

Labuan Shipyard & Engineering Sdn Bhd Oracle Procurement Cloud

User Manual Procurement

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1 GETTING STARTED

This section provides start-up instructions for using the Oracle applications.

1.1 Sign-On to Cloud applications

To log into the application:

1. Open internet browser window.
2. Enter the below URL:

No.	Environment	URL Link
1.	TEST	https://login-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/
2.	PROD	https://login-etei-saasfaprod1.fa.ocs.oraclecloud.com/

Table 1 Direct Login URL

3. The Sign In page appears. Enter your **User ID** and **Password**.

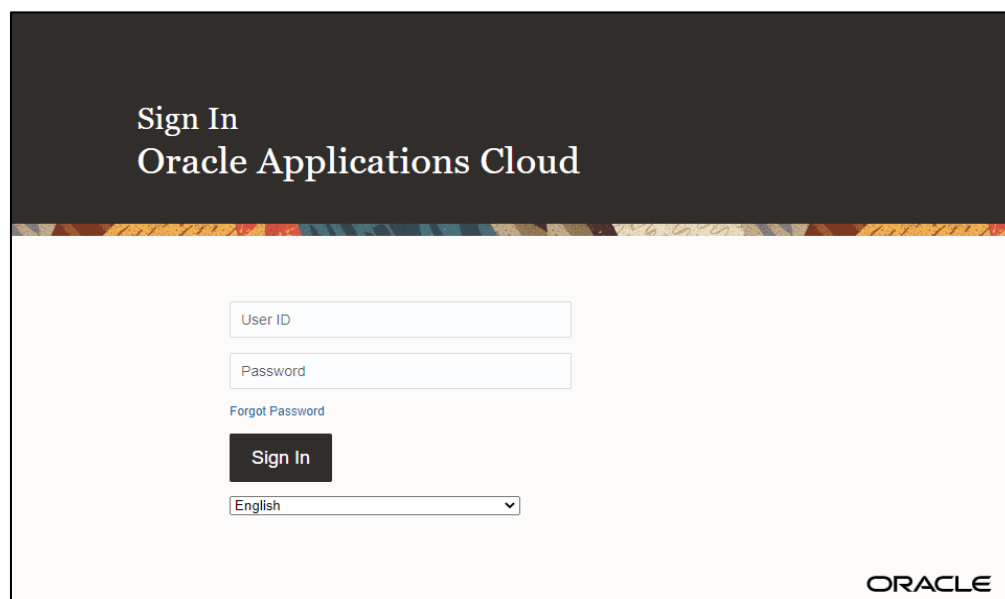


Figure 1 Oracle Cloud Sign-In Page

4. Your user ID and password are case sensitive. Passwords always appear as asterisks in the display as you enter them.
5. Tab to or click the **Sign In** button to sign in.
6. Personal Homepage dashboard screen appears with CLOUD privilege access.

1.2 Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your Oracle Procurement Cloud Home page is displayed. All the functionality within the Oracle Cloud applications revolves around homepage which you can personalize. From here you can:

1. Get a quick glance at your work-related conversations and announcements.
2. Use the Application Link icons to navigate to pages and dashboards to perform your day-to-day activities.
3. Access the Navigator to access any additional applications that are not available in the application section on the home page
4. Favourited list of quick actions to quickly perform some key tasks.

Note: The exact appearance of your windows may vary depending on your personalization and roles that is assign to you.

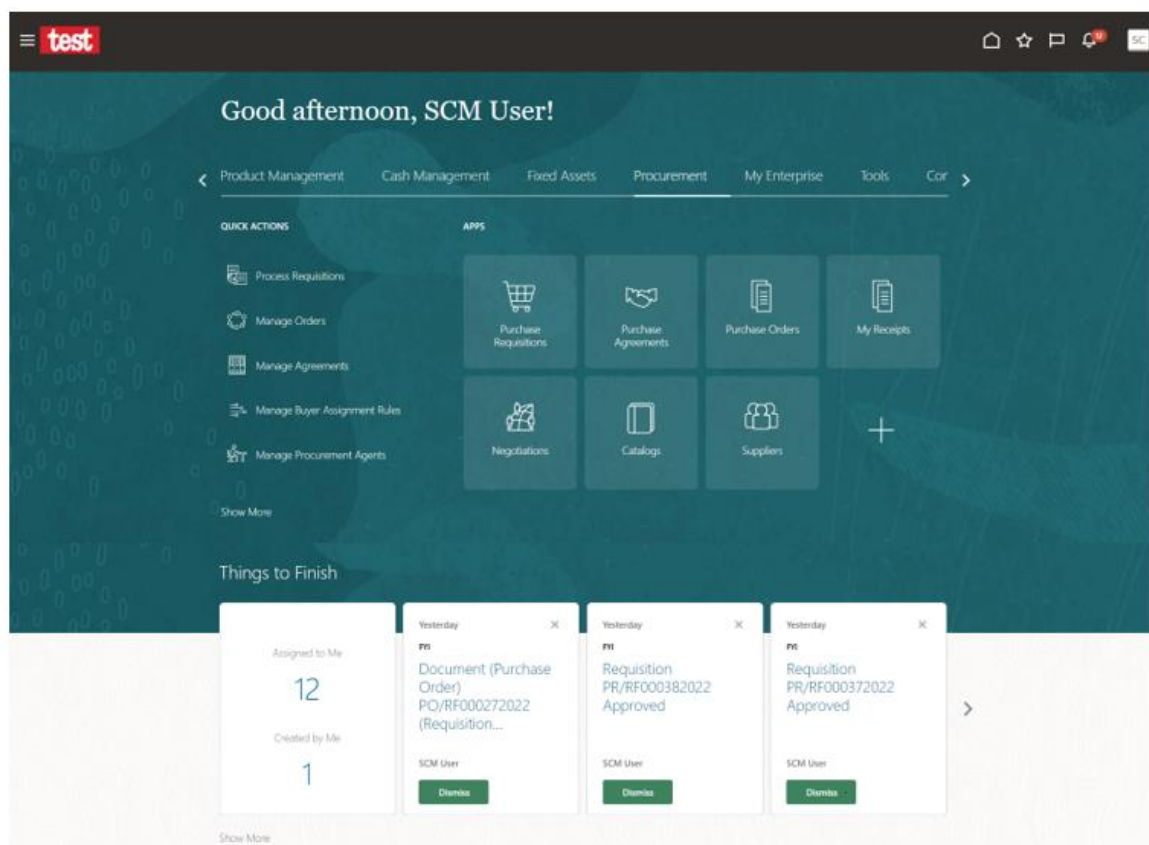


Figure 2 Personal Home Page



Figure 3 Navigation tools in the global area of the home page

Once you have set your homepage as the Newsfeed Home Page, then it will come with different sections.

1. Apps Section.

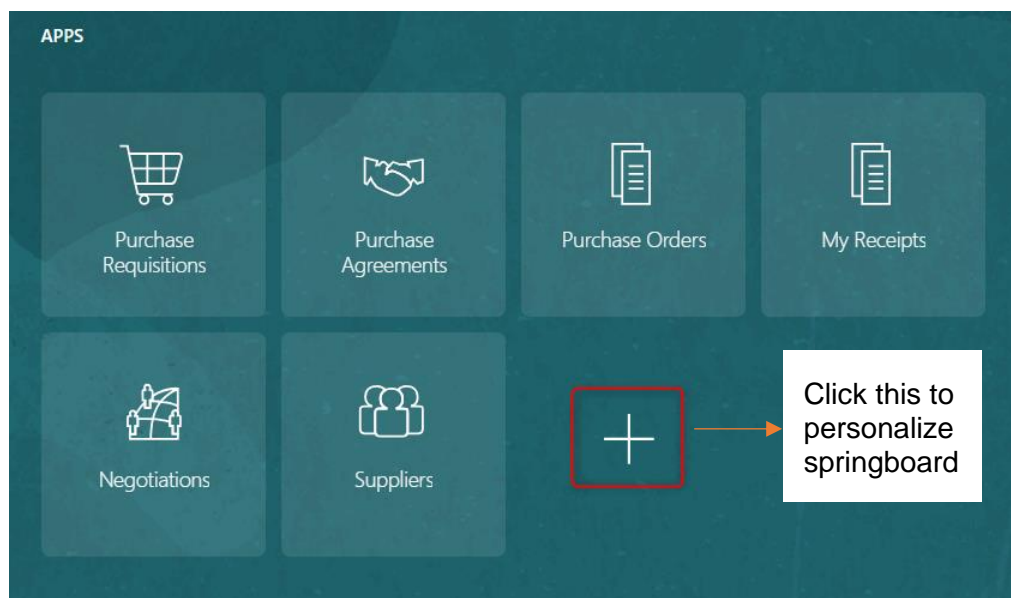



Figure 4 Apps section

Within the Apps section, you have various icons that can be used to start navigating into the different work areas of an application. For example, if you would like to navigate to the Purchase Orders work area within Procurement, you will select your application as Procurement and you will choose Purchase Orders in the Apps section. When you select Purchase Orders, the system takes you to the Purchase Orders work area, where you can perform various activities, such as creating, managing, generating for your orders, etc. Once your work has been completed, you can go back to the home page by using the home icon.

You can also access the apps via the Navigator. 

Here, the access is granted to various work areas based on the roles that have been given to your user account. You have the flexibility to personalize the App section. You can decide what you want to show within these springboard icons and what you want to hide. If you are

an order regular visitor to the Payment work area, you mostly work with Payable's dashboard invoices, you can hide the payments by clicking on this icon. So, it will not be shown in the app's icon but only accessible through the Navigator.

2. Things to Finish section.

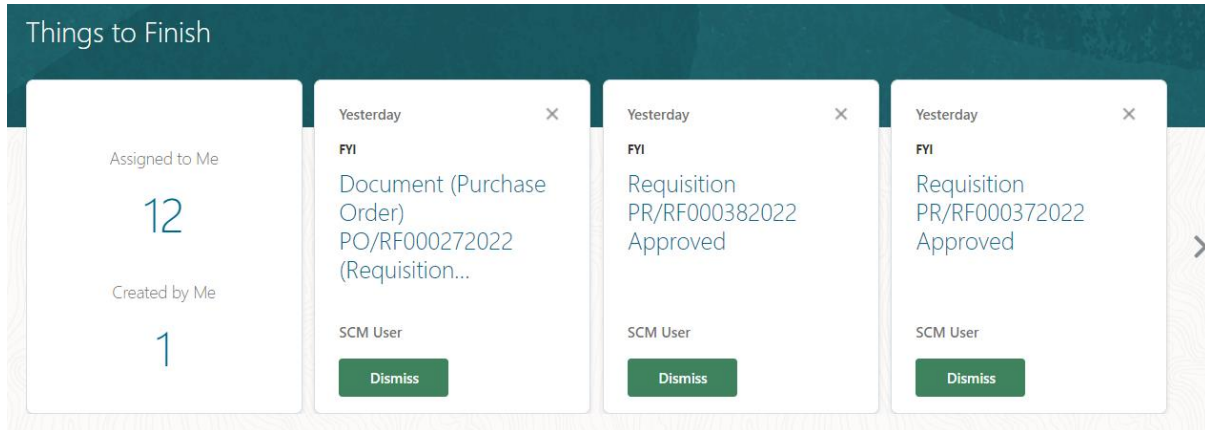


Figure 5 Things to Finish section

The Things to Finish section provides you with a count of any pending notifications that are assigned to you and may require an action from you. Account Link name created by me lists the approval requests that you have created. You can click the link to navigate to a full list of notifications pertaining to that account. Then the items listed in the Things to Finish section are same as the notifications that are listed in the global header.

The same information is available when you click on notifications icon. You can access the same number of notifications from here, as well as from the Things to Finish section. The list displays the latest notification first and allows you to scroll horizontally to view more notifications.

You can clear a notification from the list by clicking the Close icon. When you clear a notification, the count does not change, since no action is taken on that notification. If you click on you will get a listing of all the notifications that are either FYI or the notifications that require an action from you. When you click on the link it opens the notification, and you can get the details of the notification. If you are satisfied, you can either approve it or you can either reject it. Once the notification is read then the count will change.

