



Quick **Reference** **Guide**

Powering Change

EXPRESSWAYS



TOWNSHIP & PROPERTY DEVELOPMENT



ENGINEERING & CONSTRUCTION



ASSET & FACILITY MANAGEMENT



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11	First time log in (after registration approved)

Vendor Registration (0/7)

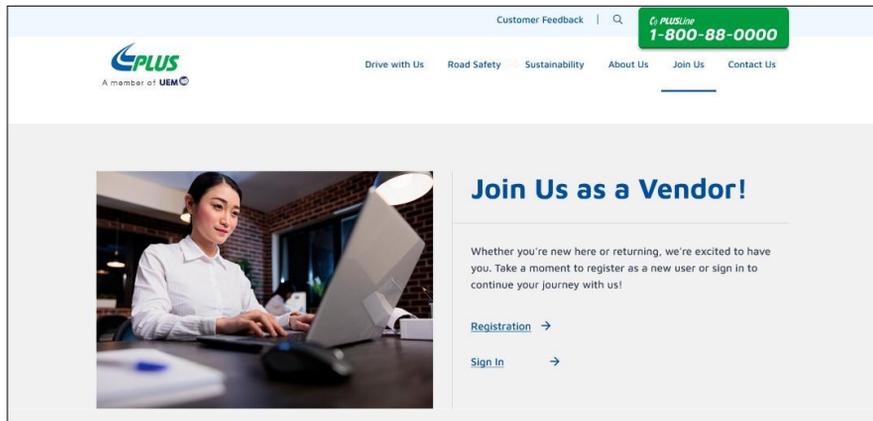
What you need to do?

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

Step 1b : Go to Join Us and select Be Our Vendor. Then click on Registration.

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?

Step 2a: In the first section “Company Details”, fill in company details

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

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

Screenshots

Vendor Registration (2/7)

What you need to do?

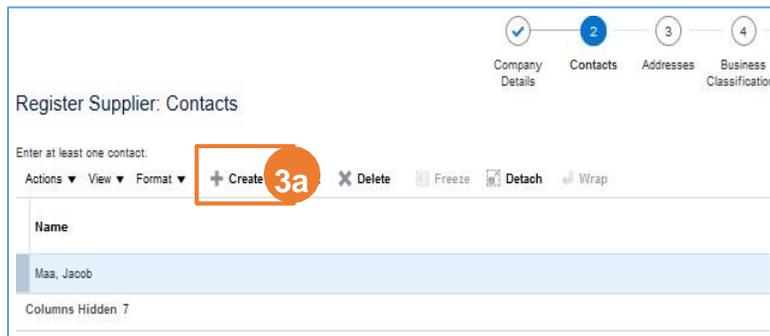
Note: The contact entered in section 1 “Company Details” will be populated

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



Register Supplier: Contacts

Company Details **2** Contacts Addresses Business Classification

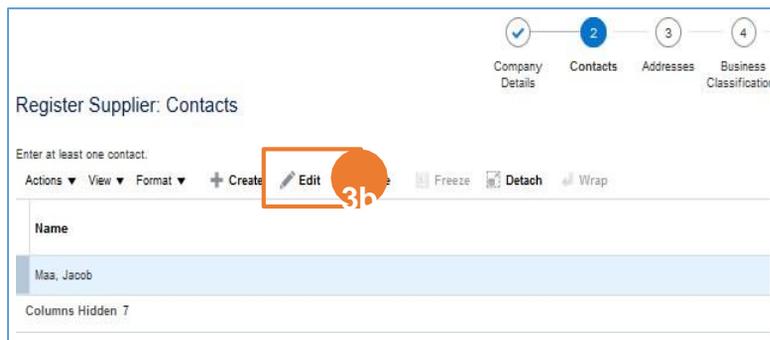
Enter at least one contact:

Actions View Format **+ Create 3a** X Delete Freeze Detach Wrap

Name

Maa, Jacob

Columns Hidden 7



Register Supplier: Contacts

Company Details **2** Contacts Addresses Business Classification

Enter at least one contact:

Actions View Format **Edit 3b** Freeze Detach Wrap

Name

Maa, Jacob

Columns Hidden 7



Back **Next 3c** Save for Later Register Cancel

Vendor Registration (3/7)

What you need to do?

