Standard Operating Procedures

Procurement Department

Standard Operating Procedures For
SC E-Procurement System (Vendor)

1st Issued: 21 March 2024

COVER SHEET

1. Ownership

The Procurement Department is responsible for the development and implementation of this Standard Operating Procedures.

2. Application

This Standard Operating Procedures apply to all vendors of the SC.

3. Version History

Version	Comments	Effective Date
V1	New document for Standard Operating Procedures for SC E-Procurement System (Vendor).	21 March 2024

4. Review

This Standard Operating Procedures will be reviewed at least once every four (4) years to ensure it remains relevant and up-to-date.

5. Location

This Standard Operating Procedures is available at SC Website.

Standard Operating Procedures for SC E-Procurement System (Vendor)

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1 Overview

The SC SC E-Procurement Vendor Marketplace is a platform that connects you (Seller/Vendor) with Securities Commission Malaysia.

By registering for the SC E-Procurement account, you can maintain your company profile under one platform and allow the system to promote your business offerings to Securities Commission Malaysia.

For first time vendor registration on Securities Commission Malaysia, vendor shall follow the steps below:

Figure 1: Vendor Registration Flow

2 Register as a new Vendor.

You will need an account for you to manage company profile and participate activities (e.g. Tender / Quotation) in the SC.

- Follow the vendor registration invitation link shared by the SC, you will be redirected to vendor account creation page.
- Fill up all the mandatory field (*) in the vendor account creation page.
- Vendor can select one or more Account Type such as Supplier, Contractor, Consultant or the SC.

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Figure 2: Vendor Registration Form

Figure 3: Vendor Registration Login Details Form

- Click **Register** at the bottom of the form once all mandatory fields have been filled.
  NOTE: All the fields are not allowed for special characters: **< > { }**.
- You will receive an email notification to **activate your vendor account**.
  NOTE: Please check your email's junk/spam folder if you did not find it in your Inbox. The account activation link is only valid for 14 days.

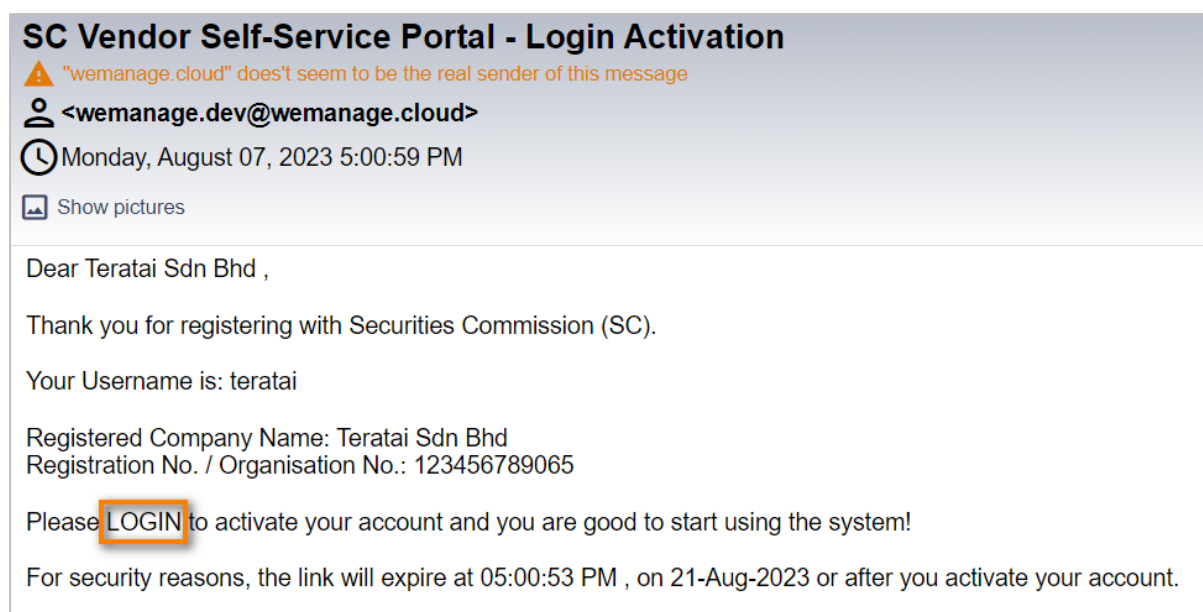Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 4: Email notification activation account

- Click the **LOGIN** as mentioned in the Email, you will be directed to a page to **set your password**.
- Key in the Password and click **SUBMIT** button.

Figure 5: Set Password

- A message will prompt upon successfully setting of passwords.
- Click **LOGIN** to begin using the system.

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3 Manage Users

3.1 Add Users

You can create additional login(s) tied under your company. This allows multiple users in your company to access the SC SC E-Procurement and monitor for available tenders or purchase orders.

- To create New Users, click on the App Home button (top left of the page), and select **User Management**.
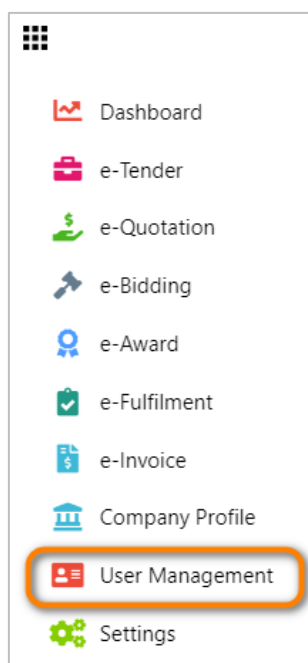

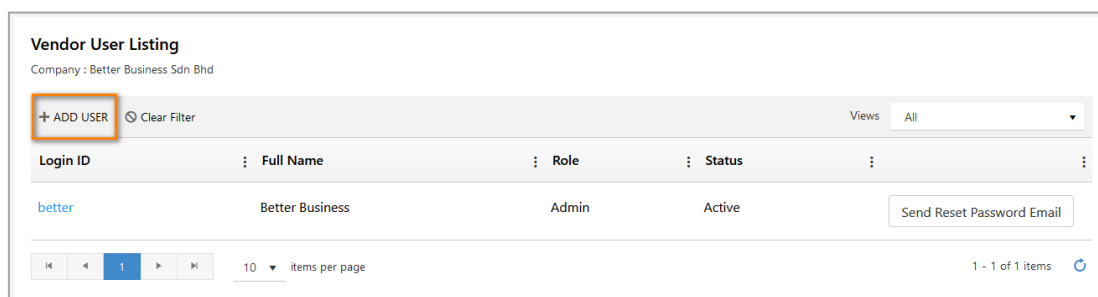*Figure 6: User Management*

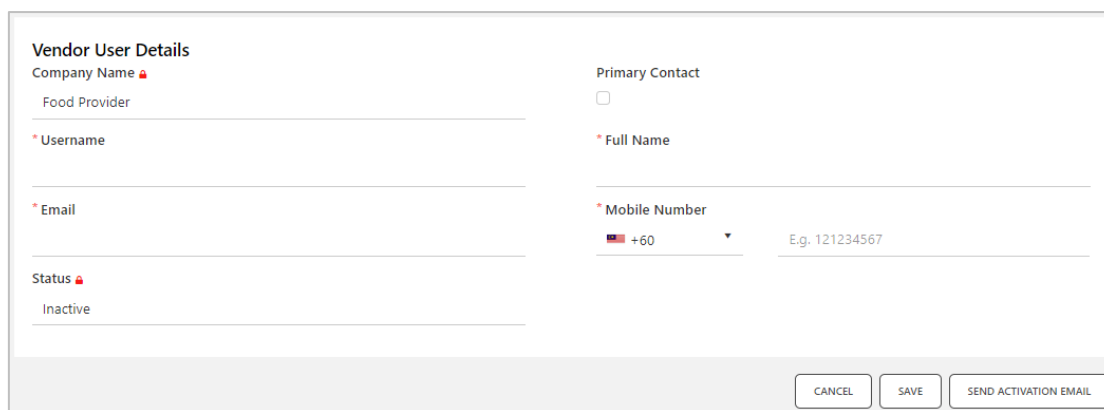- Click the **+ Add User** button in the Vendor User Listing page.

Figure 7: Vendor User Listing

- Fill up all the required fields in the Vendor User Details form.
  NOTE: All Vendor users will have the same admin role and permission to access all modules and manage the company's tasks in the system.

