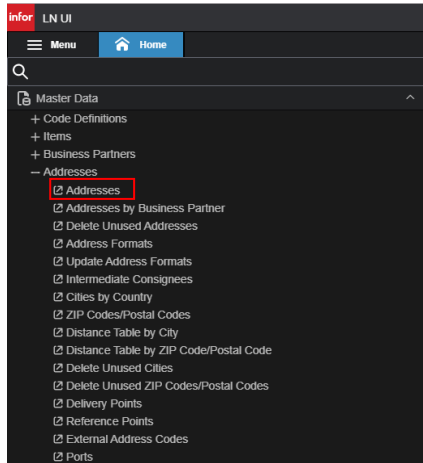


**TITLE**

**ADDRESS AND BUSINESS PARTNER REGISTRATION (STAFF)**

NO	SESSION/DIAGRAM	INSTRUCTIONS
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1.0



**1.0 Create New Address for Business Partner (STAFF):**

Menu\Master Data\Addresses\ Addresses

**All address and Business Partner must be created at company 888 and activate the roles at the dedicated company.**

Click at session Addresses (tccom4530m000).

Address Code	Name	Country	State	City Description	ZIP Code/Postal Code
SM0000326	MOHD HAZAZI BIN MOHD ZAIN	MY	SE	SHAH ALAM	
SM0000401	MOHD ZAMZAM BIN ARBAIE	MY	SE	SHAH ALAM	40400
SM0000406	MOHD NAZRI BIN IBRAHIM	MY	SE	SHAH ALAM	40400
SM0000411	MOHD FARIZ BIN IBRAHIM	MY	SE	SHAH ALAM	40400
SM0000460	MD MALIKI BIN MD SAID	MY	SE	SHAH ALAM	40400
SM0000469	MOHD ZAHARAN BIN HASNAWI	MY	SE	SHAH ALAM	40400
SM0000491	MOHD NIBAZLAN BIN OMAR ALI	MY	SE	SHAH ALAM	40400
SM0000509	MOHD SUFIAN BIN ISMAIL	MY	SE	SHAH ALAM	40400
SM0000548	MOHD FAIZOL BIN HASIM	MY	SE	SHAH ALAM	40100
SM0000556	MUHAMAD HATIM BIN TARMIZI	MY	SE	SHAH ALAM	40400
SM0000577	MUHAMMAD SYHIR RIDZWAN BIN ZOLKAFI	MY	SE	SHAH ALAM	40400
SM0000590	MOHD SADEQ BIN AB RAZAK	MY	SE	SHAH ALAM	40400
SM0000702	MOHD HAZIQ BIN YUSOP	MY	SE	SHAH ALAM	40710

1. Click this icon to create new staff address line.

**GENERAL TAB**

2. Enter 3 first number for the new staff address. The system will create the address code auto generate

**For Staff registration, the first and last number is inserted as “S” and “0”, but the second series is referred to the staff’s first alphabet.**

**Eg: Mohd Nazri bin Muhamood, the 3 first number is “SM0”**

3. Insert details as below:

- Insert name for the new STAFF in the “Name” field.
- Insert or zoom in the “Country” in Country field.
- Insert the “ZIP Code” for the new business partner.
- Insert or zoom in the **State/Province** field.
- Zoom in the city code.
- Insert “Address” in the Street field.

Menu Home Addresses

Address Code: \*SM0

General Detailed Formatted Address Miscellaneous **Address Lines**

Address Lines

Address Lines Format: [ ] [ ] **4**

Address Line 1: I/C: 820603-11-5119

Address Line 2: LOT PT 75-77, JALAN 26/6,

Address Line 3: KAW. PERINDUSTRIAN HICOM, SEKSYEN 26,

Address Line 4: PETI SURAT 7306,

Address Line 5: [ ]

Address Line 6: [ ]

### ADDRESS LINES TAB

If the address/ name is long, click at the **Address Lines** tab at the above tab menu.

