



Quotation Management System
Markas Logistik Udara
Airforce KL Base

User Manual

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1.0 Objective

Malaysian Ministry of Defense had been promoted by Malaysian government to encourage the implementation of electronic system to all of its department especially in the department related in purchasing transaction. Therefore, the development of Quotation Management System (QMS) will be the pioneer system in *Markas Logistik Udara* (MLU) department to ensure their working environment more effective and efficiency.

Below are the objectives for this development :-

- a. To support the excellent productive relation between Airforce and the suppliers.
- b. The suppliers can submit earlier than the duration tender date-time.
- c. Decreasing the risk of mistakes, misunderstandings and falsifications amongst MLU staff and suppliers.
- d. The suppliers wont miss any related tender that had been made by Markas Logistic Udara (MLU)
- e. Reduced man power to prepare tender form (paperless). It is because the suppliers can get the tender information and the related tender form via the internet at their own working place.
- f. All records related with the tender can be managed and manipulated by MLU to ensure the process of tender application can be work smoothly.

2.0 Advantages

This Quotation Management System gives a lot of advantages to the MLU management level and the suppliers. Those advantages are :-

- a. Easy to use
Comfortability and understandable aspect through the graphical interface for this system can be viewed and surf anywhere at anytime.
- b. Security
For each level in this system, will be monitored and secured. Every user must have their own password to use any section that they can access. Editing and ammendment could be done by users that have the password to allow the process.
- c. Web Technology
Tender submission will be working via web. This technology will make the process much easier and faster to handle for MLU.
- d. Client-Server
Client-Server concepts are being fully used for the Tender Management Software. It will operate in a networking environment.

3.0 Concept of System

When something is put out for tender, the goal is to receive the best possible offer to supply the goods in question. To achieve this, several steps have to be performed.

1. A *tender invitation*, which captures the requested goods price in a precise and unambiguous manner, has to distribute to the registered suppliers.
2. The *tender invitation* has to be distributed in such a way that as many as possible of the potential parties interested in responding will become aware of its existence.
3. The parties interested in delivering the requested goods, hereafter referred to as the *suppliers*, have to capture their offers.
4. The tenders have to be delivered to the party requesting them, that is the MLU, preferably in a security way and before the duration date-time given. Here, security implies confidentiality, integrity and non-repudiation.
5. The MLU has to decide whether any of the submitted tenders is fulfilling the requirements and, if this is the case, decide which of the suppliers to offer the contract to.

The tender process is followed by the contract phase in which a contract is agreed upon and signed by the MLU and the selected supplier in order to close the deal.

4.0 System Architecture

Below is the architecture overview of MLU E-Procurement System environment.

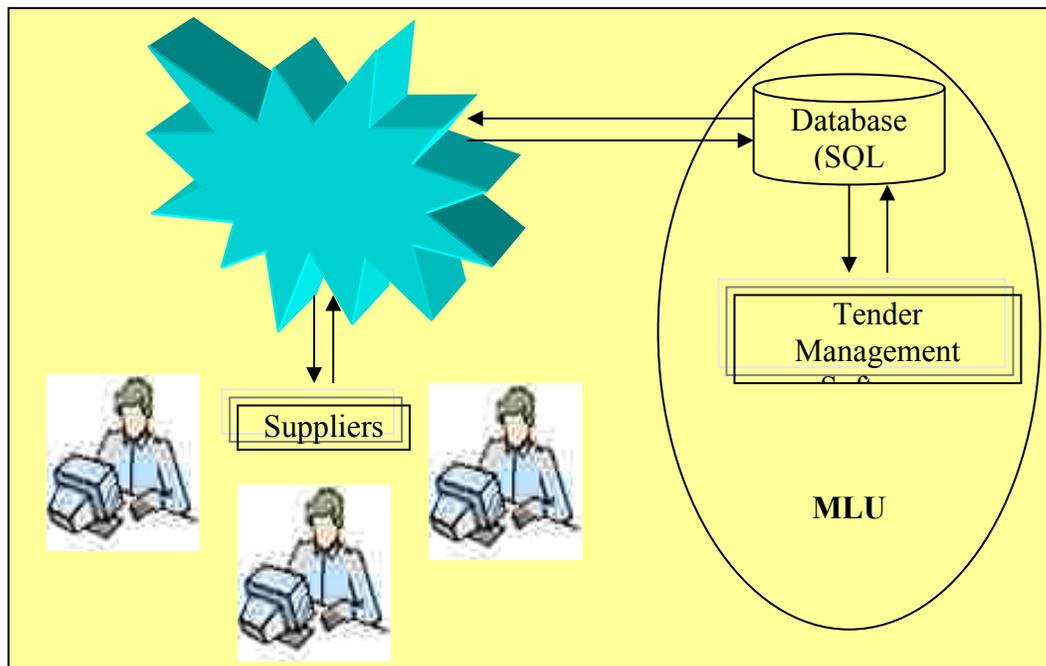


Figure 1

System Workflow

The system will be running in web/online and having intranet application for internal use by *Markas Logistik Udara (MLU)*.

The tender form can be downloaded by each suppliers via internet by login the MLU Quotation Management System.

The tender form will be prepared by each operator and approved by the assigning officer using the software that been develop called Tender Management Software.

identification key and **password** will be given to the registered company to acces the Quotation Management System website for the tender application/submission and to get more latest information from MLU via internet.

Registered company must submit the tender through internet/online in order to make it more efficient and effective.

The tender will be processed and digitalized stored in the database (SQL Server). The participated company can view every information and tender status at their own tender inbox.

Then, after the tender had reached the due date, the application will be closed through web and each tender related will be compiled to the *Tender Schedule* automatically and can be viewed using Tender Management Software. So, each person or award committee (LAS) related will give the decision which bidders can get the tender through the *Tender Schedule* generated by Tender Management Software. In Figure 2, shows the diagram of workflow process for this system.

