

Vendor's Guide

UDA Vendor Registration Management
System (VRMS)

Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Vendor Registration and Management System (VRMS). The VRMS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (603) 7874 7005, or copy the page with the error, note the correction or suggestion and send it to contact@themalaysian.com

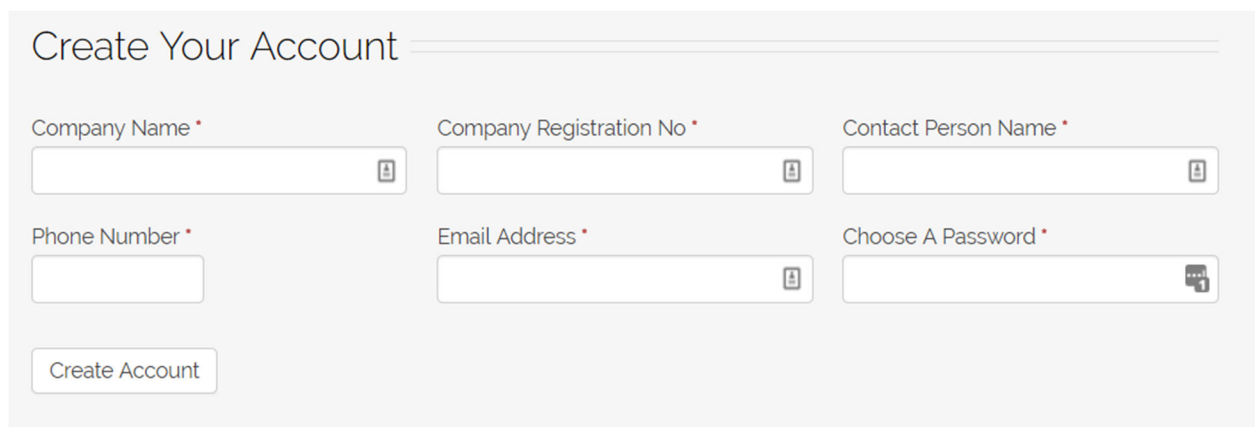
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Vendors Section

Registering For An Account

To start with the application process, you will need to register for a new account under the VRMS. To do so, please visit: <http://www.udavendors.com> and fill out the form. Please note that Company Name & Company Registration number cannot be changed after registration. Therefore please ensure it is correct.



Create Your Account

Company Name *

Company Registration No *

Contact Person Name *

Phone Number *

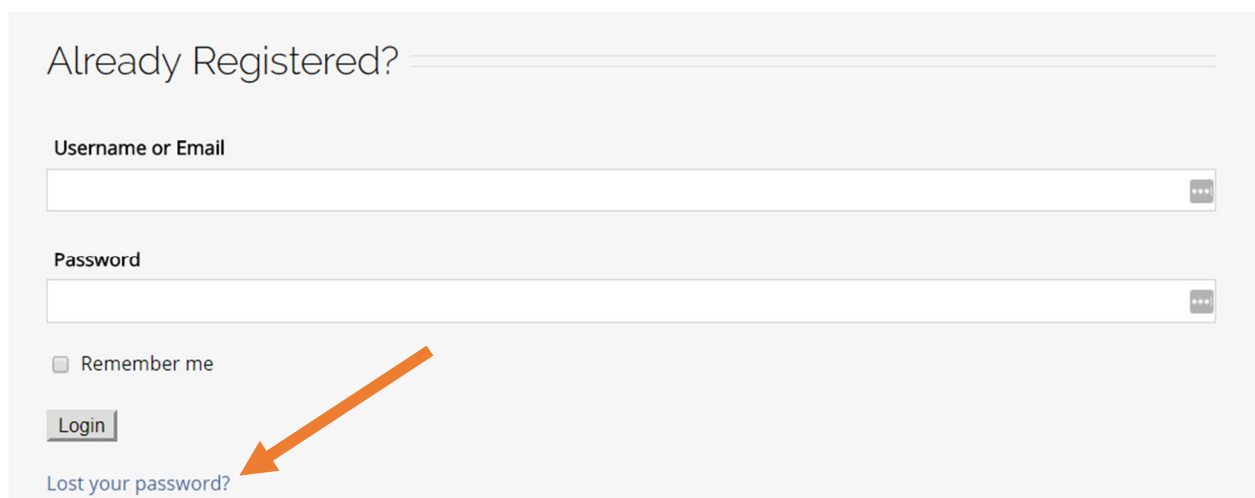
Email Address *

Choose A Password *

Create Account

Lost your password?

If you have lost the password to your account, please click the Loss Password and fill in your email address to receive the reset email. The reset email will contain a link that needs to be clicked in order to enter a new password.



Already Registered?

