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: <u>BeProcurement.bintuluport.com.my</u>
- Click the **LOGIN** button on the top-right corner of the page.



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

æ	
Sign in	
Vendor Login Please enter your Email Address Email Address Password Password Eorgot your password? Sign in Don't have an account? Sign up now	
Employee Login Bintulu Port Staff Login	

• 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.

< Cancel	
User Details	
•	
Send verification code	
New Password *	
Confirm New Password	
Display Name *	
Create	

• Click the SEND VERIFICATION CODE.

≮ Cancel	
User Details	
10000000000000000000000000000000000000	
Send verification code	
New Password	
Confirm New Password *	
Display Name *	
Create	

• 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.

Bintulu Port Holdings Berhad account email verification code A Microsoft on behalf of Bintulu Port Holdings Berhad <msonlineservicesteam@microsoftonline.com> Show pictures</msonlineservicesteam@microsoftonline.com>	
Verify your email address	
Thanks for verifying your account!	
Your code is 373950	
Sincerely, Bintulu Port Holdings Berhad	
This message was sent from an unmonitored email address. Please do not reply to this message.	

• 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.

< Cancel	
User Details	
Verification code has been sent to your inbox. Please copy it to the input box below.	
*	
373950 *	
Verify code Send new code	
New Password *	
Confirm New Password *	
Display Name *	
Create	

- Key in the new password and confirm the password. Your password must have at least 3 of the following:
 - $\circ \quad \text{a lowercase letter} \quad$
 - o an uppercase letter
 - o **a number**
 - o 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.

< Cancel	
User Details	
E-mail address verified. You can continue now.	
Change e-mail	
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	
·	
Confirm New Password *	
Display Name *	
Contra	

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

< Cancel	
User Details	
A user with the specified ID already exists. Please choose a different one.	
E-mail address verified. You can continue now.	
janin innin illumitern *	
Change e-mail	
*	
*	
Display Name	
Create	

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.

* Registration Type * lease select: * company registered in Malaysis? * tegistration No. / Organization No. * registration No. <td< th=""><th></th><th></th></td<>		
*Rejistation Type *Registration Type *Registration No. *Registration No. <th></th> <th></th>		
Sign Up as a New Vendor		
*Rejistration Type *Rejistration Ionalianaliana *Instruction *Instruction *Rejistration No. / Organization No. / Organization No. * E.g. 121234567 *Rejistration No. * E.g. 12123456 *Rejistration No. * E.g. 12123456 *Rejistration No. * E.g. 121234567 *Rejistration No. * E.g. 12123456 *R	S	ign Up as a New Vendor
*Company Address Line 2 *Company Address Line 2 Company Address Line 3 *City *Company Website *Company Website *Company Website *Company Website	* Registration Type	·
* Telephone No. • * +60 • E.g. 12123456 * Registration No. / Organization No. E.g. 201903123456 * Full Name of Company * Account Type _ Supplier _ Contractor _ Consultant _ Buyer * Company Address Line 1 Company Address Line 2 * City * Postal Code * Postal Code * Dotation No. * Company Website Company Website Company Website	* Company registered in Malaysia? • Yes No	* Registration Location - Please select-
* Registration No. / Organization No. Old Registration No. / Organization No. E.g. 201903123456 E.g. 9769210 * 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 (Mr) Company Website Set the time zone you are in (UTC+08:00) Kuala Lumpur, Singapore	* Telephone No. +60 E.g. 121234567	
* Full Name of Company * Account Type Supplier Contractor Consultant Buyer Company Address Line 1 Company Address Line 2 Company Address Line 3 * City * Company Address Comment Company Website Company Website Set the time zone you are in (UTC+08:00) Kuala Lumpur, Singapore	* Registration No. / Organization No. 0 E.g. 201903123456	Old Registration No. / Organization No. E.g. 976921U
* Account Type	* Full Name of Company	
* Company Address Line 1 Company Address Line 2 Company Address Line 3 * City * State * Please select- * Postal Code * Country Malaysia (MY) Company Website Set the time zone you are in (UTC+08:00) Kuala Lumpur, Singapore	* Account Type Supplier Contractor Consultant Buyer	
Company Address Line 2 Company Address Line 3 Company Address Line 3 Company Address Line 3 Company Address Line 3 Company Website Company Web	* Company Address Line 1	
Company Address Line 3 * City * State -Please select- * Postal Code * Country Malaysia (MY) Company Website Set the time zone you are in (UTC+08:00) Kuala Lumpur, Singapore	Company Address Line 2	
*City *State -Please select- *Postal Code *Country Malaysia (MY) Company Website Set the time zone you are in (UTC +08:00) Kuala Lumpur, Singapore	Company Address Line 3	
* Postal Code Country Malaysia (MV) Company Website Set the time zone you are in (UTC+08:00) Kuala Lumpur, Singapore	* City	*State -Please select-
Company Website Set the time zone you are in (UTC+08:00) Kuala Lumpur, Singapore	* Postal Code	* Country Malaysia (MY)
	Company Website	Set the time zone you are in (UTC+08:00) Kuala Lumpur, Singapore
Enter your login details		Enter your login details
*Full Name *Mobile Number	* Full Name	* Mobile Number = +60 * E.o. 121234567

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.

			×		≗ ? ≜ ⁰
DASHBOARD		Complete your company profile.			۹
Company Profile Company Profile Company Profile Company Comp	4-Step V	endor Account Setup		lay Friday 04	0
E-Constantion	STATUS	1. Create an Account (Approx. time 5 min) Create an account from our e-Procurement login page.			13
	2. Co	mplete and Submit Company Profile (Approx. time 1 hr)			20
Purchase Order Co	DRAFT / RETURNED	Login and click on the Company Profile tile. Complete all tabs and click on the Submit button on the last tab.			27
E-fulliment E-	REGISTERED	3. Wait for BPHB to Approve Wait for BPHB to review and approve your company profile. If returned, go back to step 3 to update based on BPHB's remarks.	Returned file Rework		10
Operating logit approach Operating recent		4. Successfully Approved	Vendor Pro		
	APPROVED	You are now an approved Vendor for BPHB, and can be invited to tenders, quotations, and more.			
			Cancel Go to Company Profile		
 C. 2024 [All rights reserved. 					

2.3. Login

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

- Access URL: <u>BeProcurement.bintuluport.com.my</u>
- 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	
Sign in	
Vendor Login Forcet your cassword! Sign in Don't have an account? Sign up now	
Employee Login Bintulu Port Staff 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 <u>BeProcurement.helpdesk@bintuluport.com.my</u> if you forgot the Email Address used to registered with BPHB Procurement system.
- On the Sign in page, click **FORGOT YOUR PASSWORD?** link.

۲	
Sign in	
Sign in with your email address	
Please enter your Email Address	
Email Address	
Password	
Forgot your password?	
Don't have an account? <u>Sign up now</u>	
Employee Login	
BPHB Staff	

• Key in your Email Address and click SEND VERIFICATION CODE.