3. Analytics section

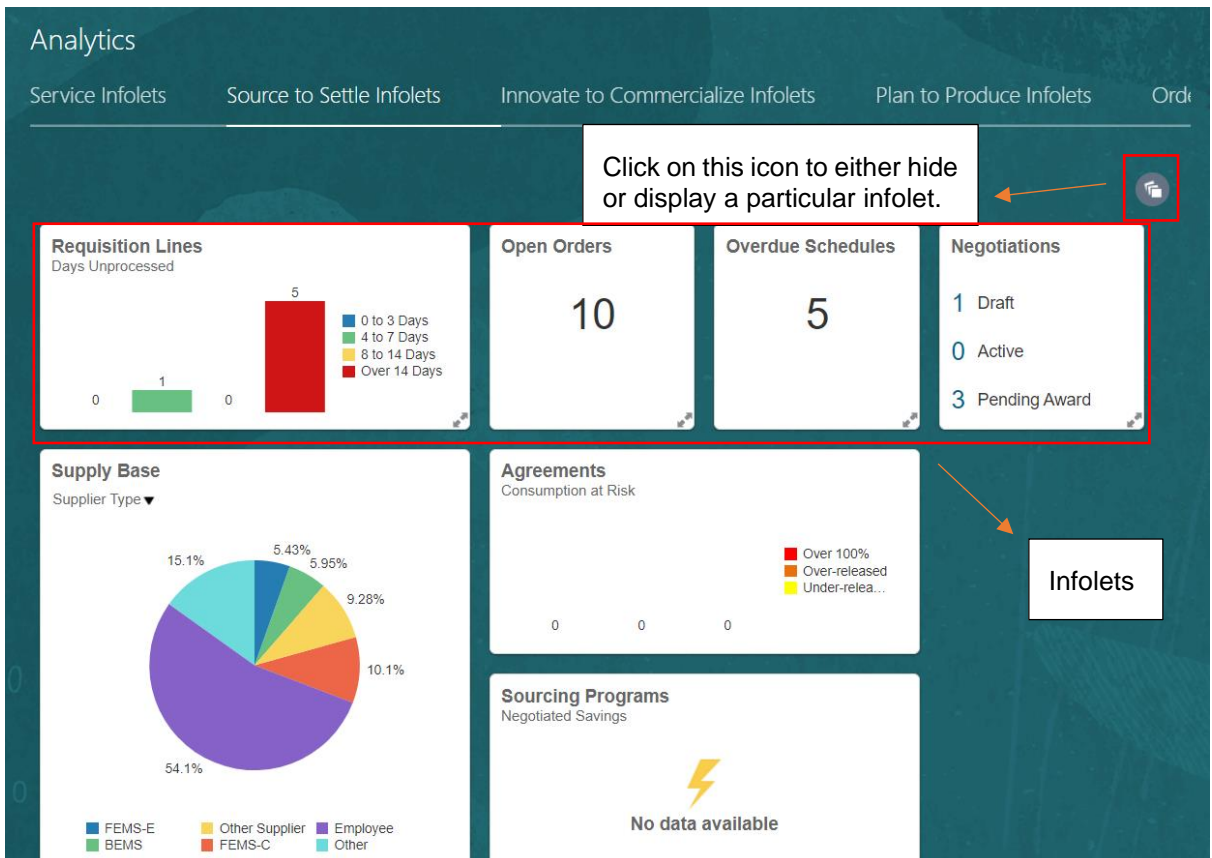
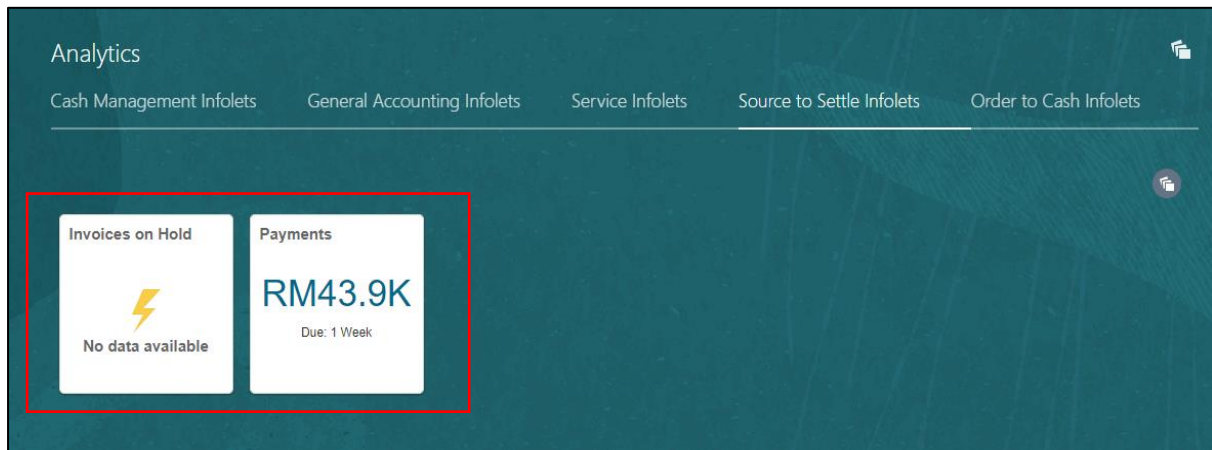


Figure 6 Analytics section

As far as procurement is concerned, there are currently few choices of analytics display. And they are source to settle infolet, service infolet, innovate to commercialize infolet, plan to produce and order to cash infolets. You can personalize the Analytics section and decide which infolet should be visible, which should not be visible.

1.3 Creating Favorites and Setting Preferences

Creating Favorites

Each user has their own favorites and adding favorites is easy in cloud: just go to your favorite work area or task page. Click on the favorite icon and click Add to Favorites. By this you get to your favorite pages directly and easily when you click the favorite icon. You can remove unwanted pages by clicking Manage Favorites.

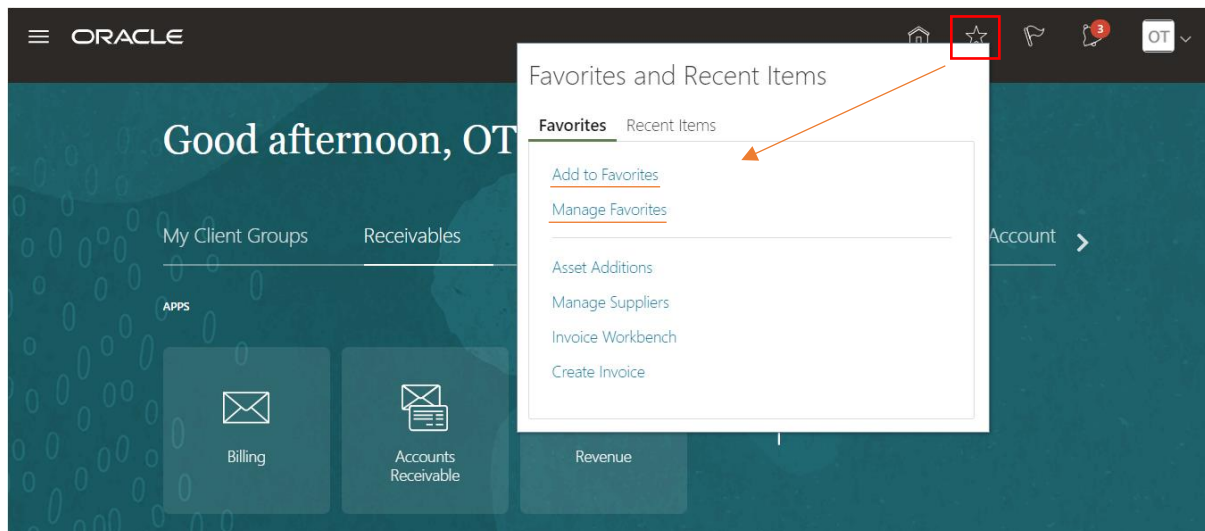


Figure 7 Creating and Managing Favorites

Set Preferences

Select Preferences to set personal options such as regional, language, accessibility setting, watchlist, etc as shown in the list in Figure 8. You can also reset your password from the Preferences page. To get into set preferences, click on setting and action dropdown menu click on Set Preferences.

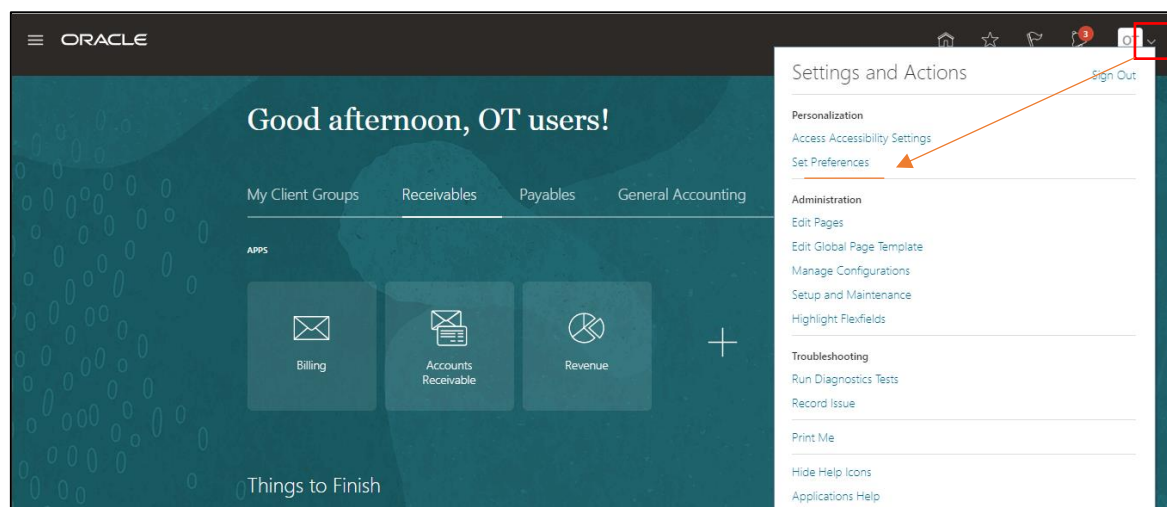


Figure 8 Setting Preferences

1.4 Overview Of Using Work Areas to Streamline Business Processes

Use work areas to gain instant insight into your business and identify potential problems with processing transactions.

Work areas can include the following:

- Infolets
- Content area
- Action toolbar
- Tasks panel tab
- Process Warnings and Errors
- Process Monitor

The screenshot displays the Budgetary Control Dashboard. The top section is the 'Budget Monitor' infolet, which includes a table with the following data:

Legal Entity	Intercompany	Cost Center	Project	Account	Reserve	Budget (RM)	Consumption (RM)	Funds Available	Amount (RM)	Budget (%)
All Legal Entity V...	All Intercompany...	All Cost Center V...	All Project Values	All Account Values	All Reserve Values	5,000.00	3,160.00		1,840.00	36.80

The bottom section is the 'Overrides' infolet, which includes a table with the following columns: Transaction, Transaction Type, Override Justification, Requested Date, Requested By, and View Results. The table currently displays 'No data to display'.

Figure 9 Budgetary Control Work Area

Infotiles

Summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotile to display corresponding transactional information in the content area. You can also click links in the infotile to filter the records in greater detail in the content area.

Content Area

The content area displays transactional information related to the infotile you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as editing, approving, or rejecting the transaction, and posting the transaction to the ledger.

Actions Toolbar

Use the actions toolbar to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, detach the pane, approve, or reject one or more transactions, as well as apply additional filters.


Tasks Panel Tab

The Tasks panel includes tasks that are related to the work area and that you have access to perform.

For example, create an invoice, review journal entries, create mass additions, and manage accounting periods within a task panel.

Process Warnings and Errors

The process warnings and errors keep previous processes history that has been run for bank statement loader. This area contains purge function which is available to delete error files.

For example, select on the file then click on  button to purge and completely terminate the files.

Process Monitor

The Process Monitor is to monitor schedule process.

For example, instead of navigating to Scheduled Processes Task, you may use the refresh button to keep update on the process item. It will provide you the same info as in Scheduled Processes Page.

1.5 Scheduled Process

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends. Some scheduled processes give you printable output. Those processes might have Report in their name.

Jobs

Each scheduled process that you run is based on a job. The job is the executable that controls what the process can do and what parameters and other options you have for the process. A job set contains multiple jobs.

Job definitions can be set on Oracle Business Intelligence Publisher reports so that people can run the reports as scheduled processes.

Process Sets

A process set is a scheduled process that is based on a job set. So, when you submit a process set, you are running more than one job.

Note: When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you are not submitting a process set that includes those other processes.

Submission

When you submit a scheduled process, you can use its parameters to control which records are processed and how. Some scheduled processes do not have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there is a unique process ID.

Output

Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

Process Sets

A process set is a type of scheduled process that is based on a job set and contains at least two processes. So, you can run many processes in one go, for a specific purpose. These processes run in a certain order, in serial or parallel, or by some other logic.

Process sets can have any number of individual scheduled processes and even other process sets.

To Submit Scheduled Processes

Click **Navigator > Tools > Scheduled Processes**.

Process ID	Name	Status	Scheduled Time	Submission Time
257843	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:18 AM HKT	21-Jul-2021 10:18 AM HKT
257841	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:18 AM HKT	21-Jul-2021 10:18 AM HKT
257838	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:15 AM HKT	21-Jul-2021 10:15 AM HKT
247854	SendDear Journals	Stop	21-Jul-2021 11:12 AM HKT	21-Jul-2021 10:12 AM HKT

Figure 10 Scheduled New Process

1. On the **Scheduled Processes Overview** page, click **Schedule New Process**.
2. Leave the type as **Job**, enter the process that you want to submit, and click **OK**.
3. In the **Process Details dialog box**, enter at least the required parameters, if any.

Some processes have no parameters at all. Some parameters depend on other parameters. For example, date range parameters might appear only after you select By Date for another parameter.

4. Click the **Advanced** button if you want to define the schedule, notifications, or output. Continue to the next steps. Or just skip to the steps for
5. Click **Submit**, to run the process once as soon as possible with the default output.

Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select Using a schedule for the Run option.
2. Select a frequency.
3. Select **User-Defined** if you want to enter the exact dates and times to run the process.
4. You can select Use a Saved Schedule to use an existing schedule if there are any.
5. Depending on the frequency, define when the process should run.

Define the Output

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the Output tab, if available.
2. Click **Add Output Document**.
3. Change the name if you want. The name identifies this output document when you go to view output later.
4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these:

PDF: Is the best option if you want to print the output.

Excel: Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.

Data: Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

To add more output documents, repeat steps 2 to 6.

Set Up Notifications

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up.

1. Open the **Notification** tab.
2. Click **Create Notification**.
3. In the Recipient field, enter the **user ID** of the person you want to send the notification to.
4. In the Condition list, select when to send the notification, for example when the process ends in error.
5. Click **OK**.

To send notifications to more people, repeat steps 2 to 5.

Finishing the Submission

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.
2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get an email notification.
4. Enter submission notes to capture any information you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.
6. Click **OK** to confirm.

Tip: Note down the process ID for your submission so you can easily find it later. For example, let's say you set the process to run once a week. If you later want to cancel all runs on this schedule, you need to cancel this original submission with this process ID.

To Submit Process Sets

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select Job Set for the Type option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself does not have parameters.
 - a. Select a process on the Processes tab.
 - b. Enter parameters for that process, if any.

