



ONLINE SUPPLIER REGISTRATION (USER GUIDE)

Sept 2021

Version: 1.0

Please note that in order to become MTDC supplier you will need to undergo a registration process. This process can either be initiated by MTDC or by yourself.

Registration process initiated by supplier:

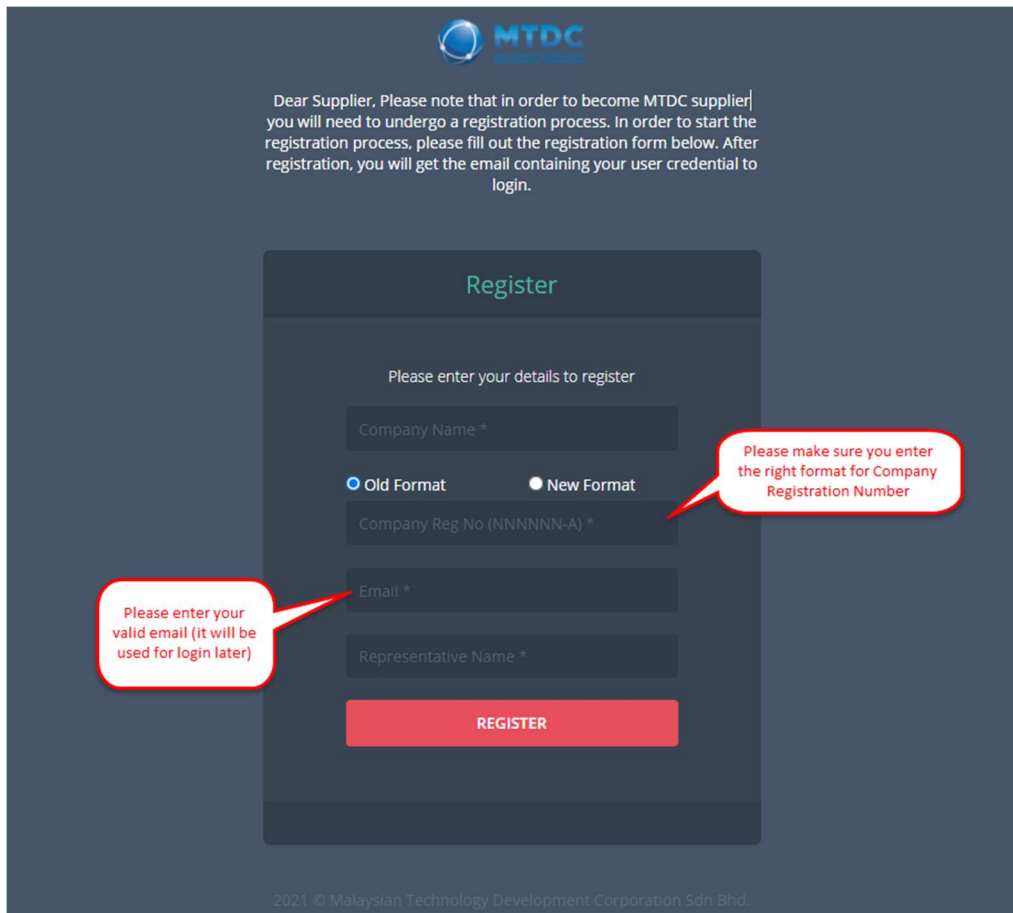
In order to start the registration process by yourself please follow the step 1-5 below.

Registration Process initiated by MTDC:

If the process already initiated by MTDC, you may receive an email containing user credential allowing you to update your company information. Most commonly this is the case when we are already doing business with you, but your data is incomplete. In this case we would like to ask you to follow the link in the email and update your company information (follow step 2-5).

