

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.

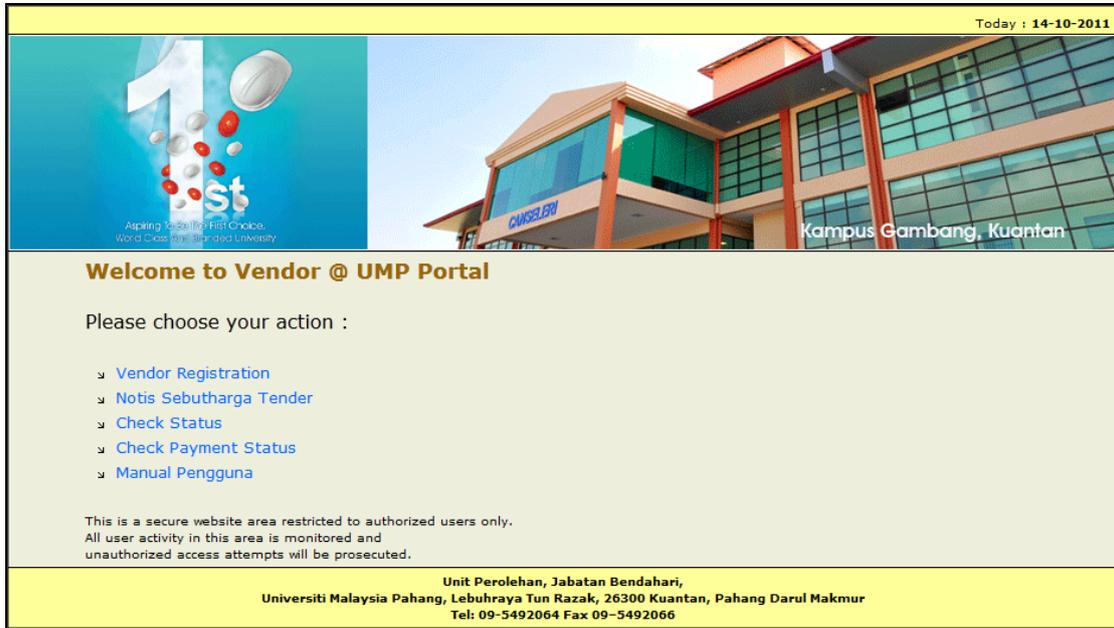


Figure 1-1: Front Page Vendor Online

1.1 Vendor Registration

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

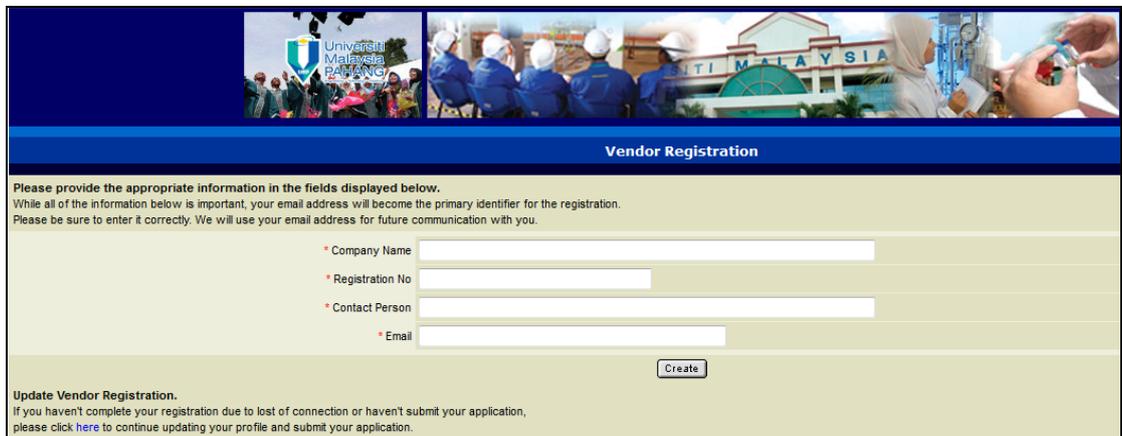


Figure 1-2: Create Vendor

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.
2. 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.



