



Supplier Manual

Procurehere™

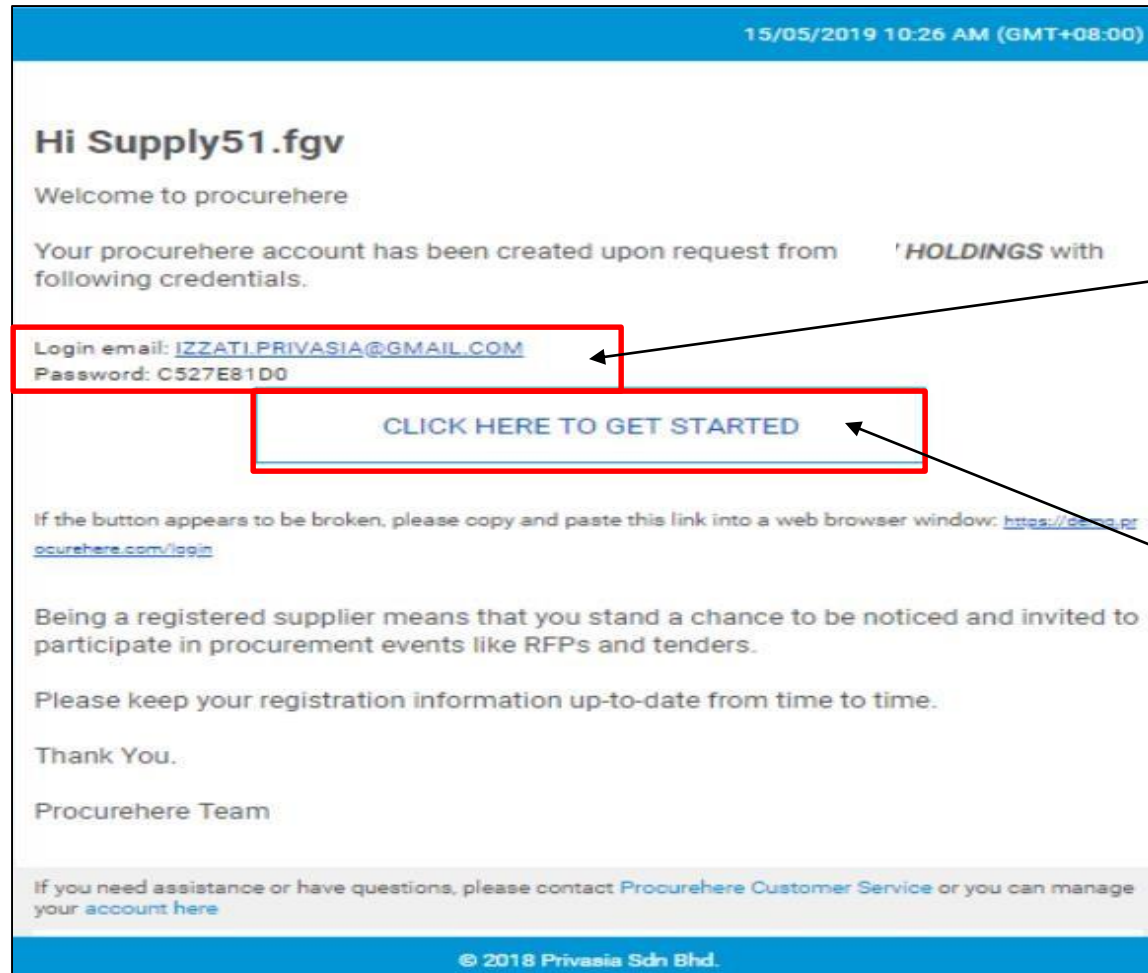
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These tutorials will guide you on how to perform these actions :

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Tutorial 1 :
Receive Activation Mail & Complete Supplier Profile

Supplier Activation Mail



1

Once you have registered with **Boustead Plantations**, you will receive an email notification from Procurehere™ in your inbox. You will also find your username (login email) and system generated password in the mail

2

Click on the button as shown to proceed to the next step.

Navigate to Procurehere Login Page - <https://app.procurehere.com/login>

Buyer Supplier Pricing About Us Blog Start Free Trial Login

Login for secure access to your Procurehere account

Username
ACTION@SB.COM

Password
.....

[Forgotten your password?](#)


Login

Release Version: 1.145.5

3

The system will require you to log into your account using your username and temporary password.
Click 'Login' to continue.

Accept the Terms & Conditions



4 You can click to view the Terms and Condition

SaaS Terms and Conditions

Please click here to download and view [Terms and conditions](#)

I have read and agree with the above terms and conditions.

5 Click on the button as shown to proceed to the next step.

ACCEPT **CANCEL**

The image shows a user interface for accepting SaaS Terms and Conditions. It includes a title, a link to view terms, a checkbox for agreement, and two buttons: 'ACCEPT' and 'CANCEL'. Red boxes and arrows highlight the link, checkbox, and 'ACCEPT' button, with callout boxes providing instructions for each.

Fill in General Company Info

Companies that fill up complete profile information stand to generate 3x more business

1 **General Company Info** 2 Category 3 Declaration 4 Company Profile (Optional) 5 Financial Information (Optional) 6 Organizational Details (Optional) 7 Services & Track Records (Optional)

General Company Info

As an Administrator, you may view and edit information freely.

Basic Information :

Company Name :

Company Registration Number :

Year Established:

Telephone Number :

6 These are the guidelines which show you the section to fill in

7 Fill in company information

Fill in Industry and Geographical Coverage

8

Then select your Industry Sector (NAICS) and Geographical Coverage

Industry Sector(NAICS) :

Buyers of products and services will contact you and include you in their events based on the industry categories that you have selected below.

- 11 - Agriculture, Forestry, Fishing and Hunting
- 21 - Mining, Quarrying, and Oil and Gas Extraction
- 22 - Utilities
- 23 - Construction
 - 236 - Construction of Buildings
 - 2361 - Residential Building Construction
 - 23611 - Residential Building Construction
 - 236115 - New Single-Family Housing Construction (except For-Sale Builders)
 - 236116 - New Multifamily Housing Construction (except For-Sale Builders)


- 236115 - New Single-Family Housing Construction (except For-Sale Builders)
- 236116 - New Multifamily Housing Construction (except For-Sale Builders)
- 236117 - New Housing For-Sale Builders
- 236118 - Residential Remodelers
- 236210 - Industrial Building Construction
- 236220 - Commercial and Institutional Building Construction
- 237110 - Water and Sewer Line and Related Structures Construction
- 237120 - Oil and Gas Pipeline and Related Structures Construction
- 237130 - Power and Communication Line and Related Structures Construction
- 237210 - Land Subdivision
- 237210 - Highway, Street, and Bridge Construction

Geographical Coverage :

- Malaysia
 - Johor
 - Kedah
 - Kelantan
- Johor
- Kedah

Read & Understand Declaration

Companies that fill up complete profile information stand to generate 3x more business



Declaration
As an Administrator, you may view and edit information freely.

Hereby confirm that the information provided in this form and attached herewith are true and accurate.

I / We hereby authorized Privasia Sdn Bhd and its representatives to view and use the information contained in this form or documents attached herewith with any related third party information provided as soon as possible:

I / We authorized Privasia Sdn Bhd and its representatives to view and use the information contained in this form or documents and interview or refer to any related party.

I have read and understood the terms in this Declaration

9 Read & Understand the declaration, Tick on checkbox and Click **'Next'** button

Attach Company Profile (Optional)

Company Profile (Optional)
As an Administrator, you may view and edit information freely.

Note:

- Max allowed file size is 40 MB
- Allowed file extensions: pdf, doc, docx, xls, ppt, jpeg, zip, rar, png, xlsx.

Attach Company Profile

Attach Other Credentials

File name **10**

File name **11**

Here you can upload your company profile in a document format and also other credentials with regards to your company

You can choose to skip this part to fill in later or attach the necessary documents and then click 'Next'

Fill in Financial Information (Optional)

Progress bar: 1. General Company Info, 2. Category, 3. Declaration, 4. Company Profile (Optional), 5. Financial Information (Optional), 6. Organizational Details (Optional), 7. Services & Track Records (Optional)

Capital Structure :

Currency Code :

Paid Up Capital :

Financial Documents :

Note:

- Max allowed file size is 100 MB
- Allowed file extensions: pdf, doc, docx, xls, xlsx, pptx, zip, rar, png, ppt, jpeg.

