# AKPK eProcurement User Guide v1.0

VENDOR REGISTRATION V-WORK SDN BHD



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#### **Document Control**

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## 1. Overview

Vendor Self-Service Portal is a platform to connect you with AKPK.

For first time vendor registration on AKPK, vendor shall follow the steps below:



**Note**: You may get the details guide on how to submit vendor profile and how to use the eProcurement system on the Home page once you successfully log in to your account.

# 2. Register as a New Vendor

You will need an account to manage your company profile and participate in activities (e.g., Tender / Quotation) in AKPK.

- Follow the vendor registration invitation link shared by AKPK, you will be redirected to the vendor account creation page.
- Fill up all the mandatory fields (\*) on the vendor account creation page.
- Vendor can select one or more Account Types such as Supplier, Contractor, Consultant, or Buyer.



ur detalls below. Your username will be used as your login ID.		
		Company Information
	Register As a Vendor	
* Registration Type		
-Please select-	<b>*</b>	
* Registration No. / Organization No.	Old Registration No. / Organization No.	
E.g. 201903123456	E.g. 976921U	
* Full Name of Company		
Account Type		
Supplier Contractor Consultant Buyer		
Microsoft Partner		
Ves ONo		
* Company Address Line 1		
Company Address Line 2		
Company Addresss Line 3		
° City	* State	
	-Please select-	•
* Postal Code	* Country	
	Malaysia (my)	•
Company Website		

#### Figure 1 Vendor Registration Form

Enter yo	our login details	Login User Information
* Username 🕄	* Full Name	
* Email	* Re-enter Email	
E.g. example@domain.com		
An activation Email notification will be sent to this Email address.		
* Mobile Number		
■ +60 ▼ E.g. 121234567		
* Security Question	* Answer To Question	
-Please select-		
I'm not a robot		
* I have read and agreed to the Terms of Use and Priva	cy Policy	
<ul> <li>* ANTI- BRIBERY AND ANTI-CORRUPTION         <ul> <li>AKPK is committed to conducting business in an et             corrupt activities.</li> </ul> </li> </ul>	ical and honest manner and has zero-tolerenc	e for bribery and
ii. We are committed in all business dealings and relat anti-corruption in Malaysia in particular the Malays comply with the provisions set out in the Standard	onships and will constantly uphold all laws rel an Anti-Corruption Commission Act 2009. The Operating Procedures: Anti-Bribery and Anti-Co	ating anti-bribery and Supplier is required to orruption.
	REGISTER	

Figure 2 Vendor Registration Form (Login Details)



- Click **Register** at the bottom of the form once all mandatory field has been entered.
- You will receive an email notification asking you to activate your account.

**NOTE:** Please check on junk/spam mailbox if you did not find it in your Inbox and the account activation link is only valid for 14 days.



Figure 3 Email Notification - Activate Account

- Click on the "LOGIN" as mentioned in the Email, and you will be directed to a page to set your password.
- Key in the Password and click on the **SUBMIT** button.

Full Name of Com	pany 🔒
Fusion Sdn Bhd	
Registration No. /	Organisation No. 🔒
201010202020	
Username 🔒	
fusion	
* Password	
•••••	
STRONG Passwor	d
Password must be	in between 8 and 20 characters
* Confirm Passwor	d
•••••	

Figure 4 Set Password

- A message will prompt upon successfully setting passwords.
- Click on **LOGIN** to begin using the system.



# 3. Login

Condition 1: First time login after successfully register (Refer to Section 2: Register as a New Vendor)

- Once successfully registered and activate your account, you may login to the eProcurement system using your own username and password.
- Key in your **username** and **password**, click on the "Log In" button.



Figure 5 Login Page

• Once log in successfully, you will get the screen as below. Refer to <u>Section 4: How to Enable 2FA</u> to set up 2FA for your account.

