

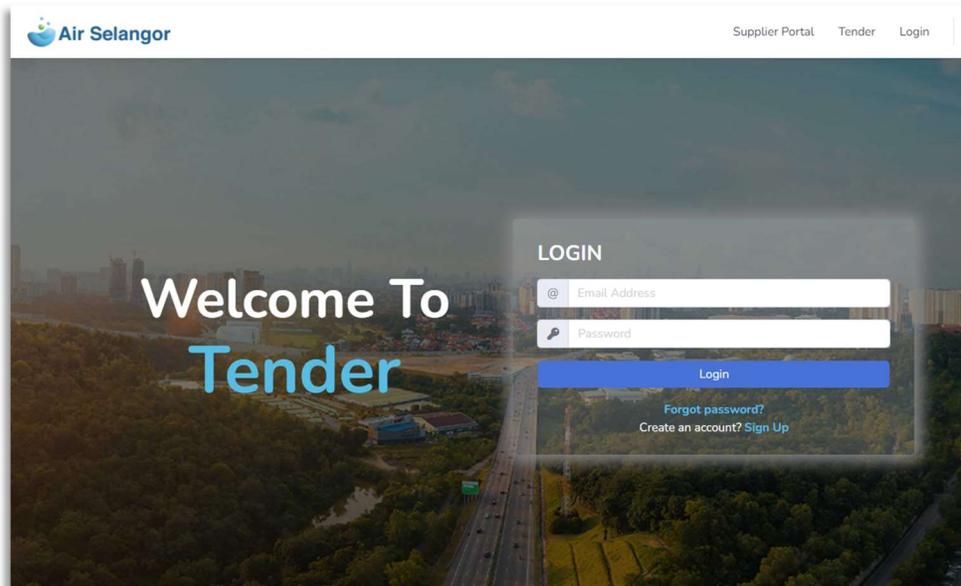


Tender System External User Manual

Login Page

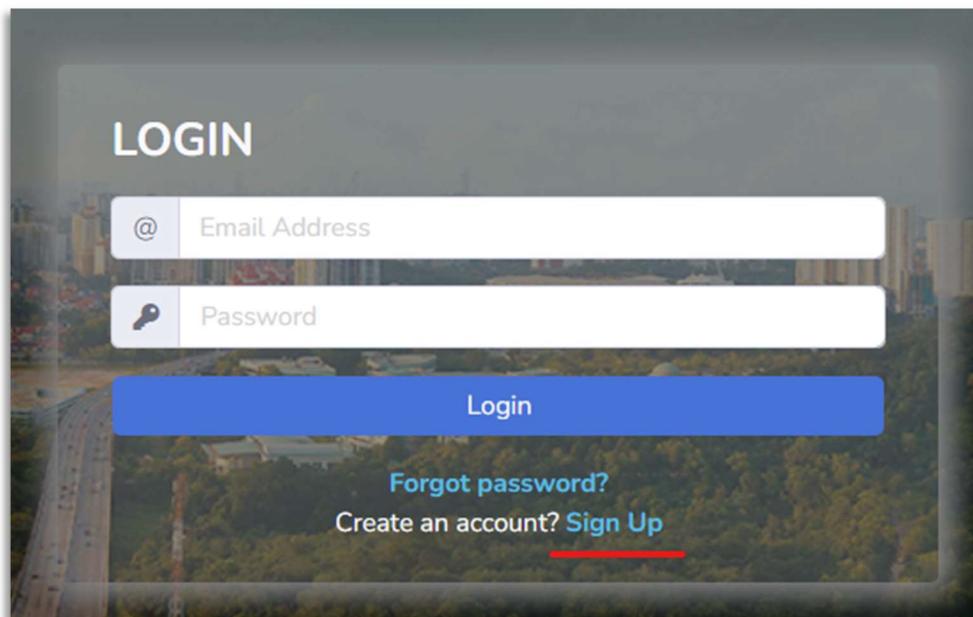
1. URL:
<https://tender.airselangor.com>

2. Login page:



- Please use registered login credentials to login

3. Sign up:



- Please click the Sign-Up link to register for an account in Tender system

4. Sign Up Page:

Air Selangor Supplier Portal Tender Login

Register your iTender Account

Please register on [TAMS Supplier Portal](#) first to get TAMS Supplier No

Registration Information

Full Name
Name

Email
Email

TAMS Supplier No
TAMS Supplier No

Phone Number
Phone Number

Company
Company Name

Company Reg No
Company Reg No

Address
Address

Postcode City
Postcode City

State
Selangor

Password
Password

Register

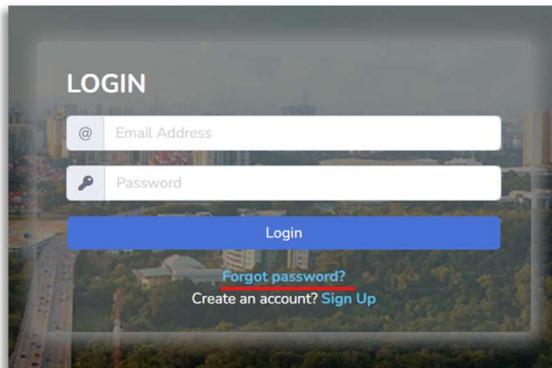
Already have an account? [Back To Log In](#)

- Please fill in information in all fields in the account registration form
- Email must be unique
- TAMS Supplier No is referring to supplier registered number in Air Selangor TAMS Supplier Portal system
- Upon successful account registration, a popup message will be displayed to inform that the application will be processed, and an email notification will be sent to vendor/supplier once the registration is approved
- If supplier/vendor doesn't have TAMS Supplier No yet please register by navigating to TAMS Supplier Portal:



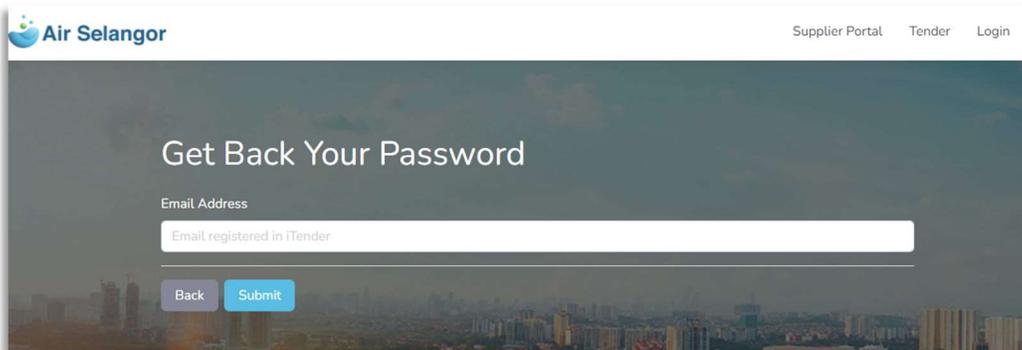
5. Forgot Password

- Please click Forgot Password link on the login page to go to Forgot Password page:



The screenshot shows a login form titled "LOGIN" on a website. It features two input fields: "Email Address" with an @ icon and "Password" with a key icon. Below the fields is a blue "Login" button. At the bottom, there are two links: "Forgot password?" and "Create an account? Sign Up". The background is a blurred cityscape.

