Tomago Vendor Portal

Table of contents

Business	Process Flow	. 2
1.	Logon Tomago Vendor Portal	.3
2.	Create Service Entry Sheet	.4
2.1.	About RCTI (Recipient Created Tax Invoice)	16
2.2.	About Rejected Service Entry Sheet	17
3.	Report – Approved SES	18
4.	Report – Pending SES (Service Entry Sheet)	21



Service Order Process - Electronic Claims

1. Logon Tomago Vendor Portal

Vendor Screen

The link to our Vendor Portal is available on Tomago Website (www.tomago.com.au)

Click on "Links" on top right screen

ABOUT U	S HE	ALTH 8	SAFETY	SUS	TAINABILITY	CAREERS	NEWS & UPDATES	PRODUCTS	CONTACT	1
Go to "VE	INDOF	RS″								
ACTORS	CONI	ГАСТ	LINKS	^						
		EM	PLOYEES	;						
		LIN	KS							
		VE	NDORS	r						

Scroll down the screen, and click on "Tomago Employee and Vendors Portal".

VENDORS	
Tomago Employee and Vendors Portal	HOW TO
Tomago Online Training Centre	01 Introduction Service Entry Sheet
0	02 Create Service Entry Sheet
	03 Updated Document of Electronic Claim Sheet (pdf)

You will see the logon screen as below. Vendors can logon as their vendor code and given password, click on the "Sign In" button to enter vendor Portal



Tomago	Aluminium		
Sign in with your T	AC Tnumber and	password	
14610			
•••••			

2. Create Service Entry Sheet

On the vendor portal screen, you will find one tile called "Vendor SES creation" which is allowed vendor to create the service entry sheet and attach the claim sheet.



After we click on "Vendor SES Creation", system will display a list of open service orders number starting with 43. If the order is closed, it will not be displayed in this screen.

Vendors can sort or filter by PO Number.

To filter the number, please select "Purch Doc." Columns.

				Service	e Entry She	et					
Menu ~	Back Exit Cancel System	Enter Service She	et Details Sort in Ascending	Sort in Descendin	Set Filter	Total	Spreadsheet	. Local File	Mail Recipient	ABC Analysis	Change Lay
		Course land									
Purch Doc.		duantity Unit									
4300113284	1 Jig_Pacman 20 - REPARS AS PER REPORT	1.000 LE									
4300112816	2 Repair power rail load station 2, going	1.000 LE									
4300112815	Replace C/T track incline from C/T1	1.000 LE									
4300112816	-Stop 16/17 power and ree track replace	1.000 LE									
4300112028	1 <h>REPLACE DAMAGED MILLER PICK HOLDERS4</h>	1.000 LE									
4300112237		1.000 LE									
4300112788		1.000 LE									
4300112987		1.000 LE									
4300113156		1.000 LE									
4300113272		1.000 LE									
4300113335	A LEDGE ACCURATE MILLED and	1000 LE									
4300111393	ALL DEPLACE WAS MILLER ONLY	1.000 LE									
4300111522		1.000 LE									
4300113023	157 Vedia fab te fame receir exhaust me	1000 LE									
4300113024	183 Veolia fab renair cab mount	1000 LE									
4300113233	100 Manufacture humo stop plates	1000 LE									
4300112320	1 100 Pensir time ton lun	1000 LE									
4300059692	2013 Venils Pot Estrication & Evolution	1000 LE									
4300080173	2014 Veolia Pol Estrication & Exchange	1000 LE									
4300098590	2015 I MO Enward PO sample spons	1000 LE									
4300098691	2016 Pac-Man Bin Renairs	1000 LE									
4300098644	2016 Repair Pot Aluminium Wedges	1000 LE									
4300098808	1 2016 Rod Shop Skimming Spoon Repairs	1.000 LE									
4300098417	2016 Veolia Pot Fabrication & Exchange	1000 LE									
4300098417	-	1.000 LE									

Do right-mouse click, system will prompt below window. Select "Find..."

Cut	ii.
Copy Text	в
Insert with Overwrite	е
	в
Details	E
Optimize Width	1
	- 1
Find	,
Set Filter	2

Then enter the PO number to click the green tick continue.

	Determine Values for Filter Criteria	×
Select.		
Purchasing Document	4300112347 🗗 to	
	N	
	H	
	ſ	
) 👌 🚸 🖪 🗑 😫

Then system will display the PO number in the screen. We can select the line and click on "Enter Service Sheet" button to start the creation.

								Service	Entry Shee	et	
Menu 🗸			•	Back	Exit	Cancel	System 🗸	Enter Ser	vice Sheet	Details	Sort in As
Purch.Doc.	Item	Short Text						Quantity	Unit		
4300112347	10	LMO - Veolia Fat	R	epairs t	o <mark>h</mark> ook	<mark>skip b</mark>		1.000	LE		

Please enter your invoice number/Claim Sheet Number in short text field, e.g. inv001 and hit the enter key. (Please note our system only keep the invoice number in 16 digits, any more than 16 digits will be truncated in our system)

SAP							
Menu 🗸	•	Save	Back	Exit	Cancel	System \checkmark	Set Final Entry
Entry Sheet	8000202464			00 No	acceptanc	e	
For Purchase Order	4300114557	40	69				
Short Text	inv001						

If the number entered has been used in another service entry sheet, you will get below warning message as below.

