USER GUIDE
FOR
VENDOR MANAGEMENT SYSTEM

Revision: 9 December 2024

1. Login

Existing Vendor Login:

i) Open the OVR portal in your web browser.

ii) Enter your Username and Password in the respective fields.

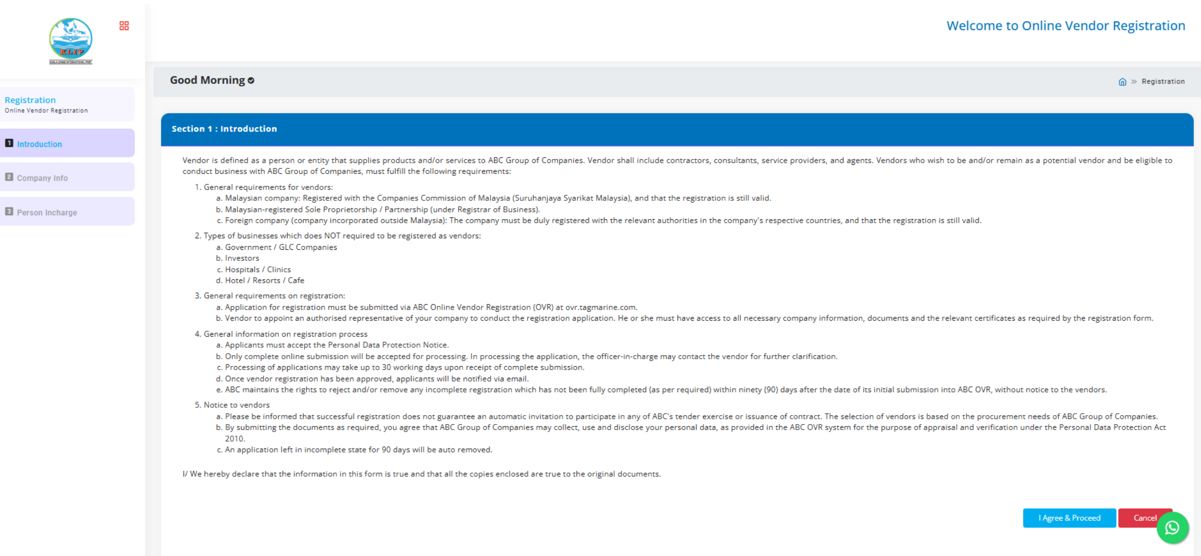
iii) Complete the CAPTCHA verification.

iv) Click “Sign in” button to access your account.

New Vendor Registration:

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

2. Registration – Section 1: Introduction

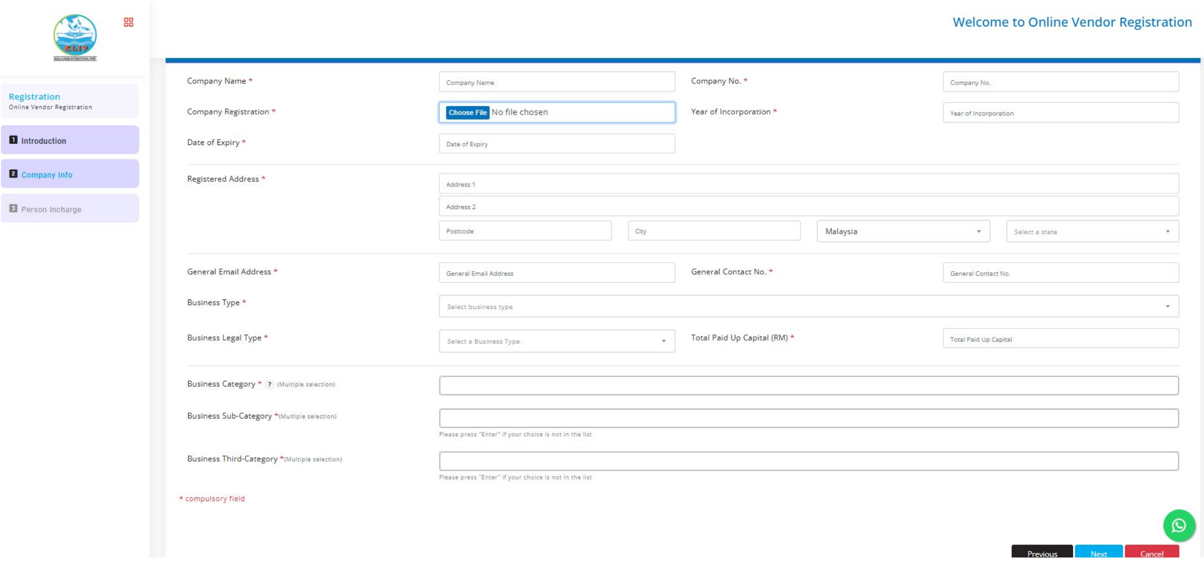


i) After clicking “Register” button on the login page, you’ll be taken to the registration page.

ii) Read the General Requirements and ensure your business meets the criteria to register.

iii) 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:

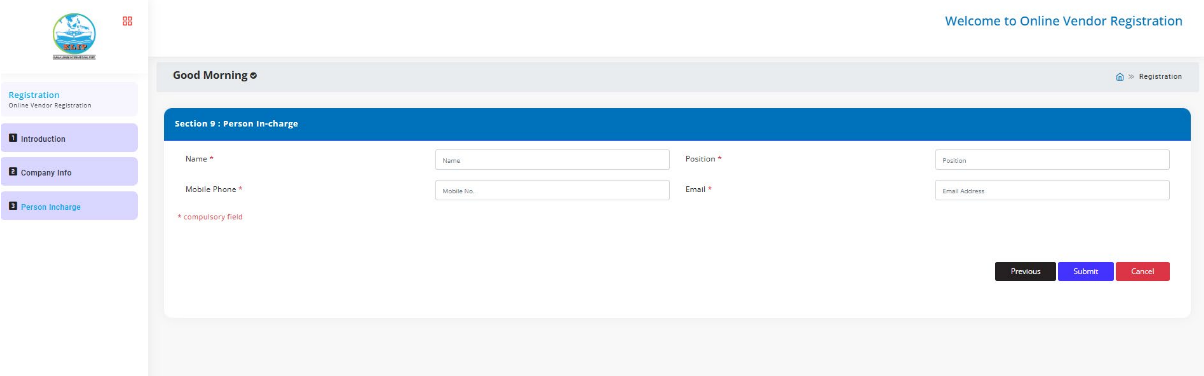
a. Company Name: Enter company name.
b. Company Registration: Upload the company registration file (e.g., registration certificate).
c. Company No: Enter company number.
d. Year of Incorporation: Enter year of incorporation's company.
e. Date of Expiry: Provide the expiration date of your company's registration.
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



i) Fill in Person In-Charge field to add:

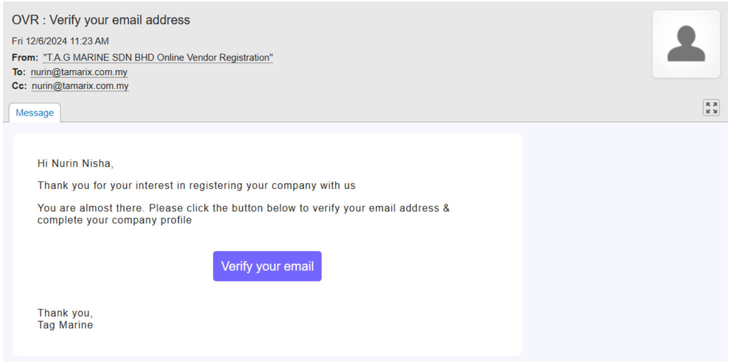
a. Name: Enter name.
b. Position: Enter position.
c. Mobile Phone: Enter Mobile Phone.
d. Email: Enter email address.

