

Open browser and type in below link.

<https://ep.mbiselangor.com.my/E-procurement/index.php/home>

For those newly vendor, need to click on Sign Up Button to register as vendor.

MENTERI BESAR SELANGOR INCORPORATED Home Guide/FAQ **Sign Up** Login

**Register**

Email  
abccompany@gmail.com

Company Name  
ABC Company

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

Register now

[Back to home page](#)

After clicking on the Sign Up button, fill in the Email, Company Name, Password, Confirm Password and click on Register now Button to proceed to next step.

After clicking on the Register now button, supplier portal will show up this page. Vendor must go through all the Instructions that listed. After that fill in all the required information base on \* for mandatory information. Most importantly is the Bus. Act. Category 1,2,3,4,5 to identify the vendor Business Natural.

## USER REGISTRATION FORM

### GENERAL TERMS AND CONDITIONS OF VENDOR REGISTRATION

#### Instructions

- 1) The applicant must complete the online registration clearly and correctly. Any incomplete or incorrect information submitted will be rejected.
- 2) All local companies must be registered with Companies Commission of Malaysia (Suruhankaya Syarikat Malaysia (SSM)/ any related professional body (only applicable for professionals). All foreign companies must be registered with their local authority/body in their respective countries.
- 3) The vendor must select the nature of business (NOB) registered with SSM. The NOB selected commensurate with supply and work experience.
- 4) Certificates from Construction Industry Development Board (CIDB) for all relevant construction works, Bahagian Pembangunan Kontraktor dan Usahawan (BPKU) and Ministry of Finance (MOF) relevant to NOB selected are to be included during submission of supporting documents during online registration application.
- 5) Vendor's company must be incorporated and has been in operation for a minimum of two (2) years.
- 6) The Vendor must submit all the relevant supporting documents required as indicated in online vendor checklist.
- 7) Vendors are required to pay a non-refundable registration fee of RM100 as part of the vendor registration process.
- 8) Registration, renewal or adding scope of works will only be activated once the approval process has been completed.
- 9) Approved registration does not in any way constitute a guarantee or right to secure any work from MBI Companies or to be invited in any of the tender exercises.
- 10) Vendor's performance will be evaluated from time to time in accordance with vendor's performance and financial standing. Non-performing vendor or in-active vendor (vendor whom have no business transaction for two years) will be removed from the registration.

#### 1. Company Particular

##### Organization Structure \*

Sendirian Berhad

##### Bumiputra/NonBumiputra \*

Bumiputra

##### Company \*

Company Name

##### Company tax no.

Company tax no

##### Date of Incorporation \*

01/01/1970

##### Registered Address \*

Address line 1

Address line 2

Address line 3

Postcode

City

Choose one

##### Mailing Address \*

Address line 1

Address line 2

Address line 3

Postcode

City

Choose one

Telephone \*

Telephone

Handphone \*

Handphone

Fax

Fax

Email \*

abccompany@gmail.com

Company Website

Website

Title \*

Mr

Last Name \*

Last Name

First Name

First Name

Designation

Designation

## 2. Financial information

### 2.1 Capital Structure

Please state the currency \*

Choose one

### 2.2 Account detail

Bank Name \*

Choose one

Banker's Name / Address

Bank Name

Account Number \*

Account number

Address line 1

Address line 2

Address line 3

## 3. Business Category To Apply

Bus. Act. Category 1

Bus. Act. Category 2

Bus. Act. Category 3

Bus. Act. Category 4

Bus. Act. Category 5

On below picture, vendor can upload their Certificate under Add New Certificate Button and user can download the Templates for the Declaration Form, Track Record & Past Experience and Documents Checklist to fill in the information.

On the Attachments part, Vendor can upload which ever document that can support to be Qualify Vendor for Procurement Team to review and the receipt as proof of payment.

After everything is confirmed, vendor can click on two checkbox below and click on Confirm button to MBI E-Procurement Team to Review.

#### 4. Company's Registration with Statutory Body

Certificate

Certificate	Description	Expiry Date	File	Action
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[Add New Certificate](#)

Templates

No.	Template Form	Download
1	Declaration Form	<a href="#">Download</a>
2	Track Record & Past Experience	<a href="#">Download</a>
3	Documents Checklist	<a href="#">Download</a>
2	Supplier Registration Guideline	<a href="#">Download</a>

Attachments

No.	Document	Download
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[Add File](#)

- I hereby confirm that I have read, understand, and agreed to the term and conditions stated herein
- Kindly proceed with the payment to Account No. 105990037554 (Affin Islamic Bank Berhad) payable to Menteri Besar Selangor (Incorporated) and upload the receipt as proof of payment.

[Confirm](#)