4. Insert the name addition/IC No at **Address Line 1** and address additions for the business partner in the **Address Line 2/Line 3/Line 4** based on the length.

Menu Home Addresses

Address Code: \*SM0

General **Detailed** Formatted Address Miscellaneous Address Lines

Communication

Telephone: [ 03-51914636 ]

Fax: [ ]

Website: [ www.phn.com.my ]

E-mail: [ ]

Tax Identification

Local Tax Number: [ ]

GEO Code: [ ] JURISDICTION

**5**

### DETAILED TAB

Next, click at the **Detailed** tab menu.

5. Insert the telephone number, fax number, website link and email address of the company.

Menu Home Addresses

Address Code: \*SM0

General Detailed **Formatted Address** Miscellaneous Address Lines

Formatted Address

Address Format: [ MY ] [ ] MALAYSIA

Address: MOHD NAZRI BIN MUHAMOOD I/C: 820603-11-5119  
PHN INDUSTRY SDN BHD LOT PT 75-77, JALAN 26/6,  
KAW. PERINDUSTRIAN HICOM, SEKSYEN 26,  
PETI SURAT 7306,  
SHAH ALAM  
40710  
SELANGOR  
MALAYSIA

**6**

### FORMATTED ADDRESS TAB

The simulation address of the registered business partner can be view in the **Formatted Address Tab**.

6. Next, click Save and Close.

Address Code	Name	Country	State	City Description	ZIP Code/ Postal Code
SM0001000	MOHD NAZRI BIN MUHAMOOD	MY	SE	SHAH ALAM	40710

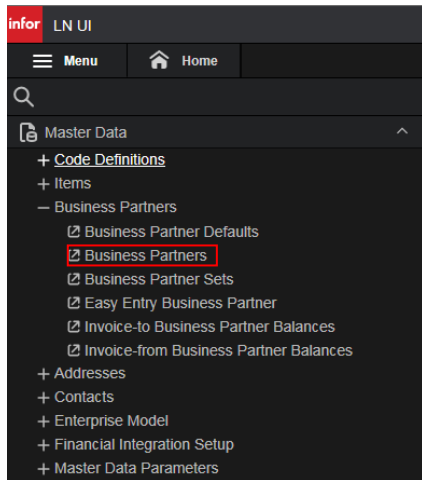
Now the new STAFF address code has been created for the company.

TITLE

ADDRESS AND BUSINESS PARTNER REGISTRATION (SUPPLIER)

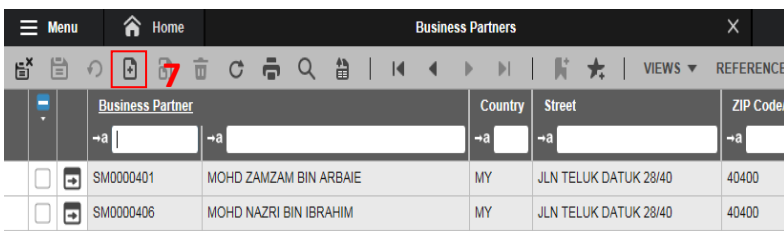
NO	SESSION/DIAGRAM	INSTRUCTIONS
----	-----------------	--------------

2.0

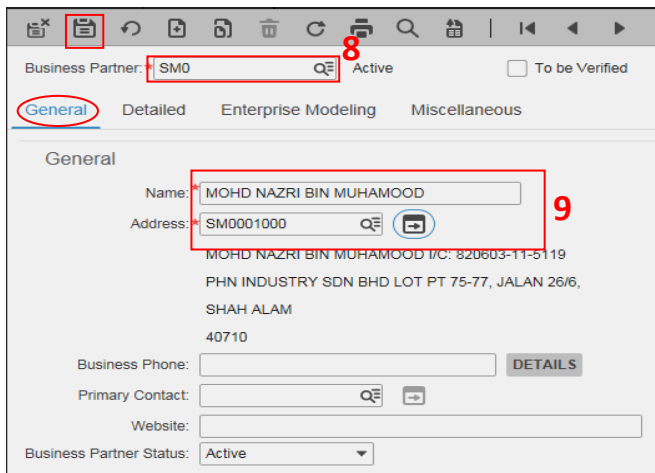


**2.0 Create New Business Partner for STAFF:**  
Menu\Master Data\Business Partners\ Business Partners

Click at session Business Partners (tcom4500m000).



