

xBridge B2B Portal

B2B

Morning Session Training Agenda

Time	PROGRAMME
9:00am – 9:20am	Registration
9:20am – 9:30am	Welcome Speech by Director Mr. Loo
9:30am -10:00am	Purchase Order Process Flow
10:00am – 10:40am	Goods Received Notes Process Flow
10:40am – 11:40am	Purchase Return Process Flow
11:40am – 11:55pm	Monthly Subscriptions Billing
11:55pm - 12:00pm	Data Archive
12:00pm – 12:10pm	xBridge B2B Portal Quick Tour
12:10pm – 12:30pm	Q & A

Afternoon Session Training Agenda

Time	PROGRAMME
2:00pm – 2:20pm	Registration
2:20pm – 2:30pm	Welcome Speech by Director Mr. Loo
2:30pm -3:00pm	Purchase Order Process Flow
3:00pm – 3:40pm	Goods Received Notes Process Flow
3:40pm – 4:40pm	Purchase Return Process Flow
4:40am – 4:55pm	Monthly Subscriptions Billing
4:55pm - 5:00pm	Data Archive
5:00pm – 5:10pm	xBridge B2B Portal Quick Tour
5:10pm – 5:30pm	Q & A

Features of xBridge B2B Portal

Download Purchase Document	Create Transaction	SKU Maintenance & Sales Monitoring	Download Finance Document
Purchase Order	EDI Integration (PO to SO)	Vendor SKU List Maintenance	Vendor Payment Voucher
Goods Received Note	Create E-Invoice to match GRN	Vendor Propose Listed Cost Change	Vendor Monthly Statement
Debit Note	Create E-Credit Note to match Debit Note	Vendor Propose Promotion Cost	Adjustment DN/CN issued to Vendor
Promotion Claim Invoice	Create Consign Invoice to match Cost of Sales	Vendor Propose Purchase Order	
Buying Income Invoice		Consignment Sales Monitoring	

24th June 2019

Appendix 1



Process flow of TF Value-Mart Sdn Bhd (TFVM) e-Documents transmitted through Vendor B2B Portal

1. Purchase Order (PO)

- (a) Upon issuing of PO by TFVM Store, it will be published at Vendor B2B Portal for Supplier to accept or reject
- (b) Supplier is required to provide reason code(s) for rejected POs
- (c) Once the PO is accepted, Supplier shall proceed to deliver the stock based on the prevailing delivery terms and conditions stipulated on the PO

Purchase Order Process Flow

Purchase Order (PO)

