Malaysian Palm Oil Board

GUIDE FOR USER

MPOB E-REGISTRATION V2.0

e-Registration

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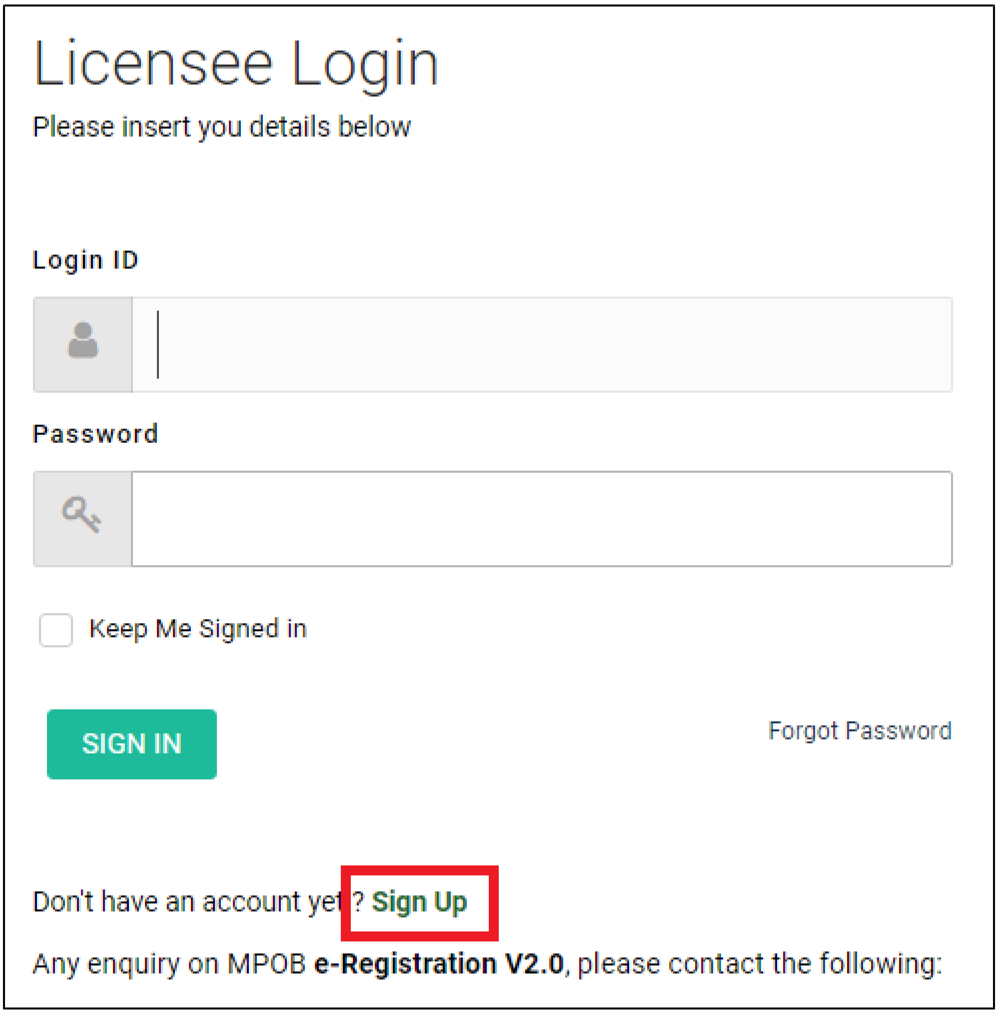
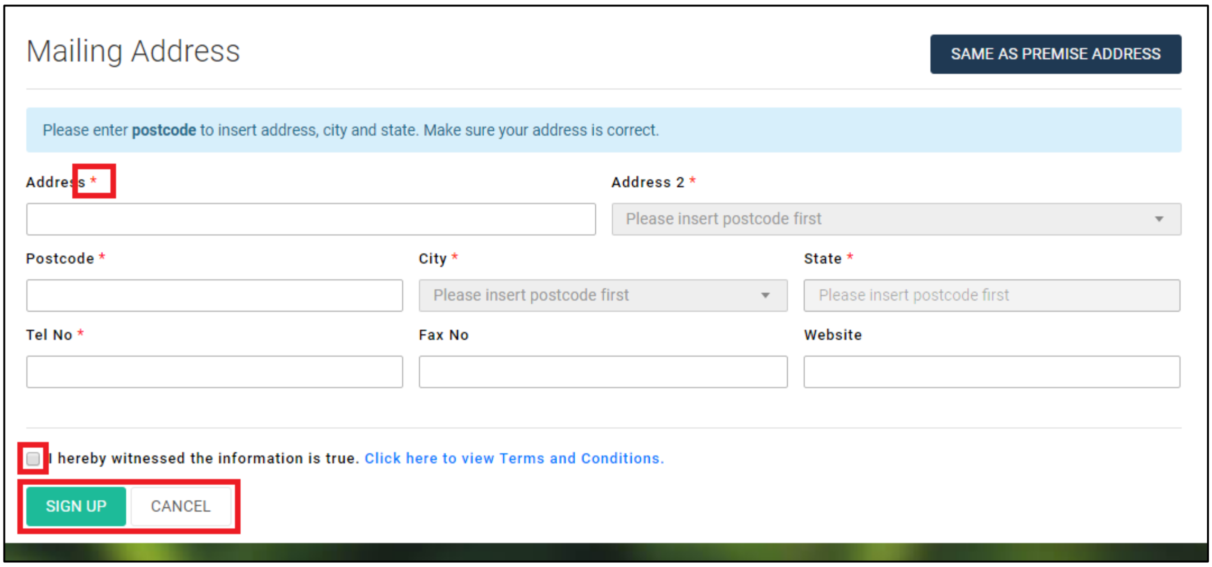
1. Registration

