



A Member of MMC Group

Guideline for Supplier Portal Access

Version 2.0

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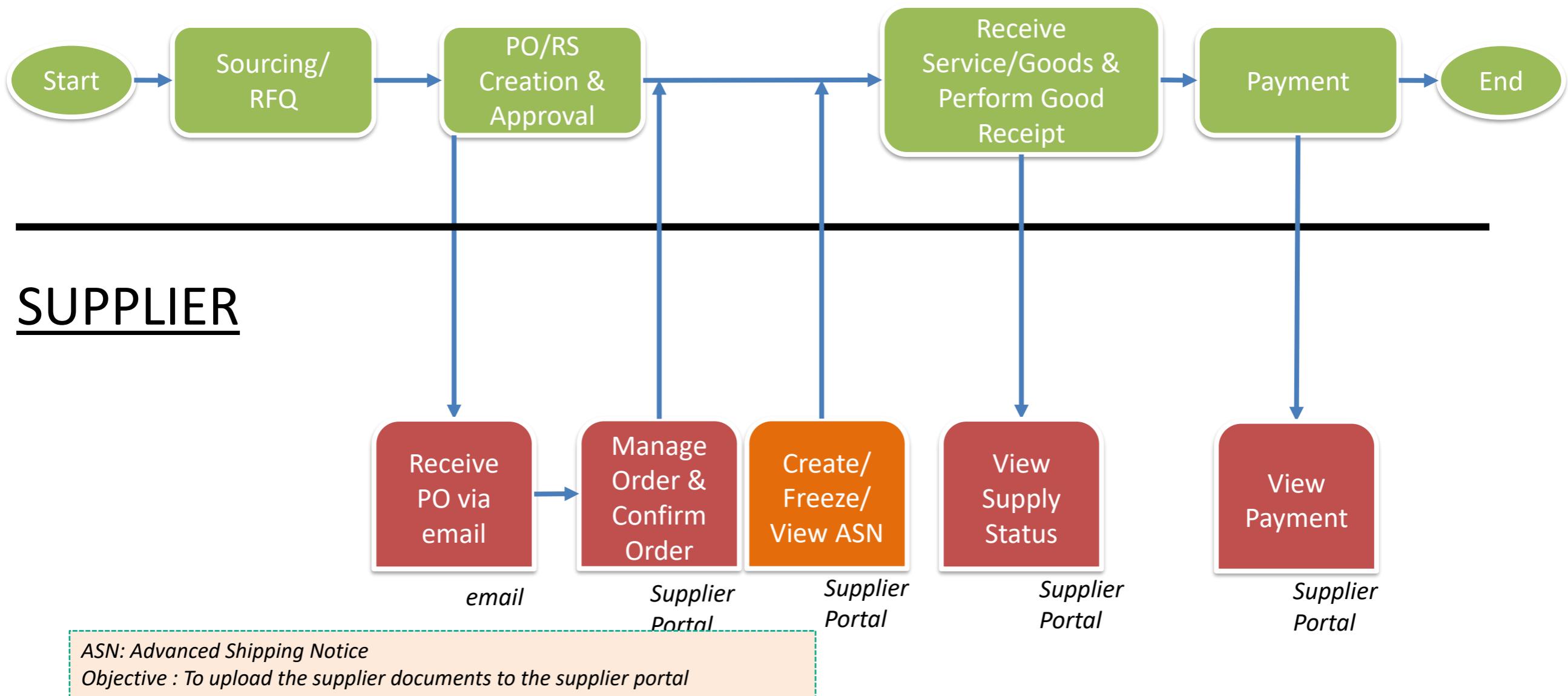
07

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PTP


HELPDESK :

- Contact PTP Buyer (firdausmustaffar@ptp.com.my)

SECTION
01
**LOGIN TO
SUPPLIER
PORTAL**

WISMA PTP BLOK A



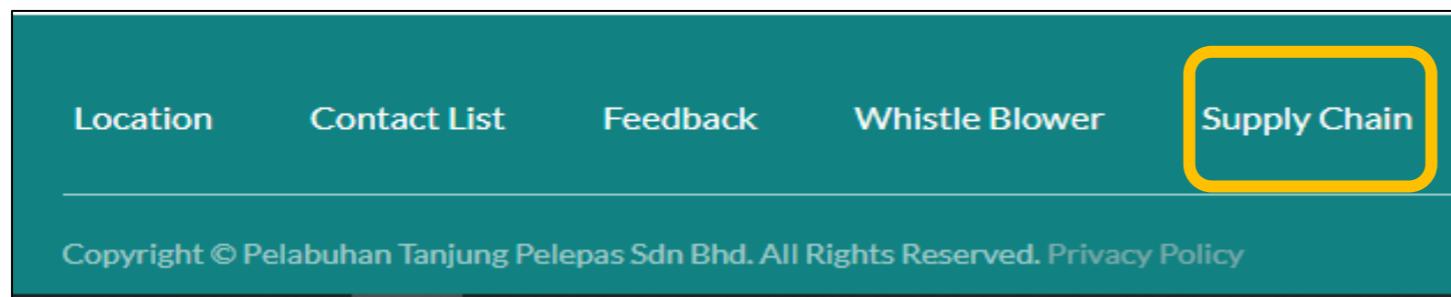
Login to Supplier Portal (page 1/3)

Step 1: Access to PTP Website

- Open Web Browser by enter PTP Website link: <https://www.ptp.com.my/>.
- Scroll down to bottom page and look for 'Supply Chain'

OR

- Enter Website Link: <https://www.ptp.com.my/contacts/supply-chain>



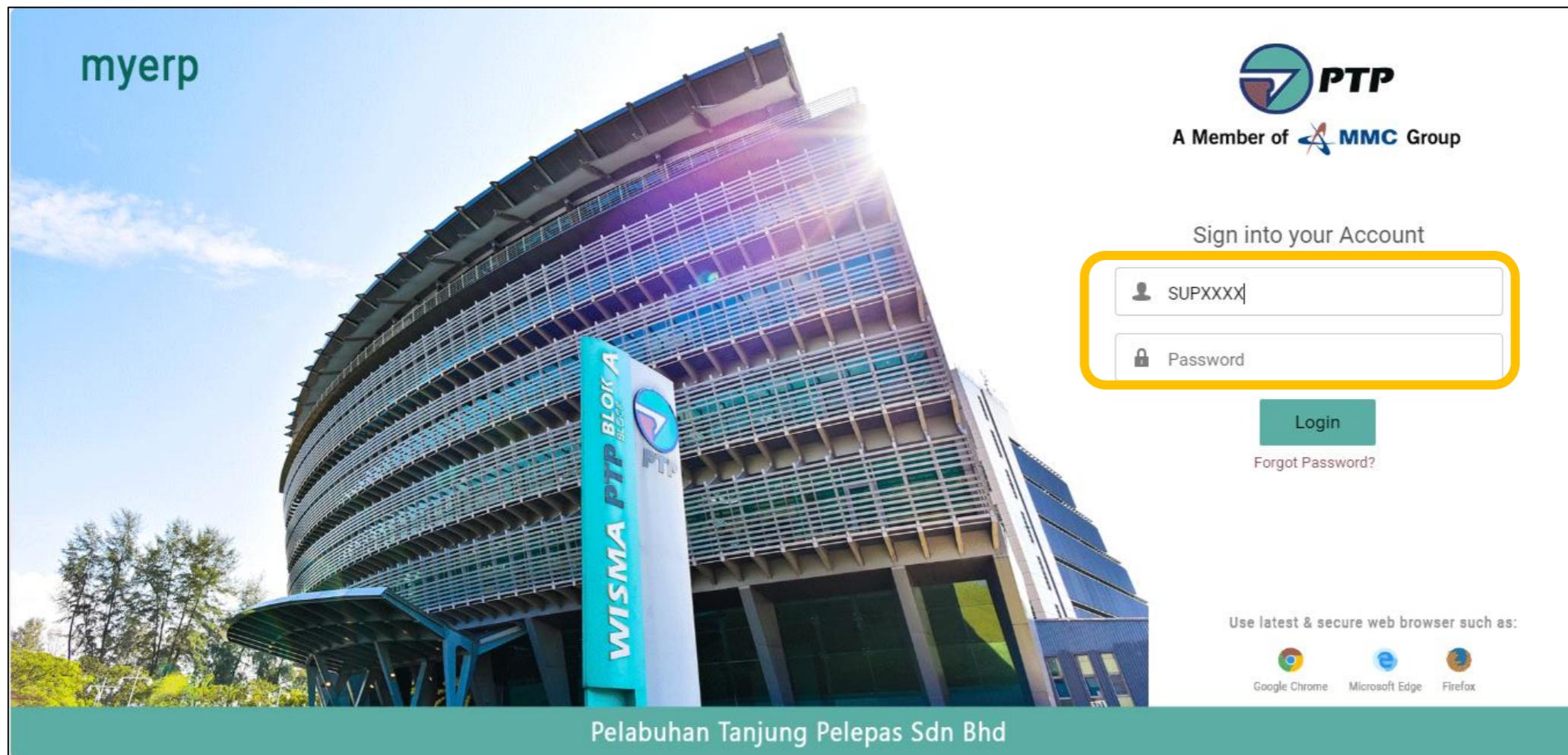
Step 2: Click on Supplier Portal

- Click the : Supplier Portal



Login to Supplier Portal (page 2/3)

