

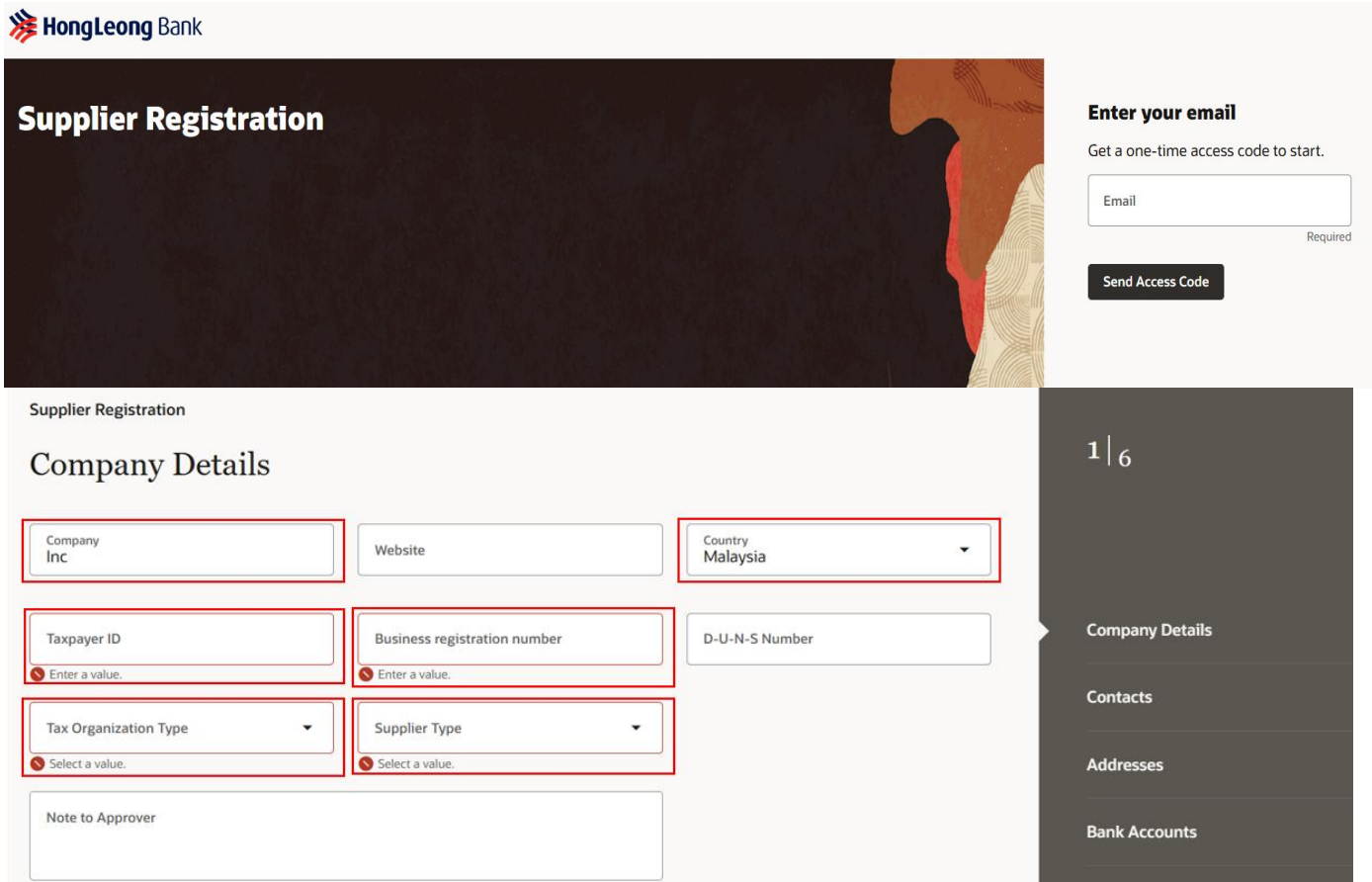
Tutorial: Manual Layan Diri (Panduan Pendaftaran Layan Diri Pembekal)

Dalam pek tutorial ini, anda akan disediakan langkah dan cara mendaftar diri sebagai pembekal dalam Portal e-Perolehan (PtoP @HLB).

