



VENDOR'S QUICK
GUIDE

DOC. NO: G-MISC-GICT-ICA-PRC-2017-0002

REV NO :

Page 1 of 30

DATE: 1st November 2018

FSSC Certificate of Residence CoR Quick Guide for Vendor

Version Control

Version No.	Description	Date	Author
1.0	Initial Document	05/08/2019	Soo Cheng Yen



**VENDOR'S QUICK
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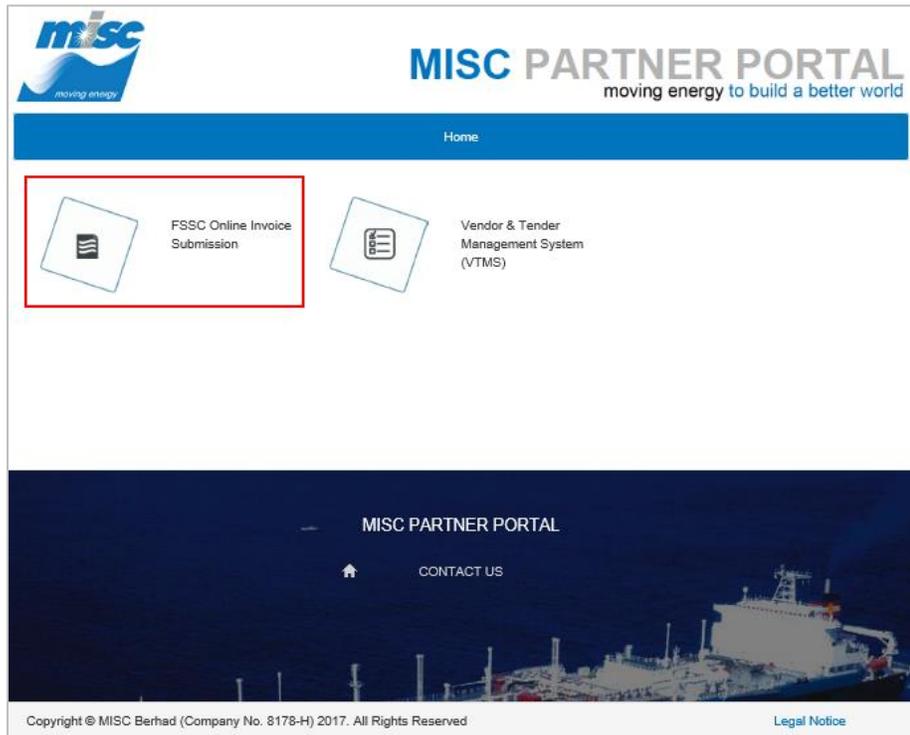
1. Accessing MISC Partner Portal for FSSC Online Invoice Submission

- a. Launch an Internet browser and go to <https://partner.misc.net.my> to access MISC Partner Portal for FSSC Online Invoice Submission.
- b. Vendor go to **Existing User** tab and enter the registered User ID and Password.
- c. Vendor can download or upload CoR, please follow the steps as below.