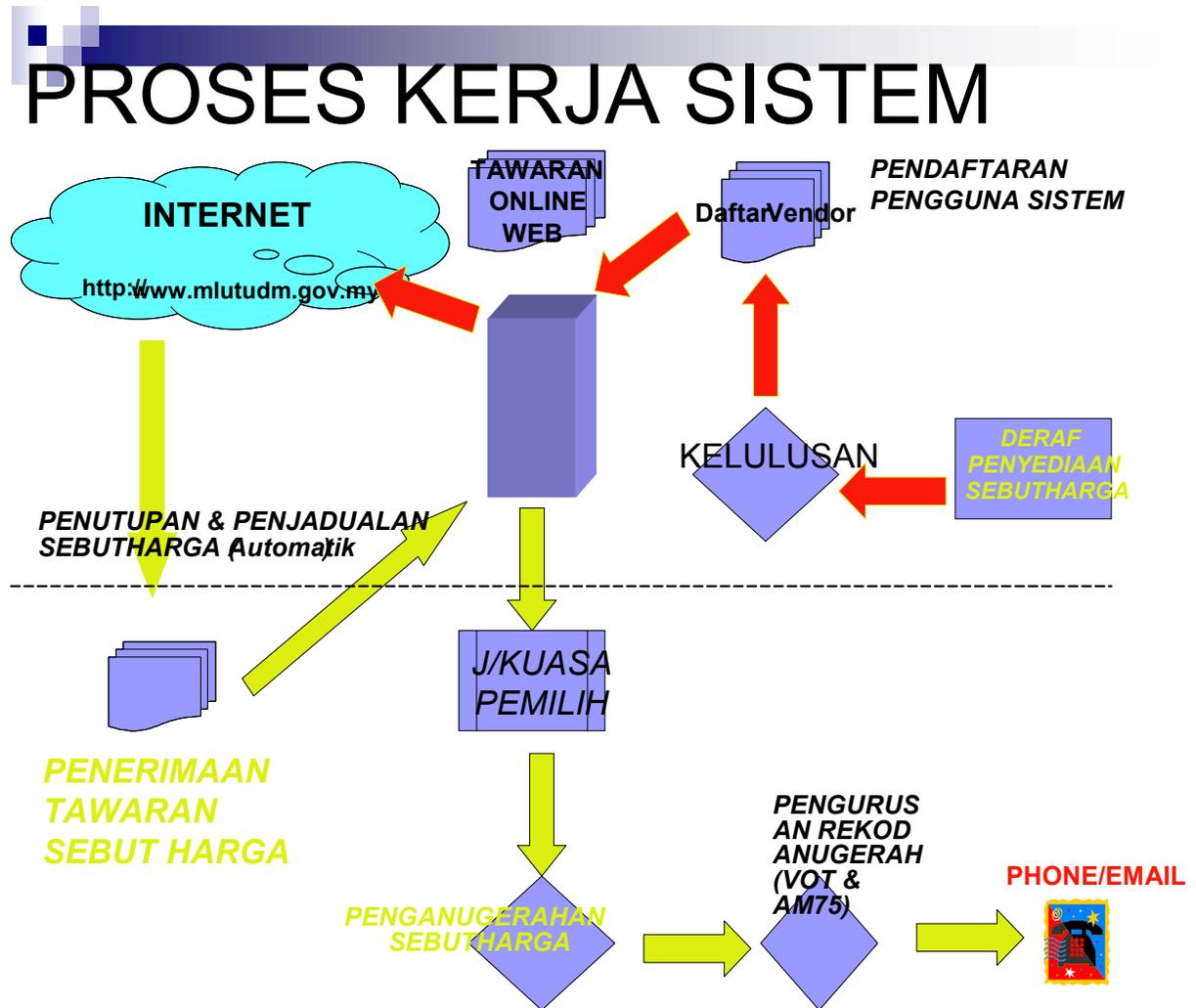


Figure 2

5.0 Markas Logistik Udara Quotation Management System. (MLU - QMS)

Below is the website that will be used by the supplier for tender application and submission via internet.

www.mlutudm.gov.my

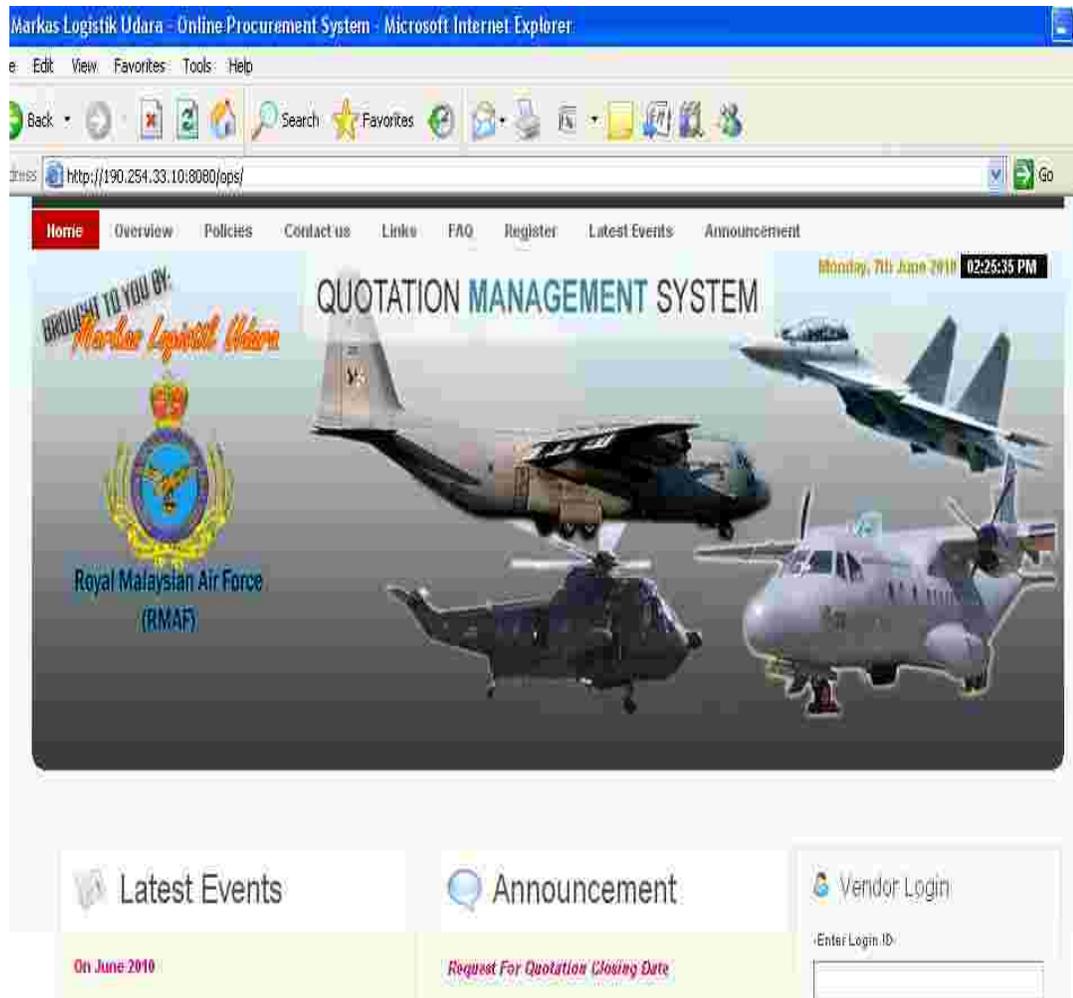


Figure 3

6.0 Quotation Management System (QMS).

The MLU-QMS currently use for the operator and officers to draft a quotation, register company, awarding, manage quotation, supervise, etc. The LAS is the award committee member which only can be selected by the commanding officer.

7.0 Login VirQMS

7.1 Step 1. Click icon VirQMS as shown figure 7.1



Figure 7.1

7.2 Step 2. System will show login interface which needed user to insert their User ID and Password as shown in figure 7.2



Figure 7.2

- 7.3 Step 3. Insert valid user ID and Password to ensure using VirQMS. There are 4 level of user presences as administrator, officer, operator and LAS (award committee member)
- 7.4 Step 4. Click Login button. Wait for a moment while system determining the latest version of VirQMS via server. A few second will show splash interface
- 7.5 Step 5. When login success, Interface of VirQMS will be shown as figure 7.3.

