



Direct Invoicing Manual

Document Control

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February 25,2025	ASB	1.0	First Version

Document Reviewers

Date	Author	Version	Change Reference

Document Approvers

Date	Author	Version	Change Reference

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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'

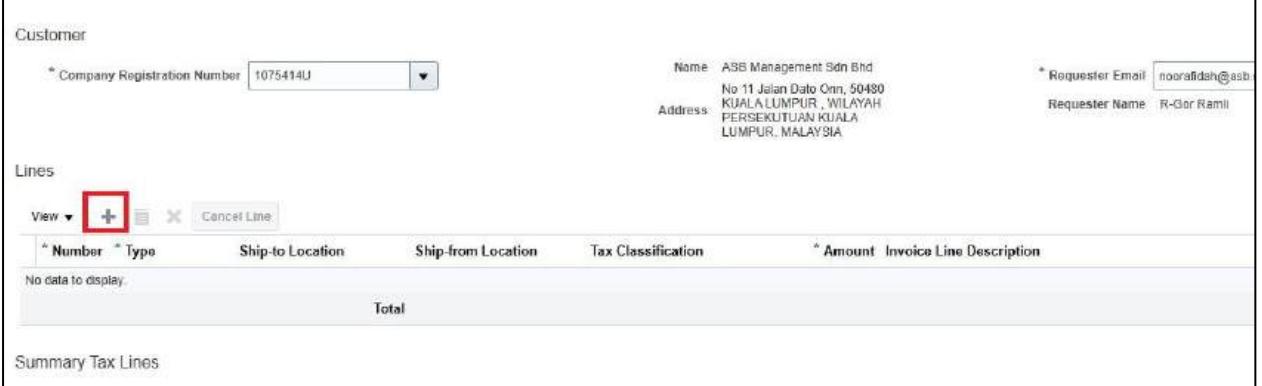


1.3 Click 'Create Invoice Without PO'

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



Customer

* Company Registration Number: 1075414U

Name: ABB Management Sdn Bhd
No 11 Jalan Dato Onn, 50480
KUALA LUMPUR, WILAYAH
PERSEKUTUAN KUALA
LUMPUR, MALAYSIA

* Requester Email: nooraifidah@astb.edu.my
Requester Name: R-Gor Ramli

Lines

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Invoice Line Description
No data to display.						
Total						

Summary Tax Lines

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



PERSEKUTUAN KUALA LUMPUR,
MALAYSIA

Payment Currency: MYR - Malaysian Ringgit

Customer

Company Registration Number: 1075414U

Name: ABB Management Sdn Bhd
No 11 Jalan Dato Onn, 50480
KUALA LUMPUR, WILAYAH
PERSEKUTUAN KUALA
LUMPUR, MALAYSIA

* Requester Email: nooraifidah@astb.edu.my
Requester Name: R-Gor Ramli

Lines

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Invoice Line Description
1	Item			ASB MY SST 6%	500.00	Services for software installation
Total						

Summary Tax Lines

1.7 Click 'Submit'.

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Create Invoice Without PO ⓘ

Supplier: Nandoos Inc
Taxpayer ID: 101123
Supplier Site: Primary
Address: 1-9-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAE SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Remit-to Bank Account: XXXXX4321
Attachments: None
* Invoice Number: NAN7890
* Date: 10/03/2025
Type: Invoice
Invoice Currency: MYR - Malaysian Ringgit
Payment Currency: MYR - Malaysian Ringgit

Invoice: NAN7890

Invoice NAN7890 has been submitted.

Printable Page | Create Another

Supplier: Nandoos Inc
Taxpayer ID: 101123
Supplier Site: Primary
Address: 1-9-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAE SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Remit-to Bank Account: XXXXX4321
Unique Remittance Identifier:
Check Digit:
Description:
Attachments: None

Number: NAN7890
Date: 10/03/2025
Type: Invoice
Invoice Currency: MYR
Payment Currency: MYR