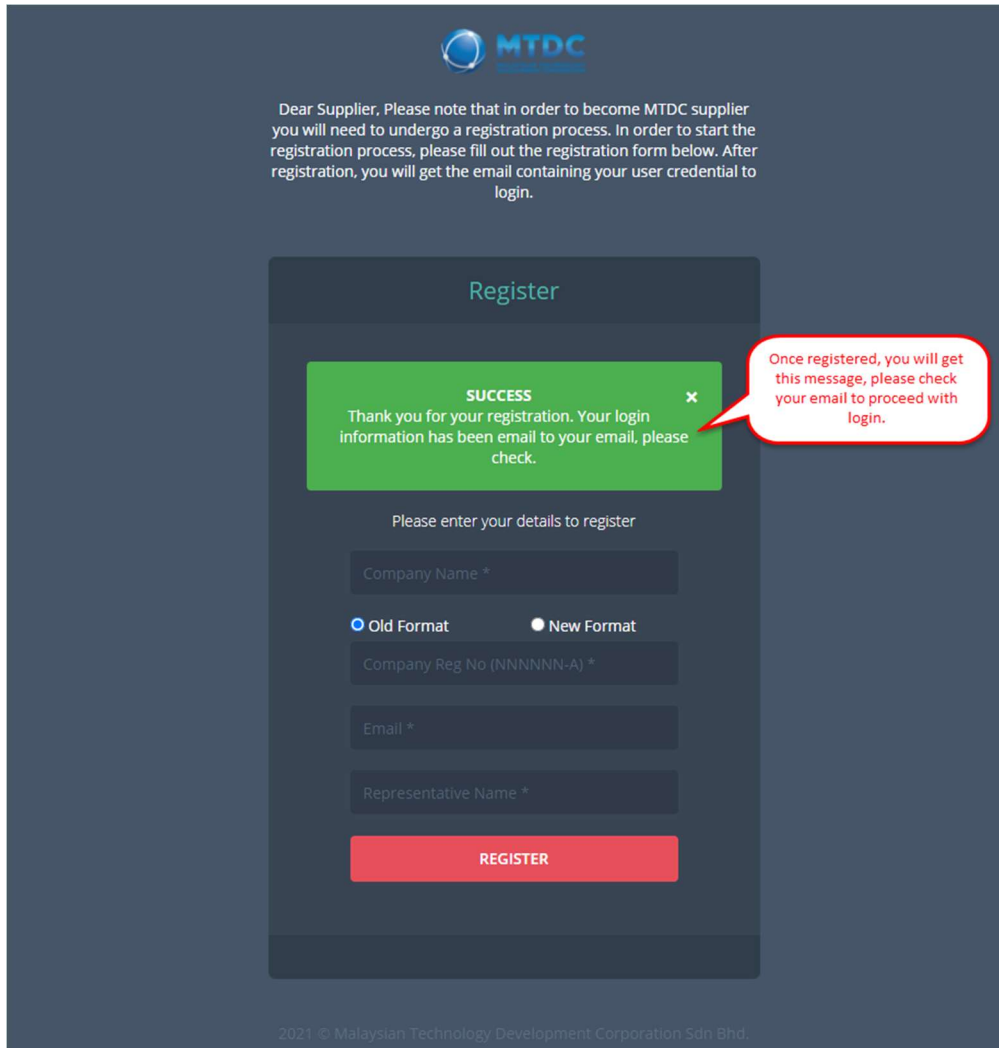
1. Registration

- 1.1. Go to <https://www.mtdc.com.my/vms/register.php> to register as new vendor.
- 1.2. Fill in required form and click on 'Register' button.



The screenshot shows the MTDC registration page. At the top is the MTDC logo. Below it is a message: "Dear Supplier, Please note that in order to become MTDC supplier you will need to undergo a registration process. In order to start the registration process, please fill out the registration form below. After registration, you will get the email containing your user credential to login." Below this message is a "Register" form. The form has a title "Register" and a subtitle "Please enter your details to register". It contains the following fields: "Company Name *" (text input), "Company Reg No (NNNNNN-A) *" (text input), "Email *" (text input), and "Representative Name *" (text input). There are two radio buttons for "Old Format" (selected) and "New Format". A red callout bubble points to the "Company Reg No" field with the text: "Please make sure you enter the right format for Company Registration Number". Another red callout bubble points to the "Email" field with the text: "Please enter your valid email (it will be used for login later)". At the bottom of the form is a red "REGISTER" button. The footer of the page reads: "2021 © Malaysian Technology Development Corporation Sdn Bhd."

- 1.3. You will get email notification with default user credential to login for the first time.



The screenshot displays the MTDC Vendor Management System registration interface. At the top, the MTDC logo is shown. Below it, a message informs the supplier that registration is required to become an MTDC supplier and that login credentials will be emailed upon completion. The main section is titled 'Register' and contains a green success message: 'SUCCESS Thank you for your registration. Your login information has been email to your email, please check.' A red callout bubble points to this message, stating: 'Once registered, you will get this message, please check your email to proceed with login.' Below the success message, a prompt asks the user to 'Please enter your details to register'. The form includes input fields for 'Company Name *', 'Company Reg No (NNNNNN-A) *' (with 'Old Format' selected and 'New Format' as an option), 'Email *', and 'Representative Name *'. A red 'REGISTER' button is at the bottom of the form. The footer indicates '2021 © Malaysian Technology Development Corporation Sdn Bhd.'

Dear Supplier, Please note that in order to become MTDC supplier you will need to undergo a registration process. In order to start the registration process, please fill out the registration form below. After registration, you will get the email containing your user credential to login.

Register

SUCCESS ✕
Thank you for your registration. Your login information has been email to your email, please check.

Once registered, you will get this message, please check your email to proceed with login.

