

BPHB Group

Bintulu Port eProcurement (BePRO)

Vendor Registration System (VRS) Guide

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1. Overview

The Bintulu Port Holdings Berhad (BPHB) BePRO Procurement system is a platform that connects you (the Vendor) with BPHB and its subsidiaries.

By signing up and creating a vendor account, you can maintain your company profile with BPHB digitally.

For first-time Vendor account creation, follow the steps below:



For existing Vendor that have already signed up and completed the Company Profile, follow the steps below:



2. Account Management

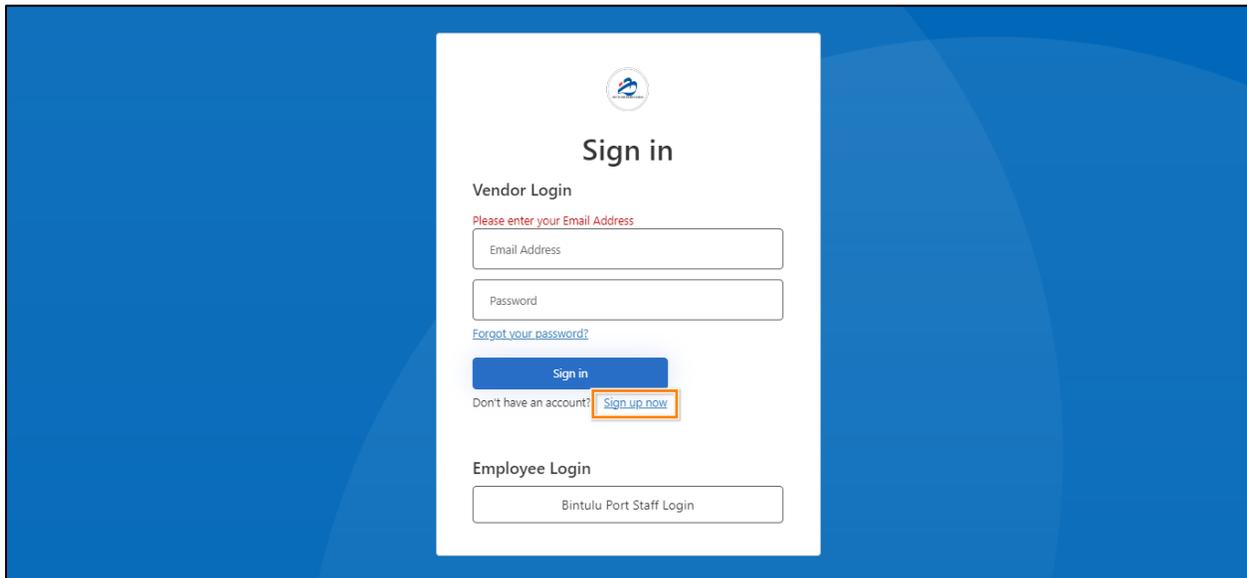
2.1. Login Creation

First time vendor sign-up for a new login account

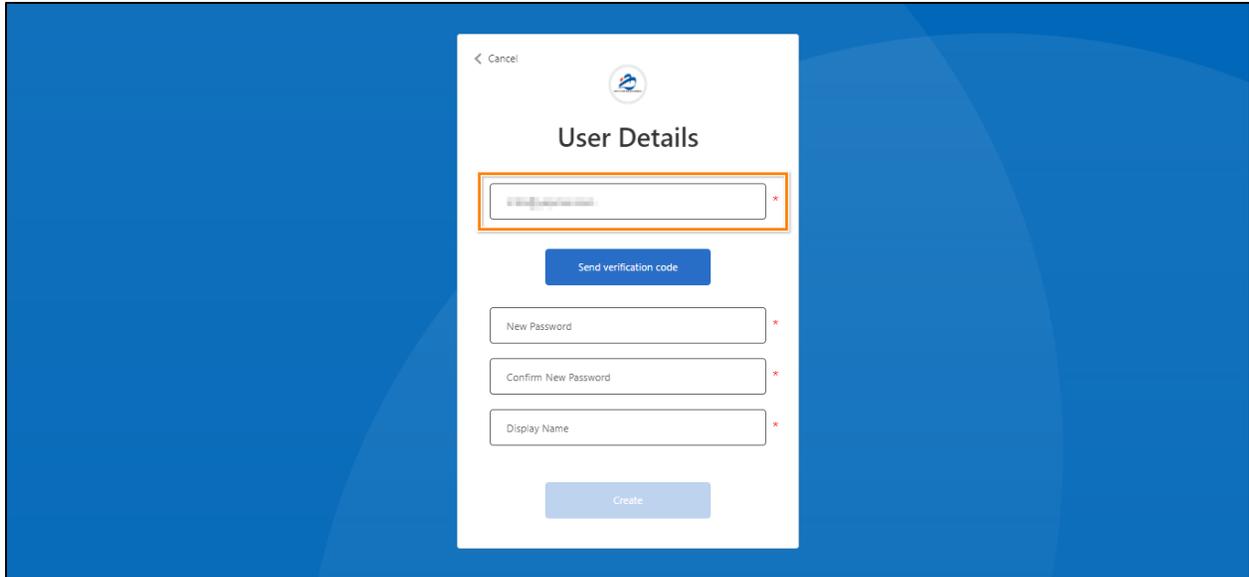
- Access URL: BeProcurement.bintuluport.com.my
- Click the **LOGIN** button on the top-right corner of the page.



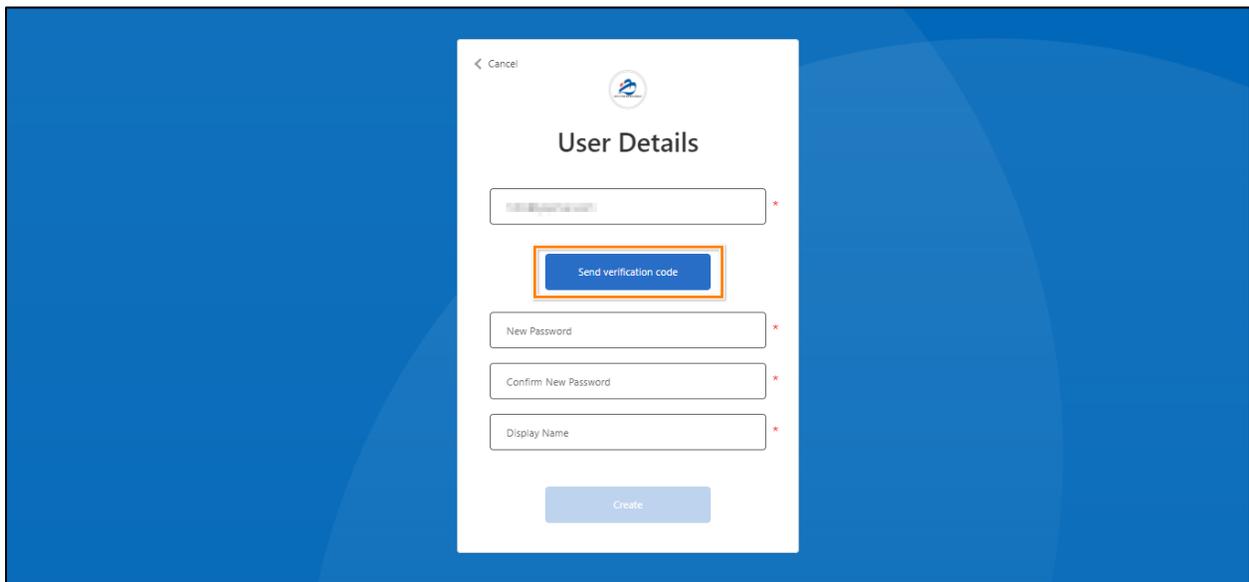
- For the first-time vendor, please click **SIGN UP NOW**.



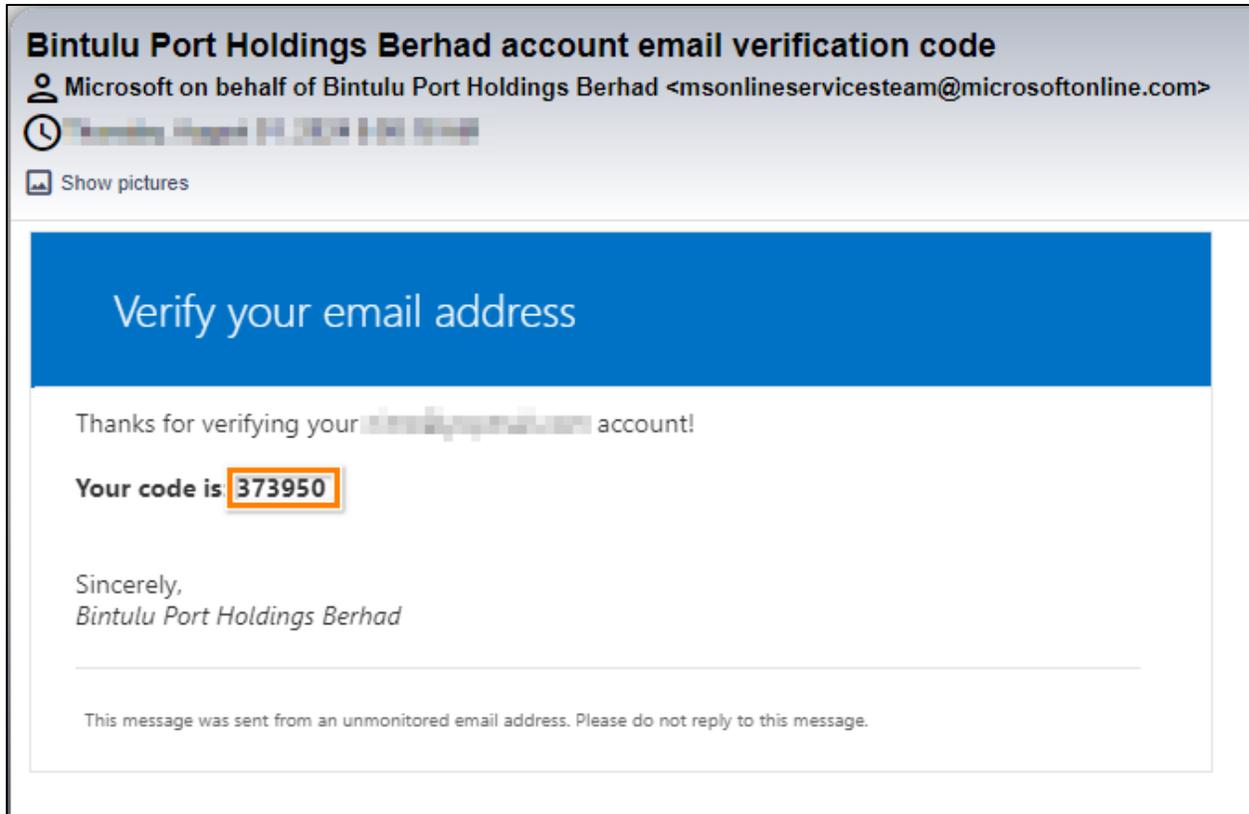
- Please key in a valid Email address that you will be using to log in to the BPHB procurement system and also to receive all notifications.



- Click the **SEND VERIFICATION CODE**.

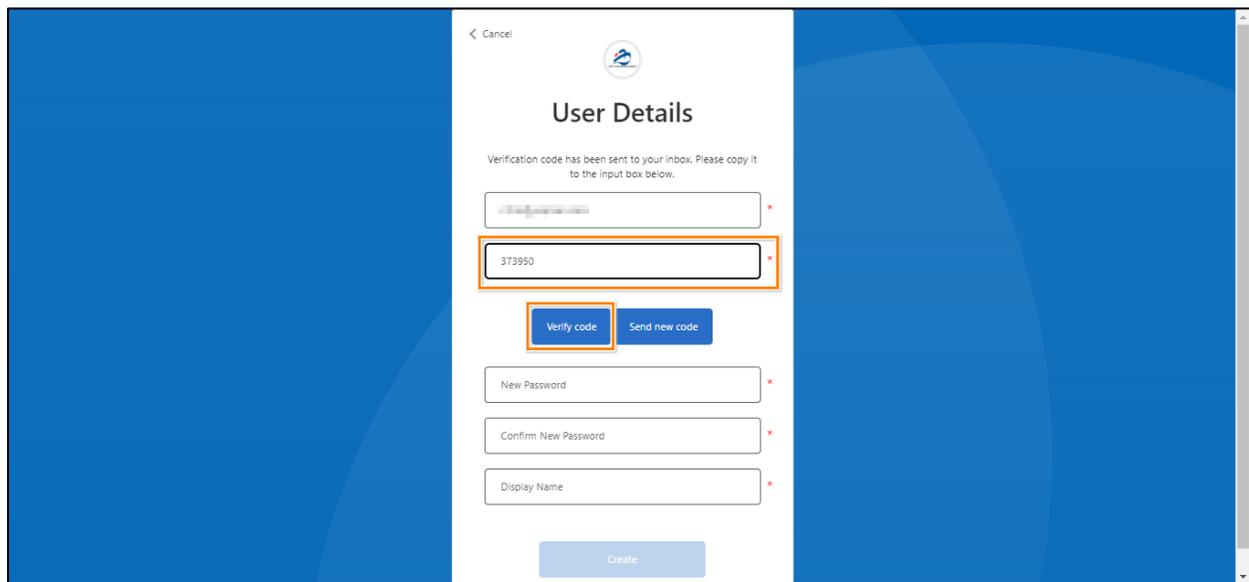


- Please check your mailbox. You will receive an Email from [Microsoft on behalf of Bintulu Port Holdings Berhad <msonlineservicesteam@microsoftonline.com>](#) as shown. Do copy the code.



- Paste the code. Click **VERIFY CODE**. Once clicked successfully, the system showed “**E-mail address verified. You can continue now**”

NOTE: Check your junk box for the code. Click **SEND NEW CODE** if you still did not receive the code.



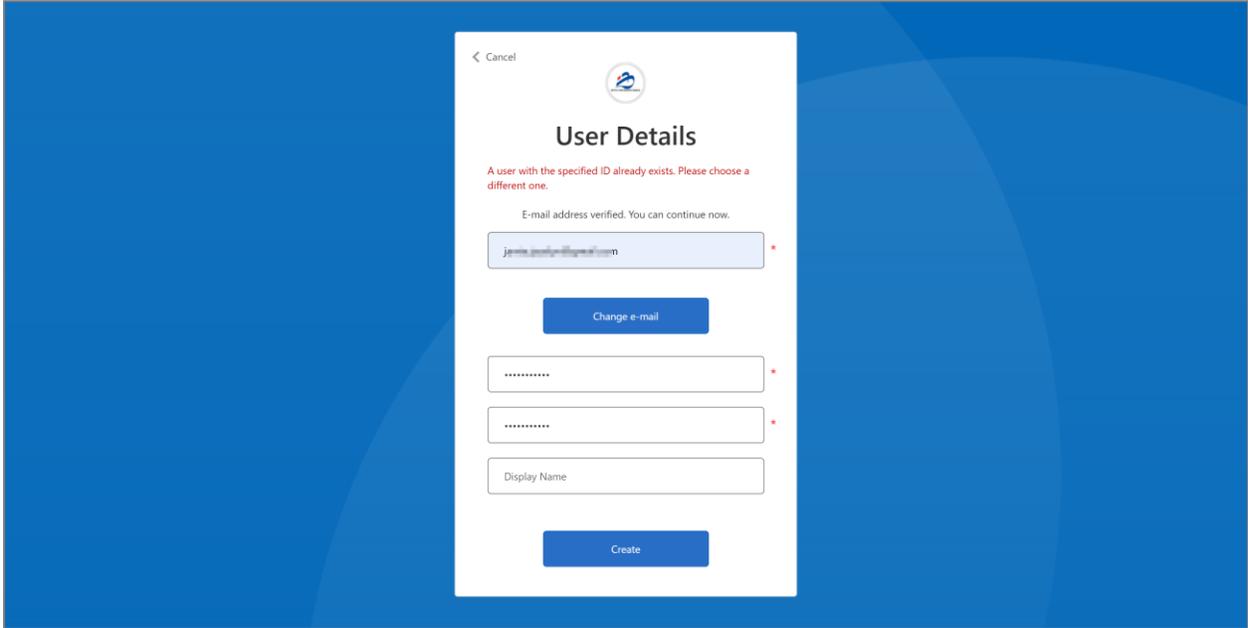
- Key in the new password and confirm the password.
Your password must have at least 3 of the following:
 - a lowercase letter
 - an uppercase letter
 - a number
 - a symbol
 - Do not allow special characters: < > { }

IMPORTANT: If this is not your intended e-mail to be used as a notification between you and BPHB and its subsidiaries, please click the **CHANGE E-MAIL** button.

