

Volume

1

SACOFA SDN. BHD.

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Vendor Management System (VMS)

Pendaftaran  
Kontraktor

SACOFA SDN. BHD.

# Vendor Management System Guide

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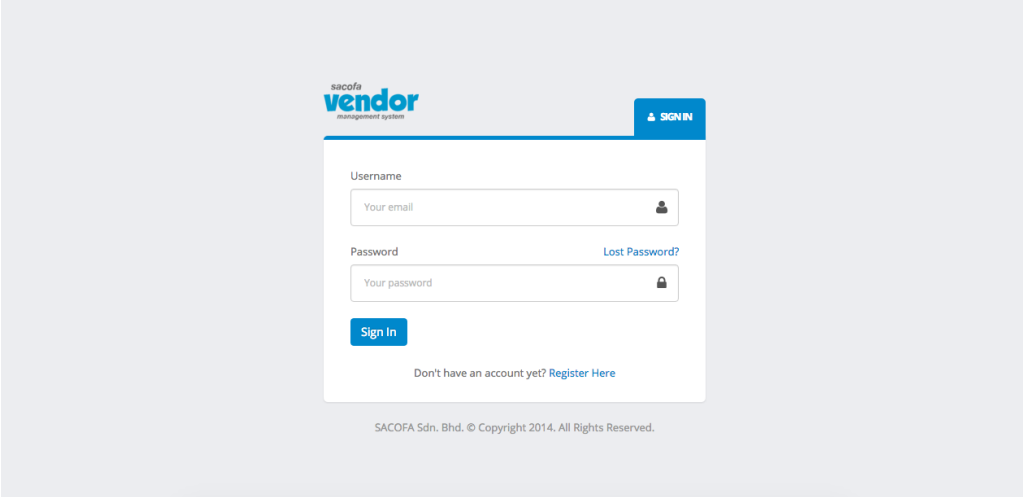
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## Pre-Register

*Vendor Management System (VMS) is just a few clicks away.*

Untuk menggunakan Vendor Management System (VMS), anda perlu pergi ke link yang berikut:

[www.sacofa.com.my/vms](http://www.sacofa.com.my/vms)



sacofa  
**vendor**  
management system

SIGN IN

Username  
Your email

Password  
Your password

Lost Password?

Sign In

Don't have an account yet? Register Here

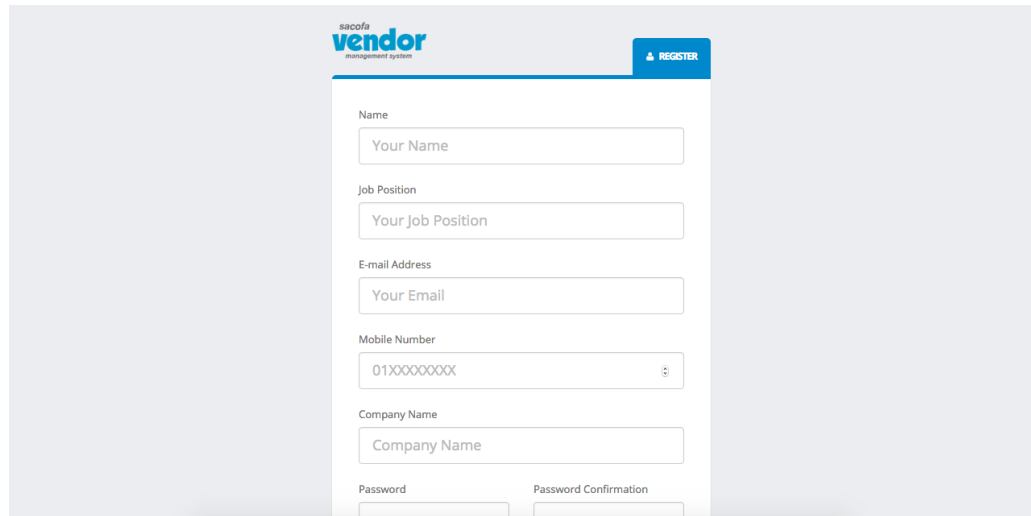
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Figure 1: Laman Login VMS

## VENDOR MANAGEMENT SYSTEM

Untuk akaun baru, anda perlu mendaftar sebelum menggunakan VMS. Daripada laman login di atas, klik “Register Here” untuk mendaftar atau pergi link dibawah:

[www.sacofa.com.my/vms/register.php](http://www.sacofa.com.my/vms/register.php)

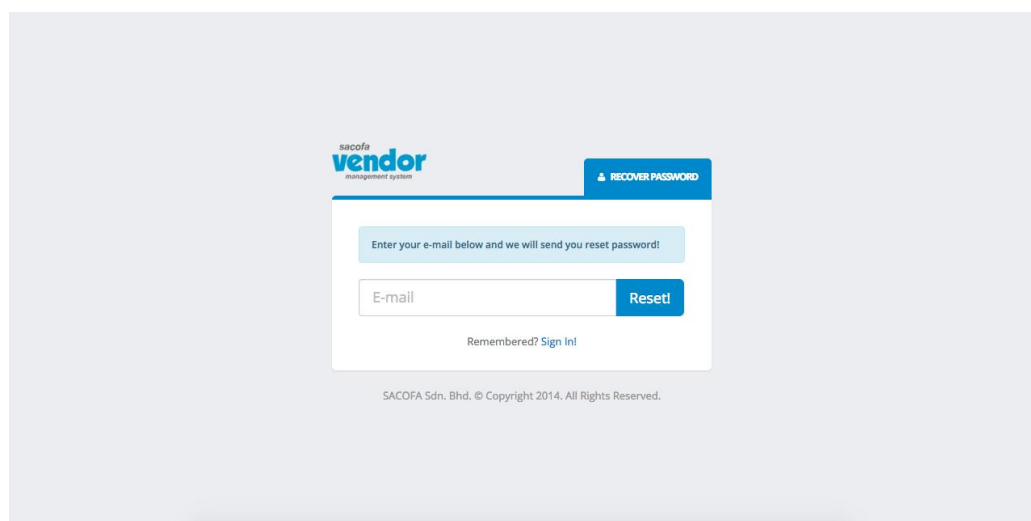


The screenshot shows the registration page for the SACOFA Vendor Management System. The page features a header with the SACOFA logo and a 'REGISTER' button. The main content area contains a registration form with the following fields: Name (with placeholder 'Your Name'), Job Position (with placeholder 'Your Job Position'), E-mail Address (with placeholder 'Your Email'), Mobile Number (with placeholder '01XXXXXXXX'), Company Name (with placeholder 'Company Name'), Password, and Password Confirmation.

Figure 2: Laman Pra-Daftar VMS

Selesai sesi pra-daftar, anda perlu masuk semula ke dalam VMS untuk mengisi maklumat selanjutnya.

Jika anda terlupa password, anda boleh set semula password anda dengan mengeklik “Lost Password?”. Isi alamat email anda dan klik butang “Reset!” untuk set semula password. Password baru akan dihantar ke email anda.



The screenshot shows the password recovery page for the SACOFA Vendor Management System. The page features a header with the SACOFA logo and a 'RECOVER PASSWORD' button. The main content area contains a form with the following elements: a message box stating 'Enter your e-mail below and we will send you reset password!', an 'E-mail' input field, a 'Reset!' button, and a 'Remembered? Sign In!' link. At the bottom, there is a copyright notice: 'SACOFA Sdn. Bhd. © Copyright 2014. All Rights Reserved.'