< Cancel	
User Details	
Email Address *	
Send verification code	
Continue	

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

< Cancel	
User Details	
Verification code has been sent to your inbox. Please copy it to the input box below.	
jamiajacalumitypealicem *	
*	
Verify code Send new code	
Continue	

• Click the **CONTINUE** button.

< Cancel	
User Details	
E-mail address verified. You can continue now.	

- 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 unber a symbol 	

2.5. Update Profile

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

	2?
DAMODIALD	Account
Rendor Profile Company Planes 4 Halthouge Scit. Bol.	Jamie Jacelyn jamie Jacelyn My Profile Log Off

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

 ۲		* ? *
Vendor Profile Company Name & Vendor & d. * Full Name Jenno & main * Email & jenno & main m Set the time zone you are in	* Mobile Number +60 • 1 1	
(l e v v v v v v v v v v v v v v v v v v		
Role 🔒 Admin	Status 🔒 Active	
		SAVE

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.

	2	USER MANAGEMENT						?	4 67
	LISTING								
	Vendor User Listing Company : V								
	+ ADD USER								
	Login ID	Full Name :	:	Primary Contact	:	Status	:		
	VM test (grouped dom	Jier ter IP Boh		No					
	j ana janya tana com	Jumie Jacoby		Yes					
	Page 1 of 1 P	10 • item per page				1 - 2 of 2 items	٢		
© 2024	4 All rights reserved.								

• 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.

 ۲			?	_ 63
USER MANAGEMENT LISTING				
Vendor User Details Company Name Vendor for a d. *Full Name	Primary Contact			
* Email	* Mobile Number • 60 • E.g. 121234567			
Status 🖬 Active	Time Zone (L	•		
	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.

	±?‡	68
Vendor User Details	Primary Contact	
Veneral and.		
* Full Name		
* Email 🔒	* Mobile Number	
jamin, jaculyn (ingmail n'n m	+60 • 1.00 kmm	
Status 🔒	Time Zone	
Active	(UTC+08:00) Kuala Lumpur, Singapore 🔹	
	CANCEL SAVE DEACTIVATE	
© 2024 All rights reserved.		

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.

 ٨
DASHBOARD
Company Profile 🛕
0% profile completion

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

Nitro Berhad DRAFT		VIEW ACTIVITY LOG
Addresses Business Details Business Activities Key Contacts		
Full Name of Company 🖕 Nitro Berhad	* Currency Malaysia Ringgit (MYR)	×
° Company registered in Malaysia? ▲ ● Yes No	[®] Registration Location ≙ West Malaysia	•
* Address Line 1 No 115 Aras 6	Address Line 2 Wisma Tunku Mizan	

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 <u>BeProcurement.helpdesk@bintuluport.com.my</u>

 ۲	4 ?
COMPANY PROFILE BACKGROUND O CORPORATE O FINANCIAL INFORMATION O RESOURCES O TRACK RECORD AND REFERENCES O DOCUMENT UPLOAD O	
Nitro Berhad DRAFT	
Addresses Business Details Business Activities Key Contacts	
Full Name of Company • Currency • Please select- • Please select- • *	
* Company registered in 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
 - o Business Details: Basic Company details and Bank Account details
 - o 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 a Nitro Berhad	*Currency Malaysia Ringgit (MYR)	•
[®] Company registered in Malaysia? ● ● Yes ○ No	* Registration Location 🔺 West Malaysia	Ţ
* Address Line 1 No 115 Aras 6	Address Line 2 Wisma Tunku Mizan	

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 • FINANCIAL INFORMATION •	RESOURCES O TRACK RECORD O DOCUMENT UPLOAD O
Nitro Berhad DRAFT	VIEW ACTIVITY LOG
Addresses Business Details Business Activities Key Contacts	
Full Name of Company a Nitro Berhad	*Currency Malaysia Ringgit (MYR) *
[•] Company registered in Malaysia? ● Yes ○ No	* Registration Location a West Malaysia
* Address Line 1 No 115 Aras 6	Address Line 2 Wisma Tunku Mizan
Address Line 3	* City Kuala Terengganu
*State Terengganu *	* Postal Code 23100
*Country Malavsia (MV)	Company Website

۷	-	?
COMPANY PROFILE BACKGROUND O CORPORATE O FINANCIAL RESOURCES O TRACK RECORD AND REFERENCES O UPLOAD O		
Nitro Berhad DRAFT		
Financial Background Financial Statement		
Authorized Capita (MVR)		
Paid-Up Capita (MVR)		

• 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.

