Direct Invoicing Manual

Document Control

Date	Author	Version	Change Reference
February 25,2025	ASB	1.0	First Version

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Date	Author	Version	Change Reference

Document Approvers

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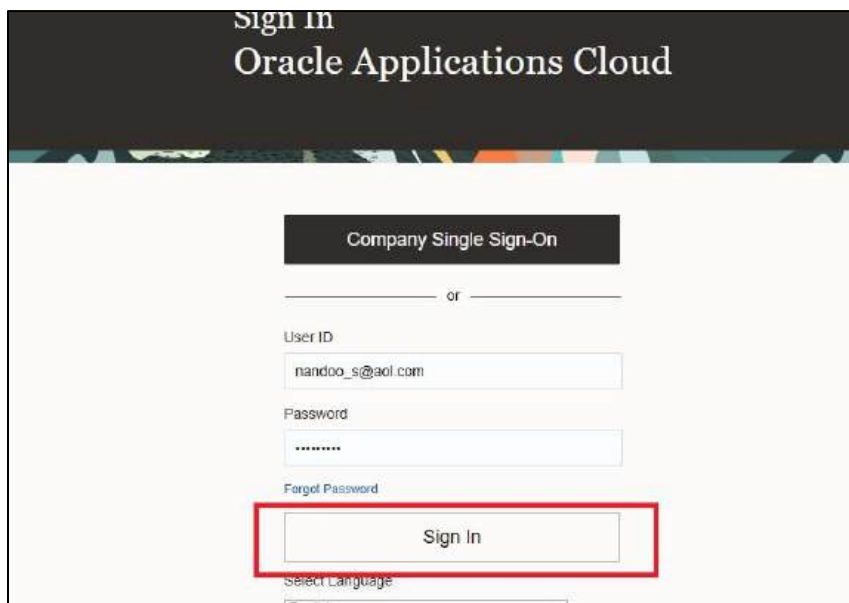
Contents

1. Direct Invoicing – Supplier Creates Invoice without PO

    1.1   Log in to the portal using the vendor credentials as below-:

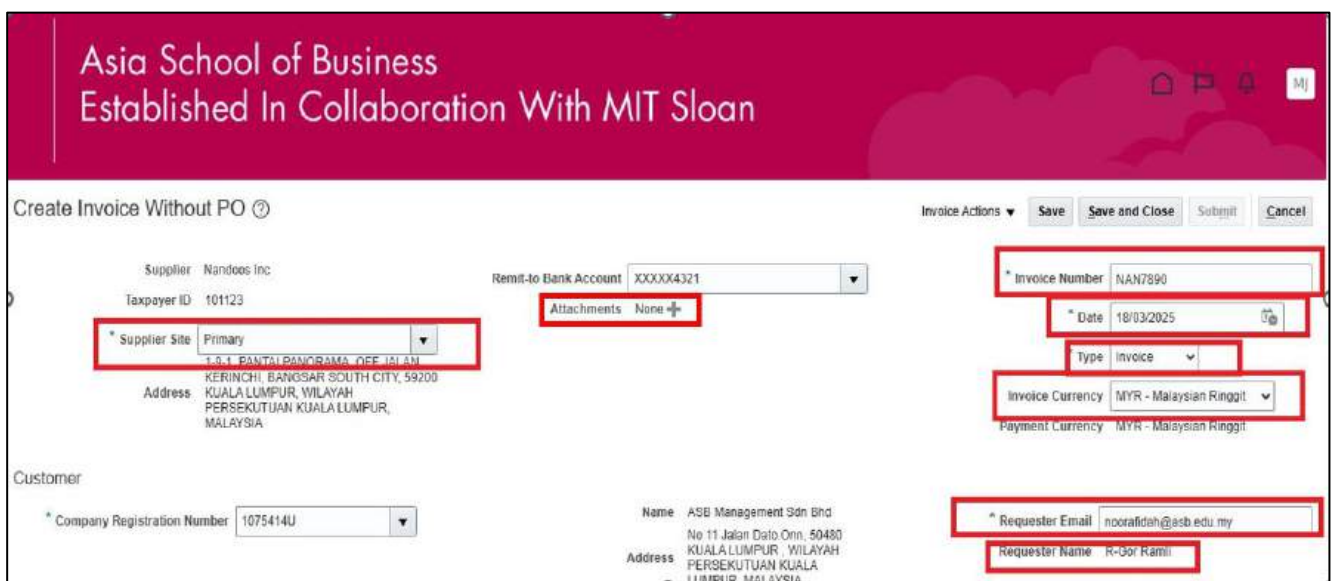| URL	https://ecxs.fa.ap1.oraclecloud.com/
User ID	Kindly enter your registered email
Password	Kindly enter your password

    1.2   Click '**Supplier Portal'**

1.3 Click '**Create Invoice Without PO**'

1.4 In the Create Invoice without PO screen, insert below data-

- **Supplier Site** – Primary
- **Attachments** – Please attach the official invoice
- **Invoice Number** – E.g. NAN7890
- **Date** – Select the current date
- **Invoice currency** – Choose the currency which applicable to the invoice E.g. 'MYR'
- **Requester Email** - Please enter the email address of the contact person who coordinates

  with you. E.g. 'noorafidah@asb.edu.my' (Requester name populates automatically)

1.5 Click the **"+"** sign button

1.6 Insert below details in the new line item

- Tax Classification – Select the correct tax classification which applicable to the invoice
- Amount – Key in the amount E.g. 500.00
- Invoice Line Description – Services for Software Installation

1.7 Click '**Submit**'.