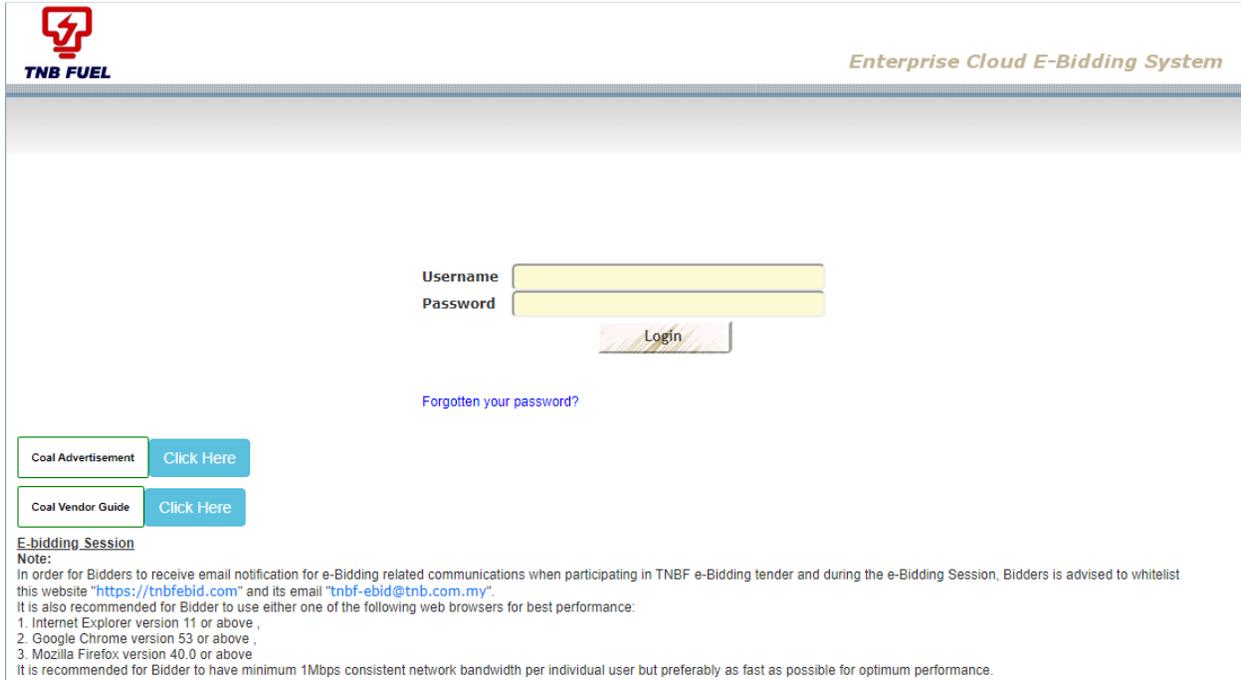


Guideline to View Tender Advertisement  
 Guidance to Purchase, Download & Upload Tender Document (Distillate Fuel)

**STEP-BY-STEP**

1. Go to : <http://tnfbefid.com>
2. Click on Coal Advertisement (Click Here)



3. After Click here, the image below will pop-up
4. Please refer to the relevant Tender, i.e. TNBF 14/20 | DF to TNB Rural Stations. You may download the advertisement in PDF format.
5. Click on Purchase button under purchase column

