USER MANUAL

TRACEABILITY MODULE
FOR SCCS CERTIFIED USERS (KERNEL CRUSHER)

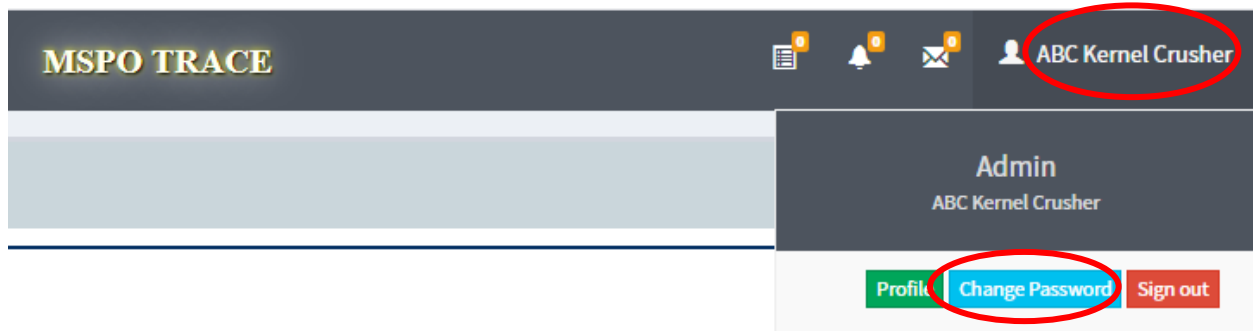**Version July 2020**
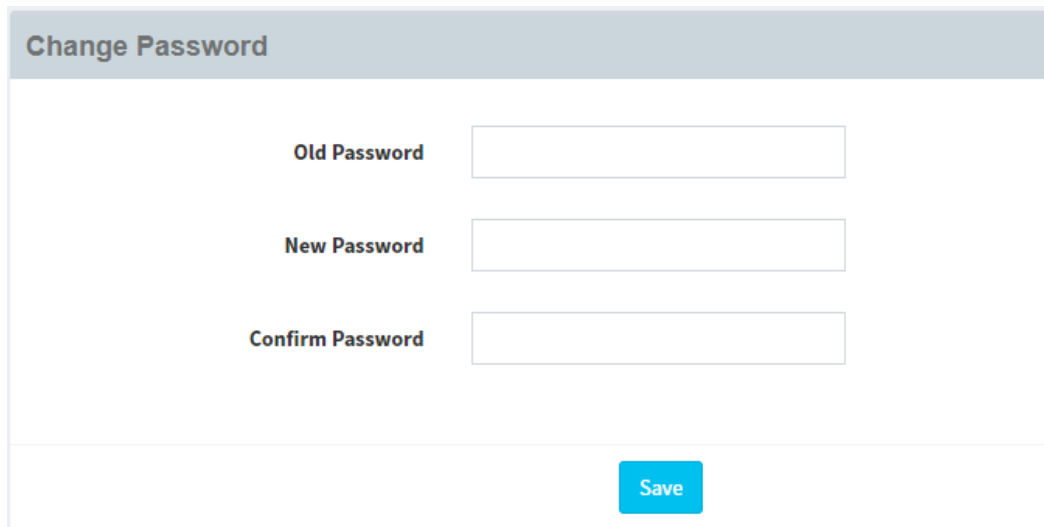
Contents

Change Username and Password

To change password, click on the entity name and then click Change Password button.

Key in your old password, new password and confirm new password. Then click the Save button.

Update Profile

To update profile, click on the entity name and then click Profile button.

Your company profile will be shown. Click Update Profile button and now you can update your organization profile details.

Please be informed that the email address that you key in will be used in the forget password feature. Therefore please use an active email address.

Supplier Registration

For adding supplier, click Supplier & Buyer Details and then click Supplier Registration.

Your suppliers list will be shown. To add new supplier, click Register Supplier button.

No	Supplier Code (MSPO TRACE)	Supplier Name	Category	MPOB License No	SCCS Certification Staus	OPMC Certification Staus	SCCS No	OPMC No	Action
1	POM43929	Kilang Sawit Bersama	Palm Oil Mill	55633504404000	Active		SCC-0057		Delete

You can search your SCCS certified supplier in the 'Search and Select Supplier' box by keying your supplier's name. All the certified suppliers will be listed in the dropdown menu.

After you select one supplier, the supplier's basic information will be shown. Then click Add button for registering your supplier. The supplier will be listed in your suppliers list.