Nite Berhad DRAT	OMPANY PROFILE BA	CKGROUND O CORPORATE STRUCTURE O		RESOURCES o	TRACK RECORD AND REFERENCES	DOCUMENT UPLOAD	0	
Provide name was builded by united adapted for seals of the required if associated by use tables proposed by tables. You way used to require the submet the balance tables at a balance. It is a state to the required if associated by use tables proposed by tables. You way used to require the finance tables at a balance. It is a state tables to the required if associated by use tables proposed by tables. You way used to require the finance tables at a balance. It is a state tables to the required if associated by the proposed by tables. You way used to require the finance tables at a balance. It is a state tables to the required if associated by the proposed by tables. You way used to require the finance table. You way used tables. You way used table tables. You way used tables. You way used tables. Yo	Nitro Berhad DRAFT							VIEW ACTIVITY LOG
 the status of bala has not balance for status of the register of balance dual balance ba	Changes have been saved successfully							
Addresses Business Details Business Addresses * Optingeistration * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. / Organization No. • * Pagingeistration No. * * Pagingeistration No. * </td <td> Please ensure that you have chosen y If you've reviewed your vendor catego </td> <td>our vendor categories for each of the required (*) ories for each of the required (*) associated buyers</td> <td>associated buyers before proceed , please scroll to the bottom of th</td> <td>ling further. You may nee e page and click on the</td> <td>ed to reselect this due to cl "Finalize Vendor Categor</td> <td>nanges in the Buyer's ies" button.</td> <td>Vendor Category Te</td> <td>mplate.</td>	 Please ensure that you have chosen y If you've reviewed your vendor catego 	our vendor categories for each of the required (*) ories for each of the required (*) associated buyers	associated buyers before proceed , please scroll to the bottom of th	ling further. You may nee e page and click on the	ed to reselect this due to cl "Finalize Vendor Categor	nanges in the Buyer's ies" button.	Vendor Category Te	mplate.
* proof Registration No. / Organization No 20210101000323 * late of noncorporation * late	Addresses Business Details B	usiness Activities Key Contacts						
* Registration No. / Organization No. ● 202101018938 * Old Registration No. / Organization No. ● * Tax Registration No. 01-ian-2021 * Tax Registration No. * Supplier * Contractor * Supplier * Contractor * Supplier * Suplier<	* Type of Registration a Berhad/Limited		Ţ					
* Date of Incorporation Tax Registration No. 01-Jan-2021 20210100007558 Ministry of Finance Company Registration No. * IRBM Tax Identification No. (TIN) 2021010000234 202101000328 Tourism Tax Registration Number Eg. 1234567.8001245 * Gounty Of Registration * Are you a Bumiputera Status Company? Malaysia (MY) • * Naso your company even thad a name change before? * Are you a Bumiputera Malaysia (West Malaysia) * Naso your company even thad a name change before? * Are you a Bumiputera Malaysia (West Malaysia) * Account Type Bumiputera Malaysia (West Malaysia) • * Account table * Are you a Bumiputera Status Company? Bumiputera Malaysia (West Malaysia) • * Account Type • • • • * Account Bubler * • • • * Add New Record * Request For Sanc • • • • * Add New Record * Request For Sanc •	* Registration No. / Organization 202101018938	No. 🔒		Old Registration N	lo. / Organization No.	•		
Ministry of Finance Company Registration No. * "RBM Tax Identification No. (TIN) 20210101003224 2021010105326 Tourism Tax Registration Number Eg. 123-4667-80012465 E.g. 123-4667-80012445 * Are you a Bumiputera Status Company? Malaysia (Mr) • Are you a Bumiputera Status Company? Malaysia (Mr) • Bumiputera Status Company? Malaysia (Mr) • Are you a Bumiputera Status Company? Malaysia (Mr) • Are you a Bumiputera Status Company? Malaysia (Mr) • Are you a Bumiputera Status Company? Malaysia (Mr) • Are you a Bumiputera Status Company? Malaysia (Mr) • Are you a Bumiputera Status Company? Malaysia (Mr) • Are you a Bumiputera Status Company? Malaysia (Mr) • Are you a Bumiputera Status Company? * As you company ever had a name change before? • Are you a Bumiputera Status Company? * Account Type • No * Supplier • Contractor * Consultant Bury * At east one record is required. * A test one record is required. * Account Holder • Account No. i Bank Name * i i i i Malaysia Yes i i i i i i i i i i i i i i i i i i i i i i i i <	[•] Date of Incorporation 01-Jan-2021			Tax Registration N 202101010007658	o. 3			
Courism Tax Registration Number E.g. 123-4567-80012345 * Country Of Registration Malaysia (M/N) * Har your company ever had a name change before? * Is No * Account Type © Supplier _ Contractor _ Consultant _ Buyer Plases provide us with your bank details * At east one record is required. + Add New Record + Request for Bank Account Holder + Account No. Bank Name * Swift Code Country ABA/IBAN Default + Code : No * Account Holder + Account No. Bank Name * Swift Code Country ABA/IBAN Default + Code : No * Account Holder + Account No. Bank Name * Swift Code Country ABA/IBAN Default + Default + Code : * At least one record is required. * At least one record is required. Account Holder + Account No. Bank Name * Swift Code Country ABA/IBAN Default + Code : Nor Sethad 3456543234 ALRAIHI BANKING & INVESTMENT CORPORATION RIHIMYKL Malaysia Ves Edit Nor @ Page 1 of 1 @ Imperpage 1-1 of 1 tem perpage	Ministry of Finance Company Reg 202101010003234	istration No.		* IRBM Tax Identifi 2021010105326	cation No. (TIN)			
* Country Of Registration Malaysia (M) * Has your company ever had a name change before? * Yes Ne * Account Type © Supplier © Contractor © Consultant Burry	Tourism Tax Registration Number E.g. 123-4567-89012345							
 * Has your company ever had a name change before? * Yes No * Account Type * Supplier Contractor Consultant Buyer Bank Account Details Please provide us with your bank details * At teast one record is required. + Add New Record + Request For Bank Account No. Bank Name † Swift Code Country ABA/IBAN Default ‡ Code Code Edit Default ‡ In Default 4 Default 4<	* Country Of Registration Malaysia (MY)		Ţ	* Are you a Bumip Bumiputera Malay	utera Status Company? /sia (West Malaysia)			
* Recent rype Supplier Contractor Consultant Buyer * Bank Account Details * At least one record is required. + Add New Record + Request For Bank Account Holder i i Swift Code Country Account Holder i i Nitro Berhad 3456543234 AL RAJHI BANKING & INVESTMENT CORPORATION RJHIMYKL Malaysia Ves Image: Image: Image: Image: Image: Image: Image: Image:	 Has your company ever had a na Yes No Account Type 	ame change before?						
Bank Account Details Please provide us with your bank details * At least one record is required. + Add New Record + Request For Bank Account Holder	Supplier Contractor	Consultant 🗌 Buyer						
Please provide us with your bank details * At least one record is required. + Add New Record + Request For Bank Account Holder Account No. Bank Name † Swift Code Country ABA/IBAN Default ¹ Code E Nitro Berhad 3456543234 AL RAJHI BANKING & INVESTMENT CORPORATION RJHIMYKL Malaysia Yes ✓ Edit Im Over 1 of 1 Im Der page 10 • item per page 11 of 1 items ©	* Bank Account Details							
+ Add New Record + Request For Bank Account Holder Account No. Bank Name Account No. Bank Name Bank Nam Bank Name Bank Name Bank Name Bank Name Bank Name Bank Name Ba	Please provide us with your bank detail * At least one record is required.	S						
Account Holder Name Account No. Bank Name ⁺ Swift Code Country ABA/IBAN Default + Nitro Berhad 3456543234 AL RAJHI BANKING & INVESTMENT CORPORATION (RJHIMYKL) RJHIMYKL Malaysia Yes Image the fault + M< 1	+ Add New Record + Request For	Bank						
Nitro Berhad 3456543234 AL RAJHI BANKING & INVESTMENT CORPORATION RJHIMYKL Malaysia Yes ✓ Edit If Of 1 > H 10 • item per page 1 - 1 of 1 items ©	Account Holder Account Name Account	int No. Bank Name † :		Swift Code	Country :	ABA/IBAN Code	Default↓ :	1
H • 1 • H 10 • Item per page 1 - 1 of 1 items •	Nitro Berhad 34565	43234 AL RAJHI BANKING & (RJHIMYKL)	INVESTMENT CORPORATION	RJHIMYKL	Malaysia		Yes	Edit Edit
	Reference Page 1 of 1	▶ ► 10 ▼ item per page						1 - 1 of 1 items 🔘

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.

Please pro	Bank Account Information			×
At least	* Account Holder Name		* Account No.	
+ Add I	Nitro Berhad		3456543234	_
Accour Name	* Country Malaysia (MY)	•	ABA/IBAN Code	
Nitro B	* Bank Name		* Swift Code 🛓	
	AL RAJHI BANKING & INVESTMENT CORPORATION (RJHIMYKL)	•	RJHIMYKL	:e
4	Default			ms 🕜
		SAVE		

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.

