# MANUAL PENGGUNA

(USER MANUAL)



**JABATAN BENDAHARI** 

# PENGURUSAN PEMBEKAL (VENDOR MANAGEMENT) UPSI (ISO)/BEN/P02/MP01

**PINDAAN: 00** 

**TARIKH: 8 JANUARI 2016** 

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Vendor Management is sub module of Purchasing module. This sub module is used by both Purchasing Department and vendor.

Screens for Vendor Management module are listed as followed:

- 1. WSF014 Job Scope Setup
- 2. WSF032 Vendor Portal Approval
- 3. WSF009 Vendor Profile Registration
- 4. WSF022 Vendor Activation
- 5. WSF030 Vendor Setup for Kontrak Pusat
- 6. WSF015 Vendor Information Query
- 7. WSF016 Vendor Profile Query
- 8. WSF017 Vendor Query by Job Scope
- 9. WUR029F Vendor Listing Report
- 10. WUR031F Field Code Listing
- 11. WUR034F Parameter Form for Vendor
- 12. WUR030F Vendor Registration Certificate
- 13. WUR033F Vendor ID Certificate

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To access Vendor Management menu, user needs to login to the system:

	uims
Logi	UPSI Integrated Management System
	Username :

Figure 1-1: MyFIS Login Screen

Enter Username and Password and click on Login button. System will display User Management Main Menu as displayed in Figure 1-2.

Elle Setup Budgeting Eurchasing Acct Payable Asset/Inventory Mgt Acct Receivable Store Management General Ledger Cash Management Loan Mgt Eavroll ElS Audit Window

Figure 1-2: MyFIS Main Menu



Select Purchasing to access Vendor Maintenance sub menu as displayed in Figure 1-

3.

Purchasing Acct Payable Asset/Inve	entory Mgt_Acct Receivable_Store I				
Vendor Maintenance	Job Scope Setup				
ļtem Code Maintenance	<ul> <li>Vendor Portal Approval</li> <li>Vendor Profile Registration</li> <li>Vendor Activation</li> <li>Vendor for 'Kontrak Pusat'</li> </ul>				
Procurement Document Registration					
Requisition Application					
Purchase Order	▶ Vendor Query				
Vendor Assessment	Reports				
Reports					

Figure 1-3: Vendor Maintenance Sub Menu

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#### Setting Up Job Scope Setup

Admin has to setup job scope setup to be used in vendor management module. This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Job Scope Setup** from the main menu.

🎘 WSF014 - Jo	b Scope Se	tup				
License Type	License Le	vel 1 License	Level 2 License L	evel 3		
— Lie	ense Type	Setup				
	License (	Category		Desc	ription	
-						
Cla	ss Code by	License Cate	gory			
	- -	Cla	ass Code	Minimum Limit	Maximum Limit	
	-					_ <b>_</b> _
	-					-
	-					-
						-
						<b>_</b>

Figure 1-WSF014-1: Job Scope Setup – License Type Tab

User needs to add license type setup and class code by license category. Click on *License Type* tab. Fill in License Type Setup field. Place cursor on the desired license type and fill in the Class Code by License Category field. The selected license type will be highlighted. Click on **Save** button to save the information. The fields are explained, as followed:

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Field Name	Description	Required
License Category	License category	
Description	License description	
Class Code	License category's class code	Only for PKK and CIDB
Minimum Limit	License category's minimum limit	Only for PKK and CIDB
Maximum Limit	License category's maximum limit	Only for PKK and CIDB

Action Ed Markov Markov Action Ed Markov License	dit Query Block Rec Definition Rec 14 - Job Scope Setup Type License Level 1	ord Eield Help Window		
	Heading Code	Description	Job Type	Status
			<b>•</b>	▲
			-	
			-	
			<b>_</b>	<b>•</b>

Figure 1-WSF014-2: Job Scope Setup – License Level 1 Tab

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To add information for job scope's parent ID, click on *License Level 1* tab. Fill in the

provided fields and click on **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Heading Code	Parent ID's heading code	
Description	Parent ID's description	
Job Type	Parent ID's job type	
Status	Parent ID's status	

