

User Guide for System of Registered Suppliers for the University of Macau

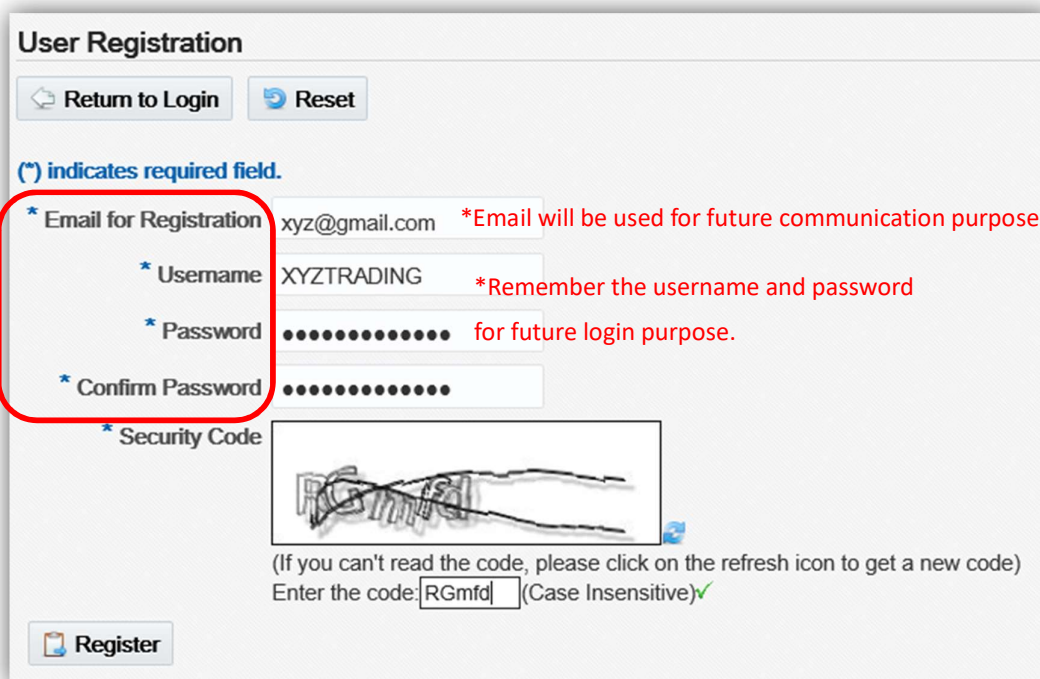
Welcome to the System of Registered Suppliers for the University of Macau (thereafter referred as “system”). Please follow the steps below for establishing an online account.

1. For first time users, click “Register as a new user” to establish an online account. For suppliers which have established an online account, please log into the system directly. (See step 5)



The screenshot shows the login interface. At the top, there is an orange header with the text "System of Registered Suppliers for the University of Macau". Below the header, there is a white input field for the username, followed by a "Password" label and another white input field. Below the password field, there are two blue links: "Forgot Password?" and "Register as a new user". At the bottom right, there is a grey "Login" button.

2. In the “User Registration” page, input the following basic information, then press “Register”.



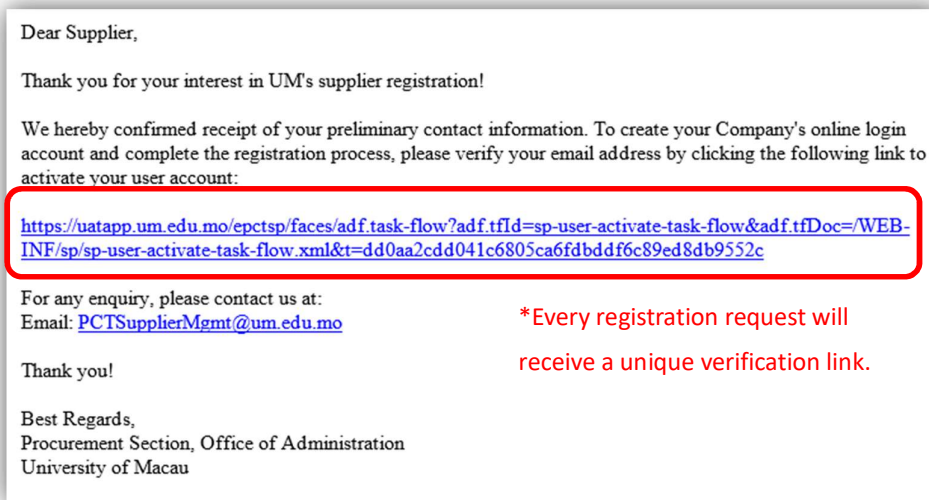
The screenshot shows the "User Registration" page. At the top, there is a header "User Registration" and two buttons: "Return to Login" and "Reset". Below the header, there is a blue note: "(*) indicates required field." The registration form consists of several fields:

- * Email for Registration: xyz@gmail.com. A red note next to it says: "*Email will be used for future communication purpose." This field is circled in red.
- * Username: XYZTRADING. A red note next to it says: "*Remember the username and password".
- * Password: A field with 10 black dots. A red note next to it says: "for future login purpose."
- * Confirm Password: A field with 10 black dots.
- * Security Code: A field containing a distorted image of the word "REGISTER" with a refresh icon to its right.

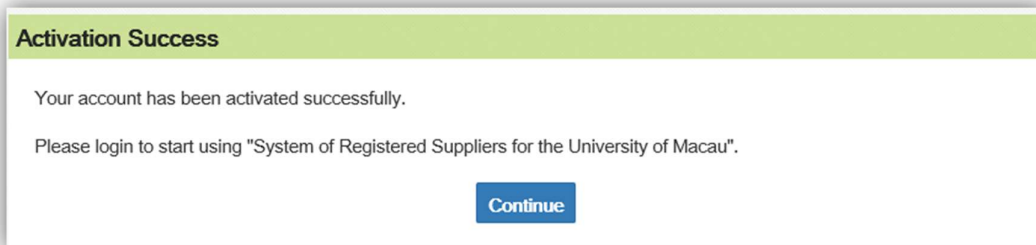
Below the Security Code field, there is a note: "(If you can't read the code, please click on the refresh icon to get a new code)". Below this note, there is a text input field containing "RGmfd" and a green checkmark. At the bottom left, there is a grey "Register" button.

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3. After sending out the registration request, the system will send the verification link to the supplier's registered email. Click the link to activate the online account created in step 2.



4. After activating the online account, the supplier can now log into the system for the detailed registration process.

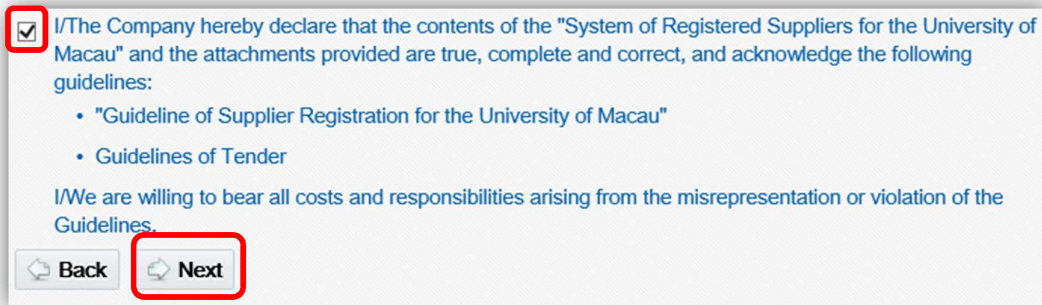
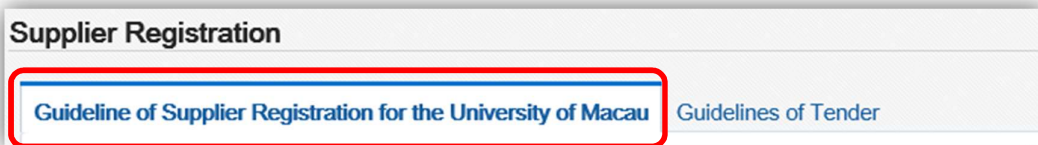


5. Enter username and password to login.



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6. Choose "Supplier Registration", read and confirm acknowledgement of the "Guideline of Supplier Registration for the University of Macau" and "Guidelines of Tender". The said guidelines have been uploaded to the system and the webpage of the Office of Administration of the University.



7. Following each of the steps below, suppliers provide information of the company, such as company profile, contacts, business types and other supporting documents. Please see below samples for reference.

