

PANDUAN MENGISI PERMOHONAN BAYARAN- INVOIS PEROLEHAN BAWAH RM50, 000.00 DI UTMFIN

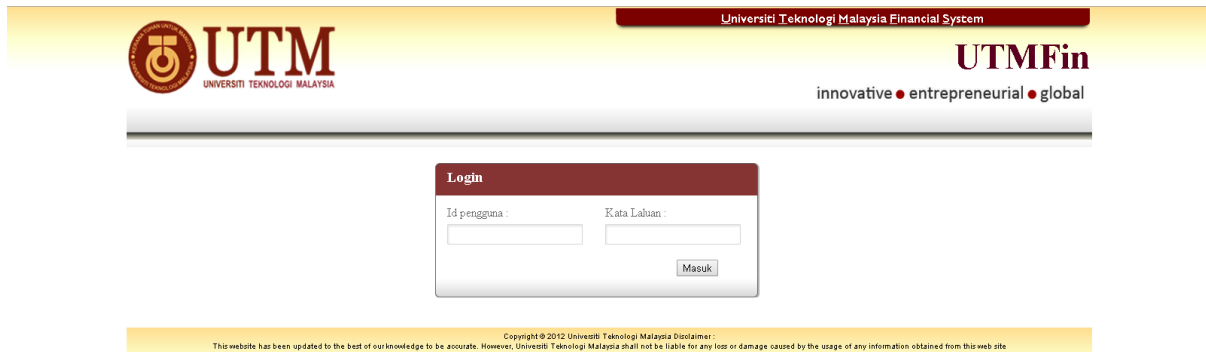
PEMOHON

1. Login ke UTMFin. <https://utmfin.utm.my>
Id Pengguna: Sama seperti email UTM
Kata laluan: No Pekerja

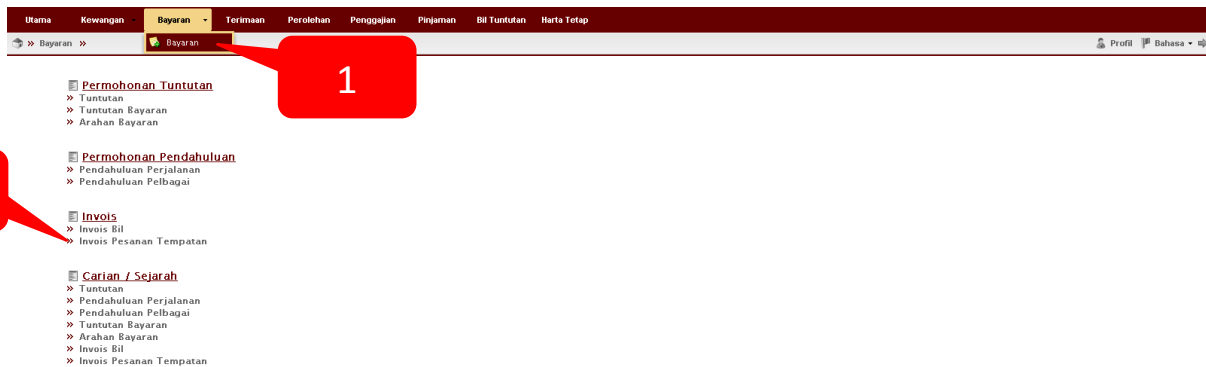
Contoh:

Id Pengguna : ilyas-sps

Kata Laluan : 12345

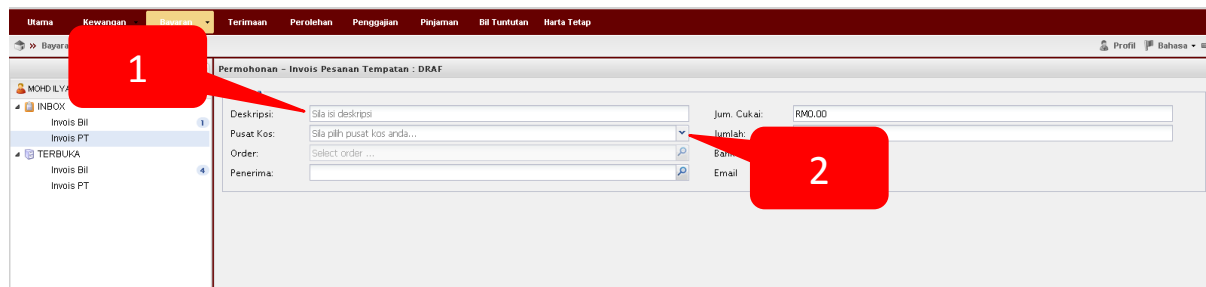


2. Pilih menu Bayaran → Klik pada Bayaran(1) → Pilih Invois → Invois Pesanan Tempatan (2)



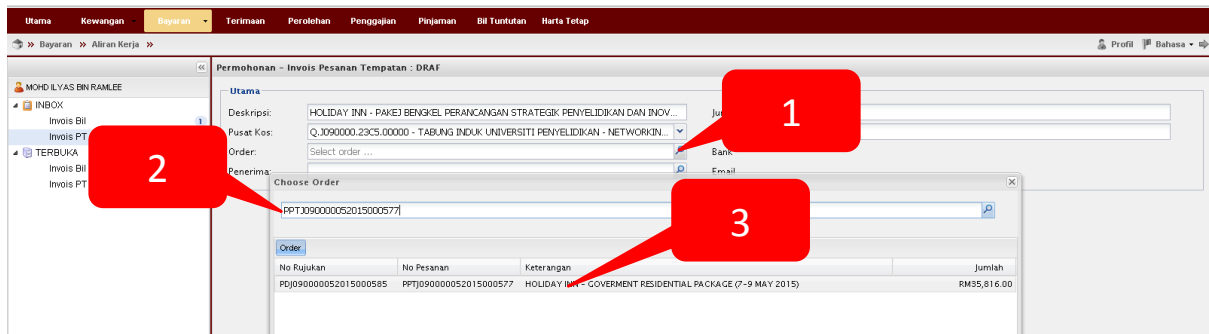
3. Lengkapi item (Deskripsi, pilih Pusat Kos Pemohon, Order & Penerima).

