



**PARTNER WITH US TO MAKE A DIFFERENCE!**

**E**ver wanted to do your part in elevating Malaysia's image to the rest of the world? Now you can do just that by providing excellent service working together with Malaysia Airports to ensure guests are happy with the service we provide.

Malaysia Airports is one of the largest airport operator groups in the world in terms of number of passengers handled, managing 39 airports across Malaysia (with five international airports, 16 domestics and 18 STOLports) as well as one international airport in Turkey.

**TENDER NOTICE (Via eProcurement) 09/2021**

Malaysia Airports Holdings Berhad ("MAHB") would like to invite **Malaysia Airports Holdings Berhad (MAHB) Individual Tenderer(s)/Bidder(s)/Vendor(s)** incorporated in Malaysia with relevant experience and registered with **Suruhanjaya Syarikat Malaysia (SSM)** to participate in the Electronic Tender (eTender) under registration and works as stated below: **(Participation by JV Companies is Strictly NOT Allowed).**

No	Tender No.	Description	Registration Requirement	Tender Briefing (Not Mandatory)
1.	MAHB-MA(S)/T/08/2021	Non Comprehensive Maintenance Support And Calibration Services For Automated Weather Observation System (AWOS) At KL International Airport (KLIA) And klia2	<b><u>Mandatory Registration</u></b> i) Suruhanjaya Syarikat Malaysia (SSM)  <b><u>Additional Registration (Not Mandatory)</u></b> MAHB : V006011000 or V004001000 or V004002000 or V004003000 or V004004000 or V004005000 or V004006000 or V004007000	<b>Date : 5 August 2021</b> <b>Time : 2.30 pm</b> <b>Method : Briefing via Tele Conference</b>  Interested Companies are required to confirm the email address at <a href="mailto:procurementtender@malaysiaairports.com.my">procurementtender@malaysiaairports.com.my</a> for the invitation <b><u>on or before 5.00 pm on 3 August 2021.</u></b>

**Notes :**

- Interested Tenderer(s)/Bidder(s) who:-
  - have the same owner(s) and/or director(s) and/or shareholder(s) with other Tenderer(s)/bidder(s) participating in this same Tender (eTender); and/or
  - are related to other Tenderer(s)/Bidder(s) participating in this same Tender (eTender), in terms of their ownership, directorship or shareholding or in any forms whatsoever including familial relationship(\*);shall first make a declaration and obtain prior written approval from the Employer/MAHB prior to participating in this Tender (eTender). The Employer /MAHB reserves its absolute right to grant or decline its approval for such application and shall have no obligation to inform the affected Tenderer(s)/Bidder(s) of the grounds for such decision. The Employer's/MAHB's written approval, if granted, shall be submitted together with the Document (eTender) before or during the Tender (eTender) closing date. The Employer/MAHB may take appropriate course of action at its sole and absolute discretion for failure by Tenderer(s)/Bidder(s) to declare the existence of the relationship as described above. Interested Tenderer(s)/Bidder(s) shall complete the Declaration of Conflict of Interest form as provided in the document (eTender) in pursuant herewith.  
(\* ) Description of familial relationship/family members as per Malaysia Airports Vendor Code of Ethics at <https://vms.malaysiaairports.com.my>
- MAHB shall not be responsible on all costs incurred by the Tenderer(s)/Bidder(s) in relation to participation of this Tender (eTender) e.g. administration, transportation, lodging costs etc.
- The Tenderer(s)/Bidder(s) are strongly advised to regularly visit <https://app.procurehe.com> for any **updated/revised/additional Tender (eTender) information that may be uploaded from time to time during Tendering Period.**
- MAHB shall not be responsible on all costs incurred by the Tenderer(s)/Bidder(s) in relation to participation of this Tender (eTender) e.g. administration, transportation, lodging costs etc.
- MAHB shall not, for whatever reasons, be bound in any way, to accept or reject the lowest, equal, highest or any Tender (eTender) received; and MAHB also reserves the right to annul the Tender (eTender) process at any time without assigning any reason; or request for further information from any Tenderer(s)/Bidder(s), and further without thereby incurring any liability of whatsoever nature to the affected Tenderer(s)/Bidder(s) or any obligation to inform the affected Tenderer(s)/Bidder(s) of the grounds for such decision.

- All Tenderer(s)/Bidder(s) shall wear proper attire such as shirt with collar, shoes, long pants and to bring along IC for preparation of airport daily pass. (If necessary).
- Any Queries/clarification for this Tender (eTender), please email to [procurementtender@malaysiaairports.com.my](mailto:procurementtender@malaysiaairports.com.my) or at <https://app.procurehere.com>

eTender documents can only be accessed in eProcurehere Portal (<https://app.procurehere.com>) by authorized Personnel from participating Tenderer(s)/Bidder(s) are allowed to access this system by complying with the instructions on the item (b) for MAHB Vendor and item (c) (for non MAHB Vendor) as below and the Tenderer(s)/Bidder(s) has made a full payment to :

- i) Registration Fee as MAHB Vendor (for non MAHB Vendor) and;
- ii) eTender Document Fee of Ringgit Malaysia: **One Hundred Fifty (RM150.00) Only**

via online payment through credit card payment or online banking (FPX payment) (non-refundable).

The interested Tenderer(s)/Bidder(s) should have the following requirements: -

- a) Tenderer(s)/Bidder(s) is a **Vendor to Malaysia Airports Holdings Berhad (MAHB)** and register with **MAHB Vendor Management System (VMS)**
- b) Tenderer(s)/Bidder(s) who are MAHB registered Vendor can access <https://app.procurehere.com> the using the same username (registered add) and password (retrievable from the portal).
- c) Tenderer(s)/Bidder(s) who are not registered as MAHB Vendor (Vendor Management System), Tenderer(s)/Bidder(s) may register at VMS portal <https://vms.malaysiaairports.com.my> to be a MAHB Vendor or subscribe to Procurehere Portal at <https://app.procurehere.com> and register the Tenderer(s)/Bidder(s) particular in eProcurehere Portal to obtain the username and password. An annual subscription fee will be charged.  
(Please refer MAHB Vendor Guideline & Procurehere – Supplier Onboarding Manual attached)
- d) Tenderer(s)/Bidder(s) must have sufficient internet connection & capacity to access eProcurehere Portal for downloading and submission. MAHB will not be liable if the Tenderer(s)/Bidder(s) cannot download or do the submission due to your internet connection and capacity issue. Any request for manual submission (other than eProcurehere Portal) will not be entertained.

