

LABUAN SHIPYARD & ENGINEERING SDN BHD Oracle Procurement Cloud

User Manual

Responsive Self Service Procurement

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TABLE OF CONTENTS

1	GETTING STARTED.....	3
1.1	Sign-On to Cloud applications	3
1.2	Navigating from Personal Home Page to Applications.....	4
1.3	Creating Favorites and Setting Preferences	8
1.5	Scheduled process	11
2	UTILIZATION OF BUDGET ENTRIES	16
3	REQUISITION PREFERENCES.....	20
3.1	Create Requisition Preferences.....	21
4	CATALOG PURCHASE REQUISITION.....	24
4.1	Search Catalog Category	25
4.2	Edit Requisition Page.....	27
5	ENTER REQUISITION LINE	37
5.1	PR with Preferred Supplier	39
6	MANAGE REQUISITIONS	44
7	CANCEL PURCHASE REQUISITION.....	46
8	EDIT PURCHASE REQUISITION FUNCTION	48
9	DUPLICATE PURCHASE REQUISITION	51
10	PURCHASE REQUISITION APPROVAL.....	52
10.1	Approve Via Notifications	52
10.2	On – Hands Balance Checking (For inventory only).....	57
11	RECEIVING GOOD / SERVICES (EXPENSE ITEM ONLY).....	59
12	REASSIGN REQUISITION.....	65
13	FREQUENCY ASKED QUESTION / SPECIFIC SCENARIOS	67
13.1	Return Receipt (Administrator responsibilities).....	67
13.2	Correct Receipt (Administrator responsibilities).....	71

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.	URL Type	URL Link
1.	TEST	https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/
2.	PROD	https://fa-etei-saasfaprod1.fa.ocs.oraclecloud.com/

Table 1: Direct Login URL

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

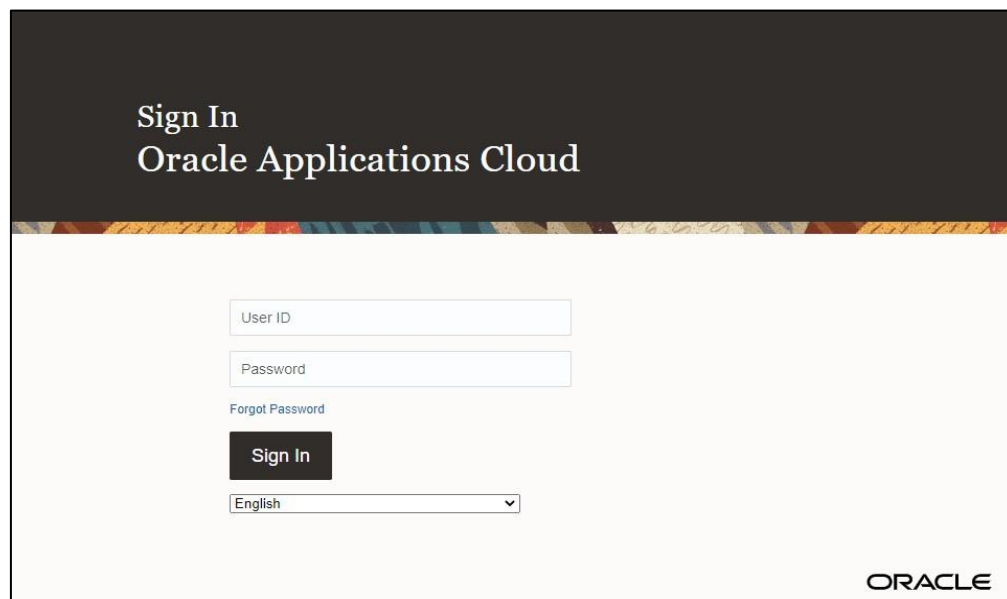


Figure 1: Oracle Cloud Sign-In Page

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.

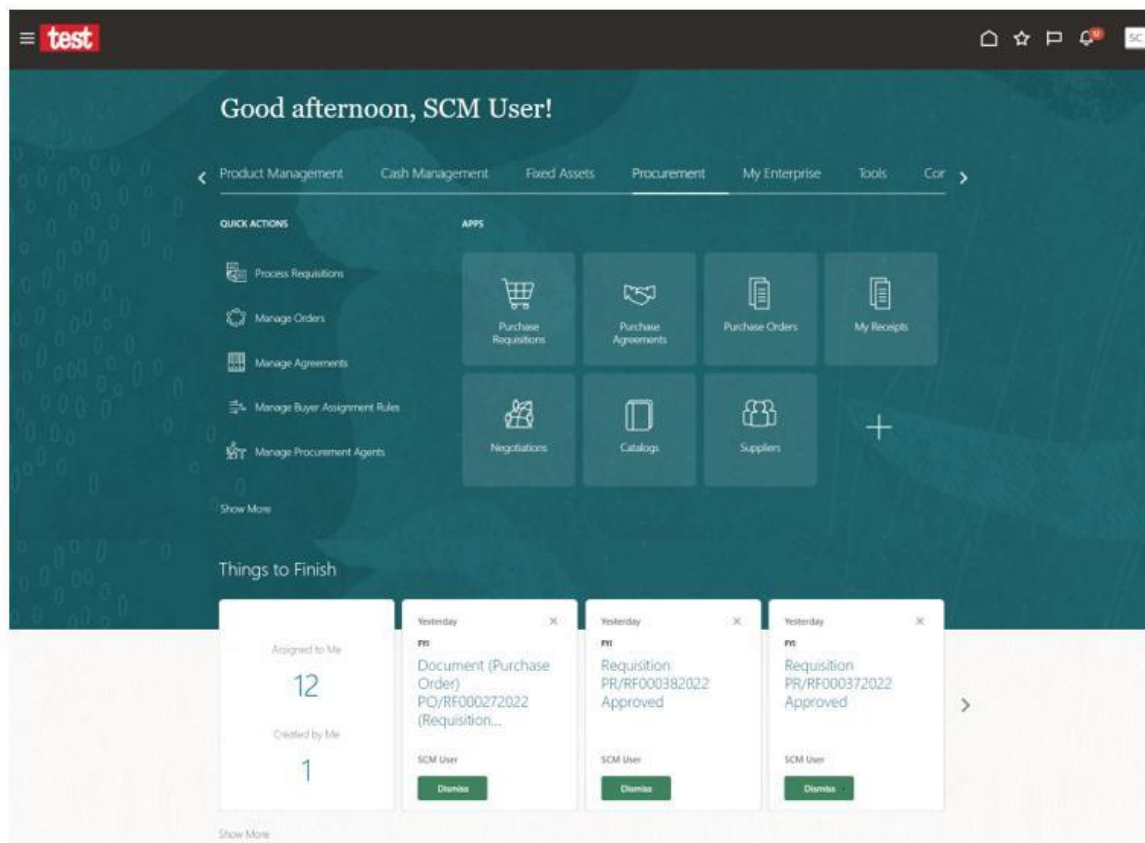


Figure 2: Personal Home Page



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.

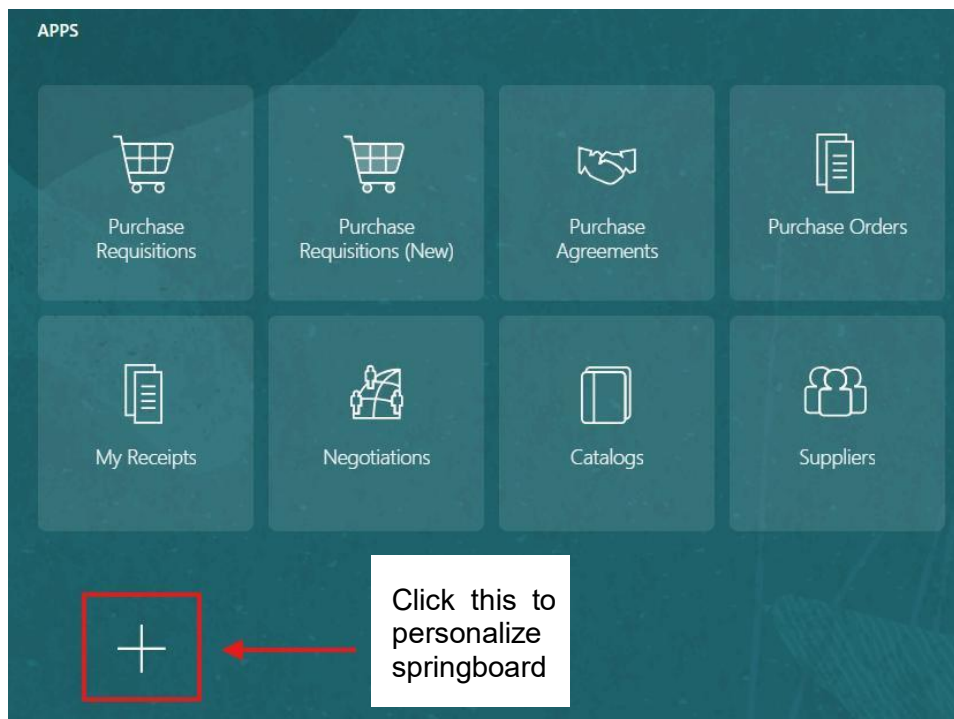



Figure 4: Apps section

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 Requisitions work area within Procurement, you will select your application as Procurement. And you will choose Purchase Requisition in the Apps section. When you select Purchase Requisitions, the system takes you to the Purchase Requisitions work area, where you can perform various activities, such as create and manage requisitions (catalog or non-catalog), monitor requisition status and history, 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 apps icon but only accessible through the Navigator.

2. Things to Finish section.

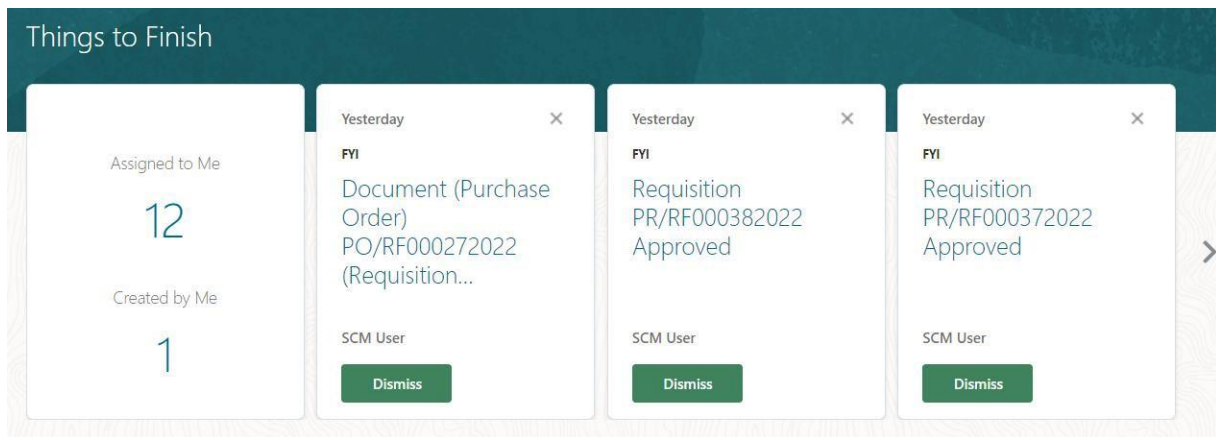


Figure 5: Things to Finish section

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

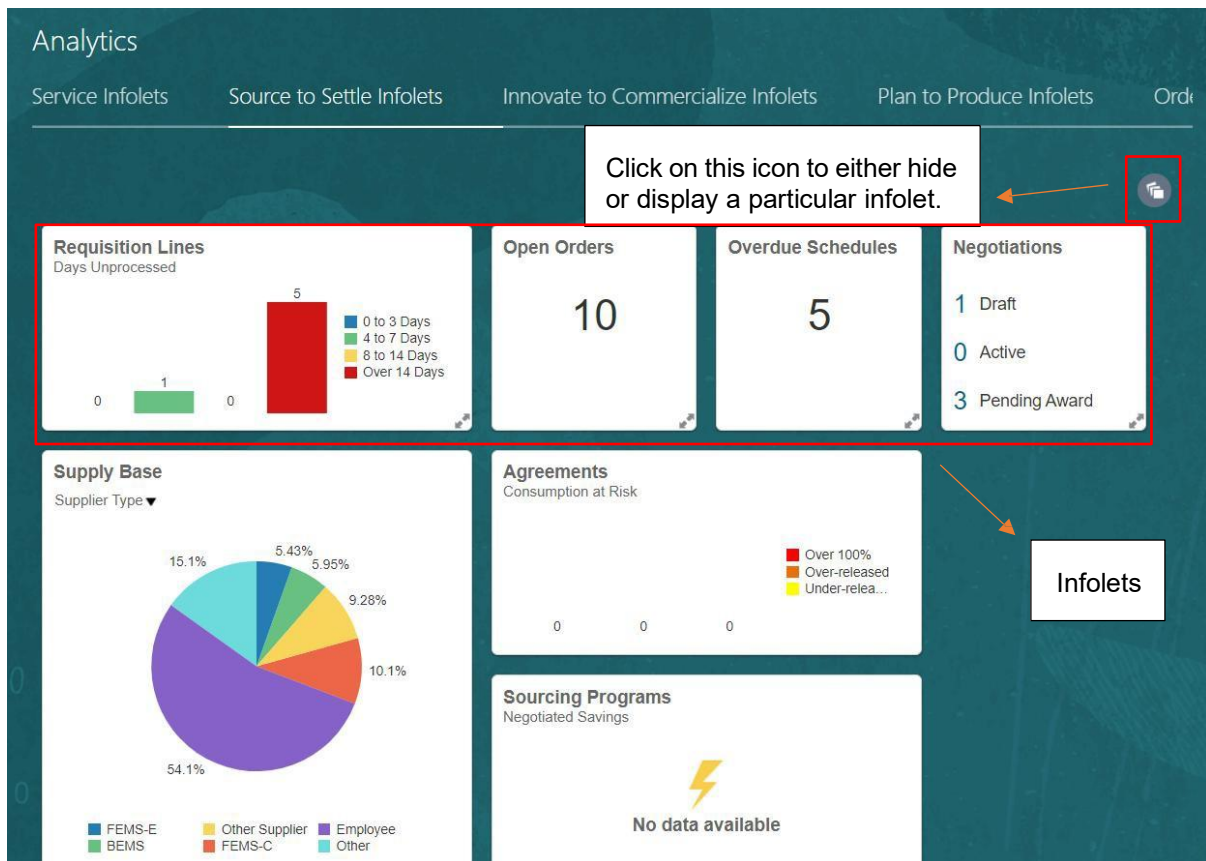
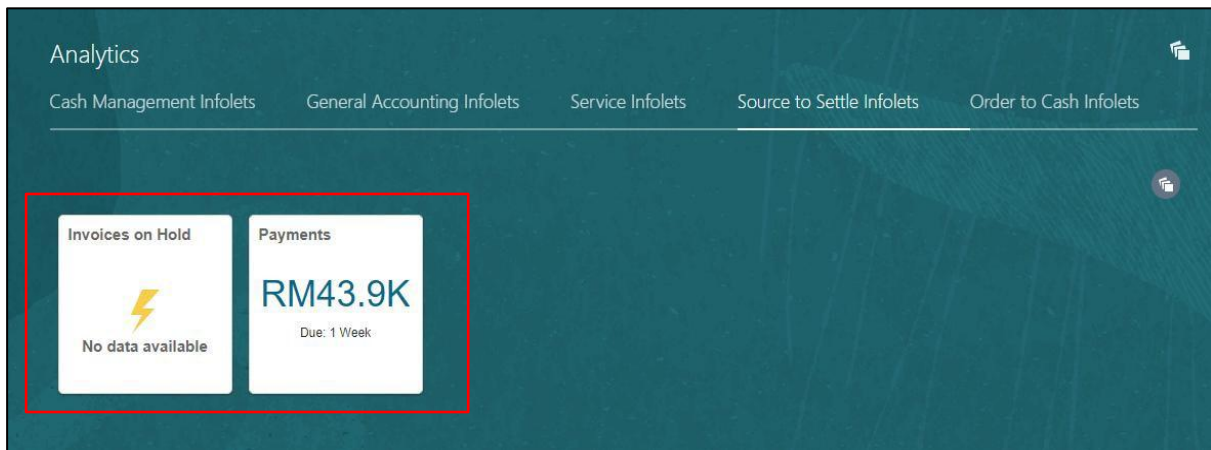


Figure 6: Analytics section

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.

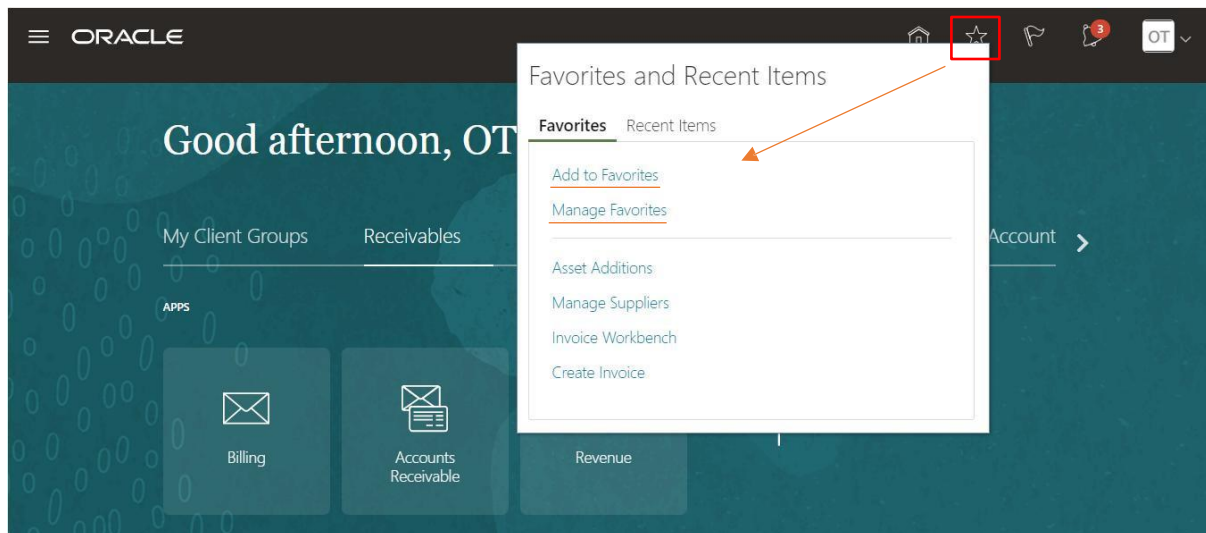


Figure 7: Creating and Managing Favorites

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.

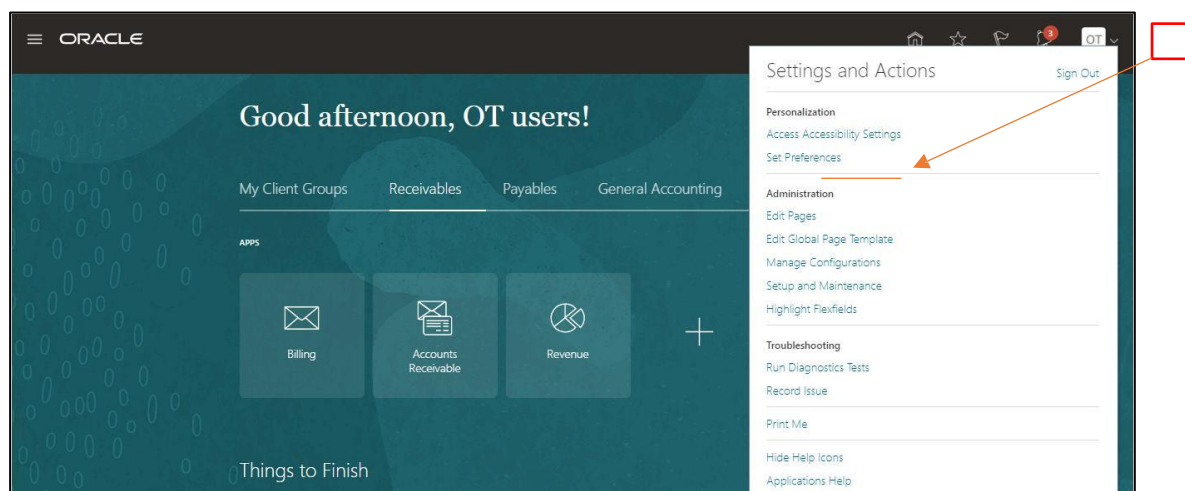


Figure 8: Setting Preferences

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
- Bank Statement Reconciliation
- Process Monitor

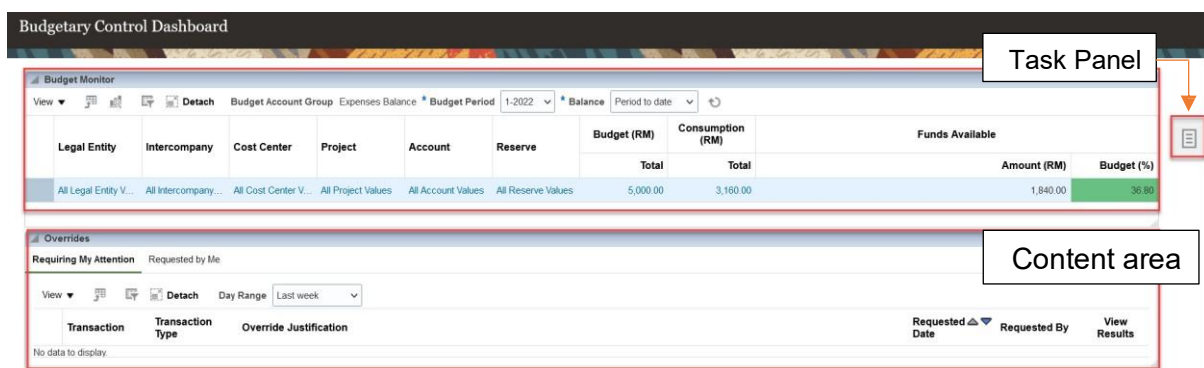


Figure 9: Budgetary Control Work Area

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.

