



Supplier Self-Service (SUS)

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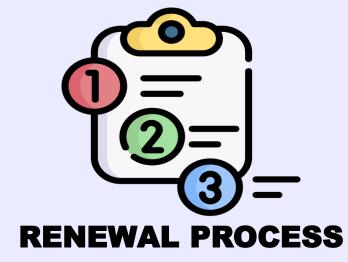
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Certificate renewal can be done through SUS Portal by the following company:



A registered company who has existing TNB vendor (3xxxxxx)



A Temporary Vendor & Deleted Vendor (not exist in SUS Portal) who wish to register as TNB Registered Vendor are required to send an application to <u>ssdproc@tnb.com.my</u>



A Special Approval-Local (SAL) & Deleted vendor (exist in SUS Portal) who wish to register as TNB Registered Vendor is required to submit a renewal certificate application through SUS Portal

# **COMPANY/BUSINESS DOCUMENTS & INFORMATION**

A company that wishes to renew its certificate must key in the latest information and attach all the required documents that have been endorsed as follows

Information	Supporting Documents	Endorsement
Register with SSM	Latest SSM Digital Certified True Copy (DCTC) report	Not required
Work Contractor: Register with CIDB	<ul> <li>A copy of <i>Perakuan Pendaftaran</i> Certificate</li> <li>A copy of <i>Pusat Khidmat Kontraktor</i> Certificate (if applicable)</li> <li>Documents must have DCTC</li> </ul>	
Supply & Services Contractor: Register with MOF	<ul> <li>A copy of Akuan Pendaftaran Syarikat Certificate</li> <li>A copy of Akuan Pendaftaran Syarikat Bumiputera Certificate (if applicable)</li> </ul>	
Insurance Broker/Insurance company/Bank/Investment Company: Have valid certificate from BNM	A copy of license from Bank Negara/KKM	Commissioner of Oath/Company Secretary/Class A Government Officer/ <i>Penghulu</i> or TNB Executive

# **COMPANY/BUSINESS DOCUMENTS & INFORMATION**

Update Company Information					
Information	Supporting Documents	Endorsement	Channel		
Account bank number	<ul><li>i. A copy of latest bank statement</li><li>ii. A copy of Bank ID</li></ul>	Respective bank			
Business Address	Latest SSM Digital Certified True Copy (DCTC) report		E-mail to ssdproc@tnb.com.my		
Business Name		Not required			
Tel. & Fax No.	-				
SST Registration No.	A copy of SST Registration Approval Letter from Royal Malaysia Custom Department (RMCD)				





# **CERTIFICATE VALIDITY PERIOD**



The MOF/CIDB certificate, Bumiputera certificate and Registration of Business (ROB) certificate (SSM) must be valid at least three (3) months from the application date



Company that intend to register as TNB vendor need to update their certificate with MOF, CIDB, and PKK as verification will be done with all related database



TNB has the right to reject the application if the information submitted is contradict with the record in MOF or CIDB/PKK database

Certificates Renewal/ Changes / Updates

Applicant who received the pre-approved e-mail could proceed to pay the fee online

**New Registration** 

Applicant needs to click the link provided in the preapproved e-mail to enable the online payment

Applicant need to pay the fee and will receive a tax invoice within 24 hours after the payment.

The approved certificate will be ready within 3 working days after payment

Should applicant encounter any issue related to the online payment link, kindly e-mail to <a href="mailto:resit-vendor@tnb.com.my">resit-vendor@tnb.com.my</a>

**RM5**C

FEE





# IMPORTANT OF COMPANY'S E-MAIL

Company that intend to register must ensure ALL official company e-mails are valid and active. The usage of any third-party e-mail address is prohibited and shall lead to the rejection of the application.

The official company e-mail will be used for the following functions in SUS Portal:

- 1. Creation of User ID and password for main user
- 2. Creation for additional User ID
- 3. Update of company information
- 4. Submit tender response
- 5. Reset password
- 6. Receive all e-mail notification
- 7. Receive reminder e-mail related to renewal of certificate on 45 and 30 days before the certificate expiry date







A company who registered with TNB is eligible to participate in tender/quotation which will be published through SCMS or TNB corporate website



Any changes to the registration requirement are TNB rights.





