

2024

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



UNIVERSITI

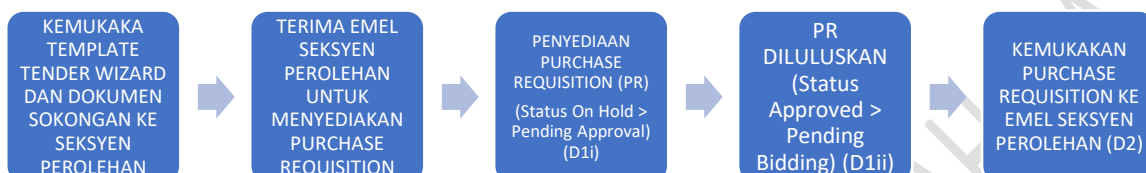
PEJABAT BURSAR
UNIVERSITI PUTRA MALAYSIA

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)

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

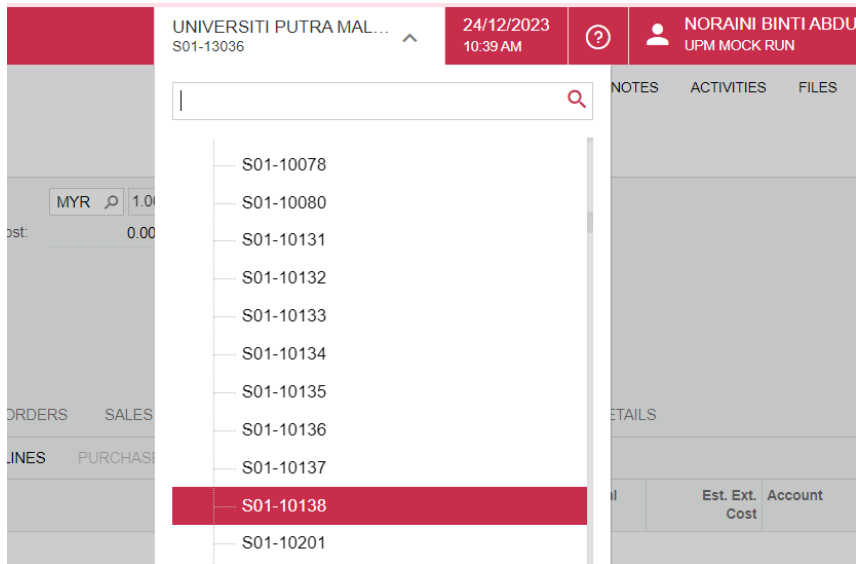


- ✓ **SEDIAKAN DOKUMEN BERIKUT DALAM BENTUK SALINAN KERAS:**
 - BORANG DAFTAR (SOK/KEW/BR003/BUY)
 - BORANG RO MANUAL (SOK/KEW/BR002/BUY)
 - INTEGRITY PACT
 - SURAT LANTIKAN JAWATANKUASA SPESIFIKASI/TEKNIKAL
 - SENARAI BORANG TAWARAN HARGA/SENARAI SPESIFIKASI (FAIL EXCEL FORMAT .xism) – RUJUK MANUAL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