Alert Message

SUPPLIER'S INFORMATION

Entity Name	Rimba Hijau POM
City	Ipoh
State	Perak
Category	Palm Oil Mill
SCCS Certificate Number	SCC-698659

Add   Cancel

Buyer Registration

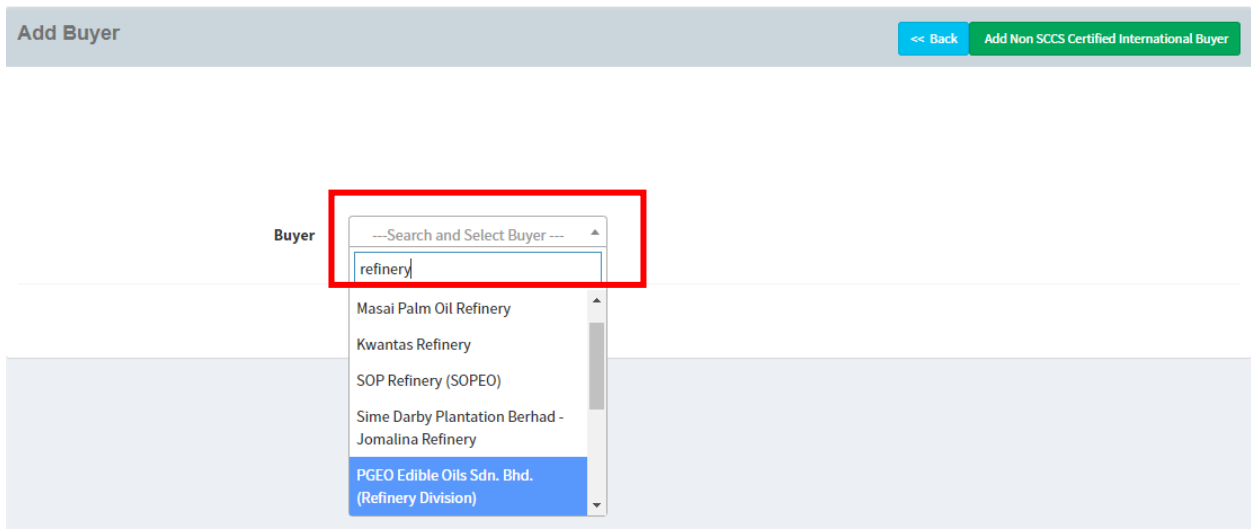To register buyer, click Supplier & Buyer Details tab and then click Buyer Registration tab.

Your buyers list will be shown. To add new buyer, click Register Buyer button.

You can search your SCCS certified buyer in the 'Search and Select Buyer' box by keying your buyer name. All the certified buyers will be listed in the dropdown menu.

After you select one buyer, the buyer's basic information will be shown. Then click Add button for registering your buyer. The buyer will be listed in your buyers list.

Non SCCS Certified International Buyer Registration

To register Non SCCS Certified International Buyer, click Register Buyer button and then click 'Add Non SCCS Certified International Buyer' button.

Fill in the general particulars for the international buyer and click the Save button.

Product Conversion

Raw Material & Product List

To view the list of raw materials and products click the Product Conversion tab and then click the Raw Materials & Product List tab.

Now you can see the list of raw materials and products. To add new raw material or product, click the Add Product button.

Key in the raw material or product name and then click the Save button.

Product Conversion Setting

To set your product conversion rate, click Product Conversion tab and click Product Conversion Setting tab. The list of product conversion will be shown. To add new conversion, click the Add Conversion button.

Select the raw material, key in the product conversion rate and select the product name. Then click the Add button. Then select the second product and key in the conversion rate. The product conversion rate must be equal to 100. Then, click the Save button. Your new conversion will be listed in the Conversion List.

You also can edit or remove your existing product conversion by clicking the Edit or Delete button in the action column.

Stocks & Product Conversion

To view your available raw material or product stocks, click the Product Conversion tab and then click the Stock & Product Conversion tab. In this screen, you can see the available stock of your raw materials and products. Please be informed that only material that has the product conversion will has the Convert button.

To convert the raw material/product, click the Convert button and then enter the volume to convert. The volume of product that will be produced will be shown. Then click the Save button.

Announcement Declaration

To make Announcement Declaration or MSPO Sales Announcement, click the Announcement Declaration tab.

Then select your buyer. All your registered buyers will be listed in the dropdown menu. The buyer information will be shown automatically after you choose a buyer.

After that, key in the Product details which are commodity, volume and SCCS model. After you choose a commodity to be sold, the available stock will be shown.

Then key in the shipment details and click the Confirm Announcement button.

MSPO Sales Pending List & Cancel Announcement

After you have made an announcement declaration, your announcement will be listed in the MSPO Sales Pending List. The MSPO Sales Pending List Notification is available at the top of the screen.

