

Supplier Onboarding Manual

Procurehere™

Index

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

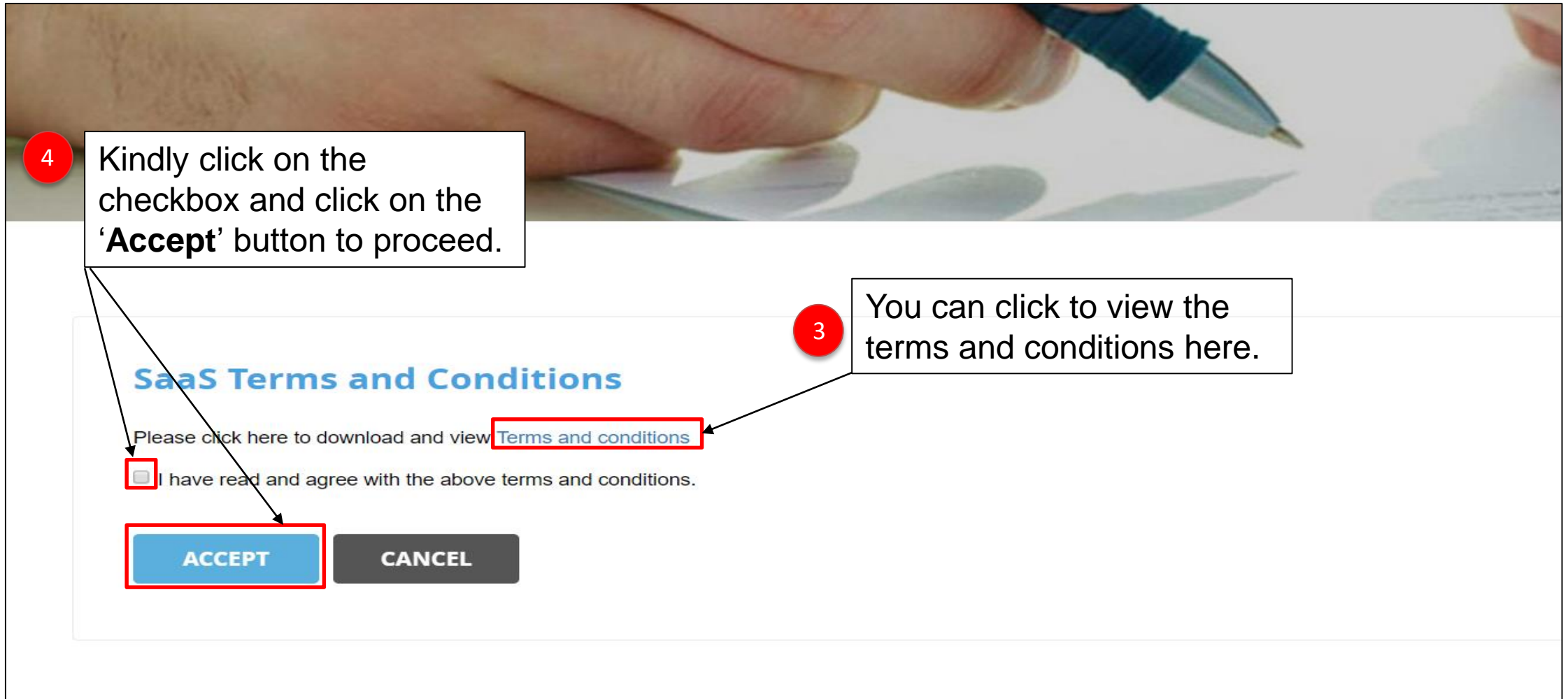
- Tutorial 1 : Receive Activation Mail & Complete Supplier Profile (**Page 03-13**)
- Tutorial 2 : Accept/Reject Event Invitations (**Page 14-18**)
- Tutorial 3 : Fill in the event fields & finalize your submission (**Page 19-32**)

