



Procurehere

User Manual Supplier

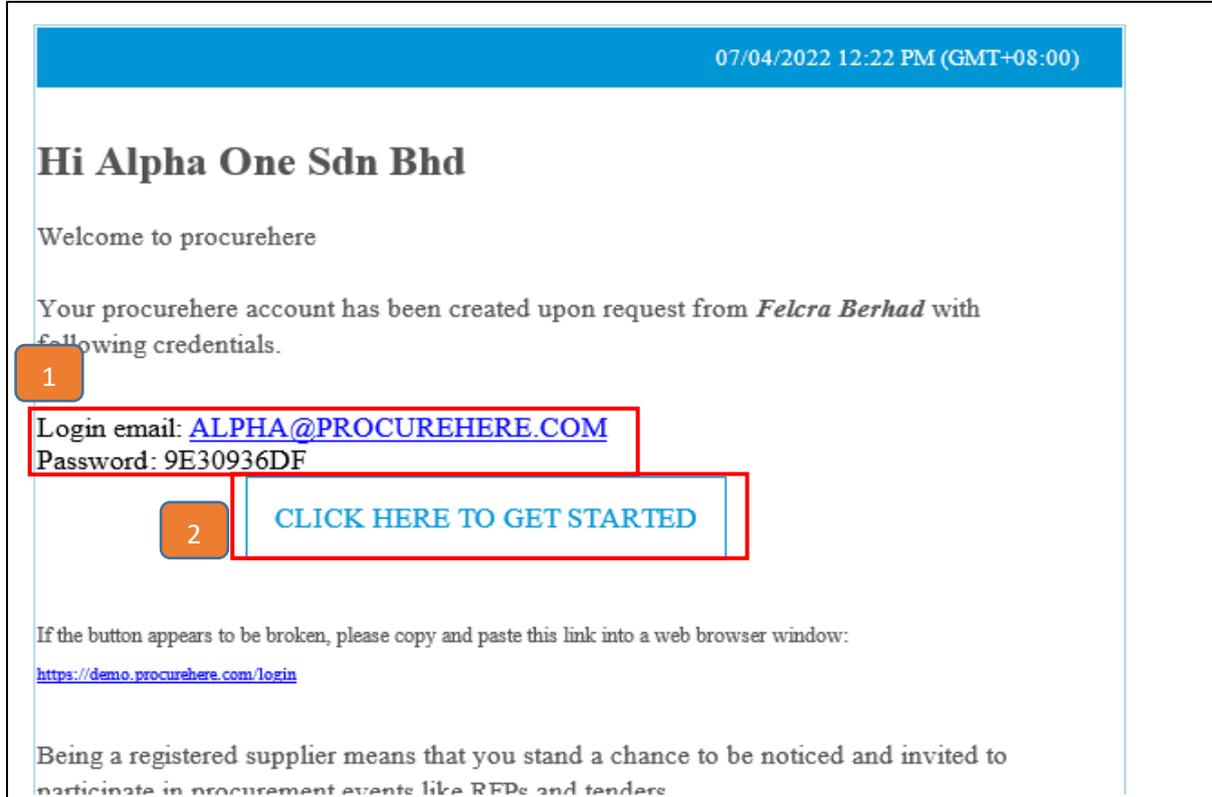


Contents

1. Receive Activation Mail & Complete Supplier Profile.....	3
2. How to Change Password	9
3. How to Accept or Reject Invitation and Self-Invite.....	11
3.1 Invited by FELCRA.....	11
3.2 Self-invite	15
4. Fill in the Event Details and Finalize Submission	20
5. Create User for supplier account.....	27

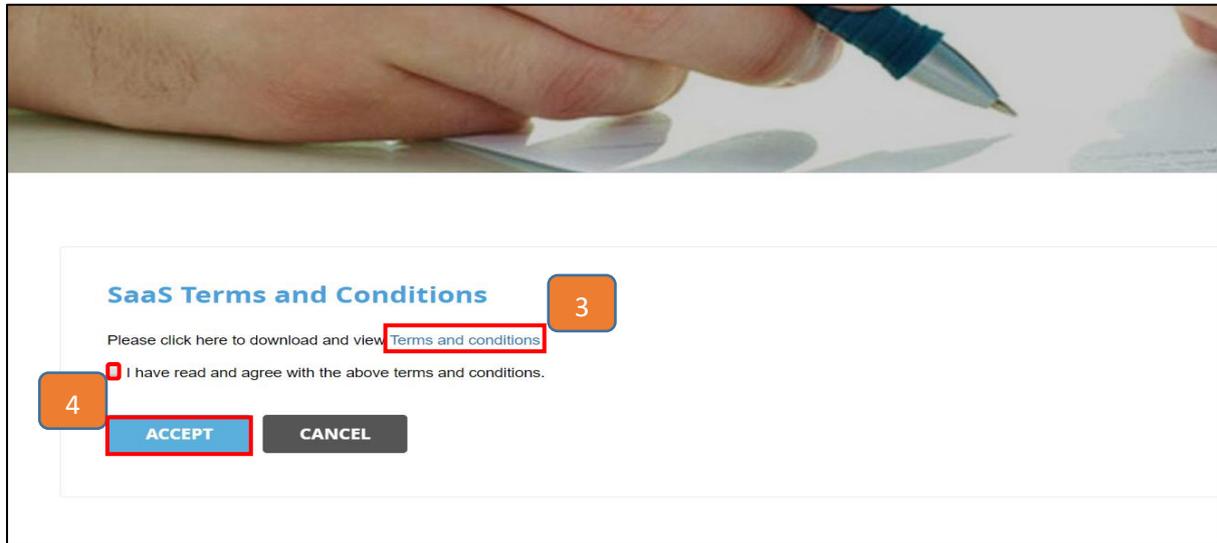
1. Receive Activation Mail & Complete Supplier Profile

Supplier Activation Mail

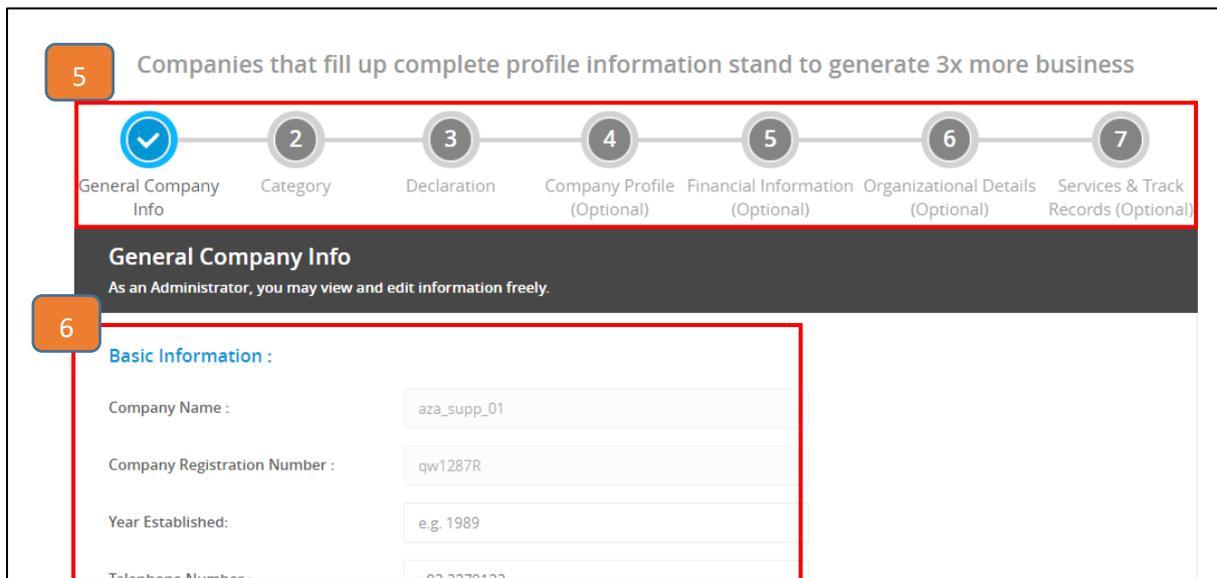


Step	Action
1	Once you have registered with FELCRA, you will receive an email notification from Procurehere™ in your inbox. You will also find your username (login email) and temporary system generated password in the mail.
2	Click on the button as shown to proceed to the next step.