Bank Statement Reconciliation

The bank statement reconciliation will provide an information of bank statement and its status on reconciliation. There will be two tabs which are Incomplete and Complete.

For example, Incomplete tab listed all bank statement that consists of statement lines which have not yet to reconcile while Complete tab listed bank statement which have been completed reconciled.

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 10:18 AM HKT	21-Jul-2021 10:18 AM HKT
257816	Send Email Invitations	Wait	21-Jul-2021 11:13 AM HKT	21-Jul-2021 10:13 AM HKT

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.

Finish 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.

6) **Event – Purchase Order (attached to BPA & CPA)****Accounting Entries -**

(Obligation) DR – Charge Account

CR – Reserve for Encumbrance

Sample:

PO amount to be issue = RM 15,000 for item 09/01/00123 – Seal Tape consume Project budget = LSE108.

Project Code = LSE108

Event	Commitment	Obligation	Expenditure
PO		15,000	

7) **Event – Good Receive Notes****Accounting Entries –**

(Obligation) DR – Reserve for Encumbrance

CR –Charge Account

(Expenditure) DR – Charge Account

CR – Reserve for Encumbrance

Sample:

PO amount to be issue = RM 15,000 for item 09/01/00123 – Seal Tape consume Project budget = LSE108.

Receipt creation only partial = few quantities with RM15,000 total price.

Project Code = LSE108

Event	Commitment	Obligation	Expenditure
PO		15,000	
GRN (receiving)		-15,000	15,000
Total		0	15,000

3 REQUISITION PREFERENCES

To make the requisition creation efficient, Oracle has provided the Preference functionality where requestor can manage frequently on the default values when creating purchase requisitions.

No.	Work Area	Navigation
1.	Procurement	Procurement > Purchase Requisitions (New)

Table 1: Navigation

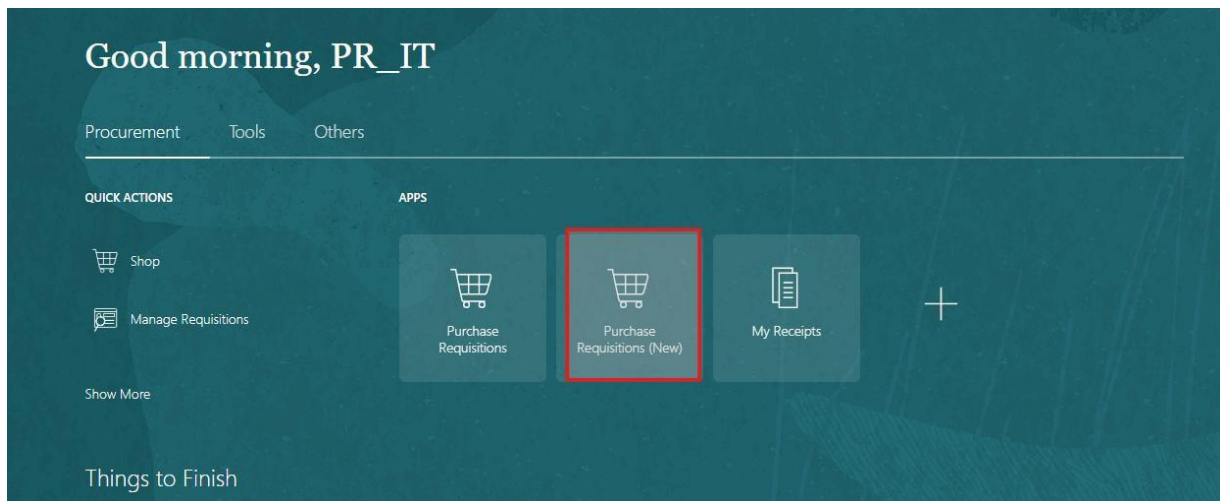


Figure 1: Procurement Work Area

This is the front page of the Self-Service Procurement Module:

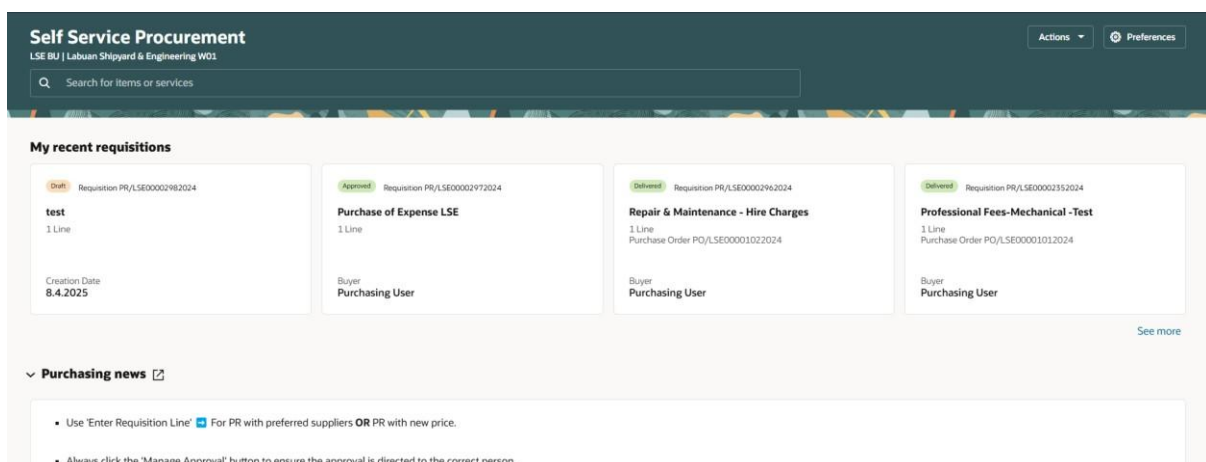


Figure 2: Self Service Procurement Front Page

3.1 Create Requisition Preferences

*kalau tidak set preferences, the Catalog will not be appearing.

This process is to be setting up preferences for ease of purchase requisition process.

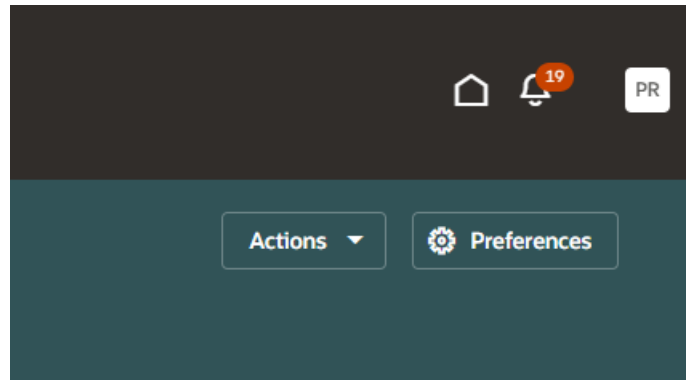


Figure 3: Update Requisition Preferences

No.	Steps	
1.	Click on More Tasks	
2.	Choose the "Preferences"	
3.	Requisitioning BU	LSE BU *Autogenerated
4.	<u>Enter Details Shipping and Delivery</u>	
5.	Requester	Enter requester
6.	Deliver-to-Location	<p>a) Labuan Shipyard & Engineering Sdn Bhd (for non-warehouse item / direct to HQ) ->Item Services</p> <p>b) Labuan Shipyard & Engineering W01</p> <p>c) Labuan Shipyard & Engineering W02</p> <p>d) Labuan Shipyard & Engineering W03</p> <p>⚠ One specific delivery to location for project site. Ex: Labuan Shipyard & Engineering Project</p> <p>This is for purchasing project item, but the expected delivery point (receiving point) is directly to the client site/ project site, which usually happened at KK site.</p>
7.	Destination Type	Expense / Inventory *Asset *stock

	- If Inventory, please specify sub inventory.
8.	Under the Favorite Charge Accounts click the Add Row button. The '+' icon represents adding a row. *Optional

Table 2: Update Requisition Preferences

Preferences

Requisitioning BU

Requisitioning BU
LSE BU

Delivery

Deliver to Location
 Labuan Shipyard & Engineering W01

Destination Type
 Expense

Charge accounts +

81230-IT Inventory 30.00.720100.81230.0000000.0000	Primary ...
81230-IT Asset 30.00.720100.81230.0000000.0000	...

Display settings

Display preferences apply to all BUs you have access to.

- Show the table view for the cart
- Show the table view for search results
- Show the requisitions view for my requisitions

Cancel
Update

Figure 4: Enter Requisition Preferences for Expense

Preferences

Requisitioning BU

Requisitioning BU
LSE BU

Delivery

Deliver to Location
Labuan Shipyard & Engineering W01

Destination Type
Inventory

Subinventory

Charge accounts

81230-IT Inventory
30.00.720100.81230.0000000.0000 Primary ...

81230-IT Asset
30.00.720100.81230.0000000.0000 ...

Display settings

Display preferences apply to all BUs you have access to.

Show the table view for the cart

Show the table view for search results

Show the requisitions view for my requisitions

Cancel Update

Figure 5: Enter Requisition Preferences for Inventory

*mesti assign Preferences so that we can see Catalog and available Inventory Items. Kalau tiada "Delivery To Location" , you will not see the Items lists.

4 CATALOG PURCHASE REQUISITION

*This catalog is maintain by Warehouse, is the list of all available items.

A pre-defined list of items. Requester can create purchase requisition using catalog.

No.	Work Area	Navigation
1.	Procurement	Procurement > Purchase Requisition (New)

Table 3: Navigation

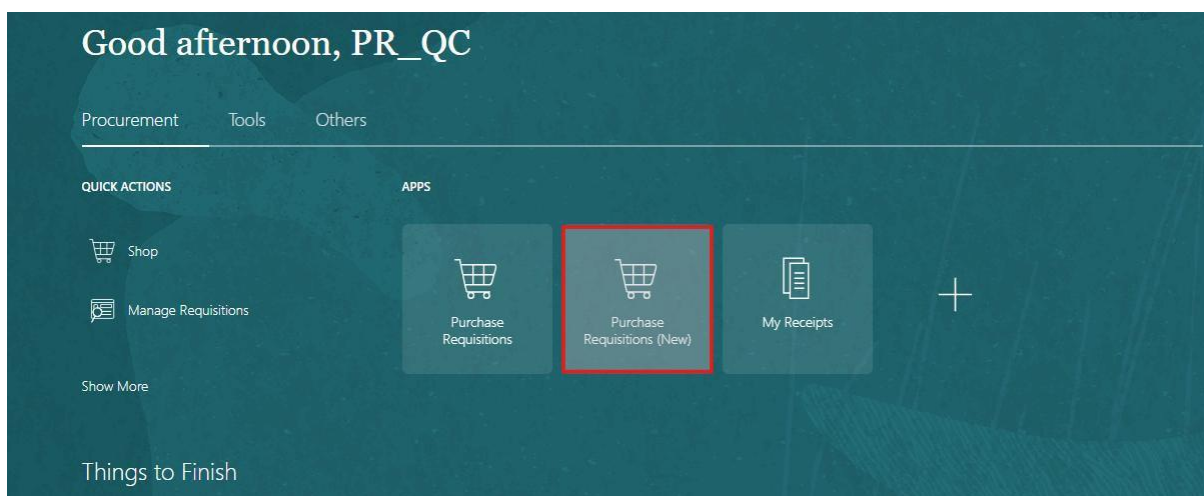


Figure 6: Procurement Work Area

*Notes: Hardcopy MRV is still needed but it is under own Department only, as a reference to PR PIC to enter into system. This MRV must be attached to PR in system. Hardcopy MRV no need to be signed, as the approval will be done in system. Approval Matrix is:

- 1) Material Purchase(Project and Non-Project) - Level 1 (HOD) -> Level 2 (WH Manager)
- 2) Services/SR (Project and non-project) - Level 1 (HOD) -> Level 2 (COO)
- 3) Asset - Level 1 (HOD) -> Level 2 (Finance Manager)

4.1 Search Catalog Category

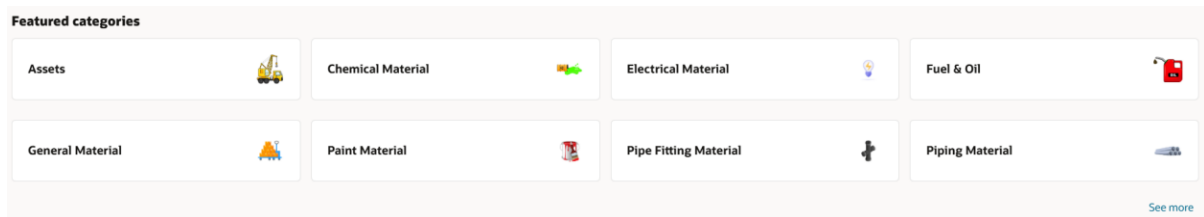


Figure 7: Sample item category to be delivered to W01

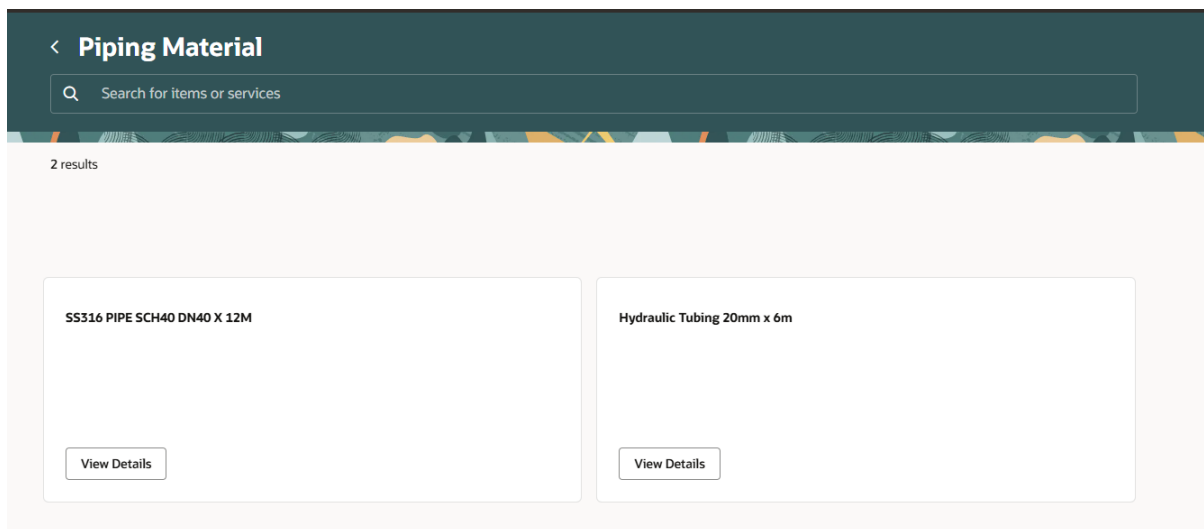


Figure 8: Search Item in Category

*Item yang belum ada dalam catalog, have to request WH to enter@create.

*Important!

Do not create PR using the "Non-Catalog" option. LSE punya SOP, semua PR@pembelian MUST have item code. If you use non-catalog, your PR tiada Item Code and it will not be recorded in inventory!

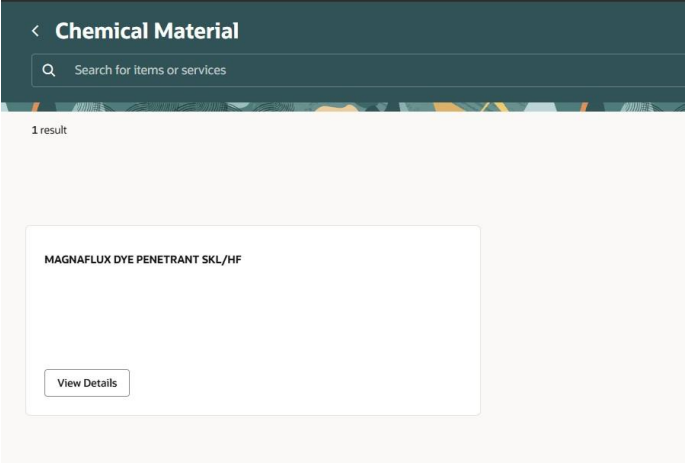
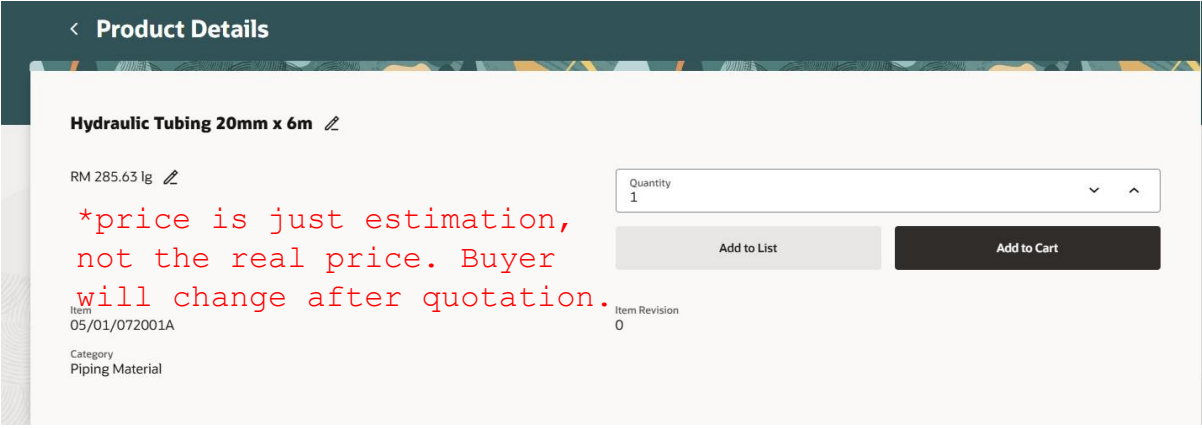
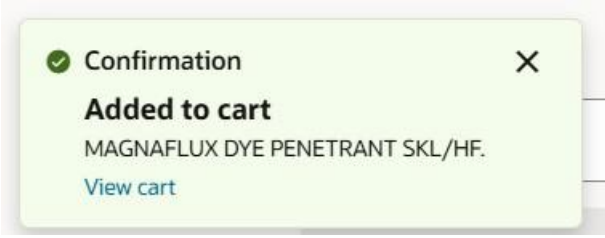
No.	Steps
1.	Click any preferred category for the item.
2.	Click view details 
3.	Specify quantity. Click Add To Cart.  <p>⚠️ Users need to check on the category during check out as system cannot control category for one PR number.</p>
4.	Click view cart 

Table 4: Add To Cart

4.2 Edit Requisition Page

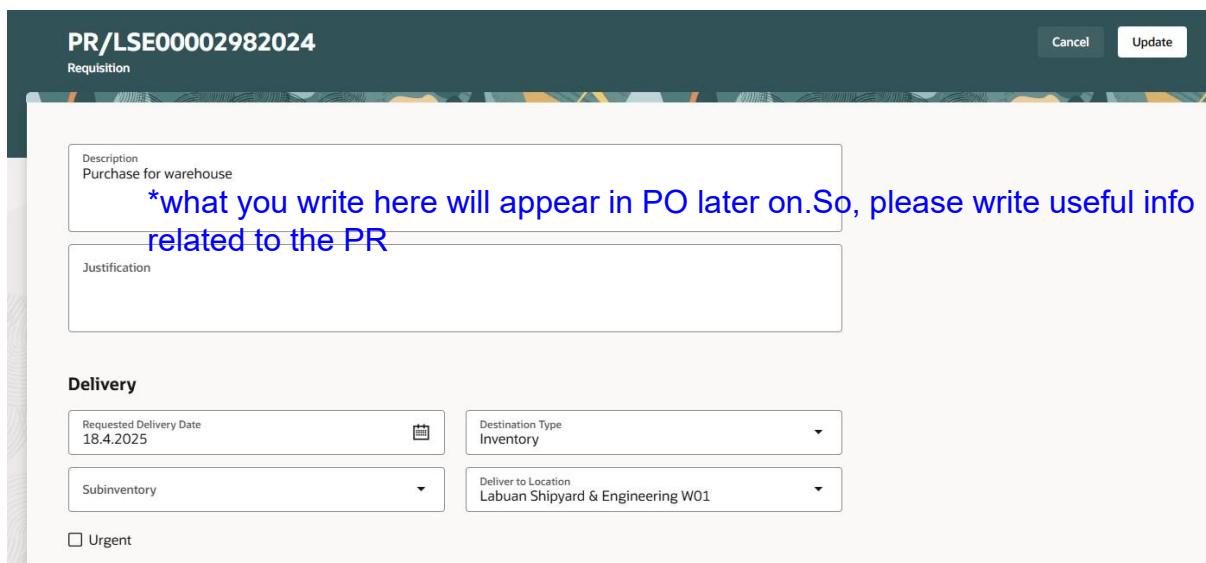
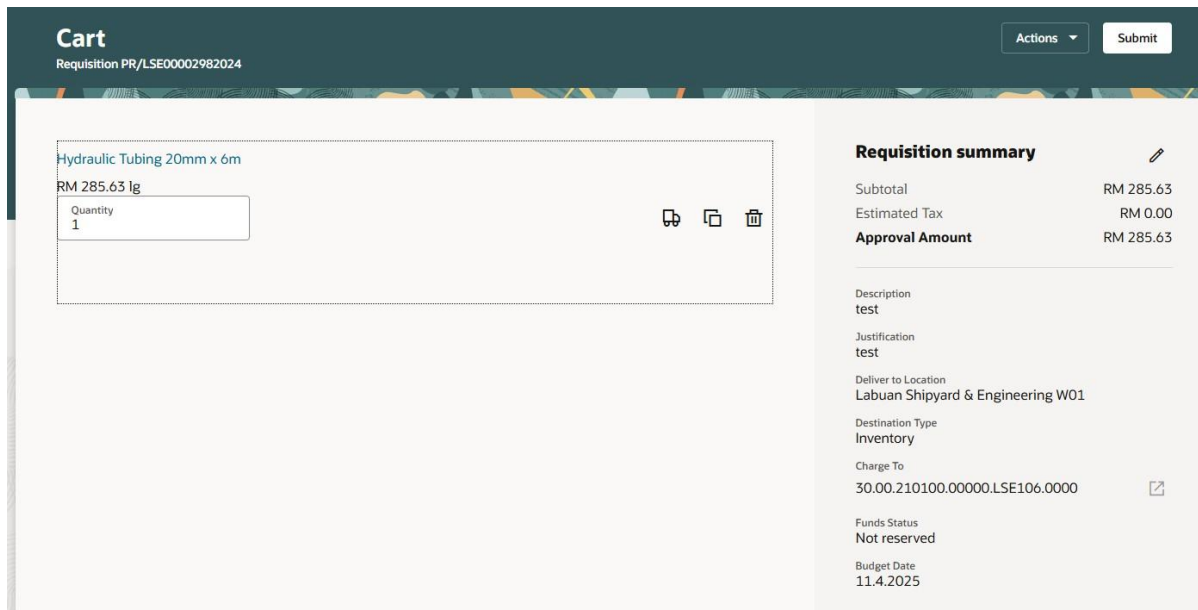
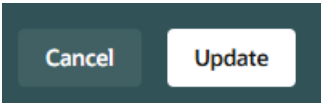
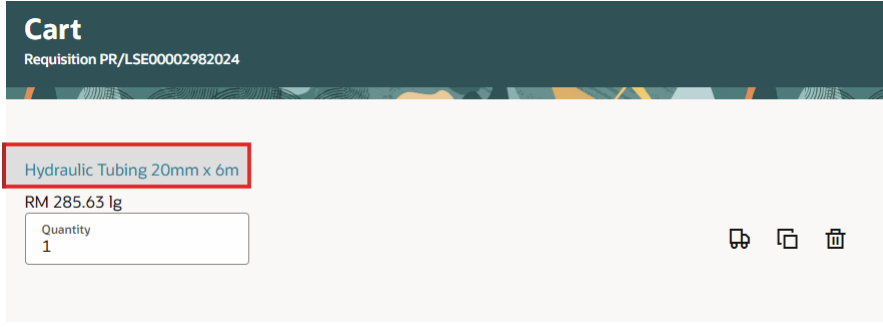

