**MINISTRY OF
INVESTMENT, TRADE AND INDUSTRY**

AUTOMOTIVE BUSINESS

DEVELOPMENT COMMITTEE SYSTEM

(eABDC)

User Manual - Vendor

TABLE OF CONTENT

1.0 REGISTRATION

1. Users need to open the browser and go to the URL **http://eabdc.miti.gov.my/**

2. Click the **Register Account** to register.

3. Choose **Vendor** at the Account Type.

4. A registration form will be displayed.
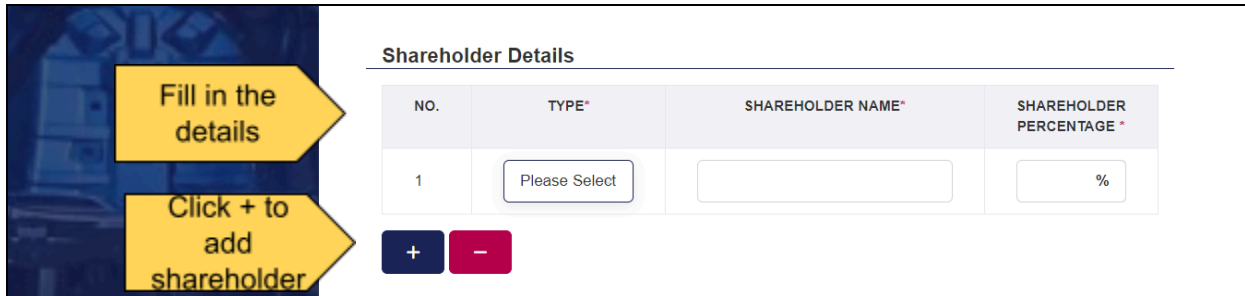
5. Fill in the details in Company Details.

6. Mandatory part (*) must be filled in.
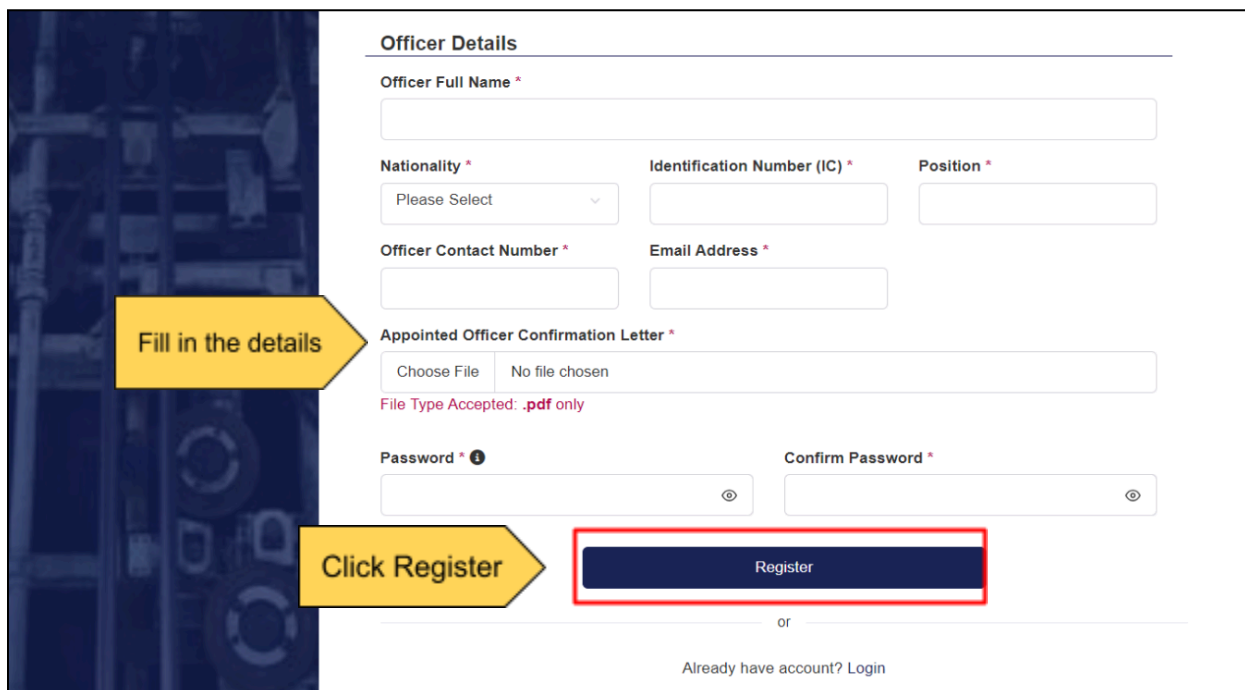
7. Fill in the information in Shareholder Details section

