



# Procure.bn Supplier Invoice Management

A comprehensive guide for suppliers on creating and managing invoices within the procure.bn platform.

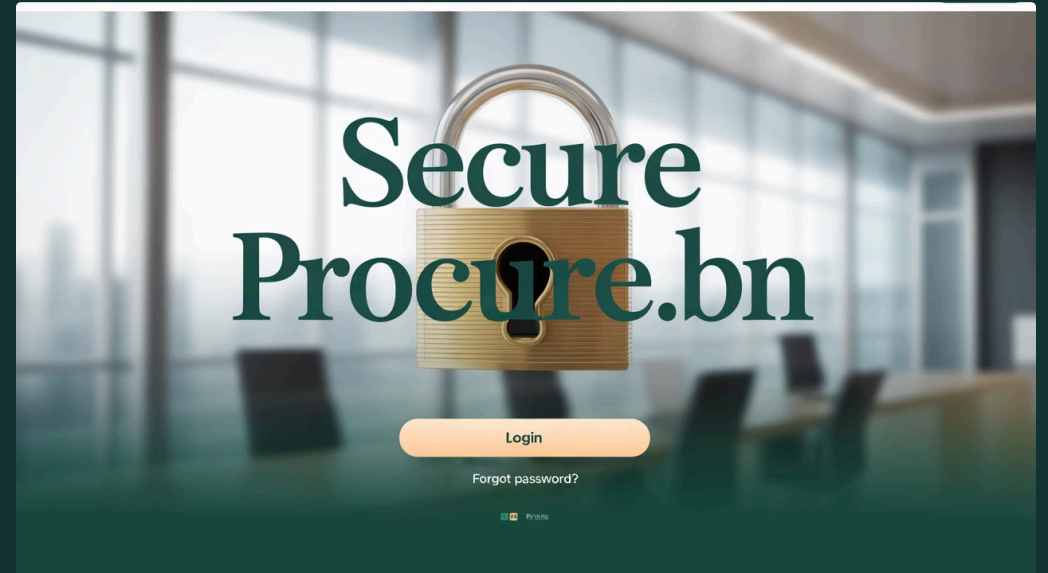
# Platform Overview & Objectives

## About This Guide

This guide will help you efficiently process invoices on the procure.bn platform, created from approved Work Completion Certificates (WCC).

## Confidentiality Notice

All information contained within this guide is strictly confidential and constitutes the intellectual property of procure.bn, protected under copyright and intellectual property regulations.



The procure.bn platform provides a secure environment for all your invoice management needs.

# Accessing the Platform



## Navigate to Login

Visit the [procure.bn](https://procure.bn) platform and click the "Click to Login" button to access the login page.



## Enter Credentials

Input your valid username and password in the designated fields.



## Access Dashboard

Click the "SIGN IN" button to access your personalised supplier dashboard.

**procure.bn**

## Sign In

Username

Password



[Forgot Password?](#)

**SIGN IN**

# Navigating to Invoice Creation

After logging in, you'll need to navigate to the invoicing section to begin creating or managing your invoices. The platform offers multiple ways to access this functionality.

## 1 Access Home Screen

Upon successful login, you will be directed to the HOME screen of the procure.bn platform.

## 2 Navigate to Invoices

Click the "Invoice Management" button on the Home screen or select it from the menu options.

## 3 View Invoice List

The system displays your existing invoices, both Approved and Draft, for your review.

The invoice list displays your existing invoices categorised by status, allowing for efficient management.