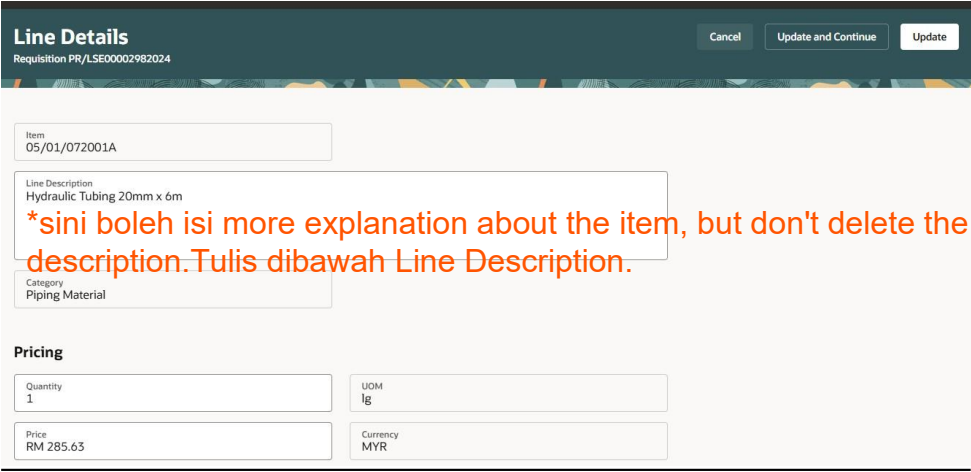
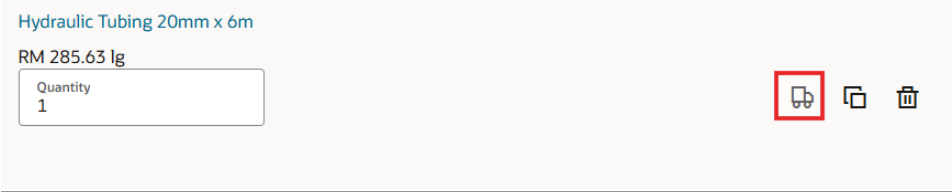


Figure 9: Edit Requisition Screen

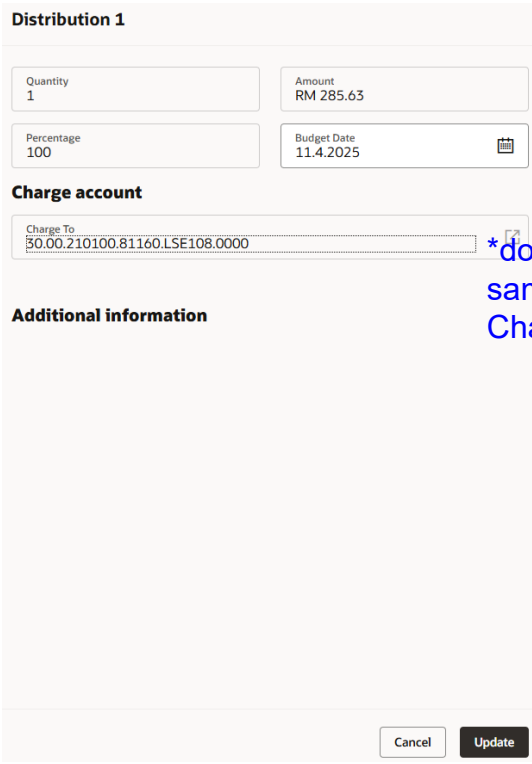


No.	Steps	Detail
1.		<u>Enter detail of the Purchase Requisition Header</u>
2.	Description*	Enter Description
3.	Justification (If any)	Enter Justification
4.	PR Additional Information (To choose budget defined either by 'Department' or 'Project')	<p>Choose 'LSE DFF' *for budget.</p> <p>a) <u>Purchase involves Department Budget</u></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Additional information</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>PR_DFF *mesti pilih ini,if not means your PR tiada bajet or your PR will not be reflected in Budget later on. LSE DFF</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Requisition Cost Centre 81260</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Requisition Project 0000000</p> </div> </div> <p>⚠ Info: Requester needs to choose 'General & Admin' range at Requisition Cost Centre which has available funds to ensure the budget consumed at Department level.</p> <ul style="list-style-type: none"> 00000 General 81000 General & Admin 81100 General & Admin - CEO 81110 General & Admin - Directors 81120 General & Admin - KL Office 81130 General & Admin - KK Office 81140 General & Admin - CEO's Office 81150 General & Admin - Administration <p>Requisition Cost Centre</p>

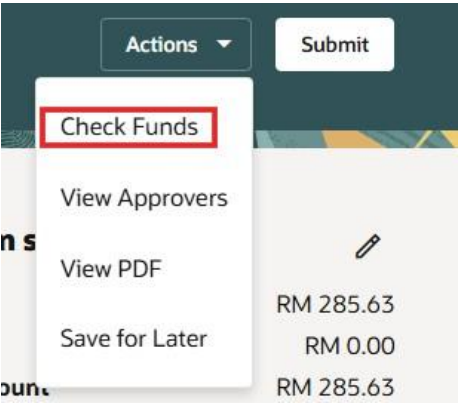
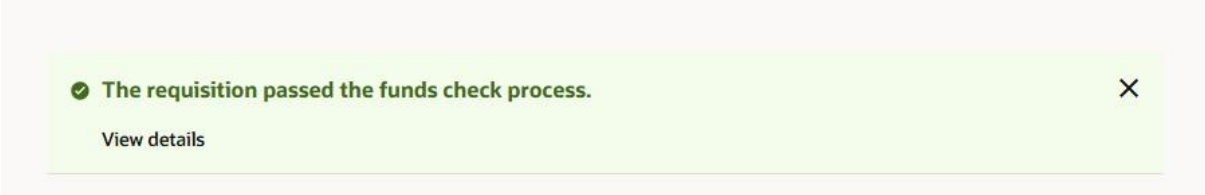
Refer Appendix 1 – For Charge Account and Item combination. Get the right Charge Account, otherwise Approval will also wrong!

		<p>81160 General & Admin - HRA</p> <p>81170 General & Admin - Fire & Security</p> <p>81180 General & Admin - HR</p> <p>81190 General & Admin - Corp Comm</p> <p>81200 General & Admin - CFO</p> <p>81210 General & Admin - Finance</p> <p>81220 General & Admin - Treasury</p> <p>81230 General & Admin - IT</p> <p>81240 General & Admin - Pavroll</p> <p>81250 General & Admin - Commercial</p> <p>81260 General & Admin - Warehouse</p> <p>81300 General & Admin - Procurement</p> <p>81310 General & Admin - Buyer</p> <p>81320 General & Admin - Expeditor</p> <p>81330 General & Admin - Tender</p> <p>81340 General & Admin - Subcont.</p> <p>81400 General & Admin - COO</p> <p>81450 General & Admin - Estimate & Cost</p> <p>81460 General & Admin - Contract M</p> <p>81470 General & Admin - Marketing</p> <p>81530 General & Admin - Enviroment</p> <p>81610 General & Admin - PMO</p> <p>81630 General & Admin - HSE</p> <p>81800 General & Admin - Yard Service</p> <p>81840 General & Admin - Maint. & Fac</p>	
		<p>Cost Center for Department: 81160=HRA 81190=CCD 81210=FINANCE 81230=IT 81250=COMMERCIAL 81300=PROCUREMENT 85170=SECURITY 85601=PROJECT 85630=QHSE 85760=ENGINEERING 85770=PRODUCTION 85790=QC 85810=WH 85840=MAINTENANCE & FACILITY</p> <p>Cost Center related to Project: 82510 = Ship Building. Project with LSExxx 83640 = O&G. Project with Gxxx 84910 = Ship Repair. Project with MExx and RSxx</p>	
		<p><u>b) Purchase involves Project</u></p>	
		<p>Additional information</p> <p>PR_DFF LSE DFF</p> <p>Requisition Project LSE108</p> <p>Requisition Cost Centre 81160</p>	
		<p>*for Department, enter the Cost Ctr as per your Dept.</p> <p>*for Project, compulsory to enter. Enter 00000 if no Project.</p>	
		<p>Info:</p> <p>Requester must select a cost center that is NOT within the 'General & Admin' range and 'Construction Overhead' range.</p>	

		<div style="text-align: center;">  </div> <p>Click Update</p>
5.	<p><u>Enter details of Requisition Lines.</u></p>	
6.	<p>Quantity</p>	<p>Enter Quantity</p>
7.	<p><u>Enter Line: Details</u></p>	<p> Please specify the line item description. This is needed for procurement during the sourcing process to ensure more detailed purchase specifications.</p> 
8.	<p><u>Delivery</u></p>	<p>Click icon</p> 

	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c3e50; color: white; padding: 5px;"> Cancel Update Delivery and Billing Details <small>Requisition PR/LSE00002982024</small> </div> <div style="padding: 10px;"> <p>Line Description Hydraulic Tubing 20mm x 6m</p> <p>Quantity 1</p> <p>Delivery</p> <p>Requested Delivery Date 18.4.2025</p> <p>Subinventory</p> <p>Destination Type Inventory</p> <p>Deliver-to Location Labuan Shipyard & Engineering W01</p> <p>Deliver-to Address KM9, JALAN RANCHA-RANCHA, 87031 LABUAN, WILAYAH PERSEKUTUAN LABUAN, MALAYSIA</p> <p><input type="checkbox"/> Urgent</p> </div> </div> <p style="color: red; font-weight: bold; margin-top: 10px;">*Important! Jangan salah pilih Destination Type. Inventory=material @ stock. Expenses=Service, Asset dan non-inventory items. Kalau salah pilih, akan effect kepada charging account di Finance dan Inventory Record!</p>													
9.	Urgent	<p>No</p> <p>*Yes. If intends to create PR directly to PO without sourcing.</p>												
10.	Requested Delivery Date*	<p>Autogenerated but can amend as per user preference.</p>												
11.	Deliver- to- Location*	<p>a) Labuan Shipyard & Engineering Sdn Bhd (for non-warehouse item) b) Labuan Shipyard & Engineering W01 c) Labuan Shipyard & Engineering W02 d) Labuan Shipyard & Engineering W03</p>												
12.	Deliver-to- Address	<p>Autogenerated once select Deliver-to-Location</p>												
13.	Destination Type	<p>Expense / Inventory</p> <p>-If inventory, please specify sub inventory.</p>												
14.	<p><u>Billing</u></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Billing</p> <p>Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Total Percentage</td> <td style="width: 33%;">Total Amount</td> <td style="width: 33%;">Total Quantity</td> </tr> <tr> <td>100</td> <td>RM285.63</td> <td>1</td> </tr> </table> <hr/> <p><small>Distribution 1</small> 30.00.210100.81160.LSE108.0000</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Percentage</td> <td style="width: 33%;">Amount</td> <td style="width: 33%;">Quantity</td> </tr> <tr> <td>100</td> <td>RM285.63</td> <td>1</td> </tr> </table> </div>		Total Percentage	Total Amount	Total Quantity	100	RM285.63	1	Percentage	Amount	Quantity	100	RM285.63	1
Total Percentage	Total Amount	Total Quantity												
100	RM285.63	1												
Percentage	Amount	Quantity												
100	RM285.63	1												
15.	Charge Account	<p>Autogenerated. Once the user has specified both Requisition Cost Center and Project, click Save.</p>												

<p>16.</p>	<p>Budget Date</p>	<p>Autogenerated but can amend as per user preference.</p>  <p><i>* double check the GL and project code, sama dengan yg di Page 29. Refer Charge Account in Appendix 1.</i></p>
<p>17.</p>	<p>Percentage</p>	<p>100 <i>*If not 100, system will prompt error</i></p>
<p>18.</p>	<p>Quantity and Amount (MYR)</p>	<p>Autogenerated.</p>
<p>19.</p>	<p><u>Notes and Attachments</u> User able to attach attachment at header and line level <i>*attached the hardcopy MRV from requestor.</i>  For purchases that require MRV such as for production, maintenance and petty cash, the MRV must be attached at the time of PR creation.</p>	
<p>20.</p>	<p>Insert Note to Supplier (If any)</p>	
<p>21.</p>	<p>Click Attachments None + (If any)</p>  <p>Click Update</p>	

22.	<p>Click Actions and Check Funds to review if fund is sufficient or not.</p>  <p>The screenshot shows a dark-themed interface. At the top, there is an 'Actions' dropdown menu and a 'Submit' button. The 'Actions' menu is open, and 'Check Funds' is highlighted with a red box. Below the menu, there is a table with columns for 'ns' and 'RM'. The table contains the following data:</p> <table border="1"><thead><tr><th>ns</th><th>RM</th></tr></thead><tbody><tr><td></td><td>RM 285.63</td></tr><tr><td></td><td>RM 0.00</td></tr><tr><td>unc</td><td>RM 285.63</td></tr></tbody></table>	ns	RM		RM 285.63		RM 0.00	unc	RM 285.63
ns	RM								
	RM 285.63								
	RM 0.00								
unc	RM 285.63								
23.	<p>Click View details</p>  <p>The screenshot shows a green notification banner with a checkmark icon and the text "The requisition passed the funds check process." and a "View details" link.</p>								
24.	<p>Go to Transactions Line</p> <p>*User must select 'All' to ensure budget is controlled by either Department level or Project.</p> <p><u>Fund check at Department budget</u></p>								

Funds check results ✕

Requisition PR/LSE00002992024

Transaction lines

All (1)
Passed (0)
Failed (0)
Warning (1)

☑ Hydraulic Tubing 20mm x 6m
⚠

Impacted control budgets

⚠ **LSE DEPT BUDGET**

Advisory warning insufficient funds, control level advisory

Budget Manager
JUDY TINGGALAN

Budget Account
81150

Budget Period
YE2025

Requested MYR 286.00	Project Burden No
-------------------------	----------------------

Fund check at Project budget level

*To Check for Budget details:

1) Click "Check Fund"

The screenshot shows the Radicare Group of Companies interface. At the top, the Radicare logo is visible. Below it, the requisition number PR/LSE00000142025 is displayed. A navigation bar contains buttons for 'Check Funds' (circled in red), 'View Life Cycle', and 'Actions'. The main content area shows requisition details:

- Requisitioning BU: LSE BU
- Entered By: PR_PROJECT
- Description: Logistic arrangement Rohde & Schwarz for clearance for NAVICS IT system with accessories and system components. (Refer attachment AINB and packing list). Route: 3 ways 1. KLIA - LABUAN 2. LABUAN - KLIA 3. KLIA - LABUAN
- Creation Date: 7/3/25
- Status: Withdrawn
- Justification:
- Requisition Amount: 200,000.00 MYR
- Approval Amount: 200,000.00 MYR
- Funds Status: Warning ⚠
- Attachments: SR25.PRK.071 - Navics Forwarde
- Requisition Cost Centre: 84910
- Requisition Project: RS24008

Requisition: PR/LSE00000142025

Warning: The transaction passed the funds check process with warnings. (XCC-675342)

View Funds Check Results OK

Funds Check: Requisition PR/LSE00000142025

View: Transaction Budget

Line-Di	Status	Requested	Charge Account	Budget Account	Budget Period	Control Budget	Budget Manager
1-1	Warning	200,000.00	30.00.774220.84910.RS24008.0001	RS24008	YE2025	LSE PROJECT BUDGET	Cost Controller

Budget shows by overall total.

Funds Check: Requisition PR/LSE00000142025

View: Budget

Control Budgets Impacted by Transaction Lines

View Future Funds Available Funds Status Warning

Budget	Status	Requested	Available	Budget Manager
LSE PROJECT BUDGE	Warning	200,000.00 MYR	-25,280.00 MYR	Cost Controller

Future Funds Available

Funds Available	Budget Period	Period Status
-25,280.00 MYR	YE2025	Open

Done

Funds check results

✕

Requisition PR/LSE00002992024

Transaction lines

All (1)

Passed (1)

Failed (0)

Warning (0)

✓ Hydraulic Tubing 20mm x 6m
✓

Impacted control budgets

✓ LSE PROJECT BUDGET

Passed budgetary control validation

Budget Manager
JUDY TINGGALAN

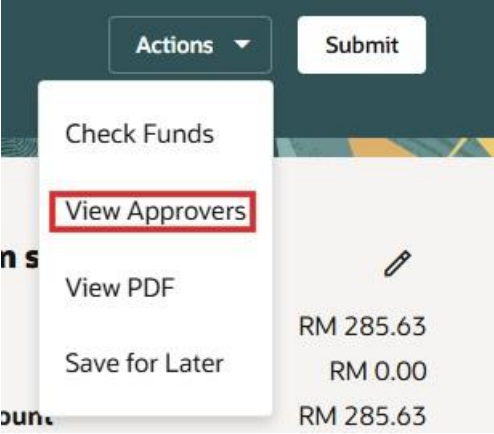
Budget Account
LSE106

Budget Period
YE2025

Requested MYR 286.00	Project Burden No
-------------------------	----------------------

! Info: Please make sure ONLY ONE Budget control is applied for the requisition.

25. Click **View Approvers** to view the approval flow.



The screenshot shows a user interface with an 'Actions' dropdown menu open. The menu items are: 'Check Funds', 'View Approvers' (highlighted with a red box), 'View PDF', and 'Save for Later'. To the right of the menu, there is a 'Submit' button and a list of items with their respective values: 'RM 285.63', 'RM 0.00', and 'RM 285.63'. A pencil icon is also visible next to the 'View PDF' option.

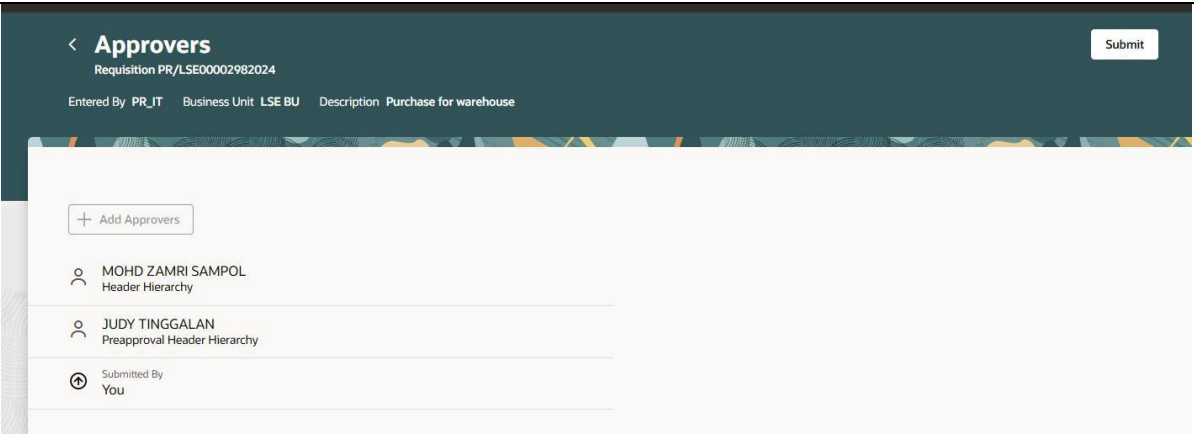
	
26.	<p>Click Submit</p> <p>*Before you submit what's in your Cart, please double check the Items in the Cart. Since we are sharing User ID(per department), other users might had added items to the cart, which supposedly for different PR.</p> <p>Please communicate with each other(in same department) before submitting any PR for approval, supaya Items org lain tidak ter masuk dalam your PR.</p>

Table 5: Edit Requisition for Catalog Purchase

*If PR suda created, but not submitted for Approval yet, you still can edit the PR Lines. Delete the items that are not yours, but need to inform the other PR PIC to add in the Cart.