Figure 3: Laman Set Password

## Informasi Diperlukan

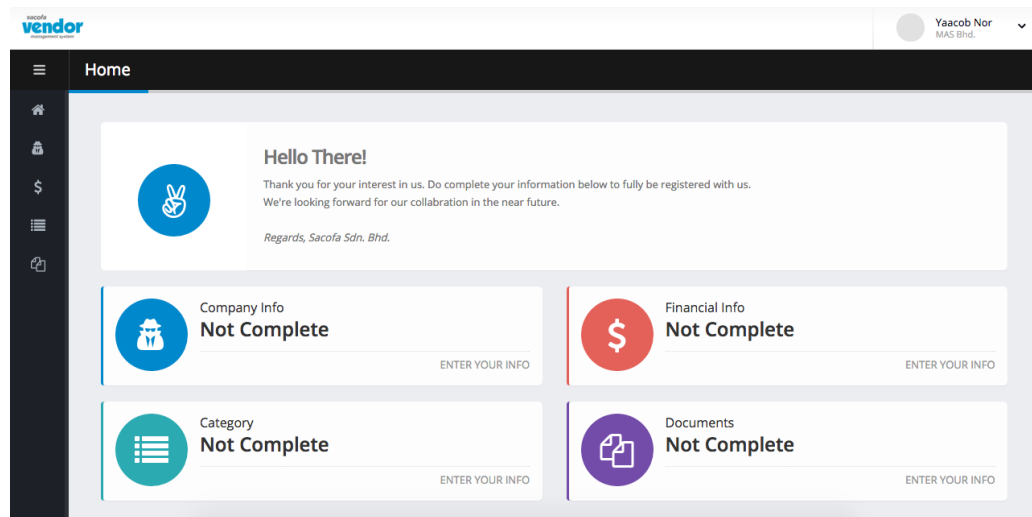


Figure 4: Home Page

Selesai pra-daftar, bahagian-bahagian dibawah perlu diisi sebelum permohonan anda diterima:

- i. Info Syarikat
- ii. Info Kewangan
- iii. Kategori
- iv. Dokumen

Bahagian-bahagian ini akan dilabel “Not Complete” sehingga ianya telah diisi dan dihantar. Apabila semua bahagian telah lengkap diisi, admin akan menerima secara automatik.

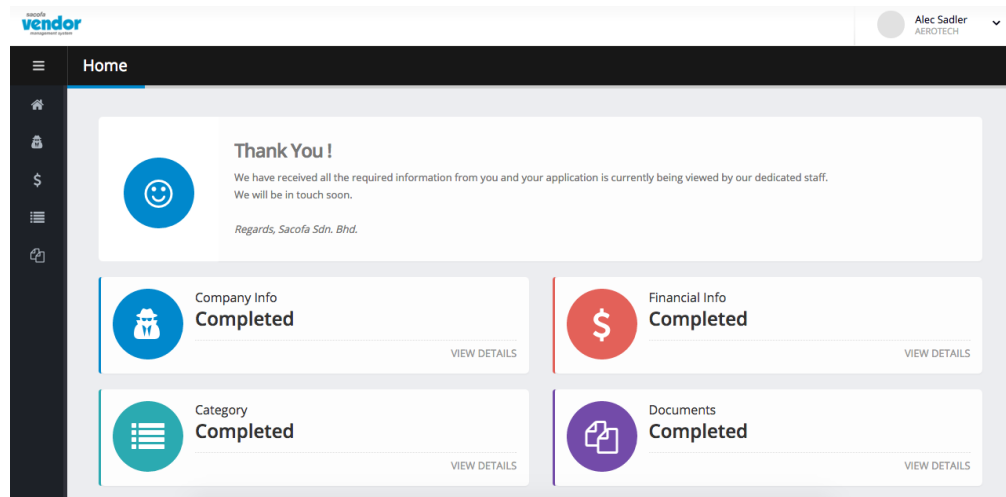


Figure 5: Bahagian-bahagian lengkap diisi

## 1. Info Syarikat

Dalam bahagian “Company Info”, anda perlu memasukan maklumat tersebut:

1. Registration Number
2. Date of Incorporation
3. Telephone Number
4. Fax Number
5. Address
6. Number of Employees
7. Paid Up Capital
8. Company Type
9. Bumiputera Status
10. Name of Director
11. Website (optional)
12. Branch
13. Quality Management System
14. Licenses

The screenshot shows a web interface for 'Company Info'. At the top left is the 'vendor' logo. At the top right, the user 'Yaacob Nor MAS Bhd.' is logged in. The main content area is titled 'Company Info' and contains a form with the heading 'Please Complete The Followings Items'. The form fields are: 'Company Name' (text input with 'MAS Bhd.'), 'Company Registration Number' (text input), 'Date of Incorporation' (text input), 'Telephone Number' (text input), 'Fax Number' (text input), 'Address' (text area), 'Number of Employees' (text input), 'Paid Up Capital (RM)' (text input), 'Company Type' (dropdown menu with 'Select Company Tyj'), and 'Bumiputera Company' (radio buttons for 'Yes' and 'No').

