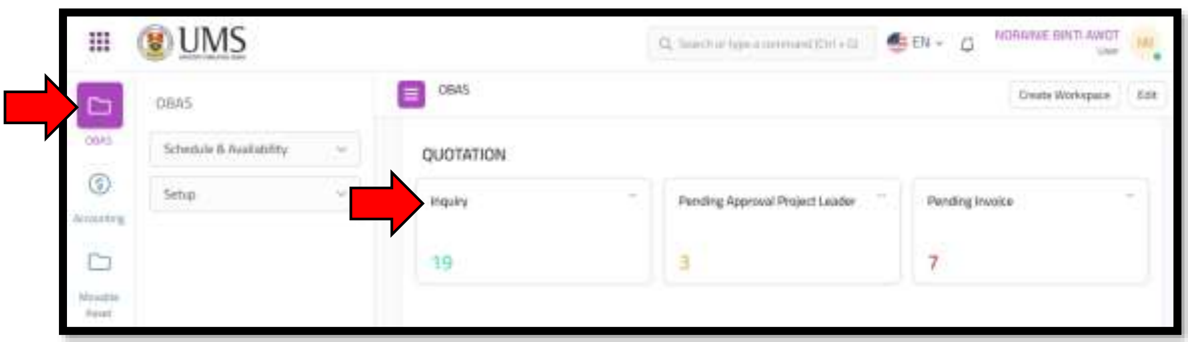
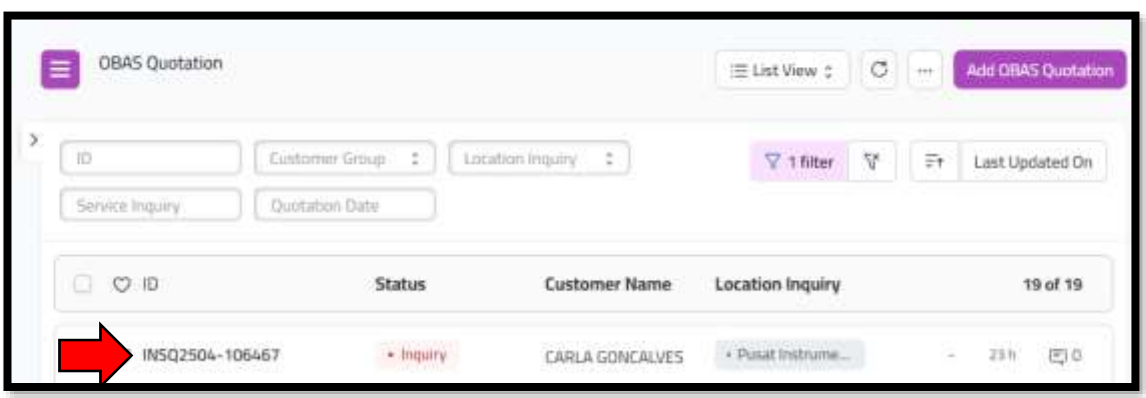
OBAS Manual (Secretariat)

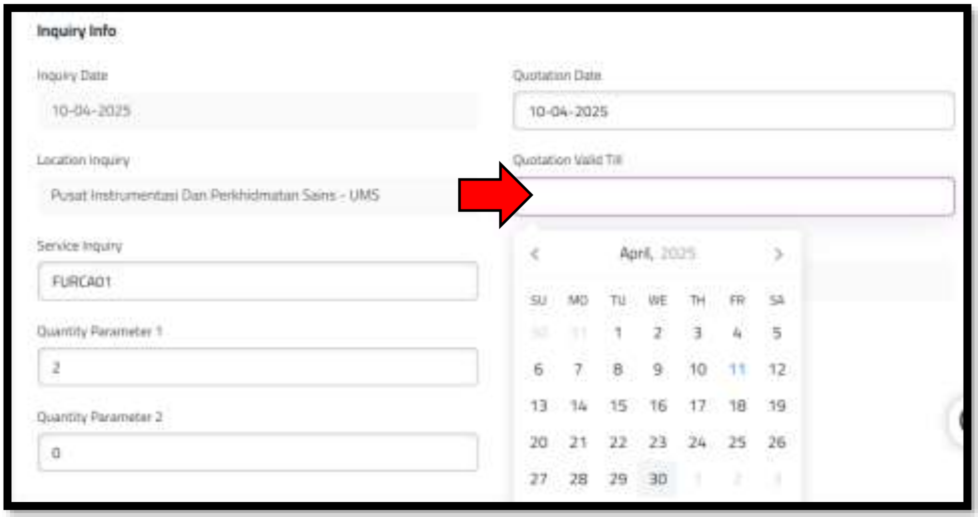
Step 1: Log into IICS using UMS AD id.



