



MALAYSIA AIRPORTS HOLDING BERHAD VENDOR REGISTRATION GUIDE

MAHB ePROCUREMENT SYSTEM VENDOR REGISTRATION

Non-MAHB Vendor

A non-MAHB vendor registration on MAHB eProcurement means the vendor is registered as vendor on the eProcurement system as a user but is not considered as a MAHB registered vendor. Non-MAHB vendor can only participate in 'Open' eTender and will not be invited by MAHB to participate in 'Invitation' eTender. For registration, kindly follow the registration procedure as below.

NON MAHB REGISTRATION PROCEDURE


For interested vendors to register as a non-MAHB vendor in MAHB eProcurement system to participate in 'Open' eTender by MAHB, please complete the following self registration procedure.

1. First go to the webpage: <http://epro.malaysiaairports.com.my/>

The screenshot displays the MAHB eProcurement System website. At the top left is the MALAYSIA AIRPORTS logo. To the right is a 'Home' icon and the text 'eProcure System'. Below the logo is a navigation menu with links: 'About Us', 'Code of Ethics', 'Integrity Pact', 'Personal Data Protection Act', and 'Contact Us'. The main content area features a large image of a modern airport building. On the right side, there is a 'Login' form with fields for 'Username' and 'Password', a 'Log In' button, and a link for 'Forgot your Username or Password?'. A red box highlights the 'Register Now' button, which is pointed to by a hand cursor. Below the main content area is a section for 'Latest Announcement / News'. At the bottom, there is a footer with navigation links: 'MAHB VMS', 'MAHB Homepage', 'KLIA Homepage', 'Vendor Registration Guide', and 'Process Flow'. On the far right of the footer, there is a 'Visitor Counter' showing '0123456789' and a 'Sitemap' link. A disclaimer at the bottom left states: 'This site is best viewed in 1024 X 768 resolution, using Internet Explorer 9.0 and above, or Mozilla Firefox 9.0 and above, or Google Chrome 33.0 and above. Please remember to Clear your browser's cache before you close your browser. Java Plug-in is required, click here to download. Click on Test Page to ensure Java Plug-in is installed. (If Java Plug-in installed, user should be able to see a graph)'

2. Click on “**Register Now**” button
3. You will able to see a **Non MAHB Registration Form** page as below:

NON MAHB REGISTRATION FORM

Company Details  **A**

Company Name*

ROC No./SSM No.*

Address Line 1*

Address Line 2

Address Line 3

City/Town*

Country*

State/Province*


Other State

Post/Zip Code*

Telephone No.*

Fax No.*


Company Email*

Administrator Login Details  **B**


User Name*

Password* Minimum 8 characters


Confirm Password*

Director Details (Mandatory)  **C**

	<input type="checkbox"/> Full Name *	Identification No. *
1	<input type="checkbox"/>	

Contact Person Details (Mandatory)  **D**

	<input type="checkbox"/> Full Name *	Designation	Contact No. *	Email Address *
1	<input type="checkbox"/>			






4. Please fill in information as follows:
 - A. Company Details**
 - i. Company Name*
 - ii. ROC No./SSM No.*
 - iii. Address Line 1*
 - iv. Address Line 2
 - v. Address Line 3
 - vi. City/Town*
 - vii. Country* (dropdown list)

- viii. State/Province*(dropdown list)
- ix. Other State
- x. Post/Zip Code*
- xi. Telephone No.*
- xii. Fax No.*
- xiii. Company Email*

B. Administrator Login Details

- i. User Name*
- ii. Password* (Minimum 8 characters and in alpha numeric)
- iii. Confirm Password*




C. Director Details

- i. Please add the Director details as follows:
 - a) Fill in the Full name and Identification No
 - b) Click on  button
 - c) A new row of record will be ready to be entered.
 - d) Click on  button
 - e) Click on the checkbox and click on  button. Selected record will be removed from the list.

Note:

Unlimited Director details can be added

D. Contact Person Details

- i. User to fill in the Contact Person Details as follows:
 - a) Fill in the Full name , Designation, Contact No and Email Address
 - b) Click on  button
 - c) A new row of record will be ready to be entered.
 - d) Click on  button
 - e) Click on the checkbox and click on  button. Selected record will be removed from the list.

Note:

Unlimited contact person details can be added

5. Finally Click on  button