File name	Description	Upload Date

12: Upload financial documents related to company

13: Click 'Next' button to proceed with next section

Fill in Organizational Details (Optional)

Progress bar: General Company Info (✓), Category (✓), Declaration (✓), Company Profile (Optional) (✓), Financial Information (Optional) (✓), Organizational Details (Optional) (7), Services & Track Records (Optional) (7)

Board Of Directors

Director's Name:

Identification Type:

Identification Number:

Type of Director:

Email Address:

Contact Number:

Action	No.	Director's Name	Identification type	Identification Number	Type of Director	Email Address	Contact Number

14

Fill in Board of Directors information and Click 'Save' button

15

Click 'Next' button to proceed with next section

Add Services & Track Records (Optional)

Services: Add/Edit Track Record
High level free-text description of all services offered (this can be Searched by Buyer)

16 Description of services offered - this description can view searched by the buyer

17 Click this button to add track record of your previous projects

18 Track records will appear here in this table

19 Click 'Finish' button to proceed

High level free-text description of all services offered (this can be Searched by Buyer)

High level free-text description of all services offered (this can be Searched by Buyer)

Add New Record

Year	Project Name
------	--------------

Back Finish

Finish

The screenshot displays the PROCUREHERE supplier dashboard. The top navigation bar is blue with the PROCUREHERE logo and a search bar. The left sidebar contains a user profile for 'Company Test Presentation' and a menu with items like Dashboard, Supplier Profile, PO, Users, Payment And Billing, Audit Trail, and System Setting. The main content area is titled 'Events Listing' and features six status cards: PENDING (0 Invited, 0 Accepted), ONGOING (0 Active), SUSPENDED (0 Suspended), CLOSED (0 Ended), REJECTED (0 Rejected), and PURCHASE ORDERS (0 PO). A red circle with the number '20' and a text box with the message 'You will be re-directed to the supplier dashboard' are overlaid on the bottom of the dashboard.

Status	Count
PENDING	0 Invited, 0 Accepted
ONGOING	0 Active
SUSPENDED	0 Suspended
CLOSED	0 Ended
REJECTED	0 Rejected
PURCHASE ORDERS	0 PO

20 You will be re-directed to the supplier dashboard

Tutorial 2 : For Self Invite

eProcurement Boustead Plantations portal

Condition 1 : Procurehere Supplier (Single Buyer Subscription) with account tied to Boustead Plantation.

Navigate to Boustead Plantation portal - <https://www.bousteadplantations.com.my/>

The screenshot shows the Boustead Plantations website. The browser address bar displays [bousteadplantations.com.my](https://www.bousteadplantations.com.my/). The navigation menu includes: About Us, Corporate Information, Our Plantations, Sustainability, Investor Relations, Integrity, **Procurement**, Newsroom, and Contact. The **Procurement** menu item is highlighted with a red box, and its dropdown menu is open, showing **e-Procurement** (also highlighted with a red box) and Vendor Registration. A callout box with a red circle containing the number '1' points to the **e-Procurement** option, with the text: "Navigate to Procurement > e-Procurement". The main content area features a large banner for "Board Retreat 2022" with the subtitle "Passionate debates to deliberate on the best course of action for BPlant" and a "Read More" button. The background of the banner is a scenic view of a beach with large rocks and a dense forest.

Re-direct to Boustead Plantation Public Announcement Page - <https://app.procurehere.com/publicEvents/boustead>

app.procurehere.com/publicEvents/boustead

Buyer Supplier Pricing About Us Blog Start Free Trial Login

B
Plantations

2

Announcements

- 1. Dear Boustead Vendors,**
If you have any questions regarding below matter:-
 1. For vendor registration inquiries, please email to: vendor@bplant.com.my
 2. For any tender event please email to: tender@bplant.com.my

Announcement Date: 13/09/2022 02:30 PM
- 2. HOW TO PARTICIPATE IN RFQ/RFT EVENTS FOR BOUSTEAD**
Dear Boustead Vendors,
The link below will guide you on how to participate in events for Boustead via the Procurehere platform.
[Click Here to View and Download](#)
Announcement Date: 10/09/2022 12:05 PM
- 3. CHECKLIST FORM FOR VENDOR REGISTRATION**
Dear Boustead Vendors,
The link below is the checklist form for vendor registration via the Procurehere platform.
[Click Here to View and Download](#)
Announcement Date: 10/09/2022 12:00 PM

1. Public Boustead Plantations Announcement will be displayed on this page.
2. All published/active events will be listed here for self-invite.

Re-direct to Boustead Plantation Public Announcement Page - <https://app.procurehere.com/publicEvents/boustead>

app.procurehere.com/publicEvents/boustead

Dear Boustead Vendors,
The link below is the checklist for vendor registration.
Click Here to View and Download

Announcement Date: 10/09/2022 12:00 PM

4. CATEGORY CODE FOR VENDOR REGISTRATION

Dear Boustead Vendors,
The link below will guide you to select the correct category code for vendor registration via the Procurehere platform.
Example for category code: 1101
[Click Here to View and Download](#)
Announcement Date: 10/09/2022 11:55 AM

3 Click the **Reference number** to view more details of the event.

Published and Ongoing Events

Reference Number	Name of Event	Business Unit	Event Category	Event Type	Start Date	End Date	Site Visit
ADM/T001/2022	Tender for Annual Contract of Security Service for Boustead Life Sciences Research Sdn Bhd, Semenyih, Selangor	BEA - Head Office	Manpower Supply,Security Control	RFT	19/10/2022 01:00 PM	28/10/2022 05:00 PM	28/10/2022 05:00 PM Boustead Life Sciences Research Sdn Bhd,018-2517897

Re-direct to Event Details

The screenshot displays a web application interface for a procurement system. At the top, there is a navigation bar with the logo 'PROCURE-HERE' and links for 'Buyer', 'Supplier', 'Pricing', 'About Us', and 'Blog'. There are also buttons for 'Start Free Trial' and 'Login', along with a search icon and a phone icon.

The main content area is titled 'Request For Tender' and shows the status as 'ACTIVE'. Below this, there is a section for 'Event Detail' which contains the following information:

Event Reference Number :	ADM/T001/2022	Event Complete Name :	Tender for Annual Contract of Security Service for Boustead Life Sciences Research Sdn Bhd, Semenyih, Selangor
Company Name :	Boustead Estates Agency Sdn Bhd	Event Start Date & Time :	19/10/2022 05:00 AM
Event End Date & Time :	28/10/2022 09:00 AM	Event Publish Date & Time :	19/10/2022 05:00 AM
Event Visibility :	PARTIAL	Delivery Date :	31/12/2022
		Site Visit :	Yes
Event Category :	<ul style="list-style-type: none">• Manpower Supply• Security		
Commercial Information			
Base Currency :	MYR-Malaysian Ringgit	Payment Terms :	N/A

A callout box with a red circle containing the number '4' points to the 'Self-Invite' button. The text in the callout box reads: 'Click on **Self-Invite** the system will validate your account and prompt the result'. The 'Self-Invite' button is highlighted with a red border.

Navigate to Procurehere Login Page - <https://app.procurehere.com/login>

Buyer **Supplier** **Pricing** **About Us** **Blog** **Start Free Trial** **Login**

Login for secure access to your Procurehere account

Username
ACTION@SB.COM

Password
.....

[Forgotten your password?](#)


Login

Release Version: 1.145.5

5


The system will require you to log into your account using your username and password. Click **'Login'** to continue.

How to Self-Invite for the Event : [System Validation Error](#)

 ERROR
Sorry, you are unable to join this event due to : You are not in the buyer favorite list.


Example 1: Self-invite failed: Supplier is set under INACTIVE

Note: Liaise with Buyer for any queries regarding the event/account.

 ERROR
Sorry, you are unable to join this event due to : Industrial categories not matches the event category.


Example 2: Self-invite failed: Supplier is not associated with buyer or Industry category does not match

Note: Liaise with Buyer for any queries regarding the event/account.

 ERROR
Sorry, you are unable to join this event due to : Mandatory Site Visit has already expired.

Example 3: Self-invite failed: Mandatory Site Visit or Meeting already conducted

Note: Liaise with Buyer for any queries regarding the event/account.

 PARTICIPATION FEE ERROR.
Participation fee payment is required to accept this event.

Example 4: Self-invite failed: Participation Fee for the event is required (if any)

Note: Liaise with Event Owner for any queries regarding the fee.

Supply, Delivery, Installation And Commissioning Like To Like Replacement Of One (1) Unit Fibre Cyclone C/W Ducting, Platform And Adaptor And Destoner Cyclone C/W Ducting, Support And Adaptors Status: ACTIVE

End Date & Time 31/Oct/2022 11:59 P M

Kindly understand the terms & condition and click the following button to accept / reject the event invitation .

Participation Fee : MYR 200.00

Event ID: RFT092973 Event Reference: REMINDER

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Time Left To End

Days	Hours	Minutes
11	7	19

Event Details

- Event Information >
 - Event Timeline >
 - Contact Detail >
 - Correspondence Address >
 - Finance >
 - Event Description >
 - Event Audit
- I read and agree with the Buyer's Terms & Conditions

6

Click on the checkbox first to accept the terms and conditions following by the 'Accept Invitation' button

Note: Once supplier reject the invitation, supplier cannot re-undo or accept the invitation.

Accept Invitation

Reject Invitation

7

Refer [Tutorial 4](#) on how to participate in the event

eProcurement Boustead Plantations portal

Condition 2 : Procurehere Supplier (Single Buyer Subscription) with account tied to other Buyer in Procurehere*

*Tied to other Buyer(s) but not to Boustead Plantation Berhad.

