

2024

**SISTEM KEWANGAN PUTRA FINANCE :
PURCHASE REQUISITION PEROLEHAN SECARA
SEBUTHARGA/TENDER MELALUI TENDER
WIZARD**



UNIVERSITI

PEJABAT BURSAR
UNIVERSITI PUTRA MALAYSIA

KEMASKINI : 01 JUN 2024

PENYEDIAAN PURCHASE REQUISITION OLEH PUSAT TANGGUNGJAWAB TERDIRI DARIPADA:

- A. PENYEDIAAN PURCHASE REQUISITION PEMBELIAN TERUS DAN BIDDING RESPONSE
 - a. PEROLEHAN BIASA
 - b. PEROLEHAN YANG MEMERLUKAN KELULUSAN PPPA/IDEC/APSEC/BAHAGIAN PEROLEHAN
- B. PENYEDIAAN PURCHASE REQUISITION PEMBELIAN TERUS (CHOOSE VENDOR)
 - a. PEROLEHAN PK7
 - b. PEROLEHAN DENGAN PEMBEKAL ASAL/PENGILANG ASAL/PEMBEKAL TUNGGAL
 - c. PEROLEHAN KERJA SEGERA YANG DILULUSKAN OLEH PPPA
- C. PENYEDIAAN PURCHASE REQUISITION PEMBELIAN TERUS BERKONTRAK
- D. PENYEDIAAN PURCHASE REQUISITION PEROLEHAN MELALUI SEBUTHARGA/TENDER (TENDER WIZARD)

D1- PENYEDIAAN PURCHASE REQUISITION SEBELUM PROSES SEBUTHARGA/TENDER

D2-PENYEDIAAN PURCHASE REQUISITION SELEPAS TENDER AWARD

D1) PENYEDIAAN PURCHASE REQUISITION PEROLEHAN SECARA SEBUTHARGA/TENDER MELALUI TENDER WIZARD (TIADA PEMILIHAN VENDOR) DENGAN NILAI MELEBIHI RM50,000



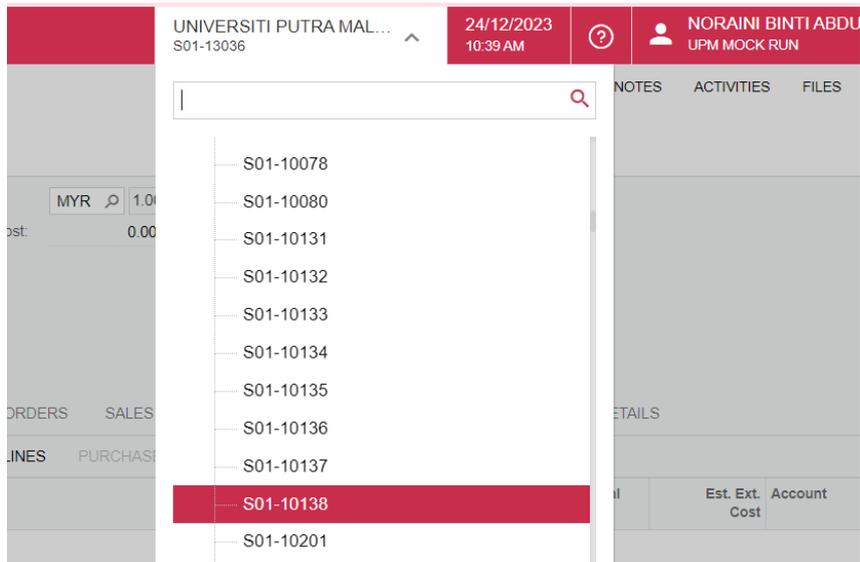
D1i) SEDIAKAN DOKUMEN UNTUK KELULUSAN BAHAGIAN PEROLEHAN

- 1) SEDIAKAN DOKUMEN BERIKUT DALAM BENTUK SALINAN KERAS:
 - a. BORANG DAFTAR (SOK/KEW/BR003/BUY)
 - b. BORANG RO MANUAL (SOK/KEW/BR002/BUY)
 - c. INTEGRITY PACT
 - d. SURAT LANTIKAN JAWATANKUASA SPESIFIKASI/TEKNIKAL
 - e. SENARAI BORANG TAWARAN HARGA/SENARAI SPESIFIKASI (FAIL EXCEL FORMAT .xlsm) – RUJUK MANUAL DAN TEMPLAT TENDER WIZARD DI LAMAN SESAWANG PEJABAT BURSAR
- 2) KEMUKAKAN KEPADA BAHAGIAN KEWANGAN PEROLEHAN, PEJABAT BURSAR UNTUK SEMAKAN
- 3) TERIMA MAKLUMBALAS KELULUSAN DARIPADA BAHAGIAN KEWANGAN PEROLEHAN MELALUI EMEL

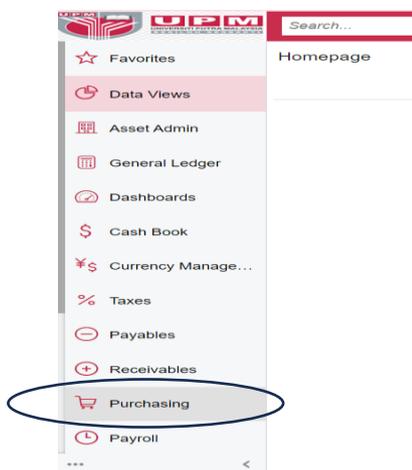
D1ii) LOGIN SISTEM KEWANGAN PUTRA FINANCE SEBAGAI PEMOHON

- 1) PILIH **BRANCH (PTJ)** YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN **BRANCH (PTJ)** YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI **BRANCH (PTJ)** YANG BETUL DAN MENGELAKKAN **ERROR NOTIFICATION (S = SERDANG, B=BINTULU)**

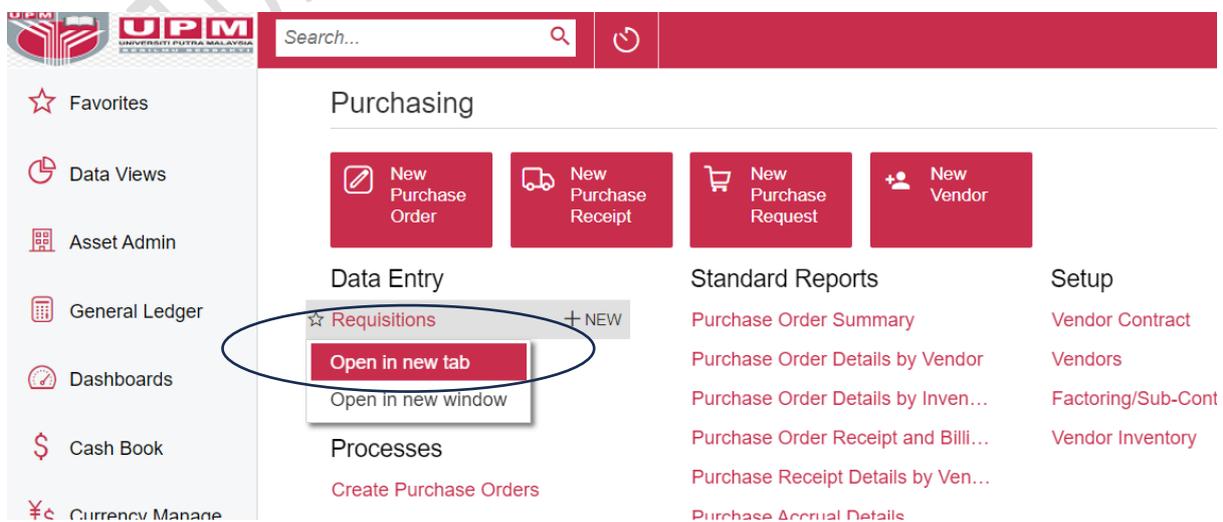
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHAH (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHAH (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHAH (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHAH PELAJAR



2) PILIH MODUL PURCHASING



3) DI **DATA ENTRY** > PILIH **REQUISITION**- KLIK KANAN DAN TEKAN **OPEN IN NEW TAB** UNTUK BUKA DI TAB BAHARU



4) SKRIN BERIKUT AKAN DIPAPARKAN

Requisitions CUSTOMIZATION ▾ TOOLS ▾

ALL R **New Record** MY REQUISITIONS

Status: All ▾ Priority: All ▾ Date: All ▾ Creator: All ▾

Ref. Nbr.	Status	Priority	Date	Creator	Customer	Customer Name	Description	Est. Ext. Cost	Currency
B0010023-00001	Released	Normal	22/12/2023	CSM0692			TEST BELI	450.00	MYR
S1303823-00006	Released	Normal	21/12/2023	NA3994			MEMBEKAL KASUT KESELAMATAN	24,000.00	MYR
S7000023-00005	Released	Normal	20/12/2023	NA3994			PENGGANTIAN ALATAN USANG HO...	305,000.00	MYR
S1303823-00005	Released	Normal	19/12/2023	NA3994			MEMBEKAL KOMPUTER RIB	515,000.00	MYR
S7000023-00004	Released	Normal	19/12/2023	NA8705			SH249(2023(7512906)	5,000.00	MYR
S1303823-00004	Released	Normal	19/12/2023	NA3994			MEMBEKAL KOMPUTER RIB	10,400.00	MYR
S7000023-00003	Released	Normal	19/12/2023	NA8705			SH249(2023(7512906)	65,000.00	MYR

5) TEKAN BUTANG “+” NEW RECORD UNTUK MENYEDIAKAN PURCHASE REQUISITION BAHARU

Requisitions

ALL R **New Record** MY REQUISITIONS

Status: All ▾ Priority: All ▾ Date: All ▾ Creator: All ▾

Ref. Nbr.	Status	Priority	Date
B0000023-00003	Pending Bidding	Normal	08/12/2023
B0020023-00006	Released	Normal	07/12/2023

6) SKRIN BERIKUT DIPAPARKAN

Requisitions

New Record

REMOVE HOLD ...