- c. Repeat for other processes in the set.
3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit**.

To Check Status

1. Click **Navigator > Tools > Scheduled Processes**.

The Search Results table shows processes that match the default saved search, **Last 24 hours**.

- The table might be blank if nothing was submitted.
- If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.

2. If you don't see the process, click the **Refresh** icon or use the Search section.
3. Do any of these tasks to check on the progress of the process:
 - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the **Ready** link in the **Status** column to see where the process is in the submission queue.
 - Check the **Start Time** column to see if the process has started running yet.
 - In the Search Results table, find the **This Job's Items Processed / Errors / Total** column. For some scheduled processes, this column shows what's getting processed and how things are going.
 - Click the **View Log** button, especially if your process has a blank **This Job's Items Processed / Errors / Total** column. The type of information in the log varies, depending on the process. You can open the log from here only if the process is currently running. When the process is done, you might want to also take a look at the final log, if any, from the Details section.

To view output from scheduled process

1. Click **Navigator > Tools > Scheduled Process**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection in the Details section.
5. Click the link in the **Output Name** column to view or download the output, which you can then print.
6. To view or export the output in a different format:
 - a. Click the **Republish** button.
 - b. Click the **Actions** icon.
 - c. Select **Export**, and then select a format.

Project Code = LSE108

Event	Commitment	Obligation	Expenditure
Requisition	40,000		
PO	-40,000	45,000	
Total	0	45,000	

4 Event – Good Receive Notes

Accounting Entries –

(Obligation) DR – Reserve for Encumbrance

CR –Charge Account

(Expenditure) DR – Charge Account

CR – Reserve for Encumbrance

Sample:

Requisitions for Project budget for LSE108 – TANJUNG KELAS budget, requisition amount = RM 40,000.00.

PO amount to be issue = RM 45,000.

Receipt creation only partial = few quantities with RM10,000 total price.

Project Code = LSE108

Event	Commitment	Obligation	Expenditure
Requisition	40,000		
PO	-40,000	45,000	
GRN (receiving)		-10,000	10,000
Total	0	35,000	10,000

5 Event – Blanket Purchase Agreement/ Contract Purchase Agreement

Accounting Entries – no encumbrance involves during document creation



Why? During document creation, there are no account distribution created to validate the fund checking

Sample of creation BPA:

BPA agreed amount RM150,000.00 for item 09/01/00123 – Seal Tape

No account available, and no project/department charge to this document.

3 PURCHASE DOCUMENT

Purchase Order Landing Page/ Overview Page

No.	Work Area	Infolet
1.	Procurement	Purchase Orders

Table 2 Navigation

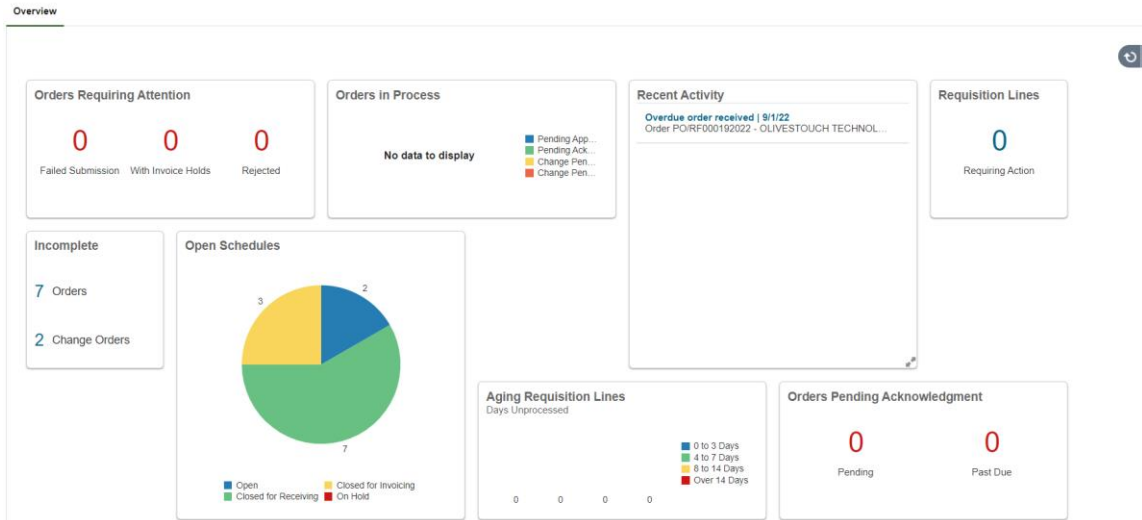


Figure 11 Purchase Order Landing Page/ Overview Page

3.1 Manage Order

Managing the purchase order life cycle enables all key stakeholders of the purchase order; the procurement agent, the requester, and the supplier to track and monitor the execution cycle of the order and initiate and manage changes to the order including cancellations.

No.	Steps
1.	Click on Task
2.	<p>Choose Manage Order</p> <ul style="list-style-type: none"> Requisitions <ul style="list-style-type: none"> • Process Requisitions • Import Requisitions • View Requisition Lines Orders <ul style="list-style-type: none"> • Manage Orders • Create Order • Generate Orders • Import Orders

3. Enter the parameter and click **Search** button.

Overview **Manage Orders** x

Manage Orders Done

Headers Schedules

Search

Advanced **Manage Watchlist** Saved Search All My Orders At least one is required

** Keywords

Procurement BU

** Supplier

** Buyer

** Order

** Requisition

Status

Include Closed Documents

Search **Reset** **Save...**

Search Results

Actions View Format + - X E Freeze Detach Wrap

Order	Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
No search conducted.								
Columns Hidden 44								

Overview **Manage Orders** x

Manage Orders Done

Headers Schedules

Search

Advanced **Manage Watchlist** Saved Search All My Orders At least one is required

Search Results

Actions View Format + - X E Freeze Detach Wrap

Order	Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
POI.LSE0000202024		OLIVESTOUCH ...	5,000.00	MYR	Pending Approval			12/9/24
POI.LSE0000252024	expense purchase 09122024	OLIVESTOUCH ...	9,500.00	MYR	Incomplete			12/9/24
POI.LSE0000242024	PO inventory		950.00	MYR	Incomplete			12/7/24
POI.LSE0000232024			1,052.54	MYR	Incomplete			12/7/24
POI.LSE0000162024		OLIVESTOUCH ...	798.00	MYR	Incomplete			11/27/24
POI.LSE0000152024		OLIVESTOUCH ...	15,000.00	MYR	Open			11/27/24
POI.LSE0000142024		OLIVESTOUCH ...	75,000.00	MYR	Incomplete			11/29/24
POI.LSE0000132024		OLIVESTOUCH ...	0.00	MYR	Incomplete			11/29/24
POI.LSE0000122024		FY Geomatic Co ...	131,000.00	MYR	Open			11/29/24
POI.LSE0000092024		OLIVESTOUCH ...	40,800.00	MYR	Open			11/29/24
POI.LSE0000082024	Purchase Item for LSE108 job	OLIVESTOUCH ...	3,800.00	MYR	Open			11/29/24



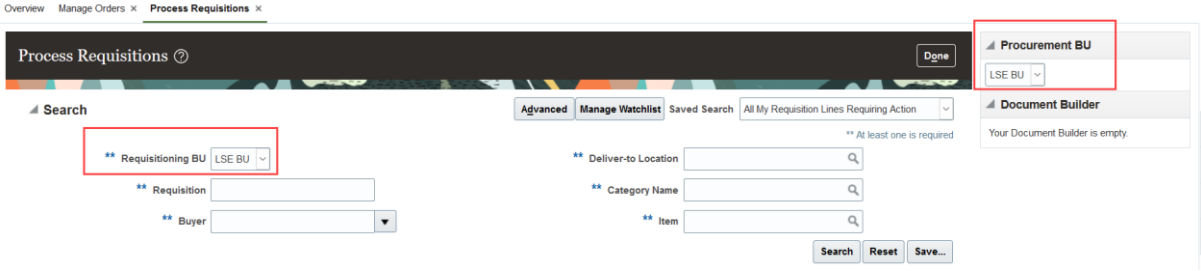
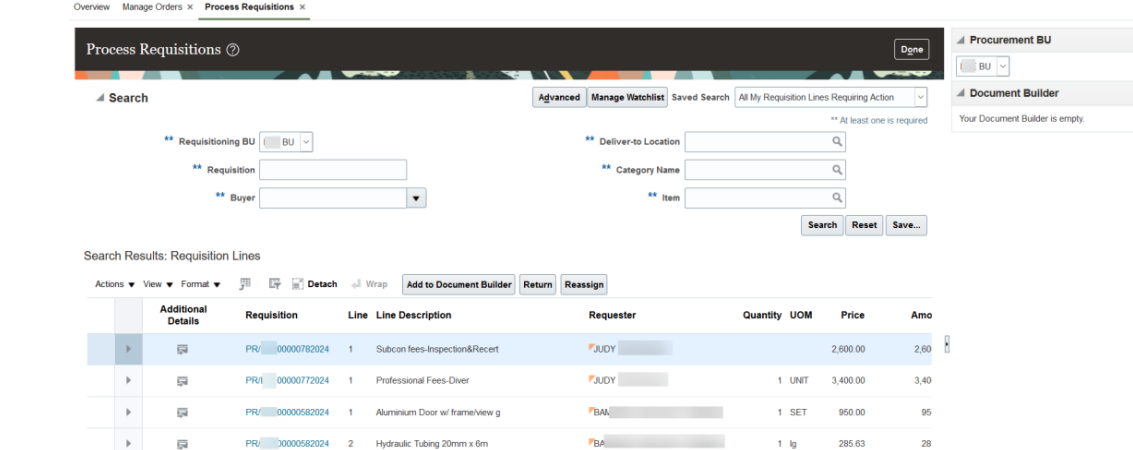
Table 3 Manage Order

3.2 Create Order

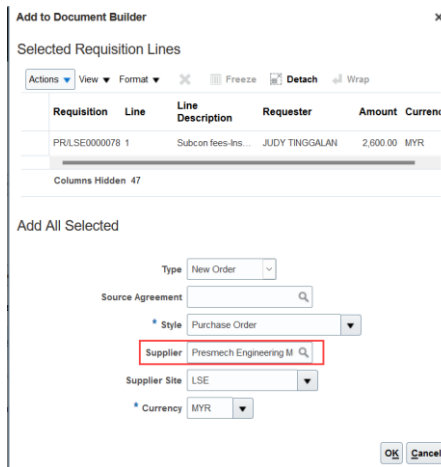
For the LSE business process, a requisition is required for the issuance of any Purchase Documents. As a standard practice in LSE, requisitions are generated, and an RFQ process must be created for each purchase activity.

*PO created from PR, Cost Center/Project# will be inherited from PR but at PO stage can be change.

3.2.1 Order without RFQ (Adhoc Purchase or Purchase from Preferred Supplier)

No.	Steps
1.	Click on Task 
2.	<p>Choose Process Requisitions</p> 
3.	<p>Make you are in the correct Procurement BU. Enter at least 1 parameter to search for the available requisitions.</p>  <p>Click Search button.</p>
4.	<p>The list of available requisitions will be as follows. [Pre-requisite: Requisitions must be approved then the requisition can be processed in this screen.]</p>  <p>This screen will display requisition information by lines. Be careful with 1 requisition with many lines in it. One order can consist of a few requisitions. Press CTRL and click on the selected rows to create as one Order Document.</p>

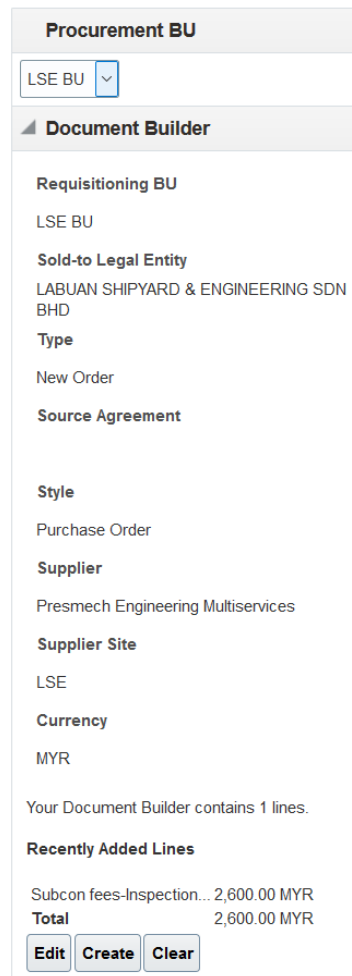
5. After completing choosing the requisition lines, click **Add to Document Builder** to proceed with order creation. Pop-up window will prompt to confirm the details.



Choose the supplier. If the requisitions from preferred supplier informations, the Supplier field will be auto-populated which derives from requisitions input by the requester.

Click OK button.

Review the chosen lines, and click Create button.



6. Purchase Order document will be created as below.

Make sure the Supplier Site is correct, if the supplier have more than one address. Select the supplier contact, if any.

Choose Communication Method to indicate method to send the “Approved PO Document” to supplier.

7. Under tab **Terms**, **Required Acknowledgement** is None while **Payment Terms** will be set up as the supplier set up.

**If you prefer supplier to acknowledge the document and schedule part, you can indicate the option. So, Supplier must acknowledge as agreed to the issued PO.

8. Under **Additional Information** section, choose Context Prompt – LSE

Input LSE Incoterm, if applicable. Choose the exact Purchasing Buyer in the column. Leave the Cost Centre & Project value if you don't want to change from PR information.

9. **Lines** refer to requisitions lines created for the order document, all the details price and quantity will be specified in this tab.

