

PENDINGINAN MEGAJANA SDN. BHD.

VENDOR PORTAL

VENDOR REGISTRATION GUIDELINE (APPLICANT)



The Cooling Hub

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IMPORTANT NOTE

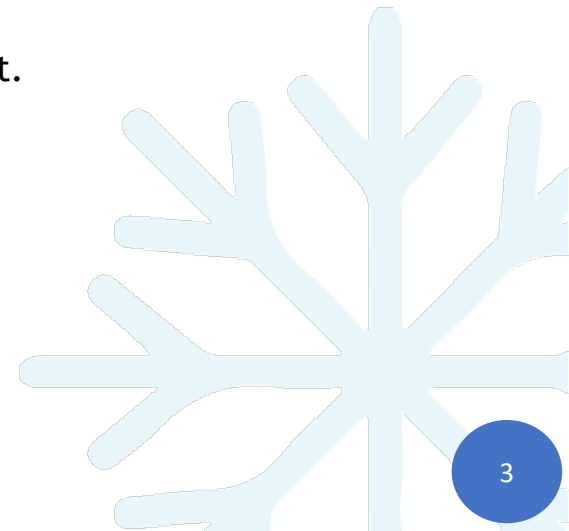


- Registering as a vendor in our system does not guarantee selection for contracts or procurement opportunities with Pendinginan Megajana Sdn. Bhd. (PMSB)
- All information provided will be treated with strict confidentiality and in accordance with PMSB's governance regulatory requirements.

SUPPORTING DOCUMENT



Supporting document is required, please prepare you supporting documents for attachment.



