



**FELDA**

**Collector Module  
User Guidelines  
(Version 1.0)**

**Date : 01 January 2022**

## TABLE OF CONTENT

<b>BIL</b>	<b>ITEM</b>	<b>PAGE</b>
1	Introduction	3
2	User Guidelines	3
	2.1 File Format	3
	2.2 One Email One Invoice	3
	2.3 Email Address	4
	2.4 Email Subject	4
	2.5 Attachment / Supporting documents	4
	2.6 Email Recommendations	5
3	Communication With Vendor	5
4	Others	5
5	Table 1	6

## 1. Introduction

Collector Module is a platform developed to retrieve invoice softcopies submitted via e-mail and route them to the respective departments through Smart Payment System (SPS) for checking, verification and approval processes.

It is easy, saves time and reduces paper utilization as there is no need to print attachment.

## 2. User Guidelines

### 2.1 File Format

Must be in PDF dan TIFF format only.

PDF



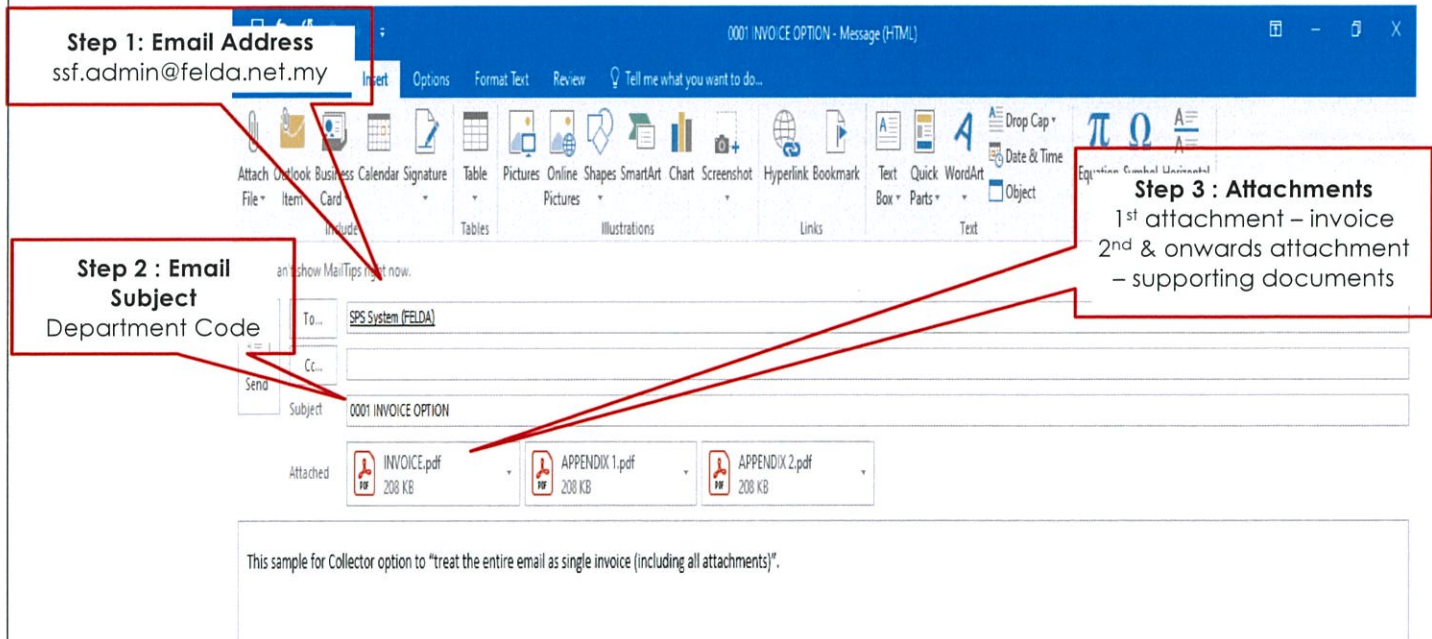
TIFF



Other than this, file will be **REJECTED**.

### 2.2 One Email One Invoices

Treat the entire email as a single invoice (including attachments). Should there be more than one (1) invoice, it must be sent through separate email and **SHOULD NOT BE COMBINED**.



### 2.3 Email Address (Step 1)

- In column 'To', please insert [ssf.admin@felda.net.my](mailto:ssf.admin@felda.net.my) (SPS System FELDA).
- In column 'Cc', it can be left blank.

### 2.4 Email Subject (Step 2)

- In column 'Subject', please insert Department Code which represented by **first four (4) characters**.
- Email will be **REJECTED** if no Department Code.
- Please refer to table attached below.

### 2.5 Attachment / Supporting documents (Step 3)

- The first attachment **MUST BE** invoice.
- The following attachment(s) **MUST BE** the supporting documents.
- Vendor must ensure that documents are sorted as instructed to avoid any rejection.

## 2.6 Email Recommendations

- **Invoice Image Resolution**
  - Image(s) must be send in **300 dpi** resolution.
  - The quality of the image(s) will be affected should the resolution is lower than stated.
  - Image(s) must be in **Black & White**.
  - The quality of the image(s) will be affected should it be in coloured.
  
- **Email Specification**
  - Total size of document(s) **MUST NOT exceeding 10MB** and **not more than ten (10) attachments**.
  
- **Email Content**
  - Other information presented in tables / images are recommended to be **sent as attachment**.
  - Data from email body **will not be captured**.

## 3. Communications with Vendors

FELDA (AP Processor) will notify the vendors through their email address.

## 4. Others

Should there be any queries, please contact us at 03 – 2191 2553.

**Table 1 : Department Code**

<b>Bil</b>	<b>KOD</b>	<b>JABATAN</b>
1	F001	PEJABAT PENGARAH BESAR
2	F002	JABATAN PENGURUSAN MODAL INSAN
3	F003	JABATAN KOMUNIKASI STRATEGIK
4	F004	JABATAN UNDANG-UNDANG
5	F005	JABATAN PENGURUSAN RISIKO
6	F006	JABATAN INTEGRITI
7	F007	JABATAN AUDIT DALAM
8	F008	URUSETIA LEMBAGA
9	F011	PEJABAT TIMBALAN PENGARAH BESAR – SERVIS KORPORAT
10	F012	PEJABAT TIMBALAN PENGARAH BESAR – OPERASI
11	F013	JABATAN PEMBANGUNAN KOMUNITI DAN GENERASI
12	F014	JABATAN KOORDINASI PENGURUSAN WILAYAH
13	F015	JABATAN PERLADANGAN
14	F016	JABATAN PEMBANGUNAN PERTANIAN DAN TERNAKAN
15	F017	JABATAN KEWANGAN
16	F018	JABATAN PERANCANGAN STRATEGIK DAN TRANSFORMASI
17	F019	JABATAN PENGURUSAN TANAH
18	F020	JABATAN PEROLEHAN
19	F021	JABATAN TEKNOLOGI MAKLUMAT DAN DIGITAL
20	F027	JABATAN PEMBANGUNAN DAN PENYELIDIKAN
21	F028	PEJABAT TIMBALAN PENGARAH BESAR – STRATEGIK
22	F029	JABATAN PENTADBIRAN
23	F030	JABATAN PENGURUSAN ASET
24	F031	JABATAN PELABURAN STRATEGIK
25	F032	JABATAN PEMBANGUNAN USAHAWAN
26	F033	JABATAN INSPEKTORAT OPERASI PERLADANGAN