Procurehere

User Manual

Supplier

Contents

1. Receive Activation Mail & Complete Supplier Profile

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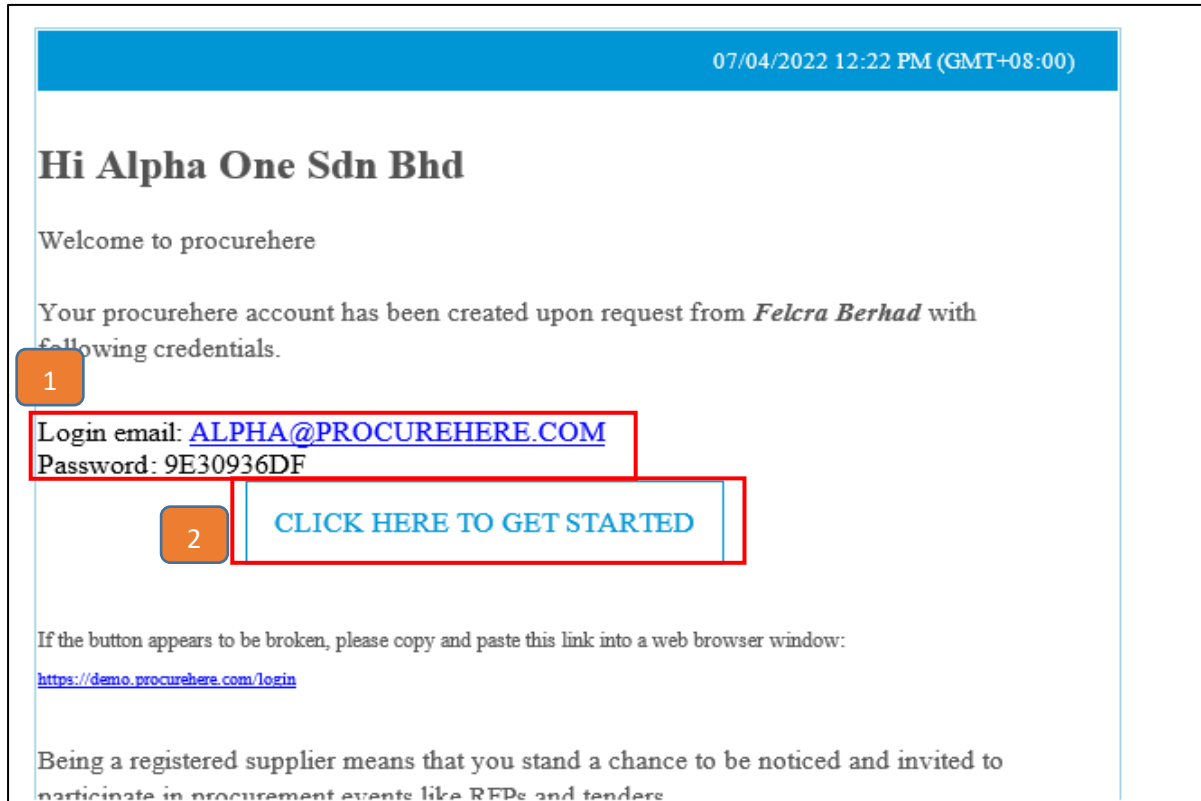
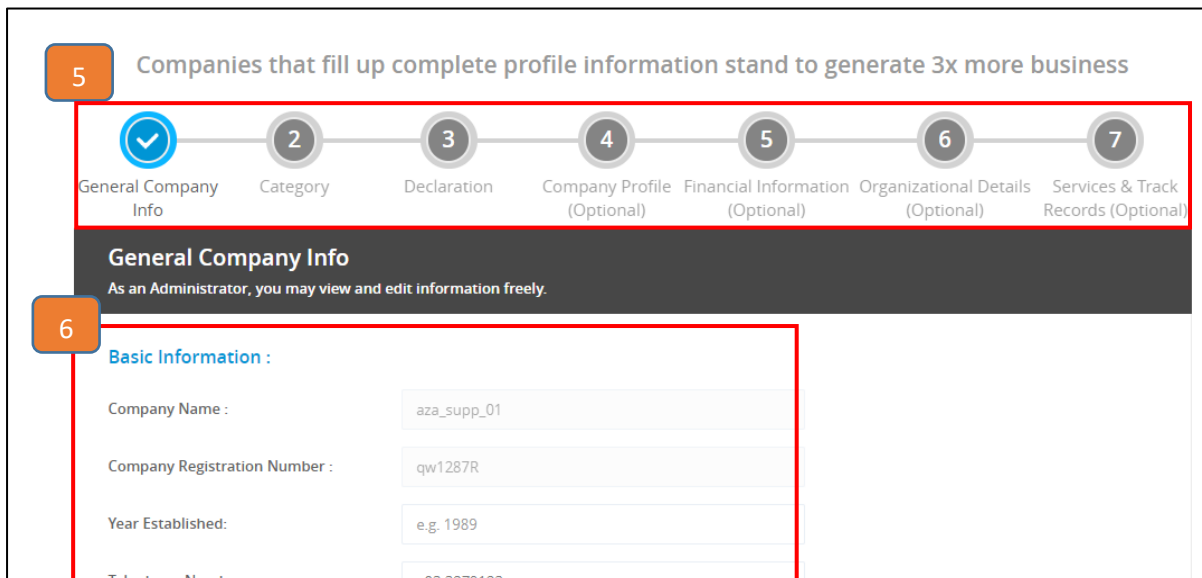| Step	Action
1	Once you have registered with FELCRA, you will receive an email notification from Procurehere™ in your inbox. You will also find your username (login email) and temporary system generated password in the mail.
2	Click on the button as shown to proceed to the next step.