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7.1 Company Profile

*** Company Name** Chinese  The company name should be consistent with the business registration documents

XYZ 貿易公司

Portuguese
(The accent does not need to be marked. Ex.: For "COMPANHIA DE CONSTRUÇÃO ABC", enter "COMPANHIA DE CONSTRUCAO ABC")

XYZ TRADING COMPANY

English

XYZ TRADING COMPANY

*** Registration Region** Local
 Non-Local

*** Type of Company** Individual Owner
 Limited Company

*** Tax No.** 12345678 For Macau local suppliers only

*** Year of Establishment** 2000

*** Address (Line 1)** NO. 1 MAIN ROAD, MAIN STREET

(Line 2) MACAU

(Line 3)

(Line 4)

*** Tel. No.** 853 - 12345678







Fax No. 853 - 12345677

*** E-mail** xyz@gmail.com
(Please provide if this email differs from the registration email)

Local suppliers should provide the following documents

Attachments
(File size should be smaller than 15 MB, only image or pdf file is accepted)

*** New**

Registration/Amendment Form (M/1)	 M1.pdf		The M/1 form for new registration of business
Business Tax - Tax Demand Note (M/8)	 M8.pdf		The M/8 form for the current year (if available)
Certificate of Business Registration	 BR.pdf		The most updated business registration documents (if available)

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Non-Local suppliers should provide the following documents

Attachments

(File size should be smaller than 15 MB, only image or pdf file is accepted)

New
Registration/Amendment Form (M/1)



Business Tax - Tax Demand Note (M/8)


* Certificate of Business Registration   The most updated business registration documents

7.2 Contacts

For the purpose of communication on procurement or financial issues, suppliers should provide at least one contact for **sales** and one for **finance** issues. After approval of supplier registration, suppliers can update their contact information anytime through the system.

Contact Person

 Add RemovePress "Add" to add new contact person

	Contact Type	Contact Person	Job Title	Tel. No.	Fax No.	E-mail	Remarks
							


* Contact Person

Job Title


E-mail

* Tel. No. -

Fax No. -

* Contact Type Sales  Choose from the scroll down menu for the types of contact person

Remarks

 Done After filling in the details, press "Done" to save

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Contact Person There should be at least two contact persons upon completion, one for sales and one for finance.

	Contact Type	Contact Person	Job Title	Tel. No.	Fax No.	E-mail	Remarks
	Sales	MR. CHAN TAI MAN	Manager	(852) 12345678	(852) 12345677	Chan@gmail.com	
	Finance	MS. LEE SIO MEI	Manager	(852) 12345678	(852) 12345677	Lee@gmail.com	

Reference Client (if applicable) Suppliers can provide "Reference Clients" in the same way.

	Name of Client	Tel. No.

* Name of Client

* Tel. No. -

7.3 Business types and supporting documents

Goods

<input type="checkbox"/> Advertising	<input type="checkbox"/> Audio-Visual Equipment
<input type="checkbox"/> Baby Product	<input type="checkbox"/> Book Shop
<input type="checkbox"/> Carpet	<input type="checkbox"/> Communication Equipment
<input type="checkbox"/> Computer Equipment & Accessories	<input type="checkbox"/> Computer Hardware
<input type="checkbox"/> Computer Software	<input type="checkbox"/> Curtain
<input type="checkbox"/> Electrical Appliance	<input type="checkbox"/> Flag
<input type="checkbox"/> Flower Shop	<input type="checkbox"/> Furniture
<input type="checkbox"/> Garment	<input type="checkbox"/> Gas/Chemicals
<input type="checkbox"/> Glass	<input type="checkbox"/> Kitchen's Utensils
<input type="checkbox"/> Laboratory Consumables	<input type="checkbox"/> Magazine
<input type="checkbox"/> Metallic Supply	<input type="checkbox"/> Musical Instrument
<input type="checkbox"/> Office Machine/Equipment	<input type="checkbox"/> Petroleum Gas and Fuel Oil
<input type="checkbox"/> Pharmaceutical Supply	<input type="checkbox"/> Photography
<input type="checkbox"/> Scientific Instrument	<input type="checkbox"/> Security System
<input type="checkbox"/> Souvenir	<input type="checkbox"/> Sports Outfit
<input type="checkbox"/> Stationery	<input type="checkbox"/> Supermarket/Grocery

Suppliers choose their business types from the list of "Goods", "Service" and "Works".

