



Supplier Tutorial

Supplier 'How To Guide' Index

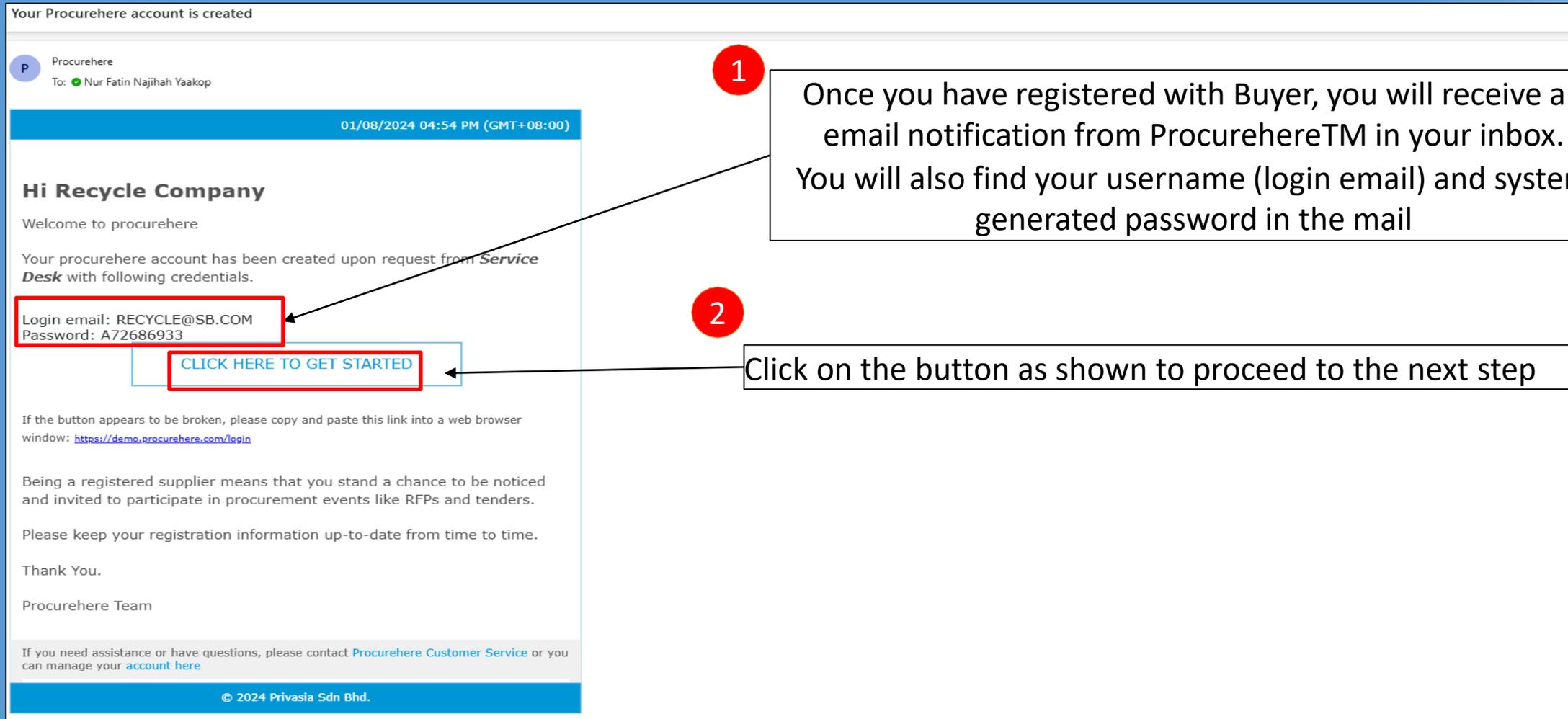
These slides will guide buyer on how to perform these actions :

- **Tutorial 1** : Receive Activation Mail & Complete Supplier Profile (**Page 03-15**)
- **Tutorial 2** : How to Accept/Reject Invitations (**Page 16-20**)
- **Tutorial 3** : How to Fill in Event Details & Finalize Submission (**Page 21-40**)

Tutorial 1:

Receive Activation Mail & Complete Supplier Profile

Supplier Activation Mail

A screenshot of an email titled "Your Procurehere account is created". The email is from Procurehere to Nur Fatin Najihah Yaakop. It contains a welcome message, login credentials (RECYCLE@SB.COM and A72686933), and a "CLICK HERE TO GET STARTED" button. Two red circles with numbers 1 and 2 are placed over the email content. Circle 1 points to the login credentials, and circle 2 points to the activation button. Two text boxes with arrows pointing to these elements provide instructions: "Once you have registered with Buyer, you will receive an email notification from ProcurehereTM in your inbox. You will also find your username (login email) and system generated password in the mail" and "Click on the button as shown to proceed to the next step".

Your Procurehere account is created

Procurehere
To: Nur Fatin Najihah Yaakop

01/08/2024 04:54 PM (GMT+08:00)

Hi Recycle Company
Welcome to procurehere

Your procurehere account has been created upon request from **Service Desk** with following credentials.

Login email: RECYCLE@SB.COM
Password: A72686933

[CLICK HERE TO GET STARTED](#)

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

Being a registered supplier means that you stand a chance to be noticed and invited to participate in procurement events like RFPs and tenders.

Please keep your registration information up-to-date from time to time.

Thank You.