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Action Edit Qu	uery <u>B</u> lock <u>R</u> ecord	I Eield Help Window 2 😭 🐨 │ 📢 🖣		
🧟 WSF014 - Jo	ob Scope Setup			
License Type	License Level 1	cense Level 2 License	Level 3	
	Job Code		Description	Status
				<u> </u>
_				
-				
				<b></b>
	Figure 1-WSF014-3: Job Scope Setup – License Level 2			

To add information for job scope's license, click on *License Level 2* tab. Fill in the provided fields and click on **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Job Code	License's job code	Y
Description	License's description	Y
Status	License's status	Y

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Action Edit Query Block Record Field Help Window			
License Type	License Level 1 Licen	se Level 2 License Level 3	
	KK Level 3		
	Job Code	Description	Status
			<b>_</b>
	1		

Figure 1-WSF014-4: Job Scope Setup – License Level 3

To add information for job scope's license KK level 3, click on *License Level 3* tab. Fill in the provided fields and click on **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Job Code	License's job code	Y
Description	License's description	Y
Status	License's status	Y

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### Vendor Portal Approval

Admin able to query, view and approve vendor registration through portal. This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Vendor Portal Approval** from the main menu.

Action Edit Query	Block Record Field Help Window	
	(000 9 9 6 6 4 ↓ ▶	
🍘 WSF032 - Vendo	r Portal Approval	
User: NURAIN.HAS	SSAN	Date : 09-12-2015 18:25
Vendor Regist	ration (E-Community)	
Vendor Code		
Category	Contractor Supplier Government Hotel	Vendor Status
Address		Туре
		Bumi Status
		Tel No
Lot/Eloor No		Fax No
Street Name		GST Reg Status
Region (Town		GST Reg No
Postcode	Town/City	
State		Country
Contact Person		NRIC
Position		
Email Address		
Vendor Bank	Bank A	Acctino
Bank Branch		
Authorize Capital	Paid Up Capital	
Registration No	Reg Date Reg Exp D	Date
PKK Regno	PKK Class PKK Expired D	Date
PKK Civil Regno	PKK Civil Class PKK Civil Expo	late
KK Regno	KK Expired D	pate
CIDB Regno	CIDB Class CIDB Expo	late

Figure 1-WSF032-1: Vendor Portal Approval

User can view vendor registration application by click on **Execute Query** button. Use **Next Record** button or **Previous Record** button to browse trough all available records. To approve vendor portal, click on **Vendor Portal Approval** button.

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### Registering Vendor Profile - MyFIS

User can also doing vendor registration through MyFIS. . This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Vendor Profile Registration** from the main menu.

Action Edit Query Bl	ock Record Eield Help Window
1 WSF009 - Vendor Pr	rofile Setup
Vendor Profile Lic	ense Information Owner Information Bank Account Portal Registration Notes Registration Renewal History
Vendor Details Ir	formation
Vendor Code	Status ENTRY
Category	Supplier Contractor Government, Hotel, Others ROC No
Lot/Floor No	Full Address
Street Name	
Region/Town	
Postcode	Town/City
State	
Controt Decore	
Contact Person	
newic	
Vendor Status	
Bumi Status?	3UMI  Library Code * Library
Bank Code	Acct No
Bank Branch	
Authorize Capital	Paid Up Capital
Certification Deta	alls
PKK Elect. Class	PKK Elec. Reg No     PKK(E) Expired Date
PKK Civil Class	PKK Civil Reg No PKK(C) Expired Date
	KK. Reg No Kem Kew. Expired Date
	CIDB. Reg No. CIDB. Expired Date

Figure 1- WSF009-1: Vendor Profile Registration - Vendor Profile Tab

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Click on Vendor Profile tab to add vendor profile. Fill in the provided fields and click on

Save 🖉 button.