1.1 Click on **Sign Up** link to register as a user.



1.2 Fill in the required information to continue registration. The fields marked with * are mandatory.

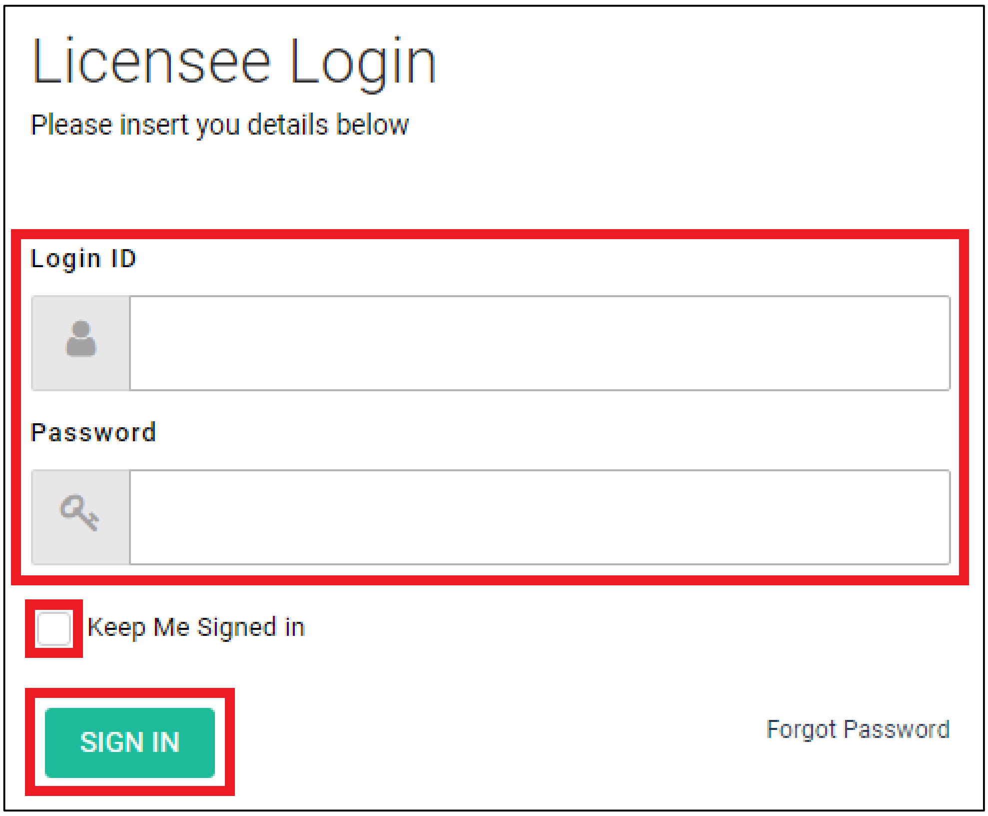
After all required information is filled up, click **Sign Up** button. Click **Cancel** button to cancel registration.



1.3 After registration is complete, the system will send an e-mail for successful registration. To use the system, please wait for system admin confirmation.

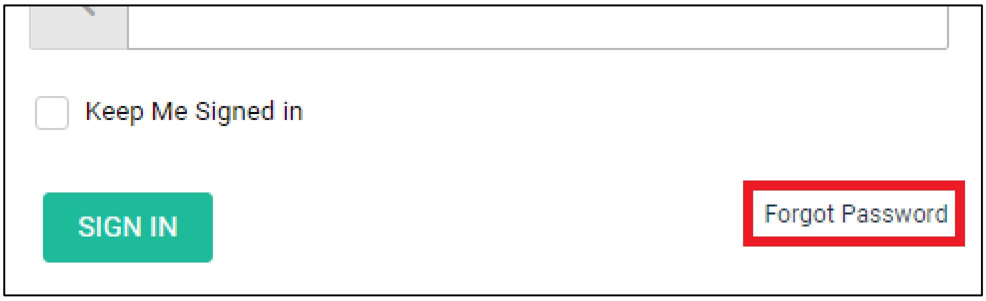
2. Login and Password Reset

2.1 Enter **Login ID** and **Password**. If you want to stay/remain the logged in session, tick **Keep Me Signed In**. Then click **Sign In** button.

