

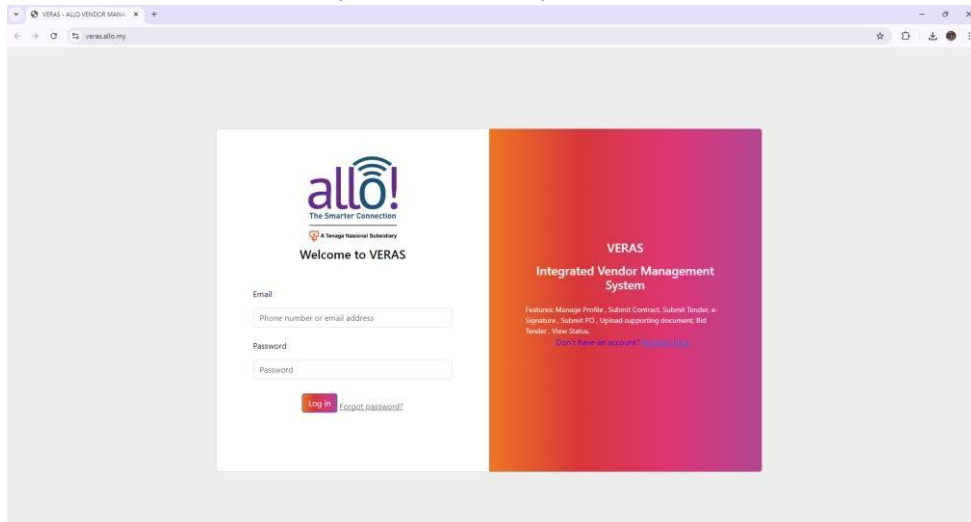
Username: Registered Email Address

Password: Your password

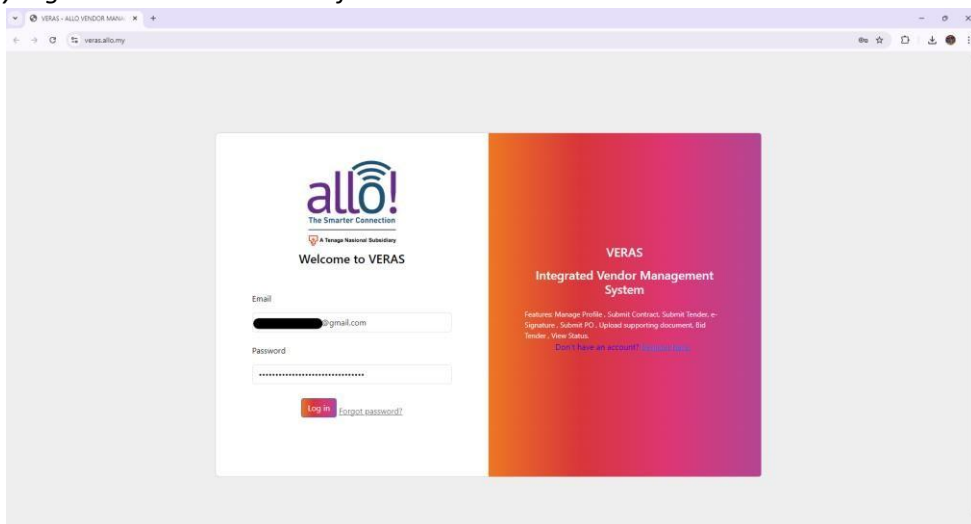
Tutorial on Invoice Submission

1. Login to VERAS website / *Masuk login ke dalam laman web VERAS*

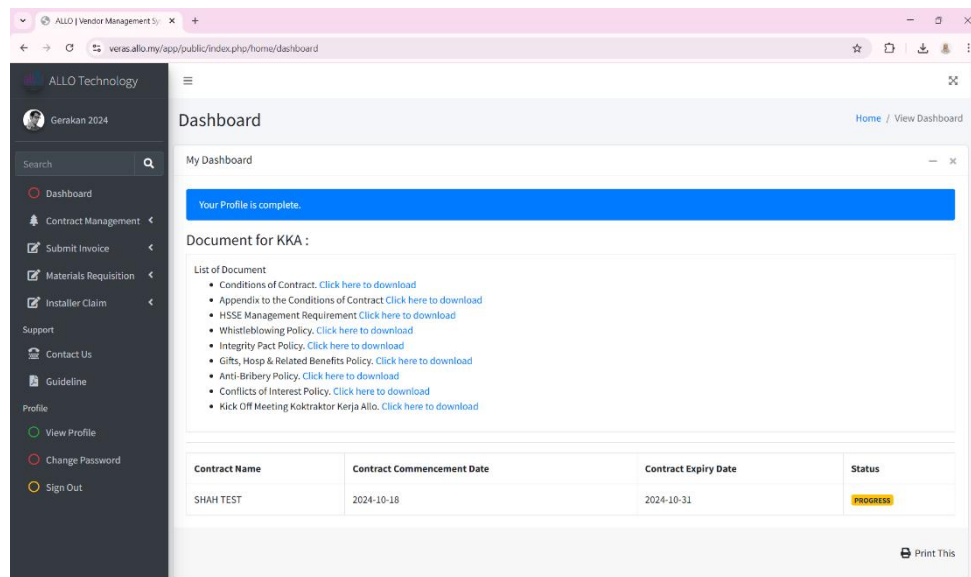
a. Login into Allo VERAS website <https://veras.allo.my/>



