

# **PR1MA VENDOR REGISTRATION**

**USER MANUAL REV.1.0**

## Registration Overview

### What

Use this procedure to create new user ID, Input Vendor Details, Input Vendor Classification & Certificate, Vendor Bank Account and Track Records, Select Vendor Product & Services and Display Review.  
Use this procedure for vendor to answer Questionnaire.

### When

Perform this procedure when to create new user ID, Input Vendor Details, Input Vendor Classification & Certificate, Vendor Bank Account and Track Records, Select Vendor Product & Services and Display Review.

### Menu Path

To login to VRM Portal, go to <http://www.pr1ma.my/vms>

### Roles

- Vendor

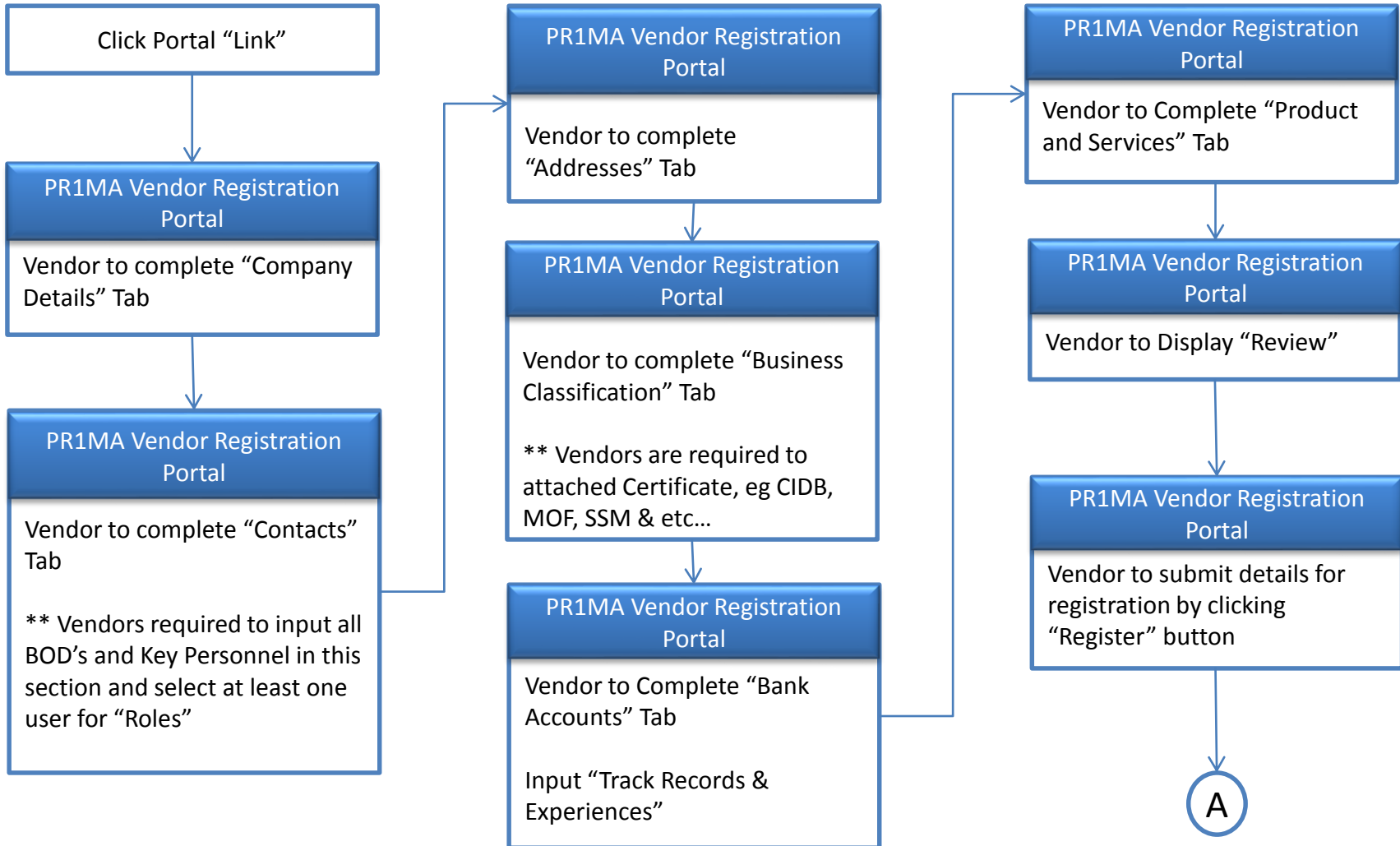
## Helpful Hints

M	Mandatory Field entry. Vendor are compulsory to enter or select a value in order to proceed with the next step of registration.
O	Optional field entry. Vendor has an option to enter a value into the field.

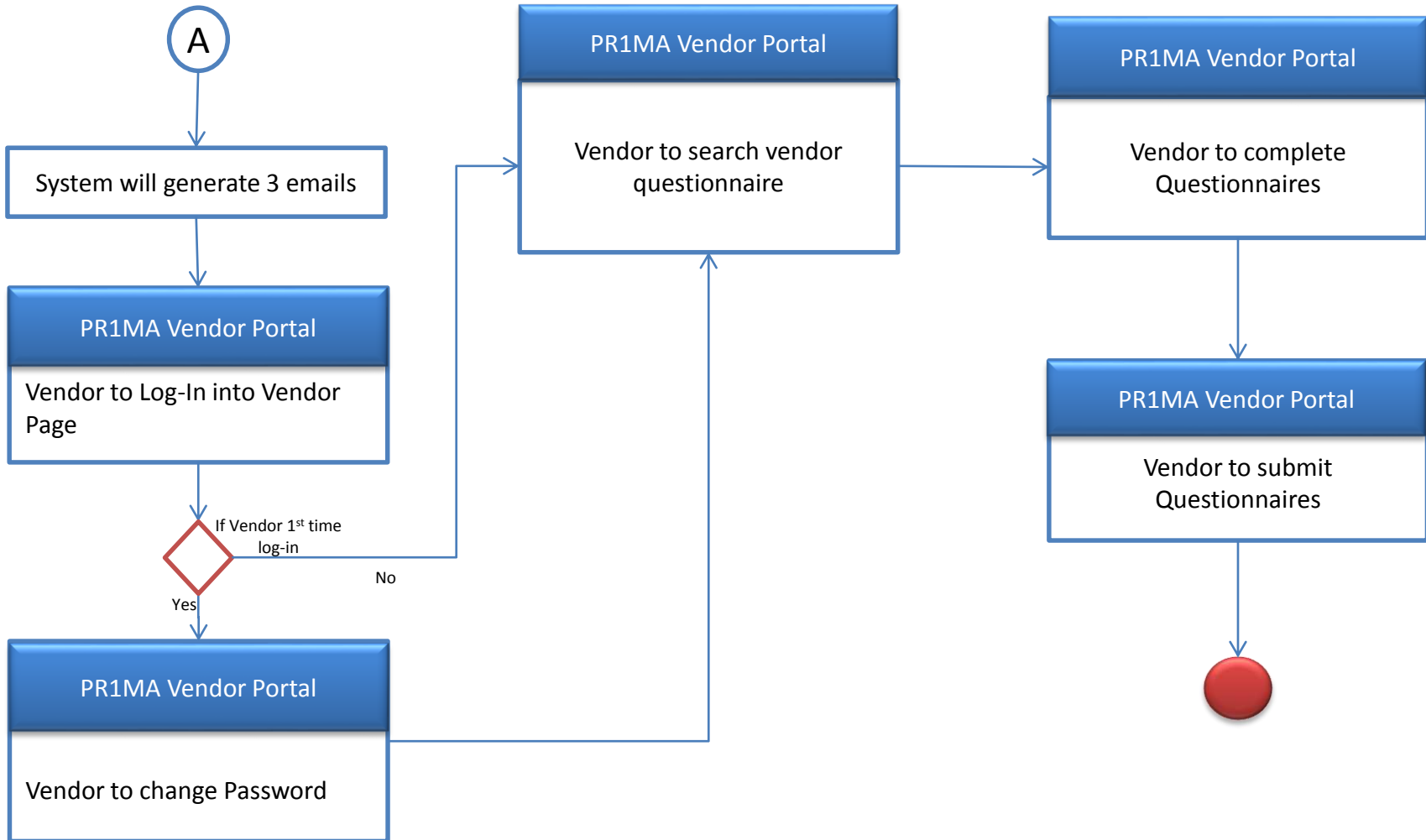
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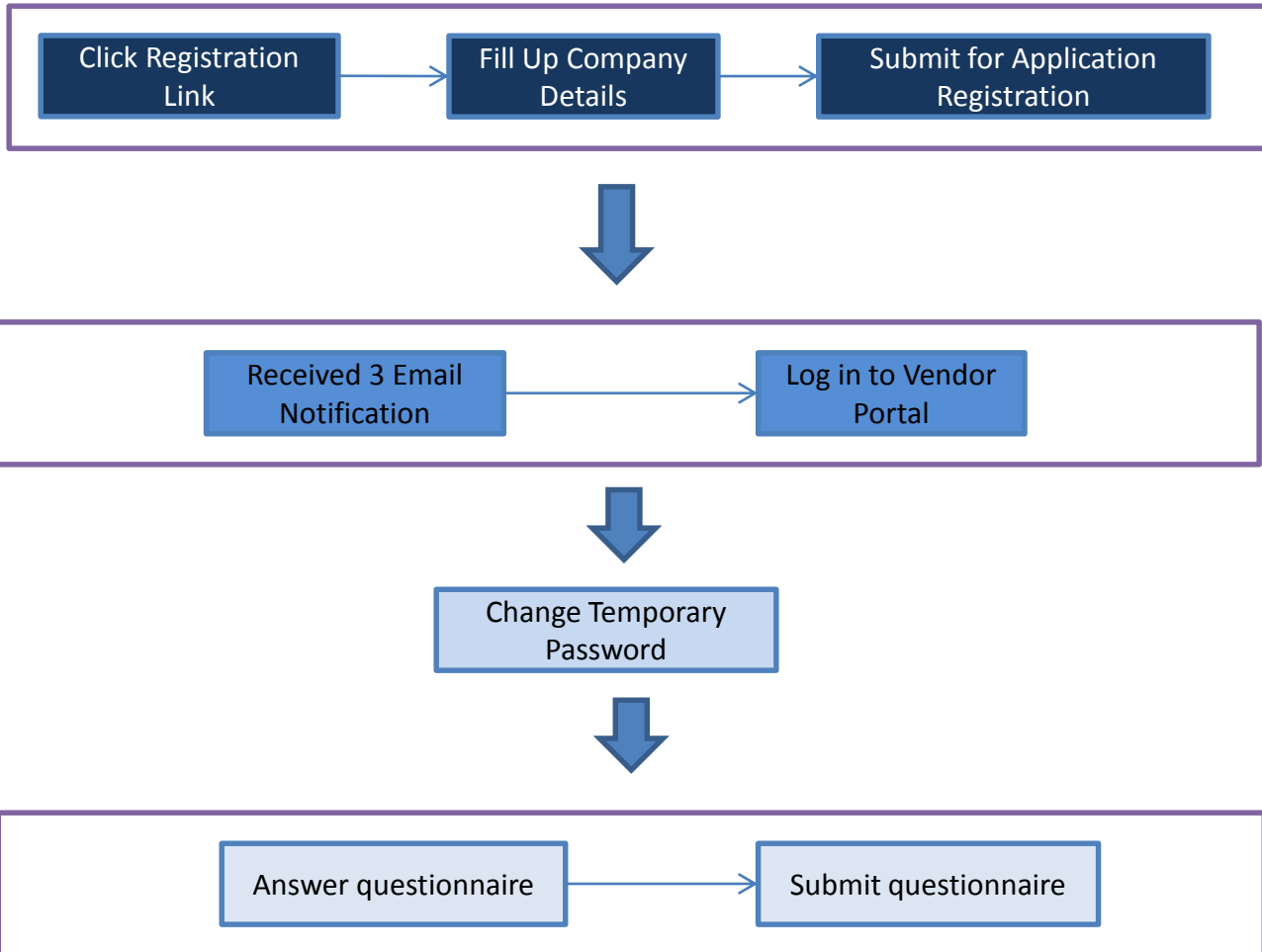
## Screen Flow



