

[Open]

FSSC Vendor Self Service Quick Guide for Vendor

DOCUMENT DETAILS

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1.2	Added Existing User ID Registration	19/03/2019	Soo Cheng Yen
1.3	Added Upload CoR	07/01/2020	Soo Cheng Yen
1.4	Added WHT and SST Checklist	25/03/2020	Soo Cheng Yen
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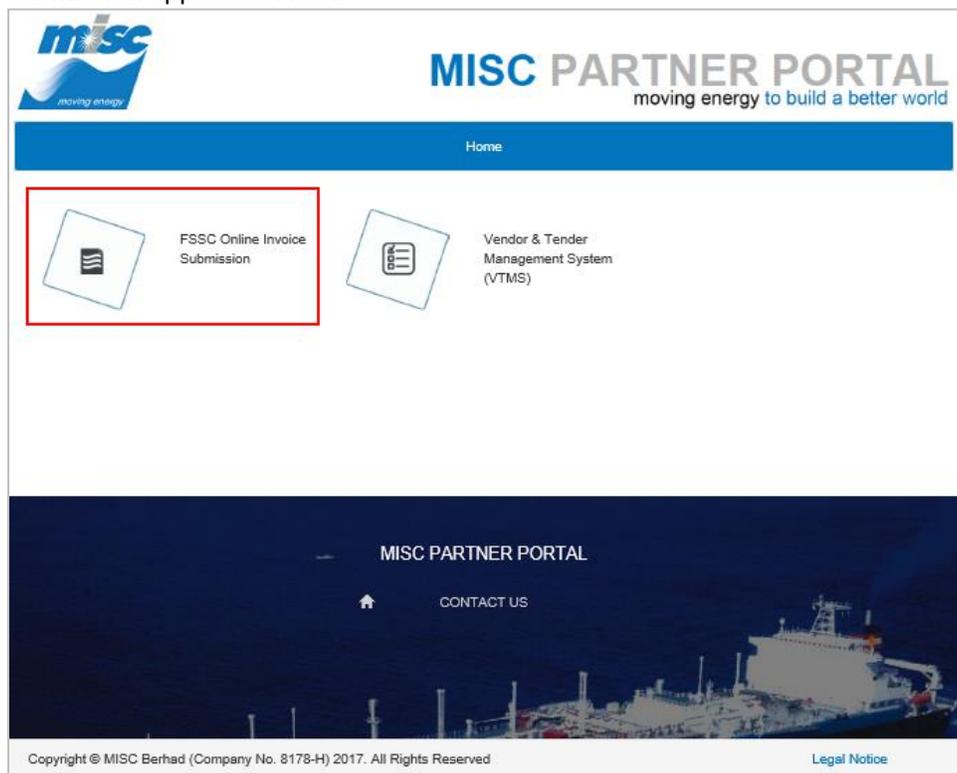
Accessing MISC Partner Portal for Online Invoice Submission

- a. Launch an Internet browser and go to <https://partner.misc.net.my> to access MISC Partner Portal for FSSC Online Invoice Submission.
- b. For existing approved vendor, go to **Existing User** tab and enter the registered User ID and Password.
- c. For a new vendor, please proceed with a new User ID registration.

1. New User ID Registration for New Vendor

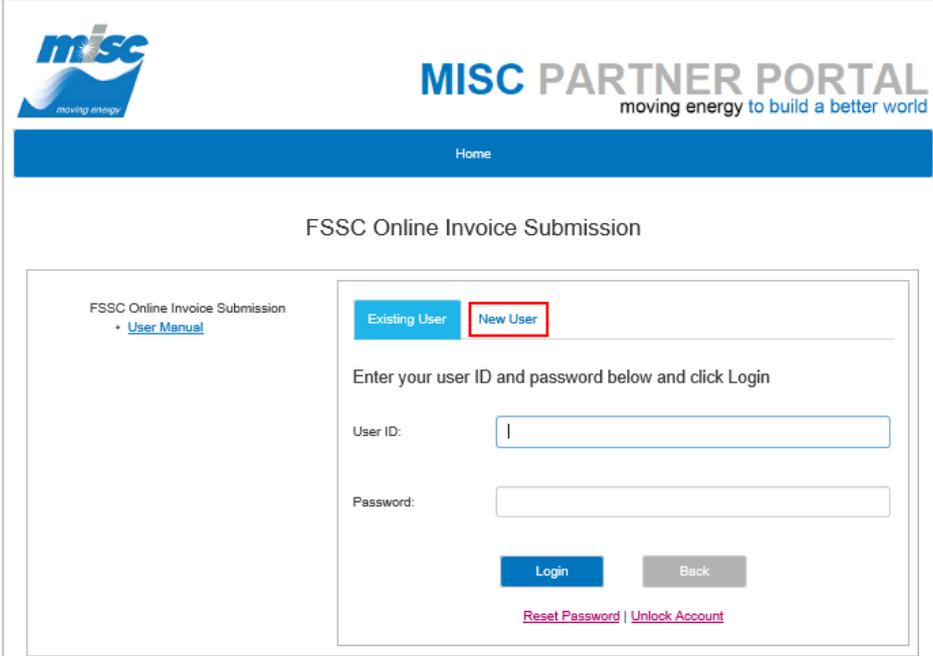
1.1. New User ID Registration

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



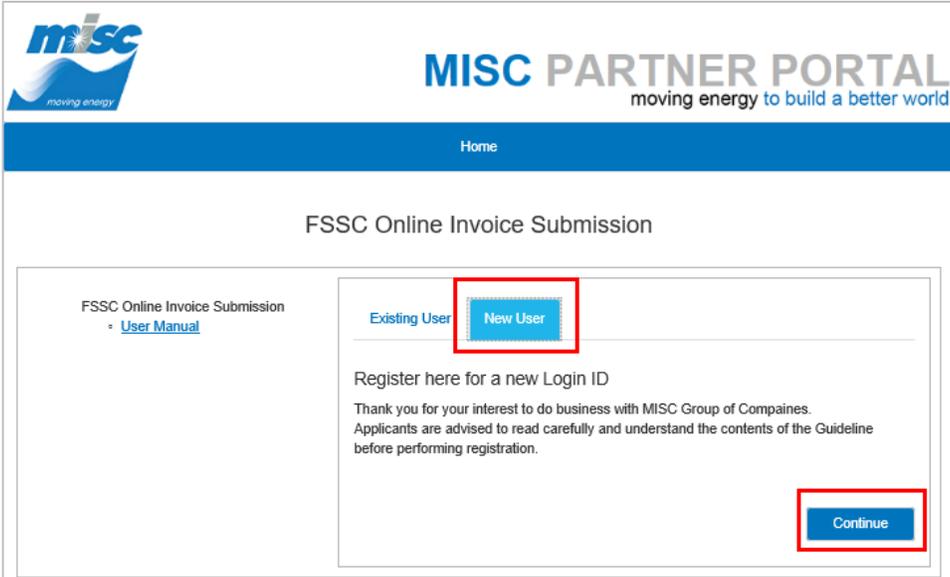
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- b) System will navigate to “**FSSC Online Invoice Submission**” screen, next click on the **New User** tab.



The screenshot shows the MISC PARTNER PORTAL interface. At the top left is the MISC logo. The main header reads "MISC PARTNER PORTAL" with the tagline "moving energy to build a better world". Below the header is a blue bar with "Home" text. The main content area is titled "FSSC Online Invoice Submission". On the left, there is a sidebar with "FSSC Online Invoice Submission" and a link to "User Manual". The main content area has two tabs: "Existing User" and "New User", with "New User" highlighted by a red box. Below the tabs, the text says "Enter your user ID and password below and click Login". There are two input fields: "User ID:" and "Password:". Below the fields are two buttons: "Login" (blue) and "Back" (grey). At the bottom, there are two links: "Reset Password" and "Unlock Account".

- c) Upon clicking on the **New User** tab, then click on the **Continue** button to go to the new user registration form.



The screenshot shows the MISC PARTNER PORTAL interface. At the top left is the MISC logo. The main header reads "MISC PARTNER PORTAL" with the tagline "moving energy to build a better world". Below the header is a blue bar with "Home" text. The main content area is titled "FSSC Online Invoice Submission". On the left, there is a sidebar with "FSSC Online Invoice Submission" and a link to "User Manual". The main content area has two tabs: "Existing User" and "New User", with "New User" highlighted by a red box. Below the tabs, the text says "Register here for a new Login ID". There is a paragraph of text: "Thank you for your interest to do business with MISC Group of Companies. Applicants are advised to read carefully and understand the contents of the Guideline before performing registration." At the bottom right, there is a blue button labeled "Continue", which is highlighted by a red box.

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- d) At the “**FSSC Online Invoice Submission Account Registration**” screen, fill in all the required fields with asterisk (*) then click on the **Submit** button to process for FSSC Administrator approval.



MISC PARTNER PORTAL
moving energy to build a better world

Home

FSSC Online Invoice Submission Account Registration

Please key in the necessary information to create new account

User ID *
(Email Address)
If you have an existing Partner Portal user ID, please click [here](#) to register.

Password *

Confirm Password *

First Name *

Last Name *

Company Name *

Business Registration No / ROC *

Country *

Contact No *

Company Tel No *

Please select security questions

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *



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Note:

Please refer the notes below for new User ID registration.

1. **User ID** – Input **EXISTED** desire company email address for registration.

Please be noted that the provided company email address during the registration will be used as FSSC Online Invoice Submission User ID login purpose (once FSSC Admin approved).

2. **Password** – Inputted Password format must contain **AT LEAST** fourteen (14) characters long, **AT LEAST** one number (numeric), **ONE** capital letter and **ONE** special character.

Referring to above User ID, this password is for FSSC Online Invoice Submission system login purpose (once FSSC Admin approved).

3. **Confirm Password** – Inputted Confirm Password value **MUST** match with inputted value in **Password** field.
4. **First Name** – Inputted First Name field **ONLY** allowed letters and it **SHOULD NOT** be exceeding 50 characters.
5. **Last Name** - Inputted Last Name field **ONLY** allowed letters and it **SHOULD NOT** be exceeding 50 characters.
6. **Company Name** - Inputted Company Name field value **SHOULD NOT** be exceeding 100 characters.
7. **Business Registration No / ROC** - Inputted Business Registration No / ROC field value **SHOULD NOT** be exceeding 50 characters.
8. **Country** – Select country from the drop-down list.
9. **Contact No** – Input person in charge contact number.

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10. Company Tel No – Input Company telephone number.

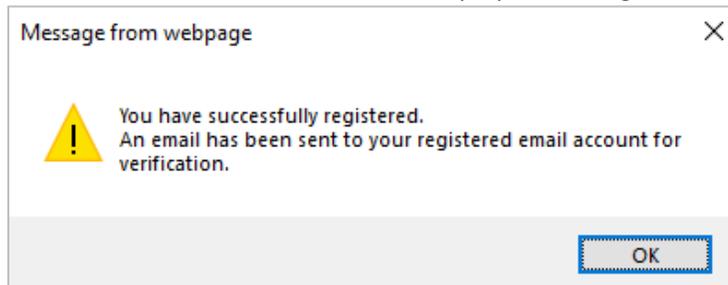
11. Security Question (1-3) – Select each **UNIQUE** question and provide the respective answer.

Please be noted upon registration, the provided security **ANSWERS** are required to input during **Reset Password** and **Unlock Account** activities.

Thus, kindly **KEEP** a record of the selected security questions and provided security answers.

e) Upon new registration submission, message as below will be displayed, showing the user ID account has been registered successfully and an email has been sent for verification.

Click on the **OK** button to close the displayed message.



f) Login to the registered email mailbox and click on the received email Verification with subject title **“FSSC Vendor Self Service Account Registration System Notification”** as below. Then, click on the **“here”** link to verify the registered email.

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FSSC Vendor Self Service Account Registration System Notification.

 miscportal@miscbhd.com
Today, 9:03 PM
You ✉

[Reply all](#) | ▼

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

Dear VENDOR SDN BHD,

Thank you for your interest to apply for consideration to be registered as a vendor with MISC Berhad. To complete your registration, kindly click [here](#) to verify your email.

If you did not apply to register in Partner Portal Registration System, please disregard this message.

Thank you.
MISC Group Portal

- g) Upon clicking on the “**here**” link, system will navigate to the screen below showing email has been verified successfully and account is pending for FSSC Administrator verification and approval.

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Home

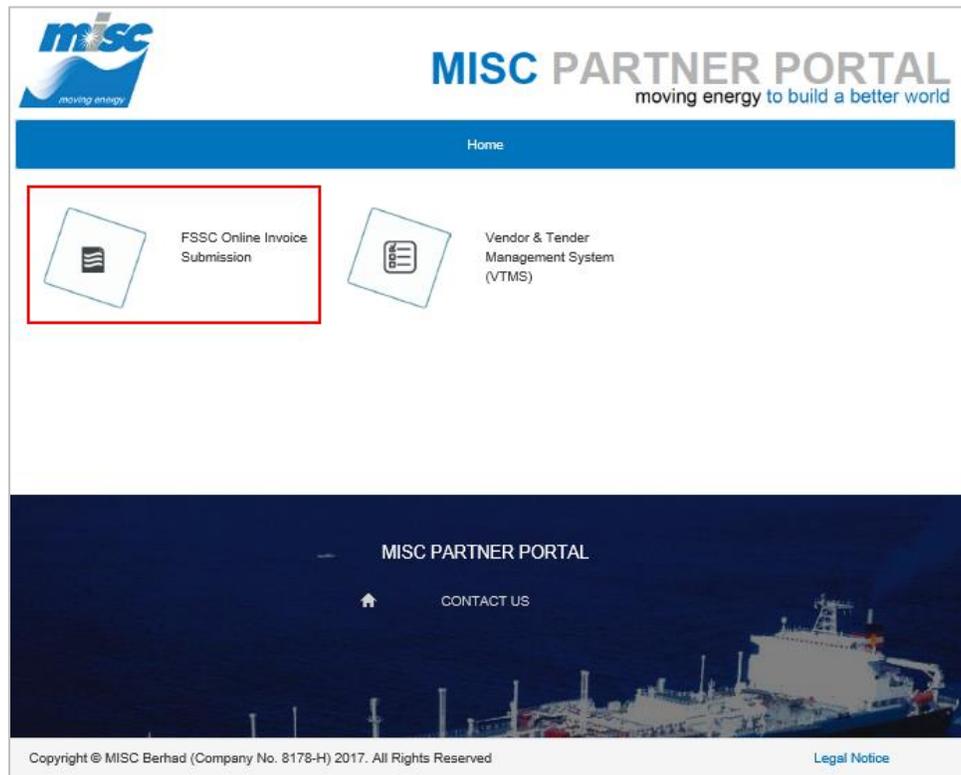
Email has been verified successfully. Please wait for FSSC Administrators to verify and approve the registration. You will receive an email notification once approved.

[Click here to proceed to login page.](#)

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1.2. Resubmitting the Rejected or Removed New Account Registration

- a) If the new User ID registration has been **Rejected OR Removed** by FSSC Administrator. System still allowing Vendor to perform resubmission.
- b) Go to **MISC Partner Portal**. At the “**Home**” page, click on the **FSSC Online Invoice Submission** application icon.



OR

Access to MISC Partner Portal from the **Rejected** email received with subject title “**Your FSSC Vendor Self Service Account Registration has been Rejected**” as below.

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



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Your FSSC Vendor Self Service Account Registration has been Rejected.



miscportal@miscbhd.com

Yesterday, 9:11 PM

You

Reply all

Inbox

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

Dear VENDOR SDN BHD,

Your FSSC Vendor Self Service Account Registration has been rejected by FSSC Admin.

FSSC Vendor Login ID : miscvendor4@hotmail.com

Name : VENDOR SDN BHD

Registered Date : 31/10/2018

Rejected Date : 31/10/2018

Please visit [here](#) to register again.

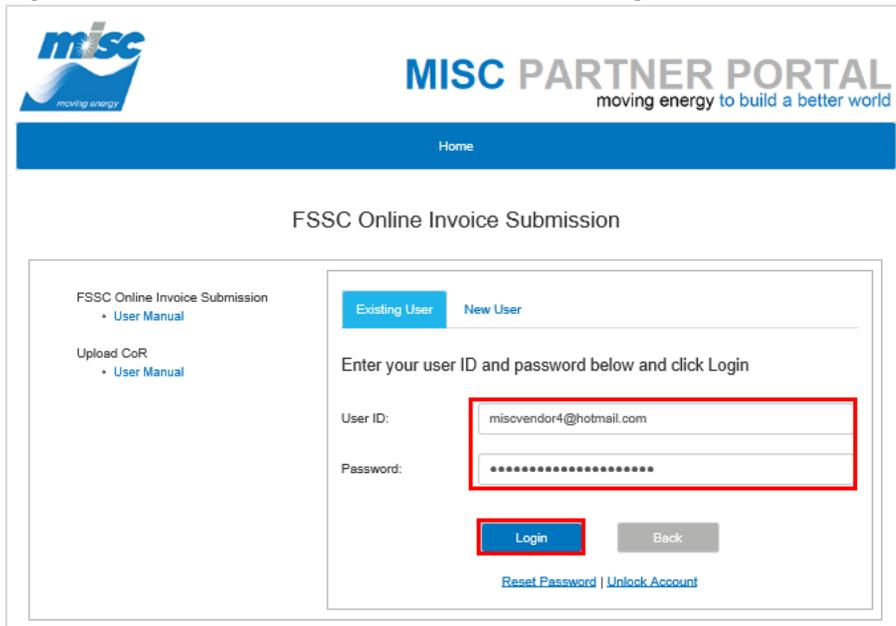
Thank you.
MISC Group Portal

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Upon clicking on the **“here”** link, screen will navigate to **MISC Partner Portal** page as below, then click on **FSSC Online Invoice Submission** application icon.



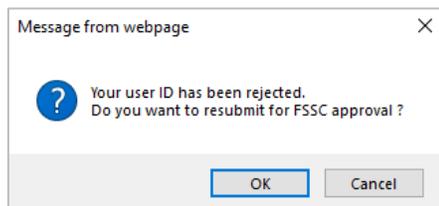
c) At the **“FSSC Online Invoice Submission”** screen, click at **Existing User** tab and enter the registered **User ID** and **Password** then click on the **Login** button.



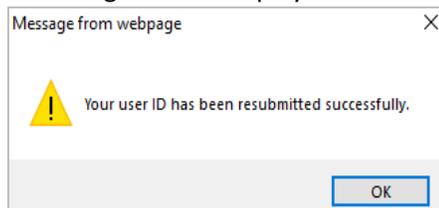
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- d) A message will be displayed as below showing the user ID has been rejected.

Click on the **OK** button to proceed with resubmission to FSSC Administrator for verification and approval.



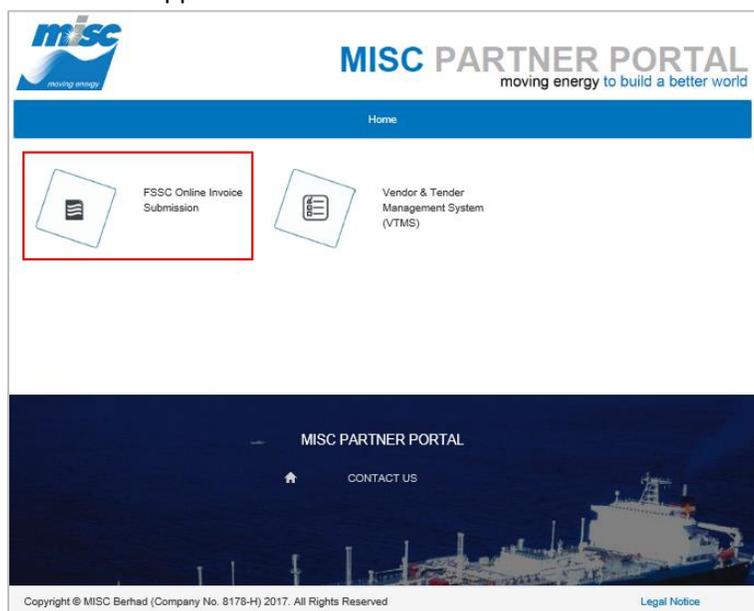
- e) A message will be displayed as below showing user ID has been resubmitted successfully.



