



**PETROLEUM
SUPPLY BASE**

(AGENT)

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By : ICT DEPARTMENT

PANGKALAN BEKALAN KEMAMAN SDN BHD

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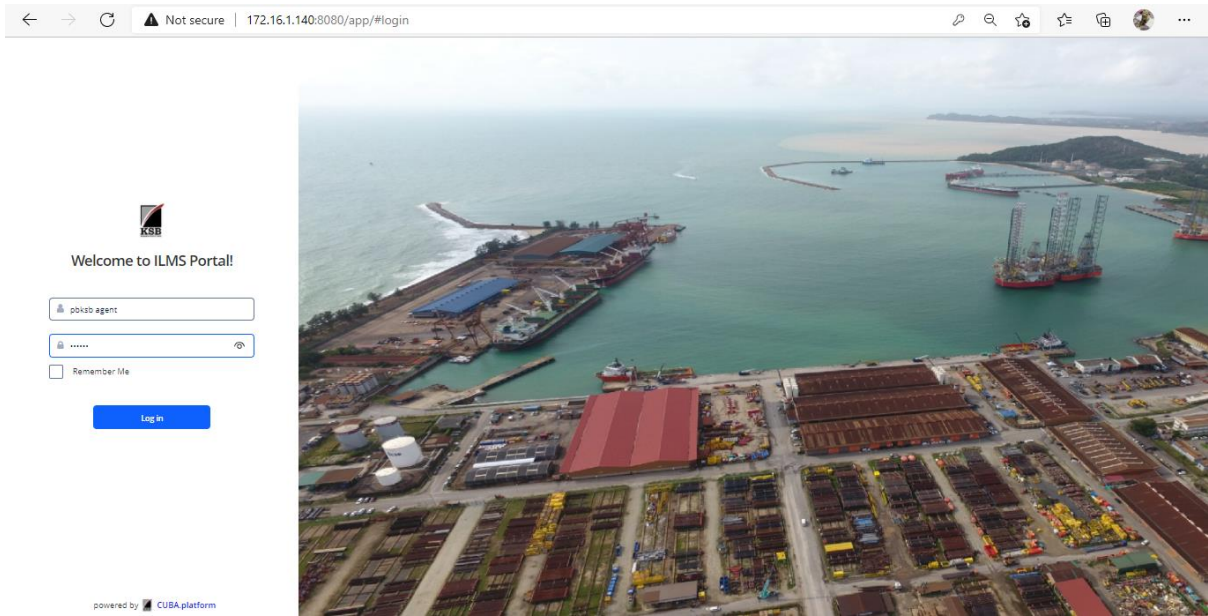


Figure 1 Login Page for ILMS

GOODS IN

1. Click the menu on the left side.
 - a. Goods In → Click button 'Add New'

The screenshot shows the 'Goods In List' screen in the ILMS Application. The sidebar on the left contains a menu with 'Add new' highlighted. The main content area features a table with the following data:

Request No.	Form Type	Form No.	Move Date	Consignor	Location	Status
MBMD9888846	KB	XY 901	28/09/2021 00:00	RANTAU PADU SDN BHD	RIGGING PH2	Submitted
MBM9073A908	KB	TS30092021	30/09/2021 00:00	RANTAU PADU SDN BHD	YARD CARIMIN	Submitted
MBM7977B997	KB	Test123	28/09/2021 00:00	RANTAU PADU SDN BHD	OPEN YARD PH2	Submitted
MBMF39609A9	KB	T23X00000001000	14/10/2021 10:00	PETRONAS	OPEN YARD PH2	Submitted
MBM64E7DAA	KB	T15C2000370	12/09/2021 00:00	RANTAU PADU SDN BHD	OPEN YARD PH2	Adjustment approved
MBM715CD176	KB	T15C2000123	29/09/2021 00:00	PETRONAS	WAREHOUSE #38	Submitted
MBMA872BFA9	KB	T15C20000101	04/10/2021 00:00	PETRONAS	WAREHOUSE #07	Submitted
MBMA234F86D	KB	T15C10000555	17/10/2021 00:00	EXXONMOBIL	WAREHOUSE #38	Submitted
MBMF688BDDA	KB	T15C1000000101	17/10/2021 04:00	EXXONMOBIL	OPEN YARD PH2	Submitted
MBMA2B04C26	KB	T15C0000002	14/10/2021 12:00	RANTAU PADU SDN BHD	YARD TML	Submitted
MBMA09C5316	KB	T152000022	30/09/2021 00:00	PETRONAS	WAREHOUSE #38	Submitted
MBMF05829C4	KB	T152000021	30/09/2021 00:00	PETRONAS	WAREHOUSE #38	Submitted
MBMA522A033	KB	t132222	30/09/2021 00:00	PETRONAS	WAREHOUSE #38	Submitted
MBM91B71081	K1	SZ51732	26/10/2021 11:30	RANTAU PADU SDN BHD	YARD CARIMIN	Initiated
MBM34CF9963	KB	sz45678	24/10/2021 11:25	RANTAU PADU SDN BHD	WAREHOUSE #38	Initiated
MBMA8C60605	KB	SZ3456767	31/10/2021 10:00	PETRONAS	RIGGING PH2	Submitted
MBMA398ED2A	KB	SZ345676	27/10/2021 10:00	RANTAU PADU SDN BHD	YARD OMS	Submitted

