



Link website saga : saga.unisza.edu.my

Log Masuk menggunakan Id & Password yang diberikan

ID : **e-crim**

Password : **ecrim _ _ _ _**
(digit dibelakang akan berubah setiap 3 bulan)

Password terkini boleh dapatkan melalui staff Creim

Century Financials Login

Id

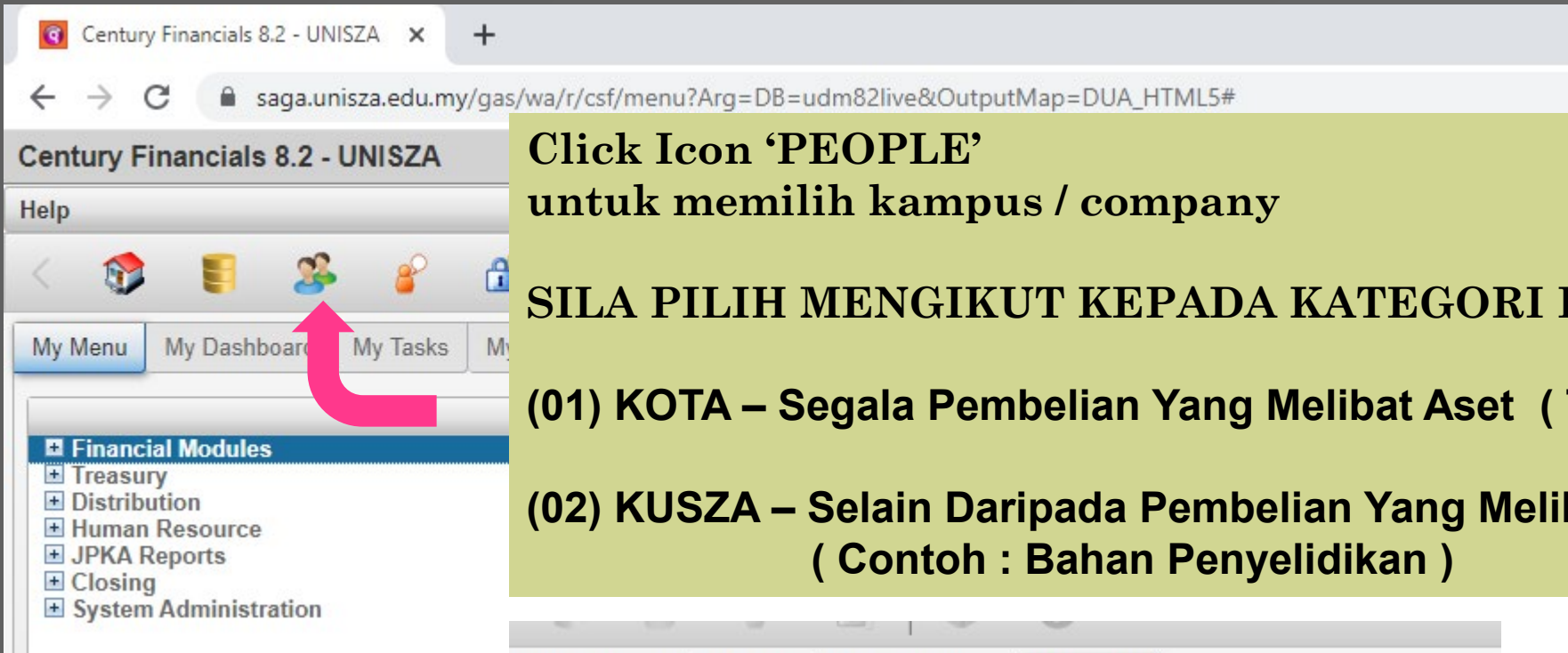
Password

CREIM

Cik Afiqah Rabeah : 096687774 / 011-10015965

