

Raja Norazura Binti Raja Zahadi


From: Dr. Nadia Binti Samsudin
Sent: Tuesday, January 30, 2024 10:13 PM
To: Raja Norazura Binti Raja Zahadi
Subject: FW: Request for Invoice - Dr Nadia (FOSSLA)

Dear Puan Azura,

Would you kind enough to assist me regarding this matter, tomorrow?
Thanks!

Regards,

Dr. Nadia Samsudin
Postdoctoral Research Fellow
Faculty of Social Sciences and Liberal Arts

 UCSI University Kuala Lumpur (South Wing)
URL: www.ucsiuniversity.edu.my (UCSI University) | www.ucsigroup.com.my (UCSI Group)
Tel: +603 9101 8880 (Office) | Mobile: +60172771797

From: Kam Qiao Ning <KamQN@unicomms.com.my>
Sent: Tuesday, 30 January, 2024 9:42 AM
To: Dr. Nadia Binti Samsudin <Nadia.Samsudin@ucsiuniversity.edu.my>
Cc: Dr. Siti Nur Aafifah Binti Hashim <Aafifah@ucsiuniversity.edu.my>
Subject: RE: Request for Invoice - Dr Nadia (FOSSLA)

Dear Dr. Nadia,

Please refer below details for you to apply e-PRF.

<https://apps.ucsiuniversity.edu.my/prfs/Enters.aspx>

You may screenshot this email to attach in the e-PRF system for approval purposes.

SKU1169 UCSI Group Black Woven Bag RM3/unit
SKU1177 Vacuum Flask - (MAROON) RM25/unit
SKU1196 Manicure Set RM10/unit
SKU1210 Pure Cotton Towel with Drawstring Pouch RM16/unit

Supplier: Uni Comms International Sdn Bhd

Category: Promotional Expenses – premium items etc.

If you go through e-PRF, after all tiers approval had been made, procurement would need to issue PO to Uni Comms for accounting purposes.

Once Uni Comms received the PO, we will inform you to come for collection.

After collection, Uni Comms will issue invoice to your end for payment approval.

Please do not hesitate to contact us if you need any further clarification.

Thank you.

Best Regards

*Elaine Kam
Senior Sales & Marketing Executive*

UCSI GROUP



UniComms International Sdn Bhd (574382-V).
Showroom Gallery, Level 1, Block A
No. 1, Jalan Menara Gading, UCSI Heights (Taman Connaught), Cheras 56000 Kuala Lumpur.

From: Dr. Nadia Binti Samsudin <Nadia.Samsudin@ucsiuniversity.edu.my>
Sent: Monday, 29 January, 2024 6:14 PM
To: Kam Qiao Ning <KamQN@unicomms.com.my>
Cc: Dr. Siti Nur Aafifah Binti Hashim <Aafifah@ucsiuniversity.edu.my>; Liu Zheng Wei <LiuZW@unicomms.com.my>; Gary Tang Chun Leong <GaryTang@unicomms.com.my>
Subject: RE: Request for Invoice - Dr Nadia (FOSSLA)

Dear Elaine,

The date would be 28th-29th February 2024.
Is the date possible for us to get the merchandise?

Regards,

Dr. Nadia Samsudin
Postdoctoral Research Fellow
Faculty of Social Sciences and Liberal Arts

 UCSI University Kuala Lumpur (South Wing)
URL: www.ucsiuniversity.edu.my (UCSI University) | www.ucsigroup.com.my (UCSI Group)
Tel: +603 9101 8880 (Office) | Mobile: +60172771797

From: Kam Qiao Ning <KamQN@unicomms.com.my>
Sent: Monday, 29 January, 2024 5:04 PM
To: Dr. Nadia Binti Samsudin <Nadia.Samsudin@ucsiuniversity.edu.my>
Cc: Dr. Siti Nur Aafifah Binti Hashim <Aafifah@ucsiuniversity.edu.my>
Subject: RE: Request for Invoice - Dr Nadia (FOSSLA)

Dear Dr Nadia,

May I know when is your date to give away the souvenirs.

Yet to receive the PRF submission from your end.

Please do hesitate to contact me if you need for further clarification.

Thank you.

Best Regards

*Elaine Kam
Senior Sales & Marketing Executive*

UCSI GROUP



UniComms International Sdn Bhd (574382-V).
Showroom Gallery, Level 1, Block A
No. 1, Jalan Menara Gading, UCSI Heights (Taman Connaught), Cheras 56000 Kuala Lumpur.

From: Dr. Nadia Binti Samsudin <Nadia.Samsudin@ucsiuniversity.edu.my>
Sent: Monday, 29 January, 2024 4:57 PM
To: Kam Qiao Ning <KamQN@unicomms.com.my>
Cc: Dr. Siti Nur Aafifah Binti Hashim <Aafifah@ucsiuniversity.edu.my>; Liu Zheng Wei <LiuZW@unicomms.com.my>; Gary Tang Chun Leong <GaryTang@unicomms.com.my>
Subject: Request for Invoice - Dr Nadia (FOSSLA)

Dear Elaine,

I trust this email finds you in good health and high spirits.

I am reaching out to request an invoice for UCSI merchandise that I intend to purchase.

As indicated in the attached image and based on the information provided by my colleague (Dr Aafifah), the total cost for the item in question is RM 54. I would like to order this set for 30 participants, who are pregnant women.

This purchase is part of a project that I am currently undertaking.

The invoice is crucial as it will enable me to initiate a PRF using funds from my research grant.

Your prompt assistance in providing this invoice would be greatly appreciated and would significantly aid in the smooth progression of my project.


Thank you very much for your attention to this matter and for your kind consideration.

I look forward to your swift response.

Regards,

Dr. Nadia Samsudin

Postdoctoral Research Fellow
Faculty of Social Sciences and Liberal Arts

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