

## TATACARA KERJA :- LANGKAH UNTUK MEMERIKSA STATUS E-INVOICE

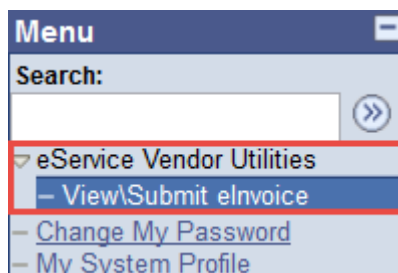
PENGGUNA BERKENAAN

PEMBEKAL

Langkah  
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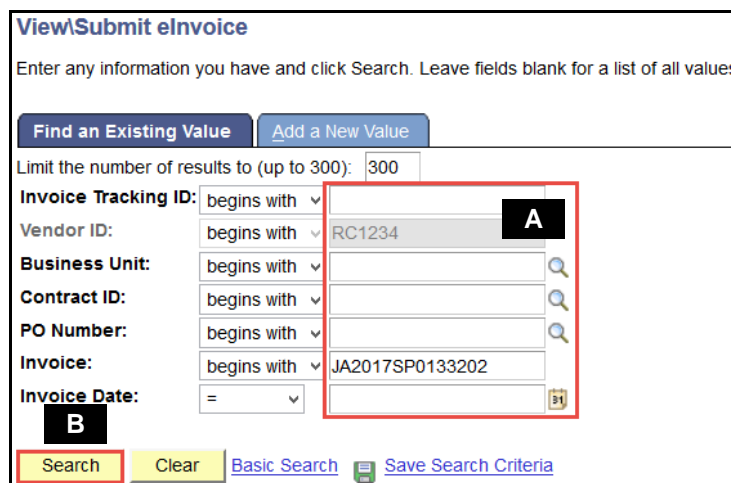
### LAYARI KE HALAMAN VIEW\SUBMIT E INVOICE:

**Menu > eService Vendor Utilities > View\Submit elnvoice**



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### DI HALAMAN VIEW\SUBMIT E INVOICE,



The screenshot shows the 'View\Submit elnvoice' search interface. It includes a search bar, a 'Find an Existing Value' button (highlighted with a red box), and several search criteria fields: Invoice Tracking ID, Vendor ID, Business Unit, Contract ID, PO Number, Invoice, and Invoice Date. The 'Invoice' field contains the value 'JA2017SP0133202'. A red box highlights the search criteria fields, with a black box labeled 'A' pointing to the 'Invoice' field. Another black box labeled 'B' points to the 'Search' button at the bottom left.

- A. Di petak **Find an Existing Value**, sila masukkan keterangan di petak yang disediakan seperti berikut:-
- **Invoice** :- Sila masukkan nombor **Invoice** (Contoh: JA2017SP0133202)
- B. Sila tekan punat **Search**

**Nota:** Maklumat boleh dimasukkan dalam semua petak atau dibiarkan kosong.

Keputusan **Search Results** akan tertera setelah menekan punat **Search**

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### DI HALAMAN VIEW\SUBMIT EINVOICE,

View\Submit einvoice

NOTA

**Vendor ID** RC1234      **eInvoice Number** 0000000192      **Invoice Status** Received

**Business Unit** SK03A      **Invoice** JA2017SP0133202      **Invoice Date** 21/08/2017

**Contract ID**      **PO Number** 0000076091      **Currency Code** BND      [View ShipTo Loc](#)

**\*Amount** 10.000      **PO Type** Goods      [Check Query History](#)

**Description** Invoice for Delivery Good      **\*Bank Account #** 6732382238

**Document Matrix** Find First 1 of 1 Last

Description Purchase Order

**Document Set** Find First 1-2 of 2 Last

Description Delivery Order      Document Type Mandatory

Attached Delivery\_Order.pdf     

File

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Description Purchase Order      Document Type Mandatory

Attached Purchase\_Order.PDF     

File

**Miscellaneous Docs** Find First 1 of 1 Last

Description

Attached File

**eInvoice Audit Trail**
Customize | Find | View All

First 1-5 of 5 Last

Time Stamp	User ID	User Name	Action Done
1 25/08/17 12:58:14.000000PM	RC1234	Fury Sdn Bhd	Saved as New
2 25/08/17 12:58:21.000000PM	RC1234	Fury Sdn Bhd	Submitted
3 25/08/17 12:58:52.000000PM	E00310869	E She	Queried
4 25/08/17 1:25:20.000000PM	RC1234	Fury Sdn Bhd	Re-Submitted after Query close
5 25/08/17 1:48:53.000000PM	E00310869	E She	Received

NOTA

**Nota:** eInvoice Audit Trail menunjukkan kedudukan status inbois