

FAQ Vendor Registration

- 1) How to register as MMHE Vendor?

You need to login at MHB portal at: <https://vms-ext.mmhe.com.my/EN/vendor/> and upload manual at front page as guideline during registration

- 2) I forget my username and password. How can I get it?

Please email to us, registration@mmhe.com.my and our team will forward the issue to ICT team for solution

- 3) I have inserted all data at Step 6- Financial Information but can't go to next step. Why?

At Step 6- Financial Information, you need to ensure the data given tally with your financial audited report. Firstly, please go to the bottom at the page and you need to ensure **balance check = zero**.

If the figure is not zero, you're suggested to delete all the data and reinsert data line by line. Example: Insert information for current asset. After completed please ensure the total is same as per current asset at your financial audited report. Please same activity at the next information i.e., current liability etc.

- 4) I have problem Step 9: Product & Services. I can't select my product services.

At this Step, firstly you need to download List of Product & Service at the front-page portal. Please ensure at the Step 5: General Information; you also select the right category that you provide. Then during fill the information at Step 9, please use list of Product & Services as guideline.

- 5) I can't check the comment/remark after VR do rejection.

Focal person who registers (has username and password) at VMIS Portal will get notification/remark of rejection via email. You need to go to VMIS portal and click the reference no. (VRS-XXXX). Please amend according to the remark.

- 6) I can't register using website.

Please ensure you use either Google Chrome or Microsoft Edge during registration

- 7) How long the process of registration?

14 days upon received complete documents.

[Open]

8) How can I do payment fee for my registration?

Dear Sir/Madam,

Your application has been approved.

Please do not use e-payment in MMHE website.

Please remit processing fee amounted RM100 (for Local Company) or RM 750 (for Foreign Company) to MMHE account. Kindly reply to this email with attached proof of payment/payment receipt.

Application	Fee for Local Company	Fee for Foreign Company
New / Renewal	MYR 100.00	MYR 750.00
Adding Category (products/services)	MYR 100.00	MYR 750.00

Account Name	: Malaysia Marine and Heavy Engineering Sdn Bhd
Account No.	: 8005908498
Bank Name	: CIMB Bank Berhad
Account Address	: 13A Pusat Perdagangan, Jalan Bandar, 81700 Pasir Gudang
SWIFT Code	: CIBBMYKL
ID No.	: 014558P
Currency	: MYR

9) I'm new vendor registration. Do I need to do payment for processing fee during my registration?

If you're new vendor, please put blank paper at the document (proof payment fee) attached at Step 11. Vendor Registration team will contact you via either email or phone when your status of application change to approval success. The detail bank information to pay will be notified via email.

10) I'm renewal vendor registration. Do I need to do payment for processing fee during my registration?

Yes, for vendor under renewal category, you need to pay the processing fee during the registration.

11) How do I know that I'm register as MMHE Vendor?

You will receive a digital certificate via email once you're officially as MMHE vendor.

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12) Can I know my invoice status?

Any issue related invoice you may liaise with SCM Helpdesk at helpdesk.scm@mmhe.com.my or call 07-2681400

13) Do I need to pay if I select the add-category menu?

Yes, you need to pay RM100 for add category menu. The payment needs to be done during your registration.

14) How can I change my bank account?

Any changes you need to go to MHB-VMIS portal at this link: <https://vms-ext.mmhe.com.my/EN/vendor/> and select update category. Please change your information at Step 2. For changes of bank account, you need to download the form Request to Update Bank A/c Details at front page of VMIS portal. Please attach the document at Step No.5.

15) How can I change phone number/address/ email/?

Any changes you need to go to MHB-VMIS portal at this link: <https://vms-ext.mmhe.com.my/EN/vendor/> and select update category. Please change your information at Step 1 – General Information.

16) How can I update the changes of Board of Director?

Any changes you need to go to MHB-VMIS portal at this link: <https://vms-ext.mmhe.com.my/EN/vendor/> and select update category. Please change your information at Step 3. For changes of Board of Director, please attach document (new form 9) at Step No.5.