

2024

SISTEM KEWANGAN PUTRA FINANCE : PURCHASE REQUISITION (PEMBELIAN TERUS BERKONTRAK)



PENYEDIAAN PURCHASE REQUISITION OLEH PUSAT TANGGUNGJAWAB TERDIRI DARIPADA:

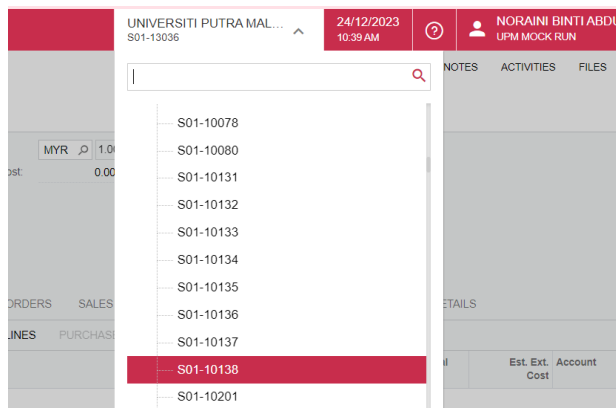
- A. PENYEDIAAN PURCHASE REQUISITION PEMBELIAN TERUS DAN BIDDING RESPONSE
- B. PENYEDIAAN PURCHASE REQUISITION PEMBELIAN TERUS (PK7)
- C. PENYEDIAAN PURCHASE REQUISITION PEMBELIAN TERUS BERKONTRAK
- D. PENYEDIAAN PURCHASE REQUISITION PEROLEHAN MELALUI SEBUTHARGA/TENDER

A1) PENYEDIAAN PURCHASE REQUISITION PEMBELIAN TERUS BERKONTRAK

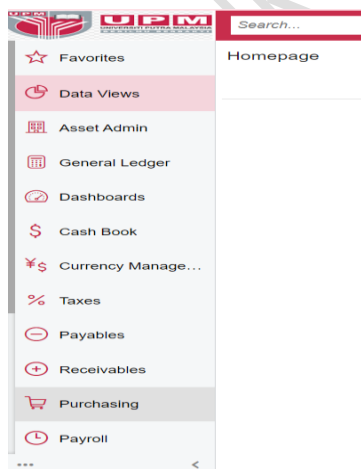
A1i) LOGIN SISTEM KEWANGAN PUTRA FINANCE SEBAGAI PEMOHON

- 1) PILIH **BRANCH (PTJ)** YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN **BRANCH (PTJ)** YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI **BRANCH (PTJ)** YANG BETUL.

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) PILIH MODUL **PURCHASING**