2. Existing ID Registration for New Vendor

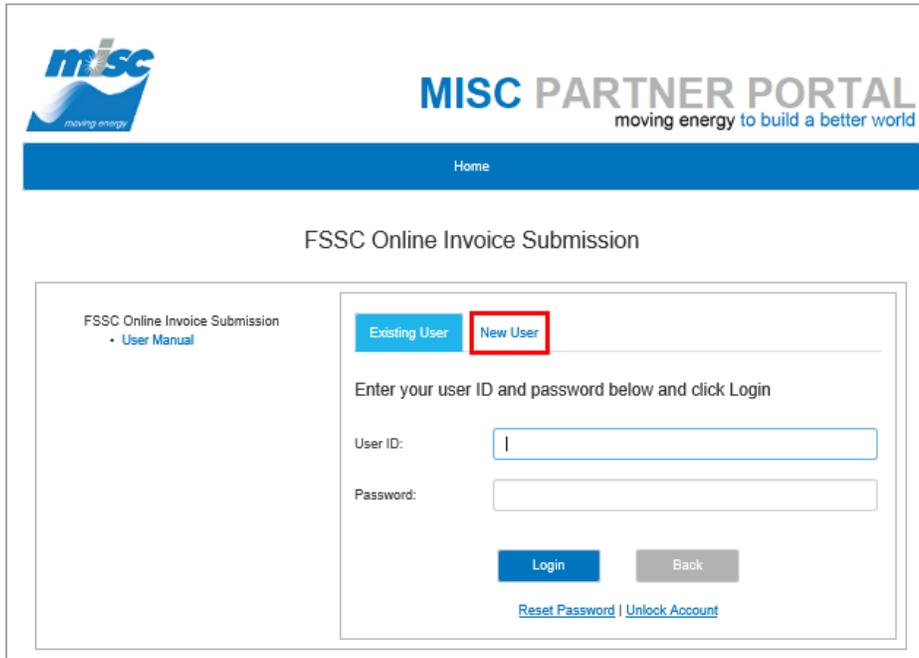
2.1. Existing User ID Registration

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



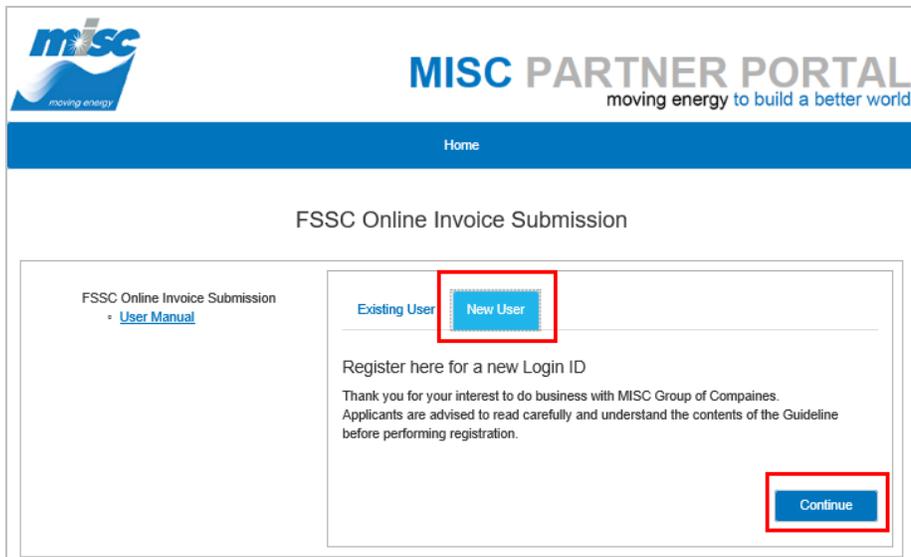
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- b) System will navigate to “FSSC Online Invoice Submission” screen, next click on the **New User** tab.



The screenshot shows the MISC Partner Portal interface. At the top left is the MISC logo with the tagline 'moving energy'. The main header reads 'MISC PARTNER PORTAL' with the tagline 'moving energy to build a better world'. Below the header is a blue navigation bar with the word 'Home'. The main content area is titled 'FSSC Online Invoice Submission'. On the left, there is a sidebar with 'FSSC Online Invoice Submission' and a link to 'User Manual'. The main content area has two tabs: 'Existing User' and 'New User', with 'New User' highlighted by a red box. Below the tabs, the text reads 'Enter your user ID and password below and click Login'. There are two input fields: 'User ID:' and 'Password:'. Below the fields are two buttons: 'Login' and 'Back'. At the bottom, there are two links: 'Reset Password' and 'Unlock Account'.

- c) Upon clicking on the **New User** tab, then click on the **Continue** button to go to the new user registration form.



The screenshot shows the MISC Partner Portal interface. At the top left is the MISC logo with the tagline 'moving energy'. The main header reads 'MISC PARTNER PORTAL' with the tagline 'moving energy to build a better world'. Below the header is a blue navigation bar with the word 'Home'. The main content area is titled 'FSSC Online Invoice Submission'. On the left, there is a sidebar with 'FSSC Online Invoice Submission' and a link to 'User Manual'. The main content area has two tabs: 'Existing User' and 'New User', with 'New User' highlighted by a red box. Below the tabs, the text reads 'Register here for a new Login ID'. There is a paragraph of text: 'Thank you for your interest to do business with MISC Group of Companies. Applicants are advised to read carefully and understand the contents of the Guideline before performing registration.' At the bottom right, there is a blue button labeled 'Continue', which is highlighted by a red box.

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- d) At the **'New Vendor Registration'** page, if you have an existing Partner Portal User ID, then click on the **'Here'** link to proceed registration New Vendor.



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Home

FSSC Online Invoice Submission Account Registration

Please key in the necessary information to create new account

User ID *
(Email Address)

If you have an existing Partner Portal user ID, please click here to register.

Password *

Confirm Password *

First Name *

Last Name *

Company Name *

Business Registration No / ROC *

Country *

Contact No *

Company Tel No *

Please select security questions

Security Question 1 *

Security Answer 1 *

Security Question 2 *

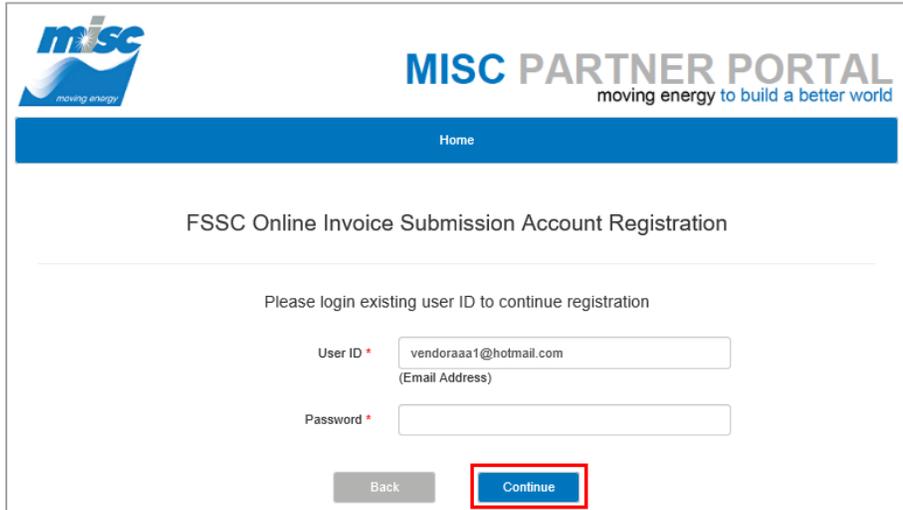
Security Answer 2 *

Security Question 3 *

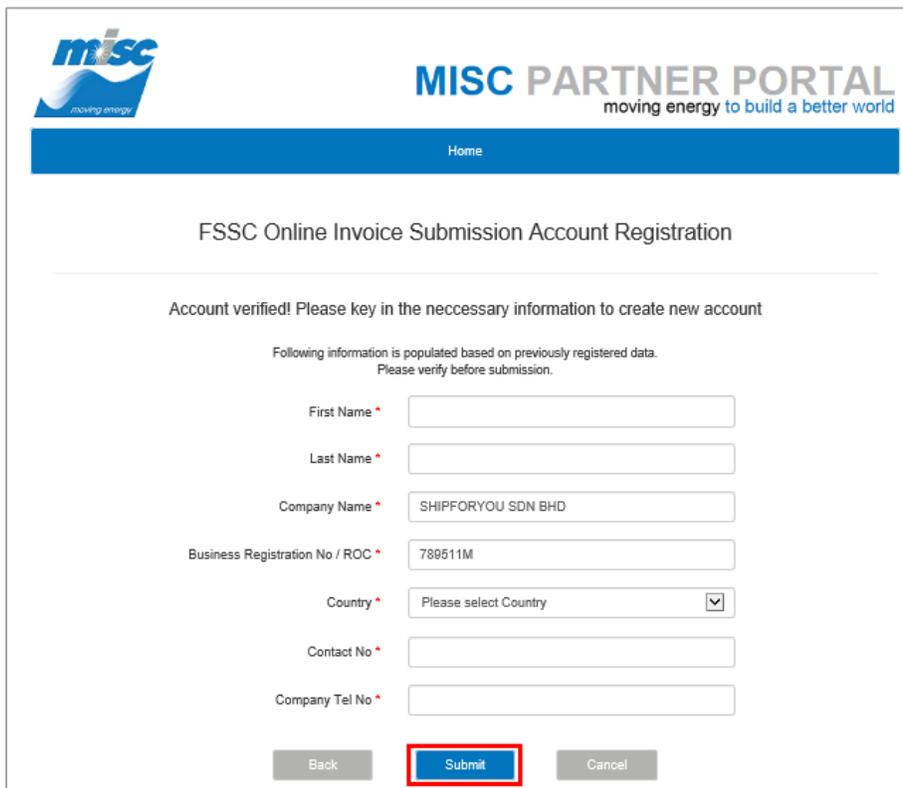
Security Answer 3 *

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- e) Enter registered **User ID** and **Password** then click on the **Continue** button to proceed registration new vendor.

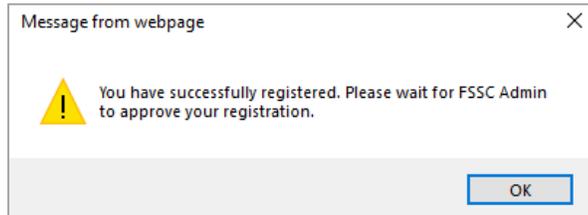


- f) To verify the existing registered data on '**Company Name**' and '**Business Registration No.**' Fill in all necessary information then click on the **Submit** button to proceed registration new vendor.



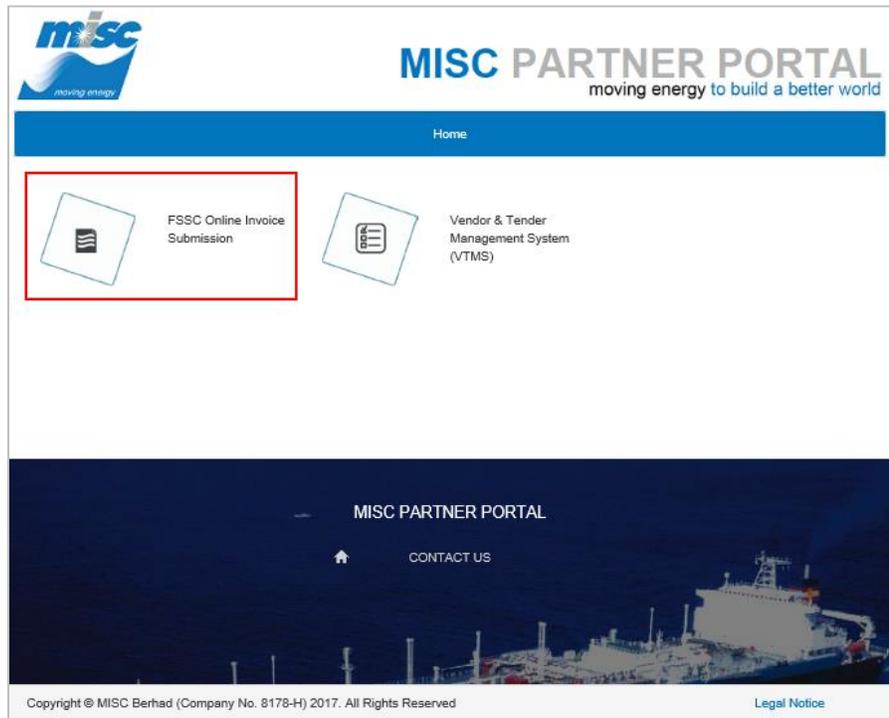
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- g) A message will be displayed as below showing User ID has been registered successfully. Please wait for FSSC Admin will review and approve the registration ID.



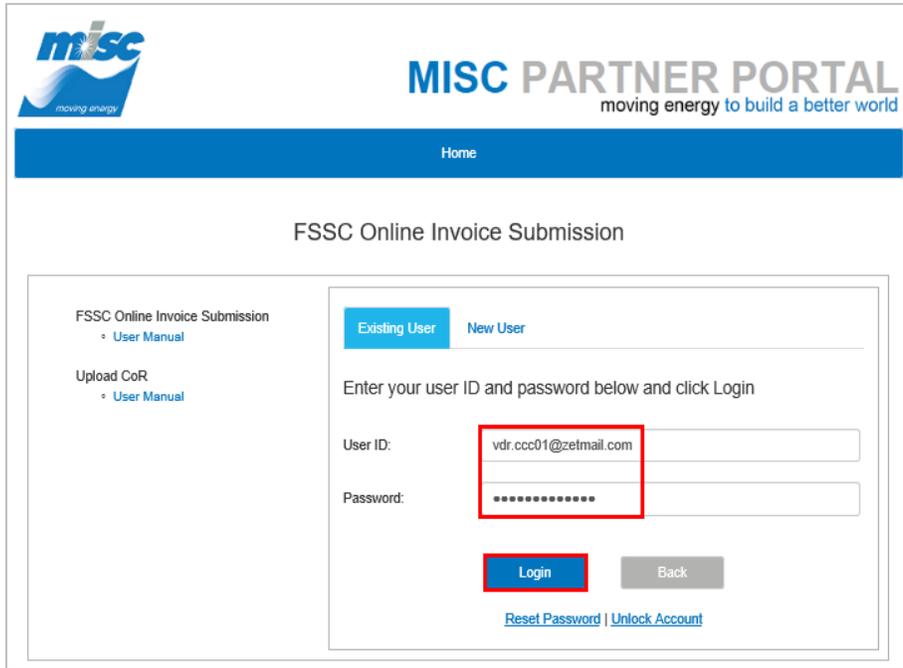
2.2. Existing User ID login to FSSC Online

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

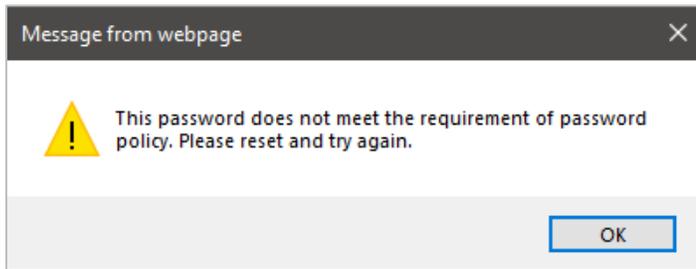


- b) System will navigate to “**FSSC Online Invoice Submission**” screen. At the **Existing User** tab, enter the **User ID** and **Password**, then click on the **Login** button for invoice submission.

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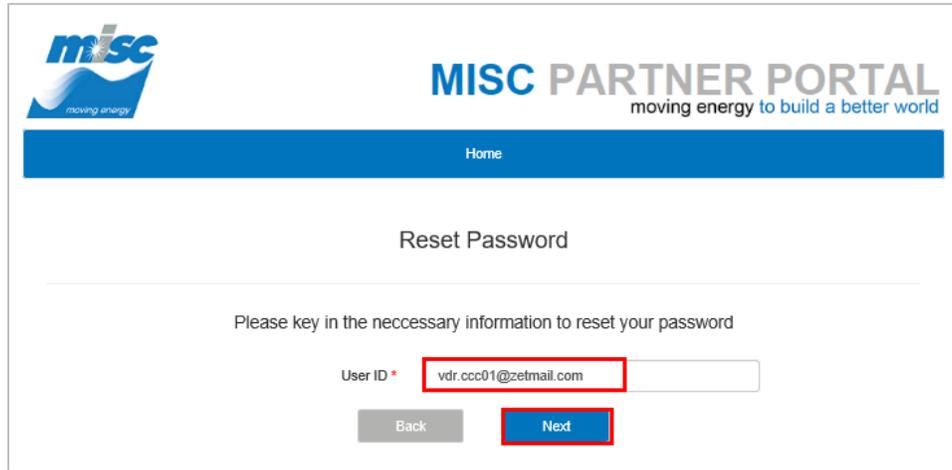


- c) A message will be displayed as below showing this password does not meet the requirement of password policy. Please reset and try again. Click **OK**.



- d) At the “**Reset Password**” screen, enter the registered **User ID** and click on the **Next** button.

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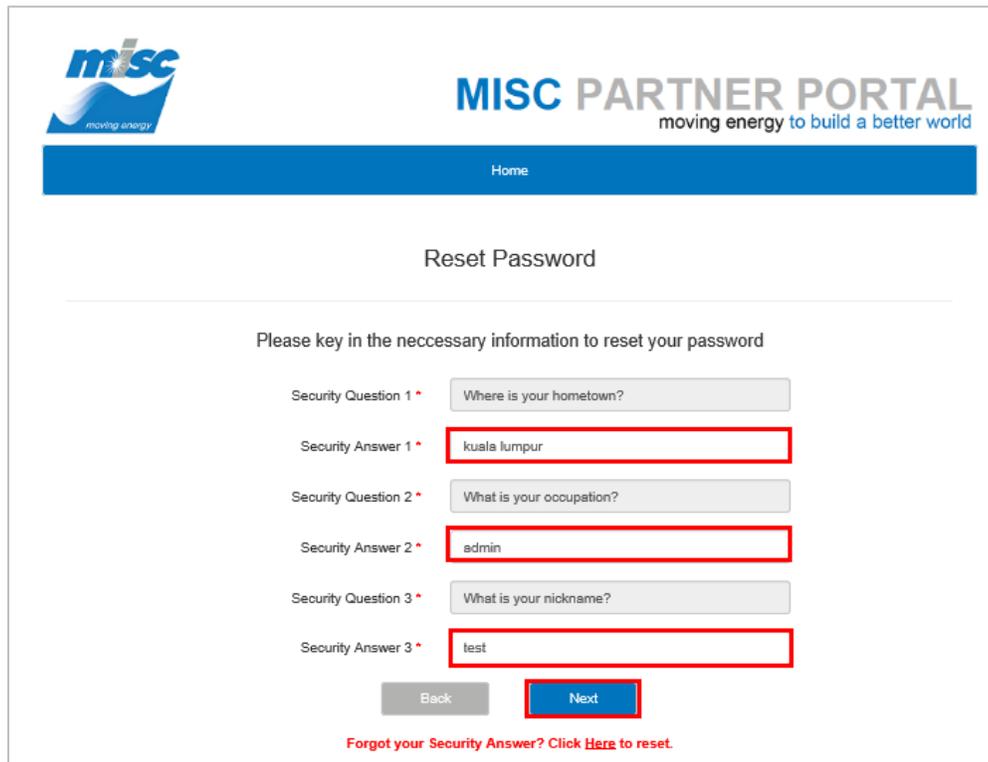
Home

Reset Password

Please key in the necessary information to reset your password

User ID *

- e) At the User ID Security Question screen, enter all the **Security Answers** for user ID verification then click on the **Next** button.



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Home

Reset Password

Please key in the necessary information to reset your password

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

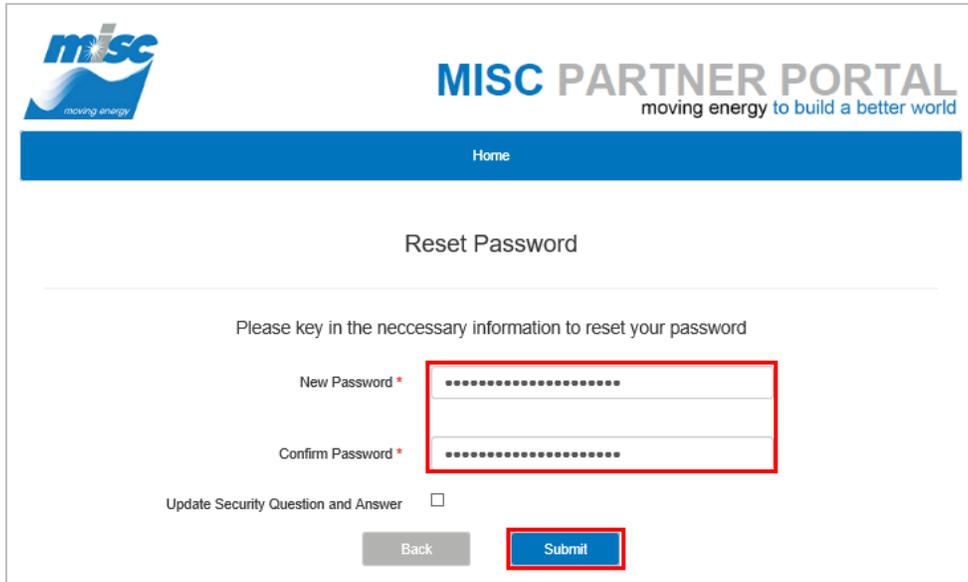
Security Question 3 *

Security Answer 3 *

Forgot your Security Answer? Click [Here](#) to reset.

- f) Enter the **New Password** and **Confirm Password**, then Click on the **Submit** button to proceed resetting the password.

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Note:

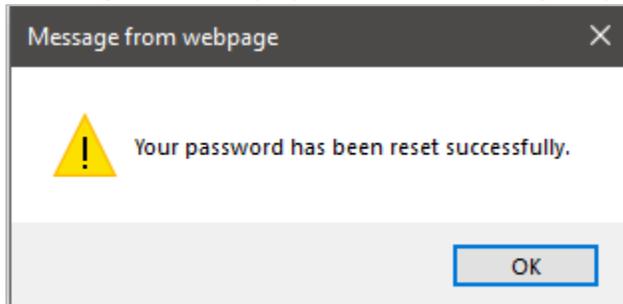
Please refer the notes below for reset new password.

- 1. New Password** – Inputted Password format must contain **AT LEAST** fourteen (14) characters long, **AT LEAST** one number (numeric), **ONE** capital letter and **ONE** special character.

This password is for FSSC system login upon reset successfully.

- 2. Confirm Password** – Inputted Confirm Password value **MUST** match with inputted value in **Password** field.

g) A message will be displayed as below showing the password has been reset successfully.

