5. Click on Modify link to modify invoice.

Step 3: Modify 2 columns of invoice



GCH Retail

System Name:
 Buyers:
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

[Home](#)

[Documents](#)

[Reports](#)

[Outright Invoice](#) : [List](#) | [Import](#) | [Modify](#) | [View](#) | [Print](#) | [Export](#) | [Send](#) | [Delete](#)

[➤ Modify Outright Invoice](#)

[← Back To Listing](#)

GIANT
New

Modify Outright Invoice

GIANT DUMMY VENDOR SDN BHD
 NO.123, JALAN 56/7, KUALA LUMPUR DUMMY BUSINESS CENTER DUMMY Mall 47200 Petaling Jaya, Selangor, MY
 Tel No: 603-12345678
 Fax No: 603-12345679
 GST ID: 001952423936

Tax Invoice

Kindly take note that if your company is NOT GST Registered, submit only Normal Invoice. Please email helpdesk@b2b.com.my for further assistance. Please disregard this message if you are correctly submitting Invoice.

Customer Ref No. : 99988
 Customer Name : GCH RETAIL (MALAYSIA) SDN.BHD.(667035-P)
 GST ID : 001952423936
 Customer Address : Mezzanine Floor, Giant Hypermarket Shah Alam Stadium
 Lot 2, Persiaran Sukan, Seksyen 13,
 40100 Shah Alam,
 Selangor Darul Ehsan, Malaysia
 Store Code : 9010
 Store Name : DC SEPANG

Invoice No. :
 Invoice Date :
 GRN NO. : 9100000004
 GRN Date : 22/09/2015
 PO NO. : 9100000004
 PO Date : 22/09/2015
 Currency : MYR

No	SKU Code	Description	GRN No.	Invoice Quantity	Unit Price	Tax Code	GST(%)	Total Amount (excl. GST)	GST Amount	Total Amount (incl. GST)
1	3241747	DUMMY CREAMER 500G	9100000004	<input type="text" value="0.542"/>	<input type="text" value="120.000"/>		6.00	65.04	3.90	68.94
2	3033242	DUMMY KOPI & TEH TARIK 500G	9100000004	<input type="text" value="0.438"/>	<input type="text" value="108.960"/>		6.00	47.72	2.86	50.58
Grand Total								112.76	6.76	119.52
Supplier GST Amount								112.76	<input type="text" value="6.76"/>	112.76

This is system generated invoice. No signature is required.

8. Click Save and Send to send invoice to Giant.

Save & Send

Save

Reset

Click Reset for default to original invoice data.

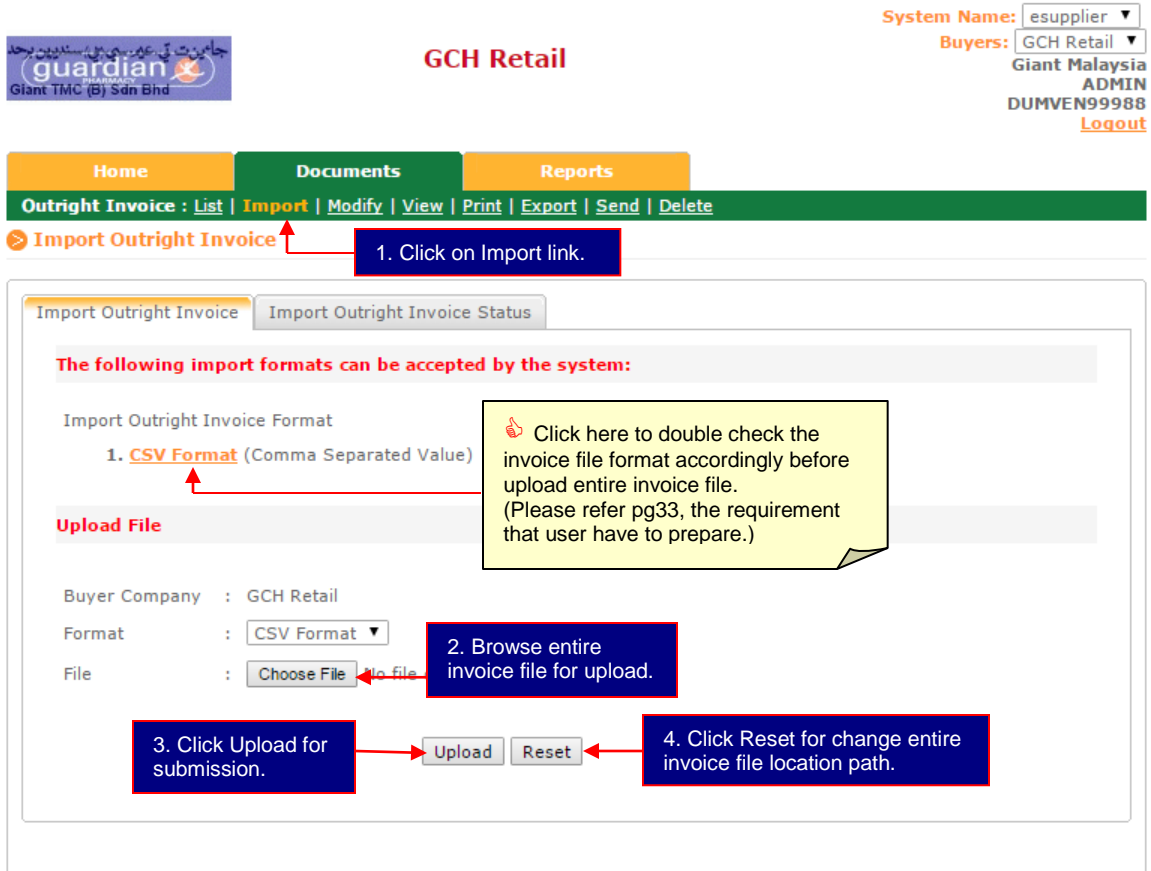
Click Save button to save/update.

Allow to amend and the tolerance is up to RM2.

Note: Invoice no. can be duplicated if vendor code is different.

5.2.2 Import Invoice (Optional)

Step 1 Import Invoice file

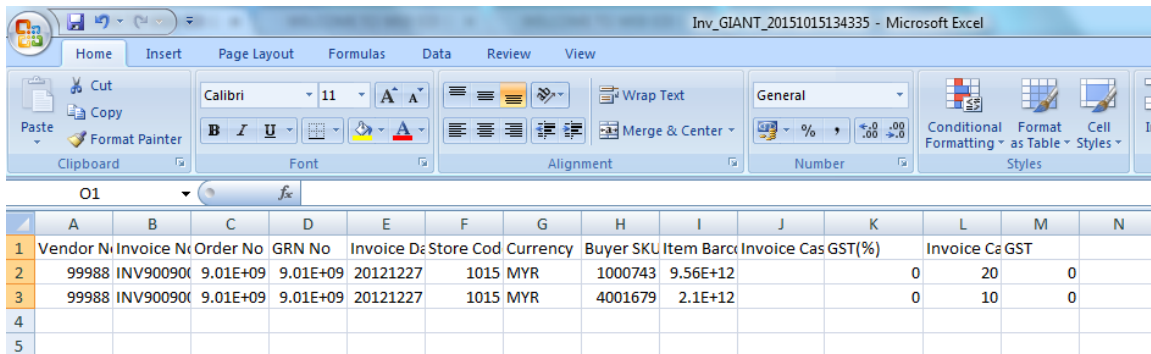


The screenshot displays the 'GCH Retail' system interface. At the top right, the user is logged in as 'esupplier' for 'GCH Retail' with the role 'Giant Malaysia ADMIN' and ID 'DUMVEN99988'. A 'Logout' link is provided. The main navigation bar includes 'Home', 'Documents', and 'Reports'. Under 'Documents', there are links for 'Outright Invoice : List | Import | Modify | View | Print | Export | Send | Delete'. The 'Import' link is highlighted with a red arrow and a callout box stating '1. Click on Import link.' Below this, the 'Import Outright Invoice' page is shown. It features a tabbed interface with 'Import Outright Invoice' and 'Import Outright Invoice Status'. A message states: 'The following import formats can be accepted by the system:'. Under 'Import Outright Invoice Format', '1. CSV Format (Comma Separated Value)' is listed. A yellow callout box points to this link with the text: 'Click here to double check the invoice file format accordingly before upload entire invoice file. (Please refer pg33, the requirement that user have to prepare.)'. Below the format list is an 'Upload File' section. The 'Buyer Company' is set to 'GCH Retail'. The 'Format' dropdown is set to 'CSV Format'. The 'File' field has a 'Choose File' button. A red arrow points to this button with a callout box: '2. Browse entire invoice file for upload.' At the bottom of the 'Upload File' section are 'Upload' and 'Reset' buttons. A red arrow points to the 'Upload' button with a callout box: '3. Click Upload for submission.' Another red arrow points to the 'Reset' button with a callout box: '4. Click Reset for change entire invoice file location path.'

Prepare an excel file in CSV format with the requirement as below.

Import Outright Invoice CSV Format					
No.	Column Name	Compulsory	Format	Maximum Length	Description
1	Vendor Code	Yes	Text	10	Vendor Code
2	Invoice No	Yes	Text	16	Invoice Number
3	PO No	Yes	Text	12	Purchase Order Number
4	GR No	No	Text	12	Goods Receipt Number
5	Invoice Date	Yes	YYYYMMDD	8	Invoice Date
6	Store Code	Yes	Text	4	Giant Store Code
7	Currency	No	Text	3	Currency Code
8	Buyer SKU Code	No	Text	13	PO Buyer SKU Code (Compulsory if Item Barcode is not provided)
9	Item Barcode	No	Text	14	Item Barcode/UPC Code (Compulsory if Buyer SKU is not provided)
10	Invoice Case Price	No	Numeric (10,3)	11	Item Cost Per Case (System will overwrite Unit Price from PO if this value is BLANK)
11	GST (%)	No	Numeric (5,2)	6	Will populate value from GR
12	Case Quantity	No	Numeric (9,3)	10	Item Quantity In Case
13	GST Amount	No	Numeric (17,2)	18	GST Amount is mandatory for tax invoices

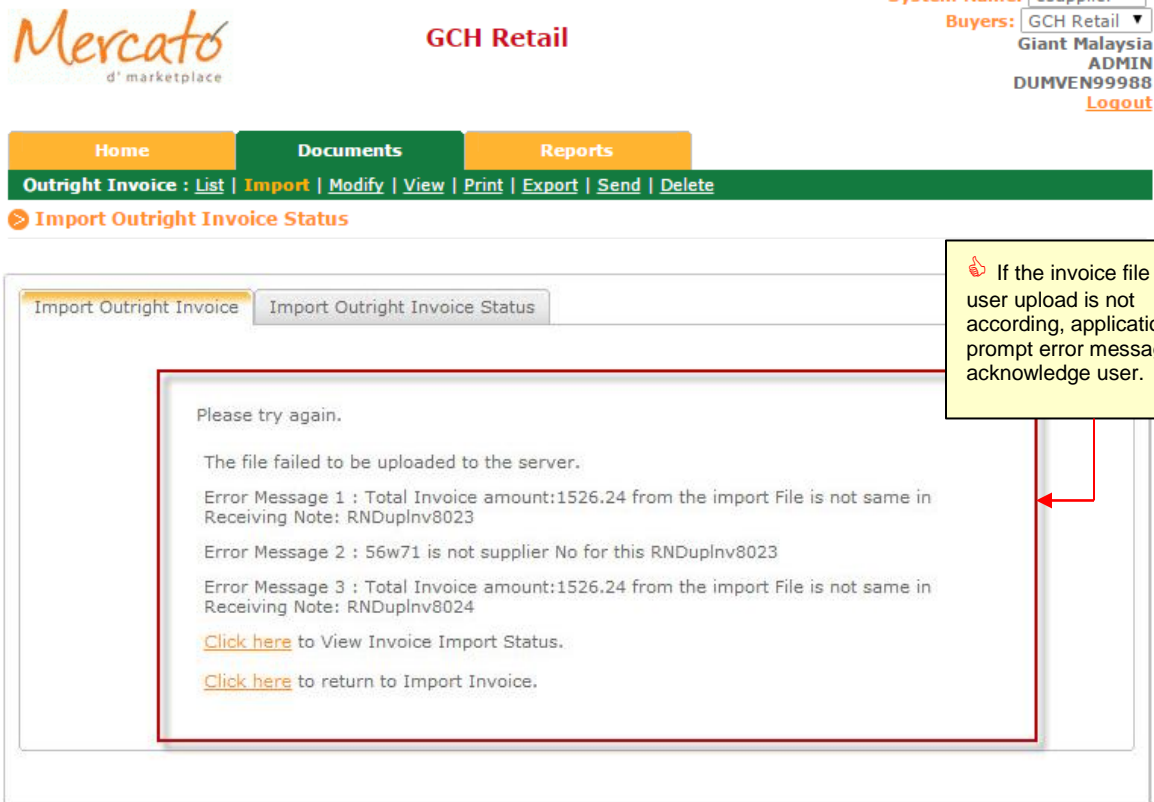
Example of CSV file:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Vendor No	Invoice No	Order No	GRN No	Invoice Date	Store Code	Currency	Buyer SKU	Item Barcode	Invoice Case Price	GST(%)	Invoice Case GST		
2	99988	INV900900	9.01E+09	9.01E+09	20121227	1015	MYR	1000743	9.56E+12		0	20	0	
3	99988	INV900900	9.01E+09	9.01E+09	20121227	1015	MYR	4001679	2.1E+12		0	10	0	
4														
5														

Note: If there is no discrepancy, please do not state any value or digit in the invoice case price column.

