


# ePortal BPSB – Invoice Enquiry Quick Guide

The invoice enquiry programs allow user to view the outstanding invoices using online.

*Note that the outstanding invoices shown only belongs to the company code (BPSB's debtor code) that the user is currently logged in.*

*The invoice details in the enquiry are for reference only. Please refer to the official invoice from BPSB for the final amount.*

## 1 Outstanding Invoice Enquiry

To access this program, locate the Invoice menu. Press the  button to switch to eBPP menu if the Invoice menu is not appearing on the left side.

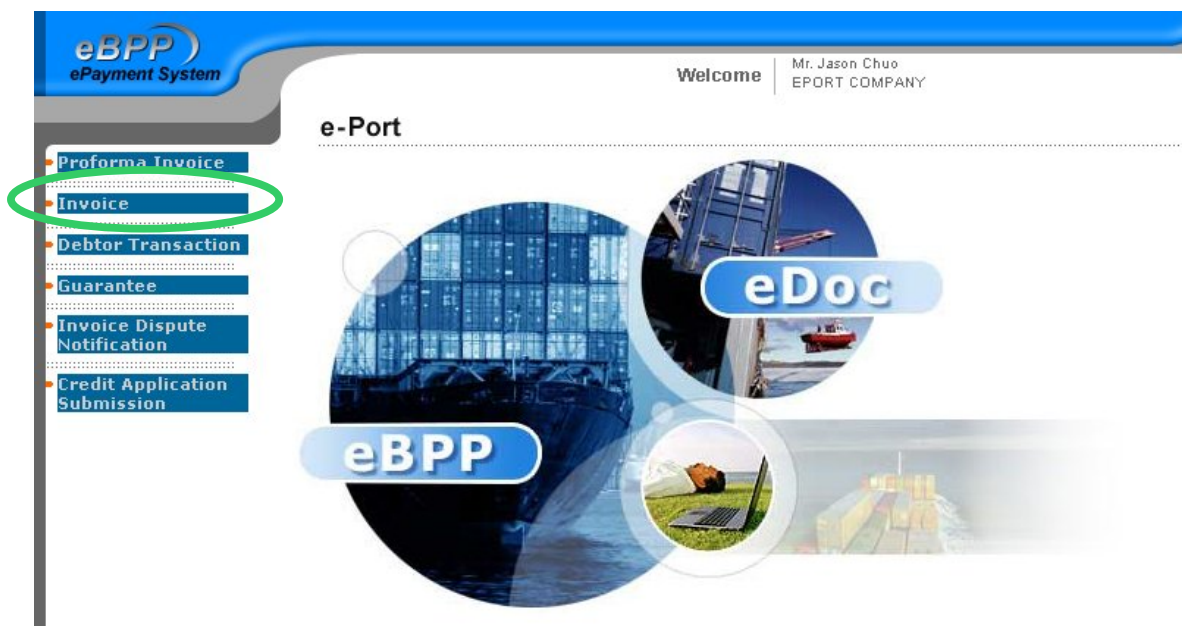


Illustration 1: Menu

1. Click the **Invoice** on the menu. No sub menu will appear. The center panel of the screen will change (illustration 2).



Illustration 2: Select Account Number

2. Choose the *Account Number* from the drop down combo box. Click Go to continue. Please wait for a while when the system is preparing the list.

3. The outstanding invoice will show up (illustration 3), with the amount and other informations. To view the invoice in detail, click on the [Invoice Number](#). Please wait while the system is fetching the data.

*Note: If the pop-up window turns blank for a long time after clicking the [Invoice Number](#), please close it and click the invoice number again. If problem persists, please contact system administrator.*

**Invoice**

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Port Name : BINTULU Debtor Account : E1001

**Invoice List**

No.	Invoice Number	Date	Due Date	Status *	Outstanding Amount(RM)
1.	<a href="#">PC0800002</a>	24-02-2008	09-04-2008	UN	580

Status \* : UN -- Unpaid      PP -- Partially Paid

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Invoice Number, click to view details

Debtor account for the current user

*Illustration 3: Outstanding Invoice List*

4. Once the invoice details are ready, it will be displayed in a separate window (illustration 4). It can be printed by clicking the [Print](#) button, or close the window using [Close](#) button.

**Invoice Details**

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AR Code : E1001	Date : 24-02-2008
AR Name : EPORT COMPANY	Invoice Number : PC0800002
Vessel Name : NAIDA	Outstanding Amount : 580.00
Remarks :	

Item	Tariff Code	Tariff Rate	Description	Qty	Amount	Currency	SCN	BL/ED Number
1	HL500102	240.00	Handling for 20FT LCL Container	1	240	RM		
2	HL500105	315.00	Handling for 20FT DG Container	1	315	RM		
3	ID900106	12.50	Indirect for 20FT Container	1	12.5	RM		
4	ID900106	12.50	Indirect for 20FT Container	1	12.5	RM		

[Print](#)    [Close](#)

Print the details in this window

Click to close this pop-up window

*Illustration 4: Invoice Details*

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