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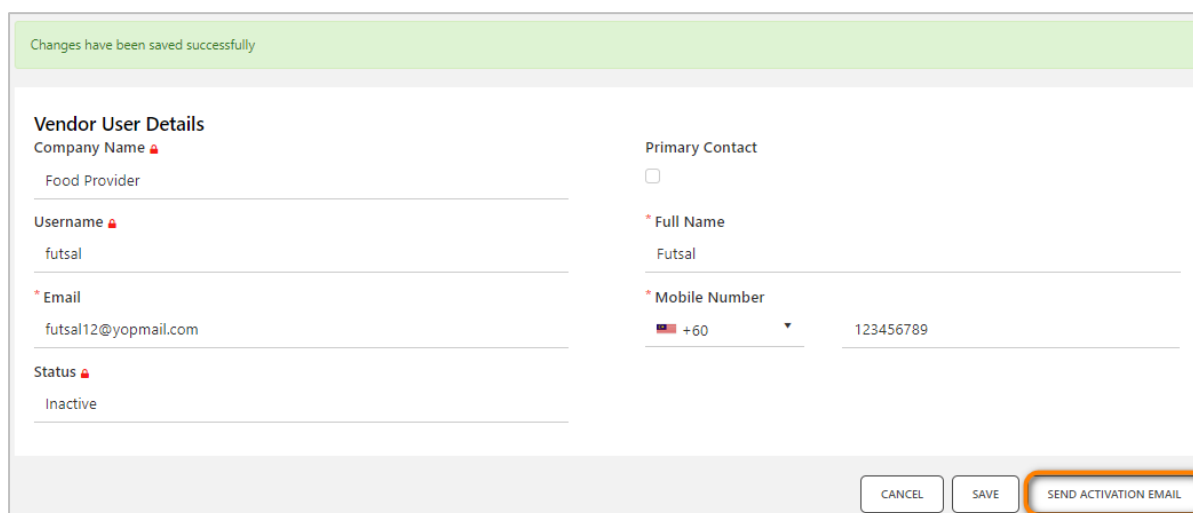
Figure 8: Vendor User Details Form

- Upon saving, click the **Send Activation Email** button to send an activation email to the newly created user.
  NOTE: Newly created users are required to activate their account to receive related notification emails in the future.

Figure 9: Vendor User Details – Send Activation Email

3.2 Edit or Deactivate User

- To edit or deactivate existing Users, click the App Home button (top left of the page), and select **User Management**.

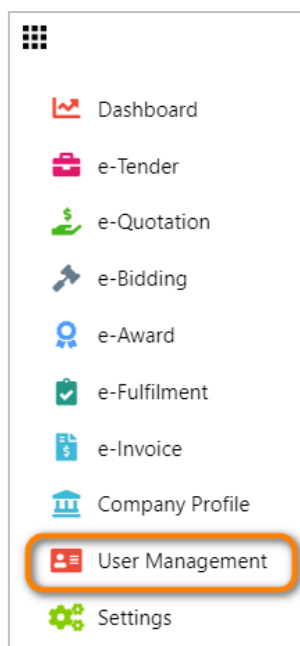Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 10: User Management

- Clickthe Login ID of the user you wish to edit or deactivate.

Figure 11: Vendor User Listing

- This will display the details of that user. As an Admin, you can:
  - Update a user's name, email address, mobile number, security questions or roles by editing their information and clicking on the **SAVE** button.
  - Deactivate a user by clicking on the **DEACTIVATE** button.
  - Reset a user's password by clicking the **SEND RESET PASSWORD EMAIL**. The user will receive an email with a link to change their password.

Figure 12: Vendor User Details

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3.3 Pending Task

- The Task module lists out all the tasks that require your action. It is a quick way to filter and focus on the work that needs your attention.
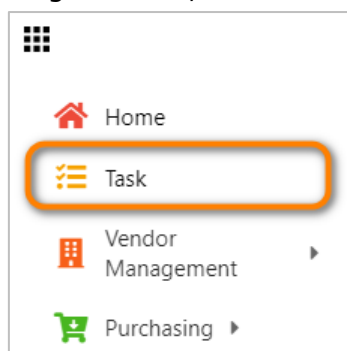- To get started, click the **App Launcher** (top left corner) and select **Task**.

Figure 13: App Laucher - Task

- All the pending tasks you are responsible for will be displayed. Click one of the tabs to filter for a specific module. Clickthe **Reference No.** for a task to work on it.

Figure 14: Pending Task Listing

4 Login and complete Company Profile

- It is recommended that you complete your Company Profile in order to provide detailed information to the SC. It helps (but does not guarantee) your chances in bidding.
- In the Dashboard, click the Profile Completeness **hyperlink** to fill up your company profile.

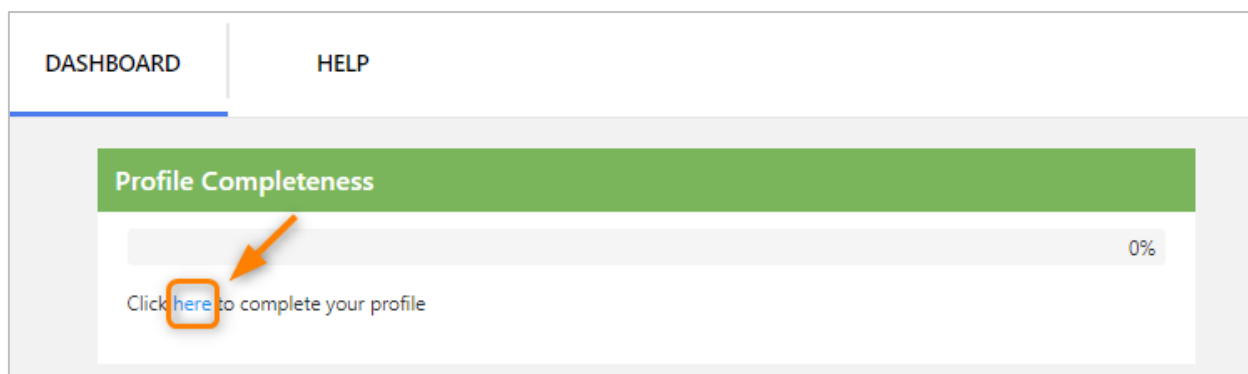Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 15: Profile Completeness

- There are six (6) tabs under Company Profile, namely:
    - **i. Background**
    - **ii. Corporate Structure**
    - **iii. Financial Information**
    - **iv. Resources**
    - **v. Track Records and References**
    - **vi. Document Upload**

4.1 Background

- The Background section encompasses the basic information about your company.
- There are four (4) sub-tabs in the Background section, namely:
    - o **Addresses**: Company Registered Address, Business Address and Workshop/Warehouse Address.
    - o **Business Details**: Basic Company details and Bank Account details.
    - o **Business Activities**: Nature of business, registered bodies and product information.
    - o **Key Contacts**: Key individuals who the SC can contact, usually the sales department. The system required at least one (1) Key Contact.

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Figure 16: Company Profile - Background: Addresses

- You can select your preferred Currency, and it will be reflected in all relevant sections (e.g. Financial Information, Track Record).

Figure 17: Company Profile - Background: Currency

Figure 18: Company Profile – Background: Currency reflected in relevant sections

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Figure 19: Company Profile - Background: Business Details

- If you are unable to select your Bank from the dropdown list, you may click the **+Request for Bank** button to request for the SC to add your bank to the system.

Figure 20: Company Profile - Background: Business Details – Request For Bank

- Once you fill in the details for your bank, click on the **Send Request** button. The SC team will review your request and we will inform you once the bank is added to the system.

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Figure 21: Company Profile - Background: Business Details – Submit Request

Figure 22: Company Profile - Background: Business Activities

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Figure 23: Company Profile - Background: Key Contacts

4.2 Corporate Structure

- There are three (3) sections under Corporate Structure, namely:
  - o Primary Ownership.
  - o Shareholding Composition.
  - o Board of Directors.

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- First, select the **Primary Ownership** from the dropdown menu.
- Then, click **+ Add Shareholder** and **+ Add Board of Directors** to insert the relevant information.

Figure 24: Company Profile - Corporate Structure

- Once completed, you may either click **SAVE** or click **NEXT** to proceed with the **FINANCIAL INFORMATION** tab.

4.3 Financial Information

- There are two (2) sub-tabs under Financial Information, namely:
    - ○ Financial Background.
    - ○ Financial Statement.

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Figure 25: Company Profile - Financial Information: Financial Background

- The Financial Statement tab consists of three (3) sets, which are for the current year and the two (2) previous years. [Updated in v6.4]
    - Year (Y) – A dropdown that consisted last five (5) years from current year.
    - Year (Y-1) – Automatically fill in the year (last year of first column) once **Year (Y)** is selected.
    - Year (Y-2) – Automatically fill in the year (last two (2) years of first column) once **Year (Y)** is selected.
- You will first be choosing the option from the **Financial Statement Type**. There are four options in this field:
    - Audited Financial Report (Default)
    - Managed Financial Report
    - Quarterly Financial Report
    - Not Applicable
- If a particular type of financial statement is selected, the **N/A Reason Code** is not required, and it is **mandatory** to enter the Financial Statement information for that particular year.
- If **Financial Statement Type** = **Not Applicable**, the **N/A Reason Code** will be required, and it is optional to fill in the Financial Statement information.

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Figure 26: Company Profile - Financial Information: Financial Statement

- Once completed, you may either click **SAVE** to save the record or click **NEXT** to proceed with the **RESOURCES** tab.

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4.4 Resources

- There are two (2) sub-tabs under Resources, namely:
    o Personnel.
    o Plant & Machineries.
- Click **+ Add New Record** to add new personnel. This section allows you to highlight key personnel with professional qualifications who can help showcase your company's expertise.