* Branch: S01-13036 - Priority: Normal Currency: MYR 1.00

Ref. Nbr.: <NEW> * Creator: A02674 - NORAINI BINTI ABI

Status: On Hold Customer:

* Date: 24/12/2023 Location: MAIN - Primary Location

Approved
 Quoted

Description:

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS TENDER WIZA

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

Inventory ID	Line Source	Line Type	Warehouse	Description	*UOM
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7) PASTIKAN SUSUNAN COLUMN DI **TAB DETAIL** ADALAH SEPERTI BERIKUT:

Requisitions
New Record

Branch: S01-10032 Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: <NEW> Est. Ext. Cost: 0.00
 Status: On Hold * Creator: Customer:
 Date: 09/01/2024
 Approved

Description:

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS BUDGET DETAILS

Inventory ID	Line Type	Warehouse	Description	UOM	Order Qty.	Est. Unit Cost	Est. Ext. Cost	Project Cost	Description
NONSTOCK	Non-Stock	STAIALUMNI	STOCK	EACH	0.00	0.0000	0.00	X	Non-Project Code

Requisitions
New Record

Branch: S01-10032 Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: <NEW> Est. Ext. Cost: 0.00
 Status: On Hold * Creator: Customer:
 Date: 09/01/2024
 Approved

Description:

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS BUDGET DETAILS

Description	Project Task	Description	Account	Description	Sub.	Description	Required Date	Promised Date
Non-Project Code								

SUSUNAN JUGA BOLEH DIBUAT DENGAN MENEKAN GAMBAR *COLUMN CONFIGURATION*

Requisitions
New Record

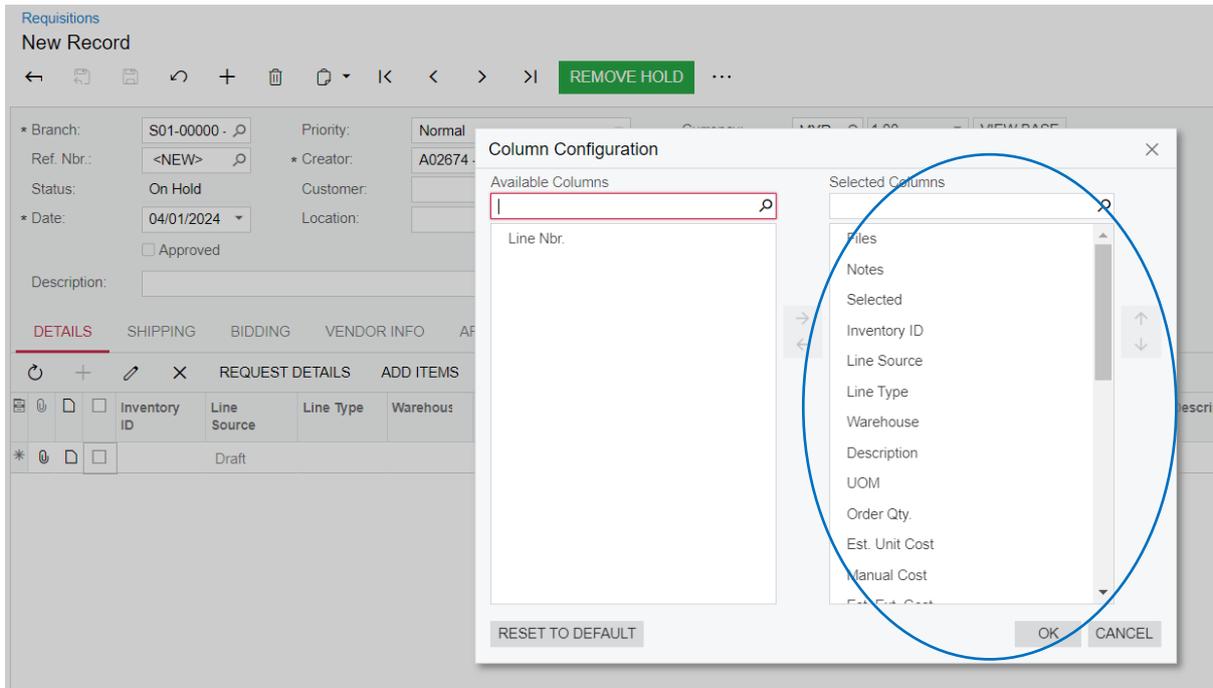
Branch: S01-00000 Priority: Normal
 Ref. Nbr.: <NEW> * Creator: A02674 - NORAINI BINTI ABI
 Status: On Hold Customer:
 Date: 04/01/2024 Location:
 Approved

Description:

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURC

Inventory ID	Line Source	Line Type	Warehouse	Description	*UOM
					Draft

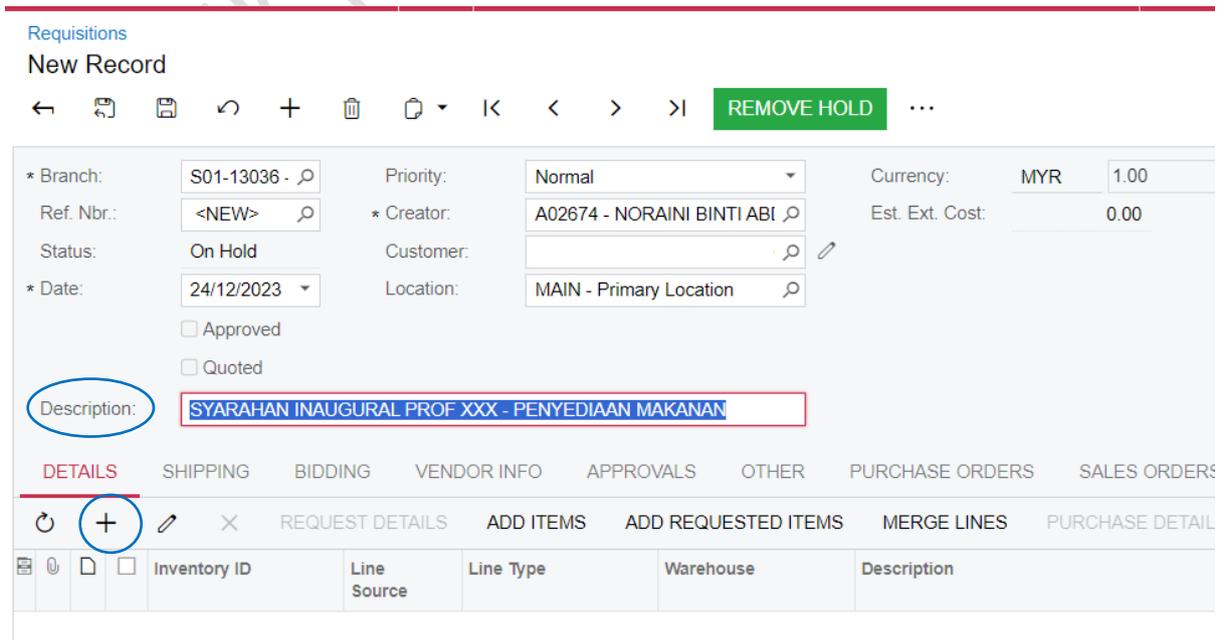
MENGGUNAKAN ANAK PANAH  DI KOTAK *SELECTED COLUMN* UNTUK MENYUSUN *COLUMN*



SUSUNAN YANG UTAMA MELIBATKAN PERKARA BERIKUT SAHAJA

Est. Ext. Cost	Project	Description	Project Task	Description	Account	Description	Sub.	Description
3,000.00	7513706	MENAIKT...	7513706-70000-P29199	Perkhidmata...	P29199	Perkhidmat...	04-70000-XX	KW PEM...
4,850.00	7513706	MENAIKT...	7513706-70000-P29199	Perkhidmata...	P29199	Perkhidmat...	04-70000-XX	KW PEM...

8) INPUT TAJUK PADA RUANGAN **DESCRIPTION** – TAJUK RINGKAS (MAKSIMUM 60 AKSARA), TEKAN ENTER. PADA TAB DETAILS, TEKAN BUTANG TAMBAH “+”-



9) PADA **TAB DETAILS**:

- a. PILIH MENU *INVENTORY ID*
- b. *LINE TYPE* AKAN DIPAPARKAN SECARA AUTOMATIK BERDASARKAN PILIHAN *INVENTORY ID*

The screenshot shows a software interface with a top navigation bar containing tabs: DETAILS, SHIPPING, BIDDING, VENDOR INFO, APPROVALS, OTHER, PURCHASE ORDERS, SALES ORDERS, and BUDGET DETAILS. Below this is a toolbar with icons for refresh, add, edit, and delete, along with menu options: REQUEST DETAILS, ADD ITEMS, ADD REQUESTED ITEMS, MERGE LINES, and PURCHASE DETAILS. The main area is a table with columns: Inventory ID, Line Source, Line Type, Warehouse, Description, *UOM, and Order G. The 'Inventory ID' field is circled in blue and contains the text 'CONSUMABLE'. The 'Line Source' is 'Draft', 'Line Type' is 'Non-Stock', 'Warehouse' is '01-10032A', 'Description' is 'test', '*UOM' is 'EACH', and 'Order G' is '1.0'.

*TEKAN PADA RUANGAN SETIAP KALI INGIN MEMBUAT PILIHAN

PILIHAN INVENTORY ID	LINE TYPE (DEFAULT)	PILIHAN WAREHOUSE (CTH)
CONSUMABLE (BEKALAN)	NON STOCK	XX-BRANCHA (S03-10032A @ S01-10032A) @ XX-BRANCHB ((S03-10032B @ S01-10032B)
EXPENSES (CLAIM)- TIDAK BERKAITAN	EXPENSES	TIDAK BERKAITAN
NON STOCK (ASET/INVENTORI)	NON STOCK	XX-BRANCHA (S03-10032A @ S01-10032A) @ XX-BRANCHB ((S03-10032B @ S01-10032B)
SERVICES (PERKHIDMATAN/KERJA)	NON STOCK	XX-BRANCHA (S03-10032A @ S01-10032A) @ XX-BRANCHB ((S03-10032B @ S01-10032B)
NO ID STOCK (SXXXXXXX) *ID STOK BERMULA S ADALAH UNTUK SERDANG	GOOD FOR IN	XX-BRANCHA JIKA PERUNTUKAN SELAIN MENGRUS (S03-10032A) XX-BRANCHB JIKA PERUNTUKAN MENGRUS(S01-10032B)

*(CONTOH SEKIRANYA MEMILIH BRANCH S03-10032 @ S01-10032A)

Jadual 2

INPUT KETERANGAN PEROLEHAN/SPEKIFIKASI PEROLEHAN PADA MENU **DESCRIPTION** (CTH: KERTAS A4/PEMOTONGAN RUMPUT DIS 2023 SEHINGGA FEB 2024/KERJA MEMASANG ATAP) . **MAKSIMUM 250 AKSARA** BAGI SETIAP *LINE*

