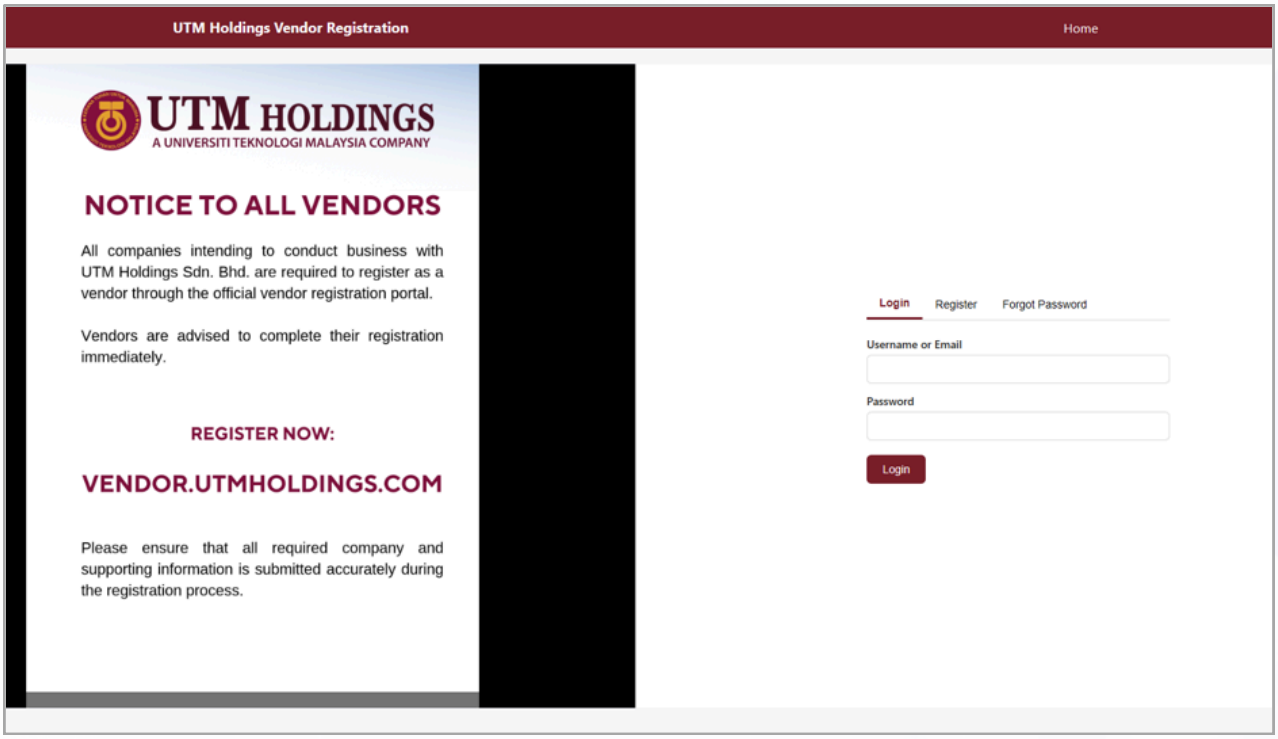
UTM HOLDINGS
A UNIVERSITI TEKNOLOGI MALAYSIA COMPANY

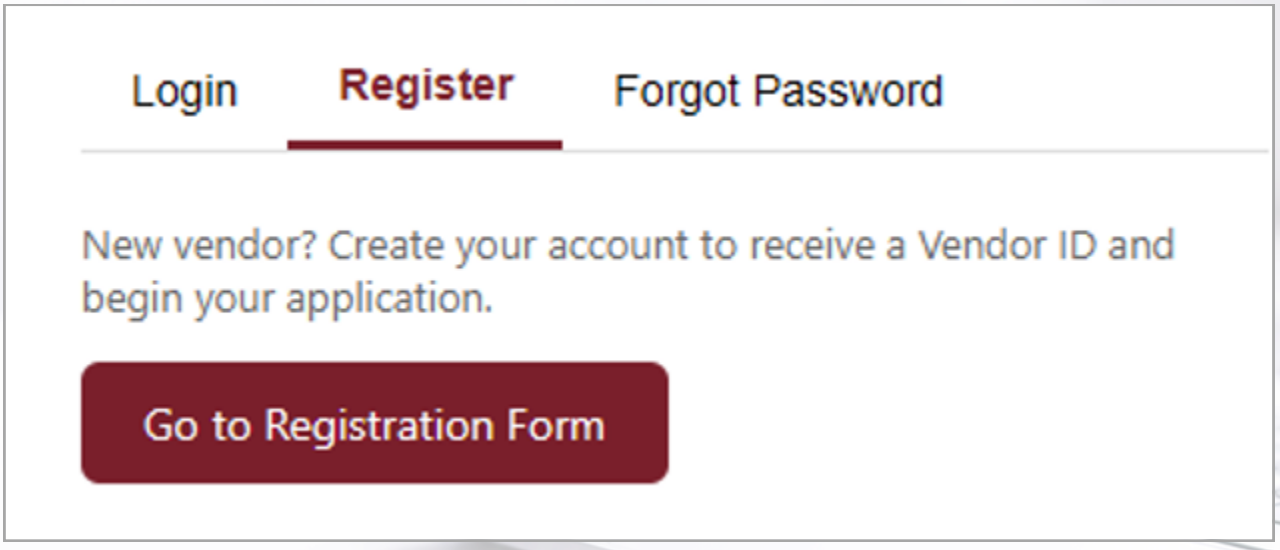
Vendor Registration and Application User Guide

A step-by-step guide to register and submit your application

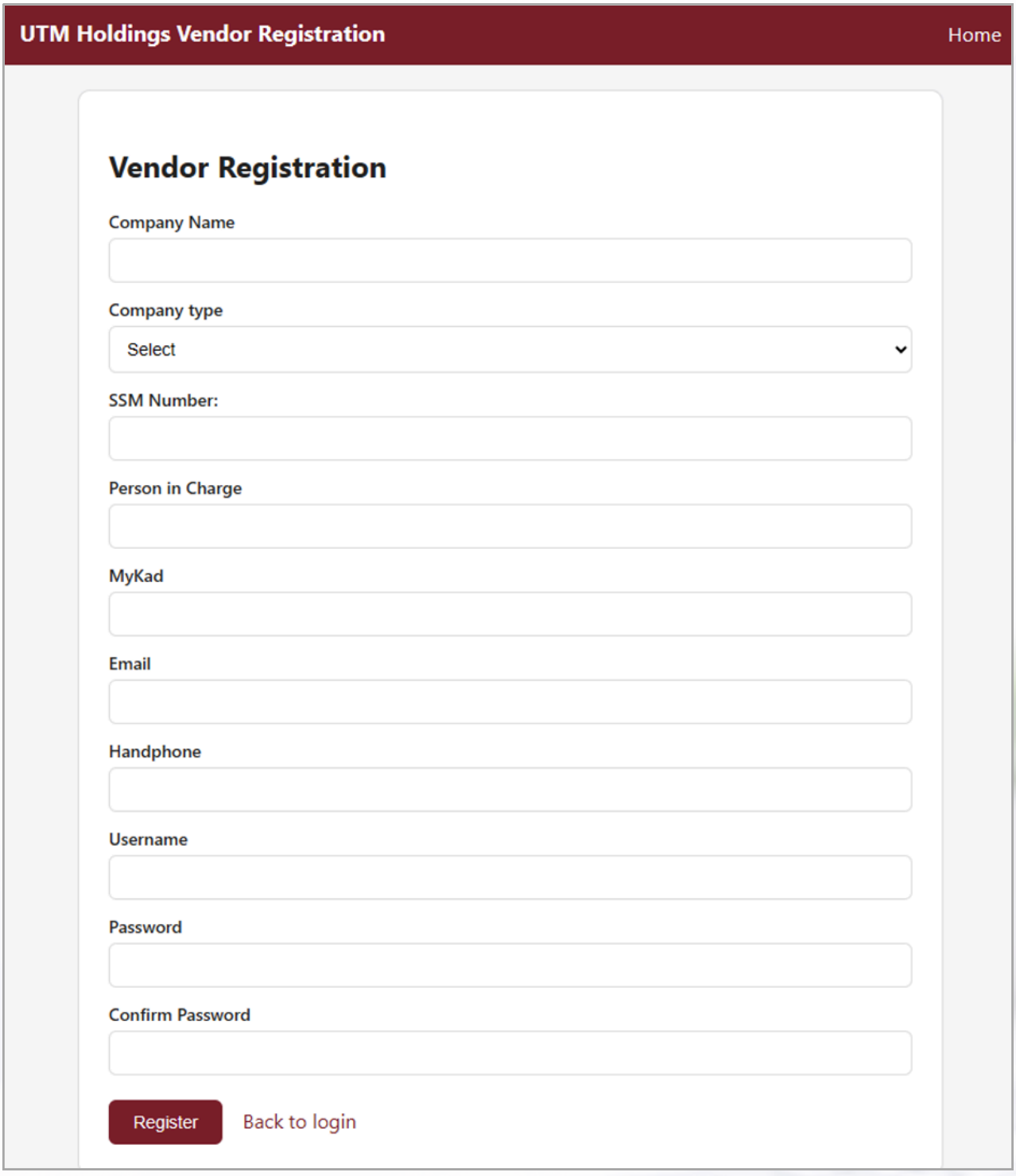




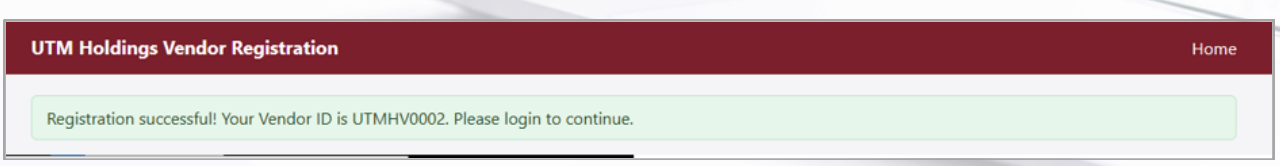
1. All vendors who wish to work with UTM Holdings Sdn. Bhd. must register through the official Vendor Registration System at **https://vendor.utmholdings.com/**. Vendors are required to complete all necessary registration information and submit all required supporting documents before their registration can be processed and approved.



