

CYBERVIEW SDN BHD

**VENDOR MANAGEMENT
SYSTEM (VMS)**

**Vendor Registration
(Applicant)**

Preface

This Vendor Management System (VMS) user manual is developed for the use of the users for better understanding of the system process. It provides a useful guideline; hence it is important that the users read the user manuals as provided for the course.

About This Manual

This user manual consists of the following:

Conventions





This section provides users with the conventions used in the manual. Their meanings are explained in the following page for users' reference.

Course Contents

This section describes, in detail, the contents of the course. The users will also find some useful notes in the "User's Note" column provided.

Conventions Used In Manual

Icons used in this user manual and their meanings are explained below. The following icons are used in both the instructor's manual and the user's manual:

Icons	Descriptions
	This icon represents some references to additional resources. The resources can be found in other manual or the application system.
	This icon indicates additional information or resources for instructors and users.
	This icon represents an exercise or handout that users have to complete.
	This icon indicates slides presentation by the instructor as stated in the user's note.

CONTENTS

Contents

Preface

CHAPTER 1	Lesson Plan	5
CHAPTER 2	VMS Main Application	7
CHAPTER 3	Summary	40

TABLE OF CONTENTS

1.0	Lesson Plan.....	5
1.1	Course Description.....	5
1.2	Course Objective	6
1.3	Target Audience.....	6
1.4	Prerequisites.....	6
1.5	Instructional Methods.....	6
2.0	VMS (Vendor)	7
2.1	Introduction	7
2.2	Log In and Home page	8
2.3	User Profile	13
2.3.1	Profile	13
2.3.2	Change Password.....	14
2.4	Company Registration	16
2.4.1	Registration (New Application).....	16
2.4.2	Registration (Renewal Application)	20
2.4.3	Registration (RFC Application).....	24
2.4.4	Company's PIC.....	29
2.5	Track and Monitoring	31
2.6	Query and Feedback.....	32
3.0	Summary	34
3.1	Conclusion	35

CHAPTER 1

1

1.0 Lesson Plan

1.1 Course Description

1.2 Course Objective

1.3 Target Audience

1.4 Prerequisites

1.5 Instruction Methods

1.1 Course Description

This course provides specific operational information on how to use VMS application in order to help users on their day-to-day operation.

This manual is designed to be used by the users (Applicant). The focus of this documentation is to explain about the application and its operations. This document also serves as a reference for all those

involved in the operation and maintenance of the system in order to successfully operate, administer and maintain it.

1.2 Course Objective

The purpose of this manual is to provide the users with the knowledge on how to use the VMS system

1.3 Target Audience

The target audience for this training will be the Vendor as well as the users of VMS Online application.

1.4 Prerequisites

The users must be knowledgeable in:

- Basic computer skills
- Familiarization with VMS process and procedures.

1.5 Instructional Methods

The lessons are covered by a combination of lectures, demonstrations and practical exercises. The questions and answers session will be held at the end of the course.

CHAPTER 2

2

2.0 VMS (Vendor)

2.1 Introduction

2.2 Log in and Home Page

2.3 User Profile

2.4 Company registration

2.5 Track and Monitoring

2.6 Query and Feedback

2.1 Introduction

UMW Vendor Management System (VMS) System is a customized system

for vendor to use the system, understand process of whole system.

This module will allow vendor to make New registration, Renewal registration and Request for Change.

It consists of 5 main modules for vendor:

- Login and Home page
- User Profile
- Company Registration
- Track and Monitoring
- Query and Feedback

Refer to the following sections for details explanation on the role of an Applicant.

2.2 Log In and Home page

Steps:

1. Key in the VMS URL address and VMS website will be prompted as following figure.

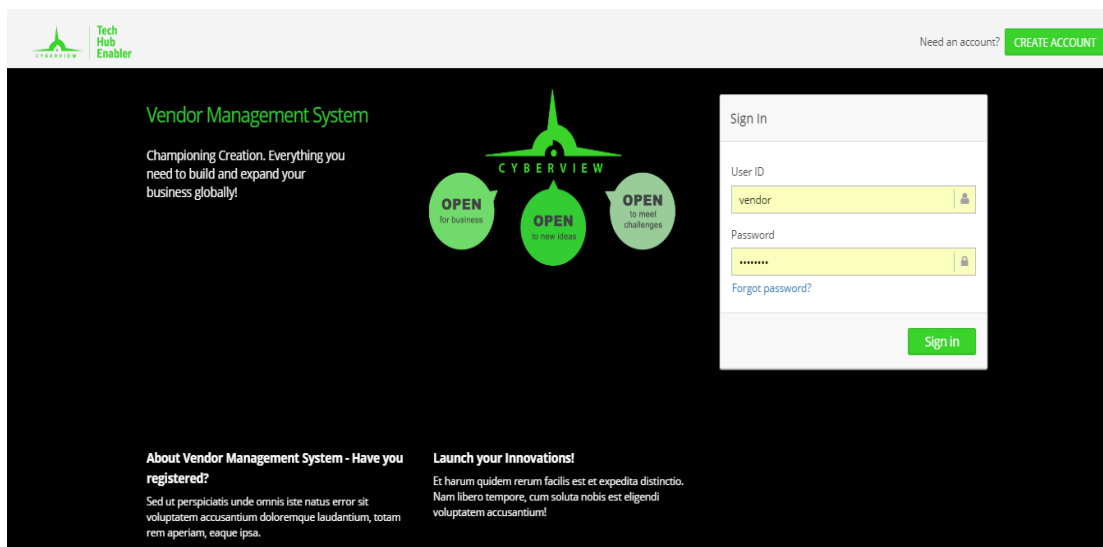


Figure 2.2-1: VMS Home Page and Login Screen

2. User has to type in the correct **Use** and **Kata Laluan** in the required fields on the Login Screen.
3. Click on **Log Masuk** button to login to the system.
4. If user is a new applicant and is not registered as a VMS user, click on **Create Account** button. **Registration** screen will be displayed.

Registration

Name

Identification Card No.

Mobile No.

Email Address

Password

Confirm Password

Captcha

☐ I agree with the [Terms and Conditions](#)

Register

Figure 2.2-2: Registration Screen

5. There is one sections required to be filled namely **Registration**.
6. Click on **Register** button to submit the registration.
7. User will receive the activation email to activate the account before login to the VMS as following figure:

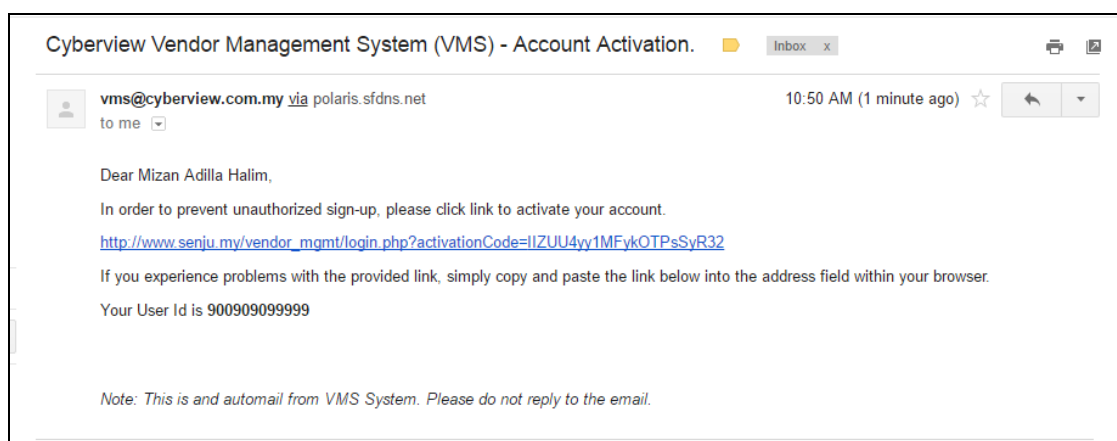


Figure 2.2-3: Email Notification Screen

8. Click on the provided link <http://VMS.gov.my> to log in into system and **Vendor Management System** Login screen will be displayed.