Semua Bakal Pembekal perlu log masuk ke www.hlb.com.my/procurement & klik “Mulakan Pendaftaran Pembekal Dalam Talian”

Sebagai permulaan, permohonan pendaftaran pembekal perlu dimulakan oleh pihak pembekal. Pembekal dikehendaki memasukkan alamat emel pada halaman berkaitan. Kemudian, pembekal akan menerima kod akses melalui emel yang didaftarkan dan perlu memasukkan kod akses yang hanya sah selama 15 minit untuk meneruskan ke langkah seterusnya.

Langkah 1: Pendaftaran Layan Diri Pembekal – Butiran Syarikat



Supplier Registration

Enter your email
Get a one-time access code to start.

Email Required

Send Access Code

Supplier Registration

Company Details

Company Inc Website Country Malaysia

Taxpayer ID Enter a value. Business registration number Enter a value. D-U-N-S Number

Tax Organization Type Select a value. Supplier Type Select a value.

Note to Approver

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Company Details

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- **Syarikat (Company):** Sebagai nama syarikat/perniagaan atau nama individu.
- **Negara (Country):** Sebagai negara utama syarikat/individu pembekal didaftarkan.

- **ID Pembayar Cukai (Taxpayer ID):** Sebagai nombor pengenalan cukai (TIN). *Masukkan 'N/A – Nama Syarikat atau Nama Individu' jika tidak berkenaan.*
- **Nombor Pendaftaran Perniagaan (Business Registration Number):** Sebagai nombor pendaftaran syarikat/nombor pengenalan individu.
- **Jenis Organisasi (Tax Organization Type):** Sebagai jenis syarikat/perniagaan.
- **Jenis Pembekal (Supplier Type):** Sebagai kategori syarikat/perniagaan.

Additional Information

* Resident Company <input type="text"/>	* Year of Incorporation <input type="text"/>	Name of Parent Company (if any) <input type="text"/>
* Company Principal Business Activities <input type="text"/> <small>Enter a value.</small>	MSIC <input type="text"/> <small>Enter a value.</small>	* Paid Up Capital <input type="text"/>
* Shareholders' Equity / Funds <input type="text"/>	Type of Tax SST <input type="text"/> <small>Enter a value.</small>	Tax Registration Number/ID <input type="text"/> <small>Enter a value.</small>
Tourism Tax <input type="text"/> <small>Enter a value.</small>	Reason for Inactive <input type="text"/>	Type of Vendor <input type="text"/>
Vendors Country Origins <input type="text"/>	Vendors ESG <input type="text"/>	

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

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Company Details

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Products and Services

Questionnaire

- **Aktiviti Perniagaan Utama Syarikat (Company Principal Business Activities):** Sebagai jenis perniagaan syarikat.
 - **MSIC:** Sebagai kod klasifikasi industri standard. *Masukkan 'N/A' jika tidak berkenaan*
 - **Jenis Cukai (Type of Tax):** Sebagai jenis cukai (cth: SST, GST). *Masukkan 'N/A' jika tidak berkenaan.*
 - **Nombor/ID Pendaftaran Cukai (Tax Registration Number/ID):** Sebagai nombor/ID pendaftaran cukai (cth: nombor pendaftaran SST, GST). *Masukkan 'N/A' jika tidak berkenaan.*
 - **Nombor Cukai Pelancongan (Tourism Tax):** *Masukkan 'N/A' jika tidak berkenaan.*
- Klik "**Save**" (Simpan) & "**Continue**" (Teruskan) untuk beralih ke langkah seterusnya.

Langkah 2: Pendaftaran Layan Diri Pembekal – Kontak

HongLeong Bank

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name <small>Enter a value.</small>	Last Name <small>Enter a value.</small>	Email <small>Enter a value.</small>
Job Title	Country MY	Mobile +60
Country MY	Phone +60	Ext
Country MY	Fax +60	

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

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- Company Details
- Contacts**
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What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- Supplier Sales Representative**
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- Supplier Inventory Manager**
Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products to ensure that customers, employees and production have access to the materials they need.
- Supplier Customer Service Representative**
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- Supplier Accounts Receivable Specialist**
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.