Accept the Terms and Condition

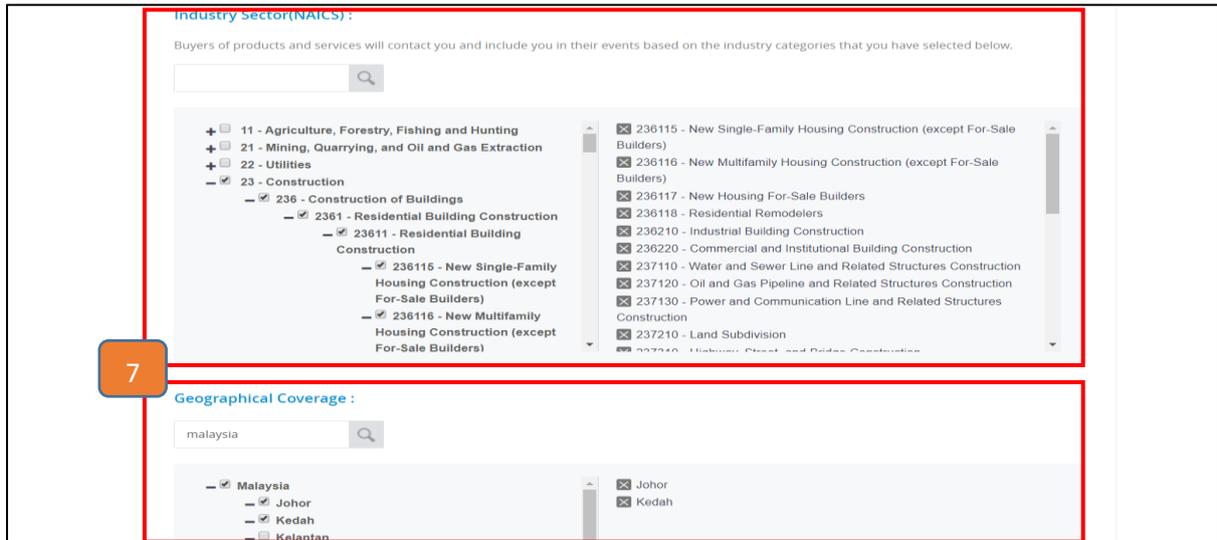


Step	Action
3	You can click to view the terms and conditions here.
4	Kindly click on the checkbox and click on the 'Accept' button to proceed.



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

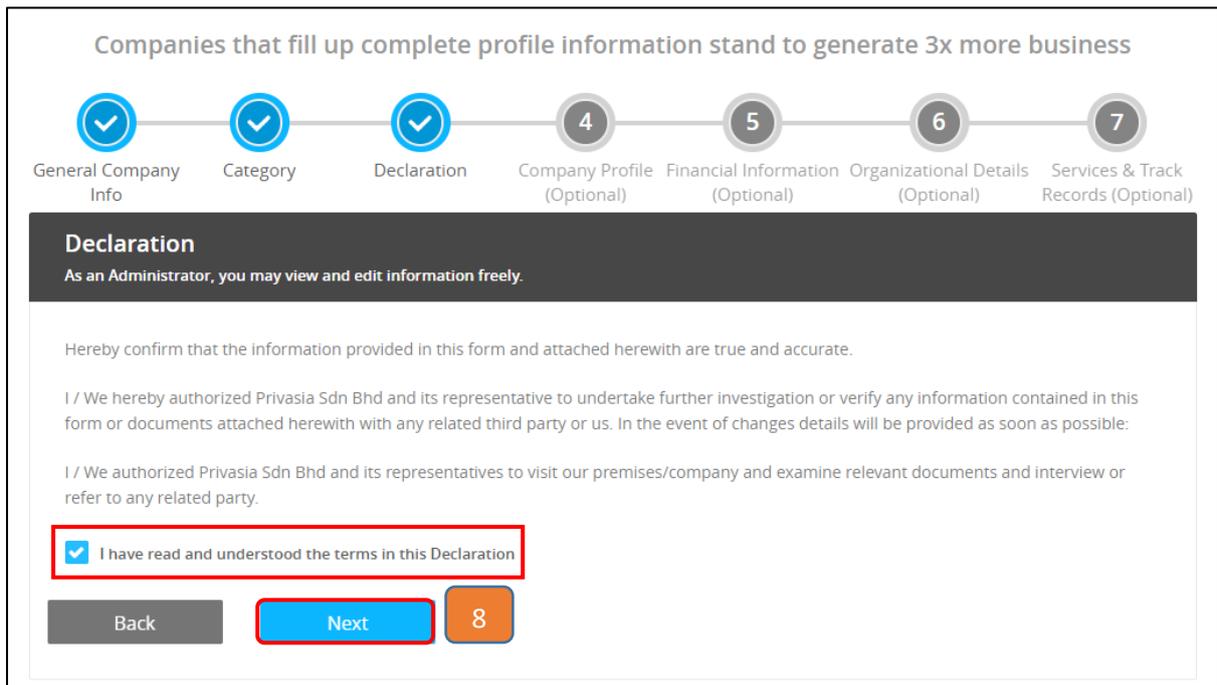


Industry Sector (NAICS) :
Buyers of products and services will contact you and include you in their events based on the industry categories that you have selected below.

malaysia

7

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



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)

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

File name	Remove

Attach Other Credentials

10

File name	Description	Remove

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'.

✓
 General Company Info

✓
 Category

✓
 Declaration

✓
 Company Profile (Optional)

✓
 Financial Information (Optional)

6
 Organizational Details (Optional)

7
 Services & Track Records (Optional)

Capital Structure :

Currency Code :

Paid Up Capital :

Financial Documents :

Note:

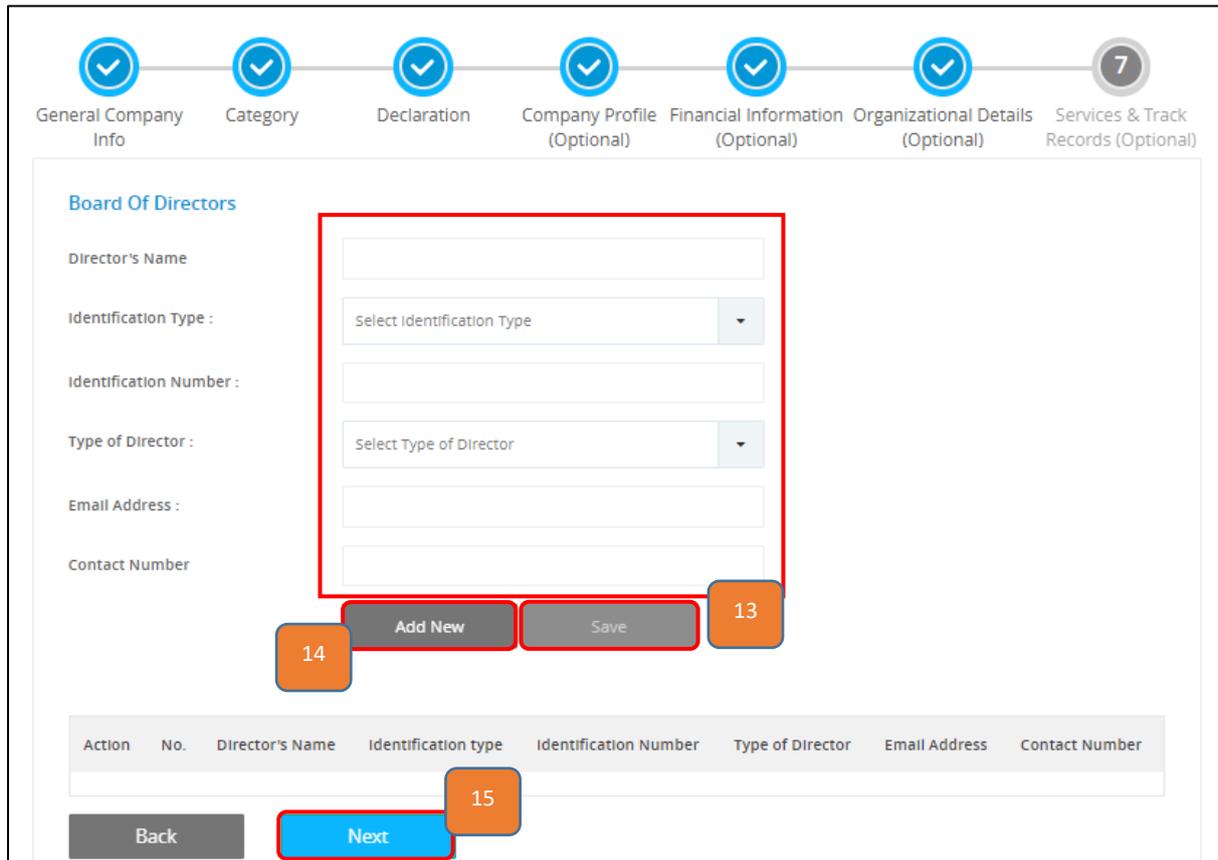
- Max allowed file size is 100 MB
- Allowed file extensions: pdf, doc, docx, xls, xlsx, pptx, zip, rar, png, ppt, jpeg.