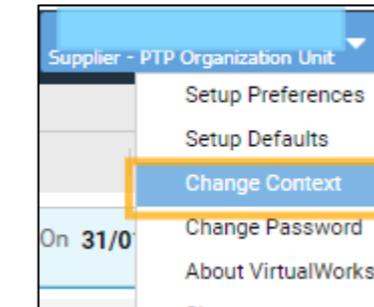
Step 3: At Landing Page, key-in your “SUPXXXX” login and password



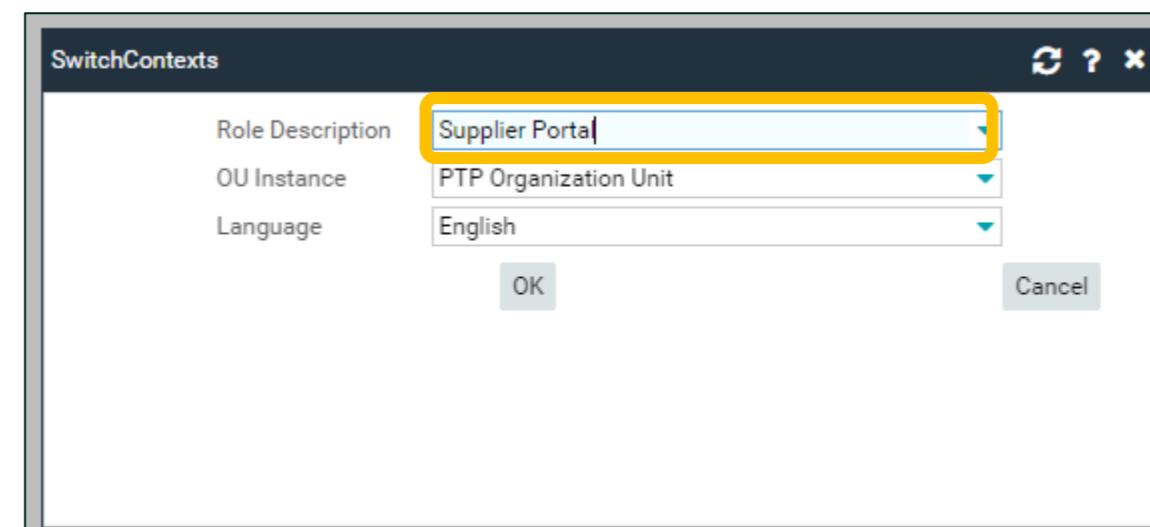
Note: Refer to “Section 05 – Login Password Policy & Guideline” for details.

Login to Supplier Portal (page 3/3)

Step 4: After Login, go to Right Top and click on 'Change Context'



Step 5: Choose Role Description to 'Supplier Portal', and click 'OK' button



SECTION
02
**MANAGE
ORDER &
CONFIRM PO**

WISMA PTP BLOCK A



PTP

Manage Order & Confirm PO (page 1/6)

Purpose: View Purchase Order & Confirm Purchase Order

Step 1 : Supplier received email from ERP

- Below is sample email from ERP to supplier.

PTP <PO-# 0> For Your Action

E ERP_Alert <erp-mailer@ptp.com.my>
To :
Cc: Mohd Firdaus Mustaffar

...pdf
89 KB

Dear Vendor,

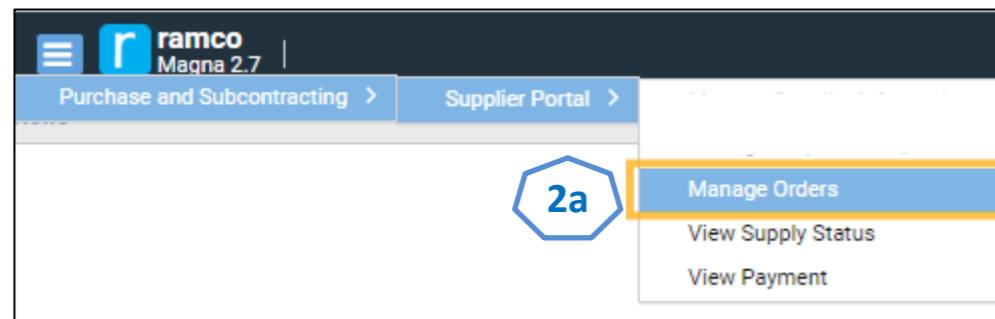
Please find attached Purchase Order for your perusal.

Kindly acknowledge by "Confirm" the PO within 24 hours via PTP Supplier Portal (<https://myerp.ptp.com.my>).

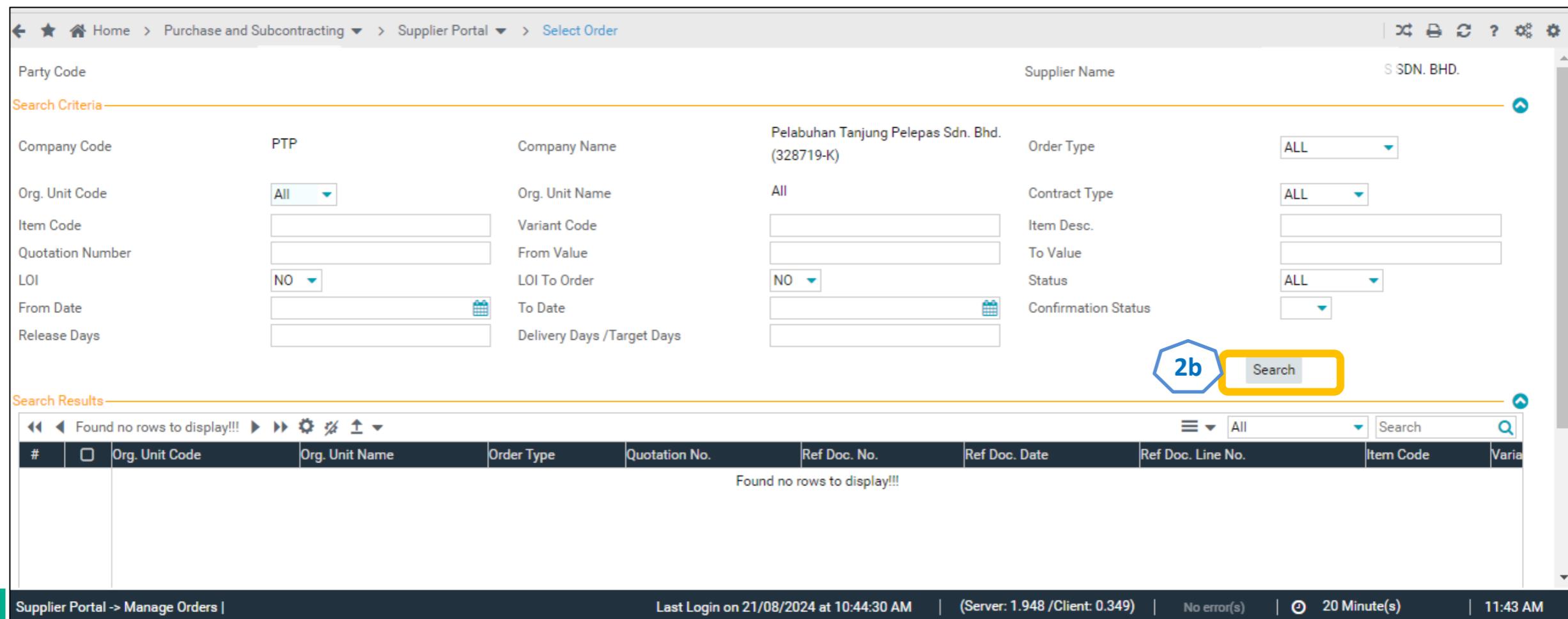
Steps: Login -> Supplier Portal Role -> Manage Order -> View Order -> Confirm Order.

Manage Order & Confirm PO (page 2/6)

Step 2: At the Left Most Drop-down Menu, look for 'Manage Orders'



- Below screen appeared with your Supplier Code & Name at the top of the screen.



Home > Purchase and Subcontracting > Supplier Portal > Select Order

Party Code: SDN. BHD.

Supplier Name: SDN. BHD.

Search Criteria:

Company Code: PTP	Company Name: Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)	Order Type: ALL
Org. Unit Code: All	Org. Unit Name: All	Contract Type: ALL
Item Code:	Variant Code:	Item Desc.:
Quotation Number:	From Value:	To Value:
LOI: NO	LOI To Order: NO	Status: ALL
From Date:	To Date:	Confirmation Status:
Release Days:	Delivery Days /Target Days:	

Search Results:

#	Org. Unit Code	Org. Unit Name	Order Type	Quotation No.	Ref Doc. No.	Ref Doc. Date	Ref Doc. Line No.	Item Code	Varia
Found no rows to display!!!									