- c. INPUT KUANTITI PADA MENU **ORDER QTY**
- d. INPUT ANGGARAN HARGA SEUNIT PADA MENU **EST. UNIT COST**
- e. HARGA PADA **EST EXT COST** AKAN DIKIRA SECARA *AUTOMATIC* BERDASARKAN ORDER QUANTITY X UNIT COST

Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PUR

Description	*UOM	Order Qty.	Est. Unit Cost	Manual Cost	Est. Ext. Cost
MAKAN PAGI	EACH	30.00	6.0000	<input checked="" type="checkbox"/>	180.00
MAKAN TENGAHHARI	EACH	30.00	11.0000	<input checked="" type="checkbox"/>	330.00

- f. PADA RUANGAN **PROJECT** , PILIH DARIPADA KOD PROJEK AMANAH (CTH: 7512906) DAN KETERANGAN AKAN DIPAPARKAN DI SEBELAHNYA. JIKA TIDAK MELIBATKAN PROJEK DAN BRANCH YANG DIPILIH PADA AWALNYA ADALAH S01 ATAU S02, PADA RUANGAN PROJECT, 'X-NON-PROJECT CODE' AKAN DIPAPARKAN SECARA **DEFAULT**
- g. PADA RUANGAN **PROJECT TASK**, PILIH DARIPADA  YANG TERDIRI DARIPADA KOMBINASI NO PROJEK-KOD AKAUN (CTH: 7512906-7000-A35900) YANG DIPILIH DARIPADA **DROPDOWN**. **PROJECT TASK** PERLU SAMA DENGAN KOMBINASI NO AKAUN AMANAH. (JIKA MENGISI X PADA RUANGAN PROJECT UNTUK S01 DAN S02, TIDAK PERLU PILIH PROJECT TASK).

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS BUDGET DETAILS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

Manual Cost	Est. Ext. Cost	Description	Project	Description	Project Task	Description	Account	Description	Sub.
<input checked="" type="checkbox"/>	1,111.00	ALAT KELENG...	7512906	PENGGANTIA...	7512906-70000-A35100	KW PEMBANGUNAN-PROJEK...	A35100	USANG/PROJEKRMK/Alat Peja	04-70000-XX

(JIKA 'X' DIPAPARKAN PADA RUANGAN PROJECT UNTUK BRANCH S01 DAN S02, TIDAK PERLU PILIH PROJECT TASK).

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

Est. Ext. Cost	Description	Project	Project Task	Account	Sub.	Description
5,000.00	Bayaran-Bayara...	X		P27199	01-13036-DA	W MENGURUS-PENYELENG...

- h. SEKIRANYA MELIBATKAN PROJEK DAN TELAH MEMILIH MAKLUMAT PROJECT DAN PROJECT TASK SEPERTI LANGKAH g. DI ATAS, MAKA, ACCOUNT DAN SUB. AKAN DIPAPARKAN SECARA AUTOMATIK.

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS BUDGET DETAILS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

Manual Cost	Est. Ext. Cost	Description	Project	Description	Project Task	Description	Account	Description	Sub.
<input checked="" type="checkbox"/>	1,111.00	ALAT KELENG...	7512906	PENGGANTIA...	7512906-70000-A35100	KW PEMBANGUNAN-PROJEK...	A35100	USANG/PROJEKRMK/Alat Peja	04-70000-XX

JIKA 'X' DIPAPARKAN PADA RUANGAN PROJECT KERANA MELIBATKAN PERUNTUKAN S01 (MENGURUS) DAN S02(KOLEJ), PERLU PILIH KOD AKAUN DENGAN MENEKAN GAMBAR 

DAN PILIH SUB SEPERTI PANDUAN BERIKUT (SUB PERLU SAMA DENGAN BRANCH YANG DIPILIH)

BRANCH (CONTOH)	SUB
S01-13201	S01-13201-DA @ S01-13201-DO @ S01-13201-DB
S02-11002	S02-11005-XX

Jadual 3

RINGKASAN CARA MENGISI PROJECT/PROJECT TASK/ACCOUNT/SUB BERDASARKAN PEMILIHAN BRANCH (CONTOH):

BRANCH	PROJECT	PROJECT TASK	ACCOUNT	SUB
S01-13201	X	NIL	P29199	S01-13201-DA
S02-11002	X	NIL	P29199	S02-11002-XX
S03-13201	5555500	5555500-13201-P29199	P29199	S03-13201-XX
S04-70000	7888888	7888888-70000-P29199	P29199	S04-70000-XX
S05-13201	6222200	6222200-13201-P29199	P29199	S05-13201-XX
S06-13201	6888800	6888800-13201-P29199	P29199	S06-13201-XX
S08-13201	6444400	6444400-13201-P29199	P29199	S08-13201-XX

Jadual 4

i. MASUKKAN *REQUIRED DATE* DAN *PROMISED DATE*

10) TEKAN BUTANG '+' JIKA INGIN MENAMBAH DESCRIPTION LAIN. ULANG LANGKAH 9

Requisitions
SYARAHAN INAUGURAL PROF XXX-PENYEDIAAN MAKANAN

NOTES ACTIVITIES FILES TC

REMOVE HOLD ...

* Branch: S01-13036 - Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: <NEW> * Creator: A02674 - NORAINI BINTI ABI Est. Ext. Cost: 630.00
 Status: On Hold Customer: Location:
 * Date: 24/12/2023
 Approved
 Description: SYARAHAN INAUGURAL PROF XXX-PENYEDIAAN MAKANAN

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS TENDER WIZARD INFORMATION BUDGET DETAILS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

Inventory ID	Line Source	Line Type	Warehouse	Description	* UOM	Order Qty.	Est. Unit Cost	Manual Cost	Est. Ext. Cost	Account	De
SERVICES	Draft	Non-Stock	S01-13036A	MAKAN PAGI	EACH	30.00	6.0000	<input checked="" type="checkbox"/>	180.00	P29126	Pi
SERVICES	Draft	Non-Stock	S01-13030A	MAKAN TENGAHHARI	EACH	30.00	15.0000	<input checked="" type="checkbox"/>	450.00	P29126	Pi

11) PADA TAB VENDOR INFO, MASUKKAN MAKLUMAT BERIKUT

TERMS : 14 – BAYAR DALAM 14 HARI

PO TYPE :

TYPE	KETERANGAN
NORMAL	PEROLEHAN STOK, BEKALAN, PERKHIDMATAN, ASET
CONTRACT AWARD	PEROLEHAN BERKALA/BERKONTRAK
WORK INDENT	PEROLEHAN KERJA
AIRFLIGHT WARRANT	WARAN PENERBANGAN

Jadual 5

BAGI CONTOH INI, SILA PILIH TYPE *NORMAL*

DETAILS SHIPPING BIDDING **VENDOR INFO** APPROVALS OTHER PURCHASE ORDERS S

VENDOR CONTACT Override

Account Name: _____
 Attention: _____
 Phone 1: _____
 Email: _____

INFO

Terms: 14 - BAYARAN DALAM 14 HARI

* PO Type: **Normal**
 Contract Award
 Work Indent
 Airflight Warrant

* Method:

METHOD :

PILIHAN METHOD	KETERANGAN
TENDER WIZARD-NORMAL PO	PEROLEHAN SECARA SEBUTHARGA/TENDER UNTUK STOK, BEKALAN, PERKHIDMATAN, ASET
TENDER WIZARD- INDEN	PEROLEHAN SECARA SEBUTHARGA/TENDER UNTUK KERJA
TENDER WIZARD-CONTRACT	PEROLEHAN SECARA SEBUTHARGA/TENDER UNTUK BERKALA/BERKONTRAK
NON TENDER WIZARD (DEFAULT)	<ul style="list-style-type: none"> PEROLEHAN SECARA PEMBELIAN TERUS ATAU PENYEDIAAN PR KALI KEDUA DAN SETERUSNYA BAGI PEROLEHAN BERKONTRAK ATAU PENYEDIAAN PR SELEPAS TENDER WIZARD AWARD

Jadual 6

BAGI CONTOH INI, SILA PILIH TENDER WIZARD – NORMAL PO

DETAILS SHIPPING BIDDING **VENDOR INFO** APPROVALS OTHER PURCHASE ORDERS

VENDOR CONTACT Override

Account Name: _____

Attention: _____

Phone 1: _____

Email: _____

VENDOR ADDRESS Override

INFO

Terms: 14 - BAYARAN DALAM 14 H/

* PO Type: Normal

Splittable

* Method: **Non Tender Wizard**

- Tender Wizard – Normal PO**
- Tender Wizard – Inden
- Tender Wizard – Contract
- Non Tender Wizard

12) PADA TAB TENDER WIZARD INFORMATION

a. PILIH INTEGRATE TO TENDER AWARD

Ref. Nbr.: <NEW> * Creator: A02674 - NORAINI BINTI ABI Est. Ext. Cost: 0.00

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS **TENDER WIZARD INFORMATION** BUDGET

Integrate to Tender Award

Tender Category:

Tender Sub-Categ...