7. Click this icon to create new Business Partner line.



8. Enter 3 first numbers for the new business partner address.

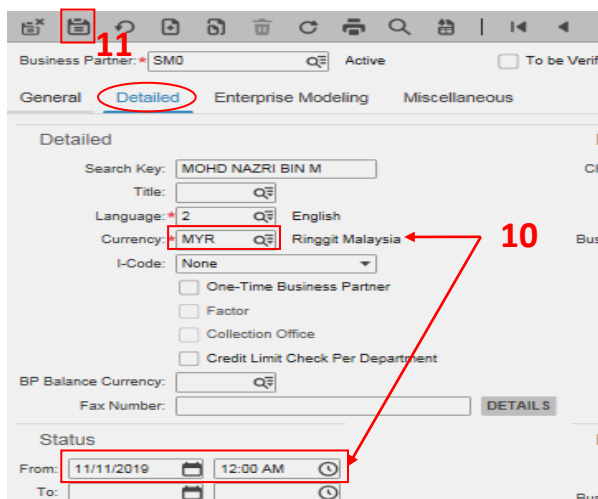
For Staff registration, the first and last number is inserted as “S” and “0”, but the second series is referred to the staff’s first alphabet.

Eg: Mohd Nazri bin Muhamood, the 3 first number is “SM0”

The system will create the BP code auto generate. Eg: “SM0” in the “New Business Partner” field

9. In General tab, insert the particulars in those fields:

- “Name” of the STAFF in the “Name” field.
- “Address code” as for the business partner created in the “Address” field.



10. In the Detailed tab, insert currency in “Currency” field and the Effective Date in the “From” field.

11. Next, click Save.

Now the new STAFF has been created.

The STAFF is not active yet so we need to tick each role to activate the BP.

**\*\*All roles must be activate at the dedicated company. Make sure to open the correct company:**

- 888 - PHN
- 881 - OSI
- 882 - DHMSB

3.0

**3.0 Activate Roles for Staff:**

Make sure all “Roles” are ticked/checked. Click at each of the buttons to insert the details.

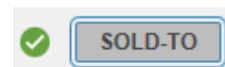
The sessions includes are:

- tccom4110s000 – Sold-to BP
- tccom4112s000 – Invoice-to BP
- tccom4114s000 – Pay-by BP
  
- tccom4120s000 – Buy-from BP
- tccom4122s000 – Invoice-from BP
- tccom4124s000 – Pay-to BP

3.1

**3.1 Sold-to Business Partners session (tccom4110s000):**

Click the Buy-from buttons in the “Roles”.



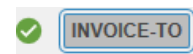
12. In **General** tab, insert the effective dates same as the date in step 10.

13. Next, click Save and Close.

3.2

**3.2 Invoice-to Business Partner session (tccom4112s000):**

Click the Buy-from buttons in the “Roles”.



14. In **General** tab, insert the effective dates same as the date in step 10.

Next, click at the **Invoicing** tab menu.

