

1.0 USER GUIDE

1.1 *Setting up an account*

→ **Step 1**

Enter Company Registration Number on the sign-up page. Click Proceed button to next stage.



Bahasa Malaysia

English

Login Information Creation

(*) fields are required.

For Eperolehan Registered Suppliers please key in your MOF No (eg. 357-XXXXXXX or 465-XXXXXXX) otherwise please key in company registration no.

Supplier Type : Government Registered Supplier

Company Registration No. * :

Proceed

Cancel

→ **Step 2**

Fill the mandatory fields (Login ID, Password, Retype Password, Full Name, Email and preferred Language). The rest fields in Basic Information, Address and Contact Person section are populated from SR based on Company Registration Number.

eCat
Online Catalogue System
the link to your business

Bahasa Malaysia English

Login Information Creation

(*) fields are required.

Login Information

Login ID * :

Password * :

Reconfirm Password * :

Title * :

Full Name * :

Designation :

Email * :

Language * :

If information displayed is incorrect,updates can be done through **Supplier Registration - Update Profile Application**.

Basic Information

MOF No. : 357-02055699

Company Name : MENARA AIRIS

Registration Type : ROB - PERSEORANGAN

ROC/ROB/ROS No. : 001564782-T

Establishment Date : 26/07/2005

MOF Expiry Date : 17/10/2008

Address

Company Address : NO.60 JALAN KEMUNTING 2/10,SEKSYEN 2,SHAH ALAM

Postcode : 40000

City : SHAH ALAM

State : SELANGOR

Country :

Telephone No : +60355104995

Fax No : +60355104995

Contact Person

Full Name : SITI AISHAH BINTI IDRIS

Designation : PENGURUS

Email :

Proceed Back Cancel

→ **Step 3**

Click 'here' word to proceed.



Bahasa Malaysia

English

Acknowledgement

Your account has been successfully created.
To proceed, click [here](#) to login.

1.2 Activation of an account

→ Step 1

Login the system with registered username and password



Bahasa Malaysia

English

Introduction to eCat

eCat is an e-commerce platform that provides quick and easy customization, driven from an easy-to-use interface which allows users to create their own e-commerce sites and markets in the way they think best

Login ID

Password

Register as New User. Click [here](#)

→ **Step 2**

Click 'Proceed' button to start the activation wizard. This activation wizard includes user profile updating, marketplace selection, supplier category type definition and hosting subscription.

If supplier wants to terminate the wizard, the system will save the last session and it's continued to next session after supplier re-login.



[Logout](#)

Welcome

Welcome! Following are the sections need to be completed.

A. Suppliers Category Type

to define supplier type either Manufacturer, Distributor or Retailer for registered Category.

B. Catalogue Hosting

to select and subscribe catalogue hosting package for catalogue publishing.

C. Catalogue

to create or add catalogue details for publishing.

→ **Step 3**

Activation Wizard – Define Supplier Type

Select the supplier type for each registered category code and tick ‘Create Catalogue?’ if u wants the items under that category code as catalogues. Supplier types are divided into 3 types, Manufacturer, Distributor and Retailer



[Logout](#)

Sections To Complete

A. Suppliers Category Type

B. Catalogue Hosting

A. Suppliers Category Type

Registered Category

No.	Category Code	Category Name (Category : SubCategory : SubCategory Division)	Create Catalogue?	Supplier Type		
				Manufacturer	Distributor	Retailer
1.	02 01 01	ALAT KE_LENGKAPAN PEJABAT DAN KEDIAMAN: PERABU DAN KELENGKAPAN: PERABU	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	02 02 01	ALAT KE_LENGKAPAN PEJABAT DAN KEDIAMAN: MESIN: MESIN-MESIN PEJABAT	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	02 03 00	ALAT KE_LENGKAPAN PEJABAT DAN KEDIAMAN: PERKAKAS ELEKTRIK: PERKAKAS ELEKTRIK	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4.	10 01 02	KIMIA DAN PERALATAN MAKMAL: KIMIA: KIMIA INDUSTRI	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5.	19 03 00	PESAWAT UDARA, BOT DAN KAPAL: PERALATAN MARIN: PERALATAN MARIN	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6.	20 01 00	PERALATAN KEJLRUTERAAN ELEKTRIK: MOTOR DAN ALATUBAH PENJANAKUASA: MOTOR DAN ALATUBAH (TERMASUK ALATGANTI)	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7.	20 02 00	PERALATAN KEJLRUTERAAN ELEKTRIK: S. J.KUASA LEKTRIK & PERALATAN GENERATOR/ALATGANTI: STESYEN JANAKUASA LETRIK DAN PERALATAN GENERATOR/ALAT GANTI	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Proceed

