



Quick **Reference** **Guide**

Powering Change

EXPRESSWAYS



TOWNSHIP & PROPERTY DEVELOPMENT



ENGINEERING & CONSTRUCTION



ASSET & FACILITY MANAGEMENT



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Vendor Registration (0/7)

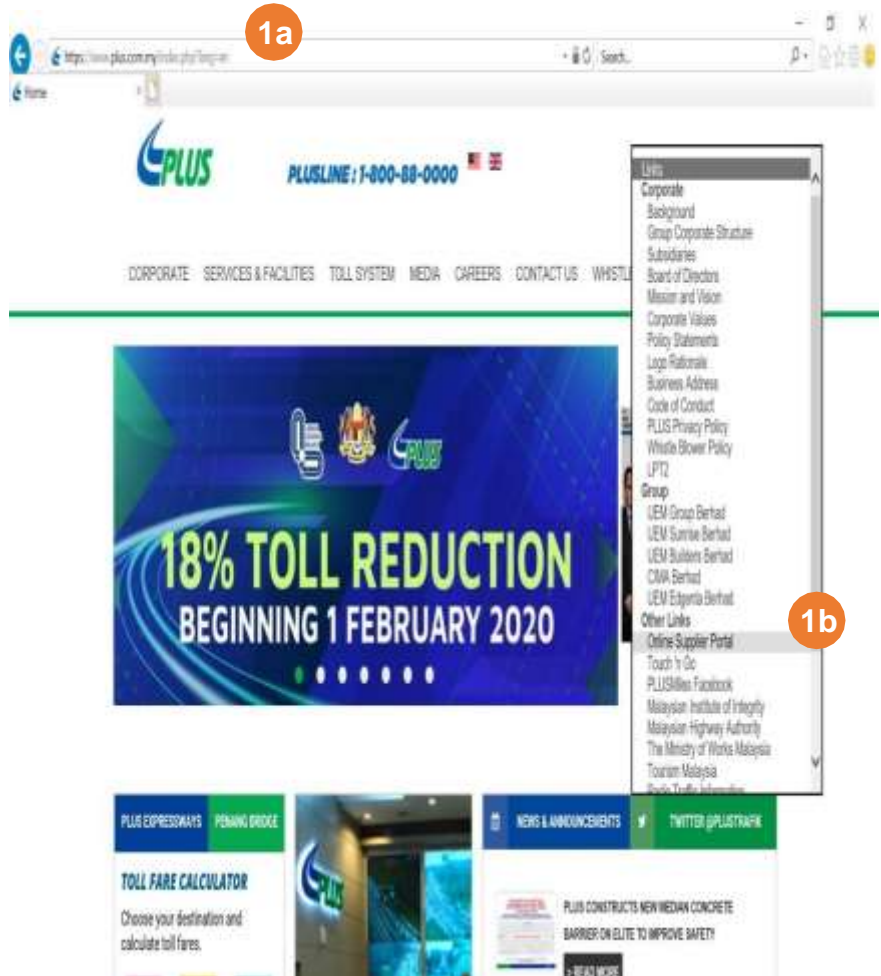
What you need to do?

**Step 1a: Go to
www.plus.com.my**

**Step 1b : Go to Links and
select Online Supplier Portal**

Note:
**a. Best view in Mozilla,
 Chrome & Internet Explorer**
**b. Note: Then, fill in the
 registration form request to
 register your company with
 PLUS**

Screenshots



Vendor Registration (1/7)