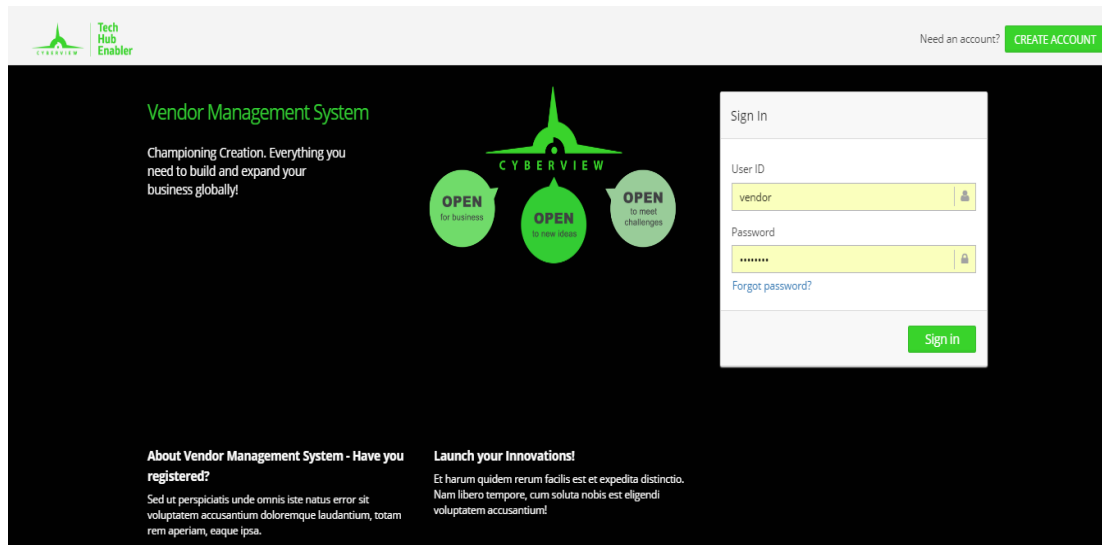


Figure 2.2-4: VMS Login Screen

9. User has to enters the **User ID** and **Password** in the required fields on the **Login Screen**.
10. Click on **Sign in** button to login to the system.
11. If user forgot their password, user required to click on **Forgot Password?**. Once click, **Forgot Password?** popup will be displayed.

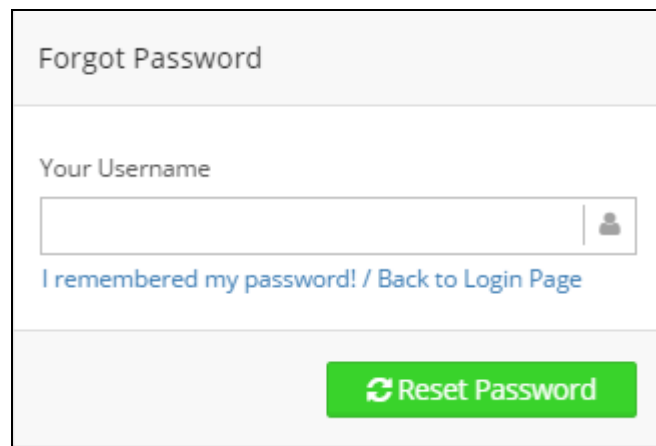


Figure 2.2-5: Forgot Password? Popup

12. User require to enters **User Name** and click on **Reset Password** button. User will receive an activation email to activate the account before login to the VMS as following figure:

Contents

Preface

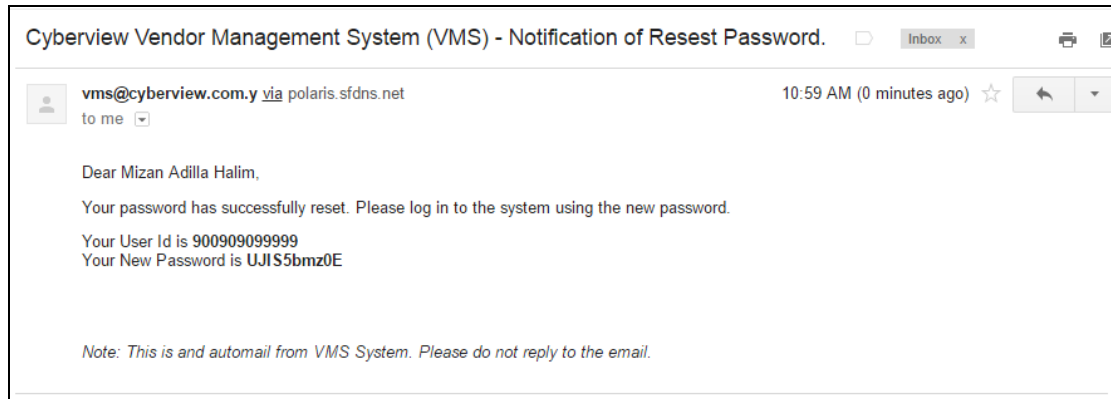


Figure 2.2-6: Forgot Password Email Screen

13. Users require to log in and home page will be displayed as below:

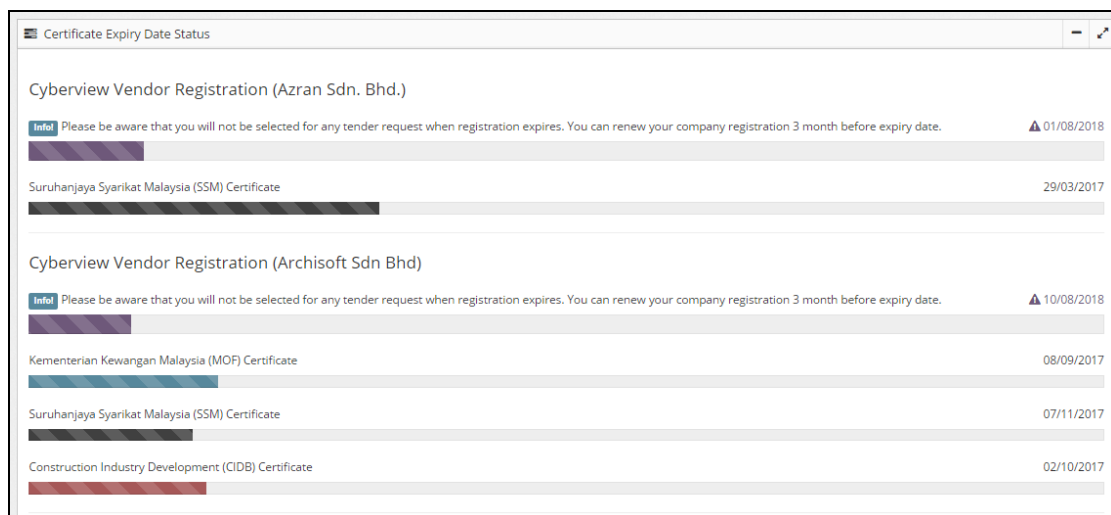


Figure 2.2-7: Home Page

14. Home page will display expiry dated of company that incharge

2.3 User Profile

Within this module, Applicant is able to update their profile, company profile and change password.

