



Procurehere

User Manual
Supplier

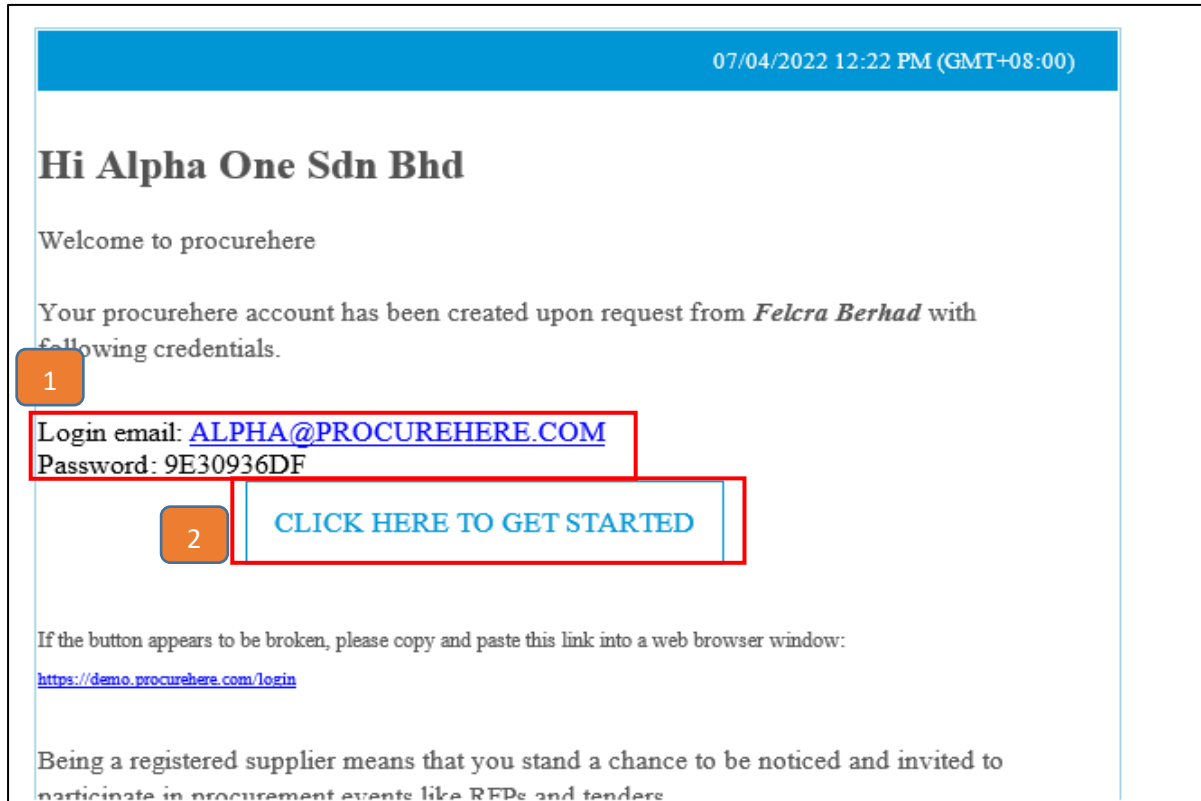


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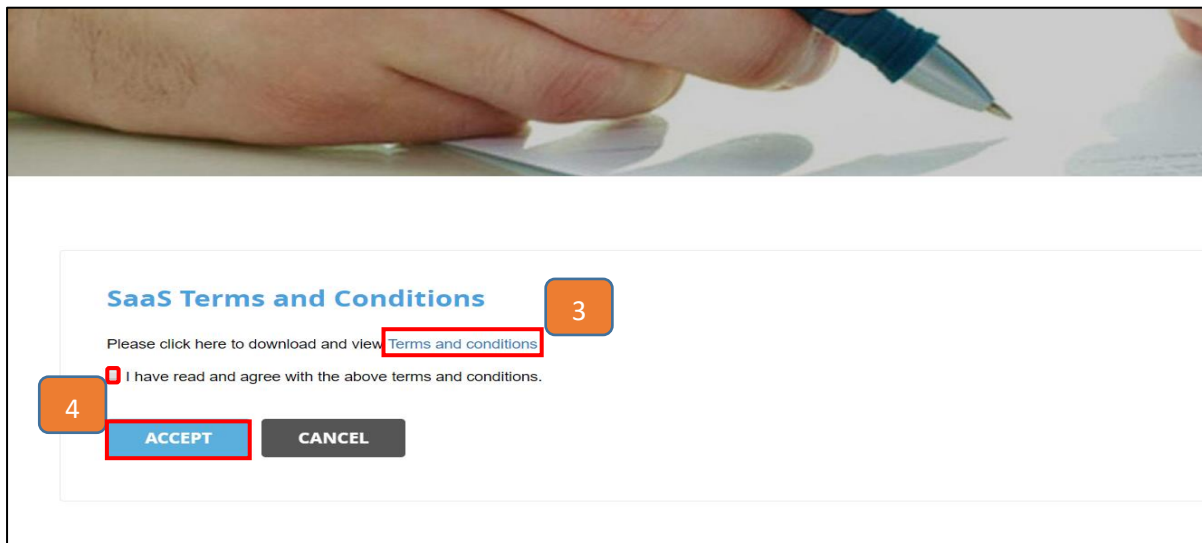
1. Receive Activation Mail & Complete Supplier Profile

Supplier Activation Mail



Step	Action
1	Once you have registered with FELCRA, you will receive an email notification from Procurehere™ in your inbox. You will also find your username (login email) and temporary system generated password in the mail.
2	Click on the button as shown to proceed to the next step.

Accept the Terms and Condition



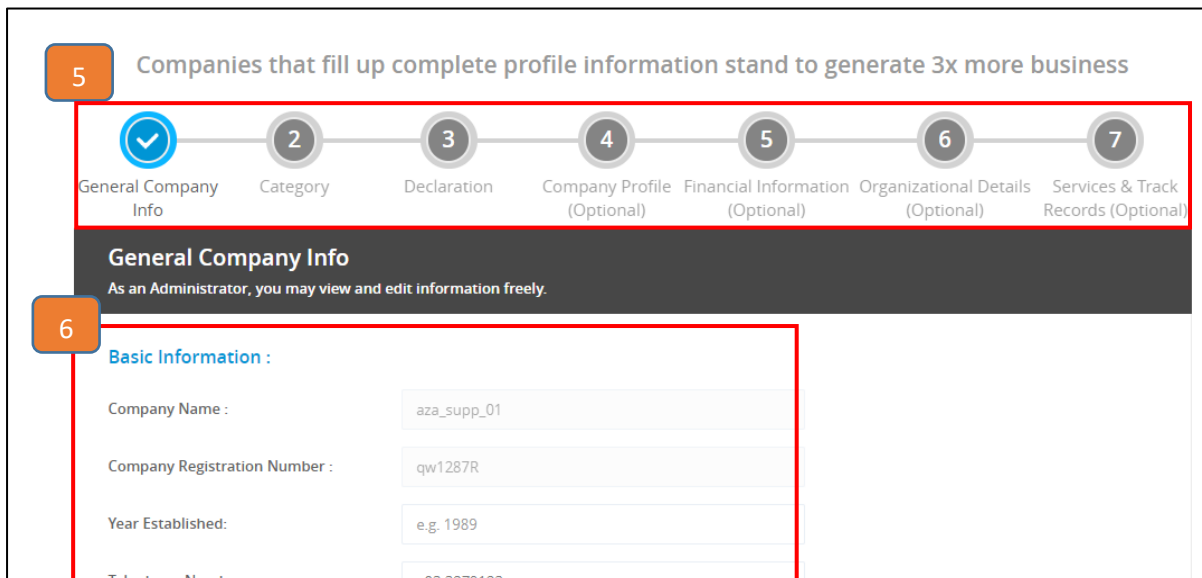
SaaS Terms and Conditions

Please click here to download and view [Terms and conditions](#)

☒ I have read and agree with the above terms and conditions.

ACCEPT **CANCEL**

Step	Action
3	You can click to view the terms and conditions here.
4	Kindly click on the checkbox and click on the ' Accept ' button to proceed.



5 Companies that fill up complete profile information stand to generate 3x more business

General Company Info Category Declaration Company Profile (Optional) Financial Information (Optional) Organizational Details (Optional) Services & Track Records (Optional)

General Company Info
As an Administrator, you may view and edit information freely.

6 **Basic Information :**

Company Name : aza_supp_01

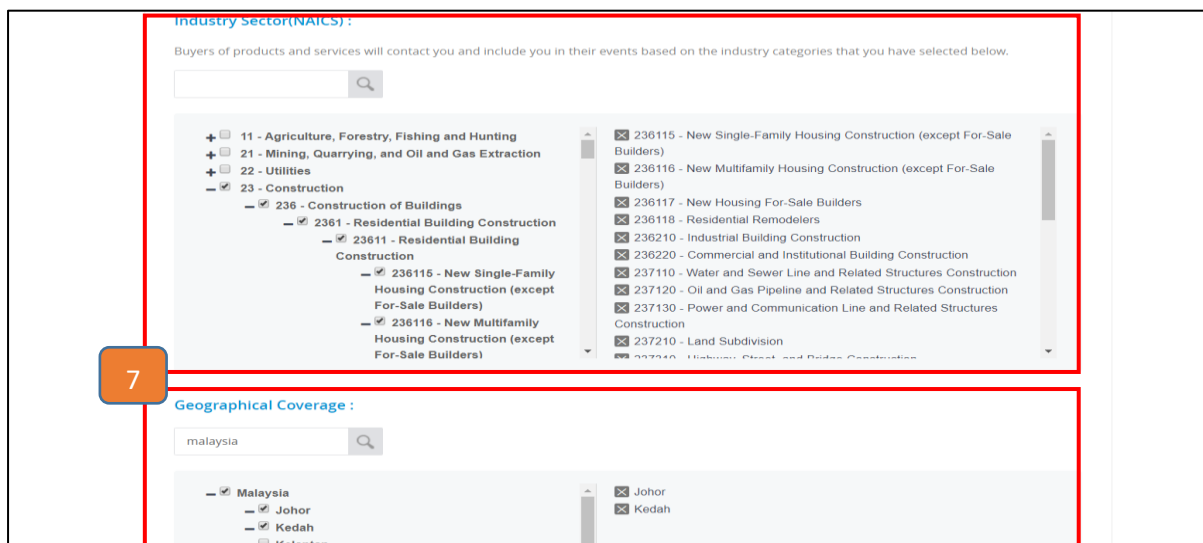
Company Registration Number : qw1287R

Year Established: e.g. 1989

Telephone Number: 03-3376123

Step	Action
5	These are the guidelines which show you where you're at.
6	Fill in some basic information with regards to your company.

Fill in Industry and Geographical Coverage



Industry Sector (NAICS) :

Buyers of products and services will contact you and include you in their events based on the industry categories that you have selected below.

Search:

- ☐ 11 - Agriculture, Forestry, Fishing and Hunting
- ☐ 21 - Mining, Quarrying, and Oil and Gas Extraction
- ☐ 22 - Utilities
- ☒ 23 - Construction
 - ☒ 236 - Construction of Buildings
 - ☒ 2361 - Residential Building Construction
 - ☒ 23611 - New Single-Family Housing Construction (except For-Sale Builders)
 - ☒ 23612 - New Multifamily Housing Construction (except For-Sale Builders)
 - ☒ 2362 - Nonresidential Building Construction
 - ☒ 23621 - New Single-Family Housing Construction (except For-Sale Builders)
 - ☒ 23622 - New Multifamily Housing Construction (except For-Sale Builders)
 - ☒ 237 - Construction of Structures and Facilities
 - ☒ 2371 - Building Construction
 - ☒ 23711 - New Single-Family Housing Construction (except For-Sale Builders)
 - ☒ 23712 - New Multifamily Housing Construction (except For-Sale Builders)
 - ☒ 2372 - Nonbuilding Structures Construction
 - ☒ 23721 - Land Subdivision
 - ☒ 23722 - Other Nonbuilding Structures Construction
- ☒ 238 - Heavy and Civil Engineering Construction
 - ☒ 2381 - Highways, Street, and Bridge Construction

