

# WeManage Procurement – How to Register as a Buyer

VERSION 1.0

V-WORK SDN. BHD.

## 1. Register as a New Buyer

- To create a new account for your company as a Buyer, go to the [WeManage Home page](#), and click **Register** at the top navigation bar.
- From the drop-down menu, select **Buyer**.

**NOTE:** If your organization already has an account, please do not follow the steps below. Contact your admin to create a user account for you under the organization's account.



Figure 1: Register as a Buyer

### 1.1. Registration Page

- Fill in all the mandatory fields (\*) in the Buyer registration form.  
**NOTE:** All fields do not allow the following special characters: < > { }
- Once you are done, tick the checkbox at the bottom of the form, and click **Complete Registration**.
- You will receive a notification email asking you to **activate your account**.
- Click on the hyperlink in the email. You will be directed to a page to **set your password**.
- Key in your password and click on the **SUBMIT** button.

Figure 2: Set Password

- You will be redirected to the WeManage home page to subscribe to a plan.

## 1.2. Subscribe to a Plan

- After [logging in](#) to WeManage, click on the link in your homepage to **Subscribe to a Plan**. This will bring you to the Plans & Pricing page.

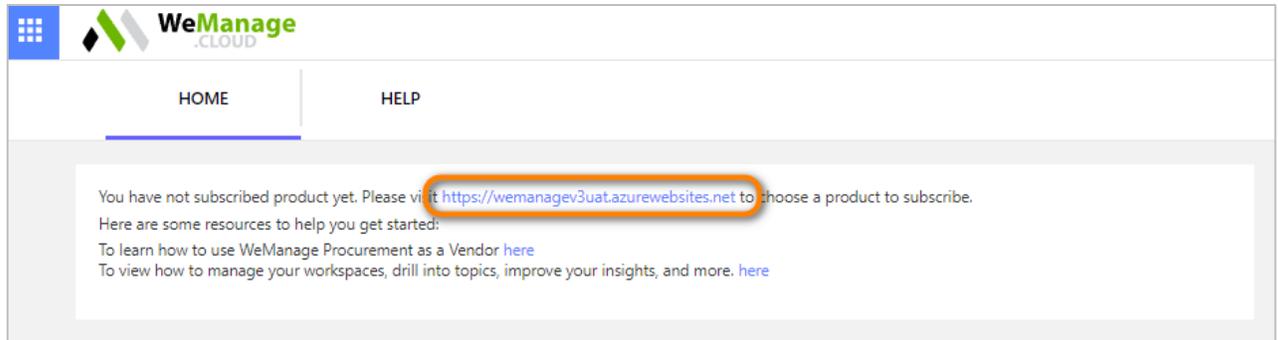
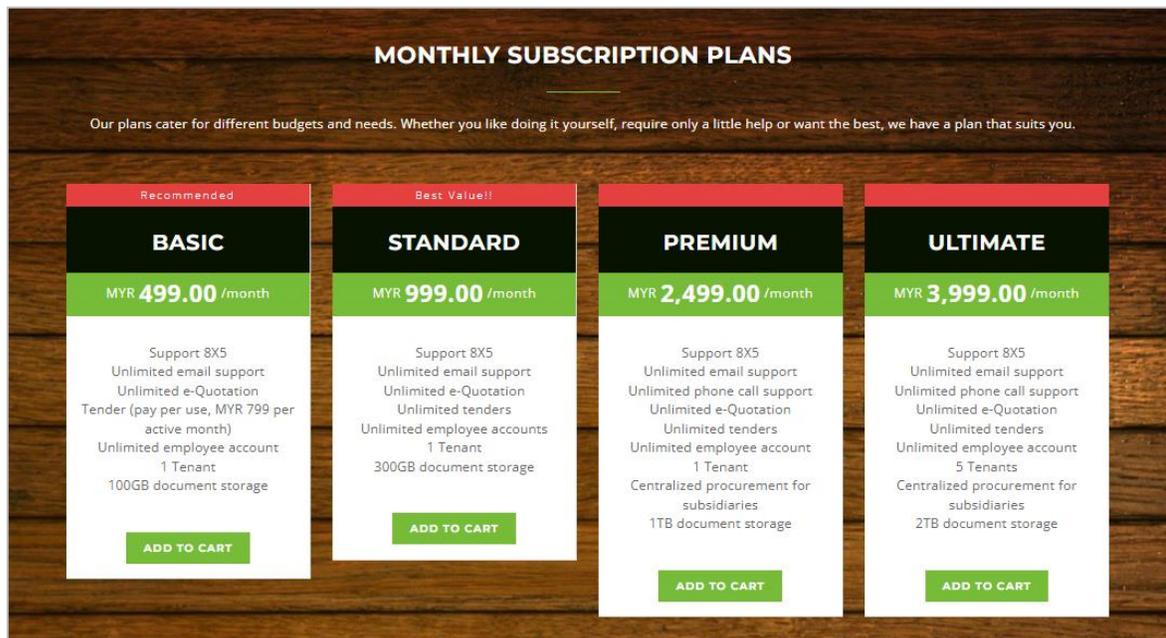