8. Click the **Add** button to add another shareholder details.
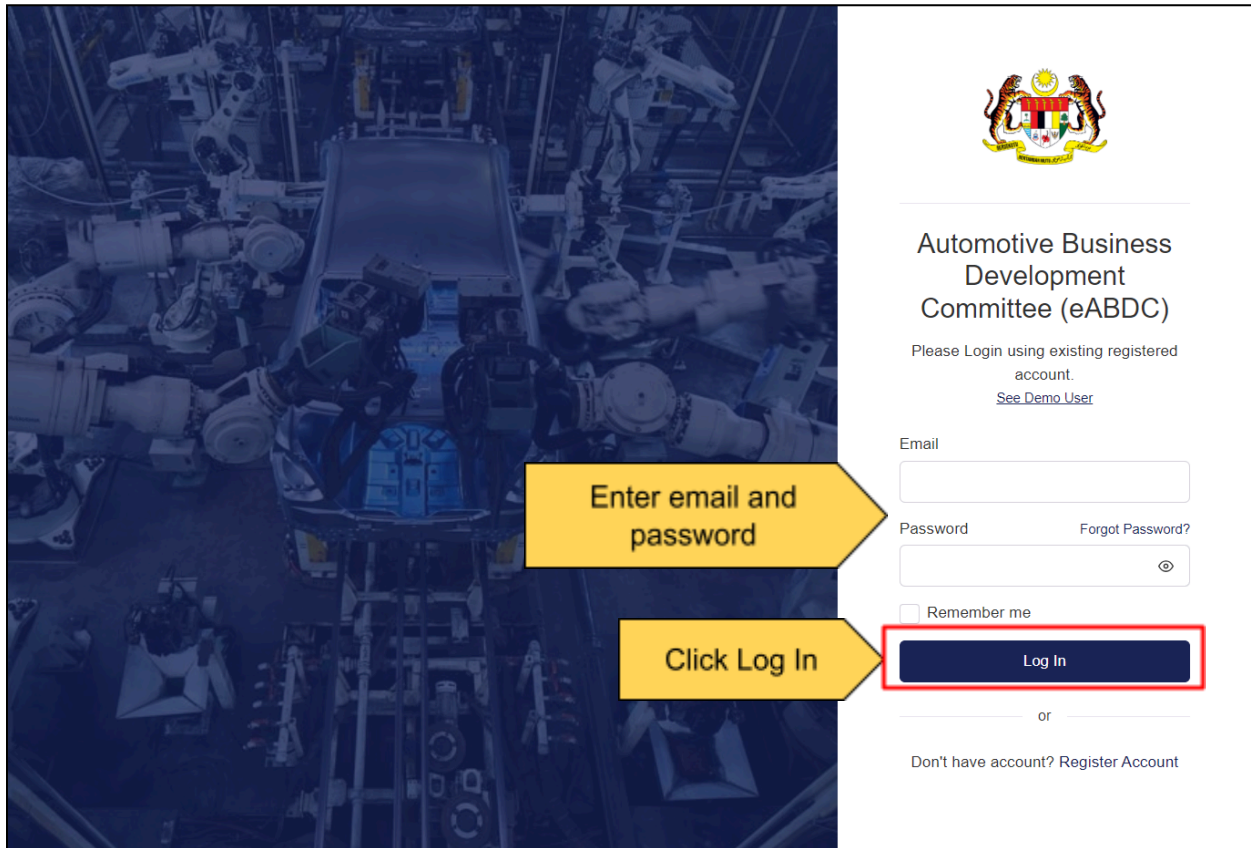

9. Fill in all the details needed in Officer Details.

10. Mandatory part (*) must be filled in.

11. Click the **Register** button to submit the application.

2.0 LOGIN

1. Enter the **Email** and **Password** registered.

2. Click the **Login** button.

3. Users will be redirected to their Company Profile Page after the login process.

3.0 UPDATE COMPANY PROFILE

Vendor Details

Company Name *

Vendor getah

Company SSM Number * ⓘ

SSM 07475

Business Registration Address *

Lot 6744, Kawasan Perindustrian Gurun, 08300 Gurun, Kedah, Malaysia

STELLANTIS GURUN (MALAYSIA) SDN. BHD.

Postcode *

08300

City *

Gurun

Company SSM Document * ⓘ

Test doc.pdf   👁   🗑

Status * ⓘ

PCA

License Type*

Manufacturing License

Choose License Type

Manufacturing License

ICA10

1. Information registered related to the company will be displayed on the Company Details section. Any amendments can be done if necessary.

2. Choose **License Type**. Users can only choose between two options:

   a. Manufacturing License. Continue to **Step 3a.**

   b. ICA10. Continue to **Step 3b.**

Info: Please choose your License Type correctly. If Manufacturing License is chosen, you are unable to change to ICA10 once it has been approved.

3a. If the License Type is '**Manufacturing License**'.

    I.   Manufacturing License Details will appear.

    II.   Click on the **Add** button.

    III.   A pop-up will appear.

IV. Fill in all Manufacturing License details required.

V. Mandatory parts (*) must be filled in.

VI. Click the **Save** button.

VII. Add multiple Manufacturing License Details by repeating the steps I - IV in **Step 3b**.

Manufacturing License Details

Add +