* Line	* Type	Edit	Item	* Description	* Category Name	Quantity	UOM	* Base Price	Price	Ordered	* Location	Requester
1	Fixed Price ...			Subcon fees-Inspection&Recert	Services	2,600.00		2,600.00	2,600.00	2,600.00	Labuan Ship	JUDY TINGGALAN

**If you preferred the line should be received by another person (not the actual requester), you can change the requester name in this tab. So, receiving should be done by the assigned requester name in this order document.

Schedule refers to the expected delivery or completion of the ordered item or service, along with the delivery location for the purchase.

Line	Description	* Location	* Organization	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Funds Status
1	Subcon fees-Inspection&Recert	Labuan Shipyard & Engineering W03	W03			12/16/24	m/d/yy	

Meanwhile, **Distributions** refers to the charge account.

Line	Description	Deliver-to Location	Quantity	UOM	Ordered	PO Charge Account	Budget Date	Funds Status
1	Subcon fees-Inspection&Recert	Labuan Shipyard	2,600.00		30.00.772250.81170.0000000.0000	12/9/24		

10. Under **Notes and Attachments**, enter Note to Supplier, Note to Receiver (if applicable) and attach related documents to this order document.

Note to Supplier information will be display in PO report.

11. Click **Save**

12. Charge Account will be auto populated upon category choose at line level.

Verify the charge account.

Expense Purchase: Expense Account

Asset Purchase: Asset Clearing Account

13. Click Check Fund button, to make the funds available to proceed with the transactions.



Fund status will show Passed or Warning status.

14. Click Manage Approval to verify the approval hierarchy

15. Click View PDF

Sample Purchase Order Report:

The Purchase Order report labelled with 'DRAFT' because it is not yet being approved and submitted.

LABUAN SHIPYARD & ENGINEERING SDN BHD 710954-H
 KM 9, JALAN RANCHA-RANCHA 87031 LABUAN, WILAYAH PERSEKUTUAN LABUAN MALAYSIA
 Tel: +6087 451888 Fax: +6087 451777 Email: enquiry@labuanshipyard.com
 Website: www.labuanshipyard.com

PURCHASE ORDER

Buy From : OLIVESTOUCH TECHNOLOGIES SDN BHD
 Level 33, Ilham Tower
 8 Jalan Binjai
 50450 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR
 Malaysia

ATTN : MOHD NOR IRMAN BIN SULAIMAN
 Tel: +60 (03) 21696389
 HP: +60 (012) 3232679
 Fax: +60 (03) 21696396

P.O Number : PO/LSE00000422024
 Job Number : LSE108
 Buyer : Purchasing User

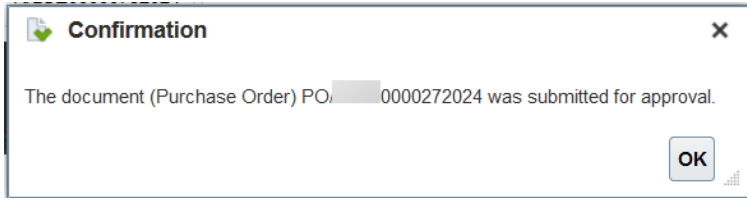
Order Date : 12-Dec-2024

Item	Code & Description	Qty	Unit	Price	Curr	Total Price	Schedule Date
1	09/01/00123 Seal Tape	100	ROL	510.00	MYR	51,000.00	19-Dec-2024
Tax		0.00		Total	MYR	51,000.00	

Order Total: (MYR) FIFTY-ONE THOUSAND ONLY

Shipping Marks: tq

16. Click Submit button.
PO Number will be generated.



17. To check **Status** of the Purchase Order, click 'Manage Order' on the task panel.
 'Open' is when the PO is approved and open for receiving.
 'Closed for Receiving' is when user is already creating full receipt.
 'Close for Invoicing' is when invoice has been created.

Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
	OLIVESTOUCH TECHN...	153.81	MYR	Closed for Receiving			11/27/24
	OLIVESTOUCH TECHN...	34,000.00	MYR	Closed for Receiving			11/27/24
	OLIVESTOUCH TECHN...	38,000.00	MYR	Closed for Receiving			11/27/24
CRP CBD Scenario	OLIVESTOUCH TECHN...	638.40	MYR	Open			11/27/24
	OLIVESTOUCH TECHN...	0.00	MYR	Open			11/28/24
	NATIONWIDE EXPRES...	58,800.00	MYR	Open			11/25/24
	NATIONWIDE EXPRES...	0.00	MYR	Incomplete			11/25/24

Table 4 Create Order

3.2.2 Processing RFQ output document.

In this process, RFQ process is completed and purchasing documents is opted to be created right away. The output of purchase documents will be in incomplete status. Below are the further steps to take by the procurement agent.


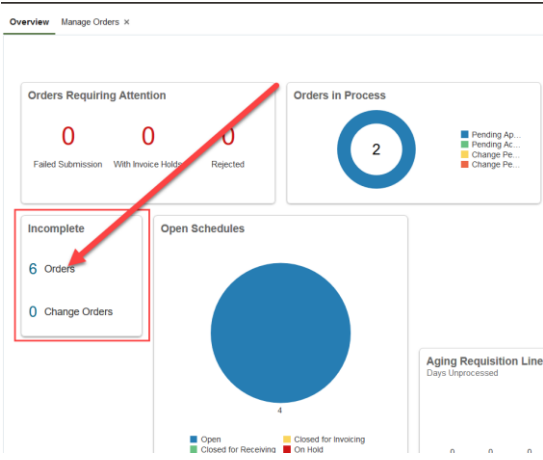
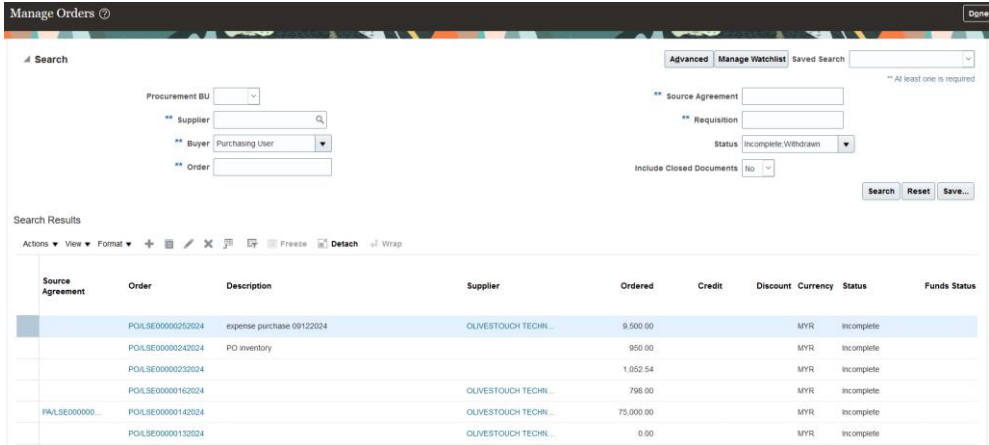


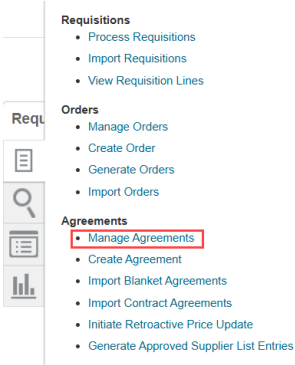
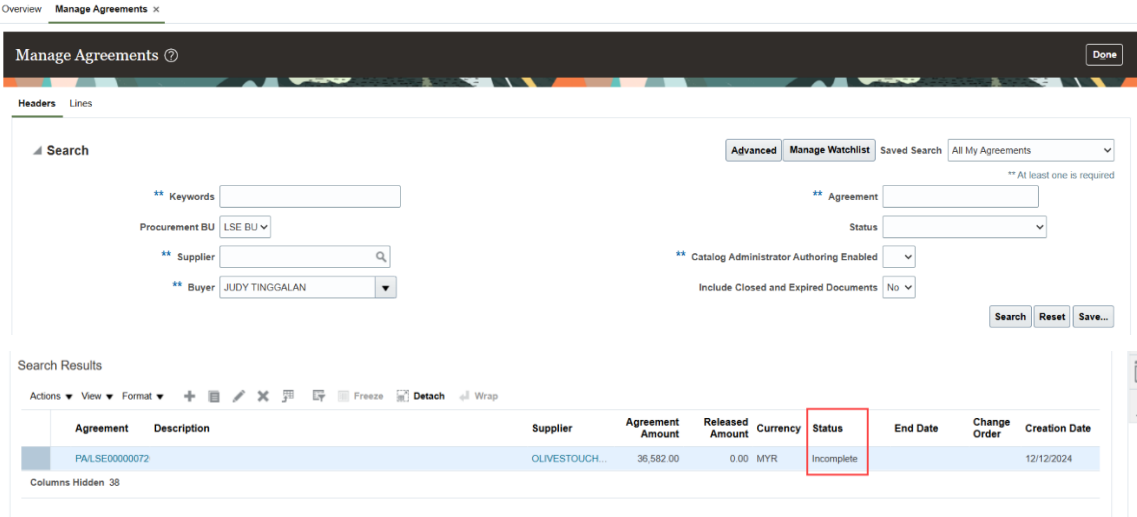

No.	Steps
1.	Navigate to Procurement > Purchase Orders
2.	<p>Click on Task  and click Manage Order to begin searching incomplete Purchase Order.</p> <p>OR</p> <p>Click on the Incomplete infolet at the dashboard.</p> 
3.	<p>Choose the parameter status as “incomplete” to check the available purchase order to be complete.</p> 
4.	<p>Click  (edit button) to begin with editing the purchase documents and review all the details before submitting for approval.</p> <p>Complete all the details and Submit the PO for approval.</p>
5.	To check status, click on Manage Order in Task

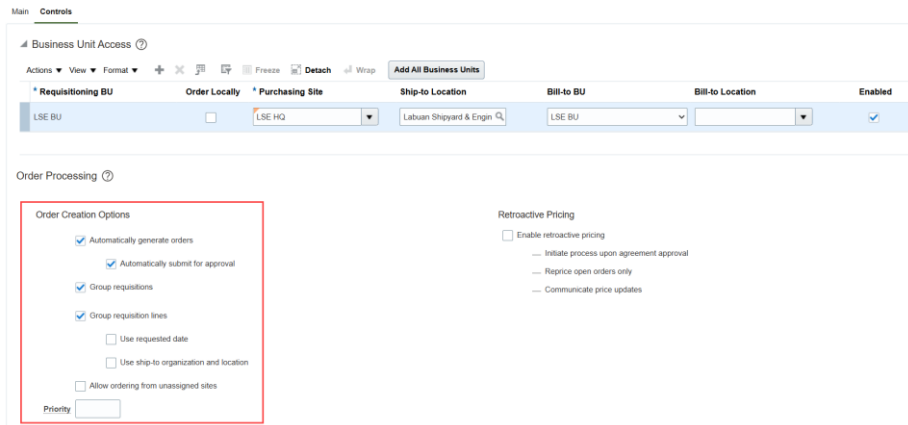
Table 5 Completing Incomplete Purchase Document

3.2.3 Processing Blanket Purchase Agreement.

In this process, RFQ process is completed and “Blanket Purchase Agreement” is selected as output of the process. Upon completion, the document is opted to be created right away. The output of purchase documents will be in incomplete status. Below are the further steps to take by the procurement agent.

No.	Steps
1.	Navigate to Procurement > Purchase Orders
2.	<p>Click on Task  and click 'Manage Agreement' to begin searching incomplete Purchase Agreement.</p> 
3.	<p>Parameter by default is having 'Buyer' name and procurement BU. If you have more filter, you can add. Click 'Search Button'.</p> 
4.	<p>Click  (edit button) to begin with editing the purchase agreement and review all the details before submitting for approval.</p> <p>Kindly check the control for the Blanket Purchase Agreement. If you want to create order directly. You can check 'Automatically generate orders' checkbox.</p>

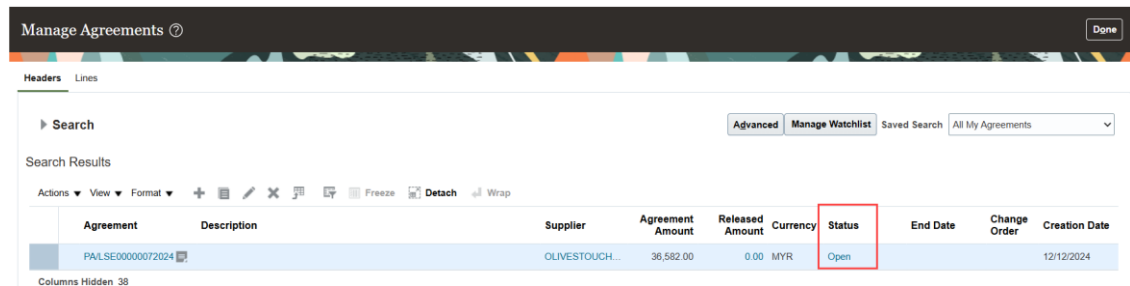
It is advisable NOT to check 'automatically submit for approval' if you encourage buyer to check the document before approval starts.



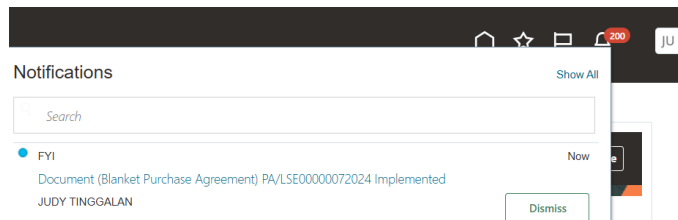
Complete all the details and Submit the PO for approval.

5. To check status, click on **Manage Agreement** in **Task**

6. After approval completed. BPA will indicate as 'Open' status.



Buyer also will receive notification upon the approval complete.