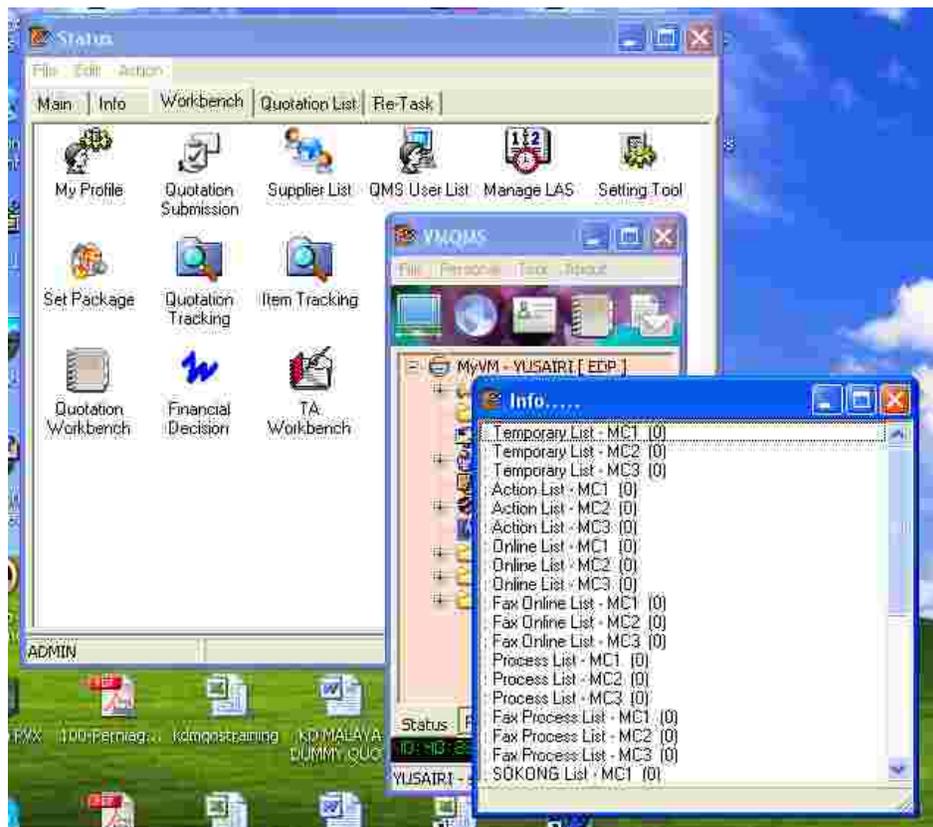


Figure 7.3

8.0 Logout VirQMS

8.1 Step 1. Click reconnect or exit as shown in figure 8.1

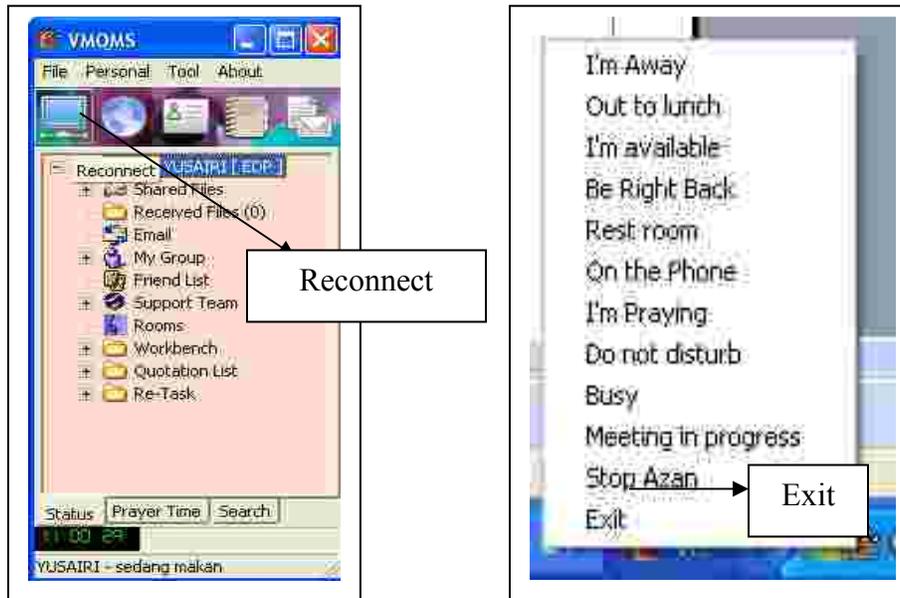


Figure 8.1

9.0 My Profile



9.1. Double click My Profile icon as above to view user profile.

9.2. User can edit their Rank, Name, Display Name (VM), Position and Password.

9.3. Click Save button for updating the record that had modify.

10.0 Quotation Submission



10.1 Double click Quotation Submission icon as above to give confirmation to supplier about their quotation submission had been received.

10.2 User can insert the Activation Code (had been given the by system to supplier) and the Quotation Reference Number.

10.3 Click Generate button to get the detail record.

11.0 Draft New Quotation



- 11.1 Double click Draft New Quotation icon as above to create new quotation before submitting to officer for approval.
- 11.2 This sub-module can search item by Patt No or Item Name and insert that item into quotation form. The alert function will be pop-up if the item had been quoted into previous quotation.
- 11.3 Besides that, user can view the pending item (Re-Quote item) which had been assign to make a new draft quotation by officer.
- 11.4 User can save the draft and draft reference number will be given such as DRAFT/02/06/10(075). The draft will be saved automatically into Temporary List.
- 11.5 User can send the draft to officer that had been assigned for draft approval. The draft will be saved automatically into Queue List and Action List.

12.0 Quotation Tracking



- 12.1 Double click Quotation Tracking icon as above to track the quotation status and information about that quotation.
- 12.2 User can insert the quotation reference number and click Search button.

13.0 Item Tracking



- 13.1 Double click Item Tracking icon to track item that had been inserted in the quotation since the system was launched.
- 13.2 User can insert Patt No. or Item Name to find that related item. For the MLU – QMS all items are been import from SPKB system

14.0 View Order



- 14.1 Double click View Order icon to view the list of quotation that had been awarded by Commanding Officer.
- 14.2 The list of awarded quotation will be listed by year.
- 14.3 User can View BATL153 (Insert Order Number), printing all submission, preview submission by item, preview award committee & CO decision and preview re-awarded decision.
- 14.4 Besides that, user can preview the bid price by other suppliers for each item in View BATL53 (Insert Order Number) form and preview BATL153 draft, preview Lampiran 1 and preview No-Quote.

15.0 Temporary List



- 15.1 Double click Temporary List icon to view the list of draft quotation that had been drafted by each user itself.
- 15.2 User can view the file and modify the item that had been inserted on that draft and can submit to officer for approval.

16.0 Rejected List



- 16.1 Double click Rejected List icon to view the list of draft quotation that had been rejected by the officer.
- 16.2 User can view the file and modify the item that had been inserted on that draft and can re-submit to officer for approval.

17.0 Action List



- 17.1 Double click Action List icon icon to view the list of draft quotation that needed officer action for publishing it into website.
- 17.2 User can view the file but cannot modify the item that had been inserted. Item only can be deleted or inserted by imported new item from the SPKB system. All item listed followed through SPKB system such as pattern number, description name and quantity.

18.0 Online List



- 18.1 Double click Online List icon to view the list of quotation that had been approved and still waiting for supplier to submit the price for each item related.
- 18.2 User can view the file but unable to delete the item listed in that file. However, user may Cancel or Re-Quote that item. Approval from officer must be requested before these tasks can be done.

19.0 Set Package



- 19.1 Double click Set Package icon to set package on each online quotation.
- 19.2 User can set package on each quotation only before its closing date time. The setting will be shown as a reference to supplier via web (web new version).

20.0 Assign OFFICER/CO



1. Double click Assign MC or Assign CO icon to set the user that can be assisted MC or CO task for awarding of quotation using LAS user ID.
2. The setting will need the user to insert the due date which user that had been assigned can do MC or CO task.

21.0 Supplier List



- 21.1 Double click Supplier List icon to view all Active/Suspended/Disabled supplier which registered with *Markas Logistik Udara* in Quotation Management System (QMS).
- 21.2 User can register new supplier or edit the existing supplier's profile and printing the registration report for new supplier.

22.0 Awarded List



- 22.1 Double click Awarded List icon to view the list of quotation that had been awarded by award committee.
- 22.2 User can view the file and can decide the selected item to be Re-Quoted. Item will be sent to Re-Quote Item List or can be Re-Awarded which will be sending to Re-Awarded Item List.

