



PTT Public Company Limited

PTT Vendor Management System

User Manual

For PTT Vendor Part 1

Version 2.1 / Dec 2024

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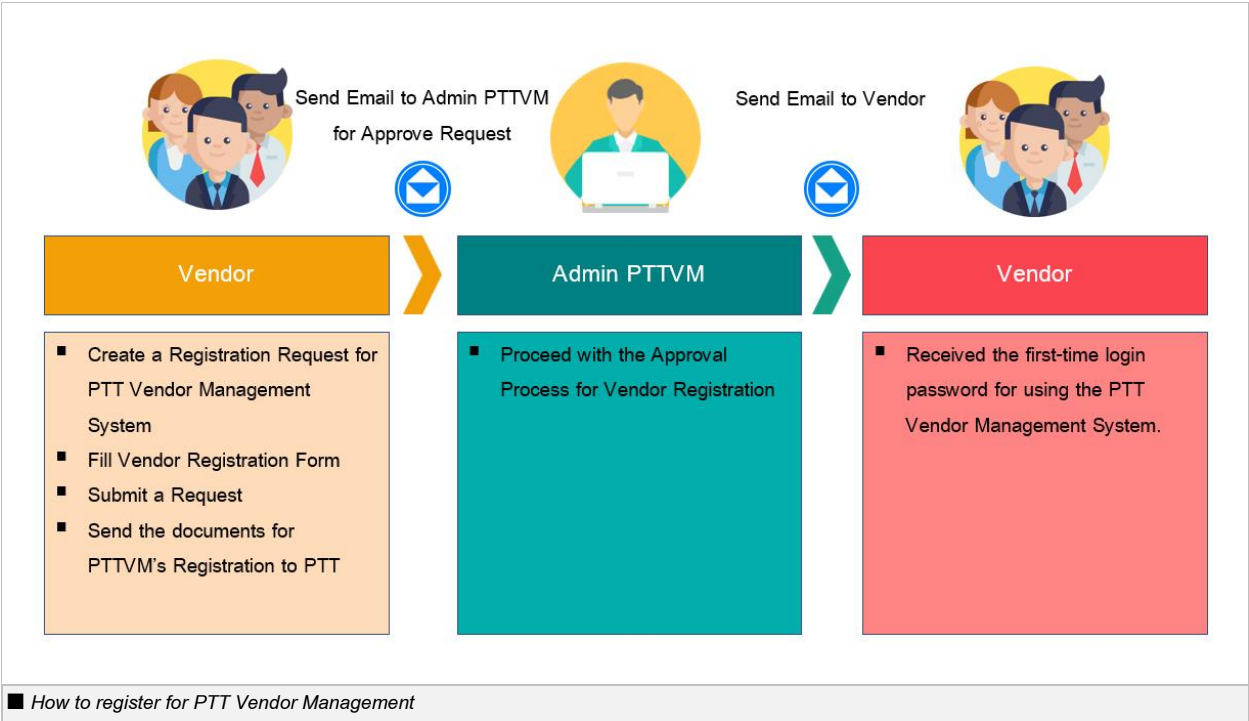
PTT Vendor Management System

PTT Vendor Management (PTTVM) is a system developed by PTT Public Company Limited (PTT) to assist and support vendors. It enhances communication channels and provides access to information regarding PTT's procurement processes for vendors who have or haven't previously transacted with PTT. This system allows companies that have conducted business with PTT to update their products, services, or company information. Additionally, it enables vendors to receive notifications for attending procurement events, track the status of contracts with PTT, proceed with contract formalities, and review performance assessment results.

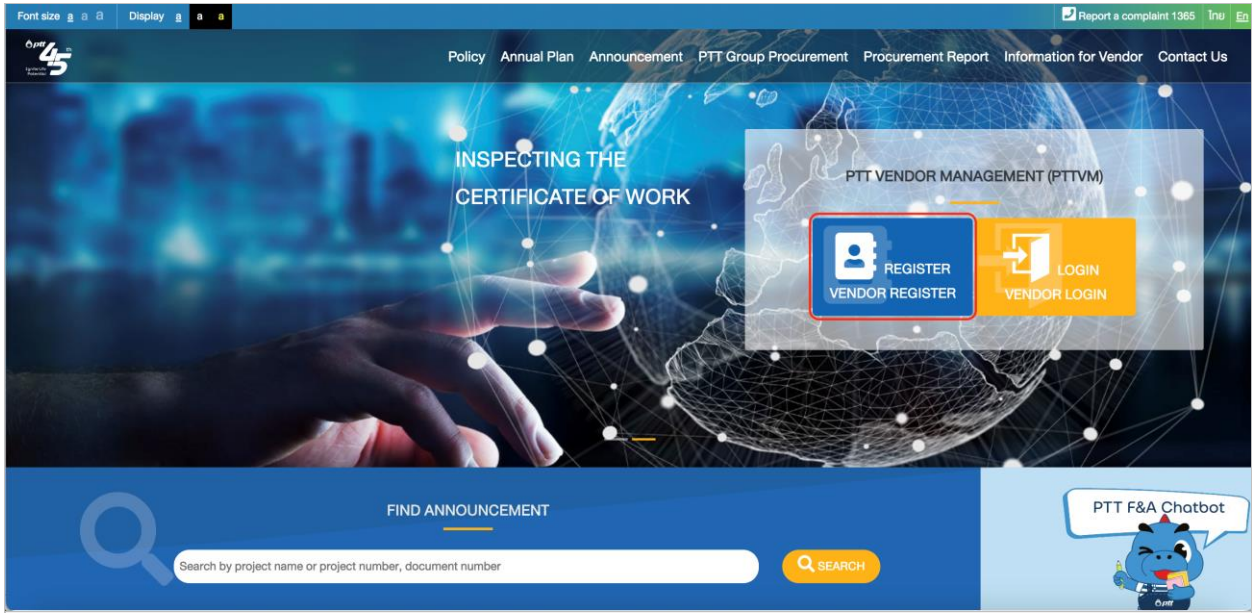
If you're a vendor from a subsidiary of the PTT Group, you can create an anonymous power of attorney document to submit bidder qualification documents online through the PTTVM system. For general vendors, registration is open to access the system, provide information on products and services, and promote their companies."

1. System Registration

This is a registration screen for vendors who have transacted or have never transacted with the PTT firm. Once the vendor has finished the request submission, The system determines if there is a duplicate national identity number or juristic person registration number in the system with other vendors. If the PTT admin does not accept and returns the request to the vendor on many occasions, The registration process can be carried out as follows.



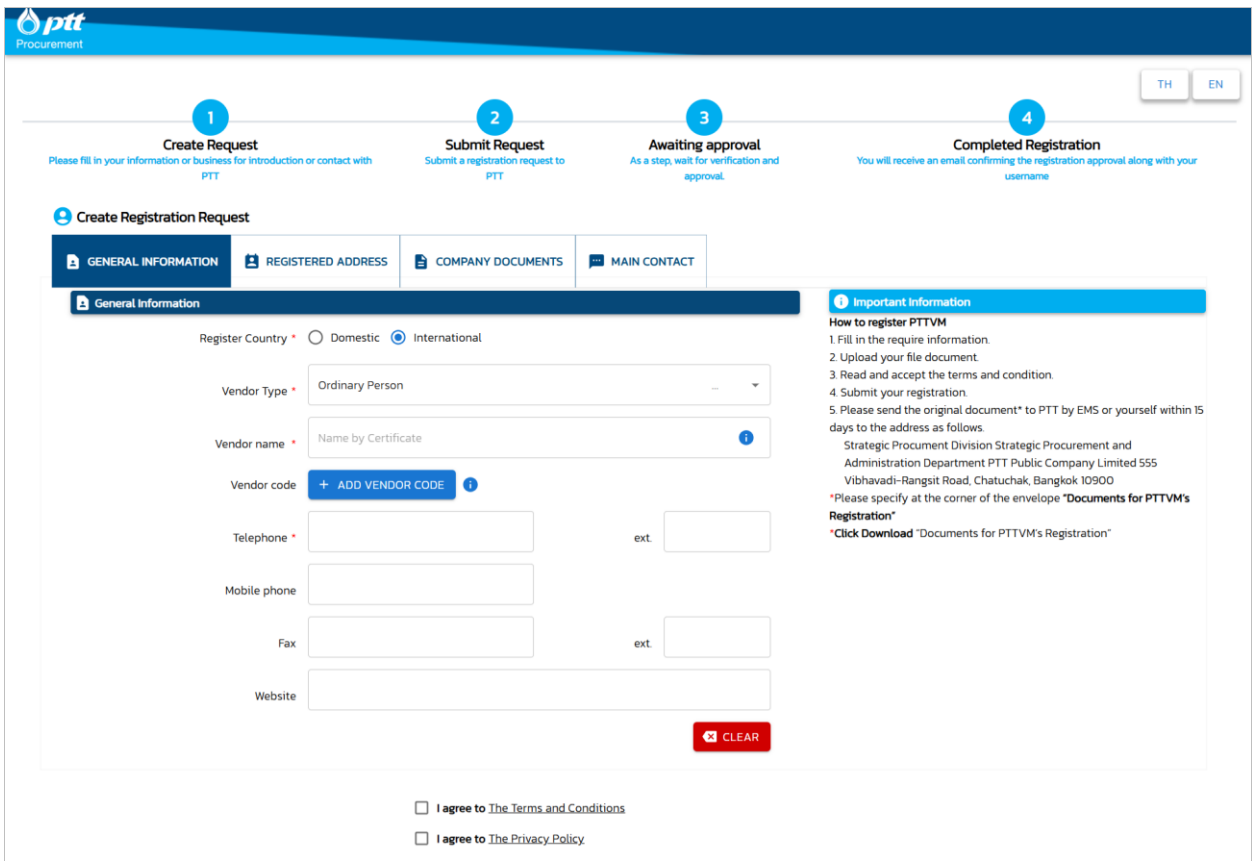
To register for the PTT Vendor Management, vendor must login from the <https://procurement.pttplc.com> website and press the "Register" button.



■ Example of the login screen

The registration process categorizes vendor into 3 types:

1.1 Registration for Individual



■ Example of registration screen for Individual type General information section

The screenshot displays the 'Create Registration Request' screen for an individual vendor. The page is divided into four main steps: 1. Create Request, 2. Submit Request, 3. Awaiting approval, and 4. Completed Registration. The current step is 'Create Request', which is further divided into four tabs: GENERAL INFORMATION, REGISTERED ADDRESS, COMPANY DOCUMENTS, and MAIN CONTACT. The 'REGISTERED ADDRESS' tab is active, showing two address sections: 'Address by Passport' and 'Other address'. Both sections have a radio button to select 'ADDRESS FOR CONTACT WITH PTT'. The 'Address by Passport' section is selected and has a checkmark. Below each section are input fields for 'Vendor Address', 'Street', 'Country', 'City', 'District', 'Sub District', and 'Postal Code'. To the right of the form is an 'Important Information' section with instructions on how to register PTTVM, a list of required documents, and a password policy. At the bottom of the form, there are two checkboxes for agreeing to the Terms and Conditions and Privacy Policy, and a 'SUBMIT' button. The footer contains the PTT logo, contact information in Thai, and a copyright notice for 2024.

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

Create Registration Request

GENERAL INFORMATION REGISTERED ADDRESS COMPANY DOCUMENTS MAIN CONTACT

Address by Passport

Address by Passport

ADDRESS FOR CONTACT WITH PTT ✓

International Version

Vendor Address *
Street
Country *
City *
District *
Sub District *
Postal Code *

Other address

ADDRESS FOR CONTACT WITH PTT

Use the contactable address that is the same as the address on the passport.

International Version

Vendor Address *
Street
Country *
City *
District *
Sub District *
Postal Code *

I agree to [The Terms and Conditions](#)

I agree to [The Privacy Policy](#)

SUBMIT

Important Information

How to register PTTVM

1. Fill in the requisite information.
2. Upload your file document.
3. Read and accept the terms and condition.
4. Submit your registration.
5. Please send the original document* to PTT by EMS or yourself* within 15 days to the address as follows.
Strategic Procurement Division Strategic Procurement and Administration Department PTT Public Company Limited 335 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900

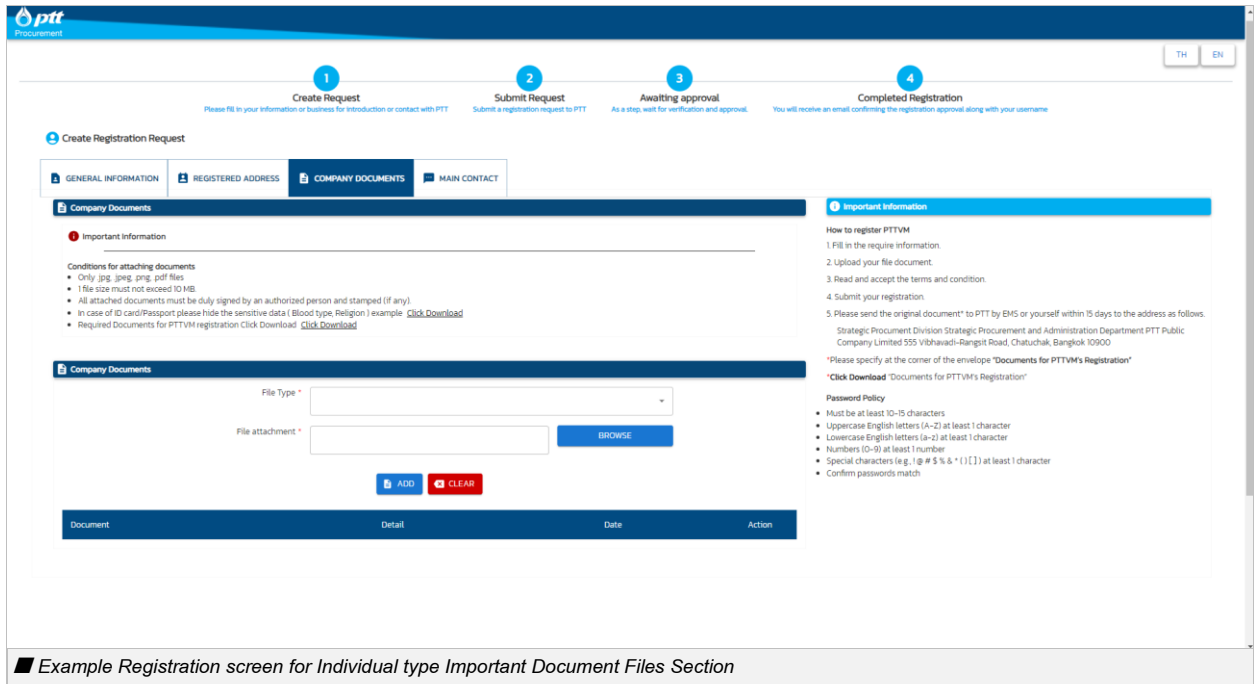
*Please specify at the corner of the envelope "Documents for PTTVM's Registration"

***Click Download** "Documents for PTTVM's Registration"

Password Policy

- Must be at least 10-15 characters
- Uppercase English letters (A-Z) at least 1 character
- Lowercase English letters (a-z) at least 1 character
- Numbers (0-9) at least 1 number
- Special characters (e.g., ! @ # \$ % & * () []) at least 1 character
- Confirm passwords match

Example of registration screen for Individual type The address according to the Passport.



Example Registration screen for Individual type Important Document Files Section

Specifying the vendor information as follows *(The field with * is mandatory and cannot be blank.)*

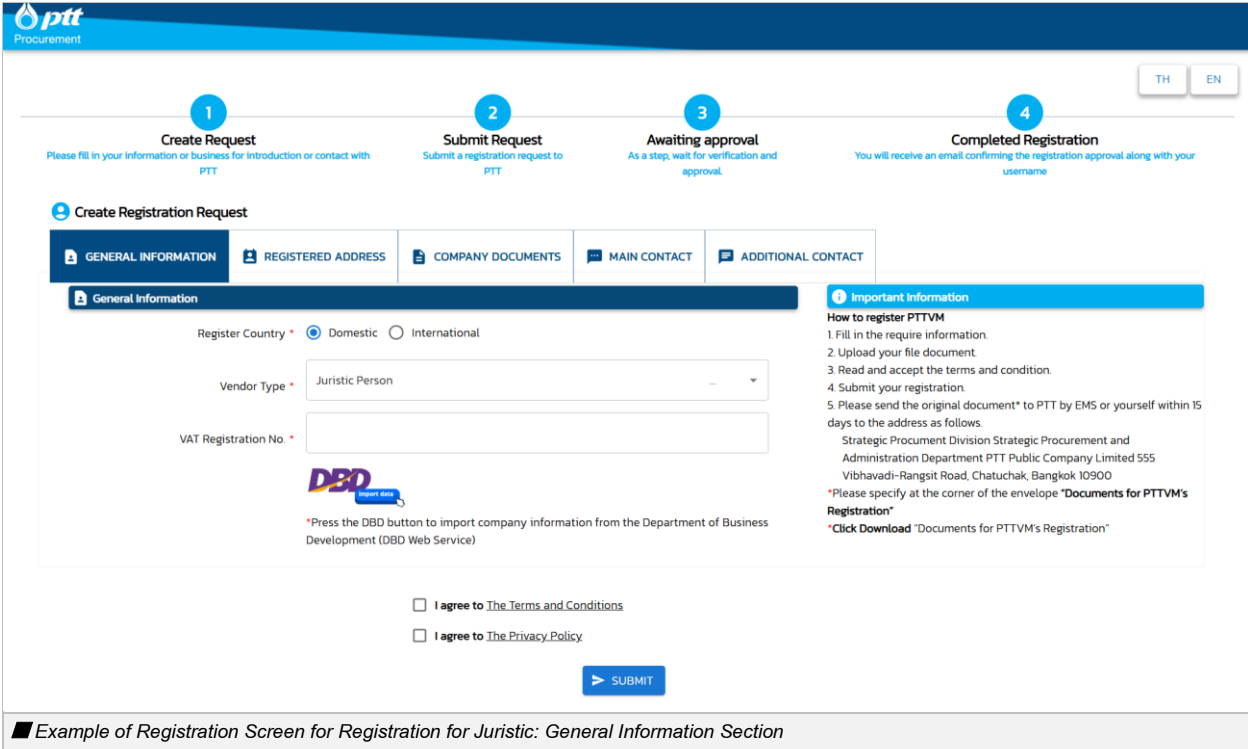
Field	Description
General Info	
Register Country *	Enter the country information where the vendor is registered, and the system shows as an option, choose as follows: <ul style="list-style-type: none"> ● Domestic ● International
Vendor Type *	Enter the vendor type information, and the system shows as a drop down list, choose as follows: <ul style="list-style-type: none"> ● Ordinary Person ● Juristic ● Other / No Tax Identification Number
Vendor Name *	Enter the vendor's name information in English.
Vendor Code	Enter the vendor ID information in the PO/contract that has transacted with PTT.
Telephone. *	Enter your phone number
Mobile Phone	Enter your mobile phone number
Fax Number	Enter fax number information
Website	Enter Website Information

Field	Description
Address by Passport	
Address *	Enter address information
Street	Enter street information
Country *	Enter country information
City *	Enter city information
District *	Enter district information
Sub-District *	Enter sub-district information
Postal Code *	Enter postal information
Contactable Address	
Address *	Enter address information
Street	Enter street information
Country *	Enter country information
City *	Enter city information
District *	Enter district information
Sub-District *	Enter sub-district information
Postal Code *	Enter postal information
Important Document Files	
File Type *	Enter document file type information. <ul style="list-style-type: none"> ● Copy of Passport
Important File *	Enter important document file information The conditions for attaching the document file are as follows: <ul style="list-style-type: none"> ● .jpg, .jpeg, .png, .pdf files only. ● 1 file up to 10 MB. ● All documents attached must be duly signed by the authorized person and stamped (if any).
Main Contact (at least 1 person)	
First name *	Enter your first name as requirement information, cannot be empty.
Last name *	Enter your last name as requirement information, cannot be empty.
Mobile phone *	Enter your mobile phone number as requirement information, cannot be empty.
Telephone	Enter your contact phone number.
E-mail *	Enter your email using to log in and for contact with PTT, cannot be empty.

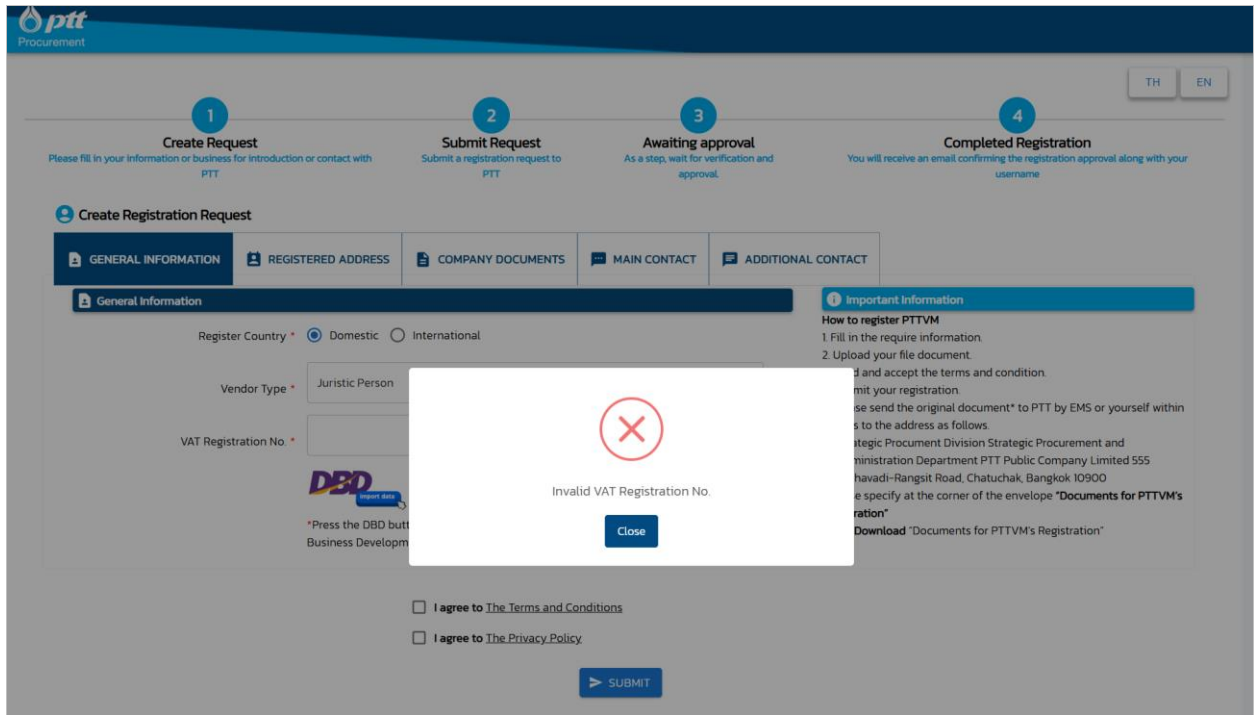
Vendors should accept the Terms and Conditions of the PTTVM system subscription and the Privacy Policy (PDPA) before registration. Vendors can click the links to read more details.

1.2 Registration for Juristic (For Thai Vendors)

A company registered in Thailand is required to input a 13-digit VAT registration number and press a button to retrieve vendor information from the Department of Business Development (DBD).



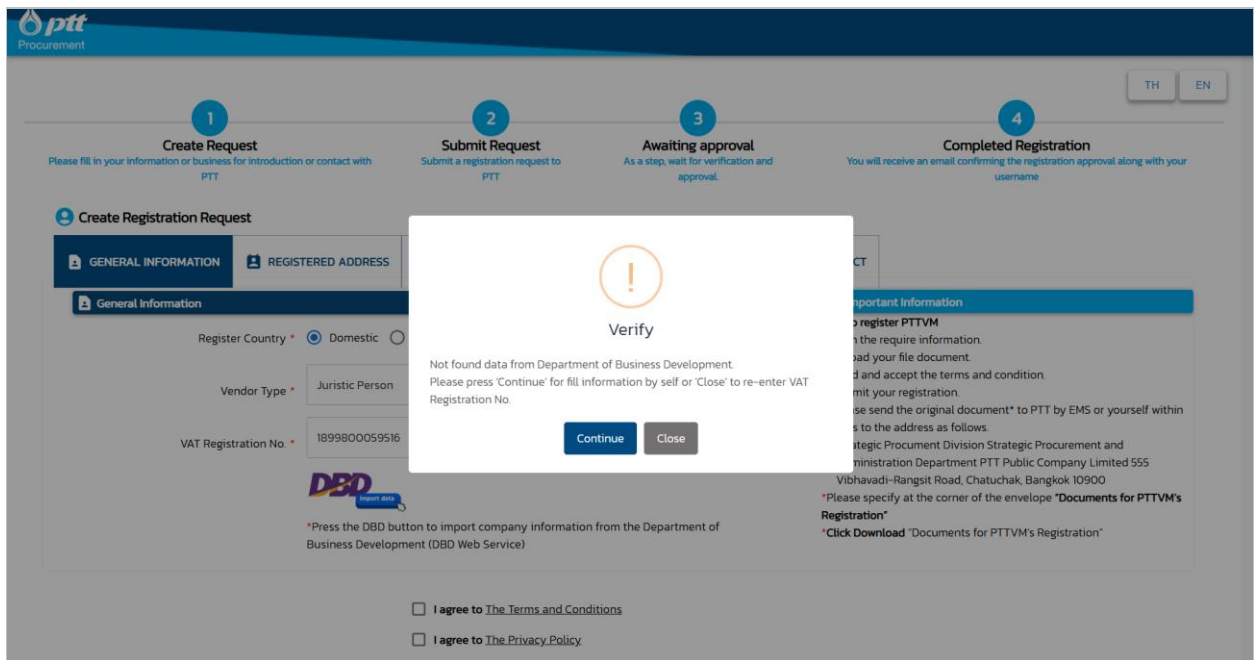
If the VAT Registration No. is not provided, a popup message will appear stating "Invalid VAT Registration No."



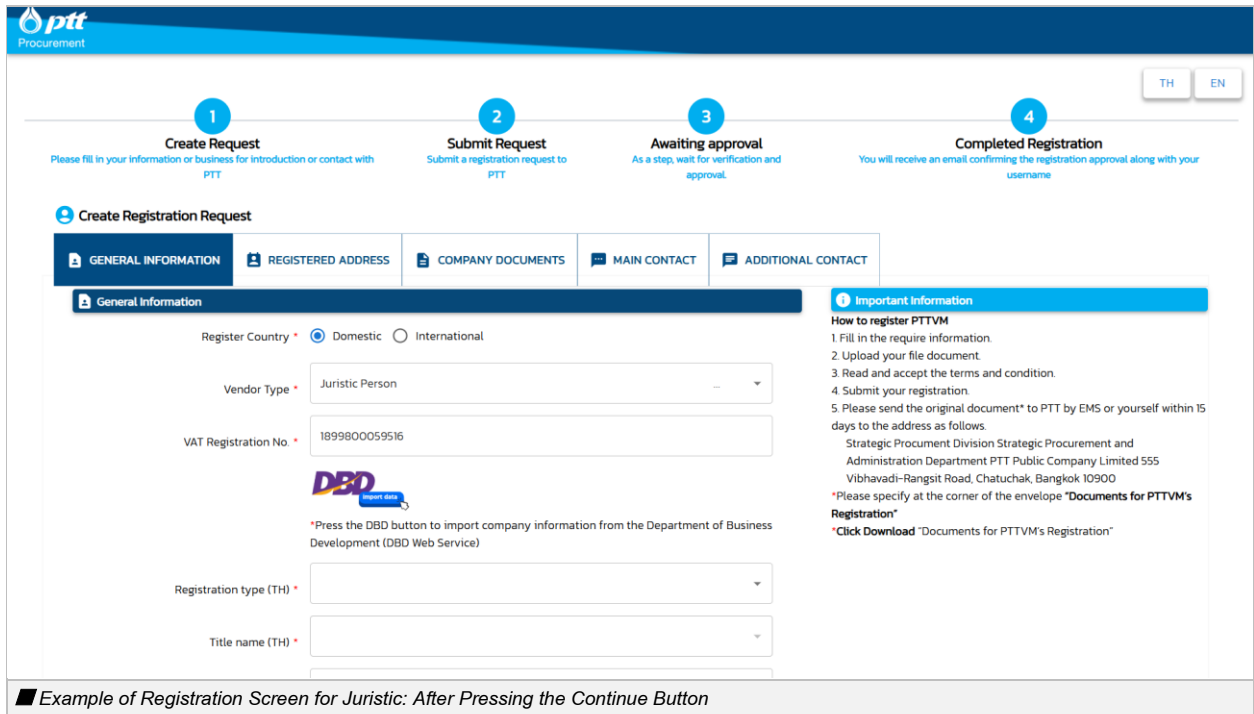
■ Example of Registration Screen for Registration for Juristic: Popup Requesting VAT Registration No.

If no business registration information is found with the Department of Business Development, a popup message will appear allowing the user to either:

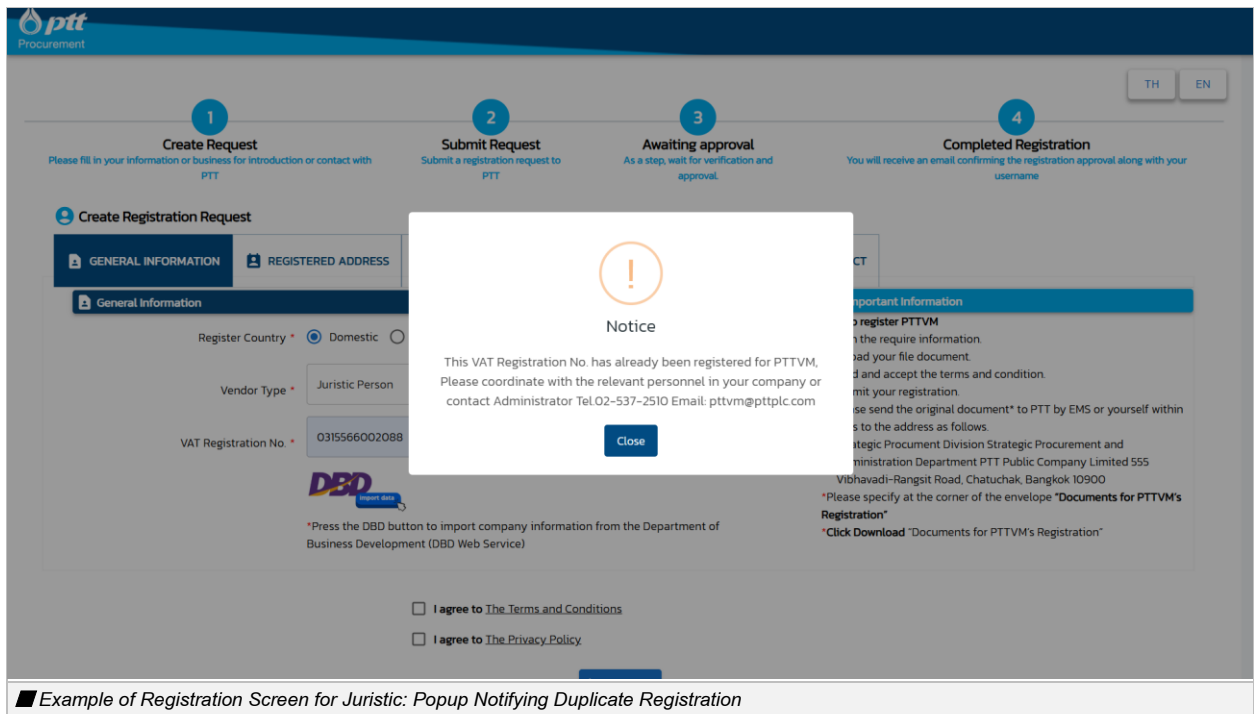
- Press the "Continue" button to manually input the information.
- Press the "Close" button to input a new VAT Registration No.



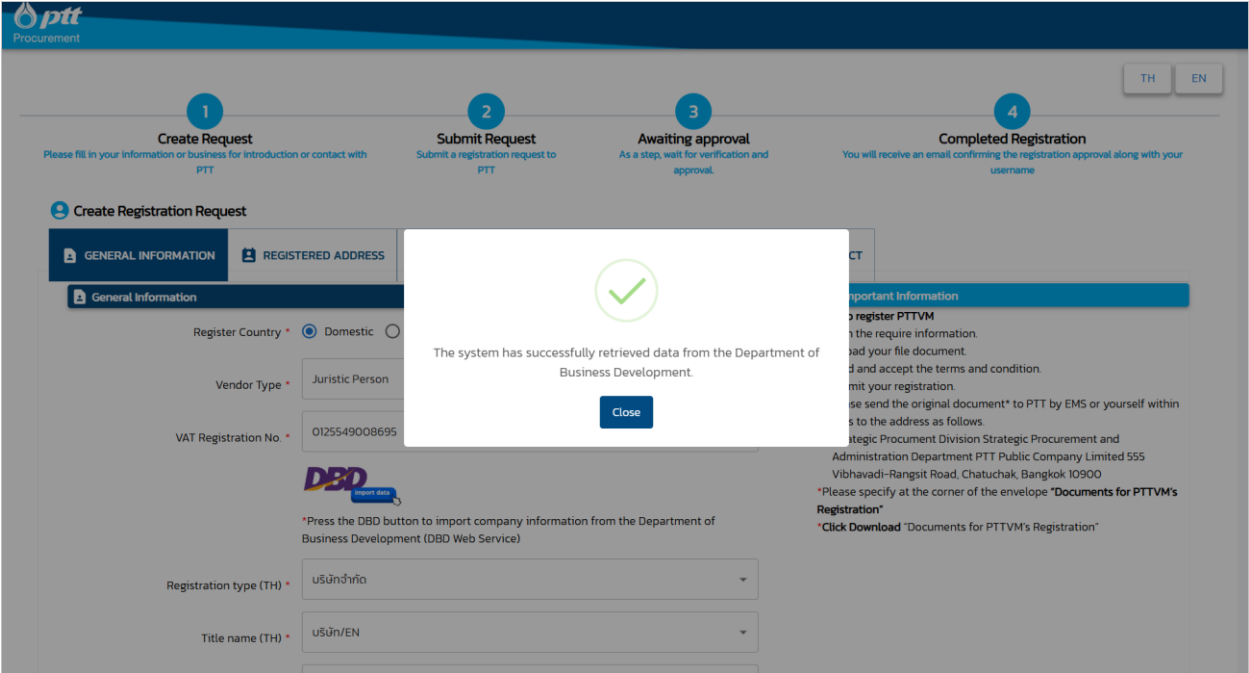
■ Example of Registration Screen for Juristic: Popup Indicating No Business Registration Found with DBD




If a duplicate corporate registration number is entered into the system, a popup message will appear notifying the user of duplicate registration.



If a correct 13-digit VAT registration no. with DBD business registration information is provided, a popup message will confirm successful data retrieval and display the vendor's general information.



Example of Registration Screen for Juristic: Popup Confirming Successful Data Retrieval

Registered Address/Business Address Section If users wish to retrieve registered address information from the Department of Business Development system, they can press a button  to fetch the address data.

TH EN

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

Create Registration Request

GENERAL INFORMATION REGISTERED ADDRESS COMPANY DOCUMENTS MAIN CONTACT ADDITIONAL CONTACT

Registered address

DBD Import data

*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

ADDRESS FOR CONTACT WITH PTT ✓

Thai Version	International Version
Branch office: <input type="text" value="Headquarter"/>	Branch Office: <input type="text" value="Headquarter"/>
Vendor Address * <input type="text"/>	Vendor Address * <input type="text"/>
Street <input type="text"/>	Street <input type="text"/>
Country * <input type="text"/>	Country * <input type="text"/>
City * <input type="text"/>	City * <input type="text"/>
District * <input type="text"/>	District * <input type="text"/>
Sub-district * <input type="text"/>	Sub District * <input type="text"/>
Postal Code * <input type="text"/>	Postal Code * <input type="text"/>

+ ADD MORE ADDRESS INFORMATION

I agree to [The Terms and Conditions](#)

I agree to [The Privacy Policy](#)

SUBMIT

Important Information

How to register PTTVM

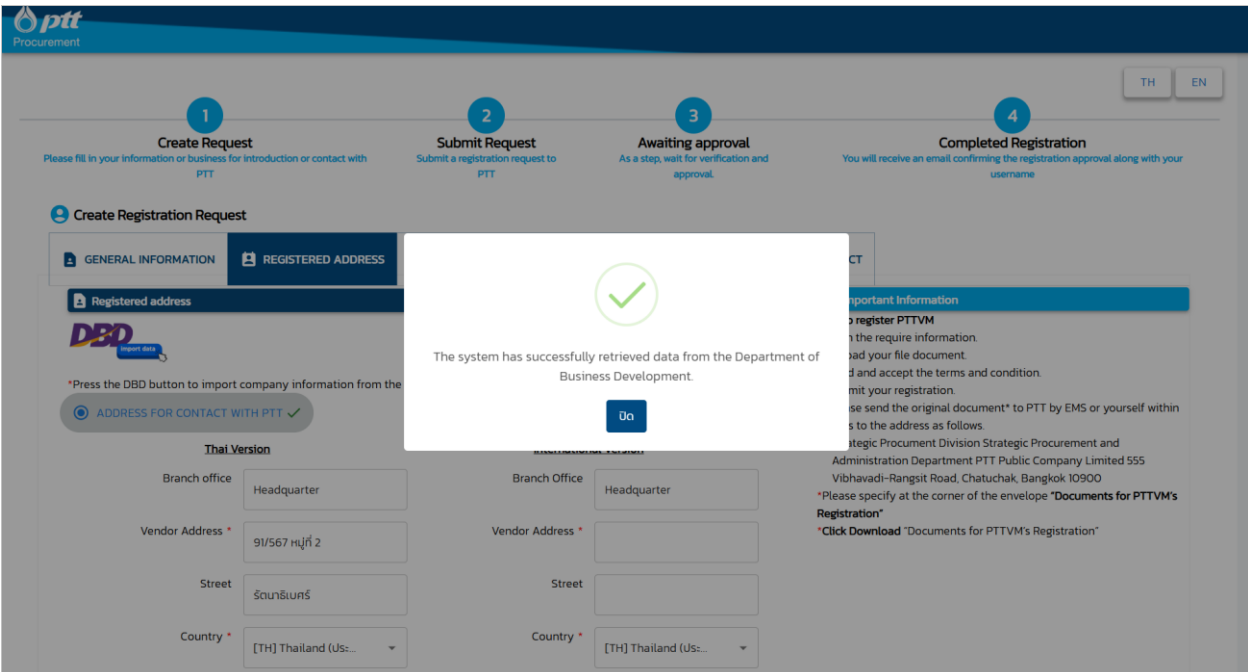
1. Fill in the require information.
2. Upload your file document.
3. Read and accept the terms and condition.
4. Submit your registration.
5. Please send the original document* to PTT by EMS or yourself within 15 days to the address as follows.

Strategic Procurement Division Strategic Procurement and Administration Department PTT Public Company Limited 555 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900


*Please specify at the corner of the envelope **"Documents for PTTVM's Registration"**


*Click Download "Documents for PTTVM's Registration"

Example of Registration Screen for juristic: Registered Business Address Section



Example of Registration Screen for juristic: Registered Business Address Section After Data Retrieval from DBD

Company documents Section. If users wish to retrieve company documents files from the Department of Business Development system, they can press a button  to fetch the document files.


TH EN

1
Create Request

Please fill in your information or business for introduction or contact with PTT

2
Submit Request

Submit a registration request to PTT

3
Awaiting approval

As a step, wait for verification and approval.

4
Completed Registration

You will receive an email confirming the registration approval along with your username

Create Registration Request


GENERAL INFORMATION
REGISTERED ADDRESS
COMPANY DOCUMENTS
MAIN CONTACT
ADDITIONAL CONTACT

Company Documents

Important Information

Conditions for attaching documents

- Only .jpg, .jpeg, .png, .pdf files
- 1 file size must not exceed 10 MB.
- All attached documents must be duly signed by an authorized person and stamped (if any).
- In case of ID card/Passport please hide the sensitive data (Blood type, Religion) example [Click Download](#)
- Required Documents for PTTVM registration [Click Download](#) [Click Download](#)



*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

Company Documents

File Type *

File attachment * BROWSE

ADD
CLEAR

Document	Detail	Date	Action

Important Information

How to register PTTVM

1. Fill in the require information.
2. Upload your file document.
3. Read and accept the terms and condition.
4. Submit your registration.
5. Please send the original document* to PTT by EMS or yourself within 15 days to the address as follows.
 - Strategic Procurement Division Strategic Procurement and Administration Department PTT Public Company Limited 555 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900

*Please specify at the corner of the envelope **"Documents for PTTVM's Registration"**

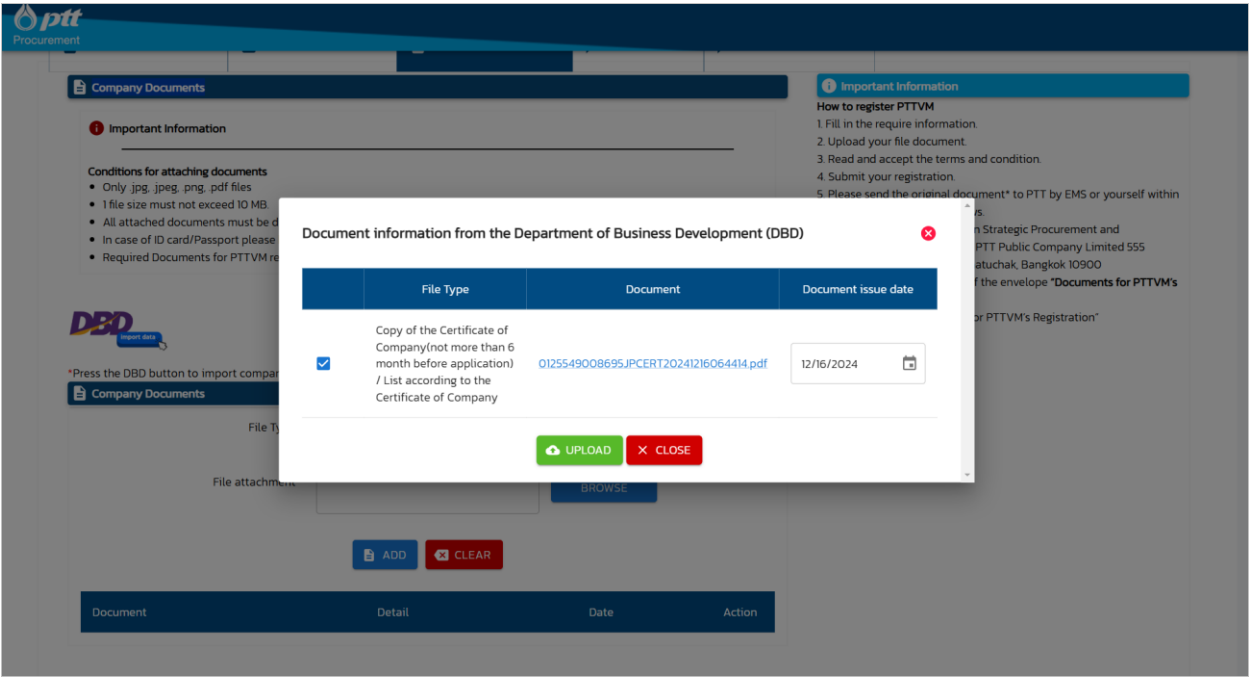
*Click Download "Documents for PTTVM's Registration"

I agree to [The Terms and Conditions](#)
 I agree to [The Privacy Policy](#)

▶ SUBMIT

■ Example of Registration Screen for juristic: Company documents Section

Users can select the desired files and press the "UPLOAD" button to use the files.