Procurehere Team

If you need assistance or have questions, please contact [Procurehere Customer Service](#) or you can manage your [account here](#)

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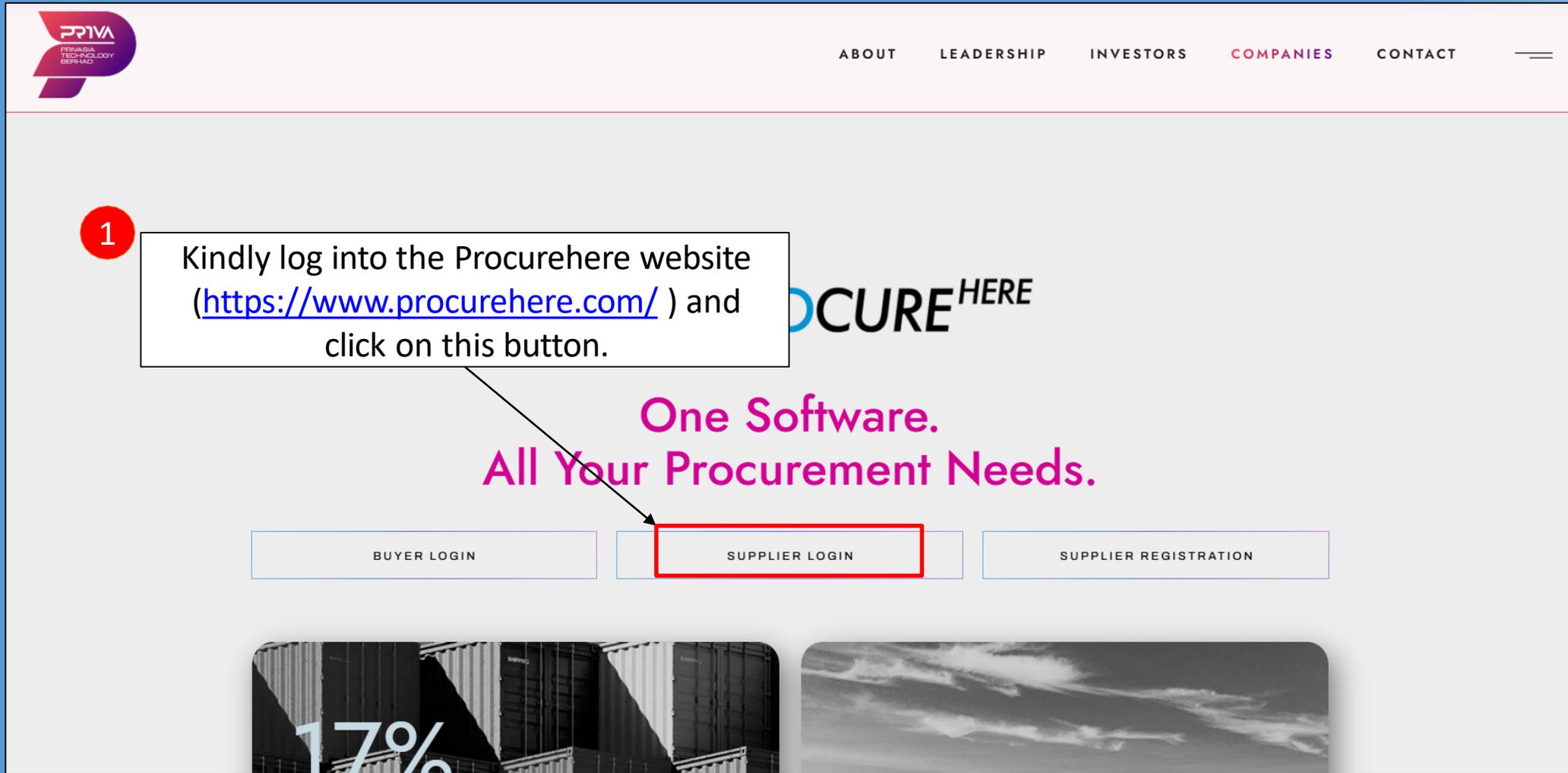
1

2

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

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

Log on to: www.procurehere.com

A screenshot of the Procurehere website homepage. The top navigation bar includes links for ABOUT, LEADERSHIP, INVESTORS, COMPANIES, and CONTACT. The main content area features a large heading "One Software. All Your Procurement Needs." and three buttons: BUYER LOGIN, SUPPLIER LOGIN (highlighted with a red box), and SUPPLIER REGISTRATION. A callout box with a red circle containing the number "1" points to the SUPPLIER LOGIN button. The callout text reads: "Kindly log into the Procurehere website (<https://www.procurehere.com/>) and click on this button." Below the buttons, there are two image banners: one showing shipping containers with "17%" overlaid, and another showing a cloudy sky.

1

Kindly log into the Procurehere website (<https://www.procurehere.com/>) and click on this button.

PROCURE^{HERE}

One Software.
All Your Procurement Needs.