Figure 1-3: Successful Create Vendor Profile Message



Figure 1-4: Vendor Registration Slip

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 date
- vi. 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 | COMPANY DETAILS | PROJECT EXPERIENCE | FINANCIAL INFORMATION | SECURITY ACCOUNT

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 UKUR TINGKAP SDN BHD

* Registration No M540407C

* Contact Person Siti Norsyila Jallani

* Email aliya47@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: 120000)

* Paid Up Capital RM (Ex: 120000)

Certification Details

PKK Class

PKK Reg. No

Kem Kew Reg. No

CIDB Grade

CIDB Reg. No

PKK Expired Date 2011 (DD-MM-YYYY)

Kem Kew Expired Date 2011 (DD-MM-YYYY)

CIDB Expired Date 2011 (DD-MM-YYYY)

Save Next

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

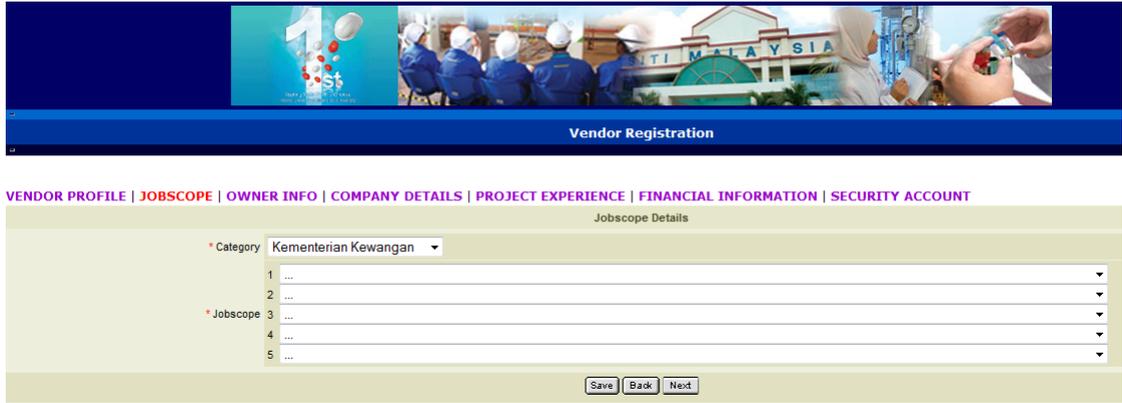


Figure 1-6: Jobscope Tab

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

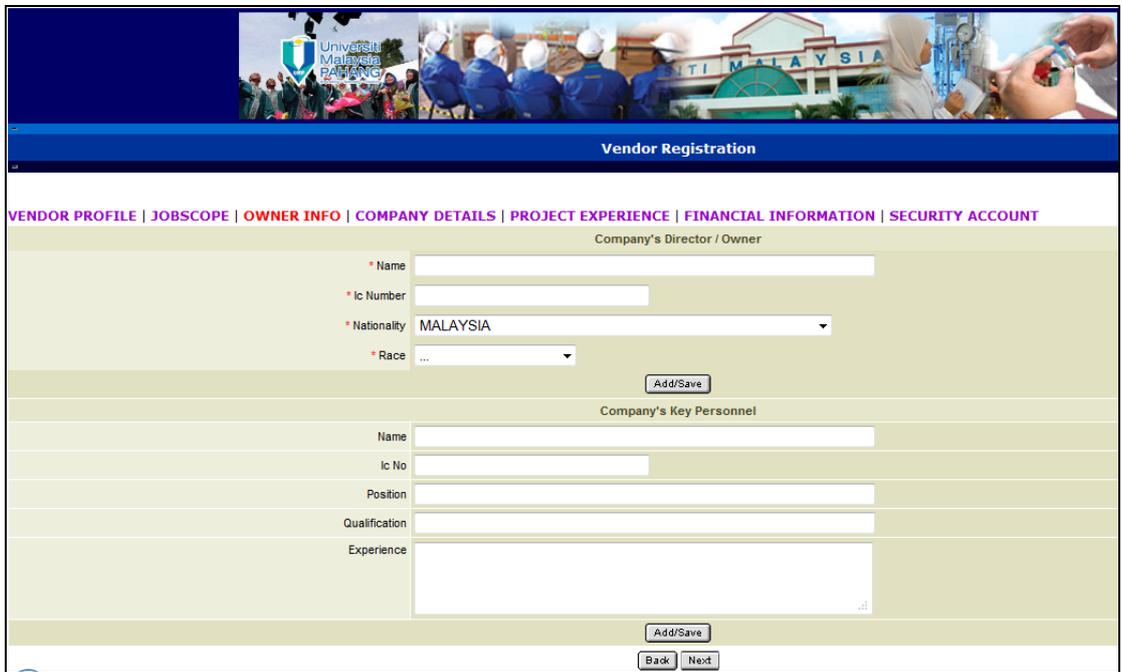


Figure 1-7: Owner Info Tab

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.