- Put in the Display
- Click the **CREATE** button once done.

The screenshot shows a mobile application interface for 'User Details'. At the top, there is a 'Cancel' button and a logo. Below the logo, the title 'User Details' is displayed. A message states 'E-mail address verified. You can continue now.' followed by a text input field containing an email address. A blue button labeled 'Change e-mail' is positioned below the email field. Further down, a red error message reads: 'The password must be between 8 and 64 characters. Your password must have at least 3 of the following: - a lowercase letter - an uppercase letter - a number - a symbol'. Below this message are three input fields: a password field (with a dot in front), a 'Confirm New Password' field, and a 'Display Name' field. Each of these three fields has a red asterisk to its right. At the bottom of the form, a blue button is partially visible.

INFO: System will prompt the error that the ID has already exist upon you entering the Email address and password. If so, log into the system as per Section 2.3: Login



2.2. Associate the login with a vendor account

IMPORTANT: Please complete these steps in order to proceed to associate your login with BPHB Procurement system.

- Upon your completion of the steps outlined in Section [2.1: Login Creation](#), you will be prompted with this page.
- Please fill up all the mandatory fields as indicated.
- Click the **SUBMIT** button once done.

The screenshot displays a web browser window with a navigation bar at the top. The main content area is titled "Sign Up as a New Vendor" and contains a registration form with the following fields and options:

- Registration Type:** A dropdown menu with the option "-Please select-".
- Company registered in Malaysia?:** Radio buttons for "Yes" (selected) and "No".
- Telephone No.:** A text input field with a country code dropdown set to "+60" and a placeholder "E.g. 121234567".
- Registration No. / Organization No.:** A text input field with a placeholder "E.g. 201903123456".
- Old Registration No. / Organization No.:** A text input field with a placeholder "E.g. 976921U".
- Full Name of Company:** A text input field.
- Account Type:** Radio buttons for "Supplier", "Contractor", "Consultant", and "Buyer".
- Company Address Line 1, 2, and 3:** Three stacked text input fields.
- City:** A text input field.
- Postal Code:** A text input field.
- Company Website:** A text input field.
- State:** A dropdown menu with the option "-Please select-".
- Country:** A dropdown menu with "Malaysia (MY)" selected.
- Set the time zone you are in:** A dropdown menu with "(UTC+08:00) Kuala Lumpur, Singapore" selected.
- Full Name:** A text input field.
- Mobile Number:** A text input field with a country code dropdown set to "+60" and a placeholder "E.g. 121234567".

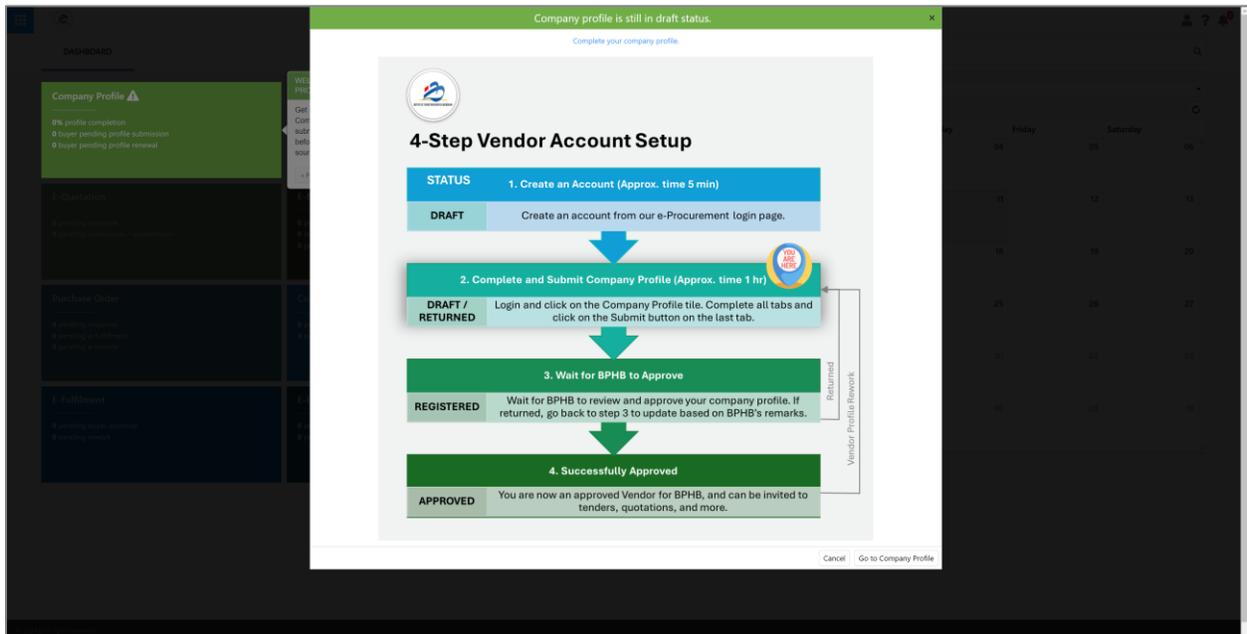
At the bottom of the form, there is a "SUBMIT" button.

Field Name	Description
Sign Up as A New Vendor	
Registration Type *	The Registration Types available in the system are: <ul style="list-style-type: none"> • Sole Proprietorship • Partnership • Sdn.Bhd./Private Limited • Berhad/Limited • Individual • Other
Custom Registration Type *	This field will be displayed if Registration Type = Other . This allows you to fill in the specific registration type that applies to your organization.
Company registered in Malaysia? *	This field indicates whether the company is registered in Malaysia by selecting "Yes" or "No".
Registration Location *	This field will be displayed if Company registered in Malaysia? = Yes . The Registration Location available in the system are: <ul style="list-style-type: none"> • Sabah • Sarawak • West Malaysia
Registration No. / Organization No. *	Please insert your organization's Registration Number. If your organization is incorporated in Malaysia, you can use the SSM website to search for your new registration number.
Old Registration No. / Organization No	Please insert your organization's old registration number. For example: 1315525-A. This field is optional.
NRIC *	This field will be displayed if Registration Type = Individual .
Full Name of Company *	Please insert the company name that exactly matches the information on your organization's Certificate of Establishment in Malaysia or equivalent. This field will be displayed when Registration Type = Sdn.Bhd./Private Limited or Berhad/Limited .
Full Name of Business *	Please insert the company name that exactly matches the information on your organization's Certificate of Establishment in Malaysia or equivalent. This field will be displayed when Registration Type = Sole Proprietorship, Partnership, Individual, or Others .
Account Type *	The account type that is available in the system are: Supplier, Contractor, Consultant, or Buyer. You may select more than 1 option, if needed. This is for BPHB records and categorization of evaluation.
Company Address Line 1 *	The company's registered address.

Field Name	Description
Company Address Line 2	
Company Address Line 3	
City *	
State *	
Postal Code *	
Country *	
Company Website	The company’s website URL. This field is optional.
Set the time zone you are in	This is the Vendor’s time zone. The system will display the time and date for all records based on the selected time zone. This will impact how the sourcing end date display for you in the Procurement system.

- Upon clicking the **SUBMIT** button, you will automatically login.

The infographic below provides an overview of the 4 steps in the Vendor Registration Process.



2.3. Login

The following steps to guide user login to access the Procurement system.

- Access URL: BeProcurement.bintuluport.com.my
- Click the **LOGIN** button on the top-right corner of the page.



- Key in the username and password that you have created.
- Click the **SIGN IN** button.

Sign in

Vendor Login

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

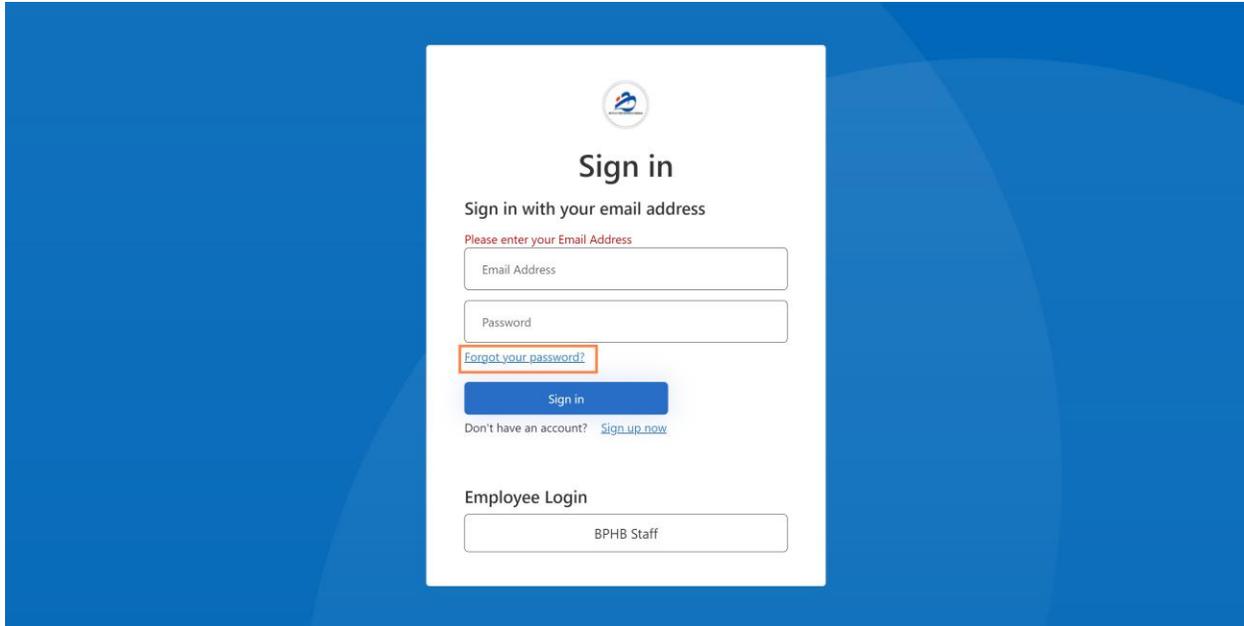
Employee Login

2.4. Forgot/Change Password

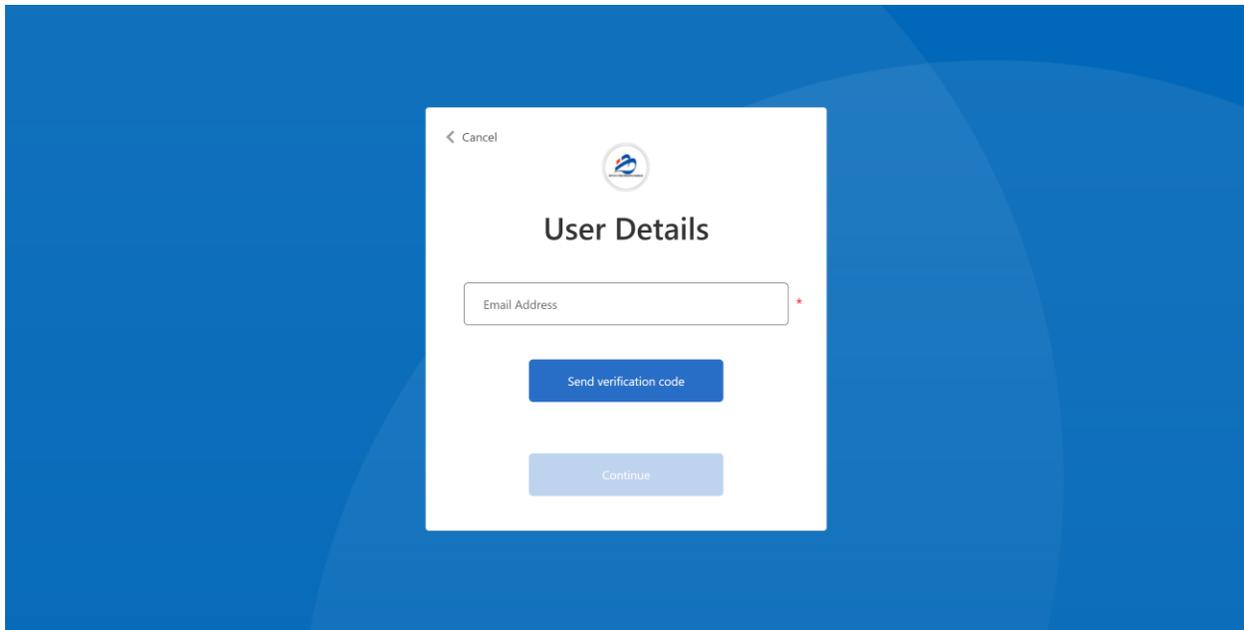
NOTE:

- Both of the forgot password and change/update password are following the same steps.

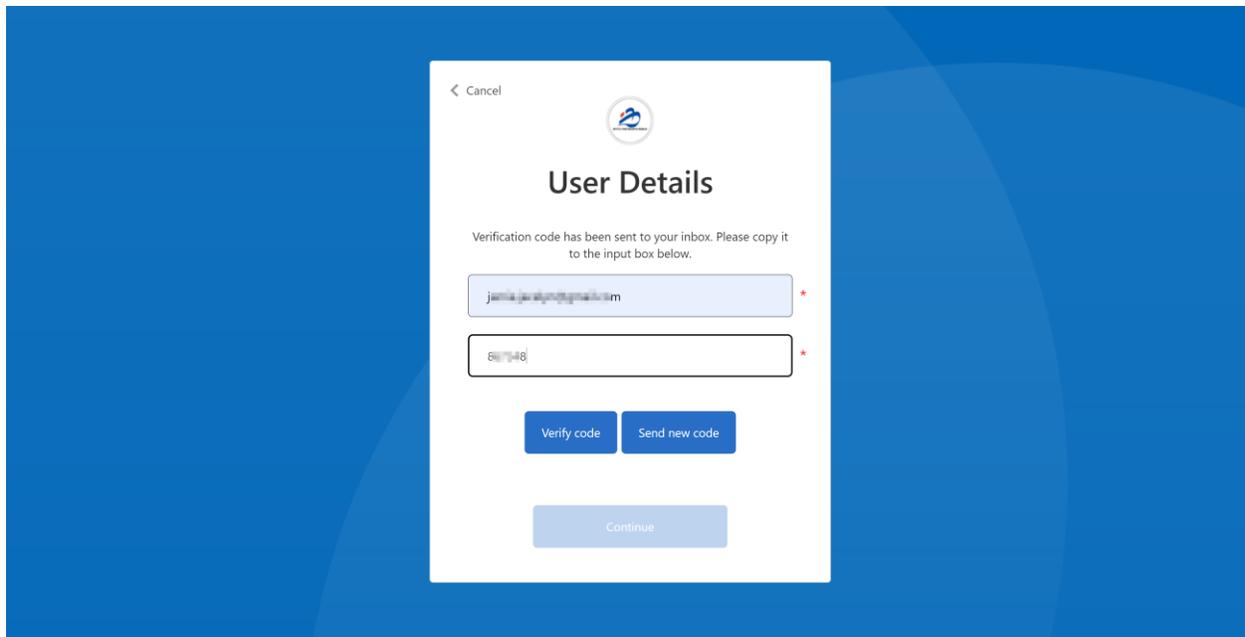
- Please reach out to BeProcurement.helpdesk@bintuluport.com.my if you forgot the Email Address used to registered with BPHB Procurement system.
- On the Sign in page, click **FORGOT YOUR PASSWORD?** link.