Figure 27: Company Profile - Resources: Personnel

- Under the **Staff Information** section, enter the staff composition of your company. You can insert the number of employees for each category, and the system will automatically convert the numbers into percentages.
- Click **SAVE** to save the record or click **NEXT** to proceed with the **Plant & Machineries** tab.
- Click **+ Add New Record** to insert new entries in the Plant and Machinery sections.

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Figure 28: Company Profile - Resources: Plant & Machineries

- Once completed, click **SAVE** to save the record or click **NEXT** to proceed with the **TRACK RECORD AND REFERENCES** tab.

4.5 Track Record and References

- The **Track Record & References** tab is a portfolio of your company's achievements, including both previous and on-going projects, as well as contacts for references.
- To insert a new Track Record entry, click **+ Add New Record** and insert the relevant information.
- Click **SAVE** to save the record or click **NEXT** to proceed with the **References** tab.

Figure 29: Company Profile - Track Record and References: Track Record

- Click **+ Add New Record** to insert a new reference and fill in the required details.

Figure 30: Company Profile - Track Record and References: References

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- Once completed, click **SAVE** to save the record or click **NEXT** to proceed with the **DOCUMENT UPLOAD** tab.

4.6 Document Upload

- The type of company registration selected (e.g. Berhad, Sdn. Bhd., etc.) will determine the types of supporting documents that need to be uploaded.
- Click **Select File** to upload a document.

Figure 31: Company Profile - Document Upload

- Once your documents are uploaded, click the **SAVE** button. There are **View** icon for previewing the documents in the web browser and **Delete** icon for you to remove the documents after saving it. [Updated in v6.4]
  NOTE:
  i.   The system will block vendor from saving if got duplicate file name uploaded.
  ii. The document formats that are supported for the browser preview include "docx", "doc", "pdf", "txt", "xls", "xlsx", "ods", "bmp", "png", "gif", "jpg", "jpeg", "wmf", "emf", and "tiff".
- If all the tabs are completed and marked with a green tick, the **SUBMIT** button will appear.

4.7 Complete and Submit Company Profile

- After completing all the tabs, you may proceed to click on the **SUBMIT** button.
- **NOTE:** The **SUBMIT** button will only appear once all the tabs are completed ✔ with a green tick**.** You can also view the Profile Completeness progress bar in your Dashboard page to check if you have completed filling up the Profile.

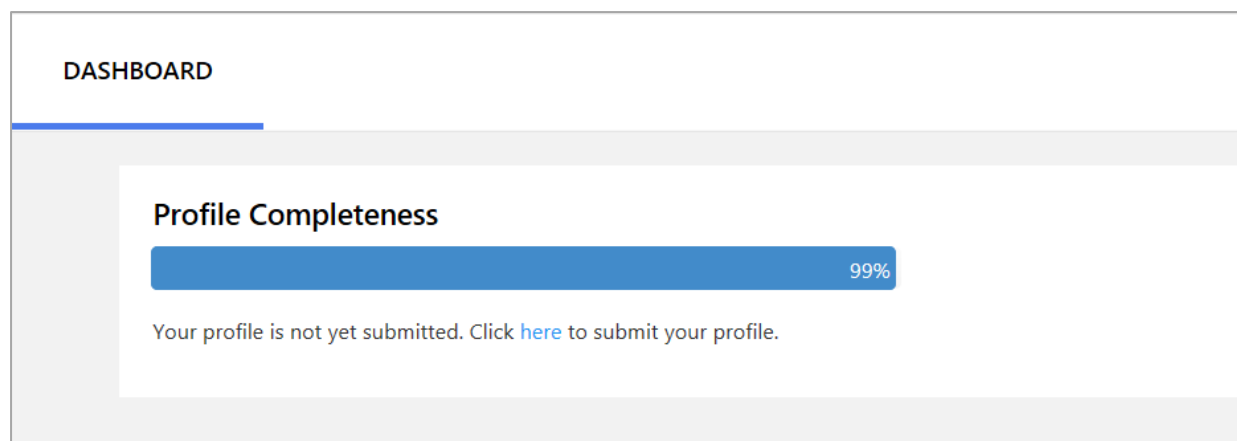Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 32: Profile Completeness

- Upon submission, you will receive a notification email confirming on your submission.

5 Dashboard

5.1 Main Dashboard

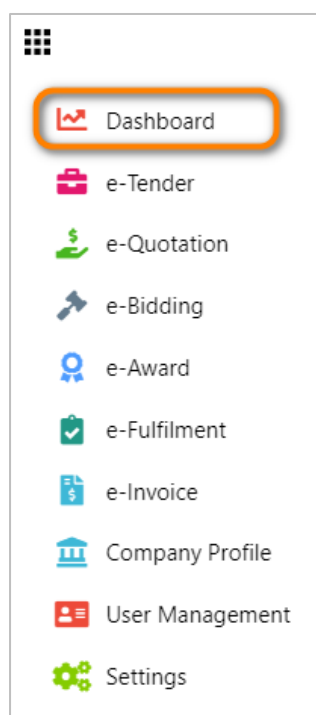- To access your Dashboard, click the Home button (top left corner) and select Dashboard.

Figure 33: Home button - Dashboard

- Here, you can see a summary of all transactions pending action. Click any of the modules here to jump to the main page of that module.

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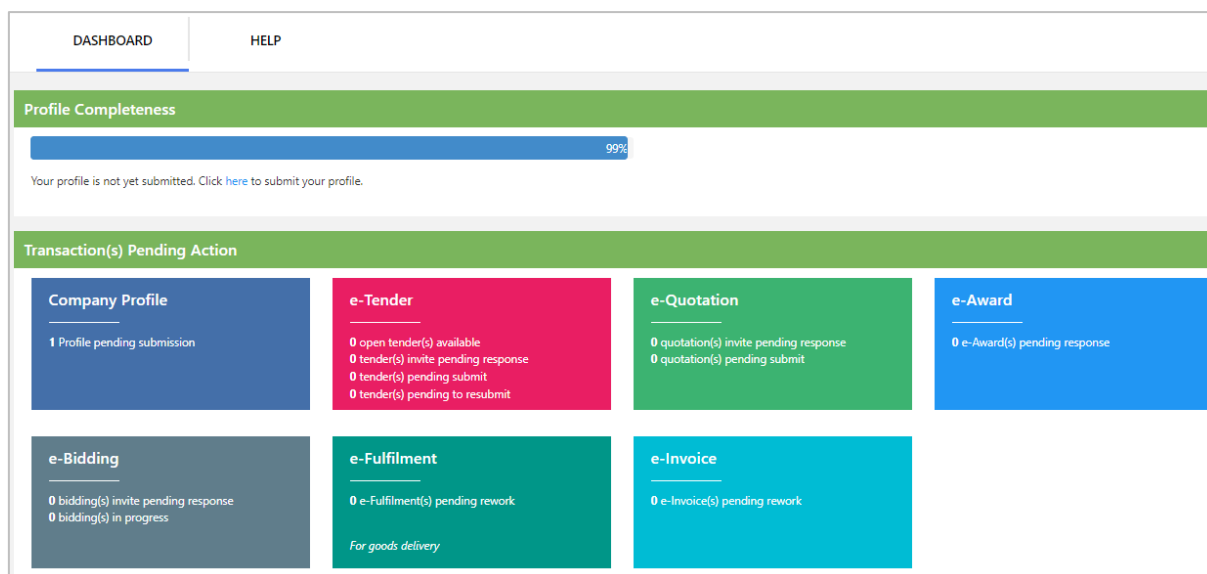
Figure 34: Dashboard – Transactions Pending Action

- If you scroll down, you can see a link to the User Guide. Click the hyperlink to download the latest version of the Vendor's User Guide.

6   e-Tender

- The e-Tender module allows invited Vendors to perform the following tasks:
  - o   Accept or decline invited tenders.
  - o   Submit tender proposals.
  - o   Post clarification questions.
  - o   Track the status of tenders.
- To participate in a Tender:

Figure 35: e-Tender Flow

NOTE: Make sure that you have already connected with the SC, and that your Company Profile is already approved.

6.1 View Available Tenders / All Tenders

- When the SC invites your company to participate in a tender, you will receive a notification email. Click the link in the email to view the tender invitation.
- Alternatively, log in to SC E-Procurement and view the **Dashboard** to see a summary of all Tenders.