Supplier Portal -> Manage Orders | Last Login on 21/08/2024 at 10:44:30 AM | (Server: 1.948 /Client: 0.349) | No error(s) | 20 Minute(s) | 11:43 AM

Manage Order & Confirm PO (page 3/6)

Step 3: Key-in 'From date' and 'To Date' then click on 'Search' button

Home > Purchase and Subcontracting > Supplier Portal > Select Order

Search Criteria

Company Code	PTP	Company Name	Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)	Order Type	ALL
Org. Unit Code	All	Org. Unit Name	All	Contract Type	ALL
Item Code		Variant Code		Item Desc.	
Quotation Number		From Value		To Value	
LOI	NO	LOI To Order	NO	Status	ALL
From Date	01/09/2024	To Date	15/10/2024	Confirmation Status	
Release Days		Delivery Days /Target Days			

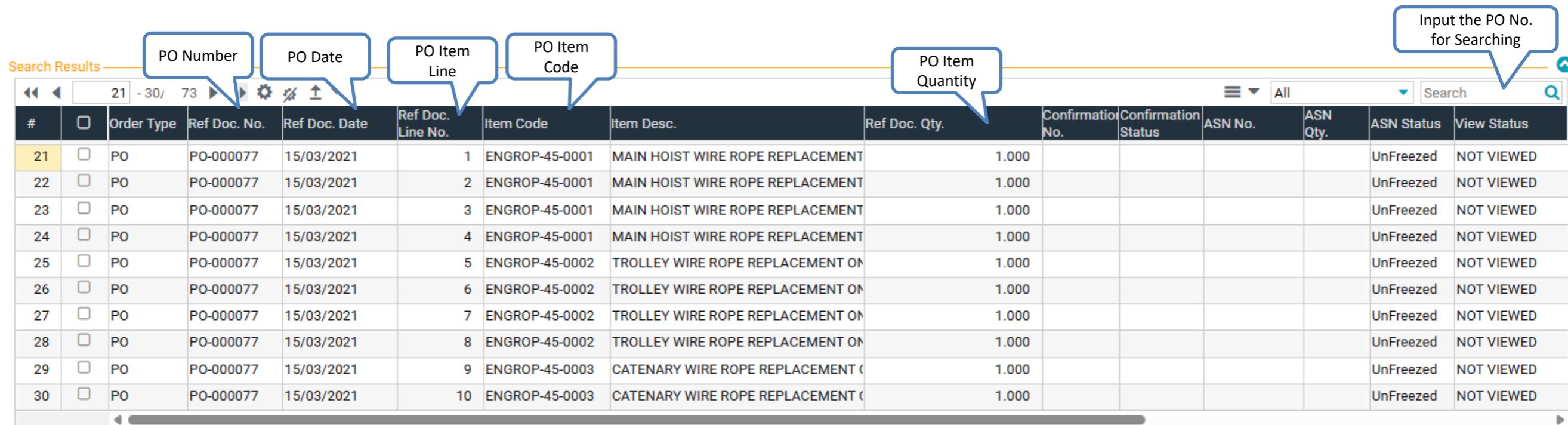
3a **3b** **3c** **Search**

Search Results

#	Org. Unit Code	Org. Unit Name	Order Type	Quotation No.	Ref Doc. No.	Ref Doc. Date	Ref Doc. Line No.	Item Code	Varia
Found no rows to display!!!									

Manage Order & Confirm PO (page 4/6)

Step 4: You may able to view all the Purchase Order (PO) that PTP issued to your company



Search Results

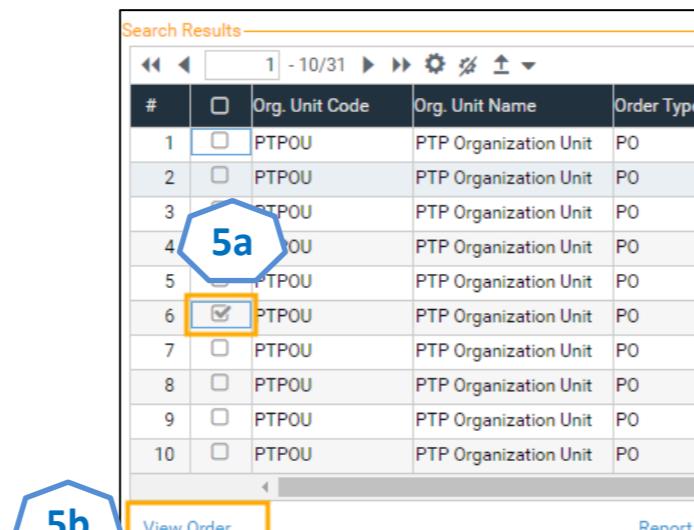
PO Number PO Date PO Item Line PO Item Code PO Item Quantity

Input the PO No. for Searching

#	<input type="checkbox"/>	Order Type	Ref Doc. No.	Ref Doc. Date	Ref Doc. Line No.	Item Code	Item Desc.	Ref Doc. Qty.	Confirmation No.	Confirmation Status	ASN No.	ASN Qty.	ASN Status	View Status
21	<input type="checkbox"/>	PO	PO-000077	15/03/2021	1	ENGROP-45-0001	MAIN HOIST WIRE ROPE REPLACEMENT	1.000						UnFreezed NOT VIEWED
22	<input type="checkbox"/>	PO	PO-000077	15/03/2021	2	ENGROP-45-0001	MAIN HOIST WIRE ROPE REPLACEMENT	1.000						UnFreezed NOT VIEWED
23	<input type="checkbox"/>	PO	PO-000077	15/03/2021	3	ENGROP-45-0001	MAIN HOIST WIRE ROPE REPLACEMENT	1.000						UnFreezed NOT VIEWED
24	<input type="checkbox"/>	PO	PO-000077	15/03/2021	4	ENGROP-45-0001	MAIN HOIST WIRE ROPE REPLACEMENT	1.000						UnFreezed NOT VIEWED
25	<input type="checkbox"/>	PO	PO-000077	15/03/2021	5	ENGROP-45-0002	TROLLEY WIRE ROPE REPLACEMENT ON	1.000						UnFreezed NOT VIEWED
26	<input type="checkbox"/>	PO	PO-000077	15/03/2021	6	ENGROP-45-0002	TROLLEY WIRE ROPE REPLACEMENT ON	1.000						UnFreezed NOT VIEWED
27	<input type="checkbox"/>	PO	PO-000077	15/03/2021	7	ENGROP-45-0002	TROLLEY WIRE ROPE REPLACEMENT ON	1.000						UnFreezed NOT VIEWED
28	<input type="checkbox"/>	PO	PO-000077	15/03/2021	8	ENGROP-45-0002	TROLLEY WIRE ROPE REPLACEMENT ON	1.000						UnFreezed NOT VIEWED
29	<input type="checkbox"/>	PO	PO-000077	15/03/2021	9	ENGROP-45-0003	CATENARY WIRE ROPE REPLACEMENT ON	1.000						UnFreezed NOT VIEWED
30	<input type="checkbox"/>	PO	PO-000077	15/03/2021	10	ENGROP-45-0003	CATENARY WIRE ROPE REPLACEMENT ON	1.000						UnFreezed NOT VIEWED

[View Order](#)
[Report Service Actuals](#)

Step 5: Ticked leftmost checkbox if you want to view respective PO details, and click 'View Order' hyperlink



Search Results

1 - 10/31

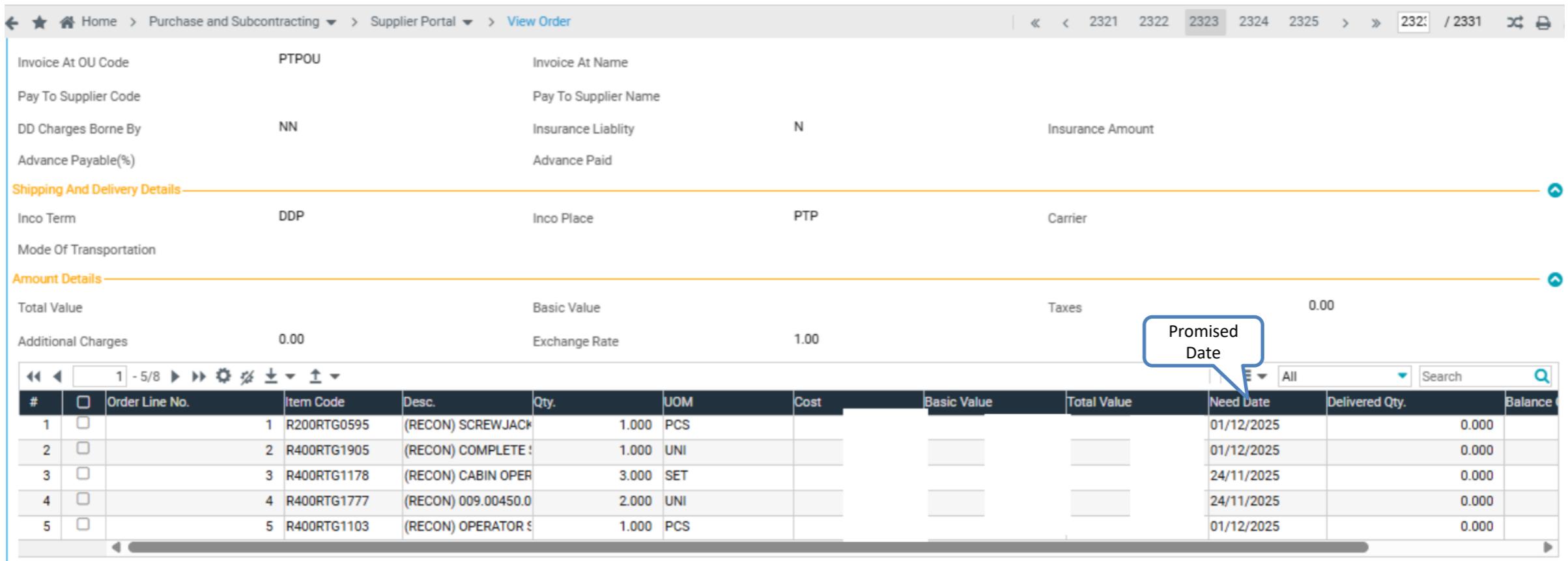
#	<input type="checkbox"/>	Org. Unit Code	Org. Unit Name	Order Type
1	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO
2	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO
3	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO
4	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO
5	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO
6	<input checked="" type="checkbox"/>	PTPOU	PTP Organization Unit	PO
7	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO
8	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO
9	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO
10	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO

View Order Report S

Manage Order & Confirm PO (page 5/6)

Step 6: PO details shown as per below screen.