Bank Account De	tails								
Please provide us with y * At least one record is	vour bank details required.								
+ Add New Record	+ Request For Bank								
Account Holder Name [†] :	Account No.	Bank Name ↑	Swift Code	Country :	AB.	A/IBAN de :	Default↓ :	Associated to Company	:
K () Page	0 of 0	10 🔻 item	per page					No ite	ems to display

• 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.

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	

• 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.

2		
COMPANY PROFILE BACKGROUND •	CORPORATE O FINANCIAL O RESOURCES O TRACK RECORD AND REFERENCES O	DOCUMENT UPLOAD ^O
Nitro Berhad DRAFT		VIEW ACTIVITY LOG
Changes have been saved successfully		
Addresses Business Details Business Activities	Key Contacts	
Business Activity		
* Desription (for IRBM e-Invoice) to provide service and maintenance		
Nature of Business		
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) KERIA-KERIA PEMBAIKAN KENDERAAN BER REL DAN KENETA KABEL (220112) KERIA-KERIA PENYELENGGARAAN SISTEM KENDERAAN	01-Aug-2024 11:11 Zedit Delete
▶ Page 1 of 1 ▶ ▶ 10 ▼	ltem per page	1 - 2 of 2 items
Professional Affiliation		
+ Add New Record		
Professional † Category Affiliation :	Sub-category	Expiration Date
UPKJ (2) MEKANIKAL	(V) MECHANICAL WORKS AND OTHER SPECIALIST WORKS	31-Dec-2025 C Edit 00:00 Edit
▶ ● Page 1 of 1 ▶ ₩ 10 ▼	ltem per page	1 - 1 of 1 items
		BACK NEXT SAVE SUBMI

- 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 Category Affiliation :	Affiliation Sub Category	Country : :
UPKJ	F02	Malaysia 🖉 Edit
R C Page 1 of 1 R H 10 V item pe	r page	1 - 1 of 1 items

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

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

Vendor Professional Affiliation Informatio	1	×
* Professional Affiliation	Registration No.	·
Add I -Please select-	•	
ofess	Sub-category	
-Please select-		
KJ UPKJ	Evaluation Data	
CIDB		6
Country	State	
Malaysia (MY)	 Please select- 	•
Area	CIDB Grade	
-Please select-	 Please select- 	•

• 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.

2													
COMPANY PROFILE	BACKGROUND O	CORPORATE STRUCTURE O	FINANO INFORM/	CIAL O	RESOURCES	O AND I	CK RECORD REFERENCES O	DOCUMEN UPLOAD	т _о				
Nitro Berhad DRAFT										(VIEW ACTIVIT	Y LOG	
Changes have been saved successfull	•												
Addresses Business Details	Business Activities	Key Contacts											
Addresses Business Details Please add/edit your comp	Business Activities	Key Contacts	Finance conta	cts.									
Addresses Business Details • Please add/edit your comp + Add New Record	Business Activities any's key contacts, espec	Key Contacts	Finance conta	cts.									
Addresses Business Details * Please add/edit your comp + Add New Record Name	Business Activities	Key Contacts ially your Sales and : R	Finance conta	cts. E Designati	on	: Mobile	: Em	ail	:				
Addresses Business Details * Please add/edit your comp + Add New Record Name *	Business Activities	Key Contacts	Finance conta	cts. : Designati	on	: Mobile	: Em	ail	:	No iter	ns to display (Ø	
Addresses Business Details * Please add/edit your comp + Add New Record Name * Page 0 Page 0	Business Activities any's key contacts, espec	Key Contacts	Finance conta tole	cts. : Designati	on	: Mobile	; Em	ail	:	No iter	ns to display (6	

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

2							2 ?
COMPAN	Key Contact Information	CORDODATE		TRACK BECORD	FNIT	×	
Nitro Ber	* Name David Aramugam			* Role Sales			
Changes have	* Designation Sales Exec			* Nationality Malaysia (MY)		•	
Addresses	Telephone. +60	398758692		Fax +60 • 398758690			
* Please	Mobile +60	129866767		* Email david@yopmail.com			
+ Add I Name			SAVE	Please ensure you enter a valid Email address			
K				2		lay O	
	_		_		BACK	SAVE	

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

	COMPANY PROFILE BACKGROUND CORPORATE STRUCTURE STRUCTURE FINANCIAL INFORMATION RESOURCES O TRACK RECORD AND REFERENCES O UPLOAD O	
	Nitro Berhad DRAFT	
	Shareholding Composition	
	+ Add New Record	
1	Name of Major Shareholder † : Shareholder Type : NRIC/Identification ID : Company Registration No. : Status : Shareholding % :	
	No items to display	
	Board of Directors	
	+ Add New Record	
	Salutation : Director's Full Name † : Designation : Mobile Number : Email :	
	No items to display O	
	BACK NEXT SAVE SUBMIT	

4.2. Corporate Structure

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

. 2			£ 1
COMPANY PROFILE BACKGROUND CORPORATE O FIN	RESOURCES	TRACK RECORD AND REFERENCES O UPLOA	ent D °
Nitro Berhad DRAFT			VIEW ACTIVITY LOG
Shareholding Composition			
+ Add New Record			
Name of Major Shareholder † : Shareholder Type : NRIC/Identification	n ID : Company Registration	No. : Status : Shareholdir	ng % :
Image: Image of the state			No items to display
Board of Directors			
+ Add New Record			
Salutation : Director's Full Name †	: Designation	: Mobile Number : Email	÷
Image: Image of the state			No items to display
			BACK NEXT SAVE SUBMIT

- 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.

۵							2
COMPANY PROFILE BACK	GROUND - CORPORATE STRUCTURE	 FINANCIAL INFORMATIO 	RESOURCES	 TRACK RECORD AND REFERENCES 	 DOCUMENT UPLOAD 	0	
Nitro Berhad DRAFT							VIEW ACTIVITY LOG
Shareholding Composition							
+ Add New Record							
Name of Major Shareholder †	: Shareholder Type : NR	IC/Identification ID	: Company Registratio	on No. : Status	: Shareholding %	÷	
Kamal Adli Kamaruzaman	Individual 660	0617065381		Bumiputera	70	🖉 Ed	it 🔳 Delete
Lee Kai Siang	Individual 590	519065255		Bumiputera	30	🖋 Ed	it 🔳 Delete
H (1) Page 1 of 1 (1)	10 🔻 item per page						1 - 2 of 2 items 🕥
Board of Directors							
+ Add New Record							
Salutation : Director's Full Na	ime †		: Designation	: Mobile Numbe	r : Email	:	
Mr. Kamal Adli Kamar	ruzaman			+603454323		🖋 Ed	it 🔳 Delete
♥ ◀ 1 Page 1 of 1 ► ►	10 🔻 item per page						1 - 1 of 1 items
					(BACK	SAVE SUBMIT

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.