Step 2: Navigate to the **OBAS** folder on the left panel and select **Inquiry** on **Quotation** section.

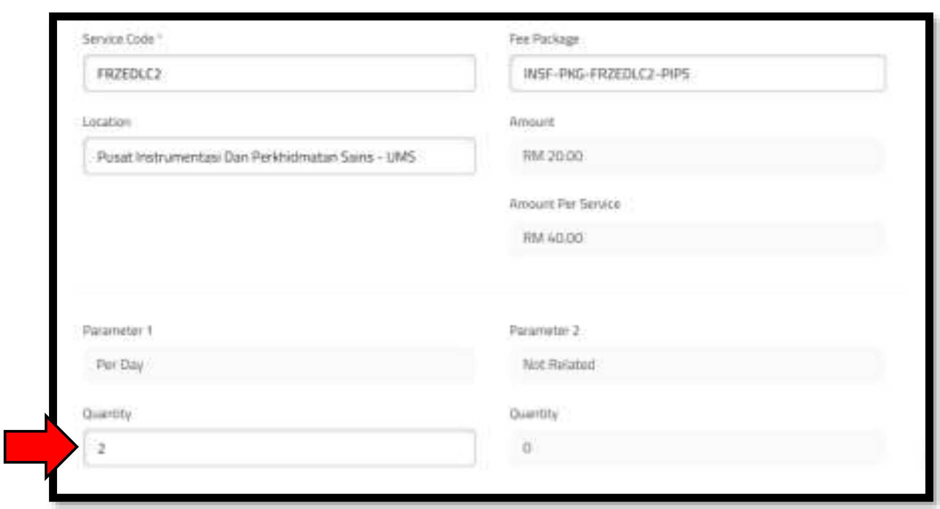


Step 3: Click the relevant **Inquiry ID** to view the inquiry details.

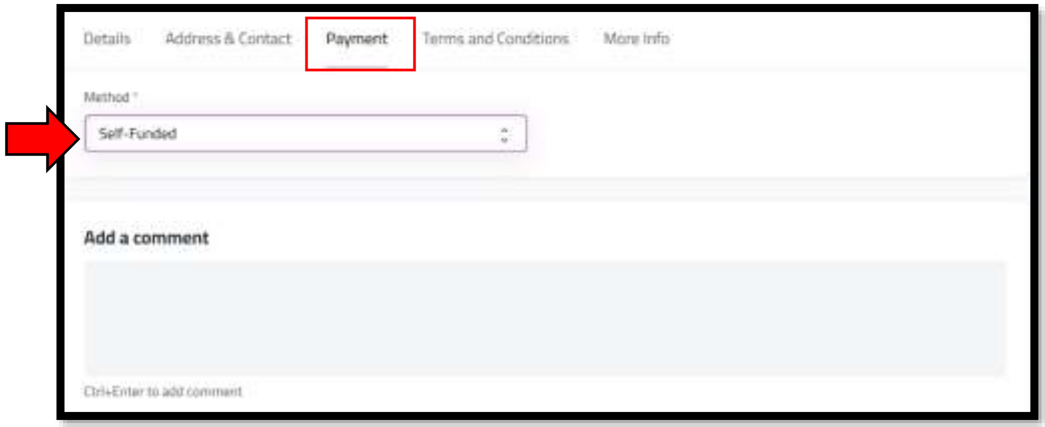


Step 4: After that, set the quotation validity by entering appropriate date in the **Quotation Valid Till** field.