**Pilih Pusat kos bagi Pembayar yang berkenaan.

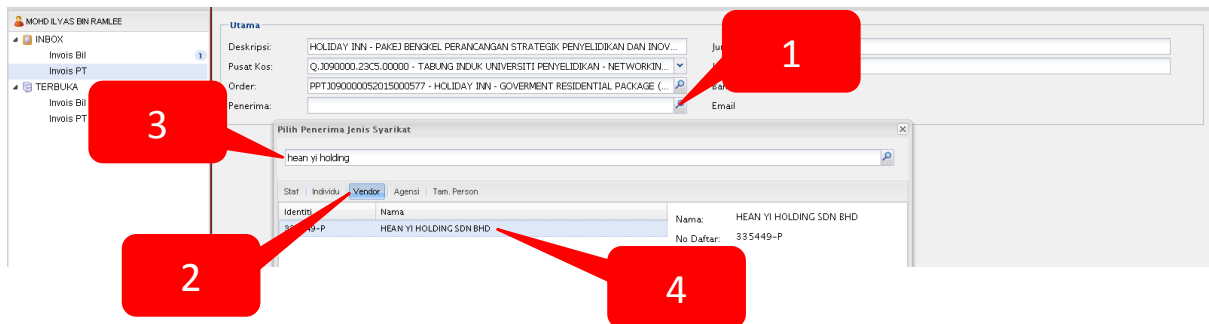


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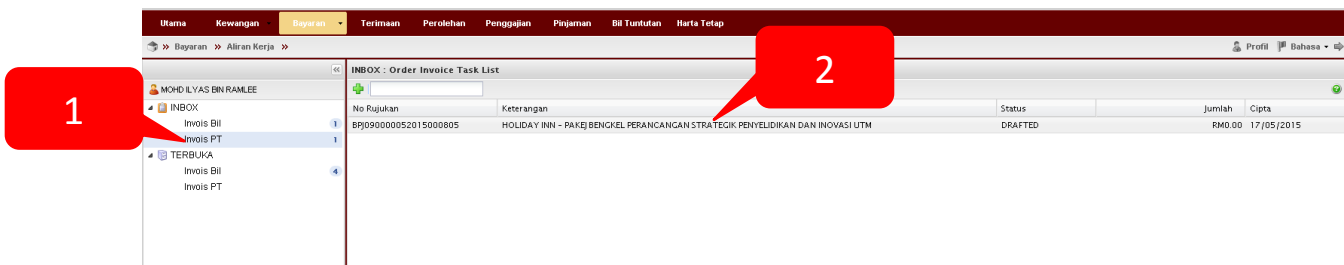
4. Klik Order (1) → Masukkan No. PT (2) → tekan enter → Double klik tuntutan (3)



5. Klik Penerima (1) → Klik pada **Vendor** (2) → masukkan nama syarikat dipilih (3) → double klik pada identiti syarikat (4)
**Pastikan syarikat yang dipilih berdaftar dengan UTM

