



Training Guide - iSupplier

Supplier Online Registration



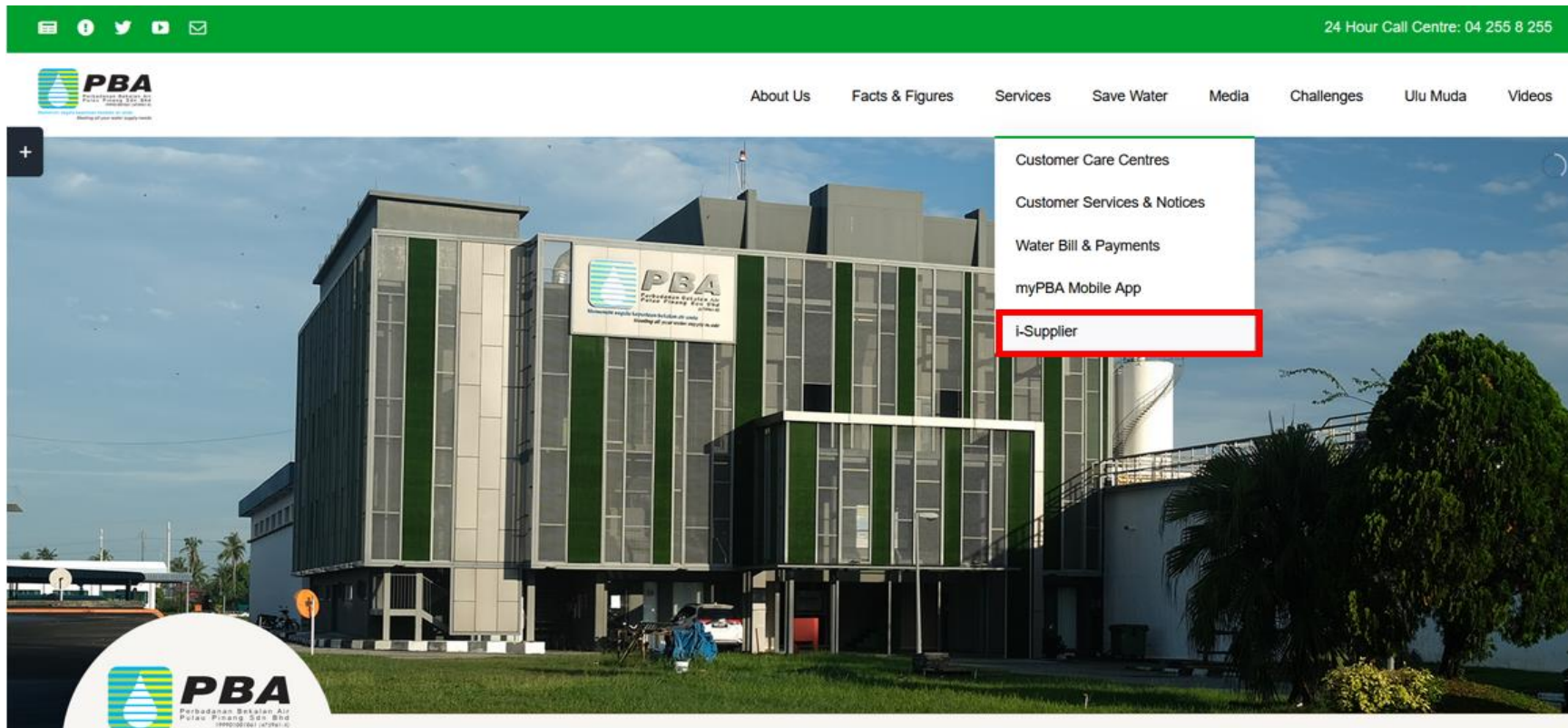
Supplier Online Registration

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