## Screen Flow



## How to Register



## Click Portal Link to Register

1. Start the Vendor Registration by going to <http://www.pr1ma.my/>
2. Click **Vendor Information**
3. Click **Vendor Registration**
4. Click portal link : <http://www.pr1ma.my/vms>

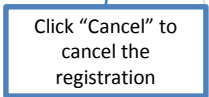
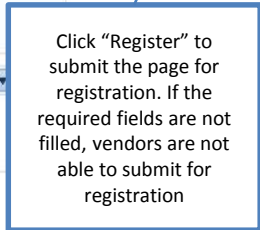
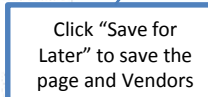
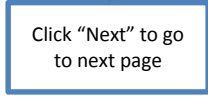
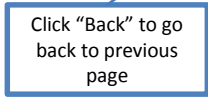
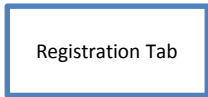
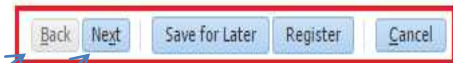


Vendor  
registration  
Portal Link

# Portal Navigation Page Explanation

## Vendor Registration

### Vendor Registration



### Register Vendor: Company Details

Enter a value for at least one of these fields : D-U-N-S Number, Business Registration Number or GST Number. Any local company registered with Royal Malaysian Customs Department (RMCD) must enter their GST number.

\* Company   
\* Business Type   
Corporate Web Site   
Attachments None

D-U-N-S Number   
\* Tax Country   
Business Registration Number   
GST Number

### Additional Information

\* Bumiputera / Non-Bumiputera   
Bumi-Equity   
Authorized Capital   
Paid-Up Capital   
Bank Guarantee   
Overdraft

Letter Of Credit   
Other Type Of Facilities Details   
Date Of Company Incorporation   
Company Awards and Achievements

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name   
\* Last Name   
\* E-Mail   
\* Confirm E-Mail



# Vendor to complete Company Details Tab

1. The portal link will bring Vendor to the page below:

**Vendor Registration**

Vendor Registration

**Company Details** | Contacts | Addresses | Business Classifications | Bank Accounts | Products and Services | Review

**Register Vendor: Company Details** Back Next Save for Later Register Cancel

Enter a value for at least one of these fields : D-U-N-S Number, Business Registration Number or GST Number. Any local company registered with Royal Malaysian Customs Department (RMCD) must enter their GST number.

* Company <input type="text"/>	D-U-N-S Number <input type="text"/>
* Business Type <input type="text"/>	* Tax Country <input type="text"/>
Corporate Web Site <input type="text"/>	Business Registration Number <input type="text"/>
Attachments None	GST Number <input type="text"/>

**Additional Information**

* Bumiputera / Non-Bumiputera <input type="text"/>	Letter Of Credit <input type="text"/>
Bumi-Equity <input type="text"/>	Other Type Of Facilities Details <input type="text"/>
Authorized Capital <input type="text"/>	Date Of Company Incorporation <input type="text"/>
Paid-Up Capital <input type="text"/>	Company Awards and Achievements <input type="text"/>
Bank Guarantee <input type="text"/>	Tax Code <input type="text"/>
Overdraft <input type="text"/>	

**Your Contact Information**

Enter the contact information for communications regarding this registration.

* First Name <input type="text"/>
* Last Name <input type="text"/>
* E-Mail <input type="text"/>
* Confirm E-Mail <input type="text"/>

## Vendor to complete Company Details Tab

### Register Vendor: Company Details

Enter a value for at least one of these fields : D-U-N-S Number, Business Registration Number number.

\* Company

\* Business Type

Corporate Web Site

Attachments None

1. As required, complete/review the following fields:

Field	M/O	Description
*Company	M	Input company name Example: Vendor001 Sdn Bhd

2. Click and Select Business type

M/O = M

\* Business Type

- Berhad / Limited
- Sdn. Bhd./Private Limited
- Sole Proprietor
- Enterprise
- Corporation
- Foreign Corporation
- Foreign Government Agency
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual
- Partnership

3. As required, complete/review the following fields:

Field	M/O	Description
Corporate Web Site	M	Example: <a href="http://www.vendor001.com.my">http://www.vendor001.com.my</a>

4. Click and Select Bumiputera/ Non-Bumiputera

M/O = M

\* Bumiputera / Non-Bumiputera

- Bumiputera
- International
- Non-Bumiputera

### Additional Information

\* Bumiputera / Non-Bumiputera

Bumi-Equity

Authorized Capital

Paid-Up Capital

Bank Guarantee

Overdraft

5. As required, complete/review the following fields:

Field	M/O	Description
Bumi-Equity	M	Example: 51% or 0%
Authorized Capital	M	Example: RM 100,000.00

## Vendor to complete Company Details Tab (continue)

### Additional Information

\* Bumiputera / Non-Bumiputera

Bumi-Equity

Authorized Capital

Paid-Up Capital

Bank Guarantee

Overdraft

6. As required, complete/review the following fields:

Field	M/O	Description
Paid up capital	M	Example: 200,00.00

7. Click and Select Bank Guarantee  
M/O = O

Bank Guarantee

No

Yes

Search...

8. Click and Select Overdraft  
M/O = O

Overdraft

No

Yes

Search...

9. As required, complete/review the following fields:

Field	M/O	Description
*First Name	M	Example: Mohd
*Last Name	M	Example: Saiful
*E-Mail	M	Example: <a href="mailto:saiful@vendor001.com.my">saiful@vendor001.com.my</a>
*Confirm E-Mail	M	Example: <a href="mailto:saiful@vendor001.com.my">saiful@vendor001.com.my</a>

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* E-Mail

\* Confirm E-Mail

## Vendor to complete Company Details Tab (continue)

D-U-N-S Number

\* Tax Country **Malaysia**

\* Business Registration Number

GST Number

10. As required, complete/review the following fields:

Field	M/O	Description
D-U-N-S Number	O	Example: 123456789  (Data Universal Numbering System) is a proprietary system developed and regulated by Dun & Bradstreet (D&B)

11. Click and Select Tax Country

M/O = M

\* Tax Country

- Afghanistan AF
- Aland Islands AX
- Albania AL
- Algeria DZ
- American Samoa AS
- Andorra AD
- Angola AO
- Anguilla AI
- Antarctica AQ
- Antigua and Barbuda AG
- Search...

12. As required, complete/review the following fields:

Field	M/O	Description
*Business Registration Number	M	Example: 123456-x
GST Number	O	Example: 01234567890

## Vendor to complete Company Details Tab (continue)

Letter Of Credit

Other Type Of Facilities Details

Date Of Company Incorporation

Company Awards and Achievements

Tax Code

13. Click and Select Letter of Credit

Letter of Credit

No

Yes

Search...

M/O = O

14. As required, complete/review the following fields:

Field	M/O	Description
Other type of facilities details	O	Example: XYZ Standby Credit Facility

15. Click and Select Date Of Company Incorporation

Date Of Company Incorporation

September 2015

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

M/O = M

## Vendor to complete Company Details Tab (continue)

Letter Of Credit

Other Type Of Facilities Details

Date Of Company Incorporation

Company Awards and Achievements

Tax Code

16. As required, complete/review the following fields:

Field	M/O	Description
Company Awards or Achievements	O	Example: SME Award 100 Year 2015

17. Click and Select Tax Code

M/O = O

Tax Code

AJP	Adjustment Input Tax
BL	GST Not Claimable
EP	Exempt Purchase
GP	Disregard Purchase
IM	Import Goods
IMA	Importation - Asset
IS	Import under special scheme

If the Tax Code is not in the listing, Vendor can search for the Tax Code. Please refer to next page for searching criteria.

18. Once vendors complete the Company Details Tab, vendors can

**Next**

Click "Next" to go back to Contact page

Or

**Save for Later**

Click "Save for Later" if Vendor want to Save the registration and complete the registration later

Or

**Cancel**

Click "Cancel" to cancel the registration

## How to search for Item that is not listed in 1<sup>st</sup> Listing

### Search based on Tax Code

If Vendor Tax Code is "TX" = Standard Rated



Tax Code

AJP	Adjustment Input Tax
BL	GST Not Claimable
EP	Exempt Purchase
GP	Disregard Purchase
IM	Import Goods
<b>IMA</b>	<b>Importation - Asset</b>
IS	Import under special scheme
NR	Non Registered Supplier
NRA	Non GST supplier - Input Asset
OP	Out of Scope Purchase
Search...	

Tax Code "TX" is not listed in the First (1<sup>st</sup>) view. Vendor can search from the listing.



First (1<sup>st</sup>) Item Listing



## How to search for Item that is not listed in 1<sup>st</sup> Listing

Search and Select:Tax Code ×

**Search** Advanced

Match  All  Any

Value

Description

Search Reset

Value	Description
No rows to display	

OK Cancel

Vendor can search "TX".

