

# **MANUAL PENGGUNA**

## *(USER MANUAL)*

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**JABATAN BENDAHARI**


## **PENILAIAN PEMBEKAL**

### *(VENDOR ASSESSMENT)*

**UPSI (ISO)/BEN/P02/MP04**

**PINDAAN: 00**


**TARIKH: 8 JANUARI 2016**

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميستي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENILAIAN PEMBEKAL (VENDOR ASSESSMENT)</b>	Muka surat :1/14
		Tarikh : 8 JANUARI 2016
	<b>UPSI(ISO)/BEN/P02/MP04</b>	Pindaan : 00

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 <b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> اوتوزيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA PENILAIAN PEMBEKAL (VENDOR ASSESSMENT)</b>	<b>Muka surat :3/14</b>
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## Vendor Assessment

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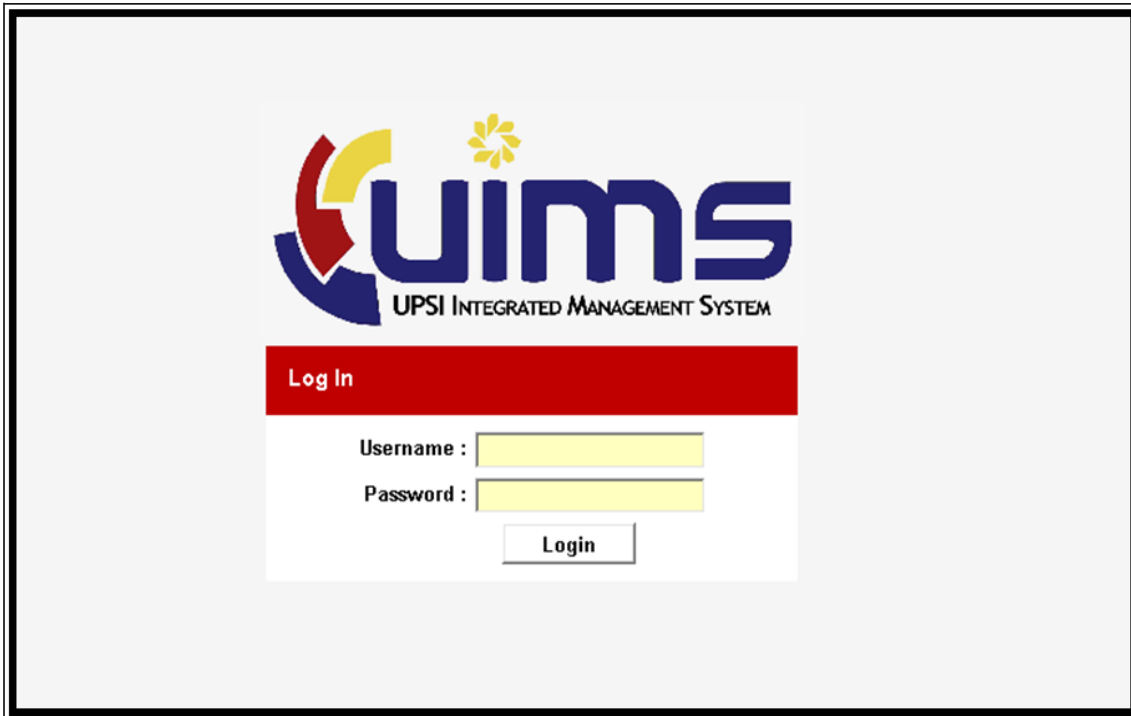
Vendor Assessment module is provided to value the performance of suppliers based on purchase orders issued by user. The evaluation should be valued by First Rater and Second Rater. Then the evaluation need to be approved by administrator. The analysis of data can be viewed by generating the report.