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

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

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

Attach Company Profile

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**'.
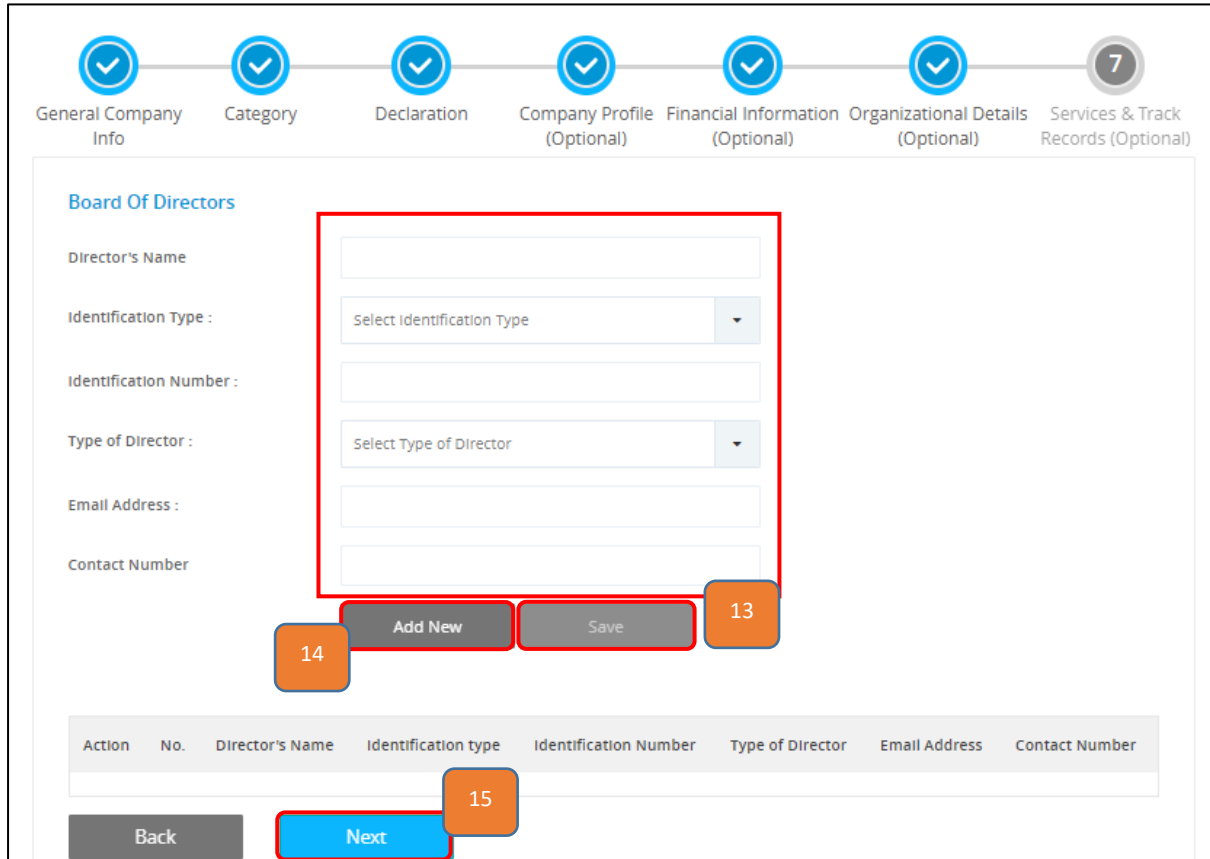
Step	Action
11	Here you can upload your financial details in a document format and also other credentials with regards to your company.
12	After done, then click 'Next'.
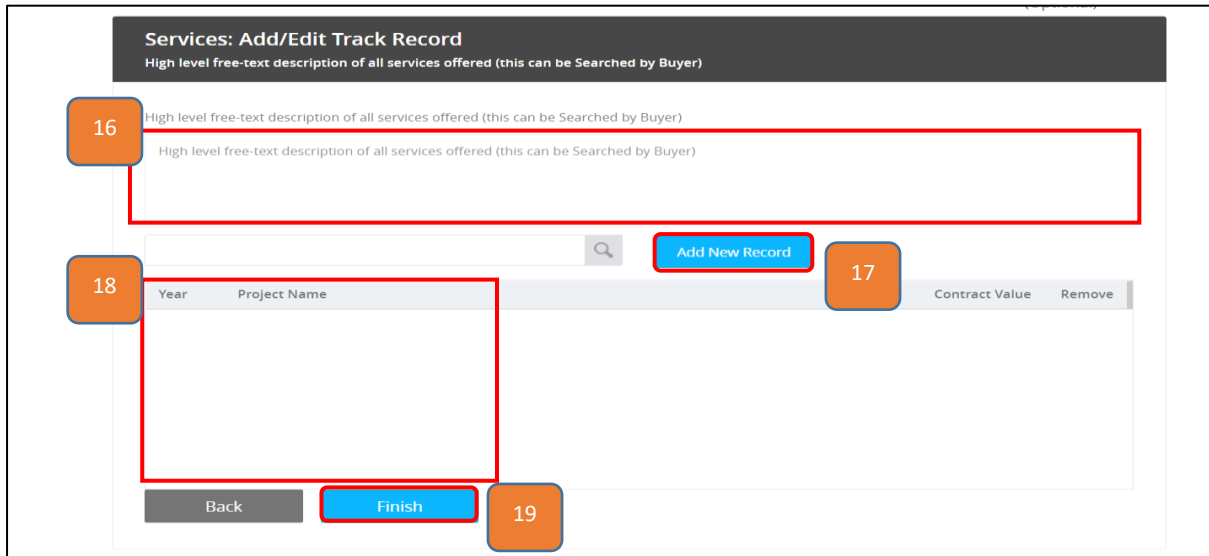
Step	Action
13	Fill in your Boards of Director details, and click 'Save'.
14	Click 'Add New' to add multiple Board of Directors information.
15	After done, then click 'Next'.

Add Track Record

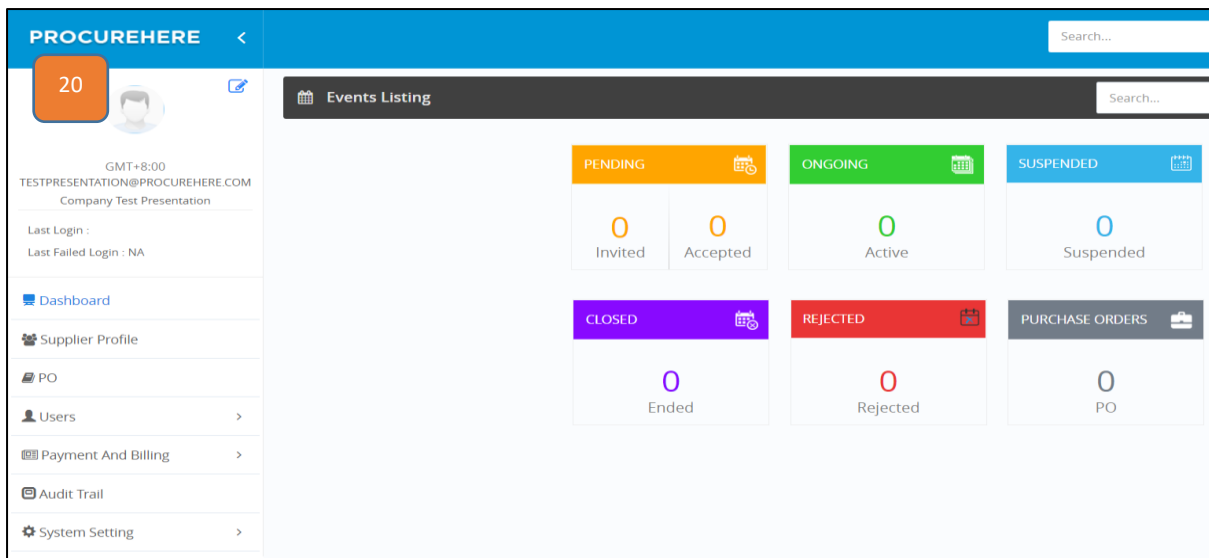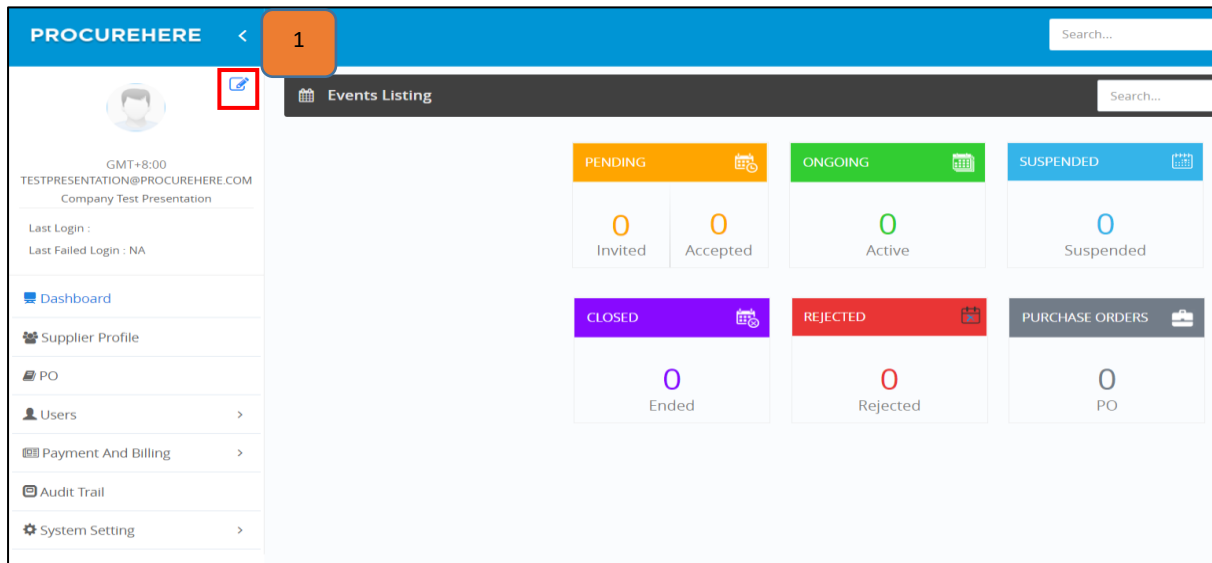| Step	Action
16	Description of services offered-this description can be searched by the buyer.
17	Click this button to add track record of your previous projects.
18	Track records will appear here in this table.
19	When done, click here to proceed.

