

# MYDIN Web EDI User Guide

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Created on:	30 January 2015
Last Updated on:	7 November 2018
Document Version:	Version 1.1

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## Chapter 1: Overview

### 1.1 Objectives

This user guide provides step by step guide on how to prepare, create/ modify, link hierarchy, publish and synchronized your item data.

### 1.2 Conventions Used in User Guide

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

# Chapter 2: User Login

## 2.1 Login Screen

- Please login to website: <http://eportal.b2b.com.my>



**B2B e-Supplier Portal** B2B e-Supplier Portal

**Home**

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

**Please Login**

**Welcome to B2B e-Supplier Portal**

**Please Login**

Company ID :

User ID :

Password :

[Forgot My Password](#)

English

Remember me on this computer

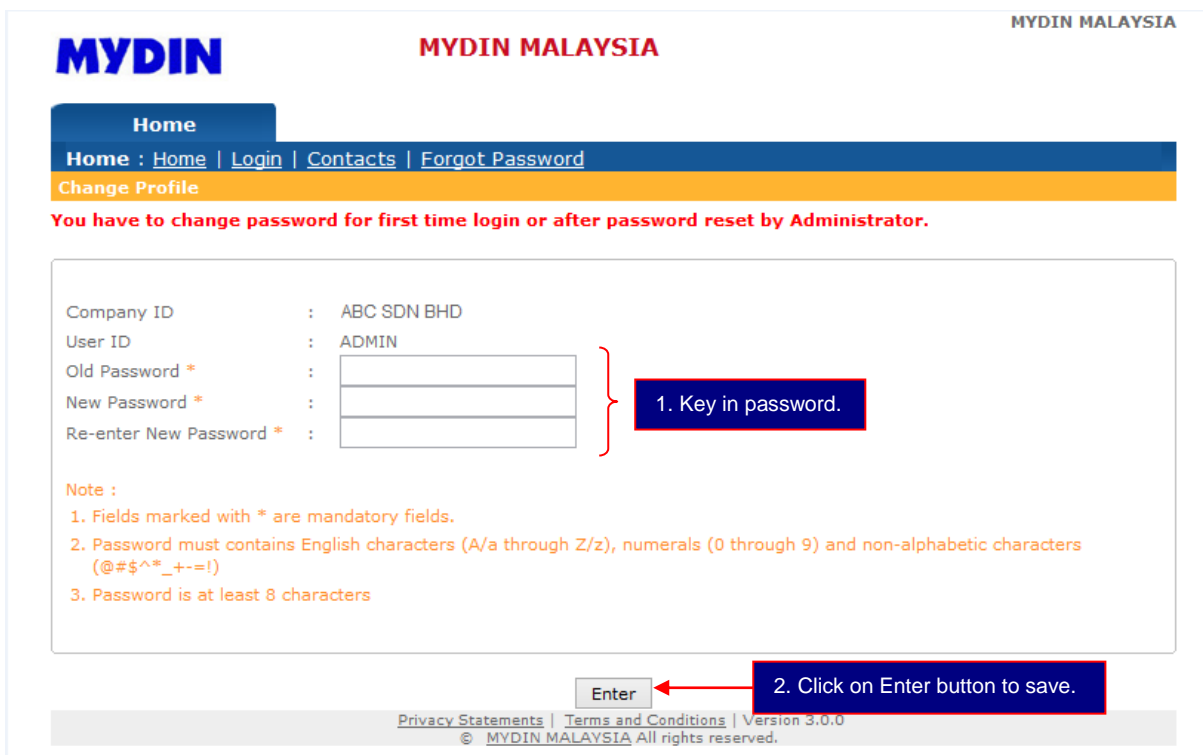
**1. Key in Company ID, User ID and Password.**

**2. Click on Enter button to login**

**Click here if you forgot your password.**

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## 2.2 First Time login Screen



**MYDIN** MYDIN MALAYSIA

**Home**

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

[Change Profile](#)

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

Company ID : ABC SDN BHD

User ID : ADMIN

Old Password \* :

New Password \* :

Re-enter New Password \* :

**1. Key in 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

**2. Click on Enter button to save.**

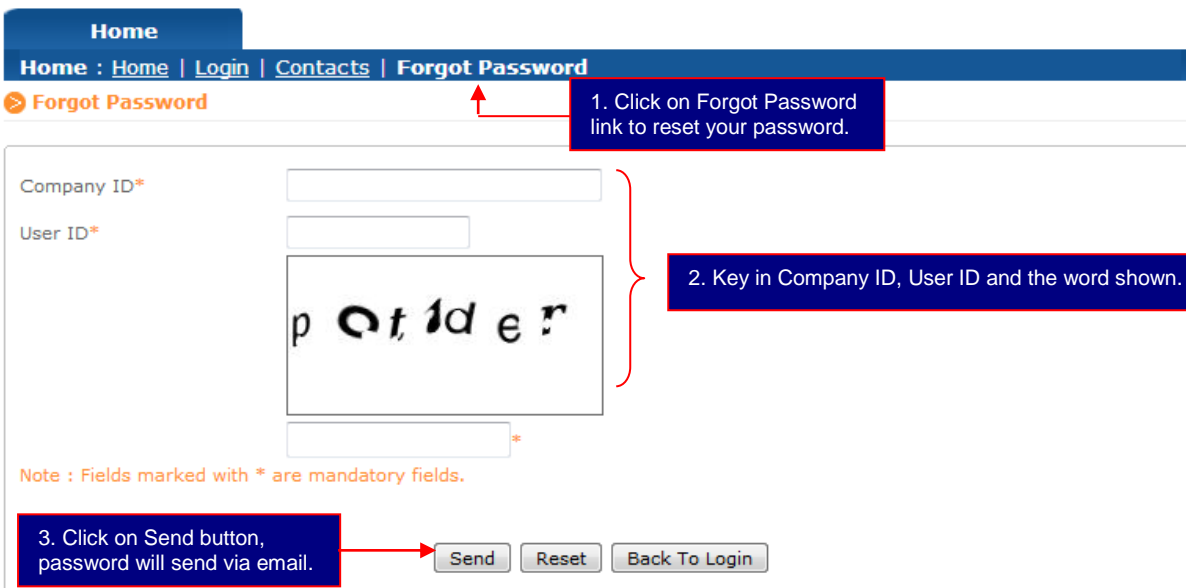
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## 2.3 Forgot Password

MYDIN MALAYSIA

**MYDIN**

MYDIN MALAYSIA



The screenshot shows the 'Forgot Password' page. At the top, there is a navigation bar with 'Home' selected. Below it, a breadcrumb trail reads 'Home : Home | Login | Contacts | **Forgot Password**'. A red arrow points from a blue instruction box to the 'Forgot Password' link in the breadcrumb. The main form contains three input fields: 'Company ID\*', 'User ID\*', and a CAPTCHA image showing the word 'password'. A red bracket groups these three fields, with a blue instruction box pointing to them. Below the fields is a note: 'Note : Fields marked with \* are mandatory fields.' At the bottom of the form are three buttons: 'Send', 'Reset', and 'Back To Login'. A red arrow points from a blue instruction box to the 'Send' button.

Home

Home : Home | Login | Contacts | **Forgot Password**

➤ **Forgot Password**

1. Click on Forgot Password link to reset your password.

Company ID\*

User ID\*

password

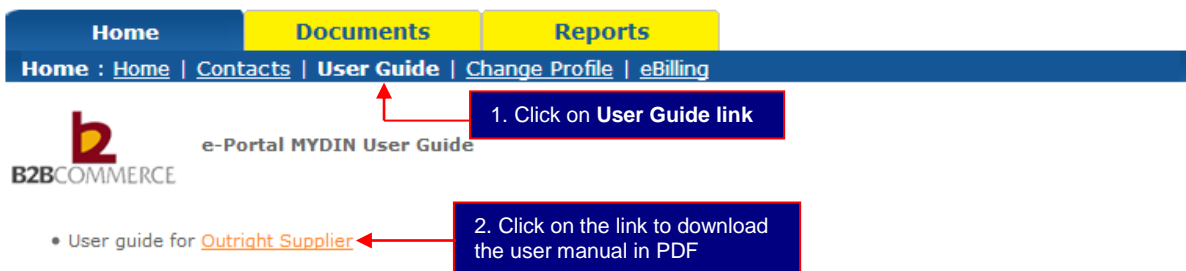
2. Key in Company ID, User ID and the word shown.

Note : Fields marked with \* are mandatory fields.

3. Click on Send button, password will send via email.

Send Reset Back To Login


## 2.4 User Guide



The screenshot shows the 'User Guide' page. At the top, there is a navigation bar with 'Home', 'Documents', and 'Reports'. Below it, a breadcrumb trail reads 'Home : Home | Contacts | **User Guide** | Change Profile | eBilling'. A red arrow points from a blue instruction box to the 'User Guide' link in the breadcrumb. The main content area features the B2BCommerce logo and the text 'e-Portal MYDIN User Guide'. Below this, there is a list item: '• User guide for [Outright Supplier](#)'. A red arrow points from a blue instruction box to this link.

Home Documents Reports

Home : Home | Contacts | **User Guide** | Change Profile | eBilling

 e-Portal MYDIN User Guide

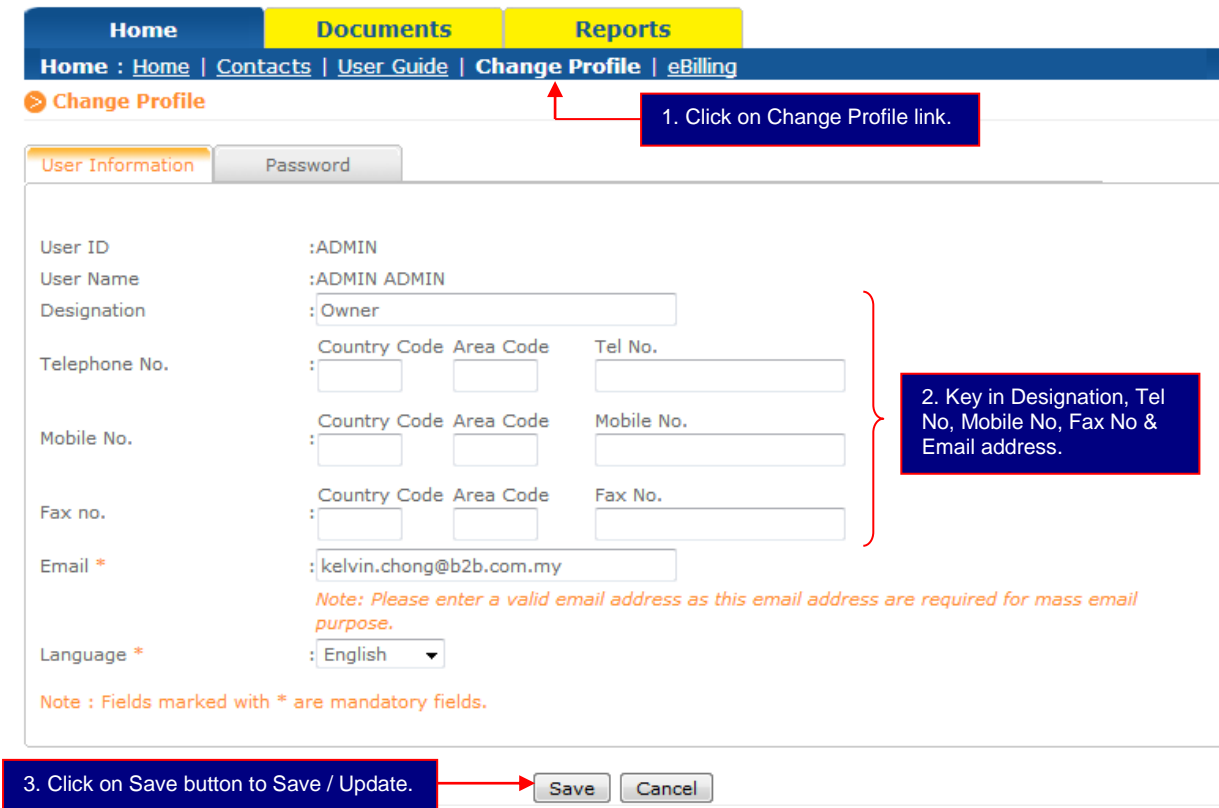
B2BCOMMERCE

1. Click on User Guide link

• User guide for [Outright Supplier](#)

2. Click on the link to download the user manual in PDF

## 2.5 Change Profile



Home Documents Reports

Home : Home | Contacts | User Guide | **Change Profile** | eBilling

> Change Profile

User Information Password

User ID :ADMIN  
User Name :ADMIN ADMIN  
Designation : Owner  
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 \* : kelvin.chong@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.

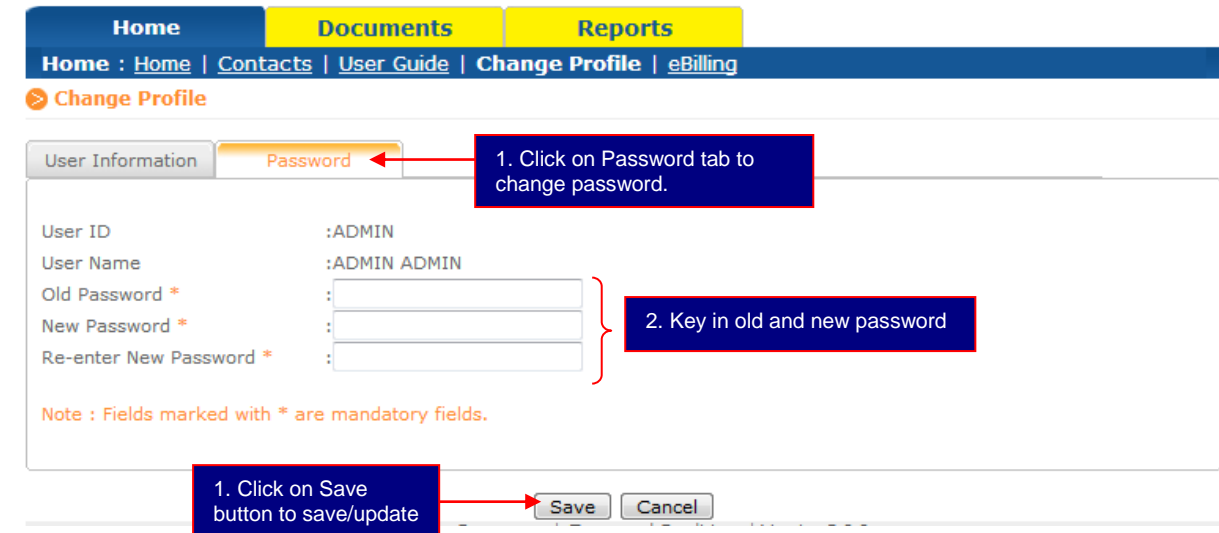
1. Click on Change Profile link.

2. Key in Designation, Tel No, Mobile No, Fax No & Email address.

3. Click on Save button to Save / Update.

Save Cancel

### 2.5.1 Change Password



Home Documents Reports

Home : Home | Contacts | User Guide | **Change Profile** | eBilling

> Change Profile

User Information Password

User ID :ADMIN  
User Name :ADMIN ADMIN  
Old Password \* :  
New Password \* :  
Re-enter New Password \* :  
Note : Fields marked with \* are mandatory fields.

1. Click on Password tab to change password.

2. Key in old and new password

1. Click on Save button to save/update

Save Cancel

## 2.6 eBilling (B2B monthly Invoice)

Home
Documents

[Home](#) | [Contacts](#) | [User Guide](#) | [Change Profile](#) | [eBilling](#)


➤ List Billings

No.	Bills No.	Account Name	Company Name	Bill Date	Amount	Bill Status	Next Actions
1	<a href="#">398801</a>	DUMMY	DUMMY SDN BHD	30/04/2018	73.35	PAID	<a href="#">Print</a>

1. Click on eBilling link

2. Click on Print to view the Invoice

### Sample of B2B monthly Invoice in PDF



**BILL TO**

DUMMY SDN BHD  
Unit T2-L9, Level 9, Tower 2, PJ 33,  
Jalan Semangat, Seksyen 13,  
46200 Petaling Jaya  
Selangor Darul Ehsan

Email Address:

ATTENTION: ACCOUNTS DEPT.

**TAX INVOICE**  
GST NO: 001150025728

DATE	INVOICE NO
30/04/2018	E398801
TERMS 30DAYS	

P.O. No	SERVICE NAME
	WEB EDI

PAYMENT DUE DATE: 30/05/2018

NO	DESCRIPTION					AMOUNT (RM)
	BUYER	NO OF DOCUMENT TRANSACTION	FEE PER DOCUMENT	ACTUAL DOCUMENT TRANSACTION	TOTAL FEE (RM)	
1	GIANT	MONTHLY MINIMUM FEE (1st 75 MESSAGES)	0.00	X	75	50.00
		SUBSEQUENT (76 - 250 MESSAGES) FEE PER MESSAGE	0.00	X	32	19.20
		SUBSEQUENT (251 - 500 MESSAGES) FEE PER MESSAGE	0.50	X	0	0.00
		SUBSEQUENT (501 - 1000 MESSAGES) FEE PER MESSAGE	0.40	X	0	0.00
		SUBSEQUENT (ABOVE 1000 MESSAGES) FEE PER MESSAGE	0.20	X	0	0.00
<b>TOTAL TRANSACTION WITH ( GIANT )</b>					<b>107</b>	
TOTAL TRANSACTION FOR MONTH OF APRIL 2018					107	
TOTAL AMOUNT						69.20
TOTAL AMOUNT DUE IN RINGGIT MALAYSIA						69.20

**PAYMENT INSTRUCTIONS:-**

1. Please pay within 30 days to avoid interruption of Service.

2. DIRECT DEPOSIT/ INTER BANK TRANSFER/TELEGRAPHIC TRF.

Company name : B2B Commerce (M) Sdn Bhd

Bank : HSBC Bank Malaysia Berhad

Account no. : 301-671889-101

SWIFT Address : HBBMYYKL

T/T Routing no. : MRMDUS33

Address : 2, Leboh Ampang, 50100 Kuala Lumpur, Malaysia

Bank : Malayan Banking Berhad

Account no. : 5144-9510-3332

Address : KL City Centre Branch, 50088 Kuala Lumpur, Malaysia

\* Kindly fax (+603-7629 7399) or email (finance.mal@b2b.com.my) a copy of the bank in/remittance slip and provide the following payment details: company name, amount, invoices paid and date of payment for updating of your account.

3. POST CHEQUE

Cheque is to be made payable to "B2B COMMERCE (M) SDN BHD" and posted to address below:  
(B2B will not be responsible for any lost or delayed postals.)

COMPUTER GENERATED INVOICE. NO SIGNATURE REQUIRED.

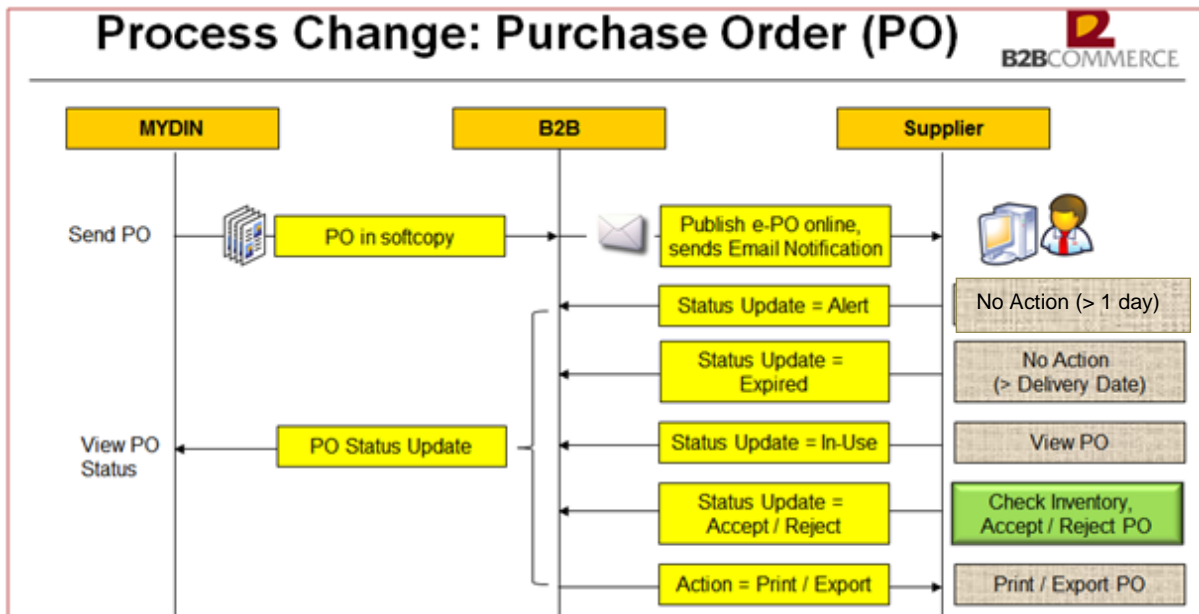


# Chapter 3: Purchase Order

## 3.1 Purchase Order Process

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

### Steps to process Outright Purchase Order



## 3.2 Purchase Order Module Step by Step

This section provides step by step guide for supplier to List, Validate, View, Print, Export, Manage Notification and Archive Order.

### 3.2.1 List Purchase Order

Step 1 Select Purchase Order Document



## Step 2 List Purchase Order



Mydin Mohamed Holdings Berhad

System Name: esupplier  
 Buyers: Mydin Mohamed Holdings Berhad  
 MYDIN MALAYSIA  
 ADMIN ADMIN  
 DUMVEN99901  
[Logout](#)

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

➤ [List Order](#)

|  |

No.	Buyer Company	Order No	Order Date	System Received Date	Delivery Date	Expiry Date	Delivery Location	Vendor Code	Amount	Status	Expired	Next Actions
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500100018</a>	01/09/2018	03/10/2018	06/09/2018		MYMYDIN BUKIT TINGGI 2	0000099901	MYR 1,055.76	Accepted		
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500100016</a>	01/09/2018	19/09/2018	06/09/2018		MYMYDIN BUKIT TINGGI 2	0000099901	MYR 1,055.76	Completed		
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500100014</a>	01/09/2018	12/09/2018	06/09/2018		MYMYDIN BUKIT TINGGI 2	0000099901	MYR 996.00	New		<a href="#">Validate Order</a>
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500100021</a>	01/09/2018				MYMYDIN BUKIT TINGGI 2	0000099901	MYR 1,055.76	In-Use		<a href="#">Validate Order</a>
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500100011</a>	01/09/2018	12/09/2018	06/09/2018		MYMYDIN BUKIT TINGGI 2	0000099901	MYR 1,055.76	In-Use		<a href="#">Validate Order</a>

### Status Definition:

- New → New purchase order
- Alert → Supplier has not open/view the purchase order more than 1 day
- In-use → Supplier has viewed the purchase order
- Accepted → Supplier has accepted the purchase order
- Rejected → Supplier has rejected the purchase order
- Partially accepted → Supplier has partially accepted the original PO (may have reject quantity)
- Partially rejected → Supplier has partially rejected the original PO (no accept quantity)
- Completed → The total of Accepted and Rejected Quantity tallies with Order Quantity after multiple processing.
- Cancelled → Mydin has cancelled the purchase order


## Step 3 View Purchase Order

MYDIN
Accepted

View Order
View Order History

STORE: 2288  
 Mydin Subang Jaya Hypermarket Lot 675&676 Persiaran Subang PermaiOff Jln.  
 SS13/1K,47500 Subang Jaya,Selangor,Malaysia | Tel No: | Fax No:

**PURCHASE ORDER**



4500100018

0000099901	Branch Manager :	Azina Mat Kassim
DUMMY VENDOR SDN BHD	Branch Email :	sjh.hyper@mydin.com
B-99-01 THE ASCENT PARADIGM NO 1 JALAN SS7/26A 47301	HQ Contact TEL :	03-8073 6287
PETALING JAYA Selangor Malaysia	HQ Contact Email :	scm.supply@mydin.com
Tel No: 60378828888 Fax No: 60378825555		

PO No :	4500100018
PO Date :	01/09/2018
Delivery Date :	06/09/2018
Currency :	MYR

No	Article	Article Description	Barcode	Article Reference	QTY	UOM	Conv.	LP	NP	Amount	Accept Qty	Reject Qty
10	10126130001	DUMMY ITEM 1	2653966212864	A0008379-01	5.000	CAR	X24	84.00	84.00	420.00	5.000	0.000
20	10126131001	DUMMY ITEM 2	2647017212903	A0480033-01	5.000	CAR	X24	115.20	115.20	576.00	5.000	0.000

Line Count: 2

Remarks

TOTAL AMOUNT	1,055.78
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**DISCLAIMER :**  
 A copy of Purchase Order MUST be attached with the PO/Invoice upon delivery. Delivery MUST be made on the date as indicated on the Purchase Order, after which it is no longer valid. The Company reserves the right to cancel this Purchase Order at any time without further notice. All goods delivered MUST be in good Sellable Condition and off merchantable quality. fit for the purpose for which they are supplied for retail sale. For DC( Distribution Center ) purchase orders, please make appointment with respective DC 1 business day before delivering goods.

Print With Changes
Print Original
Export

3. Click on Print Original button to print order.

👉 Order print out in PDF format

## Step 4 Print Original Purchase Order

 <p><b>MYMYDIN</b> CLOSER TO YOU M y M y d i n S d n B h d (257229-H)</p>	<p>STORE: 2288 Mydin Subang Jaya Hypermarket Lot 6758676 Persiaran Subang Permai Off Jln. SS13/1K,47500 Subang Jaya,Selangor,Malaysia   Tel No:   Fax No:</p>	<p><b>PURCHASE ORDER</b></p>  <p>4500100018</p>																
<p>0000099901 DUMMY VENDOR SDN BHD B-99-01 THE ASCENT PARADIGM NO 1 JALAN SS7/26A 47301 PETALING JAYA Selangor Malaysia Tel No: 60378828888 Fax No: 60378825555</p>	<table border="1" style="width: 100%;"> <tr><td>Branch Manager :</td><td>Azlina Mat Kassim</td></tr> <tr><td>Branch Email :</td><td>sjh.hyper@mydin.com</td></tr> <tr><td>HQ Contact TEL :</td><td>03-8073 6287</td></tr> <tr><td>HQ Contact Email :</td><td>scm.supply@mydin.com</td></tr> </table>	Branch Manager :	Azlina Mat Kassim	Branch Email :	sjh.hyper@mydin.com	HQ Contact TEL :	03-8073 6287	HQ Contact Email :	scm.supply@mydin.com	<table border="1" style="width: 100%;"> <tr><td>PO NO :</td><td>4500100018</td></tr> <tr><td>PO Date :</td><td>01/09/2018</td></tr> <tr><td>Delivery Date :</td><td>06/09/2018</td></tr> <tr><td>Currency :</td><td>MYR</td></tr> </table>	PO NO :	4500100018	PO Date :	01/09/2018	Delivery Date :	06/09/2018	Currency :	MYR
Branch Manager :	Azlina Mat Kassim																	
Branch Email :	sjh.hyper@mydin.com																	
HQ Contact TEL :	03-8073 6287																	
HQ Contact Email :	scm.supply@mydin.com																	
PO NO :	4500100018																	
PO Date :	01/09/2018																	
Delivery Date :	06/09/2018																	
Currency :	MYR																	

No	Article	Article Description	Barcode	Article Reference	QTY	UOM	Conv.	LP	NP	Amount	
10	10126130001	DUMMY ITEM 1	2653966212864	A0008379-01	5.000	CAR	X	24	84.00	84.00	420.00
20	10126131001	DUMMY ITEM 2	2647017212903	A0480033-01	5.000	CAR	X	24	115.20	115.20	576.00

Line Count: 2

Remarks



<b>TOTAL AMOUNT</b>	<b>1,055.76</b>
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**DISCLAIMER :**

A copy of Purchase Order MUST be attached with the PO/Invoice upon delivery. Delivery MUST be made on the date as indicated on the Purchase Order, after which it is no longer valid. The Company reserves the right to cancel this Purchase Order at any time without further notice. All goods delivered MUST be in good Seilable Condition and off merchantable quality. fit for the purpose for which they are supplied for retail sale. For DC( Distribution Center ) purchase orders, please make appointment with respective DC 1 business day before delivering goods.

