

# AKPK eProcurement User Guide v1.0

VENDOR REGISTRATION

V-WORK SDN BHD



## Table of Contents

- 1. Overview ..... 4
- 2. Register as a New Vendor ..... 4
- 3. Login ..... 7
- 4. How to Enable 2FA ..... 10

## Document Control

Document Properties	
Information Security Classification	Client Confidential
Audience	Agensi Kaunseling & Pengurusan Kredit (AKPK)
Template (version)	VW/PMP/UG/2022.01

Revision	Date	Author	Remark
1.0	25/09/2023	V-Work	

## 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.

Please fill in your details below. Your username will be used as your login ID.

Company Information

### Register As a Vendor

**\* Registration Type**  
-Please select- ▼

**\* 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  
 Yes  No

**\* Company Address Line 1**

Company Address Line 2

Company Address Line 3

**\* City** **\* State**  
-Please select- ▼

**\* Postal Code** **\* Country**  
Malaysia (my) ▼

Company Website

Figure 1 Vendor Registration Form

Login User Information

### Enter your login details

**\* 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** **\* Answer To Question**  
-Please select- ▼  
-Please select- ▼

I'm not a robot  reCAPTCHA  
Privacy - Terms

**\* I have read and agreed to the [Terms of Use](#) and [Privacy Policy](#)**

**\* ANTI- BRIBERY AND ANTI-CORRUPTION**

i. AKPK is committed to conducting business in an ethical and honest manner and has zero-tolerance for bribery and corrupt activities.

ii. We are committed in all business dealings and relationships and will constantly uphold all laws relating anti-bribery and anti-corruption in Malaysia in particular the Malaysian Anti-Corruption Commission Act 2009. The Supplier is required to comply with the provisions set out in the Standard Operating Procedures: Anti-Bribery and Anti-Corruption.

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.

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.

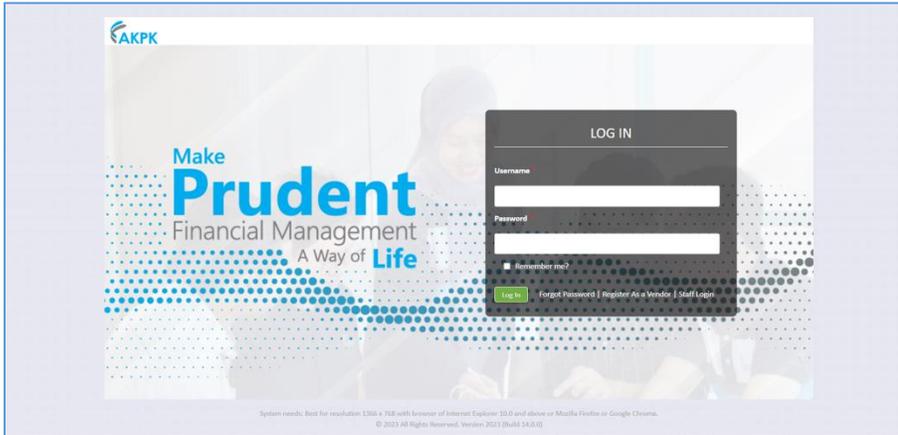


Figure 5 Login Page

- Once log in successfully, you will get the screen as below. Refer to [Section 4: How to Enable 2FA](#) to set up 2FA for your account.