Steps:

1. Login to the system as **Vendor** and the **Main Screen** will be displayed.
2. Click on **User Profile** and **Profile** screen will be displayed as shown in the following figure.

The screenshot shows a web application interface for a user profile. The sidebar on the left contains navigation links: Home, User Profile, Company's Registration, Track and Monitoring, and Query and Feedback. The main content area is titled 'User Profile > User Profile' and displays the profile of 'Muhammad Ali'. The profile section has two tabs: 'Profile' (selected) and 'Change Password'. The 'Profile' tab contains input fields for Name, Identification Card No., Mobile No., and Email Address, each with a corresponding icon. Below these fields is a table for 'Role' with columns: No., Company Name, Registration No., Description, and Date Added. At the bottom of the form are 'Reset' and 'Save' buttons.

Figure 2.3-8: User profile

2. The list of sub menu under **User profile** are as follows:
 - **Profile**
 - **Change Password**

2.3.1 Profile

This submenu's function is to change user's current profile. The only thing user is not able to change or update is their **Name** and **Identification Card No.**

Steps:

1. Click on the **User Profile** menu, the **Profile** submenu screen will be displayed as shown in the following figure.

The screenshot shows a web application interface for a 'User Profile'. At the top, there's a breadcrumb 'User Profile > User Profile'. Below it, the user's name 'Muhammad Ali' is displayed. The main form has two tabs: 'Profile' (selected) and 'Change Password'. The 'Profile' tab contains several input fields: 'Name *' with the value 'Muhammad Ali', 'Identification Card No.' with '890331083232', 'Mobile No. *' with '0112222222', and 'Email Address *' with 'hemppok.kembongs@gmail.com'. Each field has a small icon to its right. Below these fields is a table for 'Role' with columns: 'No.', 'Company Name', 'Registration No.', 'Description', and 'Date Added'. At the bottom of the form are two buttons: 'Reset' (orange) and 'Save' (green).

Figure 2.3-9: User Profile

2. User can update or change their information of **mobile no**, **email address** and **role** here.
3. The fields with asterisk (*) symbol in the form must be filled as a mandatory field.
4. Then, click on **Save** button to save the data in the database.
5. Click on **Reset** button to reset all the data.
6. After click on **Save** button and the notification message will be displayed.

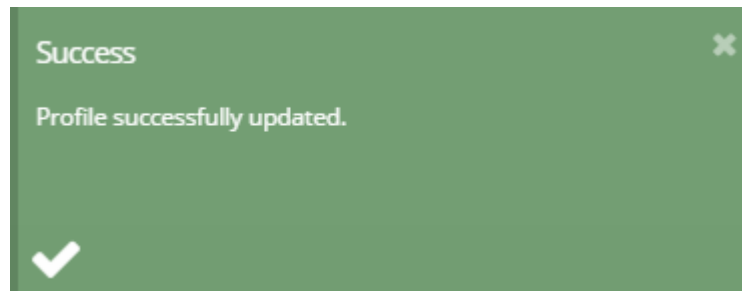


Figure 2.3-10: Notification message popup

2.3.2 Change Password

This submenu's function is to change user's password.

1. Click on the User **Profile >Change Password** and system will display the following figure.
2. The user required to enters new password to change their password.

The screenshot shows a web application interface for a user profile. The breadcrumb navigation at the top reads "User Profile > User Profile". Below this, the name "Muhammad Ali" is displayed. A tabbed interface has two tabs: "Profile" and "Change Password", with the latter being the active tab. The "Change Password" section contains four input fields: "User ID" (pre-filled with "vendor"), "Old Password", "New Password", and "Confirm Password". Each password field has a small icon to its right, likely for toggling password visibility. At the bottom of the form are two buttons: "Reset" (orange) and "Save" (green).

Figure 2.3-11: Change Password

3. Once click on Save button, notification message will be displayed.
4. Click on **Reset** button to reset all the data.

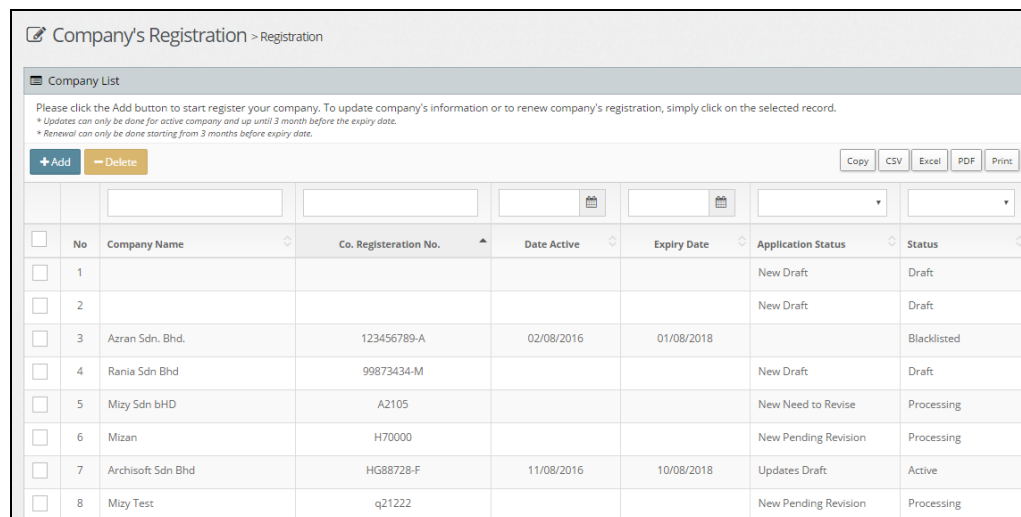
2.4 Company Registration

Within this module, vendor is able to add company list.

2.4.1 Registration (New Application)

Steps:

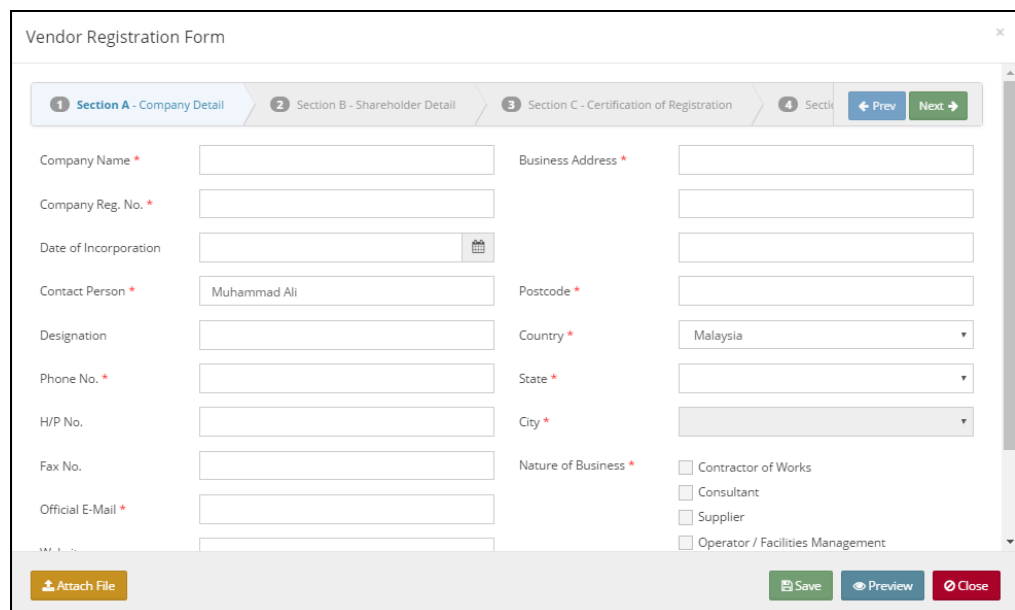
1. Login to the system as **Vendor** and the **Main Screen** will be displayed.
2. Click on **Company Registration > Registration** menu and following screen will be displayed.