Screens for Vendor Assessment module are listed as followed:

1. WPF189 - Vendor Assessment Setup
2. WPF190 - Vendor Assessment
3. WPF191 - Vendor Assessment Query (Verify)
4. WPF192 - Vendor Assessment Query (Approval)
5. WPF193 - Vendor Assessment Query
6. WUR040F – Vendor Assessment Report

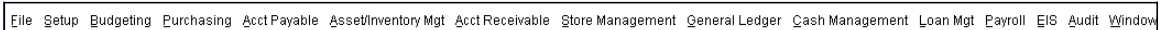
	<b>MANUAL PENGGUNA PENILAIAN PEMBEKAL (VENDOR ASSESSMENT)</b>	<b>Muka surat :5/14</b>
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To access Vendor Assessment menu, user needs to login to the system:




**Figure 1-1: IMS Login Screen**

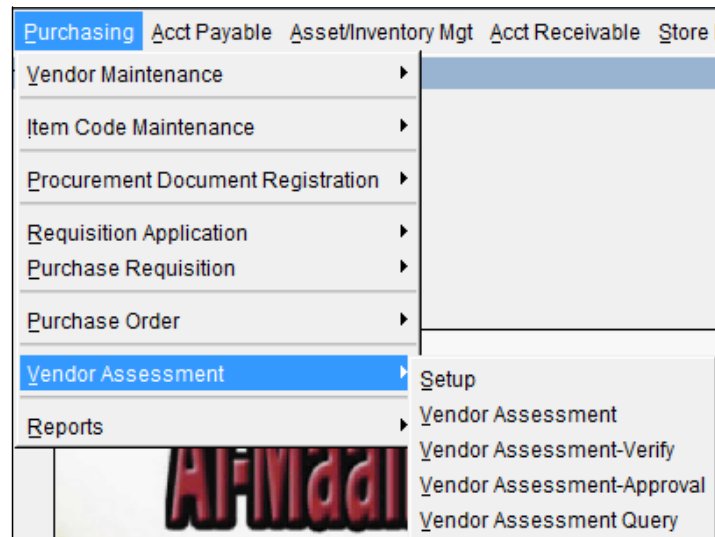
Enter **Username** and **Password** and click on **Login** button. System will display **MyFIS Main Menu** as displayed in **Figure 1-2**.




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

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Select **Purchasing** to access **Vendor Assessment** sub menu as displayed in Figure 1-3.

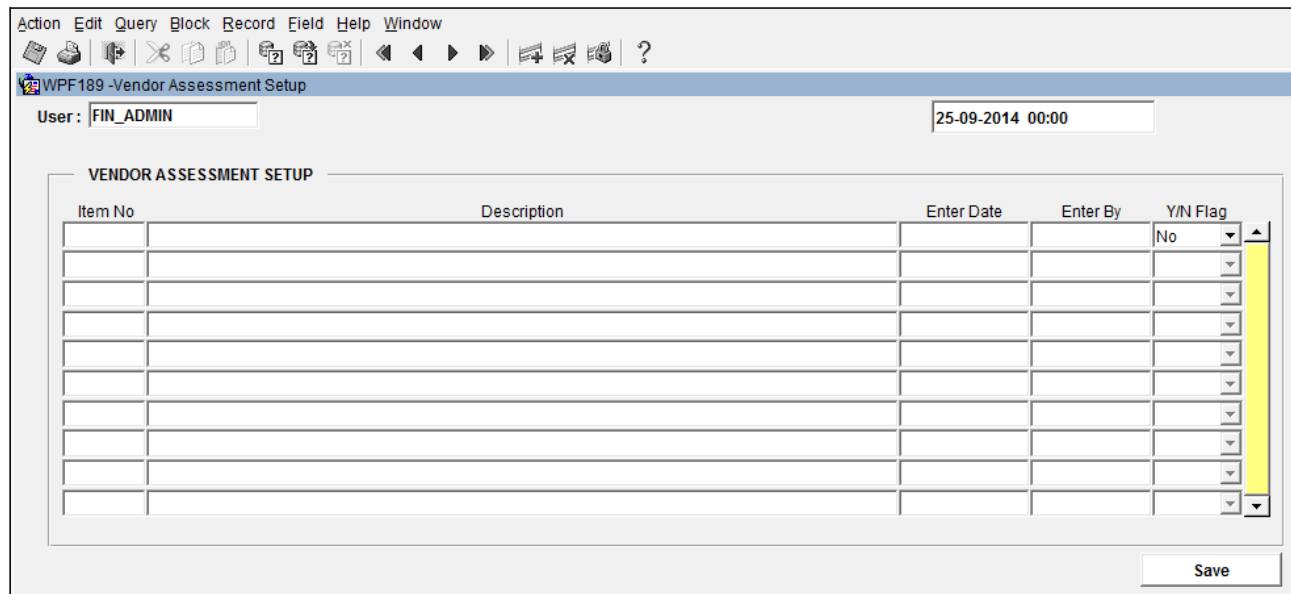


**Figure 1-3:** Vendor Assessment Sub Menu

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	<b>MANUAL PENGGUNA PENILAIAN          PEMBEKAL          (VENDOR ASSESSMENT)</b>	<b>Muka surat :7/14</b>
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## Setting up Vendor Assessment

