

2024

SISTEM KEWANGAN PUTRA FINANCE : PURCHASE REQUISITION (PEMBELIAN TERUS)



PEJABAT BURSAR

UNIVERSITI PUTRA MALAYSIA

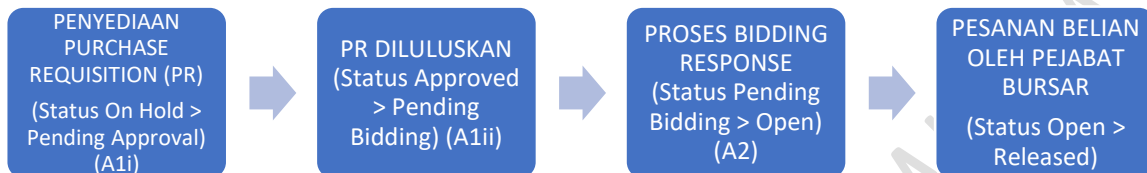
KEMASKINI : 05 APRIL 2024

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 (TENDER WIZARD)

A1) PENYEDIAAN PURCHASE REQUISITION PEMBELIAN TERUS DAN BIDDING RESPONSE

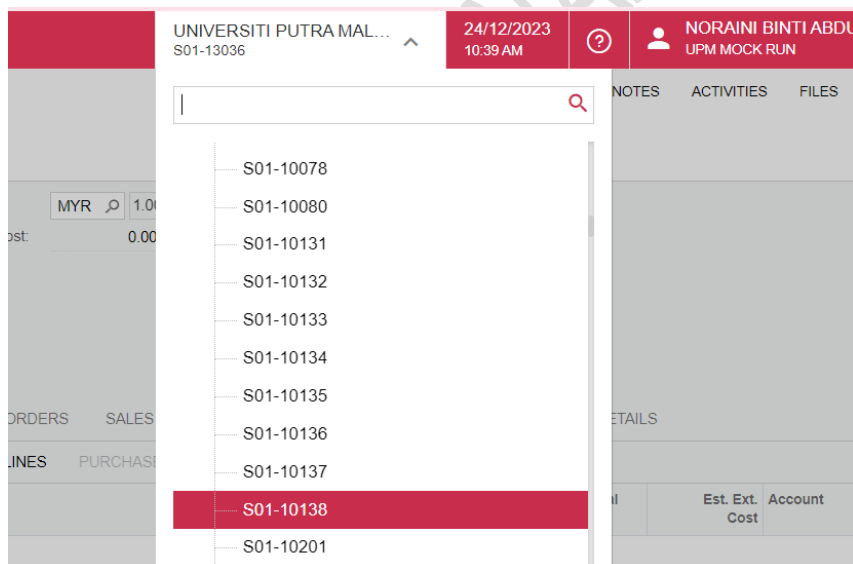
(MELIBATKAN 3 SEBUTHARGA) DENGAN NILAI SEHINGGA RM50,000



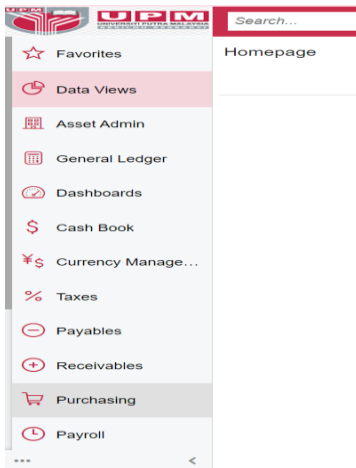
A1i) LOGIN SISTEM KEWANGAN PUTRA FINANCE SEBAGAI PEMOHON

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

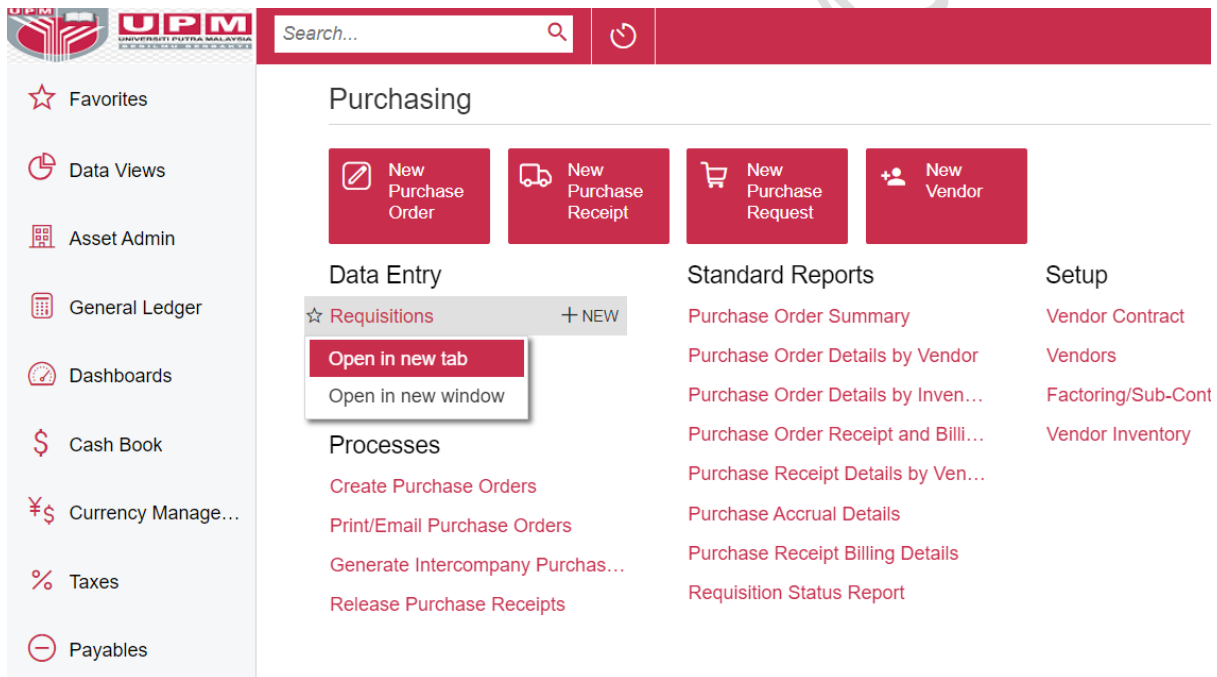
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHAH (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHAH (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHAH (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHAH PELAJAR