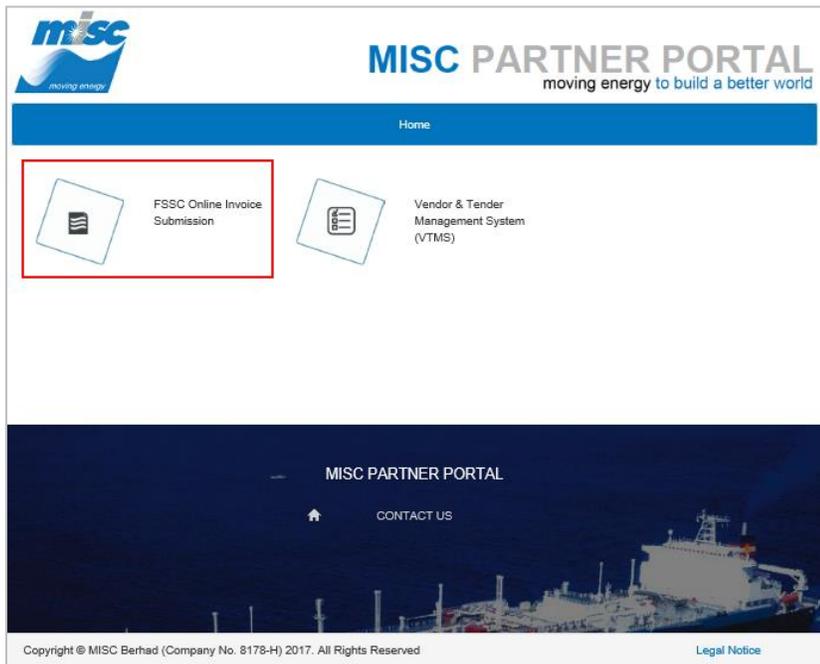


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3. Submitting Invoices via FSSC Online Invoice Submission

3.1. Login to FSSC Online Invoice Submission for Invoice Submission

- a) Please ensure the registered User ID has been **Approved** by FSSC Administrator. Launch an Internet browser and go to <https://partner.misc.net.my> to access MISC Partner Portal for FSSC Online Invoice Submission.
- b) Click on the “**FSSC Online Invoice Submission**” icon to proceed.



OR

Upon FSSC Administrator approved the registered User ID, an Approved email notification will be sent to the registered email address.

Login to the registered email mailbox and click on the received Approved email with subject title “**Your FSSC Vendor Self Service Account Registration has been Approved**” as below. Then, click on the “**here**” link to login to the FSSC Online Invoice Submission.

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Your FSSC Vendor Self Service Account Registration has been Approved.

 miscportal@miscbhd.com Today, 9:19 PM You ↕ Reply all | v

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

Dear VENDOR SDN BHD,

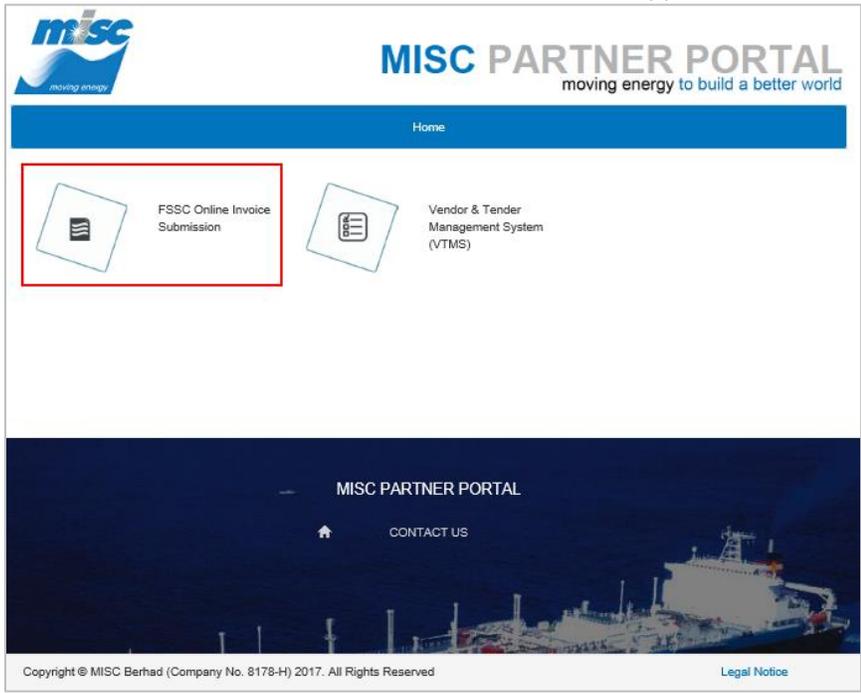
Your FSSC Vendor Self Service Account Registration has been verified and approved by FSSC Admin.

FSSC Vendor Login ID : miscvendor4@hotmail.com
Name : VENDOR SDN BHD
Registered Date : 31/10/2018
Approved Date : 31/10/2018

Please visit [here](#) to proceed login for the invoice submission.

Thank you.
MISC Group Portal

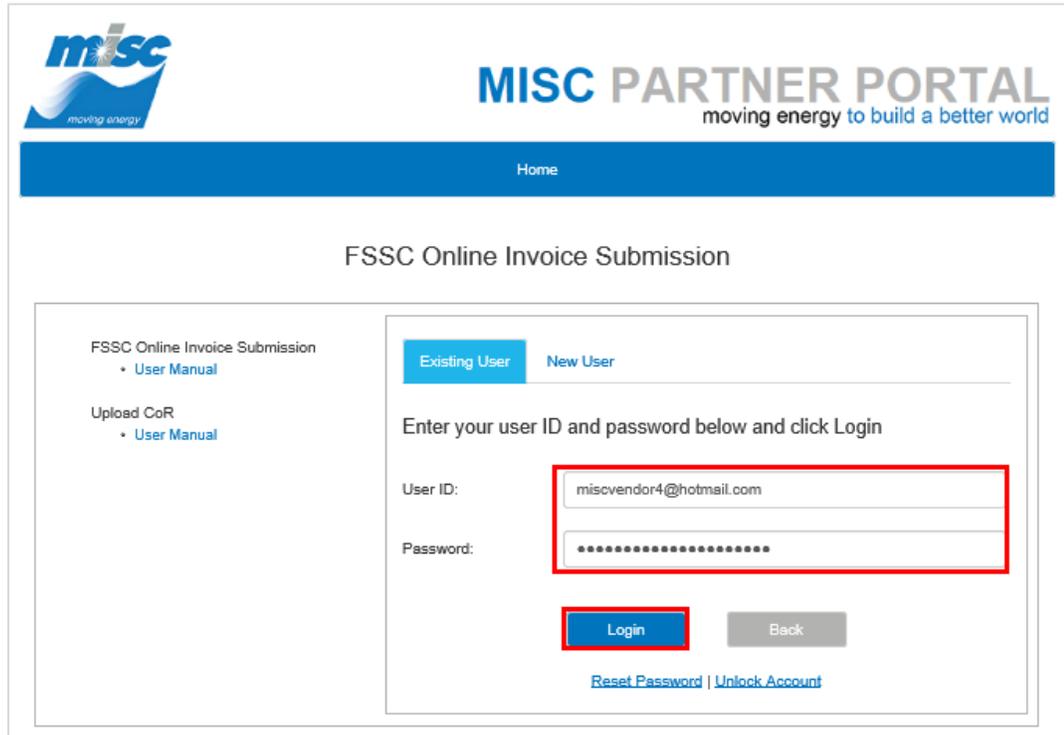
After clicking on the “**here**” link, system will navigate to **MISC Partner Portal** screen as below, then click on **FSSC Online Invoice Submission** application icon.



The screenshot shows the MISC PARTNER PORTAL home page. At the top left is the MISC logo with the tagline 'moving energy'. To the right, it says 'MISC PARTNER PORTAL' and 'moving energy to build a better world'. Below this is a blue navigation bar with 'Home' selected. The main content area features two application icons: 'FSSC Online Invoice Submission' (highlighted with a red box) and 'Vendor & Tender Management System (VTMS)'. At the bottom, there is a dark blue footer with 'MISC PARTNER PORTAL', a home icon, 'CONTACT US', and a copyright notice: 'Copyright © MISC Berhad (Company No. 8178-H) 2017. All Rights Reserved'. A 'Legal Notice' link is also present.

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- c) 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.



Note:

Please refer the notes below for login.

Condition 1: If login attempt exceeded FIVE (5) time due to forgotten password, kindly proceed for **Unlock Account THEN Reset Password**.

Condition 2: If login attempt exceeded FIVE (5) time due to mistake input, kindly proceed for **Unlock Account** and retry to login again.

Example: Caps Lock is ON then turn it OFF and retry for login again.

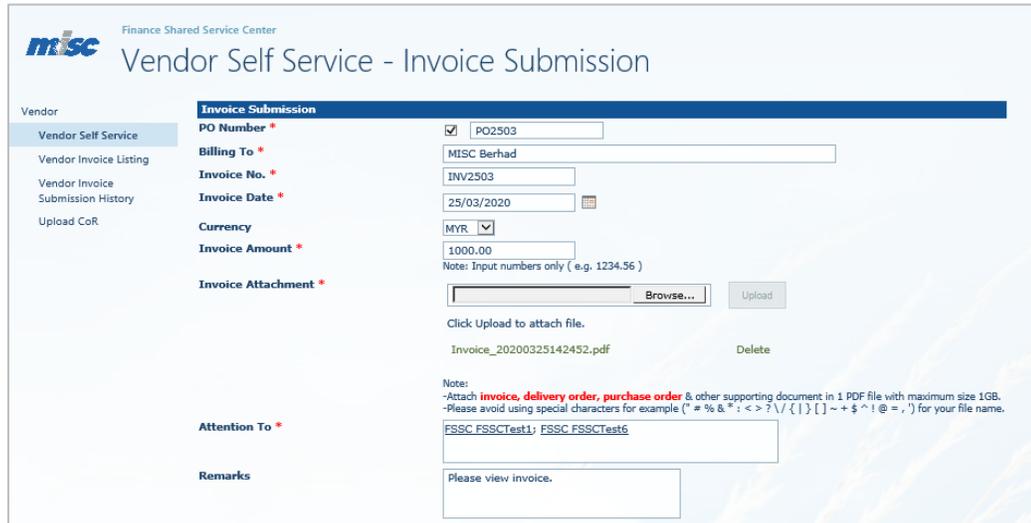
- d) Upon a successful login, system will navigate to “**FSSC Online Invoice Submission**” Home page with the registered user ID displayed above as screenshot below.

At the left navigation menu, click on the **Vendor Self Service** under **Vendor** menu to view the invoice submission screen.

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- e) At the “**Vendor Self Service – Invoice Submission**” screen, fill in all required fields with asterisk (*).



Note:

Please refer the notes below for invoice submission.

- 1. PO Number** – This is an optional field, to tick on the check box and input PO number value.
- 2. Billing To** – Click on the textbox and select the invoice billing to company name.

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PO0701

Note: Input numbers only (e.g. 1234.56)

Search Company

Company Name:

Company Name
MISC Berhad
POLARIS LNG ONE PTE.LTD.
POLARIS LNG TWO PTE.LTD.
Eaglestar Marine Holdings (L) Pte Ltd
Eaglestar Shipmanagement (L) Pte Ltd
Eaglestar Shipmanagement (S) Pte Ltd

3. **Invoice No** – Input invoice number.
4. **Invoice Date** – Select the invoice date.
5. **Currency** – Select the invoice currency.
6. **Invoice Amount** – Input invoice amount.
7. **Invoice Attachment** – Click on the **Browse** button to attach invoice file.

Please be noted that

- i) Attach **invoice, delivery order, purchase order** & other supporting document in only one PDF file with maximum size 1GB.
- ii) the file **SHOULD NOT** contain any special character.

Example: (" # % & * : < > ? \ / { | } [] ~ + \$ ^ ! @ = , ')

8. **Attention To** – This is a **READ ONLY** field, it will be auto populated based on selection of **Type of AP Invoice** and **Billing To** fields.
9. **Remarks** – This is an optional field, allows to input special remarks for the invoice.

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Note:

For WHT and SST checklist, the system will identify vendor based on the vendor registered country. Please refer two conditions as below.

Condition 1:

If the **Registered Country** is **equal** to Malaysia (MYS).

The vendor will be categorized as **Local Vendor/ Residence**.

Local Vendor / Residence are not required to fill-up **WHT** and **SST** checklist form.

Condition 2:

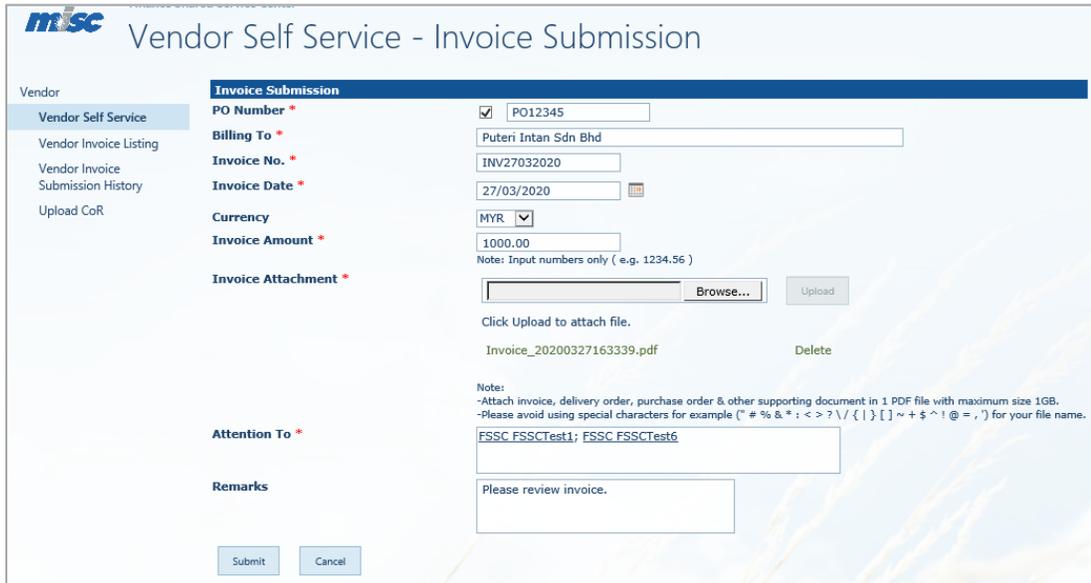
If the **Registered Country** is **NOT equal** to Malaysia (MYS).

The vendor will be categorized as **Foreign Vendor**.

Foreign Vendor are required to fill-up **WHT** and **SST** checklist form.

3.2. Local Vendor submit invoice without WHT and SST checklist

- a) Local Vendor is not required to fill in WHT and SST checklist form.
- b) At the “**Vendor Self Service – Invoice Submission**” screen, fill in all required fields with asterisk (*) then proceed click on the **Submit** button.



Vendor Self Service - Invoice Submission

Vendor

Invoice Submission

Vendor Self Service

Vendor Invoice Listing

Vendor Invoice Submission History

Upload CoR

PO Number * PO12345

Billing To * Puteri Intan Sdn Bhd

Invoice No. * INV27032020

Invoice Date * 27/03/2020

Currency MYR

Invoice Amount * 1000.00
Note: Input numbers only (e.g. 1234.56)

Invoice Attachment * Browse... Upload

Click Upload to attach file.

Invoice_20200327163339.pdf Delete

Note:
-Attach invoice, delivery order, purchase order & other supporting document in 1 PDF file with maximum size 1GB.
-Please avoid using special characters for example (" # % & * ; < > ? \ / { | } [] ~ + \$ ^ ! @ = ,) for your file name.

Attention To * FSSC FSSCTest1; FSSC FSSCTest6

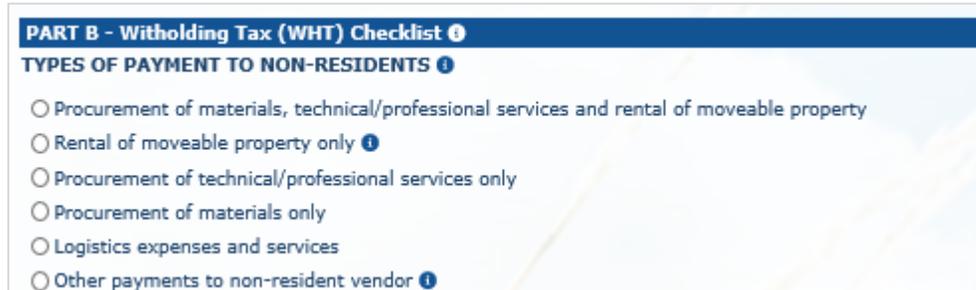
Remarks Please review invoice.

Submit Cancel

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3.3. Foreign Vendor submit invoice with WHT and SST checklist

- a) After fill up the invoice submission, WHT and SST checklist will display. Foreign Vendor is mandatory to fill in information on WHT checklist.
- b) In Part B **WHT Checklist** will displayed the type of Invoice for payment.



PART B - Withholding Tax (WHT) Checklist

TYPES OF PAYMENT TO NON-RESIDENTS

- Procurement of materials, technical/professional services and rental of moveable property
- Rental of moveable property only
- Procurement of technical/professional services only
- Procurement of materials only
- Logistics expenses and services
- Other payments to non-resident vendor

- c) In Part B **WHT Checklist**, if select the **FIRST** option: **Procurement of material, technical/professional services and rental of moveable property**: -

To tick on the applicable checkbox option(s): **(a) Material, (b) Services, (c) Rental of moveable property, and (d) Reimbursement/Disbursement** and enter the **Amount**.

To ensure **Total as per Invoice amount** from **(a) Material, (b) Services, (c) Rental of moveable property and (d) Reimbursement/Disbursement** are same with **Invoice Amount**.

To tick on the appropriate checkbox for where the service was performed and enter the **Amount**.

To ensure a numeric value for number of days if checkbox **Inside Malaysia** ticked.

To ensure location is filled i.e. country the service was performed if checkbox **Outside Malaysia** ticked.

To ensure **Total as per amount for services** is same with **(b) Services** amount.



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PART B - Withholding Tax (WHT) Checklist

TYPES OF PAYMENT TO NON-RESIDENTS

Procurement of materials, technical/professional services and rental of moveable property

Rental of moveable property only

Procurement of technical/professional services only

Procurement of materials only

Logistics expenses and services

Other payments to non-resident vendor

Procurement of materials, services and rental of moveable property

Segregation between material, services and rental of moveable property

(a)	Material	<input type="checkbox"/>	Amount	0.00	*
(b)	Services	<input type="checkbox"/>	Amount	0.00	*
(c)	Rental of moveable property	<input type="checkbox"/>	Amount	0.00	*
(d)	Reimbursement/ Disbursement	<input type="checkbox"/>			
	i) Travelling expenses in Malaysia		Amount	0.00	*
	ii) Travelling expenses outside Malaysia		Amount	0.00	*
	iii) Hotel accommodation charges		Amount	0.00	*
	iv) Others		Amount	0.00	*
Total as per invoice			Amount		
(a)	Inside Malaysia	<input type="checkbox"/>	Amount	0.00	*
	Length of stay in respect of services performed in Malaysia:			0.00	* days
(b)	Outside Malaysia	<input type="checkbox"/>	Amount	0.00	*
	Location Outside Malaysia				*
Total as per amount for services			Amount		

- d) In Part B **WHT Checklist**, if select the **SECOND** option: **Rental of moveable property only**: -
To select the **Types of equipment of rental of moveable property** from drop-down list and enter the **Amount**.
Then proceed to click the **Submit** button.

PART B - Withholding Tax (WHT) Checklist

TYPES OF PAYMENT TO NON-RESIDENTS

Procurement of materials, technical/professional services and rental of moveable property

Rental of moveable property only

Procurement of technical/professional services only

Procurement of materials only

Logistics expenses and services

Other payments to non-resident vendor

Rental of moveable property only

Types of equipment for rental of moveable property:

Ship/Vessel Amount: 0.00 *

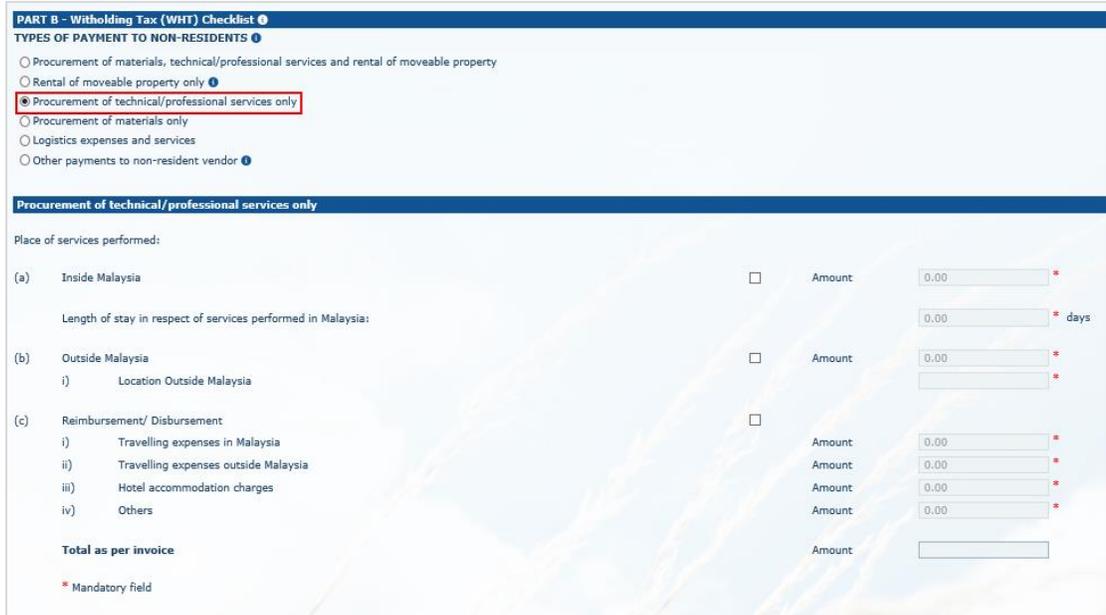
Other equipment

- e) In Part B **WHT Checklist**, if select the **THIRD** option: **Procurement of technical/professional services only**: -

To tick on the appropriate checkbox where the service was performed: **(a) Inside Malaysia**, **(b) Outside Malaysia**, **(c) Reimbursement/Disbursement** and where applicable, enter the **Amount**, numeric value for number of days or location i.e. country the service was performed.