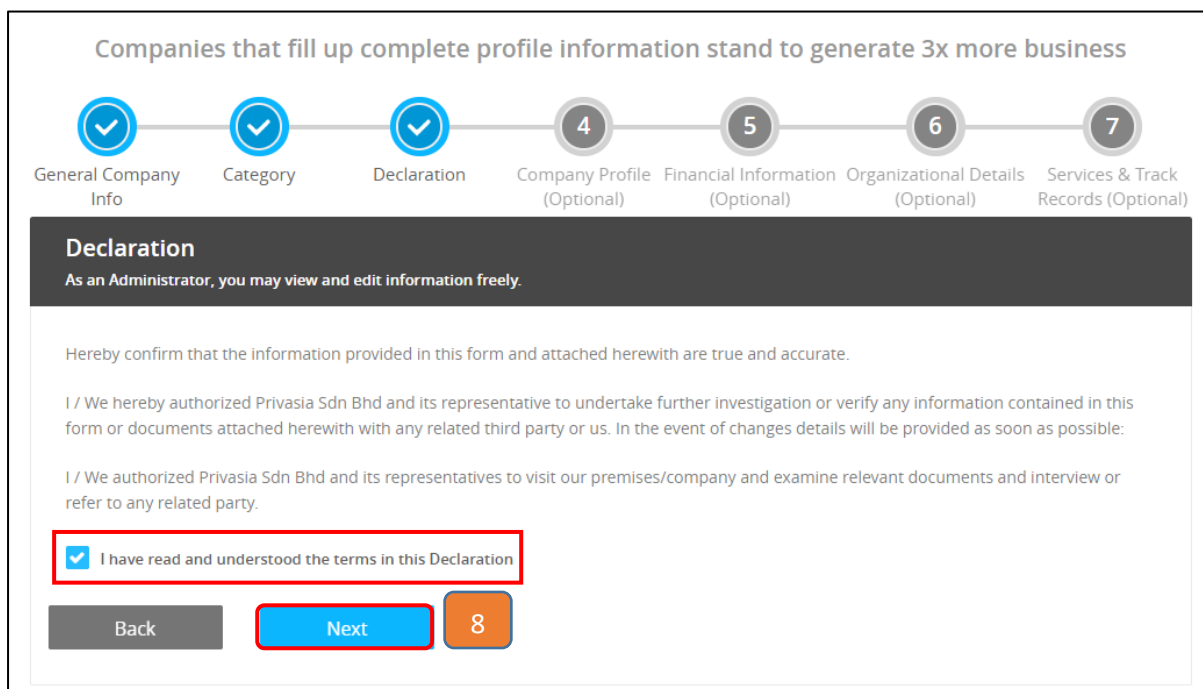
- ☒ 236115 - New Single-Family Housing Construction (except For-Sale Builders)
- ☒ 236116 - New Multifamily Housing Construction (except For-Sale Builders)
- ☒ 236117 - New Housing For-Sale Builders
- ☒ 236118 - Residential Remodelers
- ☒ 236210 - Industrial Building Construction
- ☒ 236220 - Commercial and Institutional Building Construction
- ☒ 237110 - Water and Sewer Line and Related Structures Construction
- ☒ 237120 - Oil and Gas Pipeline and Related Structures Construction
- ☒ 237130 - Power and Communication Line and Related Structures Construction
- ☒ 237210 - Land Subdivision
- ☒ 237220 - Other Nonbuilding Structures Construction

Geographical Coverage :

Search:

- ☒ Malaysia
 - ☒ Johor
 - ☒ Kedah
 - ☒ Kelantan
- ☒ Johor
- ☒ Kedah

Step	Action
7	Then select your industry sector and geographical coverage.



Companies that fill up complete profile information stand to generate 3x more business

Progress: 1. General Company Info (✓) 2. Category (✓) 3. Declaration (✓) 4. Company Profile (Optional) (4) 5. Financial Information (Optional) (5) 6. Organizational Details (Optional) (6) 7. Services & Track Records (Optional) (7)

Declaration

As an Administrator, you may view and edit information freely.

Hereby confirm that the information provided in this form and attached herewith are true and accurate.

I / We hereby authorized Privasia Sdn Bhd and its representative to undertake further investigation or verify any information contained in this form or documents attached herewith with any related third party or us. In the event of changes details will be provided as soon as possible:

I / We authorized Privasia Sdn Bhd and its representatives to visit our premises/company and examine relevant documents and interview or refer to any related party.

☒ I have read and understood the terms in this Declaration

Back Next 8

Step	Action
8	Read through the declaration and then click on the checkbox and click 'Next' to proceed.

Attach Company Profile

Company Profile (Optional)

As an Administrator, you may view and edit information freely.

Note:

- Max allowed file size is 40 MB
- Allowed file extensions: pdf, doc, docx, xls, ppt, jpeg, zip, rar, png, xlsx.

Attach Company Profile

9

Attach Other Credentials

10

Step	Action
9	Here you can upload your company profile in a document format and also other credentials with regards to your company.
10	You can choose to skip this part to fill in later or attach the necessary documents and then click 'Next'.

✓

✓

✓

✓

✓

6

7

General Company Info

Category

Declaration

Company Profile (Optional)

Financial Information (Optional)

Organizational Details (Optional)

Services & Track Records (Optional)

Capital Structure :

Currency Code :

Paid Up Capital :

Financial Documents :

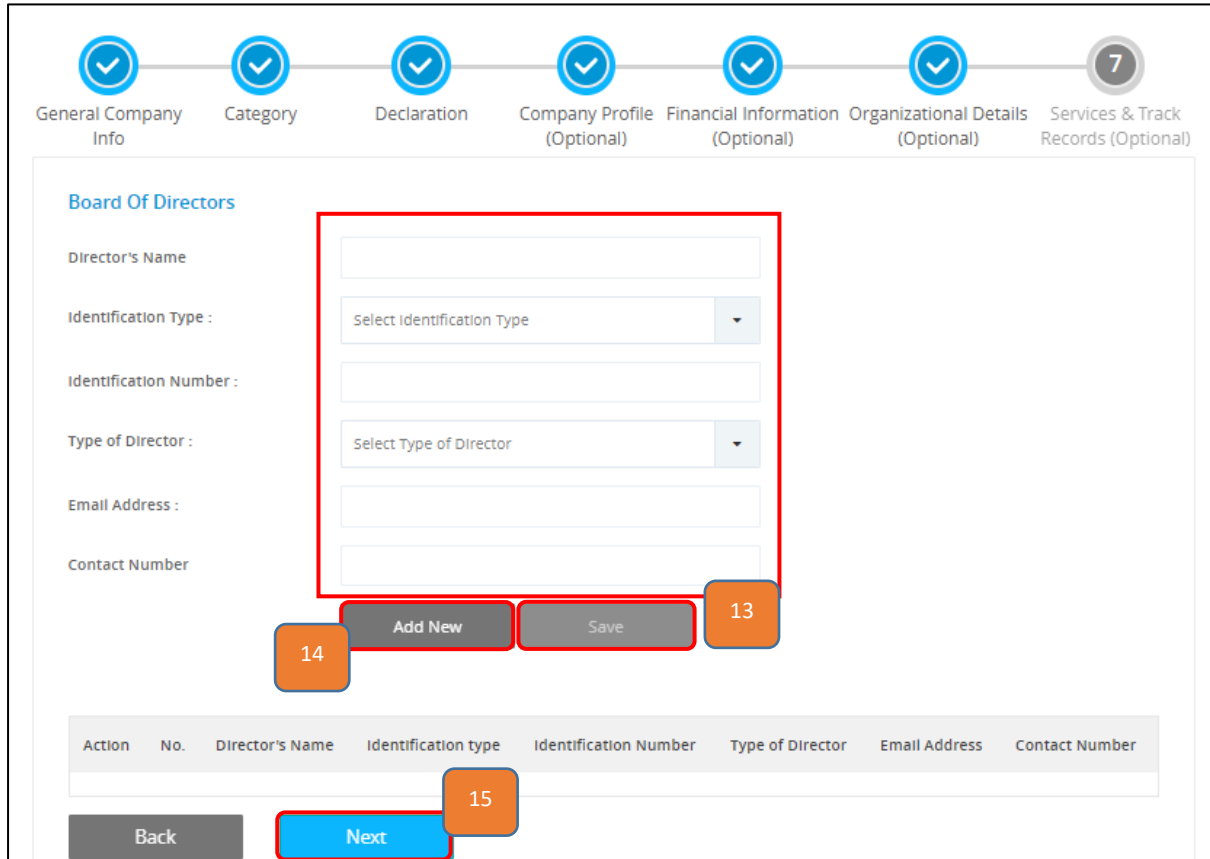
Note:

- Max allowed file size is 100 MB
- Allowed file extensions: pdf, doc, docx, xls, xlsx, pptx, zip, rar, png, ppt, jpeg.

11

12

Step	Action
11	Here you can upload your financial details in a document format and also other credentials with regards to your company.
12	After done, then click 'Next'.



Board Of Directors

Director's Name

Identification Type : Select Identification Type

Identification Number :

Type of Director : Select Type of Director

Email Address :

Contact Number

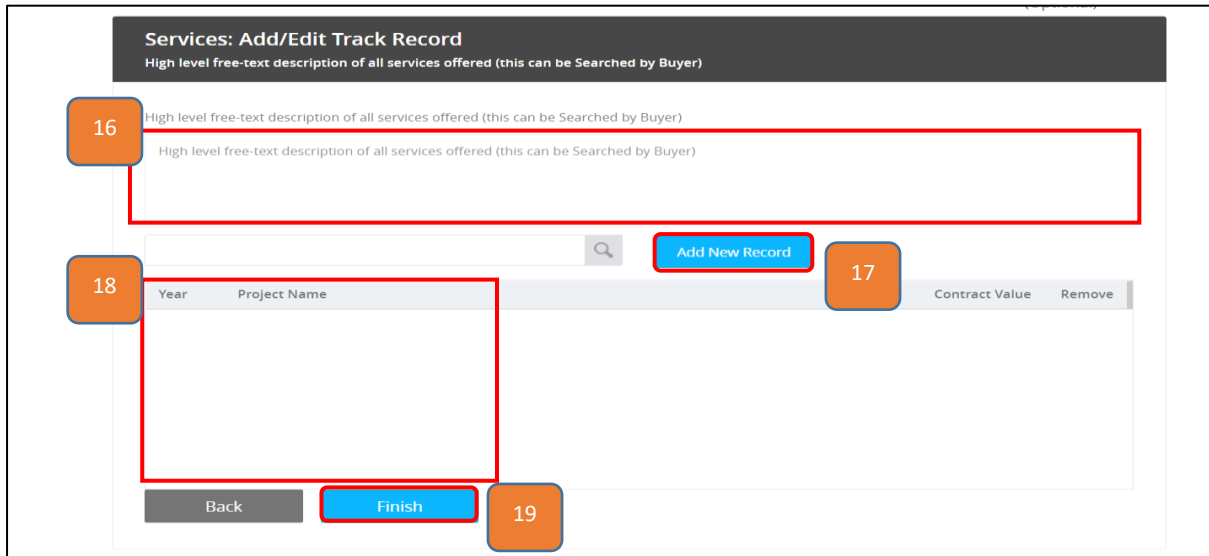
Buttons: Add New (14), Save (13), Next (15)

Action	No.	Director's Name	Identification type	Identification Number	Type of Director	Email Address	Contact Number

Navigation: Back, Next

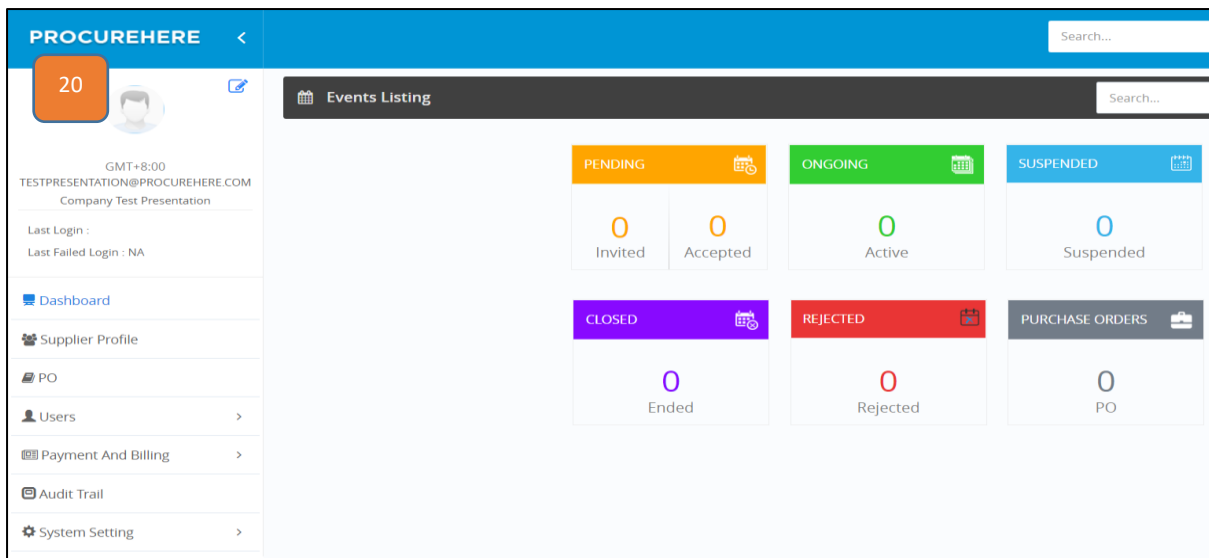
Step	Action
13	Fill in your Boards of Director details, and click 'Save'.
14	Click 'Add New' to add multiple Board of Directors information.
15	After done, then click 'Next'.