Any Tenderer(s)/Bidder(s) participating in the above eTender is only allowed to submit one (1) offer only for each eTender exercise in its name.

The eTender submission will be via eProcurehere Portal only at <https://app.procurehere.com>. **not later than 12.00 noon on 26 August 2021.**

**BERSAMA KAMI MELAKAR PERUBAHAN!**

**I**ngin membantu menaikkan imej Malaysia di persada antarabangsa? Kini anda mampu melakukannya dengan memberikan servis yang terbaik melalui kerjasama bersama Malaysia Airports demi memastikan tetamu gembira dengan servis yang diberikan.

Malaysia Airports adalah salah satu daripada kumpulan pengendali lapangan terbang terbesar di dunia dari segi jumlah penumpang yang dikendalikan, menguruskan 39 lapangan terbang di seluruh Malaysia (dengan lima lapangan terbang antarabangsa, 16 domestik dan 18 STOLports) serta satu lapangan terbang antarabangsa di Turki.

**KENYATAAN TENDER (SECARA eProcurement) 09/2021**

Malaysia Airports Holdings Berhad (MAHB) dengan ini mempelawa mana-mana **Penender/Pembida/Vendor Individu Malaysia Airports Holdings Berhad (MAHB)** yang didaftarkan di Malaysia yang mempunyai pengalaman berkaitan dan berdaftar dengan **Suruhanjaya Syarikat Malaysia (SSM)** untuk mengambil bahagian dalam Elektronik Tender (eTender) dibawah pendaftaran dan kerja seperti di bawah :- **(Penyertaan melalui Syarikat Usahasama (JV) TIDAK dibenarkan sama sekali)**

Bil	No. Tender	Perihal Kerja	Keperluan Pendaftaran	Penerangan Tender (Tidak diwajibkan)
1.	MAHB-MA(S)/T/08/2021	Non Comprehensive Maintenance Support And Calibration Services For Automated Weather Observation System (AWOS) At KL International Airport (KLIA) And klia2	<p><b>Pendaftaran Wajib</b></p> <p>i) Suruhanjaya Syarikat Malaysia (SSM)</p> <p><b>Pendaftaran Tambahan (Tidak diwajibkan)</b></p> <p>MAHB: V006011000 V004001000 atau V004002000 atau V004003000 atau V004004000 atau V004005000 atau V004006000 atau V004007000 atau</p>	<p><b>Tarikh : 5 Ogos 2021</b> <b>Waktu : 2.30 Petang</b> <b>Tatacara : Taklimat melalui Tele Sidang</b></p> <p><b>Syarikat yang berminat dikehendaki mengesahkan alamat email ke <a href="mailto:procurementtender@malaysiaairports.com.my">procurementtender@malaysiaairports.com.my</a> untuk pihak kami membuat jemputan <u>pada atau sebelum jam 5.00 petang 3 Ogos 2021.</u></b></p>

**Nota :**

- Mana-mana Penender/Pembida yang berminat untuk menyertai Tender (eTender) ini yang:-
  - mempunyai pemilik dan/atau pengarah dan/atau pemegang saham yang sama dengan Penender/Pembida lain yang menyertai Tender (eTender) ini; dan/atau
  - mempunyai kaitan dengan Penender/Pembida lain yang menyertai Tender (eTender) ini dari segi pemilikan, pengarah atau pegangan saham atau perkaitan dalam apa bentuk sekali pun, termasuklah dari segi pertalian kekeluargaan (\*), hendaklah terlebih dahulu membuat perisytiharan dan kelulusan bertulis terlebih dahulu daripada MAHB sebelum menyertai Tender (eTender) ini. MAHB mempunyai hak mutlak untuk memberikan atau menolak kelulusannya untuk permohonan tersebut dan tidak mempunyai kewajiban untuk memaklumkan kepada Penender/Pembida yang terlibat akan alasan untuk keputusan tersebut. Sekiranya diluluskan, kebenaran bertulis tersebut mestilah disertakan bersama dengan penyerahan dokumen Tender (eTender) sebelum atau semasa tarikh tutup Tender (eTender). MAHB di atas budi bicaranya akan mengambil tindakan yang sewajarnya ke atas Penender/Pembida yang gagal mengisytiharkan kewujudan perkaitan yang diterangkan di atas.
- Mana-mana Penender/Pembida yang berminat menyertai Tender (eTender) ini mestilah seterusnya melengkapkan borang 'Declaration of Conflict of Interest' yang disediakan di dalam dokumen Tender (eTender) yang berkaitan.
- (\*) Keterangan berkaitan pertalian kekeluargaan/ahli keluarga adalah seperti yang terkandung di dalam Malaysia Airports Vendor Code of Ethics di laman sesawang <https://vms.malaysiaairports.com.my>
- MAHB tidak bertanggungjawab ke atas semua perbelanjaan berkaitan penyertaan Tender (eTender) ini, contohnya kos pentadbiran, pengangkutan, penginapan dan lain-lain.
- MAHB tidak terikat atas apa jua sebab untuk menerima atau menolak Tender (eTender) terendah, sama, tertinggi atau mana-mana Tender (eTender) yang diterima; dan MAHB juga berhak membatalkan proses Tender (eTender) ini pada bila-bila masa sahaja tanpa menyatakan apa-apa sebab; atau memohon apa-apa maklumat tambahan daripada mana-mana Penender/Pembida, dan selanjutnya tanpa mengenakan sebarang liabiliti di dalam apa jua bentuk kepada penender/Pembida yang terlibat atau bertanggungjawab untuk memberitahu kepada

penender/Pembida yang terlibat berkaitan sebab musabab keputusan tersebut diambil.

