



PUSAT PERUBATAN
Medical Centre

User Manual

iPerolehan Online (Pembelian Dokumen) system

Version 1.0

Release Date : October 2025

Prepared by: **IT Department, UMMC**

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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.


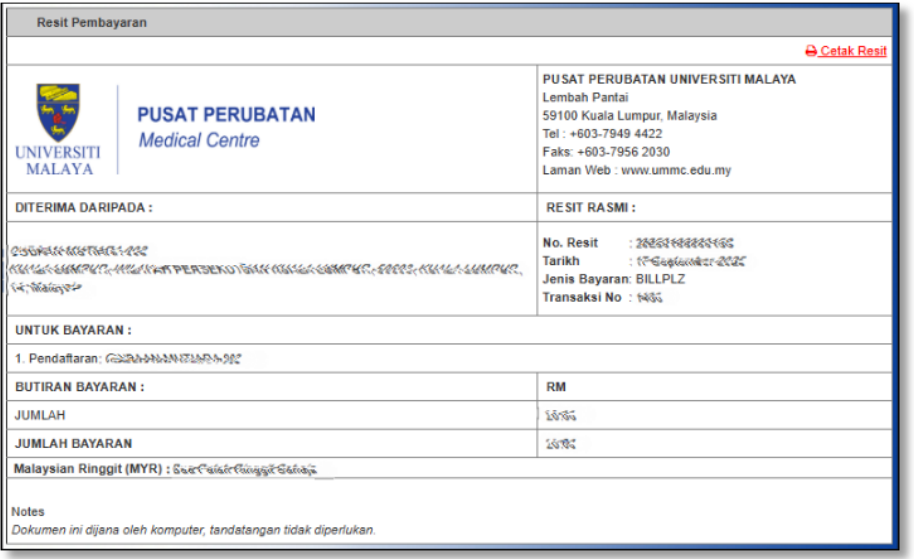
System Overview

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: https://iperolehan.ummc.edu.my</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>	


		<table><tr><th>#</th><th>Tajuk</th><th>Syarat Utama</th><th>Tarikh</th><th>Naskah Meja</th><th>Beli Dokumen</th></tr><tr><td>1.</td><td>TAWARAN BAGI MEMBEKAL BAHAN KEMASKINI PERUBATAN UNIVERSITI MALAYA No Rujukan: 77777777777777777777 Maklumat Tambahan:</td><td>Bidang : 030199 Atau 030299 Atau 030101 Taraf : TERBUKA Harga : RM 50.00 Kategori : Bekalan</td><td>Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm</td><td>Muat turun</td><td>Tiada bidang yang sesuai untuk pembelian dokumen. Kemaskini Kod Bidang!</td></tr><tr><td>2.</td><td>TAWARAN BAGI MEMBEKAL BAHAN KEMASKINI PERUBATAN UNIVERSITI MALAYA No Rujukan: 77777777777777777777 Maklumat Tambahan:</td><td>Bidang : 050301 Taraf : TERBUKA Harga : RM 50.00 Kategori : Bekalan</td><td>Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm</td><td>Muat turun</td><td></td></tr><tr><td>3.</td><td>TAWARAN BAGI MEMBEKAL BAHAN KEMASKINI PERUBATAN UNIVERSITI MALAYA No Rujukan: 77777777777777777777 Maklumat Tambahan:</td><td>Bidang : 050301 Taraf : TERBUKA Harga : RM 100.00 Kategori : Bekalan</td><td>Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm</td><td>Muat turun</td><td></td></tr></table>	#	Tajuk	Syarat Utama	Tarikh	Naskah Meja	Beli Dokumen	1.	TAWARAN BAGI MEMBEKAL BAHAN KEMASKINI PERUBATAN UNIVERSITI MALAYA No Rujukan: 77777777777777777777 Maklumat Tambahan:	Bidang : 030199 Atau 030299 Atau 030101 Taraf : TERBUKA Harga : RM 50.00 Kategori : Bekalan	Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm	Muat turun	Tiada bidang yang sesuai untuk pembelian dokumen. Kemaskini Kod Bidang!	2.	TAWARAN BAGI MEMBEKAL BAHAN KEMASKINI PERUBATAN UNIVERSITI MALAYA No Rujukan: 77777777777777777777 Maklumat Tambahan:	Bidang : 050301 Taraf : TERBUKA Harga : RM 50.00 Kategori : Bekalan	Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm	Muat turun		3.	TAWARAN BAGI MEMBEKAL BAHAN KEMASKINI PERUBATAN UNIVERSITI MALAYA No Rujukan: 77777777777777777777 Maklumat Tambahan:	Bidang : 050301 Taraf : TERBUKA Harga : RM 100.00 Kategori : Bekalan	Buka: 11-09-2025 Tutup: 02-10-2025 Masa: 12.00pm	Muat turun	
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3.	<p>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>	<div><div><div><div><div></div><div>PUSAT PERUBATAN Medical Centre</div></div><div><div>Payer Information</div><div>CUBRAHARTANA 037-000000 cubraha@ummm.edu.my 0000000000</div><div><div>Pay For</div><div>iPerolehan - Pembelian Dokumen</div><div>Amount: RM10.00</div></div><div><div>X Close</div><div>Pay Now</div></div><div>Copyright © 2022 University of Malaya Medical Centre All rights reserved</div></div></div><div><div>Select payment method</div><div><div><div>Online Banking</div><div>Card</div><div>Wallet</div></div><div><div></div><div></div><div></div></div></div><div><div><div></div><div>You will be redirected to securely finalize your payment.</div></div><div>Proceed to pay</div><div>Powered by BILLPLZ</div></div></div></div></div>																								