Figure 2 Goods in Transaction Screen

- b. User May click on button 'Apply/Add search condition' to search anything from the transaction shown.
- c. Or, click on 'Excel' button to export out the list of transaction

2. Below shown the screen where user need to fill-up in order to register a transaction of goods in

a. Information needed to be capture are

No	Field	Value
1.	Form Type	<choose from drop down list>
2.	Form No	<manual key-in>
3.	Move Date	<choose from the calendar>
4.	Consignor	<choose from drop down list>
5.	Location	<Choose from drop down list> **Call admin if it doesn't have your location
6.	Invoice No	<manual key-in>
7.	Category	

b. Next, from list of goods. Click 'Add New' to add goods

c. Information that need to enter

No	Field	Value
1.	Tariff Code	<manual key-in>
2.	Description	<manual key-in>
3.	Qty	<manual key-in>
4.	Value (RM)	<manual key-in>
5.	UOM	<manual key-in>
6.	Total Value	<i>System auto calculate</i>

d. Then Click 'OK'

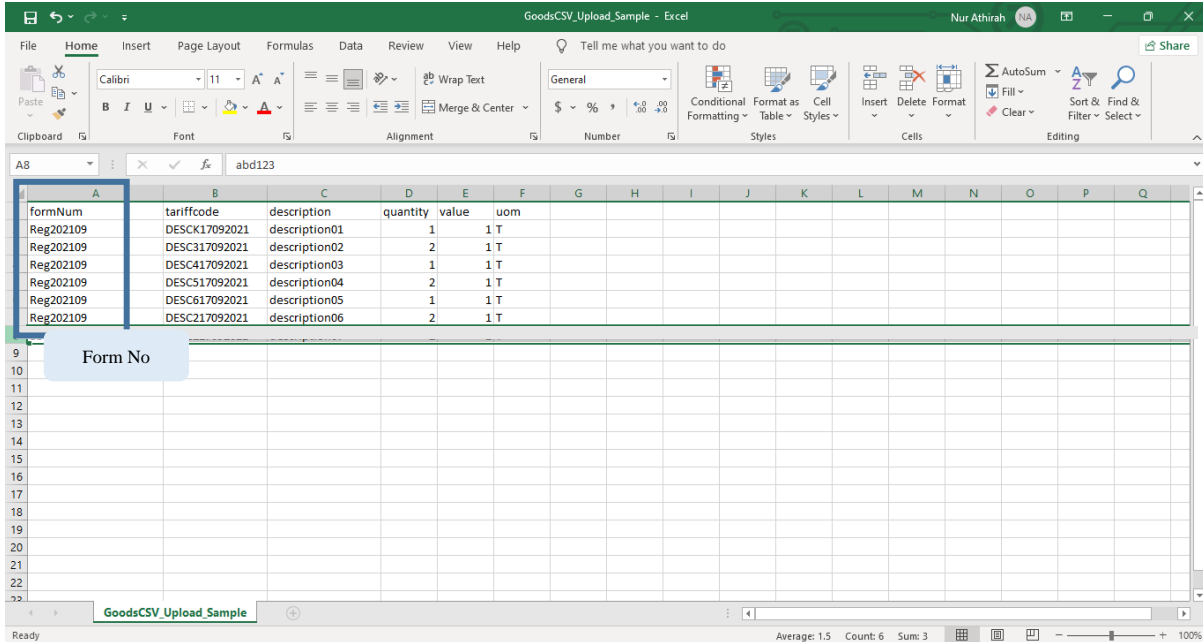
e. Repeat line 2(c) – 2(d) for other goods.