Or

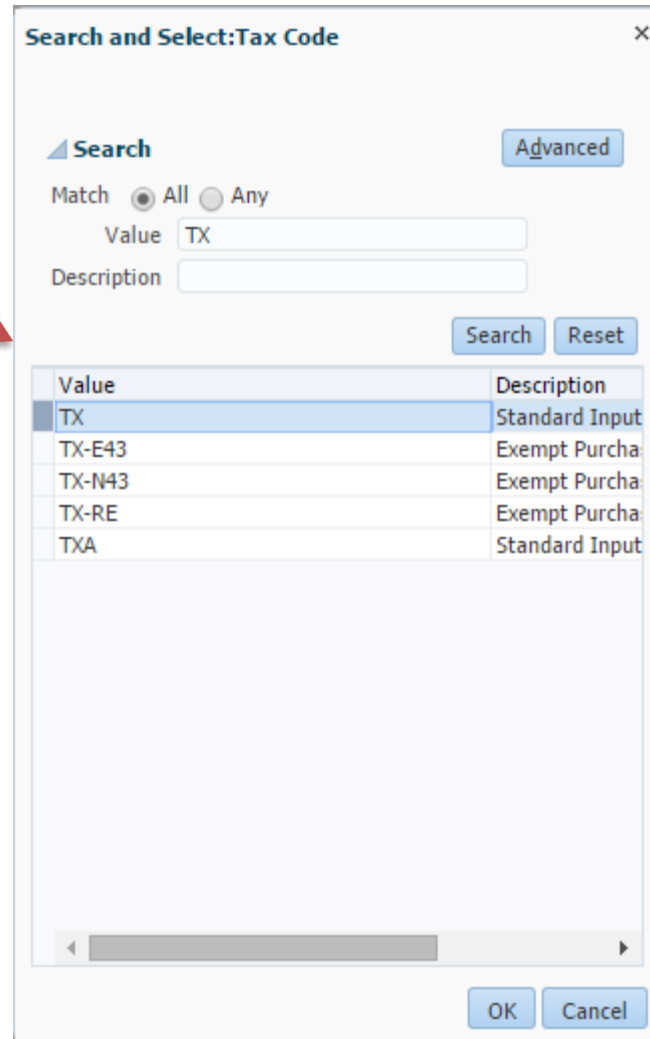
Search from Description

Click the "Search" Button



## How to search for Item that is not listed in 1<sup>st</sup> Listing

Search results for "TX"



**Search and Select:Tax Code** [X]

**Search** [Advanced]

Match  All  Any

Value

Description

[Search] [Reset]

Value	Description
TX	Standard Input
TX-E43	Exempt Purcha
TX-N43	Exempt Purcha
TX-RE	Exempt Purcha
TXA	Standard Input

[OK] [Cancel]

## How to search for Item that is not listed in 1<sup>st</sup> Listing

Select Tax Code = "TX"

Click "OK"

Search and Select:Tax Code

Search Advanced

Match  All  Any

Value

Description

Search Reset

Value	Description
TX	Standard Input
TX-E43	Exempt Purcha:
TX-N43	Exempt Purcha:
TX-RE	Exempt Purcha:
TXA	Standard Input

OK Cancel

## Vendor to complete Contacts Tab

**Vendor Registration**

Vendor Registration

Company Details **Contacts** Addresses Business Classifications Bank Accounts Products and Services Review

**Register Vendor: Contacts**

Enter at least one contact. Enter Board of directors and key personal information

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	E-Mail	Mobile	Administrative Contact	Request User Account	Edit	Delete
Bin Ahmad, Mohd Abu		abc@abc.com		✓	—		
Bin Khalid, Mohd Firdaus		xzy@abc.com		—	—		

Columns Hidden 6

### Icon Description:

	To Create additional new contact		To go back to previous tab
	To Edit selected contact details		To continue to the next tab
	To Delete selected contact details		To save page and continue vendors can continue registration later
	To detach screen to full-size		To cancel the registration

Please take note that all vendors are required to key in all Board of Directors and Key Personnel Information

## Vendor to complete Edit Contacts Tab (Continue)

Vendors are required to "Edit" the user contact to ensure Phone Contact details is filled up.

**PRIMA**  
HUMANISKA KOMUNITAS

Vendor Registration

Vendor Registration

Company Details **Contacts** Addresses Business Classifications Bank Accounts Products and Services Review

Register Vendor: Contacts


Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	E-Mail	Mobile	Administrative Contact	Request User Account
Testing, Vendor 009		vendortesting009@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 6

Back Next Save for Later Register Cancel

1. To Edit New Contacts
2. Click "Edit Icon"  Edit

3. Click and Select Salutation

M/O = M

Salutation

- Mr.
- Mrs.
- Ms.

### Edit Contact: Vendor 009 Testing

Salutation

\* First Name Vendor 009

Middle Name

\* Last Name Testing

Job Title

\* E-Mail vendortesting009@gmail.com

Administrative contact

4. As required, complete/review the following fields:

Field	M/O	Description
Middle Name	O	Example: Bakar
Job Title	O	Example: Director

## Vendor to complete Edit Contacts Tab (Continue)

Phone Country Code

\* Phone Area Code

\* Phone

Phone Extension

Mobile Country Code

Mobile Area Code

Mobile

Fax Country Code

Fax Area Code

Fax

5. Click and Select Phone Country Code

M/O = M

Phone Country Code	
853	Macao
389	Macedonia, The Former Yugoslav Republic...
261	Madagascar
265	Malawi
60	Malaysia

6. As required, complete/review the following fields:

Field	M/O	Description
Phone Area Code	O	Example: 3
*Phone	M	Example: 7767889
Phone Extension	O	Example: 123

7. Click and Select Mobile Country Code

M/O = O

Mobile Country Code	
261	Madagascar
265	Malawi
60	Malaysia

## Vendor to complete Edit Contacts Tab (Continue)

Phone Country Code

\* Phone Area Code

\* Phone

Phone Extension

Mobile Country Code

Mobile Area Code

Mobile

Fax Country Code

Fax Area Code

Fax

8. As required, complete/review the following fields:

Field	M/O	Description
Mobile Area Code	O	Example: 12
Mobile	O	Example: 3456789

9. Click and Select Fax Country Code

Mobile Country Code

261 Madagascar

265 Malawi

60 Malaysia

M/O = M

10. As required, complete/review the following fields:

Field	M/O	Description
Fax area Code	O	Example: 3
Fax	O	Example: 7787698

## Vendor to complete Edit Contacts Tab (Continue)

### Additional Information

Identification Type

IC / Identity Number

Years Of Experience

11. Click and Select  
Identification Type

Identification Type

- NRIC
- Others
- Passport ID
- Police ID

M/O = M

12. As required, complete/review the following fields:

Field	M/O	Description
IC/Identity Number	M	Example: 800123-14-1234
Years Of Experience	M	Example: 5

## Vendor to complete Edit Contacts Tab (Continue)

Education Qualification

Professional Affiliation

Share Of Company(%)

13. Click and Select  
Education  
Qualification

Education Qualification

- Degree/Bachelor
- Diploma
- Masters
- Others
- Phd
- Primary
- Secondary
- Search...

M/O = O

14. As required, complete/review the following fields:

Field	M/O	Description
Professional Affiliation	O	Example: Member of Chartered Account
Share of company (%)	M	Example: 15

15. Check box  "IF" Vendor required this contact to have  
Login ID and password

**User Account (Please add all the roles)**

Request user account  
E-mail is required when requesting a user account



## Vendor to complete Edit Contacts Tab (Continue)

Roles

Actions ▾ View ▾ Format ▾ X + Freeze Detach Wrap

Role	Description
No data to display.	

16. User **Mandatory** to click  to select User Roles

Select and Add: Roles

Search

Role  Description



Search Reset

View ▾ Format ▾ Wrap


Role	Description
PRIMA_SUPPLIER_ROLE	Supplier is responsible for responding to RFI...

Rows Selected 1

Apply OK Cancel

17. Click  and then  to select User Roles

18. Once vendors complete the Contact Details Tab, vendors can

 Create Another

Click "Create Another" to create another new contact

Or

 OK


Click "OK" to save contact

Or

 Cancel

Click "Cancel" to cancel the Contact Information

## Vendor to complete Contacts Tab (Continue)

1. To Create New Contacts
2. Click "Create Icon"  Create

3. Click and Select Salutation

M/O = M

Salutation

- Mr.
- Mrs.
- Ms.

### Create Contact

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

\* E-Mail

Administrative contact

4. As required, complete/review the following fields:

Field	M/O	Description
*First Name	M	Example: Mohd Abu
Middle Name	O	Example: Bakar
*Last Name	M	Example: Bin Ahmad
Job Title	M	Example: Service Consultant
*E-Mail	M	Example: mohdabu@xyz.com

## Vendor to complete Contacts Tab (Continue)

Phone Country Code

\* Phone Area Code

\* Phone

Phone Extension

Mobile Country Code

Mobile Area Code

Mobile

Fax Country Code

Fax Area Code

Fax

5. Click and Select  
Phone Country Code

M/O = M

Phone Country Code

853	Macao
389	Macedonia, The Former Yugoslav Republic...
261	Madagascar
265	Malawi
60	Malaysia

6. As required, complete/review the following fields:

Field	M/O	Description
Phone Area Code	O	Example: 3
*Phone	M	Example: 7767889
Phone Extension	O	Example: 123

7. Click and Select  
Mobile Country Code

M/R/O/C = R

Mobile Country Code

201	Madagascar
265	Malawi
60	Malaysia

## Vendor to complete Contacts Tab (Continue)

Phone Country Code

\* Phone Area Code

\* Phone

Phone Extension

Mobile Country Code

Mobile Area Code

Mobile

Fax Country Code

Fax Area Code

Fax

8. As required, complete/review the following fields:

Field	M/O	Description
Mobile Area Code	M	Example: 12
Mobile	M	Example: 3456789

9. Click and Select Fax Country Code

Mobile Country Code

261 Madagascar

265 Malawi

60 Malaysia

M/O = O

10. As required, complete/review the following fields:

Field	M/O	Description
Fax area Code	O	Example: 3
Fax	O	Example: 7787698

## Vendor to complete Contacts Tab (Continue)

### Additional Information

Identification Type

IC / Identity Number

Years Of Experience

11. Click and Select  
Identification Type



Identification Type

- NRIC
- Others
- Passport ID
- Police ID

M/O = M

12. As required, complete/review the following fields:

Field	M/O	Description
IC/Identity Number	M	Example: 800123-14-1234
Years Of Experience	M	Example: 5

## Vendor to complete Contacts Tab (Continue)

Education Qualification

Professional Affiliation

Share Of Company(%)

13. Click and Select Education Qualification

Education Qualification

- Degree/Bachelor
- Diploma
- Masters
- Others
- Phd
- Primary
- Secondary
- Search...

M/O = 0

14. As required, complete/review the following fields:

Field	M/O	Description
Professional Affiliation	0	Example: Member of Chartered Account
Share of company (%)	0	Example: 15

15. Check box  "IF" Vendor required this contact to have Login ID and password

**User Account (Please add all the roles)**

Request user account

E-mail is required when requesting a user account

## Vendor to complete Contacts Tab (Continue)

Roles

Actions ▾ View ▾ Format ▾ X + Freeze Detach Wrap

Role	Description
No data to display.	

16. User **Mandatory** to click  to select User Roles

Select and Add: Roles

Search

Role  Description



Search Reset

View ▾ Format ▾ Wrap


Role	Description
PRIMA_SUPPLIER_ROLE	Supplier is responsible for responding to RFI...

Rows Selected 1

Apply OK Cancel

17. Click  and then  to select User Roles

18. Once vendors complete the Contact Details Tab, vendors can

 Create Another

Click "Create Another" to create another new contact

Or

 OK

Click "OK" to save contact

Or

 Cancel

Click "Cancel" to cancel the Contact Information

## Vendor to complete Addresses Tab

**Vendor Registration**

**Vendor Registration**

Company Details | Contacts | **Addresses** | Business Classifications | Bank Accounts | Products and Services | Review

**Register Vendor: Addresses**






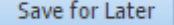


Enter at least one address.