11

File name	Description	Upload Date

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'.



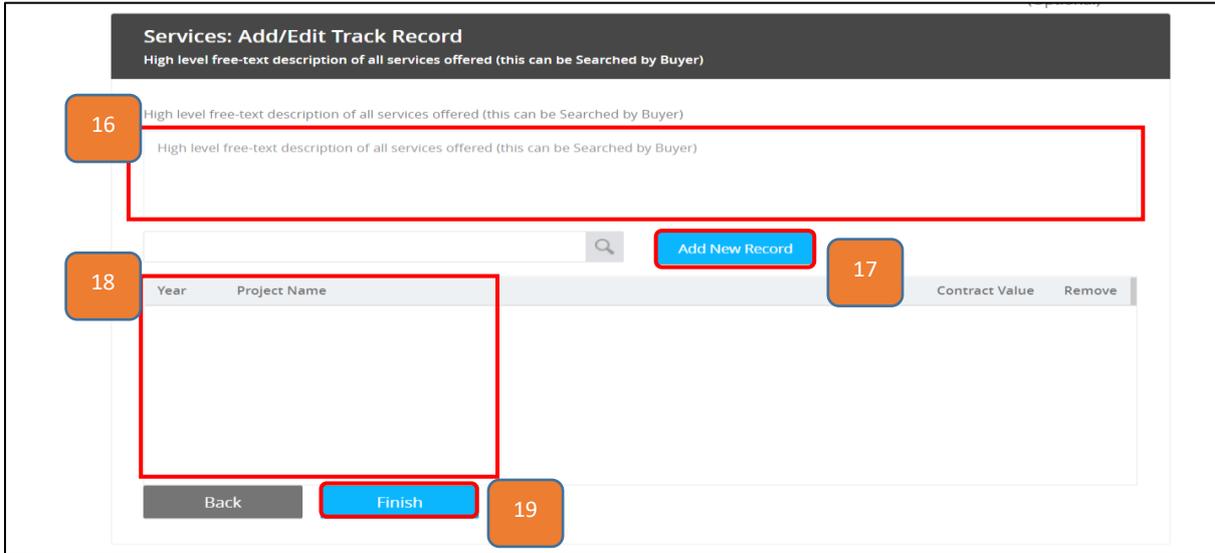
The screenshot shows a multi-step registration process. The current step is 'Services & Track Records (Optional)', indicated by a '7' in a circle. The 'Board Of Directors' section contains the following fields and controls:

- Director's Name: Text input field.
- Identification Type: Dropdown menu with 'Select Identification Type'.
- Identification Number: Text input field.
- Type of Director: Dropdown menu with 'Select Type of Director'.
- Email Address: Text input field.
- Contact Number: Text input field.

Below the form are two buttons: 'Add New' (labeled 14) and 'Save' (labeled 13). At the bottom of the form, there is a table with the following headers: Action, No., Director's Name, Identification type, Identification Number, Type of Director, Email Address, and Contact Number. Below the table are 'Back' and 'Next' buttons. The 'Next' button is highlighted in blue and labeled 15.

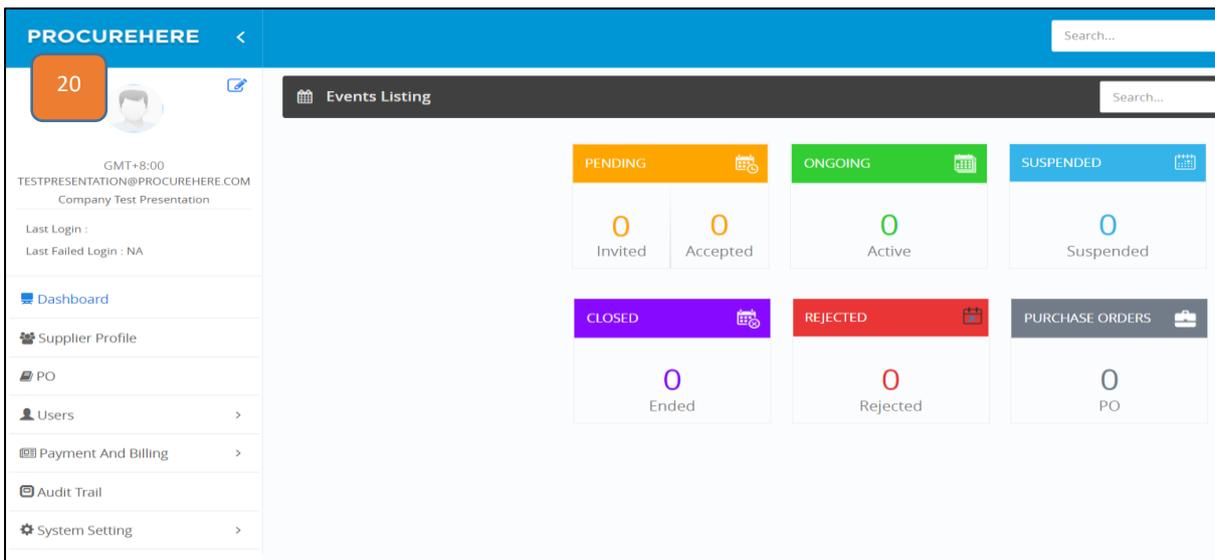
Step	Action
13	Fill in your Boards of Director details, and click 'Save'.
14	Click 'Add New' to add multiple Board of Directors information.
15	After done, then click 'Next'.