		Service Entry	Sheet
?	Text 1325 is already 00010 do you want t	used in PO <mark> 4300114119</mark> o proceed?	Item
	Yes	No	

Please enter your invoice date in the field of "Doc." (Highlighted in yellow below) on tab "Accept. Data".

Menu 🗸		< Save	Back	Exit	Cancel	System ∨	Release
Entry Sheet	8000194276		00	o No a	cceptance	•	
For Purchase Order	4300113344	10 (66				
Short Text							
Basic Data Acce	pt. Data Vals	s Lon	g Txt	Histo	ry		
112 Doc. 26.04.2	017						
10 Posting 26.04.2	017						
Reference INVOICE	1						
Doc. Text							

To start with the detail, you can click on "Service Sel." button to copy the services from purchase order/contract, or you can manually enter the service number.

Menu Save Back Exit Cancel System Set Final Entry	SAP												
Menu Save Back Exit Cancel System Set Final Entry Set Final Entry Entry Sheet 8000202464 W0 No acceptance Basic Data Accept. Data Vals Long Txt History Basic Data Accept. Data Vals Long Txt History Acct Assgt Cat. External Number Price Ref. 06.09.2017 Service Loc. Prisp. Intern. Prisp. Extern. Of the Del Ind. Doc. Number Cntr P U Service No. Short Text 10 Oc. Number P 20 Oc. Number P 20 Oc. Number Oc. P 20 Oc. One Control P 20 Oc. One Control Oc. One Control													
Basic Data Accept. Data Vals Long Txt History Acct Assgt Cat. External Number > Service Loc. Period - Period - Vals Line Del. Ind. Doc. Number Cntr P U Service No. Short Text 06. 09. 2017 Service Loc. Period - Vals Line Del. Ind. Doc. Number Cntr P U Service No. Short Text 10 - 20 - - Service No. Short Text 06. 09. 2017 Service No. Short Text 06. 09. 2017 Service No. Short Text 06. 09. 2017 Service No. Short Text 10 10 110 120 130 130 130 130 131 132 133 134 135 136 137	Menu	~			Save	Back	Exi	t C	ancel	Systen		Set Final Entry	
For Purchase Order 4300114557 40 60 Short Text inv001 inv001 inv001 Basic Data Accept. Data Vals Long Txt History Acct Assgt Cat. Maintenace order Image: Price Ref. 06.09.2017 Service Loc. Image: Price Ref. 06.09.2017 Service Loc. Image: Price Ref. 06.09.2017 Period - Image: Price Ref. 06.09.2017 Period - Image: Price Ref. 06.09.2017 Image: Period - Image: Price Ref. Image: Price Ref. Image: Period Image: Price Ref. I	Entry \$	Sheet		800020246	4		00 N	o aco	ceptanc	e			
Basic Data Accept. Data Vals Long Txt History Acct Assgt Cat. External Number Service Loc. Period - Period - Period - Period - Period - Period - Period - Period - Period - Period - Period - Period - Period - Public Period - Public Period - - Public Period - - Public Period - - - - - - - <td>For Pu</td> <td>ırchase</td> <td>Order</td> <td>430011455</td> <td colspan="9">4300114557 40 6à</td>	For Pu	ırchase	Order	430011455	4300114557 40 6à								
Basic Data Accept. Data Vals Long Txt History Acct Assgt Cat. External Number Service Loc. Period Period Ine Del. Ind. Doc. Number Cntr P U Service No. Short Text 10 20 30 40 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50 50	Short ⁻	Text		inv001									
Acct Assgt Cat. Maintenace order		Basic D	Data Acc	cept. Data	Vals L	.ong Txt		Histe	ory				
External Number Image: Price Ref. 06.09.2017 Service Loc. Image: Price Ref. Image: Observation of the service hold in the	Acct A	Assgt Ca	at.	Maintenace or	der \checkmark								
Service Loc. Image: Priod Image: Priod <td< td=""><td colspan="4">External Number</td><td></td><td></td><td></td><td>1</td><td>Price</td><td>e Ref.</td><td></td><td>06.09.2017</td></td<>	External Number							1	Price	e Ref.		06.09.2017	
Period _ _	▶ Se	ervice Lo	DC.					1	PRs	p. Intern.			
Ine Del. Ind. Doc. Number Cntr P U Service No. Short Text 10 10 1 <	1 <u>12</u> Pe	eriod			-			1	🔒 PRs	p. Extern	1.		
Line Del. Ind. Doc. Number Cntr P U Service No. Short Text 10 10 10 10 10 10 10 10 10 20 10 10 10 10 10 10 10 30 10 10 10 10 10 10 10 30 10 10 10 10 10 10 10 10 40 10 10 10 10 10 10 10 10 50 10 10 10 10 10 10 10 10 60 10							_		_				
10 10 10 10 10 20 10 10 10 10 30 10 10 10 10 40 10 10 10 10 50 10 10 10 10 60 10 10 10 10 70 10 10 10		Line	Del. Ind.	Doc. Number	Cntr		P	U	Service	e No. SI	hort Te>	d	
20		<u>10</u>											
		20											
		30											
		<u>40</u>											
		50											
		<u>60</u>											
		<u>70</u>											
				ex		0	0.1						

If you can see contract number, e.g. 4600040361 is appearing. It means you will need to refer the services from contract. Click the radio button for the document to refer and green tick to continue



If you can't find the contract number, you click green tick copying from the purchase order.

