



A Member of  MMC Group

# Guideline for Supplier Portal Access

Version 2.0

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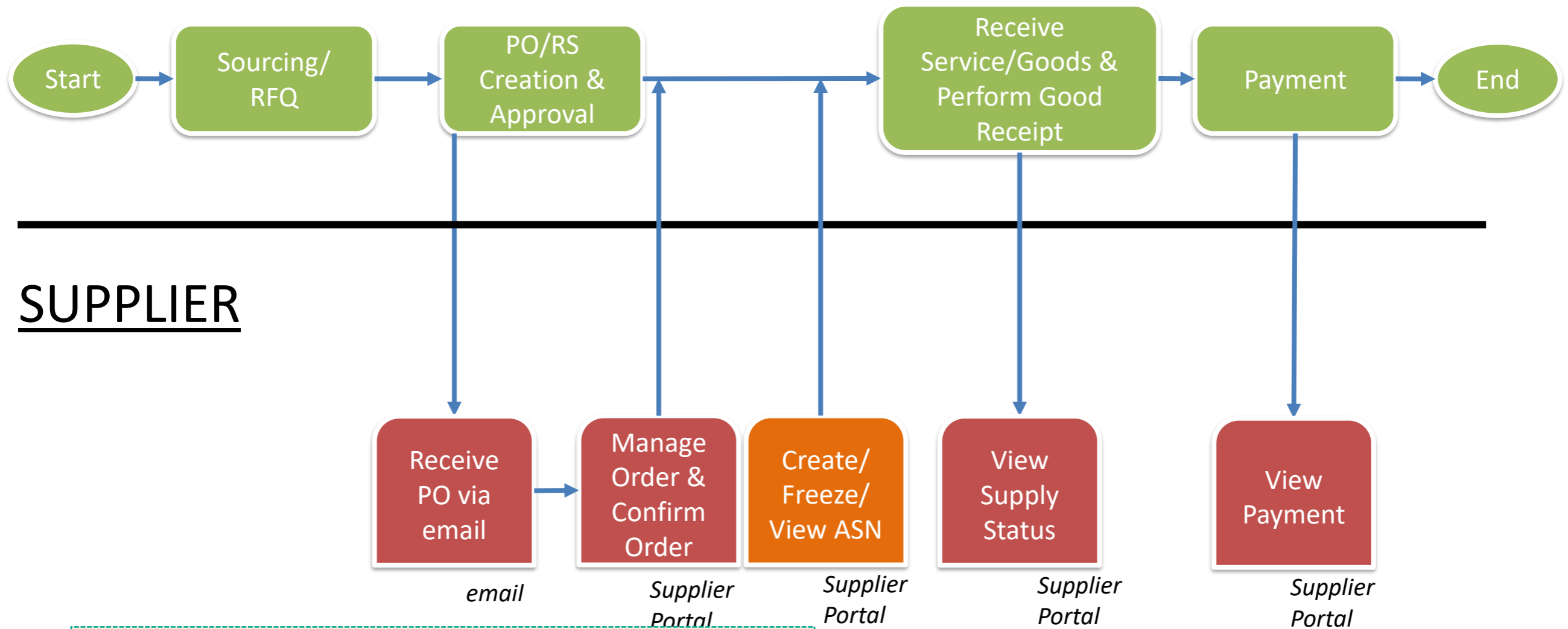
07

Q&A

SECTION

08

# PTP



ASN: Advanced Shipping Notice  
Objective : To upload the supplier documents to the supplier portal

HELPDESK :  
• Contact PTP Buyer (firdausmustaffar@ptp.com.my)