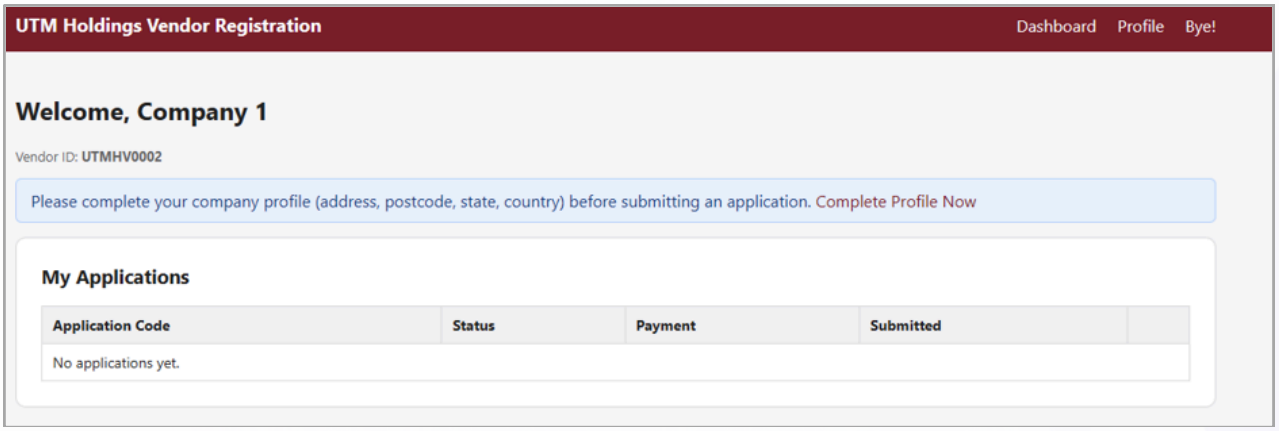
2. For new vendors click Register, then click Go to Registration Form.



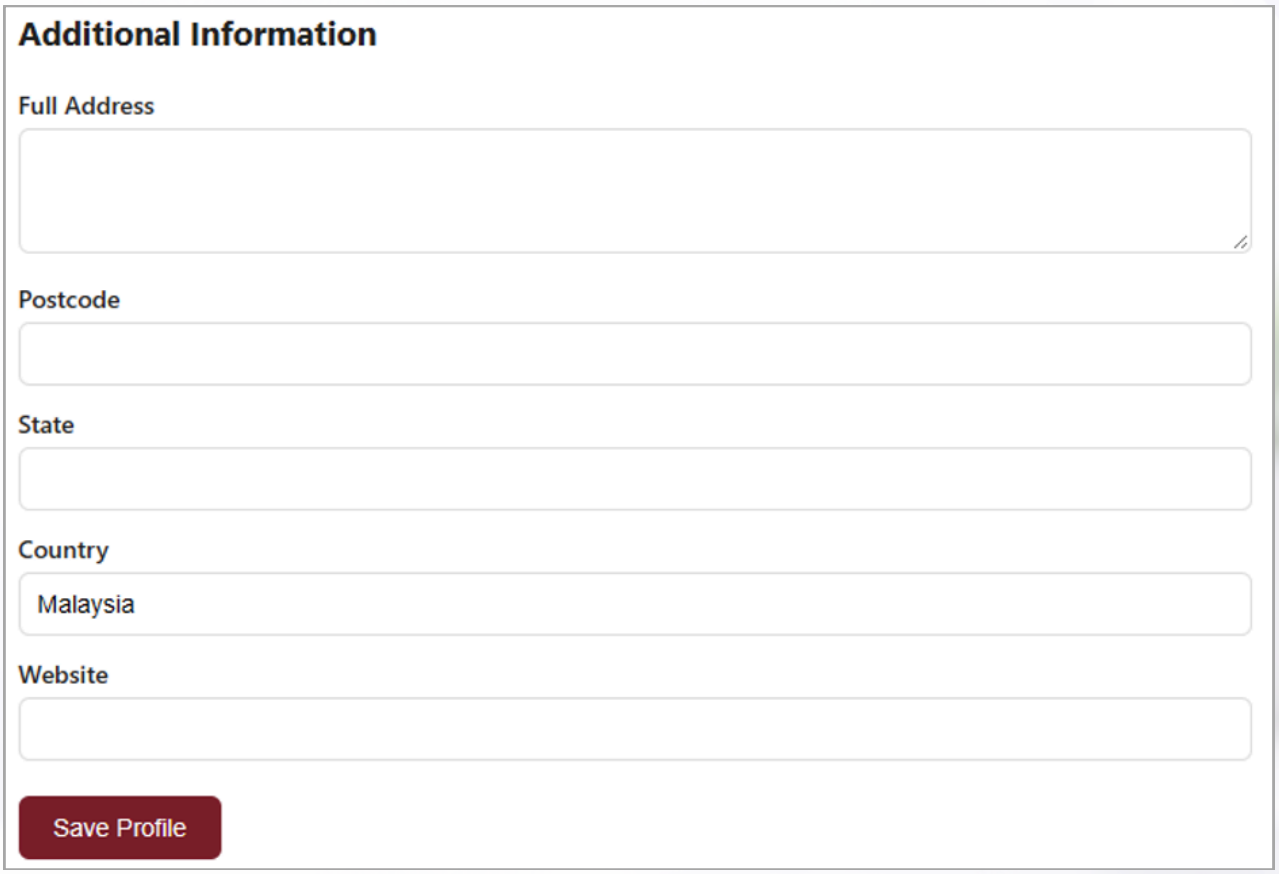
3. Complete the registration form and click Register.



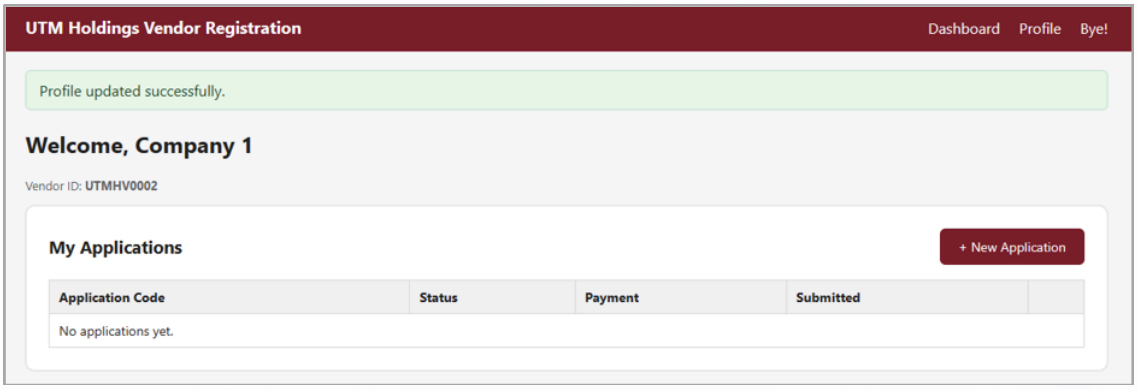
4. Once registered vendors can log in to proceed.