7. If Step 4 initiated to be 'automatically generate orders' option, PO document will be created automatically.

If you want to release the amount in this first auto created order, kindly amend the quantity and check the total release. Then, click submit.

If you need another request to release these BPA, you can proceed for the next step.

8. In Purchase Requisitions, if user wants to buy the item that having Purchase Agreement, the item information will be display as follow:

Requisitioning BU: LSE BU
 Description: Motor Vehicle
 Justification: [Empty]
 Requisition Amount: 7,035.00 MYR
 Approval Amount: Calculate Amount with Tax
 Funds Status: Not reserved
 Attachments: None

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (MYR)	Funds Status	Delete
1	Motor Vehicle	Motor Vehicles	5	UNIT	1,407.00 MYR	7,035.00	Not reserved	X
Total						7,035.00		

Source: Agreement Type: Blanket Purchase Agreement, Agreement: PALSE0000072024, Supplier: OLIVESTOUCH TECHNOLOGIES SDN BHD

PR requester must define the Cost Centre and Project related to the purchase/ usage of the item. Since the purchase agreement is not defining any of department/project budget utilization yet.

9. If Step 4 initiated to be 'automatically generate orders' option, PO document will be created automatically, and budget will be charge upon PO approval.

Procurement BU: LSE BU
 Requisitioning BU: LSE BU
 Supplier: OLIVESTOUCH TECHNOLOGIES SDN BHD
 Supplier Site: LSE HQ
 Status: Rejected
 Funds Status: Passed
 Buyer: Purchasing User

Line	Description	Deliver-to Location	Quantity	UOM	Ordered	PO Charge Account	PO Accrual Account	Budget Date	Funds Status
1	Motor Vehicle	Labuan Shp	2	UNIT	2,814.00	30.00.716100.81150.0000000.0000	30.00.530340.00000.0000000.0000	11/12/2024	Passed

10. There will be prompt error if the amount utilized exceed the agreed amount.

Overview Manage Orders x Purchase Order: PO/LSE00000432024 x Process Requisitions x Purchase Order: PO/LSE00000452024 x

Purchase Order: PO/LSE00000452024 [View PDF] [Actions] [Refresh] [Done]

Main

General

Procurement BU LSE BU Supplier OLIVESTOUCH TECHNOLOGIES SDN BHD Ordered 4,221.00 MYR
 Requisitioning BU LSE BU Supplier Site *LSE HQ Total Tax 0.00 MYR
 Sold-to Legal Entity LABUAN SHIPYARD & ENGINEERING SDN BHD Supplier Contact *MOHD NOR IRMAN BIN SULAIMAN Total 4,221.00 MYR
 Bill-to BU LSE BU Communication Method None Description
 Order PO/LSE00000452024 Bill-to Location Labuan Shipyard & Engineering Sdn Bhd Requisition PR/LSE00001572024
 Status Incomplete [!] Ship-to Location Labuan Shipyard & Engineering Sdn Bhd Source Agreement PA/LSE00000072024
 Funds Status Passed Supplier Order
 Buyer Purchasing User
 Creation Date 12/12/2024

Error

Order PO/LSE00000452024 couldn't be submitted because it didn't pass 1 or more validation checks. (PO-2055691)

Line	Schedule	Distribution	Message Text
[!]			Your order will cause the total amount released against agreement PA/LSE00000072024 to exceed its amount limit.

[OK]

Table 6 Completing Blanket Purchase Agreement

💡 Blanket Purchase Agreement Process Flow in LSE



*BPA - For Material. Price agreement with Item Code and with expiry date


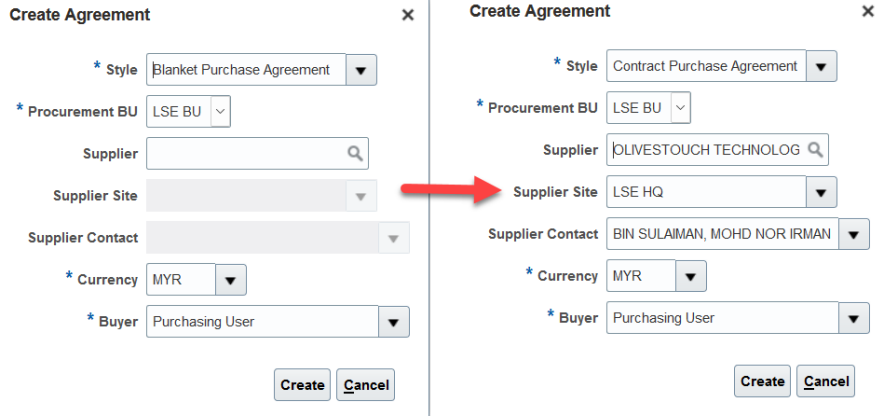
*at this stage, not tag with budget yet.Later at PO stage to tag with budget.

3.2.4 Create Contract Purchase Agreement.

A contract purchase agreement is slightly different from a blanket purchase agreement, as the **contract does not specify individual items** at the time the agreement is made. The agreement is based solely on the **agreed amount** and the terms and conditions with the supplier.

These are steps to create Contract Purchase Agreements.

*CPA - For Service (agreed during session on 20/05/2025). With agreed amount(in total), and with expiry date.

No.	Steps
1.	Navigate to Procurement > Purchase Orders
2.	<p>Click on Task  and click Create Agreements.</p> <div data-bbox="300 689 563 1106"> <p>Requisitions</p> <ul style="list-style-type: none"> Process Requisitions Import Requisitions View Requisition Lines <p>Orders</p> <ul style="list-style-type: none"> Manage Orders Create Order Generate Orders Import Orders <p>Agreements</p> <ul style="list-style-type: none"> Manage Agreements Create Agreement Import Blanket Agreements Import Contract Agreements Initiate Retroactive Price Update Generate Approved Supplier List Entries </div>
3.	<p>Pop up window will prompt as below:</p> <div data-bbox="448 1205 1326 1619">  </div> <p>Fill in the information. Select Style into 'Contract Purchase Agreement'; Choose the supplier and confirm the supplier's contact information and currency of the document.</p> <p>Click "Create" button to proceed.</p>

4. Document will create as below:

Complete all the details, especially on the agreement amount, minimum release amount and description, also in Terms and Notes tab.

5. Next, go to Control Tab.

Check the required control setup for the agreements.

6. After completing the agreements information, this document can be submitted for approval. This contract must be in approved status to enable attached to the next purchase order. To review the agreement status, go to **Manage Agreements** workarea.

7. To release contract amount, new order must attach to the approved Agreement. First, procurement agents need to process requisitions. Go to task icon. Choose Process Requisitions.

- Requisitions**
- Process Requisitions
 - Import Requisitions
 - View Requisition Lines

- Make you are in the correct Procurement BU. Enter at least 1 parameter to search for the available requisitions.

Click Search button.

- The list of available requisitions will be as follows. [Pre-requisite: Requisitions must be approved then the requisition can be processed in this screen.]

Search Results: Requisition Lines

Additional Details	Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amo
	PR/00000782024	1	Subcon fees-Inspection&Recert	JUDY			2,600.00	2,60
	PR/00000772024	1	Professional Fees-Diver	JUDY	1	UNIT	3,400.00	3,40
	PR/00000582024	1	Aluminium Door w/ frame/view g	BAL	1	SET	950.00	95
	PR/00000582024	2	Hydraulic Tubing 20mm x 6m	BA	1	lg	285.53	28

This screen will display requisition information by lines. Be careful with 1 requisition with many lines in it. One order can consist of a few requisitions. Press CTRL and click on the selected rows to create as one Order Document.

- After completing choosing the requisition lines, click **Add to Document Builder** to proceed with order creation. Pop-up window will prompt to confirm the details.

Agreement	Procurement BU	Style	Supplier	Site	Priority
PVALSE0000012024	LSE BU	Blanket Purchase Agreement	OLIVESTOUCH TECHNOLOGIES S.	LSE HQ	
PVALSE0000003024	LSE BU	Contract Purchase Agreement	FY Geomat: Consultancy	MAN	

Choose the source agreement available. Click OK button.

The agreement information will presented as below:

Add to Document Builder

Selected Requisition Lines

Actions View Format X Freeze Detach Wrap

Requisition	Line	Line Description	Requester	Amount	Curren
PR/LSE000005	2	IMPERIAL HAN...	JUDY TINGGAL...	1,000.00	MYR

Columns Hidden 47

Add All Selected

Type New Order

Source Agreement PA/LSE00000042024

Style Purchase Order

Supplier OLIVESTOUCH TECHNOLOGIES SDN BHD

Supplier Site LSE HQ

Currency MYR

OK Cancel

Review the chosen lines, and click Create button.

11. Purchase order will appear as below:

Edit Document (Purchase Order): PO/LSE00000282024

Check Funds Manage Approvals View PDF Actions Save Submit Cancel

Main

General

Procurement BU LSE BU
 Requisitioning BU LSE BU
 Sold-to Legal Entry LABUAN SHIPYARD & ENGINEERING SDN BHD
 Bill-to BU LSE BU
 Order PO/LSE00000282024
 Status Incomplete
 Funds Status
 Buyer Purchasing User
 Creation Date 12/9/24

Supplier OLIVESTOUCH TECHNOLOGIES SDN BHD
 Supplier Site LSE HQ
 Supplier Contact BIN SULAMAN, MOHD NOR IRM
 Communication Method None
 Bill-to Location Labuan Shipyard & Engine
 Default Ship-to Location Labuan Shipyard & Engine

* Currency MYR
 Ordered 1,000.00 MYR
 Total Tax 0.00 MYR
 Total 1,000.00 MYR

Procurement Card
 Description
 Requisition PR/LSE00000542024
 Agreement PA/LSE00000042024

Terms: Unless and Otherwise

Complete the order documents and submit for approval.

12. After the purchase order document is approved, total amount can be monitored through purchase agreement screen. **if amount is more than the Total Amount, PO cannot be processed.*

Manage Agreements

Advanced Manage Watchlist Saved Search All My Agreements

Search

Keywords
 Procurement BU LSE BU
 Supplier
 Buyer Purchasing User

Agreement
 Status
 Catalog Administrator Authoring Enabled
 Include Closed and Expired Documents No

Search Results

Agreement	Description	Supplier	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
PA/LSE00000042024		OLIVESTOUCH TECHNOLOGIES SDN BHD	150,000.00	0.00	MYR	Open			12/9/24
PA/LSE00000032024	Contract for FY - General Service	FY Geomatic Consultancy	1,475,000.00	0.00	MYR	Open			11/27/24
PA/LSE00000022024		OLIVESTOUCH TECHNOLOGIES SDN BHD	0.00	0.00	MYR	Incomplete			11/26/24
PA/LSE00000012024	CRP27112024	OLIVESTOUCH TECHNOLOGIES SDN BHD	150,000.00	15,000.00	MYR	Open	11/23/25		11/26/24


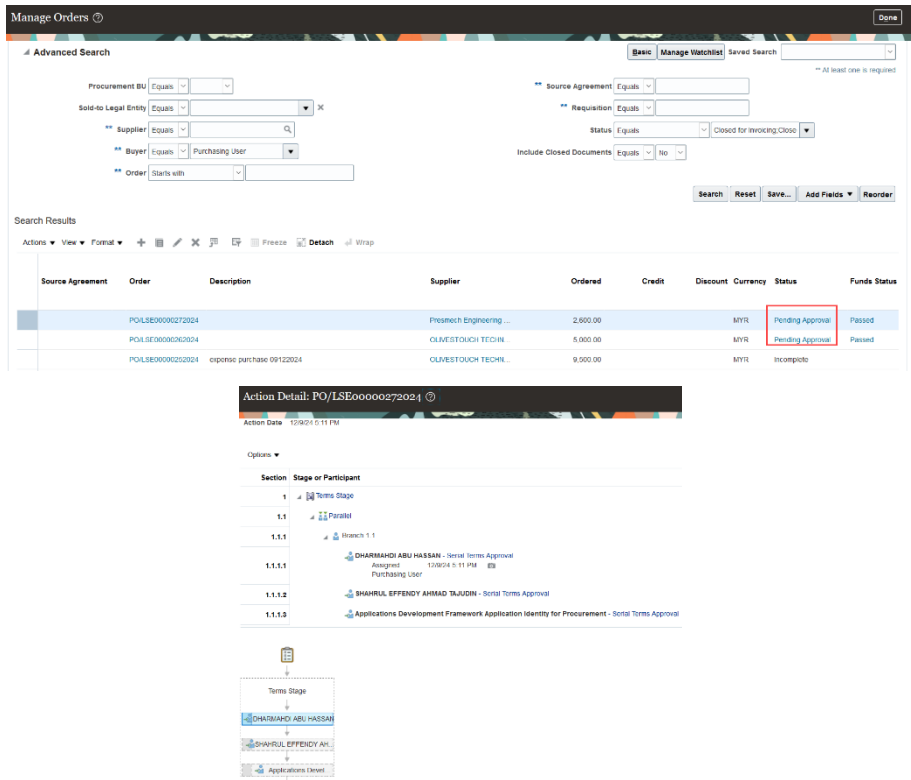
Table 7 Contract Purchase Agreement Creation

*All POs are subject for approval by CEO

3.3 Manage Approval

Document approval electronically routes the purchasing document to all identified approvers and records their approval actions.