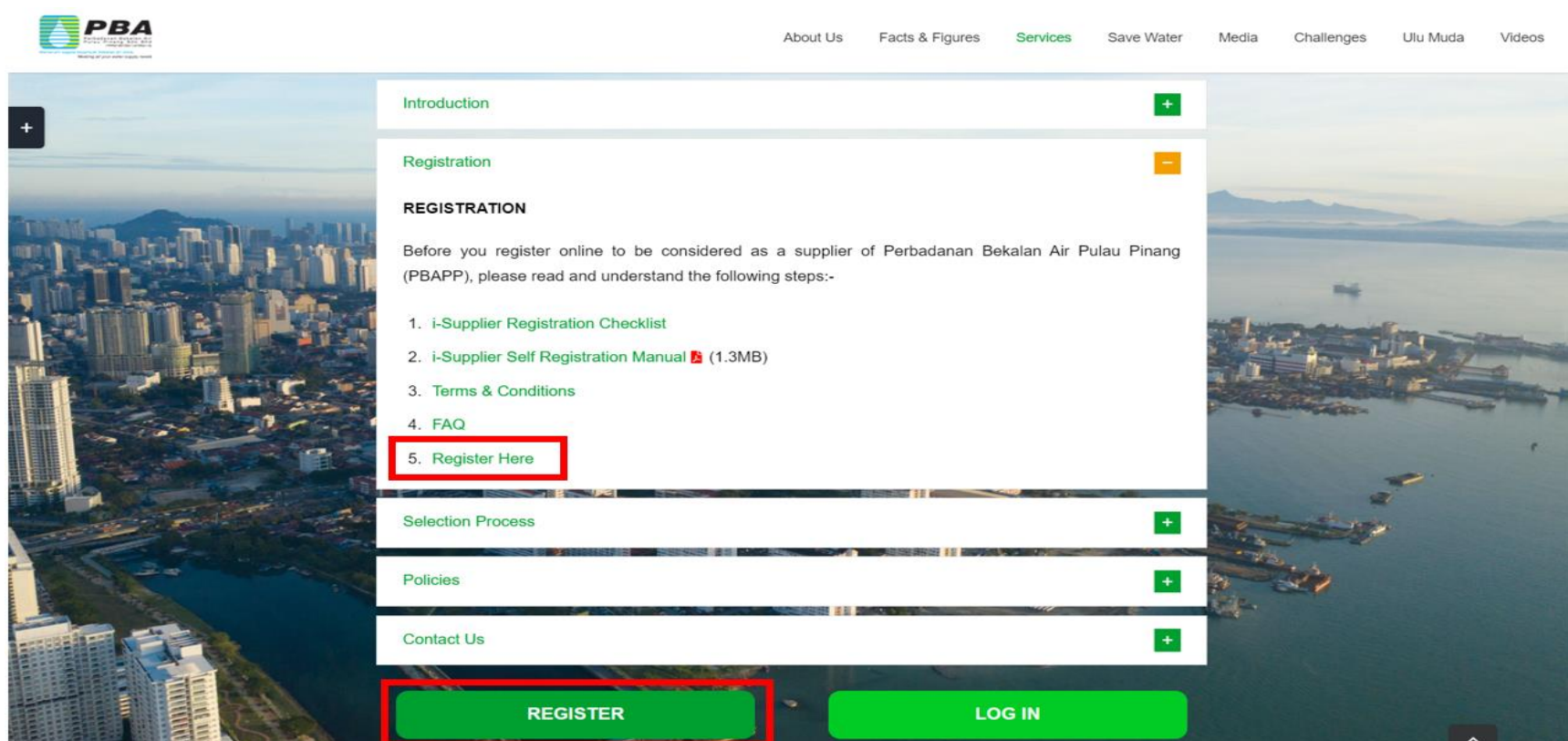
1.2 Expand the Registration to review the iSupplier Registration Checklist, iSupplier Self Registration Manual, Terms & Conditions and etc.

