



VENDOR REGISTRATION GUIDE





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How do I set-up my company profile?

1. You will have to submit your company information through the link provided (<https://form.jotform.com/200825106196047>) to set-up your company profile.

A simple set-up of the company profile is required for the onboarding team to verify the legitimacy of your company. This is required as part of the eKYC that may be required by our corporate customers.

Business Registration Details

Registered Company Name: *	<input type="text" value="ABC Grocer"/>
SSM Registration Number: *	<input type="text" value="123456-X"/>
Date Incorporated: *	<input type="text" value="mm-dd-yyyy"/> 
Form of Business Entity: *	<input type="text" value=""/>
Product & Service Category: *	<input type="text" value="Select items"/>
<small>You may select more than ONE (1) product & service category</small>	
Business Address: *	<input type="text"/>
	<small>Unit and Floor No, Street Address</small>
	<input type="text"/>
	<small>City</small>
	<input type="text"/>
	<small>State / Province</small>
	<input type="text"/>
	<small>Postal / Zip Code</small>
	<input type="text"/>
	<small>Country</small>
	<input type="text" value="Malaysia"/>
Office Telephone No. (General Line): *	<input type="text" value="03-1234 5678"/>
	<small>Preferably Landline No.</small>

The following definitions are provided to assist in filling up the required information

Registered Company Name: Name of the company that is registered with the Companies Commission of Malaysia (SSM).

SSM Registration Number: The registration number provided upon registration with SSM.

Date of Incorporated: Date of which company is registered with SSM.

Form of Business Entity: The structure of a business is registered i.e. Sdn Bhd, Partnership, Sole Proprietorship, Public listed etc.



Product & Service Category: The business category that best describe your business. This is used to connect corporate customers to your company searching for the products or services your company offer.

Business Address: The address that your company (or Headquarter) is currently located.

Office Telephone No. (General Line): The official company contact number that can be used to reach out to your company.

2. Main contact person in this context means the representative that has been designated by your company for the purpose of any official dealings with Supplycart; including but not limited to payments, onboarding, issue resolution etc.

Main Contact Person Details: *

- Name
- Designation
- Email
- Mobile Contact No.

3. You may register more than one contact person whom order(s) will be addressed to. All information must be provided in full as all orders will be communicated via email notification and reminder through mobile contact. It is also important to note that all Purchase Order(s) raised by Supplycart will be addressed to the order placement contact person registered.

Order Placement Contact Person Details: *

- Name
- Designation
- Email
- Mobile Contact No.



4. All payment advice will be emailed and addressed to the finance contact registered with Supplycart. It is important to note that all financial information or activities can only be dealt with directly with the registered personnel.

Finance Contact Person Details: *

- Name
- Email
- Mobile Contact No.

How do I set-up my fulfilment information?

Order processing cut-off time & delivery lead time

5. Order received after stated time will be considered next day order. This information field is used to calculate when the latest expected delivery date based on the lead time provided.

Order Processing Cut-Off Time: * :
Hour Minutes

Order received after stated time will start process on the next day.

Delivery Lead Time (days): *
Min. Day(s) Max. Day(s)

Delivery coverage, order value & options

6. Prior to selecting the fulfilment method, you are required to pre-determine the coverage area that you will extend your offerings to.

Delivery Coverage: *

- Nationwide
- Peninsular Malaysia
- East Malaysia
- Selected States / Districts via Internal Logistic



The following definitions are provided to assist in identifying the correct coverage areas

Nationwide: Coverage area extends to Peninsular & East Malaysia.

Peninsular Malaysia: All states of Malaysia excluding Sabah, Sarawak & Labuan.

East Malaysia: Sabah, Sarawak & Labuan

Selected States / Districts via Internal Logistic: Coverage areas by selected State(s) / District(s) that otherwise not able to be determined by neither the above three (3) options. Please be advised that extensive data points are required to be filled by selecting this option.

6A. Fulfilment by internal logistic specifically refers to deliveries conducted using internal transportation or outsourced logistics arranged by your company. In other words, deliveries to be fulfilled other than courier services.

By selecting fulfilment by internal logistic, you are able to determine, the Minimum Order Value for free delivery for each States.

Rate of Nationwide Delieri via Internal Logistic *

	Minimum Order Value (MOV) for Free Delivery	Delivery Charges if MOV is not achieved	Would Vendor Deliver if MOV is not achieved
Johor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kedah	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kelantan	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kuala Lumpur	<input type="text"/>	<input type="text"/>	<input type="text"/>
Labuan	<input type="text"/>	<input type="text"/>	<input type="text"/>
Melaka	<input type="text"/>	<input type="text"/>	<input type="text"/>
Negeri Sembilan	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pahang	<input type="text"/>	<input type="text"/>	<input type="text"/>
Perak	<input type="text"/>	<input type="text"/>	<input type="text"/>
Perlis	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pulau Pinang	<input type="text"/>	<input type="text"/>	<input type="text"/>
Putrajaya	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sabah	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sarawak	<input type="text"/>	<input type="text"/>	<input type="text"/>
Selangor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Terengganu	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: The number of States and data points to be filled changes depending on the coverage areas selected.



The following definitions are provided to assist in filling up the required information

Minimum Order Value (MOV) for Free Delivery: This field allows you to determine the order value amount per delivery before a corporate customer is entitled for free delivery.

For example, a corporate customer(s) is only entitled for free delivery for any purchase above RM200 per order.

Delivery Charges if MOV is not achieved: This field is used to advise corporate customer(s) what is the delivery charge should MOV is not achieved.

For example, any purchase below RM200 per order, a delivery fee of RM15 will be charged to corporate customer(s).

Would Vendor Delivery if MOV is not achieved: This provides you with an option whether would you be willing to deliver the order (with delivery charges) should the order is below MOV.