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

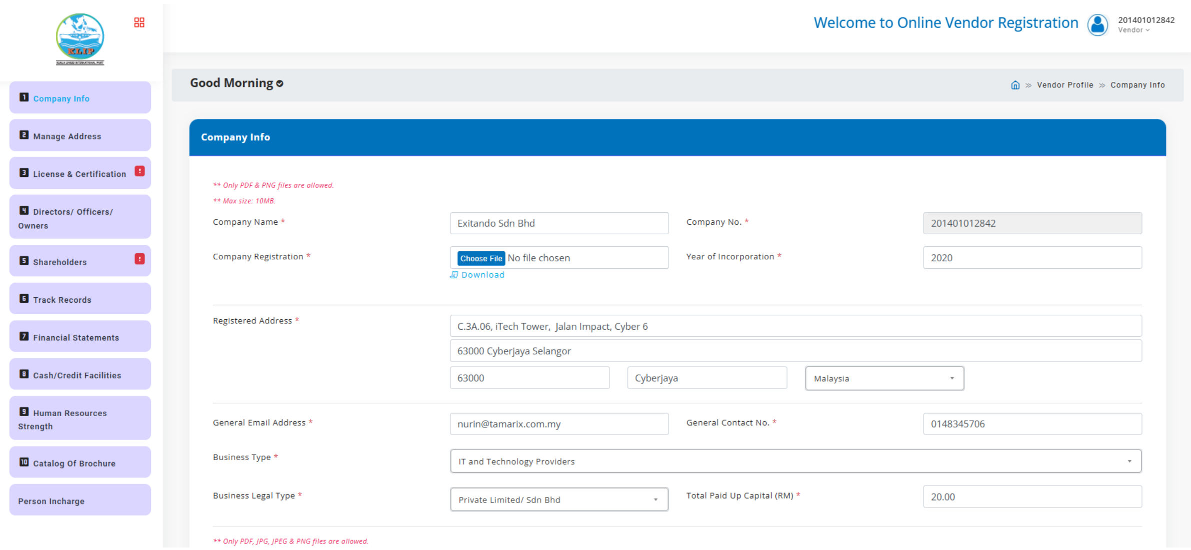


i) The vendor will receive an email containing a link to verify their email address and set up a new password.

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



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).

ii) Fill in document type to add:

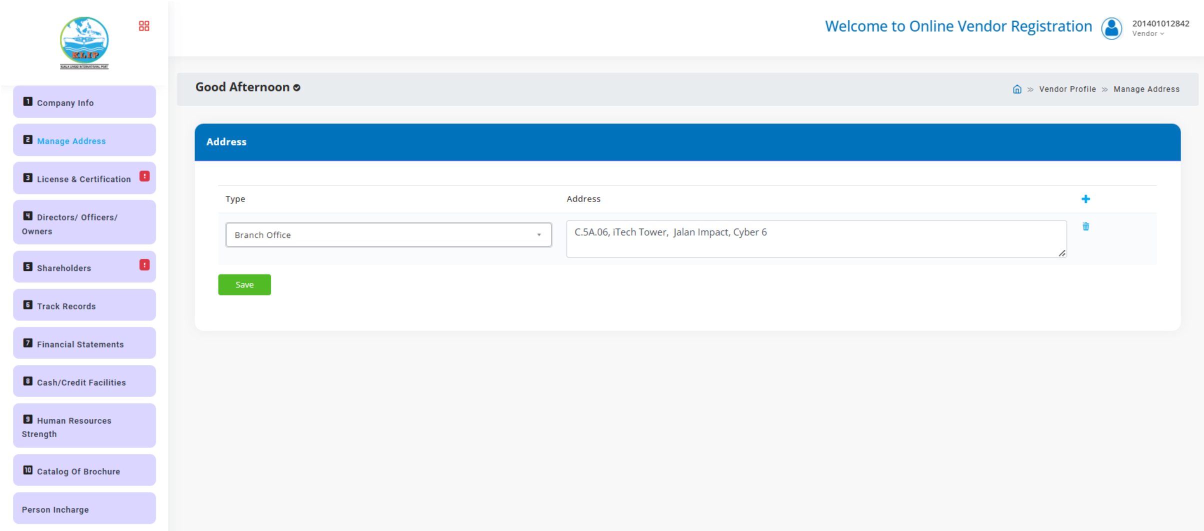
a. Certificate of Incorporation (Form 9 / S17)]: Choose a file to upload
b. Particular of Directors/Officers (Form 49 / S14): Choose a file to upload
c. Particulars of Shareholders (Form 24 / S14): Choose a file to upload
d. Particulars of Registered Address (Form 44 / S14): Choose a file to upload
e.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

iii) Fill in Business Specialization field to add:

a. Business Category: Enter the main category by select from dropdown list.
b. Business Sub-Category: Enter business sub category by select from dropdown list
c. 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