1

Retailer raise Purchase Order @ Panda Backend System

2

Purchase Order to be published @ B2B once document posted @ Panda

3

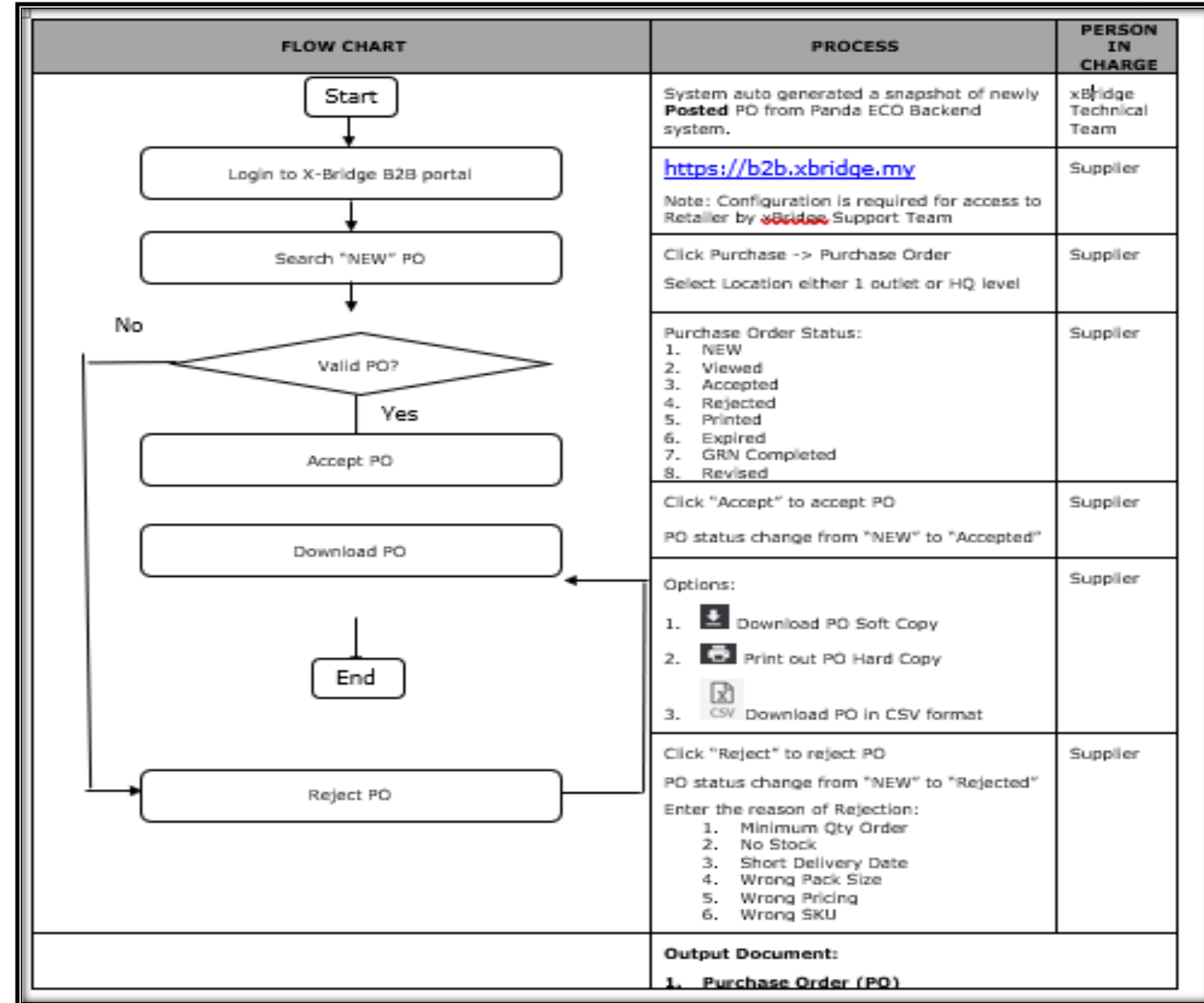
Vendor confirms acceptance of PO and download in hardcopy or softcopy

4

Vendor is allowed to reject the PO with valid reason

5

Issuer will be notified of rejected PO via email



Purchase Order Summary

- ✓ PO is either **FULL ACCEPT** or **FULL REJECT** there is **NO PARTIAL**
- ✓ Printed or Viewed PO **DOES NOT** mean Accepted
- ✓ If majority PO lines are **VALID** you are encourage to accept the PO and fulfil those **VALID** PO lines
- ✓ You are **REQUIRED** to Accept PO if you confirmed to fulfil orders as auto matching will be performed for later payment process
- ✓ Suppliers with “Receiving without PO” in Retailer setup **WILL NOT** be able to view any PO

Purchase Order Summary

- ✓ It is **IMPORTANT** to Reject PO if you confirmed not to fulfil in order for issuers to receive rejection email notifications
- ✓ PO Expiry Date and Delivery Date are **ASSIGNED** by TFVM, xBridge Support Team is not authorized to amend
- ✓ Only **NEW** PO will be included in Daily PO Notifications. Revision PO will not be appeared in the email
- ✓ In case you see **IRREGULAR** in the PO lines please contact xBridge Support Team

TFVM Goods Received Terms & Conditions

24th June 2019

Appendix 1



2. Goods Received Note (GRN) and Goods Received Difference Advice (GRDA)

- (a) After goods are received by TFVM Store, a Goods Received Note (GRN) will be generated and published at Vendor B2B Portal
- (b) If there are discrepancies in quantity during receiving, a GRN with Goods Received Difference Advice (GRDA) will be generated and published at Vendor B2B Portal
- (c) A GRN together with GRDA (if any) is proof of delivery on which the invoice matching will be based. Any discrepancies in GRN and/or GRDA disputed by Supplier must be communicated directly with the TFVM Store concerned
- (d) For Suppliers who sign up for e-Invoice service, they shall proceed to generate the e-Invoice at Vendor B2B Portal

There are **TWO** types of Payment Policy

- ✓ Pay by Retailer Goods Received Notes (GRN)
 - Generate E-Invoice
- ✓ Pay by Supplier Invoice
 - Generate E-Credit Note if Goods Received Difference Advice (GRDA) exists

Which payment policy is setup for my login account?

