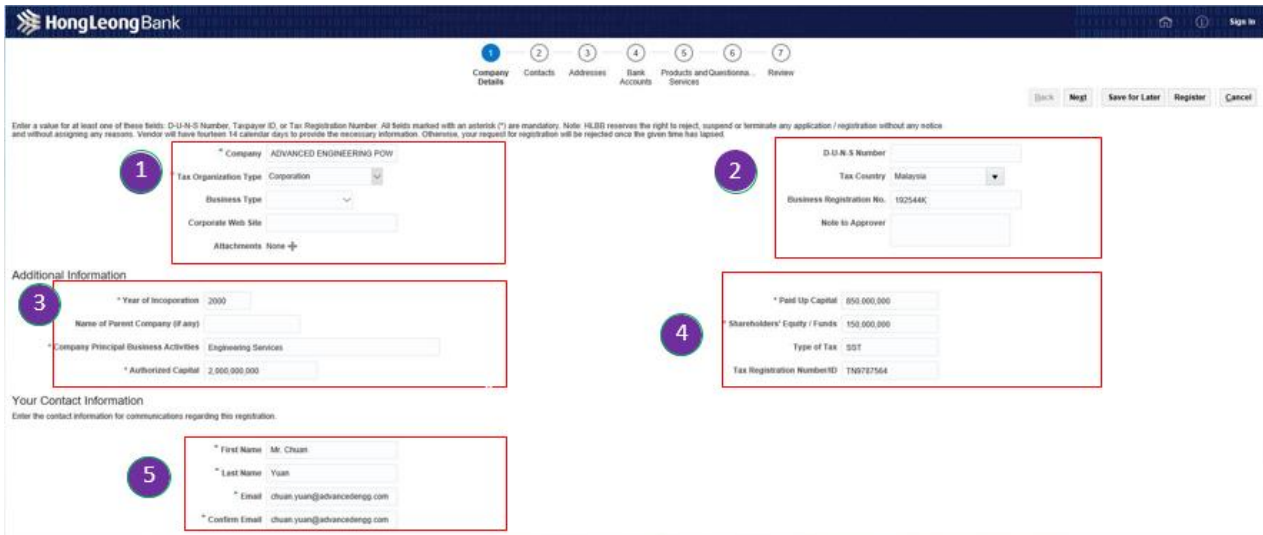


## 使用说明书：自助采购手册 (供应商自行注册用户指南)

从此使用说明书，您将获得本电子采购网站 (PtoP @HLB) 自行注册的逐步指南。

所有准供应商皆需要登入 [www.hlb.com.my/procurement](http://www.hlb.com.my/procurement)，并点击“供应商网上注册始”。



The screenshot shows a registration form with the following sections highlighted by numbered callouts:

- 1**: Company Details (Company Name: ADVANCED ENGINEERING POW, Tax Organization Type: Corporation, Business Type, Corporate Web Site, Attachments)
- 2**: Tax Information (D.U.N.S Number, Tax Country: Malaysia, Business Registration No: 192544K, Note to Approver)
- 3**: Additional Information (Year of Incorporation: 2000, Name of Parent Company (if any), Company Principal Business Activities: Engineering Services, Authorized Capital: 2,000,000,000)
- 4**: Financial Information (Paid Up Capital: 800,000,000, Shareholders' Equity / Funds: 150,000,000, Type of Tax: SST, Tax Registration Number/ID: TN9727564)
- 5**: Your Contact Information (First Name: Mr. Chuan, Last Name: Yuan, Email: chuan.yuan@advancedengg.com, Confirm Email: chuan.yuan@advancedengg.com)

