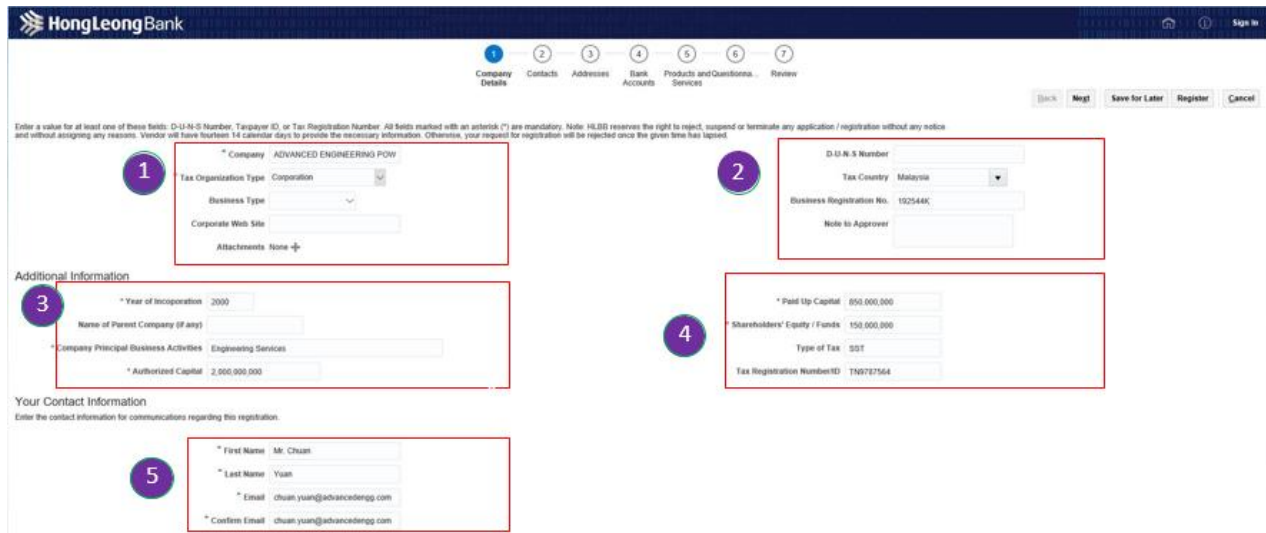


# Tutorial: Self-Service Procurement Manual (Supplier Self Registration User Guide)

In this tutorial pack, you will receive step by step guidance on your self-registration in our e-Procurement Portal (PtoP@HLB).

All Prospective Supplier will need to log in to [www.hlb.com.my/procurement](http://www.hlb.com.my/procurement) & Click "Start Supplier Online Registration"

## Step 1: Supplier Self Registration – Company Registration



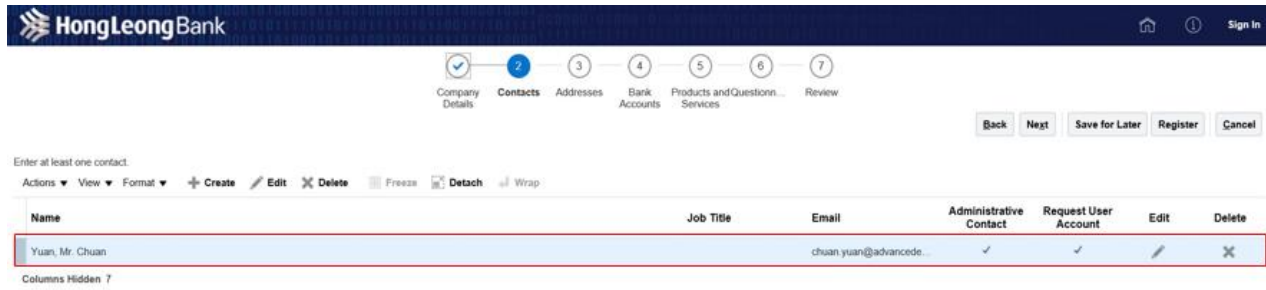
- Supplier registration request should be initiated by Vendors.
- Company Details, Contacts and Address Information are a must to complete the supplier registration request.
- Access the supplier registration URL and fill in the following information in the "Company Details" tab