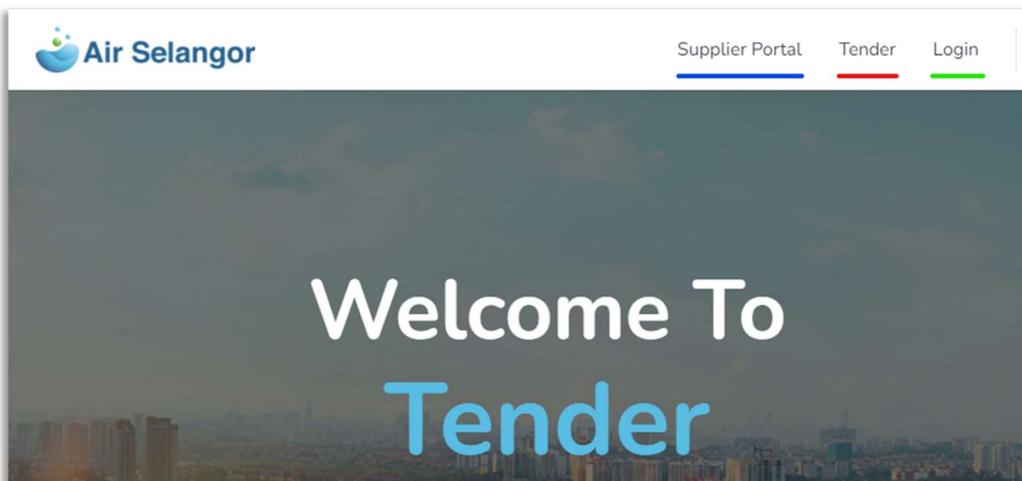
- Enter the registered email address and press submit. A temporary password will be sent to the entered email address:



The screenshot shows the "Get Back Your Password" page. At the top left is the "Air Selangor" logo. At the top right are navigation links: "Supplier Portal", "Tender", and "Login". The main heading is "Get Back Your Password". Below it is an "Email Address" label and a text input field containing "Email registered in iTender". At the bottom are "Back" and "Submit" buttons. The background is a blurred cityscape.

6. Top Bar Menu

- In the login page there are top bar menus:

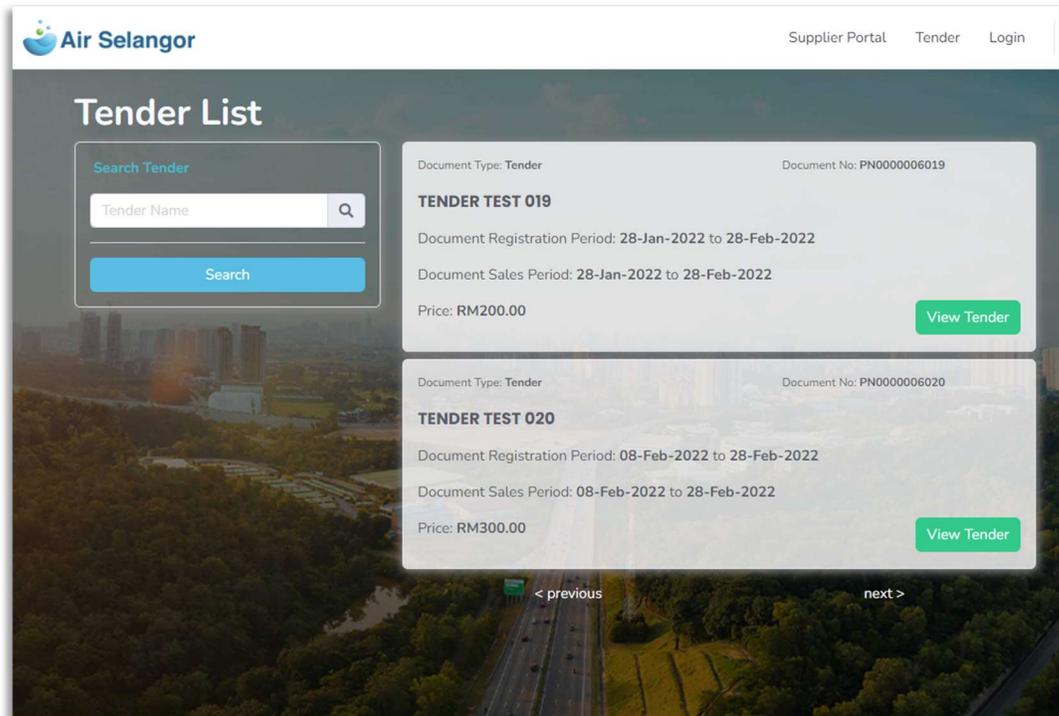


The screenshot shows the top bar menu of the website. On the left is the "Air Selangor" logo. On the right are three navigation links: "Supplier Portal" (underlined in blue), "Tender" (underlined in red), and "Login" (underlined in green). Below the menu is a large banner with the text "Welcome To Tender" in white and blue. The background is a blurred cityscape.

- Supplier Portal: will navigate to TAMS Supplier Portal website
- Tender: will navigate to tender list page
- Login: to return to login page

Tender Page

1. Tender Page:

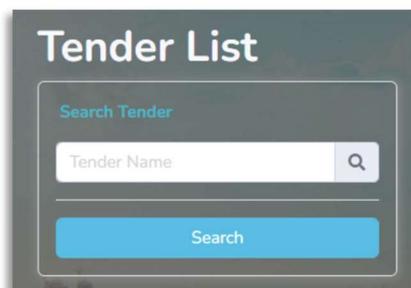


- Can be accessed by clicking the Tender menu at the top bar:



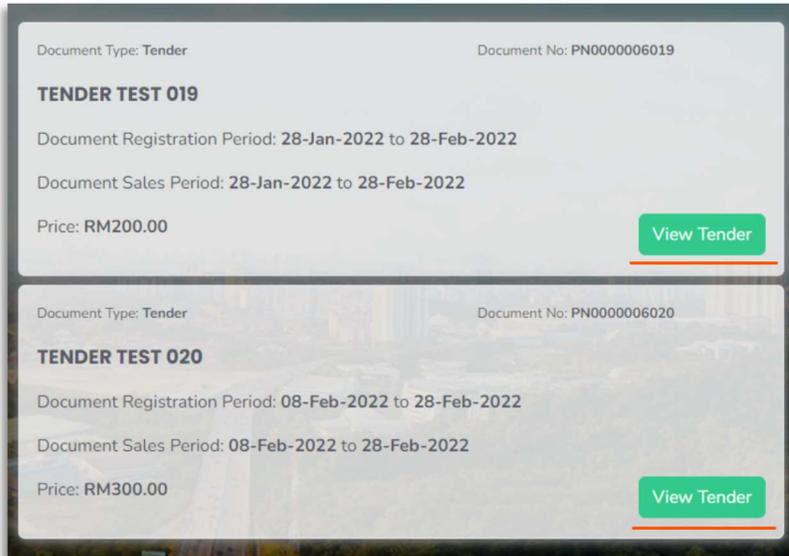
- Tender list page can be accessed even without logging in
- On the right side is the list of available tenders to choose from
- On the left is the tender search bar

