

# **MANUAL PENGGUNA**

## *(USER MANUAL)*

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**JABATAN BENDAHARI**


# **PERMOHONAN PEROLEHAN SECARA ONLINE**

## *(REQUISITION ONLINE)*

### **UPSI (ISO)/BEN/P02/MP02**

**PINDAAN: 00**


**TARIKH: 8 JANUARI 2016**

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميتي قندديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b></p>	<p><b>Muka surat :1/26</b></p>
		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P02/MP02</b></p>	<p><b>Pindaan : 00</b></p>

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 UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة الوطنية للتربية والتعليم SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA  PERMOHONAN PEROLEHAN SECARA  ONLINE  (REQUISITION ONLINE)</b>	<b>Muka surat :2/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
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 <b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :3/25</b>
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## Tender & Quotation

Screens for Tender & Quotation sub module are listed as followed:

1. WUF018 - Requisition Entry
2. WUF045 - Requisition Query
3. WUF039 – Vendor Registration by Tender/ Quotation
4. WUR032F – Tender/Quotation Reports

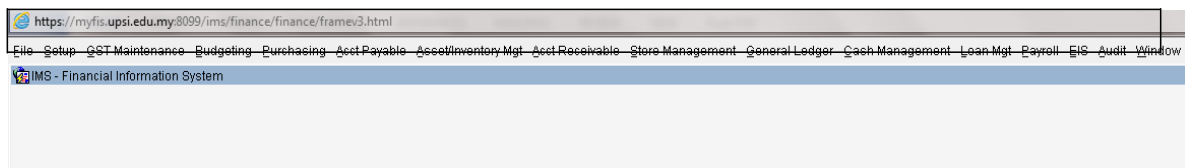
	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :4/25</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Tarikh : 8 JANUARI 2016</b>
		<b>Pindaan : 00</b>

To access purchase request menu, user needs to login to the system:




**Figure 1-1:** MyFIS Login Screen

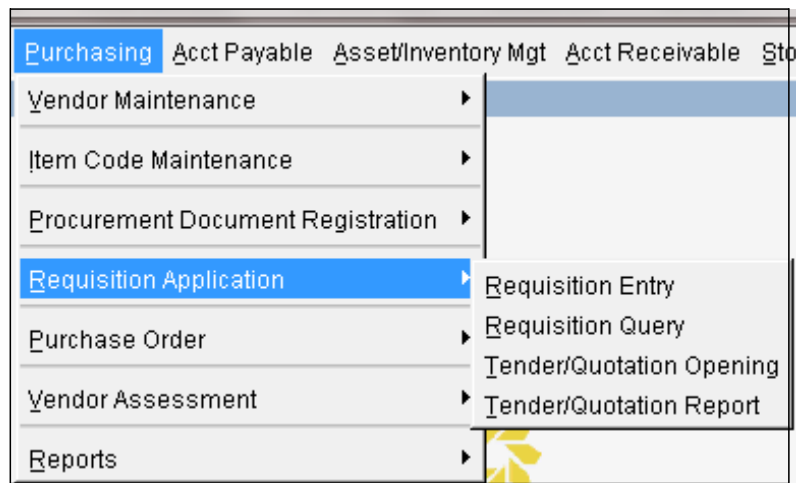
Enter **Username** and **Password** and click on **Login** button. System will display **MyFIS Main Menu** as displayed in **Figure 1-2**.




**Figure 1-2:** MyFIS Main Menu

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA</b> <b>PERMOHONAN PEROLEHAN SECARA</b> <b>ONLINE</b> <b>(REQUISITION ONLINE)</b>	<b>Muka surat :5/25</b>
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Select **Purchasing** to access **Requisition Application** sub menu as displayed in Figure 1-3.