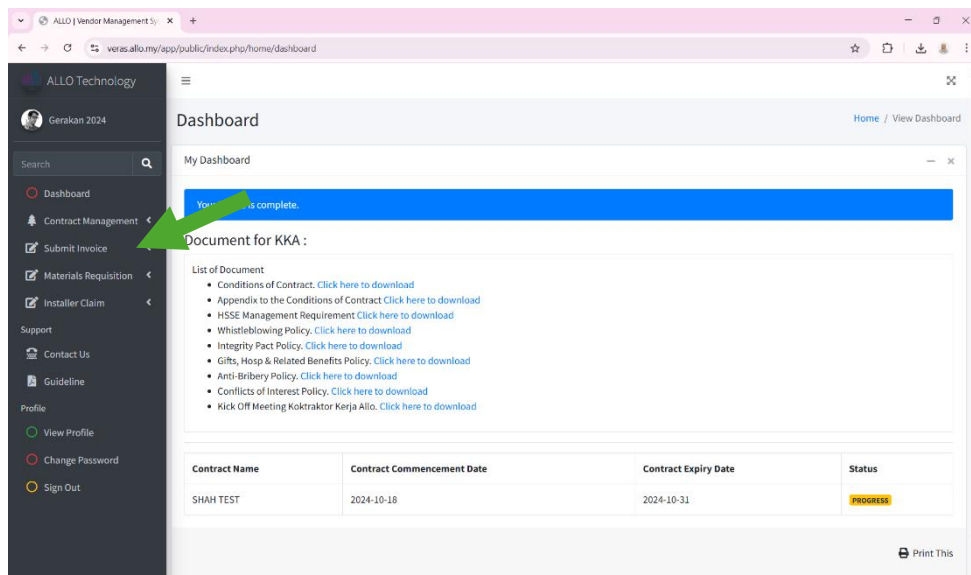
- i. Insert only with the registered email address with Allo. / *Hanya masukkan emel sah berdaftar dengan Allo. Contoh: sayasukaayam@hotmail.com.*
- ii. Insert the password associated with your registered account/ *Masukkan kata laluan yang sah untuk akaun berdaftar anda*



