



**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.

## Table of Contents

1	Overview .....	4
2	Register as a new Vendor.....	4
3	Manage Users .....	7
3.1	Add Users .....	7
3.2	Edit or Deactivate User.....	8
3.3	Pending Task.....	10
4	Login and complete Company Profile.....	10
4.1	Background .....	11
4.2	Corporate Structure .....	15
4.3	Financial Information .....	16
4.4	Resources .....	19
4.5	Track Record and References .....	20
4.6	Document Upload .....	21
4.7	Complete and Submit Company Profile .....	21
5	Dashboard .....	22
5.1	Main Dashboard .....	22
6	e-Tender .....	23
6.1	View Available Tenders / All Tenders .....	23
6.2	View Tender Insight.....	24
6.3	Respond to Tender (Accept / Decline) .....	25
6.4	Fill Up Tender Details .....	29
6.4.1	Tender Plan Details .....	29
6.4.2	Tender Documents.....	30
6.4.3	Terms & Conditions.....	31
6.4.4	Fill up Compliance .....	31
6.4.5	Document Submission .....	32
6.4.6	Fill up Pricing Summary .....	33
6.4.7	Clarification .....	38
6.4.8	Submit Tender .....	39
6.5	Alternative Proposal Submission.....	40
6.6	Tender Processing .....	41
6.6.1	Tender Resubmission .....	41
6.6.2	Tender Extension .....	46
6.6.3	Tender Cancellation.....	46
6.6.4	Tender Awarded .....	46

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

7	e-Bidding .....	47
7.1	Respond to e-Bidding (Accept / Decline) .....	47
7.2	Place your Bid .....	49
7.3	E-Bidding Resubmission .....	51
8	e-Award.....	53
8.1	View Award .....	53
8.2	e-Award Insight.....	54
8.3	View Order.....	54
8.4	View Contract.....	55
9	e-Fulfilment .....	56
9.1	e-Fulfilment Insight.....	57
9.2	Create e-Fulfilment .....	58
9.2.1	DO Header .....	58
9.2.2	Document.....	59
9.2.3	Item(s) .....	60
9.3	Submit e-Fulfilment.....	61
10	e-Invoice .....	61
10.1	Create e-Invoice .....	62
10.1.1	Invoice Header.....	62
10.1.2	Delivery Order .....	63
10.1.3	Supporting Document .....	65
10.1.4	Submit e-Invoice .....	65
10.2	Create e-Invoice without Purchase Order or Contract.....	66
10.2.1	Invoice Header.....	66
10.2.2	Invoice Item .....	67
10.2.3	Supporting Document .....	68
10.2.4	Submit e-Invoice .....	69

# 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.

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

Register As a Vendor

Company Information

\* Registration Type  
-Please select-

\* Company registered in Malaysia?  
☒ Yes ☐ No

\* Registration No. / Organization No.  
E.g. 201903123456

Old Registration No. / Organization No.  
E.g. 976921U

\* Full Name of Company

\* Account Type  
☒ Supplier ☐ Contractor ☐ Consultant ☐ Buyer

\* Company Address Line 1

Company Address Line 2

Company Address Line 3

\* City

\* State  
-Please select-

\* Postal Code

\* Country  
Malaysia (MY)

Company Website

Figure 2: Vendor Registration Form

Enter your login details

Login User Information

\* Username

\* Email  
E.g. example@domain.com  
An activation Email notification will be sent to this Email address.


\* Mobile Number  
+60 E.g. 121234567

\* Security Question  
-Please select-

\* Full Name

\* Re-enter Email

\* Answer To Question

☐ I'm not a robot 

☐ I have read and agreed to the [Terms of Use](#) and [Privacy Policy](#)

REGISTER

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)

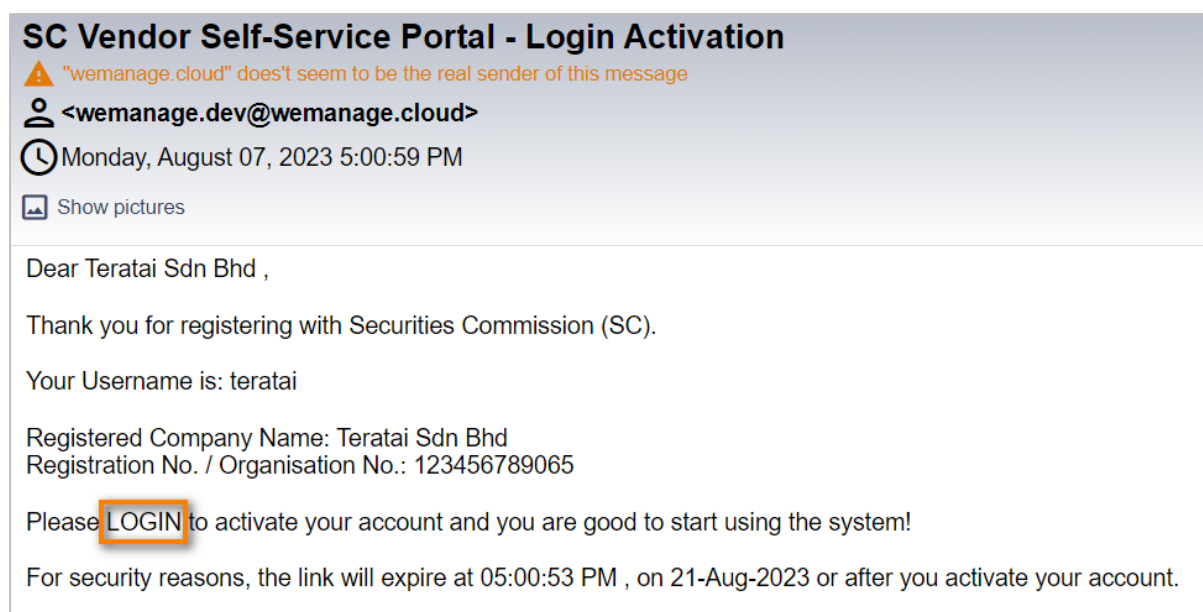


Figure 4: Email notification activation account

- 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.

Set Password

Full Name of Company 🚫  
Teratai Sdn Bhd

Registration No. / Organisation No. 🚫  
123456789065

Username 🚫  
teratai

\* Password

\* Confirm Password

SUBMIT

Figure 5: Set Password

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

## 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**.

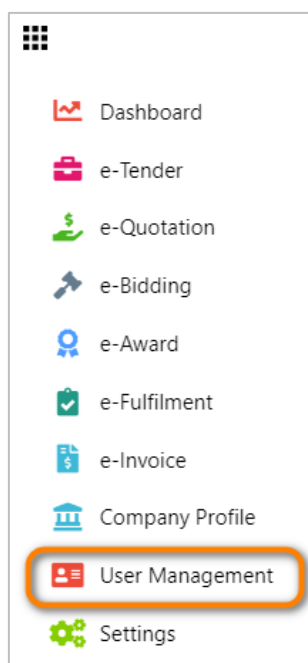


Figure 6: User Management

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

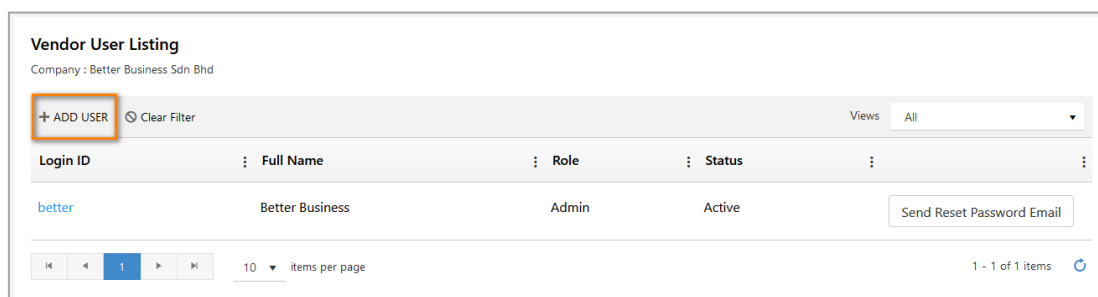
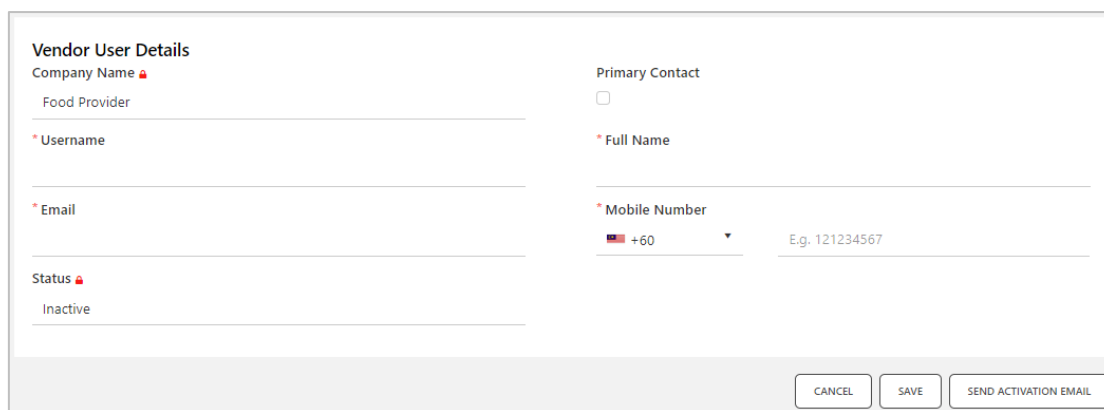



Figure 7: Vendor User Listing

- 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.

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




**Vendor User Details**

Company Name   
Food Provider


\* Username

\* Email

Status   
Inactive

Primary Contact  
☐

\* Full Name

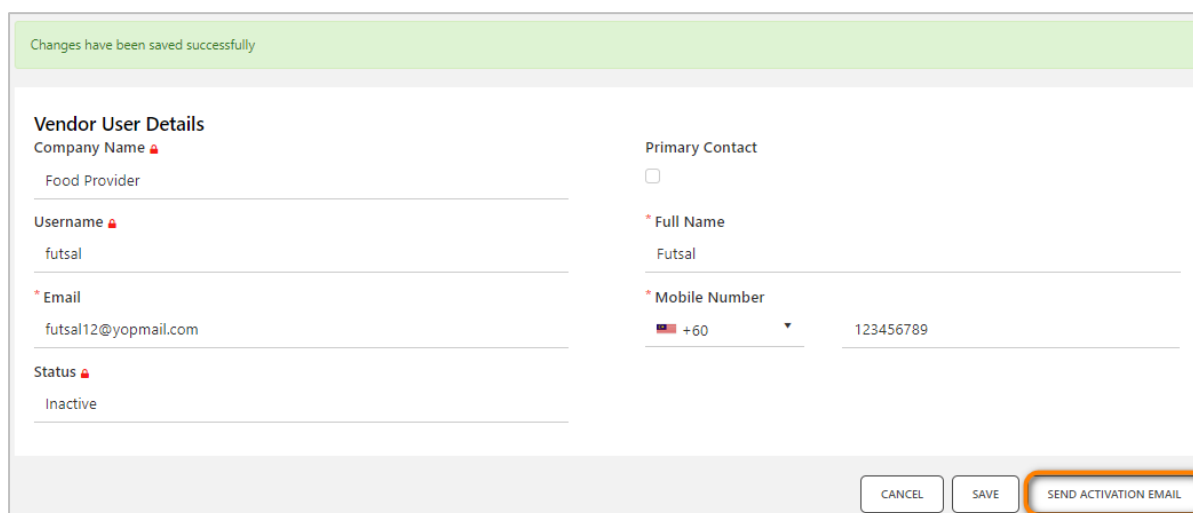
\* Mobile Number  
+60  E.g. 121234567

CANCEL SAVE SEND ACTIVATION EMAIL

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.




Changes have been saved successfully

**Vendor User Details**

Company Name   
Food Provider


Username   
futsal

\* Email  
futsal12@yopmail.com

Status   
Inactive

Primary Contact  
☐

\* Full Name  
Futsal

\* Mobile Number  
+60  123456789

CANCEL SAVE SEND ACTIVATION EMAIL

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)

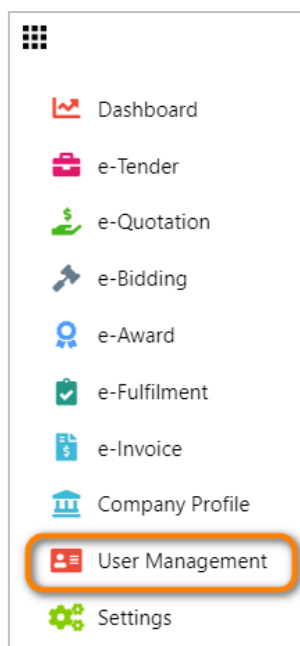


Figure 10: User Management

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

**Vendor User Listing**  
Company : Nuclear IT Solutions Sdn Bhd

+ ADD USER    Clear Filter    Views: All

Login ID	Full Name	Primary Contact	Role	Status	isActivated
SYVendorUser2	SY Vendor User 2	No	Sale	Active	<a href="#">Send Reset Password Email</a>
SYVendorUser1	SY Vendor User 1	No	Finance	Active	<a href="#">Send Reset Password Email</a>
SYVendorAdmin	SY Vendor Admin	Yes	Admin	Active	<a href="#">Send Reset Password Email</a>

10 Items per page    1 - 3 of 3 items

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.

**Vendor User Details**

Company Name: Nuclear IT Solutions Sdn Bhd

Username: SYVendorUser1

\* Email: sy-vendoruser1@yopmail.com

\* Security Question: In what city were you born?

