



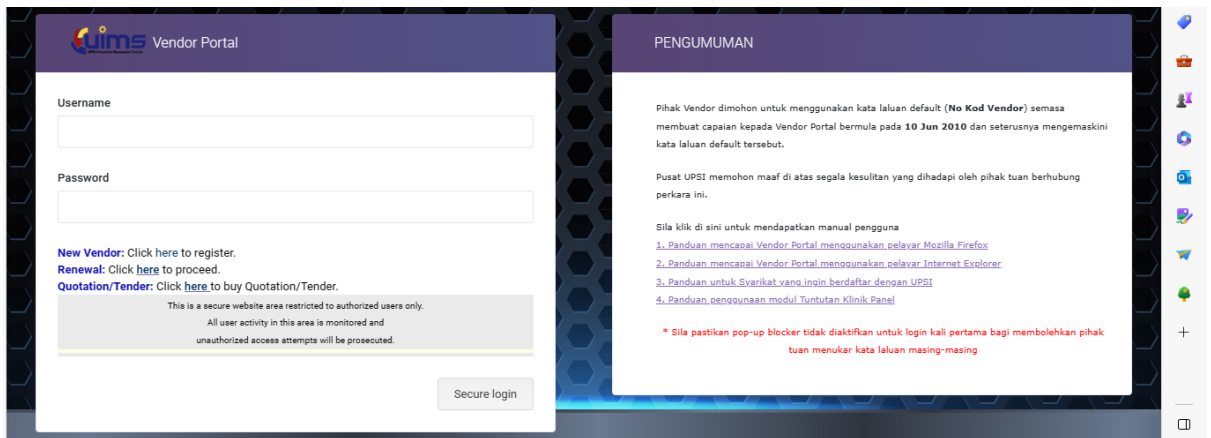
# **MANUAL PENGGUNA PENDAFTARAN PEMBEKAL BARU DAN PEMBAHARUAN PENDAFTARAN PEMBEKAL DI VENDOR@UPSI PORTAL**

**JABATAN BENDAHARI**

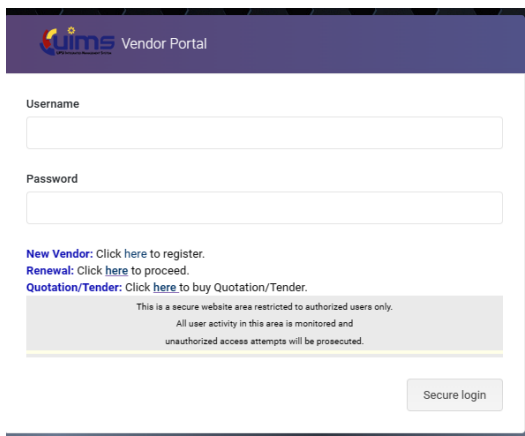
**UNIVERSITI PENDIDIKAN SULTAN IDRIS**

## A. PENDAFTARAN PEMBEKAL BARU

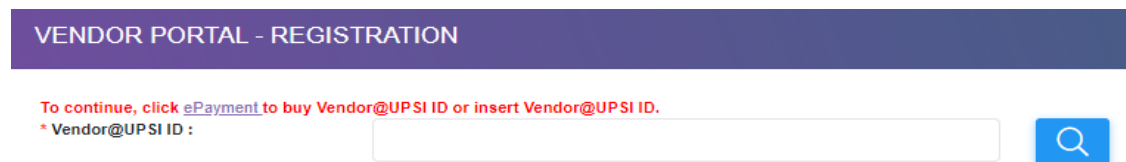
1. Layari laman web Vendor Portal: <https://vendor.upsi.edu.my/login>



2. Klik pada ikon **New Vendor?** [Click here to register]



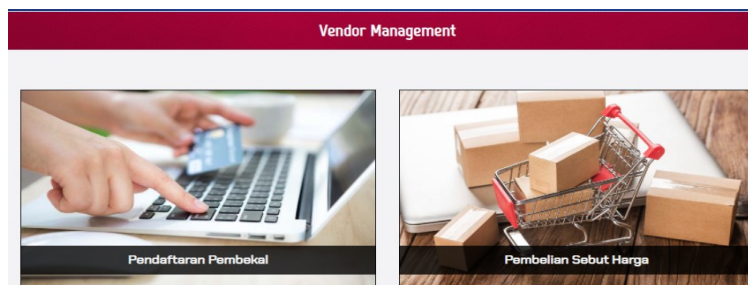
3. Klik ePayment untuk membeli Vendor@UPSI ID sebanyak RM50.00 bagi tempoh 2 tahun.