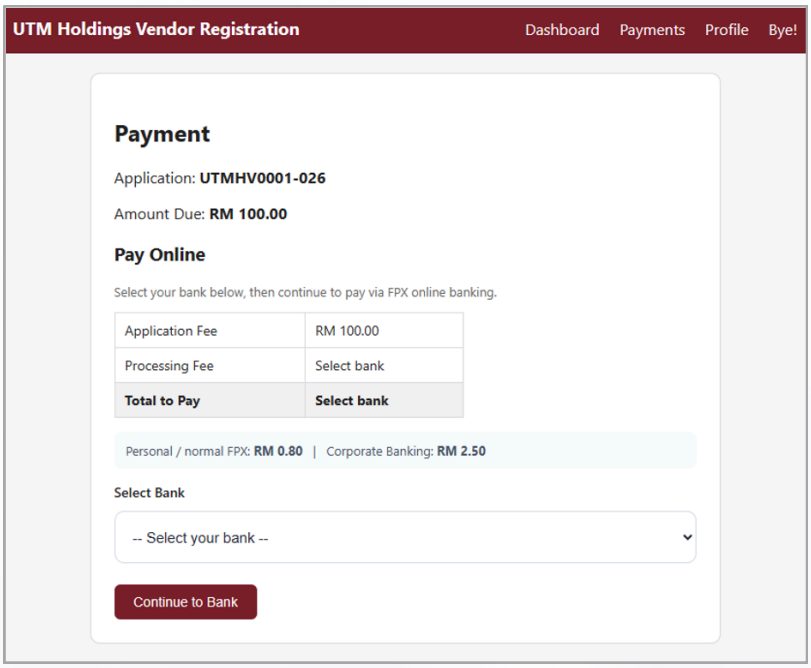
5. After login, vendors must complete their profiles before proceed.



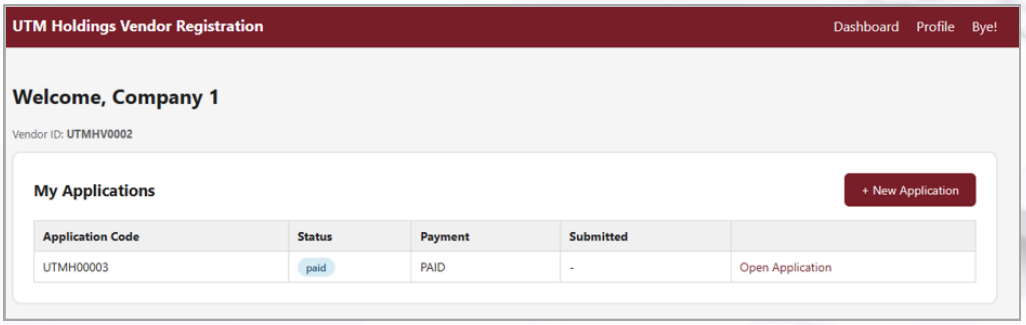
6. Vendors must enter their company's full address and website, if available. Then click Save.



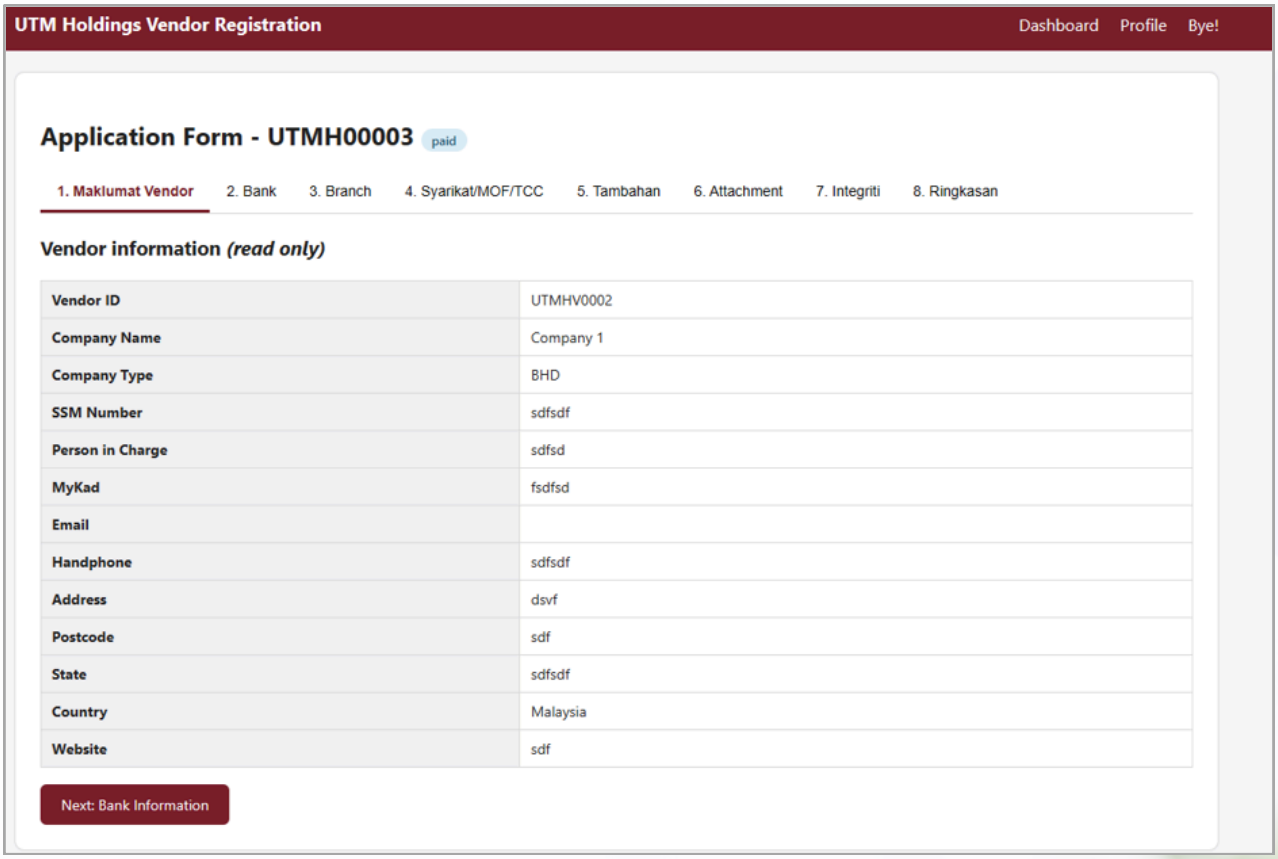
7. Once the profile is completed, vendors can click New Application to submit an application.



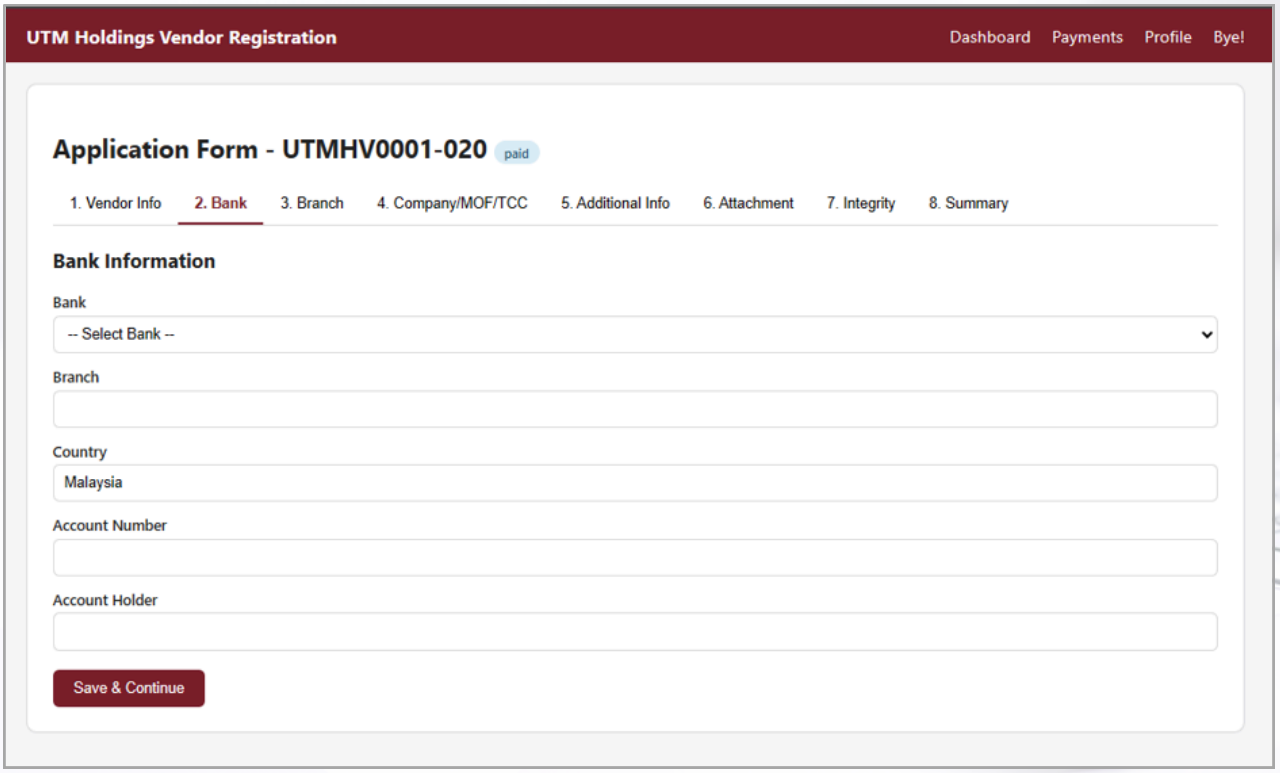
8. Vendors must make an online payment to submit their applications. Select a bank and click Continue to Bank. Once the payment is completed, vendors will receive an email notification. The system will then redirect them to the dashboard. If the system logout after the payment is completed, vendors must log in again.



