

PETROS Vendor Portal User Guide

PETROLEUM SARAWAK BERHAD (PETROS)

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1 Overview

The diagram below illustrates the high-level vendor application process and other steps at **PETROS Vendor Portal**:



Figure 1: High-level process to register as a Vendor and other steps at PETROS Vendor Portal

NOTE: Before creating a new Vendor account on the **PETROS Vendor Portal**, please ensure you have obtained the portal link from PETROS.

2 Creating a New Vendor Account

You will need a vendor account to manage your company profile at the **PETROS Vendor Portal**.

- To get started, click on **Register As a Vendor** at the bottom of the **LOG IN** box.

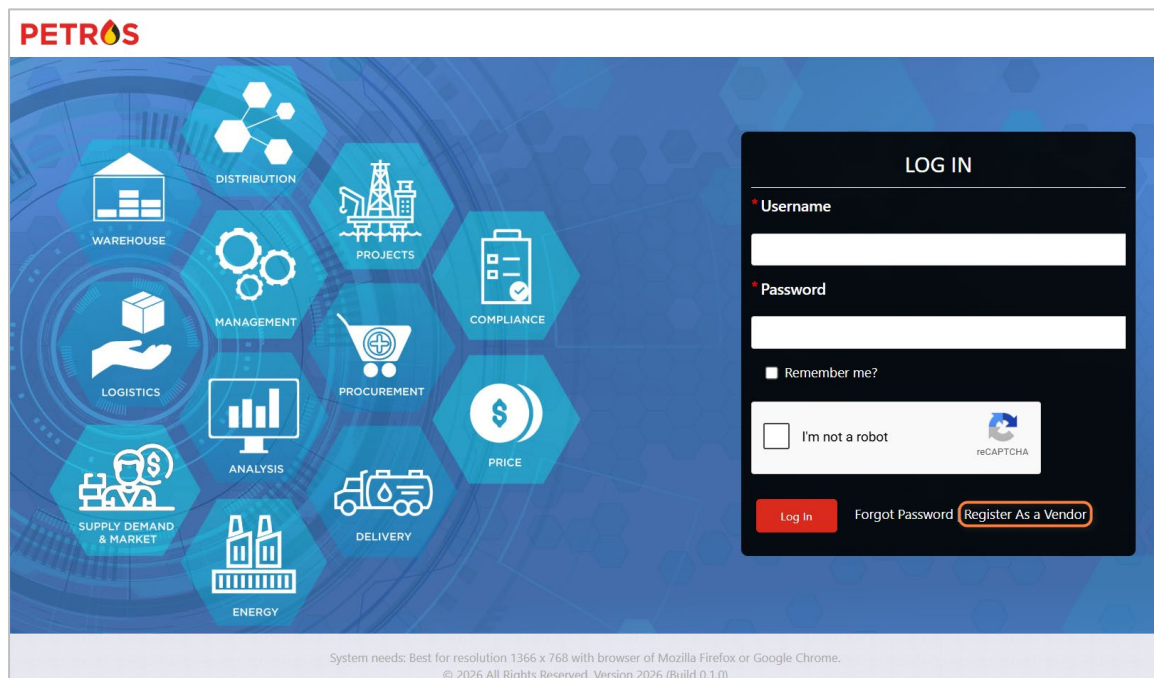


Figure 2: Register as a Vendor

- Next, you will be taken to the vendor account sign-up form. Complete all the mandatory fields marked with an asterisk (*) in the form.

Sign Up as a New Vendor

*** Business Type**
-Please select- ▼

*** Malaysian Company BRN** ⓘ
E.g. 201903123456

Set the time zone you are in
(UTC+08:00) Kuala Lumpur, Singapore ▼

*** Paid-Up Capital / Bank Balance (MYR)** ⓘ

*** Registration with SSM / LHDN** ⓘ
 SSM LHDN

*** Full Name of Company**

Authorized Capital (MYR)

Enter your login details

*** Full Name as per NRIC / Passport**

*** Email** ⓘ
E.g. example@domain.com
An activation Email notification will be sent to this Email address.

*** Security Question**
-Please select- ▼

*** Re-enter Email**

*** Answer To Question**

I'm not a robot

Figure 3: Sign Up as a New Vendor

- Then, enter your login details and complete the reCAPTCHA. Once all mandatory fields have been filled in, click **CREATE ACCOUNT** at the bottom of the form.

The table below displays the description of each field in the form:

Field Name	Description
Sign Up as a New Vendor	
Business Type	The Business Types available in the system are: <ul style="list-style-type: none"> a. Sole Proprietorship b. Partnership c. Sdn.Bhd./Private Limited d. Berhad/Limited
Registration with SSM / LHDN	This field will be defaulted as: <ul style="list-style-type: none"> • SSM (locked) if Business Type = Sdn. Bhd./Private Limited or Berhad/Limited. • LHDN (editable) if Business Type = Sole Proprietorship or Partnership
Malaysian Company BRN	Please enter your Malaysian company's Business Registration Number: <ul style="list-style-type: none"> • Company Registered with SSM: The BRN must consist of 12 digits.

Field Name	Description
	<ul style="list-style-type: none"> Company Registered with LHDN: The BRN allows up to 255 alphanumeric characters. <p>NOTE: The Malaysian Company BRN must be unique for each vendor sign-up.</p>
Full Name of Company	Please enter the company name that exactly matches the information on your organisation's Certificate of Establishment in Malaysia or equivalent.
Set the time zone you are in	This is the vendor's time zone.
Paid-Up Capital / Bank Balance (MYR)	<p>Please enter your Paid-Up Capital / Bank Balance for the following business types, within their respective value limits:</p> <ul style="list-style-type: none"> Sole Proprietorship: Bank Balance must be at least RM5,000 Partnership: Bank Balance must be at least RM50,000 Sdn.Bhd./Private Limited: Paid-Up Capital must be at least RM100,000 Berhad/Limited: Paid-Up Capital must be at least RM100,000 <p>NOTE:</p> <ul style="list-style-type: none"> For profile updates, you may update this field in the company profile, but the value cannot be less than the existing value. For profile renewal and reapplication, you must adhere to the value limits stated above when filling in the company profile.
Authorised Capital (MYR)	Please enter your Authorised Capital. This field is optional.
Enter Your Login Details	
Full Name as per NRIC / Passport	<p>This is the full name of the primary user for the company, as per their NRIC or passport.</p> <p>This field supports the following special characters: Apostrophe ('), Hyphen (-), Period (.), Accented Characters, Parentheses ((,)), Comma (,), Slash (/), and @ symbol.</p>
Email	<p>This is the Vendor's corporate, or company email address that will be used for account activation, notifications, etc.</p> <p>NOTE: Email addresses must be unique for each vendor sign-up.</p>
Re-enter Email	
Security Question	<p>The security question and answer that will be used if the Forgot Password function is triggered in the future.</p>
Answer to Question	

Table 1: Vendor account sign-up form data fields

NOTE: The following special characters are not allowed in any field: < > { }

- Once you have successfully submitted the Vendor Sign-Up form, the system will display a notification confirming successful account creation. An infographic will also be displayed, providing an overview of the four (4) steps in the Vendor Registration Process.

Sign Up as a New Vendor

Account creation successful. You are almost done with step 1 out of 4. An account verification link has been sent to your e-mail. Please click the link within 14 days to verify your account.



4-Step Vendor Account Setup

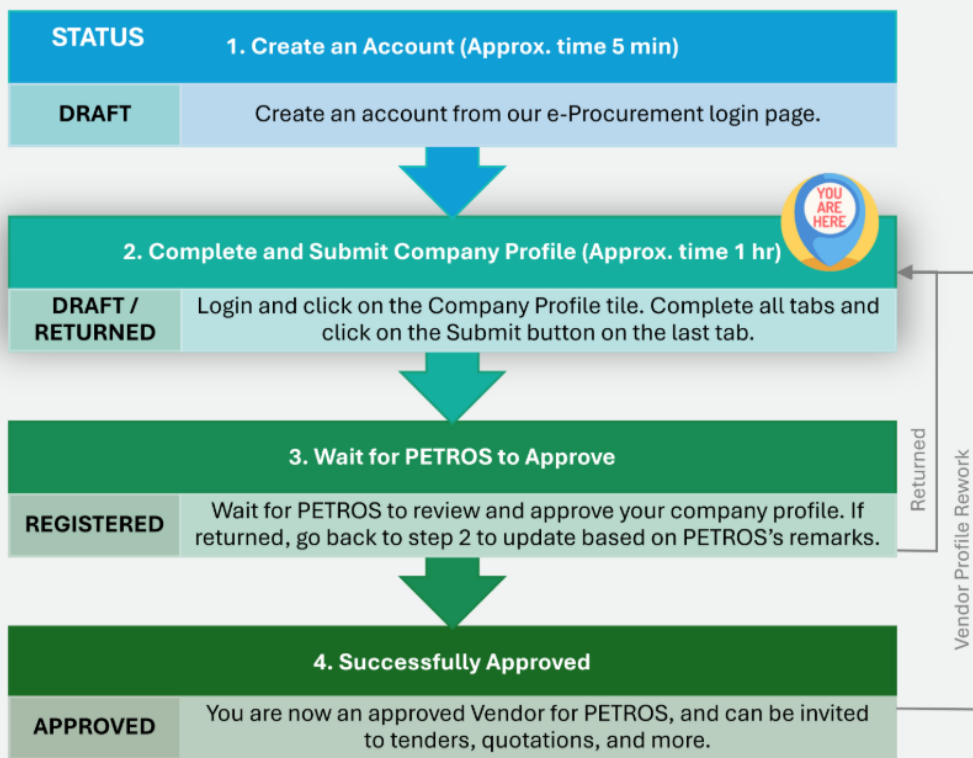


Figure 4: Successful Vendor Account Creation

- You will receive an email notification to **activate your vendor account**. Please check your email junk / spam folder if you do not find it in your inbox. The account activation link is only valid for **14 days**.

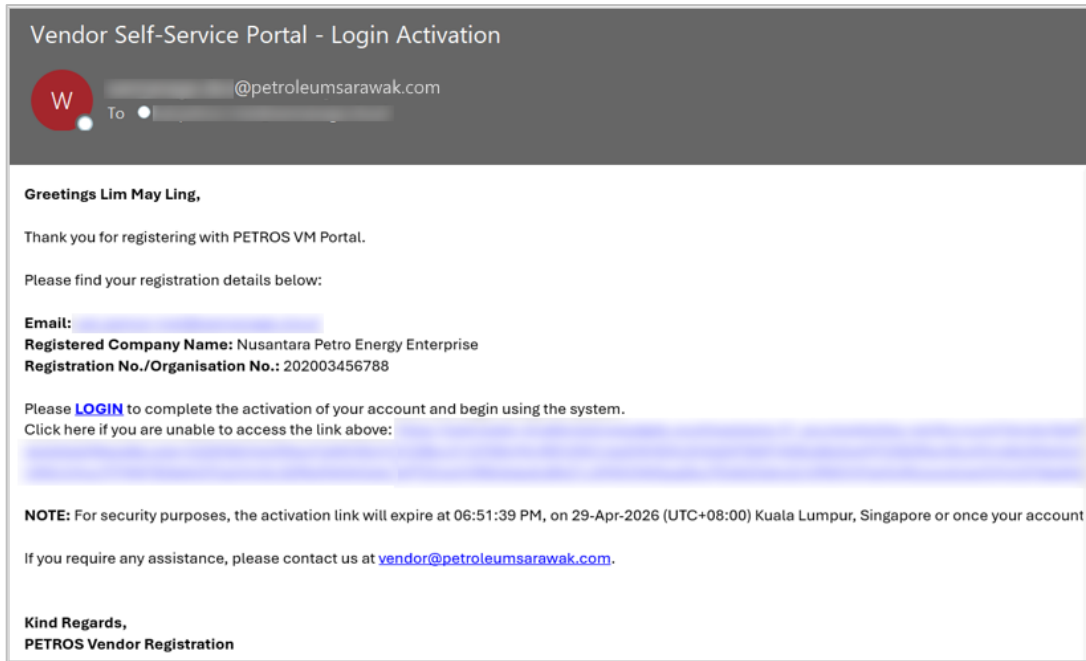



Figure 5: Notification Email - Activate Account


- Click on the hyperlink '**LOGIN**' in the email or the link that is provided. You will be directed to a page to **set your password**.
- Enter your **Password** and click on the **SUBMIT** button.