No	Company Name	Co. Registration No.	Date Active	Expiry Date	Application Status	Status
1					New Draft	Draft
2					New Draft	Draft
3	Azran Sdn. Bhd.	123456789-A	02/08/2016	01/08/2018		Blacklisted
4	Rania Sdn Bhd	99873434-M			New Draft	Draft
5	Mizy Sdn bHD	A2105			New Need to Revise	Processing
6	Mizan	H70000			New Pending Revision	Processing
7	Archisoft Sdn Bhd	HG88728-F	11/08/2016	10/08/2018	Updates Draft	Active
8	Mizy Test	q21222			New Pending Revision	Processing

Figure 2.4-12: Company registration

3. Click on **Add** button to open **Vendor Registration Form**.



Vendor Registration Form

1 Section A - Company Detail 2 Section B - Shareholder Detail 3 Section C - Certification of Registration 4 Section D

Company Name * Business Address *

Company Reg. No. *

Date of Incorporation

Contact Person * Muhammad Ali Postcode *

Designation Country * Malaysia

Phone No. * State *

H/P No. City *

Fax No. Nature of Business * ☐ Contractor of Works ☐ Consultant ☐ Supplier ☐ Operator / Facilities Management

Official E-Mail *

Attach File Save Preview Close

Figure 2.4-13:Section A - Company Details

4. Users require to fill up **Section A- Company Details** and clicking on **Next** button. The fields with asterisk * symbol in the form must be filled as a mandatory field. System will display following figure.

The screenshot shows the 'Vendor Registration Form' with a progress bar at the top indicating four sections: Section A - Company Detail, Section B - Shareholder Detail (active), Section C - Certification of Registration, and Section D. Below the progress bar, the 'Organization Type' section has a mandatory asterisk and a list of radio button options: Sdn Bhd, Berhad, Corporative, Enterprise, Partnership, Sole Proprietorship, and Others. The 'Shareholding Structure' section also has a mandatory asterisk and contains a table with three rows: 'a. Bumiputra Contents', 'b. Non-Bumiputra Contents', and 'c. Foreign Contents', each with a percentage input field. A 'Total' row at the bottom shows '100.00 %'. Navigation buttons 'Prev' and 'Next' are visible on the right.

Figure 2.4-14: Section B- Shareholder Details

5. Users require to fill up form for **Section B- Shareholder Details** and clicking on **Next** button. System will display following figure.

The screenshot shows the 'Vendor Registration Form' with a progress bar at the top indicating five sections: Section B - Shareholder Detail, Section C - Certification of Registration (active), Section D - Work Category, and Section E - GS. Below the progress bar, the 'Company's Registration or Registered with. (Please select the appropriate checkbox)' section contains six options: a. Suruhanjaya Syarikat Malaysia (SSM), b. Kementerian Kewangan Malaysia (MOF) (where applicable), c. Professional Bodies (where applicable) (e.g. Board of Architect, Board of Engineers, Board of Quantity Surveyor and etc.), d. Bahagian Pembangunan Kontrak dan Usahawan (previously known as Pusat Khidmat Kontraktor (PKK)), e. Construction Industry Development Board (CIDB), and f. Others (please specify). To the right of these options are input fields for 'Expiry Date', 'Cert. No.', and 'Expiry Date'. Below these are input fields for 'Reg. Gred', 'Gred', 'Category', and 'Expiry Date'. At the bottom, there is an 'Attach File' button, a 'Save' button, a 'Preview' button, and a 'Close' button. A text area for 'Other Certificate of Registration' is also present.

Figure 2.4-15:Section C- Certification Registration

6. Users require to fill up form for **Section C- Certification Registration** and clicking on **Next** button. System will display following figure.

Vendor Registration Form

C - Certification of Registration 4 Section D - Work Category 5 Section E - GST Registration Documents 6 Company's Dec

Work Category

+ Add - Delete

No.	Work Category	Main Category	Sub-Category
No data available in table			

Showing 0 to 0 of 0 entries

Attachment Documents :

Attach File Save Preview Close

Figure 2.4-16: Section D- Work category

- Users require to fill up form for **Section D- Work category** and clicks on Add button. System will display following figure.

Add Work Category

* Work Category Consultancy ✓

* Main Category Business Services ✓

Sub-Category Public Relation ▼

Cancel Save

Figure 2.4-17: Popup- Add Work Category

- Users require to click on **save** button to save the information and clicking on **Next** button. System will display following figure.

Vendor Registration Form

4 Section D - Work Category 5 Section E - GST Registration Documents 6 Company's Declaration

← Prev Next →

GST Registration No. * ☐ Yes ☐ No

Please provide the Approval GST Registration Letter from Royal Malaysia Customs Department

Attachment Documents :

Attach File Save Preview Close

Figure 2.4-18: Section E - GST Registration Document

9. Users require to fill up form for **Section E - GST Registration Document** and clicking on **Next** button. System will display following figure.

Vendor Registration Form

4 Section D - Work Category 5 Section E - GST Registration Documents 6 Company's Declaration

← Prev FinishNext →

1. The undersigned hereby declare that all particulars contained in this completed form and all duplicate copies of certificates, letters and document attached herewith are true and accurate, and there has been no deliberate suppression of facts which are required for the completion of this form.
2. The undersigned agreed that Cyberview Sdn Bhd be granted right to contact our clients on our company's performance and also to verify independently, our company's financial standings with our banks.
3. The undersigned also agreed to allow employees or representative of Cyberview Sdn Bhd to visit our company and inspect all the particulars furnished in the form.
4. The undersigned fully understand that no consideration will be granted to our company if any of the particulars are found false and incorrect.
5. The undersigned accept that our company will be liable to instant, de-registration without notice if:-
 - i. Any particulars subsequent to our registration are found to be false and incorrect
 - ii. Our company fails to notify immediately Cyberview Sdn Bhd on any change in the shareholding and/or any major changes in our company's organization structure; and
 - iii. Our company generally appears in the market as practising unprofessional business ethics.

☐ I agree with all the declarations stated above.

Name

Designation

Attach File Save Preview Submit Close

Figure 2.4-19 Company Declaration

10. Users require to tick on checkbox for declaring the Company Declaration. Click on **Submit** button. System will display following figure.

? Confirmation

Are you sure?