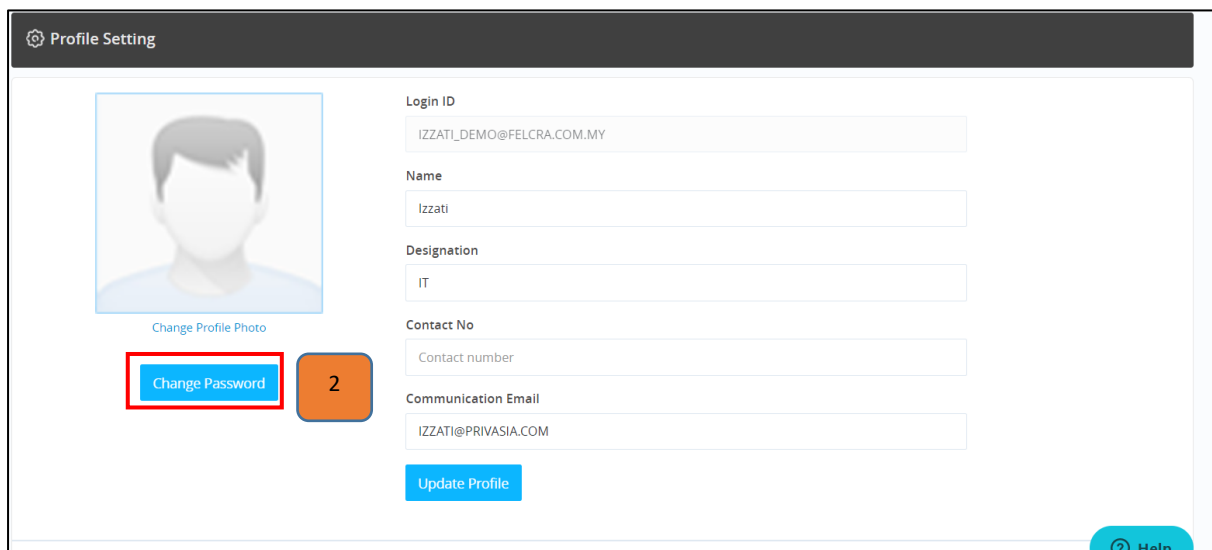**Finish**

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

Step	Action
3	Fill in Old Password, New Password and Confirm Password
4	Click Change Password to proceed change the password
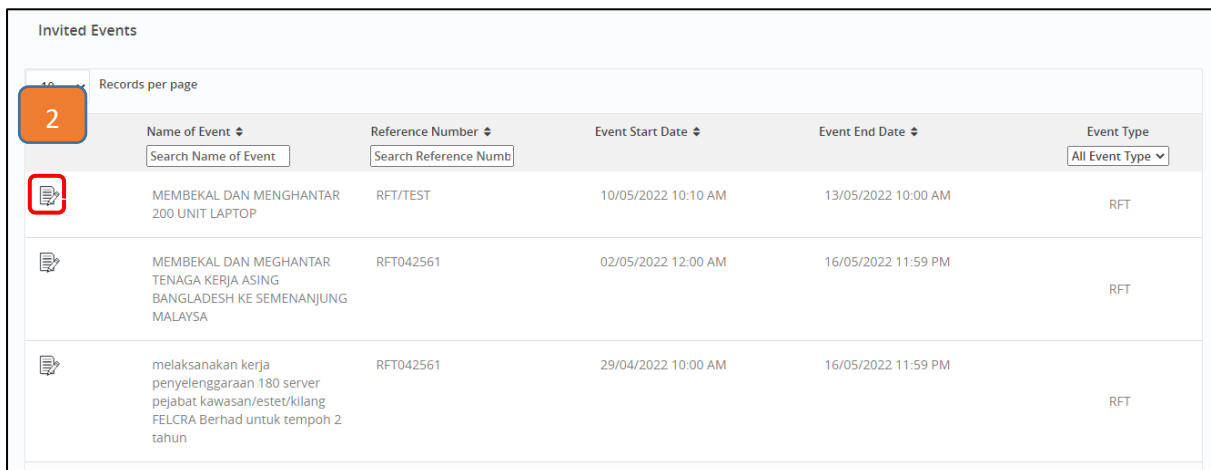
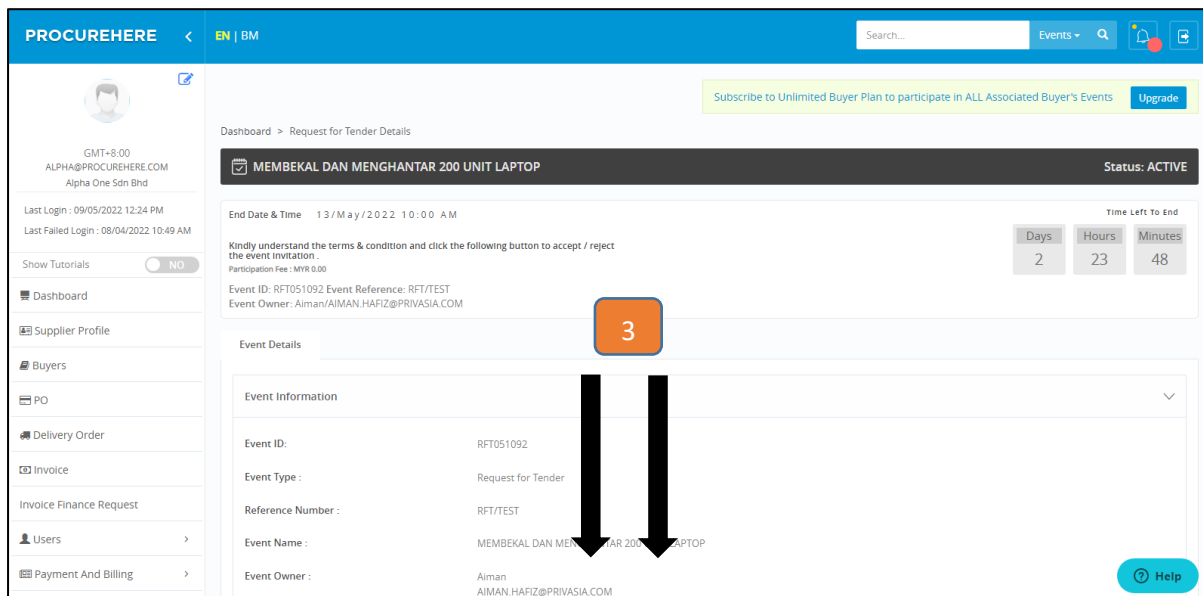# 3. How to Accept or Reject Invitation and Self-Invite