For example:

- i) YES: I would be willing to deliver an order below RM200 with a delivery charge of RM15.
- ii) NO: I would not deliver the order should order amount is below RM200 regardless of the amount of delivery charge.

6B. Fulfilment by courier service specifically refers to deliveries conducted using courier provider(s) such as Pos Laju, GDex, J&T Express, DHL Express, Citylink etc.

Please ensure that you have prior to this engaged your preferred courier provider for the delivery rates. This is important given that you are required to input the rates of delivery by weight, for both (or either) Peninsular & East Malaysia.

Rate of Nationwide Delivery via Courier Service *

	First () kg	RM	Next () kg	RM
Peninsular Malaysia (All Zone)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
East Malaysia (All Zone)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: The option / fields shown are depending on the coverage areas selected.

For avoidance of doubt, the following example is provided for your reference:



	First () kg	RM	Next () kg	RM
Peninsular Malaysia (All Zone)	1	10	1	8
East Malaysia (All Zone)	1.5	12	1.5	10

PARCEL WEIGHS 20KG; DELIVERY TO	COURIER CHARGERS COMPUTATION
Peninsular Malaysia	$(1\text{kg} \times \text{RM}10) + [(20\text{kg} - 1\text{kg}) \times \text{RM}8] = \text{RM}162$
East Malaysia	$(1.5\text{kg} \times \text{RM}12) + [(20\text{kg} - 1.5\text{kg}) \times \text{RM}10] = \text{RM}141.33$

6C. Fulfilment by selected States / Districts by definitions means delivery will be fulfilled by internal logistic. This is the case as delivery by courier service will not be restricted by selected State / Districts otherwise.

Delivery Charges by States and Federal Territories *

- Johor
 Kedah
 Kelantan
 Kuala Lumpur
 Labuan
 Melaka
 Negeri Sembilan
 Pahang
 Perak
 Perlis
 Pulau Pinang
 Putrajaya
 Sabah
 Sarawak
 Selangor
 Terengganu

Johor Districts - Rate of Delivery via Internal Logistic *

	Delivery Under Coverage	Minimum Order Value (MOV) for Free Delivery	Delivery Charges if MOV is not achieved	Would Vendor Deliver if MOV is not achieved
Batu Pahat	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Johor Bahru	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kluang	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kota Tinggi	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mersing	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Muar	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pontian	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Segamat	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kulaijaya	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ledang	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Similar to delivery by internal logistic, you are required to fill in:

- Minimum Order Value (MOV) for free delivery;
- Delivery Charges if MOV is not achieved; and
- Would Vendor Delivery if MOV is not achieved.



The only difference for this option is you are allowed to specifically select which State(s) / district(s) that you would not want to cover. For example, as a Vendor located in Johor Bahru, I have the option not to offer my goods to corporate customer(s) located in Ledang which is 2.5 hours from where my business premise is.

How do I set-up my payment account?

7. Details of account that your company wish Supplycart to transfer to upon proof of delivery is provided for payment processing. It is important to note that any instruction to transfer funds other than account registered with Supplycart MUST be notified via written instruction under Official Company's Letterhead.

Commission Rate (%):	<input type="text"/>
Bank Name: *	<input type="text"/>
Bank Accounts No.: *	<input type="text"/>
Bank SWIFT Code: *	<input type="text"/>

Note: Commission rate is pre-determined depending on the industry and or products / services offered by your company.



How do I provide my company statutory documents?

8. Company statutory documents are required as part of the onboarding process for the onboarding team to verify the legitimacy of your company. This is to ensure all engagement by our corporate customer(s) are conducted by legitimate and established companies under the law of Malaysia.

Directly attach the required documentation using PDF or any image format.

Registration of Company (Form 9/13) *	<input type="button" value="Choose file"/>	No file chosen
Form 24 and 29 *	<input type="button" value="Choose file"/>	No file chosen
Memorandum and Article of Association *	<input type="button" value="Choose file"/>	No file chosen
Latest Bank Statement (Header) *	<input type="button" value="Choose file"/>	No file chosen

Note: Only the header of the latest bank statement is required. You may omit the transactional details for privacy purposes.

How do I upload my offerings?

9. To begin product uploading process, download the CSV template by clicking on the “here” button highlighted in blue. Thereafter, follow the examples provided by filling up the necessary fields.

Instruction:

1. Click [here](#) to download Product Upload CSV Template.
2. Follow the examples provided in the CSV template.
3. Fill in the product information that you wish to upload.
4. Once completed, upload the file (in CSV format) in the field below.

SKU	PRODUCT NAME	BRAND	UOM	SELLING PRICE (including SST)	SST Rate (if any)	MINIMUM ORDER QUANTITY (MOQ)	WEIGHT	PRODUCT DESCRIPTION



The following definitions are provided to assist in filling up the required information

SKU: Unique identified of your product or service

Product Name: Name of the product that corporate customer can easily recognise.

Brand: Brand name of the product.

UOM: Units of measurement of the product or service.

Selling Price (including SST): The net selling price of the product or service.

Minimum Order Quantity (MOQ): The minimum quantity that must be ordered.

Weight: Weight of the product, in grams (for the purposes of delivery charges calculation).

Product Description: The detailed description of the products. It is best practice to include product specifications to assist corporate customer(s) in their decision making.

10. Save the completed file using CSV format and upload into the pre-determined field. Similarly, upload all images in using JPG or PNG format into the pre-determined field. It is important that you name your image file according to the SKU or Product Name to avoid uncertainty.

All images provided must be white background and without watermark. Images that do not comply with the requirement will not be uploaded. Contact us should you need Supplycart's assistance in photo taking or image upload (charges for services provided may apply).

Supplycart Product List No file chosen

*

Product Image File *