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- Company Details
- Contacts**
- Addresses
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- Products and Services

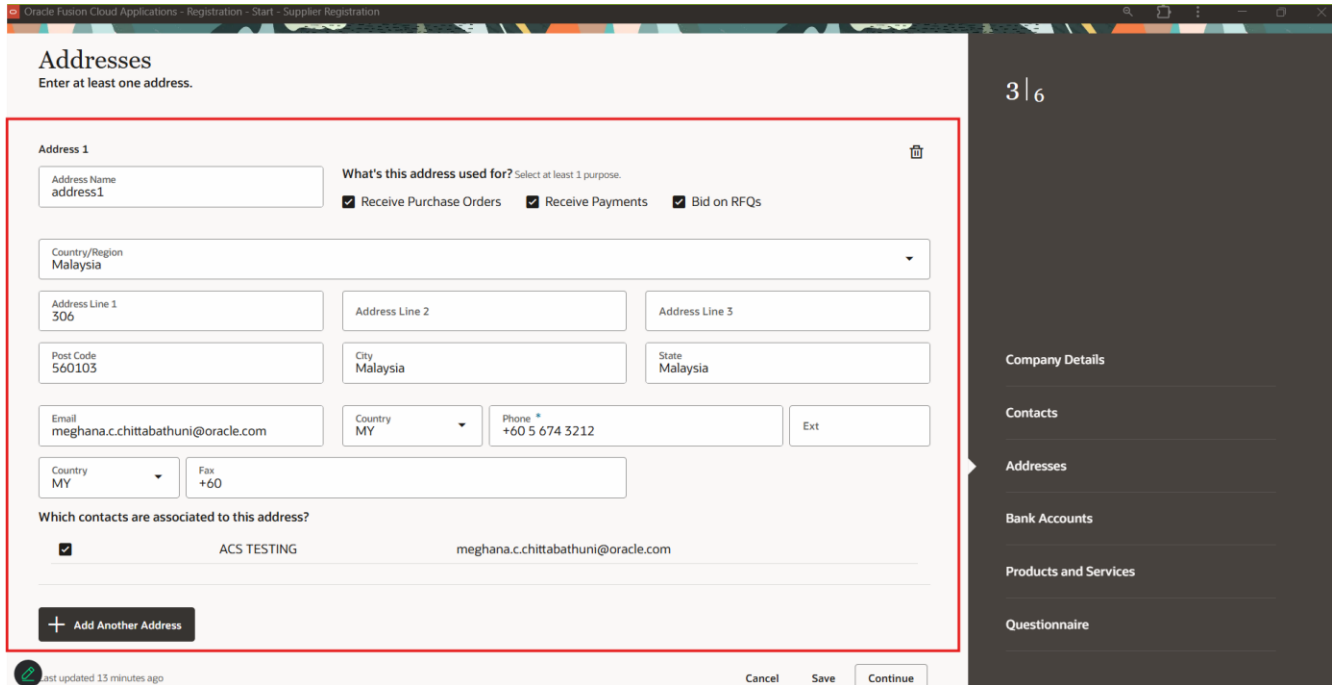
- Nama Pertama, Nama Akhir, Nombor Telefon, dan Emel adalah wajib untuk diisi.
- Jika kontak dibenarkan untuk akaun pengguna, pilih peranan yang diperlukan untuk kontak tersebut.
- Jika lebih banyak kontak diperlukan, klik "+ Add Another Contact" (Tambah Kontak Lain) untuk pendaftaran kontak tambahan.

Penting!

Untuk penerimaan maklumat pembayaran melalui emel, sila berikan hanya satu butiran kontak berserta alamat emel dan namakan sebagai "**Payment Advice**" dalam ruangan "job title".

