



A Member of  MMC Group

Vendor Registration Renewal Guidelines



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01

General Information

WISMA PTP BLOK A
BLOCK

PTP

SECTION 1: GENERAL INFORMATION

1. Renewal Payment Receipt must be submitted via PTP Online Supplier Portal system.
2. All existing vendors are required to renew the registration to be eligible to receive any purchase orders from PTP.
3. Non-refundable Vendor Renewal Fee will be imposed.




4. Renewal fee table:

| Description | Fees (MYR) | Duration (Year) |
|-------------------------|------------|-----------------|
| New Application | MYR200.00 | Two (2) Years |
| Renewal of Registration | | |

5. All payment to be made in full through Telegraphic Transfer (“TT”) / Online Transfer (IBG/GIRO) directly to:

| | |
|----------------|-------------------------------------|
| Bank Name | CITIBANK BERHAD |
| Account Name | PELABUHAN TANJUNG PELEPAS SDN. BHD. |
| Account Number | 0200048016 |
| Swift Code | CITIMYKL |
| Remarks | RENEW-COMPANY NAME |

SECTION 1: GENERAL INFORMATION

| Section | Documents |
|---|--|
| Company Information  Company Information | <p>If there are any changes made in this section, please provide additional supporting documents:</p> <ol style="list-style-type: none"> 1. (Form 13) Change in Company Name 2. (Form 49/Section 58) Return Giving Particulars in Register of Directors/Managers & Secretaries and Changes of Particular |
| Financial Details  Financial Details | <p>For renewal, you are required to provide:</p> <p>Private Limited/Limited:</p> <ol style="list-style-type: none"> 1. The latest 3-year of Audited Financial Report 2. Header of latest Bank Statement for each registered Bank Account. 3. Official Receipt for Renewal Fee <p>Sole Proprietorship:</p> <ol style="list-style-type: none"> 1. The latest 3-months of Profit & Loss Statement and Balance Sheet 2. Header of latest Bank Statement for each registered Bank Account. 3. Official Receipt for Renewal Fee |
| Certificate  Certificates | <p>(If Any) Additional certificates from any certification bodies such as CIDB, SIRIM, MOF, DOSH etc.</p> |