Service	Selection		×
O From Current Specs			
MSS		6	
• From Purchase Order	4300113344	10	
	Adopt full qu	antity	
From Requisition			H
From Purch. Document			H
O From Entry Sheet			H
O Network			
Order			
Class Selection			
			2 8
AUD			

In the contract, you will find a list of services from the PO selected. You can select multiple service lines if you like and click "Services" button to copy back to service entry sheet.

									Select Services as Refe	rence
Menu 🗸		Back Cancel	System 🗸	Outline	On/Off Services					
Sh. Text	2016 Veolia	a Pot Fabrication & Exchange								
🛅 Serv										
喧 Line	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	per	Work Area	Comments	=
<u>10</u>	700617	EPEX: W/D RATE, TAC SPEC EPC 001	53.000	EA		AUD	1			^
20	700632	NDT REPORT: POTSHELL REPAIRS	65.000	EA		AUD	1			
<u>30</u>	700633	POTSHELL REPAIRS: SIDEWALL	22.000	EA		AUD	1			
40	700634	P/SHELL CRADLE REPAIR: GOUGE &	325.000	EA		AUD	1			
<u>50</u>	700636	POTSHELL REPAIR: END WALL, STRA	130.000	EA		AUD	1			
<u>60</u>	700638	P/SHELL REP: BACK WALL REPAIR T	85	м		AUD	1			
<u>70</u>	700639	P/SHELL REP: BACK WALL REPAIR T	65	м		AUD	1			
<u>80</u>	<u>700640</u>	P/SHELL REPAIR: WALL DEFORMATION	65.000	EA		AUD	1			
<u>90</u>	<u>700641</u>	P/SHELL REPAIR: R/R SHELL PLATE,	83	M2		AUD	1			
<u>100</u>	<u>700642</u>	P/SHELL REPAIR: INST FLAT BAR,LB	332	М		AUD	1			
<u>110</u>	700643	P/SHELL REP: STUFFING BOX INSTA	65.000	EA		AUD	1			
<u>120</u>	700644	P/SHELL REP: SLAB SUPPORT CHA	33.000	EA		AUD	1			
130	700645	POTSHELL REPAIRS: MINOR REPAIRS	49.000	EA		AUD	1			
<u>140</u>	700646	P/SHELL REPAIR: 2 OFF BOX BEAM	49.000	EA		AUD	1			
<u>150</u>	700647	P/SHELL REPAIR:NEW S/STR BRACK	7.000	EA		AUD	1			
<u>160</u>	700649	P/SHELL REPAIR: SHELL REPL,20MM	134	M2		AUD	1			
<u>170</u>	700650	P/SHELL REPAIR: FLAT BAR R/R 130	520	М		AUD	1			
180	700652	P/SHELL REP: NEW SIDE GRATES	32.000	EA		AUD	1			
<u>190</u>	700653	P/SHELL REPAIR: BRICK CHANNEL	650.000	EA		AUD	1			
200	700654	P/SHELL REPAIR: REPAIR END GRATES	\$163.000	EA		AUD	1			
210	700655	P/SHELL REPAIR: SIDE/ENDWALLS,M	650	M		AUD	1			
220	<u>700656</u>	P/SHELL REPR: REPAIR SIDE GRATES	390.000	EA		AUD	1			~
							1.2-			<i>,</i>
	k						Lin	10		

Please modify the quantity against the claim sheet, and make sure the service and quantity is correct to prevent unnecessary delay if Tomago is rejecting the document.

You can just enter the service number directly without referring PO or Contract if you are aware of service number, e.g. 700612 etc.

SAP									
							800019	4276 Create Entry	Sheet
Menu 🗸		Save Back Exit Cancel Sy	stem 🗸 🛛 R	Release S	et Final Entry				
Entry Sheet	8000194276	•00 No acceptance							
For Purchase Ord	er 4300113344	10 6∂							
Short Text									
Basic Data	Accept. Data Va	als Long Txt History							
In Doc.	26.04.2017								
Posting	26.04.2017								
Reference	INVOICE1								
Doc. Text									
Eline D (Cntr P U Service No	. Short Text	Quantity	Un	Gross Price	Crcy	per Work Area	Comments	EE .
10	✓ 700617	EPEX: W/D RATE, TAC SPEC EPC 001	1	EA		AUD	1		^
20	✓ <u>700632</u>	NDT REPORT: POTSHELL REPAIRS	1	EA		AUD	1		
<u>30</u>						AUD			
<u>40</u>						AUD			
50									

