



Direct Invoicing Manual

Document Control

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

Document Reviewers

Date	Author	Version	Change Reference

Document Approvers

Date	Author	Version	Change Reference

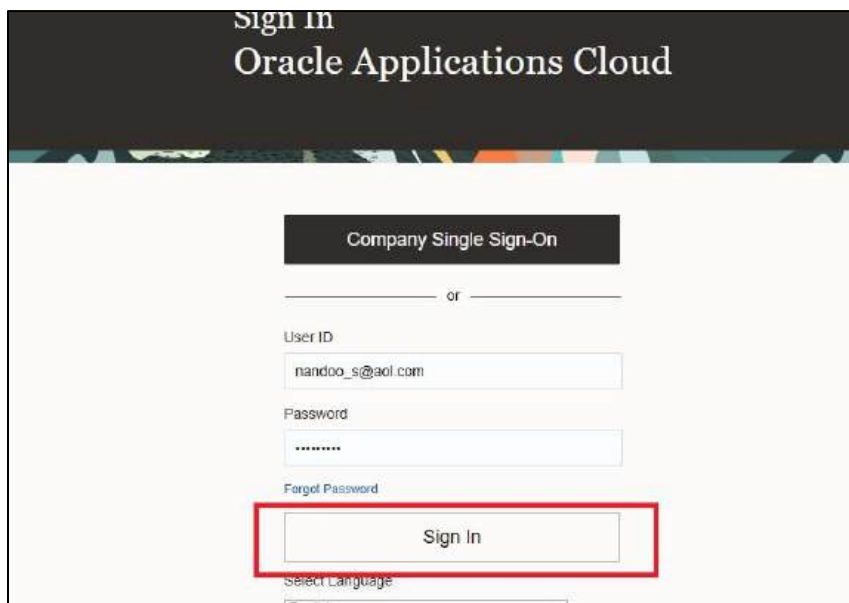
Contents

1. Direct Invoicing – Supplier Creates Invoice without PO.....	3
--	---

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'

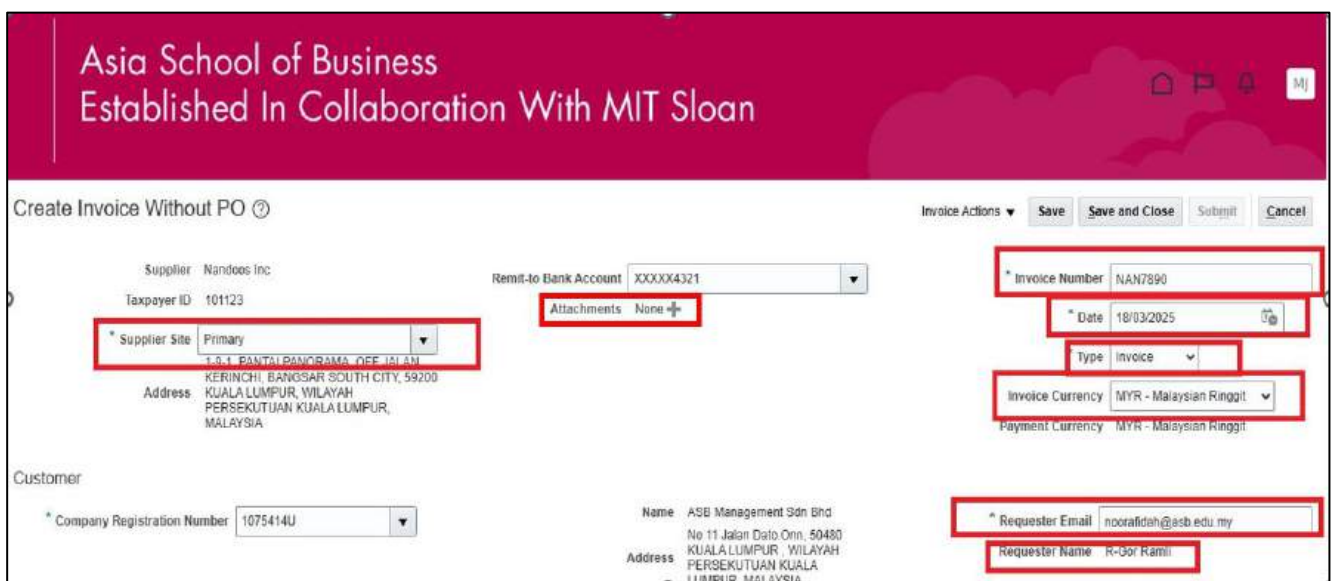


1.3 Click 'Create Invoice Without PO'



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

* Requester Email: noorafidah@asb.edu.my
Requester Name: R-Gor Ramli

Lines

View **+** Cancel Line

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

* Requester Email: noorafidah@asb.edu.my
Requester Name: R-Gor Ramli

Lines

View **+** Cancel Line

* 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						500.00

Summary Tax Lines

View

1.7 Click 'Submit'.

Asia School of Business
Established In Collaboration With MIT Sloan

Create Invoice Without PO ⓘ

Invoice Actions Save Save and Close Submit Cancel

Supplier Nandoos Inc.

Taxpayer ID 101123

Supplier Site Primary

Address 1-9-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Remit-to Bank Account XXXXX4321

Attachments None

Invoice Number NAN7890

Date 18/03/2025

Type Invoice

Invoice Currency MYR - Malaysian Ringgit

Payment Currency MYR - Malaysian Ringgit

Asia School of Business
Established In Collaboration With MIT Sloan

Invoice: NAN7890

Printable Page Create Another

Supplier Nandoos Inc.

Taxpayer ID 101123

Supplier Site Primary

Address 1-9-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Remit-to Bank Account XXXXX4321

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

Number NAN7890

Date 18/03/2025

Type Invoice

Invoice Currency MYR

Payment Currency MYR