Manual for Supplier

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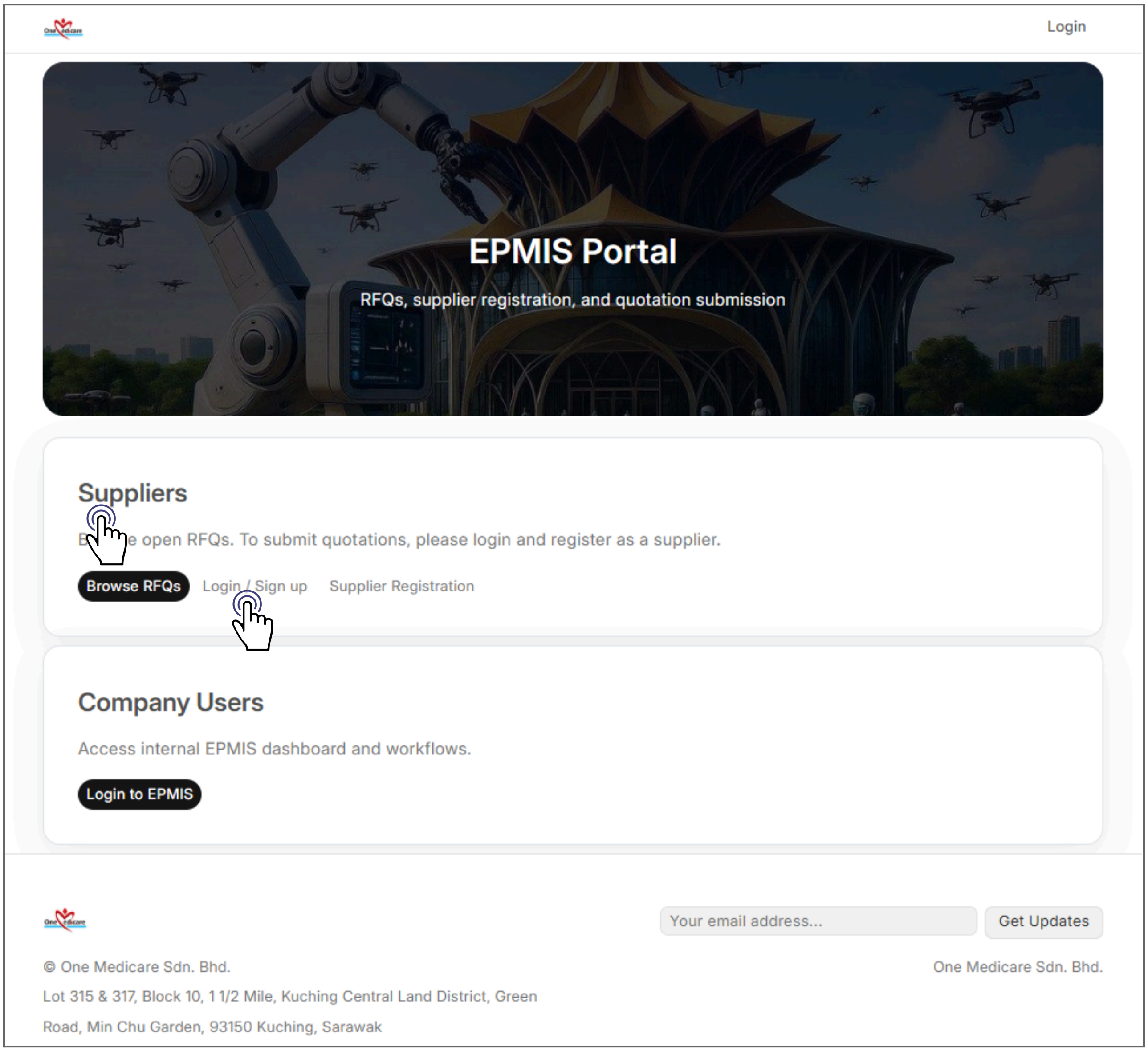
Terms and Definitions

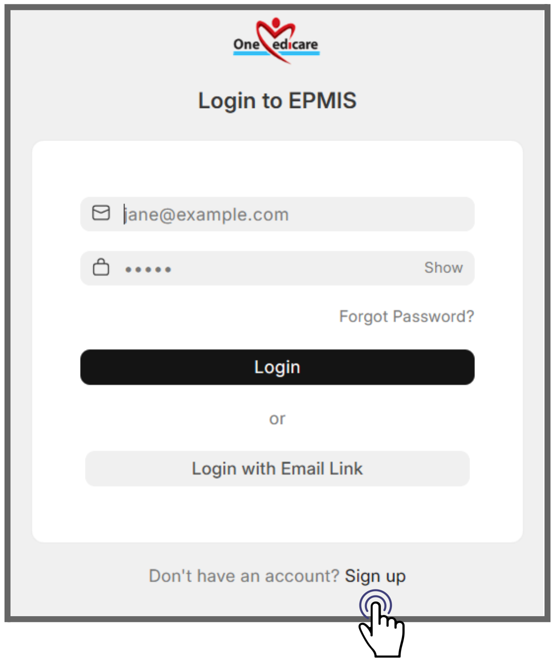
Terms	Definitions
Requester	A user who submits requests for items, parts, or services in the EPMIS system.
Supplier Application	Application submitted by a new supplier/vendor to be registered in the EPMIS system.
Supplier	Registered supplier or vendor that is approved and capable of providing products or services.
Supplier Admin	Supplier-side user with company management permissions (e.g. profile updates, user management).
Suppliers Recommender	User authorised to recommend or endorse a supplier application for approval.
Suppliers Manager	Approver responsible for approving supplier applications and supplier information updates.
Storekeeper	User responsible for managing in-store inventory, including purchase requests, transfer approvals, and issuing items/parts.
QCS	Authorised QCS approver for reviewing and approving requests within EPMIS.
Purchaser	User responsible for preparing RFQs, evaluating quotations, and issuing approved Purchase Orders (PO).
Stock Reconciliation Approver	Approver responsible for approving stock reconciliation activities in the assigned warehouse.
Stock Taker	A user responsible for conducting stock takes and stock reconciliation.

1.0 Sign up for a new account or log in to the existing account

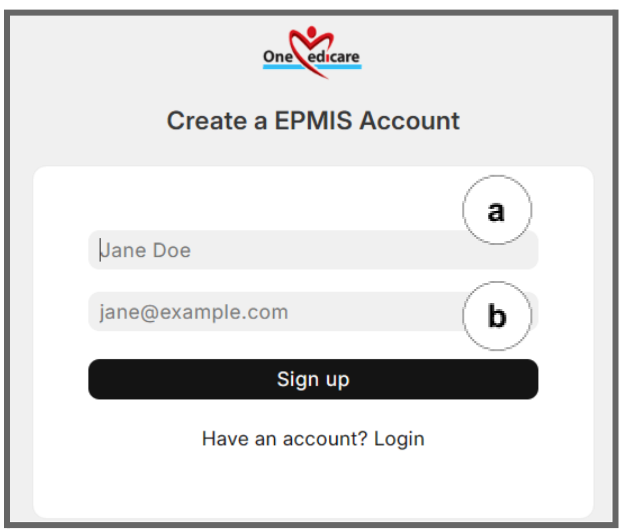
Click the "**Login / Sign Up**" button. For a new supplier, please sign up for a new supplier account.



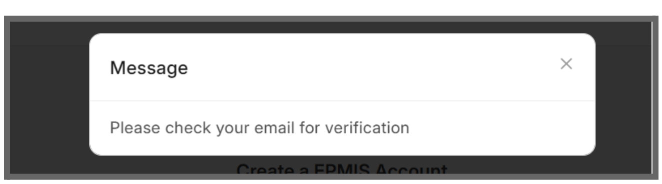
1. Click **Sign up** to sign up for a new account.



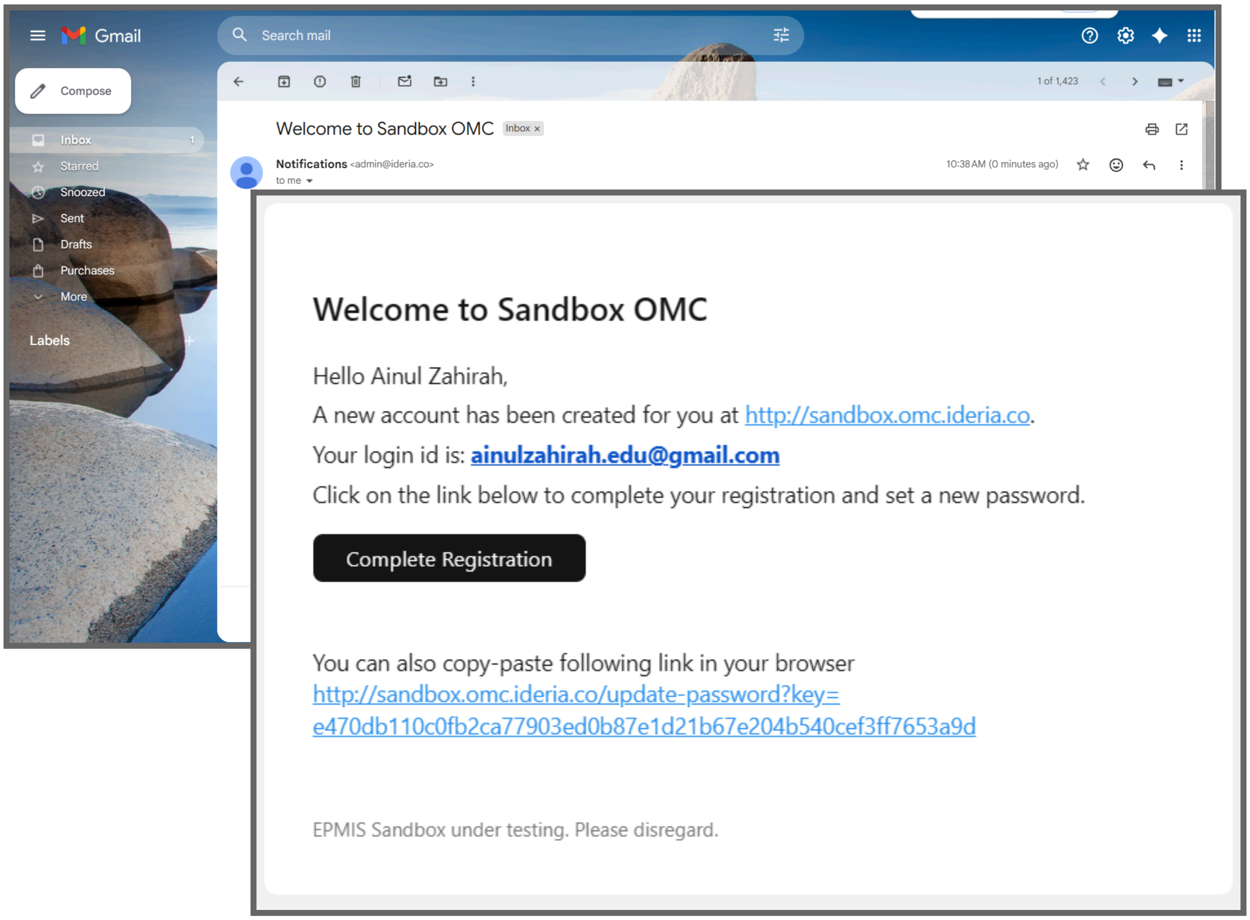
2. Please fill in the following details to sign up, then click the **Sign Up** button
   a. Supplier Full Name
   b. Supplier Email Address



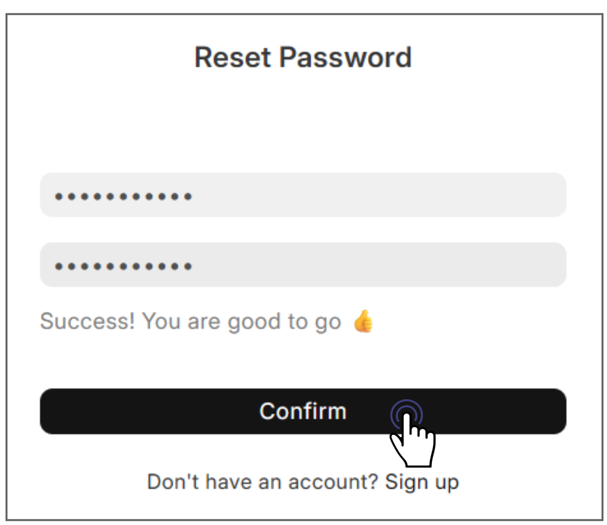
3. Next, check your email for verification.



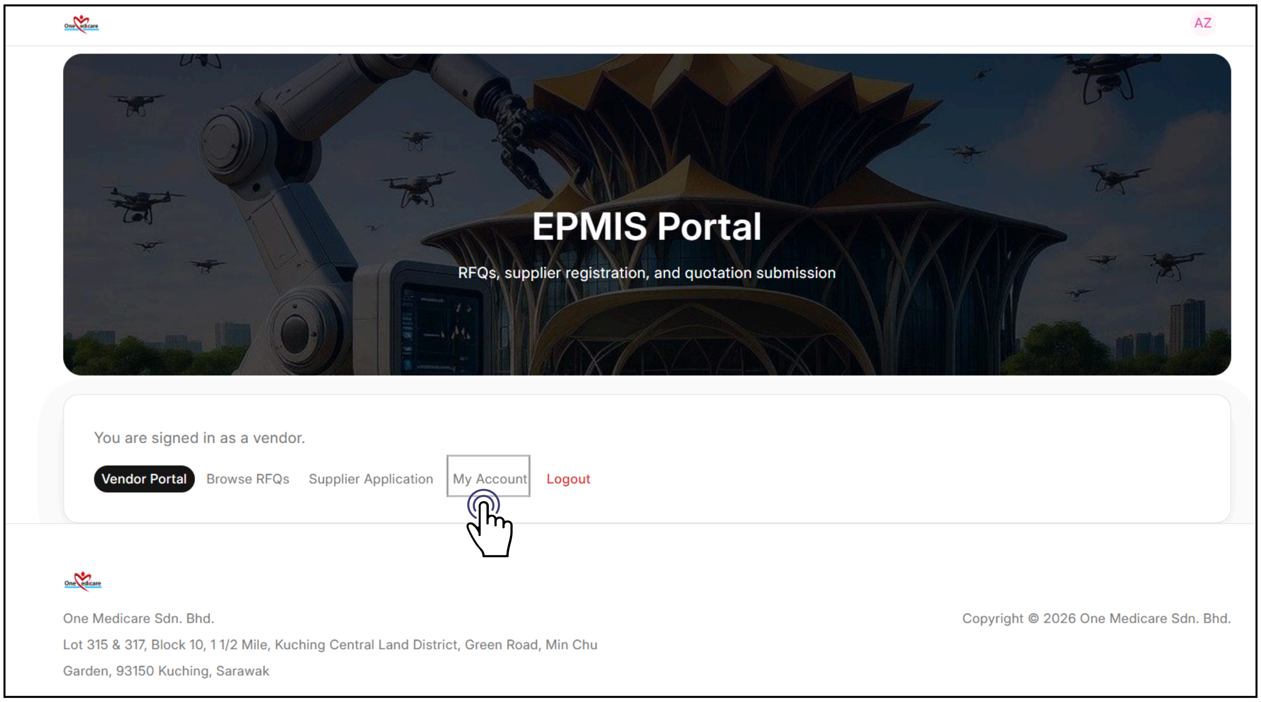
4. Click the button to complete your registration and set a new password.