### 步骤 1: 供应商自行注册- 公司注册

- 首先由商家自行提出供应商注册申请。
- 供应商注册申请必须填妥公司详细资料、联络、地址。
- 进入供应商注册网址，并在“公司详情”栏目中填妥以下资料。

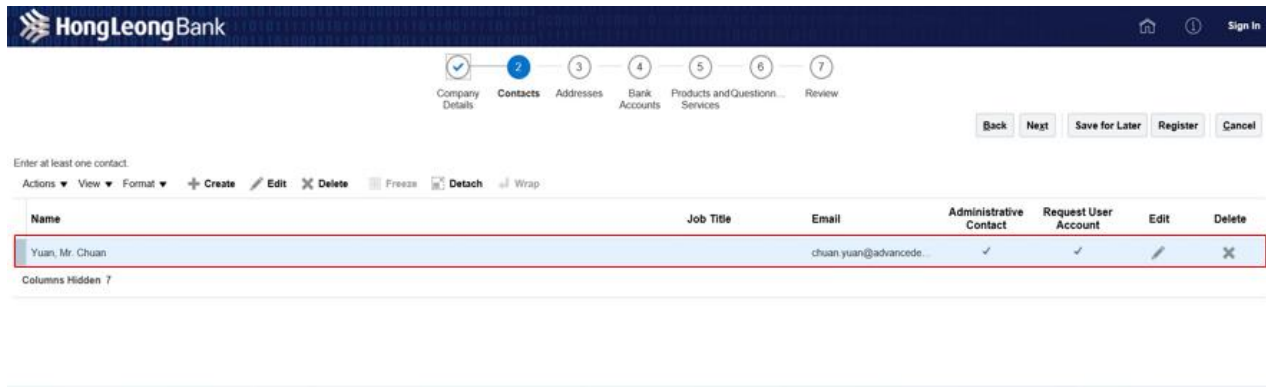
**1** - 公司填写供应商名称，税务机构种类则是“企业/政府/个人/机构”等。  
纳税地区（必填项目）决定供应商的主要注册地址。

**2** - 在输入纳税地区后输入商业注册号码。  
- 向批准者具体说明注册申请的注释（可选）。

**3** & **4** - 注册申请需附上所有证明文件。  
- 必须提供额外资料以评估供应商财务状况。  
- 必须输入供应商主要联络资料，姓名、电邮和确定电邮。

- 倘若注册申请无法一次完成，点击“保存待用”，电邮将发送至所提供的电邮地址供继续完成注册。
- 点击“下一步”输入其他注册所需的供应商资料。

## 步骤 2：供应商自行注册 - 联络



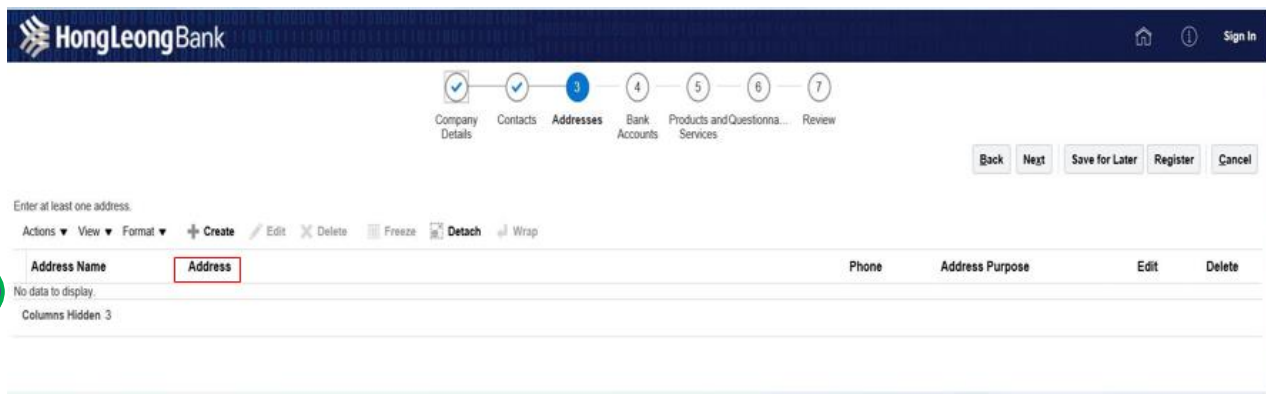
Enter at least one contact.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Yuan, Mr. Chuan		chuan.yuan@advancede...	✓	✓		

Columns Hidden 7

- 联络详情将会根据输入“公司资料”的栏目创建。
- 若需要注册更多联络，点击“+创建”以输入额外供应商资料。
- 一旦资料填妥，点击“下一步”栏目。

## 步骤 3：供应商自行注册- 地址



Enter at least one address.