Navigate to Boustead Plantation portal - <https://www.bousteadplantations.com.my/>

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Re-direct to Boustead Plantation Public Announcement Page - <https://app.procurehere.com/publicEvents/boustead>

app.procurehere.com/publicEvents/boustead

Buyer Supplier Pricing About Us Blog Start Free Trial Login

B
Plantations

2

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Announcement Date: 10/09/2022 12:00 PM

1. Public Boustead Plantations Announcement will be displayed on this page.
2. All published/active events will be listed here for self-invite.

Re-direct to Boustead Plantation Public Announcement Page - <https://app.procurehere.com/publicEvents/boustead>

app.procurehere.com/publicEvents/boustead

Dear Boustead Vendors,
The link below is the checklist for vendor registration.
Click Here to View and Download

Buyer | the Supplier | Pricing | About Us | Blog | Start Free Trial | Login

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Announcement Date: 10/09/2022 11:55 AM

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Published and Ongoing Events

Reference Number	Name of Event	Business Unit	Event Category	Event Type	Start Date	End Date	Site Visit
ADM/T001/2022	Tender for Annual Contract of Security Service for Boustead Life Sciences Research Sdn Bhd, Semenyih, Selangor	BEA - Head Office	Manpower Supply,Security Control	RFT	19/10/2022 01:00 PM	28/10/2022 05:00 PM	28/10/2022 05:00 PM Boustead Life Sciences Research Sdn Bhd,018-2517897

Re-direct to Event Details

The screenshot displays a procurement portal interface. At the top, there is a navigation bar with the logo 'PROCURE-HERE' and links for 'Buyer', 'Supplier', 'Pricing', 'About Us', and 'Blog'. There are also buttons for 'Start Free Trial' and 'Login', along with a search icon. Below the navigation bar, a dark header shows 'Request For Tender' on the left and 'Status : ACTIVE' on the right. The main content area is titled 'Event Detail' and contains the following information:

Event Reference Number :	ADM/T001/2022	Event Complete Name :	Tender for Annual Contract of Security Service for Boustead Life Sciences Research Sdn Bhd, Semenyih, Selangor
Company Name :	Boustead Estates Agency Sdn Bhd	Event Start Date & Time :	19/10/2022 05:00 AM
Event End Date & Time :	28/10/2022 09:00 AM	Event Publish Date & Time :	19/10/2022 05:00 AM
Event Visibility :	PARTIAL	Delivery Date :	31/12/2022
		Site Visit :	Yes
Event Category :	<ul style="list-style-type: none">• Manpower Supply• Security Control		
Commercial Information			
Base Currency :	MYR-Malaysian Ringgit	Payment Terms :	N/A

At the bottom of the page, there are two buttons: 'Self-Invite' (highlighted with a red box) and 'Cancel'. A red circle with the number '4' is positioned above the 'Self-Invite' button, and a callout box with the text 'Click on *Self-Invite*' has an arrow pointing to the button. A 'Help' button is located in the bottom right corner.

Navigate to Procurehere Login Page - <https://app.procurehere.com/login>

Buyer **Supplier** **Pricing** **About Us** **Blog** **Start Free Trial** **Login**

Login for secure access to your Procurehere account

Username
ACTION@SB.COM

Password
.....

[Forgotten your password?](#)

Login

Release Version: 1.145.5

5

The system will require you to log into your account using your username and password. Click **'Login'** to continue.

How to Self-Invite for the Event : [System Validation](#)

6 If the supplier receives this error, this means that they need to subscribe to Unlimited Buyer Plan as the system detects that they are tied to multiple clients.

Dashboard > Request for Tender Details

Supply, Delivery, Installation And Commissioning Like To Like Replacement Of One (1) Unit Fibre Cyclone C/W Ducting, Platform And Adaptor And Destoner
Cyclone C/W Ducting, Support And Adaptors

Status: ACTIVE

Subscribe to Unlimited Buyer Plan to participate in this Event

7 Click 'Upgrade/Subscribe' button

Subscribe to Unlimited Buyer Plan to participate in ALL Associated Buyer's Events

Upgrade

Subscribe to Unlimited Buyer Plan

Unlimited Buyer Plan

Unlimited Buyer Plan 31.80
USD 30 / YEAR
(Inclusive of 6 % SST)

Promo Code
 0.00

US\$ 31.80

Pay

8 Click 'Pay' button to proceed

9 Fill in the Debit/Credit Card Details & Click 'Pay USD 31.80' button to proceed with payment

CHOOSE PAYMENT MODE

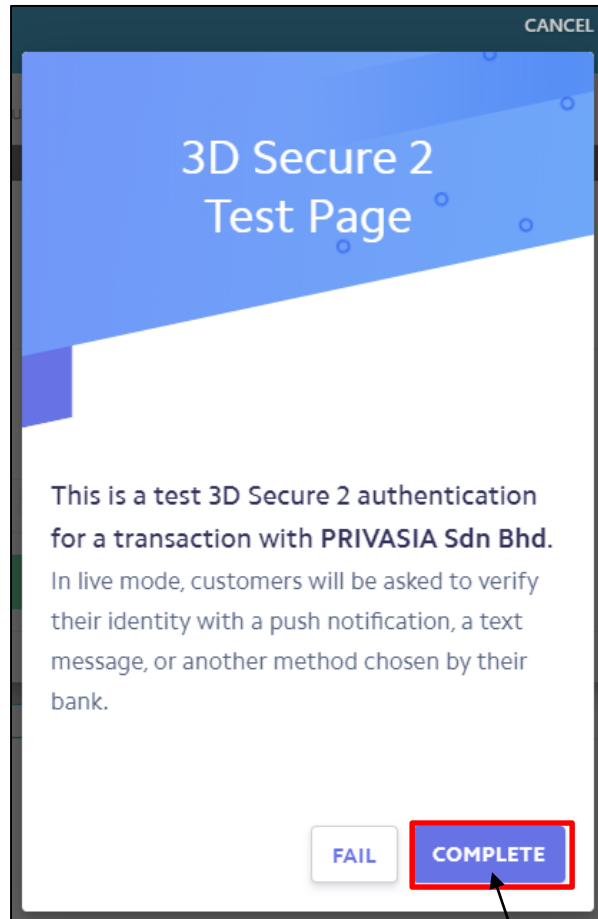
Card Payment

VISA MasterCard DISCOVER AMERICAN EXPRESS

Card number MM / YY CVC

Pay USD 31.80

Subscribe to Unlimited Buyer Plan



10

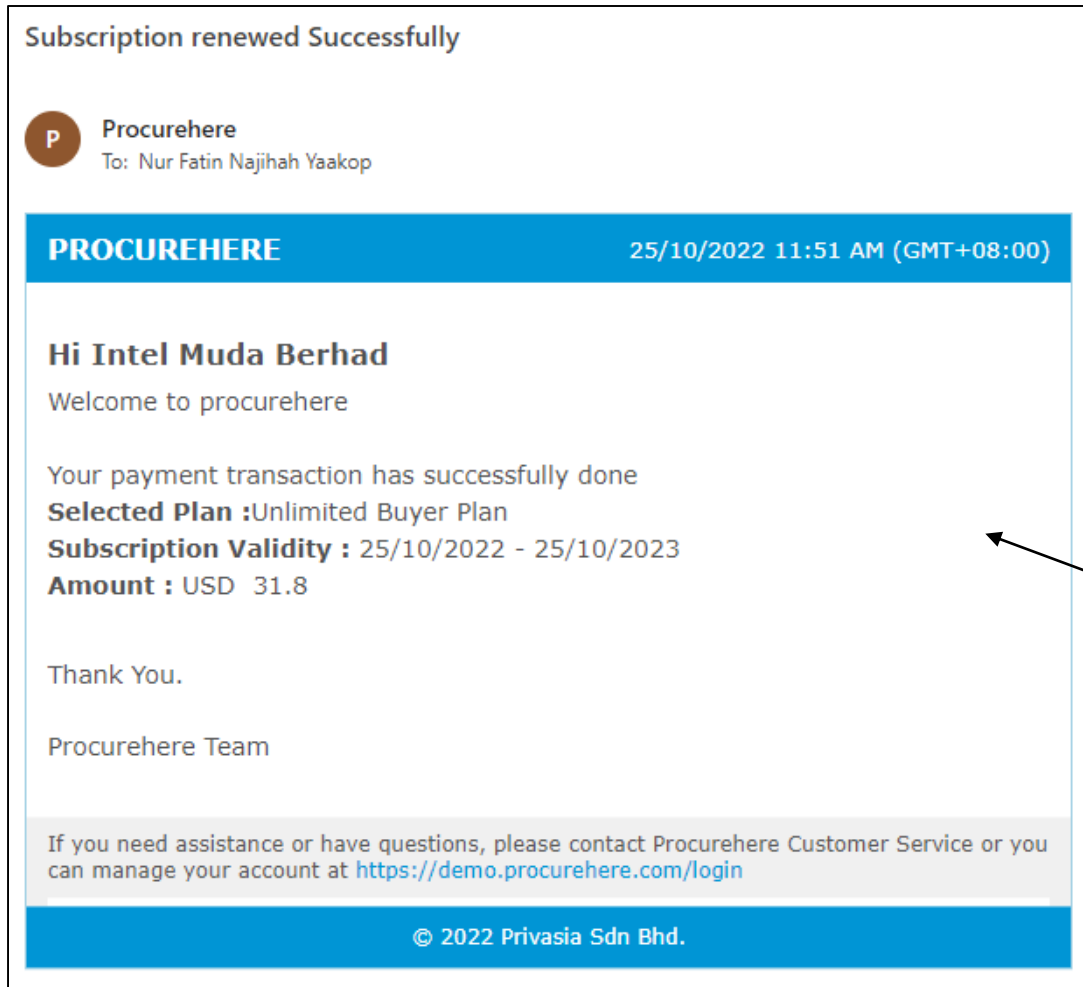
Click '**COMPLETE**' button to complete the payment