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

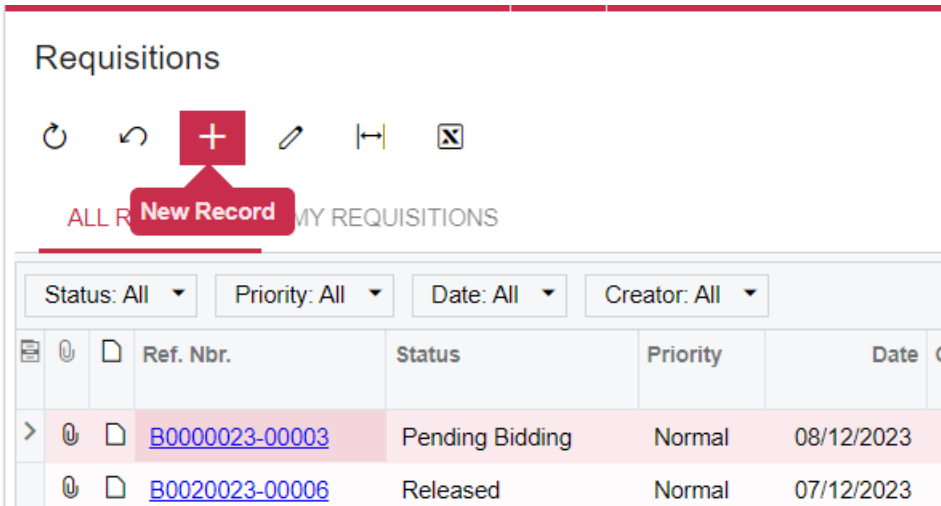
Requisitions

ALL MY REQUISITIONS

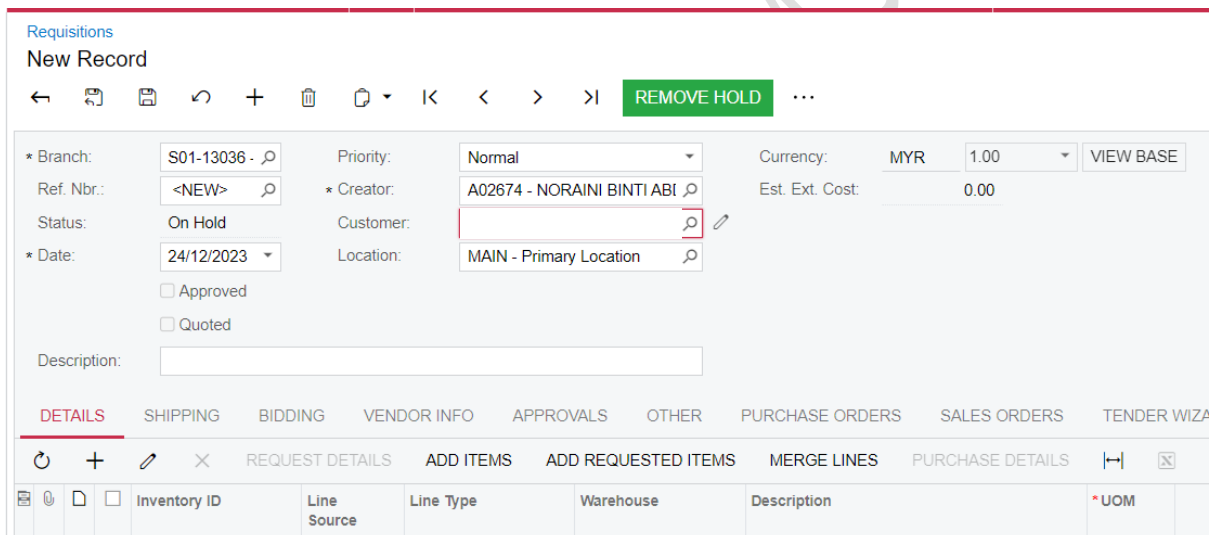
Status: All Priority: All Date: All Creator: All

Ref. Nbr.	Status	Priority	Date	Creator	Customer	Customer Name	Description	Est. Cost	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

