

WeManage Procurement – Register as a Vendor v1.0

V WORK SDN. BHD.

1. Register as a new Vendor

- If you have received an invitation link from a Buyer, click on their link to begin.
 - Otherwise, go to the [WeManage Homepage](#), and click **Register**. From the drop-down, select **Vendor**.
- NOTE:** If your organization already has an existing account, please do not follow the steps below. Contact your admin to add you as a user under your organization’s account.

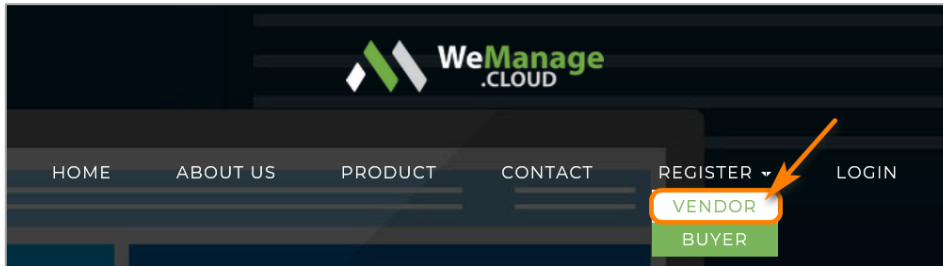


Figure 1: Register as a new Vendor

- Fill up all the mandatory fields (*) in the Vendor registration form.
- NOTE:** All fields do not allow the following special characters: < > { }
- If you are a **Malaysian company**, and you don’t remember your company’s 12-digit registration number, use any search engine to search for “[your company name] registration number”
 - Once all mandatory fields have been filled, tick the checkbox and click **Register** at the bottom of the form.

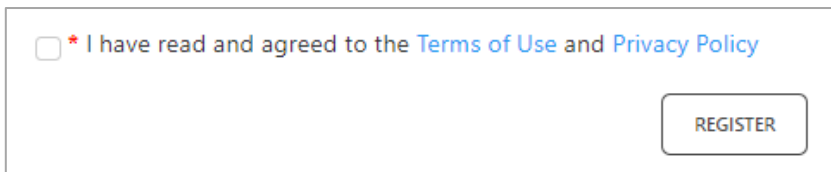


Figure 2: Acknowledge our Terms of Use and Privacy Policy before clicking on Register

- You will receive an email notification to **activate your vendor account**. Please check your email’s junk/spam folder if you did not find it in your Inbox. The account activation link is only valid for 14 days.

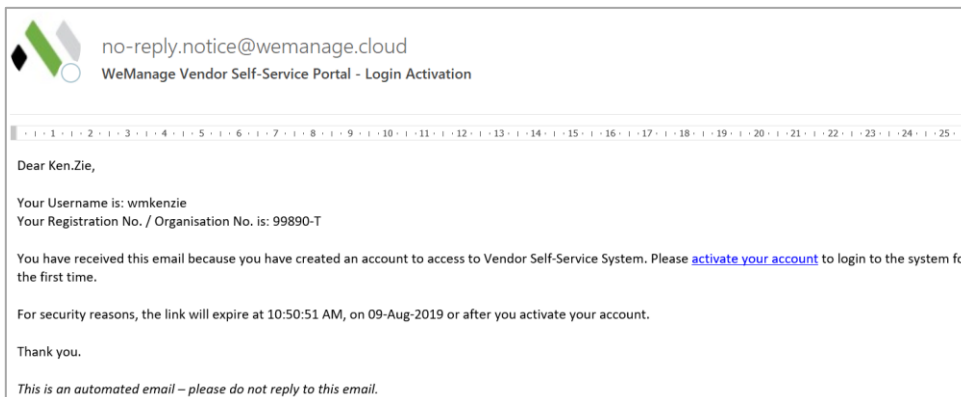
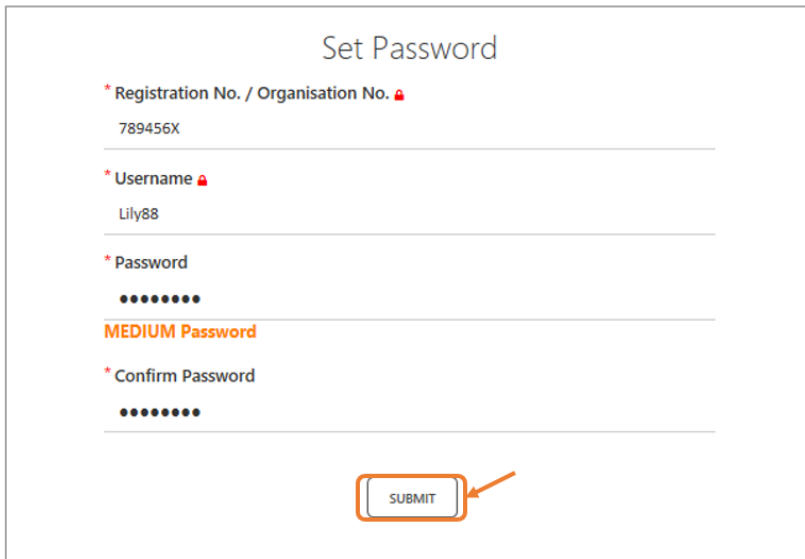



Figure 3: Notification Email - Activate Account

- 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.