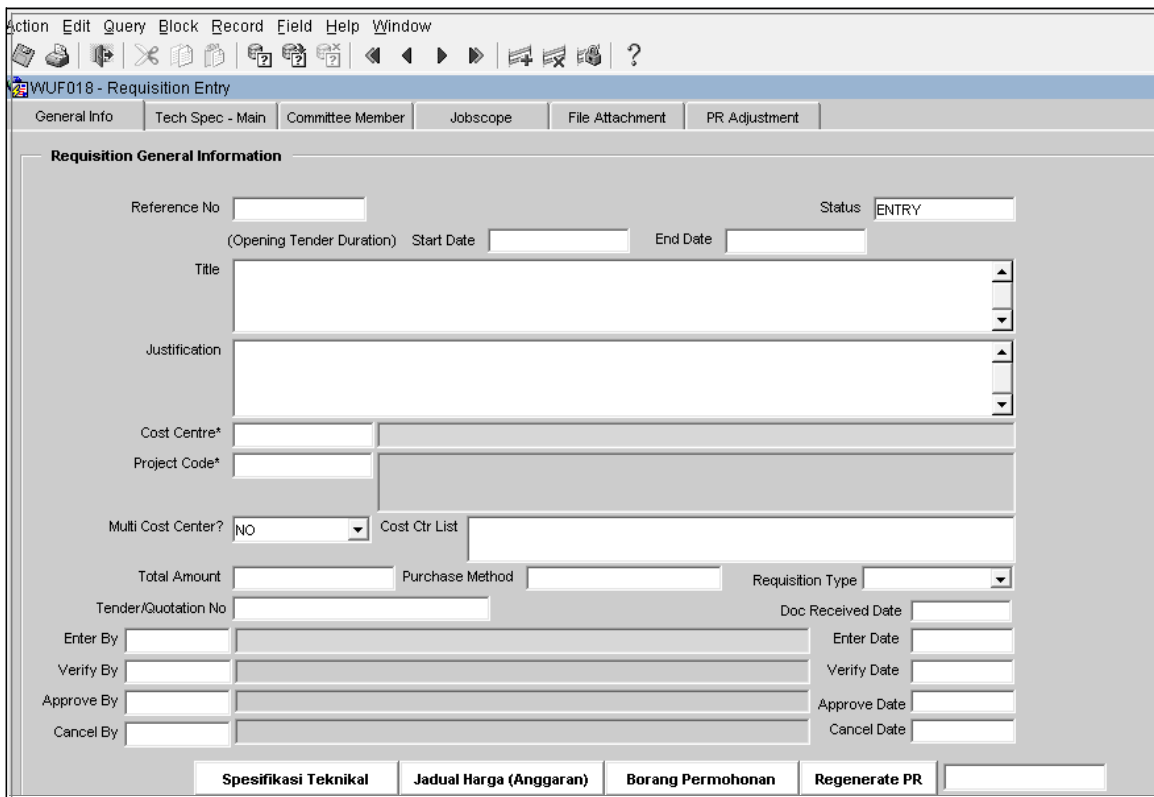


**Figure 1-3:** Requisition Application Sub Menu


	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	Muka surat :6/25
	<b>UPSI(ISO)/BEN/P02/MP02</b>	Tarikh : 8 JANUARI 2016
		Pindaan : 00


## Requisition Entry

User will use Requisition Entry screen to enter tender and quotation info. This screen can be accessed by selecting **Purchasing >> Requisition Application >> Requisition Entry** from the main menu.




**Figure 1-WUF018-1: Requisition Entry - General Info**

Begin by clicking on **General Info** tab as displayed in **Figure 1-WUF018-1** to insert general information. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونومستى قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	Muka surat :7/25
		Tarikh : 8 JANUARI 2016
	<b>UPSI(ISO)/BEN/P02/MP02</b>	Pindaan : 00

Field Name	Description	Required
Reference No	Reference number will be auto generated by system	
Status	Requisition status	
Start Date	Tender duration opening date	
End Date	Tender duration closing date	
Title	Tender/quotation's title	
Justification	Justification for tender/quotation	
Cost Centre	Cost centre can be selected from list of value pop-up displayed when user click on F9 button	
Project Code	Project code can be selected from list of value pop-up displayed when user click on F9 button	
Total Amount	Purchase requisition's total amount. This amount is summed up by system based on details entered in Tech Spec – Main tab	
Requisition Type	Requisition's type is automatically displayed by system	
Tender Type	Tender type can be selected from dropdown list	
Tender/Quotation No	Tender/quotation number	
Doc Received Date	Document received date	
Enter By	Username of staff doing the purchase requisition entry	
Enter Date	Date of purchase requisition entry	
Verify By	Username of staff verifying the purchase requisition entry	
Verify Date	Date purchase requisition is verified	



 <b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :8/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>


Approve By	Username of staff approving the purchase requisition entry	
Approve Date	Date purchase requisition is approved	
Cancel By	Username of staff cancelling the purchase requisition entry	
Cancel Date	Date purchase requisition is cancelled	

Click on **Spesifikasi Teknikal** button to generate report in PDF format

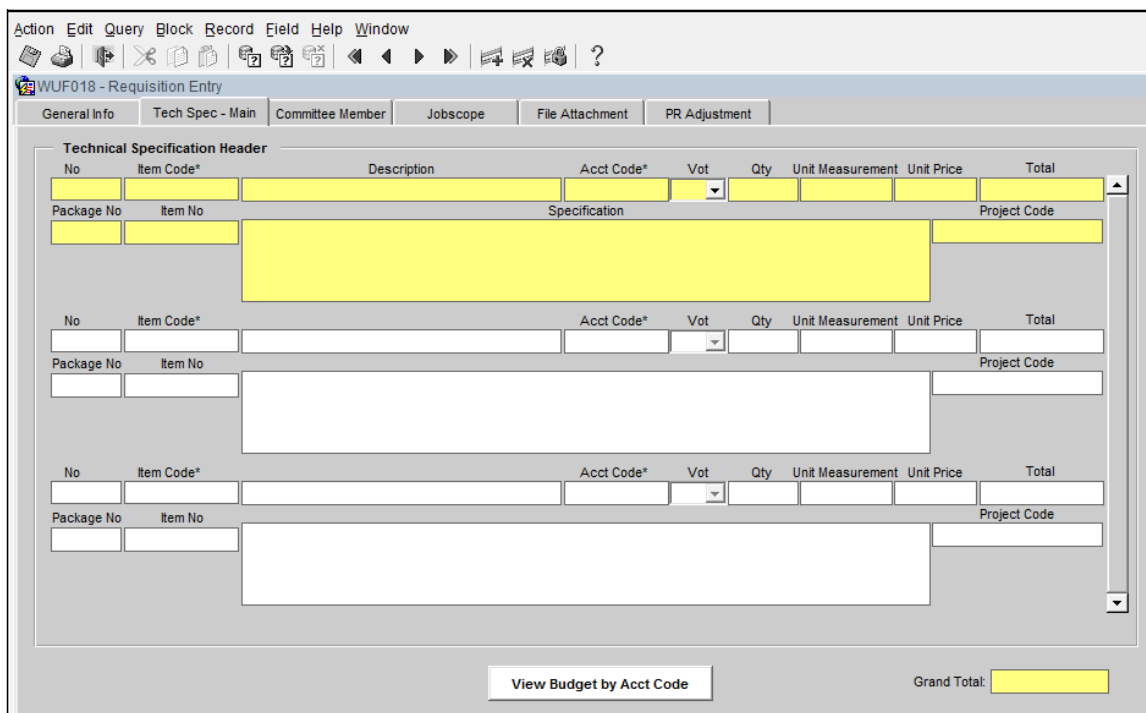
Click on **Jadual Harga (Anggaran)** button to generate report in PDF format

Click on **Borang Permohonan** button to generate report in PDF format

Click on **Tech Spec - Main** tab as displayed in **Figure 1-WUF018-2** to insert request item's information.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميتي قندديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :9/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>