■ Example of Registration Screen for juristic: Company documents Section After Data Retrieval from DBD

TH EN

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

GENERAL INFORMATION

REGISTERED ADDRESS

COMPANY DOCUMENTS

MAIN CONTACT

ADDITIONAL CONTACT

Company Documents

Important Information

Conditions for attaching documents

- Only .jpg, .jpeg, .png, .pdf files
- 1 file size must not exceed 10 MB.
- All attached documents must be duly signed by an authorized person and stamped (if any).
- In case of ID card/Passport please hide the sensitive data (Blood type, Religion) example [Click Download](#)
- Required Documents for PTTVM registration [Click Download](#) [Click Download](#)

*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

Company Documents

File Type *

File attachment * BROWSE

ADD CLEAR

Document	Detail	Date	Action
Copy of the Certificate of Company(not more than 6 month before application) / List according to the Certificate of Company 0125549008695JPCERT20241216064414.pdf <small>Document issue date 16/12/2024</small>	เอกสารจากกรมพัฒนาธุรกิจการค้า	16/12/2024	🗑

Important Information

How to register PTTVM

- 1 Fill in the require information.
- 2 Upload your file document.
- 3 Read and accept the terms and condition.
- 4 Submit your registration.
- 5 Please send the original document* to PTT by EMS or yourself within 15 days to the address as follows.
Strategic Procurement Division Strategic Procurement and Administration Department PTT Public Company Limited 555 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900

*Please specify at the corner of the envelope **"Documents for PTTVM's Registration"**

*Click Download "Documents for PTTVM's Registration"

I agree to The Terms and Conditions
 I agree to The Privacy Policy
▶ SUBMIT

Example of Registration Screen for juristic: Company documents Section Displaying Retrieved Documents

Example of registration screen for juristic: Employee or contact information section

Specifying the vendor information as follows *(The field with * is mandatory and cannot be blank.)*

Field	Description
General Info	
Register Country *	Enter the country information where the vendor is registered, and the system shows as an option, choose as follows: <ul style="list-style-type: none"> ● Domestic ● International
Vendor Type *	Enter the vendor type information, the system will show it as a dropdown list, choose as follows: <ul style="list-style-type: none"> ● Ordinary Person ● Juristic Person ● Other / No Tax ID No.
VAT Registration No *	Enter your VAT registration number.
Registration type (TH) *	Enter your Thai registration type. The system will display a drop-down list with the following options: <ul style="list-style-type: none"> ● บริษัทจำกัด ● บริษัทมหาชนจำกัด ● ห้างหุ้นส่วนจำกัด ● ห้างหุ้นส่วนสามัญนิติบุคคล ● อื่นๆ
Title name (TH) *	Enter your Thai title name. The system will display a drop-down list with the following options: <ul style="list-style-type: none"> ● บริษัท/EN ● ห้างหุ้นส่วนจำกัด/EN ● ห้างหุ้นส่วนสามัญนิติบุคคล/EN ● Other
Vendor name TH *	Enter your vendor's name information in Thai.
Postscript (TH) *	Enter the Postscript information. The system will display a drop-down list with the following options: <ul style="list-style-type: none"> ● จำกัด ● จำกัด (มหาชน)

Field	Description
Registered capital (Baht) *	Enter the registered capital information.
Vendor Name (EN) *	Enter the vendor's name information in English.
Vendor Code	Enter the vendor ID information in the PO/contract that has transacted with PTT.
Telephone*	Enter your phone number
Mobile Phone	Enter your mobile phone number
Fax Number	Enter fax number information
Website	Enter Website Information
Registered Address	
Branch office	Enter branch office information. The system default is Headquarter.
Vendor Address *	Enter address information
Street	Enter street information
Country *	Enter country information
City *	Enter city information
District *	Enter district information
Sub-District *	Enter sub-district information
Postal Code *	Enter postal information
Important Document Files	
File Type *	Enter document file type information. <ul style="list-style-type: none">● Certified Copy of VAT Registration Certificate (Por Por 20) *● Copy of the Certificate of Company(not more than 6 month before application) *● Other
Important File *	Enter important document file information The conditions for attaching the document file are as follows: <ul style="list-style-type: none">● .jpg, .jpeg, .png, .pdf files only.● 1 file up to 10 MB.● All documents attached must be duly signed by the authorized person and stamped (if any).● In case of ID card/Passport please hide the sensitive data (Blood type, Religion)

Field	Description
Main Contact (at least 1 person)	
First Name *	Enter your first name as requirement information. cannot be empty.
Last Name *	Enter your last name as requirement information. cannot be empty.
Mobile Phone *	Enter your mobile phone number as requirement information. cannot be empty.
Telephone	Enter your contact phone number.
E-mail *	Enter your email used for login and for contact with PTT, cannot be empty.
Additional Contact	
Contact Type *	Enter the Contact type information, the system will show it as a dropdown list, choose as follows: <ul style="list-style-type: none">● Sales Representative● Accounting/Finance Officer (F&A Chatbot)● Other
First Name *	Enter your first name as requirement information. cannot be empty.
Last Name *	Enter your last name as requirement information. cannot be empty.
Mobile Phone *	Enter your mobile phone number as requirement information. cannot be empty.
Telephone	Enter your contact phone number.
E-mail *	Enter E-Mail information as requirement information. cannot be empty.

Vendors should accept the Terms and Conditions of the PTTVM system subscription and Personal Information Declaration Form before registration. Vendors can click the links to read more details.

1.3 Registration for Other types/No Tax ID (For International Vendors)

The screenshot shows the 'Create Registration Request' form for 'Other types/No Tax ID'. The form is divided into several sections: 'GENERAL INFORMATION', 'REGISTERED ADDRESS', 'COMPANY DOCUMENTS', 'MAIN CONTACT', and 'ADDITIONAL CONTACT'. The 'GENERAL INFORMATION' section is active and contains the following fields:

- Register Country: Domestic International
- Vendor Type: Other / No Tax ID No. (dropdown menu)
- Vendor name: Name by Certificate
- Username: You will receive your username via email after the registration is completed
- Password: [input field]
- Confirm Password: [input field]
- Vendor code: + ADD VENDOR CODE
- Telephone: [input field] ext. [input field]
- Mobile phone: [input field]
- Fax: [input field] ext. [input field]
- Website: [input field]

On the right side, there is an 'Important Information' section with the following content:

How to register PTVM

1. Fill in the require information.
2. Upload your file document.
3. Read and accept the terms and condition.
4. Submit your registration.
5. Please send the original document* to PTT by EMS or yourself within 15 days to the address as follows.
Strategic Procurement Division Strategic Procurement and Administration Department PTT Public Company Limited 555 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900
*Please specify at the corner of the envelope "Documents for PTVM's Registration"
*Click Download "Documents for PTVM's Registration"

Password Policy

- Must be at least 10-15 characters
- Uppercase English letters (A-Z) at least 1 character
- Lowercase English letters (a-z) at least 1 character
- Numbers (0-9) at least 1 number
- Special characters (e.g. ! @ # \$ % & * () []) at least 1 character
- Confirm passwords match

A 'CLEAR' button is located at the bottom right of the form.

Example of registration screen for Other types/No Tax ID: General information section

The screenshot shows the 'Create Registration Request' form for 'Other types/No Tax ID' in the 'Registered Address' section. The 'REGISTERED ADDRESS' tab is active, and the 'ADDRESS FOR CONTACT WITH PTT' option is selected. The form contains the following fields:

- Branch Office: Headquarter
- Vendor Address: [input field]
- Street: [input field]
- Country: [dropdown menu]
- City: [input field]
- District: [input field]
- Sub District: [input field]
- Postal Code: [input field]

On the right side, there is an 'Important Information' section with the following content:

How to register PTVM

1. Fill in the require information.
2. Upload your file document.
3. Read and accept the terms and condition.
4. Submit your registration.
5. Please send the original document* to PTT by EMS or yourself within 15 days to the address as follows.
Strategic Procurement Division Strategic Procurement and Administration Department PTT Public Company Limited 555 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900
*Please specify at the corner of the envelope "Documents for PTVM's Registration"
*Click Download "Documents for PTVM's Registration"

Password Policy

- Must be at least 10-15 characters
- Uppercase English letters (A-Z) at least 1 character
- Lowercase English letters (a-z) at least 1 character
- Numbers (0-9) at least 1 number
- Special characters (e.g. ! @ # \$ % & * () []) at least 1 character
- Confirm passwords match

A '+ ADD MORE ADDRESS INFORMATION' button is located at the bottom of the form.

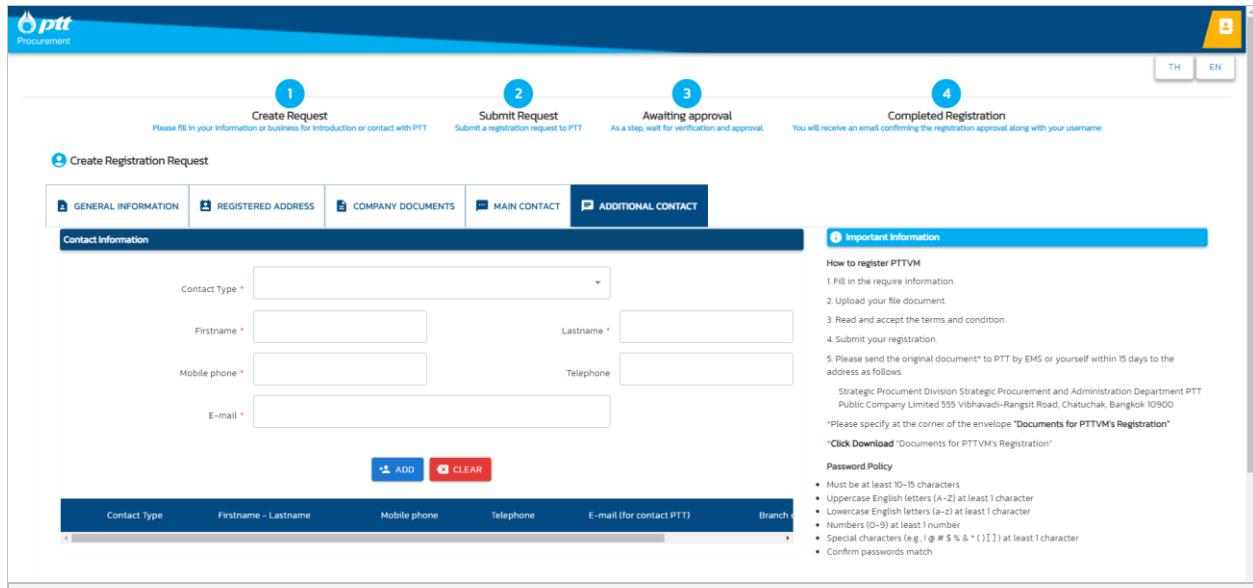
The screenshot shows the 'Create Registration Request' step of the registration process. The progress bar at the top indicates four steps: 1. Create Request, 2. Submit Request, 3. Awaiting approval, and 4. Completed Registration. The current step is 'Create Registration Request', which includes instructions: 'Please fill in your information or business for introduction or contact with PTT'. The main content area is divided into several sections:

- GENERAL INFORMATION**: Includes tabs for 'REGISTERED ADDRESS', 'COMPANY DOCUMENTS', 'MAIN CONTACT', and 'ADDITIONAL CONTACT'. The 'COMPANY DOCUMENTS' tab is active.
- Company Documents**: A section for uploading documents. It includes a 'File Type' dropdown, a 'File attachment' input field, and a 'BROWSE' button. Below the input field are 'ADD' and 'CLEAR' buttons. A table below shows columns for 'Document', 'Detail', 'Date', and 'Action'.
- Important Information**: A section with a red warning icon. It contains 'Conditions for attaching documents' (e.g., file size must not exceed 10 MB, documents must be signed) and 'Required Documents for PTTVM registration' (with a 'Click Download' link).
- How to register PTTVM**: A numbered list of five steps: 1. Fill in the require information, 2. Upload your file document, 3. Read and accept the terms and condition, 4. Submit your registration, 5. Please send the original document* to PTT by EMS or yourself within 15 days to the address as follows. The address is: Strategic Procurement Division Strategic Procurement and Administration Department PTT Public Company Limited 555 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900.
- Password Policy**: A list of requirements: Must be at least 10-15 characters; Uppercase English letters (A-Z) at least 1 character; Lowercase English letters (a-z) at least 1 character; Numbers (0-9) at least 1 number; Special characters (e.g., ! @ # \$ % & * ' | []) at least 1 character; Confirm passwords match.

Example of registration screen for Other types/No Tax ID: Registered address and archive file

The screenshot shows the 'Main Contact' step of the registration process. The progress bar at the top indicates four steps: 1. Create Request, 2. Submit Request, 3. Awaiting approval, and 4. Completed Registration. The current step is 'Main Contact', which includes instructions: 'Please fill in your information or business for introduction or contact with PTT'. The main content area is divided into several sections:

- GENERAL INFORMATION**: Includes tabs for 'REGISTERED ADDRESS', 'COMPANY DOCUMENTS', 'MAIN CONTACT', and 'ADDITIONAL CONTACT'. The 'MAIN CONTACT' tab is active.
- Contact Information**: A section for entering contact details. It includes input fields for 'Firstname', 'Lastname', 'Mobile phone', and 'Telephone'. There is also an 'E-mail' field with a 'CONFIRM OTP' button. A red note below the email field states: '**This email is used for log in to the PTTVM system'.
- Important Information**: A section with a red warning icon. It contains 'How to register PTTVM' (a numbered list of five steps) and 'Password Policy' (a list of requirements).
- Agreements**: Two checkboxes: 'I agree to The Terms and Conditions' and 'I agree to The Privacy Policy'.
- SUBMIT**: A blue button with a right-pointing arrow.



■ Example Registration screen for Other types/No Tax ID: Employee or contact information section

Specifying the user information as follows *(The field with * is mandatory and cannot be blank.)*

Field	Description
General Info	
Register Country *	Enter the country information where the vendor is registered, and the system shows as an option, choose as follows: <ul style="list-style-type: none"> ● Domestic ● International
Vendor Type *	Enter the vendor type information, the system will show it as a drop-down list, choose as follows: <ul style="list-style-type: none"> ● Ordinary Person ● Juristic ● Other / No Tax ID No.
Vendor Name *	Enter the vendor's name information in English.
Vendor Code	Enter the vendor ID information in the PO/contract that has transacted with PTT.
Telephone *	Enter your phone number
Mobile Phone	Enter your mobile phone number
Fax Number	Enter fax number information
Website	Enter Website Information
Registered Address	
Branch Office	Enter branch office information. The system default is Headquarter.

Field	Description
Vendor Address *	Enter address information
Street	Enter street information
Country *	Enter country information
City *	Enter city information
District *	Enter district information
Sub-District *	Enter sub-district information
Postal Code *	Enter postal information
Important Document Files	
File Type *	Enter document file type information. <ul style="list-style-type: none">● Others
Important File *	Enter important document file information The conditions for attaching the document file are as follows: <ul style="list-style-type: none">● .jpg, .jpeg, .png, .pdf files only.● 1 file up to 10 MB.● All documents attached must be duly signed by the authorized person and stamped (if any).● In case of ID card/Passport please hide the sensitive data (Blood type, Religion)
Main Contact (at least 1 person)	
First Name *	Enter your first name as requirement information. cannot be empty.
Last Name *	Enter your last name as requirement information. cannot be empty.
Mobile Phone *	Enter your mobile phone number as requirement information. cannot be empty.
Telephone	Enter your contact phone number.
E-mail *	Enter your email used for login and for contact with PTT. cannot be empty.
Additional Contact	
Contact Type *	Enter the Contact type information, the system will show it as a dropdown list, choose as follows: <ul style="list-style-type: none">● Sales Representative● Accounting/Finance Officer (F&A Chatbot)● Other
First Name *	Enter your first name as requirement information. cannot be empty.



Field	Description
Last Name *	Enter your last name as requirement information. cannot be empty.
Mobile Phone *	Enter your mobile phone number as requirement information. cannot be empty.
Telephone	Enter your contact phone number.
E-mail *	Enter E-Mail information as requirement information. cannot be empty.

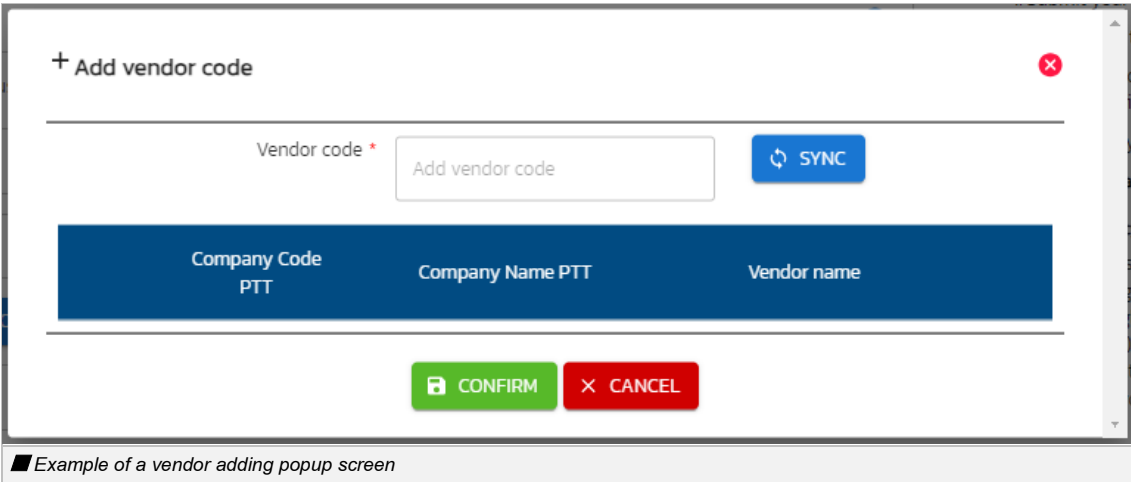
Vendors should accept the Terms and Conditions of the PTTVM system subscription and Personal Information Declaration Form before registration. Vendors can click the links to read more details.

2. Steps to add a vendor code


The addition of a vendor code can be done when registering for vendor access according to the type of vendor as follows:

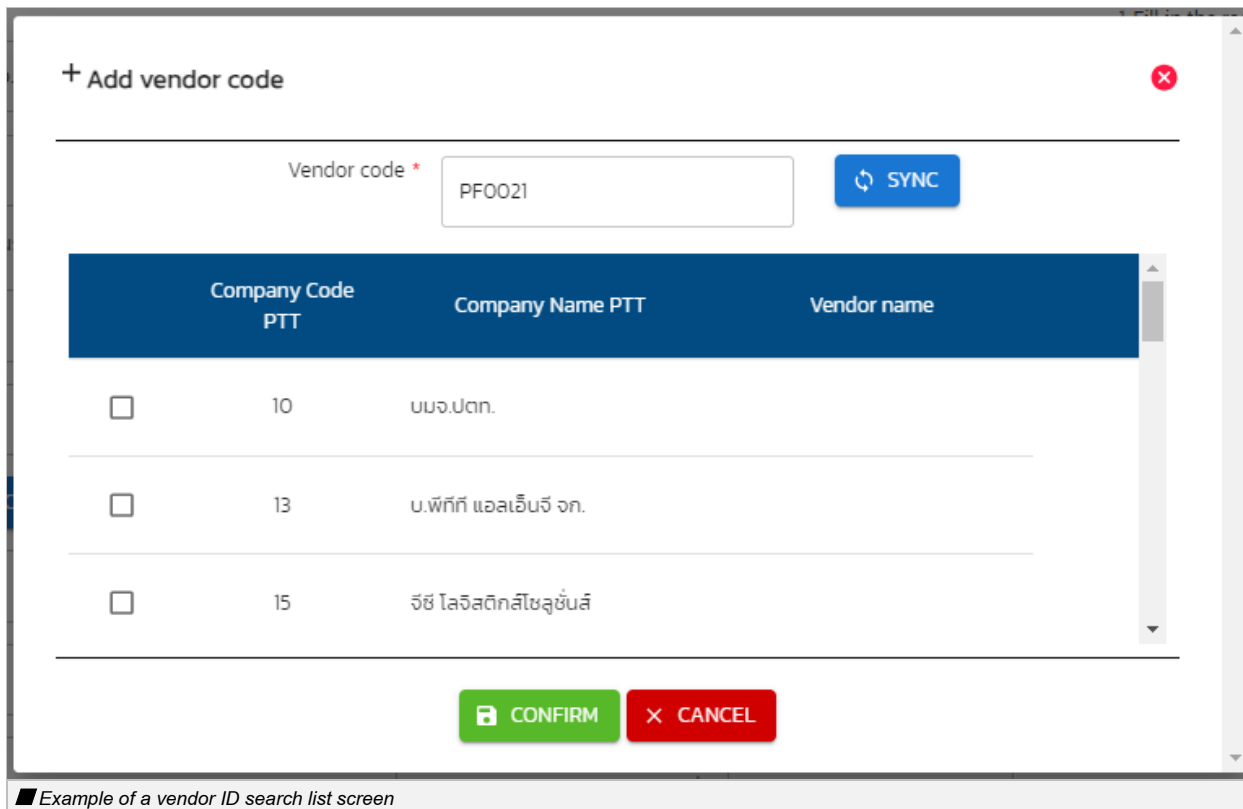
- In case the vendor registered within the country and the type of vendor is Other types/No Tax ID
- In the case of registered vendors from foreign countries, for all types of vendors

1. Press the button. (The vendor code consists of 8 digits, which can be found in the vendor code in the PO or contract that you have transacted with PTT or can inquire at the procurement unit that you are in contact with.) The popup will be displayed as shown in the picture.





2. Enter the vendor code notified by PTT in the Vendor Code field.

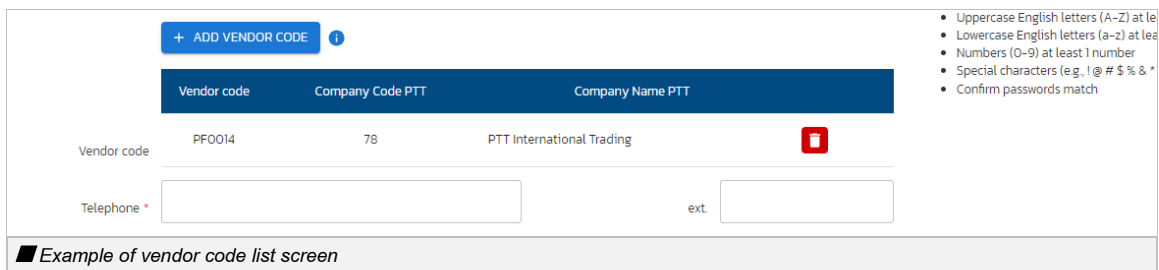
3. Press the button  To find the vendors code available in PTT system, when the information is found, the system will display a list of information as shown in the picture.



Example of a vendor ID search list screen

4. Press the button  To save a list or press the  to cancel the item.

5. When press the button  The system will display a list as shown in the picture.

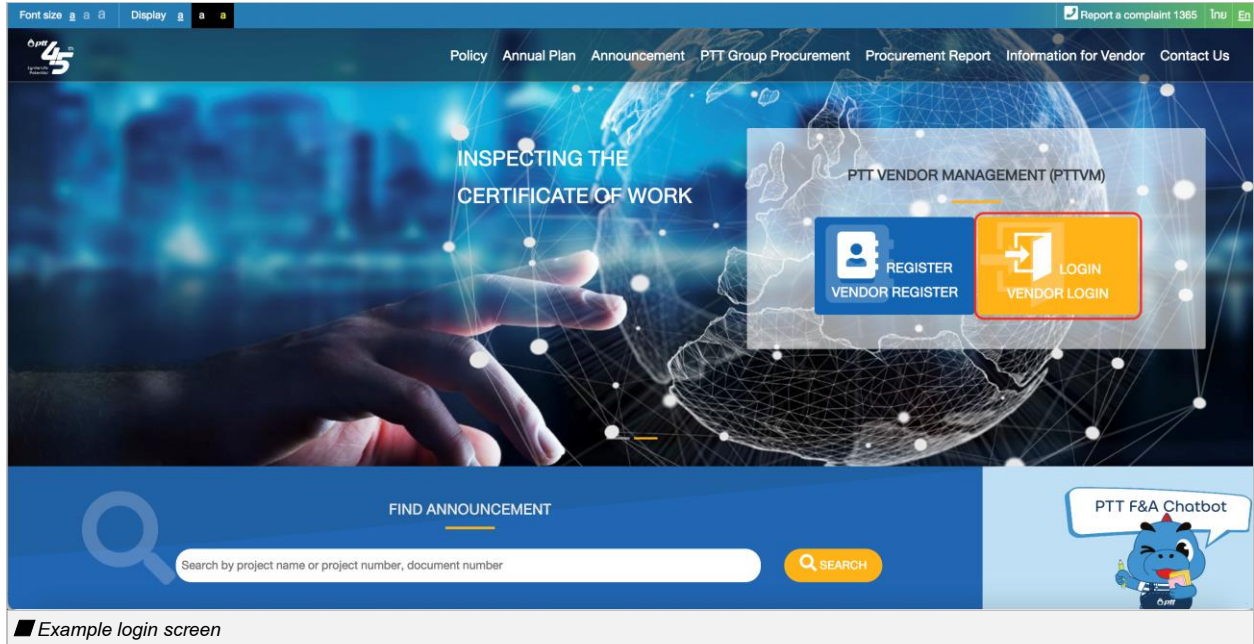



Example of vendor code list screen

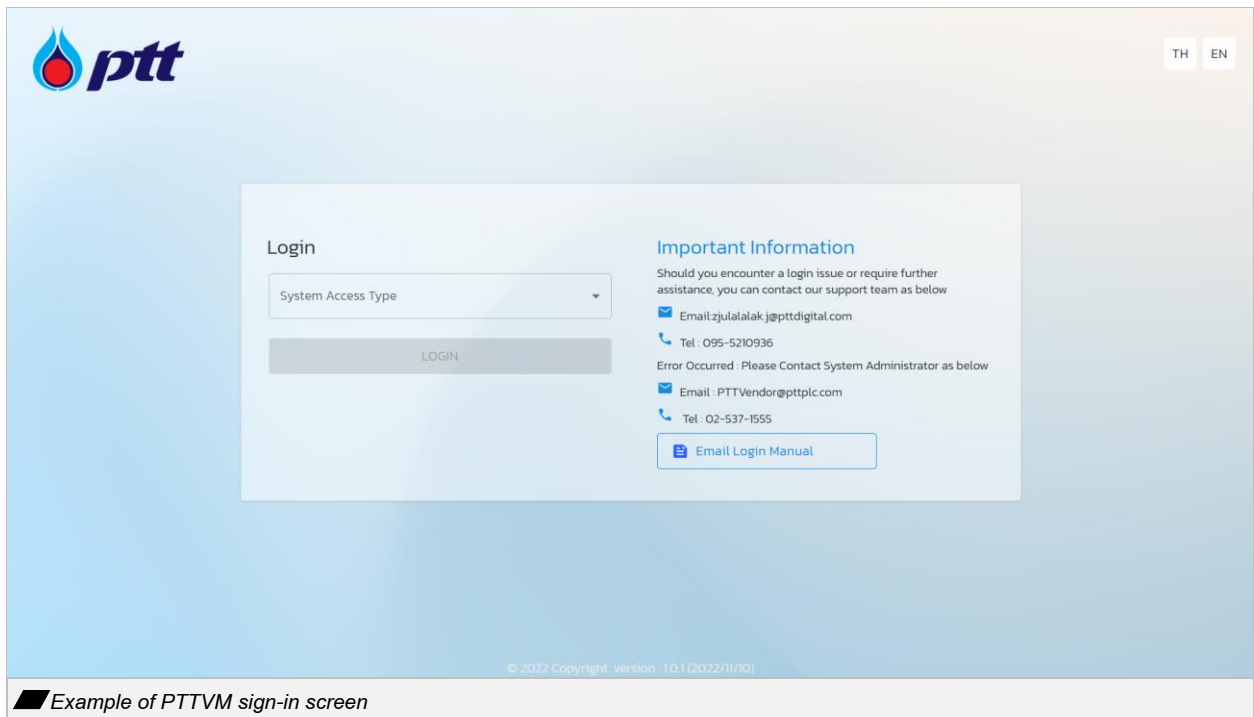
6. Unwanted items can be deleted by pressing the button,  in that list.

3. Login to the System

To login to the PTT Vendor Management, vendors must log in from the <https://procurement.pttplc.com> website and press the Login button.



When press the button  The system displays the screen as shown in the picture.

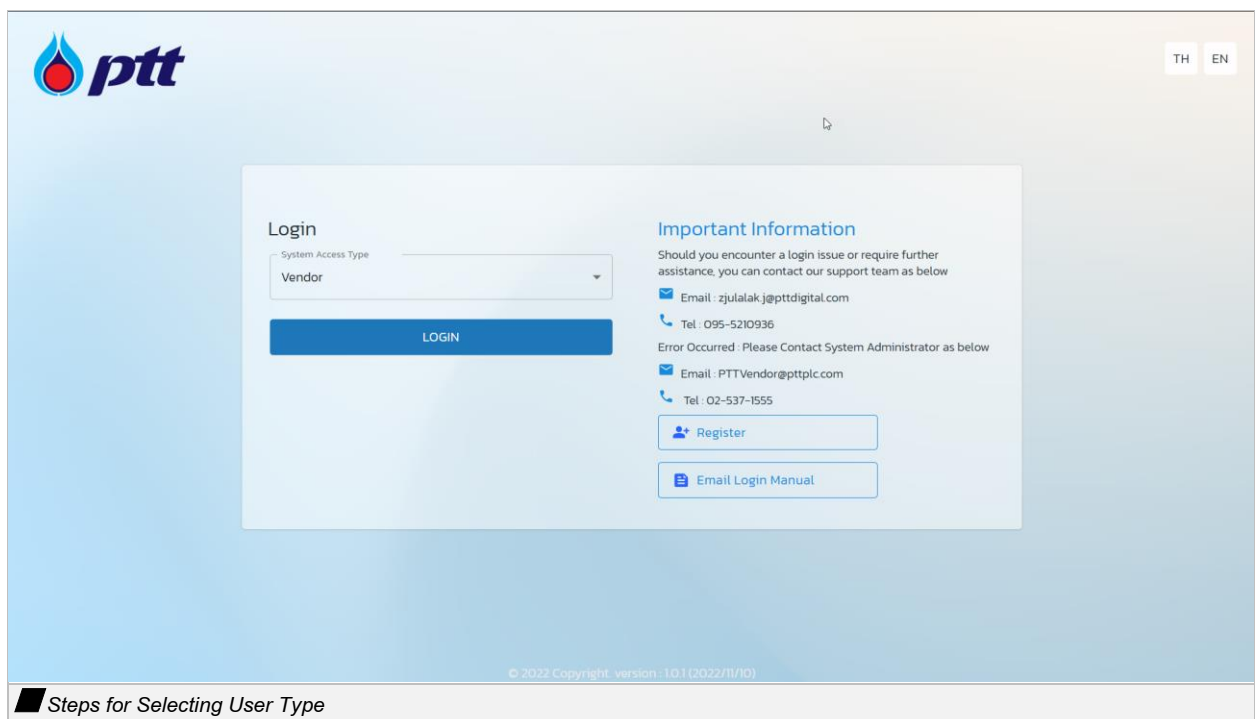


The information for logging in to the system consists as follows:

Field	Description
Login Type	Enter the type of access information, which is displayed as a drop down list, and choose as follows: <ul style="list-style-type: none"> ● Vendor ● PTT ● PTT Group ● BSA/Other

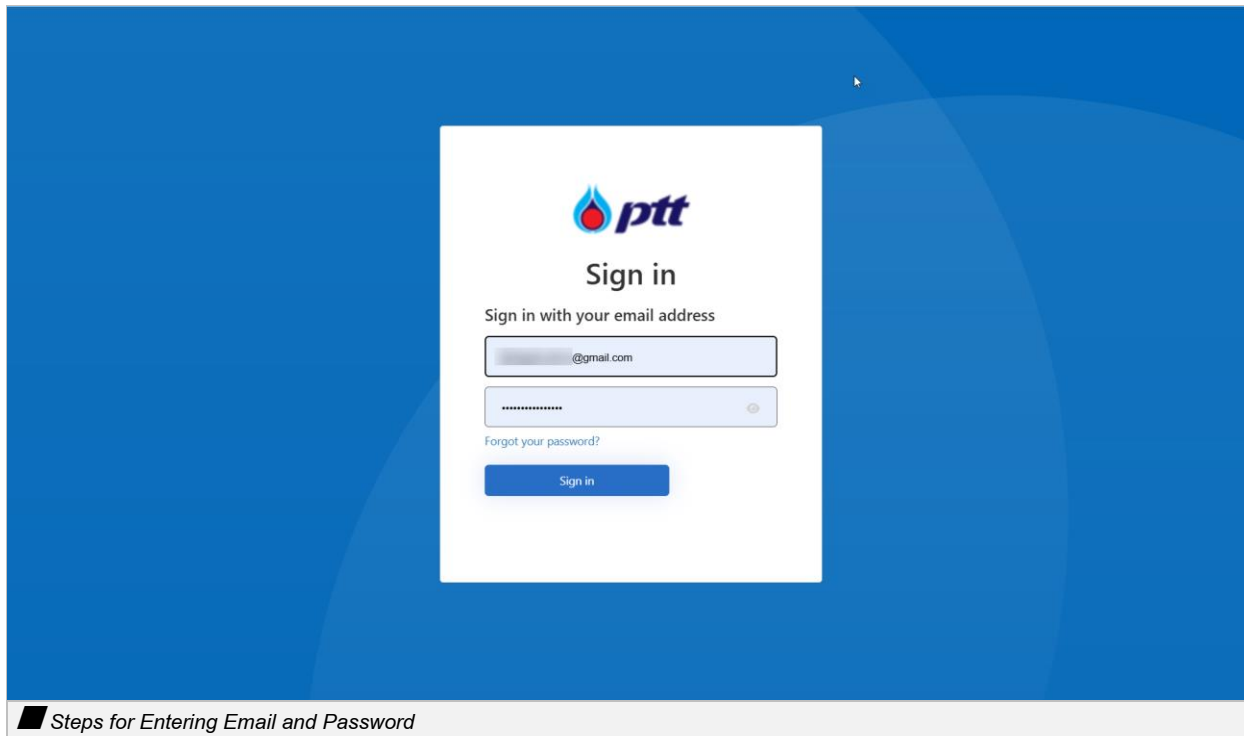
For Vendors the login process to the PTT Vendor Management System can be done as follows:

Select your user type and click "Login."

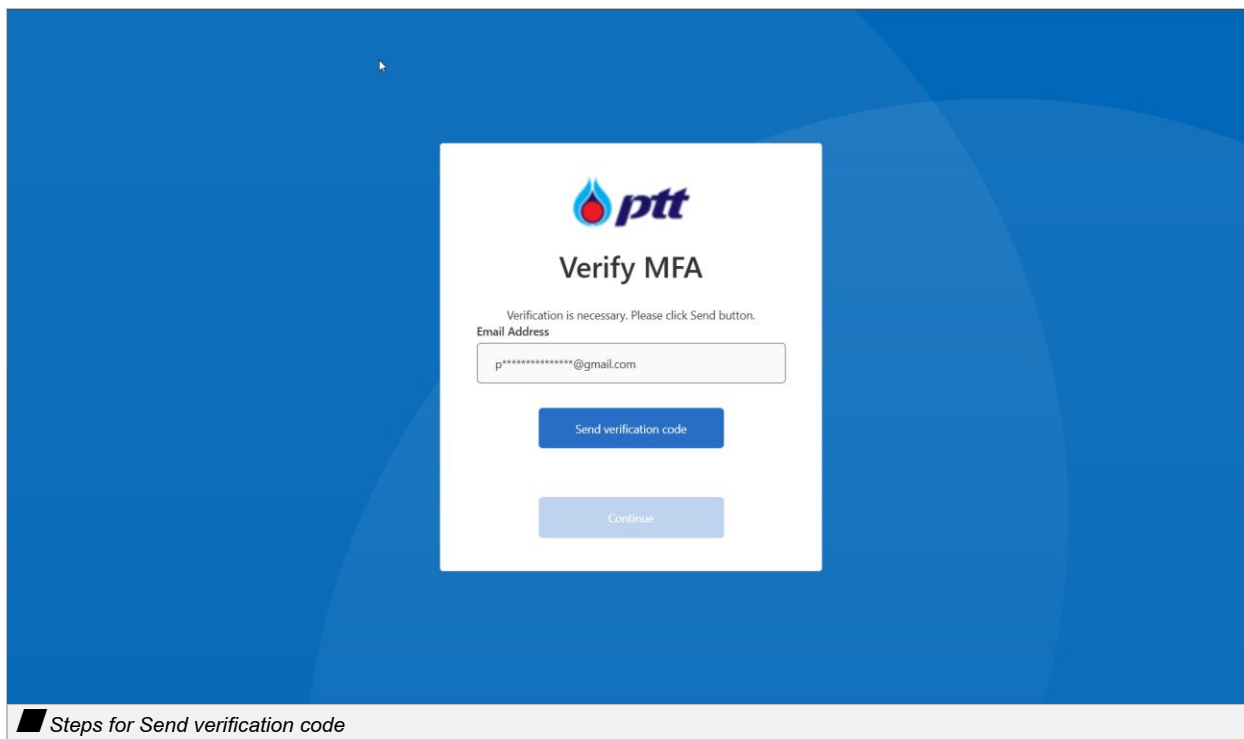


Steps for Selecting User Type

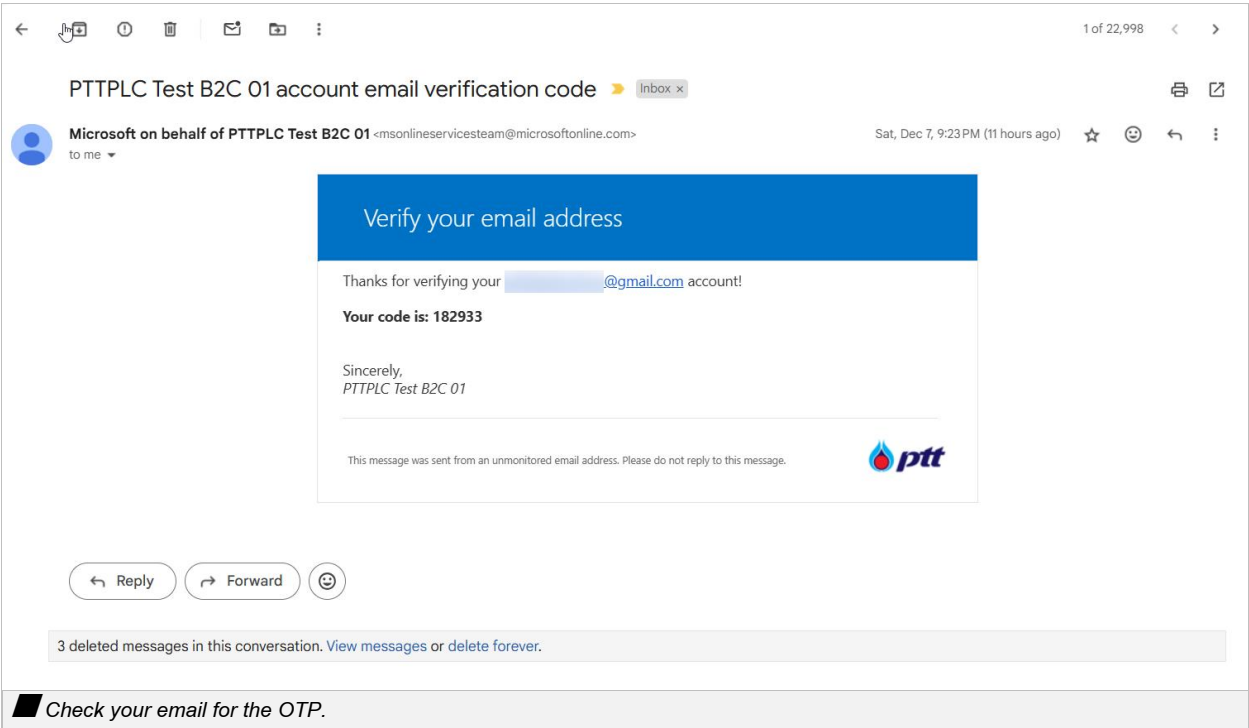
Enter your email and password, then click "Sign in."