- Penender/Pembida adalah dinasihatkan untuk melayari laman sesawang <https://app.procurehere.com> secara kerap untuk sebarang kemaskini/perubahan/maklumat tambahan Tender (eTender) yang akan dimuatnaik dari masa ke semasa sepanjang Tender (eTender) ini berlangsung.
- Penender/Pembida yang hadir perlu memakai pakaian yang sesuai seperti baju berkolar, berkasut, berseluar panjang dan membawa bersama kad pengenalan untuk tujuan pas keselamatan lapangan terbang. (jika diperlukan)
- Sebarang klarifikasi/pertanyaan mengenai Tender (eTender) ini hendaklah diemailed ke [procurementtender@malaysiaairports.com.my](mailto:procurementtender@malaysiaairports.com.my) atau dilaman sesawang <https://app.procurehere.com>

Dokumen eTender ini hanya boleh diekses di dalam eProcurehere Portal (<https://app.procurehere.com>) sahaja dan hanya mereka yang diberikan kebenaran oleh pihak Penender/Pembida sahaja dibenarkan untuk mengekses sistem ini dengan mematuhi arahan di item (b) untuk Vendor MAHB dan item (c) (bukan Vendor MAHB) seperti di bawah dan pihak Penender/Pembida telah membuat pembayaran penuh untuk :

- Fi Pendaftaran sebagai Vendor MAHB (bukan Vendor MAHB) dan;
- Fi Dokumen eTender dengan **harga Ringgit Malaysia: Satu Ratus Lima Puloh (RM150.00) sahaja**

Melalui pembayaran atas talian dengan Kad Kredit atau Perbankan Atas Talian (pembayaran FPX) (tidak dikembalikan).

Penender/Pembida yang berminat menyertai Tender (eTender) ini hendaklah mempunyai keperluan seperti berikut:-

- Penender/Pembida adalah **Vendor kepada Malaysia Airports Holdings Berhad (MAHB)** dan berdaftar dengan **MAHB 'Vendor Management System (VMS)'**.
- Bagi Penender/Pembida yang telah berdaftar sebagai Vendor MAHB di [vms.malaysiaairports.com.my](https://vms.malaysiaairports.com.my) boleh mengakses laman web <https://app.procurehere.com> menggunakan nama pengguna yang sama (alamat emel syarikat berdaftar) dan kata laluan yang boleh diperolehi di portal.
- Bagi Penender/Pembida yang tidak berdaftar sebagai Vendor MAHB, Penender/Pembida boleh berdaftar di VMS iaitu di <https://vms.malaysiaairports.com.my> untuk menjadi Vendor MAHB atau di Portal eProcurehere di <https://app.procurehere.com> dengan mendaftar butiran Penender/Pembida di dalam Portal eProcurehere <https://app.procurehere.com> untuk mendapatkan nama pengguna dan kata laluan. Fi langgan tahunan akan dikenakan.  
(Sila rujuk kepada MAHB Vendor Guideline & Procurehere -'Supplier Onboarding Manual' seperti di Lampiran).
- Penender/Pembida hendaklah mempunyai sambungan & kapasiti internet yang mencukupi untuk mengakses portal eProcurehere samada untuk memuat turun dan menghantar. MAHB tidak akan bertanggungjawab sekiranya Penender/Pembida tidak dapat memuat turun atau melakukan penyerahan kerana sambungan internet dan masalah kapasiti dipihak Penender/Pembida. Sebarang permintaan untuk penyerahan secara manual (selain dari portal eProcurehere) tidak akan dilayan.

Mana-mana Penender/Pembida yang mengambil bahagian dalam eTender di atas hanya dibenarkan mengemukakan satu (1) tawaran harga sahaja untuk setiap eTender atas namanya.

Penyerahan eTender adalah mestilah diportal (eProcurehere) sahaja di <https://app.procurehere.com> pada atau sebelum **jam 12.00 tengahari 26 Ogos 2021.**

## MAHB vendor guideline

We are upgrading our online platform to support all procurement functions with enhanced features. It is called eProcure via Procurehere platform, <https://app.procurehere.com> . If your company is registered with our VMS system, you don't have to perform any new registration in eProcure as the registration is sync between the system.

You may follow the guideline as attach for tutorial to

- 1) Receive Activation Mail & Complete Supplier Profile
- 2) Payment process for event participation fee
- 3) How to preview tender document

### 1) Steps for non-VMS vendor – vendor must perform step A, and B

a) Steps to register in eProcure (one time only)

- 1) Go to <https://app.procurehere.com/suppliersubscription/supplierCheckout> and register with eProcure platform
- 2) Complete the registration form
- 3) Click Pay Pal check out to proceed payment as new vendor need to pay subscription fee to eProcure – 30 USD @ RM120 per year
- 4) eProcure will send verification email and request additional documents to vendor
- 5) Once submitted, vendor will receive activation email from eProcure
- 6) Activate your account

Link: <https://procurehere.zendesk.com/hc/en-us/articles/235926708-How-Do-I-Register-for-an-Account-as-a-Supplier->

b) How to participate once approved

- 1) View the invited event, scroll down and click “Pay participation fee” or view the tender under MAHB public event page, <https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>
- 2) Perform online payment via the system
- 3) Click “Accept Invitation” once the payment is successful
- 4) Vendor can view the tender details and submit accordingly via the system
- 5) vendor can follow the attached guideline on how to participate in tender