\* Role: Finance

Primary Contact: ☐

\* Full Name: SY Vendor User 1

\* Mobile Number: +60 1231234567

\* Answer To Question: Kuala Lumpur

Status: Active

Admin - have access to full functionality  
Sale - have access to e-Tender only  
Finance - have access to e-Invoice only

CANCEL SAVE DEACTIVATE SEND RESET PASSWORD EMAIL

Figure 12: Vendor User Details

### 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**.

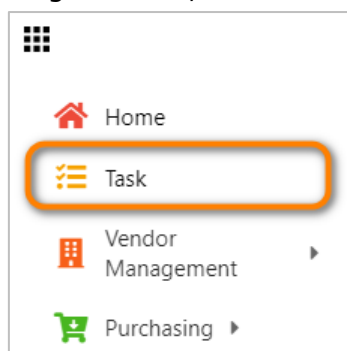


Figure 13: App Launcher - Task

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

TASK				
Pending Task Listing				
Task (15)	Vendor (1)	Tender (2)	E-Bidding (1)	Direct Negotiation (4)
Award (1)	Purchase Requisition (3)	Delivery Order (0)	Invoice (0)	Vendor Performance (0)
Quotation (2)	Contract (1)			
Reference No.	Status	Title	Module	Task Assigned Date
<a href="#">PR2023-0017</a>	Submitted	Purchase Materials	Purchase Requisition	03-Aug-2023
<a href="#">PR2023-0016</a>	Submitted	Purchase of IT Equipment	Purchase Requisition	03-Aug-2023

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)

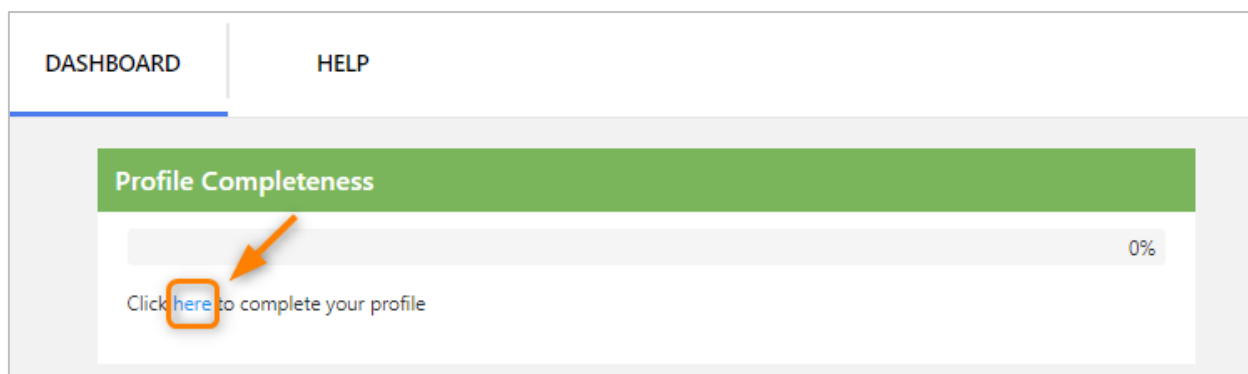


Figure 15: Profile Completeness

- 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:
  - **Addresses:** Company Registered Address, Business Address and Workshop/Warehouse Address.
  - **Business Details:** Basic Company details and Bank Account details.
  - **Business Activities:** Nature of business, registered bodies and product information.
  - **Key Contacts:** Key individuals who the SC can contact, usually the sales department. The system required at least one (1) Key Contact.

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

COMPANY PROFILE		BACKGROUND	CORPORATE STRUCTURE	FINANCIAL INFORMATION	RESOURCES	TRACK RECORD AND REFERENCES	DOCUMENT UPLOAD
<div>Addresses Business Details Business Activities Key Contacts</div>							
Company Name Mega Holdings Sdn Bhd				* Currency US dollar (USD)			
* Address Line 1 Level 2, WBC Jalan 1/1A,				Address Line 2			
Address Line 3				* City UEP Subang Jaya.			
* State Selangor				* Postal Code 68000			
* Country Malaysia (my)				Company Website Metrod Holdings Berhad			
* Telephone No. +60 1123237323				Fax No. +60 E.g. 333445566			
* Is your company's registered address same with business address? <input checked="" type="radio"/> Yes <input type="radio"/> No							

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).

COMPANY PROFILE		BACKGROUND	CORPORATE STRUCTURE	FINANCIAL INFORMATION	RESOURCES	TRACK RECORD AND REFERENCES	DOCUMENT UPLOAD
<div>Addresses Business Details Business Activities Key Contacts</div>							
Company Name Mega Holdings Sdn Bhd				<div>           * Currency            US dollar (USD)         </div>			
* Address Line 1 Level 2, WBC Jalan 1/1A,				Address Line 2			

Figure 17: Company Profile - Background: Currency

COMPANY PROFILE		BACKGROUND	CORPORATE STRUCTURE	FINANCIAL INFORMATION
Financial Background		Financial Statement		
Authorized Capital (USD)				
Paid-Up Capital (USD)				

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

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

**COMPANY PROFILE**

BACKGROUND ○ CORPORATE STRUCTURE ○ FINANCIAL INFORMATION ○ RESOURCES ○ TRACK RECORD AND REFERENCES ○ DOCUMENT UPLOAD ○

Addresses Business Details Business Activities Key Contacts

\* Type of Registration Partnership

\* Registration No. / Organisation No. 202103220332

Old Registration No. / Organisation No.

\* Date of Incorporation

Tax Registration No.

Ministry of Finance's Company Registration No.

\* Country Of Registration Malaysia (my)

\* Are you a Bumiputera Status Company? -Please select-

\* Has your company ever had a name change before?  
☐ Yes ☐ No

\* Microsoft Partner  
☐ Yes ☒ No

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.

\* **Bank Account Details**

Please provide us with your bank details

+ Add New Record + Request For Bank

Account Holder Name ▼	Account No. ▼	Bank Name ▼	Swift Code ▼	Bank Country ▼
Mega Holdings Sdn Bhd	123557879909	MAYBANK ISLAMIC BERHAD (MBISMYKL)	MBISMYKL	Malaysia

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.

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

**Request to add a bank as an option**

Cannot find your option? Please leave your message to us, we will review your request and get back to you as soon as possible.

\* Your Message:

SEND REQUEST

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

**COMPANY PROFILE**

BACKGROUND CORPORATE STRUCTURE FINANCIAL INFORMATION RESOURCES TRACK RECORD AND REFERENCES DOCUMENT UPLOAD

Addresses Business Details **Business Activities** Key Contacts

What is the nature of your business?

+ Add New Record

Vendor Category	Vendor Sub-category
No items to display	

10 items per page

**Additional Information**

Is your company registered with CIDB?

☐ Yes ☐ No

Is your company registered with ST?

☐ Yes ☐ No

Is your company registered with MOF?

☐ Yes ☐ No

Is your company registered with MSC?

☐ Yes ☐ No

**Product Information**

\* Are your products made in Malaysia?

☐ Yes ☐ No

Figure 22: Company Profile - Background: Business Activities

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

The screenshot shows the 'Company Profile' interface with the 'Background' tab selected. Under the 'Background' tab, the 'Key Contacts' sub-tab is active. A message at the top states: 'Please add/edit your company's key contacts, especially your Sales and Finance contacts.' Below this is a '+ Add New Record' button. The main form area is titled 'Key Contact Information' and contains several fields:

- Name:** A text input field.
- \* Role:** A dropdown menu with the option '-- Please Select --'.
- \* Designation:** A text input field.
- \* Nationality:** A dropdown menu with the option 'Malaysia'.
- Telephone:** A text input field with a country code dropdown (showing '+60') and an example 'E.g. 333445566'.
- Fax:** A text input field with a country code dropdown (showing '+60') and an example 'E.g. 333445566'.
- Mobile:** A text input field with a country code dropdown (showing '+60') and an example 'E.g. 123456789'.
- \* Email Address:** A text input field with an example 'E.g. example@domain.com'.

A small note at the bottom right of the form states: 'Please ensure you enter a valid Email address.'

Figure 23: Company Profile - Background: Key Contacts

## 4.2 Corporate Structure

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

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

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

**COMPANY PROFILE** BACKGROUND ○ **CORPORATE STRUCTURE** ✓ FINANCIAL INFORMATION ○ RESOURCES ○ TRACK RECORD AND REFERENCES ○ DOCUMENT UPLOAD ○

Primary Ownership  
-- Please Select --

**Shareholding Composition**

+ Add New Record

Name of Major Shareholder	Shareholder Type	NRIC/Identification ID	Company Registration No.	Status	Shareholding %
No items to display					

10 items per page

**Board of Directors**

+ Add New Record

Salutation	Director's Full Name	Designation	Mobile Number	Email
No items to display				

10 items per page

BACK NEXT SAVE

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.

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

**COMPANY PROFILE**

BACKGROUND ○ CORPORATE STRUCTURE ✓ **FINANCIAL INFORMATION** ○ RESOURCES ○ TRACK RECORD AND REFERENCES ○ DOCUMENT UPLOAD ○

**Financial Background** Financial Statement

Authorized Capital (RM)

Paid-Up Capital (RM)

**Type of Facilities**

Overdraft

☐ Yes ☒ No

Bank Guarantee

☐ Yes ☒ No

Letter Of Credit

☐ Yes ☒ No

Other Types Of Facilities

☐ Yes ☒ No

BACK NEXT SAVE

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.

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

COMPANY PROFILE	BACKGROUND ○	CORPORATE STRUCTURE ○	FINANCIAL INFORMATION ✓	RESOURCES ○	TRACK RECORD AND REFERENCES ○	DOCUMENT UPLOAD ✓
<div>Financial Background   <b>Financial Statement</b></div>						
* Financial Statement Type Audited Financial Report ▼		* Financial Statement Type Not Applicable ▼		* Financial Statement Type Not Applicable ▼		
N/A Reason Code ▲ -Please select- ▼		* N/A Reason Code -Please select- ▼		* N/A Reason Code -Please select- ▼		
* Year (Y) 2023 ▼		* Year (Y-1) ▲ 2022		* Year (Y-2) ▲ 2021		
* Revenue / Turnover (MYR)		Revenue / Turnover (MYR)		Revenue / Turnover (MYR)		
* Gross Profit (MYR)		Gross Profit (MYR)		Gross Profit (MYR)		
* Operating Profit (MYR)		Operating Profit (MYR)		Operating Profit (MYR)		
* Profit Before Tax (MYR)		Profit Before Tax (MYR)		Profit Before Tax (MYR)		
* Trade Receivable (MYR)		Trade Receivable (MYR)		Trade Receivable (MYR)		
* Cash and cash equivalents at end of period (MYR)		Cash and cash equivalents at end of period (MYR)		Cash and cash equivalents at end of period (MYR)		
* Total Current Assets (MYR)		Total Current Assets (MYR)		Total Current Assets (MYR)		
* Total Assets (MYR)		Total Assets (MYR)		Total Assets (MYR)		
* Total Equity (MYR)		Total Equity (MYR)		Total Equity (MYR)		
* Total Current Liabilities (MYR)		Total Current Liabilities (MYR)		Total Current Liabilities (MYR)		
* Total Liabilities (MYR)		Total Liabilities (MYR)		Total Liabilities (MYR)		
* Total Last 3 Months Bank Statement (MYR)		Total Last 3 Months Bank Statement (MYR)		Total Last 3 Months Bank Statement (MYR)		
* Fixed Deposit / Share / Bond (MYR)		Fixed Deposit / Share / Bond (MYR)		Fixed Deposit / Share / Bond (MYR)		
* Balance Credit Facilities (MYR)		Balance Credit Facilities (MYR)		Balance Credit Facilities (MYR)		
* Approve Loan / Borrowing (MYR)		Approve Loan / Borrowing (MYR)		Approve Loan / Borrowing (MYR)		
<div> <span>BACK</span> <span>NEXT</span> <span>SAVE</span> </div>						

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.

## 4.4 Resources

- There are two (2) sub-tabs under Resources, namely:
  - Personnel.
  - 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.

The screenshot displays the 'COMPANY PROFILE' form with the 'RESOURCES' tab selected. Under the 'Personnel' sub-tab, there is a table with the following columns: Name, Designation, Qualification, and Years of Experience. Below the table, there is a 'Staff Information' section with input fields for 'Number of Malaysians' and 'Number of Non-Malaysians'. Below that is a 'Numbers by Race' section with input fields for 'Malay', 'Chinese', 'Indian', and 'Others'. The form also includes a 'BACK' button, a 'NEXT' button, and a 'SAVE' button.

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.

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

**COMPANY PROFILE** BACKGROUND ○ CORPORATE STRUCTURE ✓ FINANCIAL INFORMATION ○ RESOURCES ○ TRACK RECORD AND REFERENCES ○ DOCUMENT UPLOAD ○

Personnel **Plant & Machineries**

**Plant**

+ Add New Record

Name of Plant	Owned/Hired	Quantity
No items to display		

10 items per page

**Machinery**

+ Add New Record

Name of Machinery	Owned/Hired	Quantity
No items to display		

10 items per page

BACK NEXT SAVE

Figure 28: Company Profile - Resources: Plant &amp; 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.

**COMPANY PROFILE** BACKGROUND ○ CORPORATE STRUCTURE ✓ FINANCIAL INFORMATION ○ RESOURCES ○ TRACK RECORD AND REFERENCES ○ DOCUMENT UPLOAD ○

Track Record **References**

+ Add New Record

Project Name	Project Client	Project Status	Project Progress (%)	Project Start Date	Project Completed Date	Project Value (in Ringgit Malaysia)
No items to display						

10 items per page

BACK NEXT SAVE

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.