SUBSCRIPTION SUCCESSFUL FOR PLAN [UNLIMITED BUYER PLAN TEST]	
Summary of Transaction	Subscription for Unlimited Buyer Plan Test
Transaction Status	SUCCESS
Transaction ID	pi_3LweAhDr3YsVONWA1awNE0Bf
Total Amount	USD 31.8 (Inclusive of 6 % SST)

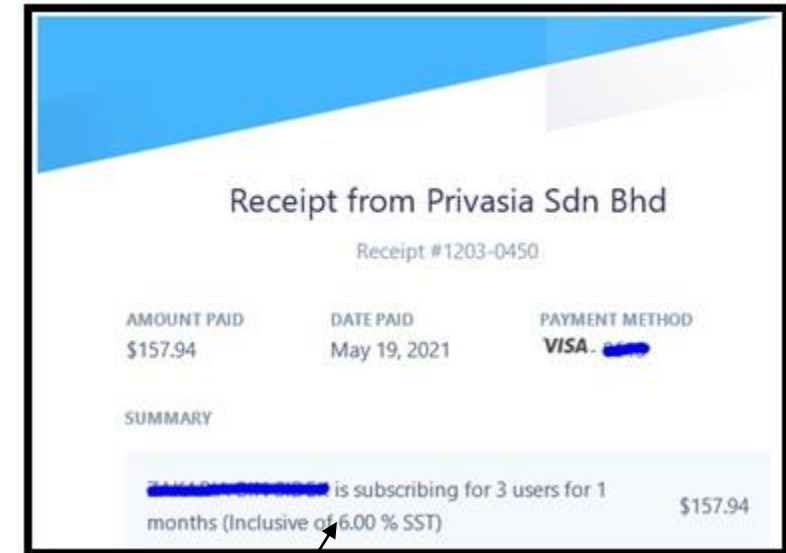
11

Message prompts the **Transaction Status** for the subscription

Success subscribe to Unlimited Buyer Plan



Example of Official Receipt generated from Procurehere



12 Once you have renew/subscribe in Procurehere, you will receive an email notification from Procurehere™ in your inbox. You will also find the official receipt sent through email

13 Refer [Tutorial 2 : Condition 1](#) to join the event via 'Self-invite' from Public Announcement Page

eProcurement Boustead Plantations portal

Condition 3 : Procurehere Supplier (Unlimited Buyer Subscription) with account tied to other Buyer in Procurehere*

*Tied to other Buyer(s) but not to Boustead Plantation Berhad.

Navigate to Procurehere Login Page - <https://app.procurehere.com/login>

Buyer Supplier Pricing About Us Blog Start Free Trial Login

Login for secure access to your Procurehere account

Username
ACTION@SB.COM

Password
.....

Forgotten your password?

1

The system will require you to log into your account using your username and password. Click 'Login' to continue.

Login

Release Version: 1.145.5

Re-direct to Supplier Dashboard

The screenshot shows the PROCUREHERE Supplier Dashboard. The top navigation bar includes the logo, language options (EN | BM), a search bar, and utility icons. The main content area displays an 'Events Listing' section with a search bar and a grid of event status cards. The left sidebar contains a user profile and a menu with items like 'Dashboard', 'Supplier Profile', 'Supplier Performance', 'Buyers', and 'PO'. A red box highlights the 'Buyers' menu item, and a callout box with the number '2' and an arrow points to it.

2 On the left side menu bar, Click on 'Buyers'

NEW EVENTS	ACTIVE	SUSPENDED	CLOSED
0 Invited	0 Pending	0 Suspended	12 Ended
0 Accepted	0 Submitted		

REJECTED	PURCHASE ORDERS	SUPPLIER FORMS
0 Rejected	1 Ordered	0 Pending
	2 Accepted	3 Submitted

Re-direct to Buyer List

The screenshot shows the 'Buyer List' page in a procurement system. At the top, there are two summary boxes: a blue 'BUYERS' box and an orange 'MY REQUESTS' box. The 'BUYERS' box contains two sub-sections: 'Associated' with the number 2 (labeled 'a') and 'Available' with the number 14 (labeled 'b'). The 'MY REQUESTS' box contains two sub-sections: 'Pending' with the number 1 (labeled 'c') and 'Rejected' with the number 1 (labeled 'd'). Below these is a search section with a 'Search Buyer' header, a search input field, a 'Country' dropdown, and 'Search' and 'Reset' buttons. A callout box labeled '3' points to the search input field with the text: 'Click on 'BUYERS – Available' to view the available buyers in Procurehere'. Below the search section is a table of 'Available Buyers'. The first row shows a company name 'DEMO PROCUREHERE' and the country 'Malaysia'. A callout box labeled '4' points to the company name input field with the text: 'Search the Company Name and Click '+' symbol to continue'. A red box highlights the '+' symbol in the 'Actions' column of the table. A 'Help' button is visible in the bottom right corner.

- There are two colored boxes, blue and orange :-
- a. This section shows the number of associated buyers tied with your account. Click on the number to view more.
 - b. This section shows the number of buyers available in Procurehere. Click on the number to view more.
 - c. This section shows the number of pending requests. Click on the number to view more.
 - d. This section shows the number of rejected requests. Click on the number to view more.

Re-direct to Associate Request page

Dashboard > Associate Request

Request To Associate With BOUSTEAD PLANTATION BERHAD

5 View the Buyer information to associate and Fill in the Supplier Remarks for buyer reference

Buyer Communication Email	FATIN.NAJIHAH@PRIVASIA.COM
Contact Number	019028021
Contact Person	FATIN
Website	
Information to Suppliers	

6 Click on **Supplier Pre Qualification Form** and Scroll down to fill in the required information from your Buyer

Supplier Remarks: interested

Supplier Pre Qualification Form

Form Name : Boustead Plantations VRF - FINALIZED Status : DRAFT

Form Name : Boustead Plantations VRF - FINALIZED

Form Description : BOUSTEAD PLANTATIONS BERHAD (1245-M) VENDOR REGISTRATION FORM - FINALIZED

Submit the Supplier Form

13.2 * Officer-In-Charge Details

test

Max 1500 characters only

Select file

Note:

- Max allowed file size is 50 MB
- Allowed file extensions: pdf, doc, docx, xls, xlsx, pptx, zip, rar, png, ppt, jpeg.

Please provide the Officer-In-Charge Details including Name, Identification Card Number, Designation, Email Address and Mobile Number.

7 Click on **Save Draft** to save the information. Click **'Submit'** button to proceed with submission.

Save Draft Submit

Audit History

Action Date	Action By	Action	Remarks
		Request	Cancel

Message header prompts the Supplier Form has been submitted

Request To Associate With BOUSTEAD PLANTATION BERHAD

SUCCESS
Supplier form "Boustead Plantations VRF - FINALIZED" submitted.

Buyer Communication Email: FATIN.NAJIHAH@PRIVASIA.COM

Contact Number: 019028021

Contact Person: FATIN

Website:

Information to Suppliers:

Supplier Remarks: interested

Supplier Pre Qualification Form >

Audit History >

Action Date	Action By	Action	Remarks
20/10/2022 05:16 PM	Ninso Sdn Bhd	SUBMITTED	Supplier form submitted.

8 Click 'Request' button to proceed with the submission

Request Cancel

Message header prompts the request has been sent to the Buyer

The screenshot shows a 'Buyer List' header with a checkmark icon. Below it is a green success message: 'SUCCESS Your association request has been sent to BOUSTEAD PLANTATION BERHAD'. A red box highlights this message, and a callout box labeled '9' points to it with the text 'Message prompts the Request has been sent successfully to Buyer'. Below the message are two summary cards: 'BUYERS' (blue header) and 'MY REQUESTS' (orange header). The 'BUYERS' card shows '1 Associated' (circled 'a') and '16 Available'. The 'MY REQUESTS' card shows '1 Pending' (circled 'b') and '0 Rejected' (circled 'c').

BUYERS	MY REQUESTS
1 Associated	1 Pending
16 Available	0 Rejected

Once the form has been submitted, Navigate to Buyer List to check the status of the submission:-

- If the request is approved by Buyer, the number will increase. Click on the number to view more.
- The request is pending for approval by Buyer. It may take a while for buyer to consider your request. Click on the number to view more.
- The request is rejected by Buyer. Click on the number to view more.

