



Malaysian Palm Oil Board

GUIDE FOR USER

MPOB E-REGISTRATION V2.0

e-Registration

Table of Contents

		Page
1	Registration	1
2	Login and Password Reset	3
3	Profile Management	6
4	My Frequent List	9
5	Account Management	10
6	Contract Management	11
7	Mailbox	14
8	Transaction Reports	16
9	Logout	17


1. Registration

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


Licensee Login

Please insert you details below

Login ID



Password



☐ Keep Me Signed in

SIGN IN

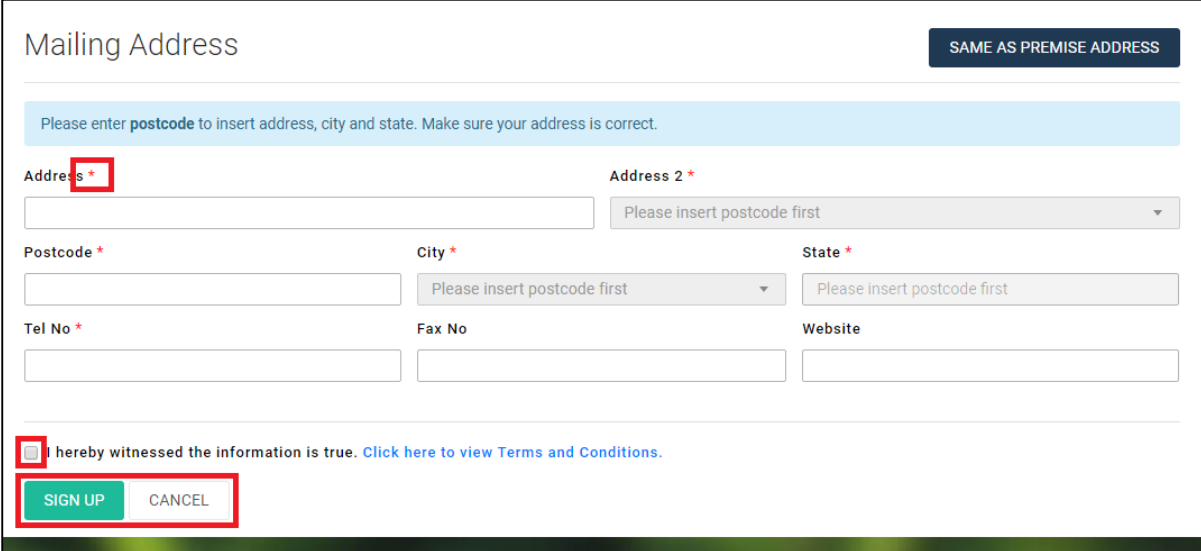
[Forgot Password](#)

Don't have an account yet ? **Sign Up**

Any enquiry on MPOB **e-Registration V2.0**, please contact the following:

- 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.