The screenshot displays the PBA iSupplier Landing Page. The PBA logo is in the top left corner. The navigation menu at the top includes: About Us, Facts & Figures, Services (highlighted with a green line), Save Water, Media, Challenges, Ulu Muda, and Videos. The main content area features a large background image of a coastal city. A central menu is expanded to show the 'Registration' section, which is highlighted in green. The 'Registration' section contains the following items:

- Introduction (+)
- Registration (-)
 - REGISTRATION**
 - Before you register online to be considered as a supplier of Perbadanan Bekalan Air Pulau Pinang (PBAPP), please read and understand the following steps:-
 - 1. [i-Supplier Registration Checklist](#)
 - 2. [i-Supplier Self Registration Manual](#) (1.3MB)
 - 3. [Terms & Conditions](#)
 - 4. [FAQ](#)
 - 5. [Register Here](#)
- Selection Process (+)
- Policies (+)
- Contact Us (+)

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.

PBA iSupplier Portal

Close | Settings

Basic Information | Company Details | Additional Information | Attachments

Prospective Supplier Registration

* Indicates required field
Blank label for instruction text

Company Details

Personalize "Company Details"
At least one tax id is required to be able to complete the registration request.

* Company Name

* Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* Company registration number

Contact Information

Personalize "Contact Information"
Blank label for instruction text

* Email

First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

Step 1 of 4 **Next**

3. Supplier Online Registration (Cont.)

3.3 Click On Create to Enter Supplier Address.

PBA iSupplier Portal

Close | Settings

Basic Information | **Company Details** | Additional Information | Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Step 2 of 4 Next

Blank label for instruction text

Company Name PBA Test Supplier25
Tax Country Malaysia
Tax Registration Number 025
Note to Supplier

Address Book **3.3**

Personalize "Address Book"
At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

3. Supplier Online Registration (Cont.)

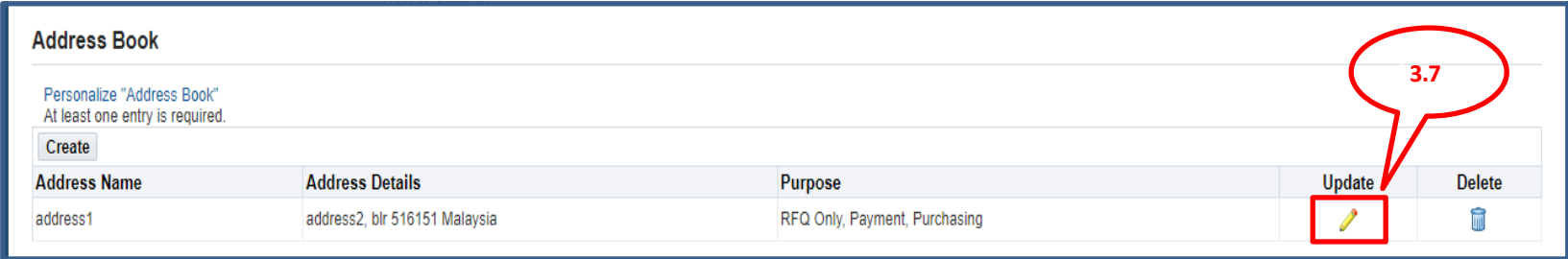
- 3.4 On the Create Address page, enter the Address Name as the supplier. And Enter Full Address of the Supplier in Address Line 1 and location (City/Town) and appropriate information for the address.
- 3.5 Select the purpose of usage i.e. Purchasing & Payment Address.
- 3.6 Click Apply.