Create Date ↓↑	Approved Date ↓↑	Short Name ↓↑	Source Doc Ref# ↓↑	Source Doc Date ↓↑	Status ↓↑	
21-05-2025	21-05-2025	Full payment	1747814247306	2025-05-21	Invoice accepted	A
01-05-2025	03-05-2025	inv	1746260483901	2025-05-03	Invoice accepted	A
16-04-2025		invoice Desc	1744789230334	2025-04-04	Draft	A
10-04-2025	10-04-2025	furniture	1744269017984	2025-04-10	Invoice accepted	A
08-04-2025		TV101	Ref1010		Rejected	A

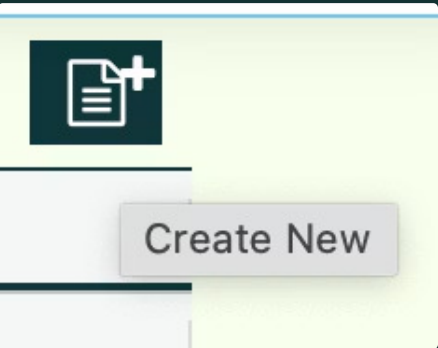
# Creating a New Invoice

To create a new invoice on the procure.bn platform:

- 1. Click the "Create New" button in the Invoice List view
- 2. Select the appropriate source (WCC)
- 3. Fill in the required header information

The system offers WCC invoice source options:

- **Work Completion Certificate:** Auto-populated from WCC



Create Invoice

Company Name\* 

Company Sdn Bhd

H

Header

Source\*

Work Completion Certificate

Source Ref. #\*

WCC/1025

ERP PO#

Contract Ref#

NA

Source Status

PO Accepted

Currency\*

BND

Total Value

1,730.00

Description

Work Completion #\*

WCC/1025

Work Completion Certificate Date

17-04-2025

Payment Terms

30 days

Classification

Contract Linked Purchase Order

Contract Type

Local Purchases

Contract Administrator

Contract Start Date

Contract End Date

☐

Enable Item Level Discount

☐

Enable Item Level Tax

BOQ Details

Serial #	Code *	Description *	UOM *	Quantity *	Rate *	Value *	Need by Date	Completion Date *	Delivered Qty. *	Delivered % *	Pending Qty.	Delivered Value *	
1	1	2	Kg	10	58.00	580.00	24-04-2025	16-04-2025	10.00	100.00		580.00	
2	2	3	Kg	50	23.00	1,150.00	30-04-2025		0.00	0.00		0.00	
			Gross Amount			1,730.00							580.00
			Discount		NA	NA							NA
			Net value			1,730.00							580.00
			Tax Amount		NA	NA							NA
			INCO / Other – Supplier			NA							NA
			Total Amount			1,730.00							580.00

# Invoice Details & Attachments

## 1 Invoice Details Section

Enter the invoice number, description, and select the invoice date. Indicate if this is a final payment, specify the work completion date, and select the payment type. Financial values (Net Amount, Tax Amount, Total Invoice Amount) will be automatically calculated from the BOQ details.

Invoice Details

Invoice #\*

Rfx123/23

Invoice Date\*

01-07-2025

Final Payment\*

No

▼

Invoice Description\*

First milestone 20%

Work Completed Date

17-04-2025

Payment Type\*

Interim Payment

▼

Net Amount\*

58.00

Tax Amount\*

0.00

Total Invoice Amount\*

58.00

## 2 Mandatory Attachments

Select the appropriate document category, add a descriptive note, and upload the required file. The system will automatically record and display the upload date, time, and uploader information for audit purposes.

## 3 Optional Attachments

Include any supporting documentation by selecting the document category, adding a description, and uploading the file. You can download and verify attached documents using the download icon in the action tab.

Mandatory Attachment Section

Category	Description*	File upload	Upload Date	Uploaded by	Action
Scanned Invoice Copy	Original Invoice Copy	Screenshot 2025-07-05 at 11.54.18AM.png	05-07-2025		

Optional Attachment Section

Document Category

Delivery Challan

▼

Description

Attach relevant documents

Upload File

Uploaded Documents

Category ◆	Description ◆	File upload ◆	Uploaded by ◆	Uploaded Date ◆	Action
Acceptance Report (Projects)	Signed Documents	Screenshot 2025-07-05 at 12.03.41 PM.png		05-07-2025	