Tender Type:

b. PILIH TENDER CATEGORY

CATEGORY ID	CATEGORY	SUB CATEGORY	CONTOH PEROLEHAN
1	ICT	BEKALAN	PEMBELIAN KOMPUTER
2	ICT	PERKHIDMATAN	SEWAAN KOMPUTER
3	NON ICT	BEKALAN	PEMBELIAN PERABOT
4	NON ICT	PERKHIDMATAN	PENCUCIAN
5	NON ICT	KERJA	NAIKTARAF BANGUNAN

BAGI CONTOH INI SILA PILIH NON ICT BEKALAN

Integrate to Tender Award

Tender Category:

Tender Sub-Categ... Bekalan

Tender Type:

c. PILIH TENDER TYPE

TYPE	DESCRIPTION	HAD NILAI PEROLEHAN
001	PEMBELIAN/LANTIKAN TERUS – <i>TIDAK BERKAITAN</i>	– <i>TIDAK BERKAITAN</i>
002	SEBUTHARGA	PEROLEHAN BEKALAN/PERKHIDMATAN/KERJA MELEBIHI RM50,000 SEHINGGA RM500,000
003	TENDER	PEROLEHAN BEKALAN/PERKHIDMATAN/KERJA MELEBIHI RM500,000
004	RUNDINGAN TERUS – <i>TIDAK BERKAITAN</i>	– <i>TIDAK BERKAITAN</i>

BAGI CONTOH INI SILA PILIH SEBUTHARGA

Integrate to Tender Award
 Tender Category: 3 - Non ICT
 Tender Sub-Categ... Bekalan
 Tender Type: 002

- 13) SEMAK SAMADA PERUNTUKAN TELAH DIKEMASKINI DENGAN MENEKAN TAB **BUDGET DETAILS**. JIKA TIADA MAKLUMAT PADA TAB INI, PASTIKAN BRANCH/WAREHOUSE/ACCOUNT ADALAH BETUL PADA SETIAP LINE. RUJUK JADUAL 1, 2 DAN 4

Requisitions S1030124-00089 - TABLE TOP - PUTRAJAYA MARRIOT HOTEL 6-10 MARCH

DOCUMENT USER-DEFINED FIELDS

* Branch: S05-10301 - Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: S1030124-0 * Creator: KA5154 - ADAM BIN BAHARI Est. Ext. Cost: 19,152.00
 Status: On Hold Customer:
 * Date: 02/02/2024 Location:
 Approved
 Description: TABLE TOP - PUTRAJAYA MARRIOT HOTEL 6-10 MARCH

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS **BUDGET DETAILS**

Ledger	Transaction Ref. Nbr	Status	Date	Period	Subledger	BLI	BLI Description	Overspending Protection Level	Amount	Bu Be Rel
S0510301	24-0002353	Unreleased	02/02/2024	02-2024	Requisitions	05-62815...	KWA/F/Perubata/XX...	Block	-1,600.00	674,633
S0510301	24-0002353	Unreleased	02/02/2024	02-2024	Requisitions	05-62815...	KWA/F/Perubata/XX...	Block	-2,052.00	674,633

- 14) MASUKKAN LOKASI PENGHANTARAN PADA RUANG USER DEFINE FIELD BERIKUT

Requisitions S1030124-00089 - TABLE TOP - PUTRAJAYA MARRIOT HOTEL 6-10 MARCH

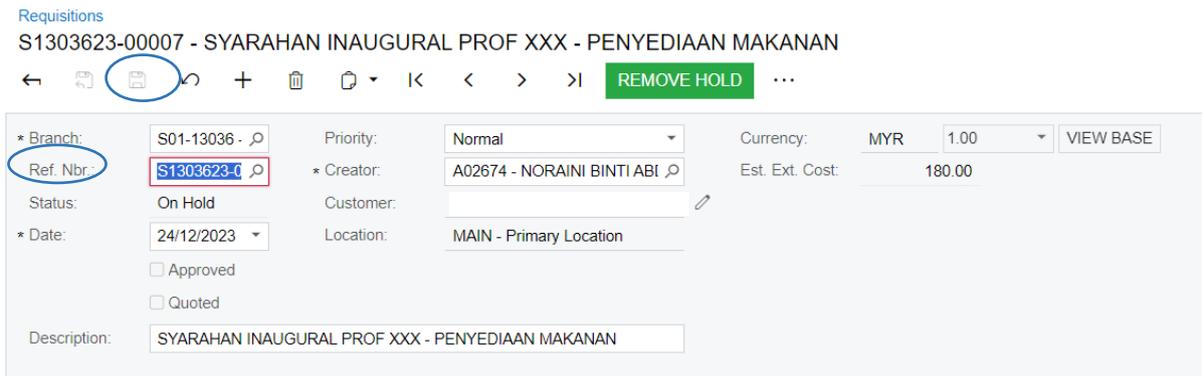
DOCUMENT USER-DEFINED FIELDS

Lokasi Penghantaran:

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS **BUDGET DETAILS**

Ledger	Transaction	Status	Date	Period	Subledger	BLI	BLI Description	Ov
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15) TEKAN BUTANG SAVE . REF NBR AKAN DIPAPARKAN



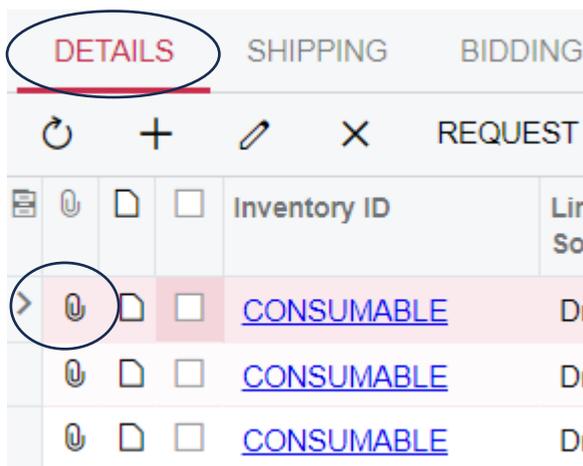
Requisitions
S1303623-00007 - SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN

←    +   K < > > | REMOVE HOLD ...

* Branch: S01-13036 -  Priority: Normal Currency: MYR 1.00 VIEW BASE
* Ref. Nbr.: S1303623-0  * Creator: A02674 - NORAINI BINTI ABI Est. Ext. Cost: 180.00
Status: On Hold Customer: 
* Date: 24/12/2023 Location: MAIN - Primary Location
 Approved
 Quoted
Description: SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN

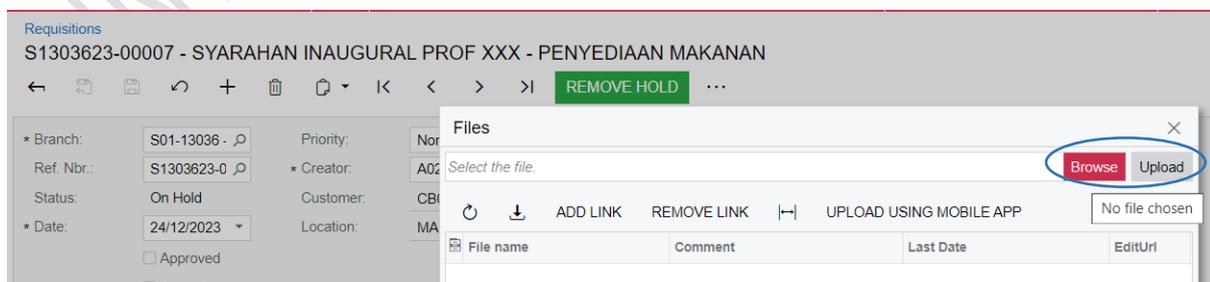
TERKINI, REF NBR AKAN DIPAPARKAN MENGIKUT PEMILIHAN BRANCH IAITU, JIKA MEMILIH BRANCH S03-13201, MAKA REF NBR AKAN DIPAPARKAN SEPERTI BERIKUT: S24313201RXXXX (S-SERDANG, 24-2024,3-S03,13201-PTJ)

16) PEMOHON PERLU **UPLOAD EMEL KELULUSAN DARIPADA BAHAGIAN PEROLEHAN PADA GAMBAR**  **DI MENU DETAILS.**



DETAILS		SHIPPING	BIDDING
	+		X REQUEST
		<input type="checkbox"/>	Inventory ID
>		<input type="checkbox"/>	CONSUMABLE
		<input type="checkbox"/>	CONSUMABLE
		<input type="checkbox"/>	CONSUMABLE

17) TEKAN **BROWSE** DOKUMEN, PILIH DOKUMEN DAN TEKAN **UPLOAD**. SELEPAS SELESAI MEMUATNAIK, TEKAN BUTANG X



Requisitions
S1303623-00007 - SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN

←    +   K < > > | REMOVE HOLD ...

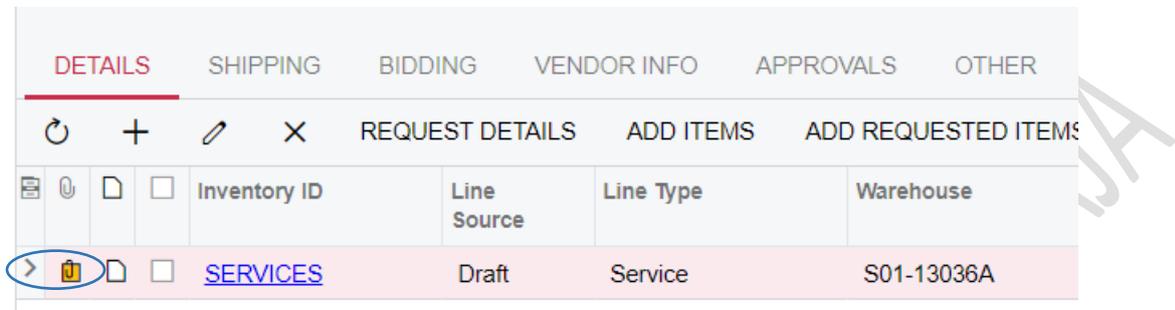
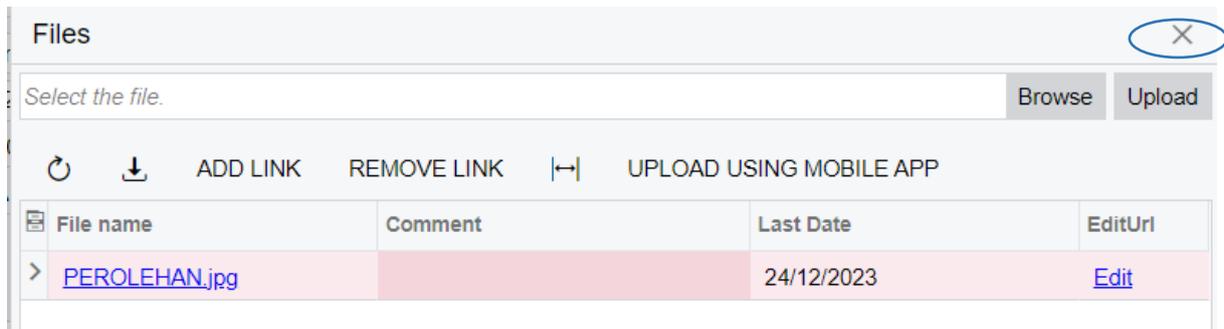
* Branch: S01-13036 -  Priority: Nor
Ref. Nbr.: S1303623-0  * Creator: A02
Status: On Hold Customer: CBI
* Date: 24/12/2023 Location: MA
 Approved
 Quoted

Files

Select the file.