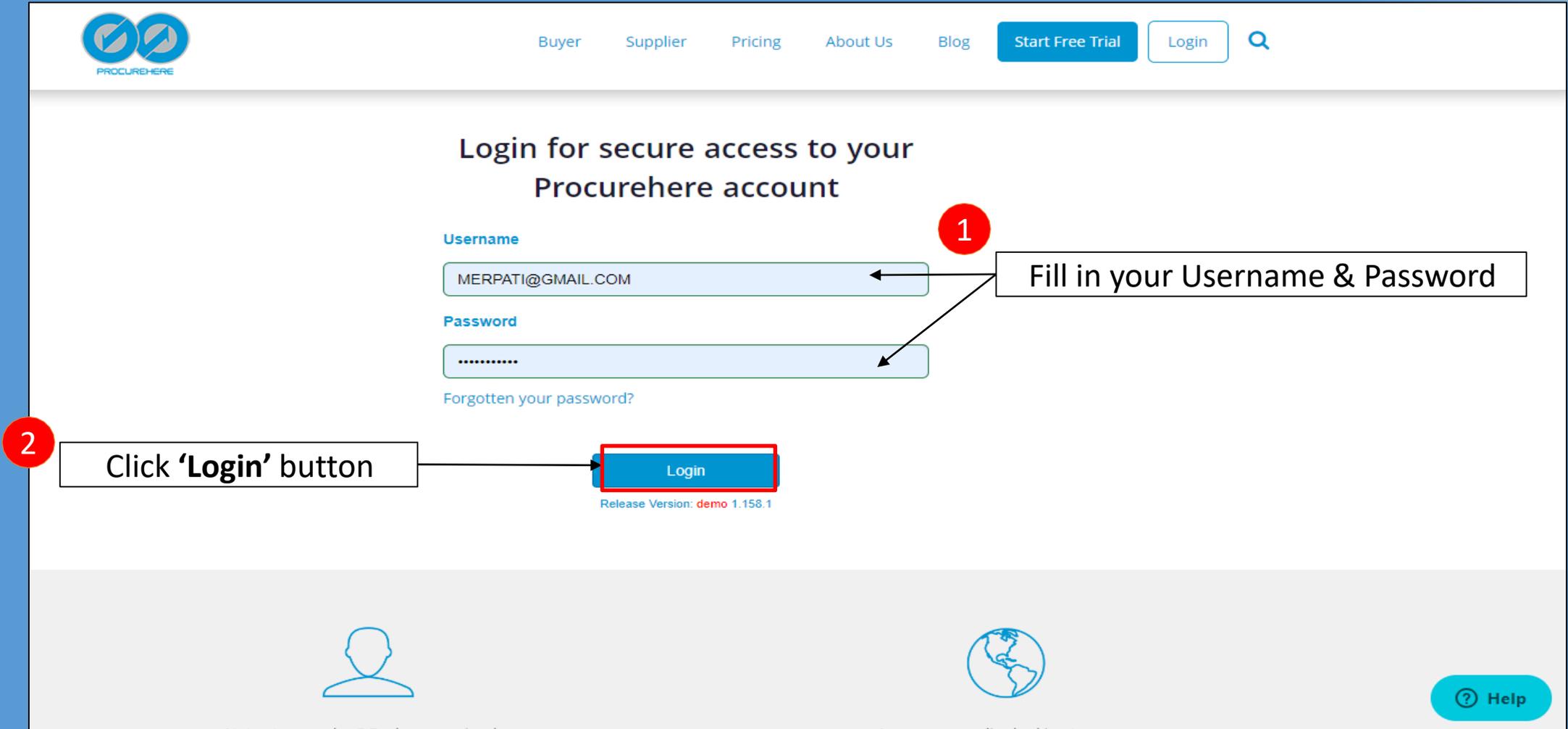
BUYER LOGIN

SUPPLIER LOGIN

SUPPLIER REGISTRATION

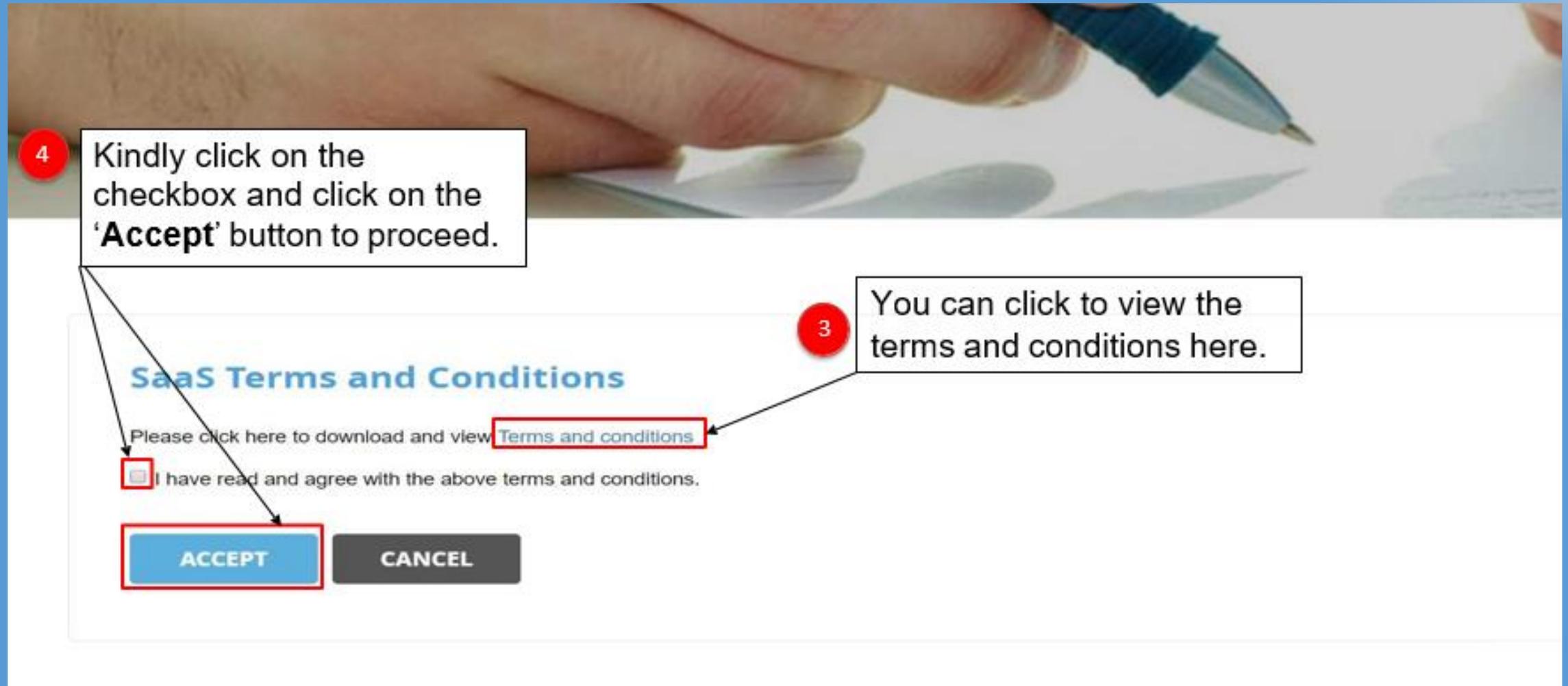


Click on 'Login' Button



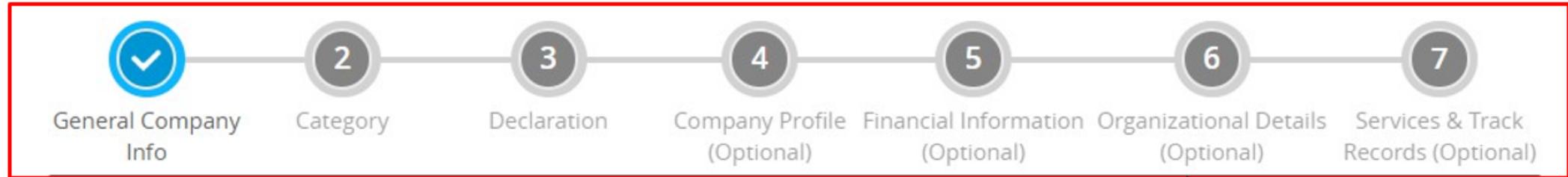
The screenshot shows the Procurehere login page. At the top, there is a navigation bar with links for Buyer, Supplier, Pricing, About Us, and Blog, along with a 'Start Free Trial' button and a 'Login' button. The main heading reads 'Login for secure access to your Procurehere account'. Below this, there are two input fields: 'Username' containing 'MERPATI@GMAIL.COM' and 'Password' containing a masked password. A red circle with the number '1' is positioned above the input fields, with arrows pointing to both, and a callout box containing the text 'Fill in your Username & Password'. Below the password field is a link for 'Forgotten your password?'. A blue 'Login' button is highlighted with a red box, and a red circle with the number '2' is positioned to its left, with a callout box containing the text 'Click 'Login' button' and an arrow pointing to the button. At the bottom of the page, there is a footer with a user icon, a globe icon, and a 'Help' button. The release version 'demo 1.158.1' is visible below the login button.

Accept Terms & Conditions



General Company Information

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



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

7

Then select your industry sector 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

Accept 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 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 - 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

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'

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

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.

11

Enter Description

12

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

File name	Description	Upload Date
-----------	-------------	-------------

After done, then click 'Next'

Organization Details - Optional

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'