The fields are explained, as followed:

Field Name	Description	Required
Vendor Code	Vendor's company name	Y
Category	Vendor's category	Y
Reg. No	Vendor's registration number	Y
Postcode	Vendor's Postcode	Y
Town/City	Vendor's Town/City	Y
State	Vendor's State	Y
Country	Vendor's Country	Y
International Code	Vendor's International Code	If any
Contact person	Vendor's Contact person	Y
Tel No	Vendor's Tel No	Y
Fax No	Vendor's Fax No	Y
Email	Vendor's Email	If any
Bumi Status	Vendor's Bumi Status	Y
Status	Vendor's Status	Y
Bank Code	Vendor's Bank Code	Y
Bank Branch	Vendor's Bank Branch	Y
Authorized Capital	Vendor's Authorized Capital	If any
Paid Up Capital	Vendor's Paid Up Capital	If any
Account No	Vendor's Account No	Y
Swift Code	Vendor's Swift Code	If any
PKK Elect. Class	PKK EE's Class.	Only for PKK
PKK Elect. Reg. No	PKK EE registration number	Only for PKK
PKK(E) Expired Date	PKK EE license's expired date	Only for PKK
PKK Civil Class	PKK Civil class	Only for PKK
PKK Civil Reg. No	PKK Civil registration number	Only for PKK
PKK(C) Expired Date	PKK Civil license's expired date	Only for PKK

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KK Reg. No	Kementerian Kewangan registration	Only for KK
	number	
Kem Kew Expired Date	Kementerian Kewangan expired date	Y
CIDB Reg. No	CIDB registration number	Only for CIDB
CIDB Expired Date	CIDB expired date	Only for CIDB
ROC/FORM9 Expired Date	ROC/FORM9 expired date	Y
Doc Received Date	Vendor registration document's	Y
	received date	
Reg. Date	Registration date	Y
Reg. Expired Date	Registration expired date	Y
Print Date	Print date	Y
Cert Printed	Printed certified will be marked with	Y
	"Y" whilst unprinted will be marked	
	with "N"	
Blacklist Startdate	Vendor blacklist's start date	Y
Blacklist Enddate	Vendor blacklist's end date	Y
Remarks	Remarks	Y
Enter By	Username of person entering vendor	Y
	registration info	
Enter Date	Date of entry	Y
Approve By	Username of person approving	Y
	vendor registration	
Approve Date	Date of approved	Y

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Field Name	Description	Required
PKK(C) Expired Date	PKK Civil license's expired date	Only for PKK
KK Reg. No	Kementerian Kewangan registration	Only for KK
	number	
Kem Kew Expired Date	Kementerian Kewangan expired date	Y
CIDB Reg. No	CIDB registration number	Only for CIDB
CIDB Expired Date	CIDB expired date	Only for CIDB
ROC/FORM9 Expired Date	ROC/FORM9 expired date	Y
Doc Received Date	Vendor registration document's	Y
	received date	
Reg. Date	Registration date	Y
Reg. Expired Date	Registration expired date	Y
Print Date	Print date	Y
Cert Printed	Printed certified will be marked with	Y
	"Y" whilst unprinted will be marked	
	with "N"	
Blacklist Startdate	Vendor blacklist's start date	Y
Blacklist Enddate	Vendor blacklist's end date	Y
Remarks	Remarks	Y
Enter By	Username of person entering vendor	Y
	registration info	
Enter Date	Date of entry	Y
Approve By	Username of person approving	Y
	vendor registration	
Approve Date	Date of approved	Y

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Action Edit	Query Block Record Ei	eld <u>H</u> elp <u>W</u> indow					
WINSENDS -	Vendor Profile Setup	,					
Vander Bret	Vasilar Drafila License Information Queer Information Rank Account Rankel Reviewation Nation Reviewation Resource History						
Vendor Pro			Bank Account	Fontai Negistration	NOLES	Registration Renewarnistory	
Query I	License Category						
	Type of License			Description			
	CIDB GRED	Gred Berdaftar					
	CIDB KATEGORI	Kategori Pengkelasan	Bidang Pembinaan				
	кк	Kementerian Kewang	an				
	CIDB	CIDB					
	<b>n</b>						
JOD SCO	ope Description						
	Job Scope		D	escription		CIDB Class	
1							
							-
							_

Figure 1- WSF009-2: - Vendor Profile Registration - License Information Tab

Click on License **Information tab** to add license information. Place cursor on the desired type of license to enter job scope description.

Fill in **Job Scope Description** field and click **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Type of License	License's type	If any
Description	License's type description	If any
Job Scope	License's job scope	lf any
Description	License's job scope description	If any
CIDB Class	License's CIDB Class	lf any

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**Job Scope (Pending for Approval)** field contained job scope information entered by vendor during registration and yet to be approved by admin. To approve pending job scope, check the **Select** check box then click on **Approve Job Scope** button.