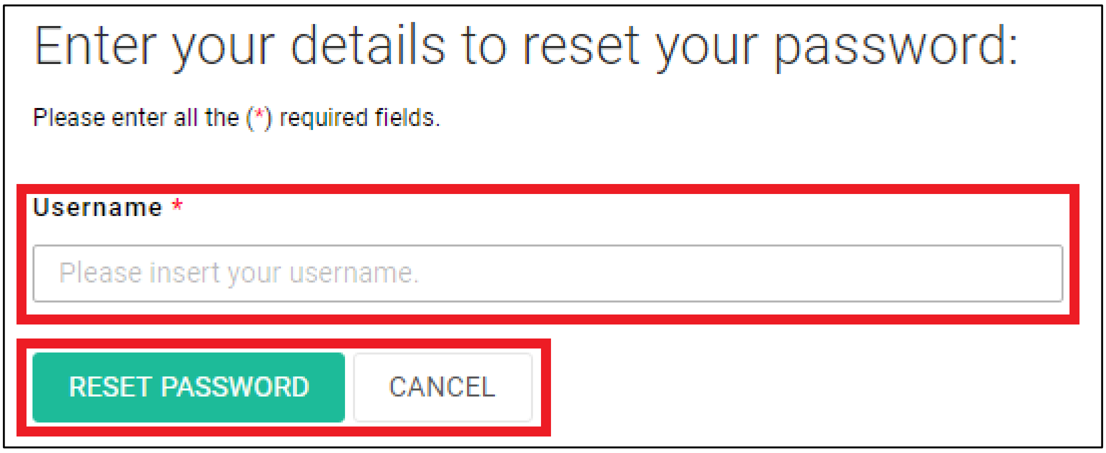


2.2 There is an error message when the login attempt failed. The dashboard will be shown when login attempt successful.

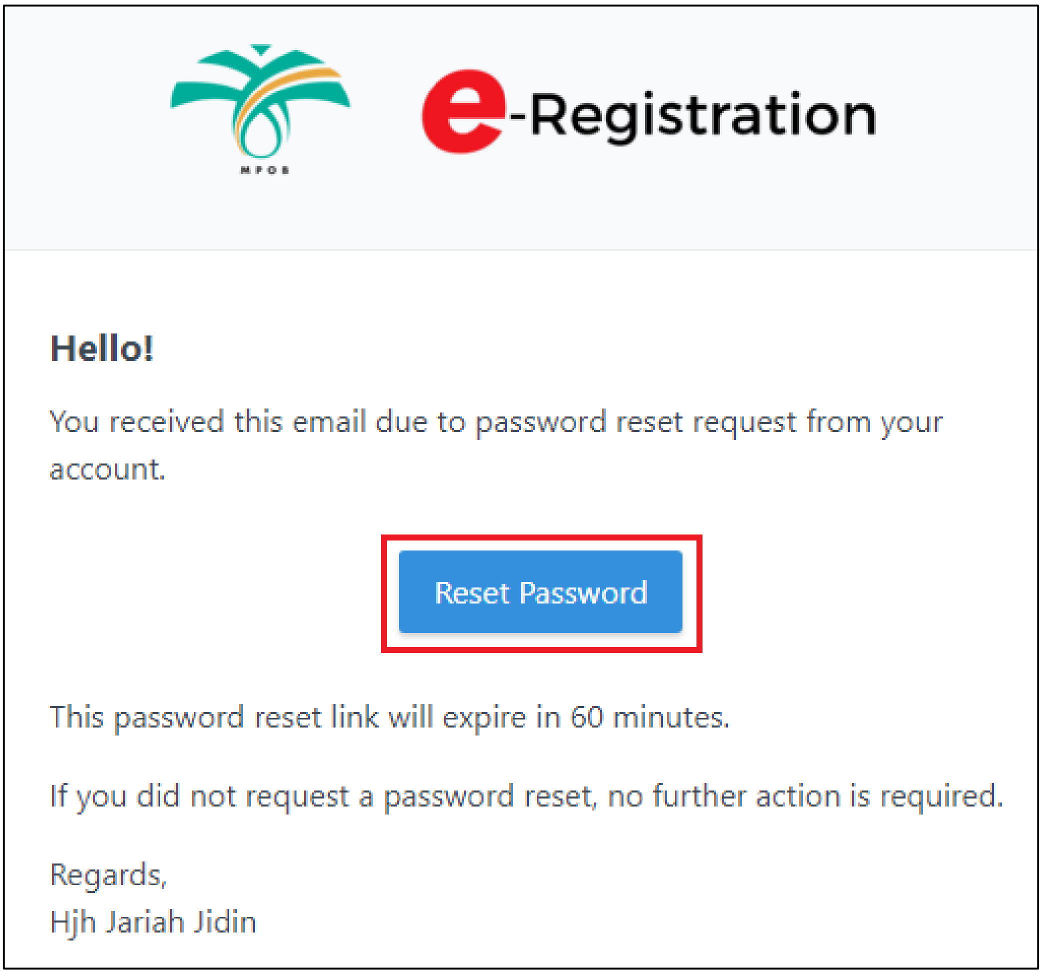
2.3 To reset password, click **Forget Password**.



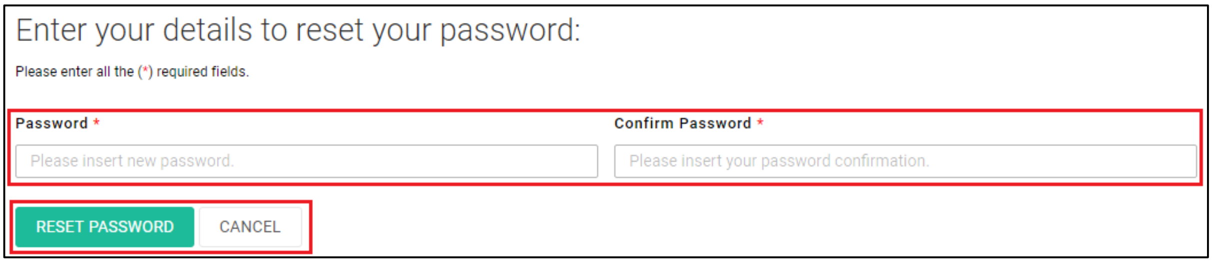
2.4 Fill in your **Username**, then click **Reset Password** button.