2. Search Tender

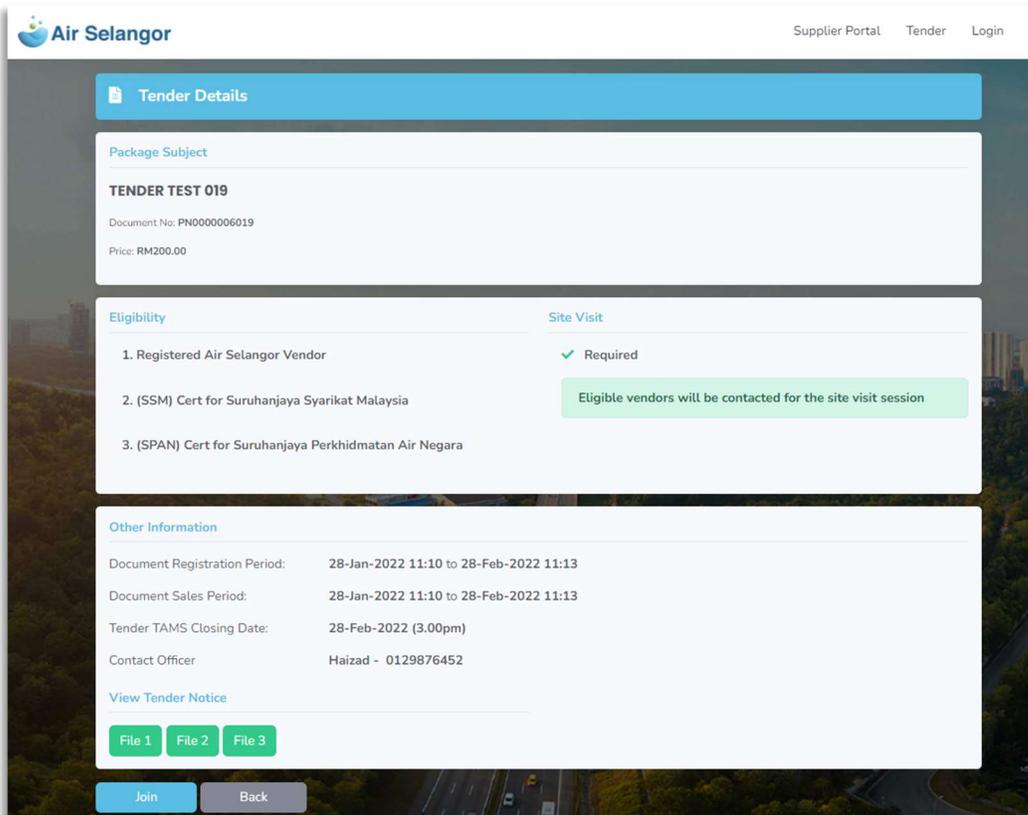


- Please enter tender name and press Search to search or filter tenders

3. View Tender

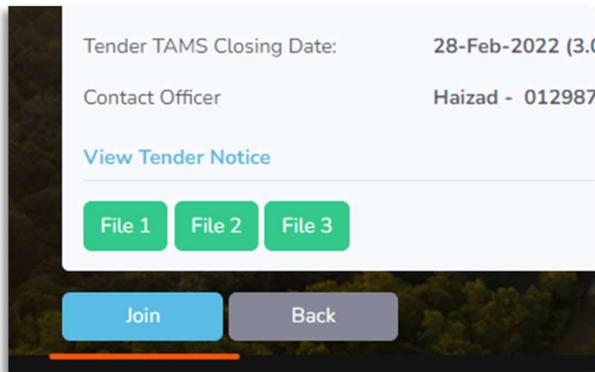


- Please click the View Tender button to view the details of the tender
- Below is the Tender Details page:



- Package Subject: Display tender title, tender number & price
- Eligibility: Display the requirements to enroll the tender
- Site Visit: Display the status of site visit for the tender

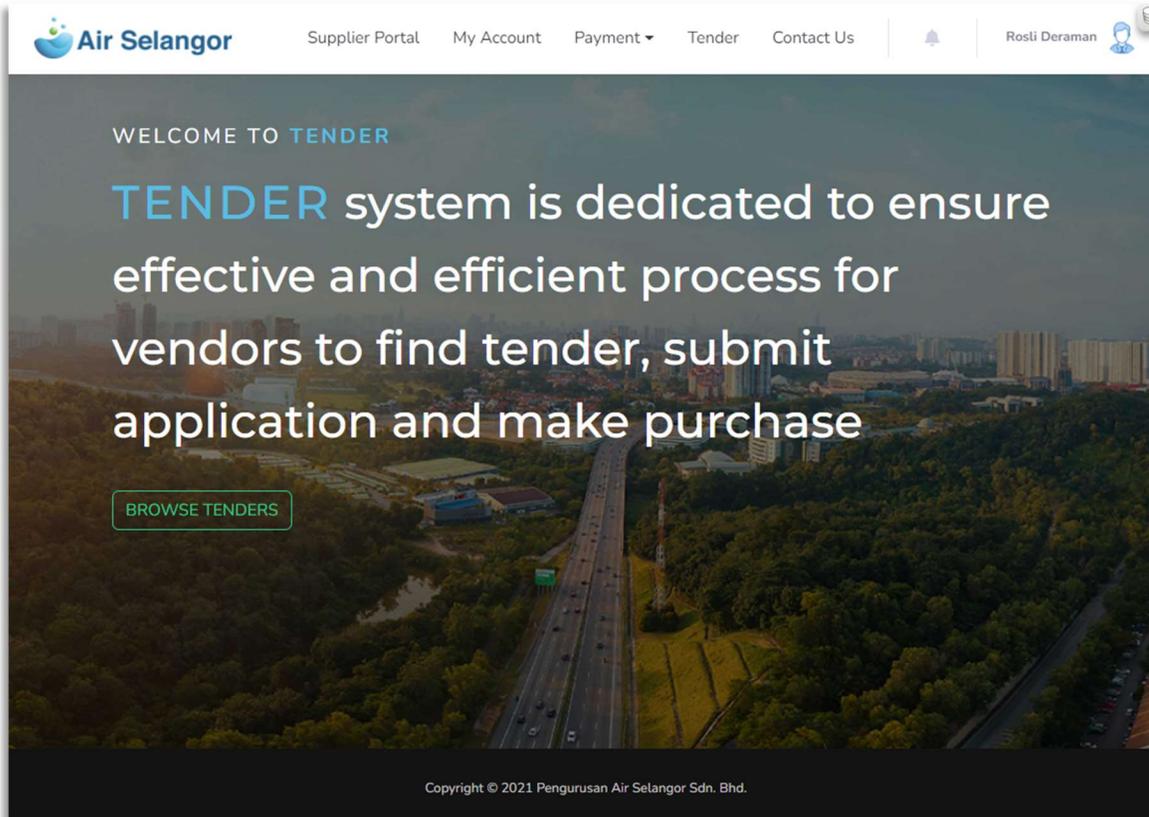
- Other Information: Display the related dates for the tender
- View Tender Notice: To view Tender Notice files attached for the tender
- Click Join button at the bottom of the page to enroll the tender:



Landing Page

1. Landing Page

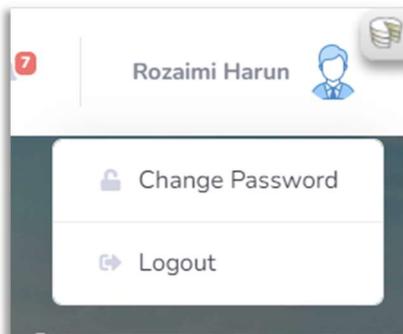
- Once logged in, user will be diverted to landing page:



- User can click the Browse Tenders link or Tender Menu to go to Tender List page

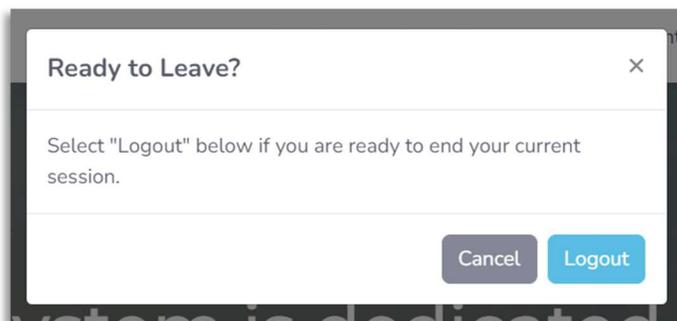


- When clicked on user's name at the top right page, a dropdown menu will appear for user to Change Password or Logout:



2. Logout

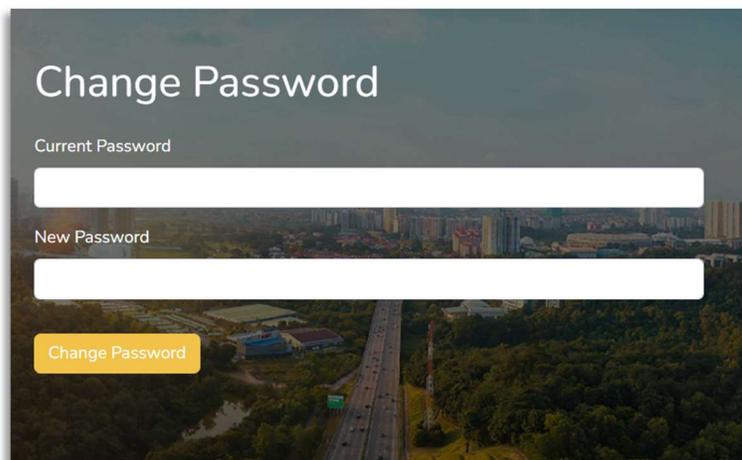
- When user clicked logout menu, a popup message will appear to confirm:



- Click the Logout button on the popup message to proceed logging out

3. Change Password

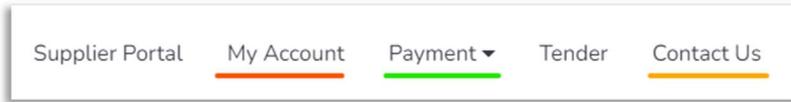
- When user clicked change password menu, user will be directed to Change Password page:



- Enter the current password and the new password to the respective fields and click Change Password button to proceed with changing the password
- A successful message popup will be displayed once the password change is done

4. Top Menu

- On the top menu there are additional menus:



- My Account: Will direct user to User Profile page
- Payment: User can choose to go to Payment Page or Refund Page
- Contact Us: A page where user can send questions/suggestions/etc to Air Selangor staff

My Account

1. Supplier Profile Page:

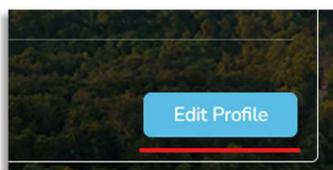
- Once clicked at My Account menu, user will be directed to Supplier Profile Page:

Document No	Document Name	Status
PN0000006019	TENDER TEST 019	APPROVED WAITING FOR PAYMENT
PN0000006006	TENDER TEST 002	PENDING PAYMENT APPROVAL
PN0000006005	TENDER TEST 001	PENDING PAYMENT APPROVAL
PN0000006004	TENDER TEST 1	APPROVED WAITING FOR PAYMENT
PN0000006003	PROJEK MENGEKAT PARKING KERETA	PENDING PAYMENT APPROVAL

- The top part is Profile Information section which displays Supplier's basic information
- The bottom part is Tender Records, displaying the list of supplier's enrolled tenders

2. Edit Profile

- Click the Edit Profile button in the Profile Information section to go to Edit Profile Page:



- User will be directed to Edit Profile page:

- User can update the details accordingly and press Update Profile button to save the changes

3. Tender Records

- This section displays the list of enrolled tenders
- User can click the tender to open Tender Enrollment page:

Document No	Document Name	Status
PN000006019	TENDER TEST 019	APPROVED WAITING FOR PAYMENT
PN000006006	TENDER TEST 002	PENDING PAYMENT APPROVAL

- User can also use the Search Tender feature to search or filter tenders using document number:

4. Tender Enrollment Page

- When user click on any tender in the Tender Records section, Tender Enrollment page will be displayed:

Tender Enrollment Page

TENDER TEST 020

Status	Document No	: PN0000006020
JOINED	Document Price	: RM300.00
Please upload your valid certificate and license as per tender notice	Document Registration Period	: 08-Feb-2022 to 28-Feb-2022
	Document Sale Period	: 08-Feb-2022 to 28-Feb-2022
	TAMS closing date	: 28-Feb-2022 (3.00pm)

Requirements [\(Click for details\)](#)

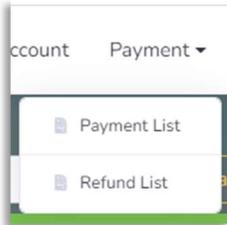
- (Vendor Air Selangor) Berdaftar sebagai Vendor Air Selangor
- (SSM) Cert for Suruhanjaya Syarikat Malaysia
- (SPAN) Cert for Suruhanjaya Perkhidmatan Air Negara
- (MOF) Cert for Ministry of Finance Malaysia

- This page displays the status of the enrollment of a particular tender
- Top section:
 - o Display the status
 - o Some instruction on action to be taken
 - o Some important information of the enrolled tender
- Below section:
 - o Display the list of requirements for the enrolled tender
 - o User must upload supporting document for the tender enrollment if required
- Once all supporting documents are uploaded, user can press the Submit button to proceed with the application

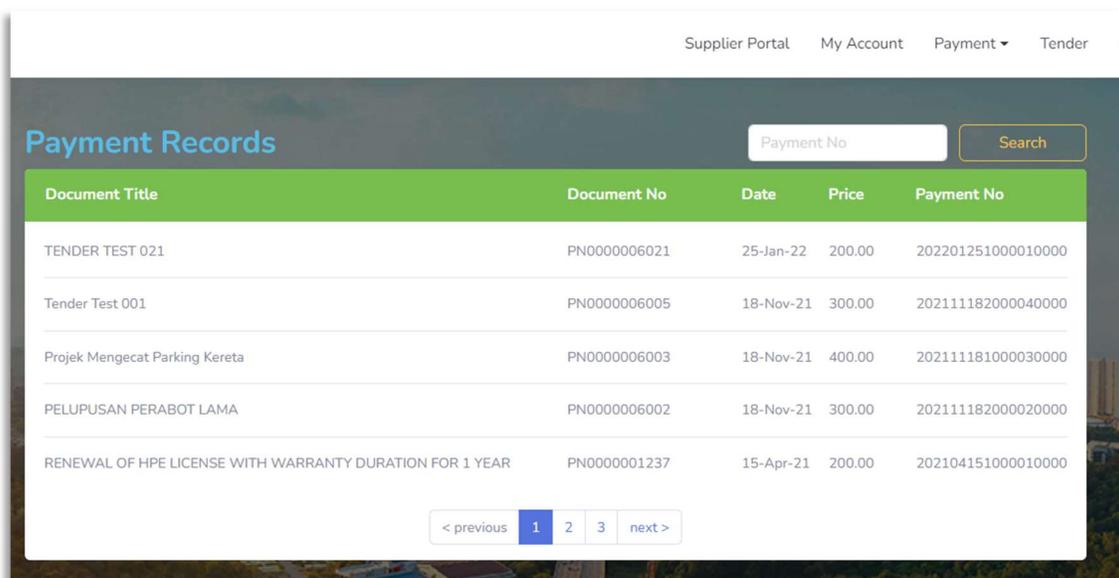
Payment Page

1. Payment Menu

- On the Payment dropdown menu, user can click Payment List menu to open Payment Records page:



2. Payment Records page



Supplier Portal My Account Payment Tender

Payment Records

Payment No Search

Document Title	Document No	Date	Price	Payment No
TENDER TEST 021	PN0000006021	25-Jan-22	200.00	202201251000010000
Tender Test 001	PN0000006005	18-Nov-21	300.00	202111182000040000
Projek Mengecat Parking Kereta	PN0000006003	18-Nov-21	400.00	202111181000030000
PELUPUSAN PERABOT LAMA	PN0000006002	18-Nov-21	300.00	202111182000020000
RENEWAL OF HPE LICENSE WITH WARRANTY DURATION FOR 1 YEAR	PN0000001237	15-Apr-21	200.00	202104151000010000

< previous 1 2 3 next >

- The page will display all the payments that the user has made
- To view the payment details, user can click on any of the payment in the record list
- User can search or filter payments using Payment No on the Search feature:



3. Payment Details

- Once clicked on any of the payment list, Payment Details page will be opened:

The screenshot displays the 'Payment Details' page for ABE ROSLI CORP. The page is divided into several sections:

- Header:** ABE ROSLI CORP, ROSLI DERAMAN, NO 57 JALAN TP 5, TAMAN PUTRA 47100 PUCHONG SELANGOR, rosli@gmail.com
- Document Information:**
 - Document Type: Tender
 - Document Name: TENDER TEST 021
 - Document No: PN0000006021
 - Price: RM200.00
- Payment Information:**
 - Payment No: 202201251000010000
 - Payment Date: 2022-01-25 08:59:13
 - Reference No: 20220125085913158
 - Amount Paid: 200.00
 - Payment Type: B2C_TND
 - Bank: SBI BANK A
 - Payment Status: SUCCESS
- Details Table:**

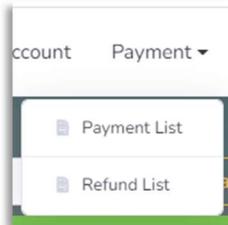
Details	
ePay Transaction ID	IT220125085913868
FPX Transaction ID	2201250859200503
FPX Message Code	00
FPX Message	Approved
- Actions:** 'Get Receipt' (blue button) and 'Back' (grey button).

- This page displays all the details of the payment
- User can reprint the receipt of the payment if it's available

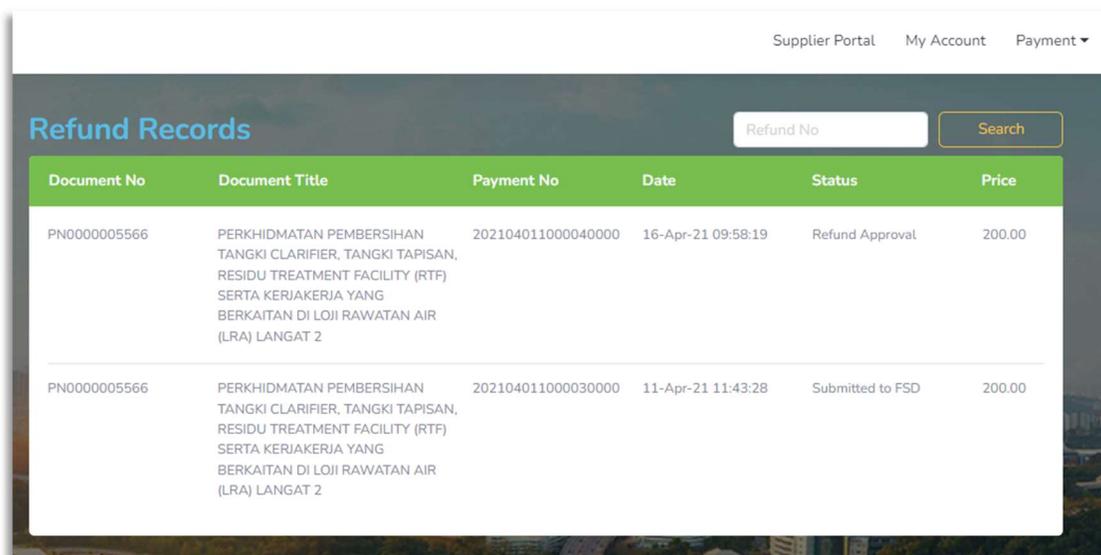
Refund Page

1. Refund Menu

- On the Payment dropdown menu, user can click Refund List to open Refund Records page:



2. Refund Records page:



Supplier Portal My Account Payment ▾

Refund Records

Document No	Document Title	Payment No	Date	Status	Price
PN0000005566	PERKHIDMATAN PEMBERSIHAN TANGKI CLARIFIER, TANGKI TAPISAN, RESIDU TREATMENT FACILITY (RTF) SERTA KERJAKERJA YANG BERKAITAN DI LOJI RAWATAN AIR (LRA) LANGAT 2	202104011000040000	16-Apr-21 09:58:19	Refund Approval	200.00
PN0000005566	PERKHIDMATAN PEMBERSIHAN TANGKI CLARIFIER, TANGKI TAPISAN, RESIDU TREATMENT FACILITY (RTF) SERTA KERJAKERJA YANG BERKAITAN DI LOJI RAWATAN AIR (LRA) LANGAT 2	202104011000030000	11-Apr-21 11:43:28	Submitted to FSD	200.00

- The page will display all the refunds under the user's account
- To view the refund details, user can click on any of the refund in the record list
- User can search or filter refund using Refund Number on the Search feature:



3. Refund Details page

The screenshot shows a web interface for 'Refund Details'. At the top left, there is a blue header with a dollar sign icon and the text 'Refund Details'. Below this is a light blue banner containing the company name 'ABE ROSLI CORP' and its contact information: 'ROSLI DERAMAN', 'NO 57 JALAN TP 5, TAMAN PUTRA 47100 PUCHONG SELANGOR', and 'rosli@gmail.com'. The main content area is divided into two columns. The left column lists document details: 'Document Type' (Tender), 'Document Name' (PERKHIDMATAN PEMBERSIHAN TANGKI CLARIFIER, TANGKI TAPISAN, RESIDU TREATMENT FACILITY (RTF) SERTA KERJAKERJA YANG BERKAITAN DI LOJI RAWATAN AIR (LRA) LANGAT 2), 'Document No' (PN0000005566), and 'Price' (RM200.00). The right column lists refund details: 'Refund No' (blank), 'Refund Date' (2021-04-16 09:58:19), 'Refund Status' (Refund Approval), 'Amount Refunded' (200.00), 'Payment No' (202104011000040000), and 'Payment Date' (2021-04-01 15:19:25). At the bottom right of the right column, there is a grey button labeled 'Back'.