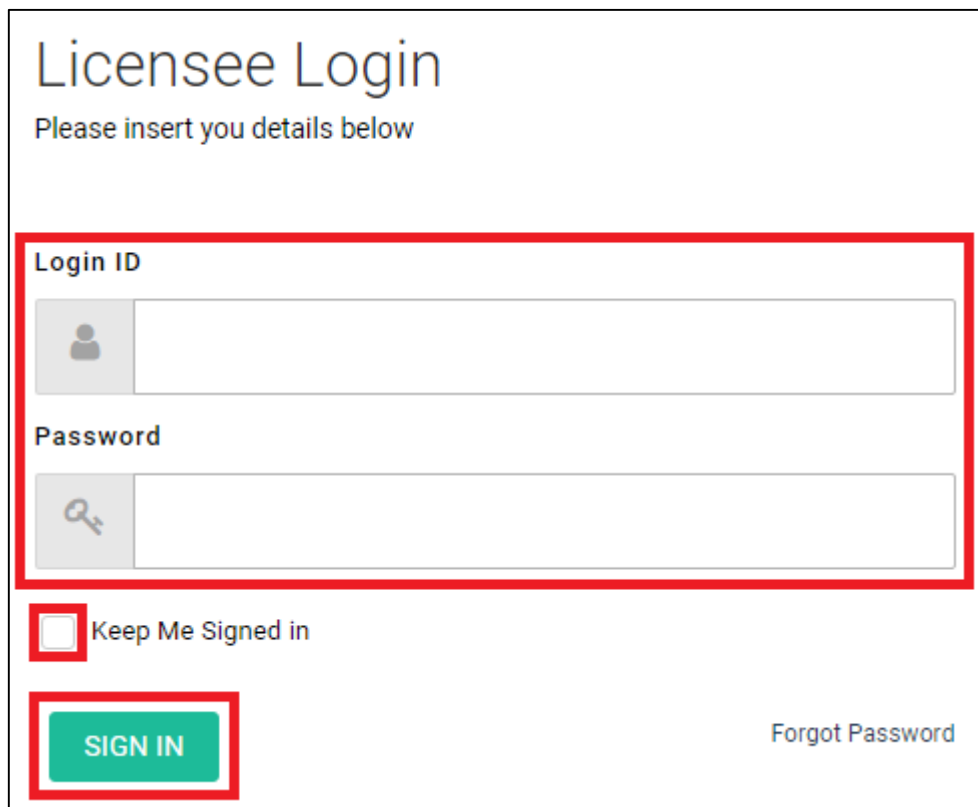


The image shows a web form titled "Mailing Address". At the top right is a button labeled "SAME AS PREMISE ADDRESS". Below the title is a light blue instruction bar: "Please enter **postcode** to insert address, city and state. Make sure your address is correct." The form contains several fields: "Address *" (text input, highlighted with a red box), "Address 2 *" (dropdown menu with "Please insert postcode first" as the selected option), "Postcode *" (text input), "City *" (dropdown menu with "Please insert postcode first" as the selected option), "State *" (dropdown menu with "Please insert postcode first" as the selected option), "Tel No *" (text input), "Fax No" (text input), and "Website" (text input). At the bottom, there is a checkbox (highlighted with a red box) followed by the text "I hereby witnessed the information is true. [Click here to view Terms and Conditions.](#)". Below this are two buttons: "SIGN UP" (green) and "CANCEL" (white with a grey border), both highlighted with a red box.

- 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.



The image shows a 'Licensee Login' form. At the top, it says 'Licensee Login' in a large font, followed by 'Please insert your details below' in a smaller font. Below this, there are two input fields: 'Login ID' and 'Password'. Each field has a small icon on the left (a person for Login ID and a key for Password). Below the 'Password' field, there is a checkbox labeled 'Keep Me Signed in'. At the bottom left, there is a green button labeled 'SIGN IN'. At the bottom right, there is a link labeled 'Forgot Password'. Red boxes highlight the 'Login ID' and 'Password' fields, the 'Keep Me Signed in' checkbox, and the '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**.



The image shows a 'Forgot Password' form. It has a single input field at the top. Below it, there is a checkbox labeled 'Keep Me Signed in'. At the bottom left, there is a green button labeled 'SIGN IN'. At the bottom right, there is a link labeled 'Forgot Password'. A red box highlights the 'Forgot Password' link.

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

Enter your details to reset your password:


Please enter all the (*) required fields.

Username *

Please insert your username.

RESET PASSWORD **CANCEL**

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

 **e-Registration**

Hello!

You received this email due to password reset request from your account.

Reset Password

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

Regards,
Hjh Jariah Jidin

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

Enter your details to reset your password:

Please enter all the (*) required fields.