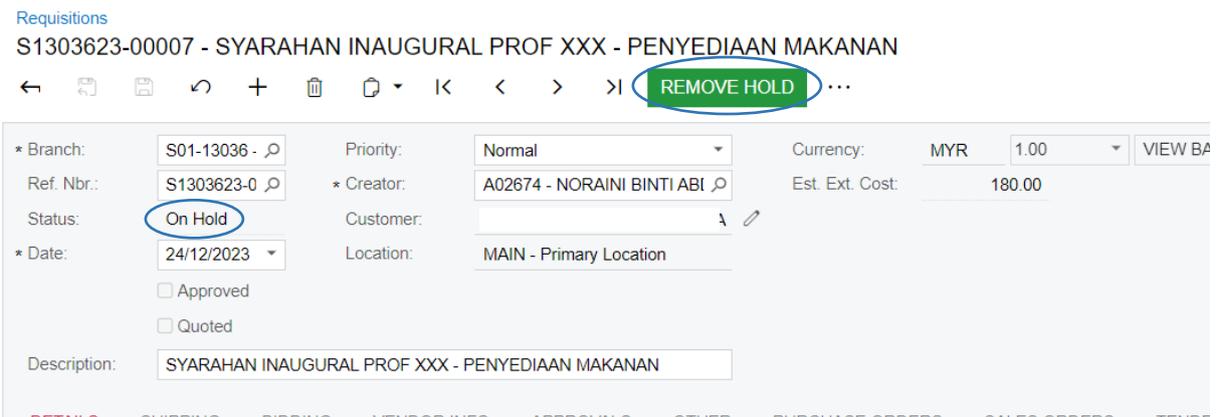
  ADD LINK REMOVE LINK  UPLOAD USING MOBILE APP No file chosen

File name	Comment	Last Date	EditUrl
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(GAMBAR  BERTUKAR **KUNING** BERMAKSUD DOKUMEN TELAH DIMUAT NAIK)

18) STATUS SEKARANG IALAH **ON HOLD**. TEKAN BUTANG **REMOVE HOLD** UNTUK MENGHANTAR KEPADA PENYEMAK



19) STATUS AKAN BERTUKAR KEPADA **PENDING APPROVAL**. KLIK BUTTON SAVE  UNTUK MENGHANTAR KEPADA PENYEMAK, PENGESAH DAN PELULUS

DOCUMENT USER-DEFINED FIELDS

Branch: S05-10301 - S05 Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: S1030124-0 Creator: K05411 - FATIN SYAMIMI BINTI Est. Ext. Cost: 6,302.00
 Status: Pending Appr... Customer:
 Date: 25/02/2024 Location:
 Approved
 Description: PEMBELIAN BARANG BAGI KERJA-KERJA DIAGNOSTIK (HEMATOLOG

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS BUDGET DETAILS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

Inventory ID	Line Source	Line Type	Description	Warehouse	*UOM	Order Qty.	Est. Unit Cost	Manual Cost	Est. Ext. Cost	Pr
CONSUMABLE	Draft	Non-Stock	Superior cover slip 18x18mm carton of 1000	S05-10301A	EACH	4.00	138.0000	<input checked="" type="checkbox"/>	552.00	6
CONSUMABLE	Draft	Non-Stock	Superior cover slip 22x22mm carton of 2000	S05-10301A	EACH	3.00	370.0000	<input checked="" type="checkbox"/>	1,110.00	6
CONSUMABLE	Draft	Non-Stock	Superior cover slip 24x60mm carton of 1000	S05-10301A	EACH	2.00	468.0000	<input checked="" type="checkbox"/>	936.00	6
CONSUMABLE	Draft	Non-Stock	1ml, length 160mm, total capacity 6.2ml, gr...	S05-10301A	EACH	4.00	73.0000	<input checked="" type="checkbox"/>	292.00	6
CONSUMABLE	Draft	Non-Stock	Hematocrit Capaliries Plain 1000 pcs/pack	S05-10301A	EACH	4.00	278.0000	<input checked="" type="checkbox"/>	1,112.00	6
CONSUMABLE	Draft	Non-Stock	HmbG plain glass slide 72s/box size 1"x3"	S05-10301A	EACH	100.00	23.0000	<input checked="" type="checkbox"/>	2,300.00	6

20) PEMOHON BOLEH TEKAN TIGA TITIK ... DAN PILIH *PRINT REQUISITION* UNTUK MELIHAT PERMOHONAN YANG TELAH DIBUAT

Requisitions
XXX

← [Print] [Save] [Refresh] [Add] [Delete] [Home] [Back] [Forward] [Next] [Approve] [Reject] ... REMOVE HOLD [Menu]

* Branch: S04-70000 - Priority: Normal
 Ref. Nbr.: <NEW> * Creator: A02674 - NORAINI BINTI ABI
 Status: On Hold Customer:
 * Date: 03/01/2024 Location:
 Approved
 Description: XXX

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURC

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS M

Inventory ID	Line Source	Line Type	Warehouse	Desc
NONSTOCK	Draft	Non-Stock		kon

- Reports
- Print Requisition
- Processing
- Remove Hold ●
- Hold
- View Bidding
- Create Quote
- Mark as Quoted
- Create Orders
- Cancel Request

UNIVERSITI PUTRA MALAYSIA SERDANG
 PEJABAT BURSAR, BANGUNAN CANSELORI PUTRA,
 ARAS 2, UNIVERSITI PUTRA MALAYSIA
 43400 SERDANG, SELANGOR
 Tel: 019-2039039 Fax: 03-2093033
 Email: UPMS@gmail.com

Permohonan Pembelian

PR NO: S1303623-00008

No Rujukan Lain _____
 Tarikh Serahan 24/12/2023
 Tarikh 24/12/2023
 Faks _____
 Tel _____

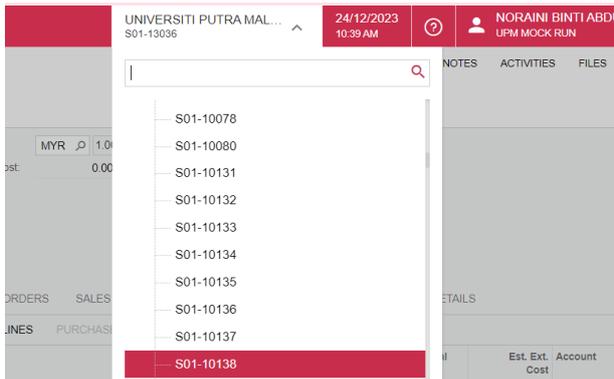
Sila bekalkan perkara-perkara seperti berikut:

Bil	Perkara	Kuantiti	Harga Seunit MYR	Amaan MYR
1	SYARAHAN INAUGURAN PROF XXX-PENYEDIAAN MAKANAN MAKAN PAGI	30.00	6.00	180.00
2	MAKAN TENGAHHARI	30.00	15.00	450.00

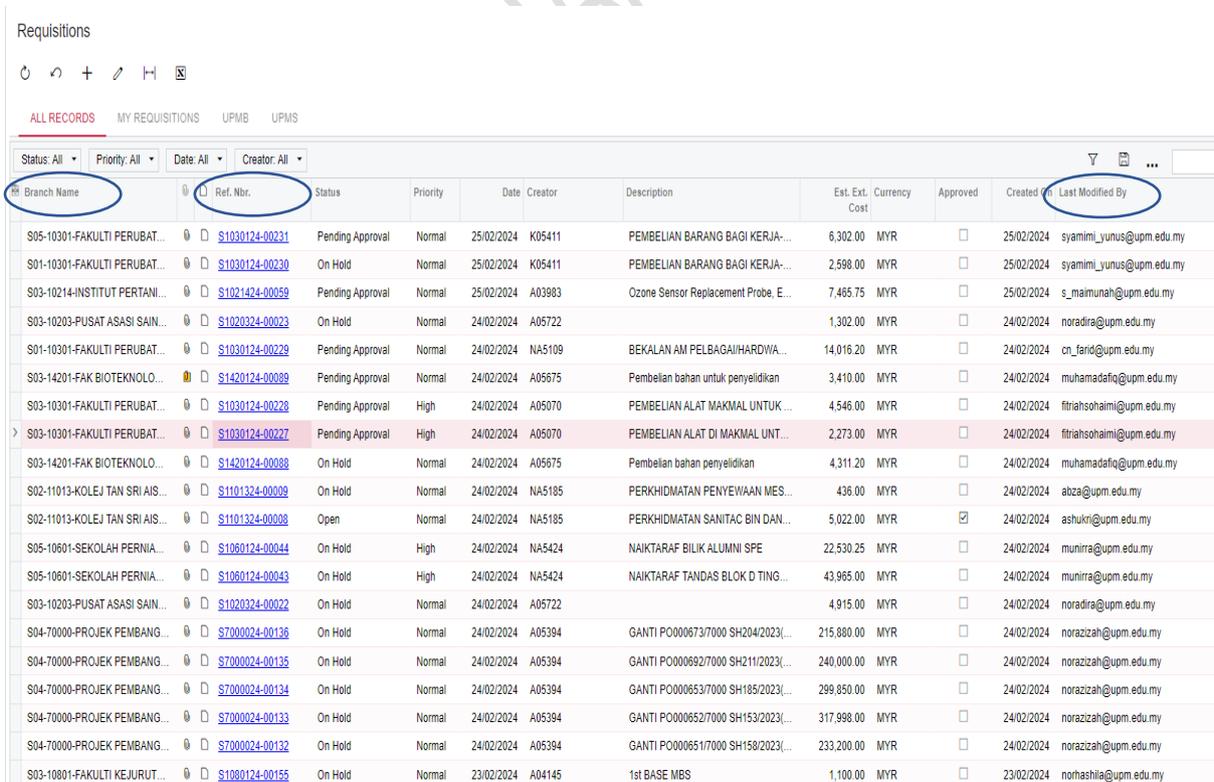
D1iii) LOGIN SISTEM KEWANGAN PUTRA FINANCE SEBAGAI PENYEMAK ATAU PENGESAH ATAU PELULUS

- 1) PILIH **BRANCH (PTJ)** YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN BRANCH (PTJ) YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI BRANCH (PTJ) YANG BETUL DAN MENGELAKKAN **ERROR NOTIFICATION (S = SERDANG, B=BINTULU)**

KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAH (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAH (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAH (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAH PELAJAR