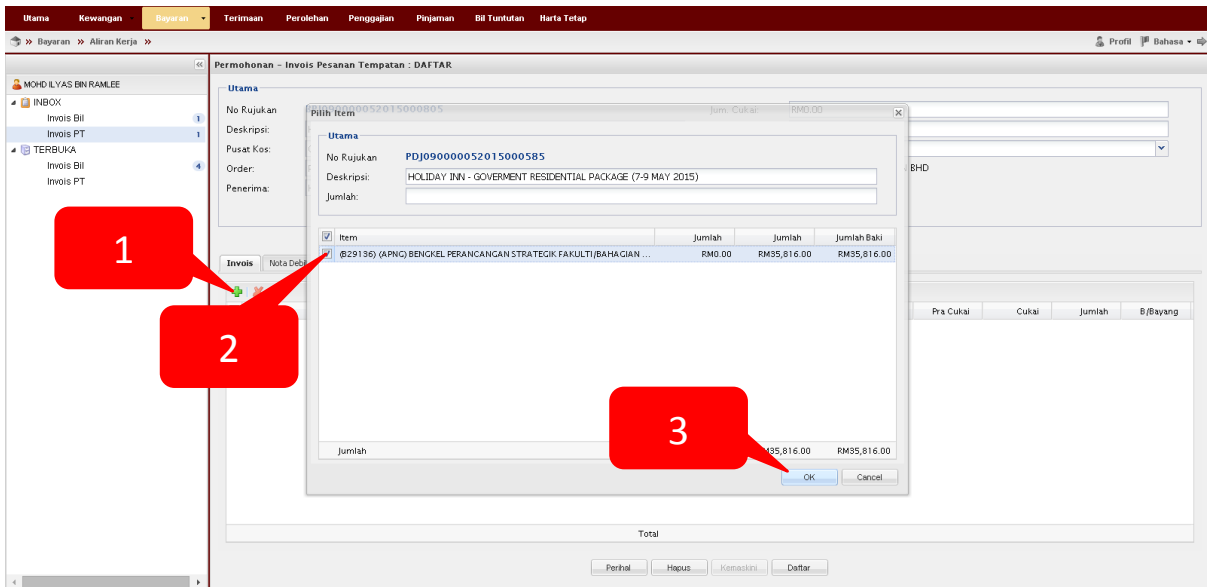




6. Invois PT (1) → double klik dokumen (2)

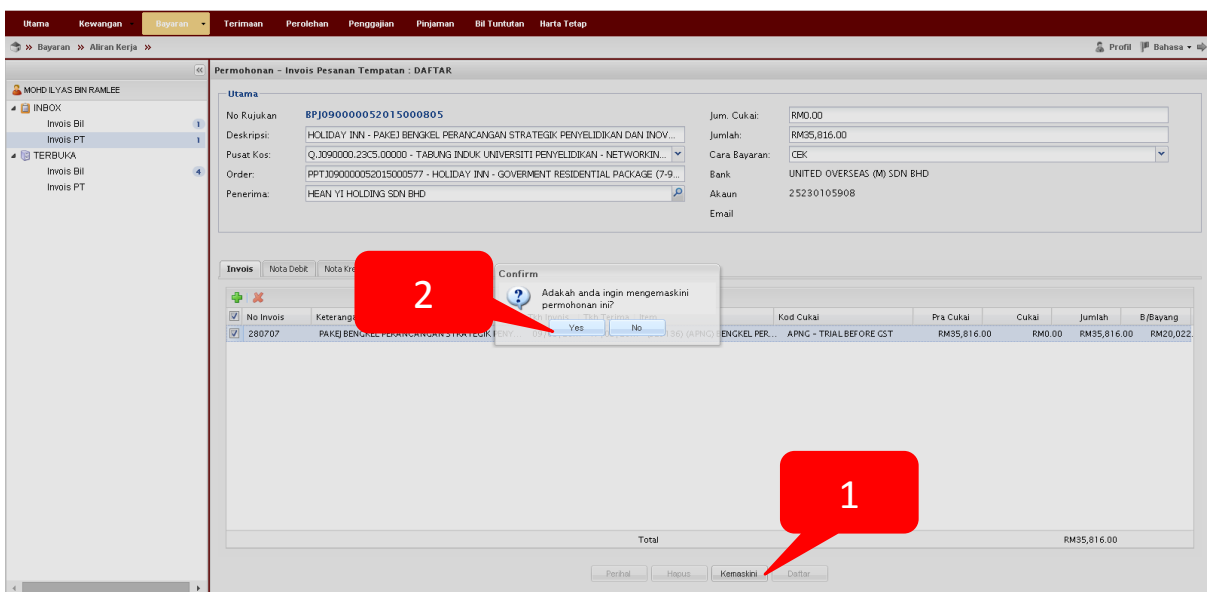


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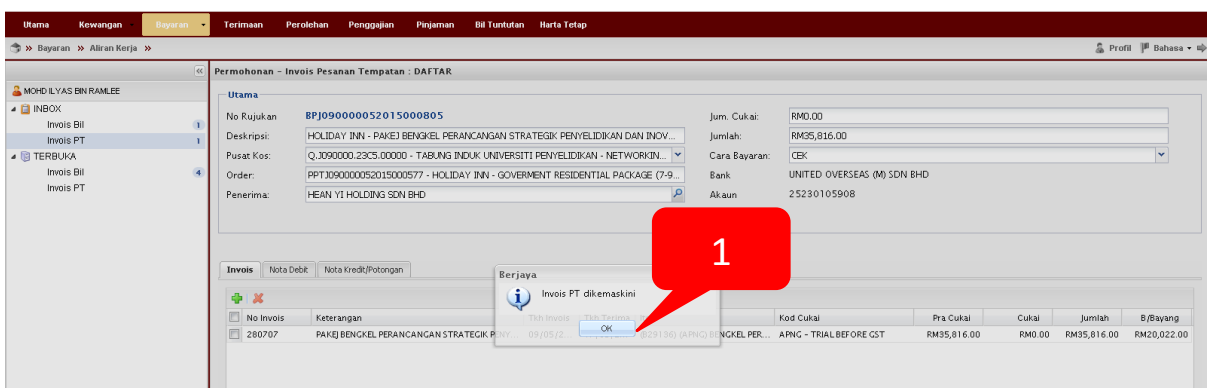
7. Klik Tambah  (1) → Pilih item berkaitan (2) → Klik  (3)



8. Klik  (1) → Klik  (2)



9. Klik  (1)



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10. Klik **Daftar** (1) → Klik **Yes** (2) → Klik **OK** (3)

Permohonan - Invois Pesanan Tempatan : DAFTAR

Utama

No Rujukan: BPJ090000052015000805

Deskripsi: HOLIDAY INN - PAKAJ BENGKEL PERANCANGAN STRATEGIK PENYELIDIKAN DAN INNOV...