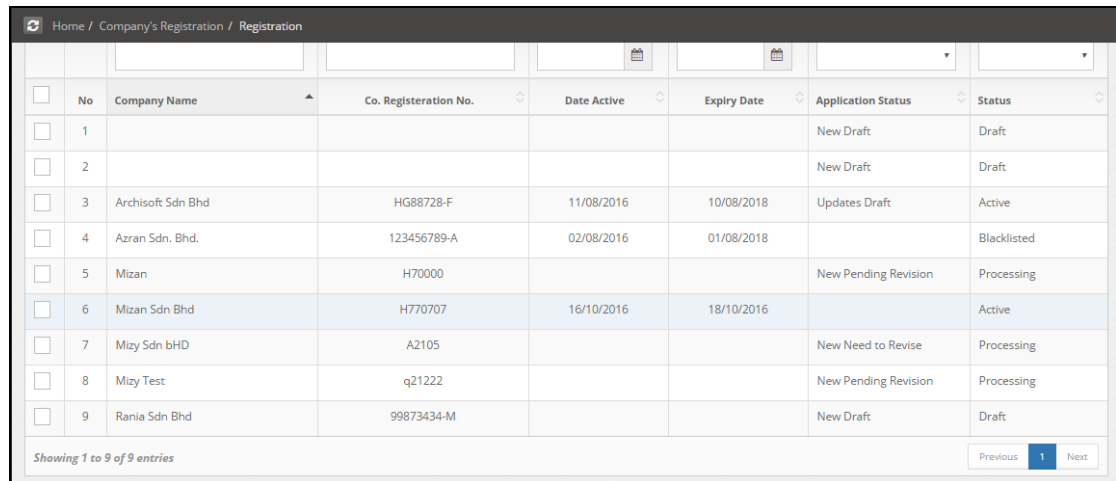
No Yes

Figure 2.4-20 Company Declaration

2.4.2 Registration (Renewal Application)

Steps:

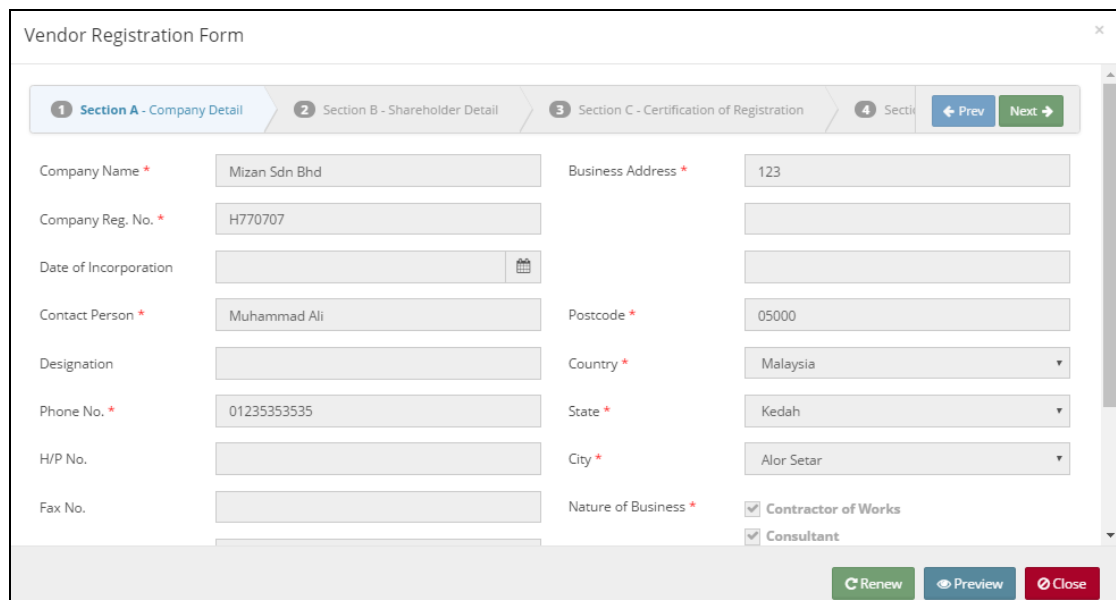
1. Login to the system as **Vendor** and the **Main Screen** will be displayed.
2. Click on **Company registration > Registration** menu and following screen will be displayed.



Home / Company's Registration / Registration							
<input type="checkbox"/>	No	Company Name	Co. Registration No.	Date Active	Expiry Date	Application Status	Status
<input type="checkbox"/>	1					New Draft	Draft
<input type="checkbox"/>	2					New Draft	Draft
<input type="checkbox"/>	3	Archisoft Sdn Bhd	HG88728-F	11/08/2016	10/08/2018	Updates Draft	Active
<input type="checkbox"/>	4	Azran Sdn. Bhd.	123456789-A	02/08/2016	01/08/2018		Blacklisted
<input type="checkbox"/>	5	Mizan	H70000			New Pending Revision	Processing
<input type="checkbox"/>	6	Mizan Sdn Bhd	H770707	16/10/2016	18/10/2016		Active
<input type="checkbox"/>	7	Mizy Sdn bHD	A2105			New Need to Revise	Processing
<input type="checkbox"/>	8	Mizy Test	q21222			New Pending Revision	Processing
<input type="checkbox"/>	9	Rania Sdn Bhd	99873434-M			New Draft	Draft
Showing 1 to 9 of 9 entries							Previous 1 Next

Figure 2.4-21: Company registration

3. Click on row to open form and following screen will be displayed.



Vendor Registration Form

1 Section A - Company Detail 2 Section B - Shareholder Detail 3 Section C - Certification of Registration 4 Section D - Payment Details

Company Name * Mizan Sdn Bhd Business Address * 123

Company Reg. No. * H770707

Date of Incorporation

Contact Person * Muhammad Ali Postcode * 05000

Designation

Phone No. * 01235353535 Country * Malaysia

H/P No.

Fax No.

State * Kedah

City * Alor Setar

Nature of Business * ☒ Contractor of Works ☒ Consultant

Renew Preview Close

Figure 2.4-22:Section A - Company Details

4. Users require to click on **Renew** button. Once click, following screen will be displayed.

Vendor Registration Form

1 Section A - Company Detail 2 Section B - Shareholder Detail 3 Section C - Certification of Registration 4 Section D - Confirmation of Registration

Company Name * Mizan Sdn Bhd Business Address * 123

Company Reg. No. * H770707

Date of Incorporation

Contact Person * Muhammad Ali Postcode * 05000

Designation Country * Malaysia

Phone No. * 01235353535 State * Kedah

H/P No. City * Alor Setar

Fax No.

Official E-Mail * orkedadilla@gmail.com Nature of Business * ☒ Contractor of Works ☒ Consultant

Attach File Save Preview Close

Figure 2.4-23: Section A - Company Details

- Users require to fill up **Section A- Company Details** and clicking on **Next** button. The fields with asterisk * symbol in the form must be filled as a mandatory field. System will display following figure.

Vendor Registration Form

1 Section A - Company Detail 2 Section B - Shareholder Detail 3 Section C - Certification of Registration 4 Section D - Confirmation of Registration

Organization Type * ☒ Sdn Bhd ☐ Berhad ☐ Corporative ☐ Enterprise ☐ Partnership ☐ Sole Proprietorship ☐ Others

Shareholding Structure *

a. Bumiputra Contents	75.00	%
b. Non-Bumiputra Contents	20.00	%
c. Foreign Contents	5.00	%
Total	100.00	%

Attach File Save Preview Close

Figure 2.4-24: Section B- Shareholder Details

- Users require to fill up form for **Section B- Shareholder Details** and clicking on **Next** button. System will display following figure.