A company that intends to register as a TNB supplier must warrant and ensure all data, information, and supporting documents provided to TNB are valid and accurate. If the company is found guilty of committing fraud or complicit in deceiving TNB by falsifying or misrepresenting any information or documents submitted to TNB, the company's application for registration will immediately be dismissed, and in the case of an application that has been approved, the approval will be immediately withdrawn. TNB is entitled to **blacklist indefinitely any parties** who are found guilty of fraud or being complicit in deceiving TNB.

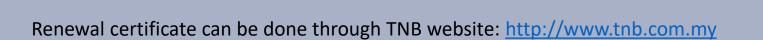
Below are some of the implications of a blacklist action:

- 1. All existing contracts with the supplier/contractor who is blacklisted shall not be continued.
- 2. A supplier/contractor who is blacklisted shall not be allowed to participate in any TNB procurement activity indefinitely.
- 3. A supplier/contractor who is blacklisted shall not be awarded any tender or contract beginning from the date when the blacklist measure towards the supplier/contractor is effective.
- 4. A supplier/contractor who is blacklisted shall not be a subcontractor to any other companies which have contracts with TNB.

TENAGA NASIONAL BERHAD (TNB) HAS NEVER APPOINTED ANY COMPANY OR THIRD PARTY AS OUR AGENT TO PROCESS THE REGISTRATION, RENEWAL OF CERTIFICATION, OR UPDATE OF TNB SUPPLIER AND CONTRACTOR PROFILE. ALL COMPANIES ARE REQUIRED TO DEAL DIRECTLY WITH TNB WITHOUT THE INTERVENTION OF ANY OTHER PARTY.

TENAGA NASIONAL BERHAD (TNB) HAVE NO OBLIGATION TO AWARD A CONTRACT TO ANY TNB REGISTERED VENDOR







Click at Business with TNB > Supplier > Supplier Relationship Management > Supplier Self Service (SUS)

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Or through URL: <u>https://www.tnb.com.my/doing-business-with-tnb/suppliers/supplier-relationship\_management</u>