Actions View Format Create Edit Delete Freeze Detach Wrap

Office Address	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden	3				

Buttons: Back Next Save for Later Register Cancel


### Icon Description:

 Create	To Create additional new Address	 Back	To go back to previous tab
 Edit	To Edit selected Addresses details	 Next	To continue to the next tab
 Delete	To Delete selected Addresses details	 Save for Later	To save page and continue vendors can continue registration later
 Detach	To detach screen to full-size	 Cancel	To cancel the registration

Please take note that vendors are required to key in at least one business addresses. Should vendors have additional business addresses in different location, vendors are able to create multiple business addresses and assign the business address for PR1MA to Send Purchase Order, Send Payment Check and Send RQF & Bidding documents.



## Vendor to complete Addresses Tab (Continue)

1. To Create New Address
2. Click "Create Icon" 

### Create Address

\* Office Address

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* Post Code

\* City

\* State

1. As required, complete/review the following fields:

Field	M/O	Description
*Office Address	M	Input Office Address Example: HQ or PJ Site Office or PHG Sales Off

2. Click and Select Country

\* Country

Afghanistan	AF
Aland Islands	AX
Albania	AL
Alqeria	DZ

M/O = M

3. As required, complete/review the following fields:

Field	M/R/O/C	Description
Address Line 1	M	Example 1st Floor, Block F, No.2, Jalan PJU 1A/7A
Address Line 2	O	Example: Oasis Square
Address Line 3	O	Example: Ara Damansara

## Vendor to complete Addresses Tab (Continue)

### Create Address

\* Office Address

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* Post Code

\* City

\* State

4. As required, complete/review the following fields:

Field	M/O	Description
* Postal Code	M	Example: 47301
* City	M	Example: Petaling Jaya
* State	M	Example: Selangor

5. Click and Select Phone Country Code  
M/O = M

Phone Country Code   Malaysia

Phone Country Code

\* Phone Area Code

\* Phone

Phone Extension

Fax Country Code

Fax Area Code

Fax

\* E-Mail

6. As required, complete/review the following fields:

Field	M/O	Description
Phone Area Code	M	Example: 3
* Phone	M	Example: 79624374
Phone Extension	O	Example: 102

## Vendor to complete Addresses Tab (Continue)

Phone Country Code

\* Phone Area Code

\* Phone

Phone Extension

Fax Country Code

Fax Area Code

Fax

\* E-Mail

7. Click and Select  
Fax Country  
Code

Fax Country Code

93 Afghanistan

358 Aland Islands

M/O = M

8. As required, complete/review the following fields:

Field	M/O	Description
Fax Area Code	M	Example: 3
Fax	M	Example: 79624371
* Email	M	Example: vms@pr1ma.my

## Vendor to complete Addresses Tab (Continue)

- \* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

### Checkbox Description:

<input type="checkbox"/> Ordering	Check box if Vendor prefer PR1MA to send Purchase Order to this address
<input type="checkbox"/> Remit to	Check box if Vendor prefer PR1MA to send check to this address
<input type="checkbox"/> RFQ or Bidding	Check box if Vendor prefer PR1MA to send RFQ or Bidding document to this address

Please take note that vendors are mandatory to select at least one check box. Vendors are able to check more than one box.

## Vendor to complete Addresses Tab (Continue)


Vendors to assign a Person In Charge Contact for this Address

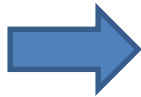
### Address Contacts

Select the contacts that are associated with this address.

Actions View Format   Freeze  Detach  Wrap

Name	Job Title	E-Mail	Administrative Contact	User Account
No data to display.				
Columns Hidden	4			

9. To assign a contact
10. Click "Select and Add Icon" 




### Select and Add: Contacts

 Search

Name

Job Title

View Format  Wrap

Name	Job Title	E-Mail	Phone
Bin Ahmad, Mohd Abu		abc@abc.com	123456
Bin Khalid , Mohd Firdaus		xzy@abc.com	1234789

Columns Hidden 1

11. Select a Contact and Click "OK"
12. To select more than 1 contacts, hold the "Shift or "Ctrl"" Key and select the contact and click "OK"



13. Once vendors complete the Addresses Tab, vendors can

Click "Create Another" to create another new address

Or

Click "OK" to save address

Or

Click "Cancel" to cancel the Address Information

## Vendor to complete Business Classification Tab

**Vendor Registration**

Vendor Registration

Company Details Contacts Addresses **Business Classifications** Bank Accounts Products and Services Review

**Register Vendor: Business Classifications**

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap






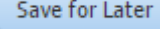

* Classification	Subclassification	Grades/Codes	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

Back Next Save for Later Register Cancel


Please take note that vendors registered under Suruhanjaya Syarikat Malaysia (SSM) are required to Submit and Attach all relevant documents in this Tab.

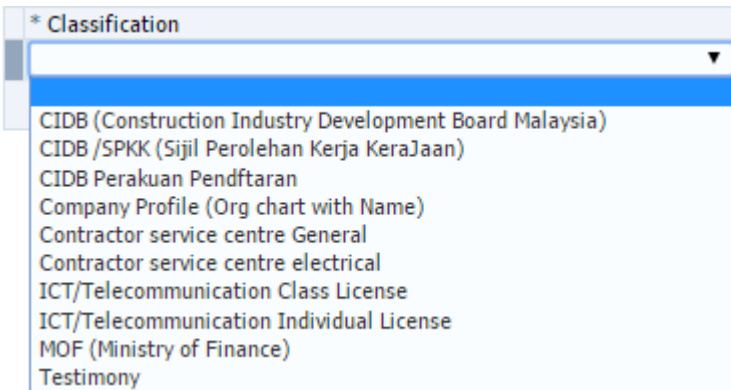
For Foreign Vendors, you are required to check this box  None of the classifications are applicable

Icon Description:

	To Add Business Classification		To go back to previous tab
	To Delete Business Classification		To continue to the next tab
 Detach	To detach screen to full-size		To save page and continue vendors can continue registration later
			To cancel the registration

## Vendor to complete Business Classification Tab (Continue)

1. To add a new business classification
2. Click "Add Icon" 



\* Classification

- CIDB (Construction Industry Development Board Malaysia)
- CIDB /SPKK (Sijil Perolehan Kerja KeraJaan)
- CIDB Perakuan Pendftaran
- Company Profile (Org chart with Name)
- Contractor service centre General
- Contractor service centre electrical
- ICT/Telecommunication Class License
- ICT/Telecommunication Individual License
- MOF (Ministry of Finance)
- Testimony

3. Select "Classification"

Example:  
CIDB/SPKK

M/R/O/C = M

4. Select "Grades/Codes"

Example:  
Grade-G1

M/R/O/C = O

Grades/Codes

Grade- G1  
Grade- G2  
Grade- G3  
Grade- G4  
Grade- G5  
Grade- G6  
Grade- G7  
Other  
Search...

Certificate

5. Enter Certificate Number

Example:  
1990618-SL051111

M/R/O/C = O

Start Date

Expiration Date

6. Select Start and Expiration Date

Example:  
18 August 2016

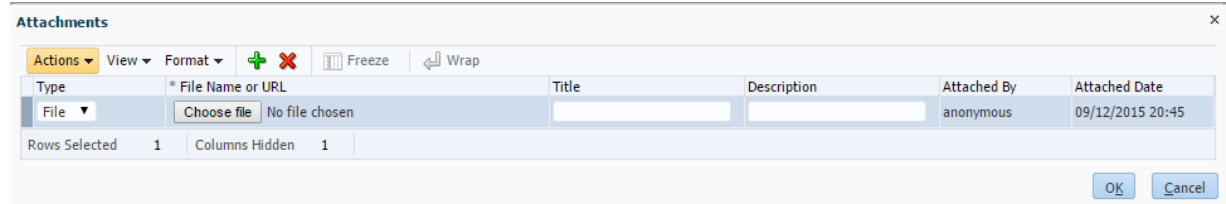
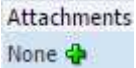
M/R/O/C = O

## Vendor to complete Business Classification Tab (Continue)

Please take note that vendors are required to attached all relevant documents prior to vendor nature of business.