2.5 An email will be sent to you. Click **Reset Password** button at the email to proceed.

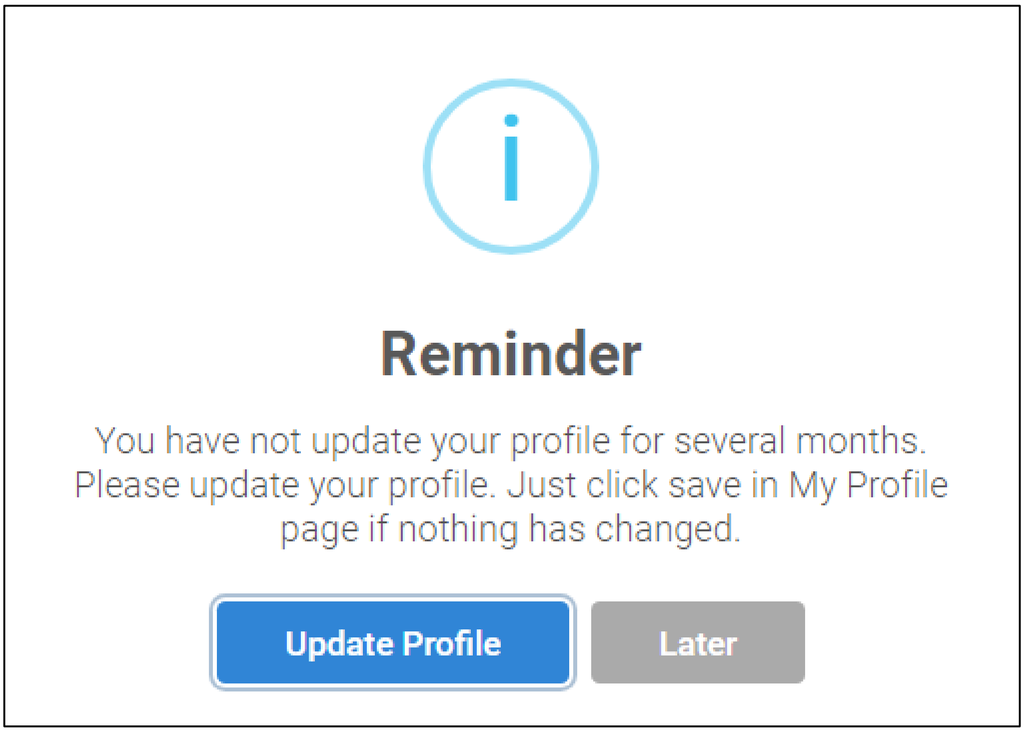


2.6 Fill in **Password** and **Confirm Password**, then click **Reset Password** button.



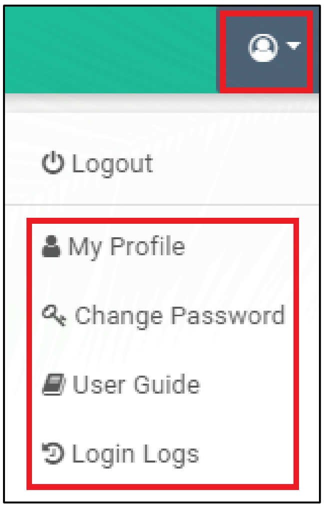
3. Profile Management

3.1 There is a reminder for updating profile update after successful login. Click **Update Profile** button to continue. Click **Later** button to update the profile later.



3.2 Fill in all required information. The field marked with * are mandatory. Click **Save** button when finished.

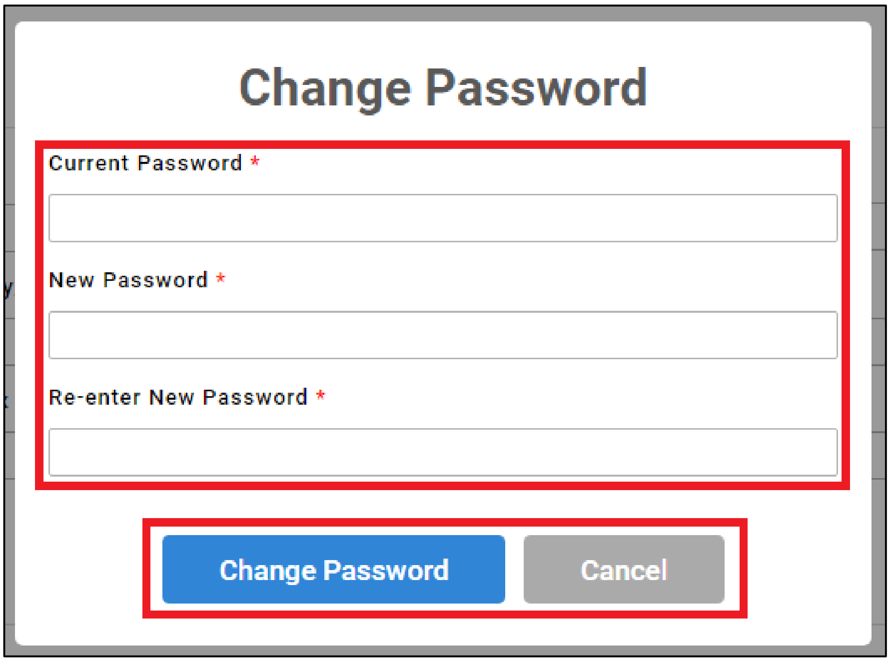
3.3 To see the profile management, click on **User** icon. The following menu will be displayed.



3.4 **My Profile** are similar to profile update above.