- 1 - Company as Supplier Name, Tax Organization Type as Corporation/Government/Individual/Organization" etc.
- 2 - Tax Country (mandatory field) decides where the supplier is primarily registered.  
- Business Registration Number is to be entered after Tax Country entry.  
- Specify the notes to approver (Optional) for the registration request.  
- All the supporting documents to be attached with the registration request.
- 3 & 4 - Additional Information required to evaluate Supplier Financial position.
- 5 - Supplier primary contact information to be entered. First Name, Last Name, Email, and Confirm Email Address.

Latest updated on May 2023

- Click the “Save for Later” button if the registration request cannot be submitted for approval at one time. An email will be sent to the email address given to continue with the registration process.
- Click “Next” button to enter other supplier information needed for the registration.

## Step 2: Supplier Self Registration – Contacts



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

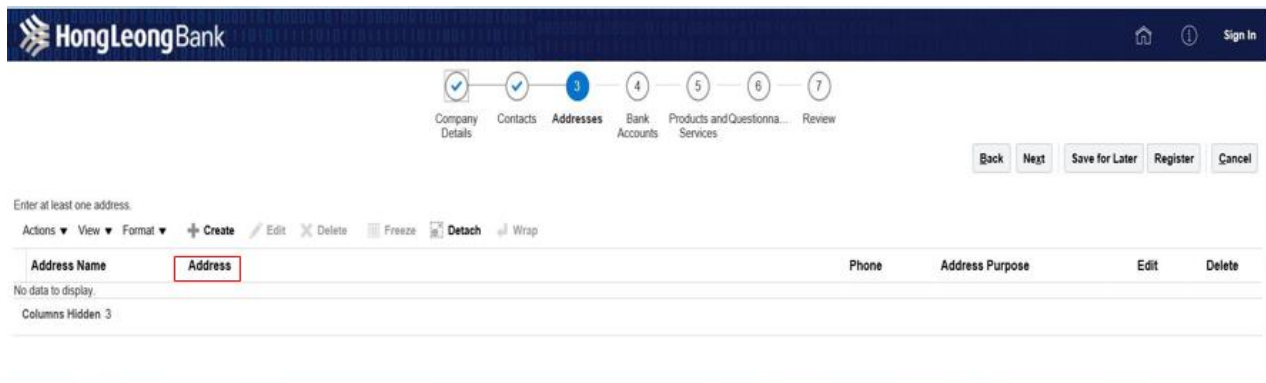
- Contact will be created from the details entered in “Company Details” tab.
- If more contacts to be registered, click on “+ Create” to proceed with additional supplier contact creation.

### Important!

For receipt of payment advice via email, please provide the contact name and email of one person only and name it as “Payment Advice” in the “job title” field.

- Click “Next” button once the information is filled.

