User Manual for Vendor @ UMP Portal

Online Vendor Registration

Online vendor registration enables vendor to register online. Vendor can update vendor info before submitting the registration.



Figure 1-1: Front Page Vendor Online

1.1 Vendor Registration

This screen allows vendor to register their company with UMP. Detail functions are described as below.

University Malescale PARTY OF			
	Vendor Registration		
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.			
* Company Name			
* Registration No			
* Contact Person			
* Email			
Create Update Vendor Registration. If you haven't complete your registration due to lost of connection or haven't submit your application, please click here to continue updating your profile and submit your application.			
Figure 1-2: Create Vendor			

Open Vendor Registration Page

1. Click on Vendor Registration Link

Create New Vendor

- 1. Fill in Vendor Registration field to add:
 - i. Company: Enter company name.
 - ii. Registration Number: Enter company registration number.
 - iii. Contact Person: Enter contact person.
 - iv. Email: Enter email address.
- Click on Create button. System will display successful message page [Figure 1.3]. User can continue with vendor registration or continue registration on another session by login to the system using the "Registration Reference Number" and "Company Registration Number".
- 3. Click on Print Page button to print Registration Slip.
- 4. Click on Continue link to fill other fields.

Vendor Registration
Vendor create profile succesful. Your Registration Reference No : VA11-03427 for company UKUR TINGKAP SDN BHD with company registration no M840407C Please keep your registration references no to continue your registration. You need to key in this number the next time you login. For any inquiries regarding to Vendor Portal Registration, please contact Unit Perolehan at 09-5492064 Continue Primt Page

Figure 1-3: Successful Create Vendor Profile Message





- 5. Fill in Vendor Registration field to add:
 - i. Company Address: Type in company address
 - ii. Handphone No: Type in handphone number
 - iii. Postcode: Type in postcode
 - iv. State: Select state from dropdown list
 - v. Country: Select country from dropdown list
 - vi. Tel No: Type in phone number
 - vii. Fax No: Type in fax number
 - viii. Bumi Status: select status from dropdown list
 - ix. Company Bank 1: Select company bank from dropdown list.
 - x. Bank Account No 1: Type in bank account number
 - xi. Company Bank 2: Select company bank from dropdown list.
 - xii. Bank Account No 2: Type in bank account number
 - xiii. Authorize Capital: Type in authorize capital
 - xiv. Paid-up Capital: Type in paid-up capital
- 6. Fill in Certification Details field to add:
 - i. PPK Class: Select PPK class from dropdown list
 - ii. PPK Reg No: Type in PPK registration number
 - iii. PPK Expired Date: Type in PPK expired date
 - iv. Kem Kew Reg. No: Type in Kementerian Kewangan registration number

- v. Kem Kew Expired Date: Type in Kementerian Kewangan expired datevi. CIDB Grade: Select CIDB grade from dropdown list
- vii. CIDB Reg No: Type in CIDB registration number
- viii. CIDB Expired Date: Type in CIDB expired date
- 7. Click on Save button to save the added information.

	Vendor Registration	
	[Log Out]	
VENDOR PROFILE JOBSCOPE OWNER INFO COMPAN	IY DETAILS PROJECT EXPERIENCE FINANCIAL INFORMATION SECURITY ACCOUNT	
Please provide the appropriate information in the fields displayed be While all of the information below is important, your email address will become Please be sure to enter it correctly. We will use your email address for future	slow. the primary identifier for the registration. communication with you.	
* Company Name	UKUR TINGKAP SDN BHD	
* Registration No	M840407C	
* Contact Person	Siti Norsyila Jailani	
* Email	aliys47@gmail.com	
* Company Address		
* Postcode		
* State		
* Country	Malaysia 🗸	
* Handphone No		
* Tel No		
* Fax No		
* Bumi Status?	BUMI •	
* Company Bank 1	······································	
* Bank Account No 1		
Company Bank 2	······································	
Bank Account No 2		
* Authorize Capital	RM (Ex: 12000)	
* Paid Up Capital	RM (Ex: 120000)	
	Certification Details	
PKK Class	-	
PKK Reg. No	PKK Expired Date V 2011 (DD-MM-YYYY)	
Kem Kew Reg. No	Kem Kew. Expired Date v 2011 v (DD-MM-YYYY)	
CIDB Grade	•	
CIDB Reg. No	CIDB Expired Date CIDB Expired Date CIDB Expired Date	
	Save	