NOTE:

- The system enforces a 6-month password expiration policy and password history checking. When resetting the password, you will not be allowed to reuse any of your last five (5) passwords.
- The password must include at least one (1) uppercase letter, one (1) lowercase letter, one (1) number, and one (1) special character, with a minimum length of eight (8) characters.

Set Password

Full Name of Business 
Nusantara Petro Energy Enterprise

Registration No. / Organization No. 
202003456788

Email 

* Password
.....

STRONG Password

* Confirm Password
.....

SUBMIT

Figure 6: Set Password

- A message will appear once you have successfully set your password and activated your vendor account.

Set Password

You have successfully set your password. Login now to begin using the system.

LOGIN

Figure 7: Successful Password Setup

- Upon successful activation, an email will be sent to you to complete your vendor account setup and proceed with the remaining steps in the vendor registration process.

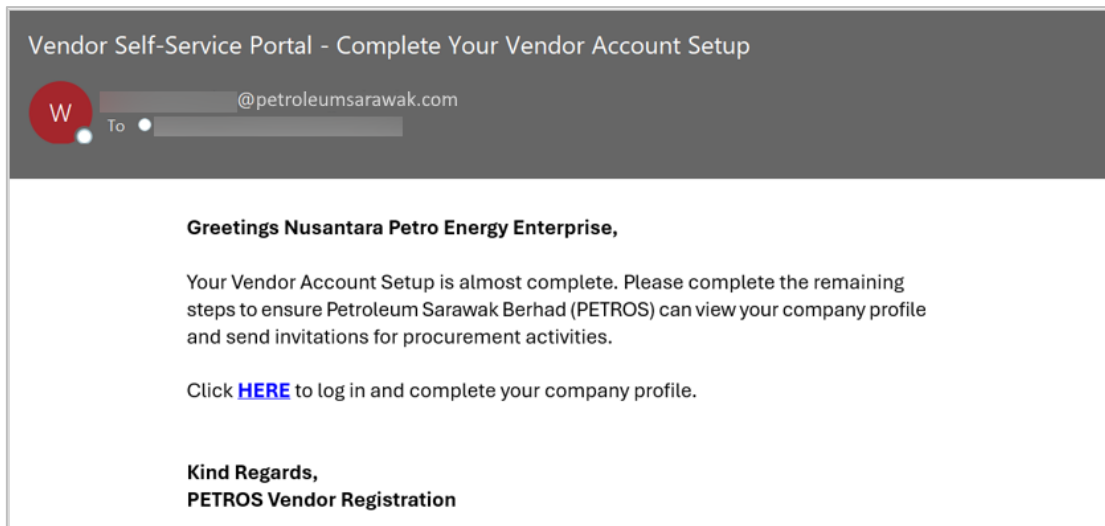


Figure 8: Complete Vendor Account Setup Email

- **LOG IN** to your newly created vendor account to complete and submit your company profile (Refer to section [Login and Complete Company Profile](#))

NOTE: Concurrent logins using the same user account are not permitted. When a user logs in, any other active sessions associated with the same account are automatically logged out.

3 Login and Complete Company Profile

- Once the vendor account is activated, you can log in to the PETROS vendor portal by entering your **Username** (email address) and **Password**.

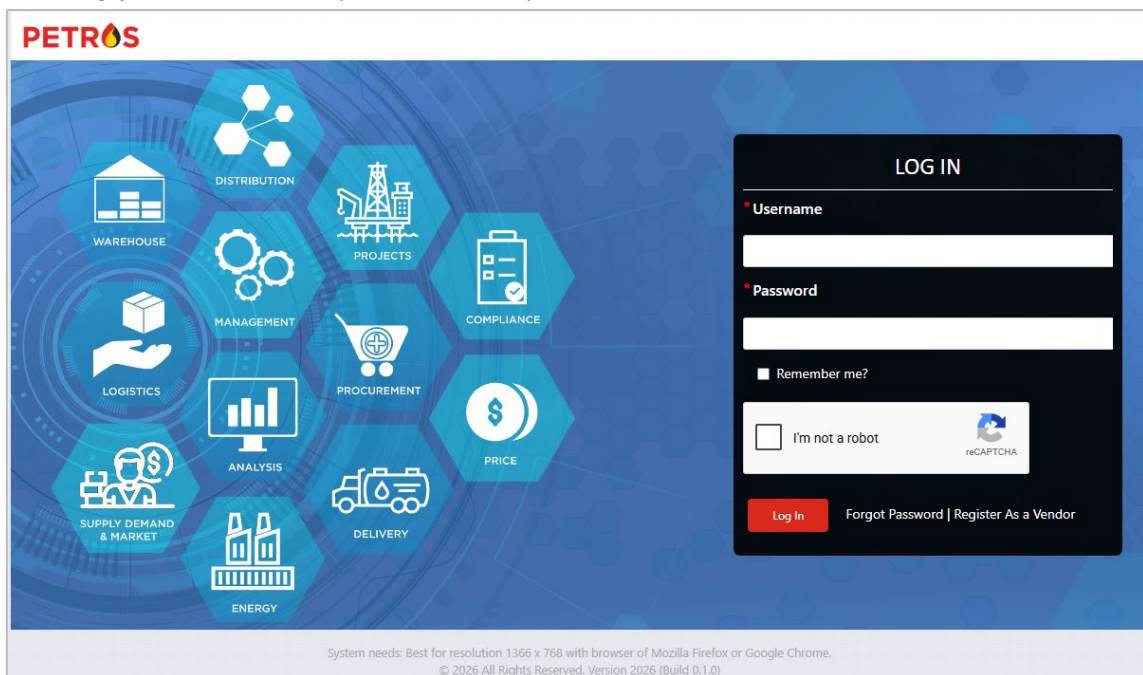


Figure 9: Log In to Vendor Portal

- If the **Username** and **Password** entered are correct, you will be prompted to complete the OTP verification. Enter the OTP sent to your registered email address and click **SUBMIT**.

NOTE: If you do not receive any OTP, you may request a new one by clicking **RESEND OTP**. This option will become available 60 seconds after your previous OTP request.

Figure 10: OTP Verification

3.1 Main Dashboard

- Upon your first log in, you will be redirected to the **DASHBOARD**, where you can view a summary of your Company Profile status. A Company Profile tile marked with an exclamation mark (!) indicates that action is required.
- Click on the **Company Profile** tile to complete your company profile.

Figure 11: Dashboard - Company Profile

- You may also access your Dashboard and Company Profile by clicking on the **App Launcher** (top left corner) and selecting either Dashboard or Company Profile.

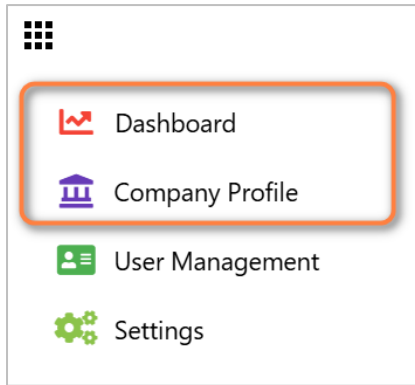


Figure 12: App Launcher button – Dashboard

- You are required to complete your Company Profile and provide detailed information to PETROS for the vendor assessment, review and approval process.
- There are 6 tabs under the Company Profile, namely:
 - [BACKGROUND](#)
 - [CORPORATE STRUCTURE](#)
 - [FINANCIAL INFORMATION](#)
 - [RESOURCES](#)
 - [DOCUMENT UPLOAD](#)
 - [KYC](#)

3.2 Background

- The Background tab contains the basic information about your company.
- There are four (4) sub-tabs in the **BACKGROUND** tab, namely:
 - **Addresses:** Company Business Address, Registered Address & Branch Address
 - **Business Details:** Basic company details and bank account details
 - **Business Activities:** Business activity description, Registration Category (including PETROS' Licence and Work Category (PLWC), supplier type, technical licence, appointment letter from principal manufacturer, past projects, PLWC description, SWEC license), and product / service information
 - **Key Contacts:** Details of the key individuals whom PETROS can contact, typically those responsible for procurement and communications.

3.2.1 Addresses

- In **Addresses**, you will need to provide your business address, registered address, and branch address (if any).

COMPANY PROFILE BACKGROUND ○ CORPORATE STRUCTURE ○ FINANCIAL INFORMATION ○ RESOURCES ○ DOCUMENT UPLOAD ○ KYC ○

StratosEdge Co. (VDR2026-00099) DRAFT VIEW ACTIVITY LOG

Addresses Business Details Business Activities Key Contacts

Full Name of Company [▲]
StratosEdge Co.

Please provide the company's business address.

* Address Line 1 Address Line 2

Address Line 3 * City

* State * Postal Code
-Please select- ▼

* Country Company Website
Malaysia (MY) ▼

* Company Telephone No. ^ℹ Fax No.

Please provide the company's registered address.

* Is your company's registered address same as business address?
 Yes No

* Address Line 1 [▲] Address Line 2 [▲]

Address Line 3 [▲] * City [▲]

* State [▲] * Postal Code [▲]
-Please select- ▼

* Country [▲]
Malaysia (MY) ▼

Figure 13: Background: Business and Registered Addresses

Please provide the branch address.

* Does your company have a branch?
 Yes No

* Branch 1 Name

* Address Line 1 Address Line 2

Address Line 3 * City

* State * Postal Code
-Please select- ▼

* Country
Malaysia (MY) ▼

* Does your company have another branch?
 Yes No

Figure 14: Branch Address

- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Business Details** sub-tab.

3.2.2 Business Details

- In Business Details, please provide all the relevant information, such as the Date of Incorporation, Old Registration / Organisation No., Company Category, SST Registration No., Tax Identification No. (TIN), Tourism Tax Registration Number, MOF Company Registration No., and Previous Company Name (if any).

Figure 15: Background: Business Details

NOTE:

- For the **Company Category** field, you may select more than one (1) option:
 - **Principal/OEM/Manufacturer:** Applicant is the original equipment manufacturer or principal supplier of the products/services.
 - **Dealer/Agent:** Applicant acts as an authorised dealer or agent representing a principal or OEM.
 - **Self-Operated:** Applicant provides services or operates directly without representing another principal or OEM.
 - If you select “**Yes**” for the field “**Has your company ever had a name change before?**”, you are required to provide the **Previous Company Name** field and provide the supporting document in the [DOCUMENT UPLOAD](#) tab. Accepted supporting documents include the **Application for Change of Name – Section 28 OR Form 11 / Form 13A**.
- Under the **Bank Account Details** section, you can add new bank account details by clicking on **+ Add New Record**. This section is optional.

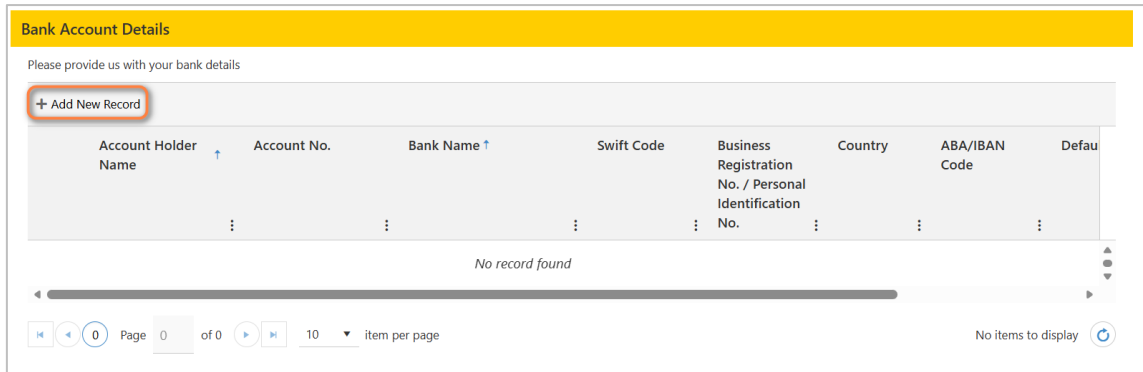


Figure 16: Background: Business Details - Add New Bank Account Details

- Fill in the required information in the **Bank Account Details** form.
- Click the **Default** checkbox to indicate the main account (at least one (1) bank account record must be checked as Default).