Services & Track Records - Optional

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

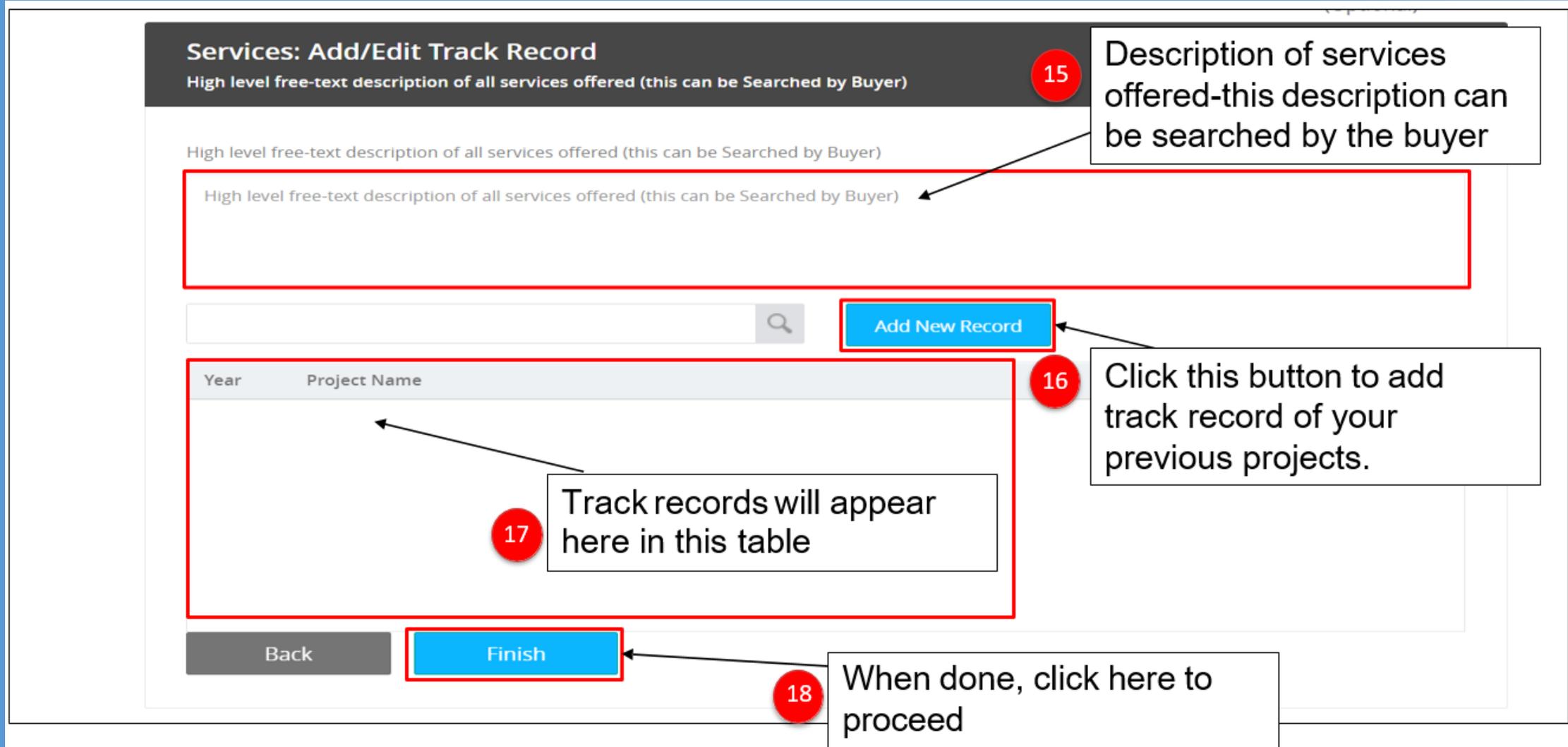
Finish

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



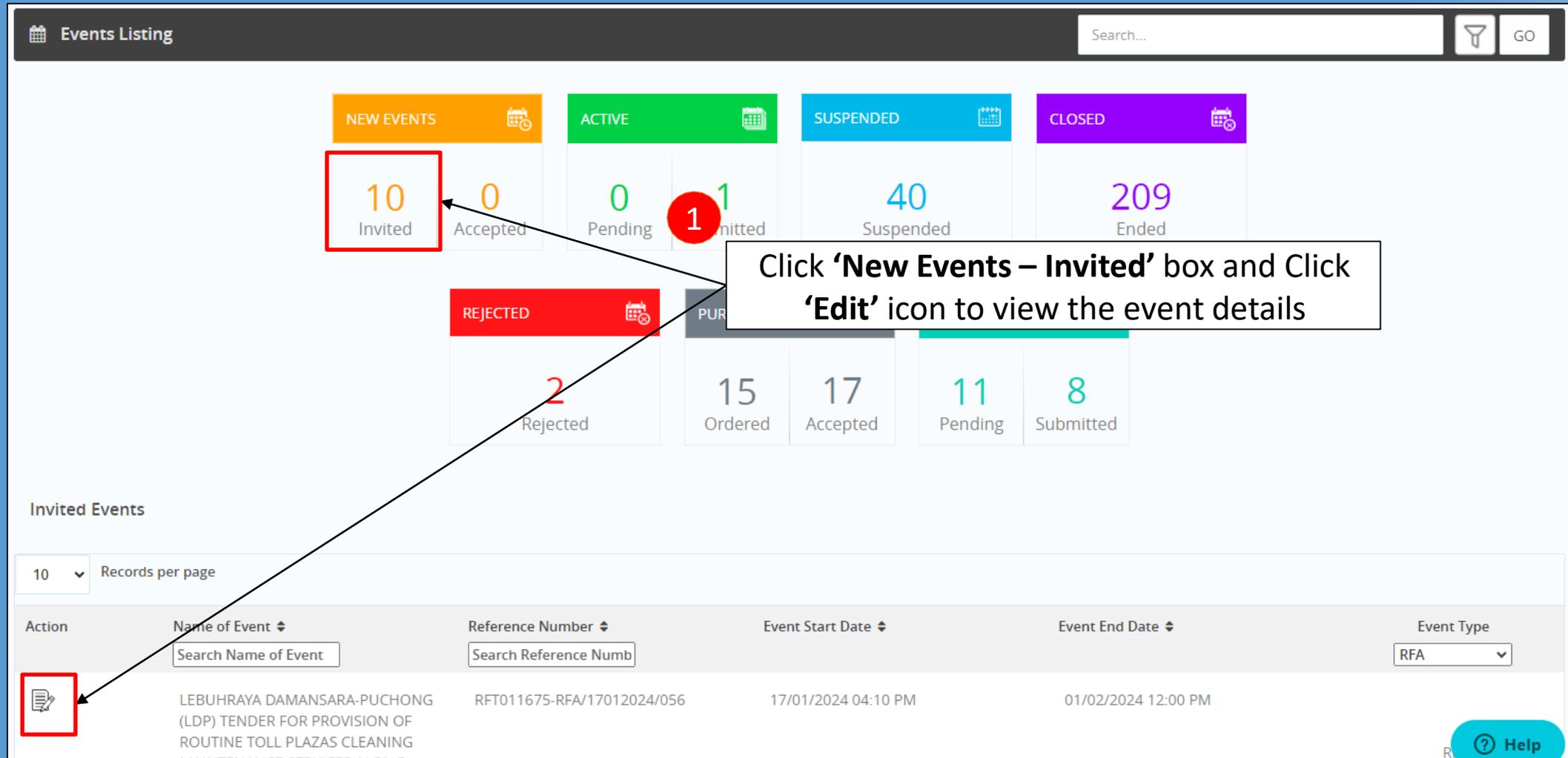
View Supplier Dashboard

Events Listing 

NEW EVENTS		ACTIVE		SUSPENDED	CLOSED
4 Invited	0 Accepted	1 Pending	6 Submitted	50 Suspended	298 Ended
		REJECTED	SUPPLIER FORMS		
		4 Rejected	11 Pending	13 Submitted	

Tutorial 2: How to Accept/Reject Invitations

Navigate to Invited Events



Events Listing

Search... GO

NEW EVENTS 10 Invited 0 Accepted 0 Pending 1 Submitted 40 Suspended 209 Ended

REJECTED 2 Rejected PUR 15 Ordered 17 Accepted 11 Pending 8 Submitted

Click 'New Events – Invited' box and Click 'Edit' icon to view the event details

Invited Events

10 Records per page

Action	Name of Event	Reference Number	Event Start Date	Event End Date	Event Type
	LEBUHRAYA DAMANSARA-PUCHONG (LDP) TENDER FOR PROVISION OF ROUTINE TOLL PLAZAS CLEANING MAINTENANCE SERVICES ALONG	RFT011675-RFA/17012024/056	17/01/2024 04:10 PM	01/02/2024 12:00 PM	RFA

Help

View Event Details

LEBUHRAYA DAMANSARA-PUCHONG (LDP) TENDER FOR PROVISION OF ROUTINE TOLL PLAZAS CLEANING MAINTENANCE SERVICES ALONG LEBUHRAYA DAMANSARA-PUCHONG (LDP) Status: ACTIVE

End Date & Time 01/Feb/2024 12:00 PM Time Left To End

Kindly understand the terms & condition and click the following button to accept / reject the event invitation . 1

Participation Fee :

Event ID: RFA/17012024/056 Auction Type: Reverse English Auction Event Reference: RFT011675-RFA/1
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Scroll down to view event details



Event Details

Event Information

Event ID:	RFA/17012024/056
Event Type :	Request for Auction
Auction Type :	Reverse English Auction
Reference Number :	RFT011675-RFA/17012024/056

[? Help](#)

Accept/Reject Event Invitation

Finance

Event Description

Event Audit

Auction Rules

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

1 Click on checkbox and Click **Accept Invitation** if interested to participate in event

Note: Supplier may reject the invitation which do not choose to participate. The rejection cannot be undo once done.