SECTION  
**01**  
LOGIN TO  
SUPPLIER  
PORTAL

**WISMA PTP BLOK A**  
BLOCK  
BLOCK  
  
PTP

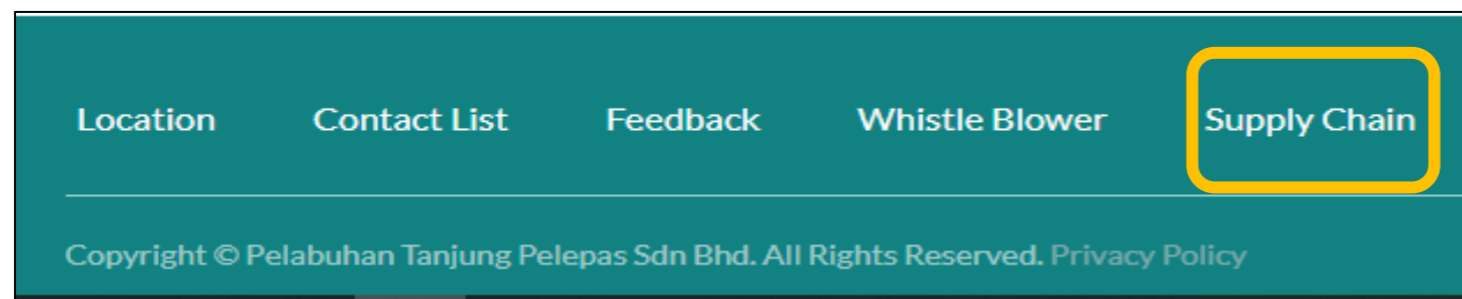
# Login to Supplier Portal (page 1/3)

