

ROBOTIC PROCESS AUTOMATION (RPA) FOR SUS INVOICE PROCESSING

- ✓ TM are now adopting Robotic Process Automation (RPA) for SUS Invoice Processing to enhance productivity and operational efficiency.
- ✓ This is a significant step, as RPA involves using software robots known as ROBIN to automate the SUS invoicing process.
- ✓ To ensure a successful implementation of RPA and to foster a positive relationship with vendor, it's crucial to establish clear requirements.



Vendor is compulsory to follow the below requirements to mitigate the risk of unnecessary rejection and ensure a smoother SUS submission process in compliance with RPA standards.

1. To upload the invoice, delivery order or other supporting document into its respective document folder (segregate type of document)

This is to facilitate ROBIN in classifying the document by category. Sample document folder in SUS attachment:

Attachments		
*Document Title	Required	File Name
Supplier's Original Invoice	<input checked="" type="checkbox"/>	INV - W1223-0310 - WISHLIST CENTRAL 4 - TA ...
Delivery Order (DO)	<input type="checkbox"/>	W1223-0185 - WISHLIST CENTRAL 4 - TAMAN ...
Certificate of Acceptance COA	<input type="checkbox"/>	COA - WISHLIST CENTRAL 4 - TAMAN MAHKOT...

3. To ensure clear document submission

This is to facilitate ROBIN to verify the accurate information in documentation e.g amount, invoice no, invoice date, PO no etc

Sample:

Clear	Unclear																				
<p>DELIVERY ORDER</p> <p>BR To : CTQ218 TM TECHNOLOGY SERVICES SDN BHD Finance SSO, TM Annex 2, 1, Jalan Pesta Jaya, Off Jalan Pesta Baru, 52200 Kuala Lumpur</p> <p>Delivery To: Store TM Bakar Arang, Sg Petan Selatan, 08200 Sg Petan, Kedah, Malaysia PIC: Pn Napsa (+60) 11-10283020</p> <p>Delivery Order: HGS00-20220426 Issue Date: 20/10/2022 Your Ref: HGS219682 Salesman: TM CONTRACT Page: 1 Cost Center: P_LINE1</p> <p>Mode of Delivery: ADRIFT MOVIE Delivery/shipment Tracking No:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Description</th> <th>Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SPALTER POC SP 14</td> <td>14</td> <td>UNIT</td> </tr> <tr> <td>2</td> <td>Fiber Distribution Unit 24V 4 Mode GB</td> <td>1</td> <td>UNIT</td> </tr> </tbody> </table>	No	Description	Quantity	UOM	1	SPALTER POC SP 14	14	UNIT	2	Fiber Distribution Unit 24V 4 Mode GB	1	UNIT	<p>DELIVERY ORDER</p> <p>BR To : CTQ218 TM TECHNOLOGY SERVICES SDN BHD Finance SSO, TM Annex 2, 1, Jalan Pesta Jaya, Off Jalan Pesta Baru, 52200 Kuala Lumpur</p> <p>Delivery To: TM 120 Dava, Jalan SAMP, Taman Staraya, 42200 Cheras, Selangor PIC: (+60) 11-10283020</p> <p>Delivery Order: HGS00-20221011 Issue Date: 31/10/2022 Your Ref: HGS219682 Salesman: TM CONTRACT Page: 1 Cost Center: P_LINE1</p> <p>Mode of Delivery: JUSLOWRY Delivery/shipment Tracking No: HGS219682</p> <table border="1"> <thead> <tr> <th>No</th> <th>Description</th> <th>Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fiber Distribution Unit 24V 4 Mode GB</td> <td>1</td> <td>UNIT</td> </tr> </tbody> </table>	No	Description	Quantity	UOM	1	Fiber Distribution Unit 24V 4 Mode GB	1	UNIT
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2. To ensure clear factoring stamping

This is to facilitate ROBIN to identify the factoring stamp and verify the factoring bank account number

Sample:

Clear	Unclear
<p>Inhois ini, termasuk butang yang berbeza dari inhois ini telah dijual dan dipindah milik kepada PLC CREDIT & FACTORING SDN BHD Sila jelaskan bayaran terus kepada :-</p> <p>PLC CREDIT & FACTORING SDN BHD (113961-D) Aran 18, Menara Rana Pembangunan, Bandar Wawasan 1016, Jalan Sultan Ismail, 50250 Kuala Lumpur Tel No: 03-26901010 Fax No: 03-26901180 / 03-26901188 MELALUI MALAYAN BANKING BERHAD (Caw. Wisma Sime Darby A/C No: 514020216788) Hanya pembayaran terus kepada PLC CREDIT & FACTORING SDN BHD Akan dikira sebagai penjelasan yang memuaskan terhadap inhois ini</p> <p>Segala bantahan terhadap inhois ini atau terma termananya hendaklah dilaporkan kepada PLC CREDIT & FACTORING SDN BHD didalam masa 7 hari selepas Tarikh penerimaannya</p> <p>Setiap nota kredit yang dikehendaki adalah tidak sah melainkan hanya mendapat pengesahan daripada PLC CREDIT & FACTORING SDN BHD</p>	<p>Inhois ini termasuk butang yang berbeza dari inhois ini telah dijual dan dipindah milik kepada PLC CREDIT & FACTORING SDN BHD Sila jelaskan bayaran terus kepada :-</p> <p>PLC CREDIT & FACTORING SDN BHD (113961-D) Aran 18, Menara Rana Pembangunan, Bandar Wawasan 1016, Jalan Sultan Ismail, 50250 Kuala Lumpur Tel No: 03-26901010 Fax No: 03-26901180 / 03-26901188 MELALUI MALAYAN BANKING BERHAD (Caw. Wisma Sime Darby A/C No: 514020216788) Hanya pembayaran terus kepada PLC CREDIT & FACTORING SDN BHD Akan dikira sebagai penjelasan yang memuaskan terhadap inhois ini</p> <p>Segala bantahan terhadap inhois ini atau terma termananya hendaklah dilaporkan kepada PLC CREDIT & FACTORING SDN BHD didalam masa 7 hari selepas Tarikh penerimaannya</p> <p>Setiap nota kredit yang dikehendaki adalah tidak sah melainkan hanya mendapat pengesahan daripada PLC CREDIT & FACTORING SDN BHD</p>