Figure 17: Background: Business Details - Bank Account Information

- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Business Activities** sub-tab.

3.2.3 Business Activities

- In the Business Activity Description field, provide a brief description of your registration category as per corporate information in SSM / Borang I (Sarawak Trade Licence) to help PETROS understand your business activities.

Figure 18: Background: Business Details – Business Activity

- In the Registration Category section, click **+ Add New Record**. Then, select all applicable **PLWC categories, main category, sub-category levels 1 and 2** that apply to your company.

NOTE: You can only add up to 25 PLWCs in the system. PLWCs with **Rejected** status are excluded from this count during the profile update.

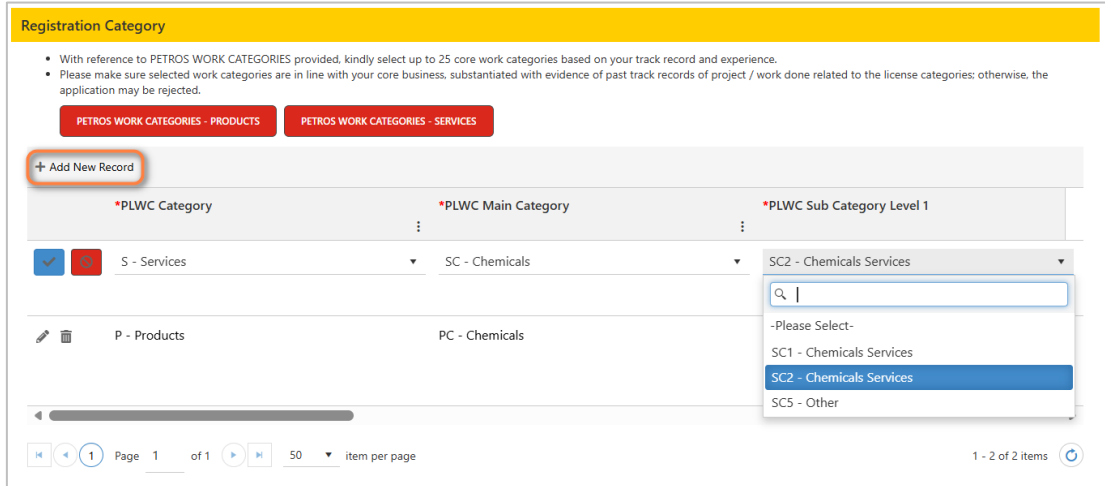


Figure 19: Background: Business Activities – Registration Category (Add New PLWCs)

- Then, select the related **Supplier Type** and enter the **PLWC Description**.

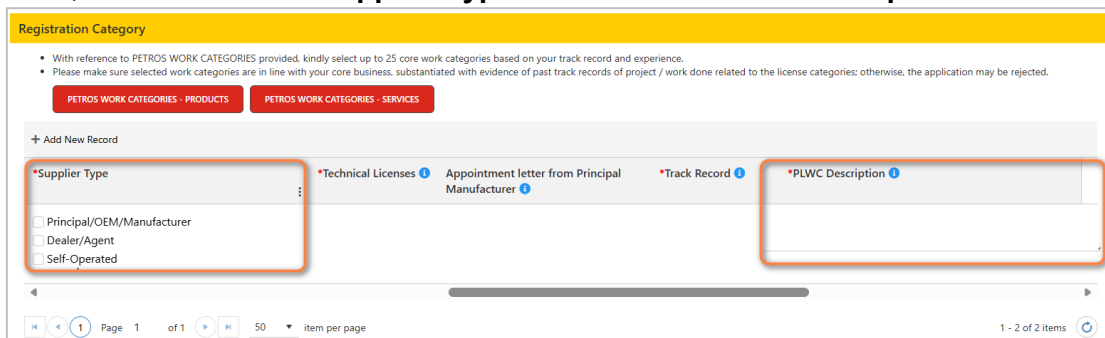


Figure 20: Background: Business Activities – Registration Category (Supplier Type and PLWC Description)

- You may also provide the **SWEC Code** (if any), along with its **SWEC Expiry Date**, before saving the details by clicking the **Update** button.

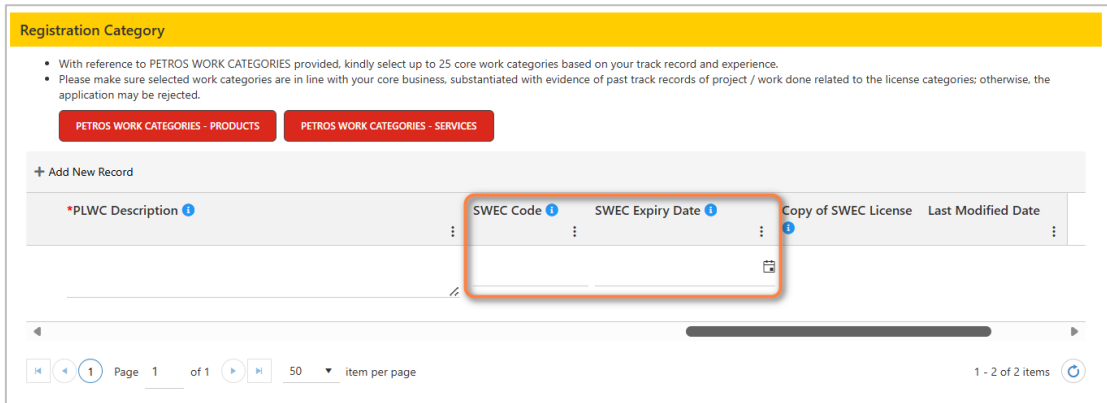


Figure 21: Background: Business Activities – Registration Category (SWEC Code and Expiry Date)

- Once the details are saved, you will need to provide the relevant technical license details and track records for each PLWC added.

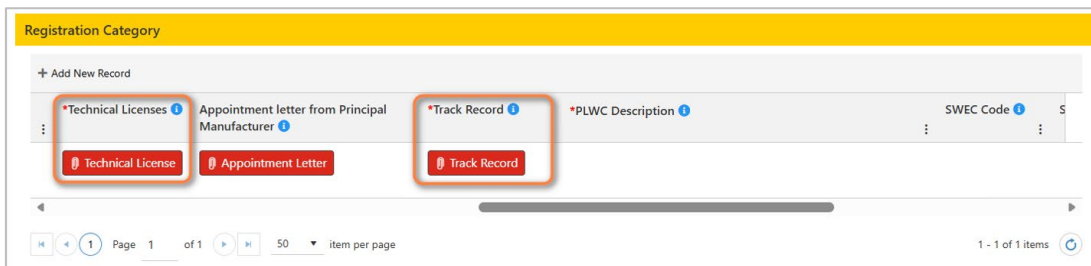


Figure 22: Background: Business Activities – Registration Category (Technical License, Past Project, and Other Related Attachments)

- Click on the **Technical License** button to add the applicable technical license details for the selected PLWC.

NOTE: The system will send an email notification two (2) days before the license expiry date.

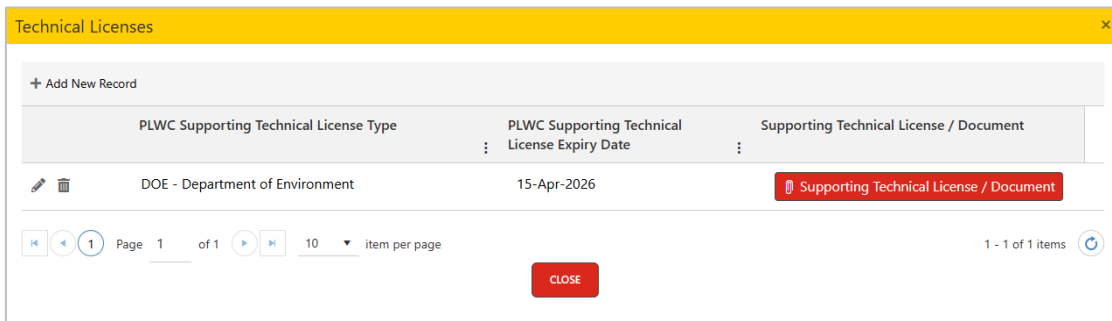


Figure 23: Background: Business Activities – Registration Category – Add New Technical License

- Click the **Track Record** button to upload the relevant track record attachments for the particular PLWC.

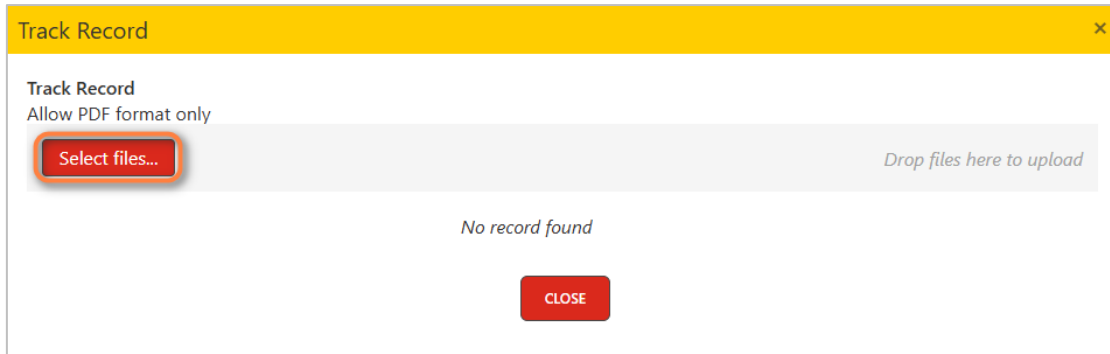


Figure 24: Background: Business Activities – Registration Category – Track Record

- You may also upload the appointment letter from the principal manufacturer (this document is mandatory when **Supplier Type = Dealer/Agent**), as well as a copy of the SWEC license if a SWEC code is provided.
- Under the **Product / Service Information** section, please state if your products / services are made or conducted in Malaysia. This section is optional.

Figure 25: Background: Business Activities – Product Information

- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Key Contacts** sub-tab.

3.2.4 Key Contacts

- In **Key Contacts**, please provide at least two (2) of the company's key contacts, especially those in the Procurement and Communication roles.

COMPANY PROFILE BACKGROUND ✓ CORPORATE STRUCTURE ✓ FINANCIAL INFORMATION ✓ RESOURCES ✓ DOCUMENT UPLOAD ✓ KYC ✓ SUBMISSION

PetroCore Energy Sdn. Bhd. (VDR2026-00132) **DRAFT** [VIEW ACTIVITY LOG](#)

Addresses Business Details Business Activities **Key Contacts**

- These contacts will be used for any formal communications between PETROS Vendor Registration and your company.
- Failure to provide correct details will lead to missed communications.

+ Add New Record

Contact Name: Sarah J. [edit] [delete]

Contact Name: Andrew [edit] [delete]

Page: 1

Key Contact Information

* Contact Name

* Contact Role: -Please select-

Contact Nationality: Malaysia (MY)

* Contact Telephone: +60 E.g. 333445566

* Contact Email: E.g. example@domain.com

Please ensure you enter a valid Corporate / Company Email address.

* Contact Salutation: -Please select-

Contact Designation

Contact Mobile: +60 E.g. 123456789

[SAVE](#) [NEXT](#)

Figure 26: Background: Key Contacts

- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **CORPORATE STRUCTURE** tab.