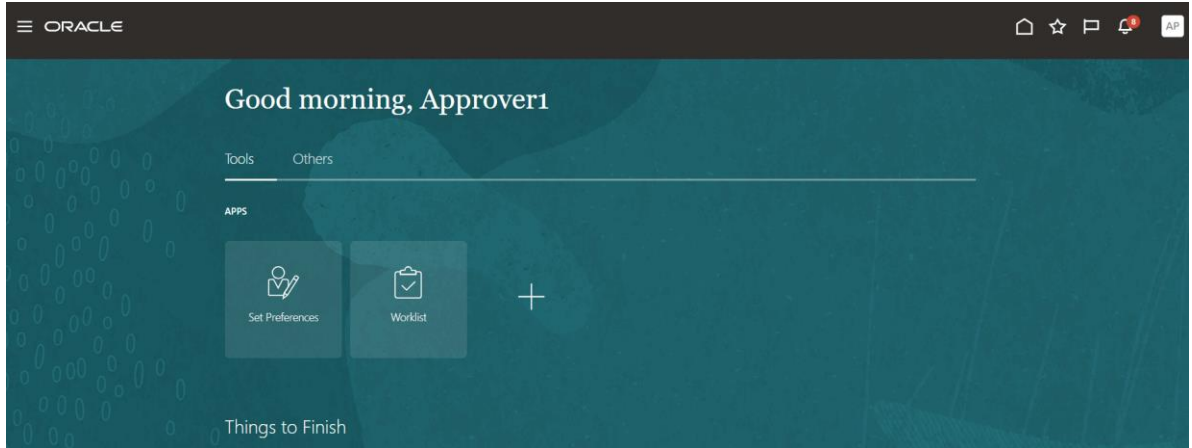
Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in a sequence. Approval can be sought using supervisory chain, position or job level hierarchy, or using a list of approvers.

No.	Steps
1.	Click on Task 
2.	<p>Choose Process Requisitions</p> <p>Requisitions</p> <ul style="list-style-type: none"> Process Requisitions Import Requisitions View Requisition Lines <p>Orders</p> <ul style="list-style-type: none"> Manage Orders Create Order Generate Orders Import Orders
3.	<p>Click Headers and click on 'Pending Approval' Status</p>  <p>The screenshot shows the 'Manage Orders' interface. The 'Advanced Search' section includes filters for Procurement BU, Sold-to Legal Entity, Supplier, Buyer, and Order. The 'Search Results' table lists orders with columns for Source Agreement, Order, Description, Supplier, Ordered, Credit, Discount, Currency, Status, and Funds Status. The 'Status' column for two orders is highlighted as 'Pending Approval'. Below the table, the 'Action Detail' for PO/LSE0000272024 is shown, detailing the 'Terms Stage' and the list of approvers: DHARMAJDI ABU HASSAN, SHAHRUL EFFENDY AHMAD TAJUDIN, and Applications Development Framework Application Identity for Procurement - Serial Terms Approval.</p>

4. As an internal user, you can view the approvers for your change order, based on the routing rules, using the Manage Approvals page. You can insert additional approvers and viewers, if needed.

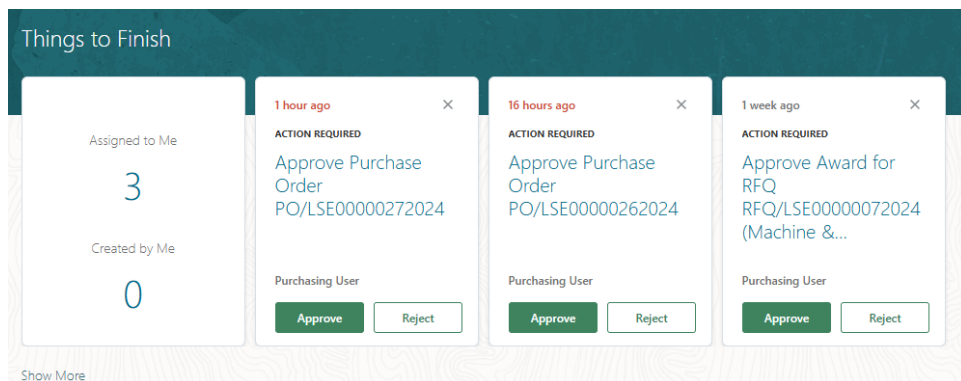


5. Point Of View Approver

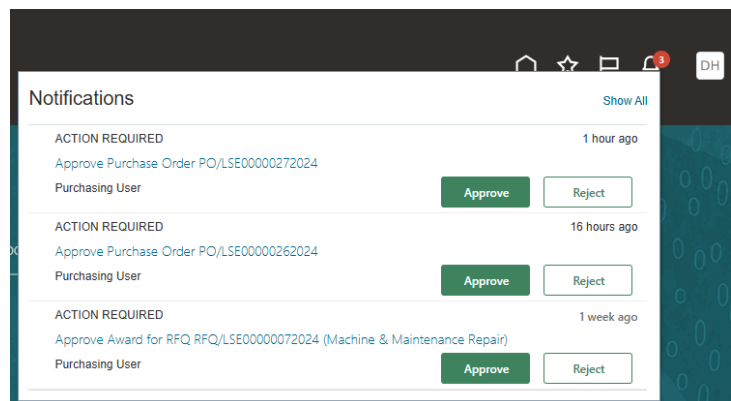


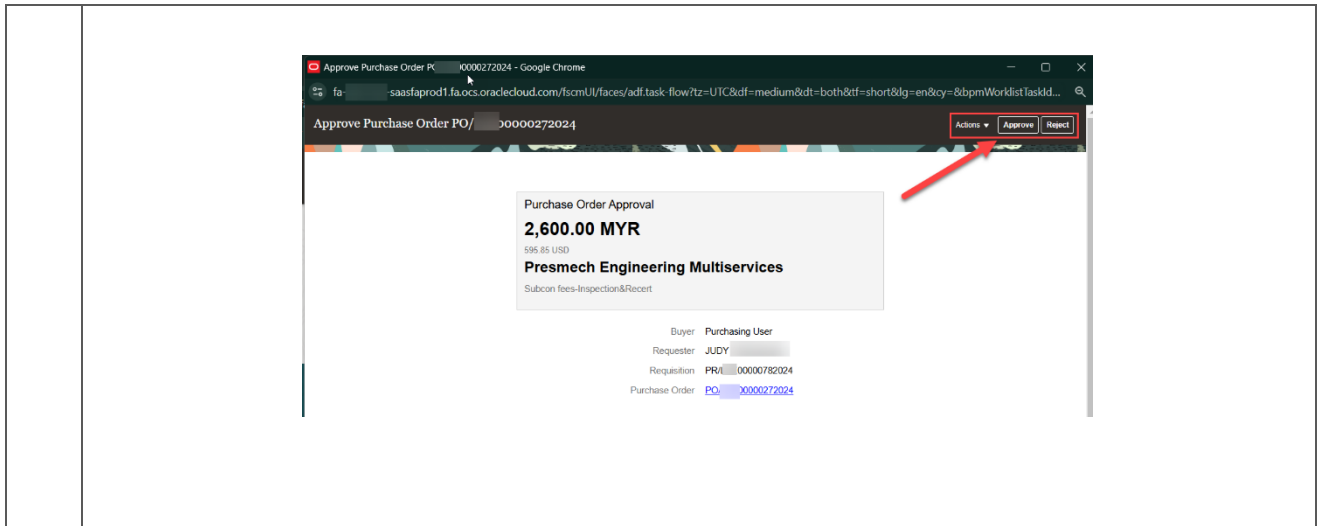
6. To approve PO:

I. Click 'Approve'



II. Click Notifications icon





7. Once Purchase Order approved, the status change from 'Pending Approval' to 'Open'

Source Agreement	Order	Description	Supplier	Ordered	Credit	Discount	Currency	Status	Funds Status
PA/LSE000000120...	PO/LSE00000152024		OLIVESTOUCH TECHN...	15,000.00			MYR	Open	Reserved
PA/LSE000000120...	PO/LSE00000142024		OLIVESTOUCH TECHN...	75,000.00			MYR	Incomplete	
	PO/LSE00000132024		OLIVESTOUCH TECHN...	0.00			MYR	Incomplete	
	PO/LSE00000122024		FY Geomatic Consulta...	131,000.00			MYR	Open	Partially Liquid.
	PO/LSE00000092024		OLIVESTOUCH TECHN...	40,800.00			MYR	Open	Reserved
	PO/LSE00000082024	Purchase item for LSE106 job	OLIVESTOUCH TECHN...	3,800.00			MYR	Open	Partially Liquid.

8. Click Order link and done button

Overview Manage Agreements x Manage Orders x Purchase Order: PO/LSE00000152024 x Process Requisitions x

Purchase Order: PO/00000152024 View PDF Actions Refresh Done

Main

General

Procurement BU: BU	Supplier: OLIVESTOUCH TECHNOLOGIES SDN BHD	Ordered: 15,000.00 MYR
Requisitioning BU: BU	Supplier Site: P/SE HQ	Total Tax: 0.00 MYR
Sold-to Legal Entity: SDN BHD ENGINEERING	Supplier Contact: MOHD NOR IRMAN BIN SULAIMAN	Total: 15,000.00 MYR
Bill-to BU: LSE BU	Communication Method: None	Description:
Order: PO/00000152024	Bill-to Location: Bhd Engineering Sdn	Requisition: PR/0000382024
Status: Open	Ship-to Location: Bhd & Engineering	Source Agreement: PA/00000012024
Funds Status: Reserved		Supplier Order:
Buyer: Purchasing User		
Creation Date: 11/27/24		

Order Life Cycle

View Details

Table 8 Manage Approval

*to check the status of the purchase

3.4 Purchase Order Lifecycle

Managing the purchase order life cycle enables all key stakeholders of the purchase order; the procurement agent, the requester, and the supplier to track and monitor the execution cycle of the order and initiate and manage changes to the order including cancellations.

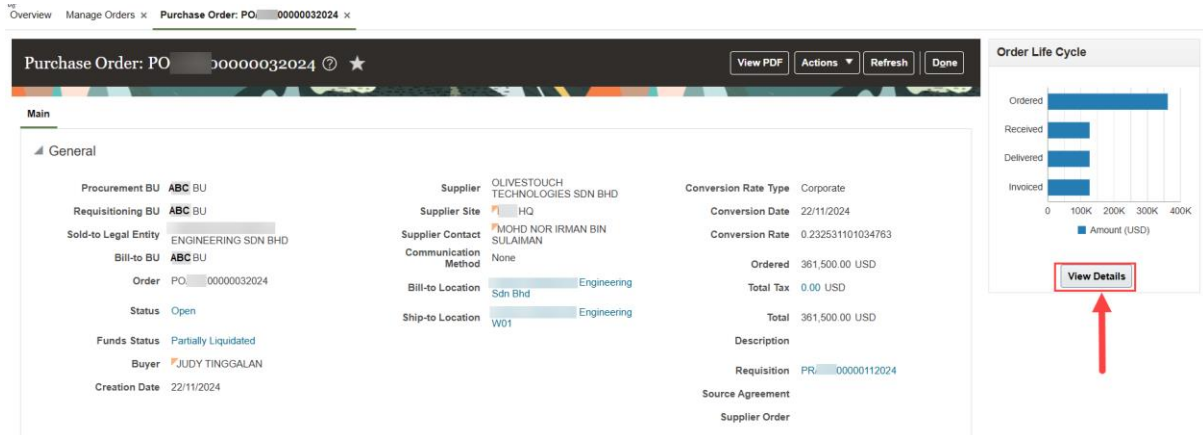


Figure 12 Order Life Cycle

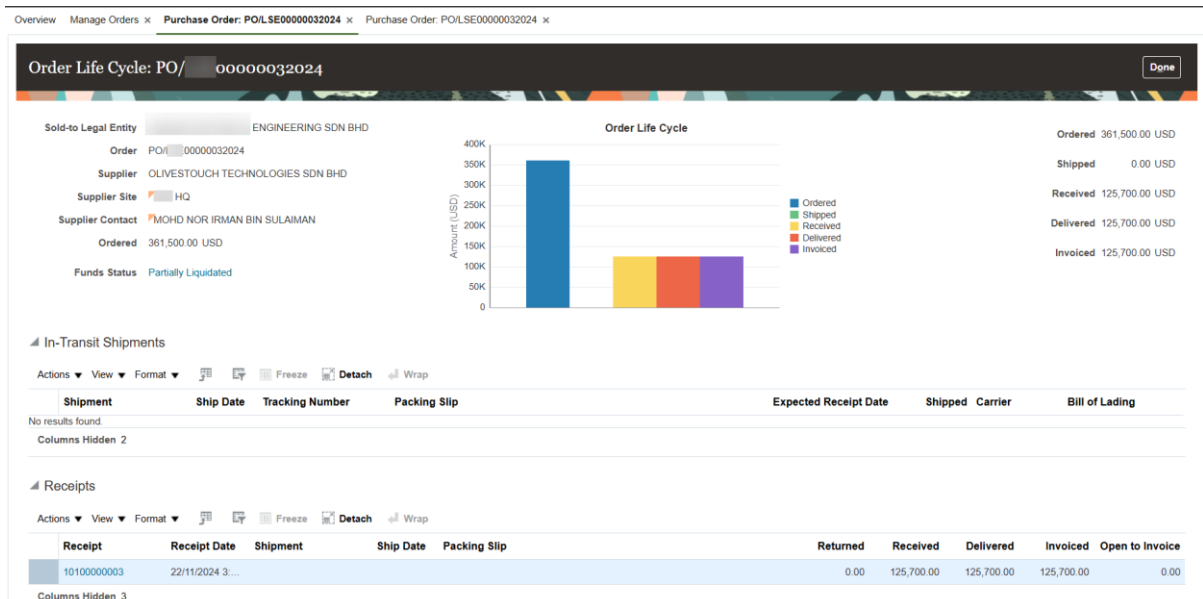


Figure 13 Order Life Cycle Landing Page

To view the purchase order details, the user can navigate to the order life cycle page. For example, in this scenario, the 'Invoiced' is 0.00 MYR because this purchase order has not yet gone through the invoicing process yet.