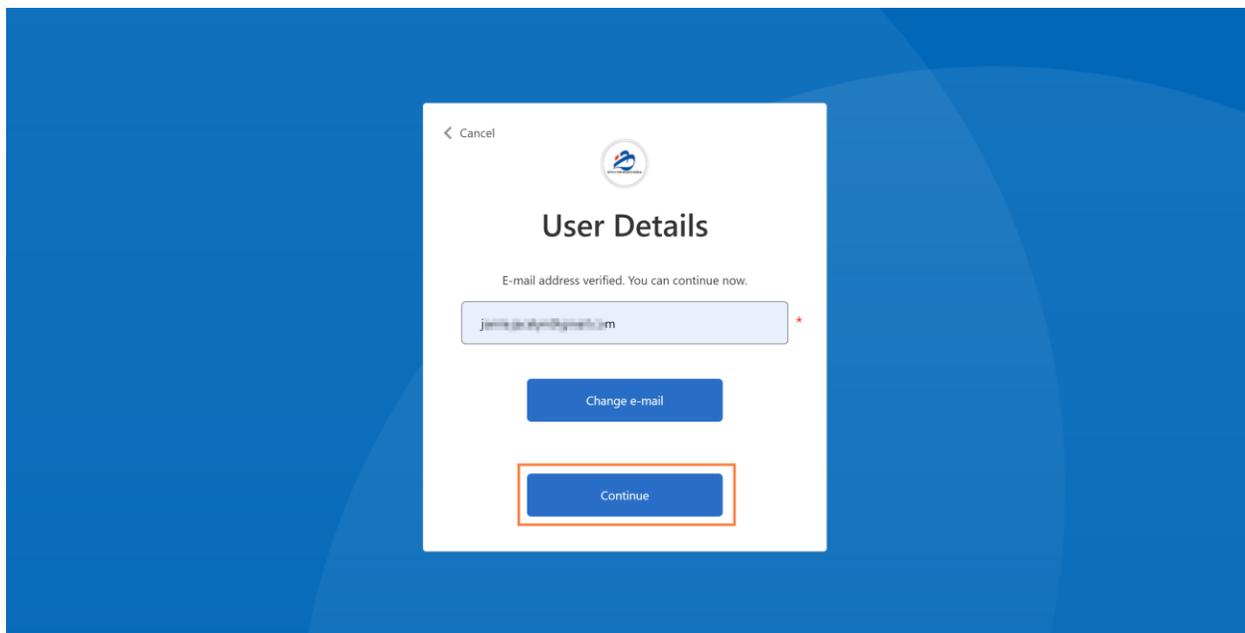
- Key in your **Email Address** and click **SEND VERIFICATION CODE**.



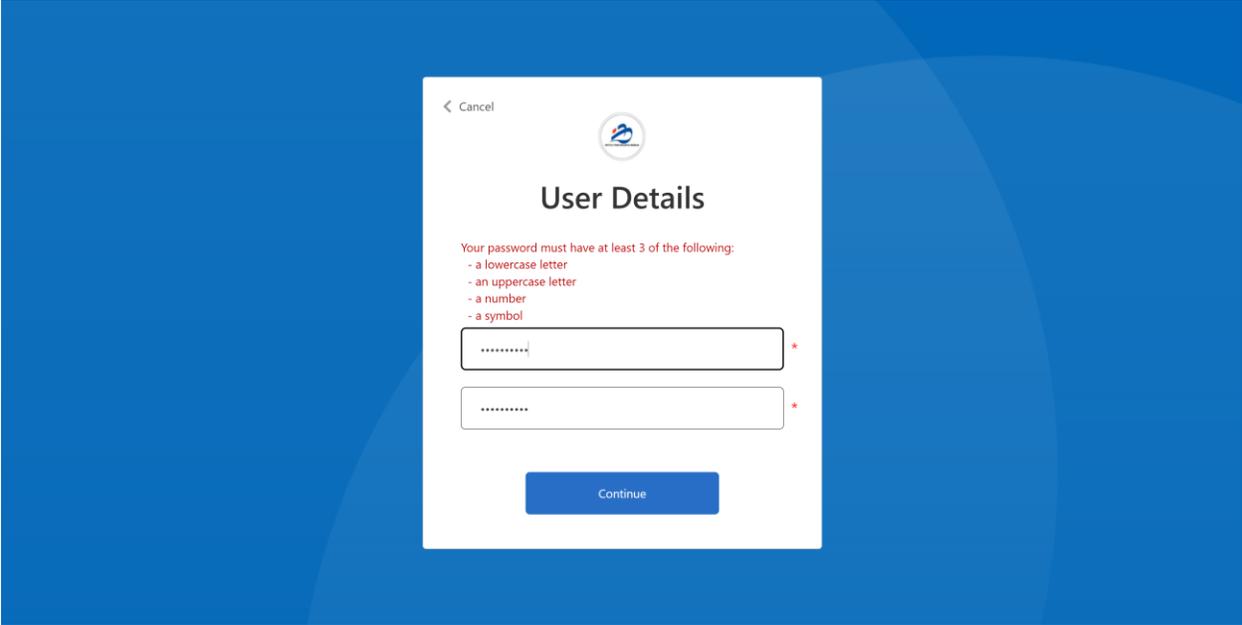
- Key in your Verification Code that you have received.
- Click **VERIFY CODE**.



- Click the **CONTINUE** button.

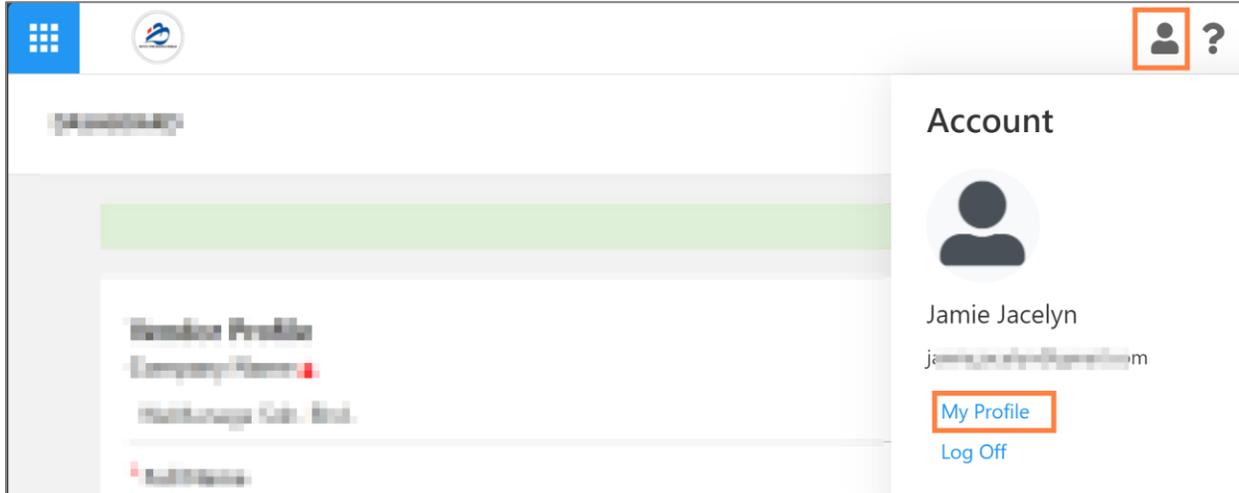


- Key in the new Password.
- Click **CONTINUE** once done.

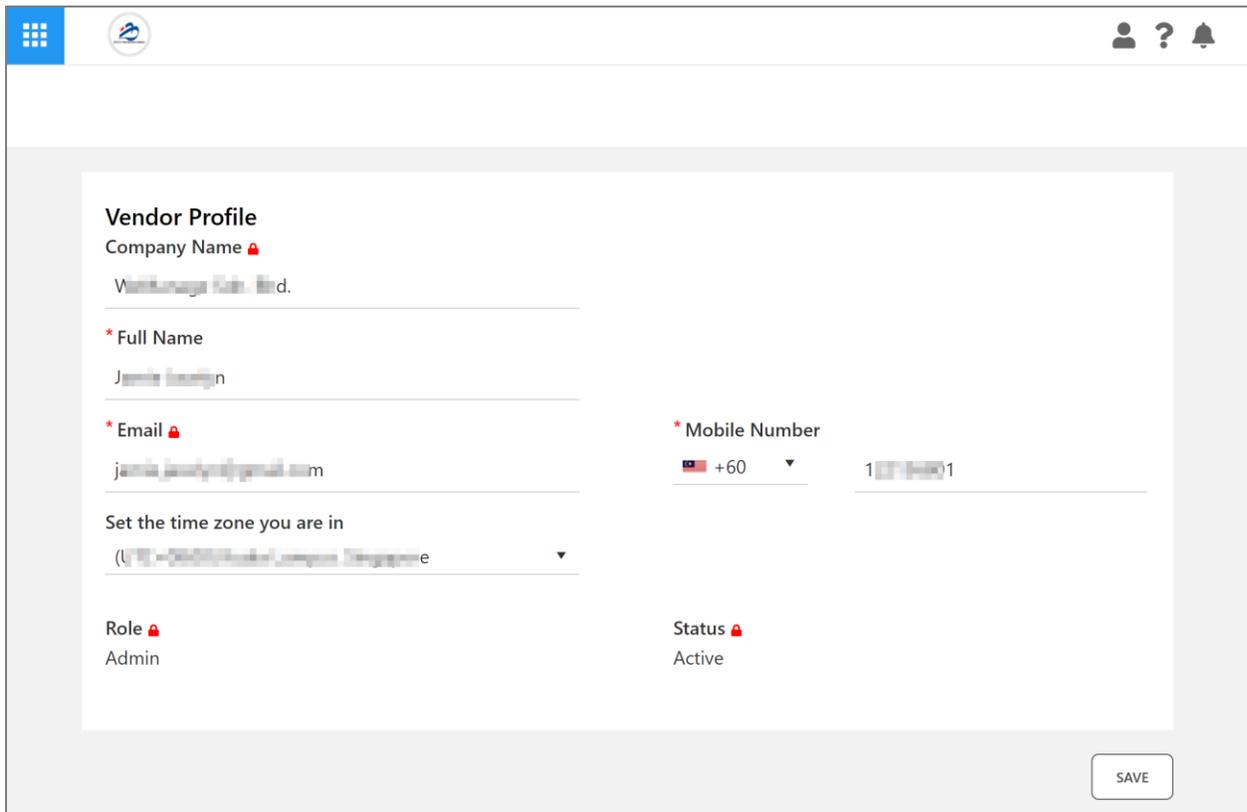


2.5. Update Profile

- Click the icon on the top-right.
- Select **MY PROFILE**.



- You may update the Full name, mobile number and Time Zone. Click the **SAVE** button when done.

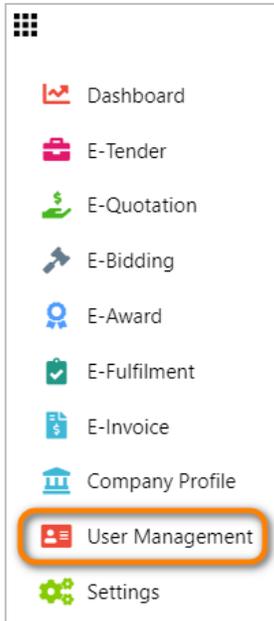


3. Manage Users

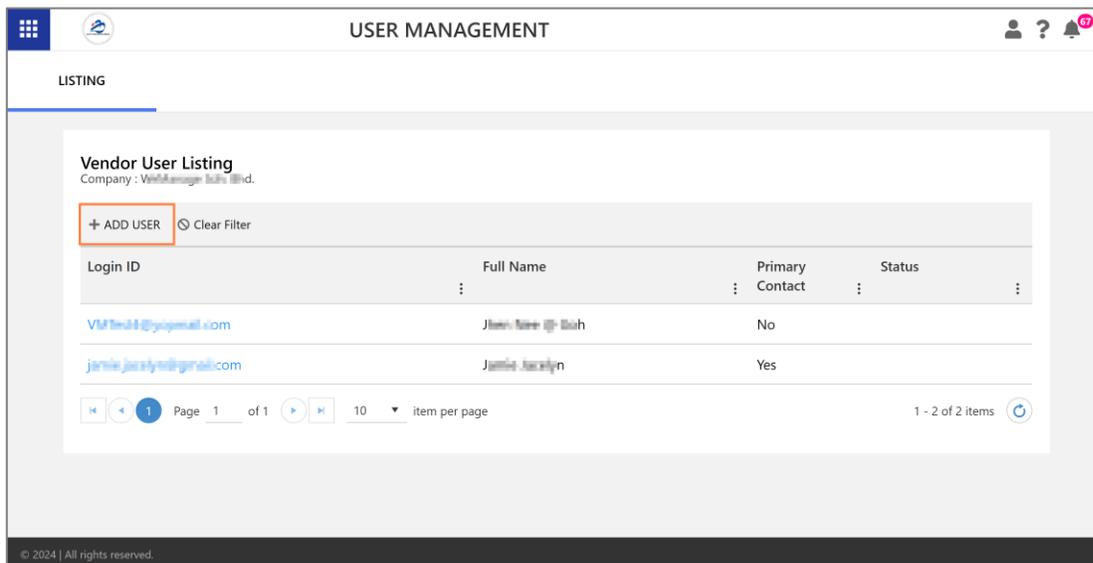
3.1. Add Users

You can create additional user accounts under your company. This allows multiple users in your company to access BPHB BePRO Procurement system and respond to available tenders, purchase orders, etc.

- To create New Users, click on the App Launcher (top left of the page), and select **USER MANAGEMENT**.



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



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

USER MANAGEMENT LISTING

Vendor User Details

Company Name ▲
WahKangga Sdn Bhd.

* Full Name

* Email

Status ▲
Active

Primary Contact

* Mobile Number
+60 E.g. 121234567

Time Zone
(UTC+08:00) Asia/Kuala Lumpur

CANCEL SAVE

- The newly added user need to follow the Steps in [Section 2.1 Login Creation](#) to create a login in order to be able to access BPHB BePRO Procurement system.

3.2. Edit or Deactivate Users

1. You can update the user’s name, mobile number and Time Zone. Click the **SAVE** button when done.
2. If you want to Deactivate the user, please click the DEACTIVATE button.