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3

- 点击“+创建”输入供应商地址资料

**Create Address**

**\* Address Name** Malaysia 1

**\* Country** Malaysia

**\* Address Line 1** No 11B

**Address Line 2** 2nd Floor

**Address Line 3** Jalan SS 15/4G 2

**\* Post Code** 47500

**\* City** Subang Jaya

**\* State** Selangor

**\* Address**  Ordering

**Purpose**  Remit to

RFQ or Bidding

**Phone** 60

**Fax** 60

**Email**

3

---


**Address Contacts**

Select the contacts that are associated with this address.

Actions

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

4

- 1 - 按照填写地址的惯例，将根据供应商提供的地址区分城市或国家。
- 2 - 以地址资料区分不同国家，例如：新加坡、吉隆坡、耶加达、曼谷、胡志明市、北京、班加罗尔等。
- 3 - 填妥供应商地址资料。
  - 从以下栏目中勾选用途。
    - 欲发出采购订单，必须勾选“订购”栏目。
    - 欲处理发票，必须勾选“汇款至”栏目。
    - 欲参与采购招标流程，必须勾选“报价请求或招标”。
  - 此地址所使用的电话、传真、电邮资料皆可填入。
- 4 - 上一步骤创建的联络中，必须使用此供应商地址。
  - 在联络地址处或者标志上 ，点击“操作 -> 选择及添加”。

### Select and Add: Contacts

**Search**

Name  Job Title

View  Format  Wrap

Name	Job Title	Email	Phone
Yuan, Mr. Chuan		chuan.yuan@ad...	

Rows Selected 1 Columns Hidden 1

- 选择在“联络”栏目创建的联络，点击“申请/OK”。

### Create Address

Address Name

Country

Address Line 1

Address Line 2

Address Line 3

Post Code

City

State

Address  Ordering

Purpose  Remit to

RFQ or Bidding

Phone

Fax

Email

**Address Contacts**

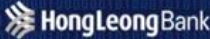
Select the contacts that are associated with this address.

Actions  View  Format    Freeze  Detach  Wrap

Name	Job Title	Email	Administrative Contact	User Account
Yuan, Mr. Chuan		chuan.yuan@ad...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

- 点击“OK”。若要再输入新的地址，重复以上相同步骤。



1 2 3 4 5 6 7

Company Details   Contacts   **Addresses**   Bank Accounts   Products and Questionnaires   Review

Enter at least one address.

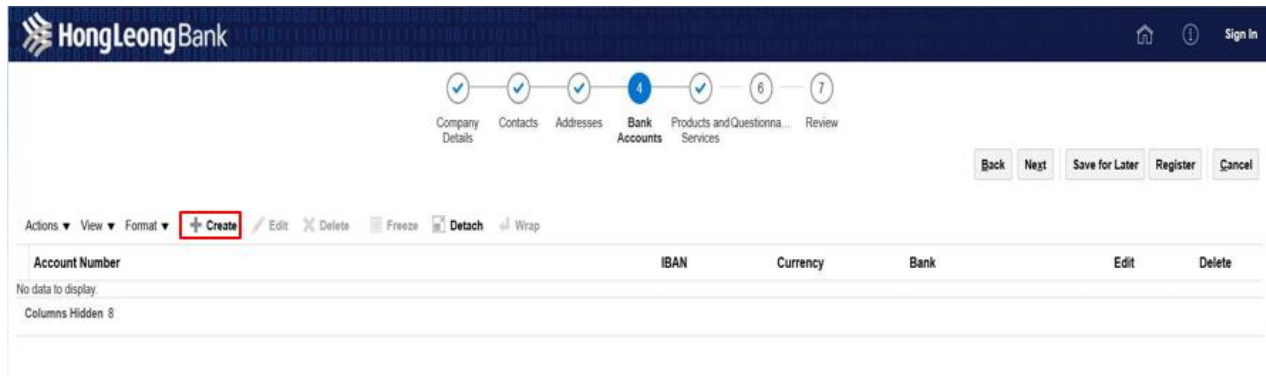
Actions  View  Format   Create  Edit  Delete  Freeze  Detach  Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Malaysia	No 11B, 2nd Floor, Jalan SS 15/4G, 47500 SUBANG JAYA, SELANGOR, MALAYSIA		Ordering, Remit to, RFQ or Bidding	<input type="button" value="v"/>	<input type="button" value="v"/>

