PBA

Perbadanan Bekalan Air
Pulau Pinang Sdn Bhd
(472961-X)

Training Guide - iSupplier
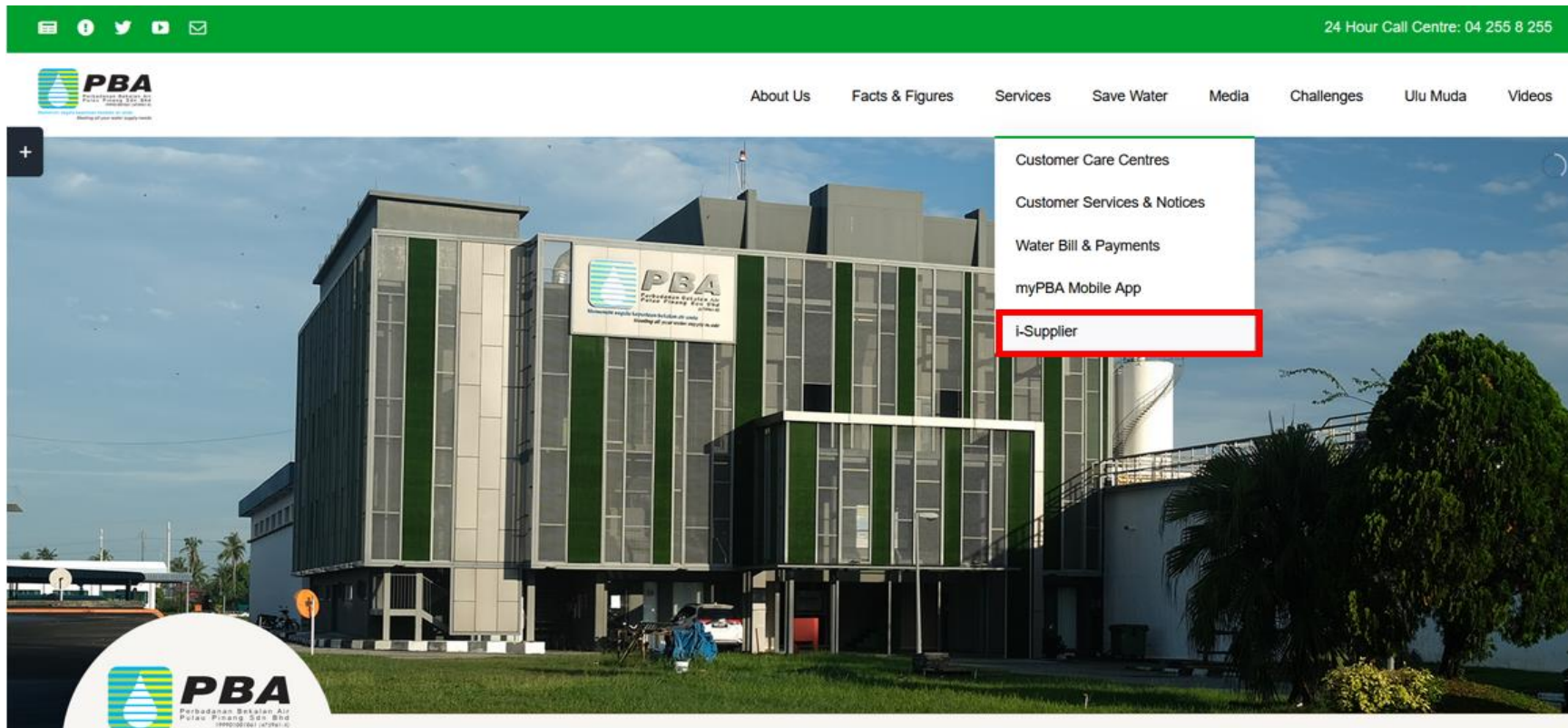
Supplier Online Registration

Supplier Online Registration

Scope

This procedure explains how Supplier can perform Self Registration via PBA Website.