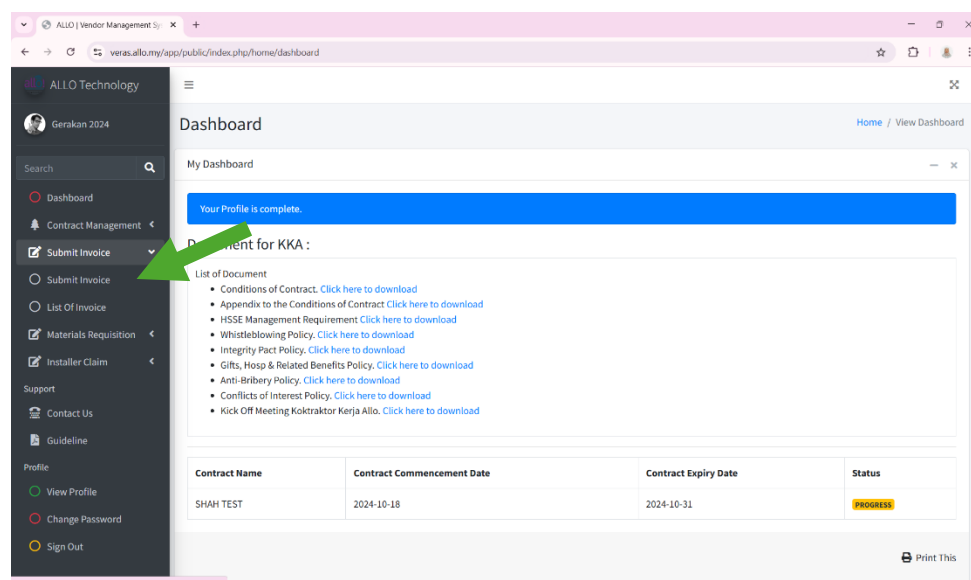
b. Enter the home page of VERAS. / Memasuki Laman Utama VERAS.



i. To submit invoice, refer Submit Invoice. / Untuk membuat penghantaran inoivis, sila rujuk menu “Submit Invoice” diikuti gambar rajah berikut.



ii. To proceed Submit Invoice > Submit Invoice/ Untuk meneruskan, “Submit Invoice” > “Submit Invoice”



iii. Fill in the submit invoice form/ *Lengkapkan borang “submit invoice”*

Submit New Invoice

Project Type * ☒ Non-Project ☐ Project POP

Claim Category * ☐ Progress Claim ☐ Full Claim ☐ Retention

Claim Type * Please choose

PO Number *

Invoice Number *

Amount *

Attachment (Invoice) * Choose File No file chosen
Only supported file format .pdf. Maximum upload size 20MB

DO Number

Attachment (DO) Choose File No file chosen
Only supported file format .pdf. Maximum upload size 20MB

Note: Please only enter valid PO Number and PIC Email/ *Nota: Sila masukkan hanya “PO Number” dan “PIC Email” yang sah*

Submit New Invoice

Project Type * ☒ Non-Project ☐ Project POP

Claim Category * ☒ Progress Claim ☐ Full Claim ☐ Retention

Claim Type * Infrastructure

PO Number * 2208-PO-0035
PO Number is valid.

Invoice Number * INV-2JULY2025

Amount * 7800

Attachment (Invoice) * Choose File TENDER NOTICE- ACS SERVICE CARDS (1).pdf
Only supported file format .pdf. Maximum upload size 20MB

DO Number

Attachment (DO) Choose File No file chosen
Only supported file format .pdf. Maximum upload size 20MB

PIC Email * zamir@allo.my
Email PIC found in our database.

Remark

iv. Then click Next/ *Kemudian tekan “Next”*

Submit New Invoice

Claim Type * Infrastructure

PO Number * 2208-PO-0035
PO Number is valid.

Invoice Number * INV-2JULY2025

Amount * 7800

Attachment (Invoice) * Choose File TENDER NOTICE- ACS SERVICE CARDS (1).pdf
Only supported file format .pdf. Maximum upload size 20MB

DO Number

Attachment (DO) Choose File No file chosen
Only supported file format .pdf. Maximum upload size 20MB

PIC Email * @allo.my

Remark

Next >> Cancel

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- v. "Successful added new data!" message will appear, then go to Submit Invoice > List of Invoice to submit/ Mesej "Successful added new data!" akan muncul. Seterusnya, pergi ke "Submit Invoice" > "List of Invoice" untuk menghantar invoices.

Detail Invoice

Successful added new data!