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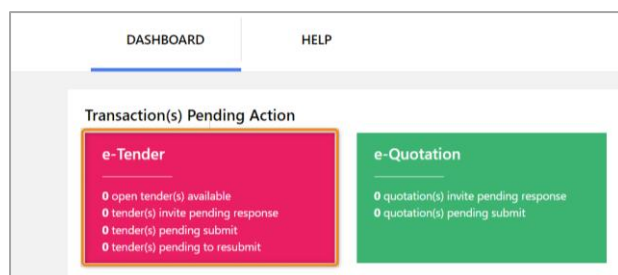
Figure 36: Vendor Dashboard

- **e-Tender** – Click to display the Tender Listing page with details of your tenders. The numbers on this tile indicate:
  o the number of available open tenders.
  o the number of tenders pending your response (accept to participate or decline).
  o the number of tenders pending submission.
  o the number of tenders pending to resubmission (initiated by the SC).
- You can also view the tender listing by clicking on the App Home button (top left of the page) and selecting **e-Tender**.
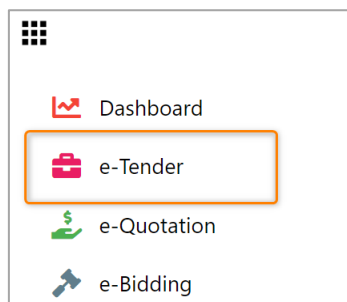
Figure 37: e-Tender

6.2 View Tender Insight

- In the e-Tender module, you can click the **Insight** tab. This lists all your currently active tenders. Declined or Unsuccessful tenders will be excluded from this page.

Figure 38: Tender Insight

- To view or edit any of the listed tenders, click the **Tender No**.

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6.3 Respond to Tender (Accept / Decline)

- In the e-Tender module, you can click the Listing tab to view all tenders your company has participated in.
- Click the notification bar to filter for only the invited tenders that are pending a response.

Figure 39: Tender Listing

- Click the **Tender No.** to view the details of a particular tender and respond to the tender invitation.

Figure 40: Tender Listing

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- Read the tender details.

Figure 41: Tender Details

- You can download tender document(s) from SC E-Procurement . Either click
  Download All to download all the tender documents in a zip folder or click   to download an individual file.

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Figure 42: Download All Tender Documents

- The e-Tender Terms and Conditions page will display the Terms and Conditions documents and Requirement Checklist for Vendors to read.

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- To download the Terms & Conditions document, click on the **Download** button.

Figure 43: Tender Terms and Conditions

- You need to tick all the items under the Requirement Checklist to be qualified to participate in the tender.

Figure 44: Tender Requirement Checklist

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- You may respond to the tender by clicking either the **Participate in this Tender** button or the **Decline** button.

Figure 45: Respond to Tender

6.4 Fill Up Tender Details

NOTE: You are only required to fill in tender details if you have chosen to participate in the tender.

6.4.1 Tender Plan Details

- In the Tender Listing page, click the **Tender No.** to view details of the tender and respond to the tender invitation.

Figure 46: Tender Listing

- Tender Details consists of the Title, Description, the SC, Time Left till tender closing, Tender Fees, Tender Secretariat name and email address and Tender Document(s).

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Figure 47: Tender Details

NOTE: You may notice a black navigation bar on the left side of the page. This allows you to switch between recently viewed tenders.

Figure 48: Tender Details

6.4.2 Tender Documents

- Tender document(s) can be downloaded from the SC E-Procurement system. Click the **Download All** button to download all files in a Zip File or click   to download individual file.

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- Tender documents may include the BOM Template and Compliance Matrix (if any). When editing these documents, you are not allowed to rearrange the columns, remove rows, or add new rows.

Figure 49: Download Tender Documents

6.4.3 Terms & Conditions

- The Terms & Conditions of the Tender can be downloaded by clicking the **Download** button.

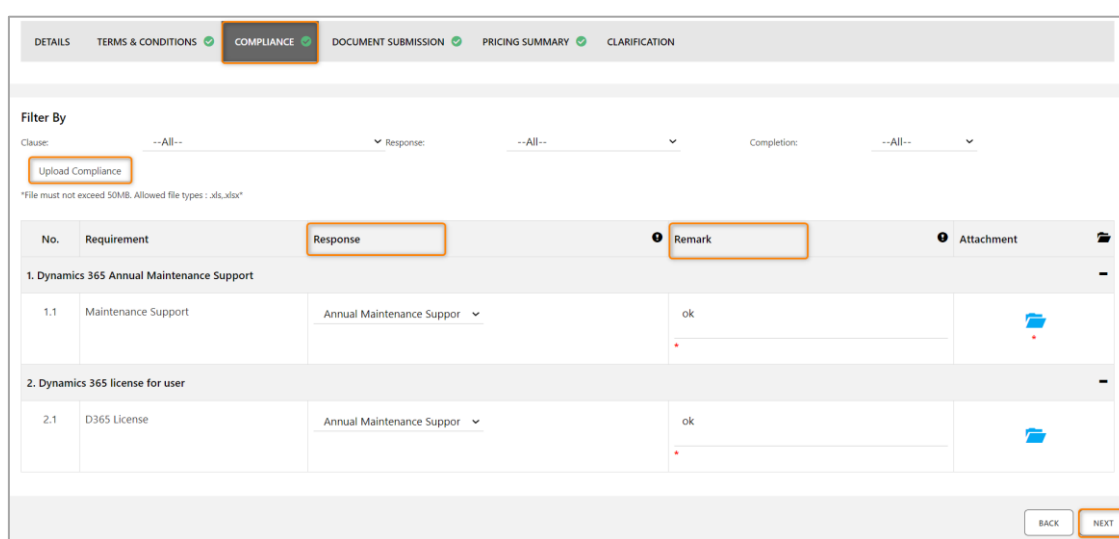*Figure 50: Tender Terms and Conditions*

6.4.4 Fill up Compliance

- The e-Tender Compliance page will display a list of compliance clauses and items set by the SC. You should provide a **Response** and **Remark** for each item in the compliance list. The compliance score and parity band will be automatically calculated by the SC E-

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Procurement system based on the SC's settings during tender creation. The final scores will be stored in the Vendor's profile for reference during the evaluation phase.

- You can fill up the Compliance section directly in the system by selecting a response from the drop-down list for each item. (E.g. Comply, Not Comply, Partially Comply, Yes, No). You can also filter the list of compliance items by **Clause**, **Response** or **Completion.**
- Alternatively, you can choose to download the Compliance Matrix from the Tender Documents tab and fill in the details using a spreadsheet. Once it is completed, you can upload the answered document by clicking on the **Upload Compliance** button.
- You may upload supporting documents for each item by clicking on the blue file icon 📁. Click on **Upload Attachment** and close the Attachment List once your document is uploaded.
- Once done, click **NEXT** to proceed to the **DOCUMENT SUBMISSION** tab.

Figure 51: Tender Compliance

6.4.5 Document Submission

- Depending on the SC's settings, if the Tender is a Split Proposal, there will be two (2) document tabs - one for technical and another one for commercial submission. If the Tender is a Combined Proposal, there will only be one (1) document tab for submission.
- Document submission can only be done prior to the **Tender Closing Date & Time**. After the **Tender Closing Date & Time**, you will be unable to submit any more documents.
- Click **Select files** to submit your Technical and Commercial documents or Tender Documents.
- Click **NEXT** to proceed with the **PRICING SUMMARY** tab.

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Figure 52: Document Submission

6.4.6 Fill up Pricing Summary

- The Pricing Summary is used to provide logical groupings for pricing items. Vendors will need to provide quotations based on the pricing summary items.
- To update the Pricing Summary directly in the system, click the **Edit** button for each item. Input the **Intent to Bid, Justification, SKU, Unit Price, Discount** and **Tax,** and click on **UPDATE** to save the record.
  NOTE: The system will auto populate the total amount of pricing items.

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Figure 53: Pricing Summary tab

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Figure 54: Edit Tender Item - Update the details such as unit price, discount and tax for each item

- Alternatively, if the tender's Pricing Summary uses a Bill of Materials (BOM) Template, then you will need to first download the BOM Template and fill it up. Once you are done, upload it into the system. The system will auto-fill the updated information.
  NOTE: You are not allowed to rearrange the columns, add new rows or remove rows from the spreadsheet. You will also need to sum up the amount for each row by yourself.

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Figure 55: Tender Pricing Summary – Download BOM / BOQ Template
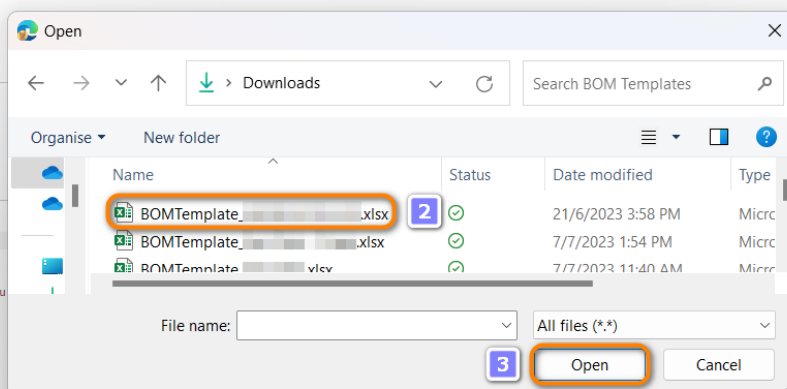
Figure 56: Tender Pricing Summary – Upload BOM

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- As part of the pricing summary, you can also give two (2) types of discounts to the item(s) with **Intent to Bid** = **Yes/Alternative**:
  o Lump sum discount.
  o Line-item discount.

- Please refer to section 6.2.2. Quotation Item to learn how to give Lump sum discounts or line-item discounts.

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- Click **NEXT** to proceed with the **CLARIFICATION** tab.

