



# MEMO

To : Please see distribution list

From : Procurement, Group Financial Services *via*  
En Azmin Che Yusoff, Group Chief Operating Officer /  
Executive Director, Group Financial Services

Ref. : 31-04/2016/PROC/ACY/SAJ

Date : 26 April 2016

Subject : **FOR UMW CORPORATION SDN BHD –  
CENTRALIZED ISSUANCE OF PURCHASE ORDER VIA PTP SYSTEM**

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We refer to the above-captioned and wish to inform of the following:

**A. The Changes:**

1. All Purchase Orders ("PO") under UMW Corporation Sdn Bhd (UMWC) shall be centrally issued by Procurement.
2. All PO shall be electronic PO issued via the e-procurement system known as PTP (Procure to Pay).
3. Preparation, movement and all endorsements/approvals shall also be electronic via the PTP.
4. The prevailing manually issued (paper) PO shall no longer be in use.
5. **'No PO, No Payment' shall be adopted as the standard practice at UMWC.**

**Note:** This PO centralization is already ongoing (for trial and testing), and for record/audit probity purposes the effective date for this centralized issuance of PO by Procurement is taken as 1 May 2016.

**B. The Advantages:**

1. 'E' transactions – do away with manual PO.
2. Central repository – more efficient tracking/recording of spend data.
3. Governance – all POs channelled through Procurement who shall ensure that the Procurement Guidelines and FLAG are adhered to before issuing the PO.
4. Protect interests of all parties – especially suppliers who may be compelled to proceed with jobs prior to PO.
5. Improved speed and efficiency of processes.



**C. To Do:**

All Corporate Departments/Divisions at UMWC:

1. Are required to utilize the PTP for issuing PO.
2. Are required to adhere to the Procurement Guidelines and FLAG; to facilitate Procurement's eventual issuance of the PO.
3. Are required to familiarize themselves with the PTP.  
\*\* Although Procurement has completed all the necessary training to all users we are always available to assist and/or train further.

You may contact En Wan Mohammed Hoveyda (ext. 5487), En Muhammad Harun (ext. 5344) or En Mohd Amsyar (ext. 5469) for any enquiries.

We look forward to your continuous support and cooperation, and we are also open to feedback/comments regarding the overall process and the PTP system.

Thank you.



**Azmin Che Yusoff**  
Group Chief Operating Officer /  
Executive Director, Group Financial Services



# UMW CORPORATION SDN BHD DISTRIBUTION LIST

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En Badrul Feisal Abdul Rahim	-	President & Group CEO
En Azmin Che Yusoff	-	Group Chief Operating Officer & Group Financial Services
Pn Juliah Nik Jaafar	-	Group Human Resource
Pn Roza Shahnaz Omar	-	Group Strategy
En Muzafar Munzir	-	Group Management Services
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En Rohaizad Darus	-	UMW Oil & Gas Corporation Berhad
Mr Lee Chin Min	-	Equipment Division
En Megat Shahrul Azmir	-	Manufacturing & Engineering
Dr Wafi Nazrin Abdul Hamid	-	UMW Land Sdn Bhd

## Corporate Division Heads

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Cik A'tikah Ahmad	-	Group Financial Services
En Ahmad Al Juhari	-	Transformation Management Office (TMO)
En Shamshul Abdul Jabar	-	Group Procurement
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Pn Norchahya Ahmad	-	Group Internal Audit
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En Mohd Shahrudin Mohd Izzuddin	-	Group IT Division
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Pn Nor Dalila Mohd Dali Jinah	-	President & Group CEO's Office

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En Hamizad Parham	-	Lubetech Sdn Bhd
Pn Azura Ahmad	-	Synergistic Generation Sdn Bhd

