



## 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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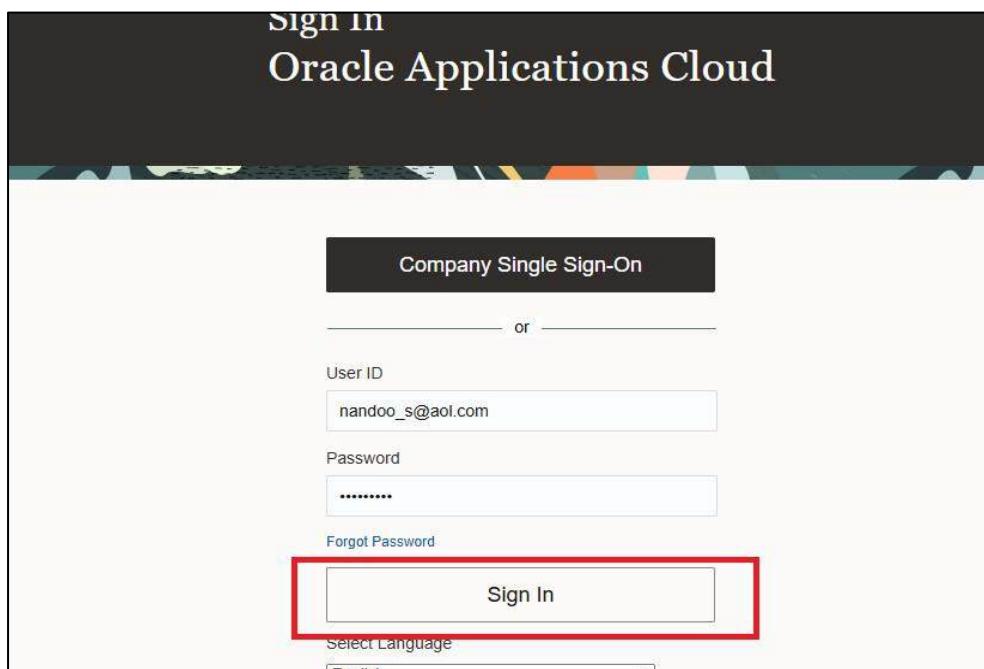
1. Suppliers raise an invoice for PO ..... 3

# 1. Suppliers raise an invoice for PO

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

|          |   |
|----------|---|
| URL      | <a href="https://ecxs.fa.ap1.oraclecloud.com/">https://ecxs.fa.ap1.oraclecloud.com/</a> |
| User ID  | Enter the registered email address  |
| Password | Enter the updated password  |

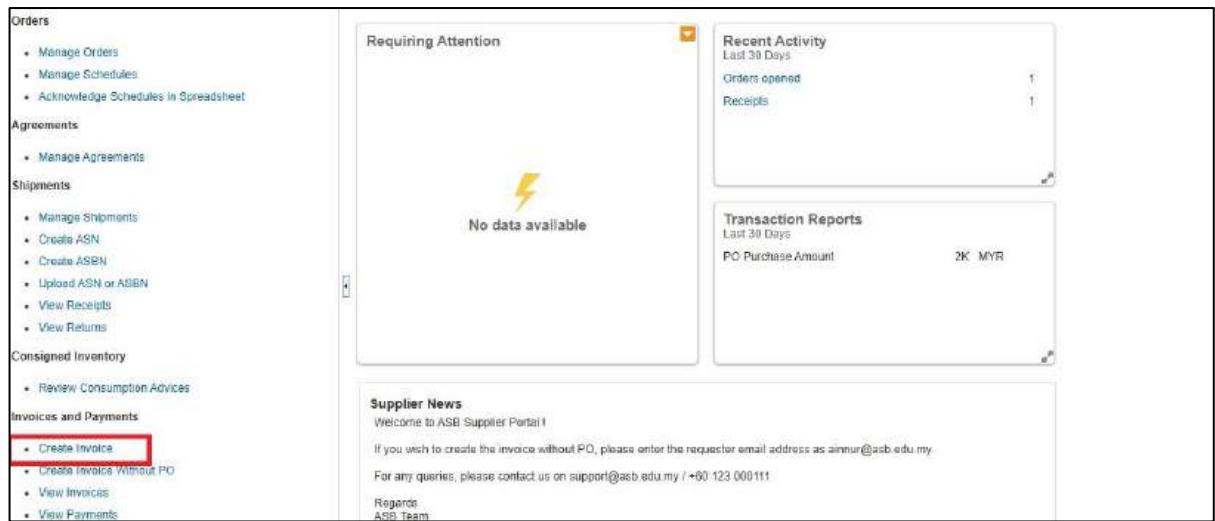
Note: User ID will be the registered email ID during the initial registration in ASB ERP.