Vendor Registration Form

Section B - Shareholder Detail **3 Section C - Certification of Registration** 4 Section D - Work Category 5 Section E - GST [Prev](#) [Next](#)

Company's Registration or Registered with. (Please select the appropriate checkbox)

☒ a. Suruhanjaya Syarikat Malaysia (SSM) Expiry Date: 31/10/2017

☒ b. Kementerian Kewangan Malaysia (MOF) (where applicable) Cert. No.: 86754556 Expiry Date: 30/11/2016

☐ c. Professional Bodies (where applicable)
e.g Board of Architect, Board of Engineers, Board of Quantity Surveyor and etc.

☐ d. Bahagian Pembangunan Kontrak dan Usahawan
(previously known as Pusat Khidmat Kontraktor (PKK)) Reg. Gred: Gred: Category: Expiry Date:

☐ e. Construction Industry Development Board (CIDB)

[Attach File](#) [Save](#) [Preview](#) [Close](#)

Figure 2.4-25: Section C- Certification Registration

7. Users require to fill up form for **Section C- Certification Registration** and clicking on **Next** button. System will display following figure.

Vendor Registration Form

C - Certification of Registration **4 Section D - Work Category** 5 Section E - GST Registration Documents 6 Company's Declaration [Prev](#) [Next](#)

Work Category

[+ Add](#) [- Delete](#)

No.	Work Category	Main Category	Sub-Category
1	Consultancy	Business Services	Public Relation

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Attachment Documents :

[Attach File](#) [Save](#) [Preview](#) [Close](#)

Figure 2.4-26: Section D- Work category

8. Users require to fill up form for **Section D- Work category** and clicks on Add button. System will display following figure.

Add Work Category

* Work Category: Consultancy ✓

* Main Category: Business Services ✓

Sub-Category: Public Relation ▼

Cancel Save

Figure 2.4-27: Popup- Add Work Category

9. Users require to click on **save** button to save the information and clicking on **Next** button. System will display following figure.

Vendor Registration Form

4 Section D - Work Category 5 **Section E - GST Registration Documents** 6 Company's Declaration

← Prev Next →

GST Registration No. * ☐ Yes ☒ No

Please provide the Approval GST Registration Letter from Royal Malaysia Customs Department

Attachment Documents :

Attach File Save Preview Close

Figure 2.4-28: Section E - GST Registration Document

10. Users require to fill up form for **Section E - GST Registration Document** and clicking on **Next** button. System will display following figure.

Vendor Registration Form

herewith are true and accurate, and there has been no deliberate suppression of facts which are required for the completion of this form.

- The undersigned agreed that Cyberview Sdn Bhd be granted right to contact our clients on our company's performance and also to verify independently, out company's financial standings with our banks.
- The undersigned also agreed to allow employees or representative of Cyberview Sdn Bhd to visit our company and inspect all the particulars furnished in the form.
- The undersigned fully understand that no consideration will be granted to our company if any of the particulars are found false and incorrect.
- The undersigned accept that our company will be liable to instant, de-registration without notice if:-
 - Any particulars subsequent to our registration are found to be false and incorrect
 - Our company fails to notify immediately Cyberview Sdn Bhd on any change in the shareholding and/or any major changes in our company's organization structure; and
 - Our company generally appears in the market as practising unprofessional business ethics.

☒ I agree with all the declarations stated above. ✓

Name:

Designation: ✓

Date:

Figure 2.4-29 Company Declaration

- Users require to thich on checkbox for declaring the Company Declaration. Click on **Submit** button. System will display following figure.

? Confirmation

Are you sure?

Figure 2.4-30 Company Declaration

2.4.3 Registration (RFC Application)

Steps:

- Login to the system as **Vendor** and the **Main Screen** will be displayed.
- Click on **Company registration > Registration** menu and following screen will be displayed.

Company's Registration > Registration

Company List

Please click the Add button to start register your company. To update company's information or to renew company's registration, simply click on the selected record.
 * Updates can only be done for active company and up until 3 month before the expiry date.
 * Renewal can only be done starting from 3 months before expiry date.

[+ Add](#) [- Delete](#) [Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

	No	Company Name	Co. Registration No.	Date Active	Expiry Date	Application Status	Status
<input type="checkbox"/>	1					New Draft	Draft
<input type="checkbox"/>	2					New Draft	Draft
<input type="checkbox"/>	3	Azran Sdn. Bhd.	123456789-A	02/08/2016	01/08/2018		Blacklisted
<input type="checkbox"/>	4	Rania Sdn Bhd	99873434-M			New Draft	Draft
<input type="checkbox"/>	5	Mizy Sdn bHD	A2105			New Need to Revise	Processing
<input type="checkbox"/>	6	Mizan	H70000			New Pending Revision	Processing
<input type="checkbox"/>	7	Archisoft Sdn Bhd	HG88728-F	11/08/2016	10/08/2018	Updates Draft	Active
<input type="checkbox"/>	8	Mizy Test	q21222			New Pending Revision	Processing

Figure 2.4-31: Company registration

- Click on row to open form and following screen will be displayed.

Vendor Registration Form

1 Section A - Company Detail 2 Section B - Shareholder Detail 3 Section C - Certification of Registration 4 Section D - ...

[← Prev](#) [Next →](#)

Company Name * ✓ Business Address *

Company Reg. No. *

Date of Incorporation

Contact Person * Postcode *

Designation Country *

Phone No. * State *

H/P No. City *

Fax No. Nature of Business * ☒ Contractor of Works ☒ Consultant

[Attach File](#) [Save](#) [Preview](#) [Close](#)

Figure 2.4-32:Section A - Company Details

- Users require to click on **Request for Change** button. Once click, following screen will be displayed.

Vendor Registration Form

1 Section A - Company Detail 2 Section B - Shareholder Detail 3 Section C - Certification of Registration 4 Section D - Confirmation of Registration

Company Name * Mizan Sdn Bhd ✓ Business Address * 123

Company Reg. No. * H770707

Date of Incorporation

Contact Person * Muhammad Ali Postcode * 05000

Designation Country * Malaysia

Phone No. * 0123535353 State * Kedah

H/P No. City * Alor Setar

Fax No. Nature of Business * ☒ Contractor of Works ☒ Consultant

Attach File Save Preview Close

Figure 2.4-33: Section A - Company Details

- Users require to fill up **Section A- Company Details** and clicking on **Next** button. The fields with asterisk * symbol in the form must be filled as a mandatory field. System will display following figure.

Vendor Registration Form

1 Section A - Company Detail 2 Section B - Shareholder Detail 3 Section C - Certification of Registration 4 Section D - Confirmation of Registration

Organization Type * ☒ Sdn Bhd ☐ Berhad ☐ Corporative ☐ Enterprise ☐ Partnership ☐ Sole Proprietorship ☐ Others

Shareholding Structure *

a. Bumiputra Contents	75.00	%
b. Non-Bumiputra Contents	20.00	%
c. Foreign Contents	5.00	%
Total	100.00	%

Attach File Save Preview Close

Figure 2.4-34: Section B- Shareholder Details

- Users require to fill up form for **Section B- Shareholder Details** and clicking on **Next** button. System will display following figure.

Vendor Registration Form

Section B - Shareholder Detail **3 Section C - Certification of Registration** 4 Section D - Work Category 5 Section E - GST Prev Next

Company's Registration or Registered with. (Please select the appropriate checkbox)

☒ a. Suruhanjaya Syarikat Malaysia (SSM) Expiry Date: 31/10/2017

☒ b. Kementerian Kewangan Malaysia (MOF) (where applicable) Cert. No.: 86754556 Expiry Date: 30/11/2016

☐ c. Professional Bodies (where applicable)
e.g Board of Architect, Board of Engineers, Board of Quantity Surveyor and etc.