Tutorial 1 : Receive Activation Mail & Complete Supplier Profile

Supplier Activation Mail

The image shows a screenshot of an email from Procurehere. At the top right, the date and time are 15/05/2019 10:26 AM (GMT+08:00). The email is addressed to 'Hi Supply51' and welcomes the recipient to Procurehere. It states that the account was created upon request from FGV HOLDINGS and provides the following credentials: Login email: IZZATI.PRIVASIA@GMAIL.COM and Password: C527E81D0. A red box highlights these credentials. Below the credentials is a blue button that says 'CLICK HERE TO GET STARTED', which is also highlighted with a red box. A callout box with a red circle containing the number '1' points to the email address and password, stating: 'Once you have registered with FGV, 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'. Another callout box with a red circle containing the number '2' points to the 'CLICK HERE TO GET STARTED' button, stating: 'Click on the button as shown to proceed to the next step.' Below the button, there is a link: 'If the button appears to be broken, please copy and paste this link into a web browser window: <https://demo.procurehere.com/login>'. The email concludes with a message about being a registered supplier, a reminder to keep registration information up-to-date, and a thank you from the Procurehere Team. At the bottom, there is a footer with the text: '© 2018 Privasia Sdn Bhd.' and a link for customer service: 'If you need assistance or have questions, please contact Procurehere Customer Service or you can manage your account here'.

Accept the Terms & Conditions



The image shows a screenshot of a 'SaaS Terms and Conditions' dialog box. The dialog has a white background and a light blue border. At the top, it says 'SaaS Terms and Conditions' in blue. Below that, it says 'Please click here to download and view [Terms and conditions](#)'. There is a checkbox with the text 'I have read and agree with the above terms and conditions.' Below the checkbox are two buttons: 'ACCEPT' (blue) and 'CANCEL' (grey). A hand holding a blue pen is visible in the background of the top part of the image. There are two callout boxes with red circles containing numbers. Callout 4 points to the checkbox and the 'ACCEPT' button. Callout 3 points to the 'Terms and conditions' link.

4 Kindly click on the checkbox and click on the **'Accept'** button to proceed.

3 You can click to view the terms and conditions here.

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.

ACCEPT **CANCEL**

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



General Company
Info



Category



Declaration



Company Profile
(Optional)



Financial Information
(Optional)



Organizational Details
(Optional)



Services & Track
Records (Optional)

General Company Info

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

Basic Information :

Company Name :

aza_supp_01

Company Registration Number :

qw1287R

Year Established:

e.g. 1989

Telephone Number :

+03 3279123

5

These are the guidelines which show you where you're at.

6

Fill in some basic information with regards to your company.

Fill in Industry 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
- 237310 - Highway, Street, and Bridge Construction

Geographical Coverage :

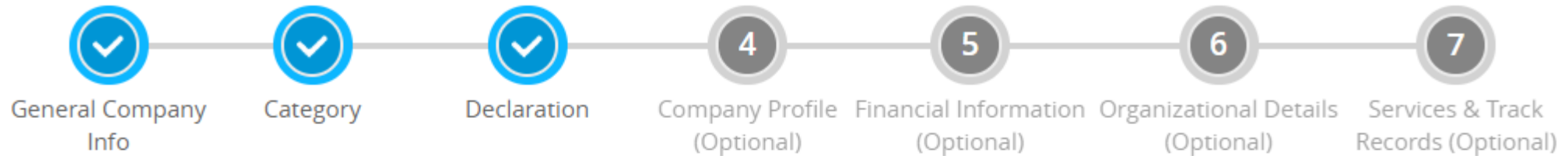
- Malaysia
 - Johor
 - Kedah
 - Kelantan

- Johor
- Kedah

7

Then select your industry sector and geographical coverage

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 representative to undertake further investigation or verify any information contained in this form or documents attached herewith with any related third party or us. In the event of changes details will be provided as soon as possible:

I / We authorized Privasia Sdn Bhd and its representatives to visit our premises/company and examine relevant documents and interview or refer to any related party.