1.2 Click 'Supplier Portal'



### 1.3 Click 'Create Invoice'



Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASIN
- Upload ASN or ASIN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

Recent Activity

No data available

Transaction Reports

Supplier News

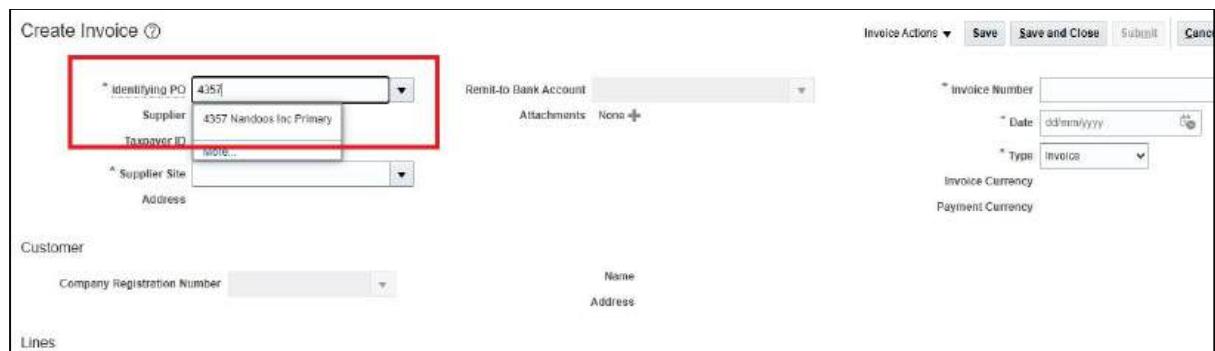
Welcome to ASB Supplier Portal!

If you wish to create the invoice without PO, please enter the requester email address as ainnur@asb.edu.my