**Advertisement Info**

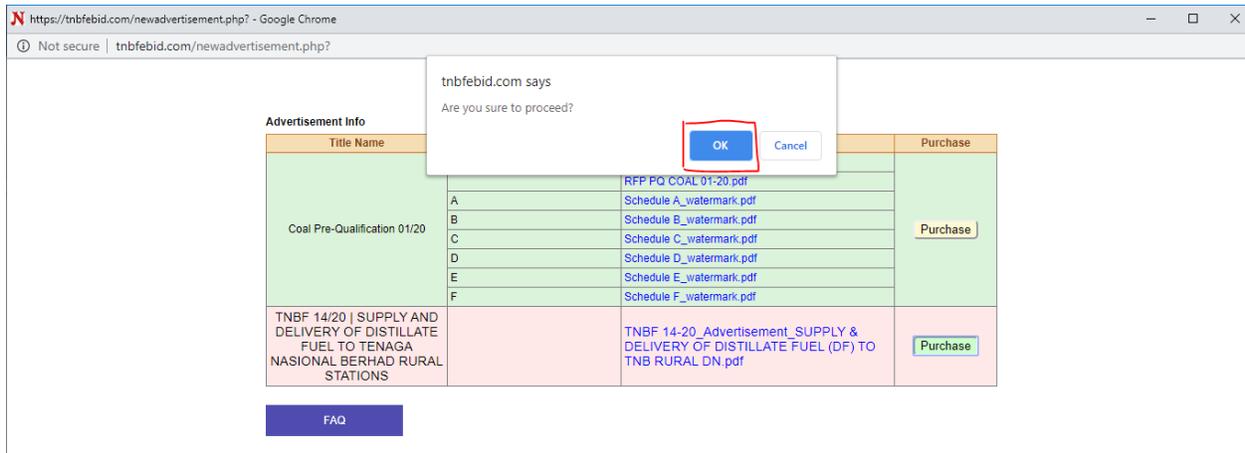
Title Name	Category	File Name	Purchase
Coal Pre-Qualification 01/20		Advertisement for RFP PQIS.docx	Purchase
		RFP PQ COAL 01-20.pdf	
	A	Schedule A_watermark.pdf	
	B	Schedule B_watermark.pdf	
	C	Schedule C_watermark.pdf	
	D	Schedule D_watermark.pdf	
	E	Schedule E_watermark.pdf	
	F	Schedule F_watermark.pdf	
TNBF 14/20   SUPPLY AND DELIVERY OF DISTILLATE FUEL TO TENAGA NASIONAL BERHAD RURAL STATIONS		TNBF 14-20_Advertisement_SUPPLY & DELIVERY OF DISTILLATE FUEL (DF) TO TNB RURAL DN.pdf	Purchase

Tender Ads

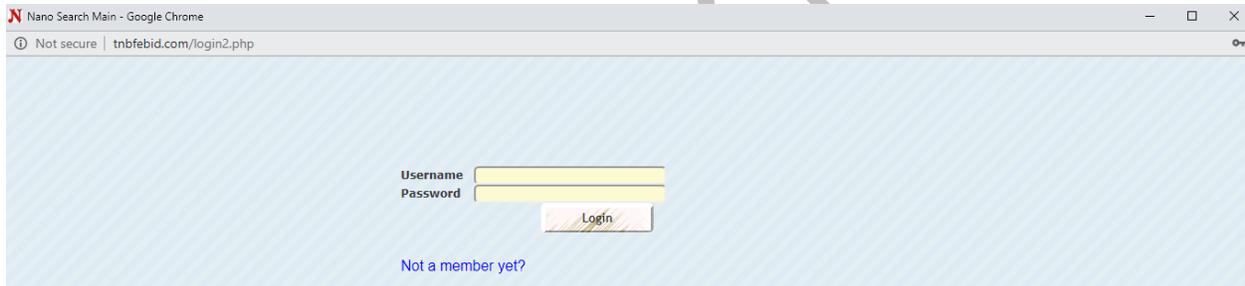
FAQ

6. Click Ok on "Are you sure to proceed?" pop-up.

## Guideline to View Tender Advertisement Guidance to Purchase, Download & Upload Tender Document (Distillate Fuel)



7. You will be directed to the log in screen.
8. If your company first time to login, please register by clicking Not a member yet.
9. If your company has been registered in this server, please enter username & password.



10. Please fill-up your company details. Type should be : Fuel Oil  
(Please refer to the next page)

### Register

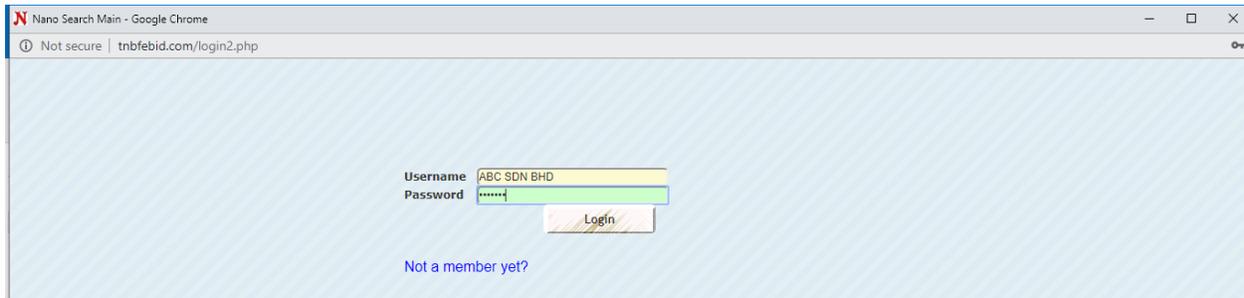
*Applicant Company	:	ABC SDN BHD
*Address	:	No. 1, BLOK B, JALAN 2, DESA SINARAN BAHARU, 12345 Lembah Cahaya Malaysia
*Type	:	<input type="radio"/> Coal <input checked="" type="radio"/> Fuel Oil <input type="radio"/> Freight <input type="radio"/> Tender
*Tel No	:	0345678095
*Fax No	:	0313567849
*Company Registration No.	:	abc1235677
*Contact Person of Applicant 1	:	Mr Abu
*Mobile no Applicant 1 (use for SMS, format as 0129999999)	:	0123456789
*Email Applicant 1	:	abu@gmail.com
Contact Person of Applicant 2	:	Ms Aminah
Mobile no Applicant 2 (use for SMS, format as 0129999999)	:	0142368909
Email Applicant 2	:	aminah@gmail.com
Contact Person of Applicant 3	:	Ms Kemboja
Mobile no Applicant 3 (use for SMS, format as 0129999999)	:	015687903
Email Applicant 3	:	kemboja@gmail.com
Contact Person of Applicant 4	:	Mr Seroja
Mobile no Applicant 4 (use for SMS, format as 0129999999)	:	016987300
Email Applicant 4	:	seroja@gmail.com
Coal Brand	:	Fuel Oil
Username	:	ABC SDN BHD
Password	:	abc0000



