



Malaysian Palm Oil Board

GUIDE FOR LICENSEE

MPOB **e**-Registration v2.0

Table of Contents

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

1. Registration

1.1 Click the **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**,
please contact the following:

- 1.2 Fill all the required information to continue the registration. The field marked with * are mandatory. **Check** the information witness option.

After finishing filling all the information then click **Sign Up** button. Click **Cancel** button to cancel the registration.

Mailing Address SAME AS PREMISE ADDRESS

Please enter **postcode** to insert address, city and state. Make sure your address is correct.

Address * Address 2 *

Postcode * City * State *

Tel No * Fax No Website

☐ hereby witnessed the information is true. [Click here to view Terms and Conditions.](#)

- 1.3 After registration complete, the system will send an email for a success registration. To use the system, please wait for the system admin confirmation.


2. Login and Password Reset

- 2.1 Enter **Login ID** and **Password**. If you want to remembered the logging session, check the box at **Keep Me Signed In**. Then click **Sign In** button.


Licensee Login

Please insert you details below

Login ID



Password




☐ Keep Me Signed in

SIGN IN

Forgot Password

- 2.2 There are error message when the login attempt is failed. The dashboard will shown when login attempt is success.

- 2.3 To reset password click **Forget Password** link.



☐ Keep Me Signed in

SIGN IN

Forgot Password

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. Proceed the password reset **by click Reset Password** button at the email.



e-Registration

Hello!

You are receiving this email because we received a password reset request for 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,
MPOB e-Registration

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

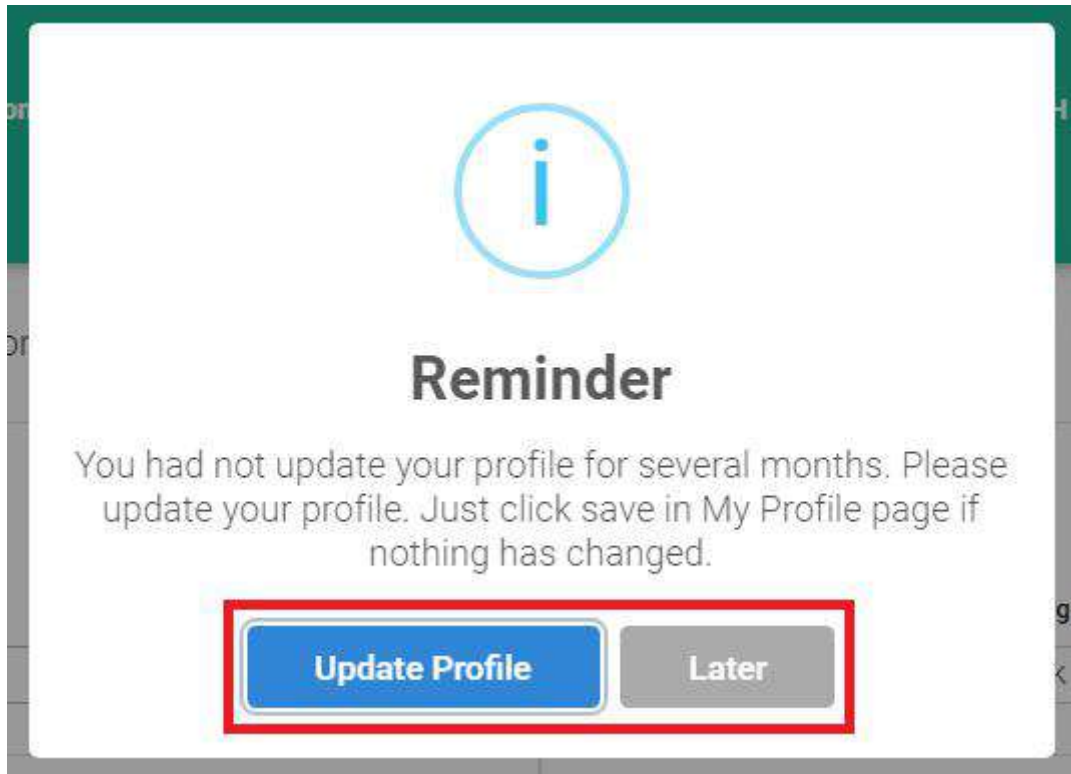
Enter your details to reset your password:

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."/>

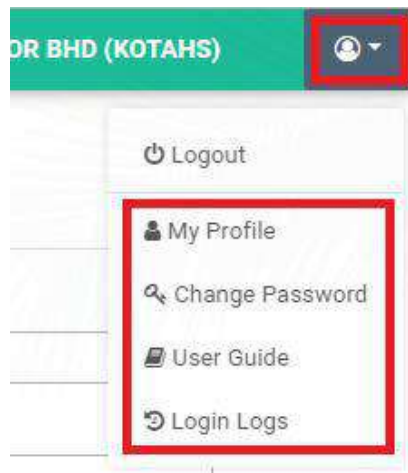
3. Profile Management

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



- 3.2 Fill all the required information. The field marked with * are mandatory. Click **Save** button when finish.

3.3 To see the profile management, click on **User** icon. A menu will show.



3.4 The **My Profile** menu are the same like the profile update as above.

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

3.6 Fill in all information, then click **Change Password** button. Click Cancel to back at the 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 is followed by a red asterisk indicating it is a required field. The input fields are grouped together and highlighted with a red rectangular box. At the bottom of the form, there are two buttons: 'Change Password' (blue) and 'Cancel' (grey). These buttons are also highlighted with a red rectangular box.

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

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

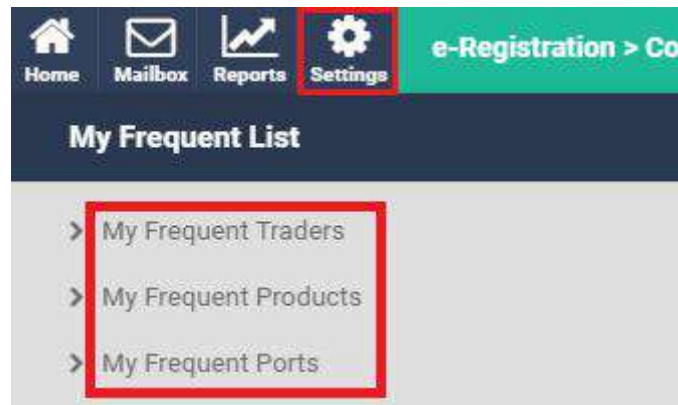
3.9 At the table header, fill the date then click **Query** button to filter the records.
Click on **See Changes** button to see the detail.

LOGIN AT	LOGOUT AT	IP ADDRESS	LOCATION	DEVICE	PLATFORM	BROWSER	CHANGES
05/06/2019 13:44:58	05/06/2019 14:35:54	10.10.2.119	Undetectable	Webkit	Windows 10.0	Chrome 75.0.3770.142	VIEW CHANGES
01/06/2019 03:52:31	01/06/2019 05:33:33	192.168.10.20	Undetectable	Webkit	Windows 10.0	Chrome 75.0.3770.142	VIEW CHANGES