SECTION

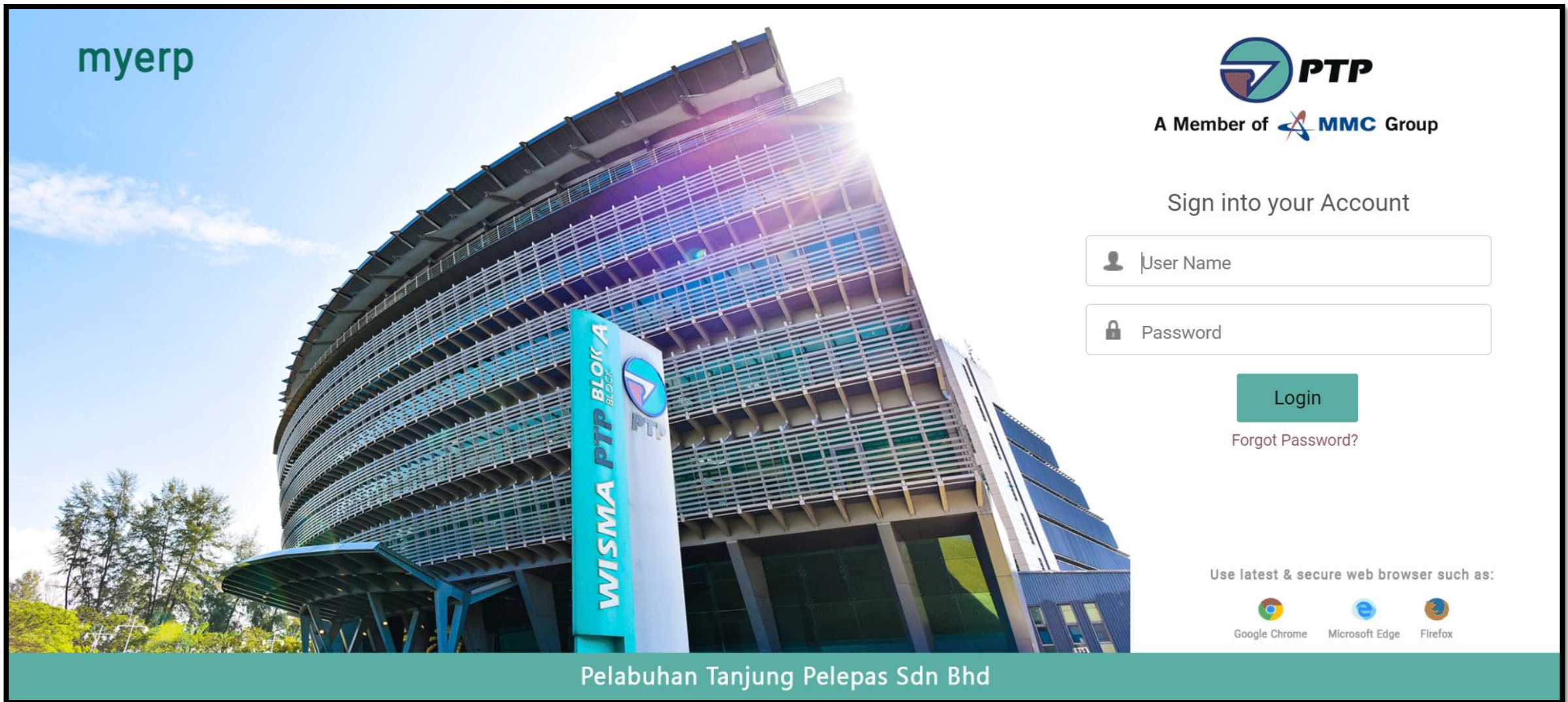
02

New System Specific Information



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PTP

1. Vendor may proceed to login on Ramco Supplier Portal as below:




myerp

 **PTP**
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Sign into your Account



 User Name

 Password

Login

[Forgot Password?](#)

Use latest & secure web browser such as:

 Google Chrome  Microsoft Edge  Firefox

Pelabuhan Tanjung Pelepas Sdn Bhd

SECTION 02: NEW SYSTEM SPECIFIC INFORMATION

- After login, click “revise” button at Company Information section to enable amendment.

News

[Home](#) > [Purchase and Subcontracting](#) > [Supplier Registration](#) > [Registration](#)