USER MANAGEMENT LISTING

Vendor User Details

Company Name ▲
WahKangga Sdn Bhd.

* Full Name
Jamie Jacelyn

* Email ▲
jamie.jacelyn@gmail.com

Status ▲
Active

Primary Contact

* Mobile Number
+60 123456789

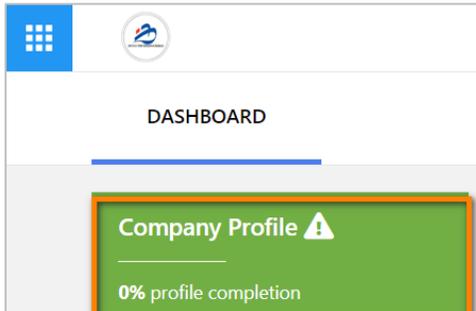
Time Zone
(UTC+08:00) Kuala Lumpur, Singapore

CANCEL SAVE DEACTIVATE

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4. Company Profile

- You are required to complete your Company Profile in order to provide detailed information to Bintulu Port.
- In the Dashboard, click on the Company Profile tile to fill up your company profile.



The BePRO system will display the registration status as “Draft”

A screenshot of a web form for 'Nitro Berhad'. The status 'DRAFT' is highlighted in a red box. The form has tabs for 'Addresses', 'Business Details', 'Business Activities', and 'Key Contacts'. The 'Business Details' tab is active. Fields include: 'Full Name of Company' (Nitro Berhad), 'Currency' (Malaysia Ringgit (MYR)), 'Company registered in Malaysia?' (Yes selected), 'Registration Location' (West Malaysia), 'Address Line 1' (No 115 Aras 6), and 'Address Line 2' (Wisma Tunku Mizan). A 'VIEW ACTIVITY LOG' button is in the top right.

There are 6 tabs under the Company Profile, namely:

- i. **Background**
- ii. **Corporate Structure**
- iii. **Financial Information**
- iv. **Resources**
- v. **Track Records and References**
- vi. **Document Upload**

NOTE: The fields with a lock icon (🔒) are read-only. If you made a mistake on the lock fields during account registration, kindly contact Bintulu Port procurement at

BeProcurement.helpdesk@bintuluport.com.my

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

Nitro Berhad DRAFT [VIEW ACTIVITY LOG](#)

Addresses Business Details Business Activities Key Contacts

* Full Name of Company	* Currency
Nitro Berhad	-Please select-
* Company registered in Malaysia	* Registration Location
<input checked="" type="radio"/> Yes <input type="radio"/> No	West Malaysia
* Address Line 1	Address Line 2
No 115 Aras 6	Wisma Tunku Mizan

4.1. Background

- The Background section encompasses the basic information about your company.
- There are 4 sub-tabs in the Background section, namely:
 - **Addresses:** Company Registered Address, Business Address & 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 Buyers can contact, usually the sales department

Nitro Berhad **DRAFT** VIEW ACTIVITY LOG

Addresses Business Details Business Activities Key Contacts

Full Name of Company

* Currency

* Company registered in Malaysia? Yes No

* Registration Location

* Address Line 1

Address Line 2

4.1.1. Addresses

- In **Addresses**, some fields are auto-populated with the details that you have filled in during account registration. You will need to provide the addresses for the registered company and the workshop/warehouse if they differ from the business address.
- In the **Currency** field, 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

Nitro Berhad **DRAFT** VIEW ACTIVITY LOG

Addresses Business Details Business Activities Key Contacts

Full Name of Company

* Currency

* Company registered in Malaysia? Yes No

* Registration Location

* Address Line 1

Address Line 2

* City

* State

* Postal Code

* Country

Company Website

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The screenshot displays the 'FINANCIAL INFORMATION' section of the 'Nitro Berhad DRAFT' profile. The navigation menu at the top includes 'COMPANY PROFILE', 'BACKGROUND', 'CORPORATE STRUCTURE', 'FINANCIAL INFORMATION', 'RESOURCES', 'TRACK RECORD AND REFERENCES', and 'DOCUMENT UPLOAD'. The 'FINANCIAL INFORMATION' tab is active, showing two sub-tabs: 'Financial Background' and 'Financial Statement'. Under 'Financial Background', there are two input fields: 'Authorized Capital (MYR)' and 'Paid-Up Capital (MYR)', both with orange boxes around the '(MYR)' unit. A 'VIEW ACTIVITY LOG' button is located in the top right corner of the form area.

- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Business Details** sub-tab.

4.1.2. Business Details

- In **Business Details**, please provide all the relevant information, such as the Date of incorporation, Tax Registration No., Ministry of Finance Company Registration No., IRBM TIN No, Country of Registration, Bumiputera Status Company, Old Name of Company (if have), etc.

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

Nitro Berhad DRAFT VIEW ACTIVITY LOG

Changes have been saved successfully

- Please ensure that you have chosen your vendor categories for each of the required (*) associated buyers before proceeding further. You may need to reselect this due to changes in the Buyer's Vendor Category Template.
- If you've reviewed your vendor categories for each of the required (*) associated buyers, please scroll to the bottom of the page and click on the "Finalize Vendor Categories" button.

Addresses | **Business Details** | Business Activities | Key Contacts

* Type of Registration
Berhad/Limited

* Registration No. / Organization No.
202101018938

* Date of Incorporation
01-Jan-2021

Ministry of Finance Company Registration No.
202101010003234

Tourism Tax Registration Number
E.g. 123-4567-89012345

* Country Of Registration
Malaysia (MY)

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

* Account Type
 Supplier Contractor Consultant Buyer

Old Registration No. / Organization No.
Tax Registration No.
202101010007658

* IRBM Tax Identification No. (TIN)
2021010105326

* Are you a Bumiputera Status Company?
Bumiputera Malaysia (West Malaysia)

*** Bank Account Details**

Please provide us with your bank details
* At least one record is required.

+ Add New Record + Request For Bank

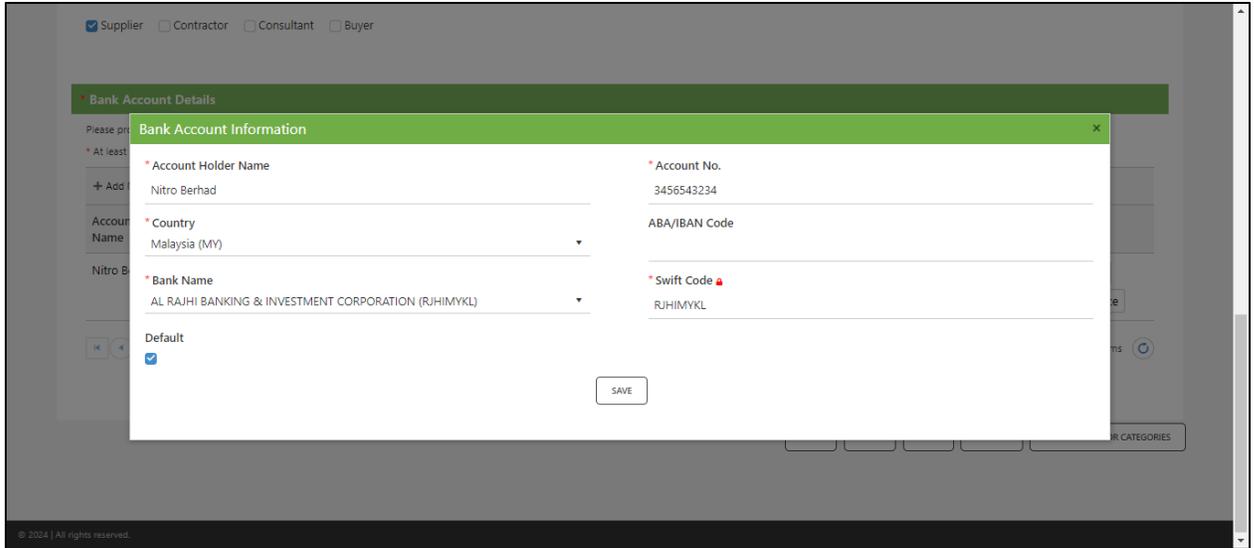
Account Holder Name	Account No.	Bank Name	Swift Code	Country	ABA/IBAN Code	Default	
Nitro Berhad	3456543234	AL RAJHI BANKING & INVESTMENT CORPORATION (RJHIMYKL)	RJHIMYKL	Malaysia		Yes	Edit Delete

Page 1 of 1 10 item per page 1 - 1 of 1 items

BACK NEXT SAVE SUBMIT FINALIZE VENDOR CATEGORIES

INFO: If “Has your company ever had a name change before?” set to YES, it is required to fill up the “Company Previous Names”

- Under the **Bank Account Details** section, please fill in information for at least one bank account.

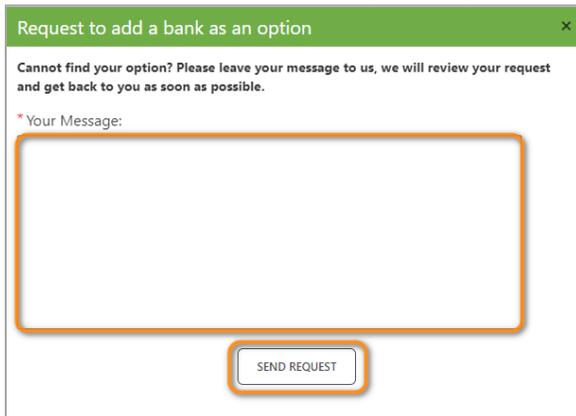


INFO: If you added more than one bank account, it is important to set one of the bank accounts as **Default**. The bank account details are for Bintulu Port reference for the payment process.

- If your bank is not listed at the dropdown list, you may click on the **+ Request For Bank** button to request Bintulu Port to add your bank to the system.



- Once you fill in the details for your bank, click on the **SEND REQUEST** button. Bintulu Port procurement users will review your request and notify you once the bank is added to the system.



- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Business Activities** sub-tab.

4.1.3. Business Activities

- Under **Business Activities**
 - i. Provide the information about your business under the **Business Activities** section
 - ii. Specify the nature of your business by clicking on **+ Add New Record** to select all the **Vendor Categories** and **Sub-Categories** that apply to your company.

NOTE:

- You may occasionally receive notifications via email or the system to update your vendor category. This will occur if Bintulu Port has performed significant changes to the Vendor category template which may affect you.
- You shall select relevant **Vendor Categories** and **Sub-Categories** that apply to your company because Bintulu Port will select the vendor for Invitation to Bid based on the **Vendor Categories** and **Sub-Categories**.

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

Nitro Berhad DRAFT VIEW ACTIVITY LOG

Changes have been saved successfully

Addresses | Business Details | **Business Activities** | Key Contacts

Business Activity

* Description (for IRBM e-Invoice)
to provide service and maintenance

Nature of Business

+ Add New Record + Request For New Category

Vendor Category	Vendor Sub Category	Last Modified Date	
(33) PERUNDINGAN FIZIKAL	(3301) PERUNDINGAN KEJURUTERAAN (330104) KEJURUTERAAN MEKANIKAL (PERUNDINGAN) (330101) KEJURUTERAAN AWAM (PERUNDINGAN)	01-Aug-2024 11:11	Edit Delete
(22) PERKHIDMATAN	(2201) PENYELENGGARAAN DAN PEMBAIKAN KENDERAAN (221503) KENDERAAN/ JENTERA/ KENDERAAN REKREASI (220103) KENDERAAN KEGUNAAN KHUSUS (SEPERTI KENDERAAN REKREASI) (220111) KERJA-KERJA PEMBAIKAN KENDERAAN BER REL DAN KERETA KABEL (220112) KERJA-KERJA PENYELENGGARAAN SISTEM KENDERAAN	01-Aug-2024 11:11	Edit Delete

Page 1 of 1 | 10 Item per page | 1 - 2 of 2 Items

Professional Affiliation

+ Add New Record

Professional Affiliation	Category	Sub-category	Expiration Date	
UPKJ	(2) MEKANIKAL	(V) MECHANICAL WORKS AND OTHER SPECIALIST WORKS	31-Dec-2025 00:00	Edit Delete

Page 1 of 1 | 10 Item per page | 1 - 1 of 1 Items

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

- If you are unable to find your Vendor Category or Sub-Category from the dropdown list, you may click on the **+ Request for New Category** button to request for the Bintulu Port to add it to the system.
- Then, fill in additional information on your company **Professional Affiliation**, such as if your company is registered with UPKJ or CIDB.

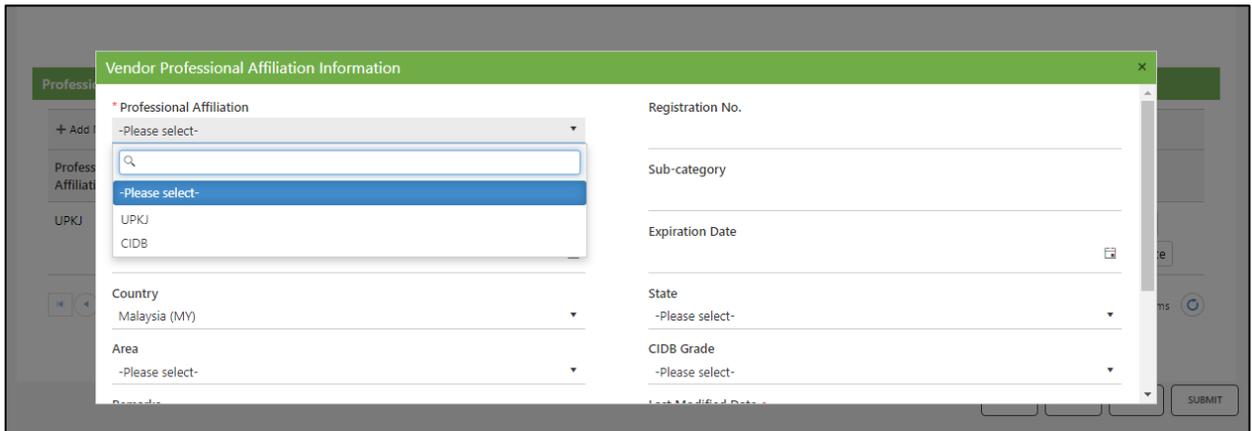
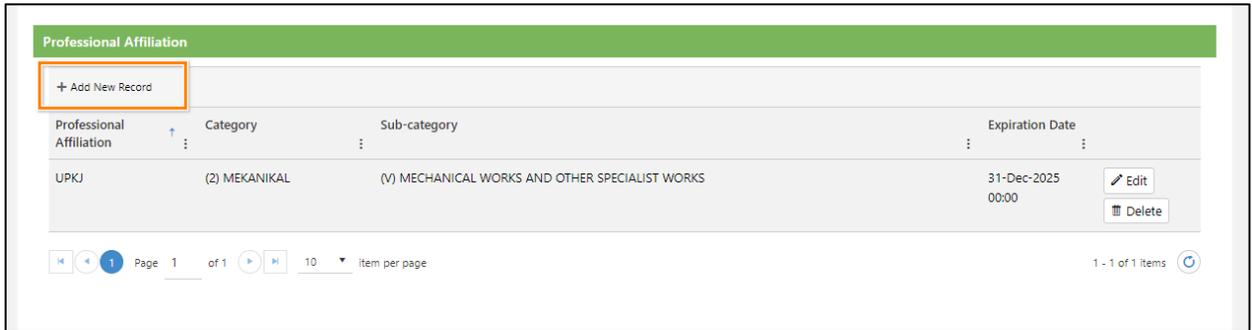
Professional Affiliation