	<u>*</u> ?
COMPANY PROFILE BACKGROUND CORPORATE STRUCTURE FINANCIAL OR RESOURCES OR TRACK RECORD AND REFERENCES DOCUMI	IENT AD O
Nitro Berhad DRAFT	VIEW ACTIVITY LOG
Changes have been saved successfully	
Financial Background Financial Statement	
Authorized Capital (MYR)	
Paid-Up Capital (MYR)	
Type of Facilities	
Overdraft ○ Yes ● No	
Bank Guarantee	
Letter Of Credit ○ Yes ● No	
Other Type Of Facilities Yes No	
	BACK NEXT SAVE SUBMIT

- 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:
 - o 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.

o Berhad DRAFT		VIEW ACTIVITY
es have been saved successfully.		
cial Background Financial Statement		
* Financial Statement Type Audited Financial Report	* Financial Statement Type Audited Financial Report	* Financial Statement Type Audited Financial Report
* Second 20	* Vear (V-1) a	* Year (Y-2) .
Please select:		
Income Statement *Turnover / Sales (MYR)	* Turnover / Sales (MVR)	" Turnover / Sales (MVR)
* Net Profit/(Loss) After Taxation (MYR)	* Net Profit/(Loss) After Taxation (MYR)	" Net Profit/(Loss) After Taxation (MYR)
Balance Sheet		
Non-Current Assets ** Property & Equipment / Fixed Deposit / Share / Bond (MYR)	* Property & Equipment / Fixed Deposit / Share / Bond (MYR) O	[*] Property & Equipment / Fixed Deposit / Share / Bond (MYR) 0
* Inventories (MVR)	" Inventories (MYR)	* Inventories (MYR)
* Trade Receivable (MYR)	* Trade Receivable (MVR)	"Trade Receivable (MYR)
* Other Current Assets(s) (MYR) o	* Other Current Assets(s) (MYR) O	* Other Current Assets(s) (MVR) 0
* Total Assets (MYR) 🍐	" Total Assets (MVR) 🖕	" Total Assets (MYR) a
Liabilities		
Correct Labilities *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) O
* Bank Overdraft (MVR)	* Bank Overdraft (MYR)	* Bank Overdraft (MVR)
* Other Current Liabilities (MYR)	* Other Current Liabilities (MVR) 0	" Other Current Liabilities (MVR)
* Net Current Assets (MYR) 🖌	* Net Current Assets (MYR) a	* Net Current Assets (MYR) a
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 Llabilities (MYR) 0	* Other Non-Current Liabilities (MVR) 0	* Other Non-Current Liabilities (MYR) O
"Total Liabilities (MVR)	" Total Liabilities (MVR) 🕳	* Total Liabilities (MVR) 🙍
Equity attributable to the owner of the Company		
* Share Capital/Premium (MYR)	* Share Capital/Premium (MYR)	" Share Capital/Premium (MVR)
* Retained profits / (loss) (MYR)	* Retained profits / (loss) (MVR)	* Retained profits / (loss) (MVR)
* Total Equity (MYR) 🖕	° Total Equity (MYR) 💊	" Total Equity (MYR) 🔒
* Retained profits / (loss) (MYR)	* Retained profits / (loss) (MVR)	* Retained profits / (loss) (MVR)
* Retained profits / (loss) (MYR)	" Retained profits / (loss) (MVR)	* Retained profits / (loss) (MVR)
" Total Equity (MYR) 🖕	° Total Equity (MYR) 🔒	° Total Equity (MYR) 🛓

• 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:
 - o 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.

COMPANY PROFILE BACKGROUND CORPORATE INFORMATION BESOURCE INECK BECORD DOCUMENT Nitro Berhad DRAFT <th>COMPANY PROFILE BACKGROUND CORPORATE IPPANCIAL RESOURCES TRACK RECORD DOUMENT OUTUNENT Nitro Berhad DRAFT </th> <th></th> <th>2</th> <th>(</th>	COMPANY PROFILE BACKGROUND CORPORATE IPPANCIAL RESOURCES TRACK RECORD DOUMENT OUTUNENT Nitro Berhad DRAFT																	2	(
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Personal Part & Machineries + Add New Record : Years of Experience :: Name ! : Designation :: Qualification :: Years of Experience :: Halim Othman Engineer Degree 10 Écit in Delete Lee Song Sang Consultant Degree 10 Écit in Delete Othman Hanzah Zainuddin Senior Foreman Degree 10 Écit in Delete Image: Instrument in the mer page : Instrument in the mer page : Instrument in the mer page : Instrument in the mer page Staff Information : Instrument in the mer page : Instrument in the mer page : Instrument in the mer page Manber of Malagajans : Instrument in the mer page : Instrument in the mer page : Instrument in the mer page Manber of Malagajans : Instrument in the mer in the mer page : Instrument in the mer in t	Personnel Destender Destender Destender Destender Personnel Destender Personnel Destender Personnel Destender Destender Destender Destender Destender Destender Destender Destender Deste																aved successfully	nges have been sav	Cr
+ Add New Record Name † : Designation : Qualification : Years of Experience : Halim Othman Engineer Degree 10 Image: I	+ Add New Record Name ↑ i Designation i: Qualification i: Years of Experience i: Halim Othman Engineer Degree 10 ✓ Editi IDelete Lee Song Sang Consultant Degree 10 ✓ Editi IDelete Othman Hamzah Zainuddin Senior Foreman Degree 10 ✓ Editi IDelete Image ● of 1 ● I 10 ● Image 1-3 of 3 the Staff Information Number of Non-Malaysians 100 100.00% 0.00% 0.00% Number of Non-Malaysians 0.00% 0.00% 0.00% Number of Non-Malaysians 0.00% 0.00% 0.00% Number of Malaysians 0.00% 0.00% 0.00% Balo 80.00% 10 10.00% 0.00%															s	nt & Machinerie	rsonnel Plant	Р
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Halim Othman Engineer Degree 10 It celt It celete Lee Song Sang Consultant Degree 10 It celt It celete Othman Hamzah Zainuddin Senior Foreman Degree 10 It celete It et all in or 1 Senior Foreman Degree 10 It celete It et all in or 1 It in or 1 It em per page 1 3 of 3 items It is 3 of 3 items Staff Information Number of Malaysians Number of Malaysians 10 100.00% 0.00% Numbers by Race It is not in the sense "Foremart et Malaysians" Others Bol 80.00% 10 10.00% 0.00%	Halim Othman Engineer Degree 10 Image: Image				÷	Experience	Years of	:				: Qualification			Designatior	:		Name †	
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Please enter your staff details Number of Malaysians Number of Non-Malaysians 100 100.00% 0.00% Numbers by Race Indian Others Staff details Chinese Indian Others 80 80.00% 10 10.00% 0.00%	Please enter your staff details Number of Malaysians Number of Non-Malaysians 0.00% 100 100.00% 0.00% Numbers by Race Idian Others 80 80.00% 10 10.00% 0.00%																ion	Staff Informatic	
Indiance of managements Indiana Output 100 100.00% 0.00% Numbers by Race Indian Others S0 80.00% 10 10.00% 0.00%	Number of Malaysians Number of Malaysians Output 100 100.00% 0.00% Numbers by Race Indian Others 30 80.00% 10 10.00% 0.00%											sians	Malay	Number of No.			staff details	Please enter your si	
Numbers by Race Indian Others Sed 80.00% 10 10.00% 10 0.00%	Numbers by Race Indian Others Task should be the same as "Number of Maleysians" Malay Chinese Indian Others 80 80.00% 10 10.00% 0.00% 0.00%											0.00%	initiality.			.00%	100.	100	
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80 80.00% 10 10.00% 10 10.00% 0.00%	80 80.00% 10 10.00% 10 10.00% 0.00%					Others				Indian				hinese		ans"	e as "Number of Malaysi	Total should be the same a Malay	
			0.00%					10.00%		10		10.00%		10		1096	80.0	80	
		CURMAT			BACK	ſ													