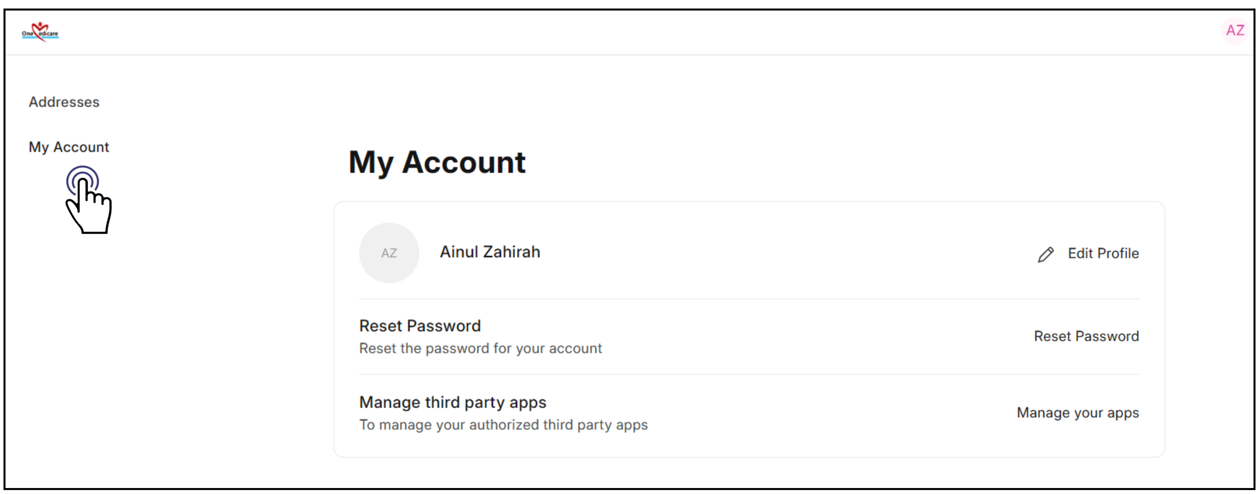
5. Create a new password, then click confirm.



6. You can now view the following main page and click the **My Account** button to view your account.

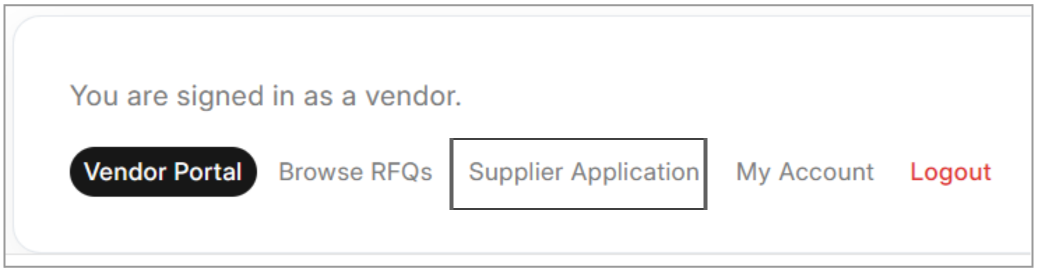


Here, you can view your account.

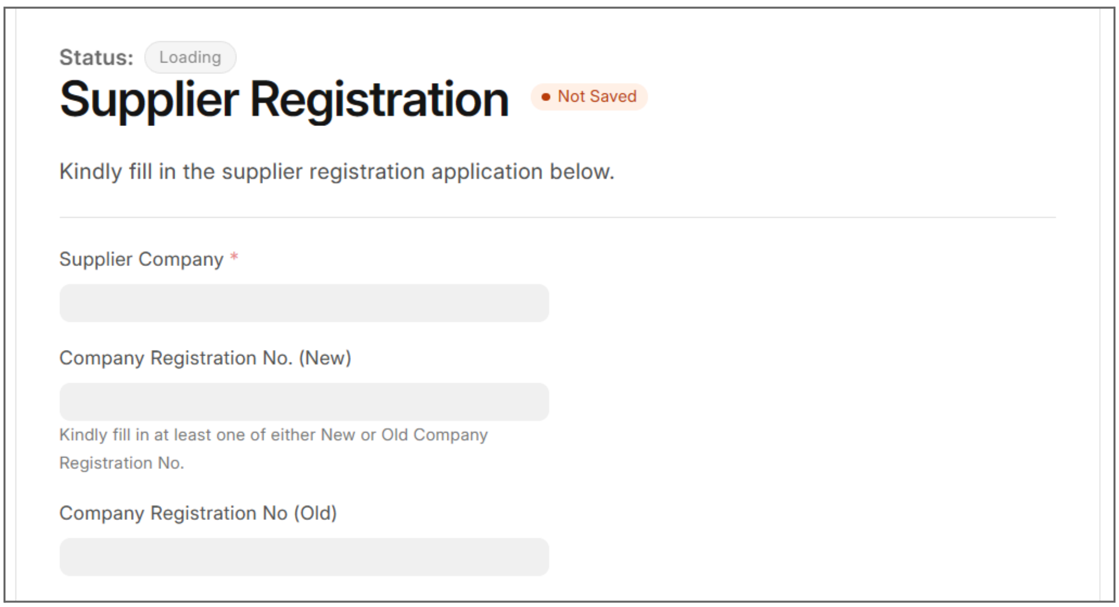


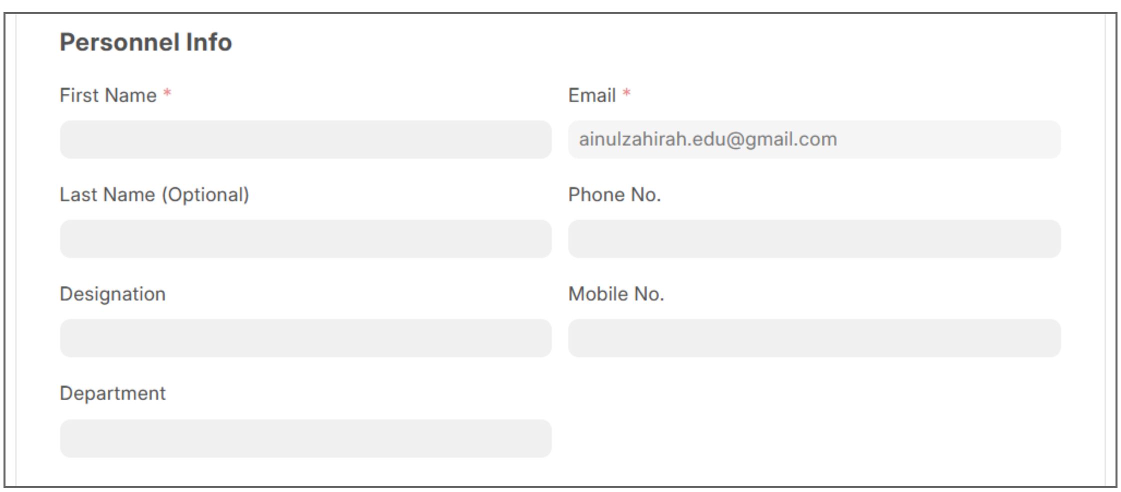
2.0 Supplier Application

To begin the registration process, click the **Supplier Application** button found on the vendor portal.

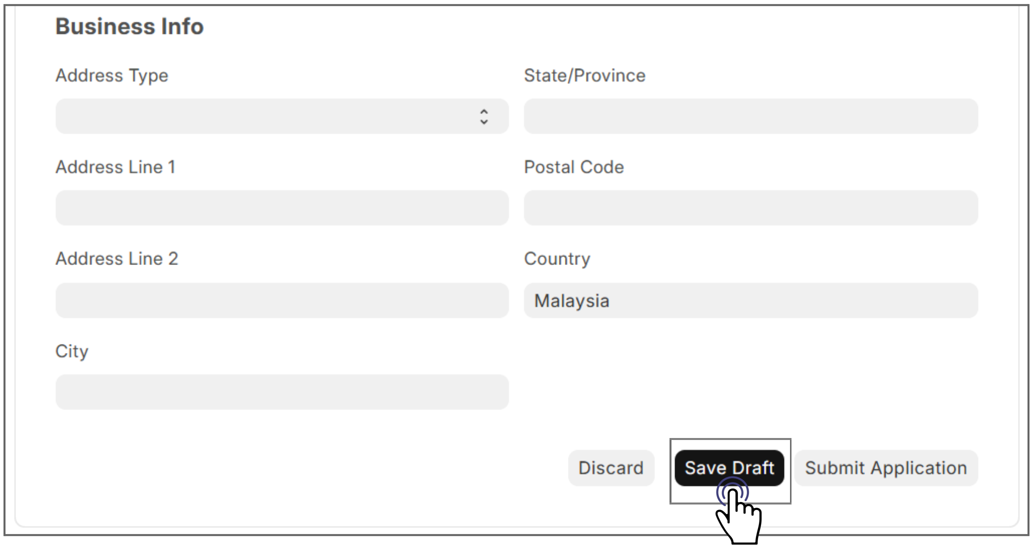


Complete all required fields in the application, including the **Supplier Company** name and at least one **Company Registration Number**.

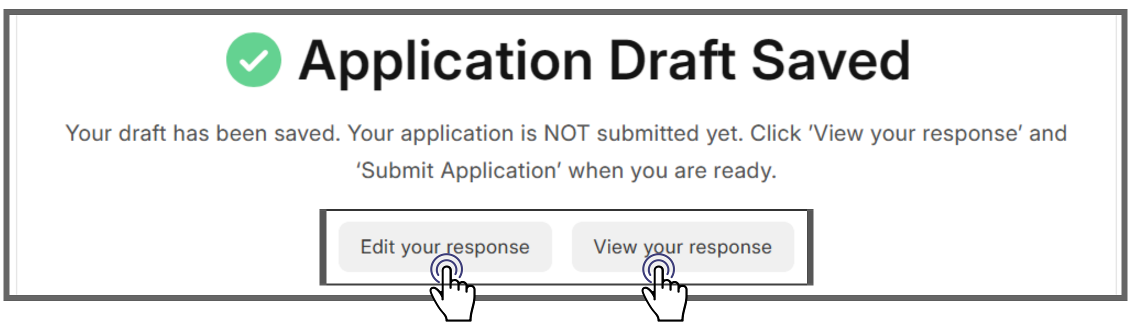




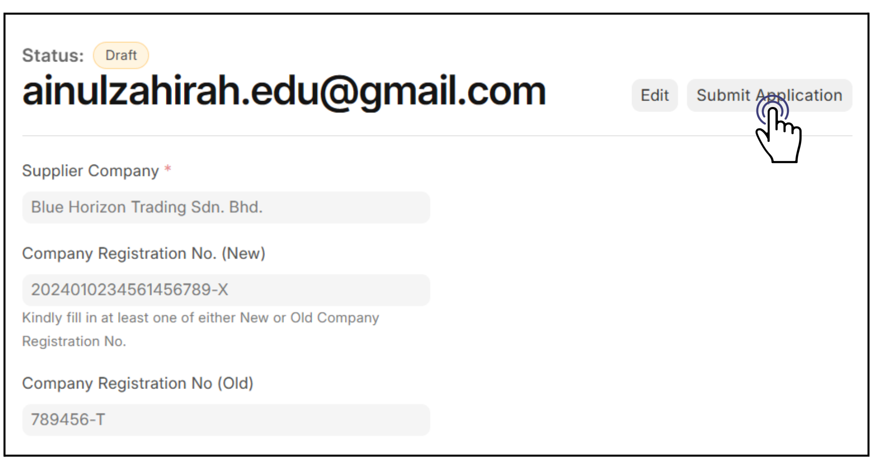
You can safely store your progress at any time by clicking the **Save Draft** button.