- ✓ It is **ASSIGNED** by the Retailer
- ✓ **TAKE NOTE** if you have registered more than **ONE** Retailer as there may be different payment policy assigned

How to check assigned payment policy?

- ✓ Your login account will be **ENABLE** based on Retailer setup
 - **Generate E-Invoice** -> Pay by Retailer GRN **OR**
 - **Generate E-Credit Note** -> Pay by Supplier Invoice

Payment Policy 1 - Pay By Retailer GRN

Pay by Retailer GRN

1

Retailer perform Goods Receiving @ Panda Backend System

2

Posted GRN with Item Details published @ B2B Portal

3

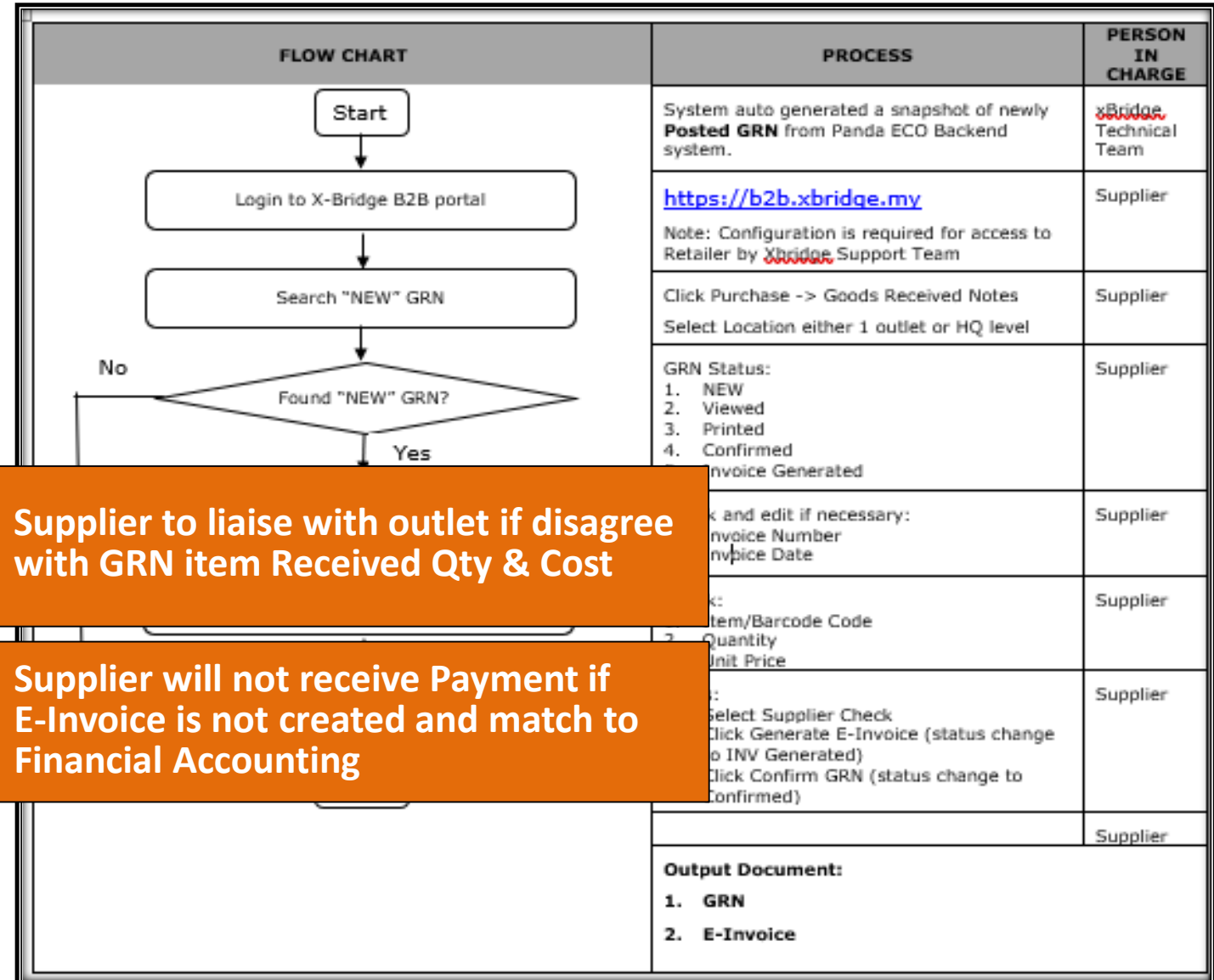
Supplier verify GRN Item Received Qty & Cost @ B2B Portal