3.3 Corporate Structure

- There are two (2) sections under **Corporate Structure**, namely:
 - Shareholding Composition
 - Board of Directors
- In the **Shareholding Composition** section, click on **+ Add New Record** to insert the relevant information.

The screenshot shows a web application interface for PetroCore Energy Sdn. Bhd. (VDR2026-00132) in DRAFT mode. A modal window titled "Shareholding Composition Information" is open. The form contains the following fields:

- * Shareholder Salutation: -Please select-
- * Shareholder Full Name: [Text input field]
- * Shareholder Status: -Please select-
- * Shareholder Share %: [Text input field]
- * Shareholder Identification Type: NRIC
- * NRIC: [Text input field]
- * Copy of Shareholder's Identification Document: Allow PDF format only, with a "Select files..." button.

A "SAVE" button is located at the bottom right of the modal. The background shows a sidebar with a "+ Add New Record" button highlighted in a red box.

Figure 27: Corporate Structure: Shareholding Composition

- In **Board of Directors** section, click on **+ Add New Record** to insert the relevant information.

The screenshot shows the same web application interface, but with a modal window titled "Board Of Director Information" open. The form contains the following fields:

- * Director Salutation: -Please select-
- * Director Full Name: [Text input field]
- * Director Sarawakian Status: Yes No
- * Identification Type: Army
- * Army/Passport/Police ID: [Text input field]
- * Copy of Director's Identification Document: Allow PDF format only, with a "Select files..." button.

A "SAVE" button is located at the bottom right of the modal. The background shows a sidebar with a "+ Add New Record" button highlighted in a red box.

Figure 28: Corporate Structure: Board of Directors

- Once completed, you may either click on **SAVE** or click on **NEXT** to proceed with the **FINANCIAL INFORMATION** tab.

3.4 Financial Information

- There are two (2) sub-tabs under **FINANCIAL INFORMATION**, namely:
 - Financial Background
 - Financial Statement

3.4.1 Financial Background

- In **Financial Background**, you may enter the Authorised Capital. This field is optional.

Figure 29: Financial Information

- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Financial Statement** sub-tab.

3.4.2 Financial Statement

- The **Financial Statement** consists of three (3) sets: one for the current year and one for each of the two (2) previous years.

NOTE:

- **Year (Y)**: A dropdown that consists of the last 5 years, including the current year.
- **Year (Y-1)**: Automatically fills in the year (1 year prior to the first column) once **Year (Y)** is selected.
- **Year (Y-2)**: Automatically fills in the year (2 years prior to the first column) once **Year (Y)** is selected.

- Select the **Financial Statement Type** for your organisation. There are three (3) available options:
 - Audited Financial Report
 - Bank Statement
 - Not Applicable

NOTE: Vendors with the related Business Type should provide:

- **Sole Proprietorship & Partnership:** Income Statement & Balance Sheet for the last financial year
 - **Sdn. Bhd. / Private Limited & Berhad / Limited:** Latest three (3) years' annual audited financial reports
- You may need to fill in the Financial Statement information after selecting the relevant Financial Statement Type for a particular year.
 - If **Financial Statement Type = Not Applicable**, the justification must be entered in the **N/A Reason Code** field.

The screenshot shows a web application interface for entering financial statement data. At the top, there are navigation tabs: COMPANY PROFILE, BACKGROUND, CORPORATE STRUCTURE, FINANCIAL INFORMATION (active), RESOURCES, DOCUMENT UPLOAD, and KYC. Below the tabs, the company name 'Nusantara Petro Energy Enterprise (VDR2026-00130)' and status 'DRAFT' are displayed, along with a 'VIEW ACTIVITY LOG' button. The main section is titled 'Financial Statement' and contains instructions: 'Please provide the following financial statements (including the related documents) based on the business type: Sole Proprietorship & Partnership: Income Statement & Balance Sheet for the last financial year; Sdn. Bhd. / Private Limited & Berhad / Limited: Latest 3 years' annual audited financial reports'. The form is organized into three columns for Year (Y), Year (Y-1), and Year (Y-2). Each column has a dropdown for 'Financial Statement Type' (set to 'Bank Statement'), input fields for 'Opening Balance (MYR)' and 'Closing Balance (MYR)', and an 'Attachments' section with a 'Select files...' button and a 'Drop files here to upload' area. At the bottom, there are 'BACK', 'SAVE', and 'NEXT' buttons.

Figure 30: Financial Information: Financial Statement

- Once completed, you may either click on **SAVE** to save the record or click on **NEXT** to proceed with the **RESOURCES** tab.

3.5 Resources

- There are two (2) sub-tabs under **RESOURCES**, namely:
 - Personnel
 - Plant & Machineries

3.5.1 Personnel

- In the Personnel section, under **Staff Information**, enter your company's staff composition. Input the number of employees for each category, and the system will automatically calculate the percentage for each category and the total number of staff.

The screenshot shows a web application interface for 'PetroCore Energy Sdn. Bhd. (VDR2026-00132) DRAFT'. The 'RESOURCES' tab is active. Under the 'Personnel' sub-tab, the 'Staff Information' section is highlighted in yellow. It contains a form with the following data:

* Number of Sarawakian Staff	* Number of Non-Sarawakian Staff	* Number of Non-Malaysian Staff	Total Number of Staff
110 (61.11%)	50 (27.78%)	20 (11.11%)	180

Below the form, there is a section for 'Organizational Chart & Payroll Details' with a 'Select files...' button and a file named 'Organizational Chart.pdf'.

Figure 31: Resources: Personnel – Staff Information

- Click on **SAVE** to save the record or click on **NEXT** to proceed with the **Plant & Machineries** sub-tab.

3.5.2 Plant & Machineries

- In Plant & Machineries, click on **+ Add New Record** to insert new entries in the Plant and Machinery sections. This sub-tab is optional.

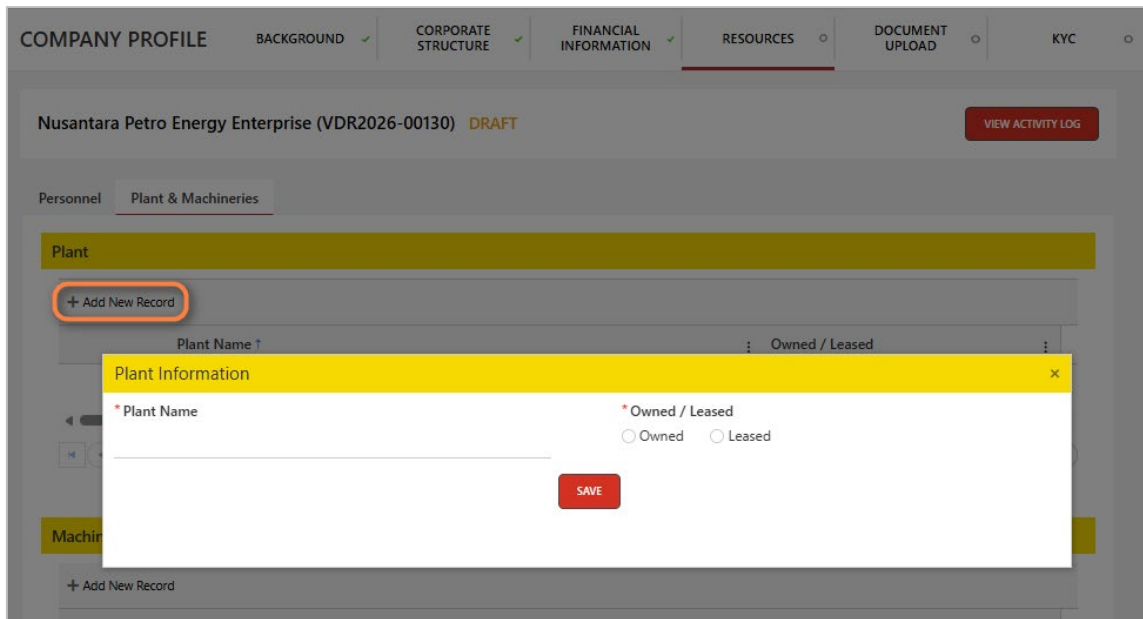


Figure 32: Resources: Plant & Machineries - Plant

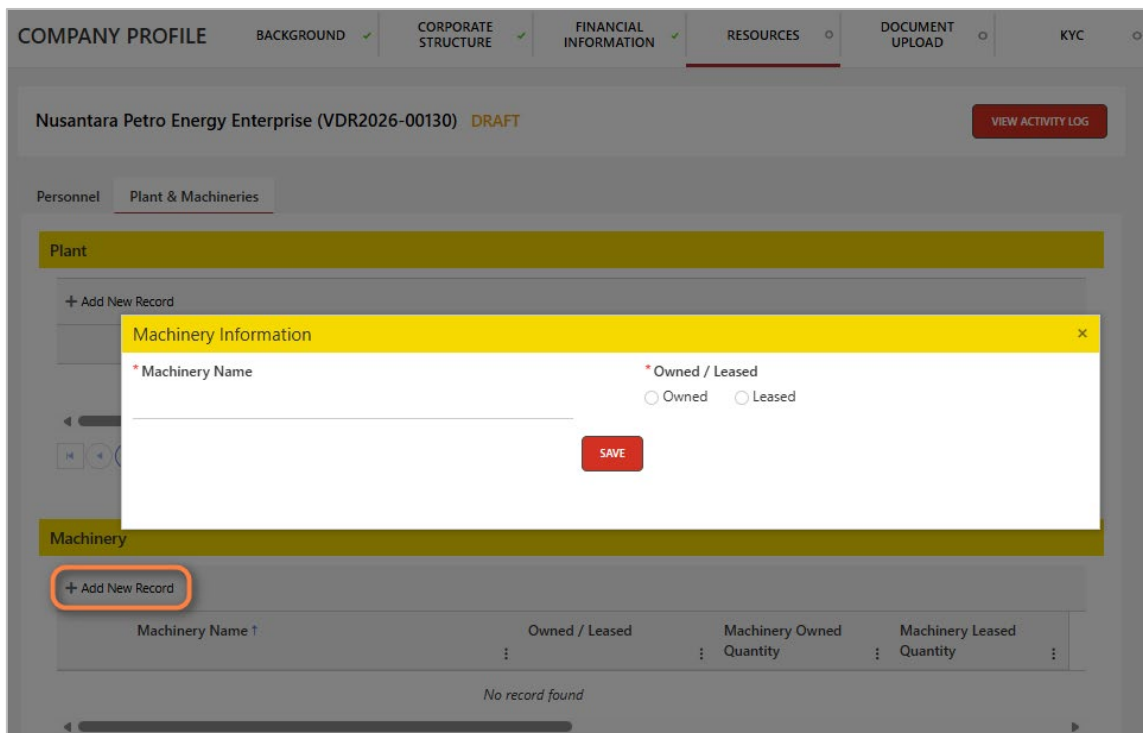


Figure 33: Resources: Plant & Machineries - Machinery

- Once completed, click on **SAVE** to save the record or click on **NEXT** to proceed with the **DOCUMENT UPLOAD** tab.