## Sample of Print with Changes PO

 <p><b>MYMYDIN</b> CLOSER TO YOU M y M y d i n S d n B h d (257229-H)</p>	<p>STORE: 2288 Mydin Subang Jaya Hypermarket Lot 6758676 Persiaran Subang Permai Off Jln. SS13/1K,47500 Subang Jaya,Selangor,Malaysia   Tel No:   Fax No:</p>	<p><b>PURCHASE ORDER</b></p>  <p>4500100018</p>																
<p>0000099901 DUMMY VENDOR SDN BHD B-99-01 THE ASCENT PARADIGM NO 1 JALAN SS7/26A 47301 PETALING JAYA Selangor Malaysia Tel No: 60378828888 Fax No: 60378825555</p>	<table border="1" style="width: 100%;"> <tr><td>Branch Manager :</td><td>Azlina Mat Kassim</td></tr> <tr><td>Branch Email :</td><td>sjh.hyper@mydin.com</td></tr> <tr><td>HQ Contact TEL :</td><td>03-8073 6287</td></tr> <tr><td>HQ Contact Email :</td><td>scm.supply@mydin.com</td></tr> </table>	Branch Manager :	Azlina Mat Kassim	Branch Email :	sjh.hyper@mydin.com	HQ Contact TEL :	03-8073 6287	HQ Contact Email :	scm.supply@mydin.com	<table border="1" style="width: 100%;"> <tr><td>PO NO :</td><td>4500100018</td></tr> <tr><td>PO Date :</td><td>01/09/2018</td></tr> <tr><td>Delivery Date :</td><td>06/09/2018</td></tr> <tr><td>Currency :</td><td>MYR</td></tr> </table>	PO NO :	4500100018	PO Date :	01/09/2018	Delivery Date :	06/09/2018	Currency :	MYR
Branch Manager :	Azlina Mat Kassim																	
Branch Email :	sjh.hyper@mydin.com																	
HQ Contact TEL :	03-8073 6287																	
HQ Contact Email :	scm.supply@mydin.com																	
PO NO :	4500100018																	
PO Date :	01/09/2018																	
Delivery Date :	06/09/2018																	
Currency :	MYR																	

No	Article	Article Description	Barcode	Article Reference	QTY	UOM	Conv.	LP	NP	Amount	
10	10126130001	DUMMY ITEM 1	2653966212864	A0008379-01	5.000	CAR	X	24	84.00	84.0000	420.00
Accepted Quantity : 5.00		Rejected Quantity : 0.00	Remark								
20	10126131001	DUMMY ITEM 2	2647017212903	A0480033-01	5.000	CAR	X	24	115.20	115.2000	576.00
Accepted Quantity : 5.00		Rejected Quantity : 0.00	Remark								

Line Count: 2

Remarks

<b>TOTAL AMOUNT</b>	<b>1,055.76</b>
---------------------	-----------------

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**DISCLAIMER :**

A copy of Purchase Order MUST be attached with the PO/Invoice upon delivery. Delivery MUST be made on the date as indicated on the Purchase Order, after which it is no longer valid. The Company reserves the right to cancel this Purchase Order at any time without further notice. All goods delivered MUST be in good Seilable Condition and off merchantable quality. fit for the purpose for which they are supplied for retail sale. For DC( Distribution Center ) purchase orders, please make appointment with respective DC 1 business day before delivering goods.

## Step 5 View Order History (Optional)


MYDIN
Accepted

View Order

View Order History

STORE: 2288  
Mydin Subang Jaya Hypermarket Lot 675&676 Persiaran Subang PermaiOff Jln.  
SS13/1K, 47500 Subang Jaya, Selangor, Malaysia | Tel No: | Fax No:

**PURCHASE ORDER**



4500100018

0000099901	Branch Manager :	Azina Mat Kassim	PO No :	4500100018
DUMMY VENDOR SDN BHD	Branch Email :	sjh.hyper@mydin.com	PO Date :	01/09/2018
B-99-01 THE ASCENT PARADIGM NO 1 JALAN SS7/26A 47301	HQ Contact TEL :	03-8073 6287	Delivery Date :	06/09/2018
PETALING JAYA Selangor Malaysia	HQ Contact Email :	scm.supply@mydin.com	Currency :	MYR
Tel No: 60378828888 Fax No: 60378825555				

LP	NP	Amount	Accept Qty	Reject Qty
84.00	84.00	420.00	5.000	0.000
115.20	115.20	576.00	5.000	0.000

No	Article	Article Description	Barcode	Article Reference	QTY	UOM	Conv.	LP	NP	Amount	Accept Qty	Reject Qty	Remark
10	10126130001	DUMMY ITEM 1	2653966212864	A0008379-01	5.000	CAR	X24	84.00	84.00	420.00	5.000	0.000	
20	10126131001	DUMMY ITEM 2	2647017212903	A0480033-01	5.000	CAR	X24	115.20	115.20	576.00	5.000	0.000	

Line Count: 2

Remarks

<b>TOTAL AMOUNT</b>	<b>1,055.76</b>
---------------------	-----------------

THIS IS A COMPUTER GENERATED DOCUMENT  
NO SIGNATURE IS REQUIRED

**DISCLAIMER :**  
A copy of Purchase Order MUST be attached with the PO/Invoice upon delivery. Delivery MUST be made on the date as indicated on the Purchase Order, after which it is no longer valid. The Company reserves the right to cancel this Purchase Order at any time without further notice. All goods delivered MUST be in good Sellable Condition and off merchantable quality. fit for the purpose for which they are supplied for retail sale. For DC( Distribution Center ) purchase orders, please make appointment with respective DC 1 business day before delivering goods.

Print With Changes Print Original Export

## View Order History Screen

[View](#)

[Back To Listing](#)

View Order
View Order History

**Order Header Information**

Order No	4500100018	Status	<b>Accepted</b>
Buyer Company	<a href="#">Mydin Mohamed Holdings Berhad</a>	Order Date	01/09/2018
Delivery Location	MYMYDIN BUKIT TINGGI 2	Delivery Date	06/09/2018
Total Amount	MYR 1,055.76		

**Order History**


No.	Timestamp	Status	Performed By	Properties
1	03/10/2018 16:24	New	MYDIN	
2	11/10/2018 10:12	In-Use	ADMIN	
3	17/10/2018 15:29	Accepted	ADMIN	

**Order Action History**

No.	Timestamp	Action	Performed By
1	11/10/2018 10:12	Printed	ADMIN
2	17/10/2018 15:17	Printed	ADMIN
3	24/10/2018 10:48	Printed	ADMIN
4	24/10/2018 10:51	Printed	ADMIN

## 3.2.2 Validate Purchase Order

### Step 1 Validate Single PO



**Mydin Mohamed Holdings Berhad**

System Name: esupplier

Buyers: Mydin Mohamed Holdings Berhad

MYDIN MALAYSIA  
ADMIN  
ABC SDN BHD  
[Logout](#)

Home
Documents

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

[List Order](#)

Status: All
Include: All
Include: Not Archived

No.	Buyer Company	Order No	Order Date	System Received Date	Delivery Date	Delivery Location	Vendor Code	Amount	Status	Expired	Next Actions
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500T002</a>	23/01/2015	25/02/2015	20/01/2015	SUBANG JAYA HYPERMARKET	V0002261	MYR 712,266.51	In-Use		<a href="#">Validate Order</a>
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500T025</a>	23/01/2015	28/01/2015	20/01/2015	SUBANG JAYA HYPERMARKET	V0002261	MYR 712,266.51	New	Expired	
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500T024</a>	23/01/2015	28/01/2015	20/01/2015	SUBANG JAYA HYPERMARKET	V0002261	MYR 712,266.51	New	Expired	
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500T023</a>	23/01/2015	28/01/2015	20/01/2015	SUBANG JAYA HYPERMARKET	V0002261	MYR 712,266.51	New	Expired	
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500T022</a>	23/01/2015	28/01/2015	20/01/2015	SUBANG JAYA HYPERMARKET	V0002261	MYR 712,266.51	New	Expired	
6	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">4500T001</a>	23/01/2015	28/01/2015	20/01/2015	SUBANG JAYA HYPERMARKET	V0002261	MYR 712,266.51	New	Expired	

1 of 6

1. Click on Validate Order to Accept / Reject PO.

## Step 2 Modify Accept / Reject Qty

**MYDIN**

**Mydin Mohamed Holdings Berhad**

System Name: | esupplier  
 Buyers: | Mydin Mohamed Holdings Berhad  
 MYDIN MALAYSIA  
 ADMIN  
 ABC SDN BHD  
[Logout](#)


Home Documents  
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[Validate](#) [Back To Listing](#)

MYDIN
In-Use

Validate Order View Order History

**MYDIN** STORE: 1019  
 Mydin Subang Jaya Hypermarket Lot 675&676 Persiaran Subang PermaiOff Jln.  
 SS13/1K,47500 Subang Jaya,Selangor,Malaysia | Tel No: 03-80736000 | Fax No:  
 MYDIN MOHAMED HOLDINGS BHD 03-80736378  
 (221448A) GST ID : DE123456789

**PURCHASE ORDER**



4500T002

V0002261	Branch Manager :	Azina Bt Mat Kassim	PO No :	4500T002
ABC SDN BHD	Branch Email :	katherine.soong@b2b.com.my	PO Date :	23/01/2015
NO 74 JALAN UNIVERSITI 46200 PETALING JAYA Selangor Malaysia	HQ Contact TEL :	03-80736289	Delivery Date :	20/01/2015
Tel No: 03-79660288 Fax No: 03-799551172	HQ Contact Email :	HQ@email.com	Currency :	MYR
GST ID : 4476U				

No	Article	Article Description	Barcode	Article Reference	QTY	UOM	Conv.	LP	NP	Amount	GST (%)	GST Amount	Amount (Incl. GST)	Accept Qty	Reject Qty	Remark	
10	10002112	Item A	9556277300592		20.000	EA	X	1	11.50	11.50	230.00	0.00	0.00	230.00	20.000	0.000	
20	10002112	Item B	9556277300592		500.000	EA	X	1	11.50	11.50	5,750.00	0.00	0.00	5,750.00	500.000	0.000	
30	10002112	Item C	9556277300592		455.000	EA	X	1	11.50	11.50	5,232.50	0.00	0.00	5,232.50	455.000	0.000	
40	10002113	Item D	9556277303791		20.000	EA	X	1	4.00	4.00	80.00	0.00	0.00	80.00	20.000	0.000	
50	10002113	Item E	9556277303791		600.000	EA	X	1	4.00	4.00	2,400.00	0.00	0.00	2,400.00	600.000	0.000	

Line Count: 78

**Remarks**

Hi Shaakir,  
 Both scripts were created at different time since long time ago. If I remember correctly, even though both reports related to stock, one supposed to show all the quantity in the warehouse, yet another one supposed to show available quantity. They were used for different purposes.  
 e.g. stock temporary held for some reason, for branch users, they not supposed to see it; for purchaser, they might want to be aware of it.  
 Hence, I don't think we supposed to match two reports used for different purposes. And, I believe it is high chance that they don't match each other  
 Hi Shaakir,  
 Both scripts were created at different time since long time ago. If I remember correctly, even though both reports related to stock, one supposed to show all the quantity in the warehouse, yet another one supposed to show available quantity. They were used for different purposes.  
 e.g. stock temporary held for some reason, for branch users, they not supposed to see it; for purchaser, they might want to be aware of it.  
 Hence, I don't think we supposed to match two reports used for different purposes. And, I believe it is high chance that they don't match each other  
 Hi Shaakir,  
 Both scripts were created at different time since long time ago. If I remember correctly, even though both reports related to stock, one supposed to show all the quantity in the warehouse, yet another one supposed to show available quantity. They were used for different purposes.  
 e.g. stock temporary held for some reason, for branch users, they not supposed to see it; for purchaser, they might want to be aware of it.  
 Hence, I don't think we supposed to match two reports used for different purposes. And, I believe it is high chance that they don't match each other

TOTAL AMOUNT	710,936.49
TOTAL GST AMOUNT	1,330.02
TOTAL AMOUNT (Incl. GST)	712,266.51

THIS IS A COMPUTER GENERATED DOCUMENT  
 NO SIGNATURE IS REQUIRED

**DISCLAIMER :**  
 A copy of Purchase Order MUST be disertakan Invoice upon delivery. Delivery MUST be made on the date as indicated on the Purchase Order, after which it is no longer valid. The Company reserves the right to cancel this Purchase Order at any time without further notice. All goods delivered MUST be in good Sellable Condition and off merchantable quality. fit for the purpose for which they are supplied for retail sale. For DC(Distribution Center ) purchase orders, please make appointment with respective DC 1 business day before delivering goods.

2. Click on Confirm & Save button to confirm.

→ 

Enter the reason for rejection.

- We wish to remind all suppliers to Validate the Purchase Order. Failure to do so, Mydin reserves the right to impose a penalty charges to the supplier.



Allows user to validate purchase order in batch (Optional)

**MYDIN**

**Mydin Mohamed Holdings Berhad**

System Name:    
 Buyers:    
 MYDIN MALAYSIA   
 Admin   
 ABC SDN BHD   
[Logout](#)

**Home Documents**

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

Validate Order

1. Click on Validate link

2. Key search criteria

3. Click on Search button.

Click on this button if you need to clear the search

Click here for additional search criteria: Delivery Location & Vendor Code

No.	Buyer Company	Order No	Order Date	System Received Date	Delivery Date	Delivery Location	Next Actions	Select
1	Mydin Mohamed Holdings Berhad	<a href="#">SJH-PO0548010</a>	26/01/2015	26/01/2015	15/02/2015	SUBANG JAYA HYPERMARKET	<a href="#">Validate Order</a>	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	<a href="#">SJH-PO0548003</a>	26/01/2015	26/01/2015	15/02/2015	SUBANG JAYA HYPERMARKET	<a href="#">Validate Order</a>	<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	<a href="#">SJH-PO0548002</a>	26/01/2015	26/01/2015	15/02/2015	SUBANG JAYA HYPERMARKET	<a href="#">Validate Order</a>	<input type="checkbox"/>
4	Mydin Mohamed Holdings Berhad	<a href="#">SJH-PO0548537B9</a>	20/01/2015	20/01/2015	26/03/2015	SUBANG JAYA HYPERMARKET	<a href="#">Validate Order</a>	<input type="checkbox"/>

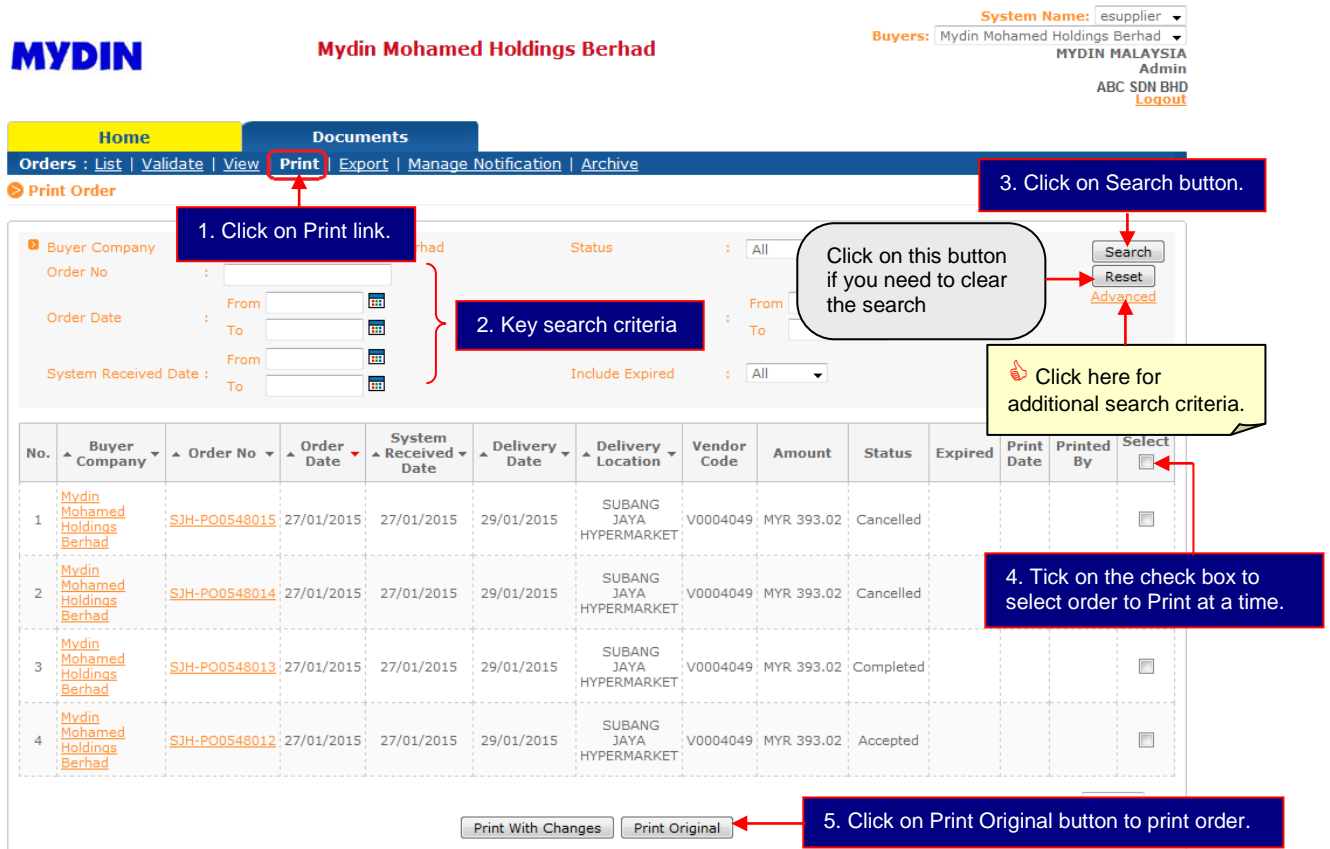
4. Tick on the check box to select the order to validate at a time.

5. Click on Confirm button to confirm PO

1 of 4

## 3.2.3 Print Purchase Order

Allows user to print purchase order in batch.



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
Admin  
ABC SDN BHD  
Logout

Home Documents  
Orders : List | Validate | View | **Print** | Export | Manage Notification | Archive

Print Order

1. Click on Print link.

2. Key search criteria

3. Click on Search button.

Click on this button if you need to clear the search

Click here for additional search criteria.

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

5. Click on Print Original button 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	Mydin Mohamed Holdings Berhad	SJH-PO0548015	27/01/2015	27/01/2015	29/01/2015	SUBANG JAYA HYPERMARKET	V0004049	MYR 393.02	Cancelled				<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	SJH-PO0548014	27/01/2015	27/01/2015	29/01/2015	SUBANG JAYA HYPERMARKET	V0004049	MYR 393.02	Cancelled				<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	SJH-PO0548013	27/01/2015	27/01/2015	29/01/2015	SUBANG JAYA HYPERMARKET	V0004049	MYR 393.02	Completed				<input type="checkbox"/>
4	Mydin Mohamed Holdings Berhad	SJH-PO0548012	27/01/2015	27/01/2015	29/01/2015	SUBANG JAYA HYPERMARKET	V0004049	MYR 393.02	Accepted				<input type="checkbox"/>

Print With Changes | Print Original

## 3.2.4 Export Purchase Order (Optional)

Allows user to export purchase order in batch.

**MYDIN**

Mydin Mohamed Holdings Berhad

System Name:   
 Buyers:   
 MYDIN MALAYSIA  
 Admin  
 ABC SDN BHD  
[Logout](#)

Home
Documents

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

**Export Order**

**1. Click on Export link.**

**2. Key search criteria**

Buyer Company :

Order No :

Order Date : From  To

System Received Date : From  To

Status :

From :

To :

Include Expired :

**3. Click on Search button.**

Click on this button if you need to clear the search

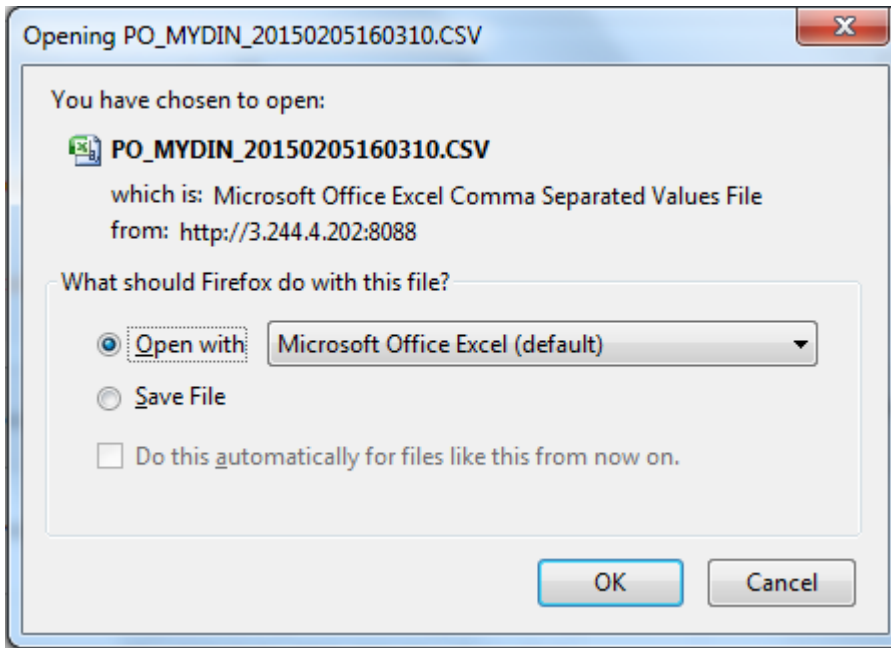
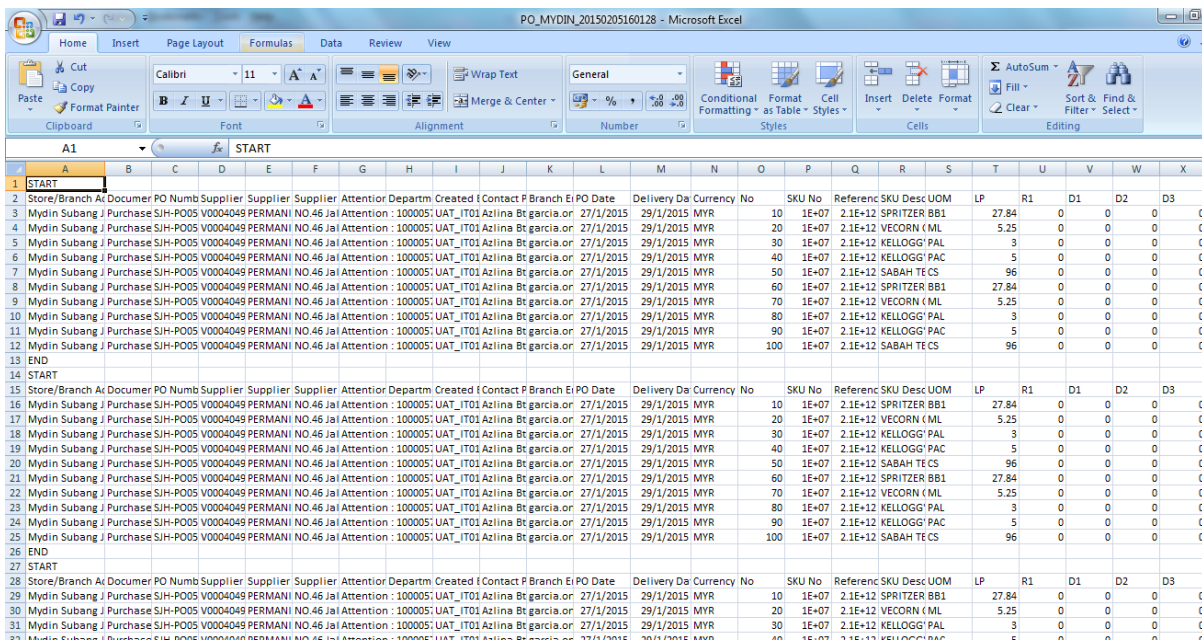
Click here for additional search criteria.

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	Mydin Mohamed Holdings Berhad	<a href="#">SJH-PO0548015</a>	27/01/2015	27/01/2015	29/01/2015	SUBANG JAYA HYPERMARKET	V0004049	MYR 393.02	Cancelled				<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	<a href="#">SJH-PO0548014</a>	27/01/2015	27/01/2015	29/01/2015	SUBANG JAYA HYPERMARKET	V0004049	MYR 393.02	Cancelled				<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	<a href="#">SJH-PO0548013</a>	27/01/2015	27/01/2015	29/01/2015	SUBANG JAYA HYPERMARKET	V0004049	MYR 393.02	Completed				<input type="checkbox"/>
4	Mydin Mohamed Holdings Berhad	<a href="#">SJH-PO0548012</a>	27/01/2015	27/01/2015	29/01/2015	SUBANG JAYA HYPERMARKET	V0004049	MYR 393.02	Accepted				<input type="checkbox"/>

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

**5. Click on Export button to export order.**

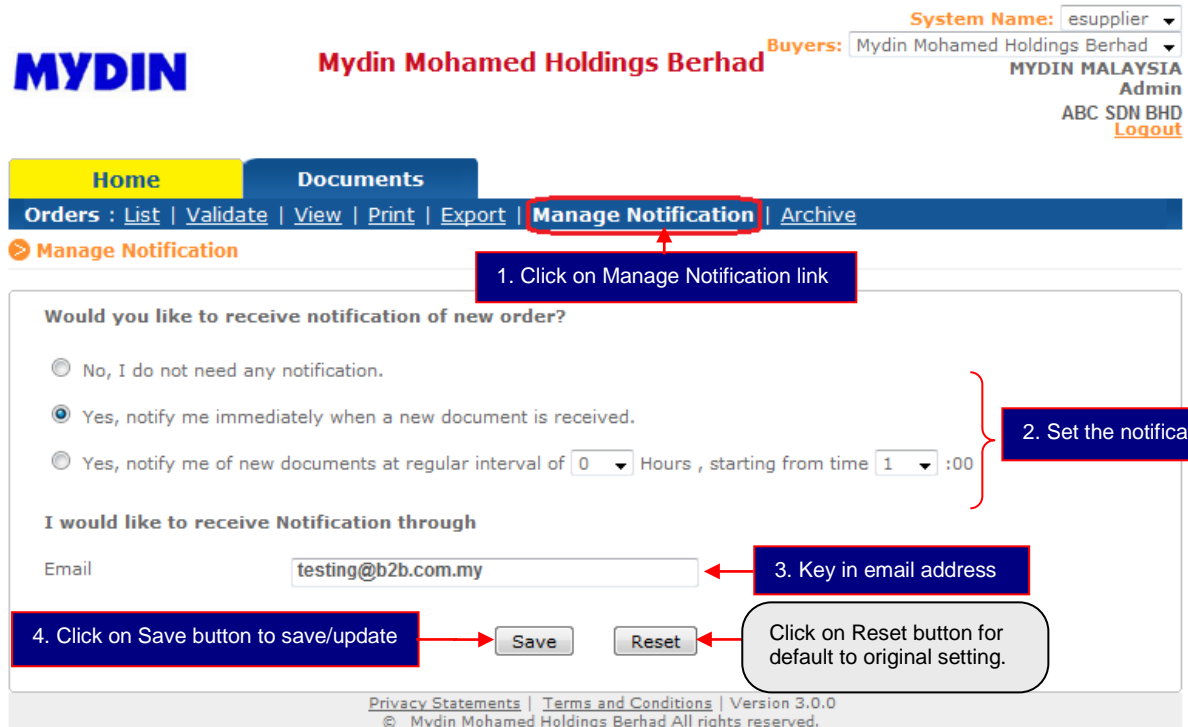
The exported Purchase Order file can be view or save in CSV format as below (optional):

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
2	START																								
3	Store/Branch A:	Documen	PO Numb	Supplier	Supplier	Supplier	Attentior	Departm	Created	f	Contact P	Branch E	PO Date	Delivery Da	Currency	No	SKU No	Referenc	SKU Desc	UOM	LP	R1	D1	D2	D3
4	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	10	1E+07	2.1E+12	SPRITZER	BB1	27.84	0	0	0	0
5	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	20	1E+07	2.1E+12	VECORN	ML	5.25	0	0	0	0
6	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	30	1E+07	2.1E+12	KELLOGG	PAL	3	0	0	0	0
7	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	40	1E+07	2.1E+12	KELLOGG	PAC	5	0	0	0	0
8	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	50	1E+07	2.1E+12	SABAH	TECS	96	0	0	0	0
9	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	60	1E+07	2.1E+12	SPRITZER	BB1	27.84	0	0	0	0
10	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	70	1E+07	2.1E+12	VECORN	ML	5.25	0	0	0	0
11	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	80	1E+07	2.1E+12	KELLOGG	PAL	3	0	0	0	0
12	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	90	1E+07	2.1E+12	KELLOGG	PAC	5	0	0	0	0
13	END																								
14	START																								
15	Store/Branch A:	Documen	PO Numb	Supplier	Supplier	Supplier	Attentior	Departm	Created	f	Contact P	Branch E	PO Date	Delivery Da	Currency	No	SKU No	Referenc	SKU Desc	UOM	LP	R1	D1	D2	D3
16	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	10	1E+07	2.1E+12	SPRITZER	BB1	27.84	0	0	0	0
17	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	20	1E+07	2.1E+12	VECORN	ML	5.25	0	0	0	0
18	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	30	1E+07	2.1E+12	KELLOGG	PAL	3	0	0	0	0
19	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	40	1E+07	2.1E+12	KELLOGG	PAC	5	0	0	0	0
20	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	50	1E+07	2.1E+12	SABAH	TECS	96	0	0	0	0
21	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	60	1E+07	2.1E+12	SPRITZER	BB1	27.84	0	0	0	0
22	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	70	1E+07	2.1E+12	VECORN	ML	5.25	0	0	0	0
23	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	80	1E+07	2.1E+12	KELLOGG	PAL	3	0	0	0	0
24	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	90	1E+07	2.1E+12	KELLOGG	PAC	5	0	0	0	0
25	END																								
26	START																								
27	Store/Branch A:	Documen	PO Numb	Supplier	Supplier	Supplier	Attentior	Departm	Created	f	Contact P	Branch E	PO Date	Delivery Da	Currency	No	SKU No	Referenc	SKU Desc	UOM	LP	R1	D1	D2	D3
28	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	10	1E+07	2.1E+12	SPRITZER	BB1	27.84	0	0	0	0
29	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	20	1E+07	2.1E+12	VECORN	ML	5.25	0	0	0	0
30	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	30	1E+07	2.1E+12	KELLOGG	PAL	3	0	0	0	0
31	Mydin Subang J	Purchase	SIH-PO05	V0004049	PERMANI	NO.46	Jal	Attention :	100005	UAT_IT01	Azlina	Bt garcia.or	27/1/2015	29/1/2015	MYR	40	1E+07	2.1E+12	KELLOGG	PAC	5	0	0	0	0

## 3.2.5 Manage Notification

Allows user to manage Order notification setup.