To add the attachment in this service entry sheet, you can click on "Menu" button and go to "System" -> "Service for Object"

Menu 🗸		 Save 	Back	Exit	Cancel System 🗸	Release	Set Final En	ntry	
Entry Sheet >	8000194271		•0	o No aco	ceptance				
Edit >	4300112815	10	66						
Goto >									
Environment >									
System >	New GUI Win	dow	t	History					
Help >	Close GUI W	indow							
	User Profile		>						
NebGUI File Browser	User Profile Services		>						
NebGUI File Browser	User Profile Services Utilities		> > >						
NebGUI File Browser	User Profile Services Utilities List		> > > >						
WebGUI File Browser	User Profile Services Utilities List Services for C	Dbject	> > >						
VebGUI File Browser	User Profile Services Utilities List Services for 0 My Objects	Dbject	> > > >						
VebGUI File Browser	User Profile Services Utilities List Services for O My Objects r C Own Spool R	D bject requests	> > > > rice 1	lo. Sho	ort Text		Quantity	Un	Gross Pr
WebGUI File Browser	User Profile Services Utilities List Services for C My Objects r C Own Spool R Own Jobs	Dbject lequests	> > > > ice 1	lo. Sho *Re	ort Text splace C/T Track Inclin	e from C/T1	Quantity 1	Un EST	Gross Pri
WebGUI File Browser	User Profile Services Utilities List Services for O My Objects r C Own Spool R Own Jobs Short Messag	D bject requests ge	> > > ////////////////////////////////	lo. Sho *Re	ort Text eplace C/T Track Inclin	ie from C/T1	Quantity 1	Un EST	Gross Pri
WebGUI File Browser	User Profile Services Utilities List Services for C My Objects r C Own Spool R Own Jobs Short Messag Status	D bject requests ge	> > > // // // // // /////////////////	lo. Sho *Re	ort Text :place C/T Track Inclin	e from C/T1	Quantity 1	Un EST	Gross Pri

Click "New" button

Menu V	Cancel System V
	▶ · ★ · 1
And select "Create Attachment"	

SAP

	Menu 🗸	Cancel System ~
	Create Attachment	
	Create note	
	Create external document (URL)	
	Store business document	
	Enter Bar Code	
тł	nen click "OK" to conti	nue
-		
	File I	Inload ×
L.,		/piouu

The application would like to upload a file to the SAP system



Select the file from your loo Choose File to Upload	cal machine and Click "Open" to upload in SA	P
🔾 🗢 📕 🕨 Computer	► System (C:) ► Temp ►	
Organize 🔻 New folde	r	
🔆 Favorites	Name	Date modified
📃 Desktop	Result of BI Client Tool SP11	30/01/2019 10:57
File name: Result of BI Client Tool SP11		✓ All Files (*.*)
		Open 🔽 Cancel

Then you will find the message in the button of screen said "The attachment was successfully created". Then you can click "Cancel" button back to your service entry sheet.



If it's the last job against this PO line, Please click "Set Final Entry" to close the PO line and click "Save" button, so you won't see this PO line next time.

Click "Save" button to create the service entry sheet in the system.