Back

→ **Step 4**
Activation Wizard - Select Catalogue Hosting
 Select the catalogue Hosting Pricing by package or by items.



[Logout](#)

Sections To Complete

- A. Suppliers Category Type
- B. Catalogue Hosting

B. Catalogue Hosting

Supplier Type saved successfully.

- .: Users have 2 mode of hosting subscription i.e hosting by package or no. of items.
- .: User can only choose one type of package persubscription.
- .: Users are allowed to upgrade package or by no of item. The expiry date will follow the first subscription date.
- .: For upgrading the prorated price will be taken into count (price / 12 * balance before expired). Downgrading of package or no.of item mode is not allowed.

Select Catalogue Hosting

Method A: Catalogue Hosting Pricing By Package.

No.	Catalogue Hosting Package	No. of Catalogue	Description	Rental per Year
1.	<input checked="" type="radio"/> eP Catalogue (Foundation)	30	Free hosting for 30 Items	FREE
2.	<input type="radio"/> eP Catalogue (Starter)	50	Hosting for 50 Items + 30 free hosting	RM300
3.	<input type="radio"/> eP Catalogue (Basic)	250	Hosting for 250 Items + 30 free hosting	RM660
4.	<input type="radio"/> eP Catalogue (Business)	1,250	Hosting for 1,250 Items + 30 free hosting	RM900
5.	<input type="radio"/> eP Catalogue (Enterprise)	2,500	Hosting for 2,500 Items + 30 free hosting	RM1320
6.	<input type="radio"/> eP Catalogue (Corporate)	5,000	Hosting for 5,000 Items + 30 free hosting	RM2000

OR

Method B: Catalogue Hosting Pricing By Item.

No. of catalogue required * :

Calculate

Proceed Back

→ **Step 7**

Activation Wizard End- Catalogue Subscription Confirmation

Click Print to print out the subscription information and click the 'Proceed' button to end the activation wizard.



[Logout](#)

Sections To Complete

✓ **A. Suppliers Category Type**

✓ **B. Catalogue Hosting**

Catalogue Hosting Subscription Confirmation

Payment Information

Payment Reference No. : 20080318-3768(357-02055699)

Company Name : MENARA AIRIS

MOF No. : 357-02055699

Catalogue Hosting Description : Method B: Catalogue Hosting Pricing By Item.

No. of Catalogue : 0

Payable Amount : RM0

1. Kindly attach this manual payment notification as a reference when you make payment to Commerce Dot Com Sdn Bhd.
2. Payment by cash can be made at any ePShoppe counter. For the complete list of eP Shoppe counter click [here](#).
3. For cheque/bank draft, please mail to:-
Commerce Dot Com Sdn. Bhd.
2nd Floor, Amtek Building,
15, Jalan Tandang,
46050 Petaling Jaya,
Selangor Darul Ehsan.

Proceed

Print

Back

1.3 User Profile Management

→ **Step 1**

Click 'Add' button to add new user.

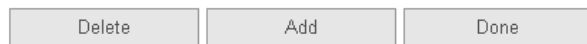
Click 'Delete' button to delete user from user list.



Manage User Profile

<input type="checkbox"/>	Name	Login ID	Email	Role
<input type="checkbox"/>	MUNIRAH	munirah1234	munirah@commercedc.com.my	Administrator

1 record found.