Figure 3: WeManage homepage – before subscription

- Select a plan that suits your needs and click on **Add to Cart**.  
**NOTE:** Click on the Compare Editions button for a side-by-side comparison. We recommend the yearly plans, which give you **2 months free** each year.



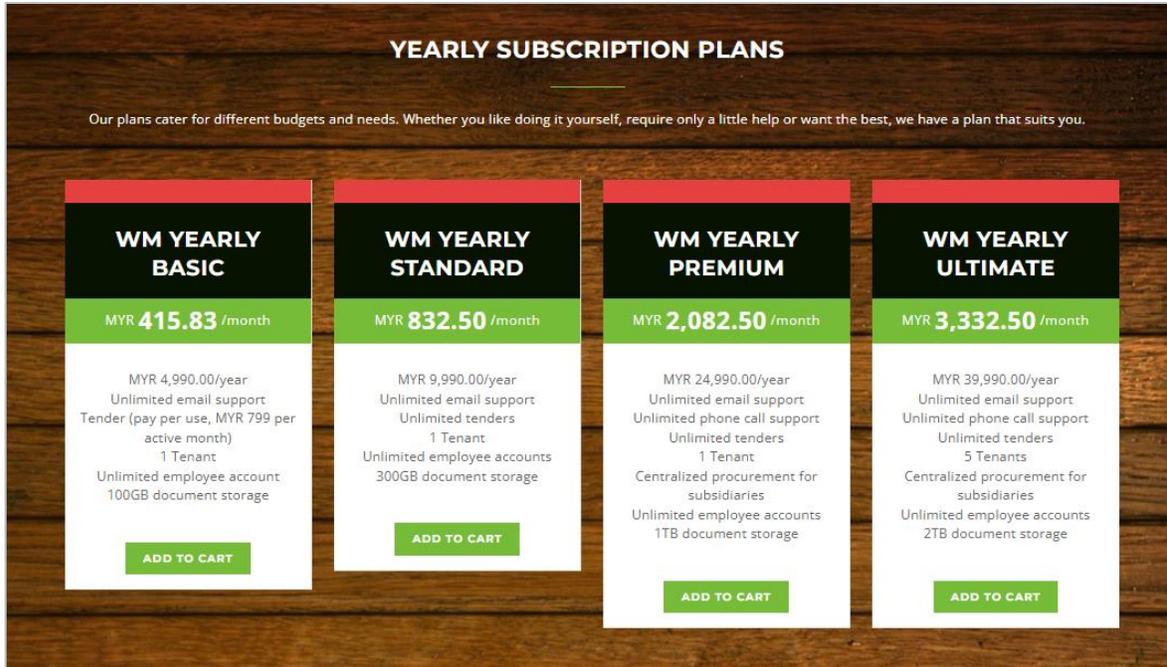


Figure 4: Monthly & Yearly Subscription Plans

- Once you have confirmed your selection, click on **Checkout Now**.