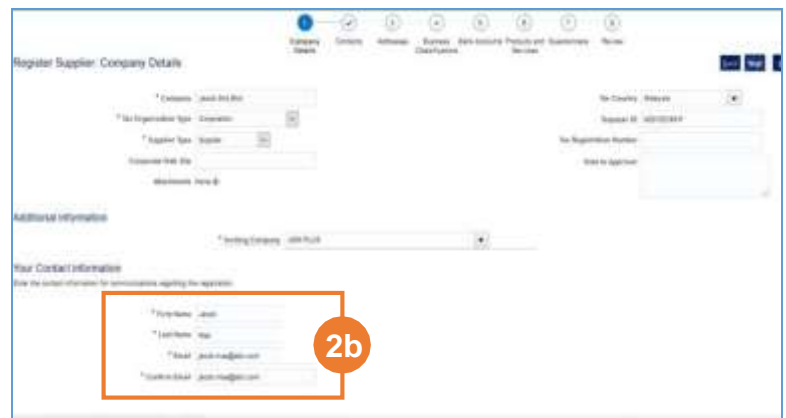
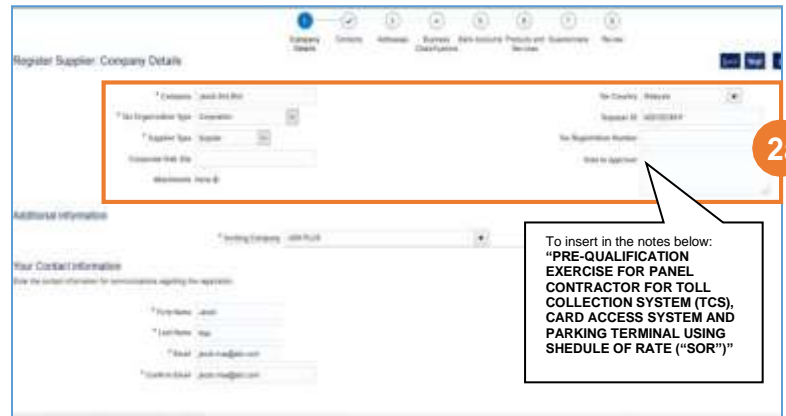
What you need to do?

Screenshots

Step 2a: In the first section “Company Details”, fill in company details. “Supplier type”, choose contractor type based on CIDB certificate.

Step 2b: Enter your company’s point of contact information

Step 2c: Click “Next” to go to section 2 “Contacts”



Vendor Registration (2/7)

What you need to do?

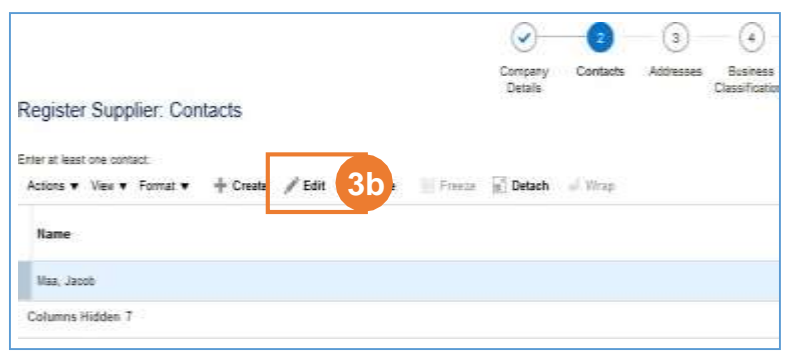
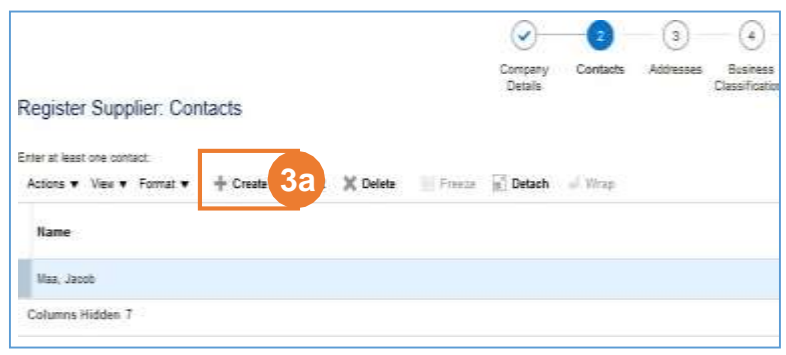
Note: The contact entered in section 1 “Company Details” will be populated

Step 3a: Click on “+” to create additional contact

Step 3b: Click on “Edit” if the contact details need to be edited

Step 3c: Click “Next” to go to section 3 “Addresses”

Screenshots



Vendor Registration (3/7)

What you need to do?