Figure 57: Tender Pricing Summary – Uploaded BOM records

6.4.7 Clarification

- e-Tender Clarification can be used for Questions and Answers (Q&A) between the Vendors and the SC.
- The functions of the e-Tender Clarification include:
  - o Allowing Vendors to view published clarifications from the SC.
  - o Allowing Vendors to ask questions to the SC.
  - o Allowing Vendors to view responses from the SC.
- New clarifications related to the tender can be raised by clicking **ASK QUESTION?**

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Figure 58: Tender Clarification

NOTE: Vendors can post questions until the **Clarification End Date & Time**.

6.4.8 Submit Tender

- Once all the tender information has been completely filled-up, you may proceed by clicking the **SUBMIT** button.

Figure 59: Submit Tender

- The tender status will change from **DRAFT** to **SUBMITTED**.

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Figure 60: Tender Submission Status

6.5 Alternative Proposal Submission

- Once your first tender proposal has been submitted, if you wish to submit an alternative proposal for the SC's consideration, you can click the **Alternative Submission** button.

Figure 61: Alternative proposal submission

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- If the SC's Procurement Officer approves your request, the system will send a notification email to you and generate a new tender record for your alternative submission. You can view this record in your Tender Listing page and fill it up using the same process as your first submission.

Figure 62: New Tender Record for Alternative Submission

6.6 Tender Processing

6.6.1 Tender Resubmission

- Occasionally, the SC may request that you resubmit your tender bid:
  - o Tender resubmission can be triggered by the SC before or after the Tender Closing Date.
  - o Sometimes, the resubmission may be initiated due to tender addendums.
- Once the SC has requested a tender resubmission, you will receive a notification email.
- **Option 1:** Click on the hyperlink in the email to view and respond to the tender resubmission request.
- **Option 2:** Log in to the system and view your Dashboard to track the number of tenders pending resubmission.

Figure 63: Dashboard – Tender(s) Pending Resubmission

- You can also go to the e-Tender module and view the tenders' pending resubmission in the **My Active Tenders** list. Click the **Tender No.** to edit and resubmit the tender.

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Figure 64: My Active Tenders – Tenders to Resubmit

- You will only be able to upload additional documents in the **Document Submission** tab and edit the details in the **Pricing Summary** tab. Other information in your previous submission will remain unchanged.
  NOTE:
  - o Only Commercial or Tender documents can be uploaded during tender resubmission.
  - o Besides the item details, you will be able to update the **Delivery**, **Lead Time**, **Payment Terms** and **Intangible Value Adding** details.
  - o You can edit the discount given during the tender resubmission.
- Newly submitted documents will have their history tracked as part of the documents submitted under the Company profile.
- Once you have updated and saved your tender, click the **Submit** button.

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Figure 65: Tender Pending Resubmission – Commercial Document

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Figure 66: Tender Pending Resubmission - Submit

- The status will change to **Processing**. You will also receive a notification email confirming your resubmission.

Figure 67: Tender Pending Resubmission – Processing

- Alternatively, if the SC allows bidders to request amendments, you can also trigger a Tender resubmission by clicking the **Request Amendment** button at the bottom of a Tender.

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Figure 68: Tender Request Amendment

- Then, fill in the **Reason** for your request and click the **SUBMIT FOR APPROVAL** button.

Figure 69: Tender Request Amendment – Reason

- The Reason for the tender resubmission request will be recorded in the **Activity Log**.

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Figure 70: Tender Request Amendment – Activity Log

- The SC will be informed via a notification email to review and approve your request before you can update and resubmit your tender.

6.6.2 Tender Extension

- In certain circumstances, the SC may trigger a Tender Extension (E.g. additional requests were added to the Tender Plan (Tender Addendum) or the SC wished to gather more Vendors to participate).
  NOTE: If the Tender is extended after the Tender end date, all the submitted Tender's statuses will be changed to "To Resubmit".

Figure 71: Tender Extension – To Resubmit

- Vendors will receive a **Notification Email** regarding the **Tender Extension**.

6.6.3 Tender Cancellation

- In certain circumstances, the SC may cancel a Tender that has been initiated.
- Vendors will receive a **Notification Email** regarding the **Tender Cancellation**.

6.6.4 Tender Awarded

- Bidders will receive a notification email once a tender has been awarded.
- Awarded Vendors will receive a **Letter of Award (LOA)**.
- Unsuccessful Vendors will receive a **Letter of Regret (LOR).**

Standard Operating Procedures for SC E-Procurement System (Vendor)

7 e-Bidding

7.1 Respond to e-Bidding (Accept / Decline)

- e-Bidding is a real-time reverse auction that allows Vendors to participate in tenders through a Web-based portal.
- The diagram below shows the stages of the e-Bidding process and the possible statuses of your bid.
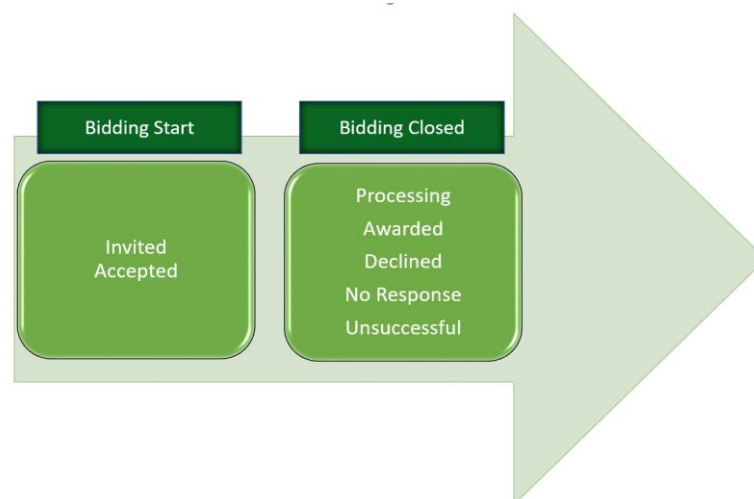
Figure 72: e-Bidding Flow

- If you are invited for e-Bidding, you will receive an invitation email.
- You also can find the e-Bidding invitation from the home Dashboard.
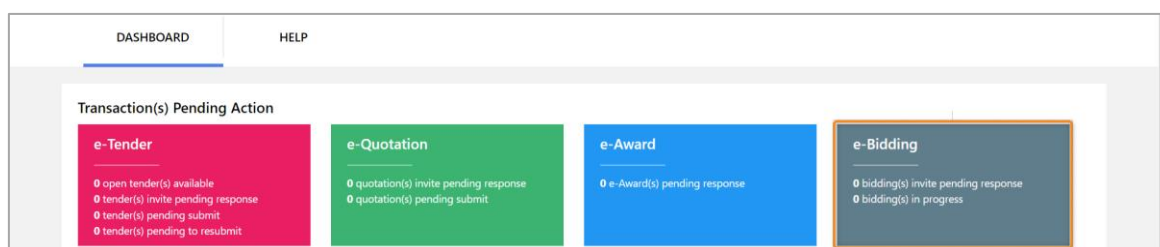
Figure 73: e-Bidding

Standard Operating Procedures for SC E-Procurement System (Vendor)

- Available e-Bidding sessions will be display on the e-Bidding listing. You can use the filters on the left side of the page to filter for specific e-Bidding sessions.
- Click the **e-Bidding title** to view details of the bidding and respond to the bidding invitation.
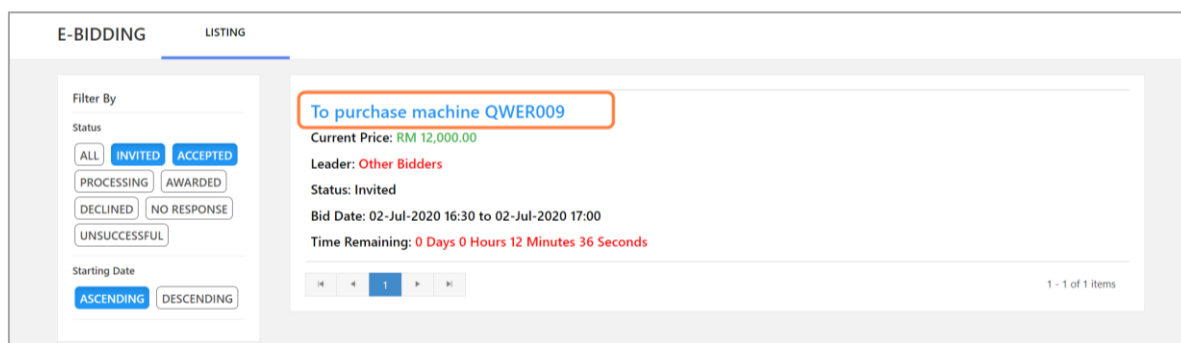
Figure 74: e-Bidding Listing

