

**USER GUIDE: PURCHASING OF TENDER DOCUMENT**

**Step 1:** Login to Supplier Self-Service (SUS) Portal.

<https://gems-srm.tm.com.my/irj/portal>



**Step 2:** Insert **User ID** and **Password**.

**IMPORTANT NOTE:**

***Please ensure that your registration is valid and email address is updated and reachable.***

- ***To renew your registration please refer to [Renewal Guidelines](#)***
- ***To update your email address please lodge in [Supplier Enquiry Form](#).***

**Step 3:** Select tab **RFx and Auctions**.

**Step 4:** To display list of tender, click **Published (0)** and then click **Refresh**.

## ONLINE TENDER PURCHASE



Supplier Self-Service: RFx and Auctions Online Payment Offline Reports

Overview

RFx and Auctions

Active Queries

eRFxs All (5) Published (4) Ended (0) Completed (0)  
eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - Published

Hide Quick Criteria Maintenance

Event Number:  To:

Event Status:

Creation Date:  To:

Deadline Date Flag:

Status:

Response Timeframe:

Apply Clear

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export Filter Settings

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
610000072	Open Tender for FOG	Open Tender	Published	05.03.2018	31.03.2018		No Bid Created			0
610000071	Open Tender with Value	Open Tender	Published	05.03.2018	31.03.2018		No Bid Created			0
610000070	Open Tender with value	Open Tender	Published	05.03.2018	31.03.2018		No Bid Created	1		0
610000069	Open Tender	Open Tender	Published	02.03.2018	31.03.2018		No Bid Created	1		0

**Step 5:** The Supplier will be able to view the list of Tender that are currently available.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
610000072	Open Tender for FOG	Open Tender	Published	05.03.2018	31.03.2018		No Bid Created			0
610000071	Open Tender with Value	Open Tender	Published	05.03.2018	31.03.2018		No Bid Created			0
610000070	Open Tender with value	Open Tender	Published	05.03.2018	31.03.2018		No Bid Created	1		0
610000069	Open Tender	Open Tender	Published	02.03.2018	31.03.2018		No Bid Created	1		0

**Step 6:** To view the Tender Details, please select RFX Number (column Event Number). Supplier will be able to view the Tender Details only.

**Step 7:** Click **Register** if you interested to participate and purchase the Tender Documents.

**Display RFX : 610000071**

RFX Number: 610000071 RFX Name: Open Tender with Value RFX Status: Published RFX Start Date: 05.03.2018 10:00:00 UTC+8  
RFX Owner: Nora Bt Mohamad @ Yusof RFX Version Number: 1 RFX Version Type: Active Version

Close Print Preview Refresh Register Questions and Answers ( 0 ) Export

Time Zone: UTC+8

Start Date: 05.03.2018 10:00:00

Submission Deadline: 31.03.2018 08.00.00

End of Binding Period:

Currency: MYR

Process Number:

Original Submission Date: 05.03.2018

Advertisement Date: 05.03.2018

Document Purchase Deadline: 05.03.2018

Free Of Charge:

Document Price: 1,000.00

Tender Reference Key: 11610000071

Permission

Briefing Date: 05.03.2018

Briefing Time: 10:00:00

Briefing Venue: TM ANNEXE 2

Briefing Venue (2nd line):

Incoterm Key:

Incoterm Key 2:

Incoterm Key 3:

Location:

Location 2:

Location 3:

Payment terms:

Q&A Closing Date: 24.03.2018

After click **Register**, email notification on payment details will be send to the Supplier (as per email registered in SUS portal).



## ONLINE TENDER PURCHASE

**Display RFX : 610000071**

RFX Number: 610000071 RFX Name: Open Tender with Value RFX Status: Published RFX Start Date: 05.03.2018 10:00:00 UTC+8  
RFX Owner: Nora Bt Mohamad @ Yusof RFX Version Number: 1 RFX Version Type: Active Version

You are registered to the RFX and will be informed of changes

Time Zone:	UTC+8	Briefing Date: *	05.03.2018
Start Date:	05.03.2018 10:00:00	Briefing Time: *	10:00:00
Submission Deadline: *	31.03.2018 08:00:00	Briefing Venue: *	TM ANNEXE 2
End of Binding Period:		Briefing Venue (2nd line):	
Currency:	MYR	Incoterm Key:	
Process Number:		Incoterm Key 2:	
Original Submission Date: *	05.03.2018	Incoterm Key 3:	
Advertisement Date:	05.03.2018	Location:	
Document Purchase Deadline:	05.03.2018	Location 2:	
Free Of Charge:	<input type="checkbox"/>	Location 3:	
Document Price:	1,000.00	Payment terms:	
Tender Reference Key:	11610000071	Q&A Closing Date:	24.03.2018

To proceed with next process, the Supplier need to make payment as per Step 9.