For any queries, please contact us on support@asb.edu.my / +60 123 000111

Regards  
ASB Team

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



Create Invoice ⑦

Invoice Actions ▾ **Save** **Save and Close** **Submit** **Cancel**

\* Identifying PO **4357**

Supplier **4357 Nandoos Inc Primary**

Taxpayer ID **101123**

\* Supplier Site **Primary**

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

Customer

Company Registration Number

Name

Address

Lines



Create Invoice ⑦

Invoice Actions ▾ **Save** **Save and Close** **Submit** **Cancel**

\* Identifying PO **4357**

Supplier **Nandoos Inc**

Taxpayer ID **101123**

\* Supplier Site **Primary**

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

Customer

Invoice Number

Date **dd/mm/yyyy**

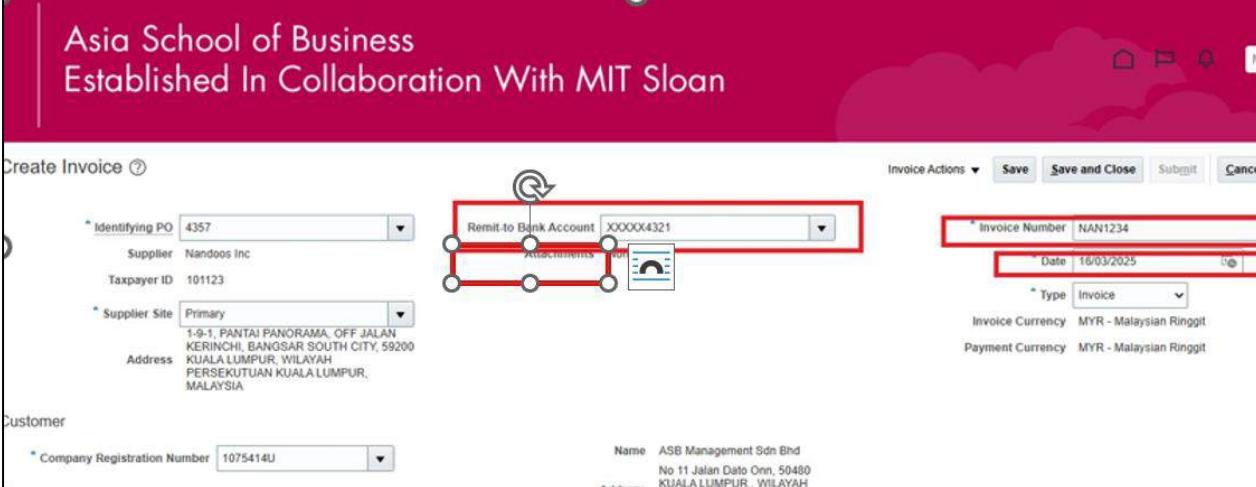
Type **Invoice**

Invoice Currency **MYR - Malaysian Ringgit**

Payment Currency **MYR - Malaysian Ringgit**

### 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



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Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

\* Identifying PO: 4357  
Supplier: Nandoos Inc  
Taxpayer ID: 101123

\* Supplier Site: Primary  
Address: 1-9-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAK SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Remit-to-Bank Account: XXXXX4321  
Attachments: +

\* Invoice Number: NAN1234  
Date: 16/03/2025  
\* Type: Invoice  
Invoice Currency: MYR - Malaysian Ringgit  
Payment Currency: MYR - Malaysian Ringgit

Customer  
\* Company Registration Number: 1075414U

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

### 1.6 Click the small plus sign button line icon +



\* Supplier Site: Primary  
Address: 1-9-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAK SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

\* Type: Invoice  
Invoice Currency: MYR - Malaysian Ringgit  
Payment Currency: MYR - Malaysian Ringgit

Customer  
\* Company Registration Number: 1075414U

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

Lines

View: + X Cancel Line +

| * Number            | * Type | Purchase Order |        | Consumption Advice |        | Supplier Item | Item Description | Ship-to Location | Tax Classification |
|---------------------|--------|----------------|--------|--------------------|--------|---------------|------------------|------------------|--------------------|
|                     |        | * Number       | * Line | * Schedule         | Number |               |                  |                  |                    |
| No data to display. |        |                |        |                    |        |               |                  |                  |                    |

Total

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'

Select and Add: Purchase Orders

Search

Advanced Saved Search  At least one is required

\*\* Purchase Order  \*\* Consumption Advice

\*\* Creation Date  dd/mm/yyyy h:mm a

Search Reset Save...

Search Results

View Detach Select All

| Purchase Order |      |          | Consumption Advice |      | Supplier Item Number | Item Description     | Ship-to Location | Ordered |
|----------------|------|----------|--------------------|------|----------------------|----------------------|------------------|---------|
| Number         | Line | Schedule | Number             | Line |                      |                      |                  |         |
| 4357           | 1    |          |                    | 1    |                      | Meal Box for 100 Pax | ASBLVL1          | 100     |

Apply OK Cancel

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

Address: PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Lines

View + X Cancel Line

| Consumption Advice | Supplier Item | Item Description     | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM  | * Amount | Invoice Line Description |
|--------------------|---------------|----------------------|------------------|--------------------|--------------------|----------|------------|------|----------|--------------------------|
|                    |               | Meal Box for 100 Pax | ASBLVL1          | ASB MY SST 8 INC   | 100                | 100      | 20         | Unit | 2,000.00 | Meal Box for 100 Pax     |

Summary Tax Lines

View + X Cancel Line

| Consumption Advice | Supplier Item | Item Description     | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM  | * Amount | Invoice Line Description |
|--------------------|---------------|----------------------|------------------|--------------------|--------------------|----------|------------|------|----------|--------------------------|
|                    |               | Meal Box for 100 Pax | ASBLVL1          | ASB MY SST 8 INC   | 100                | 100      | 20         | Unit | 2,000.00 | Meal Box for 100 Pax     |

Summary Tax Lines

View +

| Line | * Regime | * Tax Name | Tax Jurisdiction | * Tax Status | * Rate | Amount |
|------|----------|------------|------------------|--------------|--------|--------|
|      |          |            |                  |              | BL     |        |
|      |          |            |                  |              | BL-0   |        |

No data to display.