Add Track Record



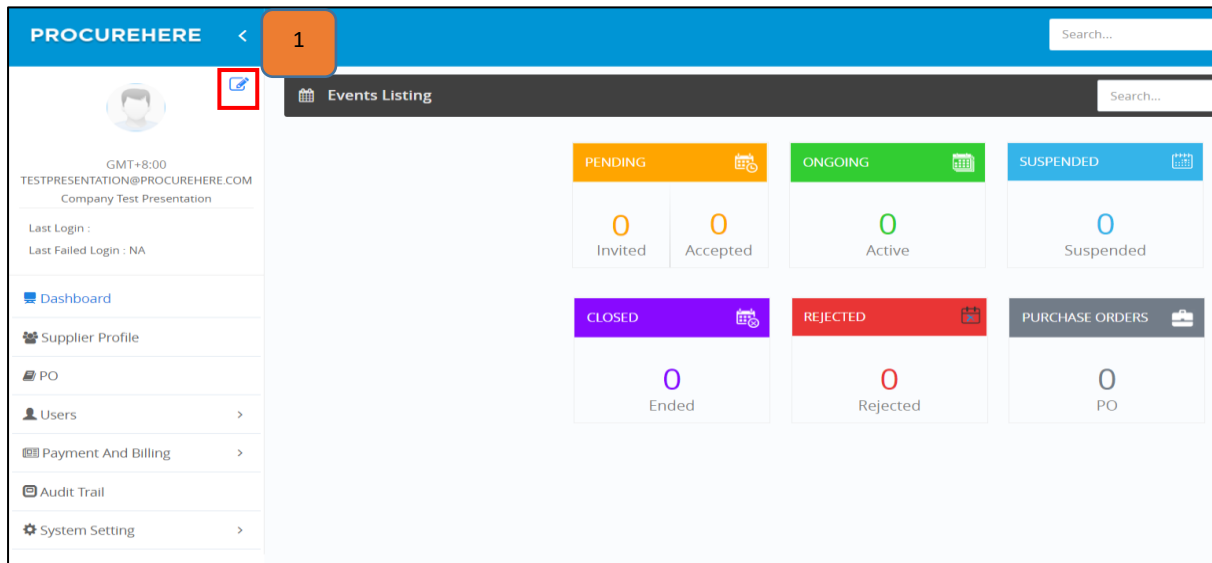
Step	Action
16	Description of services offered-this description can be searched by the buyer.
17	Click this button to add track record of your previous projects.
18	Track records will appear here in this table.
19	When done, click here to proceed.

Finish

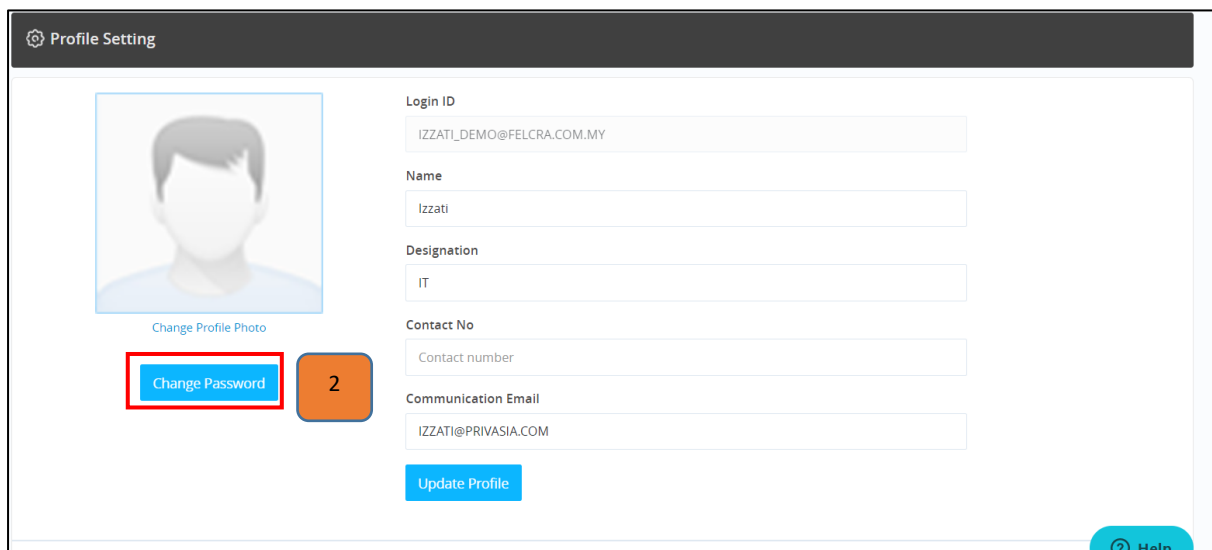


Step	Action
20	You will be directed to the supplier dashboard as shown in the image. More will be explained in Tutorial 2.

2. How to Change Password



Step	Action
1	Click Edit Icon on the profile picture



Step	Action
2	Click Change Password to change your password

Change Password

3

Old Password

Enter Old Password

New Password

Enter new password

Confirm Password

Enter Confirm password

4

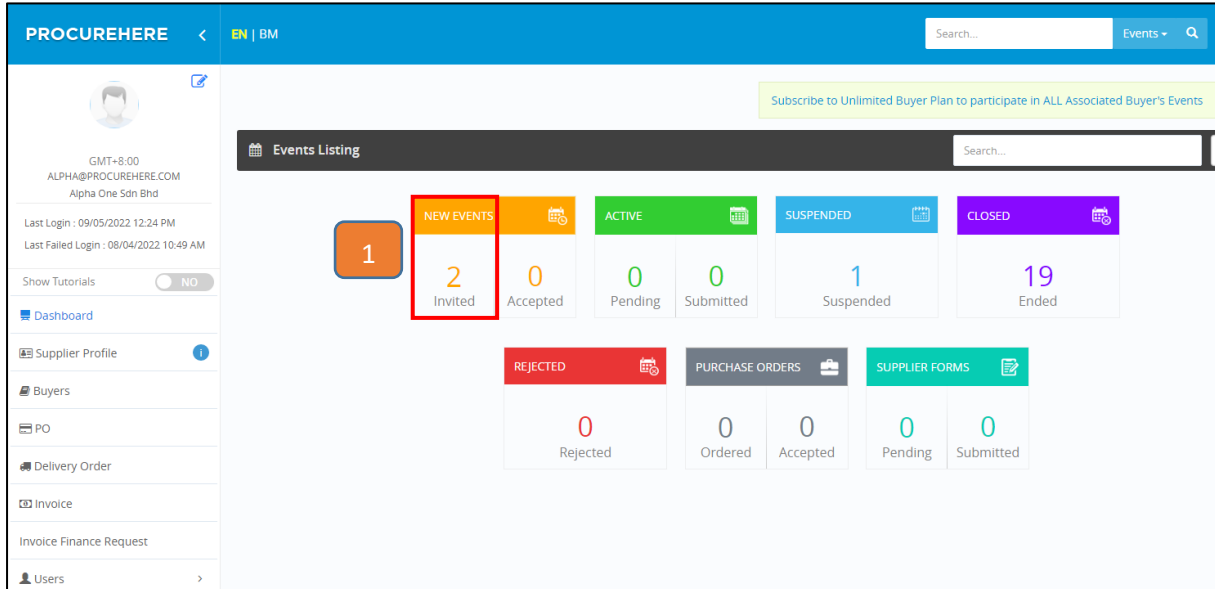
Change Password

Cancel

Step	Action
3	Fill in Old Password, New Password and Confirm Password
4	Click Change Password to proceed change the password

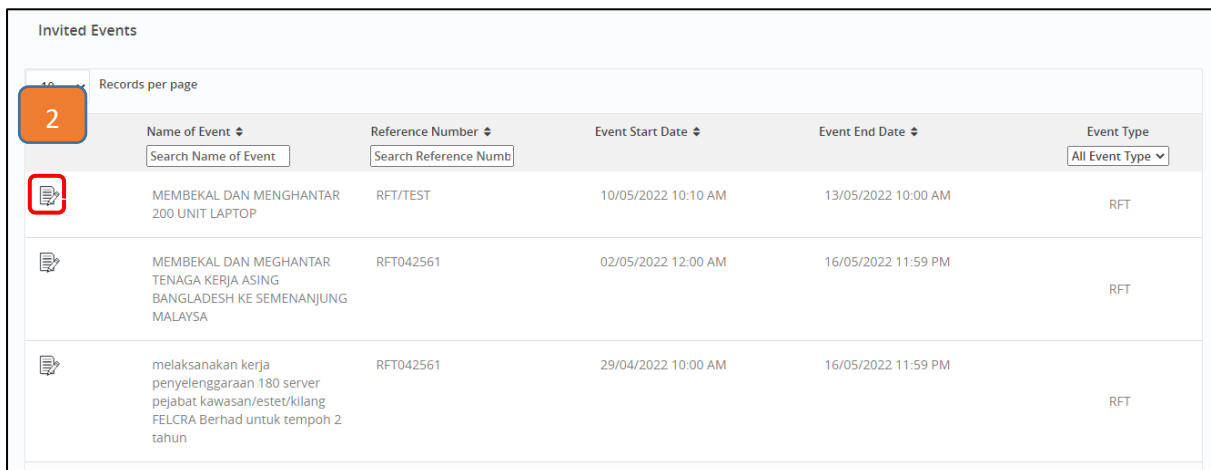
3. How to Accept or Reject Invitation and Self-Invite

3.1 Invited by FELCRA



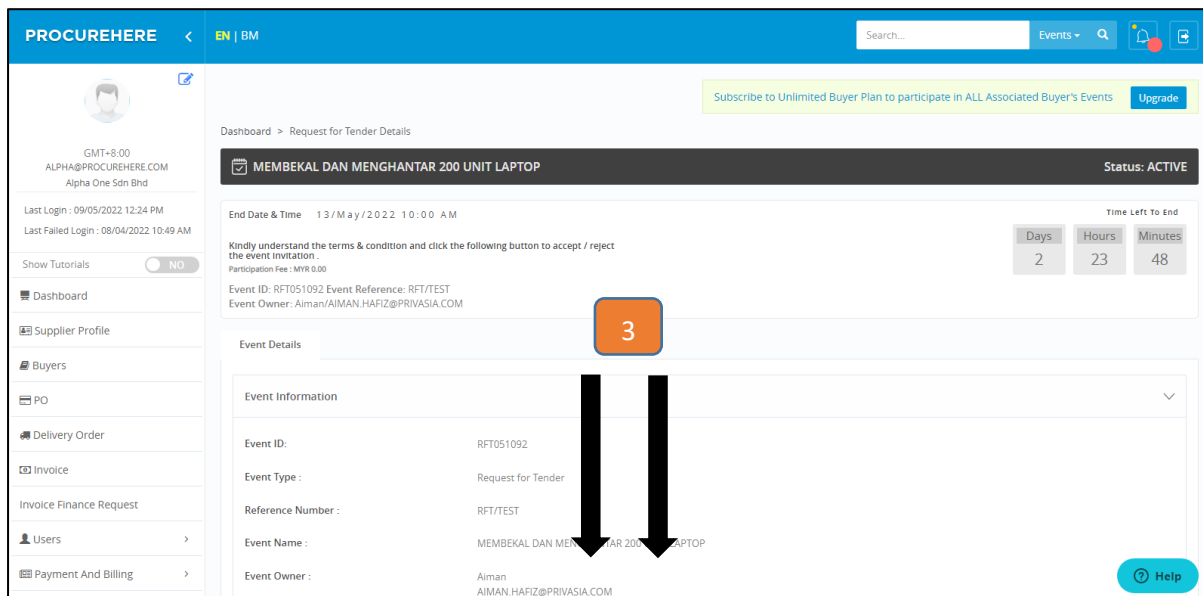
The screenshot shows the PROCUREHERE dashboard. On the left is a sidebar with user information and navigation links. The main area displays a grid of event status boxes. The 'NEW EVENTS' box is highlighted with a red border and contains a sub-box for 'Invited' with a count of 2, which is also highlighted with a red box and the number 1. Other boxes show counts for Accepted (0), Active (0 Pending, 0 Submitted), Suspended (1), Closed (19 Ended), Rejected (0), Purchase Orders (0 Ordered, 0 Accepted), and Supplier Forms (0 Pending, 0 Submitted).

Step	Action
1	Click 'NEW EVENTS – Invited' box to view the event invited.

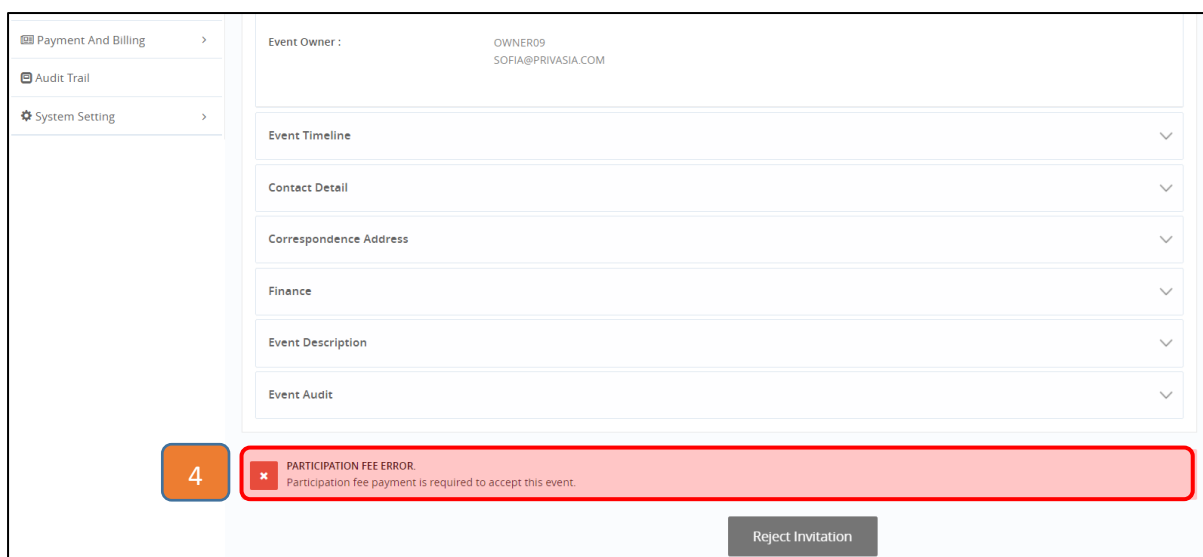


The screenshot shows the 'Invited Events' table. A red box highlights the 'Edit' button (represented by a document icon) in the first row of the table. The table has columns for Name of Event, Reference Number, Event Start Date, Event End Date, and Event Type. The first row details an event for 'MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP' with reference number RFT/TEST.