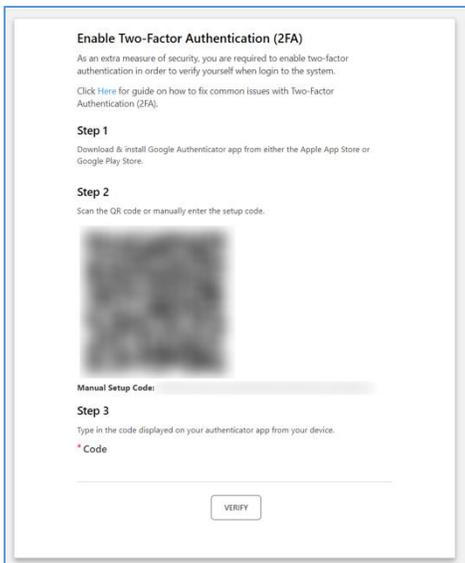


Figure 6 Enable 2FA page

**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**.

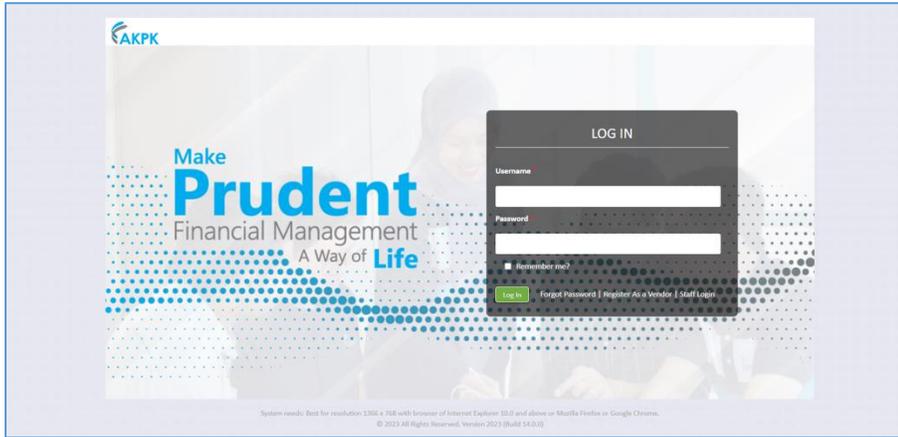


Figure 7 Login Page

- Once log in successfully, you will get the screen as below. Refer to [Section 4: How to Enable 2FA](#) to set up 2FA for your account.

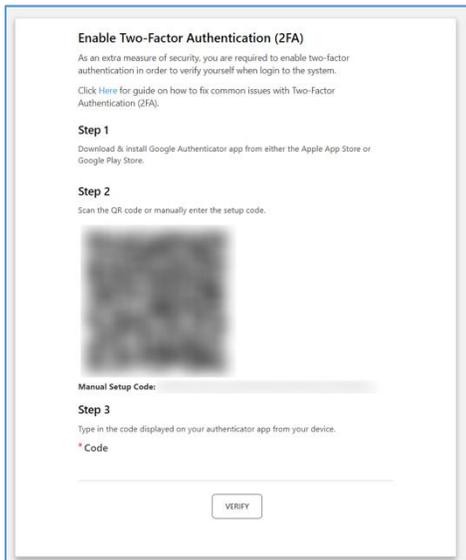


Figure 8 Enable 2FA page

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

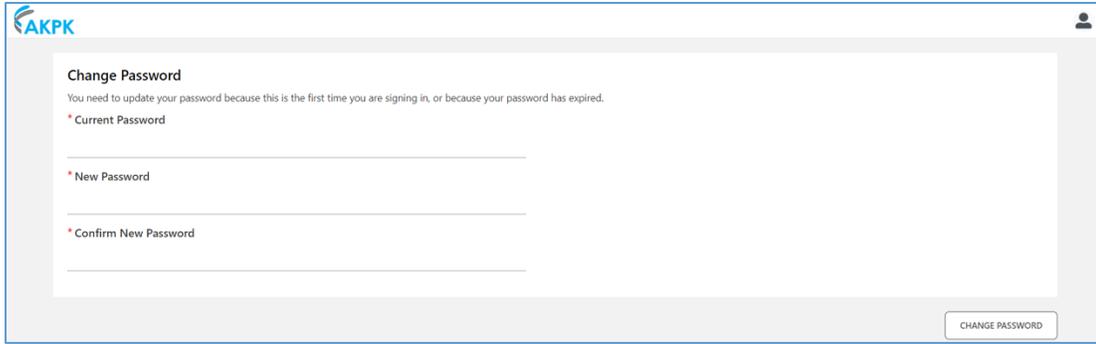


Figure 9 Change Password

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

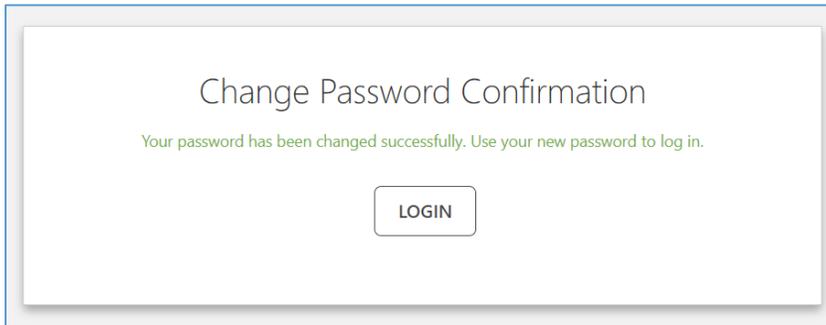


Figure 10 Change Password message

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

- Key in your **username** and **password**, click on the “**Log In**” button.

