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:

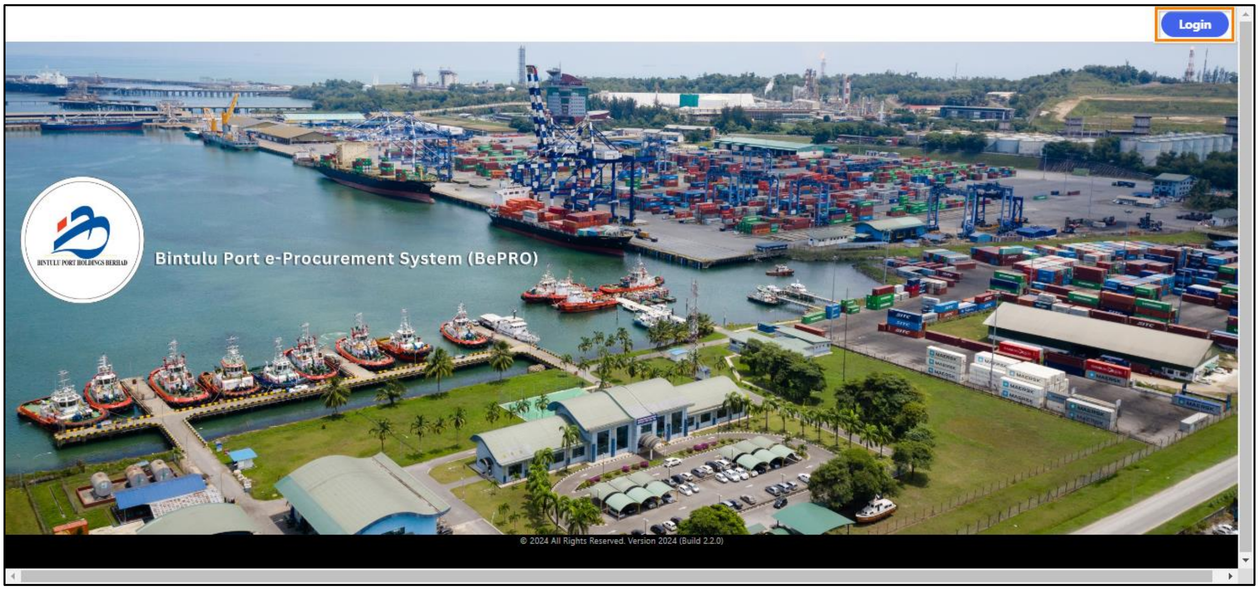
For existing Vendor that have already signed up and completed the Company Profile, follow the steps below:

2. Account Management

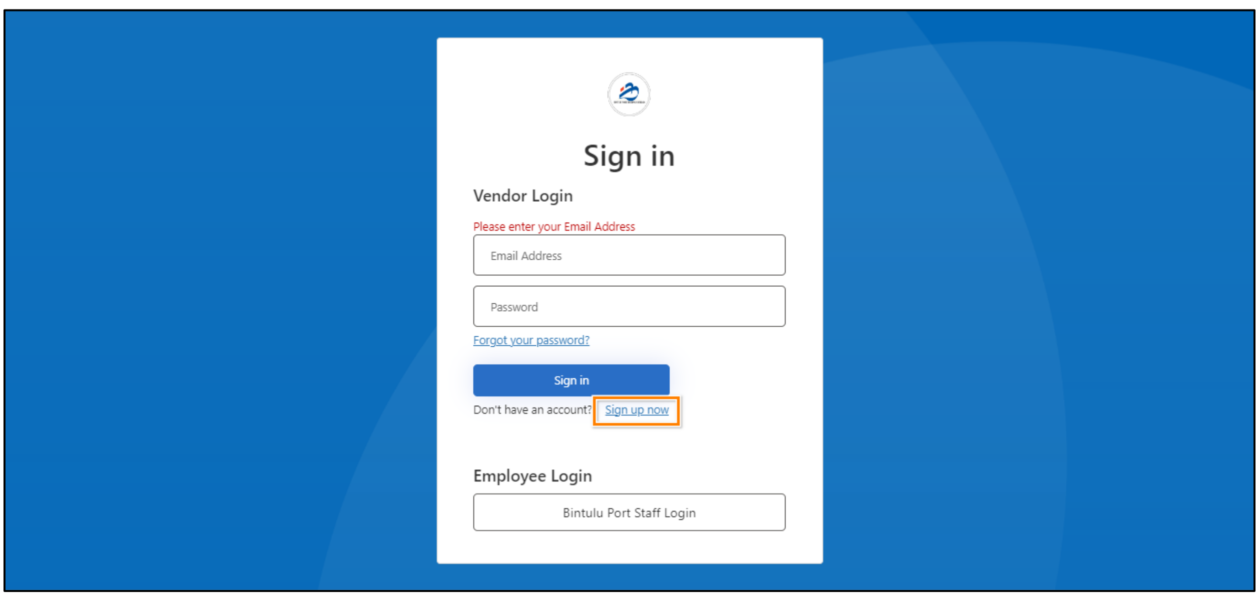
2.1. Login Creation

First time vendor sign-up for a new login account

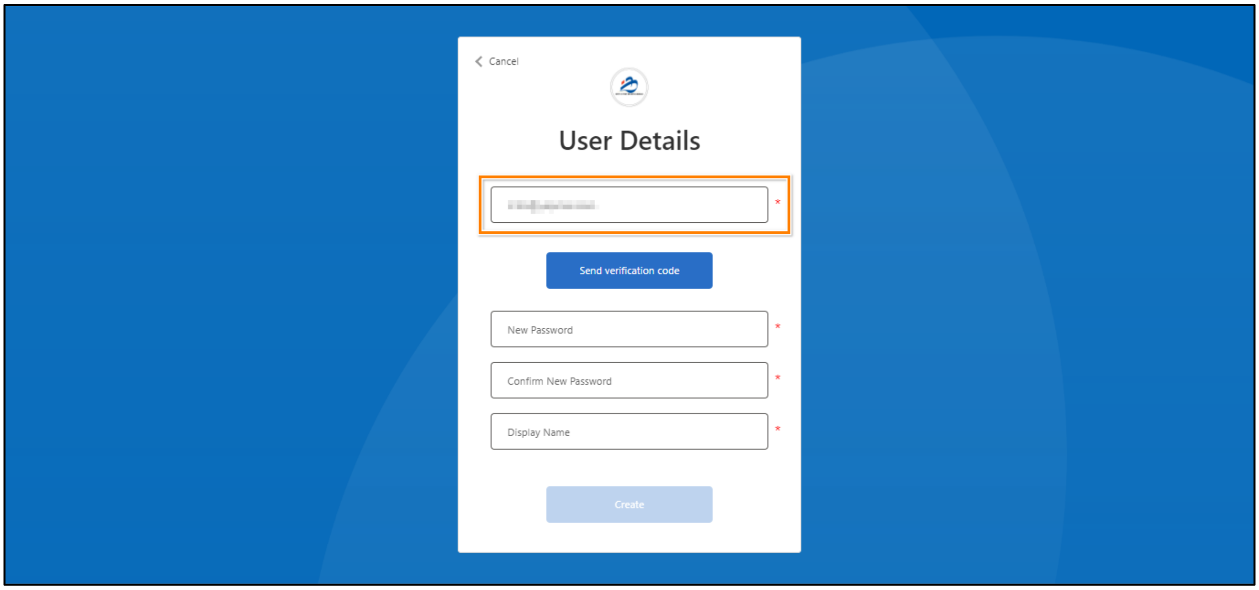
- Access URL: BeProcurement.bintuluport.com.my
- Click the **LOGIN** button on the top-right corner of the page.



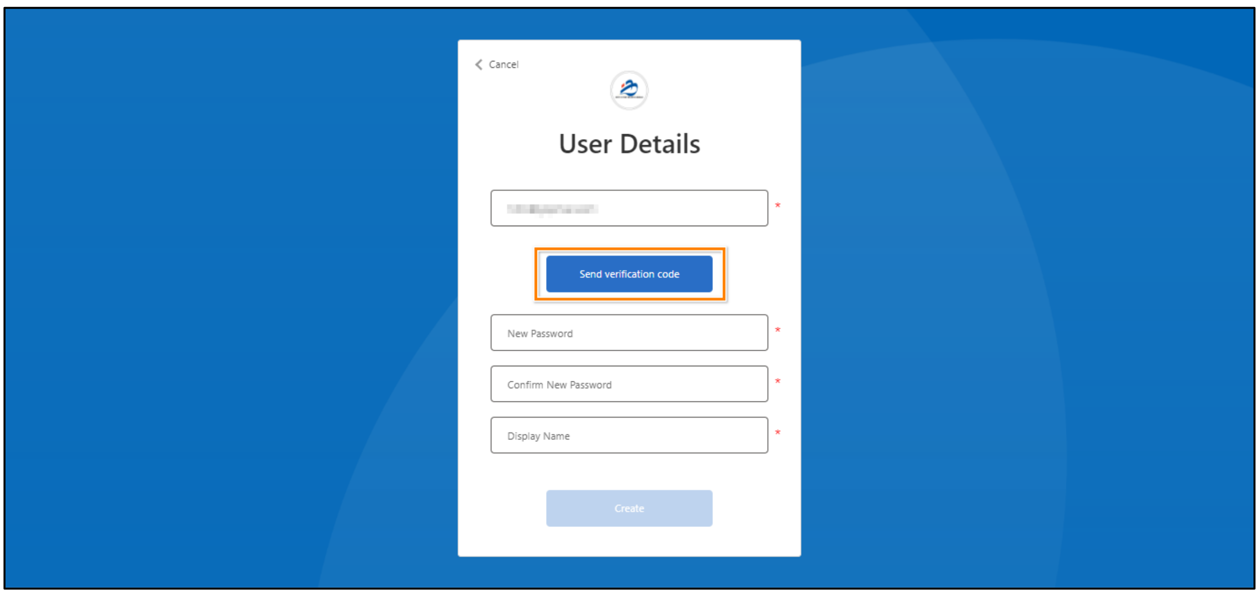
- For the first-time vendor, please click **SIGN UP NOW**.



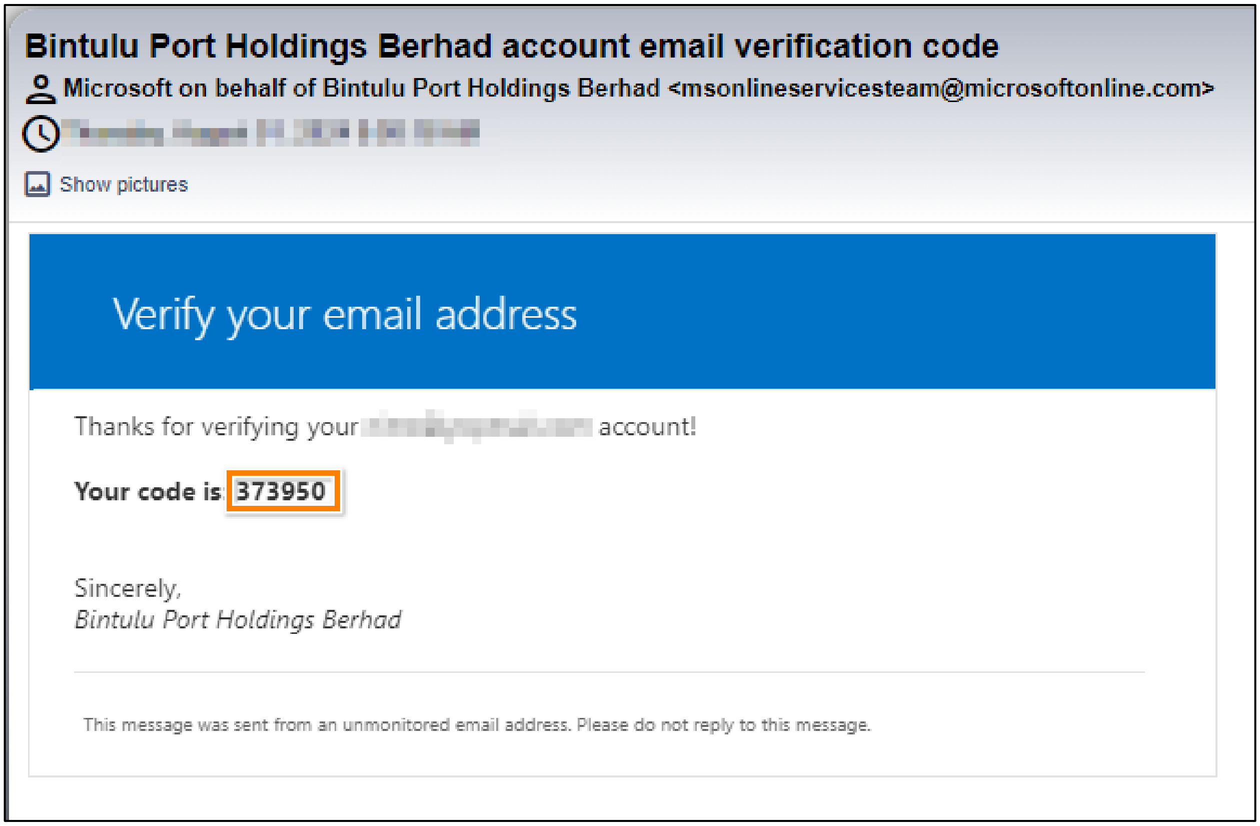
- Please key in a valid Email address that you will be using to log in to the BPHB procurement system and also to receive all notifications.



- Click the **SEND VERIFICATION CODE**.

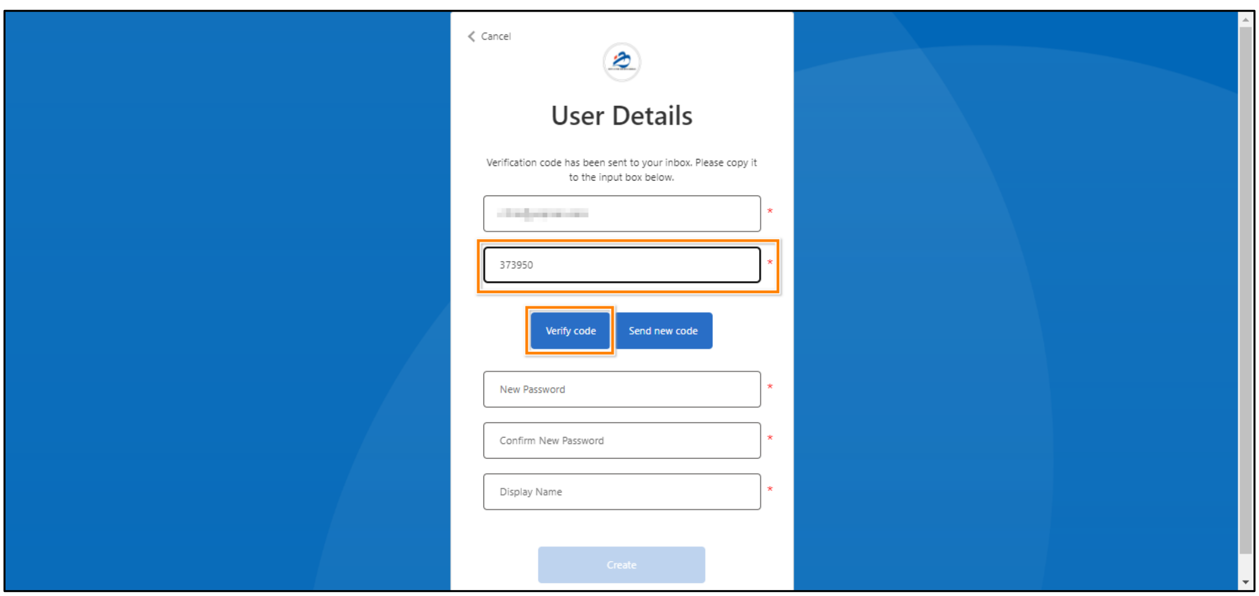


- Please check your mailbox. You will receive an Email from Microsoft on behalf of Bintulu Port Holdings Berhad <msonlineservicesteam@microsoftonline.com> as shown. Do copy the code.



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

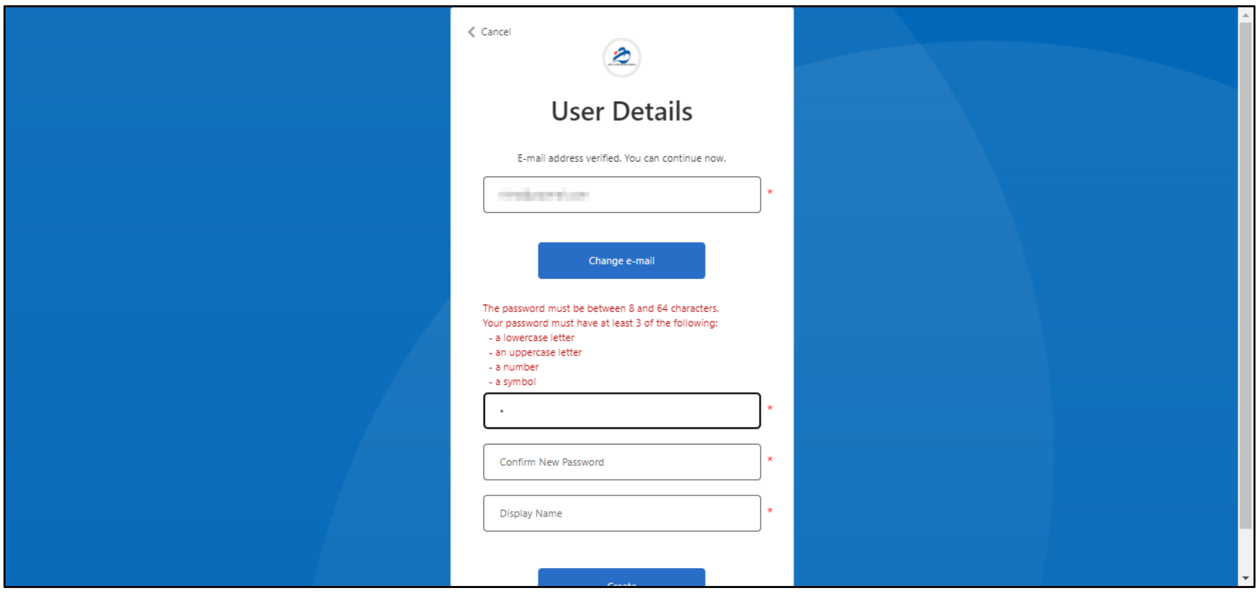
  NOTE: Check your junk box for the code. Click **SEND NEW CODE** if you still did not receive the code.