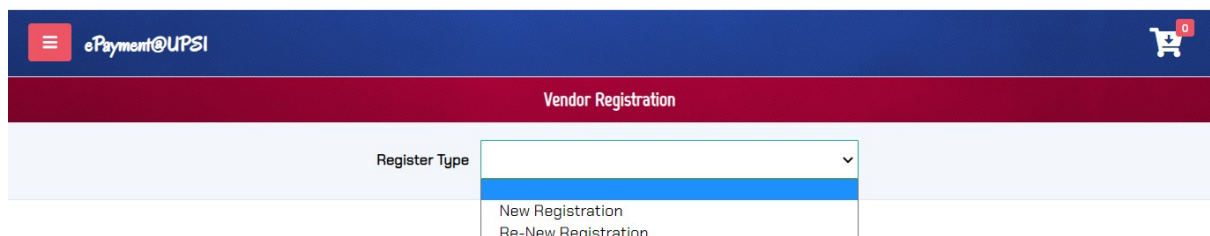
4. Klik ikon *Vendor Management*.



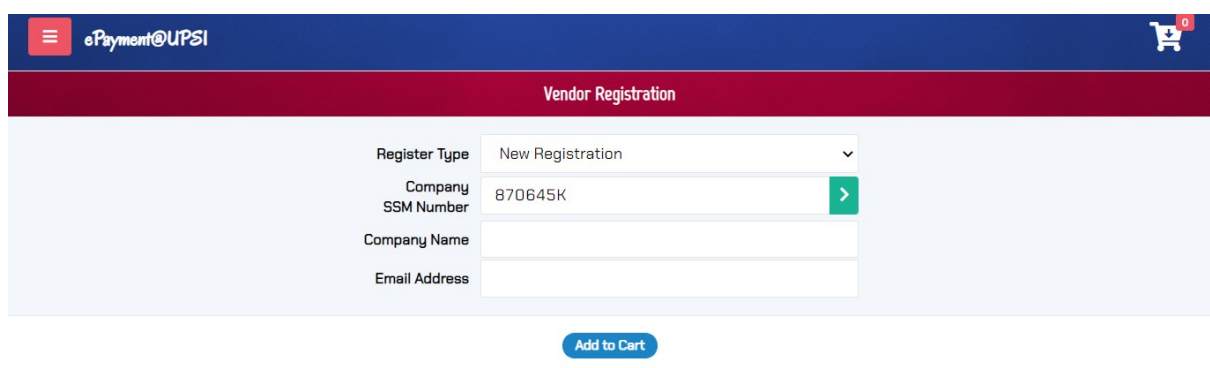
5. Pilih Pendaftaran Pembekal



6. Pilih *New Registration*.



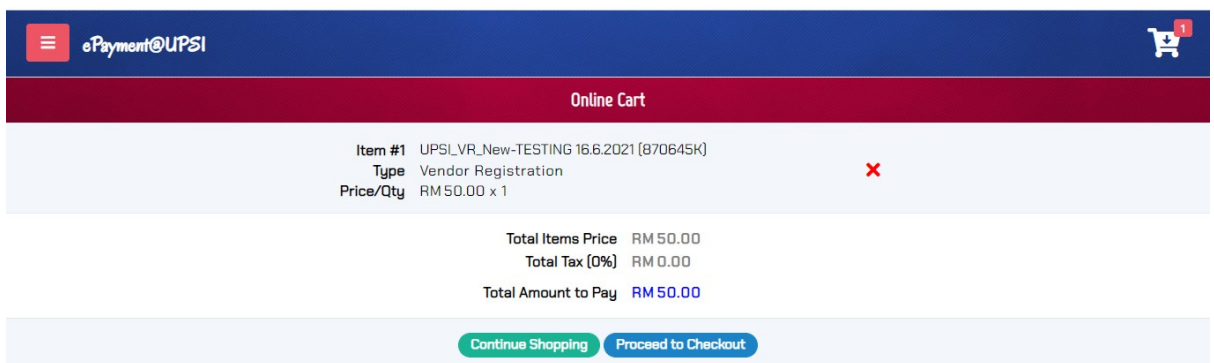
7. Lengkapi maklumat *Company Registration No.*, *Company Name* dan *Email*. Kemudian klik (Add to Cart).