To ensure **Total as per invoice** is same **Invoice Amount**.

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PART B - Withholding Tax (WHT) Checklist

TYPES OF PAYMENT TO NON-RESIDENTS

- Procurement of materials, technical/professional services and rental of moveable property
- Rental of moveable property only
- Procurement of technical/professional services only
- Procurement of materials only
- Logistics expenses and services
- Other payments to non-resident vendor

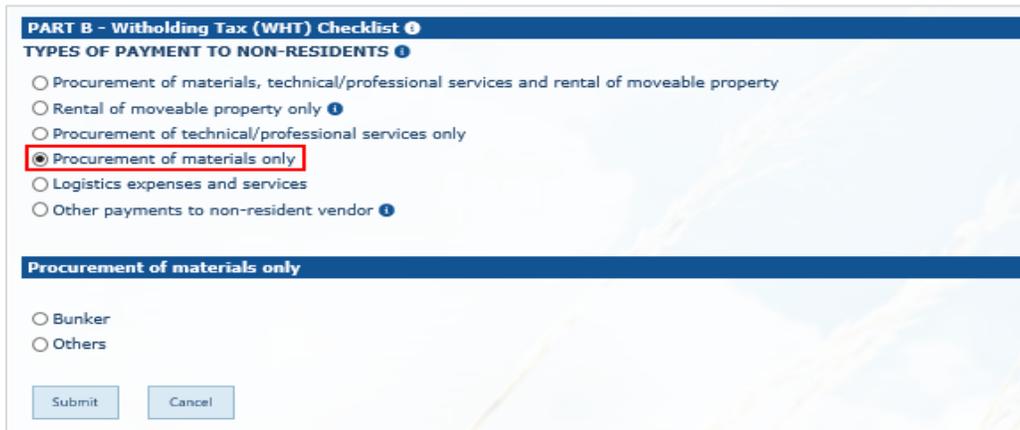
Procurement of technical/professional services only

Place of services performed:

(a) Inside Malaysia	<input type="checkbox"/>	Amount	<input type="text" value="0.00"/>	*
Length of stay in respect of services performed in Malaysia:			<input type="text" value="0.00"/>	* days
(b) Outside Malaysia	<input type="checkbox"/>	Amount	<input type="text" value="0.00"/>	*
i) Location Outside Malaysia			<input type="text"/>	*
(c) Reimbursement/ Disbursement	<input type="checkbox"/>			
i) Travelling expenses in Malaysia		Amount	<input type="text" value="0.00"/>	*
ii) Travelling expenses outside Malaysia		Amount	<input type="text" value="0.00"/>	*
iii) Hotel accommodation charges		Amount	<input type="text" value="0.00"/>	*
iv) Others		Amount	<input type="text" value="0.00"/>	*
Total as per invoice		Amount	<input type="text"/>	

* Mandatory field

f) In Part B **WHT Checklist**, if select the **FOURTH** option: **Procurement of materials only**. To select the option **“Bunker”** or **“Others”**, then proceed to click the **Submit** button.



PART B - Withholding Tax (WHT) Checklist

TYPES OF PAYMENT TO NON-RESIDENTS

- Procurement of materials, technical/professional services and rental of moveable property
- Rental of moveable property only
- Procurement of technical/professional services only
- Procurement of materials only
- Logistics expenses and services
- Other payments to non-resident vendor

Procurement of materials only

- Bunker
- Others

g) In Part B **WHT Checklist**, if select the **FIFTH** option: **Logistics expenses and services**, proceed to click on the **Submit** button.

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PART B - Withholding Tax (WHT) Checklist

TYPES OF PAYMENT TO NON-RESIDENTS

- Procurement of materials, technical/professional services and rental of moveable property
- Rental of moveable property only
- Procurement of technical/professional services only
- Procurement of materials only
- Logistics expenses and services**
- Other payments to non-resident vendor

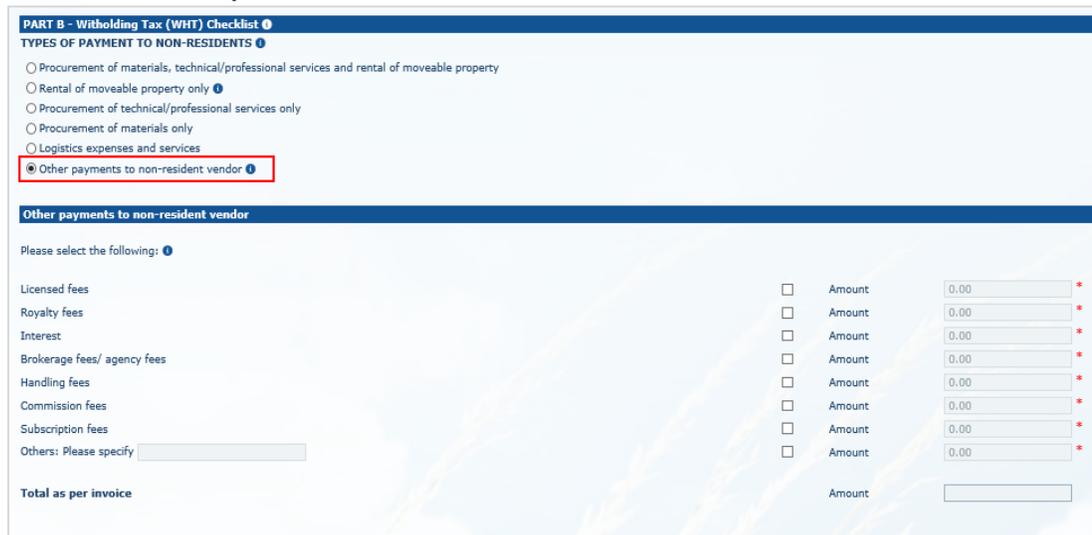
Submit Cancel

- h) In Part B **WHT Checklist**, if select the **SIXTH** option: **Other Payment to Non-resident vendor**:

-

To tick on the applicable checkbox and enter the **Amount**.

To ensure **Total as per Invoice** amount same with **Invoice Amount**.



PART B - Withholding Tax (WHT) Checklist

TYPES OF PAYMENT TO NON-RESIDENTS

- Procurement of materials, technical/professional services and rental of moveable property
- Rental of moveable property only
- Procurement of technical/professional services only
- Procurement of materials only
- Logistics expenses and services
- Other payments to non-resident vendor**

Other payments to non-resident vendor

Please select the following:

Licensed fees	<input type="checkbox"/>	Amount	0.00	*
Royalty fees	<input type="checkbox"/>	Amount	0.00	*
Interest	<input type="checkbox"/>	Amount	0.00	*
Brokerage fees/ agency fees	<input type="checkbox"/>	Amount	0.00	*
Handling fees	<input type="checkbox"/>	Amount	0.00	*
Commission fees	<input type="checkbox"/>	Amount	0.00	*
Subscription fees	<input type="checkbox"/>	Amount	0.00	*
Others: Please specify _____	<input type="checkbox"/>	Amount	0.00	*
Total as per invoice		Amount		

- i) In Part B **SST checklist**. Selecting the **“Procurement of materials, technical/professional services and rental of moveable property”** or **“Procurement of technical/professional services only”** or **“Other payments to non-resident vendor”** options of the **WHT checklist** will display the **SST Checklist**.

To tick on the appropriate checkbox where the service is consumed: **(a) In Malaysia, (b) Outside Malaysia, (c) Both**.

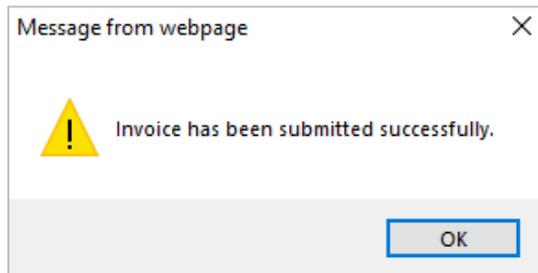
Proceed to select the related **Type of Services** performed and enter the **Amount**.

To ensure **Total as per Invoice amount** same with **Invoice Amount**. Then proceed to click the **Submit** button.



	Amount In Malaysia	Amount Total
<input type="checkbox"/> 1. Legal services	0.00	0.00
<input type="checkbox"/> 2. Accounting, auditing, book-keeping	0.00	0.00
<input type="checkbox"/> 3. Surveying services	0.00	0.00
<input type="checkbox"/> 4. Engineering services	0.00	0.00
<input type="checkbox"/> 5. Architecture services	0.00	0.00
<input type="checkbox"/> 6. Consultancy services	0.00	0.00
<input type="checkbox"/> 7. Information technology services	0.00	0.00
<input type="checkbox"/> 8. Management services	0.00	0.00
<input type="checkbox"/> 9. Employment services	0.00	0.00
<input type="checkbox"/> 10. Guards or protection for security	0.00	0.00
<input type="checkbox"/> 11. Insurance services	0.00	0.00
<input type="checkbox"/> 12. Telecommunication services	0.00	0.00
<input type="checkbox"/> 13. Clearing of goods from customs control	0.00	0.00
<input type="checkbox"/> 14. Advertising services	0.00	0.00
<input type="checkbox"/> 15. Brokerage and underwriting services for financial services	0.00	0.00
<input type="checkbox"/> 16. Cleaning services	0.00	0.00
<input type="checkbox"/> 17. Logistics services (e.g. MOIL, Sealogics)	0.00	0.00
<input type="checkbox"/> 18. Repairs, modifications, upgrading, drydocking, refurbishment of vessels	0.00	0.00
<input type="checkbox"/> 19. Inspection/health check of equipment, spare parts, and other similar services	0.00	0.00
<input type="checkbox"/> 20. Inspection of vessel (e.g. Sire inspection, PETRONAS inspection)	0.00	0.00
<input type="checkbox"/> 21. Goods	0.00	0.00
<input type="checkbox"/> 22. Reimbursement / Disbursement (Travelling, hotel accommodation, printing, transportation, air tickets, etc.)	0.00	0.00
<input type="checkbox"/> 23. Others (please specify)	0.00	0.00
Total as per invoice	0.00	0.00

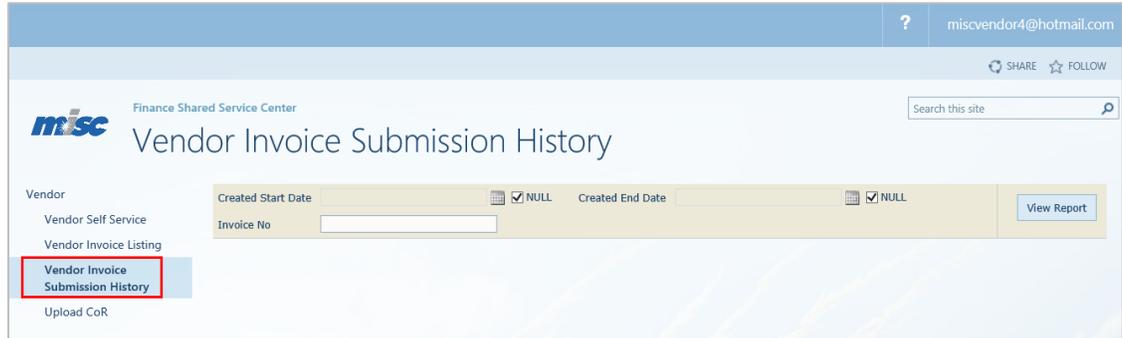
j) Upon clicking on the **Submit** button, a message will be displayed as below showing the Invoice has been submitted successfully.



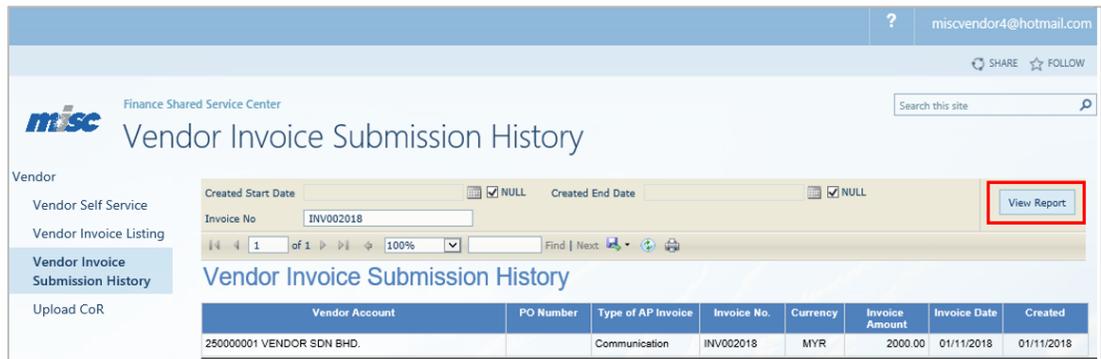
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3.4. Login to FSSC Online Invoice Submission to View Submitted Invoice History

- a) At the left navigation menu, click on the **Vendor Invoice Submission History** under **Vendor** menu to view submitted invoice history.



- b) At the “**Vendor Invoice Submission History**” screen, enter the invoice criteria such as **Created Start Date**, **Created End Date** and **Invoice No** then click on the **View Report** button to generate the report.



Vendor Account	PO Number	Type of AP Invoice	Invoice No.	Currency	Invoice Amount	Invoice Date	Created
250000001 VENDOR SDN BHD.		Communication	INV002018	MYR	2000.00	01/11/2018	01/11/2018

4. Resetting Password

4.1. Resetting the registered User ID Password

Note:

Please refer the notes below for reset account password.

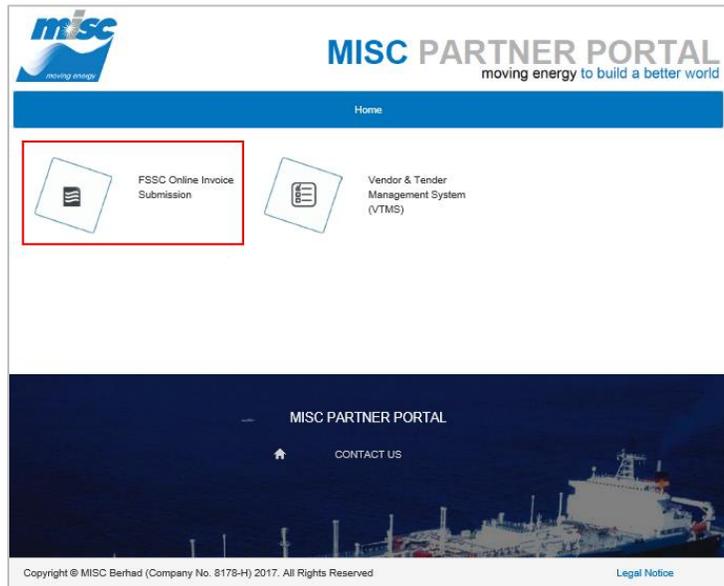
Condition 1: If login attempt exceeded FIVE (5) time due to forgotten password, kindly proceed for **Unlock Account THEN Reset Password**.

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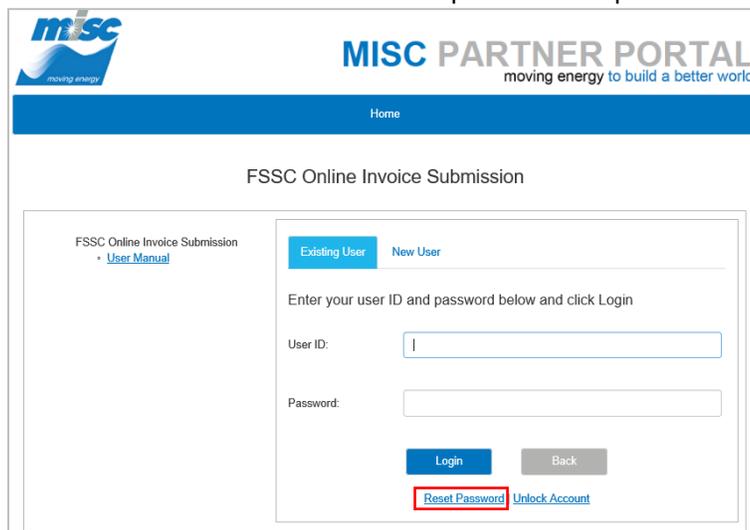
Condition 2: If login attempt exceeded FIVE (5) time due to mistakenly input, kindly proceed for **Unlock Account** and retry to login again.

Example: Caps Lock is ON then turn it OFF and retry for login again.

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

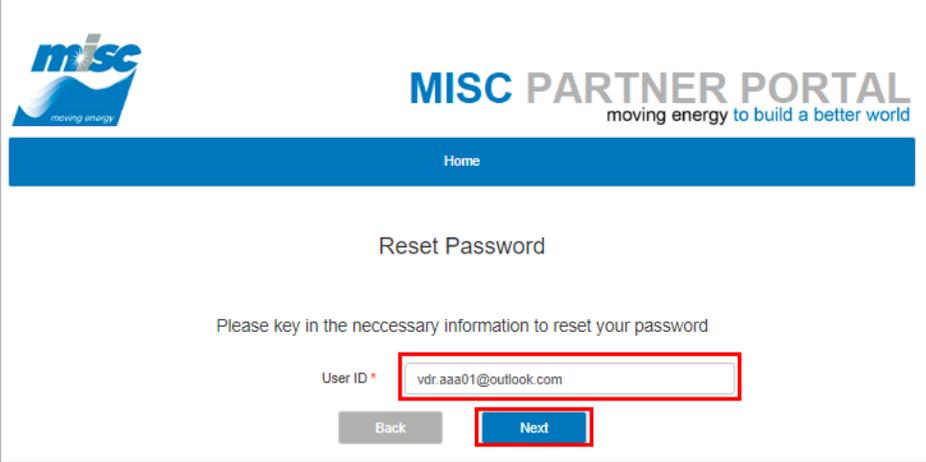


- b) System will navigate to **“FSSC Online Invoice Submission”** screen. At the **Existing User** tab, click on the **“Reset Password”** link to proceed with password resetting.

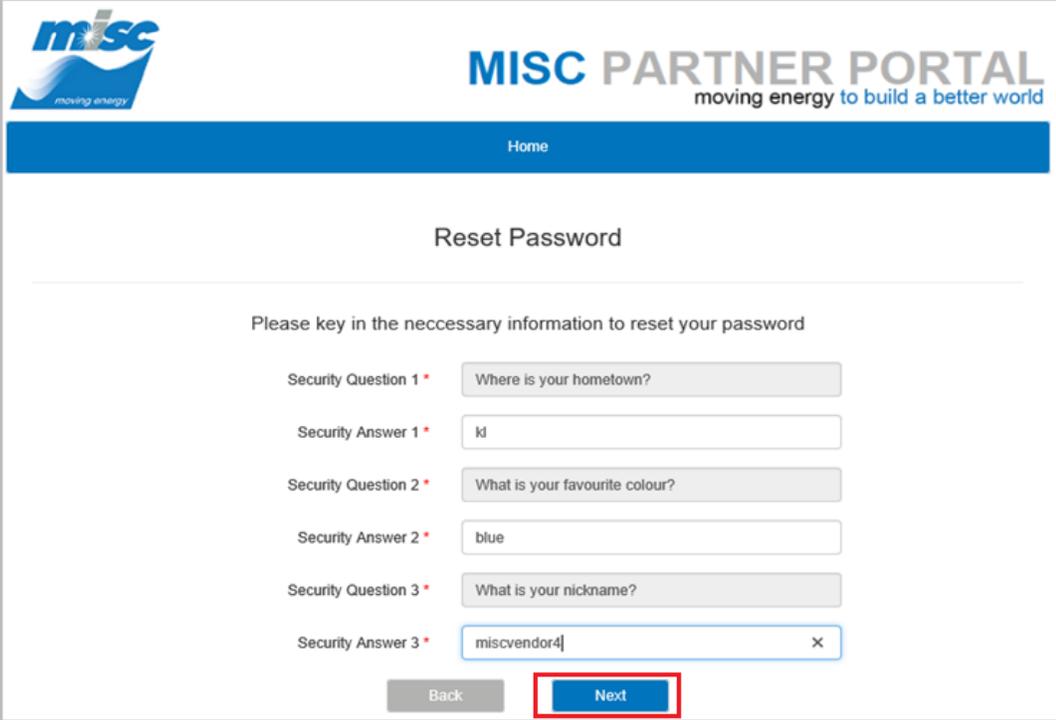


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- c) At the “Reset Password” screen, enter the registered **User ID** and click on the **Next** button.

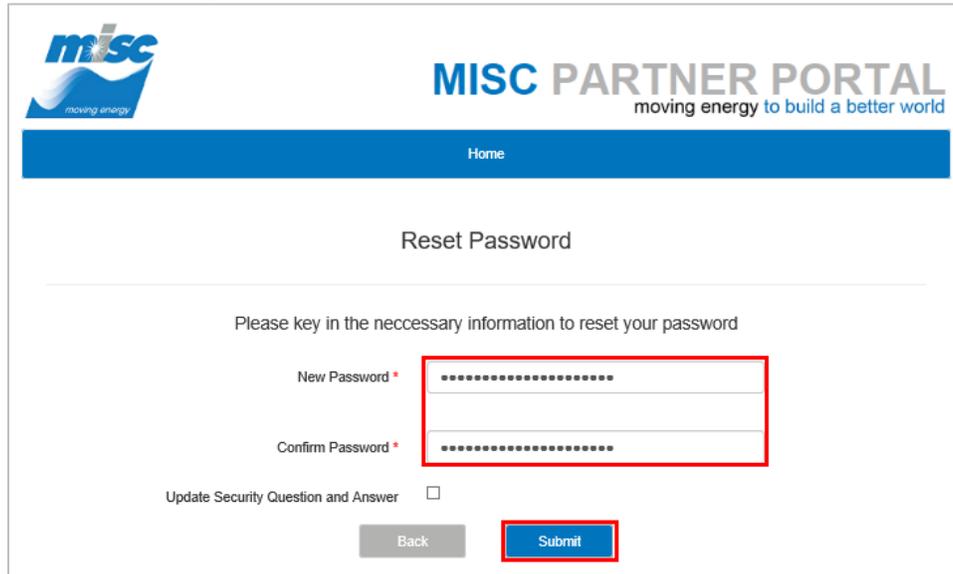


- d) At the User ID Security Question screen, enter all the **Security Answers** for user ID verification then click on the **Next** button.