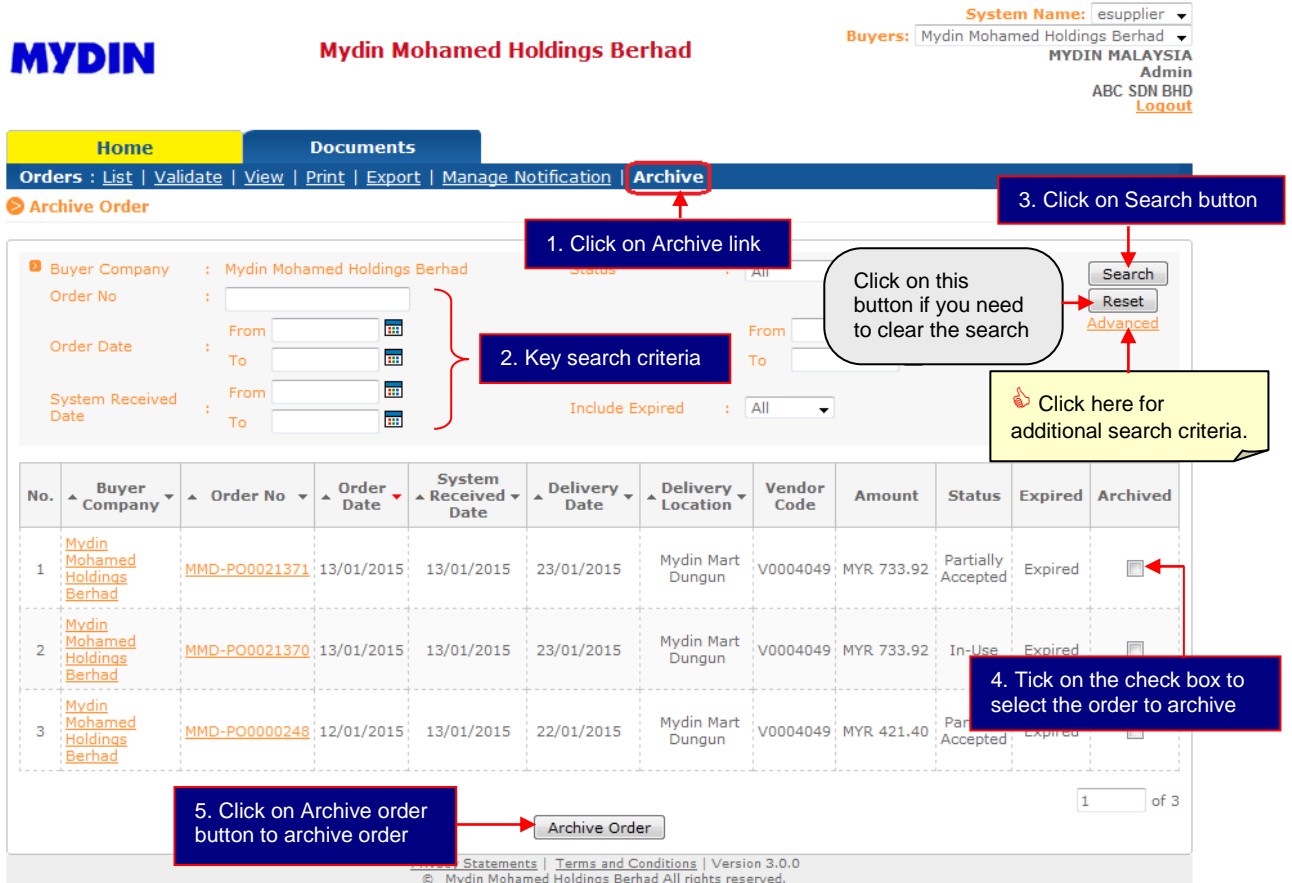


The screenshot shows the MYDIN web interface. At the top right, there are dropdown menus for 'System Name' (esupplier), 'Buyers' (Mydin Mohamed Holdings Berhad), and 'MYDIN MALAYSIA Admin' (ABC SDN BHD) with a 'Logout' link. The main navigation bar includes 'Home' and 'Documents', with a sub-menu for 'Orders' containing 'List', 'Validate', 'View', 'Print', 'Export', 'Manage Notification', and 'Archive'. The 'Manage Notification' link is highlighted with a red box and a callout: '1. Click on Manage Notification link'. Below this, a form titled 'Would you like to receive notification of new order?' contains three radio button options: 'No, I do not need any notification.', 'Yes, notify me immediately when a new document is received.', and 'Yes, notify me of new documents at regular interval of 0 Hours, starting from time 1 :00'. A red bracket groups the second and third options with a callout: '2. Set the notification frequency'. Below the form, there is a section 'I would like to receive Notification through' with an 'Email' field containing 'testing@b2b.com.my' and a callout: '3. Key in email address'. At the bottom of the form are 'Save' and 'Reset' buttons. A callout: '4. Click on Save button to save/update' points to the 'Save' button, and another callout: 'Click on Reset button for default to original setting.' points to the 'Reset' button. The footer contains 'Privacy Statements | Terms and Conditions | Version 3.0.0 © Mydin Mohamed Holdings Berhad All rights reserved.'

## 3.2.6 Archive Purchase Order (Optional)

Allows user to archive order.

Purpose: Hide unused PO from the list PO.



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
 Buyers: Mydin Mohamed Holdings Berhad  
 MYDIN MALAYSIA Admin  
 ABC SDN BHD  
 Logout

Home Documents  
 Orders: List | Validate | View | Print | Export | Manage Notification | **Archive**

Archive Order

1. Click on Archive link

2. Key search criteria

3. Click on Search button

Click on this button if you need to clear the search

Click here for additional search criteria.

No.	Buyer Company	Order No	Order Date	System Received Date	Delivery Date	Delivery Location	Vendor Code	Amount	Status	Expired	Archived
1	Mydin Mohamed Holdings Berhad	MMD-PO0021371	13/01/2015	13/01/2015	23/01/2015	Mydin Mart Dungun	V0004049	MYR 733.92	Partially Accepted	Expired	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	MMD-PO0021370	13/01/2015	13/01/2015	23/01/2015	Mydin Mart Dungun	V0004049	MYR 733.92	In-Use	Expired	<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	MMD-PO0000248	12/01/2015	13/01/2015	22/01/2015	Mydin Mart Dungun	V0004049	MYR 421.40	Partially Accepted	Expired	<input type="checkbox"/>

4. Tick on the check box to select the order to archive

5. Click on Archive order button to archive order

Archive Order

1 of 3

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## Search for Archived Order

### Step 1



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA ADMIN  
ABCSDN BHD  
[Logout](#)

Home Documents

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

Archive Order

Buyer Company : Mydin Mohamed Holdings Berhad Status : All

Order No :

Order Date : From  To

System Received Date : From  To

Delivery Date : From  To

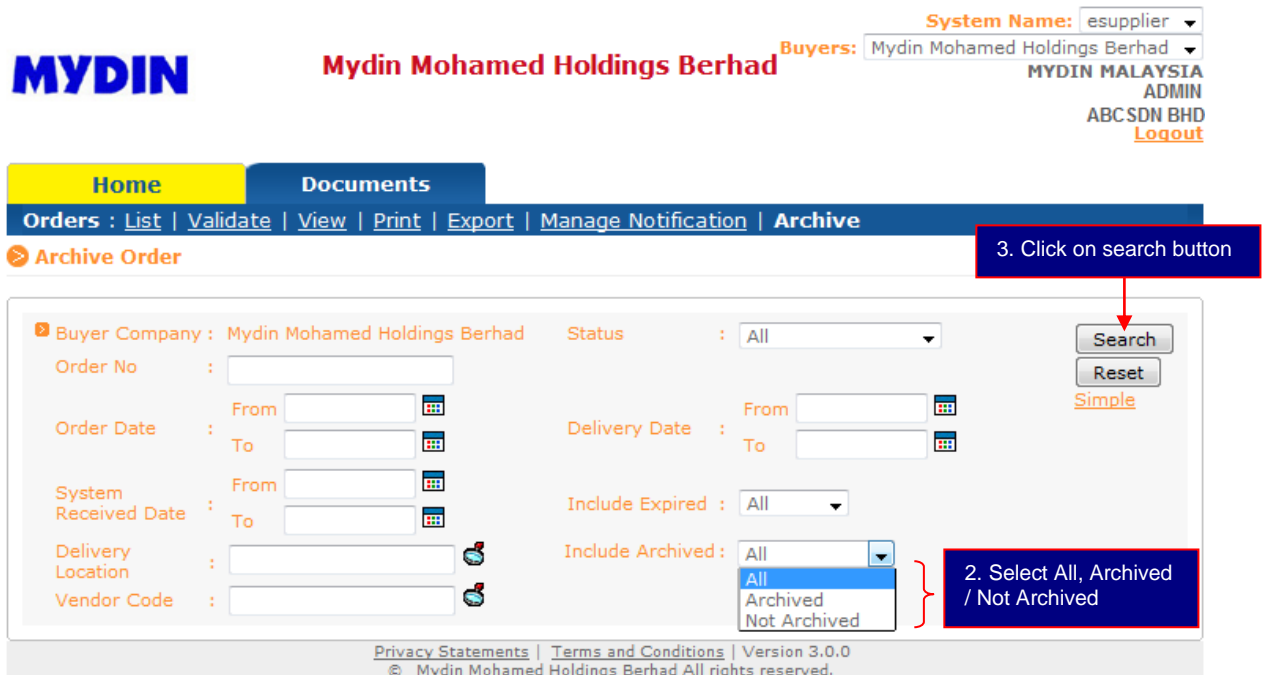
Include Expired : All

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

1. Click on Advanced for additional field

[Privacy Statements](#) | [Terms and Conditions](#) | Version 3.0.0  
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### Step 2



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA ADMIN  
ABCSDN BHD  
[Logout](#)

Home Documents

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

Archive Order

Buyer Company : Mydin Mohamed Holdings Berhad Status : All

Order No :

Order Date : From  To

System Received Date : From  To

Delivery Location :

Vendor Code :

Include Expired : All

Include Archived : All  
Archived  
Not Archived

[Search](#)  
[Reset](#)  
[Simple](#)

2. Select All, Archived / Not Archived

3. Click on search button

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## Archived Order list screen



**Mydin Mohamed Holdings Berhad**

System Name:    
 Buyers:    
 MYDIN MALAYSIA   
 ADMIN   
 ABC SDN BHD   
[Logout](#)

Home
Documents

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

➤ **Archive Order**

Buyer Company : Mydin Mohamed Holdings Berhad

Order No :

Order Date : From  To

System Received Date : From  To

Delivery Location :

Vendor Code :

Status :

Delivery Date : From  To

Include Expired :

Include Archived :

[Simple](#)

No.	Buyer Company	Order No	Order Date	System Received Date	Delivery Date	Delivery Location	Vendor Code	Amount	Status	Expired	Archived
1	Mydin Mohamed Holdings Berhad	<a href="#">SJW-PO0168267B</a>	13/01/2015	23/01/2015	12/02/2015	SUBANG JAYA WAREHOUSE	V0013255	MYR 15,000.00	Alert	Expired	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	<a href="#">SJW-PO0165615B</a>	23/12/2014	23/01/2015	22/01/2015	SUBANG JAYA WAREHOUSE	V0002261	MYR 32,262.00	Cancelled		<input type="checkbox"/>

1 of 2

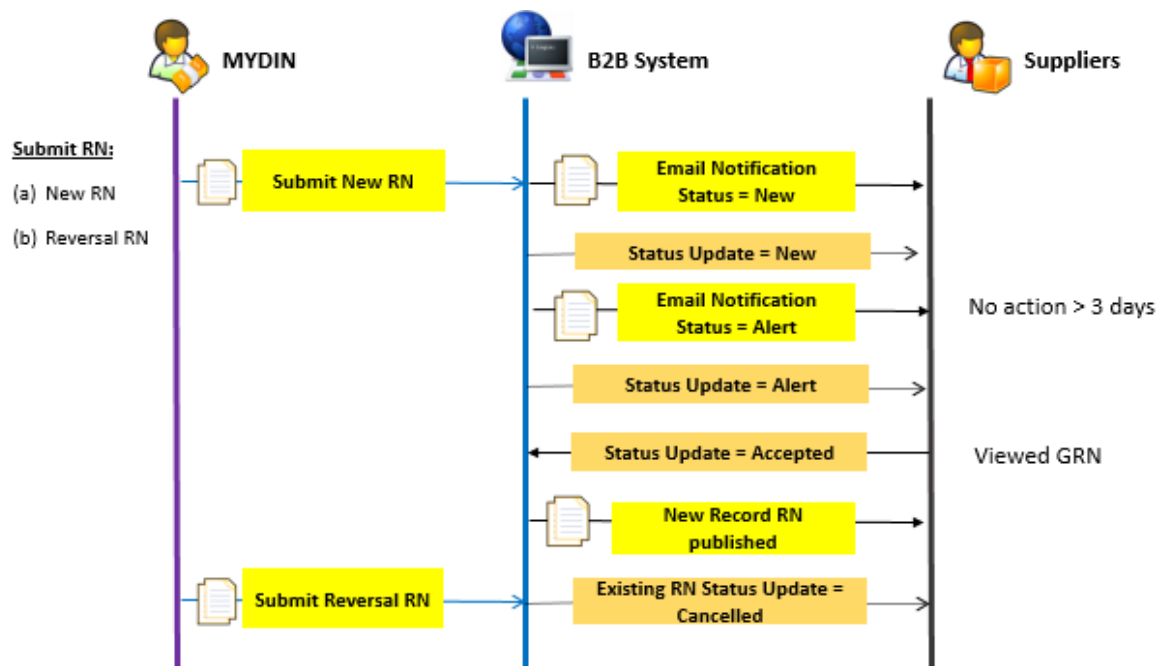


## Chapter 4: Receiving Note

### 4.1 Receiving Note Process

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

#### Steps to process Receiving Note

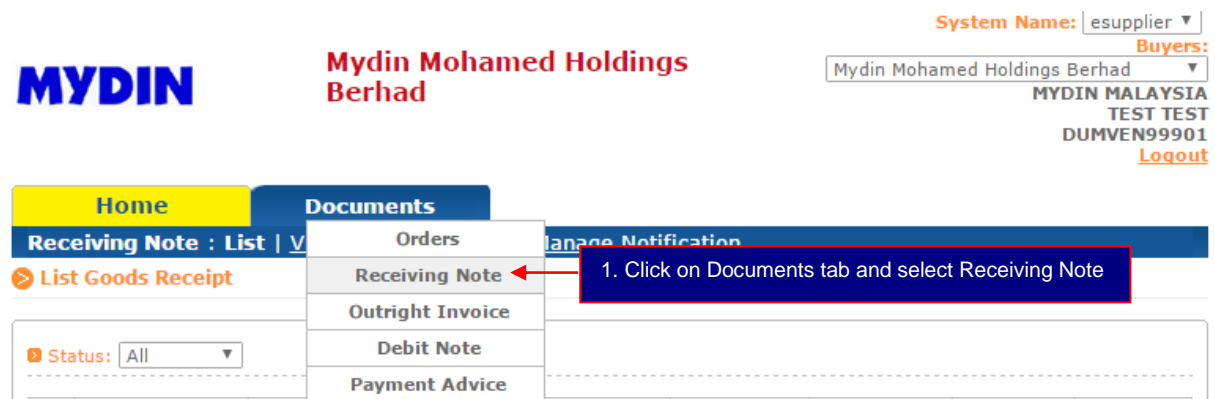


## 4.2 Receiving Note Module Step by Step

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

### 4.2.1 List Receiving Note

Step1 Select Receiving Note Document



The screenshot displays the MYDIN Web EDI interface. At the top left is the MYDIN logo. To its right, the text 'Mydin Mohamed Holdings Berhad' is displayed. In the top right corner, there is a 'System Name' dropdown menu set to 'esupplier', a 'Buyers' dropdown menu set to 'Mydin Mohamed Holdings Berhad', and the text 'MYDIN MALAYSIA TEST TEST DUMVEN99901' with a 'Logout' link below it. The main navigation bar includes 'Home', 'Documents', 'Orders', and 'Manage Notification'. The 'Documents' menu is expanded, showing options: 'Receiving Note', 'Outright Invoice', 'Debit Note', and 'Payment Advice'. A red box highlights the 'Receiving Note' option with a red arrow pointing to it, and a text box next to it says '1. Click on Documents tab and select Receiving Note'. Below the navigation bar, there is a 'List Goods Receipt' link and a 'Status' dropdown menu set to 'All'.

## Step 2 List Receiving Note



**Mydin Mohamed Holdings Berhad**

System Name:

Buyers:

MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

**Home** | **Documents**

**Receiving Note : List | View | Print | Export | Manage Notification**

[List Goods Receipt](#)

Status:

No.	Buyer Company	GR No	GR Issue Date	System Received Date	Order No	Delivery Location	Vendor Code	Status
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">5000504001</a>	21/02/2017	22/02/2017	<a href="#">4500383501</a>	MYDIN SEMENYIH HYPERMARKET	0000099901	Accepted
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500310104</a>	28/11/2016			SELAYANG	0000099901	Cancelled
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500310103</a>	28/11/2016	20/02/2017	<a href="#">B2B1888111</a>	SELAYANG WHOLESALE EMPORIUM	0000099901	Cancelled
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500310102</a>	28/11/2016	17/02/2017	<a href="#">B2B1888112</a>	SELAYANG WHOLESALE EMPORIUM	0000099901	New
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500310101</a>	28/11/2016	17/02/2017	<a href="#">B2B1888111</a>	SELAYANG WHOLESALE EMPORIUM	0000099901	Cancelled
6	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500311118</a>	28/11/2016	16/02/2017	<a href="#">B2B1888883</a>	SELAYANG WHOLESALE EMPORIUM	0000099901	Accepted

### Status Definition:


- New → New Receiving Note.
- Alert → Supplier has not viewed the Receiving Note more than 3 days.
- Accepted → Supplier has viewed the Receiving Note.
- Cancelled → MYDIN has cancelled the Receiving Note.

## Step 3 View Receiving Note

MYDIN
Accepted

View Goods Receipt

View Goods Receipt History



STORE: 1019  
 Mydin Subang Jaya Hypermarket Lot 675&676 Persiaran Subang PermaiOff Jln.  
 SS13/1K,47500 Subang Jaya,Selangor,Malaysia | Tel No: | Fax No:  
 GST ID : 001704542208

GOODS RECEIVING NOTE

Vendor Code	0000099901	1st Checker	JAMBU	GRN No.	5000000002
Vendor Name	DUMMY VENDOR SDN BHD	2nd Checker	GONDOL	INV/ DO No.	5553
Driver Name	FAIZ			GRN Date/ Time	05/04/2017 / 16:50:15
IC No.	850108-14-5553			PO No.	4500100002
Truck No.	BLH 886			PO Date	04/04/2017
				Delivery Date	10/04/2017

No	Article Reference	Article	Article Description	Barcode	ORDER		RECEIVE		Remarks
					UOM	QTY	QTY		
0001	A0008379-01	10126130001	DUMMY ITEM 1	2653966212864	CAR	5.000	5.000		
0002	A0480033-01	10126131001	DUMMY ITEM 2	2647017212903	CAR	5.000	4.000		

Issued By :  
Name: SYCLOKUT30

3. Click on Print Original button to print Receiving Note

Click on export button to export Receiving Note.

## Step 4 Print Receiving Note

STORE: 1051
Printed on 31/03/2017 15:22

Mydin Semenyih Hypermarket Lot 21452 Jalan Anggerik Perdana 1 Taman Anggerik Perdana,43500  
 Semenyih,Selangor,Malaysia | Tel No: 03-87275639 | Fax No: 03-87275649  
 GST ID : 001704542208

GOODS RECEIVING NOTE

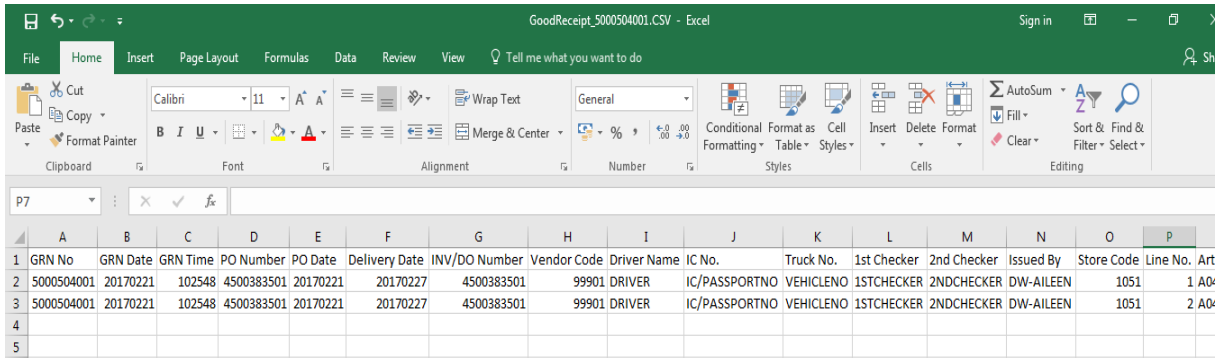
Vendor Code	0000099901	1st Checker	1STCHECKER	GRN No.	5000504001
Vendor Name	DUMMY SDN BHD	2nd Checker	2NDCHECKER	INV/ DO No.	4500383501
Driver Name	DRIVER			GRN Date/ Time	21/02/2017 / 10:25:48
IC No.	IC/PASSPORTNO			PO No.	4500383501
Truck No.	VEHICLENO			PO Date	21/02/2017
				Delivery Date	27/02/2017

No	Article Reference	Article	Article Description	Barcode	ORDER		RECEIVE		Remarks
					UOM	QTY	QTY		
0001	AD411074	10008510	ITEM A	2600002856988	EA	10.000	10.000		
0002	AD411074	10008511	ITEM B	2600002857015	EA	10.000	10.000		

Issued By :  
DW-AILEEN

Receiving Note print out in PDF format.

## Step 5 View Exported Receiving Note (Optional)



GRN No	GRN Date	GRN Time	PO Number	PO Date	Delivery Date	INV/DO Number	Vendor Code	Driver Name	IC No.	Truck No.	1st Checker	2nd Checker	Issued By	Store Code	Line No.	Art
5000504001	20170221	102548	4500383501	20170221	20170227	4500383501	99901	DRIVER	IC/PASSPORTNO	VEHICLENO	1STCHECKER	2NDCHECKER	DW-AILEEN	1051	1	AO
5000504001	20170221	102548	4500383501	20170221	20170227	4500383501	99901	DRIVER	IC/PASSPORTNO	VEHICLENO	1STCHECKER	2NDCHECKER	DW-AILEEN	1051	2	AO

## Step 6 View Receiving Note History (Optional)

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

**Goods Receipt Header Information**

GR No	5000504001	Status	<b>Accepted</b>
Buyer Company	Mydin Mohamed Holdings Berhad	GR Issue Date	21/02/2017
Delivery Location	MYDIN SEMENYIH HYPERMARKET		
Total Amount	MYR 47.50		

**Goods Receipt History**


No.	Timestamp	Status	Performed By	Properties
1	22/02/2017 19:01	New	MYDIN	
2	15/03/2017 14:17	Accepted	ADMIN	

**Goods Receipt Action History**

No.	Timestamp	Action	Performed By
1	20/03/2017 14:38	Printed	ADMIN
2	20/03/2017 14:43	Exported	ADMIN

## 4.2.2 View Receiving Note

Allow user to search Receiving Note.



**Mydin Mohamed Holdings Berhad**

System Name:    
 Buyers:    
**MYDIN MALAYSIA**   
 TEST TEST   
 DUMVEN99901   
[Logout](#)

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

➤ View Goods Receipt
1. Click on View link
3. Click on Search button

Buyer Company : Mydin Mohamed Holdings Berhad

GR No :

GR Issue Date : From  To

System Received Date : From  To

Status :

Order No :

Click on this button if you need to clear the search.

[Advanced](#)


2. Enter Search criteria

Click here for additional search criteria.

No.	Buyer Company	GR No	GR Issue Date	System Received Date	Order No	Delivery Location	Vendor Code	Status
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">5000504001</a>	21/02/2017	22/02/2017	<a href="#">4500383501</a>	MYDIN SEMENYIH HYPERMARKET	0000099901	Accepted
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500310104</a>	28/11/2016	20/02/2017	<a href="#">B2B1888111</a>	SELAYANG WHOLESALE EMPORIUM	0000099901	Cancelled
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500310103</a>	28/11/2016	20/02/2017	<a href="#">B2B1888111</a>	SELAYANG WHOLESALE EMPORIUM	0000099901	Cancelled
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500310102</a>	28/11/2016	17/02/2017	<a href="#">B2B1888112</a>	SELAYANG WHOLESALE EMPORIUM	0000099901	New
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">GRN500310101</a>	28/11/2016	17/02/2017	<a href="#">B2B1888111</a>	SELAYANG WHOLESALE EMPORIUM	0000099901	Cancelled

## 4.2.3 Print Receiving Note

Allows the user to print Receiving Note in batch



**Mydin Mohamed Holdings Berhad**

System Name:    
 Buyers:    
 MYDIN MALAYSIA   
 TEST TEST   
 DUMVEN99901   
[Logout](#)

Home
Documents

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

Print Goods Receipt

1. Click on Print link

3. Click on Search button

Buyer Company : Mydin Mohamed Holdings Berhad   
 GR No :    
 GR Issue Date : From  To    
 System Received Date : From  To

Status : All   
 Order No :

Click on this button if you need to clear the search.