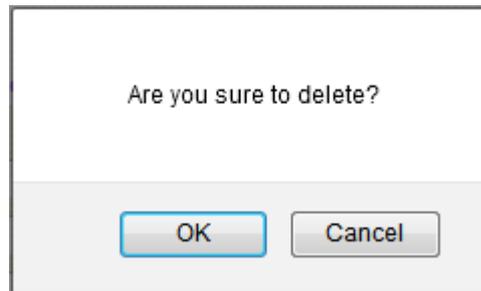


Figure 1-8: Delete Confirmation Message

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.

Figure 1-9: Company Details Tab

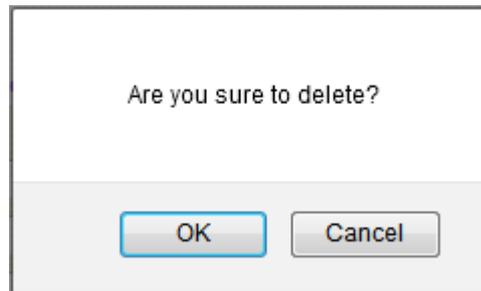


Figure 1-10: Delete Confirmation Message

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

Vendor Registration

VENDOR PROFILE | JOBSCOPE | OWNER INFO | COMPANY DETAILS | **PROJECT EXPERIENCE** | FINANCIAL INFORMATION | SECURITY ACCOUNT

Project Experienced

Agency

Contract Title

Date Contract 2009 (DD-MM-YYYY)

Contract Value (RM)

Contract Ref

** Vendor must submit relevant document together with other hard copy to Bendahari

Figure 1-11: Project Experience Tab

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.

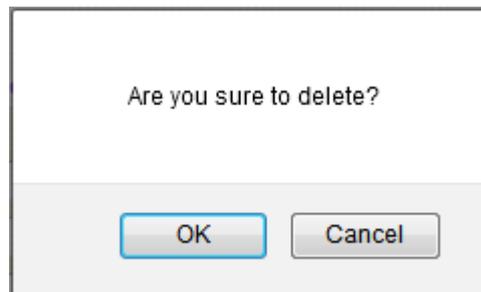


Figure 1-12: Delete Confirmation Message

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.

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.

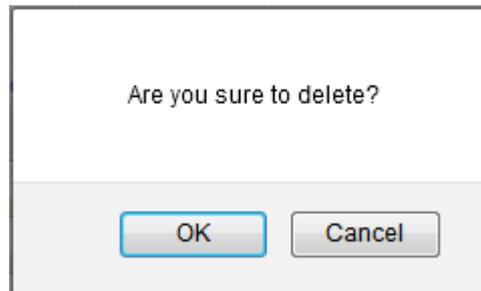


Figure 1-14: Delete Confirmation Message

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.

Vendor Registration

VENDOR PROFILE | JOBSCOPE | OWNER INFO | COMPANY DETAILS | PROJECT EXPERIENCE | FINANCIAL INFORMATION | SECURITY ACCOUNT

Security Account

Username

Password (maximum 6 character)

Save/Update

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.

LAMAN UTAMA INFO UMUM PENTADBIRAN FAKULTI JABATAN PUSAT ENTERPRISE PENVELIDIKAN HUBUNGI KAMI

Universiti Malaysia PAHANG
Engineering • Technology • Creativity

Jumaat, 28 Okt 2011

Pengumuman
Persidangan Antarabangsa Kejuruteraan Kimia dan Industri Bioteknologi 2011
Universiti Malaysia Pahang
28 Nov 2011 - 1 Dis 2011 | Pautan

Notis Tender / Sebutharga

Pendaftaran Atas Talian

NOTIS TENDER

1. **JUALAN TENDER TUTUP 17 NOVEMBER 2011**
[Muat turun dokumen](#)
 Paparan dari 18-10-2011 hingga 17-11-2011

NOTIS SEBUT HARGA

NOTIS SEBUT HARGA KERJA

1. **JUALAN SEBUTHARGA TUTUP 2 NOVEMBER 2011**
[Muat turun dokumen](#)
 Paparan dari 19-10-2011 hingga 02-11-2011