NO.	MANUFACTURING LICENSE REFERENCE NUMBER *	SERIAL NUMBER *	FACTORY ADDRESS (AS PER ML) *	ACTIVITY (AS PER ML) *	MANUFACTURING LICENSE EFFECTIVE DATE *	MANUFACTURING LICENSE DOCUMENT *	ACTION
1	A 003	A 00220	12, Jalan Kemuning 3, 52000 Wilayah Persekutuan Kuala Lumpur	Manufacture automotive parts	03-06-2024	Ml doc.pdf 👁	✏ 🗑

Click Confirmation   Confirmation ✓

VIII. Click the **Confirmation** button. Once confirmed, users are not allowed to add, edit or delete the Manufacturing License Details. The saved information will be used in SCL & Industry4WRD Details.

3b. If the License Type is **'ICA10'**.

    I.   ICA10 Details will appear.

License Type*

ICA10

ICA10 Details

Click Add   Add +

NO.	ICA10 REFERENCE NUMBER *	ACTIVITIES APPROVED *	ICA10 DOCUMENT *	ACTION

Confirmation ✓

    II.   Click on the Add button.

    III.   A pop-up will appear.

ICA10 Details   ✕

REFERENCE NUMBER *

Fill in the details

ACTIVITIES APPROVED *

ICA10 DOCUMENT *

Choose File   No file chosen

File Type Accepted: .pdf & Maximum File Size: 10MB

Click Save   Save 💾

    IV.   Fill in all ICA10 Details required.

    V.   Mandatory parts (*) must be filled in.

    VI.   Click the Save button.

VII. Add multiple ICA10 Details by repeating steps I - VI in **Step 3b.**

VIII. Click the confirmation button. Once confirmed, users are not allowed to add, edit
     or delete the ICA10e Details. The saved information will be used in SCL &
     Industry4WRD Details.

4. Information registered related to the shareholder will be displayed on the Shareholder
   Information section.

5. Add multiple shareholder information by clicking the **Plus** button.

6. Choose the **Type** and fill in the **Shareholder Name** & **Shareholder Percentage**.

7. The information saved in Manufacturing License or ICA10 Details will be displayed in Supplier Competitiveness Level Details.