I have read and understood the terms in this Declaration

Back

Next

8

Read through the declaration and then click on the checkbox and click 'Next' to proceed.

Attach Company Profile

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

| File name | Description | Remove |
|-----------|-------------|--------|
|-----------|-------------|--------|

Attach Other Credentials

9

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

10

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

9

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 |
|-----------|-------------|-------------|
| | | |

11: Here you can upload your financial details in a document format and also other credentials with regards to your company

12: After done, then click 'Next'

Progress bar: General Company Info (✓), Category (✓), Declaration (✓), Company Profile (Optional) (✓), Financial Information (Optional) (✓), Organizational Details (Optional) (✓), 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 |
|--------|-----|-----------------|---------------------|-----------------------|------------------|---------------|----------------|
| | | | | | | | |

13: Fill in your Boards of Director details, and click 'Save'

14: After done, then click 'Next'

Add Track Record

Services: Add/Edit Track Record
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)

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

Search

Add New Record

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

Back **Finish**

15 Description of services offered-this description can be searched by the buyer

16 Click this button to add track record of your previous projects.

17 Track records will appear here in this table

18 When done, click here to proceed

Finish

PROCUREHERE < Search...

Profile: GMT+8:00, TESTPRESENTATION@PROCUREHERE.COM, Company Test Presentation
Last Login :
Last Failed Login : NA

Navigation Menu:
Dashboard
Supplier Profile
PO
Users >
Payment And Billing >
Audit Trail
System Setting >

Events Listing Search...

| PENDING | ONGOING | SUSPENDED |
|------------------------|------------|-----------------|
| 0 Invited / 0 Accepted | 0 Active | 0 Suspended |
| CLOSED | REJECTED | PURCHASE ORDERS |
| 0 Ended | 0 Rejected | 0 PO |

19 You will be directed to the supplier dashboard as shown in the image. More will be explained in Tutorial 2.

Tutorial 2 : How to Accept/Reject Invitations

From The Dashboard, Check The Pending Section

The screenshot displays the PROCUREHERE dashboard interface. On the left is a navigation sidebar with the following items: Dashboard, Supplier Profile, PO, Users, Payment And Billing, Audit Trail, and System Setting. The main content area is titled 'Events Listing' and features a search bar and a filter icon. A notification banner at the top right states: 'You will only be able to take part in events from Demo 2' with a 'Subscribe' button. The dashboard shows a grid of event status cards:

| Status | Count | Sub-count |
|-----------------|-------|-----------|
| PENDING | 6 | 0 |
| Invited | | Accepted |
| ONGOING | 9 | Active |
| SUSPENDED | 2 | Suspended |
| CLOSED | 7 | Ended |
| REJECTED | 0 | Rejected |
| PURCHASE ORDERS | 6 | PO |

A callout box with the text 'Click this section to bring up the list of invited events' has an arrow pointing to the 'PENDING' card. A red circle with the number '1' is positioned next to the 'Dashboard' link in the sidebar.

Click the 'Edit' Icon







Audit Trail

System Setting >

Invited Events

10 records per page

Below are the list of events invited

| Action | Name of Event <input type="text" value="Search Name of Event"/> | Reference Number <input type="text" value="Search Reference Numb"/> | Event Start Date | Event End Date | Event Type <input type="text" value="Search Event Type"/> |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------|---------------------|-----------------------------------------------------------|
|  | Ultra Low Temperature Freezer(ULT) for Storage of Medical Samples (Reverse Sealed Bid) | RFA/0001/25032019 | 26/03/2019 11:10 AM | 26/04/2019 12:05 PM | RFA |
|  | RFP-Construction Materials for Building Works | RFP-1001 | 04/03/2019 06:40 PM | 04/03/2020 11:59 PM | RFP |
|  | RFA-Test Event | RFA-1001 | 03/03/2019 08:10 PM | 01/03/2020 12:00 PM | RFA |
|  | RFP-Test Event | RFP-1001 | 03/03/2019 08:10 PM | 03/03/2020 11:59 PM | RFP |
|  | RFQ-Test Event | RFQ-1001 | 03/03/2019 07:55 PM | 03/03/2020 11:59 PM | RFQ |
|  | RFI-Test Event | RFI-1001 | 03/03/2019 07:30 PM | 03/03/2020 11:59 PM | RFI |