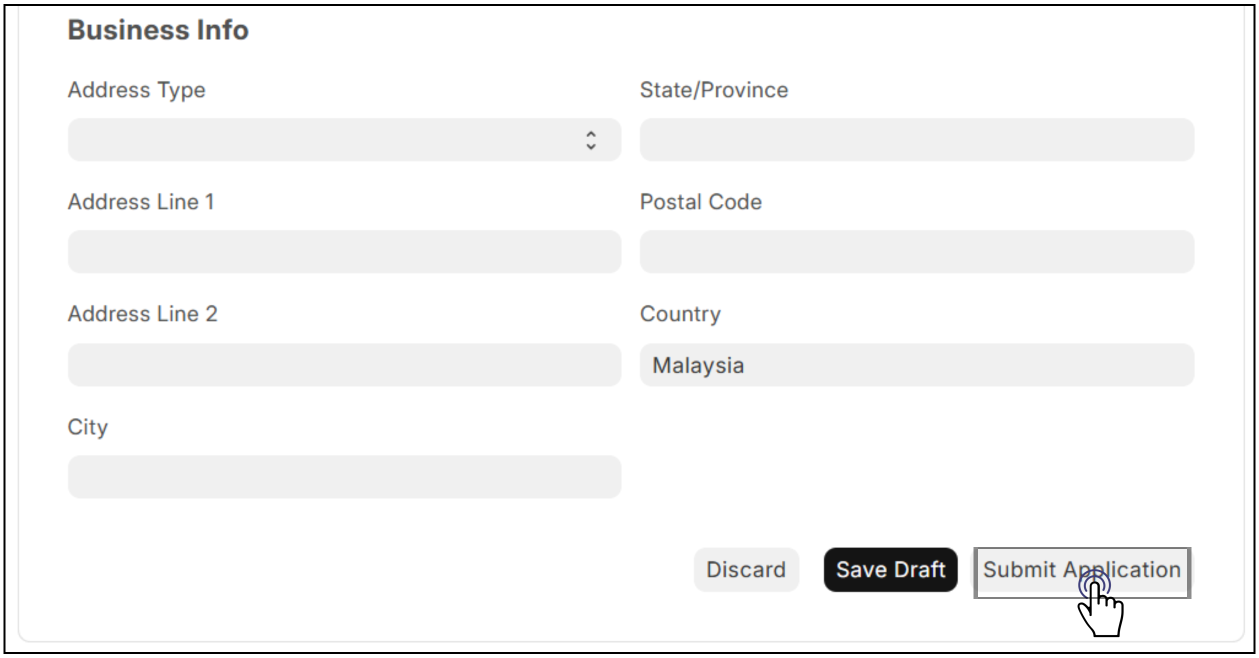


Once a draft is saved, you can review your details by selecting **View your response** or make changes via the **Edit** button.

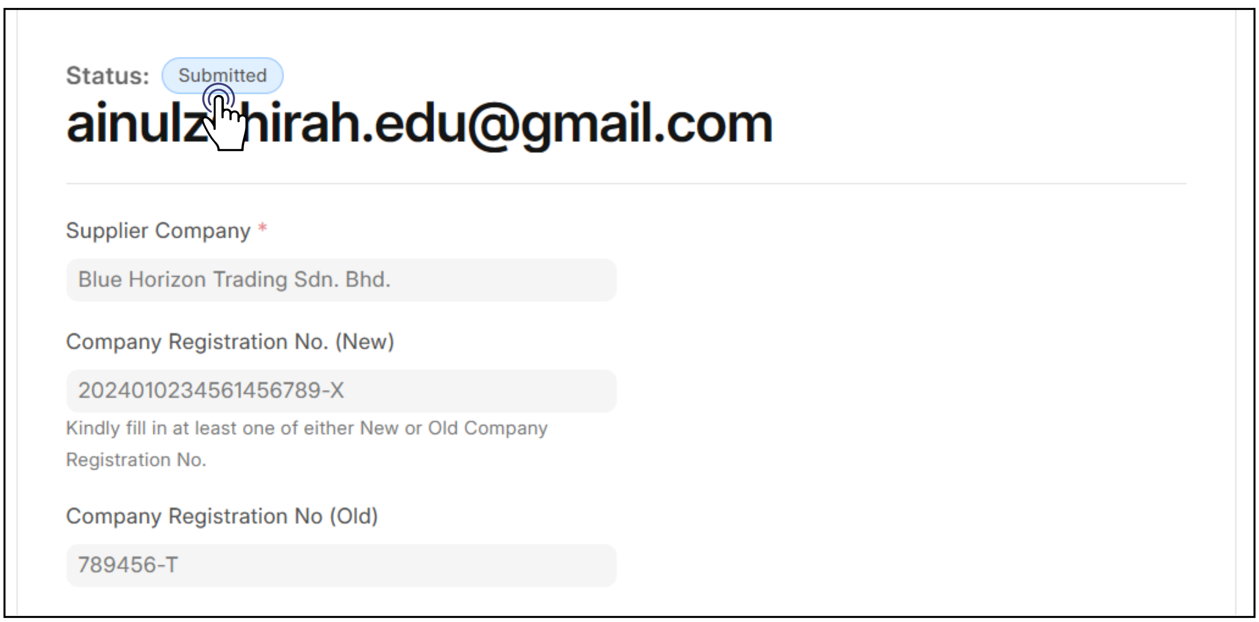


When the application is complete and ready for review, click the **Submit Application** button.





After submission, the application status will update to **Submitted**, indicating it is now awaiting processing by the system.



After submitting the application, the supplier must wait for the authorised team to review and approve it before proceeding with the quotation.

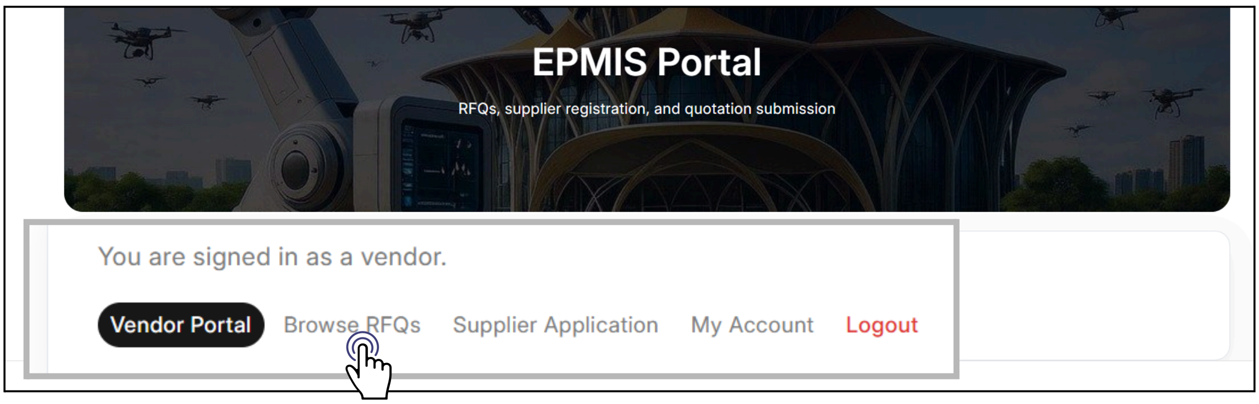
3.0 Browsing the Request for Quotation (RFQs)

There are several ways the supplier can access the Request for Quotation (RFQ) list:

1. RFQs List through the Main Page
2. RFQs List through the Vendor Portal

3.1 RFQs List on the Main Page

On the Main Page, click the **Browse RFQs** button to view all currently available procurement opportunities.



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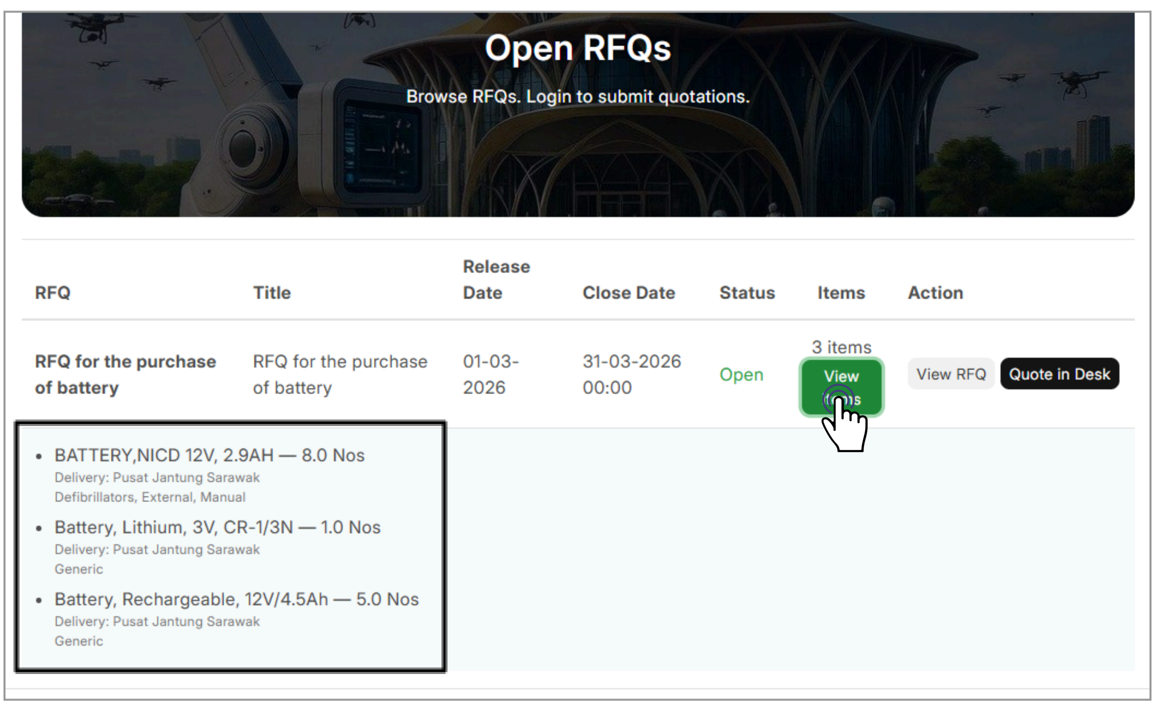
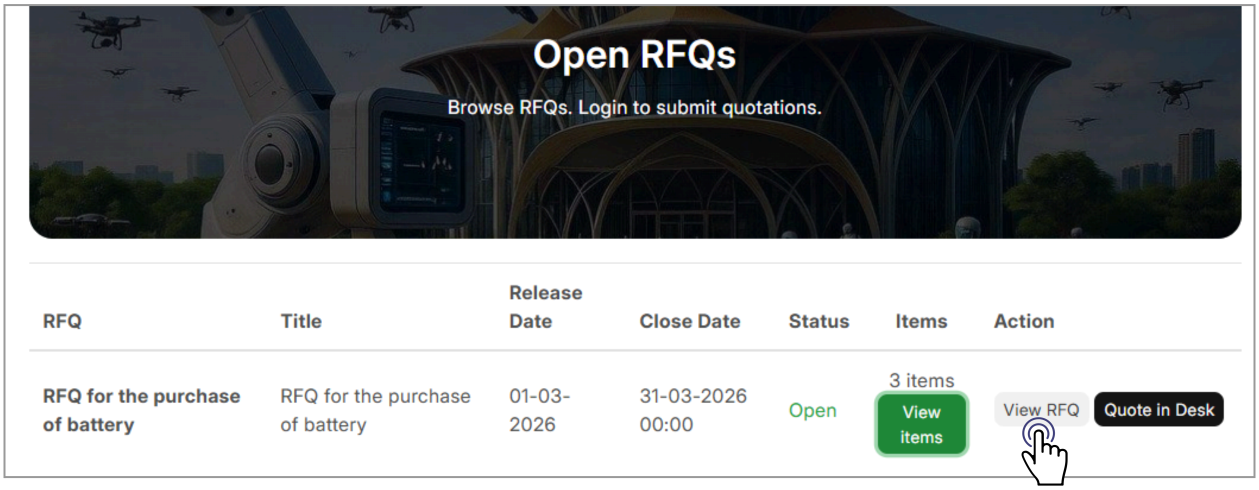
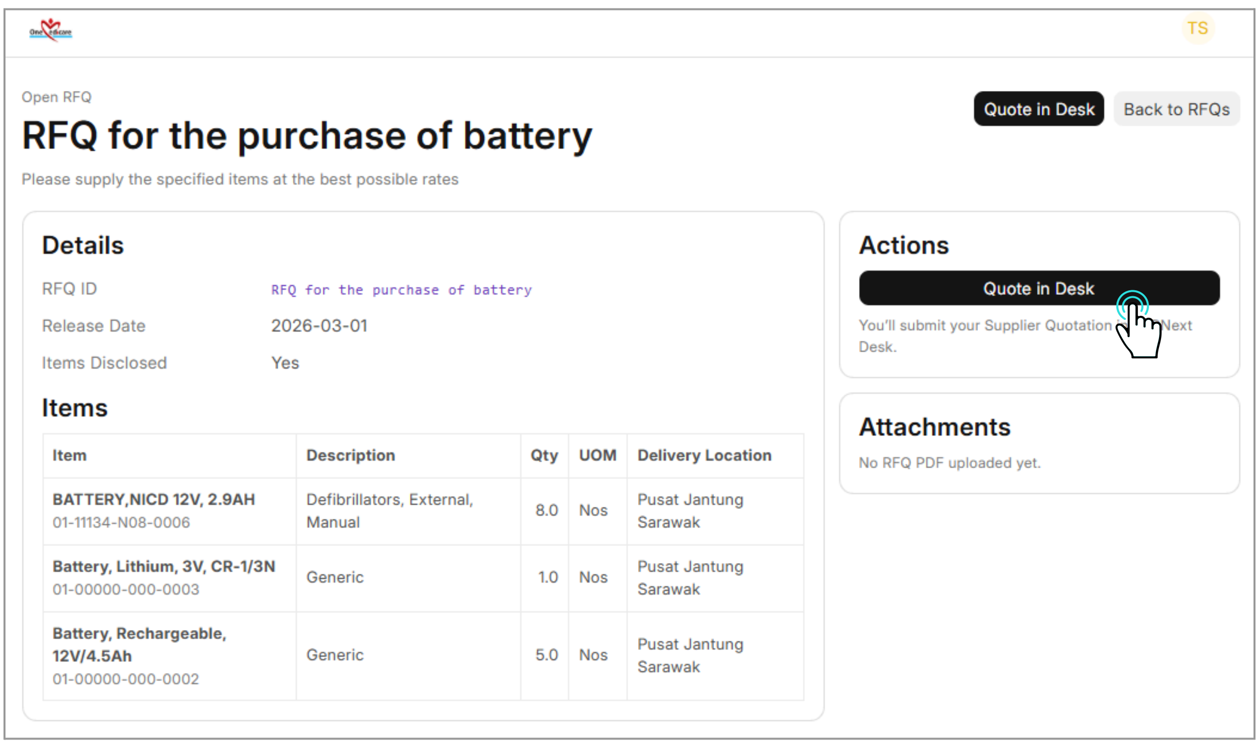
You can click **View items** for a specific RFQ to see the detailed list of required products, such as batteries and their specifications.



For a more comprehensive look at the terms and delivery locations, click the **View RFQ** button.