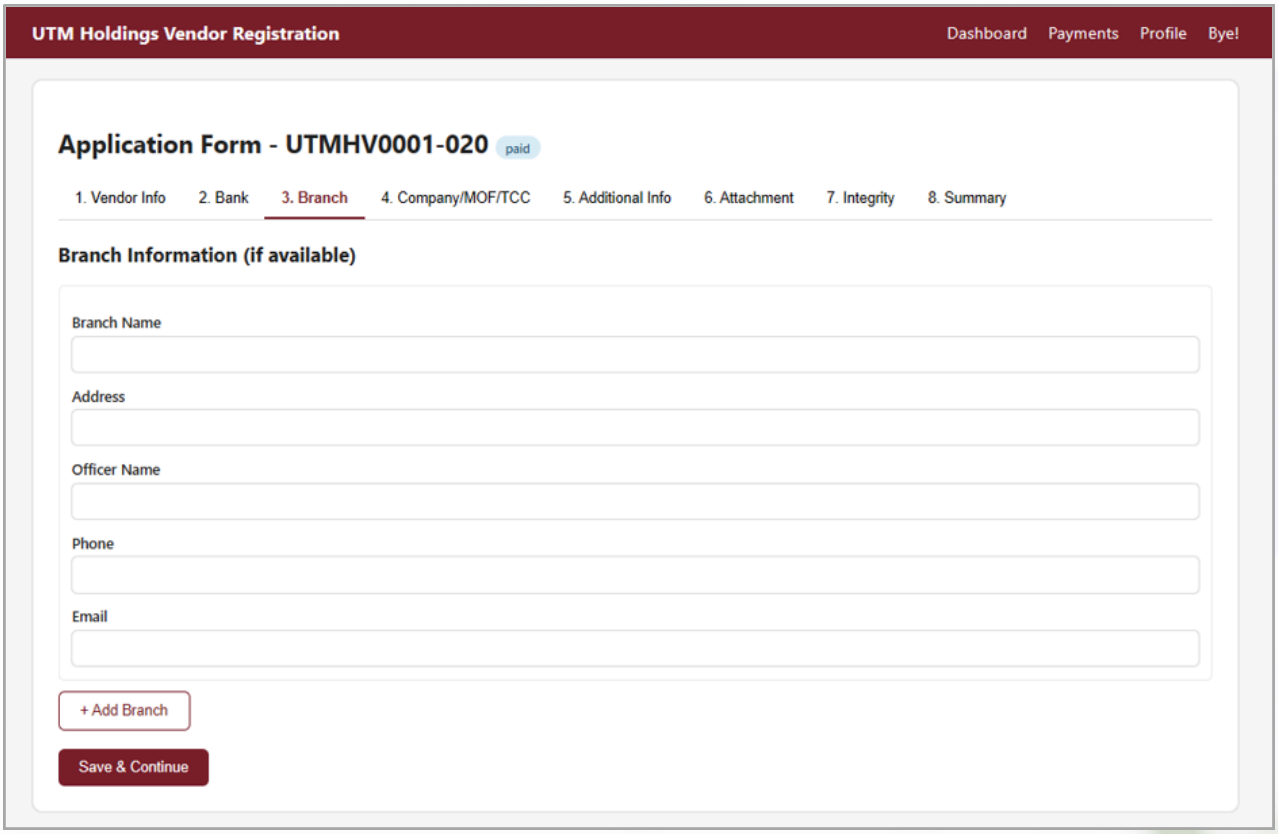
9. The payment status will be displayed as Paid and vendors can proceed to complete the application form by clicking Open Application.



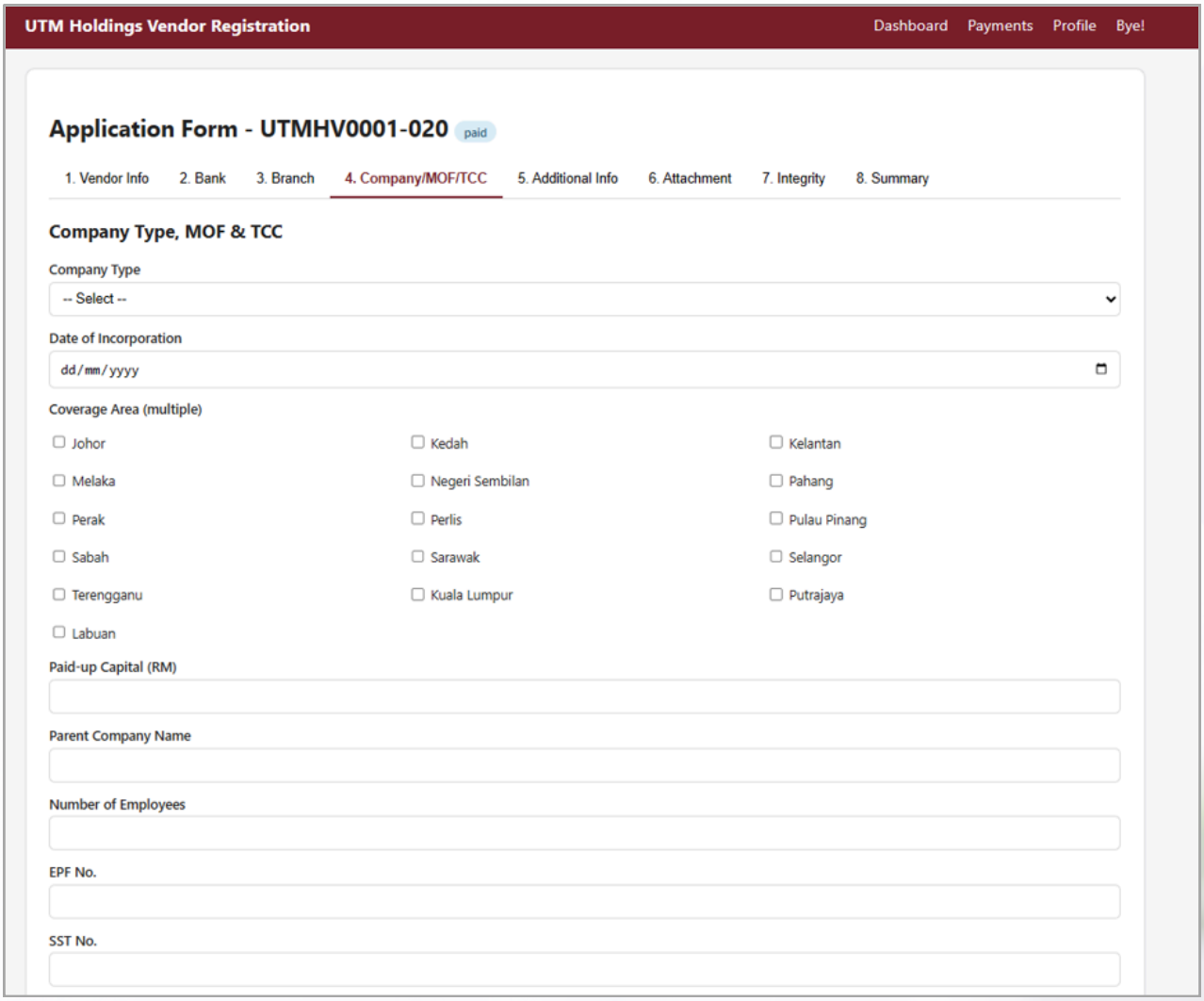
10. The application form consists of eight sections. The first section contains the registered information. Click Next to proceed.