2. CoR Vendor Upload

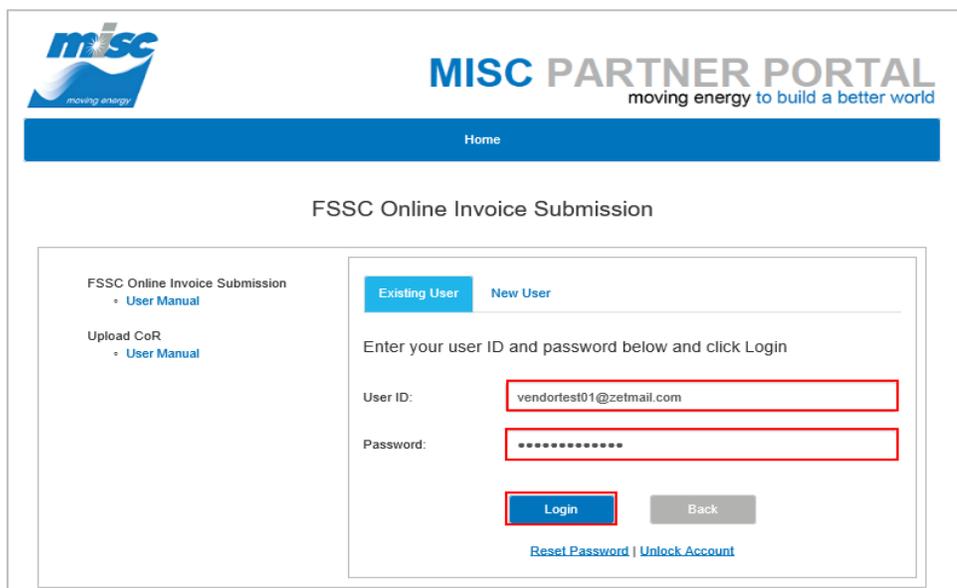
2.1. Upload CoR

- a) Go to **MISC Partner Portal**. At the “Home” page, click on the **FSSC Online Invoice Submission** application icon.



- b) System will navigate to “**FSSC Online Invoice Submission**” screen. At the **Existing User** tab, enter the **User ID** and **Password**, then click on the **Login** button for invoice submission.

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MISC PARTNER PORTAL
moving energy to build a better world

Home

FSSC Online Invoice Submission

FSSC Online Invoice Submission
• [User Manual](#)

Upload CoR
• [User Manual](#)

Existing User **New User**

Enter your user ID and password below and click Login

User ID:

Password:

[Reset Password](#) | [Unlock Account](#)

OR

Access to **MISC Partner Portal** from the email received with subject title **“Vendor Certificate of Residence – Renewal notification”** as below.

Then, click on the **“here”** link to access to **MISC Partner Portal** to proceed with upload the CoR.



 Vendor Certificate of Residence - Renewal notification

From: miscfssc@miscbhd.com (miscfssc@miscbhd.com) - Today - 5:04 am

[back](#)

[EXTERNAL]

--THIS IS AN AUTOMATIC EMAIL. PLEASE DO NOT REPLY--

Please do not reply to this email address.

Dear VENDOR SHOP SDN BHD,

Kindly furnish to us the Company's Certificate of Residence (CoR) issued by your country's tax authority for the calendar year 2020

Kindly upload the CoR in this [link](#)

For any enquiries, you may reach us at the following:

1. Norahiza Bt Razali / +603-22752084 / norahiza.razali@miscbhd.com
2. Rubiah Bt Mat Nong / +603-22752826 / rubiahnong@miscbhd.com
3. Wan M Nazree B Abu Bakar / +603-22753385 / wmnazree.abubakar@miscbhd.com

Thank you.
MISC Tax Management Department

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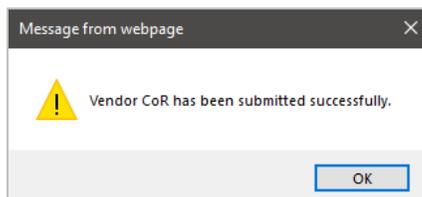
- c) After login successfully, navigation to left menu, click on the **Upload CoR** under **Vendor** menu to upload the CoR file.

- d) In the **CoR - Vendor Upload** page, click on the **Browse** button to attach CoR file then click on the **Submit** button to proceed attach CoR file.