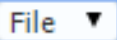
7. To add an Attachments

8. Click "Add Icon"

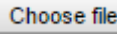


9. To add a File

10. Select Type "File"

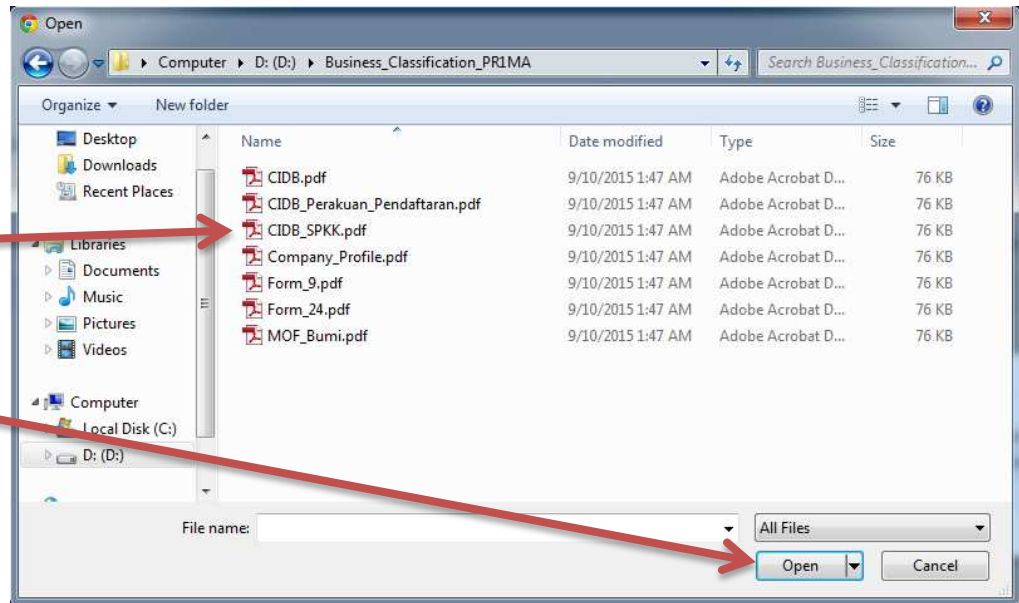


11. Click Choose File



12. Select "File"

13. Click "Open"



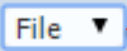


## Vendor to complete Business Classification Tab (Continue)

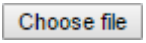
14. To continue adding a File

15. Click "Add Icon"

16. Select Type "File"

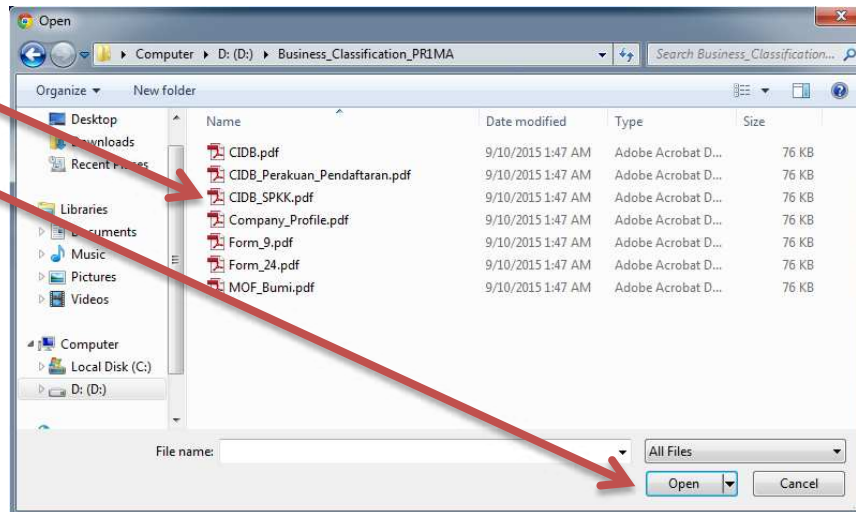


17. Click Choose File



18. Select File

19. Click "Open"



## Vendor to complete Business Classification Tab (Continue)

### Vendor Registration

#### Vendor Registration



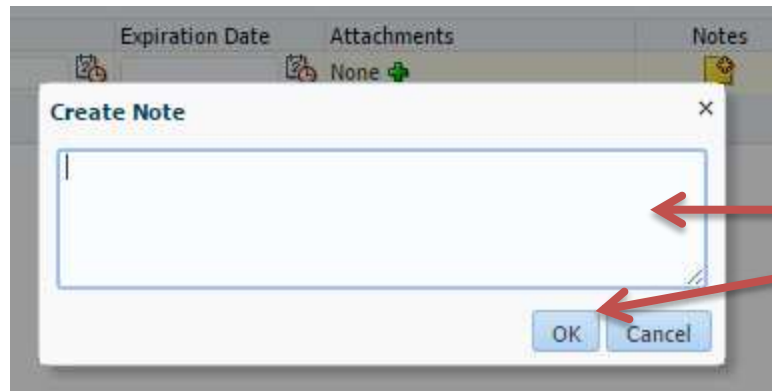
#### Register Vendor: Business Classifications

Back   Next   Save for Later   Register   Cancel

None of the classifications are applicable

Actions   View   Format   +   -   Freeze   Detach   Wrap

* Classification	Subclassification	Grades/Codes	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
CIDB /SPKK (Sijil Perolehan Kerja KeraJaan)		Grade- G1		1990618-SL05111:	09/01/2010	09/01/2016	CIDB_SPKK.pdf	



- 20. Vendors can add notes
- 21. Click
- 22. Type Notes
- 23. Click "OK"

24. Once vendors complete the Business Classifications Tab, vendors can



Click "Add" to another new Business Classification

Or



Click "Next" to go to next tab

## Vendor to complete Bank Account & Track Records Tab

### Vendor Registration

#### Vendor Registration



Bank Accounts & Track Records Tab

### Bank Account & Track Records






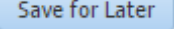


Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Project Manager & Contact Number	Project Name	Project Client & Contact Number	Branch	Nature of Work	Country	Project Value (MYR)	Bank	Project Status
----------------------------------	--------------	---------------------------------	--------	----------------	---------	---------------------	------	----------------

No data to display.

#### Icon Description:

 Create	To Create additional new Bank Account & Track Records		To go back to previous tab
 Edit	To Edit selected Bank Account & Track Records details		To continue to the next tab
 Delete	To Delete selected Bank Account & Track Records details		To save page and continue vendors can continue registration later
 Detach	To detach screen to full-size		To cancel the registration

Please take note that vendors are required to key in at one Bank Account record and three (3) Track Records in the past 5 Years.

## Vendor to complete Bank Account & Track Records Tab

Please take note that vendors are required to key in at one Bank Account record.

### Create Bank Account

\* Country

Bank

Branch

1. Select  
"Country"

Example:  
Malaysia MY

M/O = M

\* Country

Afghanistan	AF
Aland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Search...	

2. Select  
"Bank"

Example:  
CIMB Berhad

M/O = O

Bank

Affin Bank Berhad
Affin Hwang Investment Bank Berhad
Affin Islamic Bank Berhad
Al Rajhi Banking & Investment Corporation (Malaysia) Berhad
Alkhair International Islamic Bank Bhd
Alliance Bank Malaysia Berhad
Alliance Investment Bank Berhad

3. Select  
"Branch"

Please select branch by  
default "N/A"

Branch

N/A

## Vendor to complete Bank Account & Track Records Tab

Bank Account Number   
Currency

4. As required, complete/review the following fields:

Field	M/O	Description
Bank Account Number	M	Example: 11221133123

5. Select  
"Currency"

Example:  
MYR Malaysian Ringgit

M/O = 0

Currency MYR

MYR	Malaysian Ringgit
USD	US Dollar
EUR	Euro
GBP	Pound Sterling
JPY	Yen
ADP	Andorran Peseta
AED	UAE Dirham
AFA	Afghani (old)
AFN	Afghani
ALL	Lek
AMD	Armenian Dram

## Vendor to complete Bank Account & Track Records Tab

Please take note that vendors are required to key in at least Three (3) Track Records in the past 5 years.

\* Project Reference Number

### Track Record (S) & Award (S)

Project Manager & Contact Number

Project Client & Contact Number

Project Start Date & Completed Date (DD-MM-YY)

Project Value (MYR)

6. As required, complete/review the following fields:

Field	M/O	Description
Project Reference Number	M	Example: PR1MA/1001/20U/2015
Project Manager & Contact Number	O	Example: Michael Chan & +60121234567
Project Client & Contact Number	O	Example: PR1MA & +6037962 4374
Project Start Date & Completed Date (DD-MM-YY)	O	Example: 01-01-2014 till 31-12-2014
Project Value (MYR)	O	Example: RM 10 Million

## Vendor to complete Bank Account & Track Records Tab

Project Name

Project Status

7. As required, complete/review the following fields:

Field	M/O	Description
Project Name	O	Example: Supply Construction Chemical for Project A

8. Select "Project Status"

Example:  
Completed

M/O = O

Project Status

- 
- Completed
- In-Progress
- On Hold
- Terminated

9. Once vendors complete the Bank Account & Track Records Tab, vendors can

Create Another

Click "Create Another" to create another new address

Or

OK

Click "OK" to save address

Or

Cancel

Click "Cancel" to cancel the Address Information

## Vendor to complete Products and Services Tab

### Vendor Registration

#### Vendor Registration



Products and Services Tab

### Register Vendor: Products and Services

Enter at least one products and services category.






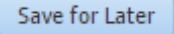

Back Next Save for Later Register Cancel

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
---------------	-------------	--------

No data to display.

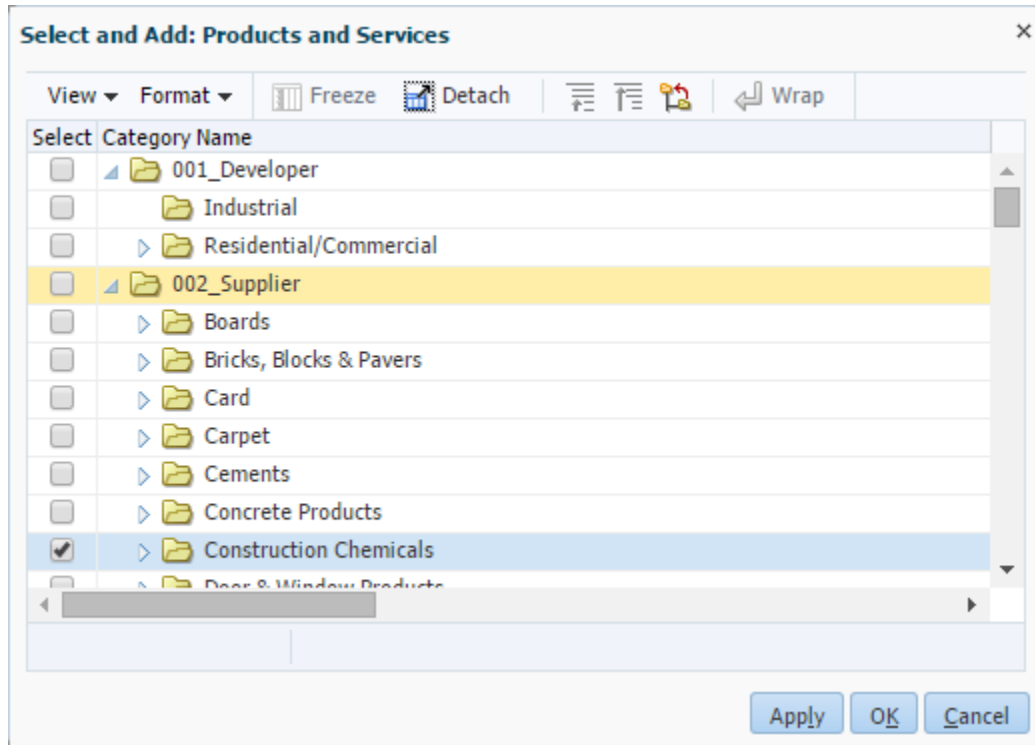
#### Icon Description:

	To Select and Add new Products and Services		To go back to previous tab
	To Remove selected Products and Services		To continue to the next tab
	To detach screen to full-size		To save page and continue vendors can continue registration later
			To cancel the registration

Please take note that vendors are required to select at least one Product and Services Category.



## Vendor to complete Products and Services Tab



1. If Vendor is Supplier for Construction Chemicals products, vendor are require to click the check box.

2. Click "Apply"

3. Click "OK" to proceed

4. Click "Cancel" to go back to previous screen

## Vendor to complete Review Tab

### Vendor Registration

#### Vendor Registration

Company Details   Contacts   Addresses   Business Classifications   Bank Accounts   **Products and Services**



Review Tab

### Register Vendor: Products and Services

Enter at least one products and services category.

Actions   View   Format   Select and Add   Remove   Freeze   Detach   Wrap

Category Name	Description	Remove
No data to display.		

Back   Next   Save for Later   Register   Cancel

Vendor to click on the Review Tab to View the overall vendor input information. See Sample Below

# Vendor to complete Review Tab

Vendor to confirm on the registration by clicking "Register" button.