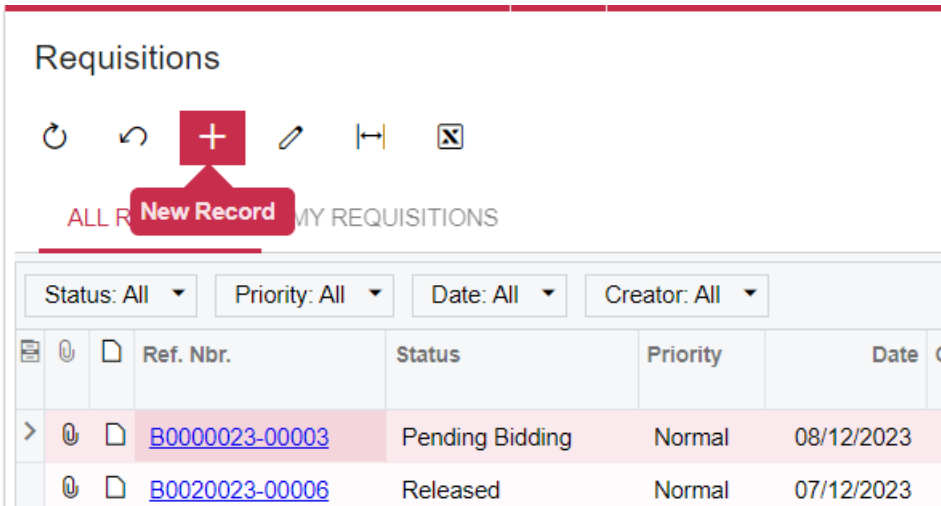


3) DI **DATA ENTRY** > PILIH **REQUISITION**- KLIK KANAN DAN TEKAN **OPEN IN NEW TAB** UNTUK BUKA DI TAB BARU

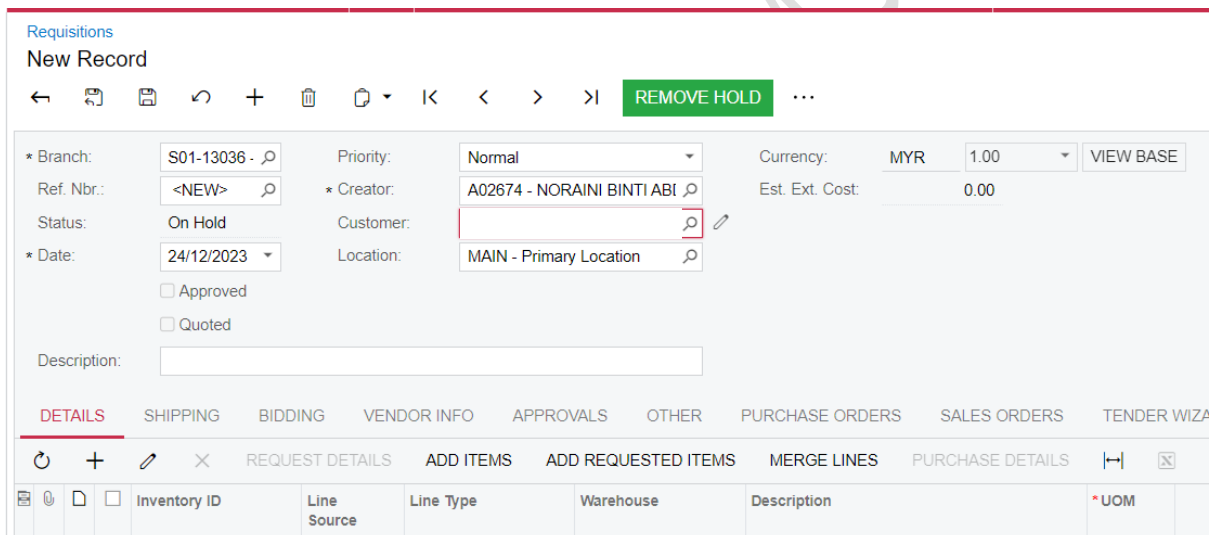
4) SKRIN BERIKUT AKAN DIPAPARKAN

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
S1303623-00006	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
S1303623-00005	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
S1303623-00004	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

