

User Manual - Vendor

- Login page
- Change Password
- Profile
- E-Quotation

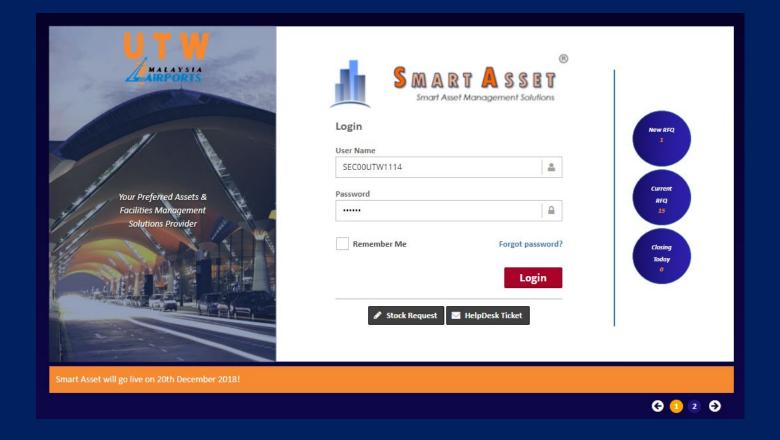
Brought to you by:





- Login page
- Change Password
- Profile
- E-Quotation

LOGIN PAGE







- Login page.
- 1) Insert your company *Username.*
 - * Eg.: SEC00UTW1114.
- 2) Insert your Password.
 - * Default login password is 123456.



Info

 You are advice to change your password after login.



- Login page
- Change Password
- Profile
- E-Quotation

CHANGE PASSWORD





- Change Password.
- Vendor have to login first to change password.
- 2) On top right screen, click on *Change Password*.
- Fill in all field to change your password.





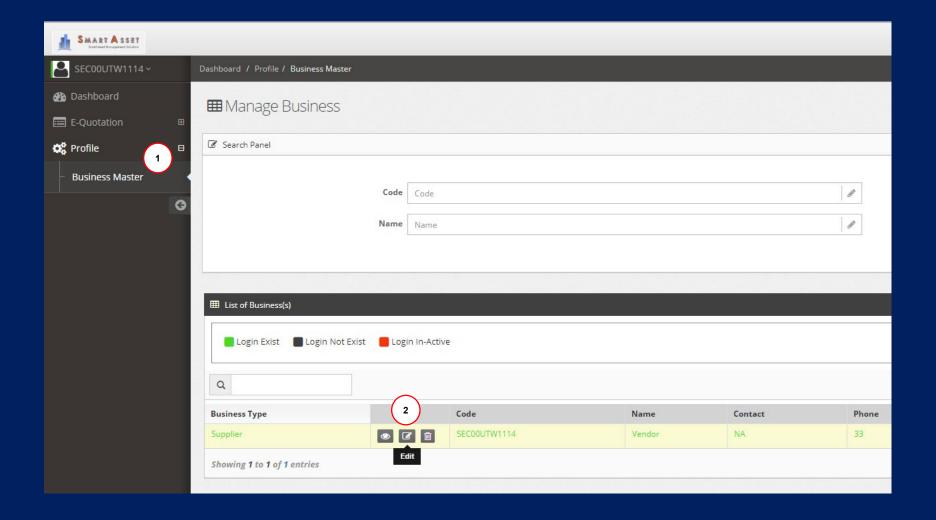
- Login page
- Change Password
- Profile
- E-Quotation