Back Next Save for Later Register Cancel



## Vendor Registration

### Vendor Registration

#### Review Vendor Registration: Demo Supplier1000

##### Company Details

Company Demo Supplier1000  
Business type Sdn. Bhd./Private Limited  
Corporate Web Site

D-U-N-S Number  
Tax Country Malaysia  
Business Registration Number BRN-23406412323  
GST Number GST56034201

##### Additional Information

Bumiputera / Non-Bumiputera Bumiputera  
Bumi-Equity 54  
Authorized Capital 2,000,000  
Paid-Up Capital 2,000,000  
Bank Guarantee Yes  
Overdraft No  
Letter Of Credit Yes

Other Type Of Facilities Details check  
Date Of Company Incorporation 02/02/2012  
Company Awards and Achievements Won Top 10 awards of Malaysian construction business  
Tax Code IMA  
Vendor Score  
Strategic Consideration

##### Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Columns Hidden 1

##### Contacts

View Format Freeze Detach Wrap

Name	Job Title	E-Mail	Mobile	Administrative Contact	Request User Account	Details
Supplier1000, Demo	Sales Manager	demo.supplier1000@outlook...		✓	✓	

Columns Hidden 6

##### Addresses

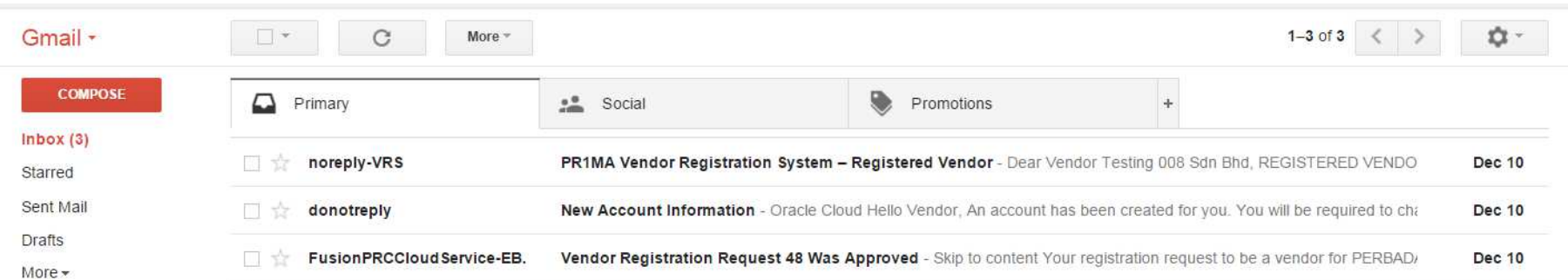
View Format Freeze Detach Wrap

Office Address	Address	Phone	Address Purpose	Details
Head Qtrs	Block F, Jln 1A/7A,47301 PETALING JAYA, SELANGOR,MALAYSIA	+60 602342343	Ordering; Remit to; RFQ or Bidding	

Columns Hidden 3

## Vendor Received 3 Emails

1. Once the registration is complete, Vendor will receive 3 email based on the following:



The screenshot shows a Gmail interface with three emails in the Primary inbox. The left sidebar includes a 'COMPOSE' button and a list of folders: 'Inbox (3)', 'Starred', 'Sent Mail', 'Drafts', and 'More'. The top navigation bar shows 'Gmail', a search box, a refresh button, a 'More' dropdown, and page indicators '1-3 of 3' with navigation arrows and a settings gear.

Folder	Sender	Subject	Preview	Date
Primary	noreply-VRS	PR1MA Vendor Registration System – Registered Vendor	- Dear Vendor Testing 008 Sdn Bhd, REGISTERED VENDO	Dec 10
Primary	donotreply	New Account Information	- Oracle Cloud Hello Vendor, An account has been created for you. You will be required to ch	Dec 10
Primary	FusionPRCCloudService-EB.	Vendor Registration Request 48 Was Approved	- Skip to content Your registration request to be a vendor for PERBAD	Dec 10

## Vendor Received 3 Emails

### 2. First (1<sup>st</sup>) Email Content

COMPOSE

Vendor Registration Request 48 Was Approved Inbox x



Inbox (2)

Starred

Sent Mail

Drafts

More ▾

Charles ▾



**FusionPRCloudService-EBWC-Sender@workflow.mail.ap2.cloud.oracle.com**

Dec 10 (7 days ago) ☆



to me ▾

[Skip to content](#)

Your registration request to be a vendor for PERBADANAN PR1MA MALAYSIA (PR1MA) was approved.

fusionprcloudservice-ebw...

fusionprcloudservice-ebwc-send...



[Show details](#)

### Registration Request Details

Registration Request	48
Request Date	12/10/2015
Requested By	Vendor Testing
Company	Vendor Testing 008 Sdn Bhd

## Vendor Received 3 Emails

3. Second (2<sup>nd</sup>) Email Content. Vendors are required to log into PR1MA Vendor system with the temporary password and change password.

The screenshot displays an email client interface. On the left, there is a sidebar with a red 'COMPOSE' button, an 'Inbox (1)' section with a dropdown arrow, and a list of folders: 'Starred', 'Sent Mail', 'Drafts', and 'More'. Below the folders is a search bar with a profile icon for 'Charles' and a search icon. The main content area shows an email titled 'New Account Information' from 'donotreply@oracle.com' to the user, dated 'Dec 10 (7 days ago)'. The email body features the Oracle Cloud logo at the top, followed by the text: 'Hello Vendor, An account has been created for you. You will be required to change your password on your next login.' Below this, there is a cloud icon with an envelope, and the text: 'User ID: [VENDORTESTING008@GMAIL.COM](mailto:VENDORTESTING008@GMAIL.COM) Temporary password: Zb2qztil'. At the bottom of the email content, there are links for 'About Oracle', 'Contact Us', 'Legal Notices', 'Terms of Use', and 'Your Privacy Rights', along with a note to visit 'cloud.oracle.com' for more information.

COMPOSE

New Account Information Inbox x

donotreply@oracle.com to me Dec 10 (7 days ago)

Starred

Sent Mail

Drafts

More

Charles

**ORACLE** CLOUD

Hello Vendor,

An account has been created for you. You will be required to change your password on your next login.

User ID: [VENDORTESTING008@GMAIL.COM](mailto:VENDORTESTING008@GMAIL.COM)  
Temporary password: Zb2qztil

[About Oracle](#) | [Contact Us](#) | [Legal Notices](#) | [Terms of Use](#) | [Your Privacy Rights](#)  
For more information about Oracle Cloud, go to [cloud.oracle.com](https://cloud.oracle.com)

## Vendor Received 3 Emails

### 4. Third (3<sup>rd</sup>) Email Content

COMPOSE

PR1MA Vendor Registration System – Registered Vendor Inbox x

Inbox  
Starred  
Sent Mail  
Drafts  
More ▾

Charles ▾

noreply-VRS@pr1ma.my  
to me ▾ Dec 10 (7 days ago) ☆ ↶ ▾

Dear Vendor Testing 008 Sdn Bhd,

**REGISTERED VENDOR FOR PERBADANAN PR1MA MALAYSIA**

Thank you for submitting your application via the PR1MA Vendor Registration System.

We refer to your online vendor registration application submitted on 10-12-2015. We are pleased to inform that your application has been captured in our system and will be processed within ONE (1) month from your submission date subject to the supporting documents provided is complete.

Kindly click on the link below for PR1MA's Vendor Classification details:  
[http://www.pr1ma.my/vendor\\_classification.php?lang=en](http://www.pr1ma.my/vendor_classification.php?lang=en)

You are required to complete the registration process by answering pre-qualification questionnaires as below:

No	Trade Qualification	RFI Number
1	001_Developer	1
2	002_Supplier	2
3	006_Solicitors	6

Kindly access the PR1MA vendor portal to respond above pre-qualification questionnaires.  
In addition please refer to the Guideline for further information.

[PR1MA vendor portal link](#)

If you have any queries please email to [vms@pr1ma.my](mailto:vms@pr1ma.my) or call 03- 7962 4374.

Used this RFI Number to search for the set of questionnaire for Trade Qualification

Used this PR1MA Portal Link URL to directly launch the page to PR1MA Vendor Portal

# Vendor First Time Log In PR1MA Vendor Portal

## Sign In

Enter your single sign-on user ID and password.

User ID

Password

[Forgot Password](#)

 English



## Vendor Required to change Password

Oracle Identity Manager

Password Management

### Password Management

Submit

Provide a new password.

\* Required

Your password will expire on October 19, 2015.

\* Old Password

\* New Password

\* Re-Type New Password

#### Password Policy

- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 2 alphabetic character(s).
- Password must be at least 6 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must start with an alphabetic character.
- Password must not match or contain user ID.

### Register challenge questions for your account

\* Question 1 What is your mother's maiden name?  \* Answer 1

\* Question 2 What is the name of your pet?  \* Answer 2

\* Question 3 What is the city of your birth?  \* Answer 3

# Vendor Required to answer Questionnaire based on Trade Qualification

## 1. Steps to navigate to Questionnaire Page

Click  and click "Vendor Portal"



**Welcome, Vendor Testing!**

**Vendor Registration Status - Dashboard**

This report will display status only for external vendors. If you are external vendor, you need to respond to related pre-qualification questionnaire which are sent in vendor registration mail to see your vendor status.

[Refresh](#)

**Worklist: Notifications and Approvals**

Title	State	From User Display Name	Assigned
Supplier Contact User Account for PERBADANAN PRIMA MALAYSIA was Created	Assigned		12/10/15 10:45 AM

**Watchlist**

Refresh Start Time 12/17/15 1:27 PM

- Agreements**
  - Changed or canceled in the last 7 days
  - Expiring
  - Opened in the last 7 days
  - Pending acknowledgment
  - Pending authoring
- Negotiations**
  - Closing in next 7 days
  - Closing today
  - Open invitations

**Activity Stream**

Share something with: Everyone

What's on your mind?

Attach: Link

Date Range: 7 Days Options

No activities to display.

## Vendor Required to answer Questionnaire based on Trade Qualification

### 2. Go to Search, select Negotiations

The screenshot displays the PRIMA Vendor Portal interface. The top navigation bar includes the PRIMA logo (RUMAHKU, KOMUNITIKU) and a 'Vendor Testing' dropdown menu. The left sidebar contains a 'Vendor Portal' menu with sections for Tasks, Orders, Agreements, Negotiations, Questionnaires, and Vendor Profile. The 'Search' section at the bottom of the sidebar is highlighted with a red box, and its dropdown menu is open, showing 'Orders', 'Agreements', 'Negotiations' (highlighted in blue), 'Negotiation Responses', and 'Questionnaires'. The main content area is titled 'Overview' and has tabs for 'Summary', 'Orders', 'Agreements', and 'Negotiations'. The 'Worklist' section shows a table with one entry: 'Supplier Contact User Account for PERBADANAN PR1MA MALAYSIA was Created' with a number of 200163, assigned on 12/10/15 at 10:45 AM, and a priority of 3. The bottom of the page shows a 'Watchlist' section and a refresh button with the text 'Refresh Start Time 12/17/15 1:32 PM'.

**PRIMA**  
RUMAHKU, KOMUNITIKU

Vendor Testing

**Vendor Portal**

- Tasks
- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Questionnaires
  - Manage Questionnaires
- Vendor Profile
  - Manage Profile

**Search**

- Search
- Order No
- Orders
- Agreements
- Negotiations**
- Negotiation Responses
- Questionnaires

**Overview**

Summary Orders Agreements Negotiations

**Worklist**

My Tasks Actions Assigned

Title	Number	Creator	Assigned	Priority
Supplier Contact User Account for PERBADANAN PR1MA MALAYSIA was Created	200163		12/10/15 10:45 AM	3

**Watchlist**

Refresh Start Time 12/17/15 1:32 PM

## Vendor Required to answer Questionnaire based on Trade Qualification

3. Input RFI Number. Example below is to input "1" and click Search. Please refer to Vendor RFI number based on 3<sup>rd</sup> Email.