**Invoice-to Business Partner**

General Detailed **Invoicing** Credit Control Paying

**Invoicing**

Currency: MYR Ringgit Malaysia

Exchange Rate Type: PUR Purchase Rate

Financial Customer Group: 102 Staff Advance Control

Statement Method: Q

Charge Interest

Interest Rate Code: Q

No. of Extra Copies: 0

Invoicing Method: 30D 30 Days Cumulative Invoicing

**Invoice-to Business Partner**

General Detailed Invoicing **Credit Control** Paying Miscellaneous

**Credit Control**

Credit Rating: A Good Rating

Credit Analyst: | ASSIGN TO ME

Credit Bureau Reference Number: |

Credit Limit: 0.00 MYR

Highest Credit Used Since Last Credit Review: 0.00 MYR

Date Last Credit Review: | |

**Invoice-to Business Partner**

General Detailed Invoicing Credit Control **Paying** Miscellaneous

**Paying**

Payment Terms: 14P 14 Days Payment Term

Payment Days: 0

Payment Terms for Credit Notes: Q

Late Payment Surcharge: Q

Late Payment Surcharge for Credit Notes: Q

Pay-by Business Partner: Q

Payment Method: TTR Telegraphic Transfer Receipt

Payment Method for Credit Notes: TTR Telegraphic Transfer Receipt

**Pay-by Business Partner**

**General** Detailed Paying

**Roles**

<input checked="" type="checkbox"/> SOLD-TO	<input checked="" type="checkbox"/> BUY-FROM
<input checked="" type="checkbox"/> SHIP-TO	<input checked="" type="checkbox"/> SHIP-FROM
<input checked="" type="checkbox"/> INVOICE-TO	<input checked="" type="checkbox"/> INVOICE-FROM
<input checked="" type="checkbox"/> <b>PAY-BY</b>	<input checked="" type="checkbox"/> PAY-TO

Address: SM0001000 MOHD NAZRI BIN MUHAMOOD I/C: 820603-11-5119  
PHN INDUSTRY SDN BHD LOT PT 75-77, JALAN 26/6, SHAH ALAM 40710

Business Phone: | **DETAILS**

Contact: |

Status

Business Partner Status: Active

From: 11/11/2019 12:00 AM

15. Insert/Zoom in all the detail as below:
- **Currency** in the “**Currency**” field. The “**Currency**” field will be default as step J
  - **Rate** in the “**Exchange Rate Type**” field
  - Insert “**102**” in the “**Financial Supplier Group**” field
  - Insert “**30D**” in the “**Invoicing Method**”

Next, click at the **Credit Control** tab menu.

16. Insert credit rating in the “**Credit Rating**” field.

Next, click at the **Paying** tab menu.

This is at the **Paying** tab menu.

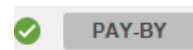
17. Insert “**14P**” in the “**Payment Terms**” field.

18. Insert “**TTR**” in the “**Payment Method**” field and “**Payment Method for Credit Notes**” field.

19. Next, click “**Save and Close**”.

**3.3 Pay-by Business Partners session (tcom4114s000):**

Click the Pay-by buttons in the “**Roles**”.



20. In **General** tab, insert the effective dates same as the date in step 10.

21. Next, click “**Save and Close**”.

3.3

3.4

Buy-from Business Partner

Buy-from Business Partner: SM0001000 MOHD NAZRI BIN MUHAMOOD

General Detailed Pricing Purchasing Shipping Invoicing

Roles

- SOLD-TO
- SHIP-TO
- INVOICE-TO
- PAY-BY
- BUY-FROM**
- SHIP-FROM
- INVOICE-FROM
- PAY-TO

General

Address: SM0001000

MOHD NAZRI BIN MUHAMOOD I/C: 820803-11-5119  
PHN INDUSTRY SDN BHD LOT PT 75-77, JALAN 26/6, SHAH ALAM 40710

Business Phone: DETAILS

Primary Contact:

Status

Business Partner Status: Active

From: 11/11/2019 12:00 AM

To:

**3.4 Buy-from Business Partners session (tcom4120s000):**

Click the Buy-from buttons in the “Roles”.