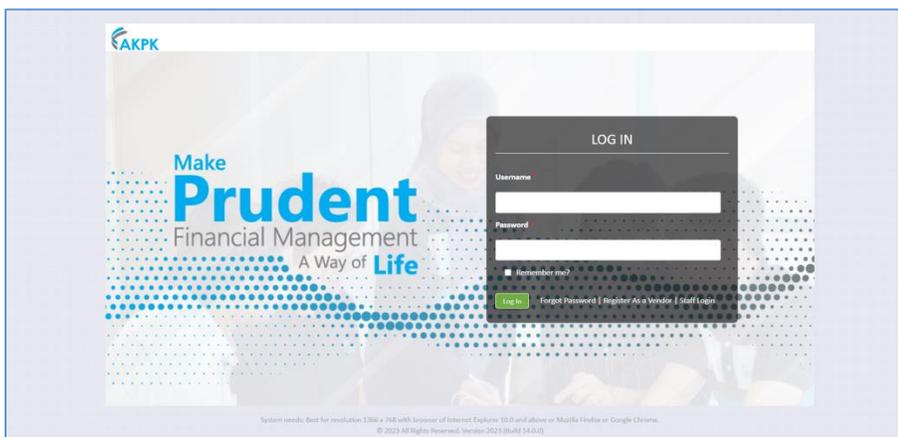


Figure 11 Login Page

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

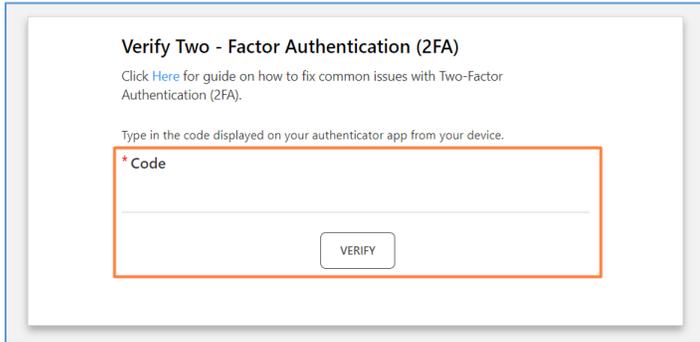


Figure 12 Key in the Code #2

## 4. How to Enable 2FA

Why do you need Two-Factor Authentication (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.

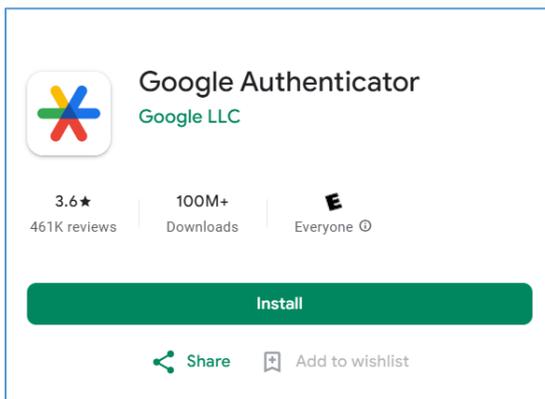


Figure 13 Apple App Store or Google Play Store

- Open the App, click on the “+” button.

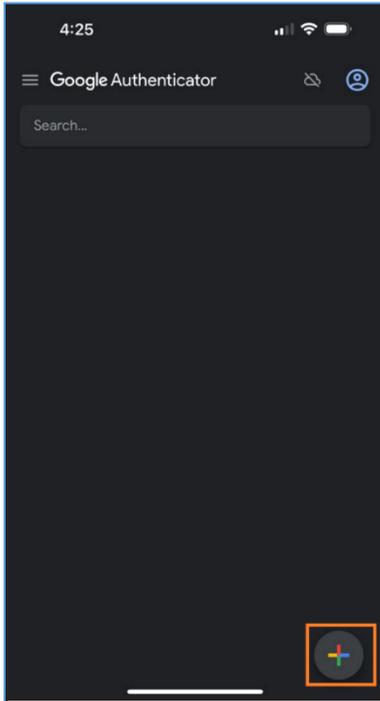


Figure 14 Google Authenticator App

- Select the “Scan a QR code” in your mobile phone and scan the QR code provided in the system.