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

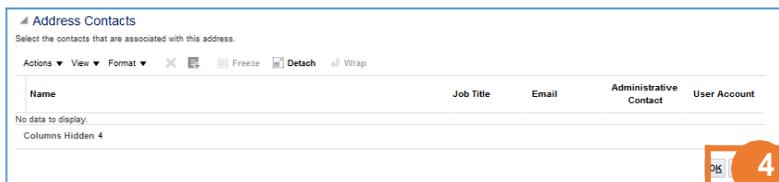
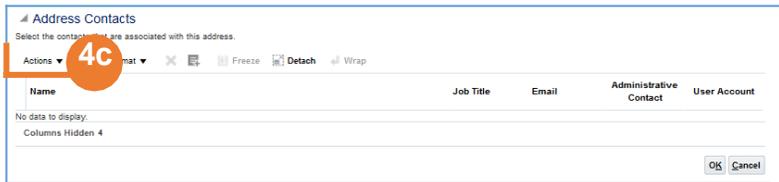
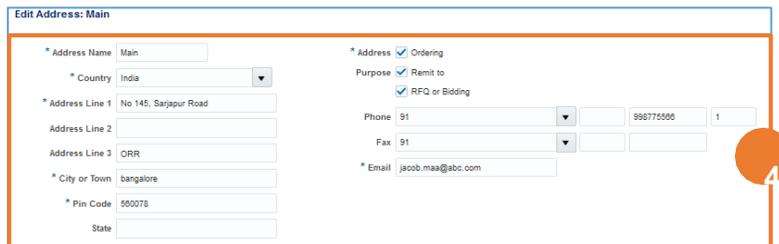
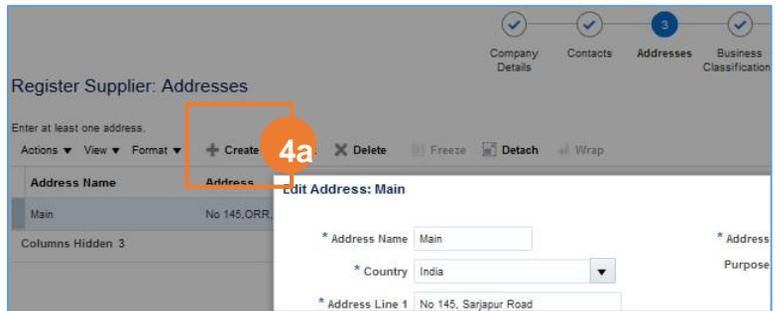
Step 4b: Fill in the address details

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?

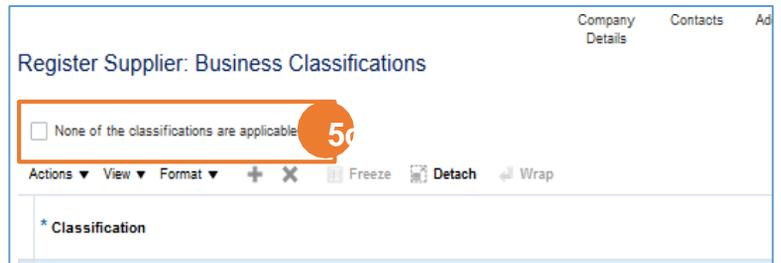
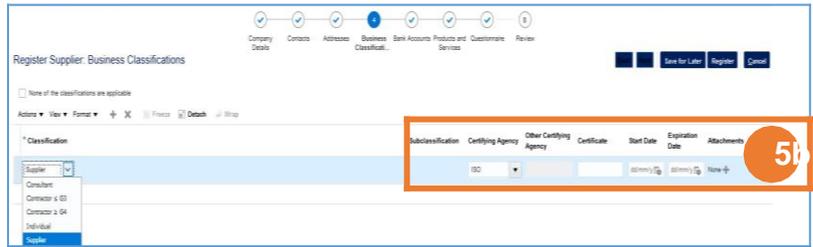
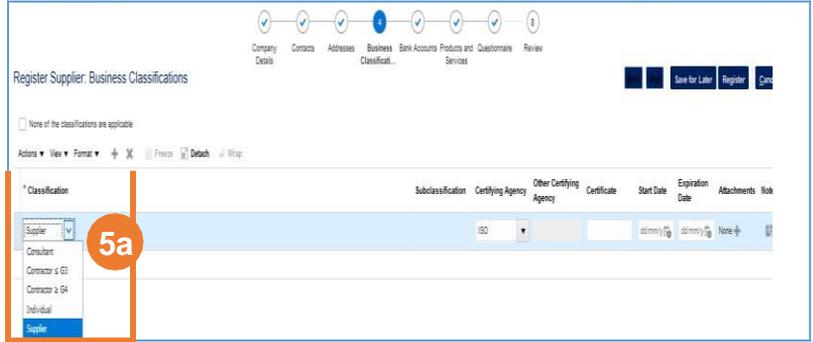
Step 5a: Select the Business Classification from the drop-down list

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?