2. Enter Search criteria

Click here for additional search criteria.

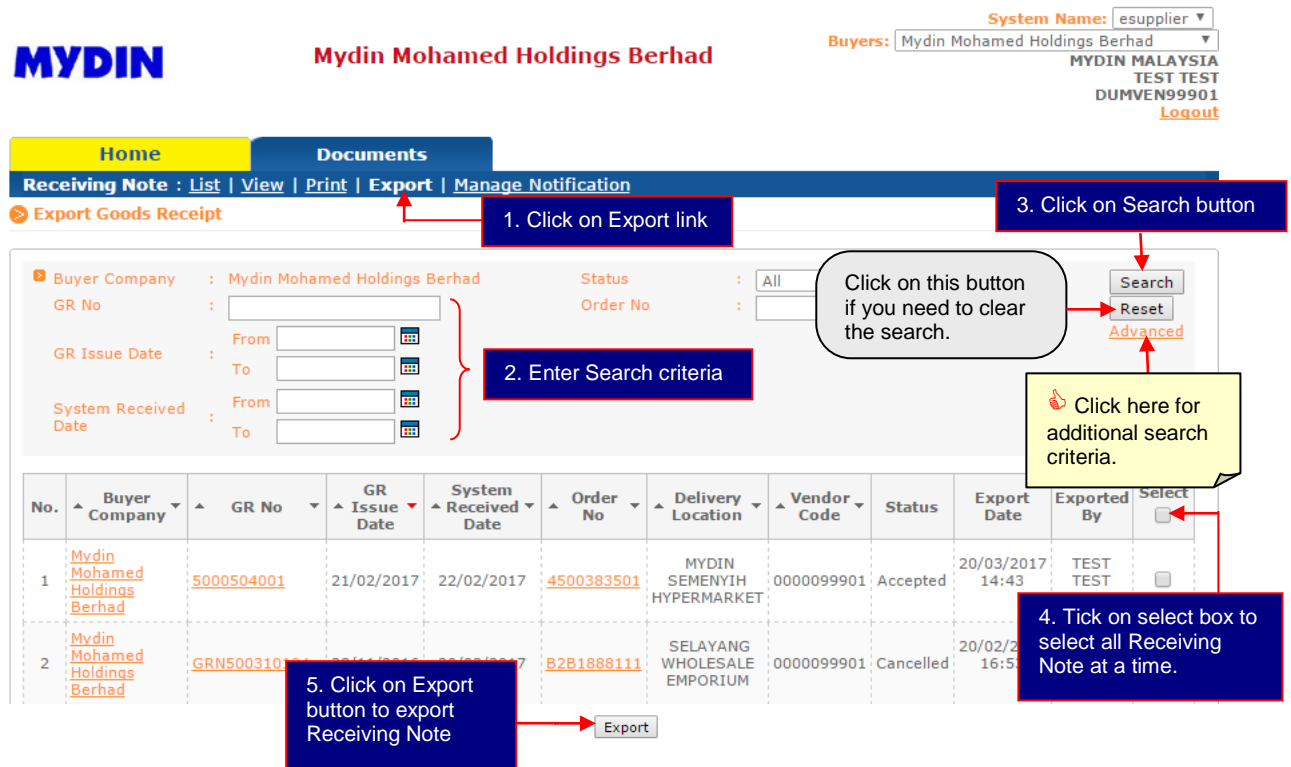
No.	Buyer Company	GR No	GR Issue Date	System Received Date	Order No	Delivery Location	Vendor Code	Status	Print Date	Printed By	Select
1	Mydin Mohamed Holdings Berhad	5000504001	21/02/2017	22/02/2017	4500383501	MYDIN SEMENYIH HYPERMARKET	0000099901	Accepted	20/03/2017 14:38	TEST TEST	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	GRN500310104	28/11/2016	20/02/2017	B2B1888111	SELAYANG WHOLESALE EMPORIUM	0000099901	Cancelled			<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	GRN500310103	28/11/2016	20/02/2017	B2B1888111	SELAYANG WHOLESALE EMPORIUM	0000099901	Cancelled			<input type="checkbox"/>

4. Tick on select box to select all Receiving Note at a time

5. Click on Print Original button to print Receiving Note

## 4.2.4 Export Receiving Note

Allow user to export Receiving Note in batch.



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
Logout

Home Documents  
Receiving Note : List | View | Print | **Export** | Manage Notification  
Export Goods Receipt

1. Click on Export link

2. Enter Search criteria

3. Click on Search button

Click on this button if you need to clear the search.

Click here for additional search criteria.

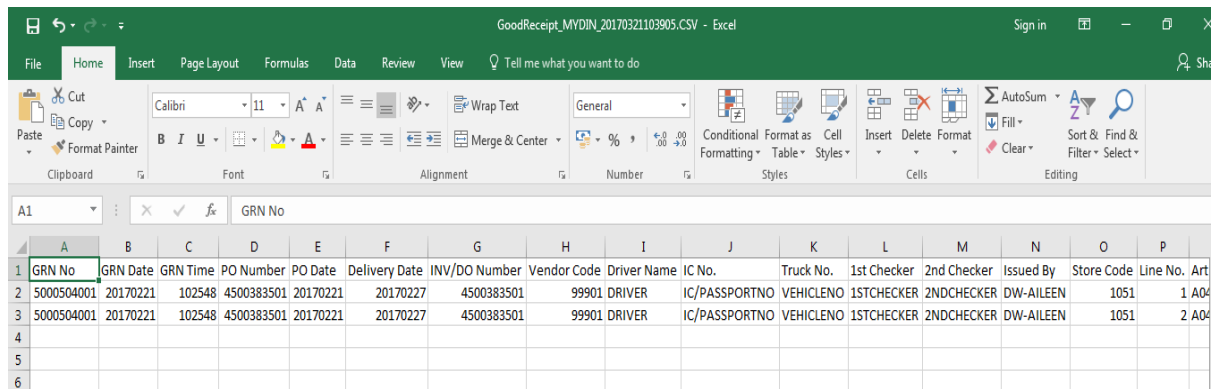
4. Tick on select box to select all Receiving Note at a time.

5. Click on Export button to export Receiving Note

No.	Buyer Company	GR No	GR Issue Date	System Received Date	Order No	Delivery Location	Vendor Code	Status	Export Date	Exported By	Select
1	Mydin Mohamed Holdings Berhad	5000504001	21/02/2017	22/02/2017	4500383501	MYDIN SEMENYIH HYPERMARKET	0000099901	Accepted	20/03/2017 14:43	TEST TEST	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	GRN500310			B2B1888111	SELANGANG WHOLESALE EMPORIUM	0000099901	Cancelled	20/02/2017 16:5		<input type="checkbox"/>

Export

Receiving Note export in CSV format:

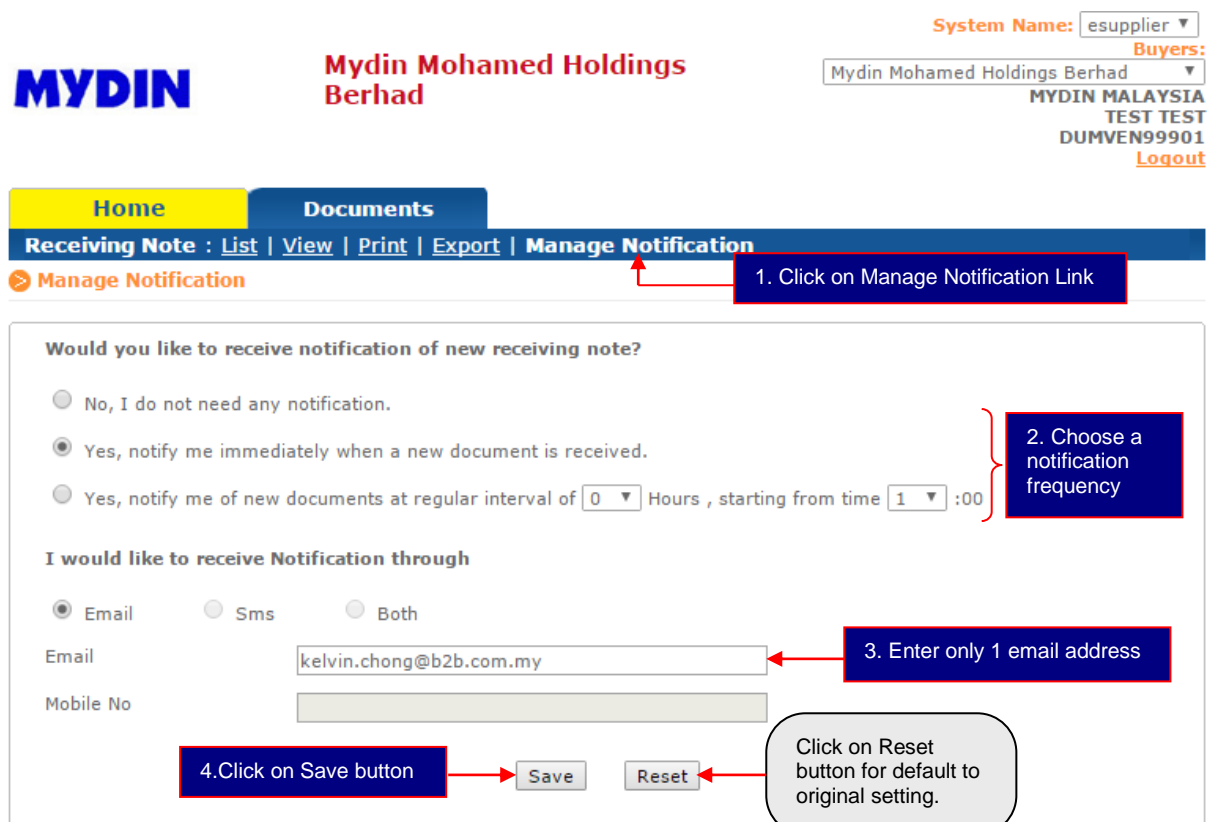


GRN No	GRN Date	GRN Time	PO Number	PO Date	Delivery Date	INV/DO Number	Vendor Code	Driver Name	IC No.	Truck No.	1st Checker	2nd Checker	Issued By	Store Code	Line No.	Art
5000504001	20170221	102548	4500383501	20170221	20170227	4500383501	99901	DRIVER	IC/PASSPORTNO	VEHICLENO	1STCHECKER	2NDCHECKER	DW-AILEEN	1051	1	A04
5000504001	20170221	102548	4500383501	20170221	20170227	4500383501	99901	DRIVER	IC/PASSPORTNO	VEHICLENO	1STCHECKER	2NDCHECKER	DW-AILEEN	1051	2	A04



## 4.2.5 Manage Notification

Allows user to manage Receiving Note Notification setup.



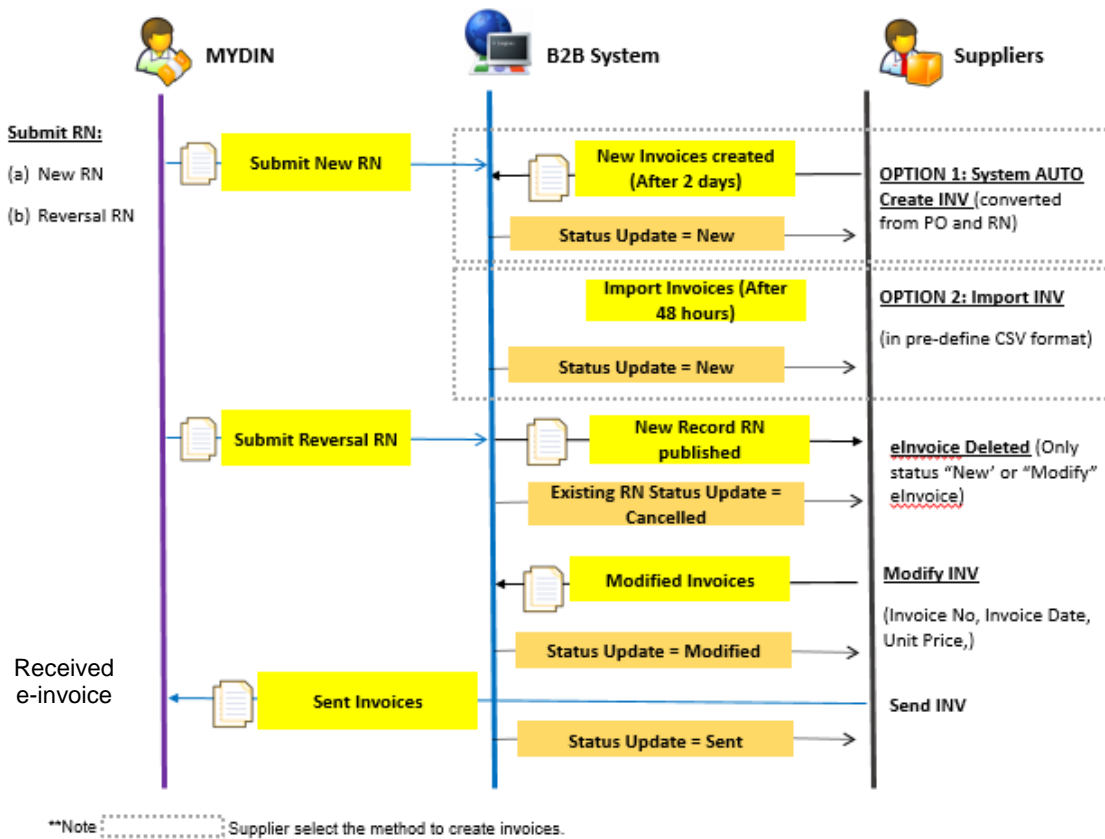
The screenshot shows the 'Manage Notification' page in the MYDIN system. At the top right, the system name is 'esupplier' and the buyer is 'Mydin Mohamed Holdings Berhad'. The page has a navigation bar with 'Home' and 'Documents' tabs, and a sub-menu for 'Receiving Note' with options: List, View, Print, Export, and Manage Notification. The 'Manage Notification' link is highlighted with a callout: '1. Click on Manage Notification Link'. Below this, a form asks 'Would you like to receive notification of new receiving note?' with three radio button options: 'No, I do not need any notification.', 'Yes, notify me immediately when a new document is received.', and 'Yes, notify me of new documents at regular interval of 0 Hours, starting from time 1 :00'. A callout '2. Choose a notification frequency' points to the second and third options. Underneath, it asks 'I would like to receive Notification through' with radio buttons for 'Email', 'Sms', and 'Both'. The 'Email' option is selected. Below this are input fields for 'Email' (containing 'kelvin.chong@b2b.com.my') and 'Mobile No'. A callout '3. Enter only 1 email address' points to the email field. At the bottom, there are 'Save' and 'Reset' buttons. A callout '4. Click on Save button' points to the 'Save' button, and another callout 'Click on Reset button for default to original setting.' points to the 'Reset' button.

## Chapter 5: Outright Invoice

### 5.1 Invoice Process

This section provides step by step guide on Invoice among MYDIN, B2B System and Suppliers.

#### Step to process Outright Invoice

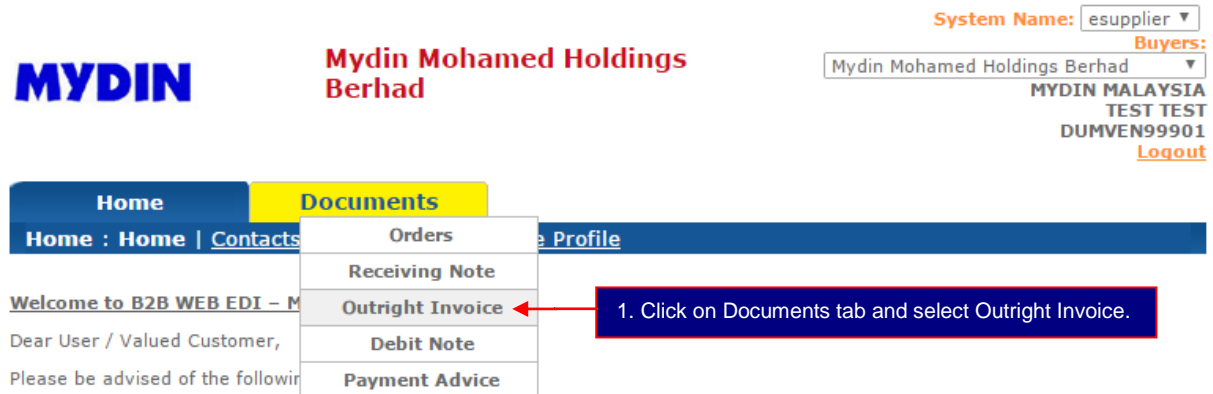


## 5.2 Outright Invoice Module Step by Step

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

### 5.2.1 Modify Invoice

Step 1 Select Outright Invoice



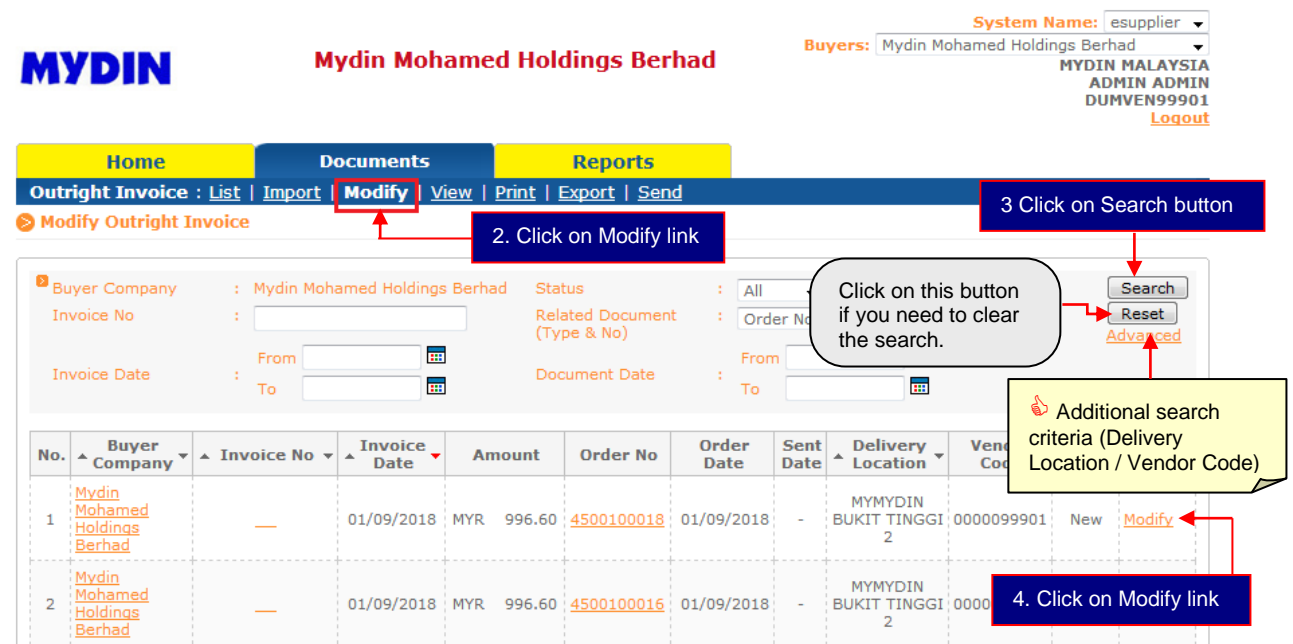
System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
Logout

Home Documents Orders Receiving Note **Outright Invoice** Debit Note Payment Advice

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

1. Click on Documents tab and select Outright Invoice.

Step 2 Search Modify Invoice



System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
ADMIN ADMIN  
DUMVEN99901  
Logout

Home Documents Reports  
Outright Invoice : List | Import | **Modify** | View | Print | Export | Send

Modify Outright Invoice

Buyer Company : Mydin Mohamed Holdings Berhad Status : All  
Invoice No : Related Document (Type & No) : Order No  
Invoice Date : From : To : Document Date : From : To :

Search Reset Advanced

Click on this button if you need to clear the search.

Additional search criteria (Delivery Location / Vendor Code)

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Order Date	Sent Date	Delivery Location	Vend Code	
1	Mydin Mohamed Holdings Berhad	—	01/09/2018	MYR 996.60	<a href="#">4500100018</a>	01/09/2018	-	MYMYDIN BUKIT TINGGI 2	0000099901	New <a href="#">Modify</a>
2	Mydin Mohamed Holdings Berhad	—	01/09/2018	MYR 996.60	<a href="#">4500100016</a>	01/09/2018	-	MYMYDIN BUKIT TINGGI 2	0000099901	<a href="#">Modify</a>

2. Click on Modify link

3. Click on Search button

4. Click on Modify link

## Step 3 Modify invoice

➤ **Modify Outright Invoice**

← **Back To Listing**

**MYDIN**
**New**

Modify Outright Invoice

**DUMVEN99901 (123)**  
 Jaya33 Jalan Semangat47300 Petaling Jaya, Selangor,MY

**Invoice**

**Supplier No.** : 0000099901

**Customer Name** : MYDIN MOHAMED HOLDINGS BHD

**Customer Address** : Lot No. 675 & 676,Persiaran Subang Permai, Usj 1, 47500 Subang Jaya, Selangor, MY

**Store Code** : 2288

**Store Name** : MYMYDIN BUKIT TINGGI 2

**Invoice No.** :

**Invoice Date** : 01/09/2018

**GRN NO.** : 5000000018

**GRN Date** : 01/09/2018

**PO NO.** : 4500100018

**PO Date** : 01/09/2018

No	Article Code	Barcode	Description	UOM	PO Quantity	PO Unit Price	GRN Quantity	INV Quantity	INV Unit Price	Total Amount
1	10126130001	2653966212864	DUMMY ITEM 1	CAR	5.000	84.00	5.000	5.000	84.00	420.00
2	10126131001	2647017212903	DUMMY ITEM 2	CAR	5.000	115.20	5.000	5.000	115.20	576.60
<b>Grand Total</b>										996.60

This is system generated invoice. No signature is required.

5. Enter Invoice No.

6. Click here to select date

7. Click on Save and Send button for submission.

Click on Save button to save entire invoice changes.

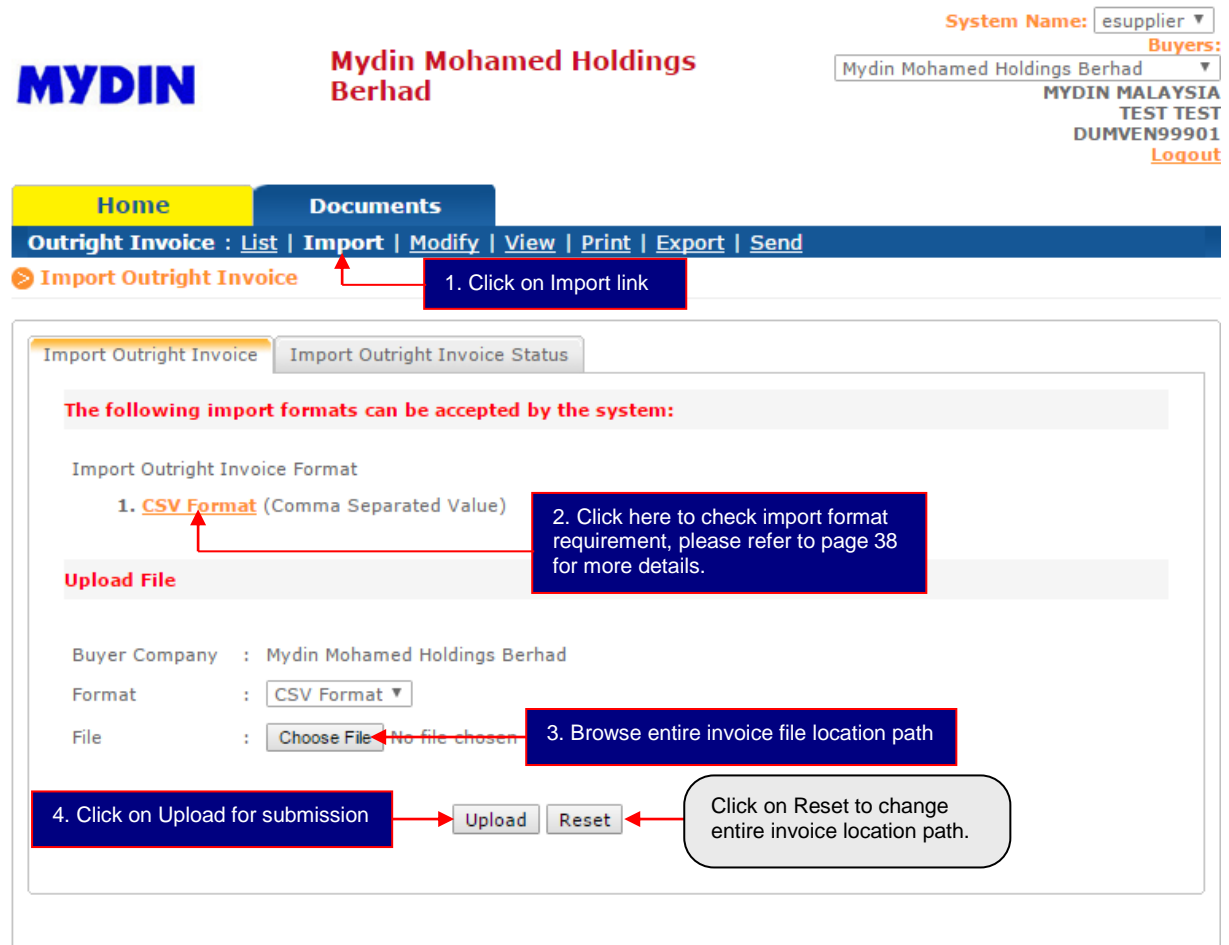
Click on Reset button for default to original data.

Only allow to amend lower than PO unit price.

**\*Note: INV Unit Price only can amend lower than PO unit price.**

## 5.2.2 Import Invoice (Optional)

Step 1 Click on Import link

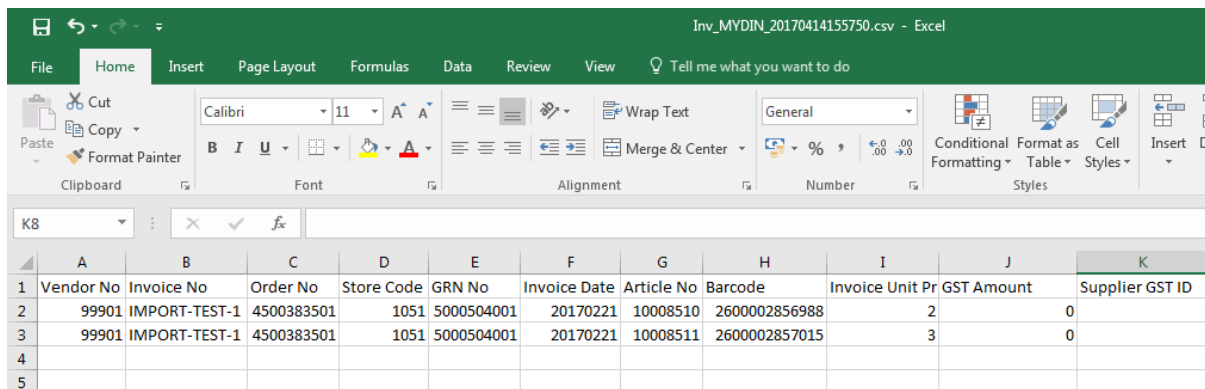


The screenshot displays the MYDIN Web EDI interface. At the top right, the system name is 'esupplier' and the buyer is 'Mydin Mohamed Holdings Berhad'. The main navigation bar includes 'Home' and 'Documents', with 'Documents' containing links for 'Outright Invoice : List | Import | Modify | View | Print | Export | Send'. The 'Import' link is highlighted with a callout: '1. Click on Import link'. Below this, the 'Import Outright Invoice' section is shown, with a callout: '1. CSV Format (Comma Separated Value)'. A callout points to the 'Upload File' section: '2. Click here to check import format requirement, please refer to page 38 for more details.' The form shows 'Buyer Company : Mydin Mohamed Holdings Berhad', 'Format : CSV Format', and 'File : Choose File' with a callout: '3. Browse entire invoice file location path'. At the bottom, the 'Upload' button is highlighted with a callout: '4. Click on Upload for submission', and the 'Reset' button has a callout: 'Click on Reset to change entire invoice location path.'

