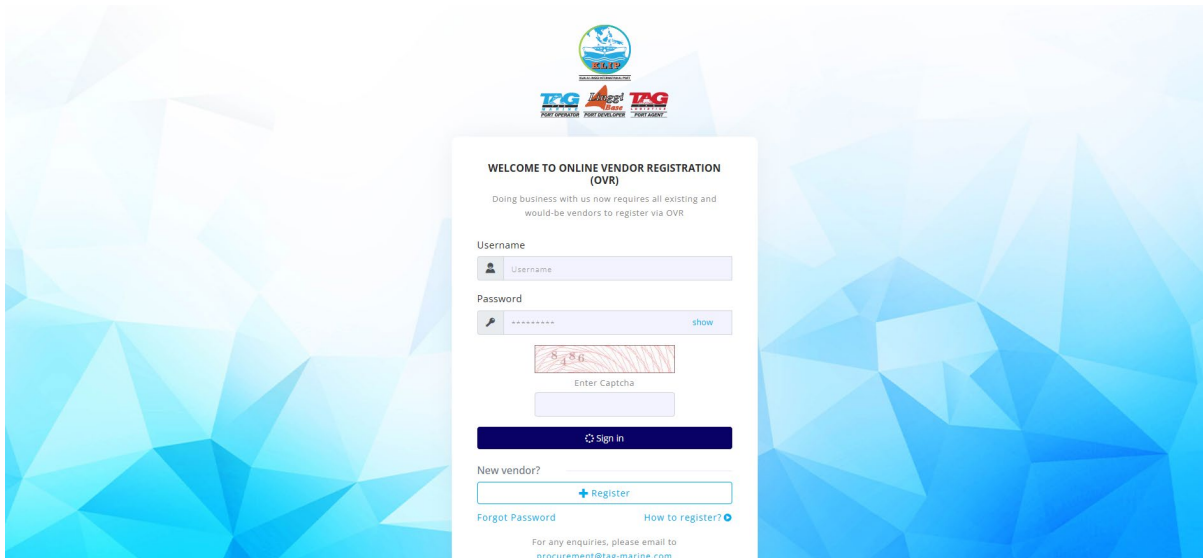




USER GUIDE FOR VENDOR MANAGEMENT SYSTEM

Revision: 9 December 2024

1. Login



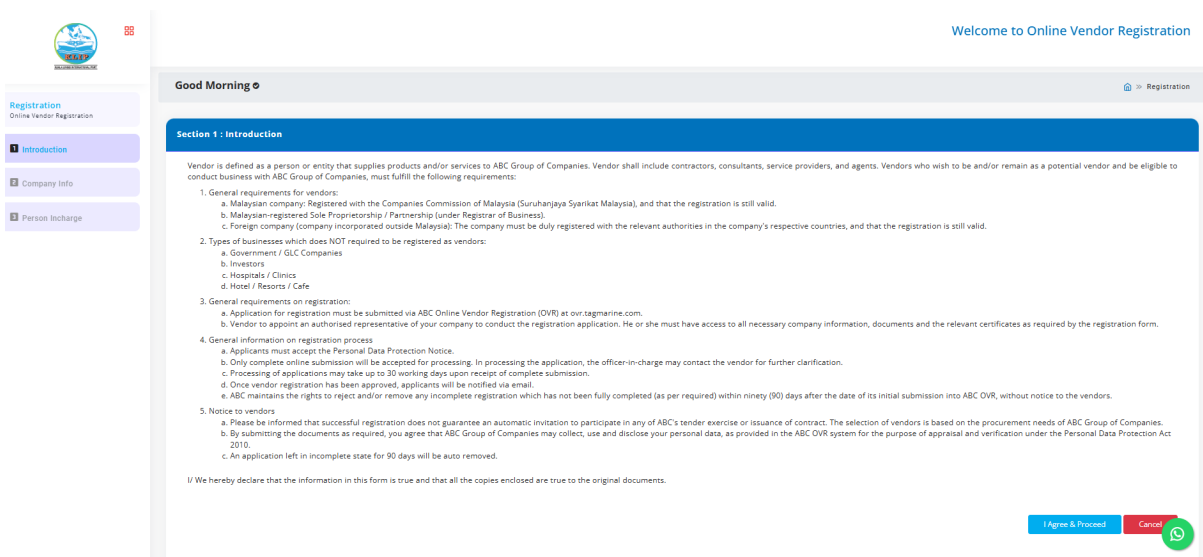
Existing Vendor Login:

- Open the OVR portal in your web browser.
- Enter your Username and Password in the respective fields.
- Complete the CAPTCHA verification.
- Click “Sign in” button to access your account.

New Vendor Registration:

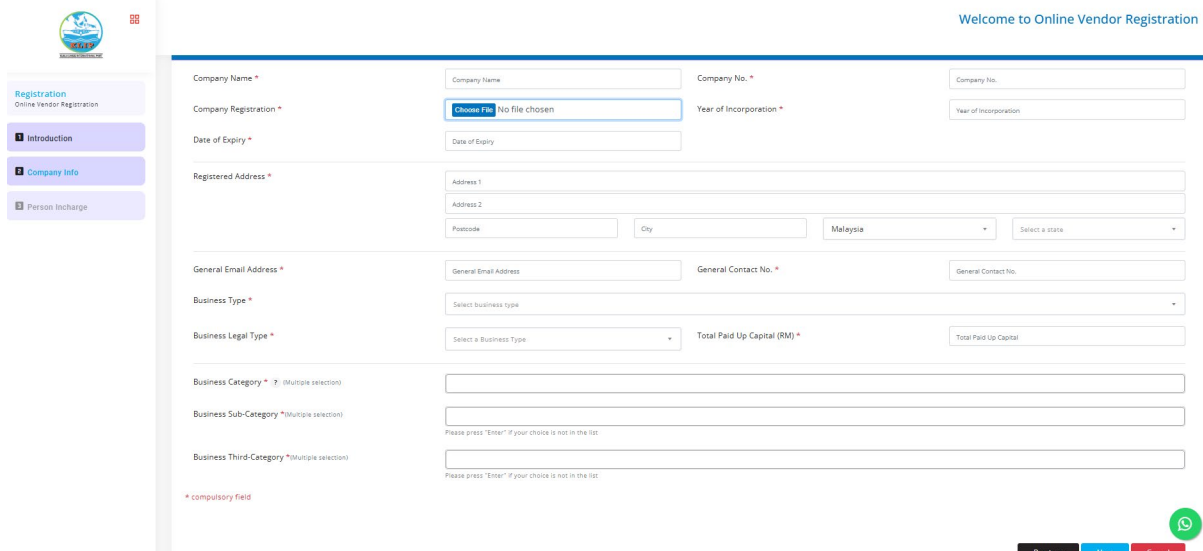
- Click the “Register” button below the login form to register new account.

2. Registration – Section 1: Introduction



- After clicking “Register” button on the login page, you’ll be taken to the registration page.
- Read the General Requirements and ensure your business meets the criteria to register.
- Click “I Agree & Proceed” button to continue with the registration process.

3. Registration – Section 2: Company Info



i) Fill in Company Info field to add:

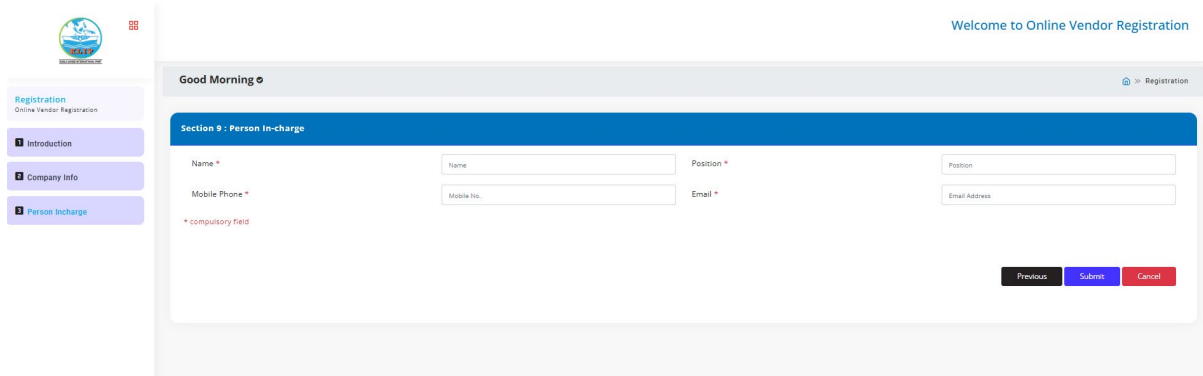
- a. Company Name: Enter company name.
- b. Company Registration: Upload the company registration file (e.g., registration certificate).
- c. Company No: Enter company number.
- d. Year of Incorporation: Enter year of incorporation's company.
- e. Date of Expiry: Provide the expiration date of your company's registration.
- f. Registered Address: Fill in your company's address 1 and address 2 (postcode, city, state, and country).
- g. General Email Address: Enter a business email address.
- h. General Contact No: Enter contact number.
- i. Business Type: Enter the business type by select from dropdown list.
- j. Business Legal Type: Enter the business legal type by select from dropdown list.
- k. Total Paid Up Capital (RM): Enter the total paid-up capital (in RM).
- l. Business Category: Enter the main category by select from dropdown list.
- m. Business Sub-Category: Enter business sub category by select from dropdown list
- n. Business Third-Category: Enter business third category by select from dropdown list

ii) Fields marked with an asterisk (*) are required to fill in.

iii) Click on "Next" button to proceed.

iv) Click on "Previous" button to go back page before.