If file failed to upload, error message will be prompted out.



Mercato d' marketplace

GCH Retail

System Name: esupplier
Buyers: GCH Retail
Giant Malaysia ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Outright Invoice : [List](#) | [Import](#) | [Modify](#) | [View](#) | [Print](#) | [Export](#) | [Send](#) | [Delete](#)

➤ Import Outright Invoice Status

Import Outright Invoice | Import Outright Invoice Status

Please try again.

The file failed to be uploaded to the server.

Error Message 1 : Total Invoice amount:1526.24 from the import File is not same in Receiving Note: RNDuplnv8023

Error Message 2 : 56w71 is not supplier No for this RNDuplnv8023

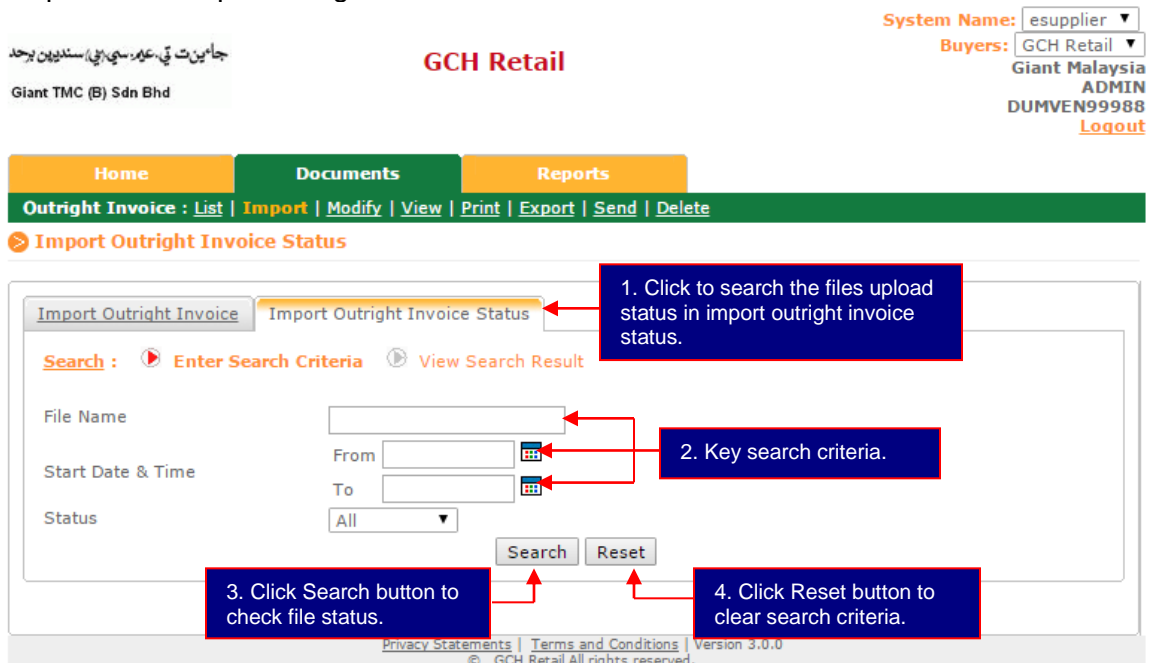
Error Message 3 : Total Invoice amount:1526.24 from the import File is not same in Receiving Note: RNDuplnv8024

[Click here](#) to View Invoice Import Status.

[Click here](#) to return to Import Invoice.

If the invoice file that user upload is not according, application will prompt error message to acknowledge user.

Step 2 Check import outright invoice file status



جاين تي. عمر سي. بي. سنديون برحد
Giant TMC (B) Sdn Bhd

GCH Retail

System Name: esupplier
Buyers: GCH Retail
Giant Malaysia ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Outright Invoice : [List](#) | [Import](#) | [Modify](#) | [View](#) | [Print](#) | [Export](#) | [Send](#) | [Delete](#)

➤ Import Outright Invoice Status

Import Outright Invoice | Import Outright Invoice Status

Search : Enter Search Criteria View Search Result

File Name

Start Date & Time From To

Status

Search Reset

1. Click to search the files upload status in import outright invoice status.

2. Key search criteria.

3. Click Search button to check file status.

4. Click Reset button to clear search criteria.

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جاينت تي.एम. سي. بي. ستيدين برحد

Giant TMC (B) Sdn Bhd

GCH Retail

System Name:
 Buyers:
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

Home Documents Reports

Outright Invoice : [List](#) | [Import](#) | [Modify](#) | [View](#) | [Print](#) | [Export](#) | [Send](#) | [Delete](#)

➤ **Import Outright Invoice Status**

Import Outright Invoice Import Outright Invoice Status

Search : [Enter Search Criteria](#) [View Search Result](#)

No.	Start Date & Time	End Date & Time	File Name	Imported By	No. of Invoice	Status	Action
1	15/12/2011 15:43		Book1.csv	DUMVEN99901#ADMIN	1	In-Process	View Details

1 of 1

👉 It showed entire invoice file being upload into e-portal.

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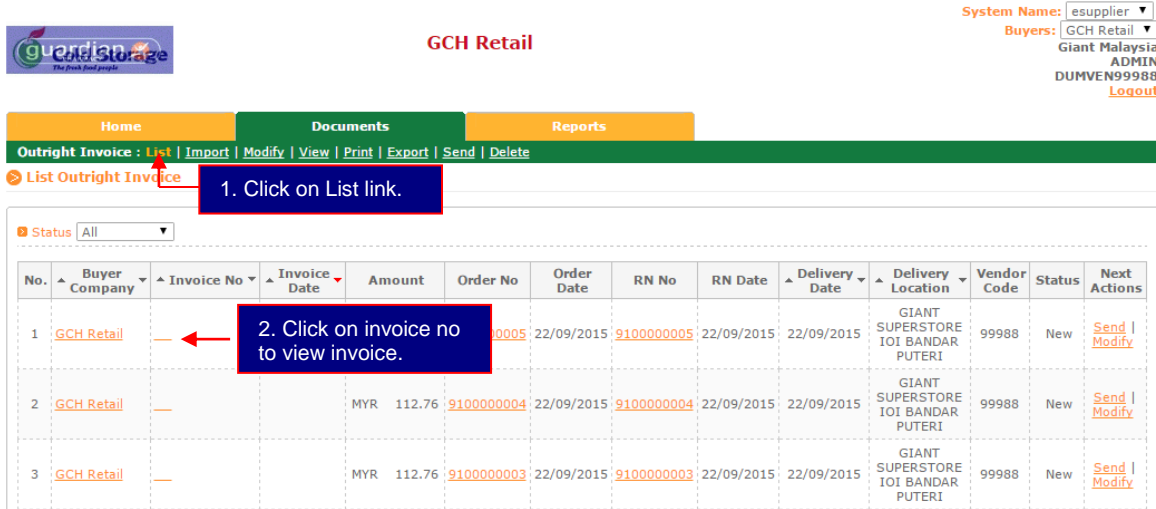
Status Definition:

- In-process → Processing the imported file.
- Successful → File successfully uploaded into e-portal system.
- Failed → File failed to process into e-portal system.

Remarks: Always remember to SEND the invoice after import file.

5.2.3 List Invoice

Step 1 List Invoice



System Name: esupplier
Buyers: GCH Retail
Giant Malaysia
ADMIN
DUMVEN99988
Logout

Home Documents Reports

Outright Invoice : List | Import | Modify | View | Print | Export | Send | Delete

List Outright Invoice

1. Click on List link.

Status: All

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Order Date	RN No	RN Date	Delivery Date	Delivery Location	Vendor Code	Status	Next Actions
1	GCH Retail	—			00005	22/09/2015	9100000005	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New	Send Modify
2	GCH Retail	—		MYR 112.76	9100000004	22/09/2015	9100000004	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New	Send Modify
3	GCH Retail	—		MYR 112.76	9100000003	22/09/2015	9100000003	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New	Send Modify

2. Click on invoice no to view invoice.

Status Definition:

- New → New invoice created in system.
- Modify → Supplier has modified invoice.
- Sent → Supplier already sends invoice to Giant.

Step 2 View invoice

GIANT
New

View Outright Invoice
View Outright Invoice History

GIANT DUMMY VENDOR SDN BHD
 NO.123, JALAN 56/7,KUALA LUMPUR DUMMY BUSINESS CENTER Dummy Mall 47200 Petaling Jaya, Selangor, MY
 Tel No: 603-12345678
 Fax No: 603-12345679
 GST ID: 001952423936

Tax Invoice

Customer Ref No. : 99988
Customer Name : GCH RETAIL (MALAYSIA) SDN.BHD.(667035-P)
GST ID : 001952423936
Customer Address : Mezzanine Floor, Giant Hypermarket Shah Alam Stadium
 Lot 2, Persiaran Sukan, Seksyen 13,
 40100 Shah Alam,
 Selangor Darul Ehsan, Malaysia
Store Code : 9010
Store Name : DC SEPANG

Invoice No. :
Invoice Date :
GRN NO. : 9100000005
GRN Date : 22/09/2015
PO NO. : 9100000005
PO Date : 22/09/2015
Currency : MYR

No	SKU Code	Description	GRN No.	Invoice Quantity	Unit Price	Tax Code	GST(%)	Total Amount (excl. GST)	GST Amount	Total Amount (incl. GST)
1	3241747	DUMMY CREAMER 500G	9100000005	0.542	120.000		6.00	65.04	3.90	68.94
2	3033242	DUMMY KOPI & TEH TARIK 500G	9100000005	0.438	108.960		6.00	47.72	2.86	50.58
Grand Total								112.76	6.76	119.52
Supplier GST Amount								112.76	6.76	112.76

This is system generated invoice. No signature is required.

3. Click on Print Original button to print invoice.

→

Print Original

→

Export

←

Click on Export button to export Invoice.

Step 3 View Invoice History (Optional)

GIANT
New

View Outright Invoice

View Outright Invoice History

1. Click on View Outright Invoice History tab to check invoice history.

Outright Invoice Header Information

Invoice No	Status	New
Buyer Company	GCH Retail	
Delivery Location	GIANT SUPERSTORE IOI BANDAR PUTERI	Invoice Date
Total Amount	MYR 112.76	Delivery Date
		22/09/2015

Outright Invoice History

No.	Timestamp	Status	Performed By	Properties
1	22/09/2015 12:42	New	AUTOCREATE	

Outright Invoice Action History

No.	Timestamp	Action	Performed By
No Action Perform!			

Related Documents

No.	Type	Document Reference No	Document Date	Status
1	Purchase Order	9100000005	22/09/2015	
2	Goods Receipt	9100000005	22/09/2015	


Outright Invoice Version Archive

No.	Version	Timestamp	Sent By
1	1.0	22/09/2015 12:42	

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Step 4 Print Tax Invoice

Print out in PDF format

 Invoice print out in PDF format.

GIANT DUMMY VENDOR SDN BHD
 ()
 NO.123, JALAN 56/7, KUALA LUMPUR DUMMY BUSINESS CENTER Dummy Mall Petaling Jaya, 47200 Selangor
 Tel No: 603-12345678
 Fax No: 603-12345679
 GST ID: 001952423936

Tax Invoice

<p>Customer Ref No. : 99988 Customer Name : GCH RETAIL (M) SDN.BHD (667035-P) GST ID : 001952423936 Customer : Mezzanine Floor, Giant Hypermarket Shah Alam Stadium Address : Lot 2, Persiaran Sukan, Seksyen 13 40100 Shah Alam, Selangor Darul Ehsan, Malaysia. Store Code : 9010 Store Name : DC SEPANG</p>	<p>Invoice No. : Invoice Date : GRN No. : 9100000005 GRN Date : 22/09/2015 PO No. : 9100000005 PO Date : 22/09/2015 Currency : MYR</p>
---	---

No.	SKU Code	Description	GR No.	Invoice Quantity	Unit Price	Tax Code	GST (%)	Total Amount (excl. GST)	GST Amount	Total Amount (incl. GST)
1	3241747	DUMMY CREAMER 500G	9100000005	0.542	120.000		6.00	65.04	3.90	68.94
2	3033242	DUMMY KOPI & TEH TARIK 500G	9100000005	0.438	108.960		6.00	47.72	2.86	50.58
Grand Total								112.76	6.76	119.52
Supplier GST Amount								112.76	6.76	112.76

This is a system generated invoice. No signature is required.