3.6 Document Upload

- In **DOCUMENT UPLOAD**, you are required to upload the related supporting documents. A list of all required documents are listed at the top of the page.
 - The following documents are required for all vendors, where applicable:
 - **Suruhanjaya Syarikat Malaysia (SSM) certificate** – Section 14 OR Form 24, Form 44, and Form 49 (applicable only for vendors with **Business Type** = “Sdn.Bhd./Private Limited” and “Berhad/Limited”)
 - **Certification of Incorporation of Private Company** – Section 17 OR Form 9
 - **Notification of Appointment of First Company Secretary** – Section 58 & 236(2) OR Form 49
 - **Trade License issued by LHDN Sarawak** – Borang I or Lesen Perniagaan from local authorities
 - **Company profile** containing full details of the company’s track record, including project title, scope, year, location, etc.
 - **Authorised Signatory Letter** issued by the company’s Bank.
 - Notice of Registration – Section 15 is required if your company’s date of incorporation is after the year 2015.
- NOTE:** For profile updates, depending on the changes made, you will be required to upload the relevant supporting documents for the following changes:

Changed Field / Section	Required Supporting Documents
Full Name of Company	Application for Change of Name – Section 28 or Form 11 / Form 13A
Company’s Business Address	Notice of Change in the Business/Branch Address and/or Nature of Business – Practice Directive 2/2017
Company’s Registered Address	Notice of Change in the Registered Address – Section 46(3) or Form 44
Registration Category	Notice of Change in the Business/Branch Address and/or Nature of Business – Practice Directive 2/2017
Shareholding Composition	Notification of Change in the Register of Members – Section 51
Board of Directors	Notification of Change in the Register of Directors, Managers, and Secretaries – Section 58 OR Form 49

Table 2: Required Supporting Documents for Changed Field / Section during Profile Update

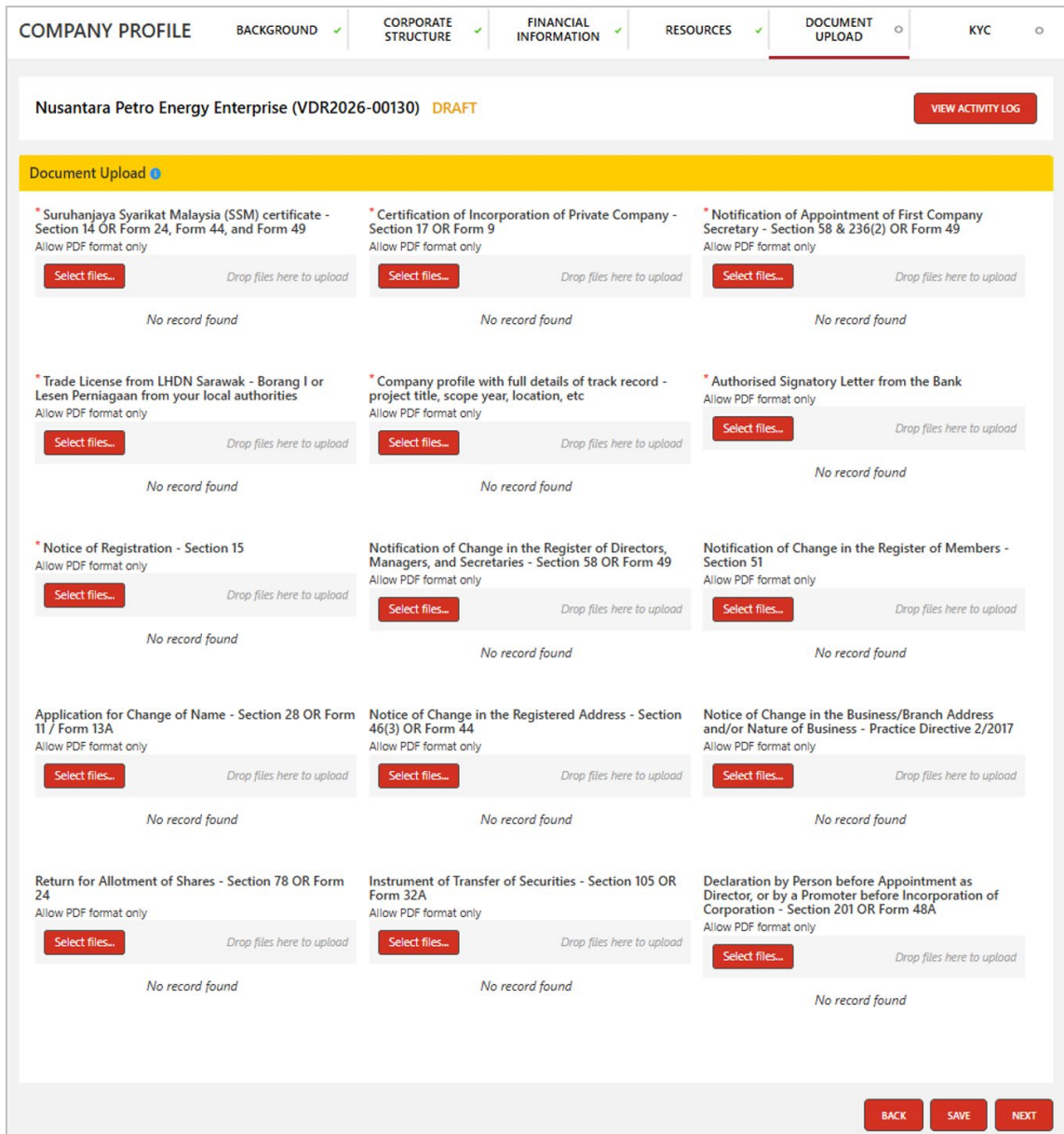


Figure 34: Document Upload

- Click on **Select Files** to upload a document.

NOTE:

- The filename cannot contain the following characters: " # % & * : < > ? \ / { } ~ | ' + = ; .
- Each document will be uploaded immediately after it is selected. The maximum file size for each document will be based on the settings.
- You can click on the **View** icon to preview the documents in the web browser or click on the **Delete** icon to remove the documents after saving them.

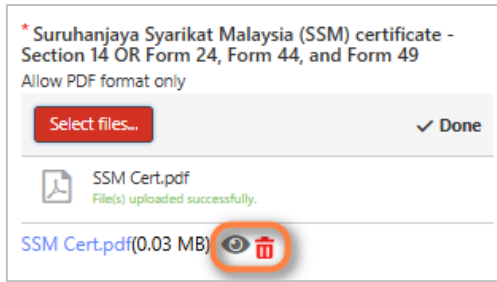


Figure 35: Document Upload: View or Delete

- Once your documents are uploaded, click on **SAVE** or **NEXT** to proceed with the **KYC** tab.

3.7 KYC

- In **KYC** (Know Your Counterparty), you will need to fill in or select the appropriate response (Yes/No) for each question, along with the required details (if applicable).

Figure 36: KYC

- Once completed, click on **SAVE** to save the record and click on **NEXT** to proceed with the **SUBMISSION** tab.

3.8 Submission

- In the **SUBMISSION** tab, you may review the summary of your company profile. Under the **Privacy Policy & Acknowledgement** section, select the checkboxes to indicate your agreement to PETROS' Privacy Policy & Acknowledgement, then click the **SUBMIT** button.

NOTE: This tab will only be displayed once the other tabs are completed.

COMPANY PROFILE
BACKGROUND ✓
CORPORATE STRUCTURE ✓
FINANCIAL INFORMATION ✓
RESOURCES ✓
DOCUMENT UPLOAD ✓
KYC ✓
SUBMISSION

Nusantara Petro Energy Enterprise (VDR2026-00130) DRAFT
VIEW ACTIVITY LOG

Company Profile Summary

<p>Full Name of Company Nusantara Petro Energy Enterprise</p> <p>Business Type Sole Proprietorship</p> <p>Malaysian Company BRN 202003456788</p>	<p>Authorized Capital 65,000,000.00</p> <p>Paid-Up Capital / Bank Balance 18,000,000.00</p>
---	---

Company Registered Address

<p>Address Line 1 Lot 3287, Jalan Miri-Bintulu Coastal Road</p> <p>Address Line 3 Oil & Gas Supply Base Complex</p> <p>State Sarawak</p> <p>Country Malaysia</p>	<p>Address Line 2 Senadin Industrial Zone</p> <p>City Miri</p> <p>Postal Code 98000</p>
--	--

Nature of Business

PLWC Category	Main Category Name	PLWC Sub Category Level 1	PLWC Sub Category Level 2
S - Services	SJ - General Equipment	SJ3 - Gas Cylinder Services	SJ300001 - LPG Cylinder Maintenance
P - Products	PC - Chemicals	PC2 - Process Chemicals	PC200004 - Blended Chemicals

Page 1 of 1 10 item per page 1 - 2 of 2 items

Shareholding Composition

Shareholder Salutation	Shareholder Full Name ↑	Shareholder Status	Shareholder Share %	NRIC/Army/Passport/Police ID
Mr.	Ahmad Firdaus bin Rahman	Sarawakian	80	880721123456
Ms.	Christine Wong	Foreign	20	A12345678

Page 1 of 1 10 item per page 1 - 2 of 2 items

Staff Information

Number of Sarawakian Staff	Number of Non-Sarawakian Staff	Number of Non-Malaysian Staff
150 68.18%	50 22.73%	20 9.09%

Privacy Policy & Acknowledgement

I have read and agree to the [Privacy Policy](#) and the data given above are true and accurate

By submitting, you acknowledge that any incorrect or misleading information may lead to rejection of your application

BACK
SUBMIT

Figure 37: Submission

- A confirmation message will be displayed before the company profile is submitted. Click **SUBMIT** if all details provided are accurate.

NOTE: Once the company profile has been submitted, you will not be able to edit the information until after the 30-day cooldown period following the approval date.

The screenshot shows a 'Staff Information' table with the following data:

Number of Sarawakian Staff	Number of Non-Sarawakian Staff	Number of Sarawakian Staff in Staff	Total Number of Staff
110	50	110	180

A yellow 'Submit' dialog box is overlaid on the table, containing the text: 'Please note that any changes to the data submitted will only be allowed after 30 days from the approval date.' Below the text are 'Cancel' and 'Submit' buttons. Below the dialog box is the 'Privacy Policy & Acknowledgement' section with two checked checkboxes. At the bottom right, there are 'BACK' and 'SUBMIT' buttons.

Figure 38: Submission – 30-day Cooldown Period

- After submission, a success message will appear at the top of the screen, confirming that your company profile has been successfully submitted for registration.

The screenshot shows a progress bar with the following steps: COMPANY PROFILE, BACKGROUND ✓, CORPORATE STRUCTURE ✓, FINANCIAL INFORMATION ✓, RESOURCES ✓, DOCUMENT UPLOAD ✓, KYC ✓, and SUBMISSION. Below the progress bar, the company name 'Nusantara Petro Energy Enterprise (VDR2026-00130)' is displayed with a '[SUBMITTED]' status. A 'VIEW ACTIVITY LOG' button is visible. A green banner at the bottom contains the message: 'Company profile successfully submitted for registration.'

Figure 39: Company Profile Submitted

- You may download the **Personal Data Protection Act (PDPA) Consent Clause** in PDF format by clicking **GENERATE PDPA**.

The screenshot shows a form for generating the PDPA. It is divided into two sections: 'Please provide the company's registered address.' and 'Please provide the branch address.' The first section includes fields for: 'Is your company's registered address same as business address?' (Yes/No), 'Address Line 1' (123 Jalan 456), 'Address Line 2' (Area 51), 'Address Line 3' (Bandar 789), 'City' (KL), 'State' (Perak), and 'Postal Code' (55678). The second section includes a field for 'Does your company have a branch?' (Yes/No). At the bottom right, there are 'NEXT' and 'GENERATE PDPA' buttons.

Figure 40: Generate PDPA



PDPA Consent Clause

By Submitting this Form, you hereby agree that Petroleum Sarawak Berhad and its Group of Companies ("PETROS"), may collect, obtain, store and process your personal data that you provide in this Form for the purpose of registering as a Vendor with PETROS.

You hereby give your consent to PETROS to:

1. Personal information to establish your identity and background such as your full name, passport or identity card number, nationality and religion.
2. Store and process your personal data
3. Disclose your Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes.

Figure 41: PDPA Consent Clause

- You can also view the **Profile Completeness** progress bar on your **DASHBOARD** page track the completion status of your Company Profile.

NOTE: This profile completeness progress bar reflects only the completion status of the main company profile. It does not indicate the completion status of profile updates, renewals, or reapplications.