Bendahari

En. Mohd Khairul Azmi : 09-6687610 / 014-3702730

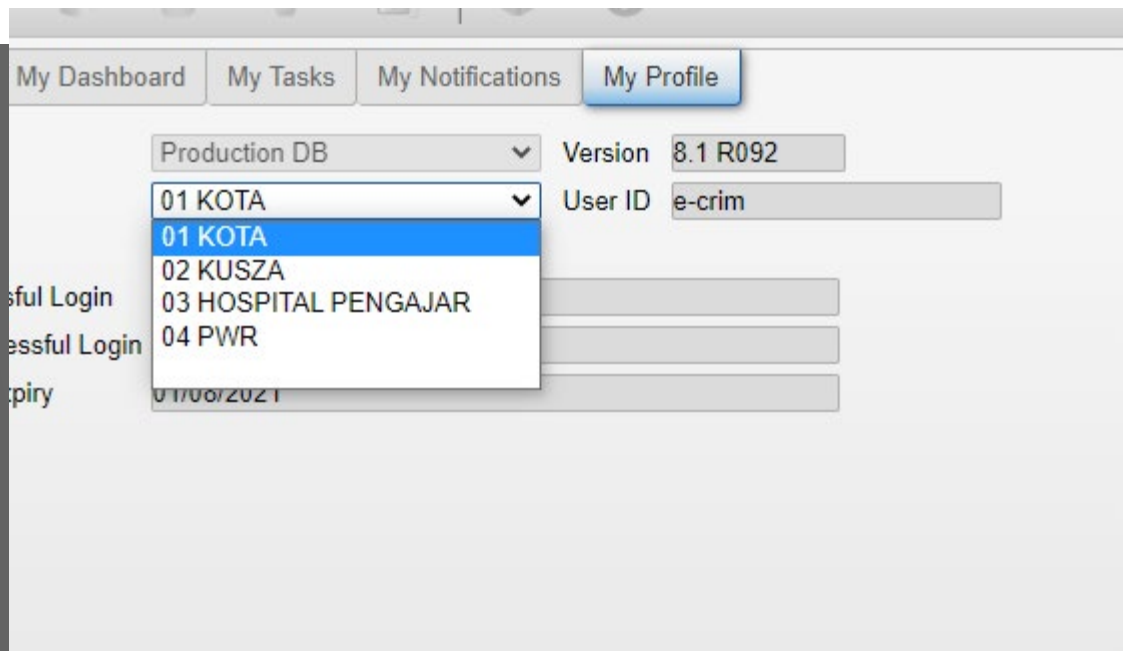


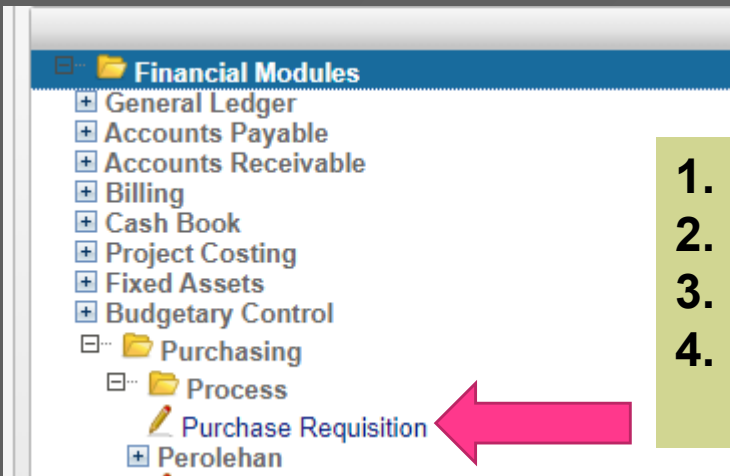
**Click Icon 'PEOPLE'
untuk memilih kampus / company**

SILA PILIH MENGIKUT KEPADA KATEGORI PEMBELIAN

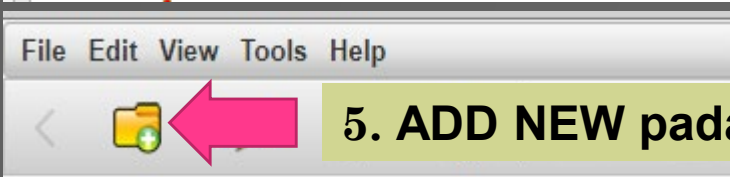
(01) KOTA – Segala Pembelian Yang Melibat Aset (Tagging)