Add Track Record



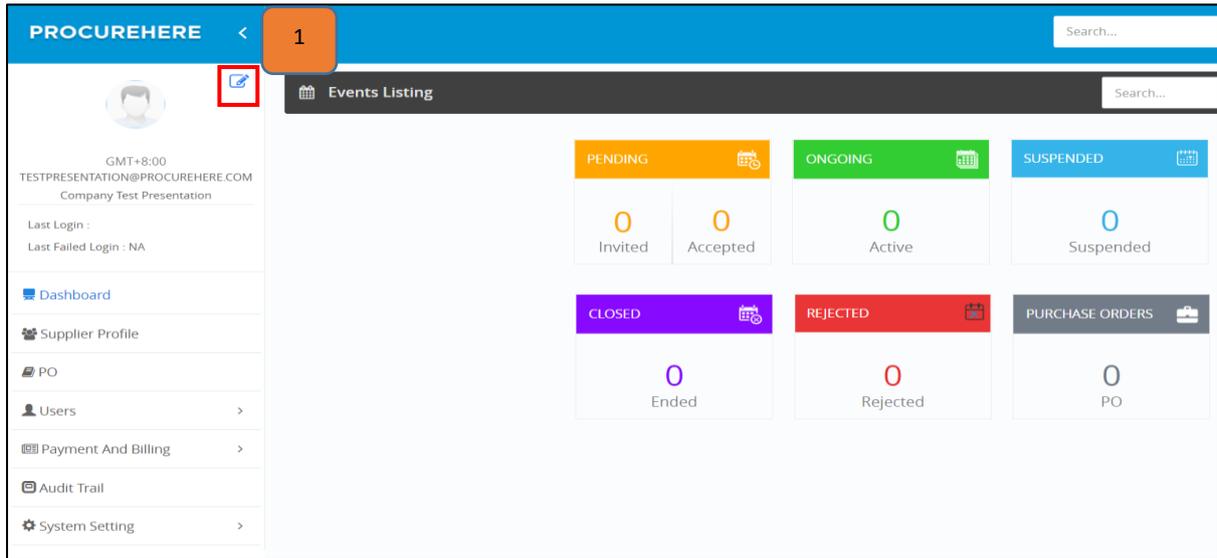
Step	Action
16	Description of services offered-this description can be searched by the buyer.
17	Click this button to add track record of your previous projects.
18	Track records will appear here in this table.
19	When done, click here to proceed.

Finish

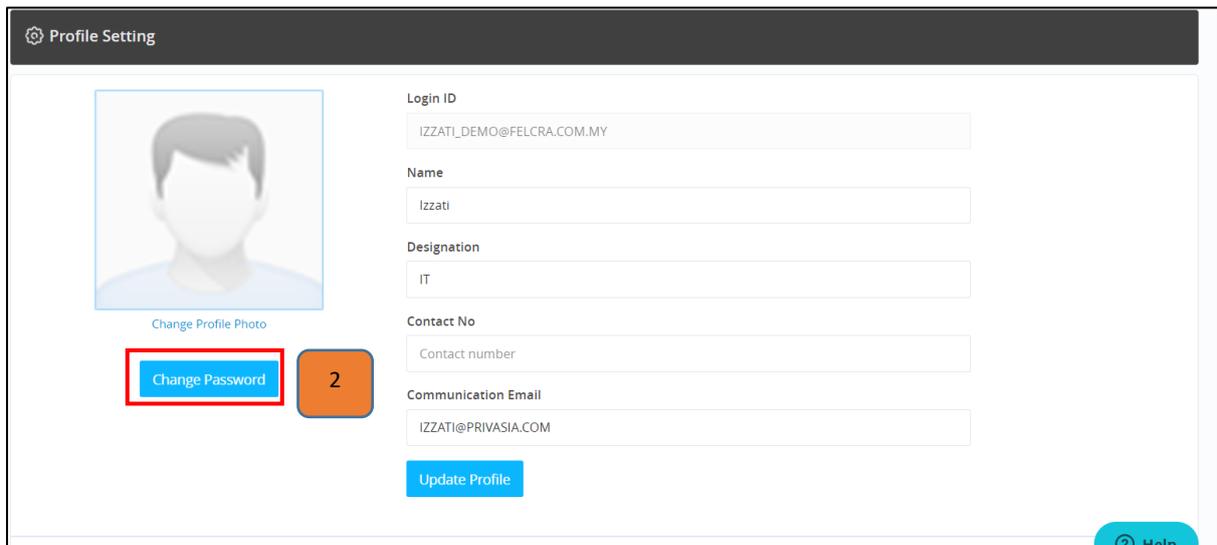


Step	Action
20	You will be directed to the supplier dashboard as shown in the image. More will be explained in Tutorial 2.

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

New Password

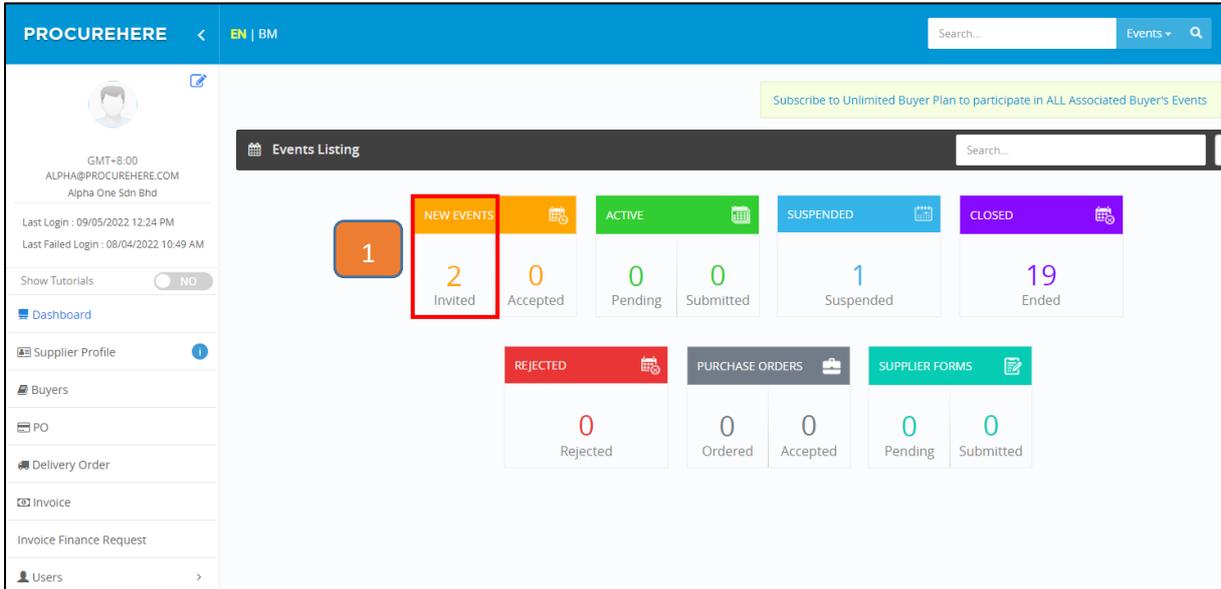
Confirm Password

4Change PasswordCancel

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

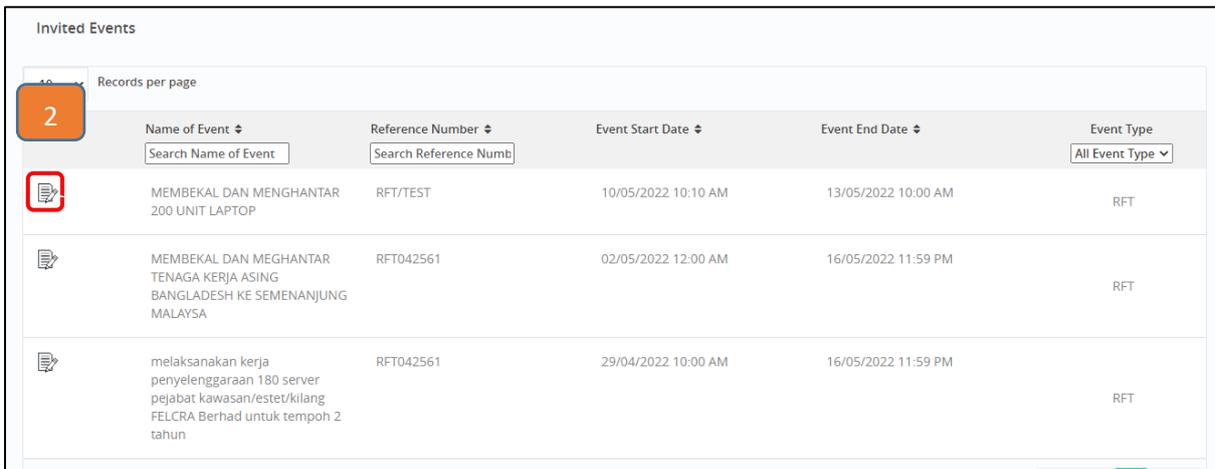
3. How to Accept or Reject Invitation and Self-Invite

3.1 Invited by FELCRA



The screenshot shows the PROCUREHERE dashboard. On the left is a user profile sidebar. The main area displays a summary of event statuses: NEW EVENTS (2 Invited, 0 Accepted), ACTIVE (0 Pending, 0 Submitted), SUSPENDED (1 Suspended), and CLOSED (19 Ended). Below this are sections for REJECTED (0 Rejected), PURCHASE ORDERS (0 Ordered, 0 Accepted), and SUPPLIER FORMS (0 Pending, 0 Submitted). A red box highlights the '2 Invited' box in the NEW EVENTS section.