Admin need to set up criteria and scoring before evaluation made by user. This screen can be accessed by selecting **Purchasing >> Vendor Assessment >> Setup** from the main menu.




Item No	Description	Enter Date	Enter By	Y/N Flag
				No

**Figure 1-WPF189-1: Vendor Assessment Setup**

- Enter numbering at column **Item No.** and enter criteria to be evaluated for supplier's performance at column **Description.**
- Select List of Value (LOV) in the **Y / N Flag** column: -
  - NO - If the assessment criteria required number scoring scale.
  - YES - If the assessment criteria required YES or NO scoring scale.
- Click **Save** button and data for **Enter Date** and **Enter By** will be generated automatically.

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## Vendor Assessment


Evaluation for supplier's performance can be accessed by First Valuer by selecting **Purchasing >> Vendor Assessment >> Vendor Assessment.**

WPF190-VENDOR\_ASSESSMENT

FIN\_ADMIN Date : 25-09-2014

**VENDOR ASSESSMENT**

Reference ID  Ref. No

PO No  

PO Description

Vendor Code

Enter By  Enter Date  Status

**VENDOR ASSESSMENT MARK**

Panduan Pemarkahan (5=Boleh diterima, 6-7 = Baik, 8-10 = Sangat Baik)


No	Description	Mark
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Save**


**Print Report**

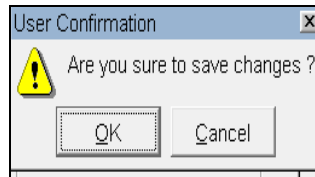
\* Jawapan YA atau TIDAK sahaja. Jika memilih TIDAK, sila pastikan tindakan telah diambil selaras dengan Pekeliling Bendahari Bil. 1/2010 dan kemukakan maklumat berkaitan.

Figure 1-WPF190-1: Vendor Assessment

- Select Purchase Order need to be assessed by click on LOV  at **PO No.** column. Purchase Order information will generated automatically at column **Description, Vendor Code, Enter By and Enter Date.**
- Click scoring for each criterion at **Mark** column.
- Click **Save** button and pop-up box 'Are you sure to save changes?' Will be displayed as follow:-



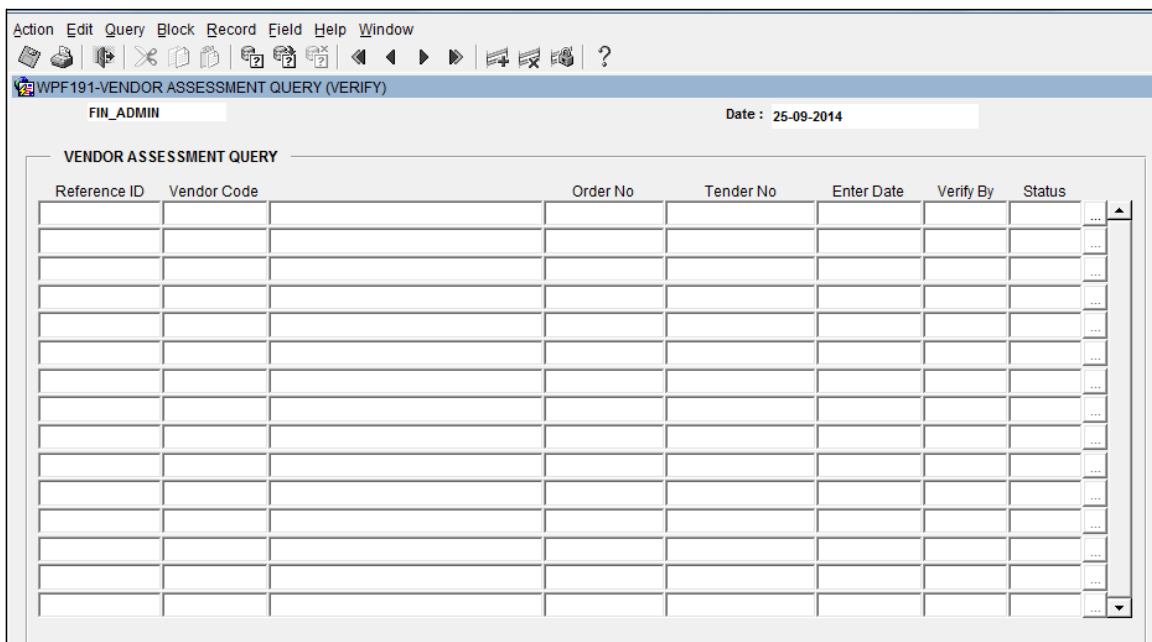
	<b>MANUAL PENGGUNA PENILAIAN PEMBEKAL (VENDOR ASSESSMENT)</b>	<b>Muka surat :9/14</b>
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- Click **OK** and Reference ID will be generated automatically.
- Click **Print Report** button to generate the Supplier Evaluation Form.