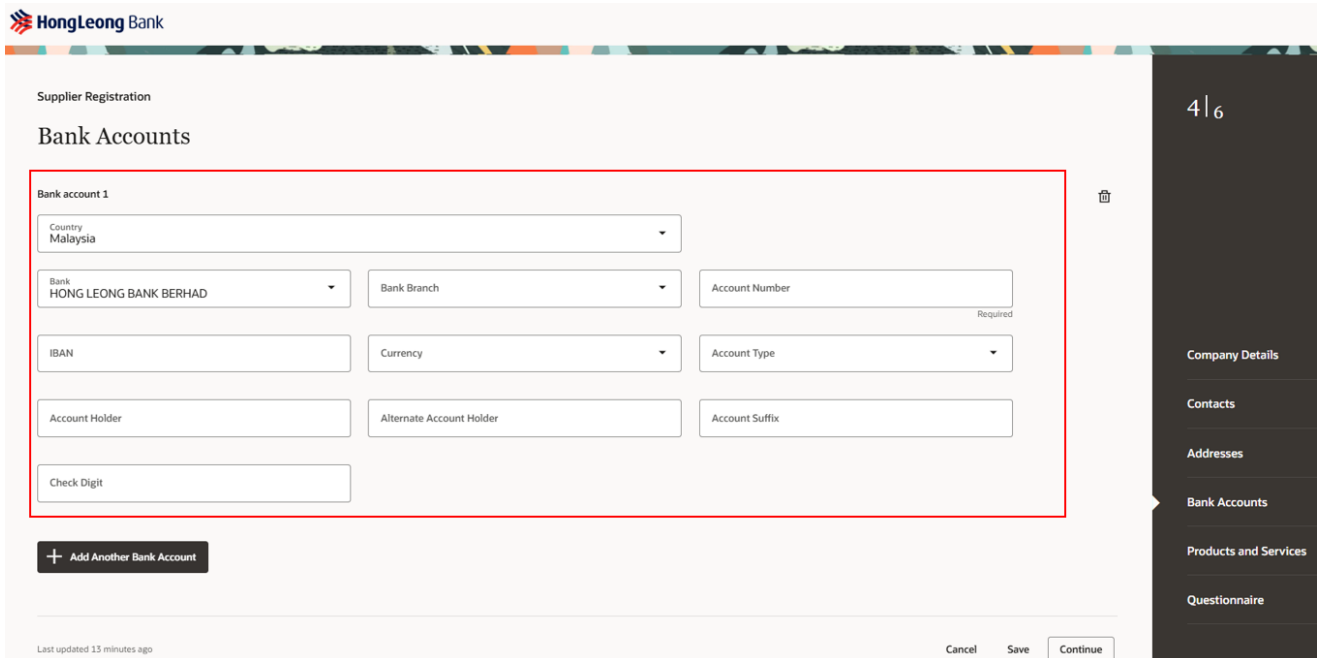
- Klik "**Save**" (Simpan) & "**Continue**" (Teruskan) sebaik sahaja maklumat diisi.

Langkah 3: Pendaftaran Layan Diri Pembekal - Alamat



- Sentiasa gunakan NAMA BANDAR atau NAMA NEGARA berdasarkan alamat pembekal yang diberikan dalam ruangan "Address Name" (Nama Alamat).
 - Contoh: Kuala Lumpur, Singapura, Jakarta, Bangkok, Beijing dan lain-lain.
- Isi Maklumat Alamat.
- Pilih kotak semak untuk fungsi alamat seperti di bawah:
 - Untuk mengeluarkan dokumen pesanan, kotak semak "Receive Purchase Orders" (Terima Pesanan Belian) mesti ditanda.
 - Untuk memproses Invois, kotak semak "Receive Payments" (Terima Bayaran) mesti ditanda.
 - Untuk menyertai Proses Bidaan dan Sebut Harga, kotak semak "Bid on RFQs" (Bida pada RFQ) mesti ditanda.
- Nombor Telefon & Emel untuk alamat tersebut perlu diisi.
- Klik "**Save**" (Simpan) & "**Continue**" (Teruskan) untuk beralih ke langkah seterusnya.