☐ d. Bahagian Pembangunan Kontrak dan Usahawan
(previously known as Pusat Khidmat Kontraktor (PKK)) Reg. Gred: Gred: Category: Expiry Date:

☐ e. Construction Industry Development Board (CIDB)

Attach File Save Preview Close

Figure 2.4-35: Section C- Certification Registration

- Users require to fill up form for **Section C- Certification Registration** and clicking on **Next** button. System will display following figure.

Vendor Registration Form

C - Certification of Registration **4 Section D - Work Category** 5 Section E - GST Registration Documents 6 Company's Declaration Prev Next

Work Category

+ Add - Delete

No.	Work Category	Main Category	Sub-Category
1	Consultancy	Business Services	Public Relation

Showing 1 to 1 of 1 entries Previous 1 Next

Attachment Documents :

Attach File Save Preview Close

Figure 2.4-36: Section D- Work category

- Users require to fill up form for **Section D- Work category** and clicks on Add button. System will display following figure.

Add Work Category

* Work Category: Consultancy ✓

* Main Category: Business Services ✓

Sub-Category: Public Relation ▼

Cancel Save

Figure 2.4-37: Popup- Add Work Category

9. Users require to click on **save** button to save the information and clicking on **Next** button. System will display following figure.

Vendor Registration Form

4 Section D - Work Category 5 Section E - GST Registration Documents 6 Company's Declaration Prev Next

GST Registration No. * ☐ Yes ☒ No

Please provide the Approval GST Registration Letter from Royal Malaysia Customs Department

Attachment Documents :

Attach File Save Preview Close

Figure 2.4-38: Section E - GST Registration Document

10. Users require to fill up form for **Section E - GST Registration Document** and clicking on **Next** button. System will display following figure.

Vendor Registration Form

herewith are true and accurate, and there has been no deliberate suppression of facts which are required for the completion of this form.

- The undersigned agreed that Cyberview Sdn Bhd be granted right to contact our clients on our company's performance and also to verify independently, our company's financial standings with our banks.
- The undersigned also agreed to allow employees or representative of Cyberview Sdn Bhd to visit our company and inspect all the particulars furnished in the form.
- The undersigned fully understand that no consideration will be granted to our company if any of the particulars are found false and incorrect.
- The undersigned accept that our company will be liable to instant, de-registration without notice if:-
 - Any particulars subsequent to our registration are found to be false and incorrect
 - Our company fails to notify immediately Cyberview Sdn Bhd on any change in the shareholding and/or any major changes in our company's organization structure; and
 - Our company generally appears in the market as practising unprofessional business ethics.

☒ I agree with all the declarations stated above. ✓

Name:

Designation: ✓

Date:

Figure 2.4-39 Company Declaration

- Users require to thich on checkbox for declaring the Company Declaration. Click on **Submit** button. System will display following figure.

? Confirmation

Are you sure?

Figure 2.4-40 Company Declaration

2.4.4 Company's PIC

Steps:

- Login to the system as **Vendor** and the **Main Screen** will be displayed.
- Click on **Company registration > Company's PIC** menu and following screen will be displayed.

Company's PIC

Company list

Copy CSV Excel PDF Print

No	Company Name	Co. Registration No.	Date Active	Expiry Date	Total PIC	Status
1	Archisoft Sdn Bhd	HG88728-F	11/08/2016	10/08/2018	1	Active
2	Azran Sdn. Bhd.	123456789-A	02/08/2016	01/08/2018	1	Blacklisted

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 2.4-41: Company's PIC screen

- Click on row to add list person in charge based on company. Next click on **Add** button and following screen will be displayed.

Archisoft Sdn Bhd

List of Person in Charge

+ Add - Delete Copy CSV Excel PDF Print

No	Name	Identification No.	Email	Mobile No.	Designation	Date Active	Status
1	Muhammad Ali	890331083232	hemppok.kembongs@gmail.com	0112222222		10/08/2016	Active

Showing 1 to 1 of 1 entries Previous 1 Next

Close

Figure 2.4-42: List of person in charge.

- Click on **Add** button to open **Person in charge Form**.

Person in Charge

Add Person in Charge

Identification No.

Name

Email

Mobile No. Designation

Status

Cancel Submit

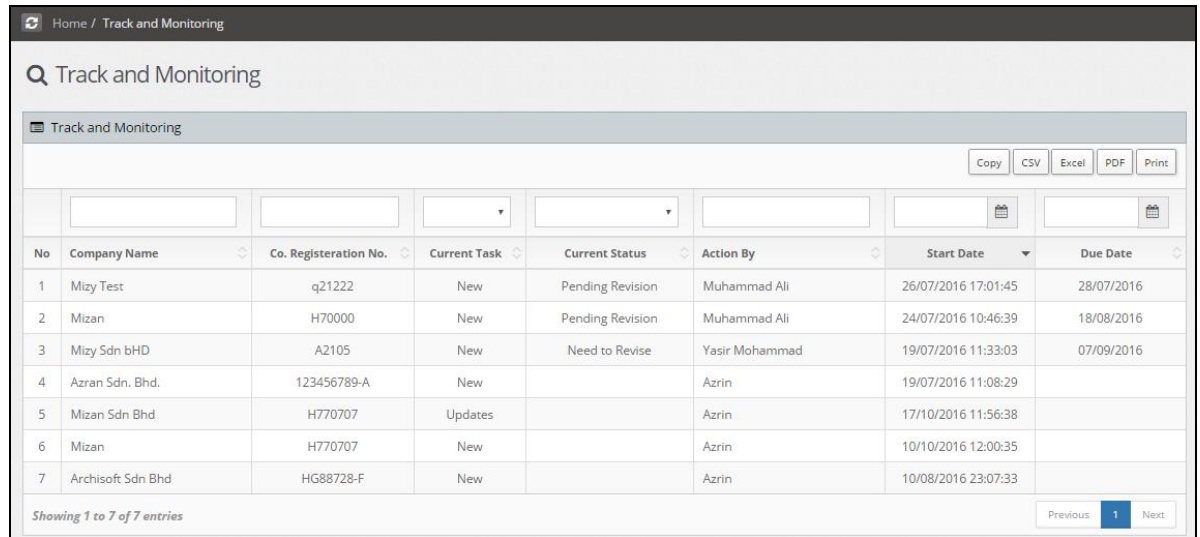
Figure 2.4-43: Person in Charge

- Click on **Submit** button. Next, click on **Close** button and system will display Company's PIC page.

2.5 Track and Monitoring

Steps:

1. Login to the system as **Vendor** and the **Main Screen** will be displayed.
2. Click on **Track and Monitoring** menu and following screen will be displayed.



The screenshot displays the 'Track and Monitoring' interface. At the top, there is a breadcrumb 'Home / Track and Monitoring' and a search bar. Below the search bar, there is a 'Track and Monitoring' section with a table of entries. The table has columns for No, Company Name, Co. Registration No., Current Task, Current Status, Action By, Start Date, and Due Date. There are 7 entries listed. At the bottom right, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. At the bottom left, it says 'Showing 1 to 7 of 7 entries'. At the bottom right, there are 'Previous', '1', and 'Next' buttons.