## 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>



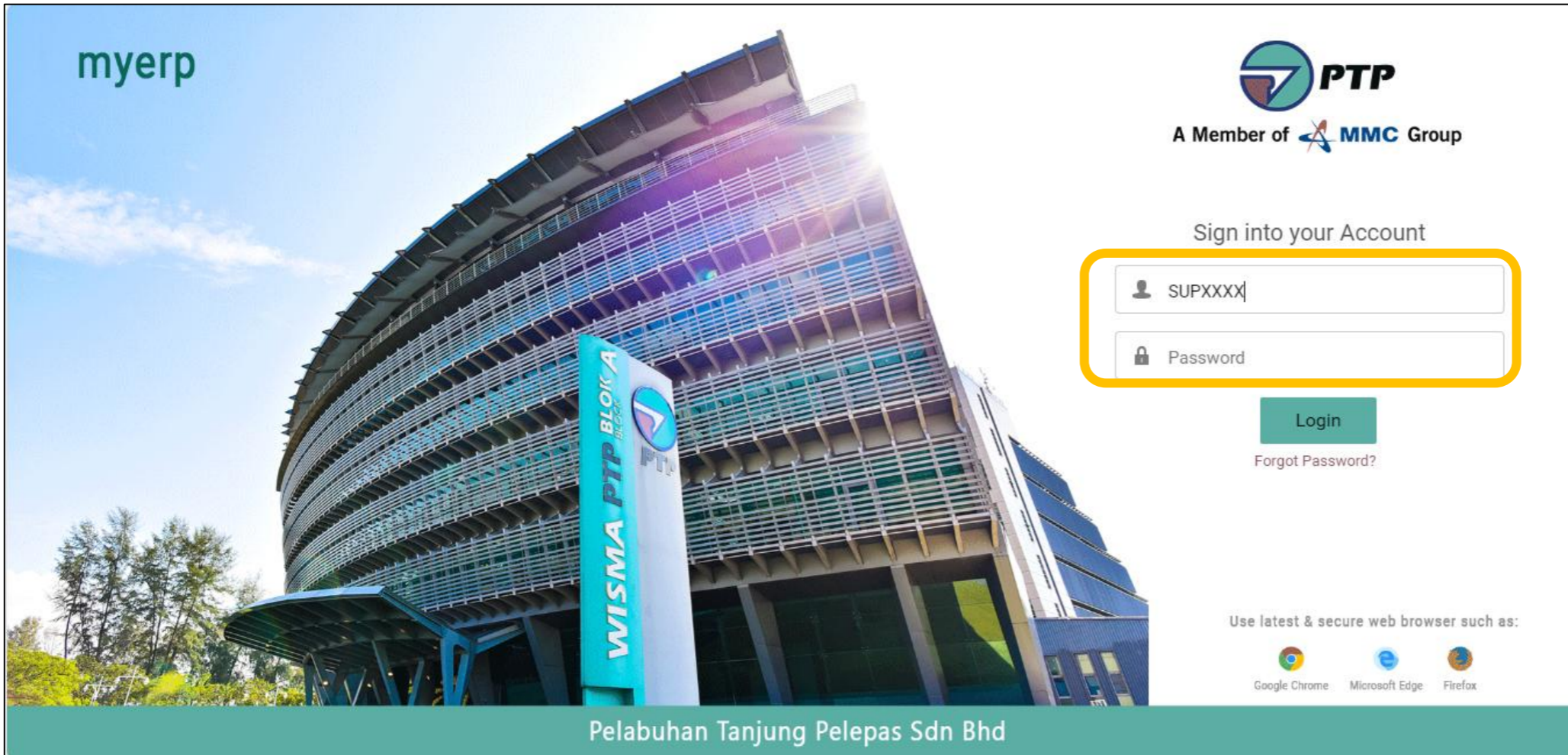
## Step 2: Click on Supplier Portal

- Click the : Supplier Portal





# Login to Supplier Portal (page 2/3)

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



myerp



 **PTP**  
A Member of  MMC Group

Sign into your Account

Login

[Forgot Password?](#)

Use latest & secure web browser such as:

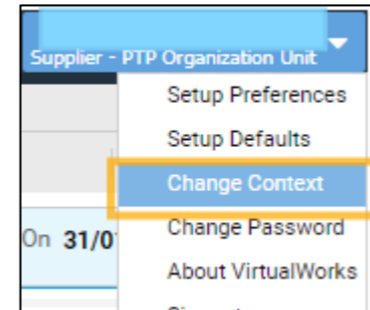
 Google Chrome  Microsoft Edge  Firefox

Pelabuhan Tanjung Pelepas Sdn Bhd

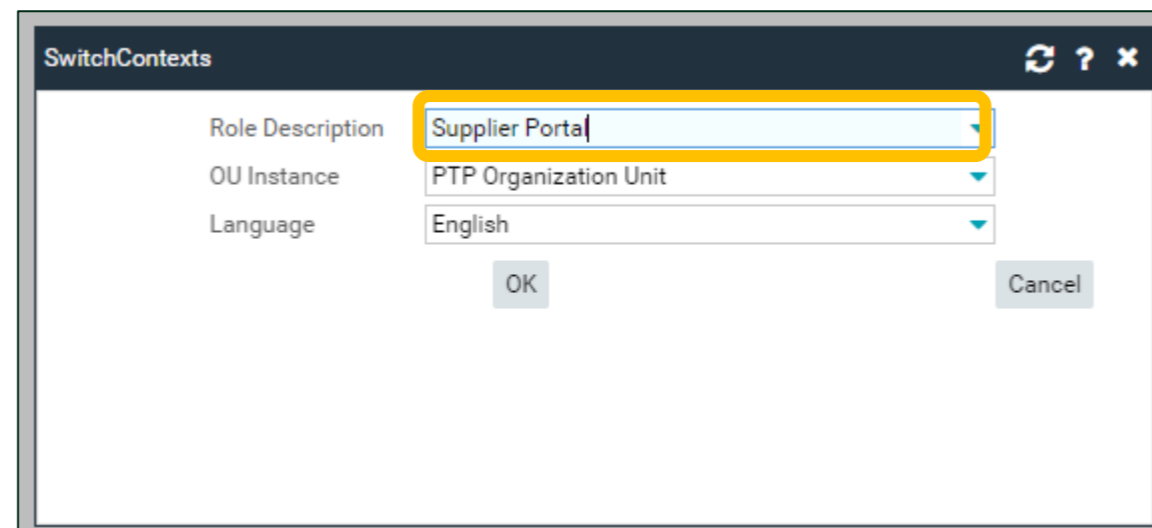
Note: Refer to “Section 05 – Login Password Policy & Guideline” for details.