1. Connect to PBA Corporate Website

1.1 Click on below link in PBA Corporate Website (https://pba.com.my) or enter the iSupplier link (https://pba.com.my/isupplier/).
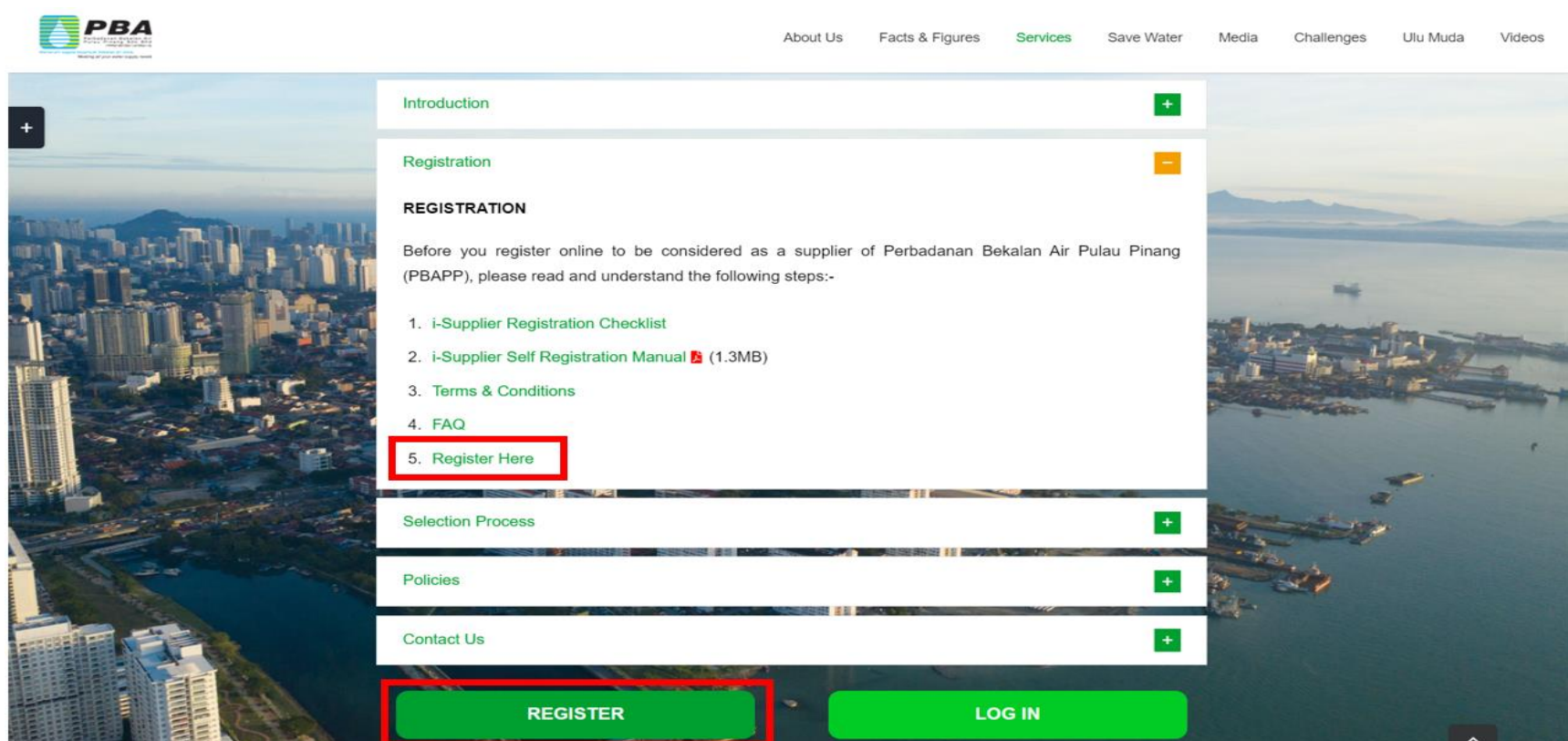
iSupplier Landing Page

1.2 Expand the Registration to review the iSupplier Registration Checklist, iSupplier Self Registration Manual, Terms & Conditions and etc.

2. Start Online Registration

2.1 Click on below Registration link or Register button to redirect to Supplier Registration Page.

3.Supplier Online Registration (Cont.)

3.1 Enter Company Detail & Contact Information.

3.2 After finished, Click Next.

3.Supplier Online Registration (Cont.)

3.3 Click On Create to Enter Supplier Address.
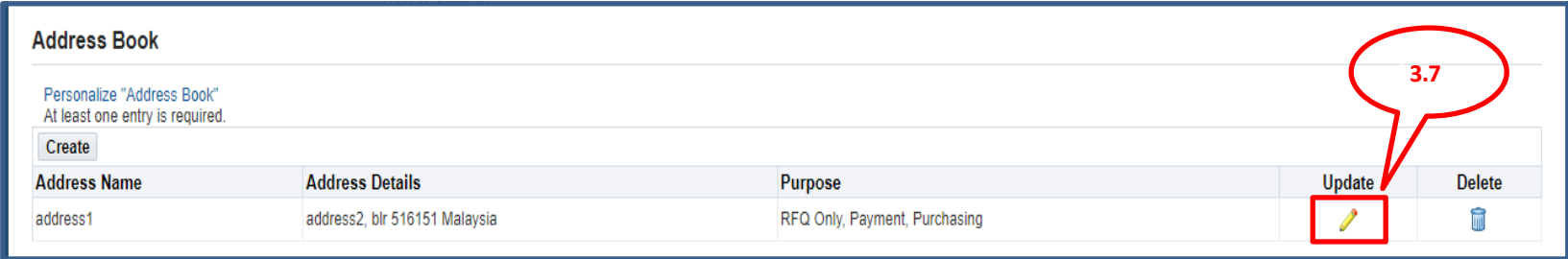
3.Supplier Online Registration (Cont.)