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

4. My Frequent List

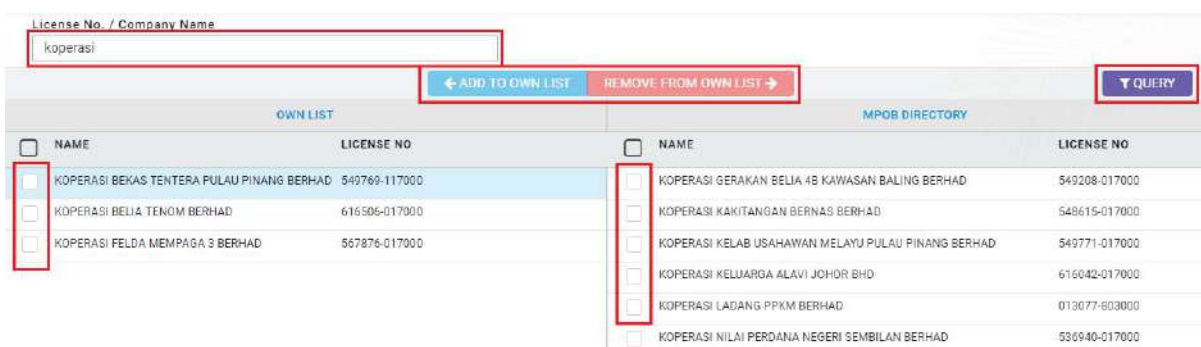
4.1 Click on **Setting** menu to see my frequent list menu.



4.2 Click on **My Frequent Traders** to see the page. At the header, fill in **License No. / Company Name**, then click **Query** button.

4.3 At the **MPOB Directory** record, select one or multiple record then click **Add to Own List** button to add at the **Own List** listing.

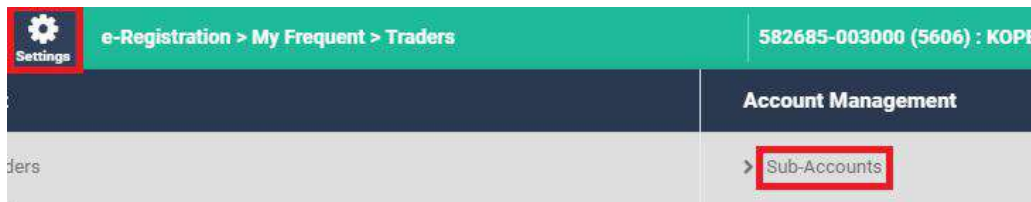
4.4 At the **Own List** record, select one or multiple record then click **Remove from Own List** button to remove from **Own List** listing.



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 the information then click on **Add** button to add a sub-account, click on **Cancel** button to cancel the registration.

Create Sub-Account

* An invitation email will be sent to this user.