Langkah 4: Pendaftaran Layan Diri Pembekal - Akaun Bank



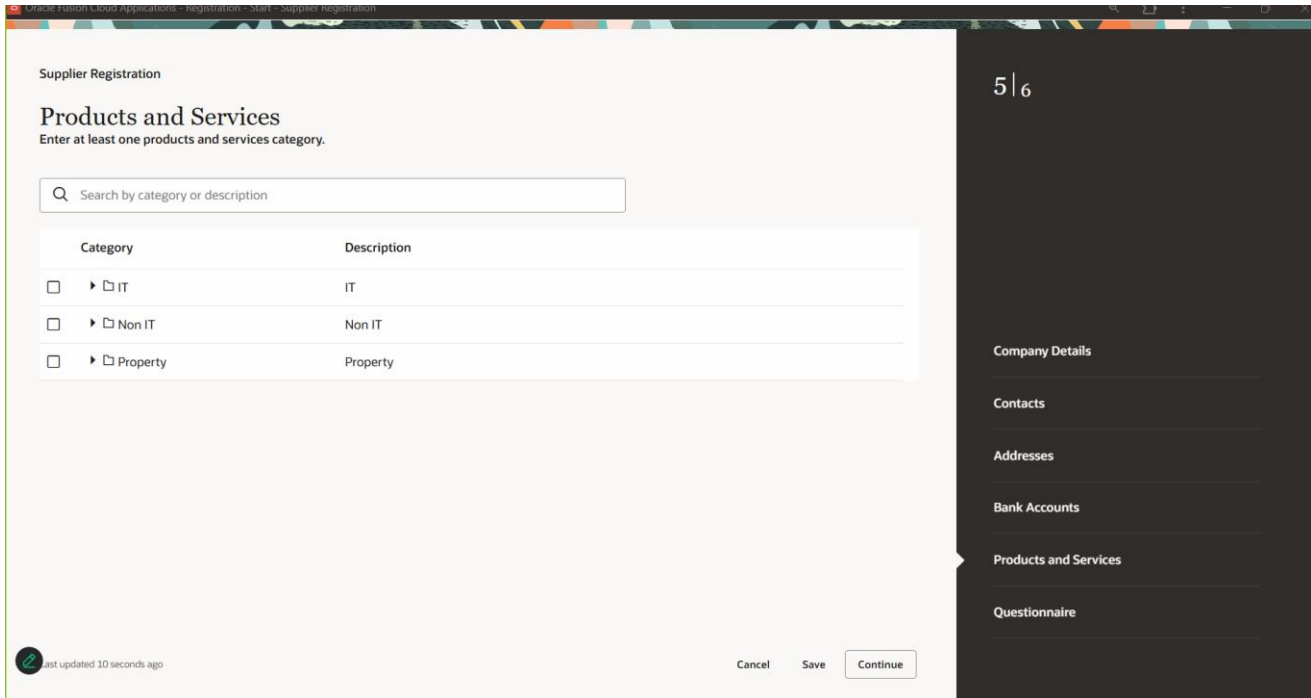
- Masukkan Maklumat Akaun Bank.
 - Isi Negara, Bank, Cawangan Bank, Nombor Akaun (**tanpa jarak atau sebarang aksara khas**), Mata Wang dan Pemegang Akaun.

Peringatan:

Pembekal dikehendaki mengekalkan Akaun Semasa atau Simpanan dengan Hong Leong Bank atau Hong Leong Islamic Bank bagi tujuan pembayaran.

- Klik "**Save**" (Simpan) & "**Continue**" (Teruskan) sebaik sahaja maklumat Akaun Bank dimasukkan.

5: Pendaftaran Layan Diri Pembekal - Produk & Perkhidmatan



Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

Category	Description
<input type="checkbox"/> ▶ IT	IT
<input type="checkbox"/> ▶ Non IT	Non IT
<input type="checkbox"/> ▶ Property	Property