# 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

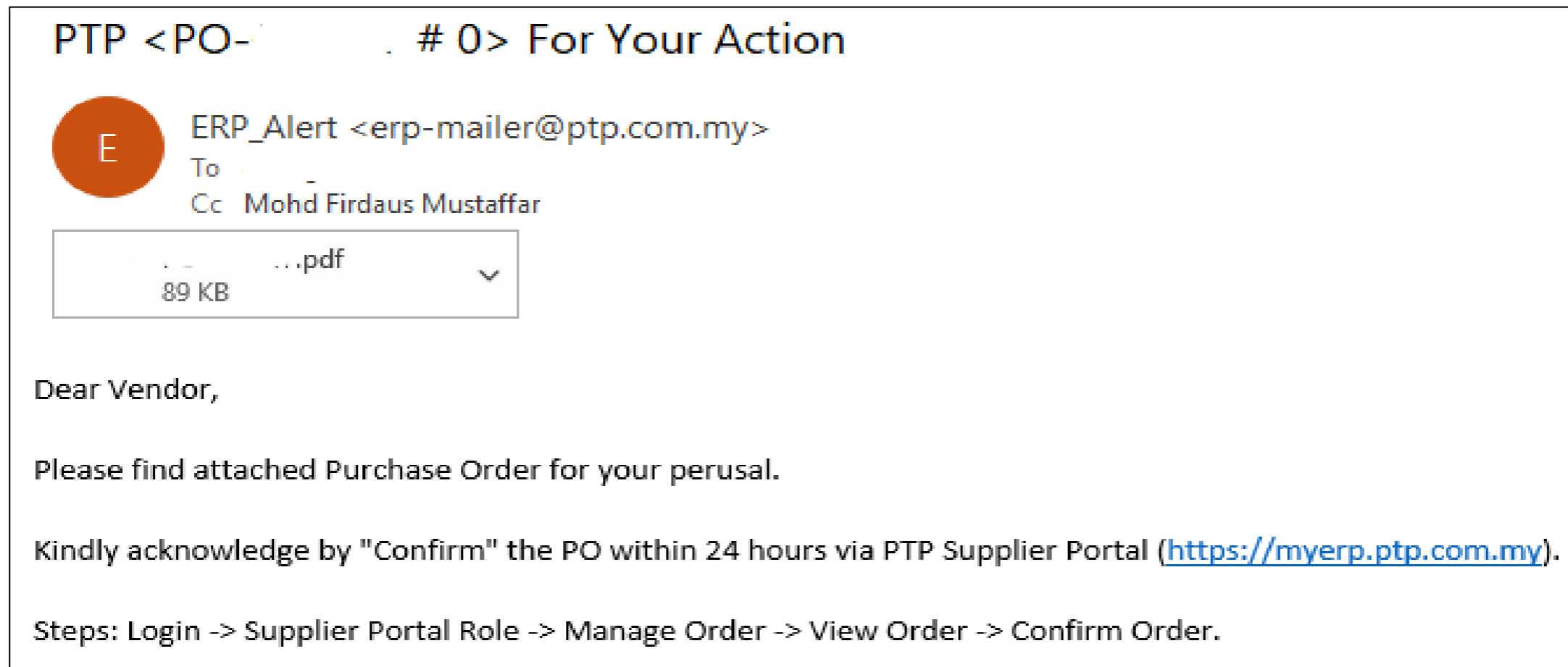
WISMA PTP BLOK A  
BLOCK  
PTP

# Manage Order & Confirm PO (page 1/6)

## ***Purpose: View Purchase Order & Confirm Purchase Order***

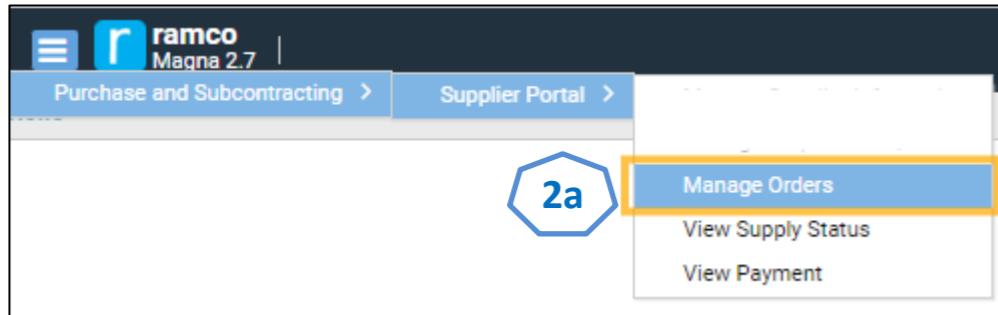
### **Step 1 : Supplier received email from ERP**

- Below is sample email from ERP to supplier.



# 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.

Party Code: \_\_\_\_\_ Supplier Name: S 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

Search Results

Found no rows to display!!!

#	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**

Found no rows to display!!!

#	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 C	1.000					UnFreezed	NOT VIEWED
30	<input type="checkbox"/>	PO	PO-000077	15/03/2021	10	ENGROP-45-0003	CATENARY WIRE ROPE REPLACEMENT C	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

5a

5b 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

Home > Purchase and Subcontracting > Supplier Portal > View Order

« < 2321 2322 2323 2324 2325 > » 232 / 2331

