PO Based Invoicing Manual

Document Control

Date	Author	Version	Change Reference
February 25,2025	ASB	1.0	First Version
May 22, 2025	ASB	2.0	Second Version

Document Reviewers

Date	Author	Version	Change Reference

Document Approvers

Date	Author	Version	Change Reference

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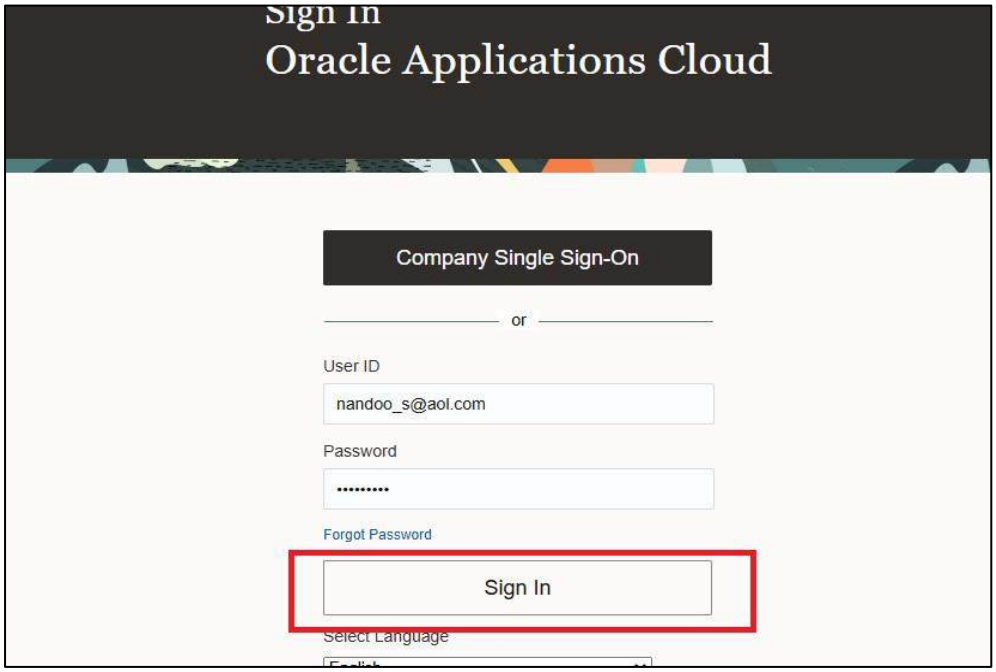
1. Suppliers raise an invoice for PO

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

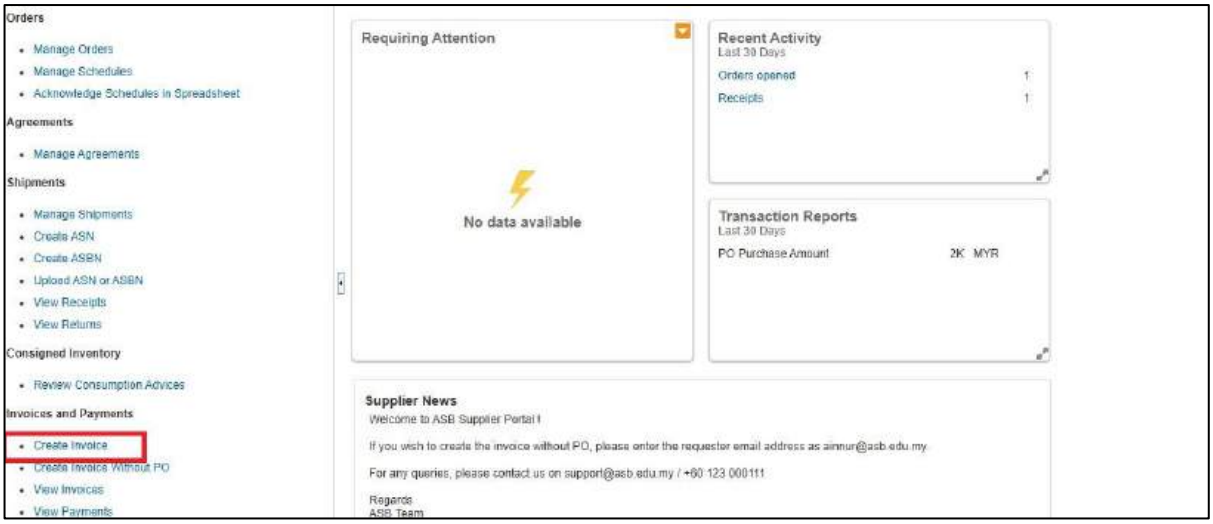
URL	https://ecxs.fa.ap1.oraclecloud.com/
User ID	Enter the registered email address
Password	Enter the updated password

Note: User ID will be the registered email ID during the initial registration in ASB ERP.