# SAMPLE OF SUPPORTING DOCUMENTS

1. SSM Digital Certified True Copy (DCTC) – Sdn. Bhd.

2. SSM Digital Certified True Copy (DCTC) - Enterprise

**3. CIDB Certificate** 

4. Ministry of Finance Certificate (MOF) Certificate

**5. Bar Council Certificate** 

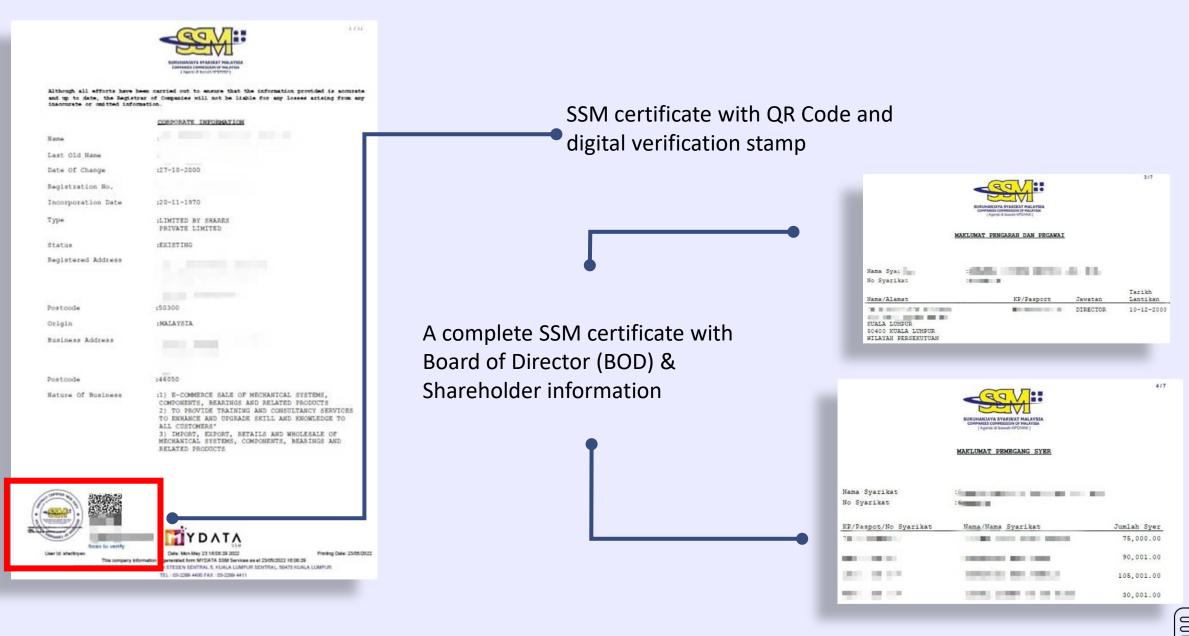
6. SST Approval Letter

7. Bank Statement

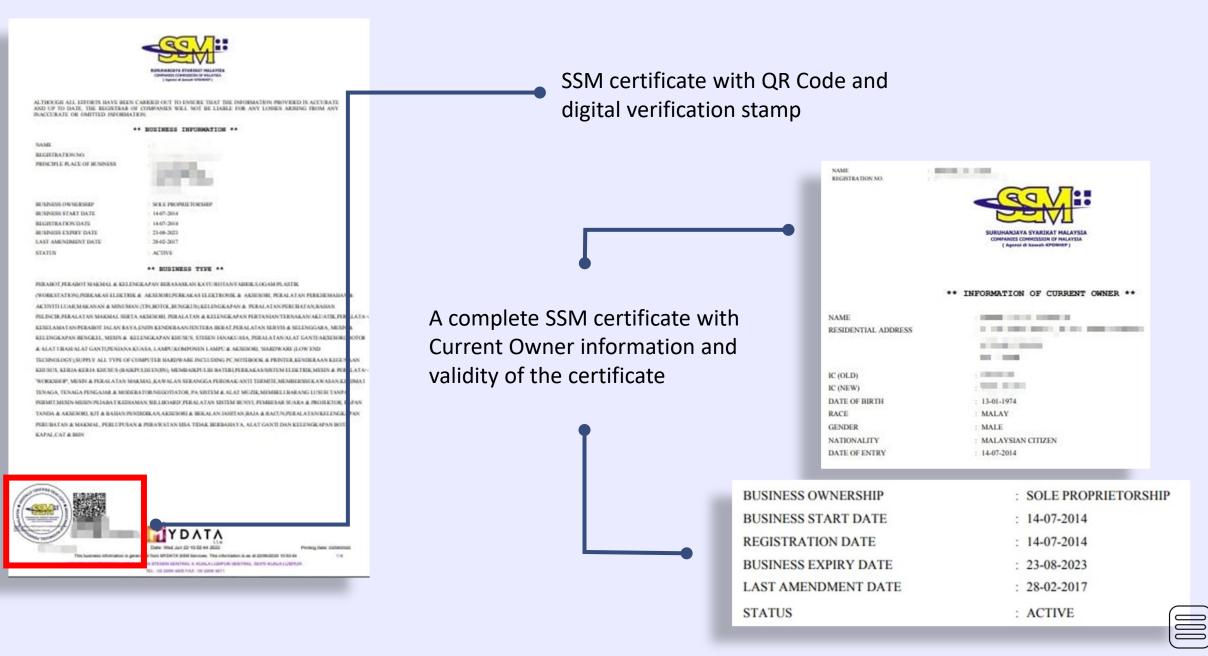
8. ID Bank verification



# SSM DIGITAL CERTIFIED TRUE COPY (DCTC) - SDN. BHD



### SSM DIGITAL CERTIFIED TRUE COPY (DCTC) - ENTERPRISE

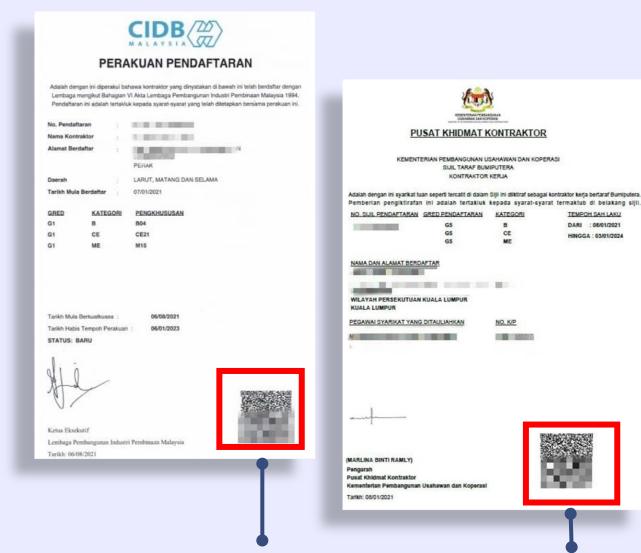