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



The screenshot shows the 'Invited Events' table. The first row is highlighted, and the 'Edit' button (represented by a document icon) is circled in red. The table has columns for Name of Event, Reference Number, Event Start Date, Event End Date, and Event Type.

Name of Event	Reference Number	Event Start Date	Event End Date	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 MALAYSA	RFT042561	02/05/2022 12:00 AM	16/05/2022 11:59 PM	RFT
melaksanakan kerja penyelenggaraan 180 server pejabat kawasan/estet/kilang FELCRA Berhad untuk tempoh 2 tahun	RFT042561	29/04/2022 10:00 AM	16/05/2022 11:59 PM	RFT

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

The screenshot shows the ProcureHere dashboard for a user named Alpha One Sdn Bhd. The main content area displays details for an event titled "MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP". The event status is "ACTIVE". The end date and time are "13 / May / 2022 10:00 AM". A "Time Left To End" counter shows 2 days, 23 hours, and 48 minutes. Below this, there is a "Kindly understand the terms & condition and click the following button to accept / reject the event invitation." message. The event details section is highlighted with a red box containing the number "3", and two black arrows point downwards from this box to the "Event Information" section.

Step	Action
3	Scroll down to see more information

The screenshot shows the ProcureHere interface with a red error message box at the bottom. The error message reads: "PARTICIPATION FEE ERROR. Participation fee payment is required to accept this event." A red box with the number "4" points to this error message. Below the error message is a "Reject Invitation" button.

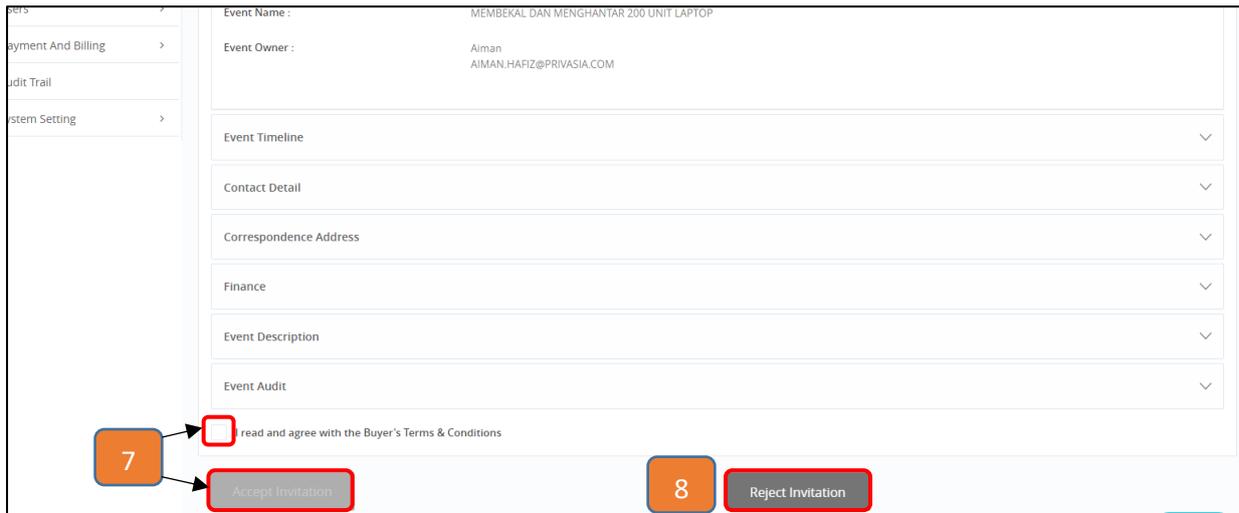
Step	Action
4	A participation fee error appear means need to make payment to FELCRA manually.

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 Numb"/>			<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/estet/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.

The screenshot shows the 'Request for Tender Details' page for the event 'MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP'. The status is 'ACTIVE'. The end date and time is 13/May/2022 10:00 AM. A timer shows 2 days, 23 hours, and 48 minutes left. The event details section includes: Event ID: RFT051092, Event Reference: RFT/TEST, Event Owner: Aiman/AIMAN.HAFIZ@PRIVASIA.COM. The event name is 'MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP'. A red box with the number '6' is placed above the event name, and two black arrows point down to the event name field in the 'Event Information' section.

Step	Action
6	Scroll down to see more information



The screenshot shows a web interface for an event. The event name is "MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP" and the event owner is "Aiman" with email "AIMAN.HAFIZ@PRIVASIA.COM". The interface includes a sidebar with "Payment And Billing", "Audit Trail", and "System Setting". The main content area has 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 '7') and "Reject Invitation" (highlighted with a red box and labeled '8').

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



3.2 Self-invite

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

2

Buyer Supplier Pricing About Us Blog Start Free Trial Login

FELCRA Berhad

Announcements

1. **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

Help

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 3

Reference Number	Name of Event	Business Unit	Event Category	Event Type	Start Date	End Date	Site Visit
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/kiang 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	

[Help](#)

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

Procurement System

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

Event Detail

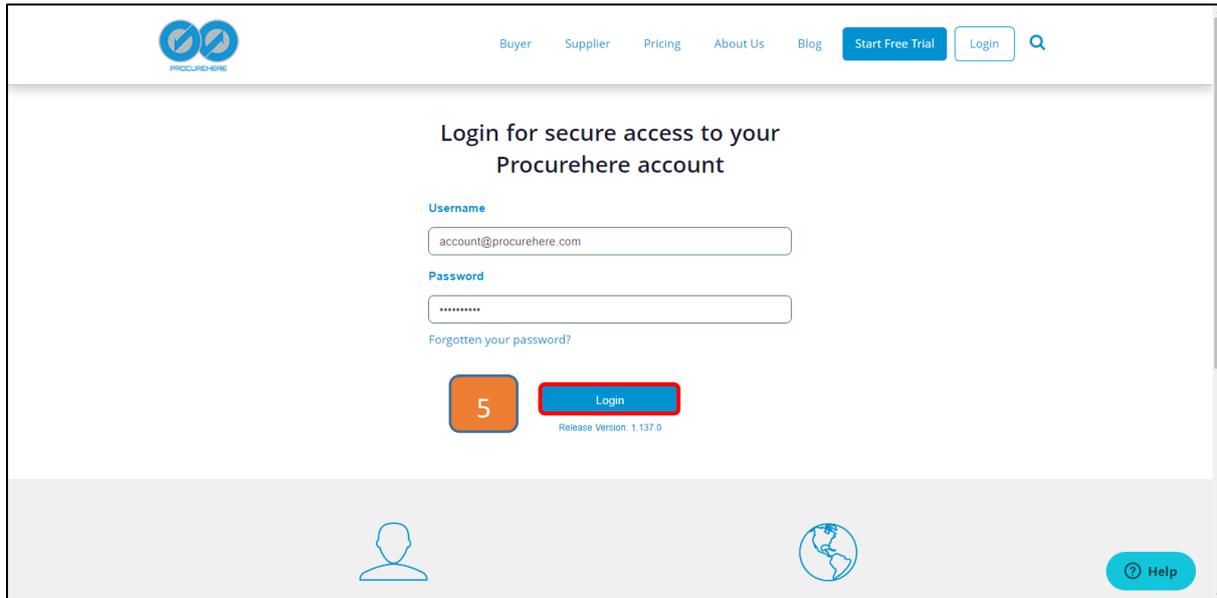
Event Reference Number :	RFT 1023	Event Complete Name :	MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP
Company Name :	Felcra Berhad	Event Start Date & Time :	10/05/2022 10:50 AM
Event End Date & Time :	13/05/2022 10:00 AM	Event Publish Date & Time :	10/05/2022 10:50 AM
Event Visibility :	PARTIAL	Delivery Date :	26/05/2022
		Site Visit :	No
Event Category :	• General Purchases		