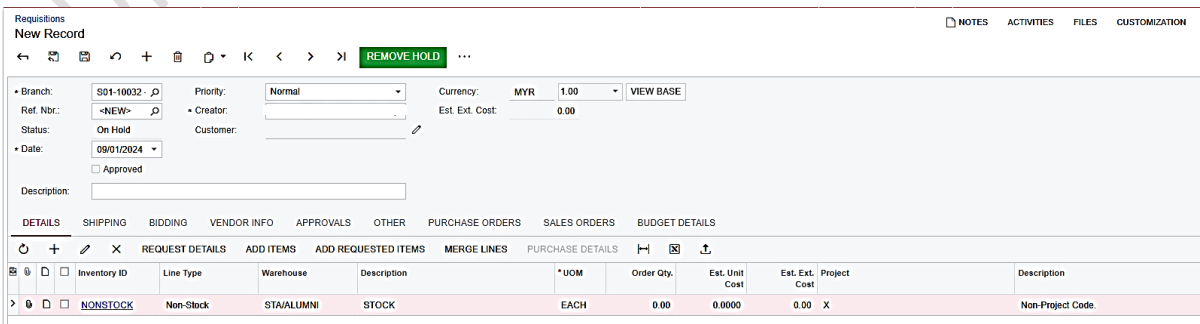
5) TEKAN BUTANG “+” NEW RECORD UNTUK MENYEDIAKAN PURCHASE REQUISITION BAHARU

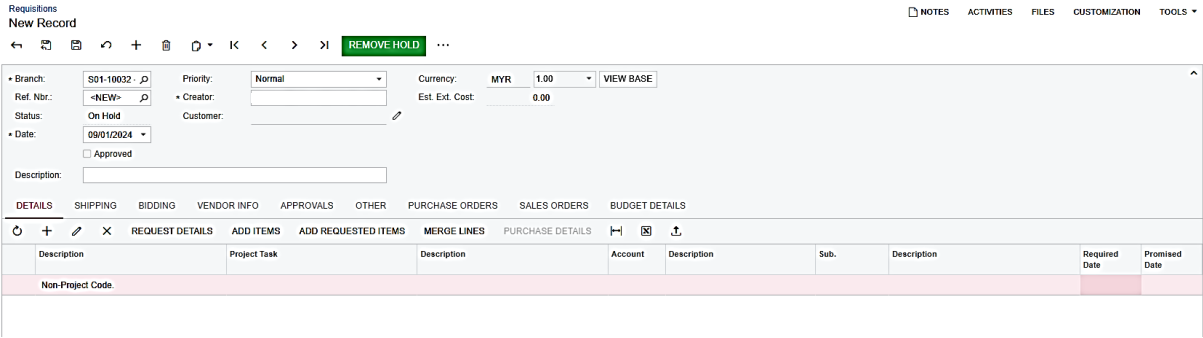


6) SKRIN BERIKUT DIPAPARKAN

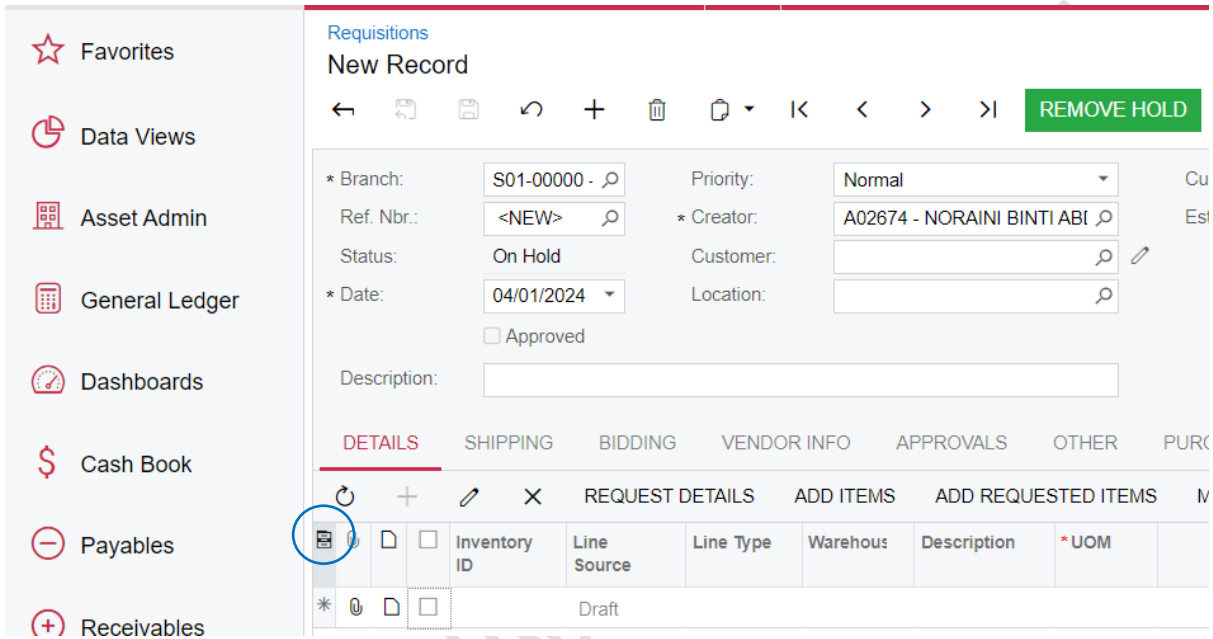


7) PASTIKAN SUSUNAN COLUMN DI TAB DETAIL ADALAH SEPERTI BERIKUT:

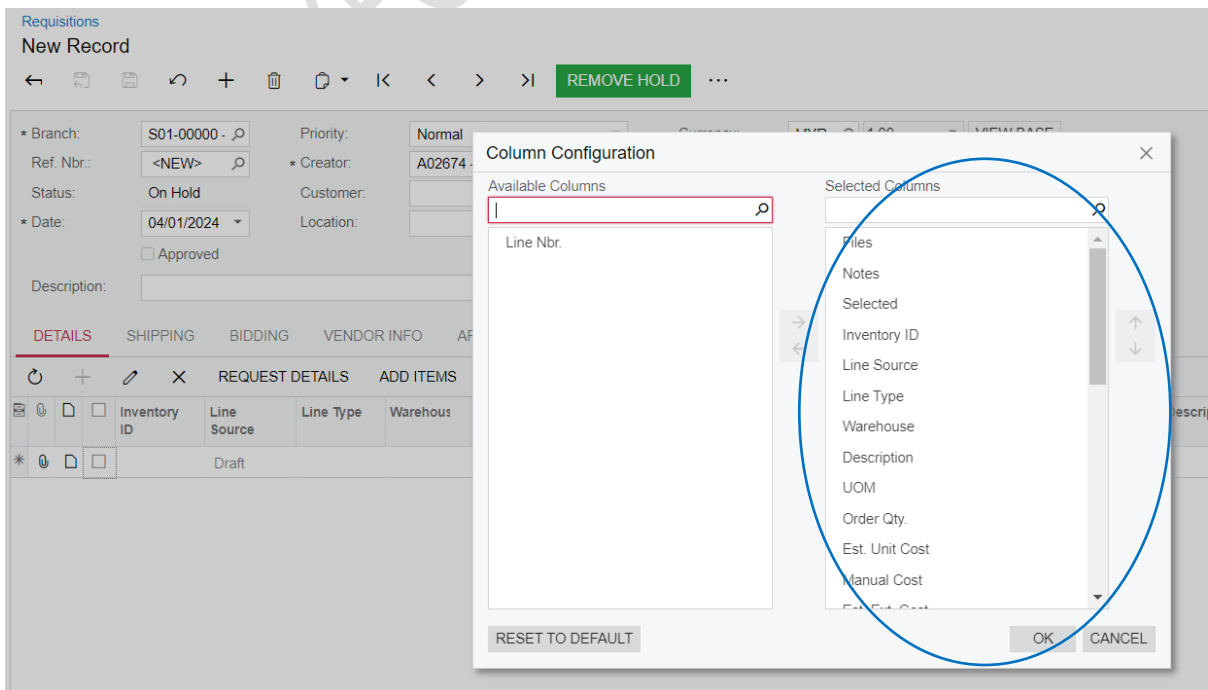




SUSUNAN JUGA BOLEH DIBUAT DENGAN MENEKAN GAMBAR *COLUMN CONFIGURATION*



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



SUSUNAN YANG UTAMA MELIBATKAN PERKARA BERIKUT SAHAJA

DETAILS	SHIPPING	BIDDING	VENDOR INFO	APPROVALS	OTHER	PURCHASE ORDERS	SALES ORDERS	BUY
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 “+”-