3.5 Click on **Change Password** to proceed for changing password.

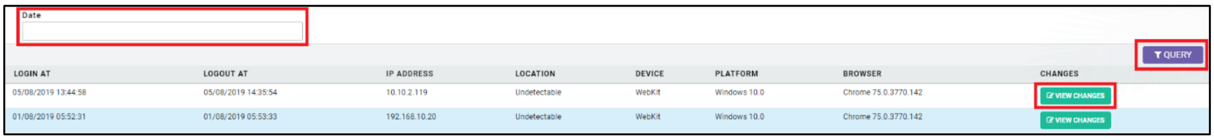
3.6 Fill in all information, then click **Change Password** button. Click Cancel to go back to previous page.



3.7 Click on **User Guide** to download the User Guide Document.

3.8 Click on **Login Logs** to see login history.

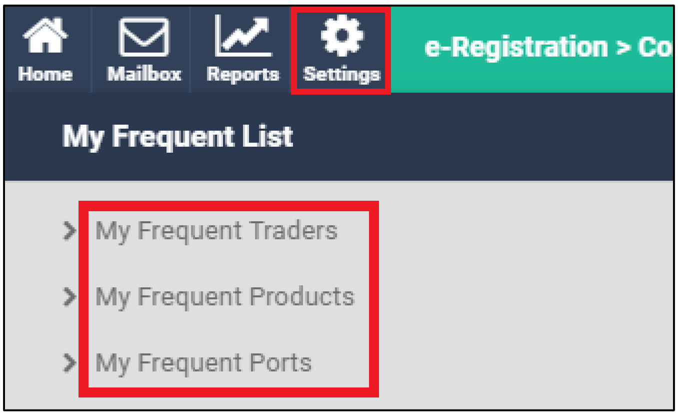
3.9 In the table header, select date then click **Query** button to filter the records. Click on **See Changes** button to see the details.



3.10 Click **Logout** on the menu to end the login session.

4. My Frequent List

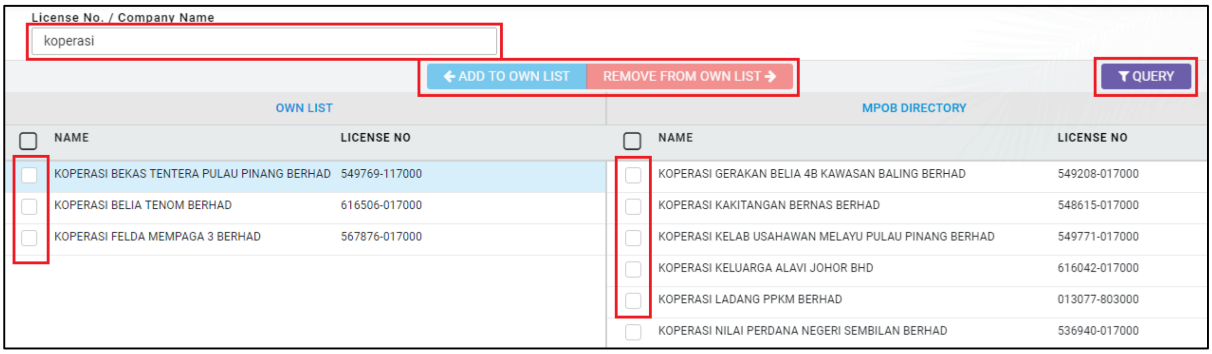
4.1 Click on **Settings** menu to see My Frequent List menu.



4.2 Click on **My Frequent Traders** to create frequent seller and buyer by fill in **License No. / Company Name**. Then, click **Query** button to view list of frequent traders that you have created.

4.3 In the **MPOB Directory** record, select one or multiple list of companies, then click **Add to Own List** button. All the companies that have been created or added will be appeared in **Own List** record.

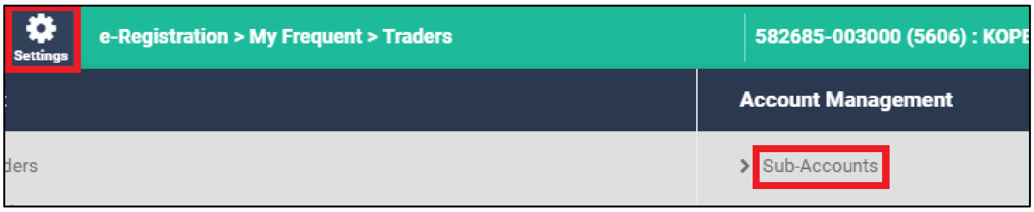
4.4 At the **Own List** record, select one or multiple companies then click **Remove from Own List** button to remove from **Own List** record.



4.5 The process is the same for **My Frequent Product** and **My Frequent Port**.

5. Account Management

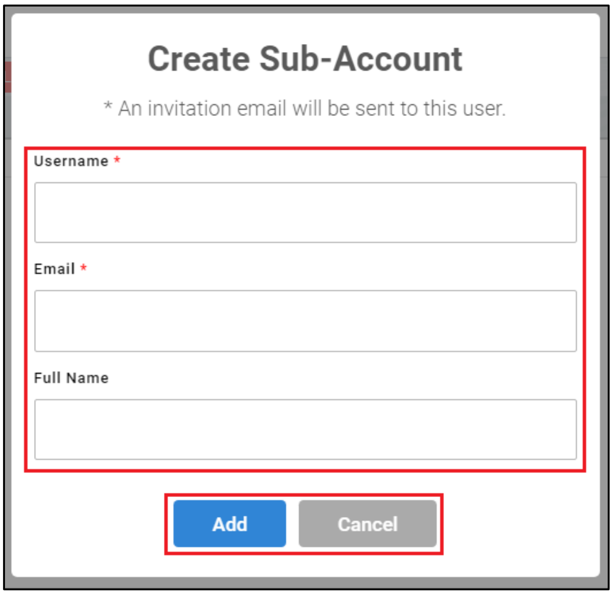
5.1 Click on **Setting**, then click **Sub-Accounts**.



