



A Member of MMC Group

Vendor Registration Renewal Guidelines

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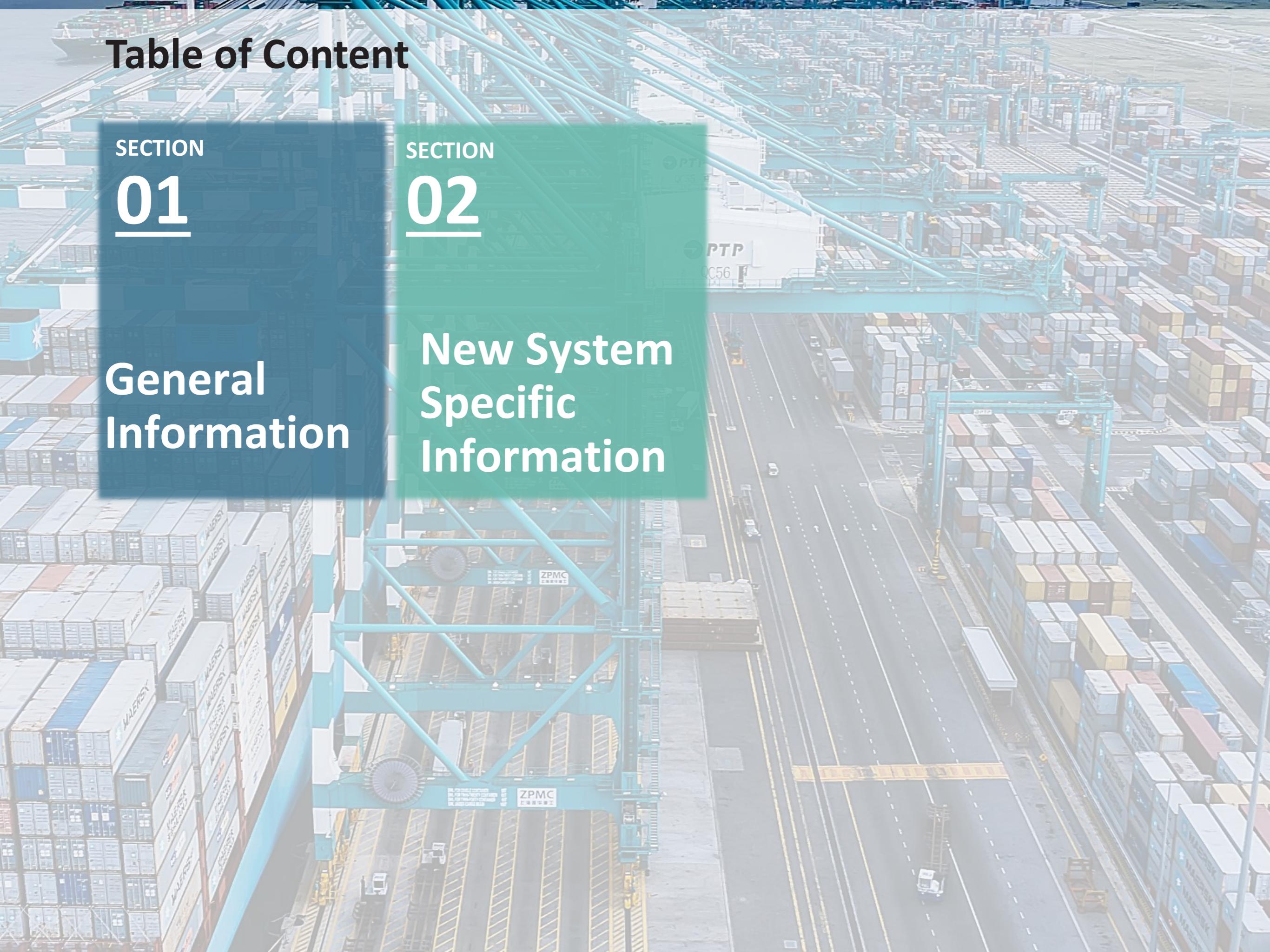
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General Information

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01

WISMA PTP BLOK A



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		
Renewal of Registration	MYR200.00	Two (2) Years

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**

SECTION 02: NEW SYSTEM SPECIFIC INFORMATION

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



myerp

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Pelabuhan Tanjung Pelepas Sdn Bhd