Step 5: Click **Get Service List** to retrieve and view available service information.

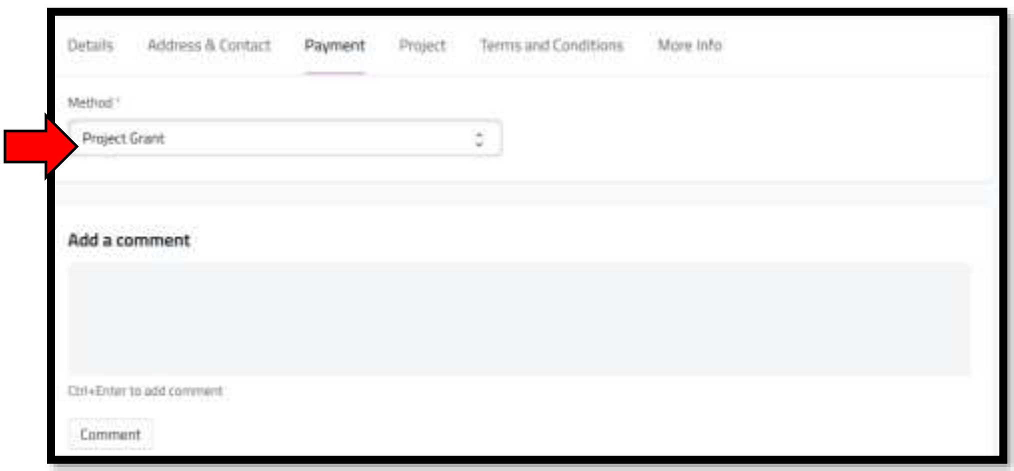


Step 6: Click **Quantity** to specify the quantity required by the user.

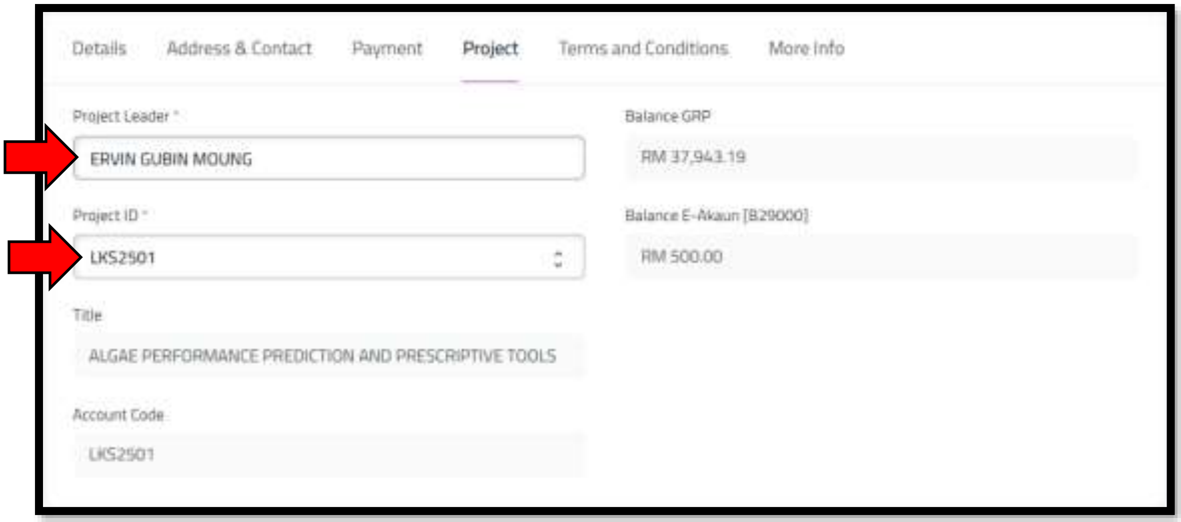


Step 7: Select the **Payment** method. There are two types of method:

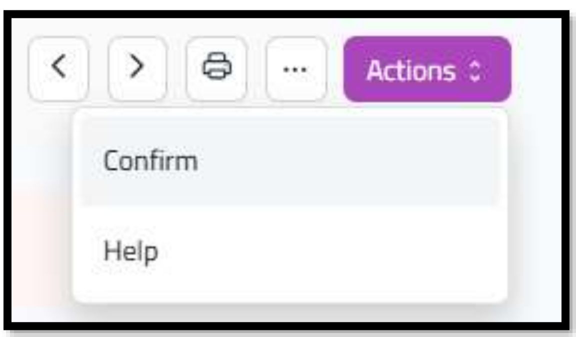
i. Self-funded
ii. Project Grant



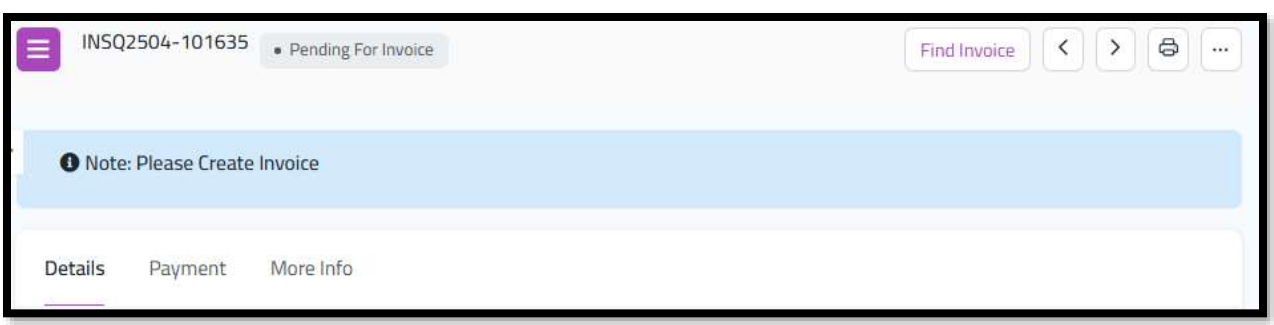
Step 8: If **Project Grant** is selected, the user needs to wait for the **Project Leader**'s approval.



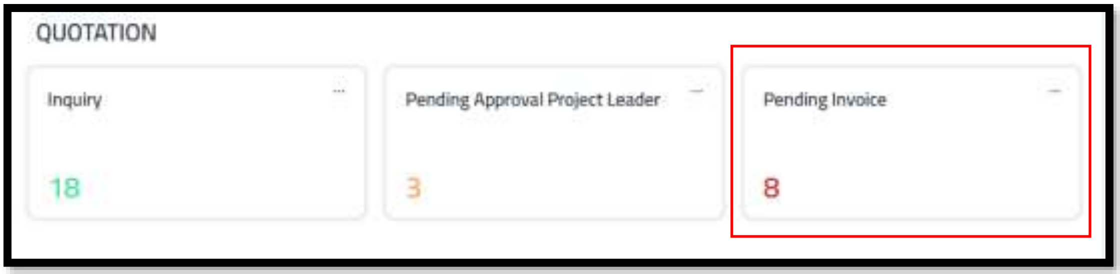
Step 9: In this section, select the **Project Leader** and the corresponding **Project ID** to be used for the inquiry application.