5.2.4 View Invoice

Allow user to view / search invoice.

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Giant TMC (B) Sdn Bhd

GCH Retail

System Name:
 Buyers:
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

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Documents
Reports

Outright Invoice : [List](#) | [Import](#) | [Modify](#) | [View](#) | [Print](#) | [Export](#) | [Send](#) | [Delete](#)

View

Buyer Company : GCH Retail

Invoice No :

Invoice Date : From To

Delivery Date : From To

Status : All

Related Document (Type & No) : Order No

Document Date : From To

[Advanced](#)

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Order Date	Delivery Date	Delivery Location	Vendor Code	Status
1	GCH Retail	—		MYR 112.76	9100000005	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New
2	GCH Retail	—		MYR 112.76	9100000004	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New
3	GCH Retail	—		MYR 112.76	9100000003	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New

1. Click on View link.

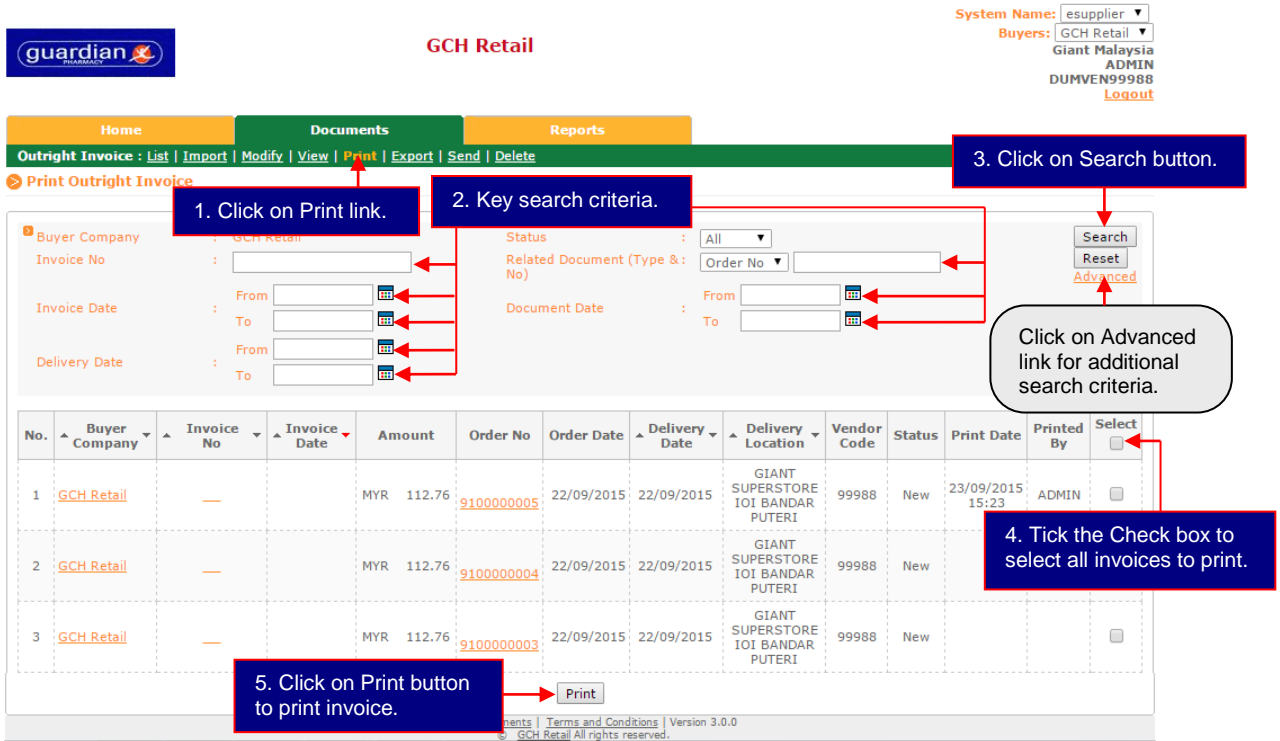
2. Key search criteria.

3. Click on search button.

Click on Advanced link for additional search criteria.

5.2.5 Print Invoice

Allow user to print outright invoice in batch.



guardian **GCH Retail**

System Name: esupplier
Buyers: GCH Retail
Giant Malaysia ADMIN
DUMVEN99988
Logout

Home Documents Reports

Outright Invoice : List | Import | Modify | View | **Print** | Export | Send | Delete

Print Outright Invoice

1. Click on Print link.

2. Key search criteria.

3. Click on Search button.

Click on Advanced link for additional search criteria.

4. Tick the Check box to select all invoices to print.

5. Click on Print button to print invoice.

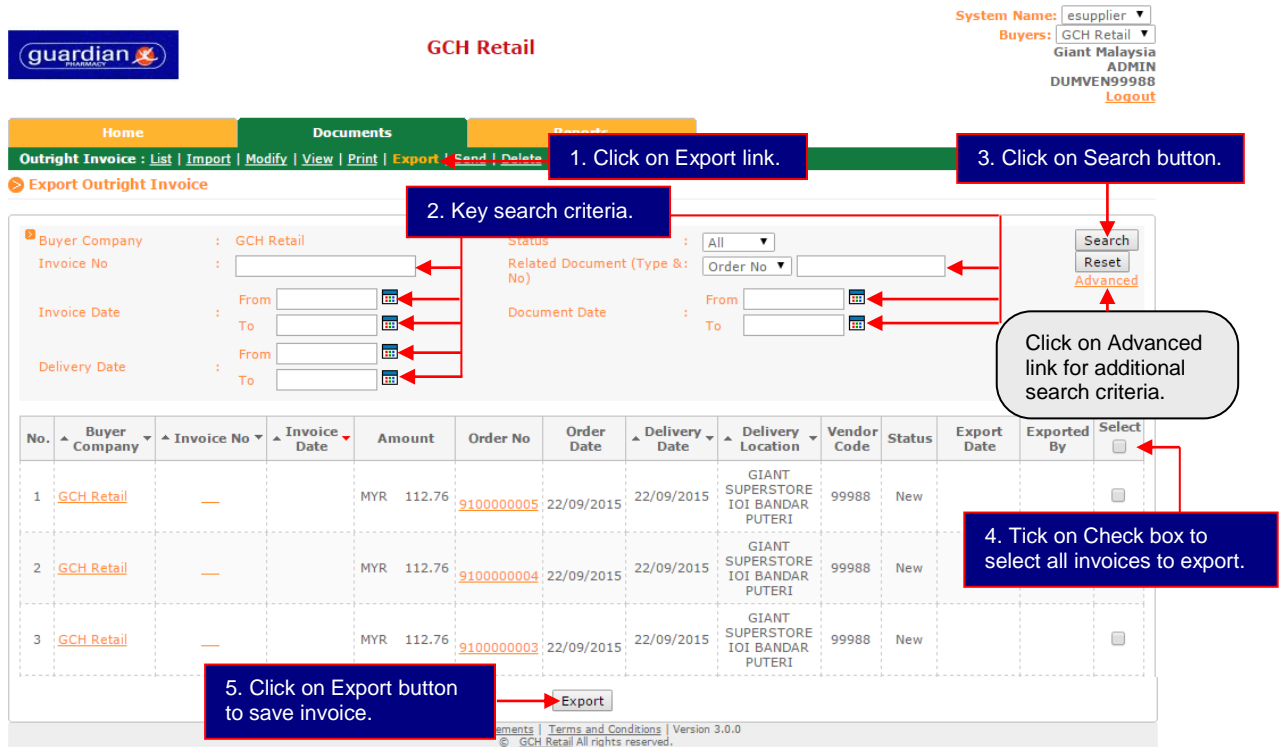
No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Order Date	Delivery Date	Delivery Location	Vendor Code	Status	Print Date	Printed By	Select
1	GCH Retail	—		MYR 112.76	9100000005	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New	23/09/2015 15:23	ADMIN	<input type="checkbox"/>
2	GCH Retail	—		MYR 112.76	9100000004	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New			<input type="checkbox"/>
3	GCH Retail	—		MYR 112.76	9100000003	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New			<input type="checkbox"/>

Print

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5.2.6 Export Invoice (optional)

Allow user to export Outright Invoice in batch.



System Name: esupplier
Buyers: GCH Retail
 Giant Malaysia
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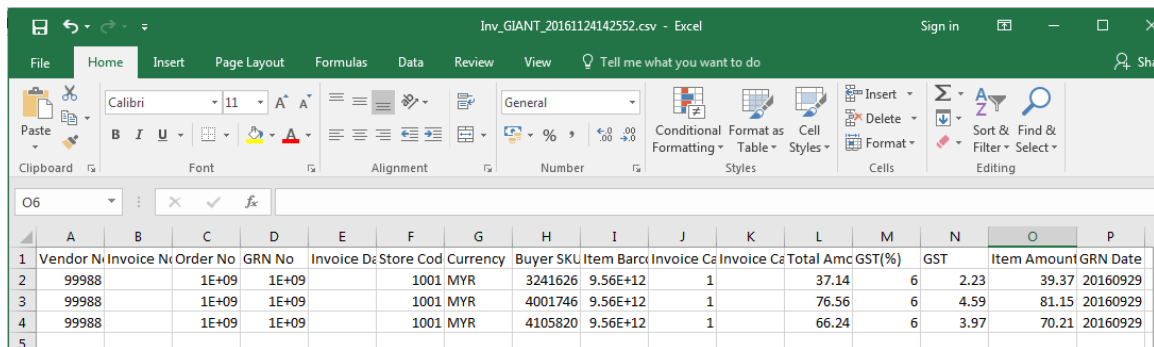
Home Documents Reports
Outright Invoice: List | Import | Modify | View | Print | **Export** | Send | Delete
Export Outright Invoice

Search Filters:
 Status: All
 Related Document (Type & No): Order No
 Invoice No: []
 Invoice Date: From [] To []
 Delivery Date: From [] To []
 Document Date: From [] To []

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Order Date	Delivery Date	Delivery Location	Vendor Code	Status	Export Date	Exported By	Select
1	GCH Retail	---		MYR 112.76	9100000005	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New			<input type="checkbox"/>
2	GCH Retail	---		MYR 112.76	9100000004	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New			<input type="checkbox"/>
3	GCH Retail	---		MYR 112.76	9100000003	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New			<input type="checkbox"/>

Export

User can open CSV file in Microsoft Word as below:



1	Vendor No	Invoice No	Order No	GRN No	Invoice Date	Store Cod	Currency	Buyer SKU	Item Barcc	Invoice Ca	Invoice Ca	Total Amc	GST(%)	GST	Item Amount	GRN Date
2	99988		1E+09	1E+09		1001	MYR	3241626	9.56E+12	1		37.14	6	2.23	39.37	20160929
3	99988		1E+09	1E+09		1001	MYR	4001746	9.56E+12	1		76.56	6	4.59	81.15	20160929
4	99988		1E+09	1E+09		1001	MYR	4105820	9.56E+12	1		66.24	6	3.97	70.21	20160929

5.2.7 Send Invoice

Allow user to send Invoice in batch.

جائين ت في سوبر مارت (بي) سندن بين برجد
Giant TMC (B) Sdn Bhd

GCH Retail

System Name:
 Buyers:
 Giant Malaysia
 ADMIN
 DUMVEN99988
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Home Documents Reports

Outright Invoice : [List](#) | [Import](#) | [Modify](#) | [View](#) | [Print](#) | [Export](#) | [Send](#) | [Delete](#)

➤ [Send Outright Invoice](#)

1. Click on Send link.

2. Key search criteria.

3. Click on Search button.

Buyer Company : GCH Retail

Invoice No :

Invoice Date : From To

Delivery Date : From To

Related Document (Type & No) : Order No

Document Date : From To

[Search](#) [Reset](#) [Advanced](#)

Click on Advanced link for additional search criteria.