23.0 Process List



- 23.1 Double click Process List icon to view the list of quotation that had been closing by system (VCloseQuo services).
- 23.2 User can view the file but unable to delete the item listed in that file. However, user may cancel that item or Re-Quote that item. Approval from officer must be requested before this process can be done.

24.0 Cancel List



24.1 Double click Cancel List icon to view the list of quotation that had been canceled from any awarded decision.

24.2 User only can view the file.

25.0 Re-Open List



25.1 Double click Re-Open List icon to view the list of quotation that had been assigned by award committee or CO to re-open it into web.

25.2 User can view the file and modify the item that had been inserted on that file and approved it. User will be given new quotation reference number.

26.0 Re-Quote List



26.1 Double click Re-Quote List icon to view the list of quotation that had been assigned by award committee or CO to re-quote it.

26.2 User can view the file and modify the item that had been inserted on that file and approved it. User will be given new quotation reference number.

27.0 Re-Quote Item List



27.1 Double click Re-Quote Item List icon to view the re-quote approval waiting list.

27.2 User can view the item and can send that item into Pending Item in Draft New Quotation Form sub-module

28.0 Drafting ,Processing and Approving new quotation.

- a. **Drafting of new quotation. Only can be made by assigning operator.**
 1. Double click at Draft New Quotation icon, Request Quotation Form (RFQ) template will appear. Insert particulars at combo box needed such as priority type, RFQ type and Model No. Right click (see figure 28.1). Select to import RFP(SPKB), listing item will be shown as figure 28.2

The screenshot shows a software window titled "QMS : Draft New RFQ Tool". The main content area is a "Request For Quotation (RFQ) Form". At the top, there's a yellow header bar. Below it, a black bar says "Items List (0 Items)". Underneath, there are three dropdown menus for "Priority Type:", "RFQ Type:", and "Model No:", along with a "Select Vendor..." button. The main part of the form is a table with the following columns: "No.", "Part No", "Description", "System", "Quantity", "UOM", and "Priority". The table is currently empty. A context menu is open over the table, showing options: "Import From RFP (SPKB)...", "Delete Record", "View Pending Item (Re-Quote)...", "View Item History...", and "View Awarded History...". Below the table, there are two text input areas: "RFQ Description" and "RFQ Memo (Message To Vendor)". At the bottom right, there are two buttons: "Save Draft" and "Send Draft".

Figure 28.1

2. Choose item needed at select column as figure 28.2. **Note that all listed item cannot be modified or inserted.**
3. Click OK after finish. Item will be inserted RFQ form.
4. Click SEND and YES if confirm (see figure 28.3)
5. Send Quotation For Approval To..... will be pop up.
6. Select any one officer for approval.
7. Click SEND button (see figure 28.4)

RFP: Priority 1

Select	Part	Description	System	UOM	Qty	Priority	Type	RFP ID	Need Date	RFP Line
<input checked="" type="checkbox"/>	NW36855	OIL SEAL	E4	EA	2	1	IOR	(1)MLPR05052008-3573	06-05-2008	1
<input type="checkbox"/>	MPEV3-011-8UK2B	HDY MOTOR PUMP	A2440	EA	1	1	AOG	(1)MLPR05122006-7588	06-12-2006	1
<input type="checkbox"/>	5115237-10	FLAP ACTUATOR GEAR BOX	A4270	EA	1	1	AOG	(1)MLPR06112003-0005	07-11-2003	1
<input type="checkbox"/>	9910075-2	MAIN WHEEL CESSNA (COM	A4270	EA	1	1	AOG	(1)MLPR06112003-0006	07-11-2003	1
<input type="checkbox"/>	9910075-3	BRAKE UNIT, CESSNA	A4270	EA	1	1	AOG	(1)MLPR06112003-0007	07-11-2003	1
<input type="checkbox"/>	9910194-5	NOSE WHEEL ASSY,C402B	A4270	EA	1	1	AOG	(1)MLPR06112003-0008	07-11-2003	1
<input type="checkbox"/>	1377010473523	MF 68:CART ACT INIT 0.75 SI	A1290	EA	5	1	AOG	(1)MLPR07092004-8919	08-09-2004	1
<input type="checkbox"/>	69-6R1495S100	PLUG		EA	4	1	AOG	(1)MLPR07112003-0009	08-11-2003	1
<input type="checkbox"/>	PK-16M	PYRO CARTIDGES	A1431	EA	16	1	AOG	(1)MLPR07112006-6815	08-11-2006	1
<input type="checkbox"/>	KVM-3	CAPSULES	A1431	EA	500	1	AOG	(1)MLPR07112006-6817	08-11-2006	1
<input type="checkbox"/>	PK-21M-2	EJECTION SEAT CARTRIDGE	A1431	EA	54	1	AOG	(1)MLPR07112006-6818	08-11-2006	1
<input type="checkbox"/>	TVU-1-3D-0.5	CARTRIDGES DECELERATO	A1431	EA	11	1	AOG	(1)MLPR07112006-6820	08-11-2006	1
<input type="checkbox"/>	W-D-1078	DAMPING FLUID GRADE 100		LT	1	1	IOR	(1)MLPR07122006-7629	08-12-2006	1
<input type="checkbox"/>	TT-E-527D	ENAMEL ALKYD(LUSTERLES		LT	1	1	IOR	(1)MLPR07122006-7630	08-12-2006	1
<input type="checkbox"/>	0709-MM5	AIR DRYER	E12	EA	1	1	IOR	(1)MLPR08022007-1476	09-02-2007	1

OK Cancel

Figure 28.2

QMS : Draft New RFQ Tool

File Help

Request For Quotation (RFQ) Form

Items List (0 Items)

Priority Type: AOG RFQ Type: SOLE QUOTE Model No: M23 Select Vendor...

No.	Part No	Description	System	Quantity	UOM	Priority
1	9910075-3	BRAKE UNIT, CESSNA	A4270	1	EA	1
2	9910194-5	NOSE WHEEL ASSY,C402B	A4270	1	EA	1

Message

Are You Sure To Send Draft For Approval ?

