

# NEW USER (Step 1)

# 1) Click at "New User Register"

LOGIN FOR KPRJ E-REG QUALIFICA	
<b>%</b> Kl	PRJ
Login	
Username :	
Password :	
SUBMIT	
»New User Register	Forget Password?
Powered By:	
Eligibility requirements of registratic Consultant:	n as a Contractor or
i. Contractor	
<ul> <li>Registered with Construction Indu (CIDB).</li> </ul>	stry Development Board
<ul> <li>Certificate of Registration is still v date of application for registration</li> </ul>	

- ii. Consultant
- Degistered with the Professional Roard / Institution for each

## 2) Fill up all information

Business Field : * Contractor Consultant Supplier		
Company Name : *	Company Reg No : *	
ST/GST Reg No :	Email Id : *	
*		
Correspondence Address : *	Telephone : *	
=ax :	Mobile No : *	
•	Password · *	
Jsername : * Check Availability 🔇	Password : *	
Jsername : * Check Availability	Password : *	
	Password : *	
erson in Charge	Password : *	
erson in Charge		
erson in Charge	Position : *	
Jsername : * Check Availability erson in Charge Name : * Mobile No : *	Position : *	



#### 3) Click Submit

#### \* Noted : Please record your own Username & Password.

NEW USER REGISTR	RATION						
------------------	--------	--	--	--	--	--	--

# NEW USER (Step 2)

#### 1) Received confirmation registration from E-Mail



2) User must get Activation E-Mail. If not received any confirmation/activation E-mail within 3 days Office Hour, please Contact KPRJ (07-2358377) and talk to representative department (Cost & Contract: Siti, Earzuan & Farahniz)





# **E-Registration for Contractor**

1) Login using register Username & Password after get notification E-mail (Activation).

#### https://www.regkprj.com.my/

LOGIN FOR KPRJ E-REG QUALIFICA	
<b></b>	PRJ
Login	,
Username : mohamadnor1	2
Password :	
SUBMI	
»New User Register	Forget Password?

#### Then click submit

2)User will see Dashboard interface. Please check your current information. If have any different information, user can update. Then Click Update

DASHBOARD	MY PROFILE	
My Profile	MTPROFILE	
Certificate	Company Name : Supplier ABC	
Background	Company Reg No : 12345677-T	
2.Experience	SST/GST Reg No :	
Product	345678998-T	
ocuments nfirmation	Email Id : *	Correspondence Address : *
Logout	kprjmeeting2@gmail.com	Jalan Bertam Taman Daya, 81100 Johor Bahru
5		
	Telephone :	Fax :
	601370146	6072359377
	Mobile : *	Username : * Check Availability 🍳
	601370146	mohamadnor1234
	Password :	
	•	
	Type of Supplying : * Communication Tools Mechanical and Electrical Work Landscape Clothes Print	Stationery       Supply of Building Materials         Hygiene       Safety         Building Materials       ICT Requirements         Foods and Drinks       Transportation         Sports Equipment       Building Maintenance         Medical       Construction Machinery
	Person in Charge	
	Name : *	Position : *
	MOHAMAD NOR BIN JUMAIN	Ам
	Mobile No : *	Email Id : *
	601370146	kprjmeeting2@gmail.com

E-REGISTRATION USER MANUAL

# 3) Interface from Supplier (step 1) Background

	Don't jump. Plea step by ste	
a DASHBOARD ▲ My Profile	Background	
Environme E	Step Background Experience Produc	Confirmation
E-REG (Supplier)       1.Background       2.Experience       3.Product	Company Name : Supplier ABC Company Reg No : 12345677-T	
Documents Confirmation	Correspondence Address : * Jalan Bertam	Registered Address:
Logout	Taman Daya, 81100 Johor Bahru	
	Telephone : *	Fax :*
	601370146	6072359377
	Email ID : *	Establishment of Company : *
	kprjmeeting2@gmail.com	Enter Year Of Incorporation
Full Fill all	Equity : *	Company Location : *
information include	O Bumiputera O Non-Bumiputera Expiry Date of Company Registration : *	O Johor O Non-Johor
Document	Enter Expiry Date of Company Registration	
	Director 1: *	Director 2:
	Enter Director	Enter Director
	Please tick checkbox if registered **	Make Sure Tick/Click all information which is related Submit

4) Click next to go to next step after finish fill in information.