Columns Hidden 3

- 所有地址详情输入后，点击“下一步”。

## 步骤 4：供应商自行注册- 银行联系



HongLeongBank

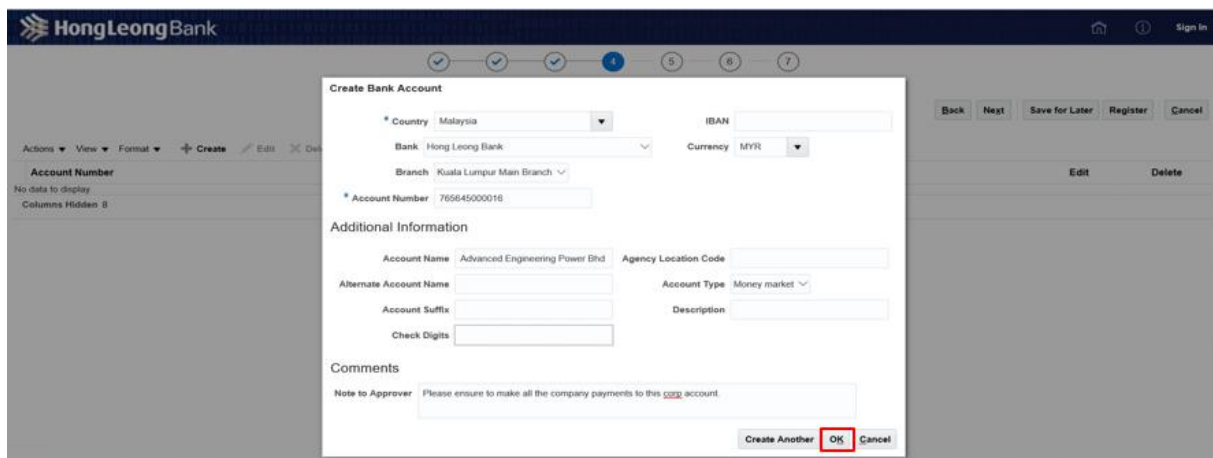
Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionna... | Review

Back Next Save for Later Register Cancel

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden 8					

- 点击“+创建”以输入供应商银行账户资料。



HongLeongBank

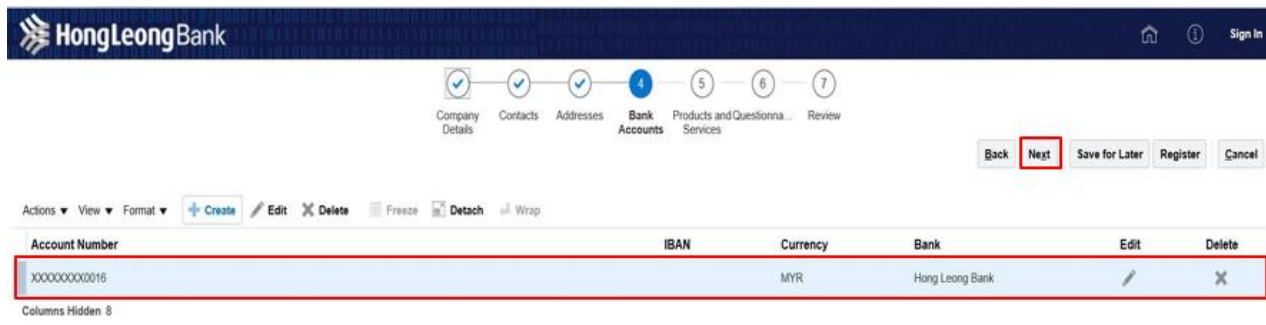
Country: Malaysia | IBAN: | Bank: Hong Leong Bank | Currency: MYR | Branch: Kuala Lumpur Main Branch | Account Number: 765645000016