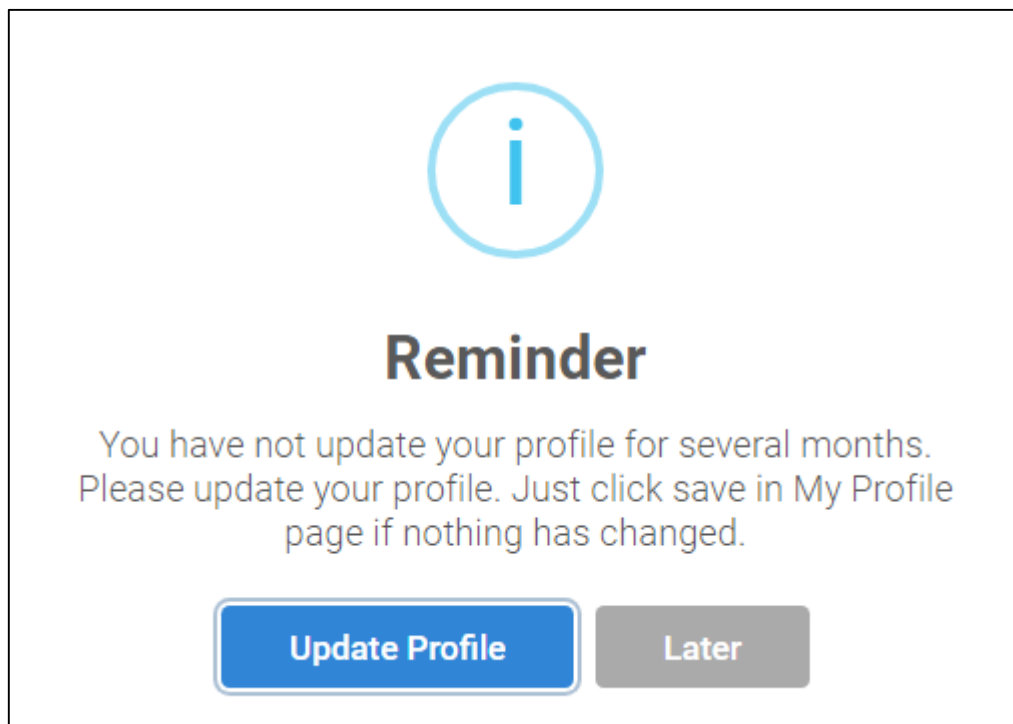
Password *	Confirm Password *
<input type="text" value="Please insert new password."/>	<input type="text" value="Please insert your password confirmation."/>

RESET PASSWORD

CANCEL

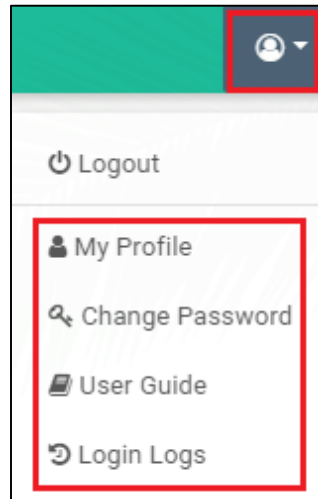
3. Profile Management

- 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.

A screenshot of a 'Change Password' form. The form has a title 'Change Password' at the top. Below the title, there are three input fields: 'Current Password *', 'New Password *', and 'Re-enter New Password *'. Each field has a red asterisk indicating it is required. At the bottom of the form, there are two buttons: 'Change Password' (blue) and 'Cancel' (grey). Both the input fields and the buttons are highlighted with red borders.

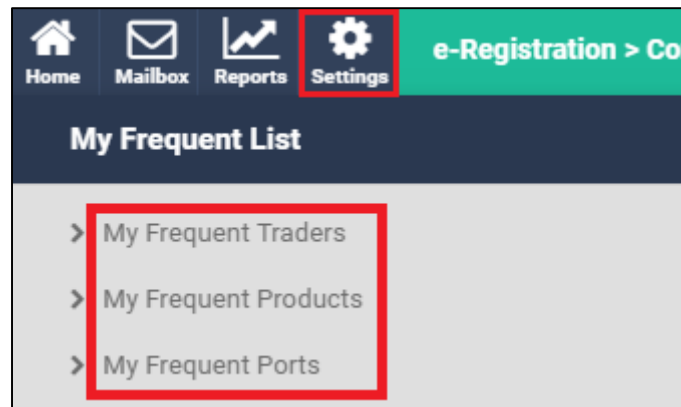
- 3.7 Click on **User Guide** to download the User Guide Document.
- 3.8 Click on **Login Logs** to see login history.
- 3.9 In the table header, select date then click **Query** button to filter the records.
Click on **See Changes** button to see the details.