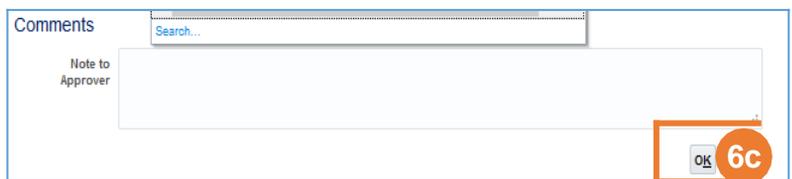
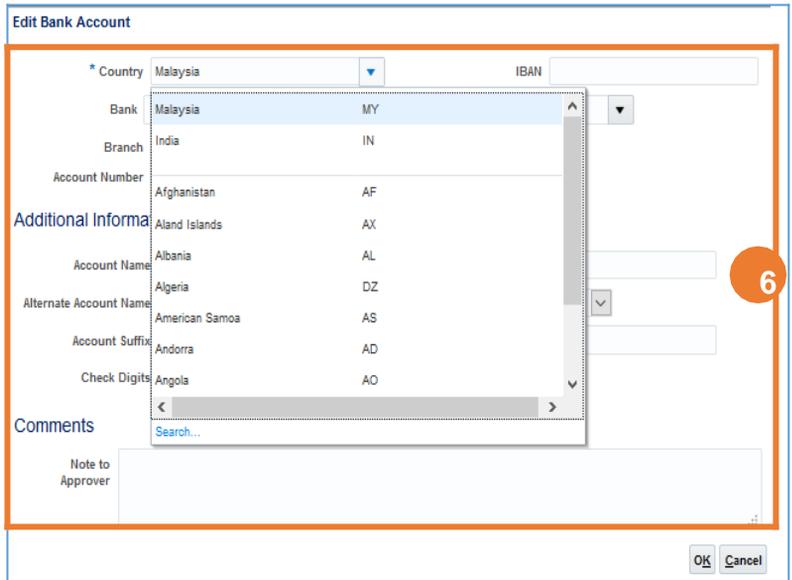
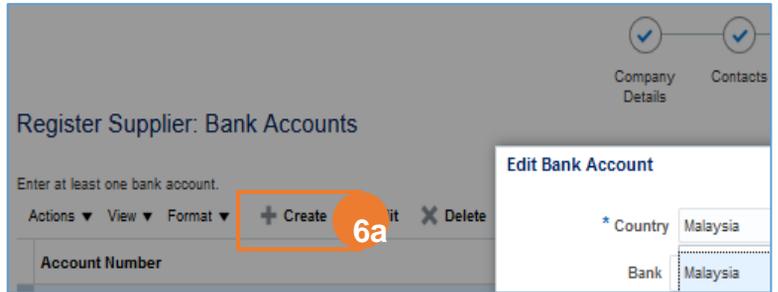
Step 6a: Click on “+” to input bank details

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?

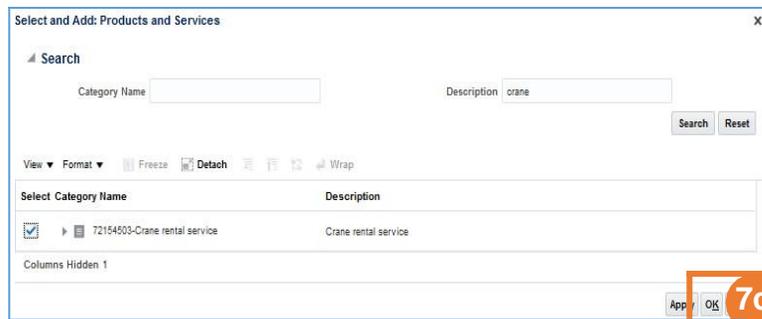
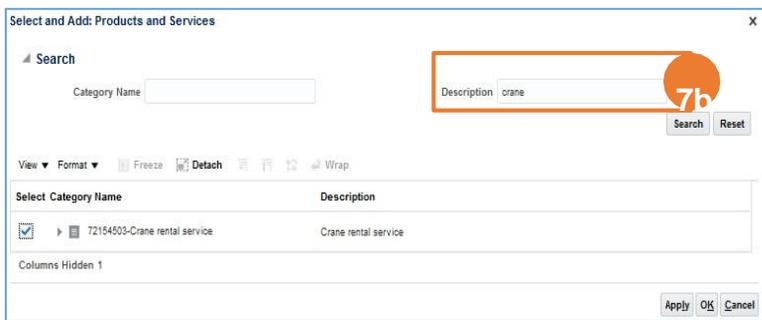
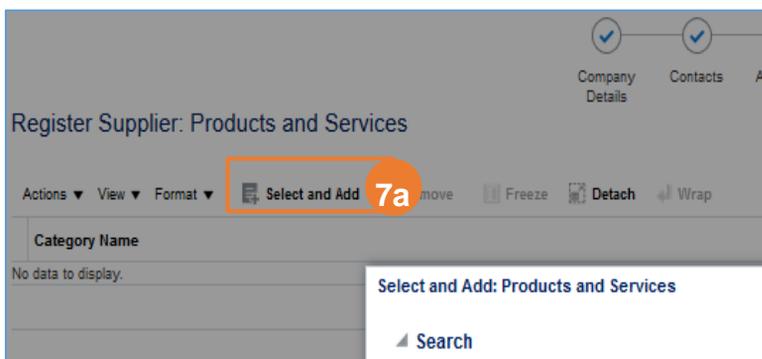
Step 7a: Click “Select and Add” to add the products/ services

Step 7b: Search by keywords and add the product/ service to the list

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?

Step 8a: Complete all the Questionnaires

Step 8b: Click “Next” to go to section 8 “Review”

Step 9: Click “Register” to submit the registration request after reviewing the details

Step 10: Click “OK” to confirm the submission of the registration request

Screenshots