+ Add New Record

Professional Affiliation	Affiliation Category	Affiliation Sub Category	Country	
UPKJ	(2) MEKANIKAL	(V) MECHANICAL WORKS AND OTHER SPECIALIST WORKS	Malaysia	Edit Delete

Page 1 of 1 | 10 Item per page | 1 - 1 of 1 Items

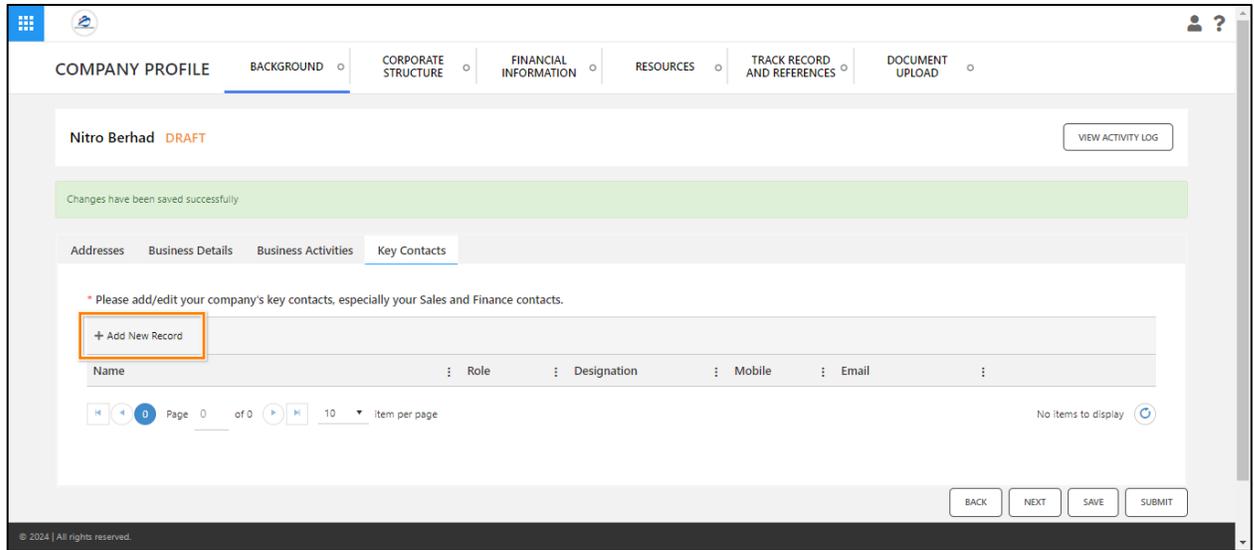
- Under the **Professional Affiliation** section, please provide the information of UPKJ and CIDB (if any)



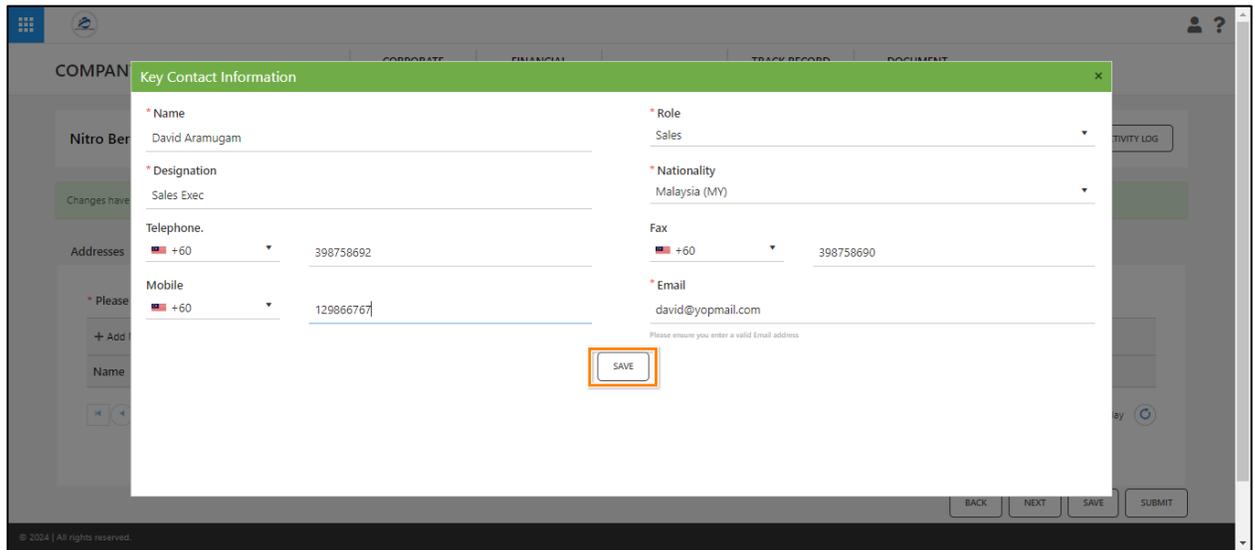
- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Key Contacts** sub-tab.

4.1.4. Key Contacts

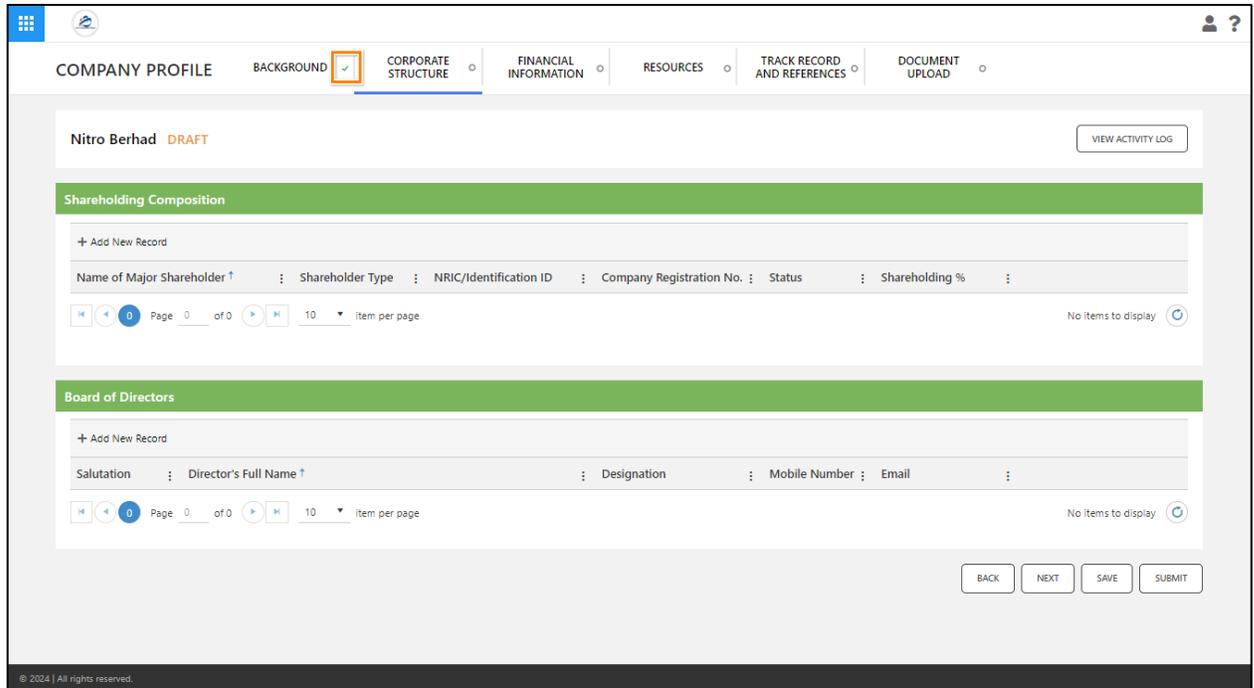
- In **Key Contacts**, please provide at least one of the company's key contacts, especially the contacts from the Sales and Finance department.



- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Corporate Structure** tab.

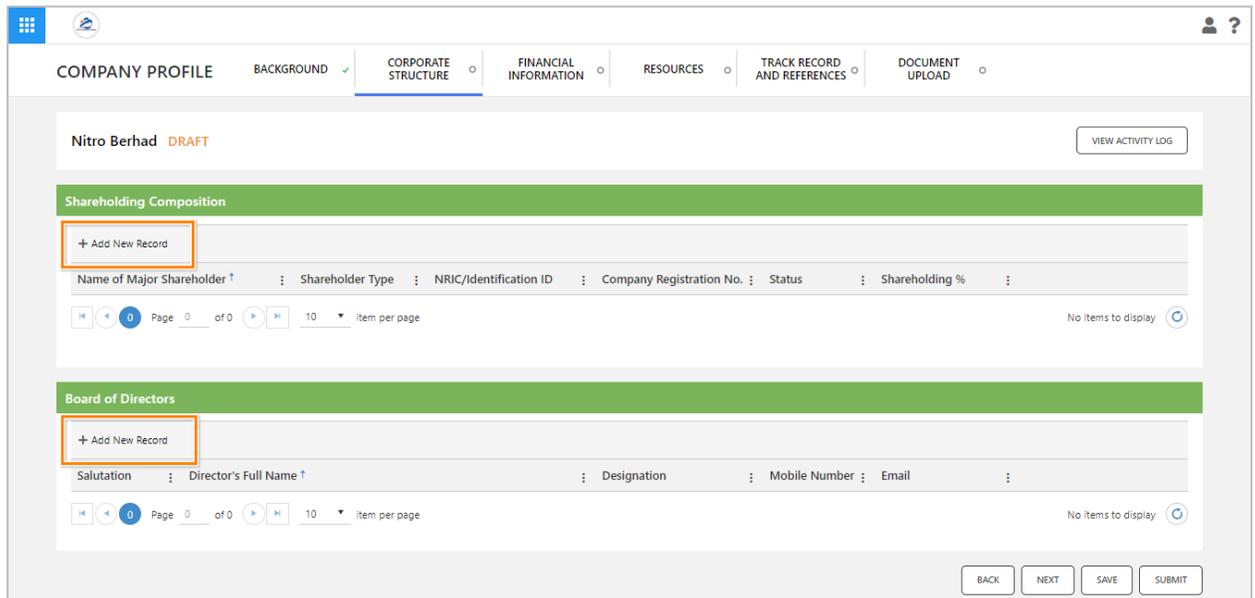


- If you have completed the specific tab (all mandatory fields are inserted), the system indicates the green tick.

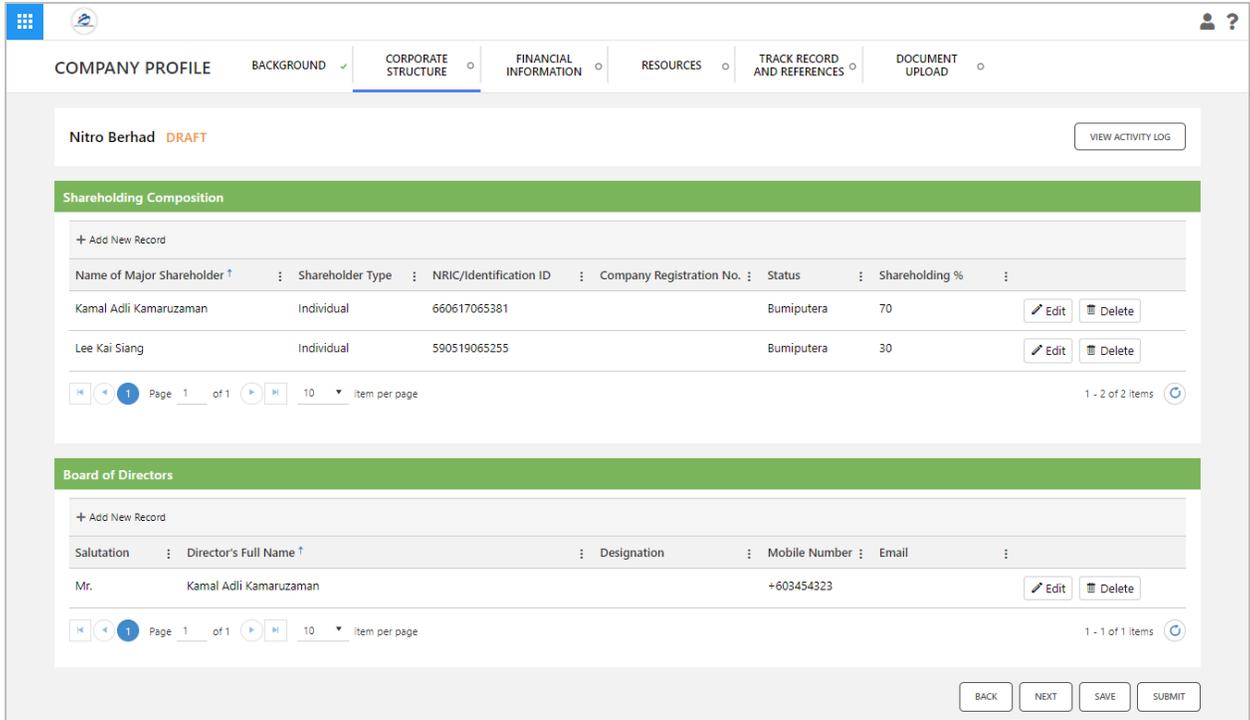


4.2. Corporate Structure

- There are 2 sections under Corporate Structure, namely:
 - Shareholding Composition
 - Board of Directors

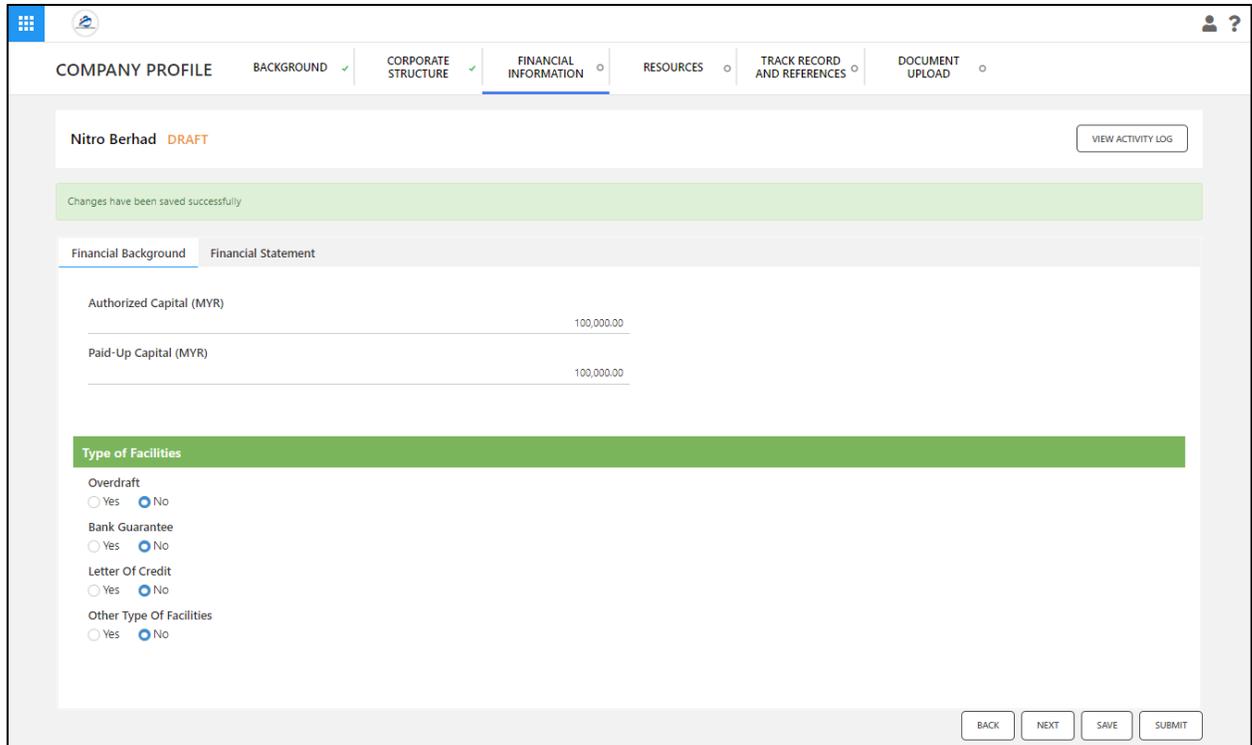


- If the Corporate Structure is not related to your business, you may proceed to the next tab.
- Once completed, you may either click on **SAVE** or click on **NEXT** to proceed with the **FINANCIAL INFORMATION** tab.