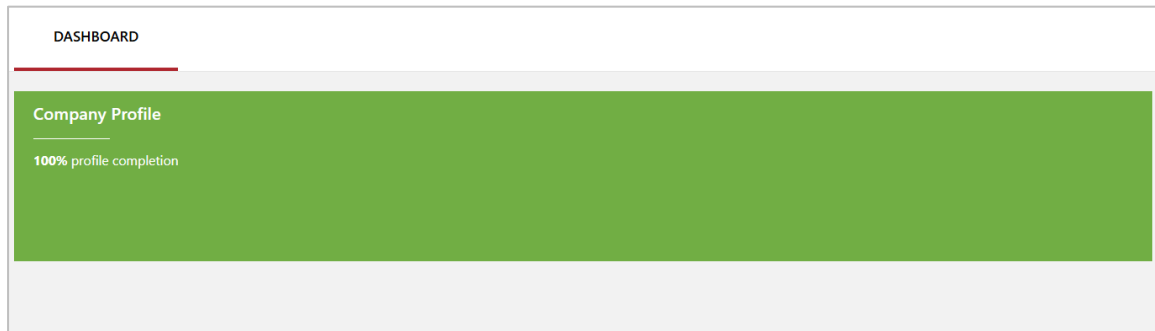


Figure 42: Dashboard - Profile Completeness

- Upon submission, your status will be changed to '**SUBMITTED**', and you will receive a notification email confirming your submission.

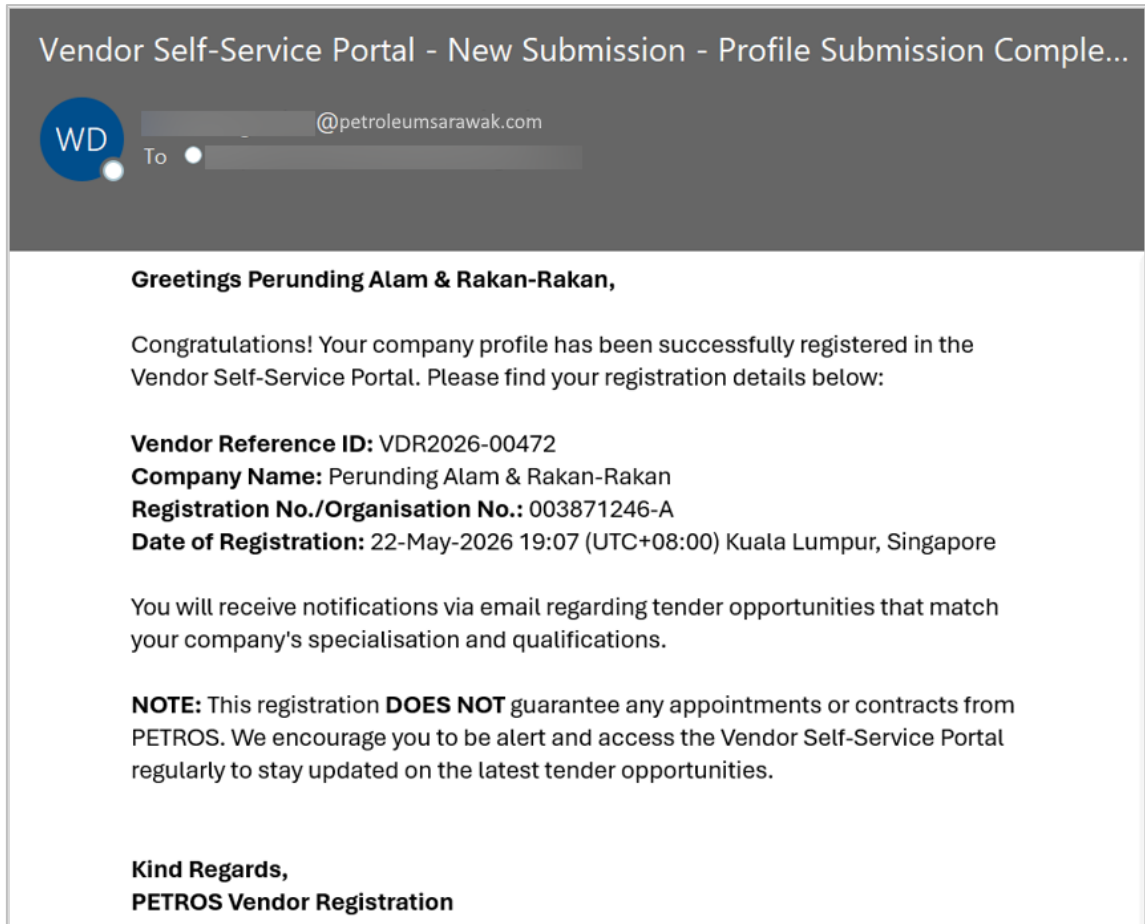


Figure 43: Notification Email – Company Profile Submission

NOTE:

- In some cases, PETROS may return your company profile to request additional information required for further review.
- Upon approval, you will receive a **Company Profile approval email** from PETROS. In the case of partial approval, a Letter of Regret will also be included.
- You may download your vendor certificate via the link provided in the approval email. Your registration is valid for three (3) years from the date of approval.
- If your company profile is rejected, you will receive a **Letter of Regret** from PETROS, which will include the rejected PLWC(s) and the reasons for rejection.
- The company profile status, sub-status, and their explanations are provided for your reference:

Status	Sub-Status	Explanation
Draft		Company profile pending submission, renewal, or reapplication
	Submitted	Company profile has been submitted and is pending PETROS assessment, review, and approval
Returned		Company profile has been returned by PETROS for additional information or is pending company profile update by you

Status	Sub-Status	Explanation
Approved		Company profile has been approved by PETROS
Approved	Pending Renewal	Company profile is within 90 days of expiry and pending renewal
Approved	Expired	Company profile has expired
Rejected		Company profile has been rejected by PETROS

Table 3: Company Profile Status and Sub-Status

3.9 History

- Upon approval of your company profile, the **HISTORY** tab will appear after the **SUBMISSION** tab. This tab displays your company profile version history, including records of new registrations, profile updates, renewals, or reapplications, as well as pending edits for profile updates, renewals, or reapplications.

NOTE: You may click on the following buttons:

- **VIEW MAIN PROFILE:** To view the history of the main company profile record.
- **VIEW PROFILE DETAILS:** To view the history or pending changes for updates, renewals, or reapplications. The system will highlight any changes submitted in profile updates.
- **GENERATE CERTIFICATE:** To download the vendor certificate in PDF format.

No.	Company Profile Submission Date	Company Profile Submission Type	Vendor Certificate No.	Company Profile Details	Company Profile Status	Company Profile Sub-Status	Company Profile Approval Date
3		Vendor Profile Update		Returned			
2	09-Apr-2026 22:04	Vendor Profile Update	P260112(1)	Approved		09-Apr-2026 22:06	
1	09-Apr-2026 02:07	New Vendor Profile	P260112	Approved		09-Apr-2026 21:39	

Figure 44: History

4 Request for Profile Update, Renewal, Reapplication

4.1 Request for Profile Update

- For company profiles with **Status = Approved**, requests to update the company profile may be submitted after the 30-day cooldown period from the approval date.

NOTE: Key contacts information may be added or updated at any time and it not subject to the 30-day cooldown period, provided the company profile has already been approved.

- To do so, click on the **'REQUEST FOR UPDATE'** button.

Please provide the company's registered address.

* Is your company's registered address same as business address? Yes No

* Address Line 1

Address Line 2

Address Line 3

* State

* City

* Country

* Postal Code

Please provide the branch address.

* Does your company have a branch? Yes No

NEXT **REQUEST FOR UPDATE** **GENERATE PDPA**

Figure 45: Company Profile: Request for Update

- In the **DETAILS** tab, enter the **Description of Changes**, then click **NEXT**.

COMPANY PROFILE **DETAILS**

Melati Trading Sdn. Bhd (VDR2026-00125) **APPROVED** **VIEW ACTIVITY LOG**

Details

No.

Company Profile Submission Type

Vendor Certificate No.

VRC Meeting Number

Company Profile Status

Company Profile Sub-Status

* Description of Changes

RETURN TO MAIN PROFILE **NEXT**

Figure 46: Company Profile: Request for Update - Details

- Once **NEXT** is clicked, a Company Profile update record with the status **Returned** will be displayed after the **DETAILS** tab.

COMPANY PROFILE DETAILS **BACKGROUND** ✓ CORPORATE STRUCTURE ✓ FINANCIAL INFORMATION ✓ RESOURCES ✓ DOCUMENT UPLOAD ✓ KYC ✓ SUBMISSION

Melati Trading Sdn. Bhd (VDR2026-00125) **RETURNED** VIEW ACTIVITY LOG

Addresses Business Details Business Activities Key Contacts

Change in Full Name of Company ⓘ

Full Name of Company

Please provide the company's business address.

Change in Company's Business Address ⓘ

* Address Line 1 Address Line 2

Address Line 3 * City

* State * Postal Code

Figure 47: Company Profile: Request for Update - Status Returned

- You may then update the required information, except for fields that remain locked.

NOTE: You will need to select the checkbox and confirm the changes for the following fields or sections, and provide the supporting document stated in the section [Document Upload](#):

- Full Name of Company
- Company's Business Address
- Company's Registered Address
- Registration Category
- Shareholding Composition
- Board of Directors

Please provide the company's registered address.

Change in Company's Registered Address ⓘ

* Is your company's registered address same as business address? Yes No

* Address Line 1 Address Line 2

Address Line 3 * City

* State * Postal Code

* Country

Confirmation ✕

Are you sure you want to edit your company's registered address? Upon confirmation, this will be considered a change to this section.

Figure 48: Company Profile: Request for Update - Change to Registered Address

- Click **SUBMIT** when you have finished making updates (Refer to section [Submission](#)).

4.2 Request for Profile Renewal

- For company profiles with **Status = Approved**, the **Sub-status** will change to **Pending Renewal** 90 days before the expiry date. The system will automatically send renewal

reminder emails 90, 60, and 30 days prior to expiry. A renewal application may then be submitted to PETROS before the registration expires.

- To do so, click on the **'RENEW'** button.

Please provide the company's registered address.

* Is your company's registered address same as business address? Yes No

* Address Line 1

Address Line 2

Address Line 3

* State

* City

* Country

* Postal Code

Please provide the branch address.

* Does your company have a branch? Yes No

[NEXT](#) [RENEW](#) [GENERATE PDPA](#)

Figure 49: Company Profile: Renew

- In the **DETAILS** tab, enter the **Description of Changes**, then click **NEXT**.

COMPANY PROFILE **DETAILS**

Kaltrex Nova Solutions Sdn. Bhd. (VDR2026-00088) APPROVED [PENDING RENEWAL] [VIEW ACTIVITY LOG](#)

Details

No.

Company Profile Submission Type

Vendor Certificate No.

VRC Meeting Number

Company Profile Status

Company Profile Sub-Status

* Description of Changes

[RETURN TO MAIN PROFILE](#) [NEXT](#)

Figure 50: Company Profile: Renew - Details

- Once **NEXT** is clicked, a Company Profile update record with the status **Draft** will be displayed after the **DETAILS** tab.

Figure 51: Company Profile: Renew – Status Draft

- You may then fill in the required information for all tabs, except for fields that remain locked (Refer to section [Login and Complete Company Profile](#)).

NOTE: For profile renewal, the majority of fields will be cleared for you to refill with updated company information.

- Click **SUBMIT** in the **SUBMISSION** tab once you have completed filling in the details in all tabs.

NOTE: For vendor profiles that are not renewed before the profile expiry date, the system will mark the profile as expired and send an email notification regarding the profile expiration.

4.3 Request for Profile Reapplication

- For company profiles with status = **Rejected**, and after 30 days from the rejection date, you can submit requests for company profile reapplication to PETROS.
- To do so, click on the '**REAPPLY**' button.

Please provide the company's registered address.

* Is your company's registered address same as business address? Yes No

* Address Line 1 Address Line 2

Address Line 3 * City

* State * Postal Code

* Country

Please provide the branch address.

* Does your company have a branch? Yes No

Figure 52: Company Profile: Reapply

- In the **DETAILS** tab, enter the **Description of Changes**, then click **NEXT**.