The screenshot displays the PRIMA Vendor Portal interface. The top navigation bar includes the PRIMA logo (RUMAHKU, KOMUNITIKU) and user options like 'Vendor Testing'. The left sidebar contains a 'Vendor Portal' menu with sections for Tasks, Orders, Agreements, Negotiations, Questionnaires, and Vendor Profile. The main content area is titled 'Overview' and includes tabs for Summary, Orders, Agreements, and Negotiations. A 'Worklist' section is visible, showing a table with columns for Title, Number, Creator, Assigned, and Priority. A search box in the bottom left is highlighted with a red border, showing 'Search Negotiations' and 'Negotiation Number' with the value '1' entered. The bottom of the page shows a 'Watchlist' section and a refresh button with the text 'Refresh Start Time 12/17/15 1:32 PM'.

**Vendor Portal**

- Tasks
- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Questionnaires
  - Manage Questionnaires
- Vendor Profile
  - Manage Profile

**Search**

Search: Negotiations  
Negotiation Number: 1

**Overview**

Summary | Orders | Agreements | Negotiations

**Worklist**

Title	Number	Creator	Assigned	Priority
Supplier Contact User Account for PERBADANAN PR1MA MALAYSIA was Created	200163		12/10/15 10:45 AM	3

Refresh Start Time 12/17/15 1:32 PM

## Vendor Required to answer Questionnaire based on Trade Qualification

### 4. Click “Create Response” to go to Questionnaire Page.

The screenshot displays the PR1MA Vendor Portal interface. The top navigation bar includes the PR1MA logo (BUMAHKU, KOMUNITIKU) and a 'Vendor Testing' dropdown menu. The left sidebar contains a 'Vendor Portal' section with a 'Tasks' menu and sub-items: Orders (Manage Orders, Manage Schedules), Agreements (Manage Agreements), Negotiations (View Active Negotiations, Manage Responses), Questionnaires (Manage Questionnaires), and Vendor Profile (Manage Profile). A search bar is located at the bottom of the sidebar.

The main content area shows a questionnaire template titled 'PR1MA auto scoring template: 1'. The currency is set to Malaysian Ringgit. The title is 'PRE-QUALIFICATION FORM FOR DEVELOPER', the status is 'Active', and the time remaining is '1840 Days 22 Hours'. The 'Open Date' is '12/3/15 12:47 PM' and the 'Close Date' is '12/31/20 12:26 PM'. The time zone is 'Malaysia Time'. A 'Create Response' button is highlighted with a red box. Other buttons include 'Messages', 'Actions', and 'Done'.

The 'Table of Contents' section includes 'Cover Page', 'Overview', and 'Requirements'. The 'Cover Page' is currently selected, displaying the title 'PERBADANAN PR1MA MALAYSIA' and the following text:

Perbadanan PR1MA Malaysia was established under the PR1MA Act 2012 to plan, develop, construct and maintain high-quality housing with lifestyle concepts for middle-income households in key urban centers.

PR1MA homes come in various types and sizes within an integrated community; sensibly designed to suit different household needs. Priced between RM100,000 to RM400,000, you can now own a home that is well within your reach. Earmarked for development in key strategic urban areas nationwide, PR1MA is open to all Malaysians with a monthly household income between RM2,500 to RM10,000.

Disclaimer: The information in this e-mail and any attachment(s) here to is only for the use of the intended recipient and may be confidential or privileged. If you are not the intended recipient, any use of, reliance on, reference to, disclosure of, alteration to or copying of the information for any purpose is prohibited. Any information not related to Perbadanan PR1MA Malaysia's (PR1MA) official business is solely the author's and does not necessarily represents PR1MA's view and is not necessarily endorsed by PR1MA. PR1MA shall not be liable for loss or damage caused by viruses transmitted by this e-mail or its attachments.

## Vendor Required to answer Questionnaire based on Trade Qualification

### 5. Click “Next” to begin answering Questionnaire

The screenshot displays the PRIMA Vendor Portal interface. The top navigation bar includes the PRIMA logo (BUMAHKU, KOMUNITIKU) and user information for 'Vendor Testing'. The left sidebar contains a 'Vendor Portal' menu with sections for Tasks, Orders, Agreements, Negotiations, Questionnaires, and Vendor Profile. The main content area is titled 'Create Response (Response 2002): Overview' and features a progress bar with 'Overview', 'Requirements', and 'Review' steps. A navigation bar at the top of the main area includes 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next' (highlighted with a red box), 'Save', 'Submit', and 'Cancel'. Below this, the response details are shown: Title 'PRE-QUALIFICATION FORM FOR DEVELOPER', Close Date '12/31/20 12:26 PM', and Time Remaining '1840 Days 22 Hours'. The 'General' section lists Vendor 'Vendor Testing 008 Sdn Bhd', Negotiation Currency 'MYR', Response Currency 'MYR', and Price Precision '2 Decimals Maximum'. On the right, there are input fields for 'Response Valid Until', 'Reference Number', and 'Note to Buyer', along with an 'Attachments None' indicator.

**PRIMA**  
BUMAHKU, KOMUNITIKU

Vendor Testing

**Vendor Portal**

- Tasks
- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Questionnaires
  - Manage Questionnaires
- Vendor Profile
  - Manage Profile

**Search**

Search Negotiations

Negotiation Number

1

**Create Response (Response 2002): Overview**

Overview Requirements Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 12/17/15 1:41 PM  
Time Zone Malaysia Time

Title PRE-QUALIFICATION FORM FOR DEVELOPER  
Close Date 12/31/20 12:26 PM  
Time Remaining 1840 Days 22 Hours

**General**

Vendor Vendor Testing 008 Sdn Bhd  
Negotiation Currency MYR  
Response Currency MYR  
Price Precision 2 Decimals Maximum

Response Valid Until  
Reference Number  
Note to Buyer  
Attachments None

## Vendor Required to answer Questionnaire based on Trade Qualification

6. Vendor are required to answer all the sections to complete the questionnaire.

The screenshot displays the PRIMA Vendor Portal interface. The main content area is titled 'Create Response (Response 2002): Requirements'. It shows a progress bar with 'Requirements' selected. Below the progress bar, there are buttons for 'Messages', 'Respond by Spreadsheet', and 'Actions' (Back, Next, Save, Submit, Cancel). The 'Time Remaining' is 1840 Days 22 Hours, and the 'Close Date' is 12/31/20 12:26 PM. The section is 'Section 1 of 5: COMPANY PARTICULARS / MANPOWER'. A table lists requirements with a 'Response Value' column. A dropdown menu is open for the first requirement, showing options 1 through 5. A red box highlights the dropdown menu, and a red arrow points to it from a text box. Another red arrow points to the 'Response Value' column from a text box.

**Vendor Portal**

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Questionnaires
  - Manage Questionnaires
- Vendor Profile
  - Manage Profile

**Search**

Search Negotiations

Negotiation Number

1

**Create Response (Response 2002): Requirements**

Overview Requirements Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 12/17/15 1:42 PM  
Time Zone Malaysia Time

Time Remaining 1840 Days 22 Hours  
Close Date 12/31/20 12:26 PM

**Section 1 of 5: COMPANY PARTICULARS / MANPOWER**

View Format Freeze Detach Wrap


Requirement	Target Value	Response Value
No. of years in business		* [Dropdown]
Paid up capital		* [Dropdown] None +
Company Structure		* [Dropdown] None +
Bumiputra Equity (Validation by PKK or MOF Certificate)		* [Dropdown] None +
Company registration		* [Dropdown] None +
Manpower Strength & Organisation Chart with		* [Dropdown] None +

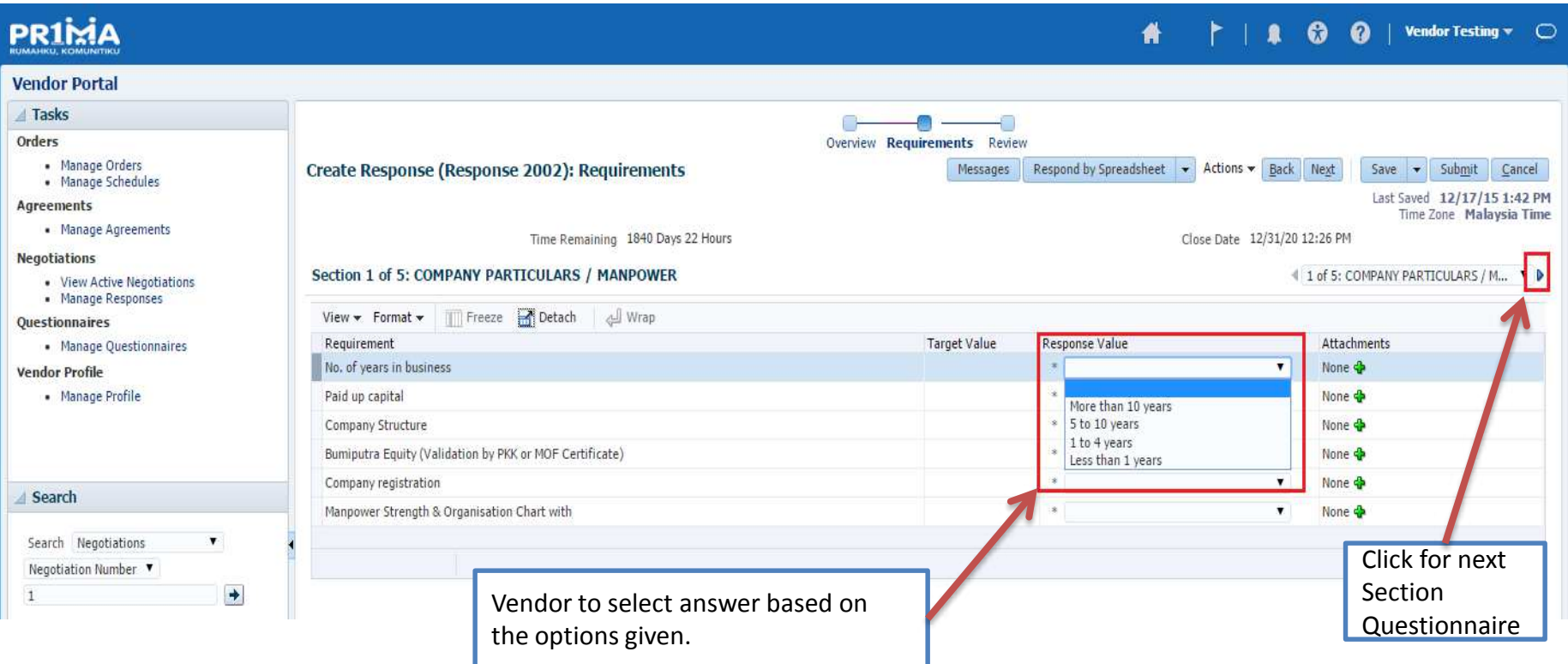
1 of 5: COMPANY PARTICULARS / M...  
1 of 5: COMPANY PARTICULARS / M...  
2 of 5: QUALITY MANAGEMENT SYST...  
3 of 5: HEALTH & SAFETY/ ENVIRO...  
4 of 5: EXPERIENCE AS PROPERTY ...  
5 of 5: WORK EXPERIENCE

Vendor are required to answer all the questions

Vendor are required to answer all the sections

## Vendor Required to answer Questionnaire based on Trade Qualification

7. Sample Section 1 of 5: COMPANY PARTICULARS/MANPOWER. Vendors are required to select the answer based on the options given and once complete, vendor are require to select  to continue with the next section question.