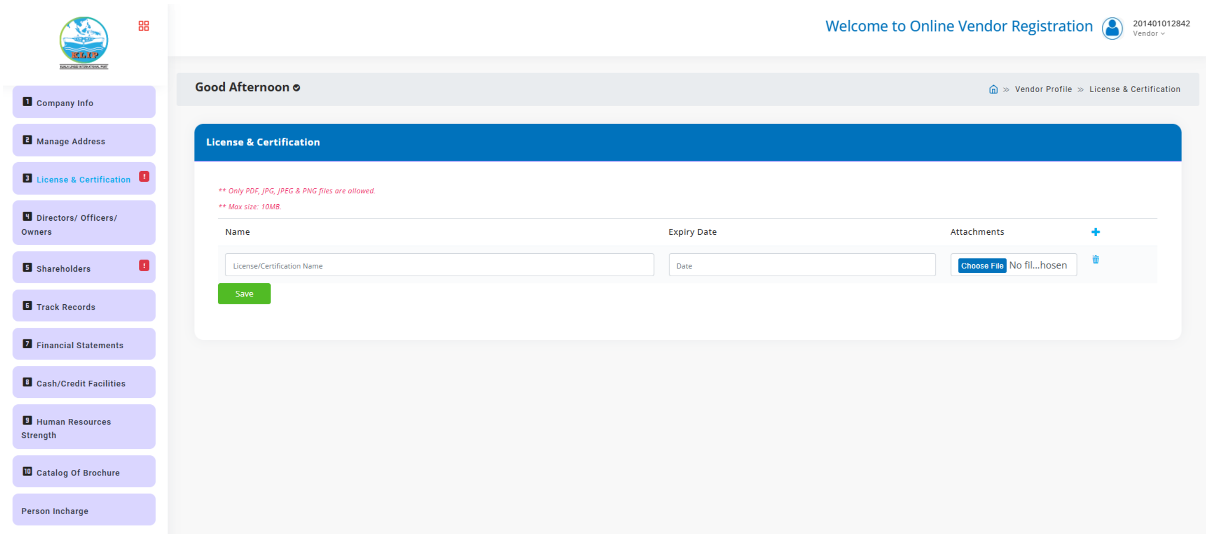
i) Fill in Address field to add:

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



i) Fill in Licenses & Certification field to add:

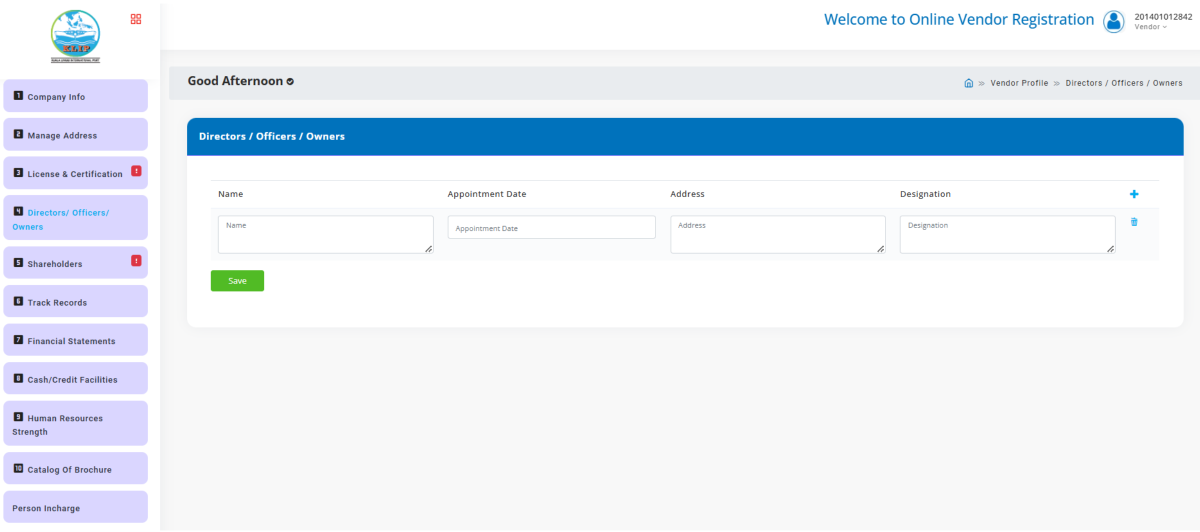
a. Name: Enter license name.