## Adjusting Technical's Quantity and Unit Price



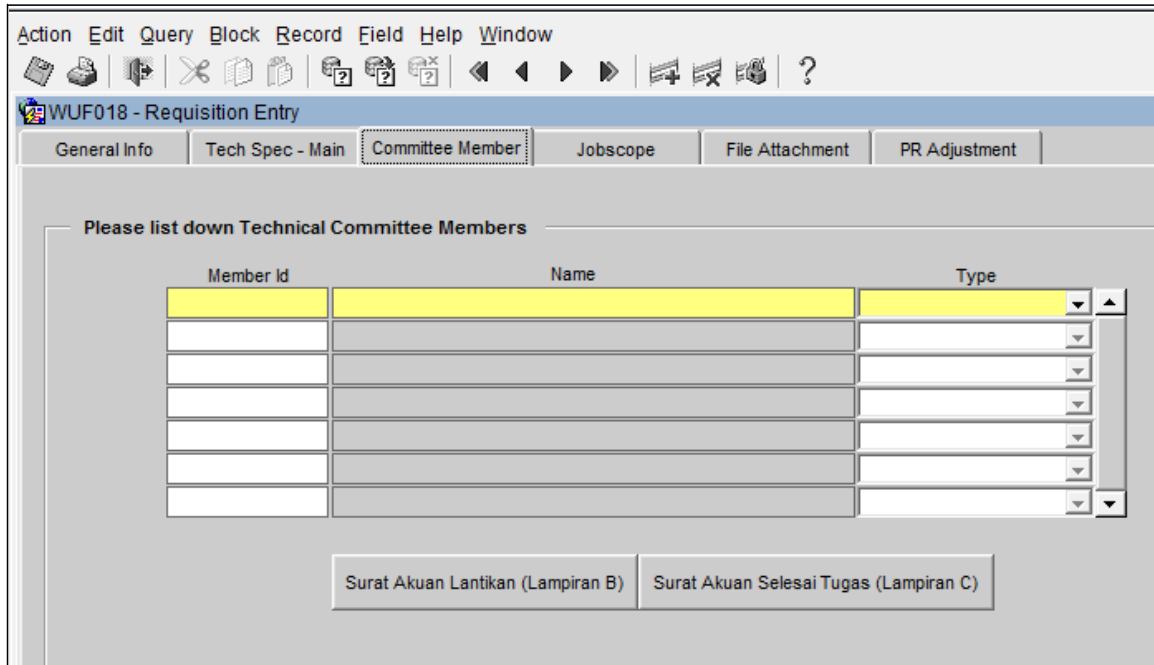
The screenshot displays the 'WUF018 - Requisition Entry' application window. The 'Tech Spec - Main' tab is active. The 'Technical Specification Header' section contains a table with the following columns: No, Item Code\*, Description, Acct Code\*, Vot, Qty, Unit Measurement, Unit Price, and Total. Below this table, there are three rows of input fields for Package No, Item No, Specification, and Project Code. At the bottom of the window, there is a 'View Budget by Acct Code' button and a 'Grand Total' field.

**Figure 1-WUF018-2: Requisition Entry – Tech Spec - Main**

Click on **View Budget by Acct Code** button to generate report in PDF format

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونومستى قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	Muka surat :10/25
		Tarikh : 8 JANUARI 2016
	<b>UPSI(ISO)/BEN/P02/MP02</b>	Pindaan : 00

## Generating Report



WUF018 - Requisition Entry


General Info | Tech Spec - Main | **Committee Member** | Jobscope | File Attachment | PR Adjustment

Please list down Technical Committee Members

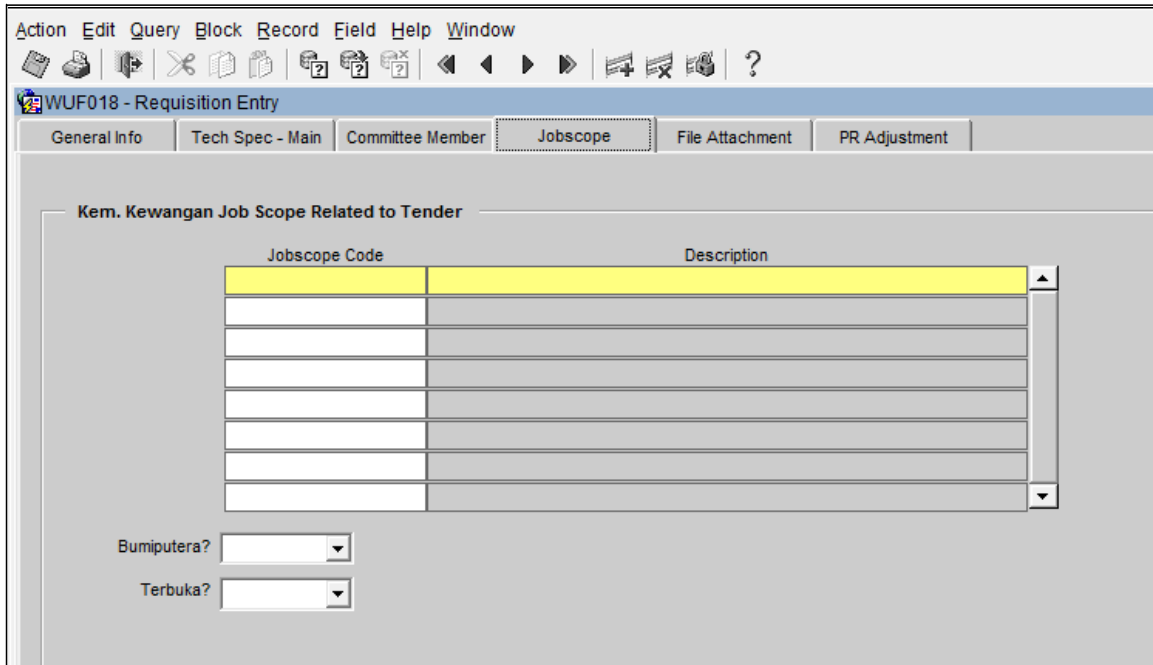
Member Id	Name	Type

Surat Akuan Lantikan (Lampiran B) | Surat Akuan Selesai Tugas (Lampiran C)