Email will be sent to your communication email to update on the status of association with Buyer

PROCUREHERE 19/09/2022 11:10 AM

Hi FATIN

Welcome to procurehere

Supplier Form has been submitted by:
Supplier Company Name : KAMIRA SDN BHD
Form Name : Boustead Plantations VRF - FINALIZED v4.0
Form Submitted Date : 19/09/2022 11:10 AM

[CLICK HERE TO TAKE ACTION](#)

If the button appears to be broken, please copy and paste this link into a web browser window:
<https://demo.procurehere.com/login>

Thank You.

Procurehere Team

If you need assistance or have questions, please contact Procurehere Customer Service or you can manage your account at <https://demo.procurehere.com/login>

© 2022 Privasia Sdn Bhd.

Example 1: Email sent to inform the form has been submitted.

PROCUREHERE 15/07/2022 11:16 AM (GMT+08:00)

Hi Nur Fatin

Welcome to procurehere

Your request to be associated with the buyer has been accepted.
Buyer Name : ROFINA NT
Country : Malaysia
Request Date : 15/07/2022 11:04 AM (GMT+08:00)
Associated Date : 15/07/2022 11:16 AM (GMT+08:00)
Buyer Remarks : Fatin - all approvers approved. Now I click approved to tie to our company.

[CLICK HERE TO TAKE ACTION](#)

If the button appears to be broken, please copy and paste this link into a web browser window:
<https://demo.procurehere.com/login>

Thank You.

Procurehere Team

If you need assistance or have questions, please contact Procurehere Customer Service or you can manage your account at <https://demo.procurehere.com/login>

Example 2: Email sent to inform the request is accepted/rejected.

Request Revision from Buyer

10

Note: Click 'Supplier Forms – Pending' box if there is any request revision from your Buyer & Click 'Edit' icon to resubmit the supplier form

The screenshot shows a dashboard titled 'Events Listing' with a search bar and filter icons. Below the header are several status boxes: 'NEW EVENTS' (0 Submitted), 'ACTIVE' (0 Submitted), 'SUSPENDED' (0 Suspended), and 'CLOSED' (0 Ended). Further down are 'REJECTED' (0 Rejected), 'PURCHASE ORDERS' (0 Ordered, 0 Accepted), and 'SUPPLIER FORMS' (1 Pending, 0 Submitted). The 'SUPPLIER FORMS' box is highlighted with a red border. Below these is a table titled 'Pending Buyer Forms' with a dropdown for 'Records per page' set to 10. The table has columns for Action, Buyer Name, Form Name, and Assigned Date. The first row shows an 'Edit' icon in the Action column, 'BOUSTEAD PLANTATION BERHAD' as the Buyer Name, 'Boustead Plantations VRF - FINALIZED' as the Form Name, and '08/09/2022 03:15 PM' as the Assigned Date. The 'Edit' icon is also highlighted with a red border.

11

Note: Once the association is approved by Buyer, Refer [Tutorial 2 : Condition 1](#) to participate in Boustead Plantations event moving forward.

Tutorial 3 :
How to Accept/Reject Event Invitations
(For Invited Suppliers)

Navigate to Procurehere Login Page - <https://app.procurehere.com/login>

Buyer Supplier Pricing About Us Blog Start Free Trial Login

Login for secure access to your Procurehere account

Username

ACTION@SB.COM

Password

.....

Forgotten your password?

1

The system will require you to log into your account using your username and password. Click **'Login'** to continue.

Login

Release Version: 1.145.5

From The Dashboard, Check New Events - Invited box

PROCUREHERE < EN | BM Search... Events

Events Listing Search... GO

NEW EVENTS 1 Invited 0 Accepted

ACTIVE 0 Pending 0 Submitted

SUSPENDED 8 Suspended

CLOSED 62 Ended

REJECTED 0 Rejected

PURCHASE ORDERS 0 Ordered 1 Accepted

SUPPLIER FORMS 2 Pending 1 Submitted

Invited Events

10 Records per page

Action	Name of Event	Reference Number	Event Start Date	Event End Date	Event Type
--------	---------------	------------------	------------------	----------------	------------

2 Click 'New Events – Invited' box to view the list of invited events

View List of Events Invited


3

Click 'View' button to view the Event Details

Below are the list of events invited

Invited Events

10 Records per page

Action	Name of Event	Reference Number	Event Start Date	Event End Date	Event Type
	<input type="text" value="Search Name of Event"/>	<input type="text" value="Search Reference Numb"/>			<input type="text" value="All Event Type"/>
	Supply, Delivery, Installation and Commissioning Like to Like Replacement of One (1) Unit Fibre Cyclone c/w Ducting, Platform and Adaptor and Destoner Cyclone c/w Ducting, Support and Adaptors	REMINDER	01/10/2022 12:00 AM	31/10/2022 11:59 PM	RFT

Showing 1 to 1 of 1 entries

< Previous 1 Next >

Check The Event Detail Summary

The screenshot displays the PROCUREHERE interface. The top navigation bar includes the logo, a search bar, and a menu for 'Events'. The left sidebar contains navigation options such as 'Dashboard', 'Supplier Profile', and 'Buyers'. The main content area shows the 'Request for Tender Details' for an event titled 'Supply, Delivery, Installation And Commissioning Like To Like Replacement Of One (1) Unit Fibre Cyclone C/W Ducting, Platform And Adaptor And Destoner Cyclone C/W Ducting, Support And Adaptors'. The event status is 'ACTIVE'. A 'Time Left To End' section shows 6 days, 10 hours, and 59 minutes remaining. A red circle with the number '4' is placed over the 'Event Details' section, which is expanded to show 'Event Information'. A callout box with the text 'Scroll down to see more information' and three downward-pointing arrows is positioned over the event details table.

PROCUREHERE < EN | BM Search... Events

Dashboard > Request for Tender Details

Supply, Delivery, Installation And Commissioning Like To Like Replacement Of One (1) Unit Fibre Cyclone C/W Ducting, Platform And Adaptor And Destoner Cyclone C/W Ducting, Support And Adaptors Status: ACTIVE

GMT+8:00
MERPATI@GMAIL.COM
MERPATI HOLDINGS

Last Login : 20/10/2022 04:39 PM
Last Failed Login : 17/10/2022 10:40 AM

Show Tutorials YES

Dashboard

Supplier Profile

Supplier Performance

Buyers

PO

Delivery Order

Invoice

Invoice Finance Request

Users >

End Date & Time 31/Oct/2022 11:59 PM

Time Left To End
Days: 6, Hours: 10, Minutes: 59

Kindly understand the terms & condition and click the following button to accept / reject the event invitation .
Participation Fee : MYR 200.00

Event ID: RFT092973 Event Reference: REMINDER
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Event Details

Event Information

Event ID:	RFT092973
Event Type :	Request for Tender
Reference Number :	REMINDER
Event Name :	Supply, Delivery, Installation and Commissioning Like to Like Replacement of One (1) Unit Fibre Cyclone c/w Ducting, Platform and Adaptor and Destoner Cyclone c/w Ducting, Support and Adaptors
Event Owner :	FATIN

4 Scroll down to see more information

Choose to Either Accept or Reject The Invitation

Note: Please do proceed to liaise with **Buyer** externally pertaining to the Participation/Deposit fee (if any)

× PARTICIPATION FEE ERROR.
Participation fee payment is required to accept this event.

Participation/Deposit fee has to be made **OUTSIDE** of Procurehere System.

Event Description

Event Audit

I read and agree with the Buyer's Terms & Conditions

Accept Invitation

Reject Invitation

5

Click on the **checkbox** and **'Accept Invitation'** if interested to participate

6

Click **'Reject Invitation'** to reject the invitation which you do not choose to participate.


Note: Once supplier reject the invitation, supplier cannot re-undo or accept the invitation.

7


Refer [Tutorial 4](#) on how to participate in the event

Tutorial 4 :
Fill In the Event Details & Finalize Submission

Event Details tab – Review Event Details

 **SUCCESS**
Supplier Accepted Event Successfully

Dashboard > Request for Quotation Details

 **Quotation For Overhead Crane Installation Preparation For Estate** Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 PM Participation Fee : Time Left To End

Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Days: 94 Hours: 9 Minutes: 57

Submission Status: **PENDING**

Event Details Team Members Documents Meeting Questionnaire **Bill Of Quantity** Messages Submission

Event Information

Event ID:	RFQ102545
Event Type :	Request for Quotation
Reference Number :	DEMO EVENT

1 New sections will appear after accepting an event. These tabs are clickable

Team Members tab – Assign User role

Dashboard > Request for Quotation Team Members

Quotation For Overhead Crane Installation Preparation For Estate Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 PM Participation Fee:

Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Time Left To End

Days	Hours	Minutes
94	9	57

Submission Status: **PENDING**

Event Details | **Team Members** | Documents | Meeting | Questionnaire | Bill Of Quantity | Messages | Submission

2

Select Team Member to and assign team members

Select Team Member   


3

Click this button to select the role for team members and Click '+' button to add.