3.1 Invited by FELCRA

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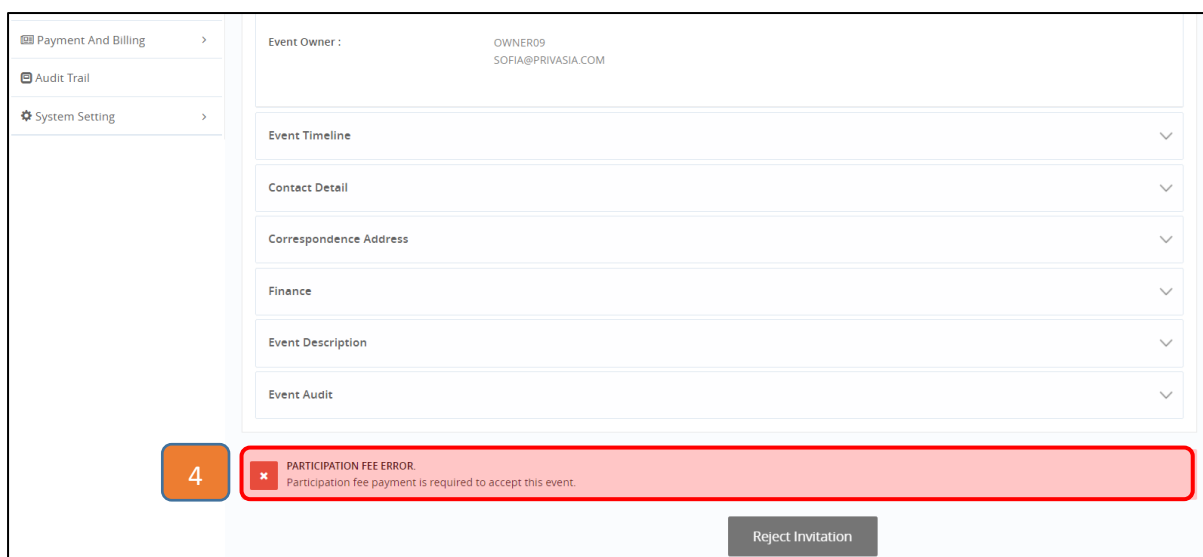
Step	Action
2	Click 'Edit' button to view the event summary.

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.

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.

Step	Action
6	Scroll down to see more information

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. *Notes: Once supplier reject the event invitation, they cannot participate and view the event details.*

3.2 Self-invite

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

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

Step	Action
3	Search the Reference Number to view more details regarding the event.
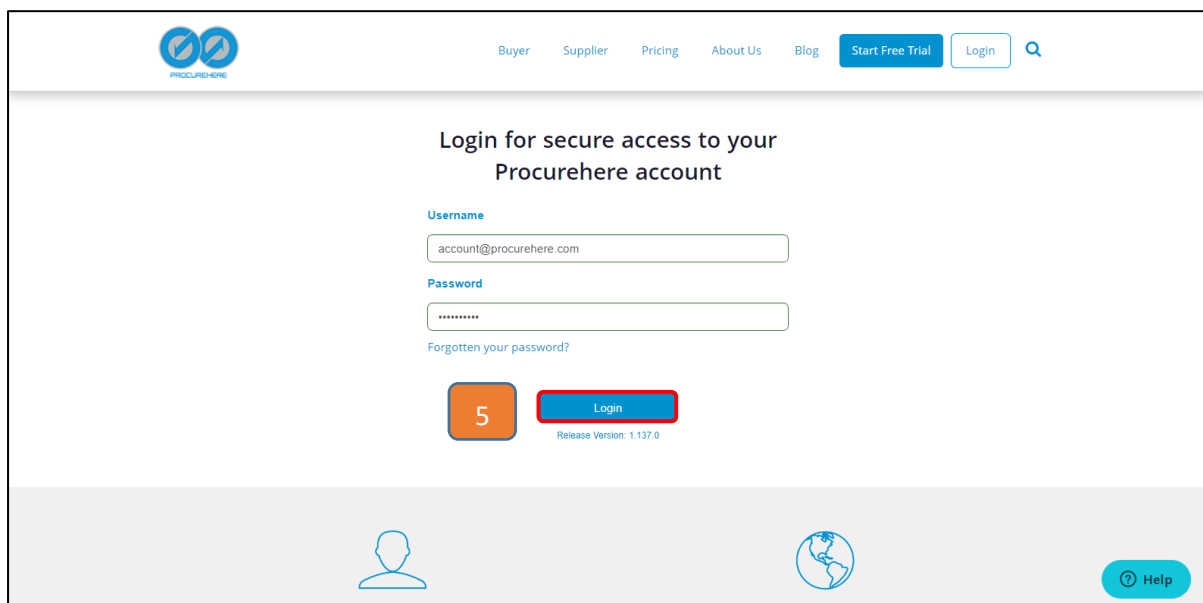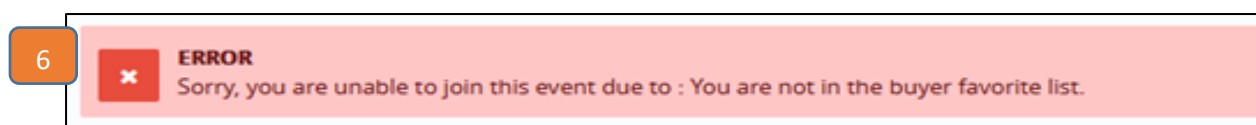
Step	Action
4	Click on 'Self-Invite' button.