Username *

Email *

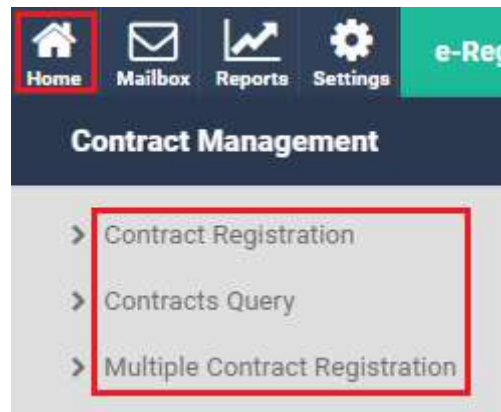
Full Name

Add

Cancel

6. Contract Management

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

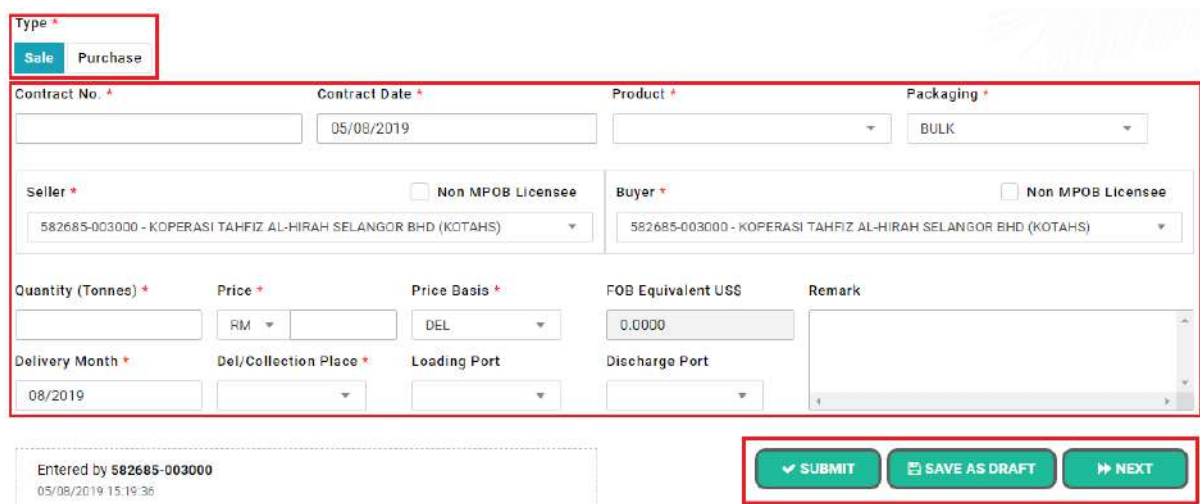


6.2 Click on **Contract Registration**.

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

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

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



Type *

Sale Purchase

Contract No. * Contract Date * Product * Packaging *

05/08/2019

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

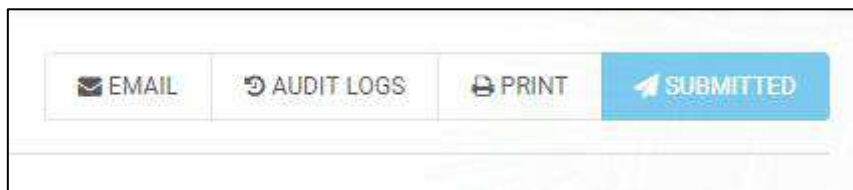
Entered by 582685-003000
05/08/2019 15:19:36

SUBMIT SAVE AS DRAFT NEXT

6.6 The contract still can be update if not yet got verified by admin. Click **Email** to send a message to admin regarding the contract.

6.7 Click **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 upload within 21 days after the contract date.

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

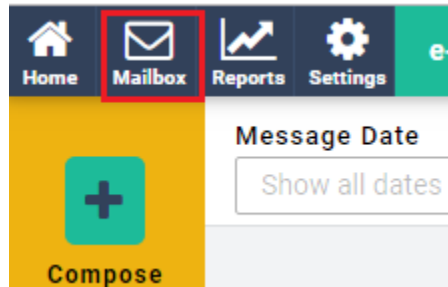
Transaction Type		Status		Product	Contract No.	Contract Date		
All	Purchase	Sale	All	Draft	Submitted	ALL PRODUCTS		05/08/2019 - 05/08/2019
DELETE							QUERY	
<input type="checkbox"/>	CONT. NO CONT. DATE	SELLER BUYER	QUANTITY PRICE	PRODUCT	P. BASIS DELIVERY	TYPE STATUS	PDF	
<input type="checkbox"/>	1231231232 05 Aug 2019	MEGAH OIL MILL SDN BHD MEGAH JADI SDN BHD	123.00 RM 123.00	G9 - ASTORLITE G	DEL 08/2019	Unverified		
<input type="checkbox"/>	1231231233 05 Aug 2019	KOPERASI FELDA MEMPAGA 3 BERHAD MEGAH TITATUM SDN BHD	123.00 RM 123.00	G9 - ASTORLITE G	DEL 08/2019	Unverified		
<input type="checkbox"/>	1231231233 05 Aug 2019	KOPERASI BELIA TENOM BERHAD KOPERASI TAHFIZ AL-HIRAH SELANGOR BHD (KOTAHS)	123.00 RM 123.00	G9 - ASTORLITE G	DEL 08/2019	Unverified		

- 6.14 Click at Home menu, then click **Multiple Contract 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 contract.
- 6.17 Click on contract number to edit the contract.
- 6.18 Select one or multiple contract then click **Delete** button to remove the contract.
- 6.19 Select one or multiple contract then click **Submit to MPOB** button to submit the selected contract.
- 6.20 The contract status must be valid before submitting.