### **CIDB CERTIFICATE & PKK CERTIFICATE**

TEMPOH SAH LAKU

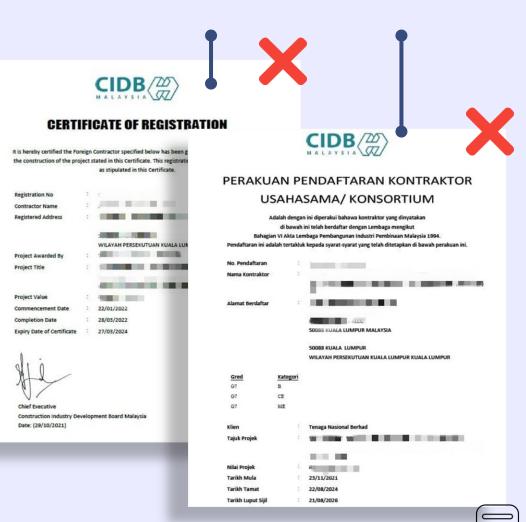
DARI : 08/01/2021

HINGGA : 03/01/2024

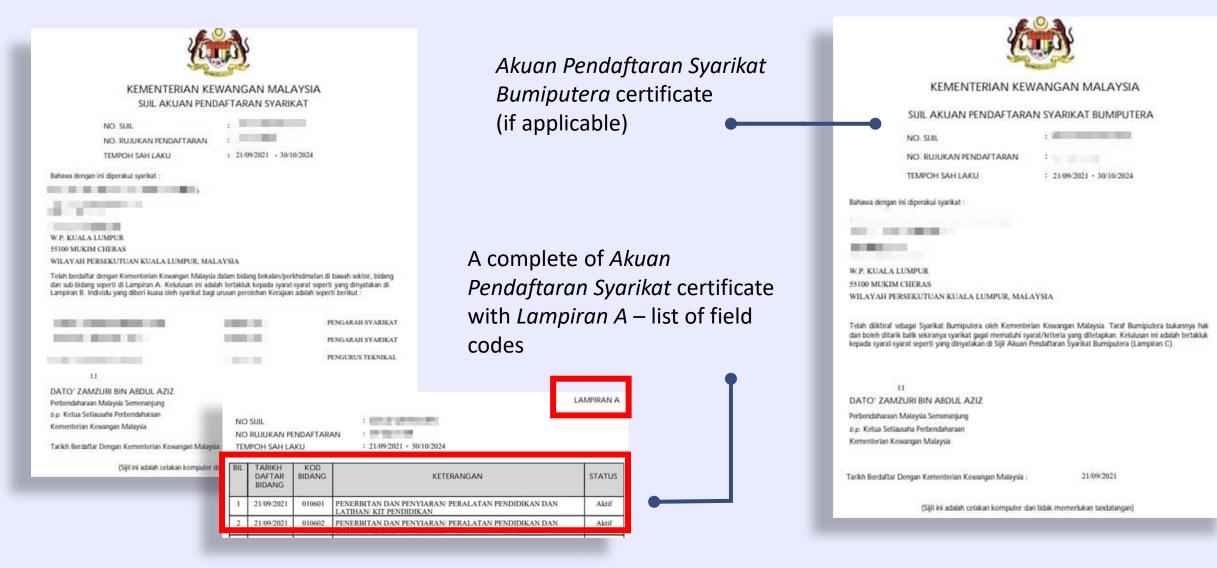


Perakuan Pendaftaran / Pusat Khidmat Kontraktor (PKK) certificate with QR Code

CIDB certificate specific for certain works/project is not acceptable



#### **MINISTRY OF FINANCE (MOF) CERTIFICATE**



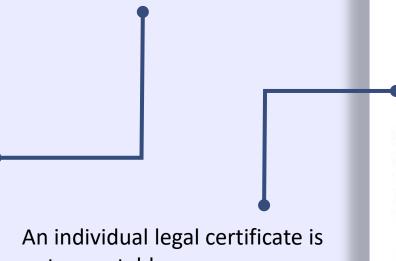
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# **BAR COUNCIL CERTIFICATE**