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Cancel Save Continue

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Company Details

Contacts

Addresses

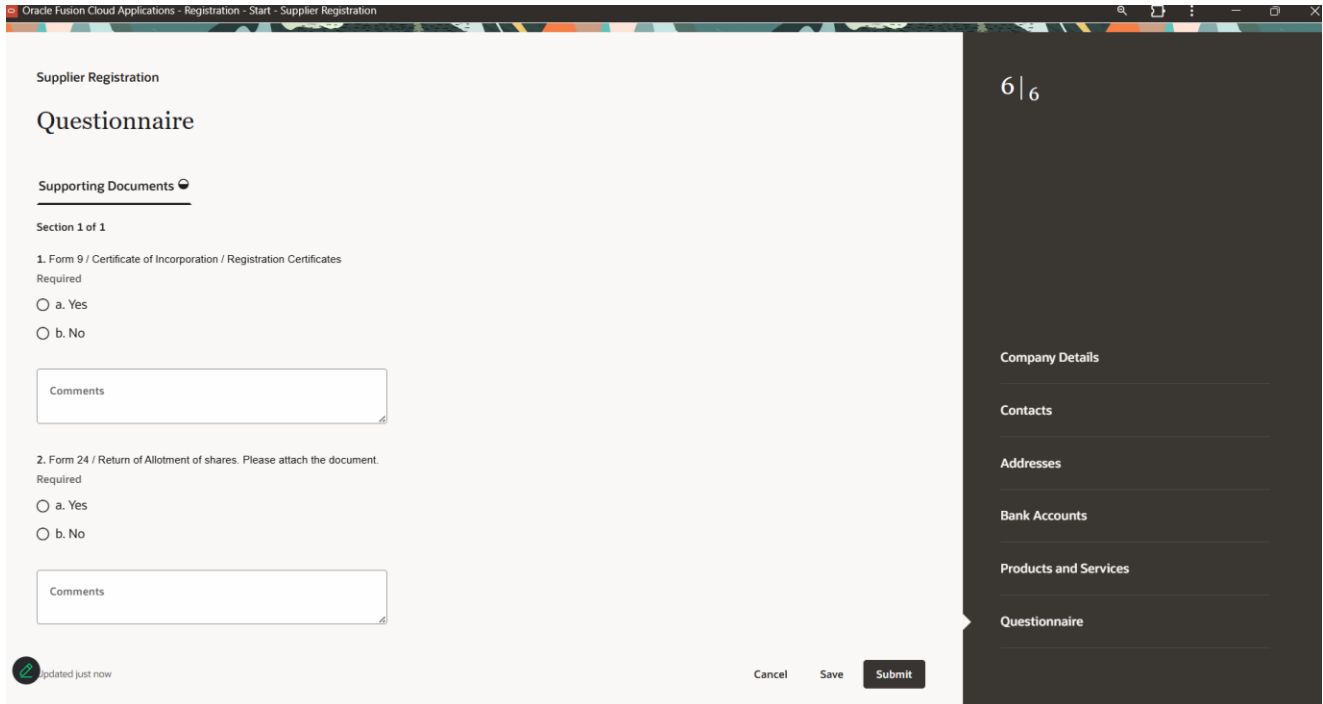
Bank Accounts

Products and Services

Questionnaire

- Pilih kategori daripada senarai Produk dan Perkhidmatan yang tersedia.
- Klik "**Save**" (Simpan) & "**Continue**" (Teruskan) untuk beralih ke bahagian Soal Selidik.

