

MAHB vendor guideline – GENERAL

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) Steps for non-VMS vendor – vendor must perform step A, and B
- 2) Step for VMS vendor
- 3) 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 tender under MAHB public event page, <https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>
- 2) Scroll down and tick the checkbox and click “Accept Invitation”
- 3) View attached NDA template under “Document” section and tender preview (if any)
- 4) Submit complete NDA document under “Questionnaire” section and fill in related questionnaire. Once done, go to “Submission” tab and click FINISH
- 5) Vendor will be added to the tender document if the NDA submitted is complete and vendor may view the tender under “Invited” list in Procurehere dashboard. Vendor may refer to attached guideline on how to participate in tender

2) Step for VMS vendor

1. Request username and password to login Procurehere via email to v7support@privasia.com
2. Login to app.procurehere.com using the given username and password
3. View the tender under MAHB public event page, <https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>
4. Scroll down and tick the checkbox and click "Accept Invitation"
5. View attached NDA template under "Document" section and tender preview (if any)
6. Submit complete NDA document under "Questionnaire" section and fill in related questionnaire. Once done, go to "Submission" tab and click FINISH
7. Vendor will be added to the tender document if the NDA submitted is complete and vendor may view the tender under "Invited" list in Procurehere dashboard. Vendor may refer to attached guideline on how to participate in tender

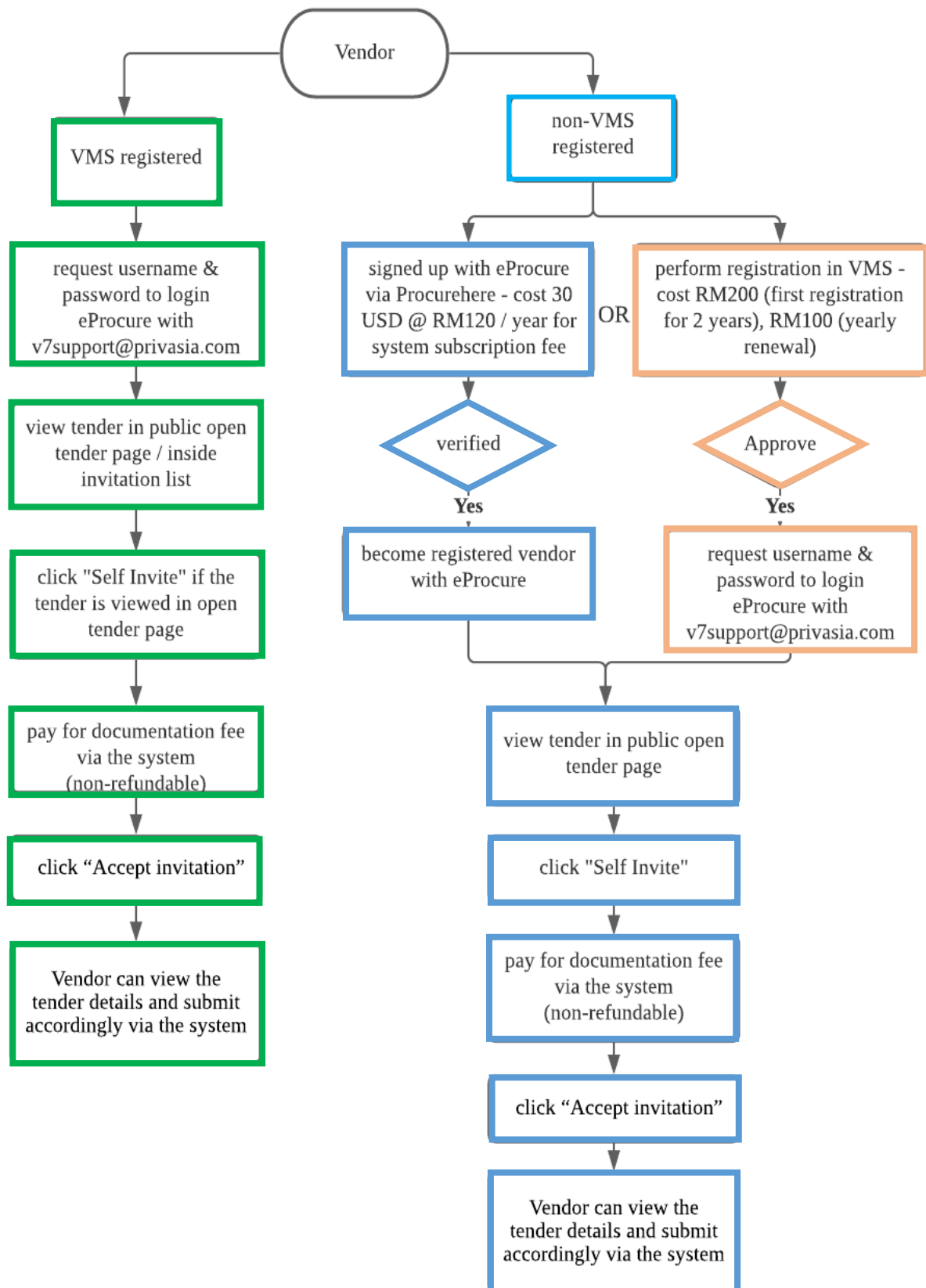
3) How to preview tender document?