Please enter your details to register

Company Name *

☒ Old Format ☐ New Format

Company Reg No (NNNNNN-A) *

Email *

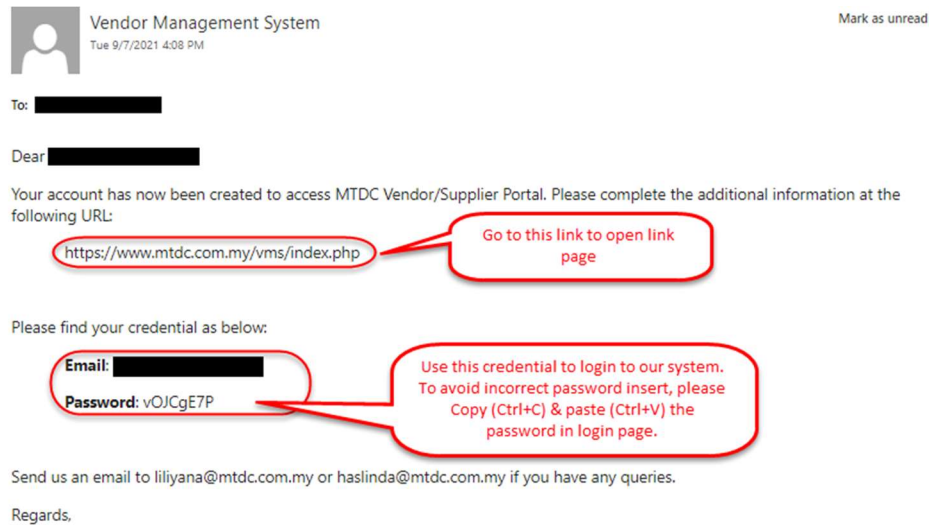
Representative Name *

REGISTER

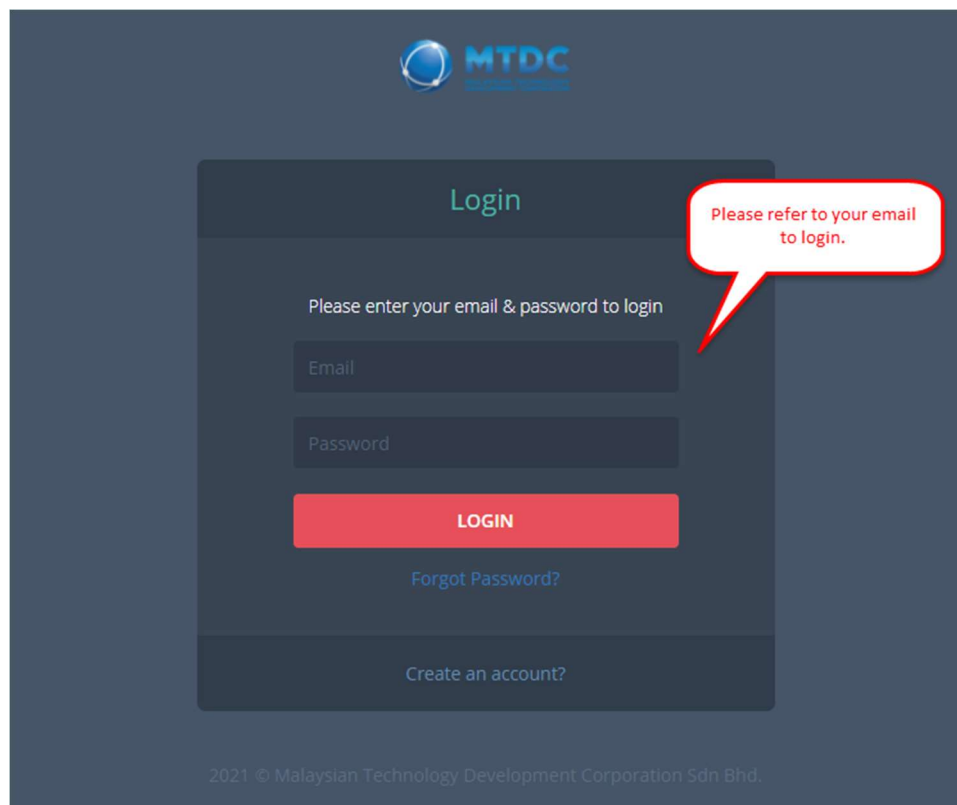
2021 © Malaysian Technology Development Corporation Sdn Bhd.

2. Login

- 2.1. Go to link given in the email or <https://www.mtdc.com.my/vms/>.

