



## PO Based Invoicing Manual

## Document Control

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

## Document Reviewers

Date	Author	Version	Change Reference

## Document Approvers

Date	Author	Version	Change Reference

## Contents

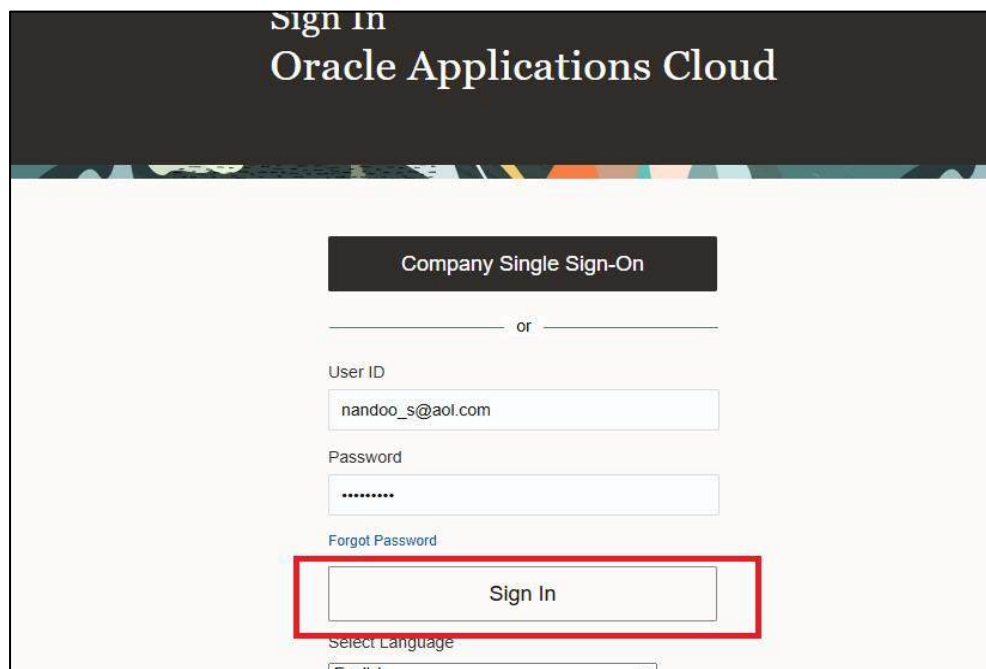
1. Suppliers raise an invoice for PO .....	3
--	---

# 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 ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Consigned Inventory**

- Review Consumption Advances

**Invoices and Payments**

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

**Requiring Attention**

No data available

**Recent Activity**  
Last 30 Days

Orders opened	1
Receipts	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	2K MYR
--------------------	--------

**Supplier News**  
Welcome to ASB Supplier Portal!

If you wish to create the invoice without PO, please enter the requester email address as aimur@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**

Invoice Actions: Save, Save and Close, Submit, Cancel

\* Identifying PO: 4357

Supplier: 4357 Nandoos Inc Primary

Taxpayer ID: Note...

\* Supplier Site: Primary

Address:

Remit-to Bank Account:

Attachments: None

\* Invoice Number:

\* Date: dd/mm/yyyy

\* Type: Invoice

Invoice Currency:

Payment Currency:

Customer:

Company Registration Number:

Name:

Address:

Lines:

**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, BANDAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Remit-to Bank Account:

Attachments: None

\* Invoice Number:

\* Date: dd/mm/yyyy

\* Type: Invoice

Invoice Currency: MYR - Malaysian Ringgit

Payment Currency: MYR - Malaysian Ringgit

Customer:

Company Registration Number:

Name:

Address:

Lines:

### 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

Asia School of Business  
Established In Collaboration With MIT Sloan

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO 4357  
Supplier Nandops 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

\* 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, 50400 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, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Customer  
\* Company Registration Number 1075414U  
Name ASB Management Sdn Bhd  
Address No 11 Jalan Dato Onn, 50400 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Lines

View + Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification
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

\*\* Purchase Order 4357

\*\* 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'

Lines

View Cancel Line

Line	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		100	100	20.00	Unit	2,000.00	Meal Box for
									2,000.00	

Summary Tax Lines

View Cancel Line

Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Inv Des
Number	Line									
		Meal Box for 100 Pax	ASBLVL1		100	100	20.00	Unit	2,000.00	Meal B
									2,000.00	

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Ra
No data to display.					

ASB MY SST 8 INC

ASB MY SST 8 INC

ASB MY SST 8 EXC

ASB MY SST 8 EXC

ASB MY SST 8 INC

ASB MY SST 8 INC

ASB MY TAX NOT APPLICABLE

ASB MY TAX NOT APP...

ASB SALES TAX 6%

ASB SALES TAX 6%

BL

BL

BL-0

BL-0

Amount

Lines

View Cancel Line

Consumption Advice	Supplier Item	Item Description	Ship to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Inv De
Number	Line									
		Meal Box for 100 Pax	ASBLVLT	ASB MY SST	100	100	20	Unit	2,000.00	Meal
									2,000.00	

Summary Tax Lines

View

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.

Asia School of Business  
Established In Collaboration With MIT Sloan

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

Taxpayer ID: 101123 \* Date: 16/03/2025

Supplier Site: Primary Type: Invoice

Address: 1-B-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA Invoice Currency: MYR - Malaysian Ringgit Payment Currency: MYR - Malaysian Ringgit

Customer: Company Registration Number: 10754180 Name: ASB Management Sdn Bhd

Asia School of Business  
Established In Collaboration With MIT Sloan

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

Create Invoice

Invoice Actions Save Save and Close **Submit**

Identifying PO: 4357 Remit to Bank Account: XXXXX4321 \* Invoice Number: NAN1234

Supplier: Nandoos Inc. Attachments: None

Taxpayer ID: 101123 Date: 16/03/2025

Supplier Site: Primary Type: Invoice

Address: 1-B-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA Invoice Currency: MYR - Malaysian Ringgit Payment Currency: MYR - Malaysian Ringgit

Asia School of Business

Established In Collaboration With MIT Sloan

Home

Help

Logout

MY

Create Invoice ?

Invoice Actions ▼

Save

Save and Close

Submit

Cancel

Identifying PO

4357

Remit to Bank Account

XXXXX4321

\* Invoice Number

NAN1234

Supplier

Nandoos Inc

Taxpayer ID

101123

Attachments

None

\* Date

16/03/2025

Supplier Site

Primary

Address

1-B-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59209 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Type

Invoice

Invoice Currency

MYR - Malaysian Ringgit

Payment Currency

MYR - Malaysian Ringgit

Customer

Company Registration Number

107541411

Name

ASB Management Sdn Bhd

1.10 Invoice has been submitted.

Asia School of Business

Established In Collaboration With MIT Sloan

Home

Help

Logout

MY

Invoice: NAN1234

Printable Page

Create Another

Identifying PO

4357

Remit to Bank Account

XXXXX4321

Number

NAN1234

Supplier

Nandoos Inc

Taxpayer ID

101123

Unique Remittance Identifier

Date

16/03/2025

Supplier Site

Primary

Address

1-B-1, PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59209 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIA

Unique Remittance Identifier<sup>2</sup>

Type

Invoice

Description

Invoice Currency

MYR

Attachments

None

Payment Currency

MYR

Tax Control Amount