Before purchasing any OPEN tender document, vendor can preview the tender document in our Public Event page under **Published and Ongoing Events** 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.

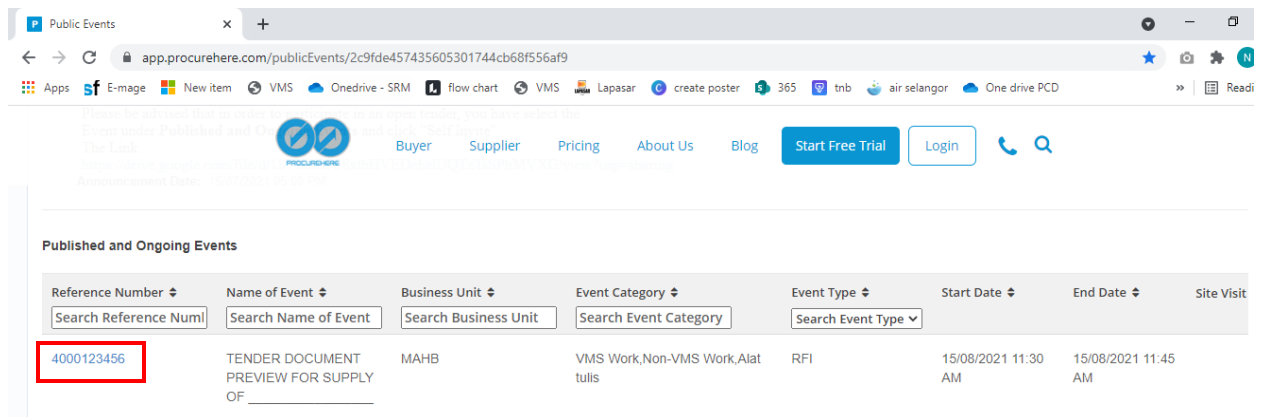
Flow chart for VMS & non-VMS vendor



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

1. Go to public open tender advertisement –
<https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>

2. Click related tender



Public Events

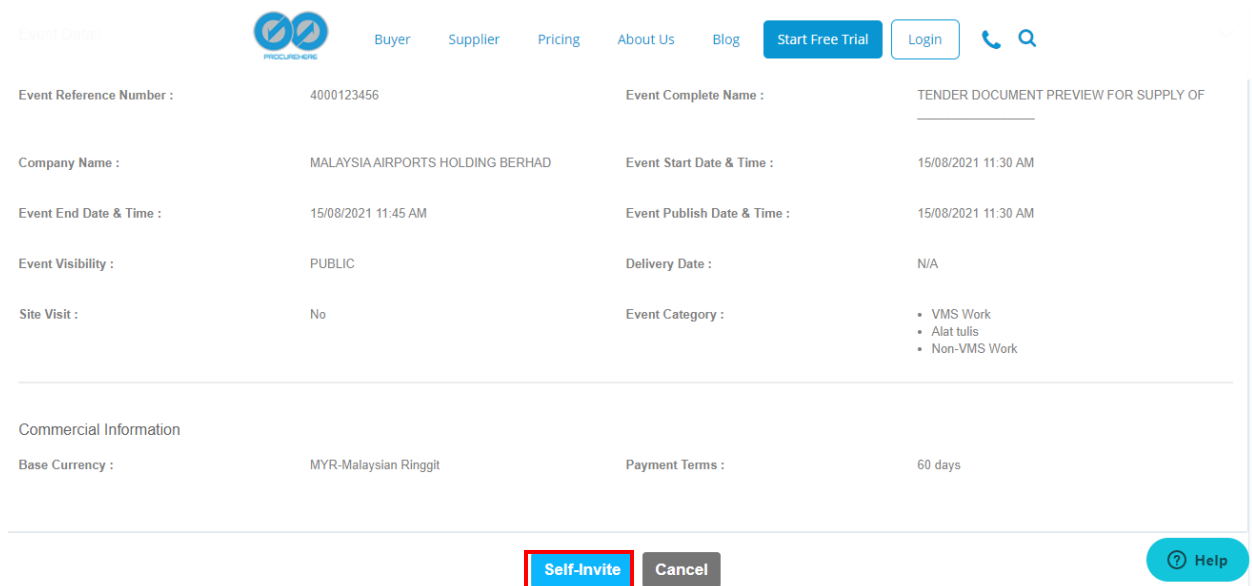
app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9