Langkah 6: Pendaftaran Layan Diri Pembekal – Soal Selidik



Supplier Registration

Questionnaire

Supporting Documents

Section 1 of 1

1. Form 9 / Certificate of Incorporation / Registration Certificates
Required

a. Yes

b. No

Comments

2. Form 24 / Return of Allotment of shares. Please attach the document.
Required

a. Yes

b. No

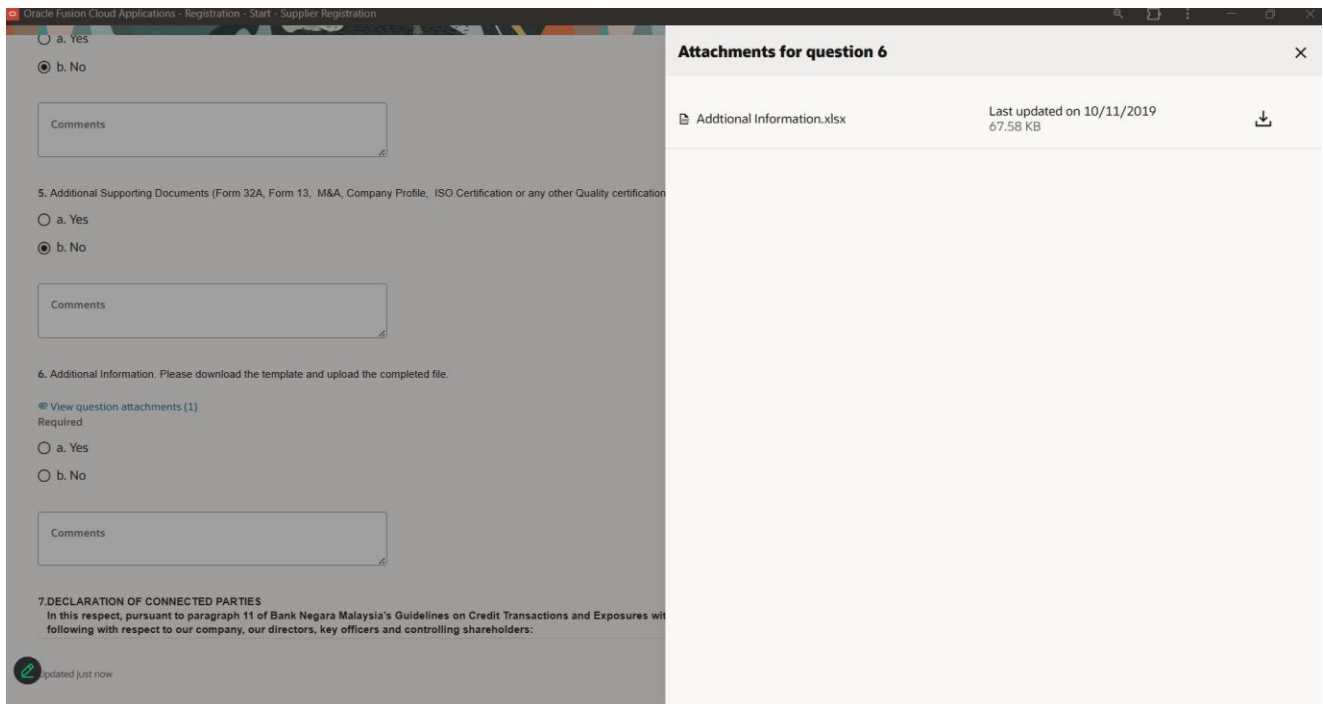
Comments

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Cancel Save Submit

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- Company Details
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- Questionnaire



a. Yes

b. No

Comments

5. Additional Supporting Documents (Form 32A, Form 13, M&A, Company Profile, ISO Certification or any other Quality certification)
Required

a. Yes

b. No

Comments

6. Additional Information. Please download the template and upload the completed file.

View question attachments (1)

Required

a. Yes

b. No

Comments

7. DECLARATION OF CONNECTED PARTIES
In this respect, pursuant to paragraph 11 of Bank Negara Malaysia's Guidelines on Credit Transactions and Exposures with following with respect to our company, our directors, key officers and controlling shareholders:

updated just now

Attachments for question 6

Additional Information.xlsx	Last updated on 10/11/2019 67.58 KB	Download
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- Jika jawapan kepada soalan adalah 'Ya', sila lampirkan dokumen seperti yang dikehendaki.

7. DECLARATION OF CONNECTED PARTIES
 In this respect, pursuant to paragraph 11 of Bank Negara Malaysia's Guidelines on Credit Transactions and Exposures with Connected Parties, we hereby declare the following with respect to our company, our directors, key officers and controlling shareholders:

Please indicate if your company or any of its affiliates have connections with * with Hong Leong Bank Berhad or its subsidiaries at this point in time.

[View question attachments \(1\)](#)
 Required

- a. No, I/We are not connected.
- b. Yes, I/We are connected. If yes, please provide details of the connections in the comment section below. *Connected parties* is as detailed in Annexure 1 herein. (Refer attachment Question 7)

Comments

8. Anti-Bribery & Corruption (ABC) Declaration, Commitment and Policy

By checking the box below, I/We hereby acknowledge, declare, and commit to the following:

1. I/ We have read, fully understood and agree to comply with the Hong Leong Bank Group (HLBG) Anti-Bribery & Corruption (ABC) Policy Statement, and have completed the ABC Training Module for External Parties.
2. I/ We acknowledge HLBG's zero-tolerance position against bribery and corruption and will ensure our compliance with the Malaysian Anti-Corruption Commission Act 2009 (MACC Act 2009) and all other applicable anti-bribery and corruption laws.
3. I/ We shall promptly declare any actual, potential or perceived conflict of interest (personal or otherwise), whether existing or that may arise, which we or our connected persons may have in relation to any matter or decision involving HLBG.
4. I/ We affirm that we, our directors, officers and/or shareholders are not, to our knowledge, currently suspected of any criminal offence or have been convicted of any criminal offence.
5. I/ We have read, fully understood and agree to comply with the provisions in the Declaration of Commitment and Compliance with the Malaysian Anti-Corruption Commission Act 2009 and confirm that all information provided therein is true, accurate and complete.

[View question attachments \(3\)](#)
 Required

- a. I/We have read, understood, and agree to uphold the commitments listed above and acknowledge that non-compliance will be subject to the consequences as set out in the Declaration of Commitment and Compliance with the Malaysian Anti-Corruption Commission Act 2009. Please include the details of the person attesting (designated higher authority/authorized person of the organization) including name, designation, and email address in the comment section below. If you are unable to fulfil any of the above (including declaration for item 3 and 4), please state your details/reasons in the comment box below and attach your Company's ABC Policy / Code of Conduct (if available):

Comments

Last updated 3 minutes ago

Cancel Save **Submit**

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Company Details

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Questionnaire

9. DECLARATION STATEMENT

Required

- a. I/We :- (a) confirm that all information provided herein is true and complete; (b) authorize and consent to Hong Leong Bank Group ("HLB Group") to verify the information from whatever sources and manners that is deemed appropriate; (c) authorize and consent to HLB Group obtaining any other information from any sources including but not limited to the CTOS, RAMCI, NORKOM, or any credit reference agency, or any authorities as HLB Group may in its absolute discretion deem necessary or expedient in connection with this application; (d) agree that my/our application may be declined without any reason given; (e) agree to maintain a HLB account for any payment transaction in connection with the distribution and provision of products and services;

Comments

10. .

