

## VENDOR GUIDE

Signing up for SmartVendor	3
<b>Step 1 : Receiving Invitation Link In Your Email Inbox</b>	3
<b>Step 2 : Accepting the Invite</b>	4
<b>Step 3 : Filling Up Personal Details</b>	4
<b>Step 4 : Sign Up Completed</b>	5
Inviting New User to Sign Up	6
<b>Step 1 : Log Into SmartVendor</b>	6
<b>Step 2 : Accessing Users Page</b>	7
<b>Step 3 : Sending Sign Up Invitation</b>	7
<b>Step 4 : Managing Invitation</b>	8
Forgot and Reset Password	9
<b>Step 1 : Forgot Your Password</b>	9
<b>Step 2 : Enter Email Address</b>	9
<b>Step 3 : Reset Password via Link In Your Email Inbox</b>	10
<b>Step 4 : Enter New Password</b>	11
Accept and Reject Purchase Order	12
<b>Step 1 : Accessing Purchase Order Page</b>	12
<b>Step 2 : Viewing Relevant Purchase Order</b>	12
<b>Step 3 : Accept or Reject Purchase Order</b>	13
Upload Documents for Purchase Orders	14
<b>Step 1 : Accessing Purchase Order Page</b>	14
<b>Step 2 : Viewing Relevant Purchase Order</b>	14
<b>Step 3 : Upload Attachments</b>	15
<b>Step 4 : View Attachments Uploaded</b>	16
<b>Step 5 : Delete Attachments Uploaded</b>	16
Reupload for Rejected Documents	17
<b>Step 1 : Receiving Rejection Email In Your Email Inbox</b>	17
<b>Step 2 : Viewing Relevant Purchase Order</b>	18
<b>Step 3 : Reupload Documents</b>	19
Submitting RFX Response from SmartVendor	20
<b>Step 1 : Accessing RFX Responses Page</b>	20
<b>Step 2 : Viewing Relevant RFX Event</b>	20
<b>Step 3 : Accessing the RFX Response</b>	21
<b>Step 4 : Respond to RFX Invitation</b>	22



# Vendors Guide on SmartVendor

This is a step to step guide on how to sign up for the vendor portal (SmartVendor) when you are being invited by your customer.

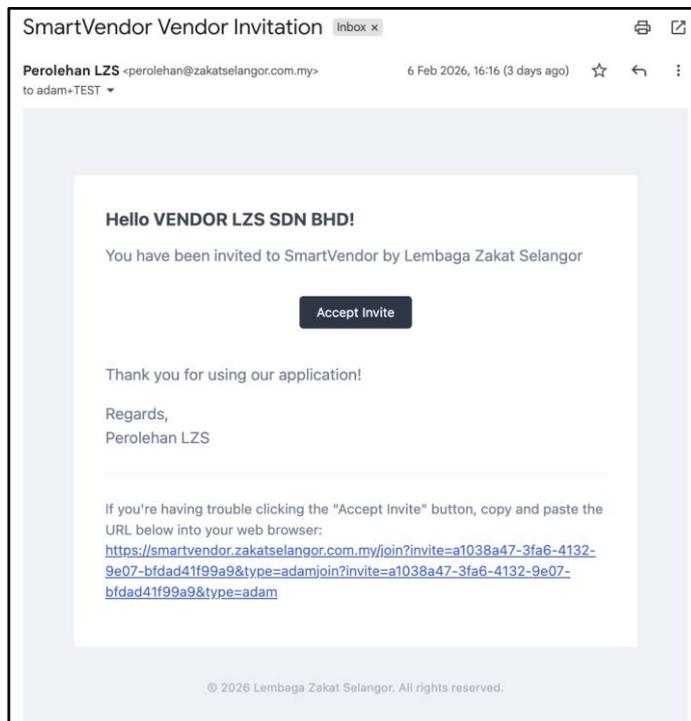
## Signing up for SmartVendor

This section will cover the process from receiving invitations from your customer via email until you have signed up for SmartVendor.

If you have any questions during the sign up process, please contact your customer for assistance.

## **Step 1 : Receiving Invitation Link In Your Email Inbox**

Go to your email inbox in which you will receive an invitation email to sign up for SmartVendor :



In case you did not receive the above emails, please follow these troubleshooting steps :

1. **Check your Spam/Junk Folder:** Look for the email by searching for its title. If found, configure your email settings to mark all future emails from perolehan@zakatselangor.com.my as "Not Spam" or "Not Junk" to ensure smooth delivery going forward.
2. **If the Email is Not in the Spam/Junk Folder:** Please contact your IT team and request to whitelist the sender perolehan@zakatselangor.com.my. After whitelisting, reach out to your customer and request that they resend the access link to you.

## Step 2 : Accepting the Invite

Go to your email inbox and locate the invitation email. Click “Accept Invite” to accept the signup invitation.

**Hello VENDOR LZS SDN BHD!**

You have been invited to SmartVendor by Lembaga Zakat Selangor

[Accept Invite](#)

Thank you for using our application!

Regards,  
Perolehan LZS

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If you're having trouble clicking the "Accept Invite" button, copy and paste the URL below into your web browser:  
<https://smartvendor.zakatselangor.com.my/join?invite=a1038a47-3fa6-4132-9e07-bfdad41f99a9&type=adamjoin?invite=a1038a47-3fa6-4132-9e07-bfdad41f99a9&type=adam>

Note : In case you are having trouble clicking the “Accept Invite” button, you may copy and paste the URL in the email into your web browser address bar, then press Enter.

## Step 3 : Filling Up Personal Details

Upon clicking “Accept Invite”, you will be directed to the page where you are required to complete your personal details. Once completed, click “REGISTER” to sign up for SmartVendor.