→ **Step 2**

Fill the required information in the new User Form. Choose the role of user either administrator or normal user

The screenshot shows the 'Create User Profile' form in the eCati online catalogue system. The header includes the eCati logo and the tagline 'the link to your business'. A navigation bar contains links for MAIN, Profile, Catalogue, Setting, and Logout. The form is divided into two sections: 'Login Information' and 'User Information'. The 'Login Information' section includes fields for Login ID, Password, and Reconfirm Password, all marked as required. The 'User Information' section includes fields for Title, Full Name, Designation, Email, and Language, with Title and Language marked as required. The Language field is currently set to 'English'. At the bottom of the form are 'Proceed' and 'Cancel' buttons. A footer note at the bottom of the page reads: © 2008 commerce dot com sdn. bhd. | all rights reserved.

→ **Step 3**

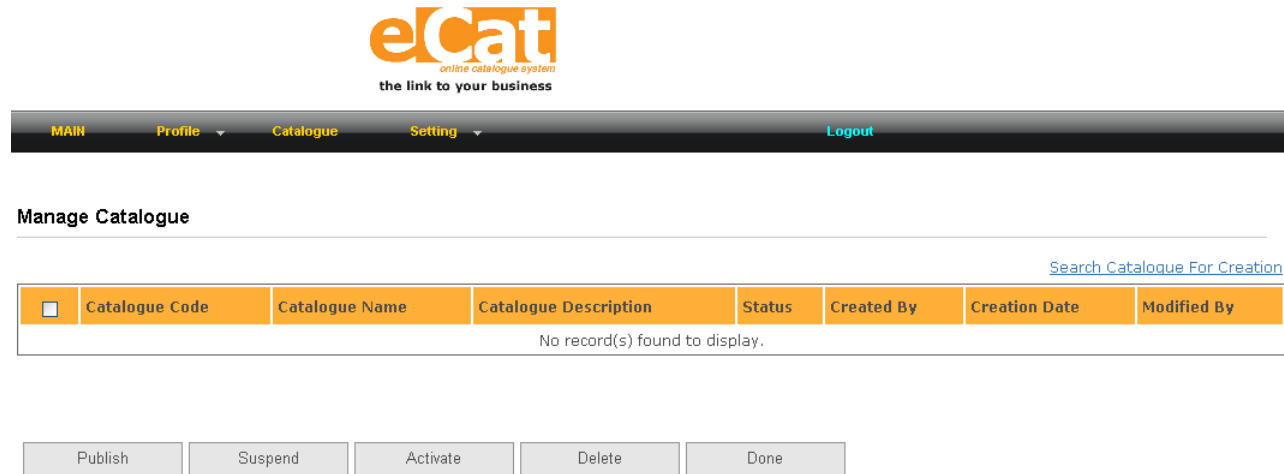
Click 'Proceed' button to save the user information.

1.4 Catalogue Management

→ Step 1

Click

- 'Search Catalogue for Creation' to search the existing catalogue.
- 'Publish' to publish item to marketplace
- 'Delete' to delete catalog from list.
- 'Suspend' to suspend catalog from marketplace.
- 'Activate' to activate catalog to marketplace.



The screenshot shows the eCat online catalogue system interface. At the top, there is a navigation bar with links for MAIN, Profile, Catalogue, Setting, and Logout. Below the navigation bar, the page title is "Manage Catalogue". A search link "Search Catalogue For Creation" is visible. The main content area features a table with the following columns: Catalogue Code, Catalogue Name, Catalogue Description, Status, Created By, Creation Date, and Modified By. The table currently displays "No record(s) found to display." Below the table, there are five buttons: Publish, Suspend, Activate, Delete, and Done.

eCat
online catalogue system
the link to your business

MAIN Profile Catalogue Setting Logout

Manage Catalogue

[Search Catalogue For Creation](#)

<input type="checkbox"/>	Catalogue Code	Catalogue Name	Catalogue Description	Status	Created By	Creation Date	Modified By
No record(s) found to display.							