5.2 Enter a **Username**, then click **Query** button to filter the listing.

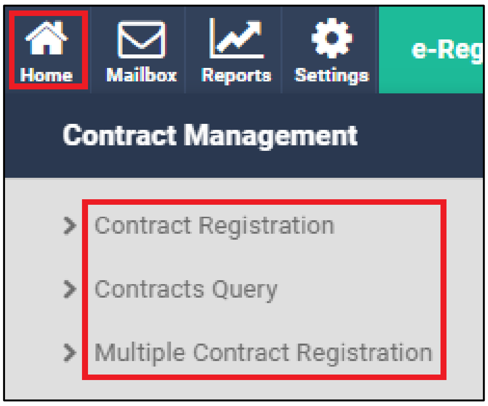
5.3 Select a **Username**, then click **Delete** button to remove the user.

5.4 Click on **Create Sub-Account** button, then fill in the information. Then click on **Add** button to add a sub-account, and **Cancel** button to cancel the registration.



6. Contract Management

6.1 Click on **Home** icon to see the details of contract management.

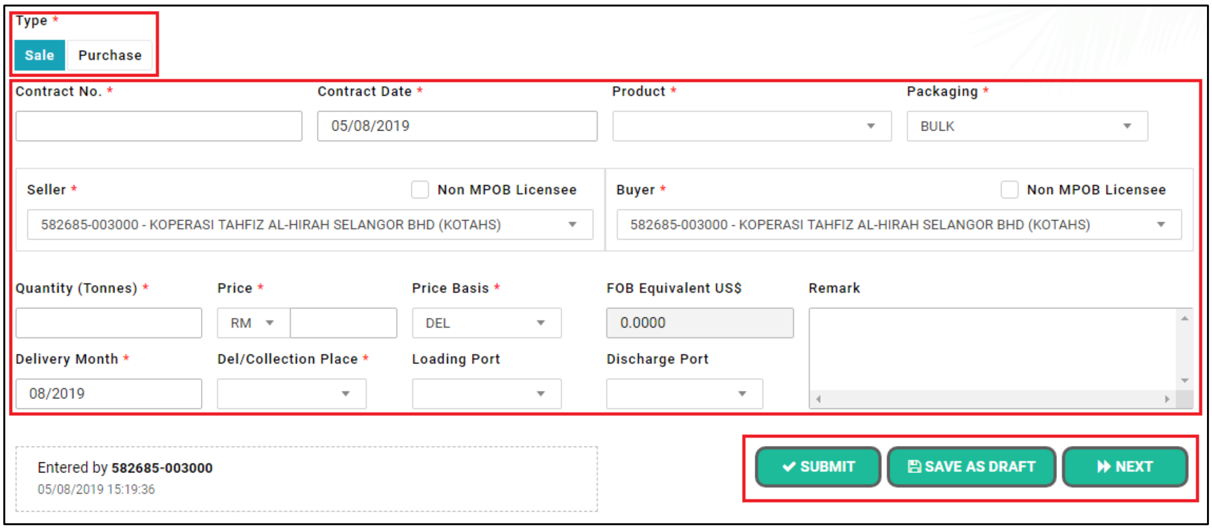


6.2 Click on **Contract Registration**.

6.3 Fill in all the required information, then click **Submit** button to submit a contract. The field mark with * are mandatory.

6.4 Click on **Save as Draft** to save the contract.

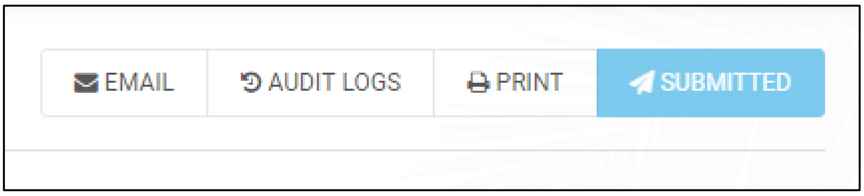
6.5 Click on **Next** button to submit a contract, then continue to fill in the next contract.



6.6 The contract can still be updated, send message to admin regarding the contract amendment.

6.7 Click on **Audit Logs** to see the contract changes.

6.8 Click **Print** to print the contract.



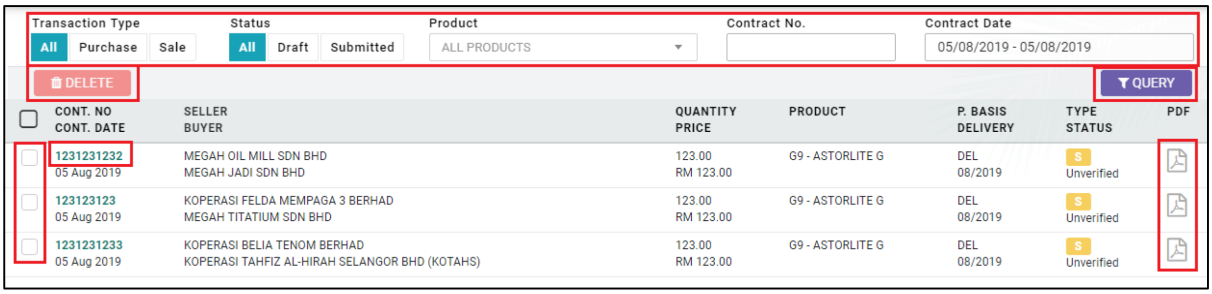
6.9 On **Home** again, click on **Contract Query**.