Editor - Allows the member to edit under Draft mode.
Viewer - Can only view the event.

Documents tab – View Documents from Buyer

Dashboard > Request for Quotation Document

 **Quotation For Overhead Crane Installation Preparation For Estate** Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 P M Participation Fee : Time Left To End


Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Days: 94 Hours: 9 Minutes: 54

Submission Status: **PENDING**

Event Details Team Members **Documents** Meeting Questionnaire Bill Of Quantity Messages Submission

Documents

Name	Description	Upload Date	Type	Size
 attachment.pdf	DOCUMENT	25/10/2022 02:03 PM	application/pdf	38 KB

4

Click '**Download**' icon to download and view documents form Buyer

Meeting tab – View list of Meeting

Quotation For Overhead Crane Installation Preparation For Estate Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 PM Participation Fee: **5** View Meeting details

Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Time Left To End
Days: 94 Hours: 9 Minutes: 53
Submission Status: **PENDING**

Event Details Team Members Documents **Meeting** Questionnaire Bill Of Quantity Messages Submission

All Meetings

SITE VISIT

26/10/2022 12:00 PM

Site Visit SCHEDULED

FIONA
 FIONA@GMAIL.COM
 019209132312

Venue : HQ

Mandatory: **Yes**

Attachment : 1. [attachment.pdf](#) (38 KB)

Remark:
BRING ATTENDANCE FORM

6 Click 'Yes/No' button to attend or not attending the meeting

Are you Going ?

Yes No

Meeting tab - Fill In Attendance Details For Meeting

The screenshot shows a web interface for a meeting titled "Quotation For Overhead Crane Installation Preparation For Estate" with a status of "ACTIVE". A "Time Left To End" timer shows 94 days, 9 hours, and 52 minutes. The submission status is "PENDING". A central "Attendance" modal form is highlighted with a red border and contains the following fields: Name, Designation, Mobile Number, and Remarks. Below these fields are "Save" and "Cancel" buttons. A callout box labeled "8" points to the "Save" button with the text: "Then fill up the attendance details and Click 'Save' button". Below the "Attendance" form, it indicates "Mandatory: Yes" and "Attachment : 1. attachment.pdf (38 KB)". To the right, a "Are you Going?" dialog box is shown with "Yes" and "No" buttons. A callout box labeled "7" points to the "Yes" button with the text: "If you are attending the meeting, click on 'Yes' as shown below". The background interface includes tabs for "Event Details", "Team Members", "Documents", "Messages", and "Submission". A "SITE VISIT" section shows a date of "26/10/2022 12:00 PM" and contact information for Fiona: "FIONA", "FIONA@GMAIL.COM", and "019209132312". A "Remark" section contains the text "BRING ATTENDANCE FORM".

8 Then fill up the attendance details and Click 'Save' button

7 If you are attending the meeting, click on 'Yes' as shown below

Attendance

Name

Designation

Mobile Number

Remarks

Save Cancel

Mandatory: Yes

Attachment : 1. attachment.pdf (38 KB)

Are you Going ?

Yes No

Quotation For Overhead Crane Installation Preparation For Estate Status: ACTIVE

Time Left To End

Days 94 Hours 9 Minutes 52

Submission Status: PENDING

Event Details Team Members Documents Messages Submission

All Meetings

SITE VISIT


26/10/2022 12:00 PM

Site Visit

FIONA
FIONA@GMAIL.COM
019209132312

Remark:
BRING ATTENDANCE FORM

Questionnaire tab

 **Quotation For Overhead Crane Installation Preparation For Estate** Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 PM Participation Fee : Time Left To End

Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Days 94 Hours 8 Minutes 30

Submission Status: **PENDING**

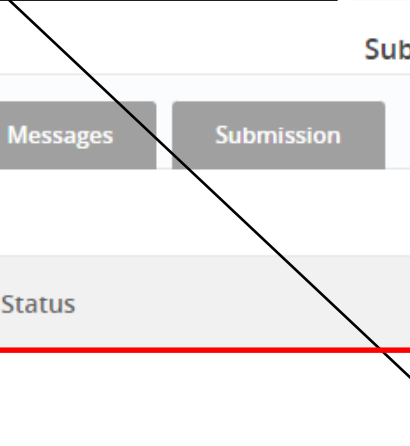
Event Details Team Members Documents Meeting **Questionnaire** Bill Of Quantity Messages Submission

Questionnaire

No.	Name	Created Date	Completion Status
1	TENDERER DETAILS	19/Sep/2022 12:55 PM	View

9

Click 'View' button to view the Questionnaire and answer the questions.



Questionnaire Section : Answering Questions

General Questionnaire

* Fields are required

1.0 SSM

1.1 * SSM

Yes

No

Select file

Note:

- Max allowed file size is 50 MB
- Allowed file extensions: pdf, doc, docx, xls,xlsx, pptx, zip, rar, png, ppt, jpeg.

Back to Questionnaire

Save Draft

Complete


10

Each questions has a text fields, 'ABC' options or request to attach document
Note: *Fields are mandatory question

11

Once done, click '**Complete**' button to finalize your submission to Questionnaire

Bill of Quantity (BQ) tab

 **Quotation For Overhead Crane Installation Preparation For Estate** Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 PM Participation Fee : 12

Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJJHAH@PRIVASIA.COM

Time Left To End
Days: 94 Hours: 8 Minutes: 28
Submission Status: **PENDING**

Event Details | Team Members | Documents | Meeting | Questionnaire | **Bill Of Quantity** | Messages | Submission

Bill of Quantity

No.	Name	Created Date	Completion Status
1	Bill of Quantity	19/09/2022 12:55 PM	View

Click '**View**' button to view BQ items and fill in the desired unit price

Bill of Quantity tab : Key In Unit Price & Tax (if any)

No	Item Name	UOM	Quantity	Unit Price	Total Amount	Tax	Total Amount with Tax
1.0	Items Required						
1.1	Container Crane	UNIT	50.00	<input type="text"/>	0.00	<input type="text"/> Percent <input type="button" value="v"/>	0.00
1.2	Tower Crane	UNIT	50.00	<input type="text"/>	0.00	<input type="text"/> Percent <input type="button" value="v"/>	0.00
1.3	2 Ton Heavy Crane	UNIT	50.00	<input type="text"/>	0.00	<input type="text"/> Percent <input type="button" value="v"/>	0.00

Grand Total (MYR): 0.00

ADDITIONAL TAX DESC
 0.00

Remark

After Tax (MYR): 0.00

13

Key in your unit price for the BQ items and tax, where applicable.

14

Check your tabulated price and then click **'Complete'** button to finalize

Messages tab

☑ Quotation For Overhead Crane Installation Preparation For Estate Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 PM Participation Fee : Time Left To End

Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM


Days: 94 Hours: 8 Minutes: 27

Submission Status: **PENDING**

Event Details | Team Members | Documents | Meeting | Questionnaire | Bill Of Quantity | **Messages** | Submission

15 Click **'Compose New Message'** icon to send message to Event Owner (Buyer)

Inbox

🔄  0 to 0 of 0 entries < >

Sender	Subject	Message Date
--------	---------	--------------

Messages tab : Compose and Send

16 Fill in the subject of the message followed by the content.

17 Attach documents if needed and Click **'Send Message'** when done

Dashboard > Request for Quotation Messages

Quotation For Overhead Crane Installation, Preparation For Erection

End Date & Time 27/Jan/2023 11:59 PM

Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

To: FATIN [BOUSTEAD PLANTATION BERHAD]

Subject: Subject

Content:

Attach file

Send Message Cancel

Days 94 Hours 8 Minutes 27

Submission Status: PENDING

0 to 0 of 0 entries

Help

Submission tab

Quotation For Overhead Crane Installation Preparation For Estate Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 PM Participation Fee :

Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Time Left To End
Days: 94 Hours: 8 Minutes: 26

Submission Status: **PENDING**

Event Details | Team Members | Documents | **18** | Messages | **Submission**

Request for Quotation ACTIVE Event Summary

Event Detail

Event Reference ID :	RFQ102545	Event Reference Number :	DEMO EVENT
Event Complete Name :	Quotation for Overhead Crane Installation Preparation for Estate	Event Owner :	FATIN FATIN.NAJIHAH@PRIVASIA.COM
Event Start Date :	25/10/2022 02:00 PM	Event End Date :	27/01/2023 11:59 PM

Scroll down to see more information



Finalize Submission

The screenshot shows a web application interface for finalizing a submission. The form contains the following fields:

- Commercial Information**
- Base Currency :** Malaysian Ringgit
- Decimal :** 2
- Payment Terms :**
- Event Description :** Tender for Overhead Crane Installation Preparation for Estate
- Business Unit :** BEA - Head Office

Below the form are sections for **Meeting**, **Questionnaire**, and **Bill Of Quantity**, each with a right-pointing arrow. A red circle with the number '19' is positioned above the **Finish** button at the bottom right of the form. A red circle with the number '20' is positioned to the left of a callout box.