## Step 3: Supplier Self Registration – Addresses

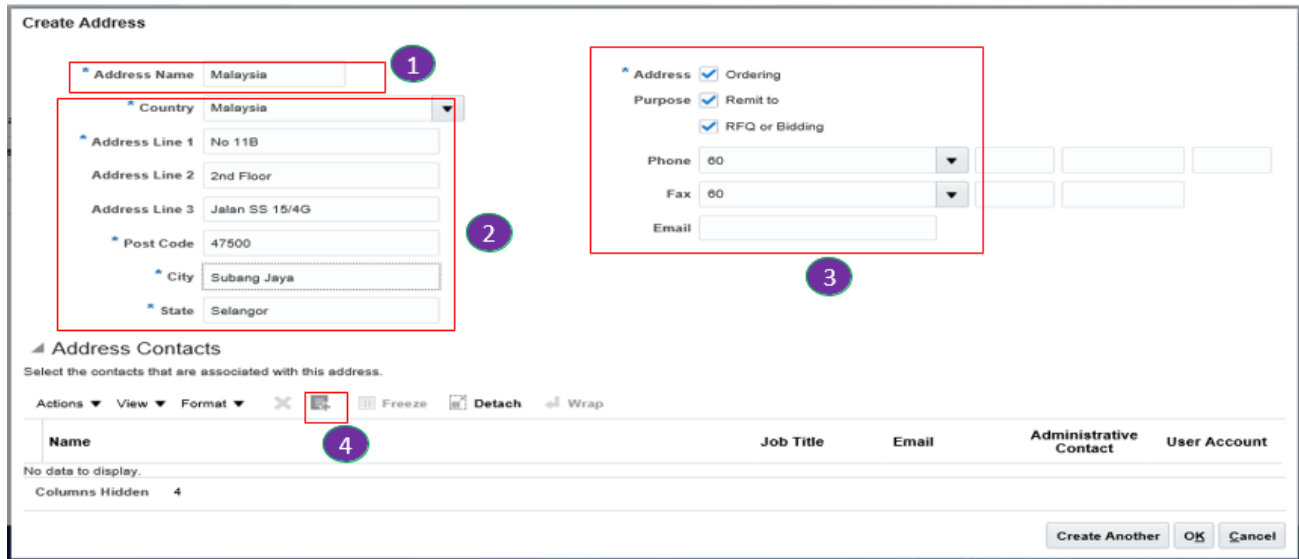



Enter at least one address.

Address Name	Address	Phone	Address Purpose	Edit	Delete

No data to display.  
Columns Hidden 3

- Click on “+ Create” to enter Supplier Address information



- 1 - Always use convention as CITY NAME or COUNTRY NAME based on the supplier address provided for the "Address Name".
- 1 - E.g.: SINGAPORE, KUALA LUMPUR, JAKARTA, BANGKOK, HCMC, BEIJING, BANGALORE etc. for different countries depending on the address information
- 2 - Fill in Supplier Address Information.
- 3 - Check the address purpose check boxes as below.
  - To issue purchase order, "Ordering" checkbox must be checked
  - To process Invoice, "Remit to" checkbox must be checked
  - To participate in Sourcing-Bidding Process, "RFQ or Bidding" checkbox must be checked
- 3 - Phone, Fax, Email information for this address can be filled here.
- 4 - Contacts created in the previous step must be assigned to this supplier address.
- 4 - Click on "Actions -> Select and Add" in the Address Contacts section or the  icon.

### Select and Add: Contacts ✕

Search

Name  Job Title

View ▼ Format ▼

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

Rows Selected 1 Columns Hidden 1

- Select the contact created in “Contacts” tab and click on “Apply/OK” buttons.

### 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

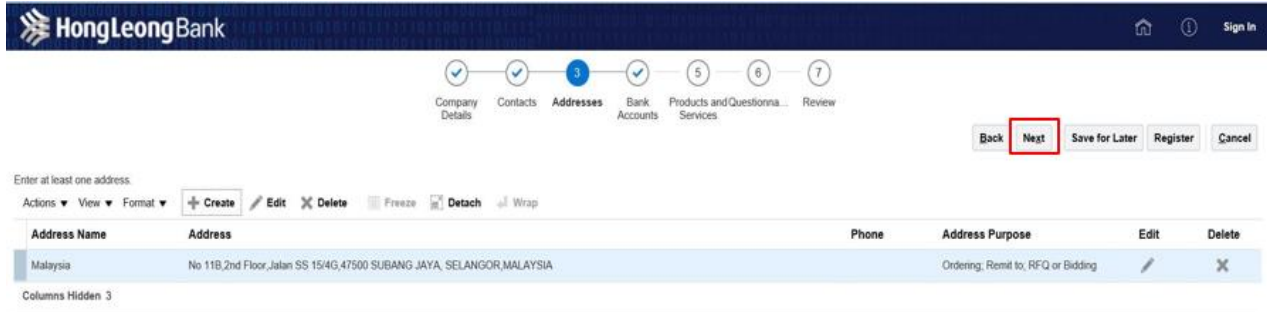
Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼

Name	Job Title	Email	Administrative Contact	User Account
Yuan, Mr. Chuan		chuan.yuan@ad...	✓	✓

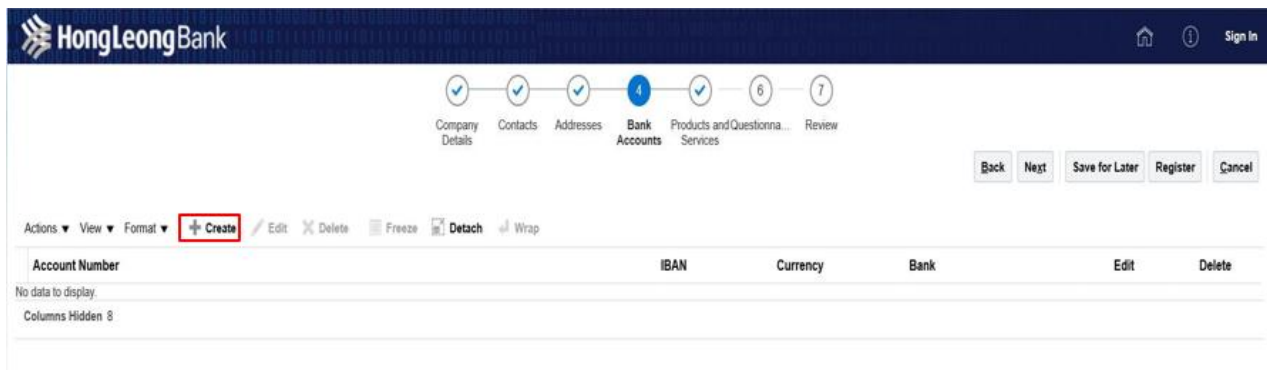
Columns Hidden 4

- Click on “OK” button. If more addresses need to be entered repeat the same steps.

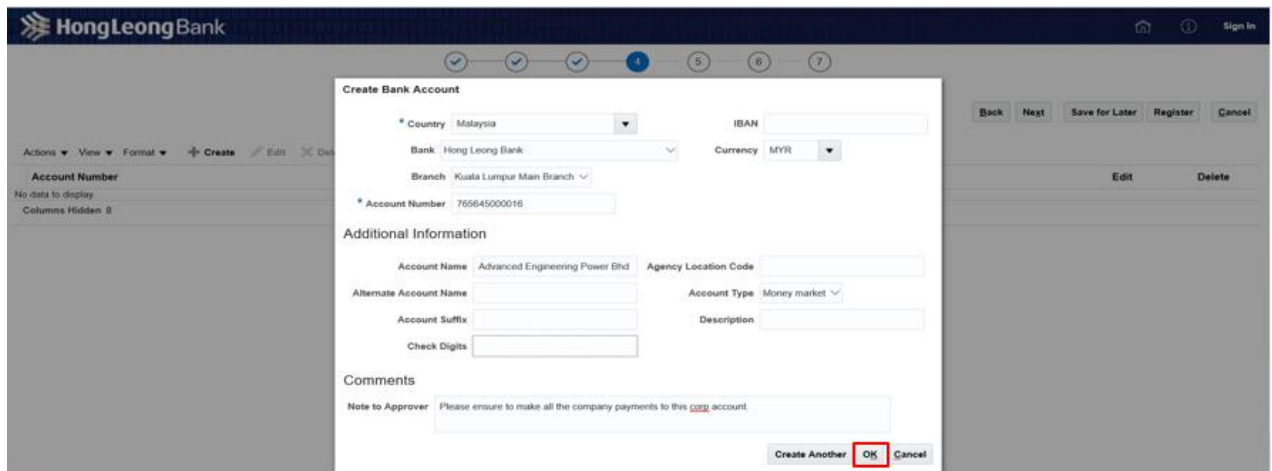


- Click on “Next” button once all Address details are entered.