Accept Invitation

Reject Invitation

Supplier Accepted Event Successfully

 **SUCCESS**
Supplier Accepted Event Successfully

Dashboard > Request for Tender Details

 **RFT01167** Status: ACTIVE

1
New sections will be appear after accepting the event invitations. These tabs are clickable.

End Date & Time 17/Jan/2025 11:59 P.M Participation Fee :
Event ID: RFT01167 Event Reference: RFT01167
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Time Left To End
Days: 0 Hours: 22 Minutes: 47

Submission Status: **PENDING**

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

Event Information

Event ID: RFT01167

Tutorial 3:

How to Fill in Event Details & Finalize Submission

Event Details tab

 RFT01167 Status: ACTIVE

End Date & Time: 17/Jan/2025 11:59 P.M. Time Left To End

Event ID: RFT01167 Days: 0

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM Hours: 22

Minutes: 46

Submission Status: **PENDING**

1 View Event Details under this tab

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

Event Information ▼

Event ID:	RFT01167
Event Type :	Request for Tender
Reference Number :	RFT01167
Event Name :	RFT01167
Event Owner :	FATIN FATIN.NAJIHAH@PRIVASIA.COM

Team Members tab

RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee: Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days 0

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM Hours 22

Minutes 46

Submission Status: **PENDING**

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

Ahmad Editor Viewer

1 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 tab

 RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee : Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days 0 Hours 22 Minutes 44

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM Submission Status: **PENDING**

Event Details Team Members **Documents** Meeting Messages Submission

Documents

Name	Description	Upload Date	Type	Size
 AAB.pdf		17/01/2024 04:05 PM	application/pdf	177 KB

1 Click this icon to download and view documents from buyer

Meeting tab

RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee: Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days 0 Hours 22 Minutes 43

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM Submission Status: PENDING

Event Details | Team Members | Documents | **Meeting** | of Rate | Messages | Submission

All Meetings

Site Visit

18/01/2024 12:00 PM

Site Visit	SCHEDULED
 fat	Venue : HQ
 fat@sb.com	Mandatory: Yes
 012323211	Attachment : 1. Sample.jpg (342 KB)

Remark:
N/A

View scheduled meetings

Choose Yes/No to attend the meeting

Are you Going ?

Meeting tab – Attendance Details

LEBUHRAYA DAMANSARA-PUCHONG (LDP) TENDER FOR PROVISION OF ROUTINE TOLL PLAZAS CLEANING MAINTENANCE SERVICES ALONG LEBUHRAYA DAMANSARA-PUCHONG (LDP) Status: ACTIVE

End Date & Time: 01/ Feb /2024 12:00 PM Participation Fee: Time Left To End: 14 DAYS 19 HOURS 36 MINUTES 29 SECONDS

Event ID: RFA/17012024/056 Auction Type: Reverse English Auction Event Reference: RFT01167
Event Owner: F...@PRIVASIA.COM

1 Fill in Attendance details and Click **Save**

Attendance

Name

Designation

Mobile Number

Remarks

Save Cancel

Submission Status: **PENDING**

Are you Going ?
Yes No

Attachment : 1. Sample.jpg (342 KB)

Remark: N/A

Questionnaire tab

RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee : Time Left To End

Event ID: RFT01167 Event Reference: RFT01167
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Days: 0 Hours: 22 Minutes: 41
Submission Status: **PENDING**

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

Questionnaire

No.	Name	Created Date	Completion Status
1	Company Profile	17/Jan/2024 09:49 AM	View

1

Click **View** button to answer the questions.



Questionnaire – Answer Questions

RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee : Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days 0 Hours 22 Minutes 41

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM Submission Status: **PENDING**

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

General Questionnaire

* Fields are required

1.0 Document for RFA

1.1 * Other attachment

Attached

Select file

Note:

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

Back to Questionnaire Save Draft Complete

2

Click **Complete** button to save the questionnaire

Questionnaire completed successfully

 **SUCCESS**
Questionnaire completed successfully

Dashboard > Request for Auction Questionnaire

 **RFT01167** Status: ACTIVE

End Date & Time: 17/Jan/2025 11:59 PM Participation Fee: Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days: 0 Hours: 22 Minutes: 41

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM Submission Status: **PENDING**

[Event Details](#) [Team Members](#) [Documents](#) [Meeting](#) [Questionnaire](#) [Bill Of Quantity](#) [Schedule of Rate](#) [Messages](#) [Submission](#)

Questionnaire

No.	Name	Created Date	Completion Status	
1	Company Profile	17/Jan/2024 09:49 AM	COMPLETED	View

Bill of Quantity tab

RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee :
Event ID: RFT01167 Event Reference: RFT01167
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Time Left To End
Days: 0 Hours: 22 Minutes: 40
status: **PENDING**

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

Bill of Quantity

No.	Name	Created Date	Completion Status
1	Lumpsum Item	15/01/2024 07:03 PM	View

1 Click **View** button to view and fill in the desired unit price

Bill of Quantity – Fill in Unit Price

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

Lumpsum Item

< Previous 1 Next >

Search bq by Item name & description.. ALL records per page

Jump to Item

No	Item Name	UOM	Quantity	Unit Price	Total Amount	Tax	Total Amount with Tax
1.0	To Provide All Necessary Plant and Equipment						
1.1	Miscellaneous Equipment e.g. Rubber Gloves, Plastic Tub,Dust Pan, Sponges, etc.	Lump sum	1.00	4,000.00	4,000.00	0.00 Percent	4,000.00
Grand Total (MYR):							4,000.00