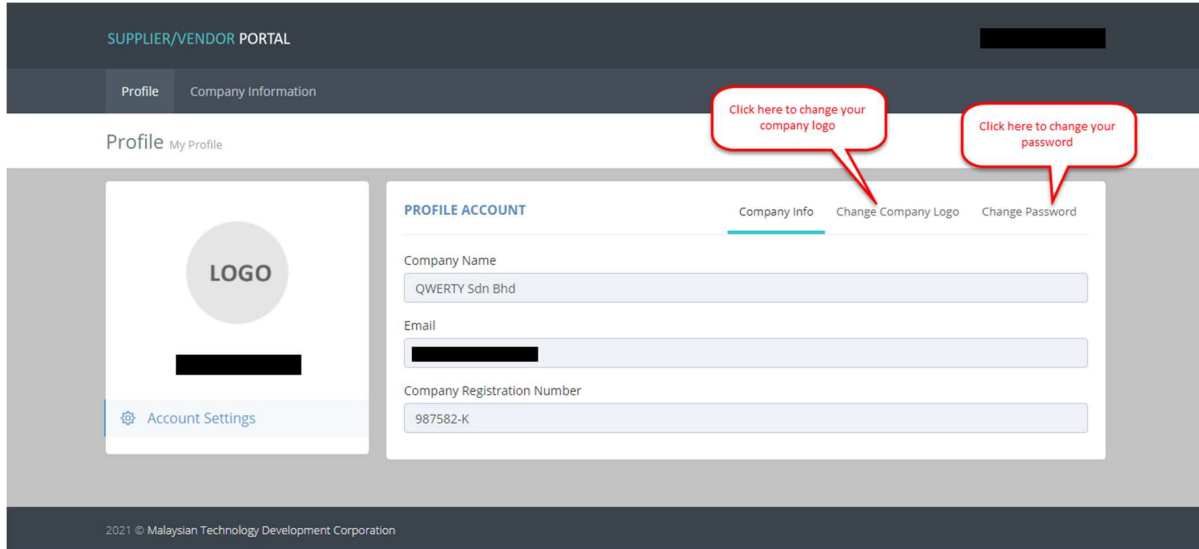


- 2.2. Copy & paste your credential information from email into login form and click on 'Login' button.



3. Profile Information

- 3.1. After login, you will be redirected to profile page. In this page you may change your company logo & password.



SUPPLIER/VENDOR PORTAL

Profile Company Information

Profile My Profile

ACCOUNT SETTINGS

PROFILE ACCOUNT

Company Info Change Company Logo Change Password

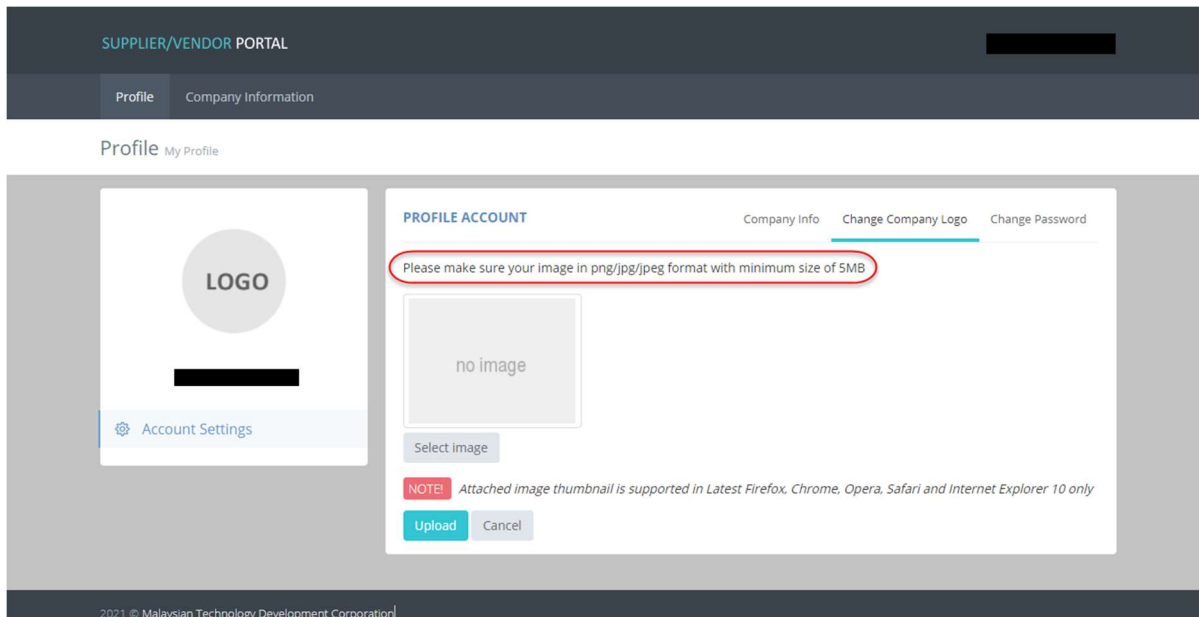
Company Name
QWERTY Sdn Bhd

Email
[Redacted]

Company Registration Number
987582-K

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- 3.2. To change your company logo, go to 'Change Company Logo' tab. Select your image and click on 'Upload' button.