f. User also may click button 'save', to save this form before submit.

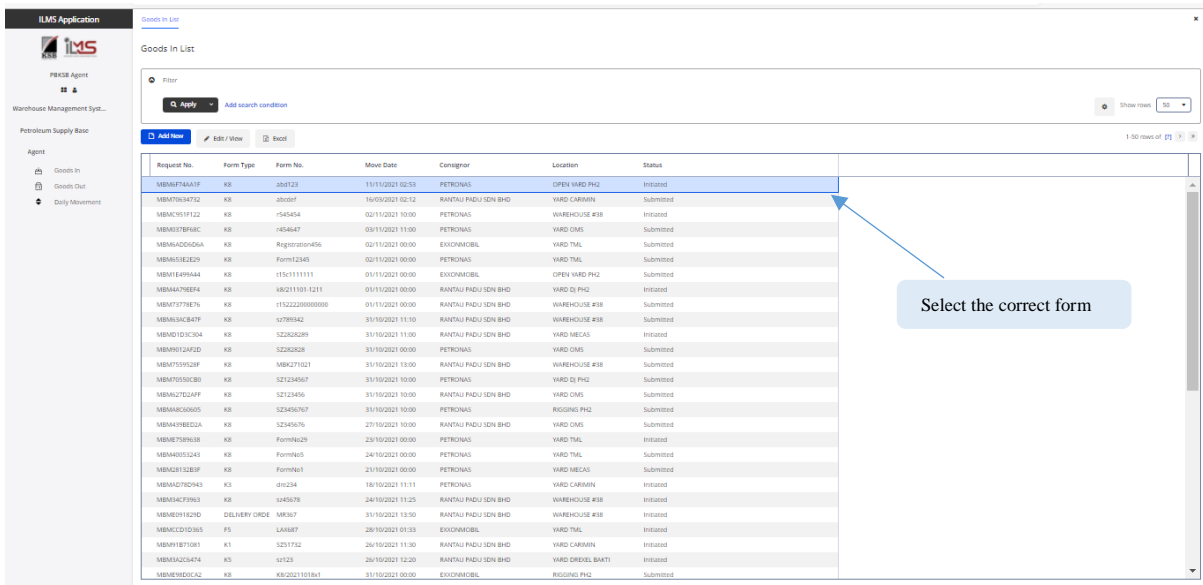
g. After confirm all the lines added to the list, user need to click button 'submit'

The screenshot shows the 'PSB Goods In Details Form' interface. The form includes fields for 'Invoice No.', 'Invoice Date', 'Form Type', 'Form No.', 'Move Date', 'Consignor', 'Agent Name', 'Petrol Agent', 'Location', 'Invoice No. (Optional)', and 'Category' (with radio buttons for 'Local' and 'Bonded'). Below the form is a 'List of Goods' table with columns for 'Tariff Code', 'Description', 'Qty', 'Value (RM)', 'Uom', and 'Total Value (RM)'. The 'Add New' button is highlighted with a blue callout box labeled 'Add new'. The 'OK' and 'Cancel' buttons are also highlighted with a blue callout box labeled 'OK'. The 'Submit' button is highlighted with a blue callout box labeled 'Submit'. The 'Save' button is also visible at the bottom of the form.