1 Key in your unit price for the BQ and Tax, where applicable.

2 Check your tabulated price and then click **Confirm** to finalize

Back to Bill of Quantity

Bill of Quantity completed successfully

 **SUCCESS**
Bill of Quantity completed successfully

 **RFT01167** Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee: Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days: 0 Hours: 22 Minutes: 40

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

Submission Status: **PENDING**

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

Bill of Quantity

No.	Name	Created Date	Completion Status	
1	Lumpsum Item	15/01/2024 07:03 PM	COMPLETED	View

Schedule of Rate (SOR) tab

RFT01167 Status: ACTIVE

End Date & Time: 17/Jan/2025 11:59 PM Participation Fee: Time Left To End

Event ID: RFT01167 Event Reference: RFT01167
Event Owner: FATIN/FATIN.NAJIHAN@PRIVASIA.COM

Days: 22 Hours: 37 Minutes: 37
Submission Status: **PENDING**

1 Click **View** button to view and fill in the schedule of rate

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

Schedule of Rate

No.	Name	Created Date	Completion Status
1	SOR	16/01/2025 04:47 PM	View

Schedule of Rate (SOR) – Fill in Rate

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

SOR

< Previous **1** Next >

Search sor by item name & description.. **Reset** 50 records per page

Jump to item

No	Item Name	UOM	Rate
1.0	SOR		
1.1	Monitor	Unit	<input type="text"/>
1.2	Mouse	Unit	<input type="text"/>

Remark

Write Your Remarks

Back to Schedule of Rate | Save Draft | **Complete**

1 Key in your Schedule of Rate, where applicable.

2 Click **Complete** button to finalize

Schedule of Rate (SOR) completed successfully

 RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee : Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days 0 Hours 22 Minutes 34

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM Submission Status: **PENDING**

[Event Details](#) [Team Members](#) [Documents](#) [Meeting](#) [Questionnaire](#) [Bill Of Quantity](#) [Schedule of Rate](#) [Messages](#) [Submission](#)

Schedule of Rate

No.	Name	Created Date	Completion Status	
1	SOR	16/01/2025 04:47 PM	COMPLETED	View

Message tab

 RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 P M Participation Fee : Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days 0 Hours 22 Minutes 34

Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM Submission Status: **PENDING**

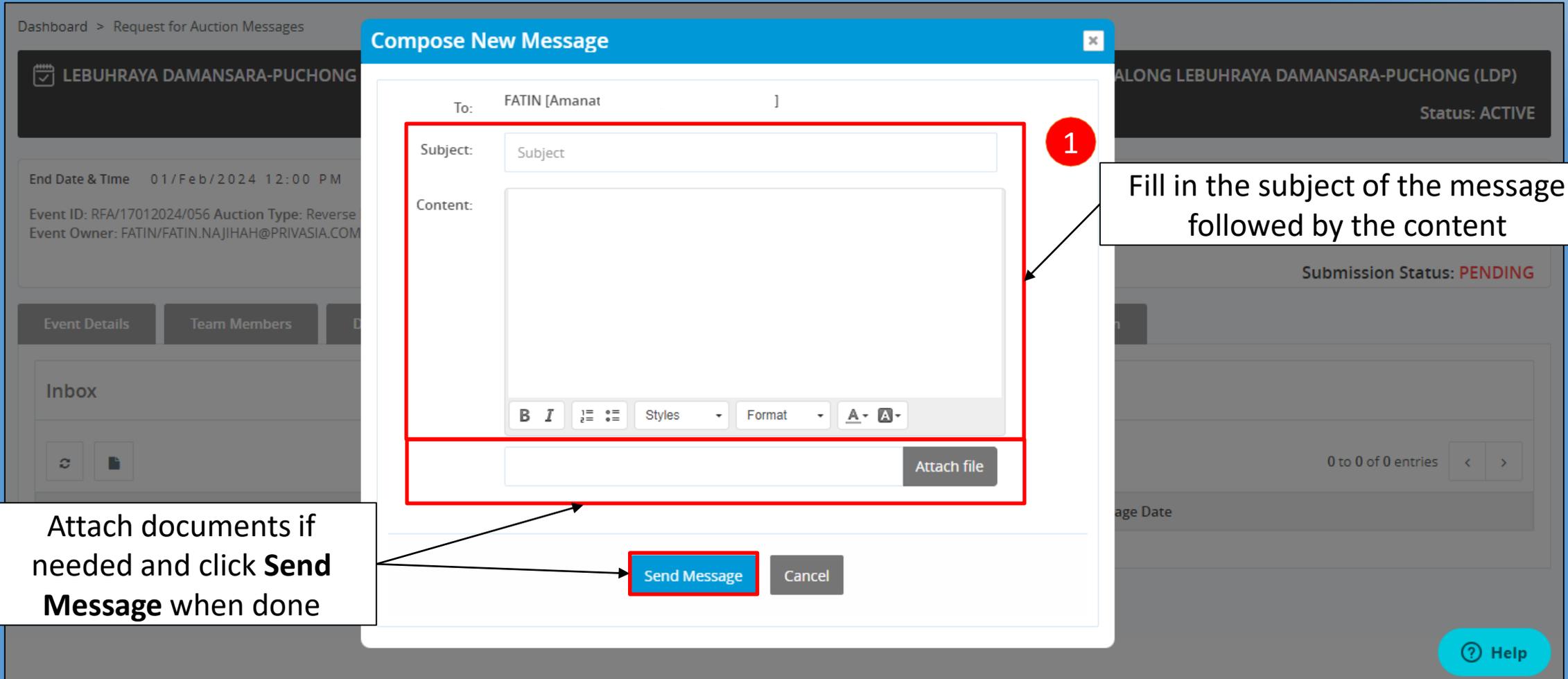
Event Details | Team Members | Documents | Meeting | Questionnaire | Bill Of Quantity | **Messages** | Submission