Action Edit Query	Block Record Ei C 🗊 🎁 🛱	eld Help Windo 2 2 1	* • • • =	疁 ?		
😨 WSF009 - Vendo	or Profile Setup		e.			
Vendor Profile	License Information	Owner Information	Bank Account	Portal Registration	Notes	Registration Renewal History
Owner Info	rmation					
Seq	Owner Name		Position	IC No		Citizen
1						<u> </u>
						<b></b>

Figure 1- WSF009-3: - Vendor Profile Registration - Owner Information Tab

Click on Owner Information tab to add owner information. Fill in Owner Information field

Click on **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Owner Name	Owner's name	Y
Position	Owner's Position	Y
IC No	Owner's IC No	Y
Citizen	Owner's Citizen	Y

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Action Edit Query Block Record Eield Help Window								
WSF009	- Vendor Profile Setup	1		1 1			1	
Vendor Pr	rofile License Informatio	on Owner Information	Bank Account	Portal Registration	Notes	Registration F	tenewal History	
Vendor	r Bank Account							
Seq	Bank Ad	oct	Bank Code				Status	
1								4
							<u> </u>	
							<u> </u>	
						í		
						i		
							-	
							-	
							<u> </u>	
							<u></u>	
							<u></u>	
							<u> </u>	<b>-</b>
Update E	3v	]		1		Date		
	~ []					Update	e Account No	

Figure 1- WSF009-4: – Vendor Profile Registration – Bank Account Tab

Click on **Bank Account** tab to add Bank Account Information. Fill in Vendor Bank Account field and click on **Update Account No** button. The fields are explained, as followed:

Field Name	Description	Required
Bank Acct	Vendor's Bank Acct	Y
Position	Vendor's Position	Y
IC No	Vendor's IC No	Y
Citizen	Vendor's Citizen	Y

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Action Edit Quer	y Block Record Ei X D D R C	eld Help Window		······································		
😨 WSF009 - Vend	dor Profile Setup			17		
Vendor Profile	License Information	Owner Information	Bank Account	Portal Registration	Notes	Registration Renewal History
Vendor I	D Registration Username Password New Password Assign	D Run Report	Reset Pass	word		

Figure 1- WSF009-5: – Vendor Profile Registration – Portal Registration Tab

Click on *Portal Registration* tab to assign vendor ID. Click on **Assign ID** button. System will auto generate **Username** and **Password**.

To generate registration letter, click on **Surat Akuan Pendaftaran** button to generate report in PDF format.

User can reset vendor's login password. Enter **New Password** and click on **Reset Password** button.

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Action	Edit Q	uerv Block	Record Field Help Wir	ndow				
<b>W</b> SI	🙀 WSF009 - Vendor Profile Setup							
Ven	dor Profi	le License	Information Owner Informa	ation 📔 Bank Account	Portal Registration	Notes	Registration Renewal History	
	No	Date			Remarks			
	누							
	$\vdash$							
	$\vdash$							
	┝─┾							
	II						<u>•</u>	
							Run Report	

Figure 1- WSF009-6: - Vendor Profile Registration - Notes Tab

Click on **Notes** tab to add notes. Fill in the provided fields and click on **Save** button. The fields are explained, as followed:

Field Name	Description	Required
No	Sequence number	
Date	Date of notes/remark	
Remarks	Remarks	

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User can query vendor registration info to view or update info. To query vendor
registration info, place cursor on Vendor Code frame and click on Execute Query 🛅
button to view vendor profile information. Use <b>Next Record </b> D button or <b>Previous</b>
Record dutton to browse trough all available records.

User can edit info to make any changes to the data and click on **Save** button to get the updated data. The fields are explained, as followed:

Universiti Pendidikan Sultan Idris	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :23/39			
	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016		
تريونيوني تعيين ملينين عليمان دريس SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00		

#### Vendor Activation

This screen is to query, view and activate/black list/reactivate vendor and can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Vendor Activation** from the main menu.