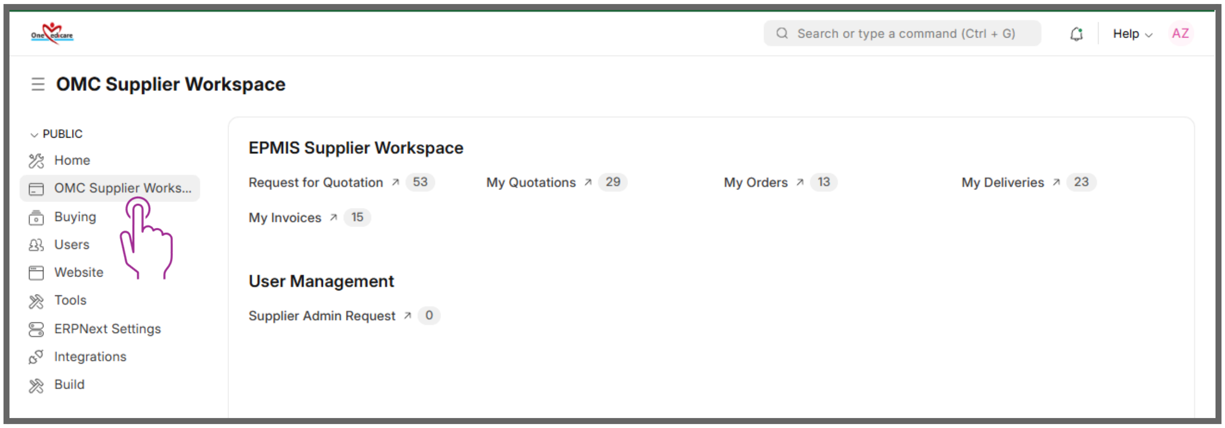
When you are ready to provide a price, click **Quote in Desk** to transition to the submission form.



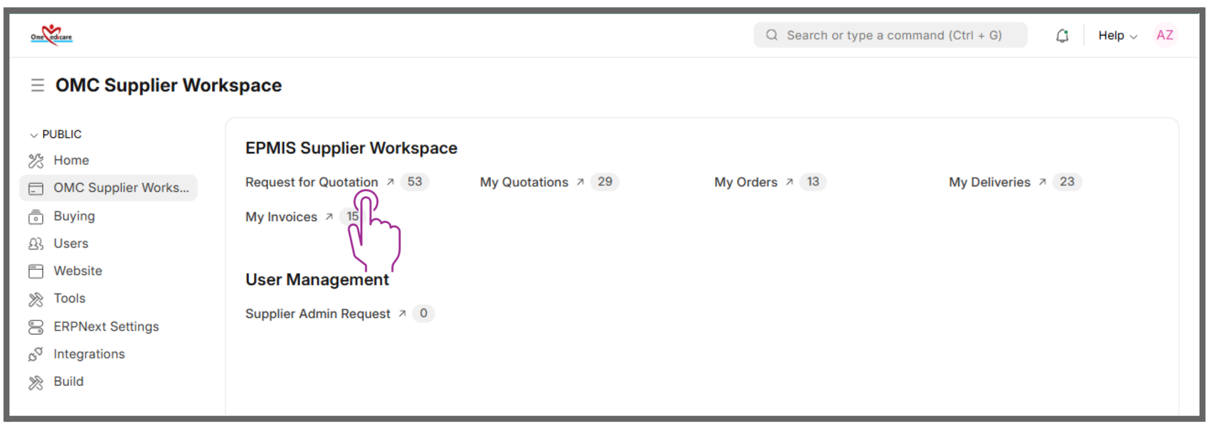
The following is for the approved Supplier. For a new supplier, please sign up and refer to the relevant user manual. Once your supplier application is approved, you can now follow the steps.

3.2 Submitting Supplier Quotation

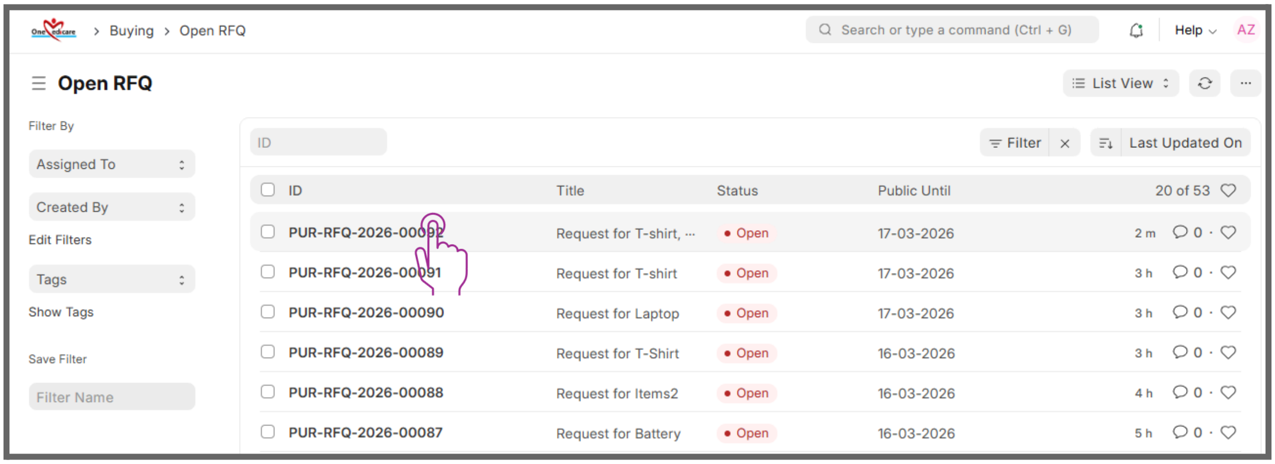
3.2.1 Click on the OMC Supplier Workspace tab

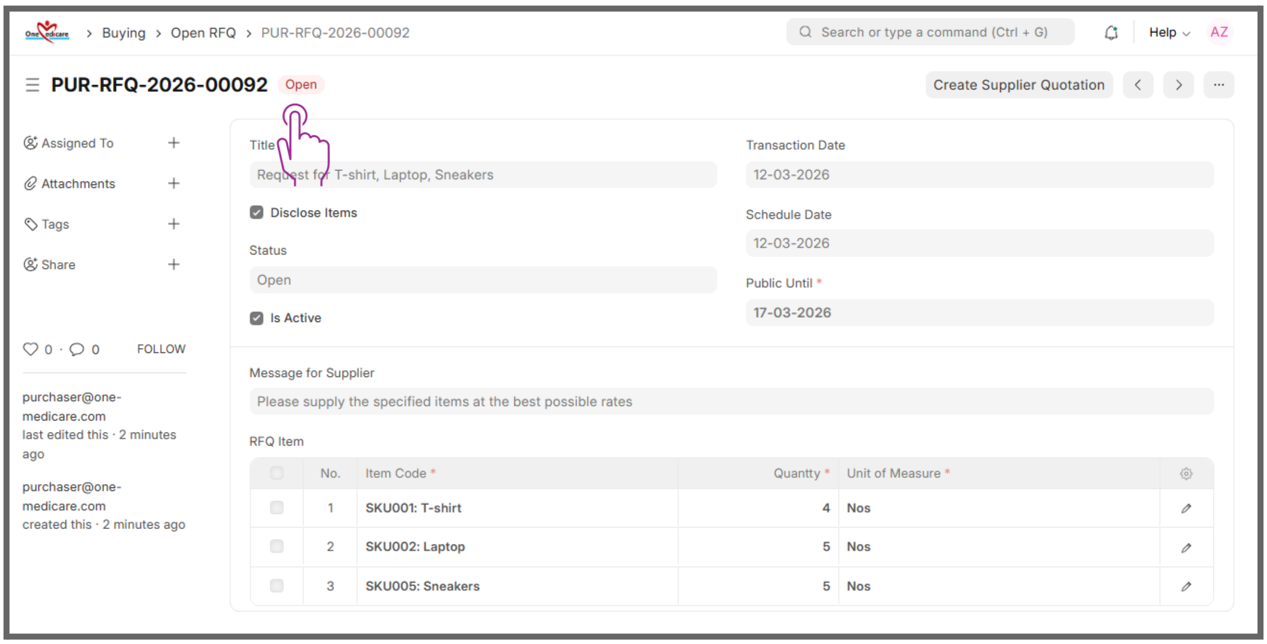


3.2.2 Click Request for Quotation.



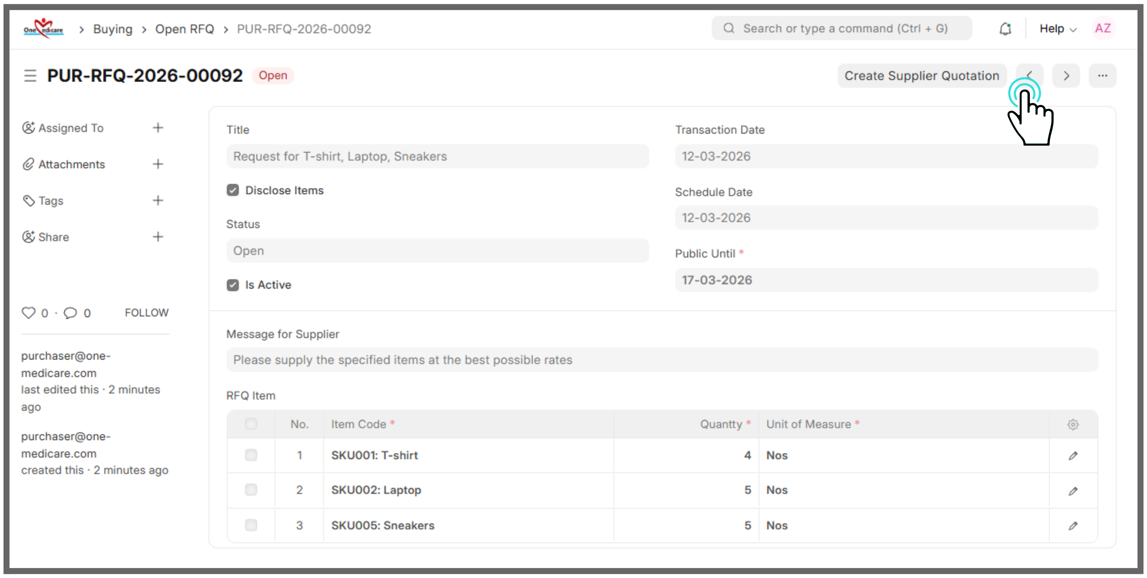
3.2.3 Click the RFQ ID in the Open RFQ list.

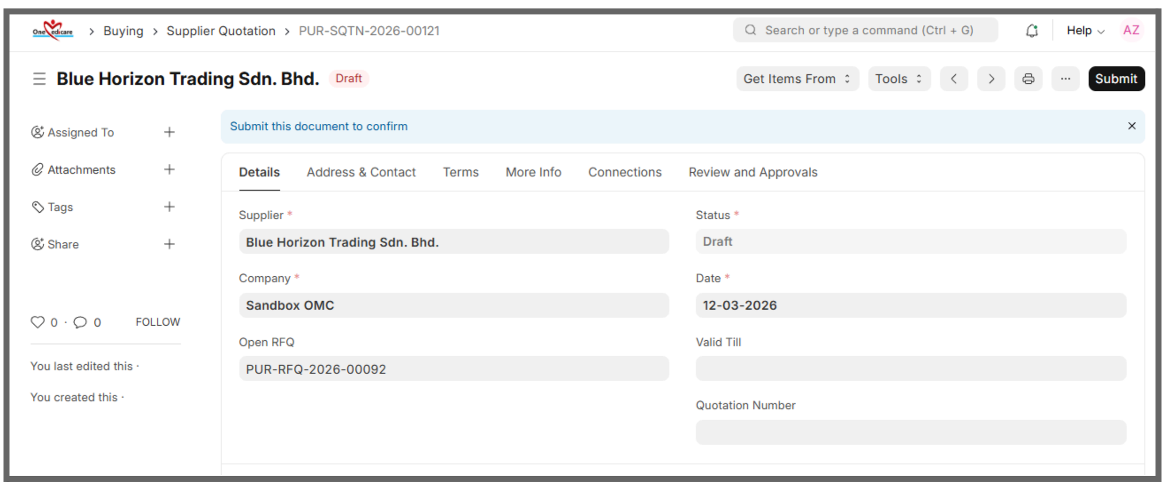




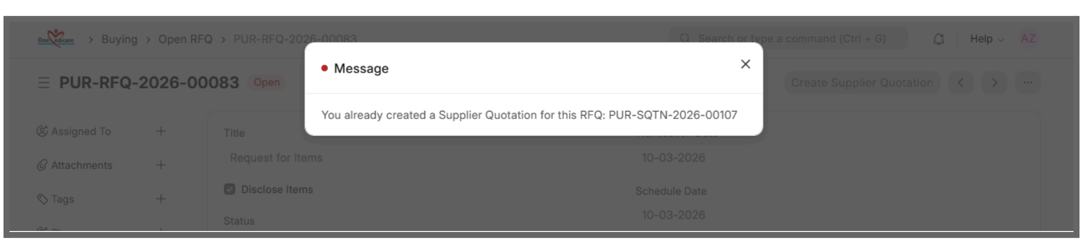
3.2.4 Create Supplier Quotation

Within the specific RFQ page, select the Create Supplier Quotation button to start your official submission



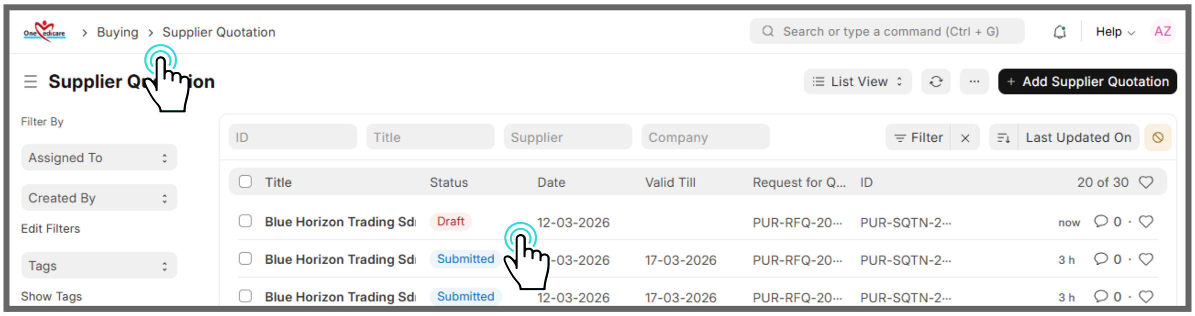


If you received the following message, please navigate back to the OMC Supplier Workspace tab, then click My Quotations.