**Personal Details**

First Name	Last Name
<input type="text" value="Admin"/>	<input type="text" value="VENDOR LZS"/>
Email	Phone Number
<input type="text" value="vendorlzs@company.cor"/>	<input type="text" value="012-3456789"/>

Please ensure your password meet the following criteria:

- Password must be at least 8 characters
- Must contain at least 1 UPPERCASE letter
- Must contain at least 1 lowercase letter
- Must contain at least 1 number
- Must contain at least 1 special character: ~!@#%&+()\*\_-+=

Password	Confirm Password
<input type="password" value="....."/>	<input type="password" value="....."/>

**Vendor Details**

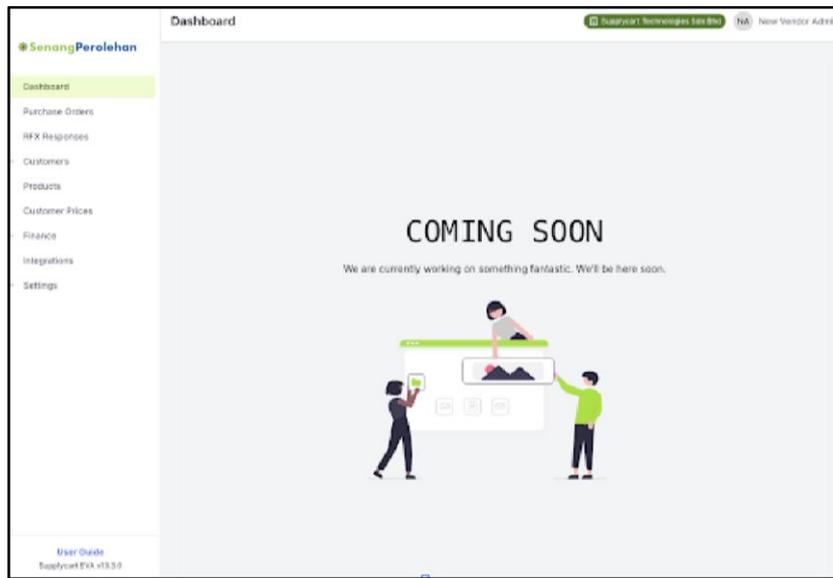
Vendor Name	Country
<input type="text" value="Vendor LZS Sdn Bhd"/>	<input type="text" value="Malaysia"/>

[Already registered?](#) [REGISTER](#)

Please ensure your password meets the criteria as shown on the screen.

## Step 4 : Sign Up Completed

Once you have clicked “REGISTER”, you will be navigated to the Dashboard page, indicating that your sign up has been completed.



## Inviting New User to Sign Up

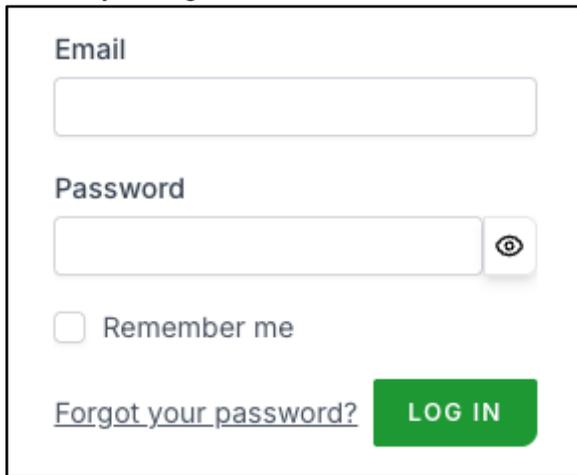
This section will cover the process of sending invitations to other users in your company.

This ensures that if access to the primary email is unavailable or lost, other users can still access the vendor portal for your company and continue supporting your customer.

The invited user will receive an email to proceed with the sign up process.

## **Step 1 : Log Into SmartVendor**

Go to <https://smartvendor.zakatselangor.com.my> to log into the vendor portal. Enter the email address you registered for SmartVendor and login password. Then click "LOG IN".



The image shows a login form for SmartVendor. It contains the following elements:

- An "Email" label above a text input field.
- A "Password" label above a text input field with a toggle icon (an eye) to the right.
- A checkbox labeled "Remember me".
- A link labeled "Forgot your password?".
- A green button labeled "LOG IN".

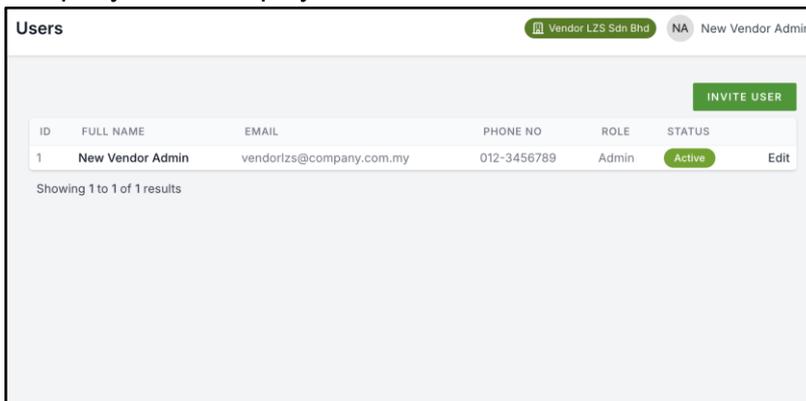
In case you have forgotten your login credentials, please refer to the "Forgot and Reset Password" section.

## Step 2 : Accessing Users Page

- a. On the left menu panel, click “Settings” then click “Users” to access the Users page.