11. Click Save button

12. The login page will appear, please insert your username & password

Guideline to View Tender Advertisement  
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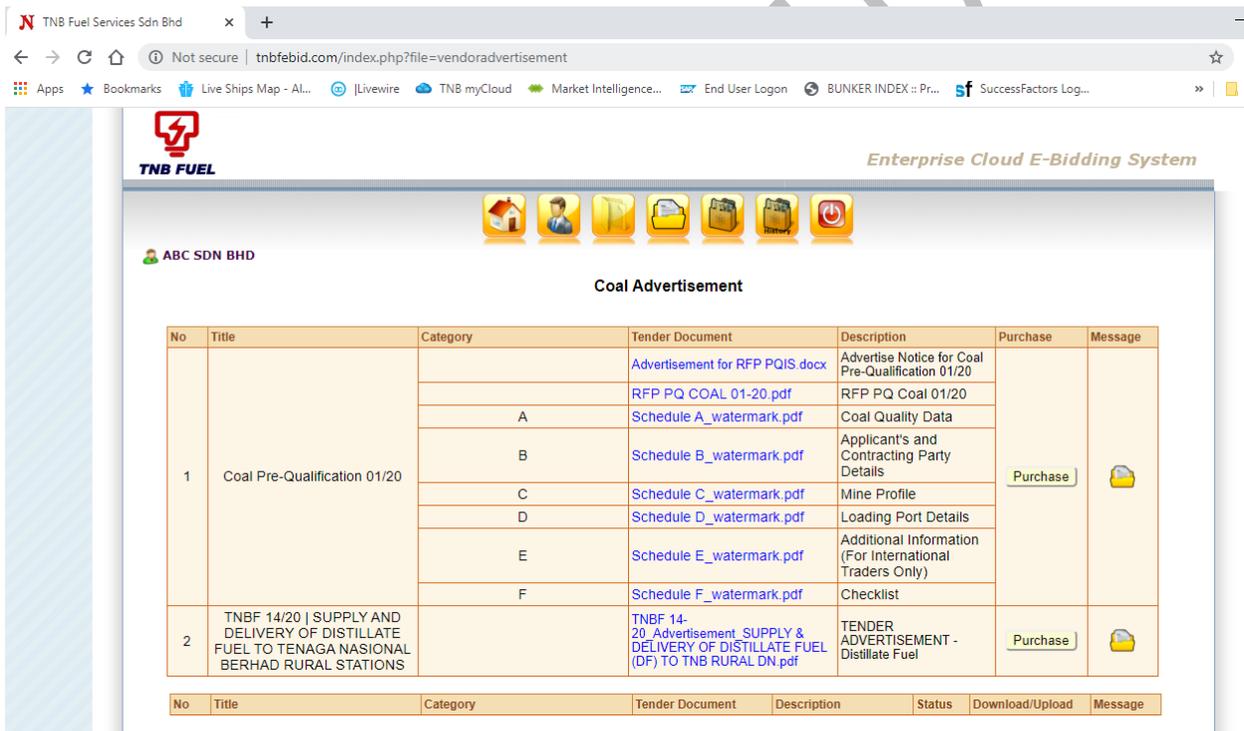