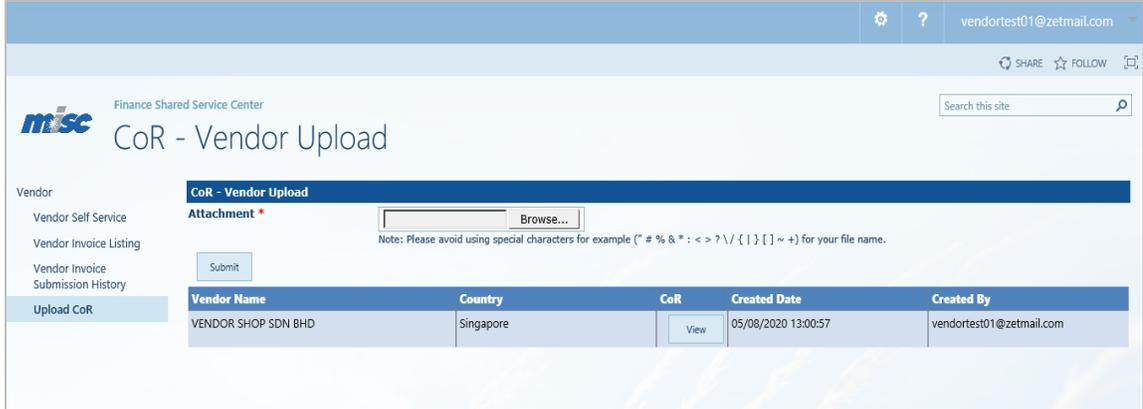
Please be noted the file name **SHOULD NOT** contain any special character.

Example: (" # % & * : < > ? \ / { | } [] ~ +)

- e) A message will be displayed as below showing the **Vendor CoR** has been submitted successfully.



f) The latest CoR will be showing in the Vendor CoR list.



The screenshot shows the 'CoR - Vendor Upload' interface. On the left, there is a navigation menu with 'Upload CoR' selected. The main area contains an 'Attachment' section with a 'Browse...' button and a 'Submit' button. Below this is a table with the following data:

Vendor Name	Country	CoR	Created Date	Created By
VENDOR SHOP SDN BHD	Singapore	View	05/08/2020 13:00:57	vendortest01@zetmail.com

2.2. Downloading CoR

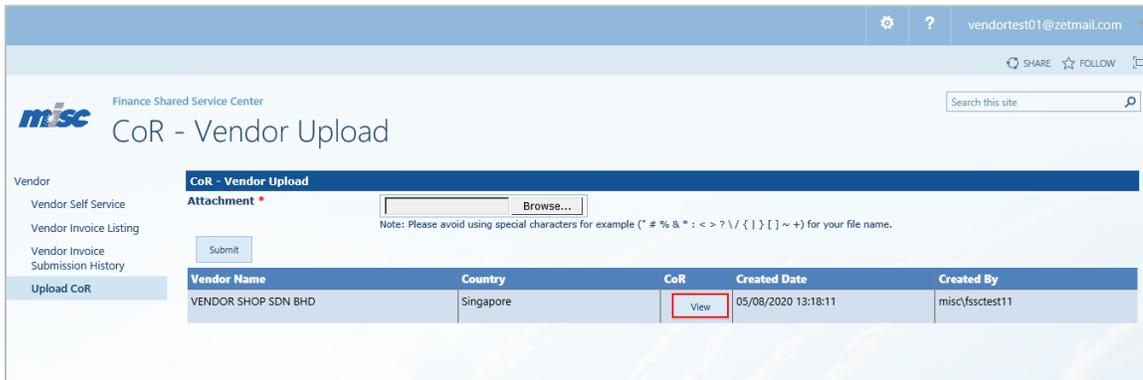
a) At the left navigation menu, click on the **Upload CoR** under **Vendor** menu.



This screenshot is identical to the previous one, but the 'Upload CoR' option in the left navigation menu is highlighted with a red box. The table data is also updated to reflect a newer entry:

Vendor Name	Country	CoR	Created Date	Created By
VENDOR SHOP SDN BHD	Singapore	View	05/08/2020 13:18:11	misc\fsctest11