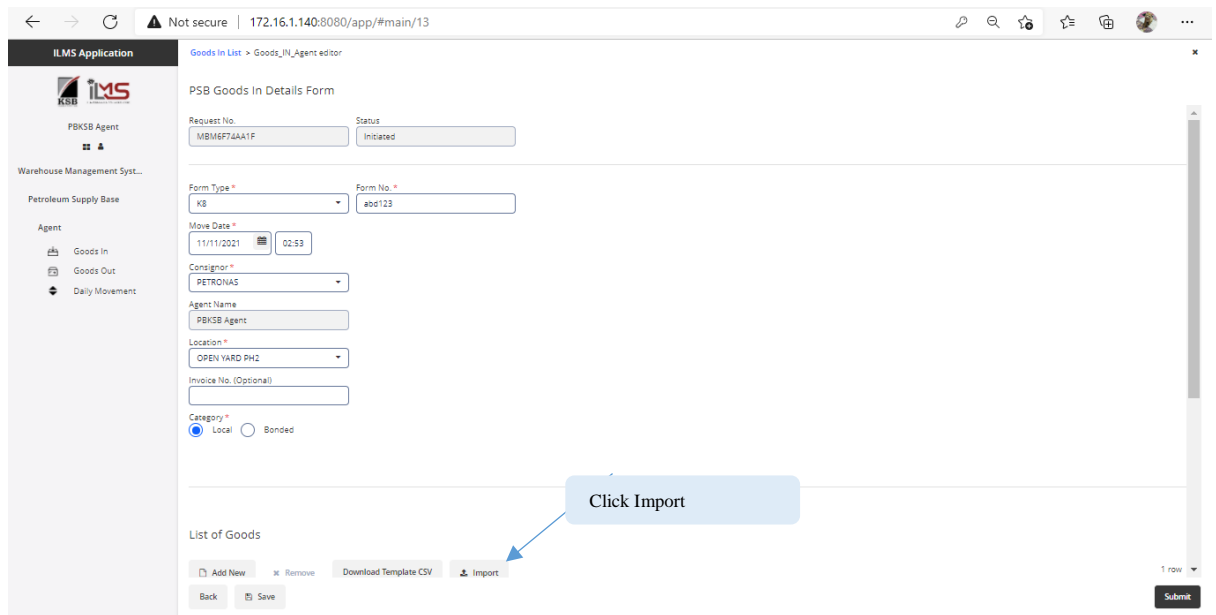
3. Another alternative from added line by line. User may use template prepared by following this step.
 - a. Fill up the information as per instruction 2(a)
 - b. Then click 'save'
 - c. Open the template prepared and make sure, form no inside the file are correct.



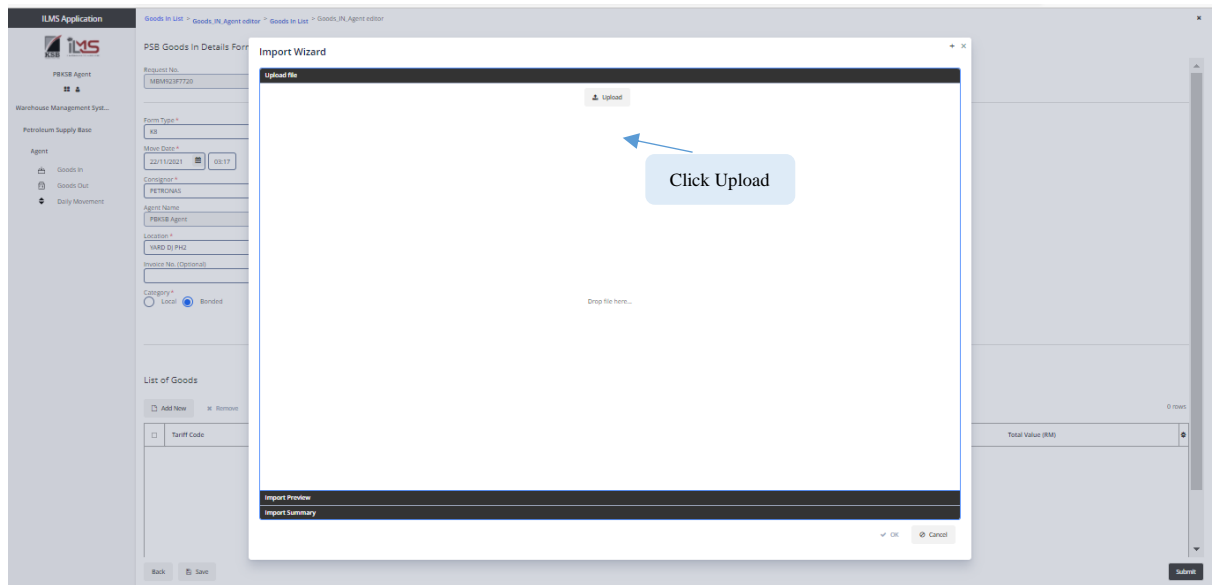
- d. Go back to the list transaction screen and select the correct form