Detail Invoice Supporting Document

Status DRAFT

Project Type Non-Project

Claim Category Progress Claim

Claim Type Infrastructure

PO Number 2208-PO-0035

Invoice Number INV-2JULY2025

Amount 7800.00

Attachment (Invoice) TENDER NOTICE- ACS SERVICE CARDS (1).pdf

DO Number

Attachment (DO)

PIC Mail zamri@allo.my

- vi. Then click Submit to proceed to Submit, or Remove to cancel the invoice/ Kemudian klik "Submit" untuk meneruskan penghantaran, atau "Remove" untuk membatalkan invoices

List of Invoice Submission

List of Invoice

Show 1 to 1 entries

Copy Excel Print

Num.	Status	PO Number	Invoice Number	Amount	Attachment (Invoice)	Date submission	Action
1	DRAFT	2208-PO-0035	INV-2JULY2025	RM7,800	TENDER NOTICE- ACS SERVICE CARDS (1).pdf	2025-07-02 17:27:06	Submit Remove

Showing 1 to 1 of 1 entries

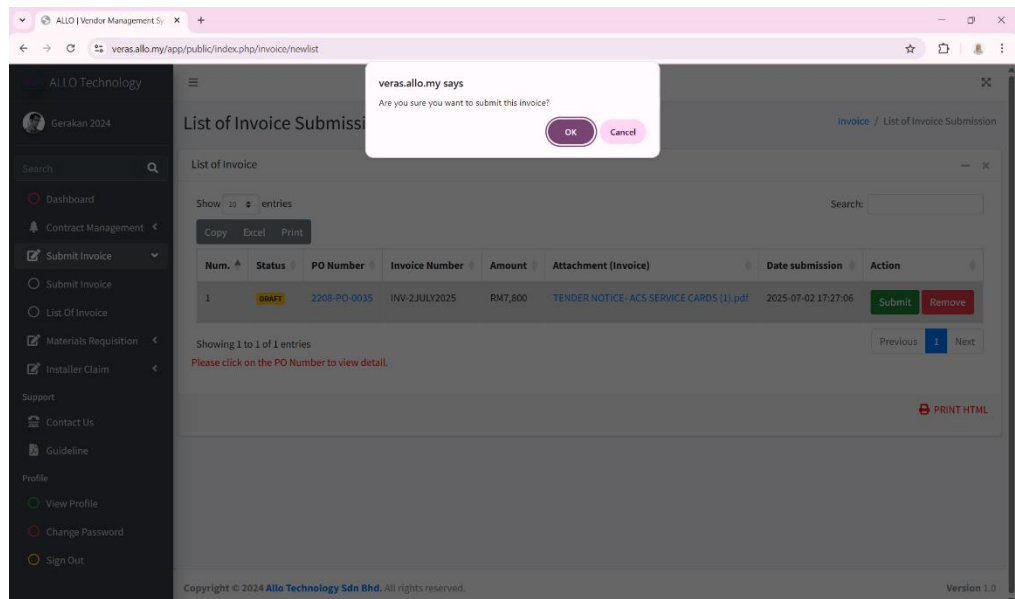
Please click on the PO Number to view detail.