## Verifying Vendor Assessment

Evaluation for supplier's performance can be can be verified by Second Valuer by selecting **Purchasing >> Vendor Assessment >> Vendor Assessment - Verify**



**Figure 1-WPF191-1:** Vendor Assessment Query (Verify)

- Select transaction required and click **LOV**  button. Detail transaction for supplier's performance will displayed:-

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IMS - Integrated Management System - Google Chrome  
 https://myfis.upsi.edu.my:8099/ims/finance/costctr/framev2.html

Action Edit Query Block Record Field Help Window

**VENDOR ASSESSMENT**

Reference ID: VA130300006  
 PO No: PO121100120 Tender No:   
 PO Description: SEBUT HARGA KECIL BAGI KERJA-KERJA MEMBEKAL, MEMASANG, MENYUSUN DAN MENYERAHKAN KABINET BESI PEJABAT-PEJABAT SERTA LAIN-LAIN KERJA YANG BERKAITAN DENGANNYA DI KAMPUS SULTAN AZLAN SHAH, UNIVERSITI PENDIDIKAN SULTAN IDRIS  
 Vendor Code: VN00001540 K.U.S INDUSTRIES (M) SDN BHD  
 Enter By: K01264 Enter Date: 19-MAR-2013  
 Status: ENTRY

**VENDOR ASSESSMENT MARK**

No	Mark
1	Kualiti kerja/ perkhidmatan/ bekalan ; Memenuhi spesifikasi 8
2	Kualiti kerja/ perkhidmatan/ bekalan ; Kekemasan 9
3	Kadar kepatantasan penghantaran kerja/ perkhidmatan/ bekalan 9
4	Khidmat semasa jualan/ perkhidmatan 7
5	*Mengikut tempoh kontrak YA
6	*Berpotensi untuk pertimbangan tawaran akan datang YA


\* Jika memilih TIDAK, sila pastikan tindakan telah diambil selaras dengan Pekeliling Bendahari Bil. 1/2010 dan kemukakan maklumat berkaitan.