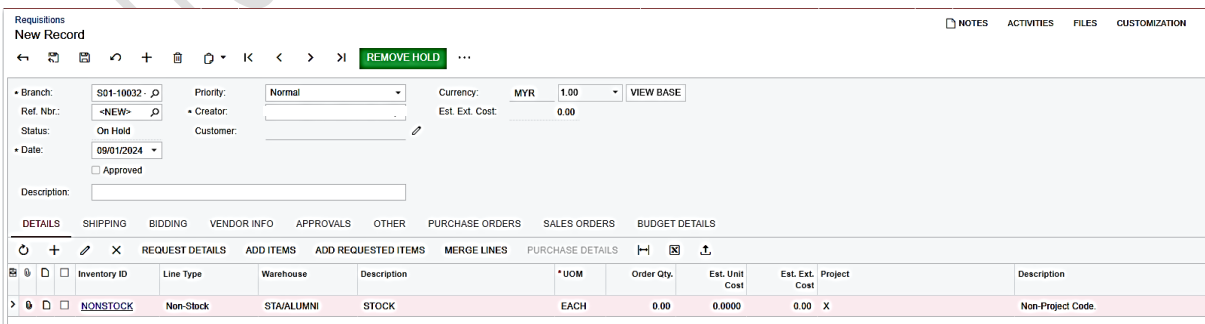
5) TEKAN BUTANG “+” NEW RECORD UNTUK MENYEDIAKAN PURCHASE REQUISITION BAHARU

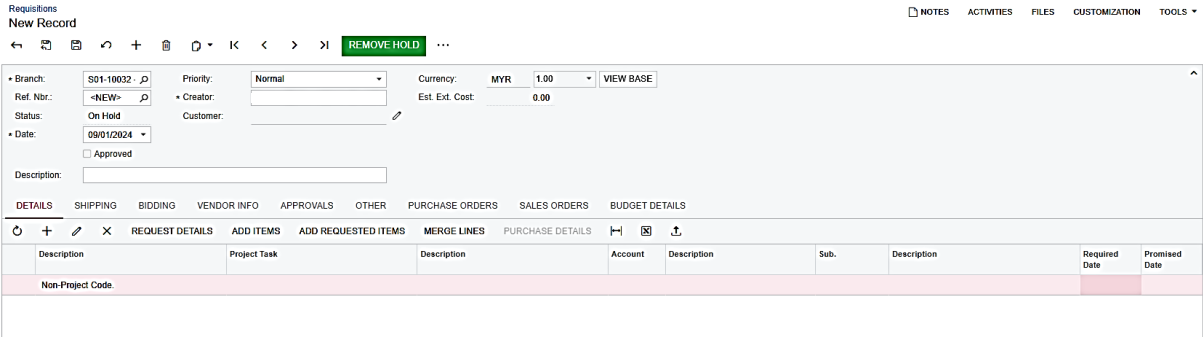


6) SKRIN BERIKUT DIPAPARKAN

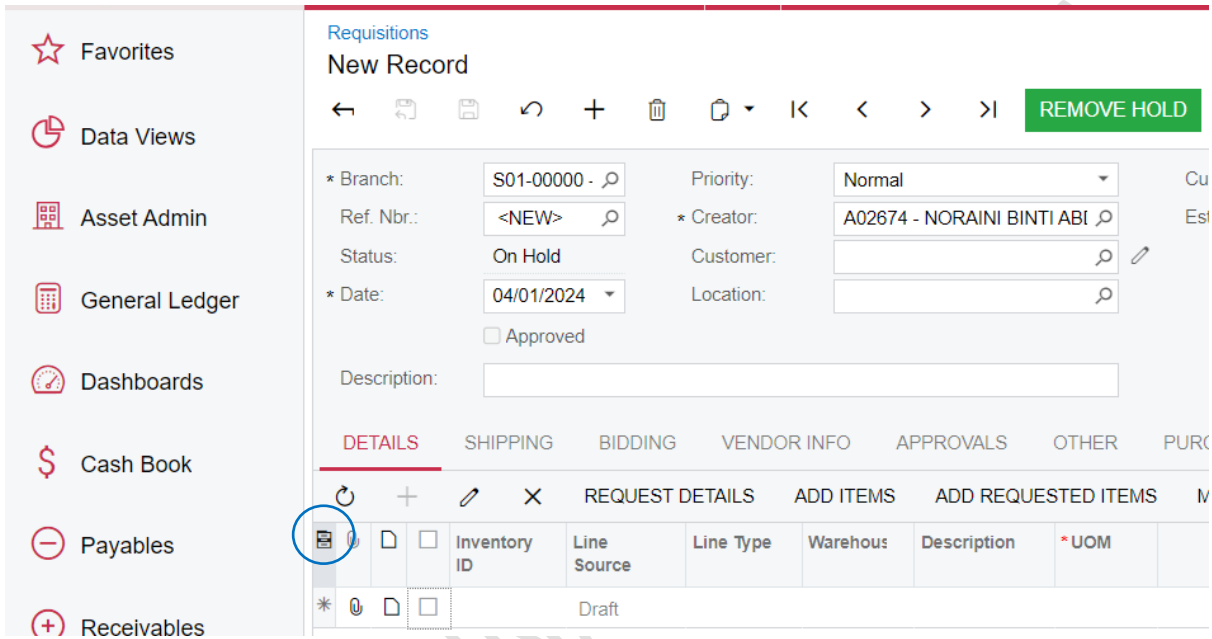


7) PASTIKAN SUSUNAN COLUMN DI TAB DETAIL ADALAH SEPERTI BERIKUT:

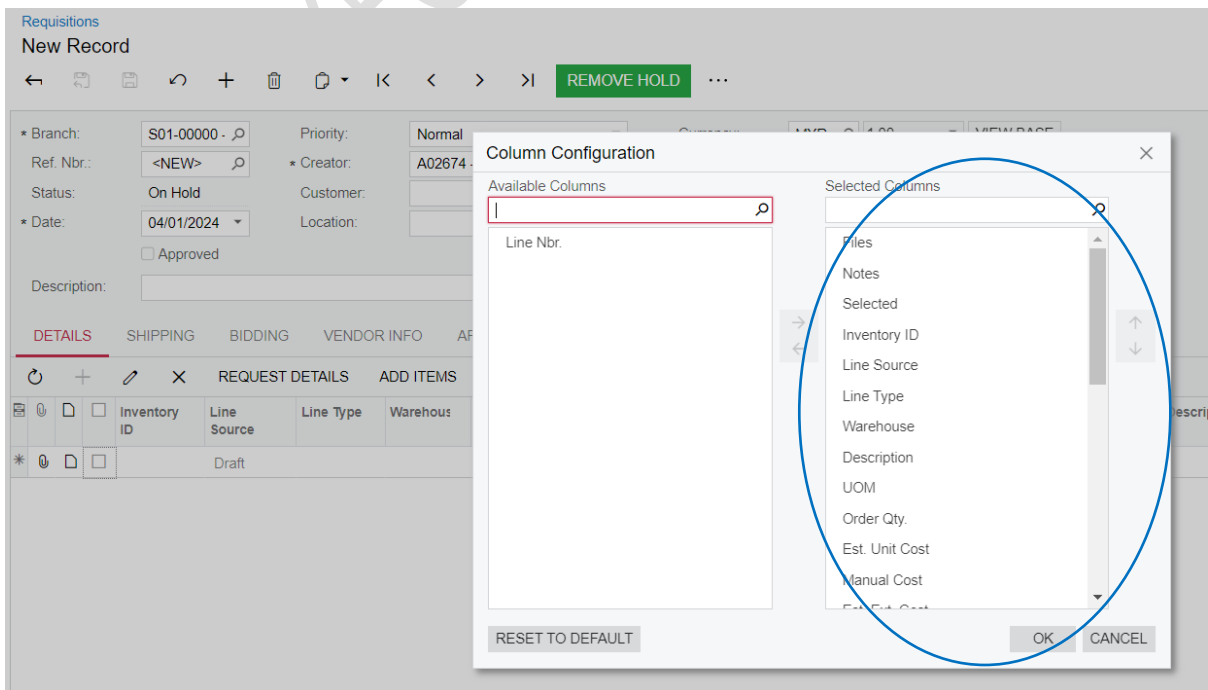




SUSUNAN JUGA BOLEH DIBUAT DENGAN MENEKAN GAMBAR *COLUMN CONFIGURATION*



MENGGUNAKAN ANAK PANAHH ↓↑ DI KOTAK *SELECTED COLUMN* UNTUK MENYUSUN *COLUMN*



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

Requisitions
New Record

← 📄 📄 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ REMOVE HOLD ...

* Branch: S01-13036 - 🔍 Priority: Normal Currency: MYR 1.00
 Ref. Nbr.: <NEW> 🔍 * Creator: A02674 - NORAINI BINTI ABI 🔍 Est. Ext. Cost: 0.00
 Status: On Hold Customer: 🔍
 * Date: 24/12/2023 ▾ Location: MAIN - Primary Location 🔍
 Approved
 Quoted

Description: SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS

🔄 + ✎ ✕ REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAIL

Inventory ID	Line Source	Line Type	Warehouse	Description
--------------	-------------	-----------	-----------	-------------

- 9) PADA **TAB DETAILS**:
- PILIH MENU **INVENTORY ID**
 - LINE TYPE** AKAN DIPAPARKAN SECARA AUTOMATIK BERDASARKAN PILIHAN **INVENTORY ID**

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	Warehouse	Description	*UOM	Order C
CONSUMABLE	Draft	Non-Stock	01-10032A	test	EACH	1.0

*TEKAN PADA RUANGAN SETIAP KALI INGIN MEMBUAT PILIHAN

PILIH INVENTORY ID	LINE TYPE AUTO	PILIH WAREHOUSE
CONSUMABLE (BEKALAN)	NON STOCK	XX-BRANCHA
EXPENSES (CLAIM)- TIDAK BERKAITAN	EXPENSES	
NON STOCK (ASET/INVENTORI)	NON STOCK	XX-BRANCHA
SERVICES (PERKHIDMATAN/KERJA)	NON STOCK	XX-BRANCHA
NO ID STOCK	GOOD FOR IN	XX-BRANCHA


- c. 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*
- d. INPUT KUANTITI PADA MENU **ORDER QTY**
- e. INPUT ANGGARAN HARGA SEUNIT PADA MENU **EST. UNIT COST**
- f. 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

- g. 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*
- h. 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	R/W 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...