2. **JUALAN SEBUTHARGA TUTUP 04 NOVEMBER 2011 **BARU****
[Muat turun dokumen](#)
 Paparan dari 25-10-2011 hingga 04-11-2011

3. **JUALAN SEBUTHARGA TUTUP 08 NOVEMBER 2011 **BARU****
[Muat turun dokumen](#)
 Paparan dari 28-10-2011 hingga 08-11-2011

JADUAL PAPARAN HARGA

1. **NOTIS PAPARAN HARGA**
[Muat turun dokumen](#)
 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**
[Muat turun dokumen](#)
 Paparan dari 03-06-2011 hingga 31-12-2011

Informasi Untuk:
 Bakal Pelajar Tempatan
 Bakal Pelajar Antarabangsa
 Pelajar UMP

Figure 1-16: Tender/Quotation Notice

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.

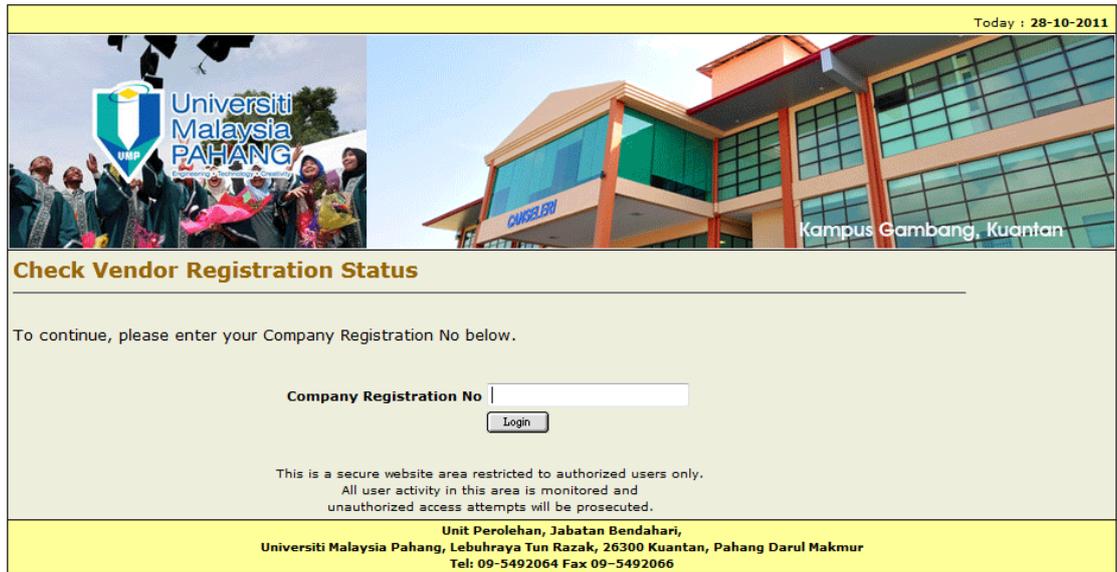


Figure 1-17: Check Vendor Registration Page

Open Check Vendor Registration Status Page

1. Select Check Vendor Registration Status link.

Check Vendor Registration Status

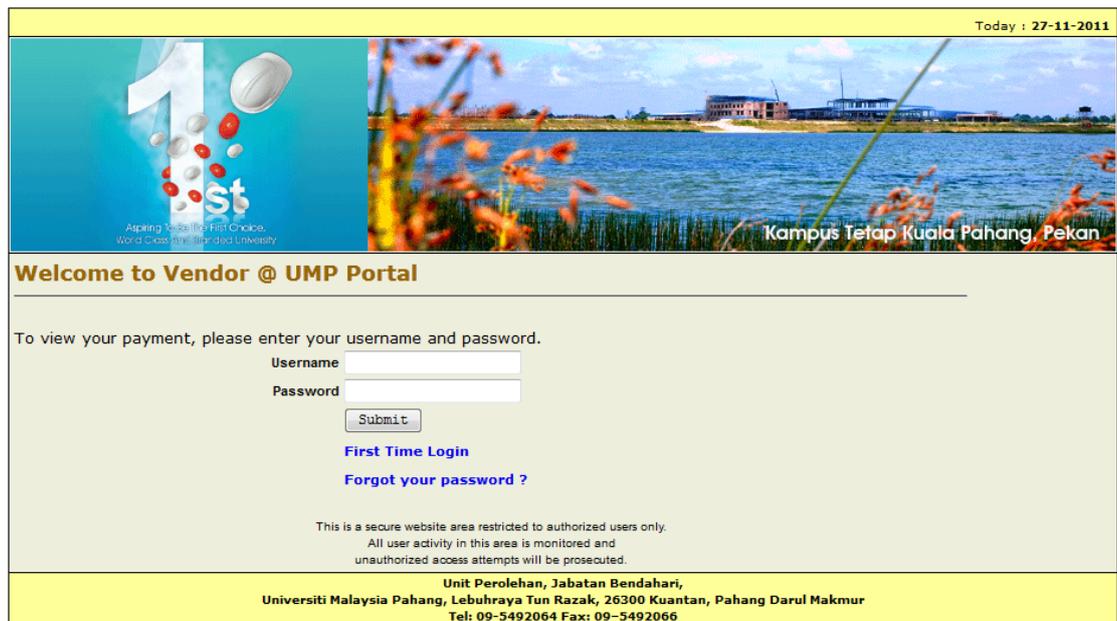
1. Enter Company Registration No in the provided field.
2. Click on Login button. System will display Vendor Status page [Figure 1.18].
Vendor with Active status can download form to update company information by clicking on Download button.



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

Welcome to Vendor @ UMP Portal

To view your payment, please enter your username and password.

Username

Password

[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
Tel: 09-5492064 Fax: 09-5492066

Figure 1-19: Check Payment Status Page

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].
3. Click on Invoice No to view details. System will display Vendor Payment Info [Figure 1.21].

Vendor Payment [Log Out]

Vendor Info

Vendor - Name: [REDACTED]
 Address: [REDACTED]
 Bank: [REDACTED]
 Account Bank: [REDACTED]
 Year: 2011
 Year:

Vendor Payment Info

Invoice No	Total Amount (RM)	*Expected Payment Date
INV NO.: 0002	5,800.00	16-03-2011
INV NO.: 0003	5,800.00	21-04-2011
INV NO.: 0004	5,800.00	31-05-2011
INV NO.: 0005	5,800.00	17-06-2011
INV NO.: 025	31,900.00	17-06-2011