Figure 1-5: Vendor Profile Tab

- 8. Click on *Next* button to fill *Jobscope* field. System will display *Jobscope* tab [Figure 1.6].
- 9. Fill in Jobscope Details field to add:
 - i. Category: Select category from dropdown list
 - ii. Jobscope: Select jobscope from dropdown list
- 10. Click on Save button to save the added information

	Vendor Registration	
VENDOR PROFILE JOBSCOPE OWN	R INFO COMPANY DETAILS PROJECT EXPERIENCE FINANCIAL INFORMATION SECURITY ACCOUNT Jobscope Details	
* Category	Kementerian Kewangan 💌	
* Jobscope	1 2 3 4 5	
Save Back Next		
Figure 1-6: Jobscope Tab		

11. Fill in Click on *Next* button to fill *Owner Info* field. System will display *Owner Info* tab [Figure 1.7].

University Malassia Parenco	Vendor Registration	
	IV DETAILS DROJECT EVERTENCE EINANCTAL INCOMMATION SECURITY ACCOUNT	
	Company's Director / Owner	
* Name		
* In Number		
* Mationality		
Nationality		
* Race		
Add/Save		
	Company's Key Personnel	
Name		
Ic No		
Position		
Qualification		
Experience		
	ь	
	Add/Save	
	Back	

- Figure 1-7: Owner Info Tab
- 12. Fill in Company's Director/Owner field to add:
 - i. Name: Type in company director's or owner name
 - ii. IC Number: Type in IC number
 - iii. Nationality: Select nationality from dropdown list
 - iv. Race: Select race from dropdown list

- 13. Click on Add/Save button. System will save and display the added information.
- 14. Fill in Company's key Personnel field to add:
 - i. Name: Type in company director's or owner name
 - ii. IC Number: Type in IC number
 - iii. Position: Type in position
 - iv. Qualification: Type in qualification
 - v. Experience: Type in experience
- 15. Click on Add/Save button. System will save and display the added information.
- 16. To delete the added info, click on *Delete* button. System will display confirmation pop-up message [Figure 1.8]. Click on *OK* button to continue.

Are you sure t	o delete?
ОК	Cancel

Figure 1-8: Delete Confirmation Message

- 17. Click on Next button to fill Company Details field. System will display Company Details tab [Figure 1.9].
- 18. Fill in Company's Branch field to add:
 - i. Address: Type in company branch's address
 - ii. Postcode: Type in postcode
 - iii. State: Select state from dropdown list
 - iv. Country: Select country from dropdown list
 - v. Tel No: Type in phone number
 - vi. Fax No: Type in fax number
- 19. Click on Add/Save button. System will save and display the added information.

20. Fill in Company's Share Allocation (for limited & private limited only field to add:

- i. Type shareholders: Select shareholder type from dropdown list
- ii. Share value (RM): Type in share value in RM

- iii. Share value (%): Type in share value in %
- 21. To delete the added info, click on *Delete* button. System will display confirmation pop-up message [Figure 1.10]. Click on *OK* button to continue.

-	Vendor Registration
VENDOR PROFILE JOBSCOPE OWNER INFO COMPAN	Y DETAILS PROJECT EXPERIENCE FINANCIAL INFORMATION SECURITY ACCOUNT
	Company's Branch
Address	
Postcode	
State	
Country	MALAYSIA -
Tel No	
Fax No	
	Add/Save
	Company's Share Allocation (for limited & private limited only)
Type shareholders	
Share Value (RM)	
Share Value (%)	
	Add/Save
	Back Next



- 22. Click on Next button to fill Project Experience field. System will display Project Experience tab [Figure 1.11].
- 23. Fill in Project Experience field to add:
 - i. Agency: Type in agency's name
 - ii. Contract Title: Type in postcode
 - iii. Date Contract: Select date from dropdown list.
 - iv. Contract Value (RM): Type in contract value

v.	Contract Ref:	Type in	contract	reference	number
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	Vendor Registration
VENDOR PROFILE JOBSCOPE OWNER INFO COMPAN	Y DETAILS PROJECT EXPERIENCE FINANCIAL INFORMATION SECURITY ACCOUNT Project Experienced
Agency	
Contract Title	
Date Contract	▼ 2009 ▼ (DD-MM-YYYY)
Contract Value (RM)	
Contract Ref	
	Add/Save
	(Back) Next
	** Vendor must submit relevent document together with other hard copy to Bendahari



- 24. Click on Add/Save button. System will save and display the added information.
- 25. To delete the added info, click on *Delete* button. System will display confirmation pop-up message [Figure 1.12]. Click on *OK* button to continue.