6.10 Select **Transaction Type**, **Status**, **Product**, then fill in **Contract No**, and **Contract Date** range. Then click **Query** button to filter the listings.

6.11 To remove the contract, select one or multiple contracts then click on **Delete** button, then click **Yes** to confirm the removal.

6.12 Upload PDF contract document by clicking **PDF logo** at the contract row. The document need to be uploaded within 21 days after the contract date.

6.13 Click on contract number to see the details of the contract.



6.14 Click on **Home** menu, then click **Multiple Contracts Registration**.

6.15 Click on **More Info / Sample** to get the example file to upload.

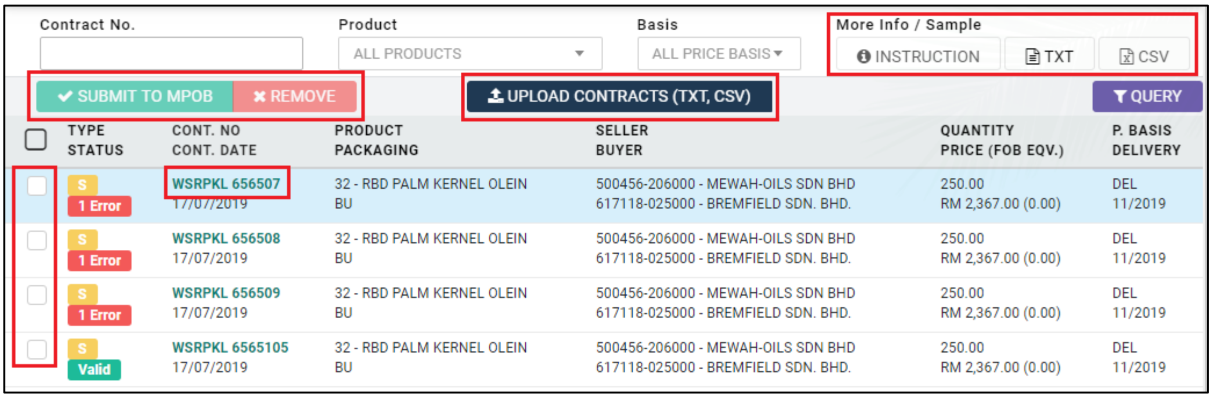
6.16 Click on **Upload Document** button to upload multiple contracts.

6.17 Click on contract number to edit the contract.

6.18 Select one or multiple contracts, then click **Delete** button to remove the contract.

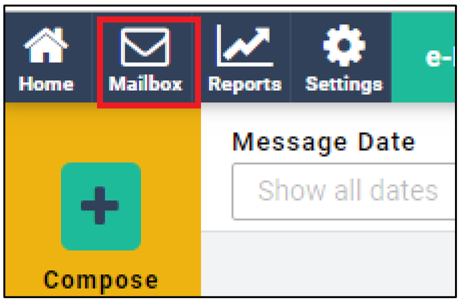
6.19 Select one or multiple contracts, then click **Submit to MPOB** button to submit the selected contract.