Commercial Information

Base Currency :	MYR-Malaysian Ringgit	Payment Terms :	N/A
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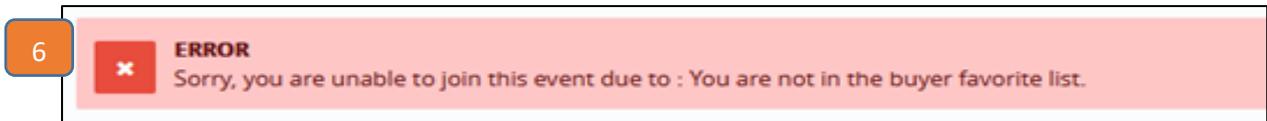
4 [Self-Invite](#) [Cancel](#) [Help](#)

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



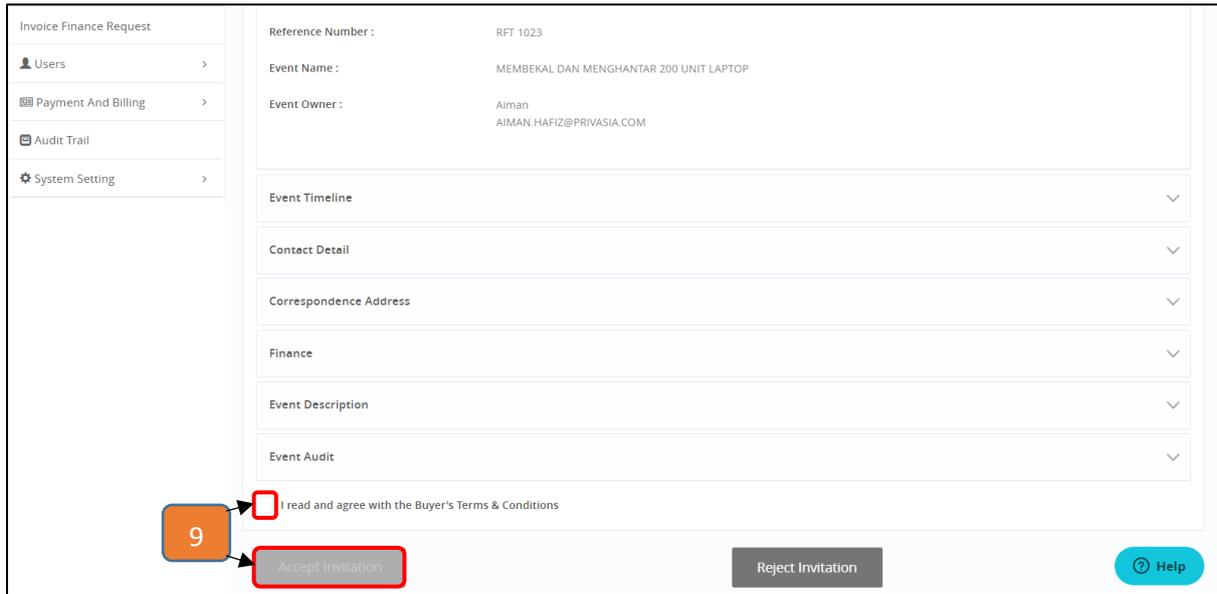
Example Error 2: Self-Invite failed: vendor Industrial Categories did not match event category



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

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

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.
	You may also reject the invitation which you do not choose to participate. <i>Notes: Once supplier reject the event invitation, they cannot participate and view the event details.</i>

4. Fill in the Event Details and Finalize Submission

PROCUREHERE < EN | BM

SEARCH... Events

SUCCESS
Supplier Accepted Event Successfully

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 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: 28

Submission Status: PENDING

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

Event Information

Event ID: RFT051092
Event Type: Request for Tender

Help

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

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

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

Dashboard > RFA

PROVIDING COMPREHENSIVE MAINTENANCE OF AIR CONDITION SERVICING WORKS Status: ACTIVE

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

Event ID: RFA050333 Auction Type: Reverse English Auction Event Reference: RFA
001/0000
Event Owner: IZZATI/izzati@privasia.com

Time Left To End
14 DAYS 01 HOURS 34 MINUTES 42 SECONDS

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

Select Team Member

Arrow Global Technology Sdn Bhd
ARROWTECH@SB.COM

Editor
Viewer

Step	Action
2	Click Team Members tab to assign team member.
3	Click this button to select the role for your team members.

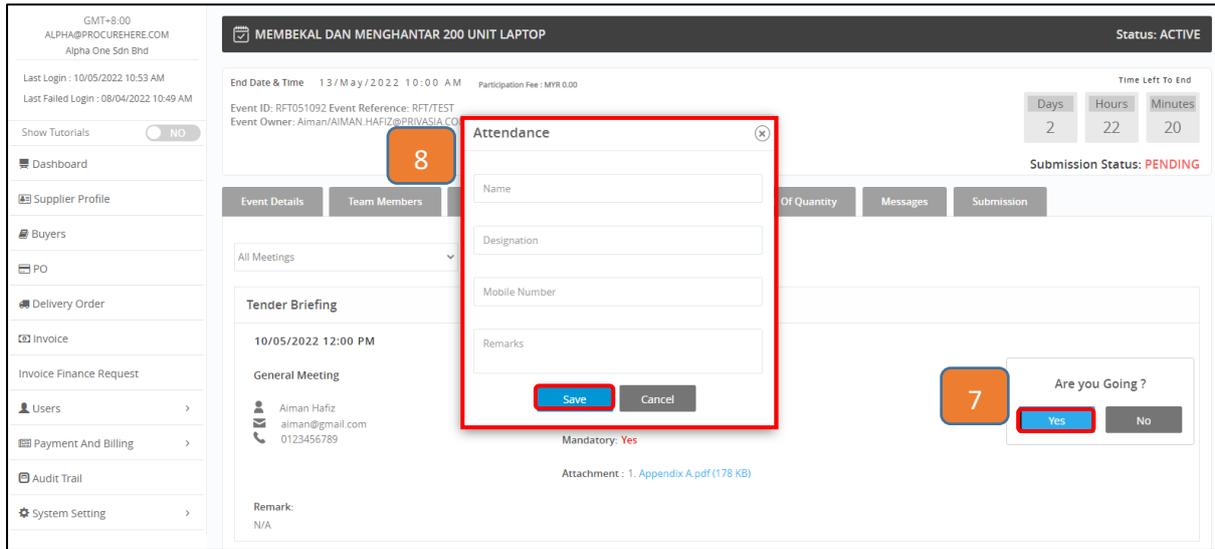
Notes:
Editor able to edit the draft.
Viewer can only view the event.

The screenshot shows the 'PROCUREHERE' interface for a Request for Tender Document. The document title is 'MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP'. The 'Documents' tab is selected, and a table lists a document named 'Appendix A.pdf' with a download icon. A blue box with the number '4' and an arrow points to the download icon.