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- e) Enter the **New Password** and **Confirm Password**, then Click on the **Submit** button to proceed resetting the password.



Note:

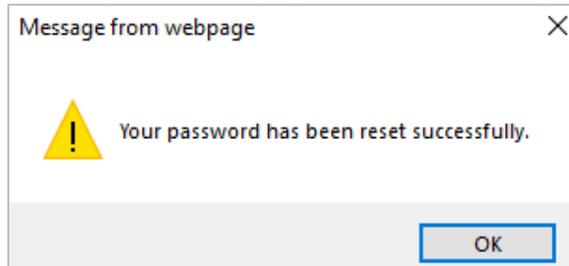
Please refer the notes below for reset new password.

3. **New Password** – Inputted Password format must contain **AT LEAST** fourteen (14) characters long, **AT LEAST** one number (numeric), **ONE** capital letter and **ONE** special character.

This password is for FSSC system login upon reset successfully.

4. **Confirm Password** – Inputted Confirm Password value **MUST** match with inputted value in **Password** field.

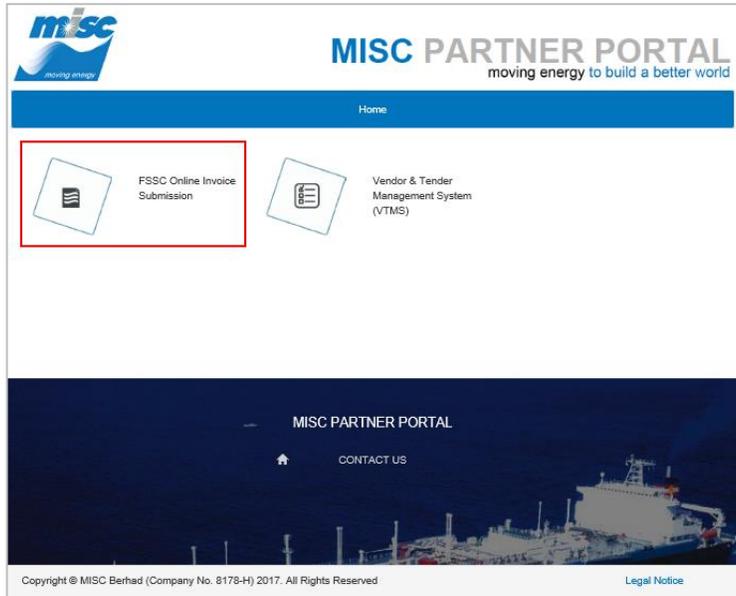
- f) A message will be displayed as below showing the password has been reset successfully.



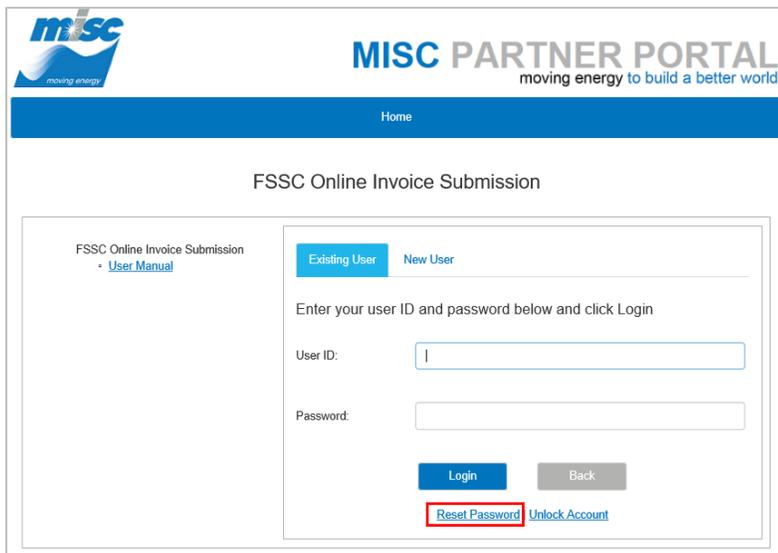
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4.2. Resetting the Security Question and Answer

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

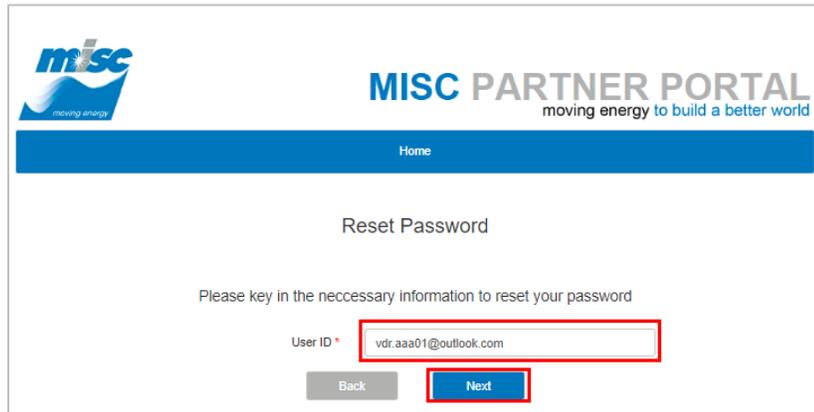


- b) System will navigate to **“FSSC Online Invoice Submission”** screen. At the **Existing User** tab, click on the **“Reset Password”** link to proceed with resetting the new security questions and answers.



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- c) At the “Reset Password” screen, enter the registered **User ID** and then click on the **Next** button.

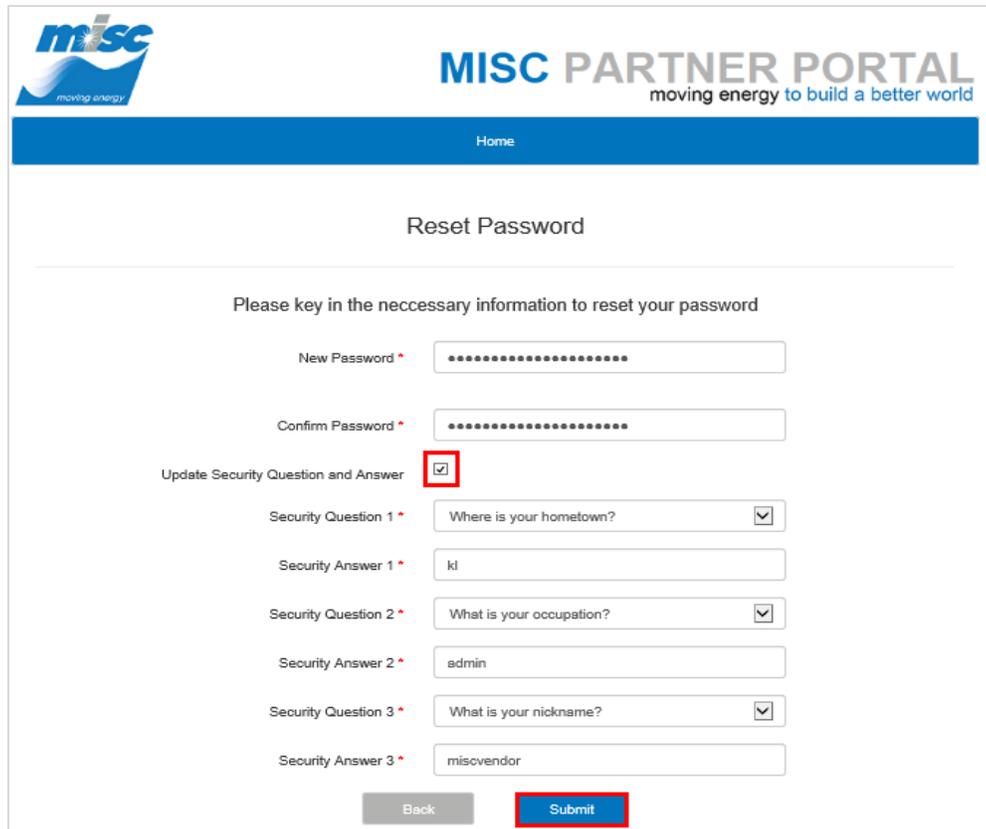


The screenshot shows the MISC PARTNER PORTAL interface. At the top left is the MISC logo with the tagline 'moving energy'. To the right is the text 'MISC PARTNER PORTAL' and 'moving energy to build a better world'. Below this is a blue navigation bar with the word 'Home'. The main content area is titled 'Reset Password' and contains the instruction 'Please key in the necessary information to reset your password'. A text input field labeled 'User ID *' contains the email address 'vdr.aaa01@outlook.com'. Below the input field are two buttons: a grey 'Back' button and a blue 'Next' button.

- d) Enter the new password and confirm password is part of the security questions and answers reset.

If reset password is not required, please enter the original password and tick on the **Update Security Question and Answer** checkbox to enter new security questions and answers then click on the **Submit** button to proceed resetting the Security Question and Answer.

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MISC PARTNER PORTAL
moving energy to build a better world

Home

Reset Password

Please key in the necessary information to reset your password

New Password *

Confirm Password *

Update Security Question and Answer

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Note:

Please refer the notes below for security question and answer reset.

- 1. New Password** – Inputted Password format must contain **AT LEAST** fourteen (14) characters long, **AT LEAST** one number (numeric), **ONE** capital letter and **ONE** special character.

This password is for FSSC system login upon reset successfully.

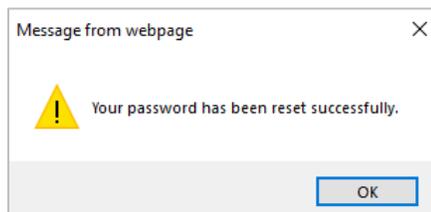
- 2. Confirm Password** – Inputted Confirm Password value **MUST** match with inputted value in **Password** field.
- 3. Update Security Question and Answer required** – Tick on this checkbox a section to reset security question and answer will be expanded.
- 4. Security Question (1-3)** – Select each **UNIQUE** question and provide the respective answer.

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Please be noted upon reset, the provided security **ANSWERS** are required to input during **Reset Password** and **Unlock Account** activities.

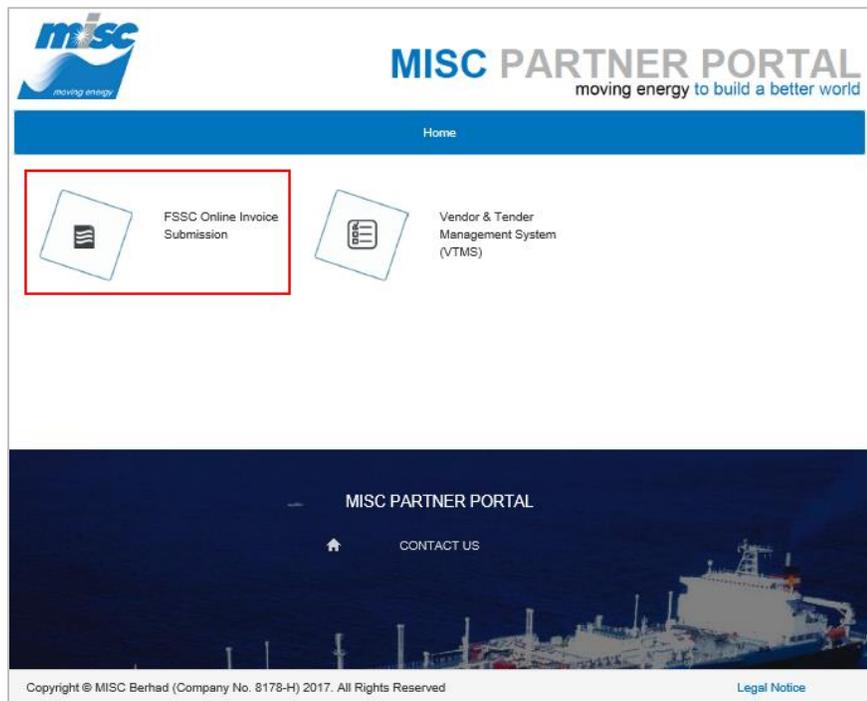
Thus, kindly **KEEP** a record of the selected security questions and provided answers.

- e) A message will be displayed as below showing account password has been resetting successfully.



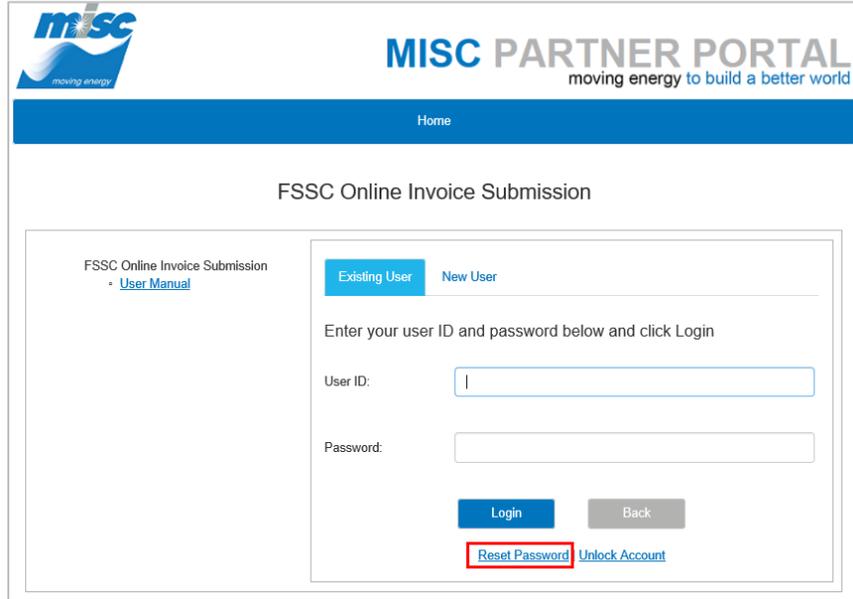
4.3. Resetting the Forgotten Security Answer before reset password

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

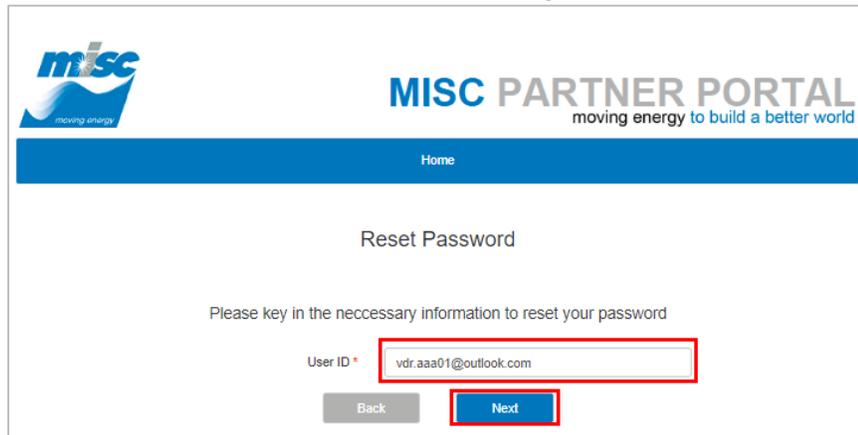


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- b) System will navigate to “FSSC Online Invoice Submission” screen. At the **Existing User** tab, click on the “Reset Password” link to proceed with password resetting.

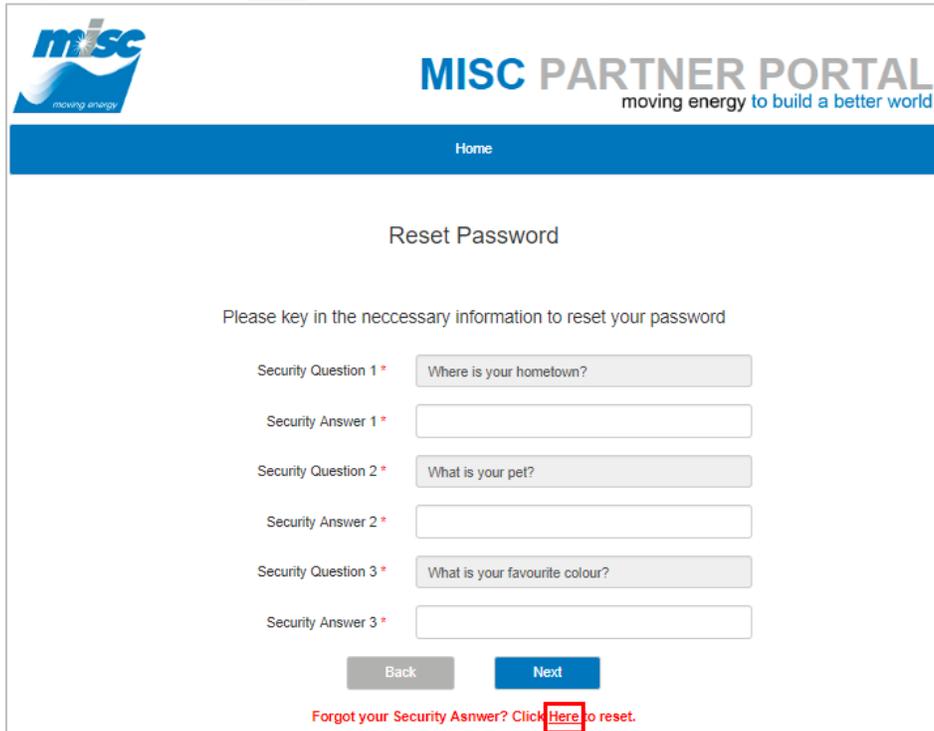


- c) At the “Reset Password” screen, enter the registered **User ID** and click on the **Next** button.



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- d) At the User ID Security Question screen, if not remember the security answer, at the bottom page, to click on the [Here](#) link to reset new **Security Answer**.



MISC PARTNER PORTAL
moving energy to build a better world

Home

Reset Password

Please key in the necessary information to reset your password

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

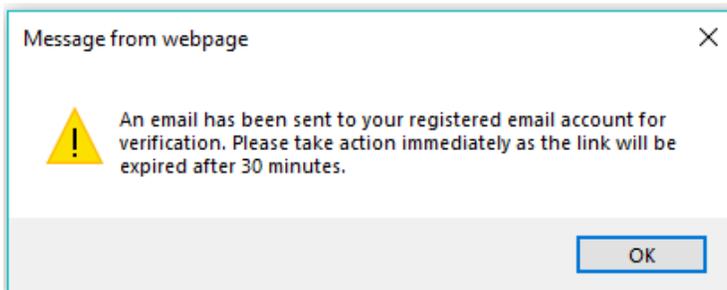
Security Question 3 *

Security Answer 3 *

Forgot your Security Answer? Click [Here](#) to reset.

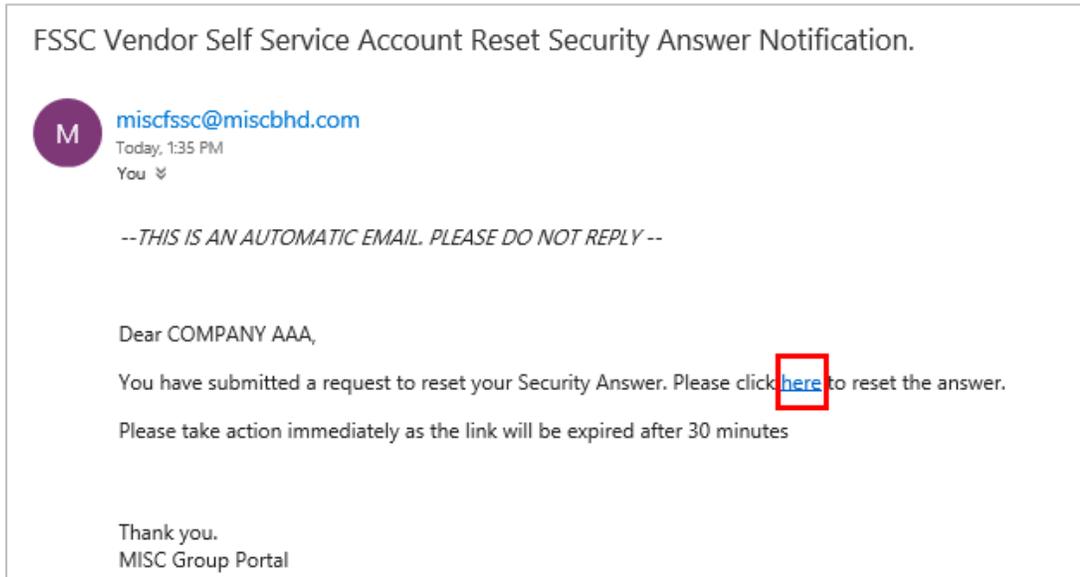
- f) A message will be displayed as below showing email has been sent to registered email account for verification.

Please note that the link of reset new security answer from email notification will be expired after 30 minutes.

