

PROPOSER User Manual

Engineering Innovation Excellence Awards 2024

Anugerah Kecemerlangan Inovasi Kejuruteraan 2024

https://eiea.bem.org.my



Getting started

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

AWARDS	5 №
Engineering Innov Excellence Award (EIE	
MyKad No. Without (-)	ع
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	Login
Proposer Manual P	roposer? 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.

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Datuk Ir.									
EM Reg. No	Email	Address				Phone Numb	per		
Proposer Organisation Na	ne								
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assword				Confirm Pass	word				
Password				Confirm Pass	word				
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4. Log into the system using registration details.

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Excellence Av	valu (EIEA) 2024
MyKad No. Without (-)	

	Log
Proposer Manual	Proposer? Register now!

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.

	=	٢	Ir. Ali bin Abu
DASHBOARD & SUMMARY Dashboard PERSONNEL Dogout	Welcome!! I. Ali Bin Abu The proposer is responsible for identifying organizations, who they believe are deserving of recognition for their achievements, contributions, or qualities relevant to the Engineering Innovation Excellence Award (EIEA) 2024's criteria.		
	Nomination Process STEP1 Proposer may reassigned Team Leader Proposer may reassign Team Leader only if the assignation not yet confirmed by Team Leader. "Email notification will be send to Team Leader assigned. Ctick here		

Assign Team Leader					
Fill in the Team Leader details					
Nominee shall be a	a Malaysian Organisation				
Please fill in the details for your Team Leader. The system will t	**Important notes. Please fill in the details for your Team Leader. The system will then email them according to the details provided.You will be notify once Team Leader accept your invitation.As Team Leader accept the invitation, you are not allowed to reassign new Team Leader.				
Title	Full Name				
**Dato'/Ir.	Full name				
MyKad No.	Email				
without dash (-)	Email				
Mobile					
Mobile					
	Submit Reso				



6. 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.

Status Team Leade	Pending	
Title		Full Name
Mr.		Amran bin Hashim
MyKad No.		Email
69101003XXXX		demo@gmail.com
Mobile		
0123456789		
		Replace Nominee
		Replace Nominee
Invitation email a	ready sent to your nominee email. X	
	P	
ils for your Team Lead am Leader by updating	Assigned new Team Leader	- +- +
ils for your Team Lead am Leader by updating		
lls for your Team Lead am Leader by updating Malaysian.	Assigned new Team Leader	
Invitation email al ils for your Team Lead an Leader by updating Malaysian.	Assigned new Team Leader Title Mr.	
lls for your Team Lead am Leader by updating Malaysian.	Assigned new Team Leader Title Mr. Full Name	
lls for your Team Lead am Leader by updating Malaysian.	Assigned new Team Leader Title Mr. Full Name Hassan bin Arif	lowed to reassign new Team Leader.
lls for your Team Lead am Leader by updating Malaysian.	Assigned new Team Leader Title Mr. Full Name Hassan bin Arif MyKad No.	lowed to reassign new Team Leader.
lls for your Team Lead am Leader by updating Malaysian.	Assigned new Team Leader Title Mr. Full Name Hassan bin Arif MyKad No. 6910100XXXX	lowed to reassign new Team Leader.
lls for your Team Lead am Leader by updating Malaysian.	Assigned new Team Leader Title Mr. Full Name Hassan bin Arif MyKad No. 6910100XXXX Email	lowed to reassign new Team Leader.

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

Engineering Innovation Excellence Award (EIEA) 2024-Team Leader Accept Invitation
l v	ader (Mr. Amran bin Hashim-) accept invitation for cellence Award (EIEA) 2024 ck <u>here t</u> p login
For further inquiries, please contact us :	Contact Person Pn. Mishana binti Sapar (Ext. 140)
Office Hours: Monday to Friday 9.00am to 5.00pm	Pn. Irma Mudewi binti Zainul Din (Ext. 141)
Phone : +603-2691 2090	



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.

DASHBOARD & SUMMARY	
Dashboard	Allow Proposer to view nomination status and nomination process
Nomination Summary	Summary of nomination form (view only)
NOMINATION DETAILS	
Q Nomination ^	
- Proposer	Allow Proposer to update own details
– Team Leader	Allow Proposer to update Team Leader and Nominee (organisation)
- 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	



9. 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.