Username or Email

Password

☐ Remember me

Login

[Lost your password?](#)

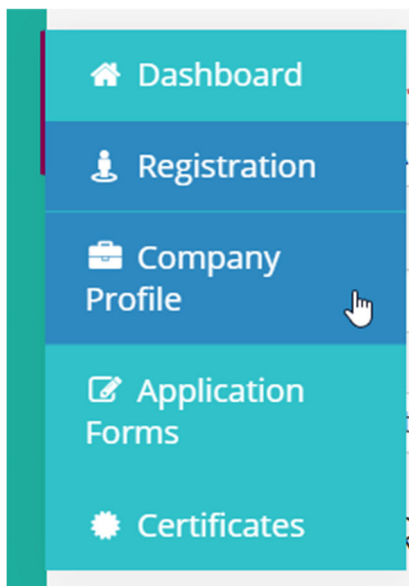
If you do not see the email in your inbox, please check your Junk / SPAM folder.

If you do not receive the email, please contact UDA IT Dept to request a manual password reset

Filling out your Company Profile

The first step after registering is to fill in your company profile and provide the relevant basic documents.

1. Click on the Company Profile link in the menu



2. Fill out the Basic Profile section

Please fill in your details below

Basic Details

Company Name *

tmdc

Company Reg Number *

Registered Address

Postcode

City

State

Kuala Lumpur

Country

Malaysia

Phone

Fax

Email Address

admin@themalaysian.com

Company Type

Sendirian Berhad


Equity Status

Bumiputera

ISO 9001 Certification

Yes

- Fill out the list of office addresses / branches that your Company has. To add more offices, click the "Add Another" button

Mailing Address, Branches & Contacts 

Contact Person

Job Title

Phone

Mobile Phone

Email

Address

Postcode

City

State

Kuala Lumpur ▼

Country

Malaysia ▼

+ Add Another

- To Save a copy of your Draft, you can click on the Save Draft button at any time

Next - Registrations

Save Draft

- To proceed and fill out the remaining sections, click on the “Next – Registrations” button and fill out the rest of the fields. Use the ADD buttons to add additional employees, certificates, bank accounts etc

GST

GST Status: Registered
GST Number:
GST Registration Date:

SSM / MOF / KDN

Cert Type: SSM
Certificate Number:
Expiry Date:

Capital & Equity

Authorised Capital (RM):
Paid Up Capital (RM):

Bank Accounts

A/C Holder:
A/C Number:
Bank: Affin Bank
Branch:

6. Upload your Supporting documents by first choosing the type of file (example: Form 24), then click the upload icon and choose the file from your computer