SUPPLIER/VENDOR PORTAL

Profile Company Information

Profile My Profile

ACCOUNT SETTINGS

PROFILE ACCOUNT

Company Info Change Company Logo Change Password

Please make sure your image in png/jpg/jpeg format with minimum size of 5MB

no image

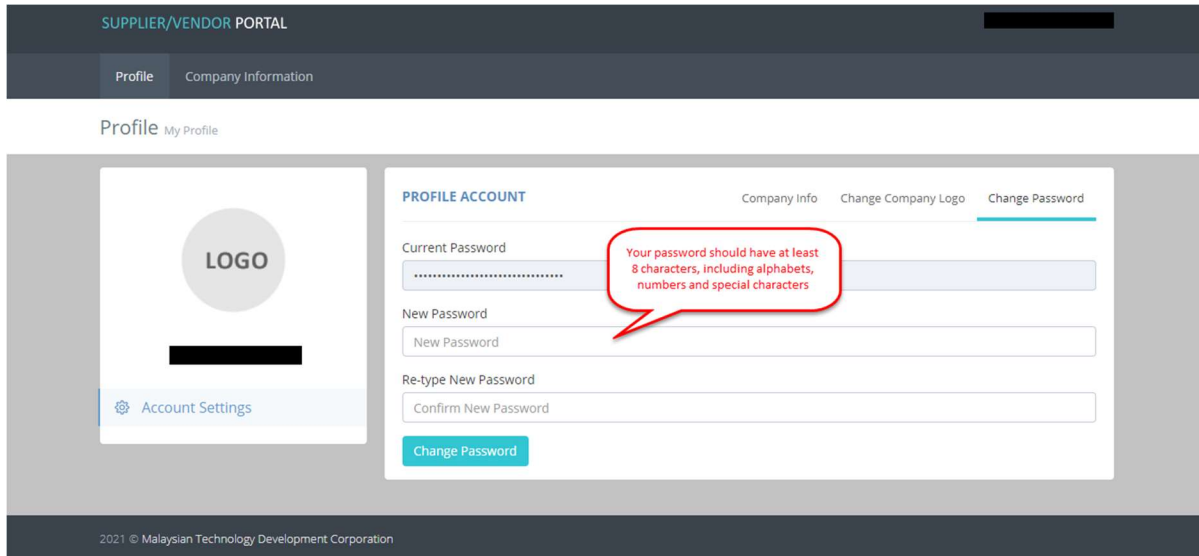
Select image

NOTE! Attached image thumbnail is supported in Latest Firefox, Chrome, Opera, Safari and Internet Explorer 10 only

Upload Cancel

2021 © Malaysian Technology Development Corporation

- 3.3. To change your password, go to 'Change Password' tab. Please follow the instruction given as shown below.



The screenshot displays the 'SUPPLIER/VENDOR PORTAL' header. Below it, a navigation bar contains 'Profile' and 'Company Information'. The 'Profile' section is active, showing 'My Profile'. The main content area is titled 'PROFILE ACCOUNT' and includes tabs for 'Company Info', 'Change Company Logo', and 'Change Password'. The 'Change Password' tab is selected. It features three input fields: 'Current Password' (masked with dots), 'New Password', and 'Re-type New Password' (labeled 'Confirm New Password'). A red callout box points to the 'Current Password' field with the text: 'Your password should have at least 8 characters, including alphabets, numbers and special characters'. A 'Change Password' button is located at the bottom of the form. On the left side of the profile section, there is a 'LOGO' placeholder and an 'Account Settings' link. The footer contains the copyright notice: '2021 © Malaysian Technology Development Corporation'.

4. Company Information

4.1. Next, go to Company Information menu. You are required to fill in all required fields in each tab before submitting your application to MTDC.

4.2. Please refer to the image below for each tab and follow the instruction given.

Info!

Thank you for your registration. Please complete all the required info and submit to MTDC. We will review and notify you if you are selected or not as our panel.