Additional Information

Account Name: Advanced Engineering Power Bhd | Agency Location Code: | Account Type: Money market | Description: | Check Digits: | Note to Approver: Please ensure to make all the company payments to this 0002 account.

Create Another OK Cancel

- 输入供应商银行账户资料并点击“OK”。
- 提醒：
  - a. 供应商必须持有豐隆银行或豐隆伊斯兰银行的来往或储蓄户口供付款所需。
  - b. 填寫國家，帳號(不帶“-”，空格或任何特殊字符)，銀行名稱，銀行分行和帳戶名



HongLeongBank

Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionna... | Review

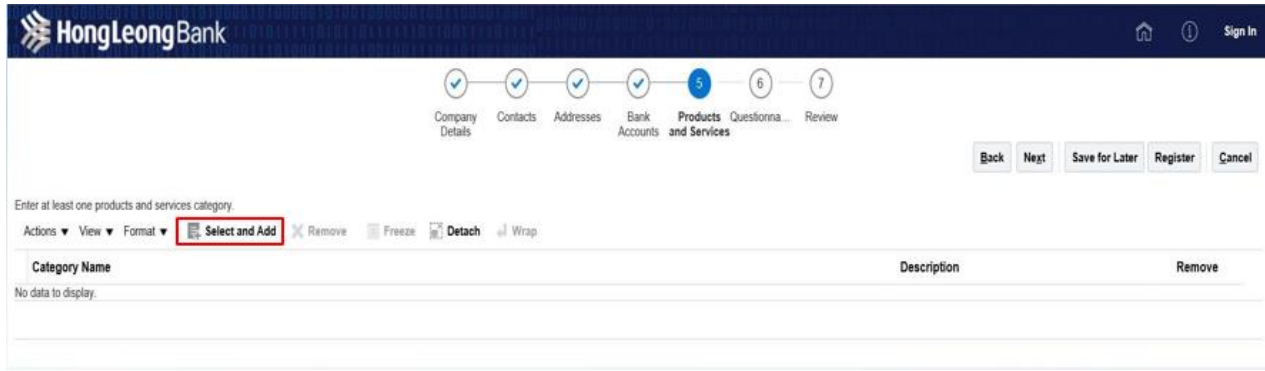
Back **Next** Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXXXX0016		MYR	Hong Leong Bank		
Columns Hidden 8					