EXISTING VENDOR RETRIEVE ACTIVATION LINK

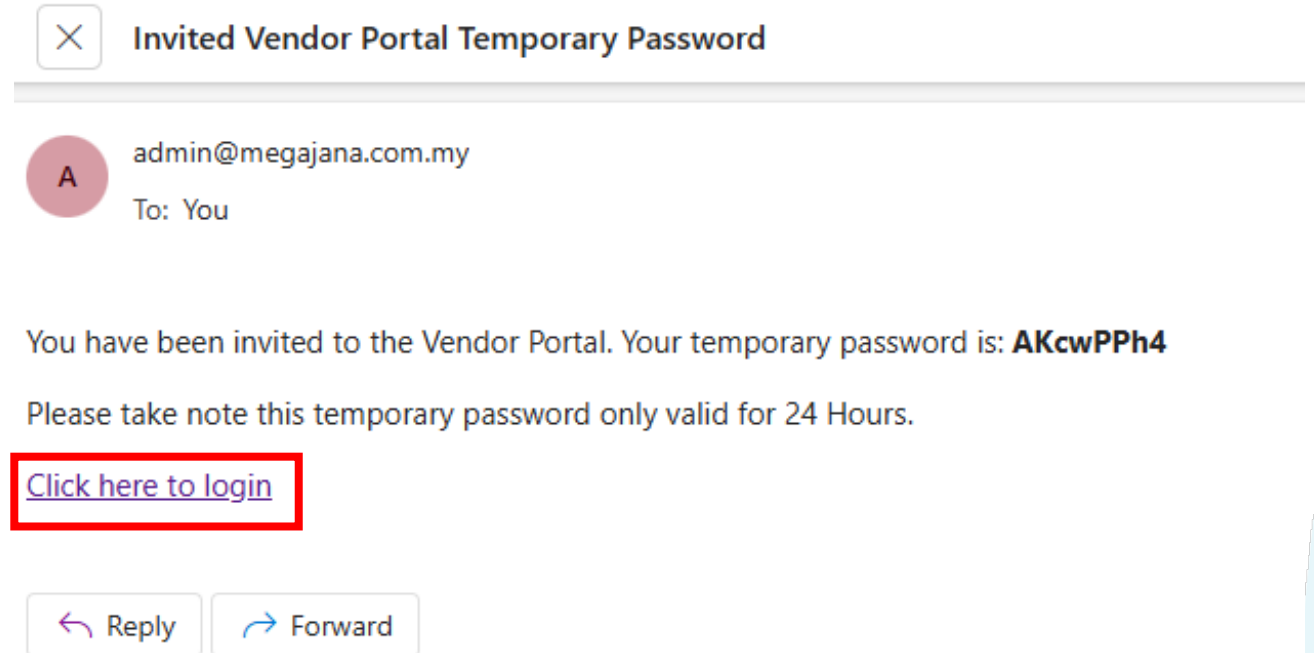


Existing Vendor Only

Step 1: Access Activation Link

- An invitation email will be sent to your previous registered email.
- Check your email inbox for an email from admin@megajana.com.my. *Note: For confirmation of the email address used for your company's account, please send an email to procurement@megajana.com.my.*
- The email will contain your temporary password.
- Click link “Click here to login” to activate your account.

Important: The temporary password will expire in 24 hours. Please click the link within the stipulated timeframe to avoid any inconvenience.



EXISTING VENDOR RESET PASSWORD



Existing Vendor Only

Step 2: Reset Password

- Please reset password for your account.
- Upon successful reset password, your account will be activated.

Important: Please ensure your password meets the requirements.

Dashboards Registration e-Tender Evaluation

Home > Reset Password

Reset Password

Fields marked with * are required.

Email

Current Password *

New Password *

Confirm New Password *

Reset My Password

Password reset successfully.

Vendor Portal

Sign in to Vendor Portal

Enter email

Enter password

Forgot password?