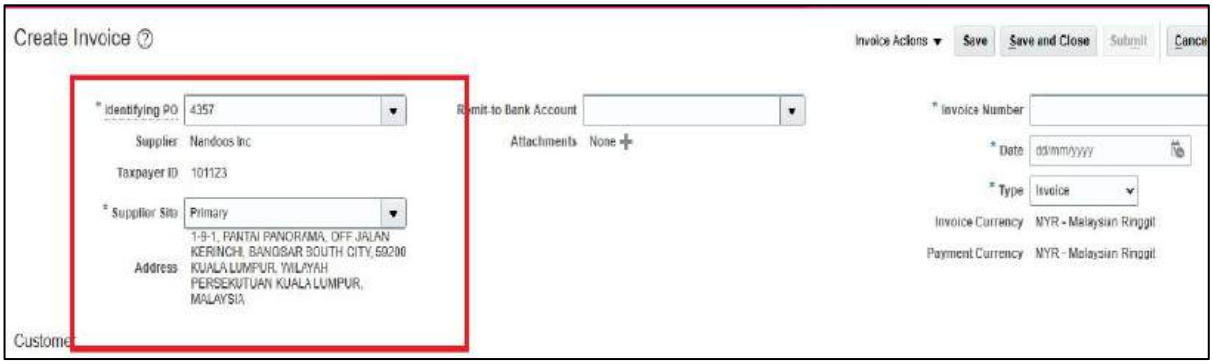


1.2 Click '**Supplier Portal'**

1.3 Click '**Create Invoice'**

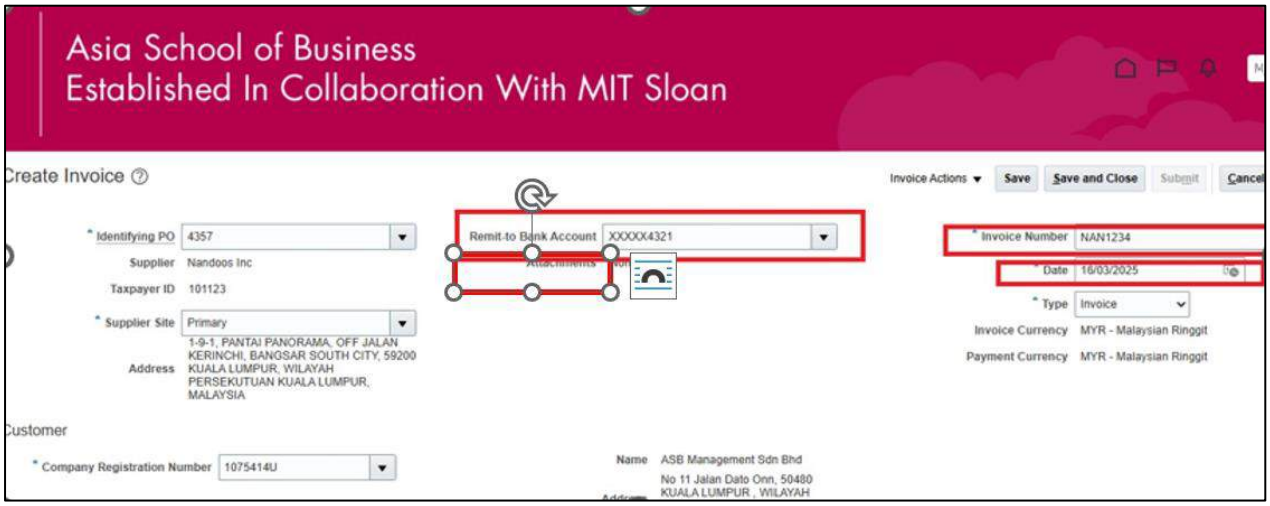


1.4 Search the **'PO Number'**. Other details will be populated automatically once supplier is selected.

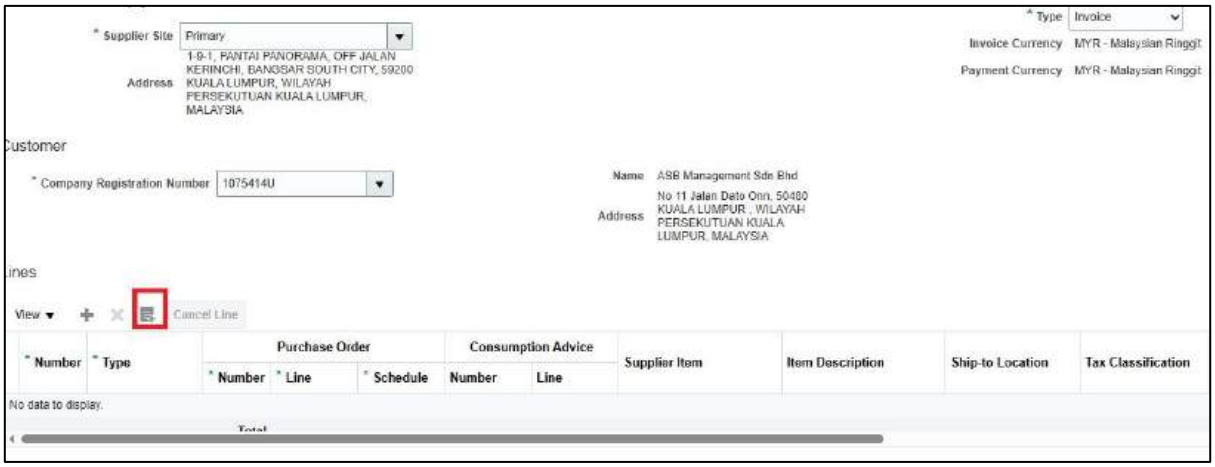