Yes No

Figure 28.3

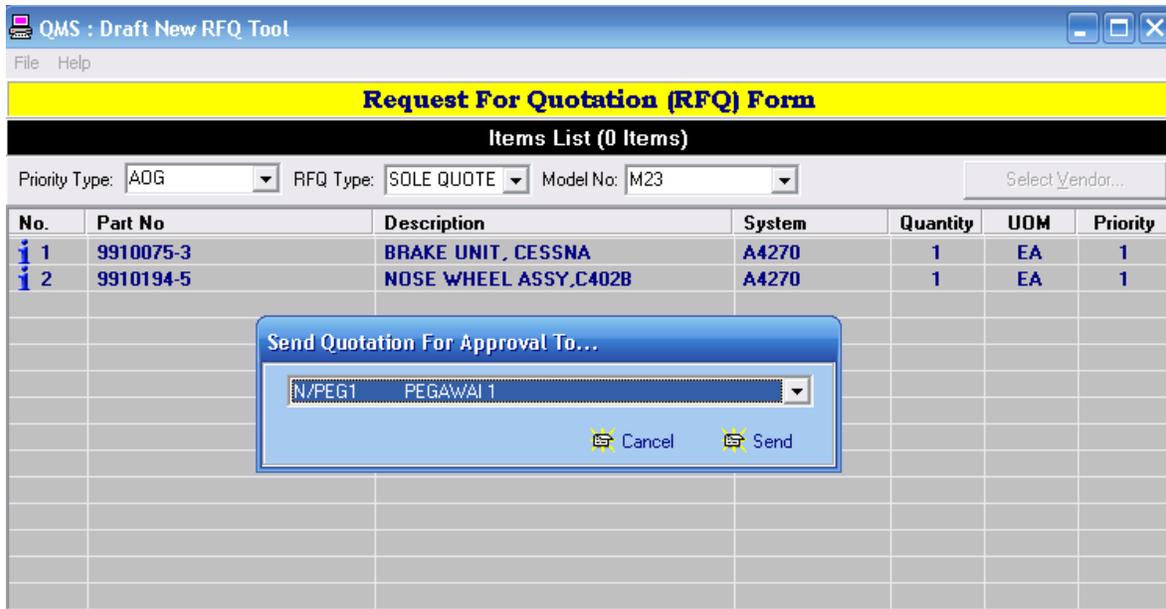


Figure 28.4

- b. Approving new quotation. Only can be made Approval Officer.**
1. Click on Action list icon. Quotation List(Draft) template can be seen. (see figure 28.5)
 2. Select one new draft quotation and right click (see figure 28.6)
 3. Click to view file.
 4. One RFQ draft form will be viewed (see figure 28.7). **Item unable to modified, only can be deleted or inserted.**
 5. Click on Approve or Reject button. If approve a quotation number will be generated automatically as figure 28.8. Click OK.
 6. System will process the request (see figure 27.9)
 7. Click refresh button when finish.

QMS : Quotation List Tool

File Help

June/2010 Quotation List [DRAFT]

No.	Quotation Ref. No.	Draft Ref. No.	Draft Date	Approved Date	Closing Date
1	0	DRAFT /01/06/10(0069)	2010-06-02 11:52:56 AM		2010-06-02 11:52:56 AM
2	0	DRAFT /01/06/10(0070)	2010-06-02 11:53:08 AM		2010-06-02 11:53:08 AM
3	0	DRAFT /02/06/10(0075)	2010-06-02 11:49:24 AM		2010-06-02 11:49:24 AM
4	0	DRAFT /02/06/10(0076)	2010-06-02 2:57:37 PM		2010-06-02 2:57:37 PM

Close June 2010 View View All (By Year) Refresh

Figure 28.5

QMS : Quotation List Tool

File Help

June/2010 Quotation List [DRAFT]

No.	Quotation Ref. No.	Draft Ref. No.	Draft Date	Approved Date	Closing Date
1	0	DRAFT /01/06/10(0069)	2010-06-02 11:52:56 AM		2010-06-02 11:52:56 AM
2	0	DRAFT /01/06/10(0070)	2010-06-02 11:53:08 AM		2010-06-02 11:53:08 AM
3	0	DRAFT /02/06/10(0075)	2010-06-02 11:49:24 AM		2010-06-02 11:49:24 AM
4	0	DRAFT /02/06/10(0076)	2010-06-02 2:57:37 PM		2010-06-02 2:57:37 PM

View File
Delete Draft
Preview Draft

Close June 2010 View View All (By Year) Refresh

Figure 28.6

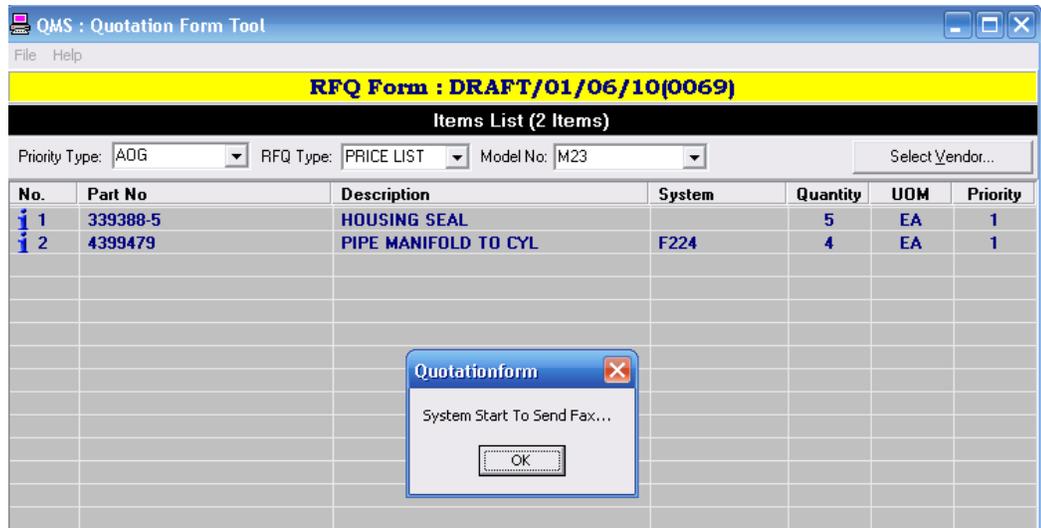


Figure 28.9

29.0 Awarding Committee.

(Only assigned to dedicated officer by Commanding Officer.)

1. Logistic Commanding Officer will assign the Award Committee. The System Administrator will insert his/her name as LAS (list assign officer) as userID. Password will be given after registered through QMS.
2. Award Committee will have to login QMS.
3. After login, award committee workbench will appear (figure 29.0)
4. Click on award committee workbench icon.
5. Award committee workbench template will appear (figure 29.1)
6. Click on tab SOKONG to view quotation that had been closed.
7. Click one of the quotation listed at the SOKONG tab. (figure 29.1)
8. Quotation Reference Number template will appear (figure 29.2)
9. Click on Decision tab. The quotation will categorize as cheapest offer or fastest delivery (figure 29.2)
10. Drag the quotation under package type insert into award committee decision box. (figure 29.2)
11. Click SOKONG button. SOKONG/LULUS quotation done box will appear. (see figure 29.3)