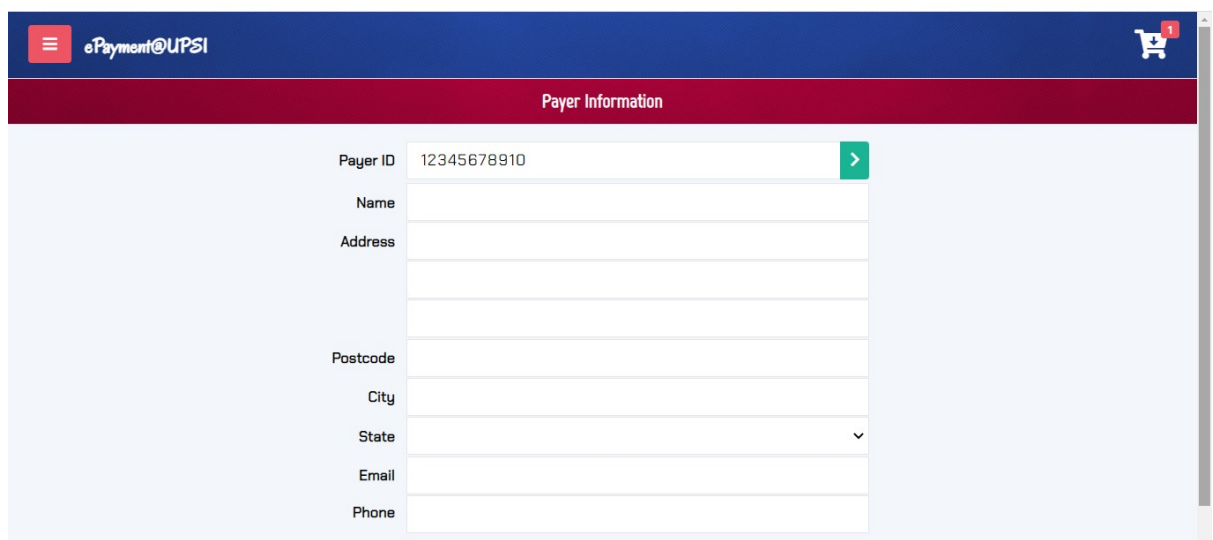
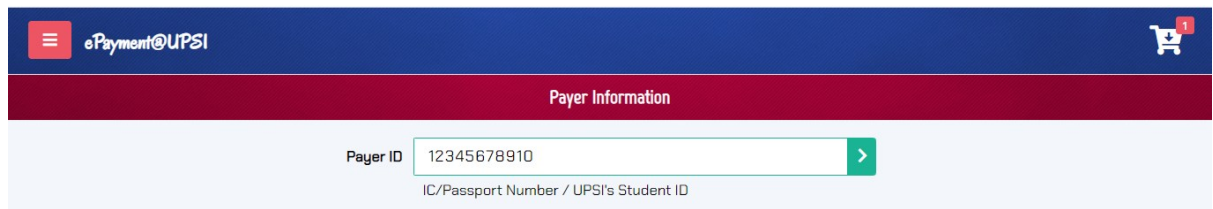
8. Klik *View Cart* untuk paparkan item belian.



9. Klik *Proceed to Checkout*



10. Masukkan *Payer Information*



## 11. Klik *Pay Now* dan *Submit*

Name	SITI
Address	BANDAR COUNTRY HOMES 48000 RAWANG Selangor
Email	shafnaz.ms@bendahari.upsi.edu.my
Phone	0174247381
Total Items Price	RM 50.00
Total Tax [0%]	RM 0.00
Total Amount to Pay	RM 50.00
<input type="button" value="Back"/> <input type="button" value="Submit"/>	

## 12. Pilih kaedah pembayaran

### ePayment@UPSI

PAYMENT INFORMATION

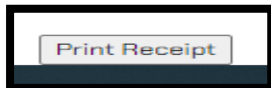
Name SITI  
Payer ID 12345678910  
Address BANDAR COUNTRY HOMES 48000 RAWANG SELANGOR


1 Vendor Registration - UPSI\_VR\_New-TESTING 16.6.2021 (870645K) RM 50.00

Shipping Cost RM 0.00  
Additional Charges RM 0.00  
Tax Amount RM 0.00  
Amount To Be Paid RM 50.00

PAYMENT GATEWAY

## 13. Selepas pembayaran berjaya, klik **Print Receipt** untuk mencetak resit/(Tax Invoice). Vendor@UPSI ID akan dipaparkan di resit /(Tax Invoice).