4

Supplier generate E-Invoice as per GRN within a specific period i.e. 5 days

5

GRN match to Financial Accounting upon supplier's creation of E-Invoice



Supplier to liaise with outlet if disagree with GRN item Received Qty & Cost

Supplier will not receive Payment if E-Invoice is not created and match to Financial Accounting

Pay By Retailer GRN Summary

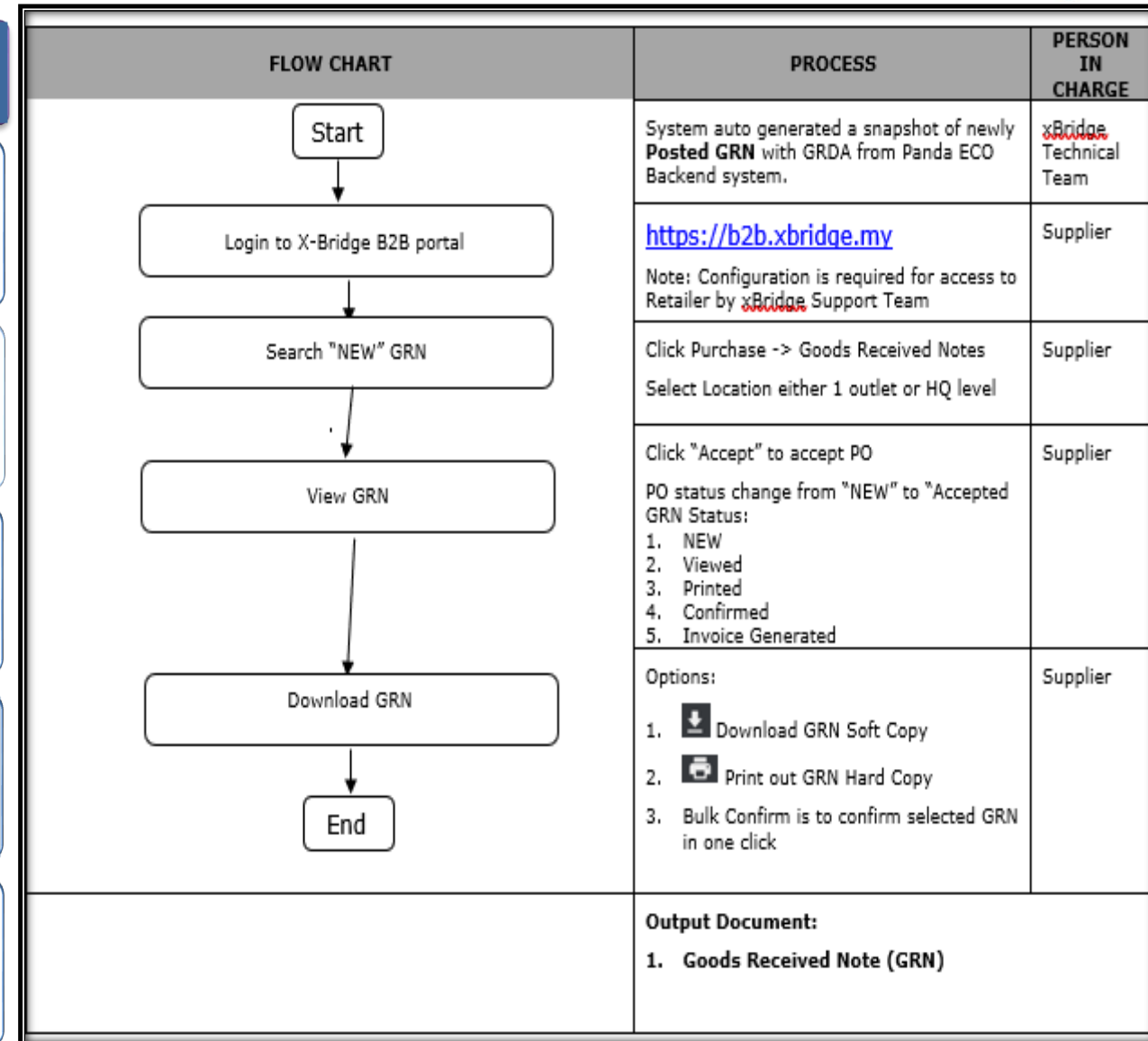
- ✓ GRN lines are **FULL** Confirm there is **NO PARTIAL**
- ✓ If there are **DIFFERENCES** in GRN lines against your Delivery Order please **CONTACT** the receiving TFVM outlet directly
- ✓ It is **IMPORTANT** to **CONFIRM** the GRN and generate E-Invoice once verified as auto matching will be performed for later payment process
- ✓ Always search GRN by **SUPPLIER INVOICE NUMBER** or **DELIVERY ORDER NUMBER**
- ✓ **BULK CONFIRM** function is available to speed up the GRN confirmation process