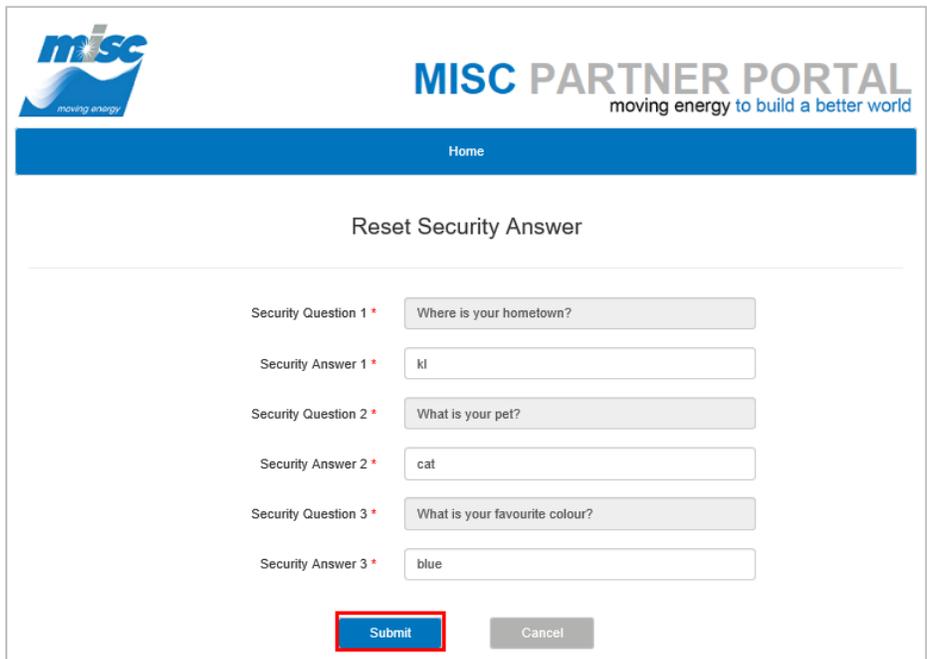


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- e) Login to the registered email mailbox and click on the received notification email with subject title **“Your FSSC Vendor Self Service Account Reset Security Answer Notification”** as below. Then, click on the **“here”** link to proceed reset security answer.



- f) At the **“Reset Security Answer”** page, enter all the **Security Answers** then click on the **Submit** button to proceed reset new security answer.



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Note:

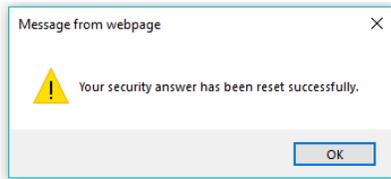
Please refer the notes below for security answer reset.

Security Question (1-3) – Each question to provide the respective answer.

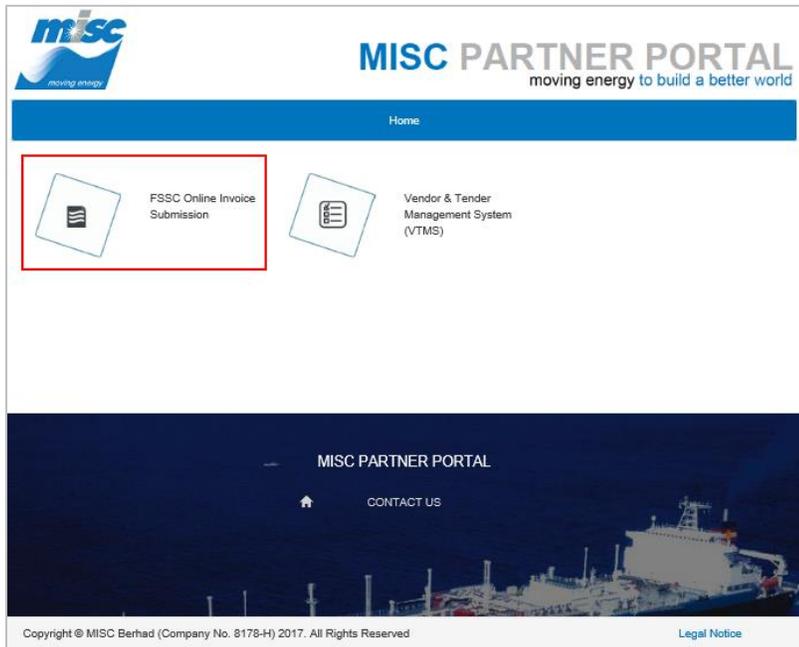
Please be noted upon reset, the provided security **ANSWERS** are required to input during **Reset Password** and **Unlock Account** activities.

Thus, kindly **KEEP** a record of the selected security questions and provided answers.

- g) A message will be displayed as below showing the security answer has been reset successfully then click on the **OK** button.

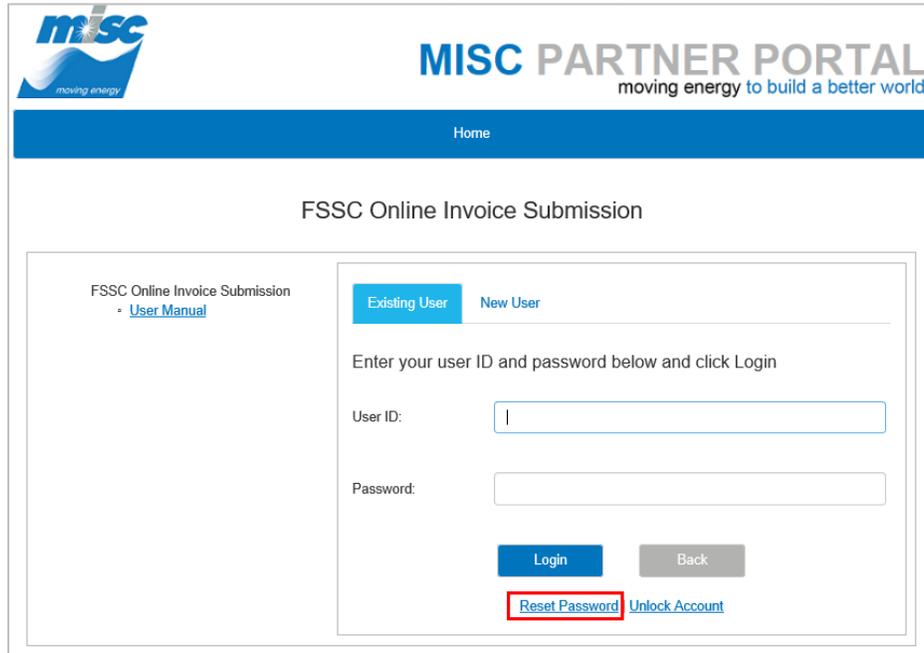


- g) In the **“MISC Partner Portal”** home page, click on the **FSSC Online Invoice Submission** application icon.



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- h) System will navigate to “**FSSC Online Invoice Submission**” screen. At the **Existing User** tab, click on the “**Reset Password**” link to proceed with password resetting.



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Home

FSSC Online Invoice Submission

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

Existing User New User

Enter your user ID and password below and click Login

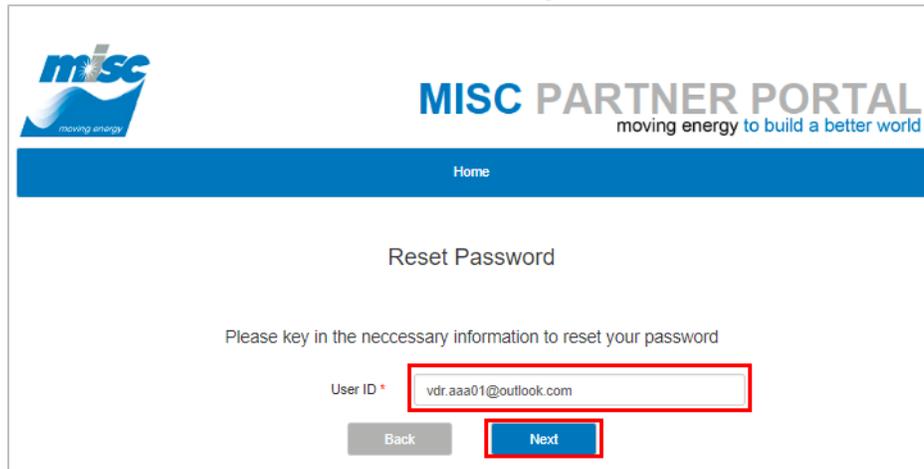
User ID:

Password:

Login Back

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

- i) At the “**Reset Password**” screen, enter the registered **User ID** and click on the **Next** button.



MISC PARTNER PORTAL
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Home

Reset Password

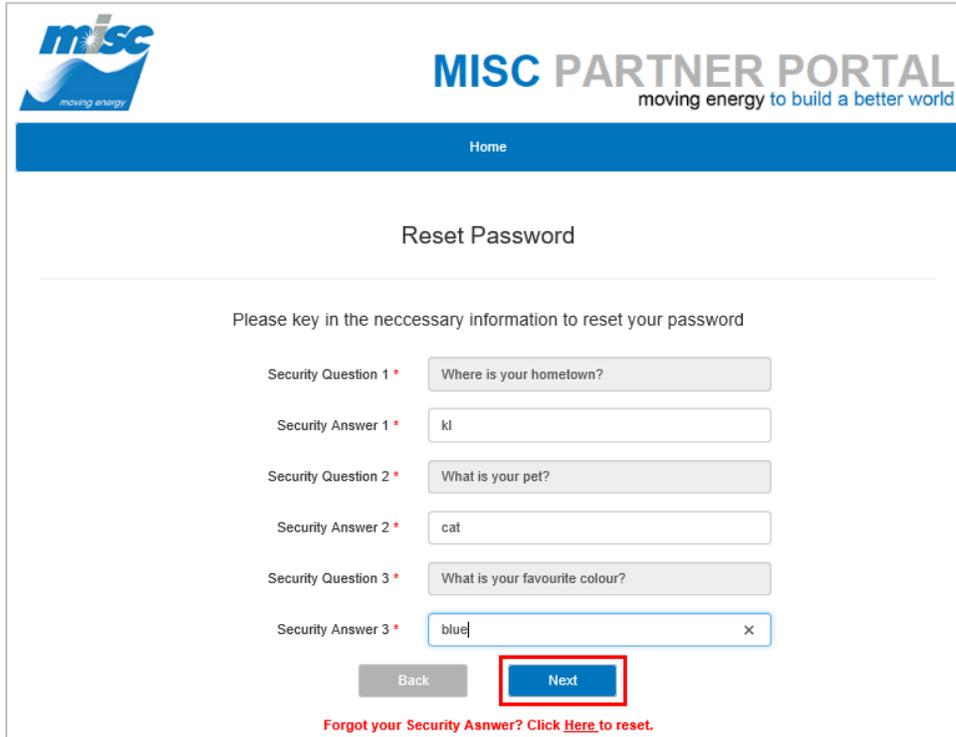
Please key in the necessary information to reset your password

User ID *

Back Next

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- j) At the “Reset Password” screen, enter all the **Security Answers** then click on the **Next** button.



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Home

Reset Password

Please key in the necessary information to reset your password

Security Question 1 * Where is your hometown?

Security Answer 1 *

Security Question 2 * What is your pet?

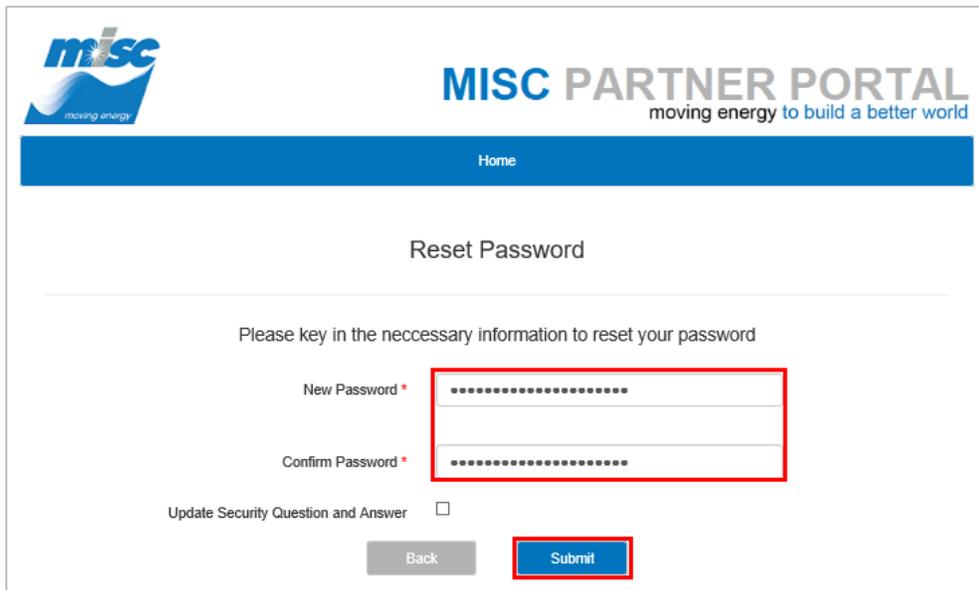
Security Answer 2 *

Security Question 3 * What is your favourite colour?

Security Answer 3 *

Forgot your Security Answer? Click [Here](#) to reset.

- k) Enter the **New Password** and **Confirm Password** then click on the **Submit** button.



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Home

Reset Password

Please key in the necessary information to reset your password

New Password *

Confirm Password *

Update Security Question and Answer

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Note:

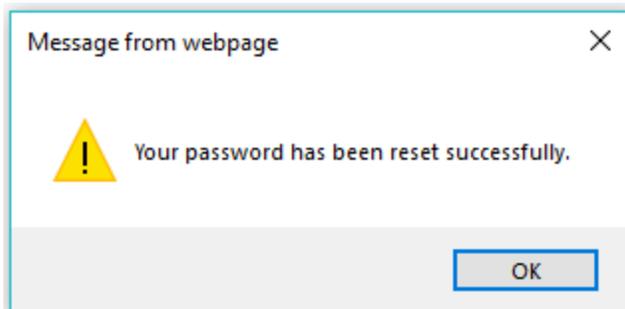
Please refer the notes below for reset new password.

1. **New Password** – Inputted Password format must contain **AT LEAST** fourteen (14) characters long, **AT LEAST** one number (numeric), **ONE** capital letter and **ONE** special character.

This password is for FSSC system login upon reset successfully.

2. **Confirm Password** – Inputted Confirm Password value **MUST** match with inputted value in **Password** field.

- l) A message will be displayed as below showing the password has been reset successfully.



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5. Unlock Account

5.1. To Unlock the Account that have been locked

Note:

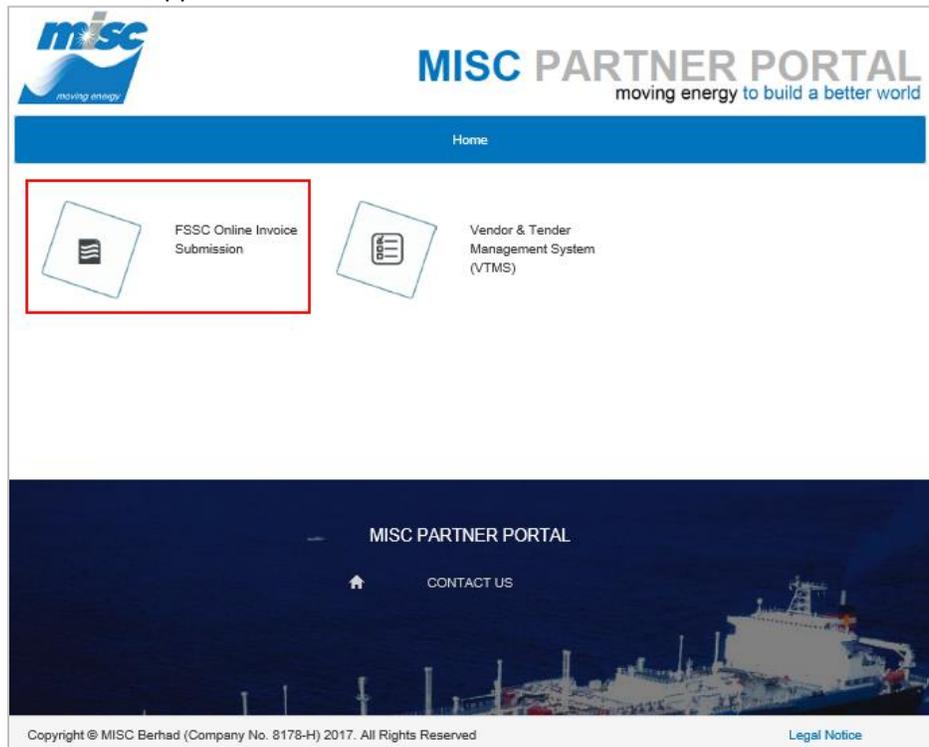
Please refer the notes below for unlock account.

Condition 1: If login attempt exceeded FIVE (5) time due to forgotten password, kindly proceed for **Unlock Account THEN Reset Password**.

Condition 2: If login attempt exceeded FIVE (5) time due to mistakenly input, kindly proceed for **Unlock Account** and retry to login again.

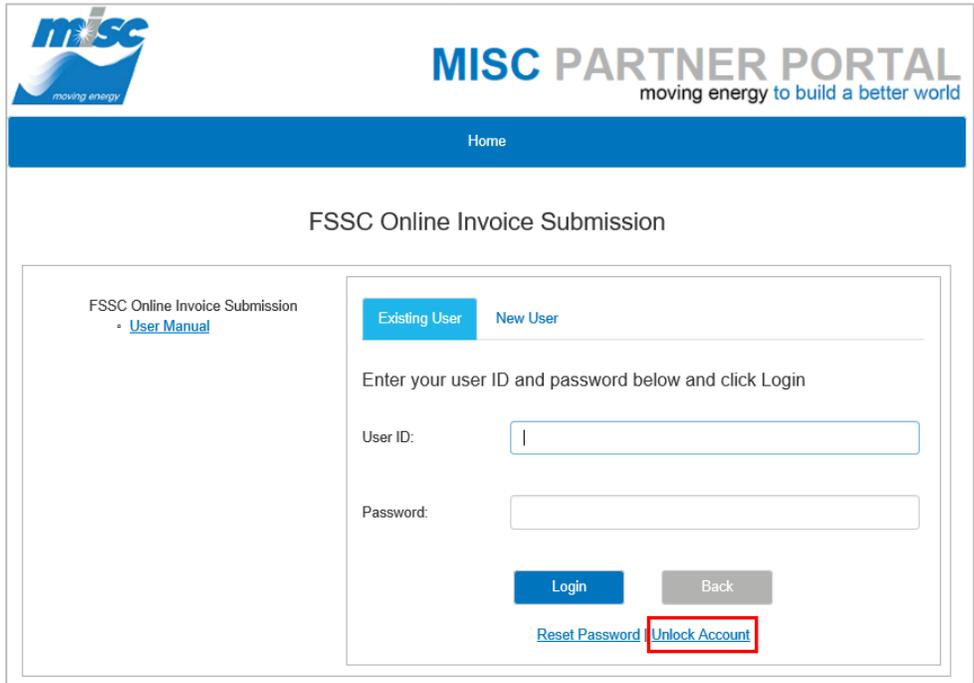
Example: Caps Lock is ON then turn it OFF and retry for login again.

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

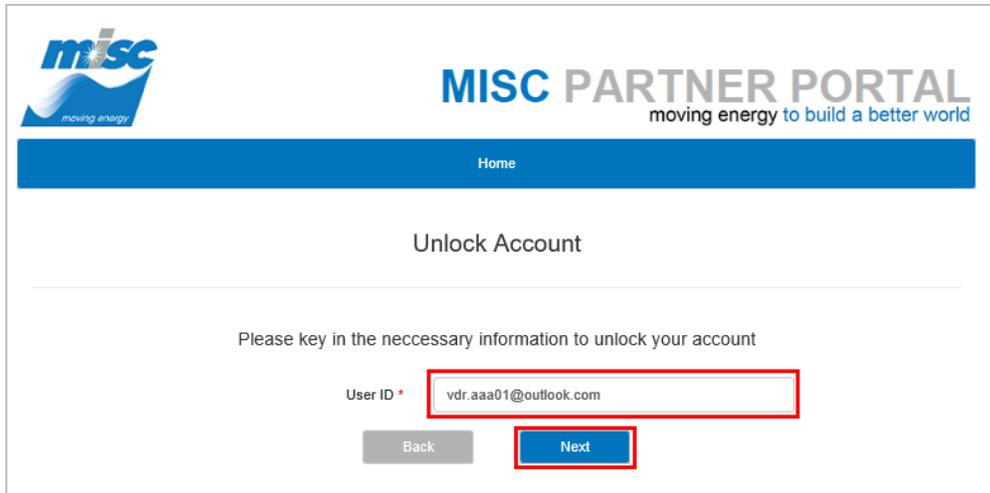


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- b) System will navigate to “FSSC Online Invoice Submission” screen. At the **Existing User** tab, click on the “**Unlock Account**” link to proceed unlock account.

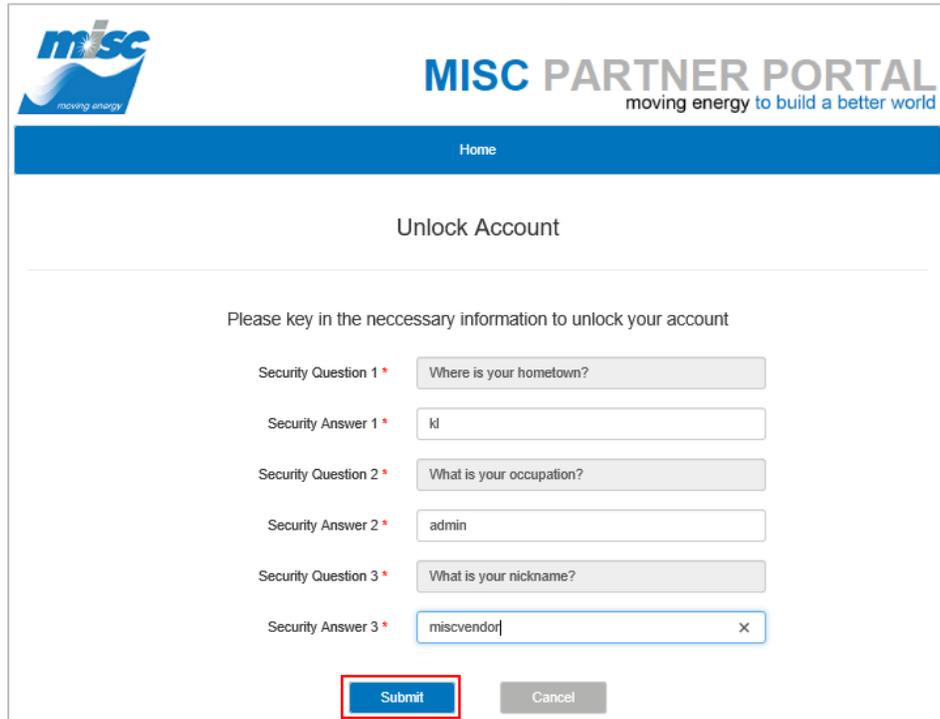


- c) At the “**Unlock Account**” screen, enter the registered **User ID** and click on the **Next** button to proceed.