 UNIVERSITI PENDIDIKAN SULTAN IDRIS  
سولتان ادریس قندیديقن سلطان ادریس  
SULTAN IDRIS EDUCATION UNIVERSITY  
35900 Tanjung Malim, Perak Darul Ridzuan  
(GST ID : 001963364352)  
Tel : 05-450 6652/6331/6908

Transaction ID : 2021ET002692  
Transaction Date : 16/06/2021 12:21:28 PM  
Order Number : 79065  
Printing Date : 16/06/2021 12:29:52 PM  
Receipt No : A00000273  
Status : Payment Pending  
\*\*Payments take at least 1-3 working days to clear after UPSI receives

### TAX INVOICE

Name SITI  
Customer ID 12345678910  
Address BANDAR COUNTRY HOMES


#	Item Paid	Price (RM)
1	Vendor Registration - UPSI VR New-TESTING 16.6.2021 (870645K)	50.00
	Shipping Cost	0.00
	Additional Charges - FPX	0.00
	Add Tax @ 0%	0.00
	Amount Paid	50.00

**VENDOR REGISTRATION**  
TESTING 16.6.2021 - Vendor@UPSI ID : **UPSIZ021381940**

**Pendaftaran Baru (New Vendor)**  
Sila gunakan Vendor@UPSI ID untuk mendaftar di Vendor@UPSI Portal dan sertakan resit bayaran bersama-sama dokumen/sijil-sijil ke Unit Perolehan Jabatan Bendahari UPSI untuk kelulusan/pengaktifan pendaftaran.

**Pengaktifan Semula (Renew Vendor)**  
Vendor perlu menyimpan (save) ke dalam fail resit(tax invoice) bukti pembayaran ini dan perlu diemalkan ke perolehan@bendahari.upsi.edu.my untuk tujuan pengesahan memperbaharui pendaftaran (renew) serta pengaktifan semula akses ke Vendor@UPSI Portal oleh pihak Jabatan Bendahari UPSI.


Sebarang pertanyaan boleh berhubung dengan Unit Perolehan ditalian 05 450 6307 atau emailkan ke perolehan@bendahari.upsi.edu.my.

14. Selepas mendapat nombor Vendor@UPSI ID, layari semula laman web Vendor Portal di <https://vendor.upsi.edu.my/login> dan klik ikon **New Vendor?** [Click here to register]. Kemudian masukkan nombor Vendor@UPSI ID dan klik 



The screenshot shows the top part of the Vendor Registration page. It features the logo of Universiti Pendidikan Sultan Idris (UPSI) on the left and the text 'UNIVERSITI PENDIDIKAN SULTAN IDRIS' in the center. Below this is a blue bar with 'Vendor Registration' in white. A red text prompt says 'To continue, click ePayment to buy Vendor@UPSI ID or insert Vendor@UPSI ID'. At the bottom, there is a search bar with the label '\* Vendor@UPSI ID' and a search icon.

15. Lengkapkan butiran di dalam skrin **Vendor Registration** seperti di bawah dengan menggunakan huruf besar (capital letter)



The screenshot shows the main Vendor Registration form. It includes the same header as the previous image. Below the search bar, there is a red text prompt: 'To continue, click ePayment to buy Vendor@UPSI ID or insert Vendor@UPSI ID'. A search bar contains the text '\* Vendor@UPSI ID'. Below this, a message reads: 'Please provide the appropriate information in the fields displayed below. While all of the information below is important, your email address will become the primary identifier for the registration. Please be sure to enter it correctly. We will use your email address for future communication with you.' A red asterisk indicates required fields. The form contains the following fields and values:

- \* Company Name: VENDOR@UPSI PORTAL SDN BHD
- \* Registration No: 22082015
- \* Contact Person: [Empty]
- \* Email: norfazitahanim@bendahari.upsi.edu.my
- \* Lot / Floor No: [Empty]
- Street: [Empty]
- Region: [Empty]
- \* Town / City: [Empty]
- \* Postcode: [Empty]
- \* State: [Empty]
- \* Country: Malaysia
- \* Tel No: [Empty]
- \* Fax No: [Empty]
- \* Bumi Status?: [Empty] [ Select status as BUMI if you have Akaun Bumiputera KK/ PKK certificate. ]
- \* Company Bank: [Empty]
- \* Bank Account No: [Empty]
- \* Bank Branch: [Empty]
- \* Authorize Capital RM: [Empty] (Ex: 120000)
- \* Paid Up Capital RM: [Empty] (Ex: 120000)
- \* Type:  Supplier [ Tick on the Supplier checkbox if you have Kementerian Kewangan certificate. ]  Contractor [ Tick on the Contractor checkbox if you have PKK / CIDB certificate. ]
- \* Registered for GST?:
- \* GST Registration No: [Empty]

At the bottom of the form, it says 'Certification Details'.

16. Ruangan **Certification Details** juga wajib diisi dan kemudian klik pada butang **Save**

The screenshot shows a registration form with various fields. The 'Certification Details' section is highlighted with a red border. It includes fields for PKK Elect. Class, PKK Elect. Reg. No., PKK Civil Class, PKK Civil Reg. No., Kem Kew Reg. No., CIDB Grade, and CIDB Reg. No. There are also fields for PKK(E) Expired Date, PKK(C) Expired Date, Kem Kew. Expired Date, and CIDB Expired Date, each with an example date (Ex: 21-10-2006). A 'Save' button is located at the bottom right of the highlighted section.

17. Selepas butang **Save** diklik, skrin seperti dibawah akan dipaparkan bagi memaklumkan bahawa proses pendaftaran telah selesai (**Vendor Registration is completed**) dan nombor rujukan pendaftaran sementara yang telah dijana dipamerkan pada skrin tersebut.

**Vendor Registration completed.**

Your Registration Reference No : **V15-00029452**

Please print attach letter from the link below and send it with all related documents to Jabatan Bendahari, Universiti Pendidikan Sultan Idris to complete your registration.

Your portal account will be process once all the documents are received.

For any inquiries regarding to Vendor Portal Registration, please contact **Unit Perolehan** at 05-4506307/6552

[Print Attach Letter](#)  
[Vendor Portal](#)

18. Klik *Print Attach Letter* untuk cetakan surat iringan dan hantarkan ke Unit Perolehan atau emailkan ke [perolehan@bendahari.upsi.edu.my](mailto:perolehan@bendahari.upsi.edu.my) dokumen-dokumen sokongan yang diperlukan.

The document is a letter from the Vendor Portal (M) SDN BHD to the Unit Perolehan dan Pengurusan Kontrak, Jabatan Bendahari, Universiti Pendidikan Sultan Idris. It lists the required documents for registration, including company profile, government and industry licenses, SSM, Form 40, bank statements, and invoices. It also provides the contact information for the Unit Perolehan and the name of the contact person, Normadkiah Bt Ardani.

Nama dan Alamat Syarikat  
VENDOR@UPSI PORTAL (M) SDN BHD  
GROUND FLOOR,  
BANGUNAN CANSOLORI,  
35900 TANJONG MALIM,  
Perak  
Rujukan : V15-00000021

Permohonan tuan untuk pendaftaran sebagai pembekal / kontraktor dengan sistem pendaftaran UPSI akan diproses. Pihak tuan diminta untuk menghantar dokumen-dokumen berikut bagi tujuan pengesahan:

- Profil syarikat
- Salinan siji Kementerian Kewangan (Jika ada)
- Salinan siji Pusat Khidmat Kontraktor (Jika ada)
- Salinan siji Lembaga Pembangunan Industri Pembinaan Malaysia (Jika ada)
- Salinan siji pendaftaran dengan Suruhanjaya Syarikat Malaysia (SSM)
- Salinan borang 40 (Form 40)
- Surat pengesahan no akaun dari pihak bank / salinan penyata bank (disahkan oleh bank) / salinan muka depan buku akaun bank (disahkan oleh bank)
- Salinan resit peribayar/tax invoice

Sila hantar atau emailkan dokumen-dokumen tersebut kepada alamat yang tertera di bawah :

**Unit Perolehan dan Pengurusan Kontrak,**  
Jabatan Bendahari,  
Bangunan Canselor,  
Universiti Pendidikan Sultan Idris,  
35900 Tanjong Malim,  
Perak Darul Ridzuan  
Emel : [perolehan@bendahari.upsi.edu.my](mailto:perolehan@bendahari.upsi.edu.my)

Surat pengesahan pendaftaran yang mengandungi ID syarikat dan kata laluan akan dihantar selepas kesemua dokumen-dokumen tersebut diterima.  
Sekian, terima kasih.