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Order Date	Delivery Date	Delivery Location	Vendor Code	Status	Select
1	GCH Retail	—		MYR 112.76	9100000005	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New	<input type="checkbox"/>
2	GCH Retail	—		MYR 112.76	9100000004	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New	<input type="checkbox"/>
3	GCH Retail	—		MYR 112.76	9100000003	22/09/2015	22/09/2015	GIANT SUPERSTORE IOI BANDAR PUTERI	99988	New	<input type="checkbox"/>

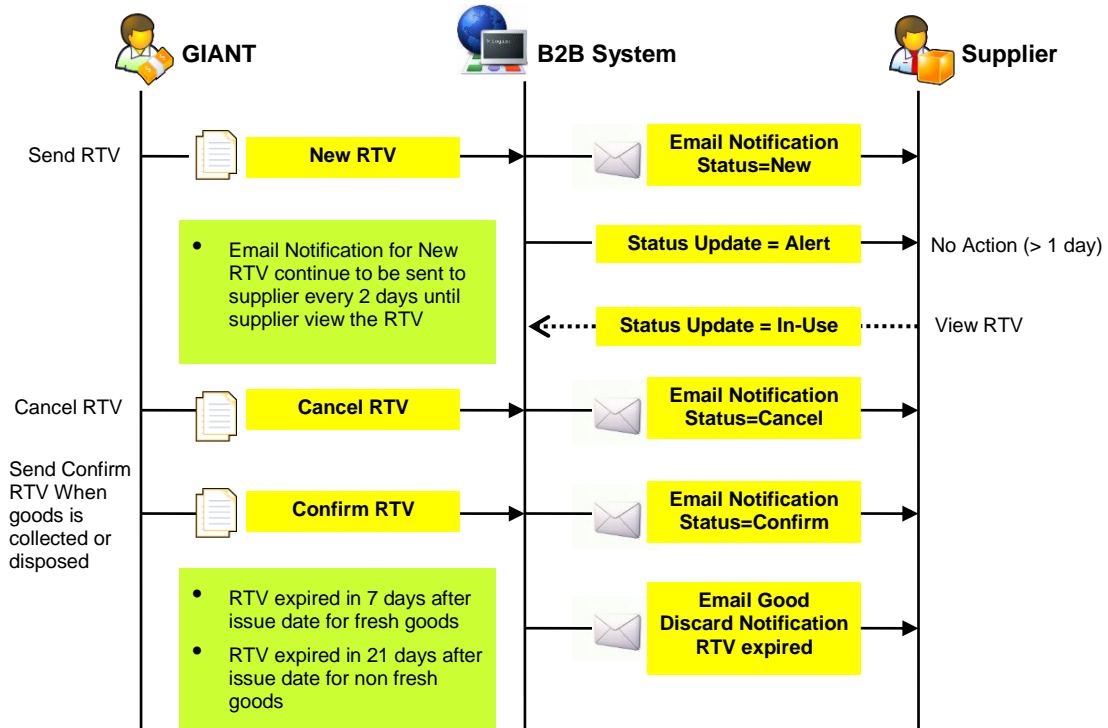
4. Tick on Check box to select all invoices to send.

5. Click on Send button to send invoice.

Chapter 6: Goods Return Note/RTV

6.1 Goods Return Note/RTV Process

This section provides step by step guide on Goods Return Note / Return To Vendor process among Giant, B2B System and Suppliers.



6.2 Goods Return Note/RTV Module Step by Step

This section provides step by step guide for supplier to List, View and Print Goods Return Note / Return To Vendor.

6.2.1 List Goods Return Note/RTV

Step 1 Select Goods Return Note/RTV Document



System Name: esupplier ▼
Buyers: GCH Retail ▼
 Giant Malaysia
 ADMIN
 DUMVEN99988
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Home Documents Reports


Goods Return Note / RTV : Lis

➤ **List Return To Vendor**

➤ **Status:** All

No.	Buyer Company	RTV No	Delivery Location	Vendor Code	Department	Amount	Status
1	GCH Retail	1000000000	GIANT HYPERMARKET (S/ALAM STD)	99988		13.84	New

Step 2 List Goods Return Note/RTV



GCH Retail

System Name:
 Buyers:
 Giant Malaysia
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 DUMVEN99988
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Goods Return Note / RTV : [List](#) | [View](#) | [Print](#) | [Export](#)

➤ List Return To Vendor

Status:

No.	Buyer Company	RTV No	RTV Issue Date	System Received Date	Delivery Location	Vendor Code	Department	Amount	Status
1	GCH Retail	1000000000	22/09/2015	22/09/2015	GIANT HYPERMARKET (S/ALAM STDM)	99988		13.84	New
2	GCH Retail	9009001806	21/08/2013	24/01/2014	GIANT HYPERMARKET (S/ALAM STDM)	99988		403.20	Confirmed
3	GCH Retail	9009001806	21/08/2013	24/01/2014	GIANT HYPERMARKET (S/ALAM STDM)	99988		13.84	Change Acknowledged

Status Definition:

- New → New Goods Return Note/RTV from giant.
- In-Use → Supplier viewed return to vendor
- Alert → Supplier has not view/open the return to vendor after 1 day
- Cancelled → Giant cancelled the return to vendor
- Confirmed → Supplier has collected the goods or Giant has disposed the goods
- Changed → Giant changed RTV
- Change → Supplier has viewed the changed RTV
- Acknowledge

Step 3 View Goods Return Note/RTV

View Return To Vendor
View Return To Vendor History

GCH Retail (M) SDN BHD (667035-P)
 GST ID : 001952423936
 Return To Vendor (RTV)
 1066 - GIANT SUPERSTORE IOI BANDAR PUTERI

Report ID : RTV-001
 DISPOSAL DATE ON 28-April-2015

RTV No : 1066158632 RTV :Outright
Type

Return To : 2980 - DUMMY (M) SDN BHD
 GST ID : GSTREG2980
 Entry Date : 31/03/2015

No	SKU	SKU Description	Qty	Cost	Total Cost excl. GST	GST Rate	GST Amount	Total Cost incl. GST	Reason	Invoice Ref. No.	Invoice Date
1	1090575	ITEM A	10.000	0.320	3.200	0.00	0.000	3.200	1 -Damage Goods	GSTREG2 980	11/03/2015
2	1090583	ITEM B	20.000	0.250	5.000	0.00	0.000	5.000	2 -Expired Goods	B2B-UAT8 494	15/10/2014
3	1090587	ITEM C	100.000	1.500	150.000	0.00	0.000	150.000	4 -Quality Issue	113465	24/04/2013
Grand Total :			130.000		158.200		0.000	158.200			

No Of Cartons : _____ Faxed Date and Time : _____

Re: Please collect your GOODS RETURN for Fresh within 7 days and Non-fresh within 21 days, otherwise amount will be debited to your accounts and ITEM WILL BE DISPOSED after another 7 days from Goods Discard Notice.

Goods Return By: _____

Name : _____
 Position : _____
 Dept : _____

GR Dept. Chop & Sign

Name : _____
 Position : _____
 Dept : _____

Goods Collected By: _____

(Supplier's/Transporter's
 Signature & Co. Chop)
 Name : _____
 I.C.Number : _____
 Vehicle No : _____

Acknowledge and Faxed by
 (Department Head)

Name : _____
 Date : _____

Verified By (Security)

Name : _____
 Date : _____
 Time : _____

***All returns debit notes confirmed after 31/03/2015 will be subjected to GST.**


3. Click on Print Original button to print Goods Return Note.

Print Original

Export

Click on Export button to export RTV.

Step 4 Print Goods Return Note/RTV

 Return To Vendor printout in PDF format

GCH Retail (M) SDN BHD (667035-P) GST ID : 001952423936 Return To Vendor (RTV) 1066 - GIANT SUPERSTORE IOI BANDAR PUTERI	Page : 1 Report ID : RTV-001 DISPOSAL DATE ON 28-April-2015
RTV No : 1066158632 Return To : 2980 - DUMMY (M) SDN BHD GST ID : GSTREG2980 Entry Date : 31/03/2015	RTV Type : Outright Date/Time Printed : 27/10/2015 11:03:50


No	SKU	SKU Description	Qty	Cost	Total Cost excl. GST	GST Rate	GST Amount	Total Cost incl. GST	Reason	Invoice Ref. No.	Invoice Ref. No.
1	1090575	ITEM A	10.000	0.320	3.200	0.00	0.000	3.200	1 -Damage Goods	GSTREG298 0	11/03/2015
2	1090583	ITEM B	20.000	0.250	5.000	0.00	0.000	5.000	2 -Expired Goods	B2B-UAT849 4	15/10/2014
3	1090587	ITEM C	100.000	1.500	150.000	0.00	0.000	150.000	4 -Quality Issue	113465	24/04/2013
Grand Total :			130.000		158.200		0.000	158.200			

No Of Cartons : _____ Faxed Date and Time : _____

RE : Please collect your GOODS RETURN for Fresh within 7 days and Non-fresh within 21 days, otherwise amount will be debited to your accounts and ITEM WILL BE DISPOSED after another 7 days from Goods Discard Notice.

Goods Return By: _____ Name: Position: Dept:	GR Dept Chop & Sign _____ Name: Position: Dept:	Goods Collected By: _____ (Supplier's/Transporter's Signature & Co.Chop) Name: I.C.Number: Vehicle No:	Acknowledge and Faxed by: (Department Head) _____ Name: Date:
Verified By (Security): _____ Name: Date: Time:			

Step 5 View Goods Return Note/RTV History (Optional)



GCH Retail

System Name: esupplier ▼
 Buyers: GCH Retail ▼
 Giant Malaysia
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[Goods Return Note / RTV : List | View | Print | Export](#)

[View](#)

[Back To Listing](#)

View Return To Vendor

View Return To Vendor History

1. Click on View Return To Vendor History tab to check the history

Return To Vendor Header Information

RTV No	1000000000	Status	In-Use
Buyer Company	GCH Retail	RTV Issue Date	22/09/2015
Delivery Location	GIANT HYPERMARKET (S/ALAM STD)		
Total Amount	13.84		

Return To Vendor History

No.	Timestamp	Status	Performed By	Properties
1	22/09/2015 11:25	New	GIANT	
2	25/09/2015 14:52	In-Use	ADMIN	

Return To Vendor Action History

No.	Timestamp	Status	Performed By	Properties
1	22/09/2015 11:25	New	GIANT	
2	25/09/2015 14:52	In-Use	ADMIN	


Return To Vendor Action History

No.	Timestamp	Action	Performed By
1	25/09/2015 15:12	Printed	ADMIN

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6.2.2 View Goods Return Note/RTV

Allow user to view / search for Goods Return Note/RTV



GCH Retail

System Name: esupplier ▼
 Buyers: GCH Retail ▼
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

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Goods Return Note / RTV : [List](#) | [View](#) | [Print](#) | [Export](#)

➤ View Return To Vendor

Buyer Company : GCH Retail

RTV No :

RTV Issue Date : From To

System Received Date : From To

Status : All ▼

[Advanced](#)

No.	Buyer Company	RTV No	RTV Issue Date	System Received Date	Delivery Location	Vendor Code	Department	Amount	Status
1	GCH Retail	1000000000	22/09/2015	22/09/2015	GIANT HYPERMARKET (S/ALAM STD)	99988		13.84	In-Use
2	GCH Retail	9009001804	22/08/2013	24/01/2014	GIANT HYPERMARKET (S/ALAM STD)	99988		403.20	Confirmed
3	GCH Retail	9009001806	21/08/2013	24/01/2014	GIANT HYPERMARKET (S/ALAM STD)	99988		13.84	Change Acknowledged

1. Click on View link.

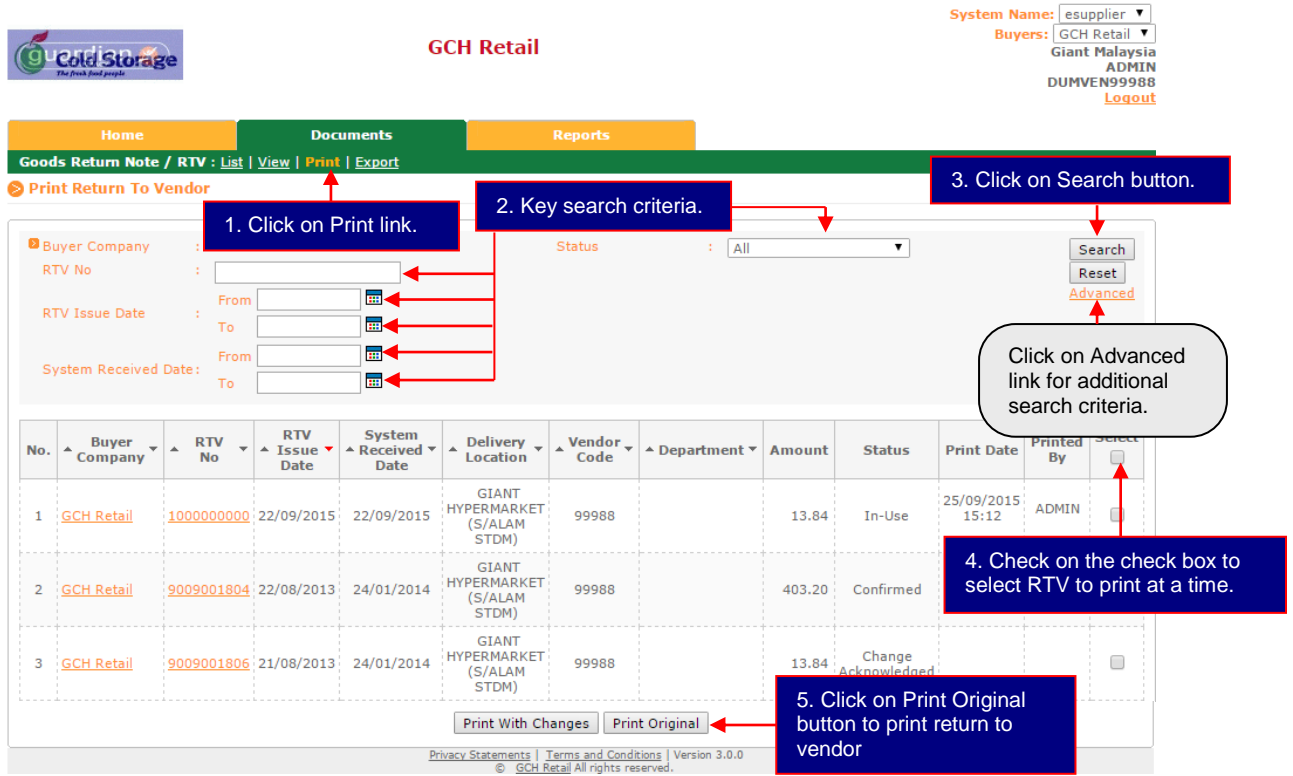
2. Key search criteria

3. Click on search button.

Click on Advanced link for additional search criteria.