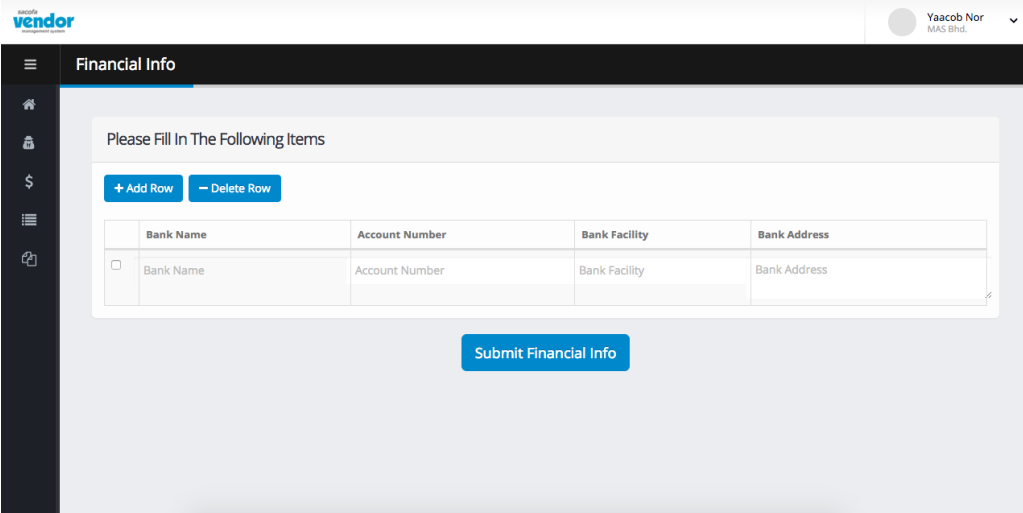
Figure 6: Laman Company Info

Klik “Submit Company Info” untuk menghantar maklumat yang telah diisi.

## 2. Info Kewangan

Dalam bahagian “Financial Info”, anda perlu memasukkan maklumat tersebut:

1. Bank Name
2. Account Number
3. Bank Facility
4. Bank Address



The screenshot displays the 'Financial Info' section of the Vendor Management System. The interface includes a sidebar with navigation icons and a main content area. The main content area has a header 'Financial Info' and a sub-header 'Please Fill In The Following Items'. Below this, there are two buttons: '+ Add Row' and '- Delete Row'. A table with four columns is present: 'Bank Name', 'Account Number', 'Bank Facility', and 'Bank Address'. The table contains one row with a checkbox in the first column. Below the table is a 'Submit Financial Info' button. The user's name 'Yaacob Nor MAS BHD.' is shown in the top right corner.

	Bank Name	Account Number	Bank Facility	Bank Address
<input type="checkbox"/>	Bank Name	Account Number	Bank Facility	Bank Address

Figure 7: Laman Bank Info

Jika anda mempunyai lebih daripada 1 bank, klik “Add Row” untuk menambah ruangan baru.

Klik “Submit Company Info” untuk menghantar maklumat yang telah diisi.



### 3. Kategori

Dalam “Category”, anda boleh memilih 1 atau lebih daripada kategori yang ditawarkan:

1. Civil Engineering Construction
  - i. Tower
  - ii. Civil Works
  - iii. Other
2. Fiber Optic
  - i. ISP
  - ii. OSP
3. Consultant
  - i. C&S
  - ii. QS
  - iii. M&E
4. Supply & Services
  - i. Equipment
  - ii. Office Equipment
  - iii. General Supply
  - iv. Fabricator
  - v. Misc
5. Other
  - i. Mechanical & Electrical
  - ii. Surveyor
  - iii. Logistic

# VENDOR MANAGEMENT SYSTEM

The screenshot displays the 'Category' page in the Vendor Management System. The page header includes the 'masa vendor' logo and the user name 'Yaacob Nor MAS Bhd.'. The main content area features a table with the following data:

Category ID	Category Name	Description
4	Supply & Services	Supply of trunk, DWDM, Access, etc
5	Other	Design, drawing power supply application

Below the table, there is a text input field with the prompt 'Please Select Your Category Below'. A red asterisk note states: '\* you may select more than one category'. A blue 'Submit Category' button is located at the bottom right of the form area.

Figure 8: Laman Category

Klik “Submit Kategori” untuk menghantar maklumat yang telah diisi.