PROFILE



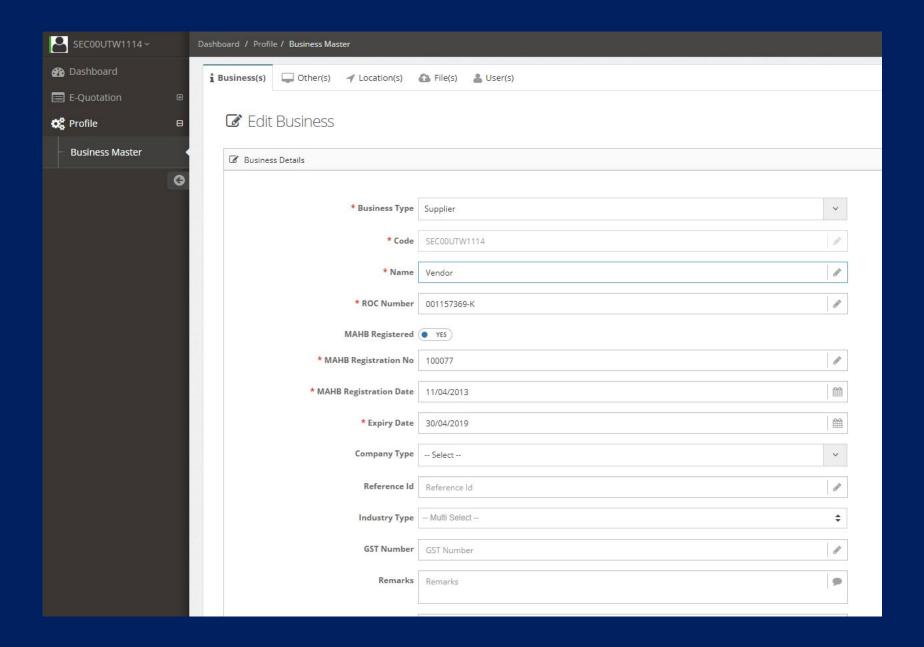
Steps:

- Update Profile.
- 1) Click *Business Master* under Profile.
- 2) Click on edit button from the records.



PROFILE







- Profile.
- Fill all mandatory fields in all tabs.





- Login page
- Change Password
- Profile
- E-Quotation

E-Quotation

Quotation Submission

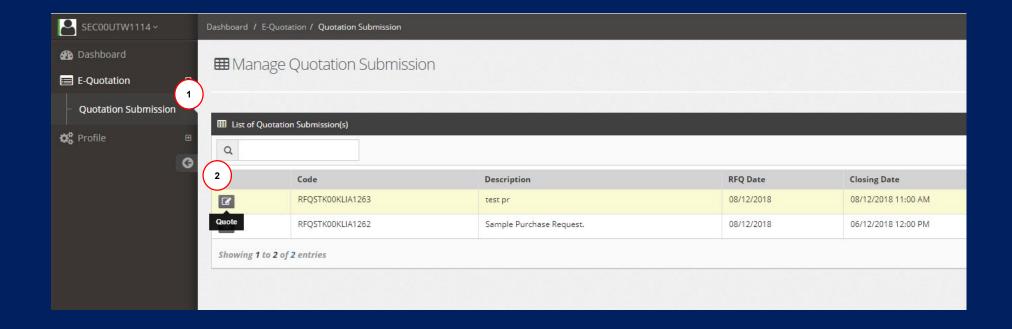




- E-Quotation.
- Click on Quotation
 Submission under E Quotation module to view
 RFQ.
- Click Quote on interested RFQ to quote price.



- RFQ Status:
- 1) Expired:
 - RFQ reached closing date.
- 2) Released:
 - Active RFQ.
- 3) Submitted:
 - RFQ has been quoted & submitted through the system.



E-Quotation

Quotation Submission



RFQ Spare Part(s) 1 Edit RFQ Supplier	Supplier Document(s)		
Supplier Details			
Code	RFQSTK00KLIA1263	Overall Discount (RI	VI) 100
Description	test pr	* Delivery Period (Day	30 30
Visit Date	01/01/0001	Payment Terms (Day	30 to 60 Days
Remarks	Remarks	Total Price (RI	M) 61100 2

Steps:

- 1) Click on RFQ Spare Part tab (for RFQ Stock) and RFQ Item (for RFQ Service) to quote price.
- 2) Total Price is auto calculated through the system and will be displayed in Total Price field.
- 3) Any attachment can be attached in Supplier Document tab.
- 4) RFQ Document tab and PR Document tab will display any attachment such as image / BQ / Spec from UTW if any.
- 5) Vendor can click Submit button to submit the final quoted price.

Vendor not able to edit price/ or any RFQ info once RFQ is submitted.



Smart Asset Support:



Pn. Rohaizah Amsah rohaizaha@malaysiaairports.com.my 03-877 67011



Cik Siti Aisyah Radzuan utw_procurement@malaysiaairports.com.my 03-877 67013