# 5)Step 2 (Experience)

DASHBOARD     My Profile	Name of Customers (in similar Indust	info	ormation which is	
III Certificate	Step Background Experience Produc	ct Documents Checklist	Confirmation	
E-REG (Supplier)				
1.Background				<b>A</b> 🕀
2.Experience	# Name of Customers/Client	Details of Services	Year of Services	Status Action
3.Product		No Records For	und	
Documents	Is there a good track record? :			
Confirmation		Click	k Button to Add	
➡ Logout				Submit

Fill up all information then **Submit**. If more than 1, just click Add Button.

DASHBOARD	Name of Customers (in	eimilar Industrie	e/Experience)				
🔺 My Profile		Similar maasare	Sale Aperience)				
Certificate	Step Background Experier	ce Product	Documents	Checklist	Confirmation		
E-REG (Supplier)	Name of Customer Client : *			Year	of Services : *		
I.Background	Enter Name Of Customer Clier	it		Ente	er Year Of Services		
2.Experience	Details of Services : *						
3.Product	Enter Details Of Service	5					
onfirmation							
Logout							
							10
	Status : *  Completed On-going			se Ins forma	ert All tion	Submit	Back

### Sample

Name of Customers (in simila	ar Industries/Experience)		
Step Background Experience	Product Documents Checklist Confi	mation	
	Click Button to	Delete	•
# Name of Customers/Client	Details of Services	Year of Services	Status Action
1 Hospital Permai	Supply Sanitize Item & Equipment	2	Completeo 🗵 🗷
Is there a good track record? :			↑
• Yes () No			
			Submit
	Name of Customers (in similar         Step       Background       Experience         # Name of Customers/Client       1         1       Hospital Permai	Name of Customers (in similar industries/Experience)         Step       Background       Experience       Product       Documents       Checklist       Confir         Click Button to         # Name of Customers/Client       Details of Services         1       Hospital Permai       Supply Sanitize Item & Equipment         Is there a good track record? :	Step         Background         Experience         Product         Documents         Checklist         Confirmation           Click Button to Delete           # Name of Customers/Client         Details of Services         Year of Services           1 Hospital Permai         Supply Sanitize Item & Equipment         2           Is there a good track record? :



# 6) Step 3 (Product)

DASHBOARD	Prod	uct					Click Button to	Add	
🚢 My Profile	Tiou	uot				_			
III Certificate	Step	Background	Experience	Product	Documents	Checklist	Confirmation		
I≣ E-REG (Supplier)									
1.Background									•
2.Experience	# T)	ype of Produc	t	Name	of Product		Purpose of Product	Ac	tion
3.Product					No	Records Fo	ound		

