

PROPOSER

User Manual

Engineering Innovation Excellence Awards 2024

Anugerah Kecemerlangan Inovasi Kejuruteraan 2024

<https://eiea.bem.org.my>

Getting started

1. Navigate to URL <https://awards.bem.org.my>.
2. Ensure that Proposer is Head of Company or Government Agency or Authorized personnel.
Click Register now!

3. Fill all the requirement details and click Register button. If the registration successful, Proposer will receive an email and the system will directly go to login page.

For further inquiries, please contact us :

Office Hours:
Monday to Friday
9.00am to 5.00pm

Phone : +603-2691 2090

Contact Person
Pn. Mishana binti Sapar (Ext. 140)
Pn. Irma Mudewi binti Zainul Din (Ext. 141)

4. Log into the system using registration details.

5. System will show dashboard page which require Proposer to assign Team Leader by fill out the details and valid email. The invitation email will be sent to assigned Team Leader after submit button clicked.

- To replace Team Leader, Proposer need to click Replace Nominee and fill out the new details. The invitation will be sent to assigned Team Leader.

Team Leader shall be a Malaysian.

Status Team Leader Pending

Title Full Name

MyKad No. Email

Mobile

Replace Nominee

Invitation email already sent to your nominee email. ✕

Assigned new Team Leader

Title Full Name

MyKad No. Email

Mobile

Close Assign

- Once Team Leader accepts the invitation, Proposer received email notification.

Engineering Innovation Excellence Award (EIEA) 2024-Team Leader Accept Invitation

Congratulation's! Team Leader (Mr. Amran bin Hashim-) accept invitation for **Engineering Innovation Excellence Award (EIEA) 2024**

To update nomination details click [here](#) to login

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8. To update or view Proposer and Team Leader details, basis nomination, Team Leader acceptance and declaration can be found at the left side of navigation menu.

The screenshot shows the navigation menu for the AWARDS NOMINATION system, divided into three sections: DASHBOARD & SUMMARY, NOMINATION DETAILS, and PERSONNEL. Red arrows point from text descriptions to specific menu items.

- DASHBOARD & SUMMARY**
 - Dashboard**: Allow Proposer to view nomination status and nomination process
 - Nomination Summary**: Summary of nomination form (view only)
- NOMINATION DETAILS**
 - Nomination** (dropdown menu)
 - Proposer**: Allow Proposer to update own details
 - Team Leader** and **Nominee (Organisation)**: Allow Proposer to update Team Leader and Nominee (organisation) details
 - Basis Nomination**: Allow Proposer to update nomination basis
 - Acceptance & Declaration**: Allow Proposer to view either Nominee already accept, declare and upload the stamped form
 - Proposer Checklist**: Allow Proposer to update checklist before submit nomination
- PERSONNEL**
 - Logout**

- Proposer update details and need to download the form, sign, affix with company stamp and scan as PDF then upload back to the system under ATTACHMENT part.

Proposer
Dashboard > Proposer

Proposer Details
Only proposer can edit details.

Title: Ir.

Name: Ali bin Abu

MyKad: 91100814
**** Call administrator if your MyKad No. needs modification.**

BEM Reg. No: C12345

Telephone: 0123456789

Proposer Attachment

*****Important note**
To be signed by Head of Company/Government Agency or Authorized personnel

Download the form, sign, affix your company stamp, scan it as PDF and upload back to the system.

[Download attachment](#)

UPLOAD ATTACHMENT DULY STAMPED HERE

No file chosen

ATTACHMENT

[View attached file](#)

- Team Leader details, Nominee (organisation) and basis nomination can be fill out by Proposer or Team Leader.

Team Leader(on behalf of Demo Sdn Bhd)
Dashboard > Team Leader

Team Leader Details
Proposer & Team Leader can edit details.

Title: Mr.