**COMPANY PROFILE** BACKGROUND ○ CORPORATE STRUCTURE ✓ FINANCIAL INFORMATION ○ RESOURCES ○ TRACK RECORD AND REFERENCES ○ DOCUMENT UPLOAD ○

Track Record **References**

+ Add New Record

Name of Company	Contact Person	Mobile Number	Email Address	Order Amount (RM)	Completion Year
No items to display					

10 items per page

BACK NEXT SAVE

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

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

- 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:

- The system will block vendor from saving if got duplicate file name uploaded.
  - 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)

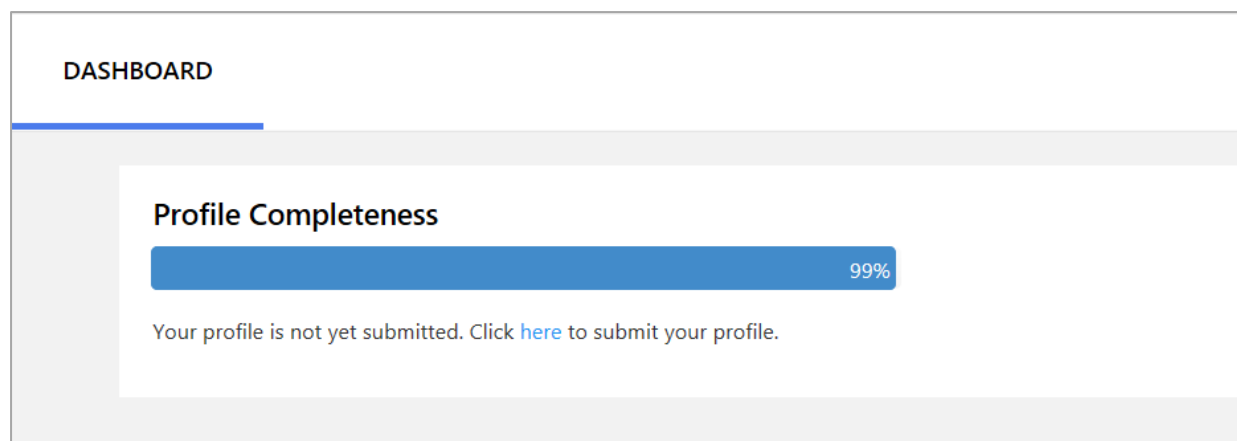


Figure 32: Profile Completeness

- 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.

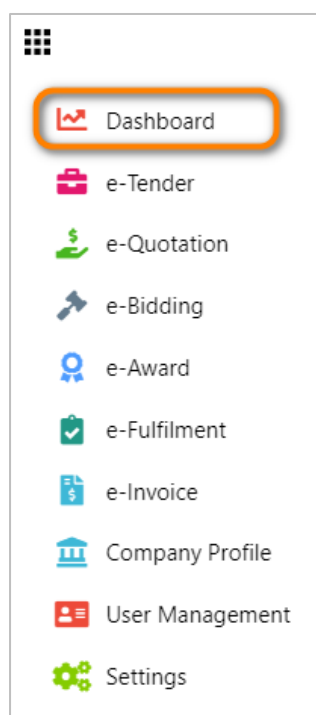


Figure 33: Home button - Dashboard

- 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.

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

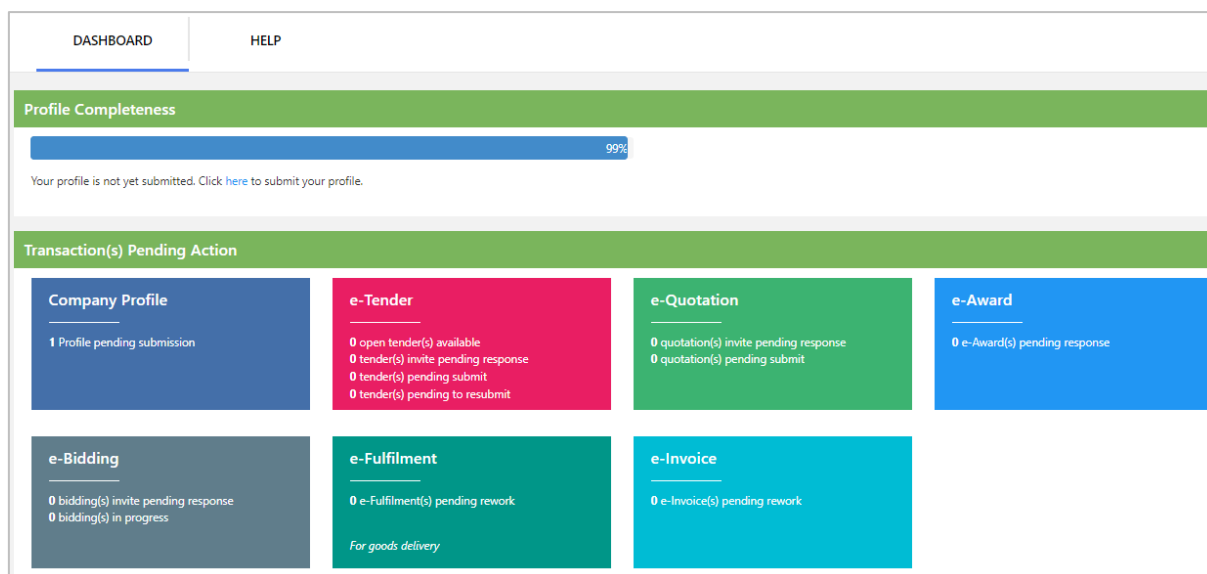


Figure 34: Dashboard – Transactions Pending Action

- 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:
  - Accept or decline invited tenders.
  - Submit tender proposals.
  - Post clarification questions.
  - 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.

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

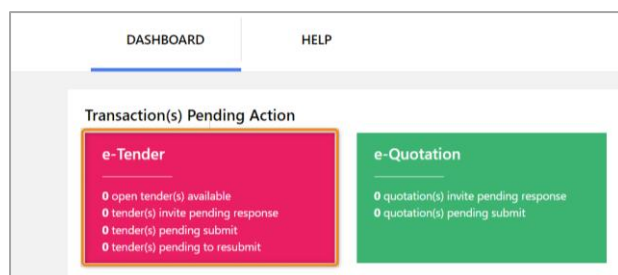


Figure 36: Vendor Dashboard

- **e-Tender** – Click to display the Tender Listing page with details of your tenders. The numbers on this tile indicate:
  - the number of available open tenders.
  - the number of tenders pending your response (accept to participate or decline).
  - the number of tenders pending submission.
  - 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**.

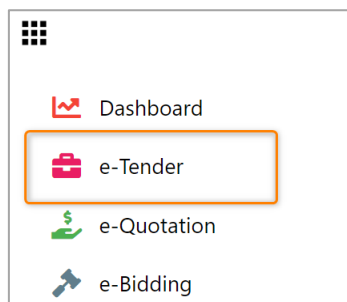


Figure 37: e-Tender

## 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.

TENDERINSIGHTLISTING

My Active Tenders

Clear Filter

ViewsAll

Tender No.	Title	Company	Method of Procurement	Closing Date	Status
<a href="#">WM-001/2022-RFQ</a>	RFQ - Video Translation Services	HSY Education Sdn Bhd	Request for Quotation	10-Jun-2022 12:00	Processing
<a href="#">WM-001/2022-RFQ-ALT1</a>	RFQ - Video Translation Services	HSY Education Sdn Bhd	Request for Quotation	10-Jun-2022 12:00	Awarded
<a href="#">WM-001/2022-RFP</a>	RFP-Translation of Curriculum	HSY Education Sdn Bhd	Request for Proposal	13-Jun-2022 00:00	Processing

Figure 38: Tender Insight

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

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

## 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.

3 tender(s) invite pending response 3

1 open tender(s) available 1

**My Active Tenders**

Clear Filter Views All

Tender No.	Title	Company	Method of Procurement	Closing Date	Status
WM-002/2021-EB	Tender to request cleaning service	Wealthy Ideas Berhad	E-Bidding	05-Mar-2021 10:30	Processing
WM-004/2021-RT	Tender to request renovation	Wealthy Ideas Berhad	Restricted Tender	05-Mar-2021 12:00	Processing
WM-003/2021-OT	Tender to setup electrical system	Wealthy Ideas Berhad	Open Tender	05-Mar-2021 12:00	Processing

10 items per page 1 - 3 of 3 items

Figure 39: Tender Listing

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

**TENDER LISTING**

Access your tenders from right here

Clear Filter Views All

Tender No.	Title	Method of Procurement	Category	Company	Closing Date	Status
WM-002/2021-RFP	PROPOSED LANDSCAPE UPGRADING AT DEVELOPMENT OF AMBER, JALAN NOVA U5/94 SUBANG BE...	Request for Proposal	Construction & Maintenance Services	Wealthy Ideas Berhad	30-Jun-2022 12:00	Invited
WM-006/2021-RT	Tender to setup electrical system	Restricted Tender	Fuels, Additives & Lubricants	Wealthy Ideas Berhad	31-Mar-2021 00:00	Invited
WM-007/2021-RT	Tender to setup electrical system	Restricted Tender	Furniture & Furnishings	Wealthy Ideas Berhad	28-Mar-2021 02:00	Invited

10 items per page 1 - 3 of 3 items

Figure 40: Tender Listing

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

- Read the tender details.

**TENDER DETAILS (WM-0075/2023)** INVITED  
Download the documents to understand more on the tender  
[VIEW ACTIVITY LOG](#)

TIME LEFT  

0

Days  

00

Hours  

10

Minutes  

18

Seconds

DETAILS

TERMS & CONDITIONS

**DETAILS**

**Title**  
Supply of Computers for new Staff

**Company**  
AB Center Enterprise

**Description & Objective**  
Computer for new staff

**Start Date**  
26-May-2023 17:30

**Closing Date**  
26-May-2023 18:00

**Clarification End Date**  
26-May-2023 18:00

**Tender Secretariat Name**  
Buyer B

**Tender Secretariat Email Address**  
buyerbwm@gmail.com

**DOCUMENT**

Download All

No.	File Name	File Size(MB)	File Type
1	Tender Document.pdf	0.03	.pdf

File Count: 1

1

10


item per page

1 - 1 of 1 items

Clicking on the NEXT button will bring you to the next page where you can submit your response (Accept/Decline) for this Tender.

NEXT

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.

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

**TENDER DETAILS (WM-0075/2023) INVITED**  
Download the documents to understand more on the tender

VIEW ACTIVITY LOG

TIME LEFT: 0 Days, 00 Hours, 10 Minutes, 18 Seconds

**DETAILS** | TERMS & CONDITIONS

---

**DETAILS**

<b>Title</b> Supply of Computers for new Staff	<b>Company</b> AB Center Enterprise
<b>Description &amp; Objective</b> Computer for new staff	
<b>Start Date</b> 26-May-2023 17:30	<b>Closing Date</b> 26-May-2023 18:00
<b>Clarification End Date</b> 26-May-2023 18:00	
<b>Tender Secretariat Name</b> Buyer B	<b>Tender Secretariat Email Address</b> buyerbwm@gmail.com

---

**DOCUMENT**

[Download All](#)

No.	File Name	File Size(MB)	File Type
1	Tender Document.pdf	0.03	.pdf

File Count: 1

10 Item per page 1 - 1 of 1 items

Clicking on the NEXT button will bring you to the next page where you can submit your response (Accept/Decline) for this Tender.

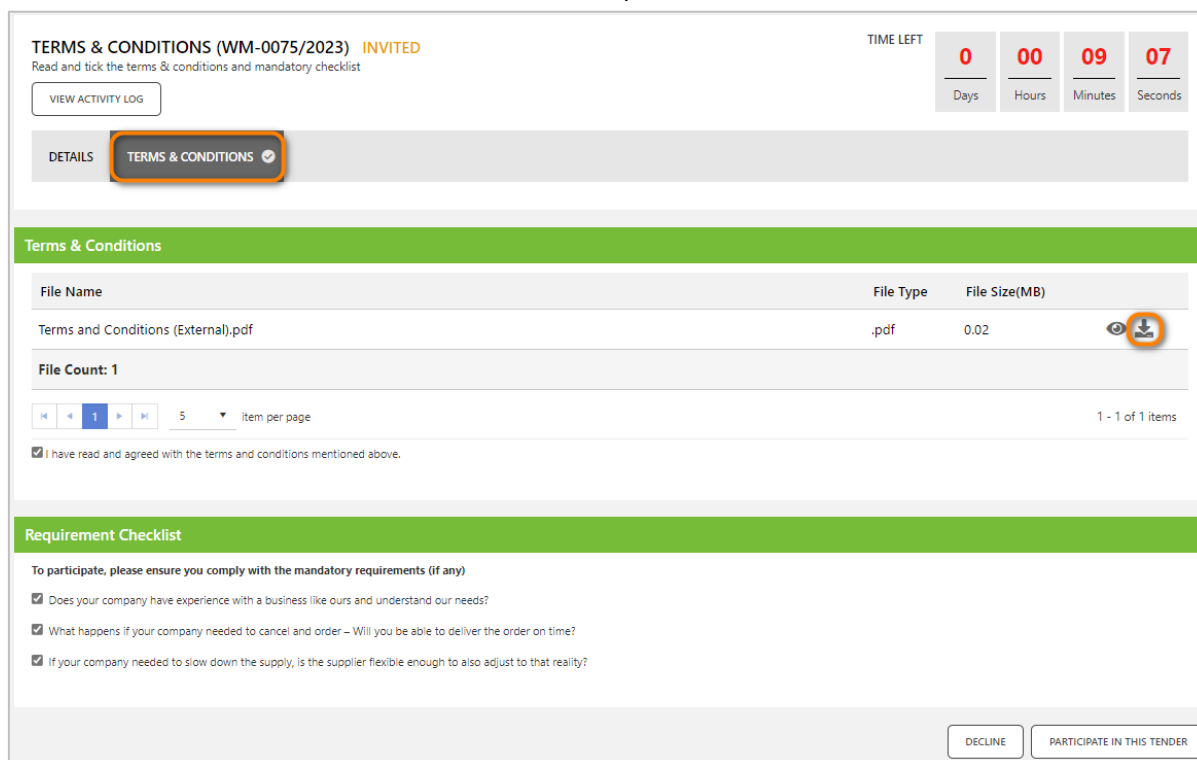
NEXT

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.

