

Vendor Registration Portal User Guide

Contents

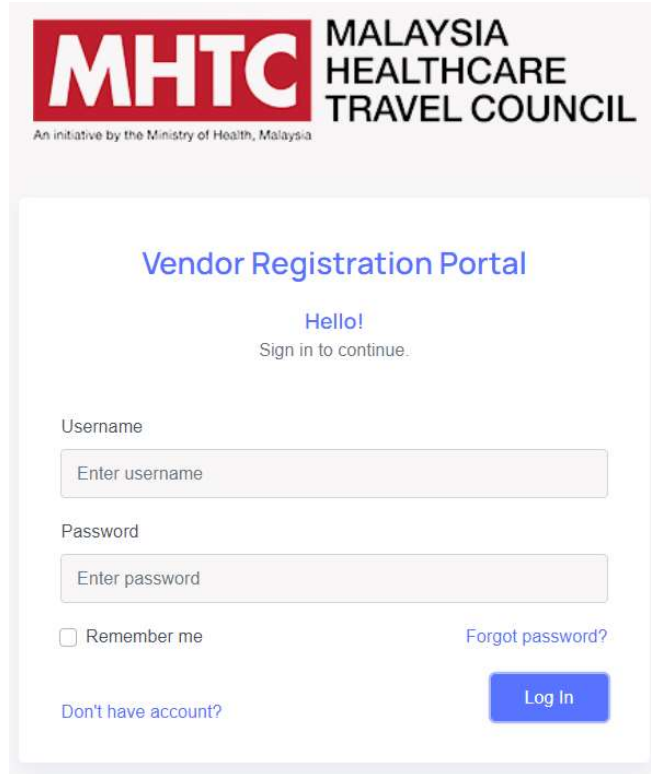
| | | |
|-----|---------------------------------------|----|
| 1 | General..... | 3 |
| 1.1 | Login to Portal | 3 |
| 1.2 | First Time Registration | 4 |
| 1.3 | First Login – Due Diligence Form..... | 5 |
| 1.4 | Change Password | 6 |
| 2 | Supplier Application | 7 |
| 2.1 | Submit New Application..... | 7 |
| 2.2 | Update My Application | 10 |
| 3 | Enquiries | 11 |

1 General

1.1 Login to Portal

Open internet browser (Google Chrome, Firefox, etc.), and access to the link below :-

<https://sap.mhtc.org.my/MHTCVR/auth/login>



MHTC MALAYSIA
HEALTHCARE
TRAVEL COUNCIL
An initiative by the Ministry of Health, Malaysia

Vendor Registration Portal

Hello!
Sign in to continue.

Username
Enter username

Password
Enter password

Remember me [Forgot password?](#)

[Don't have account?](#) [Log In](#)

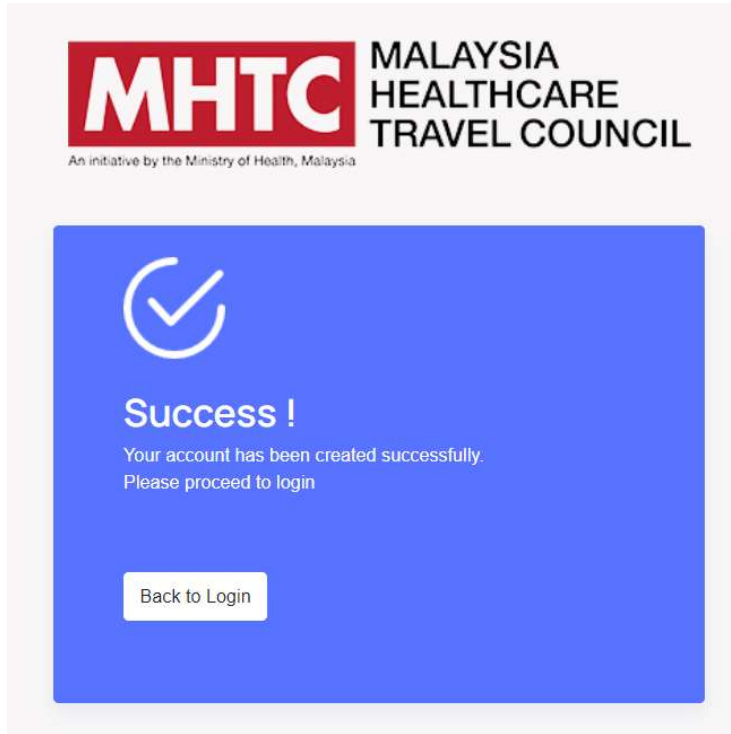
Enter your Username & Password, then press “Log In” button to login.