- b. You will be navigated to the user listing page, where all existing users under your company will be displayed.

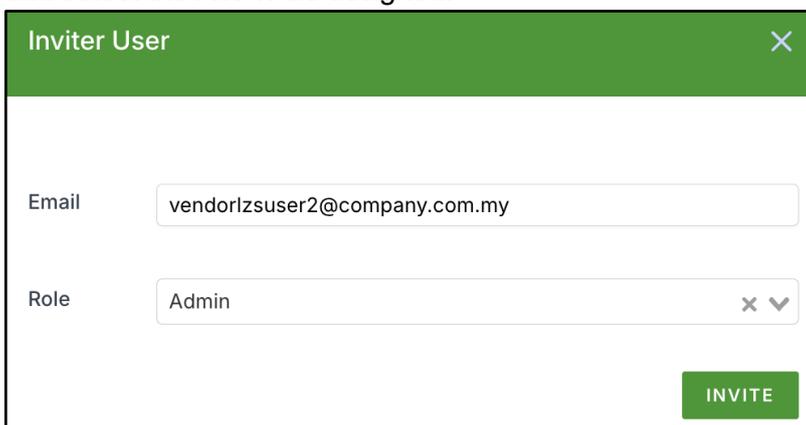


## Step 3 : Sending Sign Up Invitation

- a. Click “INVITE USER” on the top right corner of the page.



- b. A panel will appear where you are required to fill in the invited user’s email address and select the role to be assigned.



The screenshot shows a modal window titled 'Inviter User' with a close button (X) in the top right corner. Inside the modal, there are two input fields: 'Email' with the value 'vendorlzsuser2@company.com.my' and 'Role' with the value 'Admin'. There is a dropdown arrow next to the 'Role' field. At the bottom right of the modal, there is a green button labeled 'INVITE'.

- c. Once completed, click “INVITE”. The invited user will receive an email to proceed with the sign up process.

## Step 4 : Managing Invitation

Any invited users who have yet to complete the sign up will be displayed under the “Invited Users” section.

Invited Users					
#	EMAIL	ROLE	INVITED AT	EXPIRED	ACTION
 1	adam_newADMIN@supplycart.my	Admin	30/1/2026	No	

To cancel the invitation, click the trash icon on the left.

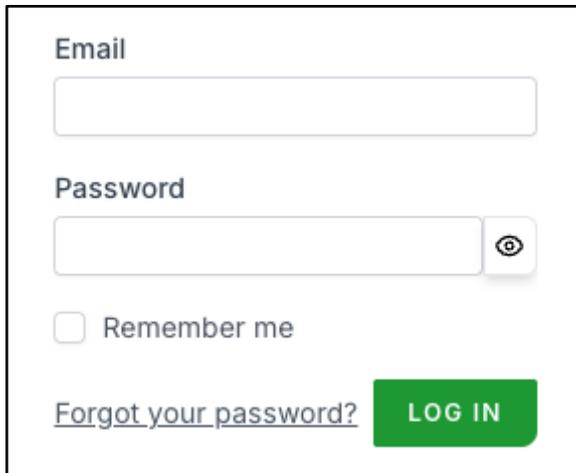
To resend the invitation (including after it has expired), click the mail icon on the right.

## Forgot and Reset Password

This section will cover the process to reset your password in case you have forgotten it.

### **Step 1 : Forgot Your Password**

At the SmartVendor login page <https://smartvendor.zakatselangor.com.my>, click "Forgot Your Password"

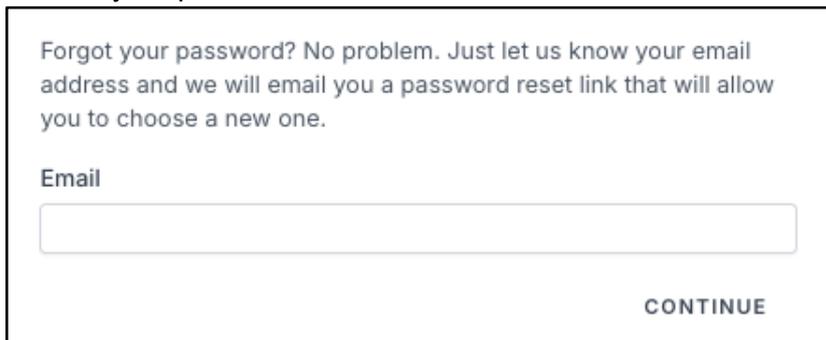


The screenshot shows a login form with the following elements:

- An "Email" input field.
- A "Password" input field with a visibility toggle icon (an eye) to its right.
- A checkbox labeled "Remember me".
- A link labeled "Forgot your password?".
- A green button labeled "LOG IN".

### **Step 2 : Enter Email Address**

- a. You will be navigated to the page where you are required to input your email address to reset your password.



The screenshot shows a page with the following text and form:

Forgot your password? No problem. Just let us know your email address and we will email you a password reset link that will allow you to choose a new one.