Previous 1 Next

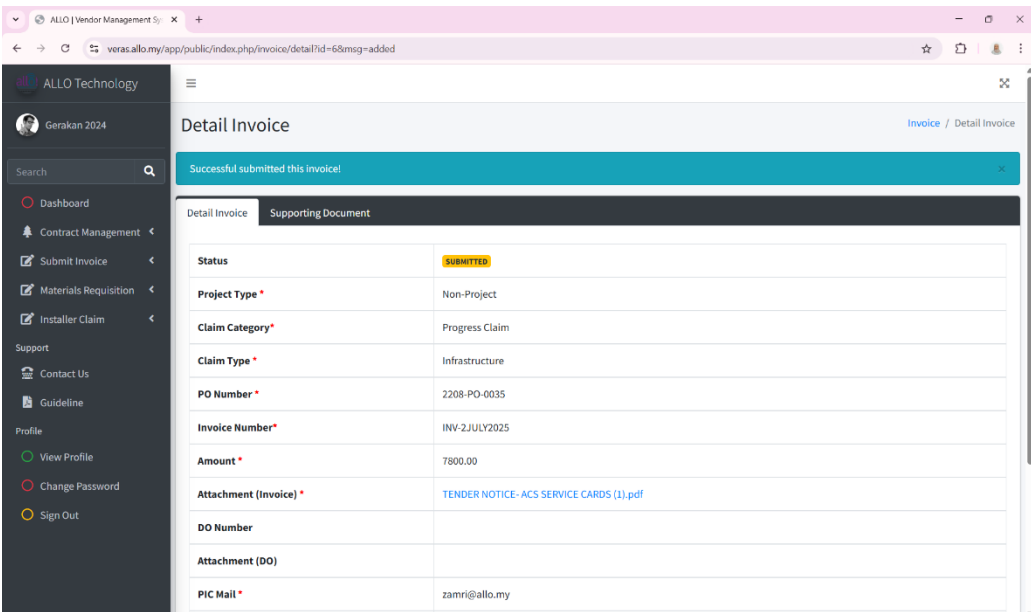
PRINT HTML

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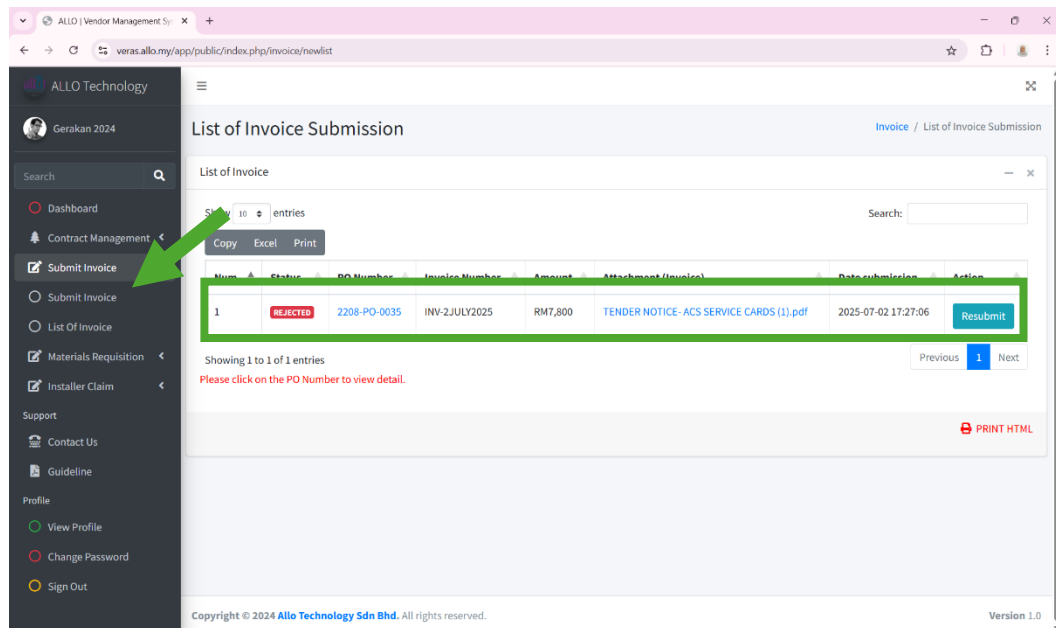
- vii. A message will appear and click OK to proceed/ *Paparan mesej akan muncul dan tekan OK untuk meneruskan proses*



- viii. "Successful submitted this invoice!" Message will appear and the status will change to Submitted/ *Mesej "Successful submitted this invoice!" akan ditunjukkan dan status inouis akan bertukar kepada "Submitted"*



c. If your invoice got rejected, system will notify through email and the status will appear at Submit Invoice > List Of Invoice / Jika invois anda ditolak, sistem akan memaklumkan melalui emel dan status akan dipaparkan di "Submit Invoice" > "List Of Invoice"



- i. Click Resubmit to proceed again on your invoice submission/ Klik butang "Resubmit" untuk meneruskan proses penghantaran invois semula

d. Check the "Status" column at Submit Invoice > List Of Invoice to view the latest payment status for example, Payment Process or Payment Disbursement/ Semak ruangan "Status" di "Submit Invoice" > "List Of Invoice" untuk melihat status terkini bayaran, contohnya, "Payment Process" atau "Payment Disbursement"