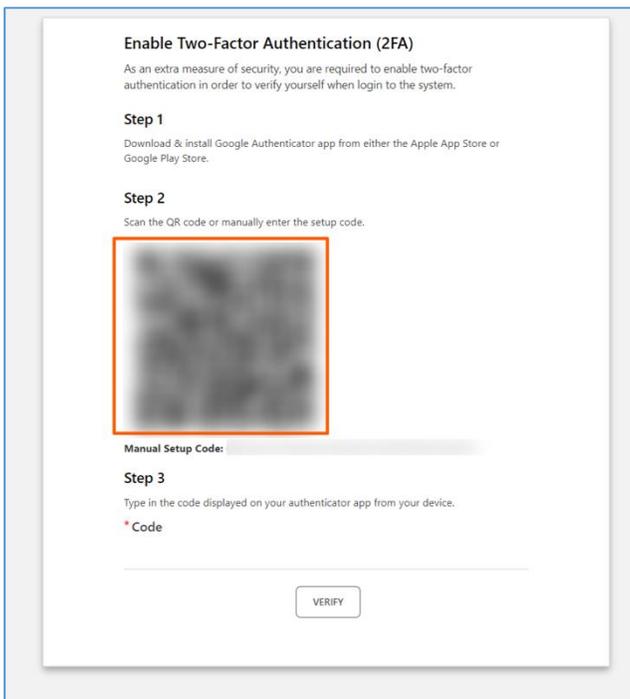


Figure 15 Enable 2FA #2

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

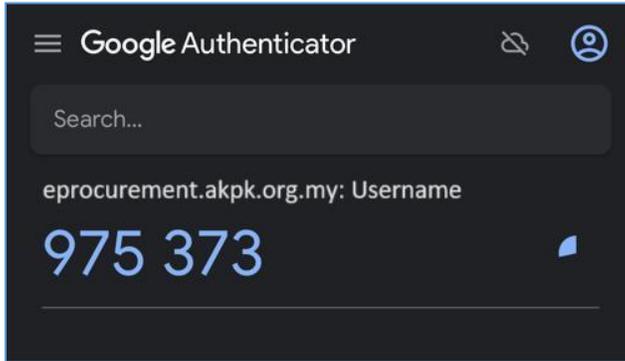


Figure 16 Google Authenticator App #2

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

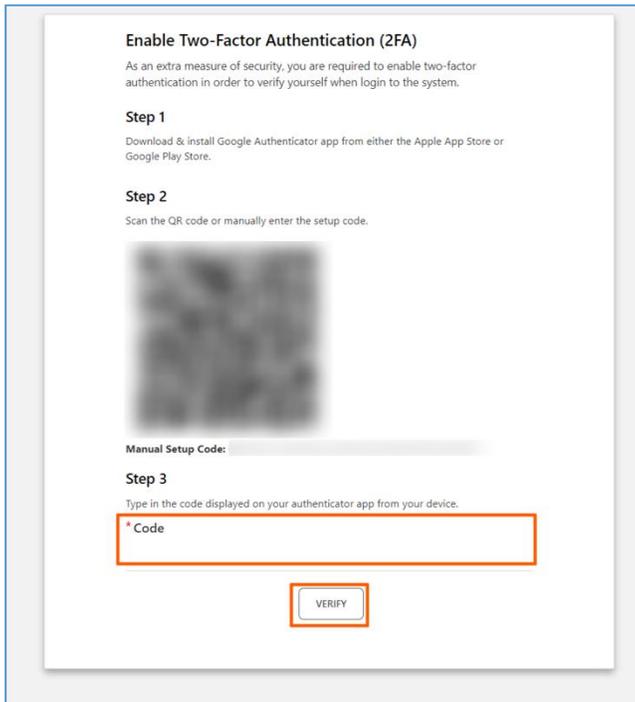


Figure 17 Key in Code