8. Fill in the information required for each activity.

Supplier Competitiveness Level Details

NO.	TYPE	REFERENCE NUMBER	ACTIVITIES APPROVED	SUPPLIER COMPETITIVENESS LEVEL *	SUPPLIER COMPETITIVENESS LEVEL REPORT NUMBER *	SUPPLIER COMPETITIVENESS LEVEL DOCUMENT *	ACTION
1	ML	A 003	Manufacture automotive parts			Click Edit button	✏

9. Click the **Edit** icon in Supplier Competitiveness Level Details.

10. The Supplier Competitiveness Level Details section will be displayed.

Supplier Competitiveness Level Details   ✕

Activity (as per ML)

Manufacture automotive parts

Supplier Competitiveness Level *

Please choose SCL Level   Fill in the details

Supplier Competitiveness Level Report Number *

Supplier Competitiveness Level Document *

Choose File   No file chosen

File Type Accepted: .pdf & Maximum File Size: 10MB

Click Save button   Save 💾

11. Fill in all details in Supplier Competitiveness Level Details section

12. Mandatory parts (*) must be filled in.

13. Users need to click the **Save** button to save the details.

14. The information saved in Manufacturing License or ICA10 Details will be displayed in Industry4WRD Details.

15. Fill in the information required for each activity.

Industry4WRD Details

NO.	TYPE	REFERENCE NUMBER	ACTIVITIES APPROVED	INDUSTRY4WRD LEVEL *	INDUSTRY4WRD CERTIFICATE NUMBER *	INDUSTRY4WRD DOCUMENT *	ACTION
1	ML	A 003	Manufacture automotive parts			Click Edit button	✏

16. Click the **Edit** button.

17. The Industry4WRD Details section will be displayed.

Industry4WRD Details ✕

Activity (as per ML)

Manufacture automotive parts

Industry4WD Level*

Please select Industry4WD Level   Fill in the details

Industry4WRD Certificate Number*

Industry4WD Document *

| Choose File | No file chosen |

File Type Accepted: .pdf & Maximum File Size: 10MB

Click Save button   Save 💾

18. Fill in all details in Industry4WRD Details section.

19. Mandatory parts (*) must be filled in.

20. Users need to click the **Save** button to save the details.

Industry4WRD Details

NO.	TYPE	ICA10/ML REFERENCE NUMBER	ACTIVITY APPROVED	INDUSTRY4WRD LEVEL	CERTIFICATE NUMBER	INDUSTRY4WRD DOCUMENT	ACTION
1	ICA 10	REF10-83248	sells body parts modified body	Newcomer	202403151000	Industry4WRD Document.pdf 👁	✏