**(02) KUSZA – Selain Daripada Pembelian Yang Melibatkan Aset
(Contoh : Bahan Penyelidikan)**

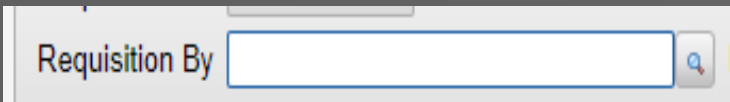




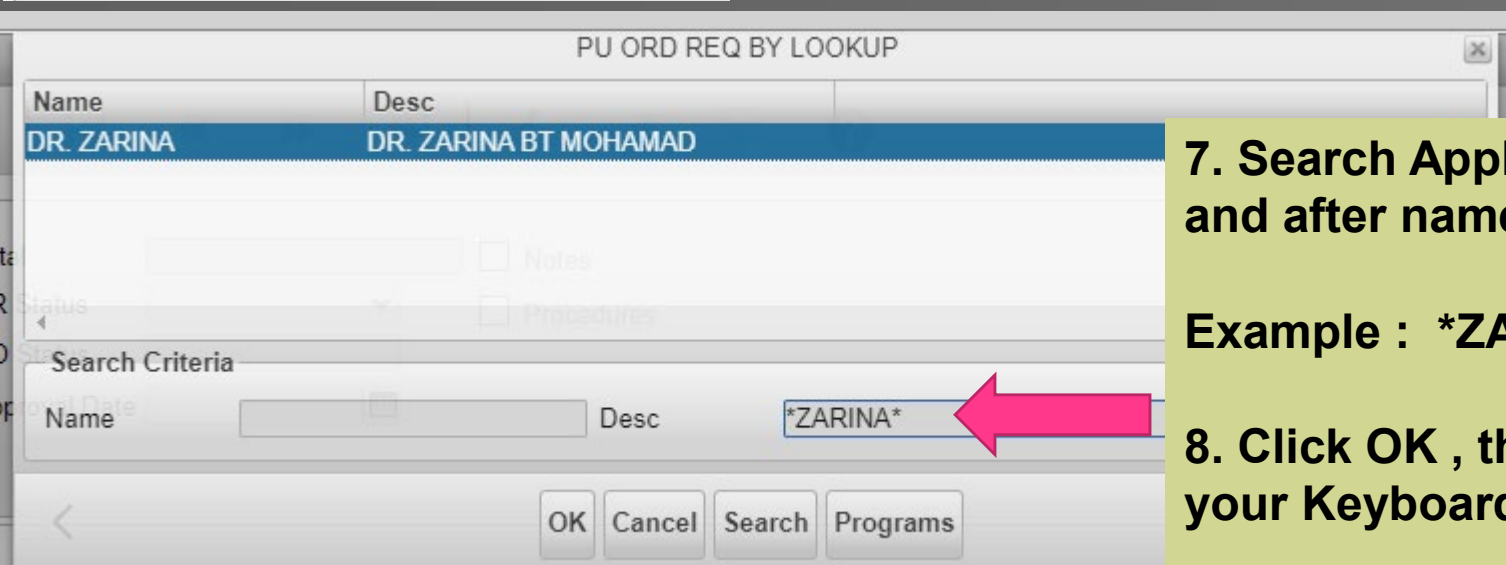
1. Financial Modules
2. Purchasing
3. Process
4. Double click 'Purchase Requisition'



5. ADD NEW pada Icon 'Folder'



6. Click icon 'Search'



7. Search Applicant Name with * before and after name at Desc

Example : *ZARINA*

8. Click OK , then Press ' Tab ' button on your Keyboard to go at ' Detail '

Detail | Line Items | Supplier Details

Purchaser

9. Click 'Search' Icon to choose Purchaser (Faculty / PTJ)

PURCHASERS LOOKUP

Purchaserid	Purchname
AHMADOTHMAN	PUSAT ISLAM
ANAS	PAQAR
ANUARABDULLAH	IC
BAHARIN	UNIT RISIKO
DR.ABDULLAH	PPHP

Search Criteria

Purchaserid Purchname

OK Cancel Search

10. Click ' Search '

PURCHASERS LOOKUP

Purchaserid	Purchname
DR.ARYATI	CREIM
DRZARINA	CREIM

Search Criteria

Purchaserid Purchname

OK Cancel Search Programs

**11. Type your faculty / PTJ with * before and after
Example : *CREIM***

12. Choose latest KPTJ and Click OK

Detail Line Items Supplier Details

Purchaser

Delivery Address

Instructions

Other Refno

Package Marks

13. Press 'TAB' on your keyboard to get detail of purchaser

14. Click OK to go to 'Supplier Detail'

Please contact BENDAHARI / CREIM if supplier name not found in system SAGA

Detail Line Items Supplier Details

Supplier ID

15. Click 'Search'

SUPPLIER LOOKUP

Suppid	Sname
DP000031	PERMULA SDN. BHD.
DP000032	PERMULA SDN. BHD.
MP000031	PERMULA SDN. BHD.
RP000031	PERMULA SDN. BHD.
RP000032	PERMULA SDN. BHD.