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







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-DA @ S02-11005-XX

Search...   UNIVERSITI PUTRA MAL... S01-13036 11/01/2024 5:06 PM

Requisitions
New Record

←     +   | < > >> REMOVE HOLD ...

* Branch: S01-13036 -  Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: <NEW> -  * Creator: A02674 - NORAINI BINTI ABI  Est. Ext. Cost: 1,111.00
 Status: On Hold Customer: Location: 
 * Date: 11/01/2024 Location: 
 Approved
 Description:

Est. Unit Cost	Manual Cost	Est. Ext. Cost	Description	Project	Project Task	Account	Sub.	Description	Alternate ID	De
1,111.0000	<input checked="" type="checkbox"/>	1,111.00	Bayaran-Bayara...	X		P29399	13036	KW MENGURUS-UMUM-DEFA...		N
							0113036DA - KW MENGURUS-PENYELENGGARAAN KAWASAN UP...			
							0113036DO - KW MENGURUS-PENYELENGGARAAN KA...			
							0113036SD - KW MENGURUS-PENYELENGGARAAN KA...			

- j. MASUKKAN REQUIRED DATE DAN PROMISED DATE

Sub.	Description	Alternate ID	Project	Description	Project Task	Description	Use Markup	Markup, %	Min. Receipt, %	Max. Receipt, %	Complete On, %	Receipt Action	Required Date	Promised Date
01-13036-DA	KW MENGURUS-...		X	on-Project Co...			<input type="checkbox"/>	0.0000	0.00	100.00	100.00	Accept bu	Warn	

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

Requisitions
SYARAHAN INAUGURAL PROF XXX-PENYEDIAAN MAKANAN

REF ID: A02874 - NORAINI BINTI ABI

Branch: S01-13036 - Priority: Normal - Currency: MYR 1.00 - VIEW BASE

Ref. Nbr.: <NEW> - Creator: A02874 - NORAINI BINTI ABI - Est. Ext. Cost: 630.00

Status: On Hold - Customer: -

Date: 24/12/2023 - Location: -

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		180.00	P29126	Pr
SERVICES	Draft	Non-Stock	S01-13030A	MAKAN TENGAHHARI	EACH	30.00	15.0000		450.00	P29126	Pr

11) PADA TAB BIDDING,

a. TEKAN BUTANG '+' DAN PILIH VENDOR DARIPADA DAN TEKAN SELECT

DETAILS SHIPPING **BIDDING** VENDOR INFO APPROVALS

Vendor: - Location: - Vendor Ref.: -

Bidding Vendors

+ X VENDOR INFO VENDOR RESPONSE CHOOSE VENDOR

*Vendor	Vendor Name	*Location	Location Name	*Currency	Shipping Terms
BDB000004	DAPO BONDA CAFE & CATERING	MAIN	Primary Location	MYR	
BAC000008	AZIEEY CAFE & CATERING	MAIN	Primary Location	MYR	
BHF000001	HASNA FOODS & CATERING	MAIN	Primary Location	MYR	

b. PILIH BEBERAPA VENDOR LAGI UNTUK MENDAPATKAN SEBUTHARGA

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

Vendor: - Location: - Vendor Ref.: -

Bidding Vendors

+ X VENDOR INFO VENDOR RESPONSE CHOOSE VENDOR SEND REQUEST

*Vendor	Vendor Name	*Location	Location Name	Currenc	Shipping Terms
BDB000004	DAPO BONDA CAFE & CATERING	MAIN	Primary Location	MYR	
BAC000008	AZIEEY CAFE & CATERING	MAIN	Primary Location	MYR	
BHF000001	HASNA FOODS & CATERING	MAIN	Primary Location	MYR	

12) PADA TAB VENDOR INFO, MASUKKAN MAKLUMAT BERIKUT

TERMS : 14

PILIH PO TYPE DARIPADA BERIKUT :

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

BAGI CONTOH INI, KITA PILIH PO TYPE CONTRACT AWARD.

14) MASUKKAN LOKASI PENGHANTARAN PADA RUANG USER DEFINE FIELD BERIKUT

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

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DOCUMENT USER-DEFINED FIELDS

Lokasi Pengantaran:

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


🔄 + × |←| |→|


* Ledger	Transaction	Status	Date	Period	Subledger	BLI	BLI Description	Over
----------	-------------	--------	------	--------	-----------	-----	-----------------	------

15) TEKAN BUTANG SAVE . REF NBR AKAN DIPAPARKAN

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

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* 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

16) PEMOHON PERLU UPLOAD DOKUMEN BERKAITAN PADA GAMBAR  DI MENU DETAILS SEPERTI KETERANGAN LANJUT BAGI ITEM YANG INGIN DIBELI BOLEH DIMUAT NAIK. TEKAN BROWSE DOKUMEN, PILIH DOKUMEN DAN TEKAN UPLOAD. SELEPAS SELESAI MEMUATNAIK, TEKAN BUTANG X

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

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* Branch: S01-13036 -  Priority: Normal

Ref. Nbr.: S1303623-0  * Creator: A02674 - NORAINI BINTI ABI

Status: On Hold Customer:

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

Approved
 Quoted

Files

Select the file. Browse Upload

🔄 📄 ADD LINK REMOVE LINK |←| |→| UPLOAD USING MOBILE APP No file chosen

File name	Comment	Last Date	EditUri
-----------	---------	-----------	---------

Files (X)