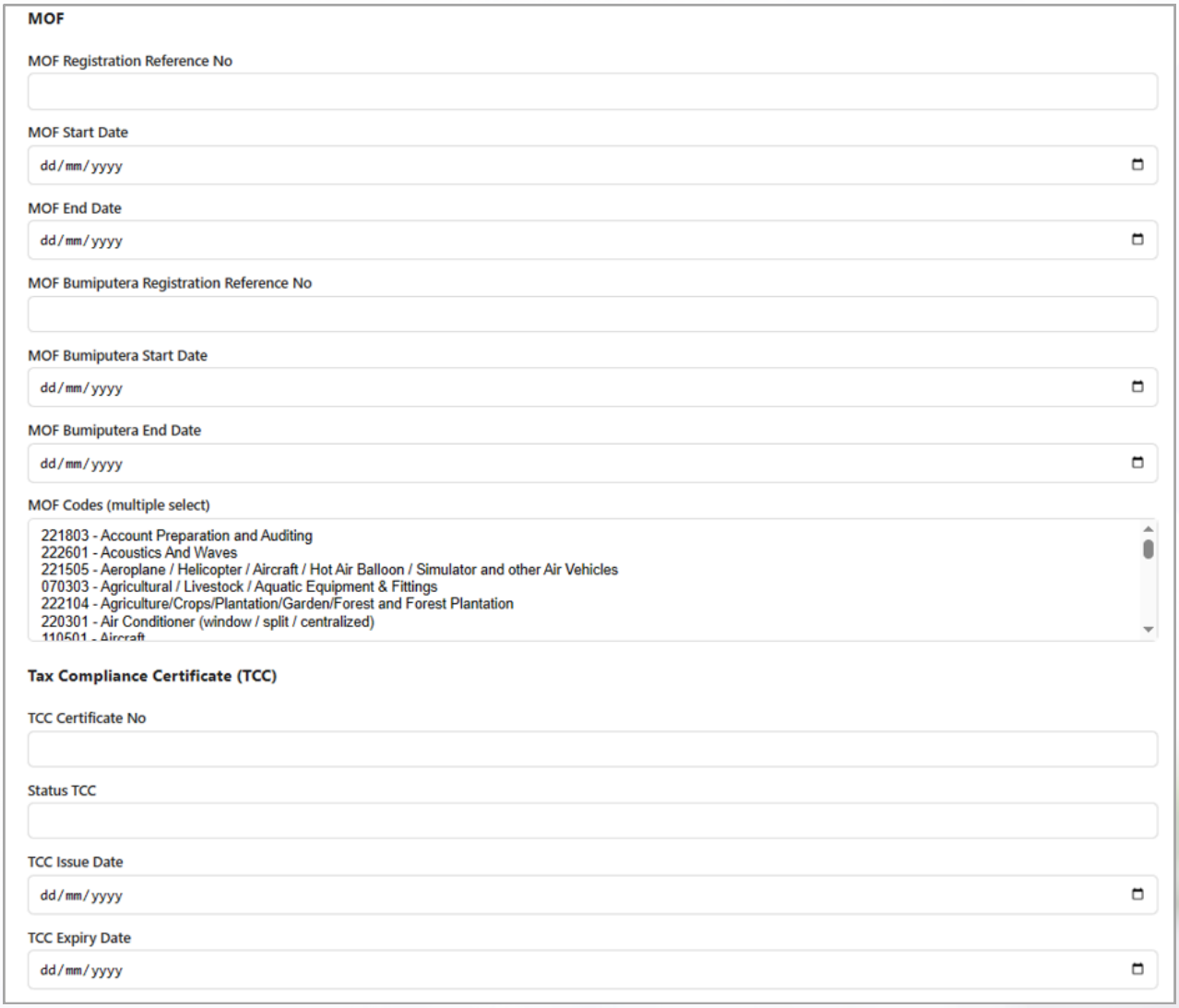
11. Vendors are required to fill in their bank information. Once completed click Save and Continue.



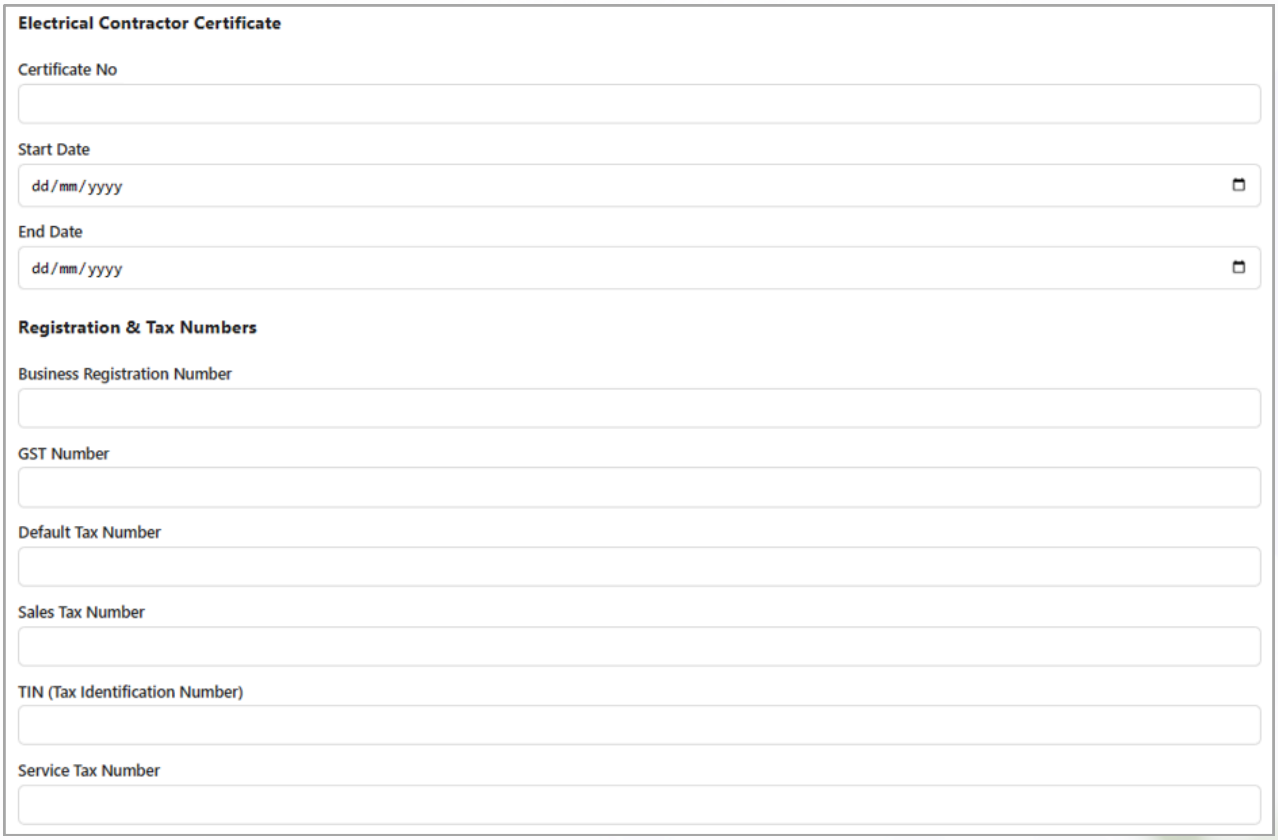
12. The Branch section is optional for vendors who have branches.



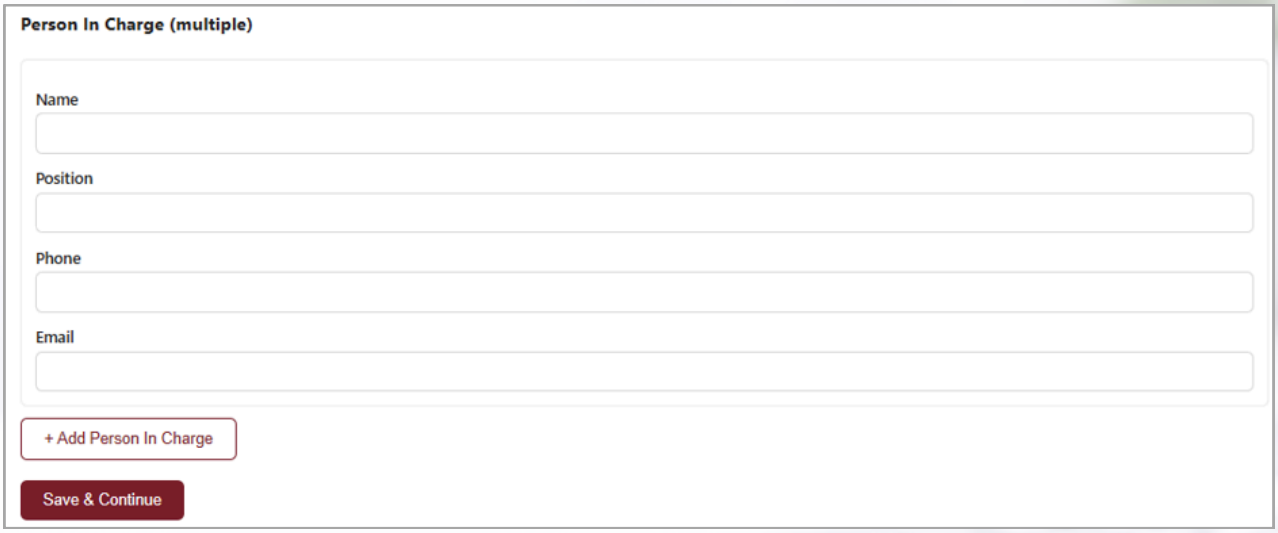
13. In the Company/MOF/TCC section, vendors are required to fill in the relevant details accordingly.