Step	Action
5	Fill in Username and Password and Click 'Login' button.
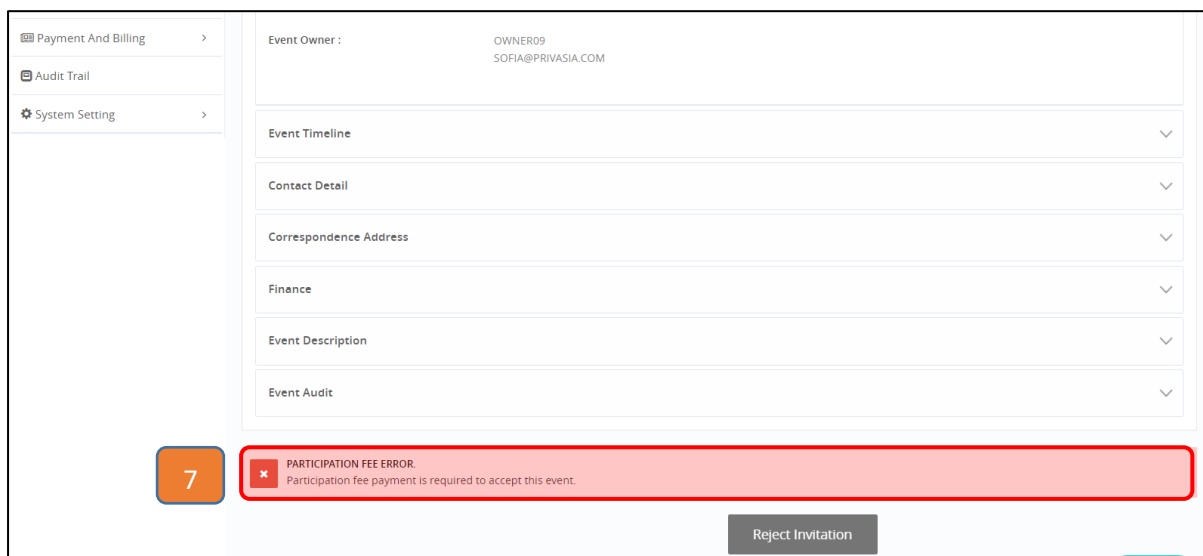
Example Error 1: Self-Invite failed: vendor not being registered with FELCRA

ERROR
Sorry, you are unable to join this event due to : You are not in the buyer favorite list.

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

ERROR
Sorry, you are unable to join this event due to : Industrial categories not matches the event category.

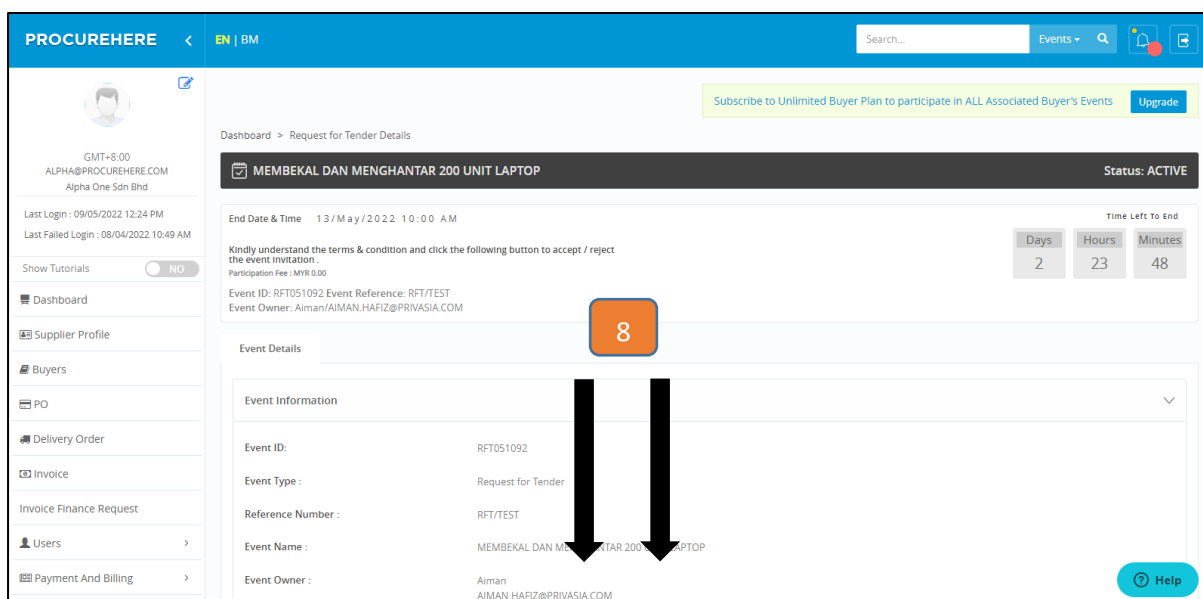| Step	Action
6	Errors prompts during participate in the event. *Notes: Please do contact FELCRA Administrator if any error prompts.*