- 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.

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COMPANY PROFILE BACKGROUND V CORPORATE FINANCIAL INFORMATION	RESOURCES V TRACK RECORD AND REFERENCES	DOCUMENT UPLOAD O	
Nitro Berhad DRAFT			VIEW ACTIVITY LOG
Changes have been saved successfully			
Personnel Plant & Machineries			
Plant			
+ Add New Record			
Name of Plant †	: Owned / Hired	: Quantity :	
H O Page O H 10 T item per page			No items to display
Machinery			
+ Add New Record			
Name of Machinery [↑]	: Owned / Hired	: Quantity :	
BackHoe	Owned	3	🖋 Edit 🔳 Delete
Welding Machine	Owned	4	🖋 Edit 🔳 Delete
Reg 1 of 1 Rem per page			1 - 2 of 2 items

• 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.

~							
COMPANY PROFILE	BACKGROUND 🗸	CORPORATE STRUCTURE	FINANCIA INFORMATI	NL RESOURCES	TRACK RECORD O AND REFERENCES	DOCUMENT UPLOAD O	
Nitro Berhad DRAFT							VIEW ACTIVITY LOG
Track Record References							
+ Add New Record							
+ Add New Record Project Name : P	roject Client :	Project Status	Project Progress (%)	: Project Start Date :	Project Completed Date + :	Project Value (MYR)	
+ Add New Record Project Name : P TNB Valve Instrument T	roject Client : enaga Nasional Berhad	Project Status : Completed	Project Progress (%)	: Project Start Date : 01-Jan-2024	Project Completed Date↓ : 31-Mar-2024	Project Value (MYR) : 320,000.00	Edit Delete
+ Add New Record Project Name : P TNB Valve Instrument Tr Page 1	roject Client : enaga Nasional Berhad of 1 PM 10	Project Status : Completed	Project Progress (%) 100	: Project Start Date : 01-Jan-2024	Project Completed Date + : 31-Mar-2024	Project Value (MYR) : 320,000.00	tdit Delete

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

	£ 3	?
COMPANY PROFILE BACKGROUND CORPORATE FINANCIAL RESOURCES AND REFERENCES DOCUMENT	0	
Nitro Berhad DRAFT	VIEW ACTIVITY LOG	
Changes have been saved successfully		
Track Record References		
+ Add New Record		
Name of Company † : Contact Person : Mobile Number : Email Address : Order Amount (MYR) : Completion Year	I	
Tenaga Nasional Berhad Rahimi Salimun +60123432123 rahimi@yopmail.com	🖍 Edit 🔳 Delete	
H I of 1 H IO Item per page	1 - 1 of 1 items	
	BACK NEXT SAVE SUBMIT	

• 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.

					2 ?
COMPANY PROFILE BACKGROUND	CORPORATE STRUCTURE INFORMATION	RESOURCES	CORD DOCUMENT C		
Nitro Berhad DRAFT				VIEW ACTIVITY LOG	
Document Upload ()					
Company Profile	Certificate of Company Registratio	on (CCR / Form 9)	Certificate of Incorporation on	Change of Name (Form 13)	
Select files Drop fi	es here to upload Select files	Drop files here to upload	Select files	Drop files here to upload	
Allotment of Shares (Form 24)	Particulars of Directors (Form 49)		Audited Accounts/Managemen any)	t Account for the latest 3 years(if	
Select files Drop fi	es here to upload Select files	Drop files here to upload	Select files	Drop files here to upload	
Certificate from Company Commission (SSM CERT / Information)	SSM Corporate MOF Certificate		MOF/UPKJ/CIDB Bumiputera C	ertificate	
Select files Drop fi	select files	Drop files here to upload	Select files	Drop files here to upload	
Additional Document(s)	UPKJ Certificate		Bank Statement for latest 3 mo	nths	
Select files Drop fi	es here to upload Select files	Drop files here to upload	Select files	Drop files here to upload	
				BACK SAVE SUBMIT	

• 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.

Company Profile		Certificate of Company Registration (CCR /	Form 9)	Certificate of Incorporation on Change of I	Name (Form 13)
Select files		Select files		Select flies	
Allotment of Shares (Form 24)		Particulars of Directors (Form 49)		Audited Accounts/Management Account f	or the latest 3 years(if
Select files		Select files		Select files	
Certificate from Company Commission (SSM	CERT / SSM Corporate	MOF Certificate		MOF/UPKJ/CIDB Bumiputera Certificate	
Select files		Selec Submit	×	Select files	
Additional Document(s)		Are you sure want to submit?	ок	Bank Statement for latest 3 months	
Select files		Select files	Drop files here to upload	Select files	
				8	ACK SAVE SUBMIT

• The system displays "Company Profile Successfully submitted for registration" and registration status is updated to "Registered"

 ۲		2 ?
COMPANY PROFILE BACKGROUND CORPO	RATE FINANCIAL FINANCIAL FESOURCES AND REFERENCES DOCUMENT UPLOAD	
Nitro Berhad (VDR2024-00066) REGISTERED	VIEW ACTIVITY LOG	
Company profile successfully submitted for registration.		
Document Upload 0		
Company Profile Select files Drop files here to upload	Certificate of Company Registration (CCR / Form 9) Certificate of Incorporation on Change of Name (Form 13) Certificate of Nam	
Allotment of Shares (Form 24)	Particulars of Directors (Form 49) Audited Accounts/Management Account for the latest 3 years(if any) any) a	
Select files Drop files here to upload	Select files Drop files here to upload Select files Drop files here to upload	