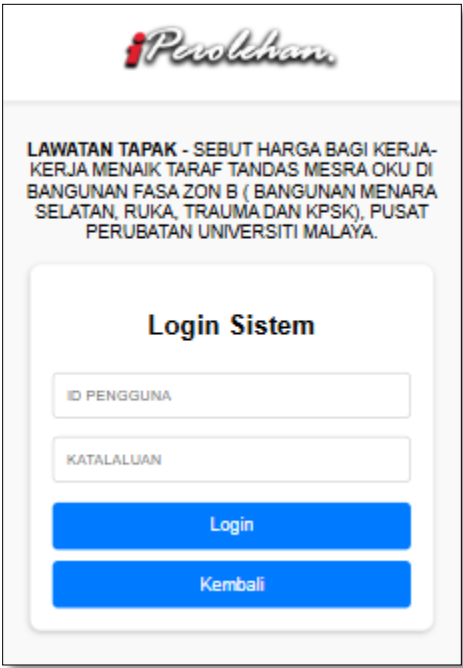
4.	<p>After purchasing the document, user will be redirect to the “Tender/SebutHarga” section. The Purchased document will be listed in the table.</p>	 <p>The screenshot shows the UMMC Tender/SebutHarga portal. On the left is a sidebar menu with options: Menu Utama, Kemaskini Senarai Penganjur Saham!, Kemaskini Senarai Ahli Pengarah/ Pengurusan!, Perolehan, Maklumat Syarikat, Tender / SebutHarga (highlighted), QUOTATION (bida), Surat Niat, Iklan Tawaran, Jadual Harga Tawaran, Kemaskini Katalog, Penghantaran, Invois, Pesanan Penghantaran, and Informasi. The main content area is titled 'Senarai Tender / SebutHarga yang Telah Didaftarkan'. It contains a list of tenders with columns: Bil, Tajuk Tender/SebutHarga, No Rujukan, Kategori, Tarikh Tamat Iklan, and Status. One tender is listed: 'SEBUT HARGA BAGI PENYELANGKARAN BERJADUAL' with a status of 'Dibuka Untuk Penilaian'.</p>
6.	<p>Print the receipt.</p>	 <p>The screenshot shows a receipt from the Pusat Perubatan Universiti Malaysia (UPUMC) Medical Centre. The receipt is titled 'Resit Pembayaran' and includes the center's logo and contact information. It contains the following details: <ul style="list-style-type: none"> DITERIMA DARIPADA : (Signature of the patient) RESIT RASMI : <ul style="list-style-type: none"> No. Resit : 2025010000000000 Tarikh : 17-Sep-2025 Jenis Bayaran: BILLPLZ Transaksi No : 1000 UNTUK BAYARAN : <ul style="list-style-type: none"> 1. Pendaftaran: RM 10.00 BUTIRAN BAYARAN : <ul style="list-style-type: none"> JUMLAH: RM 10.00 JUMLAH BAYARAN: RM 10.00 Malaysian Ringgit (MYR) : Seratus Ringgit Sahaja Notes: Dokumen ini dijana oleh komputer, tandatangan tidak diperlukan. </p>