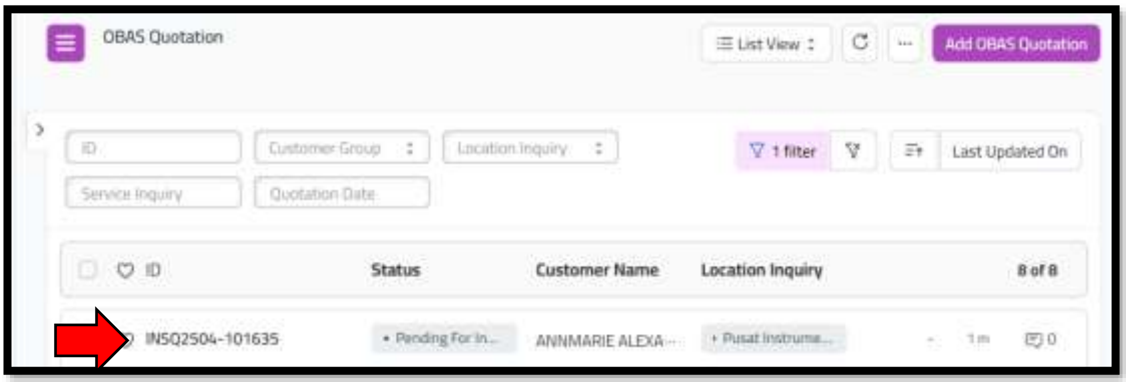
Step 10: Click **Save**, then click **Confirm** to submit the inquiry. The status will now display as **Pending for Invoice**.



Step 10: User can see the status of the application is **Pending for Invoice.**

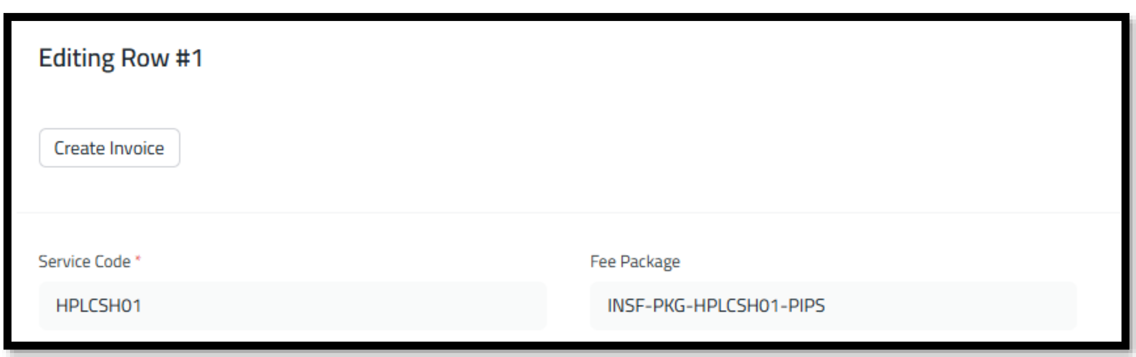


Step 11: Under the **Quotation** section, select **Pending Invoice.**

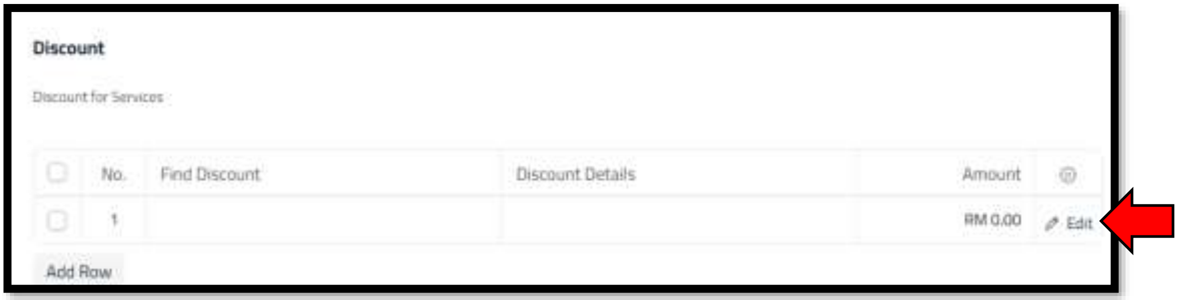


Step 12: Choose the relevant **Inquiry ID** to view its details**.**

Step 13: Click the **Edit** button located at the right side of the table.