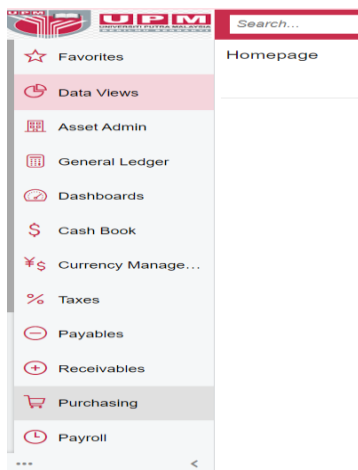
D1i) LOGIN SISTEM KEWANGAN PUTRA FINANCE SEBAGAI PEMOHON

- 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**

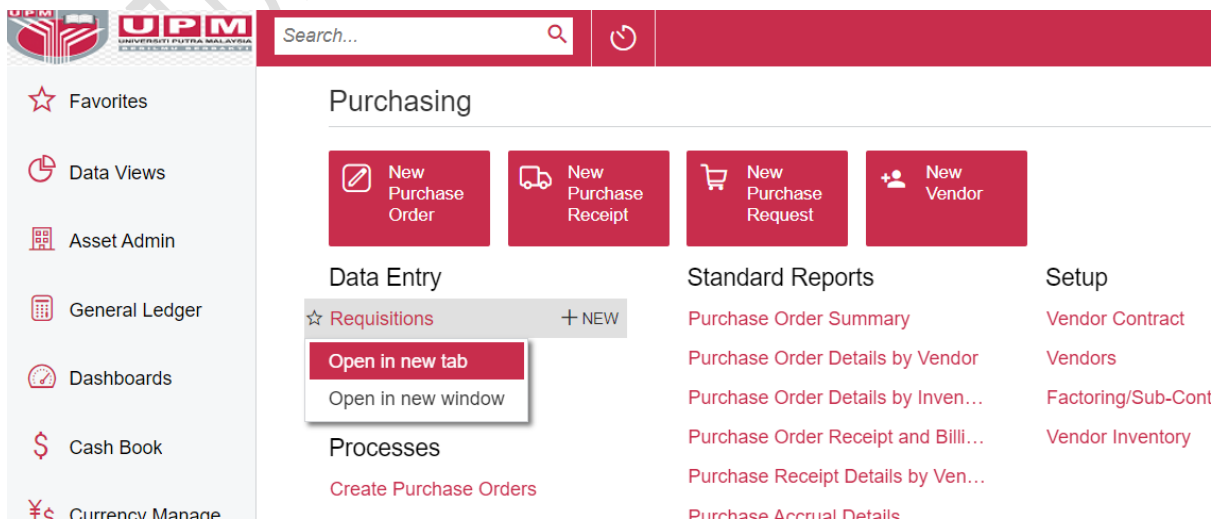
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHAH (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHAH (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHAH (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHAH PELAJAR



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 R **New Record** MY REQUISITIONS

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 VIEW BASE

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

Status: **On Hold** Customer: Location: MAIN - Primary Location

* Date: 24/12/2023

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 Est. Ext. Cost: 0.00
 Ref. Nbr.: <NEW> Status: On Hold Date: 09/01/2024
 Description: [Empty]

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	STA/ALUMNI	STOCK	EACH	0.00	0.0000	0.00	X	Non-Project Code

Requisitions
New Record

Branch: S01-10032 Priority: Normal Currency: MYR 1.00 Est. Ext. Cost: 0.00
 Ref. Nbr.: <NEW> Status: On Hold Date: 09/01/2024
 Description: [Empty]

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*

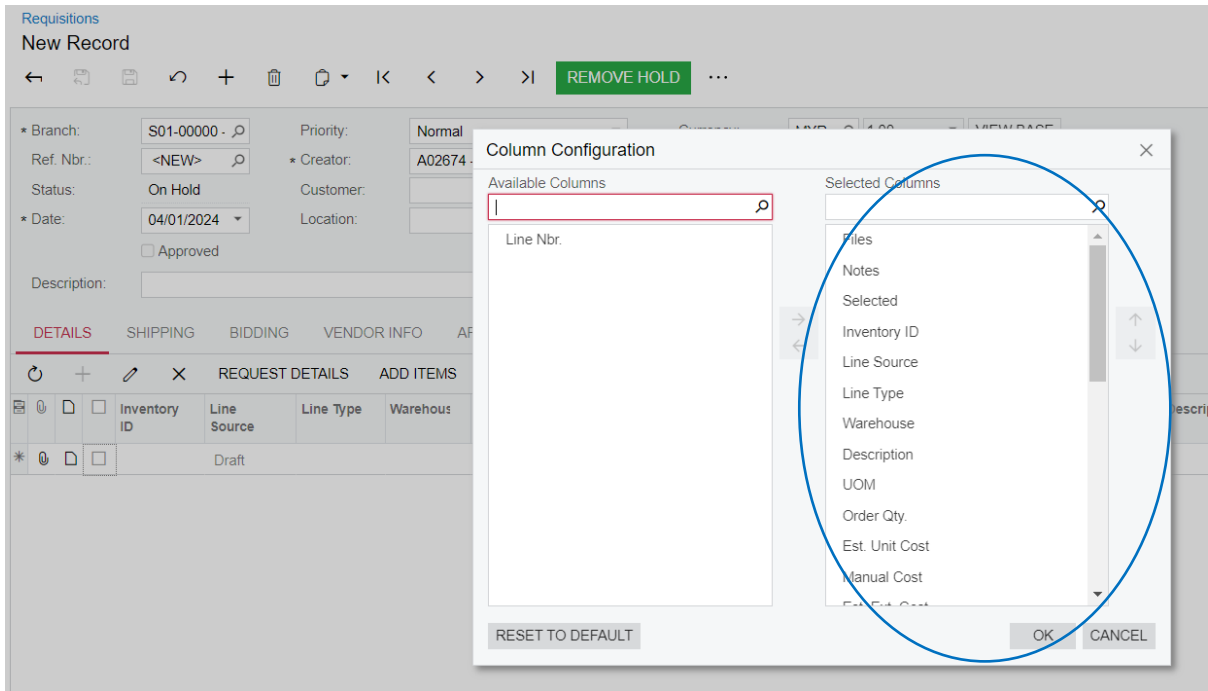
Requisitions
New Record

Branch: S01-00000 Priority: Normal
 Ref. Nbr.: <NEW> Status: On Hold Date: 04/01/2024
 Description: [Empty]