Step	Action
2	Click 'Edit' button to view the event summary.



Step	Action
3	Scroll down to see more information




Step	Action
4	A participation fee error appear means need to make payment to FELCRA manually.

Invited Events					
10	Records per page				
5	Name of Event	Reference Number	Event Start Date	Event End Date	Event Type
	<input type="text" value="Search Name of Event"/>	<input type="text" value="Search Reference Number"/>			<input type="text" value="All Event Type"/>
	MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP	RFT/TEST	10/05/2022 10:10 AM	13/05/2022 10:00 AM	RFT
	MEMBEKAL DAN MEGHANTAR TENAGA KERJA ASING BANGLADESH KE SEMENANJUNG MALAYSIA	RFT042561	02/05/2022 12:00 AM	16/05/2022 11:59 PM	RFT
	melaksanakan kerja penyelenggaraan 180 server pejabat kawasan/estetik/kilang FELCRA Berhad untuk tempoh 2 tahun	RFT042561	29/04/2022 10:00 AM	16/05/2022 11:59 PM	RFT

Step	Action
5	Once payment has been done and FELCRA successfully update the payment in the system, Click the 'Edit' icon to view the event summary.

PROCUREHERE
EN | BM

Events



GMT-8:00
ALPHA@PROCUREHERE.COM
Alpha One Sdn Bhd

Last Login : 09/05/2022 12:24 PM
Last Failed Login : 08/04/2022 10:49 AM

Show Tutorials ☐ NO

- Dashboard
- Supplier Profile
- Buyers
- PO
- Delivery Order
- Invoice
- Invoice Finance Request
- Users
- Payment And Billing

Subscribe to Unlimited Buyer Plan to participate in ALL Associated Buyer's Events
Upgrade

Dashboard > Request for Tender Details

MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP
Status: ACTIVE

End Date & Time 13 / May / 2022 10:00 AM

Kindly understand the terms & condition and click the following button to accept / reject the event invitation.
Participation Fee : MYR 0.00

Event ID: RFT051092 Event Reference: RFT/TEST
Event Owner: Aiman/AIMAN.HAFIZ@PRIVASIA.COM

Days: 2, Hours: 23, Minutes: 48

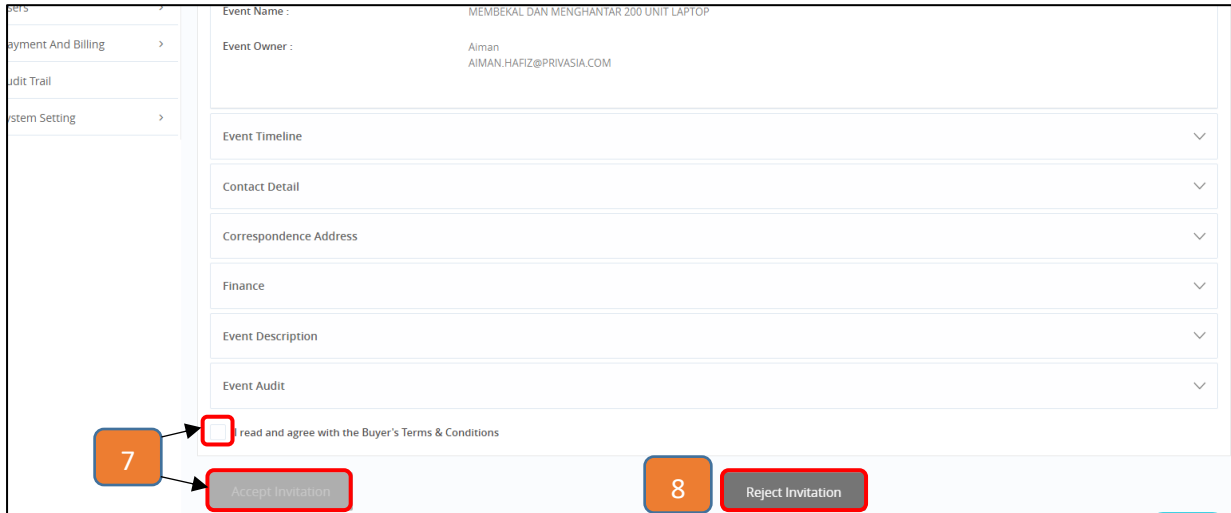
6

Event Details

Event Information

Event ID: RFT051092
Event Type: Request for tender
Reference Number: RFT/TEST
Event Name: MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP
Event Owner: Aiman
AIMAN.HAFIZ@PRIVASIA.COM

Step	Action
6	Scroll down to see more information

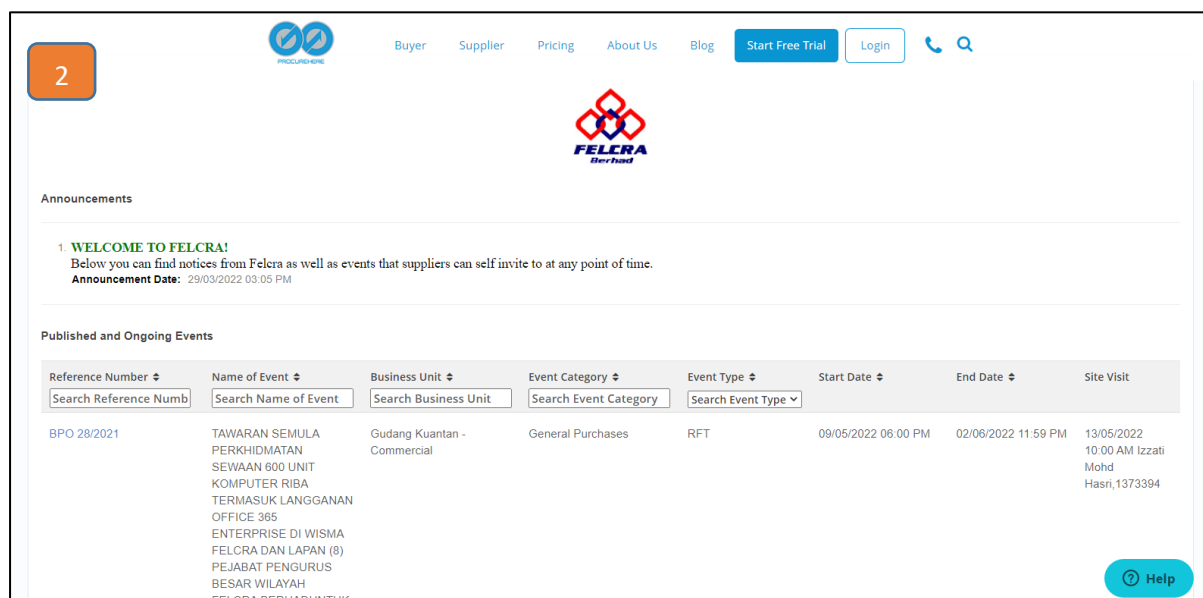


The screenshot shows the RFS (Buyer) interface. On the left is a sidebar with navigation links: 'Users', 'Payment And Billing', 'Audit Trail', and 'System Setting'. The main content area displays event details for 'MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP'. The event owner is 'Aiman' with email 'AIMAN.HAFIZ@PRIVASIA.COM'. Below the details are expandable sections for 'Event Timeline', 'Contact Detail', 'Correspondence Address', 'Finance', 'Event Description', and 'Event Audit'. At the bottom, there is a checkbox labeled 'I read and agree with the Buyer's Terms & Conditions' and two buttons: 'Accept Invitation' (highlighted with a red box and labeled with a blue '7') and 'Reject Invitation' (highlighted with a red box and labeled with a blue '8').

Step	Action
7	Click on the checkbox and Click 'Accept Invitation' if interested to participate.
8	<p>You may also reject the invitation which you do not choose to participate.</p> <p><i>Notes: Once supplier reject the event invitation, they cannot participate and view the event details.</i></p>

3.2 Self-invite

Step	Action
1	Supplier navigates to URL: https://app.procurehere.com/publicEvents/felcra



The screenshot shows the FELCRA Berhad Procurement Portal interface. At the top, there is a navigation bar with links for Buyer, Supplier, Pricing, About Us, and Blog. A 'Start Free Trial' button and a 'Login' button are also present. Below the navigation bar, the FELCRA Berhad logo is displayed. The main content area is divided into two sections: 'Announcements' and 'Published and Ongoing Events'.

Announcements:

- WELCOME TO FELCRA!**
Below you can find notices from Felcra as well as events that suppliers can self invite to at any point of time.
Announcement Date: 29/03/2022 03:05 PM

Published and Ongoing Events:


Reference Number	Name of Event	Business Unit	Event Category	Event Type	Start Date	End Date	Site Visit
BPO 28/2021	TAWARAN SEMULA PERKHIDMATAN SEWAAN 600 UNIT KOMPUTER RIBA TERMASUK LANGGANAN OFFICE 365 ENTERPRISE DI WISMA FELCRA DAN LAPAN (8) PEJABAT PENGURUS BESAR WILAYAH FELCRA BERHADUNTUK	Gudang Kuantan - Commercial	General Purchases	RFT	09/05/2022 06:00 PM	02/06/2022 11:59 PM	13/05/2022 10:00 AM Izzati Mohd Hasri, 1373394

A 'Help' button is located at the bottom right of the 'Published and Ongoing Events' section.

Step	Action
2	List of events created by FELCRA will be displayed on this page. <i>Notes: All published and ongoing events will be listed under Announcement Page.</i>

Published and Ongoing							
Reference Number	Name of Event	Business Unit	Event Category	Event Type	Start Date	End Date	Site Visit
<input type="text" value="Search Reference Number"/>	<input type="text" value="Search Name of Event"/>	<input type="text" value="Search Business Unit"/>	<input type="text" value="Search Event Category"/>	<input type="text" value="Search Event Type"/>			
RFT 1023	MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP	Ibu Pejabat Felcra - Commercial	General Purchases	RFT	10/05/2022 10:50 AM	13/05/2022 10:00 AM	
BPO 28/2021	TAWARAN SEMULA PERKHIDMATAN SEWAAN 600 UNIT KOMPUTER RIBA TERMASUK LANGGANAN OFFICE 365 ENTERPRISE DI WISMA FELCRA DAN LAPAN (8) PEJABAT PENGURUS BESAR WILAYAH FELCRA BERHADUNTUK TEMPPOH TIGA (3) TAHUN	Gudang Kuantan - Commercial	General Purchases	RFT	09/05/2022 06:00 PM	02/06/2022 11:59 PM	13/05/2022 10:00 AM Izzati Mohd Hasri,1373394
RFT042561	melaksanakan kerja penyelenggaraan 180 server pejabat kawasan/estetik/kilang FELCRA Berhad untuk tempoh 2 tahun	Ibu Pejabat Felcra - Commercial	General Purchases	RFT	29/04/2022 10:00 AM	16/05/2022 11:59 PM	

Step	Action
3	Search the Reference Number to view more details regarding the event.