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 DETAILS

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
Inventory ID	Line Source	Line Type	Warehouse	Description	*UOM	Order G		
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 (CTH)
CONSUMABLE (BEKALAN)	NON STOCK	XX-BRANCHA (S03-10032A @ S01-10032A)
EXPENSES (CLAIM)- TIDAK BERKAITAN	EXPENSES	TIDAK BERKAITAN
NON STOCK (ASET/INVENTORI)	NON STOCK	XX-BRANCHA (S03-10032A @ S01-10032A)
SERVICES (PERKHIDMATAN/KERJA)	NON STOCK	XX-BRANCHA (S03-10032A @ S01-10032A)
NO ID STOCK (SXXXXXXXX)	GOOD FOR IN	XX-BRANCHA JIKA PERUNTUKAN SELAIN MENGURUS (S03-10032A) XX-BRANCHB JIKA PERUNTUKAN MENGURUS(S01-10032B)

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

INPUT KETERANGAN PEROLEHAN/SPESIFIKASI 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 S						
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									
REQUEST 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							
REQUEST 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									
REQUEST 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

Search... UNIVERSITI PUTRA MAL... 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:
 Date: 11/01/2024 Location:
 Approved
 Description:

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

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

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...		

RINGKASAN (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

i. MASUKKAN REQUIRED DATE DAN PROMISED DATE

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

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 but Warn		

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

Requisitions
SYARAHAN INAUGURAL PROF XXX-PENYEDIAAN MAKANAN

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:
 Date: 24/12/2023 Location:
 Approved
 Description: SYARAHAN INAUGURAL PROF XXX-PENYEDIAAN MAKANAN

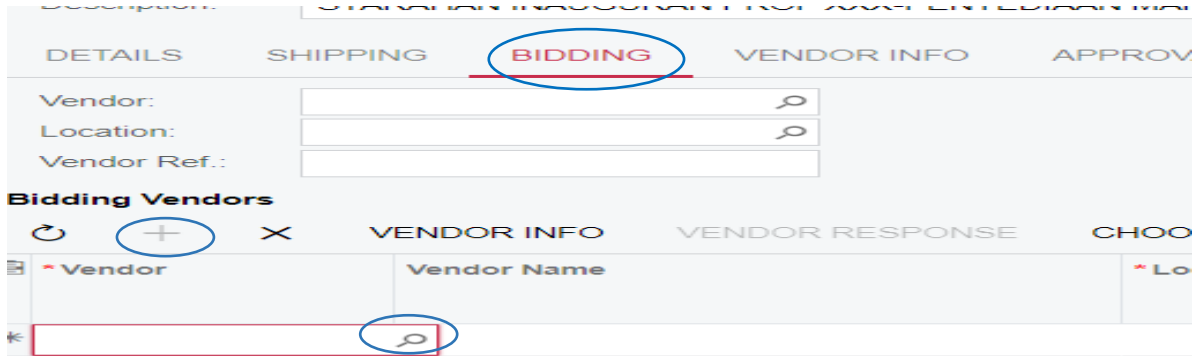
DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS TENDER WIZARD INFORMATION BUDGET DETAILS

REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS MERGE LINES PURCHASE DETAILS

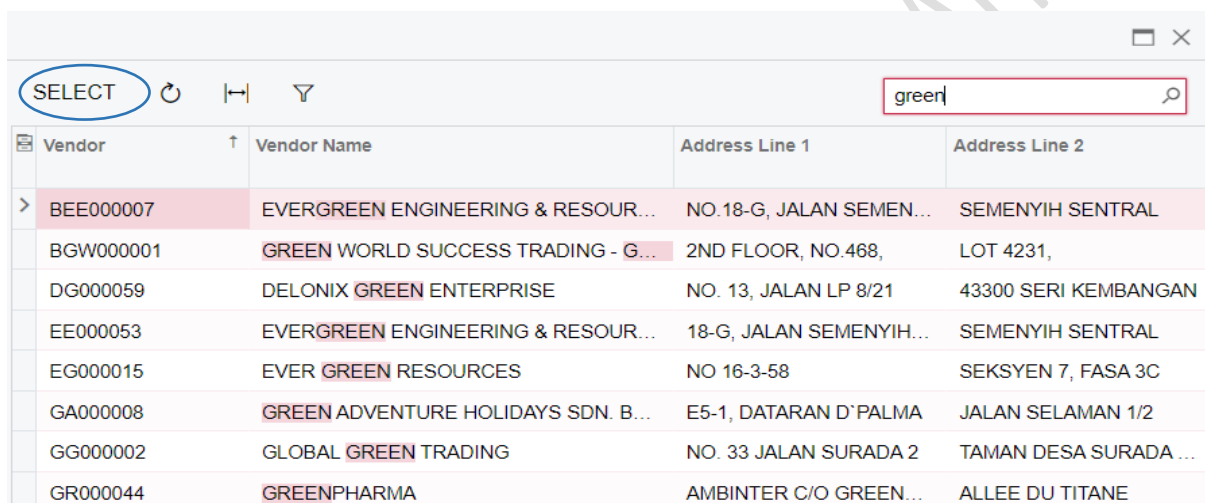
Inventory ID	Line Source	Line Type	Warehouse	Description	*UOM	Order Qty.	Est. Unit Cost	Manual Cost	Est. Ext. Cost	Account	De
SERVICES	Draft	Non-Stock	S01-13036A	MAKAN PAGI	EACH	30.00	6.0000	<input checked="" type="checkbox"/>	180.00	P29126	Pi
SERVICES	Draft	Non-Stock	S01-13030A	MAKAN TENGAH-HARI	EACH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

11) PADA TAB BIDDING,

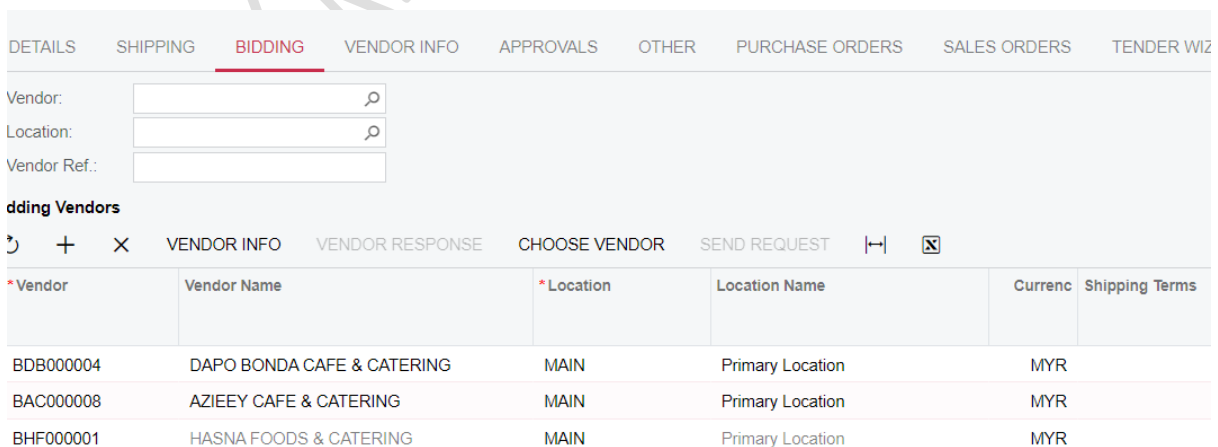
- a. TEKAN BUTANG '+' DAN PILIH VENDOR DARIPADA GAMBAR