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- d) At the User ID security question section, enter all the **Security Answers** for user ID verification then click on the **Submit** button to proceed account unlock.



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moving energy to build a better world

Home

Unlock Account

Please key in the necessary information to unlock your account

Security Question 1 *

Security Answer 1 *

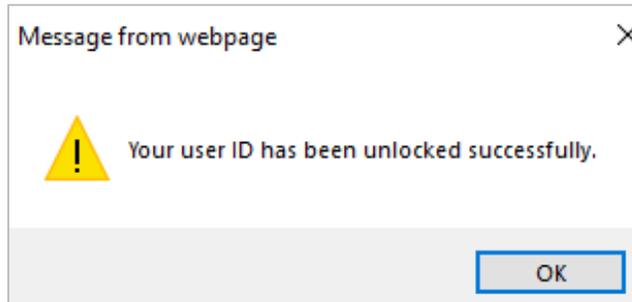
Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

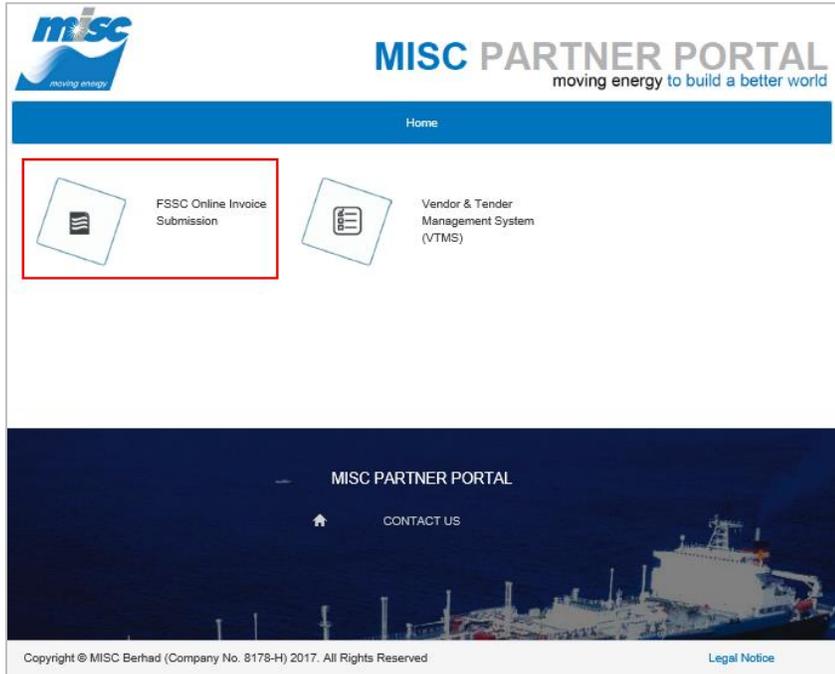
- e) A message will be displayed as below showing the **User ID** has been unlocked successfully.



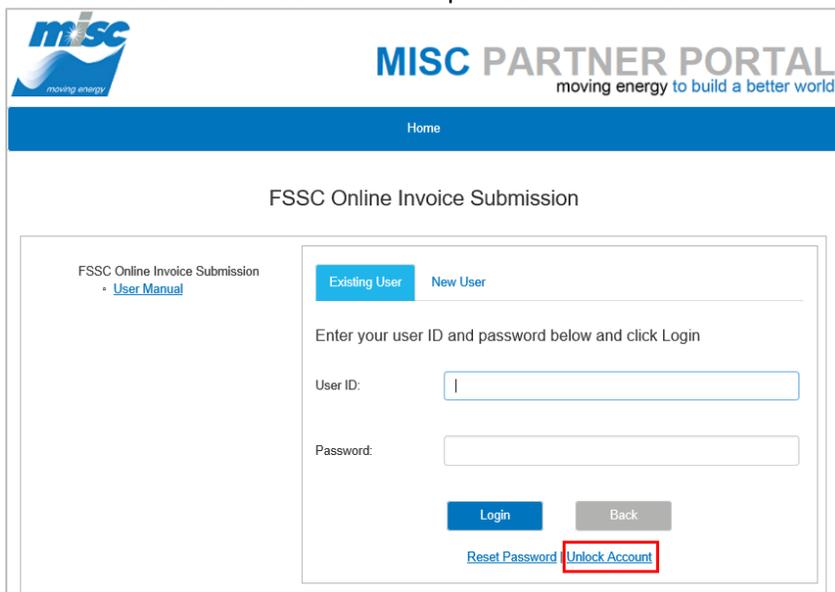
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5.2. Resetting the Forgotten Security Answer before unlock the locked Account

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

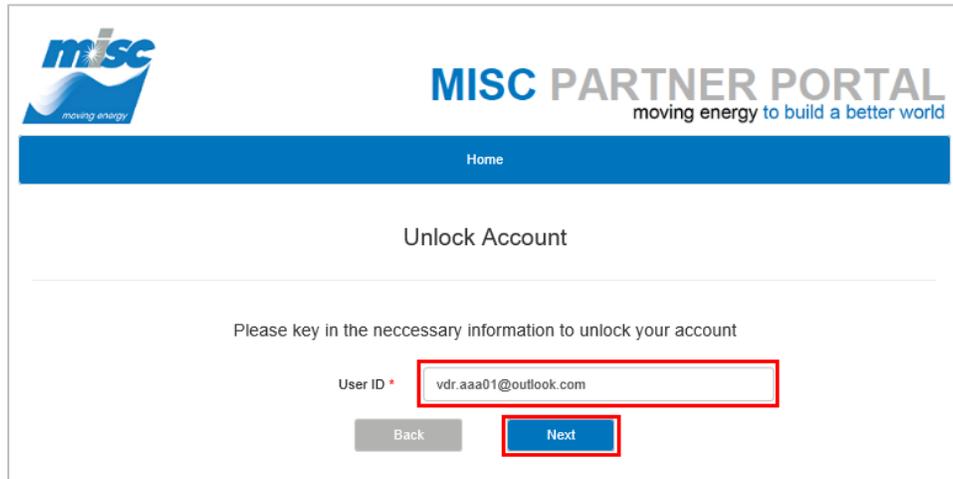


- b) System will navigate to “**FSSC Online Invoice Submission**” screen. At the **Existing User** tab, click on the “**Unlock Account**” link to proceed unlock account.



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- c) At the “**Unlock Account**” screen, enter the registered **User ID** and click on the **Next** button to proceed.



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Home

Unlock Account

Please key in the necessary information to unlock your account

User ID *

- d) At the User ID Security Question screen, if not remember the security answer, at the bottom page, to click on the **Here** link to reset new **Security Answer**.

Here to reset.'" data-bbox="203 501 790 860"/>

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Home

Unlock Account

Please key in the necessary information to unlock your account

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

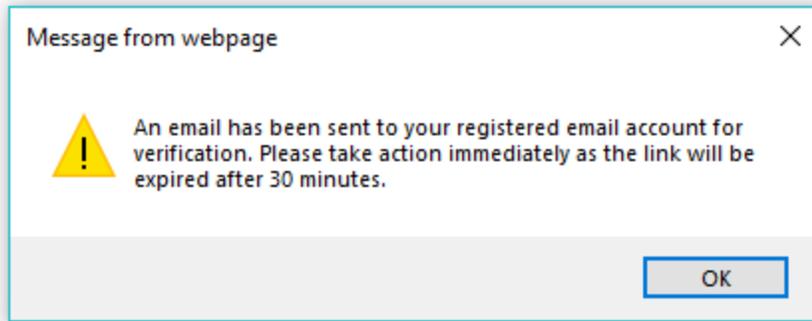
Security Answer 3 *

Forgot your Security Answer? Click [Here](#) to reset.

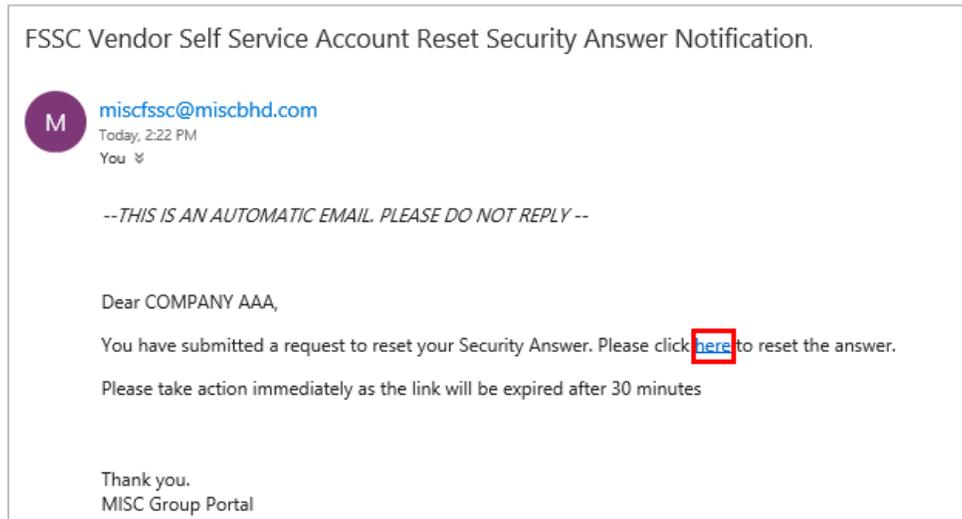
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- e) A message will be displayed as below showing email has been sent to registered email account for verification.

Please note that the link of reset security answer from email notification will be expired after 30 minutes.

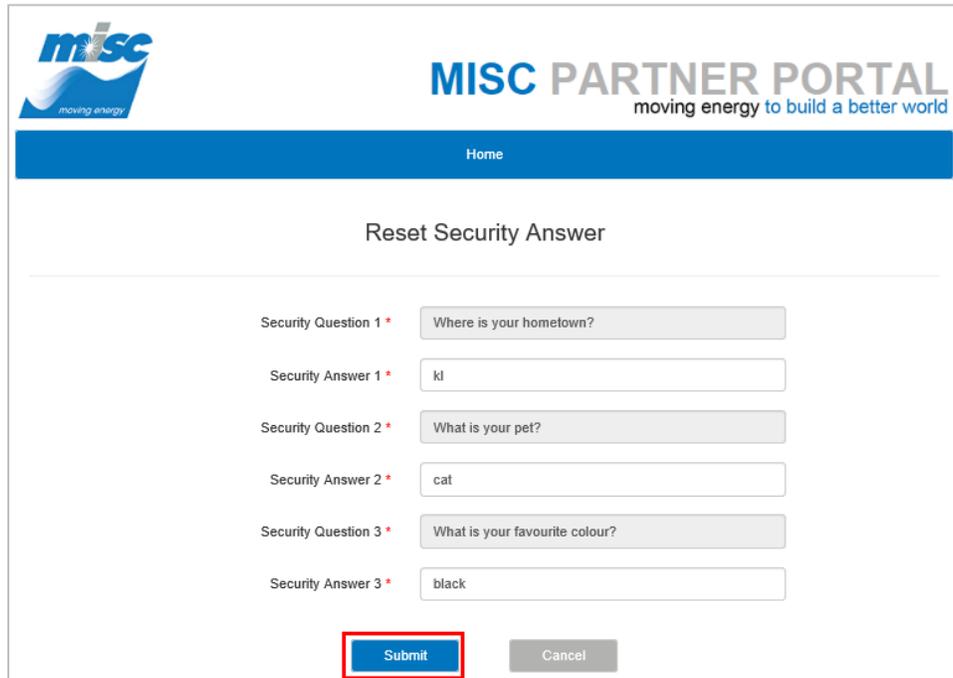


- f) Login to the registered email mailbox and click on the received notification email with subject title **“Your FSSC Vendor Self Service Account Reset Security Answer Notification”** as below. Then, click on the **“here”** link to proceed reset security answer.



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- g) At the “Reset Security Answer” page, enter all the **Security Answers** then click on the **Submit** button to proceed reset security answer.



The screenshot shows the MISC PARTNER PORTAL interface for resetting security answers. It includes the MISC logo and the tagline 'moving energy to build a better world'. A blue navigation bar contains a 'Home' link. The main heading is 'Reset Security Answer'. Below this, there are three sets of input fields:

- Security Question 1 * : Where is your hometown? (Answer: kl)
- Security Question 2 * : What is your pet? (Answer: cat)
- Security Question 3 * : What is your favourite colour? (Answer: black)

At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

Note:

Please refer the notes below for security answer reset.

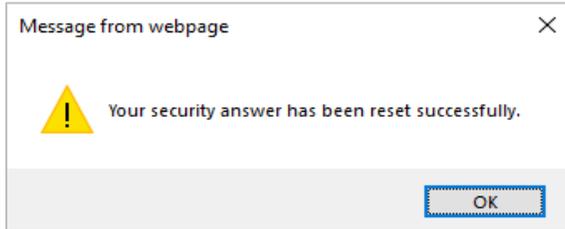
Security Question (1-3) – Each question and provide the respective answer.

Please be noted upon reset, the provided security **ANSWERS** are required to input during **Reset Password** and **Unlock Account** activities.

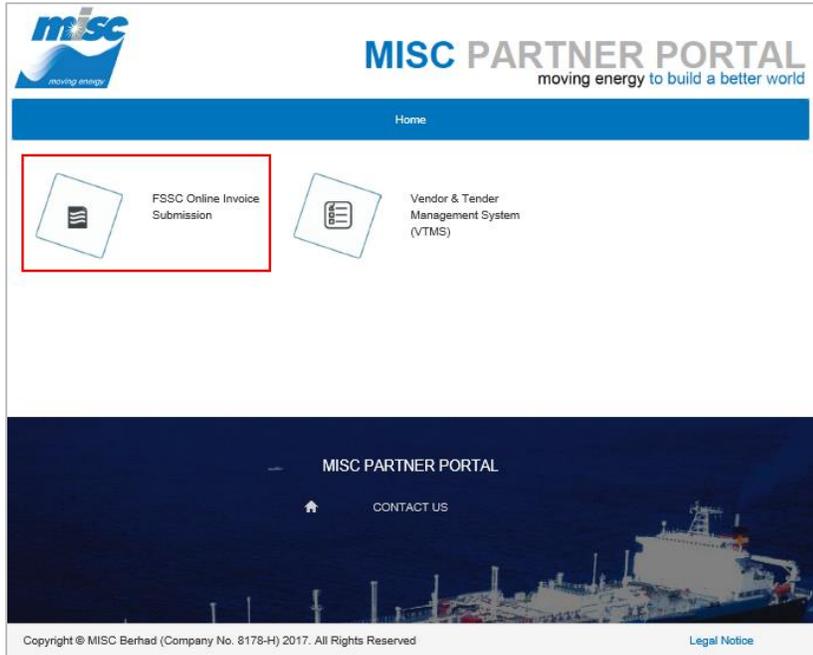
Thus, kindly **KEEP** a record of the selected security questions and provided answers.

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- h) A message will be displayed as below showing security answer has been reset successfully then click on the **OK** button.

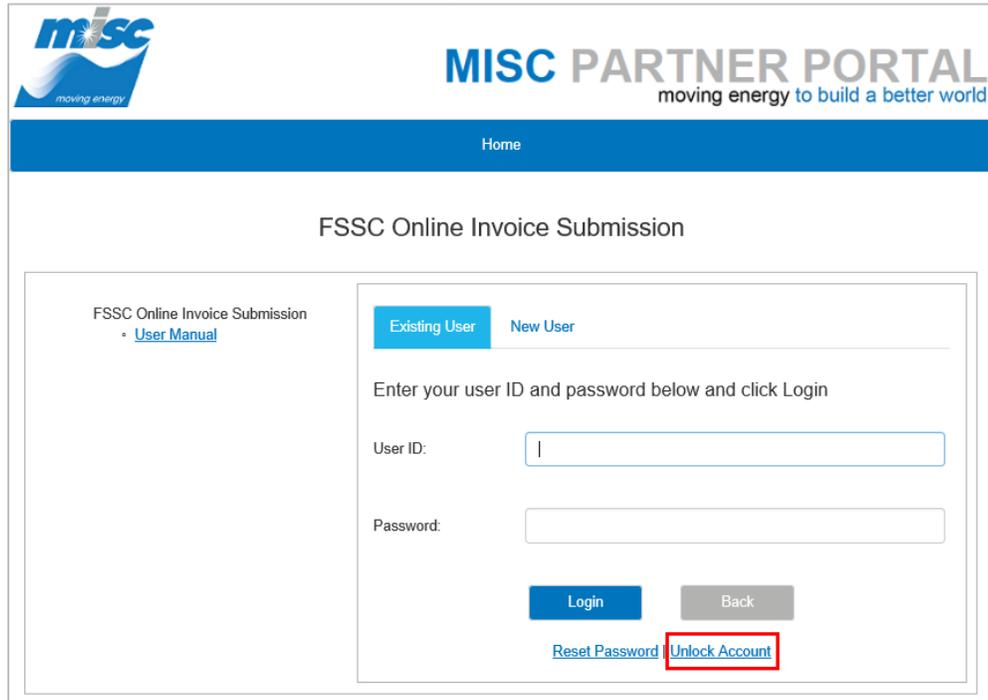


- i) In the **“MISC Partner Portal”** home page, click on **FSSC Online Invoice Submission** application icon.

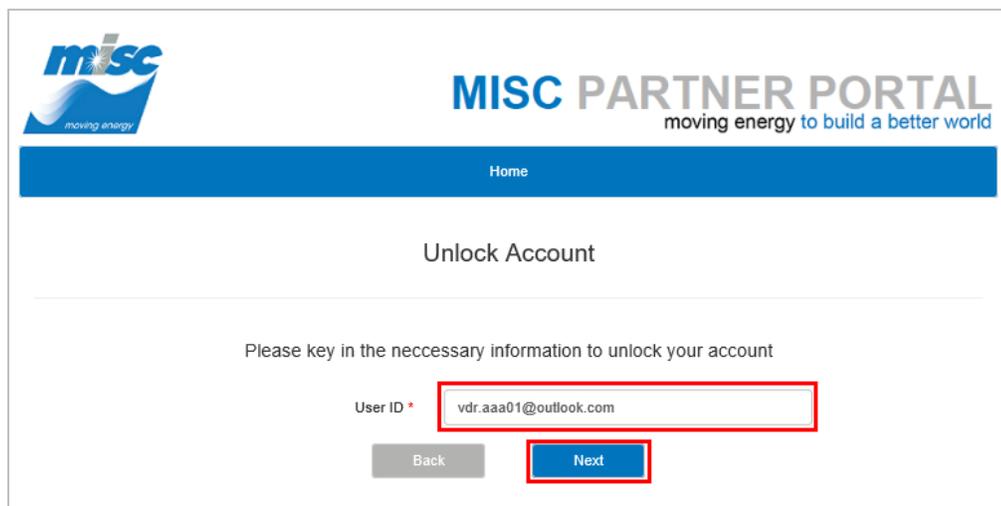


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- j) System will navigate to “**FSSC Online Invoice Submission**” screen. At the **Existing User** tab, click on the “**Unlock Account**” link to proceed unlock account.

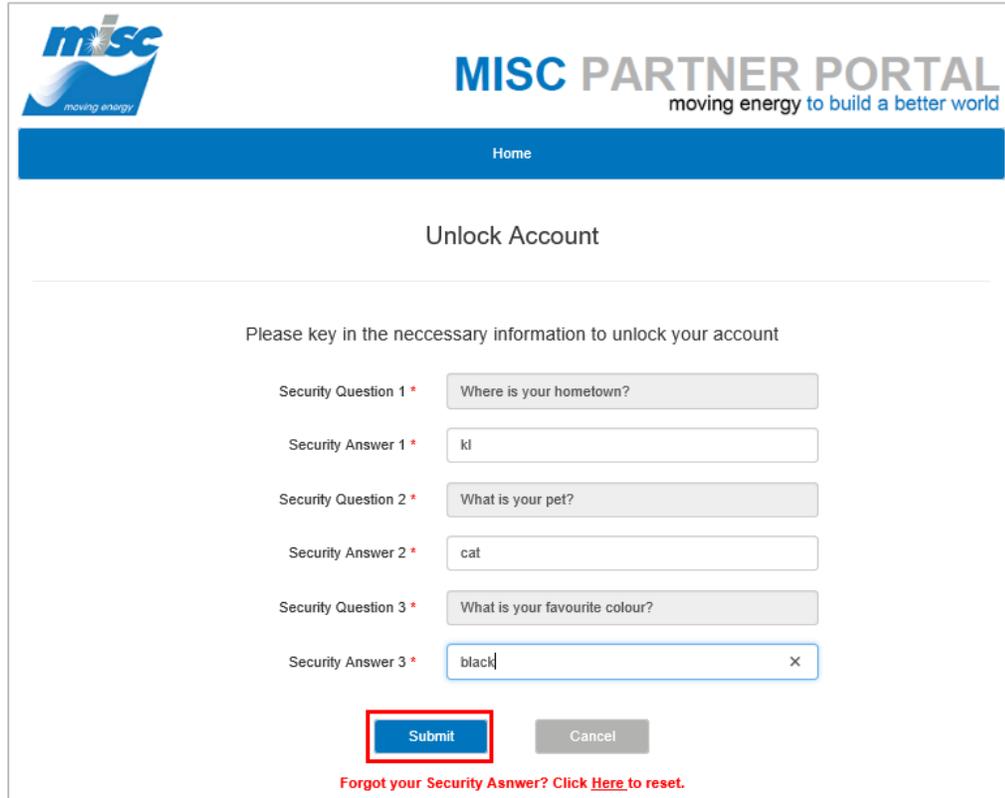


- k) At the “**Unlock Account**” screen, enter the registered **User ID** and click on the **Next** button to proceed.