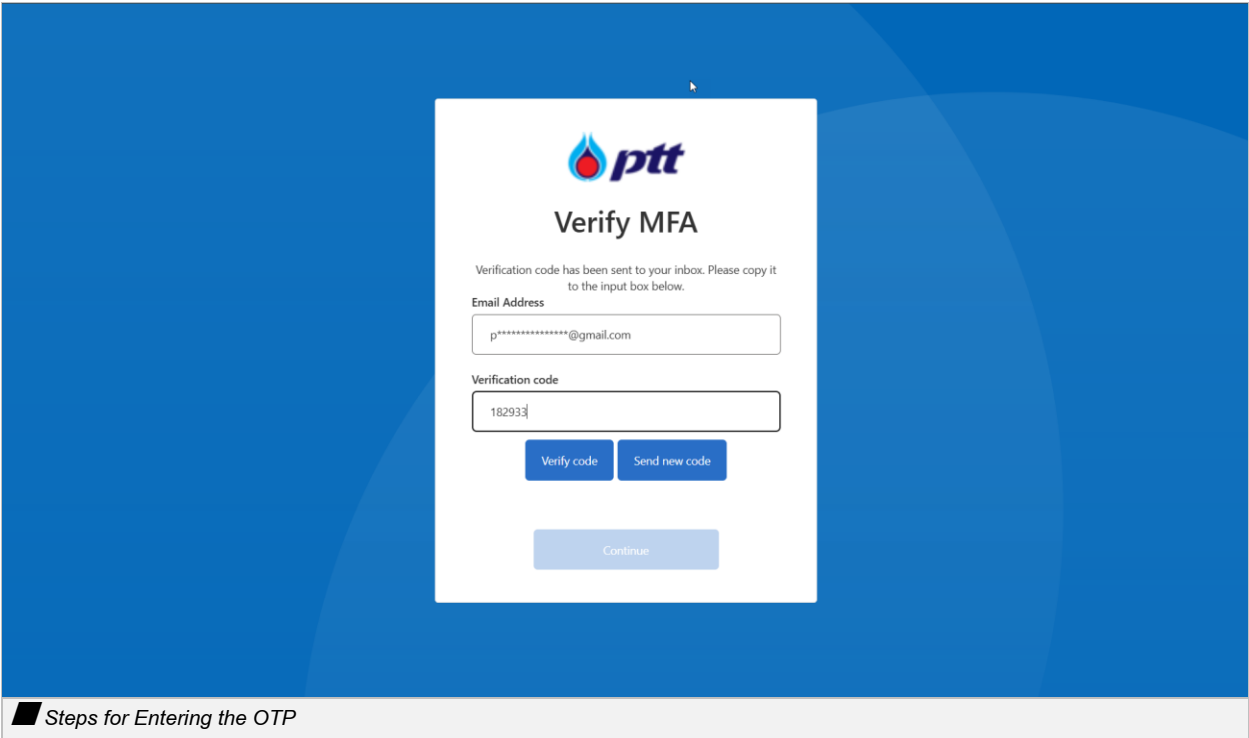
click "Send verification code"



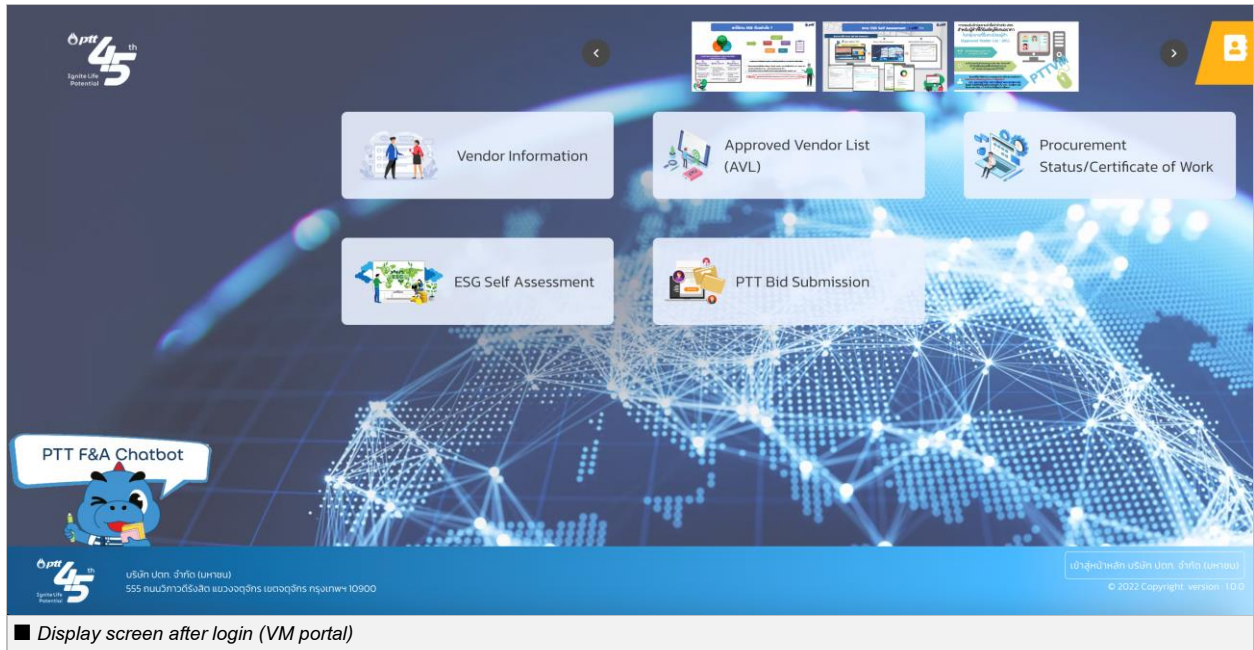
Check your email for the OTP.



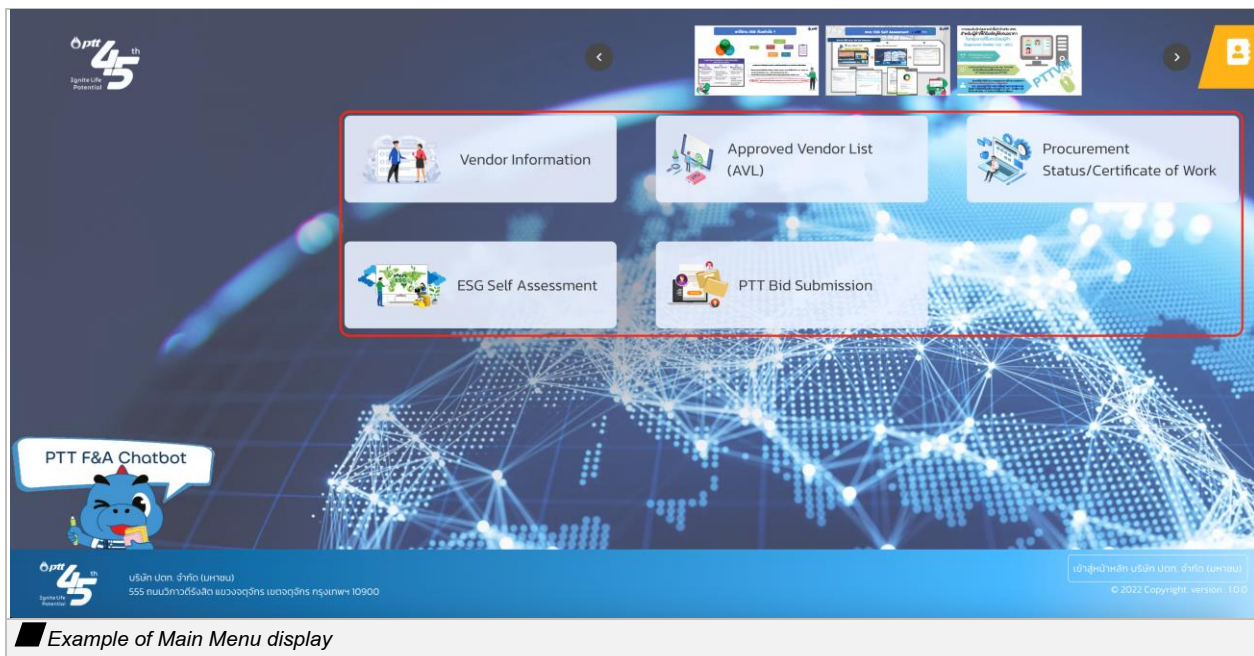
Enter the OTP and click "Verify Code." (If you haven't received the OTP, click "Send New Code" to request a new one.)

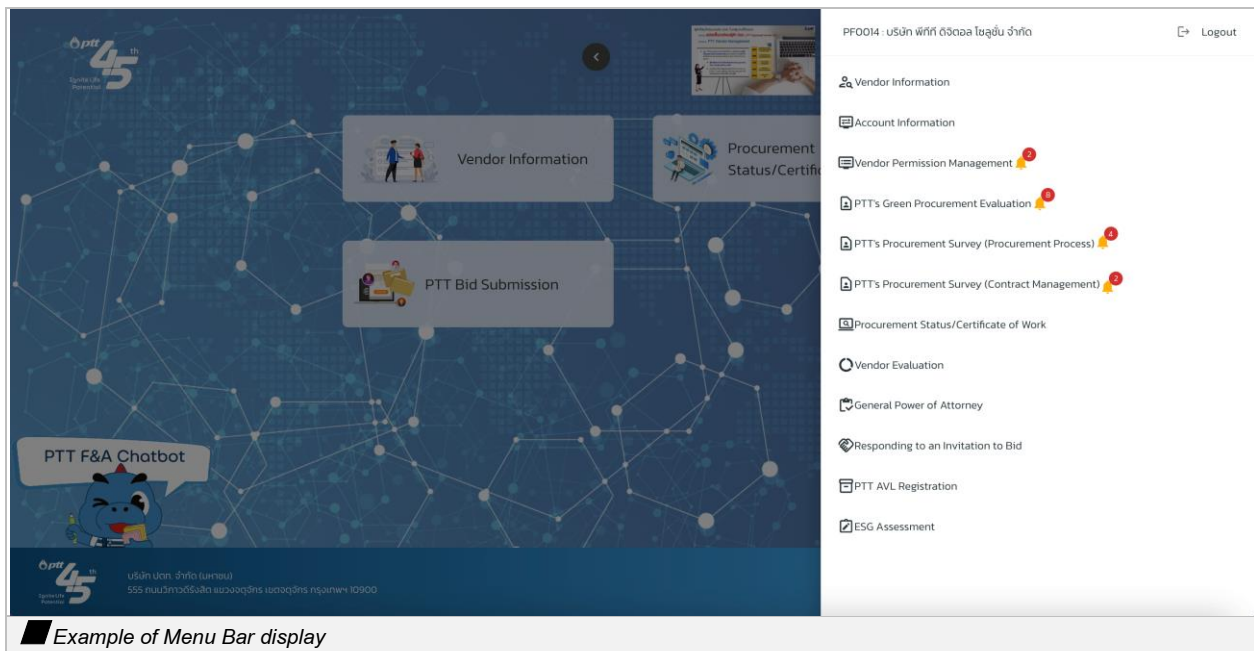


Once you have successfully logged in, you will be directed to Web Portal PTTVM screen as seen in the picture.



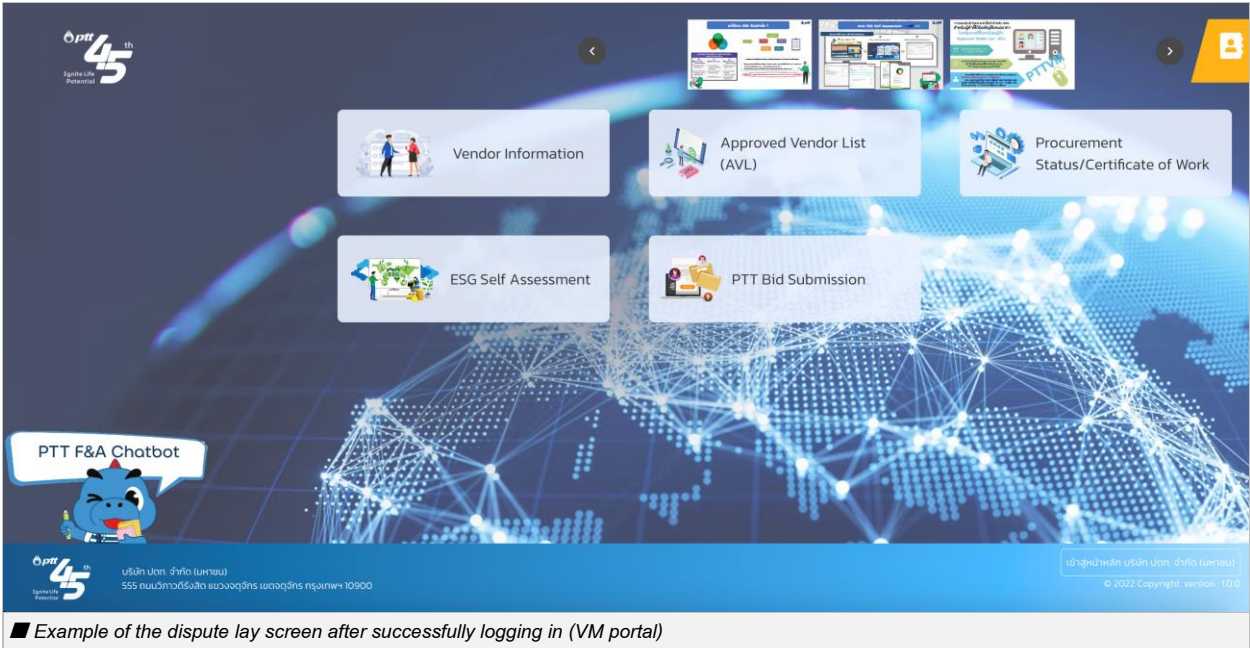
Vendors can access many functionalities by clicking on the menu box on the main menu screen or the right menu bar, as seen in the image.




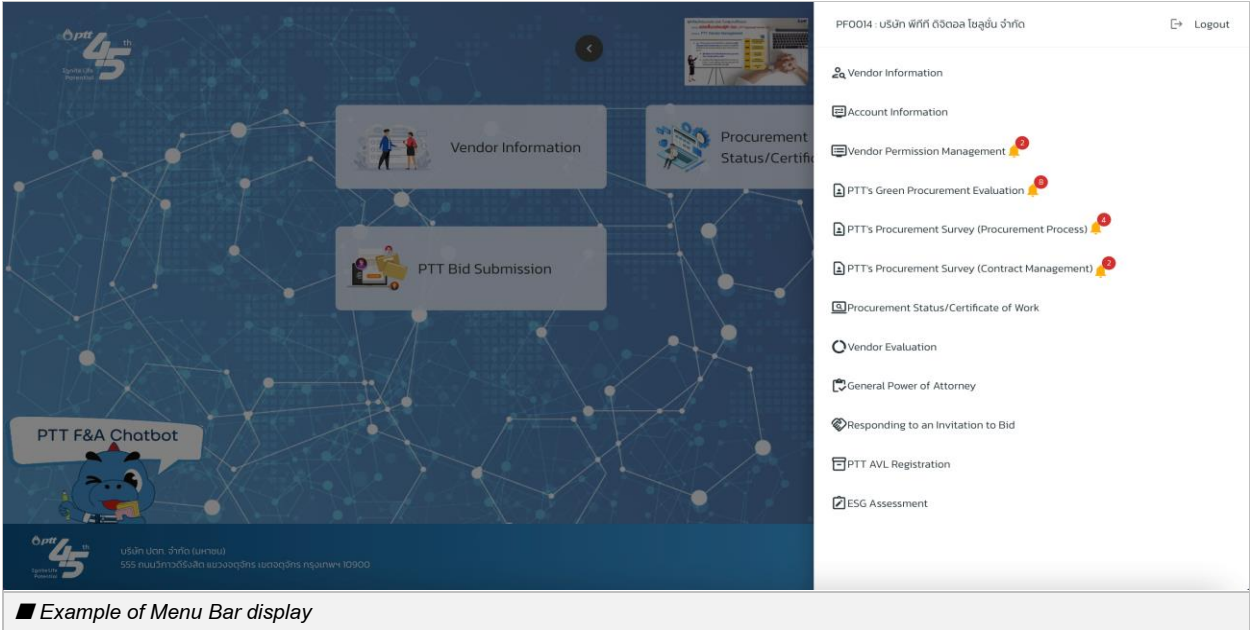


4. Notification for pending status

It is a screen that displays the current state of the number of works in progress. Which can be logged in from the website <https://procurement.pttplc.com> and then select the menu bar on the right.



When pressed the button,  system will display Menu Bar, vendors can check the number of applications from the notification bell, as shown in the picture.



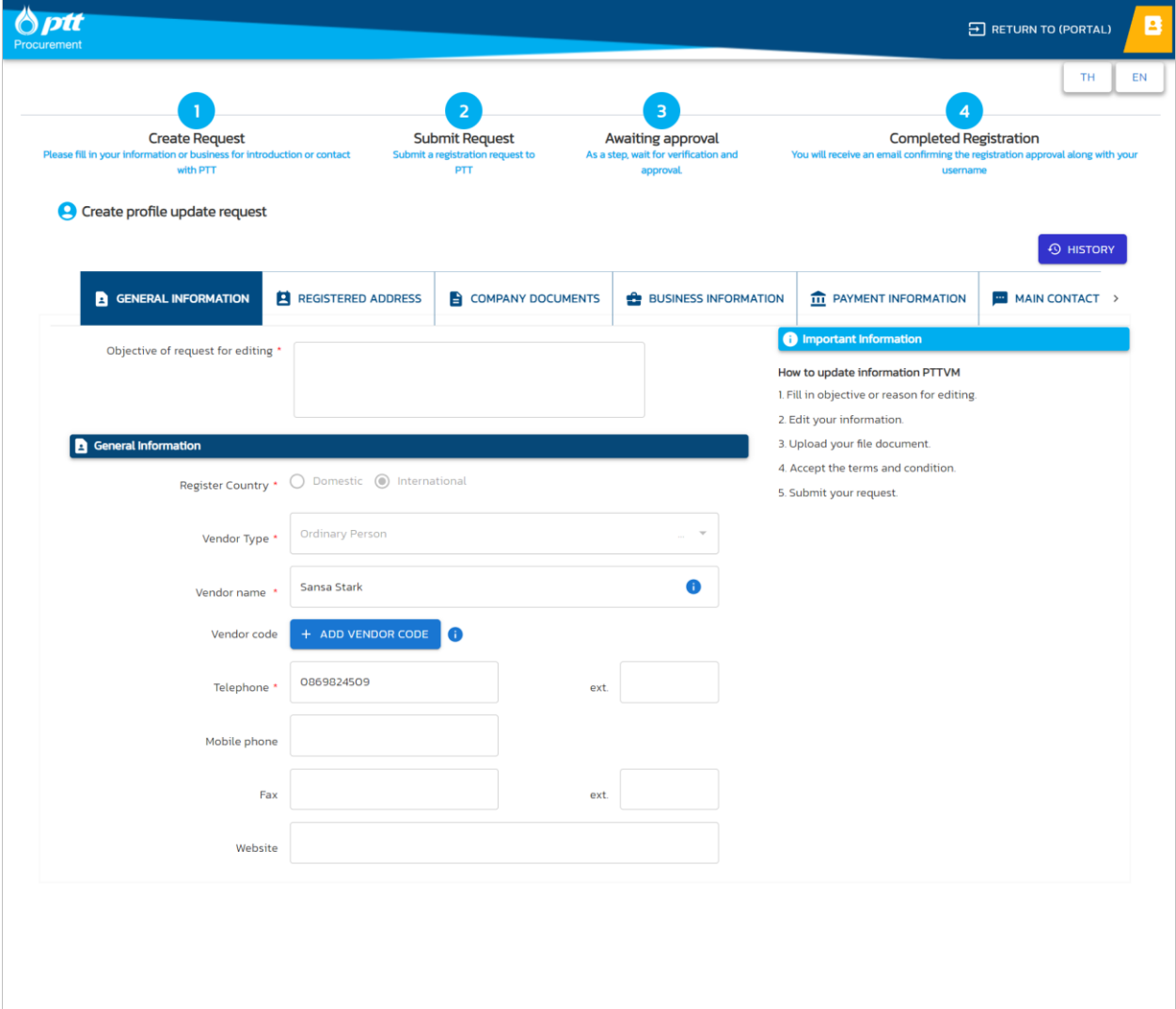
5. Vendor Information

This is a screen for viewing vendor information, which can be logged in from the website

<https://procurement.pttplc.com> When you're logged in, select Menu Vendor Informations.



When you press the vendor information menu, the system will display the screen as shown in the picture.



1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

TH EN

RETURN TO (PORTAL)

History

GENERAL INFORMATION REGISTERED ADDRESS COMPANY DOCUMENTS BUSINESS INFORMATION PAYMENT INFORMATION MAIN CONTACT

Objective of request for editing *

General Information

Register Country * Domestic International

Vendor Type * Ordinary Person

Vendor name * Sansa Stark

Vendor code + ADD VENDOR CODE

Telephone * 0869824509 ext.

Mobile phone

Fax ext.

Website

Important Information

How to update information PTTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.


Example of a detailed vendor information display


Vendor data is divided into 7 data segments as follows:

1. General Information
2. Registered Address
3. Company Documents
4. Business Information
5. Payment Information
6. Main Contact
7. Additional Contact

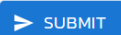
Details of each group of vendor data are described in the next section, Editing Vendor Data.

5.1 Edit Vendor Information

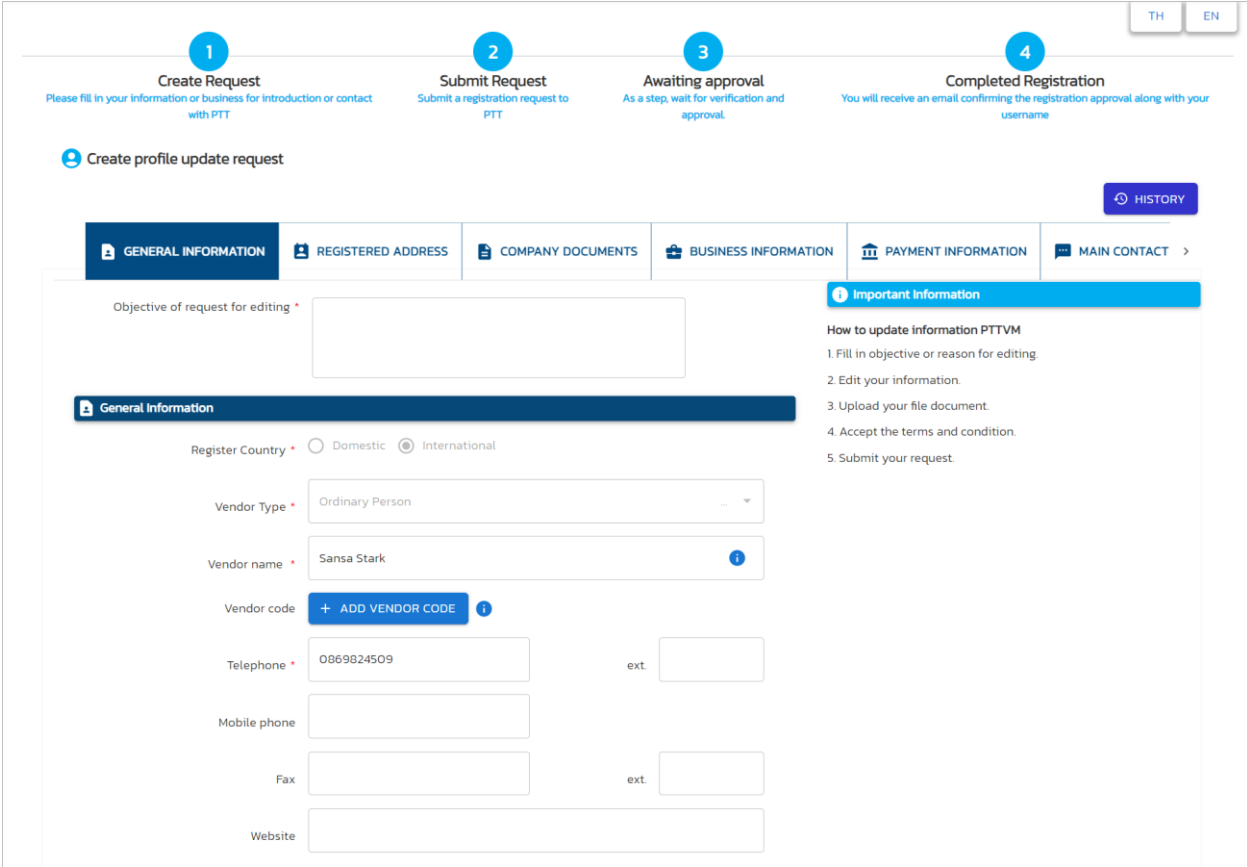
PTT Vendor Management System allows the company's Main account or the Permission 2 account to edit vendor information by pressing the button, . To see more details about PTTVM permission in the "Vendor Permission Management" Section.

To edit vendor information, vendors can edit the draft record by **pressing** a button, . The system will save the corrected **information**, and the vendor can come back to edit the information later.

5.1.1 Vendor Information

Displays vendor information. When the vendor presses the button,  the system will request vendor data modification for the administrator to consider and approve before completing the data modification process.

- Vendor Information Individual Type



1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

1 Create profile update request

HISTORY

GENERAL INFORMATION REGISTERED ADDRESS COMPANY DOCUMENTS BUSINESS INFORMATION PAYMENT INFORMATION MAIN CONTACT >

Objective of request for editing *

General Information

Register Country * Domestic International

Vendor Type * Ordinary Person

Vendor name * Sansa Stark

Vendor code + ADD VENDOR CODE

Telephone * 0869824509 ext.

Mobile phone

Fax ext.

Website

Important Information

How to update information PTTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

Example of the Edit vendor Master Data screen Category Individual – Company Details

TH
EN

1

Create Request

Please fill in your information or business for introduction or contact with PTT

2

Submit Request

Submit a registration request to PTT

3

Awaiting approval

As a step, wait for verification and approval.

4

Completed Registration

You will receive an email confirming the registration approval along with your username

[← Create profile update request](#)

HISTORY

GENERAL INFORMATION

REGISTERED ADDRESS

COMPANY DOCUMENTS

BUSINESS INFORMATION

PAYMENT INFORMATION

MAIN CONTACT >

Objective of request for editing *

Address by Passport

Address by Passport

ADDRESS FOR CONTACT WITH PTT ✓

International Version

Vendor Address *

109/179

Street

Nakhon In

Country *

[AN] Dutch Antilles

City *

AA

Sub District *

AA

Postal Code *

AA

Other address

Use the contactable address that is the same as the address on the passport.

Important Information

How to update information PTTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

Example of the main vendor data edit screen Type Individual – Registered address


Specifying the vendor information as follows *(The fields * sign is mandatory and cannot be blank.)*

Field	Description
Objective of request for editing *	Provide the purpose of the request.
Company Details	
Register Country *	Country information where the vendor is registered. (Data editing is not allowed.)
Vendor Type *	Vendor Type Information (Data editing is not allowed.)
E-Mail (for contact PTT) *	E-Mail for contact with PTT
Vendor Name *	English vendor name information
Vendor Code	Enter the vendor ID information in the PO/contract that has transacted with PTT.
Tel. *	Phone Number Information
Mobile Phone	Mobile Number Information



Field	Description
Fax	Fax Number Information
Website	Website Information
Registered Address	
Address *	Enter address information
Street	Enter street information
Country *	Enter country information
City *	Enter city information
District *	Enter district information
Sub-District *	Enter sub-district information
Postal Code *	Enter postal information

- Juristic Person Type

RETURN TO (PORTAL)👤THEN

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

[← Create profile update request](#) HISTORY

GENERAL INFORMATION | REGISTERED ADDRESS | COMPANY DOCUMENTS | BUSINESS INFORMATION | PAYMENT INFORMATION | MAIN CONTACT | ADDITIO >


Objective of request for editing *

General Information

Register Country * Domestic International

Vendor Type *

VAT Registration No. *


*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

Registration type (TH) *

Title name (TH) *

Vendor name TH *

Postscript (TH) *

Registered Capital(Baht) *
*In case your registered capital is not recorded, please enter 0.

Vendor name (EN)

Vendor code [+ ADD VENDOR CODE](#) ⓘ

Telephone * ext.

Mobile phone


Fax ext.

Website

I agree to [The Privacy Policy](#).

[▶ SUBMIT](#) [📄 SAVE DRAFT](#) [✖ CANCEL](#)

Important Information
How to update information PTTVM
1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

RETURN TO (PORTAL)THEN

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.


4 Completed Registration
You will receive an email confirming the registration approval along with your username

Create profile update request HISTORY

GENERAL INFORMATION | **REGISTERED ADDRESS** | COMPANY DOCUMENTS | BUSINESS INFORMATION | PAYMENT INFORMATION | MAIN CONTACT | ADDITIO >

Objective of request for editing *

Registered address



*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

ADDRESS FOR CONTACT WITH PTT ✓

Thai Version	International Version
Branch office: Headquarter	Branch Office: Headquarter
Vendor Address *: 4	Vendor Address *: 4
Street:	Street:
Country *: [TH] Thailand (Us...)	Country *: [TH] Thailand (Us...)
City *: Pathum Thani	City *: Pathum Thani
District *: Thanyaburi	District *: Thanyaburi
Sub-district *: Lam Phak Kut	Sub District *: Lam Phak Kut
Postal Code *: 12110	Postal Code *: 12110

+ ADD MORE ADDRESS INFORMATION

I agree to [The Privacy Policy](#)

SUBMIT **SAVE DRAFT** **CANCEL**

Important Information
How to update information PTTVM
1. Fill in objective or reason for editing
2. Edit your information
3. Upload your file document
4. Accept the terms and condition.
5. Submit your request.

Example of vendor master data edit screen juristic type – Registered address

RETURN TO (PORTAL)

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

← Create profile update request
HISTORY

GENERAL INFORMATION
REGISTERED ADDRESS
COMPANY DOCUMENTS
BUSINESS INFORMATION
PAYMENT INFORMATION
MAIN CONTACT
ADDITIO >

Objective of request for editing *

Company Documents

Important Information

Conditions for attaching documents

- Only jpg, jpeg, png, pdf files
- 1 file size must not exceed 10 MB.
- All attached documents must be duly signed by an authorized person and stamped (if any).
- In case of ID card/Passport please hide the sensitive data (Blood type, Religion) example [Click Download](#)
- Required Documents for PTTVM registration [Click Download](#) [Click Download](#)

*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

Company Documents

File Type *

File attachment *BROWSE

ADD
CLEAR

Document	Detail	Date	Action
Certified Copy of VAT Registration Certificate (Por Por 20) ใบทะเบียนมูลค่าเพิ่ม (นว. 20).pdf		16/12/2024	
Copy of the Certificate of Company(not more than 6 month before application) / List according to the Certificate of Company หนังสือรับรองบริษัทไม่เกิน 6 เดือน)_30012567.pdf Document issue date 18/07/2024		16/12/2024	

Important Information


How to update information PTTVM


1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

I agree to [The Privacy Policy](#)

SUBMIT
SAVE DRAFT
CANCEL

Example of vendor master data edit screen juristic type – Company Documents



[RETURN TO \(PORTAL\)](#)


1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

← Create profile update request
HISTORY

GENERAL INFORMATION
REGISTERED ADDRESS
COMPANY DOCUMENTS
BUSINESS INFORMATION
PAYMENT INFORMATION
MAIN CONTACT
ADDITIO >

Objective of request for editing *

Business Information

Important Information

How to update information PTTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

Conditions for attaching documents

- Only .jpg, .jpeg, .png, .pdf files
- 1 file size must not exceed 10 MB.
- All attached documents must be duly signed by an authorized person and stamped (if any).
- Required Documents for PTTVM registration [Click Download](#) [Click Download](#)

Product and Service (Please specify at least 1 item)


Product/Service *

Type

*Can specify information to search and can select more than 1 item

[Click Download](#) *Product and Service

+ ADD
✕ CLEAR

Type	Action
Bases Manufacturer (ผู้ผลิตสารเคมีประเภทต่าง)	

Recommended file products and service


Portfolio file and Experience

Certificate or Quality Certificate

I agree to [The Privacy Policy](#)

▶ SUBMIT
📄 SAVE DRAFT
✕ CANCEL

Example of vendor master data edit screen juristic type – Business Information



[RETURN TO \(PORTAL\)](#)

1
Create Request
Please fill in your information or business for introduction or contact with PTT

2
Submit Request
Submit a registration request to PTT

3
Awaiting approval
As a step, wait for verification and approval.

4
Completed Registration
You will receive an email confirming the registration approval along with your username

[← Create profile update request](#)
HISTORY

GENERAL INFORMATION
REGISTERED ADDRESS
COMPANY DOCUMENTS
BUSINESS INFORMATION
PAYMENT INFORMATION
MAIN CONTACT
ADDITIO >

Objective of request for editing *

Important Information

How to update Information PTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

Payment Information

Important Information

Check payment condition

- Have to select only 1 SCB bank branch

Payment Method *

Check Payment

Branch of SCB Bank for collecting a cheque *

WS-SIU 9

I agree to The Privacy Policy.

▶ SUBMIT
SAVE DRAFT
✖ CANCEL

Example of vendor master data edit screen juristic type – Payment Information

PTT Digital Procurement Page 46 of 215 PTT Vendor Management System

ptt Procurement
RETURN TO (PORTAL)

1

Create Request

Please fill in your information or business for introduction or contact with PTT

2

Submit Request

Submit a registration request to PTT

3

Awaiting approval

As a step, wait for verification and approval.

4

Completed Registration

You will receive an email confirming the registration approval along with your username

Create profile update request HISTORY

GENERAL INFORMATION
REGISTERED ADDRESS
COMPANY DOCUMENTS
BUSINESS INFORMATION
PAYMENT INFORMATION
MAIN CONTACT
ADDITIO >

Objective of request for editing *

Contact Information

1

Fill information and check before print

2

Attach documentation for email changes

Important Information

Primary E-mail (Main e-mail address)

- In case of a request to change the primary email (the main email address), all require documents must be signed by authorized person(s) and Company's Seal (if available).

Firstname * Lastname *

Mobile phone * Telephone

E-mail *

**This email is used for log in to the PTTVM system

Change contact e-mail information CONFIRM OTP

Version form * Thai English

PREVIEW

Preview and Print

File Type *

File attachment * BROWSE

ADD
CANCEL

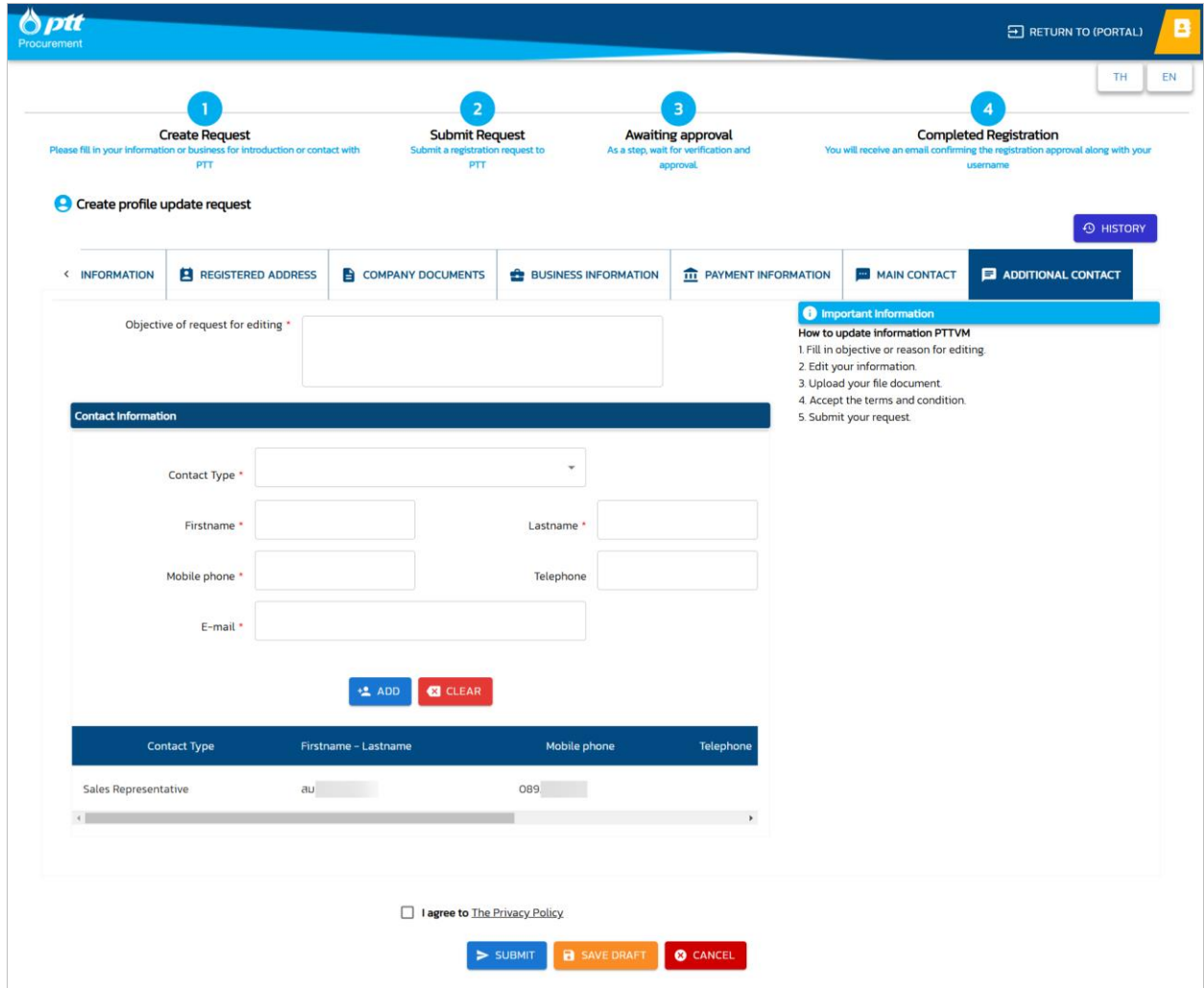
*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

Document	Detail	Date	Action

I agree to [The Privacy Policy](#)

SUBMIT
SAVE DRAFT
CANCEL

Example of vendor master data edit screen juristic type – Main Contact Information



Example of vendor master data edit screen juristic type – Contact Information

Specifying the vendor information as follows *(The field with the * sign is mandatory and cannot be blank.)*

Field	Description
Objective of request for editing *	Provide the purpose of the request.
Company Details	
Register Country *	Country information where the vendor is registered. (Data editing is not allowed.)
Vendor Type *	Vendor Type Information (Data editing is not allowed.)
Registered Capital (Baht) *	Registered Capital Information



Field	Description
E-Mail (for contact PTT) *	E-Mail Information for contact with PTT
Vendor Name *	English vendor name information
Vendor Code	Enter the vendor ID information in the PO/contract that has transacted with PTT.
Tel.*	Phone Number Information
Mobile Phone	Mobile Number Information
Fax	Fax Number Information
Website	Website Information
Registered Address	
Address *	Enter address information
Street	Enter street information
Country *	Enter country information
City *	Enter city information
District *	Enter district information
Sub-District *	Enter sub-district information
Postal Code *	Enter postal information
Important Documents	
Document Type *	Specify the document type, including: <ul style="list-style-type: none"> • VAT Registration Certificate (Form P.N.T. 20) • Company Certification Letter (not older than 6 months) / Certified Copy of Company Certification • Other documents • VAT Registration Change Request (Form P.N.T. 09).
Document File *	Attach the important document file. The document must meet the following requirements: <ul style="list-style-type: none"> • Acceptable file formats: .jpg, .jpeg, .png, .pdf • Maximum file size: 10 MB All attached documents must be signed and certified as true copies by the authorized person and stamped (if applicable).
Business Information	
Product/Service *	Information about the vendor's products or services.
Product/Service Type	Information about the product or service category.

Field	Description
Payment Information	
Payment Method *	Choose the payment method from the following options: <ul style="list-style-type: none">• Check at Bank Counter• Bank Transfer
Main contact	
Firstname *	The firstname of the primary user.
Lastname *	The lastname of the primary user.
Mobile Phone *	The mobile phone number of the primary user.
Telephone	The contact phone number.
Email *	The email used to login to the system.
Additional Contact Information	
Contact Type *	The type of additional contact
Firstname *	The firstname of the additional contact.
Lastname *	The lastname of the additional contact.
Mobile Phone *	The mobile phone number of the additional contact
Telephone	The contact phone number of the additional contact.
Email *	The email address of the additional contact.

- Vendor Information Other/No Tax ID type

The screenshot shows the PTT Procurement portal interface. At the top, there is a navigation bar with the PTT logo, a 'RETURN TO (PORTAL)' button, and language options 'TH' and 'EN'. Below the navigation bar, a progress indicator shows four steps: 1. Create Request, 2. Submit Request, 3. Awaiting approval, and 4. Completed Registration. The current step is 'Create Request', which includes the instruction: 'Please fill in your information or business for introduction or contact with PTT'. Below the progress indicator, there is a 'Create profile update request' button and a 'HISTORY' button. The main content area is divided into several tabs: 'GENERAL INFORMATION', 'REGISTERED ADDRESS', 'COMPANY DOCUMENTS', 'BUSINESS INFORMATION', 'PAYMENT INFORMATION', and 'MAIN CONTACT'. The 'GENERAL INFORMATION' tab is active, showing a form for creating a profile update request. The form includes a text box for 'Objective of request for editing', a 'General Information' section with radio buttons for 'Domestic' and 'International' (selected), a dropdown for 'Vendor Type' (set to 'Other / No Tax ID No.'), a text box for 'Vendor name' (set to 'Cannon University'), and a table for 'Vendor code' with columns for 'Vendor code', 'Company Code PTT', and 'Company Name PTT'. The table contains one row with values: '10033081', '10', and 'มหาวิทยาลัย'. Below the table are text boxes for 'Telephone' (0987888366), 'Mobile phone', 'Fax', and 'Website'. To the right of the form, there is an 'Important information' section with the title 'How to update information PTTVM' and a list of five steps: 1. Fill in objective or reason for editing, 2. Edit your information, 3. Upload your file document, 4. Accept the terms and condition, 5. Submit your request.

Example of screen in company detail tab


RETURN TO (PORTAL) 

1

Create Request
Please fill in your information or business for introduction or contact with PTT

2


Submit Request
Submit a registration request to PTT

3

Awaiting approval
As a step, wait for verification and approval.