Email

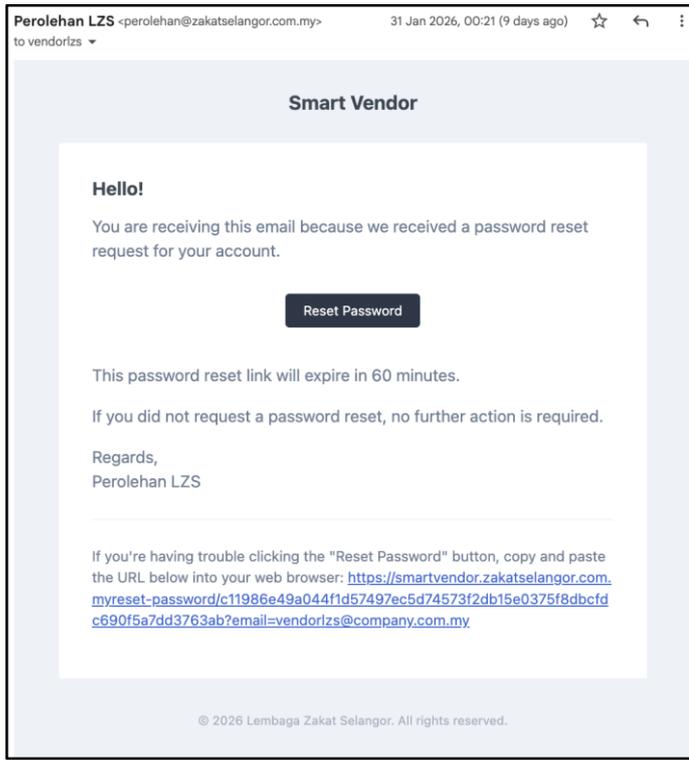
[Input field]

CONTINUE

- b. Once completed, click "CONTINUE" to request for a password reset. You will receive a password reset link in the inputted email address inbox to continue the reset process

## Step 3 : Reset Password via Link In Your Email Inbox

Go to your email inbox where you will receive an email containing a “Reset Password” button.



Note : In case you are having trouble clicking the “Reset Password” button, you may copy and paste the URL in the email into your web browser address bar, then press Enter.

In case you did not receive the above emails, please follow these troubleshooting steps :

1. **Check your Spam/Junk Folder:** Look for the email by searching for its title. If found, configure your email settings to mark all future emails from [perolehan@zakatselangor.com.my](mailto:perolehan@zakatselangor.com.my) as "Not Spam" or "Not Junk" to ensure smooth delivery going forward.
2. **If the Email is Not in the Spam/Junk Folder:** Please contact your IT team and request to whitelist the sender [perolehan@zakatselangor.com.my](mailto:perolehan@zakatselangor.com.my). After whitelisting, reach out to your customer and request that they resend the access link to you.

## Step 4 : Enter New Password

You will be navigated to the page where you are required to enter your new password to complete the password reset process.

Email

Please ensure your password meet the following criteria:

- Password must be at least 8 characters
- Must contain at least 1 UPPERCASE letter
- Must contain at least 1 lowercase letter
- Must contain at least 1 number
- Must contain at least 1 special character: ~!@#\$\$%^&\*()\_-=

Password

Confirm Password

RESET PASSWORD

Please ensure your password meets the criteria as shown on the screen. Click “RESET PASSWORD” to complete the process.

## Accept and Reject Purchase Order

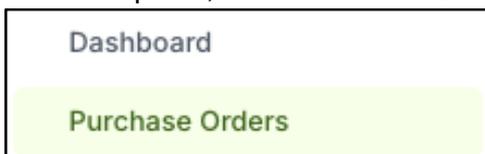
This section will cover the process of accepting or rejecting a Purchase Order (PO) issued by your customer in SmartVendor.

If you have any questions regarding the PO, please contact your customer for clarification.

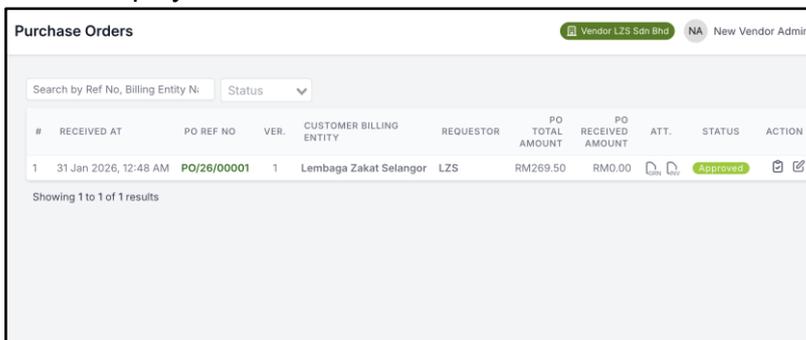
Note : Besides SmartVendor, POs can also be accepted or rejected via the email sent to your dedicated PO receiving email inbox.

### **Step 1 : Accessing Purchase Order Page**

- a. Go to <https://smartvendor.zakatselangor.com.my> to log into the vendor portal. On the left menu panel, click "Purchase Orders" to access the Purchase Order page.



- b. You will be navigated to the PO listing page, where all POs issued to your company will be displayed.



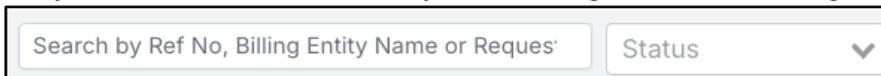
#	RECEIVED AT	PO REF NO	VER.	CUSTOMER BILLING ENTITY	REQUESTOR	PO TOTAL AMOUNT	PO RECEIVED AMOUNT	ATT.	STATUS	ACTION
1	31 Jan 2026, 12:48 AM	PO/26/00001	1	Lembaga Zakat Selangor	LZS	RM269.50	RM0.00	 	Approved	 

### **Step 2 : Viewing Relevant Purchase Order**

To locate a specific PO, you may search using the Search Bar by:

- PO Reference Number
- Your Customer Billing Entity
- Requestor Name

Alternatively, POs can also be filtered by status using the status filtering dropdown.