*PR that is submitted for Approval.

For Inventory@Material:

Approver Level 1 - HOD

Approver Level 2 - HOD Warehouse. -> If stock available, PR will be Rejected and WH will issue SIV, and notify Requestor.

For Services:

Approver Level 1 - HOD

Approver Level 2 - COO

For Assets:

Approver Level 1 - HOD

Approver Level 2 - HOD Finance

5 ENTER REQUISITION LINE

Use enters requisition line to create purchase requisition with item code and to **amend the price of the purchase**. User may create 'PR with Preferred Supplier' by using this feature as well. ***Notes: at catalog cannot amend the price.**

No.	Work Area	Navigation
1.	Procurement	Procurement > Purchase Requisition (New)

Table 6: Navigation

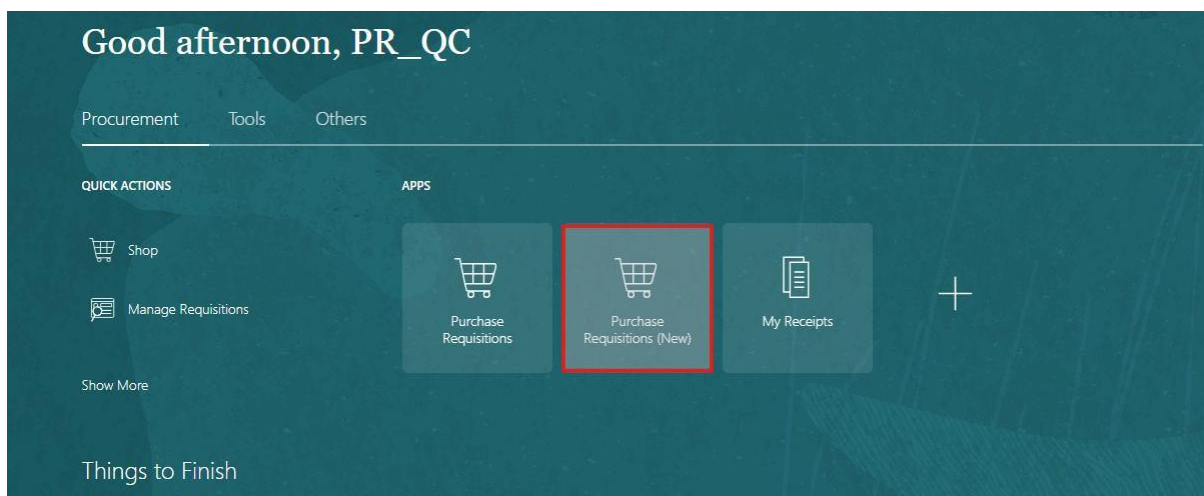


Figure 10: Procurement Work Area

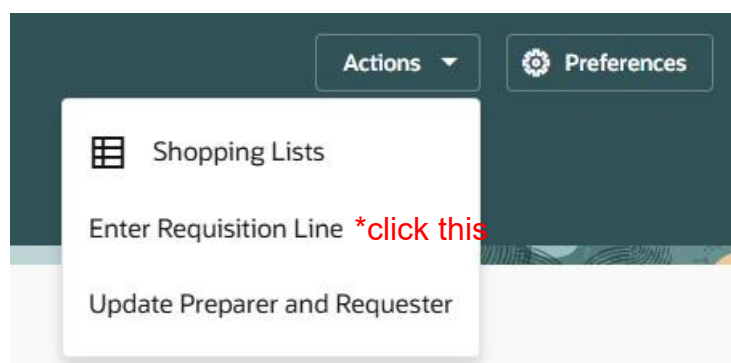
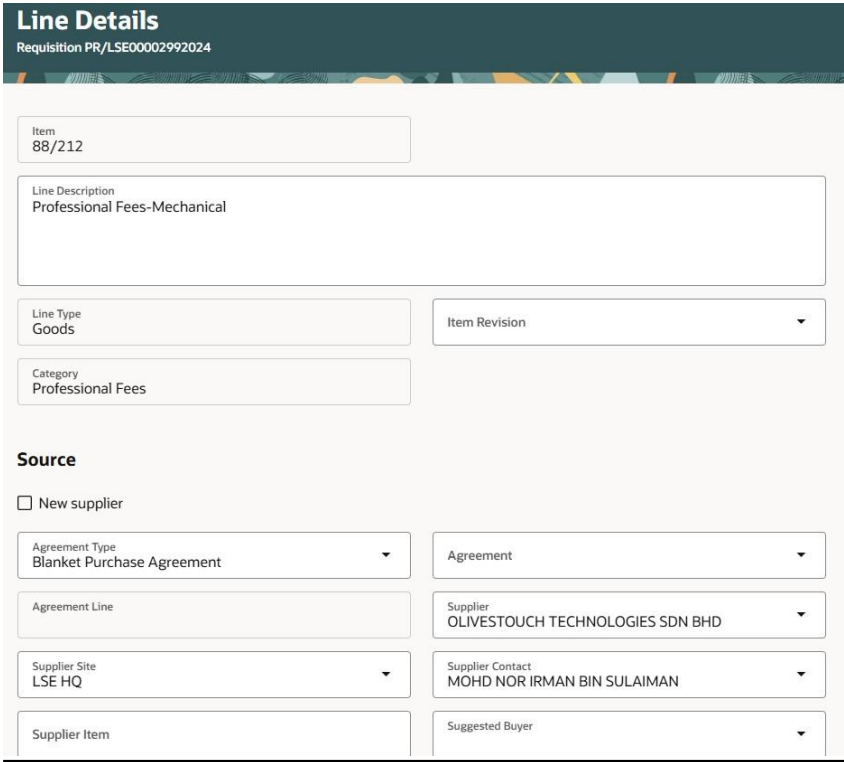


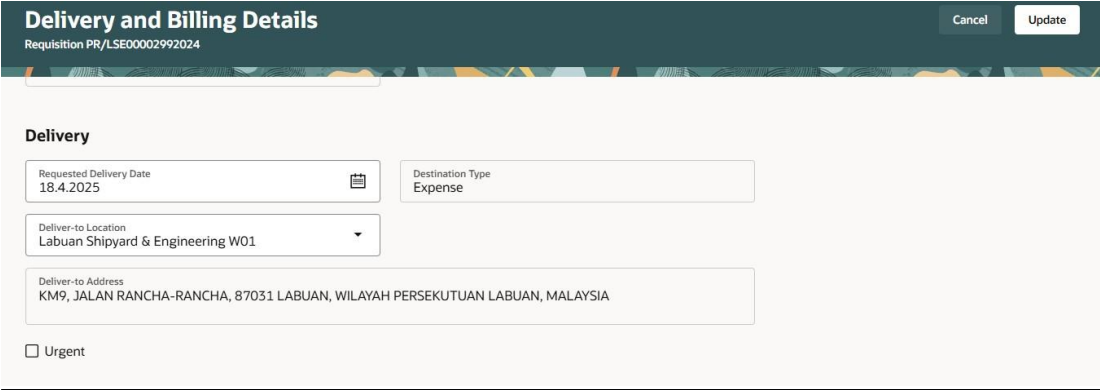
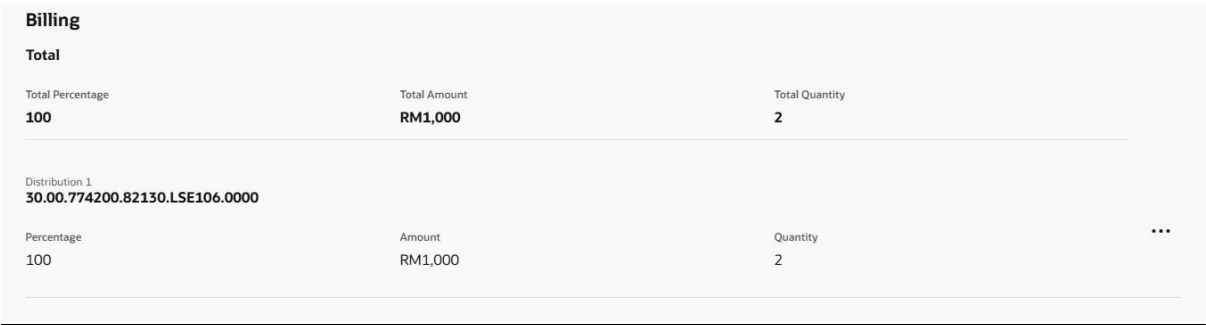
Figure 11: Enter Requisition Line





The screenshot shows the 'New Requisition Line' interface for 'LSE BU | Labuan Shipyard & Engineering W01'. It is divided into two main sections. The top section is for item selection, featuring a dropdown menu with 'Item 88/212' selected and a scrollable list of items including '88/212 Professional Fees-Mechanical', '88/330 Insurance-General', '88/025 Air & Water QTest,Port Chemist', '88/320 Consultant Fees', '88/026 Custom Duty', and '88/431 LSE Certificate of Fitness(CF)'. The bottom section is for form completion, with 'Yes, select an existing item' selected. The form fields are: 'Line Description' (Professional Fees-Mechanical), 'Line Type' (Goods), 'Item Revision' (empty), 'Category' (Professional Fees), 'Requested Delivery Date' (18.4.2025), and 'Destination Type' (Expense). At the bottom, there are sections for 'Notes and Attachments' with a 'Note to Supplier' field and 'Attachments None'.

Figure 12: Enter Requisition Line Screen

5.1 PR with Preferred Supplier

No.	Steps	Detail
1.	<u>Enter Requisition Line Page</u>	
2.	Item	Search item from list of values. *Please input item code. Even Services also considered as 'item' since it has 'item code'.
3.	Item Description*	Item Description will populate automatically referring to the setup in item master.
4.	Line Type*	Select Goods
5.	Category Name*	Autogenerated once item has been selected
6.	Quantity*	Enter Quantity
7.	UOM Name*	Enter UOM
8.	Price*	Enter Preferred Price
9.	Currency*	MYR
10.	<u>Source Details</u>	
11.	Agreement Type	Autogenerated

12.	Agreement	*Optional
13.	Supplier	Specify preferred registered supplier
14.	<p><u>Review the detail on the Delivery</u></p> 	
15.	Requester*	Enter Requester
16.	Urgent	No
17.	Requested Delivery Date*	Input any date for the item to be delivered
18.	Deliver-to-Location*	Labuan Shipyard & Engineering Sdn Bhd / Labuan Shipyard & Engineering W01 / Labuan Shipyard & Engineering W02 / Labuan Shipyard & Engineering W03
19.	Deliver-to -Address	Autogenerated once ' Deliver-to-Location ' has been specified
20.	Destination Type	Inventory / Expense (Service / Asset) *Jangan salah pilih! - If 'Inventory', please specify Sub inventory .
21.	<p><u>Review the detail on the billing</u></p> 	
22.	Charge Account	Autogenerated but it can be change after click ' Add to Cart ' button
23.	Budget Date*	Autogenerated to the date you are creating the PR.
24.	Percentage*	100

25.	Amount (MYR)	Autogenerated
26.	<u>Review Notes and Attachments</u>	
27.	Insert Note to Supplier (If any)	
28.	Click Attachments None + (If any) <div data-bbox="215 515 1420 974" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Attachments</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Category Internal to Requisition </div> <div style="border: 1px dashed #ccc; padding: 10px; margin-bottom: 5px;"> <p>Drag and Drop</p> Select or drop files here. </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="URL"/> <input style="margin-left: 10px; border: 1px solid #ccc;" type="button" value="Add URL"/> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="text-align: center; margin-right: 20px;">  <small>Internal to Requisition</small> CIDB Certificate.pdf <small>15.15 KB</small> </div> <div style="text-align: center; margin-right: 20px;"> <small>Last updated on 11.4.2025</small> </div> <div style="text-align: right;">   </div> </div> </div>	
29.	Click Create and Continue	
30.	Click Check Funds to review if fund is sufficient or not. <div data-bbox="215 1276 606 1668" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Actions ▾ Submit </div> <div style="margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">Check Funds</div> <div style="margin-left: 10px;">View Approvers</div> <div style="margin-left: 10px;">View PDF </div> <div style="margin-left: 10px;">Save for Later</div> </div> <div style="margin-top: 10px; font-size: small;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> RM 1,000.00 RM 0.00 </div> <div style="display: flex; justify-content: space-between;"> RM 1,000.00 </div> </div> </div>	
31.	Click View details <div data-bbox="215 1758 1428 1915" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; background-color: #e6ffe6;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ✔ The requisition passed the funds check process. ✕ </div> <div style="margin-top: 5px;"> View details </div> </div>	

Funds check results

Requisition PR/LSE00002992024

Transaction lines

All (1) Passed (1) Failed (0) Warning (0)

Hydraulic Tubing 20mm x 6m

Impacted control budgets

LSE PROJECT BUDGET

Passed budgetary control validation

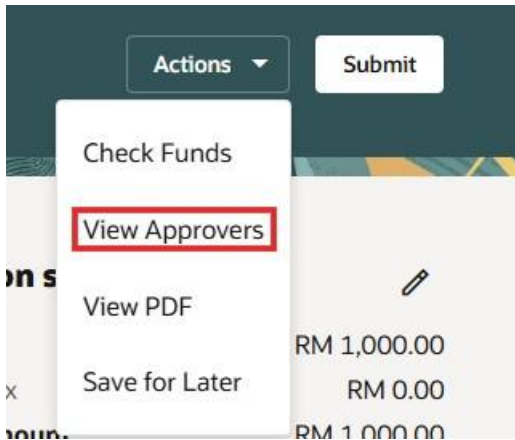
Budget Manager
JUDY TINGGALAN

Budget Account
LSE106

Budget Period
YE2025

Requested MYR 286.00 Project Burden No

32. Click **View Approvers**



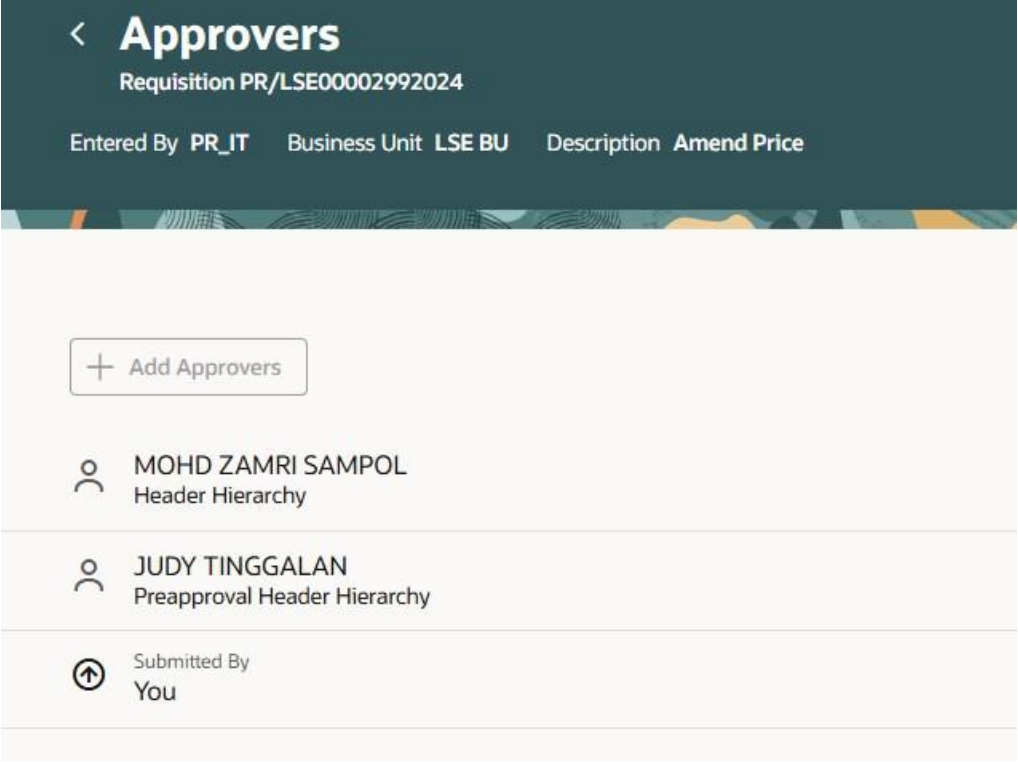

	
33.	Click Submit Button 

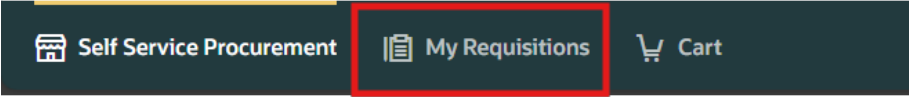
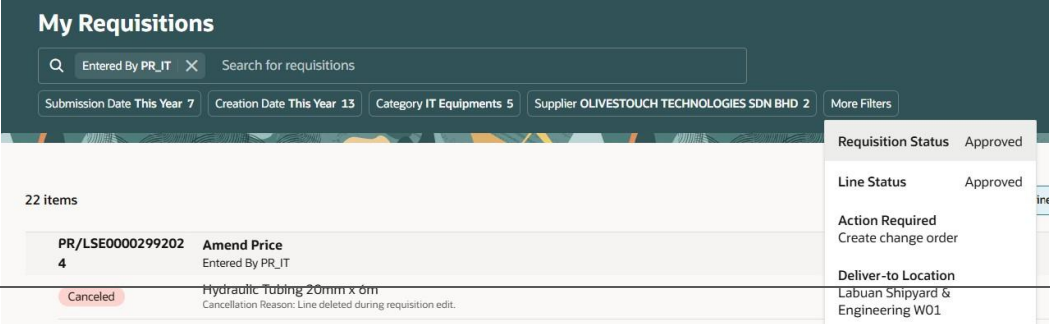
Table 7: Edit Requisition for Enter Requisition Line

6 MANAGE REQUISITIONS

User able to use 'Manage Requisition' feature to view PR created so far.

No.	Work Area	Navigation
1.	Procurement	Purchase Requisitions (New) > My Requisitions > Search

Table 8: Navigation

No.	Steps
1.	<p>Click My Requisitions</p> 
2.	<p>Filter your search</p> 

3.

22 items		Requisitions	Lines	
PR/LSE0000299202 4	Amend Price Entered By PR_IT	11.4.2025	...	
Canceled	Hydraulic Tubing 20mm x 6m <small>Cancellation Reason: Line deleted during requisition edit.</small>	1 lg	...	
Draft	Professional Fees-Mechanical	2 UNIT	...	
PR/LSE0000298202 4	Purchase for warehouse Entered By PR_IT	8.4.2025	...	
Pending approval	Hydraulic Tubing 20mm x 6m	1 lg	...	
PR/LSE0000297202 4	Purchase of Expense LSE Entered By PR_IT	24.3.2025	...	
Approved	Purchase of Expense LSE <small>Approval Date: 24.3.2025</small>	10 UNIT	...	
PR/LSE0000296202 4	Repair & Maintenance - Hire Charges Entered By PR_IT	24.3.2025	...	
Delivered	Repair & Maintenance - Hire Charges <small>Purchase Order: PO/LSE00001022024 sold by FY Geomatic Consultancy</small>	15 UNIT	...	

Table 9: Manage Requisition

7 CANCEL PURCHASE REQUISITION

*PR with RFQ and PO cannot cancel. If still want to cancel, kena cancel RFQ/PO duluan.

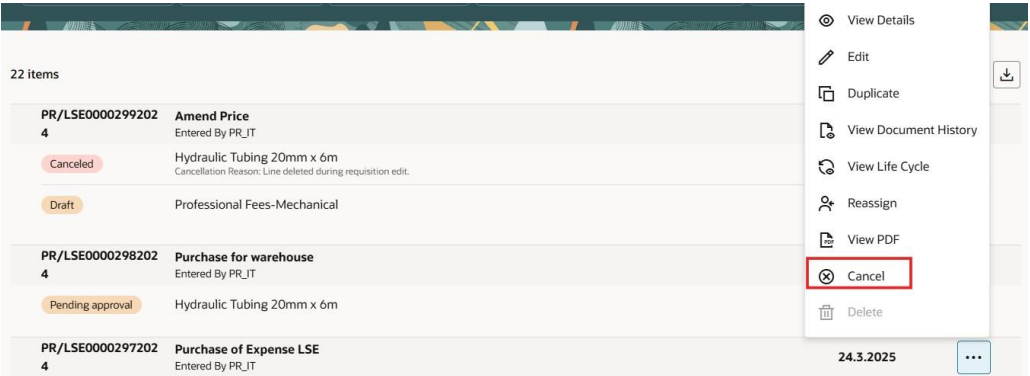
Users can cancel the entire requisition if it has not already been included in a purchase order. Oracle Purchasing creates negative debit encumbrance entries for cancelled requisitions and immediately updates funds available when you cancel a requisition or part of a requisition.