1.5 Select the bank details in '**Remit to Bank Account**'

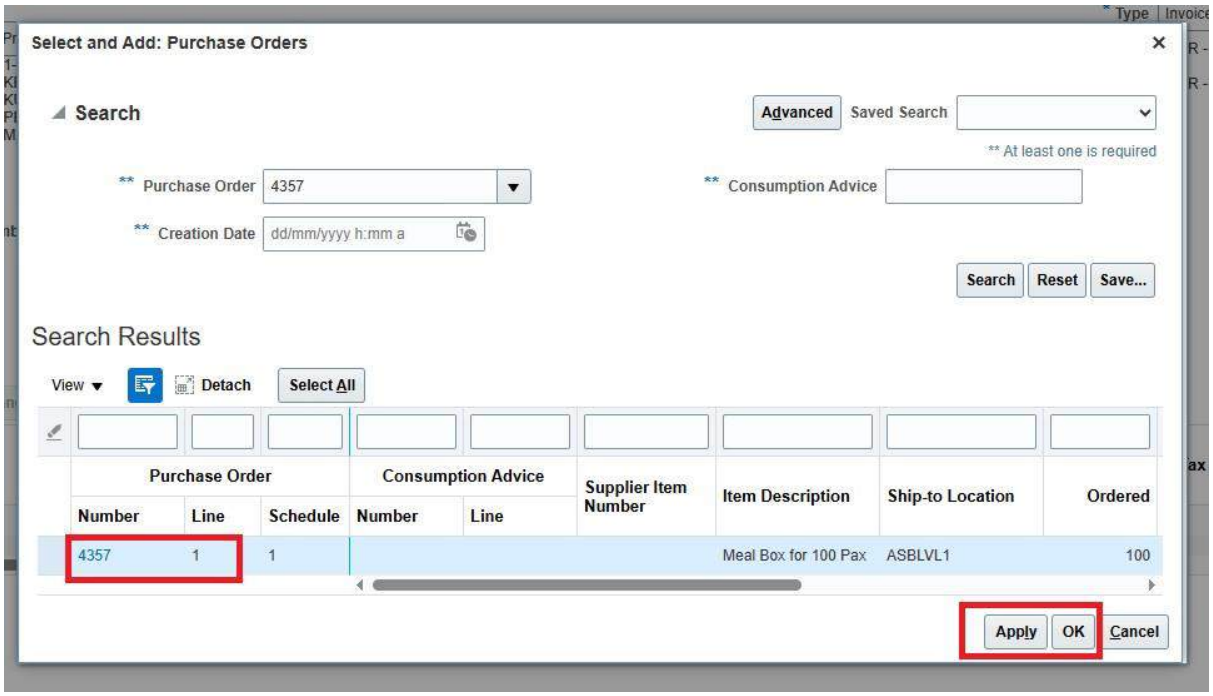
- **Attachments** – Please attach the official invoice document
- Input the **'Invoice number'** – E.g. NAN1234
- Select the **'Date'** – Select the creation date