Showing 1 to 6 of 6 entries

< Previous 1 Next >

2 Click this button to check the event summary

Check The Event Detail Summary

PROCUREHERE < Search... Events 10

PANASIATIC
PANASIATIC.SD@PROCUREHERE.COM
Panasiatric_SD Sdn Bhd

Last Login : 11/04/2019 10:35 AM
Last Failed Login : 07/12/2018 11:15 AM

- Dashboard
- Supplier Profile
- PO
- Users >
- Payment And Billing >
- Audit Trail
- System Setting >

Dashboard > RFQ

RFQ-Test Event Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM Time Left To End

Days 323 Hours 9 Minutes 10

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

Event ID: RFQ0303108 Event Reference: RFQ-1001
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

3 Scroll down to see more information

Event Details

Event Information

| | |
|--------------------|-----------------------|
| Event ID: | RFQ0303108 |
| Event Type : | Request for Quotation |
| Reference Number : | RFQ-1001 |
| Event Name : | RFQ-Test Event |

Choose to Either Accept or Reject The Invitation

The screenshot shows an RFQ invitation interface with the following details:

- Reference Number : RFQ-1001
- Event Name : RFQ-Test Event
- Event Owner : michael@procurehere.com, MICHAEL@PRIVASIA.COM, +01 23456789
- Event Timeline
- Contact Detail
- Correspondence Address
- Finance
- Event Description
- Event Audit

At the bottom, there is a checkbox labeled "I read and agree with the [Terms & Conditions](#)." and two buttons: "Accept Invitation" and "Reject".

Annotation 4: A red circle with the number "4" is placed over the checkbox. A text box with the text "Click on the checkbox and accept the invitation if interested to participate" has an arrow pointing to the checkbox and another arrow pointing to the "Accept Invitation" button.

Annotation 5: A red circle with the number "5" is placed over the "Reject" button. A text box with the text "You may also reject the invitation which you do not choose to participate." has an arrow pointing to the "Reject" button.

Tutorial 3 : Fill In the Event Fields & Finalize Submission

Review The Event Sections

The screenshot displays the PROCUREHERE user interface. On the left is a sidebar with the user's profile (Panasitic SD Sdn Bhd) and navigation menu items: Dashboard, Supplier Profile, PO, Users, Payment And Billing, Audit Trail, and System Setting. The main content area shows a success message: "SUCCESS Supplier Accepted Event Successfully". Below this is a warning banner: "You dont have any subscription yet. You will only be able to take part in events from Demo 2" with a "Subscribe" button. The event details for "RFQ-Test Event" (Status: ACTIVE) are shown, including the end date (03/Mar/2020 11:59 PM) and a "Time Left To End" counter (323 Days, 9 Hours, 3 Minutes). A horizontal navigation bar contains tabs for "Team Members", "Documents", "Meeting", "Questionnaire", "Bill Of Quantity", "Messages", and "Submission". A red box highlights these tabs, and a callout box with the number "1" points to them, stating: "New sections will appear after accepting an event. These tabs are clickable". Below the tabs, the "Event Information" section lists: Event ID: RFQ0303108, Event Type: Request for Quotation, and Reference Number: RFQ-1001.

