procure.bn Platform: Product Directory User Manual

Welcome to the comprehensive guide for the Product Directory functionality within the procure.bn Platform. This manual has been specifically designed to assist both suppliers and buyers in efficiently managing product catalogues and procurement processes. The following pages will walk you through each step of creating, managing, and utilising the Product Directory system to streamline your procurement activities.

Please note that all information contained within this document is strictly confidential and constitutes the intellectual property of procure.bn. This manual should not be shared with third parties without prior written consent.

Product & Catalogue Master
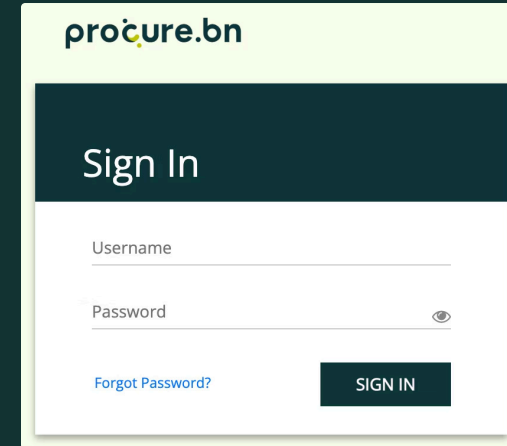
Platform Access and Navigation

Logging into the procure.bn Platform

To begin working with the Product Directory, you must first access the procure.bn platform using your credentials. Follow these steps to log in:

1. Navigate to the procure.bn login page by clicking the 'Click to Login' button

2. Enter your valid username in the designated field

3. Enter your valid password in the password field

4. Click the 'SIGN IN' button to access the platform

Once successfully logged in, you will be directed to the HOME screen where you can access all platform functionalities. Security protocols are in place to protect your account, so ensure your credentials are kept confidential at all times.

The platform is designed with an intuitive interface, allowing for seamless navigation between different modules and functions to enhance your user experience.

Platform Navigation

After logging in, you can access the Product Directory functionality through multiple pathways:

- Via the main menu: Click on 'Product & Catalogue Master' and select the appropriate option

- Via the Home screen tiles: Click directly on the relevant tile to access your desired function

The navigation system is designed to provide quick access to frequently used functions whilst maintaining a structured hierarchy of options for comprehensive platform management.

Product Master Creation for Suppliers

The Product Master module allows suppliers to maintain detailed information about each item or service they offer. This foundational step is crucial for building an effective Product Directory within the procure.bn platform.

Access the Product Master

From the HOME screen, navigate to the menu option. Click on 'Product & Catalogue Master' and then select 'Product Master'. Alternatively, you can click on the relevant tile from the Home screen for direct access.

Initiate Product Creation

Click the 'create' icon button to add a new product into the master listing. The system will redirect you to the product master creation page where you can input all relevant product details.

Input Product Categories

Select the appropriate Parent Category, Subcategory, and Child Category from the dropdown fields. This hierarchical categorisation ensures your products are properly organised and easily discoverable by buyers.

Enter Product Specifications

Fill in all required Product Details including Product Code, Product Group, Make, Product Description, Product Specification, and Unit of Measure (UOM). These details provide essential information about your product offerings.

To enhance your product listings, you can upload product images or related files by clicking the 'Upload File' button. Visual representations often help buyers make more informed decisions. To manage multiple products efficiently, use the green '+' button to add new rows and the trash can icon to remove unwanted entries. Once all information is accurately entered, click Save to finalise your changes.

Product Master

Product details saved successfully   ✕

H Header

Parent Category*	Sub Category*	Child Category*	
Others ⌄	Others (Provide Details) ⌄	No supporting documents are available a ⌄	Supplier Name : TEST-███

i Product Details

  +

Serial #	Product Image	Product Code*	Product Group*	Make*	Product Description*	Product Specification	UOM*	HSS Code	Attachment
1	🖼 🗑 ████rni	NOT Applicable ✕ ⌄	Human	Cybersecurity	Cybersecurity Specialist	NOS ✕ ⌄		⬆ Upload File

⬅ Back   💾 Save

Catalogue Master Creation for Suppliers

The Catalogue Master functionality allows suppliers to organise their products into structured catalogues that can be easily browsed by buyers. This section guides you through the process of creating and managing these catalogues effectively.