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

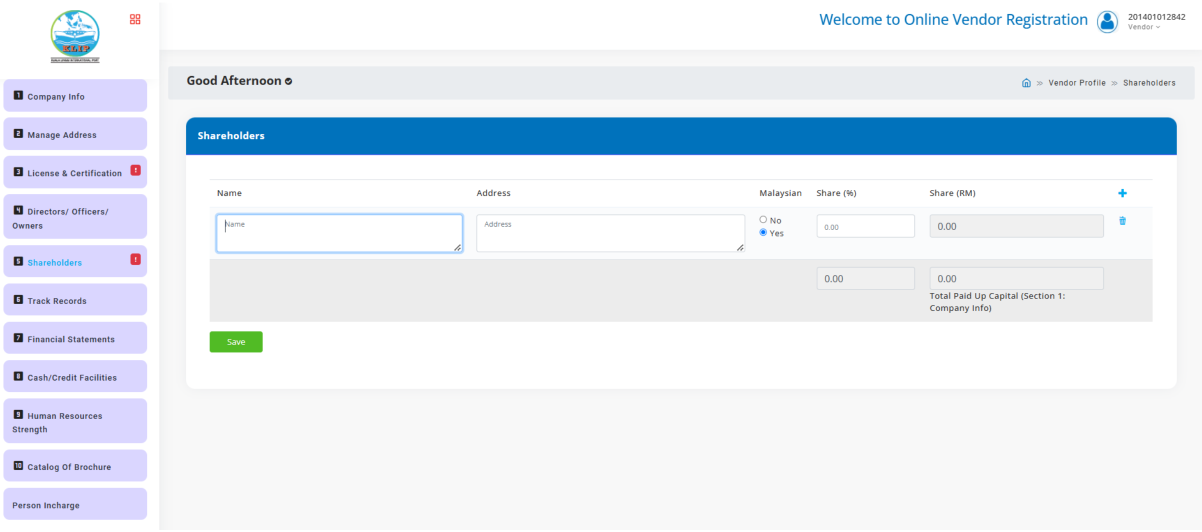


i) Fill in Directors / Officers/ Owners field to add:

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

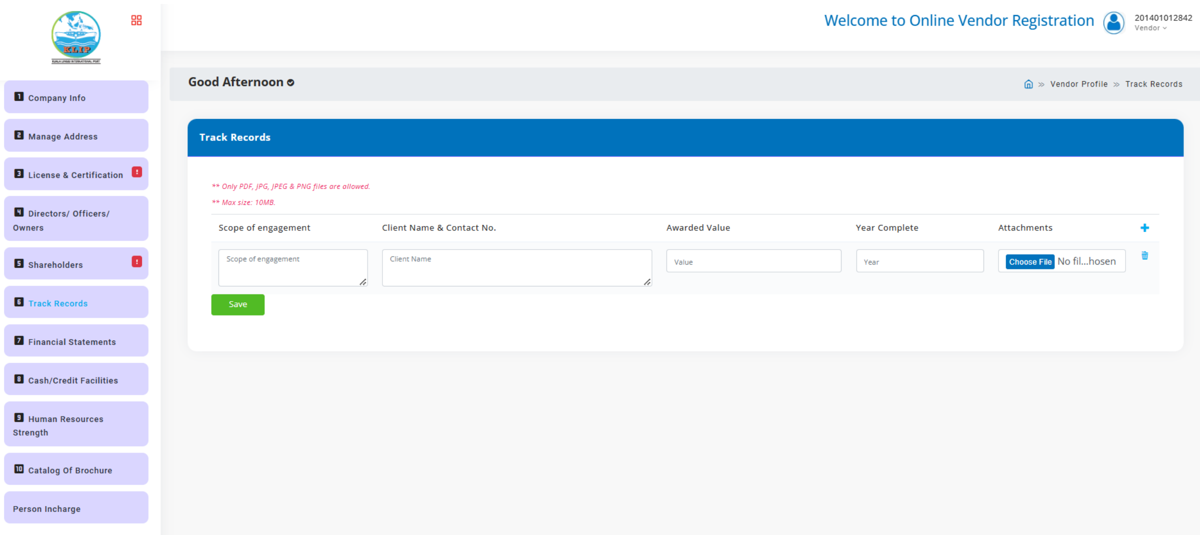


i) Fill in Shareholders field to add:

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



i) Fill in Track Records field to add:

a. Scope of engagement: Enter name.

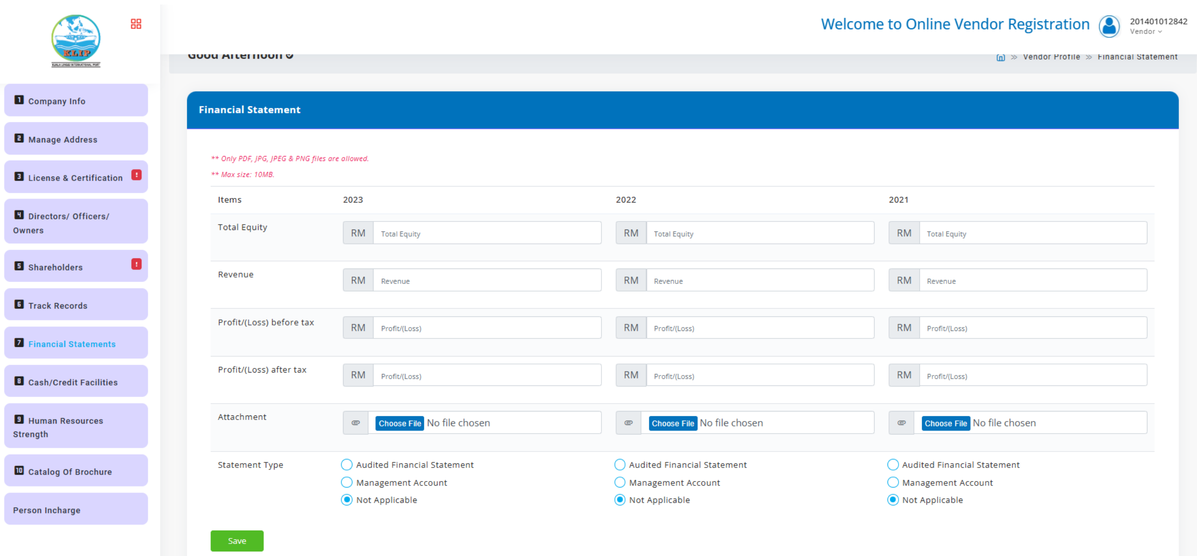
b. Address: Enter address.

c. Malaysian: Select yes or no.

d. Share (%): Enter share %.

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

12. Manage Financial Statements



i) Fill in Financial Statement field to add:

a. Total Equity: Enter total equity (in RM).

b. Revenue: Enter revenue (in RM).