Service

<input type="checkbox"/> Audit Service	<input type="checkbox"/> Calibration Service
<input type="checkbox"/> Catering Service	<input type="checkbox"/> Certification Service
<input type="checkbox"/> Chip Fabrication	<input type="checkbox"/> Chop
<input type="checkbox"/> Cleaning Service	<input type="checkbox"/> Consulting Service
<input type="checkbox"/> Design Service	<input type="checkbox"/> Executive Search Service
<input type="checkbox"/> Healthcare Service	<input type="checkbox"/> Hotel Service
<input type="checkbox"/> Insurance	<input type="checkbox"/> Landscape and Gardening
<input type="checkbox"/> Lift Service	<input type="checkbox"/> Logistics and Courier Service
<input type="checkbox"/> Maintenance Service	<input type="checkbox"/> Management Service
<input type="checkbox"/> Online Purchase Platform	<input type="checkbox"/> Paging
<input type="checkbox"/> Pest Control	<input type="checkbox"/> Printing
<input type="checkbox"/> Repair of Vehicle	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Security Service	<input type="checkbox"/> Testing Service
<input type="checkbox"/> Training Course Service	<input type="checkbox"/> Translation
<input type="checkbox"/> Transportation Service	<input type="checkbox"/> Travel Agency

Works

<input type="checkbox"/> Air-conditioning	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Decoration & Construction	<input type="checkbox"/> Electrical work
<input type="checkbox"/> Fire-Protection	<input type="checkbox"/> Painting
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Waterproofing

Other Business Type?

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Suppliers are welcomed to provide other information for our reference.

Other Business Type?

Related Document Companies for security service or works should provide relevant registration/license

*For Security Service, relevant license submission is required
*For Works, registration from Land, Public works and Transport Bureau (DSSOPT) must be provided

Please enter the name(s) of the principal(s) for whom you act as the accredited agent(s)/distributor(s) if you are not the manufacturer. (if applicable)

Please provide relevant certification or declaration if you have obtained ISO9000 or ISO14000 recognition (put a ✓ in the). (if applicable)

ISO9000 related documents/certificate

ISO14000 related documents/certificate

Please provide the list and related certifications of environmental protective products (if applicable).

7.4 Review

After filling in all the required information, suppliers can review their input here. Having verified that all the details are correct, press "Submit". Your registration request will be submitted to the Procurement Section of the University for approval.

Profile

Chinese XYZ 貿易公司

Portuguese XYZ TRADING COMPANY

English XYZ TRADING COMPANY

Registration Region Local

Type of Company Limited Company

Tax No. 12345678

Year of Establishment 2000

Address (Line 1) NO. 1 MAIN ROAD, MAIN STREET

(Line 2) MACAU

(Line 3)

(Line 4)

Tel. No. 853 - 12345678

Fax No. 853 - 12345677

E-mail xyz@gmail.com

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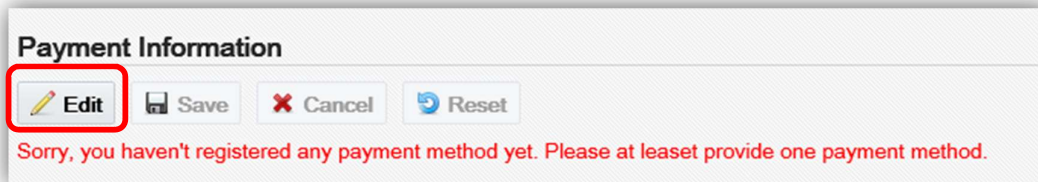
After submitting the registration request, suppliers will receive a notification in their registered email address. During the approval process, suppliers cannot change any of the information submitted, they can only add payment information. The University will inform supplier the approval result by email within 10 working days. Should there be any enquiries, please contact us directly at PCTSupplierMgmt@um.edu.mo.

8. Payment information

For timely settlement of payment, suppliers are advised to provide payment method and related banking information as earlier as possible.



Local suppliers can only use autopay for as payment method; non-local suppliers can choose telegraphic transfer (TT) or bank draft (BD) as payment method. All information should be filled in English. First choose the payment method, then press “ADD” to start inputting the banking information.