<div>Date</div>							<div>Y QUERY</div>
LOGIN AT	LOGOUT AT	IP ADDRESS	LOCATION	DEVICE	PLATFORM	BROWSER	CHANGES
05/08/2019 12:44:58	05/08/2019 14:35:54	10.10.2.119	Undetectable	WebKit	Windows 10.0	Chrome 75.0.3770.142	<div>12 VIEW CHANGES</div>
01/08/2019 05:52:31	01/08/2019 05:53:33	192.168.10.20	Undetectable	WebKit	Windows 10.0	Chrome 75.0.3770.142	<div>12 VIEW CHANGES</div>

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

4. My Frequent List

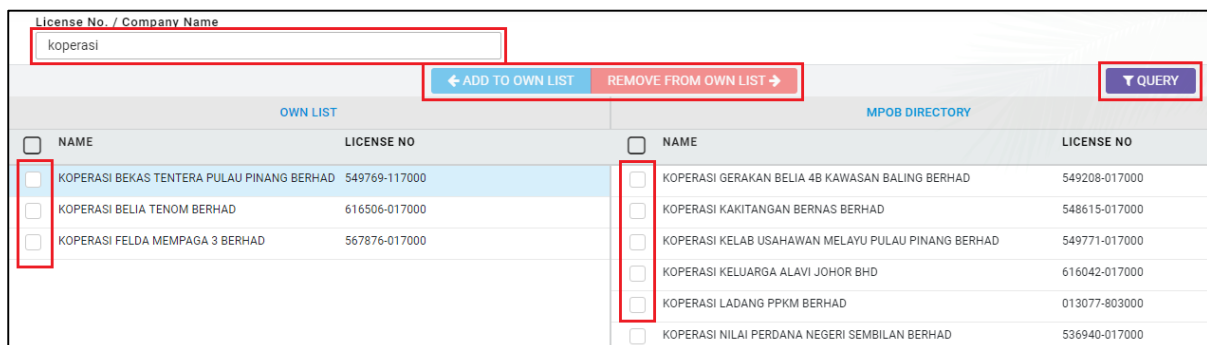
4.1 Click on **Settings** menu to see My Frequent List menu.



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.

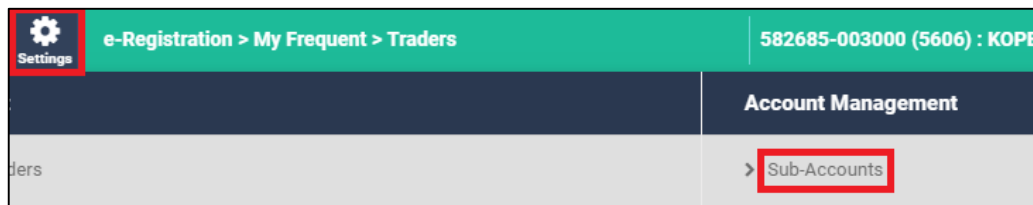
4.4 At the **Own List** record, select one or multiple companies then click **Remove from Own List** button to remove from **Own List** record.



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

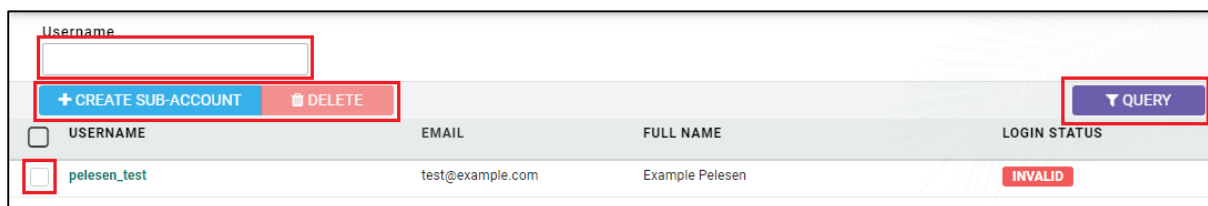
5. Account Management

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.

Create Sub-Account

* An invitation email will be sent to this user.