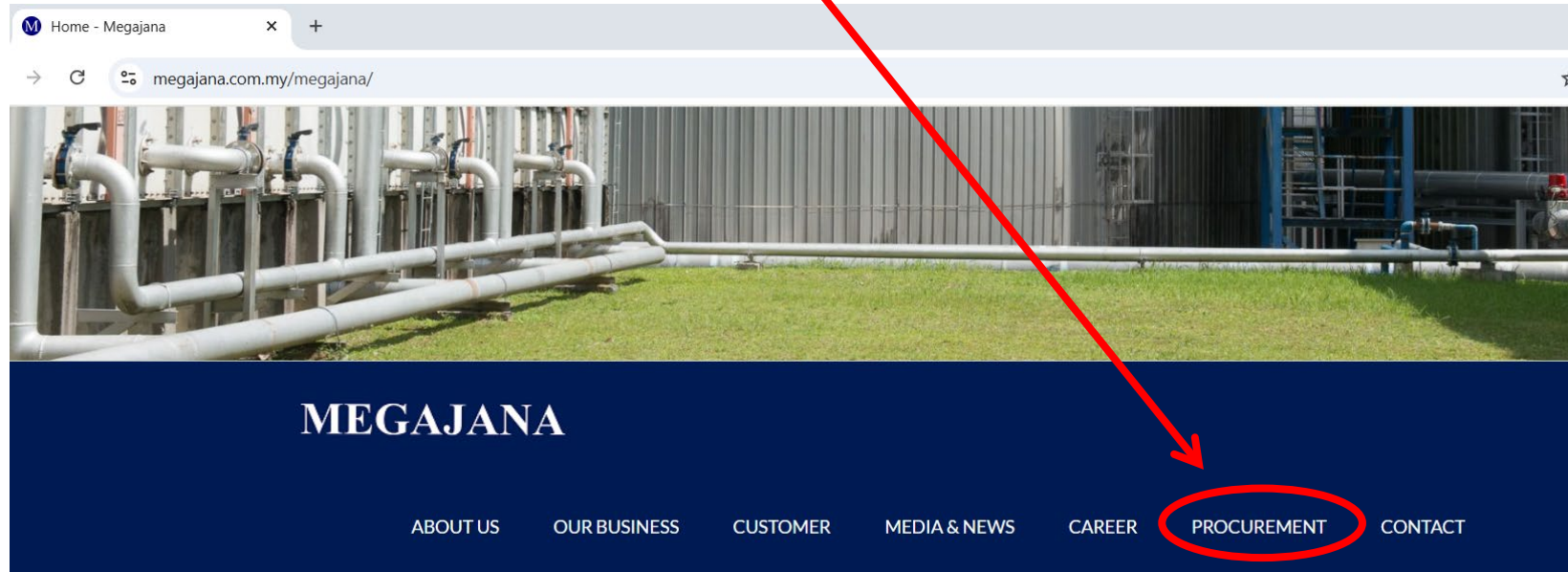
Sign In

Sign Up as New Vendor

ACCESS TO THE PORTAL




- <https://vp.megajana.com.my/vendorportal>



DISTRICT COOLING SYSTEM

Pendinginan Megajana is the sole provider of district cooling service in Cyberjaya since 1998. We develop, own, operate, and maintain District Cooling System with non-exclusive concession scheme in Cyberjaya.

 Calculate Your Potential Savings by Connecting to Megajana DCS here!

NEW VENDOR NAVIGATE TO REGISTRATION LINK



New Vendor Only


Step 1: Click “Sign Up as New Vendor”

- On the registration page, enter your email address in the field provided.
- Create a password for your account.
- Enter the CAPTCHA code displayed on the screen.
- Click “Submit”

Vendor Portal

Sign in to Vendor Portal

Enter email

Enter password 

[Forgot password?](#)

Sign In

Sign Up as New Vendor

NEW VENDOR ACCOUNT REGISTRATION DETAILS



New Vendor Only

Step 2: Enter Account Registration Details

- On the registration page, enter your email address in the field provided.
- Create a password for your account.
- Enter the CAPTCHA code displayed on the screen.
- Click “Submit”

Important: Please ensure your password meets the requirements.

Vendor Portal

Sign Up as New Vendor

Email

Password ?

Confirm Password ?

Password must be at least 8 characters long

5T HR J

CAPTCHA

Submit

Password Requirements

- Must be at least 8 characters length
- Must contain at least one number
- Must contain at least one special character, e.g. *!#&^@%\$
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter

NEW VENDOR RETRIEVE ACTIVATION LINK



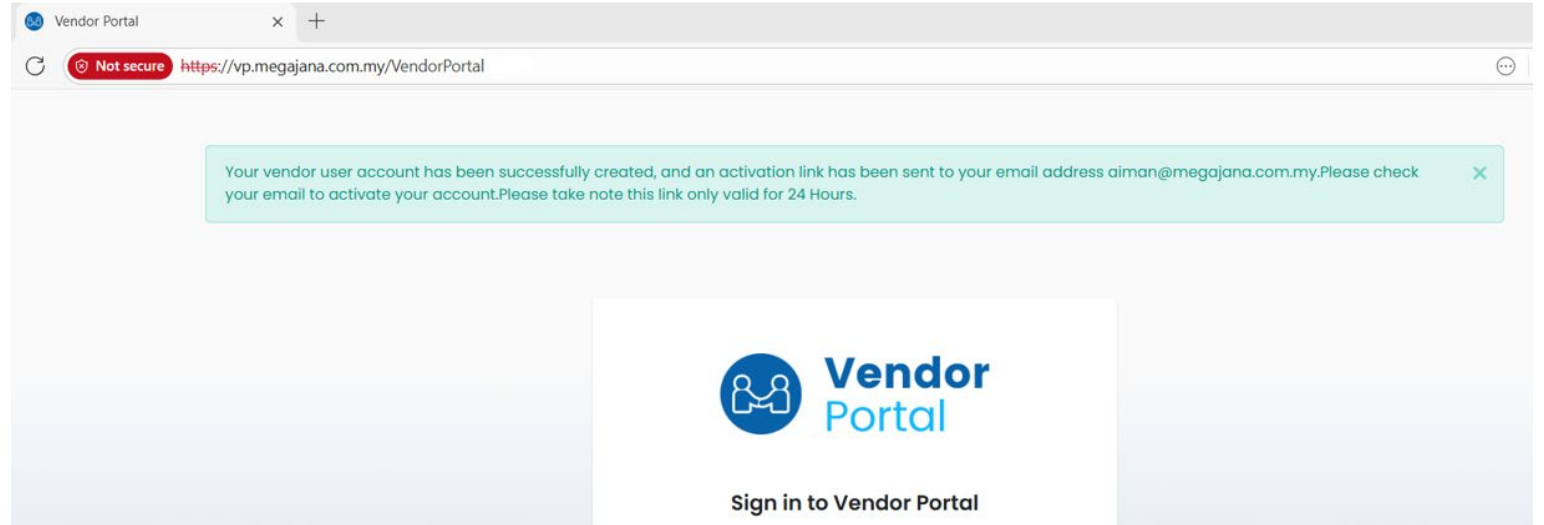
Email & Web
Application

New Vendor Only

Step 3: Access Activation Link

- A registration link will be sent to your email.
- Check your email inbox for an email from admin@megajana.com.my.
- The email will contain your account activation link.
- Click link “Click here to activate your account”.

Important: The link will expire in 24 hours. Please click the link within the stipulated timeframe to avoid any inconvenience.

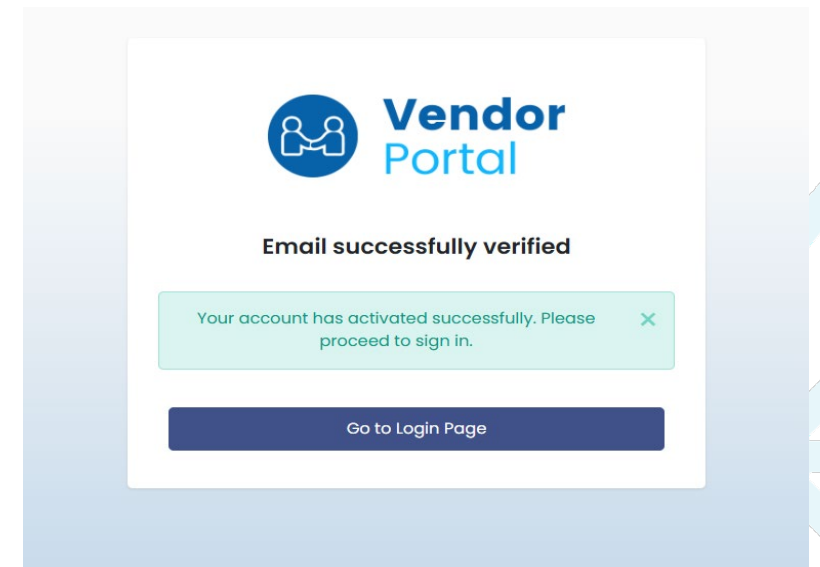


From: SAGE 300 <admin@megajana.com.my>
Sent: Tuesday, 30 December, 2025 10:14 AM
To: aiman@megajana.com.my
Subject: Vendor Portal Activation Link

Below is the link to activate your account :

[Click here to activate your account](#)

Please take note this link only valid for 24 Hours.



NEW / EXISTING VENDOR PROCEED TO REGISTRATION



New / Existing Vendor

Step 4: Proceed to Registration

- Click “Go to Login Page”
- Select Vendor Type
- Click “Continue”
- Main Screen will be displayed.
- Click “Registration” menu.

The screenshot shows two sequential steps in the Vendor Portal registration process. Step 1 shows a confirmation message: "Email successfully verified" with a sub-message "Your account has activated successfully. Please proceed to sign in." A blue button labeled "Go to Login Page" is highlighted with a red box and a circled '1'. Step 2 shows a "Select Vendor Type" screen with four options: Consultant, Contractor, Supplier, and Training Provider. A blue button labeled "Continue >" is highlighted with a red box and a circled '2'.

The screenshot shows the Vendor Portal main dashboard for a user named "PENDINGINAN MEGAJANA SDN. BHD". The user is logged in as a "Vendor" with an email address ending in "@gmail.com". The navigation menu includes "Dashboards", "Registration" (highlighted with a red box and a circled '3'), "e-Tender", and "Evaluation". The main content area displays a welcome message and three summary cards: "Registration Status" (Pending), "Evaluation" (You have 0 evaluation to review), and "Tender" (You have 0 new tender(s) to participate).