Payment Policy 2 - Pay By Supplier Invoice

GRN without GRDA

- 1 Retailer perform Goods Receiving @ Panda Backend System
- 2 Posted GRN published @ B2B Portal with Supplier Invoice Details
- 3 Supplier verify Invoice Header and Item Details @ B2B Portal
- 4 GRN match to Financial Accounting upon supplier's verification of Invoice
- 5 Supplier download GRN for Record Keeping purpose

Supplier to liaise with outlet if disagree with Invoice Details

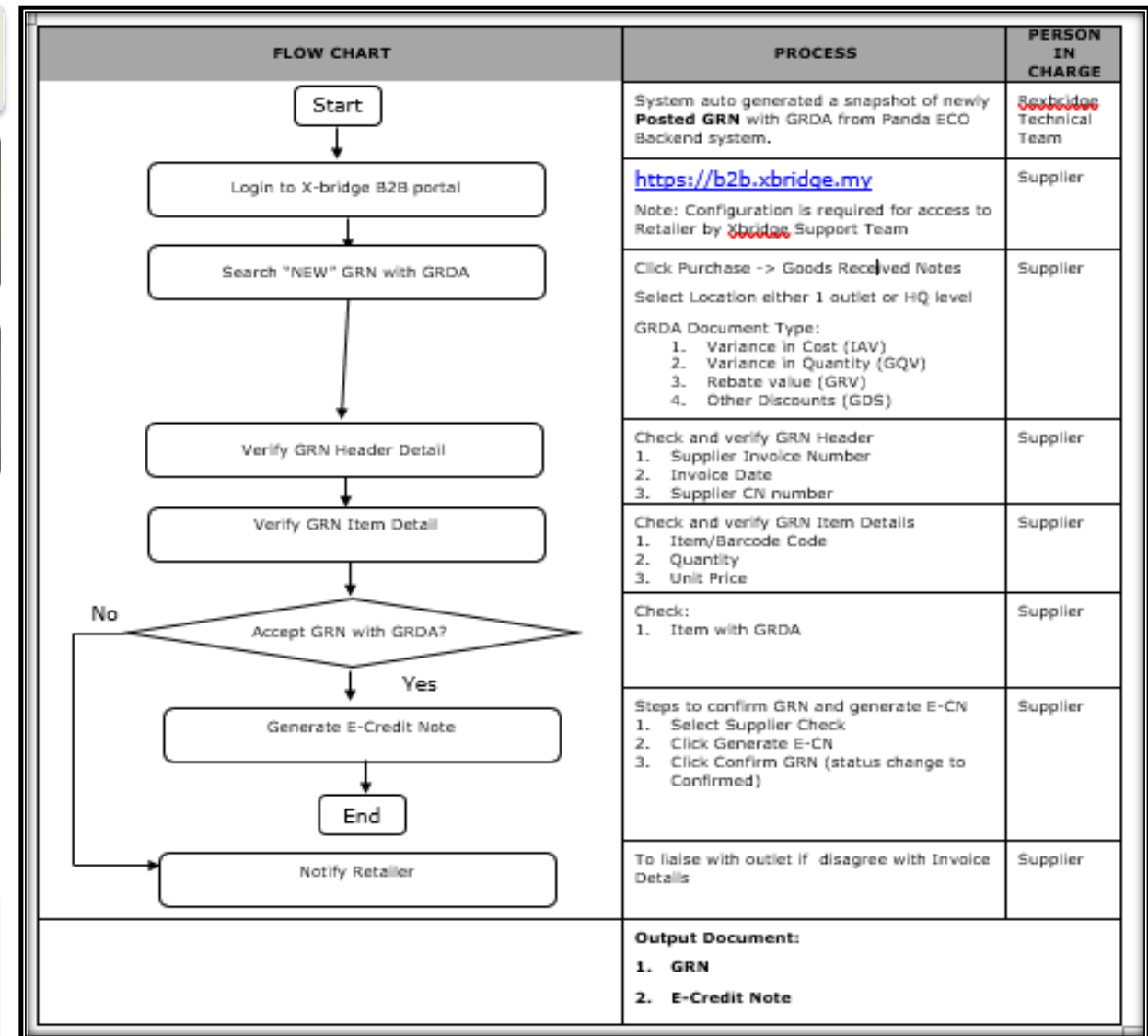


Payment Policy 2 - Pay By Supplier Invoice

GRN with GRDA

- 1 Retailer perform Goods Receiving with Goods Received Difference Advice (GRDA) @ Panda Backend System
- 2 Posted GRN & GRDA published @ B2B Portal with Supplier Invoice Details
- 3 Supplier verify Invoice Header, Item Details and GRDA Details @ B2B Portal
- 4 Supplier generate E-Credit Note with CN Number to match GRDA within a specific period i.e. 5 days
- 5 GRN & GRDA match to Financial Accounting upon supplier's creation of E-Credit Note

Supplier to liaise with outlet if disagree with Invoice Details



Pay by Supplier Invoice Summary

GRN without GRDA

- 1 Retailer perform Goods Receiving @ Panda Backend System
- 2 Posted GRN published @ B2B Portal with Supplier Invoice Details
- 3 Supplier verify Invoice Header and Item Details @ B2B Portal
- 4 GRN match to Financial Accounting upon supplier's verification of Invoice
- 5 Supplier download GRN for Record Keeping purpose

Supplier to liaise with outlet if disagree with Invoice Details

GRN with GRDA

- 1 Retailer perform Goods Receiving with Goods Received Difference Advice (GRDA) @ Panda Backend System
- 2 Posted GRN & GRDA published @ B2B Portal with Supplier Invoice Details
- 3 Supplier verify Invoice Header, Item Details and GRDA Details @ B2B Portal
- 4 Supplier generate E-Credit Note with CN Number to match GRDA within a specific period i.e. 5 days
- 5 GRN & GRDA match to Financial Accounting upon supplier's creation of E-Credit Note

Supplier to liaise with outlet if disagree with Invoice & GRDA Details

- ✓ **FOUR** different document type for GRDA
 - Variance in Cost (IAV)