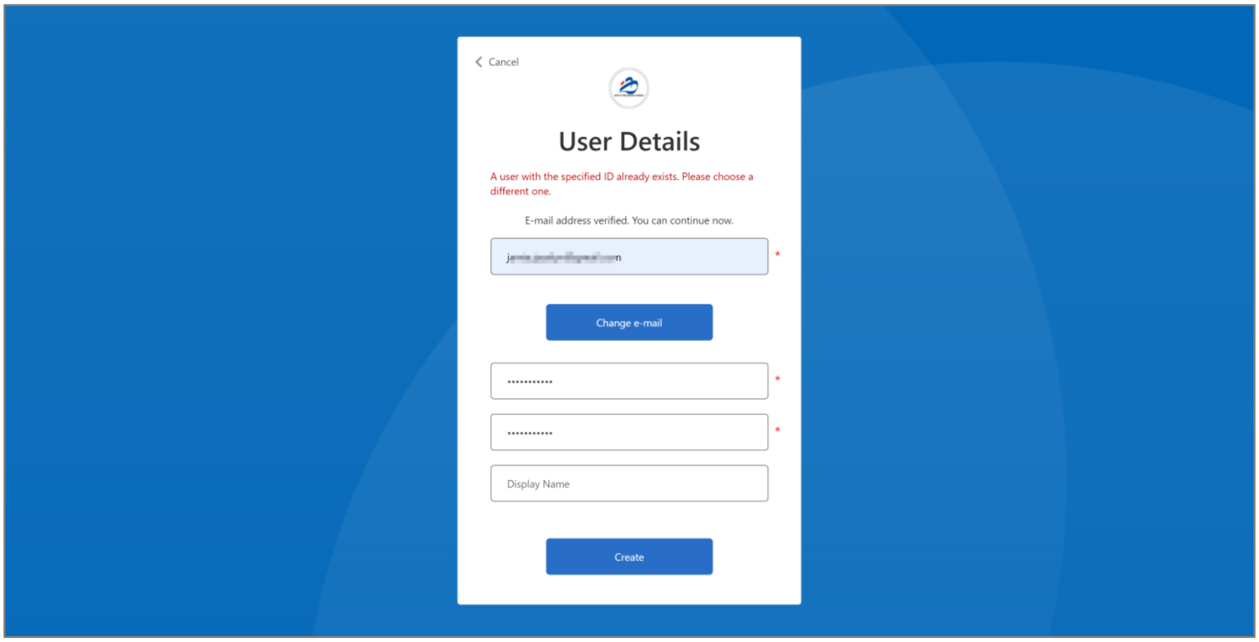
- Key in the new password and confirm the password.
  Your password must have at least 3 of the following:
    - a lowercase letter
    - an uppercase letter
    - a number
    - a symbol
    - Do not allow special characters: < > { }

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.



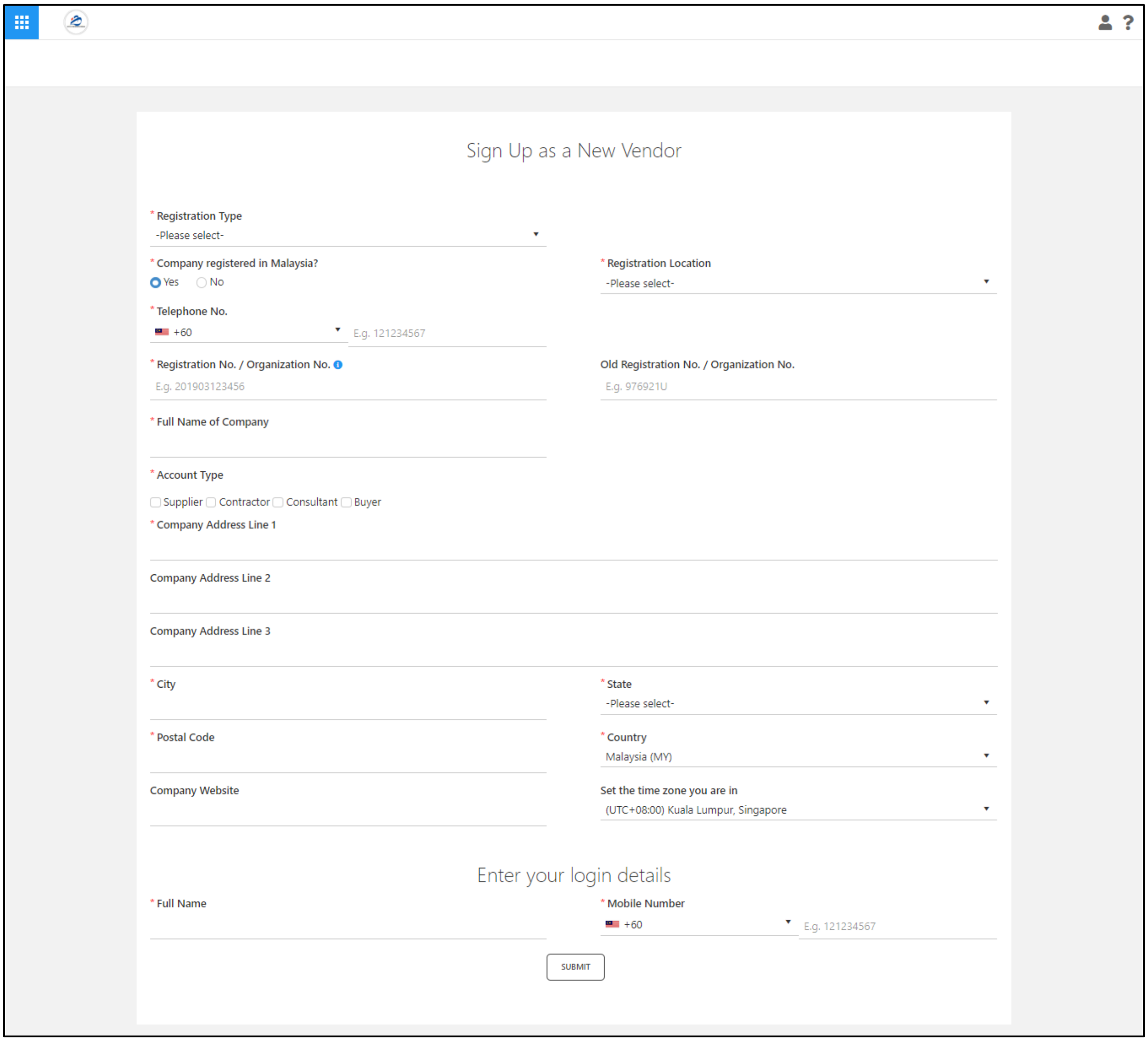
INFO: System will prompt the error that the ID has already exist upon you entering the Email address and password. If so, log into the system as per Section 2.3: Login



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.

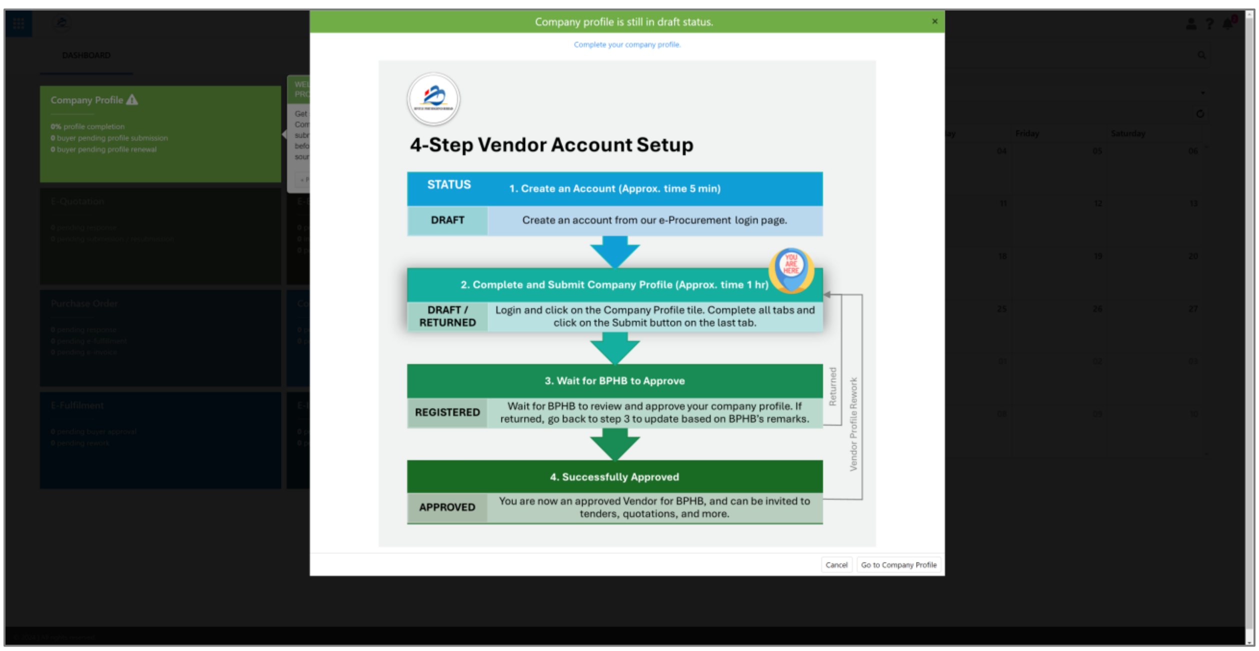


Field Name	Description
Sign Up as A New Vendor	
Registration Type *	The Registration Types available in the system are: • Sole Proprietorship • Partnership • Sdn.Bhd./Private Limited • Berhad/Limited • Individual • Other
Custom Registration Type *	This field will be displayed if **Registration Type** = **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: • 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.

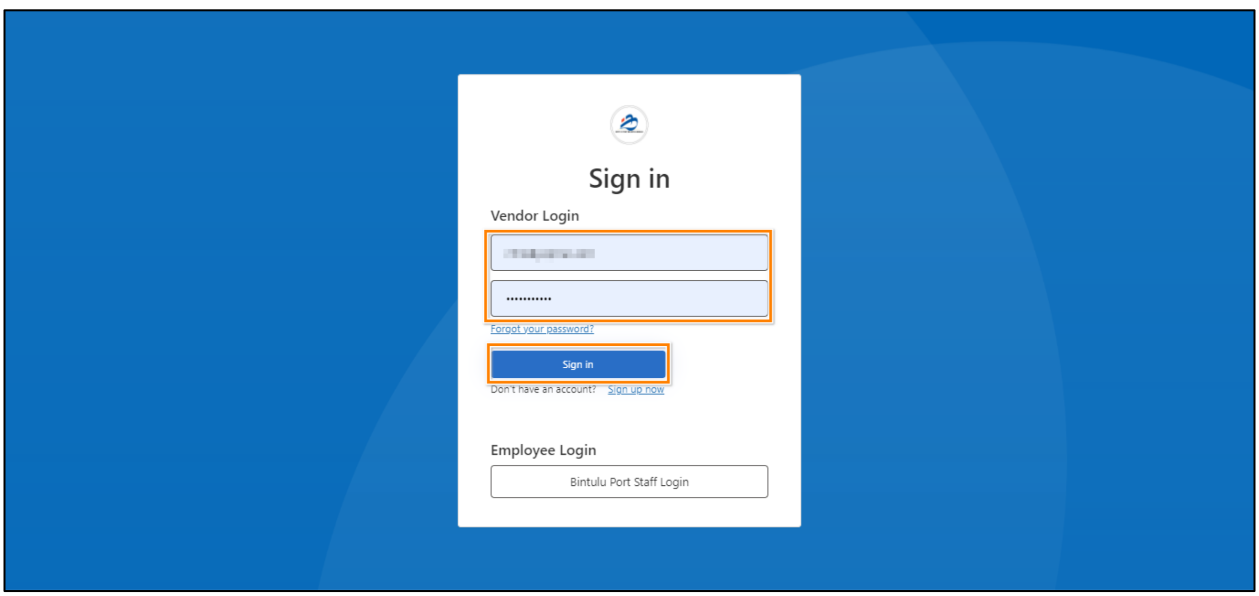


2.3. Login

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.



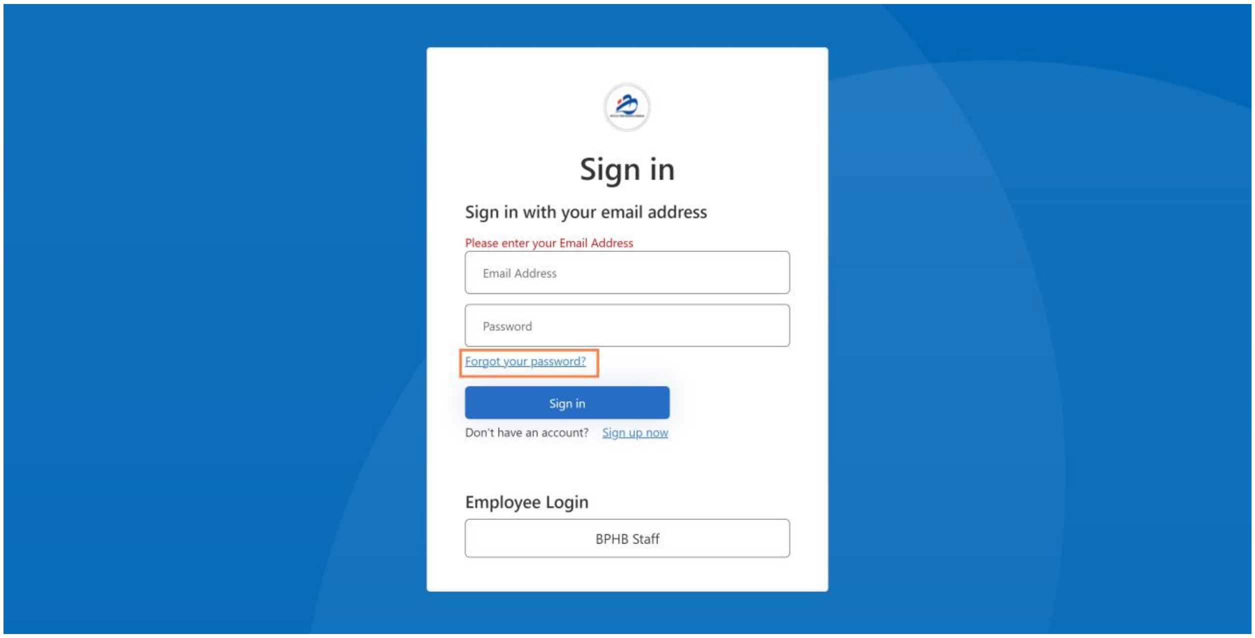
2.4. Forgot/Change Password

NOTE:

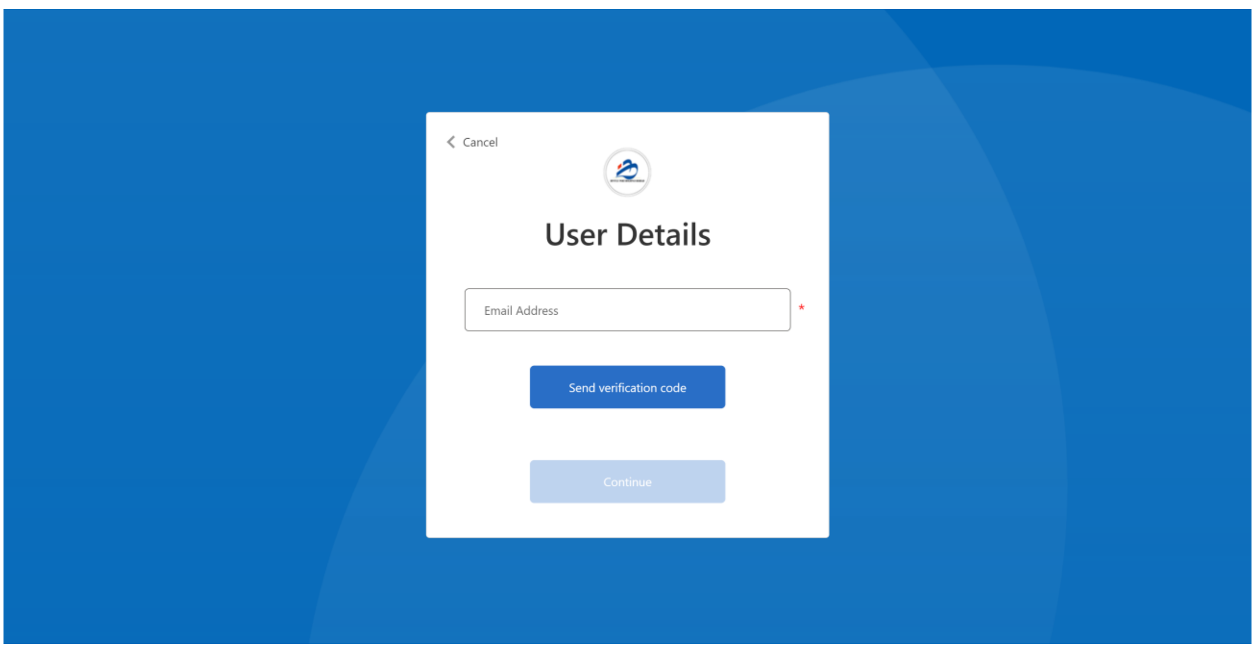
- Both of the forgot password and change/update password are following the same steps.

- Please reach out to BeProcurement.helpdesk@bintuluport.com.my if you forgot the Email Address used to registered with BPHB Procurement system.

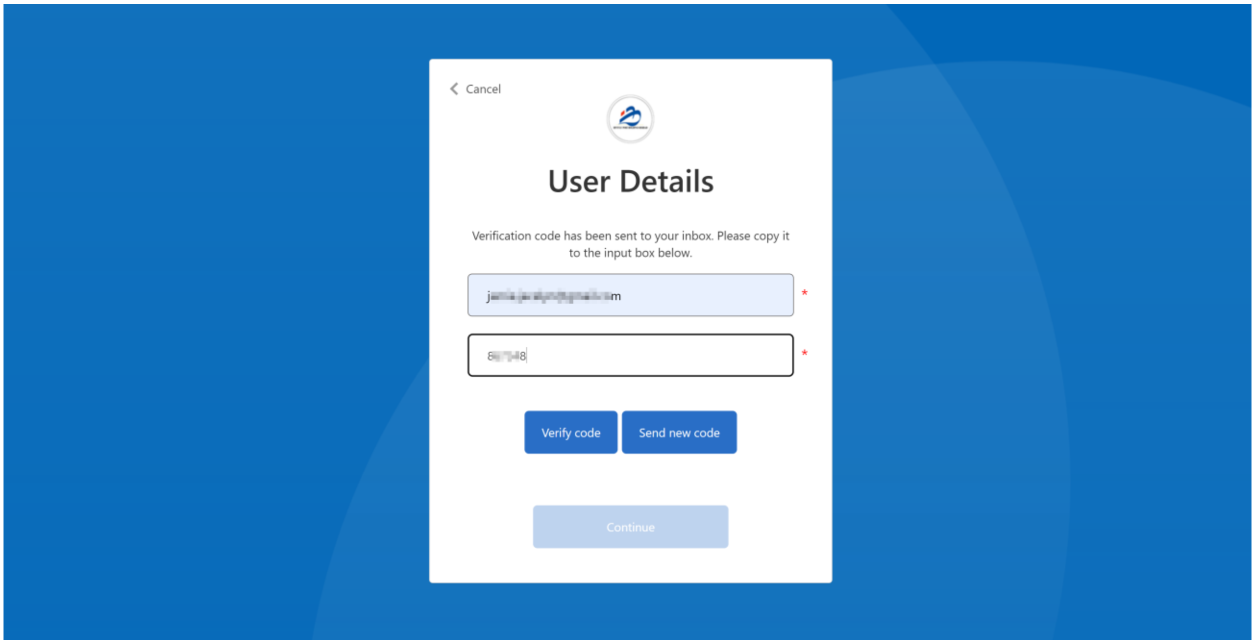
- On the Sign in page, click **FORGOT YOUR PASSWORD?** link.