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURC

Inventory ID	Line Source	Line Type	Warehouse	Description	UOM

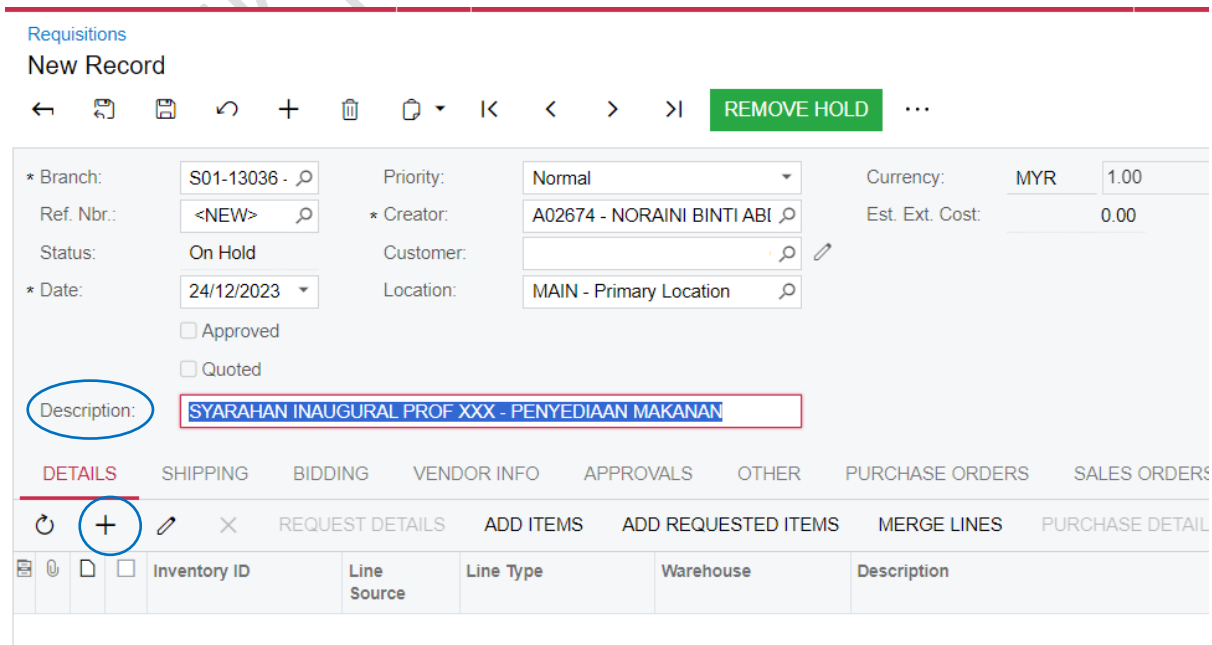
MENGGUNAKAN ANAK PANAH DI KOTAK *SELECTED COLUMN* UNTUK MENYUSUN *COLUMN*



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**

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 MENGRUS (S03-10032A) XX-BRANCHB JIKA PERUNTUKAN MENGRUS(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	*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).


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).

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.

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
 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
 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
<input type="checkbox"/> SERVICES	Draft	Non-Stock	S01-13036A	MAKAN PAGI	EACH	30.00	6.0000	<input checked="" type="checkbox"/>	180.00	P29126	Pr
<input type="checkbox"/> SERVICES	Draft	Non-Stock	S01-13030A	MAKAN TENGAH-HARI	EACH	30.00	15.0000	<input checked="" type="checkbox"/>	450.00	P29126	Pr

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

BAGI CONTOH INI , SILA PILIH TYPE *NORMAL* DAN TICK KOTAK *INTEGRATE TO TENDER AWARD*

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

VENDOR CONTACT Override

Account Name: _____

Attention: _____

Phone 1: _____

Email: _____

VENDOR ADDRESS _____

INFO

Terms: 14 - BAYAR

PO Type: Normal

Splittable

Integrate to Tender Award

12) 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

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

REMOVE HOLD

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 Bt 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

13) MASUKKAN LOKASI PENGHANTARAN PADA RUANG USER DEFINE FIELD BERIKUT

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

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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14) TEKAN BUTANG SAVE . REF NBR AKAN DIPAPARKAN






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



←    +   < > >> 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				
<input type="checkbox"/> Approved							
<input type="checkbox"/> Quoted							
Description:	SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN						



15) PEMOHON PERLU **UPLOAD EMEL KELULUSAN DARIPADA BAHAGIAN PEROLEHAN 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

←    +   < > >> REMOVE HOLD ...