**Figure 1-WUF018-3: Requisition Entry – Committee Member**

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونومستني قندديدين سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :11/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>

## Adjusting Jobscope



WUF018 - Requisition Entry

General Info | Tech Spec - Main | Committee Member | **Jobscope** | File Attachment | PR Adjustment


**Kem. Kewangan Job Scope Related to Tender**

Jobscope Code	Description

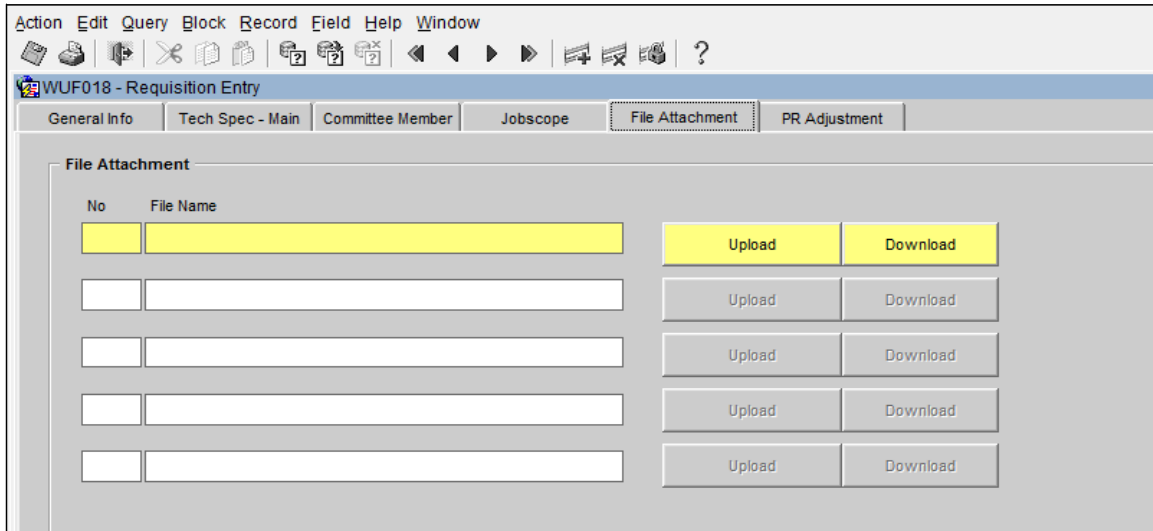
Bumiputera?

Terbuka?

**Figure 1-WUF018-4: Requisition Entry – Jobscope**

	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :12/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>

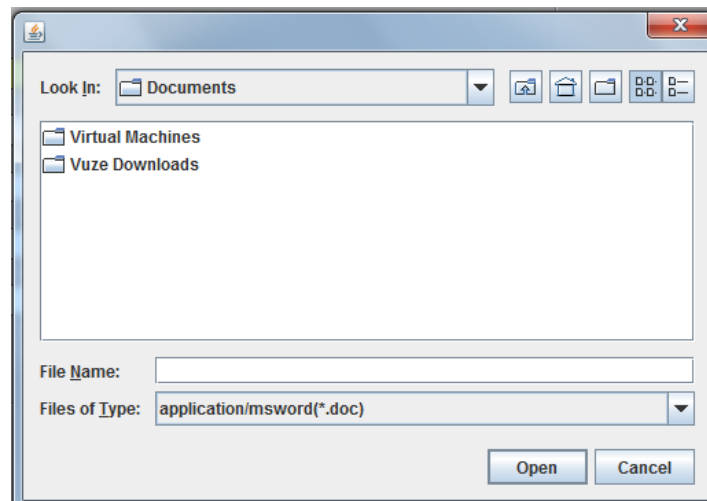
## Attaching File




**Figure 1-WUF018-5: Requisition Entry – File Attachment**

Click on **Upload** button to upload record

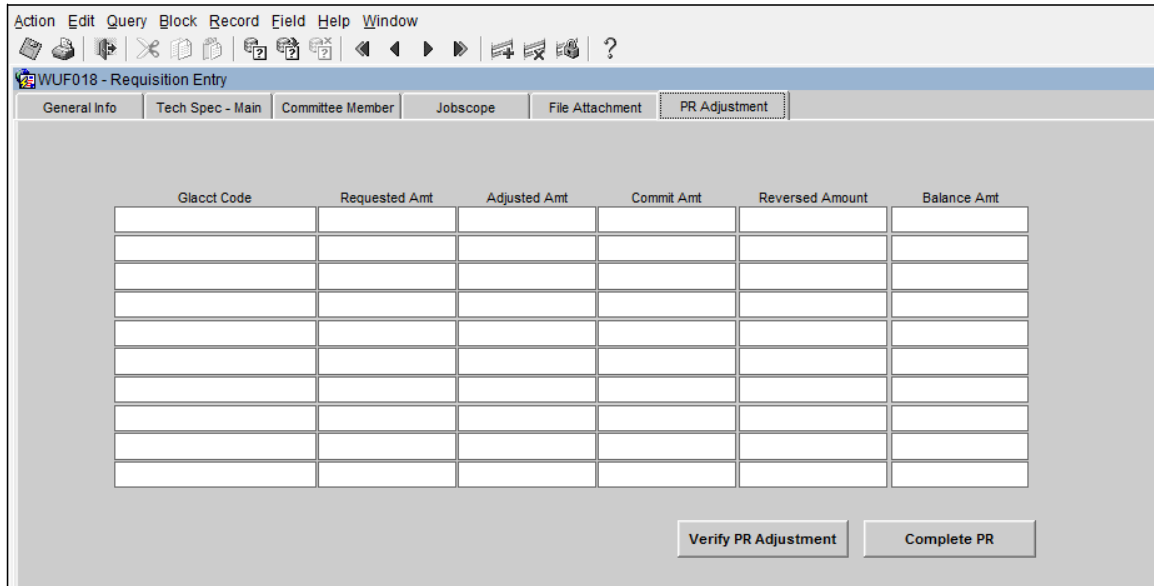
Click on **Download** button to download file from folder