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- l) At the “**Unlock Account**” page, enter all the **Security Answers** then click on the **Submit** button to proceed unlock account.



MISC PARTNER PORTAL
moving energy to build a better world

Home

Unlock Account

Please key in the necessary information to unlock your account

Security Question 1 *

Security Answer 1 *

Security Question 2 *

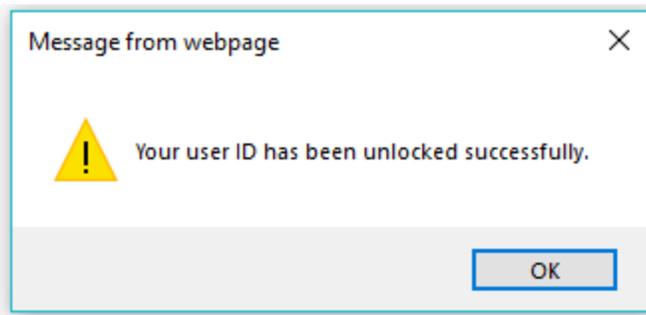
Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Forgot your Security Answer? Click [Here](#) to reset.

- m) A message will be displayed as below showing the **User ID** has been unlocked successfully.



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6. Email Notification

6.1. Email Notification for Email Verification Upon New Registration

Note:

Please refer the notes below.

- Upon new User ID registration submitted, an email with subject title **“FSSC Vendor Self Service Account Registration System Notification”** as below will be sent to the registered email address (User ID) for email verification.
- Then, click on the **“here”** link to verify email.

FSSC Vendor Self Service Account Registration System Notification.



miscportal@miscbhd.com

Today, 9:03 PM

You ↕

↻ Reply all | ▾

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

Dear VENDOR SDN BHD,

Thank you for your interest to apply for consideration to be registered as a vendor with MISC Berhad. To complete your registration, kindly click [here](#) to verify your email.

If you did not apply to register in Partner Portal Registration System, please disregard this message.

Thank you.
MISC Group Portal

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6.2. Email Notification for New Registration has been Approved

Note:

Please refer the notes below.

- Upon the successful of registered email verification and account has been **Approved** by FSSC administrator, an email with subject title **"Your FSSC Vendor Self Service Account Registration has been Approved"** as below will be sent to the approved email address (User ID) for invoice submission.
- Then, click on the **"here"** link to proceed login to FSSC Online Invoice Submission system for invoice submission.

Your FSSC Vendor Self Service Account Registration has been Approved.



miscportal@miscbhd.com

Today, 9:19 PM

You ↕

🔄 Reply all | ▼

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

Dear VENDOR SDN BHD,

Your FSSC Vendor Self Service Account Registration has been verified and approved by FSSC Admin.

FSSC Vendor Login ID : miscvendor4@hotmail.com

Name : VENDOR SDN BHD

Registered Date : 31/10/2018

Approved Date : 31/10/2018

Please visit [here](#) to proceed login for the invoice submission.

Thank you.
MISC Group Portal

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6.3. Email Notification for Rejected Account Registration

Note:

Please refer the notes below.

- Upon the successful of registered email verification but the account has been **Rejected** by FSSC administrator, an email with subject title **“Your FSSC Vendor Self Service Account Registration has been Rejected”** as below will be sent to the rejected email address (User ID) for account resubmission.
- Then, click on the **“here”** link to proceed with resubmission.

Your FSSC Vendor Self Service Account Registration has been Rejected.



miscportal@miscbhd.com
Yesterday, 9:11 PM
You ▾

↻ Reply all | ▾

Inbox

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

Dear VENDOR SDN BHD,

Your FSSC Vendor Self Service Account Registration has been rejected by FSSC Admin.

FSSC Vendor Login ID : miscvendor4@hotmail.com

Name : VENDOR SDN BHD

Registered Date : 31/10/2018

Rejected Date : 31/10/2018

Please visit [here](#) to register again.

Thank you.
MISC Group Portal

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6.4. Email Notification for Reset Security Answer

Note:

Please refer the notes below.

- Upon reset password and unlock account, an email with subject title “**FSSC Vendor Self Service Account Reset Security Answer Notification**” as below will be sent to the registered email address (User ID) for email verification
- Then, click on the “here” link to proceed reset security answer.

FSSC Vendor Self Service Account Reset Security Answer Notification.

 miscfssc@miscbhd.com Reply all | v
Today, 12:44 PM
You v

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

Dear COMPANY AAA,

You have submitted a request to reset your Security Answer. Please click [here](#) to reset the answer.

Please take action immediately as the link will be expired after 30 minutes

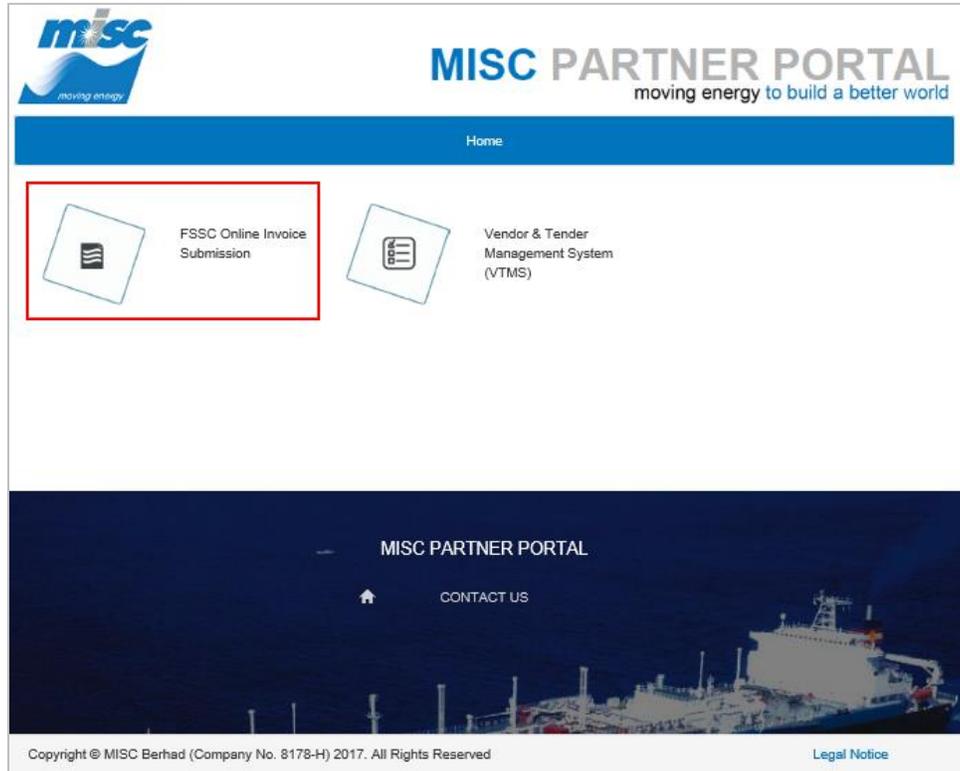
Thank you.
MISC Group Portal

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7. Downloading FSSC Online Invoice Submission User Manual

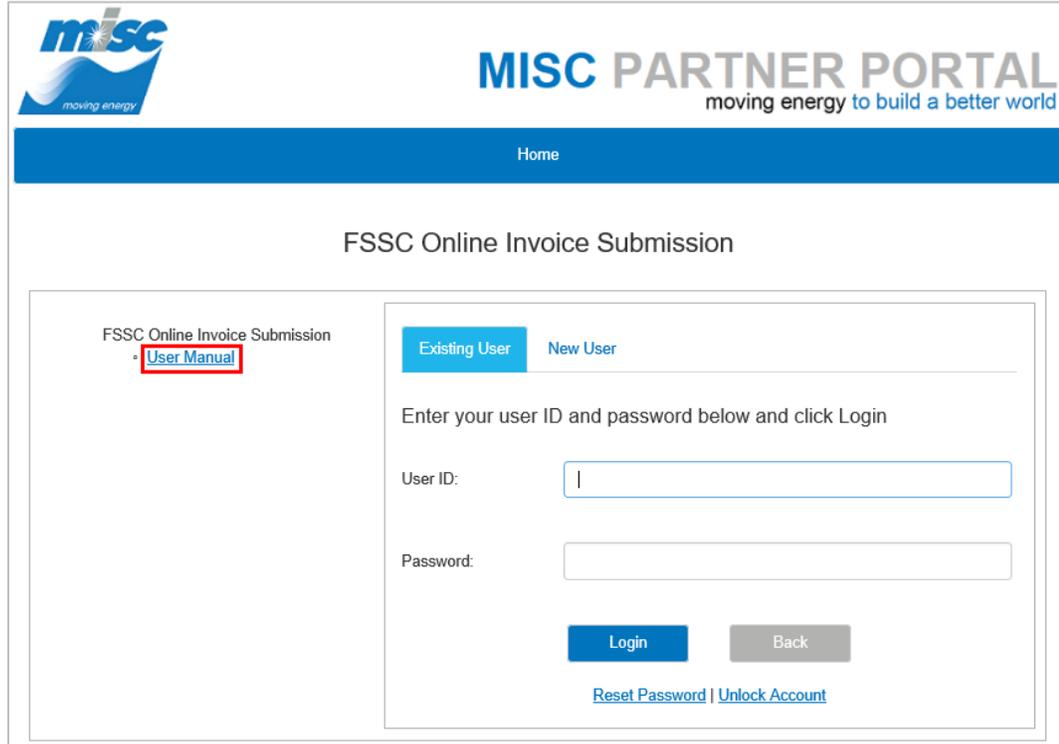
7.1. Downloading FSSC Online Invoice Submission User Manual for New Vendor

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

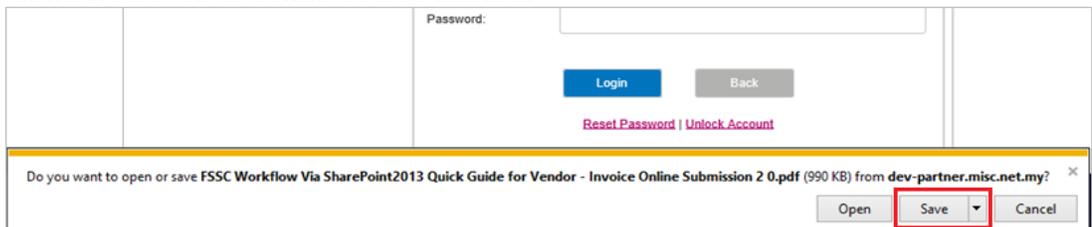


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- b) System will navigate to “**FSSC Online Invoice Submission**” screen, click on the “**User Manual**” link on the left navigation.



- c) Click **Save** button to download User Manual.



Note:

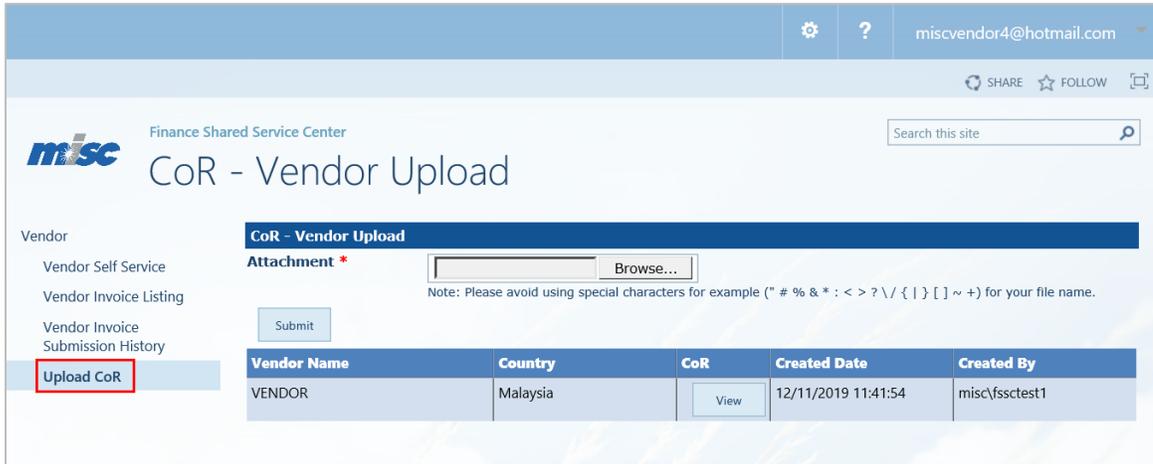
Above sample screenshot is using **Internet Explorer** browser. Please perform download according to the browser behavior.

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8. CoR Vendor Upload

8.1. Upload CoR

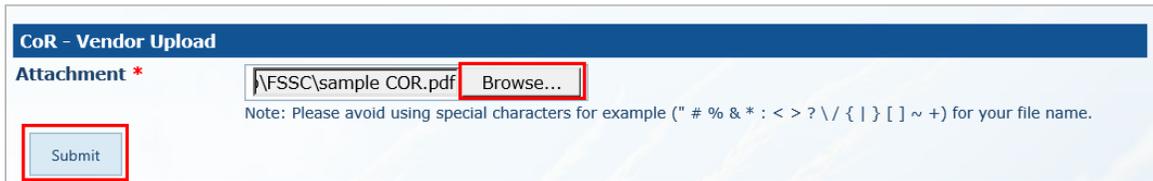
- a) At the left navigation menu, click on the **Upload CoR** under **Vendor** menu to upload CoR file.



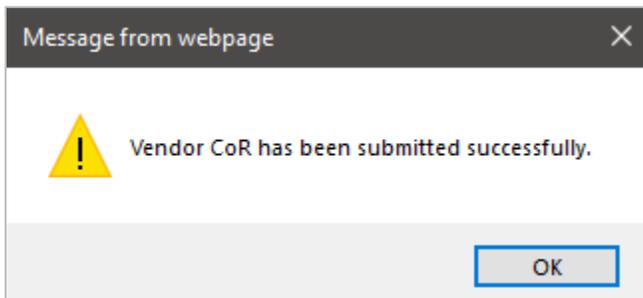
Vendor Name	Country	CoR	Created Date	Created By
VENDOR	Malaysia	View	12/11/2019 11:41:54	misc\fsctest1

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

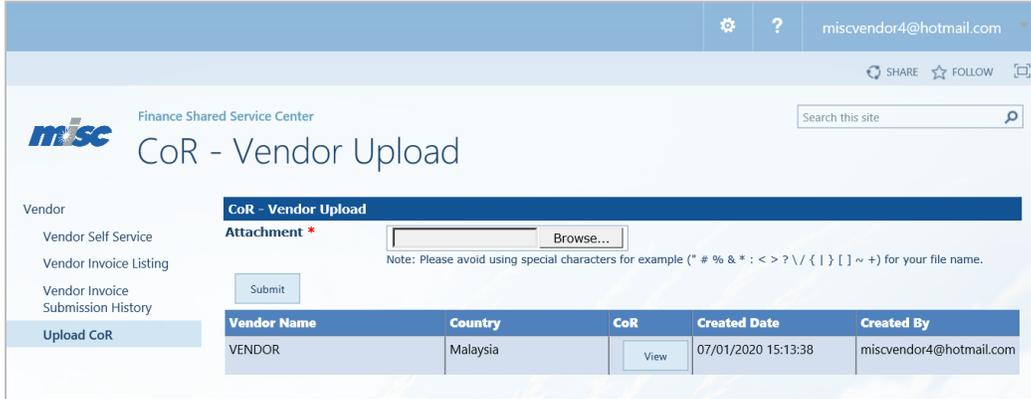


- c) A message will be displayed as below showing the **Vendor CoR** has been submitted successfully.



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

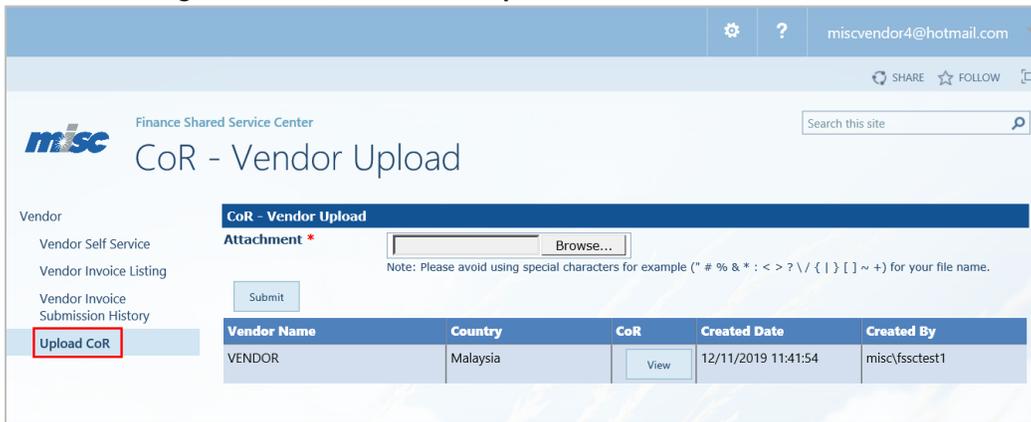


The screenshot shows the 'CoR - Vendor Upload' page. On the left, there is a navigation menu with 'Upload CoR' selected. The main content area has a 'CoR - Vendor Upload' header and an 'Attachment *' field with a 'Browse...' button. Below this is a table with the following data:

Vendor Name	Country	CoR	Created Date	Created By
VENDOR	Malaysia	View	07/01/2020 15:13:38	miscvendor4@hotmail.com

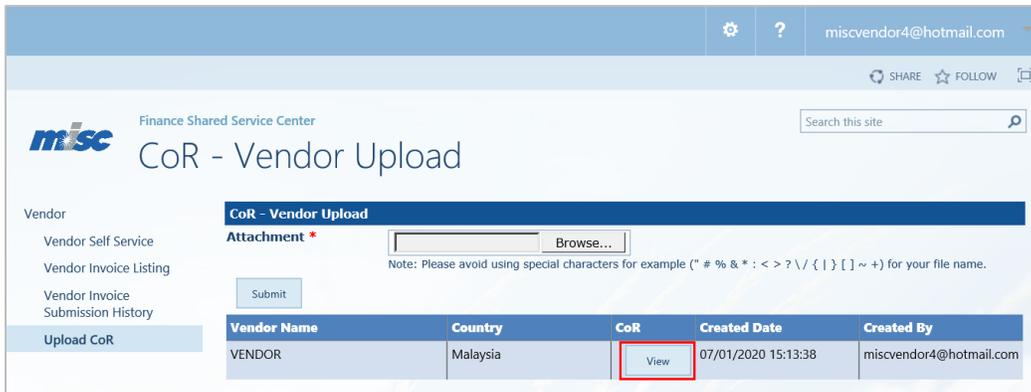
8.2. Downloading CoR

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' item in the left navigation menu is highlighted with a red rectangular box.

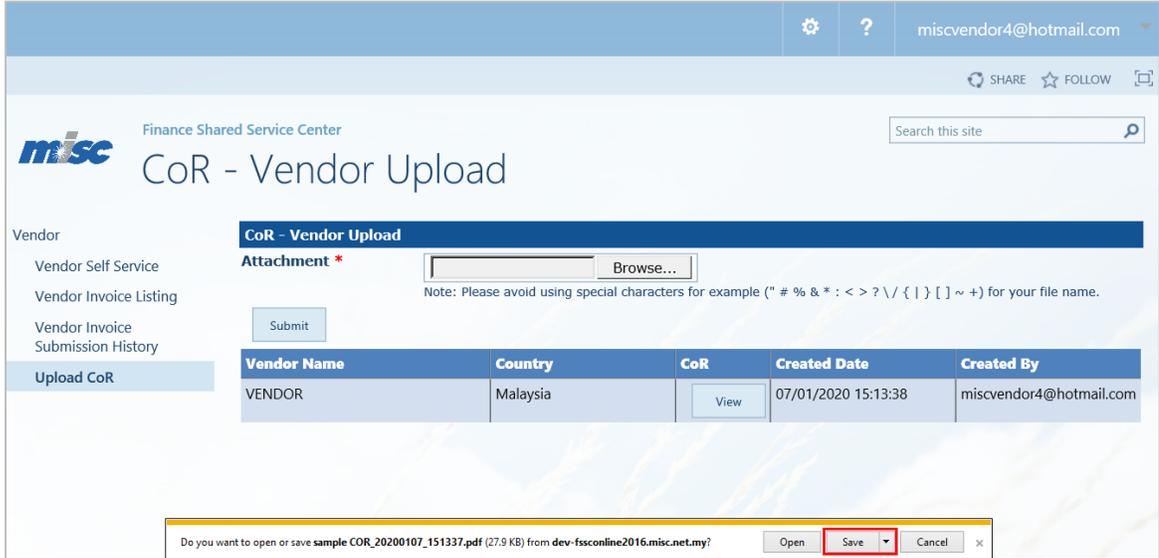
b) Click on the **View** button under CoR.



This screenshot is identical to the previous ones, but the 'View' button in the table row is highlighted with a red rectangular 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 *

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

Vendor Name	Country	CoR	Created Date	Created By
VENDOR	Malaysia	<input type="button" value="View"/>	07/01/2020 15:13:38	miscvendor4@hotmail.com

Do you want to open or save sample COR_20200107_151337.pdf (27.9 KB) from dev-fsconline2016.misc.net.my?

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