**Normadkiah Bt Ardani**  
Timbalan Bendahari Kanan  
Universiti Pendidikan Sultan Idris

Contoh Surat Iringan

19. Jabatan Bendahari akan memaklumkan nama pengguna dan kata laluan kepada pembekal melalui email syarikat yang didaftarkan.



## B. PEMBAHARUAN PENDAFTARAN

1. Layari laman web ePayment@UPSI Portal : <https://vendor.upsi.edu.my/login> dan klik ikon *Vendor Management*.



2. Pilih Re-New Registration.

Vendor Registration

Register Type

- New Registration
- Re-New Registration

3. Lengkapi maklumat *Company Registration No.*, *Company Name* dan *Email*. Kemudian klik .

Vendor Registration

Register Type

Company SSM Number

Company Name

Email Address

4. Klik *View Cart* untuk paparkan item belian.





5. Klik *Proceed to Checkout*.

A screenshot of the 'Online Cart' page. The header shows 'ePayment@UPSI' and a shopping cart icon with a '1' notification. The main content area is titled 'Online Cart' and lists one item: 'UPSL\_VR\_New-TESTING 16.6.2021 (870645K)' with a type of 'Vendor Registration' and a price of 'RM 50.00 x 1'. A red 'X' icon is next to the item. Below the item list, the summary shows: 'Total Items Price RM 50.00', 'Total Tax (0%) RM 0.00', and 'Total Amount to Pay RM 50.00'. At the bottom, there are two buttons: 'Continue Shopping' and 'Proceed to Checkout'.

6. Masukkan *Payer Information*

Two screenshots of the 'Payer Information' form. The first screenshot shows the 'Payer ID' field with the value '12345678910' and a green arrow button. Below the field is the text 'IC/Passport Number / UPSI's Student ID'. The second screenshot shows the same form with additional fields: 'Name', 'Address', 'Postcode', 'City', 'State' (with a dropdown arrow), 'Email', and 'Phone'. Each field has a corresponding input box.

7. Klik *Pay Now* dan *Submit*

**Name** SITI  
**Address** BANDAR COUNTRY HOMES  
 48000 RAWANG  
 Selangor  
**Email** shafnaz.ms@bendahari.upsi.edu.my  
**Phone** 0174247381

**Total Items Price** RM 50.00  
**Total Tax [0%]** RM 0.00  
**Total Amount to Pay** RM 50.00

8. Pilih kaedah pembayaran

ePayment@UPSI

PAYMENT INFORMATION		PAYMENT GATEWAY	
<b>Name</b>	SITI	<input type="button" value="Internet Banking [FPX]"/> <input type="button" value="Credit Card [MasterCard/VISA]"/> <input type="button" value="International [Flywire]"/>	
<b>Payer ID</b>	12345678910		
<b>Address</b>	BANDAR COUNTRY HOMES 48000 RAWANG SELANGOR		
1 Vendor Registration - UPSI_VR_New-TESTING 16.6.2021 (870645K)	RM 50.00		
	Shipping Cost	RM 0.00	
	Additional Charges	RM 0.00	
	Tax Amount	RM 0.00	
	Amount To Be Paid	RM 50.00	

9. Selepas pembayaran berjaya, klik (Print Receipt) untuk mencetak resit/(Tax Invoice). Vendor@UPSI ID akan dipaparkan di resit /(Tax Invoice).

**Payer ID** 12345678910  
**Address** BANDAR COUNTRY HOMES

#	Item Paid	Price (RM)
1	ZRL UPSI_VR_New-TESTING 16.6.2021 (870645K)	50.00

**VENDOR REGISTRATION**  
 TESTING 16.6.2021 Vendor@UPSI ID : UPSI2021381940

**Makluman :**  
**Pendaftaran Baru [ New Vendor ]**  
 Sila gunakan Vendor@UPSI ID untuk mendaftar di Vendor@UPSI Portal dan sertakan resit bayaran bersama-sama dokumen/sjil-sjil ke Unit Perolehan Jabatan Bendahari UPSI untuk kelulusan/ pengaktifan pendaftaran.