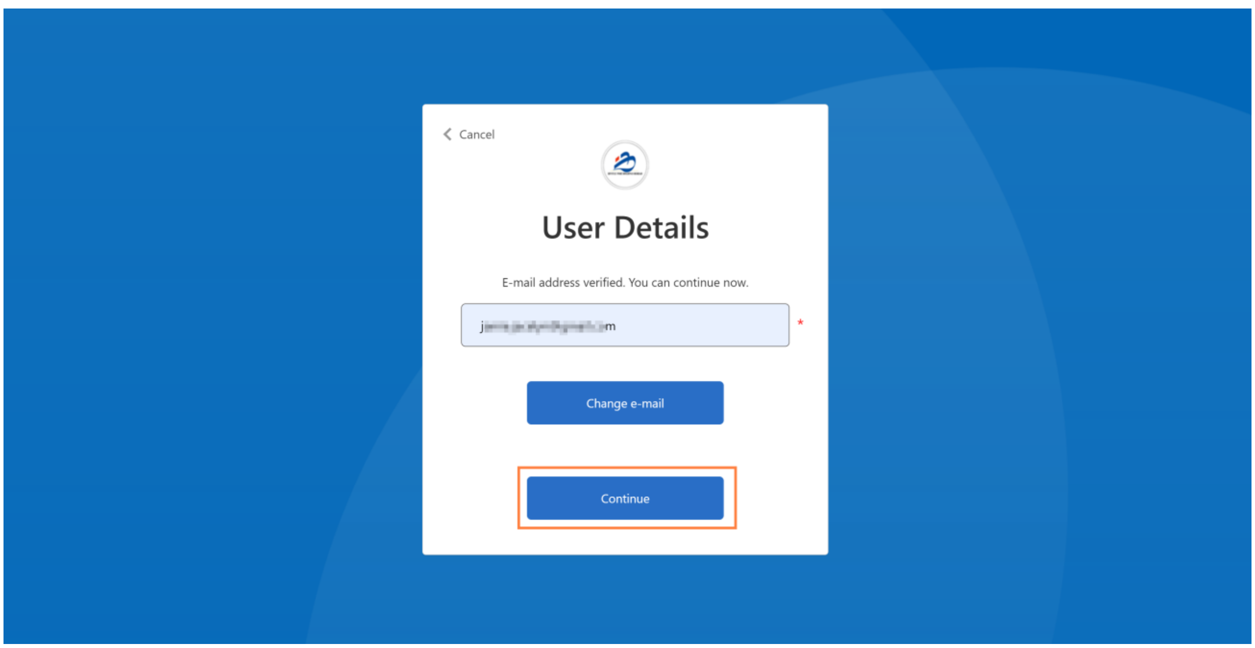
- Key in your **Email Address** and click **SEND VERIFICATION CODE**.



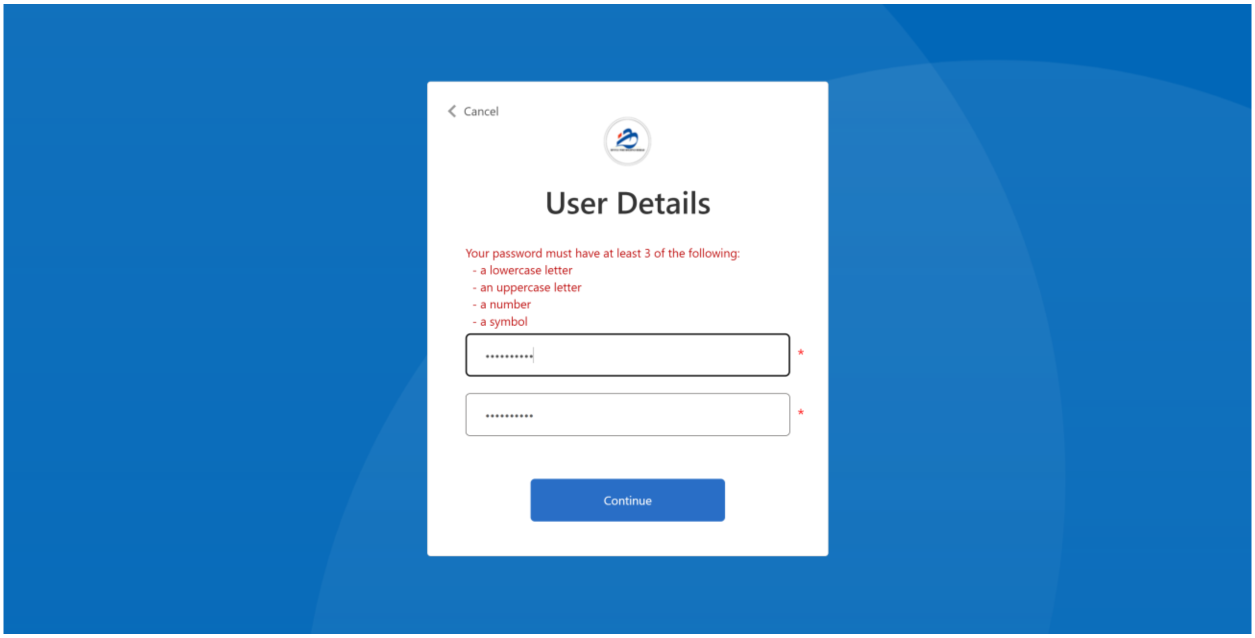
- Key in your Verification Code that you have received.
- Click **VERIFY CODE**.



- Click the **CONTINUE** button.



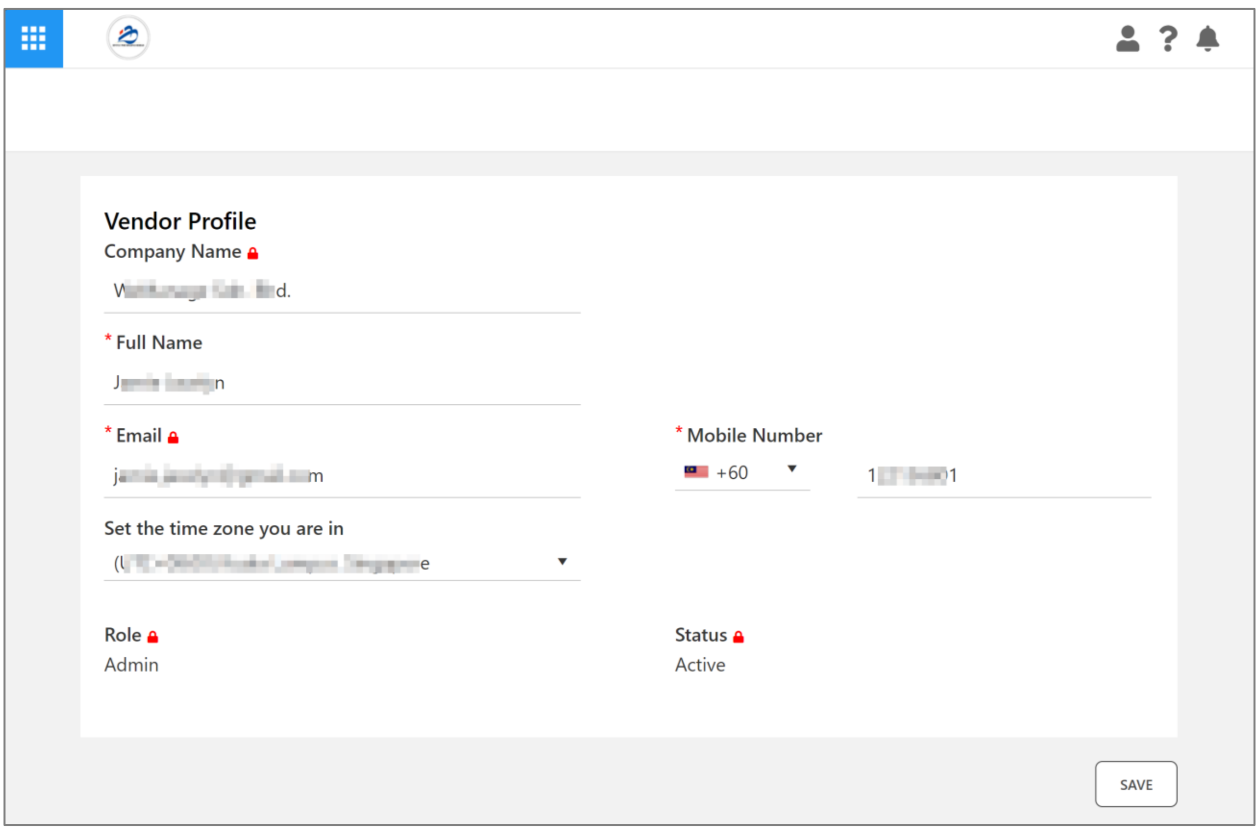
- Key in the new Password.
- Click **CONTINUE** once done.


Cancel
User Details
Your password must have at least 3 of the following:
- a lowercase letter
- an uppercase letter
- a number
- a symbol
Continue

2.5. Update Profile

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

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

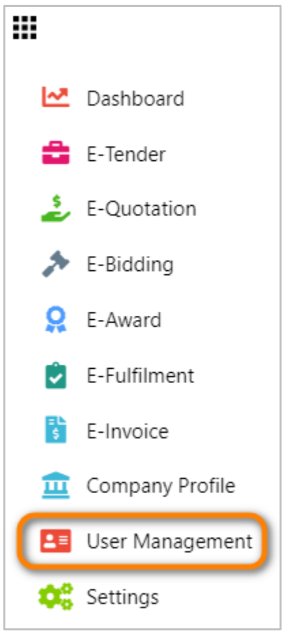


3. Manage Users

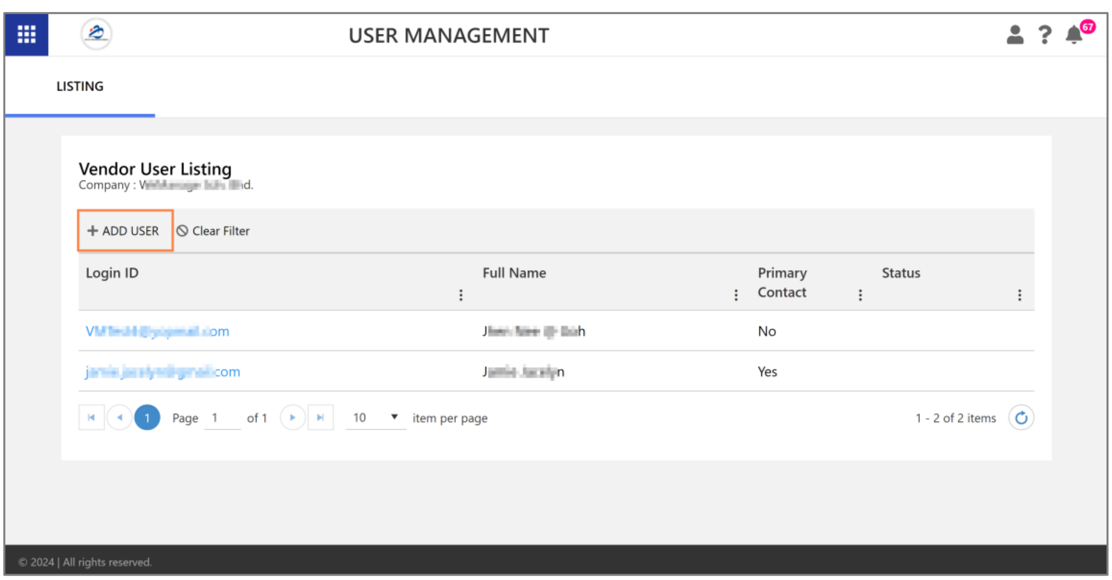
3.1. Add Users

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.

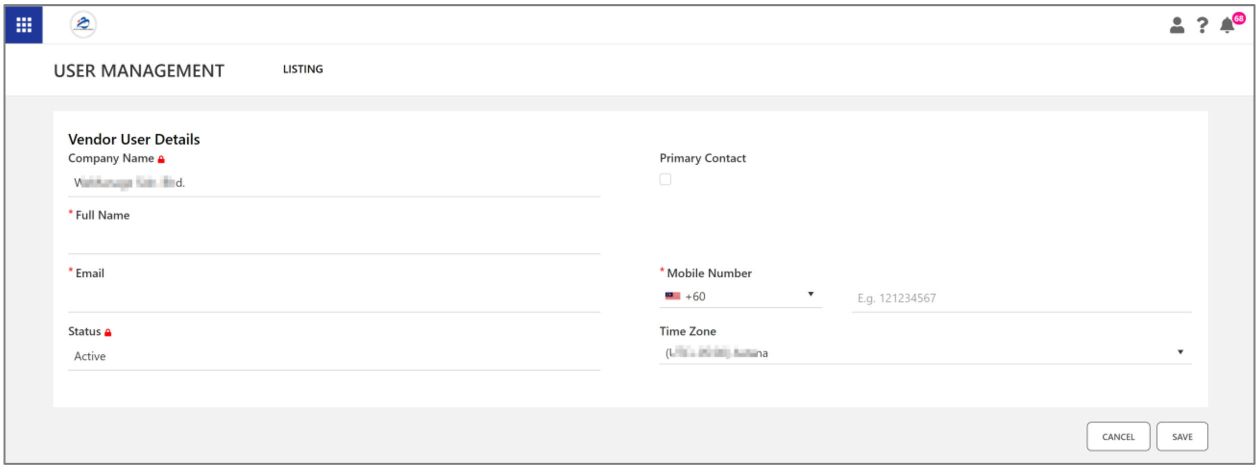
- To create New Users, click on the App Launcher (top left of the page), and select **USER MANAGEMENT**.



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



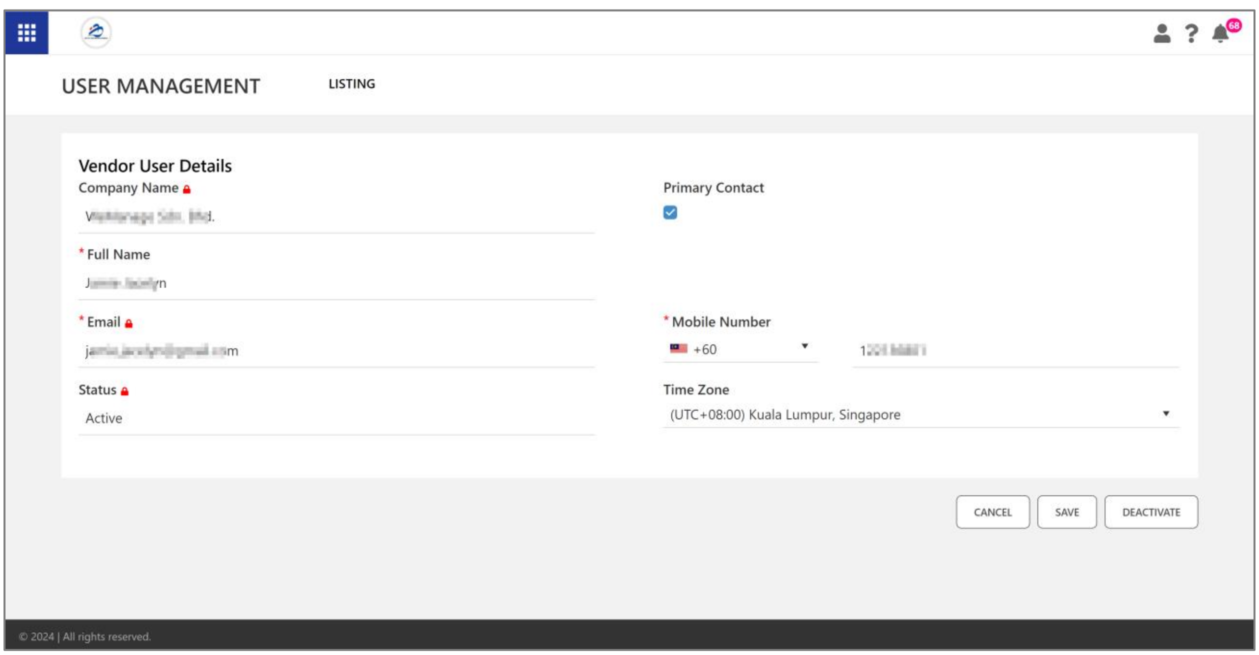
- Fill in all the required fields in the Vendor User Details form.
  NOTE: All Vendor users will have the same role, with permission to access all modules and manage all of the company's tasks in the system.



- 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.

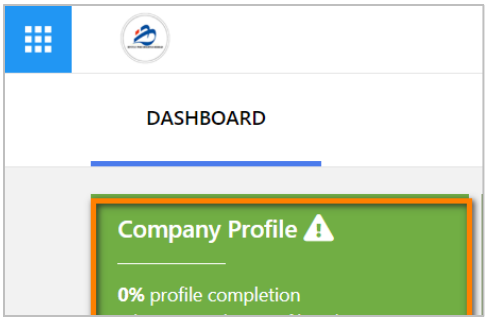
3.2. Edit or Deactivate Users

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.

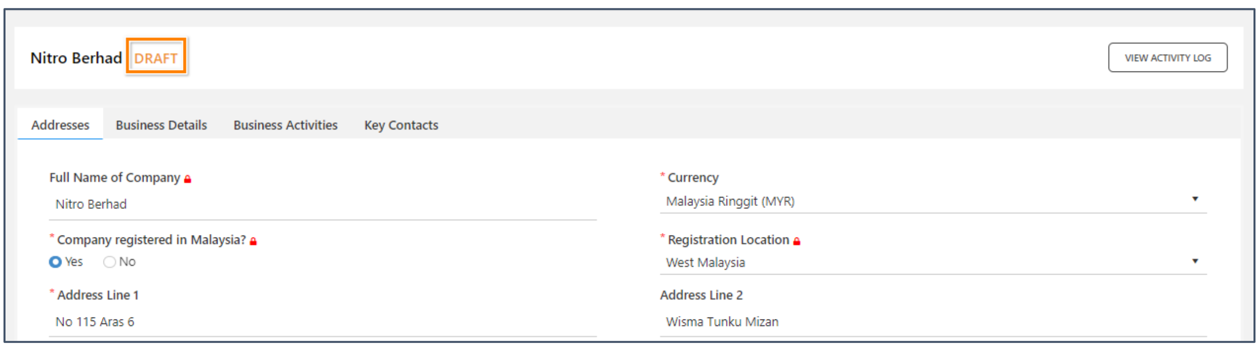


4. Company Profile

- 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.