#### Step 4: Supplier Self Registration – Bank Contact

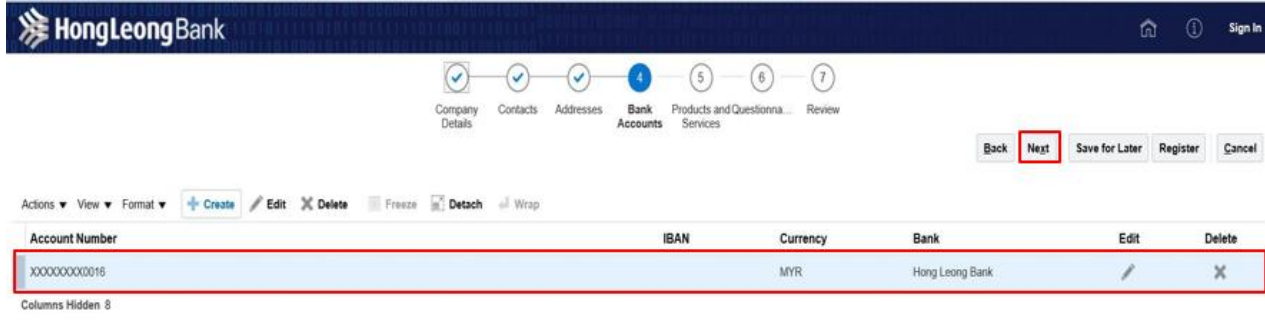


- Click on “+ Create” to enter Supplier Bank Account information



- Enter Supplier Bank Account information and Click on “OK”.

- Reminder :
  - a. Suppliers are required to maintain a Current or Savings Account by Hong Leong Bank or Hong Leong Islamic Bank for payment purposes.
  - b. Fill in the Country, Account number (**without “-”, spacing or any special character**), Bank Name, Bank Branch, and Account name.



HongLeongBank

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

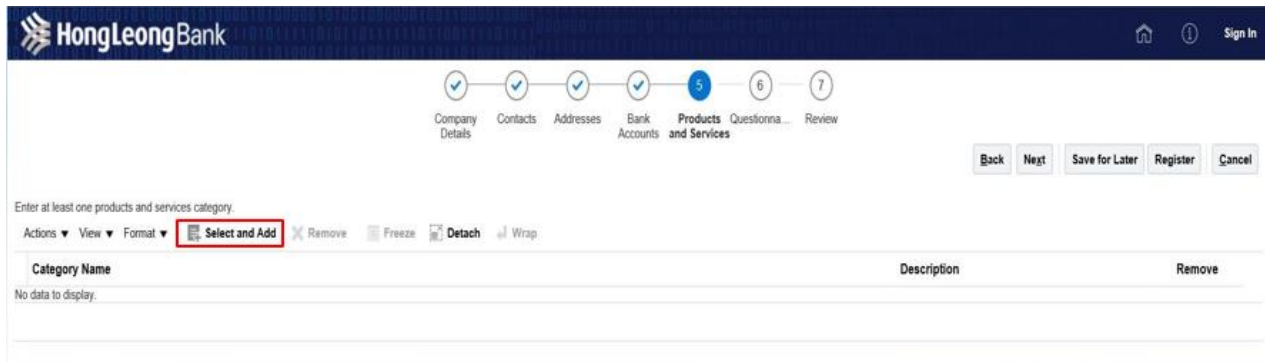
Back **Next** Save for Later Register Cancel

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXXXXXX0016		MYR	Hong Leong Bank		

Columns Hidden 8

- Click on “Next” once Bank Account information is entered.