Step 4a: Click on “+” to input address

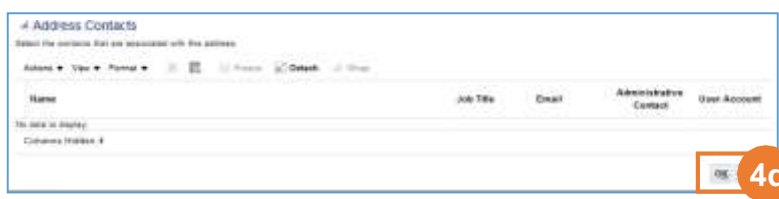
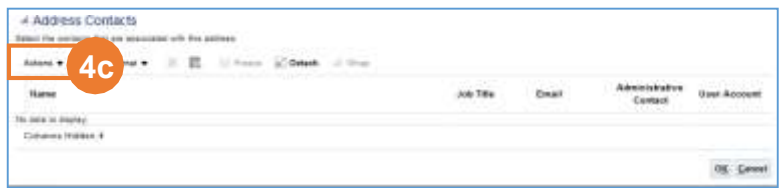
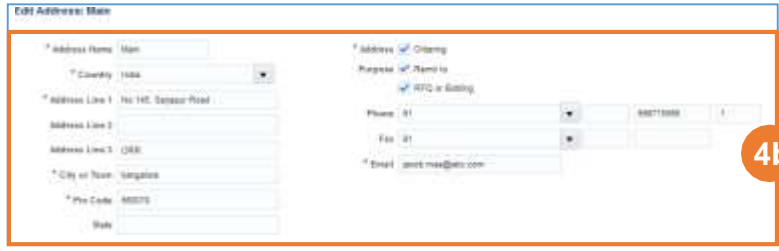
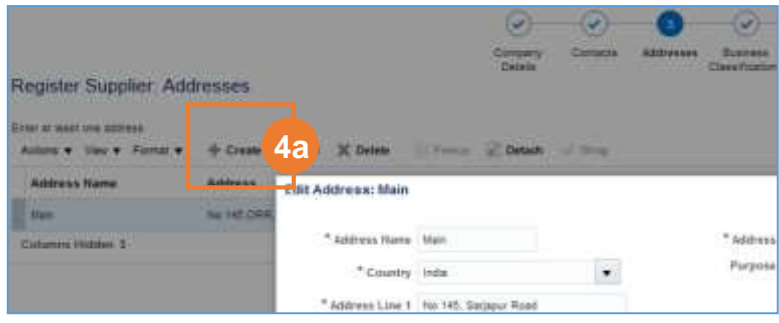
Step 4b: Fill in the address details

Step 4c: Click on “Actions” to assign the contacts created in the previous section “Contacts” to this supplier address

Step 4d: Click “OK” after filling in the address details in this section

Step 4e: Click “Next” to go to section 4 “Business Classifications”

Screenshots



Vendor Registration (4/7)

What you need to do?