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

2. Erro	xx	1 ? 4
	Der er nem stellt an einstellete. Reier das on eige tals that an ein tradied will a gene tals und ensure al largared fallet ar somplexel Weikingse COMPANY PROFILE E.g. Incomplexe tab without 4	
1.00 000	BACKGROUND & CORPORATE FINANCIAL RESOURCES AND REFERENCES DOCUMENT O	MEN ALTERNY (DD
Addresses Business Datails Business Activities Key Contacts		
Full Norme of Company &		
Company registered in Malaysia O Yes		
* Address Line 1	4-Step vendor Account Setup	
Address Line 3	STATUS 1. Create an Account (Approx. time 5 min)	
* State	DRAFT Create an account from our e-Procurement login page.	
" Country Materials (JAY)		
* Telephone Na. Mil +60 * 6.0.273445544	2. Complete and Submit Company Profile (Approx. time 1 hr)	
	DRAFT / RETURNED Login and click on the Company Profile tile. Complete all tabs and click on the Submit button on the last tab.	
Please provide the company's registered address.		
Ves O No "Address Line 1	3. Wait for BPHB to Approve	
Address Line 3	REGISTERED Wait for BPHB to review and approve your company profile. If returned, go back to step 3 to update based on BPHB's remarks.	
*State		
	40	

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

 2								2 ?
DASHBOARD				Search				Q
Company Profile	Calendar View							•
100% profile completion	Today • • E Sunday	August, 2024 Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	0
	28	29	30	31	01	02	03	*
	04	05	06	07	08	09	10	

• 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					
@bintuluport.com.my To Onitro@yopmail.com	← Reply	≪	→ Forward	Ū	
Congratulations! Please be informed that your company profile has been successfully registered to Bintulu Port eProcurement system. Your	articular de	tails are as fo	llows:		
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 qualific:	ation				
Note: This registration DOES NOT guarantee any appointments or contracts from WeManage. You are also reminded to be alert and access a get the latest information regarding any tender offer.	he Bintulu	Port eProcure	ment system	regula	irly to
This email originated from the Bintulu Port eProcurement system used by Bintulu Port Holdings Berhad. If you are not the correct contac tuluport.com.my.	t, please co	ontact <u>BeProc</u>	urement.help	desk@	<u>@bin-</u>



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

deresse Business Details Business Activities Key Contacts Fail Amount Company genetised in Malaysia Faiguitation Location = West Malaysia Faiguitation Location =<!--</th--><th>st Pro Sdn Bhd (VDR2024-00006) APPROVED</th><th></th><th></th><th>VIEW ACTIVITY L</th>	st Pro Sdn Bhd (VDR2024-00006) APPROVED			VIEW ACTIVITY L
Pit Name of Company	dresses Business Details Business Activities Key Contacts			
<td< td=""><td>Full Name of Company 🔒 Fast Pro Sdn Bhd</td><td></td><td>* Currency 🖕 Malaysia Ringgit (MYR)</td><td>·</td></td<>	Full Name of Company 🔒 Fast Pro Sdn Bhd		* Currency 🖕 Malaysia Ringgit (MYR)	·
*Address Line 1 NO 21-3, JALAN KASTURI 1, Address Line 2 PLAZA KASTURI OFF JALAN BALAKONG; Address Line 2 RATU 11, CHERAS *State *State <td>[®] Company registered in Malaysia? <u>a</u> ● Yes ○ No</td> <td></td> <td>* Registration Location 🔺 West Malaysia</td> <td></td>	[®] Company registered in Malaysia? <u>a</u> ● Yes ○ No		* Registration Location 🔺 West Malaysia	
Address line 3 a * City a BATU 11, CHERAS BALAKONG * stare a * Postal Code a • stare a • A0000 * Country a Ad0000 * Malaysia (MY) • Ww.Kastpro.com * Felephone No. a • e + 60 • + 60 • 5678765 Pease provide the company's registered address. * Stare a • e + 60 * Stare a	* Address Line 1 a NO 21-3, JALAN KASTURI 1,		Address Line 2 🛔 PLAZA KASTURI OFF JALAN BALAKONG,	
* State * Postal Code a Selangor 4000 * Country _ Company Website _ Malaysia (MY) * www.fastpro.com * Felephone No. a Eg. 333445566 • + 60 Eg. 333445566 Please provide the company's registered address. * Is your company's registered address same as business address? ● ● • * 00 Eg. 333445566 Please provide the company's registered address. * Is your company's registered address same as business address? ● ● • * 00 Eg. 333445566 Please provide the company's registered address. * State a ● * address Line 3 a Address Line 2 a NO 21-3, JALAN KASTURI 1, PLAZ KASTURI 0FF JALAN BALAKONG, Address Line 3 a BALAKONG * state a • * a alegosing (MY) • Postal Code a • address in a subset address. Please provide the workshop/warehouse address. Please provide the workshop/warehouse address. * on one	Address Line 3 🖕 BATU 11. CHERAS		* City e BALAKONG	
* Country	*State 🔒 Selangor	•	* Postal Code 🔒	
Turning and with it WWW.itstipfor.com * leephone No. a. Fax No. a. * + 60 5678765 * sour company's registered address. * lease provide the workshop/warehouse address.	*Country a Malausia (MY)	Ţ	Company Website	
Please provide the company's registered address. * is your company's registered address same as business address? * is your company's registered address same as business address? • Ves • No * Address Line 2 • No * Address Line 2 • No 21-3, JALAN KASTURI 1, Address Line 3 BATU 11, CHERAS • Selangor • Contray • Selangor • Contray • Malaysia (MY) Please provide the workshop/warehouse address. • Does your company has a workshop/warehouse?	* Telephone No. 🔒		Fax No. 6	
Ves No *Address Line 1 a Address Line 2 a No 21-3, JALAN KASTURI 1, PLAZA KASTURI OFF JALAN BALAKONG, Address Line 3 a ° City a BATU 11, CHERAS BALAKONG * State a BALAKONG * Selangor * Postal Code a * Country a 40000			■■ +60 ▼ E.g. 333445566	
No 21-3, JALAN KASTURI 1, PLAZA KASTURI OFF JALAN BALAKONG, Address Line 3 a * City a BATU 11, CHERAS BALAKONG * State a * Dostal Code a * Selangor * 40000	Please provide the company's registered address. Is your company's registered address same as business address?		■ +60 • E.g. 333445566	
Address Line 3 • * City • BATU 11, CHERAS BALAKONG * State • * Postal Code • * Selangor * 40000 * Country • Malaysia (MY) * Please provide the workshop/warehouse address. * Poes your company has a workshop/warehouse? •	Please provide the company's registered address. *Is your company's registered address same as business address? • Yes No		••• +60 • E.g. 333445566	
BATU 11, CHERAS BALAKONG Selangor Country Malaysia (MY) Please provide the workshop/warehouse address. Please provide the workshop/warehouse? No	*lease provide the company's registered address. *ls your company's registered address same as business address? a • Yes No * Address Line 1 a NO 21-3, JALAN KASTURI 1,		Address Line 2 A	
* State a * Postal Code a Selangor * * Country a 40000 Malaysia (MY) * Please provide the workshop/warehouse address. * Does your company has a workshop/warehouse? a • Yes No	Please provide the company's registered address.		Address Line 2 A PLAZA KASTURI OFF JALAN BALAKONG,	
selangor 40000 * Country a Malaysia (MY) • Please provide the workshop/warehouse address. • * Does your company has a workshop/warehouse? a · Yes · No •	Please provide the company's registered address. * Is your company's registered address same as business address? a • Yes No * Address Line 1 a NO 21-3, JALAN KASTURI 1, Address Line 3 a BATU 11, CHERAS		Address Line 2 PLAZA KASTURI OFF JALAN BALAKONG, * City BALAKONG	
Country Alaysia (MY) Please provide the workshop/warehouse address. Please provide the workshop/warehouse? Oes your company has a workshop/warehouse? Oes your company has a workshop/warehouse? Oes	Please provide the company's registered address.		Address Line 2 a PLAZA KASTURI OFF JALAN BALAKONG, City a BALAKONG Postal Code a	
Please provide the workshop/warehouse address. * Does your company has a workshop/warehouse? a Yes No	Please provide the company's registered address.		E.g. 333445566 Address Line 2 PLAZA KASTURI OFF JALAN BALAKONG, City BALAKONG Postal Code 40000	
* Does your company has a workshop/warehouse? a > Yes No	Please provide the company's registered address.		Address Line 2 a PLAZA KASTURI OFF JALAN BALAKONG, City a BALAKONG Postal Code a 40000	
* Does your company has a workshop/warehouse? Oves ONO	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 A PLAZA KASTURI OFF JALAN BALAKONG, * City A BALAKONG * Postal Code A 40000	
	Please provide the company's registered address. * Is your company's registered address same as business address? a O Yes No * Address Line 1 a NO 21-3, JALAN KASTURI 1, Address Line 3 a BATU 11, CHERAS * State a Selangor * Country a Malaysia (MY) Please provide the workshop/warehouse address.		E.g. 333445566 Address Line 2 PLAZA KASTURI OFF JALAN BALAKONG, City BALAKONG Postal Code 40000	
	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) Please provide the workshop/warehouse address. * Does your company has a workshop/warehouse? •		E.g. 333445566 Address Line 2 PLAZA KASTURI OFF JALAN BALAKONG, City BALAKONG Postal Code 40000	
	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) Please provide the workshop/warehouse address. * Does your company has a workshop/warehouse? • • Yes No	· · ·	E.g. 333445566 Address Line 2 PLAZA KASTURI OFF JALAN BALAKONG, City BALAKONG Postal Code 40000	