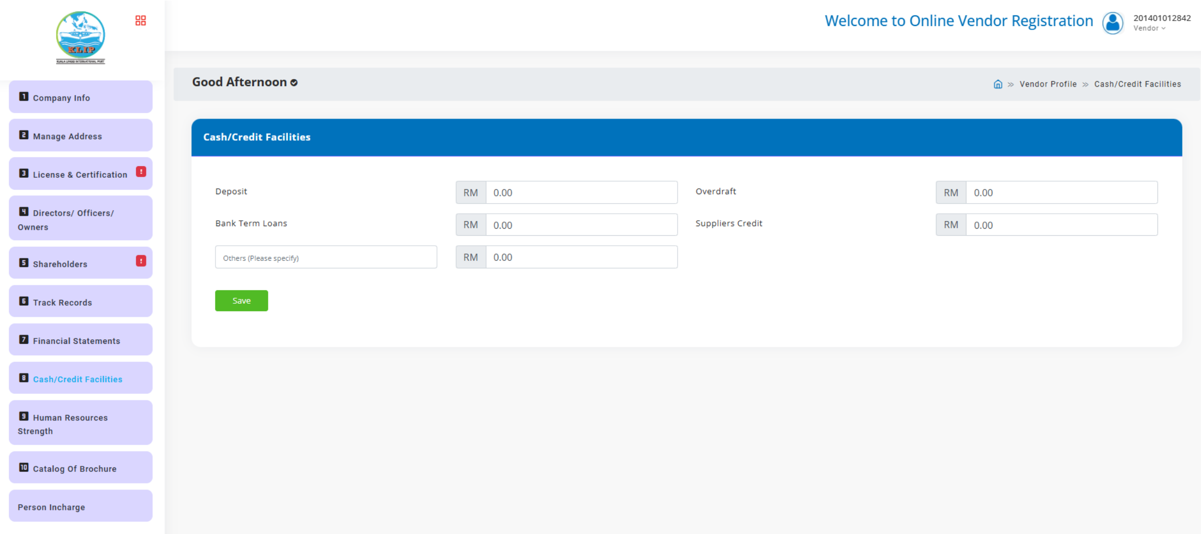
c. Profit/(Loss) before tax: Enter Profit/(Loss) before tax (in RM).

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

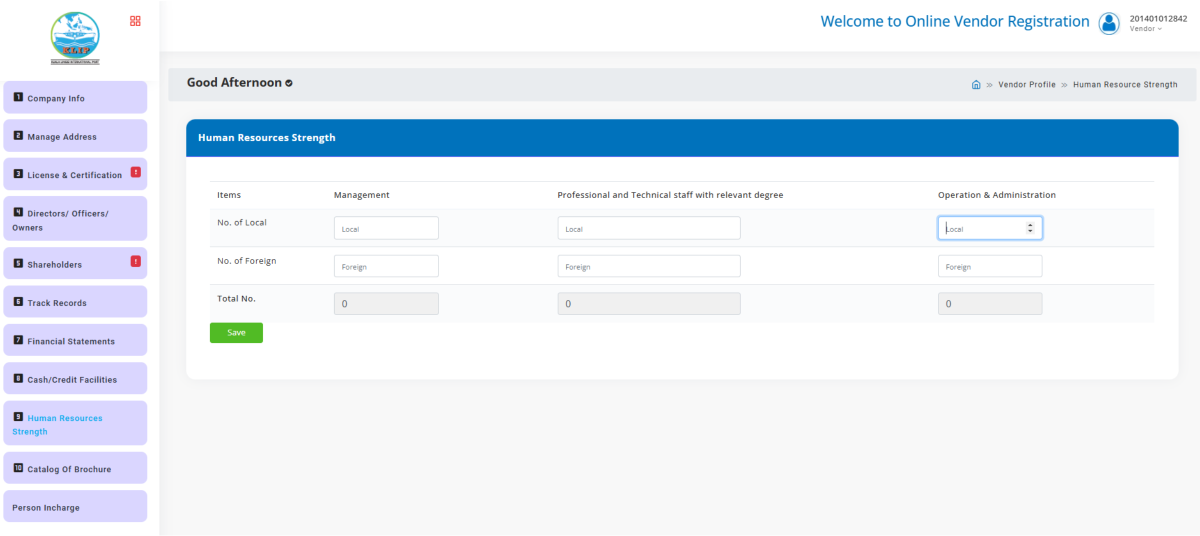


i) Fill in Cash/Credit Facilities field to add:

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

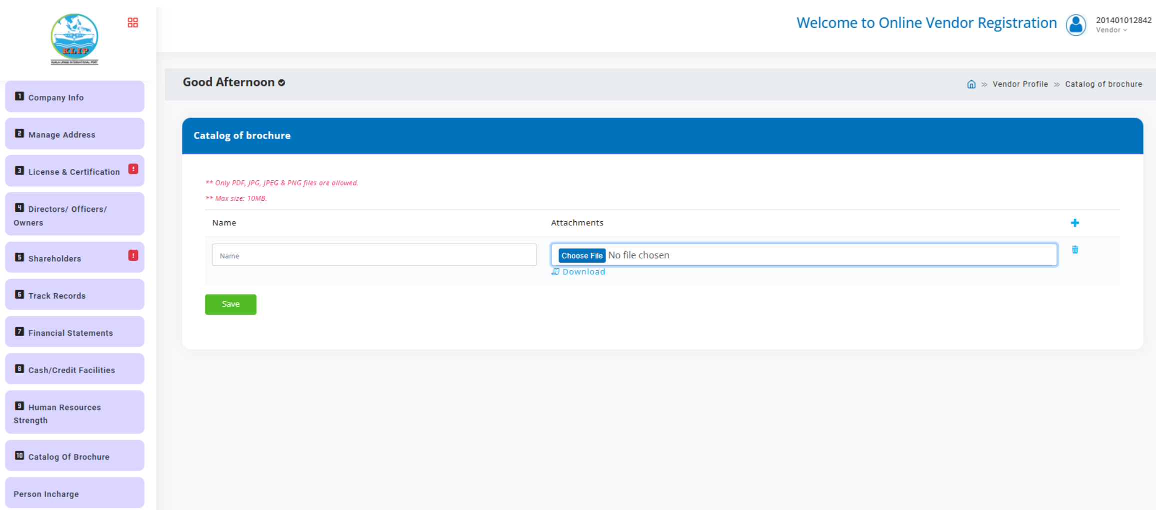


i) Fill in Human Resources Strength field to add:

a. No. of Local (Management): Enter no of local.
b. No of Foreign (Management): Enter no of foreign.
c. No of Local (Professional and Technical staff with relevant degree): Enter no of local.
d. No of Foreign (Professional and Technical staff with relevant degree): Enter no of foreign.
e. No of Local (Operation & Administration): Enter no of local.
f. No of Foreign (Operation & Administration): Enter no of foreign.

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

15. Manage Catalog of Brochure

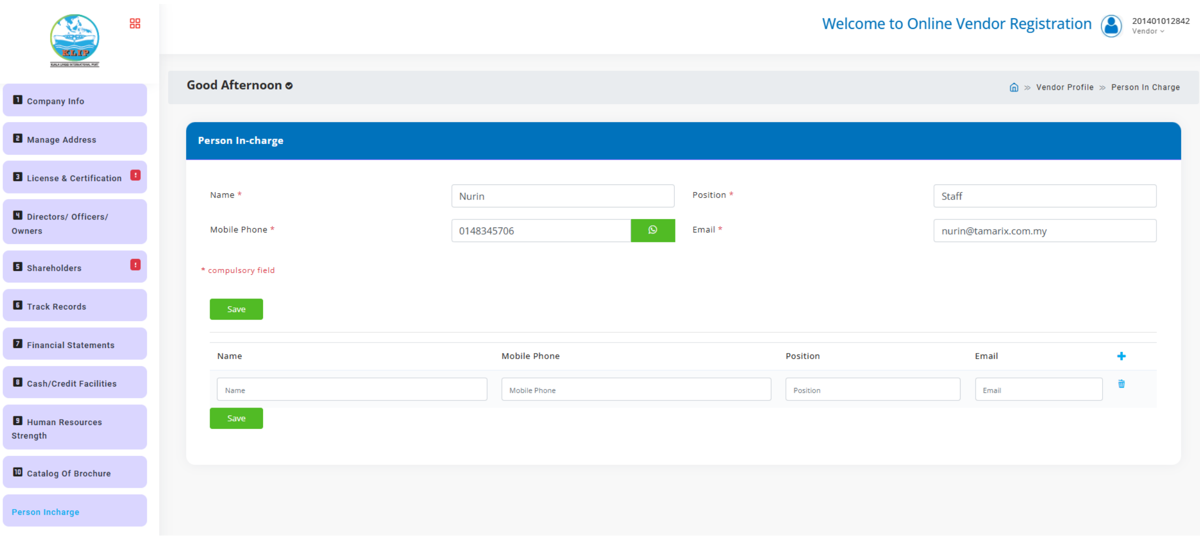


i) Fill in Catalog of Brochure field to add:

a. Name: Enter Name.
b. 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



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.