[Buyer](#)
[Supplier](#)
[Pricing](#)
[About Us](#)
[Blog](#)
[Start Free Trial](#)
[Login](#)

Event Detail

Event Reference Number :

RFT 1023

Event Complete Name :

MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP

Company Name :

Felcra Berhad

Event Start Date & Time :

10/05/2022 10:50 AM

Event End Date & Time :

13/05/2022 10:00 AM

Event Publish Date & Time :

10/05/2022 10:50 AM

Event Visibility :

PARTIAL

Delivery Date :

26/05/2022

Site Visit :

No

Event Category :

General Purchases

Commercial Information

Base Currency :

MYR-Malaysian Ringgit

Payment Terms :

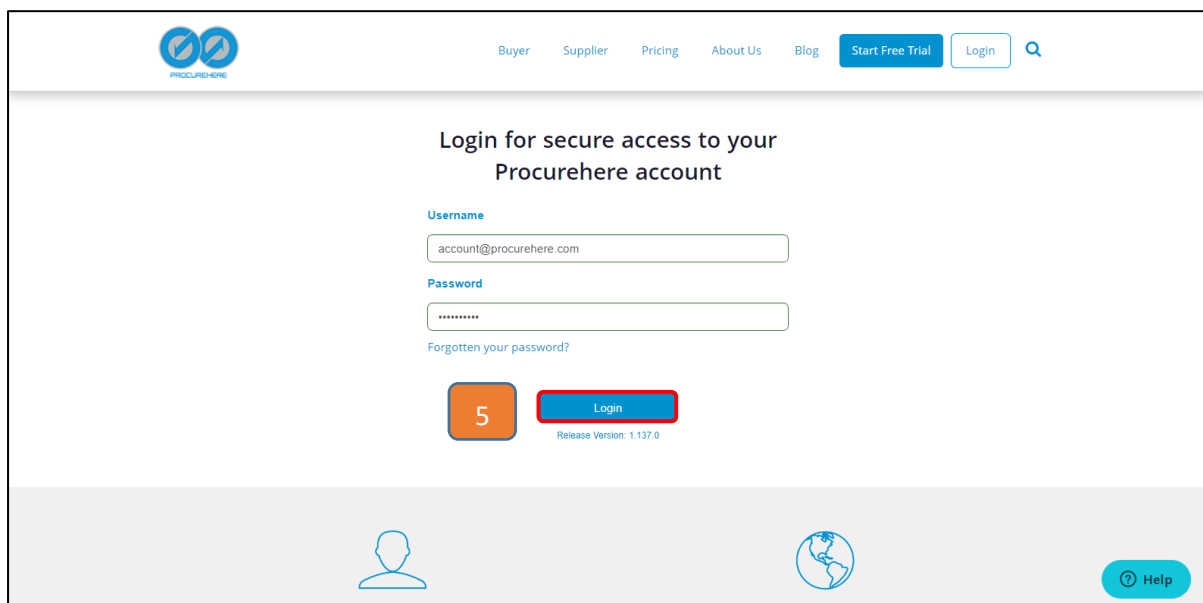
N/A

4

Self-Invite

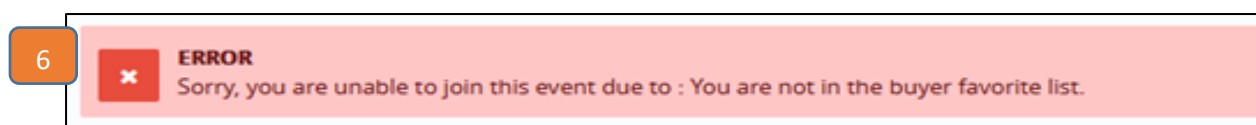
Cancel

Step	Action
4	Click on 'Self-Invite' button.



Step	Action
5	Fill in Username and Password and Click 'Login' button.

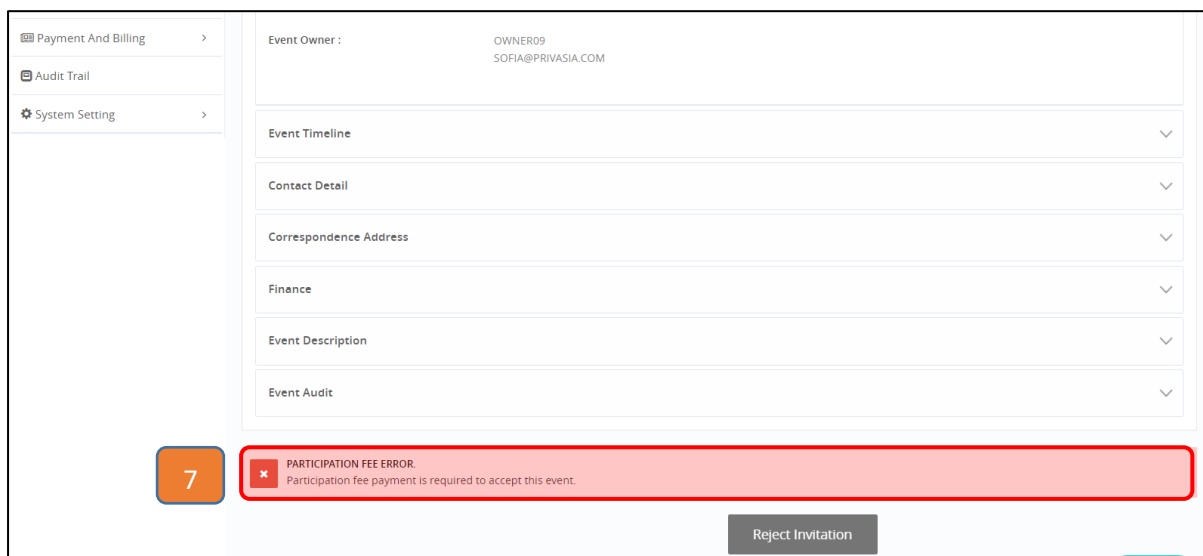
Example Error 1: Self-Invite failed: vendor not being registered with FELCRA



Example Error 2: Self-Invite failed: vendor Industrial Categories did not match event category

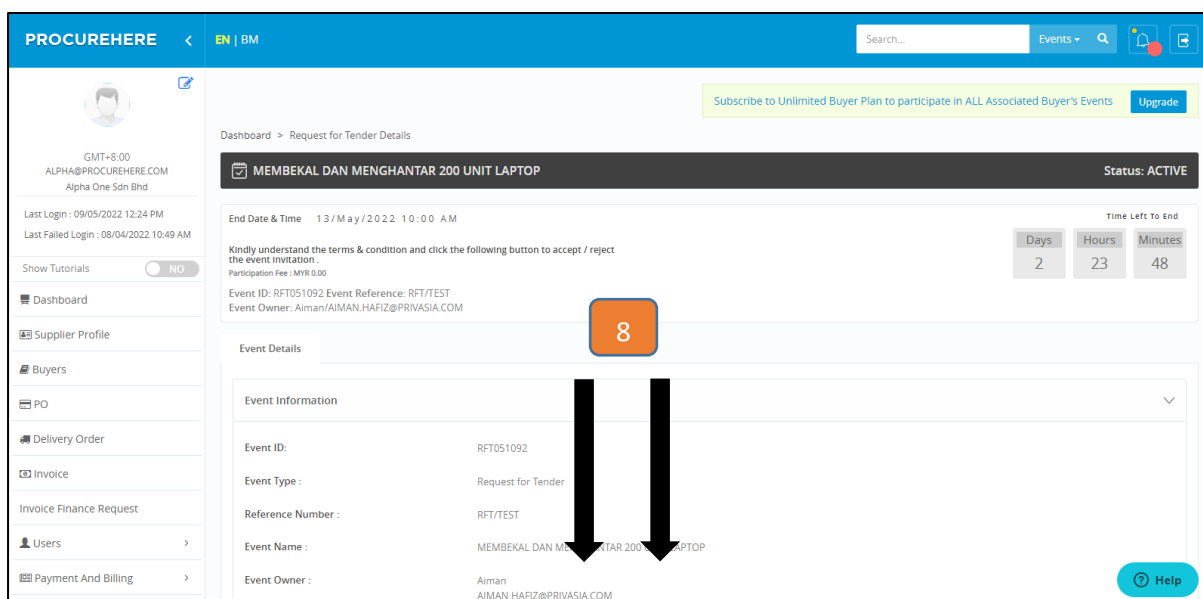


Step	Action
6	<p>Errors prompts during participate in the event.</p> <p><i>Notes: Please do contact FELCRA Administrator if any error prompts.</i></p>



The screenshot shows the RFS (Buyer) interface. On the left, there is a sidebar with navigation options: Payment And Billing, Audit Trail, and System Setting. The main area displays event details for 'OWNER09' with email 'SOFIA@PRIVASIA.COM'. Below this, there are expandable sections for Event Timeline, Contact Detail, Correspondence Address, Finance, Event Description, and Event Audit. A red error message box is highlighted with a red border and a red '7' in a blue circle. The message reads: 'PARTICIPATION FEE ERROR. Participation fee payment is required to accept this event.' Below the error message is a 'Reject Invitation' button.

Step	Action
7	A participation fee error appear means need to make payment to FELCRA manually.



The screenshot shows the PROCUREHERE interface. The top navigation bar includes 'PROCUREHERE', 'EN | BM', a search bar, and icons for Events, notifications, and a user profile. The user profile section shows 'GMT+8:00', 'ALPHA@PROCUREHERE.COM', and 'Alpha One Sdn Bhd'. The main area displays a 'Request for Tender Details' for 'MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP'. The event status is 'ACTIVE'. The event details section shows the event ID 'RFT051092', event type 'Request for Tender', reference number 'RFT/TEST', event name 'MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP', and event owner 'AIMAN HAFIZ@PRIVASIA.COM'. A red '8' in a blue circle is placed over the event details section, with two black arrows pointing downwards to indicate scrolling.

Step	Action
8	Scroll down to see more information

Invoice Finance Request
Users
Payment And Billing
Audit Trail
System Setting

Reference Number : RFT 1023
Event Name : MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP
Event Owner : Aiman
AIMAN.HAFIZ@PRIVASIA.COM
Event Timeline
Contact Detail
Correspondence Address
Finance
Event Description
Event Audit

☐ I read and agree with the Buyer's Terms & Conditions

9

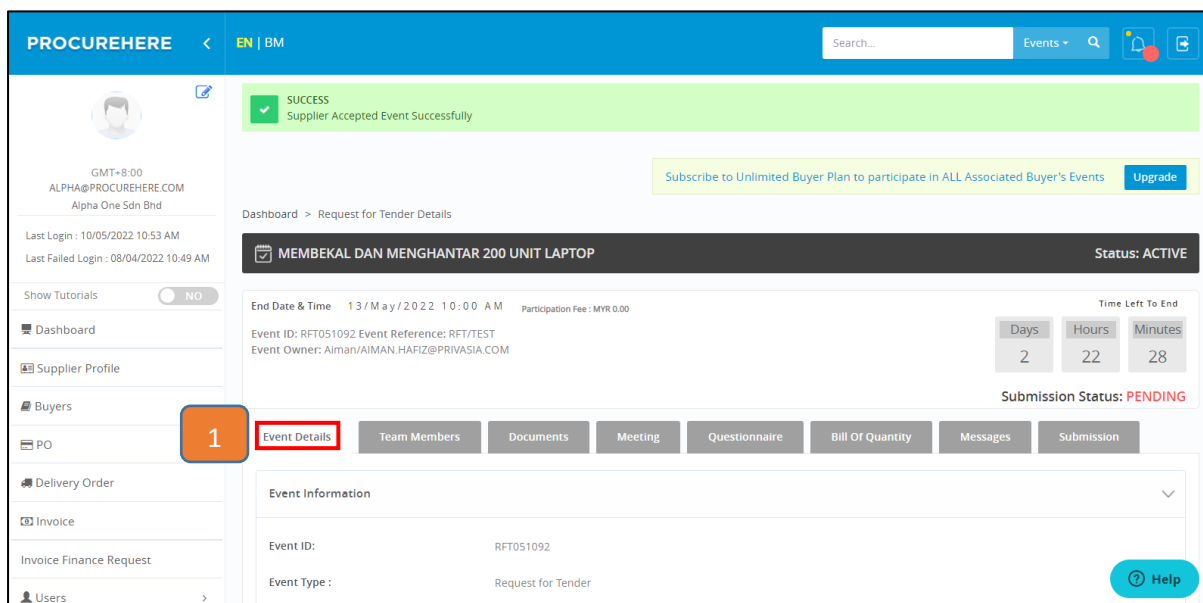
Accept Invitation

Reject Invitation

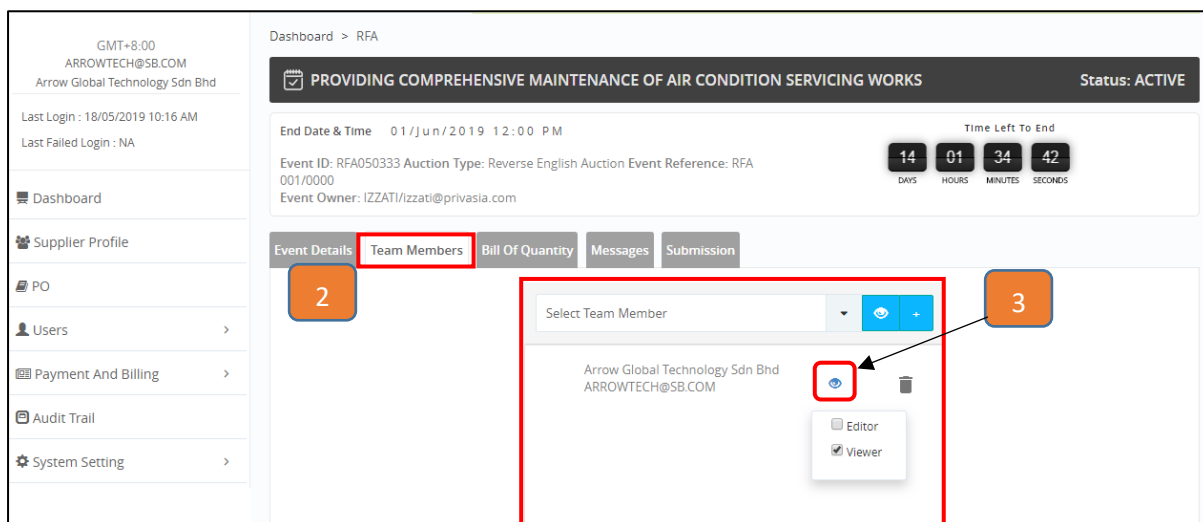
Help

Step	Action
9	Click on the checkbox and Click 'Accept Invitation' if interested to participate.
	<p>You may also reject the invitation which you do not choose to participate.</p> <p><i>Notes: Once supplier reject the event invitation, they cannot participate and view the event details.</i></p>

