

**eperolehan**

**rangkaian yang berjaya**

## **USER MANUAL**

### **ePEROLEHAN PORTAL V2.0**

**(Upgrade on 24 June 2011)**



**commercedotcom**

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**TITLE 1**  
**INTRODUCTION**

## TITLE 1: INTRODUCTION

ePerolehan Portal serves as the centralized platform for ePerolehan information and the gateway to end-to-end secured procurement system that allows Government agencies and suppliers to trade efficiently and confidently.

As one of the Malaysian Government portals and websites, ePerolehan Portal felt it was imperative to continuously improve its web pages for better convenience, easier accessibility, and quality interactions with its users.

Objectives of ePerolehan Portal revamp are as below:

- Enhance user experience
- Continuous improvement in the interactive experience
- Cost effective marketing to suppliers
- Provide greater transparency of information
- Value the ePerolehan community

With the new look and feel, the portal maintains a cleaner user interface which portrays professionalism and stability image of the portal, with a focus on delivering rich and informative content. In the new ePerolehan Portal, site navigation is simplified to reduce number of clicks necessary to reach certain content, whereby online services and relevant information are rearranged to have easy-access characteristic.

Web pages personalised to different target audiences such as Public, Supplier and Government agencies are also introduced. Suppliers now gain more business value and better exposure in ePerolehan web portal, where Government agencies are accessed to suppliers' offerings while conducting their activities on the portal.

Additional information such as statistics of online services transactions, promotions, and procurement news are now awaitable. Web 2.0 tools mainly Twitter has also been introduced to broaden and to promote interactivity amongst the ePerolehan community.

## **TITLE 2**

### **FEATURES OF THE NEW EPEROLEHAN PORTAL**

## TITLE 2: FEATURES OF THE NEW ePEROLEHAN PORTAL

### 2.1 FEATURES

The table below shows the new features available in the new ePerolehan Portal:

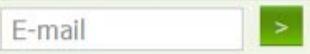
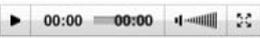
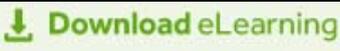
NO	FEATURES	DESCRIPTION
1	Homepage	<ul style="list-style-type: none"><li>• Generally this page provides information to public, supplier and Government users.</li><li>• Important information such as announcement is accessible at top scroll.</li><li>• With the display of ePerolehan latest services/promotions banners, users can now click on the banners and read further details.</li><li>• The homepage provides a dedicated column to supplier displaying eCAT Latest Listings, eP Enabled Supplier List and Access Medium Returned List.</li></ul>
2	Government page	<ul style="list-style-type: none"><li>• Information is personalised according to the need of Government users.</li><li>• Latest eCatalogue uploaded by suppliers through eCAT will be displayed on this page.</li></ul>
3	Supplier page	<ul style="list-style-type: none"><li>• Information is personalised according to the need of suppliers.</li><li>• Latest eP Enabled Supplier List is displayed and updated daily in this page.</li></ul>
4	Drop down menu navigation	<ul style="list-style-type: none"><li>• Drop down menu reveals the contents of ePerolehan Portal simply by "mousing over" the main menu navigation bar.</li><li>• Users can click on any of these links and</li></ul>