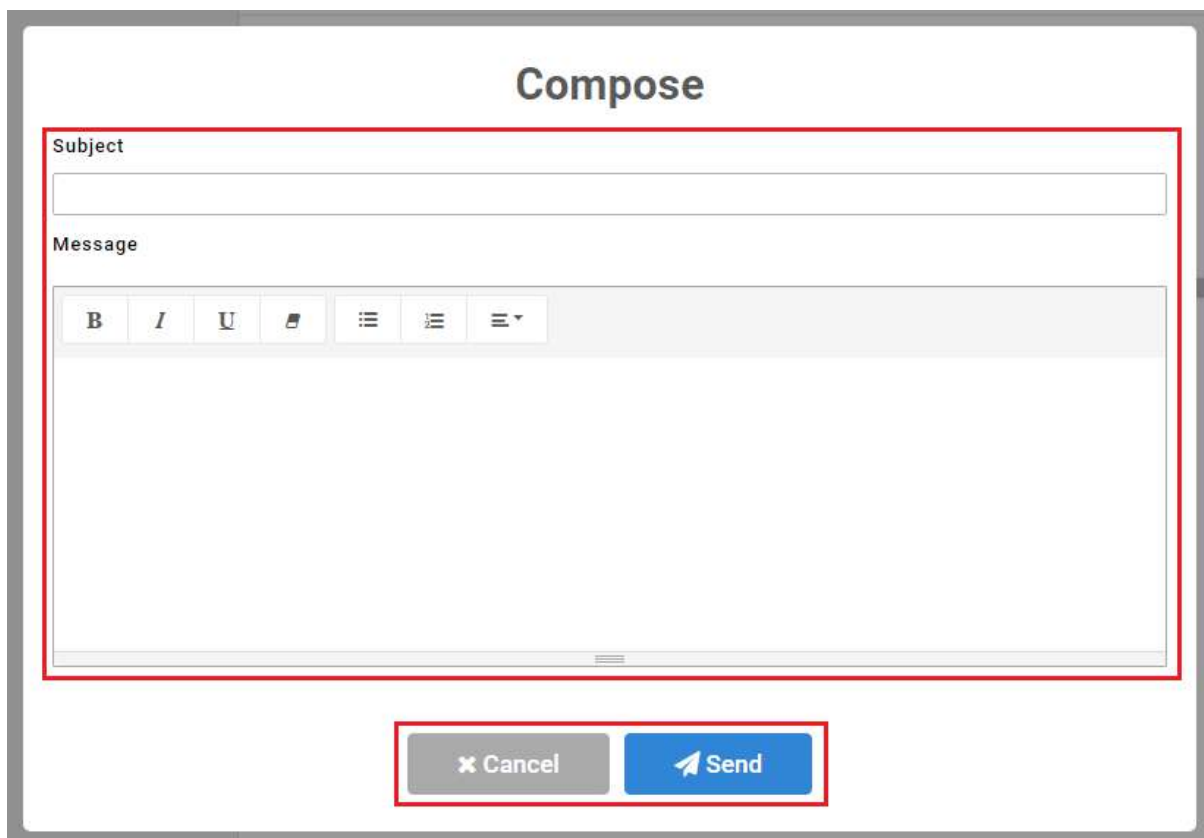
Contract No.	Product	Basis	More Info / Sample			
<input type="text"/>	ALL PRODUCTS	ALL PRICE BASIS	INSTRUCTION	TXT	CSV	
<input type="checkbox"/> SUBMIT TO MPOB <input type="checkbox"/> REMOVE		<input type="button" value="UPLOAD CONTRACTS (TXT, CSV)"/>		<input type="button" value="QUERY"/>		
<input type="checkbox"/>	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 - BREMFIELD 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 - BREMFIELD 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 - BREMFIELD 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 - BREMFIELD SDN. BHD.	250.00 RM 2,367.00 (0.00)	DEL 11/2019