### 2) Step for VMS vendor, please follow attached slide guideline

### 3) How to preview tender document?

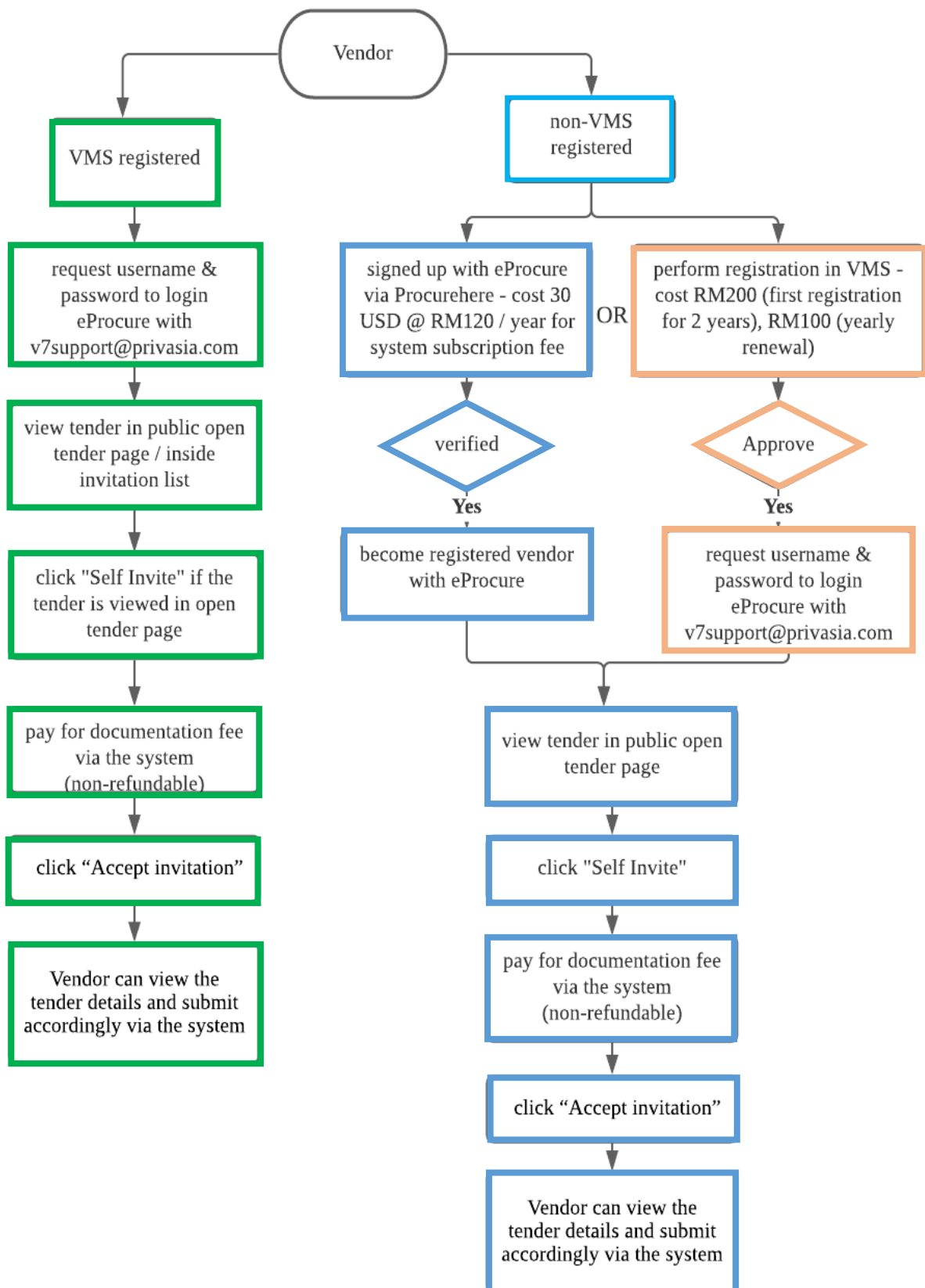
Before purchasing any OPEN tender document, vendor can preview the tender document in our Public Event page under **Announcement** section,

<https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>

If you are interested to participate, you may search for the event under **Published and Ongoing Events** and click “Self Invite”

Disclaimer: Please be advised that not all tender have the tender preview.

## Process flow for VMS & non-VMS vendor



\*\*Please allow 3 - 5 days for new registration in VMS to be processed. Failing to register on time will be unable to participate in our tenders. Any late registration will not be entertained.



# Supplier Onboarding Manual Procurehere™





These slides will guide you on how to perform these actions :

Tutorial 1 : Receive Activation Mail & Complete Supplier Profile [\(Page 03-14\)](#)

Tutorial 2 : Payment process for event participation fee [\(Page 15-23\)](#)

Tutorial 3 : Accept/Reject Event Invitations [\(Page 24-28\)](#)

Tutorial 4 : Fill in the event fields & finalize your submission [\(Page 29-43\)](#)





# **Tutorial 1 : Receive Activation Mail & Complete Supplier Profile**



# Supplier Activation Mail

15/05/2019 10:26 AM (GMT+08:00)

**Hi Supply51**  
Welcome to procurehere

Your procurehere account has been created upon request from *FGV HOLDINGS* with following credentials.

Login email: [IZZATI.PRIVASIA@GMAIL.COM](mailto:IZZATI.PRIVASIA@GMAIL.COM)  
Password: C527E81D0

[CLICK HERE TO GET STARTED](#)

If the button appears to be broken, please copy and paste this link into a web browser window: <https://demo.procurehere.com/login>

Being a registered supplier means that you stand a chance to be noticed and invited to participate in procurement events like RFPs and tenders.

Please keep your registration information up-to-date from time to time.

Thank You.

Procurehere Team

If you need assistance or have questions, please contact [Procurehere Customer Service](#) or you can manage your [account here](#)

© 2018 Privasia Sdn Bhd.

**1** Once you have registered with MAHB, you will receive an email notification from Procurehere™ in your inbox. You will also find your username (login email) and system generated password in the mail

**2** Click on the button as shown to proceed to the next step.




# OPENING PAGE URL: <https://app.procurehere.com/login>

The screenshot shows the login page of the Procurehere application. The browser address bar displays [app.procurehere.com/login](https://app.procurehere.com/login). The page header includes the Procurehere logo, navigation links for Buyer, Supplier, Pricing, About Us, and Blog, and buttons for Start Free Trial and Login. The main content area features the heading "Login for secure access to your Procurehere account" and a login form. The form contains a Username field with the value "izzati.admin@procurehere.com", a Password field with masked characters, and a "Forgotten your password?" link. A blue "Login" button is positioned below the form. A red box highlights the Username and Password fields, and another red box highlights the Login button. Two callout boxes provide instructions: "Fill in your USERNAME and PASSWORD." with arrows pointing to the input fields, and "Click on the 'Login' button to proceed to the next step." with an arrow pointing to the Login button. The footer contains a user profile icon, a globe icon, and a "Help" button.