Callout 19: Click the 'Finish' button to proceed with submission


Callout 20: Click the 'YES' button to finalize your submission. Once submitted, you can **NO** longer edit your submission

Confirmation Dialog: A modal window titled "Confirm Finish" is displayed. It contains the text: "Are you sure you want to submit ? This is your Final Submission, Once submitted, you will not be able to modify." At the bottom of the dialog are two buttons: "YES" (highlighted with a red box) and "No".


Notes:

RFI - Request for Information
RFQ - Request for Quotation
RFP - Request for Proposal
RFT - Request for Tender)

Event Submission - Submitted

 **SUCCESS**
Event successfully submitted

Dashboard > Request for Quotation Details

 **Quotation For Overhead Crane Installation Preparation For Estate** Status: ACTIVE

End Date & Time 27/Jan/2023 11:59 PM Participation Fee:
Event ID: RFQ102545 Event Reference: DEMO EVENT
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

21

Message prompts that the event is successfully submitted
Note: Do liaise with event owner if there is any queries regarding the event

Time Left To End

Days	Hours	Minutes
94	8	24

Submission Status: **SUBMITTED**

Event Details | Team Members | Documents | Meeting | Questionnaire | Bill Of Quantity | Messages | Submission

Event Information

Event ID:	RFQ102545
Event Type :	Request for Quotation
Reference Number :	DEMO EVENT
Event Name :	Quotation for Overhead Crane Installation Preparation for Estate

Tutorial 5 :

How To Reset Password

Navigate to Procurehere Login page - <https://app.procurehere.com/login>

The screenshot shows the Procurehere login page. At the top left is the Procurehere logo. The navigation bar includes links for Buyer, Supplier, Pricing, About Us, and Blog, along with buttons for Start Free Trial and Login, and a search icon. The main heading reads "Login for secure access to your Procurehere account". Below this are input fields for Username (containing ACTION@SB.COM) and Password (masked with dots). A red circle with the number "1" is placed over the Username field. A callout box with a black border and white background contains the text "Click 'Forgotten your password?' to reset password". An arrow points from this callout box to the "Forgotten your password?" link, which is highlighted with a red rectangular border. Below the input fields is a blue "Login" button, and at the bottom center, the text "Release Version: 1.145.5" is displayed.

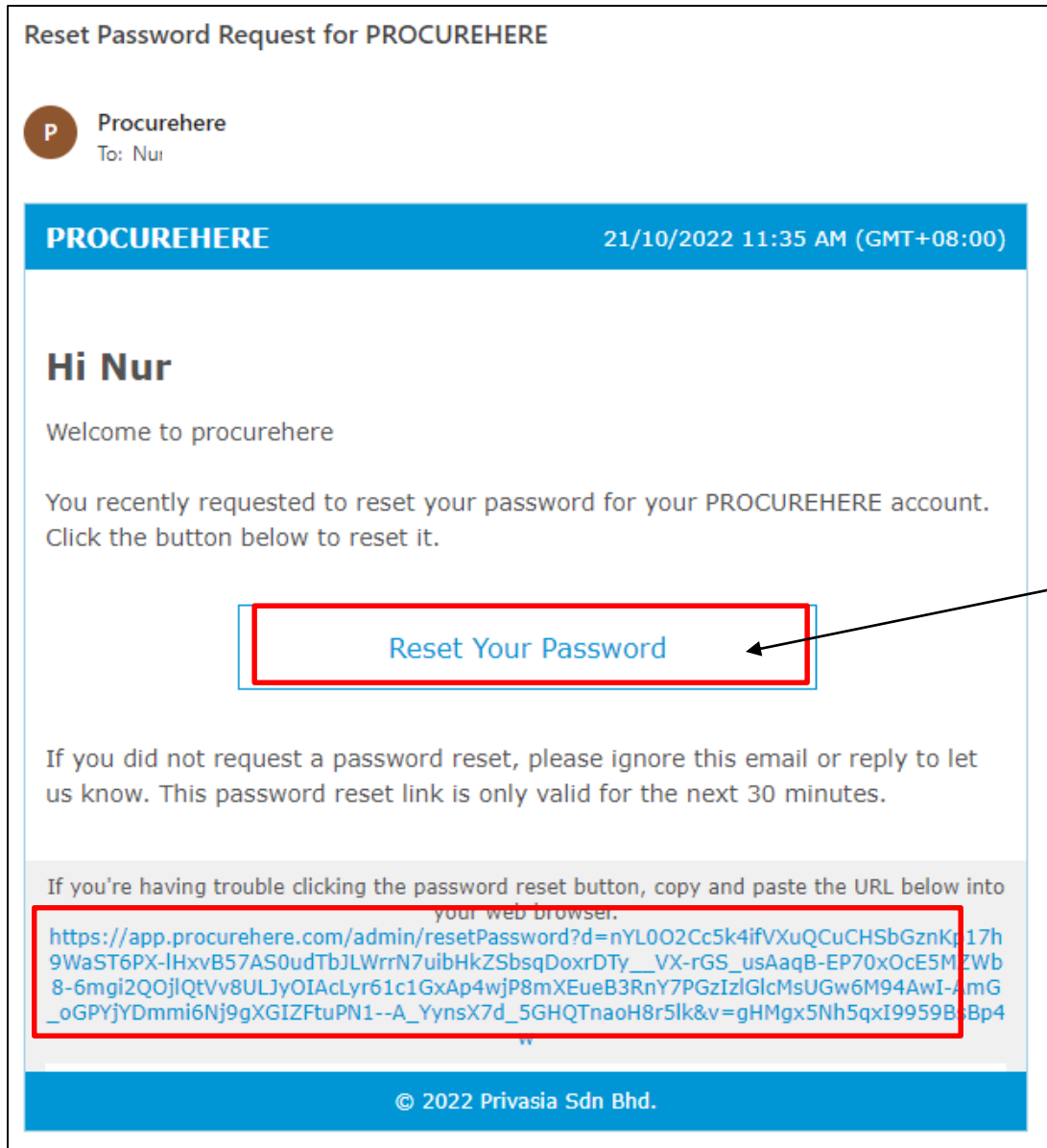
Redirect to Forget Password page - <https://app.procurehere.com/admin/forgetPassword>

The screenshot shows the ProcureHere website's 'Forgotten your password?' page. The page features a navigation bar with links for Buyer, Supplier, Pricing, About Us, and Blog, along with a 'Start Free Trial' button and a 'Login' button. The main heading is 'Forgotten your password?' followed by the text 'Just confirm your email and we'll send you a link to reset your password'. Below this is a form with an 'Email' label, an input field containing the placeholder text 'Enter your login email', and a checkbox labeled 'I'm not a robot'. A reCAPTCHA logo and 'Privacy - Terms' link are also visible. A blue 'Submit' button is at the bottom of the form. Three red callout boxes with numbers 2 and 3 provide instructions: callout 2 points to the email input field and the 'I'm not a robot' checkbox, and callout 3 points to the 'Submit' button.

2 Enter your login email following by ticking the “I’m not a robot” checkbox

3 Click ‘**Submit**’ to receive the reset password link via communication email

Check on the Communication Email for the Reset Password link



4

Click on the '**Reset Your Password**' or Click on the Reset Password Link to proceed

Note : The Reset Password Link will expire within 30 minutes.

Do take note that your new password must consist of one capital letter, one small letter, a number and a symbol (!@\$%&*?).

Minimum of 8 characters.

Example : Password@1 / Welcome@1

Create New Password

Reset Password

Login Email: FATIN.ADMIN@PROCUREHERE.COM

Username: Nur Fatin Najihah

New Password: Enter new password
Password should contain at least one digit, one small case letter, one capital case letter, one special character, password should contain minimum 8 character

Confirm Password: Enter confirm password

Save

5

Fill in New Password, Confirm Password and Click **'Save'** button

Note : The Reset Password Link will expire within 30 minutes.

Do take note that your new password must consist of one capital letter, one small letter, a number and a symbol (!@\$%&*?).

Minimum of 8 characters.

Example : Password@1 / Welcome@1

Tutorial 6 :

How to Create Users

Navigate to Procurehere Login Page - <https://app.procurehere.com/login>

Buyer Supplier Pricing About Us Blog Start Free Trial Login

Login for secure access to your Procurehere account

Username
ACTION@SB.COM

Password
.....

Forgotten your password?

1 The system will require you to log into your account using your username and password. Click 'Login' to continue.

Login

Release Version: 1.145.5

Dashboard

The screenshot displays the PROCUREHERE dashboard interface. The top navigation bar includes the logo, user information (EN | BM), a search bar, and notification icons. The main content area features a grid of metrics cards for various categories: NEW EVENTS, ACTIVE, SUSPENDED, CLOSED, REJECTED, PURCHASE ORDERS, and SUPPLIER FORMS. Each card shows counts for different stages (e.g., Invited, Accepted, Pending, Submitted, Suspended, Ended, Rejected, Ordered, Accepted, Pending, Submitted). The left sidebar contains a menu with items like Dashboard, Supplier Profile, Supplier Performance, Buyers, PO, Delivery Order, Invoice, Invoice Finance Request, Users, User Roles, and Users. A red box highlights the 'Users' menu item, and a callout box with the number '2' provides instructions on how to proceed with user creation.