7. Mailbox

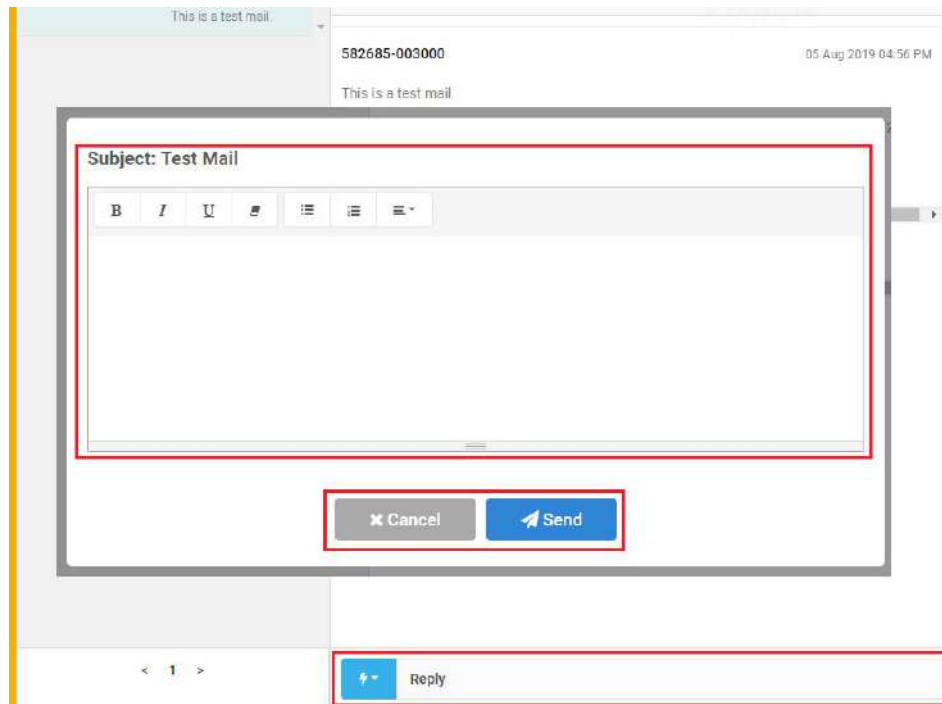
7.1 Click on **Mailbox** logo to view the mailbox.



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

A screenshot of the 'Compose' email form in the MPOB e-Registration system. The form is titled 'Compose' at the top. It contains two main input areas: 'Subject' and 'Message'. The 'Subject' field is a single-line text input. The 'Message' field is a larger text area with a rich text editor toolbar above it, featuring buttons for Bold (B), Italic (I), Underline (U), Text Color, Bulleted List, Numbered List, and a dropdown menu. At the bottom of the form, there are two buttons: a grey 'Cancel' button with a close icon and a blue 'Send' button with a paper plane icon. Both the input fields and the buttons are highlighted with red rectangular boxes.

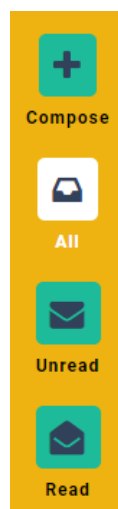
7.3 To reply the message click **Reply** then fill in the message then click **Send**.



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

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

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



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.

This screenshot shows a form for selecting a contract date. At the top, the text 'Contract Date' is displayed. Below it is a date input field containing '17/07/2019', with a small calendar icon to its left. The entire input field is enclosed in a red rectangular box. Below the date field is a light gray horizontal bar. On the left side of this bar is a blue button with a printer icon and the text 'PRINT', also enclosed in a red box. On the right side of the bar is a purple button with a downward arrow icon and the text 'QUERY', also enclosed in a red box.

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