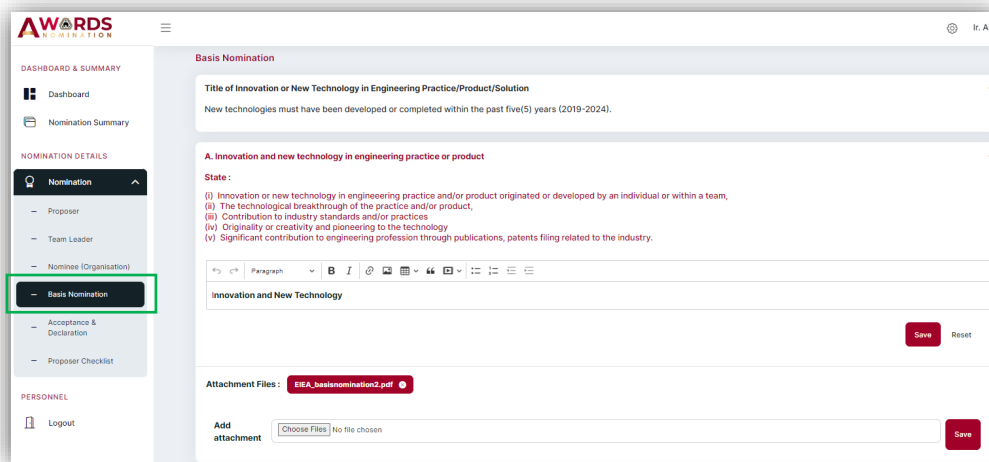
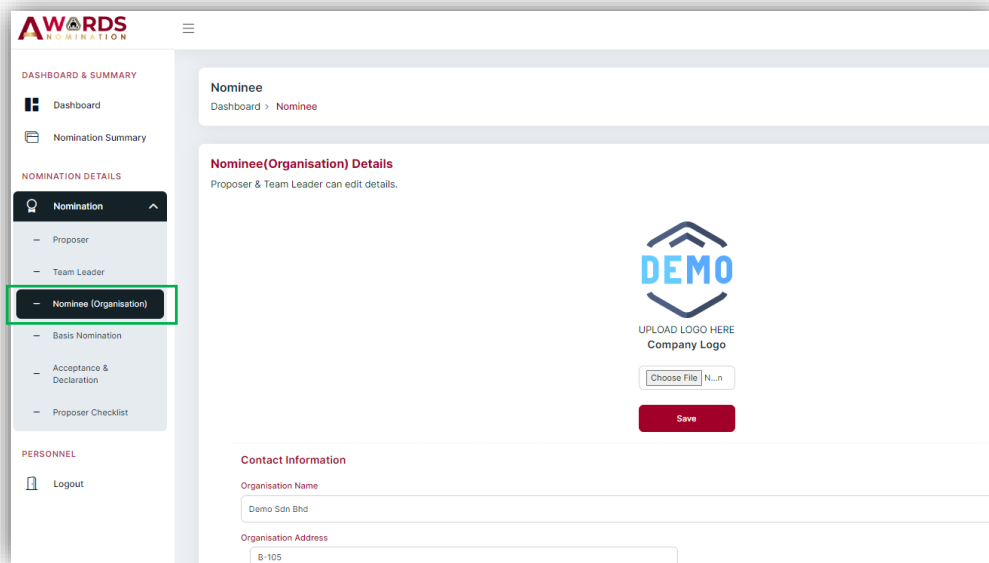
Name: Amran bin Hashim

MyKad: 78080911
**** Call administrator if your MyKad No. needs modification.**

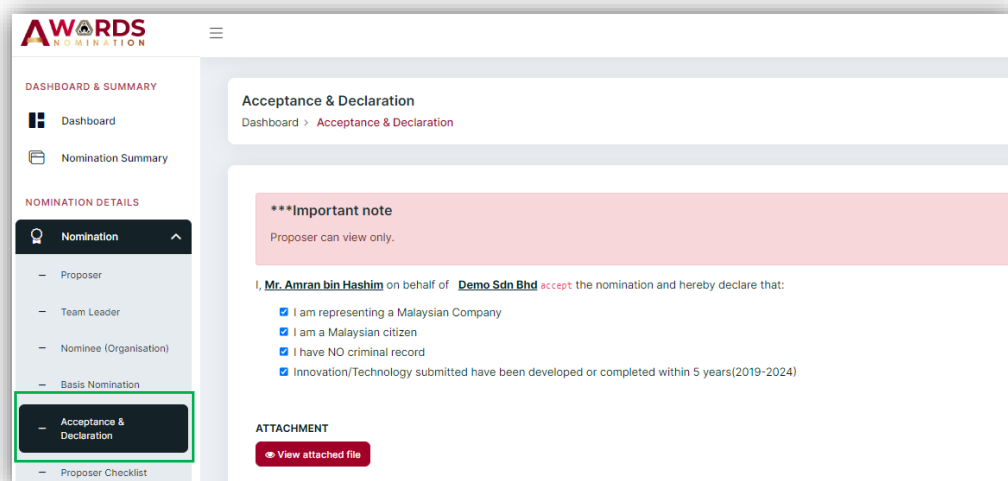
BEM Reg. No:

Telephone: 0123456789

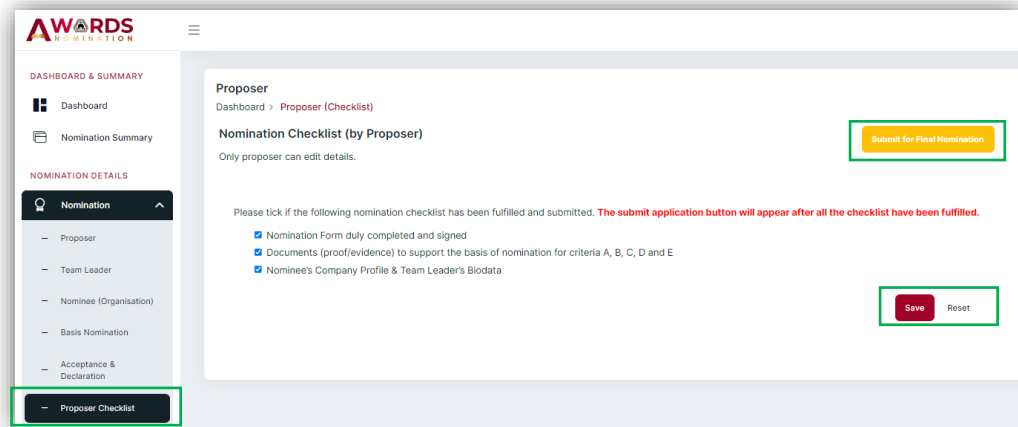
Email: demo@gmail.com



11. System only allows Team Leader to submit Nomination Acceptance and Declaration form. Proposer can view the status and ensure Team Leader upload the stamped documents.



12. Finally, Proposer need to update checklist and ensure all documents and details fulfilled before submit for Nomination. The button Submit for Nomination will appear after all requirement was checked. Once the form has been submitted, the nomination form shall be deemed as final.



13. Proposer can either logout from the system or view summary of nomination form.