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

* Address Line 1 🔒		Address Line 2 🔒		
NO 21-3, JALAN KASTURI 1,		PLAZA KASTURI OFF JALAN BALA	KONG,	
Address Line 3 🔒		* City 🖴		
BATU 11, CHERAS		BALAKONG		
* State 🔒		* Postal Code 🔒		
Selangor	•	40000		
	Request for Update Remarks	×		
Country a	* Please Enter Request for Update Remar	<s< td=""><td></td><td></td></s<>		
	To update bank acc information		1	
	sue	MIT		
* Does your company has a workshop/warehouse? Ves No				
				NEXT REQUEST FOR UPDAT

• 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 <u>6.2</u> User Guide to learn how to restart the product tour if needed.

WeManage .cLOUD								2024 16:02 💄	? ¢ 0
DASHBOARD HE	LP								
Company Profile	WELCOME TO WEMANAGE PROCUREMENT	Calendar View						•	
100% profile completion	Get started by completing your Company Profile. This must be	Today 🔺 🕨						Ċ	
0 buyer pending profile submission	submitted to Buyers for approval	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday		
O buyer pending profile renewal	sourcing exercises	25							
	« Prev Next » End tour								

• 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	E-Tender A
100% profile completion	0 open tender(s) available
0 buyer pending profile submission	0 pending response
0 buyer pending profile renewal	1 pending submission / resubmission
E-Quotation A	E-Bidding A
	0 pending response
0 pending response	2 in progress
1 pending submission / resubmission	0 pending submission / resubmission
Purchase Order A 	Contract A 3 pending e-fulfillment: with available balance in contract item 3 pending e-invoice
E-Fulfilment	E-Invoice
21 pending buyer approval	17 pending buyer approval
1 pending rework	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	1					
Tasks View						
28	29	30	01 PO2024-0015	02	03	04 A PO2024-0017 PO2024-0018
05	06	07	08	09	10 C-2024-0004 C-2024-0004	11
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.

Company Profile	E-Tender	Calendar View							
		Today 🔸 🕨 🛱 May, 202	4						
0 buyer pending profile submission	0 open tender(s) available 0 pending response	Sunday Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
0 buyer pending profile renewal	1 pending submission / resubmission	Event	× 30	0	02	03	04 🔺		
		Reference No. 4		PO2024-0015			PO2024-0017 PO2024-0018		
E-Quotation 🛦	E-Bidding 🛕	Date Type	0	7 08	09	10	11		
0 pending response 1 pending submission / resubmission	0 pending response 2 in progress	Target Delivery Date				C-2024-0004 C-2024-0004			
	0 pending submission / resubmission	Date	0	4 15	16	17	18		
		Status A							
Purchase Order	Contract A 	pending response	2	1 22	23	24	25		
52 pending e-fulfillment 48 pending e-invoice	balance in contract item 3 pending e-invoice	Company 🔒							
		AB Center Enterprise	2	8 29	30	31 EB-0013/2023			
E-Fulfilment	E-Invoice	Cancel							
	47 conding have approval	02		4 05	06	07	08		

• **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.

 ۲								.	?	¢ ⁶⁸
DASHBOARD					ßearch			(ג	
Company Profile E-Tender Calendar View						•				
100% profile completion	oletion 0 open tender(s) available	Today 🔸 🕨 🛱 July, 2024					C	2		
0 buyer pending profile	0 pending response	Sunday	Monday	Tuesday	Wednes	Thursday	Friday	Saturday		
submission 0 buyer pending profile renewal	0 pending submission / resubmission	30	01	02	03	04	05	06	•	
E-Quotation	E-Bidding	07	08	00	10	11	12	13		
		07	08	09	10		12	15		
0 pending response	0 pending response									

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 (\clubsuit) icon contains two options: My Profile and Log Off.

			.
	Search		Account
dav	Wednes	Thurse	
02	03		My Profile Log Off
09	10		

• **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 	* Mobile Number +60 ¥				
	(UTC+08:00) Kuala Lumpur, Singapore Role Admin	Status 🔒 Active				
			SAVE			

• 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.

			* ? * ®
Search	User Gu		
	7	PDF Vendor User Guide View Download	
	C	Restart Product Tour	
Vedne			

6.3. Notification

The notification (\clubsuit) 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.