**Figure 1-WUF018-6: Requisition Entry – Pop-up window**

 <b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :13/25</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Tarikh : 8 JANUARI 2016</b>  <b>Pindaan : 00</b>

## Adjusting PR




Glacct Code	Requested Amt	Adjusted Amt	Commit Amt	Reversed Amount	Balance Amt

**Figure 1-WUF018-7: Requisition Entry – PR Adjustment**

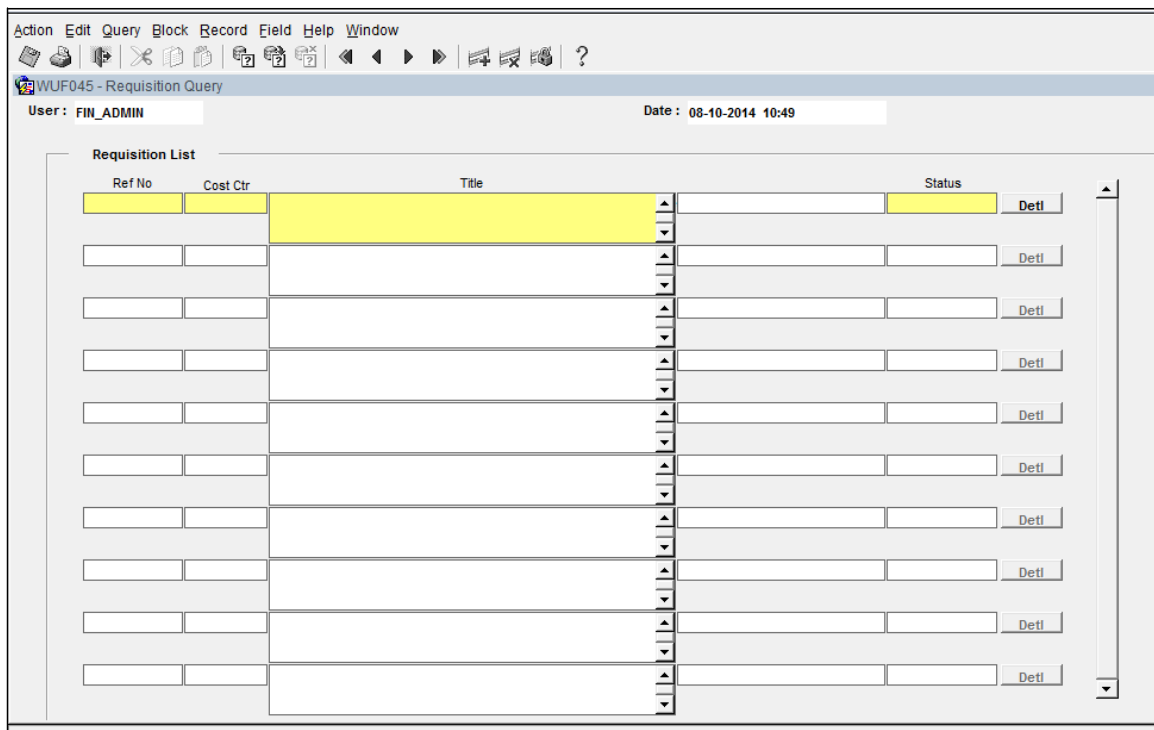
Click on **Verify PR Adjustment** button to verify

Click on **Complete PR** button to complete purchase requisition process

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA</b> <b>PERMOHONAN PEROLEHAN SECARA</b> <b>ONLINE</b> <b>(REQUISITION ONLINE)</b>	<b>Muka surat :14/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>

## Querying Requisition List

User can query for requisition details. This screen can be accessed by selecting **Purchasing >> Requisition Application >> Requisition Query** from the main menu.




Ref No	Cost Ctr	Title	Status	Detl
				Detl
				Detl
				Detl
				Detl
				Detl
				Detl
				Detl
				Detl
				Detl
				Detl

**Figure 1-WUF045-1: Requisition Query**

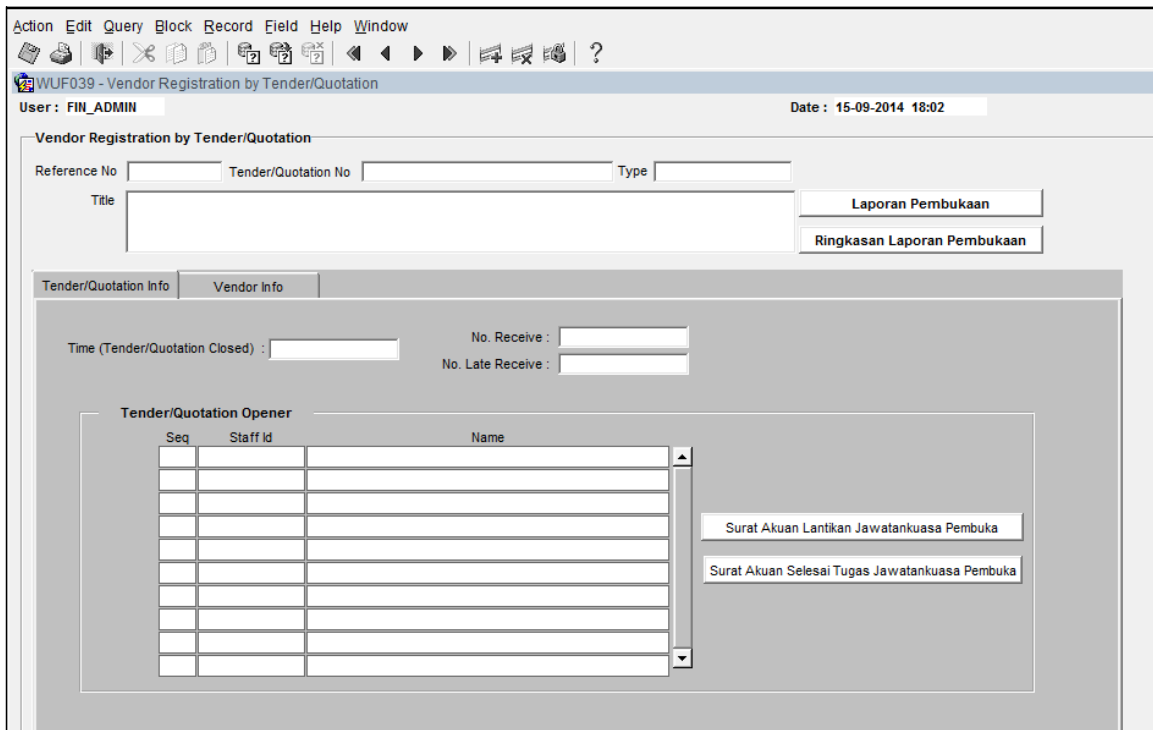
Begin by clicking on Execute button and choose a Ref No from the list