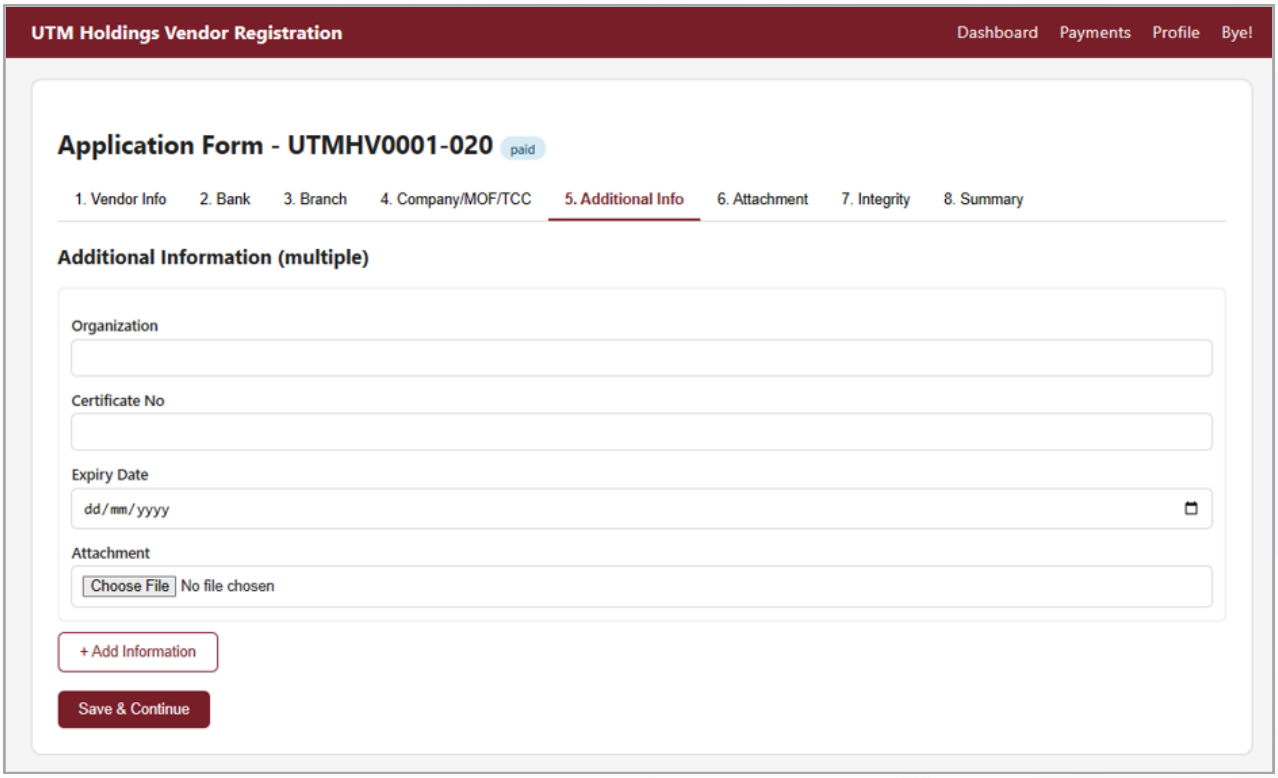
14. If vendors have an MOF certificate, they are required to upload it in the Attachment section. If they do not have an MOF certificate, uploading the document in this section is not required.



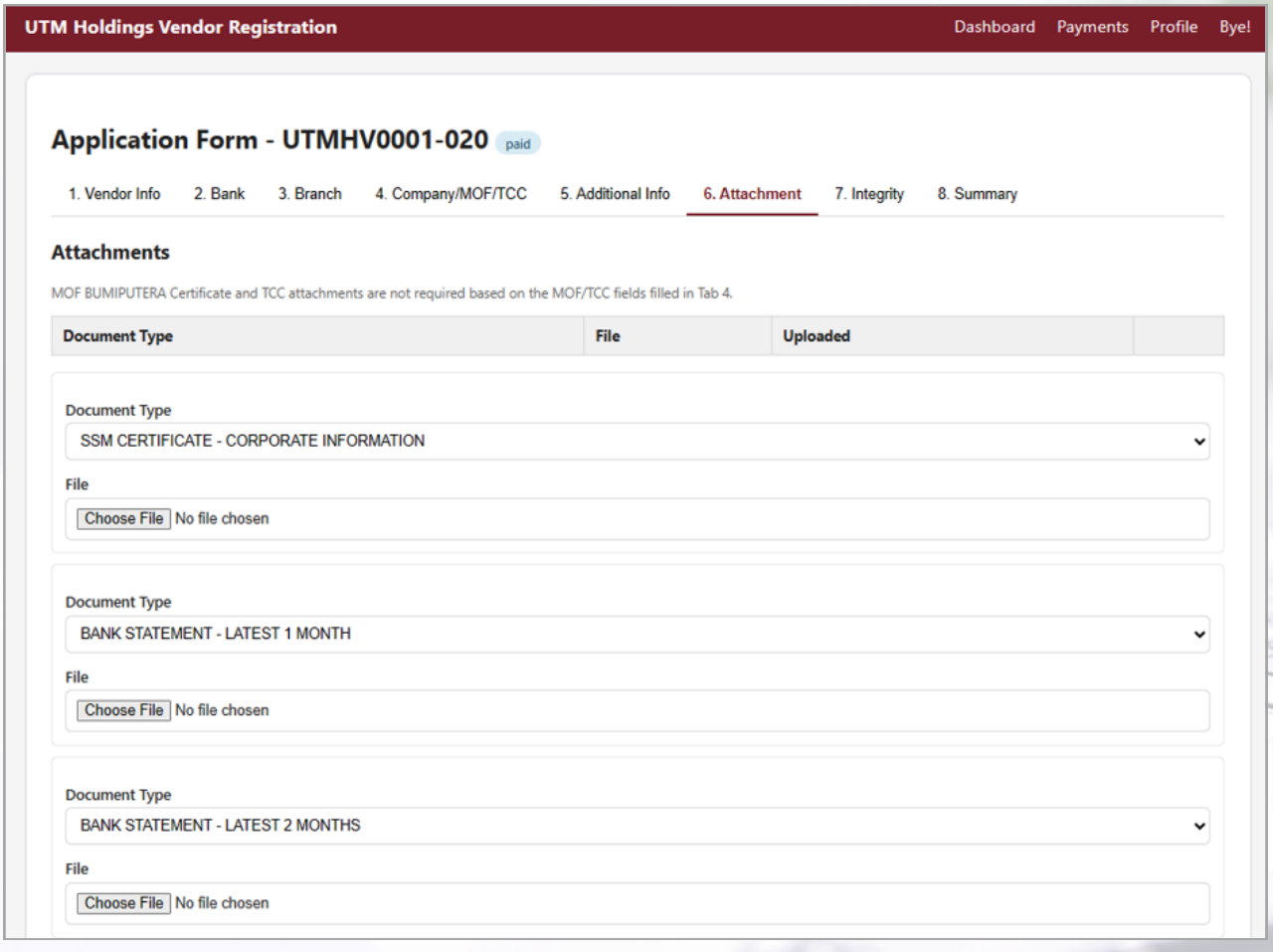
15. Vendor must fill in the Registration and Tax Numbers



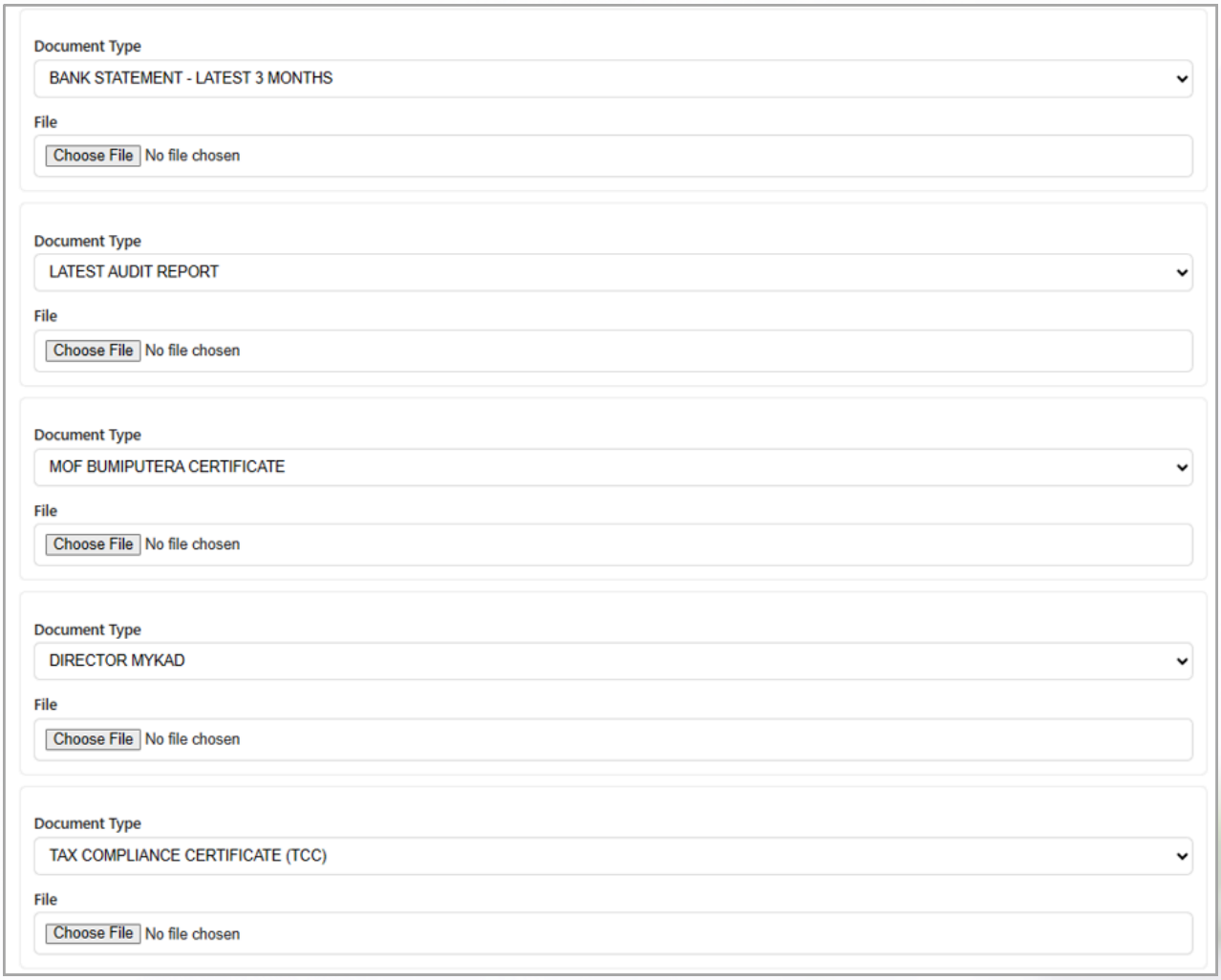
16. Once completed, click Save and Continue.