NO. 9F-1A, 9th Floor, Tower Z @ PFCG,

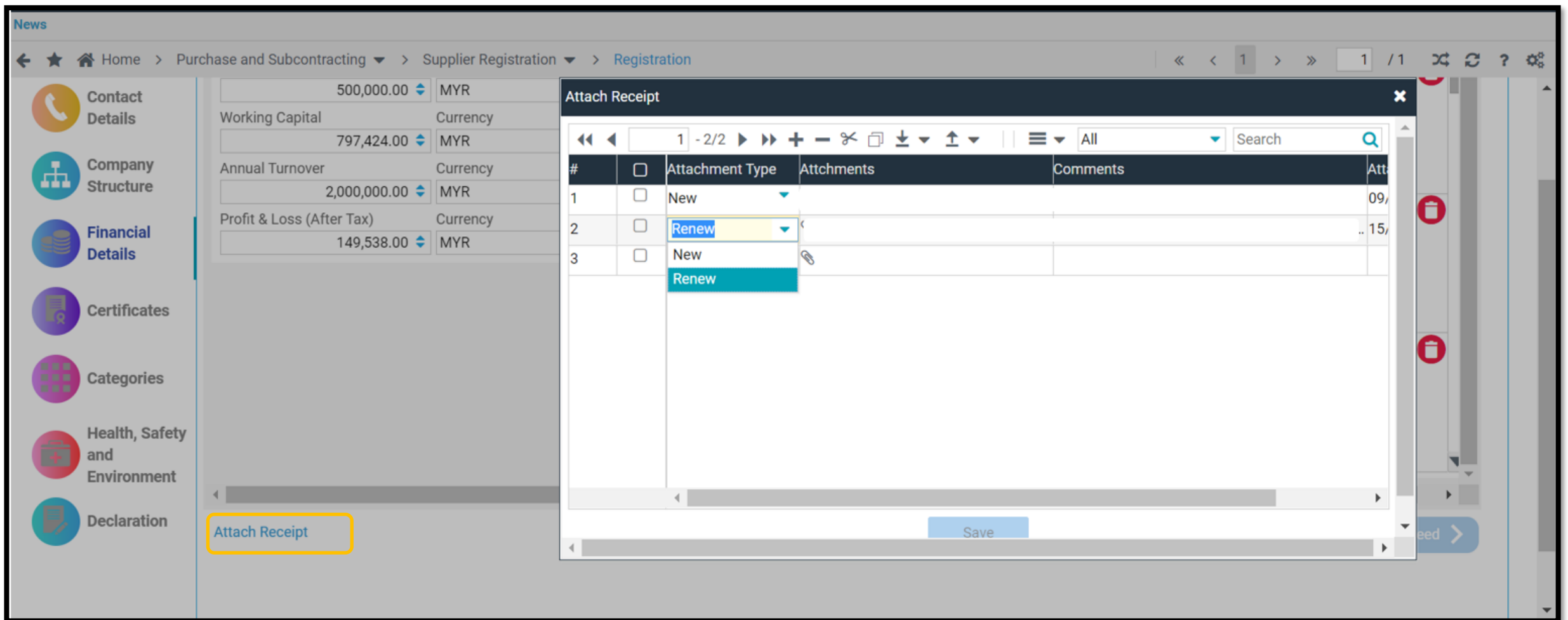
Date of Registration/Incorporation: 08/09/2014
 Company Status: BUMIPUTRA
 Reference Number:
 Supplier Code:

Attachments

| # | <input type="checkbox"/> | Attachment Type | Document No. | Issued By | Issued Date | Addr |
|---|--------------------------|---------------------|--------------|-----------|-------------|-------|
| 1 | <input type="checkbox"/> | SSM Business Inf | N/A | SSM | 20/11/2019 | No. 9 |
| 2 | <input type="checkbox"/> | Company Profiles | N/A | | 01/07/2019 | No. 9 |
| 3 | <input type="checkbox"/> | Return Of Allotme | N/A | | 01/10/2019 | No. 9 |
| 4 | <input type="checkbox"/> | Non-Disclosure A | N/A | | 09/11/2020 | No. 9 |
| 5 | <input type="checkbox"/> | Certificate of Inco | N/A | SSM | 08/09/2014 | No. 9 |
| 6 | <input type="checkbox"/> | Memorandum & A | N/A | SSM | 19/06/2014 | No. 9 |

[Revise](#)
[Save](#)
[Save & Proceed](#)

3. The payment receipt is to be attached on “Attach Receipt” and uploaded under attachment type “Renew”.
4. To proceed renewal by submit at Declaration.



The screenshot displays the PTP Supplier Registration interface. On the left, a sidebar contains navigation icons for Contact Details, Company Structure, Financial Details, Certificates, Categories, Health, Safety and Environment, and Declaration. The main area shows a form with fields for Working Capital (500,000.00 MYR), Annual Turnover (2,000,000.00 MYR), and Profit & Loss (After Tax) (149,538.00 MYR). A yellow box highlights the 'Attach Receipt' button. A modal window titled 'Attach Receipt' is open, showing a table with columns: #, Attachment Type, Attachments, and Comments. The table has three rows, with the second row's 'Attachment Type' dropdown menu open, showing 'New' and 'Renew' options. The 'Renew' option is highlighted. A 'Save' button is visible at the bottom of the modal.

| # | Attachment Type | Attachments | Comments |
|---|-----------------|-------------|----------|
| 1 | New | | |
| 2 | Renew | | |
| 3 | New | | |

HELPDESK – VENDOR MANAGEMENT

| | |
|----------------|---|
| Email | <u>scdvendordatamgt@ptp.com.my</u> |
| Contact Number | 07-5042222 extension 7814 |



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Thank You
Terima Kasih

PELABUHAN TANJUNG PELEPAS SDN BHD