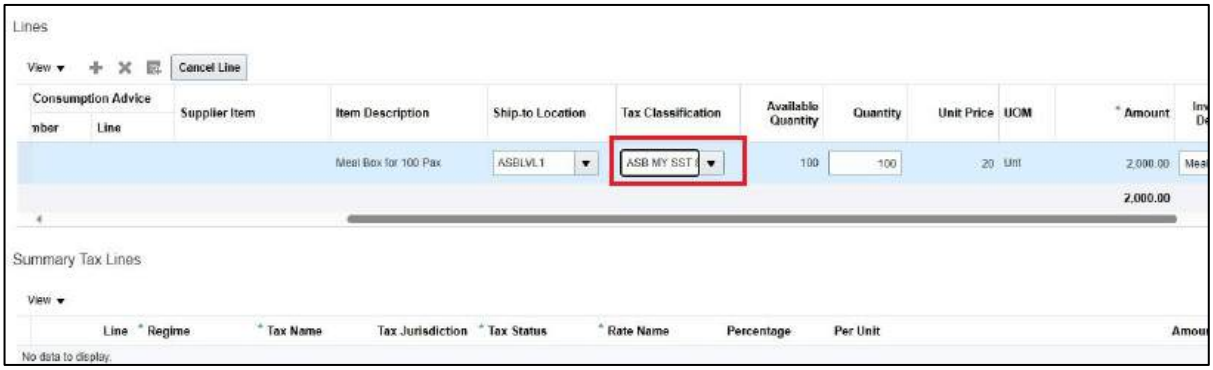
1.6 Click the small plus sign button line icon



1.7 Select the line item which consists of Purchase Order by clicking the line-item row and it will turn blue (without clicking the PO number). Then click '**Apply**' -> **'OK'**

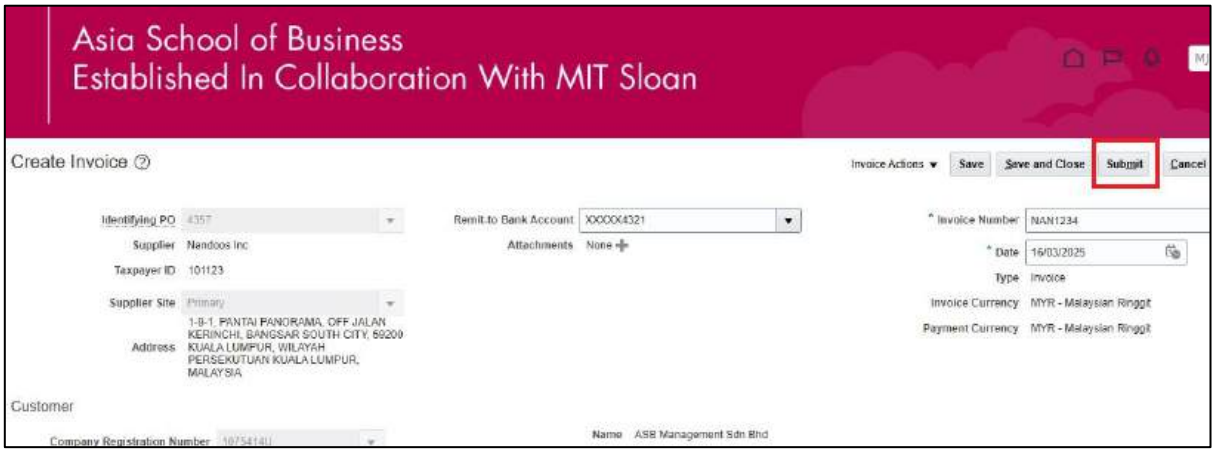


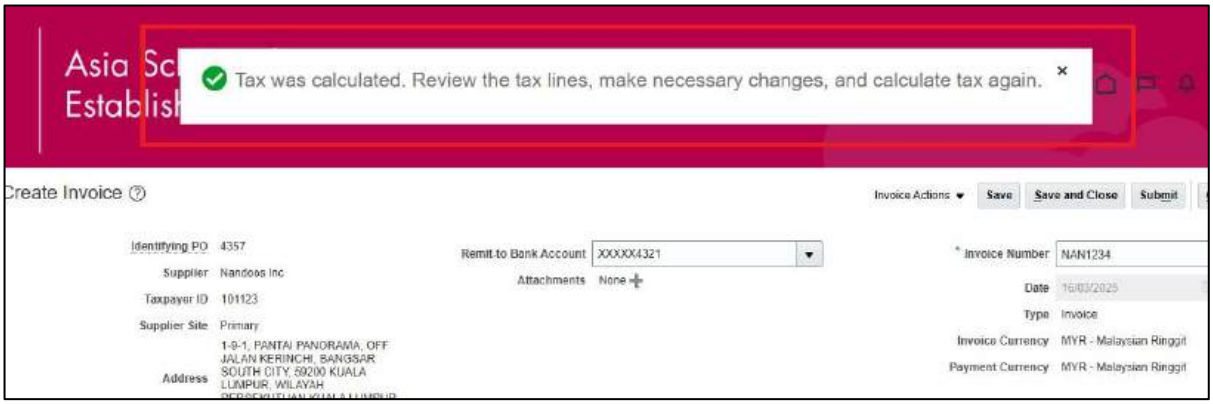
1.8 Scroll to the right and choose and select **Tax Classification** which applicable to your invoice. For example, 'ASB MY SST 8 INC'