Buyer Supplier Pricing About Us Blog Start Free Trial Login

Published and Ongoing Events

Reference Number	Name of Event	Business Unit	Event Category	Event Type	Start Date	End Date	Site Visit
4000123456	TENDER DOCUMENT PREVIEW FOR SUPPLY OF	MAHB	VMS Work,Non-VMS Work,Alat tulis	RFI	15/08/2021 11:30 AM	15/08/2021 11:45 AM	

3. Scroll to the bottom and click Self Invite



Event Details

Buyer Supplier Pricing About Us Blog Start Free Trial Login

Event Reference Number : 4000123456 Event Complete Name : TENDER DOCUMENT PREVIEW FOR SUPPLY OF

Company Name : MALAYSIA AIRPORTS HOLDING BERHAD Event Start Date & Time : 15/08/2021 11:30 AM

Event End Date & Time : 15/08/2021 11:45 AM Event Publish Date & Time : 15/08/2021 11:30 AM

Event Visibility : PUBLIC Delivery Date : N/A

Site Visit : No Event Category :

- VMS Work
- Alat tulis
- Non-VMS Work

Commercial Information

Base Currency : MYR-Malaysian Ringgit Payment Terms : 60 days

Self-Invite Cancel Help

4. In next page, vendor need to tick the Buyer's term and condition and click ACCEPT INVITATION

Finance

Event Description

Event Audit


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

Accept Invitation

5. Under document section, vendor may download all the attachment especially NDA

Event Details	Team Member	Documents	Questionnaire	Messages	Submission
Documents					
Name	Description	Upload Date	Type		
 Guideline for vendor before RFA start - Aug 2021.pdf	Scope of Work	15/08/2021 11:08 AM	application/pdf		
 NDA (PCD) Bid (LSD 30062021).pdf	Non Disclosure Agreement (NDA) to be downloaded and filled in by vendor	15/08/2021 11:10 AM	application/pdf		

6. Under questionnaire section, click view

Event Details	Team Members	Documents	Questionnaire	Messages	Submission
Questionnaire					
No.	Name	Created Date	Completion Status		
1	Vendor to fill in and submit	15/Aug/2021 11:15 AM			

Below screen will appear. Vendor need to answer all questions and make sure the items in the checkbox has been completed. Vendor need to attach the NDA in the attachment section. Sample as below. This step is **COMPULSORY**. Once done, click COMPLETE.

Event Details

Team Members

Documents

Questionnaire

Messages

Submission

General Questionnaire

* Fields are required

1.0 Non-Disclosure Agreement (NDA)

1.1 * Below steps for NDA to be completed

☒ Signed by Tenderer and Witness

☒ Company Stamp

☒ Filled in and completed

Questionnaire for RFI v1.xlsx

Remove

Note:

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

Ensure that the NDA under Document section is printed, completed and attached in this question.

Back to Questionnaire

Save Draft

Complete

Vendor may view the completion status once done

Event Details	Team Members	Documents	Questionnaire	Messages	Submission
Questionnaire					
No.	Name	Created Date	Completion Status		
1	Vendor to fill in and submit	15/Aug/2021 11:15 AM	COMPLETED	<div>View</div>	

7. Finally, go to Submission section, scroll down to the bottom and click FINISH

Event DetailsTeam MembersDocumentsQuestionnaireMessagesSubmission

Request for Information ACTIVE

Event Summary

Event Detail

Event Reference ID :	RFI08158	Event Reference Number :	4000123456
Event Complete Name :	TENDER DOCUMENT PREVIEW FOR SUPPLY OF _____	Event Owner :	NUR NABILAH MOKTAR NURNABILAH@MALAYSIAAIRPORTS.CO M.MY
Event Start Date :	15/08/2021 11:30 AM	Event End Date :	15/08/2021 11:45 AM
Event Publish Date :	15/08/2021 11:30 AM	Event Visibility :	PUBLIC
Event Validity Days :	120	Event Participation Fee :	MYR 0.00
Event Deposit Fee :	-		

Commercial Information

Base Currency :	Malaysian Ringgit	Decimal :	2
Payment Terms :	60 days	Event Description :	Tender document preview and mandatory document to submit prior participating in said tender.
Business Unit :	MAHB		

Questionnaire

Vendor to fill in and submit

Finish

Below pop up will appear and vendor need to click YES to proceed

Confirm Finish

Are you sure you want to submit ? This is your Final Submission, Once submitted, you will not be able to modify.

YESNo