4. Registration – Section 3: Person In Charge



Welcome to Online Vendor Registration

Good Morning ☺

Registration

1 Introduction

2 Company Info

3 Person In-charge

Section 9 : Person In-charge

Name * Position *

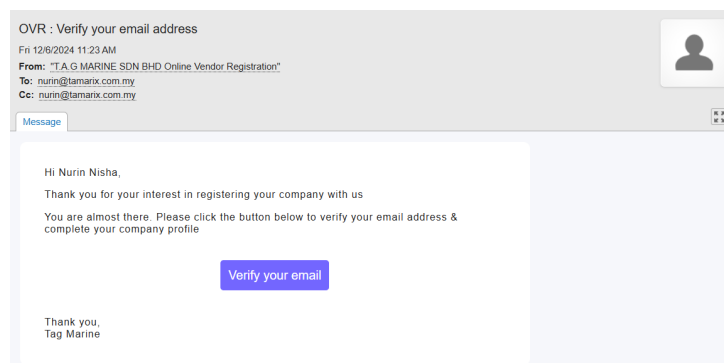
Mobile Phone * Email *

* compulsory field

Previous Submit Cancel

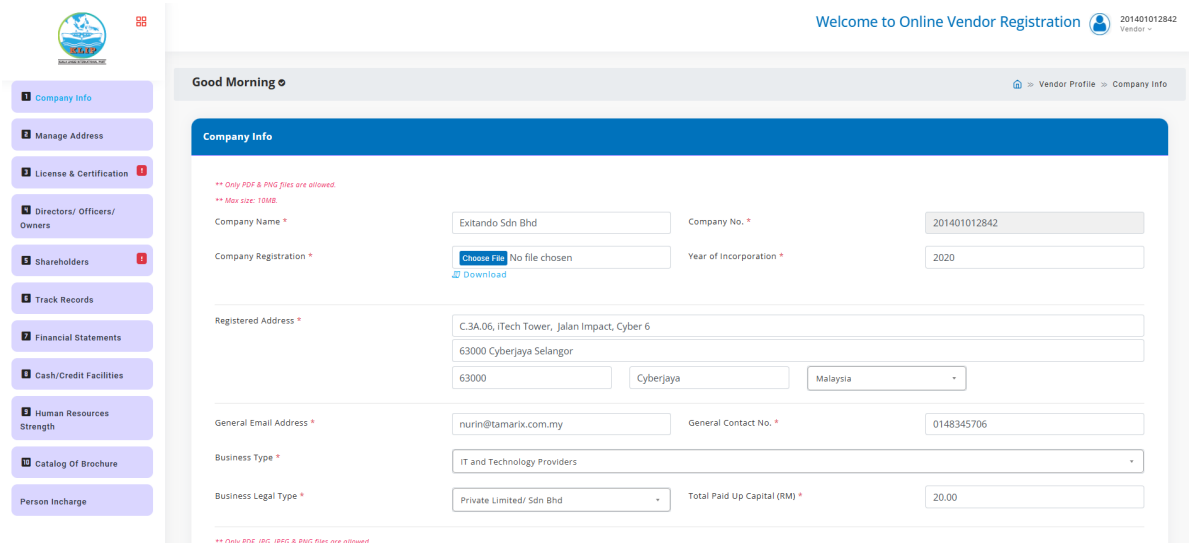
- i) Fill in Person In-Charge field to add:
 - a. Name: Enter name.
 - b. Position: Enter position.
 - c. Mobile Phone: Enter Mobile Phone.
 - d. Email: Enter email address.
- ii) Fields marked with an asterisk (*) are required to fill in.
- iii) Click on “Submit” button to save the added information.
- iv) Click on “Previous” button to go back page before.

5. Registration – Set up Password




- i) The vendor will receive an email containing a link to verify their email address and set up a new password.
- ii) Click on “Verify your email” and it will be redirected to a page where you can create a new password for your account.
- iii) Once you have successfully set up your password, go to the login page and enter the username and password to sign to your account.

6. Manage Company Info



Good Morning ☺

Welcome to Online Vendor Registration  201401012842 Vendor

Vendor Profile > Company Info

Company Info

** Only PDF & PNG files are allowed.
** Max size: 10MB.

Company Name * Company No. *

Company Registration * No file chosen Year of Incorporation *

Registered Address *

General Email Address * General Contact No. *

Business Type *

Business Legal Type * Total Paid Up Capital (RM) *

** Only PDF, JPG, JPEG & PNG files are allowed.

i) Fill in Company Info field to add:

- Company Name: Enter company name.
- Company Registration: Upload the company registration file (e.g., registration certificate).
- Company No: Enter company number.
- Year of Incorporation: Enter year of incorporation's company.
- Date of Expiry: Provide the expiration date of your company's registration.
- Registered Address: Fill in your company's address 1 and address 2 (postcode, city, state, and country).
- General Email Address: Enter a business email address.
- General Contact No: Enter contact number.
- Business Type: Enter the business type by select from dropdown list.
- Business Legal Type: Enter the business legal type by select from dropdown list.
- Total Paid Up Capital (RM): Enter the total paid-up capital (in RM).

ii) Fill in document type to add:

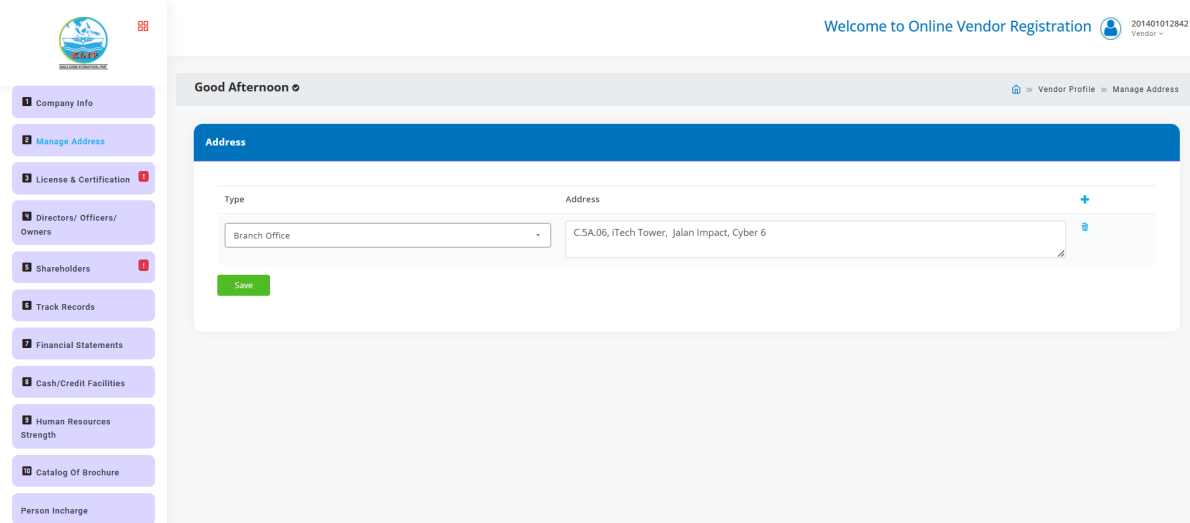
- Certificate of Incorporation (Form 9 / S17): Choose a file to upload
- Particular of Directors/Officers (Form 49 / S14): Choose a file to upload
- Particulars of Shareholders (Form 24 / S14): Choose a file to upload
- Particulars of Registered Address (Form 44 / S14): Choose a file to upload
- Corporate Information / Company Profile (SSM): Choose a file to upload