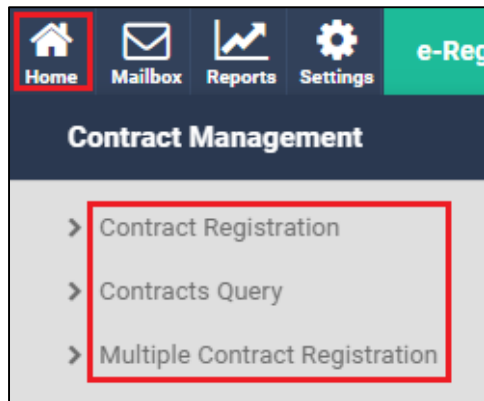
Username *

Email *

Full Name

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.

Type *

Contract No. * **Contract Date *** **Product *** **Packaging ***

Seller * ☐ Non MPOB Licensee **Buyer *** ☐ Non MPOB Licensee

582685-003000 - KOPERASI TAHFIZ AL-HIRAH SELANGOR BHD (KOTAHS) 582685-003000 - KOPERASI TAHFIZ AL-HIRAH SELANGOR BHD (KOTAHS)

Quantity (Tonnes) * **Price *** **Price Basis *** **FOB Equivalent US\$** **Remark**

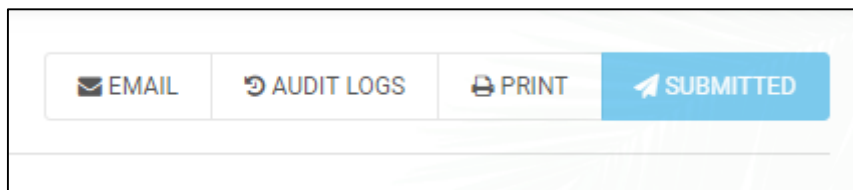
RM DEL 0.0000

Delivery Month * **Del/Collection Place *** **Loading Port** **Discharge Port**

08/2019

Entered by 582685-003000
05/08/2019 15:19:36

- 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.

Transaction Type

All

Purchase

Sale

Status

All

Draft

Submitted

Product

ALL PRODUCTS

Contract No.

Contract Date

05/08/2019 - 05/08/2019

DELETE

QUERY

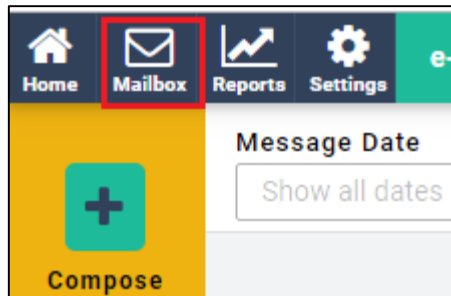
<input type="checkbox"/>	CONT. NO CONT. DATE	SELLER BUYER	QUANTITY PRICE	PRODUCT	P. BASIS DELIVERY	TYPE STATUS	PDF
<input type="checkbox"/>	1231231232 05 Aug 2019	MEGAH OIL MILL SDN BHD MEGAH JADI SDN BHD	123.00 RM 123.00	G9 - ASTORLITE G	DEL 08/2019	<div>S</div> <div>Unverified</div>	
<input type="checkbox"/>	123123123 05 Aug 2019	KOPERASI FELDA MEMPAGA 3 BERHAD MEGAH TITANIUM SDN BHD	123.00 RM 123.00	G9 - ASTORLITE G	DEL 08/2019	<div>S</div> <div>Unverified</div>	
<input type="checkbox"/>	1231231233 05 Aug 2019	KOPERASI BELIA TENOM BERHAD KOPERASI TAHFIZ AL-HIRAH SELANGOR BHD (KOTAH)	123.00 RM 123.00	G9 - ASTORLITE G	DEL 08/2019	<div>S</div> <div>Unverified</div>	

- 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.