- 2) KAEDAH PERTAMA - PILIH MENU PURCHASING > REQUISITION DAN PILIH SENARAI YANG PERLU DISEMAK DENGAN MEMBUAT TAPISAN (FILTER) DI **BRANCH NAME/REF. NBR/LAST MODIFIED BY**



CARA MEMBUAT FILTER ADALAH KLIK PADA TAB DAN PILIH CONTAINS DAN MASUKKAN MAKLUMAT YANG DIKEHENDAKI

Requisitions

ALL RECORDS MY REQUISITIONS UPMB UPMS RMK SKPB

Status: All Priority: All Date: All Creator: All Ref. Nbr.: Contains '7000'

Branch Name	Ref. Nbr.	Status	Priority	Date	Creator	Description
S04-70000-PROJEK PEMBANG...				31/05/2024	NA5410	UPM - NAIK TARAF BI
S04-70000-PROJEK PEMBANG...				31/05/2024	NA5410	UPM - NAIK TARAF BI
S04-70000-PROJEK PEMBANG...				31/05/2024	KA4975	SEBUT HARGA MEME
S04-70000-PROJEK PEMBANG...				30/05/2024	A05067	Sebut Harga Untuk Erg
S04-70000-PROJEK PEMBANG...				30/05/2024	A05442	SEBUT HARGA MEME
S04-70000-PROJEK PEMBANG...				23/05/2024	NA4803	PERALATAN PERUBA
S04-70000-PROJEK PEMBANG...				23/05/2024	A04500	UPM-MENAIKTARAF I
S04-70000-PROJEK PEMBANG...				23/05/2024	NA8125	T02/2024/7511902 - DI
S04-70000-PROJEK PEMBANG...				23/05/2024	NA8125	T02/2024/7511902 - BI
S04-70000-PROJEK PEMBANG...				23/05/2024	NA8125	T02/2024/7511902 - BI
S04-70000-PROJEK PEMBANG...				21/05/2024	A05508	ULTRASOUND
S04-70000-PROJEK PEMBANG...				17/05/2024	A05403	PD CYCLER AUTOMA
S04-70000-PROJEK PEMBANG...				20/05/2024	NA8125	T02/2024/7511902 - BI

Sort Ascending
Sort Descending
Remove Quick Filter
Clear Filter
Equals
Does Not Equal
Contains
Starts With
Is Empty
Is Not Empty

7000

OK CANCEL

3) KAEDAH KEDUA - PILIH MODUL DASHBOARD > PADA MENU TASK , TEKAN APPROVALS

UPM UNIVERSITI PUTRA MALAYSIA

Search...

UNIVERSITI S01-10206

Dashboards

Inquiries
Project Tasks
Project By Year/Employee
Workgroup Workflow info
SPSStockItem

Tasks
Approvals

Dashboard Operasi
RINGKASAN EKSEKUTIF
BAJET
PELABURAN
PEMIUTANG
PENGHUTANG
HARTA TETAP
PENDAHULUAN DAN TUNTUTAI

Dashboards

Cash Book

- a. PILIH NOMBOR TRANSAKSI YANG AKAN DISAH/DILULUSKAN PADA TAB ALL RECORDS. TAPISAN (FILTER) REFERENCE NBR/CREATED BY

Approvals TOOLS

APPROVE APPROVE ALL REJECT REJECT ALL

ALL RECORDS MY WORKGROUP'S APPROVALS MY APPROVALS SKPB

Type	Reference Nbr.	Document Date	Account Name	Requested Time	Currency	Total Amount	Workgroup	Created By
Purchase Order	S7000024-P00135	05/04/2024	ACTIVE UNIVERSAL MEDICAL C...	05/04/2024 11:19 AM	MYR	17,710.00	S-70000-PUORD Dilulusk...	NURULAIN BINTI SAHAR
Purchase Order	S7000024-P00122	05/04/2024	BIOMARKETING SERVICES (M) ...	05/04/2024 11:24 AM	MYR	151,200.00	S-70000-PUORD Dilulusk...	NURULAIN BINTI SAHAR
Purchase Order	S1304624-P00064	05/04/2024	NIATGA SDN. BHD.	05/04/2024 12:01 PM	MYR	2,860.00	S-13046-PUORD Dilulusk...	UMI KALSUM BINTI ABDL
Purchase Order	S1304624-P00065	05/04/2024	NIATGA SDN. BHD.	05/04/2024 12:02 PM	MYR	3,160.00	S-13046-PUORD Dilulusk...	UMI KALSUM BINTI ABDL
Purchase Order	S1304624-P00062	05/04/2024	NIATGA SDN. BHD.	05/04/2024 12:02 PM	MYR	13,090.00	S-13046-PUORD Dilulusk...	UMI KALSUM BINTI ABDL
Purchase Order	S1304624-P00066	05/04/2024	NIATGA SDN. BHD.	05/04/2024 12:03 PM	MYR	720.00	S-13046-PUORD Dilulusk...	UMI KALSUM BINTI ABDL
GL Batch	G2410000S00147	05/04/2024		05/04/2024 12:27 PM		6,000.00	S-00000-GL Diluluskan 2...	NORDIANA BINTI AZAHAI
GL Batch	G2410000S00148	05/04/2024		05/04/2024 12:27 PM		6,000.00	S-00000-GL Diluluskan 2...	NORDIANA BINTI AZAHAI

- 4) SKRIN PURCHASE REQUISITION BERSTATUS PENDING APPROVAL AKAN DIPAPARKAN SEPERTI BERIKUT

Requisitions

S1030124-00231 - PEMBELIAN BARANG BAGI KERJA-KERJA DIAGNOSTIK (HEMATOLOGI, URINALYSIS & CYTOLOGY)

APPROVE REJECT

DOCUMENT USER-DEFINED FIELDS

Branch: S05-10301 - S... Priority: Normal Currency: MYR 1.00 VIEW BASE

Ref. Nbr.: S1030124-00231 Creator: K05411 - FATIN SYAMIMI BINTI Est. Ext. Cost: 6,302.00

Status: Pending Appr... Customer: Location: Date: 25/02/2024

Description: PEMBELIAN BARANG BAGI KERJA-KERJA DIAGNOSTIK (HEMATOLOG

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS BUDGET DETAILS

Inventory ID	Line Source	Line Type	Description	Warehouse	UOM	Order Qty.	Est. Unit Cost	Manual Cost	Est. Ext. Cost	Pr
CONSUMABLE	Draft	Non-Stock	Superior cover slip 18x18mm carton of 1000	S05-10301A	EACH	4.00	138.0000	552.00	552.00	6
CONSUMABLE	Draft	Non-Stock	Superior cover slip 22x22mm carton of 2000	S05-10301A	EACH	3.00	370.0000	1,110.00	1,110.00	6
CONSUMABLE	Draft	Non-Stock	Superior cover slip 24x60mm carton of 1000	S05-10301A	EACH	2.00	468.0000	936.00	936.00	6
CONSUMABLE	Draft	Non-Stock	1ml, length 160mm, total capacity 6.2ml, gr...	S05-10301A	EACH	4.00	73.0000	292.00	292.00	6
CONSUMABLE	Draft	Non-Stock	Hematocrit Capaliries Plain 1000 pcs/-pack	S05-10301A	EACH	4.00	278.0000	1,112.00	1,112.00	6
CONSUMABLE	Draft	Non-Stock	HmbG plain glass slide 72s/box size 1"x3"	S05-10301A	EACH	100.00	23.0000	2,300.00	2,300.00	6

- 5) UNTUK MENGETAHUI SAMADA TINDAKAN ADALAH UNTUK PENYEMAK, PENGESAH ATAU PELULUS, TEKAN TAB APPROVALS. AKAN DIPAPARKAN SAMADA PENDING PADA PENYEMAK, PENGESAH ATAU PELULUS. HANYA PIHAK YANG BERKENAAN SAHAJA PERLU MENEKAN BUTANG APPROVED

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS BUDGET DETAILS

Assignee ID	Assigned To	Workgroup	Approved by (ID)	Approved By	Approval Date	Status	Reason
		S-12038-PUREQ Disemak				Pending	

6) SELEPAS MEMBUAT SEMAKAN, TEKAN BUTANG **APPROVE**

Requisitions
S1030124-00231 - PEMBELIAN BARANG BAGI KERJA-KERJA DIAGNOSTIK (HEMATOLOGI, URINALYSIS & CYTOLOGY)

← ↻ ↺ + 🗑️ ⏪ ⏩ > | **APPROVE** REJECT ...

DOCUMENT USER-DEFINED FIELDS

Branch: S05-10301 - SC Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: S1030124-0 Creator: K05411 - FATIN SYAMIMI BINTI Est. Ext. Cost: 6,302.00
 Status: Pending Appr... Customer:
 Date: 25/02/2024 Location:
 Approved

Description: PEMBELIAN BARANG BAGI KERJA-KERJA DIAGNOSTIK (HEMATOLOG

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS BUDGET DETAILS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

Inventory ID	Line Source	Line Type	Description	Warehouse	*UOM	Order Qty.	Est. Unit Cost	Manual Cost	Est. Ext. Pr Cost
CONSUMABLE	Draft	Non-Stock	Superior cover slip 18x18mm carton of 1000	S05-10301A	EACH	4.00	138.0000	☑	552.00 6
CONSUMABLE	Draft	Non-Stock	Superior cover slip 22x22mm carton of 2000	S05-10301A	EACH	3.00	370.0000	☑	1,110.00 6
CONSUMABLE	Draft	Non-Stock	Superior cover slip 24x60mm carton of 1000	S05-10301A	EACH	2.00	468.0000	☑	936.00 6
CONSUMABLE	Draft	Non-Stock	1ml, length 160mm, total capacity 6.2ml, gr...	S05-10301A	EACH	4.00	73.0000	☑	292.00 6
CONSUMABLE	Draft	Non-Stock	Hematocrit Capaliries Plain 1000 pcs/pack	S05-10301A	EACH	4.00	278.0000	☑	1,112.00 6
CONSUMABLE	Draft	Non-Stock	HmbG plain glass slide 72s/box size 1"x3"	S05-10301A	EACH	100.00	23.0000	☑	2,300.00 6

7) SKRIN AKAN BERTUKAR STATUS KEPADA **PENDING BIDDING** SELEPAS PENYEMAK, PENGESAH DAN PELULUS MELAKSANAKAN TINDAKAN APPROVAL

Requisitions
S1303623-00010 - SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN

NOTES ACTIVITIES FILES TOOLS

← ↻ ↺ + 🗑️ ⏪ ⏩ > | VIEW BIDDING SEND REQUESTS FOR PROPOSAL ...

Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: S1303623-0 Creator: A02674 - NORAINI BINTI ABDUL Est. Ext. Cost: 630.00
 Status: Pending Bidd... Customer:
 Date: 24/12/2023 Location:
 Approved

Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS TENDER WIZARD INFORMATION BUDGET DETAILS

Vendor: _____
 Location: _____
 Vendor Ref.: _____

Bidding Vendors

D1iv) PROSES SEBUTHARGA/TENDER MELALUI TENDER WIZARD

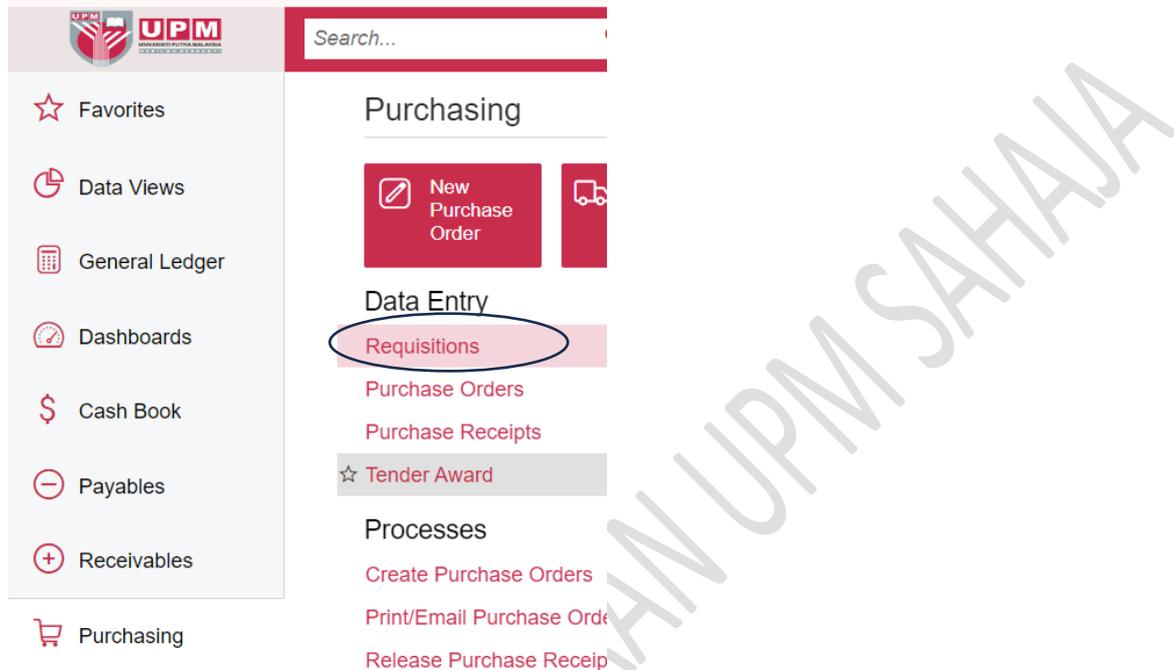
- 1) PEMOHON MEMBERIKAN MAKLUMBALAS KEPADA EMEL BAHAGIAN PEROLEHAN
 - a. PURCHASE REQUISITION YANG TELAH DILULUSKAN AKAN BERSTATUS **PENDING BIDDING**. PEMOHON HENDAKLAH MENYATAKAN NOMBOR REQUISITION YANG TELAH DILULUSKAN DENGAN MERUJUK **REF. NBR**. BAGI REQUISITION BERSTATUS **PENDING BIDDING**. **PEMOHON BOLEH MENCETAK PURCHASE REQUISITION YANG TELAH DILULUSKAN DENGAN MERUJUK LANGKAH DI MUKA SURAT 14**

 - b. PEMOHON HENDAKLAH MENGEMUKAKAN DOKUMEN BERIKUT DALAM BENTUK SALINAN LEMBUT KE EMEL ASAL KELULUSAN OLEH BAHAGIAN PEROLEHAN IAITU:
 - i) BORANG TAWARAN HARGA (FAIL EXCEL FORMAT .xlsm)
 - ii) SENARAI SPESIFIKASI (FAIL EXCEL FORMAT .xlsm)
 - iii) BORANG TAWARAN HARGA TEMPLATE (FAIL EXCEL FORMAT .xlsm)
 - iv) SPESIFIKASI TEMPLATE (FAIL EXCEL FORMAT .xlsm)
 - v) NOMBOR RUJUKAN PURCHASE REQUISITION YANG TELAH DILULUSKAN

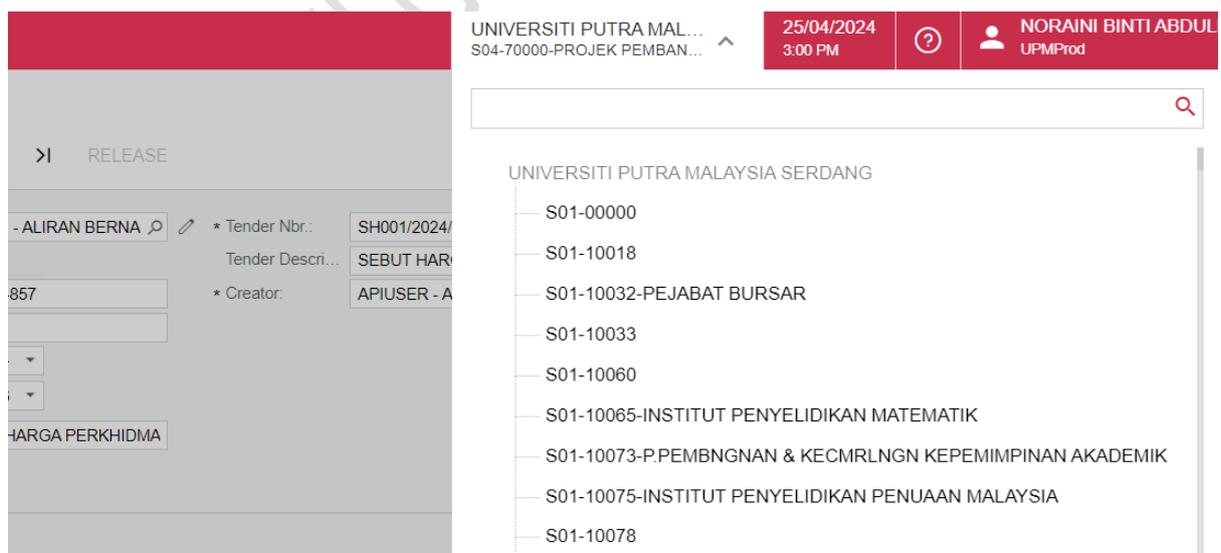
- 2) PROSES IKLAN AKAN DILAKSANAKAN OLEH BAHAGIAN PEROLEHAN

D2) PENYEDIAAN PURCHASE REQUISITION SELEPAS LANTIKAN VENDOR

- 1) SELEPAS BERLAKU LANTIKAN / AWARD DI DALAM TENDER WIZARD (IAITU SELEPAS VENDOR MEMULANGKAN SURAT JAWAPAN SETUJU TERIMA DAN MENYEDIAKAN BON (BAGI SEBUTHARGA MELEBIHI RM200,000)), BAHAGIAN KEWANGAN PEROLEHAN AKAN MEMAKLUMKAN PTJ MELALUI EMEL BAGI ARAHAN PENGELUARAN PESANAN BELIAN
- 2) LOGIN SEBAGAI PEMOHON DAN PILIH MODUL **PURCHASING > REQUISITION**



- 3) PILIH **BRANCH** YANG TEPAT



4) PADA REF NBR, PILIH **NO REQUISITION ASAL** DI MANA STATUS ADALAH PENDING BIDDING

Requisitions

Refresh, Undo, Add, Edit, Filter, Print icons

ALL RECORDS MY REQUISITIONS UPMB UPMS RMK SKPB

Status: = Pending Bidding Priority: All Date: All Creator: All

Branch Name	Ref. Nbr.	Status	Priority
S03-10201-FAKULTI PERTANIAN	S24310201R00052	Pending Bidding	Normal

5) SKRIN BERIKUT AKAN DIPAPARKAN. TEKAN TITIK TIGA ...

Requisitions

S24310201R00052 - Bekalan bahan-bahan penyelidikan

VIEW BIDDING SEND REQUESTS FOR PROPOSAL ...

DOCUMENT USER-DEFINED FIELDS

Branch:	S03-10201 - SC	Priority:	Normal	Currency:	MYR	1.00	VIEW
Ref. Nbr.:	S24310201f	Creator:	A03901 - NATRAH FATIN BINTI	Est. Ext. Cost:	4,116.00		
Status:	Pending Bidd...	Customer:					
Date:	31/05/2024	Location:					
<input checked="" type="checkbox"/> Approved							
Description:	Bekalan bahan-bahan penyelidikan						

6) PILIH CANCEL REQUEST UNTUK MEMBATALKAN PR ASAL DAN MENGEMBALIKAN PERUNTUKAN

Requisitions

S24310201R00052 - Bekalan bahan-bahan penyelidikan

VIEW BIDDING SEND REQUESTS FOR PROPOSAL ...