Print Report

Verify Note:   
 Verify By: K01264 Verify Date: 19-MAR-2013  
 Verify

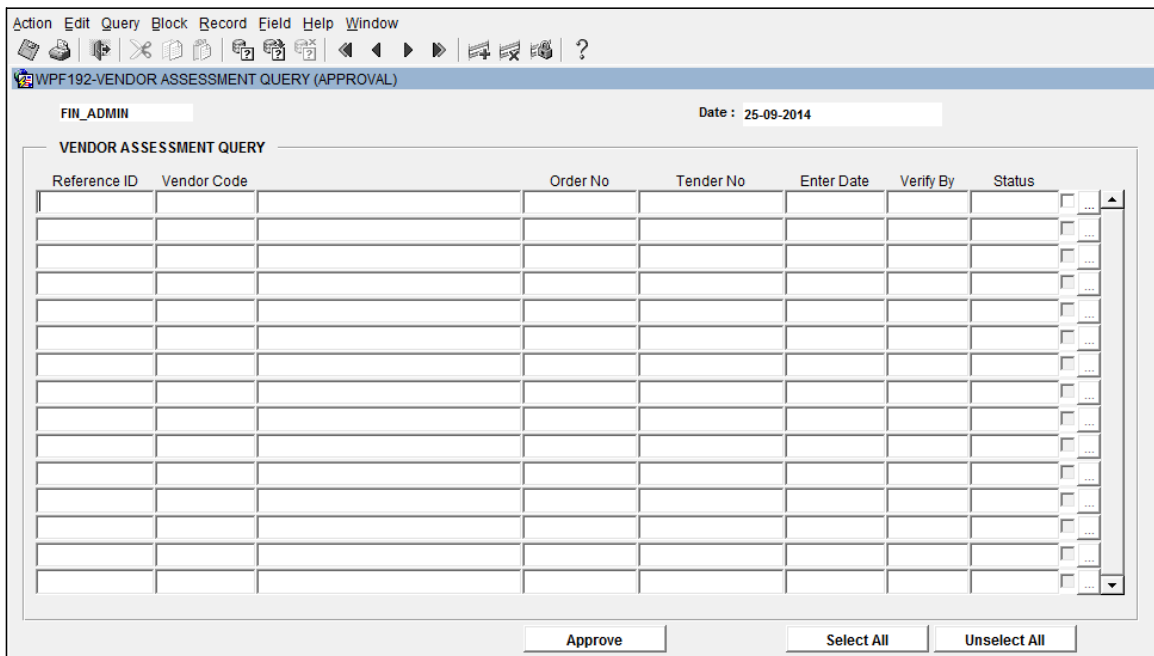
Cancel Reason:   
 Cancel By:  Cancel Date:   
 Cancel

- Check information have been evaluate by First Valuer. If need changes, select scoring at **Mark** then click button **Save**.
- Insert comment at **Verify Note** then click button **Verify**. User also can put comment at .or **Cancel Reason** then click button **Cancel**.
- Click **Print Report** button to generate the Supplier Evaluation Form.




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## Approving Vendor Assessment

Evaluation for supplier's performance can be approved by selecting **Purchasing >> Vendor Assessment >> Vendor Assessment - Approval**



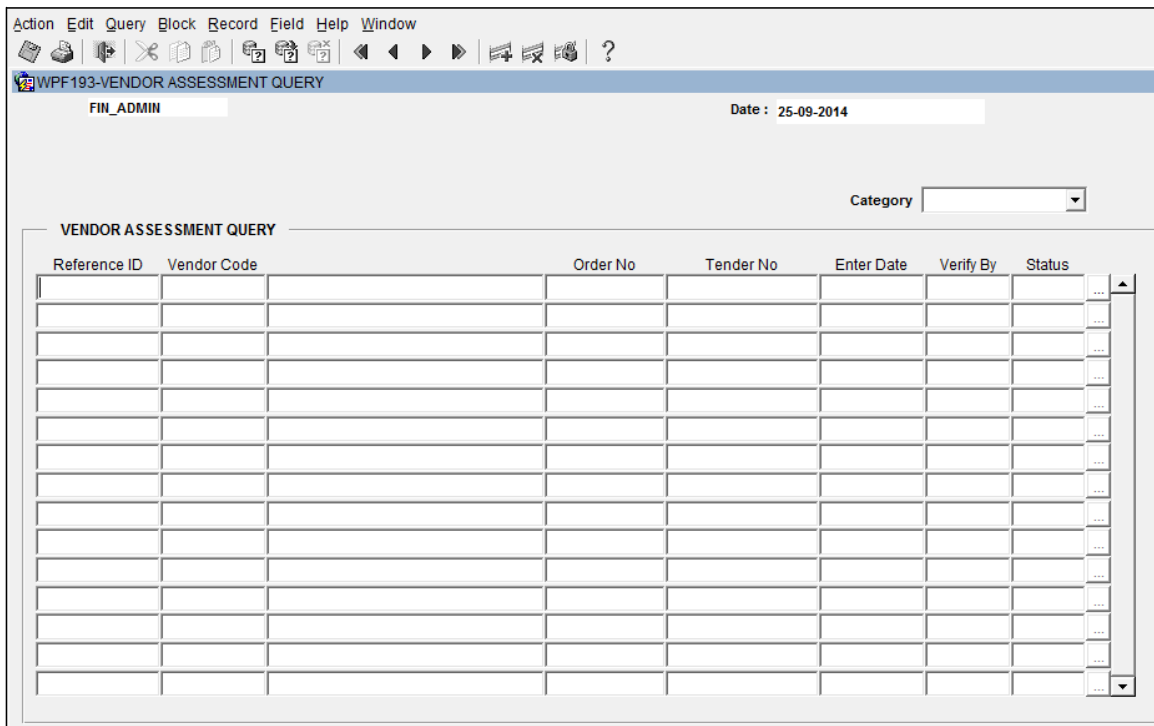
**Figure 1-WPF192-1:** Vendor Assessment Query (Approval)