Import Invoice requirement field:

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	15	Invoice Number
3	PO No	Yes	Text	20	Purchase Order Number
4	Store Code	Yes	Text	5	Store Code
5	GR No	Yes	Text	15	Goods Receipt Number
6	Invoice Date	Yes	YYYYMMDD	8	Invoice Date
7	Article No	Yes	Text	20	Article No
8	Item Barcode	No	Text	15	Item Barcode
9	Invoice Unit Price	No	Numeric (10,2)	11	Invoice Unit Price (System will <b>overwrite</b> Unit Price from PO if this value is BLANK)
10	Supplier GST Amount	No	Numeric (10,2)	18	Supplier GST Amount
11	Supplier GST ID	No	Text	20	Supplier GST ID

Sample of Import Invoice in CSV format as below:



	A	B	C	D	E	F	G	H	I	J	K
1	Vendor No	Invoice No	Order No	Store Code	GRN No	Invoice Date	Article No	Barcode	Invoice Unit Pr	GST Amount	Supplier GST ID
2	99901	IMPORT-TEST-1	4500383501	1051	5000504001	20170221	10008510	2600002856988	2	0	
3	99901	IMPORT-TEST-1	4500383501	1051	5000504001	20170221	10008511	2600002857015	3	0	
4											
5											



**Mydin Mohamed Holdings Berhad**

System Name: esupplier

Buyers:  
Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home

Documents

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

➤ [Import Outright Invoice](#)

👉 Error message will be prompted to user if the invoice file is not follow requirement field accordingly.

Import Outright Invoice    Import Outright Invoice Status

The file failed to be uploaded to the server.  
**Error Invoice No: IMPORT-TEST-1**  
 Unmatched Supplier No = 99901 in the file with the Supplier No = 0000099901 in the system.

Please try again.  
[Click here](#) to View Invoice Import Status.  
[Click here](#) to return to Import Invoice.

Step 2 Check import invoice file status

\*Reminder: Always remember to SEND the invoice after import file.



**Mydin Mohamed Holdings Berhad**

System Name: esupplier

Buyers:  
Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home

Documents

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

➤ [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:

**1. Click here to search the import file status** (points to 'Import Outright Invoice Status')

**2. Enter search criteria** (bracketed around search fields)

**3. Click on Search button** (points to 'Search' button)

Click on reset to clear search criteria. (points to 'Reset' button)

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	21/03/2017 15:55		Inv_MYDIN_20170321154525.csv	DUMVEN99901#ADMIN	1	In-Process	<a href="#">View Details</a>
2	14/03/2017 14:42	14/03/2017 14:45	IMPORT TEST 1.csv	DUMVEN99901#ADMIN	1	Successful	<a href="#">View Details</a>
3	14/03/2017 14:26	14/03/2017 14:30	IMPORT TEST 1.csv	DUMVEN99901#ADMIN	1	Successful	<a href="#">View Details</a>

Entire file is being processing into e-portal.



**Mydin Mohamed Holdings Berhad**

System Name:    
 Buyers:    
 MYDIN MALAYSIA   
 TEST TEST   
 DUMVEN99901   
[Logout](#)

Home
Documents

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

[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	21/03/2017 15:55	21/03/2017 16:00	Inv_MYDIN_20170321154525.csv	DUMVEN99901#ADMIN	1	Successful	<a href="#">View Details</a>
2	14/03/2017 14:42	14/03/2017 14:45	IMPORT TEST 1.csv	DUMVEN99901#ADMIN	1	Successful	<a href="#">View Details</a>
3	14/03/2017 14:26	14/03/2017 14:30	IMPORT TEST 1.csv	DUMVEN99901#ADMIN	1	Successful	<a href="#">View Details</a>

File has been uploaded successful.

### Status Definition:

In-Process → Processing the imported file.


Successfully → File successfully uploaded into e-portal system.

Failed → File failed to process into e-portal system.



## 5.2.3 List Invoice

### Step 1 List Invoice



**Mydin Mohamed Holdings Berhad**

System Name:

Buyers:

MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home
Documents

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

☛ [List Outright Invoice](#)
1. Click on List link

Status:

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Order Date	RN No	RN Date	Delivery Location	Vendor Code	Status	Next Actions
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">INV0000001</a>	22/02/2017	MYR 35.10	<a href="#">B2B1888881</a>	05/09/2016	<a href="#">GRN500311113</a>	28/11/2016	SELAYANG WHOLESALE EMPORIUM	0000099901	Sent	
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">IMPORT-TEST-1</a>	21/02/2017	MYR 400.00	<a href="#">B2B1888881</a>	05/09/2016	<a href="#">GRN500310101</a>	21/02/2017	MYDIN SEMENYIH HYPERMARKET	0000099901	Modify	<a href="#">Modify</a>   <a href="#">Send</a>
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">HIGH-QTY</a>	28/11/2016	MYR 361.94	<a href="#">B2B1888112</a>	05/09/2016	<a href="#">GRN500310102</a>	28/11/2016	SELAYANG WHOLESALE EMPORIUM	0000099901	Sent	
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">QTYPRICEHIGH</a>	28/11/2016	MYR 506.79	<a href="#">B2B1888111</a>	05/09/2016	<a href="#">GRN500310101</a>	28/11/2016	SELAYANG WHOLESALE EMPORIUM	0000099901	Sent	

### Status Definition:

- New → System created New Invoice.
- Modify → Supplier has modified Invoice.
- Sent → Supplier has sent Invoice to MYDIN.

## Step 2 View Invoice

Home
Documents
Reports

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

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

---

MYDIN
Modify

View Outright Invoice
View Outright Invoice History

**DUMVEN99901 (123)**  
 Jaya33 Jalan Semangat47300 Petaling Jaya, Selangor,MY

**Invoice**

<b>Supplier No.</b> : 0000099901	<b>Invoice No.</b> : Sample123
<b>Customer Name</b> : MYDIN MOHAMED HOLDINGS BHD	<b>Invoice Date</b> : 01/09/2018
<b>Customer Address</b> : Lot No. 675 & 676,Persiaran Subang Permai, Usj 1, 47500 Subang Jaya, Selangor, MY	<b>GRN NO.</b> : 5000000018
<b>Store Code</b> : 2288	<b>GRN Date</b> : 01/09/2018
<b>Store Name</b> : MYMYDIN BUKIT TINGGI 2	<b>PO NO.</b> : 4500100018
	<b>PO Date</b> : 01/09/2018

No	Article Code	Barcode	Description	UOM	PO Quantity	PO Unit Price	GRN Quantity	INV Quantity	INV Unit Price	Total Amount
1	10126130001	2653966212864	DUMMY ITEM 1	CAR	5.000	84.00	5.000	5.000	84.00	420.00
2	10126131001	2647017212903	DUMMY ITEM 2	CAR	5.000	115.20	5.000	5.000	115.20	576.60
<b>Grand Total</b>										996.60

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 in CSV file.

## Step 2 View Invoice History (Optional)

**MYDIN**
[Modify](#)

View Outright Invoice

View Outright Invoice History

**Outright Invoice Header Information**

Invoice No	Sample123	Status	Modify
Buyer Company	<a href="#">Mydin Mohamed Holdings Berhad</a>	Invoice Date	01/09/2018
<input type="checkbox"/> Delivery Location	MYMYDIN BUKIT TINGGI 2		<input type="checkbox"/>
Total Amount	MYR 996.60		

**Outright Invoice History**

No.	Timestamp	Status	Performed By	Properties
1	03/10/2018 16:29	New	AUTOCREATE	
2	24/10/2018 11:46	Modify	ADMIN	

**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	<a href="#">4500100018</a>	01/09/2018	
2	Goods Receipt	<a href="#">5000000018</a>	01/09/2018	

**Outright Invoice Version Archive**

No.	Version	Timestamp	Sent By
1	<a href="#">1.0</a>	03/10/2018 16:29	
2	<a href="#">2.0</a>	24/10/2018 11:46	

## Step 4 Print Invoice

 Invoice print in PDF format.

DUMVEN99901 (123)  
 Jaya33 Jalan SemangatPetaling Jaya,47300 Selangor  
**Invoice**

<b>Supplier No.</b> :	0000099901	<b>Invoice No.</b> :	Sample123
<b>Customer Name</b> :	MYDIN MOHAMED HOLDINGS BHD	<b>Invoice Date</b> :	01/09/2018
<b>Customer Address</b> :	Lot No. 675 & 676,Persiaran Subang Permai, Usj 1, 47500 Subang Jaya,Selangor,MY	<b>GRN No.</b> :	5000000018
<b>Store Code</b> :	2288	<b>GRN Date</b> :	01/09/2018
<b>Store Name</b> :	MYMYDIN BUKIT TINGGI 2	<b>PO No.</b> :	4500100018
		<b>PO Date</b> :	01/09/2018

No	Article Code	Barcode	Description	UOM	PO Quantity	PO Unit Price	GRN Quantity	INV Quantity	INV Unit Price	Total Amount
1	10126130001	2653966212864	DUMMY ITEM 1	CAR	5.000	84.00	5.000	5.000	84.00	420.00
2	10126131001	2647017212903	DUMMY ITEM 2	CAR	5.000	115.20	5.000	5.000	115.20	576.60
<b>Grand Total</b>										996.60

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

## 5.2.4 View Invoice

Allow user to search Invoice.

**Mydin Mohamed Holdings Berhad**

System Name: esupplier

Buyers:  
 Mydin Mohamed Holdings Berhad  
 MYDIN MALAYSIA  
 TEST TEST  
 DUMVEN99901  
[Logout](#)

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

> [View Outright Invoice](#) 3. Click on Search

Buyer Company : Mydin Mohamed Holdings Berhad      Status : All

Invoice No :       Related Document (Type & No) : Order

Invoice Date : From  To       Document Date : From  To

[Advanced](#)

Click on this button if you need to clear the search.

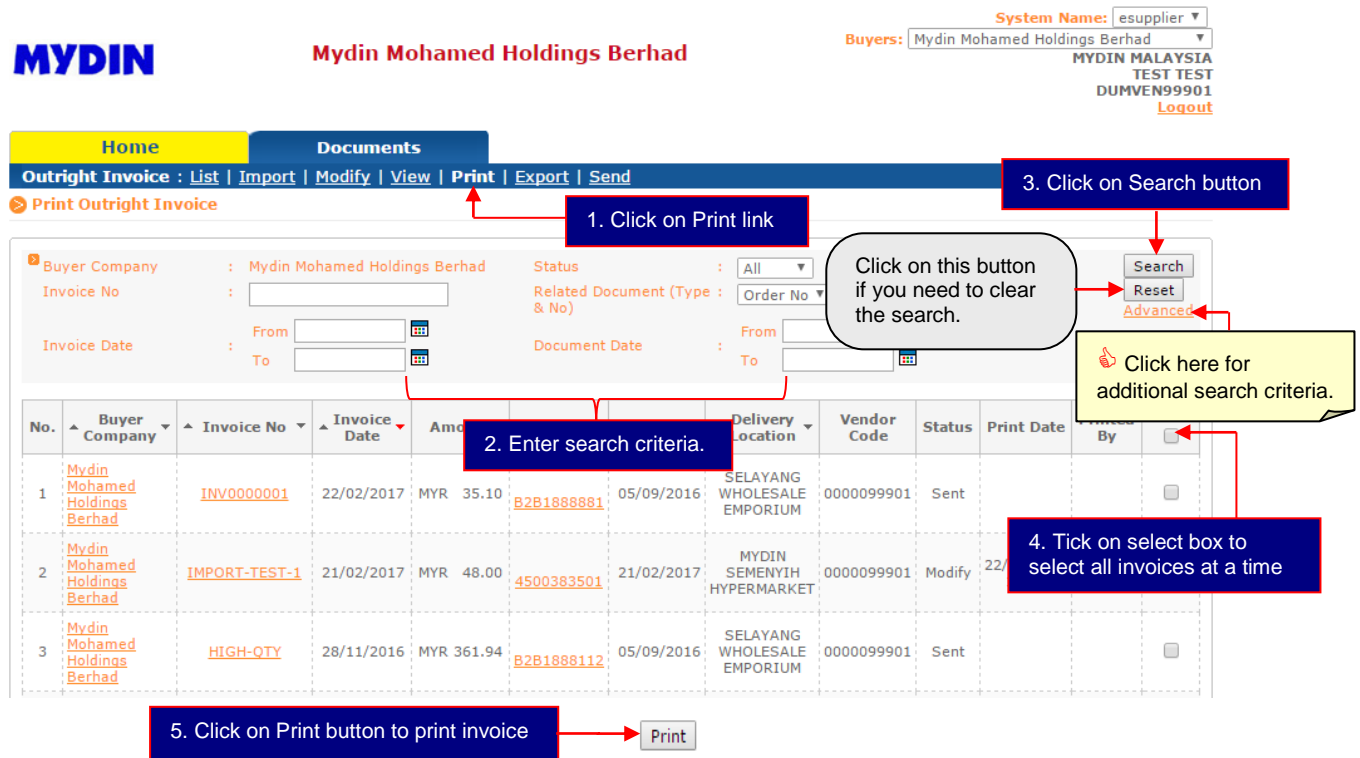
No.	Buyer Company	Invoice No	Invoice Date	Order Date	Delivery Location	Vendor Code	Status
1	Mydin Mohamed Holdings Berhad	<a href="#">INV0000001</a>	22/02/2017	05/09/2016	SELANGANG WHOLESALE EMPORIUM	0000099901	Sent
2	Mydin Mohamed Holdings Berhad	<a href="#">IMPORT-TEST-1</a>	21/02/2017	21/02/2017	MYDIN SEMENYIH HYPERMARKET	0000099901	Modify
3	Mydin Mohamed Holdings Berhad	<a href="#">HIGH-QTY</a>	28/11/2016	05/09/2016	SELANGANG WHOLESALE EMPORIUM	0000099901	Sent

2. Enter search criteria.

Click here for additional search criteria.

## 5.2.5 Print Invoice

Allows user to print invoice in batch.



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
Logout

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

Print Outright Invoice

1. Click on Print link

2. Enter search criteria.

3. Click on Search button

Click on this button if you need to clear the search.

Click here for additional search criteria.

4. Tick on select box to select all invoices at a time

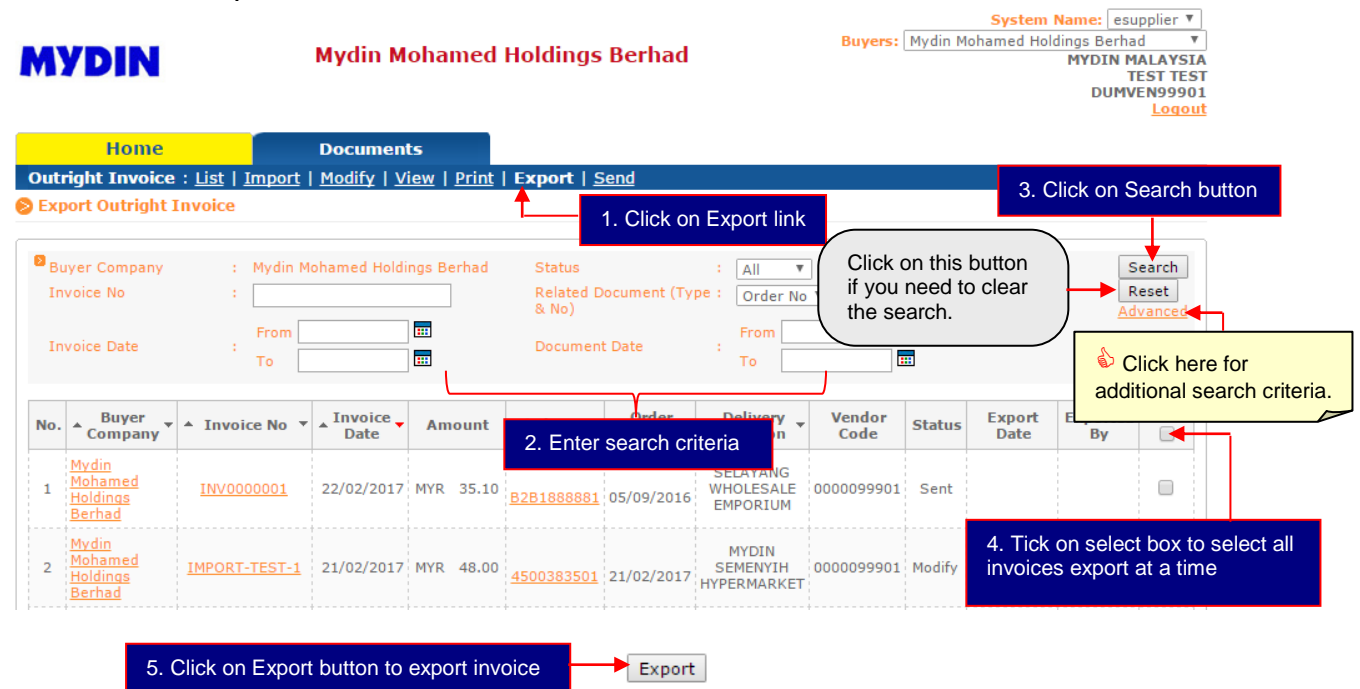
5. Click on Print button to print invoice

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Delivery Location	Vendor Code	Status	Print Date	By
1	Mydin Mohamed Holdings Berhad	INV0000001	22/02/2017	MYR 35.10	B2B1888881	SELAYANG WHOLESALE EMPORIUM	0000099901	Sent		
2	Mydin Mohamed Holdings Berhad	IMPORT-TEST-1	21/02/2017	MYR 48.00	4500383501	MYDIN SEMENYIH HYPERMARKET	0000099901	Modify	22/02/2017	
3	Mydin Mohamed Holdings Berhad	HIGH-QTY	28/11/2016	MYR 361.94	B2B1888112	SELAYANG WHOLESALE EMPORIUM	0000099901	Sent		

Print

## 5.2.6 Export Invoice (Optional)

Allow user to export invoice in batch.



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
Logout

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

Export Outright Invoice

1. Click on Export link

2. Enter search criteria

3. Click on Search button

Click on this button if you need to clear the search.

Click here for additional search criteria.

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

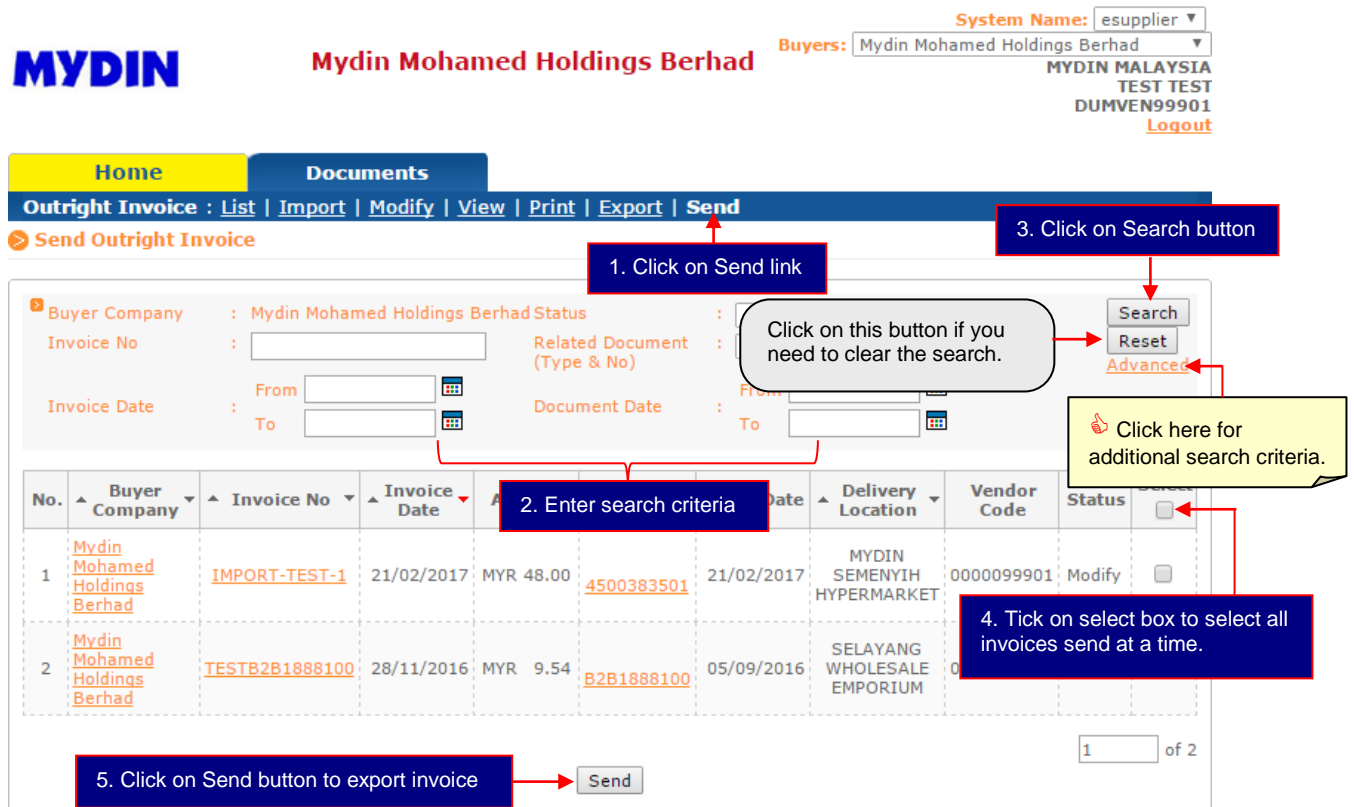
5. Click on Export button to export invoice

No.	Buyer Company	Invoice No	Invoice Date	Amount	Order No	Delivery Location	Vendor Code	Status	Export Date	By
1	Mydin Mohamed Holdings Berhad	INV0000001	22/02/2017	MYR 35.10	B2B1888881	SELAYANG WHOLESALE EMPORIUM	0000099901	Sent		
2	Mydin Mohamed Holdings Berhad	IMPORT-TEST-1	21/02/2017	MYR 48.00	4500383501	MYDIN SEMENYIH HYPERMARKET	0000099901	Modify		

Export

## 5.2.7 Send Invoice

Allows user to send invoice by batch.



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home Documents

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

Send Outright Invoice

1. Click on Send link

2. Enter search criteria

3. Click on Search button

4. Tick on select box to select all invoices send at a time.

5. Click on Send button to export invoice

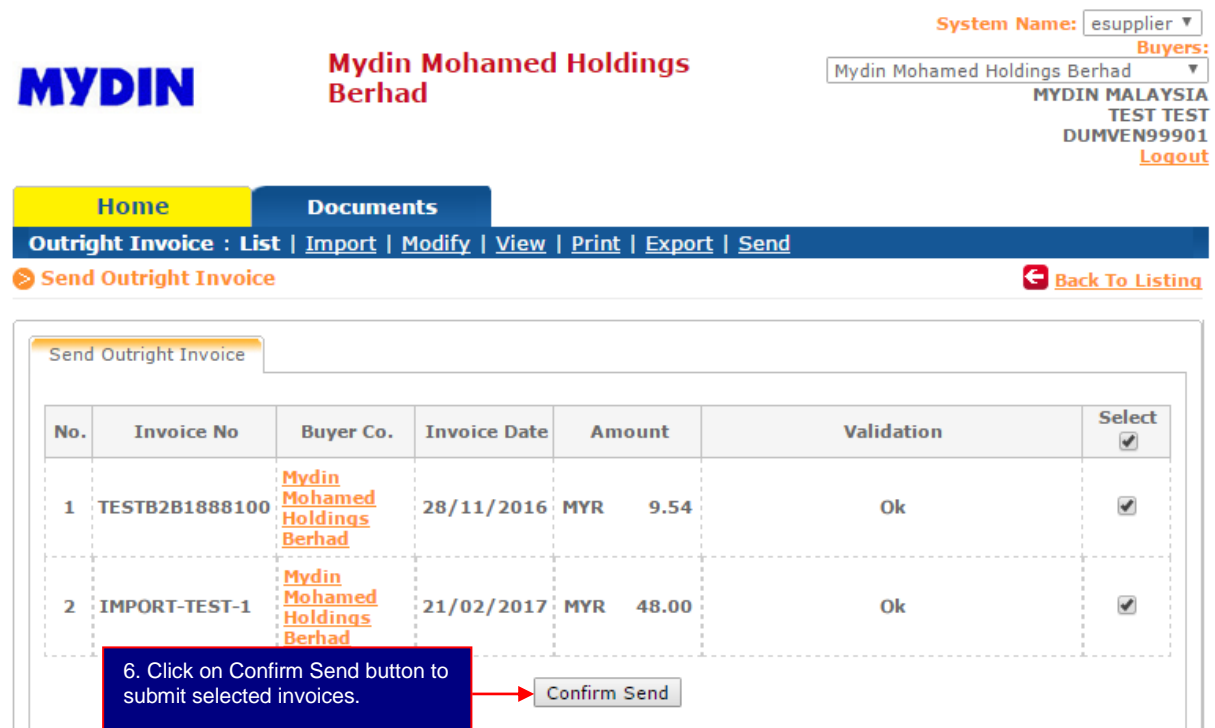
Click on this button if you need to clear the search.

Click here for additional search criteria.

No.	Buyer Company	Invoice No	Invoice Date	Amount	Related Document (Type & No)	Date	Delivery Location	Vendor Code	Status	Select
1	Mydin Mohamed Holdings Berhad	IMPORT-TEST-1	21/02/2017	MYR 48.00	4500383501	21/02/2017	MYDIN SEMENYIH HYPERMARKET	0000099901	Modify	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	TESTB2B1888100	28/11/2016	MYR 9.54	B2B1888100	05/09/2016	SELAYANG WHOLESALE EMPORIUM	0		<input type="checkbox"/>

1 of 2

Send



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home Documents

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

Send Outright Invoice [Back To Listing](#)

6. Click on Confirm Send button to submit selected invoices.

No.	Invoice No	Buyer Co.	Invoice Date	Amount	Validation	Select
1	TESTB2B1888100	Mydin Mohamed Holdings Berhad	28/11/2016	MYR 9.54	Ok	<input checked="" type="checkbox"/>
2	IMPORT-TEST-1	Mydin Mohamed Holdings Berhad	21/02/2017	MYR 48.00	Ok	<input checked="" type="checkbox"/>

Confirm Send



**Mydin Mohamed Holdings Berhad**

System Name:

Buyers:

MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901

[Logout](#)

**Home** | **Documents**

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

[Send Outright Invoice](#)

[Back To Listing](#)

3.244.4.202 says:  
Confirm To Send the Outright Invoices?