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



- c. PILIH BEBERAPA VENDOR LAGI UNTUK MENDAPATKAN SEBUTHARGA



12) 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

BAGI CONTOH INI, KITA PILIH PO TYPE NORMAL,

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

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/FPerubata/XX...	Block	-1,600.00	674,633
S0510301	24-0002353	Unreleased	02/02/2024	02-2024	Requisitions	05-62815...	KWA/FPerubata/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 Pengantaran:

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

15) TEKAN BUTANG SAVE . REF NBR AKAN DIPAPARKAN

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

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

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

* 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

Files

Select the file.

Browse Upload

ADD LINK REMOVE LINK UPLOAD USING MOBILE APP No file chosen

File name	Comment	Last Date	EditUrl
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Files ✕

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)

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 TENDER

18) STATUS AKAN 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:					
<input checked="" type="checkbox"/> Approved							
Description:	SYARAHAN INAUGURAN PROF XXX-PENYEDIAAN MAKANAN						

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

VENDOR CONTACT _____ **INFO** _____

Override Terms: 14 - BAYARAN

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
> 🔍 📄 <input type="checkbox"/> 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:

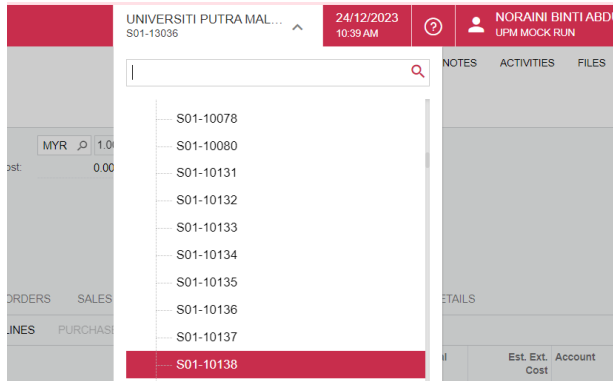
Bil	Perkara	Kuantiti	Harga Seunit MYR	Amaan MYR
1	SYARAHAN INAUGURAN PROF XXX-PENYEDIAAN MAKANAN MAKAN PAGI	30.00	6.00	180.00
2	MAKAN TENGAHHARI	30.00	15.00	450.00

UNTUK

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	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) JIKA PERANAN SEBAGAI **PENYEMAK**, SILA PILIH MENU PURCHASING > REQUISITION DAN PILIH SENARAI YANG PERLU DISEMAK DENGAN MEMBUAT TAPISAN (FILTER) DI **BRANCH NAME/REF. NBR/LAST MODIFIED BY**

Requisitions

ALL RECORDS MY REQUISITIONS UPMB UPMS

Branch Name	Ref. Nbr.	Status	Priority	Date	Creator	Description	Est. Ext. Cost	Currency	Approved	Created	Last Modified By
S05-10301-FAKULTI PERUBAT...	S1030124-00231	Pending Approval	Normal	25/02/2024	K05411	PEMBELIAN BARANG BAGI KERJA...	6,302.00	MYR	<input type="checkbox"/>	25/02/2024	syamimi_yunus@upm.edu.my
S01-10301-FAKULTI PERUBAT...	S1030124-00230	On Hold	Normal	25/02/2024	K05411	PEMBELIAN BARANG BAGI KERJA...	2,598.00	MYR	<input type="checkbox"/>	25/02/2024	syamimi_yunus@upm.edu.my
S03-10214-INSTITUT PERTANI...	S1021424-00059	Pending Approval	Normal	25/02/2024	A03983	Ozone Sensor Replacement Probe, E...	7,465.75	MYR	<input type="checkbox"/>	25/02/2024	s_maimunah@upm.edu.my
S03-10203-PUSAT ASASI SAIN...	S1020324-00023	On Hold	Normal	24/02/2024	A05722		1,302.00	MYR	<input type="checkbox"/>	24/02/2024	noradira@upm.edu.my
S01-10301-FAKULTI PERUBAT...	S1030124-00229	Pending Approval	Normal	24/02/2024	NA5109	BEKALAN AM PELBAGAI/HARDWA...	14,016.20	MYR	<input type="checkbox"/>	24/02/2024	cn_farid@upm.edu.my
S03-14201-FAK BIOTEKNOLO...	S1420124-00089	Pending Approval	Normal	24/02/2024	A05675	Pembelian bahan untuk penyelidikan	3,410.00	MYR	<input type="checkbox"/>	24/02/2024	muhamadafiq@upm.edu.my
S03-10301-FAKULTI PERUBAT...	S1030124-00228	Pending Approval	High	24/02/2024	A05070	PEMBELIAN ALAT MAKMAL UNTUK ...	4,546.00	MYR	<input type="checkbox"/>	24/02/2024	fitriahsohaimi@upm.edu.my
S03-10301-FAKULTI PERUBAT...	S1030124-00227	Pending Approval	High	24/02/2024	A05070	PEMBELIAN ALAT DI MAKMAL UNT...	2,273.00	MYR	<input type="checkbox"/>	24/02/2024	fitriahsohaimi@upm.edu.my
S03-14201-FAK BIOTEKNOLO...	S1420124-00088	On Hold	Normal	24/02/2024	A05675	Pembelian bahan penyelidikan	4,311.20	MYR	<input type="checkbox"/>	24/02/2024	muhamadafiq@upm.edu.my
S02-11013-KOLEJ TAN SRI AIS...	S1101324-00009	On Hold	Normal	24/02/2024	NA5185	PERKHIDMATAN PENYEWAAN MES...	436.00	MYR	<input type="checkbox"/>	24/02/2024	atza@upm.edu.my
S02-11013-KOLEJ TAN SRI AIS...	S1101324-00008	Open	Normal	24/02/2024	NA5185	PERKHIDMATAN SANITAC BIN DAN...	5,022.00	MYR	<input checked="" type="checkbox"/>	24/02/2024	ashukri@upm.edu.my
S05-10601-SEKOLAH PERNIA...	S1060124-00044	On Hold	High	24/02/2024	NA5424	NAIKTARAF BILIK ALUMNI SPE	22,530.25	MYR	<input type="checkbox"/>	24/02/2024	munirra@upm.edu.my
S05-10601-SEKOLAH PERNIA...	S1060124-00043	On Hold	High	24/02/2024	NA5424	NAIKTARAF TANDAS BLOK D TING...	43,965.00	MYR	<input type="checkbox"/>	24/02/2024	munirra@upm.edu.my
S03-10203-PUSAT ASASI SAIN...	S1020324-00022	On Hold	Normal	24/02/2024	A05722		4,915.00	MYR	<input type="checkbox"/>	24/02/2024	noradira@upm.edu.my
S04-70000-PROJEK PEMBANG...	S7000024-00136	On Hold	Normal	24/02/2024	A05394	GANTI PO000673/7000 SH204/2023/...	215,880.00	MYR	<input type="checkbox"/>	24/02/2024	norazizah@upm.edu.my
S04-70000-PROJEK PEMBANG...	S7000024-00135	On Hold	Normal	24/02/2024	A05394	GANTI PO000692/7000 SH211/2023/...	240,000.00	MYR	<input type="checkbox"/>	24/02/2024	norazizah@upm.edu.my
S04-70000-PROJEK PEMBANG...	S7000024-00134	On Hold	Normal	24/02/2024	A05394	GANTI PO000653/7000 SH185/2023/...	299,850.00	MYR	<input type="checkbox"/>	24/02/2024	norazizah@upm.edu.my
S04-70000-PROJEK PEMBANG...	S7000024-00133	On Hold	Normal	24/02/2024	A05394	GANTI PO000652/7000 SH153/2023/...	317,998.00	MYR	<input type="checkbox"/>	24/02/2024	norazizah@upm.edu.my
S04-70000-PROJEK PEMBANG...	S7000024-00132	On Hold	Normal	24/02/2024	A05394	GANTI PO000651/7000 SH158/2023/...	233,200.00	MYR	<input type="checkbox"/>	24/02/2024	norazizah@upm.edu.my
S03-10801-FAKULTI KEJURUT...	S1080124-00155	On Hold	Normal	23/02/2024	A04145	1st BASE MBS	1,100.00	MYR	<input type="checkbox"/>	23/02/2024	norhashila@upm.edu.my