Set Password

* Registration No. / Organisation No. 

789456X

* Username 

Lily88

* Password

●●●●●●●●

MEDIUM Password

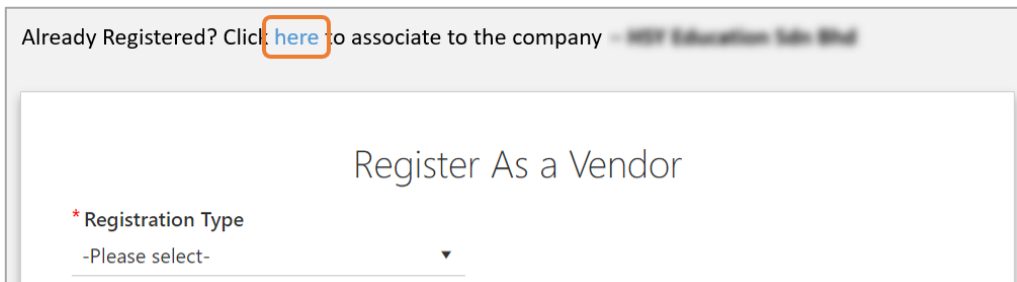
* Confirm Password

●●●●●●●●

SUBMIT

Figure 4: Set Password

- A message will appear once you have successfully set your password. Click **LOGIN** to begin using the system.
- If you haven't already done so, click on your Buyer's invitation link. Then, click on the link at the top to associate with the Buyer's company.



Already Registered? Click [here](#) to associate to the company

Register As a Vendor

* Registration Type

-Please select-

Figure 5: Set Password

2. Complete Your Company Profile

- After logging in, click on **Company Profile** in your homepage. This is important because if your company profile remains incomplete and unsubmitted, Buyers cannot invite you to participate in their sourcing or award activities.

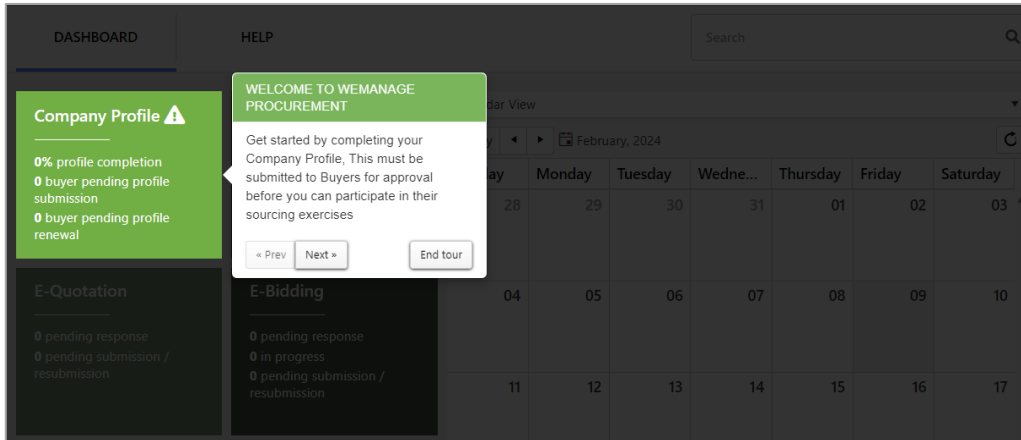


Figure 6: Company Profile

- Complete your company profile by filling up the mandatory fields on each tab. Once each tab is completed and saved, a green tick will appear for that tab.

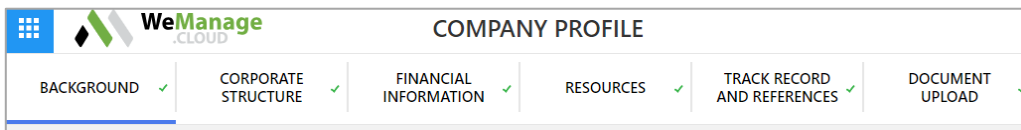


Figure 7: Company Profile tabs

- Once all the tabs are completed, the **Submit** button will appear at the bottom of the Document Upload tab. Click on the button to submit it to your Buyers for their review.
- Congratulations, you have completed your registration and company profile setup. Once your company profile has been approved by your Buyers, you will become eligible to be invited to their tenders, quotations, reverse auctions and more.