Are you sure	to delete?
ОК	Cancel

Figure 1-12: Delete Confirmation Message

- 26. Click on *Next* button to fill *Financial Information* field. System will display *Financial Information* tab [Figure 1.13].
- 27. Fill in Bank Statement field to add:
 - i. Bank: Select bank from dropdown list
 - ii. Date: Select date from dropdown list
 - iii. Ending Balance: Type in ending balance in RM.
- 28. Click on Add/Save button. System will save and display the added information.
- 29. Fill in Bank Facilities field to add:
 - i. Bank Code: Select bank from dropdown list

- ii. Facilities Type: Select facilities type from dropdown list
- iii. Values: Type in values in RM.
- 30. Click on Add/Save button. System will save and display the added information.

	Vendor Registration
VENDOR PROFILE JOBSCOPE OWNER INFO COMPAN	Y DETAILS PROJECT EXPERIENCE FINANCIAL INFORMATION SECURITY ACCOUNT
	Bank Statement
Bank	•
Date	01 • 2010 • (MM-YYYYY)
Ending Balance	(RM)
	Add/Save
	Bank Facilities
Bank Code	···· •
Facilities Type	OVERDRAFT V
Values	(RM)
	Add/Save
	Apply Back
	** Vendor must submit hard copy to Unit Perolehan, Jabatan Bendahari.

Figure 1-13: Financial Information Tab

31. To delete the added info, click on Delete button. System will display confirmation pop-up message [Figure 1.14]. Click on OK button to continue.

Are you sure to delete?
OK Cancel

Figure 1-14: Delete Confirmation Message

- 32. Click on *Next* button to fill *Security Account* field. System will display *Security Account* tab [Figure 1.15].
- 33. Fill in Security Account field to add:
 - i. Username: Type in username
 - ii. Password: Type in password.
- 34. Click on Save button. System will save and display the added information.

		AT SIA
	Vendor Registration	
VENDOR PROFILE JOBSCOPE OWNER INFO COMPANY DETAILS PROJE	CT EXPERIENCE FINANCIAL IN	FORMATION SECURITY ACCOUNT
	Security Account	

Figure 1-15: Security Account Tab

1.2 Tender/Quotation Notice

Vendor online also provides function for vendor to view online Tender/Quotation advertised by UMP. New tender will be marked with "BARU" sign.

I AMAN IITAMA TNEO IIMIIM DENTANDIDAN EAVIII TI JADATAN	
	I FUSAT ENTERPRESE PENTEEDINAN HUDUNUI NAPII
💶 Universiti 🖓 👗	Pengumuman 🔹 🖌
Malaysia	Persidangan Antarabangsa Kejuruteraan Kimia dan Industri Bioteknologi 2011
PAHANG Jumaat, 28 Okt 2011	Universiti Malaysia Pahang
Engineering + Technology + CreatWity	28 Nov 2011 - 1 Dis 2011 Pautan
Notis Tender / Sebutharga	
Pendaftaran Atas Talian	Informasi Untuk:
	Bakal Pelajar Tempatan
	Bakal Pelajar Antarabangsa
1 . JOALAN TENDER TOTOF 17 NOVEMBER 2011 Muat turun dokumen Paparan dari 18-10-2011 hingga 17-11-2011	Pelajar UMP
NOTIS SEBUT HARGA	
NOTIS SEBUT HARGA KERJA	
1 . The sebutharga tutup 2 November 2011	
I Muat turun dokumen Paparan dari 19-10-2011 hingga 02-11-2011	
2. JUALAN SEBUTHARGA TUTUP 04 NOVEMBER 2011	
Paparan dari 25-10-2011 hingga 04-11-2011	
3 . I <u>Muat turun dokumen</u> Paparan dari 28-10-2011 hingga 08-11-2011	
JADUAL PAPARAN HARGA	
1. NOTIS PAPARAN HARGA	
Paparan dari 14-10-2011 hingga 31-10-2011	
KEPUTUSAN TENDER	
Tiada Iklan Notis Buat Masa Ini	
KEPUTUSAN SEBUTHARGA RASMI	
1 NOTIS KEPUTUSAN SH RASMI 2011 BIL 1 2011	
uan <u>Muat turun dokumen</u> Paparan dari 03-06-2011 hingga 31-12-2011	



Open Tender/Quotation Notice Page

1. Click on 'Notis Sebutharga Tender' link.

View Notis Sebutharga Tender

1. Select the desired tender and click on the link. System will display sebutharga tender in PDF format.

1.3 Check Vendor Registration Status

After making vendor registration application online, vendor can check registration status by login in to the system.