PTP
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Sign into your Account

User Name

Password

Login

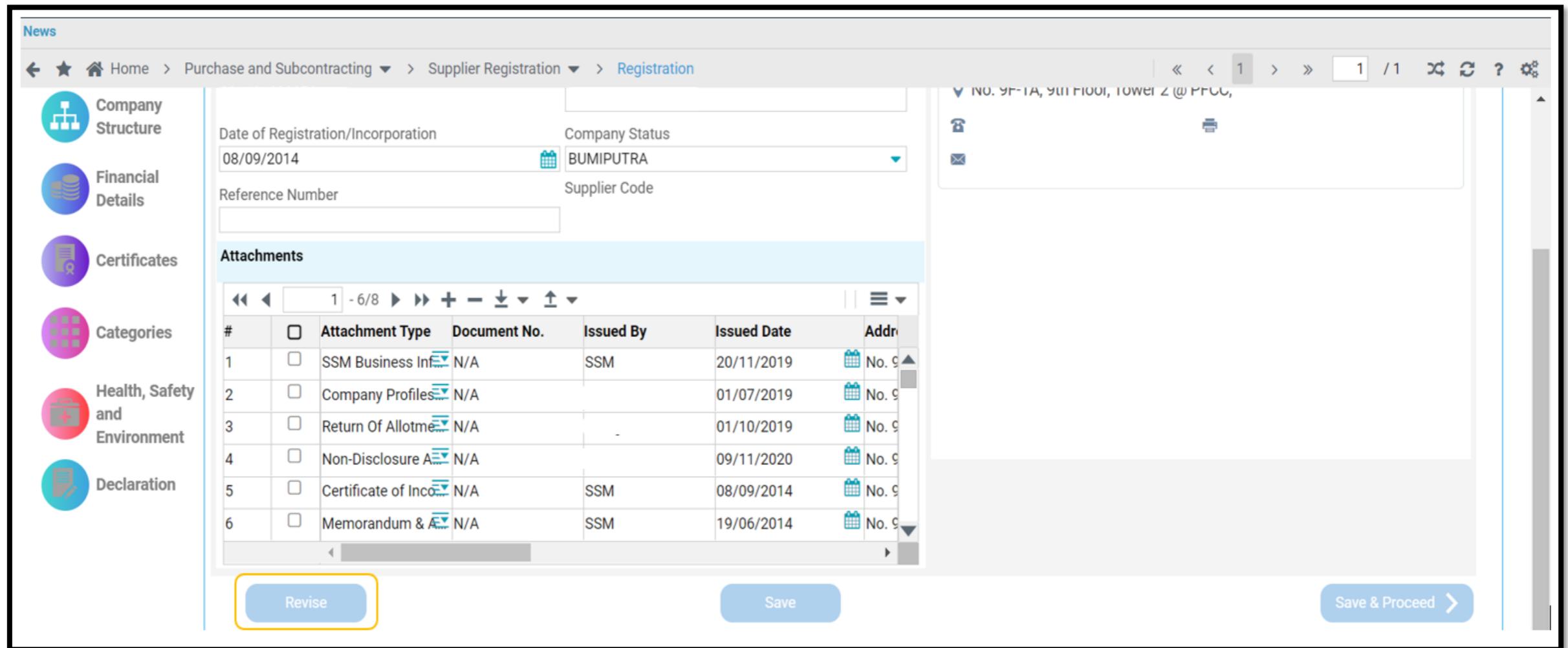
[Forgot Password?](#)

Use latest & secure web browser such as:

 Google Chrome  Microsoft Edge  Firefox

SECTION 02: NEW SYSTEM SPECIFIC INFORMATION

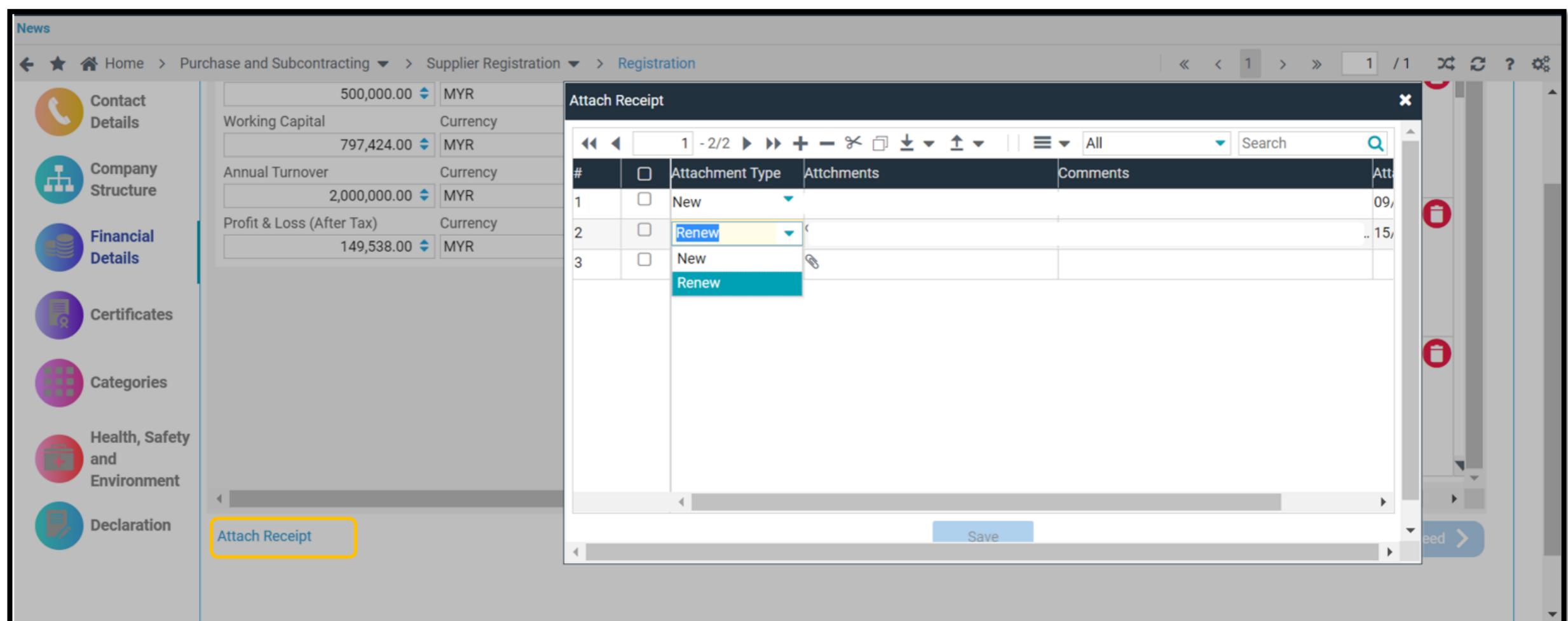
2. After login, click “revise” button at Company Information section to enable amendment.



The screenshot shows the 'Registration' page of the PTP Supplier Registration system. On the left, a sidebar lists various sections: Company Structure, Financial Details, Certificates, Categories, Health, Safety and Environment, and Declaration. The main form area contains fields for Date of Registration/Incorporation (08/09/2014), Company Status (BUMIPUTRA), Reference Number, and Supplier Code. Below these is an 'Attachments' section containing a grid of 6 documents. The grid columns are: #, Attachment Type, Document No., Issued By, Issued Date, and Address. The documents listed are: 1. SSM Business Info (N/A), 2. Company Profiles (N/A), 3. Return Of Allotment (N/A), 4. Non-Disclosure A (N/A), 5. Certificate of Inc (N/A), and 6. Memorandum & A (N/A). At the bottom are three buttons: 'Revise' (highlighted with a yellow box), 'Save', and 'Save & Proceed'.

#	Attachment Type	Document No.	Issued By	Issued Date	Address
1	SSM Business Info	N/A	SSM	20/11/2019	No. 9
2	Company Profiles	N/A		01/07/2019	No. 9
3	Return Of Allotment	N/A	-	01/10/2019	No. 9
4	Non-Disclosure A	N/A		09/11/2020	No. 9
5	Certificate of Inc	N/A	SSM	08/09/2014	No. 9
6	Memorandum & A	N/A	SSM	19/06/2014	No. 9

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.



HELPDESK – VENDOR MANAGEMENT

Email	<u>scdvendordatamgt@ptp.com.my</u>
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Thank You
Terima Kasih