### Step 5: Supplier Self Registration – Product & Services



HongLeongBank

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

Back Next Save for Later Register Cancel

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.		

- Click on “Select and Add” to specify the product & services to be provided by Supplier.

- Click on “Next” to move to Questionnaire section after selecting Product and Services.

## Step 6: Supplier Self Registration – Questionnaire

- In the Questionnaire section, respond to all mandatory questions and attach requested documents.

- If response to question is 'Yes', please attach mandatory document as requested.

\* 10. **DECLARATION STATEMENT**

a. I/We -- (a) confirm that all information provided herein is true and complete; (b) authorize and consent to Hong Leong Bank Group ("HLB Group") to verify the information from whatever sources and manners that is deems appropriate; (c) 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) agree that my/our application may be declined without any reason given; (e) agree to maintain a HLB account for any payment transaction in connection with the distribution and provision of products and services;

Comments

\* 11. .

a. I/We -- (f) have read and understood HLBG's Personal Data Personal Statement ("PDPS") from HLB's website (www.hlb.com.my/procurement) and agree that all Personal Data provided to the HLBG and/or acquired by the Group from the public domain will be subject to such PDPS; (g) have read and understood HLBG Sustainable Practices from HLB website and agree to uphold these practices together; (h) have read and understood HLBG's Code of Conduct & Ethics for Business Partners and HLBG's Anti-Bribery and Corruption Policy and (i) have read and completed the Anti-Bribery and Corruption self-training module from HLB website and agree to adhere to a high standard of professionalism and ethics in the conduct of my/our business.

Comments

\* 12. Please download the templates and upload the completed files  
**Attachments** Combined VDD Questionnaire (6Ma)

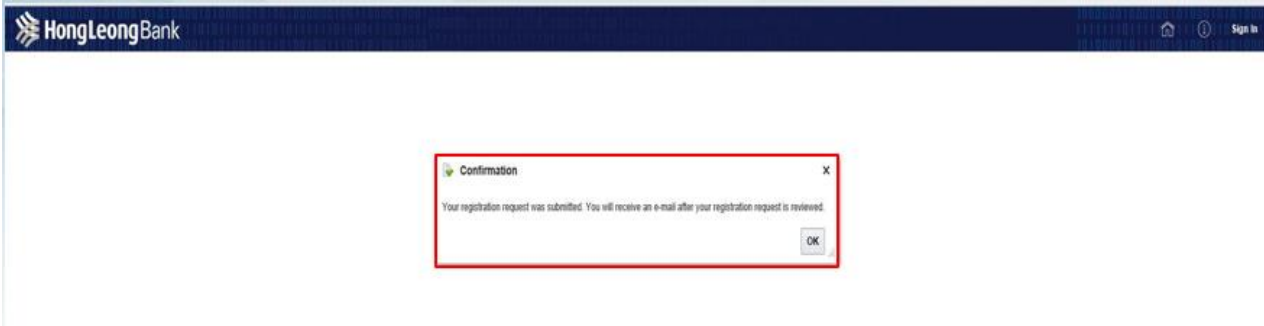
- a. Yes  
 \* **Response Attachments** Book2.xlsx +  
 b. No

Comments

End of Section 1 of 1

[Previous Section](#) [Next Section](#)

- In Questionnaire 10 & 11, please tick the Checkbox as self-declaration
- In Questionnaire 12, please click on the attachment "Combined VDD Questionnaire" and download. Fill in the required fields and attach the completed questionnaire.
- Click on "Next" to move to Review section. Please review all your entries for all sections (Company Details – Questionnaire) and click on 'Register' to complete the registration.



- Confirmation of successful submission of Supplier Registration.
- Click on "OK" to submit for approval.
- You will receive an email after your registration request is reviewed.