

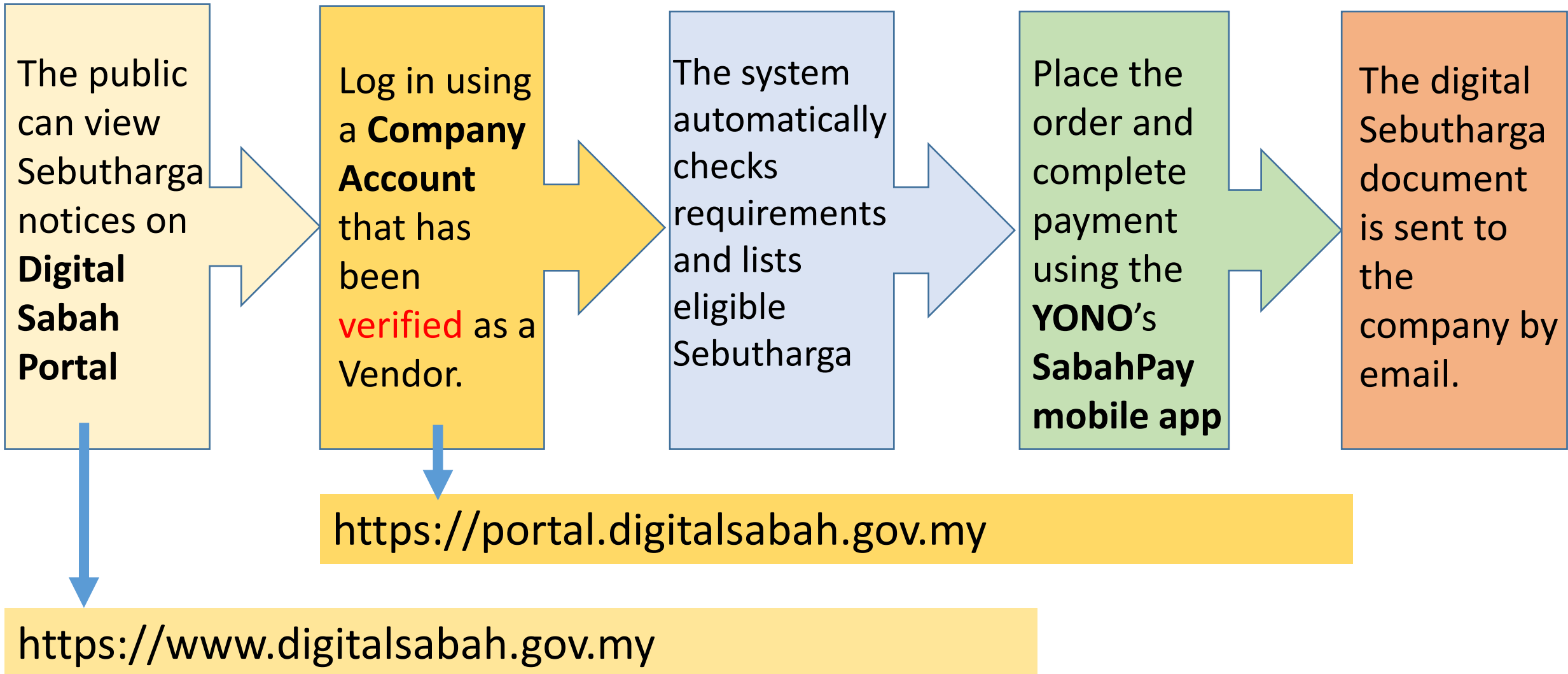
PORTAL DIGITAL SABAH E-SEBUTHARGA USER GUIDE (PUBLIC)

V2.0 (2025.04.06)