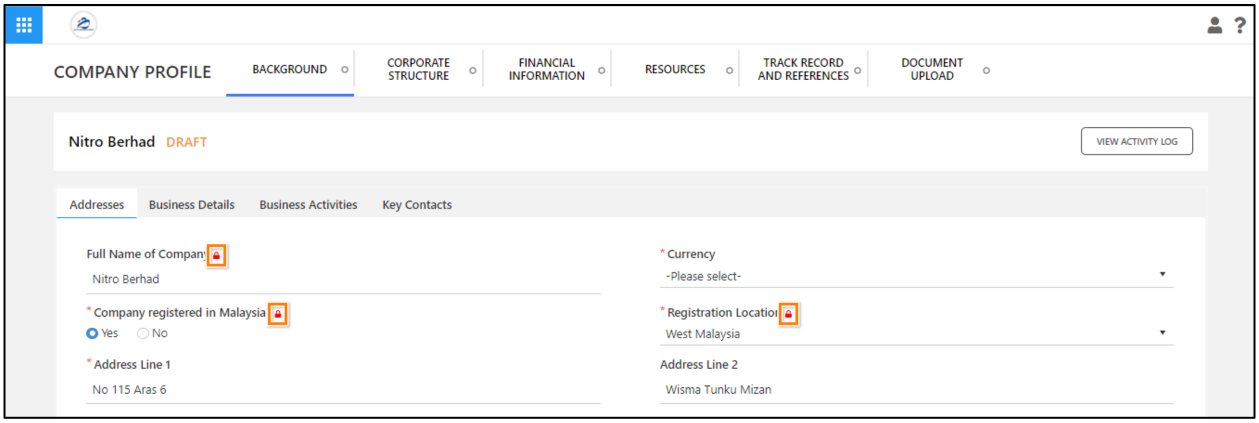
The BePRO system will display the registration status as "**Draft**"



There are 6 tabs under the Company Profile, namely:

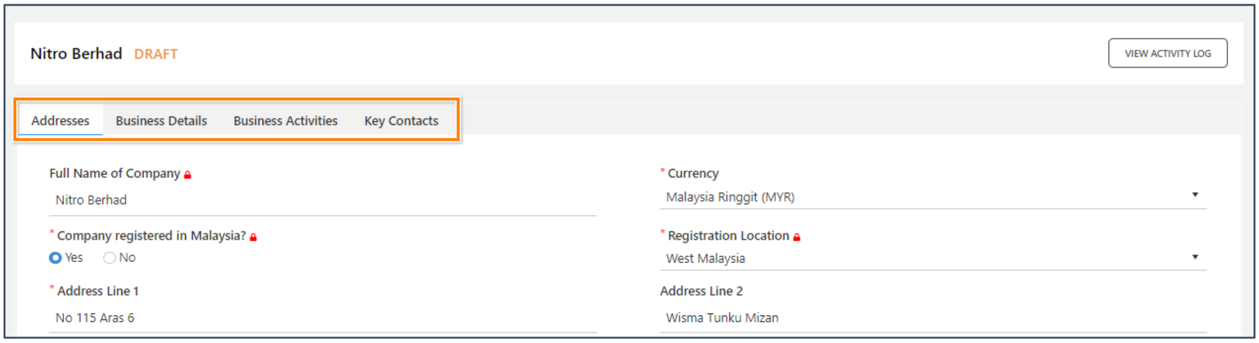
i. **Background**
ii. **Corporate Structure**
iii. **Financial Information**
iv. **Resources**
v. **Track Records and References**
vi. **Document Upload**

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
Nitro Berhad
* Currency
-Please select-
* Company registered in Malaysia
Yes
No
* Registration Location
West Malaysia
* Address Line 1
No 115 Aras 6
Address Line 2
Wisma Tunku Mizan

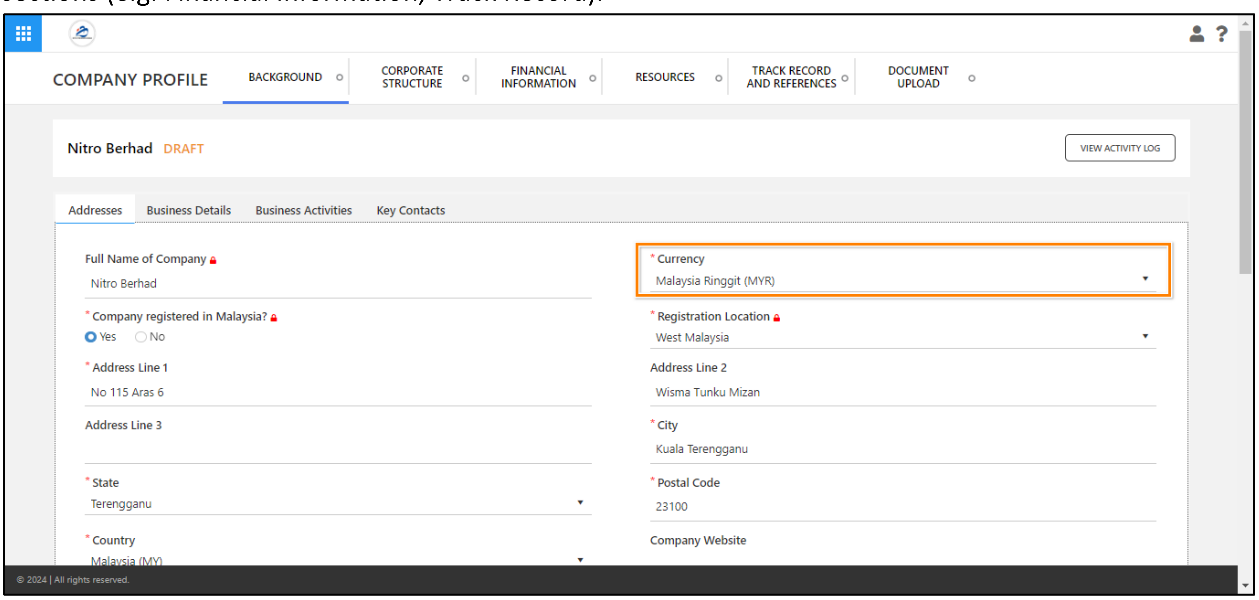
4.1. Background

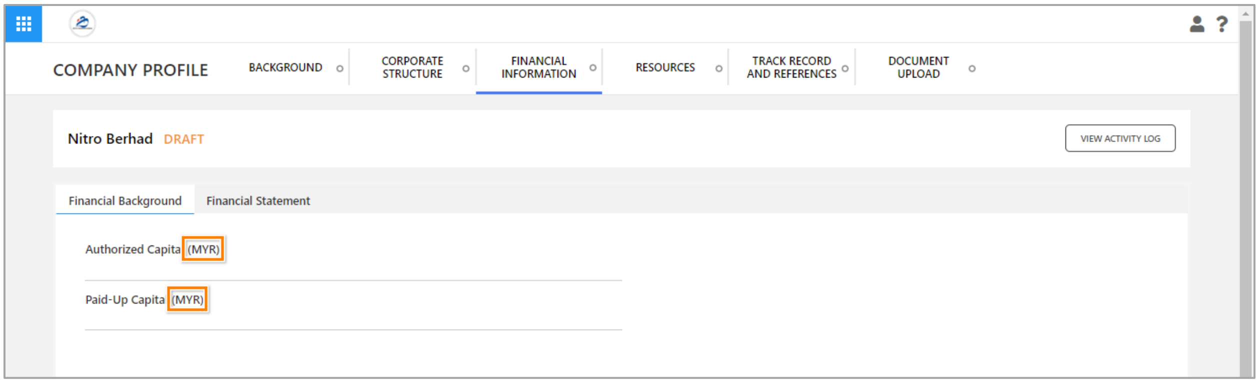
- The Background section encompasses the basic information about your company.
- There are 4 sub-tabs in the Background section, namely:
    - **Addresses**: Company Registered Address, Business Address & Workshop/Warehouse Address
    - **Business Details**: Basic Company details and Bank Account details
    - **Business Activities**: Nature of business, registered bodies, and product information
    - **Key Contacts**: Key individuals Buyers can contact, usually the sales department



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).

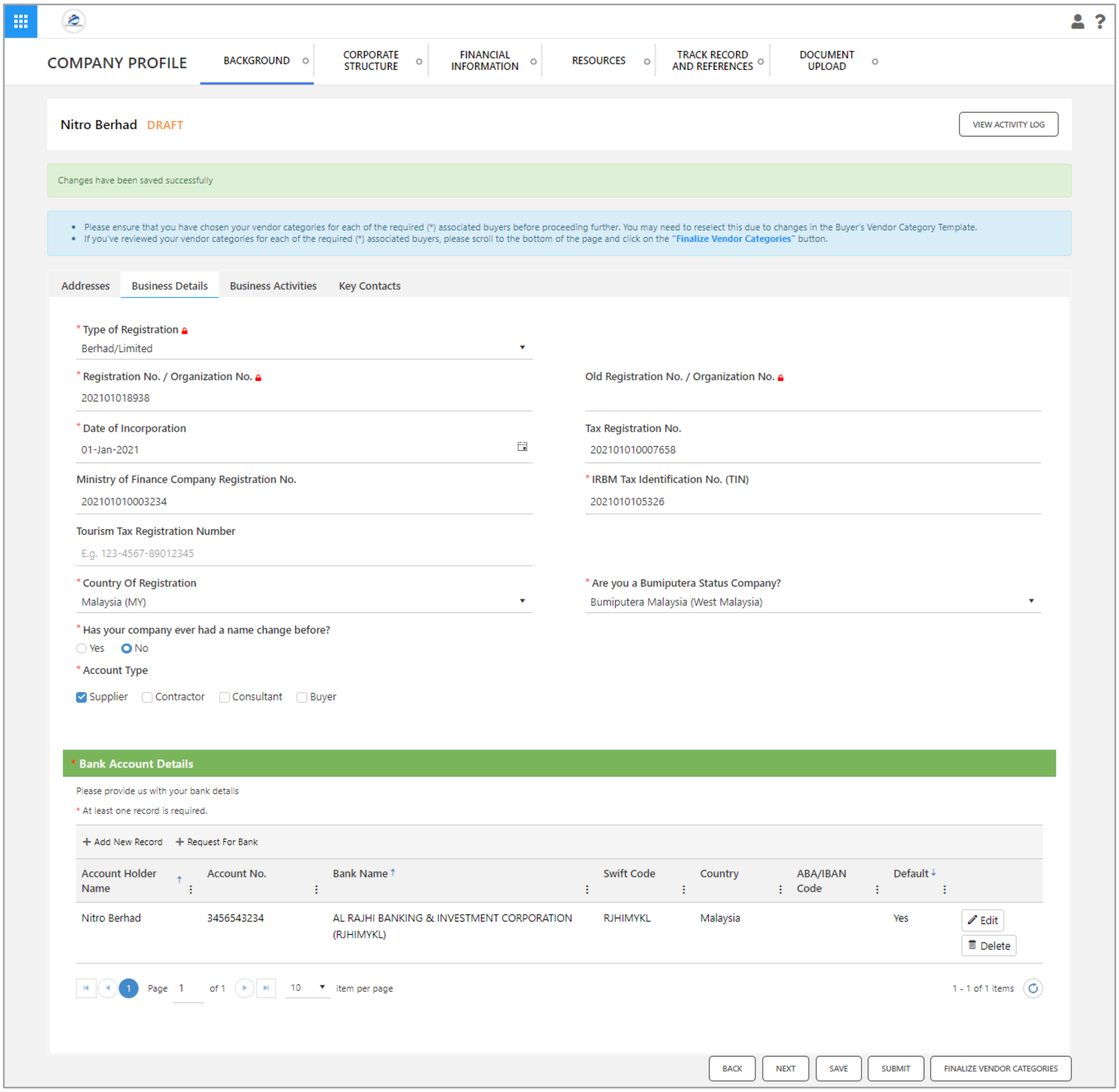




- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Business Details** sub-tab.

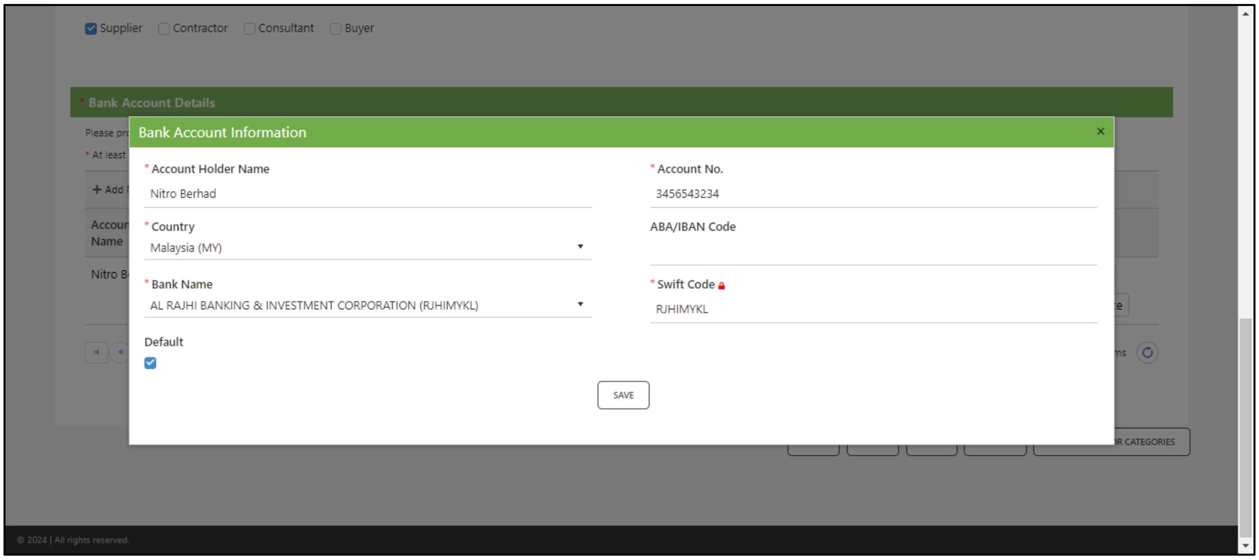
4.1.2. Business Details

- 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.



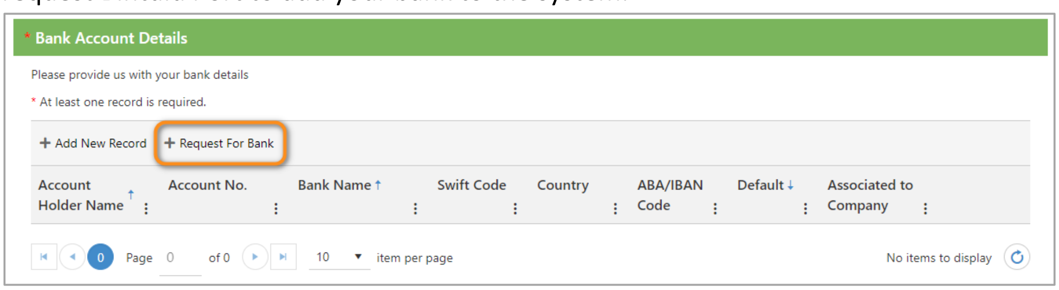
INFO: If "Has your company ever had a name change before?" set to YES, it is required to fill up the "Company Previous Names"

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

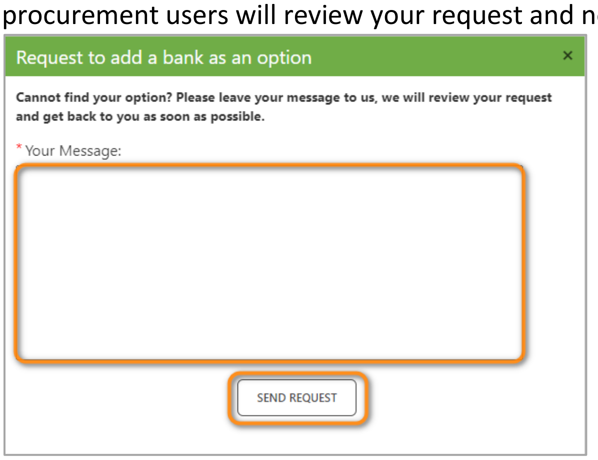


INFO: If you added more than one bank account, it is important to set one of the bank accounts as **Default**. The bank account details are for Bintulu Port reference for the payment process.

- 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

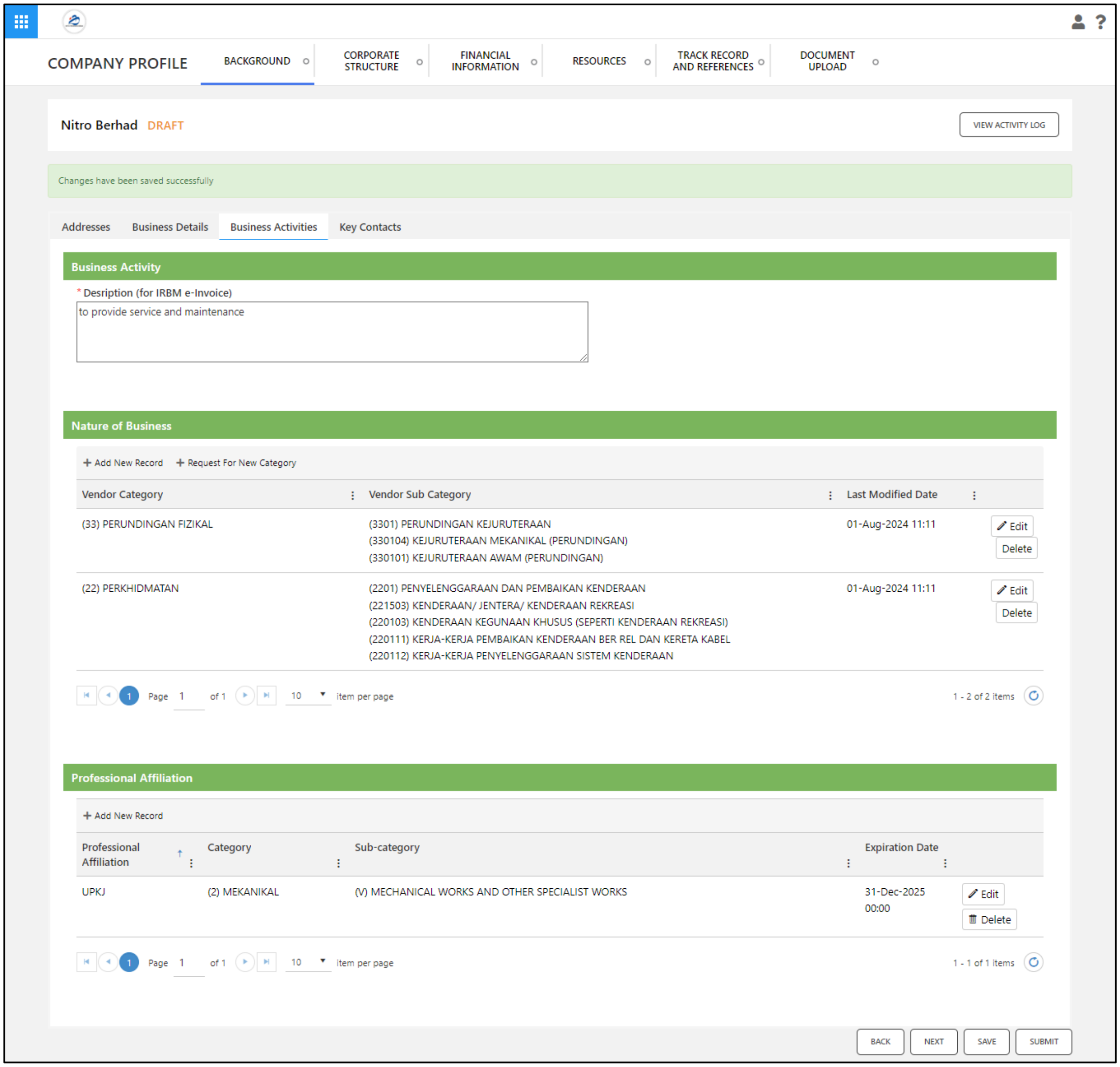
- Under **Business Activities**

  i. Provide the information about your business under the **Business Activities** section

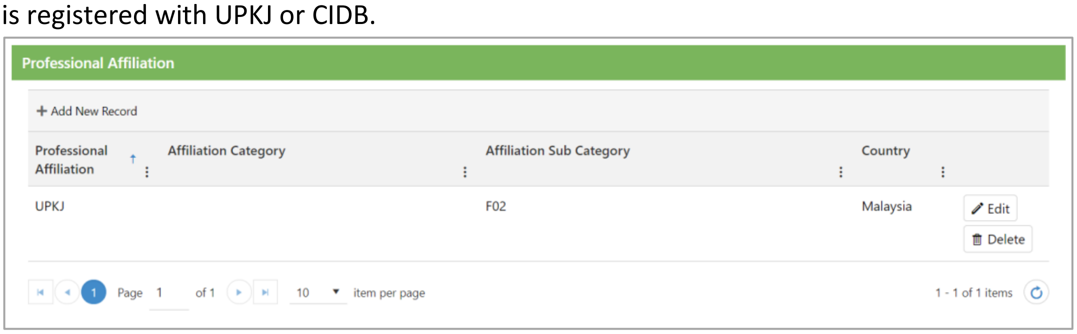
  ii. Specify the nature of your business by clicking on **+ Add New Record** to select all the **Vendor Categories** and **Sub-Categories** that apply to your company.