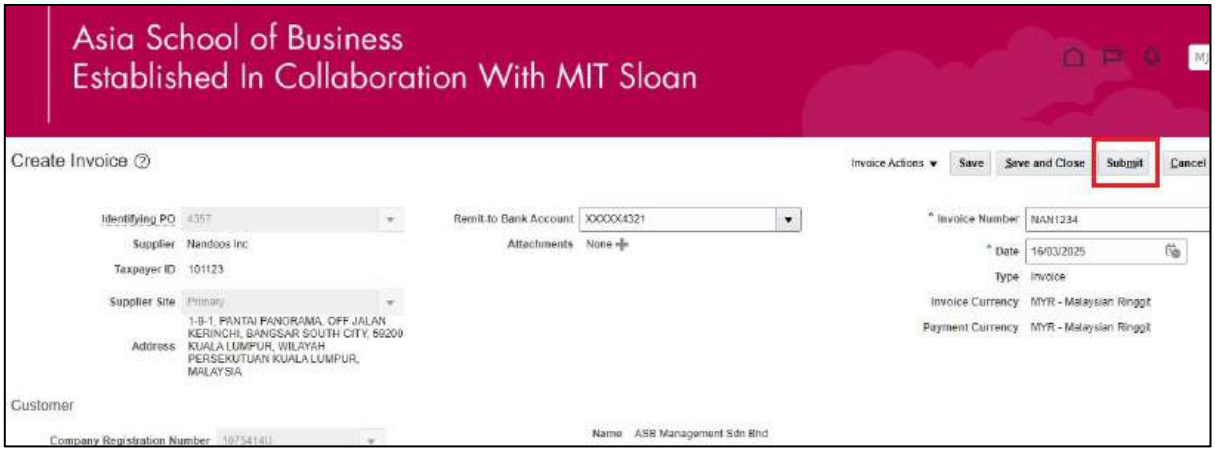
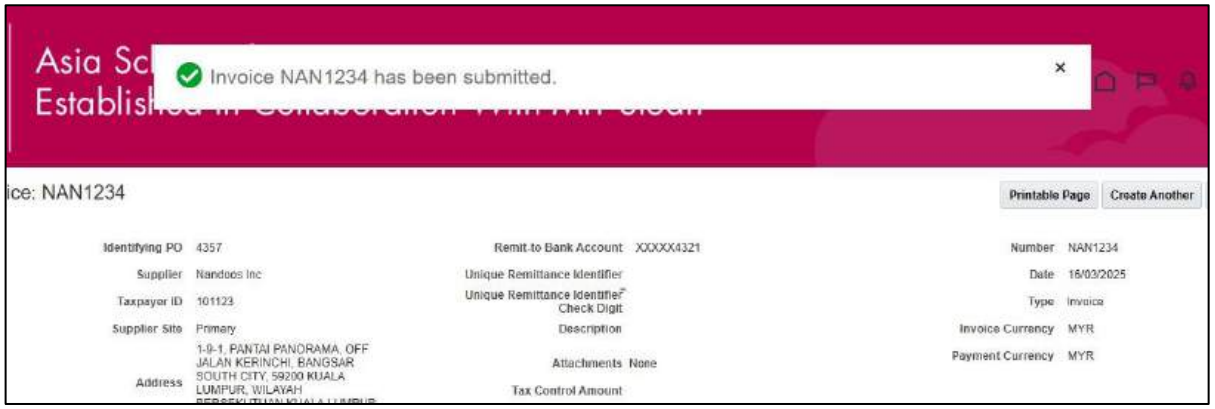


1.9 Click '**Submit**'.

Note: If Tax calculation is incorrect, then please correct it and resubmit.







1.10 Invoice has been submitted.