Select the file. Browse Upload


↻ ↓ ADD LINK REMOVE LINK ↔ UPLOAD USING MOBILE APP

File name	Comment	Last Date	EditUrl
> PEROLEHAN.jpg		24/12/2023	Edit

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER

↻ + ✎ ✕ REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS

Inventory ID	Line Source	Line Type	Warehouse
> 📁 📄 📄 SERVICES	Draft	Service	S01-13036A

(GAMBAR  BERTUKAR **KUNING** BERMAKSUD DOKUMEN TELAH DIMUAT NAIK) DOKUMEN YANG DIMUATNAIK TIDAK BOLEH DIPADAM/UBAH

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

Requisitions

S1303623-00007 - SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN


← 📄 📄 ↻ + 🗑️ 📄 ⌂ < > >> REMOVE HOLD ⋮


* Branch:	S01-13036 - 📄	Priority:	Normal	Currency:	MYR	1.00	VIEW BA
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				
<input type="checkbox"/> Approved <input type="checkbox"/> Quoted							
Description:	SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN						

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


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

Requisitions
S1303623-00008 - SYARAHAN INAUGURAN PROF XXX-PENYEDIAAN MAKANAN

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ VIEW BIDDING SEND REQUESTS FOR PROPOSAL 

Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00 VIEW BASE
Ref. Nbr.: **3623-00008** Creator: A02674 - NORAINI BINTI ABDUI Est. Ext. Cost: 630.00
Status: Pending Bidd... Customer: 
Date: 24/12/2023 Location:
 Approved
Description: SYARAHAN INAUGURAN PROF XXX-PENYEDIAAN MAKANAN


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





VENDOR CONTACT Override **INFO**
Account Name: Attention: Phone 1: Email: 
Terms: 14 - BAYARAN
PO Type: Normal
Method: Splittable Non Tender ...
 Sent to Tender Wizard

VENDOR ADDRESS

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




Requisitions
XXX

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ REMOVE HOLD 

* 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



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:

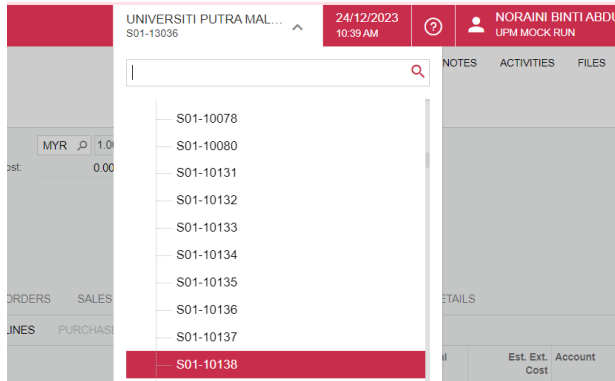
Bil	Perkara	Kuantiti	Harga Seunit MYR	Amaun MYR
1	SYARAHAN INAUGURAN PROF XXX-PENYEDIAAN MAKANAN MAKAN PAGI	30.00	6.00	180.00
2	MAKAN TENGAHHARI	30.00	15.00	450.00

UNTUK KEGUNAAN UPM SAHAJA

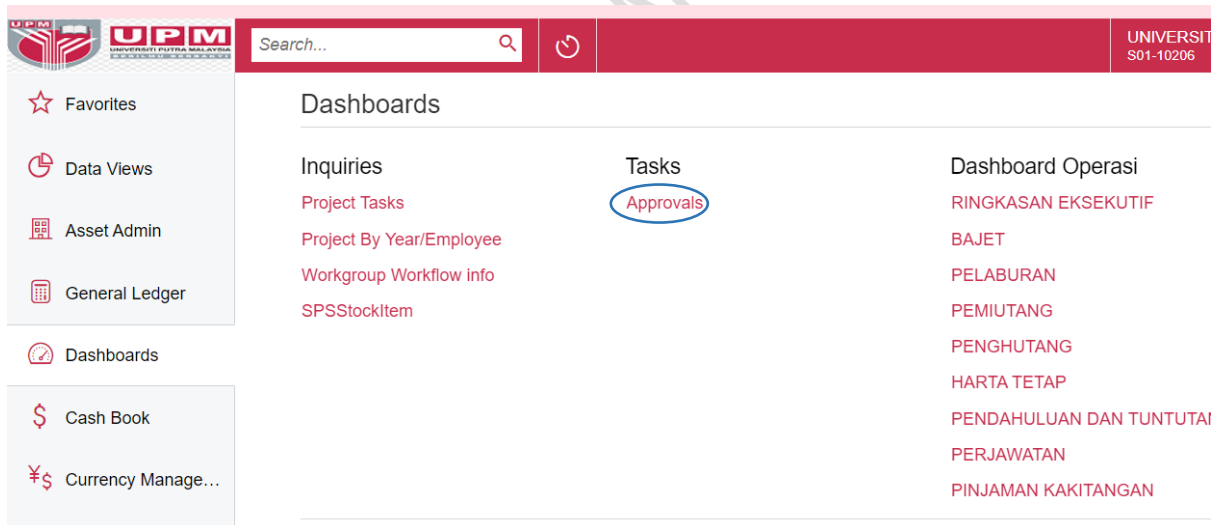
A1ii) LOGIN SISTEM KEWANGAN PUTRA FINANCE SEBAGAI PENYEMAK ATAU PENGESAH ATAU PELULUS

- 1) PILIH **BRANCH** (PTJ) YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN BRANCH (PTJ) YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI BRANCH (PTJ) YANG BETUL.