Team Members Section

GMT+8:00
ARROWTECH@SB.COM
Arrow Global Technology Sdn Bhd

Last Login : 18/05/2019 10:16 AM
Last Failed Login : NA

Dashboard

Supplier Profile

PO

Users >

Payment And Billing >

Audit Trail

System Setting >

Dashboard > RFA

PROVIDING COMPREHENSIVE MAINTENANCE OF AIR CONDITION SERVICING WORKS Status: ACTIVE

End Date & Time 01/Jun/2019 12:00 PM

Event ID: RFA050333 Auction Type: Reverse English Auction Event Reference: RFA001/0000

Event Owner: IZZATI/izzati@privasia.com

Time Left To End

14 DAYS 01 HOURS 34 MINUTES 42 SECONDS

Event Details **Team Members** Bill Of Quantity Messages Submission

Select Team Member

Arrow Global Technology Sdn Bhd
ARROWTECH@SB.COM

Editor
 Viewer

2 Here you can view and assign team members

3 Click this button to select the role for your team members. **Editor** allows the member to edit the draft. **Viewer** can only view the event.

Documents Section

PROCUREHERE <

Search... Events

PANASIATIC
PANASIATIC Sdn Bhd

GMT+8:00
PANASIATIC.SD@PROCUREHERE.COM
Panasiatic_SD Sdn Bhd

Last Login : 11/04/2019 10:35 AM
Last Failed Login : 07/12/2018 11:15 AM

Dashboard

Supplier Profile

PO

Users >

Payment And Billing >

Audit Trail

System Setting >

Dashboard > RFQ

RFQ-Test Event Status: ACTIVE


End Date & Time 03 / Mar / 2020 11 : 59 PM Time Left To End

Event ID: RFQ0303108 Event Reference: RFQ-1001
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Days 323 Hours 9 Minutes 1

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

Documents

| Name | Description | Upload Date | Type | Size |
|------------------------------------------------------------------------------------------------------|------------------------|---------------------|------------|-------|
|  sample image.jpg | This is a sample image | 03/03/2019 07:31 PM | image/jpeg | 61 KB |

Here you can view documents and download them **4**

Meeting Section

The screenshot displays a web interface for an RFQ-Test Event. On the left is a sidebar with navigation options: Dashboard, Supplier Profile, PO, Users, Payment And Billing, Audit Trail, and System Setting. The main content area is titled 'RFQ-Test Event' with a status of 'ACTIVE'. It shows event details such as 'End Date & Time: 03/Mar/2020 11:59 PM', 'Event ID: RFQ0303108', and 'Event Reference: RFQ-1001'. A 'Time Left To End' counter shows 323 days, 8 hours, and 59 minutes. Below this is a tabbed interface with 'Meeting' selected. A dropdown menu shows 'All Meetings'. A specific meeting entry is highlighted with a red box, containing the following information:

| | |
|-------------------------------------------------|---------------------------------------------|
| Test Meeting Invitation | |
| 03/03/2019 09:00 PM | |
| General Meeting | ONGOING |
| Michael Wee | Venue : |
| Michael@privasia.com | Venue information goes here |
| 0169141355 | Attachment : |
| | 1. sample image.jpg (61 KB) |
| Remark: Remarks go here if available. | |

Two callout boxes provide instructions: Box 5 points to the 'Meeting' tab with the text 'Here you can view scheduled meetings'. Box 6 points to the 'Are you Going?' prompt with the text 'Choose here to either attend the meeting or otherwise'. The prompt includes 'Yes' and 'No' buttons.

Fill In Attendance Details For Meeting

The screenshot displays a web application interface for managing meetings. A central modal window titled "Attendance" is open, containing the following fields: Name, Designation, Mobile Number, and Remarks. At the bottom of this modal are "Save" and "Cancel" buttons. To the right of the modal, a "Time Left To End" section shows 0 Days, 12 Hours, and 30 Minutes. Below this, there are "Messages" and "Submission" tabs. A "Are you Going?" dialog box is visible at the bottom right, with "Yes" and "No" buttons. A callout box with the number 7 points to the "Yes" button, and another callout box with the number 8 points to the "Save" button in the attendance modal.

8 Then fill up the necessary fields and click 'Save'

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

Attendance

Name

Designation

Mobile Number

Remarks

Save Cancel

Are you Going ?