PR Status	Ability to Cancel PR
Incomplete	
Approved	No PO: PO Available:
Pending Approval	
Withdrawn	
Returned	

Table 10: Status of PR that can be cancel

No.	Work Area	Navigation
1.	Procurement	Purchase Requisitions (New) > My Requisitions > Search PR Number

Table 11: Navigation

No.	Steps
1.	<p>Click on Cancel.</p> 

2.	 A dark gray notification box with a white checkmark icon on the left, the text "Requisition lines canceled" in the center, and a white 'X' icon on the right for closing the message.
----	---

Table 12: Cancel Purchase Requisition

8 EDIT PURCHASE REQUISITION FUNCTION

No.	Work Area	Navigation
1.	Procurement	Purchase Requisitions (New) > My Requisitions > Query PR Number

Table 13: Navigation

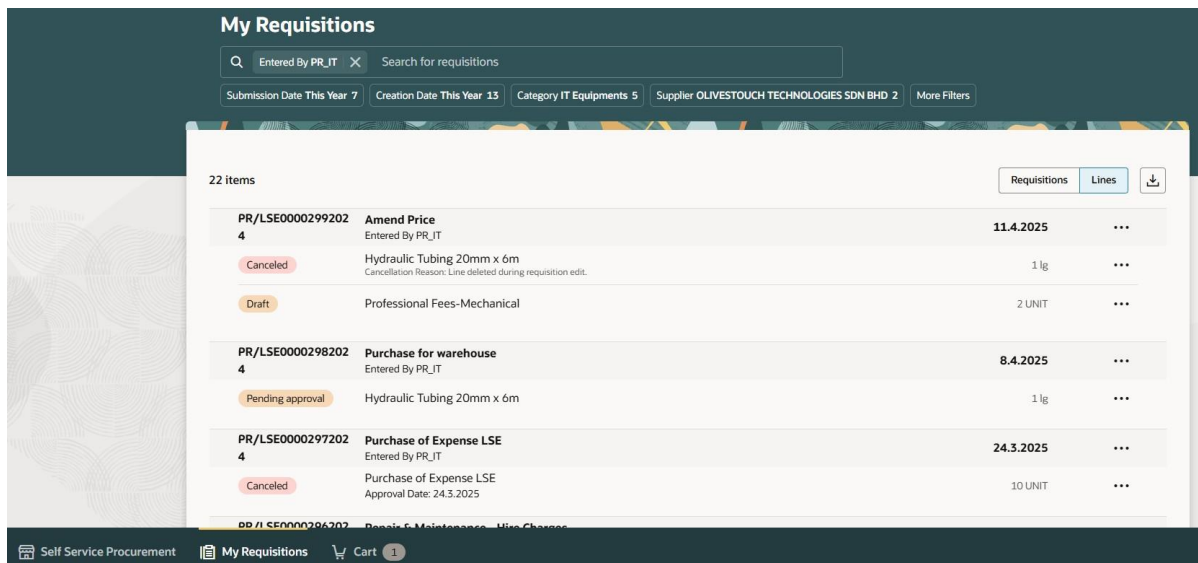
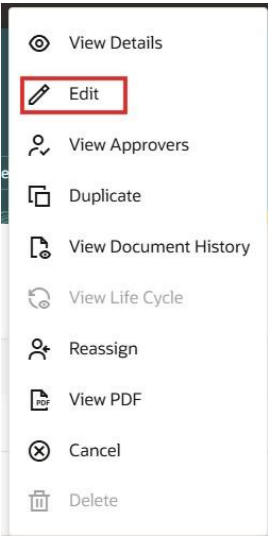



Figure 13: Navigate to Manage Requisitions

No.	Steps
1.	<p>Click on Edit</p>  <p>Edit requisition?</p> <p>The requisition is pending approval. It will be withdrawn and removed from the approval process for you to edit.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Edit"/></p>
2.	<p>Click on Continue</p>  <p>Save your cart?</p> <p>The items currently in your cart will be saved as a draft requisition.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p>
3.	<p>Edit the Purchase Requisition</p>

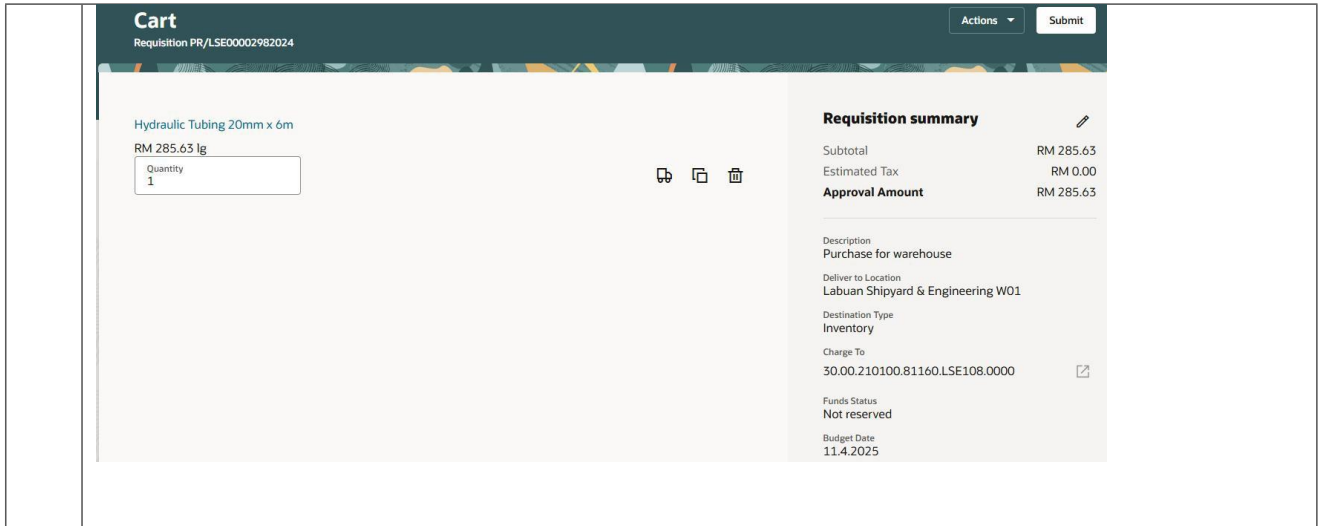


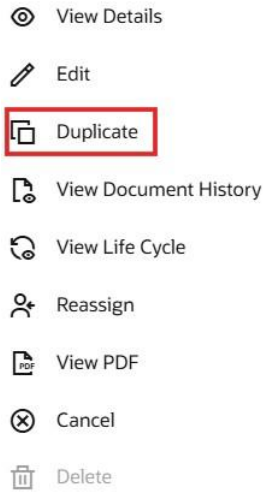









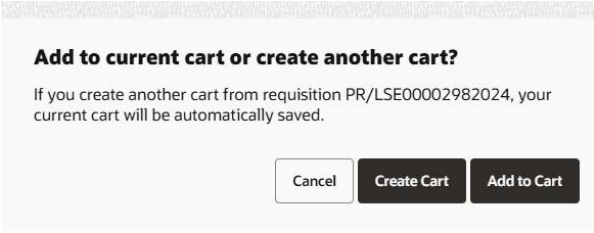
Table 14: Edit Purchase Requisition

9 DUPLICATE PURCHASE REQUISITION

Existing requisitions that are not in an **incomplete status** can be duplicated into a new requisition starting from the My Requisitions page. This allows all previous line detail to be carried into the new requisition. This reduces the amount of time to create requisitions for items that are ordered repeatedly. The new requisition details can be then edited accordingly before submission.

No.	Work Area	Navigation
1.	Procurement	Purchase Requisitions (New) > My Requisitions > Query PR Number

Table 15: Navigation

No.	Steps
1.	<p>Open PR Number. Go to Actions and Click on Duplicate.</p>  <ul style="list-style-type: none">  View Details  Edit  Duplicate  View Document History  View Life Cycle  Reassign  View PDF  Cancel  Delete
2.	<p>System will automatically create new PR number</p>  <p>Add to current cart or create another cart?</p> <p>If you create another cart from requisition PR/LSE00002982024, your current cart will be automatically saved.</p> <p>Cancel Create Cart Add to Cart</p>

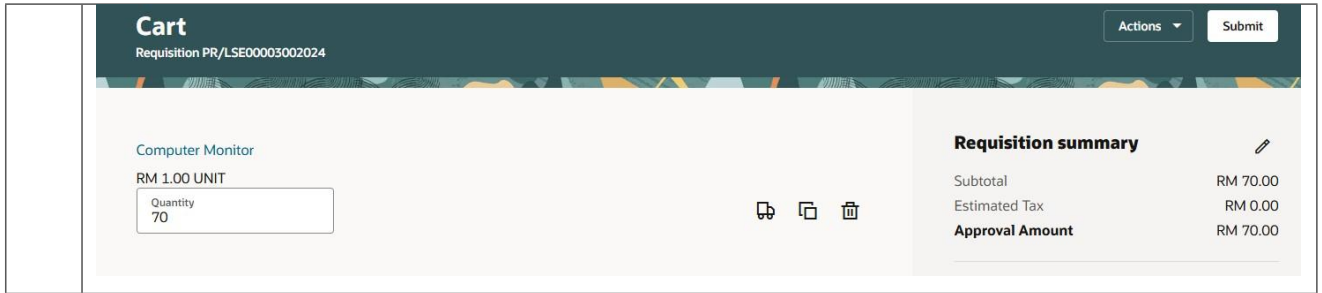


Table 16: Duplicate Purchase Requisition

10 PURCHASE REQUISITION APPROVAL

10.1 Approve Via Notifications

System able to deliver notification to notify approver to take action on purchase requisition.

No.	Work Area	Navigation
1.	Notifications	Notifications

Table 17: Navigation

Click the Notifications (Bell icon) at the top right of the page.

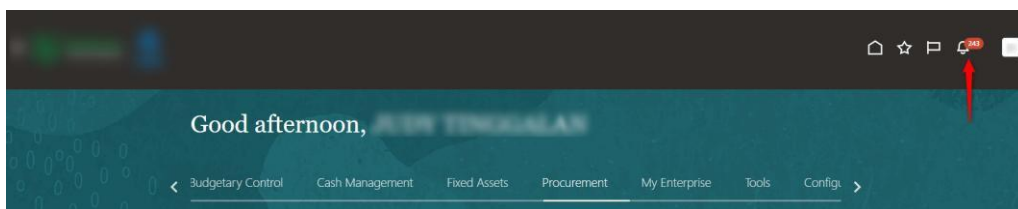


Figure 15: Navigation

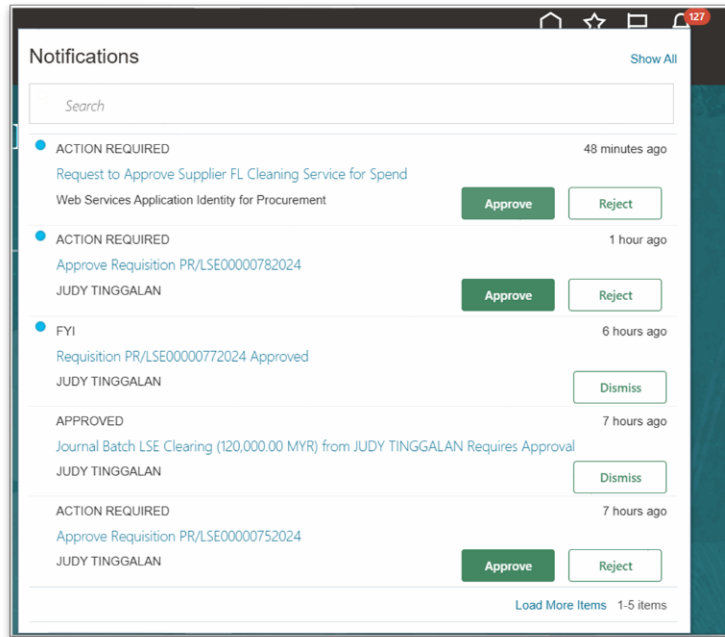


Figure 16: Approver Notification Page

No.	Steps
1.	<p>Approver can review detail of the Purchase Requisition before approve the PR. Click PR link to view detail.</p> <p>The screenshot shows the 'Approve Requisition' page for PR/LSE00002992024. It features a header with the title and 'Approve'/'Reject' buttons. The main content area displays 'Requisition Approval' for 1,000.00 MYR under the category 'PR_IT'. It notes 'Amend Price' and a 'Funds check warning'. The requisition link is PR/LSE00002992024. A table of 'Lines' shows 'Professional Fees-Mechanical' for 1,000.00 MYR, with details like '2 x 500.00 MYR', 'Item: 88/212', and 'Charge Account: 30.00.774200.82130.LSE106.0000'. The 'Approvers' section shows 'MOHD ZAMRI SAMPOL' assigned to 'JUDY TINGGALAN' on 11/4/2025 01:39 PM, submitted by 'PR_IT' on the same date.</p>
2.	Approver can add attachment (if necessary)

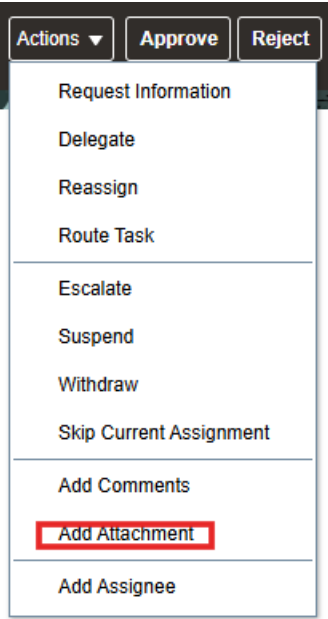
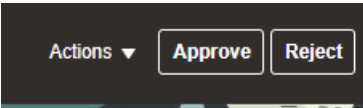
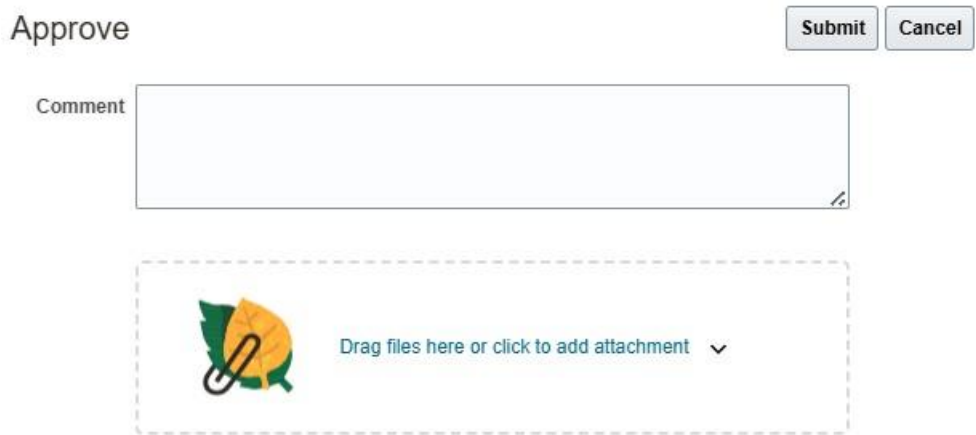
	
<p>3.</p>	<p>Click Approve or Reject the Purchase Requisition</p> 
<p>4.</p>	<p>Click Submit Button</p> 

Table 18: Approve Purchase Requisition

Approve Via Email

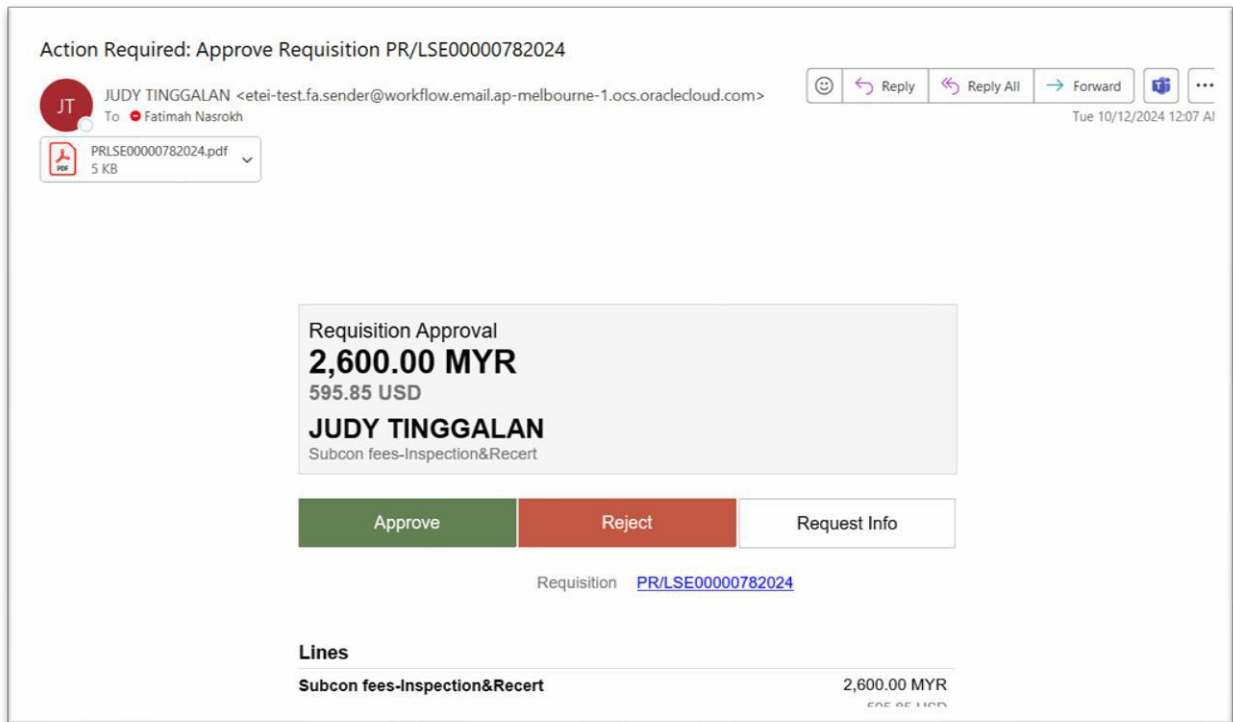
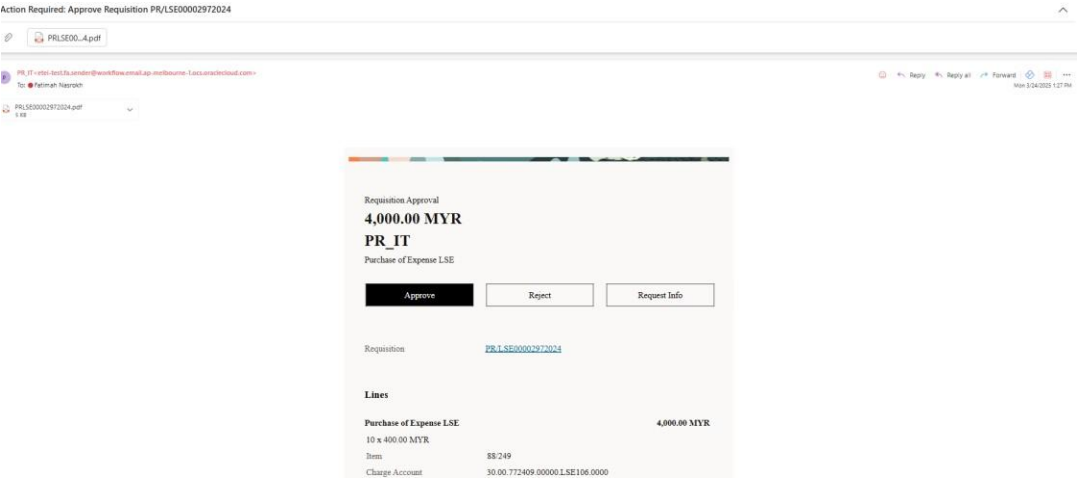


Figure 17: Approver Email Page

No.	Steps
1.	<p>Approver able to view the information of Purchase Requisition by clicking on ‘Requisition link’. Click Approve or Reject Button.</p> 
2.	Enter Comment if Any.

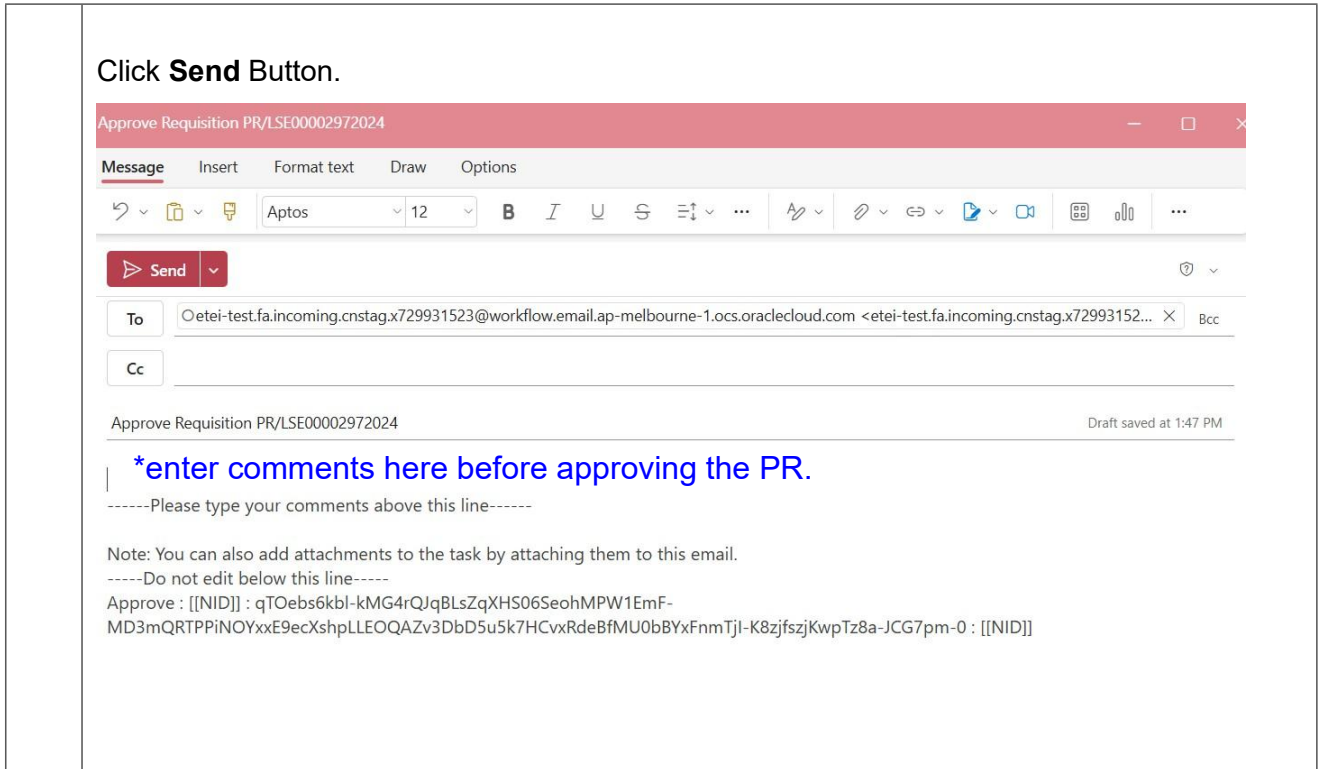


Table 19: Approve Via Email

10.2 On – Hands Balance Checking (For inventory only)


*action by Warehouse team

Approver L1 HOD

Approver L2 WM: Stock Balance Checking

If,

- No Stock? Proceed approve the PR
- Stock Available? Proceed reject PR & raise SIV.