- When a tender is open for bidding, Vendors will be able to:
  - Participate in bidding.
  - Decline to participate.
- Once you click on a Bidding Title, you can read the e-Bidding details. You can download the attached document(s) from by either clicking **Download All** or clicking ⬇ to download an individual file. [Updated in v6.4]
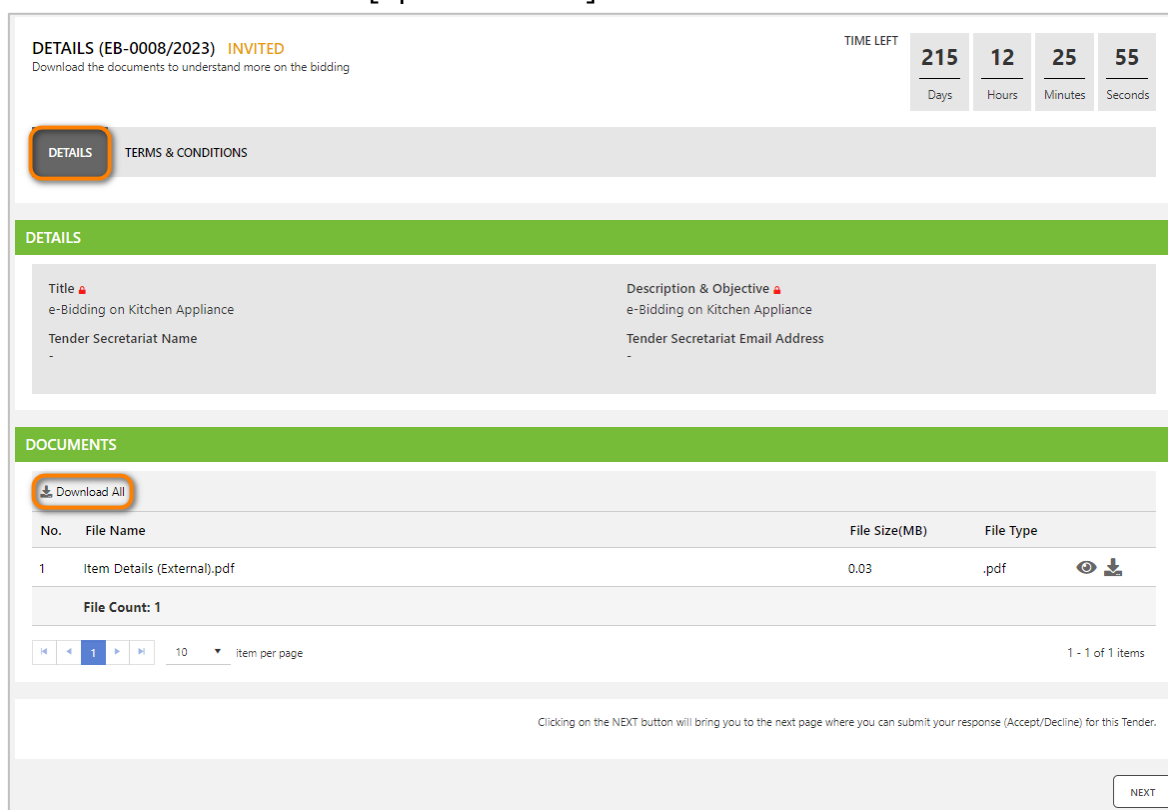
Figure 75: e-Bidding Details and Download Bidding Documents

- The Terms and Conditions tab will display the Terms and Conditions documents and Requirements Checklist for Vendors to read. Click the **Download** button to download the Terms and Conditions.

Standard Operating Procedures for SC E-Procurement System (Vendor)

- You may respond to the bidding by clicking either **PARTICIPATE IN THIS BIDDING** or **DECLINE**.

  NOTE: You need to tick all the items under the Requirements Checklist to be qualified to participate in the bidding. Some tenders may incur Bidding Fees.

Figure 76: Bidding Terms and Conditions and Response to Bidding

7.2 Place your Bid

NOTE: Only qualified bidders who meet all the requirements are allowed to participate in bidding. The bidding price will be refreshed in real-time as and when other bidders submit their bids.

Standard Operating Procedures for SC E-Procurement System (Vendor)

- The bidding page will display the time left and the current price.
- Input your **Bid Amount** and click the **BID** button to submit your price.

Figure 77: Submit Bid Amount

NOTE:

- o The **Current Price** will be updated in real time and indicates the current price of the bid.
- o The **Starting Price** is the initial price of the bidding.
- o The **Minimum Price Per Bid** is the minimum decrement Vendors may deduct to submit the next bid.
- o The currency value in each of the price fields will be followed what had been set by the SC.

- If you would like to offer a better price, you may input your price in the **Bid Amount** box and click on the **BID** button to submit the new price.
- A timeline chart is displayed at the bottom of the page to help compare your price to other bidders.
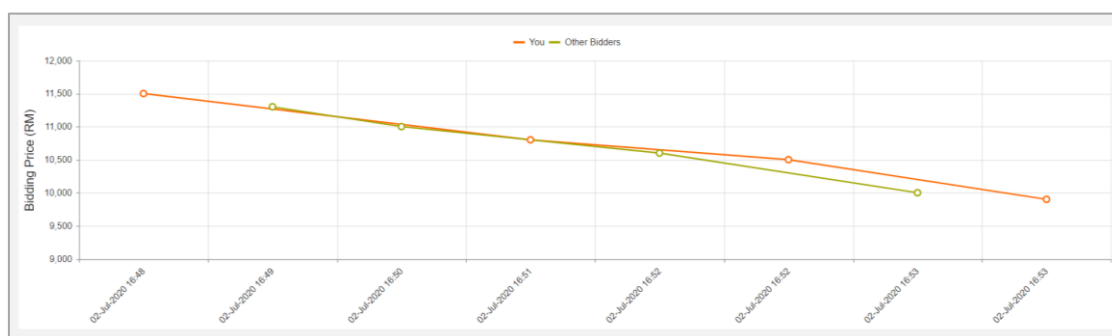
Figure 78: Bidding History diagram

- Once the bidding ends, the SC will process the bids. If you are successful, you will receive a Purchase Order or Contract in the **e-Award** page.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 79: Quotation Item

- Once all the quotation items are updated, click **NEXT** to proceed with the **DOCUMENT SUBMISSION** tab or click the **SUBMIT** button to submit the quotation.

7.3 E-Bidding Resubmission

- Occasionally, the SC may request that you resubmit your bid. E-Bidding resubmission can be triggered by the SC during the Pending Negotiation stage.
- Once the SC has requested an e-Bidding resubmission, you will receive a notification email.
- **Option 1:** Click on the hyperlink in the email to view and respond to the e-Bidding resubmission request.
- **Option 2:** Log in to the system and view your Dashboard to track the number of e-Bidding pending resubmission.
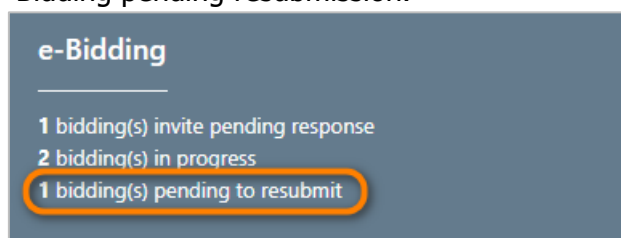
Figure 80: Dashboard – Bidding(s) Pending Resubmission

- You can also go to the e-Bidding module and view the e-Biddings pending resubmission using the Filter By: **Pending Negotiation**. Click n the **e-Bidding title** to edit and resubmit the e-Bidding.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 81: e-Bidding – Pending Negotiation

- You will only be able to edit the **Pricing Summary** tab. In this tab, besides updating the item details, you will be able to add value to the **Delivery**, **Lead Time**, **Payment Terms** and **Intangible Value Adding**.
- Once you have updated and saved your e-Bidding, click the **Submit** button.

Figure 82: e-Bidding Pending Resubmission - Submit

- The status will change to **Processing**.

Standard Operating Procedures for SC E-Procurement System (Vendor)

8 e-Award

8.1 View Award

- To view your Awards, click othe **Home button** (top left of the page) and select **e-Award**.
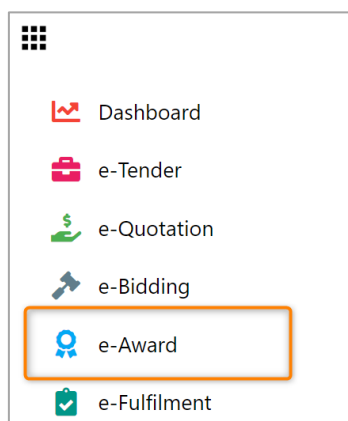
Figure 83: e-Award

- Alternatively, click the **Home button** and select **Dashboard** to view a summary of all tenders and awards. Click the **e-Award box** to navigate to the Award module.
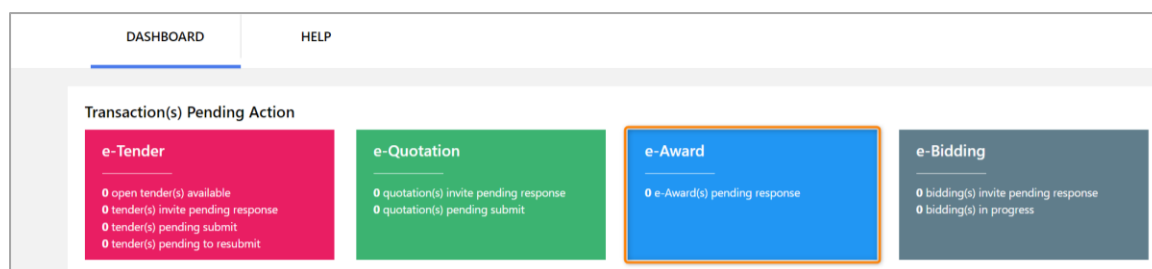

Figure 84: Vendor Dashboard

- The e-Award module consists of two (2) tabs which are:
  - ○ **Order Listing:** Purchase Orders/LOA/LOE that are awarded to you.
  - ○ **Contract Listing**: Contracts that are awarded to you.