13. Click Log In Button

14. You will be directed to Purchase page

15. You may purchase the tender document by click Purchase button

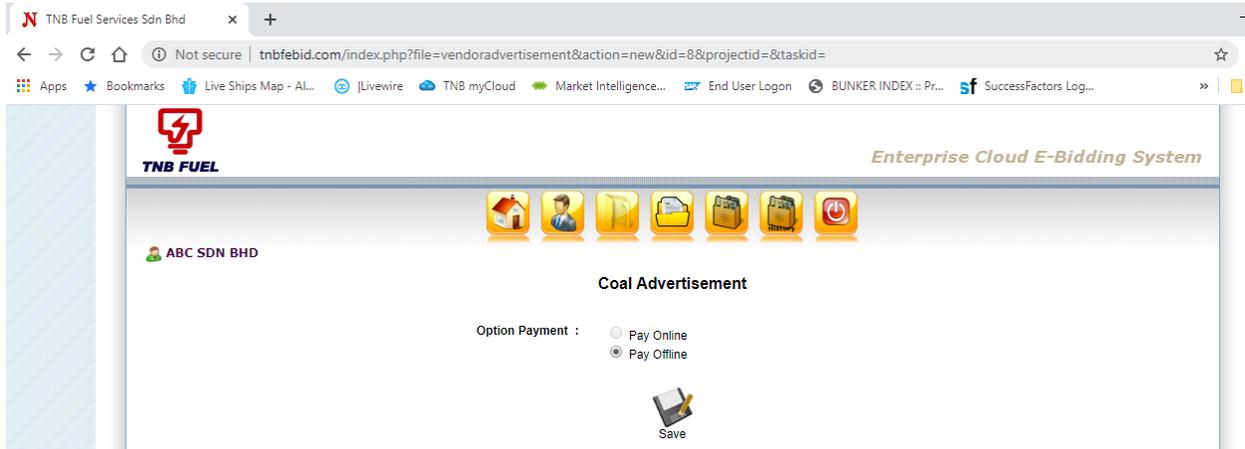
16. If you have any inquires, you may drop a text word under Message column



17. After clicking the purchase button, the option payment page will pop-up.

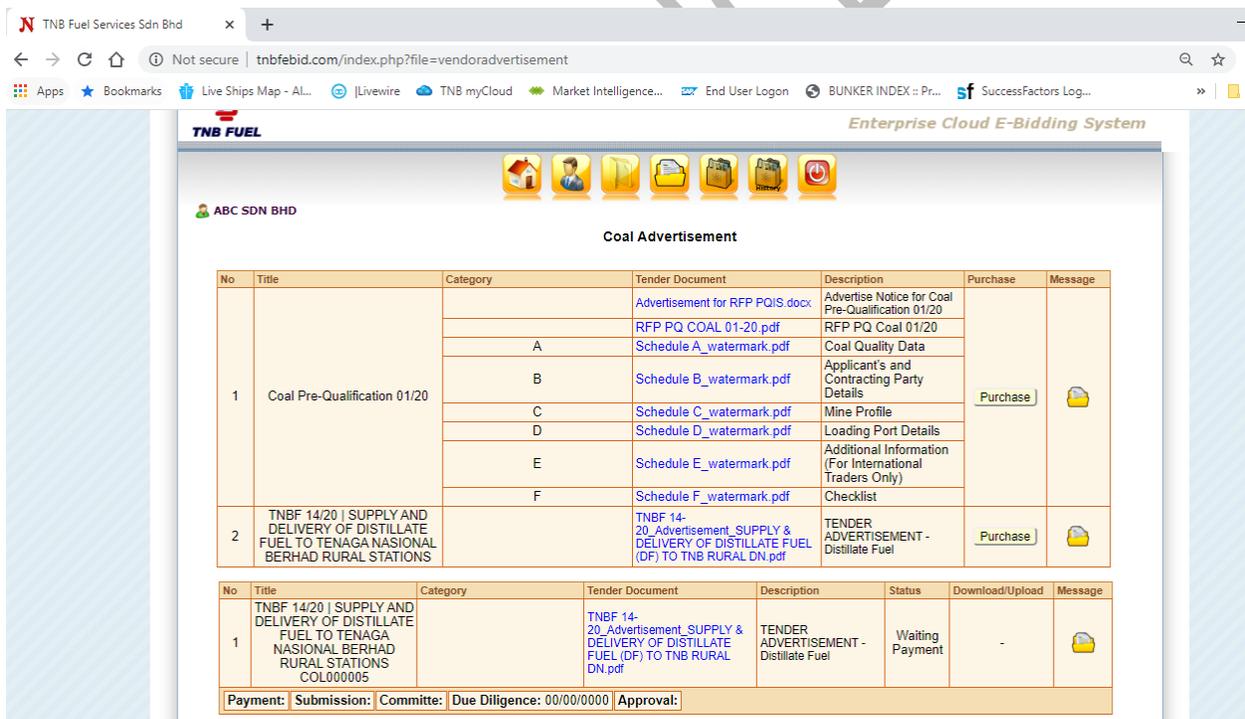
18. Choose option payment pay offline, and click save button.