4.3. Financial Information

- There are 2 sub-tabs under Financial Information, namely:
 - Financial Background
 - Financial Statement
- In **Financial Background**, fill in the Authorized and Paid-Up Capital with the selected currency in the **Background** tab, and choose the **Type of Facilities** that applicable.
NOTE: Financial Background information is optional to fill up if your business is not related to it.



- The **Financial Statement** consists of 3 sets, which are for the current year and the 2 previous years.
 - **Year (Y)**: A dropdown that consists of the last 5 years, including the current year.
 - **Year (Y-1)**: Automatically fills in the year (1 year prior to the first column) once **Year (Y)** is selected.
 - **Year (Y-2)**: Automatically fills in the year (2 years prior to the first column) once **Year (Y)** is selected.
- Select the **Financial Statement Type** for your organization. There are four available options:
 - Audited Financial Report (Default)
 - Management Account 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.

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

Nitro Berhad DRAFT VIEW ACTIVITY LOGS

Changes have been saved successfully.

Financial Background
Financial Statement

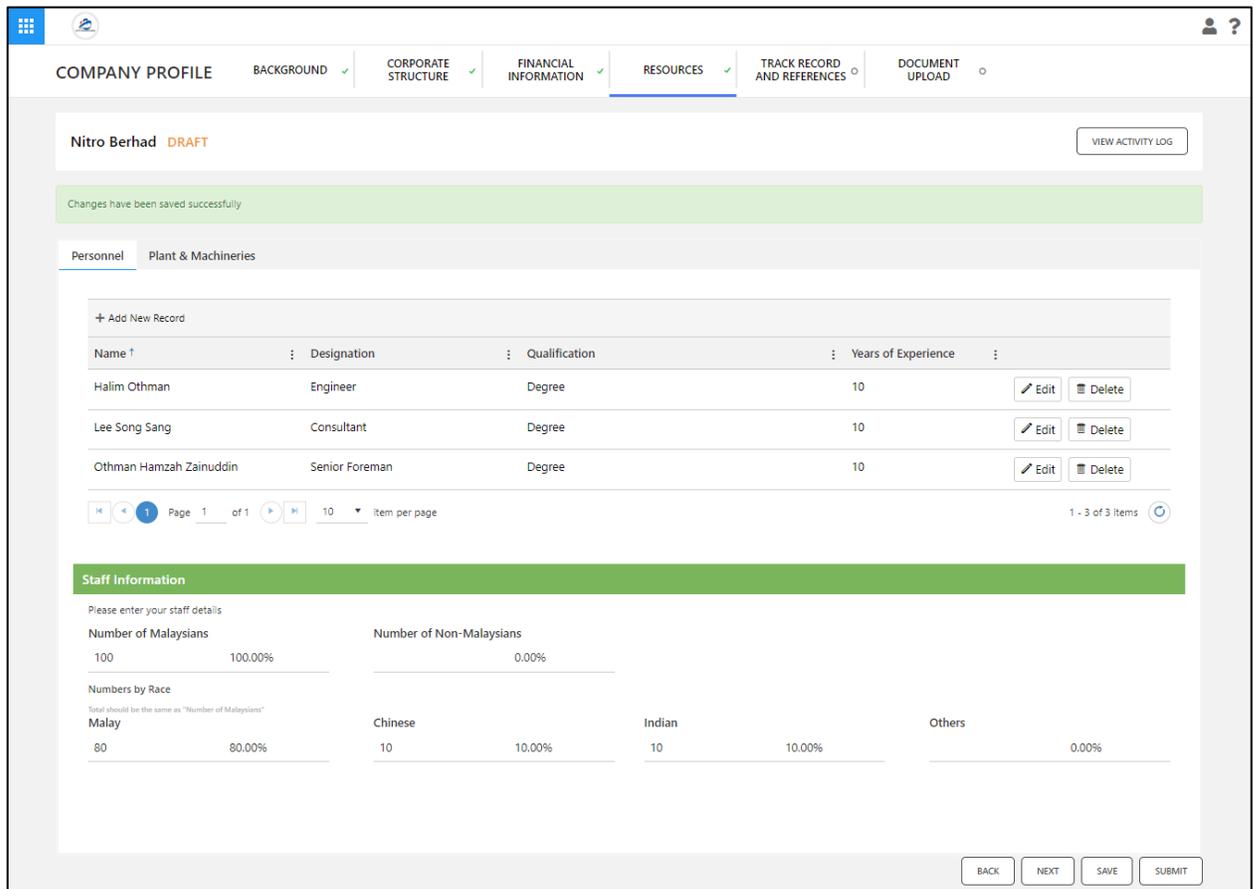
* Financial Statement Type Audited Financial Report	* Financial Statement Type Audited Financial Report	* Financial Statement Type Audited Financial Report
* Year (Y) Please select	* Year (Y-1)	* Year (Y-2)
Income Statement		
* Turnover / Sales (MYR)	* Turnover / Sales (MYR)	* Turnover / Sales (MYR)
* Net Profit/(Loss) After Taxation (MYR)	* Net Profit/(Loss) After Taxation (MYR)	* Net Profit/(Loss) After Taxation (MYR)
Balance Sheet		
Assets		
Non-Current Assets		
* Property & Equipment / Fixed Deposit / Share / Bond (MYR)	* Property & Equipment / Fixed Deposit / Share / Bond (MYR)	* Property & Equipment / Fixed Deposit / Share / Bond (MYR)
Current Assets		
* Inventories (MYR)	* Inventories (MYR)	* Inventories (MYR)
* Trade Receivable (MYR)	* Trade Receivable (MYR)	* Trade Receivable (MYR)
* Other Current Asset(s) (MYR)	* Other Current Asset(s) (MYR)	* Other Current Asset(s) (MYR)
* Total Assets (MYR)	* Total Assets (MYR)	* Total Assets (MYR)
Liabilities		
Current Liabilities		
* Approve Loan / Borrowing / Credit Facilities (within 12 months) (MYR)	* Approve Loan / Borrowing / Credit Facilities (within 12 months) (MYR)	* Approve Loan / Borrowing / Credit Facilities (within 12 months) (MYR)
* Bank Overdraft (MYR)	* Bank Overdraft (MYR)	* Bank Overdraft (MYR)
* Other Current Liabilities (MYR)	* Other Current Liabilities (MYR)	* Other Current Liabilities (MYR)
* Net Current Assets (MYR)	* Net Current Assets (MYR)	* Net Current Assets (MYR)
Non-Current Liabilities		
* Approve Loan / Borrowing / Balance Credit Facilities (MYR)	* Approve Loan / Borrowing / Balance Credit Facilities (MYR)	* Approve Loan / Borrowing / Balance Credit Facilities (MYR)
* Other Non-Current Liabilities (MYR)	* Other Non-Current Liabilities (MYR)	* Other Non-Current Liabilities (MYR)
* Total Liabilities (MYR)	* Total Liabilities (MYR)	* Total Liabilities (MYR)
Equity attributable to the owner of the Company		
* Share Capital/Premium (MYR)	* Share Capital/Premium (MYR)	* Share Capital/Premium (MYR)
* Retained profits / (loss) (MYR)	* Retained profits / (loss) (MYR)	* Retained profits / (loss) (MYR)
* Total Equity (MYR)	* Total Equity (MYR)	* Total Equity (MYR)
* Retained profits / (loss) (MYR)	* Retained profits / (loss) (MYR)	* Retained profits / (loss) (MYR)
* Retained profits / (loss) (MYR)	* Retained profits / (loss) (MYR)	* Retained profits / (loss) (MYR)
* Total Equity (MYR)	* Total Equity (MYR)	* Total Equity (MYR)

BACK NEXT SAVE SUBMIT

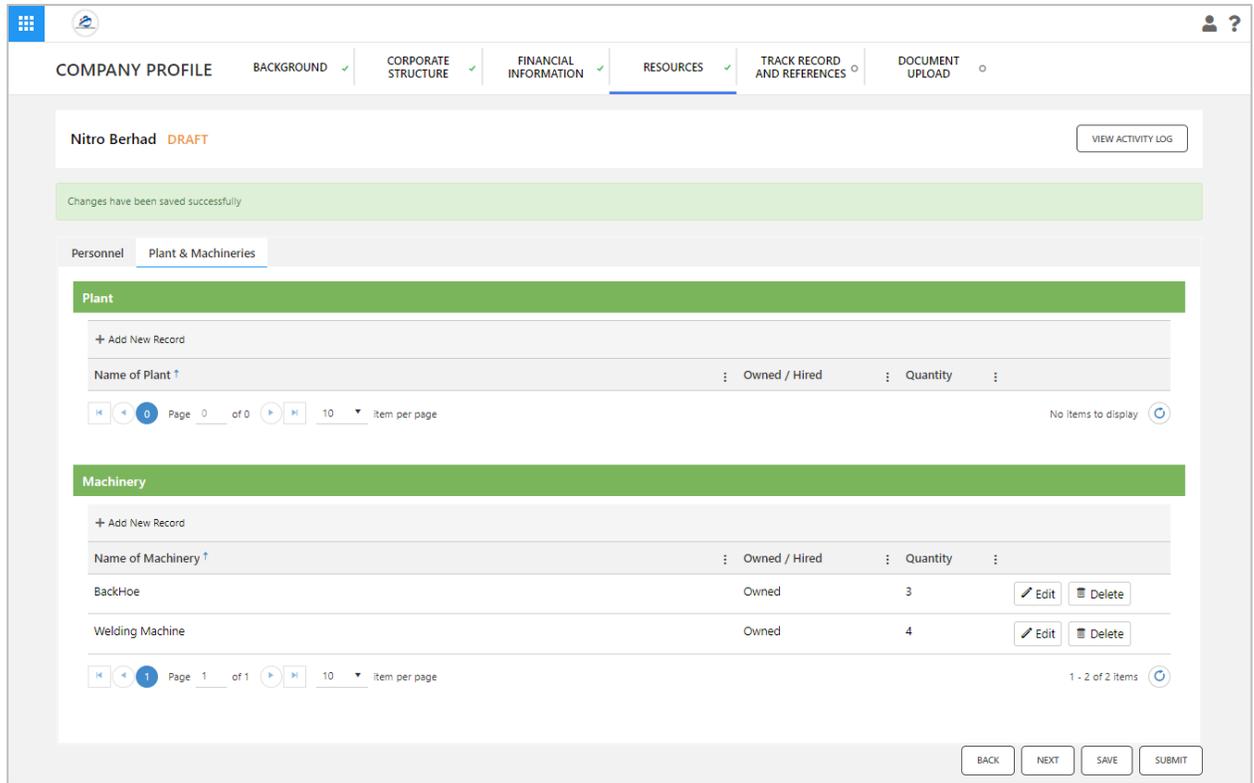
- Once completed, you may either click on **SAVE** to save the record or click on **NEXT** to proceed with the **RESOURCES** tab.

4.4. Resources

- There are 2 sub-tabs under Resources, namely:
 - Personnel
 - Plant & Machineries
- Click on **+ 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.



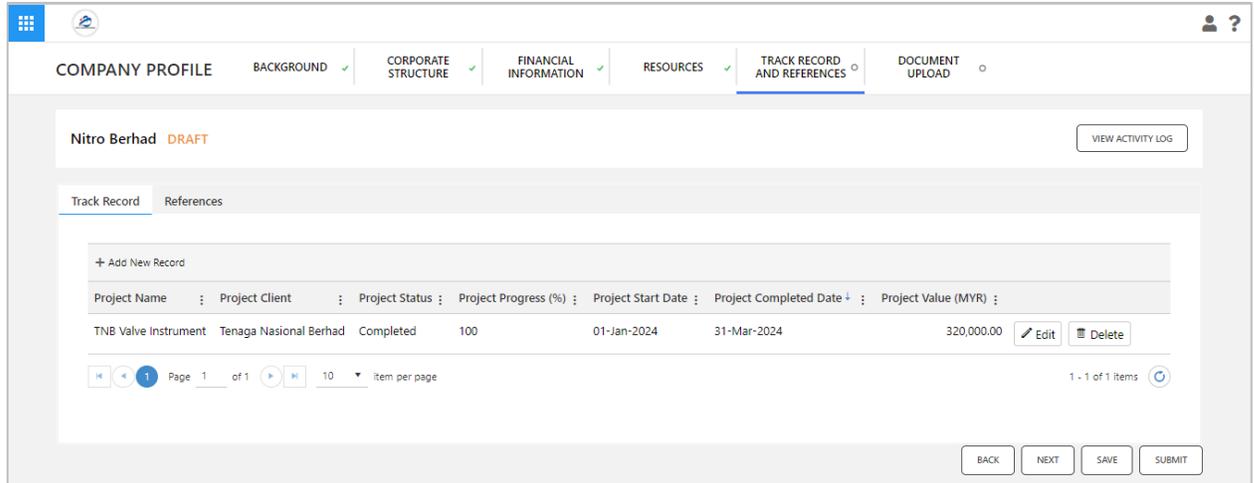
- Under the **Staff Information** section, enter the staff composition of your company. You can insert the number of employees for each category, and the system will automatically convert the numbers into percentages.
- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Plant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



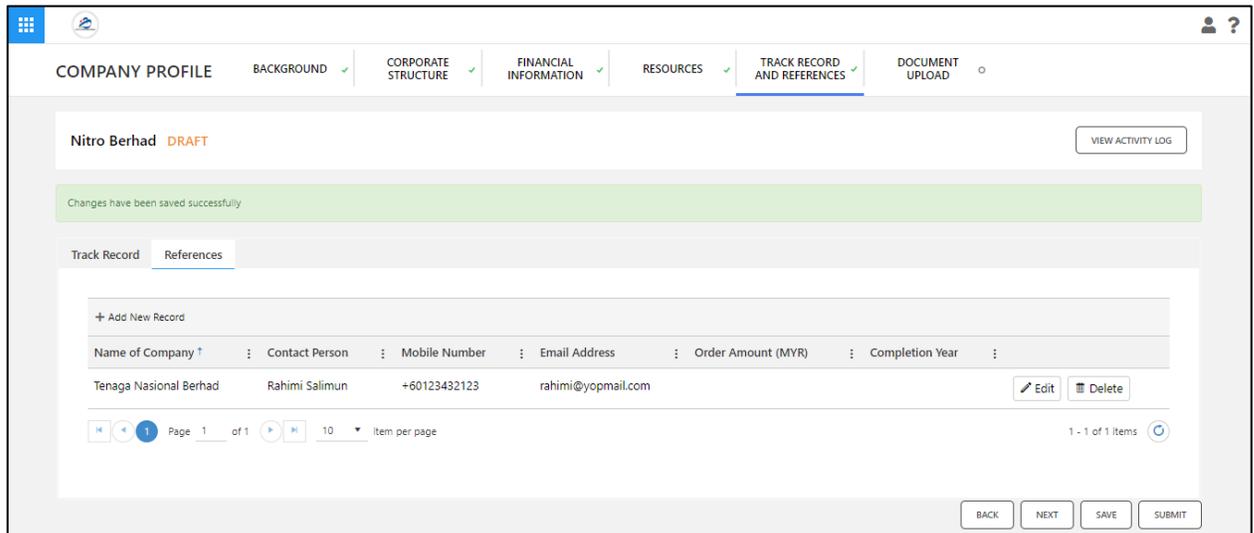
- Once completed, click on **SAVE** to save the record or click on **NEXT** to proceed with the **TRACK RECORD AND REFERENCES** tab.