 More details in 'Oracle Procurement Cloud User Manual Inventory'.

No.	Work Area	Navigation
1.	Supply Chain Execution	Inventory Management

Table 20: Navigation

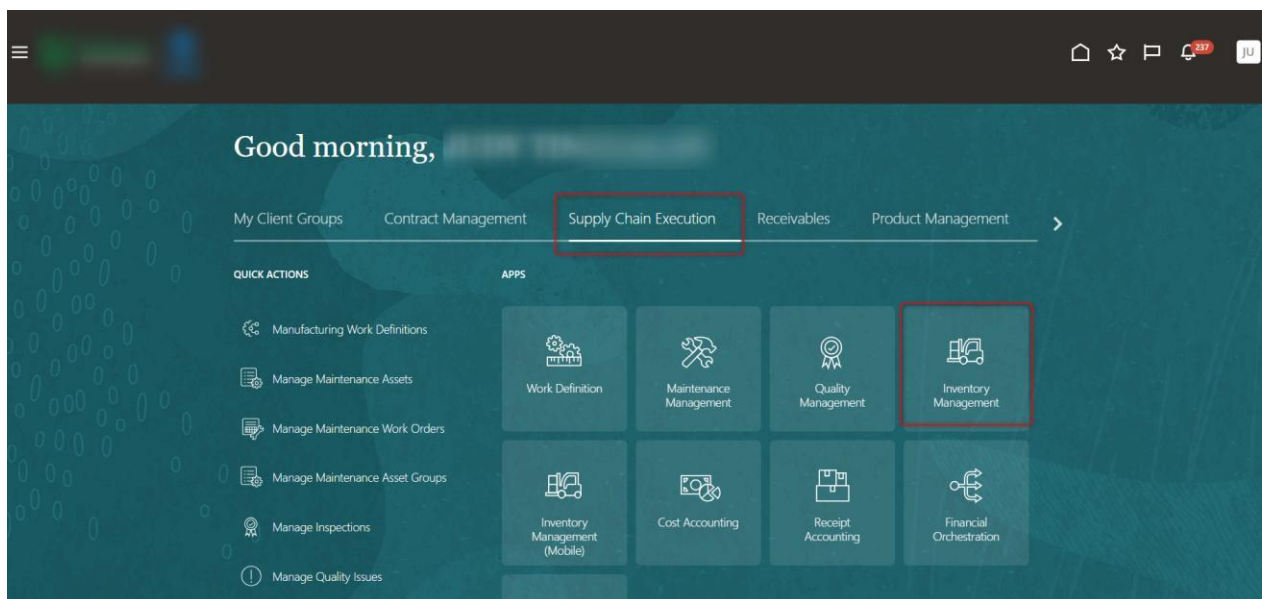


Figure 18: Supply Chain Execution Work Area

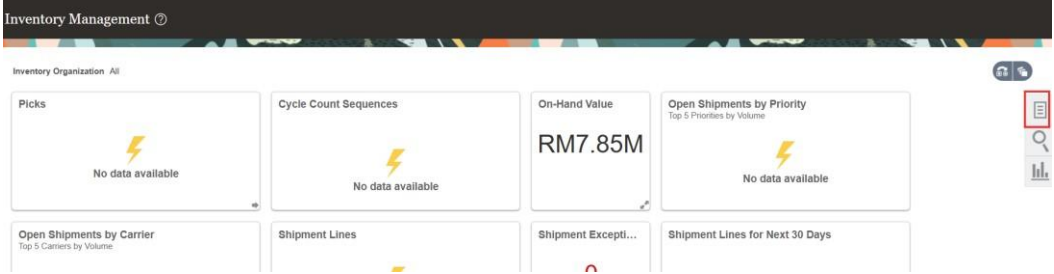
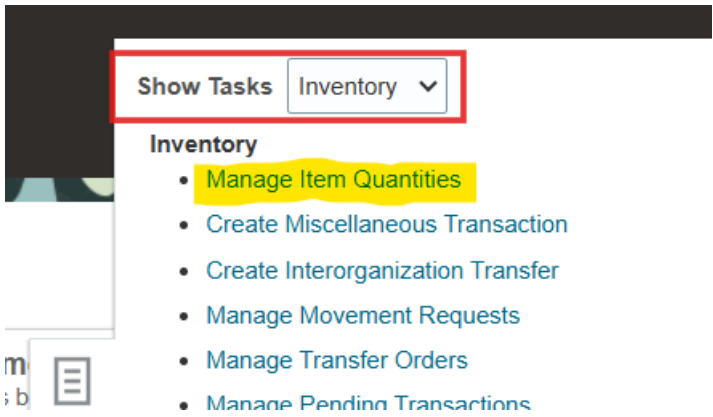
No.	Steps
1.	<p data-bbox="280 331 427 365">Click Task.</p>  <p data-bbox="280 819 1117 853">Change Show Tasks: Inventory. Click Manage Item Quantities.</p> 

Table 21: On Hands Balance Checking for Approver L2 (Warehouse Manager)

11 RECEIVING GOOD / SERVICES (EXPENSE ITEM ONLY)

- Should be done by Requester

**Item of type Expense(include Service and Asset) will be Received by PR PIC in system. This is one of the reason, why you must be careful with the Destination Type explained earlier!*

All goods and services (**For expense item only**) must be received by requestor before process by Account Payable team.

For inventory item, user **Supply Chain Execution – Inventory Management – Task Panel – Show Task: Receipts**. However, receiving goods for inventory item will be covered under ‘Oracle Procurement Cloud User Manual Inventory’.

No.	Work Area	Navigation
2.	Procurement	My Receipts

Table 22: Navigation

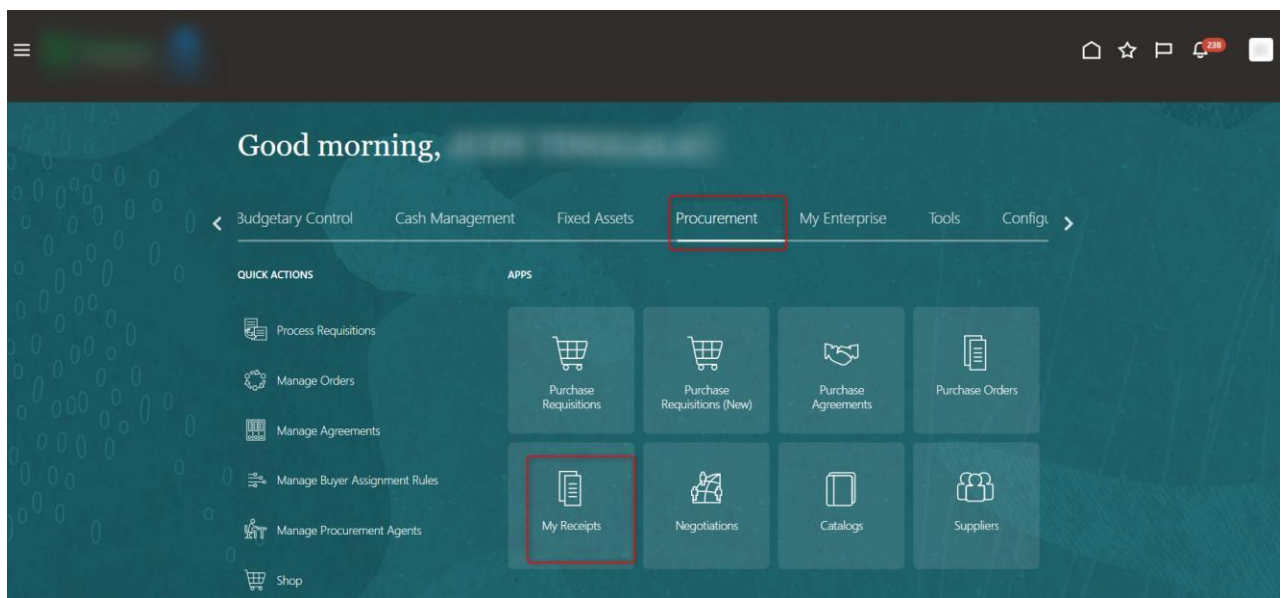
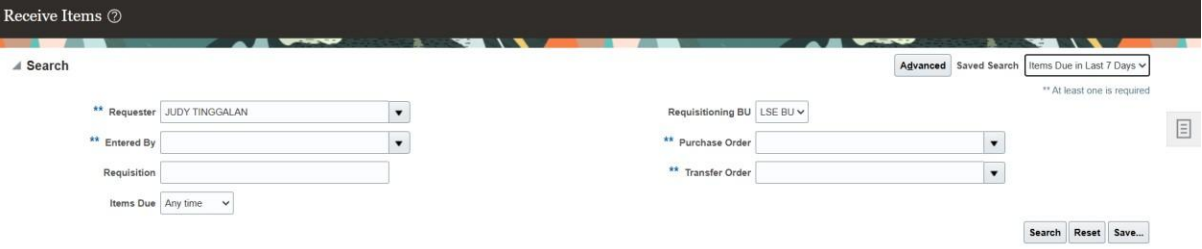
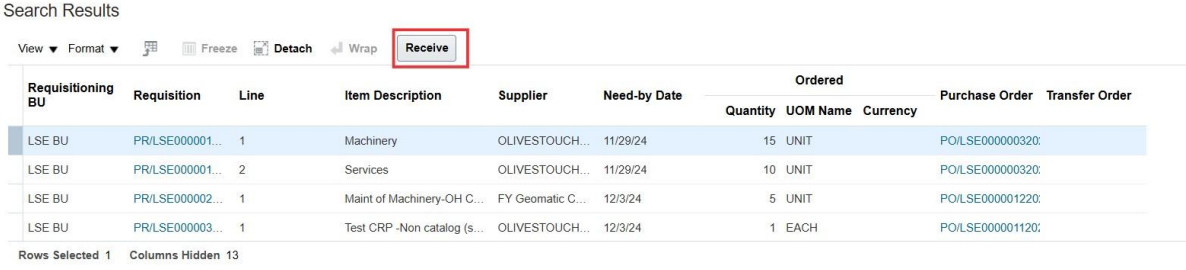
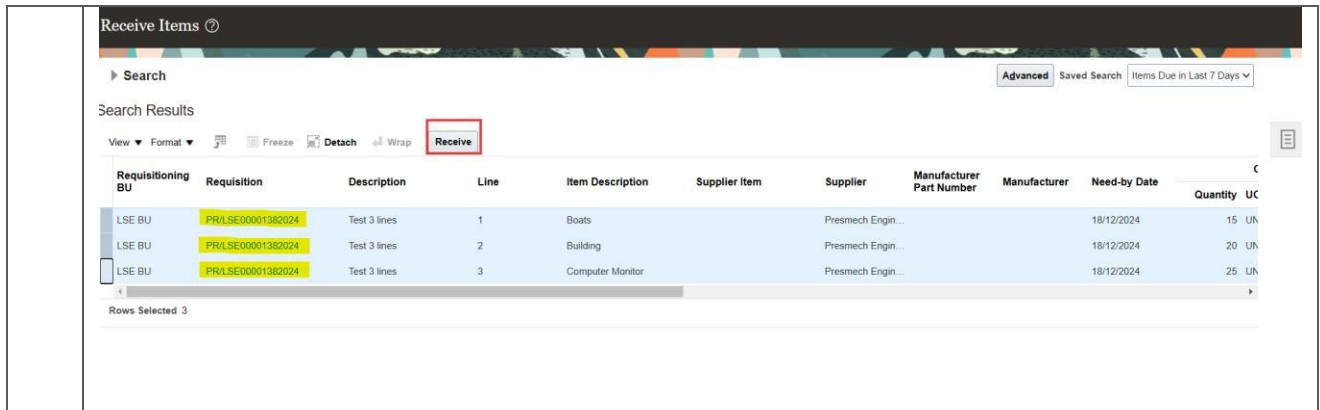


Figure 19: Procurement Work Area

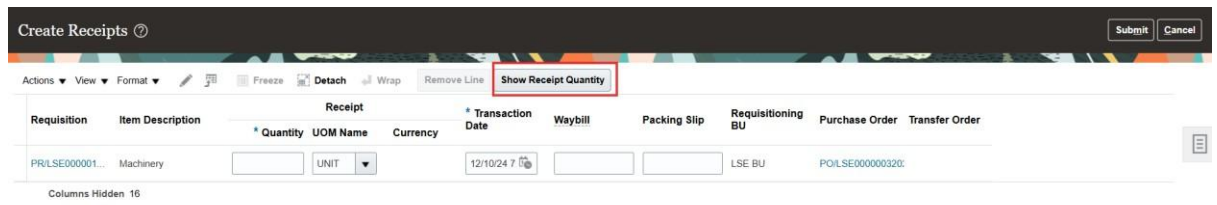
! Receive Items in system is use for update receiving quantity. However, once user input complete total goods received (Full GRN), user will be unable to search that PO anymore.

No.	Steps
1.	<p>The Receive page will display several field in the search section. Requester Name will be default as user name. User can search by multiple criteria. For this example, user can search by Items Due = Anytime, Requester, Purchase Order.</p>  <p>If, Search by PO but not appear anything. Reason: PO is 'pending approval'</p> <p>! PO must be approved before update receiving item.</p>
2.	<p>From the search Result, select the row of a requisition to receive against.</p>  <p>To Select Multiple rows for creating receipt at once, enter 'Shift' and click those lines.</p>

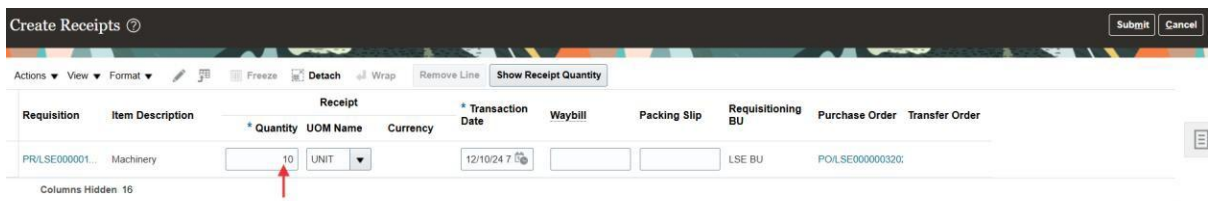


3. Click on **Receive** Button

4. Click the **Show Receipt Quantity** button to show the quantity remaining to receive.



5. Compared the displayed quantity to what will be received. If different from what displays in the Quantity field, enter the Quantity.



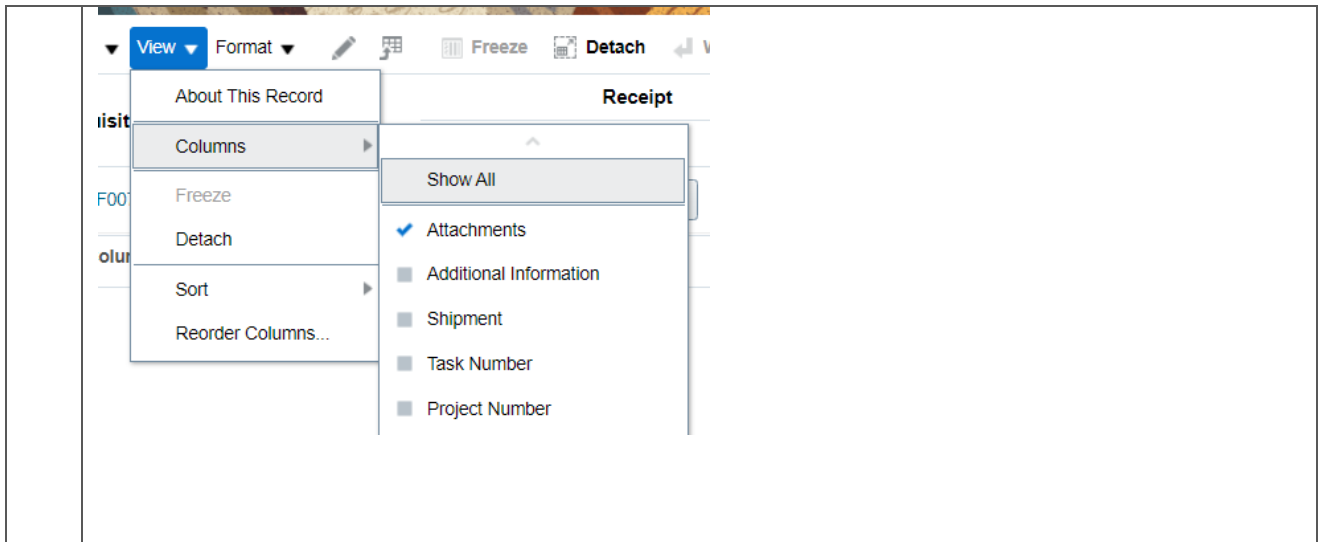
- a) Partial GRN – when user input only part of the total goods are received.
- b) Full GRN – when user input complete total of goods received.

6. Attach Delivery Order/ Service Report/ Invoice ~~(If Any).~~

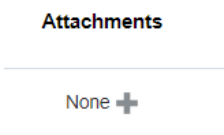
Please ensure to follow below step to display the attachment function.

View > Columns > Click on Attachments

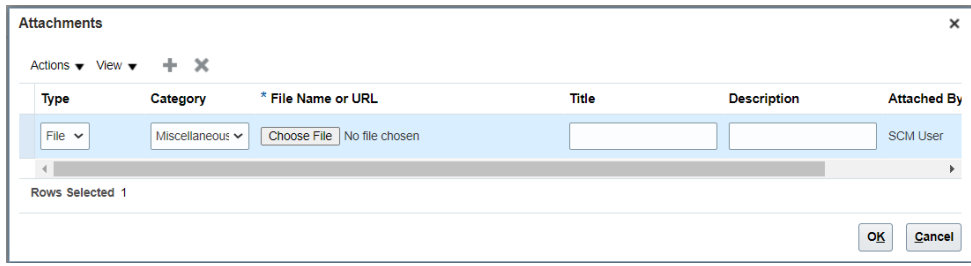
**For Service: Compulsory to attach Complete Report list, with signature from all relevant party.DON'T PERFORM RECEIVE WITHOUT THIS DOCUMENTS.*



7. Click **Attachments** Icon

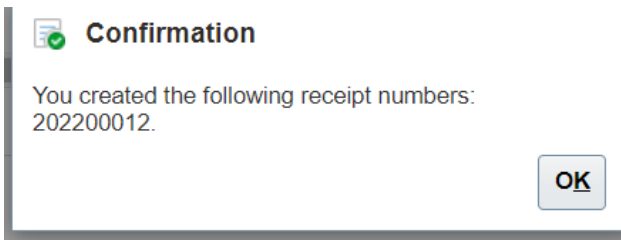


Choose File and Click OK Button



8. Click **Submit** Button

GRN Number will be display.