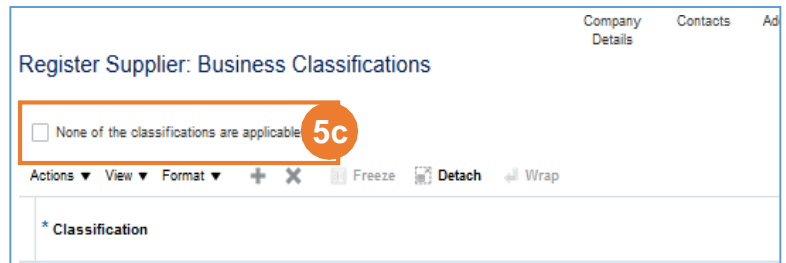
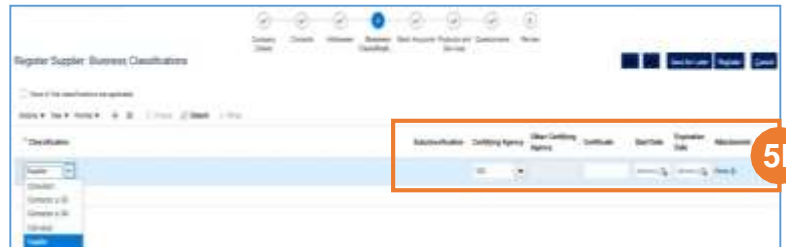
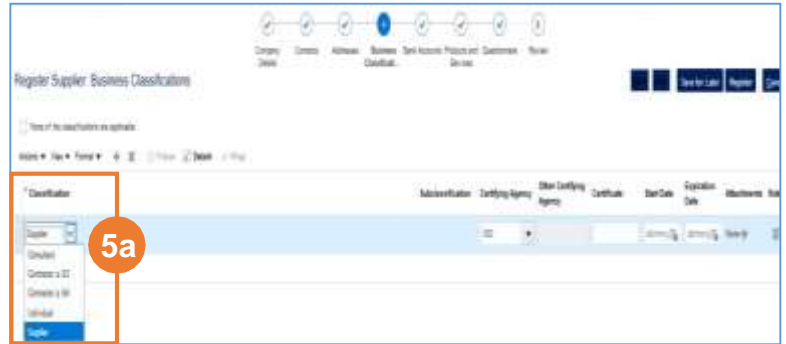
Step 5a: Select the Business Classification from the drop-down list

Step 5b: Fill in the corresponding fields

Step 5c: Check the box if none of the classification from the drop-down list are **applicable**

Step 5d: Click “Next” to go to section 5 “Bank Accounts”

Screenshots



Vendor Registration (5/7)

What you need to do?

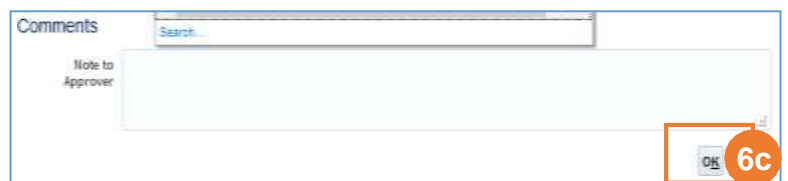
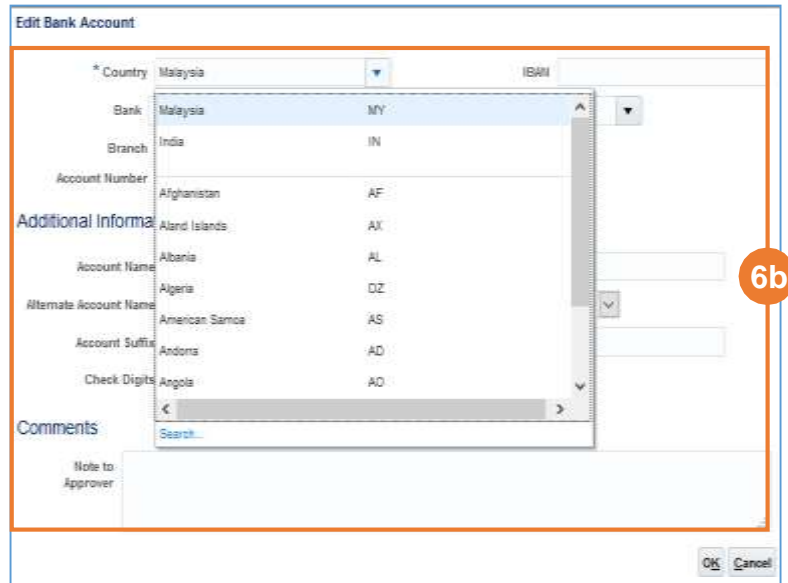
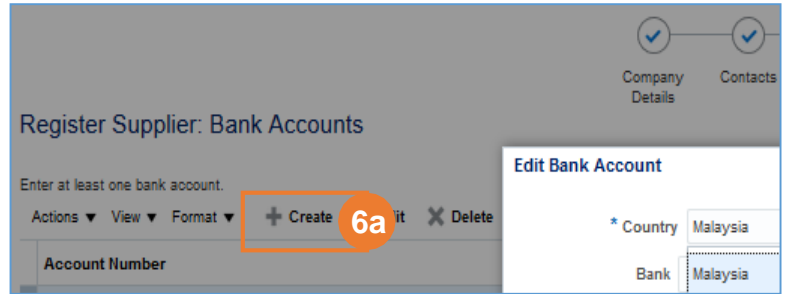
Step 6a: Click on “+” to input bank details