**Display RFX : 610000071**

RFX Number: 610000071 RFX Name: Open Tender with Value RFX Status: Published RFX Start Date: 05.03.2018 10:00:00 UTC+8 Submission Deadline: 31.03.2018 08:00:00 UTC+8  
Remaining Time: 24 Days 23:18:34 RFX Owner: Nora Bt Mohamad @ Yusof RFX Version Number: 1 RFX Version Type: Active Version

Please make a payment.

Time Zone:	UTC+8	Briefing Date: *	05.03.2018
Start Date:	05.03.2018 10:00:00	Briefing Time: *	10:00:00
Submission Deadline: *	31.03.2018 08:00:00	Briefing Venue: *	TM ANNEXE 2
End of Binding Period:		Briefing Venue (2nd line):	
Currency:	MYR	Incoterm Key:	
Process Number:		Incoterm Key 2:	
Original Submission Date: *	05.03.2018	Incoterm Key 3:	
Advertisement Date:	05.03.2018	Location:	
Document Purchase Deadline:	05.03.2018	Location 2:	
Free Of Charge:	<input type="checkbox"/>	Location 3:	
Document Price:	1,000.00	Payment terms:	
Tender Reference Key:	11610000071	Q&A Closing Date:	24.03.2018


Without any payment the Supplier not able to re-open the tender information screen. Error message will be display.

## ONLINE TENDER PURCHASE




The screenshot shows the 'Supplier Self-Service' portal with the 'RFx and Auctions' tab selected. A modal error message is displayed in the center, stating: 'Action could not be performed. You are not authorized to open this document. Please make payment before proceed.' The background interface includes a table of 'eRFxs - Published' with columns for Event Number and a 'Close' button on the error message.

**Step 9:** Click button  and proceed with payment.

**Step 10:** Supplier can make payment by click **Online Payment** tab in SUS Portal and enter RFX number in Tender Document field. Then click button .

The screenshot shows the 'Online Payment' tab selected in the 'Supplier Self-Service' portal. The 'Online Payment (Tender Doc)' form is displayed, featuring the following fields:

- Gross Amount:
- Tax Amount:
- Rounding Amount:
- Amount:
- Supplier Number:  Tulip Sdn Bhd
- Reference Type:
- Tender Document:  (highlighted with a red box)

A  button is located below the form. Below the form, there is a **DISCLAIMER** section and a note for Internet Explorer (IE) users.

## ONLINE TENDER PURCHASE

---



There are two (2) options for Payment:

- (i) **Debit/Credit card.** Please take note that only Credit/Debit Card issued locally is accepted.

**OR**

- (ii) **Online banking through FPX payment gateway**





## Payment Gateway

### Payment Details

Amount MYR1060.00

### Payment Method



FPX



Credit / Debit Card



**IMPORTANT NOTE:**

Upon successful Payment, Supplier to click [Click Here to view Official Receipt](#) to view the receipt of payment. Please save this receipt of payment for proof of purchased.

**Step 11:** After payment has been made, Supplier to shall click button

[Participate](#)

or click button [Do Not Participate](#) .



## ONLINE TENDER PURCHASE

**Display RFX : 610000071**

RFX Number: 610000071   RFX Name: Open Tender with Value   RFX Status: Published   RFX Start Date: 05.03.2018 10:00:00 UTC+8   Submission Deadline: 31.03.2018 08:00:00 UTC+8  
Remaining Time: 24 Days 21:30:53   RFX Owner: Nora Bi Mohamad @ Yusof   RFX Version Number: 1   RFX Version Type: Active Version

**RFX Information**   Items   Notes and Attachments

RFX Parameters   Questions   Note and Attachments   Conditions

Time Zone:	UTC+8	Briefing Date: *	05.03.2018
Start Date:	05.03.2018 10:00:00	Briefing Time: *	10:00:00
Submission Deadline: *	31.03.2018 08:00:00	Briefing Venue: *	TM ANNEXE 2
End of Bidding Period:		Briefing Venue (2nd line):	
Currency:	MVR	Incolern Key:	
Process Number:		Incolern Key 2:	
Original Submission Date: *	05.03.2018	Incolern Key 3:	
Advertisement Date:	05.03.2018	Location:	
Document Purchase Deadline:	05.03.2018	Location 2:	
Free Of Charge:	<input type="checkbox"/>	Location 3:	
Document Price:	1,000.00	Payment terms:	
Tender Reference Key:	116100000071	O&A Closing Date:	24.03.2016

**Step 12:** The Supplier are required to submit via email to Tender owner (based on email address stated in Tender Advertisement Notice) the following items:

1. Receipt of Payment; and
2. Non-Solicitation Undertaking letter ([download from Tender Summary](#)); and
3. Company Information form ([download from Tender Summary](#)).

**Step 13:** Supplier will receive link to download the Tender Documents.