- Begin by clicking on **Execute Query**  button. System will display vendor assessment list.
- To view vendor assessment detail, place cursor at desired transaction and tick on column selected.
- Click on **LOV**  button and detail transaction of supplier's performance will be displayed.
- Click on **Exit**  button to return on previous screen.
- Click on **Approve** button to approve the transaction.

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


## Viewing Vendor Assessment


User can query list of vendor assessment. This screen can be accessed by selecting **Purchasing >> Vendor Assessment >> Vendor Assessment Query**



Reference ID	Vendor Code	Order No	Tender No	Enter Date	Verify By	Status

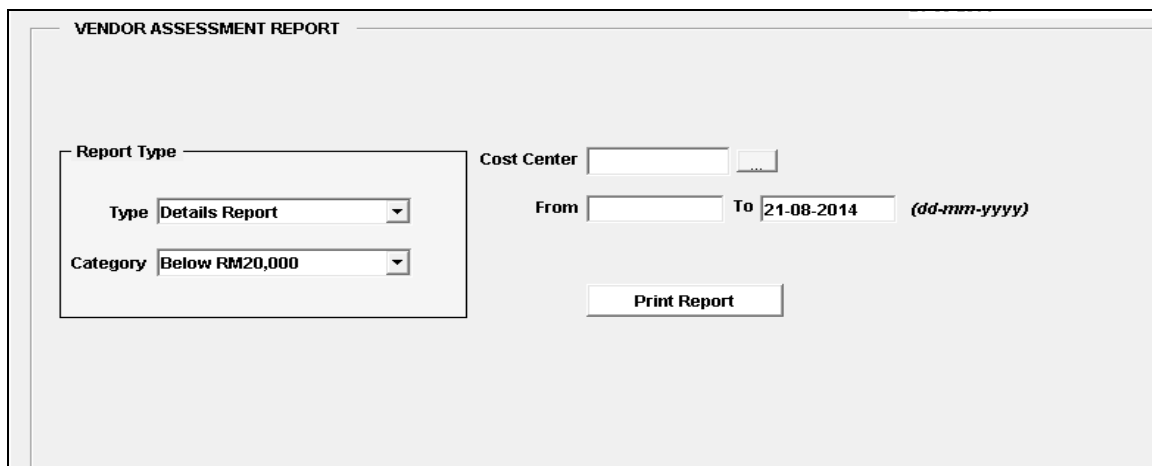
Figure 1-WPF193-1: Vendor Assessment Query

- Begin by clicking on **Execute Query**  button. System will display vendor assessment list.
- To view vendor assessment detail, place cursor at desired transaction and click on **detail**  button.
- Click on **Exit**  button to return on previous screen.

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## Generating Vendor Assessment Report


User can query report of vendor assessment. This screen can be accessed by selecting **Purchasing >> Vendor Assessment >> Vendor Assessment Report**



**Figure 1-WUR040F:** Vendor Assessment Report

Fill in parameter field. The fields are explained as below:-

Field Name	Description	Required
Type	Report can be selected from list of value displayed when user click on LOV  button.	
Category	Category of report either below RM20,000.00 or above RM20,000.00 or both can be selected from list of value displayed when user click on LOV  button.	
Cost Centre	Cost Centre can be selected from list of value displayed when user click on LOV  button.	
Date From	Report's start date	

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Date To	Report's end date	
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Click on **Print Report** button to generate report in PDF format.