  NOTE:

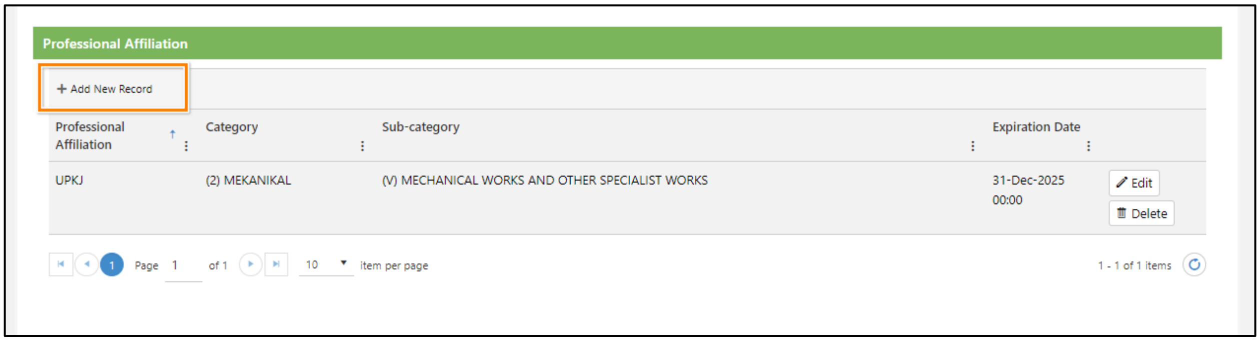
  - You may occasionally receive notifications via email or the system to update your vendor category. This will occur if Bintulu Port has performed significant changes to the Vendor category template which may affect you.
  - You shall select relevant **Vendor Categories** and **Sub-Categories** that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

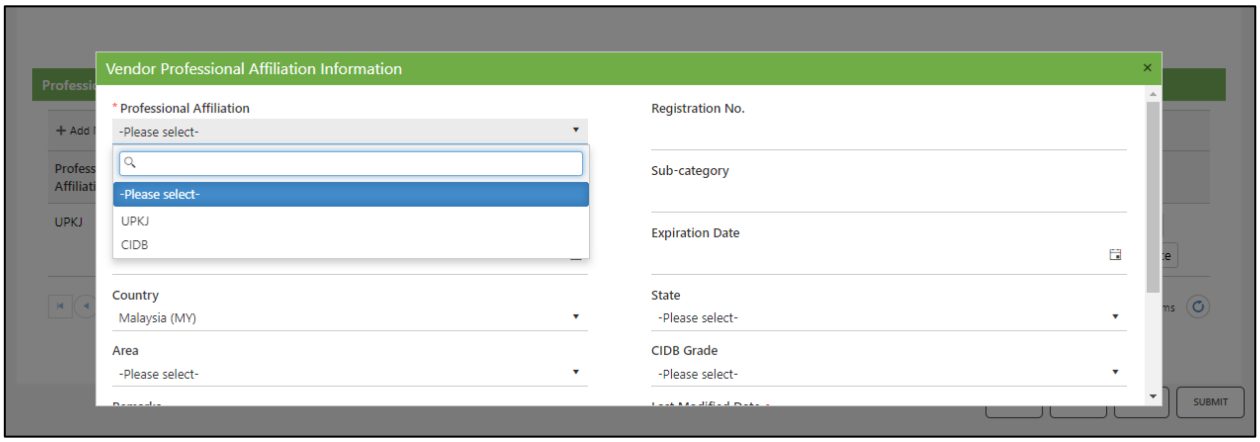


- If you are unable to find your Vendor Category or Sub-Category from the dropdown list, you may click on the **+ Request for New Category** button to request for the Bintulu Port to add it to the system.
- Then, fill in additional information on your company **Professional Affiliation**, such as if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



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

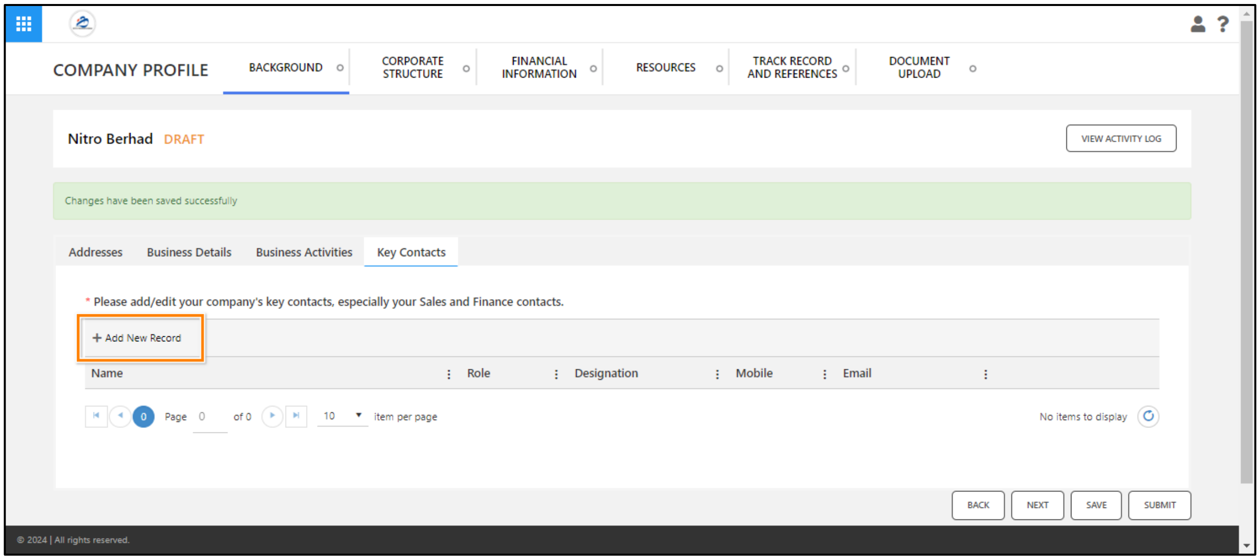




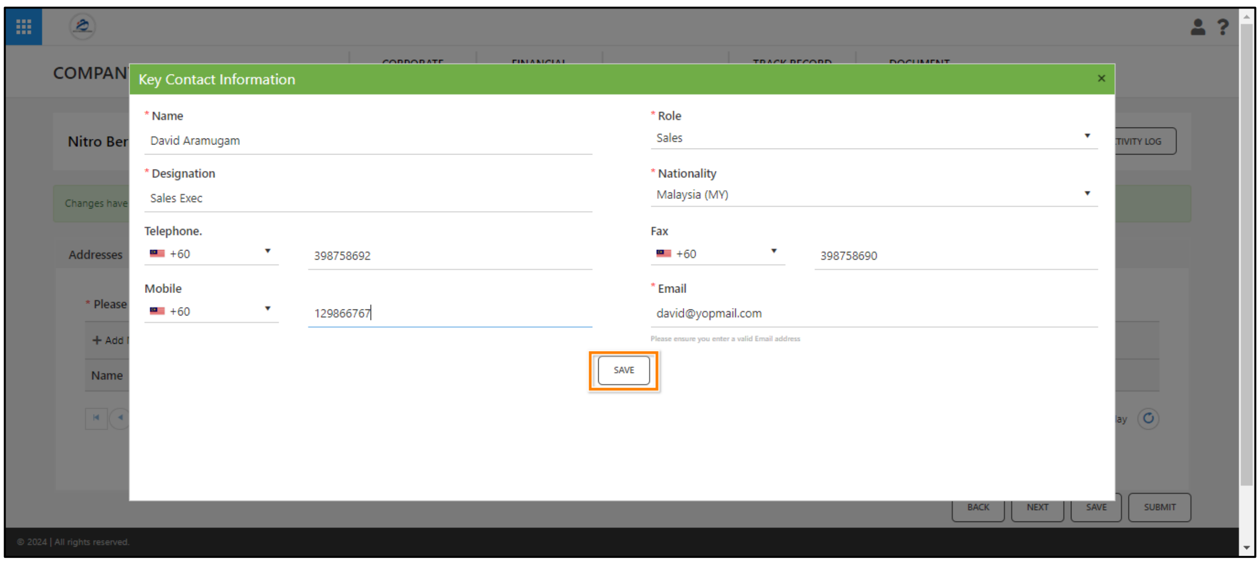
- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Key Contacts** sub-tab.

4.1.4. Key Contacts

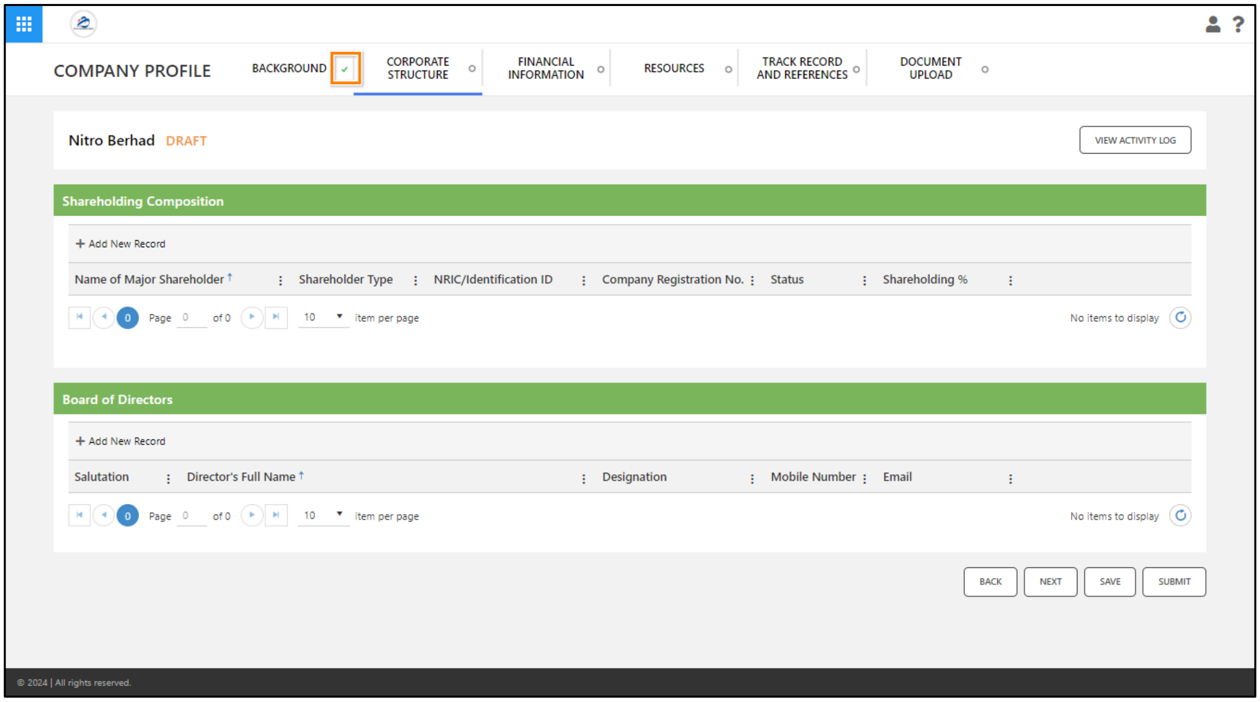
- In **Key Contacts**, please provide at least one of the company's key contacts, especially the contacts from the Sales and Finance department.



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

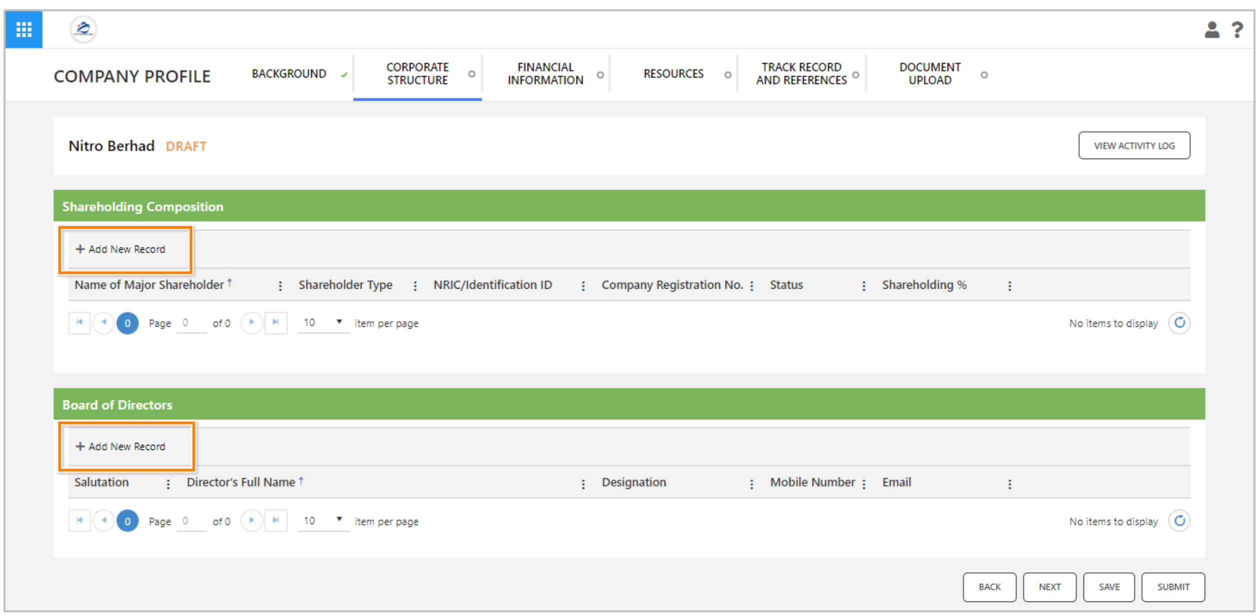


- If you have completed the specific tab (all mandatory fields are inserted), the system indicates the green tick.

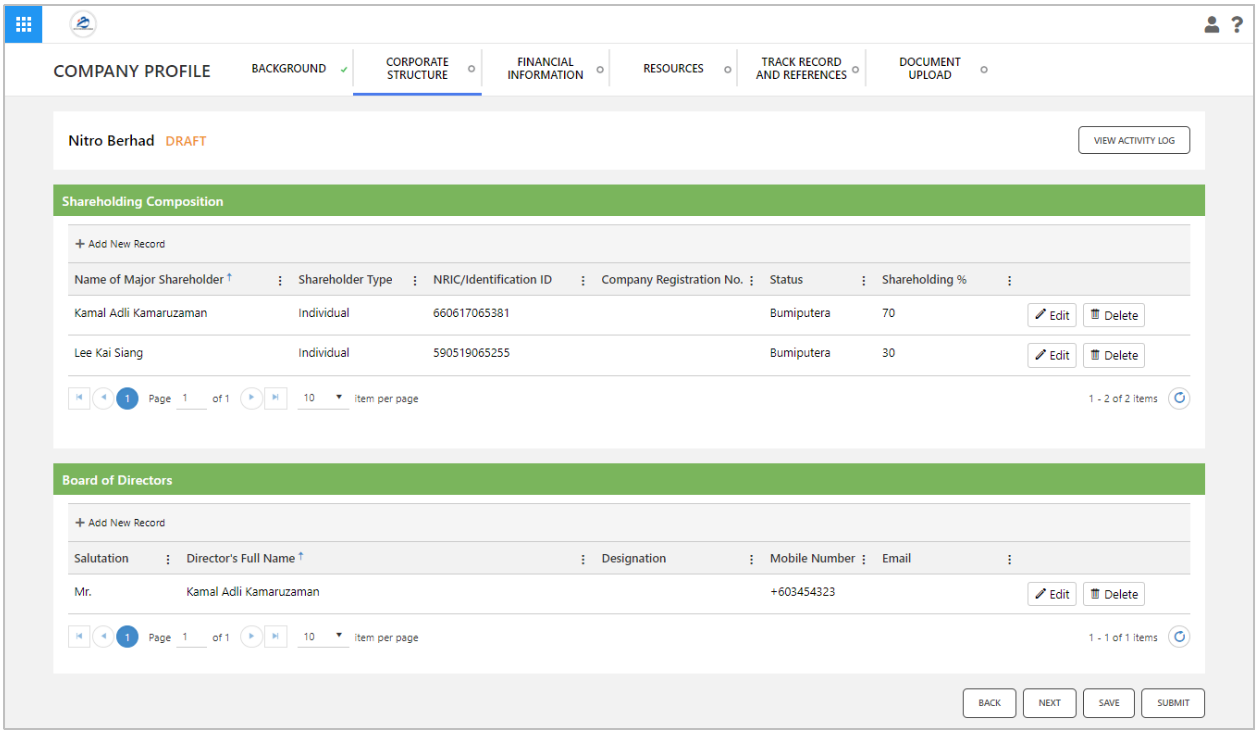


4.2. Corporate Structure

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

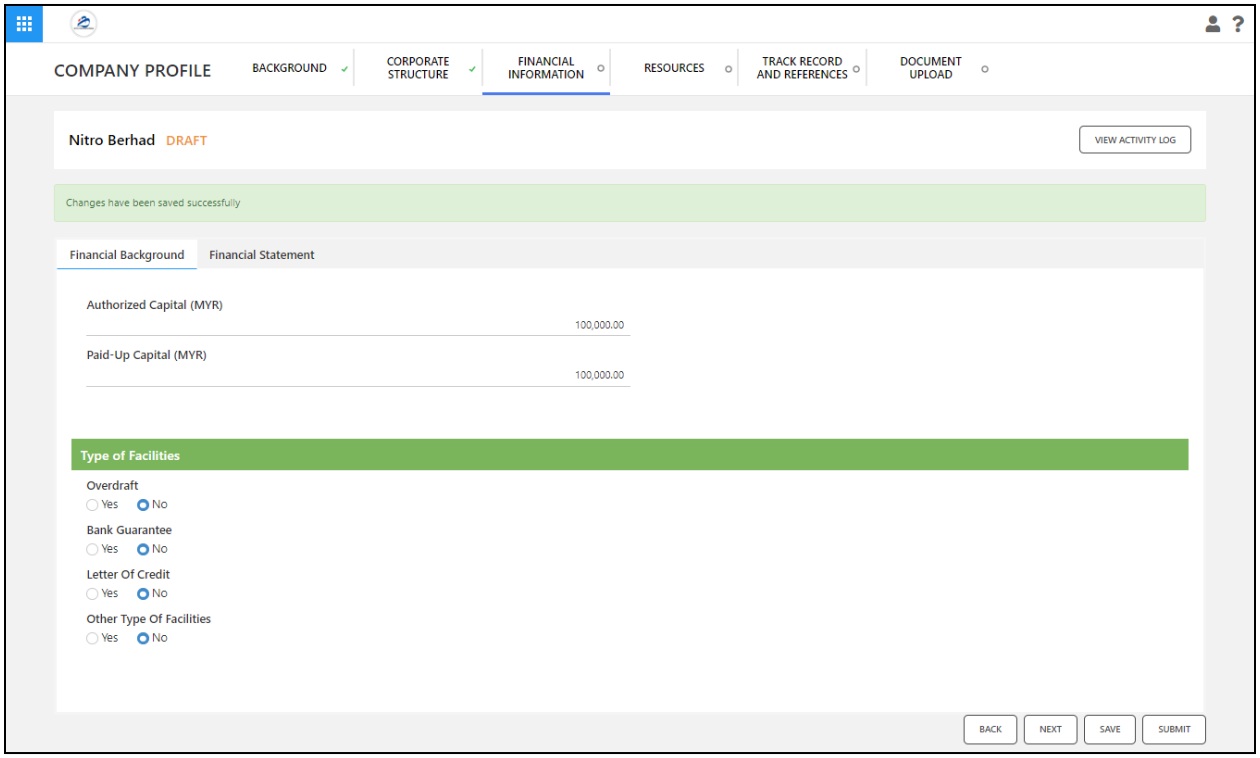


- If the Corporate Structure is not related to your business, you may proceed to the next tab.
- Once completed, you may either click on **SAVE** or click on **NEXT** to proceed with the **FINANCIAL INFORMATION** tab.