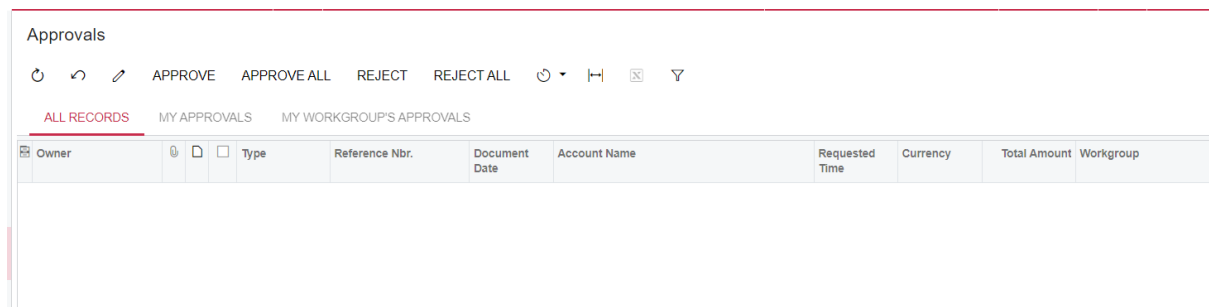
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHA (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHA (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHA (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHA PELAJAR



- 2) PILIH MODUL DASHBOARD > PADA MENU **TASK** , TEKAN **APPROVALS**



- 3) PILIH NOMBOR TRANSAKSI YANG AKAN DISEMAK/DISAH/DILULUSKAN PADA TAB **ALL RECORDS**



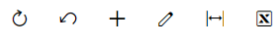
- 4) SELEPAS MEMBUAT SEMAKAN, TEKAN BUTANG **APPROVE**

A2) PROSES BIDDING RESPONSE

A2i) LOGIN SEBAGAI PEMOHON

- 1) SELEPAS KELULUSAN DIPEROLEHI, PEMOHON PERLU LOG MASUK DAN PILIH **BRANCH (PTJ)** YANG BETUL IAITU SAMA DENGAN BRANCH ASAL SEMASA PERMOHONAN BAHARU
- 2) PILIH **MODUL PURCHASING > PURCHASE REQUISITION** DAN PILIH PURCHASE REQUISITION YANG BERKENAAN DAN BERSTATUS **PENDING BIDDING**

Requisitions



ALL RECORDS MY REQUISITIONS

Status	Priority	Date	Creator	Customer	Customer Name
Pending Bidding	Normal	24/12/2023	A02674		

- 3) PILIH TAB BIDDING DAN TEKAN **SEND REQUEST** UNTUK MENGHANTAR EMEL KEPADA VENDOR

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

Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00 VIEW BASE
Ref. Nbr.: S1303623-0_0 Creator: A02674 - NORAINI BINTI ABDUI Est. Ext. Cost: 630.00
Status: Pending Bidd... Customer: Location:
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

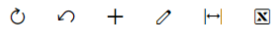
Vendor:
Location:
Vendor Ref.:

Bidding Vendors

Vendor Name	*Location	Location Name	Currenc	Shipping Terms	FOB Point	Lead Time (Days)	Ship Via	Expiration Date	Promised Date	Request Sent
DAPO BONDA CAFE & CATERING	MAIN	Primary Location	MYR							<input type="checkbox"/>
AZIEEY CAFE & CATERING	MAIN	Primary Location	MYR							<input type="checkbox"/>
HASNA FOODS & CATERING	MAIN	Primary Location	MYR							<input type="checkbox"/>

- 4) SETELAH MENERIMA EMEL MAKLUMBALAS DARIPADA VENDOR:
 - a. KEMUKAKAN SEBUTHARGA VENDOR KEPADA BAHAGIAN PEROLEHAN BESERTA DOKUMEN SOKONGAN UNTUK TINDAKAN KELULUSAN
 - b. SELEPAS MENERIMA KELULUSAN BAHAGIAN PEROLEHAN DAN ARAHAN PENGELUARAN PESANAN BELIAN YANG LENGKAP MELALUI EMEL, PEMOHON PERLU LOG MASUK KE DALAM SISTEM DAN IKUTI LANGKAH SETERUSNYA
- 5) PILIH **BRANCH (PTJ)** YANG BETUL. PILIH MODUL **PURCHASING > PURCHASE REQUISITION** DAN PILIH **PURCHASE REQUISITION** BERSTATUS **PENDING BIDDING**

Requisitions



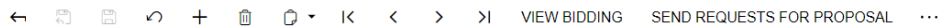
ALL RECORDS MY REQUISITIONS

Status: All	Priority: All	Date: All	Creator: All			
Ref. Nbr.	Status	Priority	Date	Creator	Customer	Customer Name
S1303623-00008	Pending Bidding	Normal	24/12/2023	A02674		

6) PAPARAN BERIKUT DIKELUARKAN. TEKAN TAB *BIDDING*. PILIH VENDOR DAN TEKAN *VENDOR RESPONSE*

Requisitions

S1303623-00010 - SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN



Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00 VIEW BASE
 Ref. Nbr.: S1303623-0 Creator: A02674 - NORAINI BINTI ABDUI Est. Ext. Cost: 630.00
 Status: Pending Bidd... Customer: Location:
 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 BUDG

Vendor:
 Location:
 Vendor Ref.:

Bidding Vendors

VENDOR INFO VENDOR RESPONSE CHOOSE VENDOR SEND REQUEST

*Vendor	Vendor Name	*Location	Location Name	Currenc	Shipping Terms	FOB Point
BDB000004	DAPO BONDA CAFE & CATERING	MAIN	Primary Location	MYR		
BAC000008	AZIEEY CAFE & CATERING	MAIN	Primary Location	MYR		
BHF000001	HASNA FOODS & CATERING	MAIN	Primary Location	MYR		

7) PADA PAPARAN *BIDDING RESPONSES*,

a. MASUKKAN MAKLUMAT SEPERTI DI JADUAL DI *TAB BIDDING DETAILS*:

MEDAN	KETERANGAN
MIN QTY	KUANTITI MINIMUM YANG DIPESAN
BID QTY	KUANTITI YANG DITAWARKAN OLEH VENDOR
BID UNIT COST	HARGA YANG DITAWARKAN OLEH VENDOR

Bidding Responses



* Requisition: S1303623-00008 Currency: MYR 1.00 VIEW BASE
 * Vendor: BDB000004 - DAPO BONDA Total Bid Qty.: 0.00
 Location: MAIN - Primary Location Total Extended Cost: 0.00
 * Entry Date: 24/12/2023

BIDDING DETAILS VENDOR INFO

Inventory ID	Description	Alternate ID	UOM	Order Qty.	Min. Qty.	Bid Qty.	Bid Unit Cost	Bid Number	Bid Extended Cost
SERVICES	MAKAN PAGI		EACH	30.00	0.00	0.00	0.0000		0.00
SERVICES	MAKAN TENGAHHARI		EACH	30.00	0.00	0.00	0.0000		0.00

b. PADA **TAB VENDOR INFO**, MASUKKAN MAKLUMAT BERIKUT:

MEDAN	KETERANGAN
EXPIRATION DATE	TARIKH LUPUT SEBUTHARGA
PROMISED DATE	TEMPOH PENGHANTARAN/ TARIKH AKHIR PENGHANTARAN

Bidding Responses

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* Requisition: S1303623-00010 Currency: MYR 1.00 VIEW BASE
 * Vendor: BDB000004 - DAPO BONDA Total Bid Qty.: 0.00
 Location: MAIN - Primary Location Total Extended Cost: 0.00
 * Entry Date: 24/12/2023

BIDDING DETAILS **VENDOR INFO**

VENDOR CONTACT Override
 Account Name: DAPO BONDA CAFE & CATERI
 Attention:
 Phone 1: 013-8424419
 Email: dapobondabtu15@gmail.com

VENDOR BIDDING
 Expiration Date:
 Promised Date:
 FOB Point:
 Ship Via:

VENDOR ADDRESS Override
 Address Line 1: DAPO BONDA CAFE & CATERI
 Address Line 2: LOT 3430 BINTULU TOWN DIS
 City: BINTULU

8) TEKAN BUTANG SAVE  DAN  UNTUK KEMBALI KE SKRIN UTAMA

Bidding Responses

← 📄 **📄** ↻ + 🗑️ ⏪ ⏩ > >|

* Requisition: S1303623-00008 Currency: MYR 1.00 VIEW BASE
 * Vendor: BDB000004 - DAPO BONDA Total Bid Qty.: 60.00
 Location: MAIN - Primary Location Total Extended Cost: 510.00
 * Entry Date: 24/12/2023

BIDDING DETAILS **VENDOR INFO**

Inventory ID	Description	Alternate ID	UOM	Order Qty.	Min. Qty.	Bid Qty.	Bid Unit Cost	Bid Number	Bid Extended Cost
✓ SERVICES	MAKAN PAGI		EACH	30.00	30.00	30.00	6.0000		180.00
SERVICES	MAKAN TENGAHHARI		EACH	30.00	30.00	30.00	11.0000		330.00

9) ULANGI LANGKAH YANG SAMA UNTUK VENDOR YANG LAIN MULAI LANGKAH 6

10) SETELAH SEMUA *VENDOR RESPONSE* DIMASUKKAN, PADA SKRIN UTAMA, TEKAN BUTANG *VIEW BIDDING* UNTUK MELIHAT HASIL *BIDDING RESPONSE*

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: 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 INFO

Vendor:
 Location:
 Vendor Ref.:

Bidding Vendors

🔄 + ✕ VENDOR INFO VENDOR RESPONSE CHOOSE VENDOR SEND REQUEST |←| ☒

* Vendor	Vendor Name	* Location	Location Name	Currenc	Shipping Terms	FOB Poi
BDB000004	DAPO BONDA CAFE & CATERING	MAIN	Primary Location	MYR		
BAC000008	AZIEEY CAFE & CATERING	MAIN	Primary Location	MYR		
> BHF000001	HASNA FOODS & CATERING	MAIN	Primary Location	MYR		

11) KLIK PADA TAB *BIDDING VENDORS* DAN LIHAT PADA *TOTAL EXTENDED COST* BAGI MENGETAHUI KOS KESELURUHAN YANG DITAWARKAN OLEH SETIAP VENDOR

Ref. Nbr.: S1303623-00010 Creator: A02674 - NORAINI BINTI ABDUI
 Status: Pending Bidd... Vendor:
 Splittable Location:
 Date: 24/12/2023 Vendor Ref.:
 Priority: Normal
 Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN
 Currency: MYR 1.00 VIEW BASE
 Est. Ext. Cost: 630.00

BIDDING VENDORS BIDDING RESULTS

🔄 + ✕ VENDOR INFO CHOOSE VENDOR |←| ☒

IB Point	Lead Time (Days)	Ship Via	Entry Date	Expiration Date	Promised Date	Total Bid Qty.	Currenc	Total Extended Cost
			24/12/2023			60.00	MYR	510.00
			24/12/2023			60.00	MYR	555.00
			24/12/2023			60.00	MYR	630.00

12) TEKAN PADA NO VENDOR YANG BERJAYA MENJAWAB SURAT SETUJU TERIMA (VENDOR YANG DIPILIH AKAN DIHIGHLIGHTKAN). TEKAN BUTANG CHOOSE VENDOR

Ref. Nbr.: S1303623-00010 Creator: A02674 - NORAINI BINTI ABDUI
 Status: Pending Bidd... Vendor:
 Splittable Location:
 Date: 24/12/2023 Vendor Ref.:
 Priority: Normal
 Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN
 Currency: MYR 1.00 VIEW BASE
 Est. Ext. Cost: 630.00