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 on **+ Add New Record** and insert the relevant information.
- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **References** tab.



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

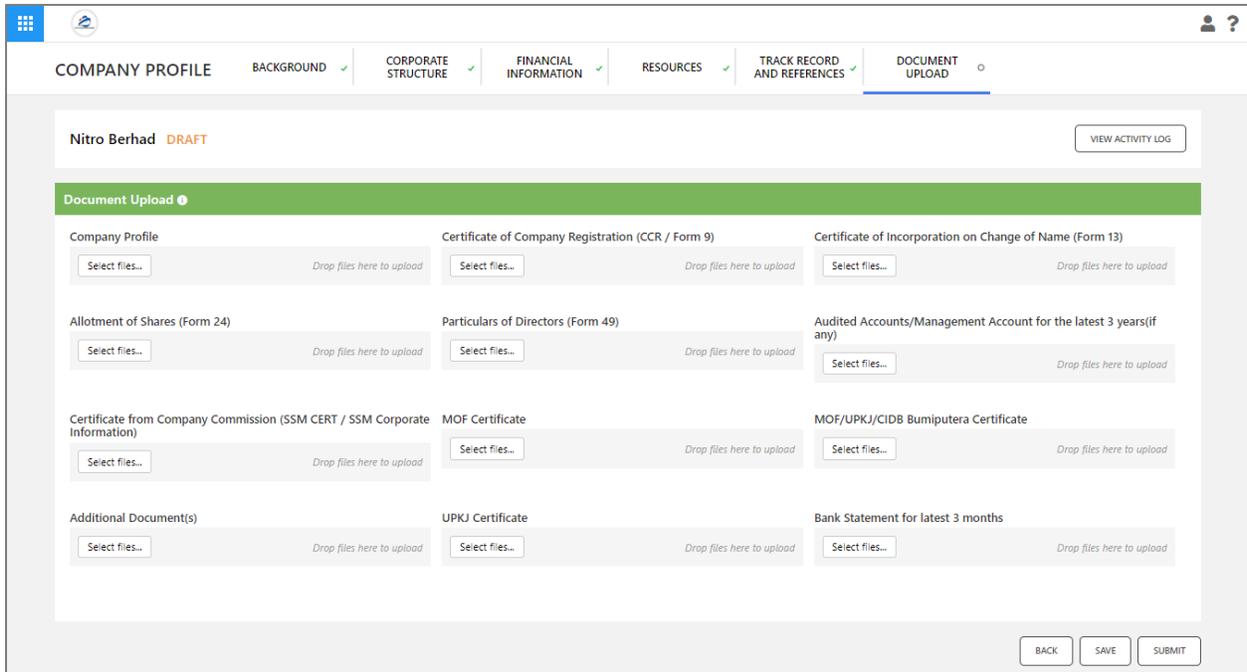


- Once completed, click on **SAVE** to save the record or click on **NEXT** to proceed with the **DOCUMENT UPLOAD** tab.

4.6. Document Upload

NOTE: This tab is optional to fill in.

- Click on **Select File** to upload a document.



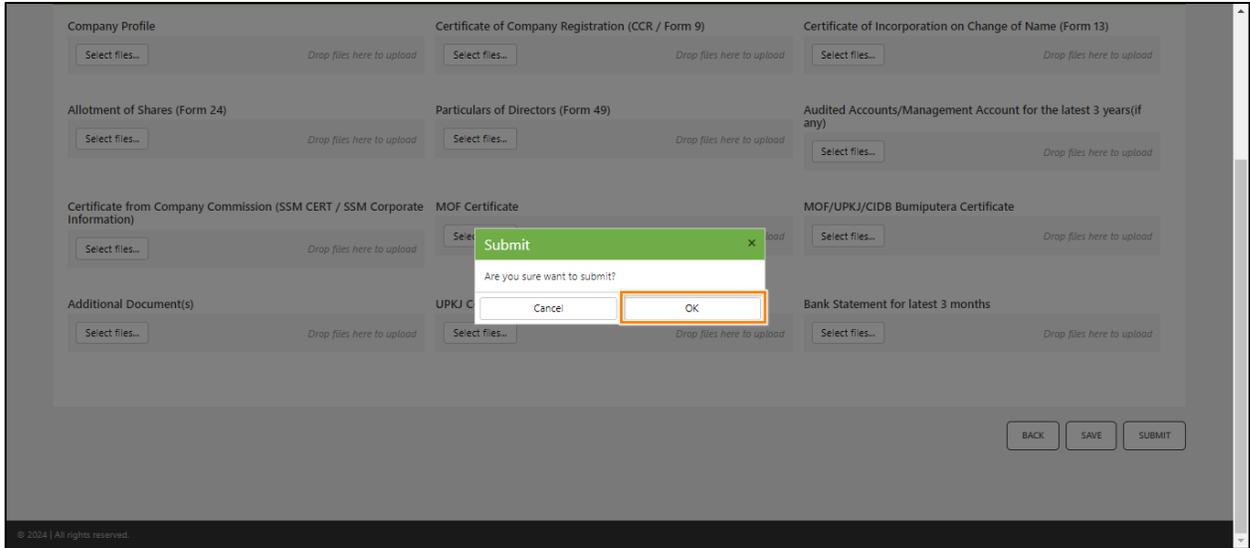
- Once your documents are uploaded, click on the **SAVE** button. You can click on the **View** icon to preview the documents in the web browser or click on the **Delete** icon to remove the documents after saving it.

NOTE:

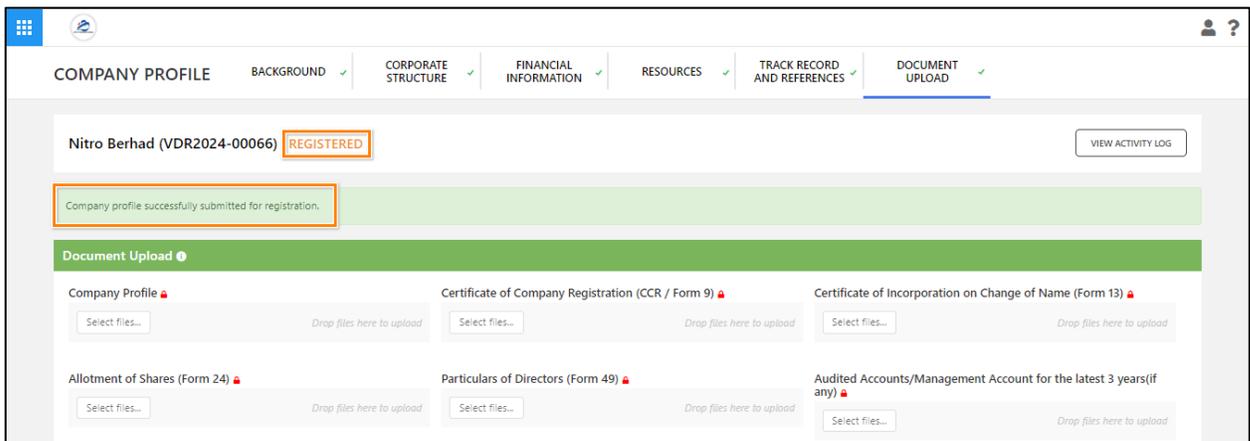
- The filename cannot contain the following characters: " # % & * : < > ? \ / { } ~ | ' + = ;
- The document formats that are supported for browser preview include "docx", "doc", "pdf", "txt", "bmp", "png", "gif", "jpg", "jpeg", and "tiff". [Updated in v6.11]
- Each document will be uploaded immediately after they are selected. The maximum file size for each document cannot be larger than 15MB.

4.7. Complete and Submit Company Profile

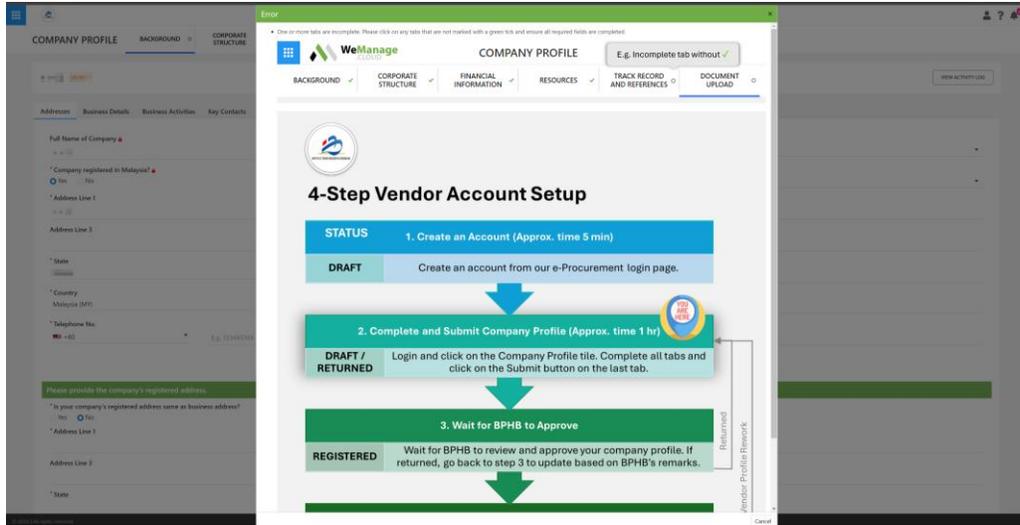
- After completing all the tabs, you may proceed to click on the **SUBMIT** button.
- The system will prompt “**Are you sure want to submit?**”. Then, click **OK** button.



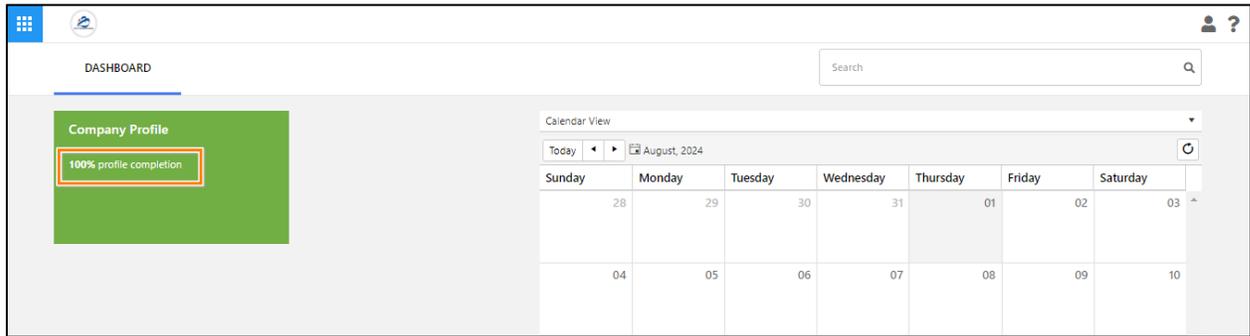
- The system displays “Company Profile Successfully submitted for registration” and registration status is updated to “Registered”



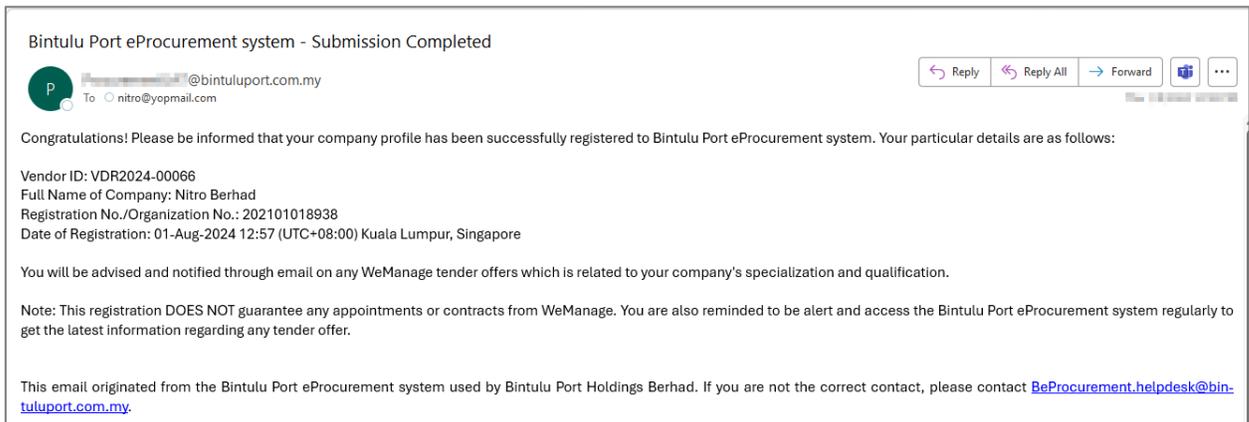
NOTE: If you click on the **SUBMIT** button without completing all the required information, a popup will appear informing you on the necessary actions.

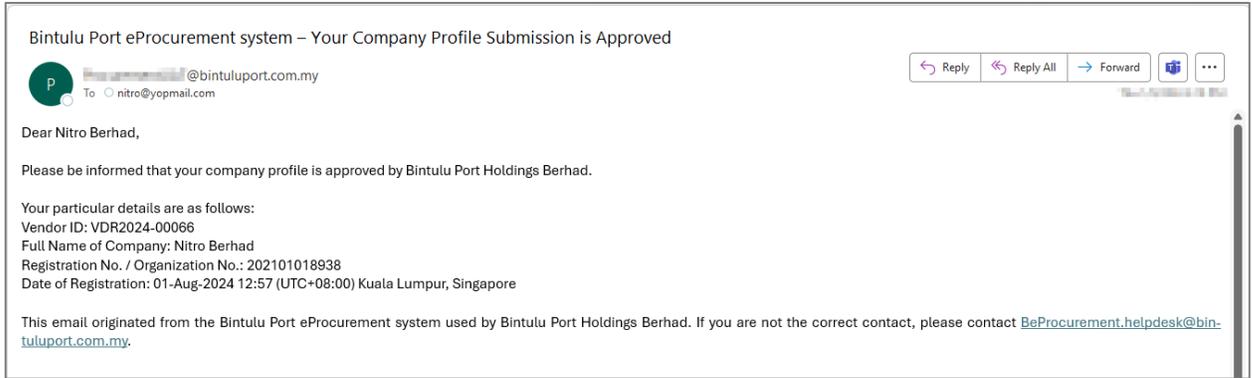


- You can also view the **Profile Completeness** progress bar on your **DASHBOARD** page to check if you have completed your Company Profile.