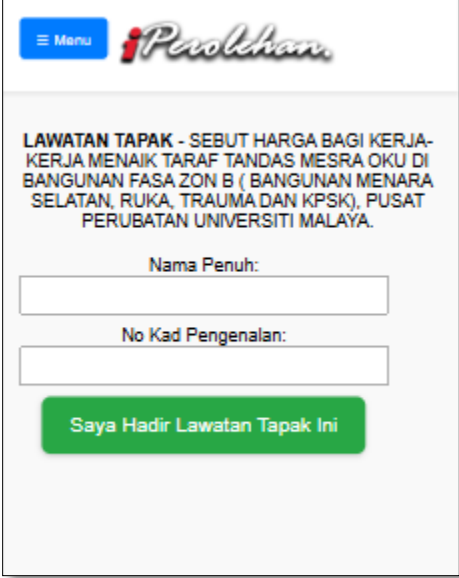
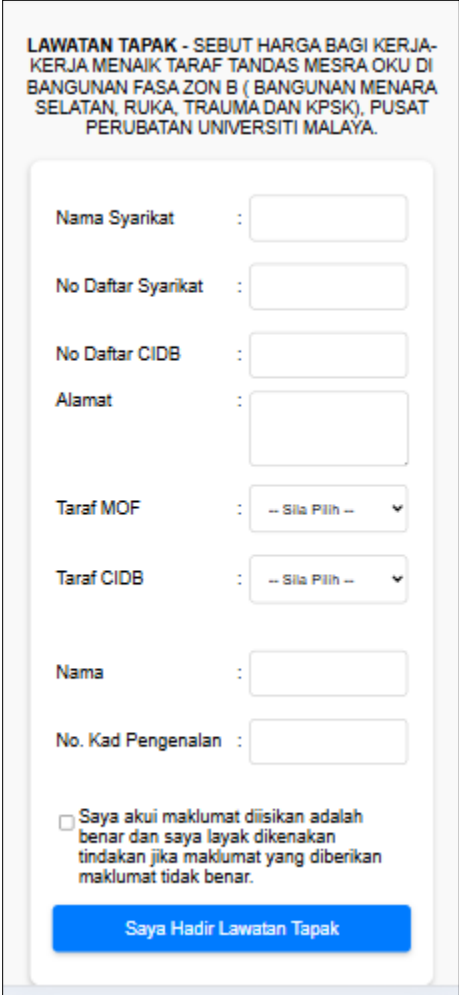
Pre-Bid Site Visit (Lawatan Tapak)


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>	

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 “Telah Berdaftar Sistem iPerolehan” is selected, the user only needs to log in using their usual iPerolehan username and password. Next, enter the name and identification card number of the bidder who will attend the site visit.</p>	

		
4.	<p>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.	<p>The attendance QR code will be generated after the user clicks “hadir Lawatan Tapak”. Below is a sample QR code that will be generated and must be presented to the iPerolehan officer for further verification.</p>	<div data-bbox="659 205 1511 422"> <p>Kehadiran anda telah direkodkan. Sila ke kaunter Jabatan Perolehan bersama QR code yang telah dijana. Terima Kasih</p> <p>OK</p> </div> <div data-bbox="857 451 1317 1123">  <p>iPerolehan</p> <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.</p> <p>Sila bawa QR ini ke kaunter Jabatan Perolehan PPUM bersama dokumen berkaitan.</p> </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

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