u 🗸		Save Back Exit Cancel System	n 🗸 🛛 Release	Set Final Entry				
y Sheet	8000194276	•oo No acceptance						
Purchase Order	4300113344 10	66						
rt Text	1							
Basic Data	Accept. Data Vals	Long Txt History						
Doc. 26	6.04.2017							
Posting 26	6.04.2017							
erence IN	NVOICE1							
. Text								
Line Do Cnt	tr P U Service No.	Short Text	Quantity L	Jn Gross Price	Crcy	per Work Area	Comments	
10 Do Cnt	ttr P U Service No.	Short Text EPEX: W/D RATE, TAC SPEC EPC 001	Quantity L 1.000 E	Jn Gross Price	Crcy	per Work Area	Comments	
Line Do Cnt 10 20	ttr P U Service No. ✓ 200617 ✓ 200632	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity L 1.000 E 1.000 E	Jn Gross Price	Crcy AUD AUD	per Work Area	Comments	
1 Line Do Cnt 10 20 30	ttr P U Service No. ✓ 20061Z ✓ 200632	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity U 1.000 E 1.000 E	In Gross Price	Crcy AUD AUD AUD	per Work Area	Comments	
Line Do Cnt 10	ttr P U Service No. ✓ 200612 ✓ 200632	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity L 1.000 E 1.000 E	Jn Gross Price SA SA	Crcy AUD AUD AUD AUD	per Work Area	Comments	-
Line Do Cnt 10	Itr P U Service No. 7 200612 7 200632	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity L 1.000 E 1.000 E	Jn Gross Price	Crcy AUD AUD AUD AUD AUD	per Work Area	Comments	
Line Do Crit 10 20 30 40 50 60	Itr P U Service No. 7 200612 7 200632 7 200632 7 200632 7 100632 7 100	Short Text EPEX: WID RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity L 1.000 E 1.000 E	Jn Gross Price EA EA	Crcy AUD AUD AUD AUD AUD AUD	per Work Area 1 1	Comments	
Line Do Cnt 10 - - - 20 - - - 30 - - - 40 - - - 50 - - - 60 - - - 70 - - -	P U Service No. V 700612 700632 V 700632 700632 V 700632 700632	Short Text EPEX: WID RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity U 1.000 E 1.000 E	Jn Gross Price EA EA	Crcy AUD AUD AUD AUD AUD AUD AUD AUD	per Work Area 1 1	Comments	
Line Do Cnt 10 - - 20 - - 30 - - 50 - - 50 - - 50 - - 50 - - 50 - - 50 - - 50 - - 50 - - 50 - - 50 - -	P U Service No. V 200512 V 200632 V 200632 V 200632 V 200632 V 200632 V 200632	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity U 1.000 E 1.000 E	SA Gross Price	Crcy AUD AUD AUD AUD AUD AUD AUD AUD	per Work Area 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Comments	
Line Do Cht 10 20 30 40 50 50 20 20 20 20 20 20 20 20	P U Service No. V 700512 V	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity L 1.000 E 1.000 E	In Gross Price	Crcy AUD AUD AUD AUD AUD AUD AUD AUD	per Work Area	Comments	
Line Do Cht 10 - - 20 - - 30 - - 40 - - 50 - - 60 - - 50	P U Service No. V 200512 V 20052 V 20052 V 200512 V	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity L 1.000 E 1.000 E	Jn Gross Price	Crcy AUD AUD AUD AUD AUD AUD AUD AUD AUD AUD	per Work Area 1 1	Comments	
Line Do Cht 10 20 30 40 50 70 80 100	P U Service No. V 200612 V 200632 V	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity L 1.000 E 1.000 E	Jn Gross Price	Crcy AUD AUD AUD AUD AUD AUD AUD AUD AUD AUD	per Work Area 1 1 1 1 1 1 1 1 1 1 1 1 1	Comments	
Line Do Cnt 10 20 40 40 50 50 50 50 50 50 50 50 50 50 50 50 50	P U Service No. V 200612 V 200632 V	Short Text EPEX: W/D RATE, TAC SPEC EPC 001 NDT REPORT: POTSHELL REPAIRS	Quantity U 1.000 E 1.000 E	in Gross Price	Crcy AUD AUD AUD AUD AUD AUD AUD AUD AUD AUD	per Work Area 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Comments	

Click "Yes" to continue

	Entry Sh	neet 80001942	276	×
	No message reco	ord could		
	be found for outpu	it of		
	message.			
C 41 (2) 41	Save anyway?			
41	Yes	No	😢 Cancel	
41				
UD				

Now, you are back the main screen and you can select any other PO line to create another service entry sheet.

							Service	e Entry Sheet					
Menu 🗸		Back Exit Cancel	System 🗸	Enter Service	Sheet Detail	s Sort in Ascending	Sort in Descendin	Set Filter Tota	al Spreadsheet	Local File	Mail Recipient	ABC Analysis	Change Layout
Purch.Doc.	Item Short Text			Quantity Unit									
4300113345	10 2016 Veolia Pot Fal	brication & Exchange		1.000 LE									
4300113344	🗗 10 2016 Veolia Pot Fal	brication & Exchange		1.000 LE									
4300113343	10 2016 Veolia Pot Fal	brication & Exchange		1.000 LE									
4300113342	10 2016 Veolia Pot Fal	brication & Exchange		1.000 LE									
4300113341	10 2016 Veolia Pot Fal	prication & Exchange		1.000 LE									
4300113340	10 2016 Veolia Pot Fal	brication & Exchange		1.000 LE									
4300113335	10 <h>REPLACE DAM</h>	AGED MILLER PICK HOLDERS	<	1.000 LE									
4300113300	10 909 910 Veolia to fil	tool racks.		1.000 LE									
4300113299	10 199 Repair tyne top	lug		1.000 LE									
4300113298	10 183 Veolia fab repa	ir cab mount		1.000 LE									
4300113284	10 Jig_Pacman 20 - R	EPAIRS AS PER REPORT		1.000 LE									
4300113272	10 <h>REPLACE DAM</h>	IAGED MILLER PICK HOLDERS	</td <td>1.000 LE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	1.000 LE									
4300113195	10 Unit 559 damaged	exhaust		1.000 LE									
4300113168	10 Replace F5 North 0	Gusset		1.000 LE									
4300113167	10 F3 Weld repairs to	lower Exit Door Arm w		1.000 LE									
4300113166	10 Pacman No5 requi	res Jaw repairs		1.000 LE									
4300113165	10 Pacman No6 - jaws	require repairs & pins		1.000 LE									
4300113156	10 <h>REPLACE DAM</h>	IAGED MILLER PICK HOLDERS	</td <td>1.000 LE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	1.000 LE									
4300113125	10 Repair bonnet to fit	new seat		1.000 LE									
4300113111	10 LMO - Veolia to repa	air Skip V22		1.000 LE									
4300113110	10 Unit 344 damaged	rear suspension		1.000 LE									
4300113078	10 V Fab: Deliver trans	port pipes to site a		1.000 LE									
4300113037	10 LMO - Veolia Fab			1.000 LE									
4300113033	10 LMO - VEOLIA FAB			1.000 LE									
4300113024	10 157 Veolia fab to te	mp repair exhaust ma		1.000 LE									
4300113023	10 105 Veolia fab repa	ir broken carriage fr		1.000 LE									

When you finish, you can click on top right corner to log out.