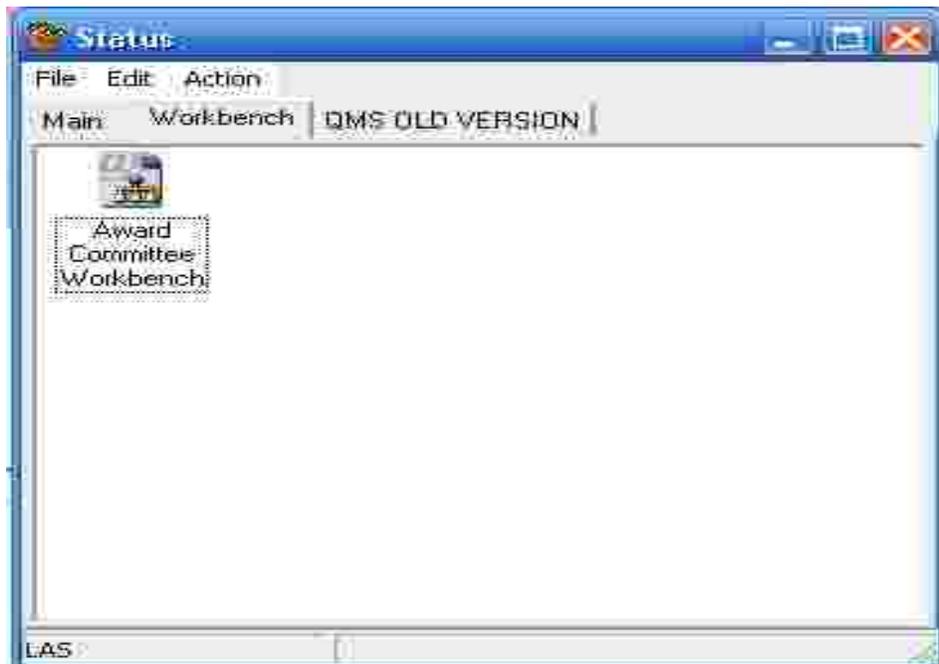


Figure 29.0

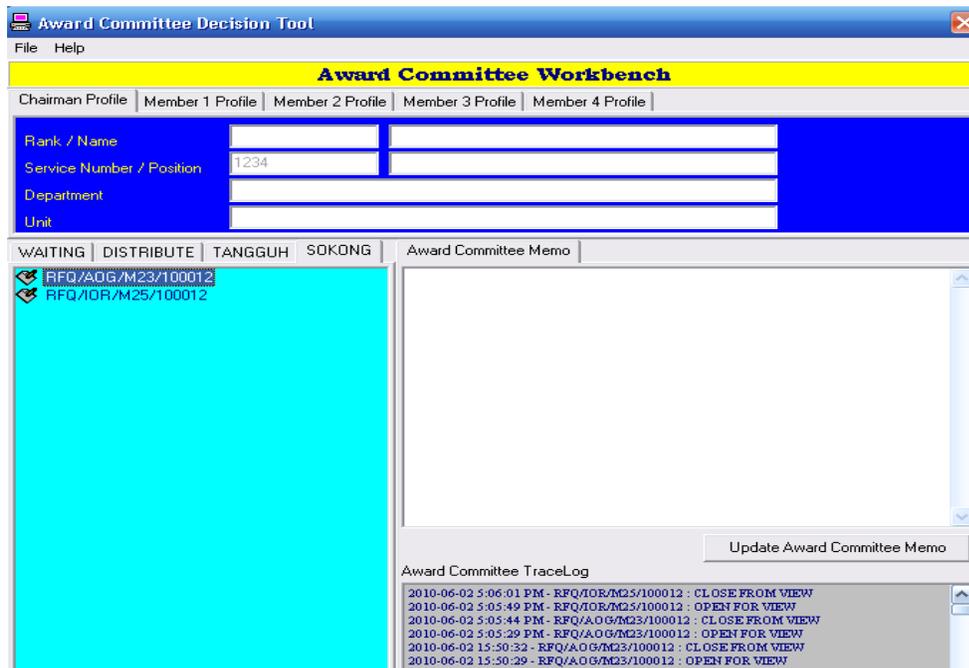


Figure 29.1

Quotation Reference Number : RFQ/AOG/M23/100012

Item List | Suppliers Submission | **Decision** | Distribute Item To New File...

Cheapest Offer			3000900-C					
Package Type	Total Price	Delivery Period	No Kenalan	Kod Pembekal	Nama SubPakej	Jumlah Harga	Tempoh Hantar	Pengeluar
Discount C...	RM 0.00		2F1-6-37950	3000900	2F1-6-37950	1552.32	14	
3000900-M	RM 2,308.94	15	5050154-16	3000900	5050154-16	756.62	15	
Selected Ch...	RM 2,308.94	15						
Standard C...	RM 2,308.94	15						

Fastest Delivery		
Package Type	Delivery Period	Total Price
3000900-C	15	RM 2,308.94
Selected Fas...	15	RM 2,308.94
Standard Fa...	15	RM 2,308.94

Customize Decision		
Package Type	Total Price	Delivery Period
Selected Fas...	RM 2,308.94	15
3000900-C...	RM 2,308.94	15
N-PACKAGE	RM 2,308.94	15
N-PACKAGE...	RM 2,308.94	15

Award Committee Decision			
Package Type	Total Price	Delivery Period	
3000900-C-LAS	RM 2,308.94	15	

No QUOTE

Figure 29.2

Quotation Reference Number : RFQ/AOG/M23/100012

Item List | Suppliers Submission | **Decision** | Distribute Item To New File...

Cheapest Offer			3000900-C					
Package Type	Total Price	Delivery Period	No Kenalan	Kod Pembekal	Nama SubPakej	Jumlah Harga	Tempoh Hantar	Pengeluar
Discount Che...	RM 0.00		2F1-6-37950	3000900	2F1-6-37950	1552.32	14	
3000900-M	RM 2,308.94	15	5050154-16	3000900	5050154-16	756.62	15	
Selected Chea...	RM 2,308.94	15						
Standard Che...	RM 2,308.94	15						

Fastest Delivery		
Package Type	Delivery Period	Total Price
3000900-C	15	RM 2,308.94
Selected Fastest	15	RM 2,308.94
Standard Fast	15	RM 2,308.94

Customize Decision		
Package Type	Total Price	Delivery Period
Selected Pasta	RM 2,308.94	15
3000900-C-LAS	RM 2,308.94	15
3000900-M-LAS	RM 2,308.94	15
Selected Pasta	RM 2,308.94	15
3000900-C-LA...	RM 2,308.94	15

Award Committee Decision			
Package Type	Total Price	Delivery Period	
3000900-M-LAS-LAS	RM 2,308.94	15	

No QUOTE

[1 EA] SELF SEALING CENTER FUEL
Company Name : SATANG JAYA SDN BHD
Company Note : Notes

Has decision
SOKONG/LULUS Quotation Done !!!
OK

Figure 29.3

**30.0 Supplier, QMS user and Managing award committee Registration.
(Only by System Administrator)**

a. Supplier Registration.

1. Login as administrator.
2. Click on supplier list icon at workbench tab (figure 30.1)
3. QMS Supplier list tools template will appear. (figure 30.2)
4. Right click and select Add New Supplier Profile (figure 30.2)
5. Add New Supplier Profile template will appear(figure 30.3)
6. Insert all particulars needed in combox and click SAVE button.
7. After registered, select supplier name and right click.
8. Select preview supplier profile.
9. Template of supplier profile will appear (figure 30.3(a). **Print out and give the copy to supplier. Suppliers must log in by using userID and password given. After 1st time login, they can change their own password.**

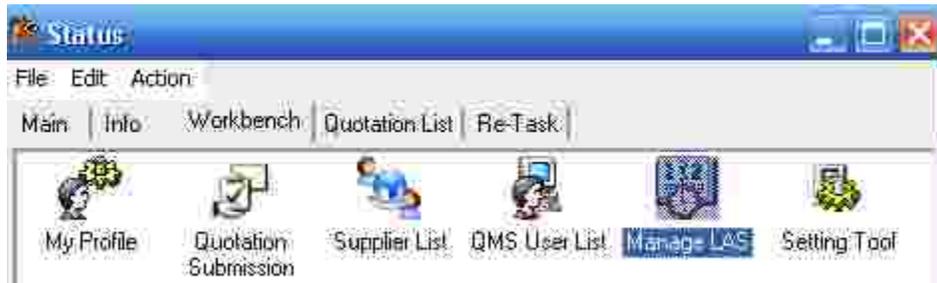


Figure 30.1

QMS : Supplier List Tool

File Help

ACTIVE | SUSPENDED | DISABLED

No.	Supplier	Phone	Fax	E-Mail	Status
1	ADVANCED AUTOMATION CORP				AKTIF
2	AEI SYSTEM LIMITED	01344 636200	01344 636205		AKTIF
3	AEROCLEAR (ASIA) SDN BHD	03-7845 2177	03-7845 2398	aeroasia@streamyx.com	AKTIF
4	AERONAUTICA MACCHI SPA VIA SIL	0039 012411	0039 007805		AKTIF
5	AERONAUTICA MACCHI SPA VIA SIL				AKTIF
6	AERONAUTICA MACCHI SPA VIA SIL				AKTIF
7	AEROSPACE TECH. SYS. CORP.			@atscad.po.my	AKTIF
8	AEROSPACE TECH. SYS. CORP.			psbc@streamyx.com	AKTIF
9	AEROTREE DEFENCE & SERVICE SDN BHD	03-26331200	03-2693 2200	ziela@aerotree.com.my	AKTIF

