VENDOR PAYMENT APPLICATION

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

Project no. :   UTVSB/CS/P._____
Doc Date   :   _____

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

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

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

PROJECT TITLE: _____
_____

NAME OF PROJECT LEADER: _____

PROJECT LEADER EMAIL ADDRESS: _____

PLEASE TICK:

☐   **PAYMENT (WITH PO) & PO NO:** _____   ☐   **PAYMENT (WITHOUT PO)**

1.   **VENDOR NAME :** _____
2.   **TOTAL TO PAY (RM):** _____   3. **PERCENTAGE TO PAY (%):** _____
4.   **PURCHASE REASON:** _____

PLEASE TICK AND ATTACHED THE RELEVANT DOCUMENTS:

5. VENDOR EVALUATION:
(1) Not satisfy (2) Satisfactory (3) Neutral (4) Good   (5) Very good   ☐   **GOODS**   ☐   **SERVICES**

CRITERIA		SCALE				
Pricing and term of payment	1	2	3	4	5
Delivery time	1	2	3	4	5
Products/services quality	1	2	3	4	5
Response time	1	2	3	4	5
Approve for payment?	Yes		No		

	(√)		(√)
**If Goods - Appendix 1- Goods Received Notes Form		PO signed by Head of Project and supplier / LO (endorsed) (if relevant)	
** If Services - Appendix 2- Work / Service Confirmation Form		SSM and Bank Statement (if not submitted earlier)	
Delivery Order (DO)		Suppliers' Invoice	

6. CUSTODIAN OF THE ASSET/GOODS:
   NAME: _____
   LOCATION OF ASSET/GOODS: _____

Consultant declaration :
I hereby declare that;
1.   The vendor is the registered vendor with UTV.
2.   I have no personal interest with the vendor
3.   The vendor has the UTV committee approval (if related)
4.   All the information given above is true and correct

CONSULTANT (*compulsory to sign part A & B)		For UTV use only	
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.

Form No: UTV/OPR/F-03/001
REV: 001

Page : 1

uitmtechnoventure   www.uitmtechnoventure.com.my