SAP									14610 Vendor SES Test User
				Service Entry	Sheet				
Menu 🗸	Back Exit Cancel System	 Enter Service S 	Sheet Details Sort in Ascending	Sort in Descendin Set F	itter Total Spreadsheet	Local File N	ail Recipient ABC Analysis	Change Layout	About
Purch.Doc.	Item Short Text	Quantity Unit							Ser Preferences
4300074387	10 M&S 20 spoons (10 small 10 large) as per	1.000 LE							d) Los Out
4300078414	10 30 Off "TRIAL SMALL SAMPLE SPOON" with 6	1.000 LE							O cog cox
4300079409	10 DROSS Chute Suspended set 3 Drill Holes	1.000 LE							
4300084695	10 Quote JL14/006 manufacture saw stand	1.000 LE							
4300092784	10 Instal 2 vac pipes to AC5 gantry	1.000 LE							
4300093831	10 Unit 915 relocate camera claim # 2920087	1.000 LE							
4300004261	10 I MOJIonidarbire dv 12 wooden Evoansion	1 000 LE							

2.1. About RCTI (Recipient Created Tax Invoice)

If you have signed the RCTI agreement from procurement, you will be receipted the RCTI form (see below sample) from Tomago 2 days after your SES approved.

Vendor: TOMAGO	1				(Acting as unincorpo Finance L 12.4%, ac	MAGO ALU agents for and on behavior rated joint venture of Al imited 36.05%, Cathjoh ting separately as hold	alf of the participants in can Primary Metal Aus Holdings Pty Limited 1 ers of undivided interest	the Tomago Alun tralia Pty Limited 3 15.5%, Hydro Alun ts.)	Pty Limited inium Project: an 6.05%, Gove Aluminium ninium Australia Pty Limited	2
ABN:	6116654090	5			A.C.N. 638 Toma PO Box 4 Telephone Fax: 02 4	001 862 228 go Road, Tomago NSV 05, Raymond Terrace, I 20 24966 9669 966 9008	ABN 68 001 V 2322 NSW 2324	862 228		
Pur Ord No Invoice No	Item No Delivery Note	Supply Date Issue Date	Material Quantity	UoM	Short Text GST Exc Price	Currency	GST Amount	Additional Tax Code	Comments GST Inc Price	
4300117240 5156663680	00010 20170906	06.09.2017 06.09.2017	1.000	LE	Test with limit					
4300117240 5156663680	00010 20170906	06.09.2017 06.09.2017	1.000	LE						
Total					123.17	AUD				

RECIPIENT CREATED TAX INVOICE Issue Date: 06.09.2017

Total GST inclusive price	135.49	AUD	
The GST shown is payable to the supplier			12.32
Total	123.17	AUD	

If you are not the intended recipient for this invoice, please telephoneTomago Aluminium on 4966 9669

Page 1 of 1

2.2. About Rejected Service Entry Sheet

If your service entry is rejected by Tomago, you will be notified in email with the below information including the reject comments.

		-		•										
	Vendor	PO Created	Purch.doc.	Item	SES Crted	SES Number	Reference	Σ Value	Created by	Acceptance	Fi., Re	ject	Reject Note	
1	14610 🗗	05.07.2016	4300110685	00010	08.05.2017	8000189651	2920098491	810.80	T56892		Х		PRICING IS NOT CORRECT	
l	14610	28.04.2017	4300113299	00010	08.05.2017	8000194296	INVOICE1	79.97	14610		Х		PRICING IS CORRECT	

You have to create the new service entry sheet submitting to re-approve.



Service Order Process – Electronic Claims

3. Report – Approved SES

There is a report available in the Vendor Portal which will allow the supplier to download Service Entries approved in Tomago Aluminium SAP system.

This information is currently available in the RCTI form. The report on the Vendor Portal allows the supplier to download the same information from the system if RCTI is not sent directly.

you will find a tile called "Approved SES" which will be appear next to "Pending SES" tile once you logon to our Vendor Portal,

Vendor Portal					
Vendor Portal					
SES Vendor Vendor SES Creation	SES Vendor Pending SES		SES Vendor Approved SES		
Service Entry Sheet		\$ \$		== \$~	

If we click on "Approved SES" title, you will see the query screen like below which you can query

- by Date Range (the date the SES created) or
- by Your invoice number you entered in Reference field or
- by Purchase Order Number

Approved Service Entry Sheet				
🕀 Run				
Report-specific selections				
Date on which the record was c	26.07.2019	to	01.08.2019	•
Reference document number		to		•
Purchasing Document Number		to		•

When you click the "Run" button, system will generate a list of service entry sheet has been approved with selected date range as below.