Step 6b: Select the country and fill in the bank details required

Step 6c: Click “OK” after filling in the bank details in this section

Step 6d: Click “Next” to go to section 6 “Products and Services”

Screenshots



Vendor Registration (6/7)

What you need to do?

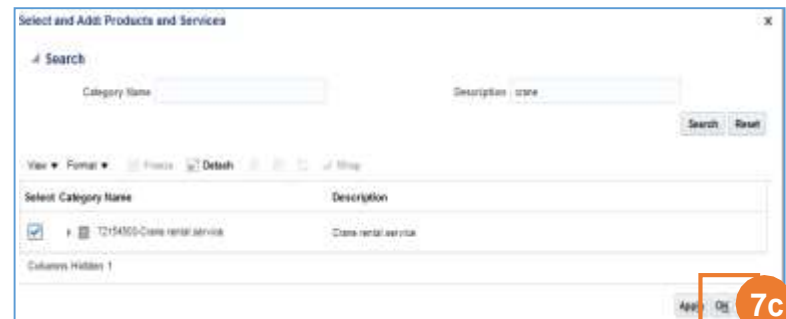
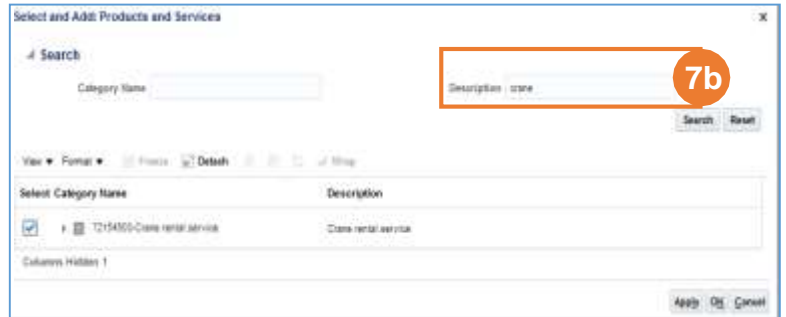
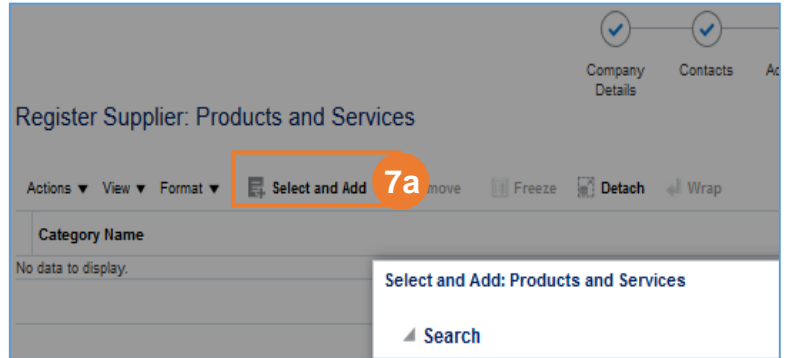
Step 7a: Click “Select and Add” to add the products/ services

Step 7b: Click “select and Add”, search the keywords for your product and services and one the keyword must include this category name **“46161560-Toll System and Equipment”**.

Step 7c: Click “OK” after adding the product/ service

Step 7d: Click “Next” to go to section 7 “Questionnaire”

Screenshots



Vendor Registration (7/7)

What you need to do?	Screenshots
<p>Step 8a: Complete all the Questionnaires</p> <p>Step 8b: Click “Next” to go to section 8 “Review”</p>	 
<p>Step 9: Click “Register” to submit the registration request after reviewing the details</p>	
<p>Step 10: Click “OK” to confirm the submission of the registration request</p>	