Continue, please enter your Company Registration No below. Company Registration No Login This is a secure website area restricted to authorized users only. All user activity in this area is monitored and unauthorized attemption. Understite attemption will be paraerued and unauthorized attemption. Description of the provided attemption will be paraerued and unauthorized attemption. Description of the paraerued attemption. Description of the paraerued attemption. Description of the paraerued attemption. Description of the paraerue attemption. Descri	Today : 28-10-2011
Check Vendor Registration Status To continue, please enter your Company Registration No below. Company Registration No Login This is a secure website area restricted to authorized users only. All user activity in this area is monitored and unauthorized access attempts will be prosecuted. Unit Perolehan, Jabatan Bendahari, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 263006 Kuantan, Pahang Darul Makmur Tat. 00: 582006 Exerct 00: 582006 E	Universiti Malaysia PAHANG Ampus Gambang, Kuentan
To continue, please enter your Company Registration No below. Company Registration No Login This is a secure website area restricted to authorized users only. All user activity in this area is monitored and unauthorized access attempts will be prosecuted. Unit Perolehan, Jabatan Bendahari, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan, Pahang Darul Makmur Tat. 00: 5630266 Exe - 563026 Exe - 563	Check Vendor Registration Status
Company Registration No Login This is a secure website area restricted to authorized users only. All user activity in this area is monitored and unauthorized access attempts will be prosecuted. Unit Perolehan, Jabatan Bendahari, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan, Pahang Darul Makmur Tal: 00-5402066 Eax 00-5402066	To continue, please enter your Company Registration No below.
Login This is a secure website area restricted to authorized users only. All user activity in this area is monitored and unauthorized access attempts will be prosecuted. Unit Perolehan, Jabatan Bendahari, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan, Pahang Darul Makmur Tal: 00-5402066 Exp. 00-5402066	Company Registration No
This is a secure website area restricted to authorized users only. All user activity in this area is monitored and unauthorized access attempts will be prosecuted. Unit Perolehan, Jabatan Bendahari, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan, Pahang Darul Makmur Tal: 00-5402064 Eax 00-5402064	Login
All user activity in this area is monitored and unauthorized access attempts will be prosecuted. Unit Percolehan, Jabatan Bendahari, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan, Pahang Darul Makmur Tal: 00-5402064 Eap.00-5402064	This is a secure website area restricted to authorized users only.
unauthorized access attempts will be prosecuted. Unit Perolehan, Jabatan Bendahari, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan, Pahang Darul Makmur Tal: 00-5402066 Eax 00-5402066	All user activity in this area is monitored and
Unit Perolehan, Jabatan Bendahari, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan, Pahang Darul Makmur Tal: 00-5402066 Eax 00-5402066	unauthorized access attempts will be prosecuted.
oniversiu malaysia Panang, Leourinaya tun kazak, 20300 Kuahtah, Panang Darul Makmur Tal: 00-5402064 Esx 00-5402066	Unit Perolehan, Jabatan Bendahari, Unitaretiki Malawsia Pabana Lakukawa Tur Parata 26200 Kuratan Dahana Dawa Malawa
16h 09 0492004 FBX 09-0492000	University Panang, Lebumraya rum Razak, 20300 Kuantah, Panang Daru Makmur Tel: 09-5492064 Fax: 09-5492066

Figure 1-17: Check Vendor Registration Page

Open Check Vendor Registration Status Page

1. Select Check Vendor Registration Status link.

Check Vendor Registration Status

- 1. Enter Company Registration No in the provided field.
- Click on Login button. System will display Vendor Status page [Figure 1.18]. Vendor with Active status can download form to update company information by clicking on Download button.

		Vendor Status					
	[Log Out						
	Ve	ndor Application Status					
Vendor Code	Vendor Code Vendor Name Company Registration No Expired Date Status						
VA10-01568 MOHAMAD SHARIFF BIN AB, JALL 000545531-V ENTRY							
VN000832 MOHAMAD SHARFF BN. AB JALIL 000545531-V ACTIVE							
** To update the company information please download form and submit to unit perolehan, UMP Download							

Figure 1-18: Check Vendor Registration Page

1.4 Check Payment Status

Vendor online also provides function to check payment status made by UMP. Vendor can check their payment status by login in to the system.