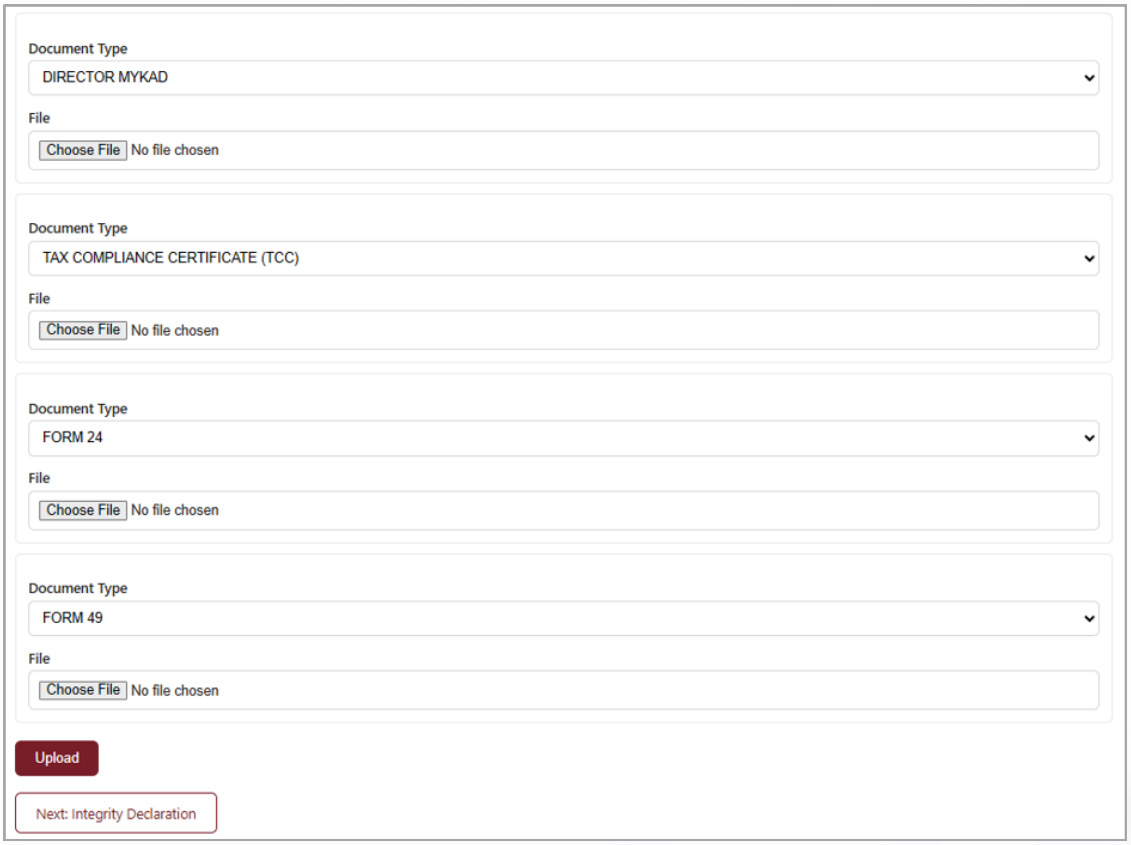
17. Vendors can add any additional information, if available.



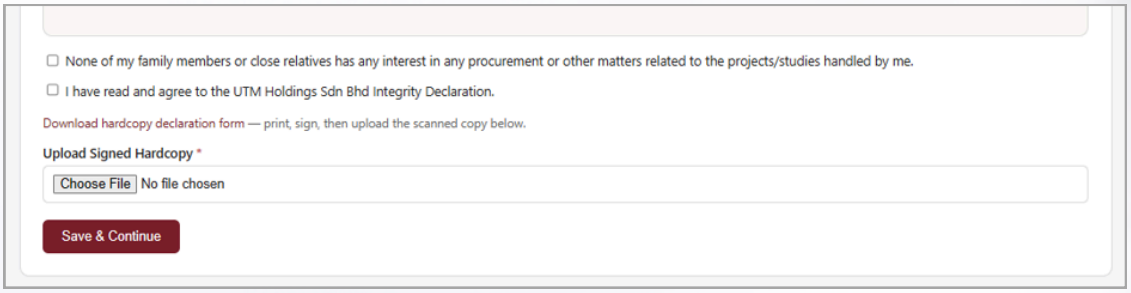
18. In the Attachment section, vendors are required to upload all necessary documents.



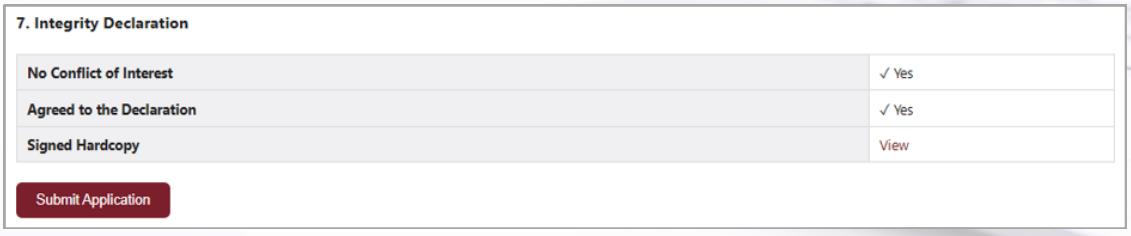
19. Upload the required documents.



20. Once all documents have been selected, click Upload first. Then, click Next: Integrity Declaration.



21. Vendors are required to read, fully understand, download and complete the form, sign it and upload the scanned copy. Then click Save and Continue.



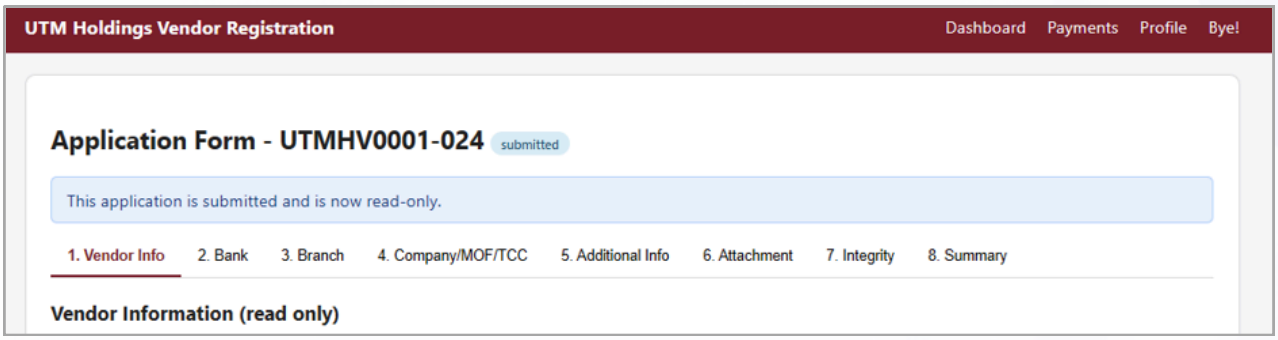
22. The Summary section will summarise all the information submitted. Click Submit Application to submit the application.