iii) Fill in Business Specialization field to add:

- Business Category: Enter the main category by select from dropdown list.
- Business Sub-Category: Enter business sub category by select from dropdown list
- Business Third-Category: Enter business third category by select from dropdown list

iv) Click on "Save" button to save the added information.

7. Manage Address



Good Afternoon ☺

Welcome to Online Vendor Registration 201401012842 Vendor

Vendor Profile > Manage Address

Address

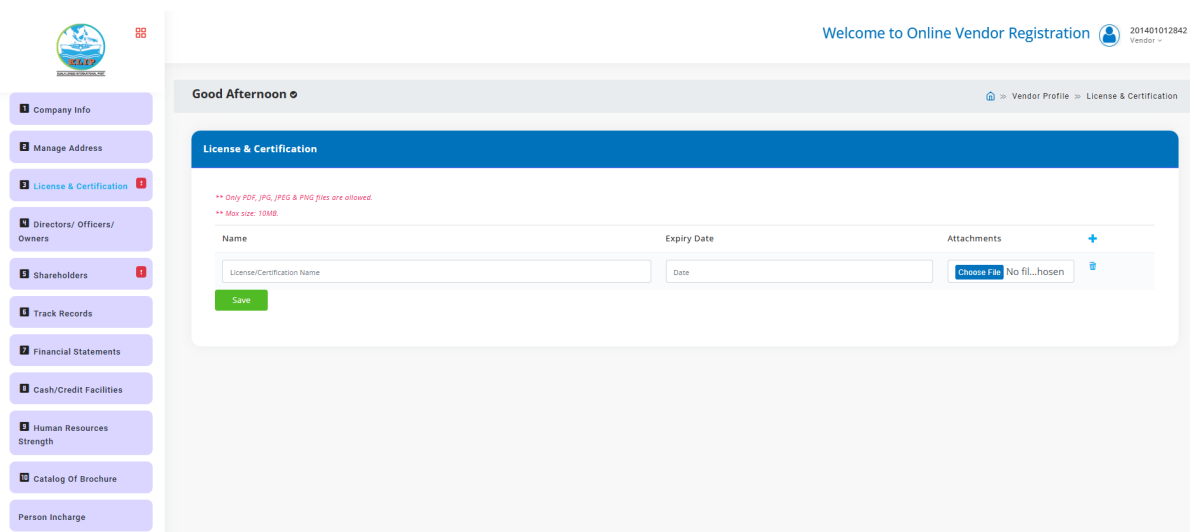
Type Address

Branch Office C.SA.06, iTech Tower, Jalan Impact, Cyber 6

Save

- i) Fill in Address field to add:
 - a. Type: Enter type by select from dropdown list.
 - b. Address: Enter the address.
- ii) Click on “Save” button to save the added information.