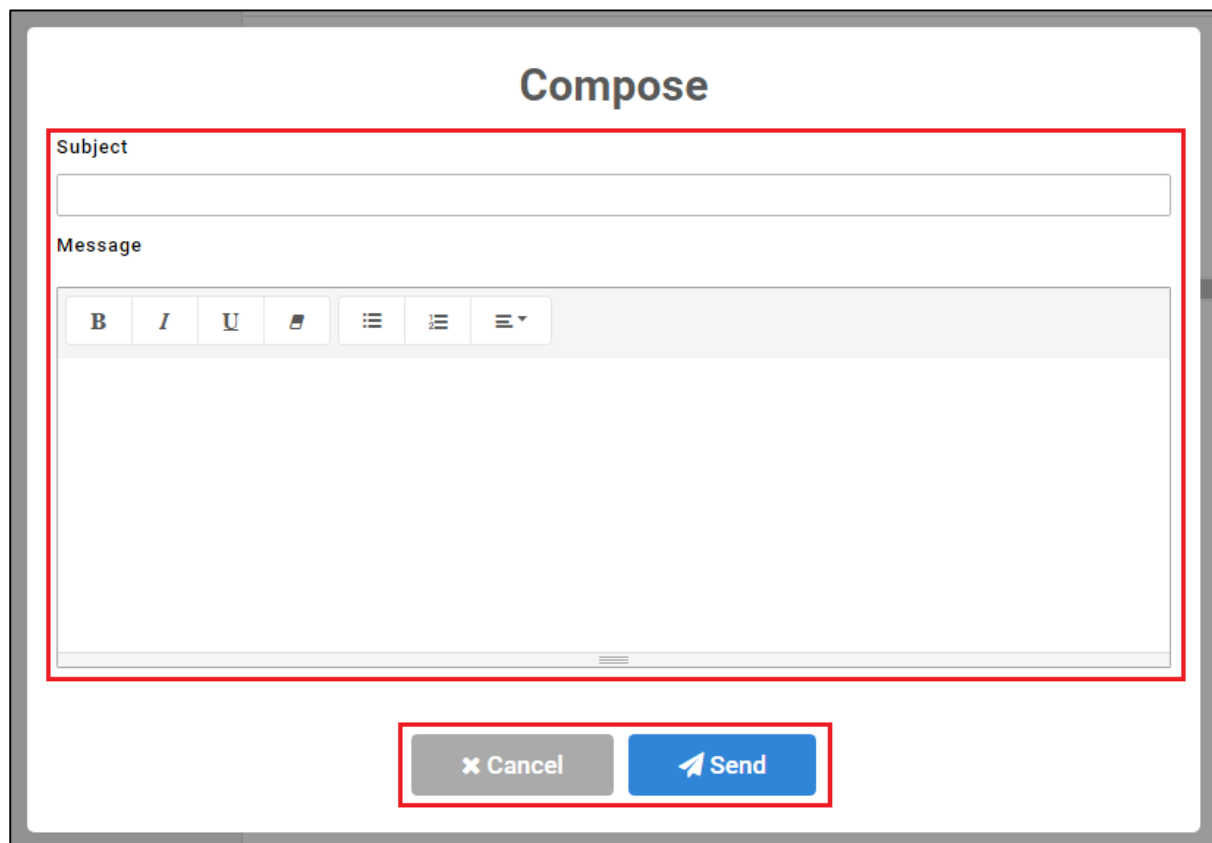
Contract No.		Product		Basis		More Info / Sample	
<input type="text"/>		ALL PRODUCTS		ALL PRICE BASIS		INSTRUCTION TXT CSV	
SUBMIT TO MPOB REMOVE		UPLOAD CONTRACTS (TXT, CSV)				QUERY	
<input type="checkbox"/>	TYPE STATUS	CONT. NO CONT. DATE	PRODUCT PACKAGING	SELLER BUYER	QUANTITY PRICE (FOB EQV.)	P. BASIS DELIVERY	
<input type="checkbox"/>	S 1 Error	WSRPKL 656507 17/07/2019	32 - RBD PALM KERNEL OLEIN BU	500456-206000 - MEWAH-OILS SDN BHD 617118-025000 - BREMFELD SDN. BHD.	250.00 RM 2,367.00 (0.00)	DEL 11/2019	
<input type="checkbox"/>	S 1 Error	WSRPKL 656508 17/07/2019	32 - RBD PALM KERNEL OLEIN BU	500456-206000 - MEWAH-OILS SDN BHD 617118-025000 - BREMFELD SDN. BHD.	250.00 RM 2,367.00 (0.00)	DEL 11/2019	
<input type="checkbox"/>	S 1 Error	WSRPKL 656509 17/07/2019	32 - RBD PALM KERNEL OLEIN BU	500456-206000 - MEWAH-OILS SDN BHD 617118-025000 - BREMFELD SDN. BHD.	250.00 RM 2,367.00 (0.00)	DEL 11/2019	
<input type="checkbox"/>	S Valid	WSRPKL 6565105 17/07/2019	32 - RBD PALM KERNEL OLEIN BU	500456-206000 - MEWAH-OILS SDN BHD 617118-025000 - BREMFELD SDN. BHD.	250.00 RM 2,367.00 (0.00)	DEL 11/2019	