Figure 85: e-Award – Order Listing

Standard Operating Procedures for SC E-Procurement System (Vendor)

8.2 e-Award Insight

- The e-Award **Insight** tab displays a quick summary of all Purchase Orders that have been awarded to your company. The summary includes:
  - A pie chart listing the status of all e-Awards (Pending Acceptance, Accepted and Declined).
  - List of all Awarded Purchase Orders.
- You can click on any Award No. to view its details.
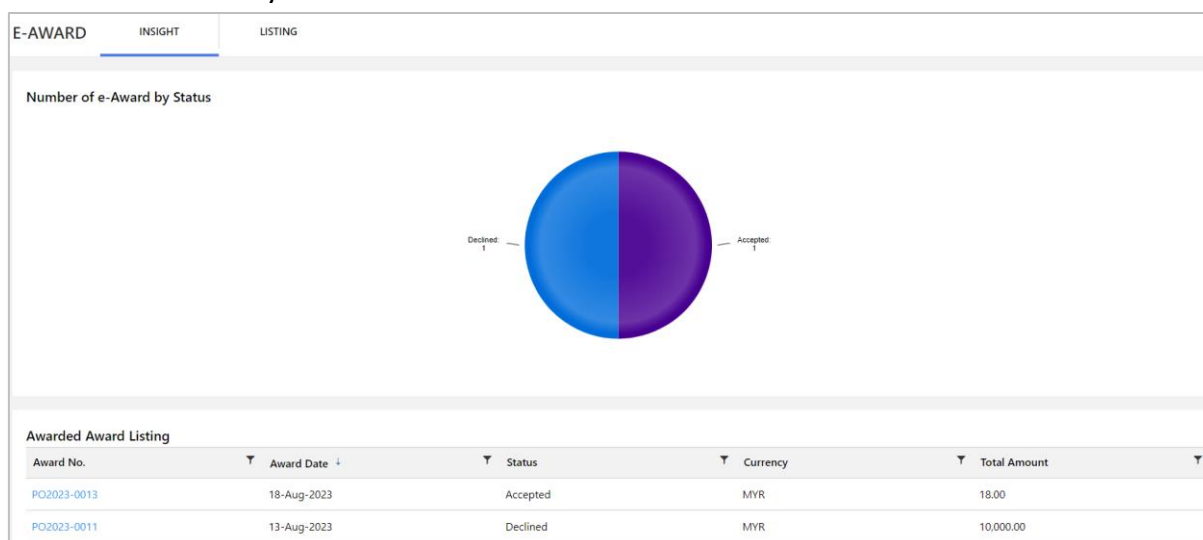
Figure 86: e-Awards Insight

8.3 View Order

- Once a Purchase is issued by the SC, you will receive a notification email. You can also view the PO or LOA or LOE details in the **e-Award** Listing tab.
- To view Purchase Order details, click the **Order No.**

Figure 87: Order Listing

- Here, you can view the Purchase Order Details, view, and download the documents uploaded by the SC, upload attachments, and respond to the order (Accept/Decline).

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 88: View order

8.4 View Contract

- Once a contract is submitted or published by the SC, you will receive a notification email.

Standard Operating Procedures for SC E-Procurement System (Vendor)

- **Option 1:** Click the link in the email to view and respond to the contract award.
- **Option 2:** Login to the SC E-Procurement platform. Click the **Home button** (top left of the page) and select **e-Award**.
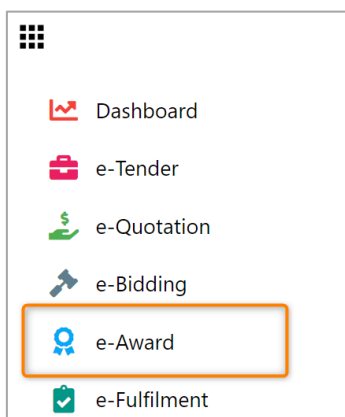

Figure 89: e-Award

- Click the **Contract Listing tab**. This will display a list of all Contracts that have been awarded to you. Click **Contract No**. to view its details for your reference.

Figure 90: e-Award – Contract Listing

9 e-Fulfilment

- You are required to create an e-Fulfilment record for any goods or services delivered in order to submit an e-Invoice for payment claims.
- Vendors able to perform:
  - Submit Delivery Orders (DO) for SC to acknowledge the goods or services are delivered.
  - Attach valid Purchase Orders/ LOAs/LOEs or other supporting documents if required.
- Pre-requisite to e-Fulfilment:
  - Vendor must first accept the Purchase Order/LOA/LOE in e-Award.

- In the Home button (top left of the page), click **e-Fulfilment** to view the list of delivery orders.

Standard Operating Procedures for SC E-Procurement System (Vendor)
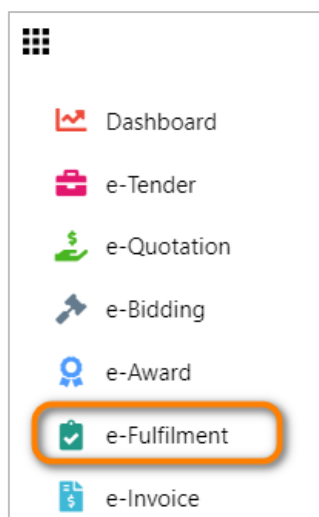
Figure 91: e-Fulfilment

9.1 e-Fulfilment Insight

- The e-Fulfilment Insight tab displays a quick summary of all delivery orders that have been submitted by your company. This gives you a quick snapshot of your company's performance. It includes:
    - o A pie chart of all Delivery Orders by status.
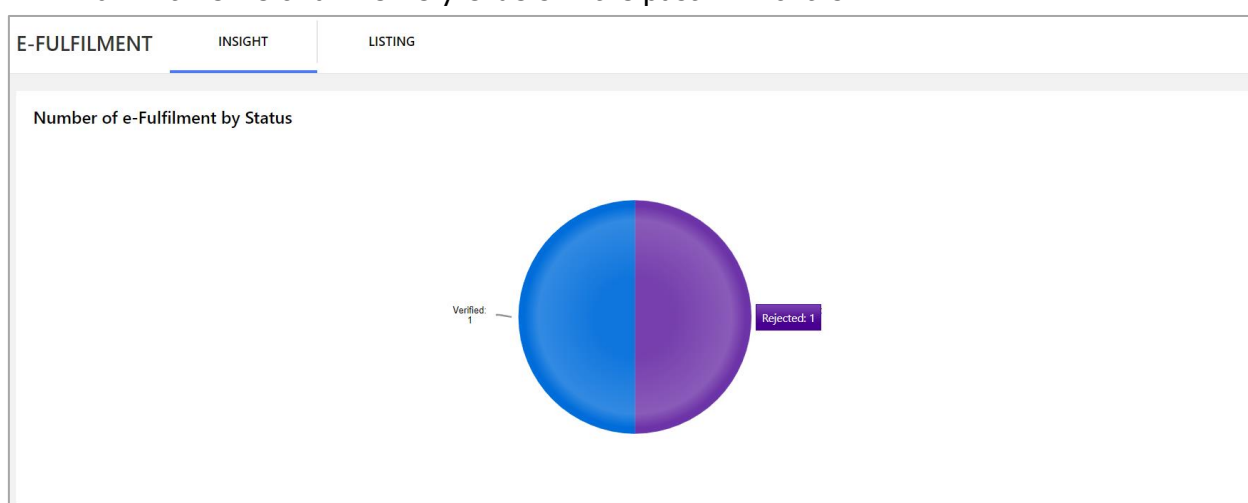   - o A timeline of all Delivery Orders in the past 12 months.

