

E-Purchasing

Demo

Raising a PR

PR Entry & Management

Raise PR

Pending (0)

Approved (0)

Audit Log (2)

Send To

Search user...

PR PDF

Drag & drop PR PDF or click

Supporting Document

Drag & drop support doc or click

PR Number

Supplier Name

Submit

Send To

- Select from dropdown list of approving superiors

PR PDF

- Upload finalized PR document in PDF format

Supporting Document

- Upload any relevant quotations or justifications

PR Number

- Enter the assigned Purchase Requisition number

Supplier Name

- Input the vendor or supplier for the requested purchase

Pending PRs and Superior's View

PR Entry & Management

Raise PR

Pending (2)

Approved (1)

Audit Log (4)

PR#	Supplier	Sent To	Sent At	Actions
		TEN YEN KIAT JAMES	2025-05-07 16:03:17	<div><div>View PR</div><div>View Support</div><div>Remove</div></div>
		TEN YEN KIAT JAMES	2025-05-07 16:03:37	<div><div>View PR</div><div>View Support</div><div>Remove</div></div>

Pending PRs

- Displays PRs raised but not yet approved
- Status visibility supports follow-up and accountability

PRs Pending Your Approval

Pending (2)

Approved (2)

Not Approved (0)

Audit Log (2)

PR#	Supplier	Assigned At	Actions	Select
		2025-05-07 16:03:37	<div><div>View PR</div><div>View Support</div></div>	<input type="checkbox"/>
		2025-05-07 16:03:17	<div><div>View PR</div><div>View Support</div></div>	<input type="checkbox"/>

☐ Approve

☐ Not Approve

☐ Approve All

Submit

Approval View

- Shows PRs pending action
- Enables quick access to review and approve the PR(s) individually or approve all at once

Adding PO Entry

Purchase Order Management

Search by PO Number...

Add PO Entry

Uploaded Data

Approved PO (0)

Input GRN (6)

Pending GRN Approval(2)

Completed

Audit Log

Add PO Entry

Upload PO PDF

Drag and drop your PO PDF here or click to select

PO Number

Supplier Name

Purpose

Amount

PR & Supporting Document

Draggi and drop your PR PDF here or click to select

Submit

Upload PO PDF

- Drag and drop PO file or click to select from folder

PO Number

- Enter the PO reference number

Supplier Name

- Input the vendor or supplier involved

Purpose

- Brief description of the purchase intent

Amount

- Total value of the PO for tracking and budget alignment

PR & Supporting Document

- Link relevant PR and any backup documents (e.g., quotes, specs)

Uploaded PO pending for approval

Purchase Order Management

Search by PO Number...

Add PO Entry

Uploaded Data

Approved PO (0)

Input GRN (6)

Pending GRN Approval(2)

Completed

Audit Log

Uploaded Data

PO Number ▲▼	Supplier Name	Purpose	Amount	PO	PR	Remark	Actions
		BEING OVERSEA COURIER SERVICES FOR THE MONTH OF MAY 2025 (CLSB,CESB & TWG - LETTER OF RE-APPOINTMENT OF AUDITOR - GRANT THORNTON)	\$19.90	View	View		Edit Delete
		WASTE RUBBISH BIN FOR MARCH 2025	\$2,197.71	View	View		Edit Delete
		BEING PURCHASE OF VIETNAM GRADE-AB PLYWOOD 4'X8'X18MM THICKNESS (ONE SIDE RED, ONE SIDE EYES)FOR PACKAGING DEPARTMENT	\$2,158.20	View	View		Edit Delete
		LOAD TEST WITH 2 WAYS TRANSPORTS AND ESCORT	\$6,616.30	View	View		Edit Delete
		HIGH SPEED DIESEL D/O DATED FROM 01/04/2025 TO 30/04/2025	\$12,571.90	View	View		Edit Delete
		BEING PURCHASE OF HARDWARE ACCESSORIES FOR WAREHOUSE DEPT	\$72.49	View	View		Edit Delete

Uploaded Data Overview

- Displays all submitted POs pending review and approval

Information Displayed:

- **PO Number** – Unique reference for tracking
- **Supplier Name** – Vendor associated with the PO
- **Purpose** – Brief description of purchase intent
- **Amount** – Total PO value
- **PO** – Download/view uploaded PO document
- **PR** – Download/view uploaded PR document
- **Remark** – Notes or clarifications added during submission

Sorting Functionality

- Columns (e.g., PO Number) can be sorted for easier navigation

Input GRN/ Invoice

Purchase Order Management

Add PO Entry

Uploaded Data

Approved PO (31)

Input GRN (4)

Pending GRN Approval(4)

Completed

Audit Log

Input GRN

PO Number ▲▼	Supplier Name	Purpose	Amount	Combined PDF	Actions
		BEING PURCHASE OF ELECTRIC SCISSOR LIFT WITH EXTERNAL EMERGENCY LOWERING SYSTEM FOR WAREHOUSE DEPT	\$21,096.95	View	<div>Add Invoice</div> <div>Add GRN</div>
		BEING PURCHASE OF NIPPON PAINT FOR MOVER DEPT	\$144.00	View	<div>Add Invoice</div> <div>Add GRN</div>
		PROVIDE CROSS BORDER TRANSPORTATION FOR APPLIED MATERIALS PERIOD 29/01/2024 - 25/05/2024	\$300,106.21	View	<div>Add Invoice</div> <div>Add GRN</div>
		BEING YEARLY MAINTENANCE SERVICE FOR AUTEL AC ELECTRIC CHARGER AT WAREHOUSE 31 JURONG PORT ROAD #07-30.	\$348.80	View	<div>Add Invoice</div> <div>Add GRN</div>

Uploaded PO Table Overview

- Displays POs pending GRN input or invoice attachment

Actions Available: Add Invoice

- Allows user to append invoice to the end of the combined PDF
- Invoice was missing at upload phase but is now available and required for processing

Add GRN

- Enter and attach the GRN number to confirm goods have been received

Pending GRN & Completed PO

Purchase Order Management

Search by PO Number...

Add PO Entry

Uploaded Data

Approved PO (0)

Input GRN (6)

Pending GRN Approval(2)

Completed

Audit Log

Pending GRN Approval

PO Number ▲▼	Supplier Name	Purpose	GRN Amount	GRN Number	Supplier Invoice Number	Combined PDF	GRN	Actions
		BEING SUPPLY & REPLACE OF AUTOMATIC VOLTAGE REGULATOR FOR MCWEL MGI31S DIESEL ENGINE GENERATOR	\$1,199.00			View	View	Edit Remove
		BEING PURCHASE OF VIETNAM GRADE-AB PLYWOOD 4' X 8' X 9MM THICKNESS (ONE SIDE RED, ONE SIDE EYES) FOR PACKAGING DEPT	\$2,016.50			View	View	Edit Remove

Purchase Order Management

Search by PO Number...

Add PO Entry

Uploaded Data

Approved PO (0)

Input GRN (6)

Pending GRN Approval(2)

Completed

Audit Log

Completed

PO Number ▲▼	Supplier Name	Purpose	GRN Amount	GRN Number	Supplier Invoice Number	GRN PDF	Download PO+PR
			\$200.00			View	Download
			\$100.00			View	Download
		BEING OVERSEA COURIER SERVICES FOR THE MONTH OF APRIL 2025 (CLSB'S AFFIN BANK BERHAD LETTER FOR CONFIRMATION BALANCE FYE 31032025 & GRANT THORNTON LETTER FOR REQUEST BANK REPORT FOR AUDIT PURPOSE FOR FYE 31032025)	\$19.90			View	Download

Pending GRN Approval

- Displays POs awaiting GRN approval

Completed GRN

- Displays processed GRNs, ready for download
- Key columns include:
 - **PO Number, Supplier Name, Purpose, GRN Amount, GRN Number, Supplier Invoice Number**
 - **GRN PDF** – View/download GRN document
 - **Download PO+PR** – Retrieve full documentation package for auditing or payment

A/P Transaction Entry (Pending Posting)

A/P Transaction Entry

Pending Posting (2)

Pending PV/PA (108)

Pending Bank PDF (0)

PV Approval (0)

Not Approved

Completed

Audit Logs

Search by PO Number, Supplier Name, etc...