Publish Suspend Activate Delete Done

→ **Step 2**

Catalogue –Search Catalogue

Select the category Code and enter the Keyword/Name/Description on the required fields



Catalogue Search

(*) fields are required.

Search

Category Code * :

Keyword/Name/Description * :

Search

Done

→ **Step 3**

Catalogue –Search Catalogue Result

Click 'create Primary item' button to create catalogue. Only manufacturer allow creating primary item. The distributor and retailer, they only can use the master details to create new items by click the 'Add' in actions column.



Catalogue Search Result

[Create Primary Catalogue](#)

No.	Catalogue Name	Catalogue Description	Actions
1.	020201	020201	Add
2.	'Fellowes' Comb Binding Machine	'FELLOWES'COMB BINDING MACHINE MODEL PB2450 A4 SIZE	Add
3.	'Fellowes' Electric Comb Binding Machine	'FELLOWES' ELECTRIC COMB BINDING MACHINE MODEL PB 2650E	Add
4.	'Kostal Paper Shredder Model;Ks-7260c. fCross Cut)	PAPER SHREDDING MACHINE FOR OFFICE USED. (KOSTAL BRAND) MODEL KS-7260C (CROSS-CUT-1.9 X 20MM.	Add
5.	128mb Memori Untuk Xerox 6350	Memori 128MB untuk model siri Phaser 6350	Add
6.	128mb Memori Untuk Xerox 8500 / 8550	Memori 128MB untuk model siri Phaser 8500 / 8550	Add
7.	128mb Memori Untuk Xerox P3428	128MB Memori untuk Xerox moder Phaser P3428.	Add
8.	128mb Memory For Xerox P3428	128MB Memory for Xerox P3428	Add
9.	1100 Sheet Feeder Untuk Xerox P6360 / 6350	Feeder berkapasiti tinggi untuk model Xerox P6360 / 6350, 1100 helai.	Add
10.	1200lm A3 Pouch Laminator	Uses the unique GBC Pocket View Folders to create personalised presentation folders	Add

5,334 records found, displaying 1 - 10.

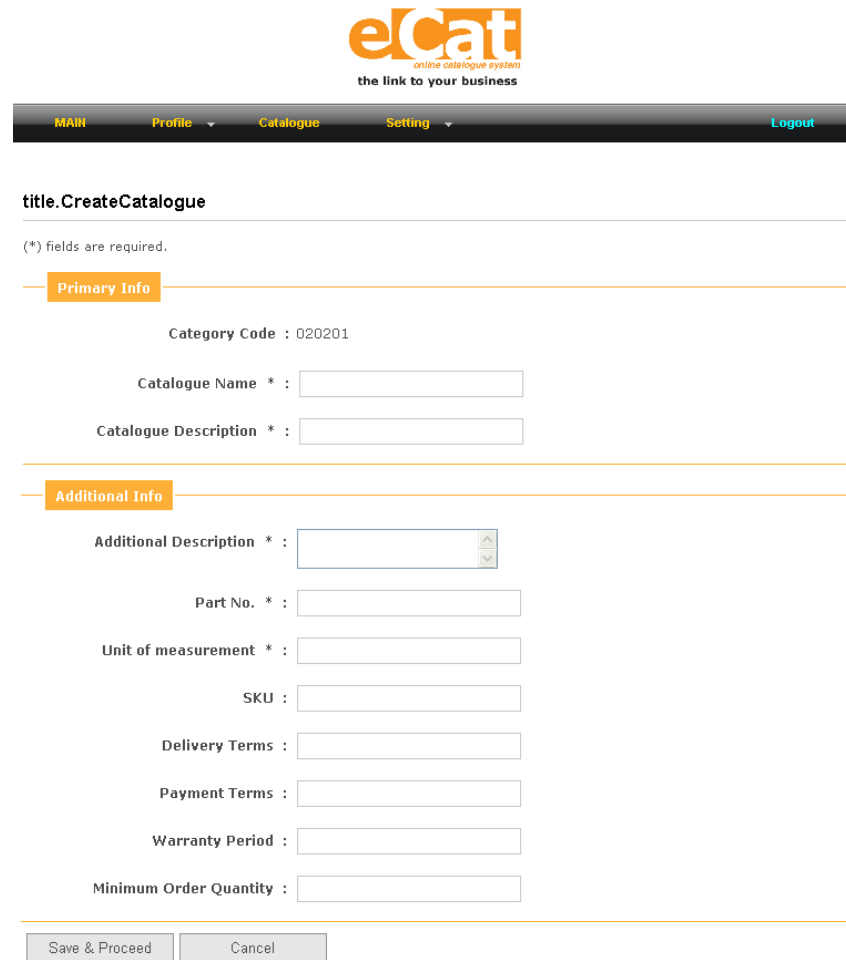
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next >](#) [Last >>](#)