1.2 First Time Registration

Click on “Don’t have account?”. Account Registration screen will appear.

Enter details as below. Then click “Create Account”.

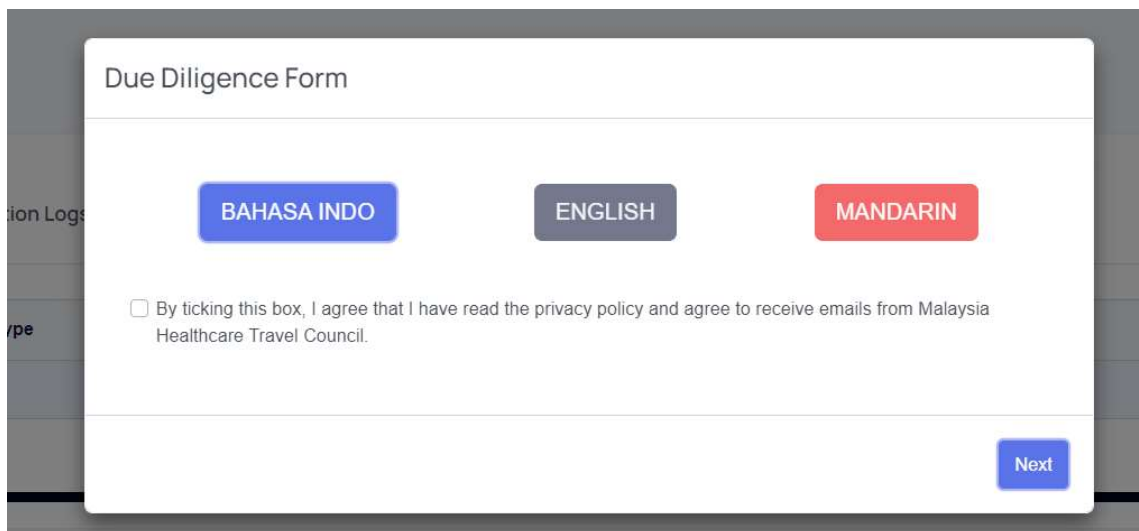
An email notification will then send to your registered email upon success registration.



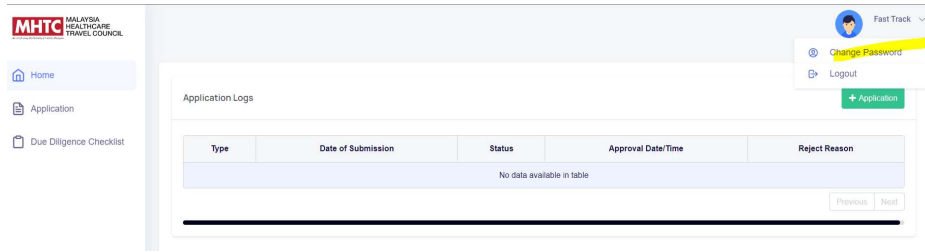
You can then click “Back to Login” to redirect back to login page and you can now login to the portal.

1.3 First Login – Due Diligence Form

When you first login, you’ll see the pop up window as below. There’s 3 different language for the Due Diligence Form. Once you finished reading, you’ll need to tick the checkbox, then press “Next” button to confirm that you’ve read and agree on the due diligence form.



1.4 Change Password



Click on the top right corner of your user name, then choose Change Password.

Enter your current, new and verify again your new password, then click “Change Password” to save the password changes.

2 Supplier Application

2.1 Submit New Application

At home page, click on “+ Application” button.

The screenshot shows the Fast Track application dashboard. On the left is a navigation menu with 'Home', 'Application', and 'Due Diligence Checklist'. The main content area has two sections: 'Application Logs' and 'My Enquiries'. Both sections have a table with columns for 'Type', 'Date of Submission', 'Status', 'Approval Date/Time', and 'Reject Reason' (for Application Logs) or 'Email', 'Content', 'Last Update', 'Last Update Date/Time', and 'Status' (for My Enquiries). Both tables are currently empty, displaying 'No data available in table'. A green '+ Application' button is highlighted with a red box in the top right of the Application Logs section, and a green '+ New Enquiry' button is highlighted in the top right of the My Enquiries section.