Declaration

☐ I confirm ... rate

Tick checkbox

Update

Click Update

21. Users need to click the checkbox in the **Declaration** section.

22. Click the **Update** button to update the information. The profile will be sent for evaluation.
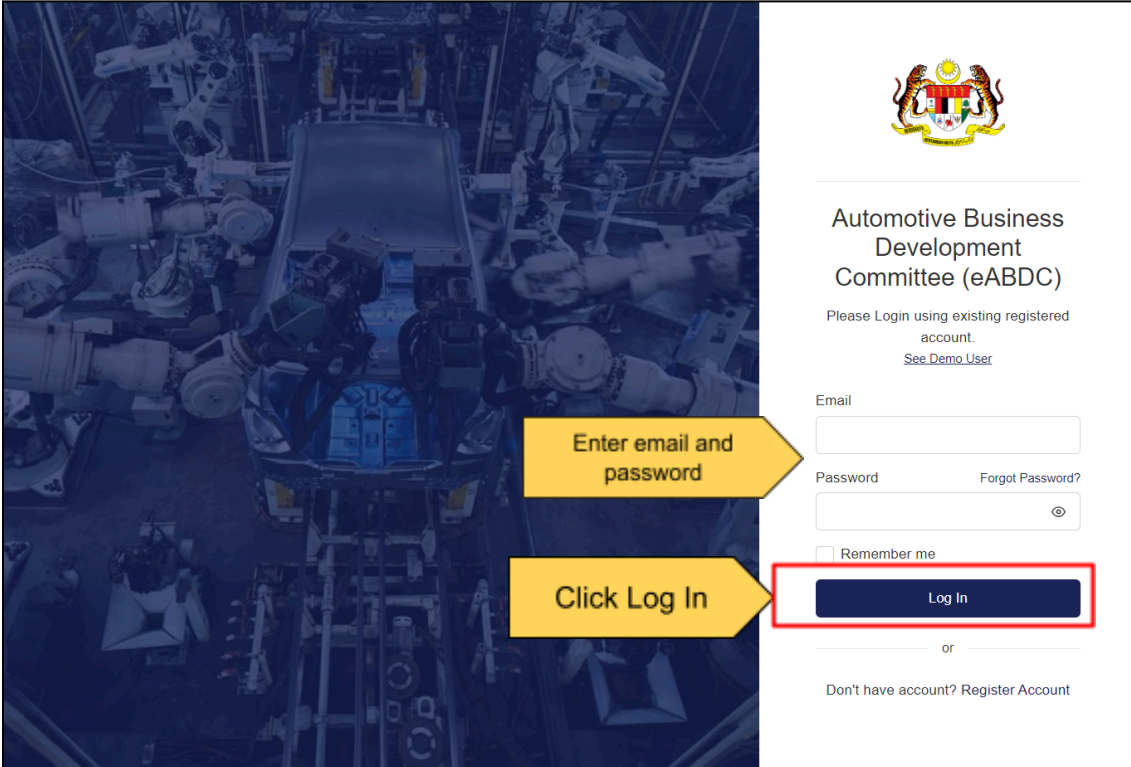
23. An email notification will be sent to the officer's email address once application has been evaluated.

24. If your application is **Returned**, repeat steps 1-22 in **Section 4.0 UPDATE PROFILE** to re-apply.

25. If your application is **Rejected**, repeat by registering your account through steps in **Section 1.0 REGISTRATION**.

4.0 UPDATE USER PROFILE

Info: Follow the steps below to update the user profile in the case that the registered officer has left the company.