6.2.3 Print Goods Return Note/RTV

Allow user to print Goods Return Note/RTV in batch.



System Name: esupplier
Buyers: GCH Retail
 Giant Malaysia
 ADMIN
 DUMVEN99988
 Logout

GCH Retail

Home Documents Reports
 Goods Return Note / RTV : List | View | **Print** | Export

Print Return To Vendor

1. Click on Print link.

2. Key search criteria.

3. Click on Search button.

Click on Advanced link for additional search criteria.

4. Check on the check box to select RTV to print at a time.

5. Click on Print Original button to print return to vendor

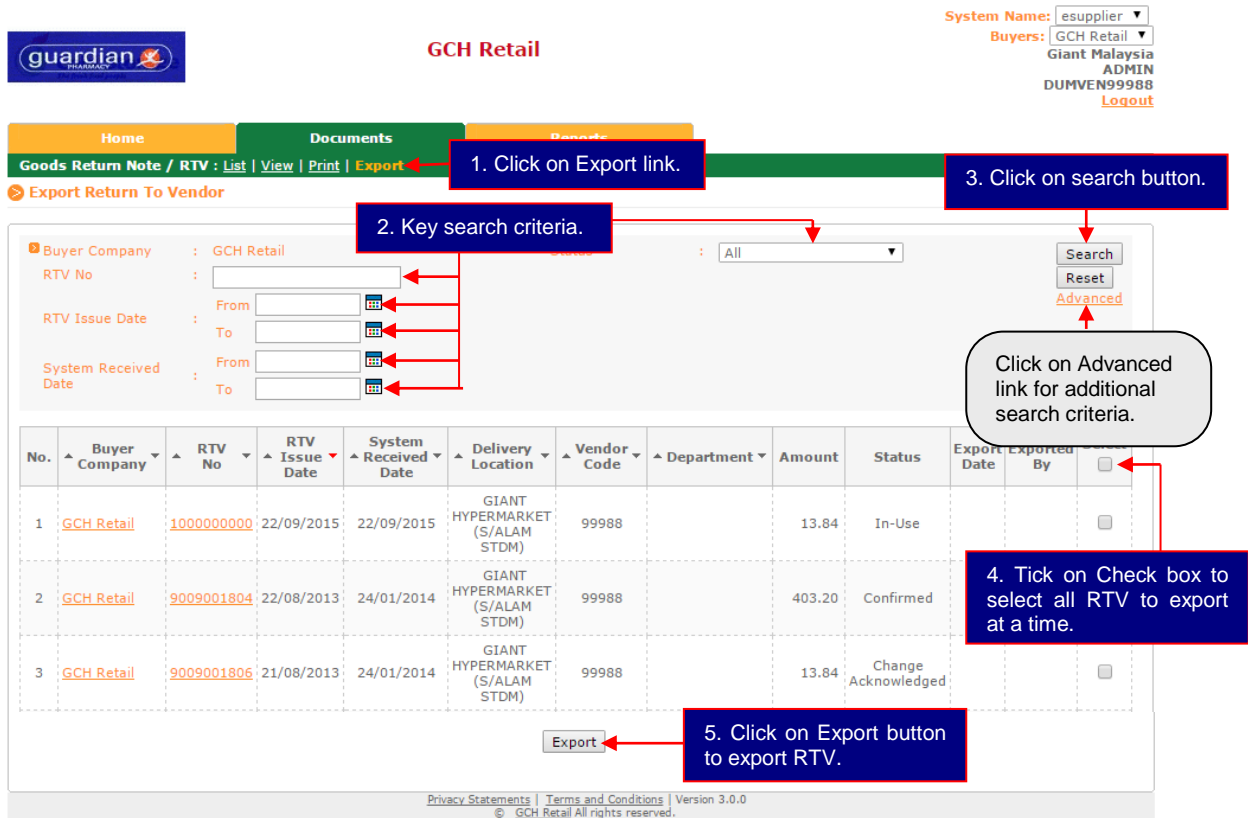
No.	Buyer Company	RTV No	RTV Issue Date	System Received Date	Delivery Location	Vendor Code	Department	Amount	Status	Print Date	Printed By	Select
1	GCH Retail	1000000000	22/09/2015	22/09/2015	GIANT HYPERMARKET (S/ALAM STD)	99988		13.84	In-Use	25/09/2015 15:12	ADMIN	<input type="checkbox"/>
2	GCH Retail	9009001804	22/08/2013	24/01/2014	GIANT HYPERMARKET (S/ALAM STD)	99988		403.20	Confirmed			<input type="checkbox"/>
3	GCH Retail	9009001806	21/08/2013	24/01/2014	GIANT HYPERMARKET (S/ALAM STD)	99988		13.84	Change Acknowledged			<input type="checkbox"/>

Print With Changes | Print Original

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6.2.4 Export Goods Return Note/RTV

Allow user to export Goods Return Note/RTV in batch.



System Name: esupplier
Buyers: GCH Retail
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

Home Documents Reports
Goods Return Note / RTV : List | View | Print | **Export**
 Export Return To Vendor

2. Key search criteria.

3. Click on search button.

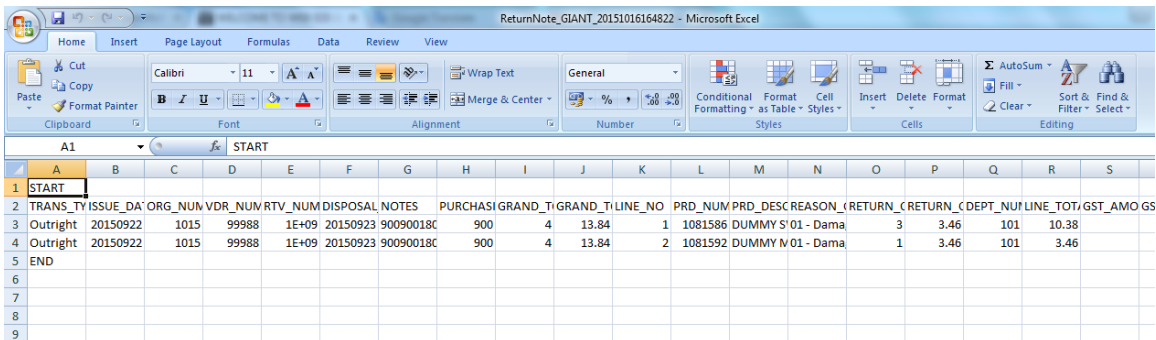
4. Tick on Check box to select all RTV to export at a time.

5. Click on Export button to export RTV.

No.	Buyer Company	RTV No	RTV Issue Date	System Received Date	Delivery Location	Vendor Code	Department	Amount	Status	Export Date	Exported By	
1	GCH Retail	1000000000	22/09/2015	22/09/2015	GIANT HYPERMARKET (S/ALAM STDM)	99988		13.84	In-Use			<input type="checkbox"/>
2	GCH Retail	9009001804	22/08/2013	24/01/2014	GIANT HYPERMARKET (S/ALAM STDM)	99988		403.20	Confirmed			<input type="checkbox"/>
3	GCH Retail	9009001806	21/08/2013	24/01/2014	GIANT HYPERMARKET (S/ALAM STDM)	99988		13.84	Change Acknowledged			<input type="checkbox"/>

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View exported Goods Return Note (Optional)

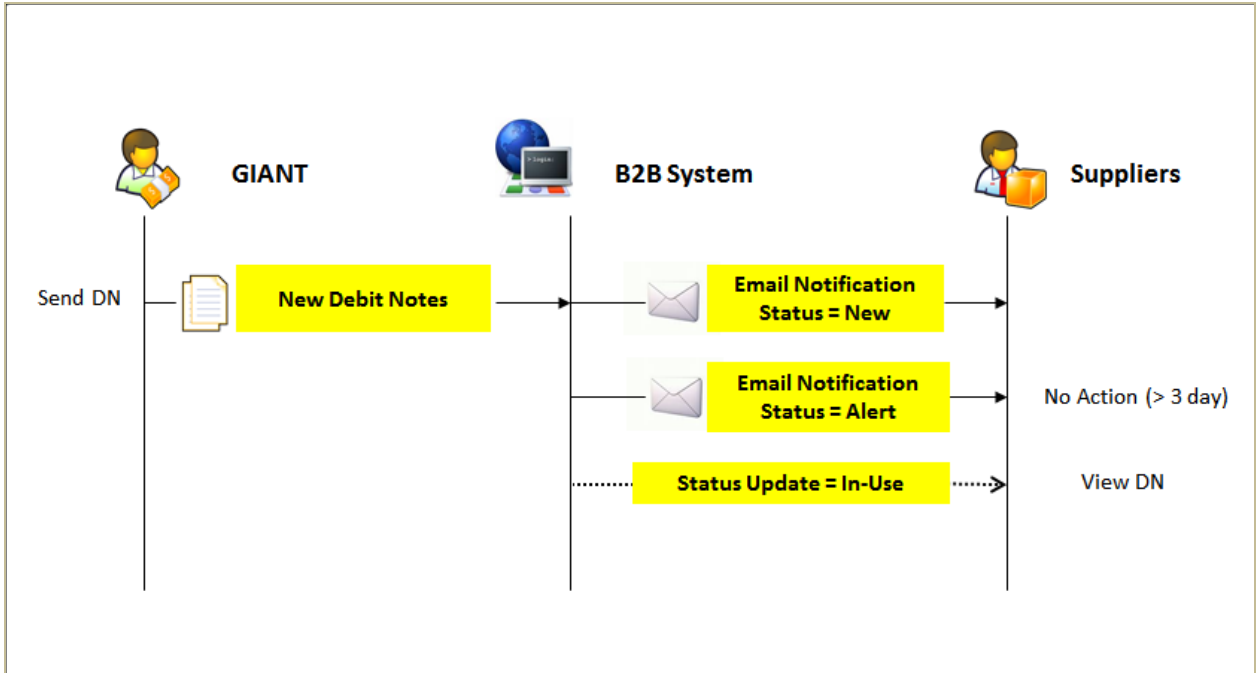


TRANS_TY	ISSUE_DA	ORG_NUM	VDR_NUM	RTV_NUM	DISPOSAL	NOTES	PURCHASI	GRAND_T	GRAND_T	LINE_NO	PRD_NUM	PRD_DESC	REASON	RETURN_C	RETURN_C	DEPT_NUM	LINE_TOT	GST_AMO_GS
Outright	20150922	1015	99988	1E+09	20150923	90090018C	900	4	13.84	1	1081586	DUMMY S'01 - Dama		3	3.46	101	10.38	
Outright	20150922	1015	99988	1E+09	20150923	90090018C	900	4	13.84	2	1081592	DUMMY M'01 - Dama		1	3.46	101	3.46	

Chapter 7: Debit Note

7.1 Debit Note Process

This section provides step by step guide on debit note process among Giant, B2B System and Suppliers.




7.2 Debit Note Module Step by Step

This section provides step by step guide for supplier to List, View, Print, Export and Manage Notification on Debit Note.