- Review the PO details, Item Code, Qty, Need Date (Promised date) & etc



Shipping And Delivery Details

Invoice At OU Code	PTPOU	Invoice At Name		
Pay To Supplier Code		Pay To Supplier Name		
DD Charges Borne By	NN	Insurance Liability	N	Insurance Amount
Advance Payable(%)		Advance Paid		

Amount Details

Total Value	0.00	Basic Value		Taxes	0.00
Additional Charges	0.00	Exchange Rate	1.00		

Purchase Order Line Items

#	Order Line No.	Item Code	Desc.	Qty.	UOM	Cost	Basic Value	Total Value	Need Date	Delivered Qty.	Balance
1	1	R200RTG0595	(RECON) SCREWJACK	1.000	PCS				01/12/2025	0.000	
2	2	R400RTG1905	(RECON) COMPLETE	1.000	UNI				01/12/2025	0.000	
3	3	R400RTG1178	(RECON) CABIN OPER	3.000	SET				24/11/2025	0.000	
4	4	R400RTG1777	(RECON) 009.00450.0	2.000	UNI				24/11/2025	0.000	
5	5	R400RTG1103	(RECON) OPERATOR S	1.000	PCS				01/12/2025	0.000	

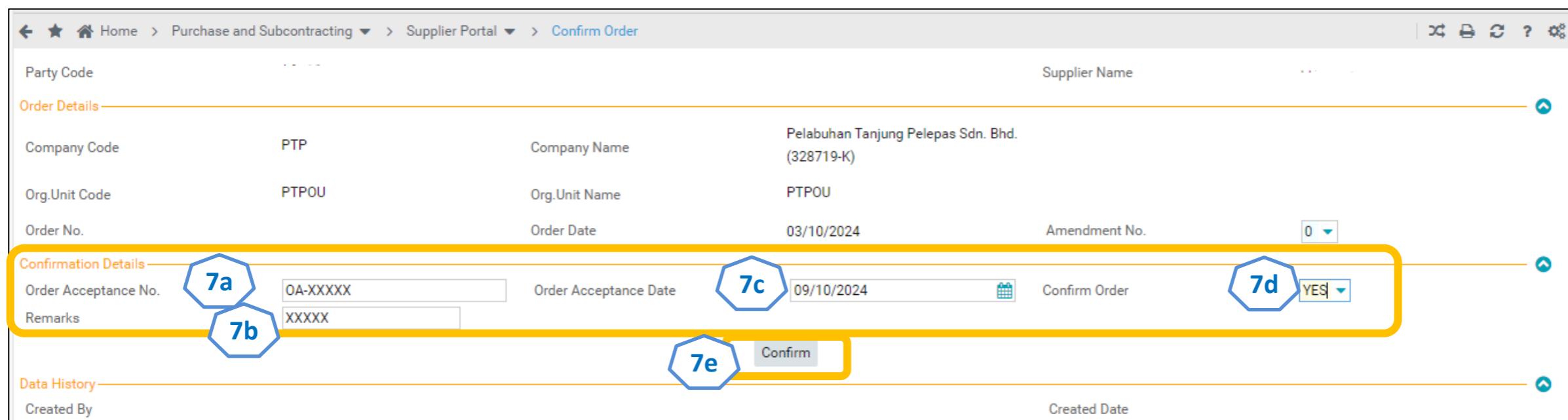
[Confirm Order](#)
[Create ASN](#)

- Confirm PO by click on 'Confirm Order' hyperlink

Manage Order & Confirm PO (page 6/6)

Step 7: Confirm PO

- Fill-in 'Order Acceptance Number' – any reference
- Fill-in 'Remarks' – any reference
- Select the 'Order Acceptance Date'
- Set 'Confirm Order' to **YES – Important**
- Click on 'Confirm' button



Home > Purchase and Subcontracting > Supplier Portal > Confirm Order

Party Code: PTP Supplier Name: Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)

Order Details:

Company Code	PTP	Company Name	Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)
Org. Unit Code	PTPOU	Org. Unit Name	PTPOU
Order No.	OA-XXXXX	Order Date	09/10/2024
Amendment No.	0		

Confirmation Details:

Order Acceptance No.	7a OA-XXXXX	Order Acceptance Date	7c 09/10/2024	Confirm Order	7d YES
Remarks	7b XXXXX				

Data History:

Created By	7e	Confirm	Created Date
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SECTION
03
**CREATE/
FREEZE/VIEW
Advanced
Shipping
Notice (ASN)**



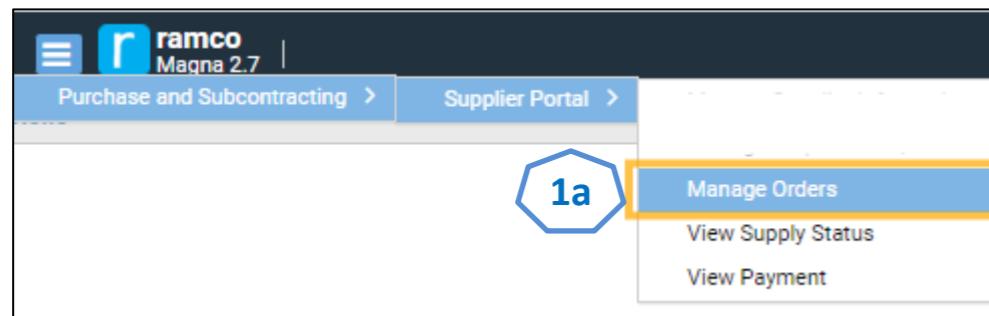
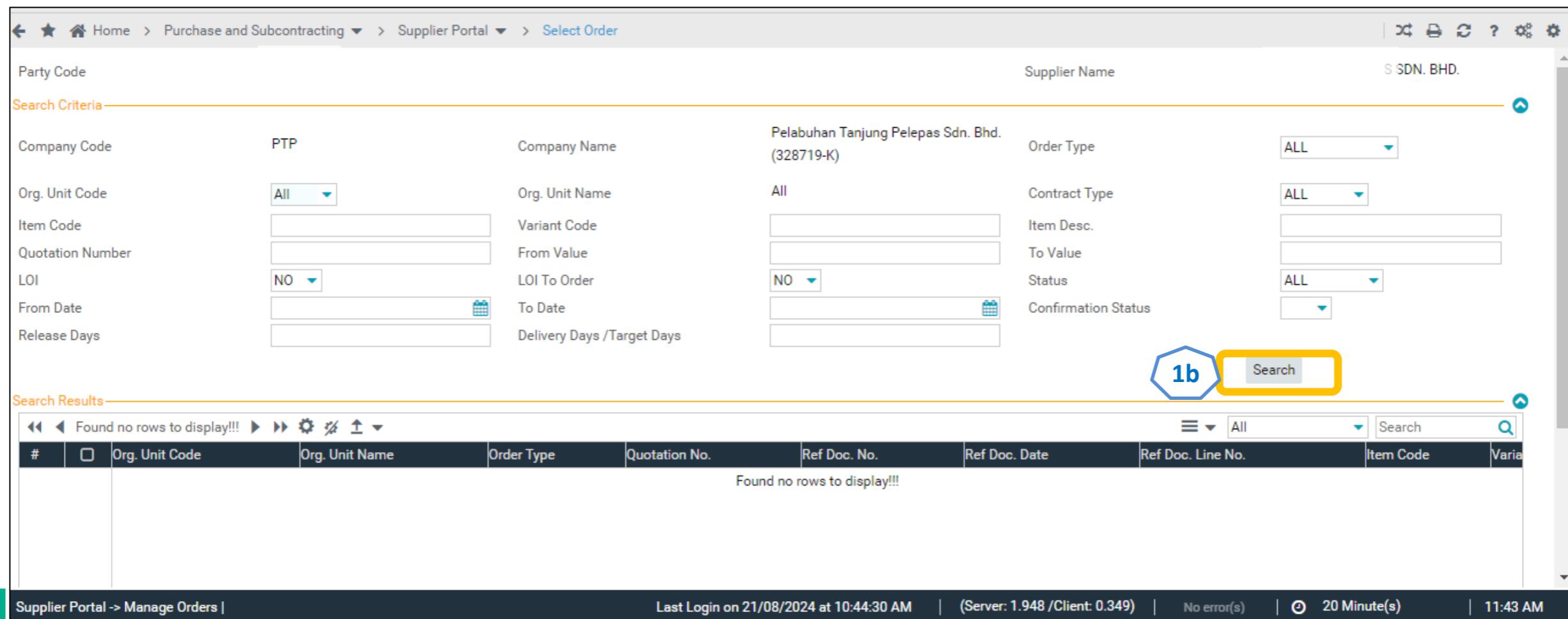
WISMA PTP BLOCK A

PTP

CREATE/FREEZE/VIEW ASN (page 1/7)

Purpose: Create ASN by Attach Supplier Invoice & Delivery Order Softcopy

Step 1: Look for 'Manage Orders' menu and after screen open click 'Search' button

Search Criteria

Party Code	PTP	Company Name	Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)	Order Type	ALL
Org. Unit Code	All	Org. Unit Name	All	Contract Type	ALL
Item Code		Variant Code		Item Desc.	
Quotation Number		From Value		To Value	
LOI	NO	LOI To Order	NO	Status	ALL
From Date		To Date		Confirmation Status	
Release Days		Delivery Days /Target Days			

Search Results

#	Org. Unit Code	Org. Unit Name	Order Type	Quotation No.	Ref Doc. No.	Ref Doc. Date	Ref Doc. Line No.	Item Code	Varia
Found no rows to display!!!									