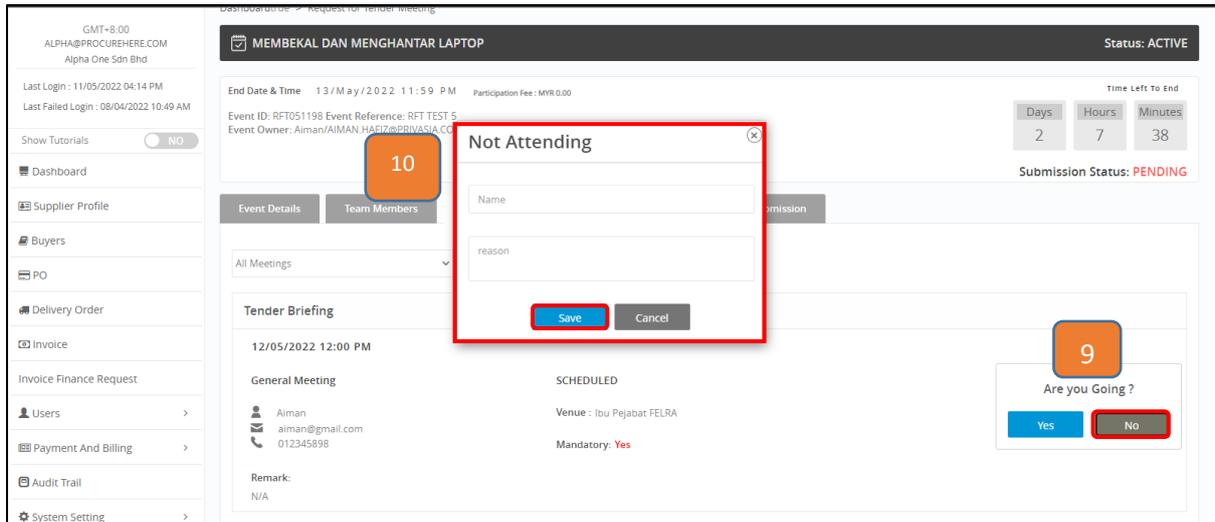
Step	Action
4	Under Documents tab, Click download icon to view the documents.

The screenshot shows the 'Meeting' tab selected. A meeting entry titled 'Tender Briefing' is highlighted with a red box. The meeting details include the date '10/05/2022 12:00 PM', status 'SCHEDULED', and an attachment 'Appendix A.pdf (178 KB)'. A 'Yes/No' button for attendance is also highlighted with a red box. A blue box with the number '5' points to the meeting entry, and another blue box with the number '6' points to the attendance button.

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'.

The screenshot shows the 'PROCUREHERE' interface. The user is logged in as 'GMT-8:00 ALPHA@PROCUREHERE.COM Alpha One Sdn Bhd'. The main content area displays a 'Request for Tender Questionnaire' for the event 'MEMBEKAL DAN MENGANTAR 200 UNIT LAPTOP'. The 'Questionnaire' tab is selected, and a table lists one questionnaire: 'Mandatory' created on 10/May/2022 at 09:45 AM. A 'View' button is highlighted with a red box, and a callout box with the number '11' points to it.

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

The screenshot shows the questionnaire form titled '1.0 Maklumat Syarikat'. It contains three main sections: '1.1 * Sila nyatakan Nama Syarikat' with a text input field; '1.2 * Sila nyatakan jenis perniagaan' with radio button options (Sdn. Bhd., Berhad, Perkongasian, Perseorangan, Enterprise, Lain-lain); and '1.3 * Sila lampirkan borang pendaftaran syarikat' with a checkbox and a 'Select file' button. A 'Complete' button is highlighted with a red box, and a callout box with the number '13' points to it. Another callout box with the number '12' points to the form fields.

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.

PROCUREHERE < EN | BM Search... Events

Dashboard > Request for Tender Bill Of Quantity

MEMBEKAL DAN MENGANTAR 200 UNIT LAPTOP Status: ACTIVE

End Date & Time: 13 / M a y / 2 0 2 2 1 0 : 0 0 A M Participation Fee : MYR 0.00

Time Left To End: Days: 2, Hours: 22, Minutes: 17

Submission Status: PENDING

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

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

No.	Name	Created Date	Completion Status
1	Bill of Quantity	10/05/2022 09:51 AM	View

14

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.

NO	Item Name	UOM	Quantity	Unit Price	Total Amount	Tax
1.0	Laptop					
1.1	Komputer Riba Spesifikasi A	UNIT	522.00	2,000.00	1,044,000.00	0.00 Percent
1.2	Komputer Riba Spesifikasi B	UNIT	78.00	2,100.00	163,800.00	0.00 Percent
1.3	Langgan Office 365 Enterprise bagi tempoh 15 bulan	UNIT	600.00	180.00	108,000.00	0.00 Percent
Grand Total (MYR):					1,315,800.00	