1. Enter the **Email** and **Password** registered.

2. Click the **Login** button. Users will be redirected to the system after the login process.

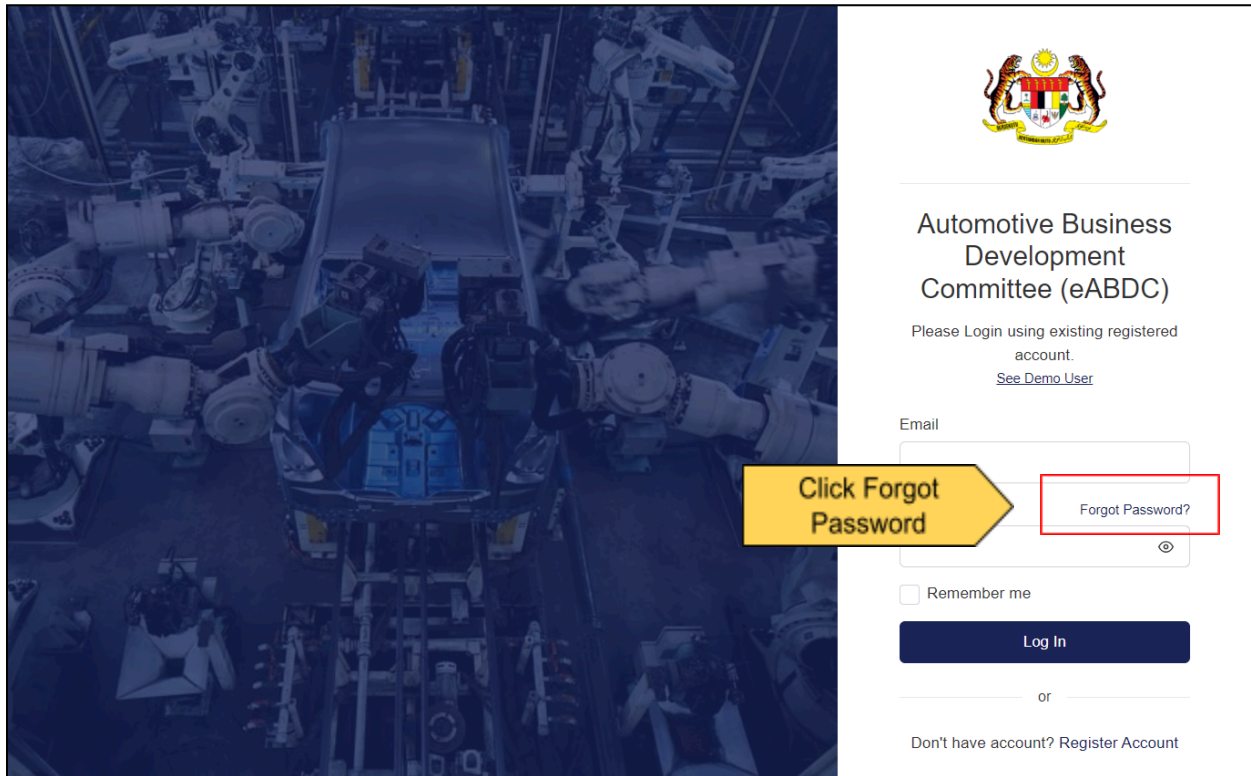3. On the main menu, click the submenu User Profile.
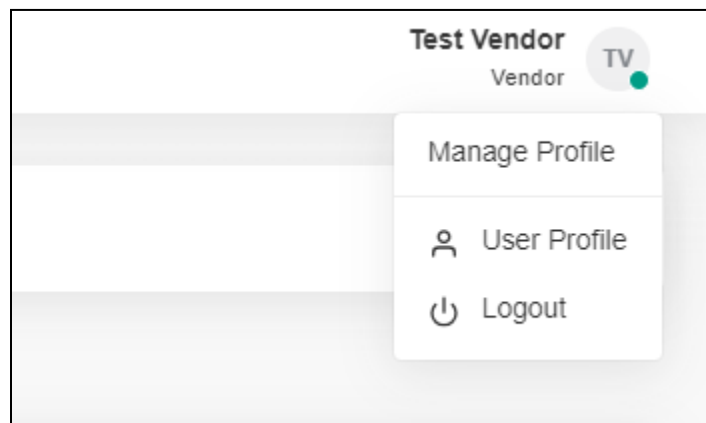
4. Users will be redirected to the User Profile.

5. Update user information (where applicable).

6. Click the **Update** button.

7. An email notification will be sent to the officer's email address which includes details of the newly updated information.