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

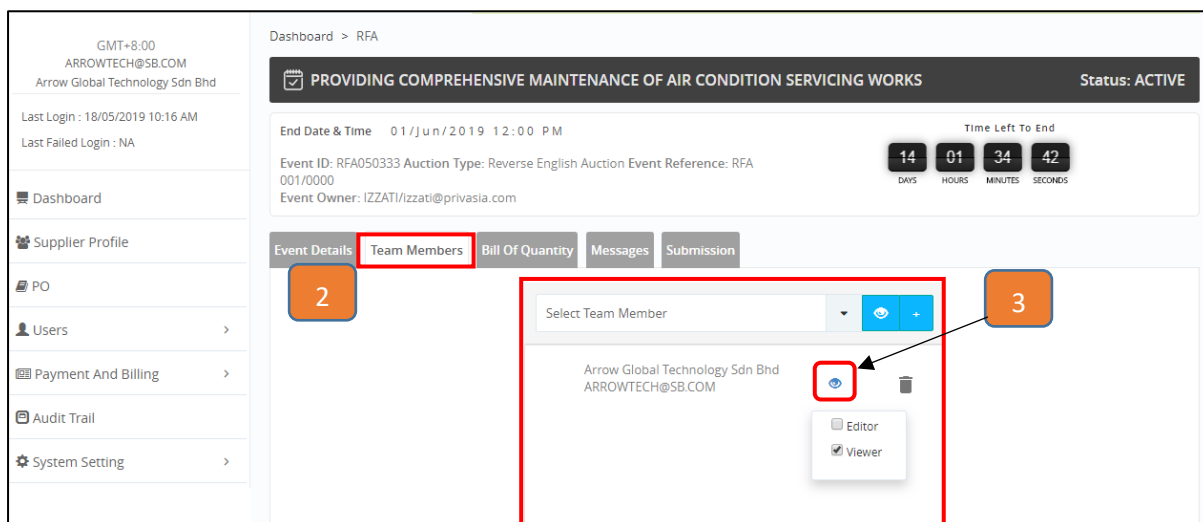| Step	Action
8	Scroll down to see more information
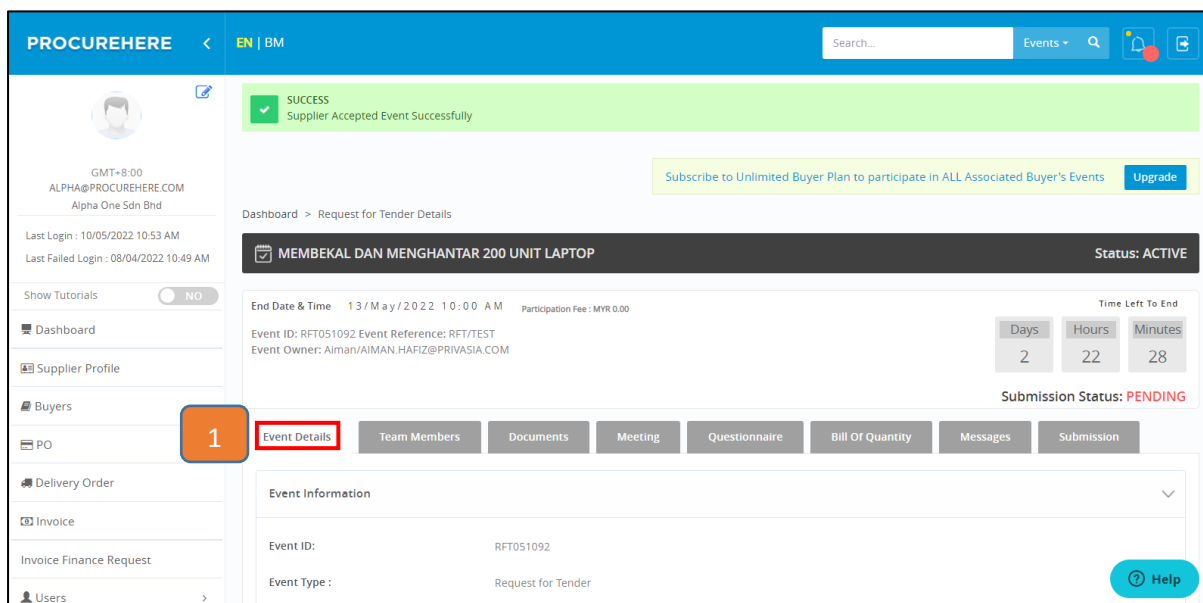
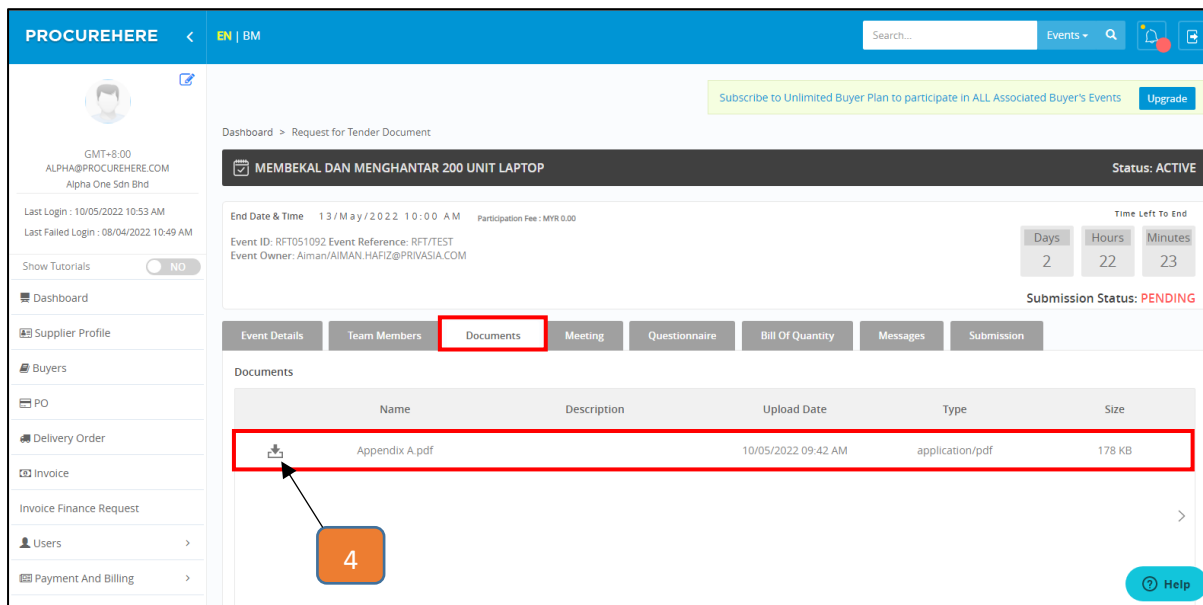| Step	Action
9	Click on the checkbox and Click 'Accept Invitation' if interested to participate.
	You may also reject the invitation which you do not choose to participate. *Notes: Once supplier reject the event invitation, they cannot participate and view the event details.*

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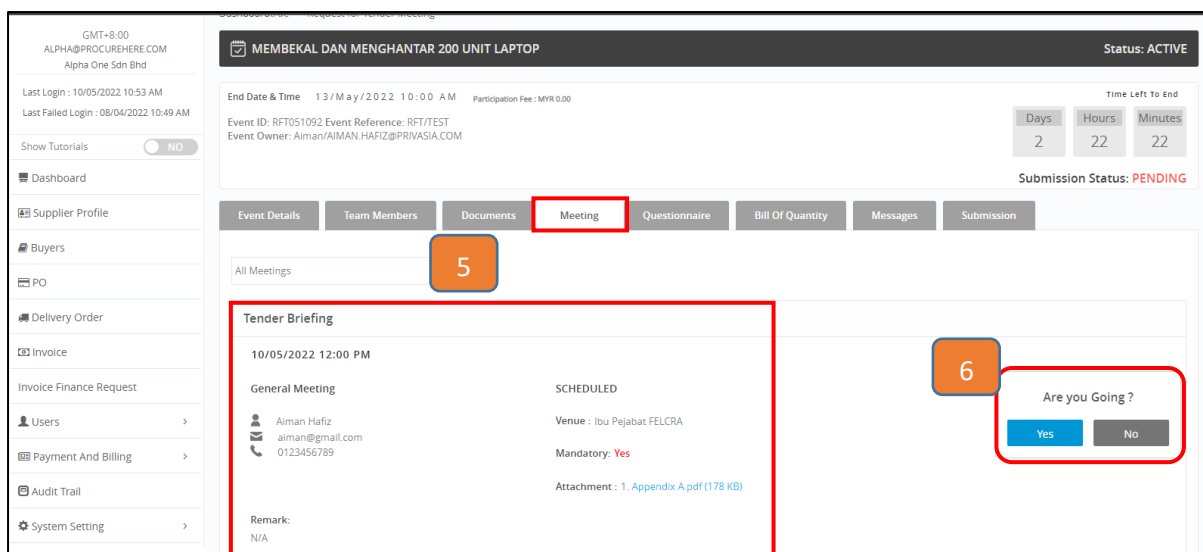
Step	Action
4	Under Documents tab, Click download icon to view the documents.
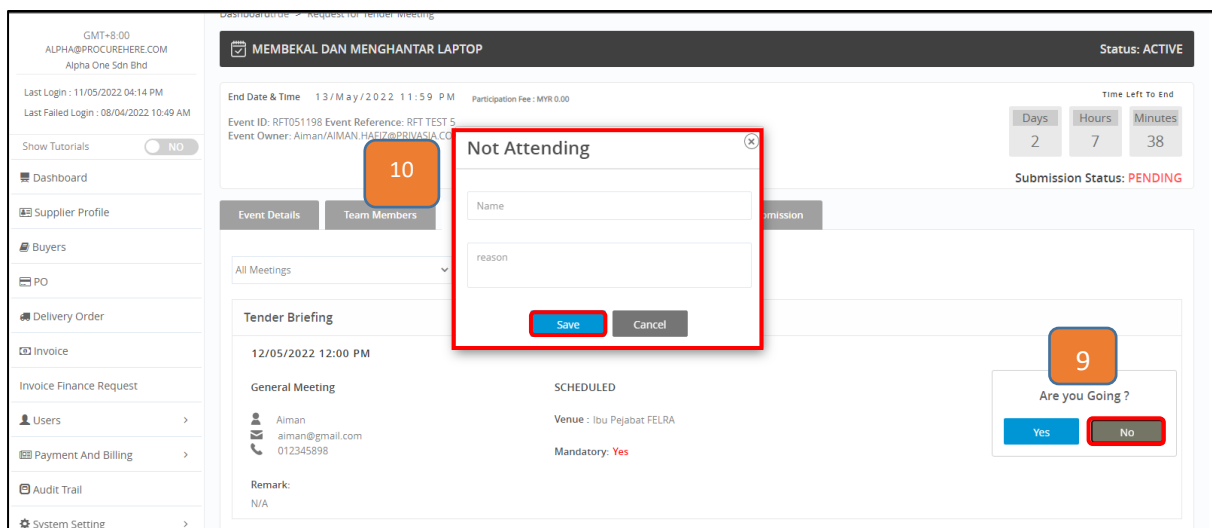
Step	Action
5	Under Meeting tab, View scheduled meetings.
6	Click on Yes/No button to fill in the attendance details.