 - Variance in Quantity (GQV)
 - Rebate Value (GRV)
 - Goods Discount Value (GDS)

- ✓ If there appears **more than ONE** GRDA in the GRN you are required to create E-Credit Note for each of the GRDA

- ✓ If there are **differences** on GRDA lines against your Delivery Order please contact the receiving outlet directly for clarifications
- ✓ It is **IMPORTANT** to **CONFIRM** the GRN and GRDA and generate E-Invoice once verified as auto matching will be performed for later payment process

TFVM Purchase Return Terms & Conditions

24th June 2019

Appendix 1



3. Stock Return Batch Document

- (a) Once the TFVM Store identify and compile the stocks for return to Supplier, a Stock Return Batch Document will be generated and published at Vendor B2B Portal
- (b) Supplier is required to acknowledge acceptance of the Stock Return Batch Document within 7 days from issue date
- (c) If the Supplier fail to acknowledge acceptance of the Stock Return Batch Document within 7 days after issue date, a 1st reminder will be sent via the portal with e-mail notification
- (d) If the supplier fails to acknowledge acceptance of the Stock Return Batch Document within 7 days after the 1st reminder, a 2nd reminder will be sent via the portal with e-mail notification
- (e) If Supplier fail to accept the Stock Return Batch Document within 7 days from the 2nd reminder, System will auto-generate a Purchase Return Debit Note (PRDN) together with e-mail notification

4. Purchase Return Debit Note (PRDN) and Purchase Credit Note (PRCN)

- (a) After acceptance of Stock Return Batch Document, a Purchase Return Debit Note (PRDN) will be generated and published at Vendor B2B Portal
- (b) TFVM Store shall proceed to dispose-off the return stock 7 days after a PRDN is generated. Supplier must arrange to collect the return stock from the TFVM Store concerned before the disposal date
- (c) Refund to Supplier related to Purchase Return shall be done via Purchase Return Credit Note (PRCN), which will be generated and published at Vendor B2B Portal
- (d) Any disputes on PRDN / PRCN must be communicated directly with TFVM Finance Dept.