**PRIMA**  
BUMAHKU, KOMUNITIKU

Vendor Portal

Tasks

- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Questionnaires
  - Manage Questionnaires
- Vendor Profile
  - Manage Profile

Search

Search Negotiations

Negotiation Number 1

Overview Requirements Review

Create Response (Response 2002): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 12/17/15 1:42 PM  
Time Zone Malaysia Time

Time Remaining 1840 Days 22 Hours

Close Date 12/31/20 12:26 PM

Section 1 of 5: COMPANY PARTICULARS / MANPOWER

1 of 5: COMPANY PARTICULARS / M...

Requirement	Target Value	Response Value	Attachments
No. of years in business		* More than 10 years	None +
Paid up capital		* 5 to 10 years	None +
Company Structure		* 1 to 4 years	None +
Bumiputra Equity (Validation by PKK or MOF Certificate)		* Less than 1 years	None +
Company registration		*	None +
Manpower Strength & Organisation Chart with		*	None +

View Format Freeze Detach Wrap

Vendor to select answer based on the options given.

Click for next Section Questionnaire



## Vendor Required to answer Questionnaire based on Trade Qualification

8. To complete the questionnaire, vendor are require to click “Next”. The overall summary page will be display.

The screenshot displays the PRIMA Vendor Portal interface. The top navigation bar includes the PRIMA logo (RUMAHKU, KOMUNITIKU) and a 'Vendor Testing' dropdown menu. The left sidebar contains a 'Vendor Portal' menu with sections for Tasks, Orders, Agreements, Negotiations, Questionnaires, and Vendor Profile. The main content area is titled 'Create Response (Response 2002): Requirements' and features a progress indicator with 'Overview', 'Requirements', and 'Review' steps. Below the title, there are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next' (highlighted with a red box), 'Save', 'Submit', and 'Cancel'. The page also shows 'Time Remaining 1840 Days 22 Hours' and 'Close Date 12/31/20 12:26 PM'. The main section is 'Section 5 of 5: WORK EXPERIENCE' with a search bar and a table of requirements.

Requirement	Target Value	Response Value	Attachments
Value of completed comparable works over the last 3 years based on the largest single project (a) Building		* RM 20 million - RM 49 million	None +
Value of completed comparable works over the last 3 years based on the largest single project (a) No. of Units		* 100 units - 299 units	None +

## Vendor Required to answer Questionnaire based on Trade Qualification

9. Vendor are required to verify all Responses by clicking "Requirements Tab" Click "Submit". A popup message will appear and click "Yes" to send questionnaire to PR1MA Vendor Team for evaluation.

**PR1MA**  
RUMAHKU, KOMUNITIKU

Vendor Testing

### Vendor Portal

- Tasks
- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Questionnaires
  - Manage Questionnaires
- Vendor Profile
  - Manage Profile

Search: Negotiations  
Negotiation Number: 1

### Review Response: Response 2002

Currency= Malaysian Ringgit

Title: PRE-QUALIFICATION FORM FOR DEVELOPMENT PROJECTS  
Time Remaining: 1840 Days 22 Hours

Close Date: 12/31/20 12:26 PM

Overview Requirements Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 12/17/15 2:02 PM  
Time Zone: Malaysia Time

Requirement	Target Value	Response Value	Attachments
<b>COMPANY PARTICULARS / MANPOWER</b>			
No. of years in business		More than 10 years	
Paid up capital		1M & above	
Company Structure		Private Limited	
Bumiputra Equity (Validation by PKK or MOF Certificate)		51% and above	
Company registration		CIDB, KPKT & MOF	
Manpower Strength & Organisation Chart with		Management & Heads and Technical & Supervisor...	
<b>QUALITY MANAGEMENT SYSTEM (QMS)</b>			
ISO 9001		ISO Certified	
Independent QA/QC department		Yes	
Quality manual readily available		Yes	
<b>HEALTH &amp; SAFETY/ ENVIRONMENT</b>			
OHSMS (OHSAS 18001/ MS 1722)		Certified	
EMS (ISO 14001)		Policy	
Infringement of Occupational Safety and Health Act (OSHA) & Environmental Quality Act (EQA) in the last 3 years		1-2 (times)	
Company employs qualified safety officers		Not certified but key personnel identified	
Company employs environmental officer/outsource		Yes	

## Vendor Required to answer Questionnaire based on Trade Qualification

10. Popup message. Click "Yes" to continue.

The screenshot shows the PRIMA Vendor Portal interface. The main content area is titled "Review Response: Response 2002". It displays a progress bar with three steps: Overview, Requirements, and Review. Below the progress bar, there are buttons for "Messages", "Respond by Spreadsheet", "Actions", "Back", "Next", "Save", "Submit", and "Cancel". The currency is set to Malaysian Ringgit. The title of the negotiation is "PRE-QUALIFICATION FORM FOR DEVELOPER" and the close date is "12/31/20 12:26 PM". The time remaining is "1840 Days 22 Hours".

The "Requirements" tab is active, showing a table with columns: Requirement, Target Value, Response Value, and Attachments. The table contains several rows of requirements, including "COMPANY PARTICULARS / MANPOWER", "QUALITY MANAGEMENT SYSTEM (QMS)", and "HEALTH & SAFETY/ ENVIRONMENT".

A warning popup is displayed over the table, with the following text: "Warning: PON-2085228 You can submit only one response for this negotiation. Do you want to continue?". The popup has "Yes" and "No" buttons.

Requirement	Target Value	Response Value	Attachments
COMPANY PARTICULARS / MANPOWER			
No. of years in business		More than 10 years	
Paid up capital		1M & above	
Company Structure		Private Limited	
Bumiputra Equity (Valida		51% and above	
Company registration		CIDB, KPKT & MOF	
Manpower Strength & Or		Management & Heads and Technical & Supervisor...	
QUALITY MANAGEMENT SYSTEM (QMS)			
ISO 9001		ISO Certified	
Independent QA/QC department		Yes	
Quality manual readily available		Yes	
HEALTH & SAFETY/ ENVIRONMENT			
OHSMS (OHSAS 18001/ MS 1722)		Certified	
EMS (ISO 14001)		Policy	
Infringement of Occupational Safety and Health Act (OSHA) & Environmental Quality Act (EQA) in the last 3 years		1-2 (times)	
Company employs qualified safety officers		Not certified but key personnel identified	
Company employs environmental officer/outsource		Yes	
EXPERIENCE AS PROPERTY DEVELOPERS			
How many years of experience in doing business ?		Above 10 years	
Any other dealings/ interactions in the last three (3) years		Participated in tendering exercise and Participat...	

# Vendor Required to answer Questionnaire based on Trade Qualification

## 11. Submission confirmation Notification

The screenshot displays the PR1MA Vendor Portal interface. On the left is a navigation menu with sections: Tasks, Orders (Manage Orders, Manage Schedules), Agreements (Manage Agreements), Negotiations (View Active Negotiations, Manage Responses), Questionnaires (Manage Questionnaires), and Vendor Profile (Manage Profile). Below this is a search section for Negotiations, with a dropdown menu set to 'Negotiations', a 'Negotiation Number' dropdown, and an input field containing '1'. The main content area is titled 'PR1MA auto scoring template: 1' with 'Currency = Malaysian Ringgit'. It features a 'Table of Contents' with links for 'Cover Page', 'Overview', and 'Requirements'. A 'Confirmation' dialog box is overlaid on the page, containing the text 'The response 2002 to negotiation 1 was submitted.' and an 'OK' button. The dialog box also shows a green checkmark icon and a close button (X). In the background, a table header is visible with columns for 'Title', 'Status', and 'Time Remaining'. The title 'PRE-QUALIFICATION FORM FOR DEVELOPER' is partially visible. On the right side of the main content, there are buttons for 'Messages', 'Actions', and 'Done', along with 'Open Date 12/3/15 12:47 PM' and 'Close Date 12/31/20 12:26 PM'. The footer of the page includes the logo for 'PERBADANAN PR1MA MALAYSIA'.

# Vendor Required to answer Questionnaire based on Trade Qualification

## 12. Email Notification of “Confirmation of Questionnaire Submission”

The screenshot shows a Gmail interface with a search bar at the top. The left sidebar contains navigation options: COMPOSE, Inbox (1), Starred, Sent Mail, Drafts, and More. The main inbox area shows a list of emails. The first email is highlighted with a red border:

Sender	Subject	Time
noreply-vrs	PR1MA Vendor Registration System – Confirmation of Questionnaire Submission - Dear Vendor Testing 008 Sdn Bhd, CONFIRMATION OF QUESTIONNAIRE SUBMISSIO	2:09 pm
noreply-VRS	PR1MA Vendor Registration System – Registered Vendor - Dear Vendor Testing 008 Sdn Bhd, REGISTERED VENDOR FOR PERBADANAN PR1MA MALAYSIA Thank you for	Dec 10
donotreply	New Account Information - Oracle Cloud Hello Vendor, An account has been created for you. You will be required to change your	Dec 10
FusionPRCloudService-EB.	Vendor Registration Request 48 Was Approved - Skip to content Your registration request to be a vendor for PERBADANAN PR1MA MALAYSIA (PR1MA) was	Dec 10

Below the inbox, there is a 'Setup progress' section showing 10% completion. It includes several tasks with icons: Account Created (checked), Get Gmail for mobile, Import contacts and mail, Learn how to use Gmail, Choose a theme, and Change profile image. At the bottom, there is a storage usage indicator (0 GB of 15 GB used), a link to Terms - Privacy, and a note about last account activity (1 hour ago).

## Vendor Required to answer Questionnaire based on Trade Qualification

### 13. Email Body of “Confirmation of Questionnaire Submission”

The screenshot displays a Gmail inbox with a selected email. The email is from 'noreply-vrs@pr1ma.my' and is titled 'PR1MA Vendor Registration System – Confirmation of Questionnaire Submission'. The email body contains the following text:

Dear Vendor Testing 008 Sdn Bhd,

**CONFIRMATION OF QUESTIONNAIRE SUBMISSION FOR PERBADANAN PR1MA MALAYSIA**

Thank you for submitting your questionnaire via the PR1MA Vendor Registration System.

We refer to your online vendor registration application submitted on 10-12-2015. We are pleased to inform that your application has been captured in our system and will be processed within ONE (1) month from your submission date subject to the supporting documents provided is complete.

Kindly click on the link below for PR1MA's Vendor Classification details:  
[http://www.pr1ma.my/vendor\\_classification.php?lang=en](http://www.pr1ma.my/vendor_classification.php?lang=en)

If you have any queries please email to [vms@pr1ma.my](mailto:vms@pr1ma.my) or call 03- 7962 4374.

**Below is your application summary:**

**Company Name:** Vendor Testing 008 Sdn Bhd  
**Business Registration Number:** 123456-x  
**PR1MA Vendor Reference No:** 100000001923

Thank you,  
Regards  
Perbadanan PR1MA Malaysia