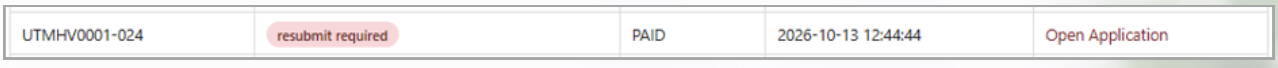
23. Vendors will receive an email notification.



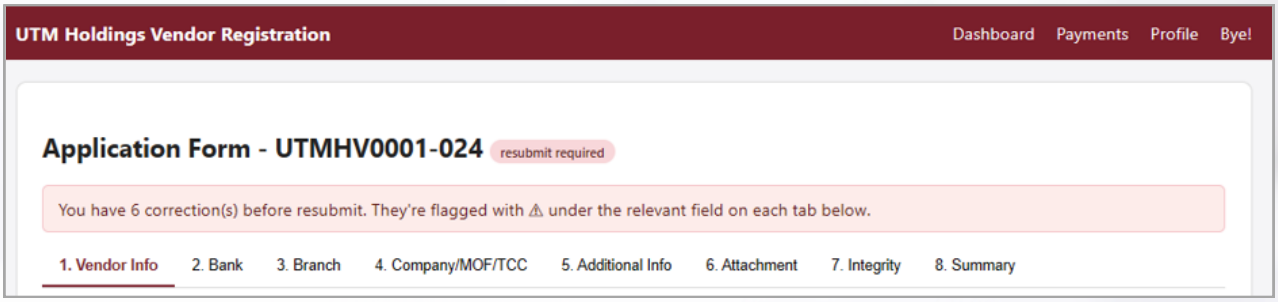
24. Vendors can check their application status on the dashboard.



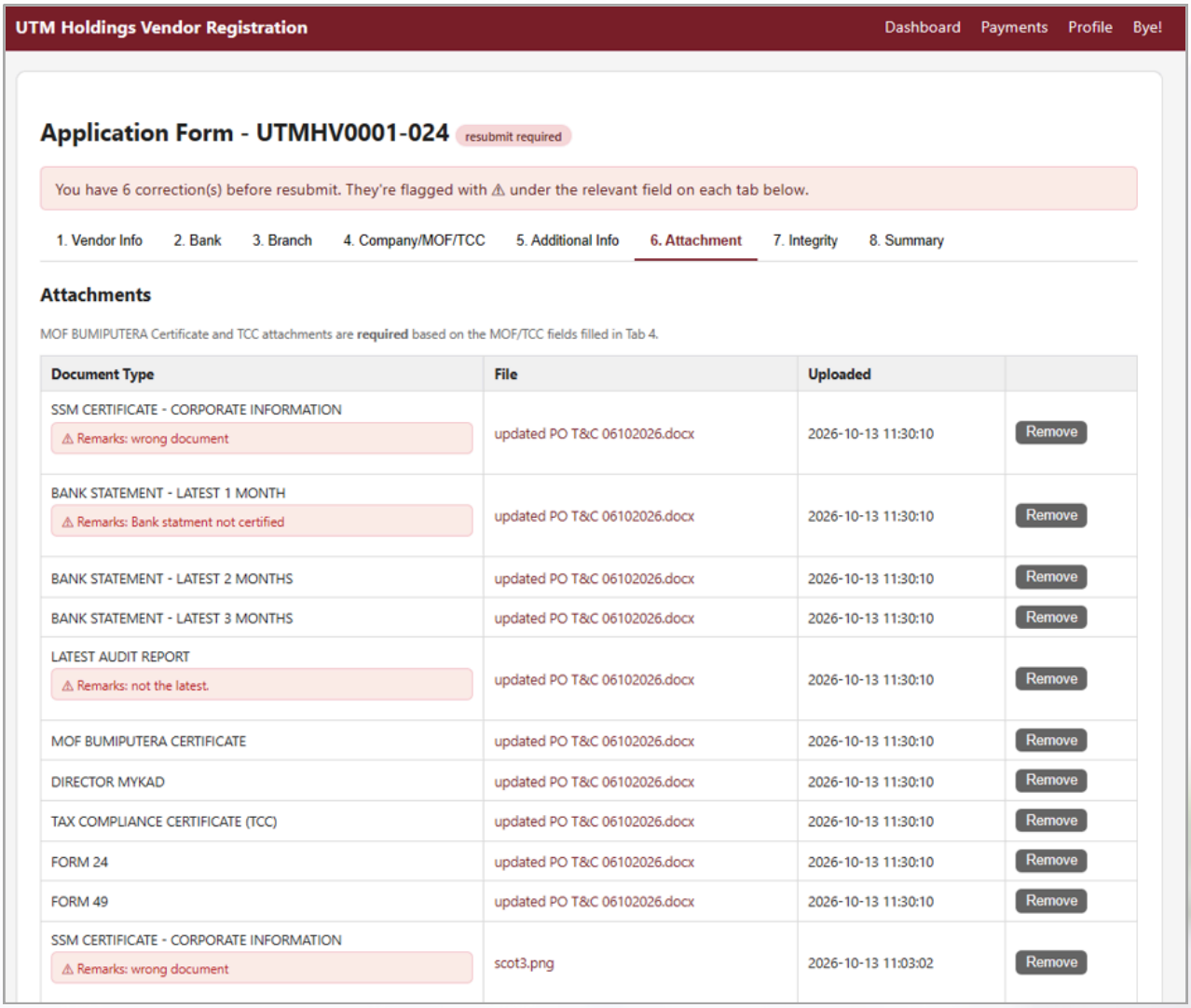
25. The application form will be read-only while the application is being processed.



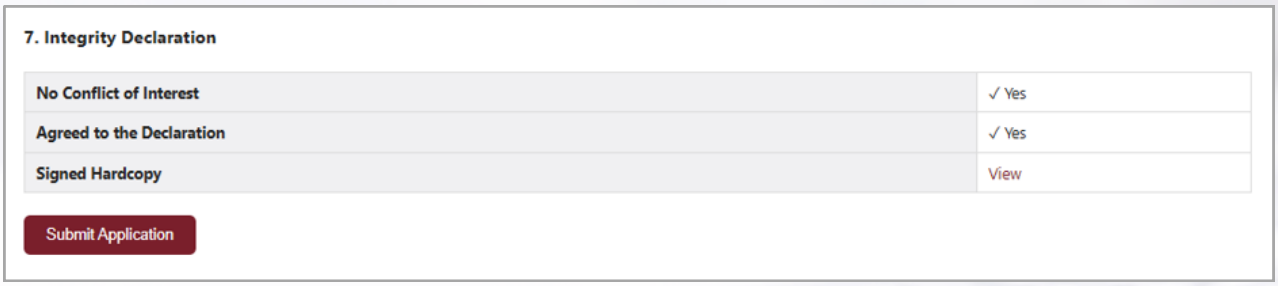
26. If corrections are required, the application status will change to Resubmit Requred.



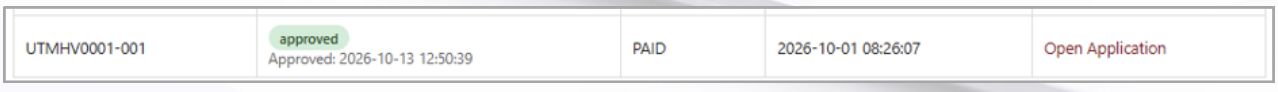
27. Vendors can review the remarks to identify the information that needs to be corrected.



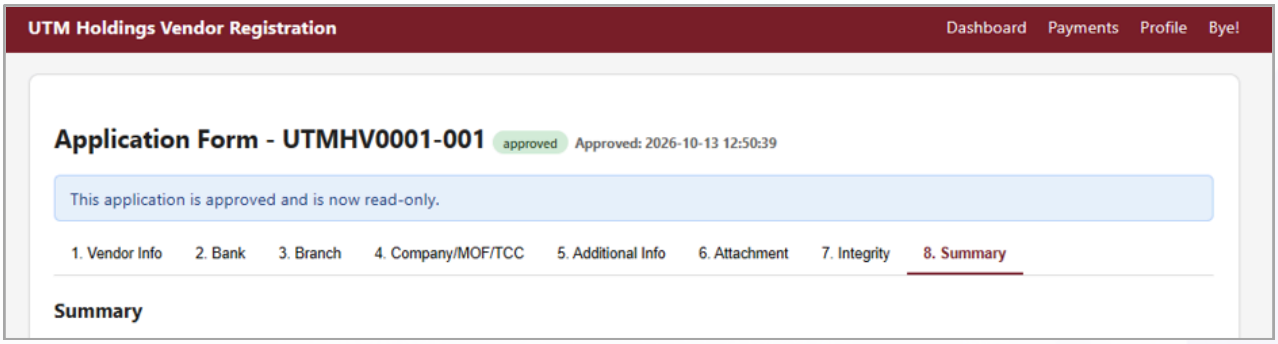
28. Vendors may also be required to re-upload attachments if necessary.



29. Once all corrections have been completed, click Submit Application in the Summary section to resubmit the application.



30. If no corrections are required, the application status will change to Approved.



31. Once the application is approved, the application form will become read-only.

THANK YOU.