SUPPLIER FORM

Category * Please select category

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

Company Information
Financial Information
Shareholding Structure
BOD
Subsidiaries
Service History
Document(s)
Declaration & Submission

Company Information

Company Name *

Company Registration Number *

Company Registered Address

Address *

Post Code *

City *
Please Select City *

State *

Tel No *

Fax No *

Email Address *

Company Correspondence Address

☐ Copy company registered address details

Tick this check-box if your correspondence address same with your registered address

Address

Post Code

City

State

Tel No

Fax No

Email Address

Additional Information

Type of Ownership *

Core Business *

Type of Product and Services Offered *

Number of Employee *

Management *
Non-Management *

Supplier Representative *

Save as Draft

You may click on this button to save your detail as draft before submit to MTDC

+

You may add multiple representative name by click on this button

Tab 1: Company Information

SUPPLIER FORM

Category *

Please select category

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

Company Information
 Financial Information
 Shareholding Structure
 BOD
 Subsidiaries
 Service History
 Document(s)
 Declaration & Submission

Financial Information

Authorized Capital *
 Paid Up Capital *

Latest Annual Financial Statement *

Save as Draft
 You may click on this button to save your detail as draft before submit to MTDC

Tab 2: Financial Information

SUPPLIER FORM

Category *

Please select category

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

Company Information
 Financial Information
 Shareholding Structure
 BOD
 Subsidiaries
 Service History
 Document(s)
 Declaration & Submission

Shareholding Structure

Name *	IC *	Address *	Position *	Shareholding *		Action
				%	RM	
	000000-00-0000					
	000000-00-0000					

+ Add More
 You may add multiple Shareholding structure information by click on this button

Save as Draft
 You may click on this button to save your detail as draft before submit to MTDC

Click this button to remove unneeded information

Tab 3: Shareholding structure


SUPPLIER FORM

 Category *

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

 Company Information Financial Information Shareholding Structure **BOD** Subsidiaries Service History Document(s) Declaration & Submission

Board of Director

Name *	IC *	Action
<input type="text"/>	<input type="text" value="000000-00-0000"/>	
<input type="text"/>	<input type="text" value="000000-00-0000"/>	

+ Add More

You may add multiple BOD information by click on this button

Save as Draft

You may click on this button to save your detail as draft before submit to MTDC

Click this button to remove unneeded information

Tab 4: BOD Information


SUPPLIER FORM

 Category *

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

 Company Information Financial Information Shareholding Structure BOD **Subsidiaries** Service History Document(s) Declaration & Submission

Subsidiaries

Company Name *	Type of Business *	Action
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

+ Add More

You may add multiple Subsidiaries information by click on this button

Save as Draft

You may click on this button to save your detail as draft before submit to MTDC

Click this button to remove unneeded information

Tab 5: Subsidiaries Information

SUPPLIER FORM

Category *

Please select category

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

 Company Information Financial Information Shareholding Structure BOD Subsidiaries **Service History** Document(s) Declaration & Submission

Supplier is requested to provide at least two (2) established firms or government agencies that it has provided services for in the past three (3) years.

Firm/Government Agency # 1

Year * Firm/Government Agency Name * Firm Representative * Tel No *

Service Provided *

Firm/Government Agency # 2

Year * Firm/Government Agency Name * Firm Representative * Tel No *

Service Provided *

+ Add More

You may add more information by click on this button

Save as Draft

You may click on this button to save your detail as draft before submit to MTDC

Tab 6: Service History

SUPPLIER FORM

Category *

Please select category

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

 Company Information Financial Information Shareholding Structure BOD Subsidiaries **Service History** **Document(s)** Declaration & Submission

Document(s)

Document Type	Upload Attachment	Action
Company Profile	<div>Select files</div> No file chosen	<div>🗑️</div>
<div>+ Add More</div>		

You may add more documents by click on this button

License Document(s)

License Date	Upload Attachment	Action
	<div>Select files</div> No file chosen	<div>🗑️</div>
<div>+ Add More</div>		

You may add more documents by click on this button

Save as Draft

You may click on this button to save your detail as draft before submit to MTDC

Tab 7: Documents

SUPPLIER FORM

Category *

Please select category

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

Company Information

Financial Information

Shareholding Structure

BOD

Subsidiaries

Service History

Document(s)

Declaration & Submission

Declaration & Submission

1. We understand and declare that:
 i. We have read, understood and agreed to the Terms and Conditions;and
 ii. We warrant that all information, data, documents in this application are true and correct and all other information in writing which has been given by the Company (or any of its directors, officials or advisors) to MTDC in the course of this application, was, when given, true, complete and accurate in all material respect AND THAT the Company is not aware of any fact or matter and after making due and careful enquiries, not disclose in writing to MTDC which renders any such information untrue, inaccurate or misleading or the disclosure of which might affect the willingness of MTDC to process the application for consideration of the fund.

2. By making this declaration, we are declaring that we have read, understood and agreed to terms of the MTDC Privacy Notice and we are expressly consenting to and authorising MTDC to collect, hold, use, delete, disclose, transfer, administer and process in any other way, all our personal data (including sensitive personal data and personal data of other party provided by us) (hereinafter referred to as "Personal Data") given now or that is subsequently obtained from time to time for MTDC for the purposes below.