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→ **Step 4**

Catalogue – Create Catalogue

Enter the item's information (primary and additional Info). Click proceed to display the details of item information



The screenshot shows the eCat online catalogue system interface. At the top, there is a navigation bar with the following items: **MAN**, **Profile** (with a dropdown arrow), **Catalogue**, **Setting** (with a dropdown arrow), and **Logout**. Below the navigation bar, the page title is **title.CreateCatalogue**. A note indicates that (*) fields are required. The form is divided into two sections: **Primary Info** and **Additional Info**.

Primary Info

Category Code : 020201

Catalogue Name * :

Catalogue Description * :

Additional Info

Additional Description * :

Part No. * :

Unit of measurement * :

SKU :

Delivery Terms :

Payment Terms :

Warranty Period :

Minimum Order Quantity :

At the bottom of the form, there are two buttons: **Save & Proceed** and **Cancel**.

→ **Step 5 Catalogue Details – Catalogue Details**

Step 5.1 - Display Catalogue Details

To update the catalogue details. Click the 'Update' button.



MAIN **Profile** ▾ **Catalogue** **Setting** ▾ **Logout**

Catalogue Info

Primary Info

Catalogue Code : 010201-34-0000019
Category Code : 010201
Catalogue Name : (X) Faber-Cast 7085-20 Eraser
Catalogue Description : Faber-Cast 7085-20 Eraser
Part No. :

Details Price (RM) Image Keyword

Additional Description : TEST
SKU : TEST
Unit of measurement : TEST
Minimum Order Quantity : 1
Delivery Terms : 1 Months
Payment Terms : 1 Years
Warranty Period : 1.0 Hours

Update

Done

Step 5.2-Catalogue Details - Update Catalogue Details

Additional Description is mandatory Field.

Update Catalogue Details

(*) fields are required.

Primary Info

Catalogue Code : 010201-34-0000019

Category Code : 010201

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Part No. :

Additional Info

Additional Description * : TEST

SKU : TEST

Unit of measurement * : TEST

Minimum Order Quantity : 1

Delivery Terms * : 1 Months

Payment Terms * : 1 Years

Warranty Period * : 1.0 Hours

Save

Cancel

→ **Step 6 Catalogue Details – Catalogue Price**

Step 6.1 - Display Catalogue Price

After Catalogue Details completed, supplier can update the item's price by clicking the edit button.

MAIN **Profile** ▾ **Catalogue** **Setting** ▾ **Logout**

Catalogue Info

Primary Info

Catalogue Code : 010201-34-0000019

Category Code : 010201

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Part No. :

Details **Price (RM)** **Image** **Keyword**

Normal Price **Promotional Price** **Tier Price** **Zonal Price**

Price (RM) : 111.0

Edit

Done

Step 6.2 Catalogue Details – Add / Update Normal Price

Normal Price

(*) fields are required.