The screenshot shows the 'Create Address' form in the PBA iSupplier Portal. The form includes the following fields and annotations:

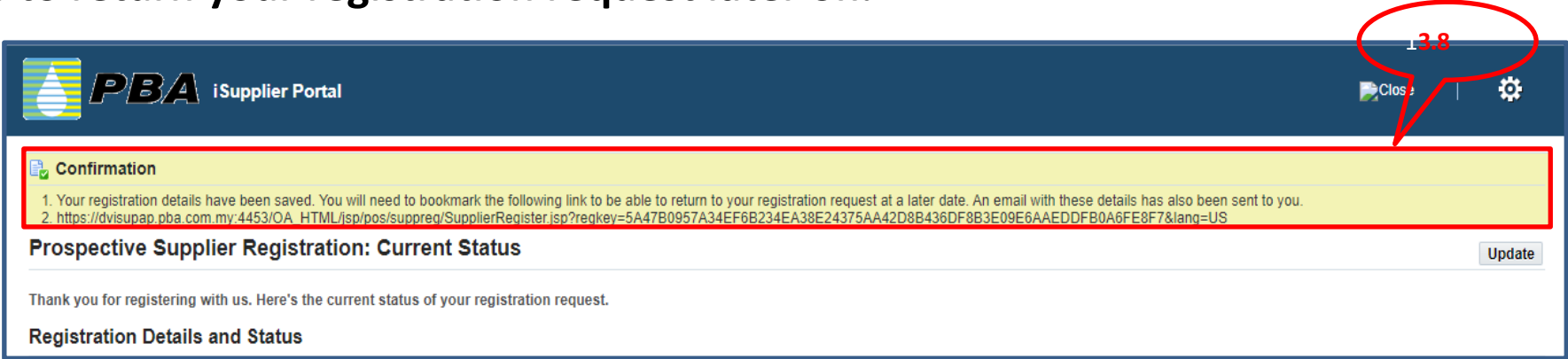
- Address Name:** 'address1' (Annotated with 3.4)
- Country:** 'Malaysia' (dropdown menu)
- Address Line 1:** 'address2' (Annotated with 3.4)
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City/Town/Locality:** 'blr' (Annotated with 3.4)
- County:** (empty)
- State/Region:** (empty)
- Province:** (empty)
- Postal Code:** '516151' (Annotated with 3.4)
- Phone Area Code:** (empty)
- Phone Number:** (empty)
- Fax Area Code:** (empty)
- Fax Number:** (empty)
- Email Address:** 'ganga.pidugu@gmail.com' (Annotated with 3.5)
- Purpose of Usage:** 'Purchasing Address' and 'Payment Address' (both checked, Annotated with 3.5)
- Buttons:** 'Cancel' and 'Apply' (Annotated with 3.6)

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.

Contact Directory

Personalize "Contact Directory"
At least one entry is required.

Create

First Name	Last Name [△]	Phone	Email	3.9	Requires User Account	Update	Delete
Test	Supplier	040-345636	ganga.pidugu25@gmail.com		✓		

Business Classifications

Classification	*Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Enterprise	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Licensed Financial Institutions / Insurance Companies by Bank Negara	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Profit Organisations	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Private Limited Companies	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional Accreditation Firms / Legal Firms	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Public Companies	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Public Listed Companies	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Sendirian Berhad Company	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Sole Proprietorships/ Partnerships	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
State Government / Institutions	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 18-Oct-2023

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.

PBA iSupplier Portal Close Settings

Prospective Supplier Registration: Current Status >
Create Bank Account Cancel Apply

* Indicates required field

* Country **Malaysia** Account is used for foreign payments
Account definition must include bank and branch information.

Bank

Existing Bank

Bank Name **CIMB**

Bank Number

[Show Bank Details](#)

Branch

Existing Branch

Branch Name **EFT**

Branch Number

BIC **CIBBMYKL**

Branch Type **ABA**

[Show Branch Details](#)

Bank Account

Account Number **00000025**

Check Digits

IBAN

Account Name **TS25**

Currency

[Show Account Details](#)

Comments

Note to Buyer

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.

PBA iSupplier Portal

Prospective Supplier Registration: Current Status >
Create Bank Account Cancel Apply

* Indicates required field

* Country **Malaysia** Account is used for foreign payments
Account definition must include bank and branch information.