Click **OK** button

9. To identify whether partial / full GRN created, search by specific PO. If,
- Able to search - partial GRN created
 - Unable to search - either Full GRN has been created / Check PO existence & status

Click View – Columns

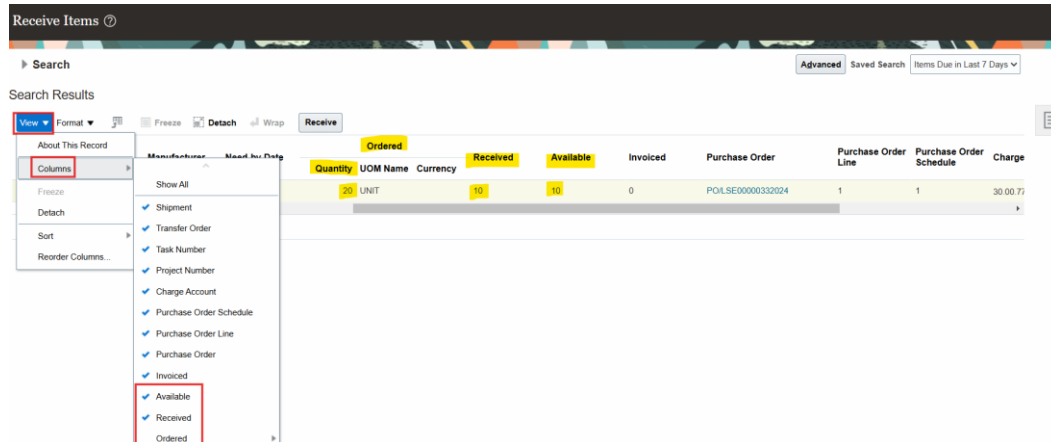
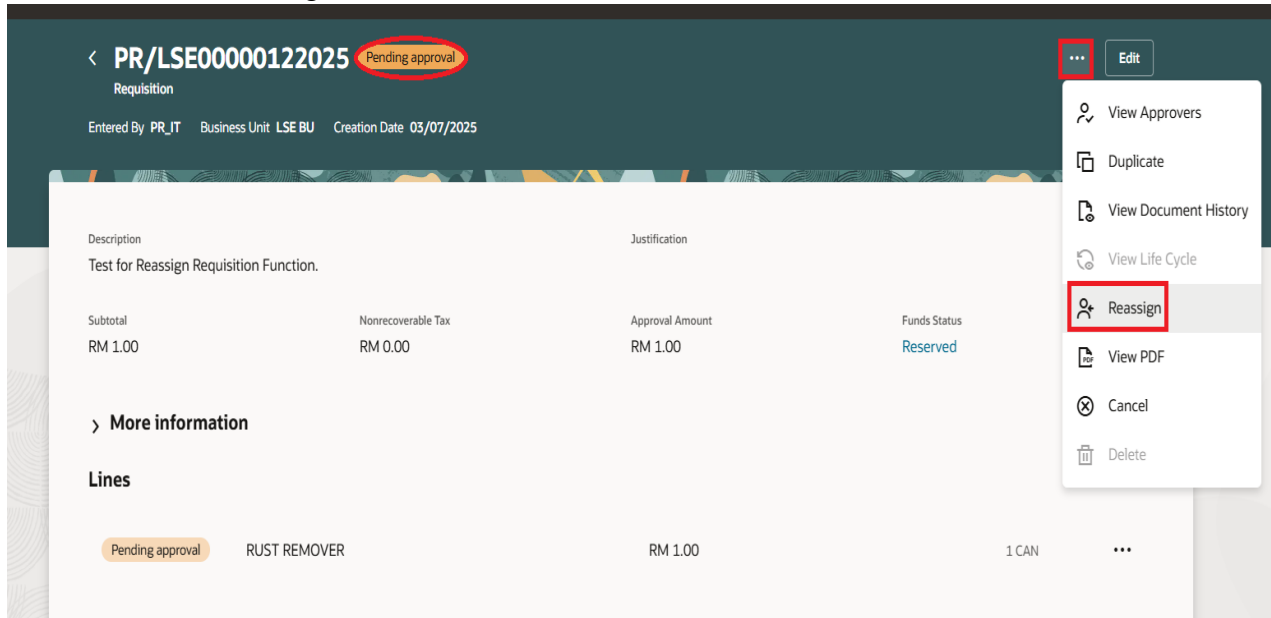


Table 23: Create Receipt

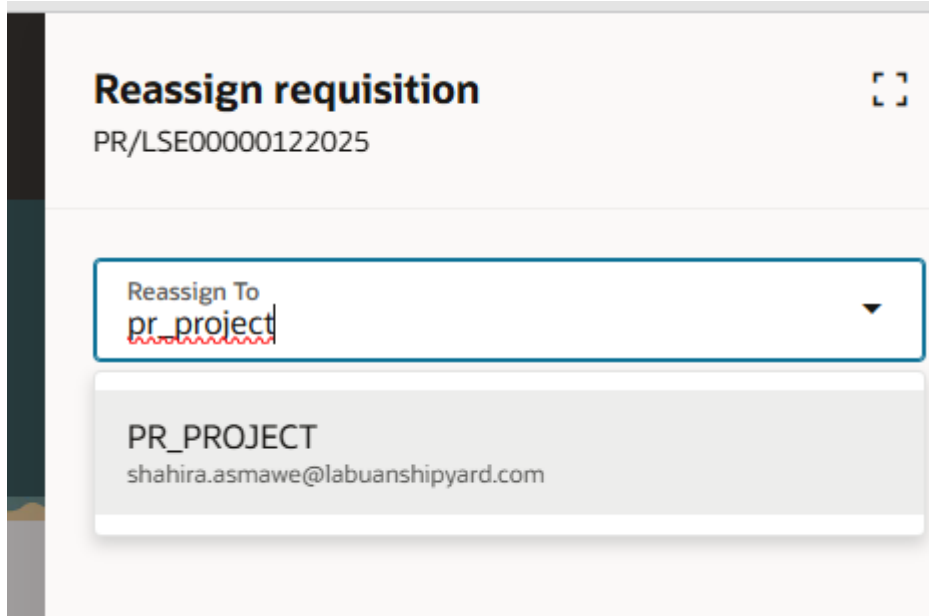
12 REASSIGN REQUISITION

There is scenario where other department required to raise PR for project use. Therefore, the approver should be the Project Department HOD. To achieve this, use the Reassign Requisition.

Click the “Reassign”



This screen will appear. Type in the “Reassign To”. If you Reassign to PR_MAINTENANCE, means HOD Maintenance will be the Approver.



Notes:

Reassign is only enable after the PR is submitted. Therefore, the original Approver will get the email notification, but cannot approve. The new assign PR approver, will automatically get email to approve the PR.

PR History after Reassign Requisition.

< Document History
Requisition PR/LSE00000122025

Entered By PR_PROJECT Business Unit LSE BU Description Test for Reassign Requisition Function.

Expand All Collapse All

- Submission for requisition PR/LSE00000122025 (7/8/25 9:14 AM)**
 - Submitted By PR_IT
 - Reserved By Application
- Reassignment for requisition PR/LSE00000122025 (7/8/25 9:15 AM)**
 - Reassigned By PR_IT
 - The requisition was reassigned to PR_PROJECT.
- Submission for requisition PR/LSE00000122025 (7/8/25 9:15 AM)**
 - Submitted By PR_PROJECT

< Approvers
Requisition PR/LSE00000122025

Entered By PR_IT Business Unit LSE BU D

Original PR raised by IT

- + Add Approvers
- DEXTER DAVID
Header Hierarchy: LSEPurchasetoWarehous
- JUDY TINGGALAN
Preapproval Header Hierarchy: LSEITHOD
- Submitted By You

< Approvers
Requisition PR/LSE00000122025

Entered By PR_PROJECT Business Unit LSE B

PR Approver after Reassign to PR_PROJECT

- Next Approver
DEXTER DAVID
Header Hierarchy: LSEPurchasetoWarehous
- Pending approval by
BAMBANG HARI MUKTI WIBAWA
Preapproval Header Hierarchy: LSEProjectH
- Submitted by
PR_PROJECT
PR/LSE00000122025.pdf

13 FREQUENCY ASKED QUESTION / SPECIFIC SCENARIOS

13.1 Return Receipt (**Administrator responsibilities**)

- Should be done by buyer

No.	Work Area	Navigation
1.	Procurement	My Receipt

Table 24: Navigation

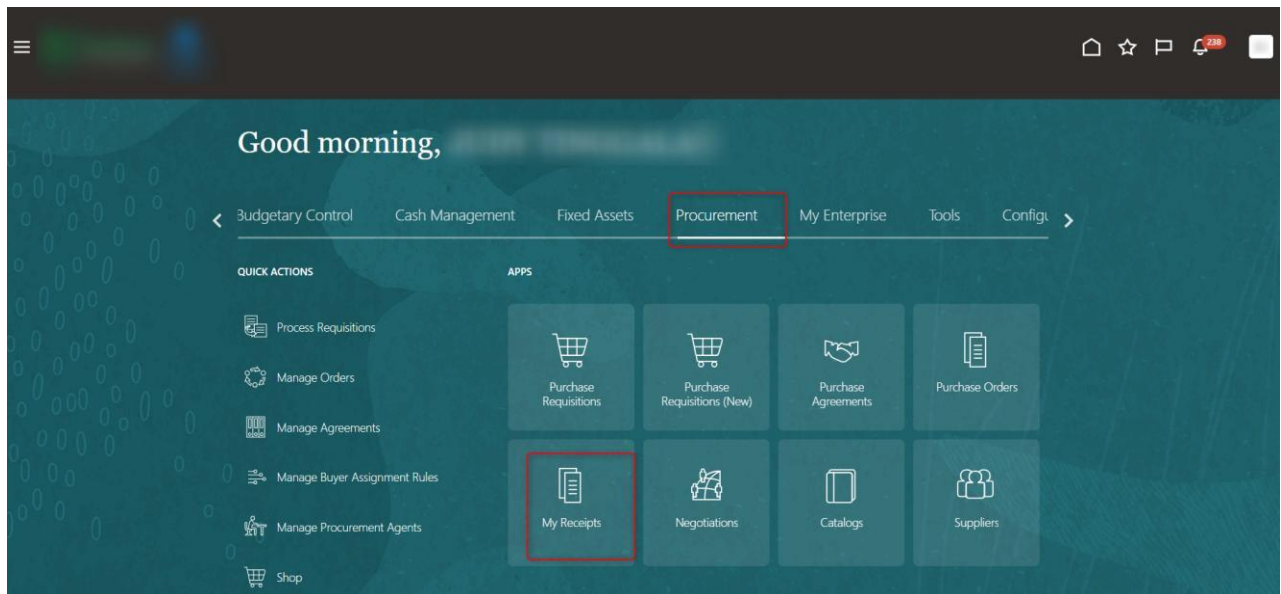


Figure 20: Procurement Work Area

No.	Steps
1.	Click the Tasks icon and go to Manage Receipts
2.	Find the Receipt Number and Click Search button.

If unable to provide Receipt, Search by PO.

Requisitioning BU	Receipt	Item Description	Supplier	Quantity	UOM Name	Currency	Receipt Date	Purchase Order	Transfer Order	Shipment
LSE BU	10100000036	Boats	Presmech Engineerin...	15	UNIT		12/12/2024 ...	PO/LSE000003...		
LSE BU	10100000036	Computer Monitor	Presmech Engineerin...	25	UNIT		12/12/2024 ...	PO/LSE000003...		
LSE BU	10100000036	Building	Presmech Engineerin...	10	UNIT		12/12/2024 ...	PO/LSE000003...		

3. User may click **Receipt Link** to verify the item quantity ordered and received.

To view more details, **Click View – Columns**.

Item	Item Description	Document Type	Document Number	Quantity			UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received			
F99/012	Computer Monitor	Purchase order	PO/LSE000003...	25	0	25	0 UNIT		12/12/2024 2.52...
F99/001	Building	Purchase order	PO/LSE000003...	20	0	10	0 UNIT		12/12/2024 2.52...
F99/005	Boats	Purchase order	PO/LSE000003...	15	0	15	0 UNIT		12/12/2024 2.52...

Click **Done** to go back create Return Receipt.

4. Select a row to be returned and Click on **Return** Button

Search Results

Actions View Format Freeze Detach Wrap **Return** Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity	UOM Name	Currency				
LSE BU	10100000031	Professional Fees-Diver	OLIVESTOUCH TEC...	1	UNIT		12/10/24 7.3...	POILSE000000...		

Rows Selected 1 Columns Hidden 7

To create multiple Return Receipts at once, enter 'shift' and select those lines. After that, click **Return** Button.

Manage Receipts

Search Search Results

Actions View Format Freeze Detach Wrap **Return** Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity	UOM Name	Currency				
LSE BU	10100000036	Boats	Presmech Engineerin...	15	UNIT		12/12/2024 ...	POILSE000003...		
LSE BU	10100000036	Computer Monitor	Presmech Engineerin...	25	UNIT		12/12/2024 ...	POILSE000003...		
LSE BU	10100000036	Building	Presmech Engineerin...	10	UNIT		12/12/2024 ...	POILSE000003...		

Rows Selected 2 Columns Hidden 7

5. Enter Return Quantity, Reason and RMA (Return Material Authorization -If any).

Return Receipts

Actions View Format Freeze Detach Wrap **Remove Line**

Requisitioning BU	Receipt	Item Description	Supplier	Received		Reason	RMA	Note
				Quantity	UOM Name			
LSE BU	10100000036	Computer Monitor	Presmech Engineering M...	25	UNIT	* Return Quantity		

Rows Selected 1 Columns Hidden 7

Reason dropdown menu:

- Data Migration
- Keep remaining
- Rejects
- Stock Take Adjustment
- Search...

Click **Submit** Button.

Confirmation

The return transaction was created.

OK

6. After click **OK**, note that the quantity will decrease.

After Return:

Requisitioning BU	Receipt	Item Description	Supplier	Received		Currency	Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity	UOM Name					
LSE BU	10100000036	Boats	Presmech Engineerin...	15	UNIT		12/12/2024 ...	PO/LSE000003...		
LSE BU	10100000036	Computer Monitor	Presmech Engineerin...	23	UNIT		12/12/2024 ...	PO/LSE000003...		
LSE BU	10100000036	Building	Presmech Engineerin...	9	UNIT		12/12/2024 ...	PO/LSE000003...		

Before Return:

Requisitioning BU	Receipt	Item Description	Supplier	Received		Currency	Receipt Date	Purchase Order	Transfer Order	Shipme
				Quantity	UOM Name					
LSE BU	10100000036	Boats	Presmech Engineerin...	15	UNIT		12/12/2024 ...	PO/LSE000003...		
LSE BU	10100000036	Computer Monitor	Presmech Engineerin...	25	UNIT		12/12/2024 ...	PO/LSE000003...		
LSE BU	10100000036	Building	Presmech Engineerin...	10	UNIT		12/12/2024 ...	PO/LSE000003...		


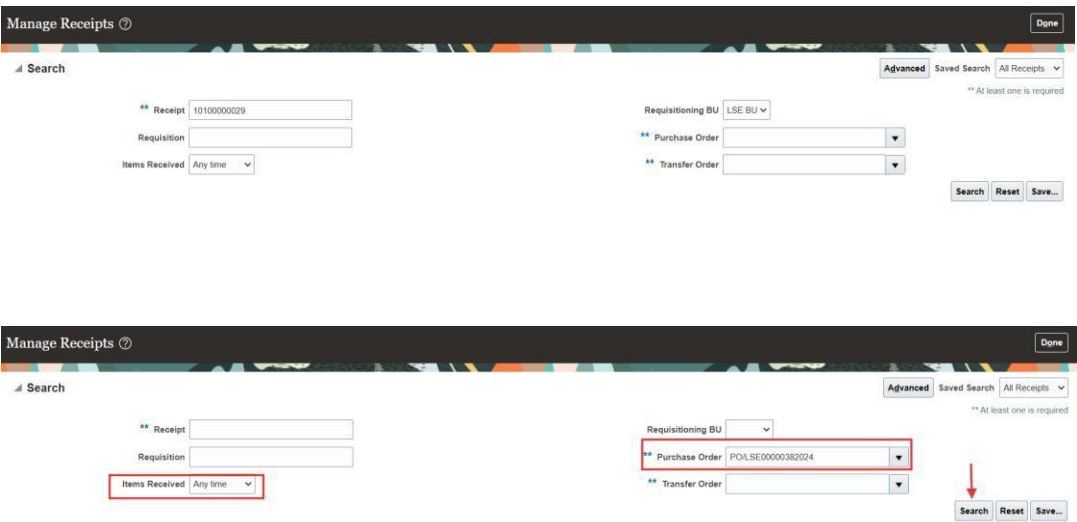
Table 25: Return Receipt

13.2 Correct Receipt (Administrator responsibilities)

- Should be done by buyer

No.	Work Area	Navigation
1.	Procurement	My Receipt

Table 26: Navigation

No.	Steps																																												
1.	<p>Click the Tasks icon and go to Manage Receipts</p> 																																												
2.	<p>Find the Receipt Number / PO Number and Click Search button.</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>Requisitioning BU</th> <th>Receipt</th> <th>Item Description</th> <th>Supplier</th> <th>Quantity</th> <th>UOM Name</th> <th>Currency</th> <th>Receipt Date</th> <th>Purchase Order</th> <th>Transfer Order</th> <th>Shipment</th> </tr> </thead> <tbody> <tr> <td>LSE BU</td> <td>1010000037</td> <td>Desktop Computer</td> <td>VALIDO ENGINEERI...</td> <td>20</td> <td>UNIT</td> <td></td> <td>12/12/2024 ...</td> <td>POILSE00000382024</td> <td></td> <td></td> </tr> <tr> <td>LSE BU</td> <td>1010000037</td> <td>Professional Fees-Diver</td> <td>VALIDO ENGINEERI...</td> <td>20</td> <td>UNIT</td> <td></td> <td>12/12/2024 ...</td> <td>POILSE00000382024</td> <td></td> <td></td> </tr> <tr> <td>LSE BU</td> <td>1010000037</td> <td>Computer Software</td> <td>VALIDO ENGINEERI...</td> <td>20</td> <td>UNIT</td> <td></td> <td>12/12/2024 ...</td> <td>POILSE00000382024</td> <td></td> <td></td> </tr> </tbody> </table>	Requisitioning BU	Receipt	Item Description	Supplier	Quantity	UOM Name	Currency	Receipt Date	Purchase Order	Transfer Order	Shipment	LSE BU	1010000037	Desktop Computer	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024			LSE BU	1010000037	Professional Fees-Diver	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024			LSE BU	1010000037	Computer Software	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024		
Requisitioning BU	Receipt	Item Description	Supplier	Quantity	UOM Name	Currency	Receipt Date	Purchase Order	Transfer Order	Shipment																																			
LSE BU	1010000037	Desktop Computer	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024																																					
LSE BU	1010000037	Professional Fees-Diver	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024																																					
LSE BU	1010000037	Computer Software	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024																																					
3.	<p>Select a row to be returned and Click on Correct Button.</p>																																												

Search Results

Actions View Format Freeze Detach Wrap Return **Correct**

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity	UOM Name	Currency				
LSE BU	1010000029	Test CRP -Non catalog (s...	OLIVESTOUCH TEC...	1	EACH		12/10/24 7.2...	POILSE000001...		

Columns Hidden 7

To **select multiple rows**, enter 'Shift' key and click on the selected row.

Manage Receipts Done

Search Advanced Saved Search All Receipts

** Receipt:
 Requisition:
 Items Received: Any time

Requisitioning BU:
 ** Purchase Order: POILSE00000382024
 ** Transfer Order:

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Return **Correct**

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity	UOM Name	Currency				
LSE BU	10100000037	Desktop Computer	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024		
LSE BU	10100000037	Professional Fees-Diver	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024		
LSE BU	10100000037	Computer Software	VALIDO ENGINEERI...	20	UNIT		12/12/2024 ...	POILSE00000382024		

Rows Selected 2 Columns Hidden 7

4. Enter **Correct Quantity**

Correct Receipts ?

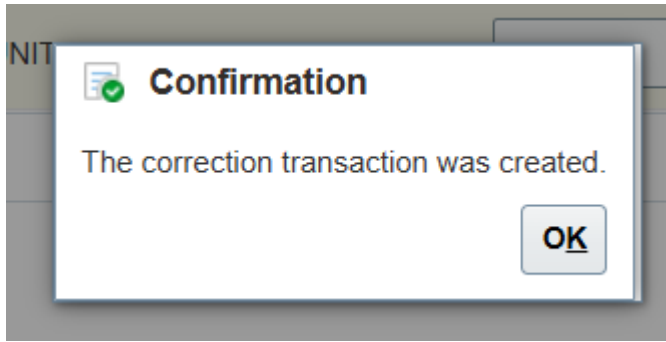
View Format Freeze Detach Wrap Remove Line

Requisitioning BU	Receipt	Item Description	Supplier	Received			Quantity	UOM Name	Currency	* Correct Quantity
				Quantity	UOM Name	Currency				<input type="text"/>
LSE BU	10100000037	Professional Fees-Diver	VALIDO ENGIN...	20	UNIT		20	UNIT	5	
LSE BU	10100000037	Computer Software	VALIDO ENGIN...	20	UNIT		20	UNIT	<input type="text"/>	

Columns Hidden 4

Example format: #,##0.###

Click **Submit** Button



5. After click **OK**, note that the received quantity has change

After Correct Receipt:

The screenshot shows the 'Manage Receipts' interface. At the top, there's a search bar and a 'Done' button. Below that, there are search filters: 'Advanced', 'Saved Search', and 'All Receipts'. The main area shows 'Search Results' with a table of receipt data. A red box highlights the 'Received' columns, which include 'Quantity' and 'UOM Name'. The table has three rows of data.

Requisitioning BU	Receipt	Item Description	Supplier	Received		Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity	UOM Name				
LSE BU	10100000037	Desktop Computer	VALIDO ENGINEERI...	20	UNIT	12/12/2024 ...	PO/LSE000003 ...		
LSE BU	10100000037	Professional Fees-Diver	VALIDO ENGINEERI...	5	UNIT	12/12/2024 ...	PO/LSE000003 ...		
LSE BU	10100000037	Computer Software	VALIDO ENGINEERI...	5	UNIT	12/12/2024 ...	PO/LSE000003 ...		