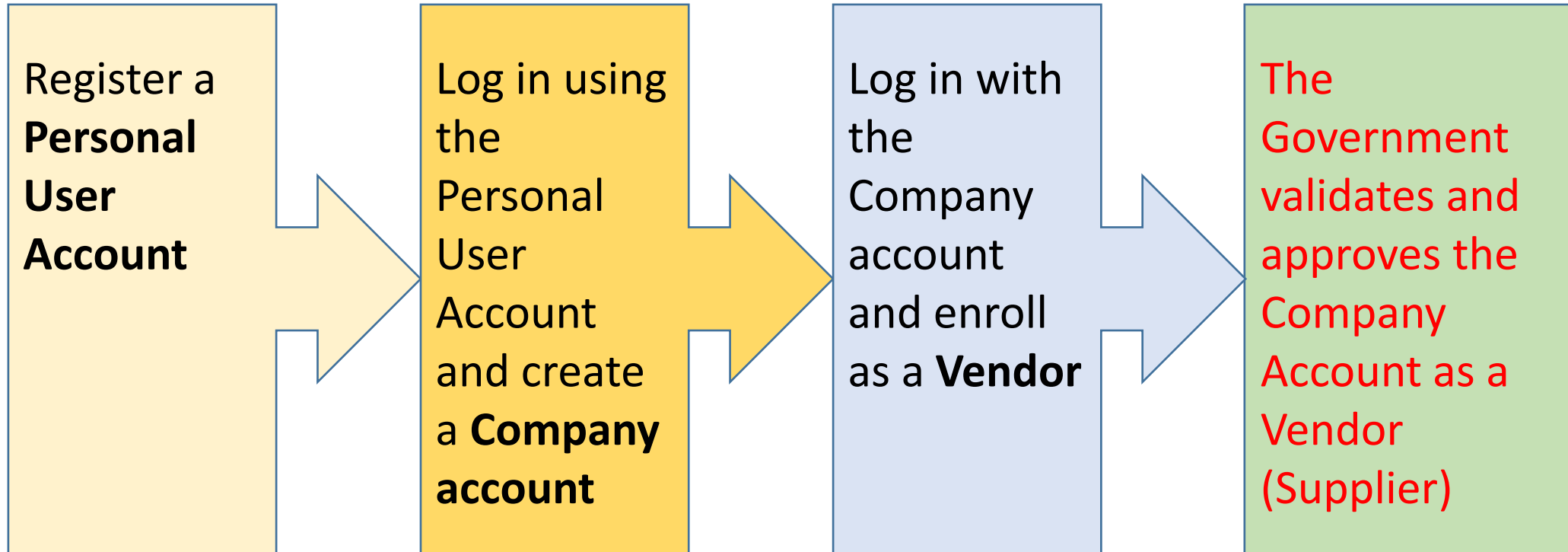
WHAT IS **E-SEBUTHARGA** SYSTEM

- Online platform for purchasing State Government Sebutharga and Tender documents
- Accessible to qualified local companies enrolled as a **Vendor**

HOW TO PURCHASE SEBUTHARGA DOCUMENT



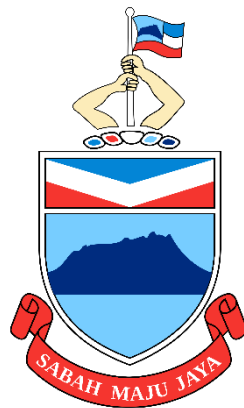
Vendor Registration Requirements



Note: During **Vendor enrolment**, please prepare a valid Trading License and PUKONSA Certificate in PDF format.

AUTOMATIC SEBUTHARGA MATCHING AND LISTING

The system automatically lists Sebutharga available for purchase if the vendor has a valid Trading License and PUKONSA Certificate, and the PUKONSA codes (bidang) fully match the Sebutharga requirements.



PORTAL DIGITAL SABAH ACCOUNT REGISTRATION

V2.0 (2025.04.06)

USER ACCOUNT REGISTRATION

USER ACCOUNT REGISTRATION #1

1

Go to Portal Digital Sabah

<https://portal.digitalsabah.gov.my/>

2

Select [**Daftar Sekarang**]

3

Fill in the require information

USER ACCOUNT REGISTRATION #2

4

After submission, you shall receive an email

5

Please acknowledge and activate your account from the email within 7 days.

6

User Account Registration is completed

REGISTER OF COMPANY

REGISTER A COMPANY #1

1

Go to Digital Sabah Portal

<https://portal.digitalsabah.gov.my/>

2

Login with your User Account

Log Masuk Orang Awam

MyKad

 e.g.891013145237

Kembali

Teruskan

After entering your MyKad, proceed to the next step.

Enter your Password.

REGISTER A COMPANY #2

3

Select [**DAFTAR SYARIKAT**]



Papan Utama



Senarai Syarikat



Daftar Syarikat

4

Fill in the require information

5

Company Account Registration is completed

ENROL COMPANY AS VENDOR

ENROL COMPANY AS VENDOR #1

1

Go to Digital Sabah Portal

<https://portal.digitalsabah.gov.my/>

2

Login with your **Company Account**

Log Masuk Orang Awam

MyKad

 e.g.891013145237

Kembali

Teruskan

1) After entering your MyKad, proceed to the next step.

2) Under **Jenis Akaun** (Account Type), select the **Company** that you wish to enroll as a vendor.

3) Enter your Password

ENROL COMPANY AS VENDOR #2

3

Select [**DAFTAR SEBAGAI VENDOR**]

← → ↻ portal.digitalsabah.gov.my/index.cfm?section=Home&action=main



PORTAL DIGITAL SABAH



Papan Utama



Daftar Sebagai Vendor

ENROL COMPANY AS VENDOR #3

4

Enter all the PUKONSA codes that your company holds.

1

Masukkan Kod Pukonsa

2

Lesen

3

Pukonsa

Kod Pukonsa

-- Sila Pilih Kod Pukonsa --

Tambah

ENROL COMPANY AS VENDOR #4

5

Enter the **TRADING LICENSE** details and upload a digital copy of the trading license (file size less than 5 GB). If the trading license has multiple pages, please combine all pages into a single PDF file.

Maklumat Lesen

No. Lesen *

No. Lesen

Tarikh Mula *

Pilih tarikh mula..

Tarikh Tamat *

Pilih tarikh tamat..

Muat Naik Dokumen Lesen x

Choose file...

Browse

ENROL COMPANY AS VENDOR #5

6

Enter the **PUKONSA CERTIFICATE** detail, and upload the digital copy of Pukonsa Certificate (less than 5GB file size). If you have multi pages of Pukonsa Cert, save it into one PDF file.

Maklumat Pukonsa

No. Pukonsa *

Tarikh Mula *

Tarikh Tamat *

Muat Naik Dokumen Pukonsa x

STEPS TO ENROL COMPANY AS VENDOR



7

Company account enrollment as a vendor is completed.

Note:

- a) After you submit your company enrollment, the Government will review and verify your details.
- b) Once the application is approved, the company will be notified by email.