8. Manage Licenses & Certification



Good Afternoon ☺

Welcome to Online Vendor Registration 201401012842 Vendor

Vendor Profile > License & Certification

License & Certification

** Only PDF, JPG, JPEG & PNG files are allowed.
** Max size: 10MB

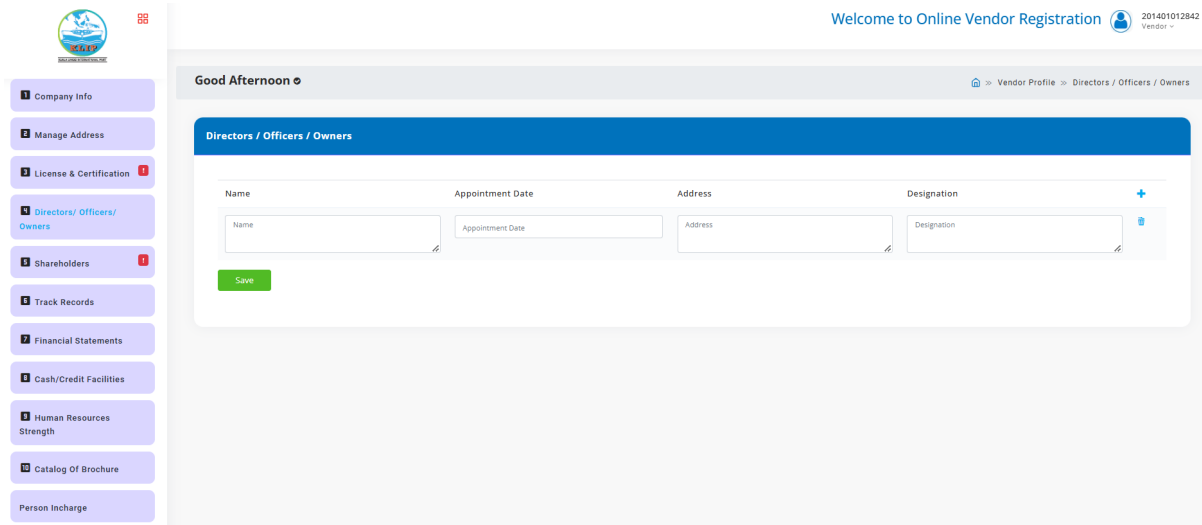
Name Expiry Date Attachments

License/Certification Name Date Choose File No file chosen

Save

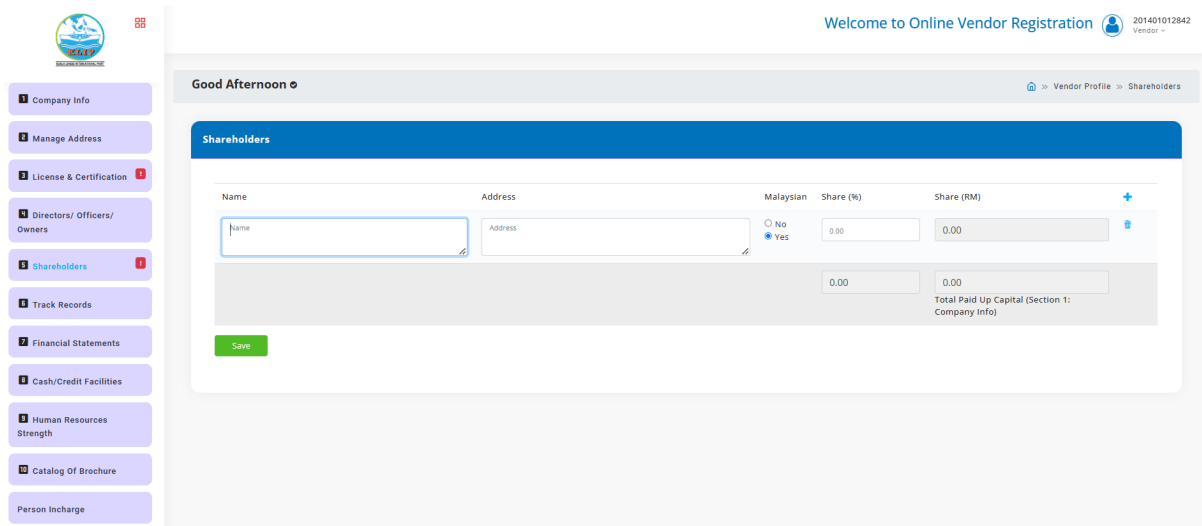
- i) Fill in Licenses & Certification field to add:
 - a. Name: Enter license name.
 - b. Expiry Date: Select expiry date via calendar.
 - c. Attachments: Upload file PDF, JPG or PNG only are allowed.
- ii) Click on “Save” button to save the added information.

9. Manage Directors/Officers/Owners



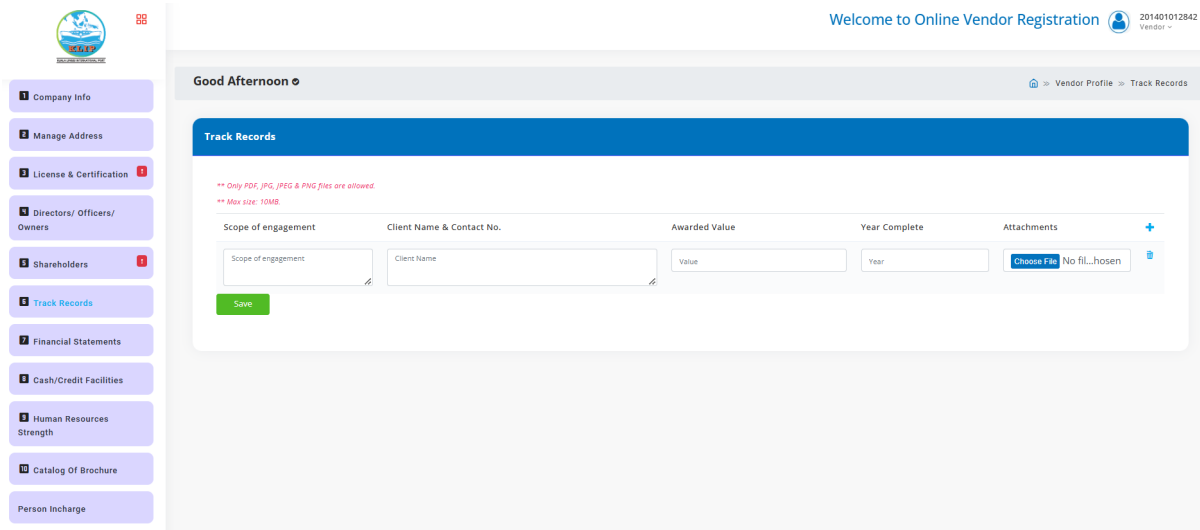
- i) Fill in Directors / Officers/ Owners field to add:
 - a. Name: Enter name.
 - b. Appointment Date: Select appointment date via calendar.
 - c. Address: Enter address.
 - d. Designation: Enter designation whether directors/officers/owners.
- ii) Click on “Save” button to save the added information.

10. Manage Shareholders



- i) Fill in Shareholders field to add:
 - a. Name: Enter name.
 - b. Address: Enter address.
 - c. Malaysian: Select yes or no.
 - d. Share (%): Enter share %.
- ii) Click on “Save” button to save the added information.