A Supplier Registration [New] screen will appear, total there's 6 steps before you can submit the application.

The screenshot shows the 'Supplier Registration [New]' form. At the top, there's a progress bar with six steps: 1. Business Info (active), 2. Bank Details, 3. Contact Details, 4. Questionnaire, 5. Attachment, and 6. ABAC Policy. Below the progress bar, there are several input fields for registration details. The 'Next' button is highlighted with a red box. The form fields include:

- Applicant Type* (Please Select)
- Vendor Name* (Fast Track)
- Type* (Please Select)
- Business Registration No. (*N/A to individual)
- NRIC No./Passport No. (*applicable for individuals only)
- Nature of Business* (Please Select)
- Main Speciality/Expertise*
- Country of Operation*
- Address 1*
- Address 2*
- Address 3*
- Address 4*
- General Phone No.*
- General Email*
- Website
- Tax(SST/GST/VAT/Others)? Yes No

Fill up the details for step 1, then click “Next”. Make sure to indicate the current applicant type, there's 2 types : Supplier , Partners.

Supplier Registration [New]

Registration Form Approval Logs

1 Business Info **2 Bank Details** 3 Contact Details 4 Questionnaire 5 Attachment 6 ABAC Policy

Bank Beneficiary Name* Bank Account Number*

Please ensure Bank Beneficiary Name match with the name applied for this registration

Bank Name* Bank Branch Address

Please Select

Swift Code/iban No/CNAPS Code* Payment/Credit Term*

Method of Payment* Online Transfer Cheque Others

Previous **Next** Submit

Fill up details for step 2, then click “Next”.

Supplier Registration [New]

Registration Form Approval Logs

1 Business Info 2 Bank Details **3 Contact Details** 4 Questionnaire 5 Attachment 6 ABAC Policy

Contact Person* Designation*

Email* Mobile No.*

Email for PO Receiving*

Previous **Next** Submit

Fill up details for step 3, then click “Next”.

Supplier Registration [New]

Registration Form Approval Logs

1 Business Info 2 Bank Details 3 Contact Details **4 Questionnaire** 5 Attachment 6 ABAC Policy

4.1 Please list all shareholders who hold a financial interest in the Vendor's business of 10% or more.
*Not applicable for sole proprietors and individuals

| No. | List of Shareholders | % of shares | Country of Incorporation / Nationality |
|----------------------------|----------------------|-------------|--|
| No data available in table | | | |

Previous **Next** Submit
 + Add Row

4.2 Please list the Vendor's directors:
*Not applicable for sole proprietors and individuals

| No. | Full Name (per identity card or passport) | Designation | Nationality |
|----------------------------|--|-------------|-------------|
| No data available in table | | | |

+ Add Row

4.3 Has the Applicant Vendor had a prior business relationship or past working experience with MHTC?
 Yes No

4.4 Is the Vendor aware of the requirements of the Malaysian Anti-Corruption Commission ("MACC") Act 2009?
 Yes No

Fill up details for step 4, then click “Next”. You need to press “+ Add Row” button to add new line for shareholders and directors. Click “Next” when complete.

Supplier Registration [New]

Browse and upload the mentioned document in step 5. Multiple attachment is allowed. Click “Next” after upload.

Supplier Registration [New]

Click on the wording “Click here to view MHTC’s Business Associate...” to view the form. If disagree, you’ll need to upload your policy and also comments.

Supplier Registration [New]

Once done, click “Submit”. The application will then submit to MHTC for review purpose.

2.2 Update My Application

This step can only be performed after the application was already approved by MHTC. This is to update any information changes. At home page, click on “+ Application” button.

Application Logs + Application

| Type | Date of Submission | Status | Approval Date/Time | Reject Reason |
|------|----------------------|----------|----------------------|---------------|
| New | 17-AUG-2023 10:49:20 | Approved | 17-AUG-2023 11:01:07 | |

Previous 1 Next

My Enquiries + New Enquiry

| Email | Content | Last Update | Last Update Date/Time | Status |
|-----------------------|--------------------------------|-------------|-----------------------|--------|
| howzh@myfasttrack.net | Not able to submit application | frdaus.n | 17-AUG-2023 11:00:17 | Solved |

Previous 1 Next

Supplier Registration [Approved] screen will appear, you shall be able to view your vendor code with MHTC and also currency as well.