You can click "Download the report" to download the data or Sort by any keys or do the search(e.g. with your invoice number).

,	Approved	Service Ent	ry Sheet		🔇 Back								
	I 🛋 🔻		Ψ 🗸 Σ	✓ ٢/٤	🖶 💽 Down	load the report \smallsetminus							
	Reference 📩	Entry sh.	SES Crt on	Doc. Date	Pstng Date	Purch.doc.	Item Short Text	Gross val.	Curr. Unp	lanned	Created by	PGr	Description
	18093	8000216181	18.07.2018	18.07.2018	18.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18094	8000216182	18.07.2018	18.07.2018	18.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18095	8000216183	18.07.2018	18.07.2018	18.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18862	8000215609	04.07.2018	04.07.2018	04.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18863	8000215610	04.07.2018	04.07.2018	04.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18864	8000215611	04.07.2018	04.07.2018	04.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18865	8000215659	06.07.2018	06.07.2018	06.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18866	8000215660	06.07.2018	06.07.2018	06.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18867	8000215658	06.07.2018	06.07.2018	06.07.2018	4300119979	00010				T51898	841	Benjamin Heil
	18868	8000215657	06.07.2018	06.07.2018	06.07.2018	4300119979	00010				T51898	841	Benjamin Heil

Additional information:

Doc. Date	is the Date you entered in "Doc. Date" which should be your invoice Date
Posting Date	is the Date SES is approved
Gross val.	is the total value (Excluded GST) on the invoice
Unplanned	the value of unplanned service (It will be 0 if there is no unplanned service in
	SES)
Created by	is the user created SES. It should be your vendor code. If it's showing Txxx, it
	means this SES is created by Tomago Employee and could be duplicated with
	what you have entered already. Please highlight this and contact Tomago
	Administrator ASAP (Deborah Chen).

Download the report (Please make sure you have MS Excel installed on your machine) When you click "Download the report" button and select "Spreadsheet"

(Back	
Έ	Download the r	eport
Doc. Date	Spreadsheet	rch
08.07.2019	Local File	00°
08.07.2019	Send	001
08.07.2019	SAPoffice Folders	001
08.07.2019	ABC Analys.	001
08.07.2019	HTML download	001
29.07.2019	29.07.2019	4300 ⁻

It will be default Excel format, please click Green tick to continue

	Select Spreadsheet	×
	Select Spreadsheet	~
F	ormats:	
(Excel (in MHTML Format)	
(OpenOffice (in OpenDocument Format 2.0)	
1	Select from All Available Formats]
	Excel (in Office 2007 XLSX Format) \sim	
	Always Use Selected Format	
	<	>
		V 8

Click "Choose" button to continue

Date Modified	Туре	d Size	
Date Modified	Туре	Size	
Date Modified	Туре	Size	
expon.ALSA			
Excel (*.XLSX)			\sim
Save a copy to the native file s	system.		
	Excel (*.XLSX)	Excel (* XLSX) Save a copy to the native file system.	export.XLSX Excel (*.XLSX) Save a copy to the native file system.

Click "Open" to continue

Do you want to open or save export.XLSX (4.47 KB) from tmgdeverp01.site.tomago.com.au?	Open	Save 🔻	Cancel	×
--	------	--------	--------	---

Then, it should launch Excel with the data in the output you just query

- J · (- · · ·									ехро	rt [Read-Only]] - Excel				
le Home In	sert Page L	ayout Formu	las Data	Review View	w ProScript	Ŷ	PTell me what you want to	o do							
🛀 👗 Cut	Arial	- 10 - A	A A = =	= % -	Wrap Text		General +	≠		Vormal	Bad	Go	ood	Neutral	
te 🎺 Format Painter	BIU	• 🖽 • 🕭 •	<u>A</u> • ≡ ≡		🗄 Merge & Cer	iter 👻	\$ - % * 50 →0	Conditional Fe	ormat as Table •	Check Cell	Expland	atory <u>H</u> y	perlink	Input	
Clipboard	5	Font	G.	Alignme	nt	G	Number 5					Styles			
• •	$\times \checkmark f_s$	r													
А	В	С	D	E	F	G	н		1	J	к	L	M	N	
Reference	Entry sh.	SES Crt on	Doc. Date	Pstng Date	Purch.doc.	Item	Short Text		Gross val	. Curr.	Unplanned	Created by	PGr	Description	
INVOICE 001	8000227107	8/07/2019	8/07/2019	8/07/2019	4300126149	10						T52753	834	Katrina Whiteley	
S001-0807	8000227105	8/07/2019	8/07/2019	8/07/2019	4300126149	10						T52753	834	Katrina Whiteley	
S002-0807	8000227106	8/07/2019	8/07/2019	8/07/2019	4300126149	10						T52753	834	Katrina Whiteley	

4. Report – Pending SES (Service Entry Sheet)

Logon on to Tomago Vendor Portal You will find the tile called "Pending SES"

Vendor Portal			
Vendor Portal			
SES Vendor Vendor SES Creation	SES Vendor Pending SES	SES Vendor Approved SES	== \$ ✓

Click on the new tile "Pending SES", you can view all service entry sheets not approved yet as below in the separate browse page.