- 3) JIKA PERANAN SEBAGAI **PENGESAH DAN PELULUS**, PILIH MODUL DASHBOARD > PADA MENU TASK , TEKAN **APPROVALS**

The screenshot shows the UPM dashboard interface. On the left sidebar, the 'Dashboards' menu item is circled in blue. In the main content area, under the 'Tasks' section, the 'Approvals' link is also circled in blue. Other visible elements include the 'Inquiries' section with links like 'Project Tasks' and 'Project By Year/Employee', and the 'Dashboard Operasi' section with various operational reports like 'RINGKASAN EKSEKUTIF' and 'BAJET'.

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

The screenshot displays the 'Approvals' table with various columns. The 'Reference Nbr.' and 'Created By' columns are circled in blue. The table contains several rows of approval records, including purchase orders and GL batches, with details such as document dates, account names, requested times, and currencies.

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-P00065	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

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

The screenshot shows a 'Purchase Requisition' form with the status 'Pending Appr...' circled in blue. Below the form, there is a table of requisition details. The table includes columns for Inventory ID, Line Source, Line Type, Description, Warehouse, UOM, Order Qty, Est. Unit Cost, Manual Cost, and Est. Ext. Pr Cost.

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

- 6) 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			

- 7) 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 - S(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: Location:
 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

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

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

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

VIEW BIDDING SEND REQUESTS FOR PROPOSAL ...

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: 28/12/2023 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"/>

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

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ALL RECORDS MY REQUISITIONS

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

- 3) PILIH TAB BIDDING DAN NAMA VENDOR SERTA TEKAN **SEND REQUEST** UNTUK MENGHANTAR EMEL KEPADA VENDOR. ULANG PROSES INI UNTUK SEMUA VENDOR

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 ABDUI Est. Ext. Cost: 630.00
Status: Pending Bidd... Customer:
Date: 24/12/2023 Location:
 Approved
Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN

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

Vendor:
Location:
Vendor Ref.:

Bidding Vendors

🔄 + ✕ VENDOR INFO VENDOR RESPONSE CHOOSE VENDOR **SEND REQUEST** 📏 🗑️

Vendor Name	*Location	Location Name	Currenc	Shipping Terms	FOB Point	Lead Ship Via Time (Days)	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) VENDOR AKAN MENERIMA EMEL DARIPADA putrafinance@upm.edu.my BESERTA DENGAN FORMAT SEBUTHARGA YANG PERLU DILENGKAPKAN SEPERTI CONTOH DI BAWAH. VENDOR PERLU MENGEMUKAKAN KEMBALI FORMAT SEBUTHARGA YANG TELAH DILENGKAPKAN KE ALAMAT EMEL PENYERAH SEBUTHARGA YANG DINYATAKAN DI RUANGAN BAWAH FORMAT TERSEBUT

PEJABAT BURSAR
UNIVERSITI PUTRA MALAYSIA

BORANG SEBUTHARGA SECARA PEMBELIAN TERUS

BIL	BUTIRAN	KUANTITI	HARGA SEUNIT MYR	JUMLAH KESELURUHAN MYR
	MEMBEKAL DAN MENGHANTAR GENUINE HP TONER PEJABAT NAIB CANSOLOR, UPM.			
1	HP LASERJET 131A BLACK TONER CARTRIDGE - CF210A	2.00		
2	HP LASERJET 131A CYAN TONER CARTRIDGE - CF211A	2.00		
3	HP LASERJET 131A YELLOW TONER CARTRIDGE - CF212A	2.00		
4	HP LASERJET 131A MAGENTA TONER CARTRIDGE - CF211A	2.00		
JUMLAH KESELURUHAN				
Ringgit Malaysia :				
Tempoh Sah Laku Sebut Harga :				
Tempoh Penghantaran :				
MAKLUMAT SYARIKAT				
Nama	:			
No Pendaftaran MyVendor	:			
No. Pendaftaran (SSM/JPPM)	:			
Alamat	:			
No. Telefon/ Emel	:			
No. Pendaftaran Cukai Jualan dan Perkhidmatan (jika ada)	:			
MAKLUMAT PENYERAHAN SEBUT HARGA				
Sila emel kepada pegawai di PTJ seperti butiran di bawah dengan kadar segera.				
Nama	:	ABDUL MUTHALLIB BIN KAMARUDIN		
Emel	:	muthallib@upm.edu.my		
No. Telefon	:			