GRN Number ▲▼	PO Number ▲▼	Supplier Name ▲▼	Purpose	GRN Amount ▲▼	Supplier Invoice Number ▲▼	GRN PDF	Select
				\$200.00		<div>View</div>	<input type="checkbox"/>
				\$100.00		<div>View</div>	<input type="checkbox"/>

☐ Insert PV and PA

☐ Send to Pending PV/PA

Submit

Insert PV and PA

Select GRNs

☒ test1 (PO: test)

☐ test (PO: test)

Voucher No.

V20250420166

Upload Payment Voucher (PV)

Drag and drop your PV PDF here or click to select

Selected file: Example of PV.pdf

Upload Payment Authorization (PA)

Drag and drop your PA PDF here or click to select

Selected file: Example of PA.pdf

Save PV and PA

Pending Posting Tab

- Displays list of transactions awaiting financial action
- Helps identify which invoices require further processing
- Categorized by current processing status

Two Processing Options:

Insert PV/PA

- For transactions where payment has been made
- Upload Payment Voucher (PV) and Payment Advice (PA) documents

Send to Pending PV/PA

- For transactions awaiting assignment or payment
- Moves the invoice to the next processing stage

A/P Transaction Entry (Pending PV/PA)

A/P Transaction Entry

Pending Posting (2)

Pending PV/PA (108)

Pending Bank PDF (0)

PV Approval (0)

Not Approved

Completed

Audit Logs

Search by PO Number, Supplier Name, etc...

GRN Number ▲ ▼	PO Number ▲ ▼	Supplier Name ▲ ▼	Purpose	GRN Amount	Supplier Invoice Number	GRN PDF	Select
			BEING OVERSEA COURIER SERVICES FOR THE MONTH OF APRIL 2025 (CLSB'S AFFIN BANK BERHAD LETTER FOR CONFIRMATION BALANCE FYE 31032025 & GRANT THORNTON LETTER FOR REQUEST BANK REPORT FOR AUDIT PURPOSE FOR FYE 31032025)	\$19.90		View	<input type="checkbox"/>
			BEING SUPPLY OF PRIME MOVER TO TRUCK WITH DIRECT 40FT CUSTOMER NAME: KWE-KINTETSU WORLD EXPRESS (S) PTE LTD	\$474.95		View	<input type="checkbox"/>
			BEING SUPPLY OF PRIME MOVER TO TRUCK WITH DIRECT 40FT CUSTOMER NAME: KWE-KINTETSU WORLD EXPRESS (S) PTE LTD	\$932.75		View	<input type="checkbox"/>
			BEING PURCHASE PRAYER ITEM FOR WAREHOUSE DEPT	\$176.74		View	<input type="checkbox"/>
			BEING PURCHASE OF FALL ARRESTOR BLOCK WITH PE CERT FOR MOVER DEPT	\$5,467.44		View	<input type="checkbox"/>
			BEING PURCHASE OF LASHING RATCHET TIE DOWN BELT FOR KWE PROJECT OUR REF: CLS/251657-01/EW	\$120.34		View	<input type="checkbox"/>
			BEING SUPPLY OF PRIME MOVER WITH TRAILER FOR DELIVERY CUSTOMER NAME: L & K ENGINEERING (SUZHOU) CO LTD	\$425.10		View	<input type="checkbox"/>
			MAINTENANCE & SERVICING FOR COPIER MACHINE AT FINANCE AND OPERATION DEPT	\$125.11		View	<input type="checkbox"/>
			MAINTENANCE & SERVICING FOR COPIER MACHINE AT FINANCE AND OPERATION DEPT	\$159.60		View	<input type="checkbox"/>

☐ Insert PV and PA

☐ Send to Pending Posting

[Submit](#)

Functionality

- Select invoice(s) from the list
- Upload corresponding **Payment Voucher (PV)** and **Payment Advice (PA)**
- Submit to complete the financial processing

A/P Transaction Entry (Pending Bank PDF)

A/P Transaction Entry

Pending Posting (2) Pending PV/PA (108) **Pending Bank PDF (0)** PV Approval (0) Not Approved Completed Audit Logs

Search by PO Number, Supplier Name, etc...