Fill in your USERNAME and PASSWORD.

Click on the 'Login' button to proceed to the next step.



4 Kindly click on the checkbox and click on the **'Accept'** button to proceed.

3 You can click to view the terms and conditions here.

### SaaS Terms and Conditions

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

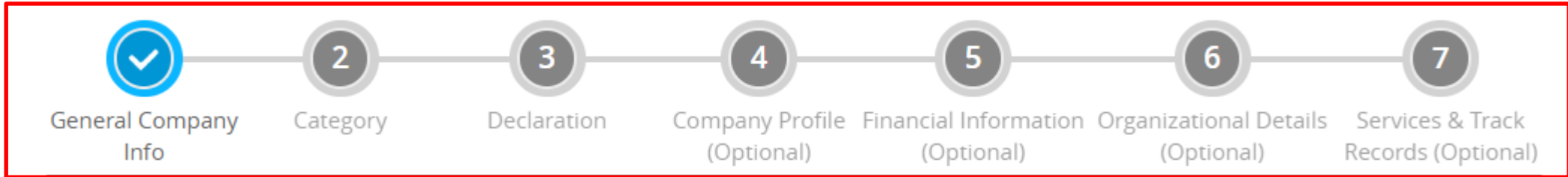
I have read and agree with the above terms and conditions.

**ACCEPT** **CANCEL**



# Fill in General Company Info

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



## General Company Info

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

**Basic Information :**

Company Name :

Company Registration Number :

Year Established:

Telephone Number :

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

7

Then select your industry sector 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.

- 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 - Residential Building Construction
        - 236115 - New Single-Family Housing Construction (except For-Sale Builders)
        - 236116 - New Multifamily Housing Construction (except For-Sale Builders)

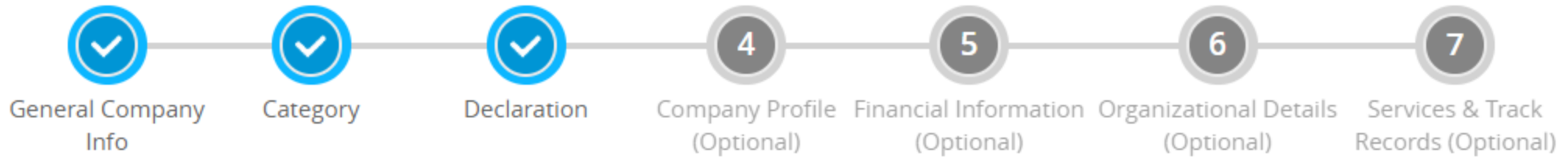
- 236115 - New Single-Family Housing Construction (except For-Sale Builders)
- 236116 - New Multifamily Housing Construction (except For-Sale Builders)
- 236117 - New Housing For-Sale Builders
- 236118 - Residential Remodelers
- 236210 - Industrial Building Construction
- 236220 - Commercial and Institutional 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
- 237240 - Highway, Street, and Bridge Construction

## Geographical Coverage :

- Malaysia
  - Johor
  - Kedah
  - Kelantan

- Johor
- Kedah

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



## 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

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

### Attach Other Credentials

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'**

File name

File name	Description	Remove
-----------	-------------	--------



# Attach Financial Information

Progress bar: 1. General Company Info, 2. Category, 3. Declaration, 4. Company Profile (Optional), 5. Financial Information (Optional), 6. Organizational Details (Optional), 7. 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.

File name	Description	Upload Date
-----------	-------------	-------------

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'



# Fill in Organizational Details

Progress bar: 7 (Current step)

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

### Board Of Directors

Director's Name:

Identification Type:

Identification Number:

Type of Director:

Email Address:

Contact Number:

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

13: Fill in your Boards of Director details, and click 'Save'

14: After done, then click 'Next'



# Add Track Record

## Services: Add/Edit Track Record

High level free-text description of all services offered (this can be Searched by Buyer)

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Description of services offered-this description can be searched by the buyer

High level free-text description of all services offered (this can be Searched by Buyer)

High level free-text description of all services offered (this can be Searched by Buyer)

Add New Record

16

Click this button to add track record of your previous projects.

Year	Project Name
------	--------------

17

Track records will appear here in this table

Back

Finish

18

When done, click here to proceed



**PROCUREHERE** < Search...

GMT+8:00  
TESTPRESENTATION@PROCUREHERE.COM  
Company Test Presentation

Last Login :  
Last Failed Login : NA

- Dashboard
- Supplier Profile
- PO
- Users >
- Payment And Billing >
- Audit Trail
- System Setting >

**Events Listing** Search...

<b>PENDING</b>	<b>ONGOING</b>	<b>SUSPENDED</b>
0 Invited	0 Accepted	0 Active
<b>CLOSED</b>	<b>REJECTED</b>	<b>PURCHASE ORDERS</b>
0 Ended	0 Rejected	0 PO

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



## **Tutorial 2 : Payment process for event participation fee**



# From The Dashboard, Check The Pending Section

**PROCUREHERE** < Search... Events ▾ 🔍 🔔 10 📄

**PANASIATIC**  
Panasiatic\_S Dn Bhd

GMT+8:00  
PANASIATIC.SD@PROCUREHERE.COM  
Panasiatic\_SD Sdn Bhd

Last Login : 11/04/2019 10:35 AM  
Last Failed Login : 07/12/2018 11:15 AM

**1** [Dashboard](#)

[Supplier Profile](#)

[PO](#)

[Users >](#)

[Payment And Billing >](#)

[Audit Trail](#)

[System Setting >](#)