4

Completed Registration
You will receive an email confirming the registration approval along with your username

 **Create profile update request**

HISTORY

GENERAL INFORMATION
REGISTERED ADDRESS
COMPANY DOCUMENTS
BUSINESS INFORMATION
PAYMENT INFORMATION
MAIN CONTACT >

Objective of request for editing *

Registered address

ADDRESS FOR CONTACT WITH PTT ✓

International Version

Branch Office	<input type="text" value="Headquarter"/>
Vendor Address *	<input type="text" value="Colombia"/>
Street	<input type="text" value="rrr"/>
Country *	<input type="text" value="[CO] Colombia"/>
City *	<input type="text" value="Bo Kata"/>
District *	<input type="text" value="El Abra"/>
Sub District *	<input type="text" value="Tequendama"/>
Postal Code *	<input type="text" value="123"/>

+ ADD MORE ADDRESS INFORMATION

Important Information

How to update information PTTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

■ Example of vendor master data edit screen Other types/No Tax identification number – Registered address

Specifying the vender information as follows *(The field with the * sign is mandatory and cannot be blank.)*

Field	Description
Objective of request for editing *	Provide the purpose of the update request.
Company Details	
Register Country *	Country information where the vendor is registered. (Data editing is not allowed.)
Vendor Type *	Vendor Type Information (Data editing is not allowed.)
E-Mail (for contact PTT) *	E-Mail for contact with PTT

Field	Description
Vendor Name *	Enter the vendor's name information in English.
Vendor Code	Enter the vendor ID information in the PO/contract that has transacted with PTT.
Tel. *	Enter your phone number
Mobile Phone	Enter your mobile phone number
Fax	Enter fax number information
Website	Enter Website Information
Registered Address	
Address *	Enter address information
Street	Enter street information
Country *	Enter country information
City *	Enter city information
District *	Enter district information
Sub-District *	Enter sub-district information
Postal Code *	Enter postal information

Steps to edit main contact information

1. The system will display the contact information screen as shown in the picture.

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

TH EN

RETURN TO (PORTAL)

HISTORY

GENERAL INFORMATION REGISTERED ADDRESS COMPANY DOCUMENTS BUSINESS INFORMATION PAYMENT INFORMATION MAIN CONTACT ADDITIO >

Objective of request for editing *
edit main contact

Contact Information

1 Fill information and check before print

2 Attach documentation for email changes

Important Information

Primary E-mail (Main e-mail address)

- In case of a request to change the primary email (the main email address), all require documents must be signed by authorized person(s) and Company's Seal (if available).

Firstname * xxxxxxxx Lastname * xxxxxxxx

Mobile phone * xxxxxxxx Telephone

E-mail * [redacted]

****This email is used for log in to the PTTVM system**

Change contact e-mail information xxxxx@gmail.com CONFIRM OTP

Version form * :lish

PREVIEW

Preview and Print

File Type * [dropdown]

File attachment * [input] BROWSE

ADD CANCEL

DBD import data

*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

Document	Detail	Date	Action
----------	--------	------	--------

I agree to The Privacy Policy

SUBMIT SAVE DRAFT CANCEL

Example of the edit contact information screen

2. To edit contact information, the system will display the contact information screen as shown in the picture.

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

TH EN

ptt Procurement

RETURN TO (PORTAL)

History

GENERAL INFORMATION REGISTERED ADDRESS COMPANY DOCUMENTS BUSINESS INFORMATION PAYMENT INFORMATION **MAIN CONTACT** ADDITIO >

Objective of request for editing *
edit main contact

Contact Information

1 Fill information and check before print

2 Attach documentation for email changes

Important Information

Primary E-mail (Main e-mail address)

- In case of a request to change the primary email (the main email address), all require documents must be signed by authorized person(s) and Company's Seal (if available).

Firstname * xxxxxxxx Lastname * xxxxxxxx

Mobile phone * xxxxxxxx Telephone

E-mail *

**This email is used for log in to the PTTVM system

Change contact e-mail information xxxxx@gmail.com **CONFIRM OTP**

Version form * Thai English

PREVIEW

Preview and Print

File Type *

File attachment * **BROWSE**

ADD **CANCEL**

DBD

*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

Document	Detail	Date	Action
----------	--------	------	--------

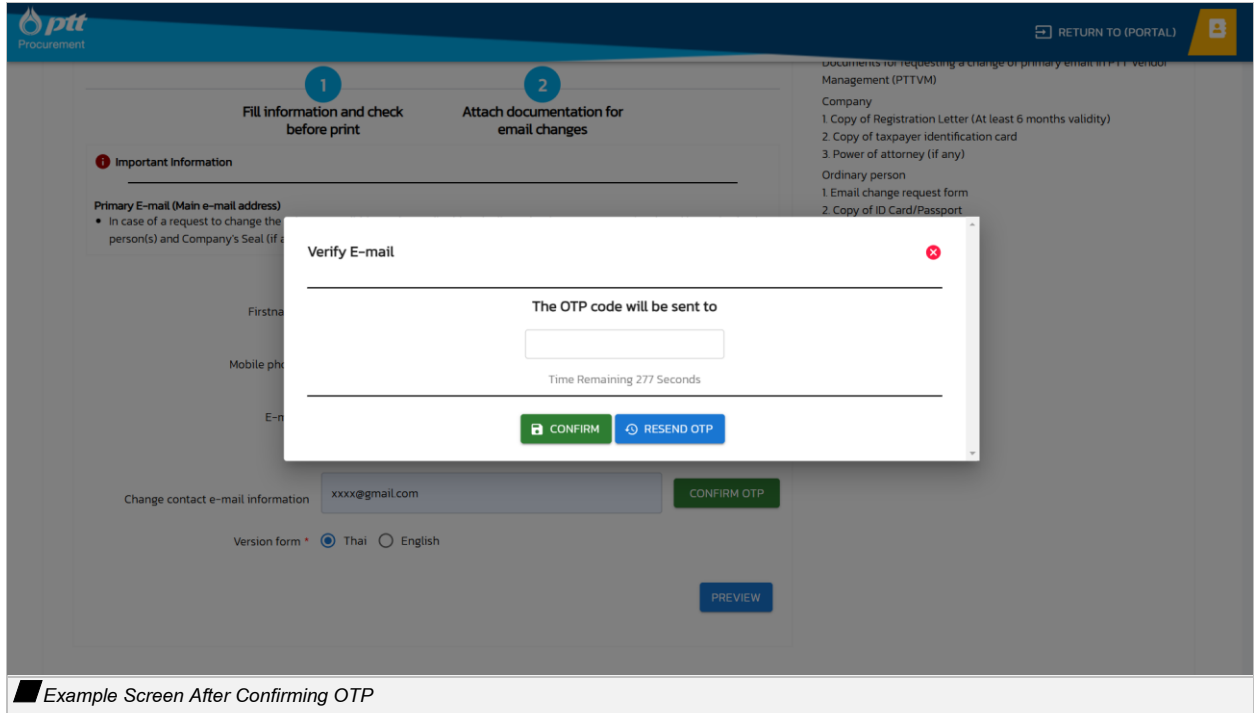
I agree to The Privacy Policy

SUBMIT **SAVE DRAFT** **CANCEL**

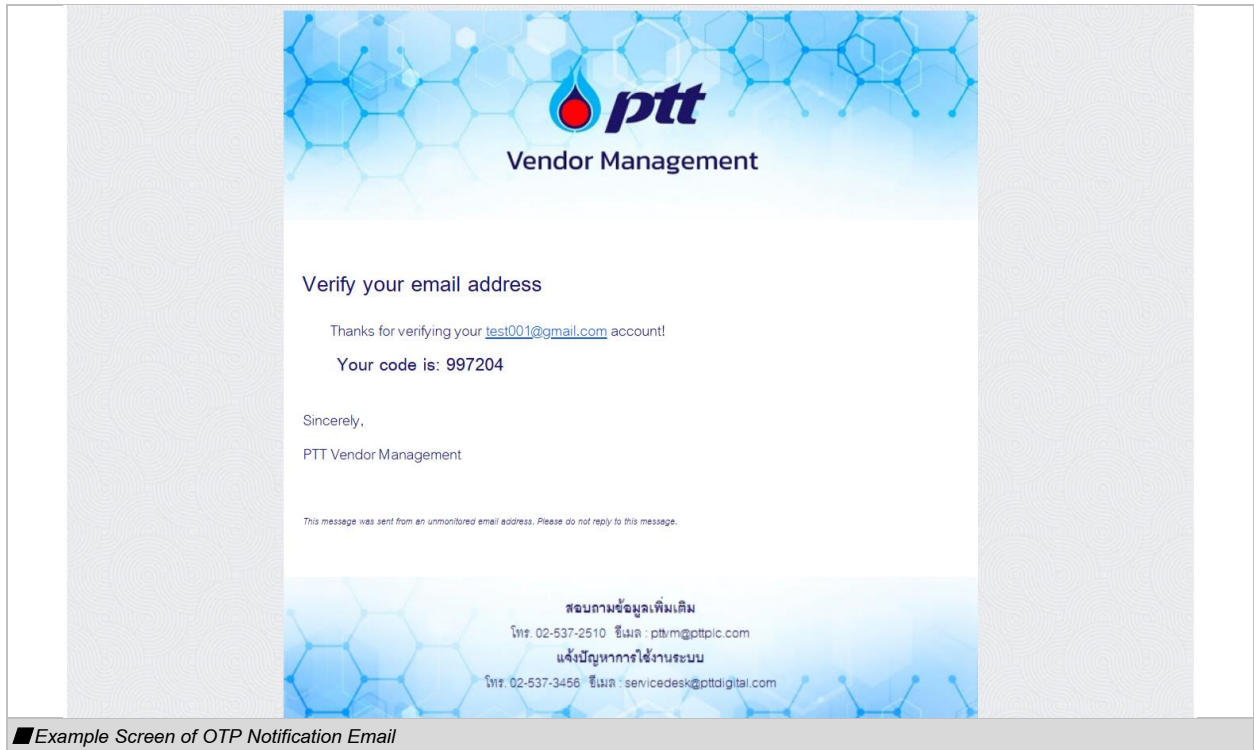
Example of the Add contact information screen

- If you want to change your email, you must enter the new email address and click the button

CONFIRM OTP to verify the email with an OTP code. After clicking the button **PREVIEW**, the system will display a request form for changing the email, as shown in the image.




Example Screen After Confirming OTP



Example Screen of OTP Notification Email

3. Press the button PREVIEW to display a form for changing email and your information as shown in the picture. Then, printing this form and sign by authorized director of the company.



Vendor Management

Amendment Form for Change Email
in PTT Vendor Management System (PTTVM)

Date 31 Month July Year 2024

Dear **Strategic Procurement Division Manager**
 PTT Public Company Limited

We **CO., LTD.**

would like to inform that the company will change primary email address which used to receive news and notifications about procurement transactions from PTT Vendor Management (PTTVM) system with the details as follows.

Current E-mail	sareetest1@mail.com
New E-mail	sareetest2@mail.com




Contact Name sarev Telephone Number 08

Remark

1. The form must be signed by the authorized director of the company.
2. Please submit the form, required document and power of attorney (if any).
3. All require documents must be signed by authorized person(s) and Company's Seal (if available).

We certify that this information above is true

Signature _____ Authorized Director of the Company
(_____)


 Contract Information:
 02-537-1555, 02-537-2510
 pttvm@pttplc.com


Documents for requesting a change of primary email in PTT Vendor Management (PTTVM)

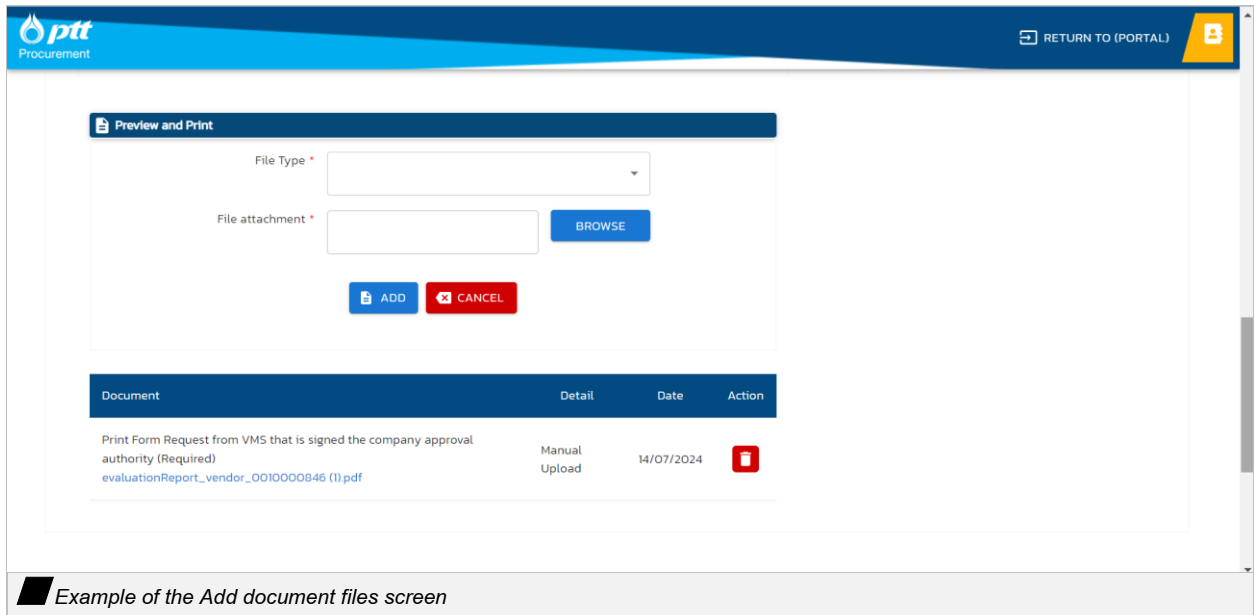
Juristic Person	Documents for requesting
Company or Public Limited Company or Limited Partnership/General Partnership	<ol style="list-style-type: none">1. Email Change Request Form2. Copy of the ID card/Passport of the authorized director of the company3. Copy of Registration Letter / Incorporate Letter / Document stating name and address4. Power of attorney (if any)
Business Organizations / Foundations/ Cooperatives/ Associations / Chambers of Commerce / Councils	<ol style="list-style-type: none">1. Email Change Request Form2. Copy of the ID card/Passport of the authorized person of the company3. Copy of Registration Letter (At least 6 months validity)4. Copy of taxpayer identification card5. Power of attorney (if any)

Ordinary Person	Documents for requesting
Ordinary Person	<ol style="list-style-type: none">1. Email Change Request Form2. Copy of ID Card/Passport


 Contract Information:  02-537-1555, 02-537-2510  pttvm@pttplc.com

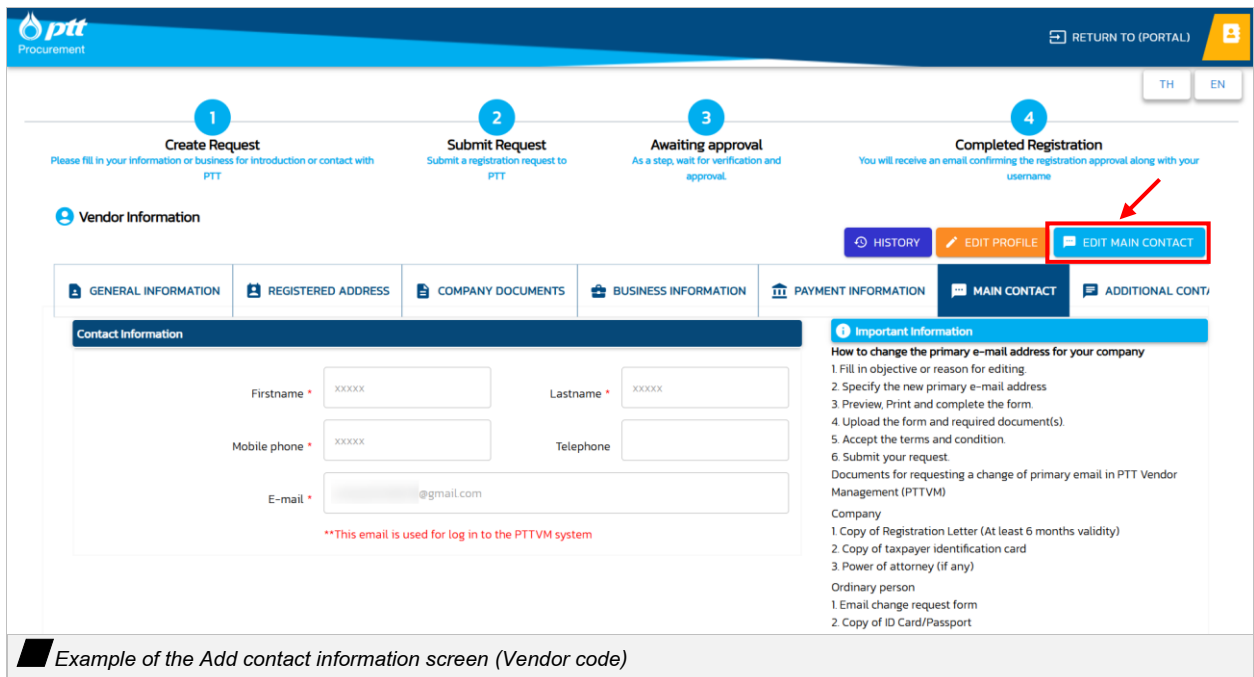
 Example of the Add contact information screen

4. Press the button  to attach the request form with authorized signature and additional documents.




Example of the Add document files screen

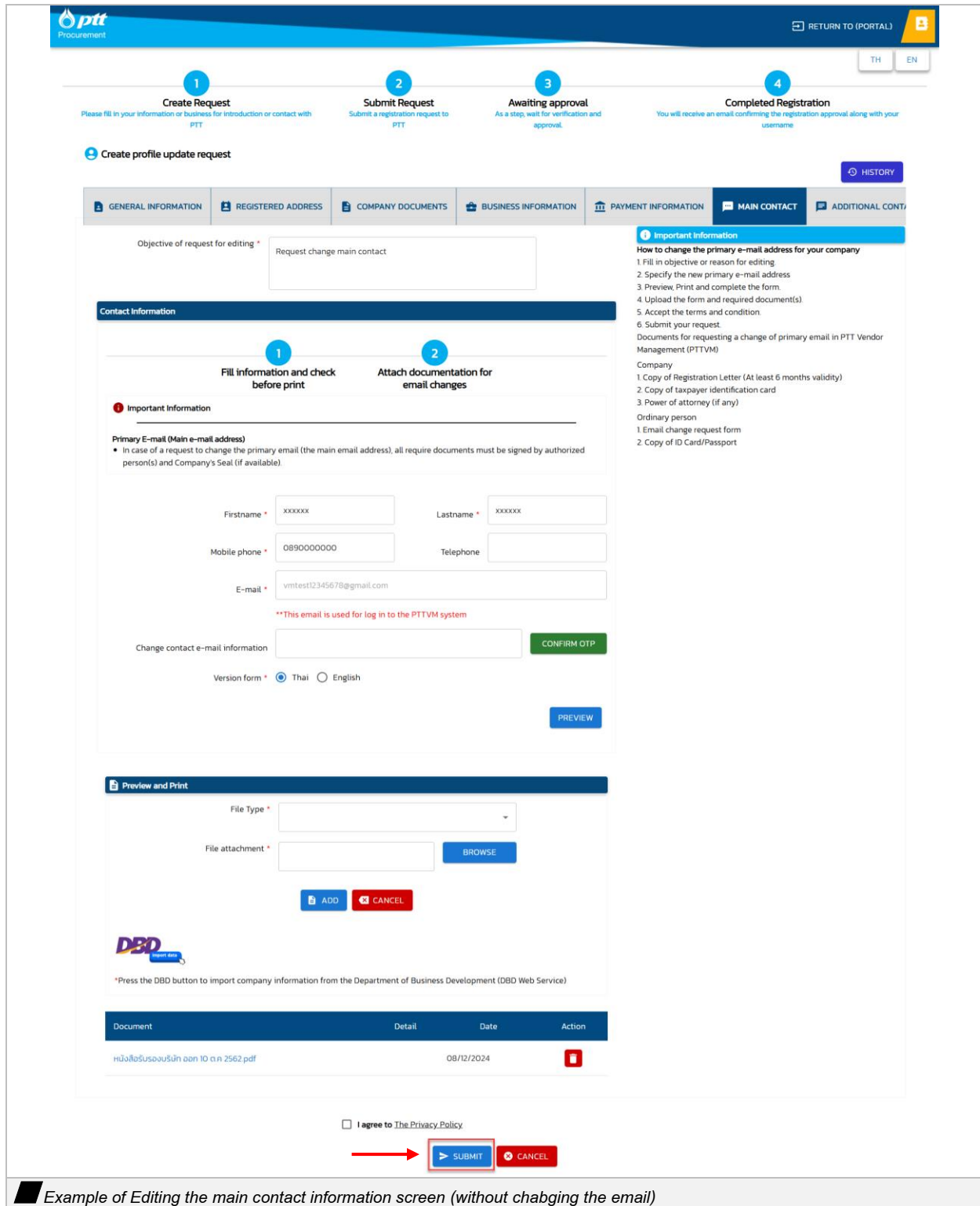
5. In the case where the vendor has specified a Vendor Code in the PTTVM system, the button  will appear on the screen as shown in the picture.



Example of the Add contact information screen (Vendor code)

6. When you press the button , vendor can edit the main contact information.

- In the case of editing the main contact information without changing the email, the vendor can fill in the information, attach supporting documents, and click the button  as shown in the picture.



The screenshot displays the 'Create profile update request' screen in the PTT Vendor Management System. The interface is divided into four main steps: 1. Create Request, 2. Submit Request, 3. Awaiting approval, and 4. Completed Registration. The 'MAIN CONTACT' tab is selected in the navigation menu.

Objective of request for editing *
Request change main contact

Contact Information

1 Fill information and check before print **2 Attach documentation for email changes**

Important Information

Primary E-mail (Main e-mail address)

- In case of a request to change the primary email (the main email address), all require documents must be signed by authorized person(s) and Company's Seal (if available).

Firstname * Lastname *

Mobile phone * Telephone

E-mail *

****This email is used for log in to the PTTVM system**

Change contact e-mail information

Version form * Thai English

Preview and Print

File Type *

File attachment *

DBD Import Data

*Press the DBD button to import company information from the Department of Business Development (DBD Web Service)

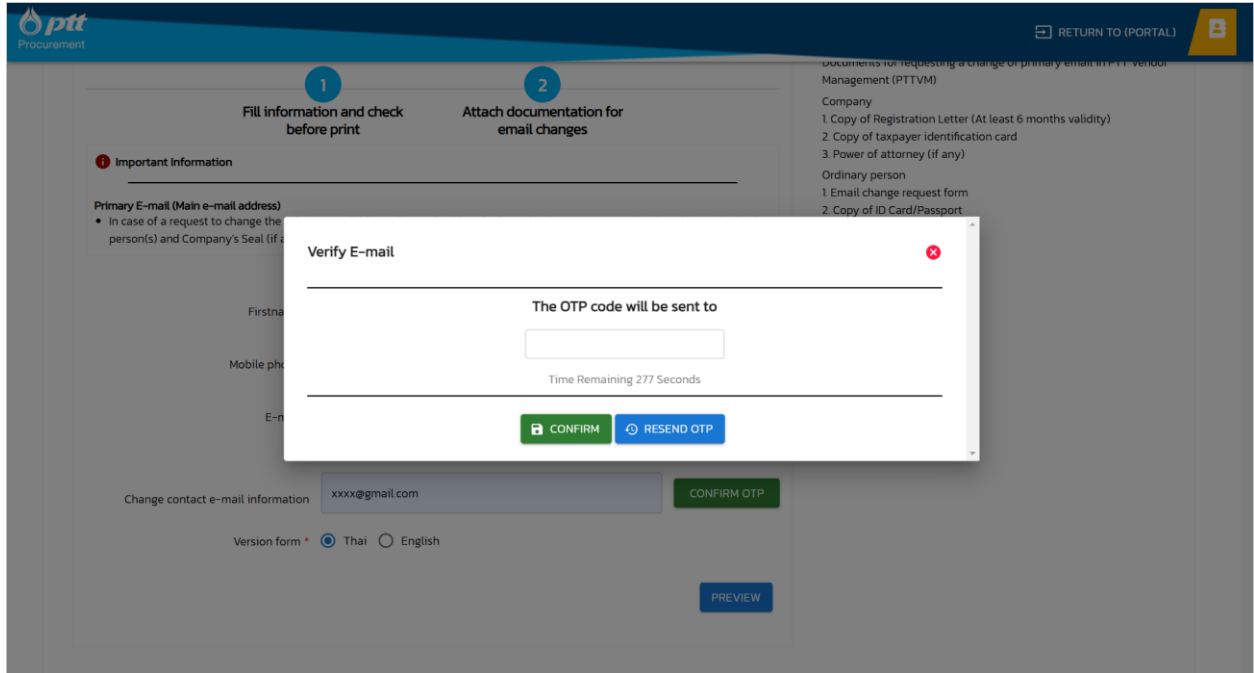
Document	Detail	Date	Action
หัวข้อข้อมูลบริษัท 10 ต.จ. 2562.pdf		08/12/2024	<input type="button" value="REVIEW"/>

I agree to The Privacy Policy

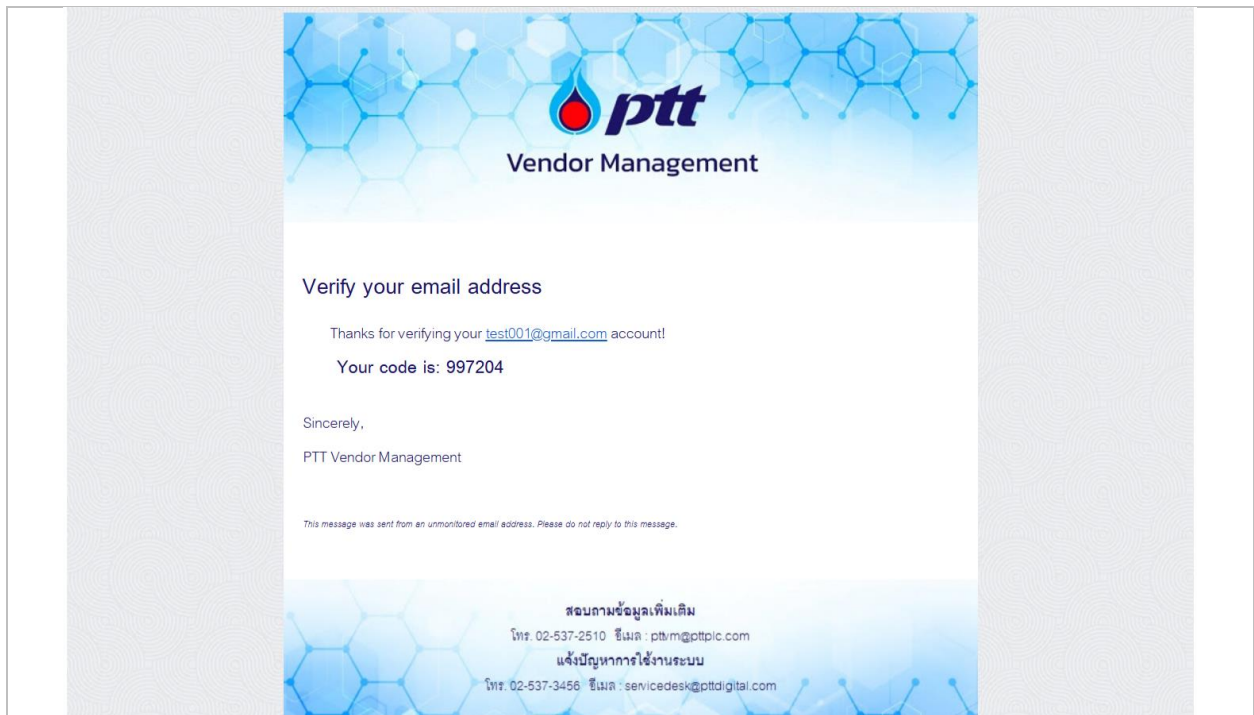
Example of Editing the main contact information screen (without chabging the email)

- In the case of editing the main contact information and/or changing the email, the vendor must click the button **ยืนยัน OTP** to verify the email with an OTP code.


Then, clicking the button **PREVIEW** to display a request form for changing the email, as shown in the image. After that, attach supporting documents, and click the button **SUBMIT**.



Example Screen After Confirming OTP

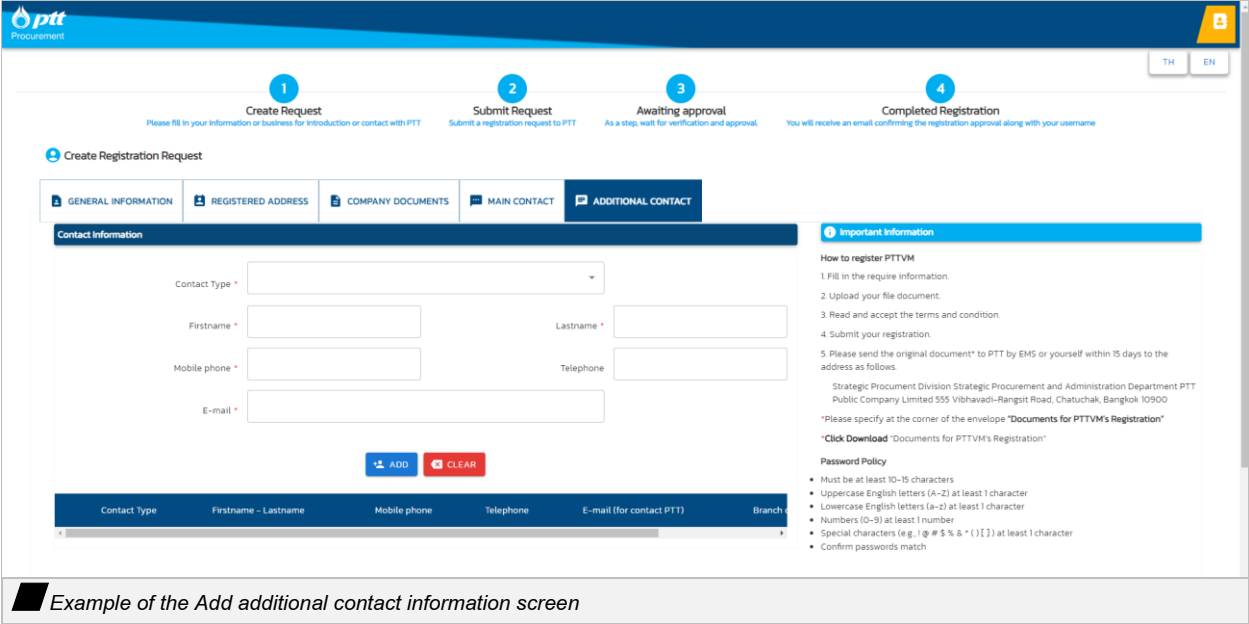


Example Screen of OTP Notification Email


7. In case you want to delete document, vendor can press the button,  in the desired list.

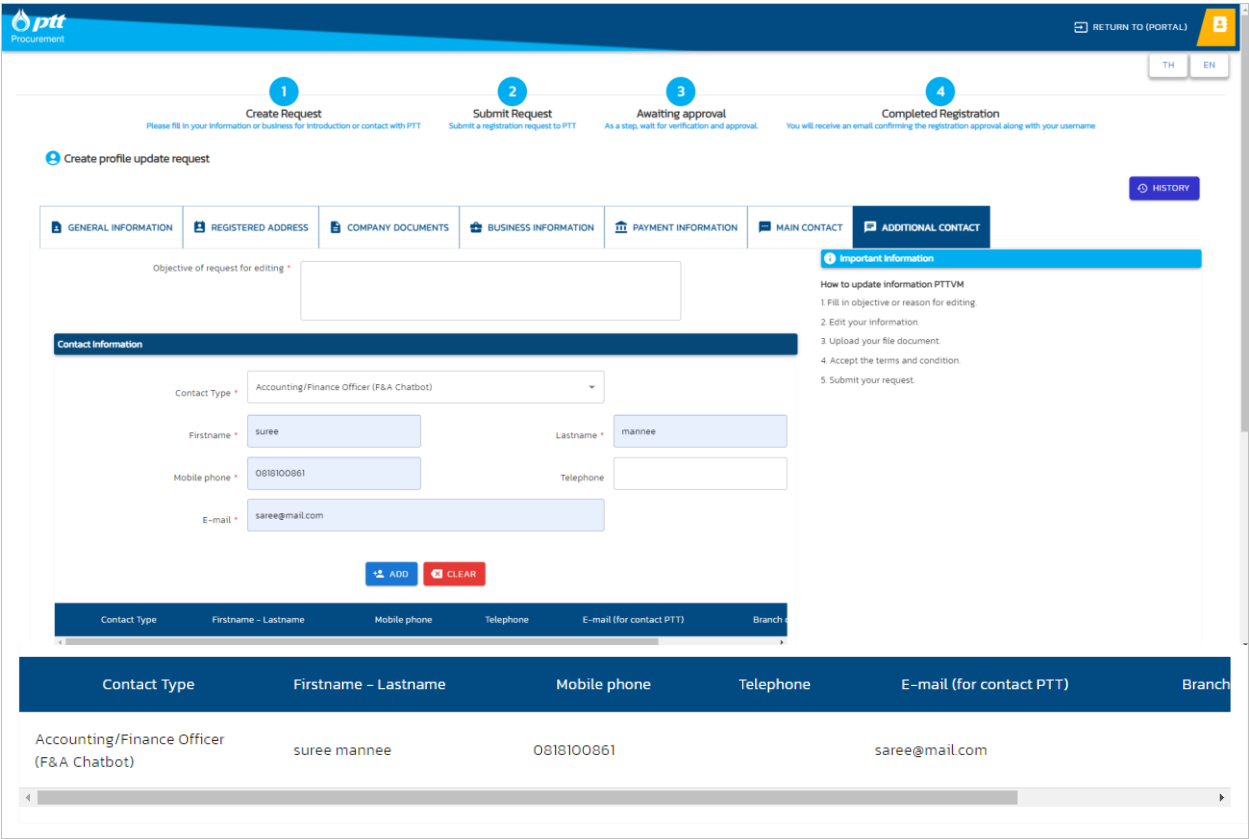
Steps to add additional contact information

1. The system will display the contact information screen as shown in the picture.




Example of the Add additional contact information screen

2. Once the contact information has been specified. Press the button , the system will save the contact information and display it as shown in the picture.



Example of the Add additional contact information screen

3. To edit contact information, press the button  in the desired item. The system will retrieve the contact information from the system to display it as shown in the picture.

Objective of request for editing *

Contact Information

Contact Type * Accounting/Finance Officer (F&A Chatbot)

Firstname * suree Lastname * mannee

Mobile phone * 0818100861 Telephone

E-mail * saree@mail.com

[EDIT](#) [CANCEL](#)


Contact Type	Firstname - Lastname	Mobile phone	Telephone	E-mail (for contact PTT)	Branch
Accounting/Finance Officer (F&A Chatbot)	suree mannee	0818100861		saree@mail.com	

Important Information

How to update information PTTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

■ Example of contact information editing screen

4. In case you want to delete contact information, vendor can press the button,  in the desired list.

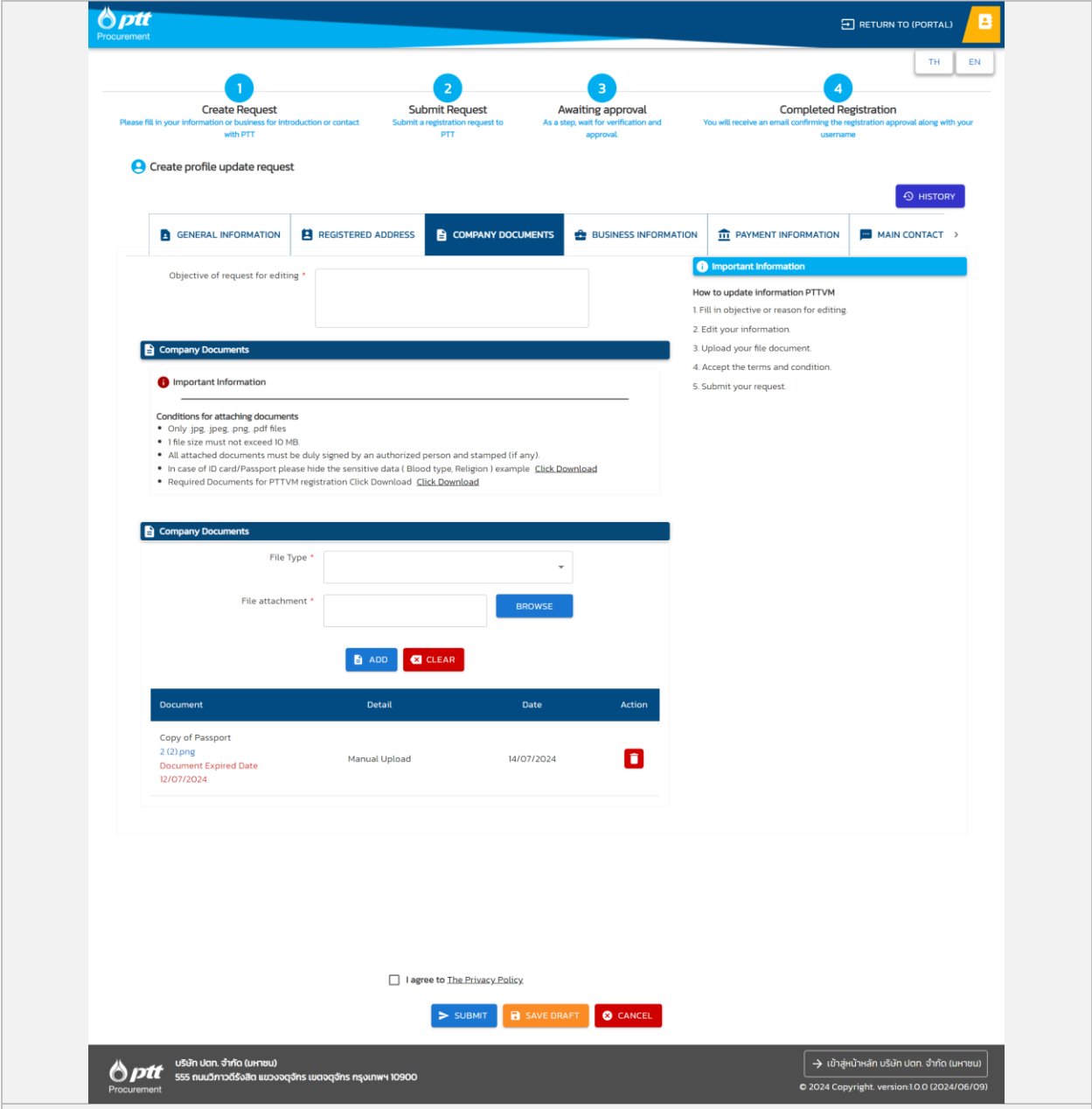
5.1.2 Important document information

Displays the list of important document information for the vendor. If only the important document data section can be edited. The system will save data, and there is no need to send a request to the PTT administrator for approval.