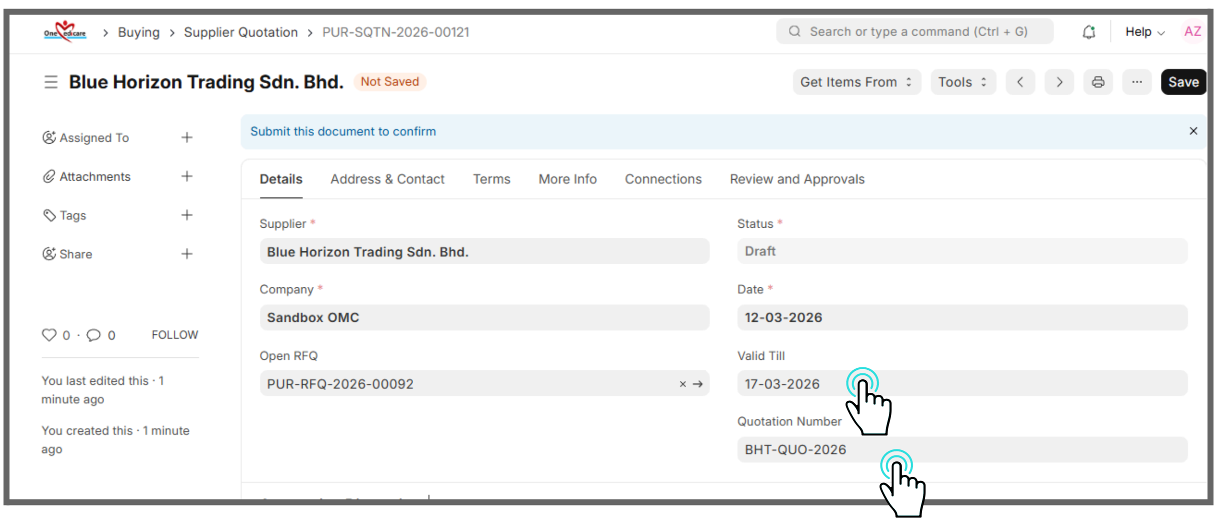
3.3 Add Supplier Quotation

3.3.1 Click on Buying > Navigate to Supplier Quotation and click on the draft



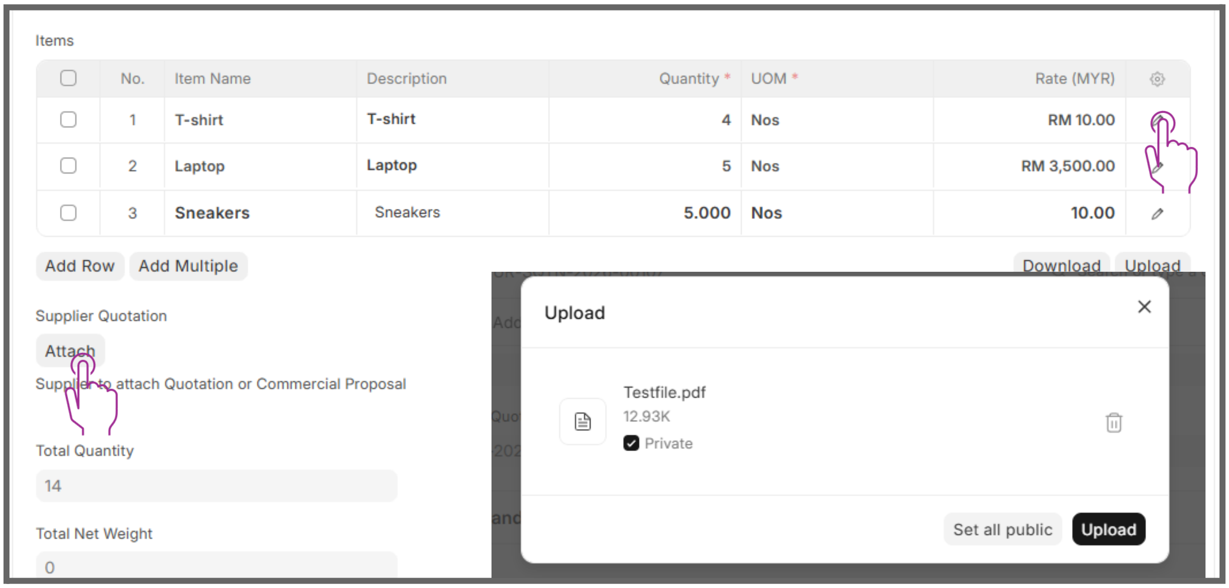
3.3.2 Fill in the Valid Till date and Quotation Number

Enter the valid date of the quotation and the quotation number. Then, review the Items table as in **part 3.3.3** to make sure the quantities match the request before entering your proposed Rate (MYR)



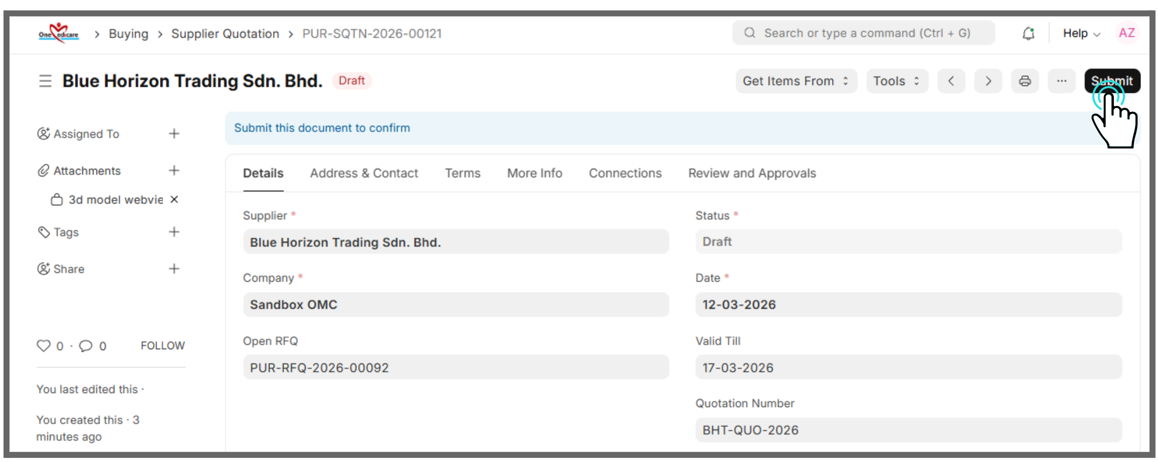
3.3.3 Set the item prices and upload the quotation

You must attach your official Quotation or Commercial Proposal file in the Supplier Quotation section for record-keeping.

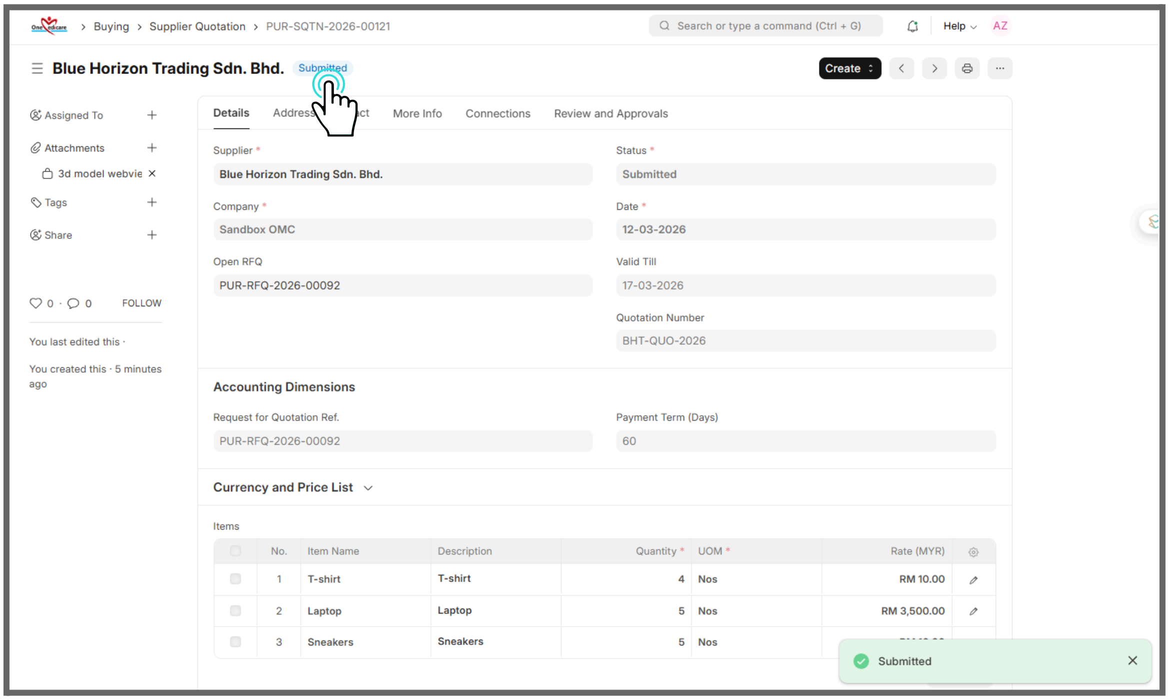


3.3.4 Click Submit to confirm your Quotation

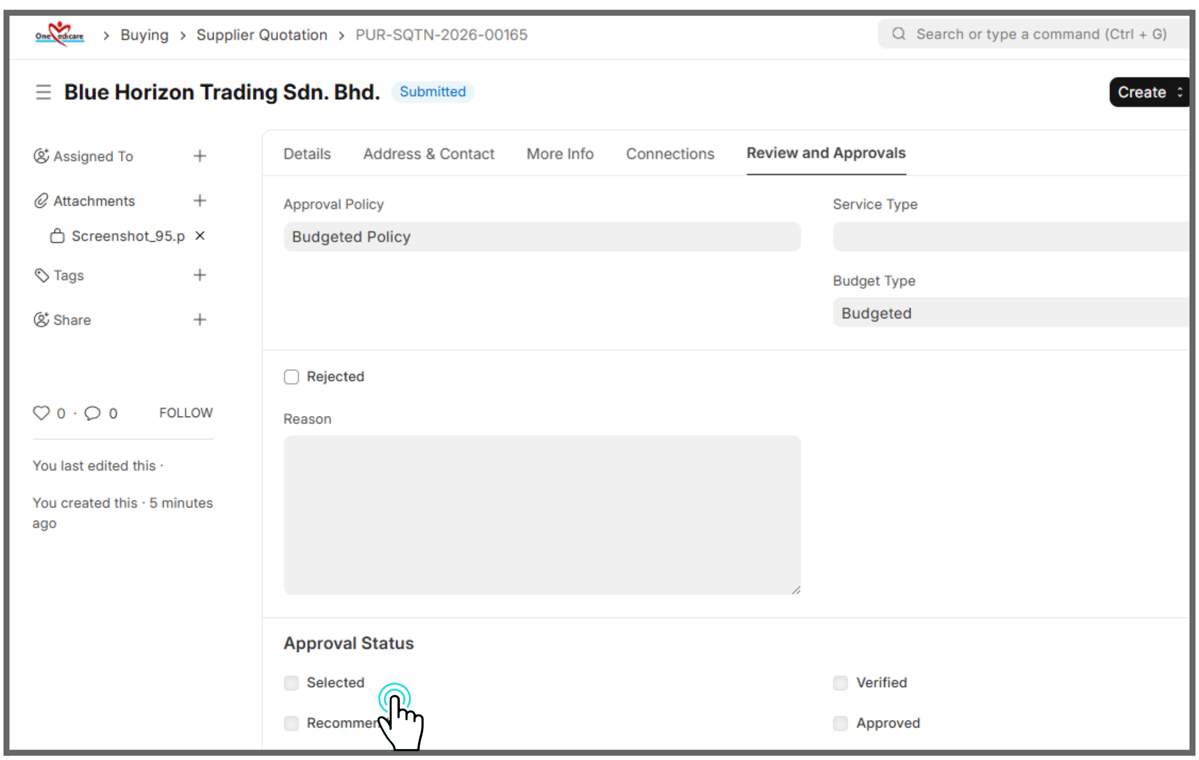
After finalising the details, click **Submit** and confirm the permanent submission of the document.



3.3.5 The Supplier Quotation is now submitted for approval

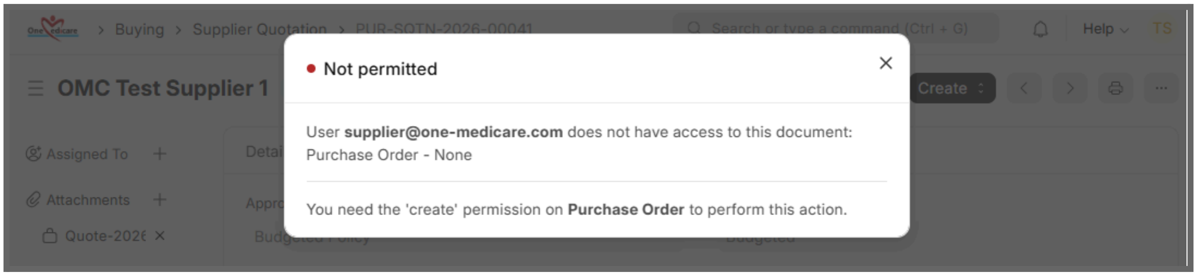


Now, the Supplier has to wait for the Quotation approval and Purchase Order from the QCS, Recommender and Verifier.