3.4 On the Create Address page, enter the Address Name as the supplier. And Enter Full Address of the Supplier in Address Line 1 and location (City/Town) and appropriate information for the address.

3.5 Select the purpose of usage i.e. Purchasing & Payment Address.

3.6 Click Apply.

3.Supplier Online Registration (Cont.)

3.7 System will automatically display Contact Information from the previous entered detail , click Update icon if any changes.

3.8 Optionally, you can select Save For Later button during the registration , system provides you the following information. You should save the hyperlink so that you are able to return your registration request later on.
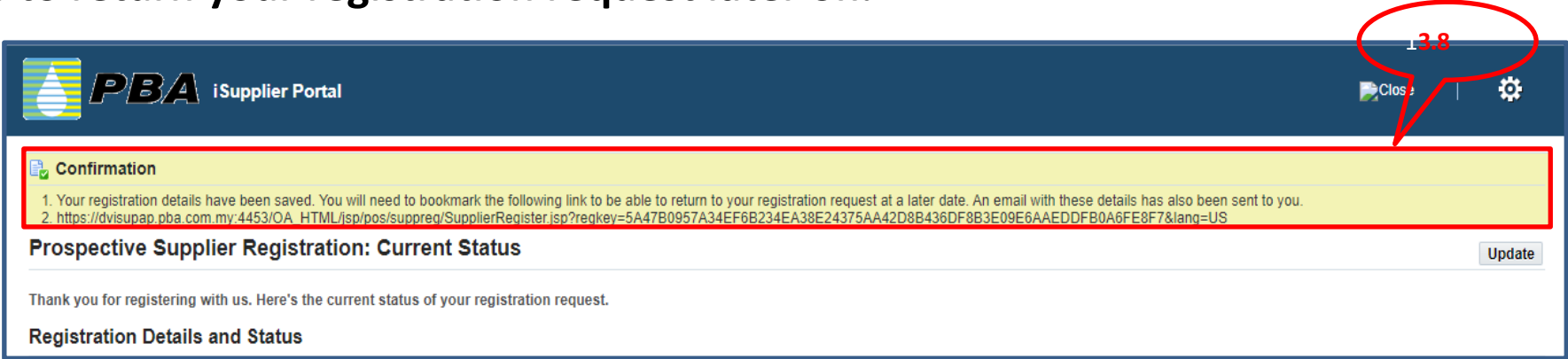
3.Supplier Online Registration (Cont.)

3.9 Select your Business Classification by selecting Applicable checkbox for the selected Classification.

3.Supplier Online Registration (Cont.)

3.10 Click On Create Bank Account.

3.11 Select Existing Bank details from search option.

3.12 Select Existing Branch details from search option.

3.Supplier Online Registration (Cont.)

3.13 Enter Account Number and Account Name.

3.14 Select Currency from List Of Values.

3.15 Click On Apply.

3.16 Click On Next to move to next page.

3.Supplier Online Registration (Cont.)

Supplier Profile Attributes Page Displayed

3.17 Select Mandatory Fields.

3.18 Select Bank Statement Radio button.

3.19 Select Company Profile Radio Button.

3. Supplier Online Registration (Cont.)

3.20 Select the Declaration Check Box.

3.21 Enter Payee Name in the Text Box.

3.22 Select FORM 49 OR EQUIVALENT Radio Button.

3.23 Select FORM 9 OR EQUIVALENT Radio Button.

3.Supplier Online Registration (Cont.)

3.24 Enter Name of the Director and Identity Card No.

3.25 To Add another Name Click on `+` **Symbol.**

3.26 Enter Name of Share Holder and % of Shareholding.

3.27 To Add another Name Click on `+` **Symbol.**

3.28 Select Nature of Business from the List of values.

3.Supplier Online Registration (Cont.)

3.29 Select Suruhanjaya Syarikat Malaysia (SSM) - Memorandum and Article of Association Radio Button.

3.30 Click On Next to move to next page.

3.Supplier Online Registration (Cont.)

Attachments Page Displayed

3.31 Attach All required documents from the document Checklist.

3.32 Click On Add Attachment.

3.Supplier Online Registration (Cont.)

Add Attachment Page Displayed

3.33 Select Attachment Type from the List of Values

3.34 Enter Title and Description.

3.35 Category value defaulted to Miscellaneous.

3.36 Browse to the location of the attachment and select it.

3.37 Click Add Another to attach other required document.

3.38 After adding all required documents, click on "Apply"

3.Supplier Online Registration (Cont.)

3.39 Review all Attached documents.

3.40 Click "Submit" Or Click Back Button to correct data or to Save For Later.

3.Supplier Online Registration (Cont.)

3.41 After successful registration, system sends the confirmation message as shown below

Thank you