Supplier Portal -> Manage Orders | Last Login on 21/08/2024 at 10:44:30 AM | (Server: 1.948 /Client: 0.349) | No error(s) | 20 Minute(s) | 11:43 AM

CREATE/FREEZE/VIEW ASN (page 2/7)

Step 2: Select the PO (ticked leftmost checkbox) & click 'View Order' hyperlink

Search Results

#	<input type="checkbox"/>	Org. Unit Code	Org. Unit Name	Order Type	Quotation No.	Ref Doc. No.	Ref Doc. Date	Ref Doc. Line No.	Item Code	Variant Code	Item Desc.	Ref Doc. Qty.	LOI
1602	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	2	100CON0853		PVC Floor Marking Ta	200.000	NO
1603	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	3	100CON0854		PVC Floor Marking Ta	200.000	NO
1604	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	3	100CON0854		PVC Floor Marking Ta	200.000	NO
1605	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	4	100CON0855		PVC Floor Marking Ta	200.000	NO
1606	<input checked="" type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	4	100CON0855		PVC Floor Marking Ta	200.000	NO
1607	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	5	100CON0378		DOUBLE SIDED TAPE	400.000	NO
1608	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	6	100CON0049		BOLT AND NUT C/W W	60.000	NO
1609	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	7	100CON0309		FLANGED NUT GALVA	200.000	NO
1610	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	8	100CON0856		BT-330 BITUMEN FLA	200.000	NO
1611	<input type="checkbox"/>	PTPOU	PTP Organization Unit	PO		PO-020814	22/10/2025	9	100CON0857		SELF-CLEANING CORI	3.000	NO

[View Order](#) 2a 2b [Report Service Actuals](#)

Step 3: From View Order screen, ticked leftmost checkbox for selective Item (s) that ready to deliver and click 'Create ASN' hyperlink

Amount Details

Total Value	9591.00	Basic Value	9591.00	Taxes	0.00
Additional Charges	0.00	Exchange Rate	1.00		

#	<input type="checkbox"/>	Order Line No.	Quotation Line No.	Item Code	Variant Code	Desc.	Qty.	UOM	Cost	Per
1	<input checked="" type="checkbox"/>		1	100CON0852		PVC Floor Marking Ta	200.000	PCS	5.00	
2	<input type="checkbox"/>		2	100CON0853		PVC Floor Marking Ta	200.000	PCS	5.00	
3	<input checked="" type="checkbox"/>		3	100CON0854		PVC Floor Marking Ta	200.000	PCS	5.00	
4	<input type="checkbox"/>		4	100CON0855		PVC Floor Marking Ta	200.000	PCS	5.00	
5	<input checked="" type="checkbox"/>		5	100CON0378		DOUBLE SIDED TAPE	400.000	PCS	5.00	

[Confirm Order](#) 3a 3b [View Receipt List](#) [Create ASN](#)

CREATE/FREEZE/VIEW ASN (page 3/7)

Step 4: Create ASN – for selected PO

ASN Details

Company Code	PTP	Company Name	Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)																				
Org. Unit Code	PTPOU	Org. Unit Name	PTP Organization																				
Order Doc. No.	PO-020814	PO Number	Order Doc. Date																				
NCR																							
ASN No.		ASN Date	07/11/2025	Numbering Series	ASN																		
Logistics Mode	Air	Carrier	PTP	Destination	PTP																		
Consignee	PTP	Origin	PTP	AWB No./BOL No.	PTP																		
Inco Term	DDPP	Inco Place	ptp	Invoice Date	07/11/2025																		
Delivery Note No.	4a DN-PO-020814	Delivery Note Date	07/11/2025	Transaction Currency	MYF																		
Supplier Invoice No.	4c INV-PO-020814	Amount	1000.00	Freight Currency	MYF																		
Transhipment		Freight Amount	0.00	Marks And Numbers	PTP																		
Insurance Liability	N	Packing Volumetric Weight		Instructions	PTP																		
Date Of Despatch	07/11/2025	Date Of Delivery	15/11/2025	Deliver Qty	4f Back Container																		
<table border="1"> <tr> <th>#</th> <th>Item Code</th> <th>Item Desc</th> <th>UOM</th> <th>Ref Doc. Qty.</th> <th>Qty. In Transit</th> </tr> <tr> <td>1</td> <td>10 100CON0858</td> <td>35-PIECE H</td> <td>SET</td> <td>6.000</td> <td>6.000</td> </tr> <tr> <td>2</td> <td>11 100CON0316</td> <td>MAXIFLEX U</td> <td>PAR</td> <td>24.000</td> <td>12.000</td> </tr> </table>						#	Item Code	Item Desc	UOM	Ref Doc. Qty.	Qty. In Transit	1	10 100CON0858	35-PIECE H	SET	6.000	6.000	2	11 100CON0316	MAXIFLEX U	PAR	24.000	12.000
#	Item Code	Item Desc	UOM	Ref Doc. Qty.	Qty. In Transit																		
1	10 100CON0858	35-PIECE H	SET	6.000	6.000																		
2	11 100CON0316	MAXIFLEX U	PAR	24.000	12.000																		

Action :-

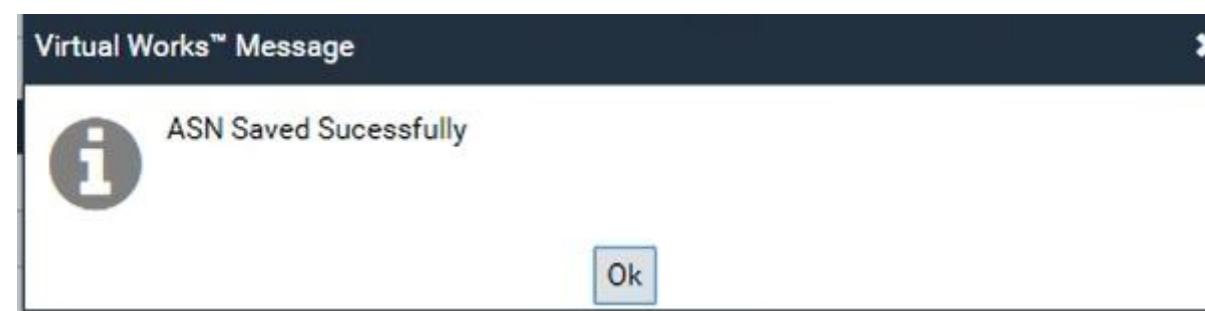
- **Important fields to fill-in : Delivery Note No., Delivery Note Date, Supplier Invoice No., Invoice Amount, and Invoice Date, and Qty in Transit**
- Other optional fields : Logistics Mode, Carrier, Consignee, Origin, Date of Despatch, Date of Delivery & etc

CREATE/FREEZE/VIEW ASN (page 4/7)

Step 5: Update ASN

Save the record by click on 'Update ASN' button

#	□	Io.	Item Code	Variant Code	NCR	Desc.	UOM	Ref Doc. Qty.	Qty. In Transit	Pallet Rack Container
1	<input type="checkbox"/>	10	100CON0858			35-PIECE H	SET	6.000	6.000	
2	<input type="checkbox"/>	11	100CON0316			MAXIFLEX U	PAR	24.000	12.000	
<div style="display: flex; justify-content: space-between;"> Send E-Mail <input checked="" type="checkbox"/> 5a Freeze </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Attach Notes <input type="button" value="Update ASN"/> </div>										



After Update ASN, ASN Created and ASN No. displayed on screen. Supplier need to upload the document at Attached notes

Home > Purchase and Subcontracting > Supplier Portal > Maintain ASN

Order Doc. No.	PO-020814	Order Doc. Date	
NCR	<input type="button" value="ASN-000070"/>	ASN Number	
ASN No.	<input type="button" value="Air"/>		Numbering Series
Logistics Mode	<input type="button" value="PTP"/>	Carrier	<input type="button" value="ASN"/>
Consignee		Origin	<input type="button" value="PTP"/>
			Destination

