



**PUSAT PERUBATAN**  
*Medical Centre*

# User Manual

**iPerolehan Online (Pembelian Dokumen) system**

Version 1.0

Release Date : October 2025

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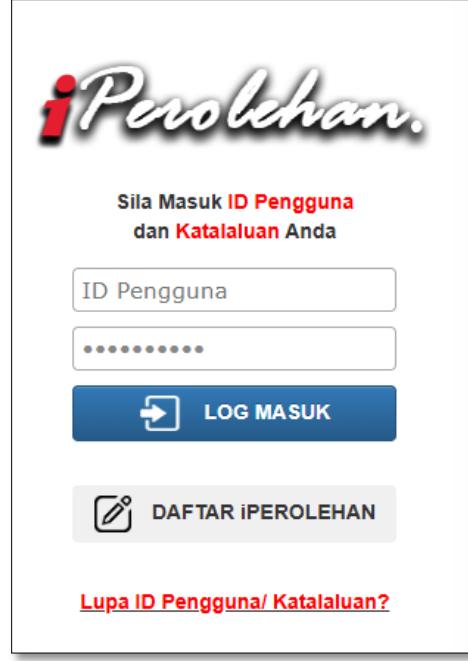
## Introduction

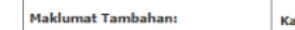
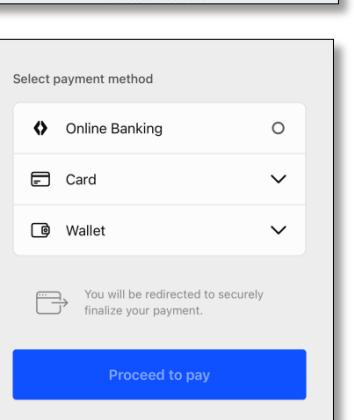
The *Pembelian Dokumen iPerolehan* module is designed to facilitate suppliers in purchasing tender and quotation documents online through the iPerolehan system. This feature allows suppliers to view available tenders, select the relevant documents, and make payments securely using online banking or credit/debit cards. By digitizing the purchase process, the system ensures faster transactions, accurate tracking of payments, and immediate access to documents after successful payment. This eliminates the need for manual document collection and enhances efficiency, transparency, and convenience for both suppliers and the procurement team.

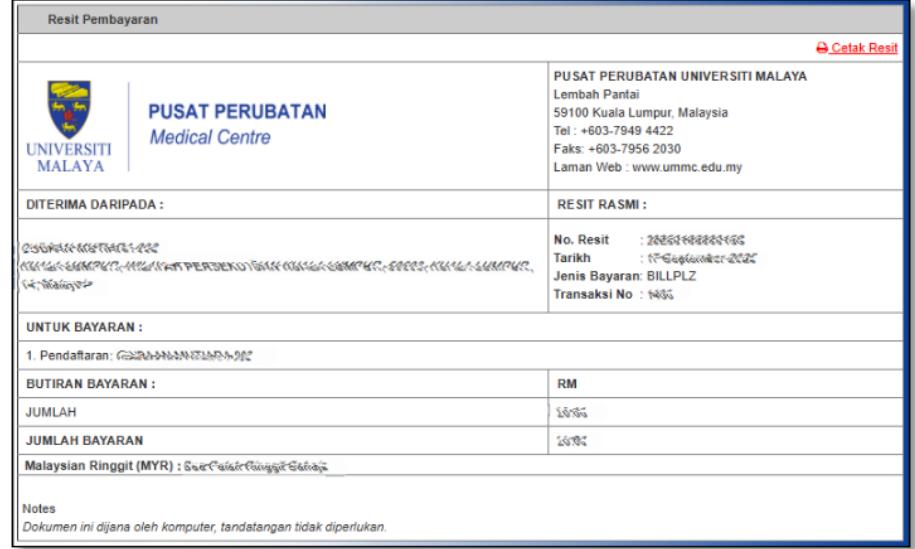
## System Overview

The *Pembelian Dokumen iPerolehan* module provides a streamlined process for suppliers to purchase tender or quotation documents electronically. Once registered and logged into the system, suppliers can search for available tenders, view document details, and select the required documents for purchase. The system integrates with secure payment gateways, allowing suppliers to complete payments online using FPX (online banking) or bank cards. After payment is confirmed, suppliers can immediately download the purchased documents from the system. The module also generates electronic receipts and records every transaction for audit and reference purposes. This ensures a transparent, efficient, and user-friendly process that reduces manual handling and administrative overhead for procurement activities.