CORPORATE INFORMATION



New / Existing Vendor

Step 5: Section 1 - Corporate Information

- Vendor require to fill up **Section 1 - Corporate Information**.
- Upon completion, please click “Next >”.

Important: All fields marked with an asterisk () are mandatory to be filled in.*

Home > Registration

Registration: Contractor

Progress: 1 Corporate Information, 2 Structural & Financial Information, 3 Company Experience & Procurement, 4 Quality Management, 5 Insurance, 6 Ethics, Human Rights, & others, 7 After Sales Service Program, 8 Declaration & Supporting Documents, 9 Done

CORPORATE INFORMATION			
Type of Registration	<input checked="" type="radio"/> New <input type="radio"/> Existing		
1. Company Name *	Company Name		
2. Company Registration No. (Old & New) *	Company Registration No. (Old)	3. Tax Identification No. *	Tax Identification No.
	Company Registration No. (New)		
4. Malaysia Standard Industrial Classification (MSIC) Codes *	Malaysia Standard Industrial Classification (MSIC) Codes		

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STRUCTURAL & FINANCIAL INFORMATION



New / Existing Vendor

Step 6: Section 2 - Structural & Financial Information

- Vendor require to fill up Section 2 - Structural & Financial Information.
- Upon completion, please click “Next >”.

Important: All fields marked with an asterisk () are mandatory to be filled in.*

Form details saved successfully.



STRUCTURAL & FINANCIAL INFORMATION			
1. Capital Structure			
a. For Sole Proprietorship / Partnership			
Currency	RM	Capital	100,000.00
b. For Limited Company			
Currency	Authorized Capital	Issued Capital	Paid Up Capital
Currency	Authorized Capital	Issued Capital	Paid Up Capital
2. Major Bankers			
Bankers		Account No.	
*a. RHB Islamic Bank Berhad		*a. 26258600000986	
b. Banker Name		b. Account No.	
c. Banker Name		c. Account No.	
3. Auditors			
Auditor Name		Address	
Auditor Name		Address Line 1	
		Address Line 2	

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COMPANY EXPERIENCE & PROCUREMENT



New / Existing Vendor

Step 7: Section 3 - Company Experience & Procurement

- Vendor require to fill up **Section 3 - Company Experience & Procurement**.
- Upon completion, please click “Next >”.

Important: All fields marked with an asterisk () are mandatory to be filled in.*

Form details saved successfully.

- Corporate Information
- Structural & Financial Information
- Company Experience & Procurement**
- Insurance
- After Sales Service Program
- Declaration & Supporting Documents
- Done

COMPANY EXPERIENCE & PROCUREMENT
(PLEASE IDENTIFY YOUR SERVICES OFFERED TO REFERENCES CLIENTS WITHIN LAST 3 YEARS)

1. Main Track Record / Performance * + Add Row

Key Projects	Location	Date of Contract Award
As per attached list	AS per attached	20/03/2024 X

2. Expediting

Do you track all activities for consulting services from initial engagement to result evaluation? * Yes No

If yes, please specify the process and tools used

3. Main Service Registration *

<input checked="" type="checkbox"/> a. Mechanical	<input checked="" type="checkbox"/> b. Engineering	<input type="checkbox"/> c. Civil
<input type="checkbox"/> d. Electrical Power & Cabling	<input type="checkbox"/> e. Instrumentation	<input type="checkbox"/> f. Control Systems & Cabling
<input type="checkbox"/> g. Piping	<input type="checkbox"/> h. Structure	<input type="checkbox"/> i. Automation Integrator (IT,PLC,etc)
<input type="checkbox"/> j. Others: specify here		