Inbox 0 to 0 of 0 entries < >

 Click **Compose New Message** button to buyer

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

Message – Compose New Message



Dashboard > Request for Auction Messages

LEBUHRAYA DAMANSARA-PUCHONG

End Date & Time 01/Feb/2024 12:00 PM

Event ID: RFA/17012024/056 Auction Type: Reverse

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

Event Details Team Members

Inbox

ALONG LEBUHRAYA DAMANSARA-PUCHONG (LDP)

Status: ACTIVE

Submission Status: PENDING

0 to 0 of 0 entries

Page Date

Help

1

Fill in the subject of the message followed by the content

2

Attach documents if needed and click **Send Message** when done

To: FATIN [Amanat]

Subject: Subject

Content:

Attach file

Send Message Cancel

Submission tab

RFT01167 Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee : Time Left To End

Event ID: RFT01167 Event Reference: RFT01167 Days 0 Hours 22 Minutes 34

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

Submission Status: PENDING

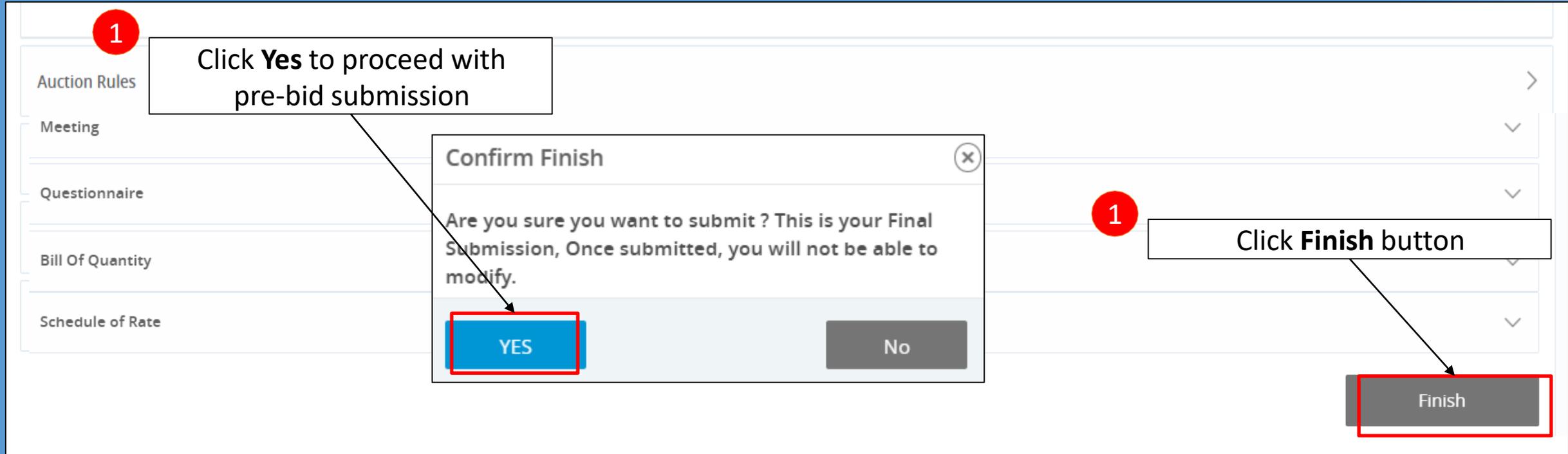
Event Details | Team Members | Documents | Meeting | Questionnaire | Bill Of Quantity | Messages | **Submission**

Request for Auction ACTIVE Event Summary

1
Scroll down to review
finalize event details

Event Reference ID :	RFA/17012024/056	↓	Event Reference Number :	RFT011675-RFA/17012024/056
Event Complete Name :	LEBUHRAYA DAMANSARA-PUCHONG (LDP) TENDER FOR PROVISION OF ROUTINE TOLL PLAZAS CLEANING MAINTENANCE SERVICES ALONG LEBUHRAYA DAMANSARA-PUCHONG (LDP)	↓	Event Owner :	FATIN FATIN.NAJIHAH@PRIVASIA.COM
		↓	Event Start Date :	17/01/2024 04:10 PM

Submission tab – Confirm Submission



The screenshot shows a web interface with a sidebar on the left containing menu items: Auction Rules, Meeting, Questionnaire, Bill Of Quantity, and Schedule of Rate. A red circle with the number '1' is positioned above the 'Auction Rules' item. A callout box with a white background and black border points to the 'Auction Rules' area, containing the text: "Click **Yes** to proceed with pre-bid submission".

In the center, a modal dialog box 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." Below the text are two buttons: a blue "YES" button and a grey "No" button. A red box highlights the "YES" button, and an arrow points from the callout box to it.

On the right side of the interface, a red circle with the number '1' is positioned above a "Finish" button. A callout box with a white background and black border points to the "Finish" button, containing the text: "Click **Finish** button". A red box highlights the "Finish" button.

Event successfully submitted

 **SUCCESS**
Event successfully submitted

Dashboard > Request for Tender Details

 RFT01167

Status: ACTIVE

End Date & Time 17/Jan/2025 11:59 PM Participation Fee :

Event ID: RFT01167 Event Reference: RFT01167
Event Owner: FATIN/FATIN.NAJIHAH@PRIVASIA.COM

Time Left To End

Days	Hours	Minutes
0	22	31

Submission Status: **SUBMITTED**

Event Details

Team Members

Documents

Meeting

Questionnaire

Bill Of Quantity

Schedule of Rate

Messages

Submission

Event Information

Event ID: RFT01167

Event Type : Request for Tender

And That's It! Wrapping Things Up...

- At the end of this tutorial, you should be able to perform the following :
 - Accept/Reject Request for Quotation/Tender (RFQ/RFT)
 - Fill in event details & finalize submission

Good luck & all the best from the Procurehere Team!

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