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

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



**TERMS & CONDITIONS (WM-0075/2023)** INVITED

Read and tick the terms & conditions and mandatory checklist

VIEW ACTIVITY LOG

TIME LEFT: 0 Days, 00 Hours, 09 Minutes, 07 Seconds

DETAILS **TERMS & CONDITIONS** ✓

### Terms & Conditions

File Name	File Type	File Size(MB)
Terms and Conditions (External).pdf	.pdf	0.02

File Count: 1

1 - 1 of 1 items

☒ I have read and agreed with the terms and conditions mentioned above.

### Requirement Checklist

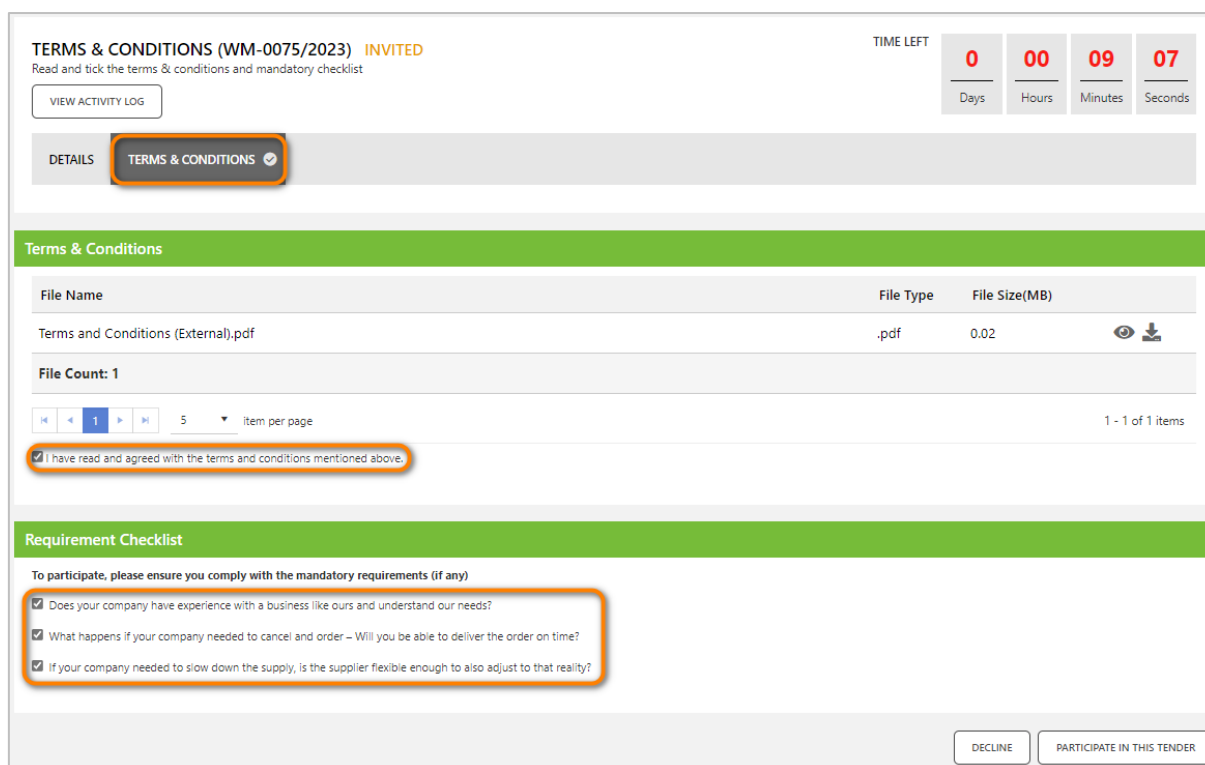
To participate, please ensure you comply with the mandatory requirements (if any)

- ☒ Does your company have experience with a business like ours and understand our needs?
- ☒ What happens if your company needed to cancel and order – Will you be able to deliver the order on time?
- ☒ If your company needed to slow down the supply, is the supplier flexible enough to also adjust to that reality?

DECLINE PARTICIPATE IN THIS TENDER

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.



**TERMS & CONDITIONS (WM-0075/2023)** INVITED

Read and tick the terms & conditions and mandatory checklist

VIEW ACTIVITY LOG

TIME LEFT: 0 Days, 00 Hours, 09 Minutes, 07 Seconds

DETAILS **TERMS & CONDITIONS** ✓

### Terms & Conditions

File Name	File Type	File Size(MB)
Terms and Conditions (External).pdf	.pdf	0.02

File Count: 1

1 - 1 of 1 items

☒ I have read and agreed with the terms and conditions mentioned above.

### Requirement Checklist

To participate, please ensure you comply with the mandatory requirements (if any)

- ☒ Does your company have experience with a business like ours and understand our needs?
- ☒ What happens if your company needed to cancel and order – Will you be able to deliver the order on time?
- ☒ If your company needed to slow down the supply, is the supplier flexible enough to also adjust to that reality?

DECLINE PARTICIPATE IN THIS TENDER

Figure 44: Tender Requirement Checklist

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

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

**TERMS & CONDITIONS (WM-0075/2023) INVITED**  
Read and tick the terms & conditions and mandatory checklist

VIEW ACTIVITY LOG

DETAILS **TERMS & CONDITIONS**

**Terms & Conditions**

File Name	File Type	File Size(MB)
Terms and Conditions (External).pdf	.pdf	0.02

File Count: 1

1 - 1 of 1 items

☒ I have read and agreed with the terms and conditions mentioned above.

**Requirement Checklist**

To participate, please ensure you comply with the mandatory requirements (if any)

- ☒ Does your company have experience with a business like ours and understand our needs?
- ☒ What happens if your company needed to cancel and order – Will you be able to deliver the order on time?
- ☒ If your company needed to slow down the supply, is the supplier flexible enough to also adjust to that reality?

DECLINE **PARTICIPATE IN THIS TENDER**

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.

**TENDER LISTING**  
Access your tenders from right here

Tender No.	Title	Method of Procurement	Category	Company	Closing Date	Status
<b>WM-004/2019-RFI</b>	Tender Cleaning 2021	Request for Information	Cleaning Supplies	Berjaya Sdn Berhad	07-Aug-2019 12:00	Invited

10 items per page 1 - 1 of 1 items

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).

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

**DETAILS** | TERMS & CONDITIONS | COMPLIANCE | DOCUMENT SUBMISSION | PRICING SUMMARY | CLARIFICATION

**DETAILS**

<b>Title</b> Supply of computers for new staff	<b>Company</b> AB Center Enterprise
<b>Description &amp; Objective</b> Computers for new staff	
<b>Start Date</b> 01-Mar-2023 16:30	<b>Closing Date</b> 01-Mar-2023 17:30
<b>Clarification End Date</b> 01-Mar-2023 17:00	
<b>Tender Secretariat Name</b> Ray R	<b>Tender Secretariat Email Address</b> rray@yopmail.com

**DOCUMENT**

Download All

No.	File Name	File Size(MB)	File Type
1	Tender Document (External).pdf	0.03	.pdf

**File Count: 1**

10 item per page

1 - 1 of 1 items

NEXT

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.

TENDER | INSIGHT | LISTING

**TENDER DETAILS (WM-0034/2023) INVITED**

VIEW ACTIVITY LOG


**DETAILS**

<b>Title</b> Request to setup 3 new Server Back	<b>Company</b> Securities Commission Malaysia
<b>Description &amp; Objective</b> setup 3 new Server Backup for Main	
<b>Start Date</b> 21-Aug-2023 10:00	<b>Closing Date</b> 23-Aug-2023 00:00
<b>Clarification End Date</b> 22-Aug-2023 00:00	
<b>Tender Secretariat Name</b> Aizuddin HOD Proc Department	<b>Tender Secretariat Email Address</b> hodprocdept@yopmail.com

**TIME LEFT**  
1 Days 12 Hours 18 Minutes 04 Seconds

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.

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

- 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.

The screenshot shows the 'DETAILS' tab selected in the top navigation bar. Below the navigation bar, the 'DETAILS' section displays various tender information:

- Title:** Supply of computers for new staff
- Description & Objective:** Computers for new staff
- Start Date:** 01-Mar-2023 16:30
- Closing Date:** 01-Mar-2023 17:30
- Clarification End Date:** 01-Mar-2023 17:00
- Tender Secretariat Name:** Ray R
- Company:** AB Center Enterprise
- Tender Secretariat Email Address:** rray@yopmail.com

Below the 'DETAILS' section is the 'DOCUMENT' section, which includes a 'Download All' button. A table lists the documents:

No.	File Name	File Size(MB)	File Type
1	Tender Document (External).pdf	0.03	.pdf

Below the table, it shows 'File Count: 1'. At the bottom, there is a pagination control showing '10' items per page and '1 - 1 of 1 items'. A 'NEXT' button is located at the bottom right.

Figure 49: Download Tender Documents

## 6.4.3 Terms &amp; Conditions

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

The screenshot shows the 'TERMS & CONDITIONS' tab selected in the top navigation bar. Below the navigation bar, the 'Terms & Conditions' section displays a table with the following information:

File Name	File Type	File Size(MB)
Tender Document (External).pdf	.pdf	0.03

Below the table, it shows 'File Count: 1'. At the bottom, there is a pagination control showing '5' items per page and '1 - 1 of 1 items'. A 'NEXT' button is located at the bottom right.


Figure 50: Tender Terms and Conditions

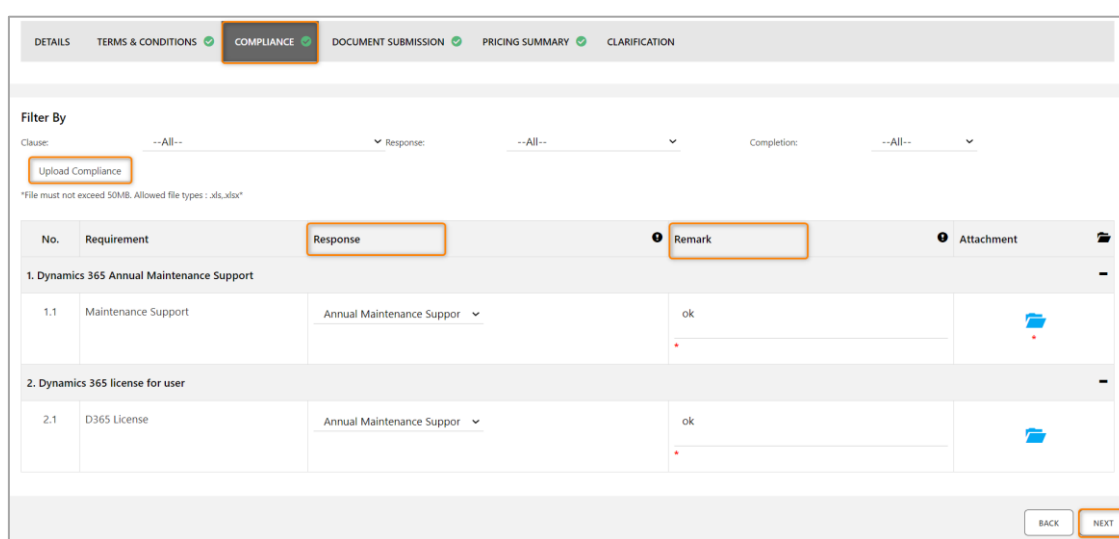
## 6.4.4 Fill up Compliance

- 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-

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

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.





DETAILS TERMS & CONDITIONS **COMPLIANCE** DOCUMENT SUBMISSION PRICING SUMMARY CLARIFICATION

Filter By

Clause: --All-- Response: --All-- Completion: --All--

[Upload Compliance](#)

\*File must not exceed 50MB. Allowed file types: .xls, .xlsx

No.	Requirement	Response	Remark	Attachment
<b>1. Dynamics 365 Annual Maintenance Support</b>				
1.1	Maintenance Support	Annual Maintenance Support	ok	
<b>2. Dynamics 365 license for user</b>				
2.1	D365 License	Annual Maintenance Support	ok	

BACK NEXT

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.

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

**DOCUMENT SUBMISSION (WM-0021/2023)** DRAFT

Upload technical documents and commercial documents

VIEW ACTIVITY LOG

TIME LEFT: 0 Days 00 Hours 05 Minutes 27 Seconds

DETAILS TERMS & CONDITIONS COMPLIANCE DOCUMENT SUBMISSION PRICING SUMMARY CLARIFICATION

**ADD DOCUMENTS**

**Technical Document**

Select files... Drop files here to upload

**Commercial Document**

Select files... Drop files here to upload

**Uploaded Technical Document**

No.	File Name	File Size(MB)	File Type
File Count 0			

10 item per page No items to display

**Uploaded Commercial Document**

No.	File Name	File Size(MB)	File Type
File Count 0			

10 item per page No items to display

BACK NEXT SAVE

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.

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

**PRICING SUMMARY (WM-0074/2023) DRAFT**
TIME LEFT

290  
Days

23  
Hours

26  
Minutes

08  
Seconds

Fill in the amount for each pricing items
VIEW ACTIVITY LOG

DETAILS
TERMS & CONDITIONS ✓
COMPLIANCE ✓
DOCUMENT SUBMISSION ✓
**PRICING SUMMARY ✓**
CLARIFICATION

Fill in the information

Delivery
Lead Time

Payment Term

Lump Sum Discount ⓘ

Discount by
Percentage (%)
Amount

Discount (%)
APPLY DISCOUNT
Equivalent to:

No.	Unit Price	Subtotal	Discount Unit Price by %	Discounted Unit Price	Discounted Subtotal	Tax Amount	Total Amount
1	1.00	100.00	10.00	0.90	90.00	10.00	100.00
2	1.00	50.00	10.00	0.90	45.00	0.00	45.00
2.00		150.00		1.80	135.00	10.00	145.00

10 item per page
1 - 2 of 2 items

BACK
NEXT
SAVE
SUBMIT

Figure 53: Pricing Summary tab

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

Edit	
No.	1
Description	Item A
Intent To Bid	Yes
Justification	
UOM	BAG (BAG)
* Quantity	100.00
SKU	
Currency	Malaysia Ringgit (MYR)
* Unit Price	5.00
Subtotal	500.00
Discount by	<input checked="" type="radio"/> Percentage (%) <input type="radio"/> Amount
Discount (%)	10.00 <small>Equivalent to: MYR 50.00</small>
Discounted Unit Price	4.50 <small>Calculation: <math>5.00 - (5.00 \times 10.00\%) = \text{MYR } 4.50</math></small>
Discounted Subtotal	450.00 <small>Calculation: <math>4.50 \times 100 = \text{MYR } 450.00</math></small>
Tax Amount	0.00
Total Amount	450.00
<input checked="" type="button" value="Update"/> <input type="button" value="Cancel"/>	

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.