- 输入银行资料后点击“下一步”。

## 步骤 5：供应商自行注册 - 产品和服务

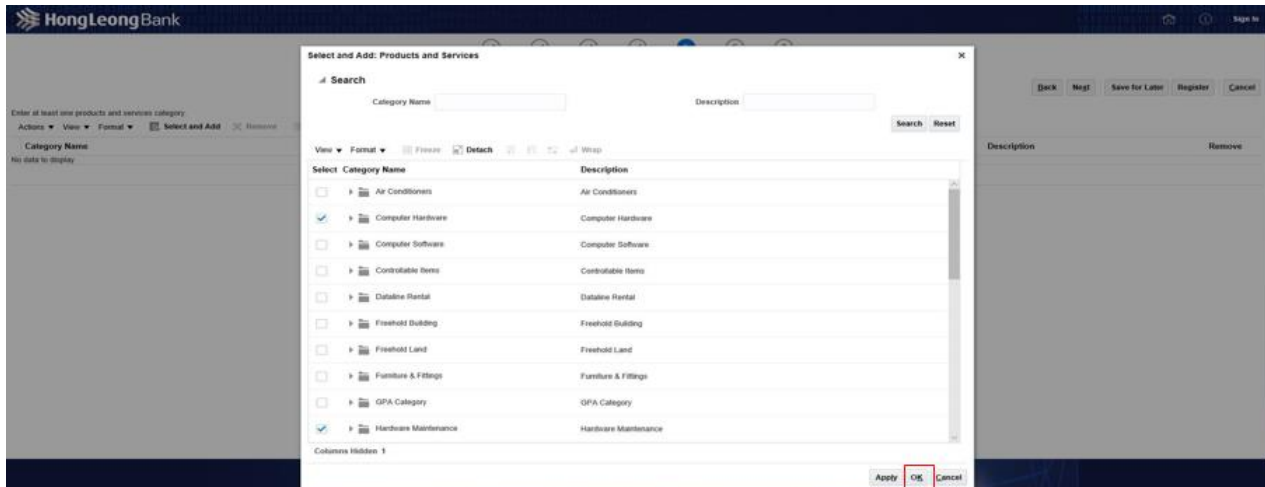


Enter at least one products and services category.

Actions: View, Format, **Select and Add**, Remove, Freeze, Detach, Wrap

Category Name	Description	Remove
No data to display.		

- 点击“选择及加入”具体指明供应商可提供的产品及服务。从清单中选定所有产品组别后点击“OK”。



Select and Add: Products and Services

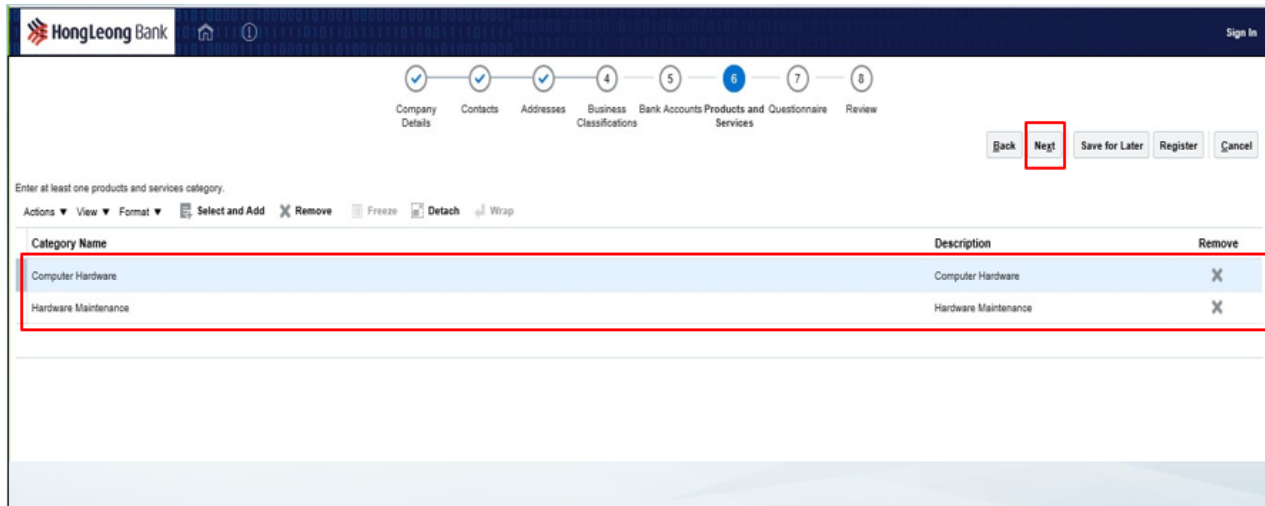
Search: Category Name, Description

View, Format, Freeze, Detach, Wrap

Select	Category Name	Description
<input type="checkbox"/>	Air Conditioners	Air Conditioners
<input checked="" type="checkbox"/>	Computer Hardware	Computer Hardware
<input type="checkbox"/>	Computer Software	Computer Software
<input type="checkbox"/>	Controllable Items	Controllable Items
<input type="checkbox"/>	Dateline Rental	Dateline Rental
<input type="checkbox"/>	Freehold Building	Freehold Building
<input type="checkbox"/>	Freehold Land	Freehold Land
<input type="checkbox"/>	Furniture & Fittings	Furniture & Fittings
<input type="checkbox"/>	GPA Category	GPA Category
<input checked="" type="checkbox"/>	Hardware Maintenance	Hardware Maintenance