7.2.1 List Debit Note

Step 1 Select Debit Note Document



GCH Retail

System Name: esupplier

Buyers: GCH Retail

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DUMVEN99901
[Logout](#)

Home

Documents

Debit Note : [List](#) | [View](#) | [Print](#) | [Export](#)

☞ List Debit Note

Status: All


Category: All

No.	Buyer Company	Debit Note No	Vendor Code	Store Code	Category	Amount	Status	PO/RTV No	Reference No		
1	GCH Retail	20180227000011	0000099901	1108	DebitNote	32.39	In-Use	-	-		
2	GCH Retail	E99901002	0000099901	1045	DebitNote	41.12	Alert	-	-		
4	GCH Retail	2018022700000011	0000099901	9010	DebitNote	MYR 77623.80	New	DUMVEN00031	1000000031		
5	GCH Retail	E99901001	09/08/2017	21/09/2017	0000099901	9010	DebitNote	MYR 77623.80	Alert	-	-

1 of 5

1. Click on Documents tab and select Debit Note.

Step 2 List Debit Note



GCH Retail

System Name: esupplier

Buyers: GCH Retail

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ADMIN ADMIN
DUMVEN99901
[Logout](#)

[Home](#) | [Documents](#)

Debit Note : [List](#) | [View](#) | [Print](#) | [Export](#) | [Manage Notification](#)

➤ [List Debit Note](#)

Status: All | Category: All

No.	Buyer Company	Debit Note No	Issue Date	System Received Date	Vendor Code	Store Code	Category	Amount	Status	PO/RTV No	Reference No
1	GCH Retail	20180227000011	09/08/2017	21/09/2017	0000099901	1004	DebitNoteRTV	MYR 888.04	In-Use	1004000011	9200000011
2	GCH Retail	E99901002	09/08/2017	21/09/2017	0000099901	1108	DebitNote	32.39	In-Use	-	-
3	GCH Retail	E99901003	09/08/2017	21/09/2017	0000099901	1045	DebitNote	41.12	Alert	-	-
4	GCH Retail	2018022700000011	09/08/2017	27/02/2018	0000099901	9010	DebitNote	MYR 77623.80	New	DUMVEN00031	1000000031
5	GCH Retail	E99901001	09/08/2017	21/09/2017	0000099901	9010	DebitNote	MYR 77623.80	Alert	-	-

1 of 5

Status Definition:





- New → New Debit Note received from Giant.
- In-Use → Supplier has viewed Debit Note.
- Alert → Supplier has not view/open Debit Note after 3 days.

Step 3 View Debit Note

GIANT
In-Use

View Debit Note
View Debit Note History

GCH RETAIL (MALAYSIA) SDN BHD
 MEZZANINE FLOOR, GIANT HYPERMARKET SHAH ALAM STADIUM,
 LOT 2, PERSIARAN SUKAN, SEKSYEN 13, 40100 SHAH ALAM,
 SELANGOR DARUL EHSAN, MALAYSIA

Business Reg. No. : 667035-P
GST/VAT Reg. No. : 001952423936
Our AP Contact : FINANCE DEPT
Email Address : FOMAPM001@GIANT.COM.MY
Tel : 603-55448888
Fax : 603-55448558

DEBIT NOTE

Return To : **DUMVEN99901 (M) SDN BHD (1234)**
 Jaya33 Jalan Semangat
 47300 Petaling Jaya
 Selangor MY

Vendor Tax ID : 001234567890
Contact Person : FINANCE DEPARTMENT
Tel : 60355423228 **Fax** : 60351616133
Email : watie@DUMMY.com.my

Store/DC : 1004 - GIANT SUPERMARKET (ULU KLANG)

Debit Note No.	: 20180227000011
Reference Number	: 9200000011
Date	: 26/02/2018
Vendor ID	: 0000099901
Ref ID	: DUMVEN99901
RTV No.	: 1004000011
Due Date	: 26/02/2018

NO	SKU NO	DESCRIPTION	QTY	UNIT	TOTAL COST	GST(MYR) EXCL.GST (MYR)	TOTAL INCL.GST (MYR)	REASON	INVOICE REF NO	INVOICE DATE	TAX CODE
1	2014829	DUMMY BIG SAVER BREAD 660GM	56.000	2.97	166.32	0.00	166.32	02 Expired Goods	1G812706	27/01/2018	Z
2	2014830	DUMMY ORI.CLASSIC ENRICHED WHITE 400G	45.000	2.13	95.85	0.00	95.85	02 Expired Goods	1G812706	27/01/2018	Z
3	2014832	DUMMY CLASSIC JUMBO 600GM	38.000	2.97	112.86	0.00	112.86	02 Expired	1G812706	27/01/2018	Z

4	2014835	DUMMY R/OAT MEAL 360GM	2.000	3.72	7.44	0.45	7.89	02	1G812706	27/01/2018	S	Expired Goods
5	2014837	DUMMY ROLL 6S 240GM	4.000	2.00	8.00	0.48	8.48	02	1G812907	29/01/2018	S	Expired Goods
6	2014840	DUMMY ROLL JAGUNG 50GM	104.000	0.72	74.88	4.49	79.37	02	1G812706	27/01/2018	S	Expired Goods
7	2014841	DUMMY ROLL VANILLA 50GM	104.000	0.72	74.88	4.49	79.37	02	1G812706	27/01/2018	S	Expired Goods
8	2014844	DUMMY CHO-A-LOT 2X40GM	38.000	1.33	50.54	3.03	53.57	02	1G812806	28/01/2018	S	Expired Goods
9	2014845	DUMMY - SAMBAL BILIS 60GM	33.000	0.84	27.72	1.66	29.38	02	1G812907	29/01/2018	S	Expired Goods
10	2022297	DUMMY-RASBERRY MILK CBERRIES 360G	1.000	3.72	3.72	0.22	3.94	02	1G812806	28/01/2018	S	Expired Goods
11	2029255	DUMMY TIRAMISU 2X40GM	10.000	1.33	13.30	0.80	14.10	02	1G810508	05/01/2018	S	Expired Goods
12	2029292	DUMMY BUTTERSCOTCH 360GM	13.000	3.72	48.36	2.90	51.26	02	1G812706	27/01/2018	S	Expired Goods
13	2029293	DUMMY CHOCO RAISIN 360GM	7.000	3.72	26.04	1.56	27.60	02	1G812806	28/01/2018	S	Expired Goods
14	2041002	DUMMY CHUNKY CHOC & WALNUT 68G	1.000	1.25	1.25	0.08	1.33	02	1G810508	05/01/2018	S	Expired Goods
15	2042920	DUMMY CHEESE CLASSIC CHEESE 70G	23.000	1.84	42.32	2.54	44.86	02	1G812907	29/01/2018	S	Expired Goods
16	4041779	DUMMY- BUN RED BEAN 50G	6.000	0.84	5.04	0.30	5.34	02	1G812806	28/01/2018	S	Expired Goods
17	4051814	DUMMY- COTTAGE 300GM	7.000	3.68	25.76	1.55	27.31	02	1G812706	27/01/2018	S	Expired Goods
18	4051815	DUMMY- 300GM	14.000	3.28	45.92	2.76	48.68	02	1G812706	27/01/2018	S	Expired Goods
19	4074071	DUMMY - BUTTERSCOTH CREAM ROLL	40.000	0.72	28.80	1.73	30.53	02	1G812706	27/01/2018	S	Expired Goods
TOTAL (MYR)			546.000		859.00	29.04	888.04					
E. & O.E												
GST Summary			Amount Excl. GST (MYR)				GST (MYR)					
S : Standard Rated @ 6%			483.97				29.04					
Z : Zero Rated @ 0%			375.03				0.00					
N : Non-applicable			0.00				0.00					
H : Historical Data			0.00				0.00					
This is a system generated invoice. No signature is required.												
<div style="border: 1px solid blue; padding: 2px; display: inline-block;"> 3. Click on Print Original button to print Debit Note. </div>			<input type="button" value="Print Original"/>			<input type="button" value="Export"/>			<div style="border: 1px solid gray; border-radius: 15px; padding: 5px; display: inline-block;"> Click on Export button to export Debit Note. </div>			

Step 4 Print Debit Note

👉 Debit Note print out in PDF format.

**GIANT SUPERMARKET (ULU KLANG)
GCH RETAIL (MALAYSIA) SDN BHD**
MEZZANINE FLOOR, GIANT HYPERMARKET SHAH ALAM STADIUM,
LOT 2, PERSIARAN SUKAN, SEKSYEN 13, 40100 SHAH ALAM,
SELANGOR DARUL EHSAN, MALAYSIA
Business Reg. No. : 887035-P
GST/VAT Reg. No. : 001952423936
Our AP Contact : FINANCE DEPT
Email Address : FOMAPM001@GIANT.COM.MY
Tel : 603-55448888
Fax : 603-55448558



DEBIT NOTE

Return To : DUMVEN99901 (M) SDN BHD (1234)
Jaya33 Jalan Semangat
47300 Petaling Jaya
Selangor MY
Vendor Tax ID : 001234567890
Contact Person : FINANCE DEPARTMENT
Tel : 60355423228 **Fax** : 60351616133
Email : watie@DUMMY.com.my
Store/DC : 1004 - GIANT SUPERMARKET (ULU KLANG)

Debit Note No.	: 20180227000011
Reference Number	: 9200000011
Date	: 26/02/2018
Vendor ID	: 0000099901
Ref ID	: DUMVEN99901
RTV No.	: 1004000011
Due Date	: 26/02/2018

NO	SKU	DESCRIPTION	QTY	UNIT	TOTAL	GST	TOTAL	REASON	INVOICE REF	INVOICE	TAX
					COST		EXCL.GST				
					(MYR)	(MYR)	(MYR)				
1	2014829	DUMMY BIG SAVER BREAD 660GM	56.000	2.97	166.32	0.00	166.32	02 Expired Goods	1G812706	27/01/2018	Z
2	2014830	DUMMY ORI.CLASSIC EN- RICHEE WHITE 400G	45.000	2.13	95.85	0.00	95.85	02 Expired Goods	1G812706	27/01/2018	Z
3	2014832	DUMMY CLASSIC JUMBO 600GM	38.000	2.97	112.86	0.00	112.86	02 Expired Goods	1G812706	27/01/2018	Z
4	2014835	DUMMY R/OAT MEAL 360GM	2.000	3.72	7.44	0.45	7.89	02 Expired Goods	1G812706	27/01/2018	S
5	2014837	DUMMY ROLL 6S 240GM	4.000	2.00	8.00	0.48	8.48	02 Expired Goods	1G812907	29/01/2018	S
6	2014840	DUMMY ROLL JAGUNG 50GM	104.000	0.72	74.88	4.49	79.37	02 Expired Goods	1G812706	27/01/2018	S

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Goods											
7	2014841	DUMMY ROLL VANILLA 50GM	104.000	0.72	74.88	4.49	79.37	02 Expired	1G812706	27/01/2018	S
Goods											
8	2014844	DUMMY CHO-A-LOT 2X40GM	38.000	1.33	50.54	3.03	53.57	02 Expired	1G812806	28/01/2018	S
Goods											
9	2014845	DUMMY - SAMBAL BILIS 60GM	33.000	0.84	27.72	1.66	29.38	02 Expired	1G812907	29/01/2018	S
Goods											
10	2022297	DUMMY- RASBERRY MILK CBERRIES 360G	1.000	3.72	3.72	0.22	3.94	02 Expired	1G812806	28/01/2018	S
Goods											
11	2029255	DUMMY TIRAMISU 2X40GM	10.000	1.33	13.30	0.80	14.10	02 Expired	1G810508	05/01/2018	S
Goods											
12	2029292	DUMMY BUTTERSCOTCH 360GM	13.000	3.72	48.36	2.90	51.26	02 Expired	1G812706	27/01/2018	S
Goods											
13	2029293	DUMMY CHOCO RAISIN 360GM	7.000	3.72	26.04	1.56	27.60	02 Expired	1G812806	28/01/2018	S
Goods											
14	2041002	DUMMY CHUNKY CHOC & WALNUT 68G	1.000	1.25	1.25	0.08	1.33	02 Expired	1G810508	05/01/2018	S
Goods											
15	2042920	DUMMY CHEESE CLASSIC CHEESE 70G	23.000	1.84	42.32	2.54	44.86	02 Expired	1G812907	29/01/2018	S
Goods											
16	4041779	DUMMY - BUN RED BEAN 50G	6.000	0.84	5.04	0.30	5.34	02 Expired	1G812806	28/01/2018	S
Goods											
17	4051814	DUMMY- COTTAGE 300GM	7.000	3.68	25.76	1.55	27.31	02 Expired	1G812706	27/01/2018	S
Goods											
18	4051815	DUMMY- 300GM	14.000	3.28	45.92	2.76	48.68	02 Expired	1G812706	27/01/2018	S
Goods											
19	4074071	DUMMY - BUTTERSCOTH CREAM ROLL	40.000	0.72	28.80	1.73	30.53	02 Expired	1G812706	27/01/2018	S
Goods											
TOTAL (MYR)			546.000		859.00	29.04	888.04				