**7. Click on OK button to confirm submit invoice.** →

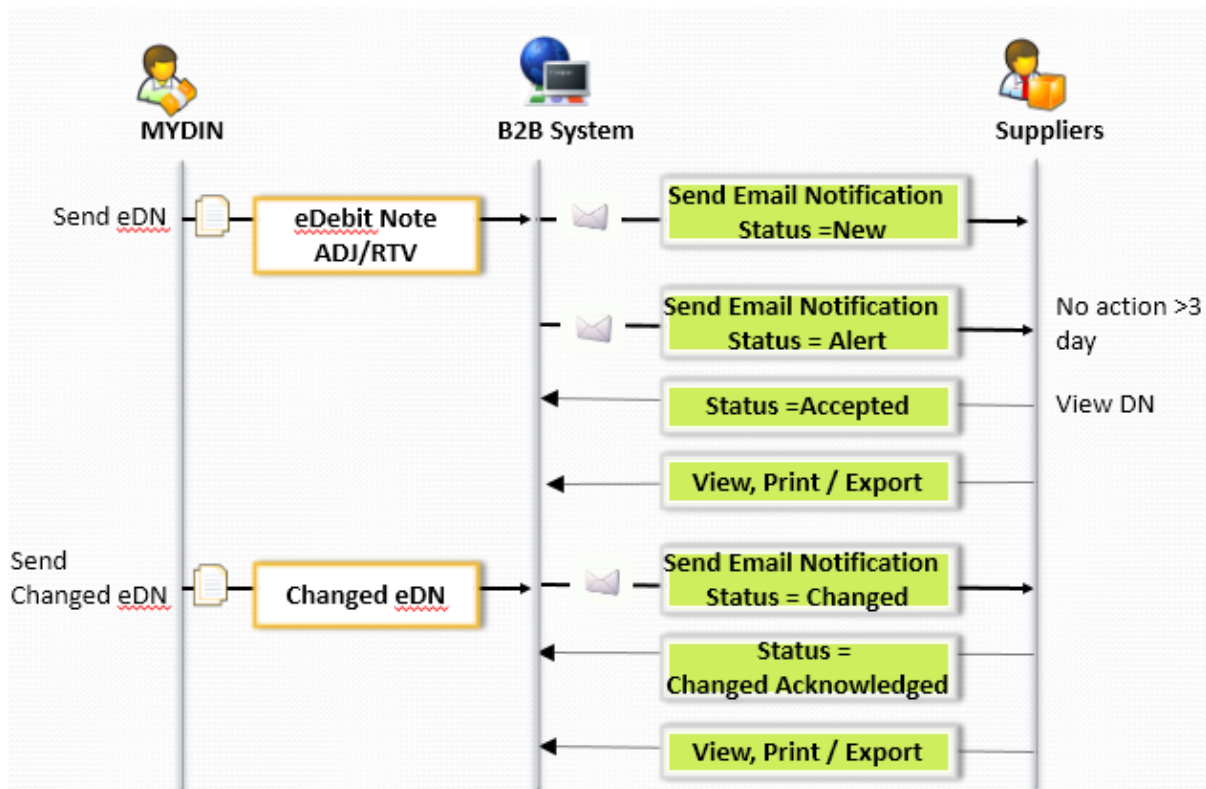
No.	Invoice No						Select
1	IMPORT-TEST-1	<a href="#">Mydin Mohamed Holdings Berhad</a>	21/02/2017	MYR	48.00	Ok	<input checked="" type="checkbox"/>

## Chapter 6: Debit Note

### 6.1 Debit Note Process

This section provides step by step guide for on Debit Note among MYDIN, B2B system and suppliers.

#### Step to process Debit Note



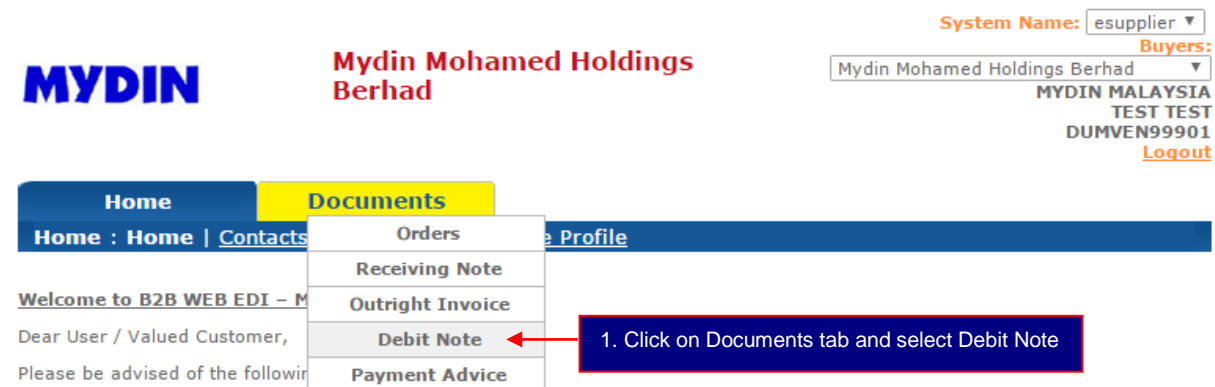


## 6.2 Debit Note Module Step by Step

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


### 6.2.1 Debit Note

Step 1 Select Debit Note Document



The screenshot shows the MYDIN B2B Web EDI interface. At the top left is the MYDIN logo. To its right is the company name 'Mydin Mohamed Holdings Berhad'. On the top right, there are dropdown menus for 'System Name' (set to 'esupplier') and 'Buyers' (set to 'Mydin Mohamed Holdings Berhad'). Below these are the user details: 'MYDIN MALAYSIA TEST TEST DUMVEN99901' and a 'Logout' link. A navigation bar at the bottom has tabs for 'Home', 'Documents', 'Orders', and 'Profile'. The 'Documents' tab is highlighted in yellow, and a dropdown menu is open showing options: 'Receiving Note', 'Outright Invoice', 'Debit Note', and 'Payment Advice'. The 'Debit Note' option is highlighted in grey, and a red arrow points to it from a blue callout box containing the text '1. Click on Documents tab and select Debit Note'. The main content area shows a welcome message: 'Welcome to B2B WEB EDI - M... Dear User / Valued Customer, Please be advised of the followin...'.

## Step 2 List Debit Note



**Mydin Mohamed Holdings Berhad**

System Name: esupplier ▼  
 Buyers: Mydin Mohamed Holdings Berhad ▼  
 MYDIN MALAYSIA  
 ADMIN ADMIN  
 DUMVEN99901  
[Logout](#)

Home
Documents
Reports

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

☞ [List Debit Note](#)
2. Click on List link

Status: All ▼
Category: All ▼

No.	Buyer Company	Debit Note No	Issue Date	System Received Date	Delivery Location	Vendor Code	Store Code	Category	Amount	Status	Return PO No	Vendor Invoice No
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DN800010003</a>	21/11/2017	08/12/2017	MYDIN SUBANG JAYA HYPERMARKET	0000099901	1019	DebitNote	MYR 3.00	In-Use	-	-
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DN800010002</a>	21/11/2017	08/12/2017	MYDIN SUBANG JAYA HYPERMARKET	0000099901	1019	DebitNote	MYR 3.00	Alert	-	-
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DN800010001</a>	21/11/2017	08/12/2017	MYDIN SUBANG JAYA HYPERMARKET	0000099901	1019	DebitNote	MYR 3.00	Alert	-	-
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DN900010002</a>	21/11/2017	08/12/2017	MYDIN SUBANG JAYA HYPERMARKET	0000099901	1019	DebitNote	MYR 3.00	Changed	-	-
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DNRTV800010003</a>	20/11/2017	08/12/2017	MYMYDIN BUKIT TINGGI 2	0000099901	2288	DebitNoteRTV	MYR 4.80	In-Use	-	-

3. Click on Debit Note No to view debit note

### Status Definition:

- New → New Debit Note received from MYDIN.
- Accepted → Supplier has viewed Debit Note.
- Changed → MYDIN changed the Debit Note.
- Change Acknowledge → Supplier has viewed the changed Debit note.
- Alert → Supplier has not view / open the Debit Note more than 3 days.

## Step 3 View Debit Note

**MYDIN**
Accepted

View Debit Note

View Debit Note History

STORE: 1051  
 Mydin Selayang Emporium No. 10-16 Jln. SU/127 Taman Selayang Utama 68100  
 Selayang, Selangor, Malaysia | Tel No: 03-61367029 | Fax No: 03-61366587  
 GST ID : 001704542208

**DEBIT NOTE**  
 (Vendor Debit Note)

---

0000099901  
 DUMMY VENDOR 01 SDN BHD  
 12, LORONG INDUSTRI CHEROK TO'KUN ALMA 2,  
 TAMAN INDUSTRI CHEROK TO'KUN,  
 ALMA,  
 43300 BUKIT MERTAJAM  
 PULAU PINANG, MY  
 TEL No. : -9715155 | FAX No. : -9725314  
 GST ID : 000381399040

**DEBIT NOTE NO** : 5200336796  
**Date** : 14/02/2017  
**Payment Terms** : Q000  
**Currency** : MYR  
**Vendor Invoice No** : TESTCM  
**Reference Date** : 14/02/2017

No.	Article	Article Description	Barcode	UOM	Unit Price	QTY	Amount	GST Code	GST Amount	Amount (incl.GST)
001	10008510	ITEM A	2600002856988	EA	2.05	1.000	2.05	B0	0.12	2.17
002	10008511	ITEM B	2600002857015	EA	2.70	1.000	2.70	B0	0.16	2.86

Total Amount (Excluding GST)	4.75
GST @6%	0.29
<b>Total Amount (Including GST)</b>	<b>5.04</b>

GST Code	Amount Excluding GST	Tax
B0	RM 4.75	RM 0.29

Comments:  
 THIS IS A COMPUTER GENERATED DOCUMENT  
 NO SIGNATURE REQUIRED

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

Print Original


Export

Click on Export button to export Debit Note

## Step 4 Print Debit Note – Adjustment

🖨 Invoice print in PDF format.

Printed on 20/04/2017 17:45:07



**MYDIN** STORE: 1051  
 MYDIN MOHAMED HOLDINGS BHD (221448-A)  
 Mydin Selayang Emporium No. 10-16 Jln. SU/127 Taman Selayang Utama 68100  
 Selayang, Selangor, Malaysia | Tel No: 03-61367029 | Fax No: 03-61366587  
 GST ID : 001704542208

**DEBIT NOTE**  
(Vendor Debit Note)

---

0000099901  
 DUMMY VENDOR 01 SDN BHD  
 12, LORONG INDUSTRI CHEROK TO'KUN ALMA 2,  
 TAMAN INDUSTRI CHEROK TO'KUN,  
 ALMA,  
 43300 BUKIT MERTAJAM  
 PULAU PINANG, MY  
 TEL NO. : -9715155 | FAX No. : -9725314  
 GST ID : 000381399040

**DEBIT NOTE NO** : 5200336796  
 Date : 14/02/2017  
 Payment Terms : Q000  
 Currency : MYR  
 Vendor Invoice No : TESTCM  
 Reference Date : 14/02/2017

No.	Article	Article Description	Barcode	UOM	Unit Price	QTY	Amount	GST Code	GST Amount	Amount (incl.GST)
001	10008510	ITEM A	2600002856988	EA	2.05	1.000	2.05	B0	0.12	2.17
002	10008511	ITEM B	2600002857015	EA	2.70	1.000	2.70	B0	0.16	2.86

Total Amount (Excluding GST)	5.04
GST @6%	0.29
Total Amount (Including GST)	4.75

GST Code	Amount Excluding GST	Tax
<b>B0</b>	<b>RM 4.75</b>	<b>RM 0.29</b>

Comments:  
 THIS IS A COMPUTER GENERATED DOCUMENT  
 NO SIGNATURE REQUIRED

Print Debit Note – RTV

Printed on 14/04/2017 16:13:10

**MYDIN**  
MYDIN MOHAMED HOLDINGS BHD  
 (221448-A)

**STORE: 1001**  
 Mydin Selayang Emporium No. 10-16 Jln. SU/127 Taman Selayang Utama 68100  
 Selayang, Selangor, Malaysia | Tel No: 03-61367029 | Fax No: 03-61366587  
 GST ID : 001704542208

**Debit Note**  
 (Return To Vendor)

---

0000099901  
 DUMMY VENDOR 01 SDN BHD  
 12, LORONG INDUSTRI CHEROK TO'KUN ALMA 2,  
 TAMAN INDUSTRI CHEROK TO'KUN,  
 ALMA,  
 43300 BUKIT MERTAJAM  
 PULAU PINANG, MY  
 TEL NO. : -9715155 | FAX No. : -9725314  
 GST ID : 1670397952

Legend:  
 R-Reason  
 01 - Damaged  
 02 - Expired  
 03 - Poor condition  
 04 - Product Recall  
 05 - Overstock

**DEBIT NOTE NO** : DNRTV510000000  
 Return PO No : 9500583346  
 Date : 26/08/2016  
 Payment Terms : P000  
 Currency : MYR  
 Vendor Invoice No : 49495  
 Reference Date : 25/08/2016

No.	Article	Article Description	Barcode	UOM	QTY	Unit Price	GST Code	Amount	R
10	A0058204	XXX BRAND MINCE BEEF 400GM	9555022303253	EA	1.000	4.40	ZR	4.40	01
20	A0058205	XXX BRAND MINCE BEEF 410GM	9555022303254	EA	2.000	0.40	XY	0.80	04
30	A0058206	XXX BRAND MINCE BEEF 420GM	9555022303255	EA	3.000	1.40	XY	4.20	02

Total Carton	6.000
--------------	-------

Total Amount (Excluding GST)	9.40
GST @6%	0.56
Total Amount (Including GST)	9.96

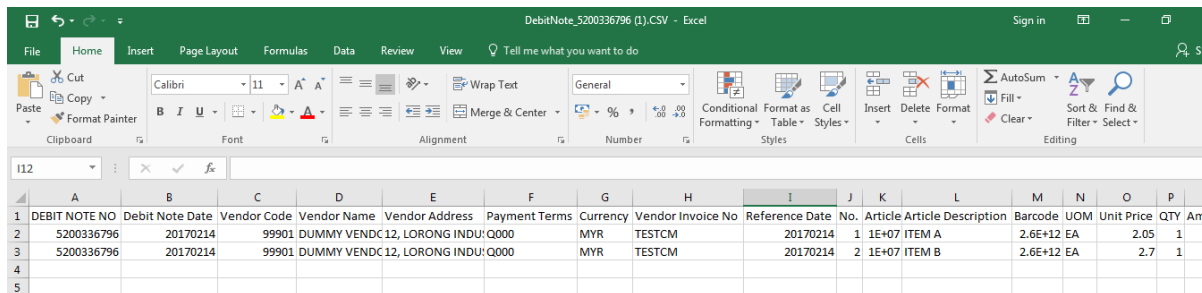
GST Code	Amount Excluding GST	Tax
ZR	RM 4.40	RM 0.264
XY	RM 5.00	RM 0.30

Comments:  
 Need your cooperation to collect return goods before exceeding 1/8/16. Either will be send to DC.

THIS IS A COMPUTER GENERATED DOCUMENT  
 NO SIGNATURE REQUIRED

---

## Step 5 Exported Debit Note.



DEBIT NOTE NO	Debit Note Date	Vendor Code	Vendor Name	Vendor Address	Payment Terms	Currency	Vendor Invoice No	Reference Date	No.	Article	Article Description	Barcode	UOM	Unit Price	QTY	Am
5200336796	20170214	99901	DUMMY VENDC 12, LORONG INDU: Q000			MYR	TESTCM	20170214	1	1E+07	ITEM A	2.6E+12	EA	2.05	1	
5200336796	20170214	99901	DUMMY VENDC 12, LORONG INDU: Q000			MYR	TESTCM	20170214	2	1E+07	ITEM B	2.6E+12	EA	2.7	1	

## Step 6 View Debit Note History

View Debit Note
View Debit Note History

5. Click on View Debit Note History to check history

**Debit Note Header Information**

Debit Note No	5200336796	Status	<b>Accepted</b>
Buyer Company	<a href="#">Mydin Mohamed Holdings Berhad</a>	Issue Date	14/02/2017
Total Amount	MYR 4.75		

**Debit Note History**


No.	Timestamp	Status	Performed By	Properties
1	20/02/2017 10:55	New	MYDIN	
2	23/02/2017 11:15	Alert		
3	23/03/2017 11:24	Accepted	ADMIN	

**Debit Note Action History**

No.	Timestamp	Action	Performed By
1	23/03/2017 11:33	Printed	ADMIN
2	23/03/2017 11:40	Exported	ADMIN

## 6.2.2 View Debit Note

Allow user to search Debit Note – Adjustment / RTV.



**Mydin Mohamed Holdings Berhad**

System Name: esupplier  
 Buyers: Mydin Mohamed Holdings Berhad  
 MYDIN MALAYSIA  
 TEST TEST  
 DUMVEN99901  
[Logout](#)

Home
Documents

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

[View Debit Note](#)

1. Click on View link

Click on this button if you need to clear the search.

3. Click on Search button

2. Enter search criteria

Click here for additional search criteria.

Buyer Company : Mydin Mohamed Holdings Berhad    Status : All

Debit Note No :     Category : All

Issue Date : From  To


System Received Date : From  To

[Advanced](#)

No.	Buyer Company	Debit Note No	Issue Date	System Received Date	Vendor Code	Category	Amount	Status
1	Mydin Mohamed Holdings Berhad	S200336796	14/02/2017	20/02/2017	0000099901	DebitNote	MYR 4.75	Accepted
2	Mydin Mohamed Holdings Berhad	TEST1	24/01/2017	26/01/2017	0000099901	DebitNote	MYR 10.25	Accepted
3	Mydin Mohamed Holdings Berhad	DNRTV510000000	26/08/2016	01/03/2017	0000099901	DebitNoteRTV	MYR 9.40	Accepted

## 6.2.3 Print Debit Note

Allows user to print Debit Note – Adjustment / RTV in batch.



**Mydin Mohamed Holdings Berhad**

System Name:    
 Buyers:    
 MYDIN MALAYSIA   
 TEST TEST   
 DUMVEN99901   
[Logout](#)

Home
Documents

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

➤ [Print Debit Note](#)

1. Click on Print link

3. Click on Search button

Buyer Company : Mydin Mohamed Holdings Berhad Status

Debit Note No :  Category

Issue Date : From  To

System Received Date : From  To

Click on this button if you need to clear the search.

2. Enter search criteria

Click here for additional search criteria.

No.	Buyer Company	Debit Note No	Issue Date	System Received Date	Vendor Code	Category	Amount	Status	Print Date	Printed By	Select
1	Mydin Mohamed Holdings Berhad	5200336796	14/02/2017	20/02/2017	0000099901	DebitNote	MYR 4.75	Accepted	23/03/2017 11:33	TEST TEST	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	TEST1	24/01/2017	26/01/2017	0000099901	DebitNote	MYR 10.25	Alert			<input type="checkbox"/>

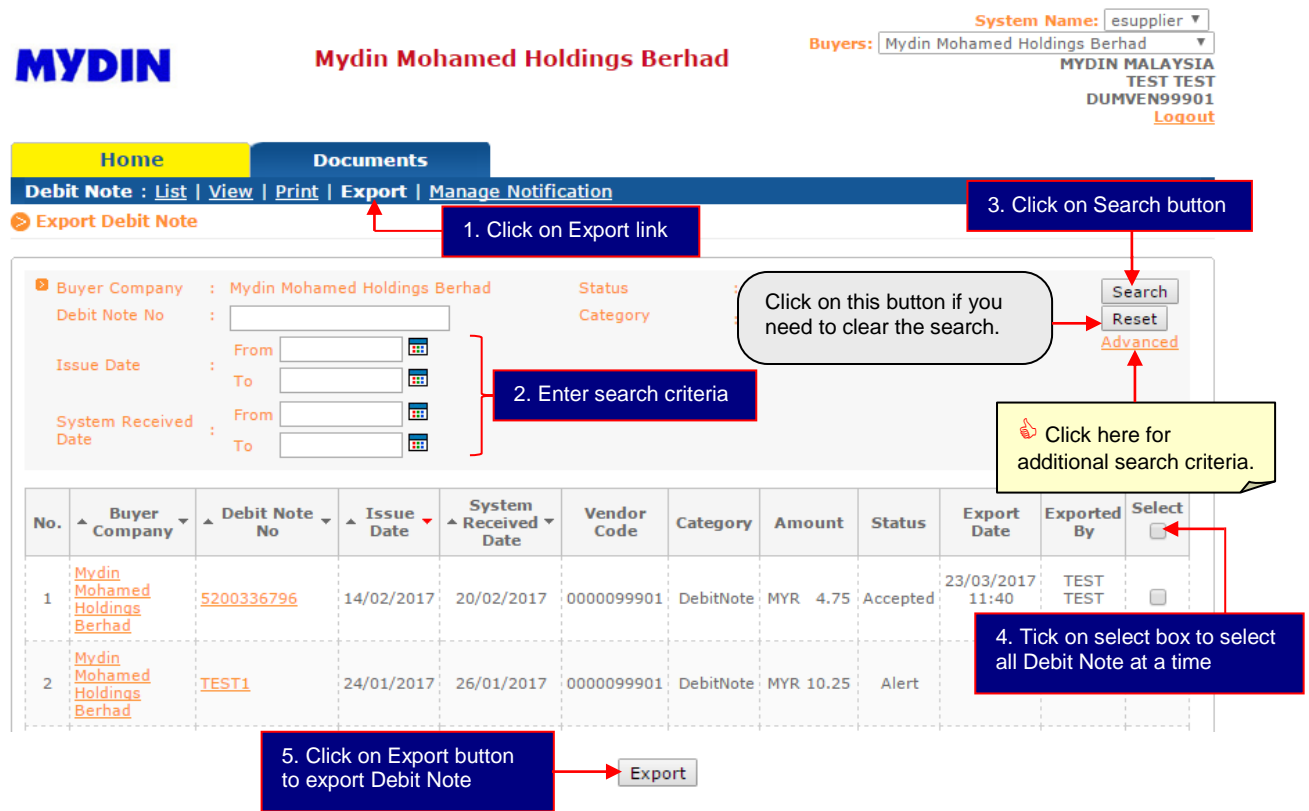
4. Tick on select box to select all Debit Note at a time

5. Click on Print Original button to Print Debit Note



## 6.2.4 Export Debit Note (Optional)

Allows user to export Debit Note in batch



**MYDIN** Mydin Mohamed Holdings Berhad

System Name: esupplier  
Buyers: Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

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

1. Click on Export link

2. Enter search criteria

3. Click on Search button

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

5. Click on Export button to export Debit Note

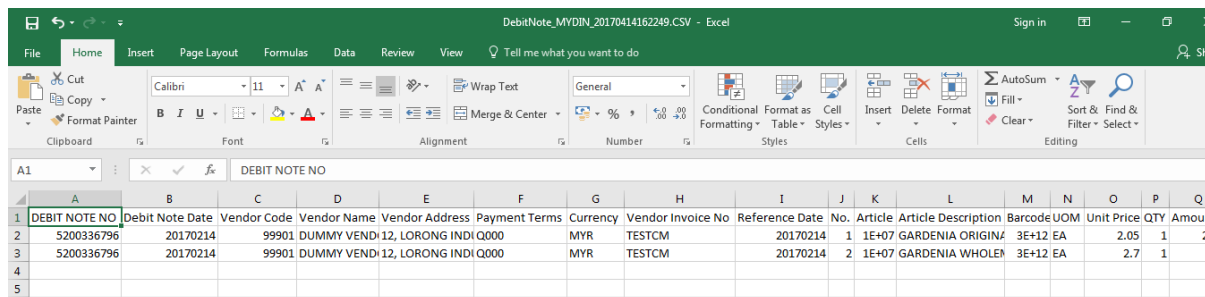
Click on this button if you need to clear the search.

Click here for additional search criteria.

No.	Buyer Company	Debit Note No	Issue Date	System Received Date	Vendor Code	Category	Amount	Status	Export Date	Exported By	Select
1	Mydin Mohamed Holdings Berhad	5200336796	14/02/2017	20/02/2017	0000099901	DebitNote	MYR 4.75	Accepted	23/03/2017 11:40	TEST TEST	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	TEST1	24/01/2017	26/01/2017	0000099901	DebitNote	MYR 10.25	Alert			<input type="checkbox"/>

Export

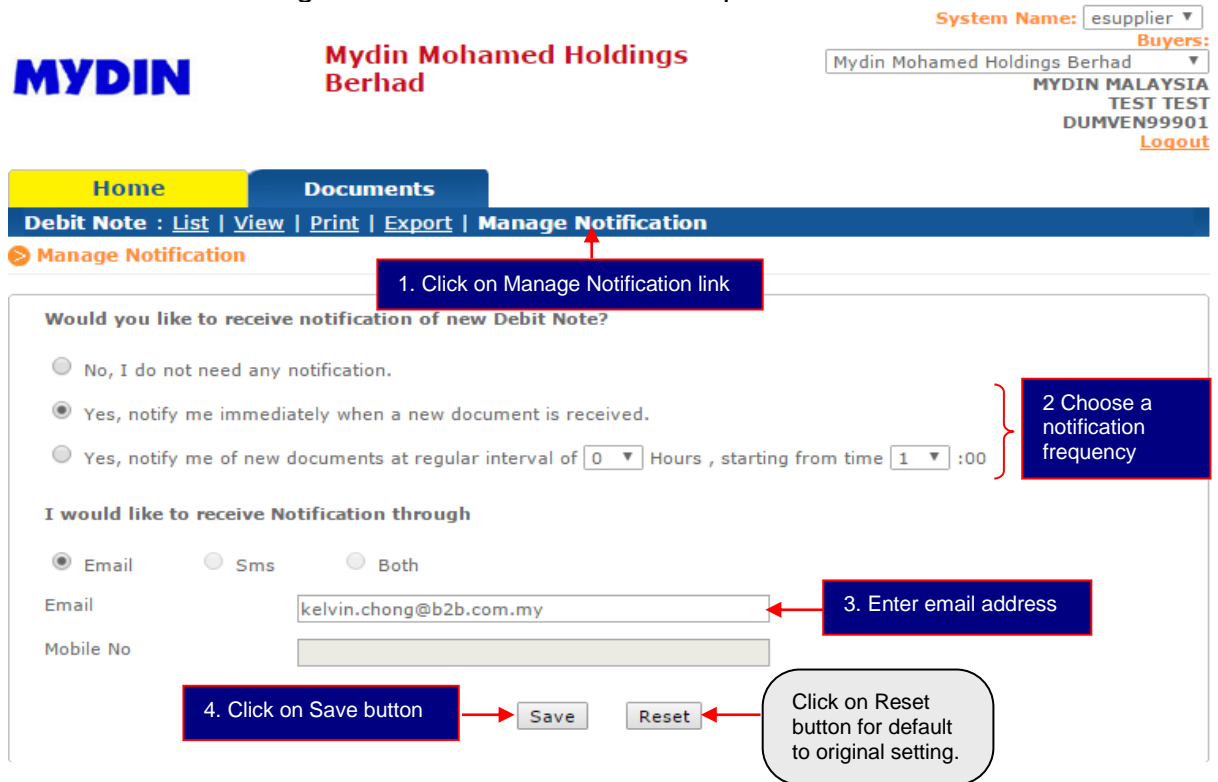
Export file in CSV format.



DEBIT NOTE NO	Debit Note Date	Vendor Code	Vendor Name	Vendor Address	Payment Terms	Currency	Vendor Invoice No	Reference Date	No.	Article	Article Description	Barcode	UOM	Unit Price	QTY	Amount
5200336796	20170214	99901	DUMMY VENDI-12, LORONG INDI Q000			MYR	TESTCM	20170214	1	1E+07	GARDENIA ORIGIN	3E+12	EA	2.05	1	2
5200336796	20170214	99901	DUMMY VENDI-12, LORONG INDI Q000			MYR	TESTCM	20170214	2	1E+07	GARDENIA WHOLEM	3E+12	EA	2.7	1	

## 6.2.5 Manage Notification

Allows user to manage Debit Note notification setup.