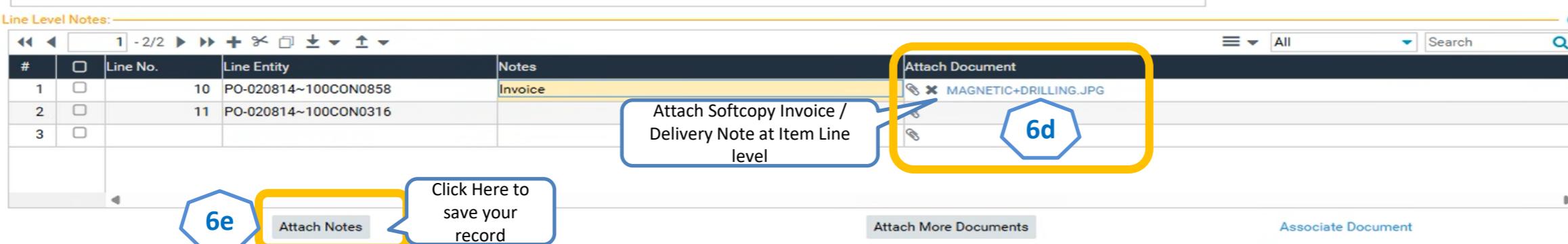
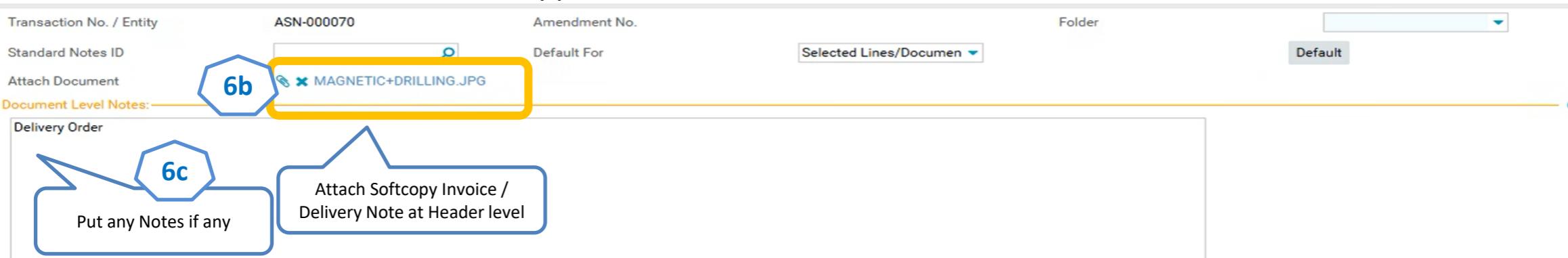
CREATE/FREEZE/VIEW ASN (page 5/7)

Step 6: Attach Notes

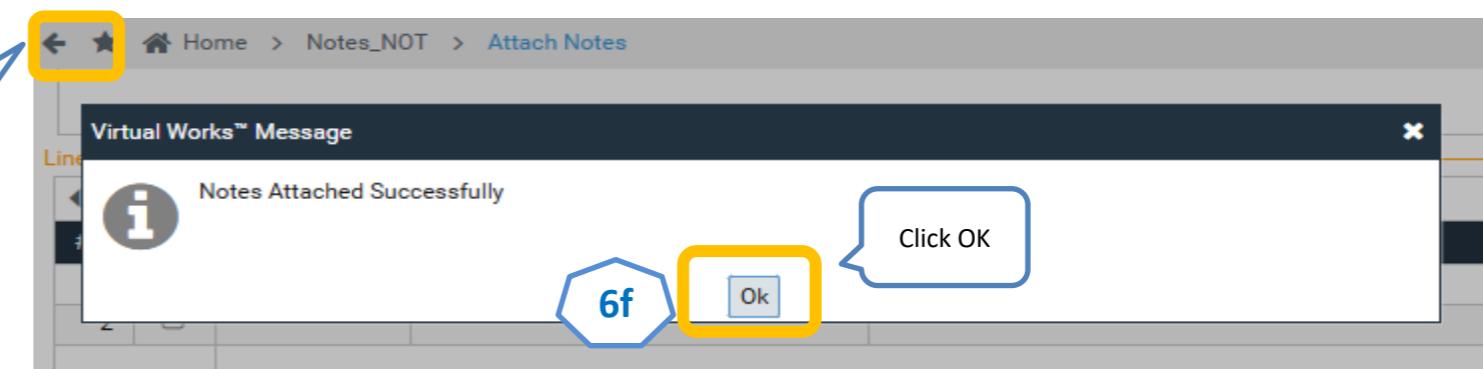
To upload the Delivery note, Invoice and other supporting documents



After click 'Attach Notes' below screen appeared.



After uploaded the attachment is successfully, click arrow back to previous screen.



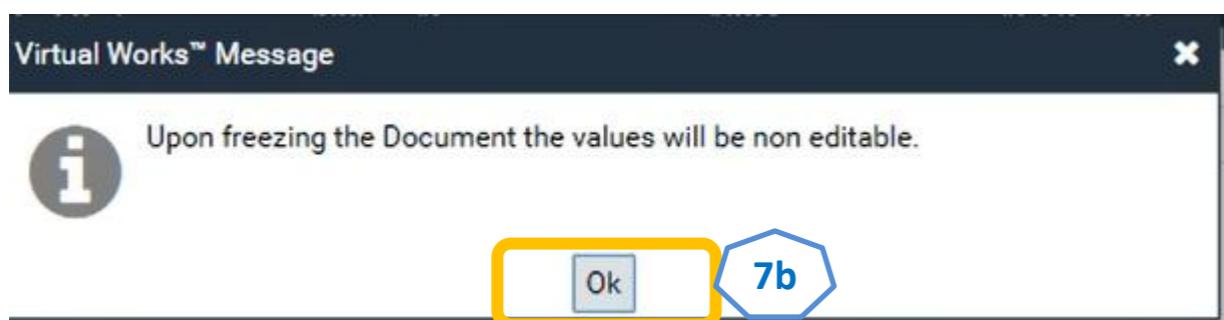
CREATE/FREEZE/VIEW ASN (page 6/7)

Step 7: Freeze ASN

- Important : Ensure correct value of Qty Delivered input in 'Qty In Transit' column & perform Attach Notes prior to Freezing.
- All ASN must have status of 'Freeze' by clicking on 'Freeze' button.
- You are not allowed to Edit ASN / Unfreeze ASN after ASN Frozen.



Below message prompted after click button 'Freeze', click 'Ok' button



CREATE/FREEZE/VIEW ASN (page 7/7)

Step 8: View the ASN# that previously created via Manage Order screen

Home > Purchase and Subcontracting > Supplier Portal > Select Order

Search Results

#	Ref Doc. Line No.	Item Code	Variant Code	Item Desc.	Ref Doc. Qty.	Confirmation No.	Confirmation Status	ASN No.	ASN Qty.	ASN Status	View Status
1609	7	100CON0309		FLANGED NUT GALVA	200.000	OA-PO-020814	YES			UnFreezed	VIEWED
1610	8	100CON0856		BT-330 BITUMEN FLA	200.000	OA-PO-020814	YES			UnFreezed	VIEWED
1611	9	100CON0857		SELF-CLEANING CORI	3.000	OA-PO-020814	YES			UnFreezed	VIEWED
1612	10	100CON0858		35-PIECE HSS-G DRILL	6.000	OA-PO-020814	YES	ASN-000070	6.000	Freezed	VIEWED
1613	11	100CON0316		MAXIFLEX ULTIMATE	24.000	OA-PO-020814	YES	ASN-000062	4.000	Freezed	VIEWED
1614	11	100CON0316		MAXIFLEX ULTIMATE	24.000	OA-PO-020814	YES	ASN-000070	12.000	Freezed	VIEWED
1615	11	100CON0316		MAXIFLEX ULTIMATE	24.000	OA-PO-020814	YES	ASN-000060	2.000	Freezed	VIEWED
1616	1	ENGOTH-36-0001		To Supply Parts, Manp	10.000					UnFreezed	VIEWED
1617	2	ENGOTH-36-0001		To Supply Parts, Manp	20.000					UnFreezed	VIEWED
1618	3	ENGOTH-36-0001		To Supply Parts, Manp	30.000					UnFreezed	VIEWED

[View Order](#) [Report Service Actuals](#)