Purchase Return Debit Note Process Flow

Purchase Return Debit Note (PRDN)

1

Retailer create a batch of Stock to be Returned @ Panda Backend

2

Posted Stock Return Batch Document with Item Details publish @ B2B Portal

3

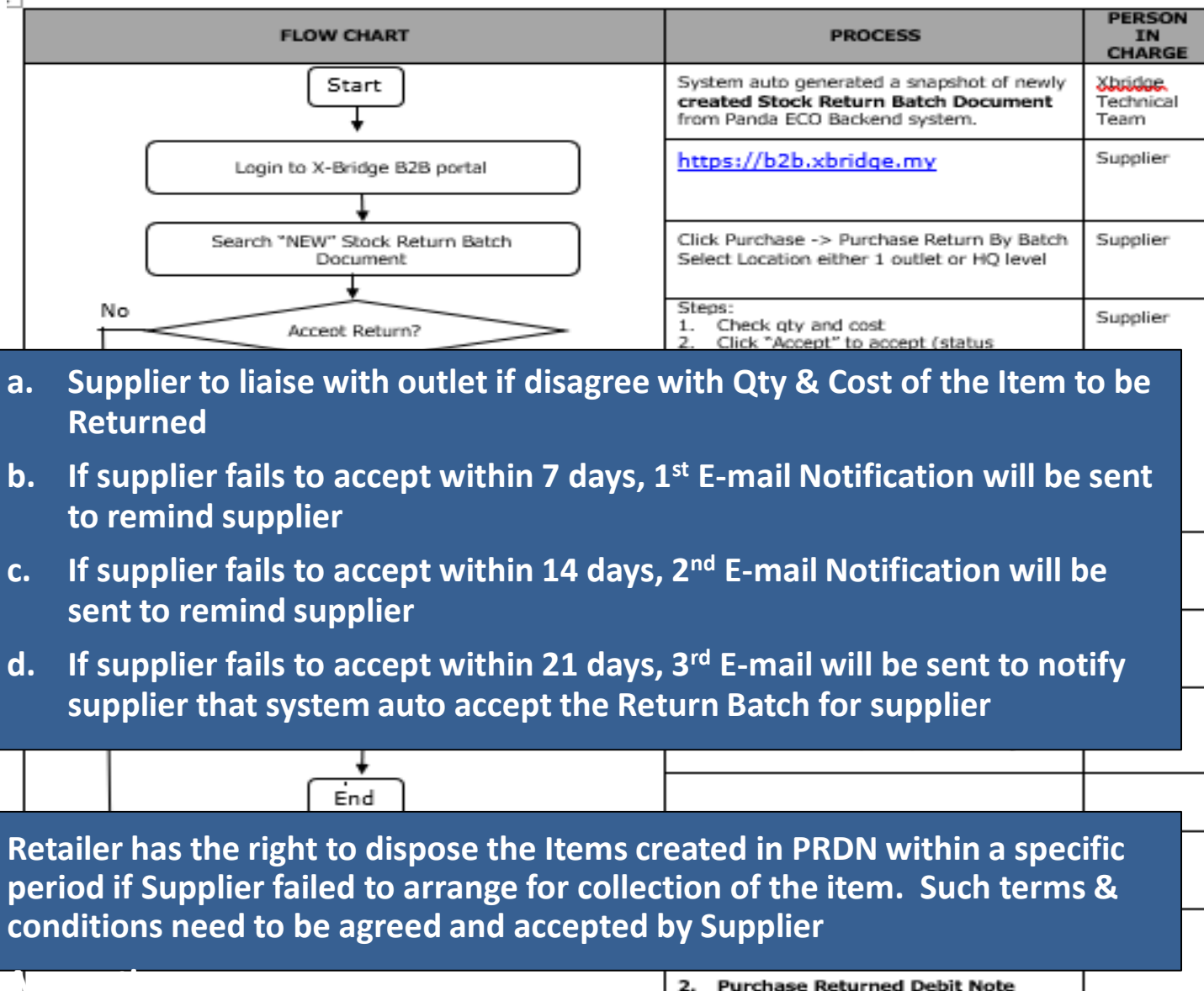
Supplier verify and accept the Qty and Cost as per Stock Return Batch Doc @ B2B

4

Panda Backend auto generated PRDN and publish @ B2B Portal upon Supplier's Acceptance

5

Supplier is to match the PRDN by creating E-Credit Note @ B2B Portal and arrange for Items Collections