3.5 Purchase Order Amendment

You can initiate a change on purchasing documents. To do this, open the document from your own work area. You can search for the document, create a change order using the Edit action, and start proposing changes. The scope of change that you can propose is determined by the work area that you're using to open the document.


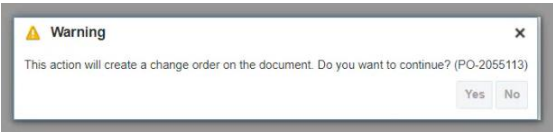
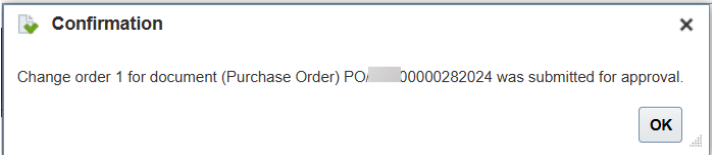

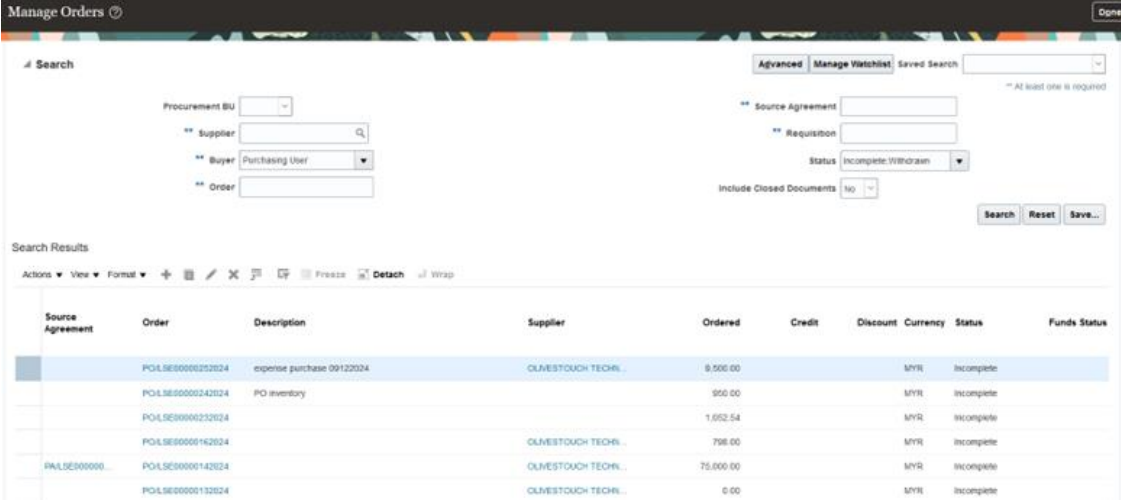
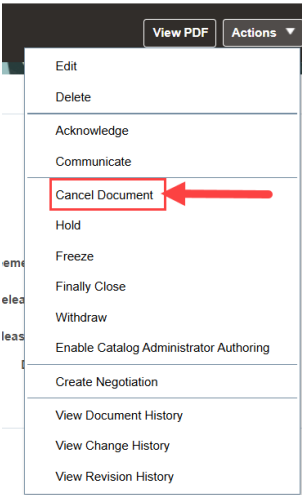
No.	Steps
1.	<p>Click on Actions then Edit. *Warning! If you change the PO after Invoice done, ROSAK account sebab banyak mau diadjust. So, NOT recommended</p> 
2.	<p>Click 'Yes' button when the warning appears to create a change order on the document.</p> 
3.	<p>Click Save button and Submit.</p> <p>After editing the PO document, you will need to go through the approval process again, starting from the first level.</p> 

Table 9 Purchase Order Amendment

3.6 Cancel Purchase Order

No.	Steps
4.	Click on Task 
5.	Choose Manage Orders Orders <ul style="list-style-type: none"> • Manage Orders • Create Order • Generate Orders • Import Orders
6.	Enter the parameter and click Search button. 
7.	Choose Purchase Order Number. Go to Actions > Cancel Document . 

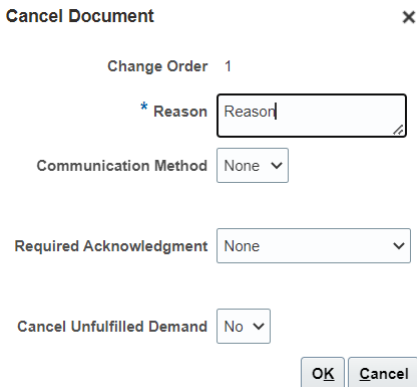
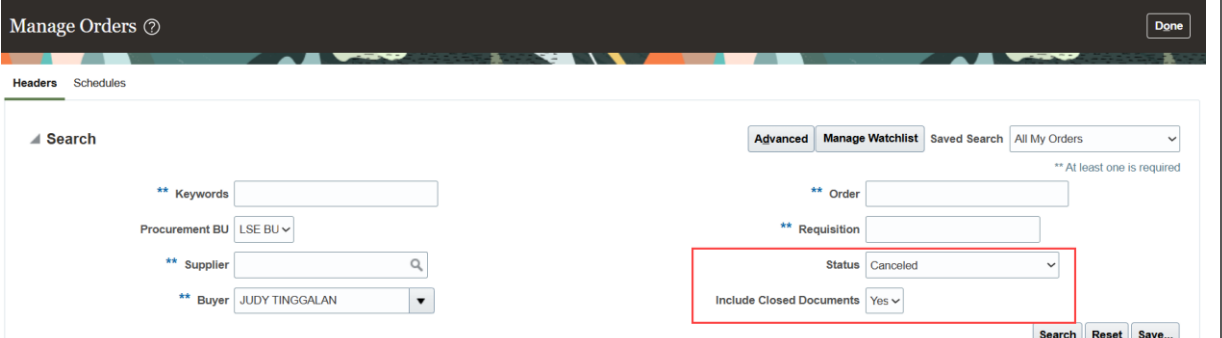
8.	<p>Enter Reason</p> <p>Click OK button.</p> 
9.	<p>To check back the cancelled PO status, navigate to 'Manage Orders' page. Input the filter as follow:</p>  <p>Input the at least the buyer name or initial order number, such as 'PO/LSE'.</p> <p>Input Status = Canceled and Include Closed Documents = Yes.</p>

Table 10 Cancel Purchase Order



Warning: DELETE functions only applicable for PO that is not yet submitted for approval. Kindly do not perform this action. It will impact jumping number of PO, and the missing number cannot be utilized back.



Why cancellation of PO document has an option to acknowledge by the supplier?

PO document cancellation has option to acknowledge by the supplier because upon PO approval, they will get notified by the E-mail/ Supplier Portal (if supplier granted the access). Upon cancellation they should get aware and should be communicate on the cancellation item or deliverables. ***Supplier will get notification if you cancel a PO**

**must be performed supaya any un-utilized amount attached to Budget will be 'return' to the Budget.*

3.7 Finally Close Purchase Order

Finally close is used to revert the unutilized ordered reserved amount into the budgeted amount. So, the unutilized amount can be used to other requisitions. This process also needs to be done once the Year-End Closing (for department budget) or at the end of Project period.


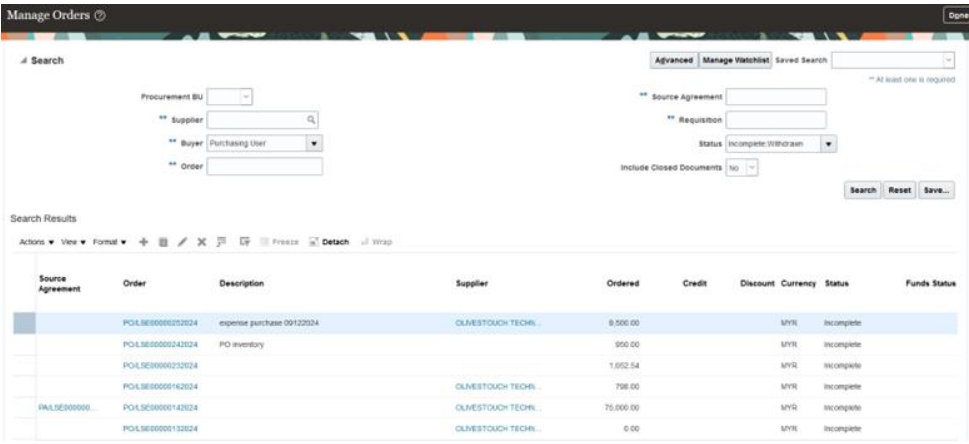
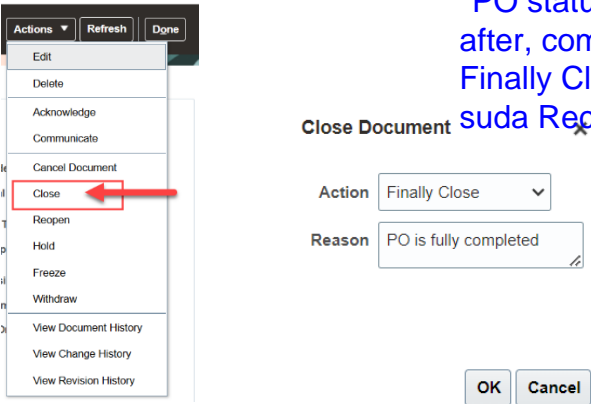

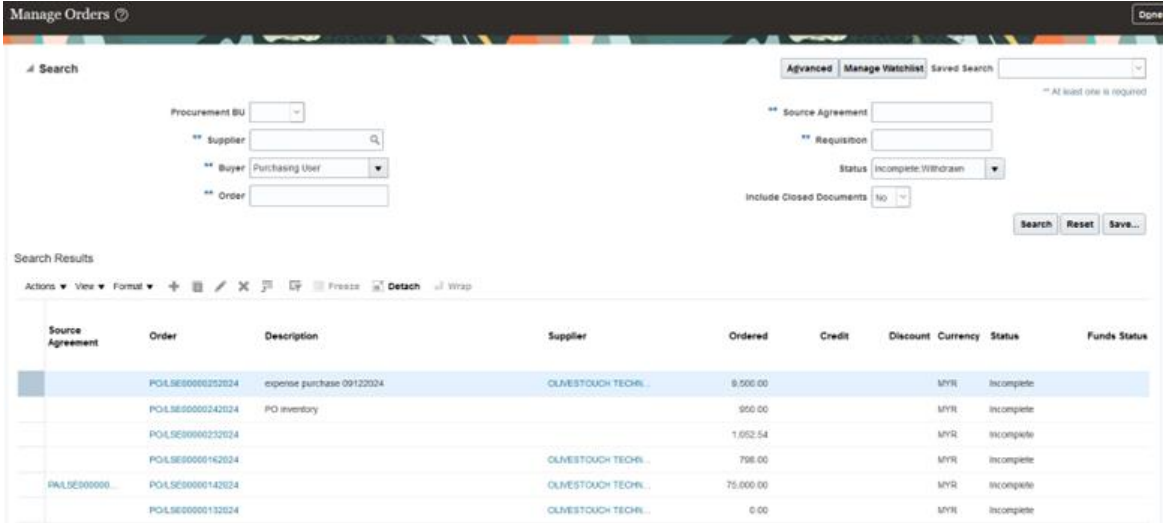
No.	Steps
1.	Click on Task 
2.	Choose Manage Orders Orders <ul style="list-style-type: none"> • Manage Orders • Create Order • Generate Orders • Import Orders
3.	Enter the parameter and click Search button. 
4.	Choose Purchase Order Number. Go to Actions > Close. <i>*PO status will automatically change to "Complete" after, complete receive in WH. Finally Close PO cannot be amended anymore, that's suda Received dan Paid.</i> 
5.	Enter Reason Click OK button.