- e. After select the form. Then Screen will redirect to "PSB Goods In Details Form" with Status = Initiated
- f. And click 'import'



- g. Click Upload, and choose the correct file.



h. After completed upload the lines, click 'OK'

The screenshot shows the 'Import Wizard' dialog box in the ILMs Application. The dialog is titled 'Import Wizard' and has a subtitle 'Upload File - GoodsCSV_Upload_Sample.csv'. It contains an 'Import Preview' section with a table of data. The table has the following columns: formNum, tariffCode, description, quantity, value, and uom. The data in the table is as follows:

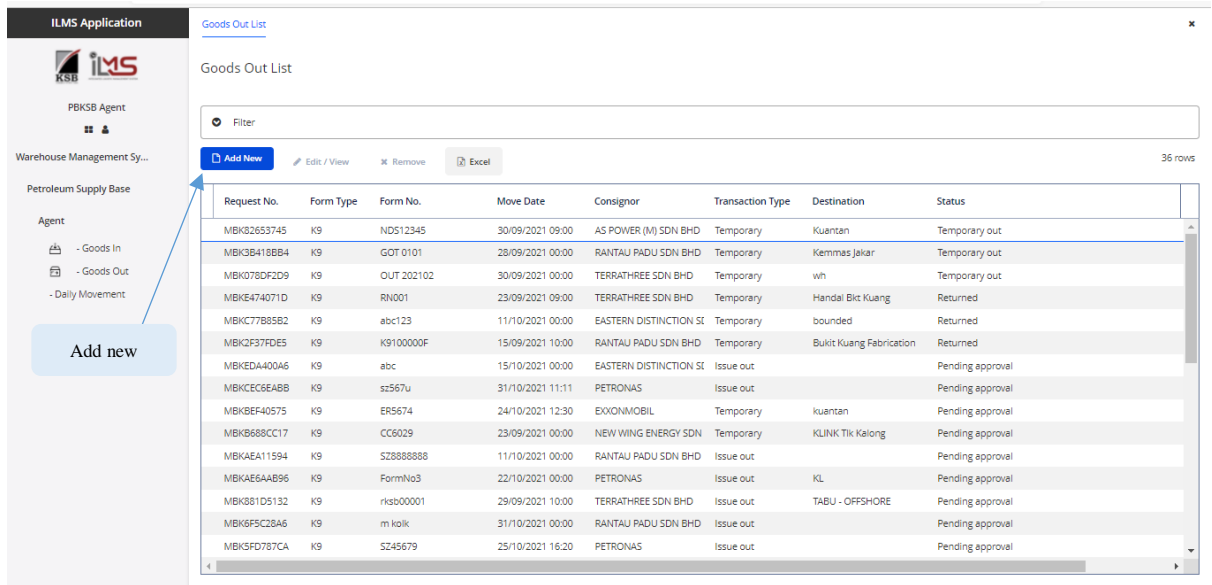
formNum	tariffCode	description	quantity	value	uom
Reg02109	DESC1709021	description1	1	1	T
Reg02109	DESC31709021	description2	2	1	T
Reg02109	DESC41709021	description3	1	1	T
Reg02109	DESC51709021	description4	2	1	T
Reg02109	DESC61709021	description5	1	1	T
Reg02109	DESC21709021	description6	2	1	T
sb0123	DESC22709021	description7	2	1	T

Below the table is a 'Start Import' button. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A blue callout box with an arrow points to the 'OK' button, containing the text 'Click Upload'.

i. Then, click 'Submit'.