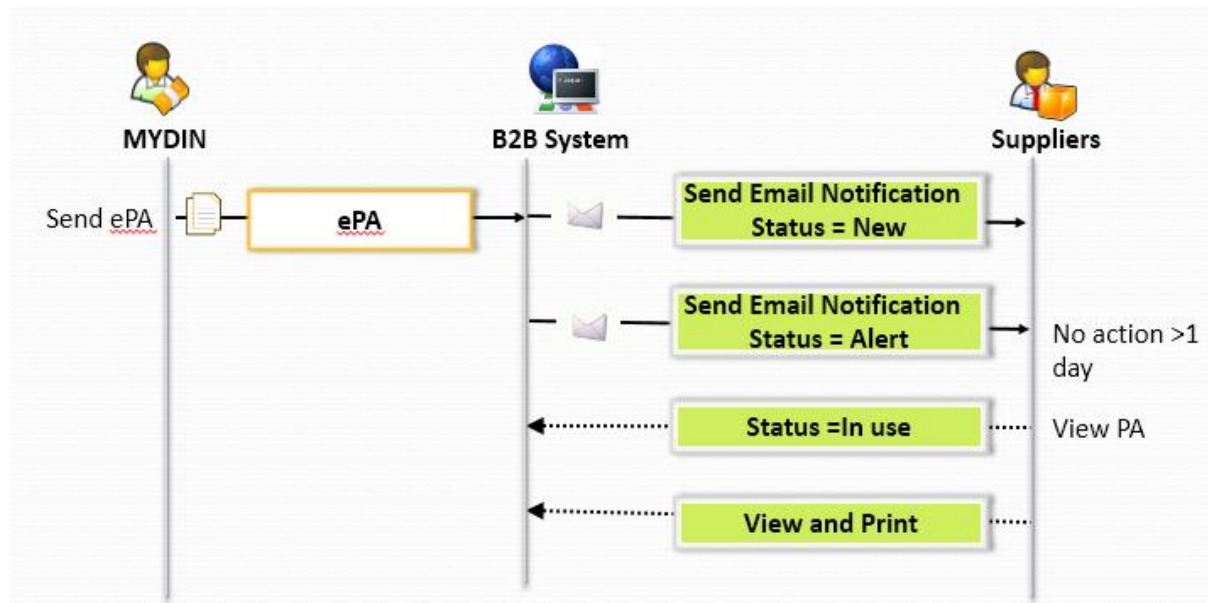
The screenshot shows the 'Manage Notification' page in the MYDIN system. At the top right, there is a header with 'System Name: esupplier', 'Buyers: Mydin Mohamed Holdings Berhad', and 'MYDIN MALAYSIA TEST TEST DUMVEN99901 Logout'. The main navigation bar includes 'Home' and 'Documents', with 'Debit Note : List | View | Print | Export | Manage Notification' and 'Manage Notification' highlighted. The main content area asks 'Would you like to receive notification of new Debit Note?' with three radio button options: 'No, I do not need any notification.', 'Yes, notify me immediately when a new document is received.', and 'Yes, notify me of new documents at regular interval of 0 Hours, starting from time 1 :00'. Below this, it asks 'I would like to receive Notification through' with radio buttons for 'Email', 'Sms', and 'Both'. There are input fields for 'Email' (containing 'kelvin.chong@b2b.com.my') and 'Mobile No'. At the bottom, there are 'Save' and 'Reset' buttons. Numbered callouts indicate: 1. Click on Manage Notification link; 2. Choose a notification frequency; 3. Enter email address; 4. Click on Save button. A note also points to the 'Reset' button, stating 'Click on Reset button for default to original setting.'

## Chapter 7: Payment Advice

### 7.1 Payment Advice Process

This section provides step by step guide on Payment Advice among MYDIN, B2B System, and Supplier.

#### Step to process Payment Advice



## 7.2 Payment Advice Module Step by Step

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

### 7.2.1 Payment Advice

Step1 Select Payment Advice document



System Name:  Buyers: Mydin Mohamed Holdings Berhad MYDIN MALAYSIA TEST TEST DUMVEN99901 Logout

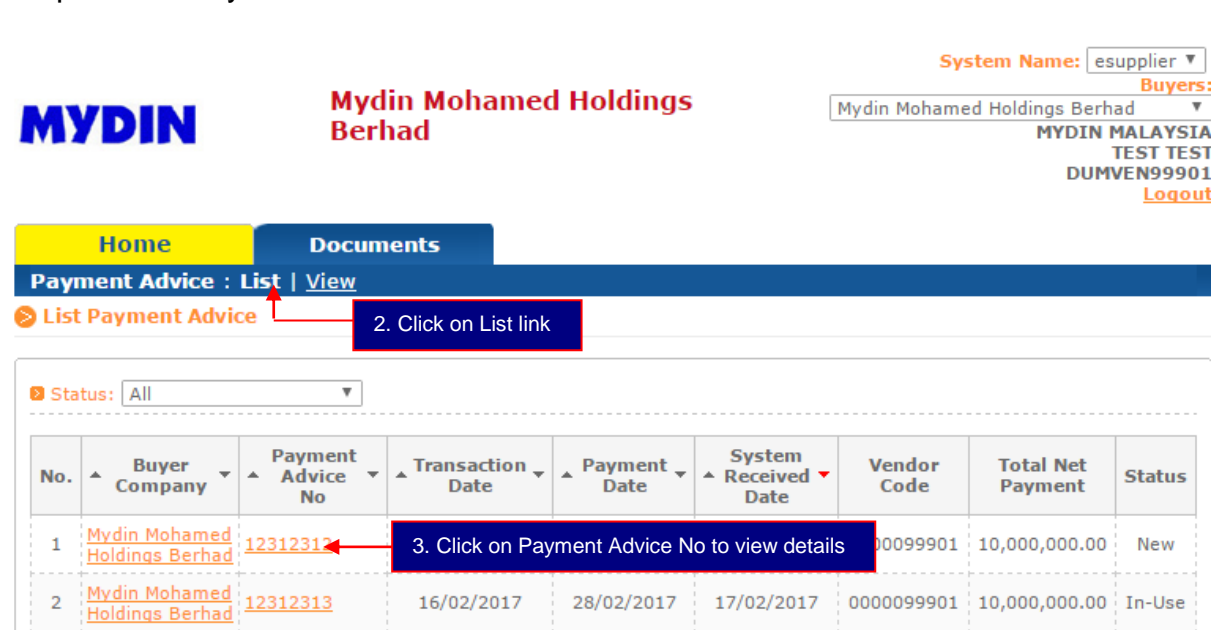
Home Documents Orders Profile

Receiving Note Outright Invoice Debit Note Payment Advice

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

1. Click on Documents tab and select Payment Advice

Step 2 View Payment Advice



System Name:  Buyers: Mydin Mohamed Holdings Berhad MYDIN MALAYSIA TEST TEST DUMVEN99901 Logout

Home Documents

Payment Advice : List View

List Payment Advice

2. Click on List link

Status: All

No.	Buyer Company	Payment Advice No	Transaction Date	Payment Date	System Received Date	Vendor Code	Total Net Payment	Status
1	Mydin Mohamed Holdings Berhad	12312312				00099901	10,000,000.00	New
2	Mydin Mohamed Holdings Berhad	12312313	16/02/2017	28/02/2017	17/02/2017	0000099901	10,000,000.00	In-Use

3. Click on Payment Advice No to view details

#### Status Definition:

- New → New Payment advice received from MYDIN.
- In-Use → Supplier has viewed Payment Advice.
- Changed → Mydin has changed Payment Advice.
- Change → Supplier has viewed changed Payment Advice.
- Acknowledged
- Alert → Supplier has not view/ open Payment Advice more than 1 days.



Mydin Mohamed Holdings Berhad

System Name: esupplier

Buyers:  
Mydin Mohamed Holdings Berhad  
MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

**Home** Documents

Payment Advice : [List](#) | [View](#)

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

MYDIN In-Use

View Payment Advice View Payment Advice History Attachment **4. Click on Attachment tab**

Payment Advice No	: 12312312	Total Net Payment	: 10,000,000.00
Transaction Date	: 16/02/2017	Payment Date	: 28/02/2017
File Name	: 000099901_20170216_20170228_12312312_1000000000.pdf.20170217111447016		

MYDIN In-Use

View Payment Advice View Payment Advice History Attachment

Payment Advice No	: 12312312	Total Net Payment	: 10,000,000.00
Transaction Date	: 16/02/2017	Payment Date	: 28/02/2017
File Name	: 000099901_20170216_20170228_12312312_1000000000.pdf.20170217111447016		

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

View Payment Advice View Payment Advice History Attachment

**Download Attachment**

No.	Attachment No	Version	Received Date
1	<a href="#">12312312</a>		17/02/2017

**5. Click on Attachment No. to download Payment Advice in PDF.**

## Step 3 Print Payment Advice

🖨️ Payment Advice print in PDF format.

**MYDIN** MYDIN SELAYANG EMPORIUM No. 16 Jln. SU/12 Taman Selayang Utama  
 68100 Selangor, Malaysia  
 MYDIN MOHAMED HOLDINGS BHD Tel No: 03-6136 7029  
 (221448-A) Fax : 03-6136 7020  
 GST ID: 0017045452208

### Payment Advice

DUMMY VENDOR DISTRIBUTION (M) SDN BHD  
 LOT 123 OFF JALAN UATAM 123  
 47500 PETALING JAYA  
 SELANGOR, MALAYSIA.  
 TELEPHONE.....03-1123 1234  
 FAX.....03-1123 1235  
 EMAIL.....antest@dumven.com  
 Creditor Business Reg.No :  
 Creditor GST No : 01612345678

Doc Number : 2000087104  
 Cheque Number : 288514  
 Date : 27.08.16  
 Creditor Id : 10000571  
 Terms days : P400 - PPD - 00.0%  
 Currency : MYR  
 Discount % :  
 Page : 1 of 5

Payee Name : DUMMBY VENDOR DISTRIBUTION (M) SDN BHD

Segment	Document Date	Invoice/DN no	Description	Amount Settled	Discount	Amount Paid
1005	01.09.2016	902043545	dummy 100012345 rm1978.02-rm7918 (gra:4020)	1,898.84	0.00	1,898.84
			Subtotal 1005	1,898.84	0.00	1,898.84
1013	01.09.2016	902042858	MMM-100012345	900.53	0.00	900.53
			Subtotal 1013	900.53	0.00	900.53
			<b>Grand Total</b>	<b>2,799.37</b>	<b>0.00</b>	<b>2,799.37</b>


#### Remittance Comments

Dear Valued Suppliers,

1. i) With immediate effect, an administrative charges of RM 5.00 Plus 6% GST will be imposed for all mode of payment made (Electronic Fund Transfer ('EFT'), self-collection or courier) per transaction.  
 ii) To ensure successful implementation of the EFT, a test transfer of RM 1.00 will be credited into your Bank account. The RM 1.00 will be deducted off/reversed subsequently in the next schedule payment to you.
2. Please take note that all standard contracted discounts are auto-generated by our system and printed in this Remittance Advice. With this, there will be no longer be issuance of debit note by us for the standard contracted discounts.
3. Any dispute in the invoice MUST be highlighted within 1 month from the date of the cheque issued. Management will strictly not entertain any dispute thereafter.
4. All return/damaged good MUST be collected on daily or weekly basis as stipulated in our Goods Return Policy. Any uncollected goods, which are left in our custody exceeding 45 days from date of return note, will be destroyed without any further notice and no further claim will be entertained.
5. Supply of listed item MUST be with unique barcode for every SKU and packing. Effective immediately, any non-barcoded packaging and/or item will be STRICTLY rejected.

### 7.2.2 View Payment Advice

Allows user to search Payment Advice.



**Mydin Mohamed Holdings Berhad**

System Name:

Buyers:

MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home
Documents

Payment Advice : [List](#) | [View](#)

➤ View Payment Advice
1. Click on View link
3. Click on Search button

Buyer Company : Mydin Mohamed Holdings Berhad

Transaction Date : From  To

System Received Date : From  To

Status :

Payment Date : From  To

Search  
Reset  
Advanced

2. Enter search criteria
Click on this button if you need to clear the search.
Click here for additional search criteria.

No.	Buyer Company	Payment Advice No	Transaction Date	Payment Date	System Received Date	Vendor Code	Total Net Payment	Status
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">12312312</a>	16/02/2017	28/02/2017	17/02/2017	0000099901	10,000,000.00	In-Use
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">12312313</a>	16/02/2017	28/02/2017	17/02/2017	0000099901	10,000,000.00	In-Use
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">PA00003</a>	01/11/2016	01/11/2016	05/12/2016	0000099901	42,600.00	In-Use

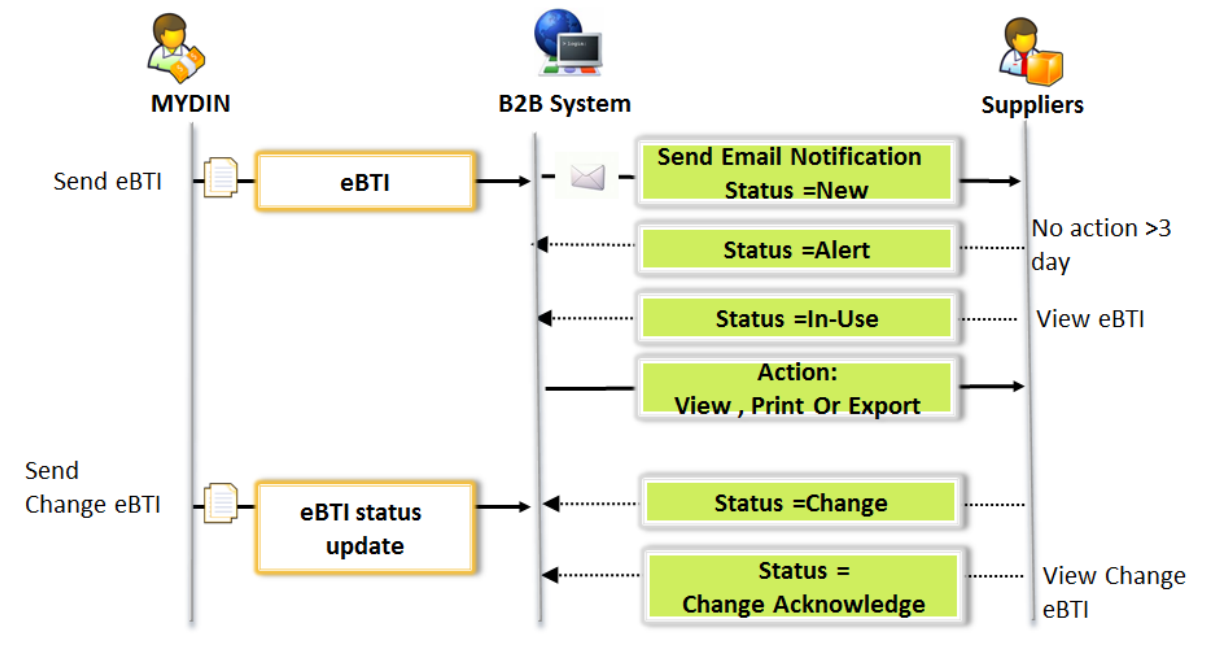
## Chapter 8: Buyer Invoice / Buyer Tax Invoice

### 8.1 Buyer Invoice / Buyer Tax Invoice Process

This section provides step by step guide on Buyer Invoice / Buyer Tax Invoice among MYDIN, B2B System, and Supplier.

#### Step to process Buyer Invoice / Buyer Tax Invoice

#### Buyer Invoice / Buyer Tax Invoice (eBI/eBTI) Process flow






## 8.2 Buyer Invoice / Buyer Tax Invoice Module Step by Step

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

### 8.2.1 List Buyer Invoice / Buyer Tax Invoice

Step 1 Select Buyer Invoice / Buyer Tax Invoice Documents



**Mydin Mohamed Holdings Berhad**

System Name: esupplier  
 Buyers: Mydin Mohamed Holdings Berhad  
 MYDIN MALAYSIA  
 TEST TEST  
 DUMVEN99901  
[Logout](#)

Home
Documents
Buyer Invoice / Buyer Tax Invoice
Orders
View
Print
Export

[List Buyer Invoice](#)


Status: All

No.	Buyer Company	Doc No	Doc Date	System Received Date	Doc Type	Currency	Amount	Status
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	21/06/2017	Tax Invoice	MYR	5.30	Change Acknowledge
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	22/06/2017	Tax Invoice	MYR	5.30	New
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	22/06/2017	Tax Invoice	MYR	5.30	Change
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	21/06/2017	Tax Invoice	MYR	5.30	Change
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	22/06/2017	Tax Invoice	MYR	5.30	Change
6	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	22/06/2017	Tax Invoice	MYR	5.30	New

1 of 6

1. Click on Documents tab and select MYDIN Buyer Invoice / Buyer Tax Invoice.

## Step 2 List Buyer Invoice / Buyer Tax Invoice



**Mydin Mohamed Holdings Berhad**

System Name: esupplier ▾

Buyers: Mydin Mohamed Holdings Berhad ▾

MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901

[Logout](#)

Home
Documents

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

➤ [List Buyer Invoice](#)

Status: All ▾

No.	Buyer Company	Buyer Invoice Document No	Document Date	System Received Date	Category	Amount	Status
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	21/06/2017	Tax Invoice	MYR 5.30	Change Acknowledge
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	New
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	Change Acknowledge
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	21/06/2017	Tax Invoice	MYR 5.30	Change
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	Change
6	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	New

1 of 6

### Status Definition:

- New → New Buyer Invoice received from MYDIN.
- In-use → Supplier has viewed Buyer Invoice.
- Alert → Supplier has not view/open the Buyer Invoice after 3 day.
- Change → MYDIN changed the Buyer Invoice.
- Change Acknowledge → Supplier has viewed the changed Buyer Invoice.

## Step 3 View Buyer Invoice / Buyer Tax Invoice Screen

MYDIN
Change Acknowledge

View Buyer Invoice

View Buyer Invoice History

**MYDIN MOHAMED HOLDINGS BHD**  
 (221448-A)  
 Lot No. 675 & 676, Persiaran Subang Permai, Usj 1,  
 47500 Subang Jaya, Selangor  
 Malaysia  
 Telephone: 603-80736000  
 Fax: 603-80736000  
 GST ID: 001704542208

**TAX INVOICE**  
 (Vendor Tax Invoice)  
 990000TEST1ZA

---

**Account No:** 0000099901  
**Name:** DUMVEN99901  
**Address:** Jaya 33  
 Petaling Jaya  
 47300 Petaling Jaya SELANGOR  
 Telephone:-  
 Fax :-  
 Email : Testing@b2b.com.my  
 Business Reg No : 82977X  
 GST No : 001485914112

**Tax Invoice No.:** 990000TEST1ZA  
**Date:** 25/07/2015  
**Payment Terms:** P400  
**Currency:** MYR

---

No	Description	Tax Code	Amount
001	BANK CHARGES	SR	5.00

**Comments:**  
doc type ZA test BTI

Sub Total (Excluding GST) : 5.00  
 GST @ 6% : 0.30  
 Total Amount (Including GST) : 5.30

**GST Summary**

Tax Code	Description	Amount(MYR)	Tax(MYR)
SR	GST @ 6%	5.00	0.30
IS	GST @ 0%	0.00	0.00

**Issued by:**

This is a Computer Generated Document  
No Signature Required

---

Name: DW-AILEEN

3. Click on Print Original

→

Print Original

→

Export

←

Click on Export button to export Buyer Invoice in CSV.

## Step 4 Print Buyer Invoice / Buyer Tax Invoice

Buyer Invoice print in PDF format.

**MYDIN**  
 MYDIN MOHAMED HOLDINGS BHD  
 (221448-A)

MYDIN MOHAMED HOLDINGS BHD  
 (221448-A)  
 Lot No. 675 & 676, Persiaran Subang Permai, Usj 1,  
 47500 Subang Jaya, Selangor Malaysia  
 Malaysia  
 Telephone : 603-80738000  
 Fax.....: 603-80738000  
 GST ID.....:001704542208

**TAX INVOICE**  
 (Vendor Tax Invoice)  
 990000TEST1ZA

**Account No:** 0000099901  
**Name:** DUMVEN99901  
**Address:** Jaya 33  
 Petaling Jaya  
 47300 Petaling Jaya  
 SELANGOR  
 Telephone:-  
 Fax :-  
 Email : test@b2b.com.my  
 Business Reg. No : 82977X  
 GST No :001485914112

**Tax Invoice No:** 990000TEST1ZA  
**Date:** 25/07/2015  
**Payment Terms:** P400  
**Currency:** MYR

No	Description	Tax Code	Amount
001	BANK CHARGES	SR	5.00

**Comments:**

doc type ZA test BTI

**Sub Total(excluding GST)** : 5.00  
**GST 6 %** : 0.30  
**Total Amount (Including GST)** : 5.30

**GST Summary**

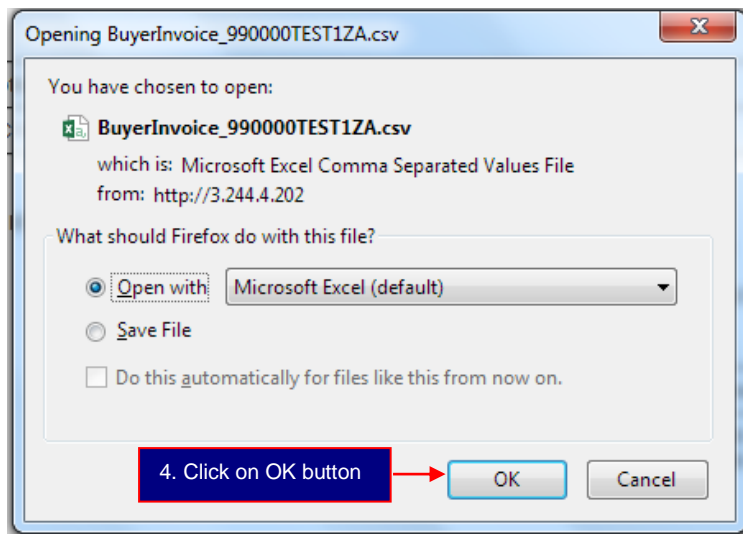
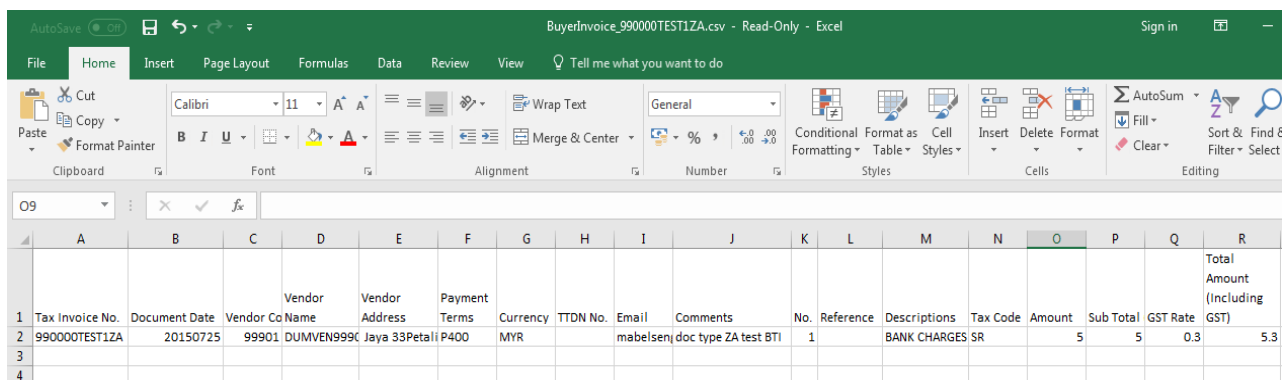
Tax Code	Description	Amount(MYR)	Tax(MYR)
SR	GST @ 6%	5.00	0.30
IS	GST @ 0%	0.00	0.00

**Issued By:**

This is Computer Generated Document  
 No Singnature required

**Name:**DW-AILEEN

Step 5 View exported Buyer Invoice / Buyer Tax Invoice in CSV (Optional)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
			Vendor	Vendor	Payment													Total Amount (Including GST)
1	Tax Invoice No.	Document Date	Vendor Co Name	Address	Terms	Currency	TTDN No.	Email	Comments	No.	Reference	Descriptions	Tax Code	Amount	Sub Total	GST Rate		
2	990000TEST1ZA	20150725	99901	DUMVEN999C	Jaya 33Petal	P400	MYR	mabelsen	doc type ZA test BTI	1		BANK CHARGES SR		5	5	0.3		5.3
3																		
4																		

Step 6 View Buyer Invoice / Buyer Tax Invoice History (Optional)

[View](#)

[Back To Listing](#)

View Buyer Invoice
View Buyer Invoice History

**Buyer Invoice Header Information**

Buyer Invoice Document No	990000TEST1ZA	Status	<b>Change Acknowledge</b>
Buyer Company	<a href="#">Mydin Mohamed Holdings Berhad</a>	Document Date	25/07/2015
Received Date	22/06/2017		

**Buyer Invoice History**

No.	Timestamp	Status	Performed By	Properties
1	22/06/2017 18:01	New		
2	22/06/2017 18:03	Change		
3	23/08/2017 12:08	Change Acknowledge	ADMIN	

**Buyer Invoice Action History**


No.	Timestamp	Action	Performed By
1	28/08/2017 16:19	Printed	ADMIN
2	28/08/2017 16:26	Exported	ADMIN

**Buyer Invoice Version Archive**

No.	Buyer Invoice Version	Timestamp	Issued By
1	<a href="#">Original Version</a>	22/06/2017 18:01	
2	<a href="#">2.0</a>	22/06/2017 18:03	

### 8.2.2 View Buyer Invoice / Buyer Tax Invoice

Allows the user to search and view Buyer Invoice / Buyer Tax Invoice



**Mydin Mohamed Holdings Berhad**

System Name:    
 Buyers:    
 MYDIN MALAYSIA   
 TEST TEST   
 DUMVEN99901   
[Logout](#)

Home
Documents

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

➤ View Buyer Invoice

Buyer Company : Mydin Mohamed Holdings Berhad    Status : All

Buyer Invoice Document No :

Document Date : From  To

System Received Date : From  To

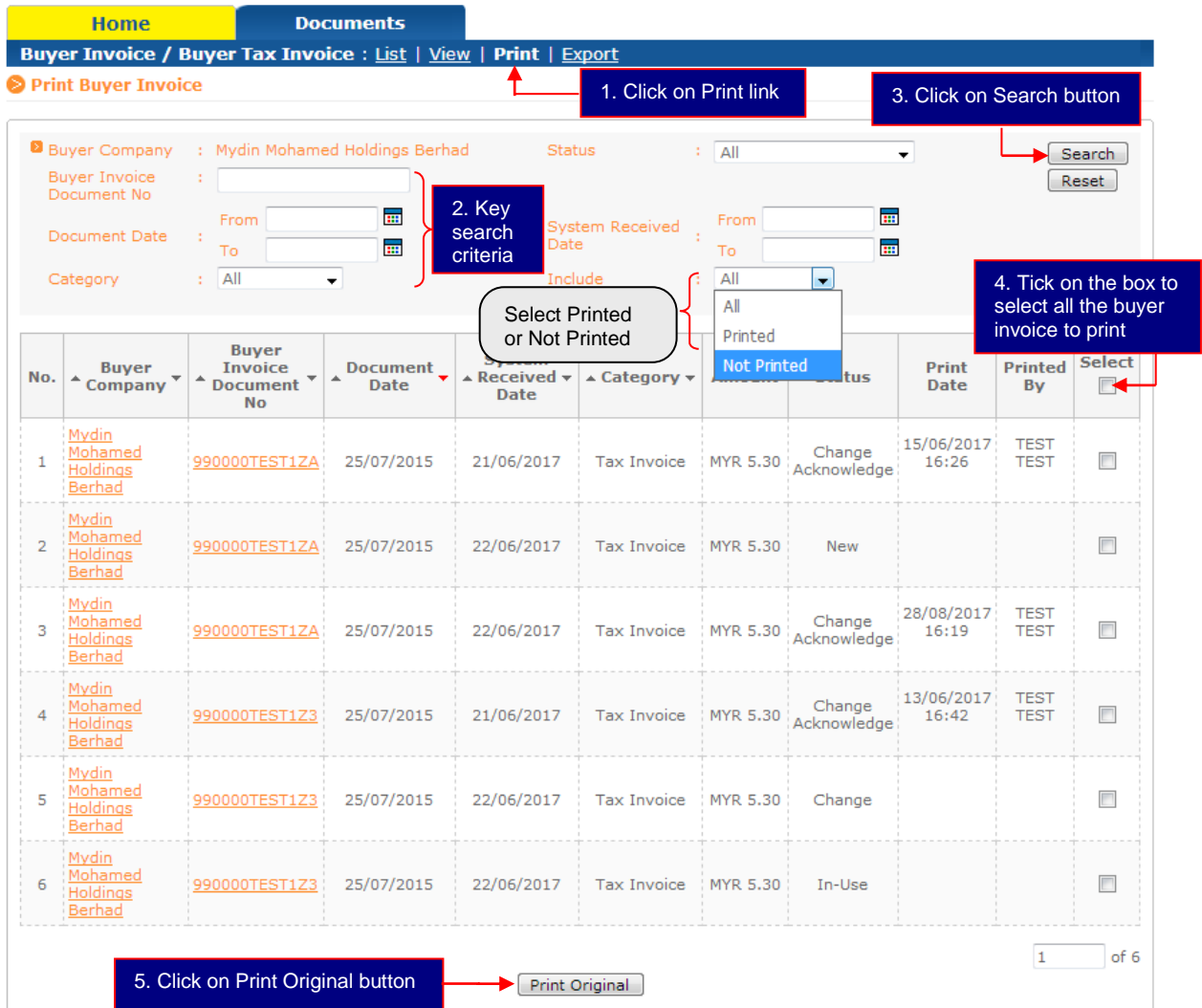
Category : All

No.	Buyer Company	Buyer Invoice Document No	Document Date	System Received Date	Category	Amount	Status
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	21/06/2017	Tax Invoice	MYR 5.30	Change Acknowledge
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	New
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1ZA</a>	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	Change Acknowledge
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	21/06/2017	Tax Invoice	MYR 5.30	Change Acknowledge
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	Change
6	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">990000TEST1Z3</a>	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	In-Use