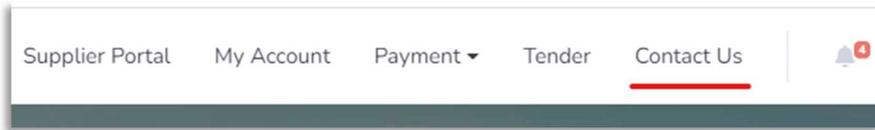
Document Type Tender	Refund No
Document Name PERKHIDMATAN PEMBERSIHAN TANGKI CLARIFIER, TANGKI TAPISAN, RESIDU TREATMENT FACILITY (RTF) SERTA KERJAKERJA YANG BERKAITAN DI LOJI RAWATAN AIR (LRA) LANGAT 2	Refund Date 2021-04-16 09:58:19
Document No PN0000005566	Refund Status Refund Approval
Price RM200.00	Amount Refunded 200.00
	Payment No 202104011000040000
	Payment Date 2021-04-01 15:19:25
	Back

- This page displays all the details of the refund

Contact Us

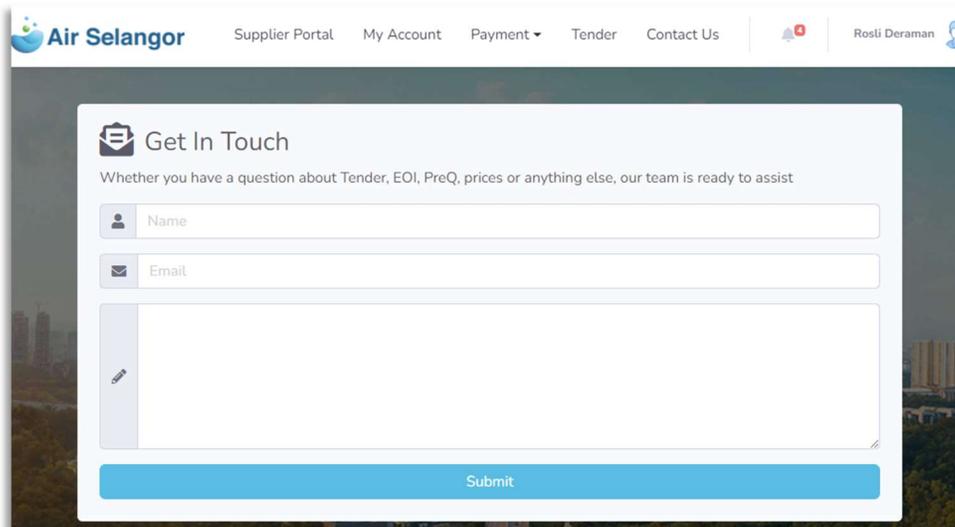
1. Contact Us menu

- On the top bar menu, user can click Contact Us menu to open Contact Us page:



2. Contact Us page

- Once click, the Contact Us page will be displayed:

A screenshot of the 'Get In Touch' contact form on the Air Selangor website. The form is titled 'Get In Touch' and includes the text: 'Whether you have a question about Tender, EOI, PreQ, prices or anything else, our team is ready to assist'. The form contains three input fields: 'Name', 'Email', and a large text area for the message. A blue 'Submit' button is located at the bottom of the form. The background of the page shows a cityscape.

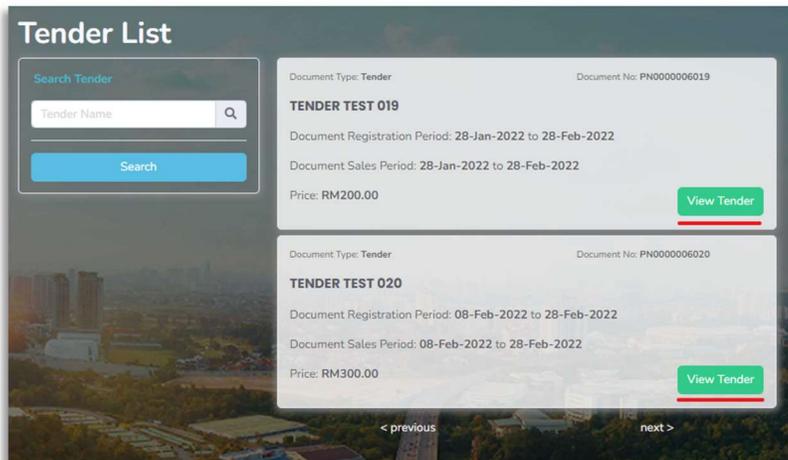
- This page is dedicated for users to send any comment/suggestion/feedback/etc to Air Selangor team
- Once submitted, Air Selangor team will review the submission and feedback accordingly

Tender Enrollment Flow

Below are the steps that suppliers must go through to purchase a tender:

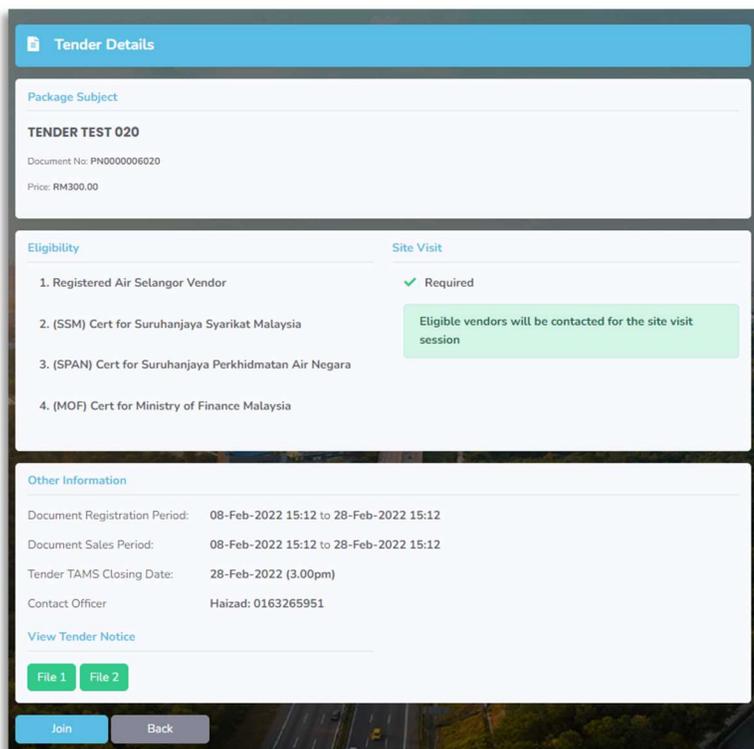
1. View Tender

- Supplier will start with viewing tenders in the Tender List page
- Supplier can click the View Tender button to open Tender Details page to get more information of the selected tender



2. Tender Details

- In the Tender Details page supplier can view Tender Notice file if available
- If supplier is interested to enroll the tender, simply click the **Join** button at the bottom of the page



3. Tender Enrollment Page – Submit Application

- Once clicked the **Join** button on the Tender Details page, the supplier has officially enrolled with the tender and can start with the application submission