Yes No

Time Left To End

Days Hours Minutes

0 12 30

Event Reference: RFI-@procurehere.com/M

18/04/2019 12:00 PM

Site Visit

Michael Wee
Michael@privasia.com
123456789

Remark:
Kindly register your port pass

Company Visit at CT3 Admin Building

Company Port

All Meetings

Event Details Team Members

Messages Submission

Status: ACTIVE

Dashboard > RFI

GMT+8:00

Supplier Profile

PO

Users >

Payment And Billing >

Audit Trail

System Setting >

Dashboard

Last Login

Last Failed

Questionnaire Section

PROCUREHERE < Search... Events 10

PANASIATIC SOLUTIONS
PANASIATIC SD Sdn Bhd
GMT+8:00
PANASIATIC.SD@PROCUREHERE.COM
Last Login : 11/04/2019 10:35 AM
Last Failed Login : 07/12/2018 11:15 AM

Dashboard > RFQ

RFQ-Test Event Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM
Event ID: RFQ0303108 Event Reference: RFQ-1001
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Time Left To End
Days: 323 Hours: 8 Minutes: 55

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

Questionnaire

| No. | Name | Created Date | |
|-----|------------------------------------------------------|----------------------|----------------------|
| 1. | Company History and Experience / Products & Services | 03/Mar/2019 07:32 PM | View |

Questionnaire Section : Answering Questions

2.0 Products & Services

2.1 * What are your product specifications?

Select file

Note:

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

2.2 * What is your product schedule?

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**

10 Each questions has a text fields, 'ABC' options or request to attach document.

11 Once done, click '**Save**' to finalize your submission to Questionnaire

Bill of Quantity Section (BOQ)

PROCUREHERE < Search... Events 10

PANASIATIC
GMT+8:00
PANASIATIC.SD@PROCUREHERE.COM
Panasiatic_SD Sdn Bhd

Last Login : 11/04/2019 10:35 AM
Last Failed Login : 07/12/2018 11:15 AM

Dashboard
Supplier Profile
PO
Users >
Payment And Billing >
Audit Trail

Dashboard > RFQ

RFQ-Test Event Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM
Event ID: RFQ0303108 Event Reference: RFQ-1001
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Left To End
Days 323
Hours 8
Minutes 54

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

Bill of Quantity

| No. | Name | Created Date | |
|-----|-------------------------------------|---------------------|----------------------|
| 1. | Construction Materials & Equipments | 03/03/2019 07:35 PM | View |

Bill of Quantity Section : Key In Unit Price

| | | | | | | | |
|-----|-----------------------------------------------------|------|---|-------------------------------------|----------|-------------------------------------------|----------|
| 2.1 | Circular Saw View Description | Unit | 5 | <input type="text" value="500.00"/> | 2,500.00 | <input type="text" value="0.00"/> Percent | 2,500.00 |
| 2.2 | Concrete Mixer View Description | Unit | 2 | <input type="text" value="600.00"/> | 1,200.00 | <input type="text" value="0.00"/> Percent | 1,200.00 |
| 2.3 | Measuring Wheel View Description | Unit | 3 | <input type="text" value="700.00"/> | 2,100.00 | <input type="text" value="0.00"/> Percent | 2,100.00 |
| 2.4 | Polisher View Description | Unit | 2 | <input type="text" value="700.00"/> | 1,400.00 | <input type="text" value="0.00"/> Percent | 1,400.00 |

13 Key in your unit price for the BOQ and tax, where applicable.

14 Check your tabulated price and then click **'Save'** to finalize

Grand Total (MYR): 7,200.00

ADDITIONAL TAX DESC

Remark
Total is 7,230.00

Total After Tax (MYR): 7,230.00

[Back to Bill of Quantity](#)

Messages Section

The screenshot shows the PROCUREHERE interface. The top navigation bar includes the logo, a search bar, and navigation icons. A left sidebar contains a user profile for PANASIATIC.SD@PROCUREHERE.COM and a menu with items like Dashboard, Supplier Profile, PO, Users, Payment And Billing, Audit Trail, and System Setting. The main content area displays event details for 'RFQ-Test Event' (Status: ACTIVE), including the end date (03/Mar/2020 11:59 PM) and a 'Time Left To End' counter (323 Days, 8 Hours, 52 Minutes). A horizontal menu below the event details has the 'Messages' tab highlighted with a red box. Below this is an 'Inbox' section with a red box around a message icon and a callout box stating: 'You can send messages to the event Owner by clicking this button'. The inbox table has columns for Sender, Subject, and Message Date, and shows 0 to 0 of 0 entries.