- Important Document Information Individual Type

The list of archive file types is as follows:

- Copy of Passport
- Others



Example of editing important document information screen for individual type

- Important Document Information Juristic Type

The list of archive file types is as follows:

- Registration Letter/Incorporate Letter/Document stating name and address
- Other

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

TH EN

RETURN TO (PORTAL)

👤 Create profile update request

HISTORY

GENERAL INFORMATION REGISTERED ADDRESS **COMPANY DOCUMENTS** BUSINESS INFORMATION PAYMENT INFORMATION MAIN CONTACT >

Objective of request for editing *

Company Documents

Important Information

How to update information PTTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

Conditions for attaching documents

- Only jpg, jpeg, png, pdf files
- File size must not exceed 10 MB.
- All attached documents must be duly signed by an authorized person and stamped (if any).
- In case of ID card/Passport please hide the sensitive data (Blood type, Religion) example [Click Download](#)
- Required Documents for PTTVM registration [Click Download](#) [Click Download](#)

Company Documents

File Type *

File attachment *

Document	Detail	Date	Action
Registration Letter/Incorporate Letter/Document stating name and address			
Registration Letter/Incorporate Letter/Document stating name and address.pdf	Manual Upload	14/07/2024	<input type="button" value="🗑"/>
Document issue date		10/07/2024	

Example of edit screen for important document information juristic type

- Important Document Information Other types/No Tax ID

The list of archive file types is as follows:

- Others
- Registration Letter/Incorporate Letter/Document stating name and address

1 Create Request
Please fill in your information or business for introduction or contact with PTT

2 Submit Request
Submit a registration request to PTT

3 Awaiting approval
As a step, wait for verification and approval.

4 Completed Registration
You will receive an email confirming the registration approval along with your username

TH EN

RETURN TO (PORTAL)

PTT Procurement

1 Create profile update request

HISTORY

GENERAL INFORMATION REGISTERED ADDRESS **COMPANY DOCUMENTS** BUSINESS INFORMATION PAYMENT INFORMATION MAIN CONTACT >

Objective of request for editing *

Company Documents

Important Information

How to update information PTTVM

1. Fill in objective or reason for editing.
2. Edit your information.
3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

Conditions for attaching documents

- Only jpg, jpeg, png, pdf files
- File size must not exceed 10 MB
- All attached documents must be duly signed by an authorized person and stamped (if any).
- In case of ID card/Passport please hide the sensitive data (Blood type, Religion) example [Click Download](#)
- Required Documents for PTTVM registration [Click Download](#) [Click Download](#)

Company Documents

File Type

File attachment **BROWSE**

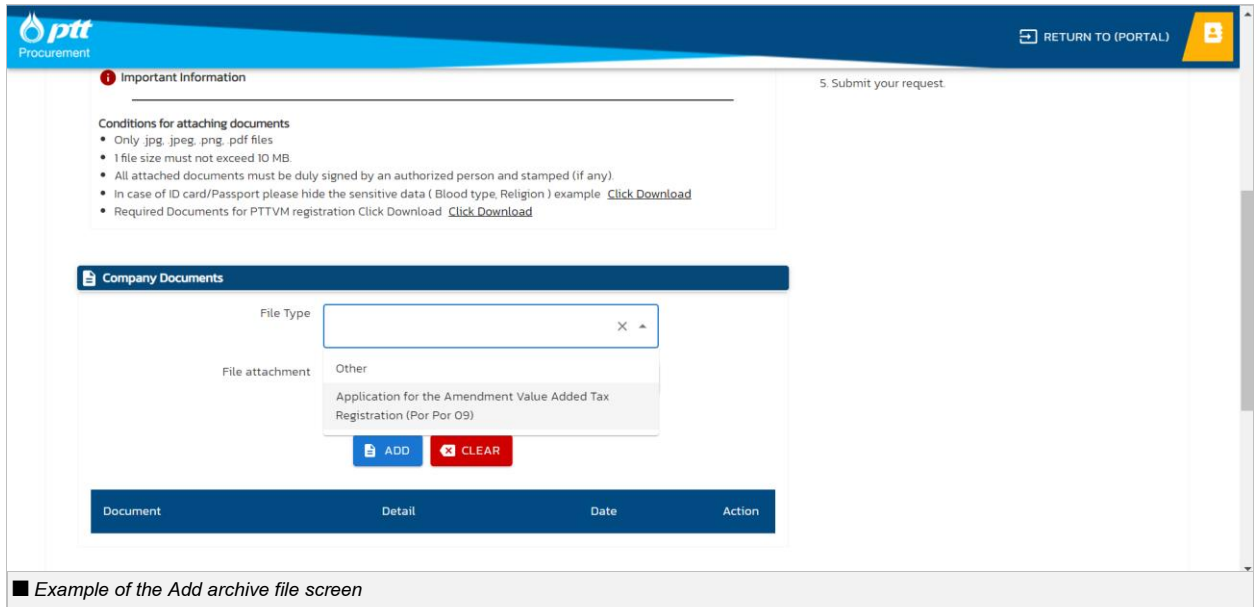
ADD **CLEAR**

Document	Detail	Date	Action
----------	--------	------	--------

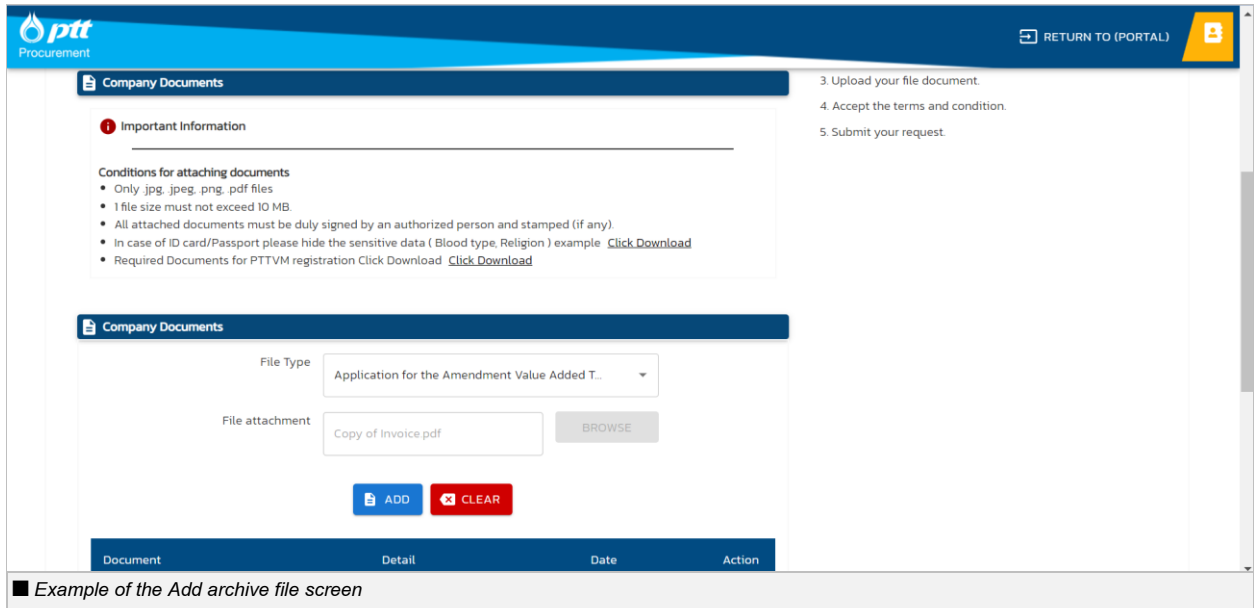
■ Example of the Edit Archive screen Other types/No Tax ID


Steps to add important documents

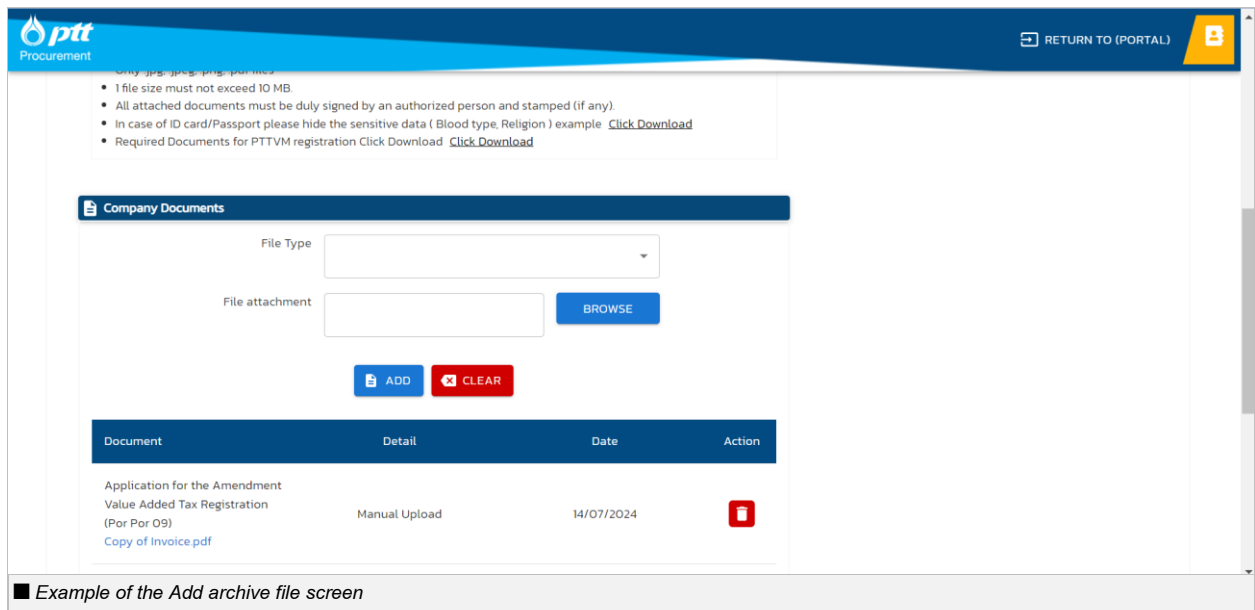
1. The system will show it as a dropdown list, choose as follows, on the system will display the file addition screen as show in the picture.




2. Specify document information.



3. When the document information is provided, press the button,  to save the document to the system.



4. To delete a document file, press the button,  in the desired item.

5.1.3 Business Information

Display the vendor's business details. The information will be changed even if only one component of the company data is altered. PTT authorizes the data saving, and there is no need for an administrative request.

The Business Data list includes:

- Products & Services
- Product and service referral files
- Portfolio and Experience
- Certificate of Standard or Quality File

The screenshot shows the 'Create profile update request' form in the PTT Vendor Management System. The form is divided into four main steps: 1. Create Request, 2. Submit Request, 3. Awaiting approval, and 4. Completed Registration. The 'Business Information' tab is currently selected and active.

Business Information Tab:

- Objective of request for editing:** A text input field.
- Important Information:** A section with instructions on how to update information (Fill in objective, Edit information, Upload file, Accept terms, Submit request) and conditions for attaching documents (Only .jpg, .png, .pdf files; File size must not exceed 10 MB; All documents must be signed and stamped; Required Documents for PTTVM registration).
- Product and Service (Please specify at least 1 item):** A section with a dropdown for 'Product/Service' and 'Type', and a table for adding items. One item is listed: 'Salts Distributor (กลุ่มผู้จำหน่ายเกลือทะเล)'.
- Recommended file products and service:** A section with a 'BROWSE' button and a 'Detail' input field.
- Portfolio file and Experience:** A section with a 'BROWSE' button and a 'Detail' input field.
- Certificate or Quality Certificate:** A section with a 'File Type' dropdown, a 'BROWSE' button, and a 'Detail' input field.

At the bottom of the form, there is a checkbox for 'I agree to The Privacy Policy' and three buttons: 'SUBMIT', 'SAVE DRAFT', and 'CANCEL'.

■ Example of screen in business Information tab

Steps to add product and service information

1. The product and service addition screen will be displayed as shown.

Product and Service (Please specify at least 1 item)

Product/Service *

Type

*Can specify information to search and can select more than 1 item

[Click Download](#) *Product and Service

+ ADD X CLEAR

Type	Action
Salts Distributor (ผู้แทนจำหน่ายสารเคมีประเภทเกลือ)	

■ Example of adding product and service information screen

2. Provide product and service information

Product and Service (Please specify at least 1 item)

Product/Service * Product

Type Bases Manufacturer (ผู้ผลิตสารเคมีประเภทต่าง) X

*Can specify information to search and can select more than 1 item


[Click Download](#) *Product and Service



+ ADD X CLEAR

Type	Action
Salts Distributor (ผู้แทนจำหน่ายสารเคมีประเภทเกลือ)	

■ Example of adding product and service information screen

If the system doesn't provide any specific types of products or services, consumers can specify in others. by selecting the icon, [Click Download](#) vendors may also obtain a list of the products and services offered by the company

3. Press the button,  to save the login credentials after the product and service information is complete.

Type	Action
Salts Distributor (ผู้แทนจำหน่ายสารเคมีประเภทเกลือ)	
Bases Manufacturer (ผู้ผลิตสารเคมีประเภทต่าง)	

■ Example of adding product and service information screen

Steps to add Recommended File Product and Service

1. The system will display the Add recommended file products and service as shown in the picture.

Recommended file products and service ^

Recommended file products and service BROWSE

Detail

+ ADD
✕ CLEAR

Document	Detail	Date	Action

■ Example of adding recommended product and service screen

2. Provided document file information.

Recommended file products and service ^


Recommended file products and service BROWSE


Detail

+ ADD
✕ CLEAR

Document	Detail	Date	Action

■ Example of adding recommended product and service screen

3. When the document file information is provided, press the button,  to save the credentials.


Document	Detail	Date	Action
Payment Instruction Form.pdf	Manual Upload	14/07/2024	

■ Example of adding recommended product and service screen



Steps to add Portfolio file and Experience

1. The system will display the Add portfolio file and experience as shown in the picture.

Portfolio file and Experience

Portfolio file and Experience 

Detail


 

Document	Detail	Date	Action
----------	--------	------	--------

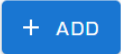

■ Example of adding portfolio file and experience screen

2. Provided document file information.

Portfolio file and Experience


Portfolio file and Experience 


Detail

Document	Detail	Date	Action
----------	--------	------	--------

■ Example of adding portfolio file and experience screen

3. When the document file information is provided, press the button,  to save the credentials.

Document	Detail	Date	Action
evaluationReport_vendor_0010000846 (1).pdf	Manual Upload	14/07/2024	

■ Example of adding portfolio file and experience screen

Steps to add Certificate or Quality Certificate

1. The system will display the Add certificate or quality certificate as shown in the picture.

Certificate or Quality Certificate
^

File Type

Detail

Certificate or Quality Certificate BROWSE

+ ADD
✕ CLEAR

Document	Detail	Date	Action

■ Example of adding certificate or quality certificate screen

2. Provided document file information.

Certificate or Quality Certificate

File Type Certificate of ISO ▼

Detail Certificate of ISO

Certificate or Quality Certificate evaluationReport_vendor_0010000 BROWSE

+ ADD
✕ CLEAR

Document	Detail	Date	Action
----------	--------	------	--------

■ Example of adding certificate or quality certificate screen

3. When the document file information is provided, press the button, + ADD to save the credentials.

Document	Detail	Date	Action
Certificate of ISO evaluationReport_vendor_0010000846 (1).pdf	Certificate of ISO	14/07/2024	<div style="background-color: #dc3545; color: white; width: 20px; height: 20px; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> ✕ </div>

■ Example of adding certificate or quality certificate screen

5.1.4 Payment Information

Provide information about vendor payments. The system will submit a request to the PTT administrator for approval before starting the process of data alteration when the vendor hits the button to change the vendor information.

Payment information will be displayed only when the vendor has a vendor code notified by PTT.

The payment method is divided into 2 types as follows:

- Cheque Payment at SCB Bank Counter
- Bank Transfer

■ Example of screen in payment information tab

Steps to Add Payment Method: Check Pickup at Bank Counter

1. Select the Option

Choose the payment method for check pickup at the bank counter.

2. Specify the SCB Branch for Check Pickup

Select one of the following SCB branches for check pickup:

- Ratchayothin
- Khlong Luang
- Asoke
- Sathorn Road
- Sirinrat Building (Rama IV Road)
- Sun Tower Building (Vibhavadi Rangsit Road)
- Rojana (Ayutthaya)
- Amata Nakorn Industrial Estate
- Rayong
- Sriracha
- Kaeng Khoi
- Nakhon Pathom
- Rat-Yindee Road (Hat Yai)

- Maliwan Intersection (Khon Kaen)
- Phuket
- Laem Chabang Industrial Estate
- Map Ta Phut
- Bang Saen
- Surat Thani (Kanchanawithi Road)

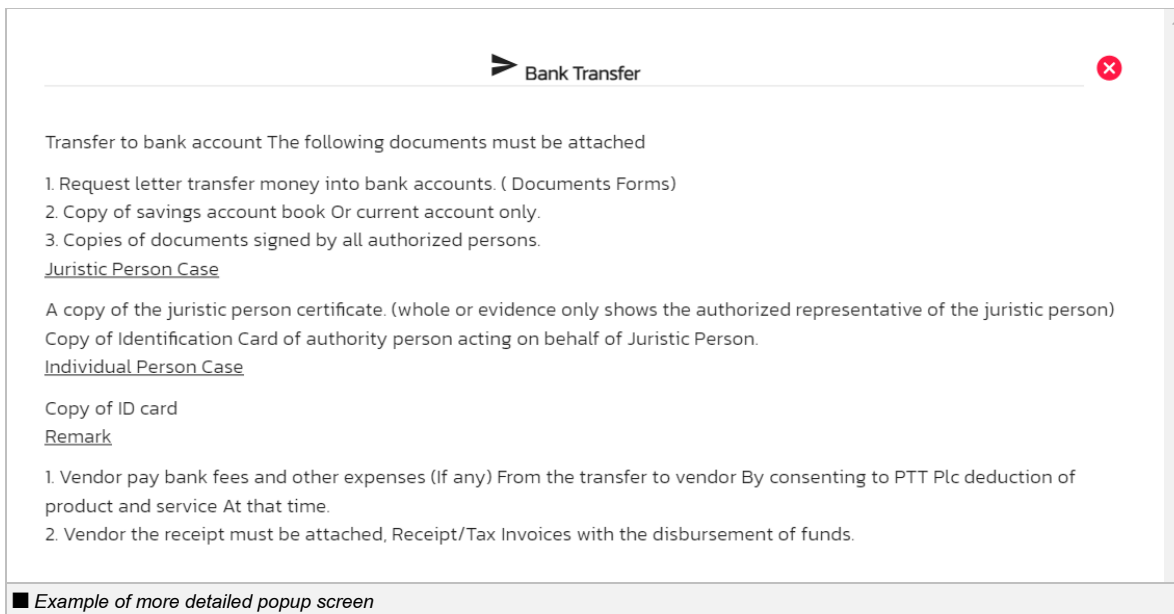
Note: Bank branches may be subject to change.

Steps to add a money transfer payment method

Money transfer payment methods are divided into:

- Domestic [Money Transfer in Thailand]
- Oversea [Swift code/IBAN]

When you select a money transfer payment method, the system will display an additional popup as shown in the picture.



1. Details of money transfer in Thailand

1.1 The system will display the details of the transfer in Thailand, as shown in the picture.

Bank Account Detail (In Thailand)

Bank *

Branch *

Account Number *

Account name *

Copy of the bank account passbook * BROWSE

Funds transfer request form * BROWSE

i Funds transfer request form Download

Company Certificate and ID Card of Authorized Signatory * BROWSE


+ ADD
✕ CLEAR



■ Example of a screen detailing money transfers in Thailand

1.2 Provided details of transfer in Thailand

Transfer details include: *(The field with the * sign is mandatory and cannot be blank.)*

Field	Description
Bank *	Bank Information
Branch *	Bank branch information
Account Number *	Bank account number information
Name of Account *	Bank account name information
Copy of Book Bank *	Copy of bank passbook with attached file with the following conditions: <ul style="list-style-type: none"> Specific files type such as .jpg, .jpeg, .png, and .pdf Maximum file size allowed is 10 MB for each file.
Letter of intent to transfer money to account *	Information of the letter of intent to transfer money to the account can be downloaded at the heading

Field	Description
	<p>Import Information</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  Funds transfer request form Download </div> <p>Once the details are filled in, attach a file with the following conditions:</p> <ul style="list-style-type: none"> Specific files type such as .jpg, .jpeg, .png and .pdf Maximum file size allowed is 10 MB for each file.
Company Certificate and ID Card of Authorized Signatory *	<p>Company certificate and ID card with attached file with the following conditions:</p> <ul style="list-style-type: none"> Specific files type such as .jpg, .jpeg, .png, and .pdf Maximum file size allowed is 10 MB for each file.



RETURN TO (PORTAL) 

Payment Information

Important Information


Conditions for attaching documents

- Only jpg, jpeg, png, pdf files
- File size must not exceed 10 MB.
- All attached documents must be duly signed by an authorized person and stamped (if any).
- In case of ID card/Passport please hide the sensitive data (Blood type, Religion) example [Click Download](#)


Payment Method * 

Bank Transfer

Bank Account Detail (in Thailand)

Bank * 

ธนาคารไทย

Branch * 

สาขา 33 (บางนา-1)

Account Number *

123456789


Account name *

suree

Copy of the bank account passbook *

Payment Instruction Form.pdf BROWSE

Funds transfer request form *

Payment Instruction Form.pdf BROWSE
 **Funds transfer request form** [Download](#)

Company Certificate and ID Card of Authorized Signatory *






Payment Instruction Form.pdf BROWSE

+ ADD
✕ CLEAR



3. Upload your file document.
4. Accept the terms and condition.
5. Submit your request.

Example of a screen detailing money transfers in Thailand

1.3 When press the button,  the system will save the information.

Bank	Account Number	Account name	Copy of the bank account passbook	Funds transfer request form	Company Certificate and ID Card of Authorized Signatory	Action
ส.ก.เอ็นเอส ไทย	123456789	suree				 

Example of a screen detailing money transfers in Thailand

Once the login information has been saved, the information can be edited by press a button  or press the button  to delete the file.

2. Details of International Money Transfer

2.1 The system will display the details of the international transfer, as shown in the picture.

Bank Account Detail (International)
^

Bank Account/IBAN *

Bank Country *

Beneficiary A/C Name *

Beneficiary A/C No *

Correspondent Bank/Intermediary Bank SWIFT IBAN

Copy of Invoice * BROWSE

Payment Instruction Form * BROWSE

! Payment Instruction Form Download

Other BROWSE

+ ADD
✖ CLEAR

Bank Account	Bank Country	Beneficiary Bank SWIFT	Beneficiary A/C Name	Beneficiary A/C No.	Correspondent Bank/Intermediary Bank SWIFT
Bank IBAN	IBAN	Bank Country	Beneficiary A/C Name	Beneficiary A/C No.	Correspondent Bank/Intermediary Bank SWIFT

Example of international money transfer details screen

2.2 Provided details of international transfer

Transfer details include: *(The field with the * sign is mandatory and cannot be blank.)*

Field	Description
Bank Account/IBAN *	Bank Information
Bank Country *	Country Information of the Bank
Beneficiary Bank SWIFT *	Beneficiary Bank SWIFT Information
Beneficiary A/C Name *	Beneficiary Account Name Information
Beneficiary A/C No *	Beneficiary Account No Information
Correspondent Bank/Intermediary Bank SWIFT	Correspondent Bank/Intermediary Bank SWIFT Information
Copy of Invoice *	<p>Copy of invoice information with attached file with the following conditions:</p> <ul style="list-style-type: none"> Specific files type such as .jpg, .jpeg, .png, and .pdf Maximum file size allowed is 10 MB for each file.
Payment Instruction Form *	<p>Payment Instruction information can be downloaded at the following Import Information</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> i Payment Instruction Form Download </div> <p>Once the details are filled in attach a file with the following conditions:</p> <ul style="list-style-type: none"> Specific files type such as .jpg, .jpeg, .png, and .pdf Maximum file size allowed is 10 MB for each file.
Other	<p>Once the details are filled in. Attach a file with the following conditions:</p> <ul style="list-style-type: none"> Specific files type such as .jpg, .jpeg, .png, and .pdf Maximum file size allowed is 10 MB for each file.

Bank Account Detail (International)

Bank Account/IBAN *

IBAN *

Bank Country *


Beneficiary A/C Name *

Beneficiary A/C No *

Correspondent Bank/Intermediary Bank SWIFT IBAN

Copy of Invoice *

Payment Instruction Form *

 **Payment Instruction Form** [Download](#)

Other



Bank Account	Bank Country	Beneficiary Bank SWIFT	Beneficiary A/C Name	Beneficiary A/C No.	Correspondent Bank/Intermediary Bank SWIFT
Bank IBAN	IBAN	Bank Country	Beneficiary A/C Name	Beneficiary A/C No.	Correspondent Bank/Intermediary Bank SWIFT

Example of international money transfer details screen

2.3 When the button is pressed,  the system will save the credentials.

Bank IBAN	IBAN	Bank Country	Beneficiary A/C Name	Beneficiary A/C No.	Correspondent Bank/Intermediary Bank
IBAN	GB30MIDL40051537558909	[GB] United Kingdom	PTT Energy Solution	1234567890	

Example of international money transfer details screen

2.4 Once the login information has been saved, the information can be edited by press a button  or press the button  to delete the file.

5.2 Update History

It is a screen for viewing the history of corrections of vendors' information. When press the button,

HISTORY

the system will display a list of revision history as shown in the picture.


RequestNo	Status	Action by	Action date	Objective description
2024010901	Approved	Admin Admin	25/07/2024 15:10	Registration
2024010902	Not allowed	Admin Admin	25/07/2024 15:56	แก้ไขข้อมูลบริษัท
2024010903	Approved	Admin Admin	25/07/2024 15:55	เพิ่มข้อมูลบริษัท
2024010904	Approved	System sys	25/07/2024 16:06	เพิ่มข้อมูลบริษัท
2024010905	Approved	Admin Admin	25/07/2024 16:59	เพิ่ม iban swift
2024010906	Not allowed	Admin Admin	25/07/2024 22:25	iban
2024010909	Approved	Admin Admin	25/07/2024 23:28	เพิ่มข้อมูลบริษัท
2024010910	Not allowed	Admin Admin	26/07/2024 00:31	test
2024010913	Wait for approve (VMS)	ผู้รับดูแลระบบ	26/07/2024 01:29	sfd

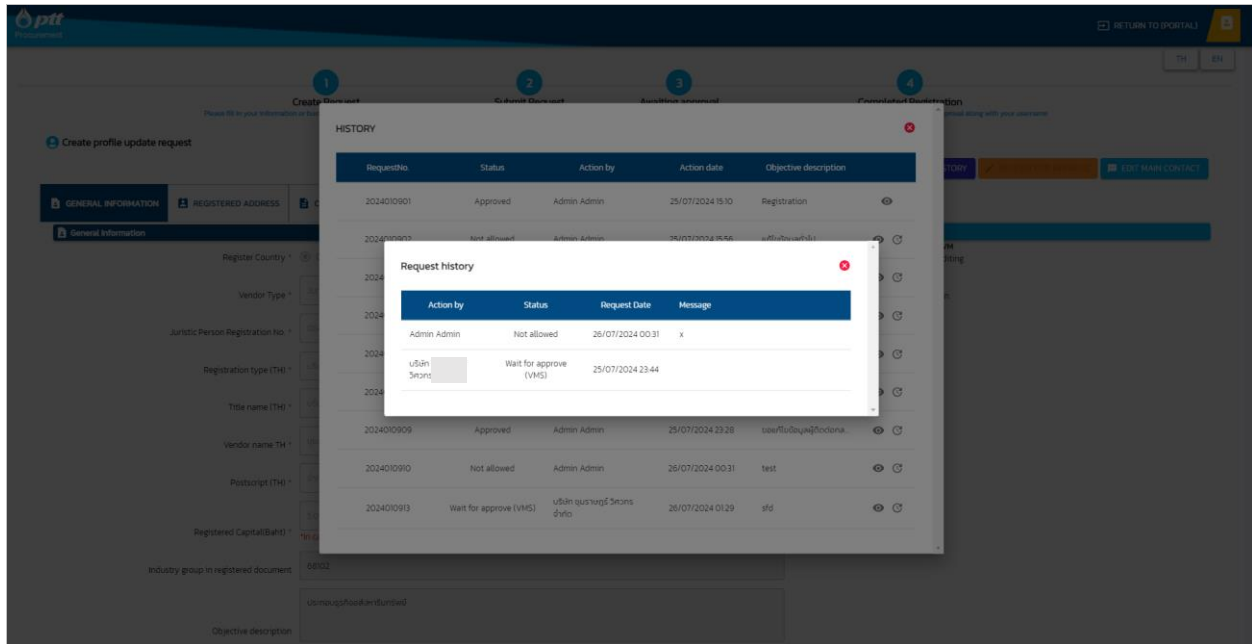
Example of the Revision History screen

Vendors can press the button, to access the editing details in the list of desired requests.

Column Name	Before approve	After approve
Vendor Type	Juristic Person	Juristic Person
Juristic Person Registration No.	0845563004905	0845563004905
Registered Capital(Baht)	5,000,000.00	5,000,000.00
Registration type (TH)		
Title name (TH)	ผู้รับ/EN	ผู้รับ/EN
Vendor name	ผู้รับ	ผู้รับ
Vendor name (EN)	CHUMBAT E	CHUMBAT E LTD
Telephone	09	097
Telephone (ext.)		
Mobile phone		
Fax		
Fax ext.		
Website		

Example of the Revision History screen


Vendors can press the button,  to access the request history in the list of desired requests



Example of the Request history screen

5.3 E-Mail notification of expiry/expiring documents

The PTT Vendor Management system will send an email notice of the expiry and expiry documents to the specified E-Mail in the system if the vendor uploads various documents into the system, and those papers have an expiration date.



Document Expired and will expire Notification

Dear G G CLUB COMPANY LIMITED

We would like to inform you that your file documents in PTT Vendor Management (PTT VM) are due to expire as listed below

List of Expired Documents:

Document List	Created on	Expiry date
Copy of the Certificate of Company(not more than 6 month before application) / List according to the Certificate of Company *_20240117.pdf	17/07/2024	17/07/2024

List of Expiring Documents:

Document List	Created on	Expiry date
Copy of the Certificate of Company(not more than 6 month before application) / List according to the Certificate of Company *_20240130.pdf	17/07/2024	30/07/2024

For the purpose of using and/or executing any transactions in PTT VM, please add the new document file in PTTVM: <https://pttvm.pttplc.com>

Should you have any queries, please do not hesitate to contact us
Tel. (+66)2-537-2000 Ext. 12510 Email : pttvm@pttplc.com

Example of E-Mail Notifying Document Expiration/Imminent Expiry

5.4 E-Mail notification of documents submission for request approval

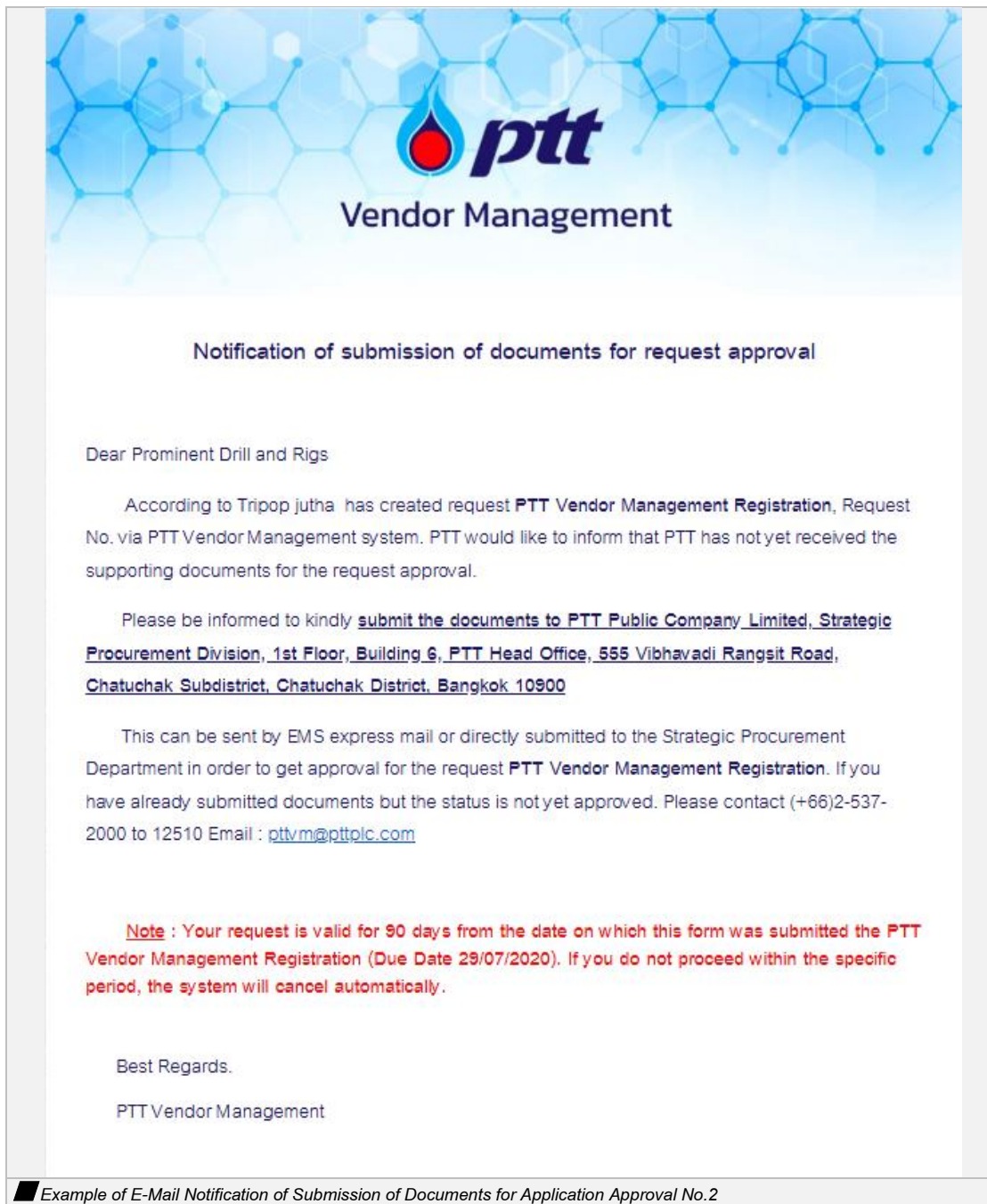
The PTT Vendor Management system will send email notifications to the vendor for document submission for request approval. There will be a total of 3 email alerts as follows:

- E-Mail Notification No. 1 is an email notification to the vendor when the deadline of 15 days is reached, reminding them to submit documents for request approval, as shown in the image.

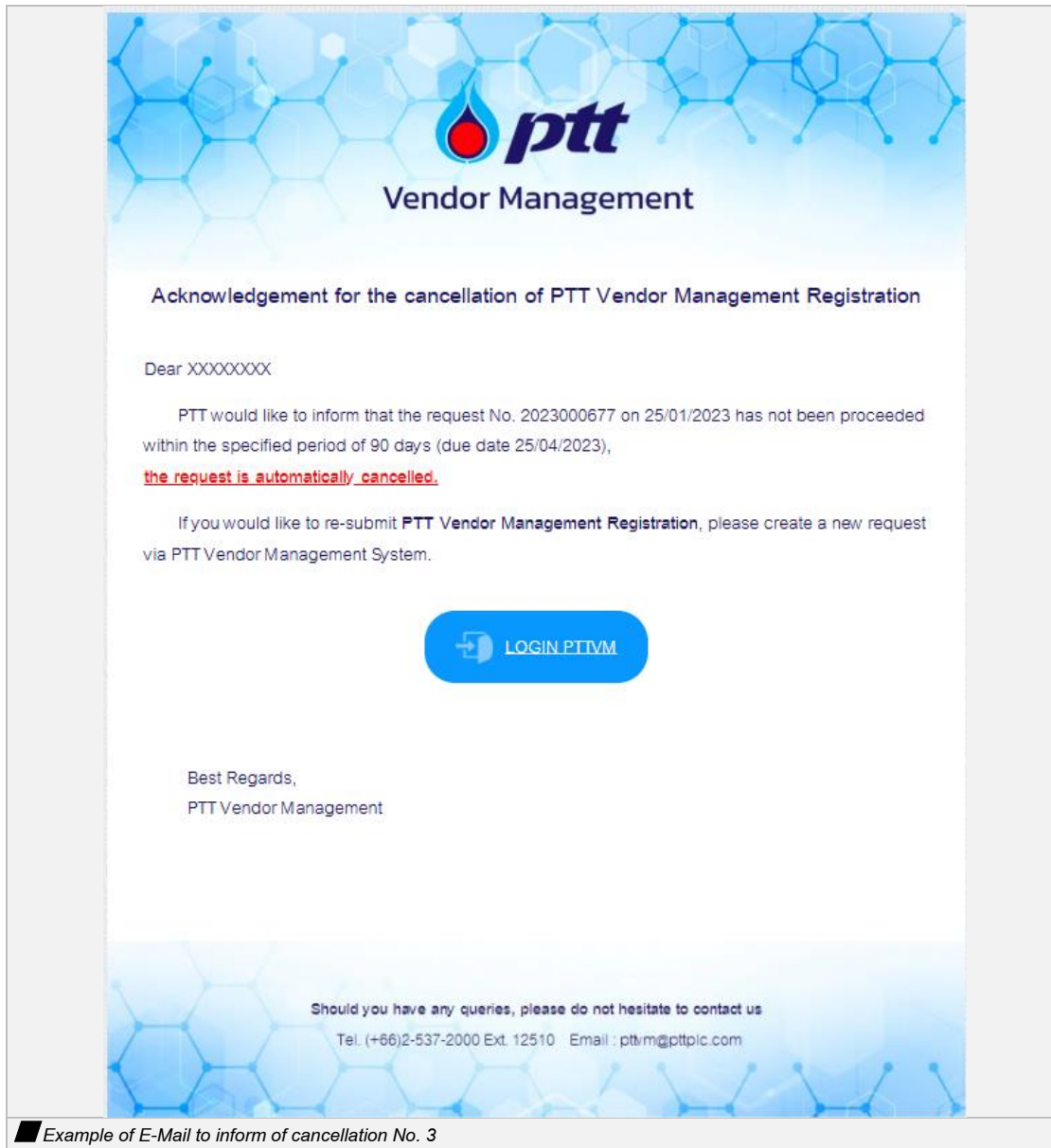


Example of E-Mail notification of submission of documents for approval of the application No. 1

- E-Mail Notification No. 2 is an email notification to the vendor when the deadline of 30 days is reached, reminding them to submit documents for request approval, as shown in the image.



- E-Mail Notification No. 3 is an email reminder to the vendor when the deadline of 90 days is reached, notifying the vendor of the cancellation of the request.



6. Vendor Permission Management

To manage your employee’s permission, vendors must log in to PTT Vendor Management using the main account. The following permissions are available in the PTT Vendor Management system:

Permission 1 : VIEW

Permission to read the company’s general information and contract management status.

Permission 2 : EDIT

Permission to read/write/modify the company’s general information, add/remove the rights of access on the service.

Permission 3 : E-BG

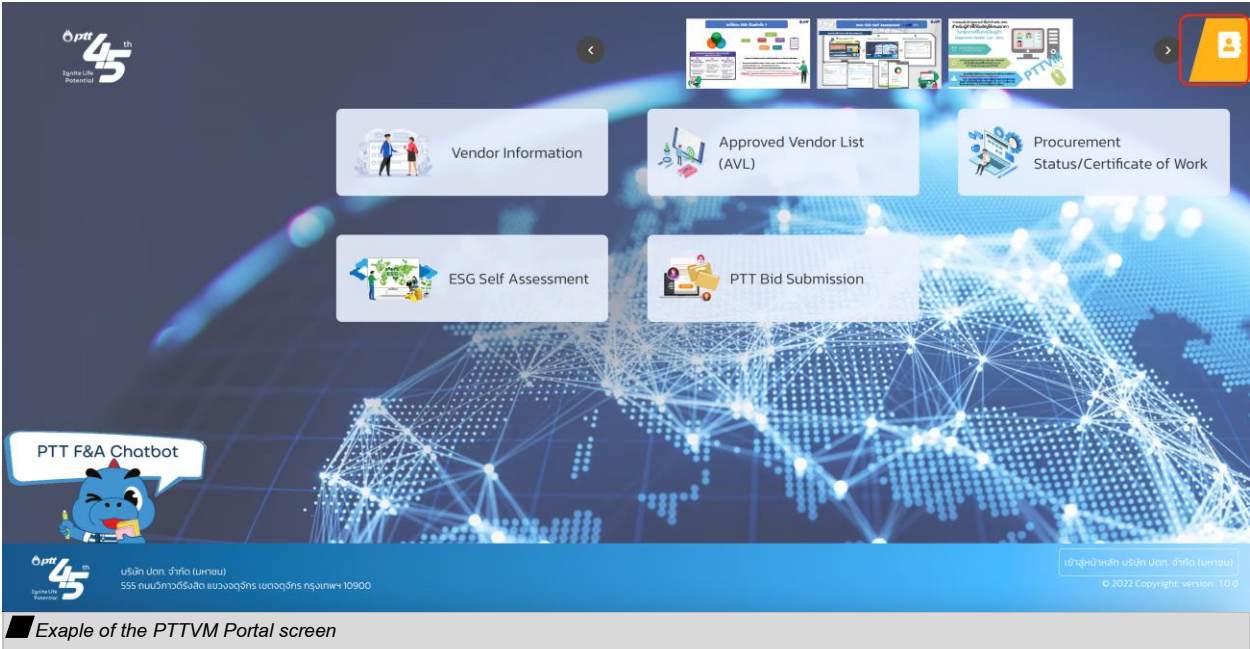
Authorization to represent the company to identify and place collateral on Electronic Bank Guarantee (eBG) Service.

The main account's default the permission 1 and 2. They have the rights to request the certificate of work in PTTVM system.

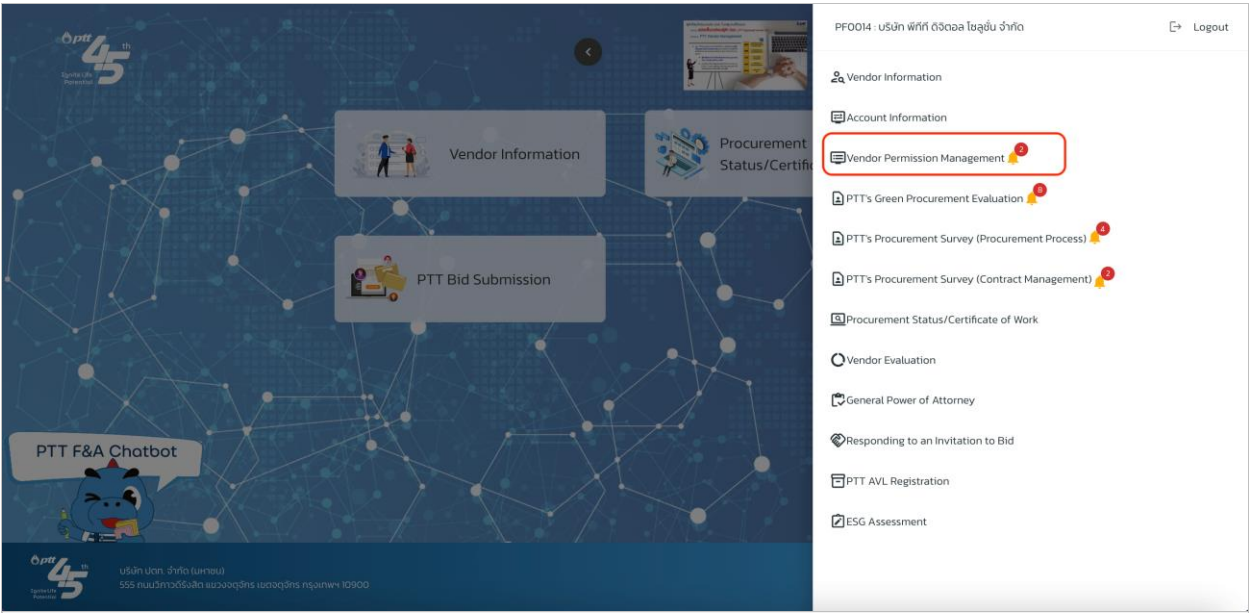
6.1 Request for New Permission

To request authorization access for the employee or staff members of your company, the main account user needs to follow these steps:

6.1.1 Click on the PTTVM icon and select the menu "Vendor Permission Management" as shown in the picture.

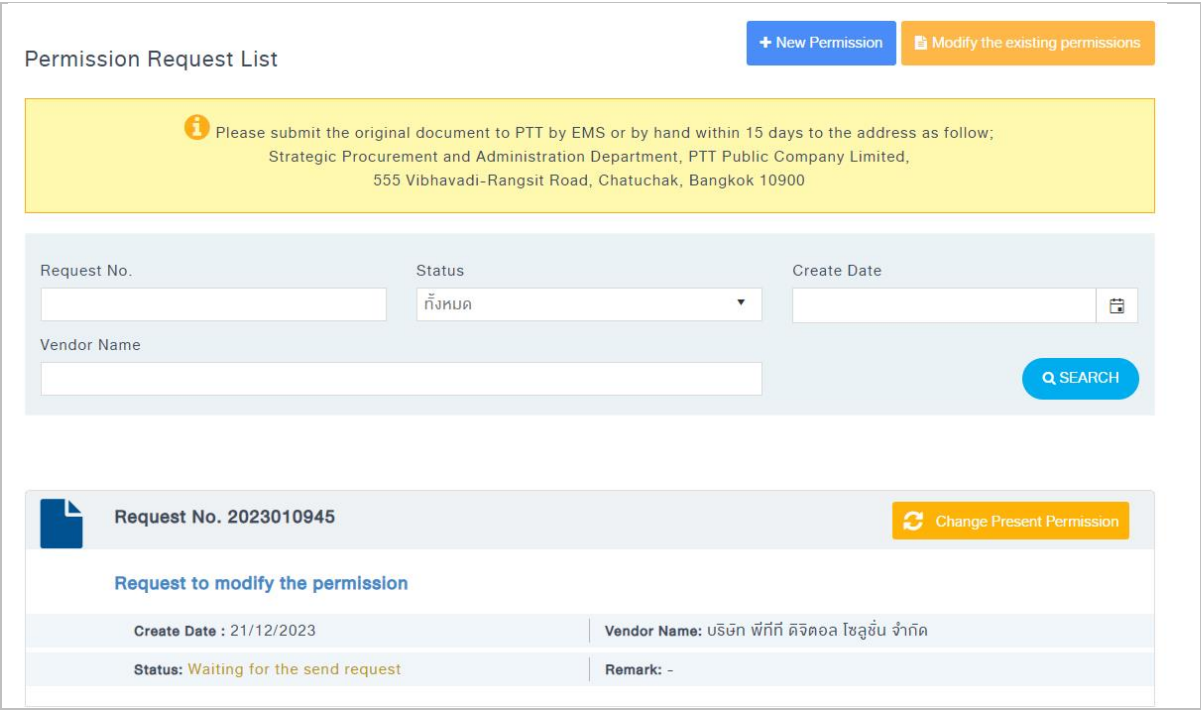


Exaple of the PTTVM Portal screen




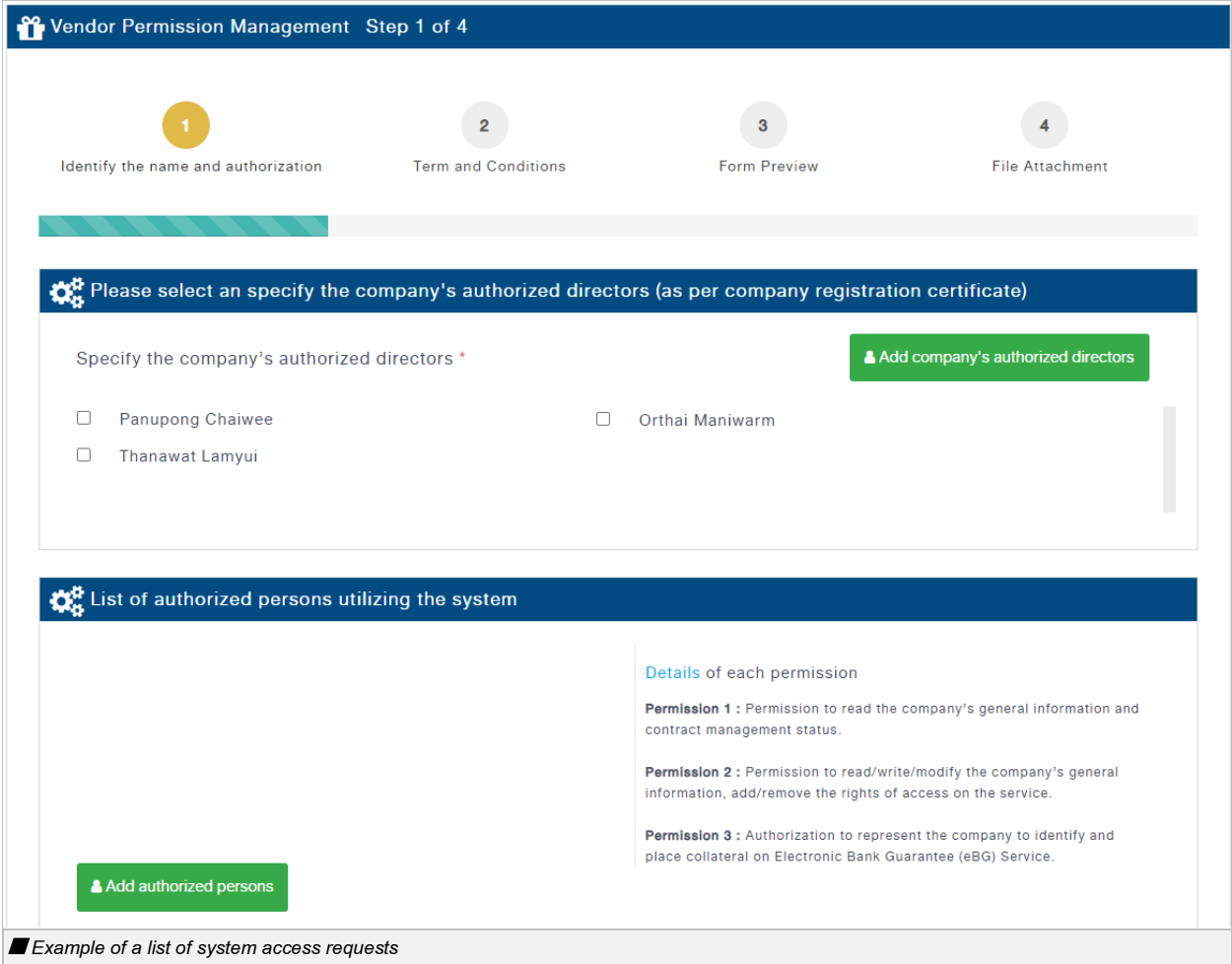
Example of the PTTVM menu screen

The system will provide a list of requests for access when the option is selected. (There won't be a list of requests that first time).