## Fill up all information then **Submit**. If more than 1, just click Add Button.

DASHBOARD	Product			
My Profile	Floudet			
Certificate	Step Background Experience	ce Product Documents Che	cklist Confirmation	
E-REG (Supplier)	Type of Product : *		Name of Product : *	
1.Background	Hand Sanitize		MOPS	
2.Experience	Purpose of Product : *			
3.Product	Hand Sanitize			
Documents		Please I	nsert All	
Confirmation		Inform	nation	
Description: Logout			inderoni	
			Subr	nit Back
ple				_
		Click Button to A	dd More Product	
DASHBOARD	Product			
My Profile				
Certificate	Step Background Experience	ce Product Documents Che	ecklist Confirmation	
E DEC (Supplier)				
E-REG (Supplier)				
1.Background	# Type of Product	Name of Product	Purpose of Product	Action
1.Background 2.Experience	# Type of Product 1 Hand Sanitize	Name of Product	Purpose of Product Hand Sanitize	Action
1.Background 2.Experience 3.Product				
1.Background 2 Experience 3.Product Documents	1 Hand Sanitize 2 Thermometer Stand	MOPS MOPS	Hand Sanitize To Hold Thermometer	⊗ ⊄
1.Background 2.Experience 3.Product Documents Confirmation	1 Hand Sanitize	MOPS MOPS	Hand Sanitize	⊗ ⊄
1.Background 2.Experience 3.Product Documents Confirmation	1 Hand Sanitize 2 Thermometer Stand Product recognize by *	MOPS MOPS Click B	Hand Sanitize To Hold Thermometer	⊗ ⊄
1.Background 2.Experience 3.Product Documents Confirmation	1 Hand Sanitize 2 Thermometer Stand Product recognize by* Yes No Payment Term* 30 days and above OB	MOPS MOPS Click B	Hand Sanitize To Hold Thermometer utton to Delete	⊗ ⊄
1.Background 2.Experience 3.Product Documents Confirmation	1 Hand Sanitize 2 Thermometer Stand Product recognize by *	MOPS MOPS Click B elow 30 days issued *	Hand Sanitize To Hold Thermometer utton to Delete	© r
1.Background 2.Experience 3.Product	1 Hand Sanitize 2 Thermometer Stand Product recognize by * Yes No Payment Term * 30 days and above B Max Supply Duration after PO	MOPS MOPS Click B elow 30 days issued *	Hand Sanitize To Hold Thermometer utton to Delete	© r
1.Background 2.Experience 3.Product Documents Confirmation	<ol> <li>Hand Sanitize</li> <li>Thermometer Stand</li> <li>Product recognize by *         <ul> <li>Yes</li> <li>No</li> </ul> </li> <li>Payment Term *             <ul></ul></li></ol>	MOPS MOPS Click B elow 30 days issued * 2 Weeks and above stem? :	Hand Sanitize To Hold Thermometer utton to Delete	© r
1.Background 2.Experience 3.Product Documents Confirmation	1       Hand Sanitize         2       Thermometer Stand         Product recognize by *       Yes         Yes       No         Payment Term *       30 days and above         30 days and above       B         Max Supply Duration after PO       Not more than 2 weeks (         Is there a functional quality sy       Yes         Yes       No         Is the product adequate and re       Yes         Yes       No         Are sample of products , test re	MOPS MOPS Click B elow 30 days issued * 2 Weeks and above stem? :	Hand Sanitize To Hold Thermometer utton to Delete Click Bu	© r
1.Background 2.Experience 3.Product Documents Confirmation	1       Hand Sanifize         2       Thermometer Stand         Product recognize by *       Yes         Yes       No         Payment Term *       30 days and above         30 days and above       B         Max Supply Duration after PO       Not more than 2 weeks (         Is there a functional quality sy       Yes         Yes       No         Is the product adequate and re       Yes         Yes       No         Are sample of products , test r       Yes         Yes       No         Is the pricing competitive? :	MOPS MOPS Click B click B Click B 2 Weeks and above stem? : diable? :	Hand Sanitize To Hold Thermometer utton to Delete Click Bu	© r
1.Background 2.Experience 3.Product Documents Confirmation	1       Hand Sanitize         2       Thermometer Stand         Product recognize by *       Yes         Yes       No         Payment Term *       30 days and above         30 days and above       B         Max Supply Duration after PO       Not more than 2 weeks (         Is there a functional quality sy       Yes         Yes       No         Is the product adequate and re       Yes         Yes       No         Are sample of products , test r       Yes         Yes       No         Is the pricing competitive? :       Yes         Yes       No	MOPS MOPS Click B clow 30 days issued * 2 Weeks and above stem? : aliable? : reports or referral(for service con	Hand Sanitize To Hold Thermometer utton to Delete Click Bu	© d
1.Background 2.Experience 3.Product Documents Confirmation	1       Hand Sanifize         2       Thermometer Stand         Product recognize by *       Yes         Yes       No         Payment Term *       30 days and above         30 days and above       B         Max Supply Duration after PO       Not more than 2 weeks (         Is there a functional quality sy       Yes         Yes       No         Is the product adequate and re       Yes         Yes       No         Are sample of products , test r       Yes         Yes       No         Is the pricing competitive? :	MOPS MOPS Click B clow 30 days issued * 2 Weeks and above stem? : aliable? : reports or referral(for service con	Hand Sanitize To Hold Thermometer utton to Delete Click Bu	© d © d utton to View
1.Background 2.Experience 3.Product Documents Confirmation	1       Hand Sanitize         2       Thermometer Stand         Product recognize by *       Yes         Yes       No         Payment Term *       30 days and above         30 days and above       B         Max Supply Duration after PO       Not more than 2 weeks (         Is there a functional quality sy       Yes         Yes       No         Is the product adequate and re       Yes         Yes       No         Is the product adequate and re       Yes         Yes       No         Is the product adequate and re       Yes         Yes       No         Is the product adequate, test r       Yes         Yes       No         Is the pricing competitive? :       Yes         Yes       No         Do you provide any warranty of       Yes	MOPS MOPS Click B clow 30 days issued * 2 Weeks and above stem? : aliable? : reports or referral(for service con	Hand Sanitize To Hold Thermometer utton to Delete Click Bu	© d © d utton to View



# 7) Step 4 (Document)

All attachment / supporting document must be **CERTIFIED TRUE COPY** 

DASHBOARD	Documents
La My Profile IIIII Certificate	Step Background Experience Product Documents Checklist Confirmation
I.Background	All attachment / supporting document must be CERTIFIED TRUE COPY.
2.Experience	Background Experience Product
3.Product Documents	A Copy of Company Profile : Choose File No file chosen
Confirmation	Upload