Search by Ref No, Billing Entity Name or Requestor:  Status ▼

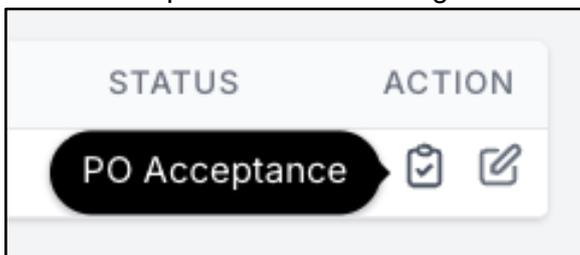
- a. Click the PO REF NO highlighted in green to view the PO.

#	RECEIVED AT	PO REF NO	VER.	CUSTOMER ENTITY
1	31 Jan 2026, 12:48 AM	PO/26/00001	1	Lembaga

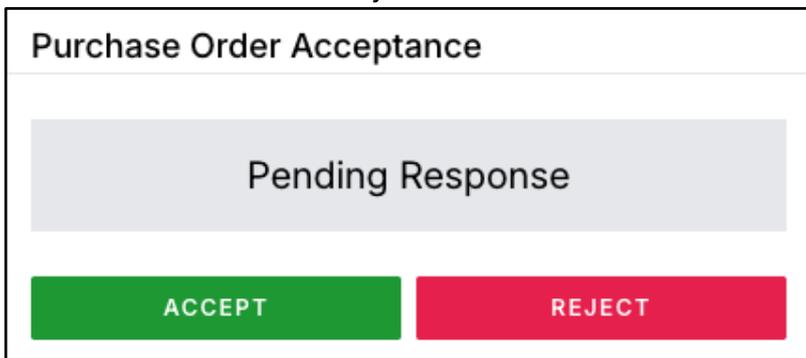
- b. The PO PDF will be opened in a new tab in your web browser, where you may view online, print, or download to your local device.

### Step 3 : Accept or Reject Purchase Order

- a. On the PO listing page, identify the PO that you would like to accept or reject. Click the PO acceptance icon on the right.



- b. A panel will appear with “ACCEPT” and “REJECT” buttons.
- o Click “ACCEPT” to accept the PO.
  - o Click “REJECT” to reject the PO.



Once you have accepted or rejected the PO, your customer will be notified via email.

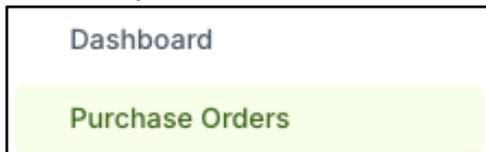
## Upload Documents for Purchase Orders

This section will cover the process of uploading a Delivery Order (DO), Invoice or any supporting documents in SmartVendor for the Purchase Order (PO) issued by your customer.

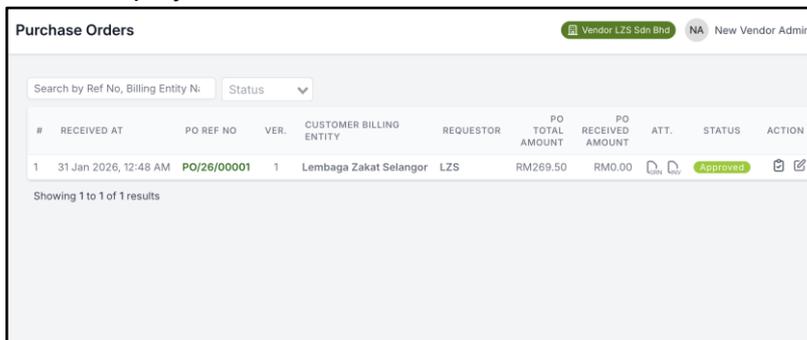
If you have any questions regarding the documentation requirements or billing process, please contact your customer for clarification.

### Step 1 : Accessing Purchase Order Page

- a. Go to <https://smartvendor.zakatselangor.com.my> to log into the vendor portal. On the left menu panel, click "Purchase Orders" to access the Purchase Order page.



- b. You will be navigated to the PO listing page, where all POs issued to your company will be displayed.



The screenshot shows the 'Purchase Orders' page. At the top right, it says 'Vendor LZS Sdn Bhd' and 'New Vendor Admin'. Below that is a search bar with 'Search by Ref No, Billing Entity No:' and a 'Status' dropdown menu. The main content is a table with the following data:

#	RECEIVED AT	PO REF NO	VER.	CUSTOMER BILLING ENTITY	REQUESTOR	PO TOTAL AMOUNT	PO RECEIVED AMOUNT	ATT.	STATUS	ACTION
1	31 Jan 2026, 12:48 AM	PO/26/00001	1	Lembaga Zakat Selangor	LZS	RM269.50	RM0.00		Approved	

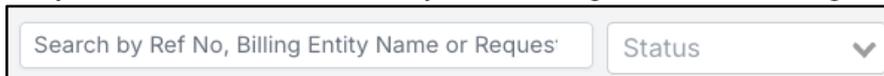
Showing 1 to 1 of 1 results

### Step 2 : Viewing Relevant Purchase Order

To locate a specific PO, you may search using the Search Bar by:

- PO Reference Number
- Your Customer Billing Entity
- Requestor Name

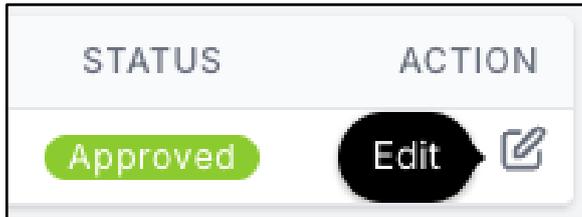
Alternatively, POs can also be filtered by status using the status filtering dropdown.



