## WeManage Procurement – Register as a Vendor v1.0

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## 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 <u>WeManage Homepage</u>, and click **Register**. From the drop-down, select <u>Vendor</u>.
  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.

WeManage .cLOUD							
НОМЕ	ABOUT US	PRODUCT	CONTACT	REGISTER - VENDOR BUYER	LOGIN		



- 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.

	no-reply.notice@wemanage.cloud
	WeManage Vendor Self-Service Portal - Login Activation
_	
1 2 .	· · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · · 13 · · · 14 · · · 15 · · · 16 · · · 17 · · · 18 · · · 19 · · · 20 · · · 21 · · · 22 · · · 23 · · · 24 · · · 25 · · ·
Dear Ken.Zie,	
Your Usernam Your Registrat	e is: wmkenzie ion No. / Organisation No. is: 99890-T
You have recein the first time.	ived this email because you have created an account to access to Vendor Self-Service System. Please activate your account to login to the system for
For security re	asons, the link will expire at 10:50:51 AM, on 09-Aug-2019 or after you activate your account.
Thank you.	
This is an auto	mated email – please do not reply to this email.

Figure 3: Notification Email - Activate Account

• Click on the hyperlink in the email. You will be directed to a page to set your password.

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• Key in your Password and click on the **SUBMIT** button.

* Registration No. / Organ	isation 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.

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DASHBOARD	HELP							
Company Profile 🗚	WELCOME TO WEMANAGE PROCUREMENT	dar Vie						×
	Get started by completing your Company Profile, This must be submitted to Buyers for approval before you can participate in their sourcing exercises	y 🔸 🕨 🛱 February, 2024						C
0% profile completion 0 buyer pending profile		ay	Monday	Tuesday	Wedne	Thursday	Friday	Saturday
submission <b>0</b> buyer pending profile renewal		28						
		04			07			
resubmission	0 pending submission / resubmission	11	12	13	14	15	16	17

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.