3. We understand that if we do not provide the Personal Data requested, MTDC will not be able to carry out the purposes below:
 i. To process this application and all other purposes which are required in relation to any products and services offered by MTDC; and
 ii. For any other purpose required by law or regulations.

4. By making this declaration, we further confirm that all personal data (including sensitive personal data) that we have provided are all true, up-to-date and accurate. Should there be any changes to any of our personal data, we shall notify MTDC immediately.

☐ I agree with the Term and Conditions above *

Save as Draft

Submit to MTDC

Please tick this checkbox before submit

Please make sure you have fill out all required fields before submit

You may click on this button to save your detail as draft before submit to MTDC

Tab 8: Declaration & Submission

- 4.3. Once you have completed fill in the information, you may submit the application to MTDC. Please make sure to complete all required information.

SUPPLIER FORM

Category *

Please select category

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

Company Information

Financial Information

Shareholding Structure

BOD

Subsidiaries

Service History

Document(s)

Declaration & Submission

Declaration & Submission

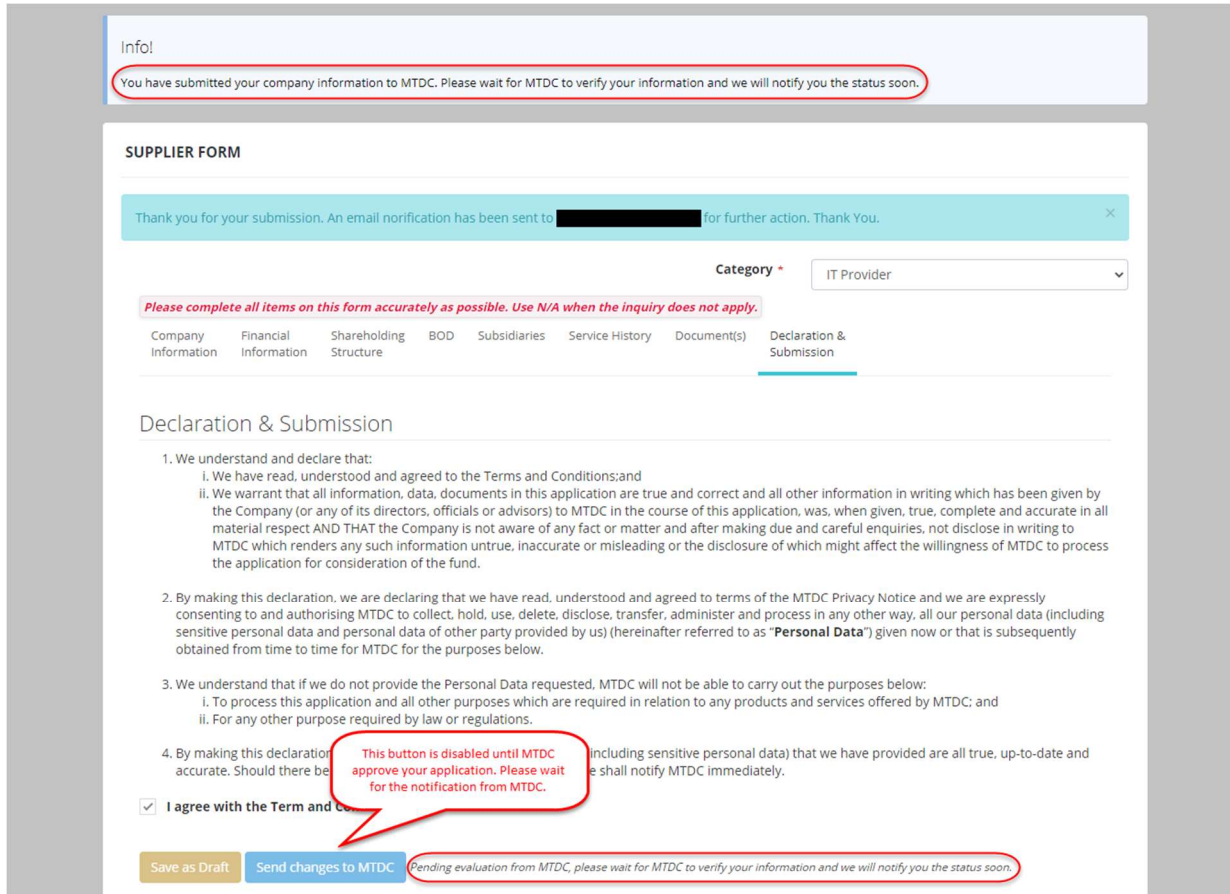
1. We understand and declare that:
 i. We have read, understood and agreed to the Terms and Conditions;and
 ii. We warrant that all information, data, documents in this application are true and correct and all other information in writing which has been given by the Company (or any of its directors, officials or advisors) to MTDC in the course of this application, was, when given, true, complete and accurate in all material respect AND THAT the Company is not aware of any fact or matter and after making due and careful enquiries, not disclose in writing to MTDC which renders any such information untrue, inaccurate or misleading or the disclosure of which might affect the willingness of MTDC to process the application for consideration of the fund.