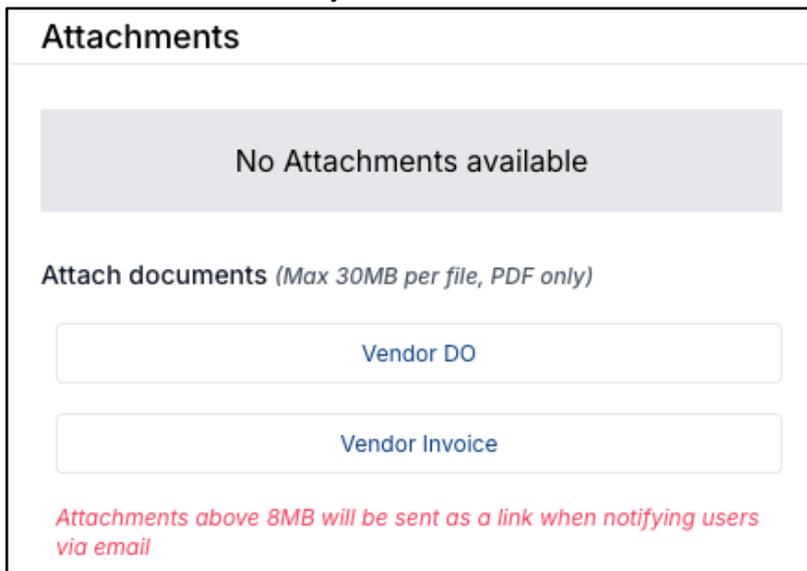
The image shows a search bar with the text 'Search by Ref No, Billing Entity Name or Reques:' and a 'Status' dropdown menu with a downward arrow.

### Step 3 : Upload Attachments

- a. On the PO listing page, identify the PO that you would like to upload the DO or Invoice for. Click the Edit icon on the right.



- b. A panel will appear with “Vendor DO” and “Vendor Invoice” buttons. Select the relevant button to attach your PDF document.



Once you have uploaded the document, your customer will be notified via email.

Your customer will review the uploaded document. In case the documents are rejected, you will be notified via email. You may refer to the Reupload for Rejected Documents section for the next steps action.

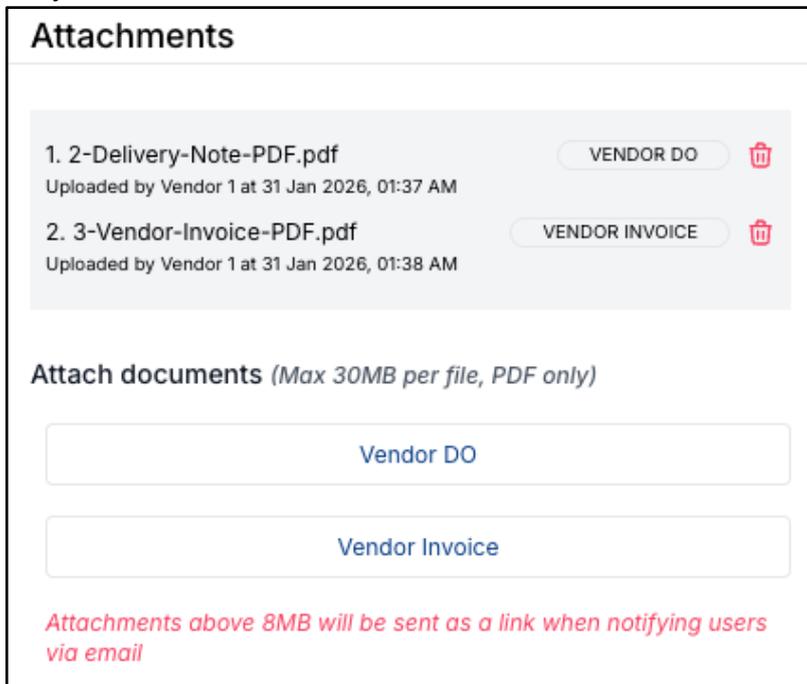
Note: Only PDF is allowed to be uploaded.

Note: You may upload more than one file with each file size limit capped at 30MB.

## Step 4 : View Attachments Uploaded

Once uploaded, the documents will be displayed under the attachment section along with the upload timestamp. Each attachment will be labelled either “Vendor DO” or “Vendor Invoice”, depending on which button you selected during upload.

To view the uploaded documents, click on the file name. The document will be opened in a new tab in your web browser.



## Step 5 : Delete Attachments Uploaded

If you wish to delete the document uploaded, under the attachment section, locate the document that you would like to remove.

Click the trash icon to delete the attachment.

Once you have deleted a document, your customer will be notified via email.

## Reupload for Rejected Documents

This section will cover the process of reuploading a Delivery Order (DO), Invoice, or any supporting documents in SmartVendor if your uploaded documents have been rejected by your customer.

If you have any questions regarding the documentation requirements or billing process, please contact your customer for clarification.

### **Step 1 : Receiving Rejection Email In Your Email Inbox**

Go to your email inbox where you will receive an email notifying you that your document have been rejected, together with the rejection reason.