Search Criteria

Suppid Sname

OK Cancel Search Programs

16. Search supplier name with * before and after
Example : *PERMULA*

17. Click OK

18. Choose supplier name with Suppid start with 'M'
Example : MP000031

19. Click OK and TAB for detail info of supplier

Type	Quantity	Description	Unit Price	Extended
▼	1.0000	chemical substance	200.0000	200.00
▼	2.0000	chemical	100.0000	200.00
▼				
▼				
▼				

Stock

Warehouse Unit

Stock ID Quantit

Disc% Unit Pri

Description

20. Click OK to go to ' Line Items '

**21. Fill in your detail purchase as stated on quotation
Only fill in Quantity , Description and Unit Price**

22. Press Tab to go to next line

23. Click Ok after done fill in the purchase items

Distribution

Total Amount MYR Amount Left MYR Number of Lines 1/0

Project Code	Description	Amount
R0290*		

24. Enter your project code and * , then press tab

Example : R0290*

25. Choose the right VOT and click Ok

Distribution

Total Amount MYR Amount Left MYR

Project Code	Description	Amount
R0290*		

LIMITED PC ACCOUNTS LOOKUP

Account	Desc
R0290-0000-00-A38102	PERISIAN SOFTWARE
R0290-0000-00-B27799	BEKALAN DAN BAHAN PENYELIDIKAN
R0290-0000-00-B29199	PERKHIDMATAN YANG LAIN
R0290-0000-00-B29301	GAJI UPAHAN
R0290-0000-00-H77101	SUMBANGAN SYARIKAT

Search Criteria

Account Desc

OK Cancel Search Programs

**Please contact BENDAHARI / CREIM if
VOT Code not found in system SAGA**

Total Amount MYR Amount Left MYR Number of Lines 1/0

Project Code	Description	Amount
R0290-0000-00-B27799	PU REQ 019382 MP000031	400

26. Press Tab and fill the purchase amount
27. Click Ok

Distribution

Total MYR Balance MYR DR

T	GL Account Code	Description	DR/CR	Amount
C	M-01-00-00-L13103	PEMIUTANG PELBAGAI	CR	400.00
P	R-01-00-00-S0-B27799	PU REQ 019382 MP000031	DR	400.00

28. It will appear as shown in image then click Ok again



29. Click READY

File Edit View Tools Help

Requisition

Company PO Type Total

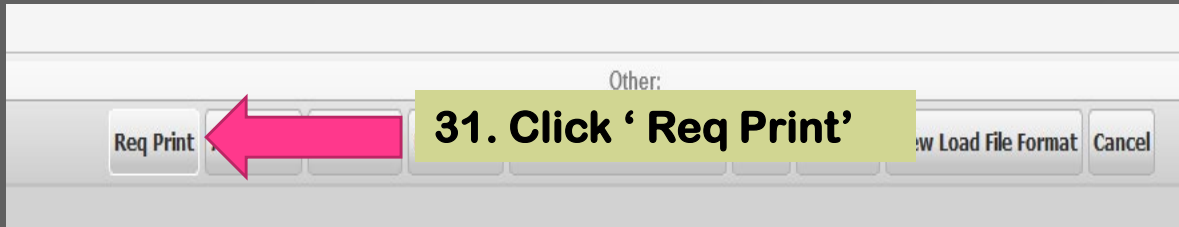
Requisition No Type PR Status Procedures

Requisition By Needed By Date PO Status

PO Number Approval Date

Date


30. Click Other Options button to print out the PR document
***Make sure PR Status is 'Ready'**



34. Sign & Stamp only at “ Disediakan oleh ”

35. Submit the document with Borang Pembelian barang (PB) and all the related document to CREIM

ASAL



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 Kampus Kota,
 Jalan Sultan Mahmud
 20400 Kuala Terengganu
 TEL: 09-6688888
 FAX: 09-6671887
 http://www.unisza.edu.my

UNTUK KEGUNAAN DALAMAN SAHAJA

BORANG PERMOHONAN PEROLEHAN

No. Daftar 019382 Tarikh 18/08/2021 Pemohon DR. ZARINA	Pembekal: MP000031 PERMULA SDN. BHD. 915 Taman Permin Jaya Chendering 21080 Kuala Terengganu Terengganu Darul Iman NO TEL: 09-6163113 / 6166111 FAX: 09-6163111
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PERIHAL BARANG-BARANG

Bil	Butiran	Kuantiti	Harga/Unit	Jumlah
1	chemical substance	1	200.00	200.00
2	chemical	2	100.00	200.00
Jumlah (RM)				400.00

33. Example Purchase Requisition Document

R-01-00-00-S0-B27799	Disediakan oleh: Disahkan oleh:	Rujukan Tender/Kontrak/Sebutharga Pembekal: Catatan : _____ _____ _____
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**SEKIAN
TERIMA KASIH**