Click on **Detl** button to view details of the requisition

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		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>


## Register Vendor by Tender/Quotation



User can update tender/quotation info i.e. Tender/Peti Opener and register vendor that have submit the tender/quotation. This screen can be accessed by selecting **Purchasing >> Requisition Application >> Tender/Quotation Opening** from the main menu.




**Figure 1-WUF039-1:** Vendor Registration by Tender/Quotation – Tender/Quotation Info




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		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>

Begin by querying tender/quotation info. Click on **Enter Query**  button. Enter **Reference No** or **Tender/Quotation No** and click on **Execute Query**  button. The fields are explained, as followed:

Field Name	Description	Required
Reference No	Purchase request's reference number	
Tender/Quotation No	Tender/quotation number	
Type	Purchase request type	
Title	Tender/quotation title	

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		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>

Fill in **Tender/Quotation Info** tab as displayed in *Figure 1-WUF039-1* then click on


**Save**  button The fields are explained, as followed:

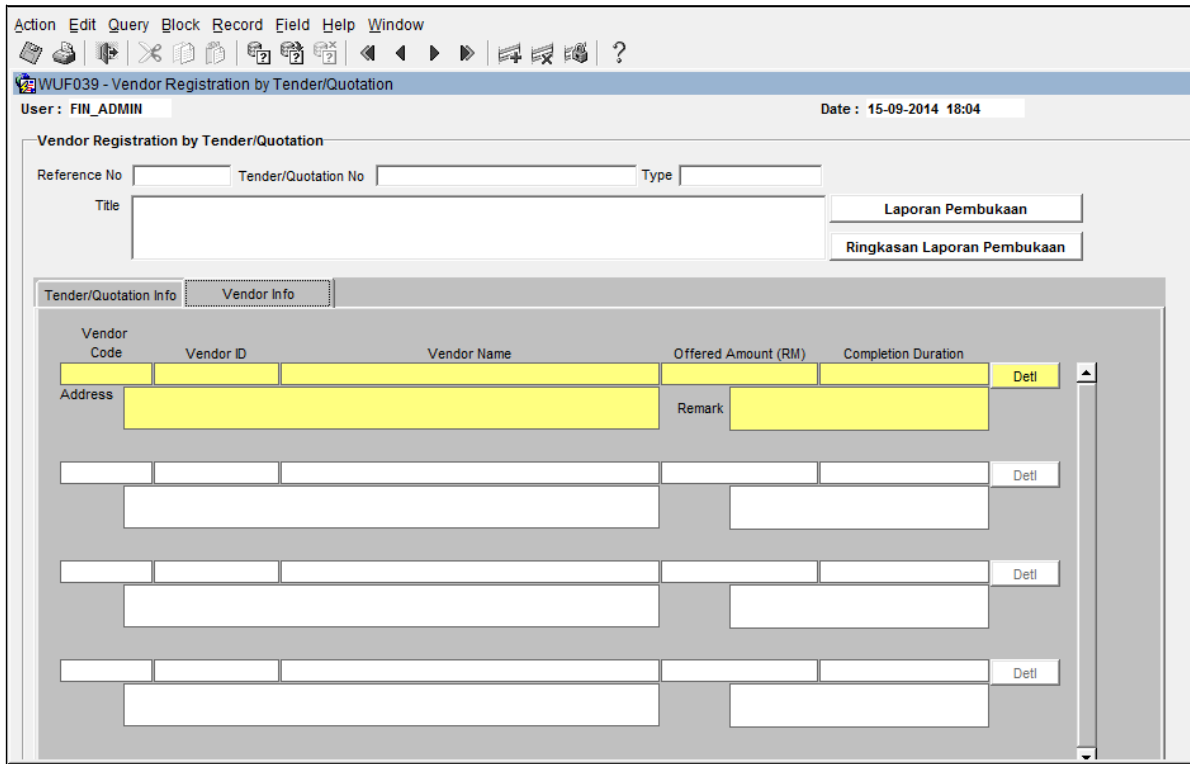
Field Name	Description	Required
Time (Box Open)	Time box open	
Time (Tender/Quotation Open)	Time tender/quotation open	
No Receive	Number of tender/quotation received	
No Late Receive	Number of late receive	
Tender/Peti Opener: Staff ID & Name	Click on F9 button to select staff	

Click on **Surat Akuan Lantikan Jawatankuasa Pembuka** to generate letter in PDF format.

Click on **Surat Akuan Selesai Tugas Jawatankuasa Pembuka** to generate letter in PDF format

Click on **Vendor Info** tab to register vendor. System will display Vendor Info tab as displayed in *Figure 1-WUF039-2*.