## Step-by-Step Guide to Purchasing Tender Documents

No	Instructions	Screenshot
1.	<p>Access the system via the link:  <a href="https://iperolehan.ummc.edu.my">https://iperolehan.ummc.edu.my</a></p> <p>Enter the username and password then click “Log Masuk”.</p> <p>If you forget your password, click forgot password link and follow the instruction to reset it.</p>	
2.	<p>On the menu, click on the “Iklan Tawaran” and you can access the iklan sebutharga and iklan tander tabs.</p>	

#	Tajuk	Syarat Utama	Tarikh	Naskah Meja	Beli Dokumen
1.	TAWARAN BAGI MEMBEKAL, MEMERIKSA, MENGUTSUG, DAN MEMERHANTAP CENDERAPADA  PUSAT PERUBATAN UNIVERSITI MALAYA	Bidang : 030199 Atau 030299 Atau 030101  Tara : TERBUKA Harga : RM 50.00 Kategori : Bekalan	Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm	<a href="#">Muat turun</a>	Tiada bidang yang sesuai untuk pembelian dokumen. Kemaskini Kod Bidang!
2.	TAWARAN BAGI MEMBEKAL  No Rujukan:  Maklumat Tambahan:	Bidang : 050301  Tara : TERBUKA Harga : RM 50.00 Kategori : Bekalan	Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm	<a href="#">Muat turun</a>	 
3.	TAWARAN BAGI MEMBEKAL  No Rujukan:  Maklumat Tambahan:	Bidang : 050301  Tara : TERBUKA Harga : RM 100.00 Kategori : Bekalan	Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm	<a href="#">Muat turun</a>	 
3. Please select the appropriate payment method according to the user's requirement. Available options are online payment or bank card. Then, proceed with the payment.		 <p>Payer Information C28421N1UTTARA 337-000000 uttaran@um.edu.my 0255555555</p> <p>Pay For iPerolehan - Pembelian Dokumen Amount: RM 10.00</p> <p><a href="#">X Close</a> <a href="#">Pay Now</a></p> <p>Copyright © 2022 University of Malaya Medical Centre All rights reserved</p>			
 <p>Select payment method</p> <p><input checked="" type="radio"/> Online Banking <input type="radio"/> Card <input type="radio"/> Wallet</p> <p> You will be redirected to securely finalize your payment.</p> <p><a href="#">Proceed to pay</a></p> <p>Powered by BILLPLZ</p>					

4.	<p>After purchasing the document, user will be redirect to the “Tender/SebutHarga” section. The Purchased document will be listed in the table.</p>	 <p>The screenshot shows a table titled "Senarai Tender/ SebutHarga yang Telah Didaftrkan" (List of Tenders/ Bids that have been registered). The table has columns: Bil (No), Tajuk Tender/SebutHarga (Title of Tender/Bid), No Rujukan (Reference No), Kategori (Category), Tarikh Tamat Iklan (Last Date of Bid), and Status (Status). One row is visible, showing a bid for "SERBIT HARGA BAGI PENGETAHUAN GARAISAN BERTAHUAI" with reference number S/4703/B/2/625/2022/201, categorized as "Dibidikmatan", with a due date of 18 September 2025 and a status of "Dibuka Untuk Pendaftaran".</p>
6.	Print the receipt.	 <p>The screenshot shows a payment receipt from "PUSAT PERUBATAN UNIVERSITI MALAYA Medical Centre". The receipt includes the university logo, the name of the medical centre, and details of the payment. It shows a receipt number (No. Resit: 28281488888166), date (Tarikh: 17 September 2025), payment method (Jenis Bayaran: BILLPLZ), and transaction number (Transaksi No: 1406). The receipt also includes a note: "Dokumen ini dijana oleh komputer, tandatangan tidak diperlukan." (This document is generated by computer, no signature is required).</p>

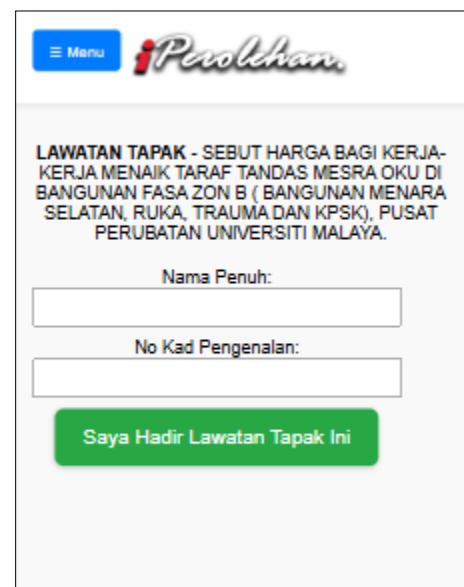
## Pre-Bid Site Visit (Lawatan Tapak)

If the tender document to be purchased requires a **mandatory site visit**, the supplier must attend the site visit as part of the conditions for purchasing the document. Attendance for the site visit will be recorded through a **QR code scan specific to the tender**.