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:

**Shipping And Delivery Details**

Inco Term: DDP Inco Place: PTP Carrier: Mode Of Transportation:

**Amount Details**

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

Promised Date

#	Order Line No.	Item Code	Desc.	Qty.	UOM	Cost	Basic Value	Total Value	Need Date	Delivered Qty.	Balance
1	1	R200RTG0595	(RECON) SCREW JACK	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: ..... Supplier Name: .....

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**Order Details**

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

Org.Unit Code: PTPOU Org.Unit Name: PTPOU

Order No.: ..... Order Date: 03/10/2024 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

**7e** Confirm

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**Data History**

Created By: ..... Created Date: .....

SECTION

03

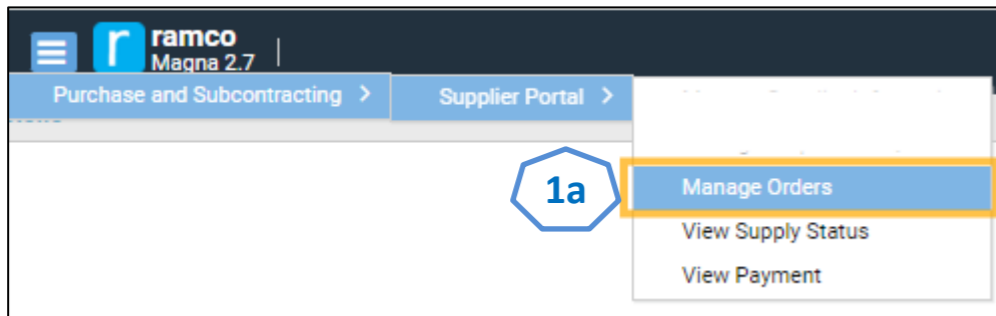
CREATE/  
FREEZE/VIEW  
Advanced  
Shipping  
Notice (ASN)

WISMA PTP BLOK A  
BLOCK  
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**