5.0 FORGOT PASSWORD

1. Click **Forgot Password.**

2. Users will be redirected to the Forgot Password page.
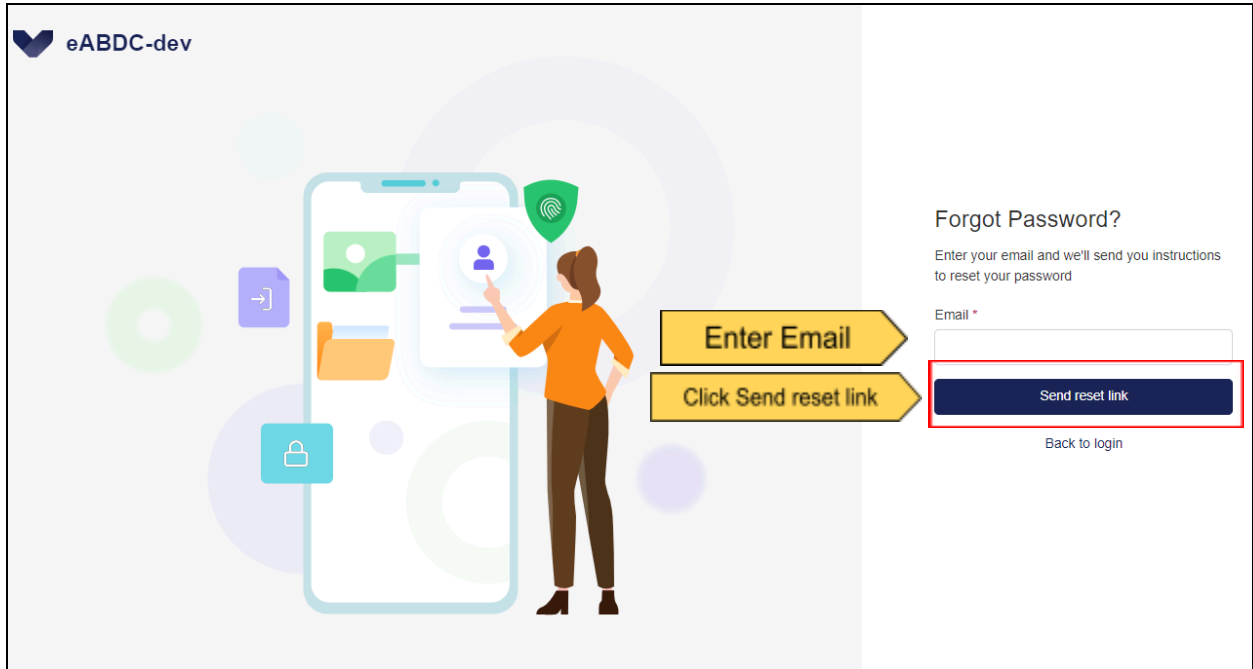
3. Enter **Email**.

4. Click the **Send Reset Link** button.

5. An email with the instructions to reset the password will be sent to the user's email address.
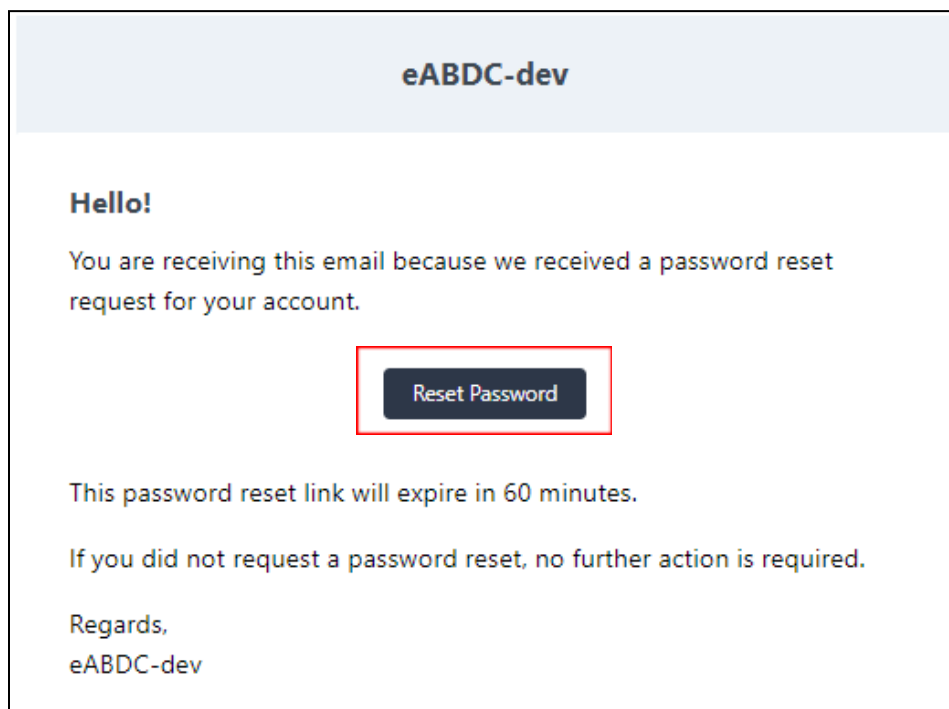
6. Click on the **Reset Password** button. A reset password page will appear.

7. Enter the **New Password** and **Confirm Password**.

8. Click on the **Set New Password** button.

9. Users will be redirected to the system's login page after successfully reset their password.