Purchase Return Debit Note Summary

- ✓ Stock Return Batch is either **FULL ACCEPT** or **FULL REJECT** there is **NO PARTIAL**
- ✓ You are **ENCOURAGE** to contact issuer if there are queries on the Stock Return Batch
- ✓ It is **CRUCIAL** to Accept or Reject within the given 21 DAYS
- ✓ Email Notifications will be send out to **REMIND** all the registered email address prior to due date
- ✓ System will **AUTO ACCEPT** if the Stock Return Batch due date lapsed

Monthly Subscriptions Price Structure

One Time Charge	RM
Registration Fee per Supplier per Retailer A/C	300
Training Fee per Session for 2 Pax (Optional)	200



Monthly Subscription	RM
Subscription Fee (include first 75 Documents)	50 per month
76 th to 250 th Document	0.60 per doc
251 st to 500 th Document	0.50 per doc
501 st to 1000 th Document	0.40 per doc
1000 th Document & more	0.20 per doc





Monthly Subscriptions Fees Summary

- ✓ Every **10th** of the month **INVOICE** will be generated for previous month subscriptions
- ✓ Registered billing email address will receive **INVOICE**
- ✓ Alternatively you may also **VIEW** or **DOWNLOAD** monthly billing @ xBridge portal
- ✓ Overdue invoices may result to **SUSPENSION** of your login account
- ✓ Suppliers with “Receiving without PO” setup **WILL NOT** be counted for PO

Monthly Subscriptions Summary

✓ Sample of monthly invoice

	REXBRIDGE SDN BHD (1106802-H) 16-05-V01, Tower B, Vertical Business Suite II Bangsar South City, No. 8, Jalan Kerinchi 59200 Kuala Lumpur. Tel: 03-22423780 Fax: 03-22422781 Email: enquiry@xbridge.my	INV190XXXXX 																																																				
Bill To: XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX Tel: XXXXXXXXXXXX Email: XXXXXXXXX@yahoo.com.my	<table border="1"> <tr> <th>Invoice No.</th> <th>Period Code</th> <th>Invoice Date</th> </tr> <tr> <td>INV19080001</td> <td>2019-01</td> <td>2019-01-31</td> </tr> <tr> <td colspan="3">Printed Date: 2019-08-28</td> </tr> <tr> <td colspan="3">Term 30 Days</td> </tr> <tr> <td colspan="3">Remark :</td> </tr> </table>	Invoice No.	Period Code	Invoice Date	INV19080001	2019-01	2019-01-31	Printed Date: 2019-08-28			Term 30 Days			Remark :																																								
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- ✓ Documents that are **COUNTED** in monthly subscriptions
 - Purchase Order (PO) – ALL Status EXCEPT Rejected
 - i. NEW, Viewed, Printed, Accepted 
 - Goods Received Notes (GRN) 
 - i. GRN + E-Invoice with status: New, Confirmed, Printed 
 - ii. GRN + GRDA + E-Credit with status: New, Confirmed, Printed
 - Purchase Return Debit Note (PRDN) 
 - i. Stock Return Batch Document
 - ii. PRDN + E-Credit Note with status: Pending Accept, Pending PRDN, Pending e-CN

- ✓ **Other Documents that are also **COUNTED** in monthly subscriptions:**
 - i. **Purchase Debit Note**
 - ii. **Purchase Credit Note**
 - iii. **Promotion Claim Invoice**
 - iv. **Display Incentive Invoice**
 - v. **Other Buying Income Invoice (coming soon)**
 - vi. **Payment Voucher (coming soon)**

- ✓ xBridge portal keeps **SIX** months data
- ✓ **Over SIX** months data will be **ARCHIVED**
- ✓ You may send **REQUEST** to xBridge Support Team if you required over SIX months data

- ✓ **ALL ANNOUNCEMENT** will be published in the main page @ xBridge portal
- ✓ It is **IMPORTANT** that you read thru the xBridge portal Terms of Use and Privacy Policy
- ✓ **FAQ** and **MANUAL GUIDE** are available in both English and Bahasa Malaysia. From time to time there will be updates



Call us

Support line 1: +6 017 745 1185

Support line 2: +6 017 715 9340

Office hours: Monday to Friday 9:30am to 6:00pm



Send us your questions

support@xbridge.my

Questions and Answers





工欲善其事 必先利其器
be **Productive & Profitable**

😊 谢谢 Thank You 😊