VSF022 - Vendor Act	vation			
er :		Date :		
Vendor Information	·			
Vendor Code	Vendor Name	Vendor Status	Reg. Date Selec	xt
				Detl -
				Detl
				Deti
				Deti
				Detl .

Figure 1- WSF022-1: – Vendor Activation – Vendor Information

Select the desired vendor and click on Detl button to view vendor details info. System wil

navigate to "*WSF009 – Vendor Profile Registration*" screen. Click on **Exit** button to return to previous screen.

Click on **Select All** button to select all vendors or check checkbox for the desired vendor.



To **Activate Vendor** (Vendor Status = ENTRY), click on **Activate** button.

To **Deactivate Vendor** (Vendor Status = ACTIVE/UPDATE), click on **Deactivate** button.

To Blacklist Vendor, click on Blacklist button. System will display Blacklist Start Date and End Date pop-up window as displayed in Figure 1-WSF022-2.

(dd-mm- <b>yyyy</b> )
(dd-mm-yyyy)

Figure 1- WSF022-2: - Vendor Activation - Blacklist Start Date and End Date

Fill in Blacklist Start Date & End Date pop-up window and click on Save button.

To **Reactivate Vendor (Vendor Status = BLACKLIST/INACTIVE)**, click on **Reactivate** button.

Universiti Pendidikan Sultan Joris	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :25/39				
	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016			
تربيطي تعيين حسن دريمي SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00			

#### Setting up Vendor Kontrak Pusat

User can setup vendor for kontrak pusat. This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Vendor for "Kontrak Pusat** " from the main menu.

Action Edit Query Block Re	cord Eield Help Window   �2 ௸ 10 ₩ 4 ► ►   #	₩ ?									
🕺 WSF030 - Vendor setup for kontrak pusat											
User : NURAIN.HASSAN Date : 10.12.2015 09:28											
Vendor Information Item Information											
Vendor 'Kontrak Pusat'											
Vendor	Vendor Name	Start Date	End Date	Status							
				<u> </u>							
				<u></u>							
				<u></u>							
				<u></u>							
				<u></u>							
				<u></u>							
				<u> </u>							
		n									

Figure 1- WSF030-1: - Vendor Setup for Kontrak Pusat - Vendor Information Tab

Click on **Vendor Information** tab to add vendor. Fill in **Vendor 'Kontrak Pusat'** field, and then click on **Save** button.

Universiti Pendidikan Sultan Idris	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :26/39				
	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016			
تريخي تعيين کيني کي کي اور کي	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00			

The fields are explained, as followed:

Field Name	Description	Required
Vendor	Vendor's code. Click on F9 button to select	Y
	vendor from list of value pop-up	
Vendor Name	Vendor's name	Y
Start Date	"Kontrak Pusat" start date	Y
End Date	"Kontrak Pusat" end date	Y
Status	Select Status = ACTIVE for active vendor	Y

Place cursor on the desired vendor to setup item. Selected vendor will be highlighted.

Click on Item Information tab as disp	played in Figure 1-WSF030-2.
---------------------------------------	------------------------------

Action Edit Query Block Record Field Help Window $@$								
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								
User : NURAIN	.HASSAN		Date : 10-12-20	015 11:00				
Vendor Informa	ation Item I	Information						
- Hom for	Kontrak Du	nat						
Kentio	Seq No	item Code	Item Description					
				-				
				i I				
				•				

Figure 1- WSF030-2: - Vendor Setup for Kontrak Pusat - Item Information

UNIVERSITI PENDIDIKAN SULTAN IDRIS VULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :27/39				
	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016			
	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00			

Fill in <b>Item</b>	for	Kontrak	Pusat	field	and	Click	on	Save	2	button.	The	fields	are
explained, as	s fol	lowed:											

Field Name	Description	Required
Seq No	Sequence number	Y
Item Code & Item	Item's code and description is selected from	
Description	list of value, displayed when clicking on F9	
	button	

UNIVERSITI PENDIDIKAN SULTAN JORS SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :28/39		
	(VENDOR MANAGEMENT)	MENT) Tarikh : 8 JANUA	: 8 JANUARI 2016	
	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00	

### Viewing Vendor Information

User can query and view vendor info. This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Vendor Query** >> **Vendor Details** from the main menu.