1 of 6

### 8.2.3 Print Buyer Invoice / Buyer Tax Invoice

Allows the user to search Buyer Invoice / Buyer Tax Invoice and Print in batch



**1. Click on Print link**

**2. Key search criteria**

**3. Click on Search button**

**4. Tick on the box to select all the buyer invoice to print**

**5. Click on Print Original button**

No.	Buyer Company	Buyer Invoice Document No	Document Date	Received Date	Category	Status	Print Date	Printed By	Select
1	Mydin Mohamed Holdings Berhad	990000TEST1ZA	25/07/2015	21/06/2017	Tax Invoice	MYR 5.30 Change Acknowledge	15/06/2017 16:26	TEST TEST	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	990000TEST1ZA	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30 New			<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	990000TEST1ZA	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30 Change Acknowledge	28/08/2017 16:19	TEST TEST	<input type="checkbox"/>
4	Mydin Mohamed Holdings Berhad	990000TEST1Z3	25/07/2015	21/06/2017	Tax Invoice	MYR 5.30 Change Acknowledge	13/06/2017 16:42	TEST TEST	<input type="checkbox"/>
5	Mydin Mohamed Holdings Berhad	990000TEST1Z3	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30 Change			<input type="checkbox"/>
6	Mydin Mohamed Holdings Berhad	990000TEST1Z3	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30 In-Use			<input type="checkbox"/>



### 8.2.4 Export Buyer Invoice / Buyer Tax Invoice

Allows the user to Export Buyer Invoice / Buyer Tax Invoice in batch

Home
Documents

Buyer Invoice / Buyer Tax Invoice
List | View | Print | **Export**

➤ Export Buyer Invoice

Buyer Company : Mydin Mohamed Holdings Berhad

Buyer Invoice Document No :

Document Date : From  To

Category : All

Status : All

System Received Date : From  To

Include :

No.	Buyer Company	Buyer Invoice Document No	Document Date	Received Date	Category	Export Date	Exported By	Select
1	Mydin Mohamed Holdings Berhad	990000TEST1ZA	25/07/2015	21/06/2017	Tax Invoice	MYR 5.30	Change Acknowledge	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	990000TEST1ZA	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	New	<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	990000TEST1ZA	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	Change Acknowledge 28/08/2017 16:26	TEST TEST <input type="checkbox"/>
4	Mydin Mohamed Holdings Berhad	990000TEST1Z3	25/07/2015	21/06/2017	Tax Invoice	MYR 5.30	Change Acknowledge	<input type="checkbox"/>
5	Mydin Mohamed Holdings Berhad	990000TEST1Z3	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	Change	<input type="checkbox"/>
6	Mydin Mohamed Holdings Berhad	990000TEST1Z3	25/07/2015	22/06/2017	Tax Invoice	MYR 5.30	In-Use	<input type="checkbox"/>

1 of 6

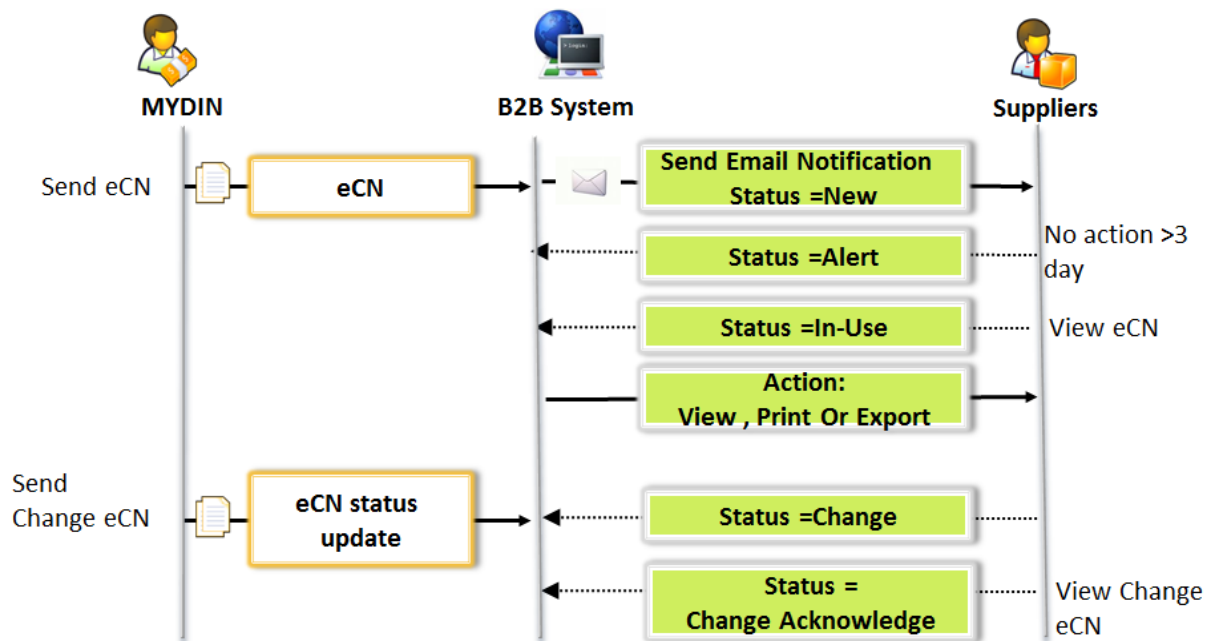
## Chapter 9: Credit Note (Vendor Credit Note / Credit Note RTV)

### 9.1 Credit Note Process

This section provides step by step guide on Credit Note among MYDIN, B2B System, and Supplier.

#### Step to process Credit Note

#### Credit Note (Vendor Credit Note / Credit Note RTV) Process flow




## 9.2 Credit Note Module (Vendor Credit Note / Credit Note-RTV) Step by Step

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

### 9.2.1 List Credit Note

Step 1 Select Credit Note Documents



**Mydin Mohamed Holdings Berhad**

System Name: esupplier

Buyers: Mydin Mohamed Holdings Berhad

MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home
Documents

Credit Note : [List](#) | [View](#)
Orders
Manage Notification

➤ [List Credit Note](#)

Status: All

No.	Buyer Company	C No	Received Date	Vendor Code	Category	Amount	Status	
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	01/08/2017	0000099901	Vendor Credit Note	5.30	In-Use	
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	27/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 62.59	In-Use
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	27/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 63.59	Change Acknowledged
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 62.59	In-Use
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2017	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
6	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN002</a>	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	7.30	In-Use
7	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN002</a>	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	5.30	Change Acknowledged
8	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
9	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
10	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	Change Acknowledged

1 of 10

## Step 2 List Credit Note



**Mydin Mohamed Holdings Berhad**

System Name: esupplier

Buyers:

Mydin Mohamed Holdings Berhad

MYDIN MALAYSIA

TEST TEST

DUMVEN99901

[Logout](#)

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

> **List Credit Note**

Status: All | Category: All


No.	Buyer Company	Credit Note No	Issue Date	System Received Date	Vendor Code	Category	Amount	Status
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN002</a> ← 2. Click on Credit Note No.	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	5.30	In-Use
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	27/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 62.59	In-Use
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	27/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 63.59	Change Acknowledged
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 62.59	In-Use
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2017	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
6	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN002</a>	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	7.30	In-Use
7	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN002</a>	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	5.30	Change Acknowledged
8	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
9	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
10	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	Change Acknowledged

1 of 10

### Status Definition:

- New → New Credit Note received from MYDIN.
- In-use → Supplier has viewed Credit Note.
- Alert → Supplier has not view/open the Credit Note after 3 day.
- Change → MYDIN changed the Credit Note.
- Change Acknowledge → Supplier has viewed the changed Credit Note.

## Step 3 View Credit Note (Vendor Credit Note) Screen



**Mydin Mohamed Holdings Berhad**

System Name: esupplier **Buyers:**

Mydin Mohamed Holdings Berhad

**MYDIN MALAYSIA**  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home
Documents

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

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

MYDIN
In-Use

View Credit Note

View Credit Note History

**MYDIN MOHAMED HOLDINGS BHD**  
(221448-A)  
Lot No. 675 & 676, Persiaran Subang Permai, Usj 1,  
47500 Subang Jaya, Selangor  
Malaysia  
Telephone: 603-80736000  
Fax: 603-80736000  
GST ID: 001704542208

**CREDIT NOTE**  
(Vendor Credit Note)  
DUMVEN002

**Account No:** 0000099901  
**Name:** DUMVEN99901  
**Address:** Jaya 33  
Petaling Jaya  
47300 Petaling Jaya SELANGOR  
Telephone :  
Fax :  
Email : Deocean5335@hotmail.com  
Business Reg No : 759304K  
GST No : 000674799616

**Credit Note No.:** DUMVEN002  
**Date:** 29/11/2017  
**Payment Terms:**  
**Currency:**  
**Reference No:**  
**Reference Date:**

No	Reference	Description	Tax Code	Amount
001		admin	SR	5.00

**Comments:**

Sub Total (Excluding GST)	:	5.00
GST @ 6%:	:	0.30
<b>Total Amount (Including GST)</b>	<b>:</b>	<b>5.30</b>

**GST Summary**

Tax Code	Description	Amount(MYR)	Tax(MYR)
SR	GST @ 6%	5.00	0.30
ZR	GST @ 0%	0.00	0.00

**Issued by:**

This is a Computer Generated Document  
No Signature Required

---

Name: AILEEN ECHEVARRIA

Payment can be made via online transfer to our company's bank account no. **640870010017551** with Alliance Islamic Bank Berhad or via cheque. Cheque should be crossed and made payable to **MYDIN MOHAMED HOLDINGS BHD**. Late payment penalty of 1.5% per month will be charged on overdue accounts. Any complaint regarding the goods/services detailed herein should be made on receipt of goods/services performed document before accepting delivery or in writing within 48 hours thereon. Any payment received after the statement date will not be included in this Statement of Accounts. In case of discrepancy, please notify us at [finance@mydin.com](mailto:finance@mydin.com) within 14 days from receipt of this statement.  
Thank you for your support.

3. Click on Print Original

Print Original

Export

Click on Export button to export Credit Note in CSV.

## Step 4 Print Credit Note (Vendor Credit Note)

🖨️ Credit Note print in PDF format.

Printed on

**MYDIN**  
 MYDIN MOHAMED HOLDINGS BHD  
 (221448-A)

MYDIN MOHAMED HOLDINGS BHD  
 (221448-A)  
 Lot No. 675 & 676, Persiaran Subang Permai, Usj 1,  
 47500 Subang Jaya, Selangor Malaysia  
 Malaysia  
 Telephone : 603-80738000  
 Fax.....: 603-80738000  
 GST ID.....: 001704542208

**Credit Note**  
 (Vendor Credit Note)  
 DUMVEN002

**Account No:** 0000099901  
**Name:** DUMVEN99901  
**Address:** Jaya 33  
 Petaling Jaya  
 47300 Petaling Jaya  
 SELANGOR  
 Telephone:  
 Fax :  
 Email : Deocean5335@hotmail.com  
 Business Reg. No : 759304K  
 GST No : 000874799816

**Credit Note No:** DUMVEN002  
**Date:** 29/11/2017  
**Payment Terms:**  
**Currency:**  
**Reference No:**  
**Reference Date:**

No	Reference	Description	Tax Code	Amount
001		admin	SR	5.00

Comments:

<b>Sub Total(excluding GST)</b>	:	5.00
<b>GST 6 %</b>	:	0.30
<b>Total Amount (Including GST)</b>	:	5.30

**GST Summary**

Tax Code	Description	Amount(MYR)	Tax(MYR)
SR	GST @ 6%	5.00	0.30
ZR	GST @ 0%	0.00	0.00

**Issued By:**

This is Computer Generated Document  
 No Signature required

**Name:** AILEEN ECHEVARRIA

Payment can be made via online transfer to our company's bank account no. **640870010017551** with Alliance Islamic Bank Berhad or via cheque. Cheque should be crossed and made payable to **MYDIN MOHAMED HOLDINGS BHD**. Late payment penalty of 1.5% per month will be charged on overdue accounts. Any complaint regarding the goods/services detailed herein should be made on receipt of goods/services performed document before accepting delivery or in writing within 48 hours thereon. Any payment received after the statement date will not be included in this Statement of Accounts. In case of discrepancy, please notify us at [finance@mydin.com](mailto:finance@mydin.com) within 14 days from receipt of this statement.

Thank you for your support.

## Print Credit Note (Return To Vendor)

🔥 Credit Note print in PDF format.

Printed on

**MYDIN** SELAYANG WHOLESALE EMPORIUM  
 10-16, JALAN SU/12, 68100  
 TAMAN SELAYANG UTAMA, SELANGOR, MY  
MYDIN MOHAMED HOLDINGS BHD (221448-A)  
 TEL NO: - FAX NO: -  
 GST ID : 001704542208

**CREDIT NOTE**  
 (Return To Vendor)  
 DUMVEN001

0000099901  
 DUMVEN99901  
 Jaya33 Jalan Semangat  
 47300 Petaling Jaya  
 Selangor, MY  
 TEL NO. : 603-76297388 | FAX No. : 603-76297388  
 GST ID : 000381399040

Legend:  
 R-Reason  
 01 - Damaged  
 02 - Expired  
 03 - Poor condition  
 04 - Product Recall  
 05 - Overstock

Credit Note No : DUMVEN001  
 Return PO No : 9500083386  
 Date : 27.07.2017  
 Payment Terms : P000  
 Currency : MYR  
 Document No :  
 Reference Date : 26.07.2017

No.	Article	Article Description	Barcode	UOM	QTY	Unit Price	GST Code	Amount	R
10	10008511	Item A	2600002857015	EA	12.000	2.70	TX	32.40	02
20	10060136	Item B	9556231110281	EA	13.000	2.05	TX	26.65	02

<b>Total Carton</b>	1.000
---------------------	-------

<b>Total Amount (Excluding GST)</b>	59.05
<b>GST @ 6%</b>	3.54
<b>Total Amount (Including GST)</b>	62.59

GST Code	Amount Excluding GST	Tax
TX	RM 59.05	RM 3.54

**Comments:**

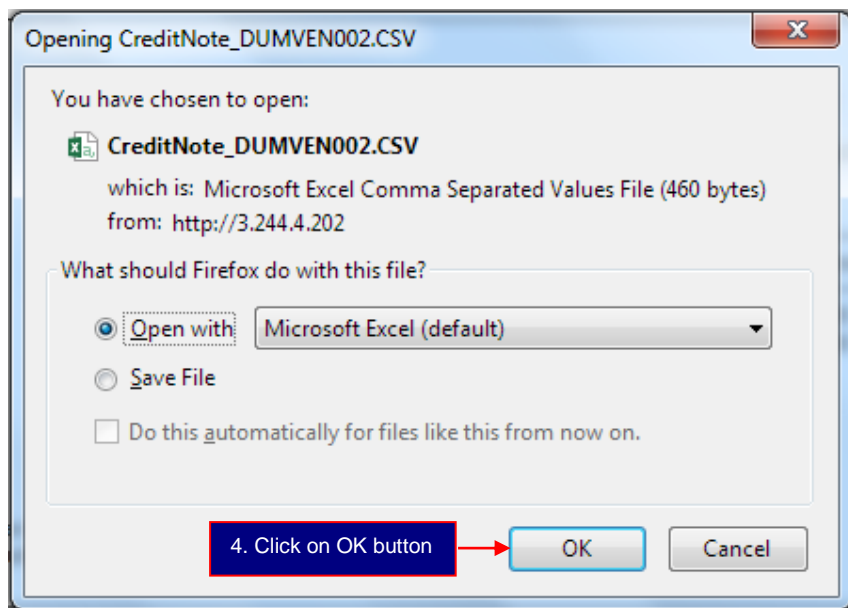
test

Issued By :

THIS IS A COMPUTER GENERATED DOCUMENT  
 NO SIGNATURE REQUIRED

\_\_\_\_\_  
 Name: AILEEN ECHEVARRIA

## Step 5 View exported Credit Note in CSV (Optional)



CreditNote\_DUMVEN002.CSV - Read-Only - Excel

Credit Note No.	Document Date	Vendor Code	Vendor Name	Vendor Address	Payment Terms	Currency	TTDN No	Email	Comments	No.	Reference	Descriptions	Tax Code	Amount	Sub Total (excl. GST)	GST Rate	Total Amount (Including GST)
1				Jaya 33Petaling Jaya47300Petaling													
2	DUMVEN0	20171129	99901	DUMVEN99901	JayaSELANGOR			Deocean5335@hotmail.com		1		admin	SR	5	5	0.3	5.3



## Step 6 View Credit Note History (Optional)

[View](#)

[Back To Listing](#)

View Credit Note
View Credit Note History

**Credit Note Header Information**

Credit Note No	DUMVEN001	Status	<b>Change Acknowledged</b>
Buyer Company	<a href="#">Mydin Mohamed Holdings Berhad</a>	Issue Date	27/07/2017
Total Amount	MYR 63.59		

**Credit Note History**

No.	Timestamp	Status	Performed By	Properties
1	01/08/2017 14:02	New	MYDIN	
2	01/08/2017 15:42	Changed		
3	01/08/2017 15:57	Change Acknowledged	ADMIN	

**Credit Note Action History**

No.	Timestamp	Action	Performed By
1	01/08/2017 16:25	Printed	ADMIN
24	28/08/2017 18:44	Printed	ADMIN

**Credit Note Version Archive**

No.	Credit Note Version	Timestamp	Issued By
1	<a href="#">Original Version</a>	01/08/2017 14:02	
2	<a href="#">2.0</a>	01/08/2017 15:42	

## 9.2.2 View Credit Note

Allows the user to search and view Credit Note (Vendor Credit Note / Credit Note RTV)

Home
Documents

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

➤ View Credit Note
1. Click on View link
3. Click on Search button

Buyer Company : Mydin Mohamed Holdings Berhad

Credit Note No :

Issue Date : From  To

System Received Date : From  To

Status : All

Category : All

All

Vendor Credit Note

Credit Note RTV

[Advanced](#)

2. Enter search criteria


Click here for additional search criteria: Vendor Code

No.	Buyer Company	Credit Note No	Issue Date	System Received Date	Vendor Code	Category	Amount	Status
1	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN002</a>	29/11/2017	01/08/2017	0000099901	Vendor Credit Note	5.30	In-Use
2	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	27/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 62.59	In-Use
3	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	27/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 63.59	Change Acknowledged
4	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 62.59	In-Use
5	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2017	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
6	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN002</a>	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	7.30	In-Use
7	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN002</a>	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	5.30	Change Acknowledged
8	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
9	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use
10	<a href="#">Mydin Mohamed Holdings Berhad</a>	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	Change Acknowledged

of 10

## 9.2.3 Print Credit Note

Allows the user to search Credit Note Credit Note (Vendor Credit Note / Credit Note RTV) and Print in batch



**Mydin Mohamed Holdings Berhad**

Buyers: Mydin Mohamed Holdings Berhad

System Name: esupplier

MYDIN MALAYSIA  
TEST TEST  
DUMVEN99901  
[Logout](#)

Home
Documents

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

➤ [Print Credit Note](#)

Buyer Company : Mydin Mohamed Holdings Berhad

Credit Note No :

Issue Date : From  To

System Received Date : From  To

Vendor Code :

Status : All

Category : All

Include : All

[Simple](#)


No.	Buyer Company	Credit Note No	Issue Date	System Received Date	Vendor Code	Category	Amount	Status	Print Date	Printed By	Select
1	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN002</a>	29/11/2017	01/08/2017	0000099901	Vendor Credit Note	5.30	In-Use			<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN001</a>	27/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 62.59	In-Use	29/08/2017 11:27	TEST TEST	<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN001</a>	27/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 63.59	Change Acknowledged	28/08/2017 18:44	TEST TEST	<input type="checkbox"/>
4	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN001</a>	20/07/2017	01/08/2017	0000099901	Credit Note RTV	MYR 62.59	In-Use	28/08/2017 18:44	TEST TEST	<input type="checkbox"/>
5	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN001</a>	20/04/2017	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use	28/08/2017 18:44	TEST TEST	<input type="checkbox"/>
6	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN002</a>	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	7.30	In-Use	28/08/2017 18:44	TEST TEST	<input type="checkbox"/>
7	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN002</a>	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	5.30	Change Acknowledged	28/08/2017 18:44	TEST TEST	<input type="checkbox"/>
8	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use	28/08/2017 18:44	TEST TEST	<input type="checkbox"/>
9	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use	28/08/2017 18:44	TEST TEST	<input type="checkbox"/>
10	Mydin Mohamed Holdings Berhad	<a href="#">DUMVEN001</a>	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	Change Acknowledged	28/08/2017 18:44	TEST TEST	<input type="checkbox"/>

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➤ [Print Original](#)

## 9.2.4 Export Credit Note

Allows the user to Export Credit Note (Vendor Credit Note / Credit Note RTV) in batch



**Mydin Mohamed Holdings Berhad**

System Name: | esupplier |  
 Buyers: Mydin Mohamed Holdings Berhad  
 MYDIN MALAYSIA  
 TEST TEST  
 DUMVEN99901  
[Logout](#)

Home
Documents

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

➤ Export Credit Note

1. Click on Export link

3. Click on Search button

Buyer Company : Mydin Mohamed Holdings Berhad

Credit Note No :

Issue Date : From  To

System Received Date : From  To

Vendor Code :

Status : All

Category : Vendor Credit Note

Vendor Credit Note

Credit Note RTV

Include : All

Simple

2. Enter search criteria

Click here for additional search criteria: Vendor Code

No.	Buyer Company	Credit Note No	Issue Date	System Received Date	Vendor Code	Category	Amount	Status	Export Date	Exported By	Select
1	Mydin Mohamed Holdings Berhad	DUMVEN002	29/11/2017	01/08/2017	0000099901	Vendor Credit Note	5.30	In-Use	29/11/2017	TEST TEST	<input type="checkbox"/>
2	Mydin Mohamed Holdings Berhad	DUMVEN001	20/04/2017	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use			<input type="checkbox"/>
3	Mydin Mohamed Holdings Berhad	DUMVEN002	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	7.30	In-Use	07/08/2017 09:38	TEST TEST	<input type="checkbox"/>
4	Mydin Mohamed Holdings Berhad	DUMVEN002	29/11/2016	01/08/2017	0000099901	Vendor Credit Note	5.30	Change Acknowledged	01/08/2017 15:57	TEST TEST	<input type="checkbox"/>
5	Mydin Mohamed Holdings Berhad	DUMVEN001	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use			<input type="checkbox"/>
6	Mydin Mohamed Holdings Berhad	DUMVEN001	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	In-Use			<input type="checkbox"/>
7	Mydin Mohamed Holdings Berhad	DUMVEN001	20/04/2016	01/08/2017	0000099901	Vendor Credit Note	MYR 2.12	Change Acknowledged			<input type="checkbox"/>

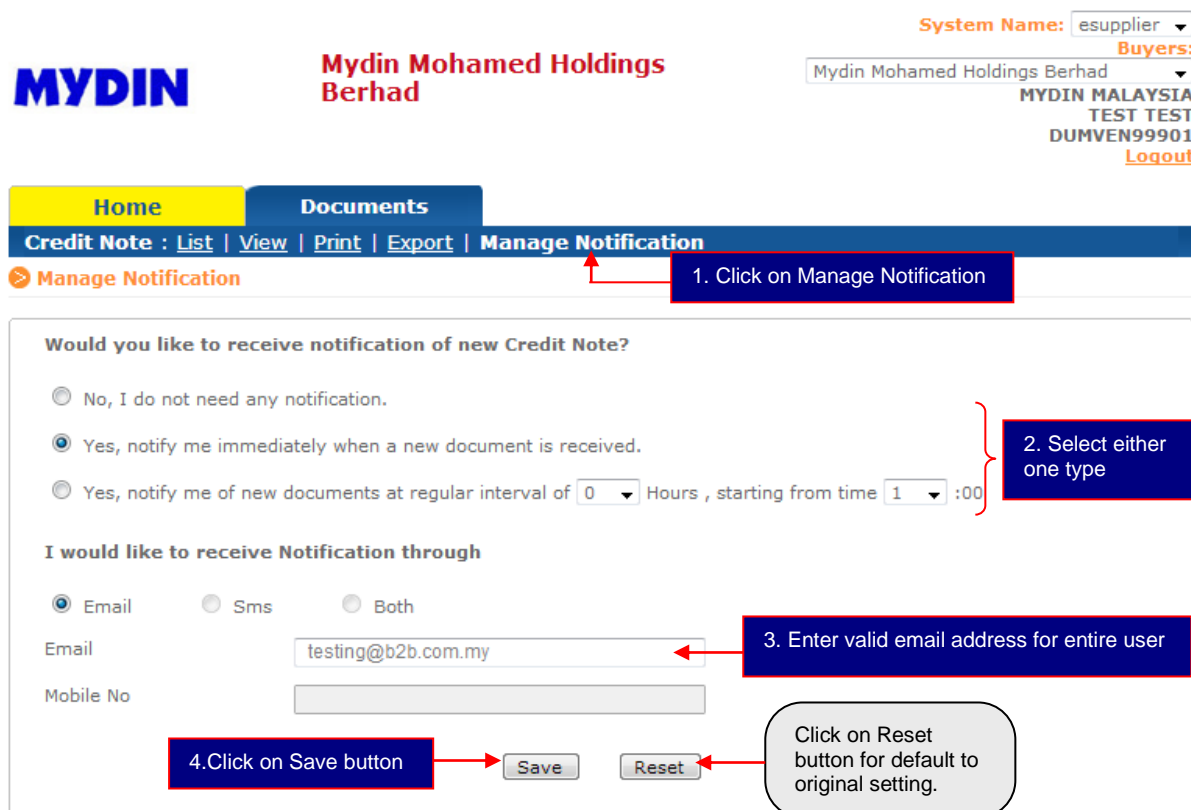
4. Tick on the box to select all the Credit Note to export

5. Click on Export button

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## 9.2.5 Manage Notification

Allows user to Manage Credit Note notification setup



The screenshot shows the MYDIN web interface for managing notifications. At the top right, the system name is 'esupplier' and the buyer is 'Mydin Mohamed Holdings Berhad'. The user is logged in as 'MYDIN MALAYSIA TEST TEST' with ID 'DUMVEN99901'. The navigation menu includes 'Home' and 'Documents', with 'Manage Notification' selected. The main content area asks 'Would you like to receive notification of new Credit Note?' with three radio button options: 'No, I do not need any notification.', 'Yes, notify me immediately when a new document is received.', and 'Yes, notify me of new documents at regular interval of 0 Hours, starting from time 1 :00'. Below this, it asks 'I would like to receive Notification through' with radio buttons for 'Email', 'Sms', and 'Both'. The 'Email' option is selected, and the email address 'testing@b2b.com.my' is entered. There are 'Save' and 'Reset' buttons at the bottom. Numbered callouts indicate: 1. Click on Manage Notification; 2. Select either one type; 3. Enter valid email address for entire user; 4. Click on Save button. A note also points to the Reset button, stating 'Click on Reset button for default to original setting.'