Pusat Kos: Q_3090000.23C5.00000 - TABUNG INDIK UNIVERSITI PENYELIDIKAN - NETWORKIN...

Order: PPTJ090000052015000577 - HOLIDAY INN - GOVERNMENT RESIDENTIAL PACKAGE (7-9...

Penerima: HEAN YI HOLDING SDN BHD

Jum. Cukai: RM0.00

Jumlah: RM35,816.00

Cara Bayaran: CEK

Bank: UNITED OVERSEAS (M) SDN BHD

Akaun: 25230105908

Email:

No Invois	Keterangan	Kod Cukai	Pra Cukai	Cukai	Jumlah	B@Bayang
280707	PAKAJ BENGKEL PERANCANGAN STRATEGIK PER... 09/20...	APNG - TRIAL BEFORE CST	RM35,816.00	RM0.00	RM35,816.00	RM20,022.00

Total: RM35,816.00

Perhal | Hapus | Kosmaskepi | **Daftar**

INBOX : Order Invoice Task List

No Rujukan: Keterangan: Status: Jumlah: Cipta:

Berjaya

Invois PT didaftarkan

OK

11. Selesai

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CETAK DOKUMEN

The screenshot shows the main menu of the UTMFIN system. The 'Bayaran' (Payment) menu item is highlighted in yellow. Three red callout boxes with white numbers are pointing to specific menu items: '1' points to 'Permohonan Tuntutan', '2' points to 'Carian / Sejarah', and '3' points to 'Bayaran'.

- 1. Permohonan Tuntutan
 - » Tuntutan
 - » Tuntutan Bayaran
 - » Arahan Bayaran
- 2. Carian / Sejarah
 - » Tuntutan
 - » Pendahuluan Perjalanan
 - » Pendahuluan Pelbagai
 - » Tuntutan Bayaran
 - » Arahan Bayaran
 - » Invois Bil
 - » Invois Pesanan Tempatan
- 3. Bayaran

The screenshot shows the 'Order Invoice History List' page. Three red callout boxes with white numbers are pointing to specific elements: '1' points to the 'Kata Kunci & Status' filter field, '2' points to the 'Cari' (Search) button, and '3' points to the first row of the invoice history table.

No Rujukan	Keterangan	Status	Tugasan	Jumlah
BPJ090000052015000805	HOLIDAY INN - PAKJ BENGKEL PERANCANGAN STRATEGIK PENYELIDIKAN DAN INOVASI UTM (NO. INV. 2...	REGISTERED	GRP_LEA_23...	RM35,816.00

The screenshot shows the details of an invoice. Three red callout boxes with white numbers are pointing to specific elements: '3' points to the 'Cetak' (Print) button at the bottom right of the page.

Invoice Details:

- No Rujukan: BPJ090000052015000805
- Jum. Cukai: RM0.00
- Deskripsi: HOLIDAY INN - PAKJ BENGKEL PERANCANGAN STRATEGIK PENYELIDIKAN DAN INOV...
- Jumlah: RM35,816.00
- Pusat Kos: Q_3090000.23CS.00000 - TABUNG INDIK UNIVERSITI PENYELIDIKAN - NETWORKIN...
- Cara Bayaran: CEK
- Order: PPTJ090000052015000577 - HOLIDAY INN - GOVERNMENT RESIDENTIAL PACKAGE (7-9...
- Bank: UNITED OVERSEAS (M) SDN BHD
- Penerima: HEAN YI HOLDING SDN BHD
- Akaun: 25230105908
- Email:

No Invois	Keterangan	Tikh Invois	Tikh Terima	Item	Kod Cukai	Pra Cukai	Cukai	Jumlah	B/Bayang
280707	PAKJ BENGKEL PERANCANGAN STRATEGIK PENY...	09/05/2...	17/05/2...	(B29136) BENGKEL PER...	APNG - TRIAL BEFORE CST	RM35,816.00	RM0.00	RM35,816.00	RM20,022.00

Total: RM35,816.00