tion Edit Query	Block Record Field Help Window						
> 4 📭 >	€ 10 10   12 12 13 13 14 ↓ ▶ ▶	科灵师?					
gWSF015 - Vendo	r Information Query						
lser : NURAIN.HAS	SAI			Date	: 10-12-2015 1	1:07	
- Vendor Inform	ation Query						
Vendor Code	Name	Status	Reg. Date	Bumi?	Exp. Date		
VN00019947	(CLOSED) KEMUDI BEKAL SDN.BHD	INACTIVE	01-01-2015		01-01-2015	Detl	<b>_</b>
Address	NO.29 JALAN RAJAWALI 3	Account No					-
11001000	BANDAR PUCHONG JAYA	Tel No	03-80757687 <i>/</i> 0	<mark>19</mark> Fax (	03-78469102		
	BAIU8					_	
VN00030929	AZNAN BIN BHE AHMAD	ACTIVE				Detl	
Address	NO.5, LORONG IMPIAN INDAH 14,	Account No	071404100004	6722		_	
	TAMAN IMPIAN INDAH ALMA, 14000 BUKIT MERITAJAM	Tel No		Fax			
					1	1	
VN00017773	BENDAHARI UNIVERSITI MALAYA	ACTIVE				Detl	]
Address		Account No	8001279998			-	
	UNIVERSITI MALAYA	Terno	03-79575567	Fax [	J3-79677637		
VN00014284	CIK SITI NOR BINTI CHE YUSOFE	ACTIVE				Dat	1
		Account No.	080680201342	24			1
Address	27/27 JALAN SELAYANG,	Tel No	03-51921493/0	12Fax (	03-51916273	1	Ţ
	40400 SHAH ALAM,						
VN00014357	HOTEL ISTANA	ACTIVE	20-01-2010			Deti	1
Address	D/A HOTEL ISTANA KL	Account No	014084325742				-
Hudroos	NO. 73, JALAN RAJA CHULAN 50200 KUALA LUMPUR	Tel No	03-21419988 E	X Fax			

Figure 1-WSF015-1: Vendor Information Query

UNIVERSITI ENDIDIKAN SULTAN JORS SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENGURUSAN PEMBEKAL (VENDOR MANAGEMENT)Muka surat :29/39Tarikh: 8 JAN	Muka surat :29/39		
		: 8 JANUARI 2016		
	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00	

To begin, click on **Execute Query** button. Click on **Detl** button to view vendor details. System will navigate to "**WSF016 – Vendor Profile Query**" screen. Click on **Exit** button to return to previous screen.

Action Edit Query B	lock <u>R</u> ecord <u>F</u> ie	eld Help Window				
🖉 🌢 📭 🔀	00 00	∄ 🛱 🗶 🕨 🕨	科政	圖 ?		
🙀 WSF016 - Vendor P	rofile					
User: NURA	IN.HASSA					Date: 10-12-2015 11:54
Vendor Pr	rofile	Kementerian Kewangan J	ob Scope	Pusat Khidmat Kon	traktor Jobscop	e
Vendor Code	VN00019947	(CLOSED) KEMUDI BEKAL	SDN.BHD			
Address	NO.29 JALAN RAJ BANDAR PUCHON	IAWALI 3 IG JAYA		 ▼	Vend	or Type Status INACTIVE
Contact Person					Tel No	03-80757687/019-3345015
State					Fax No	03-78469102
Country					Burni Status	\$?
Postcode		Co Registration No			Email	
Bank Code					Acct No	
Authorize Capital		- Pai	id Up Capital			
PKK Class	•					
PKK Reg No					PKK Expire	d Date
Kem Kew. Reg No				К	em Kew. Expire	d Date
GST Reg Status	N GS1	T Reg No				
Registration Date	01-01-2015	Ex	pired Date	01-01-2015	Cert Prin	ted?
Enter By	K01801		Enter Date	11-08-2011	Pri	nt Date

Figure 1-WSF016-1: Vendor Profile Query – Vendor Profile Tab

	MANUAL PENGGUNA PENGURUSAN PEMBEKAL (VENDOR MANAGEMENT)	Muka surat :30/39		
Pendidikan Sultan Joris		Tarikh	: 8 JANUARI 2016	
اونزرييني تديديد منطق دريس SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00	