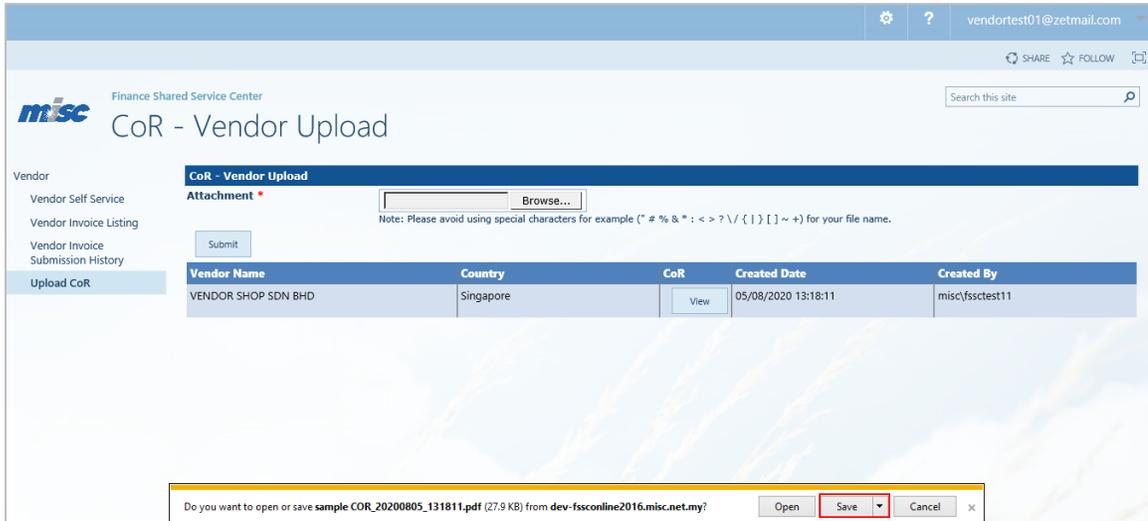
b) Click on the **View** button under CoR.



This screenshot is identical to the previous one, but the 'View' button in the table row is highlighted with a red box.

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c) Click on the **Save** button to download CoR file.



Vendor

- Vendor Self Service
- Vendor Invoice Listing
- Vendor Invoice Submission History
- Upload CoR**

CoR - Vendor Upload

Attachment *

Browse...

Note: Please avoid using special characters for example (" # % & * : < > ? \ / { | } [] ~ +) for your file name.

Submit

Vendor Name	Country	CoR	Created Date	Created By
VENDOR SHOP SDN BHD	Singapore	View	05/08/2020 13:18:11	misc/sssctest11

Do you want to open or save sample COR_20200805_131811.pdf (27.9 KB) from dev-fssconline2016.misc.net.my?

Open **Save** Cancel x

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3. Email Notification

3.1. Email Notification for Vendor Certificate of Residence – Renewal Notification

Note:

Please refer the notes below.

- When received an email with subject title “**Vendor Certificate of Residence – Renewal notification**” as below will be sent to the registered email address (User ID) for upload the CoR.
- Then, click on the “**here**” link to upload the CoR.

 **Vendor Certificate of Residence - Renewal notification**

From: miscfssc@miscbhd.com (miscfssc@miscbhd.com) - Today - 5:04 am

[back](#)

[EXTERNAL]

--THIS IS AN AUTOMATIC EMAIL. PLEASE DO NOT REPLY --

Please do not reply to this email address.

Dear VENDOR SHOP SDN BHD,

Kindly furnish to us the Company's Certificate of Residence (CoR) issued by your country's tax authority for the calendar year 2020

Kindly upload the CoR in this [link](#).

For any enquiries, you may reach us at the following:

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2. Rubiah Bt Mat Nong / +603-22752826 / rubiahnong@miscbhd.com
3. Wan M Nazree B Abu Bakar / +603-22753385 / wmnazree.abubakar@miscbhd.com

Thank you.
MISC Tax Management Department

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3.2. Email Notification for Vendor Certificate of Residence – Reject Notification

Note:

Please refer the notes below.

- When received an email with subject title **“Vendor Certificate of Residence – Reject notification”** as below will be sent to the registered email address (User ID) due to rejected the CoR following the reason.

 Vendor Certificate of Residence - Reject notification

From: miscfssc@miscbhd.com (miscfssc@miscbhd.com) - Today - 5:21 am

[back](#)

[EXTERNAL]

--THIS IS AN AUTOMATIC EMAIL. PLEASE DO NOT REPLY--

Please do not reply to this email address.

Dear VENDOR SHOP SDN BHD,

The submitted Certificate of Residence (CoR) issued by your country's tax authority is rejected due to the following reason:

CoR insufficient information.

Thank you.
MISC Tax Management Department

----- END DOCUMENT -----