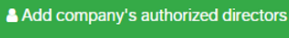
Example of the permission request list screen

6.1.2 Click the button  to enter the vendor permission management request screen as shown in the picture.



Vendors may create new request before printing the application forms for approval and submitting documents to PTT for the review and approval of the application list.

Step 1 - Identify the name and authorization.

6.1.3 The system will display a page for identifying the approval authority when you click the button  to add an approval authority (as per the company registration certificate).

Company's Authorized Directors

Name *


Surname *

+ Add Close

Example of adding company's authorized directors

Specifying the information as follows: *(The field with the * sign is mandatory and cannot be blank.)*

Field	Description
Name *	Enter the authorized director's name
Surname *	Enter the authorized director's surname

6.1.4 Click the button  to add authorization information as shown in the picture. Please select company's authorized directors (as per the company registration certificate) or the company's attorney as evidenced in the power of attorney letter, their name will be shown in the application form. Otherwise, the list of authorized directors without the sign will not be shown.

Vendor Permission Management Step 1 of 4

1 Identify the name and authorization 2 Term and Conditions 3 Form Preview 4 File Attachment

Please select an specify the company's authorized directors (as per company registration certificate)

Specify the company's authorized directors *

+ Add company's authorized directors

Panupong Chaiwee Orthai Maniwarm

Thanawat Lamyui

Example of a list of approval authority after adding data

List of authorized persons utilizing the system

6.1.5 Add the details for your employee who is the authorized person utilizing the system.

List of authorized persons utilizing the system

Add authorized persons

#	No.	Authorized persons	Permission
	1	ID card No. * <input style="width: 100%;" type="text"/> Name-Surname <input style="width: 100%;" type="text"/> (Eng) * <small style="color: red;">(Please specify the name prefix)</small> E-Mail * <input style="width: 100%;" type="text"/> Tel. * <input style="width: 100%;" type="text"/>	<b style="color: red;">Permission * <input type="checkbox"/> Permission 1 : View <input type="checkbox"/> Permission 2 : Edit <input type="checkbox"/> Permission 3 : e-BG

Details of each permission

Permission 1 : Permission to read the company's general information and contract management status.

Permission 2 : Permission to read/write/modify the company's general information, add/remove the rights of access on the service.


Permission 3 : Authorization to represent the company to identify and place collateral on Electronic Bank Guarantee (eBG) Service.


■ Example of the list of authorized persons utilizing the system information screen

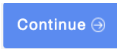
Specifying the information as follows.

*(The field with the * sign is mandatory and cannot be blank.)*

Field	Description
List of authorized persons utilizing the system	
ID Card No. *	Enter the 13-digit Thai National ID card number*, which will be used as a username for each employee. This ID Number must not duplicate information already approved under the same organization in the system. <i>(*cannot use the passport number)</i>
Name-Surname (Eng) *	Enter the authorized person's full name, including the prefix (English)
E-Mail *	Enter the authorized persons' E-Mail address. The email address must not duplicate that of other users. In cases where the email matches the main user, it must belong to the same individual. The system will verify this by checking the first and last name
Tel. *	Enter the telephone number
Permission	
Permission 1 : View	Permission to read the company's general information and contract management status.
Permission 2 : Edit	Permission to read/write/modify the company's general information, add/remove the rights of access on the service.
Permission 3 : e-BG	Authorization to represent the company to identify and place collateral on Electronic Bank Guarantee (eBG) Service.

To input details for another employee, click the button  to add a new one. The screen will display their information as shown in the picture below.

#	No.	Authorized persons	Permission
	1	<p>ID card No. * <input type="text" value="1318"/></p> <p>Name-Surname <input type="text" value="Mr.Thanawat"/></p> <p>(Eng) *</p> <p><i>(Please specify the name prefix)</i></p> <p>E-Mail * <input type="text" value="Thanawat.F"/></p> <p>Tel. * <input type="text" value="087"/></p>	<p>Permission *</p> <p><input checked="" type="checkbox"/> Permission 1 : View</p> <p><input checked="" type="checkbox"/> Permission 2 : Edit</p> <p><input checked="" type="checkbox"/> Permission 3 : e-BG</p>
Example of the employee detail and permission			

6.1.6 Press the button,  to complete the authorized person details step, and then move on to the next step.

Step 2 - Terms and Conditions

The screen will display details about the terms and conditions in this step.

Vendor Permission Management Step 2 of 4 (Waiting for the send request)

1
✓ Identify the name and authorization

2
Term & Conditions

3
Form Preview

4
File Attachment

Terms & Conditions

The applicant acknowledges and agrees to comply with the terms and conditions as follows;

1. The Applicant agrees to be bound by any transactions done via the eBG Service under its account, whether the applicant requests the issuance, renewal and/or amendment of electronic letter of guarantee including any other actions of the applicant done via the eBG Service. The eBG is enforceable and equivalent to any other form of performance security acceptable to PTT. The applicant authorizes PTT to compile and use the applicant's information provided to PTT for the purposes of any commercial or legal transaction related to the Service. For any damage of using features and functions of the Service to PTT or any person, the applicant shall be fully responsible to them.
2. The applicant is required to keep username and password in a safe place, and shall prevent unauthorized access to or disclosure of such information to any unauthorized person such as unauthorized person to access the Service. The applicant shall notify PTT promptly of any such unauthorized access to the Service or any loss of information. The applicant shall be bound by any acts done in eBG Service under the its own account, whether with or without authority.
3. The eBG Service is provided for convenience only. PTT assumes no warranty and shall have no indemnification obligations nor liability of any type with respect to the eBG Service except to the extent any losses, expenses, claims, actions, damages or liabilities incurred by the applicant resulted from fraudulent acts of PTT. PTT will use best endeavor to prevent such fraud and corruption to ensure the operation legitimacy and good faith.
4. The applicant certifies that all documents, information, details in this agreement and/or submitting to PTT, whether it is submitted to PTT by or for the applicant or the applicant's representatives in any forms or by anyone are true, accurate, complete, up-to-date and PTT is authorized to use such information in the PTT's system for the eBG Service. The applicant has legal rights to use the Service, without verifying by PTT.
5. If the applicant wishes to change, modify or alter any information and/or details, the applicant shall inform PTT in advance and PTT will proceed further with the approval process. The applicant agrees to be responsible to existing and additional transaction and information in full.
6. Applicant, the undersigned, confirms that the applicant does not have any previous record of abandoning any work undertaken as declared by PTT, government agencies, state enterprises and other governmental organizations. PTT reserves the right to delist the applicant from its vendor lists without prior notification in case that the applicant is found in such record.
7. The applicant hereby confirms that all information including attachments given to PTT with the application form are genuine, correct and complete. PTT reserves the right and the applicant agrees to be removed from PTT's vendor lists in the event that such information and attachments are modified or changed to use for an undue benefit to the applicant or for providing misleading information to PTT.
8. The applicant is required to provide complete and accurate information on PTT Vendor Management and Electronic Bank Guarantee (eBG) System for its own benefit.
9. The registration on PTT Vendor Management and Electronic Bank Guarantee (eBG) System shall be completed when the applicant completes and submits the application form together with all required documents. PTT reserves the right to request for additional information and/or documents. However, if the applicant fails or refuses to provide such additional information, PTT reserves the rights to refuse such registration.
10. The infringement of other's copyrights, trademarks, trade secret, privacy and/or any other intellectual property rights is strictly prohibited.
11. Any documents uploaded in PTT's system that contain any viruses will be automatically deleted from the system without prior notice.
12. PTT reserves the rights to revise, modify and/or cancel the registration and the applicant's right to use services on PTT Vendor Management and Electronic Bank Guarantee (eBG) System without prior notice.
13. The applicant agrees that PTT shall not be liable for any loss or damages of information incurred on PTT Vendor Management and Electronic Bank Guarantee (eBG) system in any circumstances.
14. Where these terms and conditions are available in both Thai and English versions and there is any discrepancy and inconsistency, the Thai version shall prevail.

* I accept Terms and Condition (1)



* I accept Terms and Condition (2) [Click for read detail](#)

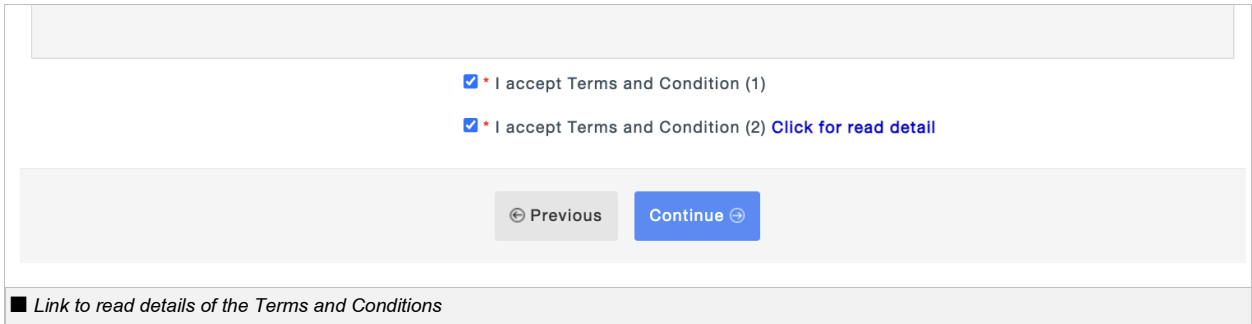
⏪ Previous



Continue ⏩

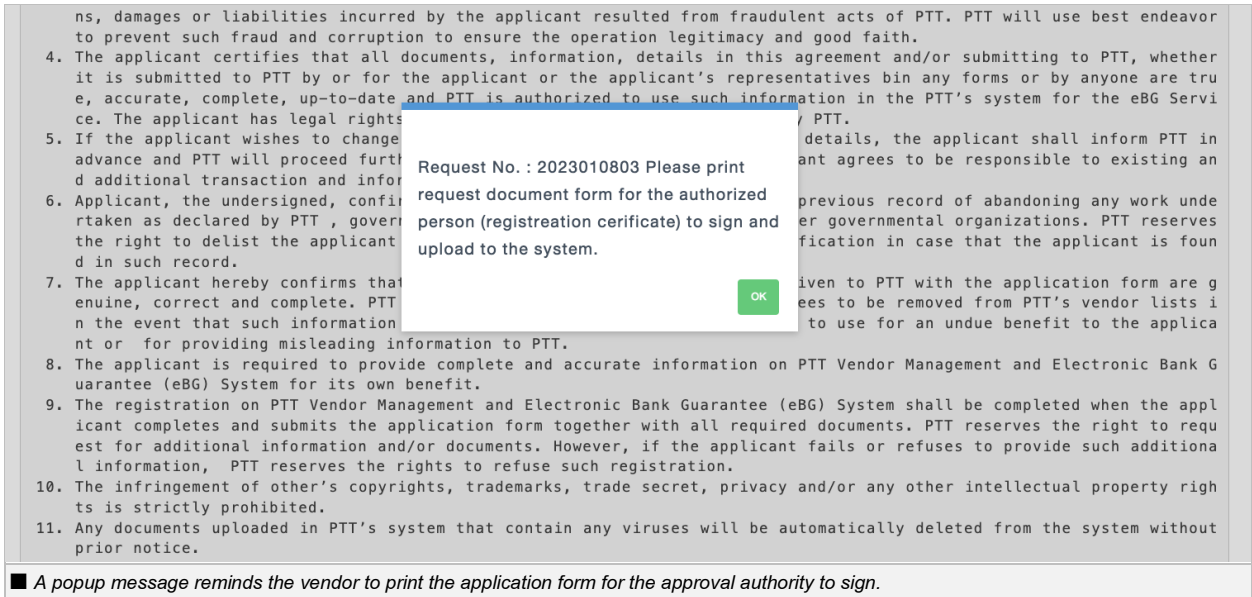
■ Example of terms and conditions detail screen

6.1.7 After reading the Terms and Conditions, you must check the box to indicate your acceptance of all of them. For a review and additional information, click the link [Click for read detail](#).

Next, press the button  to proceed to the next step or press the button  for returning to the previous step.



6.1.8 By clicking the button , a popup will appear on the screen for notes. It is mentioned in this message that you must print the application form and have the approval authority sign it. Press the button  to continue next step.



Step 3 – Form Preview

In this step, the screen displays a preview of the application form with the permission information.

Vendor Permission Management
Step 3 of 4 (Waiting for the send request)

1
✓ Identify the name and authorization

2
✓ Term & Conditions

3
Form Preview

4
File Attachment

Preview And Print Document

Application Form
PTT Vendor Management and Electronic Bank Guarantee (eBG) Service
Date: 7 February 2024

By this letter, we, บริษัท สยาม สตีล จำกัด by นาย สยาม สยาม the authorized director of the company as evidenced in the company's affidavit/the company's attorney, as evidenced in the power of attorney letter, having principal office at 555-1 ถนนวิภาวดีรังสิต กรุงเทพมหานคร 4-5 ถนนวิภาวดีรังสิต Road แขวงวิภาวดี เขตวิภาวดี กรุงเทพมหานคร 10900

The applicant, as a vendor of PTT Public Company Limited, hereby request PTT to add account(s) / revise account(s) on the PTT Vendor Management and Electronic Bank Guarantee (eBG) and Electronic Letter of Guarantee on Blockchain ("Service") as follows:

Add account(s)		
No.	Attorney's Information	The Right of Access
1	Mr.Thanavut Protisajakon Mr.Thanavut Protisajakon ID No.: 1318141525289 E-mail: Thanavut.P@gmail.com Phone: 0974447574	<input checked="" type="checkbox"/> Permission 1 : View <input checked="" type="checkbox"/> Permission 2 : Edit <input checked="" type="checkbox"/> Permission 3 : e-BG

Remark: View PTTVM Permission to read the company's general information.
 Edit PTTVM Permission to read/insert/modify the company's general information, add/remove the rights of access on the service.
 Access eBG Authorization to represent the company to identify and place collateral on Electronic Bank Guarantee (eBG) Service.

The parties have read and understood the prescribed terms and conditions of the Service as per details in Attachment 1. In witness whereof, the parties have signed their name and affix company's seal (if any).

(Signature).....Grantor
(Siamprong Notchaisat)

(Signature).....Attorney
(Mr.Thanavut Protisajakon)


(Signature).....Witness (Signature).....Witness
(.....) (.....)

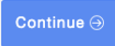

Remark: 1. Grantor shall initial with the affix company's seal (if any) at any places of correction on this Application Form / Revision Form for PTT Vendor Management and Electronic Bank Guarantee (eBG) Service.
 2. The authorized signatory shall be in accordance with the Company's Affidavit.

Application Form Request No.: 2024000007 - บริษัท สยาม สตีล จำกัด 1 / 3

⏪ Previous
Print Form
Continue ⏩

Example of the application form preview before printing

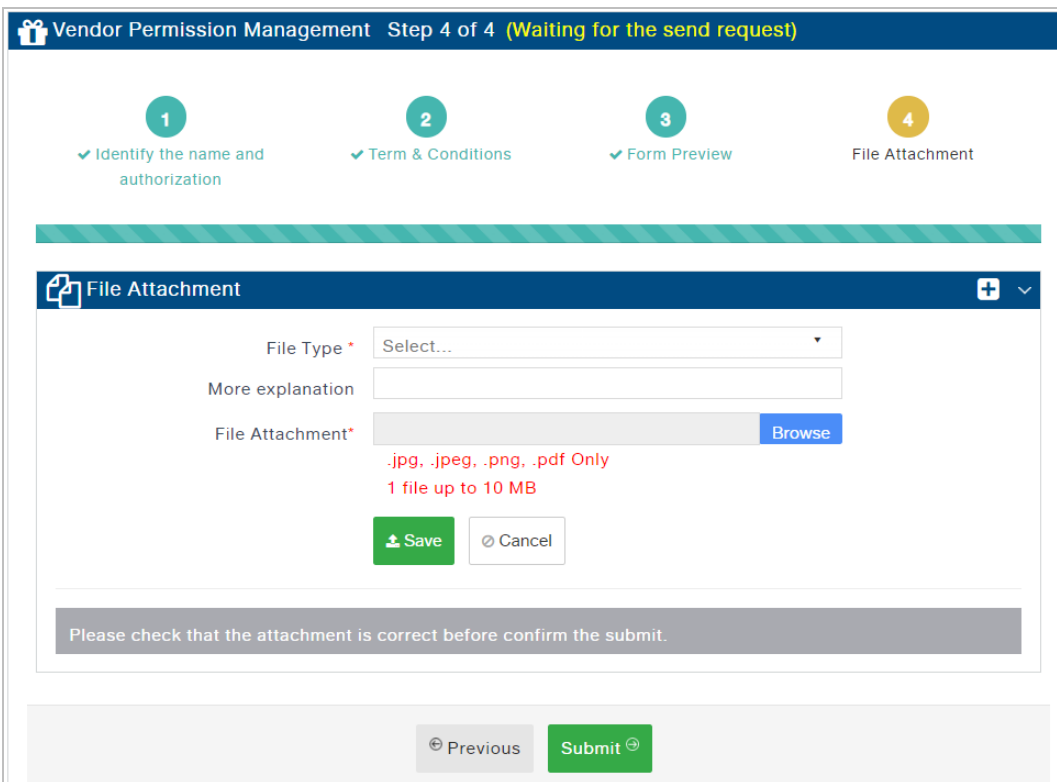
6.1.10 Press the  button to print it out and have the accountable party sign and stamp it (if applicable). Then, save this signed document to your computer as a PDF or JPG file by scanning it.

6.1.11 Press the button  to next step or press the button  for returning to the previous step.

Step 4 – File Attachment

In this step, the system requires documents for the registration of PTT Vendor Management and Electronic Bank Guarantee (eBG) Service as follows

- The application form file includes the signature of the accountable party for this form.
- Certified Copy of the Certificate of Registration Issued by Ministry of Commerce not more than 3 months before application submission date which certified true copies with signature of authorized directors and company's stamp (if any) on every page
- Documents of company's authorized directors/the company's attorney as evidenced in the power of attorney letter.
- Documents of authorized person to utilize the system.



Vendor Permission Management Step 4 of 4 (Waiting for the send request)

1 Identify the name and authorization

2 Term & Conditions

3 Form Preview

4 File Attachment

File Attachment

File Type * Select...

More explanation

File Attachment* Browse

.jpg, .jpeg, .png, .pdf Only
1 file up to 10 MB

Save Cancel


Please check that the attachment is correct before confirm the submit.



Previous Submit

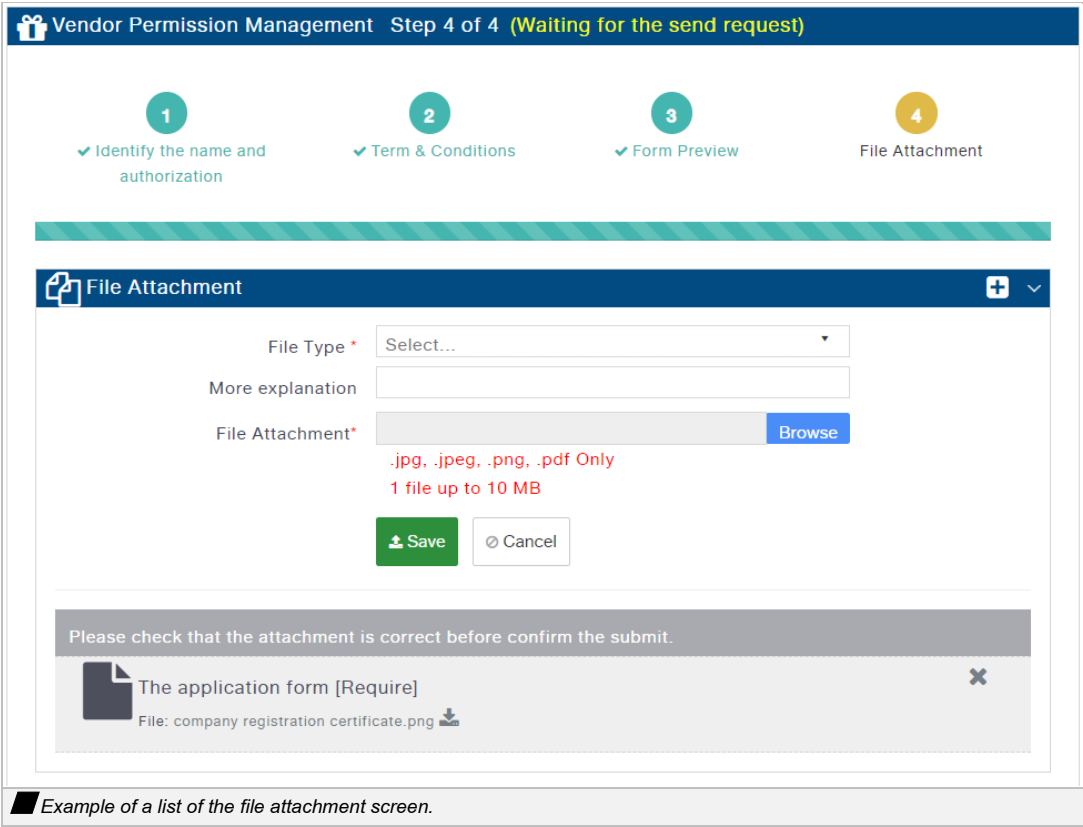
Example of the file attachment step



Description of Data:

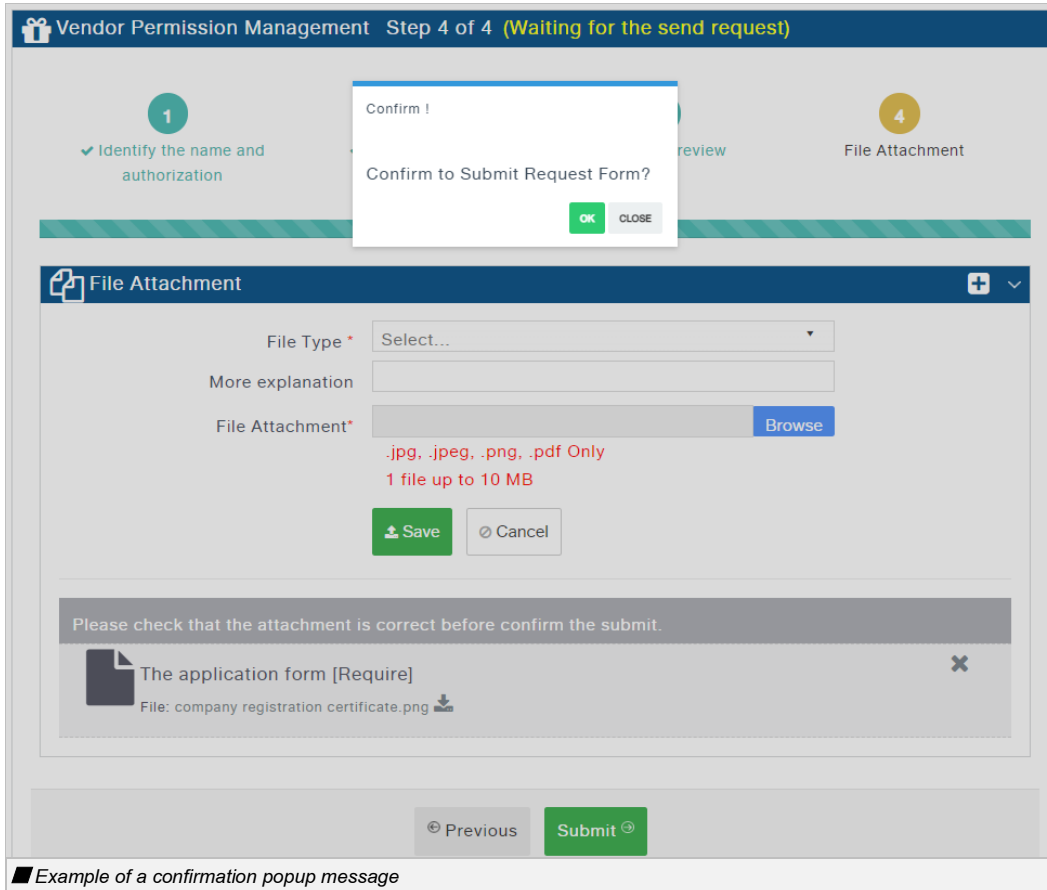
Field	Description
File Type	<p>The system determines the list of documents that need to be attached to the system for approval of access authorization, consisting of 2 types of documents:</p> <ul style="list-style-type: none"> - (Require) means that documents to be attached to the system - (if any) means optional documents <p>The vendor must attach all the requires to the system to allow the request.</p>
More explanation	Use for clarifying the additional file information.


6.1.12 Press the button  to select files on your computer. The system only supports file extensions .jpg, .jpeg, .png, and .pdf, with a file size not exceeding 5 MB.

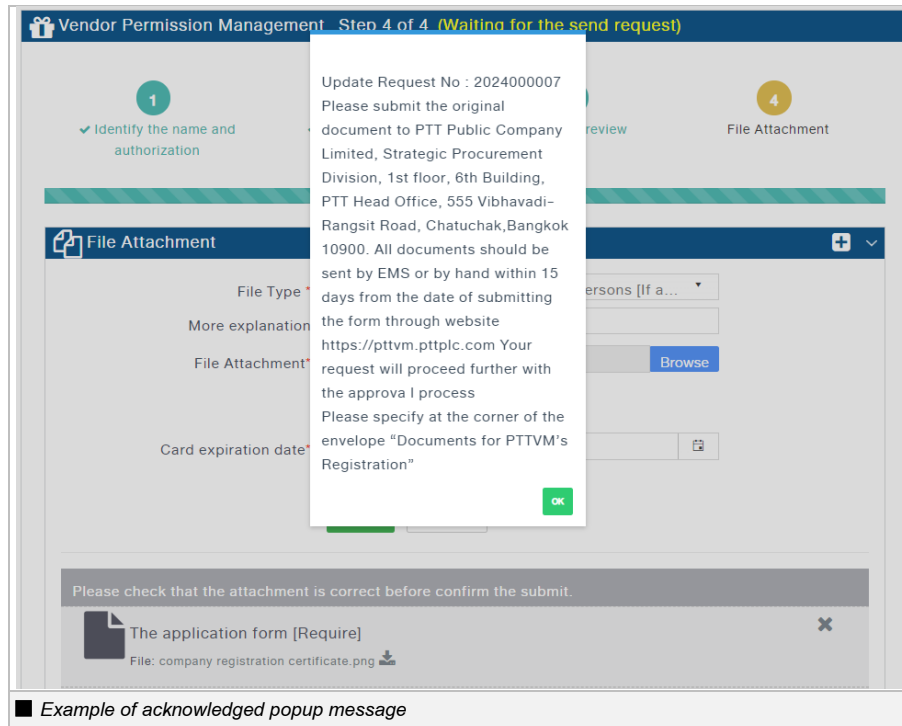
6.1.13 Click the button  to confirm upload an attachment file to the system or click the button  to cancel.



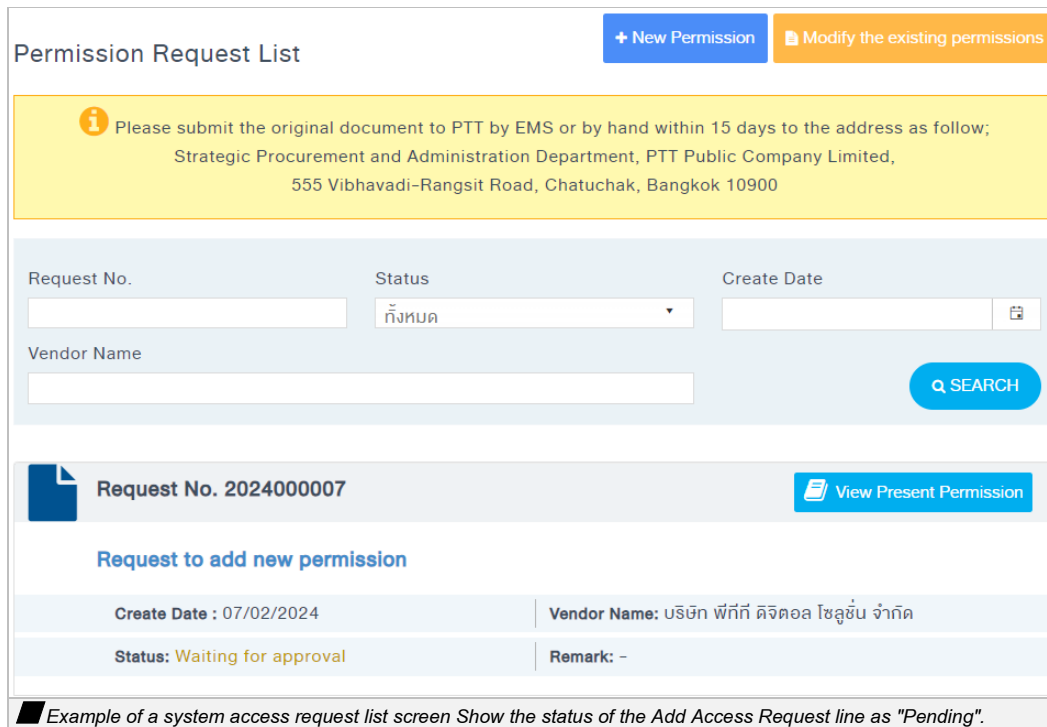
6.1.14 To confirm your request, press the button  and click  at the popup as shown in the picture.



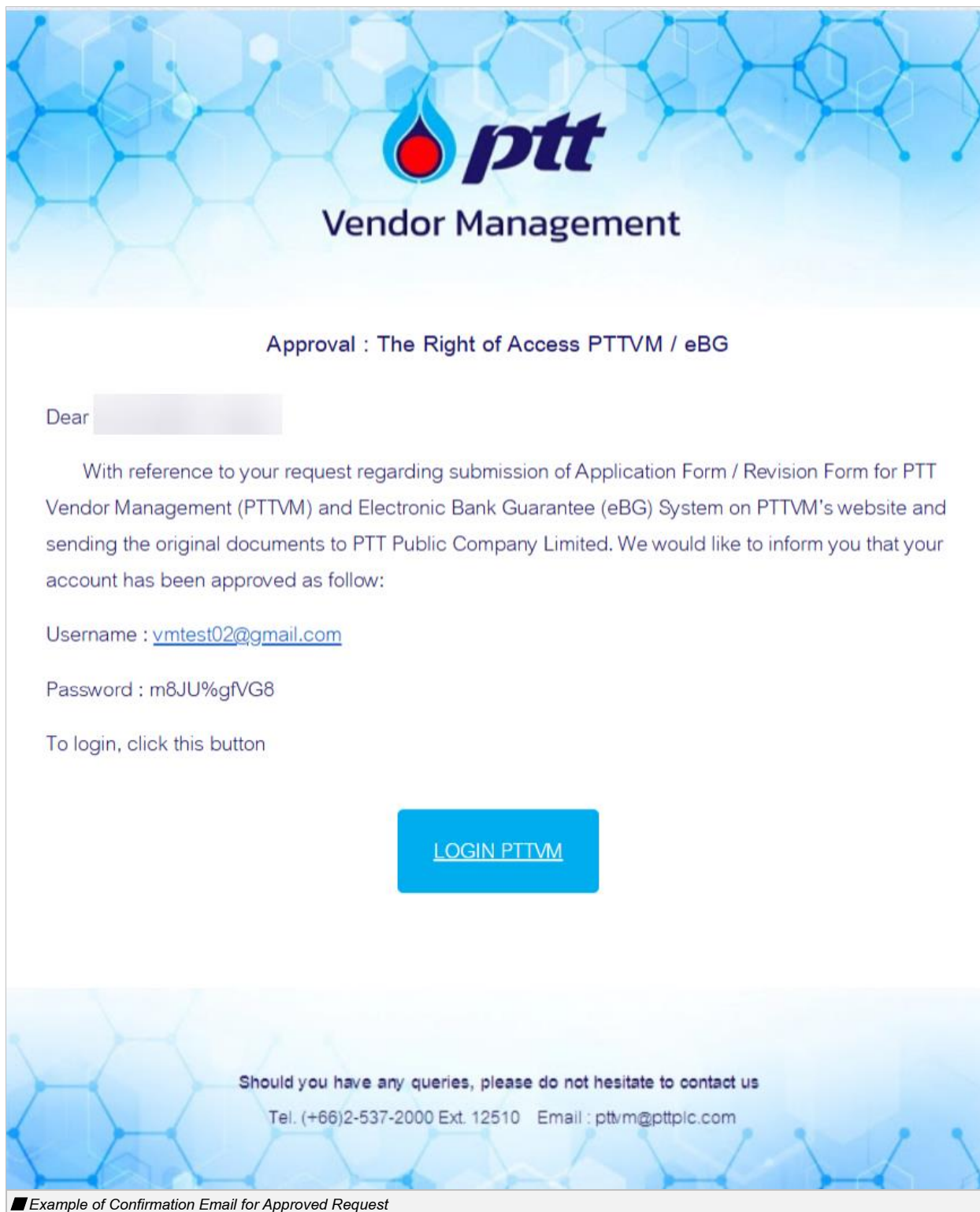
6.1.15 The message popup is shown on the screen, noting that the vendor has to submit all of the original documents to PTTPLC. Press the button  to acknowledge the message.



According to the image, the system indicates that the request is "Waiting for approval".



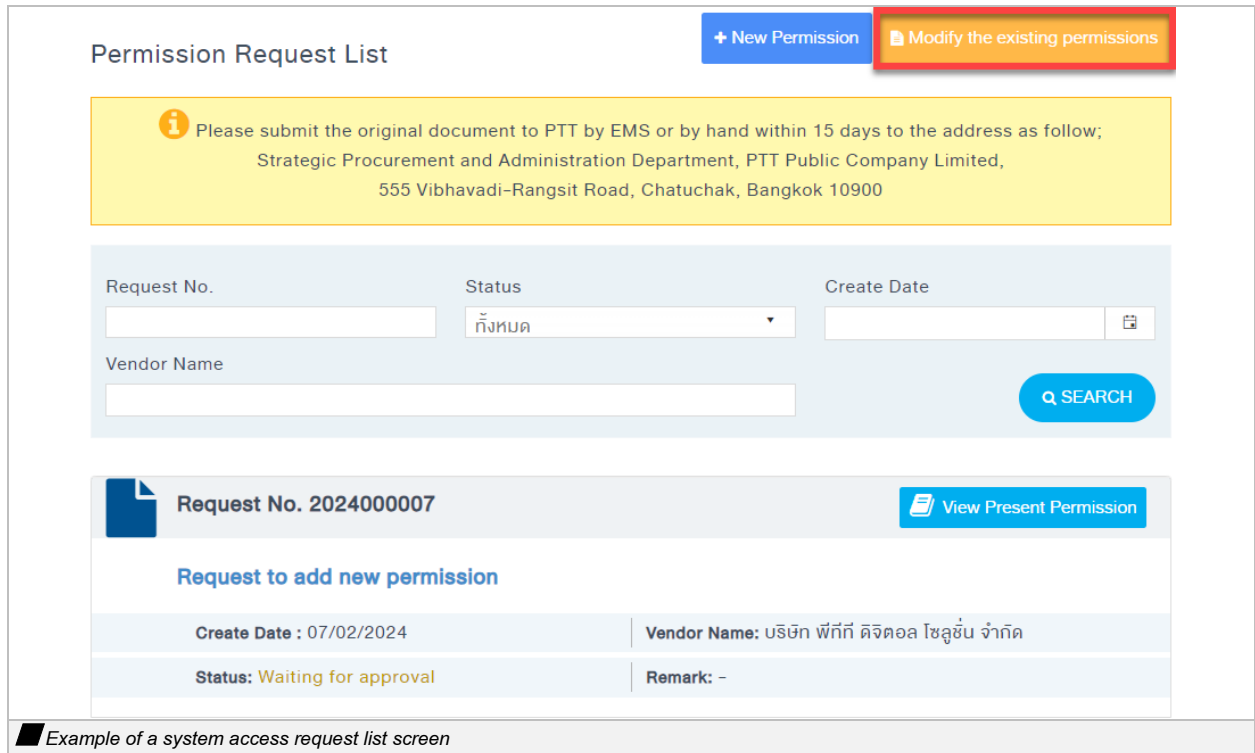
The system will display a message prompting the user to submit the required documents to PTT. This message will appear when there is at least one access request with the status "Waiting Approval." Once the request has been approved, the vendor will receive a confirmation email, as shown in the image below.



6.2 Modifying the existing permissions

The main account user has the right to request a modification to the existing list of authorized persons utilizing the system as follows:

6.2.1 Click the button "Modify the existing permissions" as shown in the picture.



Permission Request List

+ New Permission **Modify the existing permissions**

i Please submit the original document to PTT by EMS or by hand within 15 days to the address as follow;
Strategic Procurement and Administration Department, PTT Public Company Limited,
555 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900

Request No. Status Create Date

 ทั้งหมด

Vendor Name

 SEARCH

Request No. 2024000007 **View Present Permission**

Request to add new permission

Create Date : 07/02/2024 **Vendor Name:** บริษัท พีทีที ดิจิตอล โซลูชั่น จำกัด

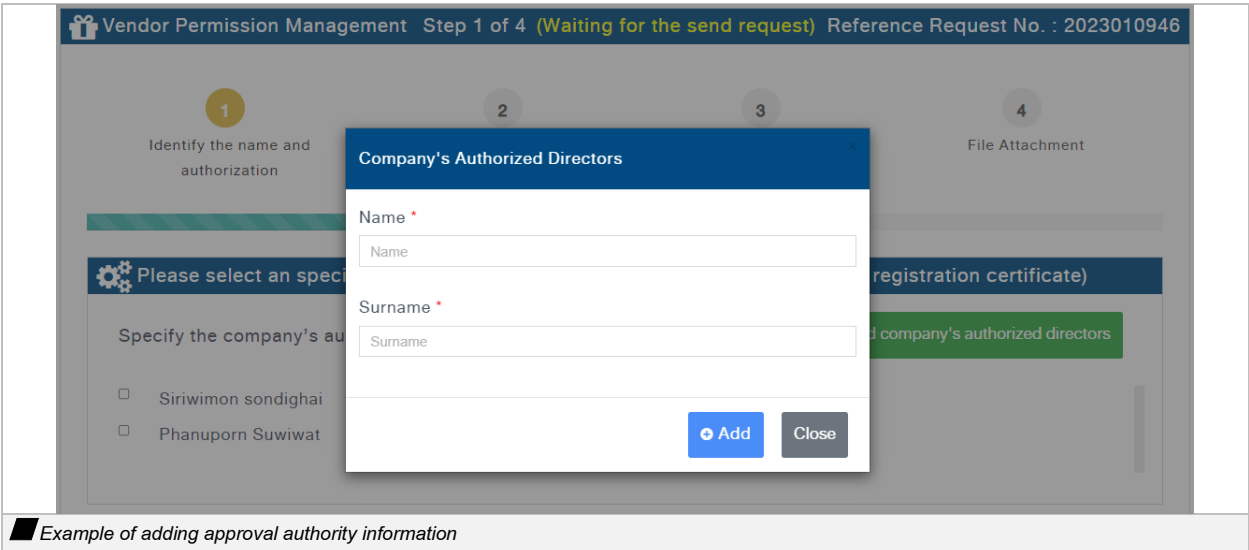
Status: Waiting for approval **Remark:** -

Example of a system access request list screen

Step 1 - Identify the name and authorization.