Attention:

- Suppliers must ensure the bank account information provided will accept the currency as stated; any delay, bank charge, exchange loss, penalty, etc., thus arisen will be fully borne by Supplier.
- Non-local suppliers are advised to use USD or HKD as the currency on quotations and invoices, Renminbi (RMB) and Taiwan dollar (TWD) CANNOT be used for telegraphic transfer.

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- Non-local suppliers are advised to choose telegraphic transfer as payment method, in order to minimize the risk of losing the bank draft during to the postage or delay in payment.

Local suppliers:

Payment Method Autopay (AP)

Sorry, you haven't registered any payment method yet. Please at leaset provide one payment method.


Non-local suppliers:

Payment Method Bank Draft (BD) Telegraphic Transfer (TT)

Sorry, you haven't registered any payment method yet. Please at leaset provide one payment method.

8.1 Autopay

Local suppliers input local bank information for receiving payment in the future.

	Payment Method	Location of Bank	Currency	Bank Account Name / Beneficiary Name
	Autopay (AP)	Macao (SAR), China	Macau Pataca (MOP)	

Location of Bank Macao (SAR), China

Bank Name

* Bank Account Name
(Please enter in English) Check this box only when English bank account name is not available.

I/The Company hereby declare that unable to provide the name in English

* Bank Account Number

Currency Macau Pataca (MOP)

Confirm all information is correct before pressing "Done" to save the data

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8.2 Bank Draft

Non-local suppliers are advised to choose **telegraphic transfer** for receiving payment, so as to minimize the risk of losing the bank draft during to the postage. If supplier insists to choose bank draft as payment method, please fill in the information below in English.

* Location of Bank	Hong Kong (SAR), China	▼
* Beneficiary Name	XYZ TRADING COMPAI (Please enter in English)	
* Beneficiary Home / Office Address (Line 1)	NO. 1 MAIN ROAD, MAI	
(Line 2)	HONG KONG	
(Line 3)		
(Line 4)		
* Currency	Hong Kong Dollar (HKD)	▼
* Postal / Mailing Address (Line 1)	NO. 1 MAIN ROAD, MAI	
(Line 2)	HONG KONG	
(Line 3)		
(Line 4)		
Date of Birth of Beneficiary (for Individual Recipient only)	1991/03/27	📅
Business Nature of the Entity (for Non-individual Recipient)	Trading	
Nationality of the Owner/Director of the Entity (for Non-individual Recipient)	Chinese	
* Origin Country of Goods/Service	Hong Kong	
* Destination Country of Goods/Service	Macau	×
Done	Confirm all information is correct before pressing "Done" to save the data	

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8.3 Telegraphic transfer

Non-local suppliers are advised to choose **telegraphic transfer** for receiving payment, please fill in the information below in English.

* Location of Bank	Hong Kong (SAR), China	▼								
* Bank Name	BANK OF CHINA									
* Bank Address or Branch District	NO. 1, KING'S ROAD, KING'S STREET									
(Line 2)	HONG KONG									
(Line 3)										
(Line 4)										
* Beneficiary Name	XYZ TRADING COMPANY (Please enter in English)									
* Beneficiary Home / Office Address (Line 1)	NO. 1, MAIN ROAD, MAIN STREET									
(Line 2)	HONG KONG									
(Line 3)										
(Line 4)										
* Bank Account / IBAN Number	ABXXXXXXXXXXXXXXXXXXXX									
* Currency	Hong Kong Dollar (HKD)	▼								
* Swift Code	XXXXXXXX									
Sort Code/ABA Routing No./BSB No.										
Intermediary Bank (if applicable)	<table border="1"><tr><td>Bank Account Name</td><td></td></tr><tr><td>Bank Account Number</td><td></td></tr><tr><td>Swift Code</td><td></td></tr><tr><td>Sort Code/ABA Routing No./BSB No.</td><td></td></tr></table>		Bank Account Name		Bank Account Number		Swift Code		Sort Code/ABA Routing No./BSB No.	
Bank Account Name										
Bank Account Number										
Swift Code										
Sort Code/ABA Routing No./BSB No.										
	<input checked="" type="button" value="Done"/>	Confirm all information is correct before pressing "Done" to save the data								

For enquiries, please email to PCTSupplierMgmt@um.edu.mo.

~End~