Insert Bank PDF

Voucher No. ▲▼	GRN Number ▲▼	PO Number ▲▼	Supplier Name ▲▼	Purpose	GRN Amount	Supplier Invoice Number	PV PDF	PA PDF	GRN PDF	Actions
NIL purchase orders with PV and PA uploaded found.										

Purpose

- Displays all transactions with PV/PA inserted, awaiting final Bank PDF attachment

Functionality

- View list of completed vouchers pending bank confirmation
- Select the relevant voucher(s)
- Upload and attach the corresponding **Bank PDF** (e.g., payment confirmation)

A/P Transaction Entry

Pending Posting (1) Pending PV/PA (108) **Pending Bank PDF (0)** PV Approval (0) Not Approved Completed Audit Logs

Search by PO Number, Supplier Name, etc...

Insert Bank PDF

Voucher No. ▲▼	GRN Number ▲▼	PO Number ▲▼	Supplier Name ▲▼	Purpose	GRN Amount	Supplier Invoice Number	PV PDF	PA PDF	GRN PDF	Actions
V20250420166	test1						View	View	View	Remove

Insert Bank PDF

Select Voucher Nos.

☒ V20250420166

Upload Bank PDF

Drag and drop your Bank PDF here or click to select

[Save Bank PDF](#)

A/P Transaction Entry (PV Approval)

A/P Transaction Entry

Pending Posting (2)

Pending PV/PA (108)

Pending Bank PDF (0)

PV Approval (0)

Not Approved

Completed

Audit Logs

Search by PO Number, Supplier Name, etc...

Voucher No. ▲▼	GRN Number ▲▼	PO Number ▲▼	Supplier Name ▲▼	Purpose	GRN Amount	Supplier Invoice Number	PV PDF	PA PDF	GRN PDF	Bank PDF	Actions	Select
NIL PV approvals found.												

☐ Approve

☐ Not Approve

☐ Approve All

Submit

Functionality

- Displays all vouchers pending user approval
- User selects voucher(s) and confirms approval
- System generates a **final bank file** with the user’s **digital signature**

Post-Approval Action

- Signed bank file is automatically routed to the **checker (superior)** for verification

A/P Transaction Entry (PV Approved)

A/P Final Approval

Pending PV Approval (0)

Approved (1)

Not Approved (0)

Audit Logs

Search by PO Number, Supplier Name, etc...

Voucher No. ▲▼	GRN Number	PO Number	Supplier Name	Purpose	GRN Amount	Supplier Invoice Number	Approved PV PDF	PA PDF	GRN PDF	Bank PDF
					\$200.00		<div>View</div>	<div>View</div>	<div>View</div>	<div>View</div>

DBS IDEAL

± 08 May 2025, 10:49hrs

Issued By : TEST USER

Checked By : TEST USER

Approved By : TEST USER

ITED

ITED 0020255790 (SGD)

Checked by:
TEST USER

Approved by:
TEST USER

Approved PV PDF

- View finalized Payment Voucher document
- Displays:
 - Issued by
 - Checked by
 - Approved by
- All roles shown with **digital signatures using user names**

Bank PDF

- View finalized bank transaction file
- Displays:
 - Checked by
 - Approved by
- Includes digital signature identifiers for each role

E-Scheduling

Demo

Schedule Management

Schedule management is the process of planning, organizing, and controlling time-based activities to ensure that tasks, jobs, or projects are executed efficiently and on time.

- **Use Resources Wisely** – Avoids overloading or wasting manpower and equipment.
- **Plan Better** – Gives a clear view of daily to monthly schedules.
- **Track Work Clearly** – Keeps a record of works and projects.
- **React Quickly** – Allows fast changes when plans shift.
- **Keep Teams in Sync** – Aligns Sales, Ops, and Management on work schedules.