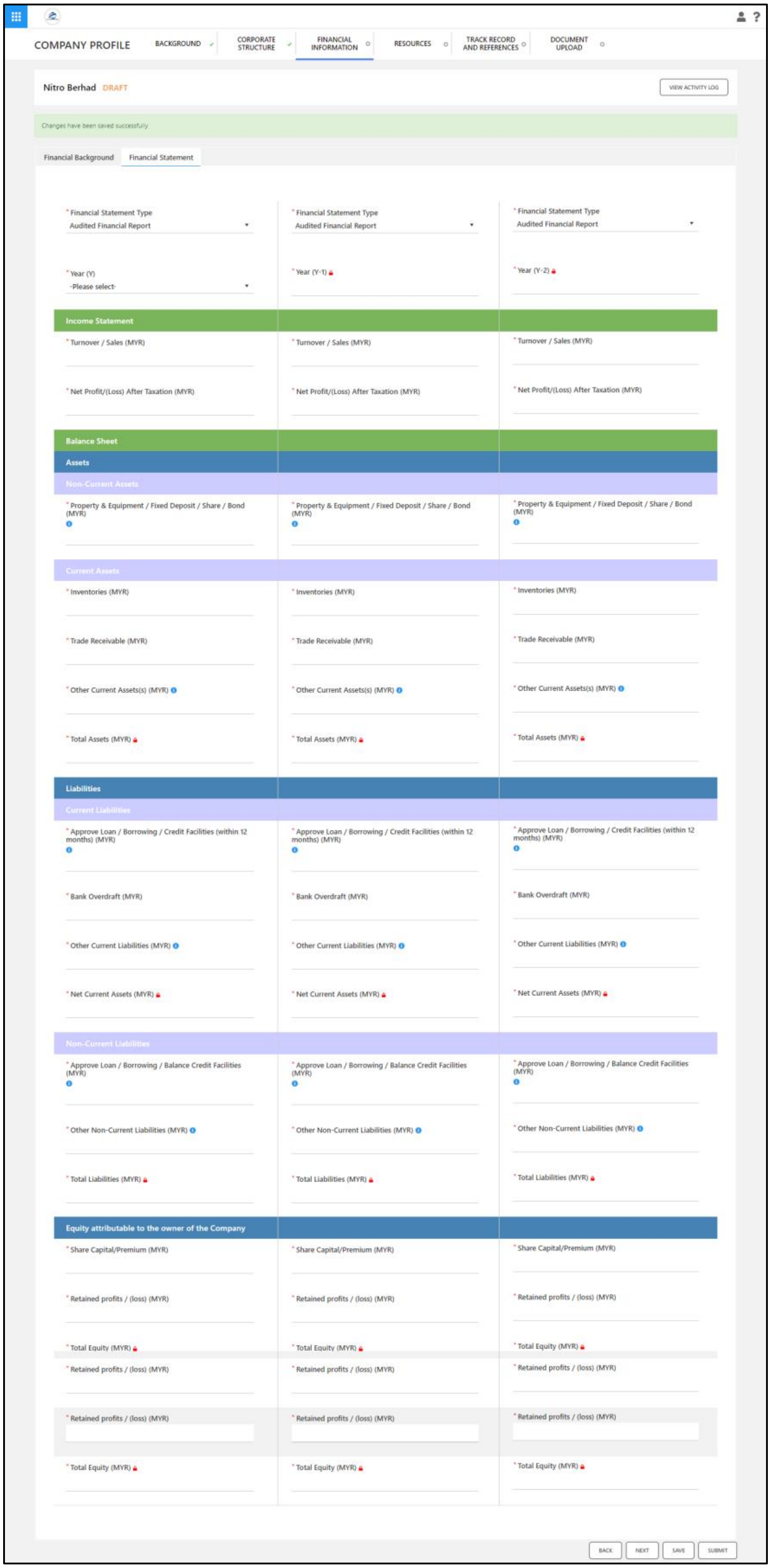


4.3. Financial Information

- 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.



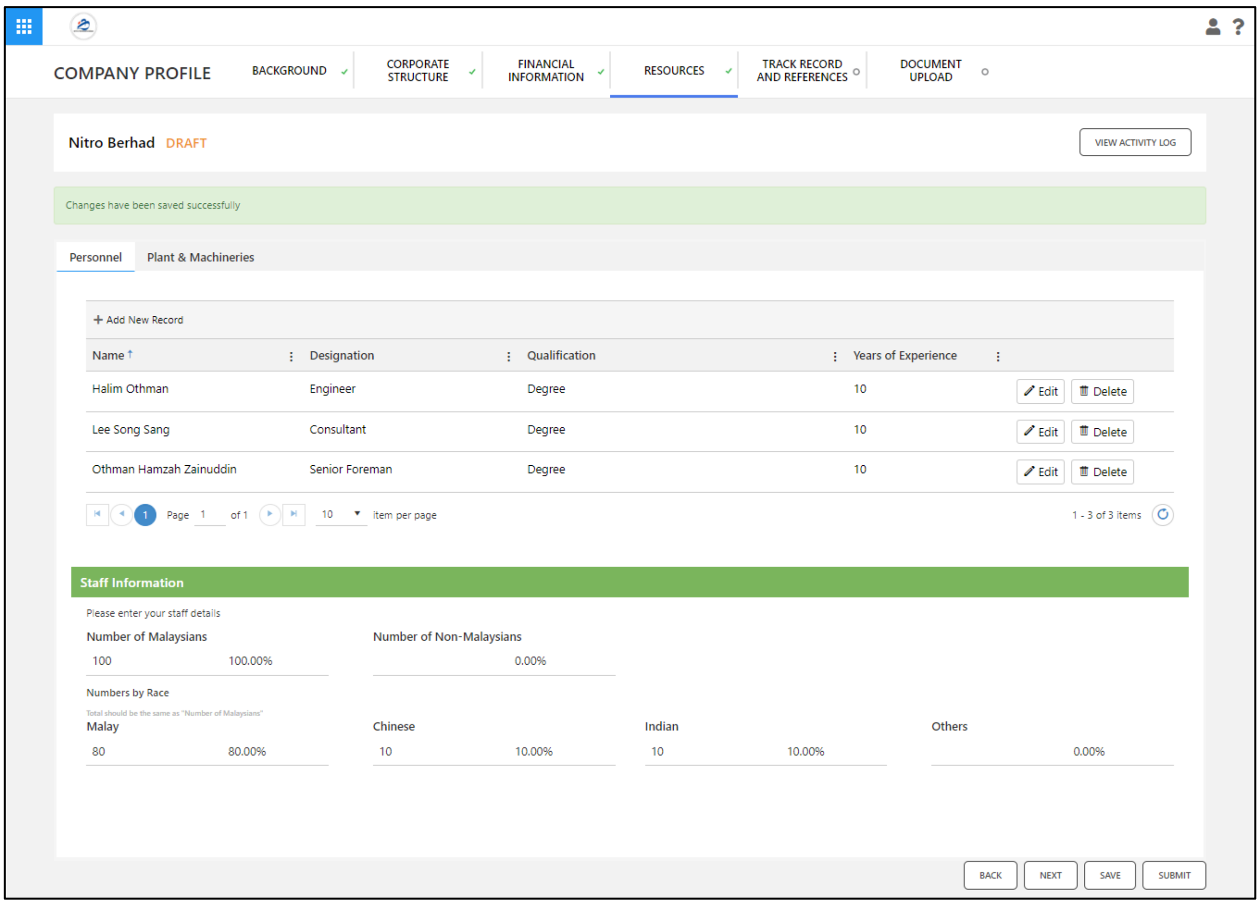
- The **Financial Statement** consists of 3 sets, which are for the current year and the 2 previous years.
  - **Year (Y)**: A dropdown that consists of the last 5 years, including the current year.
  - **Year (Y-1):** Automatically fills in the year (1 year prior to the first column) once **Year (Y)** 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 LOG
Changes have been saved successfully
Financial Background
Financial Statement
* Financial Statement Type
Audited Financial Report
* Year (Y)
-Please select-
* Year (Y-1)
* Year (Y-2)
Income Statement
* Turnover / Sales (MYR)
* Net Profit/(Loss) After Taxation (MYR)
Balance Sheet
Assets
Non-Current Assets
* Property & Equipment / Fixed Deposit / Share / Bond (MYR)
Current Assets
* Inventories (MYR)
* Trade Receivable (MYR)
* Other Current Assets(s) (MYR)
* Total Assets (MYR)
Liabilities
Current Liabilities
* Approve Loan / Borrowing / Credit Facilities (within 12 months) (MYR)
* Bank Overdraft (MYR)
* Other Current Liabilities (MYR)
* Net Current Assets (MYR)
Non-Current Liabilities
* Approve Loan / Borrowing / Balance Credit Facilities (MYR)
* Other Non-Current Liabilities (MYR)
* Total Liabilities (MYR)
Equity attributable to the owner of the Company
* Share Capital/Premium (MYR)
* Retained profits / (loss) (MYR)
* Total Equity (MYR)
BACK
NEXT
SAVE
SUBMIT

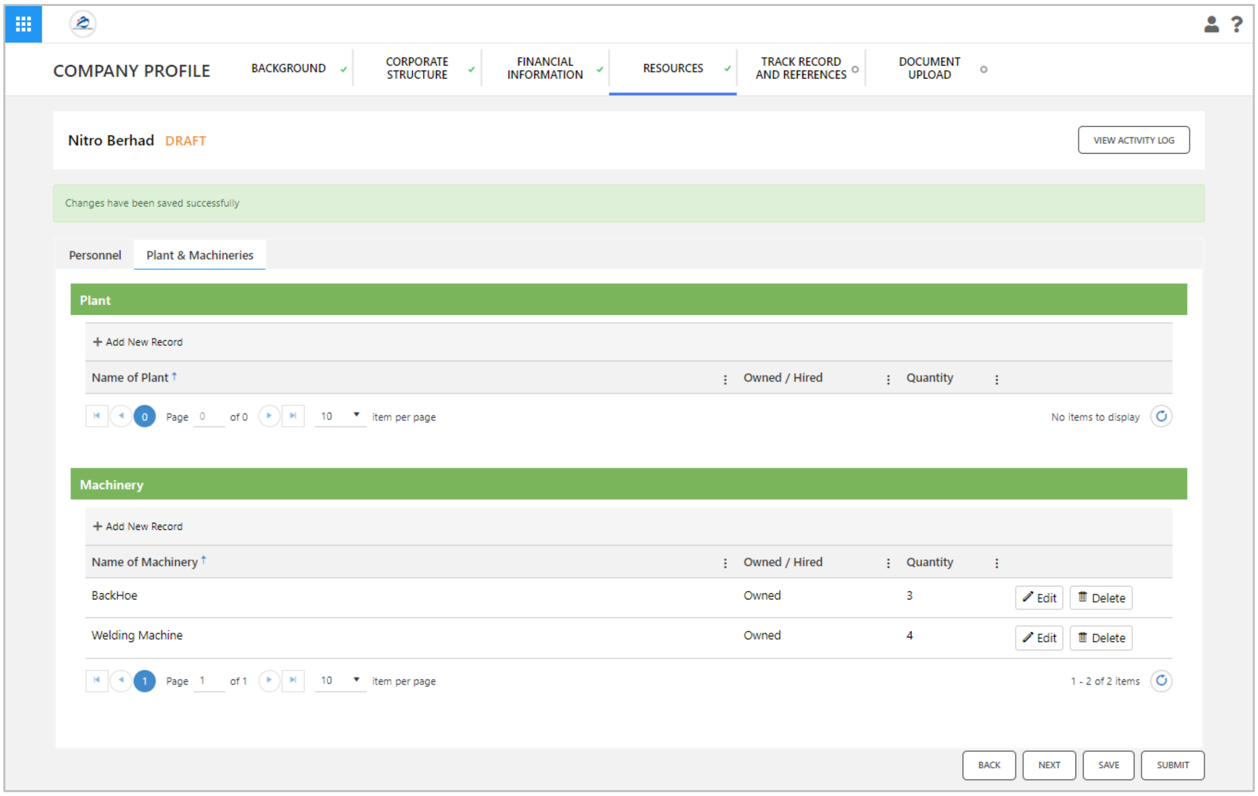
- Once completed, you may either click on **SAVE** to save the record or click on **NEXT** to proceed with the **RESOURCES** tab.

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.



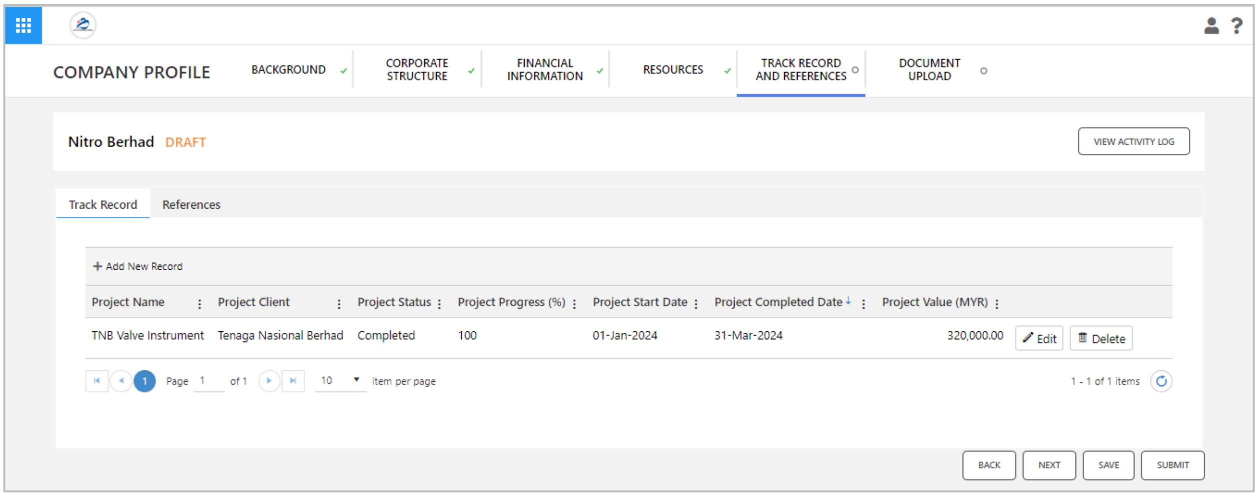
- Under the **Staff Information** section, enter the staff composition of your company. You can insert the number of employees for each category, and the system will automatically convert the numbers into percentages.
- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Plant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



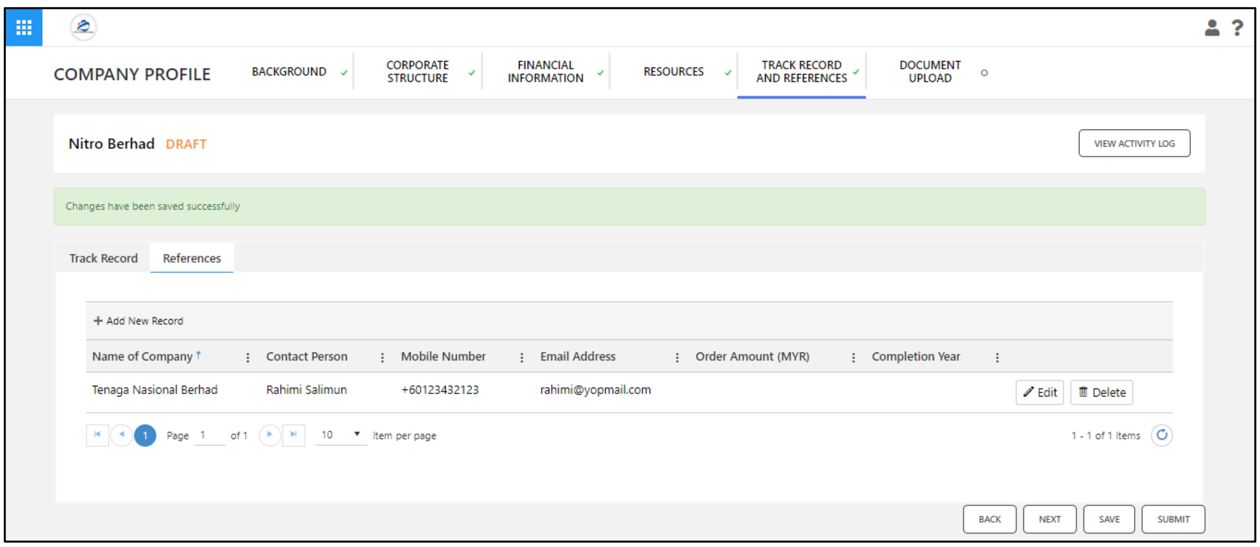
- Once completed, click on **SAVE** to save the record or click on **NEXT** to proceed with the **TRACK RECORD AND REFERENCES** tab.