SECTION
04
**View Supply
Status**

WISMA PTP BLOCK A

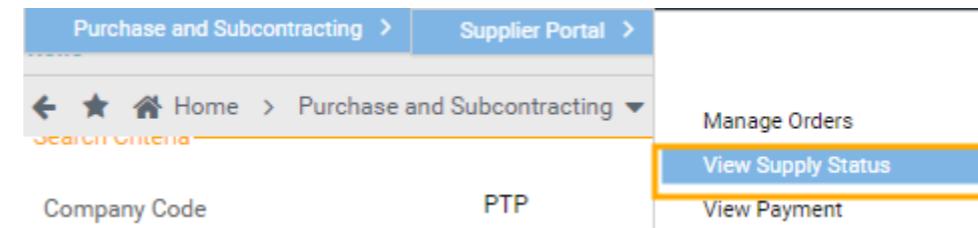


PTP

View Supply Status

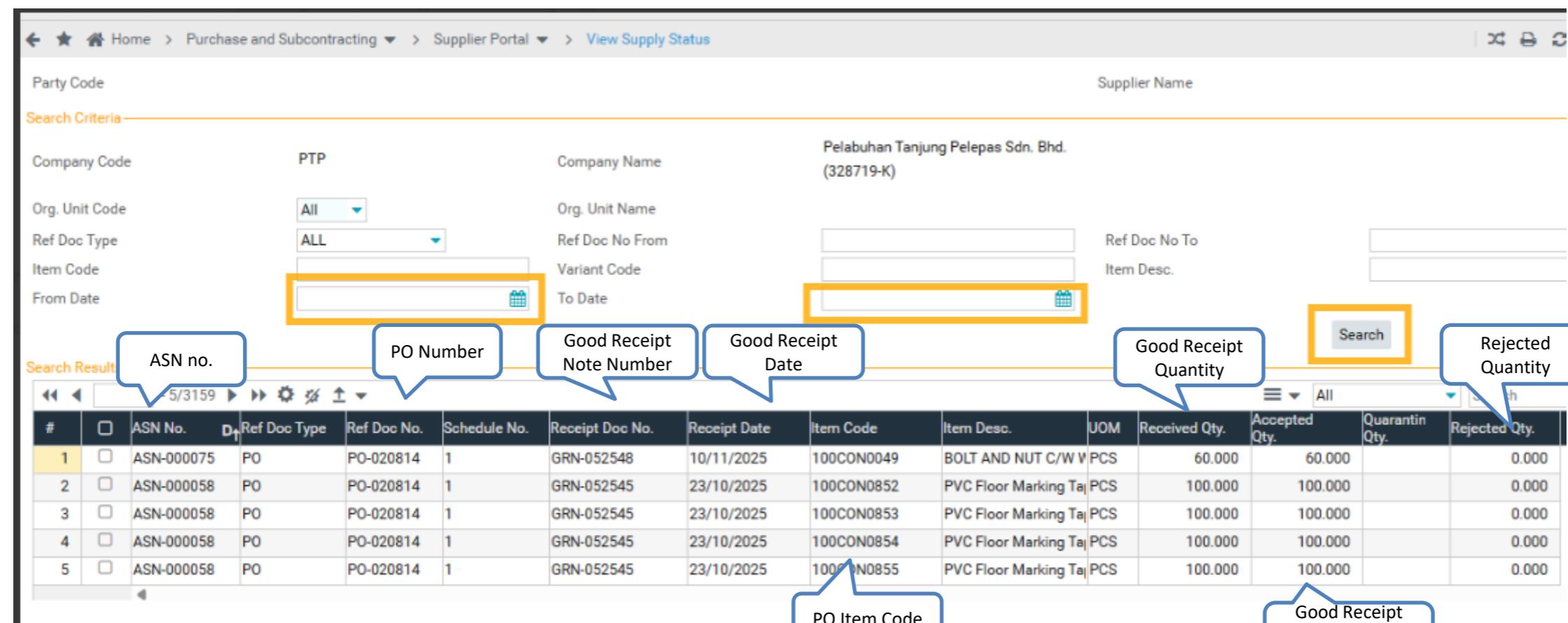
Purpose: View PO and it's Good Receipt Status

Step 1: At the Left Most Drop-down Menu, look for 'View Supply Status'



Step 2 : Key-in 'From date' and 'To Date' then click on 'Search' button.

- The respective PO with Receiving done/made by PTP will reflected here.



Search Criteria

Party Code	Supplier Name
PTP	Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)

Ref Doc Type: ALL

From Date: 5/31/59

To Date: 23/10/2025

Search Result:

#	ASN No.	Ref Doc Type	Ref Doc No.	Schedule No.	Receipt Doc No.	Receipt Date	Item Code	Item Desc.	UOM	Received Qty.	Accepted Qty.	Quarantine Qty.	Rejected Qty.
1	ASN-000075	PO	PO-020814	1	GRN-052548	10/11/2025	100CON0049	BOLT AND NUT C/W W	PCS	60.000	60.000		0.000
2	ASN-000058	PO	PO-020814	1	GRN-052545	23/10/2025	100CON0852	PVC Floor Marking Ta	PCS	100.000	100.000		0.000
3	ASN-000058	PO	PO-020814	1	GRN-052545	23/10/2025	100CON0853	PVC Floor Marking Ta	PCS	100.000	100.000		0.000
4	ASN-000058	PO	PO-020814	1	GRN-052545	23/10/2025	100CON0854	PVC Floor Marking Ta	PCS	100.000	100.000		0.000
5	ASN-000058	PO	PO-020814	1	GRN-052545	23/10/2025	100CON0855	PVC Floor Marking Ta	PCS	100.000	100.000		0.000

SECTION
05
**View Payment
Status**



WISMA PTP BLOCK A

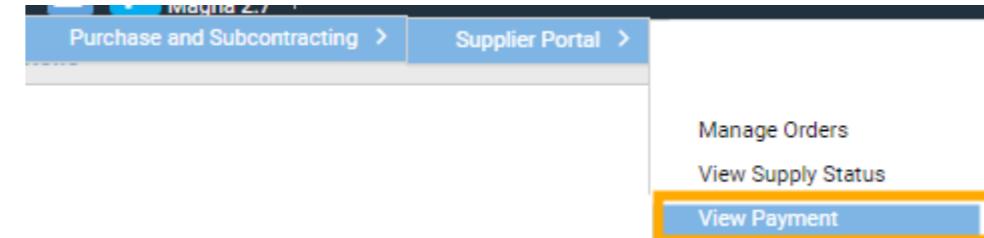


PTP

View Payment Status

Purpose: View Invoice Payment Status

Step 1: At the Left Most Drop-down Menu, look for 'View Payment'



Step 2 : Key-in ‘From date’ and ‘To Date’ then click on ‘Search’ button.

Home > Purchase and Subcontracting > Supplier Portal > View Payment

Search Criteria

Company Code	PTP	Company Name	Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)	
Org. Unit Code	All	Org. Unit Name		
Supplier Invoice No.		Invoice From Date	01/05/2024	Invoice To Date
				15/10/2024
				Search

Search Results

#	Org. Unit Name	Supplier Invoice No.	Date	Transaction Currency	Approved Transaction Value	Payments	Adjustments	Balance Outstanding	Credit/Debit
1	PTPOU	MAE0/DINV/001	01/05/2024	MYR		16200.00	0.00000000	0.00	
2	PTPOU	MAE0/DINV/004	05/06/2024	MYR		16200.00	0.00000000	0.00	
3	PTPOU	MAE0/DINV/007	29/06/2024	MYR		16200.00	0.00000000	0.00	
4	PTPOU	MAE0/DINV/007	28/06/2024	MYR		12563.64	0.00000000	0.00	
5	PTPOU	MAE0/DINV/012	30/07/2024	MYR		13374.07	0.00000000	13374.07	
6	PTPOU	MAE0/DINV/013	30/07/2024	MYR		40957.22	0.00000000	40957.22	MYR

Supplier Invoice

Invoice amount

Payment Amount

Invoice Balance Amount

SECTION
06

Login Password Policy & Guideline

WISMA PTP BLOCK A



PTP

Login Password Policy & Guideline - (page 1/4)

Step 1 : Understand the Login & Password POLICY

1. Password Requirements:

- Passwords must be a minimum of 8 characters in length.
- Passwords must include characters from at least three of the following four categories:
 - ✓ 1. One uppercase letter (A-Z)
 - ✓ 2. One lowercase letter (a-z)
 - ✓ 3. One numeric digit (0-9)
 - ✓ 4. One special character (e.g., !, \$, #, %)

2. Password Expiration:

- Passwords must be changed every 90 days.

3. Password History:

- Users must create three unique new passwords before an old password can be reused.

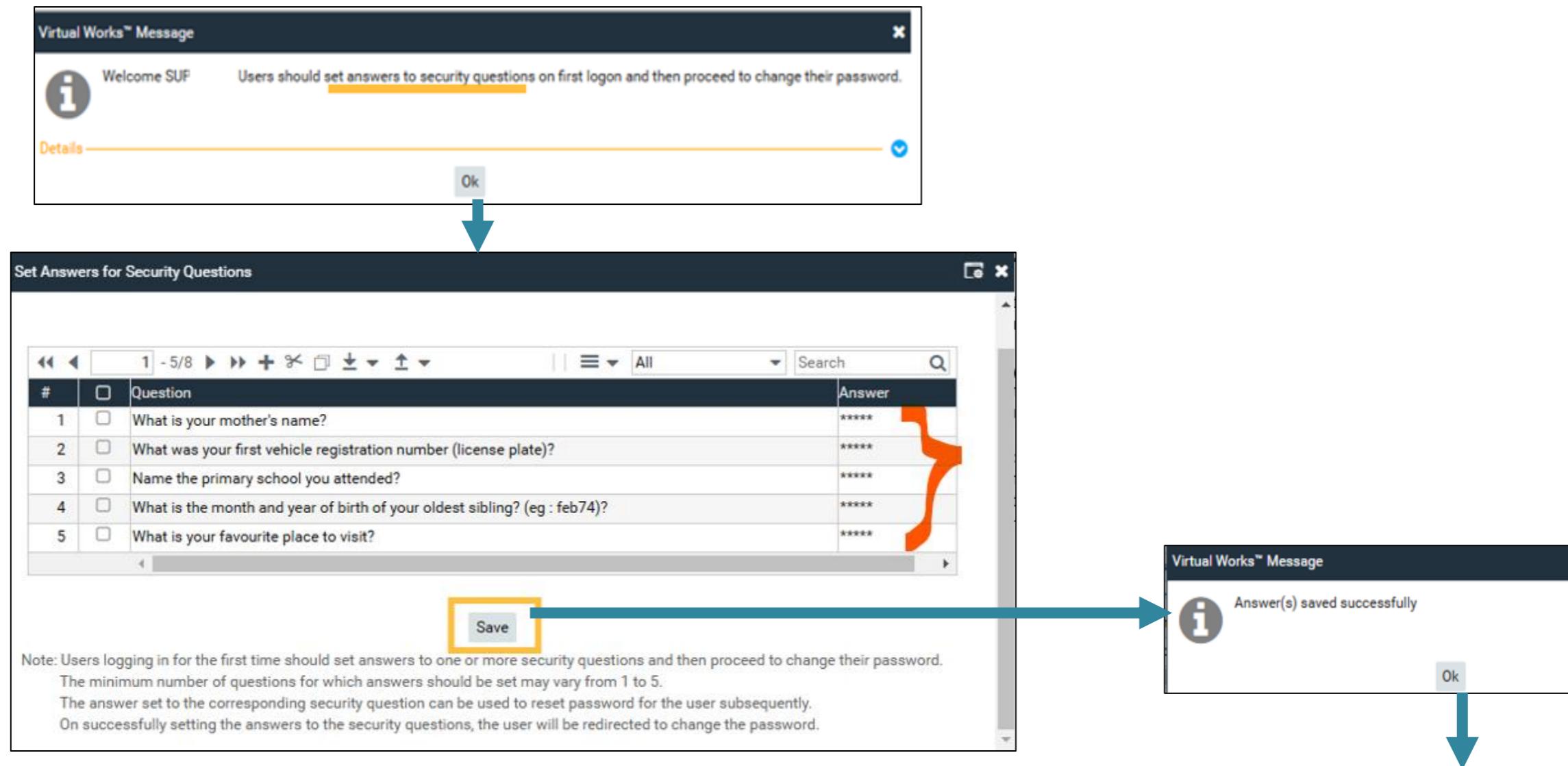
4. Account Lockout:

- After 5 failed login attempts, the account will be locked.
- To unlock the account, please contact Vendor Management team at telephone number 07-504 2222 ext. 7814 or email to SCDvendordatamgt@ptp.com.my

Login Password Policy & Guideline - (page 2/4)

Step 2: First-time Logon to Supplier Portal (For 1st time login User only)

- Set Answers to at least 1 Security Question (can set to have 1 question 1 answer, or multiple questions)
- Answer to Security question will be used if you forget login password (refer Section 05: Step 4)



Login Password Policy & Guideline - (page 3/4)

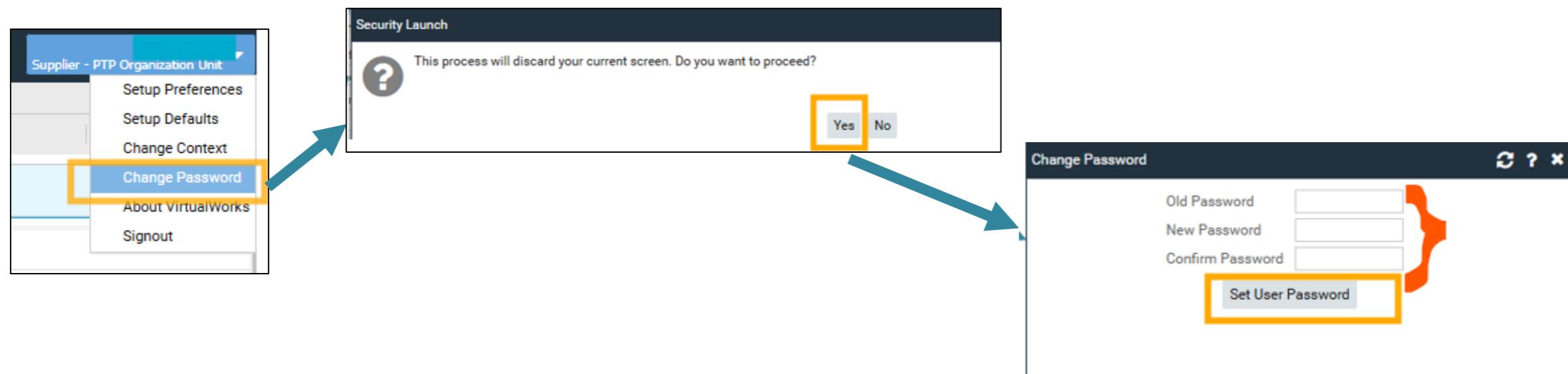
Step 2 {Cont.}: First-time Logon to Supplier Portal (For 1st time login User only)

- Key-in same new password for both 'NewPassword' & 'ConfirmPassword' (follow Password policy)
 > Click 'Reset Password' button



Step 3: Reset Password as-at-when needed by Supplier

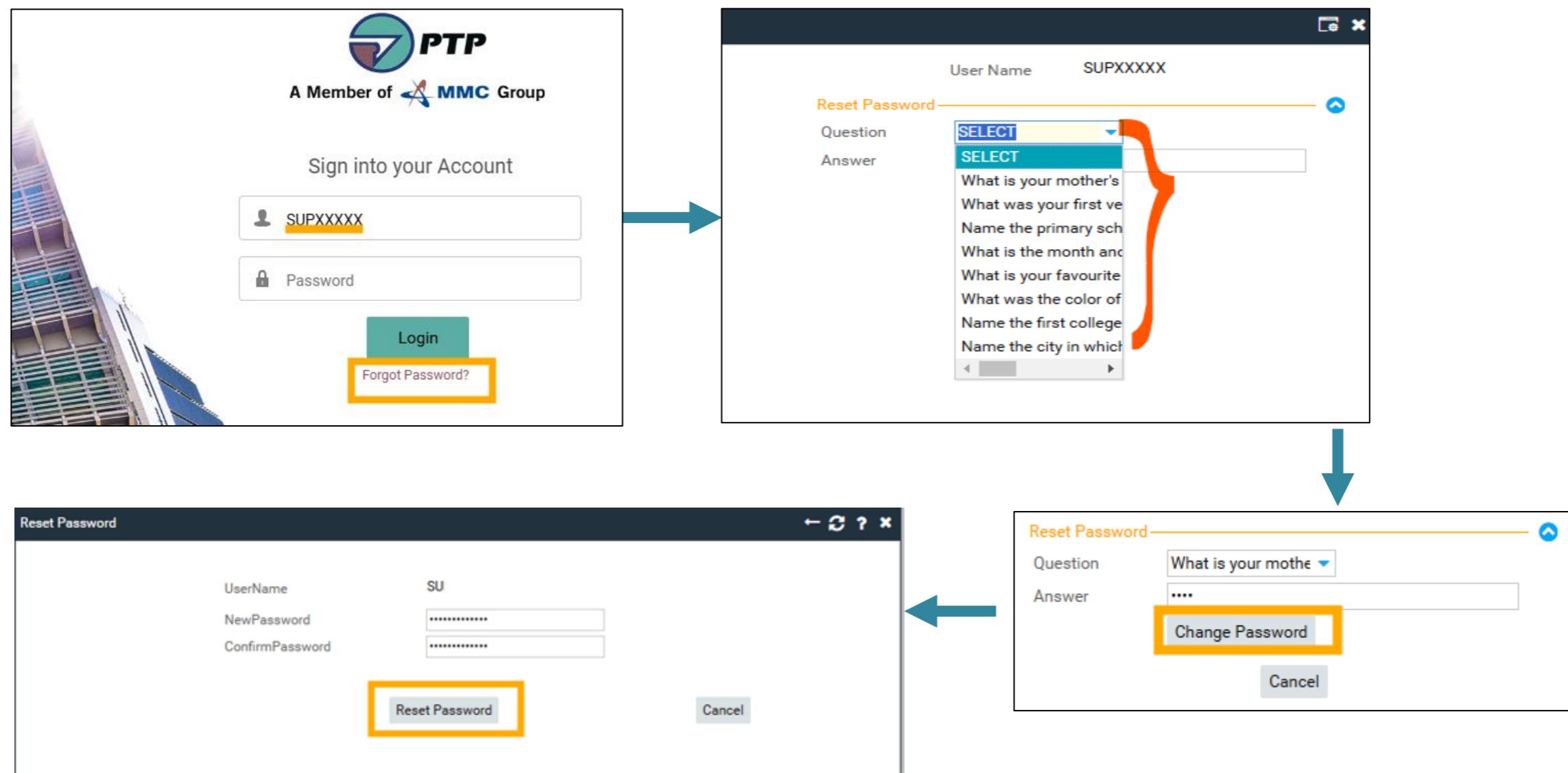
- After login, may go to below and reset password accordingly



Login Password Policy & Guideline - (page 4/4)

Step 4: If 'Forget Password' what should do ?

- Open Supplier Portal link, key-in ‘SUPXXXX’ login and click ‘Forgot Password?’ button
- Select Security Question that been set and answer it, click ‘Change Password’ button
- Key-in new password and confirm password, click ‘Reset Password’ button



SECTION
07
Q&A

WISMA PTP BLOK A



PTP

Q&A

No	Questions	Answer
1	What's the login and password to access this Supplier portal ?	The login same as per Vendor Registration's login. One supplier only have one Login access only. Same login used to view Vendor Registration & view Supplier Portal.
2	Can backdate the Order Acceptance Date ?	No. Order acceptance date cannot be backdated.
3	Can the PO be printed out from the system ?	No, but ERP alert will email to supplier for PO pdf version. Suppliers only able view PO, Good Receipt (GR) status and View payment information only on supplier portal.
4	GR is for viewing only or we need to upload out D/O copy to get the GR number	The D/O still managed via manual as per current, not via the Supplier portal.
5	Invoice send via Supplier portal or sent by email as usual ?	Invoice send by email as per current.
6	Once implemented, will Supplier able to trace previous outstanding records ?	Yes, all previous transaction able to view from the screen.
7	Where to view the ASN number	Via Manage Order screen, look for multiline table column 'ASN No.' refre slide no. 22
8	How if input wrongly quantity in ASN and ASN been freeze	ASN as reference, and we are referring to Delivery Note and Invoice quantity for receiving and payment.
9	How if supplier forget to attach the DO or INV	Search the ASN as per slide no 22 and click the ASN. Follow the step (slide no 20) to upload the attachment



A Member of MMC Group

**Thank You
Terima Kasih**