22. In **General** tab, insert the effective dates same as the date in step 10.

23. Click “Save and Close” icon.

3.5

Invoice-from Business Partner

Invoice-from Business Partner: SM0001000 MOHD NAZRI BIN MUHAMOOD

General Detailed Invoicing Invoice Entry Credit Control

Roles

- SOLD-TO
- SHIP-TO
- INVOICE-TO
- PAY-BY
- BUY-FROM
- SHIP-FROM
- INVOICE-FROM**
- PAY-TO

General

Address: SM0001000

MOHD NAZRI BIN MUHAMOOD I/C: 820803-11-5119  
PHN INDUSTRY SDN BHD LOT PT 75-77, JALAN 26/6, SHAH ALAM 40710

Business Phone: DETAILS

Primary Contact:

Status

Business Partner Status: Active

From: 11/11/2019 12:00 AM

To:

**3.5 Invoice-from Business Partners session (tcom4122s000):**

Click the Invoice-from buttons in the “Roles”.



This is at the **General** tab menu.

24. Insert the effective dates same as the date in step 10.

Next, click at the **Invoicing** tab menu.

Invoice-from Business Partner

General Detailed **Invoicing** Invoice Entry Credit Control

Detailed

Currency: MYR Ringgit Malaysia

Exchange Rate Type: PUR Purchase Rate

Financial Supplier Group: 105 Staff Claim

Statement Method:

Hold Reason:

Transaction Reference:

Document Method:

No. of Extra Copies: 0

This is at the **Invoicing** tab menu.

25. Insert/Zoom in all the detail as below:
- **Currency** in the “Currency” field. The “Currency” field will be default as step 10
  - **“PUR”** in the “Exchange Rate Type” field
  - **“105”** in the “Financial Supplier Group” field

Next, click at the **Paying** tab menu.

Invoice-from Business Partner

**28**

General Detailed Invoicing Invoice Entry Credit Control **Paying** Mi

Paying

Payment Terms: **14P** **26** 14 Days Payment Term  
Payment Days: 0

Payment Terms for Credit Notes:

Late Payment Surcharge:

Late Payment Surcharge for Credit Notes:

Pay-to Business Partner:

Payment Method: **ANP** **27** Anticipated Payment

Payment Method for Credit Notes:

This is at the **Paying tab** menu.

**26.** Insert “14P” in “Payment Terms” field.

**27.** Insert “ANP” in the “Payment Method” field.

**28.** Next, click “Save and Close”.

3.6

Pay-to Business Partner

**30**

Department:

**General** Detailed Paying

Roles

- SOLD-TO
- BUY-FROM
- SHIP-TO
- SHIP-FROM
- INVOICE-TO
- INVOICE-FROM
- PAY-BY
- PAY-TO**

General

Address:  SM0001000

MOHD NAZRI BIN MUHAMOOD I/C: 820803-11-5119  
PHN INDUSTRY SDN BHD LOT PT 75-77, JALAN 26/6,  
SHAH ALAM  
40710

Business Phone:  **DETAILS**

Primary Contact:

Status

Business Partner Status: Active

From: **11/11/2019** **12:00 AM** **29**

**3.6 Pay-to Business Partners session (tccom4124s000):**

Click the Pay-to buttons in the “Roles”.



This is at the **General tab** menu.

**29.** Insert the effective dates same as the date in step 10.

**30.** Click “Save and Close”.

General Detailed Enterprise Modeling Miscellaneous

General

Name:  MOHD NAZRI BIN MUHAMOOD

Address:  SM0001000

MOHD NAZRI BIN MUHAMOOD I/C: 820603-11-5119  
PHN INDUSTRY SDN BHD LOT PT 75-77, JALAN 26/6,  
SHAH ALAM  
40710

Business Phone:  **DETAILS**

Primary Contact:

Website:

Business Partner Status: Active

Roles

- SOLD-TO
- BUY-FROM
- SHIP-TO
- SHIP-FROM
- INVOICE-TO
- INVOICE-FROM
- PAY-BY
- PAY-TO**

The Staff is successfully register and ready to be use.