Required

- a. I/We :- (f) have read and understood HLBG's Personal Data Personal Statement ("PDPS") from HLB's website (www.hlb.com.my/procurement) and agree that all Personal Data provided to the HLBG and/or acquired by the Group from the public domain will be subject to such PDPS; (g) have read and understood HLBG Sustainable Practices from HLB website and agree to uphold these practices together; (h) have read and understood HLBG's Code of Conduct & Ethics for Business Partners and HLBG's Anti-Bribery and Corruption Policy and (i) have read and completed the Anti-Bribery and Corruption self-training module from HLB website (Refer attachment in Question 8) and agree to adhere to a high standard of professionalism and ethics in the conduct of my/our business.

Comments

11. Vendor ESG assessment. Please download and complete the following questionnaire. All required supporting documents must be provided for review

[View question attachments \(2\)](#)
 Required

- a. "I/We have read and understood HLBG's Vendor ESG Code of Conduct and agree to adhere to the requirements of the CoC as a condition of the engagement as a Vendor to HLBG."

Comments

End of Section 1 of 1

Last updated 15 minutes ago

Cancel Save **Submit**

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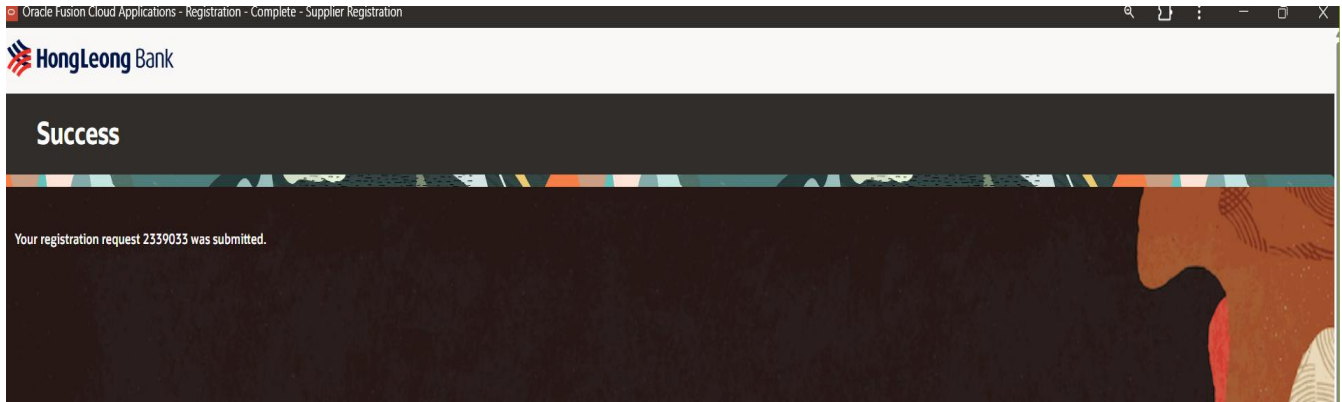
Questionnaire

- Bagi soalan 7, 8, 9 & 10, sila tanda kotak semak sebagai pengisytiharan diri (self-declaration).
- Bagi soalan 11, sila muat turun Soal Selidik ESG daripada lampiran, isi ruangan yang diperlukan dan muat naik dokumen yang telah lengkap.

Peringatan:

Untuk soalan 8, pembekal dikehendaki memasukkan maklumat perisytihar seperti berikut di dalam kotak komen: Nama Penuh, Jawatan & Alamat Emel.

- Klik "**Save**" (Simpan) & "**Submit**" (Hantar) untuk melengkapkan pendaftaran.



- Pengesahan penghantaran berjaya bagi Pendaftaran Pembekal akan dipaparkan.
- Pembekal akan dihubungi melalui emel sekiranya dokumen sokongan diperlukan atau untuk pemakluman status terkini.

Latest update on March 2026