- 5) SETELAH MENERIMA EMEL MAKLUMBALAS DARIPADA VENDOR-VENDOR:
- JIKA TIDAK MELIBATKAN KELULUSAN IDEC/PPPA, TERUSKAN KE LANGKAH 6)
 - JIKA MELIBATKAN KELULUSAN IDEC/PPPA, KEMUKAKAN SEBUTHARGA VENDOR KEPADA IDEC/PPPA BESERTA DOKUMEN SOKONGAN UNTUK TINDAKAN KELULUSAN
 - SELEPAS MENERIMA KELULUSAN IDEC/PPPA, PEMOHON PERLU LOG MASUK KE DALAM SISTEM DAN IKUTI LANGKAH SETERUSNYA

- 6) PILIH **BRANCH (PTJ)** YANG BETUL. PILIH MODUL **PURCHASING > PURCHASE REQUISITION** DAN PILIH **PURCHASE REQUISITION** BERSTATUS **PENDING BIDDING**

Requisitions

[ALL RECORDS](#)
[MY REQUISITIONS](#)

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

- 7) 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:				
Date:	24/12/2023	Location:				
<input checked="" type="checkbox"/> 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						
<input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Close"/> VENDOR INFO VENDOR RESPONSE CHOOSE VENDOR SEND REQUEST <input type="button" value="Print"/> <input type="button" value="Close"/>						
*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		

8) SKRIN **BIDDING RESPONSES** AKAN DIPAPARKAN:

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

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* Requisition: 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

← ↻ 📄 ↶ + 🗑️ ⌂ < > >>

* 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

9) 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

10) ULANGI LANGKAH YANG SAMA UNTUK VENDOR YANG LAIN DENGAN MENGIKUTI LANGKAH MULAI LANGKAH 6

11) 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

    +   |< < > >| **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 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	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		

12) 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


13) TEKAN PADA NO VENDOR YANG BERJAYA (**VENDOR YANG DIPILIH AKAN DIHIGHLIGHTKAN**). TEKAN BUTANG **CHOOSE VENDOR**

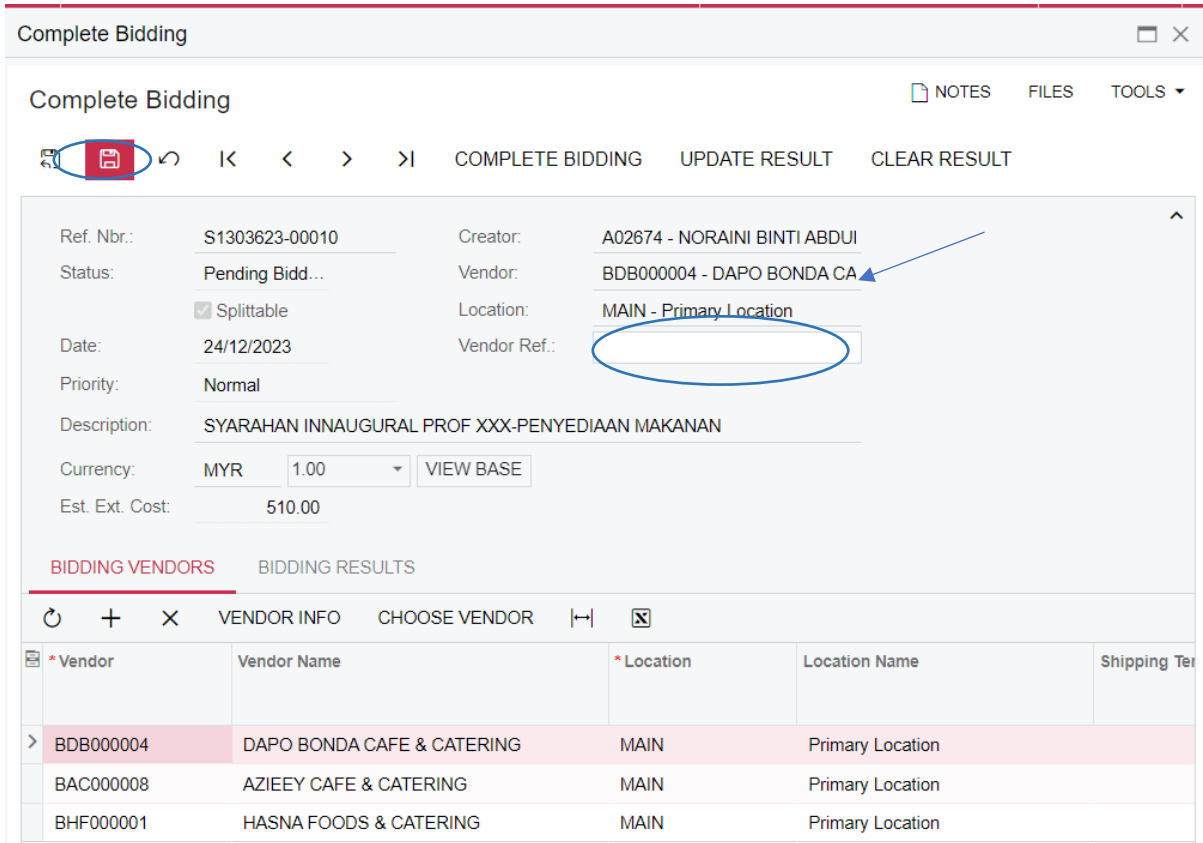
Ref. Nbr.: S1303623-00010 Creator: A02674 - NORAINI BINTI ABDUI
 Status: Pending Bidd... Vendor:
 Splittable Location:
 Date: 24/12/2023 Vendor Ref.:
 Priority: Normal
 Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN
 Currency: MYR 1.00 VIEW BASE
 Est. Ext. Cost: 630.00

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

14) NAMA VENDOR YANG BERJAYA AKAN DIPAPARKAN DI RUANG ATAS. MASUKKAN VENDOR REF (NO RUJUKAN SEBUTHARGA) JIKA ADA .TEKAN BUTANG SAVE 