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**.





Compose

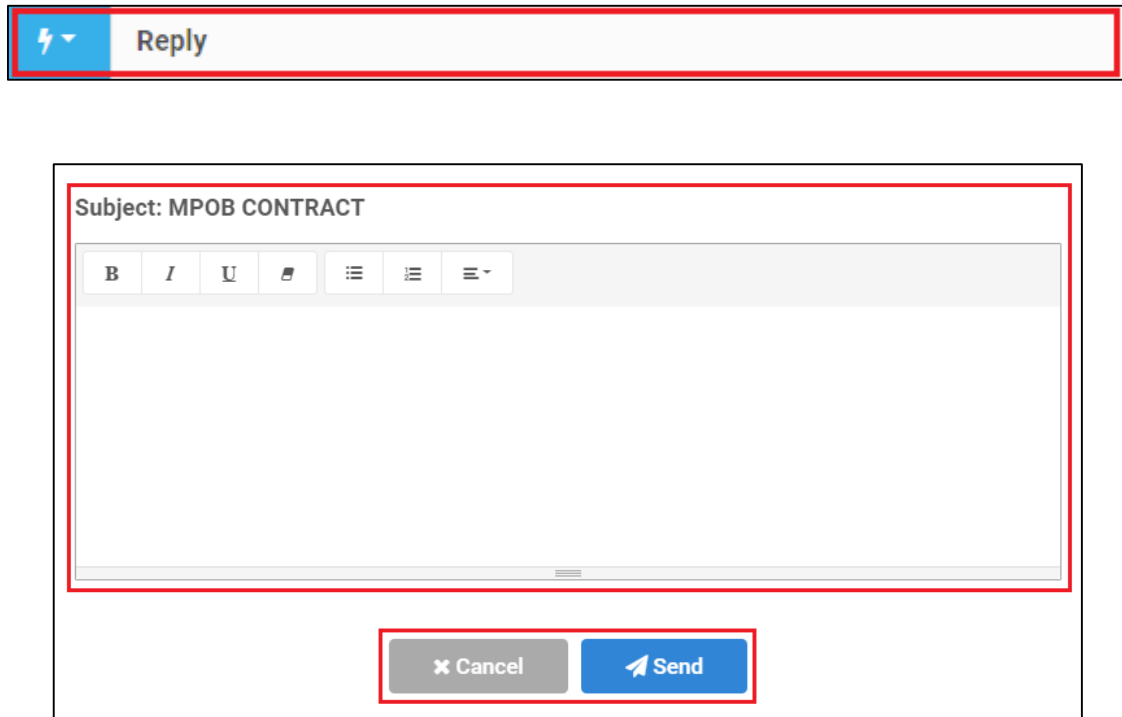
Subject

Message

B *I* U    

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.

A screenshot of a web form for selecting a contract date. At the top, the text 'Contract Date' is displayed. Below it is a date selection interface showing a calendar icon and the date '17/07/2019'. This date field is enclosed in a red rectangular box. At the bottom of the form, there are two buttons: a blue button on the left labeled 'PRINT' with a printer icon, and a purple button on the right labeled 'QUERY' with a downward arrow icon. Both buttons are also enclosed in red rectangular boxes.

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**.