This screenshot shows the 'Manage Orders' screen. The top navigation bar includes 'Home', 'Purchase and Subcontracting', 'Supplier Portal', and 'Select Order'. The 'Supplier Name' is 'S SDN. BHD.'. The 'Search Criteria' section contains various filters: 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, and Delivery Days /Target Days. A blue box labeled '1b' highlights the 'Search' button. Below the search criteria, the 'Search Results' section shows a table with columns: #, Org. Unit Code, Org. Unit Name, Order Type, Quotation No., Ref Doc. No., Ref Doc. Date, Ref Doc. Line No., Item Code, and Variation. The table is currently empty, displaying 'Found no rows to display!!!'. The bottom status bar shows '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"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	2	100CON0853		PVC Floor Marking Ta	200.000	NO
1603	<input type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	3	100CON0854		PVC Floor Marking Ta	200.000	NO
1604	<input type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	3	100CON0854		PVC Floor Marking Ta	200.000	NO
1605	<input type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	4	100CON0855		PVC Floor Marking Ta	200.000	NO
1606	<input checked="" type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	4	100CON0855		PVC Floor Marking Ta	200.000	NO
1607	<input type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	5	100CON0378		DOUBLE SIDED TAPE	400.000	NO
1608	<input type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	6	100CON0049		BOLT AND NUT C/W V	60.000	NO
1609	<input type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	7	100CON0309		FLANGED NUT GALVA	200.000	NO
1610	<input type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	8	100CON0856		BT-330 BITUMEN FLA	200.000	NO
1611	<input type="checkbox"/>	PTPO	PTP Organization Unit	PO		PO-020814	22/10/2025	9	100CON0857		SELF-CLEANING CORI	3.000	NO

View Order **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** Create ASN **3b** View Issue List View Receipt List

# 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	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.	DN-PO-020814	Delivery Note Date	07/11/2025	Transaction Currency	MYR
Supplier Invoice No.	INV-PO-020814	Amount	1000.00	Frieght Currency	MYR
Transshipment		Frieght 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		

#	Item Code	Item Desc	Ref Doc. Qty.	Qty. In Transit	Deliver Qty	Back Container
1	100CON0858	35-PIECE H	6.000	6.000		
2	100CON0316	MAXIFLEX U	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

#	<input type="checkbox"/>	Lo.	Item Code	Variant Code	NCF	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	

Send E-Mail

Update ASN

5a

Update ASN

Freeze

Attach Notes

### Virtual Works™ Message



ASN Saved Successfully

Ok

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

ASN No. ASN-000070 ASN Number

Logistics Mode Air

Carrier

Consignee PTP

Origin

07/11/2025

Numbering Series

PTP

Destination

ASN

PTP

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

## Step 6: Attach Notes

To upload the Delivery note, Invoice and other supporting documents

Send E-Mail ☒ Update ASN Freeze

**Attach Notes** 6a

Warra Information

After click 'Attach Notes' below screen appeared.

Transaction No. / Entity: ASN-000070 Amendment No. Folder: Default

Standard Notes ID: Default For: Selected Lines/Documents: Default

Attach Document: 6b MAGNETIC+DRILLING.JPG

Document Level Notes:

Delivery Order: 6c Put any Notes if any Attach Softcopy Invoice / Delivery Note at Header level

Line Level Notes:

#	Line No.	Line Entity	Notes	Attach Document
1	10	PO-020814~100CON0858	Invoice	6d MAGNETIC+DRILLING.JPG
2	11	PO-020814~100CON0316		
3				

6e Attach Notes Click Here to save your record Attach More Documents Associate Document

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

Virtual Works™ Message

Notes Attached Successfully

6f Ok Click OK

6g Click back arrow for previous screen

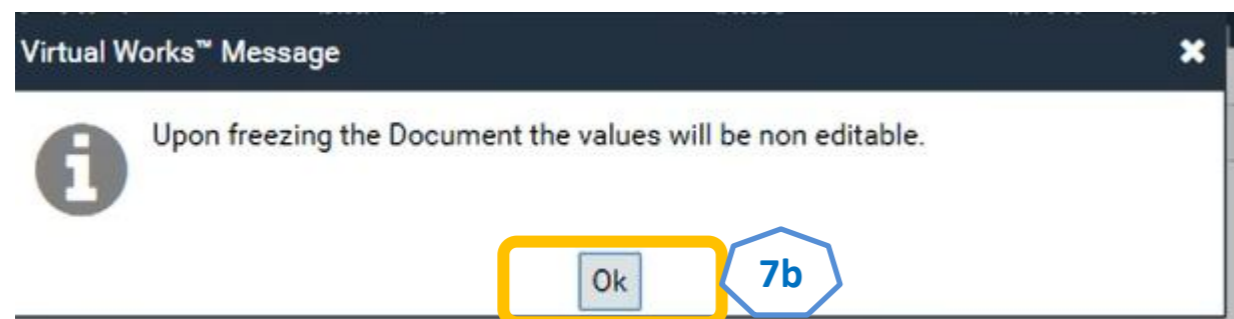
## CREATE/FREEZE/VIEW ASN (page 6/7)