Context menu for row 4:

- Add New Supplier Profile
- Edit Supplier Profile
- Preview Supplier Profile (New Registration)

Figure 30.2

Edit Supplier Profile

Security Access Setting

Login Status: Vendor Code: Login ID (Vendor Site): Login ID Confirmation: Password:

Status Bumiputera: Status Tempatan: Expiry date:

Company Name:

RDC Number:

Financial Certificate Number:

Bank Account Number:

Bank Name:

Bank (Branch):

Contact Person:

Company Address:
 City:

State:

Country:

Phone Number: Example 1 (PERAK) : 6889978
 Fax Number: Example 2 (Outside PERAK) : 036929978
 Mobile Number: Example : 0125037734
 Valid E-Mail Address: Example : administrator@mputudm.gov.my

Figure 30.3



Menteri Logikah Udara
 Pangkalan Udara Kuala Lumpur
 Jalan Lapangan Terbang Lama
 50340 Kuala Lumpur
 MALAYSIA

CONFIDENTIAL Printed Date : 2010-08-07 2:53:34 PM

MLU COPY

Vendor ID : X3-1 Bumiputra Status : N
 Password : 1234
 Contact Person :
 Company Name : AEI SYSTEM LIMITED
 Company Address : AEI SYSTEM LIMITED 1 KINGS RIDE PARKASCOT,
 Postcode : SL5 8AP City : BERKSHIRE
 State : ENGLAND
 Country :
 ROC Number :

Bank Account No. :
 Bank Name :
 Branch :
 Phone : 01344 636200 Mobile :
 Fax : 01344 636205 E-Mail :

Cut Here-----Cut Here-----Cut Here-----



Menteri Logikah Udara
 Pangkalan Udara Kuala Lumpur
 Jalan Lapangan Terbang Lama
 50340 Kuala Lumpur
 MALAYSIA

CONFIDENTIAL Printed Date : 2010-08-07 2:53:34 PM

VENDOR COPY

Vendor ID : X3-1 Bumiputra Status : N
 Password : 1234
 Contact Person :
 Company Name : AEI SYSTEM LIMITED
 Company Address : AEI SYSTEM LIMITED 1 KINGS RIDE PARKASCOT,
 Postcode : SL5 8AP City : BERKSHIRE

Figure 30.3(a)

b. QMS User Registration.

1. Click on QMS User List icon (figure 30.1)
2. QMS User list tools template will appear (figure 30.4)
3. Right click and select Add New QMS User
4. QMS User profile tools will appear (figure 30.5)
5. Insert all particulars needed in combobox given. For security:
 - (i) Qperator – The person who will preparing and drafting quotation.
 - (ii) MC – The person that will checking, select supplier and release quotation
 - (iii) Admin - Only for administrator who will manage QMS system.

The screenshot shows a window titled "QMS : User List Tool" with a menu bar (File, Help) and tabs for ACTIVE and INACTIVE. Below is a table with 8 columns: No., NoTentera, Kumpulan, Pangkat, Nama, Jawatan, Jabatan, and Status. A context menu is open over the row for user 'LAS' (No. 3), showing options: "Add New QMS User", "Edit QMS User's Record", and "Outstanding Quotation Action".

No.	NoTentera	Kumpulan	Pangkat	Nama	Jawatan	Jabatan	Status
1	admin	ADMIN	AWAM	YUSAIRI	DEVELOPER	EDP	AKTIF
2	quotation	ADMIN	SYSTEM	QUOTATION CENTRE	SYSTEM	SYSTEM	AKTIF
3	LAS	LAS					AKTIF
4	peg1	MC		Pegawai 1			AKTIF
5	peg2	MC		Pegawai 2			AKTIF
6	peg3	MC		Pegawai 3			AKTIF
7	peg4	MC		Pegawai 4			AKTIF
8	op1	OPERATOR		Operator Priority 1		PRIORITY1	AKTIF
9	op2	OPERATOR		Operator Priority 2		PRIORITY2	AKTIF
10	op3	OPERATOR		Operator Priority 3		PRIORITY3	AKTIF
11	op4	OPERATOR		Operator Priority 4		PRIORITY4	AKTIF
12	ta	TA	LT KDR	LTO	LTO	TA	AKTIF

Figure 30.4

The screenshot shows a window titled "QMS : User Profile Tool" with a form for user registration. The form includes fields for Rank, Name, Service Number, Display Name (VM), Status, Position, and Department. A "Security Setting" section is highlighted in cyan, containing an Access Level dropdown menu (with options ADMIN, MC, OPERATOR, OTHERS) and a Password field with a "View..." button. A note below the password field reads "Only For Deputy Of Commanding Officer)". At the bottom are "Close" and "Save" buttons.

Figure 30.5

frmManageProfileLAS

Step 1 From 7

Setting Award Committee Date & Time

Date

Time

Printer Setting
Send To OneNote 2007

<< Previous Next >> Preview Close

Figure 30.6

frmManageProfileLAS

Step 2 From 7

Chairman Profile

Rank Name

Service Number Position

Department

Unit

Printer Setting
Send To OneNote 2007

<< Previous Next >> Preview Close

Figure 30.7

frmManageProfileLAS

Step 3 From 7

Member 1 Profile

Rank	Name
FO	
Service Number	Position
3434	PEGAWAI KEWANGAN
Department	
KEWANGAN	
Unit	
MARKAS LOGISTIK UDARA	

Printer Setting

Send To OneNote 2007

<< Previous Next >> Preview Close

Figure 30.8

frmManageProfileLAS

Step 7 From 7

Confirmation Code & Password

Chairman Confirmation Code	A7C9F3BBE6
Member 1 Confirmation Code	8D5F136FAE
Member 2 Confirmation Code	87DFE33048
Member 3 Confirmation Code	42D3386610
Member 4 Confirmation Code	846A36C226