COMPANY PROFILE DETAILS

Nusantara Petro Energy Enterprise (VDR2026-00119) REJECTED VIEW ACTIVITY LOG

Details

No. <input type="text" value="5"/>	Company Profile Submission Type <input type="text" value="Vendor Reapplication"/>
Vendor Certificate No. <input type="text"/>	VRC Meeting Number <input type="text"/>
Company Profile Status <input type="text"/>	Company Profile Sub-Status <input type="text"/>

* Description of Changes

Figure 53: Company Profile: Reapply – Details

- Once **NEXT** is clicked, a Company Profile update record with the status **Draft** will be displayed after the **DETAILS** tab.

Figure 54: Company Profile: Reapply – Status Draft

- You may then fill in the required information for all tabs, except for fields that remain locked (Refer to section [Login and Complete Company Profile](#)).
- NOTE:** For profile reapplication, the majority of fields will be cleared for you to refill with updated company information.
- Click **SUBMIT** in the **SUBMISSION** tab once you have completed filling in the details in all tabs.

5 System Header Bar

5.1 Last Login

- The date and time of your last login session are displayed at the top right corner. If the information displayed does not match the latest login activity, this may indicate that your account has been compromised, and you should change your password immediately.

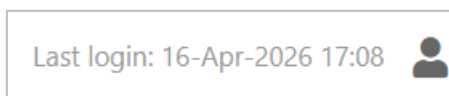


Figure 55: Last Login

5.2 Account

- The user (👤) icon contains three options: **My Profile**, **Change Password**, and **Log Off**.

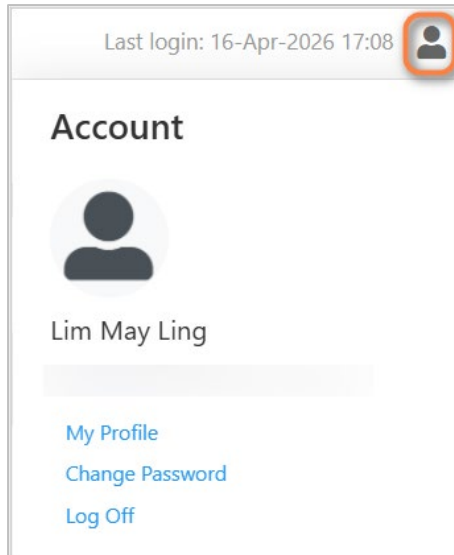


Figure 56: Account

- **My Profile:** Allow users to view and update their profile details, including full name (as per NRIC / passport), Mobile Number, Time Zone, and Security Question and Answer.

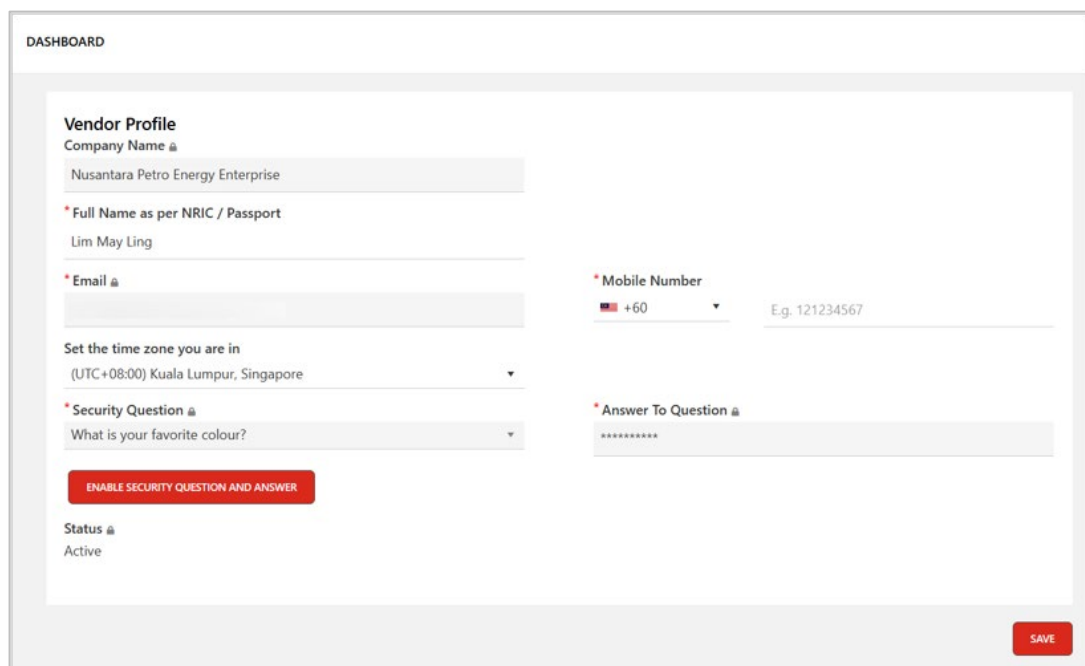


Figure 57: Account - My Profile

NOTE:

- The Full Name supports the following special characters: Apostrophe ('), Hyphen (-), Period (.), Accented Characters, Parentheses ((,)), Comma (,), Slash (/), and @ symbol.
- To change the security question and answer, you will need to provide the answer for the old security question.

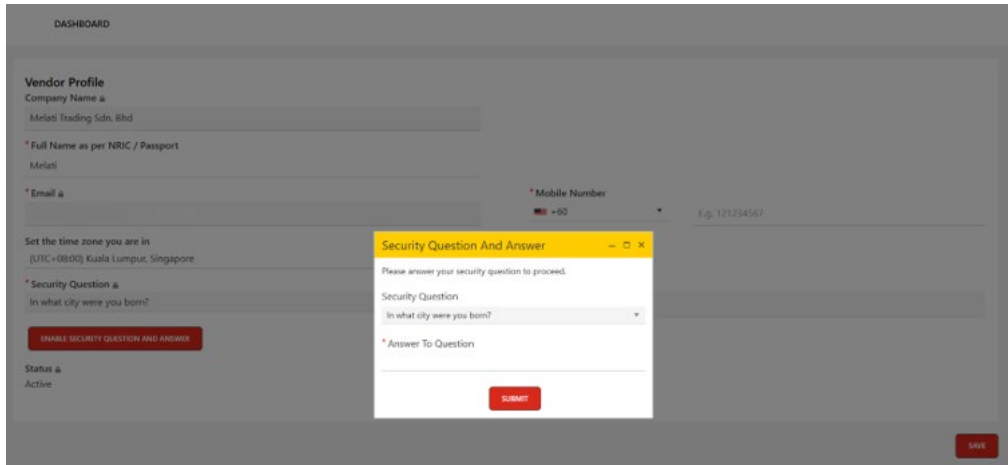


Figure 58: Account - My Profile – Change Security Question and Answer

- **Change Password:** Allow users to change their password. You will need to enter the old password to set a new password.

The image shows a 'Change Password' form with the following fields and a button:

- Change Password** (Section Header)
- * Email (with a lock icon)
- * Old Password
- * New Password
- * Confirm New Password
- SUBMIT** (Red button)

Figure 59: Account - Change Password

- **Log Off:** Click to sign out of your vendor account.

6 Manage Users

6.1 Add Users

You can create additional user accounts under your company. This allows multiple users in your company to access the **PETROS Vendor Portal** to manage your company profile.

- To create new users, click on the **App Launcher** (top left of the page), and select **User Management**.

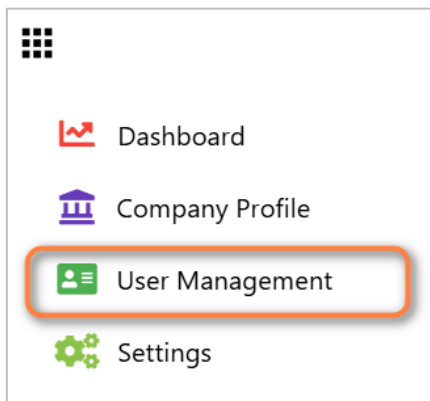


Figure 60: User Management

- Click on the **+ ADD USER** button in the **Vendor User Listing** page.

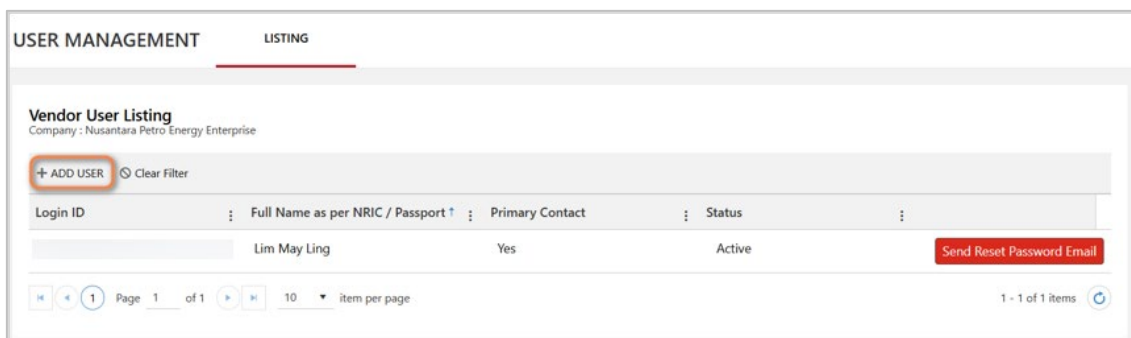


Figure 61: Vendor User Listing

- Fill in all the required fields in the Vendor User Details form.

NOTE:

- Full Name (as per NRIC / Passport) supports the following special characters: Apostrophe ('), Hyphen (-), Period (.), Accented Characters, Parentheses ((,)), Comma (,), Slash (/), and @ symbol.
- All Vendor users will have the same role, with permission to access the company profile in the system.
- Email addresses must be unique for each user.

Figure 62: Vendor User Details Form

- Upon saving, click on the **Send Activation Email** button to send an activation email to the newly registered user.

NOTE: Newly registered users are required to activate their account before they can log in to the system.

Figure 63: Vendor User Details – Send Activation Email

6.2 Edit or Deactivate Users

- To edit or deactivate existing users, click on the App Launcher (top left of the page), and select **USER MANAGEMENT**.
- Select the user's Login ID to edit or deactivate.

USER MANAGEMENT		LISTING	
Vendor User Listing Company : Nusantara Petro Energy Enterprise			
+ ADD USER Clear Filter			
Login ID	Full Name as per NRIC / Passport †	Primary Contact	Status
	Alicia Tan Jia En	No	Not Activated
	Lim May Ling	Yes	Active
			Send Activation Email
			Send Reset Password Email
Page 1 of 1 10 item per page			1 - 2 of 2 items

Figure 64: Vendor User Listing

- This will display the details of that user. You can:
 - Update the Full Name (as per NRIC / Passport), Mobile Number, or Time Zone by editing the information and clicking on the **SAVE** button.
 - Deactivate a user by clicking on the **DEACTIVATE** button.
 - Reset a user’s password by clicking on the **SEND RESET PASSWORD EMAIL** button. The user will receive an email with a link to change their password.

Vendor User Details	
Company Name <small>▲</small> Nusantara Petro Energy Enterprise	Primary Contact <input type="checkbox"/>
* Full Name as per NRIC / Passport Lim May Ling	* Mobile Number +60 E.g. 121234567
Email <small>▲</small>	Time Zone (UTC+08:00) Kuala Lumpur, Singapore
Status <small>▲</small> Active	
CANCEL SAVE DEACTIVATE SEND RESET PASSWORD EMAIL	

Figure 65: Vendor User Details

7 Unlock Account

- You have **five (5) attempts** to enter your password and **three (3) attempts** to enter your OTP correctly before your account is locked. If the username or password is incorrect, “**Invalid login attempt**” will be displayed.