Apply, **OK**, Cancel

- 从清单中勾选所有需要的产品组别后，点击“OK”。



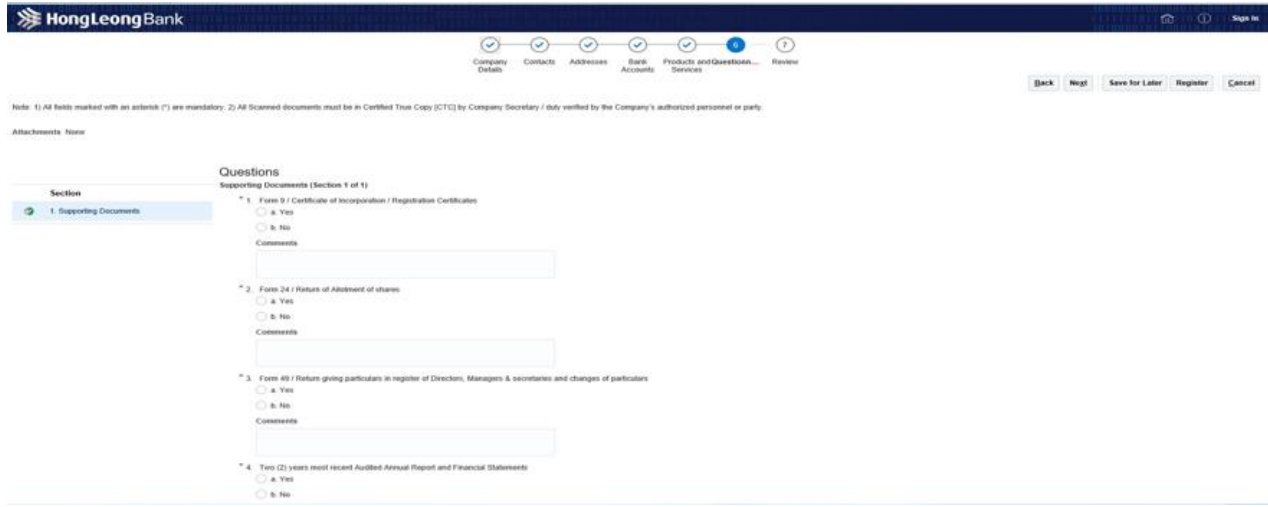
Enter at least one products and services category.