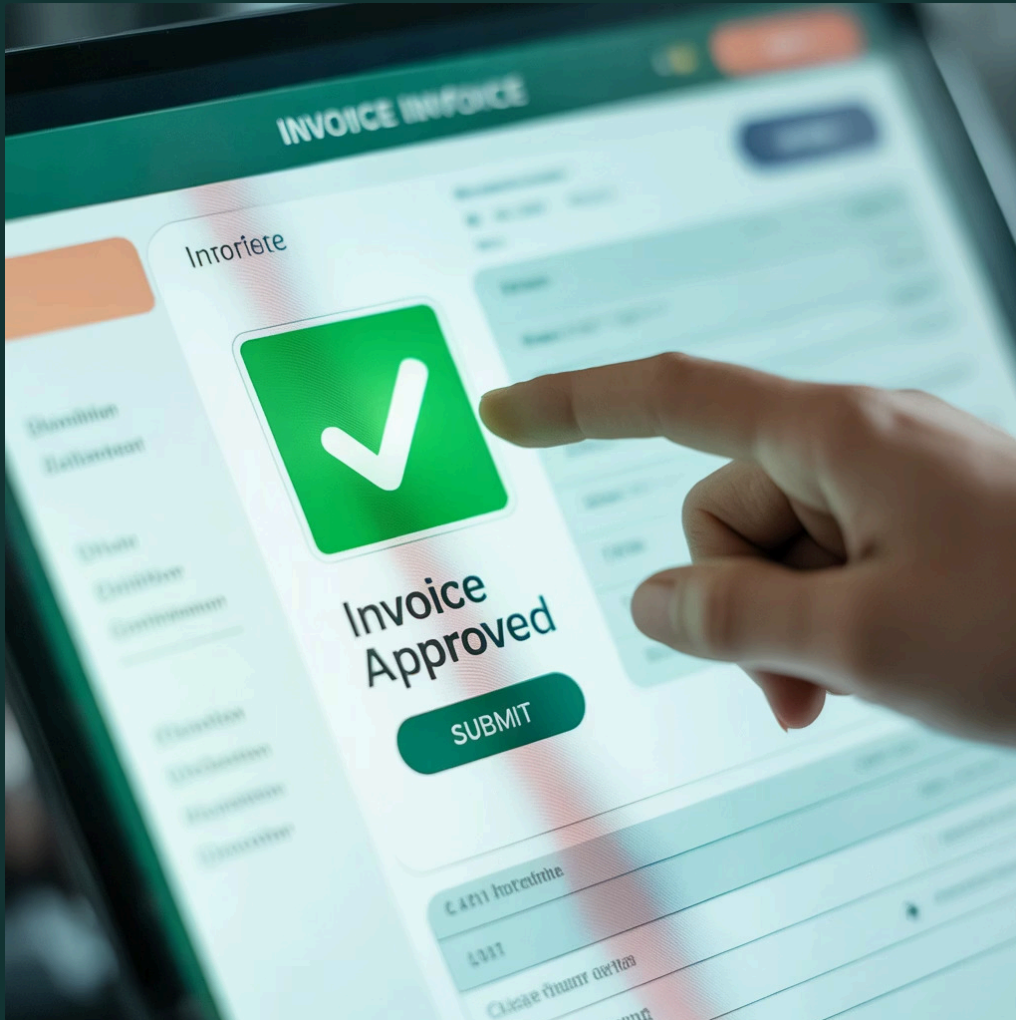
Back

Save

Submit



# Finalising Your Invoice



## Review All Information

Carefully check all entered details for accuracy before proceeding to the next step.

## Save Your Draft

Click the "Save" button to store your progress. A confirmation message reading "Invoice data updated" will appear at the top of the screen.

## Submit for Processing

When ready, click the "Submit" button to finalise and send the invoice to the buyer. The system will display "Invoice submitted successfully" and generate a unique reference number.

After submission, your invoice will be visible in your invoice list with its current status, allowing you to track its progress through the approval workflow.