Sale's View of Schedule Management

MonthWeekDayAudit LogCreate Job

Create New Job

Date:
23/05/2025

Duration (hours):
2 hours (1 slot)

Number of Workers Needed:
4

Customer Name:
Micron Semiconductor

Job Status:
Not Confirmed

☐ Hoisting Job

Select Slots:
Slot 2 (10:00 - 12:00) - 73 left

Create Job

MonthWeekDayAudit LogCreate Job

Previous Day

Friday, May 23, 2025

Next Day

Today

Select Date:
23/05/2025

Friday, May 23, 2025

Slot 1 (08:00 - 10:00): Total: 73, Used: 0, Avail: 73, Util: 0% None

Slot 2 (10:00 - 12:00): Total: 73, Used: 4, Avail: 69, Util: 5%
Micron Semiconductor (by RAENON LIM SHI HONG at May 7, 2025 09:42) - **Not Confirmed** | Workers

Edit

Confirm

Cancel

Date

- Select job start date

Duration

- Scheduled in 2-hour time slots
- Allows flexibility in planning partial or full-day jobs

Number of Workers Required

- Input manpower needed for the job

Customer Name

- Identify the client linked to the job

Job Status

- Mark as *Confirmed* or *Not Confirmed*
- Differentiates between tentative and committed jobs

Hoisting Job

- Tick box if hoisting is involved

Sale's View of Schedule Management

MonthWeekDayAudit LogCreate Job						
Previous MonthMay 2025Next MonthToday						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Total: 292 Used: 0 Avail: 292 Util: 0%	2 Total: 292 Used: 0 Avail: 292 Util: 0%	3 Total: 292 Used: 0 Avail: 292 Util: 0%	4 Total: 292 Used: 0 Avail: 292 Util: 0%
5 Total: 292 Used: 0 Avail: 292 Util: 0%	6 Total: 292 Used: 0 Avail: 292 Util: 0%	7 Total: 292 Used: 0 Avail: 292 Util: 0%	8 Total: 292 Used: 7 Avail: 285 Util: 2%	9 Total: 292 Used: 2 Avail: 290 Util: 1%	10 Total: 292 Used: 0 Avail: 292 Util: 0%	11 Total: 292 Used: 0 Avail: 292 Util: 0%
12 Total: 292 Used: 0 Avail: 292 Util: 0%	13 Total: 292 Used: 0 Avail: 292 Util: 0%	14 Total: 292 Used: 0 Avail: 292 Util: 0%	15 Total: 292 Used: 0 Avail: 292 Util: 0%	16 Total: 292 Used: 0 Avail: 292 Util: 0%	17 Total: 292 Used: 0 Avail: 292 Util: 0%	18 Total: 292 Used: 0 Avail: 292 Util: 0%
19 Total: 292 Used: 0 Avail: 292 Util: 0%	20 Total: 292 Used: 0 Avail: 292 Util: 0%	21 Total: 292 Used: 0 Avail: 292 Util: 0%	22 Total: 292 Used: 0 Avail: 292 Util: 0%	23 Total: 292 Used: 4 Avail: 288 Util: 1%	24 Total: 292 Used: 0 Avail: 292 Util: 0%	25 Total: 292 Used: 0 Avail: 292 Util: 0%
26 Total: 292 Used: 0 Avail: 292 Util: 0%	27 Total: 292 Used: 0 Avail: 292 Util: 0%	28 Total: 292 Used: 0 Avail: 292 Util: 0%	29 Total: 292 Used: 0 Avail: 292 Util: 0%	30 Total: 292 Used: 0 Avail: 292 Util: 0%	31 Total: 292 Used: 0 Avail: 292 Util: 0%	
Monthly Summary Total: 9052 Used: 13 Avail: 9039 Util: 0%						

Monthly View

- Provides an overview of scheduled jobs for the month
- Displays overall resource utilization rate
- Helps with long-term planning and workload forecasting

Weekly View

- Detailed view of job allocations by day and time slots
- Shows specific job assignments and headcount per task

Daily View

- Focused view of selected day's schedule
- Useful for on-the-ground execution and real-time adjustments

Audit Log

- Ensures accountability and traceability

Create Job Function

- Allows entry of both potential and confirmed jobs
- Supports sales team in managing pipeline and commitments