	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :18/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>




**Figure 1-WUF039-2: Vendor Registration by Tender/Quotation – Vendor Info**

Fill in **Vendor Info** tab then click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Vendor Code, Contractor Name & Address	Click on F9 button to select vendor from list of value	
Price	Price offered by vendor for the tender/quotation	
Completion Date	Vendor's target completion date	


To view vendor details, click on **Detl** button. System will navigate to **WSF009 – Vendor**

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		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P02/MP02</b></p>	<p><b>Pindaan : 00</b></p>

**Profile Registration**” screen. Click on **Exit**  button to return to previous screen.

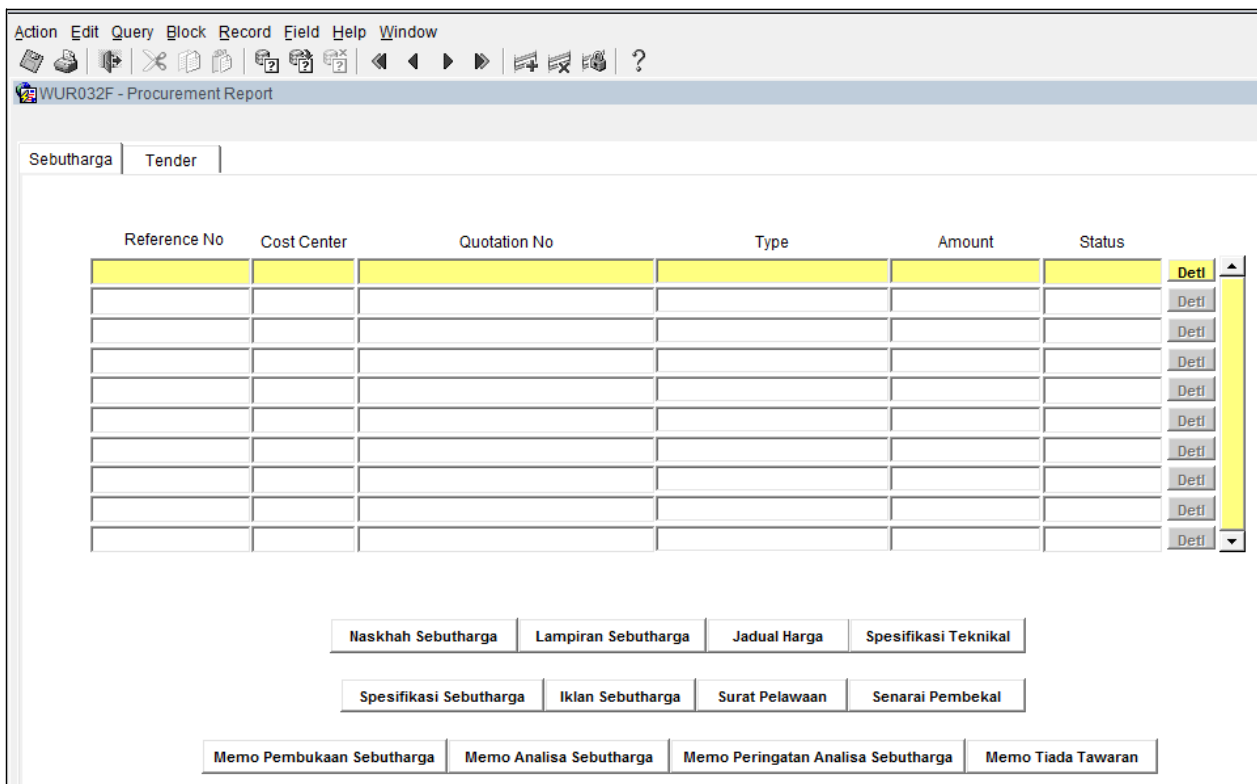
Click on **Laporan Pembukaan** button to generate report in PDF format.

Click on **Ringkasan Laporan Pembukaan** button to generate report in PDF form

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA          PERMOHONAN PEROLEHAN SECARA          ONLINE          (REQUISITION ONLINE)</b>	<b>Muka surat :20/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>


## Generating Procurement Reports

This screen can be accessed by selecting **Purchasing >> Requisition Application >> Tender/Quotation Reports** from the main menu. Select **Sebutharga** tab to begin.




Reference No	Cost Center	Quotation No	Type	Amount	Status	Detil
						▲
						Detil
						Detil
						Detil
						Detil
						Detil
						Detil
						Detil
						Detil
						▼

**Figure 1- WUR032F-1: Tender/Quotation Reports – Sebutharga Tab**

 <b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :21/25</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>

The fields are explained, as followed:

<b>Field Name</b>	<b>Description</b>	<b>Required</b>
Reference No	Purchase request's reference number	
Cost Center	Cost center	
Quotation No	Quotation number	
Type	Requisition's type	
Amount	Quotation's amount	
Status	Purchase request's status	

	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	<b>Muka surat :22/25</b>
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	<b>UPSI(ISO)/BEN/P02/MP02</b>	<b>Pindaan : 00</b>

To view details, place cursor on the desired requisition and click on **Details** button.