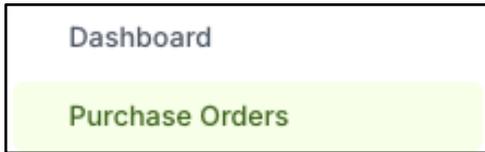


In case you did not receive the above emails, please follow these troubleshooting steps :

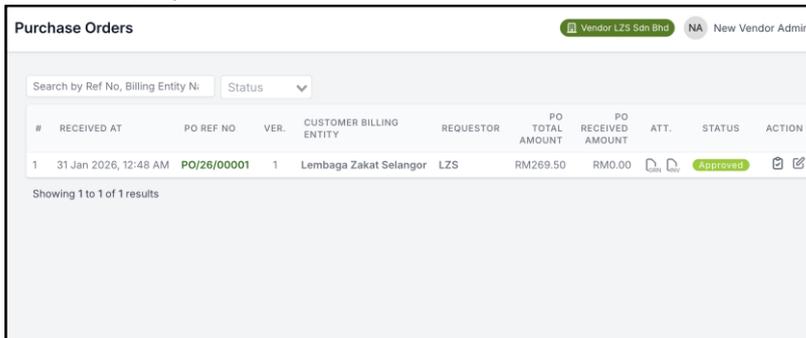
1. **Check your Spam/Junk Folder:** Look for the email by searching for its title. If found, configure your email settings to mark all future emails from [perolehan@zakatselangor.com.my](mailto:perolehan@zakatselangor.com.my) as "Not Spam" or "Not Junk" to ensure smooth delivery going forward.
2. **If the Email is Not in the Spam/Junk Folder:** Please contact your IT team and request to whitelist the sender [perolehan@zakatselangor.com.my](mailto:perolehan@zakatselangor.com.my). After whitelisting, reach out to your customer and request that they resend the access link to you.

## Step 2 : Viewing Relevant Purchase Order

- a. Go to <https://smartvendor.zakatselangor.com.my> to log into the vendor portal. On the left menu panel, click "Purchase Orders" to access the Purchase Order page.



- b. You will be navigated to the PO listing page, where all POs issued to your company will be displayed.

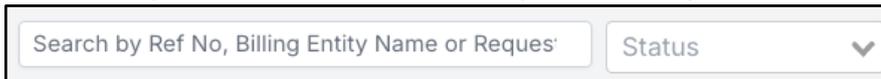


The screenshot shows the 'Purchase Orders' page with a search bar and a table of results. The table has columns for #, RECEIVED AT, PO REF NO, VER., CUSTOMER BILLING ENTITY, REQUESTOR, PO TOTAL AMOUNT, PO RECEIVED AMOUNT, ATT., STATUS, and ACTION. One row is visible with the status 'Approved'.

#	RECEIVED AT	PO REF NO	VER.	CUSTOMER BILLING ENTITY	REQUESTOR	PO TOTAL AMOUNT	PO RECEIVED AMOUNT	ATT.	STATUS	ACTION
1	31 Jan 2026, 12:48 AM	PO/26/00001	1	Lembaga Zakat Selangor	LZS	RM269.50	RM0.00		Approved	

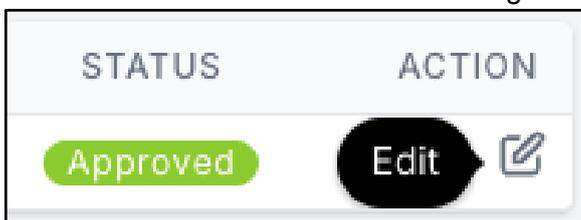
- c. To locate a specific PO, you may search using the Search Bar by:
- PO Reference Number
  - Your Customer Billing Entity
  - Requestor Name

Alternatively, POs can also be filtered by status using the status filtering dropdown.



The image shows a search bar with the placeholder text 'Search by Ref No, Billing Entity Name or Requestor' and a dropdown menu labeled 'Status'.

- d. On the PO listing page, identify the PO that you would like to reupload the DO or Invoice for. Click the Edit icon on the right.



### Step 3 : Reupload Documents

A panel will appear with “Vendor DO” and “Vendor Invoice” buttons. Select the relevant button to reattach your PDF document.

#### Attachments

1. 3-Vendor-Invoice-PDF.pdf VENDOR INVOICE 

Uploaded by New Vendor Admin at 31 Jan 2026, 02:51 AM

Attach documents *(Max 30MB per file, PDF only)*

Vendor DO

Vendor Invoice

*Attachments above 8MB will be sent as a link when notifying users via email*

#### Rejected Attachments

1. 2-Delivery-Note-PDF.pdf VENDOR DO

Uploaded by New Vendor Admin at 31 Jan 2026, 02:51 AM

Rejected by DEMO ADAM at 31 Jan 2026, 02:51 AM with reason: "Incorrect Information"

Once you have uploaded the document, your customer will be notified via email.

Note: Only PDF is allowed to be uploaded.

Note: You may upload more than one file with each file size limit capped at 30MB.

Under the “Rejected Attachments” section, all rejected documents will be displayed.

## Submitting RFX

### Response from SmartVendor

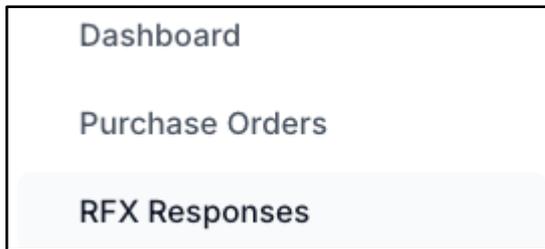
This section will cover the process of accessing and submitting RFX invitations from your customer via SmartVendor.

If you have any questions during the submission, please contact your customer for assistance.

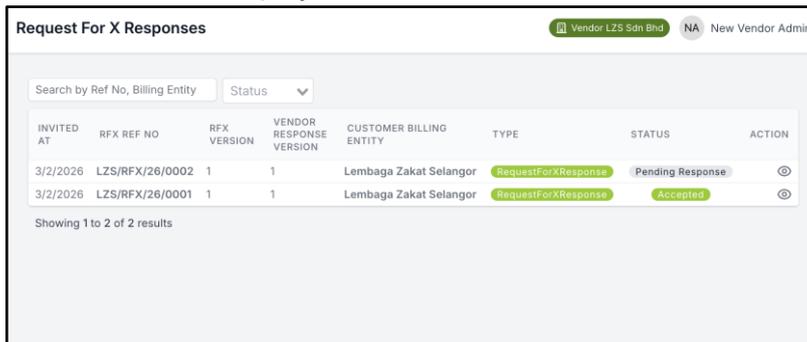
Note : Besides SmartVendor, RFX responses can also be submitted via the email sent to you. You may refer to RFX Vendor Guide for instructions on submitting the response via email.