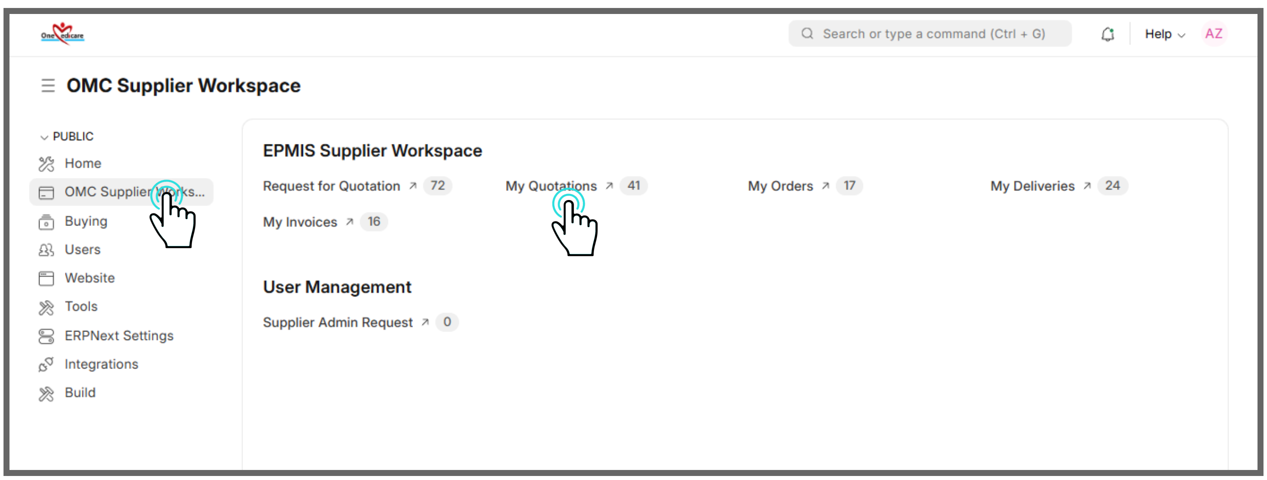
Once the Quotation is approved, the supplier can submit a purchase order.

If the Quotation has not yet been approved, the supplier cannot submit the purchase/delivery order yet.

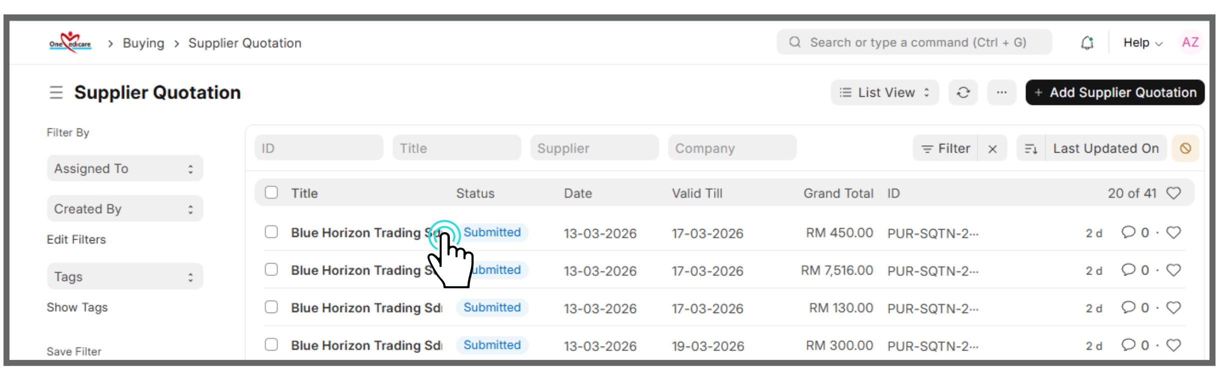


3.4 View List of Supplier Quotation

While waiting for the approval, you can view the submitted quotation by clicking the OMC Supplier Workspace tab, then clicking My Quotations.



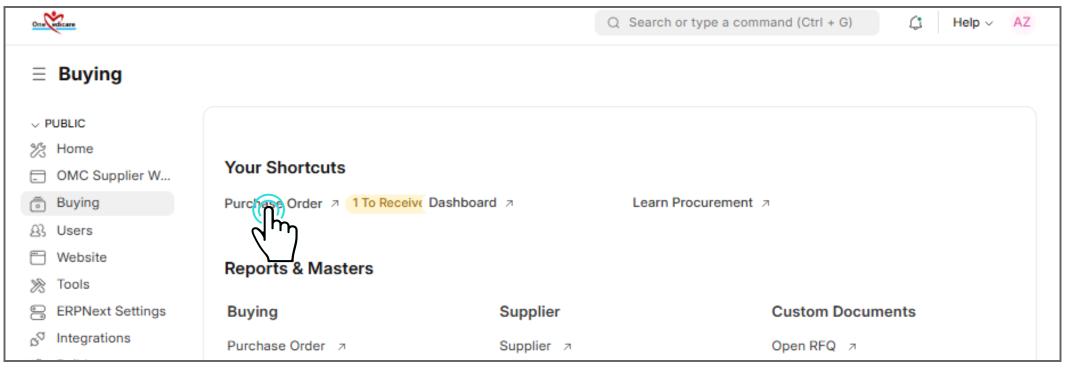
To track your previous interactions, navigate to the **Supplier Quotation** list to see the status and dates of all your entries.

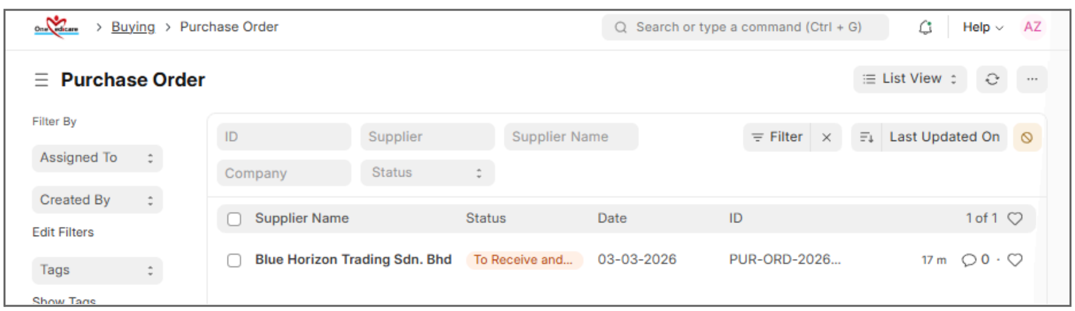


4.0 Supplier Delivery Order (DO)

4.1 Accessing Purchase Order

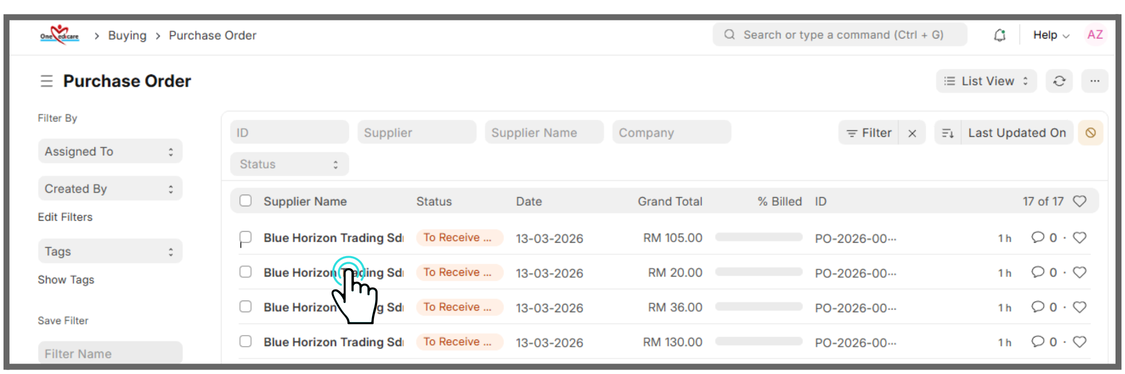
To view and manage your orders, navigate to the **Buying** module and locate the **Purchase Order** option under the **Reports & Masters** section. After your quotation is approved and a Purchase Order is issued, the supplier can issue a Delivery Order(DO). Click on a specific order to view the **Delivery & Invoice Summary**, which tracks the quantity ordered against the amount delivered and invoiced.





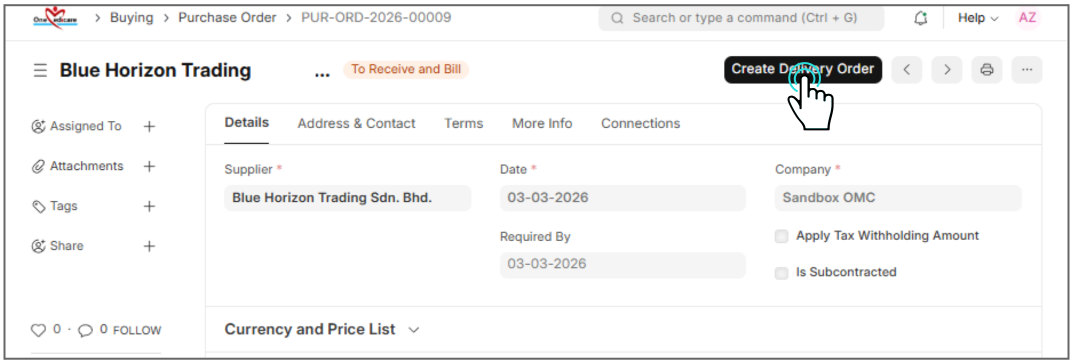
4.2 List of Purchase Orders

In the **Purchase Order** list view, you can monitor all issued orders, including their current status, date, and total. Use the search fields or filters to quickly locate a specific order by its **ID**, **Supplier Name**, or **Status**.



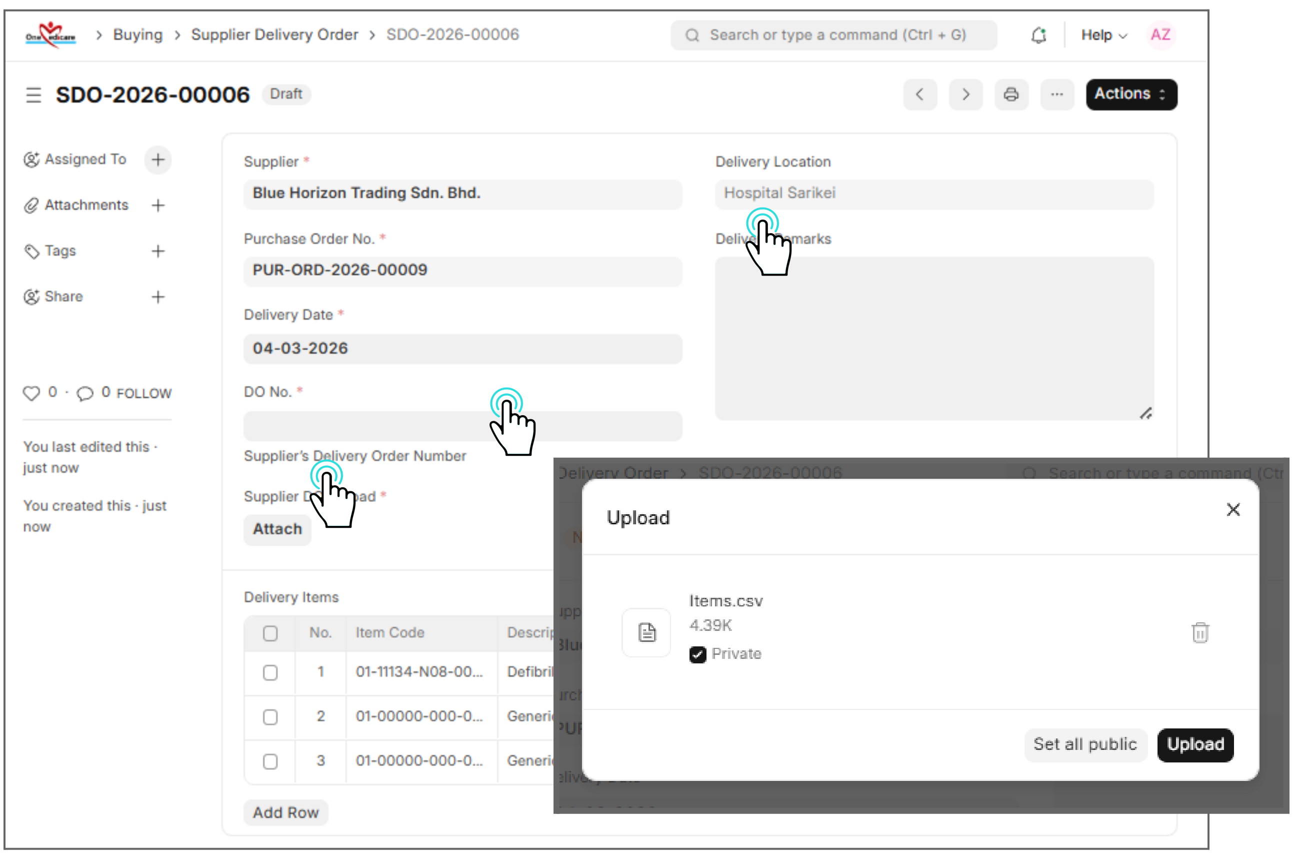
4.3 Creating and Finalising Delivery Order (DO)