User ID	Password	
LAS	5502700	Update Award Committee

Printer Setting

Send To OneNote 2007

<< Previous Next >> Preview Close

Figure 30.9

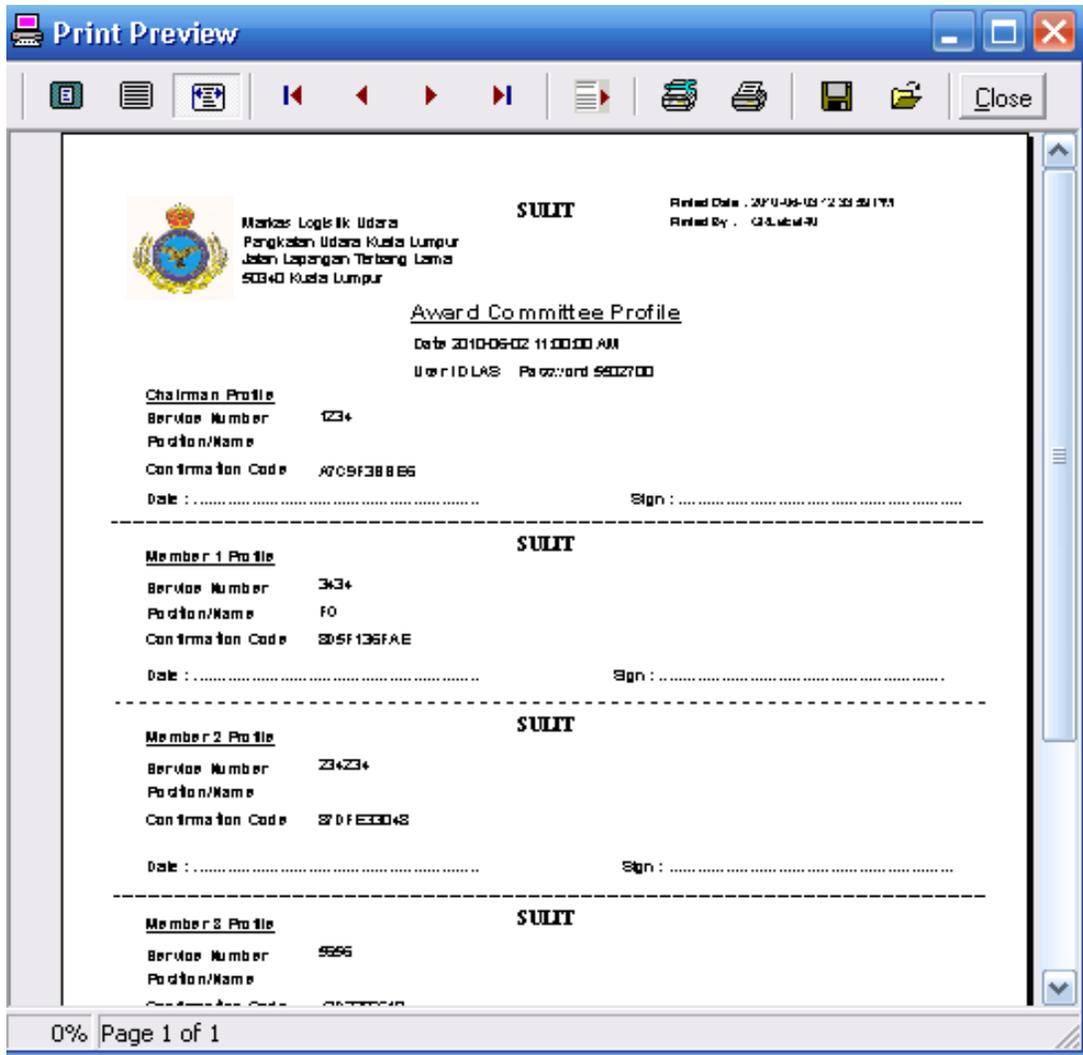


Figure 30.10

d. Setting Tools.

1. Click on setting tools icon (figure 30.1)
2. QMS: Setting tools will appear (figure 30.11)
3. Click on quotation setting button. Template will appear (figure 30.12). Details will show the RFQ closing days by priority level and default closing time. Particulars can be changed and click confirm when changes be made.
4. Click on Awarded Level Setting
5. Awarded Level Setting template will appear (figure 30.13)
6. Insert pricing for quotation and item maximum level price. Click Save.
7. Click send message to vendor.
8. Template send message will appear (figure 30.14)
9. Insert subject and memo that want to be send and select company by multiple or individual sending (figure 30.14)
10. SPKB Export Data. This menu from SPKB to QMS for importing data from SPKB. User had to click button such as Vendor, RFQ, Quotation and EDD.(see figure 30.11)

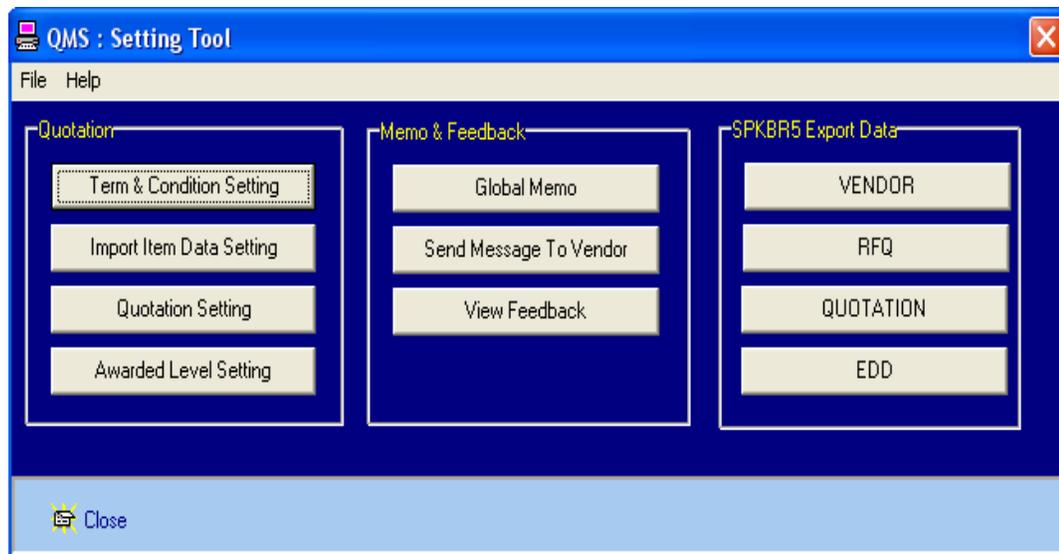


Figure 30.11

Quotation Setting

RFQ Invitation

Minimum Receiver

Awarded : E-Mail Option

Enabled To Send E-Mail

RFQ Closing Days

Priority 1 days

Priority 2 days

Priority 3 days

Priority 4 days

Default Closing Time

Close Confirm

Figure 30.12

Awarded Level Setting

Awarded Decision

Enabled Awarded > Quotation Max Level

Quotation Purchase On Each File/Item

Quotation Max Level **RM**

Item Max Level **RM**

Close Save

Figure 30.13

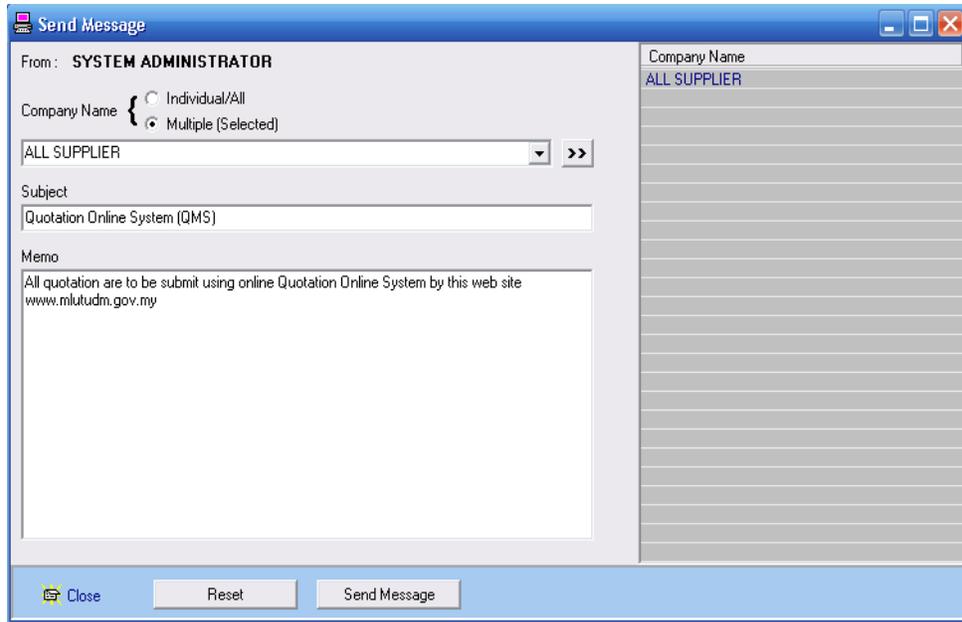


Figure 30.14