All Document in PDF Format. Scan and Upload

📀 Open				x	G zimbra vs exchange - Google S × 🔇 KPRJ SDN BHD. × + O 🗆 🗃 🐹
OO MNJ > Download	ds ▶ 🕶 🗸	Search Downloads		٩	🖈 🖪 😹 🌲 🚯 🗄
Organize 👻 New folder		• ▼ ▼		_	elcome mohamadnor1234!   Tuesday, July 13, 2021 12:07:26 PM Logout
Favorites     Desktop     Orcative Cloud Files     Downloads     Recent Places     Toropbox     OneDrive     Libraries     Documents     Music     Pitures     Videos	3         5         5         5         5         5         5         5         5         5         5         7         8         8         7         8         5         6         3         3         4         7         7         8         5         6         3         3         4         9         7         7         8         6         6         8         7         8         7         8         8         8         8         8         8         8         8         8         8         8         8         8         8         8         8         8         4         4         8         8         4         4         4         8         8         8         8         8         4			•	Ict Documents Checklist Confirmation
File name: 5_6	€ Adaba Asrahat Dasumant	All Files (*.*) Open	₹ Cancel	•	be CERTIFIED TRUE COPY.
3.Product Documents Confirmation	Cho	py of Company Profi ose File No file chos Jpload			

# **Document Background to Upload**

M DASHBOARD	Documents				
📤 My Profile					
E Certificate	Step         Background         Experience         Product         Documents         Checklist         Confirmation				
E-REG (Supplier)					
1.Background	*All attachment / supporting document must be CERTIFIED TRUE COPY.				
2.Experience	Background Experience Product				
3.Product	A Copy of Company Profile :				
Documents	Choose File 5_622173964468815.pdf				
Confirmation					
€ Logout	Upload				



# Document Experience to Upload

BASHBOARD     Angle Angl	Documents
E Certificate	Step Background Experience Product Documents Checklist Confirmation
I.Background	All attachment / supporting document must be CERTIFIED TRUE COPY.
2.Experience	Background Experience Product
3.Product Documents	Past photo : Choose File No file chosen
Confirmation	Upload

#### **Document Product to Upload**

B DASHBOARD     Arron Profile	Documents					
i≣ Certificate	Step         Background         Experience         Product         Documents         Checklist         Confirmation					
I.Background	All attachment / supporting document must be CERTIFIED TRUE COPY.					
2.Experience	Background Experience Product					
3.Product Documents Confirmation	A Copy of Product Catalogue : Choose File No file chosen					
€ Logout	Upload					
	A Copy of Product Certificate : Choose File No file chosen					
	Upload					



## 11) Confirmation

Noted: Please check all information Once submit, form is non-editable until further notice.

#### Sample:

***Once submit, form is non-editable until further not	ice.							
Name of Company	Supplier ABC (Company No: 12345677-T)							
Correspondence Address	Jalan Bertam Taman Daya, 81100 Johor Bahru							
Registered Address	Jalan Bertam							
Telephone No	601370146							
Fax No	6072359377							
Email	kprjmeeting2@gmail.com							
Establishment of Company	2010							
Equity	Bumiputera							
Company Location	Johor							
Expiry Date of Company Registration	01-07-2023							
Director	Director 1: Hussein Mohd Nor Director 2: Siti Khadijah							
ISO	Yes 2010/2011 5567898-T Expiry Date: 31-07-2024							
Name of Customers (in similar Industries/Evanianes)	Name of Customers/Client	Details of Services	Year of Services	Status				
Name of Customers (in simillar Industries/Experience)	Hospital Permai	Supply Sanitize Item & Equipment	2	Completed				
Good Track Record	Yes							
	Type of Product	Purpose of Product Name of Pro		ct				
Product	Hand Sanitize	Hand Sanitize	MOPS					
	Thermometer Stand	To Hold Thermometer	MOPS					
Product Recognization								
Payment Term								
Supply Duration After PO Issued								
Functional Quality System								
Product Adequate and Reliable								
Sample of Products Availability								
Pricing Competitive								
Warranty of Products								
Product Award								
Warranty of Products Product Award I/We declare that all information and documents in this form sby idjaries to refer / check any information in this form We hereby commanded that our Company did not have Subsidiaries. In the freat of any misrepresentation by u	  orm is true and represent the latest in or documents appended herewith to any relationship/connection/conflict is, we understand that our Participat	any related third parties. of interest with the Director/Shareholde	r/Officer/Employee of K	PRJ Group and shall automatica				

Then Click Submit

Noted: Please check all information Once submit, form is non-editable until further notice.