### **Step 1 : Accessing RFX Responses Page**

- a. Go to <https://smartvendor.zakatselangor.com.my> to log into the vendor portal. On the left menu panel, click "RFX Responses" to access the RFX responses page.



- b. You will be navigated to the RFX listing page, where all RFX events you have been invited to will be displayed.



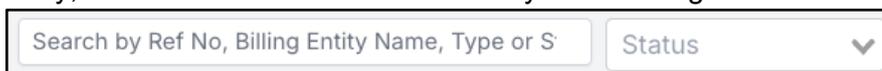
INVITED AT	RFX REF NO	RFX VERSION	VENDOR RESPONSE VERSION	CUSTOMER BILLING ENTITY	TYPE	STATUS	ACTION
3/2/2026	LZS/RFX/26/0002	1	1	Lembaga Zakat Selangor	RequestForXResponse	Pending Response	🔍
3/2/2026	LZS/RFX/26/0001	1	1	Lembaga Zakat Selangor	RequestForXResponse	Accepted	🔍

### **Step 2 : Viewing Relevant RFX Event**

To locate a specific RFX event invited, you may search using the Search Bar by:

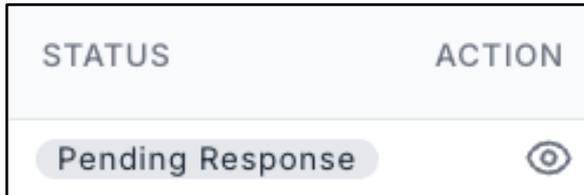
- RFX Reference Number
- Your Customer Billing Entity
- Type

Alternatively, RFX Events can also be filtered by status using the status filtering dropdown.

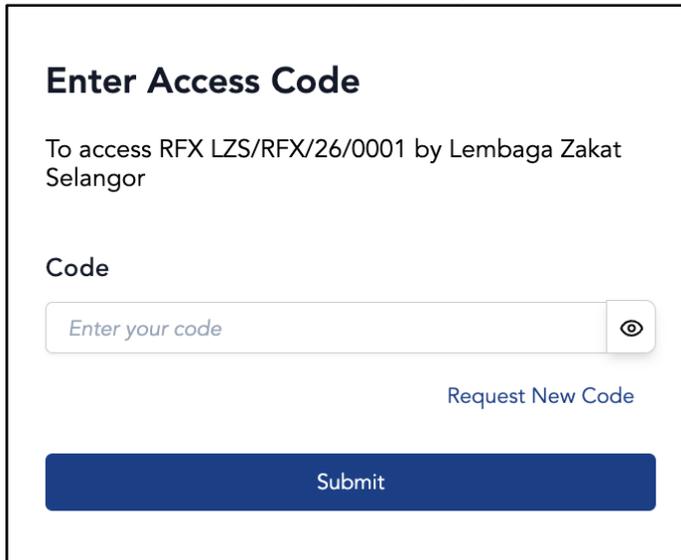


### Step 3 : Accessing the RFX Response

- a. On the RFX listing page, identify the RFX events that you would like to respond to. Click the View icon on the right.



- b. You will be navigated to a page requesting an Access Code to proceed.



**Enter Access Code**

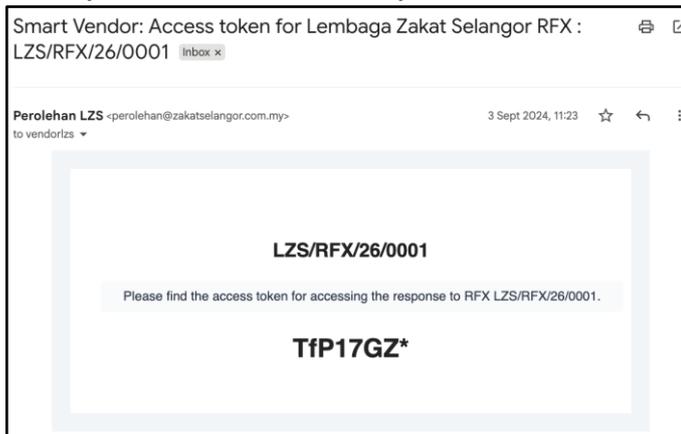
To access RFX LZS/RFX/26/0001 by Lembaga Zakat Selangor

Code

[Request New Code](#)

**Submit**

- c. Go to your email inbox where you will receive the access code.



In case you did not receive the above emails, please follow these troubleshooting steps :

1. **Check your Spam/Junk Folder:** Look for the email by searching for its title. If found, configure your email settings to mark all future emails from perolehan@zakatselangor.com.my as "Not Spam" or "Not Junk" to ensure smooth delivery going forward.

2. **If the Email is Not in the Spam/Junk Folder:** Please contact your IT team and request to whitelist the sender perolehan@zakatselangor.com.my. After whitelisting, reach out to your customer and request that they resend the access link to you.

If you received the access link but not the code, please click “View Details” and then “Request New Code” to have the access code resent to you.

## **Step 4 : Respond to RFX Invitation**

To proceed with submitting your response, please refer to the RFX Vendor Guide for the steps on how to respond to the RFX invitation.