11. Manage Track Records



Good Afternoon

Vendor Profile > Track Records

Track Records

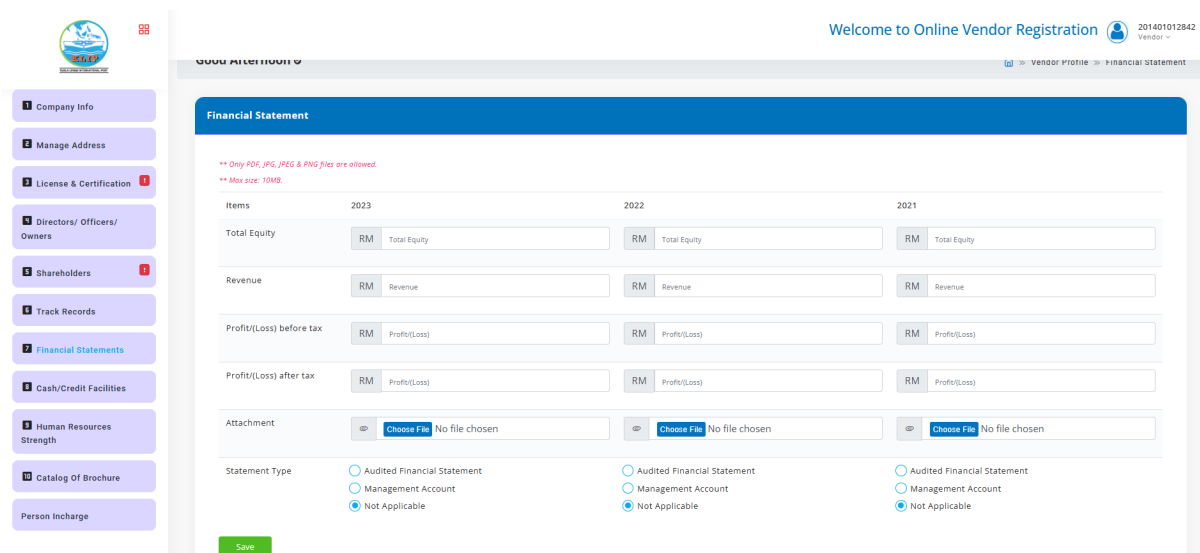
** Only PDF, JPG, JPEG & PNG files are allowed.
** Max size: 10MB.

| Scope of engagement | Client Name & Contact No. | Awarded Value | Year Complete | Attachments |
|----------------------|---------------------------|---------------|---------------|----------------------------|
| Scope of engagement: | Client Name | Value | Year | Choose File No file chosen |

Save

- i) Fill in Track Records field to add:
 - a. Scope of engagement: Enter name.
 - b. Address: Enter address.
 - c. Malaysian: Select yes or no.
 - d. Share (%): Enter share %.
- ii) Click on “Save” button to save the added information.

12. Manage Financial Statements



Good Afternoon

Vendor Profile > Financial Statement

Financial Statement

** Only PDF, JPG, JPEG & PNG files are allowed.
** Max size: 10MB.

| Items | 2023 | 2022 | 2021 |
|--------------------------|----------------------------|----------------------------|----------------------------|
| Total Equity | RM Total Equity | RM Total Equity | RM Total Equity |
| Revenue | RM Revenue | RM Revenue | RM Revenue |
| Profit/(Loss) before tax | RM Profit/(Loss) | RM Profit/(Loss) | RM Profit/(Loss) |
| Profit/(Loss) after tax | RM Profit/(Loss) | RM Profit/(Loss) | RM Profit/(Loss) |
| Attachment | Choose File No file chosen | Choose File No file chosen | Choose File No file chosen |

Statement Type

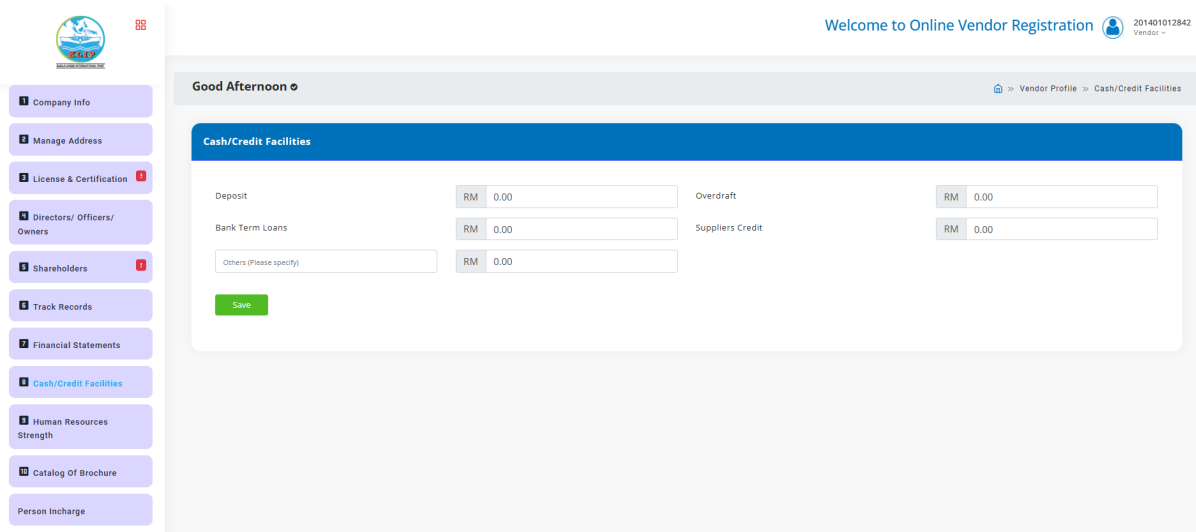
☐ Audited Financial Statement
☐ Management Account
☒ Not Applicable

Save

- i) Fill in Financial Statement field to add:
 - a. Total Equity: Enter total equity (in RM).
 - b. Revenue: Enter revenue (in RM).
 - c. Profit/(Loss) before tax: Enter Profit/(Loss) before tax (in RM).
 - d. Profit/(Loss) after tax: Enter Profit/(Loss) after tax (in RM).