- You will receive a notification email confirming your submission. BPHB will also be notified to review your company profile. If your profile is validated by BPHB, your status will be updated to **'Approved'**.





4.8. Request to Update Profile

Once BPHB approves the vendor registration, the Vendor is able to request from BPHB for them to update the profile information. The vendor is allowed to update the profile information once BPHB approves the request.

- In the main screen profile, click **REQUEST FOR UPDATE**

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

Fast Pro Sdn Bhd (VDR2024-00006) APPROVED
VIEW ACTIVITY LOG

Addresses
Business Details
Business Activities
Key Contacts

*** Full Name of Company** ▲

Fast Pro Sdn Bhd

*** Company registered in Malaysia?** ▲

Yes No

*** Address Line 1** ▲

NO 21-3, JALAN KASTURI 1,

Address Line 3 ▲

BATU 11, CHERAS

*** State** ▲

Selangor ▼

*** Country** ▲

Malaysia (MY) ▼

*** Telephone No.** ▲

+60 ▼ 5678765

*** Currency** ▲

Malaysia Ringgit (MYR) ▼

*** Registration Location** ▲

West Malaysia ▼

Address Line 2 ▲

PLAZA KASTURI OFF JALAN BALAKONG,

*** City** ▲

BALAKONG

*** Postal Code** ▲

40000

Company Website ▲

www.fastpro.com

Fax No. ▲

+60 ▼ E.g. 333445566

Please provide the company's registered address.

*** Is your company's registered address same as business address?** ▲

Yes No

*** Address Line 1** ▲

NO 21-3, JALAN KASTURI 1,

Address Line 3 ▲

BATU 11, CHERAS

*** State** ▲

Selangor ▼

*** Country** ▲

Malaysia (MY) ▼

Address Line 2 ▲

PLAZA KASTURI OFF JALAN BALAKONG,

*** City** ▲

BALAKONG

*** Postal Code** ▲

40000

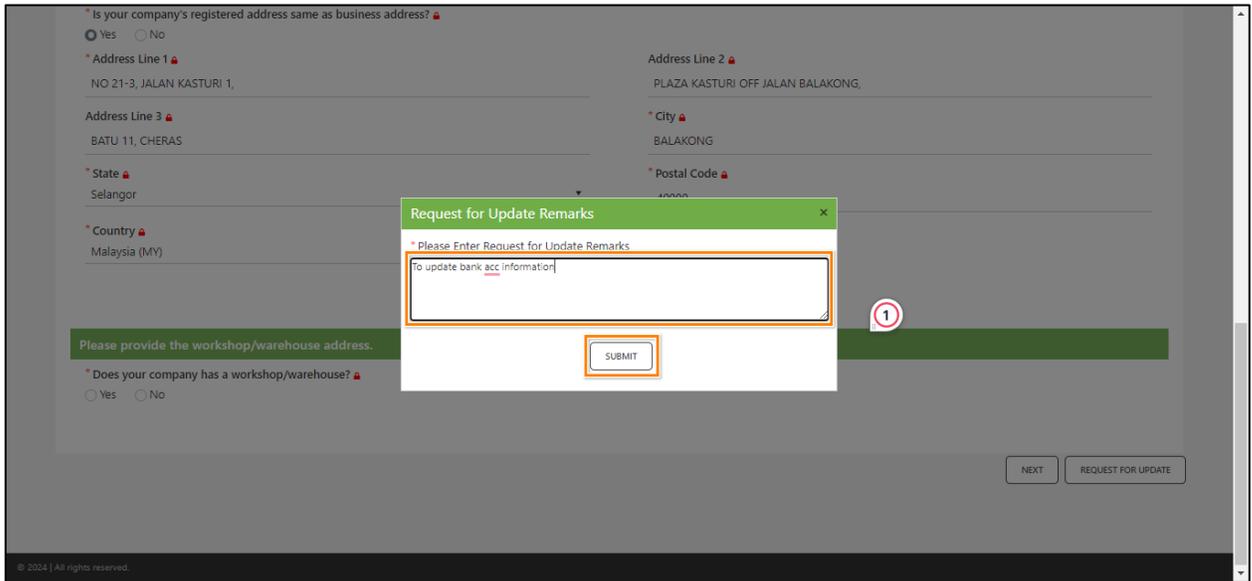
Please provide the workshop/warehouse address.

*** Does your company has a workshop/warehouse?** ▲

Yes No

NEXT
REQUEST FOR UPDATE

- Insert the reason for the request then click **SUBMIT**

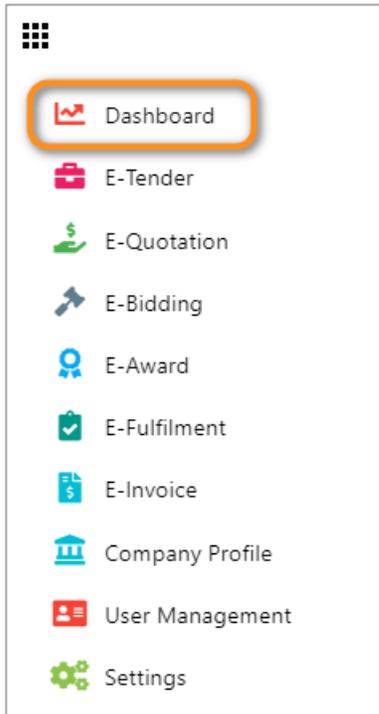


- Once the request is submitted, it will notify BPHB for approval. Once the request is approved/rejected, it will notify the vendor by email.

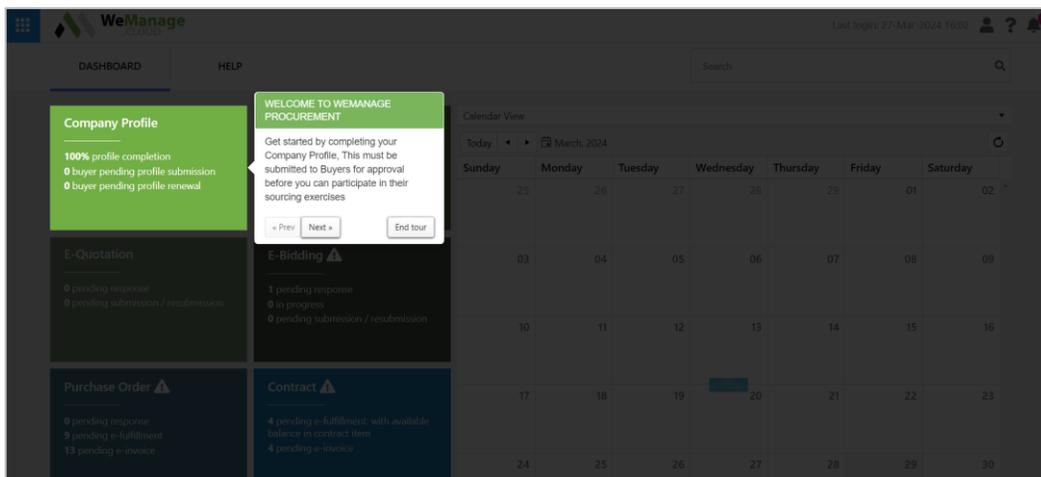
5. Dashboard

5.1. Main Dashboard

- Upon logging in to the system, you will be redirected to the Dashboard. You may also access your Dashboard by clicking on the **App Launcher** (top left corner) and selecting Dashboard.



- The first time you login, a product tour will guide you through a simple understanding of the Dashboard features. Please refer to section [6.2](#) User Guide to learn how to restart the product tour if needed.



- At the left side of the Dashboard, you can see a summary of statuses for all transactions in each module tile. The module tiles that are marked with an exclamation mark require pending action from the users. Click on any of the module tiles to open the related module.

Company Profile 100% profile completion 0 buyer pending profile submission 0 buyer pending profile renewal	E-Tender ⚠️ 0 open tender(s) available 0 pending response 1 pending submission / resubmission
E-Quotation ⚠️ 0 pending response 1 pending submission / resubmission	E-Bidding ⚠️ 0 pending response 2 in progress 0 pending submission / resubmission
Purchase Order ⚠️ 18 pending response 52 pending e-fulfillment 48 pending e-invoice	Contract ⚠️ 3 pending e-fulfillment: with available balance in contract item 3 pending e-invoice
E-Fulfilment 21 pending buyer approval 1 pending rework	E-Invoice 17 pending buyer approval 0 pending rework

- The calendar is displayed on the right side of the Dashboard. There is a dropdown which allows you to toggle between Calendar and Tasks View. By default, the Calendar View will be displayed.

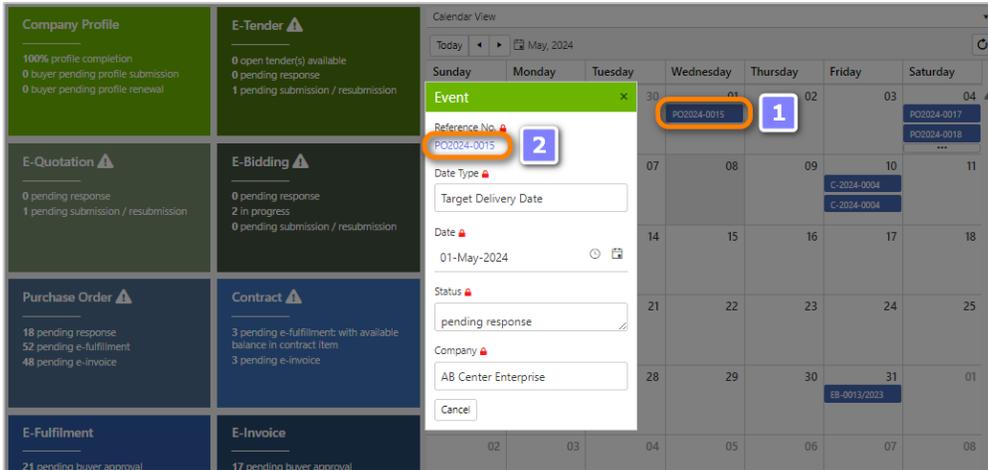
Calendar View

Calendar View

Tasks View

28	29	30	01	02	03	04
			PO2024-0015			PO2024-0017 PO2024-0018 ...
05	06	07	08	09	10	11
					C-2024-0004 C-2024-0004	
12	13	14	15	16	17	18

- **Calendar View:** This calendar displays various important deadlines of procurement activities you've been invited to. Double-click on an event to view information about the related record. You may also click on **Reference No.** to open the record directly.

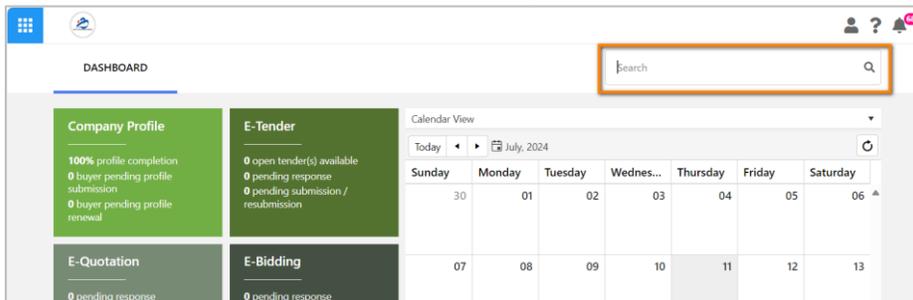


- **Tasks View:** This list shows the pending tasks along with their target completion date. You may click on **Reference No.** to open the record directly.

Module	Reference No.	Target Completion Date	Status	Company
E-Tender	WM-0175/2023	10-Nov-2024 10:07	pending to resubmit	AB Center Enterprise
E-Bidding	EB-0013/2023	31-May-2024 08:00	pending submit	AB Center Enterprise
E-Bidding	EB-0012/2023	01-Jan-2025 08:00	pending submit	AB Center Enterprise
E-Fulfilment	DO2023-0047	07-Jul-2023	pending rework	AB Center Enterprise
E-Quotation	EQ-2023-0044	19-Oct-2024 23:00	pending submit	AB Center Enterprise
Purchase Order	PO2023-0027	14-Mar-2023	pending response	AB Center Enterprise

5.2. Global Search Bar

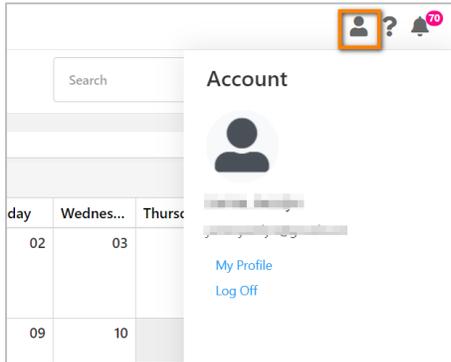
- You can search for transaction records using the global search bar on the **DASHBOARD**. Insert keywords for the Record No., Title, or Description to search for the transaction record.



6. System Header Bar

6.1. Account

Account is the section where user can update their profile and log off from the system. The user (👤) icon contains two options: My Profile and Log Off.



- My Profile:** Allows user to view and update their profile details such as Full Name, Mobile Number, and time zone.

NOTE: The time and date in all transaction records will be displayed based on the selected time zone.

DASHBOARD

Vendor Profile

Company Name 🔒
WeManage Sdn. Bhd.

* Full Name
[Redacted]

* Email 🔒
[Redacted]

* Mobile Number
🔒 🇲🇾 +60 📞 [Redacted]

Set the time zone you are in
 (UTC+08:00) Kuala Lumpur, Singapore 📅

Role 🔒
Admin

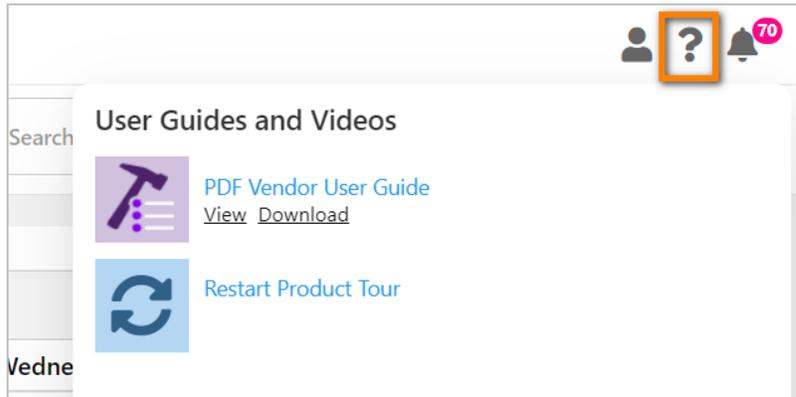
Status 🔒
Active

- Log Off:** Click to sign out of your BePRO Vendor account.

6.2. User Guide

The Help (?) icon contains the following resources:

- **PDF Vendor User Guide:**
 - Click on “View” to read the Vendor user guide in your web browser.
 - Click on “Download” to download the Vendor user guide onto your device.
- **Restart Product Tour:** Click on this to re-start the product tour in the **DASHBOARD**.



6.3. Notification

The notification (🔔) icon will display the following activity’s notification. You may click on a notification to open the related transaction record.

- When new vendor category/sub-category is added
- When existing vendor category/sub-category is updated which required vendor to update
- Activities of the e-bidding, e-quotation, e-tender, e-award, e-fulfilment, and e-invoice.