**Events Listing** Search... 🔍 ⌵ GO

**⚠️ You will only be able to take part in events from Demo 2** [Subscribe](#)

PENDING	ONGOING	SUSPENDED
6 Invited	9 Active	2 Suspended
0 Accepted		
CLOSED	REJECTED	PURCHASE ORDERS
7 Ended	0 Rejected	6 PO

**Click this section to bring up the list of invited events**





# Click the 'Edit' Icon







Admin Trail

System Setting >

### Invited Events

10 records per page

Below are the list of events invited

Action	Name of Event	Reference Number	Event Start Date	Event End Date	Event Type
	Ultra Low Temperature Freezer(ULT) for Storage of Medical Samples (Reverse Sealed Bid)	RFA/0001/25032019	26/03/2019 11:10 AM	26/04/2019 12:05 PM	RFA
	RFP-Construction Materials for Building Works	RFP-1001	04/03/2019 06:40 PM	04/03/2020 11:59 PM	RFP
	RFA-Test Event	RFA-1001	03/03/2019 08:10 PM	01/03/2020 12:00 PM	RFA
	RFP-Test Event	RFP-1001	03/03/2019 08:10 PM	03/03/2020 11:59 PM	RFP
	RFQ-Test Event	RFQ-1001	03/03/2019 07:55 PM	03/03/2020 11:59 PM	RFQ
	RFI-Test Event	RFI-1001	03/03/2019 07:30 PM	03/03/2020 11:59 PM	RFI

Showing 1 to 6 of 6 entries

< Previous 1 Next >

**2** Click this button to check the event summary



# Check The Event Detail Summary

**PROCUREHERE** < Search... Events 10

**RFQ-Test Event** Status: ACTIVE

End Date & Time: 03/Mar/2020 11:59 PM Time Left To End: Days: 323 Hours: 9 Minutes: 10

Kindly understand the terms & condition and click the following button to accept / reject the event invitation .

Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

3 Scroll down to see more information

Event Details

Event Information

Event ID:	RFQ0303108
Event Type :	Request for Quotation
Reference Number :	RFQ-1001
Event Name :	RFQ-Test Event



## Click “Pay Participation Fee” on the event details

Reference Number :	TESTING PAYMENT 3
Event Name :	TESTING PAYMENT 3
Event Owner :	MAHB DEMO MAHBDEMO@GMAIL.COM
Event Timeline	▼
Contact Detail	▼
Correspondence Address	▼
Finance	▼
Event Description	▼
Event Audit	▼
<a href="#">Pay Participation Fee</a>	

4 Click “Pay Participation Fee” to proceed with the Payment

Event Name : TESTING PAYMENT 3  
Event Owner : MAHB DEMO

CHOOSE PAYMENT MODE

Card Payment  FPX Payment

VISA MasterCard DISCOVER AMERICAN EXPRESS

Communication Email  
IZZATI@PRIVASIA.COM

Card number MM / YY CVC

Pay MYR 1000

5

Select “**Card Payment**” and fill in your card details. Then, click “**Pay MYR**”

Event Description

Event Audit

Pay Participation Fee



# Payment Process via FPX Payment

6

Select **“FPX Payment”** and select bank. Then, click **“Pay MYR”**

Event Name : TESTING PAYMENT 3  
Event Owner : MAHB DEMO

Event Timeline


Event Description

Event Audit

Pay Participation Fee

### CHOOSE PAYMENT MODE

Card Payment  **FPX Payment**

  
Pay with Online Banking

Communication Email  
IZZATI@PRIVASIA.COM

Select bank

Pay MYR 1000



# Complete Payment



SUCCESS

Successfully made a payment of MYR 1000.00

Dashboard > Request for Tender Details



TESTING PAYMENT 3

7

Status: ACTIVE

End Date & Time 28/Nov/2020 11:59 PM

Kindly understand the terms & condition and click the following button to accept / reject the event invitation .

Participation Fee : MYR 1,000.00

Event ID: RFT111854 Event Reference: TESTING PAYMENT 3

Event Owner: MAHB DEMO/MAHBDEMO@GMAIL.COM

To End

Days

Hours

Minutes

9

10

6

You may view the success notification once complete payment.

Event Details

Event Information

Event ID: RFT111854

Event Type : Request for Tender

Reference Number : TESTING PAYMENT 3



# View Payment Status in Event Audit

Event Audit

Action Date	Action By	Action	Description	Snapshot
19/11/2020 01:56 PM	Violet Corporation Sdn Bhd	Paid	Event Participaton Fee of MYR 1000.00 paid by Violet Corporation Sdn Bhd. Fee Reference: pi_1Hp68ADr3YsVOxWAPrQ4uilf	

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

**Accept Invitation**

8 You may view the payment status in event audit as sample above. Then user may view Accept Invitation button.





## **Tutorial 3 : How to Accept/Reject Invitations**



# From The Dashboard, Check The Pending Section

**PROCUREHERE** < Search... Events 10

GMT+8:00  
PANASIATIC.SD@PROCUREHERE.COM  
Panasiatic\_SD Sdn Bhd

Last Login : 11/04/2019 10:35 AM  
Last Failed Login : 07/12/2018 11:15 AM

Dashboard  
Supplier Profile  
PO  
Users >  
Payment And Billing >  
Audit Trail  
System Setting >

**Events Listing** Search... GO

**1** Click this section to bring up the list of invited events

<b>PENDING</b> 6 Invited 0 Accepted	<b>ONGOING</b> 9 Active	<b>SUSPENDED</b> 2 Suspended
<b>CLOSED</b> 7 Ended	<b>REJECTED</b> 0 Rejected	<b>PURCHASE ORDERS</b> 6 PO



# Click the 'Edit' Icon







Admin Trail

System Setting >

### Invited Events

10 records per page

Below are the list of events invited

Action	Name of Event	Reference Number	Event Start Date	Event End Date	Event Type
	Ultra Low Temperature Freezer(ULT) for Storage of Medical Samples (Reverse Sealed Bid)	RFA/0001/25032019	26/03/2019 11:10 AM	26/04/2019 12:05 PM	RFA
	RFP-Construction Materials for Building Works	RFP-1001	04/03/2019 06:40 PM	04/03/2020 11:59 PM	RFP
	RFA-Test Event	RFA-1001	03/03/2019 08:10 PM	01/03/2020 12:00 PM	RFA
	RFP-Test Event	RFP-1001	03/03/2019 08:10 PM	03/03/2020 11:59 PM	RFP
	RFQ-Test Event	RFQ-1001	03/03/2019 07:55 PM	03/03/2020 11:59 PM	RFQ
	RFI-Test Event	RFI-1001	03/03/2019 07:30 PM	03/03/2020 11:59 PM	RFI

