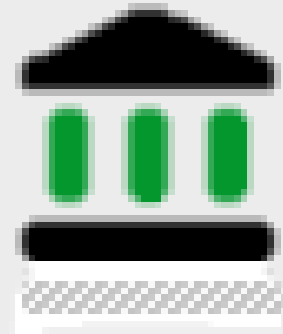


USER MANUAL AP VENDOR (NEW REGISTRATION)



PORTAL PEMBEKAL TH

- 1) Pergi ke Portal Pembekal melalui website **TH**;
- 2) Klik e-Perolehan > Pendaftaran Syarikat (Pembekal) Baharu > klik

Saya faham Terma & Syarat di atas.
Seterusnya ke Sistem e-Perolehan.



Register Supplier: Company Details ?

12) Klik Next

* Company 3) Masukkan Nama AP Vendor

* Tax Organization Type 4.1) Pilih "Individual" untuk Individu
4.2) Pilih "Corporation" untuk Syarikat

* Supplier Type 5) Pilih "Payables/Payee"

Corporate Web Site

Attachments None +

* Tax Country 6) Pilih "Malaysia"

Tax Registration Number 7) Masukkan ROC(SSM)/IC

Note to Approver

Additional Information

Board of Directors

Share Holders

Incorporation Period

ROC / IC Number 8) Masukkan ROC(SSM)/IC

Technical Staff

Total Staff

Past/Ongoing Projects/Contracts

Owner Name

Business Ownership

Office Building

Tools & Equipment

Work Experience (1)

Value in RM (1)

Work Experience (2)

Value in RM (2)

Work Experience (3)

Value in RM (3)

Your Contact Information

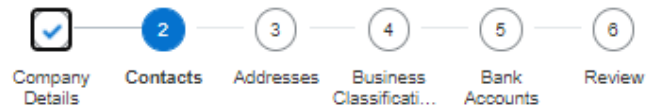
Enter the contact information for communications regarding this registration.

* First Name 9) Masukkan First Name (Nama Pengawai Dihubungi)

* Last Name 10) Masukkan Last Name (Nama Pegawai Dihubungi)

* Email

* Confirm Email 11) Masukkan Emel



13) Klik Next

Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
CHE KHALIB, DANIAL IMAN		danieliman@lth.gov.my	✓	✓		

Columns Hidden 7



22) Klik Next

Register Supplier: Addresses

14) Klik Create

Enter at least one address for remit-to and ordering address purposes.

 Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Columns Hidden 3					

Create Address

 * Address Name 15) Masukkan "Nama Negeri"

 * Country Malaysia 16) Pilih "Malaysia"

Address Line 1 LEMBAGA TABUNG HAJI } 17) Masukkan: "ALAMAT"

 Address Line 2

 Address Line 3

Post Code 50400

City KUALA LUMPUR

 State

 * Address Ordering 18) Tanda

 Purpose Remit to

 RFQ or Bidding

 Phone 60 19) Masukkan "No Telefon"

 Fax

 Email 20) Masukkan Emel

Address Contacts

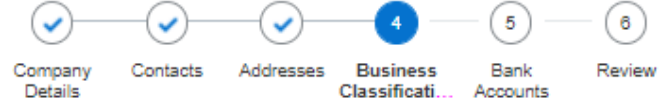
Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

21) Klik OK



26) Klik Next

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Register Supplier: Business Classifications ?

Enter at least one business classification or select none applicable.

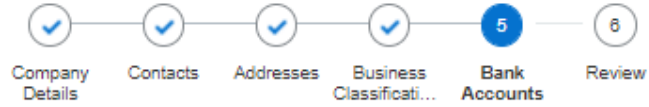
Actions ▼ View ▼ Format ▼ **+** ✕ Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	100% Bumiputer				dd-mmm	dd-mmm	None +	

23) Klik "+"

24) Pilih "Minority Owned"

25) Pilih maklumat berkenaan



34) Klik Next

Register Supplier: Bank Accounts ?

27) Klik Create

Enter at least one bank account.

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Columns Hidden: 8

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country 28) Pilih "Malaysia"

Bank 29) Pilih Nama Bank
 Currency 31) Pilih "MYR"

Branch 30) Pilih mana-mana cawangan

* Account Number 32) Masukkan No Akaun *Syarikat/Individu*

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

33) Klik OK



36) Klik Register

Review Supplier Registration:

Company Details

Company
 Tax Organization Type Individual
 Supplier Type Employee
 Corporate Web Site

Tax Country Malaysia
 Tax Registration Number
 Note to Approver

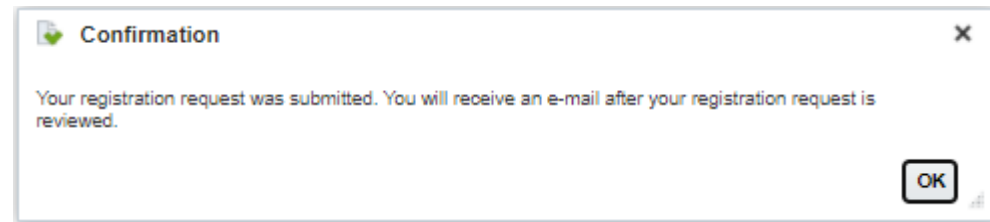
Additional Information

Board of Directors
 Share Holders
 Incorporation Period
 ROC / IC Number
 Technical Staff
 Total Staff
 Past/Ongoing Projects/Contracts
 Owner Name
 Business Ownership

Office Building
 Tools & Equipment
 Work Experience (1)
 Value in RM (1)
 Work Experience (2)
 Value in RM (2)
 Work Experience (3)
 Value in RM (3)

35) Semak butiran pada skrin Review, jika perlu pembetulan klik semula proses yang berkaitan.

37) Sistem akan memberikan mesej berikut sekiranya pendaftaran berjaya dilaksanakan



38) Pihak syarikat akan menerima ID dan kata laluan sementara untuk login ke Portal Pembekal setelah permohonan diluluskan.