Bar Council certificate need to be register under the entity of the Law Firm

Bar Council certificate with QR Code



BAR COUNCIL (MALAYSIAN BAR)

SIJIL ANNUAL FOR THE YEAR 2018 ISSUED BY THE BAR COUNCIL UNDER THE LEGAL PROFESSION ACT (LAWS OF MALAYSIA, ACT 166)

Pursuant to Section 32 Part III of the Legal Profession Act 1976 (the Act) it is hereby certified that

is an Advocate and Solicitor and member of the Malaysian Bar and is not prohibited from holding a practising certificate under Section 30 of the Act and

- i) has complied with the provisions of Section 32 (1) (a) of the Act;
- ii) is exempted from delivering an Accountant's report in accordance with Section 79 of the Act;
- iii) is not in arrears in respect of any contribution to the Compensation Fund or subscription or levy lawfully due to the Malaysian Bar or any State Bar Committee under the Act;

iv) intends to practise under an approved name.

Given under my hand this 11th day of October, 2017.

#### REMINDER

All members are reminded that pursuant to Section 31(2) of the Legal Profession Act 1976, you are under a statutory duty to inform the Bar Council if you cease practice at any time during the year.

Serial No.

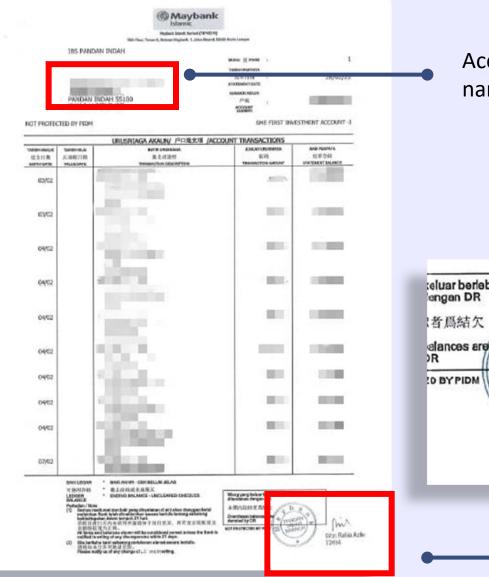
PRESIDENT MALAYSIAN BAR



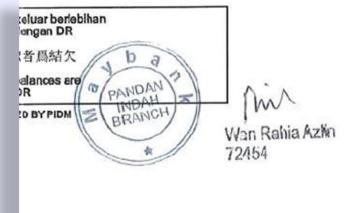
### **SST APPROVAL LETTER**

ABATAN KASTAM DIRAJA MALAVSIA BU PEJABAT RASTAM DIRAJA MALAVSIA BU PEJABAT RASTAM DIRAJA MALAVSIA CAWANGAN PENGUATKUASAAN PENDAFTARAN SST. ARAS 4, BLOK A. MENARA TULUS, NO 32, PERSIARAN PERDANA, PRESINT 3, 61200 PUTRAIAVA. Teieton : 03-88232100 / 1-300-888-500 Sakainie : 03-8824911 Laman Web : http://www.nysit.customs.gov.my E-Mel : cod@customs.gov.my	KELULUSAN PENDAFTARAN DI BAWAH SEKSYEN 13 AKTA	CUKAI PERKHIDMATAN 2018 61200 PUTRAIAYA 61200 PUTRAIAYA Teiefan 103-81232100 / 1-300-886-500 Fakiornis 103-8024911 Lamar Web 1 https://www.myxXt.cadems.gov.my
Raj Emmi       Image State         Tarih       No. Dufter CJ         Statean Mangawal       Subang (OPA)         Tuna Pana,       KELULUSAN PENDAPTARAN DI BAWAH SEKSYEN 13 AKTA CUKAI JUALAN 2015         Parkan di atas dirujuk.       Parkan di atas dirujuk.		Raj Karri Tarih No, Dafue CP Stesen Mengawal Tunn Paun, KELULUSAN PENDAFTARAN DI BAWAH SEKSYEN 13 AKTA CUKAI PERKHIDMATAN 2018 Perkara di atas dinijuk.