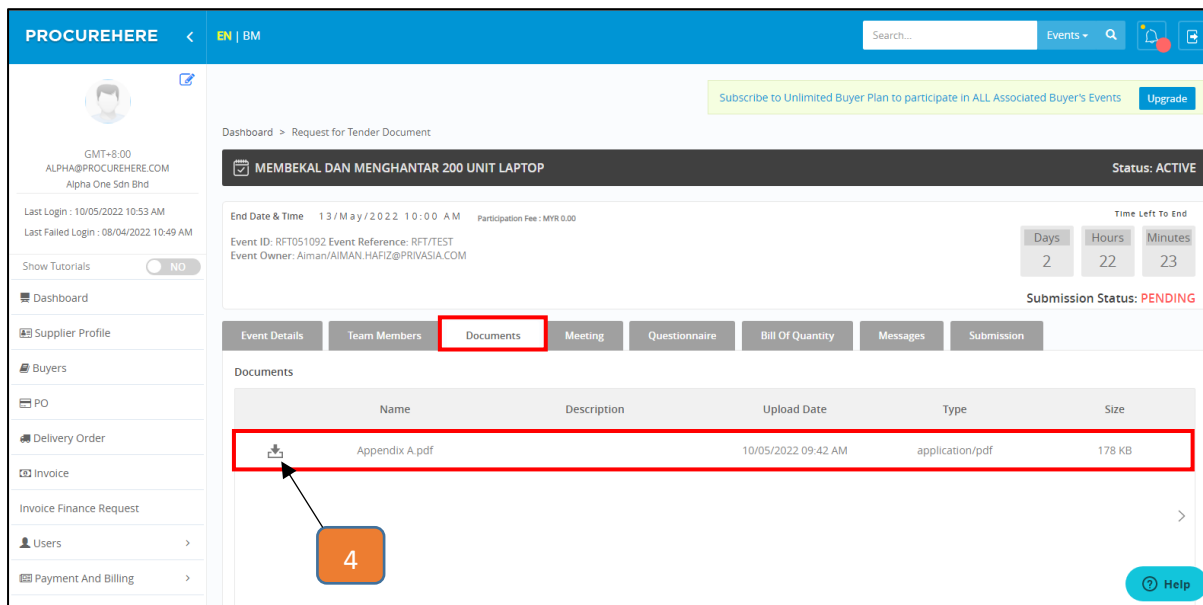
4. Fill in the Event Details and Finalize Submission



Step	Action
1	Under Event Details tab, supplier able to view the event details.



Step	Action
2	Click Team Members tab to assign team member.
3	Click this button to select the role for your team members. Notes: Editor able to edit the draft. Viewer can only view the event.



PROCUREHERE < EN | BM Search... Events

Dashboard > Request for Tender Document

MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP Status: ACTIVE

End Date & Time 13 / May / 2022 10:00 A.M Participation Fee: MYR 0.00

Event ID: RFT051092 Event Reference: RFT/TEST Event Owner: Aiman/AIMAN.HAFIZ@PRIVASIA.COM

Time Left To End: Days 2 Hours 22 Minutes 23

Submission Status: PENDING

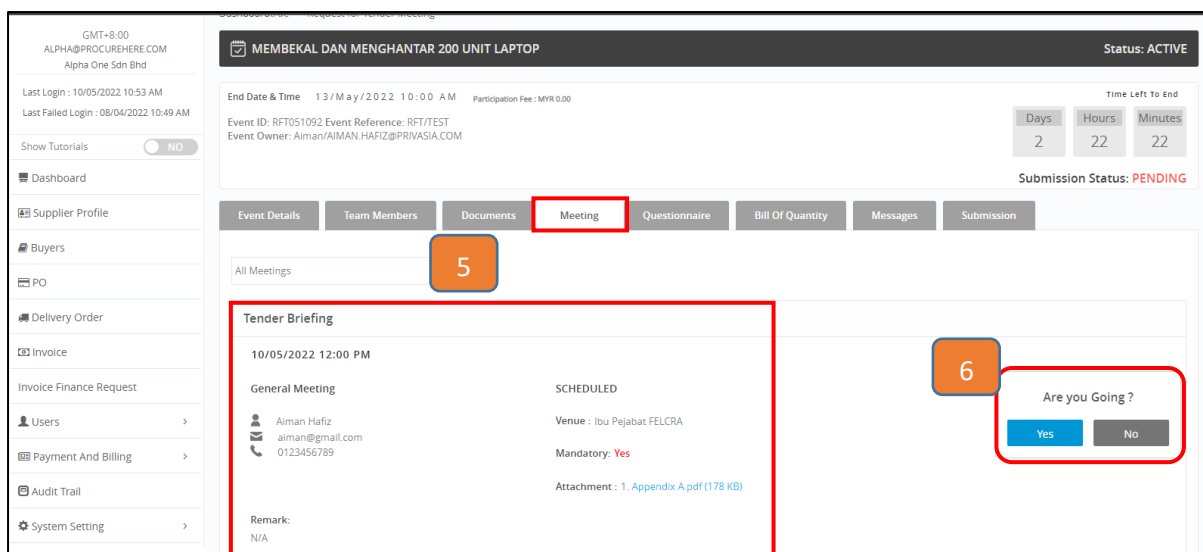
Event Details Team Members Documents Meeting Questionnaire Bill Of Quantity Messages Submission

Documents

Name	Description	Upload Date	Type	Size
Appendix A.pdf		10/05/2022 09:42 AM	application/pdf	178 KB

Help

Step	Action
4	Under Documents tab, Click download icon to view the documents.



PROCUREHERE > Request for Tender Meeting

MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP Status: ACTIVE

End Date & Time 13 / May / 2022 10:00 A.M Participation Fee: MYR 0.00

Event ID: RFT051092 Event Reference: RFT/TEST Event Owner: Aiman/AIMAN.HAFIZ@PRIVASIA.COM

Time Left To End: Days 2 Hours 22 Minutes 22

Submission Status: PENDING

Event Details Team Members Documents Meeting Questionnaire Bill Of Quantity Messages Submission

All Meetings

Tender Briefing

10/05/2022 12:00 PM

General Meeting SCHEDULED

Aiman Hafiz Venue: Ibu Pejabat FELCRA

aliman@gmail.com Mandatory: Yes

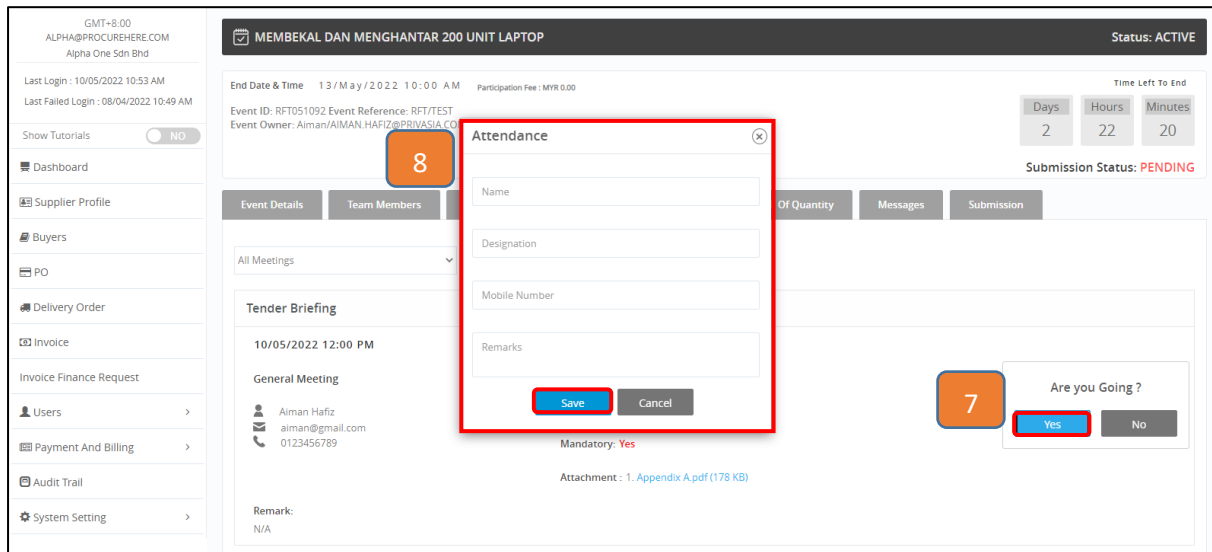
0123456789 Attachment: 1. Appendix A.pdf (178 KB)

Remark: N/A

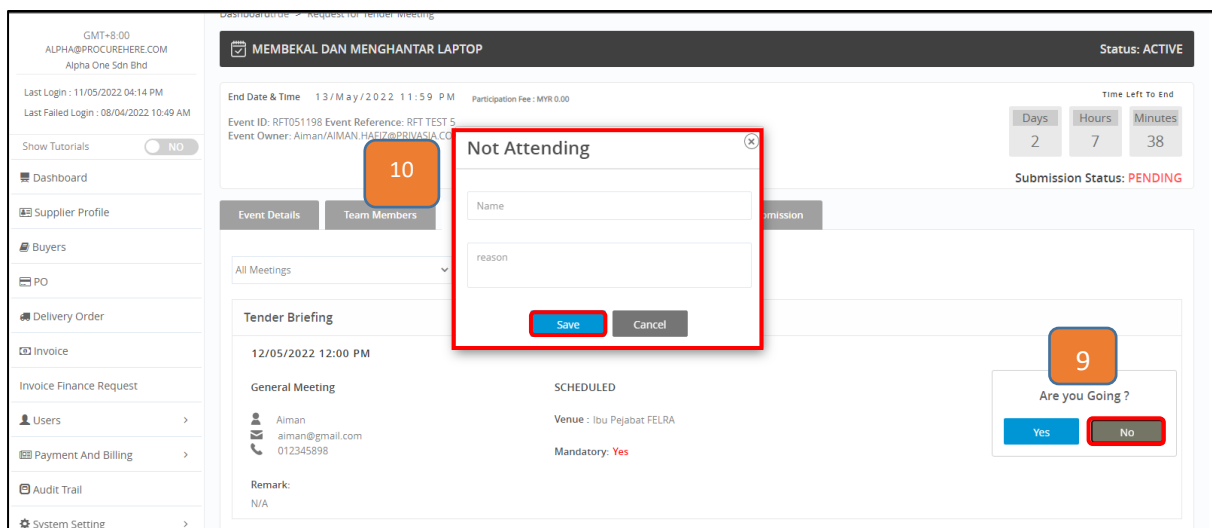
Are you Going?

Yes No

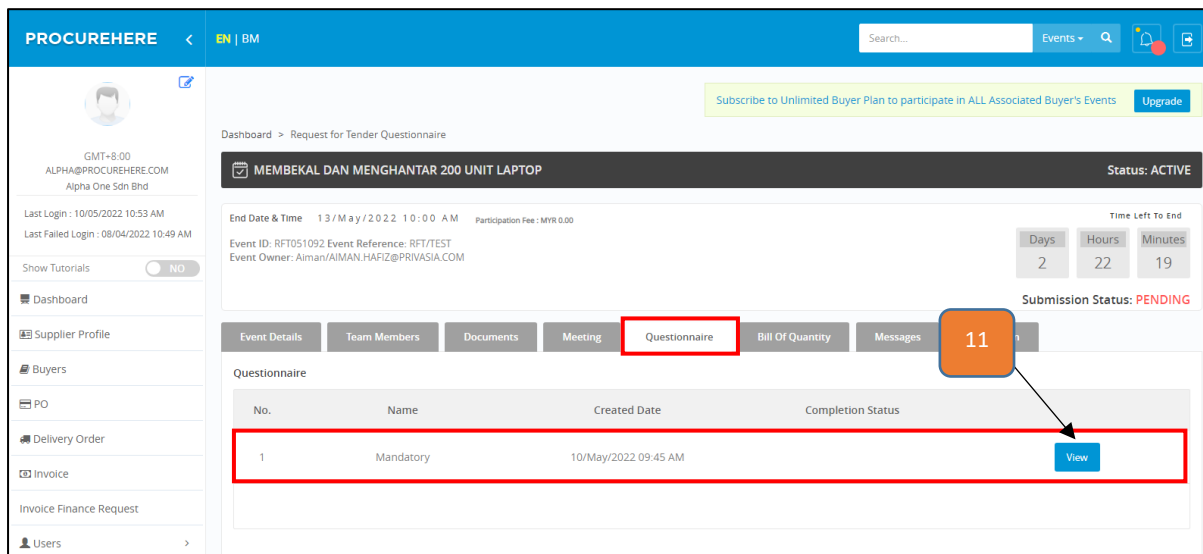
Step	Action
5	Under Meeting tab, View scheduled meetings.
6	Click on Yes/No button to fill in the attendance details.



Step	Action
7	If you are attending the meeting, click on 'Yes' as shown above.
8	Then fill up the necessary fields and click 'Save'.



Step	Action
9	If you are not attending the meeting, click on 'No' as shown above.
10	Then state the reason for not attending and click 'Save'.