Catalogue Info

Catalogue Code : 010201-34-0000019

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Additional Description : TEST

Price

Price (RM) * :

Save

Done

Step 6.3

Catalogue Details – Add / Update Promotional Price

MAIN Profile Catalogue Setting Logout

Catalogue Info

Primary Info

Catalogue Code : 010201-34-0000019

Category Code : 010201

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Part No. :

Details Price (RM) Image Keyword

Normal Price Promotional Price Tier Price Zonal Price

From Date :

To Date :

Price (RM) :

Edit

Done

Promotional Price

(*) fields are required.

Catalogue Info

Catalogue Code : 010201-34-0000019

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Additional Description : TEST

Price

From Date * : 

To Date * : 

Price (RM) * :

Save

Done

Step 6.4 Catalogue Details – Add/ Update Tier Price

Catalogue Info

Primary Info

Catalogue Code : 010201-34-0000019

Category Code : 010201

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Part No. :

Details Price (RM) Image Keyword

Normal Price Promotional Price Tier Price Zonal Price

Range (From)	Range (To)	Variance	Price (RM)
1	2		121.0
0	3		34343.0
900	99999		56.0

Edit

Done

Step 6.5

Catalogue Details – Add/ Update Zonal Price

Zonal Price

(*) fields are required.

Catalogue Info

Catalogue Code : 010201-34-0000019

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Additional Description : TEST

Price

Zone * :

Price (RM) * :

Add

<input type="checkbox"/>	Zone	Price (RM)
No record(s) found to display.		

Delete

Done

→ **Step 7 Catalogue Details – Catalogue Image**
Step 7.1 – Display Catalogue Image

Click image tab to display catalogue image. To add or update catalogue image, click on update button.

MAIN Profile Catalogue Setting Logout

Catalogue Info

Primary Info

Catalogue Code : 010201-34-0000019


Category Code : 010201

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Part No. :

Details Price (RM) Image Keyword



Update

Step 7.2 - Catalogue Details – Add/ Update Catalogue Image

Browse image that would like to upload into catalogue item.

[MAIN](#)

[Profile](#) ▾

[Catalogue](#)

[Setting](#) ▾

[Logout](#)

Upload Catalogue Image

(*) fields are required.

Upload Catalogue Image

Catalogue Image 1 * :

Catalogue Image 2 :

Catalogue Image 3 :

Catalogue Image 4 :

<input type="checkbox"/>	Image	filename	size
<input type="checkbox"/>		6cj71.jpg	5881.0

1 record found.

→ **Step 8 Catalogue Details –Catalogue Keyword**
Step 8.1 – Display Catalogue Keyword

Click keyword tab to display catalogue keyword. To add or update catalogue keyword, click on update button.

MAIN **Profile** ▾ **Catalogue** **Setting** ▾ **Logout**

Catalogue Info

Primary Info

Catalogue Code : 010201-34-0000019

Category Code : 010201

Catalogue Name : (X) Faber-Cast 7085-20 Eraser

Catalogue Description : Faber-Cast 7085-20 Eraser

Part No. :

Details **Price (RM)** **Image** **Keyword**

[faber-cast] [7085-20] [erase] [faber castle]

Step 8.2 Catalogue Details –Add/ Update Catalogue Keyword

Enter keyword and click Add to proceed.

Add Catalogue Keyword

(*) fields are required.

Please use comma "," to separate more than one keyword.

Add Catalogue Keyword

Keyword * :

Add

Cumulative Catalogue Keyword

[faber-cast] [7085-20] [erase] [faber castle]

Delete

Done

Manage Catalogue

[Search Catalogue For Creation](#)

<input type="checkbox"/>	Catalogue Code	Catalogue Name	Creation Date	Created By	Modified By	Status
<input type="checkbox"/>	060100-34-3681319	pen	07/04/2008	MR. AZIZUL A		New
<input type="checkbox"/>	060100-34-4036912	Canon EOS 350D	06/04/2008	MR. AZIZUL A		Pending Published
<input type="checkbox"/>	080100-34-5281555	buku	06/04/2008	MR. AZIZUL A	MR. AZIZUL A	New

3 records found, displaying all records.

Publish

UnPublish

Delete

Done