Tum/ Pian telah dilafarakan di bawah Akta Cukai Jualan 2015 dan maklumat akaun pendaftaran tuan adalah separti barikut:         Turihk Nardinan Pendaftaran       : 14/09/2015         Turihk Nardinan Pendaftaran       : 01/09/2015         Anan Perakaman       : Anan Akrawa         Tempoh Bercukai       : Das Bulan         Tarihk Akir Mangaumakakan Penyata dan Bayaran       : 31/0/2015         Tarihk Akir Mangaumakakan Penyata dan Bayaran       : 31/0/2015         Tarihk Akir Mangaumakakan Penyata dan Bayaran       : 31/0/2019         Tarihk Akir Mangaumakakan Penyata dan Bayaran       : 31/0/2019         Tarihk Akir Mangaumakakan Penyata dan Bayaran       : 31/0/2019         Tariha Akir Mangaumakakan Penyata dan Bayaran       : 51/0/2019         Tariha Kakir Mangaumakakan P		Tuan Pian telah didaftarkan di buwah Akta Cukai Perkhidmatan 2018 dan makhamat akaun pendaftaran taan adalah eeperti beriku: Tarikh Perpushonan : 01/08/2018 Tarikh Kuafkuna Pendaftaran : 01/09/2018 Asas Perakaunan : Asas Bayaran Tempoh Berukai Perlaina : 01/09/2018 sehingga 31/10/2018 Tarikh Akhir Mengemukakan Penyata dan Bayaran Tempoh Berukai Kohas : 01/11/2018 sehingga 31/10/2018 Tarikh Akhir Mengemukakan Penyata dan Bayaran Tarikh Akhir Mengemukakan Penyata dan Bayaran
Steen Margaval & Almat : Steres Subarg (OPA) Cawargan LTSA Lingkangan Golf 40150 Saka Alam Sebagai orang yang telah didaftarkan di bawah Akta Cuksi Ja Ata Cukai Juaha 2018, Perturan Perturan Cukai Juaha 2018 dan memaruhi tanggungiswab yang ditetapkan Oleh Ketua Pengarah teperti di LAMPIRAN L Tuna Puan bolah melayari laman web MySST di capaian wawa mysat.customs gov my atau mengkubungi pejabat ini seperti maklamat yang tertera di atas untuk keterangan lanjut. Sekina, terima kasih. "BERKHIDMAT UNTUK NEGARA" Ketua Pengarah Kastam	'ARAN DI BAWAH SEKSYEN 13 AKTA CUKAI JUALAN 2018	Bissen Mengawal & Alamat       Stessen Karda Lampur Kompleka Kastan WPKL 22, Jalan SS 60 Ketana Jaya (700 Fetaling Jaya         Schagai orang yang telah dilaflarkaw di bawah Akta Cakai Perkhidmatan 2018 tuan'yaan dikebendaki mematuhi kebendak Akta Cukai Perkhidmatan 2018, Pernatuano Cukai Perkhidmatan 2018 dan mematuhi tanggiangjawab yang ditetapkan oleh Ketua Pengarah seperti di LAMPHRAN L.         Tuan-Puan boleh melayari lamaa web MySST di capaian www.mysat customs.gov.my atau menghuhungs pejabat mi seperti makhamat yang tertera di atas antuk keterangan lanjut.         Sekian, terima kasih.         "HERKHIDMAT UNTUK NEGARA"         Ketua Pengarah Kastam
Areus rengaraa Asitum Jabatan Kattam Diraja Malaysia Cetakan komputer ini tidak memerhukan tandatangan		Jahatan Kastam Diraja Malaysia Cetakan komputer ini tidak memerlukan tandatangan