From the list, you can cancel your announcement as long as the buyer still not approved the announcement. To cancel the announcement click cancel button in the action column and click the Confirm button.

MSPO Sales Rejected List

The MSPO Sales Rejected List Notification is available at the top of the screen. In the list, you can see your announcement that has been rejected by the buyer together with the reject remark. You cannot edit this announcement. If correction is needed, you need to make a new announcement.
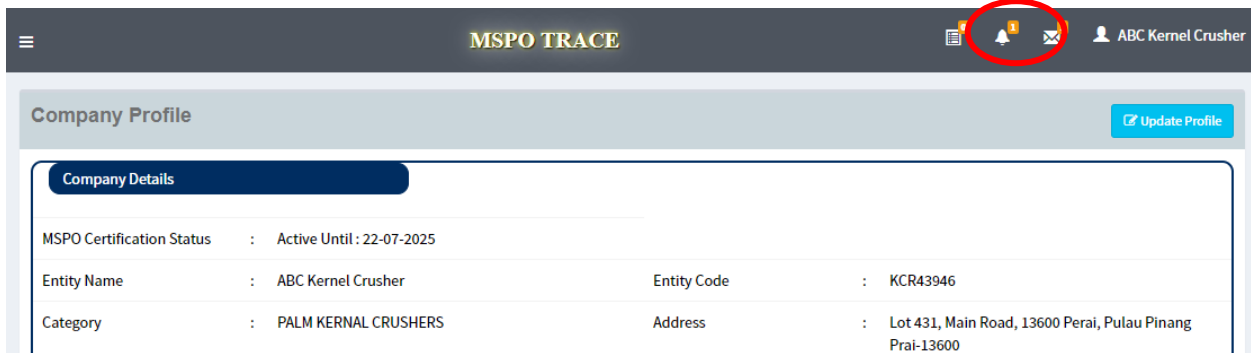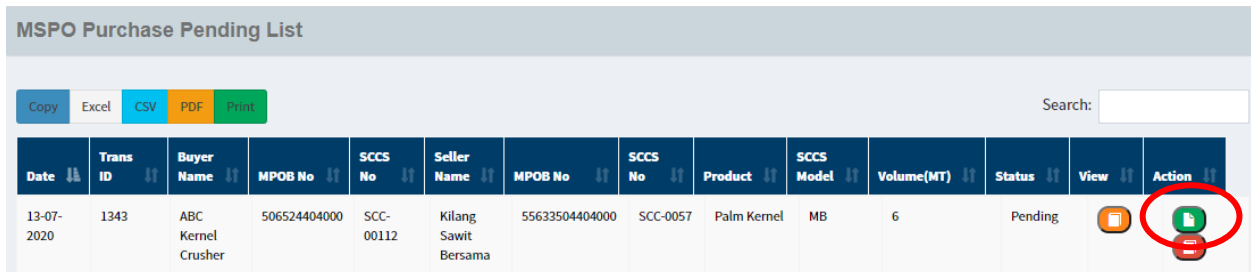
MSPO Purchase Pending Lists

When a certified processing facility makes a sale announcement declaration to you, you will receive notification in the MSPO Purchase Pending List. The MSPO Purchase Pending List Notification is available at the top of the screen.
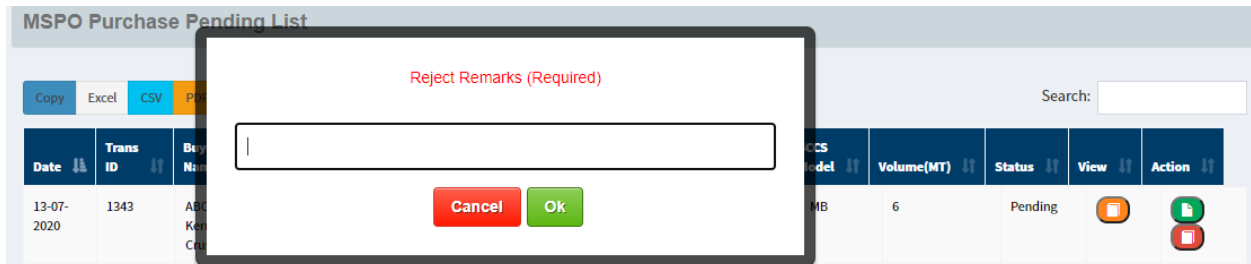

To approve the announcement, click the Approve Announcement button (green) in the action column.

If you want to reject the announcement, click the Reject Announcement button (red) in the action column and fill in your reject remark. Then click OK button.

History & Reports

In the History & Reports tab, you can view several reports such as:

1. Sales Announcement History
2. Purchase History
3. PK Purchase Report
4. Sales Report
5. Purchase & Sales Chart