BIDDING VENDORS BIDDING RESULTS

VENDOR INFO **CHOOSE VENDOR**


* Vendor	Vendor Name	* Location	Location Name
> BDB000004	DAPO BONDA CAFE & CATERING	MAIN	Primary Location
BAC000008	AZIEEY CAFE & CATERING	MAIN	Primary Location
BHF000001	HASNA FOODS & CATERING	MAIN	Primary Location

13) NAMA VENDOR YANG BERJAYA AKAN DIPAPARKAN DI RUANG ATAS. MASUKKAN VENDOR REF (NO RUJUKAN SURAT SETUJU TERIMA) JIKA ADA .TEKAN BUTANG SAVE 

Complete Bidding ☐ X

Complete Bidding NOTES FILES TOOLS ▾

COMPLETE BIDDING UPDATE RESULT CLEAR RESULT

Ref. Nbr.: S1303623-00010 Creator: A02674 - NORAINI BINTI ABDUI
 Status: Pending Bidd... Vendor: BDB000004 - DAPO BONDA CA 
 Splittable Location: MAIN - Primary Location
 Date: 24/12/2023 Vendor Ref.:
 Priority: Normal
 Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN
 Currency: MYR 1.00 VIEW BASE
 Est. Ext. Cost: 510.00

BIDDING VENDORS BIDDING RESULTS

VENDOR INFO CHOOSE VENDOR

* Vendor	Vendor Name	* Location	Location Name	Shipping Ter
> BDB000004	DAPO BONDA CAFE & CATERING	MAIN	Primary Location	
BAC000008	AZIEEY CAFE & CATERING	MAIN	Primary Location	
BHF000001	HASNA FOODS & CATERING	MAIN	Primary Location	

14) TEKAN BUTANG **COMPLETE BIDDING**

Complete Bidding

Complete Bidding

NOTES FILES TOOLS

COMPLETE BIDDING UPDATE RESULT CLEAR RESULT

Ref. Nbr.: S1303623-00008 Creator: A02674 - NORAINI BINTI ABDUI
 Status: Pending Bidd... Vendor: BDB000004 - DAPO BONDA CA
 Splittable Location: MAIN - Primary Location
 Date: 24/12/2023 Vendor Ref.:
 Priority: Normal
 Description: SYARAHAN INAUGURAN PROF XXX-PENYEDIAAN MAKANAN
 Currency: MYR 1.00 VIEW BASE
 Est. Ext. Cost: 510.00

BIDDING VENDORS BIDDING RESULTS

VENDOR INFO CHOOSE VENDOR

*Vendor	Vendor Name	*Location	Location Name	Shipping Ter
> BDB000004	DAPO BONDA CAFE & CATERING	MAIN	Primary Location	

15) STATUS SKRIN COMPLETE BIDDING DARIPADA PENDING BIDDING BERTUKAR KEPADA **OPEN**

Complete Bidding

Complete Bidding

NOTES FILES TOOLS

COMPLETE BIDDING UPDATE RESULT CLEAR RESULT

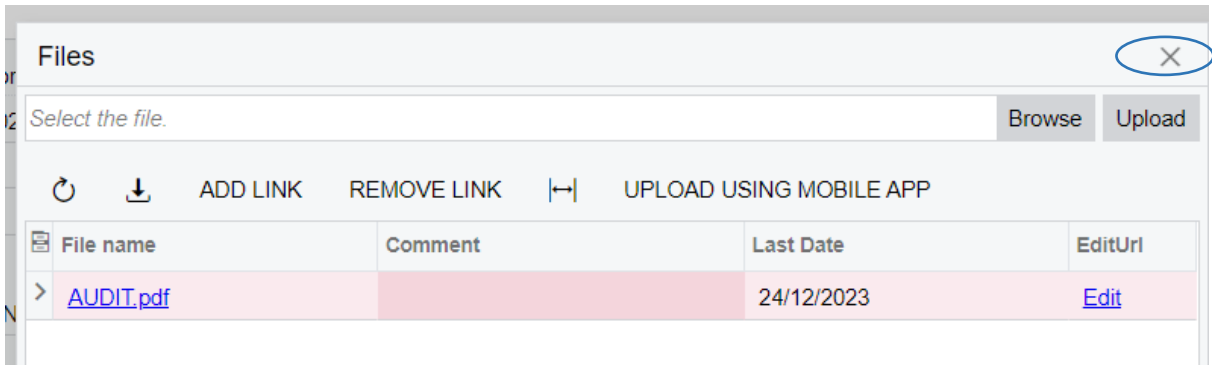
Ref. Nbr.: S1303623-00010 Creator: A02674 - NORAINI BINTI ABDUI
 Status: Open Vendor: BDB000004 - DAPO BONDA CA
 Splittable Location: MAIN - Primary Location
 Date: 24/12/2023 Vendor Ref.:
 Priority: Normal
 Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN
 Currency: MYR 1.00 VIEW BASE
 Est. Ext. Cost: 510.00

BIDDING VENDORS BIDDING RESULTS

VENDOR INFO CHOOSE VENDOR

*Vendor	Vendor Name	*Location	Location Name	Shipping Ter
> BDB000004	DAPO BONDA CAFE & CATERING	MAIN	Primary Location	
BAC000008	AZIEEY CAFE & CATERING	MAIN	Primary Location	
BHF000001	HASNA FOODS & CATERING	MAIN	Primary Location	

19) PAPARAN DOKUMEN YANG DIUPLOAD. SELEPAS SELESAI MEMUATNAIK DOKUMEN, TEKAN X



20) MENU FILES AKAN MENUNJUKKAN BILANGAN DOKUMEN YANG DIMUAT NAIK. DOKUMEN YANG DIMUATNAIK TIDAK BOLEH DIPADAM/UBAH