Showing 1 to 6 of 6 entries

< Previous 1 Next >

**2** Click this button to check the event summary



# Check The Event Detail Summary

**PROCUREHERE** < Search... Events 10

**RFQ-Test Event** Status: ACTIVE

End Date & Time: 03/Mar/2020 11:59 PM Time Left To End: Days: 323, Hours: 9, Minutes: 10

Kindly understand the terms & condition and click the following button to accept / reject the event invitation .

Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

3 Scroll down to see more information

Event Details

Event Information

Event ID:	RFQ0303108
Event Type :	Request for Quotation
Reference Number :	RFQ-1001
Event Name :	RFQ-Test Event



# Choose to Either Accept or Reject The Invitation

Reference Number : RFQ-1001

Event Name : RFQ-Test Event

Event Owner : michael@procurehere.com  
MICHAEL@PRIVASIA.COM  
+01 23456789

Event Timeline

Contact Detail

Correspondence Address

Finance

Event Description

Event Audit

I read and agree with the [Terms & Conditions](#).

Accept Invitation

Reject

**4** Click on the checkbox and accept the invitation if interested to participate

**5** You may also reject the invitation which you do not choose to participate.



## **Tutorial 4 : Fill In the Event Fields & Finalize Submission**



# Review The Event Sections

**PROCUREHERE** < Search... Events 10

**SUCCESS**  
Supplier Accepted Event Successfully

**You dont have any subscription yet. You will only be able to take part in events from Demo 2** [Subscribe](#)

Dashboard > RFQ

**RFQ-Test Event** Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM Time Left To End  
Days 323 Hours 9 Minutes 3

Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

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

Event Information

Event ID:	RFQ0303108
Event Type :	Request for Quotation
Reference Number :	RFQ-1001

**1** New sections will appear after accepting an event. These tabs are clickable





# Team Members Section

GMT+8:00  
ARROWTECH@SB.COM  
Arrow Global Technology Sdn Bhd

Last Login : 18/05/2019 10:16 AM  
Last Failed Login : NA

Dashboard

Supplier Profile

PO

Users >

Payment And Billing >

Audit Trail

System Setting >

Dashboard > RFA

**PROVIDING COMPREHENSIVE MAINTENANCE OF AIR CONDITION SERVICING WORKS** Status: ACTIVE

End Date & Time 01/Jun/2019 12:00 PM Time Left To End

Event ID: RFA050333 Auction Type: Reverse English Auction Event Reference: RFA  
001/0000

Event Owner: IZZATI/izzati@privasia.com

14 01 34 42  
DAYS HOURS MINUTES SECONDS

Event Details **Team Members** Bill Of Quantity Messages Submission

Select Team Member

Arrow Global Technology Sdn Bhd  
ARROWTECH@SB.COM

Editor  
 Viewer

2 Here you can view and assign team members

3 Click this button to select the role for your team members. **Editor** allows the member to edit the draft. **Viewer** can only view the event.



# Documents Section


**PROCUREHERE** < Search... Events 10

**RFQ-Test Event** Status: ACTIVE

End Date & Time: 03/Mar/2020 11:59 PM Time Left To End: 323 Days, 9 Hours, 1 Minutes

Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

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

Name	Description	Upload Date	Type	Size
 sample image.jpg	This is a sample image	03/03/2019 07:31 PM	image/jpeg	61 KB

Here you can view documents and download them **4**



# Meeting Section

GMT+8:00  
PANASIATIC.SD@PROCUREHERE.COM  
Panasiatic\_SD Sdn Bhd

Last Login : 11/04/2019 10:35 AM  
Last Failed Login : 07/12/2018 11:15 AM

- Dashboard
- Supplier Profile
- PO
- Users >
- Payment And Billing >
- Audit Trail
- System Setting >

## RFQ-Test Event

Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM

Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Time Left To End  
Days: 323 Hours: 8 Minutes: 59

- Event Details
- Team Members
- Documents
- Meeting
- Questionnaire
- Bid Or Quantity
- Messages
- Submission

All Meetings

### Test Meeting Invitation

03/03/2019 09:00 PM

<b>General Meeting</b>	ONGOING
Michael Wee Michael@privasia.com 0169141355	Venue : Venue information goes here
	Attachment : 1. <a href="#">sample image.jpg (61 KB)</a>
<b>Remark:</b> Remarks go here if available.	

Are you Going ?



# Fill In Attendance Details For Meeting

Dashboard > RFI

GMT+8:00

RFI - Request for Information Materials For Building Works Status: ACTIVE

Last Login: /Apr/2019 11:59 P.M.  
Last Failed: Event Reference: RFI-@procurehere.com/M

Time Left To End  
Days: 0, Hours: 12, Minutes: 30

Attendance

Name  
Designation  
Mobile Number  
Remarks

Save Cancel

Company Port

18/04/2019 12:00 PM

Site Visit

Michael Wee  
Michael@privasia.com  
123456789

Remark:  
Kindly register your port pass

Company Visit at CT3 Admin Building

Messages Submission

Are you Going?  
Yes No

8 Then fill up the necessary fields and click 'Save'

7 If you are attending the meeting, click on 'Yes' as shown below



# Questionnaire Section

**PROCUREHERE** < Search... Events 10

**Panasiatic**  
PANASIATIC SD@PROCUREHERE.COM  
Panasiatic\_SD Sdn Bhd

GMT+8:00  
Last Login : 11/04/2019 10:35 AM  
Last Failed Login : 07/12/2018 11:15 AM

- Dashboard
- Supplier Profile
- PO
- Users >
- Payment And Billing >
- Audit Trail
- System Setting >

**RFQ-Test Event** Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM  
Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Time Left To End  
Days: 323 Hours: 8 Minutes: 55

9 Click this button to view the Questionnaire and answer the questions.

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

**Questionnaire**

No.	Name	Created Date	
1.	Company History and Experience / Products & Services	03/Mar/2019 07:32 PM	<a href="#">View</a>



# Questionnaire Section : Answering Questions

2.0 Products & Services

2.1 \* What are your product specifications?