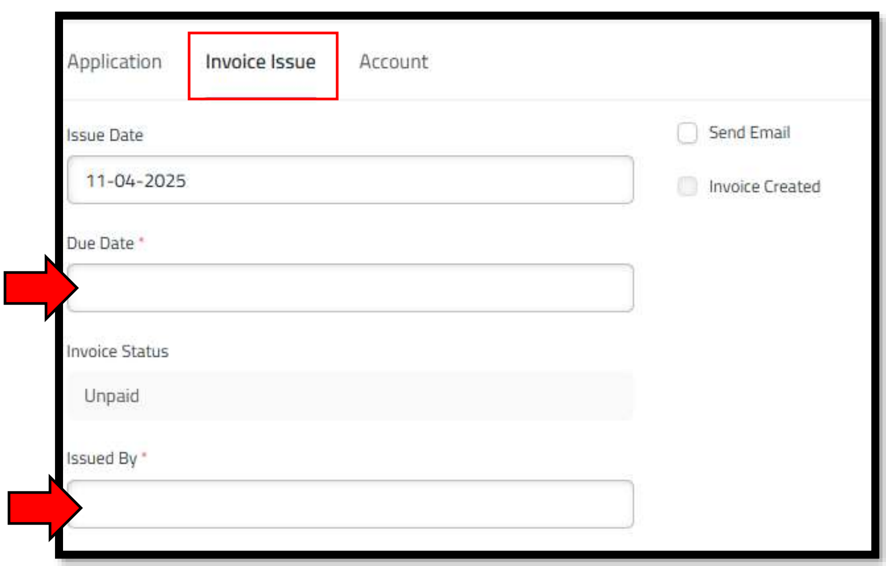


Step 14: Click on the **Create Invoice** button to begin invoice generation.

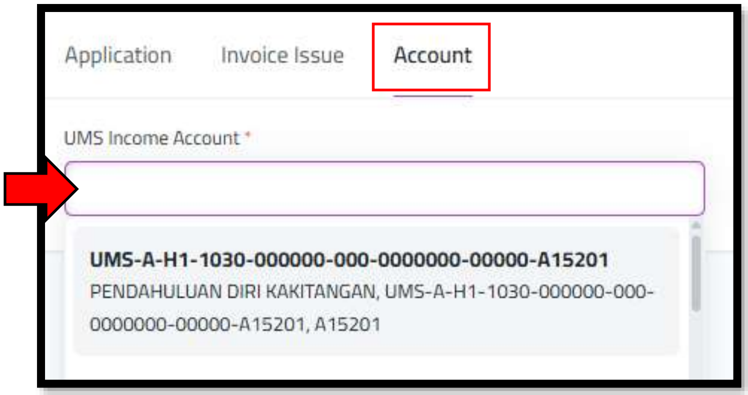


Step 15: In the **Discount** section, click **Edit**.

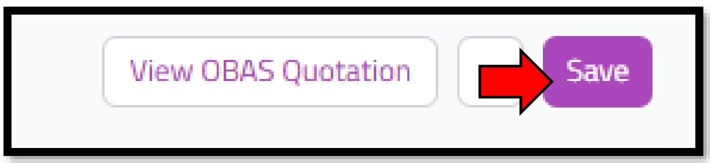
Step 16: Under **Discount Details** select **No Rebate**.



Step 17: Next, go to the **Invoice Issue** tab. The secretariat must fill in the both the **Due Date** and the **Issued By** field.



Step 18: Navigate to the **Account** tab, select the appropriate **UMS Income Account** for the invoice.



Step 19: Finally, click **Save**. The secretariat can now email the generated invoice to the user.