Table 11 Finally Close Purchase Order

4 REPORT

No.	Work Area	Applications
1.	Procurement	Purchase Order

Table 12 Navigation

No.	Steps																																																																						
1.	<p>Click on Task</p> 																																																																						
2.	<p>Choose Manage Order</p> <p>Requisitions</p> <ul style="list-style-type: none"> Process Requisitions Import Requisitions View Requisition Lines <p>Orders</p> <ul style="list-style-type: none"> Manage Orders Create Order Generate Orders Import Orders 																																																																						
3.	<p>Enter the parameter and click Search button.</p> <p>Click your preferred Order</p>  <p>The screenshot shows the 'Manage Orders' interface. It includes search filters for Procurement BU, Supplier, Buyer, Order, Source Agreement, Requisition, Status, and Include Closed Documents. Below the filters is a table of search results with columns for Source Agreement, Order, Description, Supplier, Ordered, Credit, Discount, Currency, Status, and Funds Status.</p> <table border="1"> <thead> <tr> <th>Source Agreement</th> <th>Order</th> <th>Description</th> <th>Supplier</th> <th>Ordered</th> <th>Credit</th> <th>Discount</th> <th>Currency</th> <th>Status</th> <th>Funds Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>POI,SE0000252024</td> <td>expense purchase 09122024</td> <td>OLIVESTOUCH TECHS...</td> <td>9,500.00</td> <td></td> <td></td> <td>MYR</td> <td>Incomplete</td> <td></td> </tr> <tr> <td></td> <td>POI,SE0000242024</td> <td>PO inventory</td> <td></td> <td>950.00</td> <td></td> <td></td> <td>MYR</td> <td>Incomplete</td> <td></td> </tr> <tr> <td></td> <td>POI,SE0000252024</td> <td></td> <td></td> <td>1,652.54</td> <td></td> <td></td> <td>MYR</td> <td>Incomplete</td> <td></td> </tr> <tr> <td></td> <td>POI,SE0000142024</td> <td></td> <td>OLIVESTOUCH TECHS...</td> <td>798.00</td> <td></td> <td></td> <td>MYR</td> <td>Incomplete</td> <td></td> </tr> <tr> <td>PAI,SE000000</td> <td>POI,SE0000142024</td> <td></td> <td>OLIVESTOUCH TECHS...</td> <td>75,600.00</td> <td></td> <td></td> <td>MYR</td> <td>Incomplete</td> <td></td> </tr> <tr> <td></td> <td>POI,SE0000132024</td> <td></td> <td>OLIVESTOUCH TECHS...</td> <td>0.00</td> <td></td> <td></td> <td>MYR</td> <td>Incomplete</td> <td></td> </tr> </tbody> </table>	Source Agreement	Order	Description	Supplier	Ordered	Credit	Discount	Currency	Status	Funds Status		POI,SE0000252024	expense purchase 09122024	OLIVESTOUCH TECHS...	9,500.00			MYR	Incomplete			POI,SE0000242024	PO inventory		950.00			MYR	Incomplete			POI,SE0000252024			1,652.54			MYR	Incomplete			POI,SE0000142024		OLIVESTOUCH TECHS...	798.00			MYR	Incomplete		PAI,SE000000	POI,SE0000142024		OLIVESTOUCH TECHS...	75,600.00			MYR	Incomplete			POI,SE0000132024		OLIVESTOUCH TECHS...	0.00			MYR	Incomplete	
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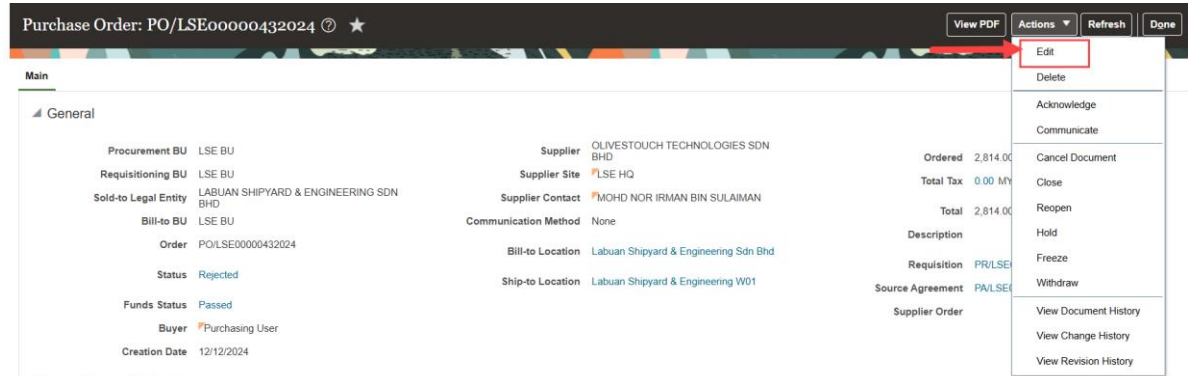

<p>4.</p>	<p>Click View PDF</p> 																								
<p>5.</p>	<p>View PO output</p>  <p>PURCHASE ORDER</p> <p>Buy From : OLIVESTOUCH TECHNOLOGIES SDN BHD Level 33, Ilham Tower 8 Jalan Binjal 50450 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR Malaysia ATTN : MOHD NOR IRMAN BIN SULAIMAN Tel: +60 (03) 21696389 HP: +60 (012) 3232679 Fax: +60 (03) 21696396</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Code & Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>Curr</th> <th>Total Price</th> <th>Schedule Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>09/01/00123 Seal Tape</td> <td>100</td> <td>ROL</td> <td>510.00</td> <td>MYR</td> <td>51,000.00</td> <td>19-Dec-2024</td> </tr> <tr> <td colspan="4">Tax</td> <td>0.00</td> <td>Total</td> <td>MYR 51,000.00</td> <td></td> </tr> </tbody> </table> <p>Order Total: (MYR) FIFTY-ONE THOUSAND ONLY Shipping Marks: tq</p>	Item	Code & Description	Qty	Unit	Price	Curr	Total Price	Schedule Date	1	09/01/00123 Seal Tape	100	ROL	510.00	MYR	51,000.00	19-Dec-2024	Tax				0.00	Total	MYR 51,000.00	
Item	Code & Description	Qty	Unit	Price	Curr	Total Price	Schedule Date																		
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Tax				0.00	Total	MYR 51,000.00																			
<p>6.</p>	<p>To edit, Click Actions > Edit</p>  <p>Purchase Order: PO/LSE00000432024</p> <p>Main</p> <p>General</p> <p>Procurement BU LSE BU Supplier OLIVESTOUCH TECHNOLOGIES SDN BHD Requisitioning BU LSE BU Supplier Site LSE HQ Sold-to Legal Entity LABUAN SHIPYARD & ENGINEERING SDN BHD Supplier Contact MOHD NOR IRMAN BIN SULAIMAN Bill-to BU LSE BU Communication Method None Order PO/LSE00000432024 Bill-to Location Labuan Shipyard & Engineering Sdn Bhd Status Rejected Ship-to Location Labuan Shipyard & Engineering W01 Funds Status Passed Buyer Purchasing User Creation Date 12/12/2024</p> <p>Ordered 2,814.00 MYR Total Tax 0.00 MYR Total 2,814.00 MYR Description PR/LSE Requisition PR/LSE Source Agreement PAL/SE Supplier Order</p> <p>Actions: Edit, Delete, Acknowledge, Communicate, Cancel Document, Close, Reopen, Hold, Freeze, Withdraw, View Document History, View Change History, View Revision History</p>																								
<p>7.</p>	<p>Can use Notes and Attachments (function) to appear in 'Remark' section.</p>  <p>Terms Notes and Attachments</p> <p>Note to Supplier <input type="text"/></p> <p>Note to Receiver <input type="text"/></p> <p>Attachments None +</p>																								

Table 13 Run Report Detail

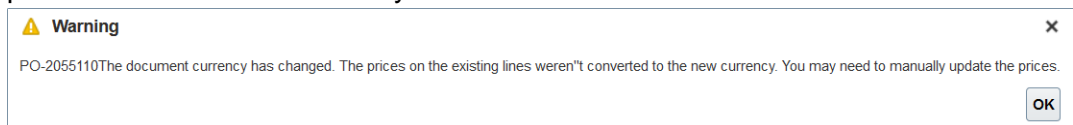
5 FREQUENTLY ASKED QUESTIONS/ SPECIFIC SCENARIOS

5.1 Creating Foreign Currency Purchase Orders

1. Kindly refer to 3.2.1 Order without RFQ (Adhoc Purchase or Purchase from Preferred Supplier) [page 20-25]. That is standard process to create order.
2. Additional step in Step 6, when you choose the Order currency into foreign currency. Below is the step that you need to change.

a. PO header – Currency.

Choose the currency, correctly is this order document should be issued in foreign currency. There will be prompt as below, to confirm you wants to proceed with different currency in PO.



Choose the rate date, the conversion rate will be auto populated based on the Finance setup. If the rate is not populated, kindly contact IT or Finance personnel.

* Currency

* Conversion Rate Type

* Conversion Date

Conversion Rate

Ordered 48,500.00 USD

Total Tax 0.00 USD

Total 48,500.00 USD

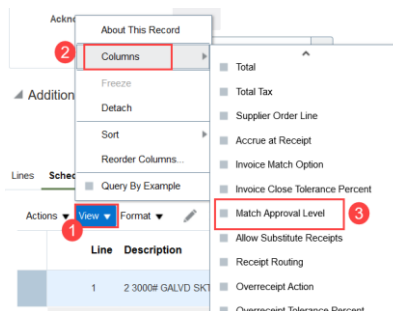
b. PO Lines – Base Price

Line	Type	Edit	Item	Description	Category Name	Quantity	UOM	Base Price	Discount Type	Discount	Price	Ordered	Location
1	Goods		706/01/00402	2 3000# GALVD SKT WLE Pipe Fitting Material		150	PIECE	5.32			5.32	798.00	Labuan Ship

You need to change the base price since the attempt base price is derived from requisitions or sourcing information.

c. PO Schedules – Match Approval

You must view the 'Match Approval Level' field by clicking on View > Columns > Match Approval Level



Then, change from '3 Way' into '2 Way'

Lines **Schedules** Distributions

Actions View View Format X X X X X X Freeze Detach Wrap

Line	Description	* Location	* Organization	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Funds Status	Match Approval Level
1	RFQ-KUT Subcontractor	Labuan S	W01	1	EACH	19/12/2024	19/12/2024		2 Way



Why?

This is due to the complexities involved in currency exchange. 2-way matching is used for foreign currency POs because it simplifies the process by focusing on the purchase order and invoice, allowing for easier handling of exchange rate fluctuations and adjustments.

- After completing all the PO information, you can proceed for budget checking. Budget checking will convert the amount into your reporting currency, which is MYR.

⚠ Funds Check: Purchase Order PO#E00000162024

View Transaction

Transaction Lines Impacted by Control Budgets

View Format Funds Status Warning

Line-Sc Status	Requested	PO Charge Account	Budget Account	Budget Period	Control Budget	Budget Manager
1-1-1 ⚠ Advisory warning insuffi	916.34 MYR	30.00.210300.00000.ME19288.0000	ME19288	YE2024	PROJECT BUDGET	JUDY TIN

Done

Funds Status Warning

* Buyer Purchasing User Default Ship-to Location Labuan Shipyard & Engineering

* Currency USD Conversion Rate Type Corporate Conversion Date 12/15/24 Conversion Rate 4.450864

Ordered 210.00 USD Total Tax 0.00 USD Total 210.00 USD

Then after confirming, you can proceed for approval submission.

*Additional Notes:

- Procurement to to perform PR and PO Maintenance, that is to close mana2 yang tidak active. Suggestion: every year end.
- Cash Purchase - should not be captured as PR in system!

5.2 Creating New Purchase Order after Cancel PO

1. Kindly refer to 3.6 Cancel Purchase Order [page 40-41]. That is standard process to cancel purchase order.
2. You can review the requisitions status, by clicking PR link in the Canceled PO.

Purchase Order: PO/LSE00000272024 View PDF Actions Refresh Done

Main

General

Procurement BU	LSE BU	Supplier	Presmech Engineering Multiservices	Ordered	0.00 MYR
Requisitioning BU	LSE BU	Supplier Site	PLSE	Total Tax	0.00 MYR
Sold-to Legal Entity	LABUAN SHIPYARD & ENGINEERING SDN BHD	Supplier Contact		Total	0.00 MYR
Bill-to BU	LSE BU	Communication Method	None	Description	
Order	PO/LSE00000272024	Bill-to Location	Labuan Shipyard & Engineering Sdn Bhd	Requisition	PR/LSE00000782024
Status	Cancelled	Ship-to Location	Labuan Shipyard & Engineering W03	Source Agreement	
Funds Status	Liquidated			Supplier Order	
Buyer	Purchasing User				
Creation Date	10/12/2024				

Requisition Lines Done

Advanced Search Basic Manage Watchlist Saved Search All My Requisition Lines

Procurement BU

Requisitioning BU

Requisition

Buyer

Requester

Deliver-to Location

Line Description

Category Name

Negotiation

Order

Search Reset Save... Add Fields Reorder

Search Results

Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amount	Currency	Order	Negotiation	Life Cycle
PR/LSE0000078	1	Subcon fees-Inspection&Recort	JUDY TINGGALAN			2,600.00	2,600.00	MYR	PO/LSE00...		

Requisition history will show as below:

Requisition: PR/LSE00000782024 View PDF Done

Requisitioning BU	LSE BU	Creation Date	9/12/2024	Requisition Amount	2,600.00 MYR
Entered By	JUDY TINGGALAN	Status	Approved	Approval Amount	2,600.00 MYR
Description	Subcon fees-Inspection&Recort	Justification		Funds Status	Liquidated
				Attachments	None
				Requisition Cost Centre	81170
				Requisition Project	0000000

Requisition Lines

View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (MYR)	Status	Funds Status	Order
1		Subcon fees-Inspection&R...	Services			2,600.00	2,600.00	Approved	Liquidated	PO/LSE00000272024
2		Subcon fees-Inspection&R...	Services			2,000.00	2,000.00	Approved		..

3. Process the requisitions. Follow step, 3.2.1 Order without RFQ (Adhoc Purchase or Purchase from Preferred Supplier) [page 20-25]. That is standard process to create order.

5.3 Revise Purchase Order after Receiving Confirmed

There are instances where the received quantity may exceed the ordered amount. This typically occurs in service orders, where the final quantity is determined based on the completion of the job.

Two (2) options to do cater this scenario:

- A. Revise 'Approved' status Purchase Order without issuing new requisitions.
- B. Issue new requisitions and create new order.

Option A:



Best practice advice: Kindly do not receive the item yet in the system. Let purchasing complete the amendment then requester can complete the receiving.

1. Purchasing buyer complete the revise purchase document as 3.5 Purchase Order Amendment [page 39] and submit the document for approval.
2. Requester can complete the receiving as usual.

If requester already received the item in the system, then step below must be followed:

1. Requester submit the receipt return process.
2. Purchasing can check the status of the receipt in Purchase Order lifecycle, refer 3.4 [page 38]
3. Purchasing buyer complete the revise purchase document refer 3.5 Purchase Order Amendment [page 39] and submit the document for approval.
4. Requester can complete the receiving as usual.

Option B:

1. Requester can issue new requisitions to add the additional quantity to the prior order. Submit for approval.
2. After requisitions have been approved, Purchasing Buyer can create the new Purchase Order.
3. Requester needs to receive the additional quantity in the new created order.
4. Matching of invoices will have to indicate 2 PO numbers. Supplier might need to amend the invoices to make sure it was tally with the system.

--- End of Document ---