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

**PRICING SUMMARY (WM-0009/2023) DRAFT** TIME LEFT

Fill in the amount for each pricing items

[VIEW ACTIVITY LOG](#)

212 Days
06 Hours
34 Minutes
33 Seconds

DETAILS   TERMS & CONDITIONS ☒   COMPLIANCE   DOCUMENT SUBMISSION   **PRICING SUMMARY ☒**   CLARIFICATION

---

Fill in the information

Delivery Lead Time

Payment Term

---

**Lump Sum Discount** ❗  
 The Apply Discount button is disabled because you haven't uploaded the BOM yet.

Discount by Discount (%)

☒ Percentage (%)   ☐ Amount

[Equivalent to:](#)

[APPLY DISCOUNT](#)

**Upload BOM / BOQ** ❗

Please download BOM / BOQ Template file, upload the file once you have fill up the pricing items. Do not modify the template. This e-tender will be conducted in **MYR**. In your Excel file, please make sure that all of the item currencies are in **MYR**.

[Download BOM / BOQ Template](#)   [Upload BOM / BOQ](#)   Drop files here to upload

[BACK](#)   [NEXT](#)   [SAVE](#)

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

**PRICING SUMMARY (WM-0009/2023) DRAFT** TIME LEFT

Fill in the amount for each pricing items

[VIEW ACTIVITY LOG](#)

212 Days
06 Hours
30 Minutes
33 Seconds

DETAILS   TERMS & CONDITIONS ☒   COMPLIANCE   DOCUMENT SUBMISSION   **PRICING SUMMARY ☒**   CLARIFICATION

---

Fill in the information

Delivery Lead Time

Payment Term

---

**Lump Sum Discount** ❗  
 The Apply Discount button is disabled because you

Discount by Discount (%)

☒ Percentage (%)   ☐ Amount

**Upload BOM / BOQ** ❗

Please download BOM / BOQ Template file, upload the file once you have fill up the pricing items. Do not modify the template. This e-tender will be conducted in **MYR**. In your Excel file, please make sure that all of the item currencies are in **MYR**.

[Download BOM / BOQ Template](#)   [Upload BOM / BOQ](#)   Drop files here to upload

[BACK](#)   [NEXT](#)   [SAVE](#)

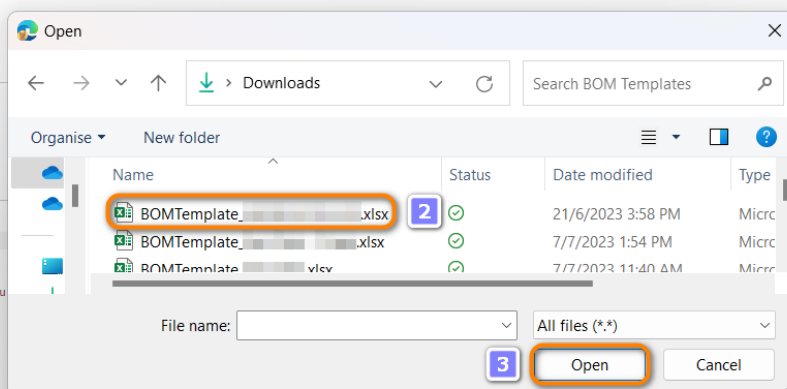


Figure 56: Tender Pricing Summary – Upload BOM

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

- 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:**
  - Lump sum discount.
  - Line-item discount.



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

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

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

**PRICING SUMMARY (WM-0009/2023) DRAFT** TIME LEFT

Fill in the amount for each pricing items

[VIEW ACTIVITY LOG](#)

230  
Days
 07  
Hours
 37  
Minutes
 36  
Seconds

DETAILS    TERMS & CONDITIONS ✔    COMPLIANCE    DOCUMENT SUBMISSION    **PRICING SUMMARY ✔**    CLARIFICATION

Changes have been saved successfully

Fill in the information

**Delivery**

3 days

**Lead Time**

10 days

**Payment Term**

NET 30

**Lump Sum Discount** ⓘ

Discount by

☒ Percentage (%)    ☐ Amount

Discount (%)

Equivalent to:

[APPLY DISCOUNT](#)

**Upload BOM / BOQ** ⓘ

Please download BOM / BOQ Template file, upload the file once you have fill up the pricing items. Do not modify the template.

[Download BOM / BOQ Template](#)
[Upload BOM / BOQ](#)
Drop files here to upload

**Uploaded BOM / BOQ**

[BOMTemplate20230214140041\\_083aa382-b25e-481e-bc57-26cf729126c2.xlsx](#)

[Delete](#)

No.	SKU	Intent To Bid	Material Code	Description	Quantity	UOM	Currency	Unit Price	Subtotal	Discount Unit Price by %	Discounted Unit Price	Discounted Subtotal	Tax Amount
1			AB-101/1/1	Food					149.00	10.00		134.10	3.10
8			AB-102/1/1	Packaging					1.50	10.00		1.35	0.00

1 - 2 of 2 items
10 item per page

BACK
**NEXT**
SAVE

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:
  - Allowing Vendors to view published clarifications from the SC.
  - Allowing Vendors to ask questions to the SC.
  - Allowing Vendors to view responses from the SC.
- New clarifications related to the tender can be raised by clicking **ASK QUESTION?**

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

**CLARIFICATION (WM-008/2019-RFP)**  
Questions and Answers regarding the tender

TIME LEFT: 0 Days, 00 Hours, 26 Minutes, 40 Seconds

DETAILS | TERMS AND CONDITIONS ☒ | COMPLIANCE | DOCUMENT SUBMISSION ☒ | PRICING SUMMARY | **CLARIFICATION**

My Question | All Clarification

No.	Category	Questions	Answers	Submitted Date & Time
No items to display				

10 items per page

**ASK QUESTION?**

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.

**PRICING SUMMARY (WM-018/2021-RT) DRAFT**  
Fill in the amount for each pricing items  
[View Activity Log](#)

TIME LEFT: 0 Days, 03 Hours, 03 Minutes, 03 Seconds

DETAILS | TERMS AND CONDITIONS ☒ | COMPLIANCE ☒ | DOCUMENT SUBMISSION ☒ | **PRICING SUMMARY** ☒ | CLARIFICATION

**Upload BOM / BOQ**  
\*File must not exceed 50MB. Allowed file types: .xls, .xlsx  
Please download BOM / BOQ Template file, upload the file once you have fill up the pricing items.  
[Download BOM / BOQ Template](#) [Upload BOM / BOQ](#)

Uploaded BOM / BOQ  
[Bill of Material Template-Fairmont.xlsx](#)  
[Delete](#)

No.	Intent To Bid	Material Code	Description	Quantity	UOM	Currency	Unit Price	Amount	Tax	Total Amount	
1		FS_CC_3	Hydraulic Banbury	1	Unit	MYR	10.00	10.00	0.00	10.00	<a href="#">Edit</a>
25			Twin Screw Extruder	1	Unit	MYR	175.00	175.00	0.00	175.00	<a href="#">Edit</a>
37			Calcium Carbonate Feeding System	1	Unit	MYR	259.00	259.00	0.00	259.00	<a href="#">Edit</a>
46			Single Stage Conveyor	1	Unit	MYR	322.00	322.00	0.00	322.00	<a href="#">Edit</a>
52			Oil Feeding System	1	Unit	MYR	364.00	364.00	0.00	364.00	<a href="#">Edit</a>
58			Stage Scale Feeding Conveyor	1	Unit	MYR	406.00	406.00	0.00	406.00	<a href="#">Edit</a>

10 items per page

1 - 6 of 6 items

[BACK](#) [NEXT](#) [SAVE](#) **[SUBMIT](#)**

Figure 59: Submit Tender

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

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

**TENDER DETAILS (WM-004/2019-RFI)** **SUBMITTED**

Download the documents to understand more on the tender

TIME LEFT: 0 Days, 0 Hours, 0 Minutes, 0 Seconds

DETAILS | TERMS AND CONDITIONS | COMPLIANCE | DOCUMENT SUBMISSION | PRICING SUMMARY | CLARIFICATION

Tender has been submitted successfully!

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.

**TENDER DETAILS (WM-0013/2023)** **SUBMITTED**

Download the documents to understand more on the tender

[View Activity Log](#)

TIME LEFT: 0 Days, 0 Hours, 0 Minutes, 0 Seconds

DETAILS | TERMS & CONDITIONS | COMPLIANCE | DOCUMENT SUBMISSION | PRICING SUMMARY | CLARIFICATION

Tender has been submitted successfully!

**DETAILS**

<b>Title</b> Supply of computers for new staff	<b>Company</b> AB Center Enterprise
<b>Description &amp; Objective</b> Computers for new staff	
<b>Start Date</b> 01-Mar-2023 16:30	<b>Closing Date</b> 01-Mar-2023 17:30
<b>Clarification End Date</b> 01-Mar-2023 17:00	
<b>Tender Secretariat Name</b> Ray R	<b>Tender Secretariat Email Address</b> rray@yopmail.com

**DOCUMENT**

[Download All](#)

No.	File Name	File Size(MB)	File Type
1	Tender Document (External).pdf	0.03	.pdf

File Count: 1

10 item per page 1 - 1 of 1 items

**ALTERNATIVE SUBMISSION** | REQUEST AMENDMENT | NEXT

Figure 61: Alternative proposal submission

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

- 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.

**PRICING SUMMARY** (WM-020/2021-RT-ALT1) **DRAFT**

Fill in the amount for each pricing items  
[View Activity Log](#)

TIME LEFT: 0 Days, 05 Hours, 08 Minutes, 42 Seconds

DETAILS | TERMS & CONDITIONS | COMPLIANCE | DOCUMENT SUBMISSION | **PRICING SUMMARY** | CLARIFICATION

No.	Description	Intent To Bid	UOM	Quantity	SKU	Currency	Unit Price	Amount	Tax	Total Amount	
1	Repair & Maintenance for Water Machine	No	Lump Sum	1			0.00	0.00	0.00	0.00	<a href="#">Edit</a>
2	Others	Yes	Lump Sum	1			0.00	0.00	0.00	0.00	<a href="#">Edit</a>

10 items per page | 1 - 2 of 2 items

[BACK](#) [NEXT](#) [SAVE](#)

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:
  - Tender resubmission can be triggered by the SC before or after the Tender Closing Date.
  - 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.

DASHBOARD | HELP

Transaction(s) Pending Action

**e-Tender**

- 0 open tender(s) available
- 0 tender(s) invite pending response
- 0 tender(s) pending submit
- 1 tender(s) pending to resubmit**

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.

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

TENDERINSIGHTLISTING

1 tender(s) to resubmit

1

My Active Tenders

Clear Filter

ViewsAll

Tender No.	Title	Company	Method of Procurement	Closing Date	Status
WM-010/2021-RT	Tender Cleaning Services at Building A	NFA Sdn Bhd	Restricted Tender	22-Jul-2021 18:30	To Resubmit
WM-004/2021-OT	Tender to setup D365	NFA Sdn Bhd	Open Tender	23-Jul-2021 00:00	Submitted
WM-005/2021-RT	Tender Cleaning Services for Building	NFA Sdn Bhd	Restricted Tender	15-Apr-2021 23:30	Awarded

1

10 items per page

1 - 3 of 3 items

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:**

- Only Commercial or Tender documents can be uploaded during tender resubmission.
- Besides the item details, you will be able to update the **Delivery, Lead Time, Payment Terms** and **Intangible Value Adding** details.
- 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.

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

DOCUMENT SUBMISSION (WM-0111/2023) PENDING NEGOTIATION

Upload technical documents and commercial documents

VIEW ACTIVITY LOG

TIME LEFT

0

Days

14

Hours

08

Minutes

22

Seconds

DETAILS

TERMS & CONDITIONS ✓

COMPLIANCE ✓

DOCUMENT SUBMISSION ✓

PRICING SUMMARY

CLARIFICATION



ADD DOCUMENTS +

Commercial Document

Select files...