Action Edit Query Block Reco	ord Eield Help Window ☜ ☜ ☜ 🔺 ♦ ▶ ▶ 🛤 😝 뺴	
🙀 WSF016 - Vendor Profile		
User : NURAIN.HASSAI	Date: 10-12-2015	12:00
Vendor Profile	Kementerian Kewangan Job Scope Pusat Khidmat Kontraktor Jobscope	
Job Code	Job Description	
		-
		•

Figure 1-WSF016-2: Vendor Profile Query – Kementerian Kewangan Job Scope Tab

	MANUAL PENGGUNA PENGURUSAN PEMBEKAL (VENDOR MANAGEMENT)	Muka surat :31/39		
Pendidikan Sultan Joris		Tarikh	: 8 JANUARI 2016	
ارتېزىيىتى ئىدىدىغن سلطان لارىس SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00	

Action Edit Query Block Record F	ield Help Window को कि I ▲ ▲ ▶ ▶ I 🛤 🛃 🎼	?	
WSF016 - Vendor Profile			
User : NURAIN.HASSA		Date : 10-12-	2015 12:00
Vendor Profile	Kementerian Kewangan Job Scope Pusa	at Khidmat Kontraktor Jobscope	
Jobscope Code	Job Desc	cription	
			-
			1-

Figure 1-WSF016-1: Vendor Profile Query – Pusat Khidmat Kontraktor Jobscope Tab

I INIVERSITI	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :32/39		
Universitie Pendidikan Sultan Idris Sultan idris education university	(VENDOR MANAGEMENT)	Tarikh : 8 JANUAR	: 8 JANUARI 2016	
	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00	

#### Viewing Vendor by Job Scope

User can query vendor listing by job scope. This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Vendor Query** >> **Listing by Job Scope** from the main menu.

Figure 1-WSF017-1: Vendor Query by Job Scope

To begin, click on **Execute Query** button. Place cursor on the desired job scope to view **Vendor Listing Relates to Above Job Scope** information. The selected job scope will be highlighted.

To print vendor listing report, click on **Select All** button or check checkbox to select vendor manually. Click on **Print** button to generate report in PDF format.

	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :33/39		
UITAN IDRIS EDUCATION UNIVERSITY	(VENDOR MANAGEMENT)	(VENDOR MANAGEMENT) Tarikh : 8 J	: 8 JANUARI 2016	
	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00	

### Generating Vendor Listing Report

This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Reports** >> **Vendor Report Listing** from the main menu.

🙀 WUR029F_Parameter Form for	Vendor	- X
Vendor Listing	Vendor Listing By Activation Date	
Vendor Listing by Status		
Status	•	
Contractor Govern	ment/Statutory 🗌 Hotel 🗌 Supplier 🗌 Others	
	Run Report Exit	

Figure 1-WUR029F-1: Report Vendor Listing – Vendor Listing Tab

Begin by click on **Vendor Listing** tab as displayed in *Figure 1-WUR029F-1*. Select **Status** from dropdown list. Check checkbox to select vendor type, then click on **Run Report** button to generate report in PDF format.

I INIVEDSITI	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :34/39	
Pendidikan Sultan Idris	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016
ارتزربيتي قنديديغن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00

🔞 WUR029F_Parameter F	orm for Vendor		
Vendor Listing	Vendor Listing By Activation Date		
Vendor Listing by Re	gistration Date		
Status	•		
Date From	(dd-mm-yyyy)		
Date To	(dd-mm-yyyy)		
Contractor	Government/Statutory Hotel Supplier Others          Run Report       Exit		

Figure 1-WUR029F-2: Report Vendor Listing – Vendor Listing by Activation Date Tab

To generate vendor listing by activation date report, click on **Vendor Listing by** Activation Date tab as displayed in *Figure 1-WUR029F-2*.

Select **Status** from dropdown list. Enter **Date From** and **Date To** in DD-MM-YYYY format. Check checkbox to select vendor type, then click on **Run Report** button to generate report in PDF format.