6.20 The contract status must be valid before submitting.

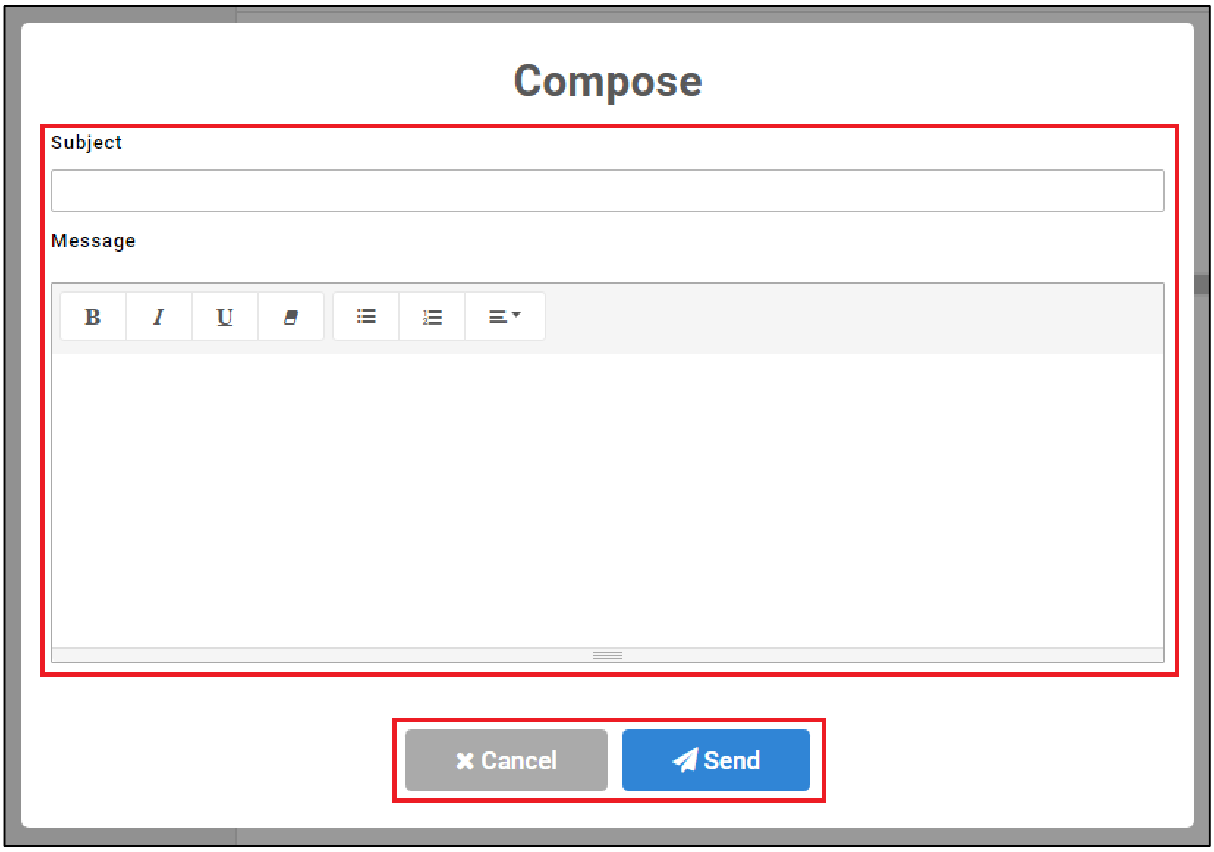


7. Mailbox

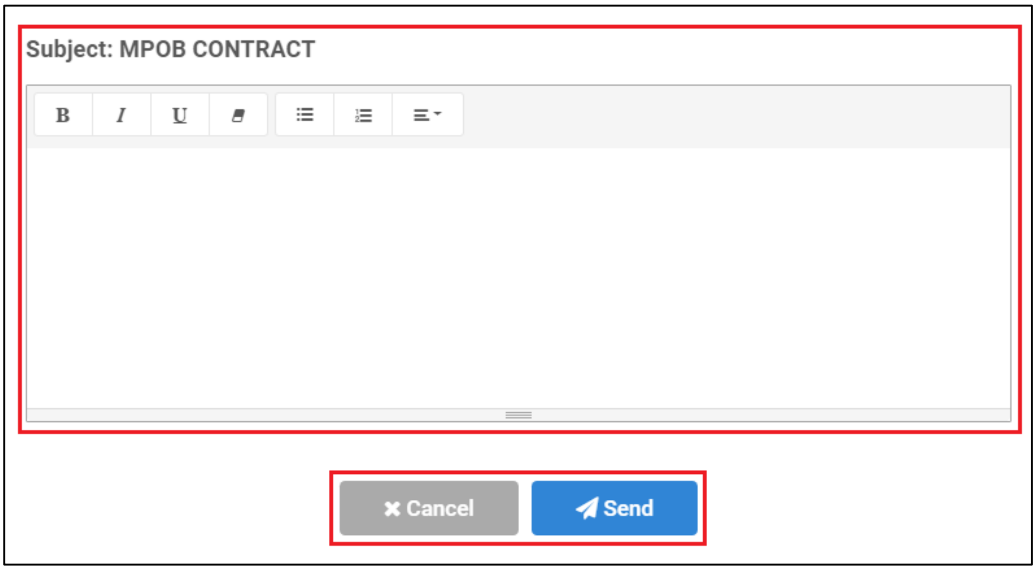
7.1 Click on **Mailbox** logo to view the mailbox.



7.2 Click **Compose** to compose an email, then fill in the **Subject** and **Message**, then click **Send**.



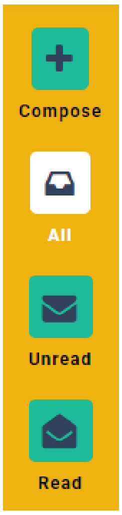
7.3 To reply the message, click **Reply** then fill in the message, then click **Send**.



7.4 Click **All** to see all messages.

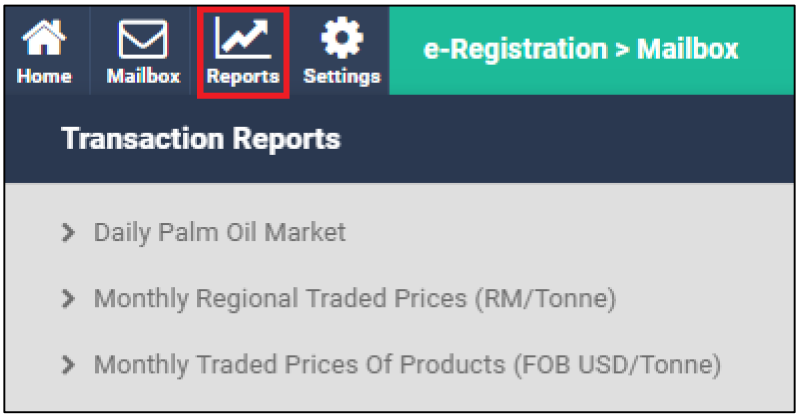
7.5 Click **Unread** to see all unread messages.

7.6 Click **Read** to see all read messages.



8. Transaction Reports

8.1 Click on **Graph** icon to see the sub-menu of the transaction reports.



8.2 Click on **Daily Palm Oil Market**, then select a **Contract Date**, then click **Query** button to get result. Click **Print** button to print the report.

8.3 The process is the same for **Monthly Regional Traded Prices** and **Monthly Traded Prices of Product**.

9. Logout

8.1 Click on **Profile** icon then click on **Logout**.