Accessing the Catalogue Master

To begin creating a catalogue, access the Catalogue Master module by following these steps:

1. From the HOME screen, navigate to the menu option
2. Click 'Product & Catalogue Master', then select 'Catalogue Master'
3. Alternatively, click directly on the Catalogue Master tile from the Home screen
4. Click on the 'create' icon button to initiate a new catalogue creation

Essential Catalogue Information

When creating a catalogue, you'll need to provide several key pieces of information that define its parameters and usability:

Catalogue Identification

The system will automatically display the Supplier Name, Created Date, Created By information, and assign a Status to your catalogue.

Catalogue Description

Enter a detailed Catalogue Description and a concise Catalogue Short Name to help buyers quickly understand what your catalogue contains.

Validity Period

Specify the Valid from Date and Valid to Date to define the period during which the catalogue will be accessible and relevant.

Financial Parameters

Select the appropriate Currency for all transactions related to this catalogue to ensure pricing clarity.

Adding Products to Your Catalogue

After establishing the catalogue framework, you'll need to populate it with products:

- Click on the dropdown button to view previously created Product Master entries
- Select products from the list to automatically populate the remaining fields with existing details
- Use the '+' button in the top right corner to add additional product entries
- For each product, verify or enter the Product Code, Description, Specification, Category, Make, and Price
- Select the appropriate unit of measurement and specify how pricing should be calculated
- Set an end date to define the validity period for each product entry
- Click the save button after completing all required fields to finalise your catalogue

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Catalogue Master

H Header -

Supplier Name	Catalogue Sequence	Created Date*	Created by	Status*
▇▇ SDN BHD	16	25-Mar-2025 📅	▇▇ SDN BHD	Active ⌄

Catalogue Short Name*	Catalogue Description*		Validity From Date*	Validity To Date*
MS Bearing	MS Bearing Products for Maintenance		25-Mar-2025 📅	31-Dec-2026 📅

Currency				
BND ✕ ⌄				

i Product Details -

[+]

#	Product Code *	Product Image	Product Description	Product Specification	Parent Catagory	Sub-Catag...
1	BB-PCS-BB101 ⌄	🖼	Self Aligning Ball Bearing	Steel Bearing	Information Technology & Communications	Cybersecurity S
2	BB-PCS-BB102 ⌄	🖼	Spherical Roller Bearing	Steel Bearing	Manufacturing & Industrial Supplies	Maintenance, Re Overhaul (MRO)
3	BB-PCS-BB103 ⌄	🖼	Double row Angular contact Ba	Steel Bearing	Manufacturing & Industrial Supplies	Maintenance, Re Overhaul (MRO)
4	BB-PCS-BB103 ⌄	🖼	Double row Angular contact Ba	Steel Bearing	Manufacturing & Industrial	Maintenance, Re

Optimising Your Supplier Presence

Let's summarise the key actions and best practices for suppliers on the Procure.bn platform.

Accurate Product Data

Ensure all product master data is precise and complete. This forms the foundation for accurate listings and seamless transactions, preventing discrepancies.

Strategic Catalogue Design

Group products logically within catalogues, defining clear validity periods and pricing. Well-structured catalogues enhance buyer clarity and simplify browsing.

Seamless Buyer Engagement

Leverage comprehensive product and catalogue data to enhance buyer discoverability. This facilitates quicker, more informed purchasing decisions and strengthens your market presence.

By mastering these elements, suppliers can significantly improve their operational efficiency and enhance buyer satisfaction on the Procure.bn platform. Next, we will explore how buyers interact with this rich data through the Product Directory.