The **QR code for attendance** will be provided by the Procurement Department. Each supplier intending to attend the site visit will generate their own unique QR code, which must be presented to the procurement officer for verification.

No	Instruction	Screenshot
1.	<p>QR Code for Site Visit Attendance</p> <p>The QR Code will be prepared by the Procurement Department according to the requirements of the tender. Each supplier is required to scan the QR code in order to book their attendance for the site visit.</p> <p>The following QR code is a sample provided for illustration purposes:</p>	<p><b>Sila Imbas KOD QR Dibawah</b></p> <p>LAWATAN TAPAK - SEBUT HARGA BAGI KERJA-KERJA MENAIK TARAF</p> 

2.	<p>Upon scanning the QR Code, the user will be redirected to the Attendance Registration Page for the site visit. On this page, the supplier must choose between “Telah Berdaftar Sistem iPerolehan” or “Belum Berdaftar Sistem iPerolehan” to confirm attendance.</p>	
3.	<p>If the option <b>“Telah Berdaftar Sistem iPerolehan”</b> is selected, the user only needs to log in using their usual <b>iPerolehan username and password</b>. Next, enter the <b>name</b> and <b>identification card number</b> of the bidder who will attend the site visit.</p>	



LAWATAN TAPAK - SEBUT HARGA BAGI KERJA-KERJA MENAIK TARAF TANDAS MESRA OKU DI BANGUNAN FASA ZON B ( BANGUNAN MENARA SELATAN, RUKA, TRAUMA DAN KPSK), PUSAT PERUBATAN UNIVERSITI MALAYA.

Nama Penuh: \_\_\_\_\_

No Kad Pengenalan: \_\_\_\_\_

**Saya Hadir Lawatan Tapak Ini**

LAWATAN TAPAK - SEBUT HARGA BAGI KERJA-KERJA MENAIK TARAF TANDAS MESRA OKU DI BANGUNAN FASA ZON B ( BANGUNAN MENARA SELATAN, RUKA, TRAUMA DAN KPSK), PUSAT PERUBATAN UNIVERSITI MALAYA.

Nama Syarikat : \_\_\_\_\_

No Daftar Syarikat : \_\_\_\_\_

No Daftar CIDB : \_\_\_\_\_

Alamat : \_\_\_\_\_

Taraf MOF : -- Sila Pilih --

Taraf CIDB : -- Sila Pilih --

Nama : \_\_\_\_\_

No. Kad Pengenalan : \_\_\_\_\_

Saya akui maklumat diisiakan adalah benar dan saya layak dikenakan tindakan jika maklumat yang diberikan maklumat tidak benar.

**Saya Hadir Lawatan Tapak**

4. For the option “**Belum Berdaftar Sistem iPerolehan**”, the user is required to fill in the information as shown in the attachment, tick the acknowledgment checkbox, and click “**hadir Lawatan Tapak**”.

<p>5. The attendance QR code will be generated after the user clicks “<b>hadir Lawatan Tapak</b>”. Below is a sample QR code that will be generated and must be presented to the iPerolehan officer for further verification.</p>	<p>Kehadiran anda telah direkodkan. Sila ke kaunter Jabatan Perolehan bersama QR code yang telah dijana. Terima Kasih</p> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid blue; border-radius: 50%; padding: 5px 10px; display: inline-block;">OK</span> </div> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; margin-top: 20px;">  <p><b>LAWATAN TAPAK - SEBUT HARGA BAGI KERJA-KERJA MENAIK TARAF TANDAS MESRA OKU DI BANGUNAN FASA ZON B ( BANGUNAN MENARA SELATAN, RUKA, TRAUMA DAN KPSK), PUSAT PERUBATAN UNIVERSITI MALAYA.</b></p> <p>Sila bawa QR ini ke kaunter Jabatan Perolehan PPUM bersama dokumen berkaitan.</p> <div style="text-align: center; margin-top: 20px;">  </div> </div>
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## Support / Contact Information

If you encounter any issues or require further assistance while using the **iPerolehan Registration System**, please do not hesitate to contact our support team:

- **Telephone:** 03-79492010
- **Email:** [iperolehan@ummc.edu.my](mailto:iperolehan@ummc.edu.my)

Our support team is available during office hours to provide guidance, answer queries, and assist with any technical difficulties related to the system.