

## INTEROFFICE MEMO

Rujukan kami : MSHWS/IT/MEMO/2026/001  
Tarikh : 22 JANUARI 2026  
Kepada : Jabatan Akaun & Top Management  
Daripada : Jabatan IT  
**Perkara : PEMBELIAN SET DESKTOP, LAPTOP & PERKAKASAN IT**

Merujuk perkara di atas, Jabatan IT ingin memohon kelulusan daripada pihak pengurusan bagi pembelian desktop, laptop dan perkakasan IT untuk kegunaan staf Maryami Sufi Holistic Wellness Spa Sdn Bhd.

Tujuan pembelian ini adalah kerana penambahan staf dan menggantikan laptop yang rosak untuk kegunaan staf.

Bil	Item	Jabatan/Staff	Kuantiti	Harga (RM)
1	Laptop HP	Hidayah / HK	1	3,500.00
2	HP Desktop AIO	1. Operasi / Naim 2. Event / Ariff	2	6,200.00
3	HP Printer MFP M236dw 3in1	Operasi Anjung Tabib	1	1,025.00
4	HP Printer MF211dw	Warong Bonda	1	600.00
5	HP Toner 136X	Toner Standby	2	756.00
6	Dlink 5G Router	IT/Event	1	800.00
7	8GB DDR4 RAM	Upgrade PC	3	750.00
8	WiFi 6 Card	Upgrade PC	3	300.00
			<b>JUMLAH</b>	<b>13,931.00</b>

Perincian Teknikal dan Kos Pembelian serta sebutharga adalah seperti di Lampiran.

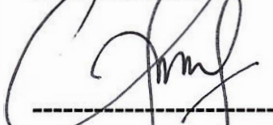
Kerjasama dan perhatian sepenuhnya terhadap perkara tersebut amatlah dihargai. Sekian, Terima kasih.

Disediakan Oleh:



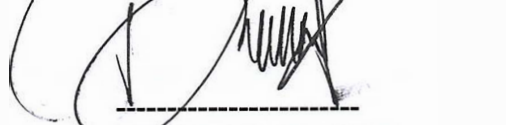
Mohd Azhar  
Jabatan IT

Disahkan oleh:



Pn. Siti Zaimah  
TOP Management

Diluluskan oleh:



Pn. ROZITA IBRAHIM  
PENGARAH URUSAN



**VSTECS ASTAR SDN. BHD.**

SST No: W10-2002-32000053 Reg No: 199301009054 (263791-K)

Lot 3, Jalan Teknologi 3/6,  
Taman Sains Selangor,  
Kota Damansara,  
47810 Petaling Jaya,  
Selangor, Malaysia

Tel: 603-62668222 Website: www.vsteecs.com.my  
Fax: 603-61421850 B2B: www.ecsm-online.com.my

**Bill To:**

Mohd Azhar Othman Rumah Hutan  
Terapi Alam, Lot 1972 Jalan Lama  
Genting Batang Kali, Selangor, 44300  
Malaysia T: +60122943356

**Deliver To:**

Mohd Azhar Othman Rumah Hutan  
Terapi Alam, Lot 1972 Jalan Lama  
Genting Batang Kali, Selangor, 44300  
Malaysia T: +600122943356

**Invoice**

Number ..... : IN-0116179  
Date ..... : 10/04/2026  
Page ..... : 1 of 1  
Sales Order No. ... : SO-2242259  
Purchase Order ... : 106300001459038  
Terms ..... : 30D  
Sales Taker ..... : CY Sang  
Customer No. .... : 27957  
Type of Order ..... : HP

SST No: NA  
Attn: MARYAMI SUFI HOLISTIC AND WELLNESS SPA SDN BHD

Item number	Description	Tax Code	Quantity	Sales Price	Amount
HPI-9YF95A	HP LASERJET MFP M236DW - New		1.00	687.73	687.73
Quantity: 1.00 Packing slip No : DO-0126358 Ship date: 10/4/2026					
HPI-W1360X	HP 136X Black Original LaserJet Toner Cartridge		1.00	378.00	378.00
Quantity: 1.00 Packing slip No : DO-0126358 Ship date: 10/4/2026					

Note:

Tax Summary					Sales Amount excluding SST	
Type	Rate	Base Amount	Exempted Tax	Tax	Subtotal	
					1,065.73	1,065.73
					SST	0.00
					<b>Total MYR</b>	<b>1,065.73</b>

**FOR: VSTECS ASTAR SDN. BHD.**

This computer generated document bears no signature.

**NOTE:**

1. Payment to be remitted to VSTECS Astar Sdn. Bhd. Maybank A/C No: 5141-9611-3313, Maybank A/C No: 5122-3132-8387 (Ecommerce) or Public Bank A/C No: 3079243910 and state the Invoice Number for accurate matching. Preferred methods of payment are via GIRO, online bank transfer, or FPX via B2B portal ([www.ecsm-online.com.my](http://www.ecsm-online.com.my)) for registered users.
2. All goods sold remain the property of VSTECS Astar Sdn. Bhd. until full payment has made by the buyer.
3. Interest of 1.5% per month is chargeable on overdue accounts.
4. Goods sold are not returnable.
5. 10% of sales value is chargeable on approved exchange of goods.
6. The terms and conditions set out in this invoice are legally binding between the buyer and us.
7. Under Exemption for payment of Service Tax Order 2018, Buyer shall ensure B2B exemption is applicable for furtherance of business only, not for own consumption.
8. For detailed terms and conditions, please visit: <https://www.vsteecs.com.my/pdf/VSTECS-SalesMaster-T&C.pdf>