

# PURCHASE ORDER APPLICATION

UNLOCKING TALENT  
DELIVERING RESULTS

UiTM TECHNOVENTURE SDN. BHD. Registration No. 201101020378 (948513-M)

Project no. : UTVSB/CS/P. \_\_\_\_\_  
Doc Date : \_\_\_\_\_

For UTV use only (Receive date)
------------------------------------

**UiTM Technoventure Sdn. Bhd. (948513-M)**  
Ground Floor, UiTM-MTDC Technopreneur Centre  
Universiti Teknologi MARA (UiTM)  
40450 Shah Alam

*\*\*Please ensure that the vendor submit the 'VENDOR REGISTRATION FORM' to UTV before proceed with procurement.*  
(Please complete the information below)

**PROJECT TITLE:** \_\_\_\_\_

**TYPE OF GOODS/SERVICES TO PURCHASE:** \_\_\_\_\_

**REASON TO PURCHASE:** \_\_\_\_\_

**GOODS/SERVICES WILL BE DELIVERED & LOCATED AT:** \_\_\_\_\_

<b>1. GOODS &amp; SERVICES PROCUREMENT REQUIREMENT:</b> Procurement less than RM10,000 = Claims or invoice or Minimum 1 quotation Procurement of RM10,001 and up to RM50,000 = Minimum 1 quotation Procurement of RM50,001 and up to RM100,000 = Minimum 2 quotations Procurement more than RM100,000 = Pre-approved & Minimum 2 quotations <i>**Pre approved = consultant need to get vendor approval from UTV committee</i>		<b>2. DOCUMENTS TO SUBMIT TO UTV:</b> 1. Vendor's SSM 2. Vendor's Bank Statement 3. Quotation/s								
<b>3. Vendor's Quotations:</b>		<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Vendor's name	Quotation No.	Total Quotation(RM)	No. of Analysis Code (Refer item no. 4)	(v) Chosen						
i.										
ii.										
iii.										

(Consultant may fill up more than 1 analysis code)

**4. Analysis Code :**

1. According to the specifications	2. Not according to specification	3. Reasonable price	4. The lowest price
5. Price not reasonable	6. Acceptable Quality product/service	7. Minimum delivery period	8. Bad quality product/service
9. Higher price	10. Longer delivery period	11. Good vendor track record	12. No vendor track record
13. No warranty	14. Provide warranty	15. Quotation not accurate	16. Recommended vendor
17. UTV listed vendor	18. UTV new vendor	19. Provide catalog	20. Not recommended vendor

**Consultant declaration :**

I hereby declare that;

- The vendor is the registered vendor with UTV.
- I have no personal interest with the vendor.
- The vendor has the UTV committee approval (if related).
- All the information given above is true and correct.

<b>CONSULTANT (compulsory to sign part A &amp; B)</b>		<b>For UTV use only</b>	
A.Prepared by:	B.Project Leader Endorsement:	Checked by:	Verified by:
NAME:	NAME:		
STAFF ID:	STAFF ID:		
TEL:	TEL:	DATE:	DATE:

\*Please submit complete documentation to avoid payment delay.

\* You may email us at consultancy@uitmtechnoventure.com.my

UiTM TECHNOVENTURE SDN. BHD. (948513-M)  
Ground Floor, UiTM-MTDC Technopreneur Centre, Universiti Teknologi MARA (UiTM), 40450 Shah Alam, Selangor, Malaysia.