Tender Enrollment Page

TENDER TEST 020

Status

JOINED

Please upload your valid certificate and license as per tender notice

Document No : PN000006020
Document Price : RM300.00
Document Registration Period : 08-Feb-2022 to 28-Feb-2022
Document Sale Period : 08-Feb-2022 to 28-Feb-2022
TAMS closing date : 28-Feb-2022 (3.00pm)

Requirements (Click for details)

(Vendor Air Selangor) Berdaftar sebagai Vendor Air Selangor	✓
(SSM) Cert for Suruhanjaya Syarikat Malaysia	Upload Document
(SPAN) Cert for Suruhanjaya Perkhidmatan Air Negara	Upload Document
(MOF) Cert for Ministry of Finance Malaysia	Upload Document

Submit Back

- The displayed status is **JOINED**, indicating that the supplier has enrolled with the tender
- A brief description is displayed to tell the supplier upload valid certificate or license as part of the requirements to purchase the tender document
- At the bottom section, click the **Upload Document** button to upload respective supporting document

Upload Document

Choose File No file chosen

Cancel Upload

- A popup message will be displayed, and supplier can upload the document and then click **Upload** button

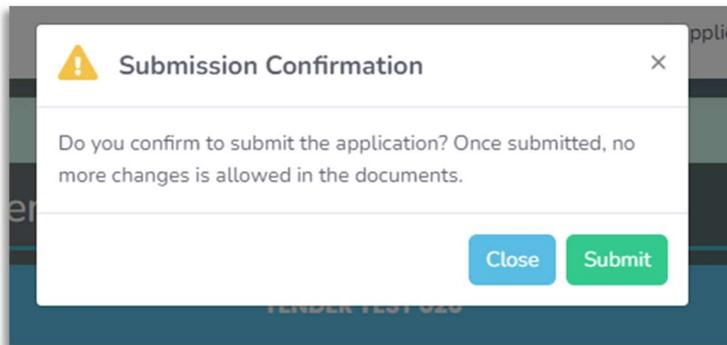
Requirements (Click for details)

(Vendor Air Selangor) Berdaftar sebagai Vendor Air Selangor	✓	
(SSM) Cert for Suruhanjaya Syarikat Malaysia	✓	📄 🗑️
(SPAN) Cert for Suruhanjaya Perkhidmatan Air Negara	✓	📄 🗑️
(MOF) Cert for Ministry of Finance Malaysia	✓	📄 🗑️

Submit Back

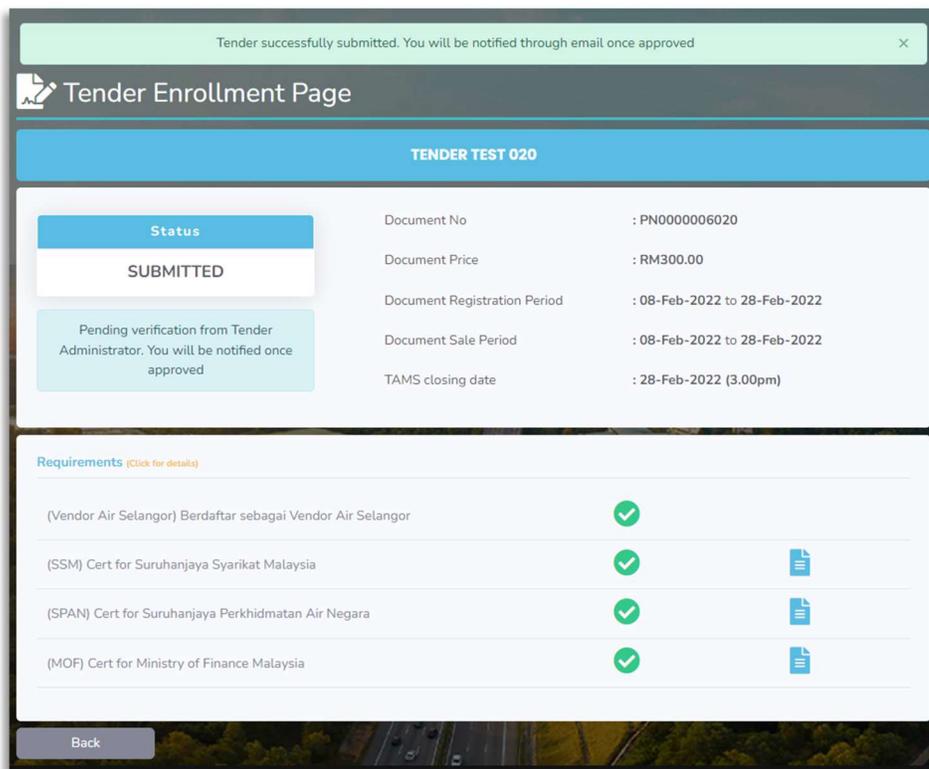
- Once uploaded, supplier can view back the uploaded document by clicking the **view icon** or delete the document by clicking the **dustbin icon**

- Once finalized, supplier can proceed with the application by clicking **Submit** button
- A popup message will be displayed to confirm the application submission. Supplier may proceed by clicking the button **Submit**



4. Tender Enrollment Page – Application Submitted

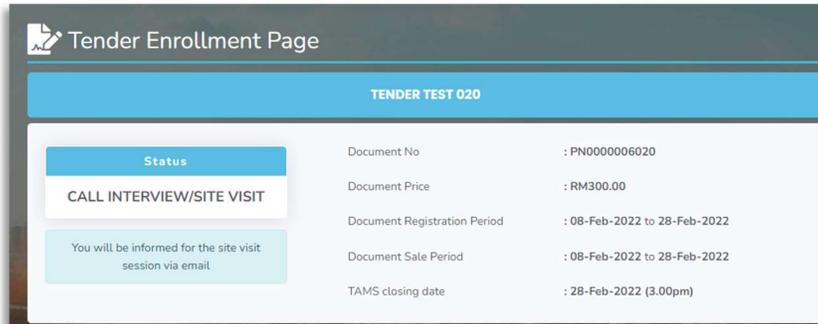
- Once the application is submitted, the application will be updated as below:



- Status: **SUBMITTED**
- Brief description mentioning that Air Selangor team will review the application and once approved an email notification will be sent to supplier
- Uploaded documents can't be modified, but only can be viewed