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.

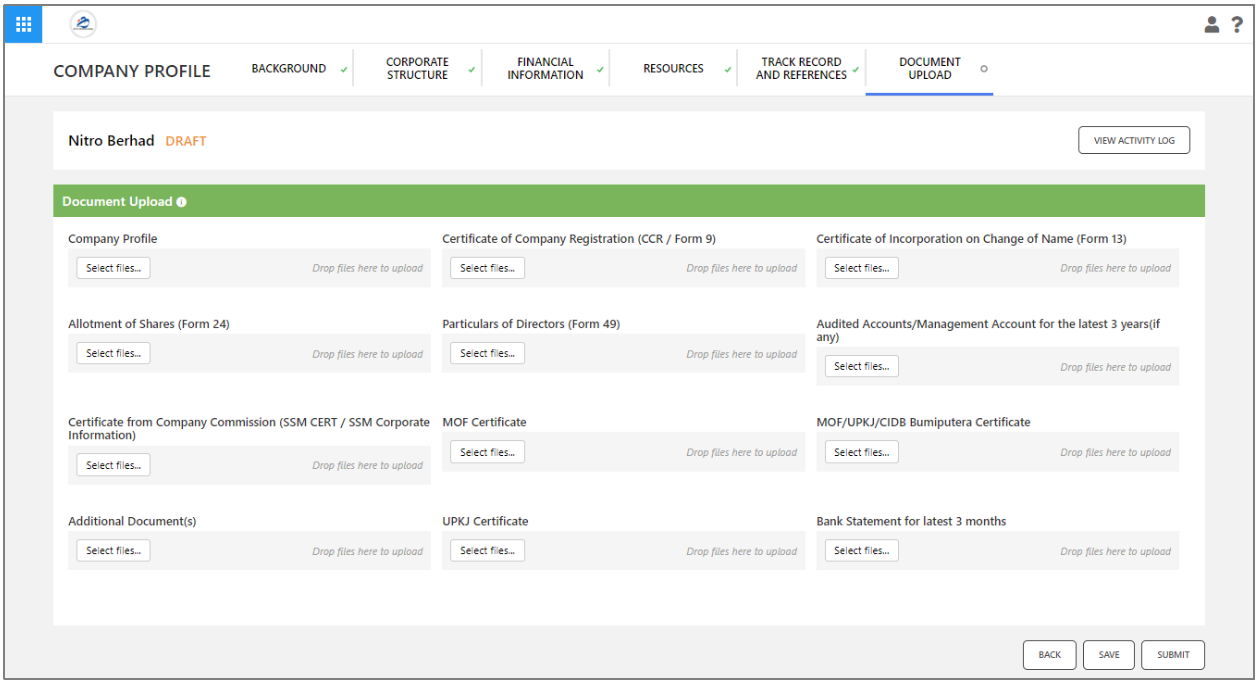


- Once completed, click on **SAVE** to save the record or click on **NEXT** to proceed with the **DOCUMENT UPLOAD** tab.

4.6. Document Upload

NOTE: This tab is optional to fill in.

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

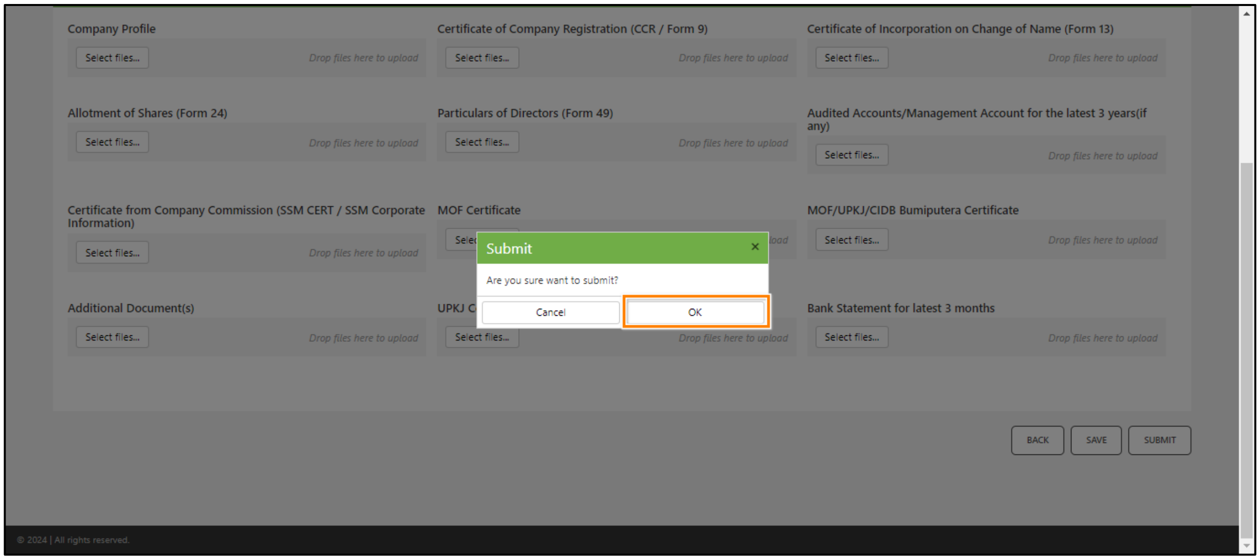


- Once your documents are uploaded, click on the **SAVE** button. You can click on the **View** icon to preview the documents in the web browser or click on the **Delete** icon to remove the documents after saving it.

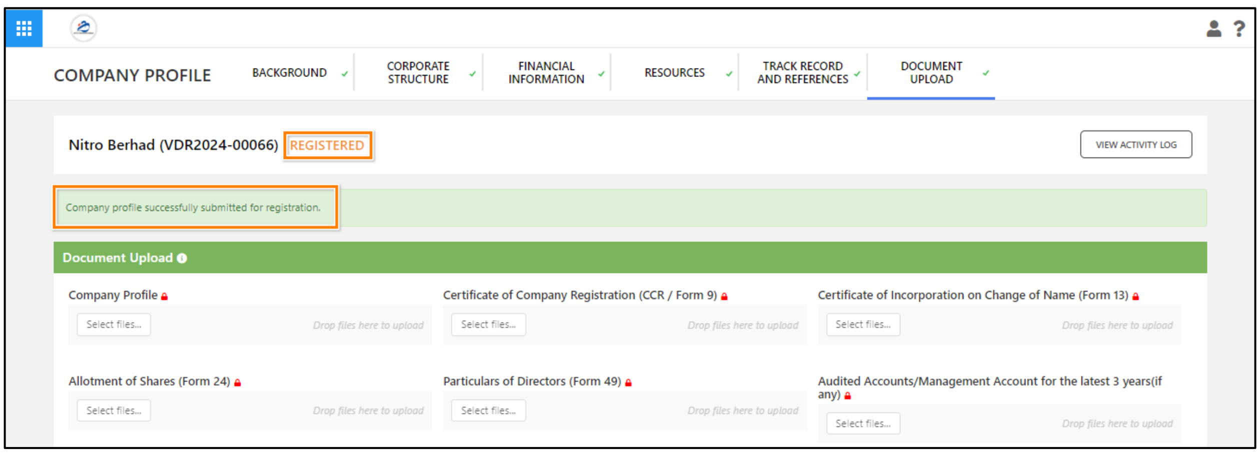
  NOTE:
  - The filename cannot contain the following characters: **" # % & * : < > ? \ / { } ~ | ' + = ;**.
  - The document formats that are supported for browser preview include "docx", "doc", "pdf", "txt", "bmp", "png", "gif", "jpg", "jpeg", and "tiff". [Updated in v6.11]
  - Each document will be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

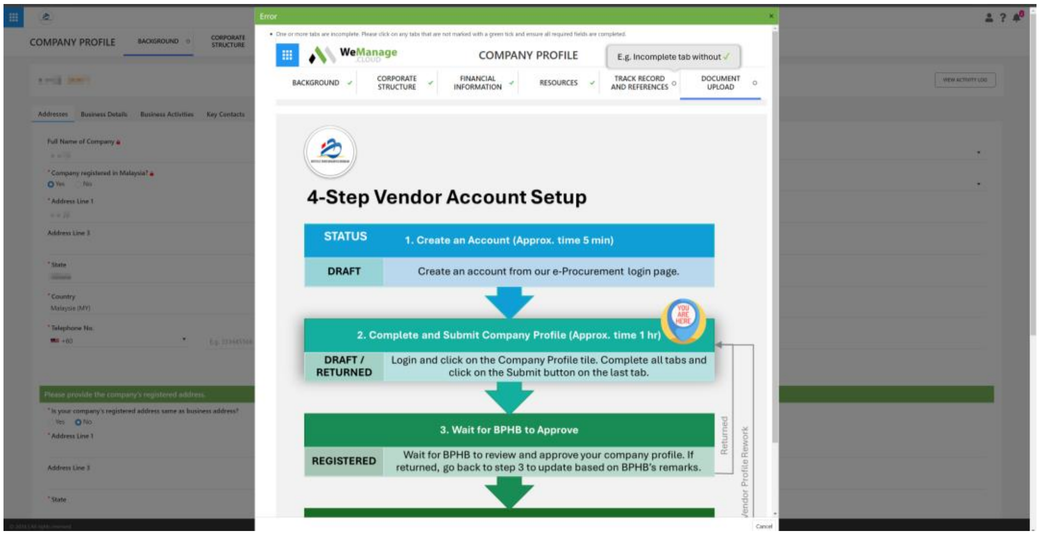
- After completing all the tabs, you may proceed to click on the **SUBMIT** button.
- The system will prompt "**Are you sure want to submit?**". Then, click **OK** button.



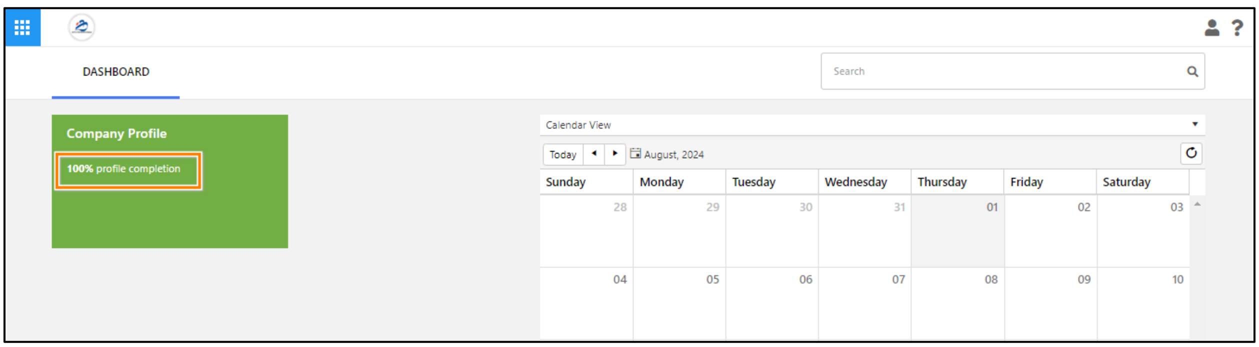
- The system displays “**Company Profile Successfully submitted for registration”** and registration status is updated to “**Registered**”



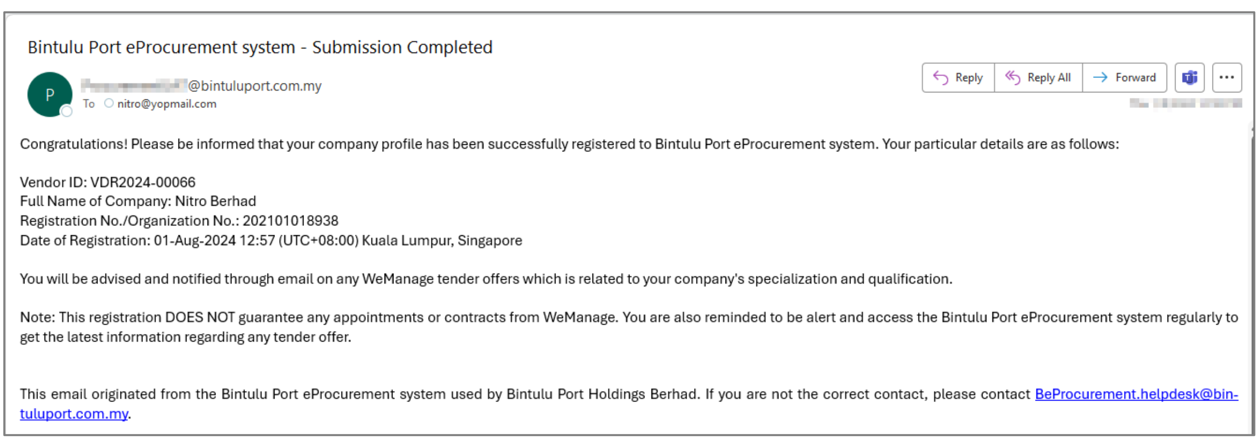
NOTE: If you click on the **SUBMIT** button without completing all the required information, a popup will appear informing you on the necessary actions.



- 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**'.



Bintulu Port eProcurement system - Submission Completed

[redacted]@bintuluport.com.my

To nitro@yopmail.com

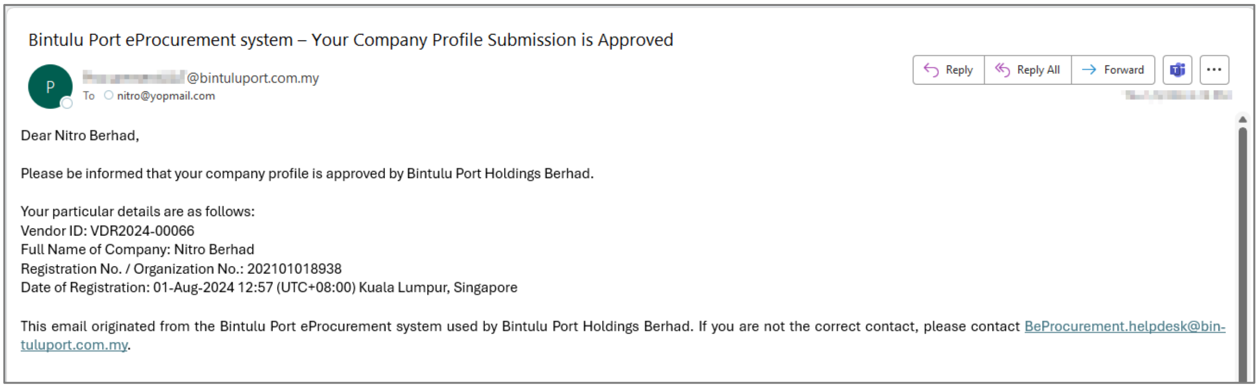
Congratulations! Please be informed that your company profile has been successfully registered to Bintulu Port eProcurement system. Your particular details are as follows:

Vendor ID: VDR2024-00066
Full Name of Company: Nitro Berhad
Registration No./Organization No.: 202101018938
Date of Registration: 01-Aug-2024 12:57 (UTC+08:00) Kuala Lumpur, Singapore

You will be advised and notified through email on any WeManage tender offers which is related to your company's specialization and qualification.

Note: This registration DOES NOT guarantee any appointments or contracts from WeManage. You are also reminded to be alert and access the Bintulu Port eProcurement system regularly to get the latest information regarding any tender offer.

This email originated from the Bintulu Port eProcurement system used by Bintulu Port Holdings Berhad. If you are not the correct contact, please contact BeProcurement.helpdesk@bintuluport.com.my.


Bintulu Port eProcurement system – Your Company Profile Submission is Approved

P @bintuluport.com.my

To nitro@yopmail.com

Reply | Reply All | Forward

Dear Nitro Berhad,

Please be informed that your company profile is approved by Bintulu Port Holdings Berhad.

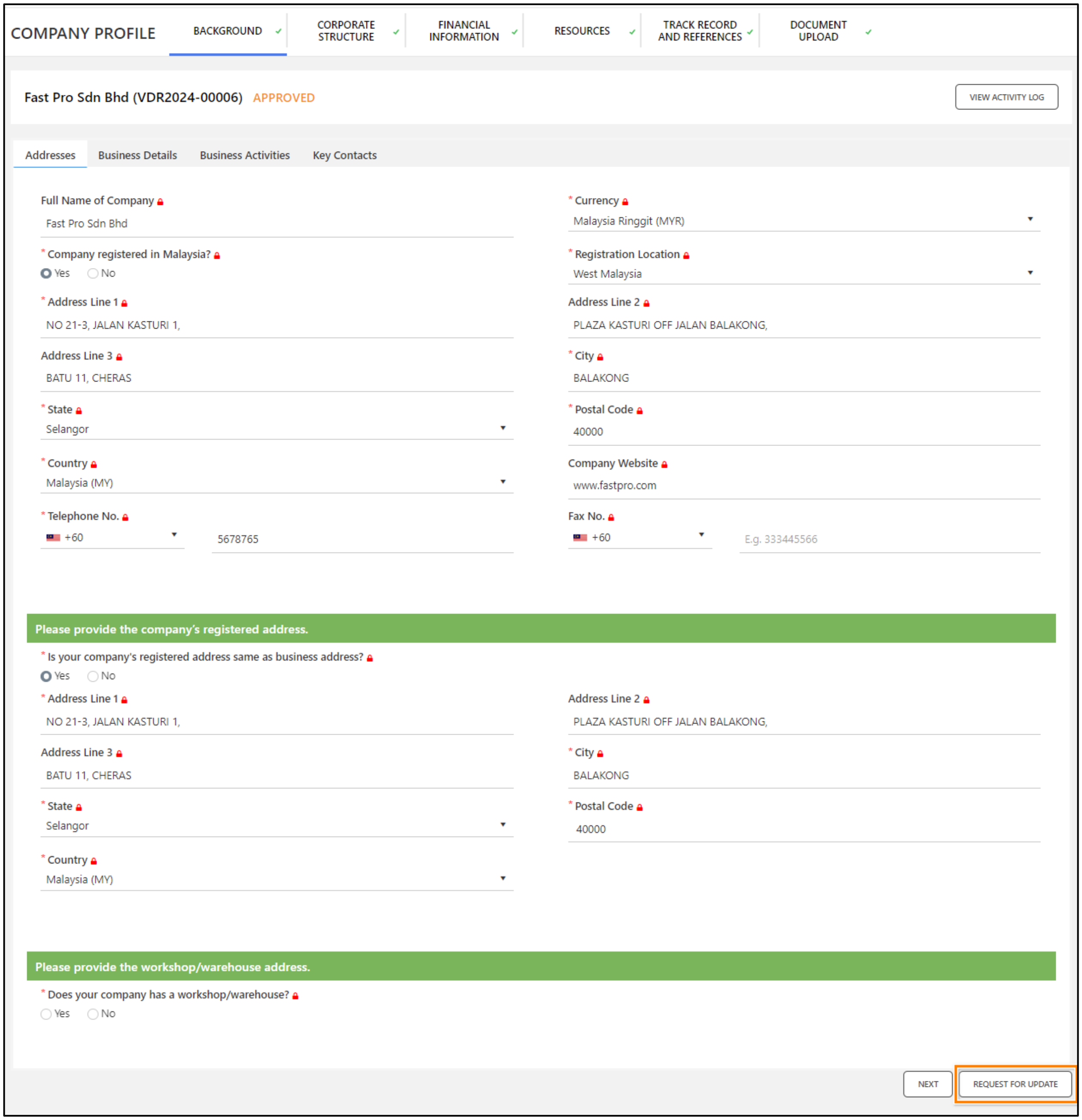
Your particular details are as follows:
Vendor ID: VDR2024-00066
Full Name of Company: Nitro Berhad
Registration No. / Organization No.: 202101018938
Date of Registration: 01-Aug-2024 12:57 (UTC+08:00) Kuala Lumpur, Singapore

This email originated from the Bintulu Port eProcurement system used by Bintulu Port Holdings Berhad. If you are not the correct contact, please contact BeProcurement.helpdesk@bintuluport.com.my.