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'.

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

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.

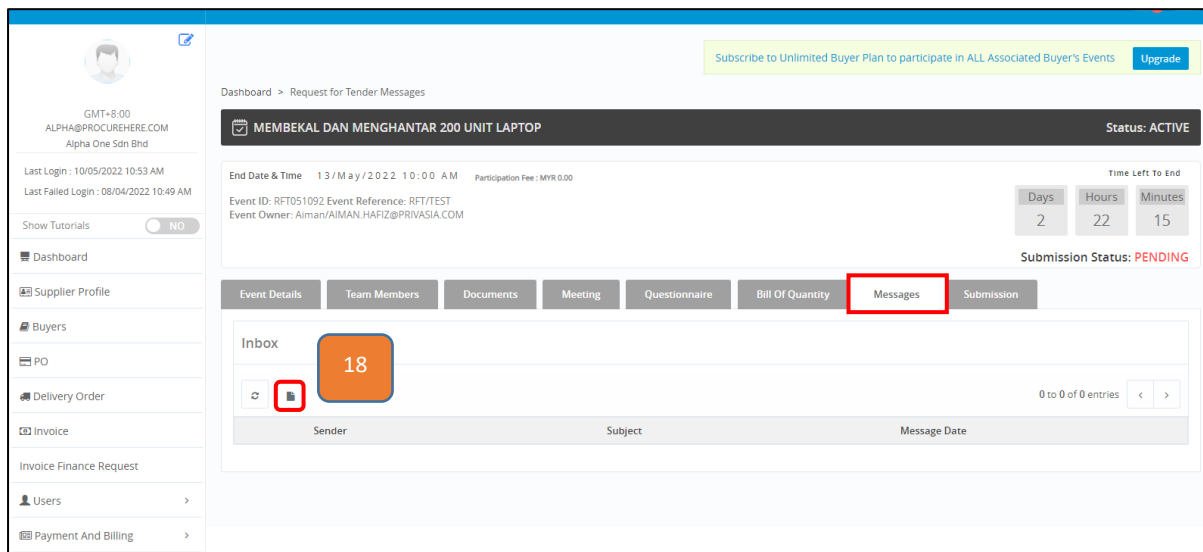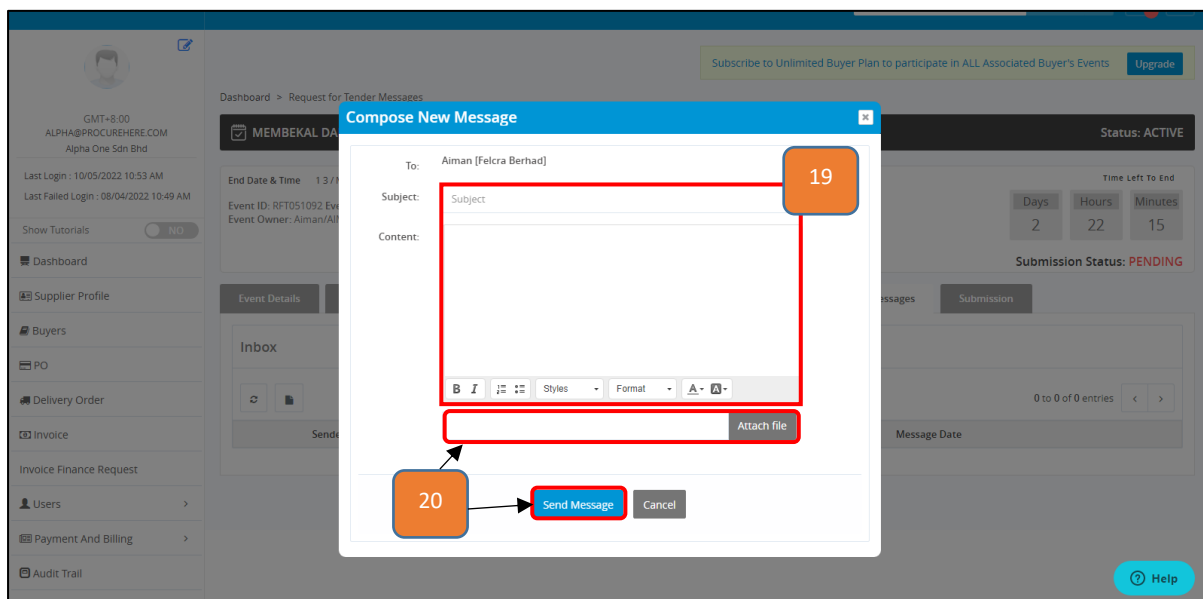| Step	Action
14	Under Bill Of Quantity tab, Click this button to view the Bill of Quantity items and fill in the desired unit price.