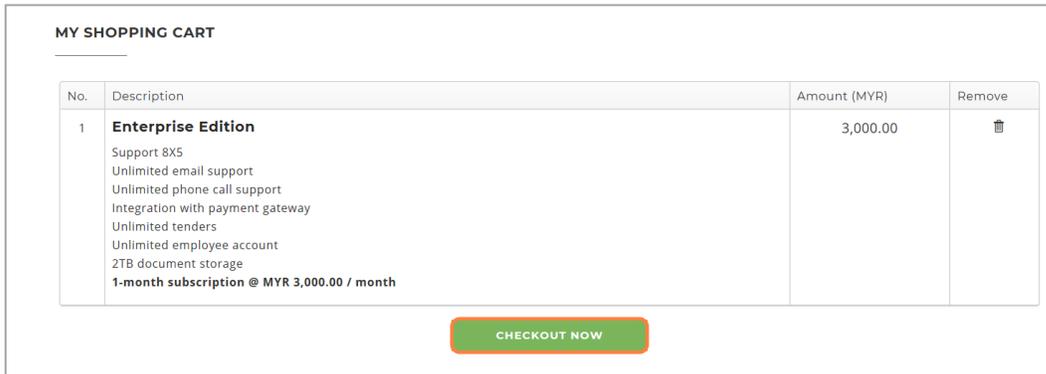


Figure 5: Checkout Shopping Cart

### 1.3. Make a Payment

- Tick the checkbox to agree to our Privacy Policy and Terms of Use.
  - Click **Pay Now**. You will be redirected to our payment gateway to complete your payment.
- NOTE:** Do not click refresh or the back button. Otherwise, the transaction may be interrupted or terminated.

WeManage Procurement – How to Register as a Buyer  
 Classification: Public

Order Details		
No.	Description	Amount(MYR)
1	Enterprise Edition Support BXS Unlimited email support Unlimited phone call support Integration with payment gateway Unlimited tenders Unlimited employee account 2TB document storage 1-month subscription @ MYR 3,000.00 / month	3,000.00
	Gross Amount	3,000.00
	(Discount)	(0.00)
	Surcharge	0.00
	Nett Amount	3,000.00
	Surcharge Tax	0.00
	Tax	0.00
	<b>Total Amount</b>	<b>3,000.00</b>

I understand and agree that I will be asked to make payment for the service when I click "Pay Now". Upon successful payment confirmation, the service will be immediately available to me and that a refund is possible. I also agree to your [Privacy Policy](#) and [Terms of Use](#).

[PAY NOW](#)

Figure 6: Order Details - Pay Now

## 1.4. Complete Your Account Setup

- Congratulations, you have successfully registered and subscribed to a plan. Return to your homepage and check out our resources to help you get started, including:
  - 4 Steps for Getting Started
  - User Guides and Videos

### Pending Task

Provides a brief overview of all pending tasks (if any). Click on any section in the chart to view the relevant tasks.

### Getting Started

Provides quick links to useful parts of the system for setup such as the [User Management](#) page.

- 1. Company White Label**  
Set up your company name, description, and logo. [Tutorial Video](#)
- 2. Business Unit**  
Set up the business units (e.g. Organization, Division, Department) for the company. [Tutorial Video](#)
- 3. User and User Role**  
Add and assign users to give them access to WeManage. [Tutorial Video](#)
- 4. Material / Product**  
Set up your company master data (e.g. Material Category, Sub-Category, UOM, Tax Code, etc). [Tutorial Video](#)

### Vendor Registration Invitation Link

You may provide the link below to your vendors to associate with your company.

[https://wemanager3uat.azurewebsites.net/hsy\\_edu/Account/Registration](https://wemanager3uat.azurewebsites.net/hsy_edu/Account/Registration)

### User Guides and Videos

Displays a list of User Guides that can be viewed for your reference.

- [WeManage Vendor Guides](#)
- [WeManage Buyer Guides](#)
- [WeManage Tutorials and Videos](#)

### Change Log

View the chronological list of notable changes and updates for each version of the WeManage releases. [Click Here](#).

Figure 7: Homepage – Getting Started, User Guides and Videos