INV NO.: 0006	5,800.00	21-07-2011
NO. 0027 - PERAKUAN BAYARAN KEMAJUAN 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 [Log Out]

Vendor Info

Vendor - Name: [REDACTED]
 Address: [REDACTED]
 Payment No: 046695
 Payment Mode Type: CHEQUE

Vendor Payment 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 SENTAMAN SERTA MEMBERSIHKAN KAWASAN DI BLOK ASRAMA 648 BILIK DAN 2 UNIT KUARTERS UMP, PEKAN (JANUARI 2011 - JUN 2011).PRKUAN BYRN KMJUAN: NO.5 (MEI 2011),KERJA-KERJA MENANAM DAN MENYELENGGARA RUMPUT KARPET DAN POKOK HIASAN SERTA KERJA-KERJA BERKAITAN ROUNDABOUT BERHAMPIRAN TANGKI AIR UMP PEKAN.PRKUAN BYRN KMJUAN: NO.1.	5,800.00	08-06-2011	10-06-2011	APPRV
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].

Today : 28-10-2011



Welcome to Vendor @ UMP Portal

To update your username and password, you need to enter company registration no here.

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
Tel: 09-5492064 Fax: 09-5492066**

Figure 1-22: Update Username Page

Vendor Info							
Vendor - Name	VA11-03427 - UKUR TINGKAP SDN BHD						
Address	-						
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 15%;">Username</td> <td><input type="text"/></td> </tr> <tr> <td>Password</td> <td><input type="text"/> (maximum 6 character)</td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="button" value="Save/Update"/></td> </tr> </table>		Username	<input type="text"/>	Password	<input type="text"/> (maximum 6 character)	<input type="button" value="Save/Update"/>	
Username	<input type="text"/>						
Password	<input type="text"/> (maximum 6 character)						
<input type="button" value="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.

Today : 27-11-2011



Welcome to Vendor @ UMP Portal

Enter your company registration number here. You will get your username and password through email.

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
Tel: 09-5492064 Fax: 09-5492066**

Figure 1-24: Update Vendor Info Page