7. Click the Add button to add more supporting documents

Standard Supporting Documents

Type

Form 24

Upload Doc

Drop a file here
or click to
upload

Maximum upload size:
20MB

Max file size: 20MB. Allowed
types: PDF, DOC, DOCX, JPG,
ZIP & RAR

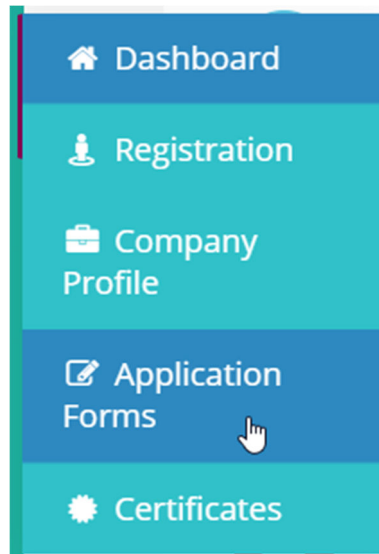
+ Add

8. Once completed click the Submit button

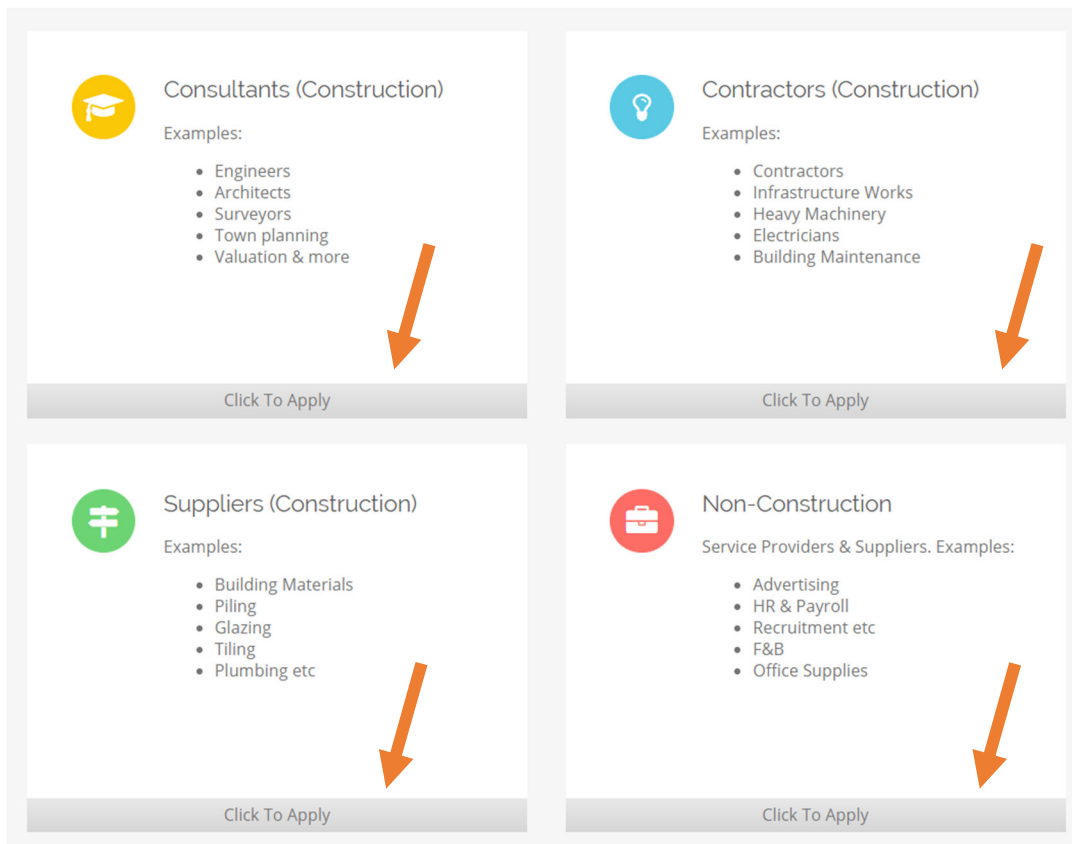
Submitting An Application

There are 4 types of applications you can submit as an UDA Vendor

1. In order to start, click on the Applications button in the menu:



2. Then choose the type of Application you would like to submit and click the grey “Click to Apply” button



3. Fill in all fields in the application form (the example below is for the Non-Construction Application Form):

The image displays two sections of an application form. The first section, titled 'Services & Specialisation' in a blue header, contains three category dropdown menus (Category 1, Category 2, Category 3) and an 'Others' text input field. Category 1 and 2 are set to 'Landscape Ar...' and Category 3 is set to 'All'. Below these is a '+ Add' button. An orange callout box with arrows pointing to the category dropdowns and the '+ Add' button contains the text: 'Choose the type of service you offer. Click Add to add more services to the list'. The second section, titled 'Owner, Directors & Shareholders' in a blue header, contains fields for 'Full Name' (James Lee), 'Ownership' (%), 'IC Number', 'Race' (Malay), 'Prof. Qualification', 'Prof. Bodies', and 'Citizenship' (Malaysian). At the bottom is a '+ Add Individual' button. An orange callout box with an arrow pointing to this button contains the text: 'Fill in the individual's details and click "Add Individual" to add more owners / directors / shareholders'.

Services & Specialisation

Category 1: Landscape Ar...
Category 2: Landscape Ar...
Category 3: All

Others:

+ Add

Choose the type of service you offer. Click Add to add more services to the list

Owner, Directors & Shareholders

Full Name: James Lee
Ownership: (%)
IC Number:
Race: Malay

Prof. Qualification:
Prof. Bodies:

Citizenship: Malaysian

+ Add Individual

Fill in the individual's details and click "Add Individual" to add more owners / directors / shareholders

Technical Employees

Full Name

IC Number

Citizenship

Malaysian ▼

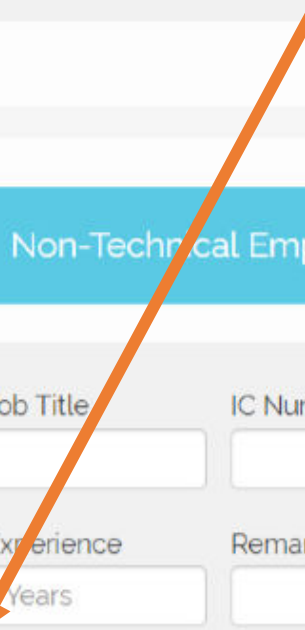
Prof. Qualifications

Prof. Bo

Specialisation

+ Add Employee

Fill in the technical and non-technical employee details and click "Add Individual" to add more the details of more employees