Lines

| Consumption Advice Number | Supplier Item Line | Item Description     | Ship to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM  | * Amount | Inv. Date  |
|---------------------------|--------------------|----------------------|------------------|--------------------|--------------------|----------|------------|------|----------|------------|
|                           |                    | Meal Box for 100 Pax | ASBLVL1          | ASB MY SST         | 100                | 100      | 20.00      | Unit | 2,000.00 | 2025-03-16 |
|                           |                    |                      |                  |                    |                    |          |            |      |          | 2,000.00   |

Summary Tax Lines:

| Line                | * Regime | * Tax Name | Tax Jurisdiction | * Tax Status | * Rate Name | Percentage | Per Unit | Amount |
|---------------------|----------|------------|------------------|--------------|-------------|------------|----------|--------|
| No data to display. |          |            |                  |              |             |            |          |        |

### 1.9 Click 'Submit'.

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

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Create Invoice ②

Invoice Actions   **Submit**

|   |                                  |   |
|---|----------------------------------|---|
| Identifying PO: 4357  | Remit to Bank Account: XXXXX4321 | * Invoice Number: NAN1234                 |
| Supplier: Nandoos Inc   | Attachments: None                | * Date: 16/03/2025                        |
| Taxpayer ID: 101123   |                                  | Type: Invoice                             |
| Supplier Site: Primary  |                                  | Invoice Currency: MYR - Malaysian Ringgit |
| Address: 1-8-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA |                                  | Payment Currency: MYR - Malaysian Ringgit |
| Customer  |                                  |   |
| Customer Registration Number: 1075414U  | Name: ASB Management Sdn Bhd     |   |

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✓ Tax was calculated. Review the tax lines, make necessary changes, and calculate tax again.

Create Invoice ②

Invoice Actions

|   |                                  |   |
|---|----------------------------------|---|
| Identifying PO: 4357  | Remit to Bank Account: XXXXX4321 | * Invoice Number: NAN1234                 |
| Supplier: Nandoos Inc   | Attachments: None                | Date: 16/03/2025                          |
| Taxpayer ID: 101123   |                                  | Type: Invoice                             |
| Supplier Site: Primary  |                                  | Invoice Currency: MYR - Malaysian Ringgit |
| Address: 1-8-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA |                                  | Payment Currency: MYR - Malaysian Ringgit |

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Create Invoice 

Invoice Actions: [Save](#) [Save and Close](#) **Submit** [Cancel](#)

|  |   |                         |
|--|---|-------------------------|
| Identifying PO: 4357   | Remit-to Bank Account: XXXXX4321          | Invoice Number: NAN1234 |
| Supplier: Nandoos Inc  | Attachments: None                         | * Date: 16/03/2025      |
| Taxpayer ID: 101123  | Type: Invoice                             |                         |
| Supplier Site: Primary<br>1-8-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA | Invoice Currency: MYR - Malaysian Ringgit |                         |
| Customer<br>Company Registration Number: 10754141  | Payment Currency: MYR - Malaysian Ringgit |                         |
| Name: ASB Management Sdn Bhd   |   |                         |

1.10 Invoice has been submitted.

Invoice: NAN1234

Printable Page [Create Another](#)

|  |   |                       |
|--|---|-----------------------|
| Identifying PO: 4357   | Remit-to Bank Account: XXXXX4321                            | Number: NAN1234       |
| Supplier: Nandoos Inc  | Unique Remittance Identifier:                               | Date: 16/03/2025      |
| Taxpayer ID: 101123  | Unique Remittance Identifier <sup>2</sup> :<br>Check Digit: | Type: Invoice         |
| Supplier Site: Primary<br>1-8-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA | Description:  | Invoice Currency: MYR |
| Address:   | Attachments: None   | Payment Currency: MYR |
|  | Tax Control Amount:   |                       |