Operation's View of Schedule Management

<div>MonthWeekDayAudit Log</div>						
<div>Previous MonthMay 2025Next MonthToday</div>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Total: 292 Used: 0 Avail: 292 Util: 0%	2 Total: 292 Used: 0 Avail: 292 Util: 0%	3 Total: 292 Used: 0 Avail: 292 Util: 0%	4 Total: 292 Used: 0 Avail: 292 Util: 0%
5 Total: 292 Used: 0 Avail: 292 Util: 0%	6 Total: 292 Used: 0 Avail: 292 Util: 0%	7 Total: 292 Used: 0 Avail: 292 Util: 0%	8 Total: 292 Used: 7 Avail: 285 Util: 2%	9 Total: 292 Used: 2 Avail: 290 Util: 1%	10 Total: 292 Used: 0 Avail: 292 Util: 0%	11 Total: 292 Used: 0 Avail: 292 Util: 0%
12 Total: 292 Used: 0 Avail: 292 Util: 0%	13 Total: 292 Used: 0 Avail: 292 Util: 0%	14 Total: 292 Used: 0 Avail: 292 Util: 0%	15 Total: 292 Used: 0 Avail: 292 Util: 0%	16 Total: 292 Used: 0 Avail: 292 Util: 0%	17 Total: 292 Used: 0 Avail: 292 Util: 0%	18 Total: 292 Used: 0 Avail: 292 Util: 0%
19 Total: 292 Used: 0 Avail: 292 Util: 0%	20 Total: 292 Used: 0 Avail: 292 Util: 0%	21 Total: 292 Used: 0 Avail: 292 Util: 0%	22 Total: 292 Used: 0 Avail: 292 Util: 0%	23 Total: 292 Used: 4 Avail: 288 Util: 1%	24 Total: 292 Used: 0 Avail: 292 Util: 0%	25 Total: 292 Used: 0 Avail: 292 Util: 0%
26 Total: 292 Used: 0 Avail: 292 Util: 0%	27 Total: 292 Used: 0 Avail: 292 Util: 0%	28 Total: 292 Used: 0 Avail: 292 Util: 0%	29 Total: 292 Used: 0 Avail: 292 Util: 0%	30 Total: 292 Used: 0 Avail: 292 Util: 0%	31 Total: 292 Used: 0 Avail: 292 Util: 0%	
<div>Monthly Summary Total: 9052 Used: 13 Avail: 9039 Util: 0%</div>						

Monthly View

- Provides an overview of scheduled jobs for the month
- Displays overall resource utilization rate
- Helps with long-term planning and workload forecasting

Weekly View

- Detailed view of job allocations by day and time slots
- Shows specific job assignments and headcount per task

Daily View

- Focused view of selected day's schedule
- Useful for on-the-ground execution and real-time adjustments

Audit Log

- Ensures accountability and traceability

Operation's View of Schedule Management

MonthWeekDayAudit Log

Previous Day

Thursday, May 8, 2025

Next Day

Today

Select Date:

08/05/2025

Thursday, May 8, 2025

Slot 1 (08:00 - 10:00): Total: 73, Used: 5, Avail: 68, Util: 7%
ST Electronics (by RAENON LIM SHI HONG at May 7, 2025 09:48) - Fully Confirmed Workers: 1
test (by TEO HEN SIOE EVAN RAIS at May 7, 2025 09:54) - Fully Confirmed Workers: 4

Slot 2 (10:00 - 12:00): Total: 73, Used: 1, Avail: 72, Util: 1%
Micron (by RAENON LIM SHI HONG at May 7, 2025 10:10) - Confirmed Workers: 1

Operation Confirm

Slot 3 (13:00 - 15:00): Total: 73, Used: 1, Avail: 72, Util: 1%
Micron (by RAENON LIM SHI HONG at May 7, 2025 10:10) - Confirmed Workers: 1

Operation Confirm

Slot 4 (15:00 - 17:00): Total: 73, Used: 0, Avail: 73, Util: 0% None

Daily Summary

Total: 292
Used: 7
Avail: 285
Util: 2%

Operations to confirm
job upon planning of
manpower for that day

Chasen ® 2025

18