Non-Technical Employees

Full Name

Job Title

IC Number

Race

Malay ▼

Citizenship

Malaysian ▼

Experience

Years

Remarks

+ Add Employee

Company Experience - Ongoing & Completed Projects

over the past 10 years

Project Type			
<input type="text"/>			
Project Name & Location			
<input type="text"/>			
Client Type	Client Name	Services	Project Value
Other ▼	<input type="text"/>	<input type="text"/>	(RM) <input type="text"/>
Consult Fee	Award Date	Completion	P
(RM) <input type="text"/>	<input type="text"/>	Est / Actual <input type="text"/>	<input type="text"/>
<input type="button" value="+ Add Project"/>			

Fill in the details of your past projects / experience and click "Add Project" to add more the details of more projects from your portfolio

If you have any specialized software or machinery or other assets, do list them down here and click "Add" to add more assets

Software & Assets	
Asset	Total Number
Equipment / Software / Machinery <input type="text"/>	Available <input type="text"/>
<input type="button" value="+ Add"/>	

Documents & Certificates Checklist

Please upload all relevant documents and certs for quicker processing

1. Please ensure all relevant fields in this form has been filled
2. Please note that applications are not guaranteed for contractor/consultant for UDA Holdings Bhd
3. Consultants & contractors are requested to upload the following documents:
4.
 - Letter of award / Surat pelantikan kerja
 - Letter of completion / Surat perakuan
 - Form 24
 - Company profile
 - MOF certificate
 - SSM certificate
 - Board of Architect Malaysia certificate
 - Board of Engineers Malaysia certificate
 - Board of Surveyors Malaysia certificate
 - All professional bodies certificates

Choose the type of document you are uploading and click the icon to upload. Enter any cert numbers & dates in the fields or leave them blank

Document Type

Form 24

Document or Cert Photo



Drop a file here
or click to
upload

Maximum upload size:
20MB

Max file size: 20MB. Allowed types: PDF,
DOC, DOCX, JPG, ZIP & RAR

Cert Number

Start Date

Expiry Date

+ Add

To add more files, click
the Add button

The screenshot shows a web form with a blue header bar labeled "Others". Below the header is a "Remarks" section with a large text area. Underneath is a declaration section with the text "Please agree before submitting this application *". Below this text is a checkbox labeled "I confirm that the information given in this form is true, complete and accurate." To the right of the checkbox is an orange callout box with the text "Agree to the declaration and click Submit Application when done". Below the declaration section is a "For System Use" section with a checked checkbox. At the bottom of the form are two buttons: "Submit Application" and "Save Draft". Two orange arrows point from the callout box to the checkbox and the "Submit Application" button.

Others

Remarks

Please agree before submitting this application *

☐ I confirm that the information given in this form is true, complete and accurate.

For System Use ☒

Submit Application Save Draft

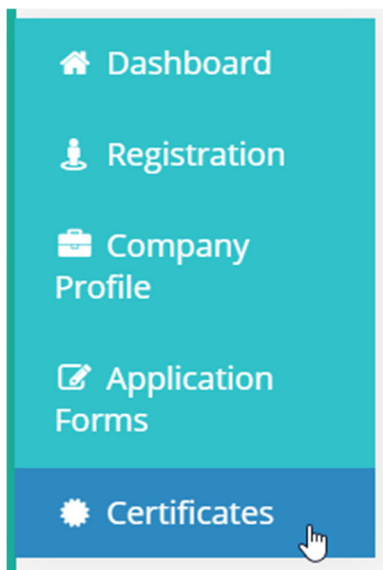
Agree to the declaration and click Submit Application when done

4. Click Submit Application if you are ready to submit or click SAVE DRAFT to return to this form at a later date and continue your application.
5. Once submitted, you will receive a notification via email when the relevant UDA department has processed your application

Receiving Your Certificate

Once you have received an email from UDA that your application has been approved, you can print your Certificates for inclusion in Quotations, Tender Submissions and more.

1. To retrieve your certificate, login to your Account and click on Certificates:



2. The list of approved Certificates will be shown

Issued	Expiry	Category	
September 15, 2017 at 12:59 pm		Non-Construction	View

3. Click on the green VIEW button
4. Your certificate will open in a new window



UDA HOLDINGS BERHAD

(347508-T)

VENDOR REGISTRATION

It is hereby acknowledged that the firm stated below is registered with UDA Holdings Berhad.

SAMPLE
[Redacted] SDN BHD
[Redacted]
Level 23, One Mont Kiara No. 1, Jalan Mont Kiara
50480 KL
Kuala Lumpur Malaysia

Certificate No: [Redacted]

Validity Period: September 15, 2017 to September 15, 2019

Registration Details: Accounting & Bookkeeping Services

This is a computer generated certificate, no signature is required

5. Print your certificate and you're done!