Rows Selected 2 Columns Hidden 7

Table 27: Correct Receipt

End of Document

APPENDIX 1

FOR ITEM TYPE ASSETS AND SERVICES

		New Item Code	Item Description		Account
99/001		99/FA/001	BUILDING	BUILDING	101100
99/002		99/FA/002	INFRASTRUCTURE/RENOVATION	RENOVATION	101200
99/019		99/FA/019	6W 3 PHASE MAIN SWITCH 63A	RENOVATION	101200
99/003		99/FA/003	MACHINERY & EQUIPMENT	MACHINERY & EQUIPMENT	101400
99/015		99/FA/015	400KVA YRD FREQCY CONVERTER	MACHINERY & EQUIPMENT	101400
99/033		99/FA/033	GENERATOR AVR.SX460	MACHINERY & EQUIPMENT	101400
99/061		99/FA/061	PORTABLE BLOWER FAN	MACHINERY & EQUIPMENT	101400
99/062		99/FA/062	PORTABLE BLOWER FAN C/W DUCTIN	MACHINERY & EQUIPMENT	101400
99/063		99/FA/063	PORTABLE DOUBLE EYEWASH	MACHINERY & EQUIPMENT	101400
99/064		99/FA/064	PORTABLE EYEWASH STATION	MACHINERY & EQUIPMENT	101400
99/065		99/FA/065	PORTABLE MIXER	MACHINERY & EQUIPMENT	101400
99/079		99/FA/079	PORTABLE AIR COMPRESSOR DIESEL	MACHINERY & EQUIPMENT	101400
99/080		99/FA/080	COMPRESSOR	MACHINERY & EQUIPMENT	101400
99/081		99/FA/081	STIHL CHAINSAW	MACHINERY & EQUIPMENT	101400
99/082		99/FA/082	STIHL GRASS CUTTING MACHINE	MACHINERY & EQUIPMENT	101400
99/083		99/FA/083	STIHL HIGH PRESSURE PUMP MODEL	MACHINERY & EQUIPMENT	101400
99/005		99/FA/005	BOATS	MOTOR VEHICLE	101600
99/006		99/FA/006	MOTOR VEHICLE	MOTOR VEHICLE	101600
99/009		99/FA/009	DESKTOP COMPUTER	IT EQUIPMENT	101810
99/010		99/FA/010	NOTEBOOK/LAPTOP	IT EQUIPMENT	101810
99/011		99/FA/011	COMPUTER SOFTWARE	IT EQUIPMENT	101810
99/012		99/FA/012	COMPUTER MONITOR	IT EQUIPMENT	101810
99/013		99/FA/013	IT INFRASTRUCTUR	IT EQUIPMENT	101810
		99/FA/014	TABLET COMPUTER	IT EQUIPMENT	101810
		99/FA/016	48PORT ETHERNET NETWORK SWITCH	IT EQUIPMENT	101810
		99/FA/017	4PORT POE GIGABIT SWITCH	IT EQUIPMENT	101810
		99/FA/018	500GB SATA 2.5" HDD	IT EQUIPMENT	101810
		99/FA/028	ETHERNET NETWORK SWITCH 24PORT	IT EQUIPMENT	101810
		99/FA/029	ETHERNET SWITCH 5PORTS	IT EQUIPMENT	101810
		99/FA/026	APC BACK-UPS 650VA	IT EQUIPMENT	101810
		99/FA/008	OFFICE EQUIPMENT	OFFICE EQUIPMENT	101800
		99/FA/020	AIR COMPRESSOR SA SERIES SA-6E	OFFICE EQUIPMENT	101800
		99/FA/021	AIR COND COMPRESSOR SD-508 SAN	OFFICE EQUIPMENT	101800
		99/FA/022	AIR CONDITIONER 1.0HP	OFFICE EQUIPMENT	101800
		99/FA/023	AIR CONDITIONER 1.5HP	OFFICE EQUIPMENT	101800
		99/FA/024	AIR CONDITIONER 2.5HP	OFFICE EQUIPMENT	101800
		99/FA/025	AIR CONDITIONER 2HP	OFFICE EQUIPMENT	101800
		99/FA/027	CEILING FAN	OFFICE EQUIPMENT	101800
		99/FA/030	FIRE ALARM BELL 24VDC	OFFICE EQUIPMENT	101800
		99/FA/031	FIRE ALARM CONTROL PANEL 12ZON	OFFICE EQUIPMENT	101800
		99/FA/032	FIRE ALARM CONTROL PANEL 6 ZON	OFFICE EQUIPMENT	101800
		99/FA/034	FIRE EXTINGUISHER DRY POWDER 9L	OFFICE EQUIPMENT	101800
		99/FA/035	FIRE EXTINGUISHER 9KGS	OFFICE EQUIPMENT	101800
		99/FA/036	FIRE EXTINGUISHER CABINET	OFFICE EQUIPMENT	101800
		99/FA/037	FIRE EXTINGUISHER CO2 2.3KG	OFFICE EQUIPMENT	101800
		99/FA/038	FIRE EXTINGUISHER CO2 6.8KG	OFFICE EQUIPMENT	101800
		99/FA/039	FIRE EXTINGUISHER FOAM 45L+TROLLEY	OFFICE EQUIPMENT	101800
		99/FA/040	FIRE EXTINGUSHER D/POWDER 4KG	OFFICE EQUIPMENT	101800
		99/FA/041	FIRE EXTINGUSHER D/POWDER 6KG	OFFICE EQUIPMENT	101800
		99/FA/042	FIRE EXTINGUSHER INSPECT TAGS	OFFICE EQUIPMENT	101800
		99/FA/048	NOTICE BOARD DANGER	OFFICE EQUIPMENT	101800
		99/FA/049	NOTICE BOARD 122CMX140CM	OFFICE EQUIPMENT	101800
		99/FA/050	NOTICE BOARD ADMITTANCE	OFFICE EQUIPMENT	101800
		99/FA/057	OFFIE PRINTER	OFFICE EQUIPMENT	101800
		99/FA/058	OIL TRAP	OFFICE EQUIPMENT	101800
		99/FA/059	OVEN	OFFICE EQUIPMENT	101800
		99/FA/060	PAPER SHREDDER	OFFICE EQUIPMENT	101800
		99/FA/066	PORTABLE PA SYSTEM WIRELESS	OFFICE EQUIPMENT	101800
		99/FA/067	PORTABLE PROJECTOR	OFFICE EQUIPMENT	101800
		99/FA/068	PROJECTOR	OFFICE EQUIPMENT	101800
		99/FA/069	PROJECTOR CEILING BRACKET	OFFICE EQUIPMENT	101800
		99/FA/070	SAFE BOX	OFFICE EQUIPMENT	101800
		99/FA/073	TELEPHONE KEYPHONE	OFFICE EQUIPMENT	101800
		99/FA/074	TELEPHONE SINGLE LINE	OFFICE EQUIPMENT	101800
		99/FA/078	WASH BASIN STONE	OFFICE EQUIPMENT	101800
		99/FA/007	FURNITURE AND FI	FURNITURE & FITTINGS	101700
		99/FA/004	LOOSE TOOLS	FURNITURE & FITTINGS	101700
		99/FA/043	KITCHEN CABINET 5' 1588	FURNITURE & FITTINGS	101700
		99/FA/044	KITCHEN CABINET WALL MOUNTED	FURNITURE & FITTINGS	101700
		99/FA/045	LED TV	FURNITURE & FITTINGS	101700
		99/FA/046	MICROWAVE	FURNITURE & FITTINGS	101700
		99/FA/047	MINI FRIDGE	FURNITURE & FITTINGS	101700

99/FA/004	LOOSE TOOLS	FURNITURE & FITTINGS	101700
99/FA/043	KITCHEN CABINET 5' 1588	FURNITURE & FITTINGS	101700
99/FA/044	KITCHEN CABINET WALL MOUNTED	FURNITURE & FITTINGS	101700
99/FA/045	LED TV	FURNITURE & FITTINGS	101700
99/FA/046	MICROWAVE	FURNITURE & FITTINGS	101700
99/FA/047	MINI FRIDGE	FURNITURE & FITTINGS	101700
99/FA/051	OFFICE TABLE L1200X W600 H750	FURNITURE & FITTINGS	101700
99/FA/052	OFFICE CABINET	FURNITURE & FITTINGS	101700
99/FA/053	OFFICE CHAIR	FURNITURE & FITTINGS	101700
99/FA/054	OFFICE TABLE 5'X4'	FURNITURE & FITTINGS	101700
99/FA/055	OFFICE TABLE 6'X3'	FURNITURE & FITTINGS	101700
99/FA/056	OFFICE VACUUM CLEANER	FURNITURE & FITTINGS	101700
99/FA/071	TABLE	FURNITURE & FITTINGS	101700
99/FA/072	TABLE FAN 16"	FURNITURE & FITTINGS	101700
99/FA/075	TV 50"	FURNITURE & FITTINGS	101700
99/FA/076	WALL SHELF	FURNITURE & FITTINGS	101700
99/FA/077	WARDROBE	FURNITURE & FITTINGS	101700

NON-INVENTORY ITEM

ITEM CODE				CHARGE CODE
77/001	77/001	77/001	STATIONERY	775500
77/002	77/002	77/002	NON INVENTORY	720100
09/04/00082	77/003	77/003	T-SHIRT	777501

ITEM TYPE SERVICE

OLD ITEM CODE	NEW ITEM CODE			CHARGE CODE
88/430	88/CERT/001	88/CERT/001	CERTIFICATION	770650
88/431	88/CERT/002	88/CERT/002	LSE CERTIFICATE OF FITNESS(CF)	773230
88/011	88/CLEAN/001	88/CLEAN/001	YARD CLEANING	777200
88/012	88/CLEAN/002	88/CLEAN/002	OFFICE CLEANING	773600
88/026	88/SRGF/001	88/SRGF/001	CUSTOM DUTY	774220
88/220	88/SRGF/002	88/SRGF/002	DOCKING EXPENSES	771500
88/310	88/SRGF/003	88/SRGF/003	FREIGHT CHARGES	772210
88/311	88/SRGF/004	88/SRGF/004	SERVICE CHARGE	772250
88/312	88/SRGF/005	88/SRGF/005	SERVICE CHARGE-CYLINDER	772251
88/320	88/SRGF/006	88/SRGF/006	CONSULTANT FEES	770810
88/350	88/SRGF/007	88/SRGF/007	LEGAL FEES	773110
88/370	88/SRGF/008	88/SRGF/008	PENALTY CHARGES	773810
88/313	88/SRGF/009	88/SRGF/009	ADDITIONAL CHARGE RATES	772260
88/300	88/SRGF/010	88/SRGF/010	CLASSIFICATION FEES	770600
88/013	88/SRGS/001	88/SRGS/001	CONTRACTOR FEES LSA & FFA	775750
88/015	88/SRGS/002	88/SRGS/002	PEST CONTROL & FUMIGATION	723101
88/016	88/SRGS/002	88/SRGS/002	SPOOLING SERVICES	723201
88/019	88/SRGS/003	88/SRGS/003	OVERHAUL & REWINDING SERVICES	723202
88/230	88/SRGS/004	88/SRGS/004	INSPECTION	772700
88/250	88/SRGS/005	88/SRGS/005	X-RAY & RADIOGRAPHY	777100
88/270	88/SRGS/006	88/SRGS/006	TRAINING	776200
88/290	88/SRGS/007	88/SRGS/007	ADVERTISING & PROMOTION	770100
88/380	88/SRGS/008	88/SRGS/008	PRINTING & PHOTOCOPIER MACHINE	774110
88/420	88/SRGS/009	88/SRGS/009	FOOD PROVISION SUPPLY	772220
88/432	88/SRGS/010	88/SRGS/010	ORACLE FUSION CLOUD	772230
88/2401	88/HIRE/001	88/HIRE/001	HIRE CHARGES-FORKLIFT	772410
88/2402	88/HIRE/002	88/HIRE/002	HIRE CHARGES-BULLDOZER	772411
88/2403	88/HIRE/002	88/HIRE/002	HIRE CHARGES-WHEEL LOADER	772412
88/2404	88/HIRE/003	88/HIRE/003	HIRE CHARGES-BREAKER	772413
88/2405	88/HIRE/004	88/HIRE/004	HIRE CHARGES-COMPACTOR	772414
88/2406	88/HIRE/005	88/HIRE/005	HIRE CHARGES-BACKHOE	772415
88/2407	88/HIRE/006	88/HIRE/006	HIRE CHARGES-EXCAVATOR	772416
88/2408	88/HIRE/007	88/HIRE/007	HIRE CHARGES-LOADOUT/SKID/AXLE	772417
88/2409	88/HIRE/008	88/HIRE/008	HIRE CHARGES-HYDROTEST EQUIPMENT	772418
88/241	88/HIRE/009	88/HIRE/009	HIRE CHARGES-CRANE	772401
88/2410	88/HIRE/010	88/HIRE/010	HIRE CHARGES-PUMPS	772419
88/2411	88/HIRE/011	88/HIRE/011	HIRE CHARGES-BOATS	772420
88/2412	88/HIRE/012	88/HIRE/012	HIRE CHARGES-AUXILIARY	772421
88/2413	88/HIRE/013	88/HIRE/013	HIRE CHARGES-CYLINDER	772422
88/2414	88/HIRE/014	88/HIRE/014	HIRE CHARGES-TANK	772423
88/2415	88/HIRE/015	88/HIRE/015	HIRE CHARGES-BLASTING & PAINTING EQUIPMENT	772424
88/2416	88/HIRE/016	88/HIRE/016	HIRE CHARGES-SKYLIFT	772425
88/2417	88/HIRE/025	88/HIRE/025	HIRE CHARGES-MECHANICAL EQUIPMENT	772426
88/242	88/HIRE/017	88/HIRE/017	HIRE CHARGES-TRAILER	772402
88/243	88/HIRE/018	88/HIRE/018	HIRE CHARGES-LOW BED	772403
88/244	88/HIRE/019	88/HIRE/019	HIRE CHARGES-LOAD BANK	772404

88/245	88/HIRE/020	88/HIRE/020	HIRE CHARGES-GENERATOR	772405
88/246	88/HIRE/021	88/HIRE/021	HIRE CHARGES-COMPRESSOR	772406
88/247	88/HIRE/022	88/HIRE/022	HIRE CHARGES-TUG SERVICE & PILOTAGE	772407
88/248	88/HIRE/023	88/HIRE/023	HIRE CHARGES-CAR RENTAL	772408
88/249	88/HIRE/024	88/HIRE/024	HIRE CHARGES-LORRY	772409
88/240	88/HIRE/025	88/HIRE/025	HIRE CHARGES-GENERAL	772400
88/330	88/INS/001	88/INS/001	INSURANCE-PROJECTS	772810
88/340	88/INS/002	88/INS/002	INSURANCE-GENERAL	772910
88/001	88/MAINT/001	88/MAINT/001	MAINTENANCE OF BUILDING & INFRASTRUCTURE	723100
88/002	88/MAINT/002	88/MAINT/002	MAINTENANCE OF MACHINERY-GENERAL	723200
88/0021	88/MAINT/003	88/MAINT/003	MAINTENANCE OF MACHINERY-OH CRANE	723210
88/0022	88/MAINT/004	88/MAINT/004	MAINTENANCE OF MACHINERY-MT M4600 CRANE	723211
88/0023	88/MAINT/005	88/MAINT/005	MAINTENANCE OF MACHINERY-COMPRESSOR	723212
88/0024	88/MAINT/006	88/MAINT/006	MAINTENANCE OF MACHINERY-MT M250 CRANE	723213
88/0025	88/MAINT/007	88/MAINT/007	MAINTENANCE OF MACHINERY-BOOMLIFT	723214
88/003	88/MAINT/008	88/MAINT/008	MAINTENANCE OF MOTOR VEHICLE & BOAT	723300
88/004	88/MAINT/009	88/MAINT/009	MAINTENANCE OF FURNITURE & FITTINGS	723400
88/005	88/MAINT/010	88/MAINT/010	MAINTENANCE OF OFFICE EQUIPMENT	723500
88/211	88/SRPF/001	88/SRPF/001	PROFESSIONAL FEES-E&I	774201
88/212	88/SRPF/002	88/SRPF/002	PROFESSIONAL FEES-MECHANICAL	774202
88/213	88/SRPF/003	88/SRPF/003	PROFESSIONAL FEES-PIPING	774203
88/214	88/SRPF/004	88/SRPF/004	PROFESSIONAL FEES-EXTERNAL AUDIT	774204
88/215	88/SRPF/005	88/SRPF/005	PROFESSIONAL FEES-TESTING & COMMISSIONING	774205
88/216	88/SRPF/006	88/SRPF/006	PROFESSIONAL FEES-PAINTING TEST	774206
88/217	88/SRPF/007	88/SRPF/007	PROFESSIONAL FEES-DIVER	774207
88/218	88/SRPF/008	88/SRPF/008	PROFESSIONAL FEES-DESLUDGING SERVICE	774208
88/210	88/SRPF/009	88/SRPF/009	PROFESSIONAL FEES-GENERAL	774200
88/260	88/SRRW/001	88/SRRW/001	WARRANTY REPAIR	776900
88/360	88/SRRW/002	88/SRRW/002	LICENSE & ANNUAL MAINTENANCE	773220
88/280	88/RENT/001	88/RENT/001	PROPERTY RENTAL	774310
88/2801	88/RENT/002	88/RENT/002	RENTAL CHARGE-CONTAINER	774311
88/027	88/REPAIR/009	88/REPAIR/009	REPAIR TOOLS	724600
88/006	88/REPAIR/001	88/REPAIR/001	REPAIR OF BUILDING AND INFRASTRUCTURE	724100
88/007	88/REPAIR/002	88/REPAIR/002	REPAIR OF MACHINERY	724200
88/008	88/REPAIR/003	88/REPAIR/003	REPAIR OF MOTOR VEHICLE & BOAT	724300
88/009	88/REPAIR/004	88/REPAIR/004	REPAIR OF FURNITURE & FITTING	724400
88/010	88/REPAIR/005	88/REPAIR/005	REPAIR OF OFFICE EQUIPMENT	724500
88/021	88/REPAIR/006	88/REPAIR/006	REPAIR OF MACHINERY-SKYLIFT	724201
88/022	88/REPAIR/007	88/REPAIR/007	REPAIR OF MOBILE CRANE 70T	724202
88/023	88/REPAIR/008	88/REPAIR/008	REPAIR OF MOBILE CRANE 460T	724203
88/2001	88/SUBCON/001	88/SUBCON/001	SUBCON FEES-HYDRAULIC	775708
88/2002	88/SUBCON/002	88/SUBCON/002	SUBCON FEES-AUTO & MONITORING SYSTEM	775709
88/2003	88/SUBCON/003	88/SUBCON/003	SUBCON FEES-NAVIGATION & COMMUNICATION	775710
88/2004	88/SUBCON/004	88/SUBCON/004	SUBCON FEES-MACHINING	775711
88/2005	88/SUBCON/005	88/SUBCON/005	SUBCON FEES-ARM & WEAPONRY SYSTEM	775712
88/2006	88/SUBCON/006	88/SUBCON/006	SUBCON FEES-SURFACE PREPARATION & PAINTING	775713
88/2007	88/SUBCON/007	88/SUBCON/007	SUBCON FEES-SCAFFOLDING	775714
88/2008	88/SUBCON/008	88/SUBCON/008	SUBCON FEES-WEIGHING	775715
88/2009	88/SUBCON/009	88/SUBCON/009	SUBCON FEES-UWILD/UNDERWATER	775716
88/201	88/SUBCON/010	88/SUBCON/010	SUBCONTRACTOR FEES-PIPING	775701
88/2010	88/SUBCON/011	88/SUBCON/011	SUBCON FEES-SEAFASTENING	775717
88/2011	88/SUBCON/012	88/SUBCON/012	SUBCON FEES-HYDROTEST	775718
88/2012	88/SUBCON/013	88/SUBCON/013	SUBCON FEES-INSPECTION & RECERTIFICATION	775719
88/2013	88/SUBCON/014	88/SUBCON/014	SUBCON FEES-SERVICE OF SEABOAT	775720
88/2014	88/SUBCON/015	88/SUBCON/015	SUBCON FEES-FUMIGATION & PEST CTRL	775723
88/2015	88/SUBCON/016	88/SUBCON/016	SUBCON FEES-CRADLE	775724
88/2016	88/SUBCON/017	88/SUBCON/017	SUBCON FEES-FABRICATION	775725
88/2017	88/SUBCON/018	88/SUBCON/018	SUBCON FEES-OVERHEAD CRANE	775726
88/2018	88/SUBCON/019	88/SUBCON/019	SUBCON FEES-SURVEY	775727
88/2019	88/SUBCON/028	88/SUBCON/028	SUBCON FEES-BLASTING	775728
88/202	88/SUBCON/020	88/SUBCON/020	SUBCONTRACTOR FEES-E&I	775702
88/203	88/SUBCON/021	88/SUBCON/021	SUBCONTRACTOR FEES-MECHANICAL	775703
88/204	88/SUBCON/022	88/SUBCON/022	SUBCON-HVAC & REFRIGERATION	775704
88/205	88/SUBCON/023	88/SUBCON/023	SUBCON FEES-ARCHITECTURAL	775705
88/206	88/SUBCON/024	88/SUBCON/024	SUBCON FEES-CALIBRATION	775706
88/207	88/SUBCON/025	88/SUBCON/025	SUBCON FEES-WIRE ROPE	775707
88/208	88/SUBCON/026	88/SUBCON/026	SUBCON FEES-HULL STRUCTURE AND FITTING	775721
88/209	88/SUBCON/027	88/SUBCON/027	SUBCON FEES-TANK CLEANING	775722
88/2020	88/SUBCON/028	88/SUBCON/028	SUBCON FEES-RENOVATION OR EXTENSION OF BUILDING	775729

	88/SUBCON/029	88/SUBCON/029	SUBCON FEES-MANPOWER SUPPLY		775730
88/200	88/SUBCON/030	88/SUBCON/030	SUBCON FEES-GENERAL		775700
88/017	88/TEST/001	88/TEST/001	NON DESTRUCTIVE TEST (NDT)		777101
88/018	88/TEST/002	88/TEST/002	DESTRUCTIVE TEST (DT)		777102
88/020	88/TEST/003	88/TEST/003	LOAD TEST SERVICES		777103
88/024	88/TEST/004	88/TEST/004	VIBRATION & NOISE TEST		776801
88/025	88/TEST/005	88/TEST/005	AIR & WATER QUALITY TEST,PORT CHEMIST		770210
88/390	88/TEST/006	88/TEST/006	SEA TRIAL		775210
88/014	88/WASTE/001	88/WASTE/001	SCHEDULE WASTE		777250
88/0141	88/WASTE/002	88/WASTE/002	NON SCHEDULE WASTE		777251