Drop files here to upload


Uploaded Technical Document

No.	File Name	File Size(MB)	File Type
1	Technical Document.pdf	0.02	.pdf  
			File Count 1



1

10

item per page

1 - 1 of 1 items 


Uploaded Commercial Document

No.	File Name	File Size(MB)	File Type
1	Commercial Document.pdf	0.02	.pdf  
			File Count 1

1

10

item per page

1 - 1 of 1 items 

BACK

NEXT

SAVE

SUBMIT

Figure 65: Tender Pending Resubmission – Commercial Document

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

**PRICING SUMMARY (WM-0108/2023) PENDING NEGOTIATION** TIME LEFT

Fill in the amount for each pricing items

[VIEW ACTIVITY LOG](#)

Days: 0 Hours: 07 Minutes: 29 Seconds: 28

DETAILS TERMS & CONDITIONS COMPLIANCE DOCUMENT SUBMISSION **PRICING SUMMARY** CLARIFICATION

Fill in the information

Delivery: 3 days Lead Time: 10 days

Payment Term: NET 30 Intangible Value Adding: Support added

Lump Sum Discount ⓘ

Discount by: ☒ Percentage (%) ☐ Amount Discount (%): [APPLY DISCOUNT](#)

Equivalent to:

No.	SKU	Description	Intent To Bid	UOM	Quantity	Currency	Unit Price	Subtotal
1		Item A	Yes	BAG	100	MYR	10.00	1,000.00
2		Item B	Yes	BAG	50	SGD	3.00	150.00
							<b>13.00</b>	<b>1,150.00</b>

10 item per page 1 - 2 of 2 items

[BACK](#) [NEXT](#) [SAVE](#) [SUBMIT](#)

Figure 66: Tender Pending Resubmission - Submit

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

**TENDER DETAILS (WM-010/2021-RT) PROCESSING** TIME LEFT

Download the documents to understand more on the tender

[View Activity Log](#)

Days: 0 Hours: 0 Minutes: 0 Seconds: 0

DETAILS TERMS & CONDITIONS COMPLIANCE DOCUMENT SUBMISSION PRICING SUMMARY CLARIFICATION

Tender has been submitted successfully!

**DETAILS**

<b>Title</b> Tender Cleaning Services at Building A	<b>Company</b> NFA Sdn Bhd
<b>Description &amp; Objective</b> Tender Cleaning Services at Building A	
<b>Start Date</b> 22-Jul-2021 15:30	<b>Closing Date</b> 22-Jul-2021 18:30
<b>Clarification End Date</b> 22-Jul-2021 18:00	

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.

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

**TENDER DETAILS (WM-0074/2023) SUBMITTED**  
Download the documents to understand more on the tender

VIEW ACTIVITY LOG

TIME LEFT: 0 Days, 0 Hours, 0 Minutes, 0 Seconds

DETAILS | TERMS & CONDITIONS ✓ | COMPLIANCE ✓ | DOCUMENT SUBMISSION ✓ | PRICING SUMMARY ✓ | CLARIFICATION

Thank you for participating in this tender. Please complete all the Steps to submit your proposal.

### DETAILS

<b>Title</b> Tender - Vendor checking	<b>Company</b> AB Center Enterprise
<b>Description &amp; Objective</b> Tender - Vendor checking	
<b>Start Date</b> 22-May-2023 14:30	<b>Closing Date</b> 30-Apr-2024 15:30
<b>Clarification End Date</b> 30-Apr-2024 15:00	
<b>Tender Secretariat Name</b> Buyer B	<b>Tender Secretariat Email Address</b> buyerbwm@gmail.com

### DOCUMENT

Download All

No.	File Name	File Size(MB)	File Type
1	Tender Document.pdf	0.03	.pdf

File Count: 1

10 item per page 1 - 1 of 1 items

ALTERNATIVE SUBMISSION | **REQUEST AMENDMENT** | NEXT

Figure 68: Tender Request Amendment

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

Request Amendment

Reason

To amend the bidding price

SUBMIT FOR APPROVAL

Figure 69: Tender Request Amendment – Reason

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

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

Activity Log			
No.	Action	Action By	Action Date
1	Request Amendment (Reason: To amend the bidding price)	berjaya	01-Aug-2023 15:42

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".

TENDER DETAILS (WM-0075/2023) **TO RESUBMIT**

Download the documents to understand more on the tender

VIEW ACTIVITY LOG

TIME LEFT

0

Days

15

Hours

57

Minutes

08

Seconds

DETAILS

TERMS & CONDITIONS

COMPLIANCE

DOCUMENT SUBMISSION

PRICING SUMMARY

CLARIFICATION

DETAILS

Title

Supply of Computers for new Staff

Company

AB Center Enterprise

Description & Objective

Computer for new staff

Closing Date

15-Jul-2023 04:04

Start Date

12-Jul-2023 16:00

Clarification End Date

12-Jul-2023 17:00

Tender Secretariat Name

Buyer B

Tender Secretariat Email Address

buyerbwm@gmail.com

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)**.

## 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.

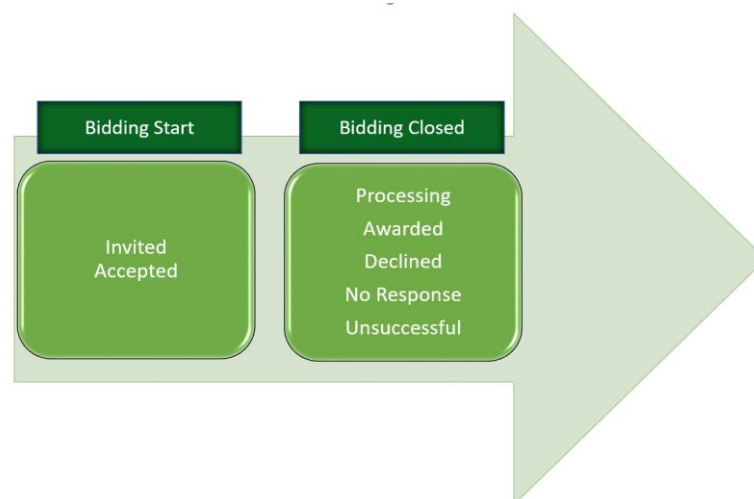


Figure 72: e-Bidding Flow

- 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.

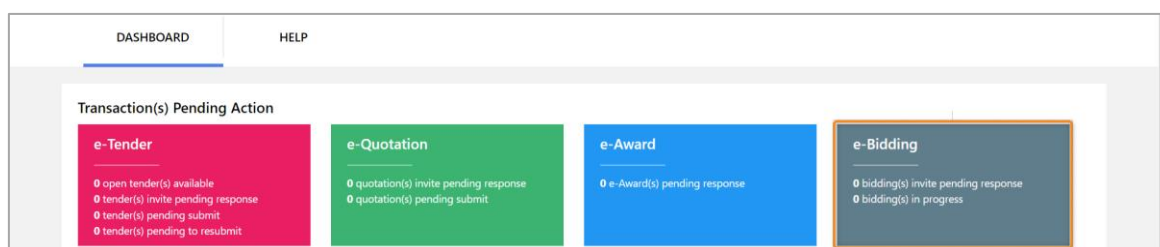


Figure 73: e-Bidding

## 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.

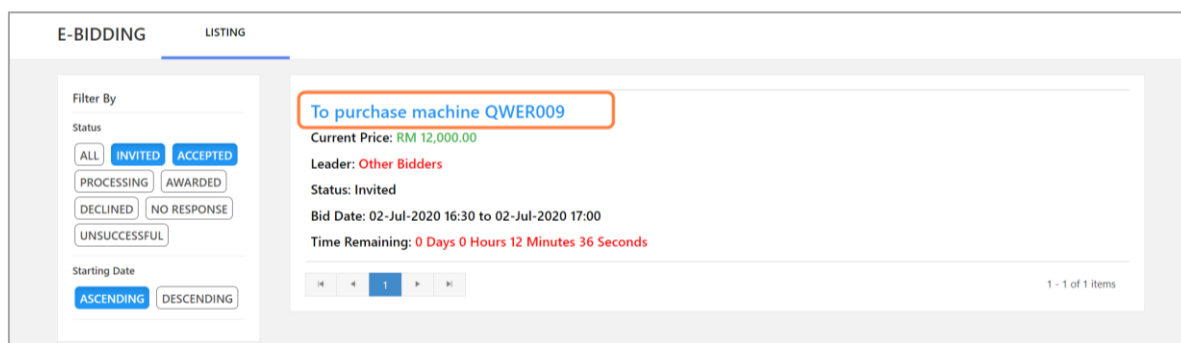



Figure 74: e-Bidding Listing

- 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]

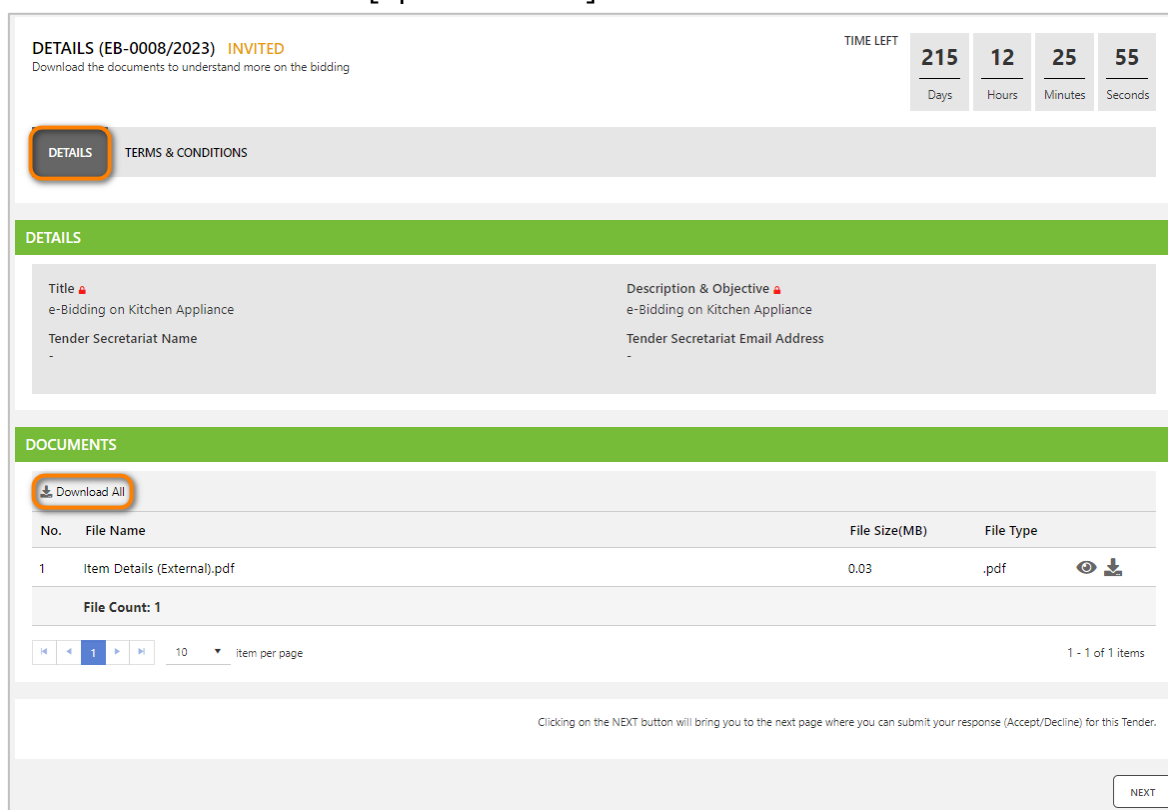


Figure 75: e-Bidding Details and Download Bidding Documents

- 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.

TERMS & CONDITIONS (EB-0008/2023) **INVITED**  
Read and tick the terms & conditions and mandatory checklist

TIME LEFT: 204 Days, 06 Hours, 13 Minutes, 36 Seconds

DETAILS | **TERMS & CONDITIONS**

### Terms & Conditions

File Name	File Type	File Size(MB)
Terms and Conditions (External).pdf	.pdf	0.03

File Count: 1

1 - 1 of 1 items

☐ I have read and agreed with the terms and conditions mentioned above.

### Requirement Checklist

To participate, please ensure you comply with the mandatory requirements (if any)

- ☐ Does your company have experience with a business like ours and understand our needs?
- ☐ What happens if your company needed to cancel and order – Will you be able to deliver the order on time?
- ☐ If your company needed to slow down the supply, is the supplier flexible enough to also adjust to that reality?

BACK | **DECLINE** | **PARTICIPATE IN THIS BIDDING**

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:**

- The **Current Price** will be updated in real time and indicates the current price of the bid.
- The **Starting Price** is the initial price of the bidding.
- The **Minimum Price Per Bid** is the minimum decrement Vendors may deduct to submit the next bid.
- 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.

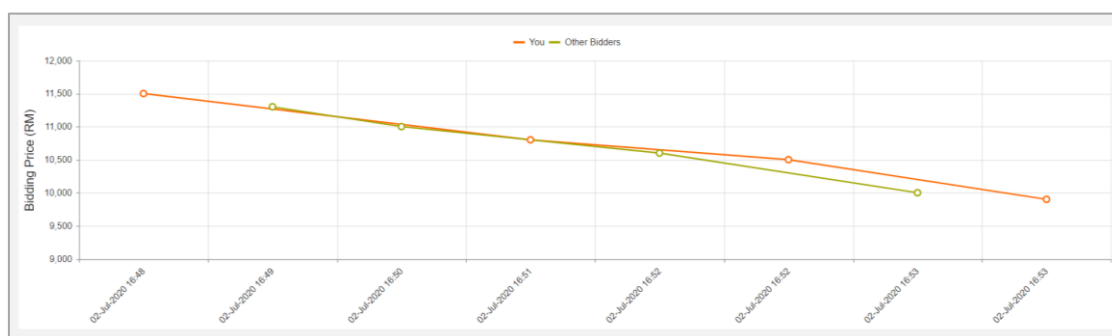


Figure 78: Bidding History diagram

- 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)

No.	1
Material Code	M1001
Description	Machine, Computer, Hardware
Quantity	2
UOM	Unit(s)
* Unit Price (MYR)	2,250.00
Amount (MYR)	4,500.00
Tax (MYR)	
Total Amount (MYR)	4,500.00

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.

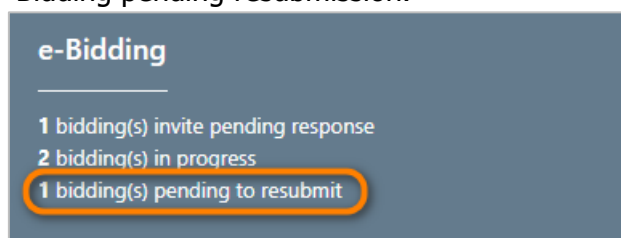


Figure 80: Dashboard – Bidding(s) Pending Resubmission

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

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

**E-BIDDING** LISTING

Filter By

Status

ALL INVITED ACCEPTED

PROCESSING AWARDED

DECLINED NO RESPONSE

UNSUCCESSFUL

**PENDING NEGOTIATION**

Starting Date

ASCENDING DESCENDING

**eBidding testing**

Current Price: MYR 450.00

Leader: Me

Status: Pending Negotiation

Bid Date: 09-Jun-2023 10:30 to 09-Jun-2023 11:00

1

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.