No	Company Name	Co. Registration No.	Current Task	Current Status	Action By	Start Date	Due Date
1	Mizy Test	q21222	New	Pending Revision	Muhammad Ali	26/07/2016 17:01:45	28/07/2016
2	Mizan	H70000	New	Pending Revision	Muhammad Ali	24/07/2016 10:46:39	18/08/2016
3	Mizy Sdn bHD	A2105	New	Need to Revise	Yasir Mohammad	19/07/2016 11:33:03	07/09/2016
4	Azran Sdn. Bhd.	123456789-A	New		Azrin	19/07/2016 11:08:29	
5	Mizan Sdn Bhd	H770707	Updates		Azrin	17/10/2016 11:56:38	
6	Mizan	H770707	New		Azrin	10/10/2016 12:00:35	
7	Archisoft Sdn Bhd	HG88728-F	New		Azrin	10/08/2016 23:07:33	

Figure 2.5-44: Track and monitoring

3. System will be displayed information based on searching criteria.

2.6 Query and Feedback

Steps:

1. Login to the system as **Vendor** and the **Main Screen** will be displayed.
2. Click on **Query and Feedback** menu and following screen will be displayed.

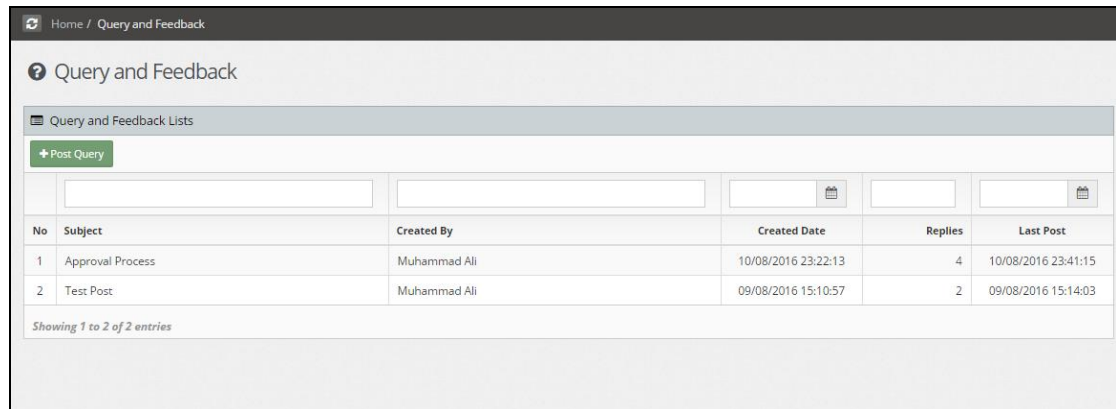


Figure 2.6-45: Query and Feedback

3. Users require to click on **+Post Query** button and following screen will be displayed.

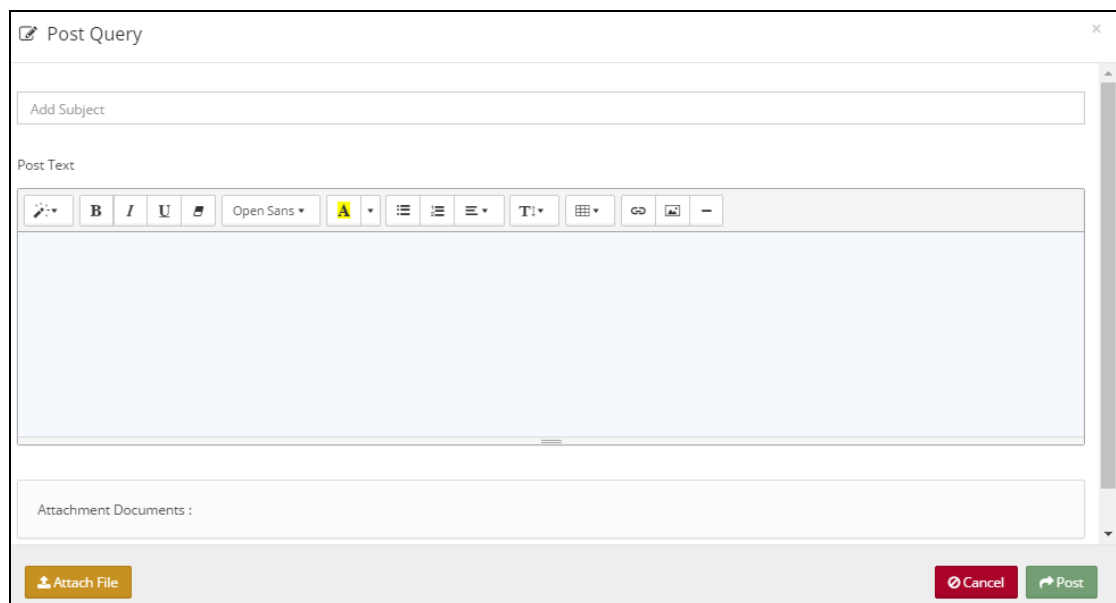


Figure 2.6-46: Post Query

4. Users require to fill up for **Post Query** and clicking on **Post** button.
5. System will display information about query and feedback based on subject. Once clicked on row, following system will be displayed.

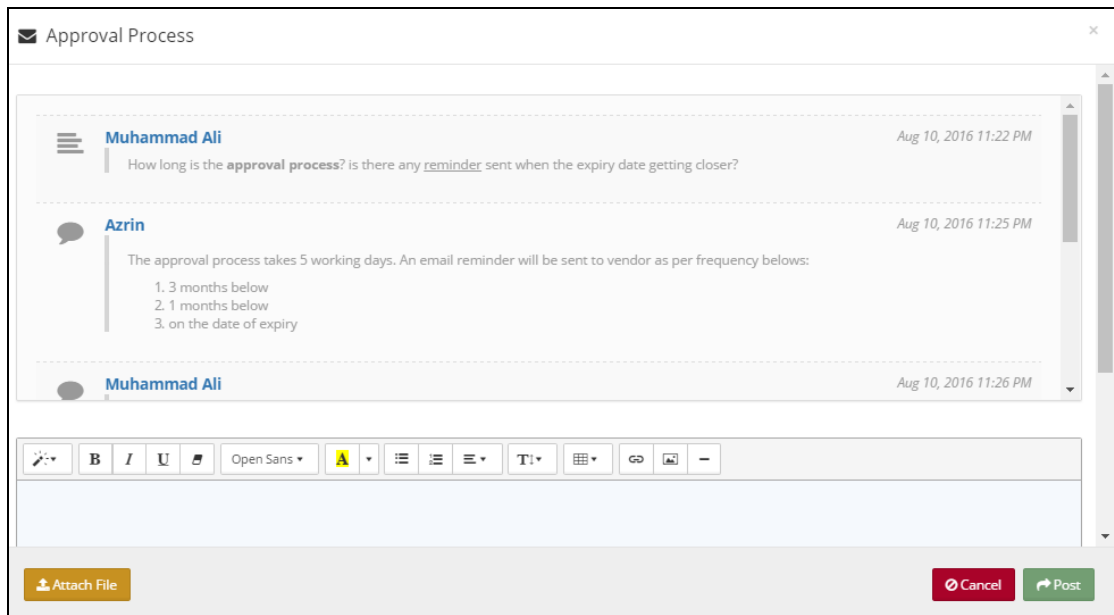


Figure 2.6-47: Notification message

6. User will click on **Cancel** button to close the popup.

CHAPTER 3

3

3.0 Summary

3.1 Conclusion

3.1 Conclusion

This Vendor Management System (VMS) System user manual provides specific operational information on how VMS System helps the day-to-day operation.

This manual provides a useful guideline during training as well as the understanding on the functionality of each module and sub-module based on the respective user's role.