Actions: View, Format, Select and Add, Remove, Freeze, Detach, Wrap

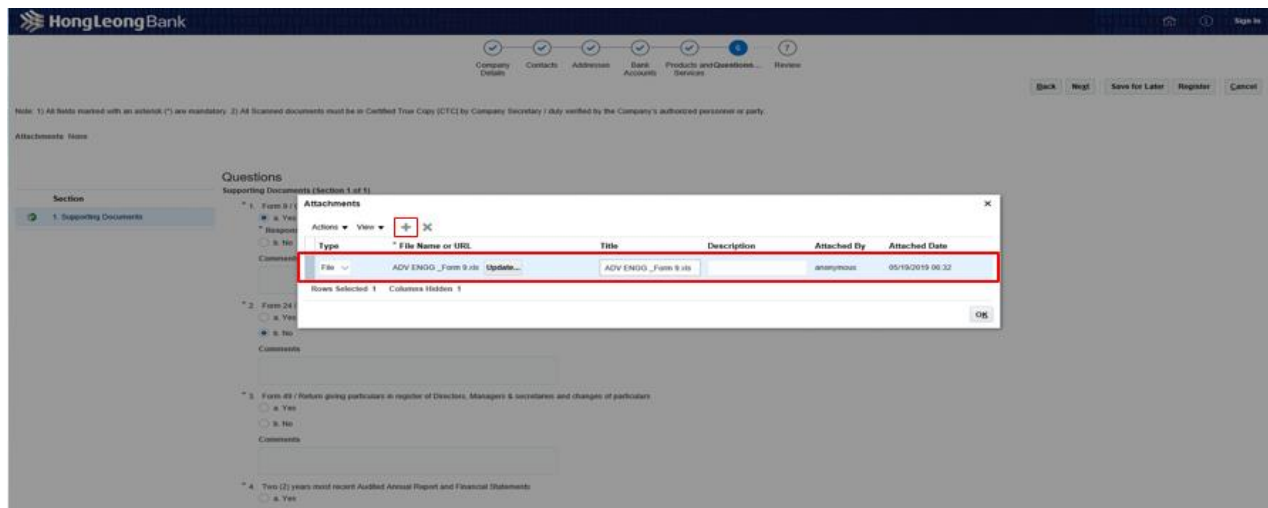
Category Name	Description	Remove
Computer Hardware	Computer Hardware	X
Hardware Maintenance	Hardware Maintenance	X

- 完成选择产品和服务后，点击“下一步”进入问券部分。

## 步骤 6：供应商自行注册 - 问券



- 在问券栏目中，回答所有所需问题后，附上所要求的文件。



- 倘若您的回答为“是”，请按照要求附上所需文件。

\_\_\_\_\_ /

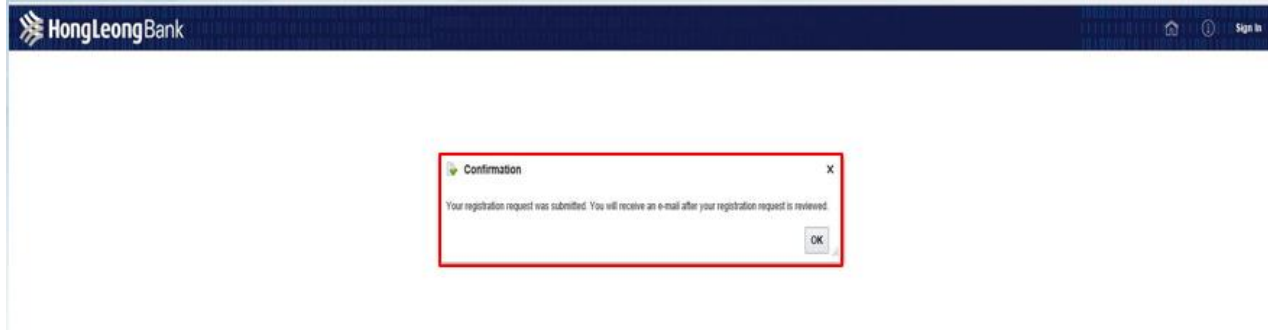
**\* 9. DECLARATION**

a. I/we confirm and agree that:- (a) all Information provided herein is true and complete; (b) Hong Leong Bank Group (“HLB Group”) is authorised to verify the information from whatever sources and means that it deems appropriate; (c) I/we 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) my/our application may be declined without any reason given; (e) I/we will maintain a HLB account for any payment transaction in connection with the distribution and provision of products and services; (f) I/we have read HLB Group’s Personal Data Personal Statement (“PDPS”) from HLB’s website (www.hlb.com.my) and agree that all Personal Data provided to the HLB Group by me and/or acquired by the Group from the public domain will be subject to such PDPS.

End of Section 1 of 1

Previous Section Next Section

- 在问卷 9 中勾选复选框作为声明，点击“注册”完成申请。



- 确定成功提交供应商注册申请。
- 点击“OK”提交供批准。
- 注册申请获评估后，就会收到电邮通知。