

USER GUIDE: PURCHASING OF TENDER DOCUMENT

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

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

EFFECIENT EEKAP SACT MANN	TM GEMS SRM SUPPLIER SELF SERVICE	(sus)
	User ID * Password * Log on 1. Forgot Password? Click First Support 2. First Time User? Click First Support 3. Any Enguiny? Click Suppler Enguiny Form	
www.ith.auk.my	B 2008 SAP AO. All rights reserved.	TM

Step 2: Insert <u>User ID</u> and <u>Password.</u>

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 renew your registration please refer to <u>Renewal Guidelines</u>
- To update your email address please lodge in <u>Supplier Enquiry</u> <u>Form</u>.



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



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Supplier Self-Service	RFx and Auctions	Online Payment	Offine Reports								_
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Step 5: The Supplier will be able to view the list of Tender that are currently available.

Event Numb	er Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	QSA
610000073	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
610000065	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 : 6	5100000071		
RFx Number 6100000071 RFx Owner Nora Bt M	RFx Name Open Tender with Va ohamad @ Yusof RFx Version	alue RFX Status Published Number 1 RFx Version Ty	RFx Start Date 05.03.2018 10:00:00 UTC+8 rpe Active Version
Close Print Preview	Refresh Register Question	ins and Answers (0) Export	
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.	1	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:		Location 3:	
Document Price:	1,000.00	Payment terms:	
Tender Reference Key:	11610000071	Q&A Closing Date:	24.03.2018
Permission			

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



RFx Number 6100000071 RFx Owner Nora Bt Mo	RFx Name phamad @ Yuso	Open Tender of RFx V	with Value RFX Status Published ersion Number 1 RFx Version Ty	RFx Sta vpe Active Ve	rt Date 05.03.2018 10:00:00 (rsion	JTC+8
You are registered to the RF>	c and will be info	rmed of chang	jes			
Close Print Preview	Refresh	Participate	Do Not Participate Tentative Creat	le Response	Questions and Answers (0)	Expo
ime Zone:	UTC+8		Briefing Date: *	05.03.2018		
itart Date:	05.03.2018	10:00:00	Briefing Time: *	10:00:00		
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ocument Purchase Deadline:	05.03.2018		Location 2:	[[*]		
ree Of Charge:			Location 3	1		
ocument Price:	1,	000.00	Payment terms:			
	11610000071	3	OIL OLIVIA Data	24.02.2040	-	

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

Display RFx : 6	510000	0071							
RFx Number 6100000071 Remaining Time 24 D	RFx Name oyo 23:18:34	Open Tender RFx Owne	with Value RFX r Nora Bt Mohamad	Status Pub @ Yuso1	lished RFx Star RFx Version Numl	t Date: 05.03.2018 10: er 1 RFx Versi	00:00 UTC+8 on Type Active Ve	Submission Deadli raion	ne: 31.03.2016 06:00:00 UTC+6
Please make a payment.									
Close Print Preview	Refresh	Participate	Do Not Participate	Tentative	Create Response	Questions and Answer	s(0) Export		
Time Zone:	UTC+8		Briefin	o Date: *	05.03.2018	1			
Start Date	05.03.2018	10.00.00	Briefin	g Time *	10:00:00				
Submission Deadline *	31.03.2018	08:00:00	Briefin	g Venue: *	TM ANNEXE	2			
End of Binding Period:]	Briefin	g Venue (2n	d line):				1
Currency:	MYR		Incote	rm Key:					
Process Number:		T.	Incote	rın Key 2					
Original Submission Date: *	05.03.2018]	incote	rm Key 3:					
Advertisement Date:	05 03 2016]	Locati	on:					
Document Purchase Deadline:	05.03.2018]	Locati	on 2:		1			
Free Of Charge:			Locati	on 3:					
Document Price	1,	00 00	Payme	ont terms:					
Tender Reference Key:	116100000071		D&A 0	losing Date:	24.03.2018				
Permission									

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



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Active Queries						
eRFxs <u>All (0)</u> Publishe						
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eRFxs - Published	Action could not be performed					
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Step 9: Click button Close 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

Supplier Self-Service RFx and Auctions	Online Payment Offline Reports
Online Payment (Tender Doc) History	racking
Online Payment (Tender Doc)	
Portal Favorites	Online Payment
	Gross Amount: 0.00
	Tax Amount: 0.00 Rounding Amount: 0.00
	Amount: 0.00
	Supplier Number: 1100898 Tulip Sdn Bhd Reference Type:
	Tender Document: 6100000071 ×
	Submit DISCLAIMER In the event of any fraudulent online payment activities, TM shall at all material time have the right to revoke your Supplier registration. For Internet Explorer (IE) user, PLEASE ENSURE to enable the "Cookies" and disable "Pop-up Blocker" in the IE internet Options. <u>Click here for quide</u> .



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





Credit / Debit Card
MasterPass
C

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 .



Display RFx :	610000	0071		
RFx Number 6100000071 Remaining Time 24 D	RFx Name Jays 21:30:53	Open Tender RFx Owne	with Value RFX Status Published r Nora Bi Mohamad @ Yusof RFx	RFx Start Date 05.03.2018 10.00:00 UTC+8 Submission Deadline 31.03.2018 08.00:00 UTC+8 Version Number 1 RFx Version Type Active Version
Close Print Preview	Refresh	Participate	Do Not Participate Tentative Creat	te Response] Cuestone and Answers (0) Export
RFX Information	Hems Not	es and Attachr	nents	
RFx Parameters Question	ns 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 Binding Period:]	Briefing Venue (2nd line):	
Currency:	MYR		Incoterm Key:	
Process Number:		1	Incoterm Key 2:	
Original Submission Date: *	05.03.2018	Ť	Incoterm Key 3:	
Advertisement Date:	05 03 2018	Ĩ.	Location:	
Document Purchase Deadline	05.03.2018	1	Location 2:	
Free Of Charge			Location 3	
Document Price:	1	,000.00	Payment terms:	
Tender Reference Key:	11610000007	1.	Q&A Closing Date	24.03.2018
Permission				

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
- Non-Solicitation Undertaking letter (<u>download from Tender Summary</u>); and
- 3. Company Information form (<u>download from Tender Summary</u>).

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