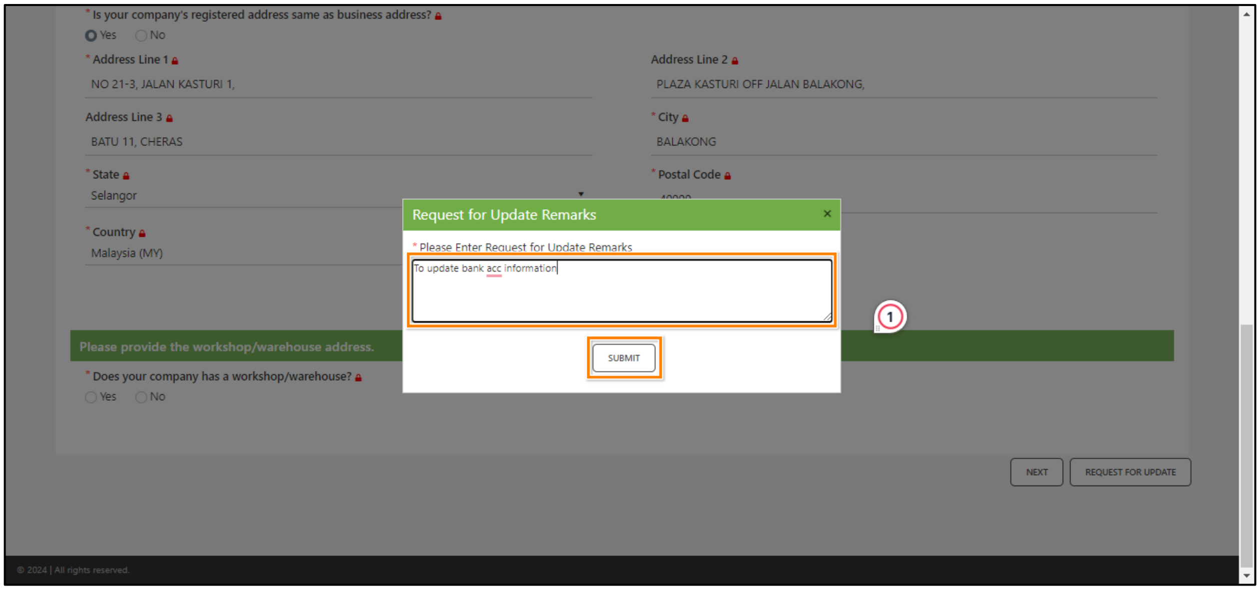
4.8. Request to Update Profile

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
* Currency
Malaysia Ringgit (MYR)
* Company registered in Malaysia?
Yes
No
* Registration Location
West Malaysia
* Address Line 1
NO 21-3, JALAN KASTURI 1,
Address Line 2
PLAZA KASTURI OFF JALAN BALAKONG,
Address Line 3
BATU 11, CHERAS
* City
BALAKONG
* State
Selangor
* Postal Code
40000
* Country
Malaysia (MY)
Company Website
www.fastpro.com
* Telephone No.
+60
5678765
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 2
PLAZA KASTURI OFF JALAN BALAKONG,
Address Line 3
BATU 11, CHERAS
* City
BALAKONG
* State
Selangor
* Postal Code
40000
* Country
Malaysia (MY)
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**

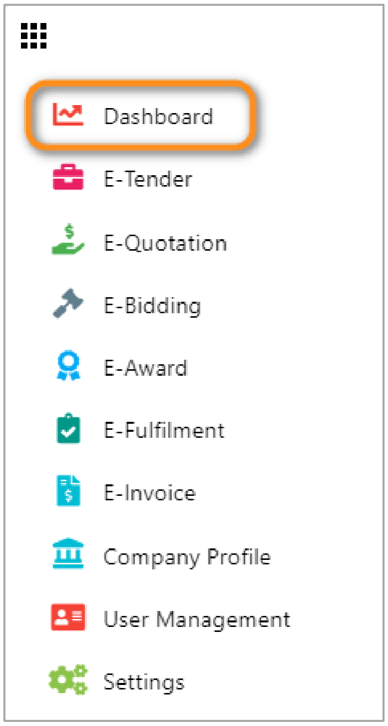


- Once the request is submitted, it will notify BPHB for approval. Once the request is approved/rejected, it will notify the vendor by email.

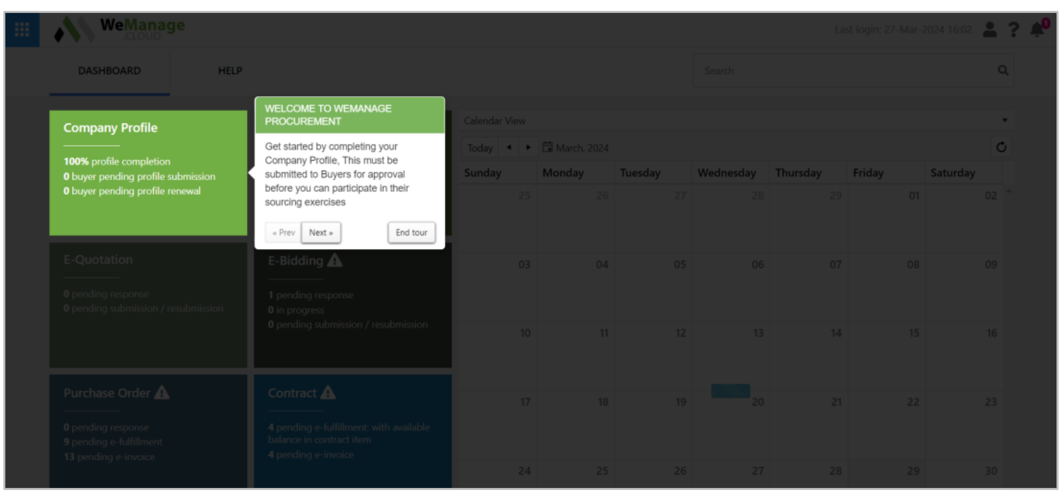
5. Dashboard

5.1. Main Dashboard

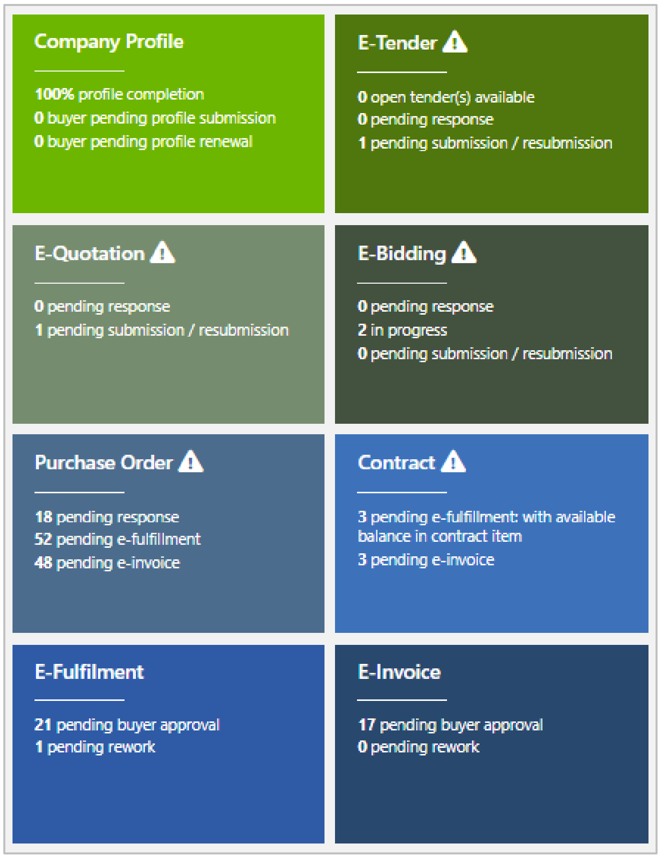
- Upon logging in to the system, you will be redirected to the Dashboard. You may also access your Dashboard by clicking on the **App Launcher** (top left corner) and selecting Dashboard.



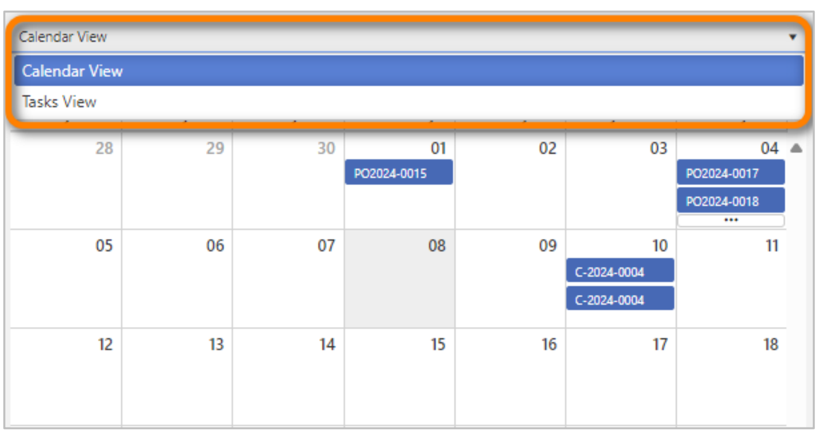
- The first time you login, a product tour will guide you through a simple understanding of the Dashboard features. Please refer to section 6.2 User Guide to learn how to restart the product tour if needed.



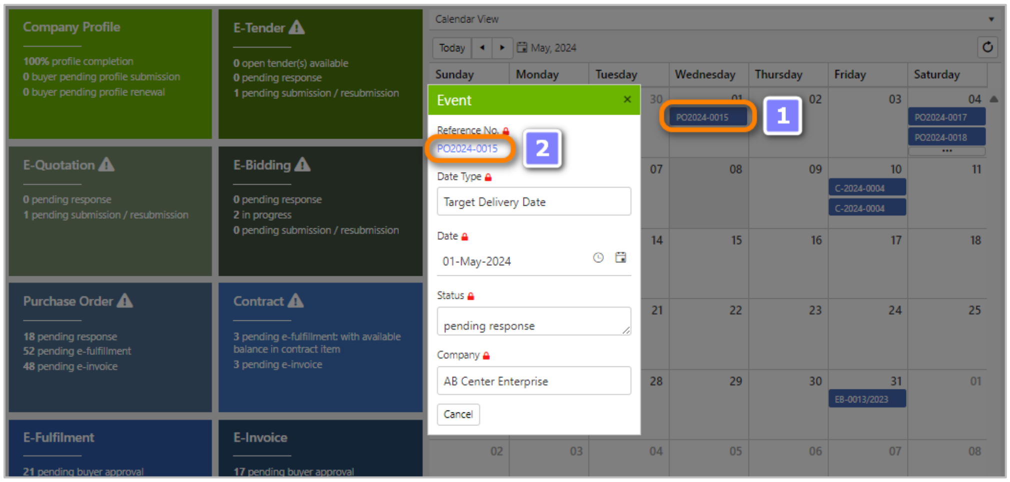
- At the left side of the Dashboard, you can see a summary of statuses for all transactions in each module tile. The module tiles that are marked with an exclamation mark require pending action from the users. Click on any of the module tiles to open the related module.



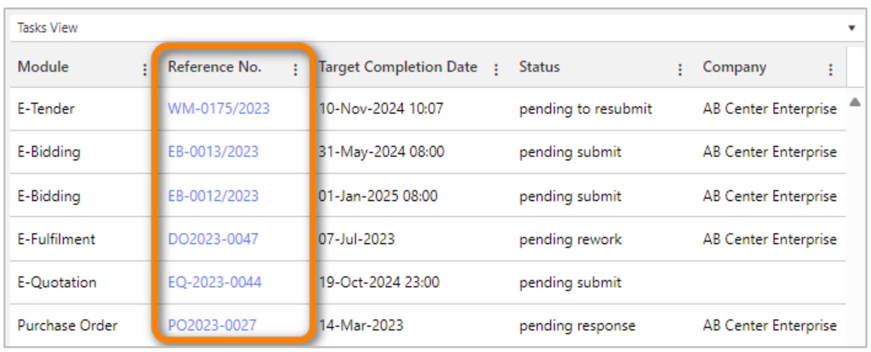
- The calendar is displayed on the right side of the Dashboard. There is a dropdown which allows you to toggle between Calendar and Tasks View. By default, the Calendar View will be displayed.



- **Calendar View:** 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.



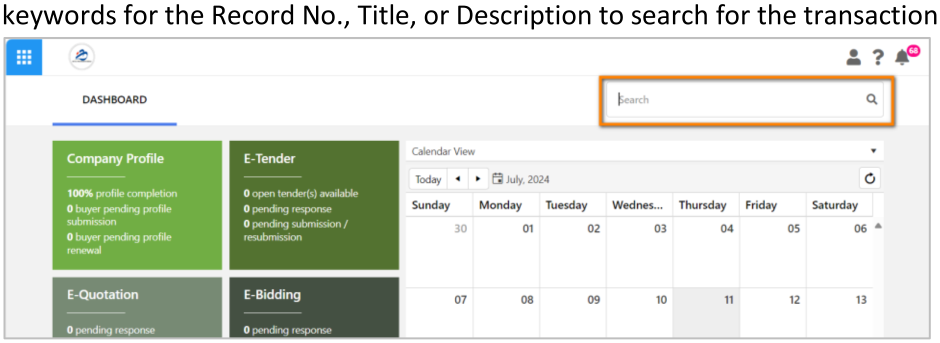
- **Tasks View:** This list shows the pending tasks along with their target completion date. You may click on **Reference No.** to open the record directly.


Tasks View

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	
Purchase Order	PO2023-0027	14-Mar-2023	pending response	AB Center Enterprise

5.2. Global Search Bar

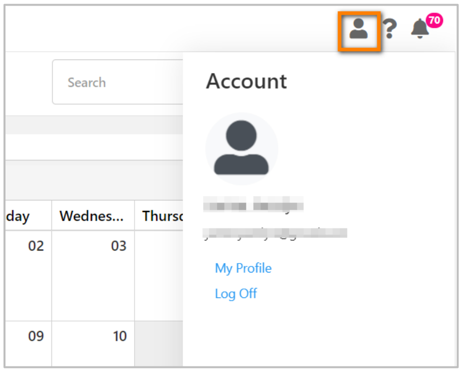
- You can search for transaction records using the global search bar on the **DASHBOARD**. Insert keywords for the Record No., Title, or Description to search for the transaction record.



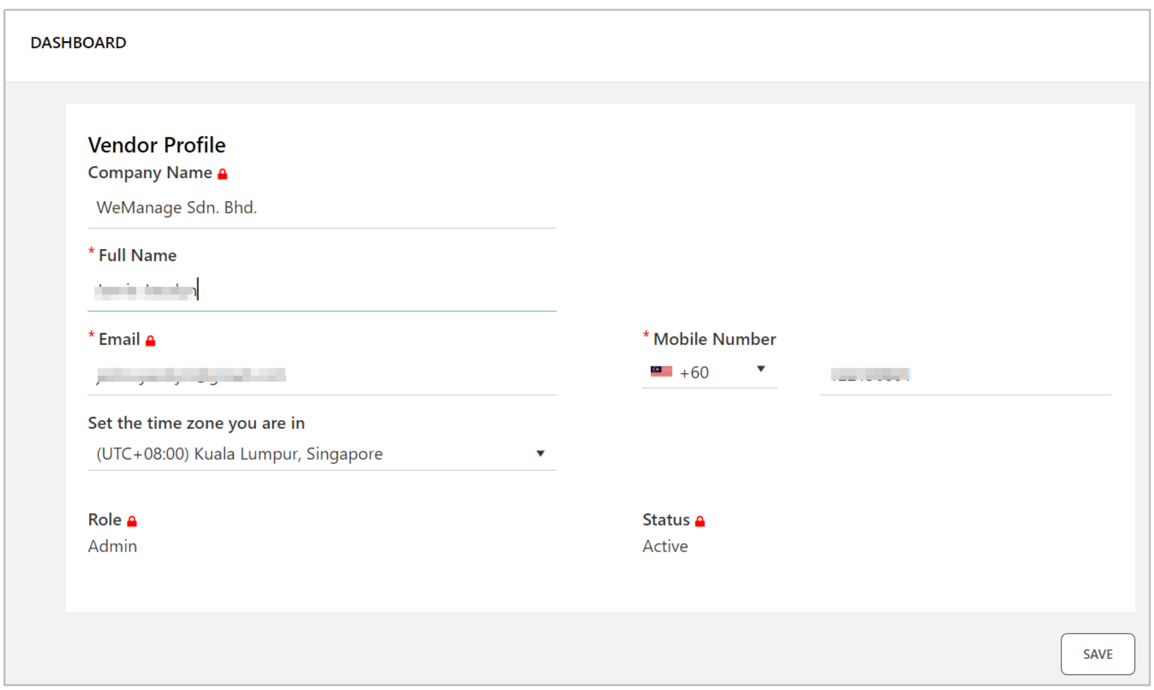
6. System Header Bar

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.

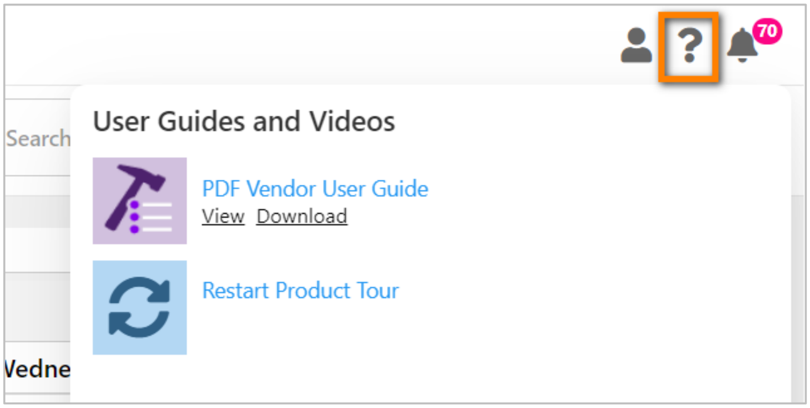


- **Log Off:** Click to sign out of your BePRO Vendor account.

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.