PROCUREHERE < EN | BM

Search... Events +

Subscribe to Unlimited Buyer Plan to participate in ALL Associated Buyer's Events [Upgrade](#)

Dashboard > Request for Tender Questionnaire

MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP Status: ACTIVE

End Date & Time 13 / May / 2022 10:00 AM Participation Fee: MYR 0.00

Event ID: RFT051092 Event Reference: RFT/TEST
Event Owner: Aiman/AIMAN.HAFIZ@PRIVASIA.COM

Time Left To End
Days: 2 Hours: 22 Minutes: 19

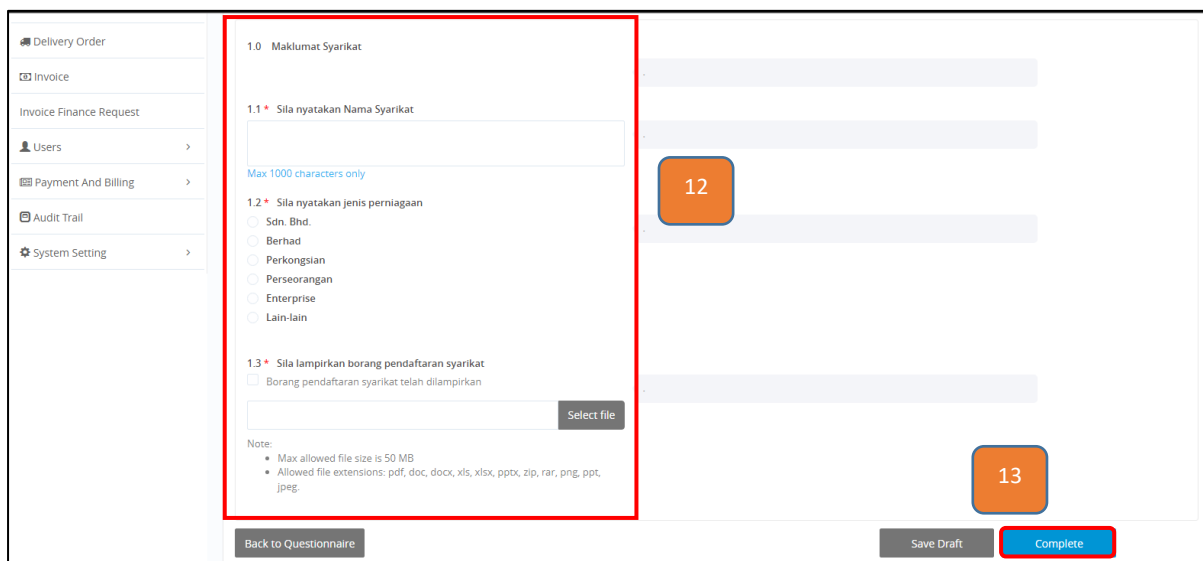
Submission Status: PENDING

Event Details Team Members Documents Meeting **Questionnaire** Bill Of Quantity Messages

Questionnaire

No.	Name	Created Date	Completion Status
1	Mandatory	10/May/2022 09:45 AM	View

Step	Action
11	Under Questionnaire tab, Click View button to view the Questionnaire and answer the questions.



Delivery Order Invoice Invoice Finance Request Users Payment And Billing Audit Trail System Setting

1.0 Maklumat Syarikat

1.1 * Sila nyatakan Nama Syarikat

Max 1000 characters only

1.2 * Sila nyatakan jenis perniagaan

☐ Sdn. Bhd.
☐ Berhad
☐ Perkongsian
☐ Perseorangan
☐ Enterprise
☐ Lain-lain

1.3 * Sila lampirkan borang pendaftaran syarikat

☐ Borang pendaftaran syarikat telah dilampirkan

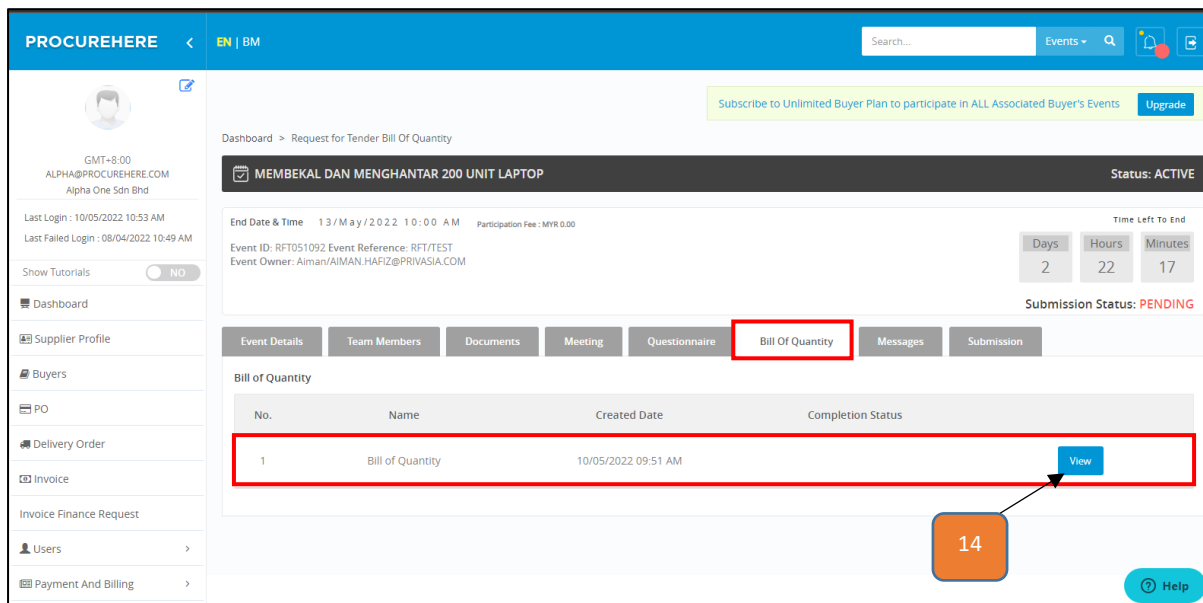
Select file

Note:

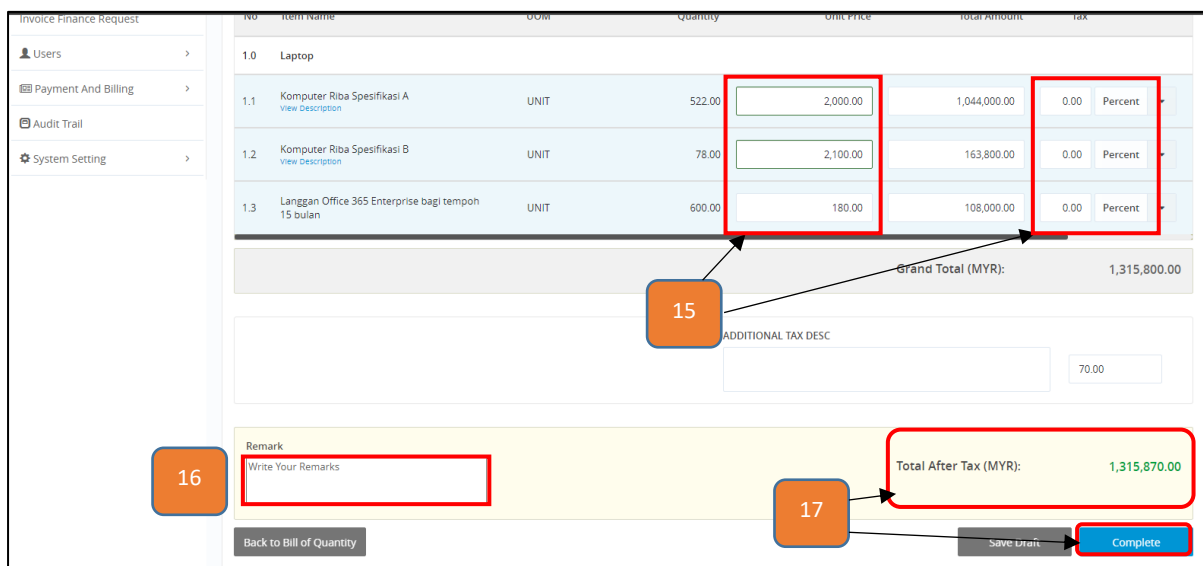
- Max allowed file size is 50 MB
- Allowed file extensions: pdf, doc, docx, xls, xlsx, pptx, zip, rar, png, ppt, jpeg.

Back to Questionnaire Save Draft **Complete**

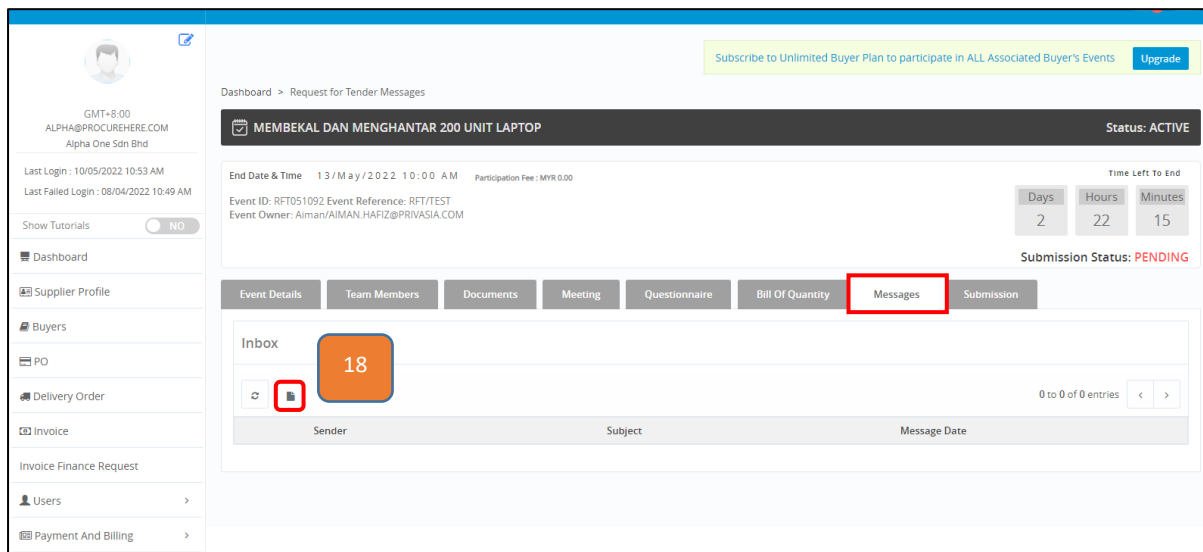
Step	Action
12	Each questions has a text fields, 'ABC' options or request to attach document.
13	Once done, click ' Complete ' to finalize your submission to Questionnaire.



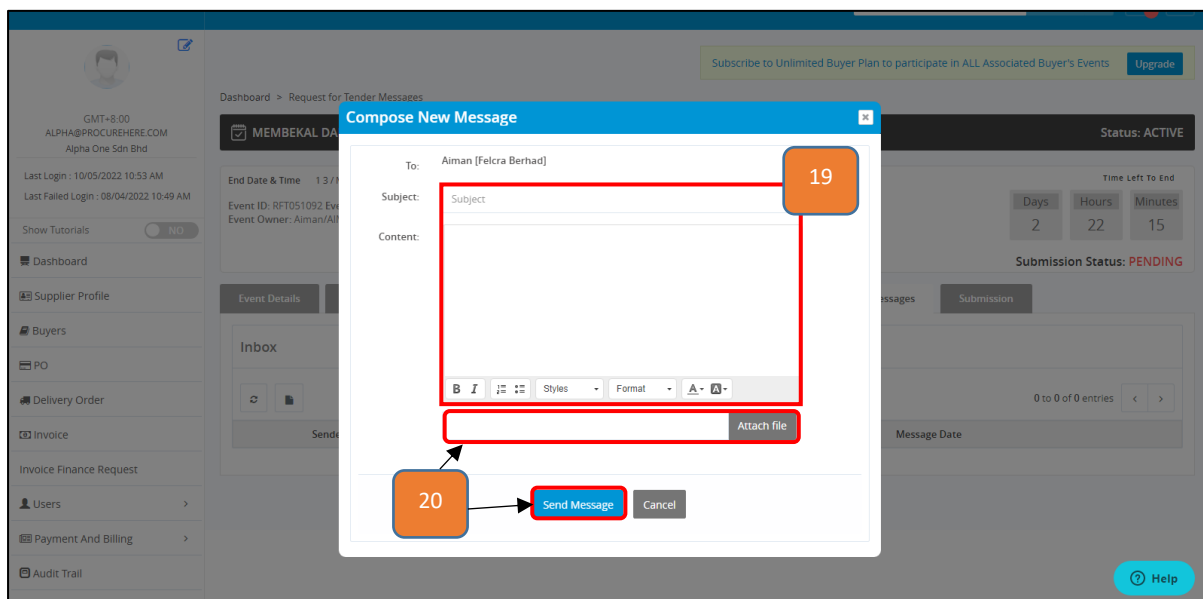
Step	Action
14	Under Bill Of Quantity tab, Click this button to view the Bill of Quantity items and fill in the desired unit price.