4.3.1 Create new delivery order (DO)



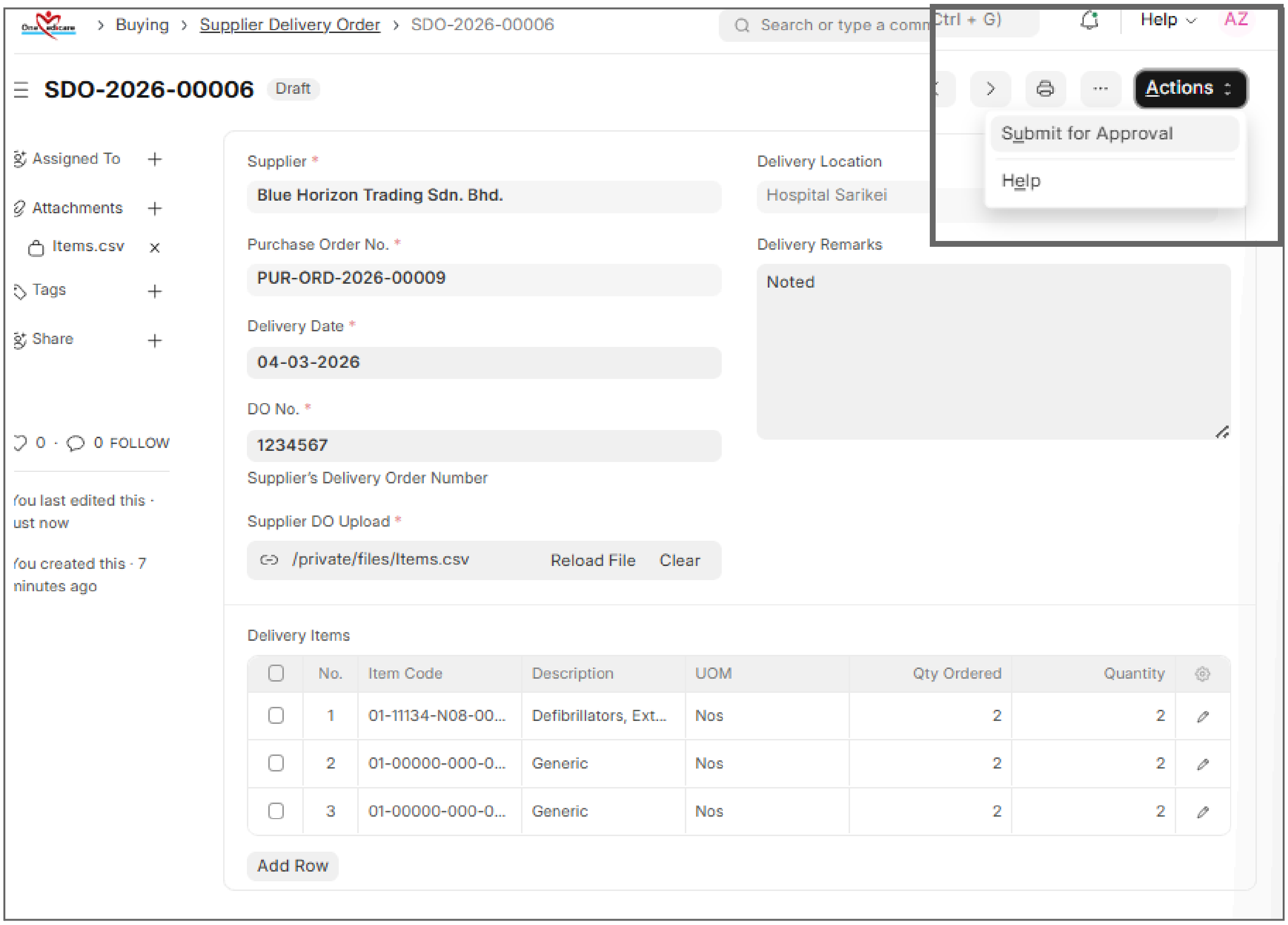
4.3.2 Finalising Delivery Order (DO)

Fill in the mandatory fields such as the **Delivery Date**, **DO No.**, and ensure the **Supplier DO Upload** is attached before proceeding.



4.3.3 Submit Delivery Order (DO) for Approval

To finalise the process, click the Actions button and select Submit for Approval to send the delivery order for internal review.

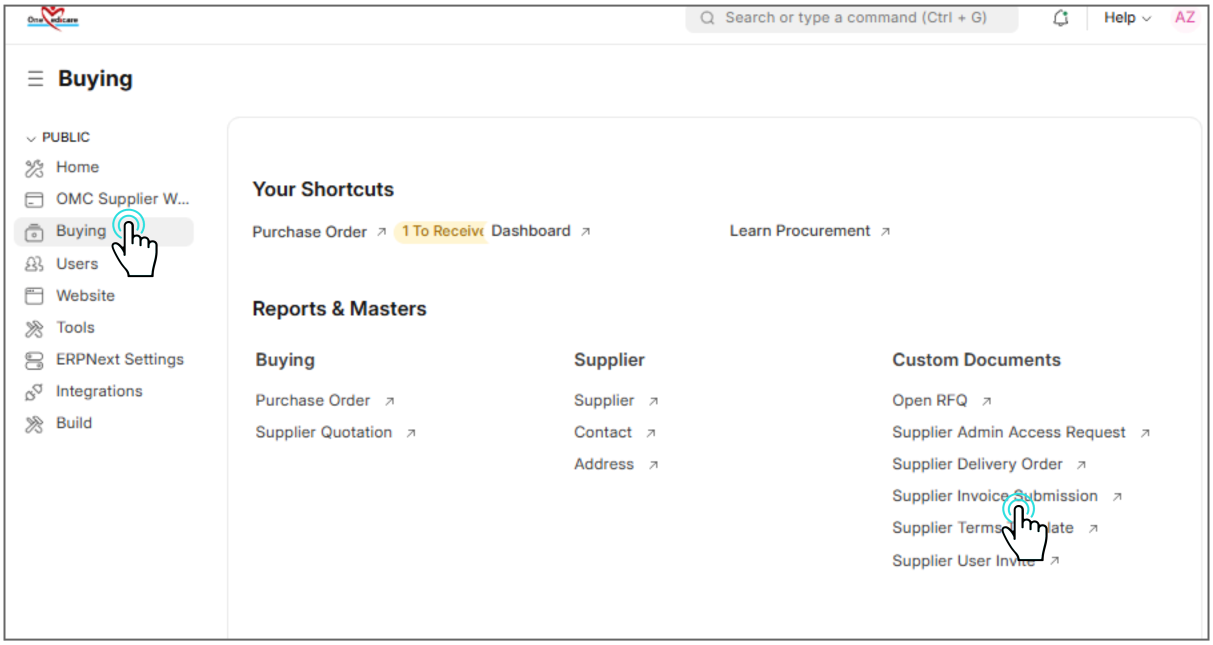


Now the **supplier** has to **wait for the approval** of the **submitted Delivery Order** from the **respective Storekeeper.**

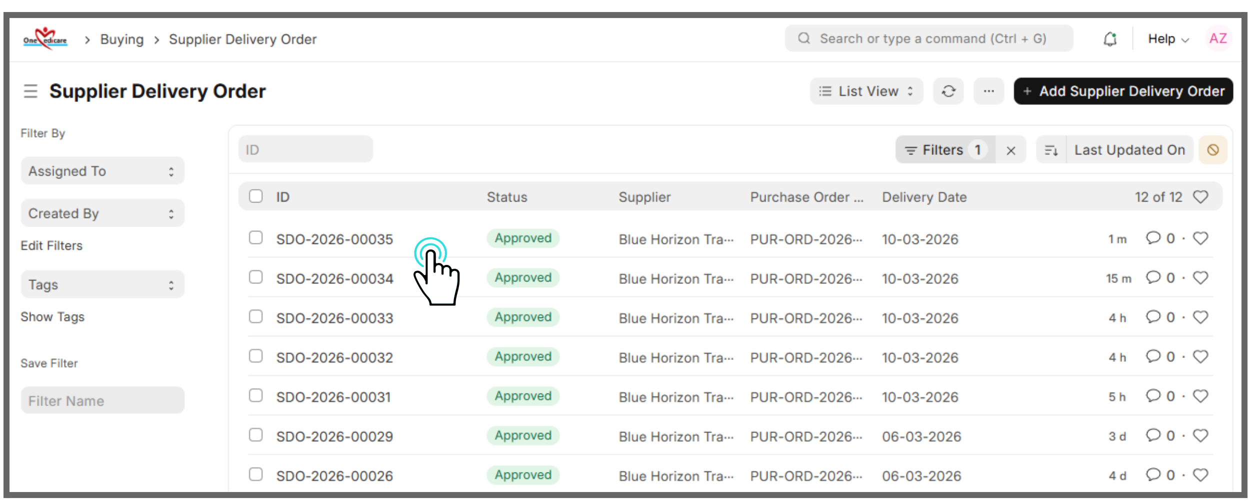
5.0 Supplier Invoice Submission

5.1 Accessing Supplier Invoice

Open the buying tab > then go to the supplier delivery order to open the delivery order



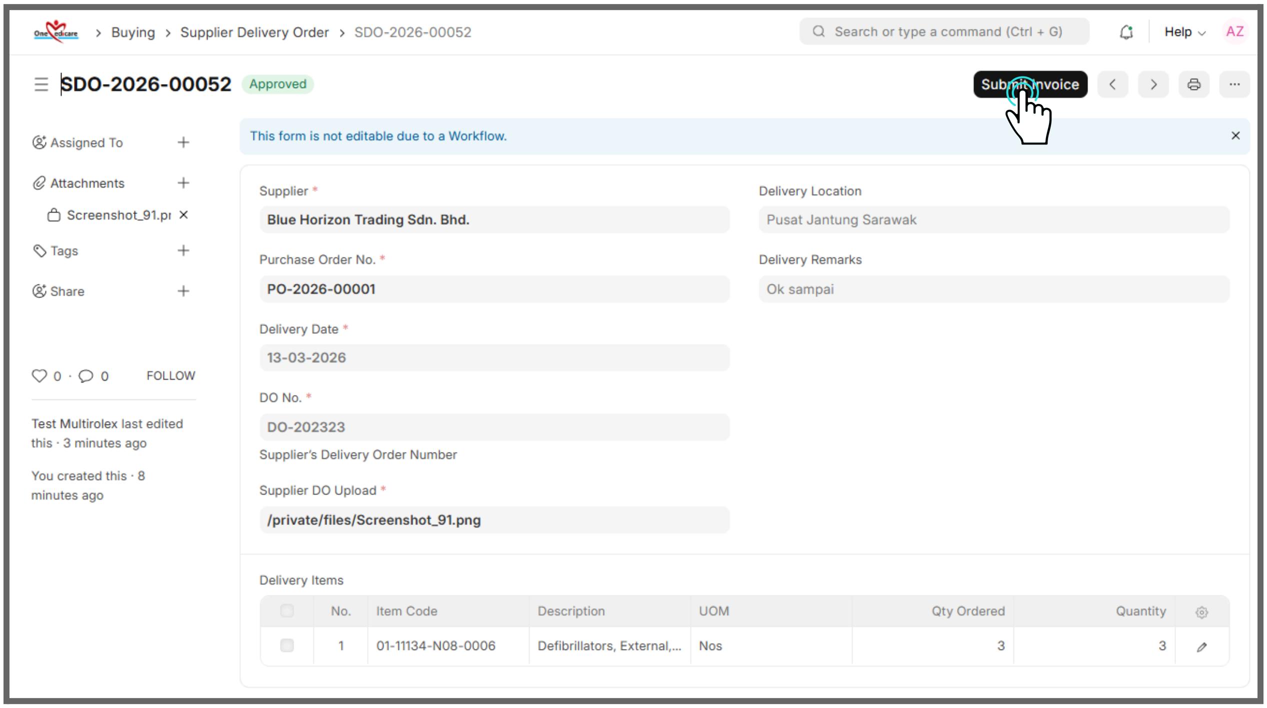
Once the delivery order is approved, navigate to the Supplier Delivery Order list to view the updated status. Click on the specific approved order from the list view to open the delivery details.



5.2 Submitting Supplier Invoice

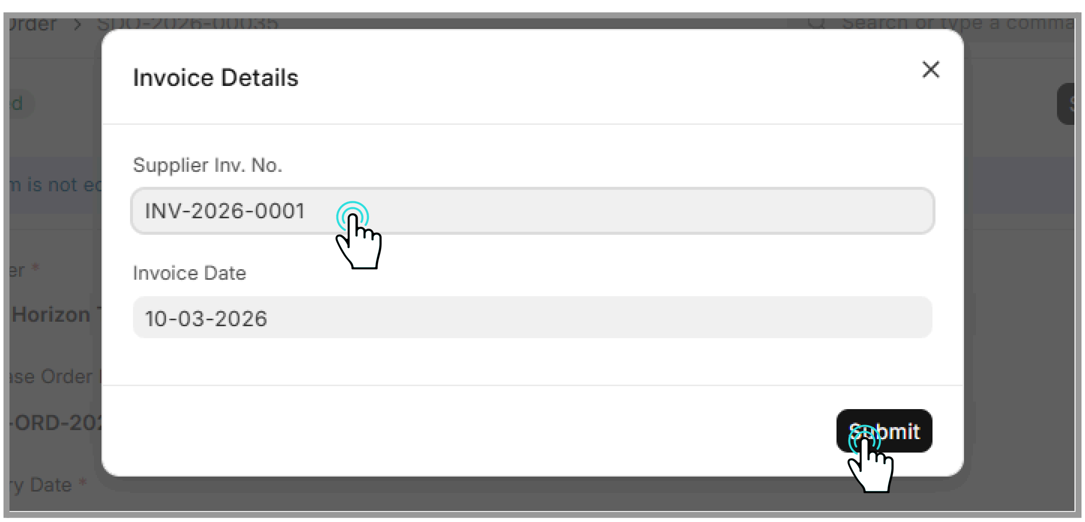
5.2.1 Submit Invoice

On the approved document page, click the Submit Invoice button located at the top right to initiate the billing process.



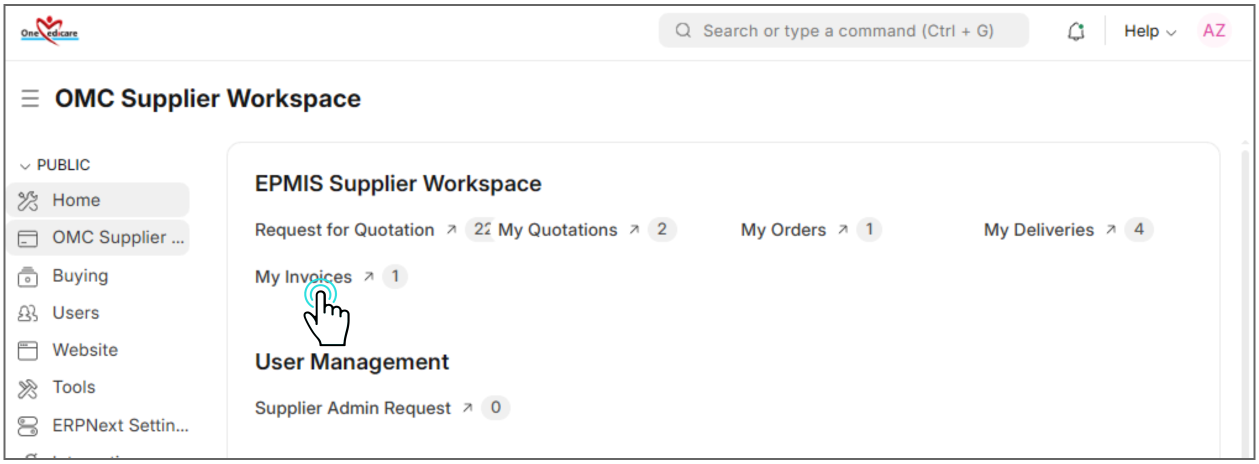
5.2.2 Fill Invoice Details

In the Invoice Details pop-up window, enter your official Supplier Inv. No. for the transaction.