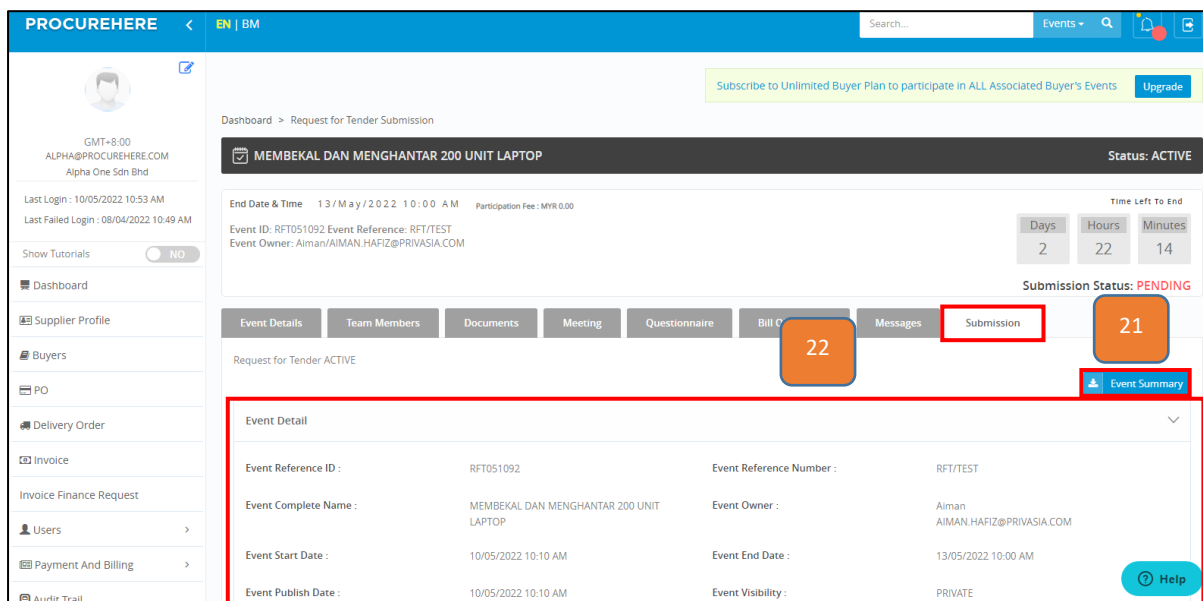| Step	Action
15	Key in your unit price for the BOQ and tax, where applicable.
16	Fill in Remarks if applicable.
17	Check your tabulated price and then click '**Complete**' to finalize.

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

Step	Action
21	Click download Event Summary for your reference.
22	Scroll down to see more information.
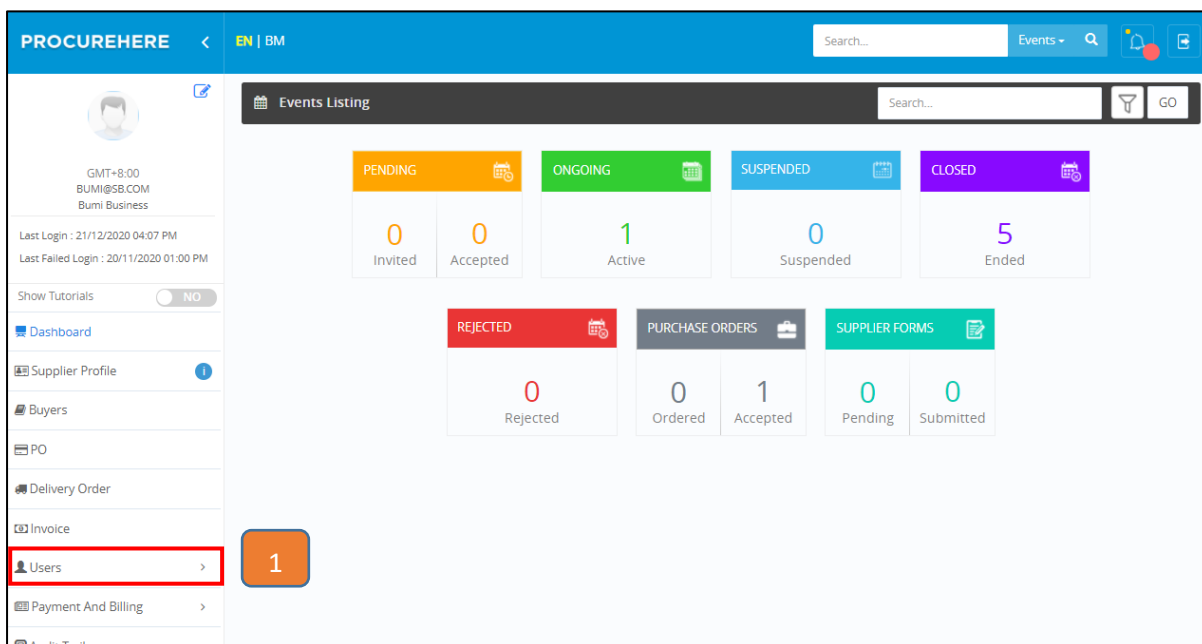
Step	Action
23	In the submission section, scroll all the way down and click the '**Finish**' button to finalize your submission. *Notes: Once submitted, supplier no longer able to edit the submission.*
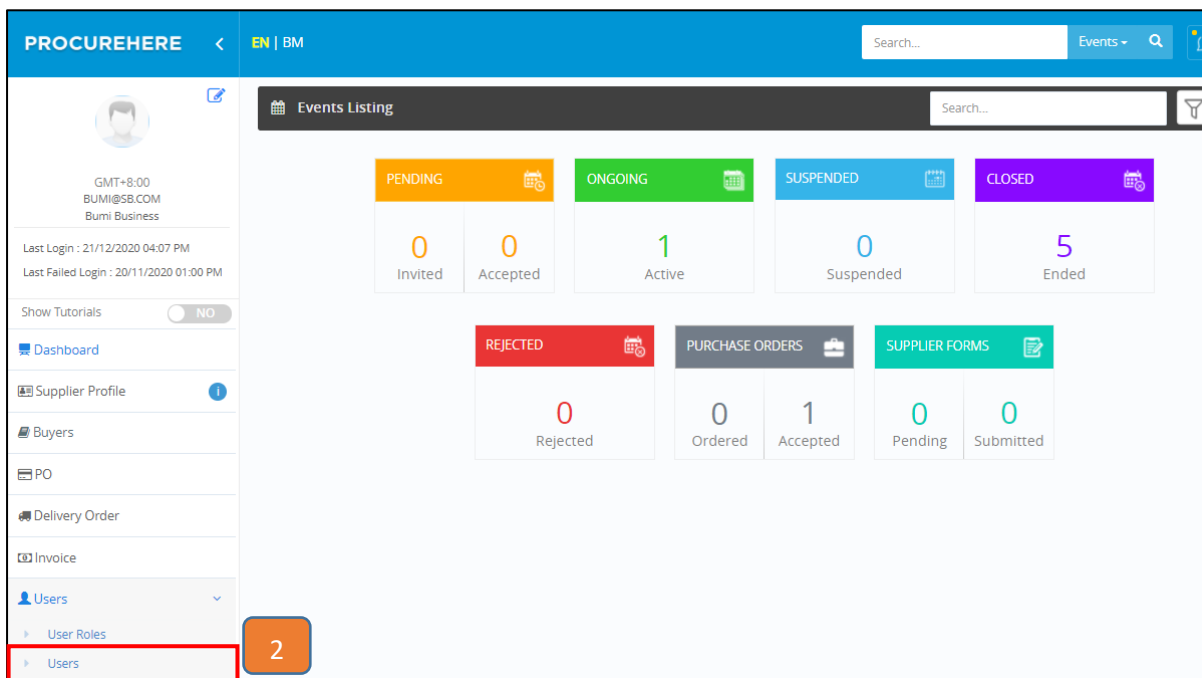
5. Create User for supplier account

Step	Action
1	On the left-side, Click Users

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**