NO	FEATURES	DESCRIPTION
		go straight to these content from any pages.
5	Quick access to ePerolehan Online Services	<ul style="list-style-type: none"> <li>• ePerolehan Online Services are accessible from all pages at top page where users can click on the icons and login to systems.</li> </ul>
6	Customer Service Contact accessible from all pages at top page	<ul style="list-style-type: none"> <li>• Users can submit enquiries through online form by clicking button “Enquiries” at top page.</li> <li>• Users can view a list of ePerolehan Centre by clicking button “Locate Us”.</li> </ul>
7	Daily Statistics	<ul style="list-style-type: none"> <li>• ePerolehan Portal displays website statistics as well as daily number of transactions performed by ePerolehan online services such as central contract, direct purchase, ministry contract, eBidding, quotation and tender.</li> </ul>
8	Recent procurement news	<ul style="list-style-type: none"> <li>• Displays recent procurement news from               <ol style="list-style-type: none"> <li>a) Utusan</li> <li>b) Bernama</li> <li>c) The Star</li> <li>d) New Strait Times</li> </ol> </li> </ul>
9	Daily updates of eCAT listings	<ul style="list-style-type: none"> <li>• Suppliers gain better exposure with the latest updated eCatalogue displayed on Homepage and Government page.</li> <li>• It is recommended that suppliers managers and update their electronic Catalogue in eCAT frequently to benefit from this feature.</li> </ul>
10	Easy access of CBT downloadable files	<ul style="list-style-type: none"> <li>• CBT downloadable files are easily accessed from homepage, supplier and Government page.</li> </ul>

NO	FEATURES	DESCRIPTION
11	Twitter updates	<ul style="list-style-type: none"> <li>• Users can view short updates from ePerolehan through Twitter feeds.</li> </ul>
12	RSS feed	<ul style="list-style-type: none"> <li>• Users can subscribe to RSS feed and receive general updates / eBidding notices / announcements without visiting ePerolehan Portal.</li> </ul>
13	Video and photo gallery	<ul style="list-style-type: none"> <li>• Displays videos and photos related to : <ul style="list-style-type: none"> <li>a) Training Course</li> <li>b) Supplier's &amp; PTJ's briefing</li> <li>c) Corporate video</li> </ul> </li> </ul>
14	W3C Disability Access	<ul style="list-style-type: none"> <li>• ePerolehan Portal provides different font size options for senior citizen users. The font size option is available on the corner top of every ePerolehan Portal page. Users can now choose smaller or bigger fonts, which ever appropriate.</li> <li>• ePerolehan Portal is now equipped with voice over text in English Language. A text-to-speech (TTS) system converts normal language text into speech. The option is available on the top right corner of every content page.</li> </ul>

## 2.2 FUNCTION OF BUTTONS

NO	BUTTON	FUNCTION
1		Enable user to return to the main page while surfing
2		Lead user to Government page
3		Lead user to Supplier page
4		Display information about ePerolehan
5		Display product & services offered by ePerolehan
6		Provide downloadable content for user
7		Provide FAQ and guides for user
8		Link to the login page of ePerolehan System
9		Link to the login page of Supplier Registration module
10		Link to the login page of eBidding
11		Link to the login page of Access Medium Registration (for Supplier to apply for ePerolehan Medium Access)
12		Link to the login page of Company Information (for Government user to view company profiles)
13		Link to Tender2U website

14		Link to the login page of eCAT (for supplier to create/manage eCatalogue)
15		Provide information of ePerolehan Centre addresses and eP@DESA directory
16		User can submit their enquiries through the online form
17		Display ePerolehan related promotional banners
18		Allow user to navigate to desired banner
19		Provide archiving page of the respective sections
20		For user to subscribe for eNewsletter
21		Allow user to play video
22		Allow user to control video
23		Provide quick access for user to download any CBT file
24		For user to submit vote
25		For user to view polling result
26		Display eBidding Notices starting 1 January 2011
27		Display announcements starting 1 January 2011
28		Display CBT downloadable files
29		Display photos related to ePerolehan activities
30		Display Notice Board of recent Quotation and Tender
31		Display list of returned ePerolehan Access Medium starting 1 January 2011

32		Activate text to speech function for the respective content
33		Allow user to Facebook LIKE the respective page
34		Allow user to tweet the respective page on Twitter
35		Allow user to save content as PDF file
36		Allow user to print respective content
37		Allow user to email the link of respective page
38		Link to ePerolehan Facebook page
39		Link to ePerolehan Twitter page
40		Allow user to subscribe to ePerolehan Portal RSS feed
41		Provide information of W3C Disability Access
42		Facilitate user to resize the font size for their clarity
43		Facilitate user to choose the language from either English or Bahasa Malaysia
44		Facilitate user to search content based on keyword