6.2.2 The system will display a page for identifying the approval authority when you click the button


Add company's authorized directors to add an approval authority (as per the company registration certificate).

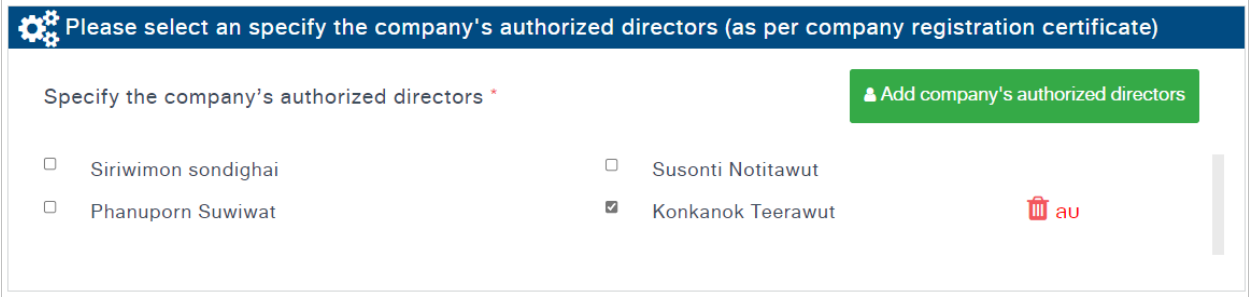


Example of adding approval authority information

Specifying the information as follows: *(The field with the * sign is mandatory and cannot be blank.)*

Field	Description
Name *	Enter the authorized director's name
Surname *	Enter the authorized director's surname

6.2.3 Click the button  to add more authorization information as shown in the picture. Tick to select company's authorized directors (as per the company registration certificate) or the company's attorney as evidenced in the power of attorney letter, their name will be shown in the application form. Otherwise, the list of authorized directors without the sign will not be shown.



Example of List of approval authorities after adding data

6.2.4 The screen displays information about the existing authorized persons and their permissions. You can adjust their permissions by ticking the box or removing the tick, as shown in the picture.

List of authorized persons utilizing the system

Details of each permission

Permission 1 : Permission to read the company's general information and contract management status.

Permission 2 : Permission to read/write/modify the company's general information, add/remove the rights of access on the service.

Permission 3 : Authorization to represent the company to identify and place collateral on Electronic Bank Guarantee (eBG) Service.

Add authorized persons

No.	Authorized persons	Permission
1	<p>ID card No. * <input type="text" value="284"/></p> <p>Name-Surname (Eng) * <input type="text" value="Mr.ko"/> <small>(Please specify the name prefix)</small></p> <p>E-Mail * <input type="text" value="konkano"/></p> <p>Tel. * <input type="text" value="099"/></p>	<p>Permission *</p> <p><input checked="" type="checkbox"/> Permission 1 : View</p> <p><input checked="" type="checkbox"/> Permission 2 : Edit</p> <p><input checked="" type="checkbox"/> Permission 3 : e-BG</p> <p><input type="checkbox"/> Cancel All Permission</p>

Example of modifying the existing authorized person screen

Step 2 - Terms and Conditions

The screen will display details about the teams and conditions in this step.

Vendor Permission Management Step 2 of 4 (Waiting for the send request)

1 **Identify the name and authorization** | 2 **Term & Conditions** | 3 **Form Preview** | 4 **File Attachment**

Terms & Conditions

The applicant acknowledges and agrees to comply with the terms and conditions as follows;



1. The Applicant agrees to be bound by any transactions done via the eBG Service under its account, whether the applicant requests the issuance, renewal and/or amendment of electronic letter of guarantee including any other actions of the applicant done via the eBG Service. The eBG is enforceable and equivalent to any other form of performance security acceptable to PTT. The applicant authorizes PTT to compile and use the applicant's information provided to PTT for the purposes of any commercial or legal transaction related to the Service. For any damage of using features and functions of the Service to PTT or any person, the applicant shall be fully responsible to them.
2. The applicant is required to keep username and password in a safe place, and shall prevent unauthorized access to or disclosure of such information to any unauthorized person such unauthorized person to access the Service. The applicant shall notify PTT promptly of any such unauthorized access to the Service or any loss of information. The applicant shall be bound by any acts done in eBG Service under the its own account, whether with or without authority.
3. The eBG Service is provided for convenience only. PTT assumes no warranty and shall have no indemnification obligations nor liability of any type with respect to the eBG Service except to the extent any losses, expenses, claims, actions, damages or liabilities incurred by the applicant resulted from fraudulent acts of PTT. PTT will use best endeavor to prevent such fraud and corruption to ensure the operation legitimacy and good faith.
4. The applicant certifies that all documents, information, details in this agreement and/or submitting to PTT, whether it is submitted to PTT by or for the applicant or the applicant's representatives in any forms or by anyone are true, accurate, complete, up-to-date and PTT is authorized to use such information in the PTT's system for the eBG Service. The applicant has legal rights to use the Service, without verifying by PTT.
5. If the applicant wishes to change, modify or alter any information and/or details, the applicant shall inform PTT in advance and PTT will proceed further with the approval process. The applicant agrees to be responsible to existing and additional transaction and information in full.
6. Applicant, the undersigned, confirms that the applicant does not have any previous record of abandoning any work undertaken as declared by PTT, government agencies, state enterprises and other governmental organizations. PTT reserves the right to delist the applicant from its vendor lists without prior notification in case that the applicant is found in such record.
7. The applicant hereby confirms that all information including attachments given to PTT with the application form are genuine, correct and complete. PTT reserves the right and the applicant agrees to be removed from PTT's vendor lists in the event that such information and attachments are modified or changed to use for an undue benefit to the applicant or for providing misleading information to PTT.
8. The applicant is required to provide complete and accurate information on PTT Vendor Management and Electronic Bank Guarantee (eBG) System for its own benefit.
9. The registration on PTT Vendor Management and Electronic Bank Guarantee (eBG) System shall be completed when the applicant completes and submits the application form together with all required documents. PTT reserves the right to request for additional information and/or documents. However, if the applicant fails or refuses to provide such additional information, PTT reserves the rights to refuse such registration.
10. The infringement of other's copyrights, trademarks, trade secret, privacy and/or any other intellectual property rights is strictly prohibited.
11. Any documents uploaded in PTT's system that contain any viruses will be automatically deleted from the system without prior notice.
12. PTT reserves the rights to revise, modify and/or cancel the registration and the applicant's right to use services on PTT Vendor Management and Electronic Bank Guarantee (eBG) System without prior notice.
13. The applicant agrees that PTT shall not be liable for any loss or damages of information incurred on PTT Vendor Management and Electronic Bank Guarantee (eBG) system in any circumstances.
14. Where these terms and conditions are available in both Thai and English versions and there is any discrepancy and inconsistency, the Thai version shall prevail.

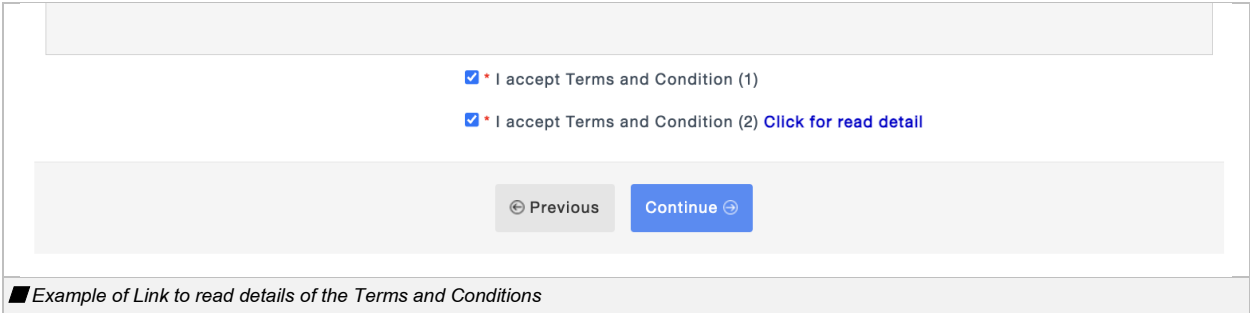
* I accept Terms and Condition (1)



* I accept Terms and Condition (2) [Click for read detail](#)

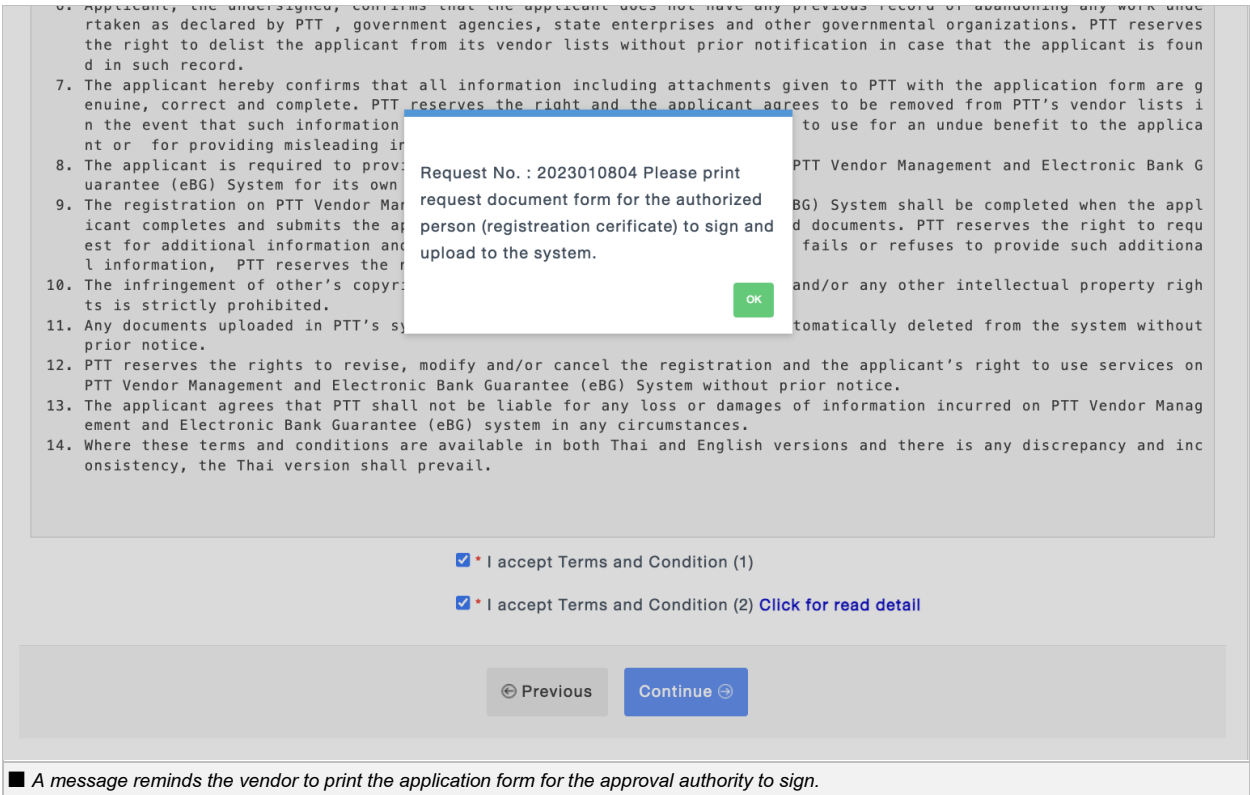
Example of a list of system access requests In the detailed procedures and conditions.

6.2.5 After reading the Terms and Conditions, you must check the box to indicate your acceptance of all of them. For a review and additional information, click the link [Click for read detail](#).

Next, press the button  to proceed to the next step or press the button  for returning to the previous step.



6.2.6 By clicking the button , a popup will appear on the screen for notes. It is mentioned in this message that you must print the application form and have the approval authority sign it. Press the button  to continue next step.



Step 3 – Form Preview

In this step, the screen displays a preview of the application/revision form with the new permission request.

Vendor Permission Management
Step 3 of 4 (Waiting for the send request)

1
 ✓ Identify the name and authorization

2
 ✓ Term & Conditions

3
 Form Preview

4
 File Attachment

Preview And Print Document

⏪ < 1 of 3 > ⏩ 🖨

Application Form

PTT Vendor Management and Electronic Bank Guarantee (eBG) Service

Date: 7 February 2024

By this letter, we, บริษัท ปตท. จำกัด (มหาชน) โดย สิริพร นิชะเวศร์ the authorized director of the company as evidenced in the company's affidavit/the company's attorney as evidenced in the power of attorney letter, having principal office at 555/1 ถนนวิภาวดีรังสิต แขวงจตุจักร เขตจตุจักร กรุงเทพมหานคร 10900

The applicant, as a vendor of PTT Public Company Limited, hereby request PTT to add account(s) / revise account(s) on the PTT Vendor Management and Electronic Bank Guarantee (eBG) and Electronic Letter of Guarantee on Blockchain. ("Service") as follows:

Add account(s)		
No.	Attorney's Information	The Right of Access
1	Mr.Thanavat Protayakion Mr.Thanavat Protayakion ID No.: 1318141525269 E-mail: Thanavat.P@gmail.com Phone: 0874447574	<input checked="" type="checkbox"/> Permission 1 : View <input checked="" type="checkbox"/> Permission 2 : Edit <input checked="" type="checkbox"/> Permission 3 : e-BG

Remark: View PTTVM Permission to read the company's general information.

Edit PTTVM Permission to read/write/modify the company's general information, add/remove the rights of access on the service.

Access eBG Authorization to represent the company to identify and place collateral on Electronic Bank Guarantee (eBG) Service.

The parties have read and understood the prescribed terms and conditions of the Service as per details in Attachment 1. In witness whereof, the parties have signed their name and affix company's seal (if any).

(Signature).....Grantor
(Siriporn Nitchavech)

(Signature).....Attorney
(Mr.Thanavat Protayakion)


(Signature).....Witness (Signature).....Witness
(.....) (.....)

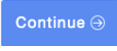

Remark: 1. Grantor shall initial with the affix company's seal (if any) at any places of correction on this Application Form / Revision Form for PTT Vendor Management and Electronic Bank Guarantee (eBG) Service.
2. The authorized signatory shall be in accordance with the Company's Affidavit.

Application Form Request No.: 2024000007 - บริษัท ปตท. จำกัด (มหาชน) 1 / 3

⏪ Previous
Print Form 🖨
Continue ⏩

■ Example of a list of system access requests In the detailed procedures and conditions.

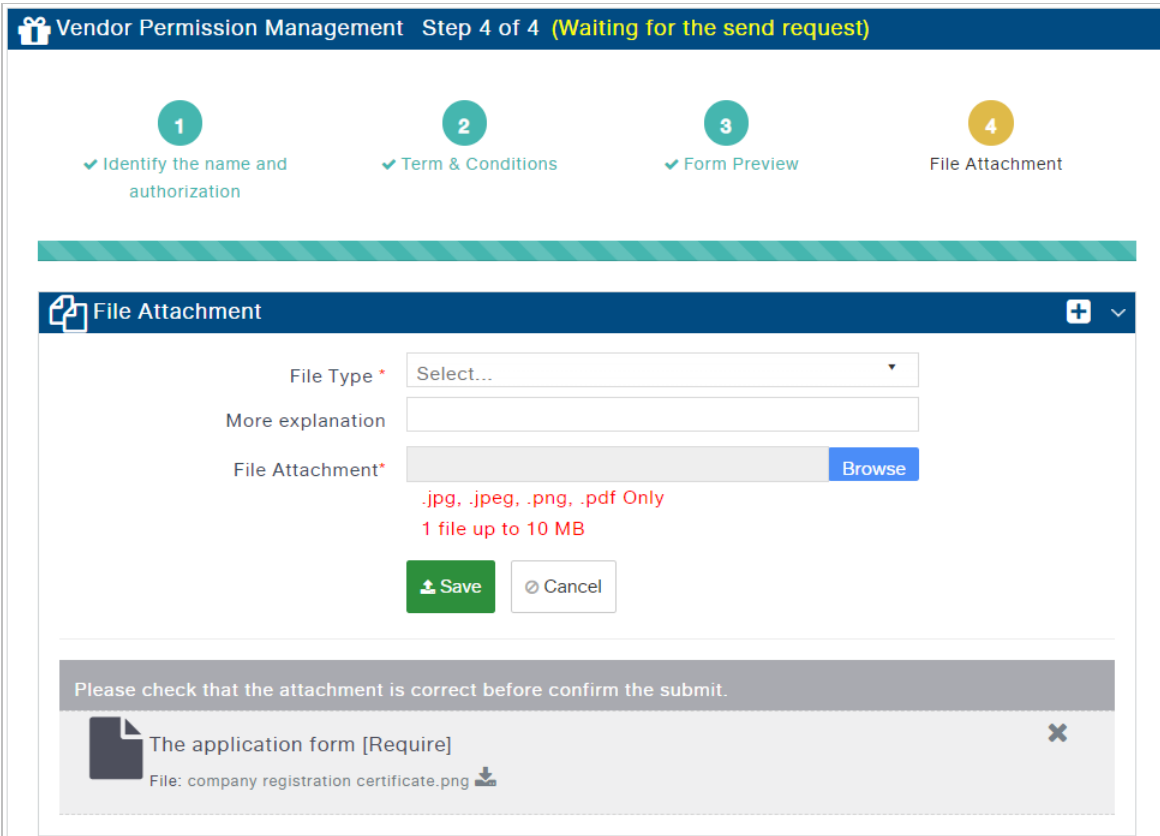
6.2.8 Press the  button to print it out and have the person who responsible sign and stamp it (if any). Then, save this signed document to your computer as a PDF or JPG file by scanning it.

6.2.9 Press the button  to next step or press the button  for returning to the previous step.

Step 4 – File Attachment

In this step, the system requires documents for the registration of PTT Vendor Management and Electronic Bank Guarantee (eBG) Service as follows

- The application form file includes the signature of the person responsible for this form.
- Certified Copy of the Certificate of Registration Issued by Ministry of Commerce not more than 3 months before application submission date which certified true copies with signature of authorized directors and company's stamp (if any) on every page
- Documents of company's authorized directors/the company's attorney as evidenced in the power of attorney letter.
- Documents of authorized person to utilize the system



Vendor Permission Management Step 4 of 4 (Waiting for the send request)

1 Identify the name and authorization
 2 Term & Conditions
 3 Form Preview
 4 File Attachment

File Attachment


File Type * Select...
 More explanation
 File Attachment* Browse
 .jpg, .jpeg, .png, .pdf Only
 1 file up to 10 MB



Save Cancel



Please check that the attachment is correct before confirm the submit.

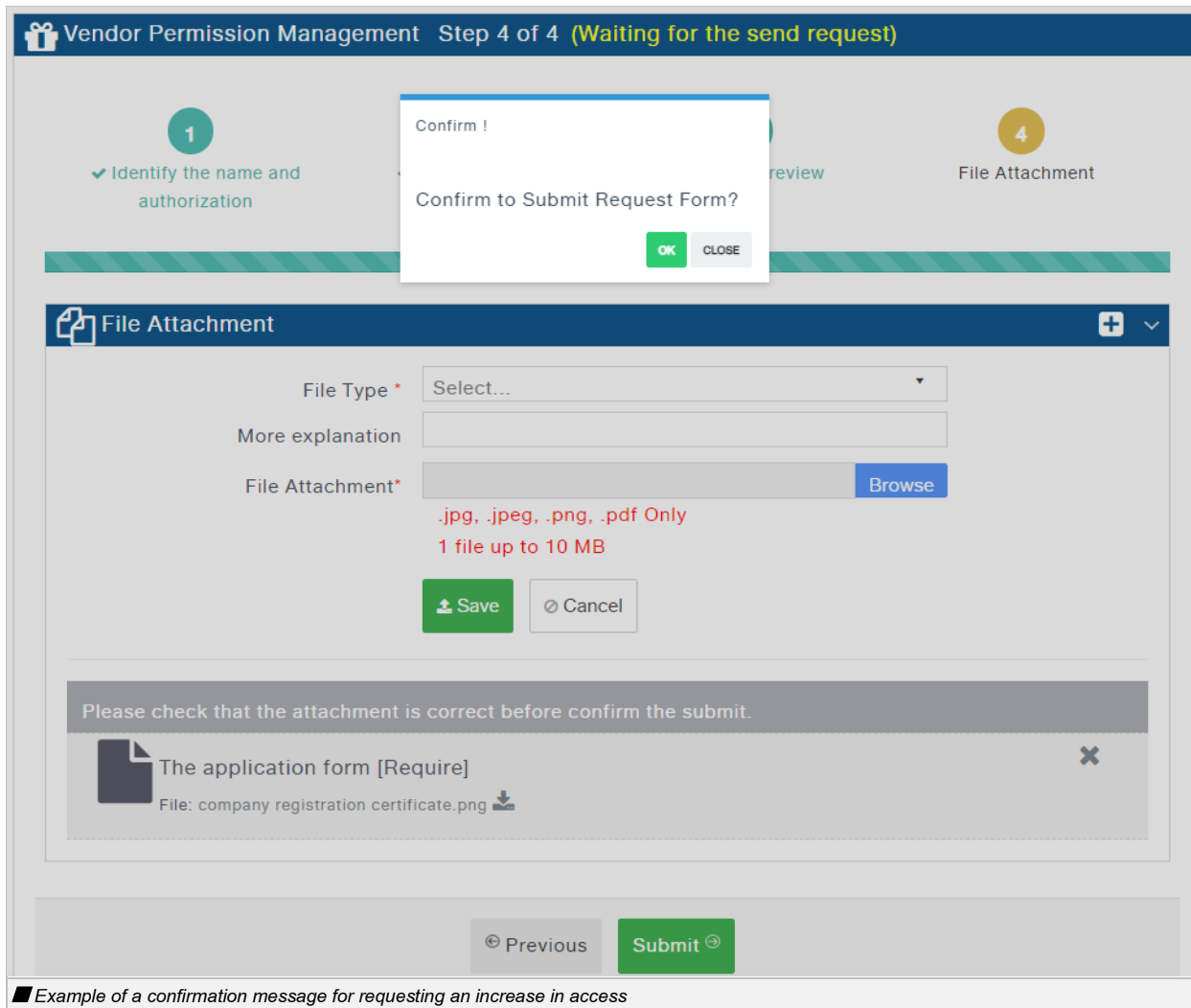
The application form [Require]
 File: company registration certificate.png

Example of a list of system access requests In the attachment file step

6.2.10 Press the button  to select files on your computer. The system only supports file extensions .jpg, .jpeg, .png, and .pdf, with a file size not exceeding 5 MB.


6.2.11 Click the button  to confirm upload an attachment file to the system or click the button  to cancel.

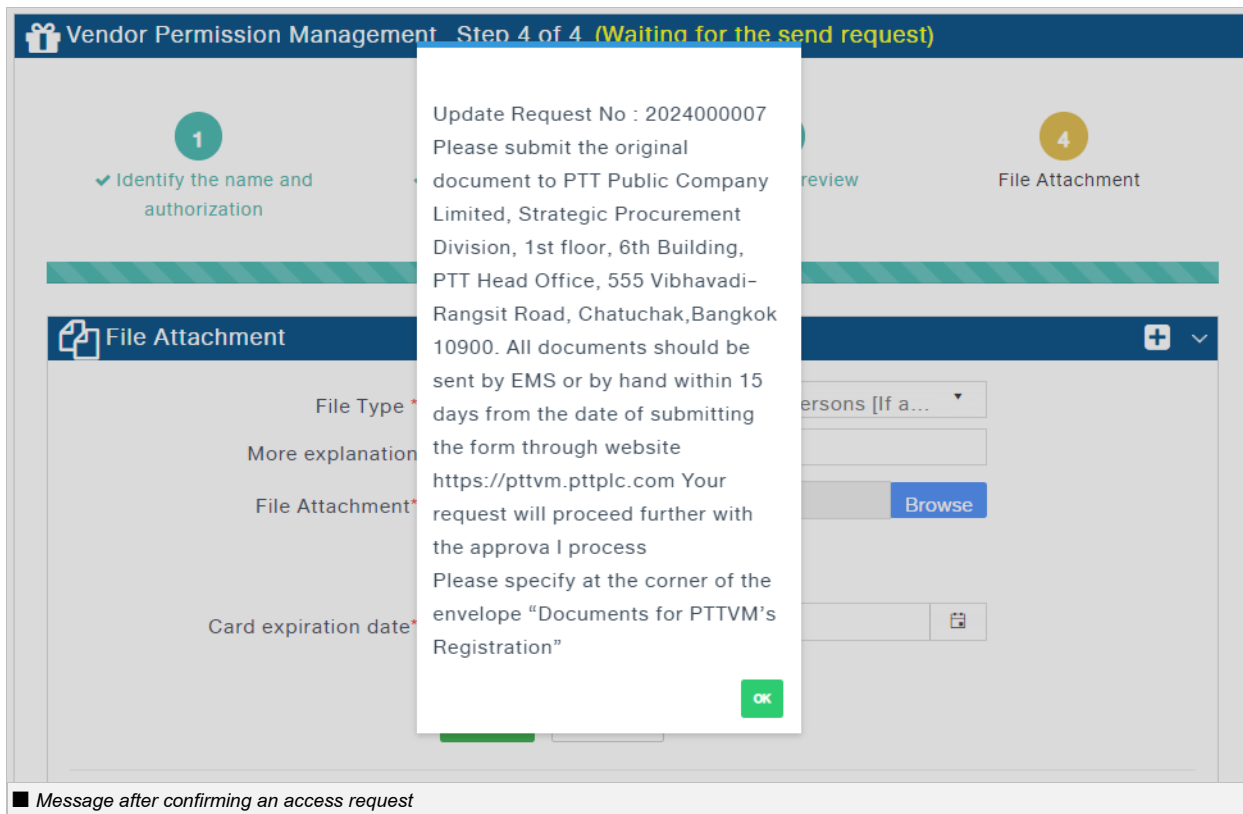
6.2.12 To confirm your request, press the button  and click  at the popup as shown in the picture



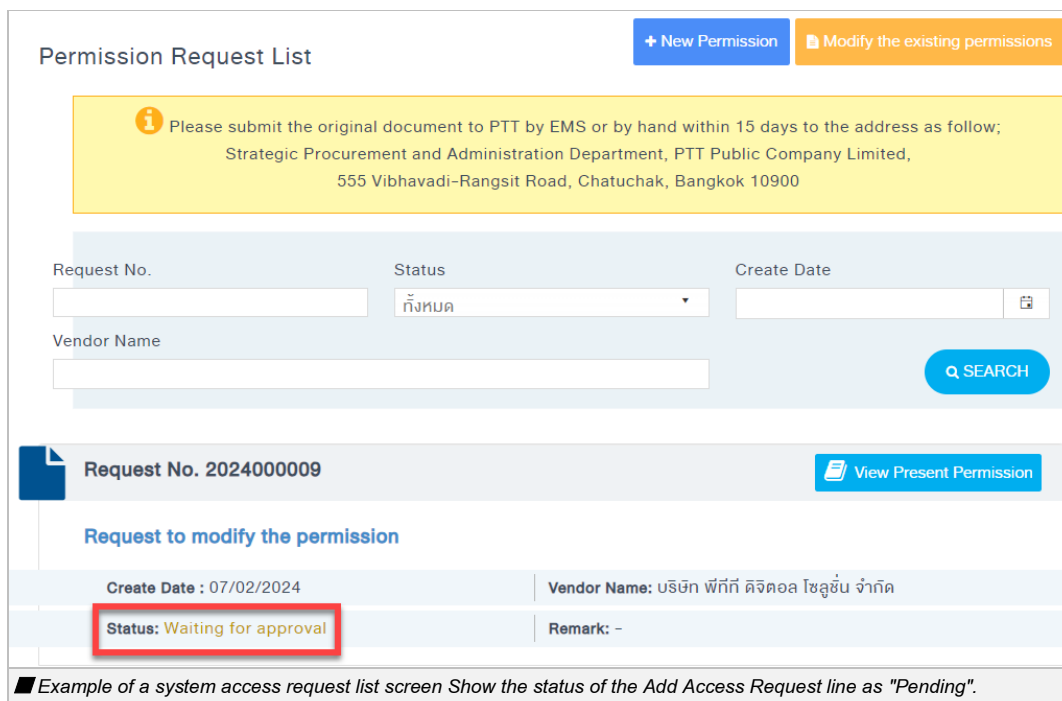
The screenshot displays the 'Vendor Permission Management' interface at 'Step 4 of 4 (Waiting for the send request)'. A confirmation popup is centered on the screen, asking 'Confirm to Submit Request Form?' with 'OK' and 'CLOSE' buttons. Below the popup is the 'File Attachment' section, which includes a 'File Type' dropdown menu, a 'More explanation' text area, and a 'File Attachment*' field with a 'Browse' button. A red message indicates supported file types (.jpg, .jpeg, .png, .pdf) and a 10 MB limit. At the bottom of the form are 'Save' and 'Cancel' buttons. A message bar at the bottom of the form states: 'Please check that the attachment is correct before confirm the submit.' Below this, a file named 'company registration certificate.png' is listed as required. At the very bottom of the interface are 'Previous' and 'Submit' buttons.

Example of a confirmation message for requesting an increase in access

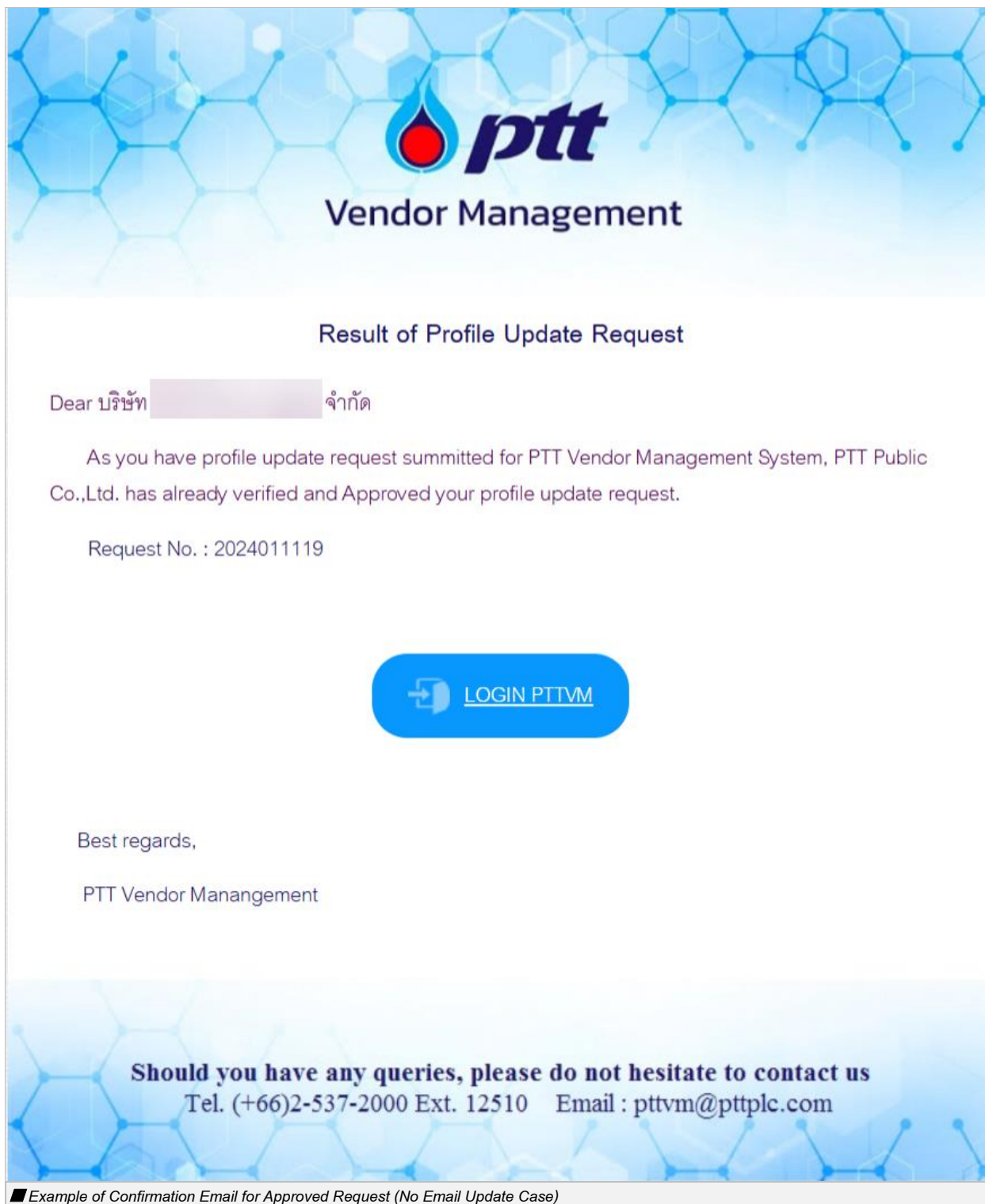
6.2.13 The message popup is shown on the screen, noting that the vendor has to submit all of the original documents to PTTPLC. Press the button  to acknowledge the message.

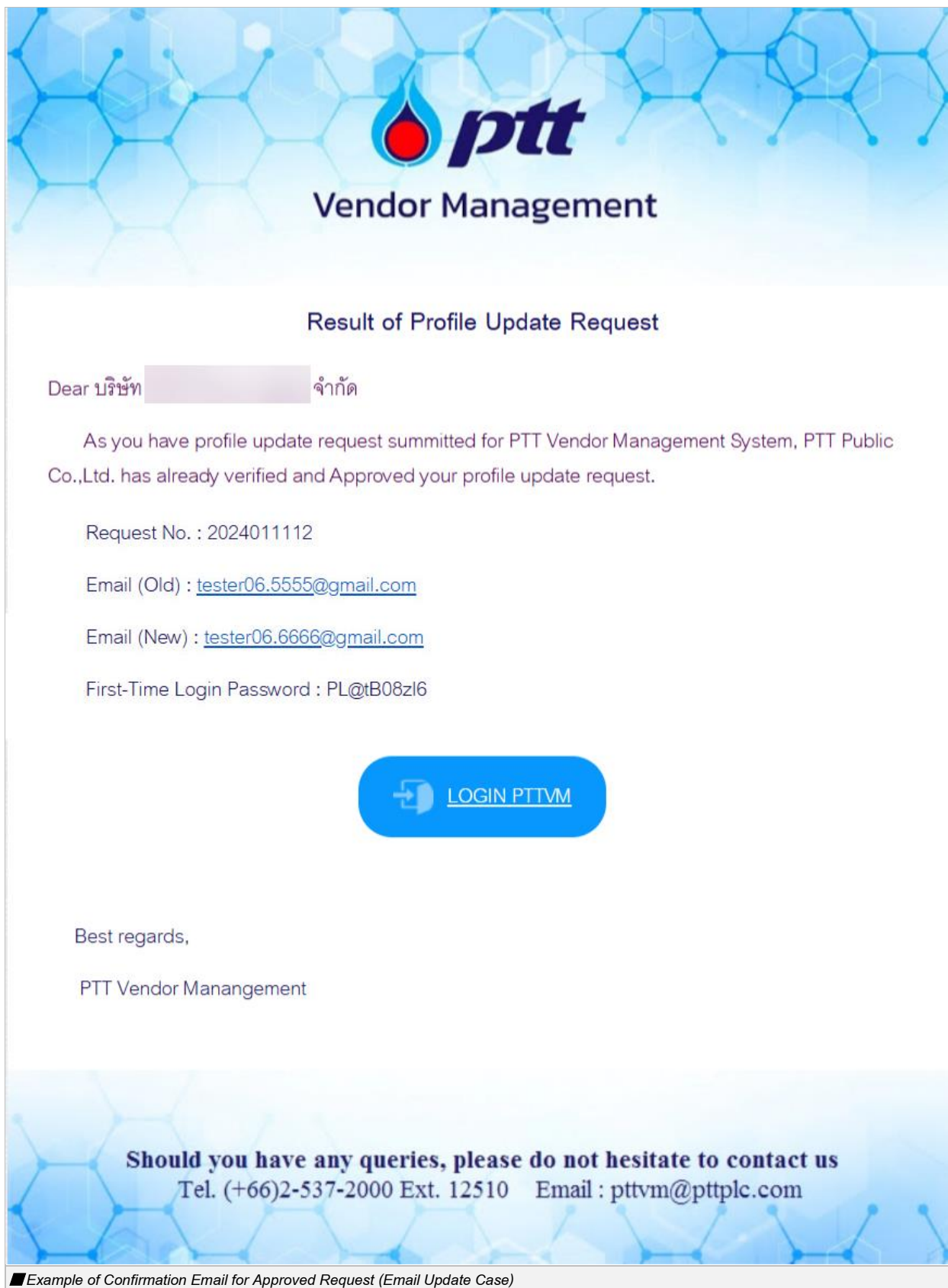


According to the image, the system indicates that the request is "Waiting for approval".



Once the request has been approved, the vendor will receive a confirmation email, as shown in the image below.





The image shows a confirmation email template for the PTT Vendor Management System. It features a blue header with the PTT logo and the text 'Vendor Management'. The main body of the email is white with a blue border. It contains a subject line 'Result of Profile Update Request', a salutation 'Dear บริษัท [redacted] จำกัด', and a message stating that the profile update request has been approved. It provides the request number (2024011112), old and new email addresses, and a first-time login password. A blue button with a login icon and the text 'LOGIN PTTVM' is centered. The email concludes with 'Best regards, PTT Vendor Manangement'. A footer section with a blue background contains contact information: 'Should you have any queries, please do not hesitate to contact us Tel. (+66)2-537-2000 Ext. 12510 Email : pttvm@pttplc.com'. A small black box with white text at the bottom left of the footer reads 'Example of Confirmation Email for Approved Request (Email Update Case)'.

Result of Profile Update Request

Dear บริษัท [redacted] จำกัด


As you have profile update request submitted for PTT Vendor Management System, PTT Public Co.,Ltd. has already verified and Approved your profile update request.

Request No. : 2024011112

Email (Old) : tester06.5555@gmail.com

Email (New) : tester06.6666@gmail.com

First-Time Login Password : PL@tB08zl6



Best regards,
PTT Vendor Manangement

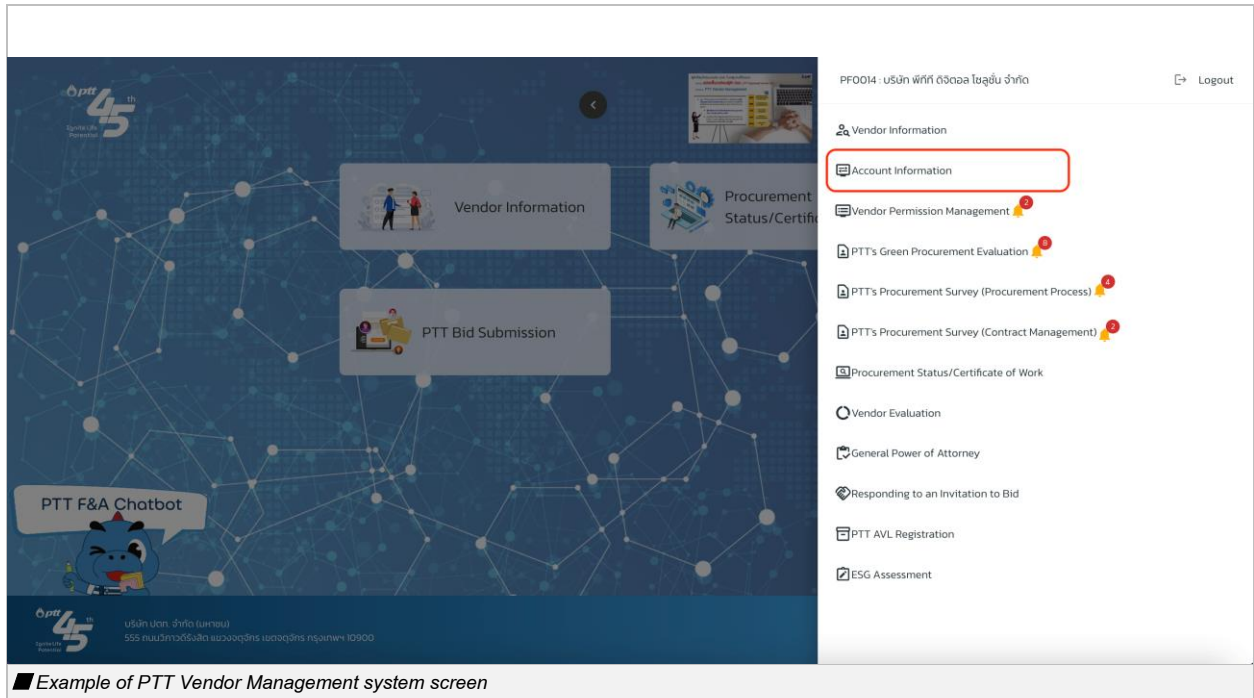
Should you have any queries, please do not hesitate to contact us
Tel. (+66)2-537-2000 Ext. 12510 Email : pttvm@pttplc.com

Example of Confirmation Email for Approved Request (Email Update Case)

6.3 Checking the user's account permissions.

The main account user and employees with the right to access PTTVM can check their account permissions and information using the following steps:

6.3.1 Click the menu "Account Information" as shown in the picture.



6.3.2 The system displays a list of all permissions as shown in the picture.

Details of each permission

- ➔ **Permission 1** : Permission to read the company's general information and contract management status.
- ➔ **Permission 2** : Permission to read/write/modify the company's general information, add/remove the rights of access on the service.
- ➔ **Permission 3** : Authorization to represent the company to identify and place collateral on Electronic Bank Guarantee (eBG) Service.