### 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

Item Code:  Variant Code:  Item Desc.:

Quotation Number:  From Value:  To Value:

LOI:  LOI To Order:  Status:

From Date:  To Date:  Confirmation Status:

Release Days:  Delivery Days /Target Days:

Search

Search Results

1609 - 1618/1628

#	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 DRILI	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, Manf	10.000					UnFreezed	VIEWED
1617	2	ENGOTH-36-0001		To Supply Parts, Manf	20.000					UnFreezed	VIEWED
1618	3	ENGOTH-36-0001		To Supply Parts, Manf	30.000					UnFreezed	VIEWED

View Order Report Service Actuals

SECTION

04

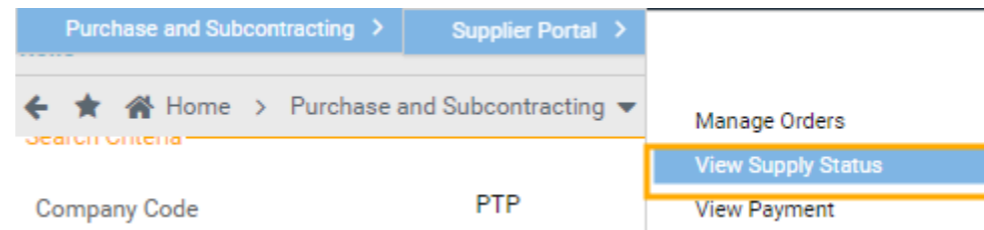
View Supply  
Status

WISMA PTP BLOK A  
BLOCK  
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.

Party Code: \_\_\_\_\_ Supplier Name: \_\_\_\_\_

Search Criteria

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

Org. Unit Code: All Org. Unit Name: \_\_\_\_\_

Ref Doc Type: ALL Ref Doc No From: \_\_\_\_\_ Ref Doc No To: \_\_\_\_\_

Item Code: \_\_\_\_\_ Variant Code: \_\_\_\_\_ Item Desc.: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Search

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.	Quarantin Qty.	Rejected Qty.
1	ASN-000075	PO	PO-020814	1	GRN-052548	10/11/2025	100CON0049	BOLT AND NUT C/W V	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

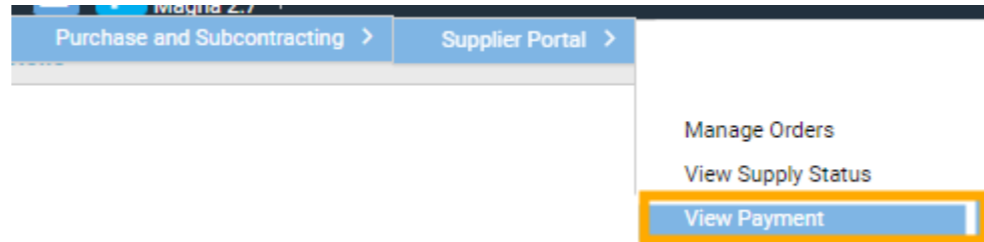
View Payment  
Status

WISMA PTP BLOK A  
BLOCK  
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.**

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	IAGED/DINV/0017/25	01/05/2024	MYR	16200.00	16200.00	0.00000000	0.00	
2	PTPOU	IAGED/DINV/0047/25	05/06/2024	MYR	16200.00	16200.00	0.00000000	0.00	
3	PTPOU	IAGED/DINV/0076/25	29/06/2024	MYR	16200.00	16200.00	0.00000000	0.00	
4	PTPOU	IAGED/DINV/0073/25	28/06/2024	MYR	12563.64	12563.64	0.00000000	0.00	
5	PTPOU	IAGED/DINV/0122/25	30/07/2024	MYR	13374.07	0.00	0.00000000	13374.07	
6	PTPOU	IAGED/DINV/0125/25	30/07/2024	MYR	40957.22	0.00	0.00000000	40957.22	

Supplier Invoice

Invoice amount

Payment Amount

Invoice Balance Amount

SECTION

06

# Login Password Policy & Guideline

**WISMA PTP BLOK A**  
BLOCK  
  
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.