Bank Personalize "Bank" Existing Bank
Bank Name **CIMB**
Bank Number

Branch Personalize "Branch" Existing Branch
Branch Name **EFT**
Branch Number
BIC **CIBBMYKL**
Branch Type **ABA**

Bank Account
Account Number **00000025**
Check Digits
IBAN
Account Name **TS25**
Currency

Comments
Note to Buyer

3.16 Click On Next to move to next page.

Banking Details

Personalize "Banking Details"
At least one entry is required.

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
00000025	Malaysian Ringgit	TS25	CIMB		EFT		<input type="button" value="Update"/>	<input type="button" value="Remove"/>

Step 2 of 4

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.

The screenshot shows the 'Supplier Profile Attributes' page with the following sections and fields:

- Supplier Other Information**
- Bank Statement**
 - *Bank Statement Yes No
- Company Details**
 - Company Status Bumiputera Non-Bumiputera
 - Brochures / Catalogues Yes No
 - *Company Profile Yes No
- Construction Industry Development Board (CIDB)**
 - Construction Industry Development Board (CIDB) Yes No
 - Registration Category
 - Others(Please Specify)
 - Specialization
 - Grade Category

Callout 3.18 points to the 'Bank Statement' radio button. Callout 3.19 points to the '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.

The screenshot shows a web form titled "Declaration of Applicant" with several sections. Red callouts point to specific fields:

- 3.20** points to a checkbox labeled "I/We declare all the informations given and the document(s) attached are correct".
- 3.21** points to a text input field labeled "* Payee Name".
- 3.22** points to a radio button labeled "Yes" under the heading "FORM 49 OR EQUIVALENT" and "Particulars of Directorship - (Form 49)".
- 3.23** points to a radio button labeled "Yes" under the heading "FORM 9 OR EQUIVALENT" and "*Incorporation of Company - Form 9".

Other visible text in the form includes "Declaration of Applicant", "Payee Details", "FORM 24 OR EQUIVALENT", "Particulars of shareholdings (Form 24)", "FORM 49 OR EQUIVALENT", "FORM 9 OR EQUIVALENT", "Date of Incorporation", and "Public Listing with Bursa Malaysia".

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.

The screenshot shows a web form for supplier registration. At the top, it says 'Kementerian Kewangan Malaysia (KKM)'. Below this are fields for 'Kementerian Kewangan Malaysia (KKM)' with radio buttons for 'Yes' and 'No', an 'Expiry Date' field with a calendar icon and the example '(example: 20-Dec-2023)', and a 'Sector Codes (6 Digits)' field. The 'Names Of Directors' section has a '+ Symbol' callout (3.25) and a table with columns 'Name Of Directors', 'Identity Card No', and 'Delete'. A callout (3.24) points to the 'Identity Card No' field. The 'Names of Shareholders' section has a '+ Symbol' callout (3.27) and a table with columns 'Name Of Shareholders', '% of Shareholding', and 'Delete'. A callout (3.26) points to the '% of Shareholding' field. The 'Nature of Business' section has a dropdown menu callout (3.28).

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.

The screenshot shows a web form with the following sections and elements:

- Nature of Business**: A dropdown menu labeled "Nature of business".
- Others**: A text input field.
- Suruhanjaya Perkhidmatan Air Negara (SPAN)**: Radio buttons for "Yes" and "No", and a text input field for "Others (Please Specify)".
- Industri Perkhidmatan Air (IPA) Permit Type**: A dropdown menu.
- Suruhanjaya Syarikat Malaysia (SSM) - Memorandum and Article of Association**: Radio buttons for "Yes" and "No". A red box highlights this section, and a red callout bubble labeled "3.29" points to the "Yes" radio button.
- Navigation**: Buttons for "Save For Later", "Back", "Step 3 of 4", and "Next". A red box highlights the "Next" button, and a red callout bubble labeled "3.30" points to it.