- e. Attachment: Upload file PDF, JPG or PNG only are allowed.
 - f. Statement Type: Select statement type via radio button.
- ii) Click on “Save” button to save the added information.

13. Manage Cash/Credit Facilities



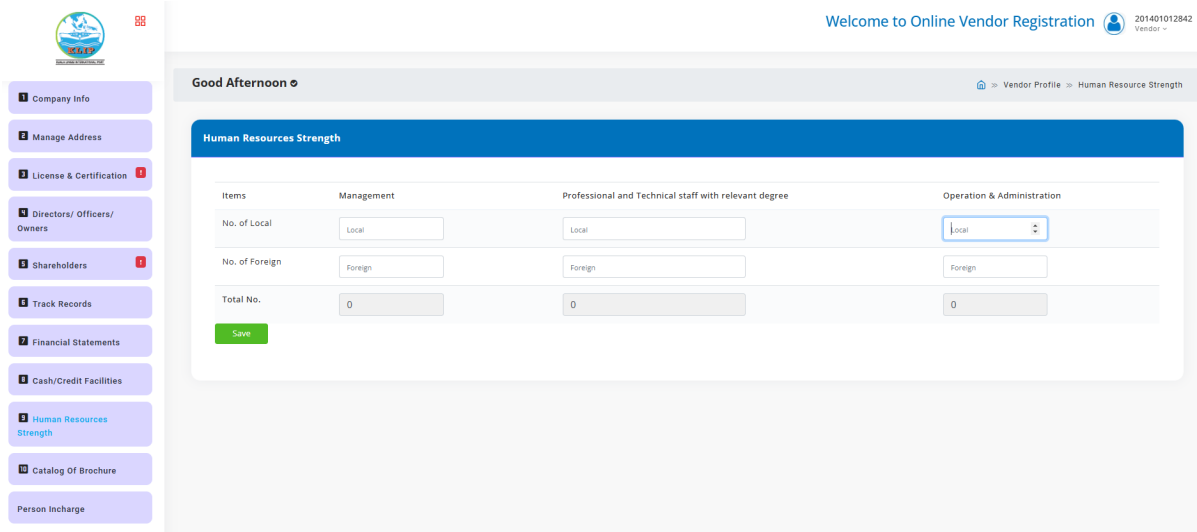
The screenshot displays the 'Manage Cash/Credit Facilities' page in the Vendor Management System. The page has a sidebar on the left with various navigation options. The main content area is titled 'Cash/Credit Facilities' and contains a form with the following fields:

- Deposit:** RM 0.00
- Bank Term Loans:** RM 0.00
- Overdraft:** RM 0.00
- Suppliers Credit:** RM 0.00
- Others (Please specify):** RM 0.00

A green 'Save' button is located at the bottom of the form.

- i) Fill in Cash/Credit Facilities field to add:
- a. Deposit: Enter Deposit (in RM).
 - b. Bank Term Loans: Enter bank term loans (in RM).
 - c. Overdraft: Enter overdraft (in RM).
 - d. Suppliers Credit: Enter suppliers' credit (in RM).
 - e. Attachment: Upload file PDF, JPG or PNG only are allowed.
 - f. Others (Please Specify): Enter others and specify it.
 - g. Others: Enter other (in RM).
- ii) Click on “Save” button to save the added information.

14. Manage Human Resources Strength



Good Afternoon ☺

Welcome to Online Vendor Registration 201401012842 Vendor

Vendor Profile > Human Resource Strength

Human Resources Strength

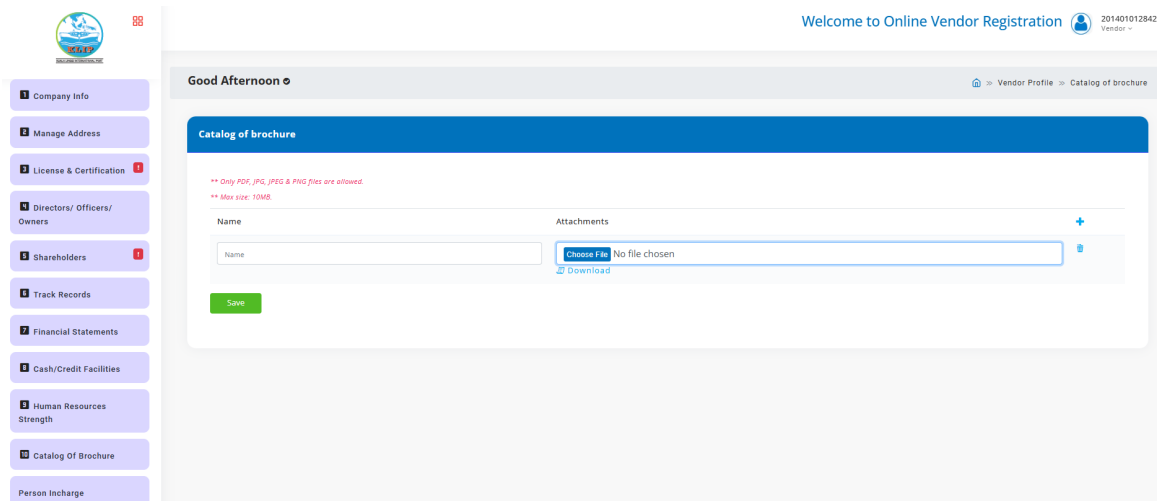
| Items | Management | Professional and Technical staff with relevant degree | Operation & Administration |
|----------------|--------------------------------------|---|--------------------------------------|
| No. of Local | <input type="text" value="Local"/> | <input type="text" value="Local"/> | <input type="text" value="Local"/> |
| No. of Foreign | <input type="text" value="Foreign"/> | <input type="text" value="Foreign"/> | <input type="text" value="Foreign"/> |
| Total No. | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