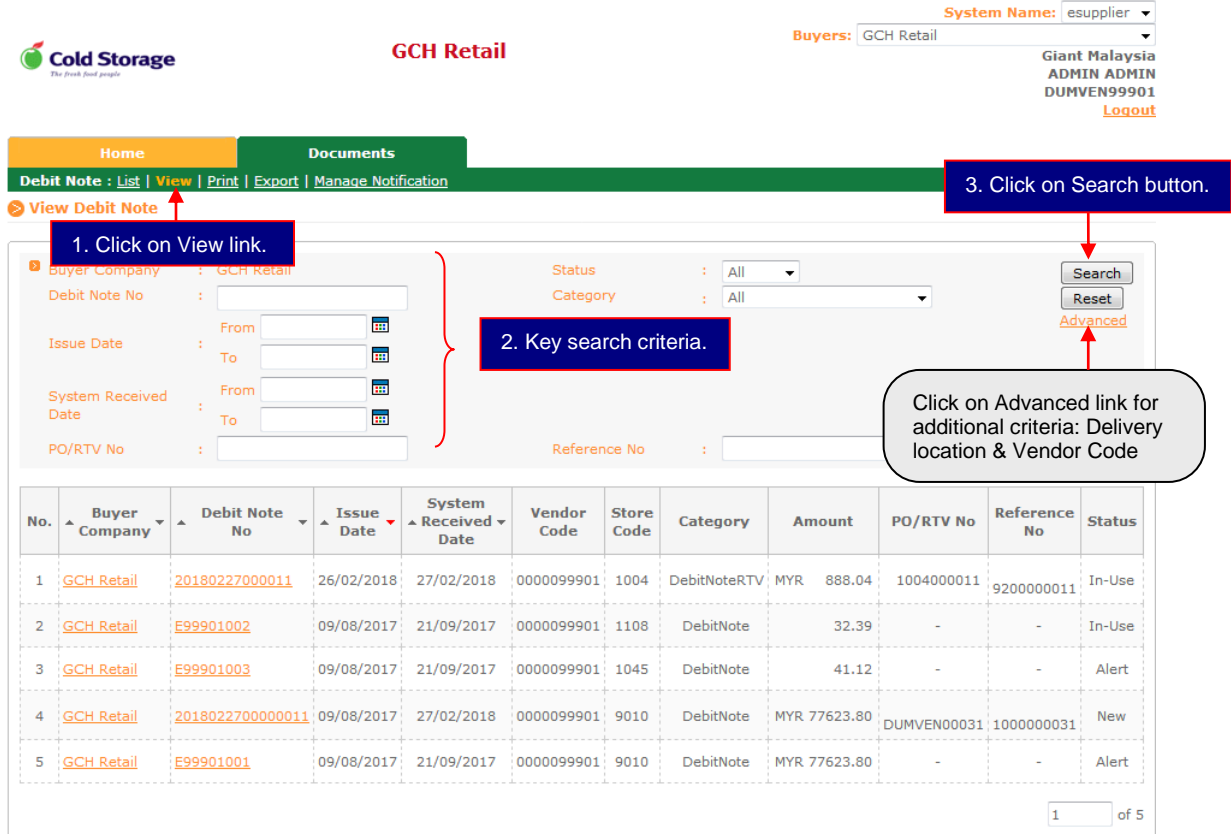
E & O.E.

GST Summary	Amount Excl. GST(MYR)	GST(MYR)
S : Standard Rated @ 6%	483.97	29.04
Z : Zero Rated @ 0%	375.03	0.00
N : Non-applicable	0.00	0.00

This is a system generated invoice. No signature is required.

7.2.2 View Debit Note

Allow user to view Debit Note Adjustment / Debit Note RTV / Debit Note Vendor Dispute



1. Click on View link.

2. Key search criteria.

3. Click on Search button.

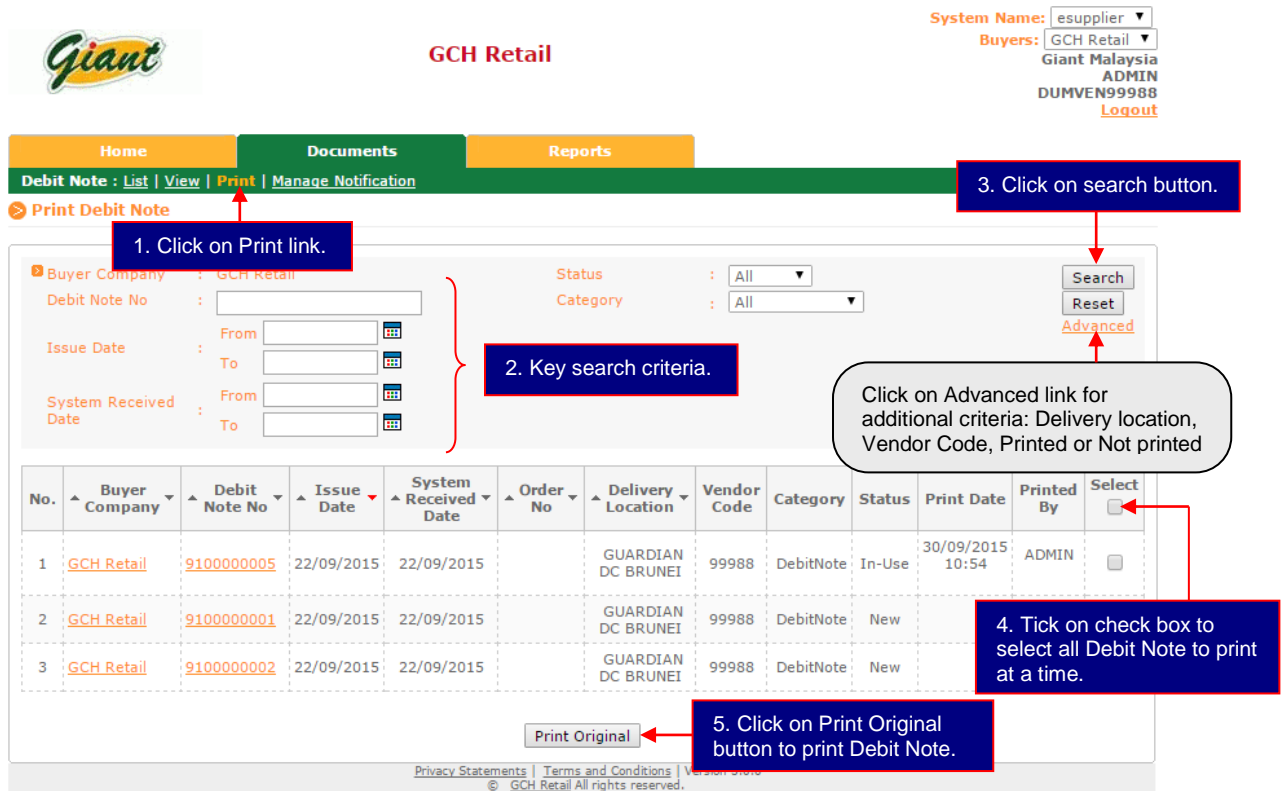
Click on Advanced link for additional criteria: Delivery location & Vendor Code

No.	Buyer Company	Debit Note No	Issue Date	System Received Date	Vendor Code	Store Code	Category	Amount	PO/RTV No	Reference No	Status
1	GCH Retail	20180227000011	26/02/2018	27/02/2018	0000099901	1004	DebitNoteRTV	MYR 888.04	1004000011	9200000011	In-Use
2	GCH Retail	E99901002	09/08/2017	21/09/2017	0000099901	1108	DebitNote	32.39	-	-	In-Use
3	GCH Retail	E99901003	09/08/2017	21/09/2017	0000099901	1045	DebitNote	41.12	-	-	Alert
4	GCH Retail	2018022700000011	09/08/2017	27/02/2018	0000099901	9010	DebitNote	MYR 77623.80	DUMVEN00031	1000000031	New
5	GCH Retail	E99901001	09/08/2017	21/09/2017	0000099901	9010	DebitNote	MYR 77623.80	-	-	Alert

1 of 5

7.2.3 Print Debit Note

Allow user to print Debit Note in Batch.



System Name: esupplier
Buyers: GCH Retail
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

Home Documents Reports

Debit Note : List | View | Print | Manage Notification

Print Debit Note

1. Click on Print link.

2. Key search criteria.

3. Click on search button.

4. Tick on check box to select all Debit Note to print at a time.

5. Click on Print Original button to print Debit Note.

Click on Advanced link for additional criteria: Delivery location, Vendor Code, Printed or Not printed

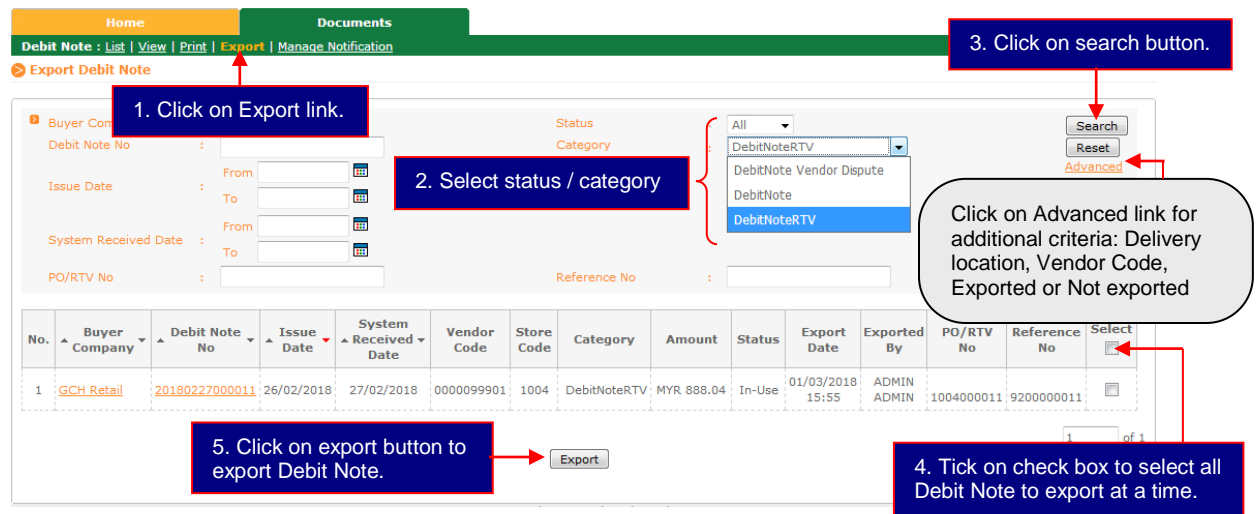
No.	Buyer Company	Debit Note No	Issue Date	System Received Date	Order No	Delivery Location	Vendor Code	Category	Status	Print Date	Printed By	Select
1	GCH Retail	9100000005	22/09/2015	22/09/2015		GUARDIAN DC BRUNEI	99988	DebitNote	In-Use	30/09/2015 10:54	ADMIN	<input type="checkbox"/>
2	GCH Retail	9100000001	22/09/2015	22/09/2015		GUARDIAN DC BRUNEI	99988	DebitNote	New			<input type="checkbox"/>
3	GCH Retail	9100000002	22/09/2015	22/09/2015		GUARDIAN DC BRUNEI	99988	DebitNote	New			<input type="checkbox"/>

Print Original

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7.2.4 Export Debit Note

Allow user to Export Debit Note in Batch.