3. Supplier Online Registration (Cont.)

Attachments Page Displayed

3.31 Attach All required documents from the document Checklist.

3.32 Click On Add Attachment.

PBA iSupplier Portal

Close | Settings

Basic Information | Company Details | Additional Information | **Attachments**

Information

1. Kindly attach the following madatory files
2. Bank Statement
3. FORM 24 OR EQUIVALENT
4. FORM 49 OR EQUIVALENT
5. FORM 9 OR EQUIVALENT
6. Suruhanjaya Syarikat Malaysia (SSM)

Submit Back Step 4 of 4

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

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”

The screenshot shows a dialog box titled "Add Attachment" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Attachment Type:** A dropdown menu with "File" selected. A red callout bubble labeled "3.33" points to this dropdown.
- Title:** A text input field containing "supplies". A red callout bubble labeled "3.34" points to this field.
- Description:** A text input field containing "supplies".
- Category:** A dropdown menu with "Miscellaneous" selected. A red callout bubble labeled "3.35" points to this dropdown.
- File:** A section containing a "Choose File" button and the filename "Buyer.txt". A red callout bubble labeled "3.36" points to the "Choose File" button.
- Buttons:** At the bottom, there are three buttons: "Cancel", "Add Another", and "Apply". A red callout bubble labeled "3.37" points to the "Add Another" button, and another red callout bubble labeled "3.38" points to the "Apply" button.

3. Supplier Online Registration (Cont.)

3.39 Review all Attached documents.

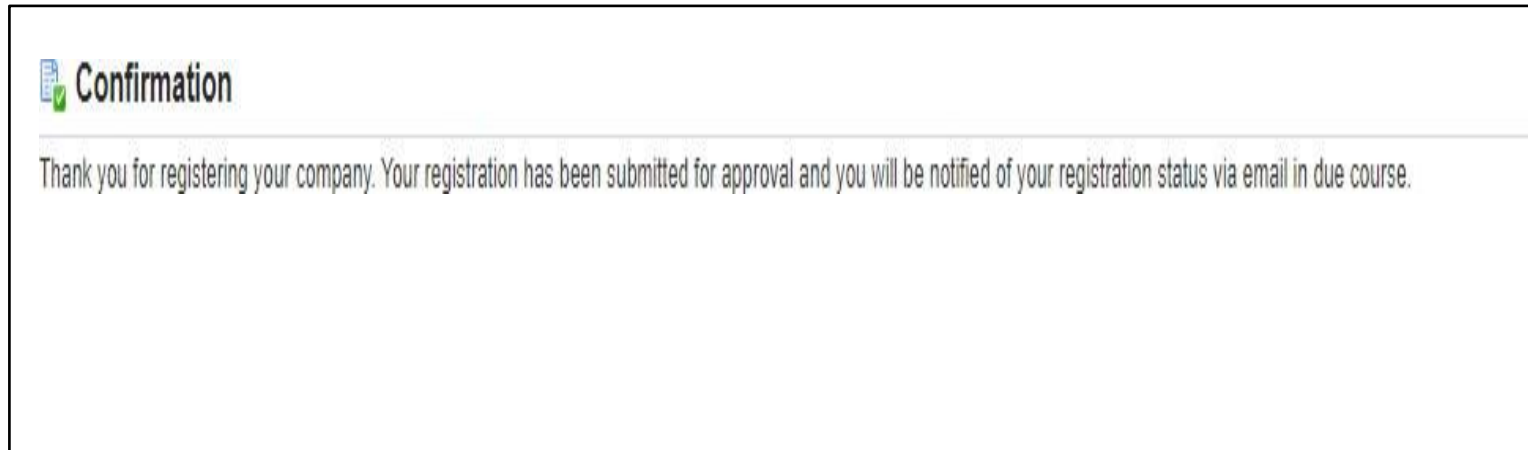
3.40 Click "Submit" Or Click Back Button to correct data or to Save For Later.

3.40

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Document1.docx	File		Miscellaneous	GUEST	18-Oct-2023	One-Time		

3. Supplier Online Registration (Cont.)

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



Thank you