Click on **Naskah Sebutharga** button to generate report in PDF

format Click on **Lampiran Sebutharga** button to generate report in

PDF format

Click on **Jadual Harga** button to generate report in PDF format

Click on **Spesifikasi Teknikal** button to generate report in PDF

format

Click on **Spesifikasi Sebutharga** button to generate report in PDF format

Click on **Iklan Sebutharga** button to generate report in PDF format

Click on **Surat Pelawaan** button to generate report in PDF format


Click on **Senarai Pembekal** button to generate report in PDF format

Click on **Memo Pembukaan Sebutharga** button to generate report in PDF format

Click on **Memo Analisa Sebutharga** button to generate report in PDF format

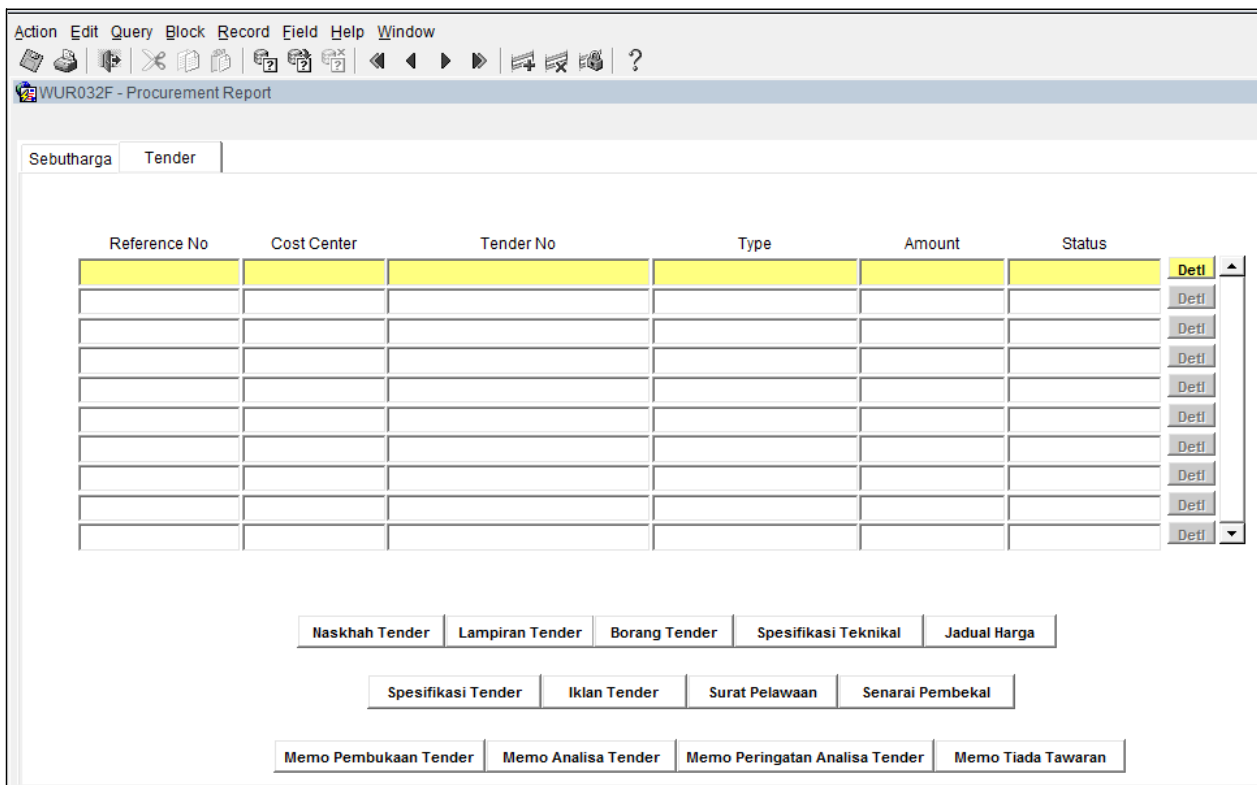
Click on **Memo Peringatan Analisa Sebutharga** button to generate report in PDF format

Click on **Memo Tiada Tawaran** button to generate report in PDF format

	<b>MANUAL PENGGUNA PERMOHONAN PEROLEHAN SECARA ONLINE (REQUISITION ONLINE)</b>	Muka surat :23/25
		Tarikh : 8 JANUARI 2016
	<b>UPSI(ISO)/BEN/P02/MP02</b>	Pindaan : 00

## Generating Tender Reports


This screen can be accessed by selecting **Purchasing >> Requisition Application >> Tender/Quotation Reports** from the main menu. Select **Tender** tab to begin.



The screenshot shows the 'WUR032F - Procurement Report' window with the 'Tender' tab selected. The main area contains a table with the following columns: Reference No, Cost Center, Tender No, Type, Amount, and Status. The first row of the table is highlighted in yellow. To the right of the table, there is a vertical list of 'Detil' buttons. Below the table, there are several buttons for navigating to different report sections: Naskhah Tender, Lampiran Tender, Borang Tender, Spesifikasi Teknikal, Jadual Harga, Spesifikasi Tender, Iklan Tender, Surat Pelawaan, Senarai Pembekal, Memo Pembukaan Tender, Memo Analisa Tender, Memo Peringatan Analisa Tender, and Memo Tiada Tawaran.

**Figure 1- WUR032F-2: Tender/Quotation Reports – Tender Tab**



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Begin by selecting filtering parameters from dropdown list. These parameters include **Company, Fund, Cost Centre, Account** and **Year**. System will display quotation listing. The fields are explained, as followed:

Field Name	Description	Required
Reference No	Purchase request's reference number	
Tender No	Tender number	
Type	Requisition's type	
Amount	Quotation's amount	
Status	Purchase request's status	

To view details, place cursor on the desired requisition and click on **Details** button.

System will navigate to “**WUF051 –Requisition Query**” screen. Click on **Exit**  button to return to previous screen.

Click on **Naskah Tender** button to generate report in PDF format

Click on **Borang Tender** button to generate report in PDF format

Click on **Spesifikasi Tender** button to generate report in PDF format


Click on **Jadual Harga Anggaran** button to generate report in PDF format

Click on **Jadual Harga** button to generate report in PDF format

Click on **Spesifikasi Teknikal** button to generate report in PDF format

Click on **Iklan Tender** button to generate report in PDF format

Click on **Surat Pelawaan** button to generate report in PDF format

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Click on **Senarai Pembekal** button to generate report in PDF format

Click on **Perihal Semakan** button to generate report in PDF format

Click on **Borang Permohonan (Lampiran E)** button to generate report in PDF format

Click on **Memo Pembukaan Tender** button to generate report in PDF format

Click on **Memo Analisa Tender** button to generate report in PDF format

Click on **Memo Peringatan Analisa Tender** button to generate report in PDF format

Click on **Memo Tiada Tawaran** button to generate report in PDF format