This field is required.

If there is some information is not completed, the text here will be in red color, you need to complete all required fields and then you can submit to MTDC

5. After submission

- 5.1. Once you have submitted your application, please wait for MTDC to review and update the status. You may not be able to update the information until MTDC approved your application.



Info!

You have submitted your company information to MTDC. Please wait for MTDC to verify your information and we will notify you the status soon.

SUPPLIER FORM

Thank you for your submission. An email notification has been sent to [REDACTED] for further action. Thank You.

Category * IT Provider

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

Company Information Financial Information Shareholding Structure BOD Subsidiaries Service History Document(s) Declaration & Submission

Declaration & Submission

1. We understand and declare that:

i. We have read, understood and agreed to the Terms and Conditions; and

ii. We warrant that all information, data, documents in this application are true and correct and all other information in writing which has been given by the Company (or any of its directors, officials or advisors) to MTDC in the course of this application, was, when given, true, complete and accurate in all material respect AND THAT the Company is not aware of any fact or matter and after making due and careful enquiries, not disclose in writing to MTDC which renders any such information untrue, inaccurate or misleading or the disclosure of which might affect the willingness of MTDC to process the application for consideration of the fund.

2. By making this declaration, we are declaring that we have read, understood and agreed to terms of the MTDC Privacy Notice and we are expressly consenting to and authorising MTDC to collect, hold, use, delete, disclose, transfer, administer and process in any other way, all our personal data (including sensitive personal data and personal data of other party provided by us) (hereinafter referred to as "Personal Data") given now or that is subsequently obtained from time to time for MTDC for the purposes below.

3. We understand that if we do not provide the Personal Data requested, MTDC will not be able to carry out the purposes below:

i. To process this application and all other purposes which are required in relation to any products and services offered by MTDC; and

ii. For any other purpose required by law or regulations.

4. By making this declaration, we warrant that all information, data, documents (including sensitive personal data) that we have provided are all true, up-to-date and accurate. Should there be any change, we shall notify MTDC immediately.

☒ I agree with the Term and Conditions.

This button is disabled until MTDC approve your application. Please wait for the notification from MTDC.

Save as Draft Send changes to MTDC Pending evaluation from MTDC, please wait for MTDC to verify your information and we will notify you the status soon.

- 5.2. Once approved, you will be able to update your information and send changes to MTDC from time to time.

Info!

You have submitted your company information to MTDC and has been selected as MTDC's panel. You may update your information at any time and send changes to MTDC to notify us. Thank You.

SUPPLIER FORM

Category *
IT Provider

Please complete all items on this form accurately as possible. Use N/A when the inquiry does not apply.

Company Information

Financial Information

Shareholding Structure

BOD

Subsidiaries

Service History

Document(s)

Declaration & Submission

Declaration & Submission

1. We understand and declare that:

i. We have read, understood and agreed to the Terms and Conditions; and

ii. We warrant that all information, data, documents in this application are true and correct and all other information in writing which has been given by the Company (or any of its directors, officials or advisors) to MTDC in the course of this application, was, when given, true, complete and accurate in all material respect AND THAT the Company is not aware of any fact or matter and after making due and careful enquiries, not disclose in writing to MTDC which renders any such information untrue, inaccurate or misleading or the disclosure of which might affect the willingness of MTDC to process the application for consideration of the fund.

2. By making this declaration, we are declaring that we have read, understood and agreed to terms of the MTDC Privacy Notice and we are expressly consenting to and authorising MTDC to collect, hold, use, delete, disclose, transfer, administer and process in any other way, all our personal data (including sensitive personal data and personal data of other party provided by us) (hereinafter referred to as "**Personal Data**") given now or that is subsequently obtained from time to time for MTDC for the purposes below.

3. If we do not provide the Personal Data requested, MTDC will not be able to carry out the purposes below:

and all other purposes which are required in relation to any products and services offered by MTDC; and

For any other purpose required by law or regulations.

4. By making this declaration, we further confirm that the information provided (including sensitive personal data and personal data of other party provided by us) (hereinafter referred to as "**Personal Data**") that we have provided are all true, up-to-date and accurate. Should there be any changes to the information provided, we will update the information immediately.

☒ I agree with the Term and Conditions above.

Save as Draft

Send changes to MTDC

You may update and save as draft first before send changes to MTDC

Once you have been selected as MTDC's panel supplier, you may update your information from time to time & the system will notify our personnel on the updates.

6. End.