Complete Bidding

Complete Bidding NOTES FILES TOOLS

     COMPLETE BIDDING UPDATE RESULT CLEAR RESULT

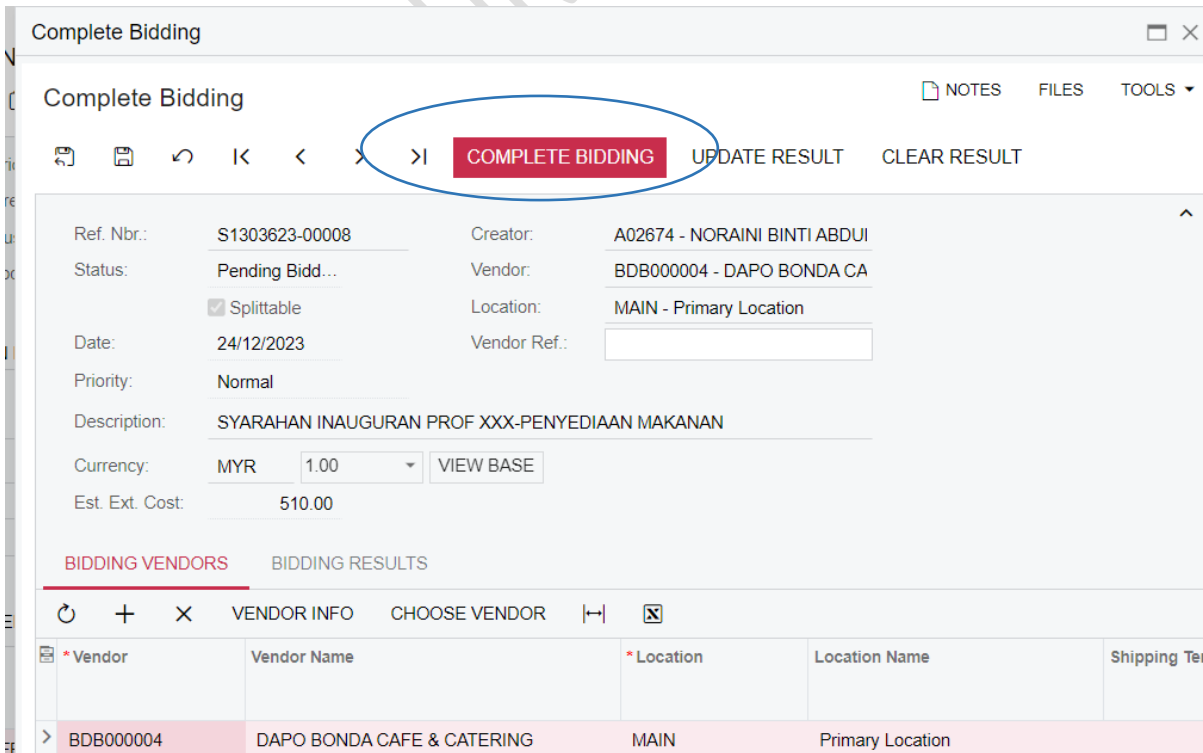
Ref. Nbr.: S1303623-00010 Creator: A02674 - NORAINI BINTI ABDUI
Status: Pending Bidd... Vendor: BDB000004 - DAPO BONDA CA
 Splittable Location: MAIN - Primary Location
Date: 24/12/2023 Vendor Ref.:
Priority: Normal
Description: SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN
Currency: MYR 1.00 VIEW BASE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

15) 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	

16) STATUS SKRIN COMPLETE BIDDING AKAN BERTUKAR DARIPADA PENDING BIDDING KEPADA **OPEN**

Complete Bidding NOTES FILES TOOLS

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
 Est. Ext. Cost: 510.00

BIDDING VENDORS BIDDING RESULTS

* 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	


17) SKRIN PURCHASE REQUISITION TURUT BERTUKAR KEPADA STATUS **OPEN**

Requisitions

S1303623-00010 - SYARAHAN INNAUGURAL PROF XXX-PENYEDIAAN MAKANAN

Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00
 Ref. Nbr.: S1303623-0 Creator: A02674 - NORAINI BINTI ABDUI Est. Ext. Cost: 510.00
 Status: Open Customer: _____
 Date: 24/12/2023 Location: _____
 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 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)**

18) PEMOHON PERLU MEMUAT NAIK DOKUMEN TAWARAN VENDOR DAN DOKUMEN KELULUSAN IDEC/PPPA DENGAN MENEKAN GAMBAR  DI TAB DETAIL SEPERTI LANGKAH A1i -LANGKAH 6

Requisitions


S1303623-00012 - SYARAHAN INAUGURAL PROF YYY-MAKAN

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Branch:	S01-13036 - SC	Priority:	Normal	Currency:	MYR	1.00	VIE
Ref. Nbr.:	S1303623-0	Creator:	A02674 - NORAINI BINTI ABDUI	Est. Ext. Cost:	5.00		
Status:	Open	Customer:					
Date:	24/12/2023	Location:					
<input checked="" type="checkbox"/> Approved							
Description:	SYARAHAN INAUGURAL PROF YYY-MAKAN						

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

🔄 + × |←| |×|

	Assignee ID	Assigned To	Workgroup	Approved by (ID)	Approved By
---	-------------	-------------	-----------	------------------	-------------

19) TEKAN BUTANG BROWSE DAN PILIH DOKUMEN YANG BERKAITAN. TEKAN UPLOAD

IAUGURAL PROF YYY-MAKAN

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PROF YYY-MAKAN

VENDOR INFO

Files

Select the file. Browse Upload

🔄 ⬇️ ADD LINK REMOVE LINK |←| UPLOAD USING MOBILE APP

File name	Comment	Last Date	EditUrl
> AUDIT.pdf		24/12/2023	Edit


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










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Select the file. Browse Upload

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File name	Comment	Last Date	EditUrl
> AUDIT.pdf		24/12/2023	Edit

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

DETAILS		SHIPPING	BIDDING	VENDOR INFO	APPROVALS	OTHER	
				REQUEST DETAILS	ADD ITEMS	ADD REQUESTED ITEMS	
			<input type="checkbox"/>	Inventory ID	Line Source	Line Type	Warehouse
>			<input type="checkbox"/>	SERVICES	Draft	Service	S01-13036A

UNTUK KEGUNAAN UPM SAHAJA