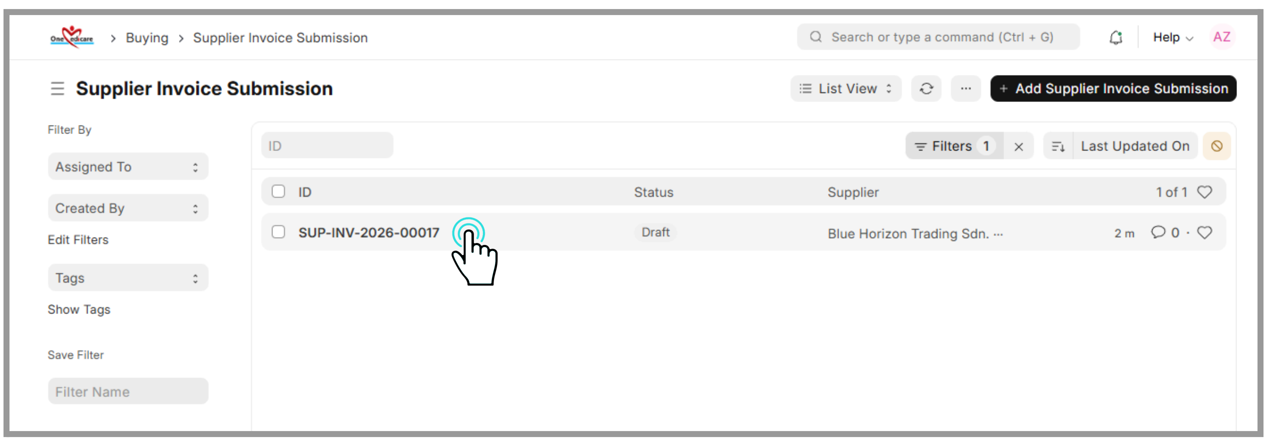


5.3 Invoice Details Entry

5.3.1 Click on My Invoices to navigate to the submitted invoice

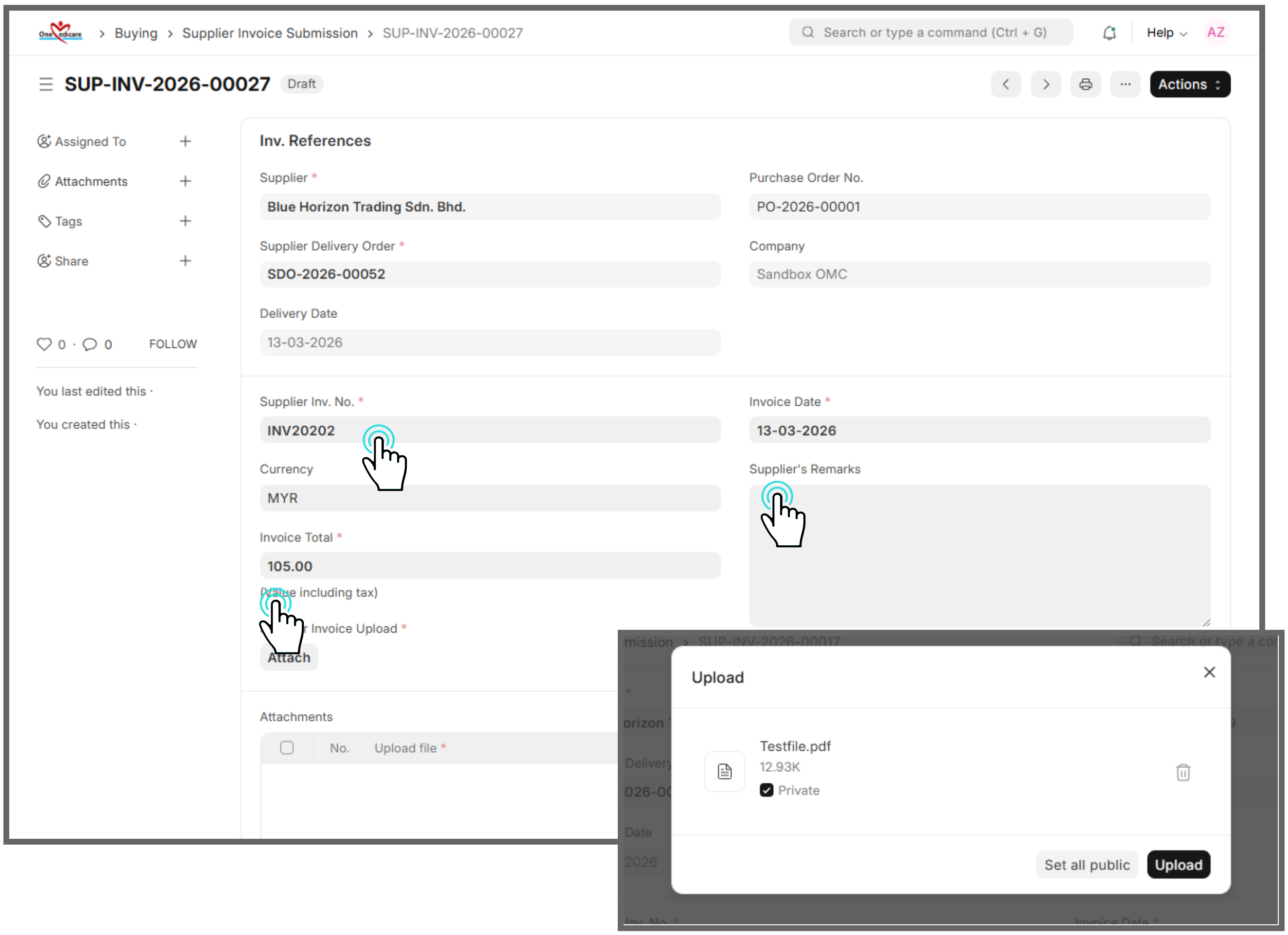


5.3.2 Click on the related invoice



5.3.3 Upload the invoice and fill out the related details

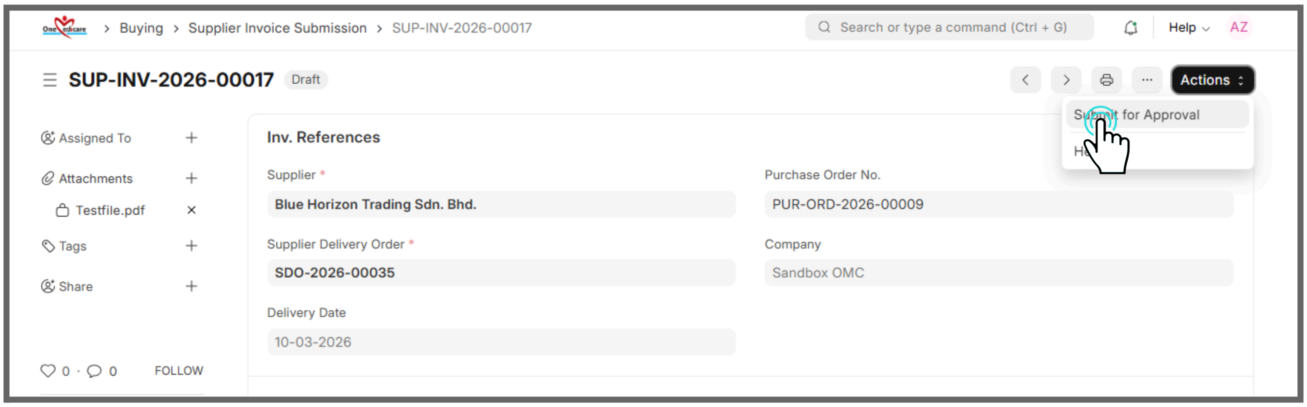
Review the Inv. References section to ensure the Supplier Delivery Order and Purchase Order No. correctly correspond to your shipment. Confirm that the Invoice Total matches your records, noting that this value includes tax. Click the Attach button under Supplier Invoice Upload to provide a digital copy of your official invoice.



5.4 Invoice Submission Completion

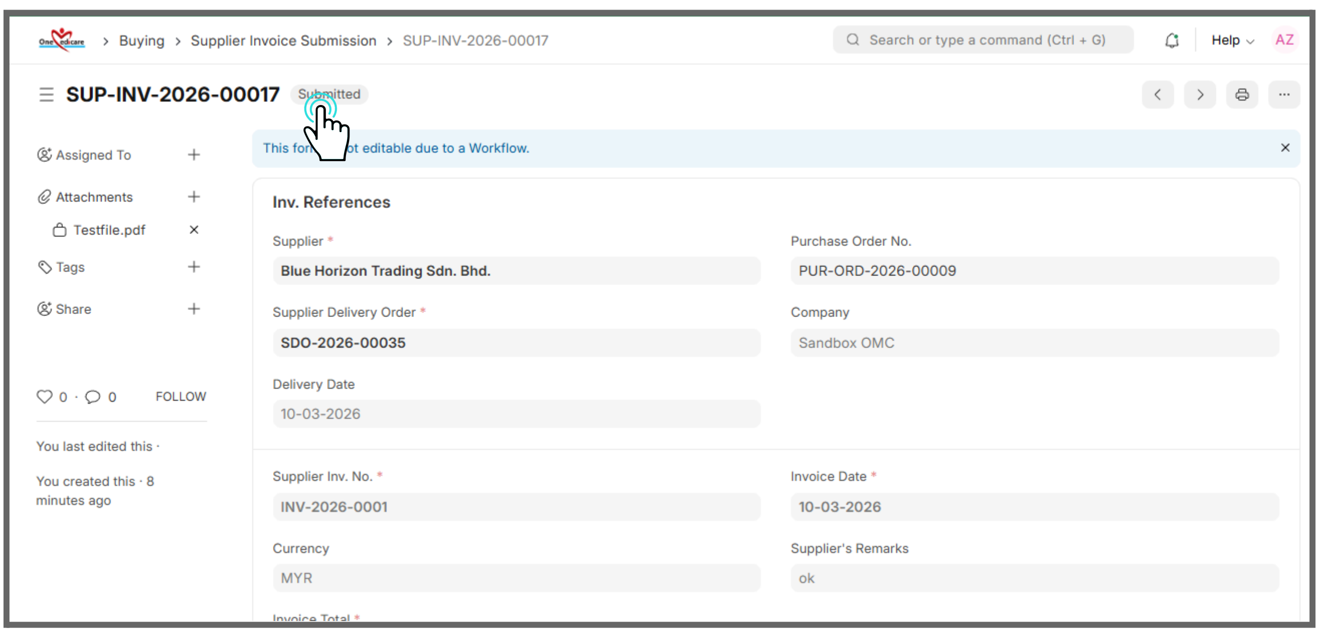
5.4.1 Click actions and submit for approval after verifying all the details

Once the file is uploaded, click the Actions button and select Submit for Approval to finalise your request.



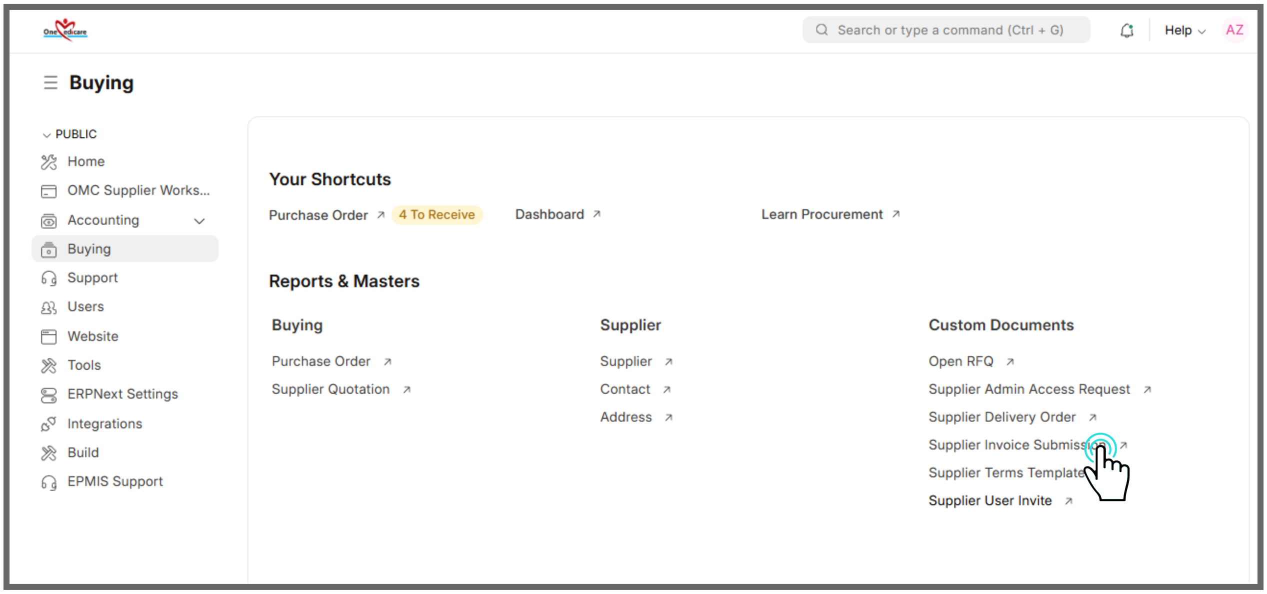
5.4.2 The invoice has been submitted.

After submitting for verification, the invoice status will change to **Submitted**, and the form will become locked for editing due to the system workflow.



5.5 View Invoice Submission List

Navigate to the Buying module sidebar and select Supplier Invoice Submission under the Custom Documents section to view your history.



This opens the Supplier Invoice Submission list view, where you can track the Status, Supplier name, and submission time for all your uploaded invoices.