**PRICING SUMMARY (EB-0022/2023) PENDING NEGOTIATION**

Fill in the amount for each pricing items

VIEW ACTIVITY LOG

TIME LEFT: 0 Days, 02 Hours, 36 Minutes, 39 Seconds

BID DETAILS TERMS & CONDITIONS PRICING SUMMARY

Fill in the information

Delivery: 2 days

Lead Time: 7 days

Payment Term: NET 30

Intangible Value Adding: Discounted price for bulk ordering

No.	Description	Intent To Bid	UOM	Quantity	SKU	Currency	Unit Price	Amount	Tax	Total Amount
1	Item A	Yes	BAG	100		SGD	4.00	400.00	0.00	400.00

10 item per page

1 - 1 of 1 items

BACK SAVE **SUBMIT**

Figure 82: e-Bidding Pending Resubmission - Submit

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

## 8 e-Award

### 8.1 View Award

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

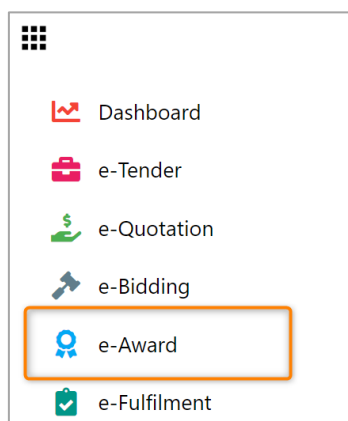


Figure 83: e-Award

- 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.

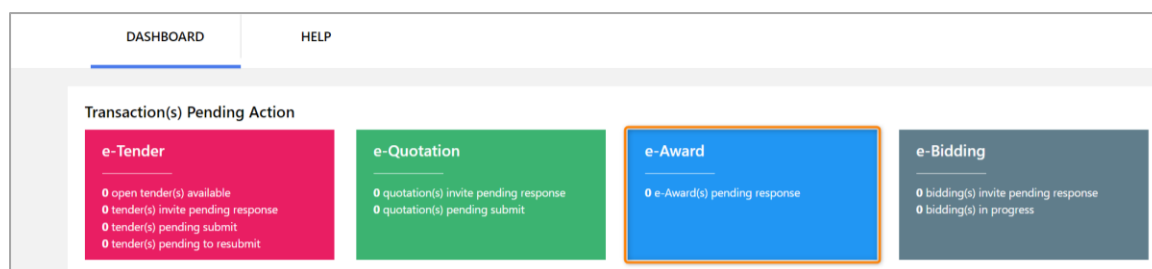


Figure 84: Vendor Dashboard

- 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.

E-AWARD

INSIGHT

LISTING

Order Listing

Contract Listing

Clear Filter

Views

Order No.	Title	Company	Award Date	Total Value (MYR)	Response
PO2023-0013	Request to purchase office supply for Room XYZ	Securities Commission Malaysia	18-Aug-2023	18.00	Accepted
PO2023-0011	Services and Production of Corporate Video	Securities Commission Malaysia	13-Aug-2023	10,000.00	Declined

<

1

>

10

Item per page

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.

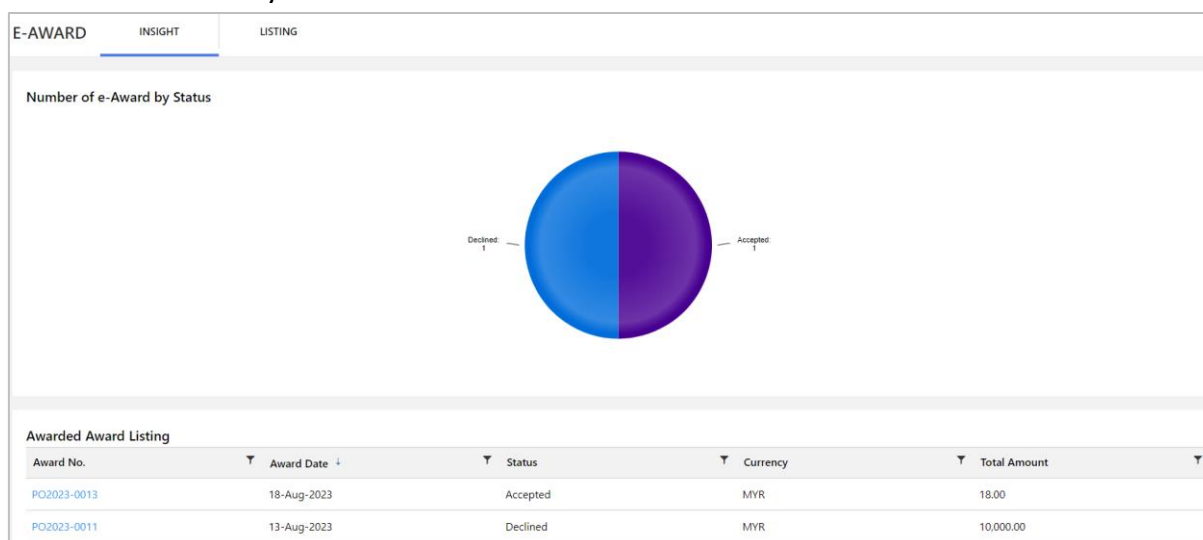


Figure 86: e-Awards Insight

## 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.**

The screenshot shows the 'E-AWARD' interface with the 'LISTING' tab selected. It displays a table of order listings with columns: Order No., Title, Company, Award Date, Total Value (MYR), and Response. The first row is highlighted with an orange box.

Order No.	Title	Company	Award Date	Total Value (MYR)	Response
PO2023-0013	Request to purchase office supply for Room XYZ	Securities Commission Malaysia	18-Aug-2023	18.00	Accepted
PO2023-0011	Services and Production of Corporate Video	Securities Commission Malaysia	13-Aug-2023	10,000.00	Declined

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)

E-AWARD
INSIGHT
LISTING

**Order Detail**

Order No. 
PO2023-0030

Title 
Purchase Company Laptops

PO Date 
15-Mar-2023

Company 
AB Center Enterprise

Award Type 
Purchase Order

PO Remarks

Target Delivery Date 
15-Mar-2023

Delivery Location 
East Warehouse (DL-002)

VIEW ACTIVITY LOG

**Order Value**

Sub Total (MYR)	15,000.00	Tax Amount (MYR)	0.00
Retention (%)	0.00	Retention Amount (MYR)	0.00
BG Amount (MYR)	0.00	Total Value (MYR)	15,000.00

**Order Item**

Description	SKU	Quantity	Available Qty	UOM	Delivery Location	Unit Price (MYR)	Tax Amount (MYR)	Total Amount (MYR)
Laptops		10.00	10.00	BAG	East Warehouse	1,500.00	0.00	15,000.00

10
item per page
1 - 1 of 1 items

**Uploaded Attachment(s) By Buyer**

File Name	Size	Extension	Uploaded Date	
Additional Documents.pdf	0.03	.pdf	21-Jun-2023 12:05	

File Count: 1
1 - 1 of 1 items

**Attachment(s)**

Upload 

Select files...
Drop files here to upload

File Name	Size	Extension	Uploaded Date	
Item Details.pdf	0.03	.pdf	15-Mar-2023 15:15	

File Count: 1
1 - 1 of 1 items

**Response**

Response
-Please select-

Remark

CANCEL
SUBMIT

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**.

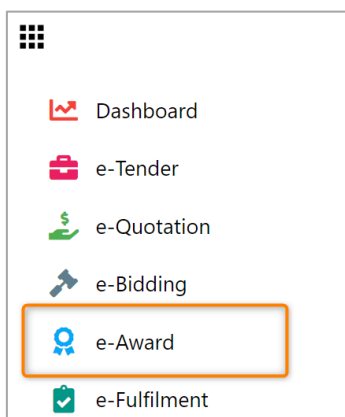


Figure 89: e-Award

- 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.

Order Listing		Contract Listing						
Clear Filter		Views All						
Contract No.	Contr... Title	Com...	Contract Type	Contract Issued Date	Start Date	Expiry Date	Status	
C-2022-0003	Price Agreement for Translation Services	HSY Education Sdn Bhd	Price Agreement		10-Jun-2022	11-Jun-2023	Published	

10 items per page 1 - 1 of 1 items

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)

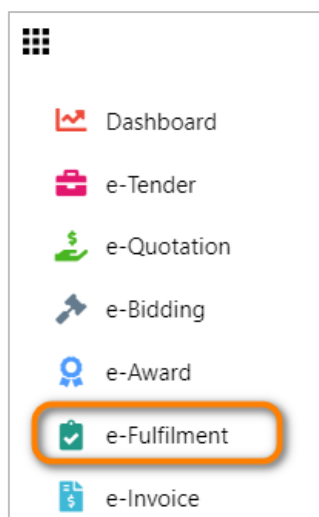


Figure 91: e-Fulfilment

## 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:
  - A pie chart of all Delivery Orders by status.
  - A timeline of all Delivery Orders in the past 12 months.

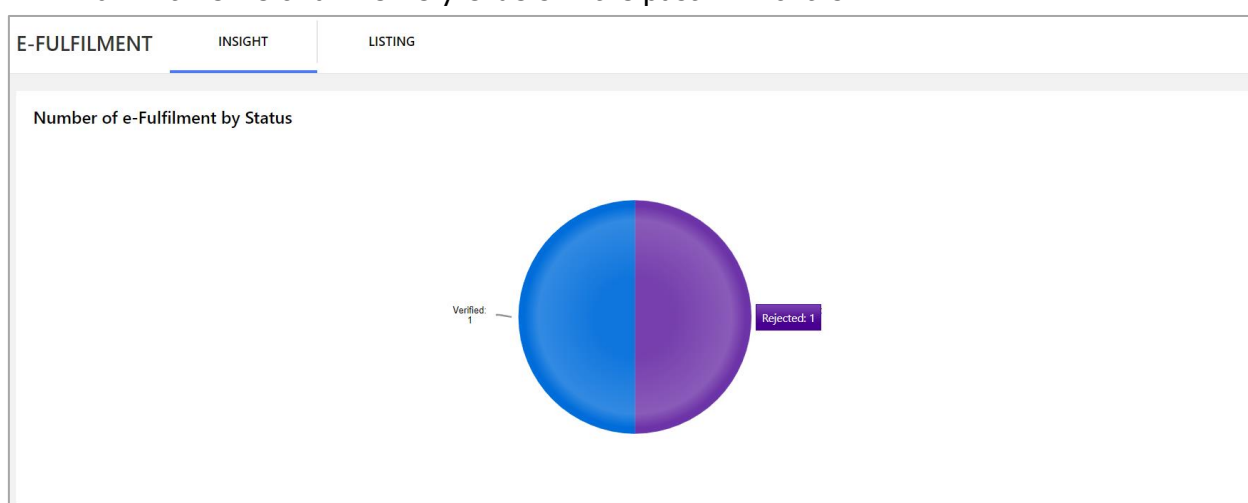


Figure 92: e-Fulfilment Insight – Pie Chart of e-Fulfilment by Status

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

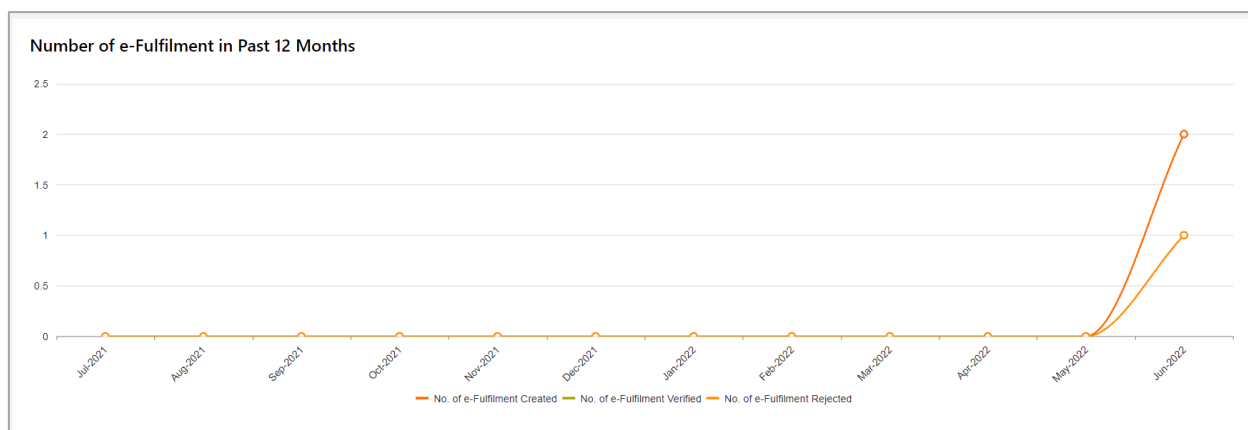


Figure 93: e-Fulfilment Insight – Timeline of e-Fulfilment by Status

## 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.

E-FULFILMENT

INSIGHT

LISTING

e-Fulfilment Listing

+ Add New Record

Clear Filter

DO No.	PO No.	Title	Company	Submission Date	Delivery Date	Total Amount	Status
<a href="#">DO2020-0010</a>	PO2020-0033	Event PO	WeManage eProcurement	30-Sep-2020	02-Oct-2020	2,500.00	Verified
<a href="#">DO2020-0009</a>	PO2020-0032	Purchase for event	WeManage eProcurement	30-Sep-2020	02-Oct-2020	3,000.00	Submitted

Figure 94: e-Fulfilment Listing

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

E-FULFILMENT		DO HEADER	DOCUMENT	ITEMS (0)
<div> <div>Source</div> <div> <div>Purchase Order</div> <div>Contract</div> <div>Purchase Order</div> </div> </div>		<div> <div>Purchase Order</div> <div>-Please select-</div> </div>		
<div> <div>* Delivery Date</div> <div></div> </div>		<div> <div>Target Delivery Date</div> <div></div> </div>		
<div> <div>Currency</div> <div></div> </div>		<div> <div>Number of Days Late</div> <div></div> </div>		

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)

**E-FULFILMENT**   DO HEADER   DOCUMENT   ITEMS (0)

**Source**  
Purchase Order

**Title**  
Quotation for Event Items

**Delivery Date**  
29-Jun-2023

**Currency**  
Malaysia Ringgit

**Description**  
This is DO notes

**Purchase Order**  
PO2023-0081 (Quotation for Event Items)

**Target Delivery Date**  
30-Jun-2023

**Number of Days Late**

**Information**

**Delivery Order No.**

**Status**  
Draft

**Buyer Company**  
AB Center Enterprise

**Reference No.**  
DO123

**Submission Date**  
13-Jul-2023

CANCEL   SAVE   NEXT

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)

**E-FULFILMENT** DO HEADER ✓ DOCUMENT ○ ITEMS (1) ○

Price Agreement (20230315122442) **DRAFT** [VIEW ACTIVITY LOG](#)

Changes have been saved successfully

**Attachment(s)** ⓘ

Select files... [Done](#)

Delivery Notice.pdf  
File(s) uploaded successfully.