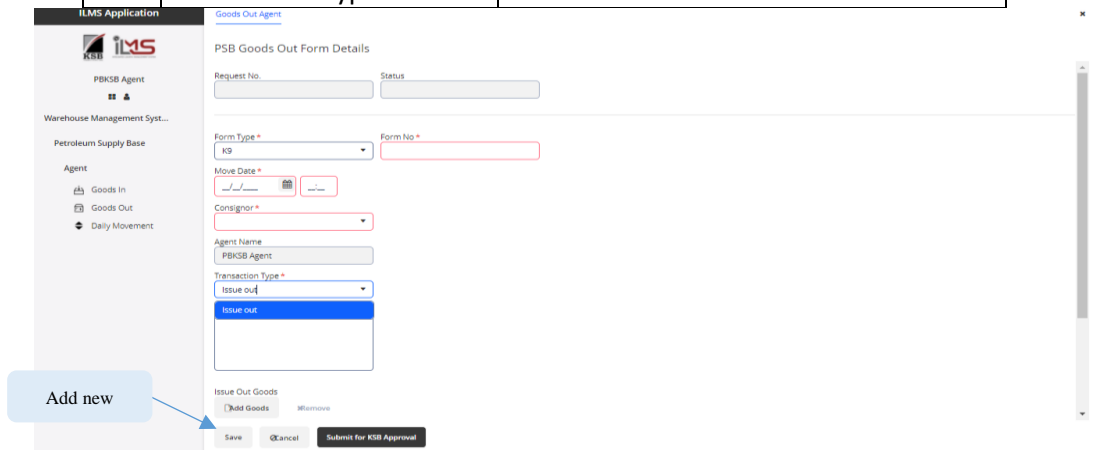
GOODS OUT (ISSUE OUT)

4. Click the menu on the left side.
 - a. Click 'Goods out'

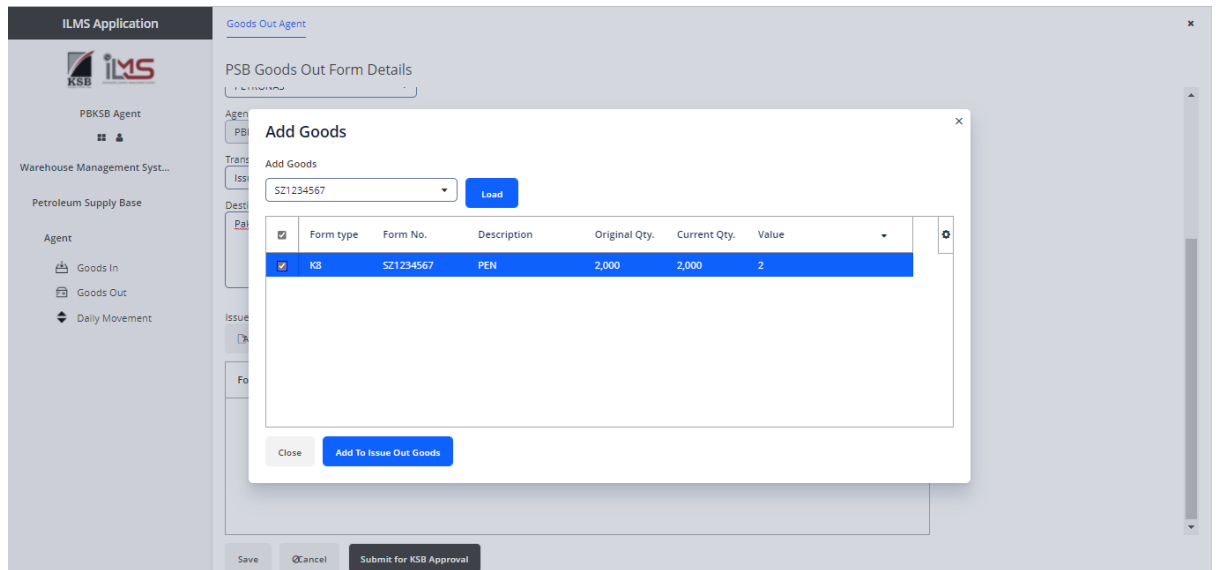


5. Below shown the screen where user need to fill-up in order to register a transaction of goods in
 - a. Information needed to be capture are
 - b. Click 'add goods' to add the goods