DOCUMENT USER-DEFINED FIELDS

Branch:	S03-10201 - SC	Priority:	Normal	Currency:	MYR	1.00	VIEW
Ref. Nbr.:	S24310201f	Creator:	A03901 - NATRAH FATIN BINTI	Est. Ext. Cost:	4,116.00		
Status:	Pending Bidd...	Customer:					
Date:	31/05/2024	Location:					
<input checked="" type="checkbox"/> Approved							
Description:	Bekalan bahan-bahan penyelidikan						

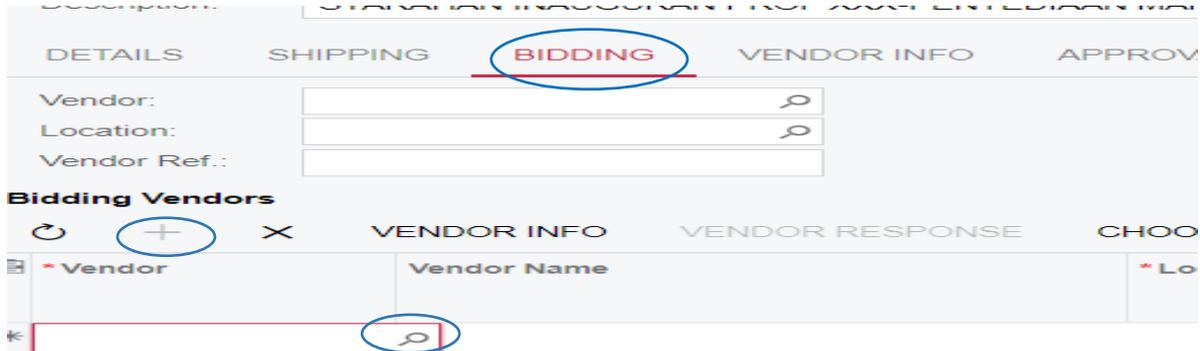
DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

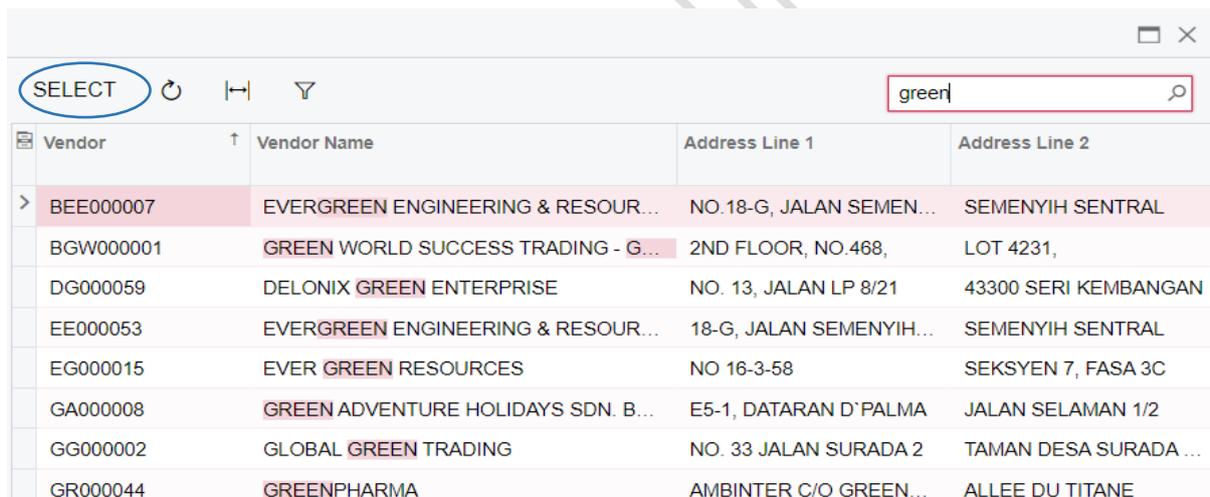
Inventory ID	Line Source	Line Type	Description	Warehouse

- Reports
- Print Requisition
- Processing
- Remove Hold
- Hold
- View Bidding
- Create Quote
- Mark as Quoted
- Create Orders
- Cancel Request

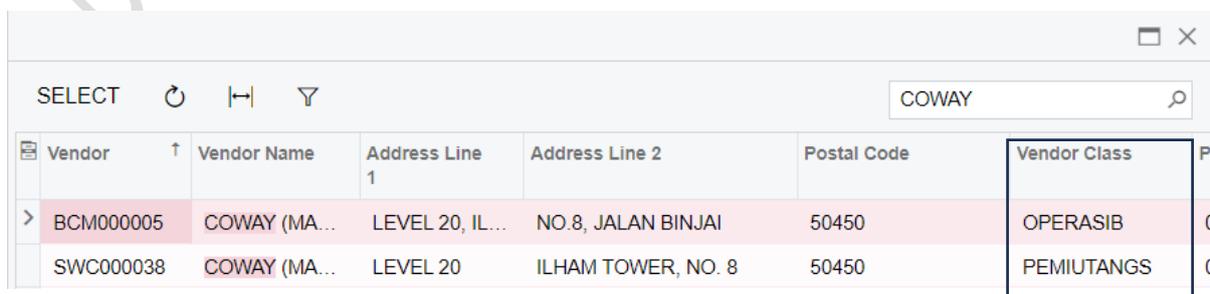
- 7) SEDIAKAN **PURCHASE REQUISITION BAHARU** BERDASARKAN KELULUSAN OLEH BAHAGIAN PEROLEHAN. IKUT LANGKAH DI **MUKA SURAT 3/24** SEHINGGA **8/24**
- 8) PADA **TAB BIDDING**,
- TEKAN BUTANG '+' DI BAWAH TAJUK BIDDING VENDORS DAN PILIH **VENDOR** DARIPADA GAMBAR  BERDASARKAN **VENDOR** YANG TELAH DILANTIK OLEH JAWATANKUASA SEBUTHARGA/LEMBAGA PEROLEHAN. **JIKA SEBUTHARGA/TENDER YANG SAMA MEMPUNYAI BEBERAPA LANTIKAN VENDOR, PURCHASE REQUISITION YANG BERBEZA PERLU DISEDIAKAN UNTUK VENDOR-VENDOR TERSEBUT**



- MASUKKAN NAMA VENDOR, KLIK PADA NAMA VENDOR DAN TEKAN BUTANG SELECT



JIKA NAMA VENDOR DIPAPARKAN SEBANYAK 2, SILA PILIH VENDOR YANG MEMPUNYAI VENDOR CLASS PEMIUTANGS (JIKA UPMS) ATAU OPERASIB (JIKA UPMKB) SEPERTI CONTOH DI BAWAH



KESILAPAN MEMILIH VENDOR AKAN MENYEBABKAN KESULITAN SEMASA PROSES PEMBAYARAN

9) PADA **TAB VENDOR INFO**, MASUKKAN MAKLUMAT BERIKUT

TERMS : 14 – BAYAR DALAM 14 HARI

PO TYPE :

PILIHAN TYPE	KETERANGAN
NORMAL	PEROLEHAN STOK, BEKALAN, PERKHIDMATAN, ASET
CONTRACT AWARD	PEROLEHAN BERKALA/BERKONTRAK
WORK INDENT	PEROLEHAN KERJA
AIRFLIGHT WARRANT	WARAN PENERBANGAN

Jadual 5

BAGI CONTOH INI, KITA PILIH PO TYPE NORMAL,

METHOD :

PILIHAN METHOD	KETERANGAN
TENDER WIZARD-NORMAL PO	PEROLEHAN SECARA SEBUTHARGA/TENDER UNTUK STOK, BEKALAN, PERKHIDMATAN, ASET
TENDER WIZARD- INDEN	PEROLEHAN SECARA SEBUTHARGA/TENDER UNTUK KERJA
TENDER WIZARD-CONTRACT	PEROLEHAN SECARA SEBUTHARGA/TENDER UNTUK BERKALA/BERKONTRAK
NON TENDER WIZARD (DEFAULT)	<ul style="list-style-type: none"> • PEROLEHAN SECARA PEMBELIAN TERUS ATAU • PENYEDIAAN PR KALI KEDUA DAN SETERUSNYA BAGI PEROLEHAN BERKONTRAK ATAU • PENYEDIAAN PR SELEPAS TENDER WIZARD AWARD

Jadual 6

BAGI CONTOH INI, METHOD NON TENDER WIZARD AKAN DIPILIH SECARA DEFAULT

10) IKUTI LANGKAH SETERUSNYA BAGI **MUATNAIK DOKUMEN** DI LANGKAH 13 PADA MUKA SURAT 11/24 SEHINGGA **PROSES APPROVAL** DI LANGKAH 6 PADA MUKA SURAT 18/24

11) **SKRIN PURCHASE REQUISITION** BERTUKAR KEPADA STATUS **OPEN SELEPAS KELULUSAN**

Requisitions
S1303623-00010 - SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN

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Branch:	S01-13036 - SC	Priority:	Normal	Currency:	MYR	1.00	VIEW BASE
Ref. Nbr.:	S1303623-0	Creator:	A02674 - NORAINI BINTI ABDUI	Est. Ext. Cost:	510.00		
Status:	Open	Customer:					
Date:	24/12/2023	Location:					
<input checked="" type="checkbox"/> Approved							
Description:	SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN						

a. MENUNJUKKAN PROSES PESANAN BELIAN 'READY' UNTUK DISAHKAN/DILULUSKAN DI PEJABAT BURSAR

b. BAGI TUJUAN PEMBAYARAN, PTJ HENDAKLAH MENCETAK PESANAN BELIAN (SALINAN ASAL SAHAJA) YANG TELAH DILULUSKAN OLEH PEJABAT BURSAR DAN MENDAPATKAN TANDA TANGAN VENDOR SERTA PEGAWAI DIBERIKUASA BAGI PEROLEHAN SELAIN ASET/ASET BERNILAI RENDAH DI MUKA SURAT TERAKHIR PESANAN BELIAN TERSEBUT SETELAH BEKALAN/PERKHIDMATAN/KERJA DISEMPURNAKAN. **RUJUK MANUAL KERJA PURCHASE RECEIPT (BEKALAN/PERKHIDMATAN/KERJA). CARA MENYEMAK SAMADA PESANAN BELIAN TELAH DILULUSKAN ADALAH DENGAN MELIHAT KEPADA TAB PURCHASE ORDER SEPERTI DI BAWAH DAN BERSTATUS OPEN**

Requisitions
S24112233R00004 - MEMBEKAL DAN MENGHANTAR BARANG KEPERLUAN PANTRI PEJABAT NAIB CANSEI

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DOCUMENT USER-DEFINED FIELDS

Branch:	S01-12233 - SC	Priority:	Normal	Currency:	MYR	1.00	VIEW
Ref. Nbr.:	S24112233F	Creator:	NA5455 - ABDUL MUTHALLIB B	Est. Ext. Cost:	4,539.00		
Status:	Released	Customer:					
Date:	13/05/2024	Location:					
<input checked="" type="checkbox"/> Approved							
Description:	MEMBEKAL DAN MENGHANTAR BARANG KEPERLUAN PANTRI PEJAB						

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER **PURCHASE ORDERS** SALES ORDERS TEN

🔄 + × VIEW ORDER CREATE ORDERS |🔍

Type	Order Nbr.	Status	*Date	*Vendor	*Location	Vendor Re
Normal	S24112233P00004	Open	16/05/2024	CW000057	MAIN	