5. Tender Enrollment Page – Application Approved: Attend Site Visit

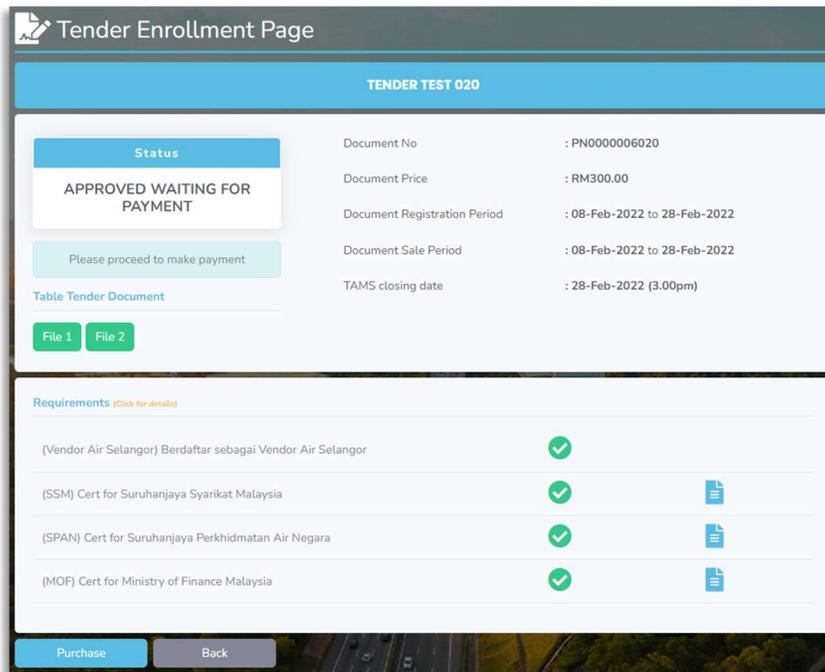
- Once the application has been approved by Air Selangor team, an email notification will be sent to the supplier
- Tender Enrollment Page will be updated as below:



- If the tender purchase flow requires site visit, the status will be **CALL INTERVIEW/SITE VISIT**
- Supplier will be contacted by Air Selangor team via email for the site visit invitation
- Once supplier attended the site visit, the status of the application will be updated
- If supplier failed to attend the site visit, the application will be failed

6. Tender Enrollment Page – Payment

- After supplier has attended the site visit, Tender Enrollment Page will be updated as below:



- Status: **APPROVED WAITING FOR PAYMENT**
- Brief description will ask supplier to proceed with the payment
- Table tender documents are now available for supplier to download by clicking the File 1/File 2 buttons
- Payment must be made within Document Sale Period as displayed in the page
- Supplier can click the **Purchase** button to proceed with the payment

7. Tender Cart Page

- Upon clicking the **Purchase** button in the Tender Enrollment Page, supplier will be directed to Tender Cart page:

Items	Summary
Document Type TENDER	Price RM300.00
Document Name TENDER TEST 020	Total RM300.00
Document No PN0000006020	
Price RM300.00	

- Supplier can review the information of the payment
- If ready, supplier can proceed by clicking the **Checkout** button

8. Payment Confirmation Page

- Once checking out from Tender Cart page, supplier will be directed to Payment Confirmation page:

Document Type	Document No	Document Title	Amount (RM)
TENDER	PN0000006020	TENDER TEST 020	300.00
Total Payable (RM)			300.00

- Payment in Tender System can only be done through FPX
- Supplier can choose the payment method between B2C or B2B
- Once the payment method is selected, supplier can proceed with the payment by clicking **Pay Now** button

- Supplier will be directed to Air Selangor FPX payment gateway page:

Review and Pay
Review your payments summary and select your bank.

Transaction Summary

Payment Description	Payment from iTender Corporate
FPX Transaction ID	IT220209102125879
Amount (RM)	200.00
Payment Type	Individu - Retail Internet Banking (B2C)

Choose your bank :

Send Receipt To :

Powered by **FPX** By clicking Pay Now, you agree to [FPX's terms & conditions](#)

Pay Now **Cancel**

Copyright © Air Selangor Sdn Bhd 2020

- Supplier can select a bank and then click **Pay Now** to proceed
- Supplier will be directed to respective bank FPX page to make the payment

9. Payment Receipt Page

- Once the payment in the FPX page is completed, supplier will be directed back to Tender System to Payment Receipt page:

Payment Receipt

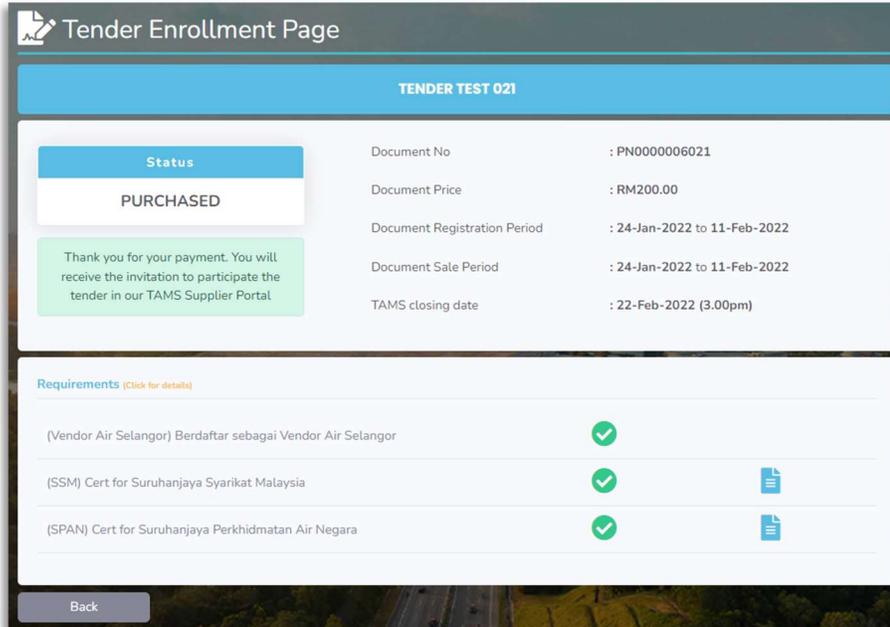
OZONE
ROZAIMI HARUN
NO 57 JALAN TP 5 47100 PUCHONG SELANGOR
rozaimi@gmail.com

Document Type Tender	Payment No 202202091000010000
Document Name TENDER TEST 021	Payment Date 2022-02-09 10:21:24
Document No PN0000006021	Reference No 20220209102124154
Price RM200.00	Amount Paid 200.00
Details	Payment Type B2C_TND
ePay Transaction ID IT220209102125879	Bank SBI BANK A
FPX Transaction ID 2202091023320503	Payment Status SUCCESS
FPX Message Code 00	Get Receipt
FPX Message Approved	Done

- If payment was done using B2C method, the receipt will be available for supplier to download by clicking the **Get Receipt** button

10. Tender Enrollment Page – Purchased

- After the payment is completed, Tender Enrollment page will be updated as below:



The screenshot displays the 'Tender Enrollment Page' for 'TENDER TEST 021'. The page is divided into several sections:

- Status:** A blue box indicates the status is 'PURCHASED'. Below it, a green box contains the message: 'Thank you for your payment. You will receive the invitation to participate the tender in our TAMS Supplier Portal'.
- Document Details:** A table lists the following information:

Document No	: PNO000006021
Document Price	: RM200.00
Document Registration Period	: 24-Jan-2022 to 11-Feb-2022
Document Sale Period	: 24-Jan-2022 to 11-Feb-2022
TAMS closing date	: 22-Feb-2022 (3.00pm)
- Requirements:** A section titled 'Requirements (Click for details)' lists three items, each with a green checkmark and a document icon:

(Vendor Air Selangor) Berdaftar sebagai Vendor Air Selangor	✓	
(SSM) Cert for Suruhanjaya Syarikat Malaysia	✓	
(SPAN) Cert for Suruhanjaya Perkhidmatan Air Negara	✓	
- Navigation:** A 'Back' button is located at the bottom left of the page.

- Status: PURCHASED
- At this stage, payment is completed, and supplier will receive invitation to participate in the tender via TAMS Supplier Portal