Enable Two-Factor	r Authentication (2FA)
As an extra measure of sea authentication in order to	curity, you are required to enable two-factor verify yourself when login to the system.
Click Here for guide on ho Authentication (2FA).	w to fix common issues with Two-Factor
Step 1	
Download & install Google / Google Play Store.	Authenticator app from either the Apple App Store or
Step 2	
Scan the QR code or manual	lly enter the setup code.
-	
Manual Setup Code:	
Step 3	
Type in the code displayed o	on your authenticator app from your device.
*Code	
	VERIFY

Figure 6 Enable 2FA page



**Condition 2**: First time login after 21<sup>st</sup> August 2023 for the existing user that register and activate his/her account before the enhancement on 21<sup>st</sup> Aug 2023.

• Log in using your own **username** and **password**.



Figure 7 Login Page

• Once log in successfully, you will get the screen as below. Refer to <u>Section 4: How to Enable 2FA</u> to set up 2FA for your account.

Ellable Iwo	-ractor Authentication (2rA)
As an extra meas authentication in	ure of security, you are required to enable two-factor order to verify yourself when login to the system.
Click Here for gu Authentication (2	ide on how to fix common issues with Two-Factor (FA).
Step 1	
Download & instal Google Play Store.	Il Google Authenticator app from either the Apple App Store or
Step 2	
Scan the QR code	or manually enter the setup code.
-	
-	
Manual Setup Co	de:
Step 3	
Type in the code d	lisplayed on your authenticator app from your device.
*Code	
	VERDET

Figure 8 Enable 2FA page

• Once the code has been verified successfully, you will be redirected to the change password page. Please change your password to a stronger password.



	<	
	Change Password fou need to update your password because this is the first time you are signing in, or because your password has expired. * Current Password	
1	"New Password	
	* Confirm New Password	

Figure 9 Change Password

• You will get a Change Password Confirmation message after successfully change your password. You may login again with your new password.

Change Password Confirmation
Your password has been changed successfully. Use your new password to log in.
LOGIN

Figure 10 Change Password message

**Condition 3**: Login after set up 2FA successfully

• Key in your **username** and **password**, click on the "**Log In**" button.

Сакрк			
Make Pr Financ	udent ial Management A Way of Life	LOG IN Username Personet In Reconsider me? In the Sector Act a Vander ( Sector Act a Van	
	System needs: Best for resolution 1366 x 768 with browner of Interest E © 2023 All Rights Reserved, Versi	Explorer 10.0 and above or Matilla Fieldss or Google Chroma. on 2023 (Build \$4.0.0)	

Figure 11 Login Page



• Key in the code provided in the Google Authenticator App.

Click Here for guide on he Authentication (2FA).	ow to fix common issues with Two-Factor	
Type in the code displayed	on your authenticator app from your device.	
* Code		
	VERIFY	

Figure 12 Key in the Code #2

## 4. How to Enable 2FA

Why do you need Two-Factor Authenticator (2FA)? It gives additional protection to your account to make sure the data is kept private, safe, and secure.

• You will need to install the **Google Authenticator app** from either the Apple App Store or Google Play Store in your own mobile phone.

*	Google Authenticator
<b>3.6★</b> 461K reviews	100M+ € Downloads Everyone ©
	Install
	Share 🖹 Add to wishlist

Figure 13 Apple App Store or Google Play Store



• Open the App, click on the "+" button.

4:25				
$\equiv$ Google Authenticator	& <b>(2)</b>			
	+			

Figure 14 Google Authenticator App

• Select the "Scan a QR code" in your mobile phone and scan the QR code provided in the system.

As an extra measure of security, you are required to enable two-factor authentication in order to verify yourself when login to the system.
Step 1
Download & install Google Authenticator app from either the Apple App Store or Google Play Store.
Step 2
Scan the QR code or manually enter the setup code.
Manual Setup Code:
Step 3
Type in the code displayed on your authenticator app from your device. * Code

Figure 15 Enable 2FA #2



• You will get the code in the Google Authenticator App.



Figure 16 Google Authenticator App #2

• Key in the code generated from the Authenticator App to the space provided in the system and click on **Verify**.

	As an extra measure of security, you are required to enable two-factor
	authentication in order to verity yourself when login to the system.
	Step 1
	Download & install Google Authenticator app from either the Apple App Store or Google Play Store.
	Step 2
	Scan the QR code or manually enter the setup code.
	Manual Setup Code:
	Step 3
-	Type in the code displayed on your authenticator app from your device.
L	*Code
	VERIFY

Figure 17 Key in Code