* Branch:	S01-13036 - 	Priority:	Normal
Ref. Nbr.:	S1303623-0 - 	* Creator:	A02674 - NORAINI BINTI ABI
Status:	On Hold	Customer:	CBI
* Date:	24/12/2023	Location:	MA
<input type="checkbox"/> Approved			
<input type="checkbox"/> Quoted			



Files




Select the file.  

  ADD LINK REMOVE LINK  UPLOAD USING MOBILE APP No file chosen

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



Files 


Select the file.  

  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

 +  X 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)

16) 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: Location: MAIN - Primary Location
 * Date: 24/12/2023
 Approved
 Quoted
 Description: SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN

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

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

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** Creator: K05411 - FATIN SYAMIMI BINTI Est. Ext. Cost: 6,302.00
 Status: Pending Appr... Customer: Location:
 Date: 25/02/2024
 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	☑️	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

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


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:

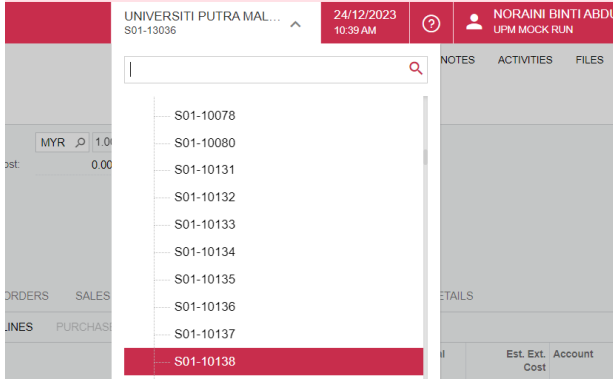
Bil	Perkara	Kuantiti	Harga Seunit MYR	Amaun MYR
1	SYARAHAN INAUGURAN PROF XXX-PENYEDIAAN MAKANAN MAKAN PAGI	30.00	6.00	180.00
2	MAKAN TENGAHHARI	30.00	15.00	450.00

UNTUK KL

D1ii) 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	muhamadfaiz@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	muhamadfaiz@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	nonhashila@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 search bar at the top, the 'Inquiries' section with links like 'Project Tasks' and 'Project By Year/Employee', and the 'Dashboard Operasi' section with various operational reports.

- 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 data, including purchase orders and GL batches, with columns for Type, Reference Nbr., Document Date, Account Name, Requested Time, Currency, Total Amount, Workgroup, and Created By.

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 for 'PEMBELIAN BARANG BAGI KERJA-KERJA DIAGNOSTIK (HEMATOLOGI, URINALYSIS & CYTOLOGY)'. The status is 'Pending Appr...'. Below the form, there is a table of requisition details with 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

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)

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

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: 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 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"/>

D2) PROSES SEBUTHARGA/TENDER MELALUI TENDER WIZARD

i. PEMOHON MEMBERIKAN MAKLUMBALAS KEPADA EMEL BAHAGIAN PEROLEHAN

1. 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 D1i LANGKAH 18**

2. PEMOHON HENDAKLAH MENGEMUKAKAN DOKUMEN BERIKUT DALAM BENTUK SALINAN LEMBUT IAITU:

- a. BORANG TAWARAN HARGA (FAIL EXCEL FORMAT .xlsm)
- b. SENARAI SPESIFIKASI (FAIL EXCEL FORMAT .xlsm)
- c. BORANG TAWARAN HARGA TEMPLATE (FAIL EXCEL FORMAT .xlsm)
- d. SPESIFIKASI TEMPLATE (FAIL EXCEL FORMAT .xlsm)

ii. 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

1. SISTEM TENDER WIZARD AKAN MENGHANTAR MAKLUMAT LANTIKAN DI DALAM PURCHASE REQUISITION > DATA ENTRY > TENDER AWARD DAN AKAN BERSTATUS **ON HOLD**.