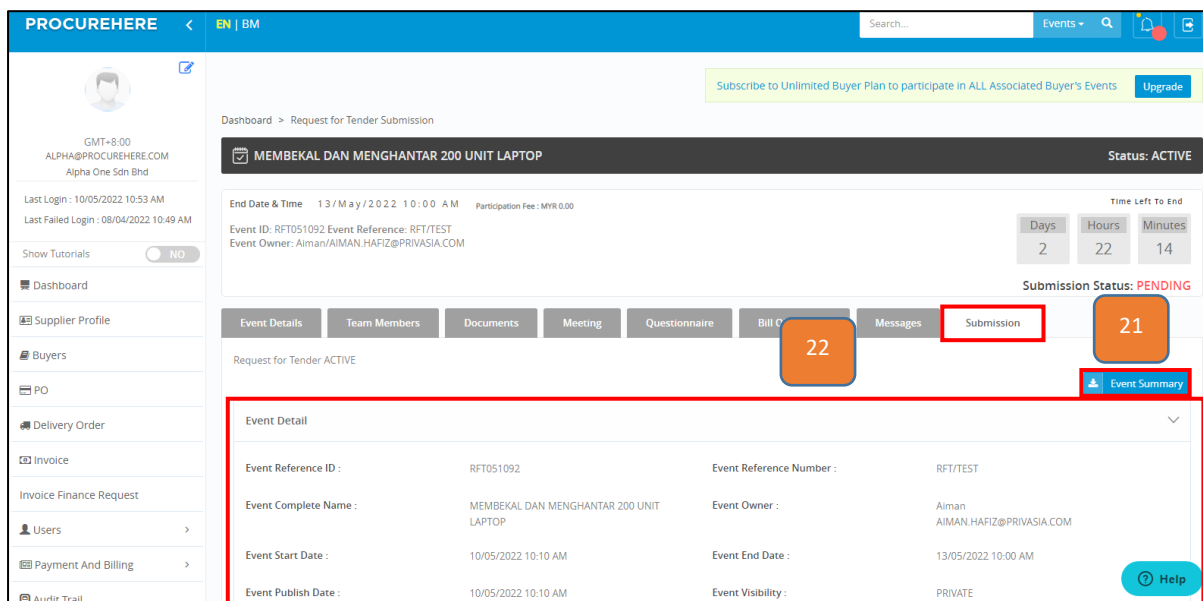
Step	Action
15	Key in your unit price for the BOQ and tax, where applicable.
16	Fill in Remarks if applicable.
17	Check your tabulated price and then click 'Complete' to finalize.



Step	Action
18	Under Messages tab, Supplier able to send messages to the event Owner by compose new message.



Step	Action
19	Fill in the subject of the message followed by the content.
20	Attach documents if needed and click 'Send Message' when done



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Subscribe to Unlimited Buyer Plan to participate in ALL Associated Buyer's Events Upgrade

Dashboard > Request for Tender Submission

MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP Status: ACTIVE

End Date & Time 13 / May / 2022 10:00 AM Participation Fee : MYR 0.00

Event ID: RFT051092 Event Reference: RFT/TEST
Event Owner: Aiman/AIMAN.HAFIZ@PRIVASIA.COM

Time Left To End
Days 2 Hours 22 Minutes 14

Submission Status: PENDING

Event Details Team Members Documents Meeting Questionnaire Bill Of Quantity Messages Submission 21

Request for Tender ACTIVE 22

Event Summary

Event Detail

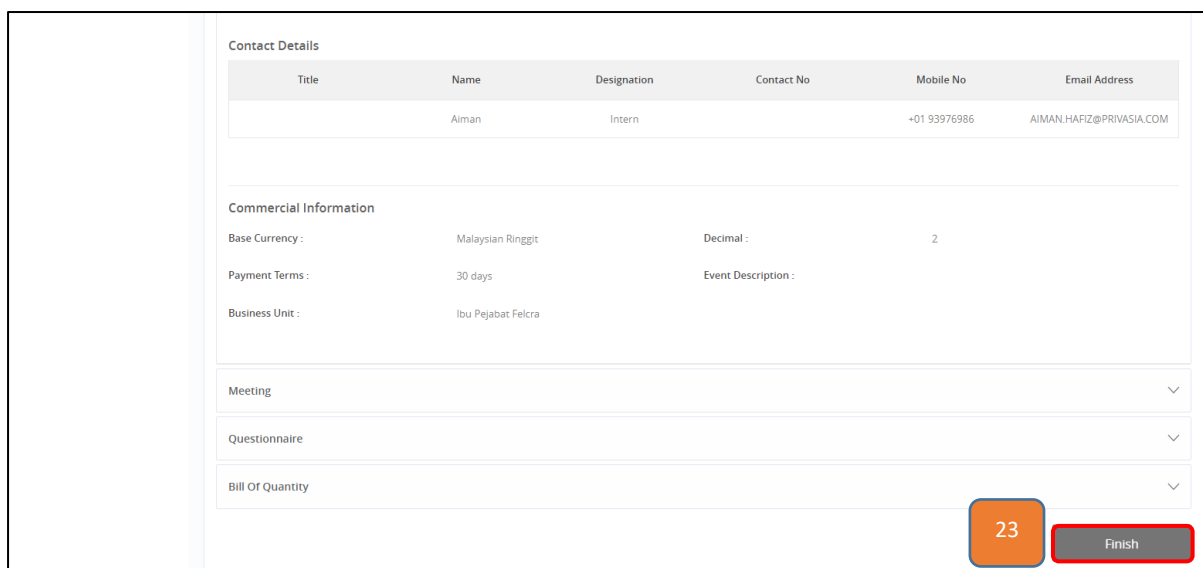
Event Reference ID : RFT051092 Event Reference Number : RFT/TEST

Event Complete Name : MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP Event Owner : Aiman
AIMAN.HAFIZ@PRIVASIA.COM

Event Start Date : 10/05/2022 10:10 AM Event End Date : 13/05/2022 10:00 AM

Event Publish Date : 10/05/2022 10:10 AM Event Visibility : PRIVATE Help

Step	Action
21	Click download Event Summary for your reference.
22	Scroll down to see more information.



Contact Details

Title	Name	Designation	Contact No	Mobile No	Email Address
	Aiman	Intern		+01 93976986	AIMAN.HAFIZ@PRIVASIA.COM

Commercial Information

Base Currency : Malaysian Ringgit Decimal : 2

Payment Terms : 30 days Event Description :

Business Unit : Ibu Pejabat Felcra

Meeting

Questionnaire

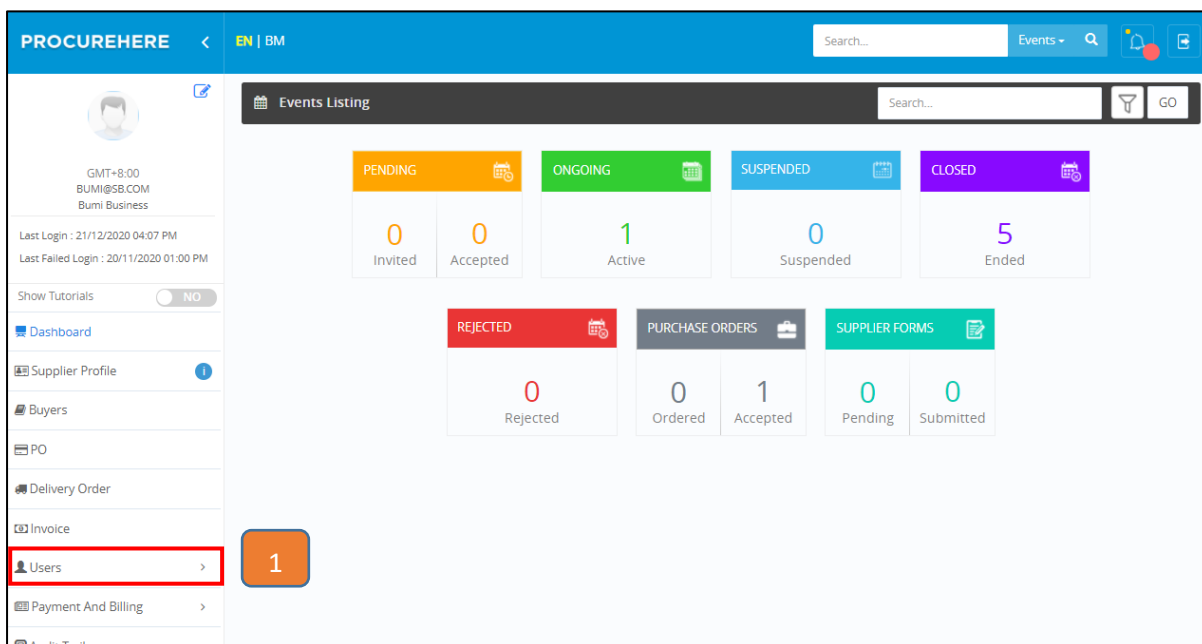
Bill Of Quantity

23 Finish

Step	Action
23	In the submission section, scroll all the way down and click the 'Finish' button to finalize your submission.

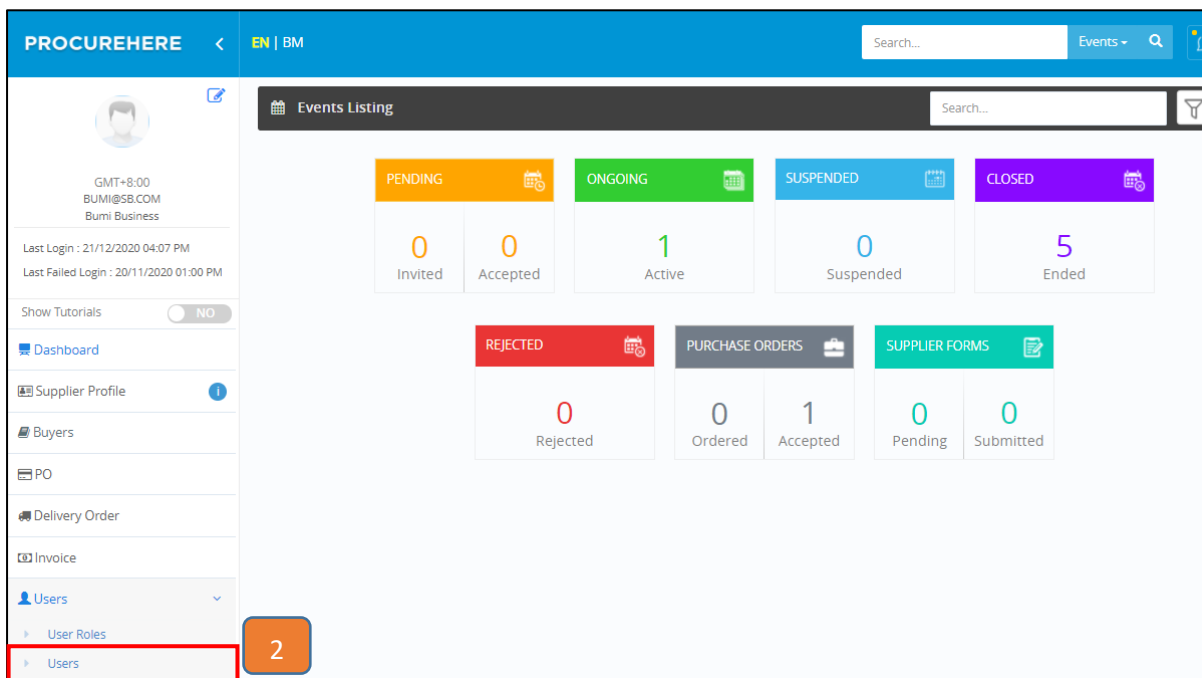
Notes: Once submitted, supplier no longer able to edit the submission.

5. Create User for supplier account



The screenshot shows the PROCUREHERE dashboard. On the left sidebar, the 'Users' menu item is highlighted with a red rectangular box. A blue circle with the number '1' is placed next to the 'Users' menu item. The main dashboard area displays various statistics for different stages of the procurement process, including PENDING, ONGOING, SUSPENDED, CLOSED, REJECTED, PURCHASE ORDERS, and SUPPLIER FORMS.

Step	Action
1	On the left-side, Click Users



The screenshot shows the PROCUREHERE dashboard. On the left sidebar, the 'Users' menu item is expanded, and the 'Users' sub-item is highlighted with a red rectangular box. A blue circle with the number '2' is placed next to the 'Users' sub-item. The main dashboard area displays various statistics for different stages of the procurement process, including PENDING, ONGOING, SUSPENDED, CLOSED, REJECTED, PURCHASE ORDERS, and SUPPLIER FORMS.

Step	Action
2	Click Users.

Users List

10

Records per page

Export User

Actions	Login ID	User Name	Phone No.	Created Date	Last Login Time	Created By
	Search Login ID	Search User Name	Search Phone No.			Search Crea
	ALPHA@PROCUREHERE.COM	Alpha One Sdn Bhd		07/04/2022 12:22 PM	10/05/2022 11:30 AM	Aiman

Showing 1 to 1 of 1 entries

Create User

3

Step	Action
3	Click Create User

User Account Administration

Create User

Login Email

User Name

Password

Communication Email

Designation

Contact No

User Role

Status

Account Locked

Enter Login Email ID

bumi@sb.com

.....

Communication Email

e.g. Executive Officer

e.g. +60 352735465

Select UserRole

ACTIVE

The input value is incorrect

4

Create

Cancel

Step	Action
4	Fill in all the information and user role. Please select role as below. Then click Create button to proceed. User Role: Supplier User