Once the SES being approved, it won't be showed in this report. P.S. The back button in below screen is not working yet and you need to close the browse page like the existing tile "Vendor SES creation".

BACK Red Pen				
List/Release of Service Entry Sneets				
PO header PGr Vendor Name PO items FinEnt Short Text	Net value PO item PO Date			
Entry Sh. AccIn FinEnt BlkgInd Reference	Net Value Created on	Doc. Date	Rel. Indicator	Release Option
4300113715 800 12402 RIG INSTALLATIONS (NEWCASTLE) P/L 10 Paint for furnace coil Geoff Pyke	500.00 30.11.2016			
8000215667 K TESTTEST	100.00 17.05.2019	17.05.2019 A	Acceptance blocked	Release possible

If you double click the Service entry sheet number (e.g. 8000215667), you can view the detail of SES as below. You can click "Back" button going back to previous screen.

In this detail screen, you can find the invoice number/claim sheet# you entered. If you click on "Accept. Data" tab, you will find the total amount of invoice (exclude GST), invoice date etc. Those information is read-only that you can't change.

	8000215667 Display Entry Sheet										
Entry Sheet For Purchase Order	8000215667 000 4300113715 10	No acceptance			⊘ B	ack					
Vendor Invoice #/Claim Sheet #	testtest										
Image: Invoice Date 17.05.2019 Image: Posting 17.05.2019		Toal value excluded Tax Reference	TEST	100.00 A	UD						
Created T52753 Im Created 17.05.2019]										
Image: Line Del. Ind. Service 10 70005	e No. Short Text <u>7</u> MATERIALS	Quantity 100	Un EST	Gross Price	Crcy AUD	per 1	Matl Group	Service Text			

However, you can add or delete the attachment via clicking blue circle go to "Attachment list" which will be allowed you delete and add different attachment if it was attached wrong one.

5														
	6 ~)				8000	0202504 [Displa	y Entry She	eet					
-	\smile													
Fala	. 0.5		8000	2025.04	M No accentance				•					
Entry	/ Sneet		8000	202304					ن وي	аск				
For F	Purchase (Order	4300:	117202	10									
Vend	dor Invoice	#/Claim Sl	neet # invoid	e2										
A	ccept. Dat	ta												
112	Invoice Da	ate 06.0	3.2018		Toal value exc	luded Tax		1.050.00	AUD					
112	Posting	06.0	3.2018						_					
					Reference		INVO	ICE2						
	Croated	40373												
_	Cleated	10373	3											
112	Created	06.03	3.2018											
1	Created	06.03	3.2018											
1	Created	06.03	3 . 2018 Service No.	Short Te	xt	Quantity	Un	Gross Price	Crcy	per	Matl Group	Service Text	Workday	For
	Created Created	06.03	3 . 2018 Service No. <u>700066</u>	Short Te: Machine	xt e Trolley Components & Loa	Quantity 1,050	Un EST	Gross Price 1.00	Crcy AUD	per	Matl Group 25002	Service Text	Workday	For
1	Created Created	06.03	3 3 3 2018 Service No. 700066	Short Ter Machine	xt e Trolley Components & Loa Service: Attachment lis	Quantity 1,050	Un EST	Gross Price 1.00	Crcy AUD	per 1	Matl Group 25002	Service Text	Workday	For [
The sector	Created Created	06.03	3. 2018 Service No. <u>700066</u>	Short Te: Machine	xt e Trolley Components & Loa Service: Attachment lis et	Quantity 1,050	Un EST	Gross Price 1.00	Crcy AUD	per 1	Matl Group 25002	Service Text	Workday	Fori
The second secon	Created Created Line 10	06.03 Del. Ind.	3. 2018 Service No. Z00065	Short Te: Machine	xt e Trolley Components & Loa Service: Attachment lis et () () () () () () () () () () () () () (Quantity 1,050 St	Un EST	Gross Price 1.00	Crcy AUD	per 1	Matl Group 25002	Service Text	Workday	Fori
Tack on	Created Created Line 10	Del. Ind.	3. 2018 Service No. Z00066	Short Te: Machine	xt e Trolley Components & Loa Service: Attachment lis et @ @ . = = Creator Name	Quantity 1,050 st	Un EST	Gross Price 1.00	Crcy AUD	per 1	Matl Group 25002	Service Text	Workday	For
The second secon	Created Created Line 10 Title Configl	Del. Ind.	Service No. Z00066	Short Te: Machine	xt = Trolley Components & Loa Service: Attachment lis et	Quantity 1,050 St Created On ² 20.03.2018	Un EST	Gross Price 1.00	Crcy AUD	per 1	Matl Group 25002	Service Text	Workday	Fon[0