PROCUREHERE <

Search... Events 🔍 🔔 10 📄

PANASIATIC
PANASIATIC CALL CENTERS INC.

GMT+8:00
PANASIATIC.SD@PROCUREHERE.COM
Panasiatic_SD Sdn Bhd

Last Login : 11/04/2019 10:35 AM
Last Failed Login : 07/12/2018 11:15 AM

Dashboard

Supplier Profile

PO

Users >

Payment And Billing >

Audit Trail

System Setting >

Dashboard > RFQ

RFQ-Test Event Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM Time Left To End

Event ID: RFQ0303108 Event Reference: RFQ-1001
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Days 323 Hours 8 Minutes 52

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

15 You can send messages to the event Owner by clicking this button

Inbox 0 to 0 of 0 entries < >

Sender Subject Message Date

Messages Section : Compose and Send

The screenshot shows the 'Compose New Message' dialog box in the ProcureHere system. The dialog has a blue header and contains the following fields:

- To:** michael@procurehere.com [Service Desk]
- Subject:** A text input field containing the placeholder text 'Subject'.
- Content:** A large text area for the message body.
- Attachments:** A section with an 'Attach file' button.
- Buttons:** 'Send Message' and 'Cancel' buttons at the bottom.

Annotations include:

- A red circle with the number '16' pointing to the Subject and Content fields, with a text box that says: "Fill in the subject of the message followed by the content."
- A red circle with the number '17' pointing to the 'Send Message' button, with a text box that says: "Attach documents if needed and click 'Send Message' when done".

Submission Section

PROCUREHERE < Search... Events 10

GMT+8:00
PANASIATIC.SD@PROCUREHERE.COM
Panasiatic_SD Sdn Bhd

Last Login : 11/04/2019 10:35 AM
Last Failed Login : 07/12/2018 11:15 AM

- Dashboard
- Supplier Profile
- PO
- Users >
- Payment And Billing >
- Audit Trail
- System Setting >

Dashboard > RFQ

RFQ-Test Event Status: ACTIVE

End Date & Time 03/Mar/2020 11:59 PM **18**

Event ID: RFQ0303108 Event Reference: RFQ-1001
Event Owner: michael@procurehere.com/MICHAEL@PRIVASIA.COM

Time Left To End
Days: 323 Hours: 8 Minutes: 50

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

Request for Quotation ACTIVE

Event Summary

Event Detail

| | | | |
|-----------------------|----------------|--------------------------|-----------------------------------------------------------------|
| Event Reference ID : | RFQ0303108 | Event Reference Number : | RFQ-1001 |
| Event Complete Name : | RFQ-Test Event | Event Owner : | michael@procurehere.com MICHAEL@PRIVASIA.COM +01 23456789 |

Finalize Submission

*Note : (RFI-Request for Information) (RFQ-Request for Quotation) (RFP-Request for Proposal) (RFT-Request for Tender)

Contact Details

| Title | Name | Designation | Contact No. | Mobile No. | Email Address |
|-------|-------------------------|-------------|--------------|--------------|----------------------|
| | michael@procurehere.com | Team Member | +01 23456789 | +09 88766654 | MICHAEL@PRIVASIA.COM |

Commercial Information

Base Currency : MYR-Malaysian Ringgit Decimal : 2

Payment Terms : No terms as this is a test. Event Description : This is a test event.

Business Unit : Chamutra

Meeting

19

In the submission section, scroll all the way down and click the '**Finish**' button to finalize your submission. Once submitted, you can no longer edit your submission.

Finish

THE END