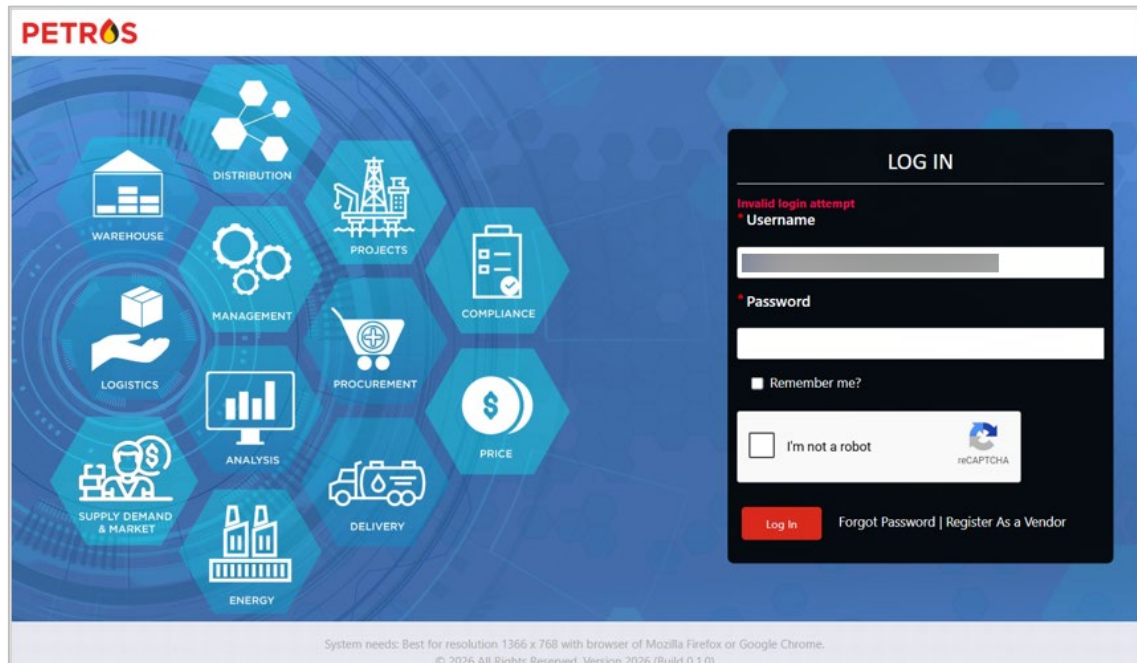


Figure 66: Incorrect Login Username or Password

- A locked out message will be displayed if you have reached the maximum number of login attempts:

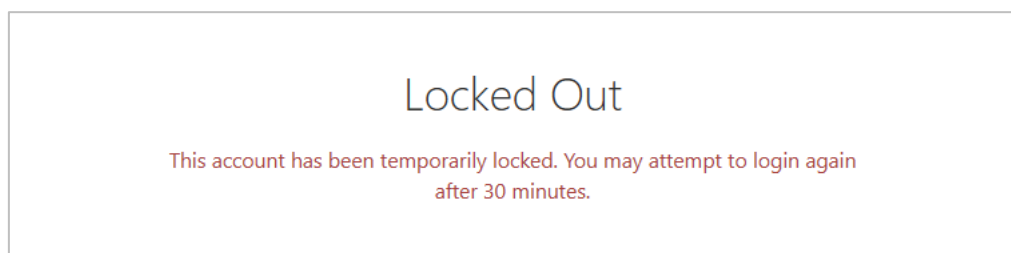


Figure 67: Locked Out Account

- If your account is locked, you can choose either:
 - Wait 30 minutes for the system to automatically unlock your account. Then, click “**Forgot Password**” to reset your password and regain access to your account.
 - Contact another user under your vendor account (if any) and ask them to trigger a password reset link for you.
 - If there is no other users under your vendor account, contact PETROS to request assistance in unlocking your account and triggering a password reset.

8 Forgot Password

- You can reset your password by clicking on **Forgot Password** on the login page.

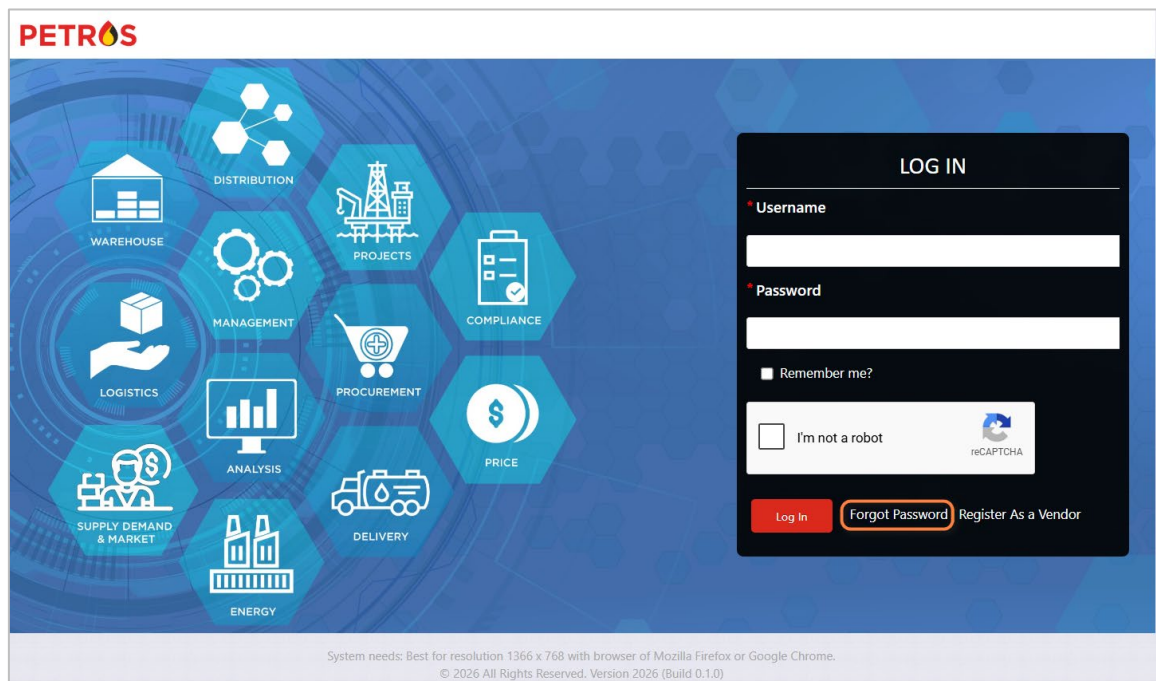


Figure 68: Forgot Password

- You will be prompted to enter your registered email. Click **SUBMIT** to proceed to the next step.

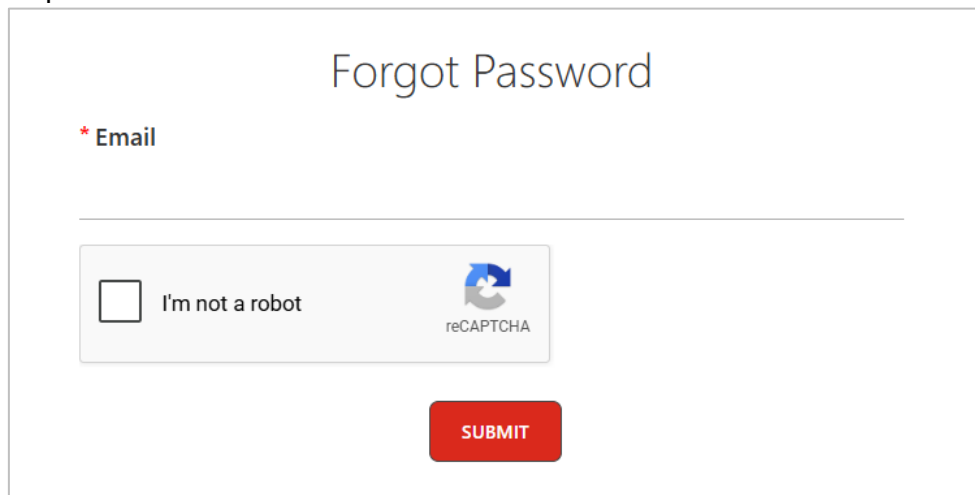
The image shows the 'Forgot Password' email entry form. The title 'Forgot Password' is centered at the top. Below it is a label '* Email' followed by a text input field. Underneath the input field is a reCAPTCHA widget with the text 'I'm not a robot' and the reCAPTCHA logo. At the bottom center of the form is a red 'SUBMIT' button.

Figure 69: Forgot Password – Email

- If the entered email is valid, you will be required to answer your Security Question.

Forgot Password

Security Question

In what city were you born?

* Answer to Question

BACK SUBMIT

Figure 70: Forgot Password – Answer to the Security Question

- If the answer is correct, a **Forgot Password** email will be sent to you, which will allow you to reset your password.

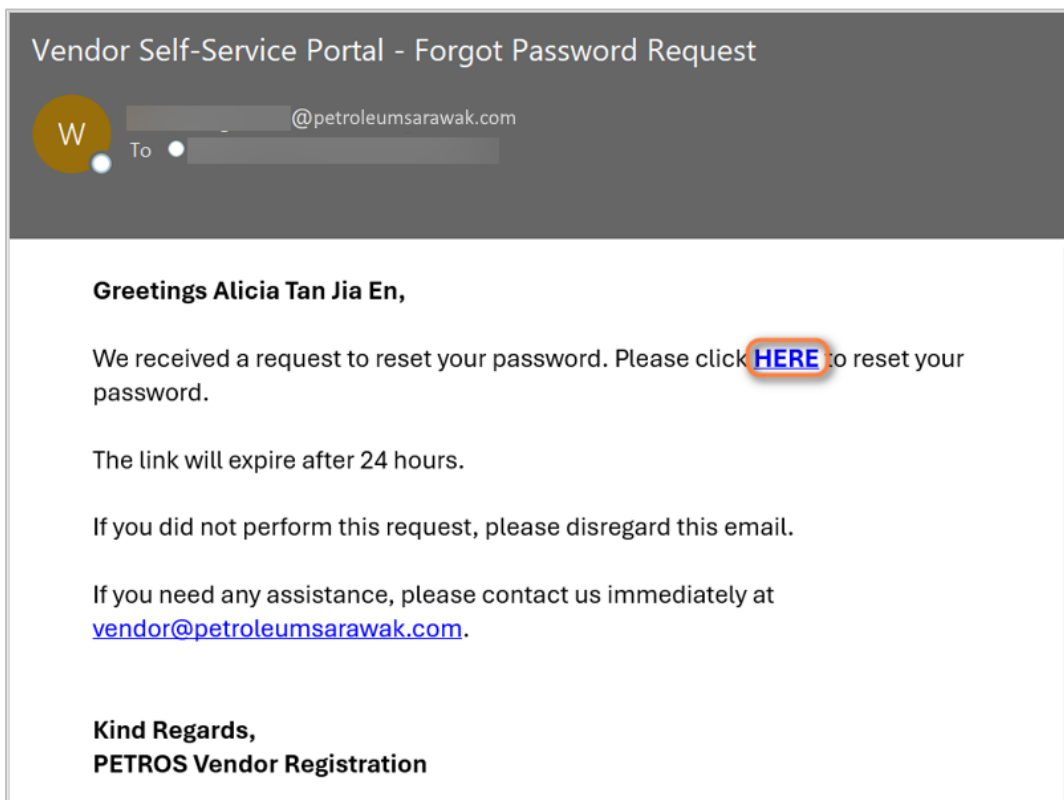





Figure 71: Forgot Password Request Email

- To reset your password, click **HERE**. You will be redirected to the **Set Password** page. Enter your new password and confirm it, then click the **RESET** button to submit.

Set Password

Full Name of Business 

Registration No. / Organization No. 

Email 

*** Password**

*** Confirm Password**

SUBMIT

Figure 72: Set Password

- A confirmation message will be displayed once your password has been successfully reset. You can now log in to the system.

Reset Password Confirmation

You have successfully reset your password. Login now to begin using the system.

LOGIN

Figure 73: Reset Password Confirmation