i) Fill in Human Resources Strength field to add:

- No. of Local (Management): Enter no of local.
- No of Foreign (Management): Enter no of foreign.
- No of Local (Professional and Technical staff with relevant degree): Enter no of local.
- No of Foreign (Professional and Technical staff with relevant degree): Enter no of foreign.
- No of Local (Operation & Administration): Enter no of local.
- No of Foreign (Operation & Administration): Enter no of foreign.

ii) Click on “Save” button to save the added information.

15. Manage Catalog of Brochure



Good Afternoon ☺

Welcome to Online Vendor Registration 201401012842 Vendor

Vendor Profile > Catalog of brochure

Catalog of brochure

** Only PDF, JPG, JPEG & PNG files are allowed.
** Max size: 10MB

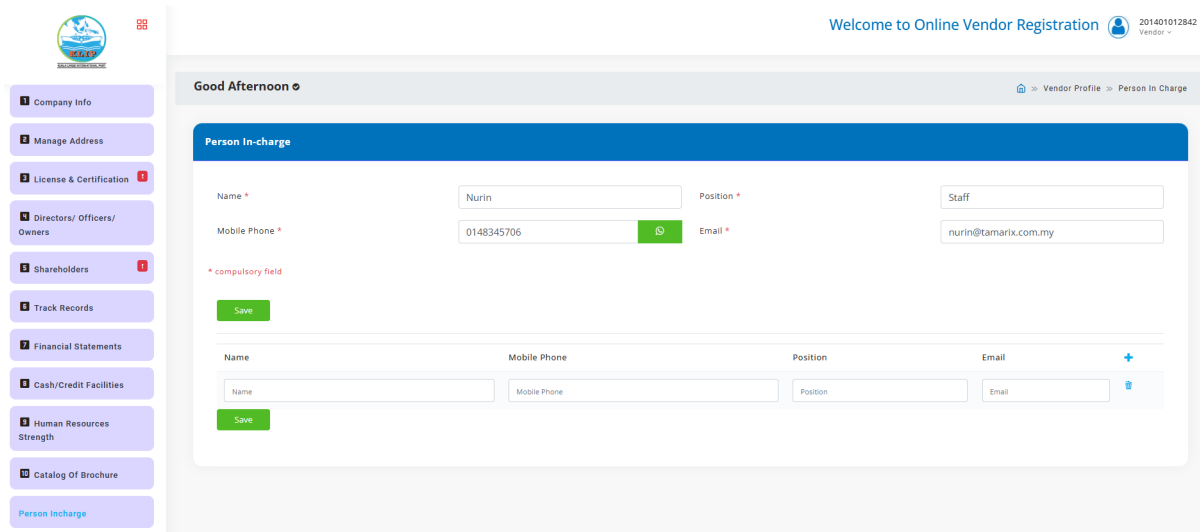
| Name | Attachments |
|-----------------------------------|--|
| <input type="text" value="Name"/> | <input type="button" value="Choose File"/> No file chosen <input type="button" value="Download"/> |

i) Fill in Catalog of Brochure field to add:

- Name: Enter Name.
- Attachment: Upload file PDF, JPG or PNG only are allowed.

ii) Click on “Save” button to save the added information.

16. Manage Person In-Charge



The screenshot displays the 'Person In-Charge' management interface. On the left is a sidebar with navigation links: Company Info, Manage Address, License & Certification, Directors/ Officers/ Owners, Shareholders, Track Records, Financial Statements, Cash/Credit Facilities, Human Resources Strength, Catalog Of Brochure, and Person In-Charge (highlighted). The main content area shows a 'Good Afternoon' greeting and a breadcrumb trail: Vendor Profile > Person In Charge. The 'Person In-charge' form includes fields for Name (*), Mobile Phone (*), Position (*), and Email (*). The example data shows Name: Nurin, Mobile Phone: 0148345706, Position: Staff, and Email: nurin@tamarix.com.my. A red asterisk indicates that fields marked with an asterisk are compulsory. A green 'Save' button is located below the form. Below the main form is a table with columns for Name, Mobile Phone, Position, and Email, and a '+' icon to add new entries.

- i) Fill in Person In-Charge field to add:
 - a. Name: Enter Name.
 - b. Mobile Phone: Enter mobile phone number.
 - c. Position: Enter position.
 - d. Email: Enter email address.
- ii) Fields marked with an asterisk (*) are required to fill in.
- iii) Click on “Save” button to save the added information.