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INSURANCE



New / Existing Vendor

Step 8: Section 4 - Insurance

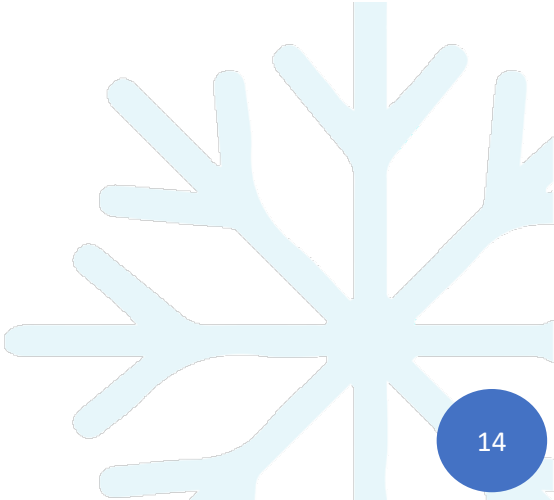
- Vendor require to fill up **Section 4 - Insurance**.
- Upon completion, please click “Next >”.

Important: All fields marked with an asterisk () are mandatory to be filled in.*

Form details saved successfully. ✕

1 Corporate Information 2 Structural & Financial Information 3 Company Experience & Procurement 4 Insurance 5 After Sales Service Program 6 Declaration & Supporting Documents 7 Done

INSURANCE	
In the course of supplying goods or service does your company have a third party liability insurance? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
What is currently the maximum coverage?	RM 1000000 / <input type="text"/> (other currency)
Will you be ready to provide one copy of third party liability insurance coverage schedule if requested ?	<input checked="" type="radio"/> Yes <input type="radio"/> No



AFTER SALES SERVICE PROGRAM



Web Application

New / Existing Vendor

Step 9: Section 5 - After Sales Service Program

- Vendor require to fill up **Section 5 - After Sales Service Program**.
- Upon completion, please click “Next >”.

Important: All fields marked with an asterisk () are mandatory to be filled in.*

Form details saved successfully. ✕



AFTER SALES SERVICE PROGRAM	
After Sales Services Do you have an after sales service program? *	<input checked="" type="radio"/> Yes <input type="radio"/> No

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DECLARATION & SUPPORTING DOCUMENTS



New / Existing Vendor

Step 10: Section 6 - Declaration & Supporting Documents

- Vendor require to fill up Section 6 - Declaration & Supporting Documents and attach following supporting documents:
 - 1) Company Profile
 - 2) Suruhanjaya Syarikat Malaysia (SSM)
 - 3) Business Incorporation / Registration Document
 - 4) Certificate of Registration with Government Bodies, Private Sectors and Public Sectors *(please combine in one pdf files for more than one certificates)*
 - 5) Audited Financial Statement (if any)
 - 6) Oversea’s Certificate of Registration (for non local company)
 - 7) Anti-Corruption Declaration Form *(please download, fill up company name and registration no. at first sentence in page 1, date and authorized signatory at page 2)*
- Upon completion, please click “Next >”.

Important: All fields marked with an asterisk () are mandatory to be uploaded with supporting documents.*

Form details saved successfully.

DECLARATION

Mr *(Name in Block Letters) declare that the information given in this application are true and correct.

With this, I give consent to Pendinginan Megajana Sdn. Bhd. to verify all the particulars/information provided in this application form and attachments with any third party. I understand that false declaration or false information provided is a serious offence which may result in non-selection as a Registered Supplier.

Name *	Designation *	Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>

SUPPORTING DOCUMENTS

Supporting Documents for Local Company

1. One Copy of Company Profile (Organisation Chart, Services Offered, Product Information & Catalogue) *	<input type="button" value="Choose File"/> No file chosen Uploaded file : @
2. One Copy of latest SSM *	<input type="button" value="Choose File"/> No file chosen Uploaded file : @
3. One Copy of Business Incorporation / Registration Document (Form 9 / Section 17 / Form D / Notice of Registration of LLP) *	<input type="button" value="Choose File"/> No file chosen Uploaded file : @
4. One Copy of Certificate of Registration with Government Bodies, Private Sectors and Public Sectors	<input type="button" value="Choose File"/> No file chosen
5. One Copy of Audited Financial Statement (latest) (if any)	<input type="button" value="Choose File"/> No file chosen Uploaded file : @

Supporting Documents for Non Local Company

1. One Copy of Oversea’s Certificate of Registration	<input type="button" value="Choose File"/> No file chosen Uploaded file : @
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Supporting Documents for Anti-Corruption Declaration

1. One Copy of Anti-Corruption Declaration Form * Download Anti-Corruption Declaration Form here	<input type="button" value="Choose File"/> No file chosen Uploaded file : @
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COMPLETION OF REGISTRATION



Web Application

New / Existing Vendor


Step 11: Section 7 - Completion

- Your registration has been successfully completed and submitted.