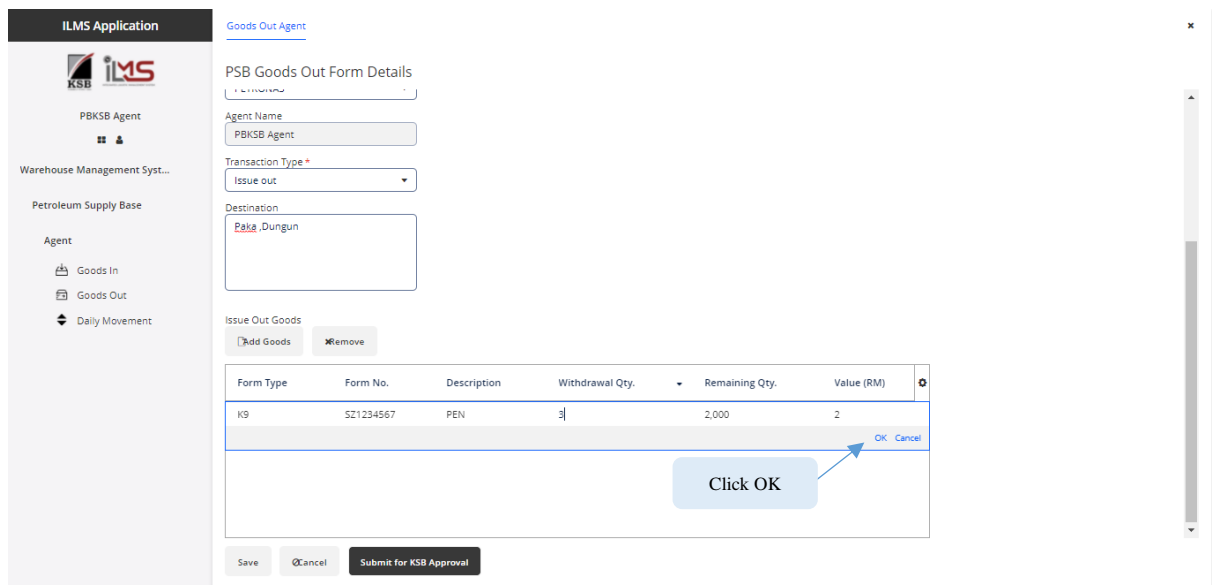
No	Field	Value
1.	Form Type	<Choose from list>
2.	Form No	<Manual key in>
3.	Move Date	<Choose from system Calendar>
4.	Consignor	<Choose from list>
5.	Agent Name	<System auto shown>
6.	Transaction Type	Issue Out



- c. From this screen below, user need to choose from goods in form registered.
- d. Then click 'load' button to show list of goods under that particular goods in form
- e. Tick at which line needed
- f. Then click 'add to issue out goods'



- g. User also may choose from multiple goods in form by repeating steps 2(c) – 2(f)
- h. Then key-in the withdrawal quantity and click OK
- i. After completing all the lines, click 'submit for KSB Approval'



GOODS OUT (TEMPORARY OUT)

6. Temporary out, such as out for fabrication.

7. Repeat steps 5(a) – 5(h)

No	Field	Value
1.	Form Type	<Choose from list>
2.	Form No	<Manual key in>
3.	Move Date	<Choose from system Calendar>
4.	Consignor	<Choose from list>
5.	Agent Name	<System auto shown>
6.	Transaction Type	Temporary Out

8. Next, pick the date for expected returning goods

- a. If the date already reached, user may request a new date from Custom and update it on the system.

9. Then click button 'submit for KSB Approval'

ILMS Application | Goods Out Agent

PSB Goods Out Form Details

Agent Name: PBKSB Agent

Transaction Type: Temporary

Destination: Paka dungun

Temporary Out Goods

Form No.	Description	Withdrawal Qty.	Remaining Qty.	Total Value (RM)	Form type
SZ1234567	PEN	4	2,000	2	F4

Returning Goods:

Buttons: Save, Cancel, Submit for KSB Approval

Callout: Select date for expected returning goods