	=	
DASHBOARD & SUMMARY	Proposer Dashboard > Proposer	
Nomination Summary		
NOMINATION DETAILS	Proposer Details Only proposer can edit de	tals.
Q Nomination ^	Title	le,
- Team Leader	Name	Ali bin Abu
- Nominee (Organisation)	MyKad	91100814
- Basis Nomination		** Call administrator if your MyKad No. needs modification.
Acceptance & Declaration	BEM Reg. No	C12345
		0123456789
Proposer Checklist	Telephone	
	Resst: Save	
ASHBOARD & SUMMARY Dashboard Dashboard Nomination Summary	E Rest Sre Proposer Attachment	
ASHBOARD & SUMMARY Dashboard Dashboard Nomination Summary	E Read: Seve Proposer Attachment ••••Important note	
ACMINATION DASHBOARD & SUMMARY Dashboard Dashboard Nomination Summary	E Reso: Save Proposer AttachmentImportant note To be signed by Head of	
ACCORDENT OF A CONTRACTOR DASHBOARD & SUMMARY Dashboard Nomination Summary NOMINATION DETAILS Q Nomination	E Reso: Save Proposer AttachmentImportant note To be signed by Head of	Company/Government Agency or Authorized personnel
A Summary of the second secon		Company/Government Agency or Authorized personnel
A Contraction A Con	Reset Save Proposer Attachment ••••Important note To be signed by Head of Download the form, sign, aff •••ontooid attachment	Company/Government Agency or Authorized personnel
A Contraction Summary A Contraction Summary C Dashboard C Dashboard Nomination Summary NOMINATION DETAILS Nomination Proposer Team Leader Nominee (Organisation)	Reset Save Proposer Attachment ••••Important note To be signed by Head of Download the form, sign, aff •••ontooid attachment	Company/Government Agency or Authorized personnel Ix your company stamp, scan it as PDF and upload back to the system.
ACCEPTION OF CONTRACTOR ACCEPTION		Company/Government Agency or Authorized personnel Ix your company stamp, scan it as PDF and upload back to the system.
	■ Reset Sove Proposer Attachment •••Important note To be signed by Head of Download the form, sign, aff ↓Oownload dttachment UPLOAD ATTACHMEN ↓Decoser File No file chosen	Company/Government Agency or Authorized personnel Ix your company stamp, scan it as PDF and upload back to the system.

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

DASHBOARD & SUMMARY	Team Leader (on behalf of D Dashboard > Team Leader	iemo Sdn Bhd)
Nomination Summary	Team Leader Details Proposer & Team Leader can edit d	ietails.
Nomination Proposer	Title	Mr. Amran bin Hashim
 Team Leader Nominee (Organisation) 	MyKad	78080911
Basis Nomination Acceptance & Declaration	BEM Reg. No	** Call administrator if your MyKad No. needs modification.
- Proposer Checklist	Telephone	0123456789
PERSONNEL	Email	demo@gmail.com



	Ξ
DASHBOARD & SUMMARY	Nominee Dashbard > Nominee
Nomination Summary	
Nomination A Proposer - Team Leader - Nomination - Basis Nomination - Acceptance & Declaration - Proposer Checklist -	Nominee(Organisation) Details Proposer & Team Leader can edit details. UPLOAD LOGO HERE Company Logo Choose File Nn Sov
PERSONNEL	Contact Information
Logout	Organisation Name Demo Sch Bhd
	Organisation Address B-105

	≡	۲	Ir. Ali b
DASHBOARD & SUMMARY	Basis Nomination		
Dashboard	Title of Innovation or New Technology in Engineering Practice/Product/Solution New technologies must have been developed or completed within the past five(5) years (2019-2024).		+
NOMINATION DETAILS Nomination Proposer Team Leader	A. Innovation and new technology in engineering practice or product State: (i) Innovation or new technology in engineering practice and/or product originated or developed by an individual or within a team, (ii) The technological breaching of the practice and/or product, (iii) Contribution to industry standards and/or practices (iv) Originally or creativity and produce short technology (v) Significant contribution to engineering profession through publications, patents filing related to the industry.		-
Nominee (Organisation) Basis Nomination	fr c ⁺ Panyanh v B I ∂ □ □ v 44 □ v □ □ □ □ = □ Innovation and New Technology		
 Acceptance & Declaration Proposer Checklist 	Ser Contract of Co	Rese	I
PERSONNEL	Attachment Files: EEA_basissonination2.pdf		
Logout	Add attachment Choose Files No file chosen	Sav	

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.

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DASHBOARD & SUMMARY	Acceptance & Declaration Dashboard > Acceptance & Declaration
Nomination Summary	
NOMINATION DETAILS	***Important note Proposer can view only.
– Proposer	I, Mr. Amran bin Hashim on behalf of Demo Sdn Bhd accept the nomination and hereby declare that:
- Team Leader	 I am representing a Malaysian Company I am a Malaysian citizen
 Nominee (Organisation) 	 Fails a management current I have NO criminal record I nnovation/Technology submitted have been developed or completed within 5 years(2019-2024)
Basis Nomination Acceptance & Declaration Proposer Checklist	A Inflovation, recinitionary submitted have been developed of completed within 5 years (2019-2024) ATTACHMENT View attached file



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.

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DASHBOARD & SUMMARY	Proposer Dashboard > Proposer (Checklist) Nomination Checklist (by Proposer)					
Nomination Summary	Commitation Cireckins (19 r1 pupser) Commitation Cireckins (19 r1 pupser)					
Nomination Proposer	Please tick if the following nomination checklist has been fulfilled and submitted. The submit application button will appear after all the checklist have been fulfilled. Nomination Form duty completed and signed					
- Team Leader	Documents (proof/evidence) to support the basis of nomination for criteria A, B, C, D and E Nominee's Company Profile & Team Leader's Biodata					
 Nominee (Organisation) Basis Nomination 	Sve Rest					
Acceptance & Declaration						
 Proposer Checklist 						

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

	=			Ir. Ali bin Ab
DASHBOARD & SUMMARY	Nomination Summary Home > Nomination Summary			
Nomination Summary NOMINATION DETAILS Nomination	***Important note This form is for view only. Ensur	re all the blank field is filled before proceed to final	l submission.	≜ Download
PERSONNEL	Nomination Info	Nominee (Organisation) Informat	tion	
L Logout	Team Leader Info Proposer Info Basis for Nomination Acceptance & Declaration Nomination Checklist	Logo	DEMO	
		Name	Demo Sdn Bhd	
		Email	demo@gmail.com	