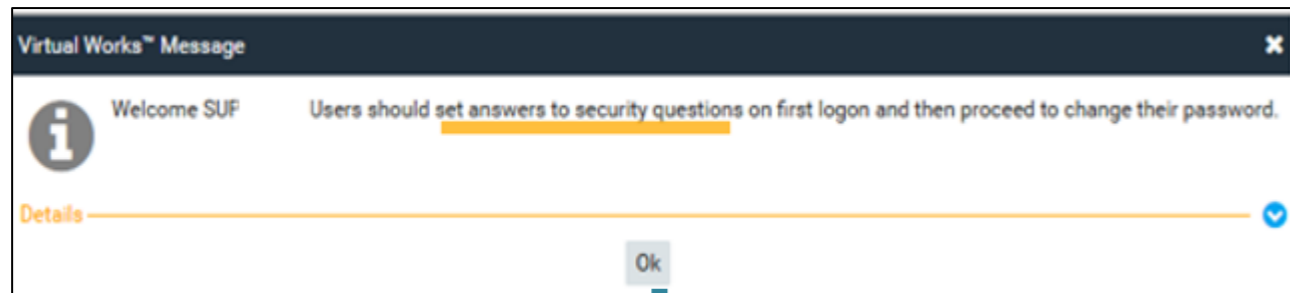
### 4. Account Lockout:

- 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](mailto:SCDvendordatamgt@ptp.com.my)

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

## Step 2: First-time Logon to Supplier Portal (For 1<sup>st</sup> 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)

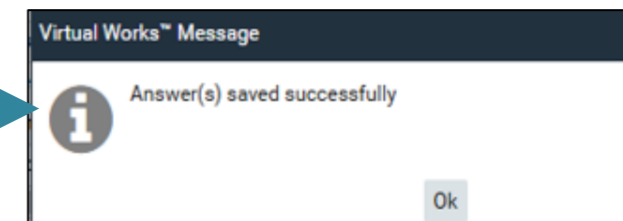


Set Answers for Security Questions

#	<input type="checkbox"/>	Question	Answer
1	<input type="checkbox"/>	What is your mother's name?	*****
2	<input type="checkbox"/>	What was your first vehicle registration number (license plate)?	*****
3	<input type="checkbox"/>	Name the primary school you attended?	*****
4	<input type="checkbox"/>	What is the month and year of birth of your oldest sibling? (eg : feb74)?	*****
5	<input type="checkbox"/>	What is your favourite place to visit?	*****

Save

Note: Users logging in for the first time should set answers to one or more security questions and then proceed to change their password.  
The minimum number of questions for which answers should be set may vary from 1 to 5.  
The answer set to the corresponding security question can be used to reset password for the user subsequently.  
On successfully setting the answers to the security questions, the user will be redirected to change the password.



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

## Step 2 {Cont.}: First-time Logon to Supplier Portal (For 1<sup>st</sup> 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

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Sign into your Account

UserName: SUPXXXX

Password:

Login

Forgot Password?

User Name: SUPXXXXX

Reset Password

Question: SELECT

Answer:

What is your mother's  
What was your first ve  
Name the primary sch  
What is the month and  
What is your favourite  
What was the color of  
Name the first college  
Name the city in which

Reset Password

UserName: SU

NewPassword:

ConfirmPassword:

Reset Password

Cancel

Reset Password

Question: What is your mothe

Answer: \*\*\*\*

Change Password

Cancel

# SECTION 07 Q&A

**WISMA PTP BLOK A**  
BLOCK  
  
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



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**Thank You  
Terima Kasih**

PELABUHAN TANJUNG PELEPAS SDN BHD