## Guideline to View Tender Advertisement Guidance to Purchase, Download & Upload Tender Document (Distillate Fuel)



19. After you click the save button, this main page will appear.

20. Please look at the Status Column, if waiting for payment, please make a bank order transfer as per the tender advertisement.



21. You are also able to check all the tender status on this main page.

22. In the meantime, please notify our **Finance Team** to check & verify your payment and you may get the invoice from them.

23. Please feel free to contact us if you need **any further information** regarding the tender document.

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- a) Finance Team : [tnbf-finance@tnb.com.my](mailto:tnbf-finance@tnb.com.my) (Related to Payment)
- b) Fuel Procurement & Purchasing : [TNBF-FPP@tnb.com.my](mailto:TNBF-FPP@tnb.com.my) (Related to Tender document)

24. After our finance team has verified your payment, you may proceed to download the Tender document at <http://tnbfbid.com>

25. Login

26. Please refer to payment status: If payment is made, you may download the document. Please click Download icon under Download/upload column.

No	Title	Category	Tender Document	Description	Status	Download/Upload	Message
1	TNBF 14/20 - DF TO RURAL STATIONS COL000017	A	<a href="#">TNB VPN Client End User Guide (Mobile).pdf</a>	TEST 1	Payment Done		
<b>Payment:</b> 01/04/2020 <b>Submission:</b> <b>Committe:</b> <b>Due Diligence:</b> 00/00/0000 <b>Approval:</b>							

27. Document to be uploaded/submitted screen will pop-up

Document to be uploaded/submitted						
Mandatory	Category	Attachment	Action	Status	Action Date	Reject Comment
Yes		TNBF 14-20_Advertisement_SUPPLY & DELIVERY OF DISTILLATE FUEL (DF) TO TNB RURAL DN.pdf Tender Document.	<a href="#">Download</a> <a href="#">Upload</a> <a href="#">View</a>	Not Complete	-	

\*Please upload a file with the mandatory 'Yes'. Once complete submit button will be displayed.

28. Refer to Action column; please download your tender document.

29. After you fill-up the necessary form & schedules (Together with supporting material), you may upload your submission under Action column.

30. Click the Upload button.

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**Attachment** :  TNBF 14-20...RAL DN.pdf

**Attachment Desc** : 

Submission Form.  
 Form 1 : Submit  
 Schedule 5.1 : Submitted  
 Schedule 5.2 : Submitted  
 Schedule xxx :  
 Supporting Document Submitted.

  
Save

31. Go to choose File, upload your bid form (Submission form/schedule)
31. Fill up the description
32. Click the save button.

**Document to be uploaded/submitted**

Mandatory	Category	Attachment	Action	Status	Action Date	Reject Comment
Yes		TNBF 14-20_Advertisement_SUPPLY & DELIVERY OF DISTILLATE FUEL (DF) TO TNB RURAL DN.pdf Tender Document.	<a href="#">Download</a> <a href="#">Upload</a> <a href="#">View</a>	Completed	01/04/2020 12:37:35	

\*Please upload a file with the mandatory 'Yes'. Once complete submit button will be displayed.

33. Once you upload the submission form, your status completed under the Status column will appear. You may click, confirm & submit to TNBF button.
34. Please check your submission before you submit the bid form. It cannot be modified once it is already submitted.

Mandatory	Category	Attachment	Action	Status	Action Date	Reject Comment
Yes		DN.pdf Tender Document.			020 12:37:35	

Are you sure you want to submit? It cannot be modified once it is already submitted.

\*Please upload a file with the mandatory 'Yes'. Once complete submit button will be displayed.

Guideline to View Tender Advertisement  
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35. Click Ok to proceed with submission.

36. You will be directed to the main page. Submission status will appear under the Status column.

No	Title	Category	Tender Document	Description	Status	Download/Upload	Message
1	TNBF 14/20 - DF TO RURAL STATIONS COL000017	A	<a href="#">TNB VPN Client End User Guide (Mobile).pdf</a>	TEST 1	Vendor Submit		
<b>Payment:</b> 01/04/2020		<b>Submission:</b> 01/04/2020	<b>Committe:</b>	<b>Due Diligence:</b> 00/00/0000	<b>Approval:</b>		

37. Please screen shoot this table for your safe receipt.

Thank you! Stay Safe! Stay at Home!

FOR REFERENCE ONLY