Figure 92: e-Fulfilment Insight – Pie Chart of e-Fulfilment by Status

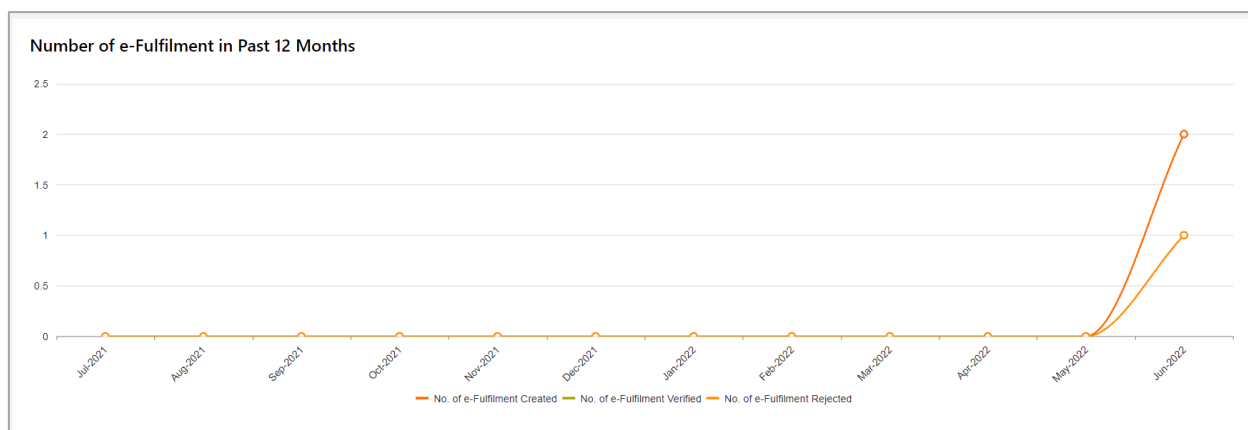Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 93: e-Fulfilment Insight – Timeline of e-Fulfilment by Status

9.2 Create e-Fulfilment

9.2.1 DO Header

- Click **+ Add New Record** to create a delivery order to list the services or items that were delivered.

Figure 94: e-Fulfilment Listing

- In the DO Header, you can select the DO source from either a **Purchase Order** or **Contract**.

Figure 95: DO Source

- The DO Header consists of information about the selected Award or Contract, as well as delivery information. You are required to select a Award or Contract number from the list of accepted Awards or published Contract, and provide the delivery information.
- Click **SAVE** to save the record or **NEXT** to proceed with the **DOCUMENT** tab.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 96: e-Fulfilment - DO Header

9.2.2 Document

- This tab allows you to upload supporting documents such as Delivery Notices.
- Click **Select files** to upload your document(s). Once the document is uploaded, there are three icons for you to **view** the document in the web browser, to **download** the document, and to **delete** the document.
  NOTE: The document formats that are supported for the browser preview include "docx", "doc", "pdf", "txt", "xls", "xlsx", "ods", "bmp", "png", "gif", "jpg", "jpeg", "wmf", "emf", and "tiff".
- Click **NEXT** to proceed with the **ITEMS** tab.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 97: e-Fulfilment - Document

9.2.3 Item(s)

- The delivery items list is auto generated based on the Purchase Order or Contract that you selected under the DO Header. However, you will need to specify the quantity that you have delivered.
- Click the **Edit** button for each item to input the **Delivery Quantity** and click **Update** to save the record.
  NOTE: The error message will be out if the Delivery Quantity is more than the Balance Quantity from PO or Contract.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 98: e-Fulfilment - Item

9.3 Submit e-Fulfilment

- After all the delivery information is provided, you may click the **SUBMIT** button to submit the delivery order.
- Upon clicking the **SUBMIT** button, the status of the Delivery Order will change from **DRAFT** to **SUBMITTED**.
  NOTE: You may delete the item(s) from the listing if the item is not delivered yet.

Figure 99: e-Fulfilment – Submission

10 e-Invoice

- Vendors are required to create an e-Invoice record in order to claim payments from the SC.
- Vendors able to:

Standard Operating Procedures for SC E-Procurement System (Vendor)

- o   Create an e-Invoice by selecting submitted Delivery Orders (DO)/\.
- o   Attach valid Purchase Order / LOA or any supporting documents if required.
- o   Create an invoice without a Purchase Order or Contract.
- Pre-requisite to e-Invoice:
  - o   Vendor must have accepted a Purchase Order/Awarded Contract/LOA in e-Award.
  - o   Vendor must have submitted a Delivery Order in e-Fulfilment.
- In the Home button (top left of the page), click **e-Invoice** to view the list of invoices.
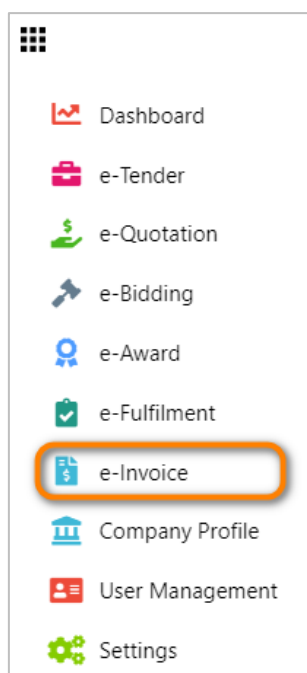

Figure 100: e-Invoice

10.1 Create e-Invoice

10.1.1   Invoice Header

- Click **+ Add New Record** to create a new invoice.

Figure 101: e-Invoice Listing

- The information will be automatically generated once the Purchase Order or Contract is selected.

Standard Operating Procedures for SC E-Procurement System (Vendor)

- Review the auto-generated information. You may also specify the payment due date as a reminder for the SC.
- Click **SAVE** to save the record or **NEXT** to proceed with the **DELIVERY ORDER** tab.

Figure 102: e-Invoice - Invoice Header

10.1.2   Delivery Order

- Here, you can select a previously submitted delivery order to inform the SC which Delivery Order this Payment Milestone is for.
  NOTE: If the SC does not require delivery for this Payment Milestone (e.g. for payment of deposit), you can skip this step and proceed to supporting document.
- Click **+ Add New Record**, and select one of your previously submitted delivery orders from the dropdown list.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 103: e-Invoice – Add new delivery order

- Once you have selected the Delivery Order(s), click the **Update** button.

Figure 104: e-Invoice – Select delivery order

- Click **SAVE** to save the record or **NEXT** to proceed with the **SUPPORTING DOCUMENT** tab.

Figure 105: e-Invoice – Delivery Order

Standard Operating Procedures for SC E-Procurement System (Vendor)

10.1.3   Supporting Document

- You are required to upload your company's invoice as your supporting document. You may also upload any other supporting documents in this tab forthe SC to review and process your invoice.
- Click **Select files** to upload your document(s). Once the document is uploaded, there are three icons for you to **view** the document in the web browser, to **download** the document, and to **delete** the document.
  NOTE: The document formats that are supported for the browser preview include "docx", "doc", "pdf", "txt", "xls", "xlsx", "ods", "bmp", "png", "gif", "jpg", "jpeg", "wmf", "emf", and "tiff".
- Click **SAVE** to save the record.

Figure 106: e-Invoice -Supporting Document

10.1.4   Submit e-Invoice

- Once all the information and supporting documents for your invoice have been provided, you may click o the **SUBMIT** button to submit the invoice. The status of the invoice will change from **DRAFT** to **SUBMITTED** or **SUBMITTED FOR APPROVAL**, depending on whether the SC requires approval for Invoices.
- Once the SC has approved the invoice, you will receive a notification email and the invoice status will change to **APPROVED.**

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 107: e-Invoice – Submission

10.2 Create e-Invoice without Purchase Order or Contract

10.2.1 Invoice Header

- In the e-Invoice page, click **+ Add New Record** to create an invoice.

Figure 108: e-Invoice Listing

- Invoice Header consists of the Invoice information. Select the SC under **Company Name.** Make sure the **Create From Purchase Order / Contract** checkbox is NOT selected.
- You may specify the payment due date as a reminder for your SC.
- Click **SAVE** to save the record or **NEXT** to proceed with the **INVOICE ITEM** tab.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 109: e-Invoice – Invoice Header (Without PO)

10.2.2   Invoice Item

- This tab lists all the Invoice Items including the model, quantity, unit price etc.
- To create a new invoice item, click **+ Add New Record** button.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 110: Invoice –Invoice Item

- Fill up the mandatory fields including the **Description**, **UOM**, **Quantity** and **Unit Price**. Then, click the **UPDATE** button.

Figure 111: Invoice – Add New Invoice Item

- Click on **NEXT** to proceed with the **SUPPORTING DOCUMENT** tab.

10.2.3   Supporting Document

- You are required to upload your company invoice as one of your supporting documents. You may also upload any other supporting documents for the SC to review and process your invoice.

Standard Operating Procedures for SC E-Procurement System (Vendor)

- Click **Select files** to upload your document(s). Once the document is uploaded, there are three icons for you to **view** the document in the web browser, to **download** the document, and to **delete** the document. [Updated in v6.4]
  NOTE: The document formats that are supported for the browser preview include "docx", "doc", "pdf", "txt", "xls", "xlsx", "ods", "bmp", "png", "gif", "jpg", "jpeg", "wmf", "emf", and "tiff".
- Click **SAVE** to save the record.

Figure 112: e-Invoice -Supporting Document

10.2.4   Submit e-Invoice

- After all the information and supporting documents for your invoice are provided, you may click the **SUBMIT** button to submit the record. The status of the Invoice will change from **DRAFT** to **SUBMITTED**.

Standard Operating Procedures for SC E-Procurement System (Vendor)

Figure 113: e-Invoice – Submission

Figure 113: e-Invoice – Submission