2 On the left side menu, Click **'Users > Users'** to proceed with user creation

Re-direct to Users List

Dashboard > User List

Users List

10 Records per page

3 Click 'Create User' button to create new user
Click 'Edit' button to update existing user details

Export User

Actions	Login ID	User Name	Phone No.	Created Date	Last Login Time	Created By	Role	Modified By	Modified
	<input type="text" value="Search Login ID"/>	<input type="text" value="Search User Name"/>	<input type="text" value="Search Phone No."/>			<input type="text" value="Search Created By"/>	<input type="text" value="Search Role"/>	<input type="text" value="Search Modified By"/>	
	MERPATI2@GMAIL.COM	MERPATI USER 2		30/06/2021 02:59 PM	17/10/2022 09:44 AM	MERPATI HOLDINGS	ADMINISTRATOR	MERPATI HOLDINGS	17/10/2022
	MERPATI1@GMAIL.COM	MERPATI USER 1		30/06/2021 02:58 PM	30/06/2021 03:37 PM	MERPATI HOLDINGS	ADMINISTRATOR		
	MERPATI@GMAIL.COM	MERPATI HOLDINGS		10/04/2021 08:48 PM	28/10/2022 11:31 AM	FATIN ADMIN	ADMINISTRATOR		

Showing 1 to 3 of 3 entries

< Previous 1 Next >

Create User

Create User page

Dashboard > User List > Create User

User Account Administration

Create User

Login Email
This is a required field

User Name
This is a required field

Communication Email
This is a required field

Designation
This is a required field

Contact No

User Role
This is a required field

Status

Account Locked

Fill in Mandatory fields:-

Login Email – It is permanent and cannot be changed at all.
Example: username@organization.com

User Name - User's first name or last name for reference

Communication Email – Whereas all the system notification will be sent to.

Designation - Individual's job role or designation.

Contact No - User's office or mobile contact number

User Role - Choose Administrator or Supplier User

Status - Choose to Active or Inactive Users as a control measure.

Account Locked - This feature allows Administrator to lock and unlock user accounts.

Note: Users that wrongly enter their passwords would be locked out of the system and they would have to contact the administrator to unlock the account

Refer [Article Link](#) for reference

4

Fill in mandatory fields and Click 'Create' button

Create

Cancel

Tutorial 7 :

Update Profile Settings

Navigate to Procurehere Login Page - <https://app.procurehere.com/login>

Buyer Supplier Pricing About Us Blog Start Free Trial Login

Login for secure access to your Procurehere account

Username
ACTION@SB.COM

Password
.....

Forgotten your password?

1

The system will require you to log into your account using your username and password. Click **'Login'** to continue.

Login

Release Version: 1.145.5

Dashboard

The screenshot shows the PROCUREHERE dashboard. At the top left, the logo 'PROCUREHERE' is displayed with a back arrow and 'EN | BM' next to it. A red 'SAMPLE' stamp is overlaid on the profile area. A red box highlights an 'Edit' icon (a pencil) in the top right of the profile section, with an arrow pointing to it from a callout box. The profile information includes the email 'MERPATI@GMAIL.COM', company name 'MERPATI HOLDINGS', last login time '28/10/2022 11:31 AM', and last failed login time '17/10/2022 10:40 AM'. There is a 'Show Tutorials' toggle set to 'YES'. Below the profile are menu items for 'Dashboard', 'Supplier Profile' (with an info icon), and 'Supplier Performance'. On the right side, there are event statistics cards: 'NEW EVENTS' (0 Invited, 0 Accepted), 'ACTIVE' (1 Pending, 1 Submitted), and 'REJECTED' (0 Rejected). A 'PURCHASER' card is partially visible on the far right.

2

Click 'Edit' icon to update the profile details

Profile Setting page – Update User Details

The screenshot displays the 'Profile Setting' page. At the top, there is a breadcrumb 'Dashboard > Profile Setting' and a dark header with a gear icon and the text 'Profile Setting'. On the left, there is a red 'SAMPLE' stamp, a 'Change Profile Photo' link, and a blue 'Change Password' button. The main content area contains a form with the following fields: 'Login ID' (MERPATI@GMAIL.COM), 'Name' (MERPATI HOLDINGS), 'Designation' (Admin), 'Contact No' (Contact number), and 'Communication Email' (fatin.najihah@PRIVASIA.COM). A blue 'Update Profile' button is located below the form. At the bottom, the role is listed as 'ADMINISTRATOR'. Two callout boxes provide instructions: box 3 points to the form fields, and box 4 points to the 'Update Profile' button.

3 Update the details below :-

- Name
- Designation
- Contact No
- Communication Email

4 Click 'Update Profile' button to proceed

Profile Setting page – Change Password & Profile Photo

The screenshot shows the 'Profile Setting' page with a dark header bar containing a gear icon and the text 'Profile Setting'. Below the header, there are several form fields: 'Login ID' (MERPATI@GMAIL.COM), 'Name' (MERPATI HOLDINGS), 'Designation', 'Address', 'Contact No.', 'Email', and 'Relationship'. A red stamp with the word 'SAMPLE' is overlaid on the left side. A modal window titled 'Change Password' is open, showing three input fields: 'Old Password', 'New Password', and 'Confirm Password', each with a placeholder text. At the bottom of the modal are 'Change Password' and 'Cancel' buttons. Annotations with numbered circles (5, 6, 7) and arrows point to the 'Change Profile Photo' button, the 'Change Password' button on the main page, and the 'Change Password' button in the modal. A red box highlights the modal's input fields.

Dashboard > Profile Setting

5 Click 'Change Profile Photo' button to update profile photo

6 Click 'Change Password' button to change password

7 Enter Old Password & New Password and Click 'Change Password' button

Profile Setting

Change Profile Photo

Change Password

Change Password

Cancel

Role : ADMINISTRATOR

Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs)

1. What should I do if I have no account registered in Procurehere?

Contact vendor team from Boustead Plantations via vendor@bplant.com.my or register as Global supplier in Procurehere via this link <https://app.procurehere.com/suppliersubscription/supplierCheckout>

2. I am new to Procurehere and have completed my company registration. What should be the next step to obtain my username and password?

Refer Article link

<https://procurehere.zendesk.com/hc/en-us/articles/360049105133-I-Have-Just-Submitted-My-Registration-via-Procurehere-What-Other-Documents-Should-I-Present-To-Receive-My-Username-and-Password->

3. How to proceed with the payment of USD 30 in Procurehere?

Refer Article link <https://procurehere.zendesk.com/hc/en-us/articles/360049105473-How-to-proceed-with-the-payment-of-USD-30-in-Procurehere->

4. USD 30 is valid for a period of how many months/years?

The subscription to our Unlimited Buyer Plan (USD 30) is valid for a period of ONE year ONLY. Renewals will have to be made annually to keep the services running and to continue participating in events.

Frequently Asked Questions (FAQs)

5. Why is the payment currency in USD?

Our platform has been widely used by many other companies abroad as well. Due to that, we have to maintain the primary standard currency as USD.

6. What is the current currency in MYR?

For estimation rate, you can check the current currency exchange rate via google.com for further information as this information will vary from time to time. However, do refer to your bank to which the payment is made for the actual conversion rate

<https://www.xe.com/currencyconverter/convert/?Amount=31.8&From=USD&To=MYR>

7. Will the official receipt be only in USD?

Yes, the official receipt sent by Procurehere only in USD. Do refer to your bank statement used for payment purposes if needed in other currency.

8. Does Procurehere accept any other payment method?

Procurehere only supports on Stripe. Do proceed to insert credit card/debit card details to proceed.

Frequently Asked Questions (FAQs)

9. It shows that my transaction has failed, what should I do now?

Please reach out to the Support Team through the chat support or email us at support@procurehere.com

10. How to increase my chances of participating in other global events?

Update on your company profile and track record (project experiences) to increase your chances of being invited by other buyers as the buyers are able to source for other suppliers as well from within the Procurehere ecosystem.

11. How many buyers are available in Procurehere for suppliers to register upon subscribing to Unlimited Buyer Plan (USD 30)?

Refer [Tutorial 4](#)

12. How do I unlock my Administrator account?

If your administrator account has been locked due to multiple failed attempts in regards to logging into the system, do reach us through the chat support or email us at support@procurehere.com

Frequently Asked Questions (FAQs)

13. How do I reset my password so I can log in? / I have forgotten my password, how do I reset it?

Refer Article link

<https://procurehere.zendesk.com/hc/en-us/articles/360043123194--Supplier-How-do-I-reset-my-password-so-I-can-log-in-I-have-forgotten-my-password-how-do-I-reset-it->

14. Who should I contact regarding the event invitation?

Liaise with your Event Owner (Buyer) if you have any query regarding the event.

15. Who should I contact if there is any query regarding the tender participation in Boustead Plantations?

Email to tender@bplant.com.my related to tender from Boustead Plantations

Should you require any clarification or have any question pertaining the above matter, please email to support@procurehere.com for assistance.

THE END