15

16

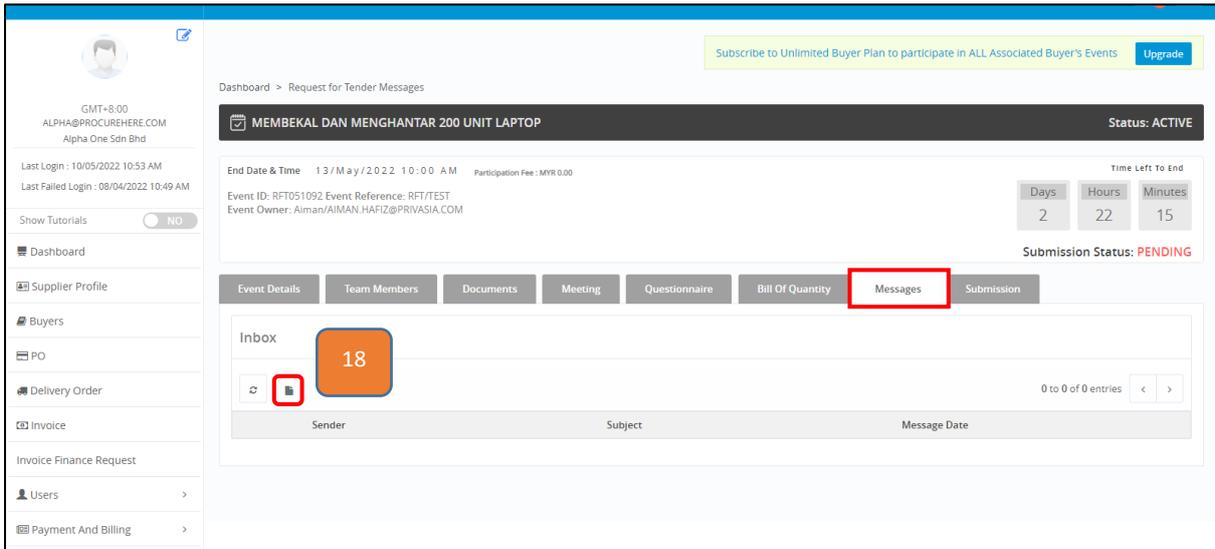
17

Remark: Write Your Remarks

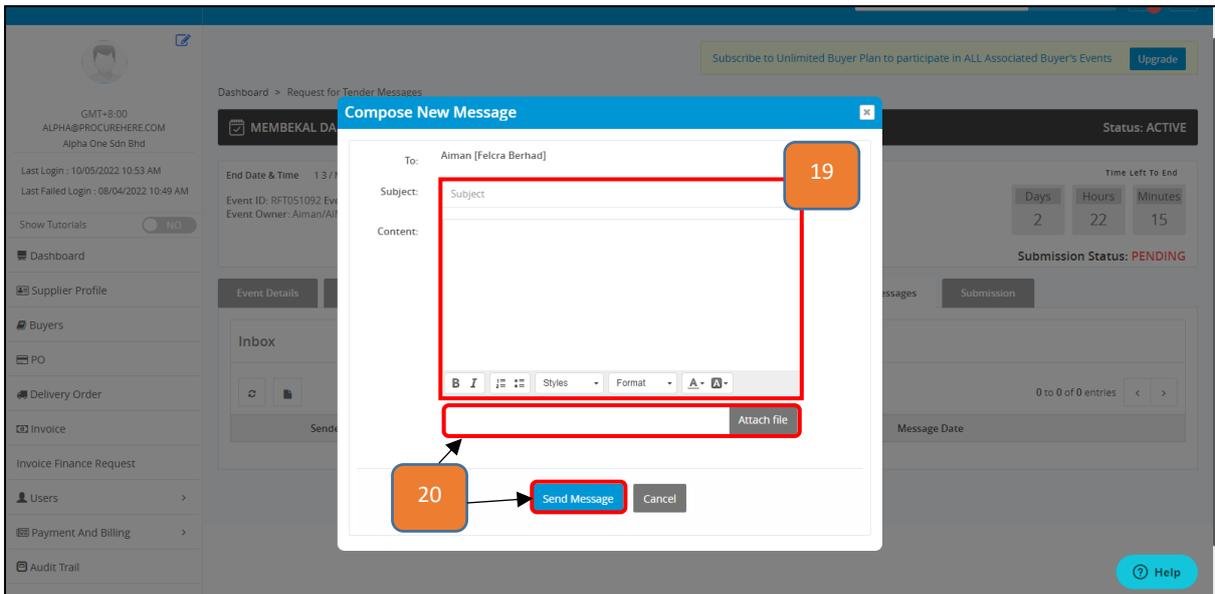
Total After Tax (MYR): 1,315,870.00

Back to Bill of Quantity Save Draft Complete

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



PROCUREHERE | EN | BM | Search... | Events | Upgrade

Dashboard > Request for Tender Submission

MEMBEKAL DAN MENGHANTAR 200 UNIT LAPTOP | Status: ACTIVE

End Date & Time: 13 / M a y / 2 0 2 2 1 0 : 0 0 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: 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 box and a callout '1'. The main dashboard area displays various statistics for events and purchase orders.

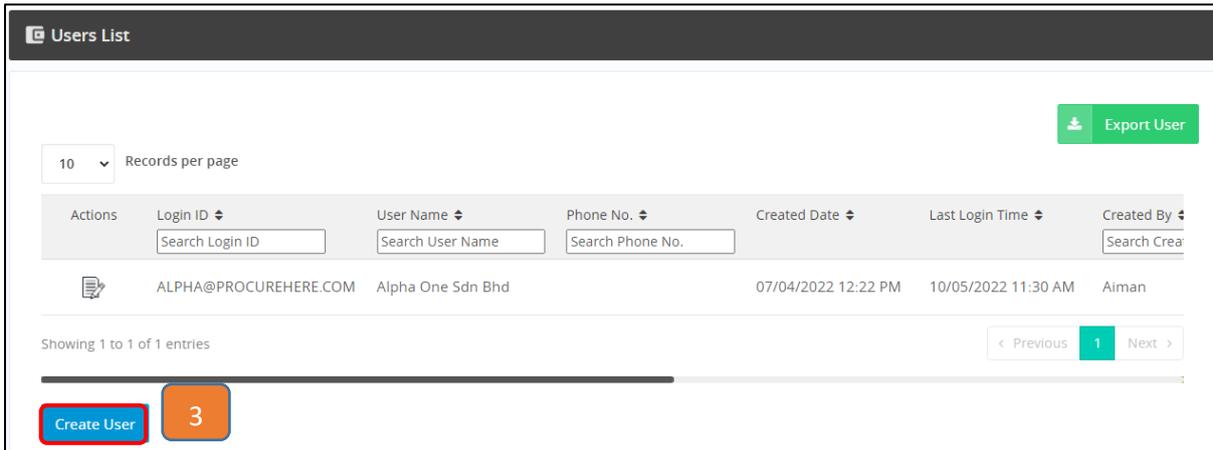
Category	Invited	Accepted	Active	Suspended	Ended
PENDING	0	0	1	0	5
REJECTED	0	0	1	0	0
PURCHASE ORDERS	0	1	0	0	0
SUPPLIER FORMS	0	0	0	0	0

Step	Action
1	On the left-side, Click Users

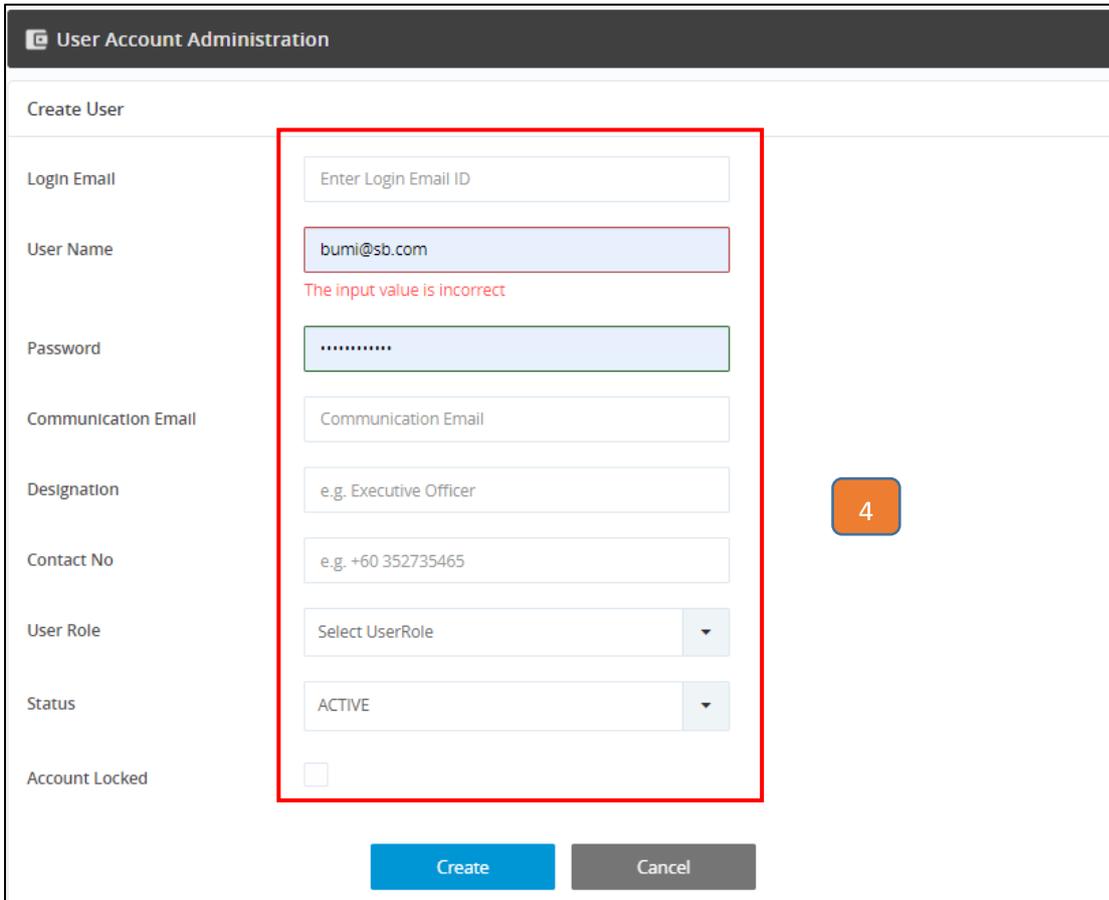
The screenshot shows the PROCUREHERE dashboard. In the left sidebar, the 'Users' sub-menu item is highlighted with a red box and a callout '2'. The main dashboard area displays the same statistics as the previous screenshot.

Category	Invited	Accepted	Active	Suspended	Ended
PENDING	0	0	1	0	5
REJECTED	0	0	1	0	0
PURCHASE ORDERS	0	1	0	0	0
SUPPLIER FORMS	0	0	0	0	0

Step	Action
2	Click Users.



Step	Action
3	Click Create User



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