Supplier Registration [Approved]

Registration Form

| SAP Vendor Code | Currency |
|-----------------|----------|
| VTF018 | MYR |
| VTF019 | SGD |

Approval Logs

1 Business Info
2 Bank Details
3 Contact Details
4 Questionnaire
5 Attachment
6 ABAC Policy

Previous
Next
Submit

| | |
|--|---|
| Applicant Type* | Vendor Name* |
| Supplier | Fast Track SBOI Sdn Bhd |
| Type* | Business Registration No. (*NA to individual) |
| Private Limited / Sdn Bhd | A123456 |
| NRIC No./Passport No. (*applicable for individuals only) | Nature of Business* |
| | Information Technology / Computer / Software |
| Main Speciality/Expertise* | Country of Operation* |
| ERP | MALAYSIA |
| Address 1* | Address 2* |
| ADDRESS 1 | ADDRESS 2 |
| Address 3* | Address 4* |
| ADDRESS 3 | ADDRESS 4 |

Then you can go through the same steps as mentioned in the Submit New Application, but you only change the information that you need to change.

Supplier Registration [Approved]

Registration Form

| SAP Vendor Code | Currency |
|-----------------|----------|
| VTF018 | MYR |
| VTF019 | SGD |

Approval Logs

1 Business Info
2 Bank Details
3 Contact Details
4 Questionnaire
5 Attachment
6 ABAC Policy

Previous
Next
Submit

Click here to view MHTC's Business Associate Anti-Bribery and Anti-Corruption Policy Declaration Form

Agree
 Disagree

Once you've done your changes and reach step 6, you can click “Submit” button to submit your update application. The application will then submit to MHTC for review purpose.

3 Enquiries

Go to home page. Click “+ New Enquiry” to submit a new enquiry.

MHTC MALAYSIA MALAYSIAN INVESTMENT PROMOTION COUNCIL

Home
Application
Due Diligence Checklist

Application Logs

| Type | Date of Submission | Status | Approval Date/Time | Reject Reason |
|------|----------------------|----------|----------------------|---------------|
| New | 17-AUG-2023 10:49:20 | Approved | 17-AUG-2023 11:01:07 | |

My Enquiries

| | Email | Content | Last Update | Last Update Date/Time | Status |
|--|-----------------------|--------------------------------|-------------|-----------------------|--------|
| | howzh@myfasttrack.net | Not able to submit application | firdaus.n | 17-AUG-2023 11:00:17 | Solved |

+ Application
+ New Enquiry

Enquiry [New] window will appear, you can then enter the content and also reply then click on “Add Enquiry” button to submit your enquiry to MHTC.

Enquiry [New]

Email: howzh@myfasttrack.net

Content: Register Issue

Reply: Enter reply content here

Show 10 entries

| Reply Content | Replied By | Replied Date/Time |
|----------------------------|------------|-------------------|
| No data available in table | | |

Add Enquiry Close

A record will then appear in your home page.

My Enquiries

| | Email | Content | Last Update | Last Update Date/Time | Status |
|--|-----------------------|--------------------------------|-------------|-----------------------|--------|
| | howzh@myfasttrack.net | Not able to submit application | firdaus.n | 17-AUG-2023 11:00:17 | Solved |

+ New Enquiry

You can click on the pencil icon to open up the enquiry to view the details.

Enquiry [Solved] x

Email:

Content:

Reply

Show entries

| Reply Content | Replied By | Replied Date/Time |
|--|-----------------------|----------------------|
| The enquiry is not respond in a month. we take it as resolved. | frdaua.n | 17-AUG-2023 11:00:17 |
| Click on Application Menu | nazierah.sazali | 17-AUG-2023 10:53:39 |
| Can't enter certain details | howzh@myfasttrack.net | 17-AUG-2023 10:36:19 |

You'll be able to see the content and also reply history from this windows.

To reply on the enquiry, you can use the same method then enter your reply and click "Reply" button, but this only applicable to those enquiry that's not solved yet.