	Today : 27-11-2011					
	Vien					
Appling To So Time Fifth Choice, World Crass Anni Fifth Choice,	Kampus Tetap Kuala Pahang, Pekan					
Welcome to Vendor @ UMP	Portal					
To view your payment, please enter your	username and password.					
Username						
Password						
	Submit					
	First Time Login					
	Forgot your password ?					
This is a secure website area restricted to authorized users only.						
All user activity in this area is monitored and unauthorized access attempts will be prosecuted.						
Unit Perolehan, Jabatan Bendahari,						
Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan, Pahang Darul Makmur						
	1ei: U9-3492004 Fax: U9-3492000					



Open Check Payment Status Page

1. Select Check Payment Status link.

Check Payment Status

- 1. Enter Username and password in the provided field.
- 2. Click on Submit button. System will display Vendor Payment Status page [Figure 1.20].
- Click on Invoice No to view details. System will display Vendor Payment Info [Figure 1.21].

		Vendor Payment			
			[Log Out]		
		Vendor Info			
Vendor - Name	-				
Address					
Bank					
Account Bank					
Year	2011				
Year	Pilih 🔻 Go]			
		Vendor Payment Info			
Invoice No		Total Amount (RM)	*Expected Payment Date		
INV NO.: 0002		5,800.00	16-03-2011		
INV NO.: 0003	INV NO.: 0003 5,800.00 21-04-2011				
NV NO.0004 5,800.00 31-05-2011					
NV N0.:0005 5,800.00 17-08-2011					
INV NO:025 31,900.00 17-06-2011					
NV N0.0006 5,800.00 21-07-2011					
NO. 0027 - PERAKUAN BAYARAN KEMA	JUAN NO. 1	94,967.00	10-08-2011		
*Expected Payment Date = 5 working days after Payment Voucher Approve					

Figure 1-20: Check Payment Status Page

·								
-								
	Vendor Payment							
a and								
						Log Out		
Mandan Nam			Vendor Ir	nfo				
Vendor - Name	-							
Payment No		046695						
Payment Mode	e Tvne	CHEQUE						
,	. i ypc	linger						
Vendor Payme	ent Info							
Invoice No	Bill Register	Description	Amount (RM)	Payment Voucher Entry Date	Payment Voucher Approve Date	Status		
INV NO.:0005	BR208-1106-0086	KERJA-KERJA PENYELENGGARAAN SENITAMAN SERITA MURBERSIKAK KAWASAN DI BLOK ASRAMA 648 BILIK DAN 2 UNIT KUNATERS UMP, PEKAN (JANUARI 2011), KERJA-KERJA MENANAM DAN KUNJAN: NO.5 (MEI 2011), KERJA-KERJA MENANAM DAN POKOK HIASAM SERITA KERJA-KERJA BERKAITAN ROUNDABOUT BEHAMPIRAN TANGKI AIR UMP PEKAN PAKUAN BYRN KMJUAN: NO.1.	-KERJA PENYELENGGARAAN SENITAMAN SERTA REJIKARA MANGAAN DI BLOK HIA 648 BILIK DAN 2 UNIT TESS UMP, PENAN (JANUARI - JUN 2011), DRKUAN BYRN MRUJARA: NO.5 (MEL KERJA-KERJA MENAN KARPET U POKOK HIASAN SERTA KEJA-KERJA BERKAITAN UNDAROUT DERHAMPIRAN KI AIR UMP PEKAN-PEKUAN					
		Total Amont (RM)	5,800.00					

Figure 1-21: Check Payment Status Page

Open First Time Login Page

1. Select First Time Login link.

Update Login Information

- 1. Enter Company Registration No in the provided field.
- 2. Click on Submit button. System will display Vendor Info page [Figure 1.23].



Figure 1-22: Update Username Page

	Vendor Info						
Vendor - Name	VA11-03427	A11-03427 - UKUR TINGKAP SDN BHD					
Address	-						
		Username					
		Password		(
				(maximum 6 character)			
			Save/Update				

Figure 1-23: Update Vendor Info Page

Open Forgot Password Page

1. Select Forgot Password link.

Update Password

- 1. Enter Company Registration No in the provided field.
- 2. Click on Submit button. System will automatically send your username and password through email.