Registration: Consultant

Registration Form submitted successfully. Please wait a few working days for internal users to review your form.

- 1 Corporate Information
- 2 Structural & Financial Information
- 3 Company Experience & Procurement
- 4 Insurance
- 5 After Sales Service
- 6 Declaration & Supported Documents
- 7 Done


Done

Your have successfully submitted the form, it takes three (3) working days for the process to be completed.

Done

REGISTRATION STATUS



New / Existing Vendor

Step 1: Login to the vendor portal and the Main Screen will be displayed.

Step 2: Click “Registration” menu. Your registration status will be indicated in this field.

The screenshot shows the vendor portal interface. At the top, there is a navigation bar with 'Dashboards', 'Registration' (highlighted with a red box), 'e-Tender', and 'Evaluation'. Below this is a welcome message: 'Welcome back, [redacted]@yahoo.com. Here's what's happening with your portal today.' There are three summary cards: 'Registration Status' showing 'Processing', 'Evaluation' showing 'You have 0 evaluation to review', and 'Tender' showing 'You have 0 new tender(s) to participate'. Below these is a breadcrumb 'Home > Registration' and a 'Registration' header with a 'Register' button. A table displays the registration details for one entry.

Vendor Name	Vendor Type	Registration Type	Status	Registration Status	Updated By	Updated Datetime	Action
[redacted]	Consultant	Existing	Active	Processing	[redacted]	06/04/2026 4:53 PM	[edit icon]

Showing 1 to 1 of 1 entries

RESUBMIT UPDATED REGISTRATION FORM



New / Existing Vendor

Step 1: Check notification email and access the link for resubmission or directly login to the vendor portal and check the registration status (direct to Step 3).

- A notification email will be sent to your registered email.
- Check your email inbox for an email from admin@megajana.com.my. The email will contain rejected reason.

Step 2: Click link “Click here to resubmit the form” and make the necessary revision before resubmission.

Registration Form Update Inbox



admin@megajana.com.my

To: me · Tue, Apr 7 at 3:40 PM ▾

Your registration form has been **rejected**.

Rejected Reason: Please attach correct document for SSM.

[Click here to resubmit the form.](#)