#### **BANK STATEMENT**



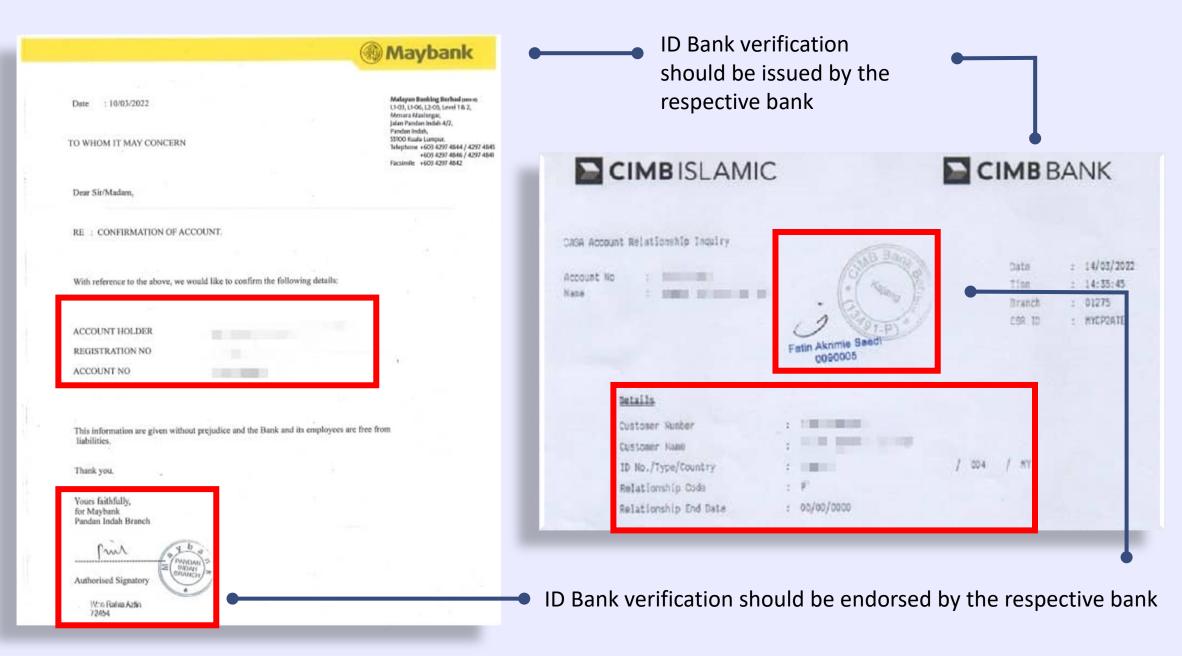
Account bank holder must be the same as the name of the registering company

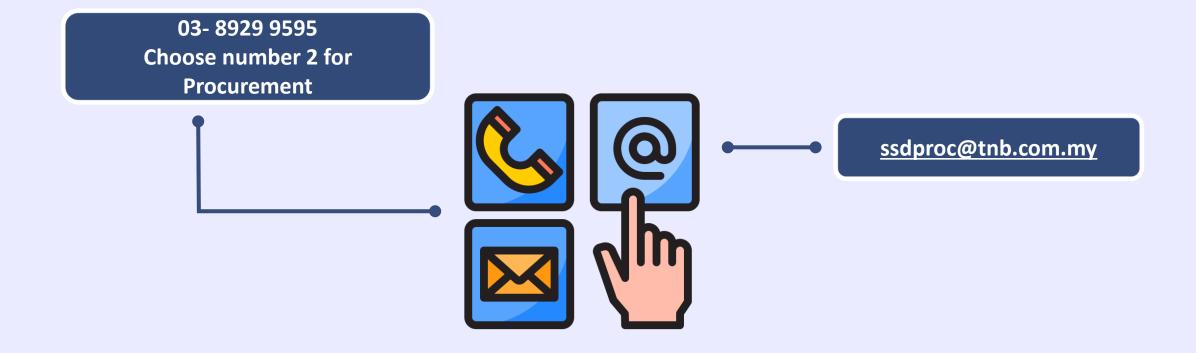


Bank statement should be endorsed by the respective bank



# **ID BANK VERIFICATION**





# E-MAIL AND CONTACT INFORMATION