Note:

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

2.2 \* What is your product schedule?

Note:

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

10 Each questions has a text fields, 'ABC' options or request to attach document.

11 Once done, click 'Save' to finalize your submission to Questionnaire



# Bill of Quantity Section (BOQ)

**PROCUREHERE** < Search... Events 10

**Panasitic Solutions**  
PANASIATIC.SD@PROCUREHERE.COM  
Panasitic\_SD Sdn Bhd

GMT+8:00  
Last Login : 11/04/2019 10:35 AM  
Last Failed Login : 07/12/2018 11:15 AM

Dashboard  
Supplier Profile  
PO  
Users >  
Payment And Billing >  
Audit Trail

**RFQ-Test Event** Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM  
Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Left To End  
Days 323  
Hours 8  
Minutes 54

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

Bill of Quantity

No.	Name	Created Date	
1.	Construction Materials & Equipments	03/03/2019 07:35 PM	<a href="#">View</a>

12 Click this button to view the BOQ items and fill in the desired unit price



# Bill of Quantity Section : Key In Unit Price

2.1	Circular Saw <a href="#">View Description</a>	Unit	5	<input type="text" value="500.00"/>	2,500.00	<input type="text" value="0.00"/> <b>Percent</b> ▼	2,500.00
2.2	Concrete Mixer <a href="#">View Description</a>	Unit	2	<input type="text" value="600.00"/>	1,200.00	<input type="text" value="0.00"/> <b>Percent</b> ▼	1,200.00
2.3	Measuring Wheel <a href="#">View Description</a>	Unit	3	<input type="text" value="700.00"/>	2,100.00	<input type="text" value="0.00"/> <b>Percent</b> ▼	2,100.00
2.4	Polisher <a href="#">View Description</a>	Unit	2	<input type="text" value="700.00"/>	1,400.00	<input type="text" value="0.00"/> <b>Percent</b> ▼	1,400.00

**13** Key in your unit price for the BOQ and tax, where applicable.

Grand Total (MYR): 7,200.00

ADDITIONAL TAX DESC

**14** Check your tabulated price and then click '**Save**' to finalize

Remark

Total After Tax (MYR): 7,230.00





# Messages Section

**PROCUREHERE** <  Events   10

**Panasiatic**  
PANASIATIC.SD@PROCUREHERE.COM  
Panasiatic\_SD Sdn Bhd

GMT+8:00  
Last Login : 11/04/2019 10:35 AM  
Last Failed Login : 07/12/2018 11:15 AM

- Dashboard
- Supplier Profile
- PO
- Users >
- Payment And Billing >
- Audit Trail
- System Setting >

**RFQ-Test Event** Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM Time Left To End

Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Days: 323 Hours: 8 Minutes: 52

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

**Inbox** 0 to 0 of 0 entries < >

15 You can send messages to the event Owner by clicking this button

Sender	Subject	Message Date
--------	---------	--------------



# Messages Section : Compose and Send

The screenshot shows the 'Compose New Message' dialog box in the ProcureHere system. The dialog has a blue header and contains the following fields and buttons:

- To:** michael@procurehere.com [Service Desk]
- Subject:** A text input field containing the placeholder text 'Subject'.
- Content:** A large text area for the message body.
- Formatting:** A toolbar with icons for Bold (B), Italic (I), Bulleted List, Numbered List, Styles, Format, and text color options.
- Attach file:** A button to add attachments.
- Send Message:** A blue button to send the message.
- Cancel:** A grey button to cancel the message.

Three callout boxes provide instructions:

- Callout 16:** A white box with a red circle containing the number '16'. It contains the text: "Fill in the subject of the message followed by the content." Arrows point from this box to the Subject and Content fields.
- Callout 17:** A white box with a red circle containing the number '17'. It contains the text: "Attach documents if needed and click 'Send Message' when done". Arrows point from this box to the Attach file button and the Send Message button.



# Submission Section

**PROCUREHERE** < Search... Events 10

**Panasiotic**  
PANASIATIC.SD@PROCUREHERE.COM  
Panasiotic\_SD Sdn Bhd  
GMT+8:00  
Last Login : 11/04/2019 10:35 AM  
Last Failed Login : 07/12/2018 11:15 AM

Dashboard > RFQ

**RFQ-Test Event** Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM **18**  
Event ID: RFQ0303108 Event Reference: RFQ-1001  
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Time Left To End  
Days: 323 Hours: 8 Minutes: 50

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

Request for Quotation ACTIVE [Event Summary](#)

**Event Detail**

Event Reference ID :	RFQ0303108	Event Reference Number :	RFQ-1001
Event Complete Name :	RFQ-Test Event	Event Owner :	michael@procurehere.com MICHAEL@PRIVASIA.COM +01 23456789



# Finalize Submission

\*Note : (RFI-Request for Information) (RFQ-Request for Quotation) (RFP-Request for Proposal) (RFT-Request for Tender)

### Contact Details

Title	Name	Designation	Contact No.	Mobile No.	Email Address
	michael@procurehere.com	Team Member	+01 23456789	+09 88766654	MICHAEL@PRIVASIA.COM

### Commercial Information

Base Currency : MYR-Malaysian Ringgit      Decimal : 2

Payment Terms : No terms as this is a test.      Event Description : This is a test event.

Business Unit : Chamutra

Meeting

19

In the submission section, scroll all the way down and click the **'Finish'** button to finalize your submission. Once submitted, you can no longer edit your submission.

Finish

A white circle with a double border. The inner border is orange and the outer border is blue. The text "THE END" is centered inside the circle in blue capital letters.

THE END