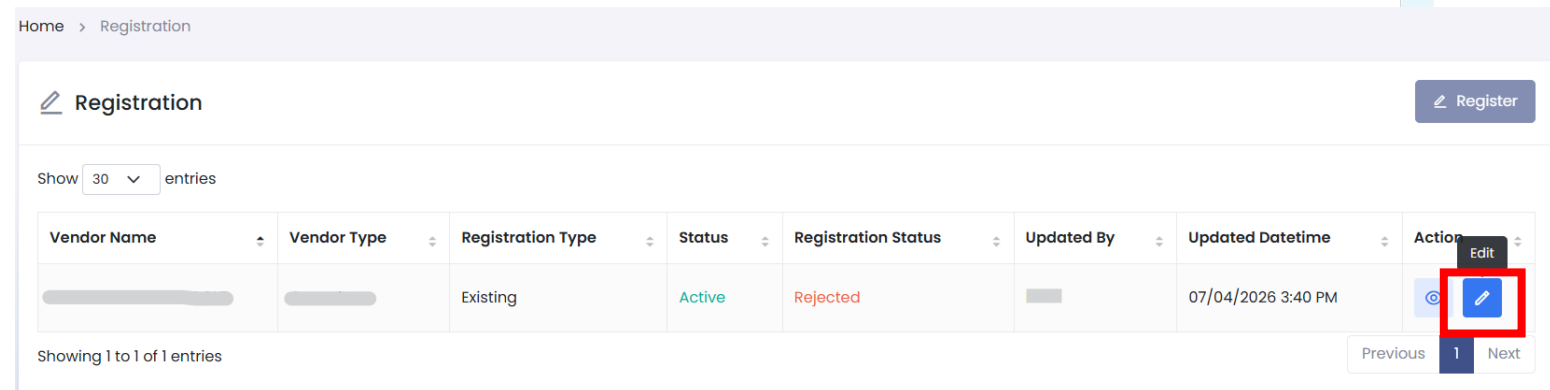
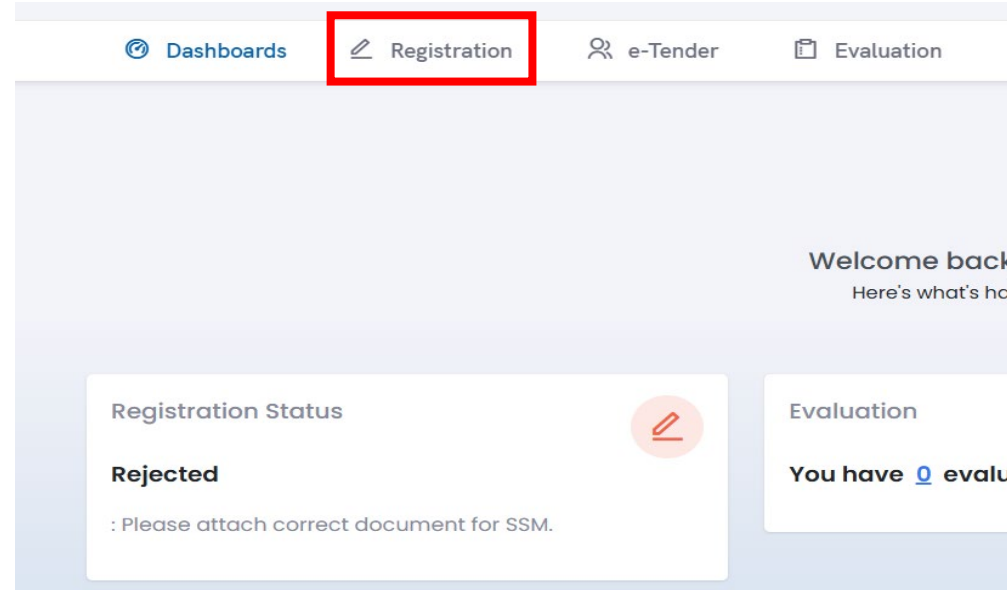
RESUBMIT UPDATED REGISTRATION FORM



New / Existing Vendor

Step 3: Click “Registration” menu. Your registration status will be indicated in this field.

Step 4: In the column “Action”, click icon “Edit” and make the necessary revision before resubmission.



CONTACT US



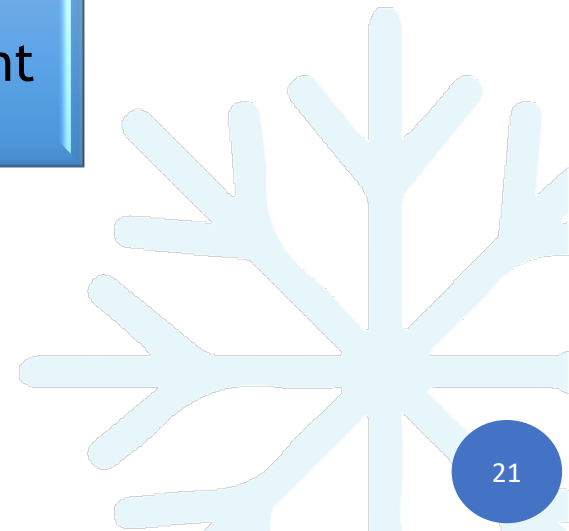
procurement@megajana.com.my



03-8318 1157



<https://megajana.com.my/megajana/procurement>





Thank You



THE COOLING HUB