**Pengaktifan Semula [ Renew Vendor ]**  
 Selepas mendapat nombor Vendor@UPSI ID, hantarkan resit / tax invoice ke Unit Perolehan Jabatan Bendahari atau emailkan ke perolehan@bendahari.upsi.edu.my untuk tujuan pengesahan memperbaharui pendaftaran. Pembekal hanya boleh akses semula Vendor@UPSI Portal selepas pengesahan dibuat oleh Unit Perolehan Jabatan Bendahari.

Sebarang pertanyaan boleh berhubung dengan Unit Perolehan ditalian 05 450 6307 (Cik Nur Ain binti Hassan) atau emailkan ke perolehan@bendahari.upsi.edu.my

Shipping Cost RM 0.00  
 Tax Amount RM 0.00  
 Amount Paid RM 50.00

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> اوتورسیتی قندییدن سلطان ادریس</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY 35900 Tanjung Malim, Perak Darul Ridzuan (GST ID : 001963364352) Tel : 05-450 6652/6331/6908</p>	<p><b>Transaction ID</b> : 2021ET002692  <b>Transaction Date</b> : 16/06/2021 12:21:28 PM  <b>Order Number</b> : 79065  <b>Printing Date</b> : 16/06/2021 12:29:52 PM  <b>Receipt No</b> : A00000273  <b>Status</b> : Payment Pending  <i>**Payments take at least 1-3 working days to clear after UPSI receives</i></p>																		
<b>TAX INVOICE</b>																			
<p><b>Name</b> : SITI  <b>Customer ID</b> : 12345678910  <b>Address</b> : BANDAR COUNTRY HOMES</p>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">#</th> <th style="text-align: left;">Item Paid</th> <th style="text-align: right;">Price (RM)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Vendor Registration - UPSI VR New-TESTING 16.6.2021 (870645K)</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Shipping Cost</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Additional Charges - FPX</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Add Tax @ 0%</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Amount Paid</td> <td style="text-align: right;"><b>50.00</b></td> </tr> </tbody> </table>	#	Item Paid	Price (RM)	1	Vendor Registration - UPSI VR New-TESTING 16.6.2021 (870645K)	50.00		Shipping Cost	0.00		Additional Charges - FPX	0.00		Add Tax @ 0%	0.00		Amount Paid	<b>50.00</b>	
#	Item Paid	Price (RM)																	
1	Vendor Registration - UPSI VR New-TESTING 16.6.2021 (870645K)	50.00																	
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	Additional Charges - FPX	0.00																	
	Add Tax @ 0%	0.00																	
	Amount Paid	<b>50.00</b>																	
<p><b>VENDOR REGISTRATION</b>            TESTING 16.6.2021 - Vendor@UPSI ID : <span style="border: 1px solid red; padding: 2px;"><b>UPSID2021381940</b></span></p>																			
<p><u>Pendaftaran Baru (New Vendor)</u>            Sila gunakan Vendor@UPSI ID untuk mendaftar di Vendor@UPSI Portal dan sertakan resit bayaran bersama-sama dokumen/sijil-sijil ke Unit Perolehan Jabatan Bendahari UPSI untuk kelulusan/pengaktifan pendaftaran.</p> <p><u>Pengaktifan Semula (Renew Vendor)</u>            Vendor perlu menyimpan (save) ke dalam fail resit(tax invoice) bukti pembayaran ini dan perlu diemalkan ke perolehan@bendahari.upsi.edu.my untuk tujuan pengesahan memperbaharui pendaftaran (renew) serta pengaktifan semula akses ke Vendor@UPSI Portal oleh pihak Jabatan Bendahari UPSI.</p> <p>Sebarang pertanyaan boleh berhubung dengan Unit Perolehan ditalian 05 450 6307 atau emailkan ke perolehan@bendahari.upsi.edu.my.</p>																			

10. Selepas mendapat nombor Vendor@UPSI ID, hantarkan atau emailkan (perolehan@bendahari.upsi.edu.my) resit /(Tax invoice) kepada Unit Perolehan untuk tujuan pengesahan memperbaharui pendaftaran. Pembekal hanya boleh akses semula Vendor Portal selepas pengesahan dibuat oleh Unit Perolehan.