	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :35/39	
PENDIDIKAN Sultan Idris	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016
الونيزييتي قنديديغن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00

#### Generating Field Code Listing Report

This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Reports** >> **Field Code Listing** from the main menu.

🙀 WUR031F - Senarai Kod Bidang	
- Senarai Kod Bidang	
Kod Bidang Lama Kod Bidang Baru Exit	

#### Figure 1-WUR031F-1: Field Code Listing

Click on Kod Bidang Lama or Kod Bidang Baru button to generate report in PDF format.

I INIVEDSITI	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :36/39	
PENDIDIKAN Sultan Idris	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016
لرُنَزِرِيتِي قَنْدِيدِيْنِ سَلْطَانِ لَارِيسَ SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00

### Generating Library Vendor Listing Report

This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Reports** >> **Library Vendor Listing (ILMU)** from the main menu.

Library Vendor Listing		
	Run Report Exit	

Figure 1-WUR034F-1: Parameter Form for Vendor

Click on **Run Report** button to generate report in PDF format.

I INIVEDSITI	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :37/39	
Pendidikan Sultan Joris	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016
الزنزرييتي قنديديغن ملطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00

#### Generating Vendor Registration Certificate

This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Reports** >> **Vendor Registration Certificate** from the main menu.

Action Edit Query Block Rec 🏘 🎒 🃭 🔀 🗇 🎁	cord Eield Help Window   😨 🔞 🚰 🔍 ◀ 🕨 🕨   📪 🛒 🞼 🤶
🙀 WUR030F - Report for Vendo	or
Akuan Pendaftaran Syarikat	Notis Memperbaharui Pendaftaran
Vendor Code Akuan Penda	aftaran Akuan Pembaharuan Pendaftaran

Figure 1-WUR030F-1: Vendor Registration Certificate – Akuan Pendaftaran Syarikat Tab

To generate Akuan Pendaftaran Syarikat, click on **Akuan Pendaftaran Syarikat** tab as displayed in *Figure 1-WUR030F-1*.

Click on LOV .... button to select **Vendor Code**. Enter **Registration Date** in DD-MM-YYYY format.

Click on Akuan Pendaftaran button to generate report in PDF format.

Click on Akuan Pembaharuan Pendaftaran button to generate report in PDF format.

I INIVEDSITI	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surc	at :38/39
Pendidikan Sultan Joris	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016
الزنيزرسيتي قنديديةن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00

Action Edit Query Block Record Field Help Window				
😨 WUR030F - Report for V	/endor			
Akuan Pendaftaran Syarik	at Notis Memp	oerbaharui Penda	ftaran	
Vendor Code : Date From : Date To :		]	1	]
КК	CIDB	PKK(E)	PKK(C)	

Figure 1-WUR030F-2: Vendor Registration Certificate – Notis Memperbaharui Pendaftaran Tab

To generate Notis Memperbaharui Pendaftaran, click on **Notis Memperbaharui Pendaftaran** tab as displayed in *Figure 1-WUR030F-2*.

Click on LOV .... button to select **Vendor Code**. Enter **Date From** and **Date To** in DD-MM-YYYY format.

Click on **KK** button to generate report in PDF format.

Click on **CIDB** button to generate report in PDF format.

Click on **PKK(E)** button to generate report in PDF format.

Click on **PKK(C)** button to generate report in PDF format.

I ININ/EDSITI	MANUAL PENGGUNA PENGURUSAN PEMBEKAL	Muka surat :39/39	
Pendidikan Sultan Idris	(VENDOR MANAGEMENT)	Tarikh	: 8 JANUARI 2016
لرتزربیتی قندیدیفن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P02/MP01	Pindaan	: 00

#### Generating Vendor ID Certificate Report

This screen can be accessed by selecting **Purchasing** >> **Vendor Maintenance** >> **Reports** >> **Vendor ID Certificate** from the main menu.

Action Edit Query Block Record Field Help Window		
🙀WUR033F - Surat Akuan Pendaftaran ID Pembekal		
Akuan Pendaftaran ID Pembekal		
Vendor Code Status	Run Report	

#### Figure 1-WUR033F-1: Vendor ID Certificate

Click on LOV .... button to select **Vendor Code** and **Status.** Click on **Run Report** button to generate report in PDF format.