Home Documents

Debit Note : List | View | Print | Export | Manage Notification

Export Debit Note

1. Click on Export link.

2. Select status / category

3. Click on search button.

4. Tick on check box to select all Debit Note to export at a time.

5. Click on export button to export Debit Note.

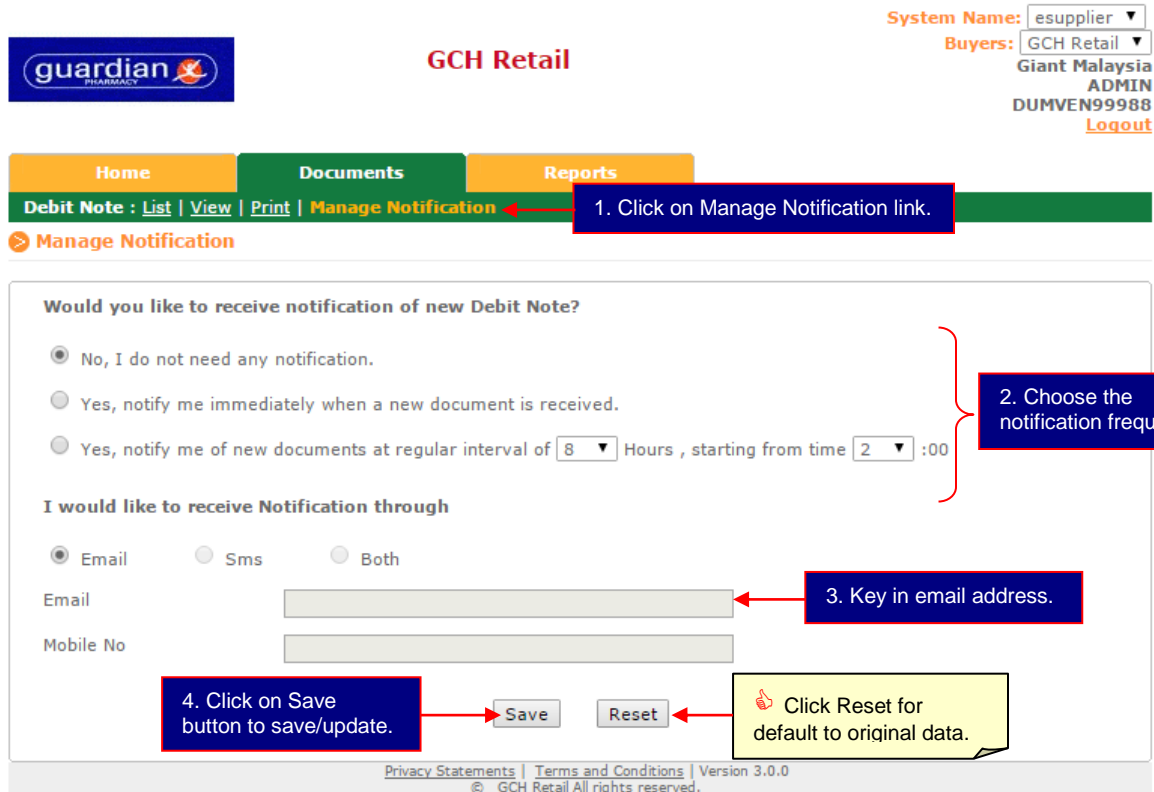
Click on Advanced link for additional criteria: Delivery location, Vendor Code, Exported or Not exported

No.	Buyer Company	Debit Note No	Issue Date	System Received Date	Vendor Code	Store Code	Category	Amount	Status	Export Date	Exported By	PO/RTV No	Reference No	Select
1	GCH Retail	20180227000011	26/02/2018	27/02/2018	0000099901	1004	DebitNoteRTV	MYR 888.04	In-Use	01/03/2018 15:55	ADMIN ADMIN	1004000011	9200000011	<input type="checkbox"/>

Export

7.2.5 Manage Notification

Allow user to maintain / change the email notification setting.



guardian PHARMACY **GCH Retail**

System Name: esupplier
Buyers: GCH Retail
Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home Documents Reports

Debit Note : [List](#) | [View](#) | [Print](#) | [Manage Notification](#)

➤ Manage Notification

1. Click on Manage Notification link.

2. Choose the notification frequency.

3. Key in email address.

4. Click on Save button to save/update.

Click Reset for default to original data.

Would you like to receive notification of new Debit Note?

- No, I do not need any notification.
- Yes, notify me immediately when a new document is received.
- Yes, notify me of new documents at regular interval of Hours , starting from time :00

I would like to receive Notification through

Email Sms Both

Email

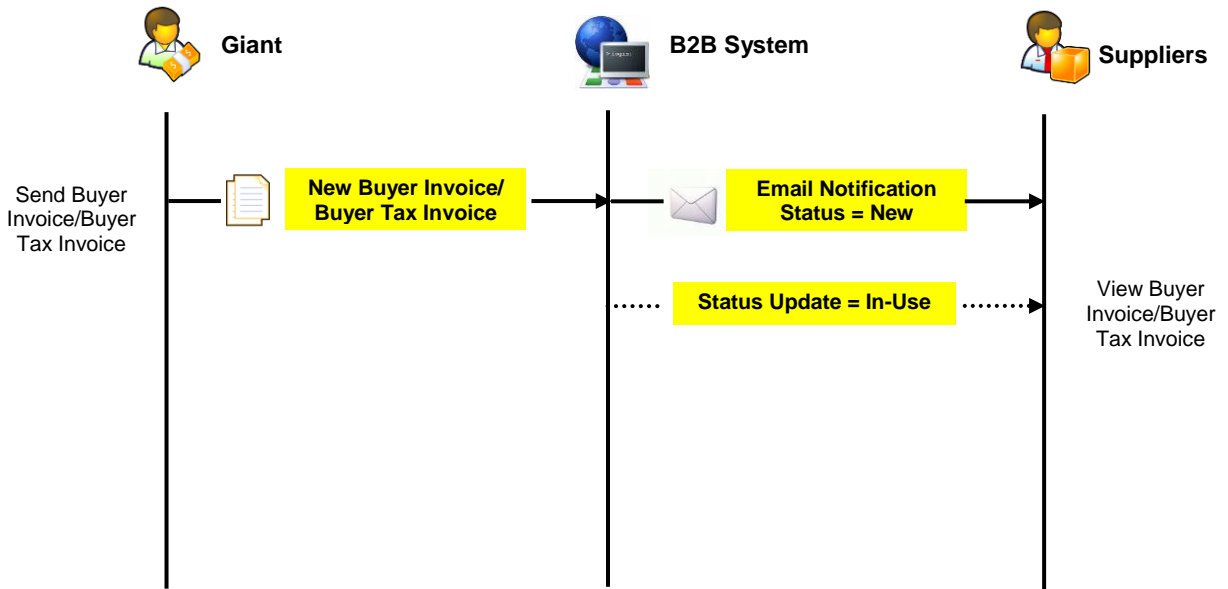
Mobile No

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Chapter 8: Buyer Tax Invoice

8.1 Buyer Tax Invoice Process

This section provides step by step guide on Buyer Invoice / Buyer Tax Invoice process among Giant, B2B System and Suppliers.




***Note: All the buyer tax invoice and credit note will be under this session.**

8.2 Buyer Tax Invoice Module Step by Step

This section provides step by step guide for supplier to List, and View.

8.2.1 List Buyer Tax Invoice

Step 1 Select Buyer Tax Invoice Document



GCH Retail

System Name:

Buyers:

Giant Malaysia
ADMIN
DUMVEN99988
[Logout](#)

Home
Documents
Reports

Buyer Invoice / Buyer Tax Invoice

➤ List Buyer Invoice

Status:

No.	Buyer Company	Buyer Invoice Document No.	System Received Date	Attachment No.	Amount	Status
1	GCH Retail	9100000000	22/09/2015		MYR 128758.92	New
2	GCH Retail	9100000000	22/09/2015		MYR 128758.92	New
3	GCH Retail	9100000000	22/09/2015		MYR 128758.92	New
4	GCH Retail	9100000002	22/09/2015	22/09/2015	MYR 128758.92	New
5	GCH Retail	9100000001	22/09/2015	22/09/2015	MYR 128758.92	New
6	GCH Retail	1000000000	22/09/2015	22/09/2015	MYR 128758.92	New

of 6

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1. Click on Document tab to select Buyer Invoice /Buyer Tax Invoice.

Step 2 List Buyer Tax Invoice



GCH Retail

System Name:
 Buyers:
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

[Home](#) | [Documents](#) | [Reports](#)
[Buyer Invoice / Buyer Tax Invoice : List | View](#)

➤ [List Buyer Invoice](#)

✖ Status:

No.	Buyer Company	Buyer Invoice Document No	Document Date	System Received Date	Attachment No	Amount	Status
1	GCH Retail	9100000000	22/09/2015	22/09/2015	ATT00149899	MYR 128758.92	New
2	GCH Retail	9100000004	22/09/2015	22/09/2015	ATT00142528	MYR 128758.92	New
3	GCH Retail	9100000003	22/09/2015	22/09/2015	ATT00146823	MYR 128758.92	New
4	GCH Retail	9100000002	22/09/2015	22/09/2015	ATT00149827	MYR 128758.92	New
5	GCH Retail	9100000001	22/09/2015	22/09/2015	ATT00142452	MYR 128758.92	New
6	GCH Retail	1000000000	22/09/2015	22/09/2015	ATT00146737	MYR 128758.92	New

1 of 6

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Status Definition:

- New → New Buyer Tax Invoice received from Giant.
- In-Use → Supplier has viewed Buyer Tax Invoice.

Step 3 View Tax Invoice

GCH Retail (Malaysia) Sdn. Bhd.(667035-P)
 Mezzanine Floor, Giant Hypermarket Shah Alam Stadium,
 Lot 2, Persiaran Sukan, Seksyen 13,
 40100 Shah Alam Selangor Darul Ehsan, Malaysia

GST Reg No: 123456789102

INV No:AP00221808

TAX INVOICE

Page: 1 / 1

Vendor Name: DUMMY SDN BHD

Date: 11/06/2015

Vendor Address: NO. 37-2, LORONG MERANTI 2

Division: GENERAL MERCHANDISE

OFF JALAN KENANGA

Dept: SOFTWARE

55200, KUL

Payment Method: Debit Note

Vendor Code: 1017 Tel: 603-92228377 Fax: 603-92227993

Trans. Type: HD

Vendor GST Reg No: 001355812345

Period From 02/01/2015 To 02/01/2015

Promotion detail:
 00000023-OTHERS(GMS)

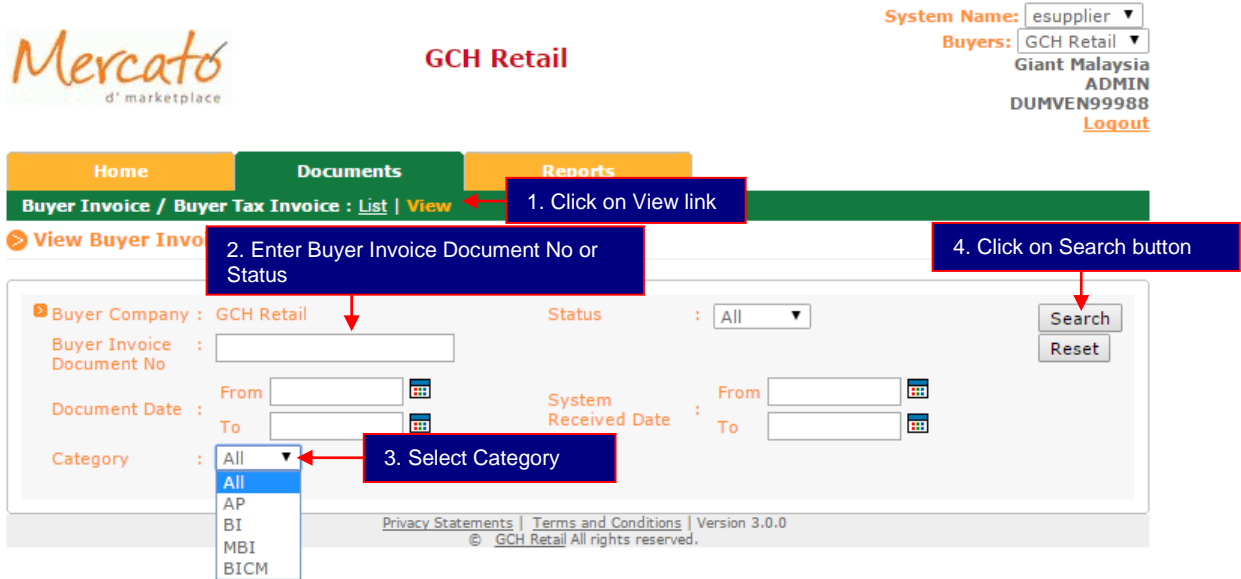
NEW ARTICLE LISTING FEES

All charges are in Ringgit Malaysia

No.	Account Code	Promo Name	Categories	Amount
1	IPI02	AM-LISTING FEE	LADIESWEAR	300.00
Total Amount Excluding GST @ 6.00%				0.00
GST Payable @ 6.00%				0.00
Total Amount Excluding GST @ 0.00%				300.00
GST Payable @ 0.00%				0.00
Total Amount included GST				300.00

This is a computer generated Tax Invoice. No signature is required.

8.2.2 View Buyer Tax Invoice



System Name: esupplier
Buyers: GCH Retail
 Giant Malaysia
 ADMIN
 DUMVEN99988
[Logout](#)

Home Documents Reports

Buyer Invoice / Buyer Tax Invoice : [List](#) | [View](#)

View Buyer Invoice

Buyer Company : GCH Retail Status : All

Buyer Invoice Document No :

Document Date : From To

System Received Date : From To

Category : All

Search Reset

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Buyer Invoice / Buyer Tax Invoice Category Definition:

Category	Description
BI	<ul style="list-style-type: none"> - Auto Buyer Income - Is auto deduct by finance team - On those flat condition & unconditional deduction
MBI	<ul style="list-style-type: none"> - Manual Buyer Income - For recovery : short charges - With TTA (Trading term agreement) supporting documents - Supporting TTA treat as one PDF (transaction)
AP	<ul style="list-style-type: none"> - AP Buyer Income - Cover AP fund - Price rebates - Buyer side raise charges
BICM	<ul style="list-style-type: none"> - Credit Note - For case of over deducted/ wrongly issue amount Giant will issue a "Credit Note" to refund to supplier