\*Nota: Anda boleh pilih lebih daripada 1 kategori

## 4. Dokumen

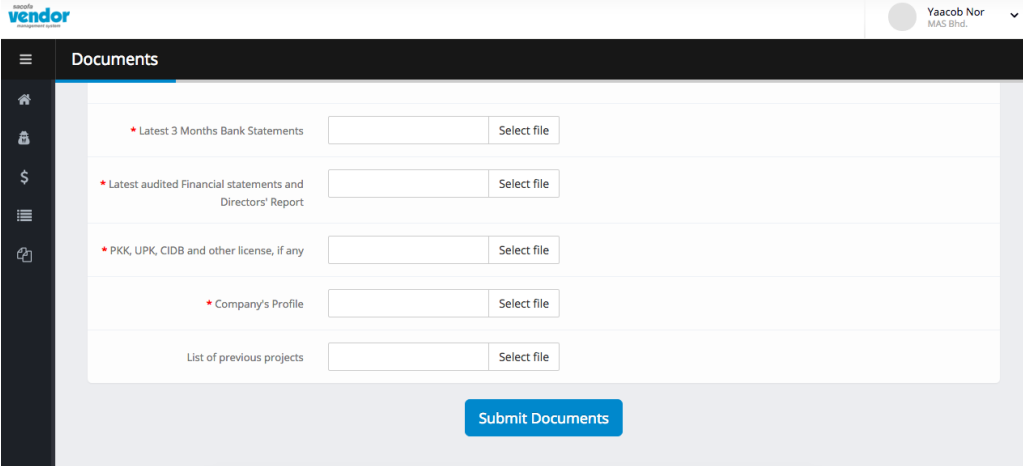
Dalam bahagian “Document”, anda perlu memuat naik dokumen tersebut:

1. Form 1 (Section 5, 23 and 24(2)), Sarawak State Government - The Business, Professions and Trading Licensing Ordinance
2. Form 9 (Registration of Company)
3. Latest Form 24 (Return of Allotment of Shares)
4. Latest Form 49 (Register of Director, Managers and Secretaries and Changes of Particulars)
5. Latest 3 months bank statement
6. Latest audited Financial statements and Directors' Report
7. PKK, UPK, CIDB and other license, if any
8. Company's Profile

Dokumen berikut adalah untuk dimuat naik secara pilihan:

1. Form 14
2. Form 11
3. List of previous projects

Semua dokumen ini mesti dalam format PDF.

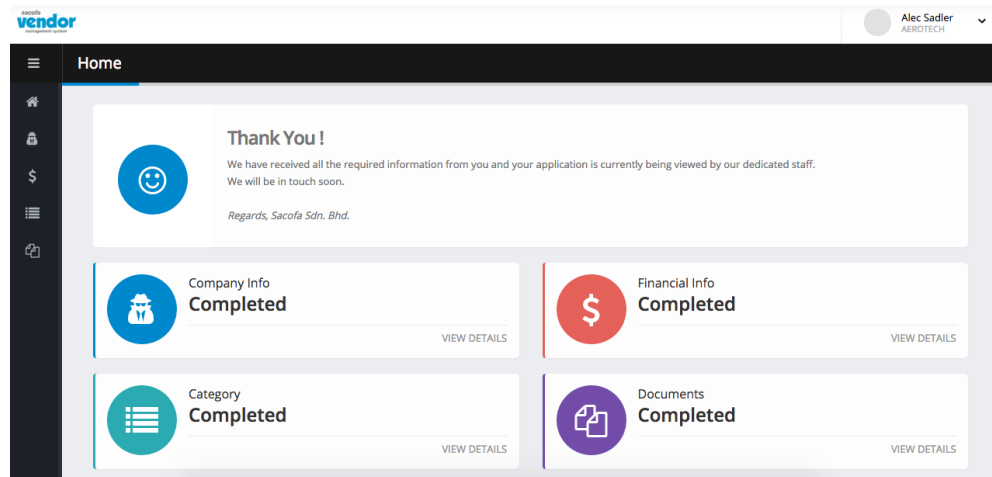


The screenshot displays the 'Documents' section of the Vendor Management System. The interface includes a sidebar with navigation icons and a main content area. The main content area lists five document categories, each with a 'Select file' button. The categories are: 'Latest 3 Months Bank Statements', 'Latest audited Financial statements and Directors' Report', 'PKK, UPK, CIDB and other license, if any', 'Company's Profile', and 'List of previous projects'. A blue 'Submit Documents' button is positioned at the bottom right of the document list.

Figure 9: Laman Document

## Konklusi

Setelah semua bahagian lengkap diisi, VMS akan mengeluarkan mesej baru di laman utama anda.



Sebarang maklumat selepas pendaftaran akan dimakluman melalui email.