Additional Document.pptx  
File(s) uploaded successfully.

**Uploaded Attachment(s)**

File Name	Size	Extension	Uploaded Date	
Additional Document.pptx	0.03	.pptx	15-Mar-2023 12:25	
Delivery Notice.pdf	0.03	.pdf	15-Mar-2023 12:25	

**File Count: 2**

10 item per page 1 - 2 of 2 items

[BACK](#) [NEXT](#)

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)

**E-FULFILMENT** DO HEADER ✓ DOCUMENT ✓ ITEMS (2) ○

PO to purchase Office Equipment (20230731150426) **DRAFT** VIEW ACTIVITY LOG

Item No.	Material Item Code	Description	Approved Qty	Balance Qty	UOM	Delivery Location	Unit Price (MYR)	Tax (MYR)	Delivery Qty	
002	AB-101/1/1	Item A	100.00	100.00	BAG	West Warehouse	50.00	0.00	30	<b>Update</b> Cancel
003	AB-101/1/1	Item B	50.00	50.00	BOX	West Warehouse	25.00	0.00	0.00	Edit

10 item per page 1 - 2 of 2 items

**AVAILABLE ITEM(S)**

PO Item No.	Material Item Code	Description	Approved Qty	Balance Qty	UOM	Delivery Location	Unit Price (MYR)	Tax (MYR)
No items to display								

BACK SAVE

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.

**E-FULFILMENT** DO HEADER ✓ DOCUMENT ✓ ITEMS (2) ✓

PO to purchase Office Equipment (20230731150426) **DRAFT** VIEW ACTIVITY LOG

Item No.	Material Item Code	Description	Approved Qty	Balance Qty	UOM	Delivery Location	Unit Price (MYR)	Tax (MYR)	Delivery Qty	
002	AB-101/1/1	Item A	100.00	100.00	BAG	West Warehouse	50.00	0.00	30.00	Edit 
003	AB-101/1/1	Item B	50.00	50.00	BOX	West Warehouse	25.00	0.00	0.00	Edit 

10 item per page 1 - 2 of 2 items

**AVAILABLE ITEM(S)**

PO Item No.	Material Item Code	Description	Approved Qty	Balance Qty	UOM	Delivery Location	Unit Price (MYR)	Tax (MYR)
No items to display								

BACK SAVE **SUBMIT**

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)

- Create an e-Invoice by selecting submitted Delivery Orders (DO)/\.
- Attach valid Purchase Order / LOA or any supporting documents if required.
- Create an invoice without a Purchase Order or Contract.
- Pre-requisite to e-Invoice:
  - Vendor must have accepted a Purchase Order/Awarded Contract/LOA in e-Award.
  - 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.

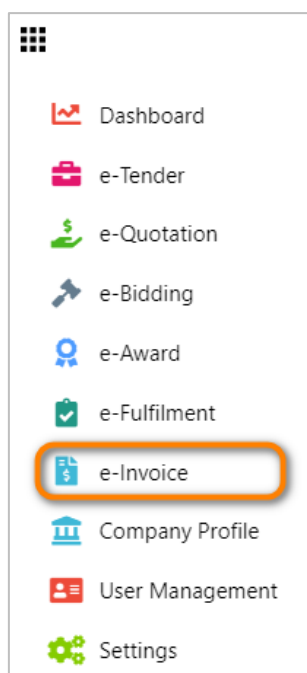


Figure 100: e-Invoice

## 10.1 Create e-Invoice

### 10.1.1 Invoice Header

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

E-INVOICE

INSIGHT

LISTING

e-Invoice Listing

+ Add New Record

Invoice No.	Title	Invoice Amo...	LAD / Other Charges Amount	Paya...	Purchase Order	Company	Status
INV-0000011	Event PO	2,500.00	0.00	2,500.00	PO2020-0033	WeManage eProcurement	Approved
INV-0000012	Purchase for event	28,000.00	0.00	28,000.00	PO2020-0032	WeManage eProcurement	Submitted For Approval
INV-0000010	Purchase for event	4,000.00	0.00	4,000.00	PO2020-0032	WeManage eProcurement	Submitted For Approval

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.

**E-INVOICE**   INVOICE HEADER   DELIVERY ORDER   SUPPORTING DOCUMENT

**Details**

Create From Purchase Order / Contract ☒

\* Invoice Source  
Purchase Order

\* Payment Milestone  
100% Payment Schedule (100.00%)

Title  
Price Agreement

Description

\* Currency  
Malaysia Ringgit (MYR)

Invoice Amount (Excl. Tax)  
0.00

Retention (%)  
0.00

Bank Guarantee (BG) Paid  
☐

BG (%)  
0.00

Discount  
0.00

Payable  
0.00

Company Name  
AB Center Enterprise

\* Purchase Order  
PO2023-0029 (Price Agreement)

Payment Due Date

PO Total Amount  
10.60

Tax Amount  
0.00

Retention Amount  
0.00

BG Amount  
0.00

Payment Terms  
30 Days

**Information**

Invoice No.

Reference No.

Status  
Draft

\* Invoice Date  
15-Mar-2023

BACK   **SAVE**   **NEXT**

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)

**E-INVOICE** INVOICE HEADER ✓ DELIVERY ORDER ✓ SUPPORTING DOCUMENT ○

Invoice for Cleaning Service **DRAFT** [View Activity Log](#)

**+ Add New Record**

DO No.	Title	Delivery Date	Net Amount	Tax Amount	
DO2021-0008	Invoice for Cleaning Service	02-Apr-2021	88.55	5.31	Delete

10 items per page 1 - 1 of 1 items

BACK SAVE NEXT

Figure 103: e-Invoice – Add new delivery order

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

**E-INVOICE** INVOICE HEADER ✓ DELIVERY ORDER ✓ SUPPORTING DOCUMENT ○

Invoice for Cleaning Service **DRAFT** [View Activity Log](#)

Record has been removed successfully

**Edit**

Select Delivery Order

<input checked="" type="checkbox"/>	DO No.	Title	Delivery Date	Net Amount	Tax Amount	
<input checked="" type="checkbox"/>	DO2021-0008	For troubleshooting purpose	02-Apr-2021	88.55	5.31	Delete

10 items per page 1 - 1 of 1 items

✓ Update Cancel

SAVE NEXT

Figure 104: e-Invoice – Select delivery order

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

**E-INVOICE** INVOICE HEADER ✓ DELIVERY ORDER ✓ SUPPORTING DOCUMENT ○

Invoice for Cleaning Service **DRAFT** [View Activity Log](#)

**+ Add New Record**

DO No.	Title	Delivery Date	Net Amount	Tax Amount	
DO2021-0008	Invoice for Cleaning Service	02-Apr-2021	88.55	5.31	Delete

10 items per page 1 - 1 of 1 items

BACK SAVE NEXT

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 for the 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.

E-INVOICE INVOICE HEADER ✓ DELIVERY ORDER ✓ SUPPORTING DOCUMENT ○

Price Agreement (20230315123139) **DRAFT** [VIEW ACTIVITY LOG](#)

Attachment(s) ⓘ

**Select files...** ✓ Done

PO Document.pdf  
File(s) uploaded successfully.

Additional Document.pptx  
File(s) uploaded successfully.

Uploaded Attachment(s)

File Name	Size	Extension	Uploaded Date	
Additional Document.pptx	0.03	.pptx	15-Mar-2023 12:40	
PO Document.pdf	0.03	.pdf	15-Mar-2023 12:40	

File Count: 2

10 item per page 1 - 2 of 2 items

[BACK](#) **SAVE**

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 on 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)

**E-INVOICE** INVOICE HEADER ✓ DELIVERY ORDER ✓ SUPPORTING DOCUMENT ✓

Price Agreement (20230315123139) **DRAFT** [VIEW ACTIVITY LOG](#)

Changes have been saved successfully.

Attachment(s) ⓘ

Select files... *Drop files here to upload*

Uploaded Attachment(s)

File Name	Size	Extension	Uploaded Date
Additional Document.pptx	0.03	.pptx	15-Mar-2023 12:40
PO Document.pdf	0.03	.pdf	15-Mar-2023 12:40

File Count: 2

10 item per page 1 - 2 of 2 items

[BACK](#) [SAVE](#) [SUBMIT](#)

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.

**E-INVOICE** INSIGHT LISTING

e-Invoice Listing

[+ Add New Record](#)

Invoice No.	Title	Invoice Amo...	LAD / Other Charges Amount	Paya...	Purchase Order	Company	Status
INV-0000011	Event PO	2,500.00	0.00	2,500.00	PO2020-0033	WeManage eProcurement	Approved
INV-0000012	Purchase for event	28,000.00	0.00	28,000.00	PO2020-0032	WeManage eProcurement	Submitted For Approval
INV-0000010	Purchase for event	4,000.00	0.00	4,000.00	PO2020-0032	WeManage eProcurement	Submitted For Approval

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)

E-INVOICE		INVOICE HEADER	DELIVERY ORDER	SUPPORTING DOCUMENT
<b>Details</b>				
<input type="checkbox"/> Create From Purchase Order / Contract		<input type="text"/> * Company Name -Please select-		
<input type="text"/> Title		<input type="text"/> Payment Due Date		
<input type="text"/> Description				
<input type="text"/> Currency				
<input type="text"/> * Invoice Amount (Excl. Tax)		<input type="text"/> * Tax Amount		
0.00		0.00		
<input type="text"/> Retention (%)		<input type="text"/> Retention Amount		
0.00		0.00		
<input type="checkbox"/> Bank Guarantee (BG) Paid				
<input type="text"/> BG (%)		<input type="text"/> BG Amount		
0.00		0.00		
<input type="text"/> Discount				
0.00				
<input type="text"/> Payable		<input type="text"/> Payment Terms		
0.00		-Please select-		
<b>Information</b>				
<input type="text"/> Invoice No.		<input type="text"/> Reference No.		
<input type="text"/> Status		<input type="text"/> * Invoice Date		
Draft		15-Mar-2023		
		<input type="button" value="BACK"/> <input type="button" value="SAVE"/> <input type="button" value="NEXT"/>		

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)

**E-INVOICE**   INVOICE HEADER ✓   **INVOICE ITEM** ○   SUPPORTING DOCUMENT ○

Invoice for better business (20210819160858) **DRAFT** [View Activity Log](#)

**+ Add New Record**

Description	Model/Brand	UOM	Quantity	Unit Price (MYR)	Gross Amt (MYR)	Tax Amt (MYR)	Total (MYR)
Sum: 0.00						0.00	0.00

5 items per page   No items to display

**BACK**   **NEXT**

Figure 110: Invoice –Invoice Item

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

**Edit** ×

Material Code   -Please select-

\* Description

Model/Brand

\* UOM   -Please select-

\* Quantity   0

\* Unit Price

Tax Amt

**UPDATE**   **CANCEL**

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.

**E-INVOICE**   INVOICE HEADER ✓   INVOICE ITEM ✓   **SUPPORTING DOCUMENT** ○

Purchase Company Laptops (20230307143041) **DRAFT** VIEW ACTIVITY LOG

Attachment(s) ⓘ

Select files... ✓ Done

PO Document.pdf  
File(s) uploaded successfully.

Additional Document.pptx  
File(s) uploaded successfully.

Uploaded Attachment(s)

File Name	Size	Extension	Uploaded Date	
Additional Document.pptx	0.03	.pptx	15-Mar-2023 14:09	📄 🗑️
PO Document.pdf	0.03	.pdf	15-Mar-2023 14:09	📄 📄 🗑️

File Count: 2

10 item per page 1 - 2 of 2 items

BACK **SAVE**

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**.

**E-INVOICE**   INVOICE HEADER ✓   INVOICE ITEM ✓   **SUPPORTING DOCUMENT** ✓

Purchase Company Laptops (20230307143041) **DRAFT** VIEW ACTIVITY LOG

Attachment(s) ⓘ

Select files... Drop files here to upload

Uploaded Attachment(s)

File Name	Size	Extension	Uploaded Date	
Additional Document.pptx	0.03	.pptx	15-Mar-2023 14:09	📄 🗑️
PO Document.pdf	0.03	.pdf	15-Mar-2023 14:09	📄 📄 🗑️

File Count: 2

10 item per page 1 - 2 of 2 items

BACK SAVE **SUBMIT**

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

*Figure 113: e-Invoice – Submission*