หมายเหตุ : การจัดเตรียมเอกสารมอบอำนาจและการยื่นเอกสารออนไลน์ เป็นสิทธิ์ของ Account กลางในนามบริษัทเท่านั้น

Operator Account

No.	Last Update	Status	Name	Permission		
				Permission 1 : View	Permission 2 : Edit	Permission 3 : e-BG
1	05/01/2024	Main Account	PTT Digital Solutions Co., Ltd.	✔	✔	✘
2	05/01/2024	Employee Account	Panupong Chaiwiwat	✘	✘	✔

✔ have permission ✘ no permission

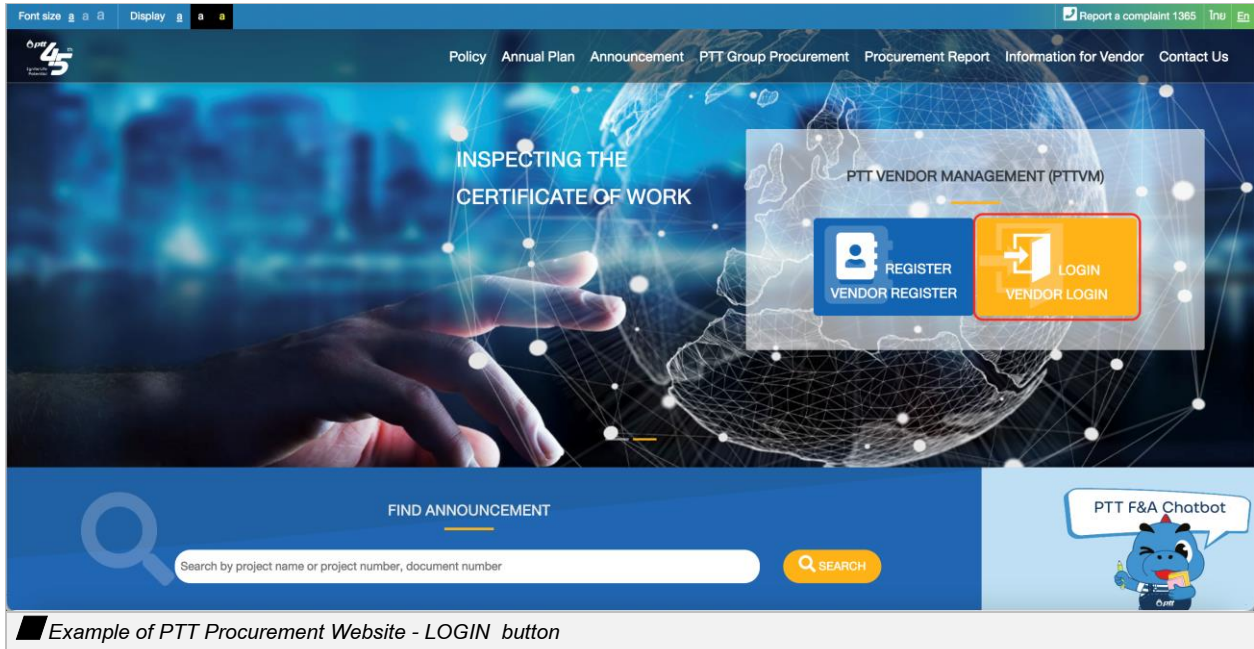
Example of all authentication screens


7. Abandonment of Work

In the case of vendors who have abandoned their work either at PTTPLC or any government agency, they can check their status in PTTVM through two channels:

- PTT Procurement Website: To access the page, input the URL <https://procurement.pttplc.com/> and

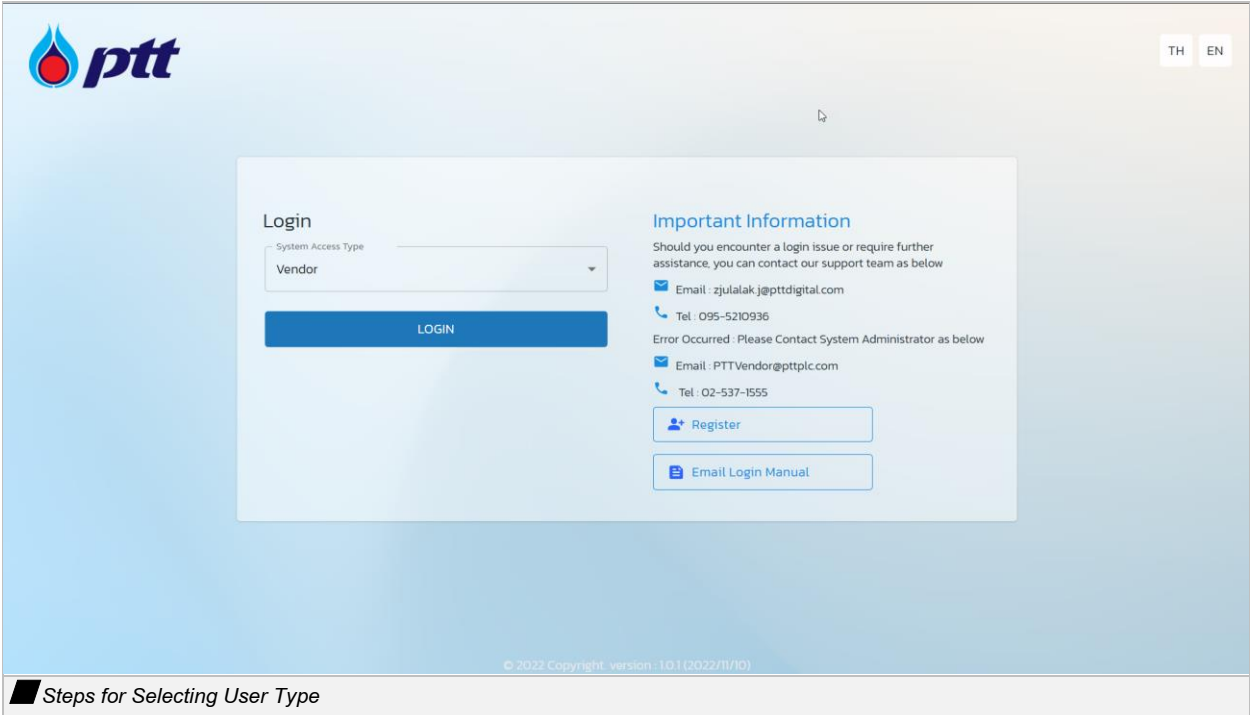
click the button  to get into the LOGIN screen.



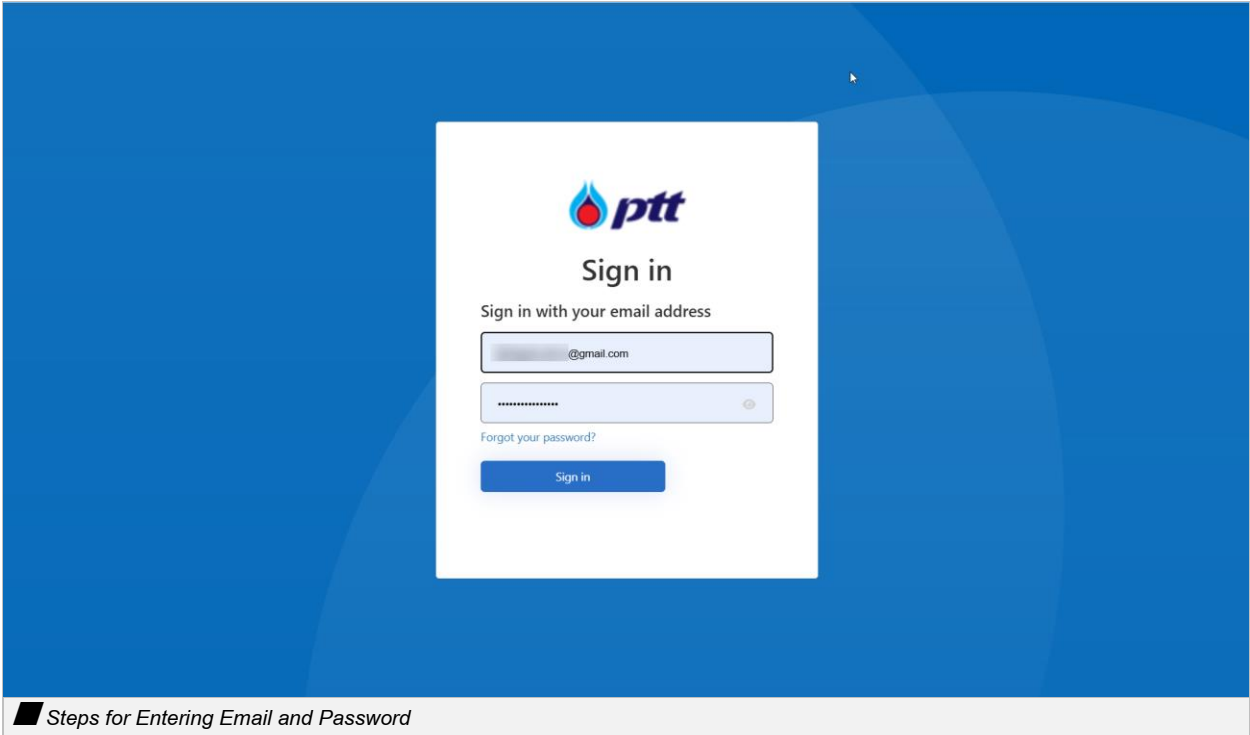
- PTT Vendor Management: To access the page, input the URL <https://ptvm.pttplc.com/index.html#/app/signin>. Enter your email and password, then press the button  to login to the system.

For Vendors the login process to the PTT Vendor Management System can be done as follows:

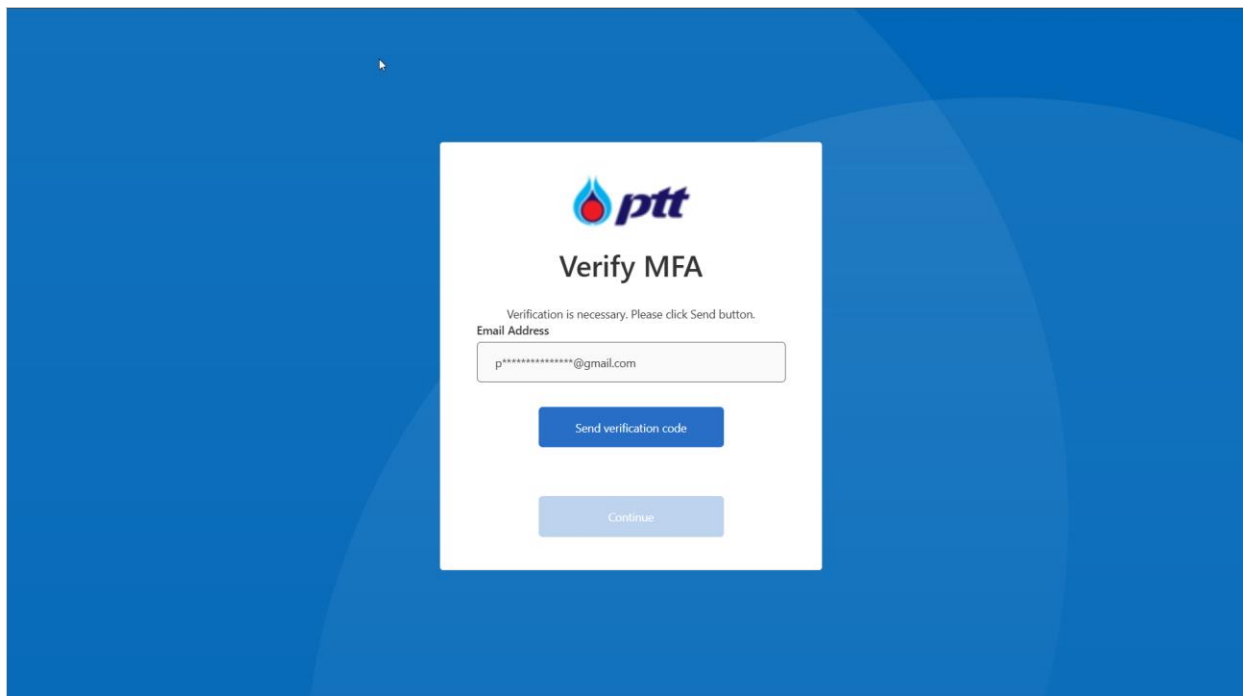
Select your user type and click "Login."



Enter your email and password, then click "Sign in."

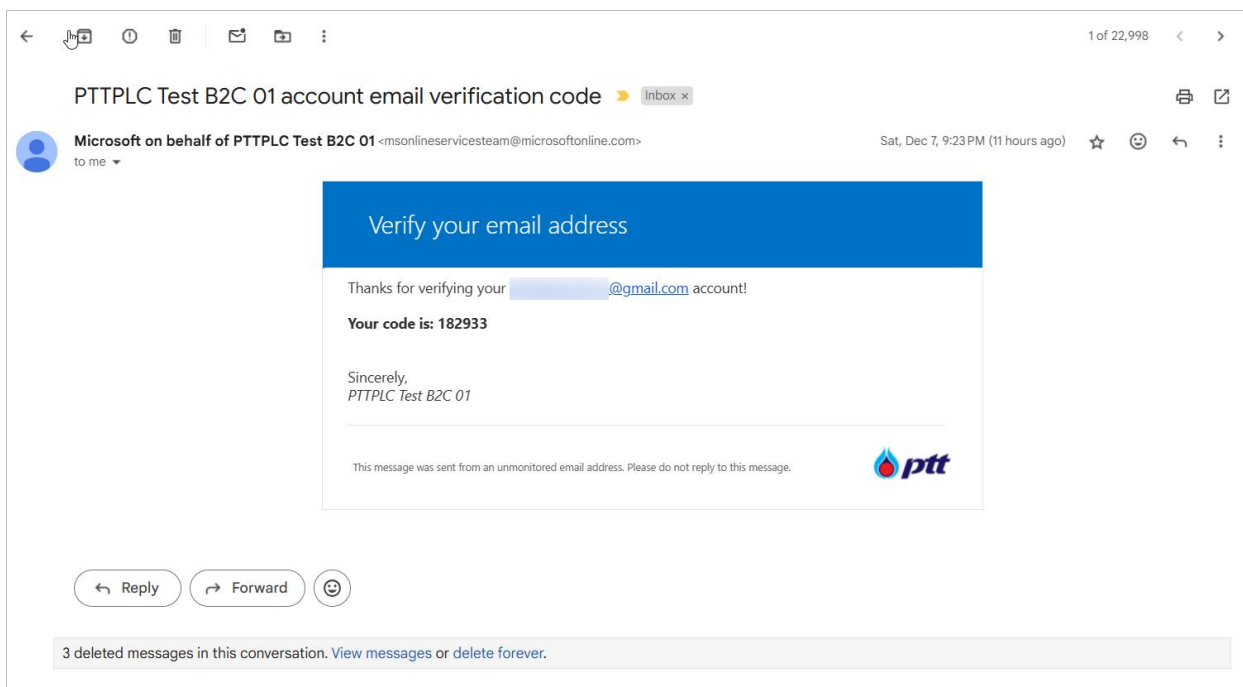


click "Send verification code"



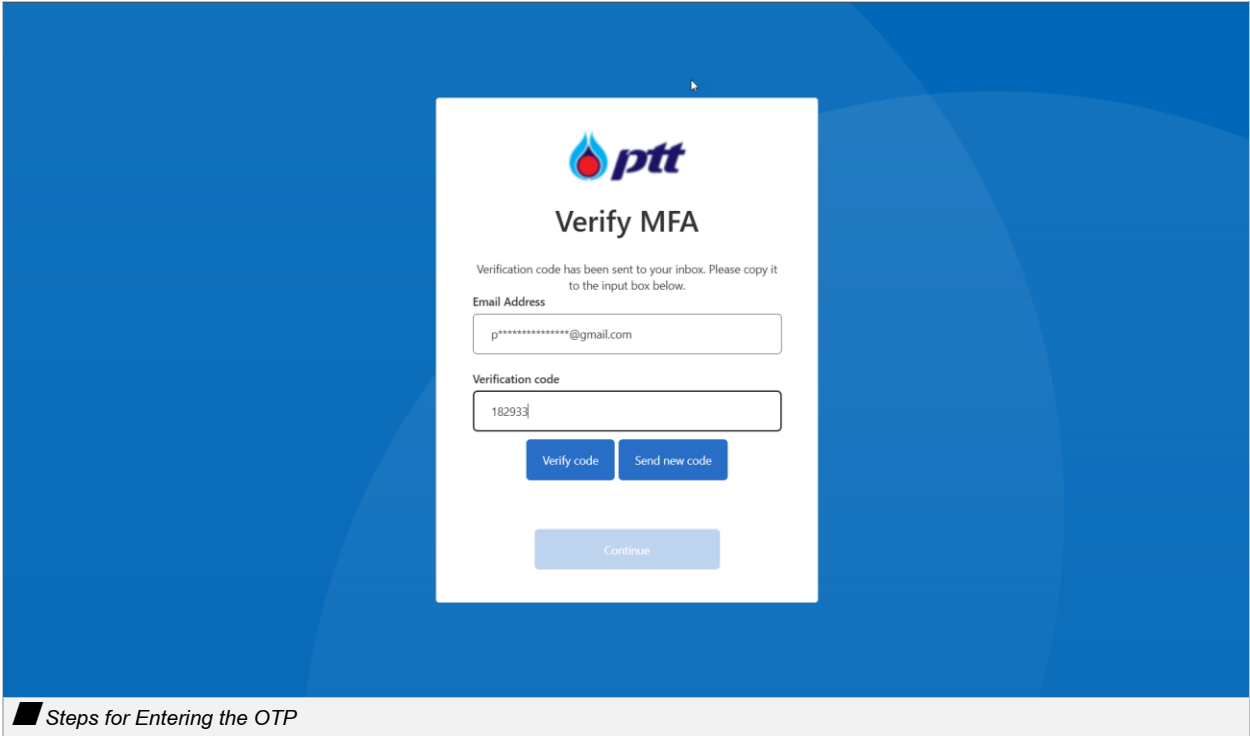
Steps for Send verification code

Check your email for the OTP.

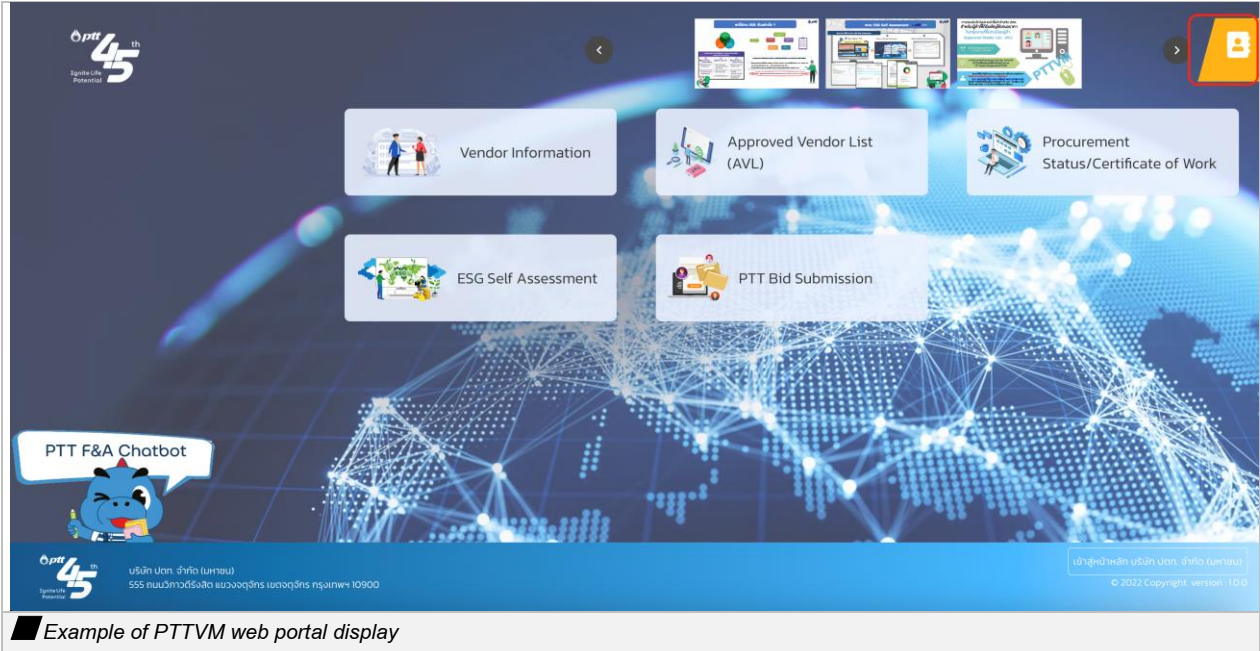


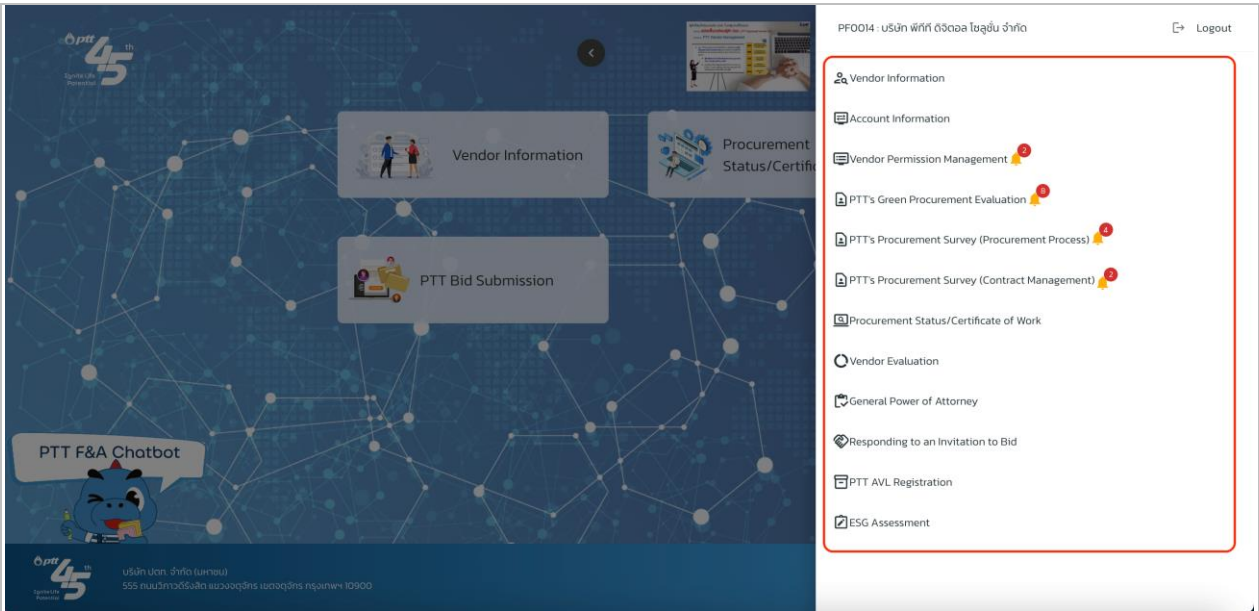
Check your email for the OTP.

Enter the OTP and click "Verify Code." (If you haven't received the OTP, click "Send New Code" to request a new one.)



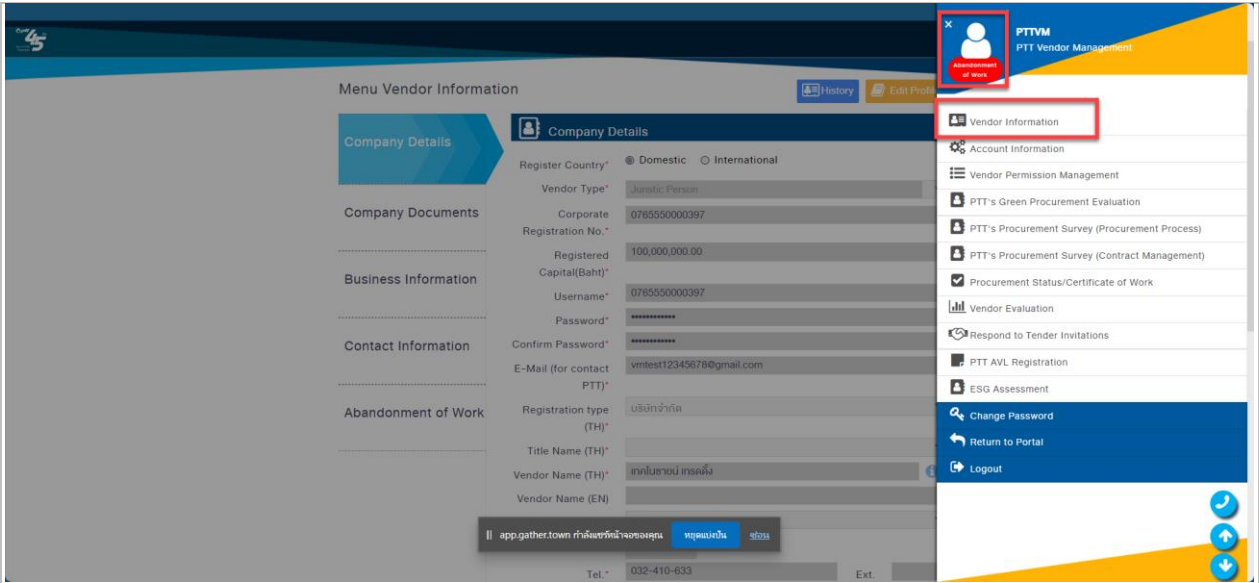
7.1 On the screen displaying the PTTVM web portal, click on the PTTVM system menu in the upper right corner of the screen as shown in the picture.






Example of Menu Bar display

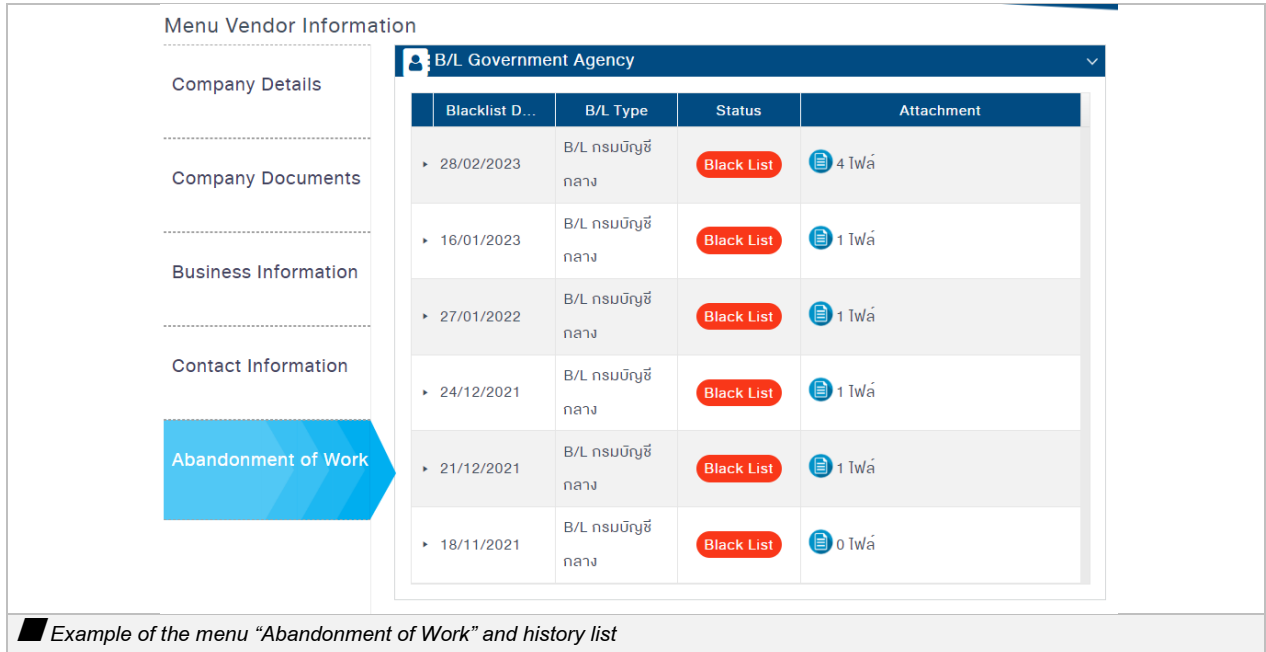
7.2 The PTTVM system menu expands the list of PTTVM options. When you click on the 'Vendor Information' menu, it will display a menu bar with a people icon. If a vendor's status is normal, only the white people icon will be shown. However, if vendors have abandoned their work at PTTPLC or any government agency, it will display the white people icon with the 'Abandonment of Work' sign. Vendors can click on the icon for more details about their general information and abandonment of work.



Example of vendor information menu selection screen

Remarks : Vendors can press 'X' to close the PTTVM system menu or press to  to display the PTTVM system menu.

7.3 The menu bar displays on the left, click the menu “Abandonment of Work” to show details.



The screenshot shows a sidebar menu on the left with the following categories: Menu Vendor Information, Company Details, Company Documents, Business Information, and Contact Information. The 'Abandonment of Work' menu item is highlighted with a blue arrow. The main content area displays a dropdown menu for 'B/L Government Agency' and a table with the following data:

Blacklist D...	B/L Type	Status	Attachment
▶ 28/02/2023	B/L กรมบัญชีกลาง	Black List	4 ไฟล์
▶ 16/01/2023	B/L กรมบัญชีกลาง	Black List	1 ไฟล์
▶ 27/01/2022	B/L กรมบัญชีกลาง	Black List	1 ไฟล์
▶ 24/12/2021	B/L กรมบัญชีกลาง	Black List	1 ไฟล์
▶ 21/12/2021	B/L กรมบัญชีกลาง	Black List	1 ไฟล์
▶ 18/11/2021	B/L กรมบัญชีกลาง	Black List	0 ไฟล์

Example of the menu “Abandonment of Work” and history list

7.4 The screen displays the history of work list abandonment broken down into three categories:

- B/L PTTPLC
- B/L Government Agency
- B/L The National Anti-Corruption Commission

Menu Vendor Information

Company Details

Company Documents

Business Information

Contact Information

Abandonment of Work

B/L Government Agency
▼

Blacklist D...	B/L Type	Status	Attachment
▶ 28/02/2023	B/L ครอบคลุมกิจการ	Black List	📎 4 ไฟล์
▶ 16/01/2023	B/L ครอบคลุมกิจการ	Black List	📎 1 ไฟล์
▶ 27/01/2022	B/L ครอบคลุมกิจการ	Black List	📎 1 ไฟล์
▶ 24/12/2021	B/L ครอบคลุมกิจการ	Black List	📎 1 ไฟล์
▶ 21/12/2021	B/L ครอบคลุมกิจการ	Black List	📎 1 ไฟล์
▶ 18/11/2021	B/L ครอบคลุมกิจการ	Black List	📎 0 ไฟล์

Example of vendor blacklist list screen

Remarks: Each category tab will be displayed only if vendors have abandoned their work. However, if vendors have never abandoned work in other categories, that category tab will not be shown on the screen.

Description of Data:

Field	Description
Blacklist Date	Displays the timestamp when the vendor blacklist status was recorded.
B/L Type	Displays a list of categories for work abandonment.
Status	There are 2 status as follows: 1. 'Blacklist' refers to a vendor who has abandoned their work either at PTTPLC or any government agency. 2. 'Unblacklist' refers to a vendor who had abandoned their work in the past and has returned to being a normal vendor.
Attachment	Displays the number of file attachments.

7.5 Vendors have access to see more details about their abandonment of work by clicking the button to expand and download file attachments.

PTT Digital Procurement	Page 122 of 215	PTT Vendor Management System
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Menu Vendor Information

Company Details

Company Documents

Business Information

Contact Information

Abandonment of Work

B/L Government Agency			
Blacklist D...	B/L Type	Status	Attachment
▶ 28/02/2023	B/L รมบัญชี กลาง	Black List	4 ไฟล์
◀ 16/01/2023	B/L รมบัญชี กลาง	Black List	1 ไฟล์ - ค่วนที่สุด ที่ กก 0405.7/ว 201 (รมบัญชีกลาง)
▶ 27/01/2022	B/L รมบัญชี กลาง	Black List	1 ไฟล์
▶ 24/12/2021	B/L รมบัญชี กลาง	Black List	1 ไฟล์
▶ 21/12/2021	B/L รมบัญชี กลาง	Black List	1 ไฟล์
▶ 18/11/2021	B/L รมบัญชี กลาง	Black List	0 ไฟล์

Example of screen viewing/ download of vendor blacklist documents

8. Registration as PTT Approved Vendor List (AVL)

Vendors applying for PTT AVL through the PTT Vendor Management System (PTTVM) must follow the following procedures.

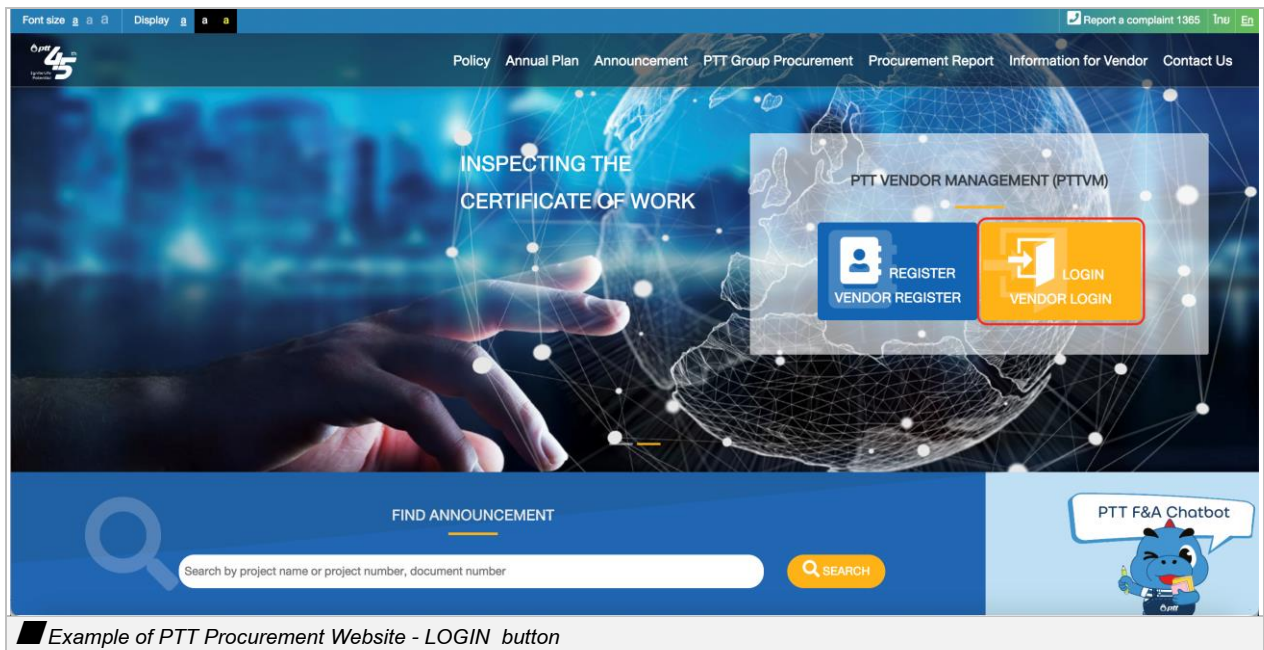
- Vendor must register with PTTVM and create an account in order to access PTTVM (Please see section 2 of this manual for more information about PTTVM registration)
- Vendor must read and accept the PTT Vendor Sustainable Code of Conduct's terms and conditions (PTT SSCoC)
- Vendor must provide an online ESG Self-Assessment with a minimum score of 2.5.


8.1 Steps for registering as a vendor

Login to the PTTVM system by going to PTT Procurement Website with URL <https://procurement.pttplc.com> or directly to PTT Vendor Management Website with URL <https://pttvm.pttplc.com/index.html#/app/signin> as shown in the two images below

8.1.1 After successfully logging in, Vendor may access the PTTVM system through two methods by selecting the “PTT AVL Registration” menu option.

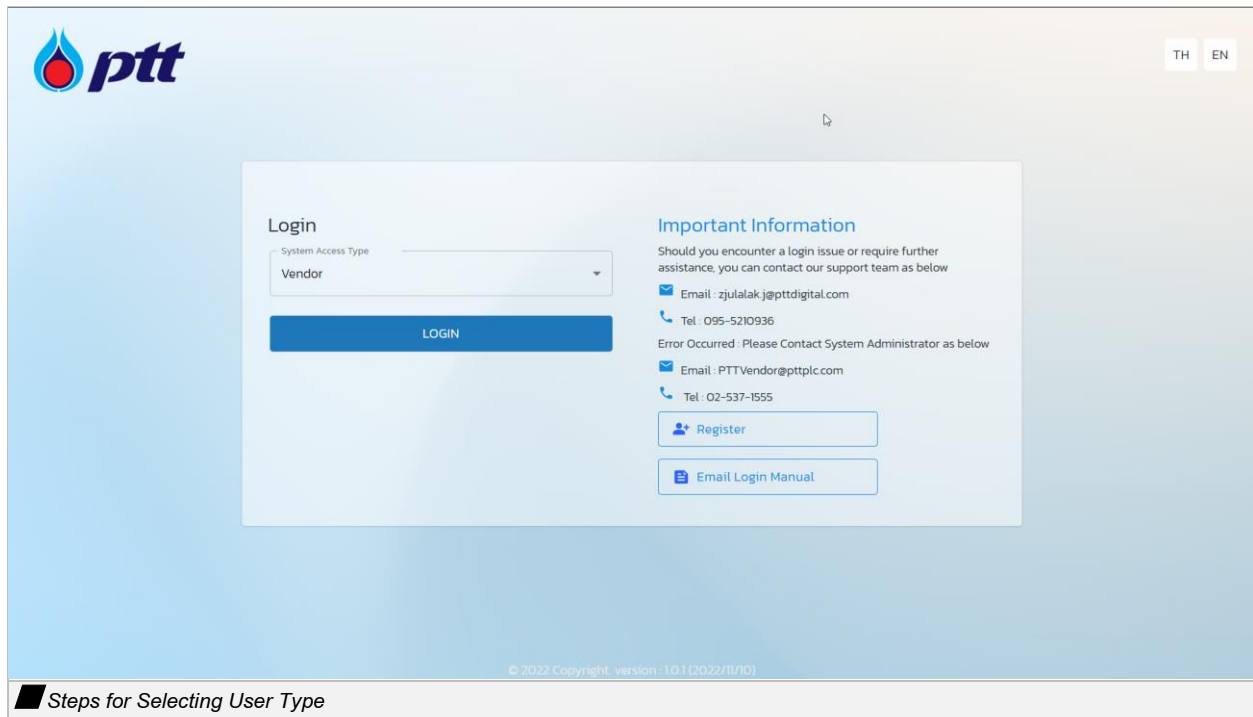
- Through the first method, Vendor may access PTT Procurement Website through the URL <https://procurement.pttplc.com> and then click  button as shown in the image below.



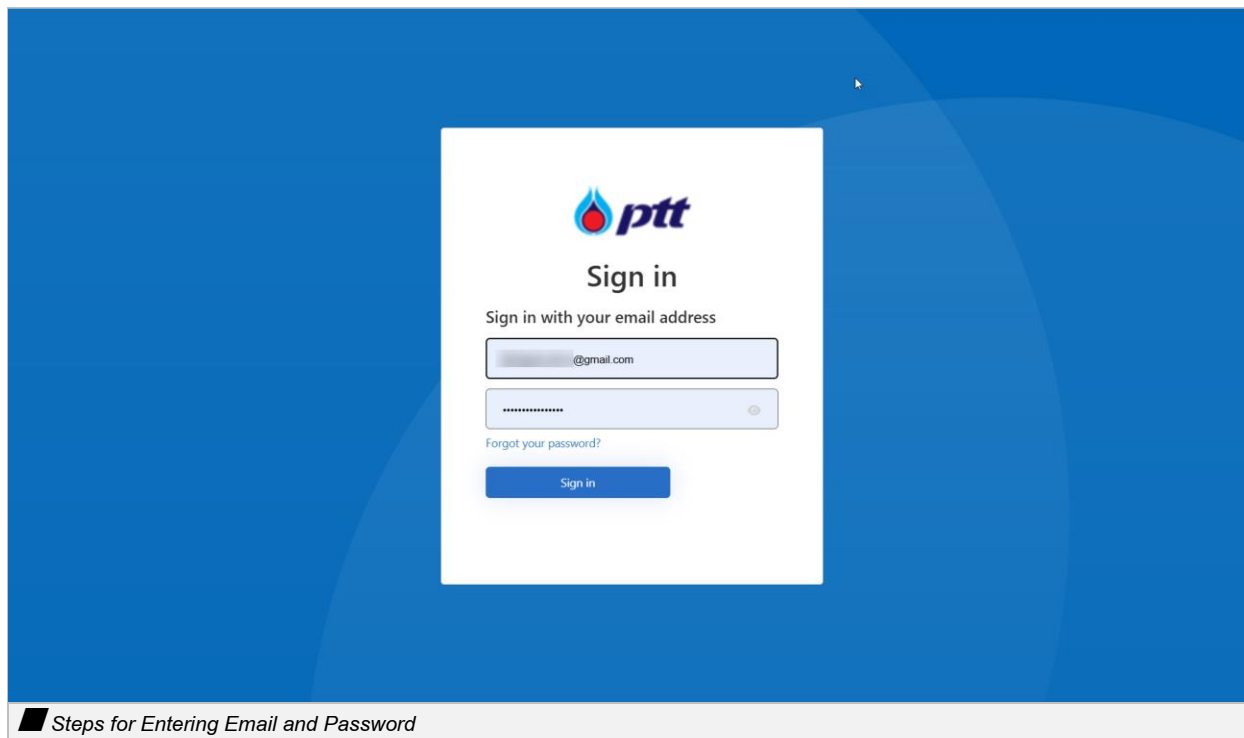
- In case of accessing via PTT Vendor Management (PTTVM), type the URL.
<https://pttvm.pttplc.com/index.html#/app/signin> Provide information email and password, then press the button  to login to the system.

For Vendors the login process to the PTT Vendor Management System can be done as follows:

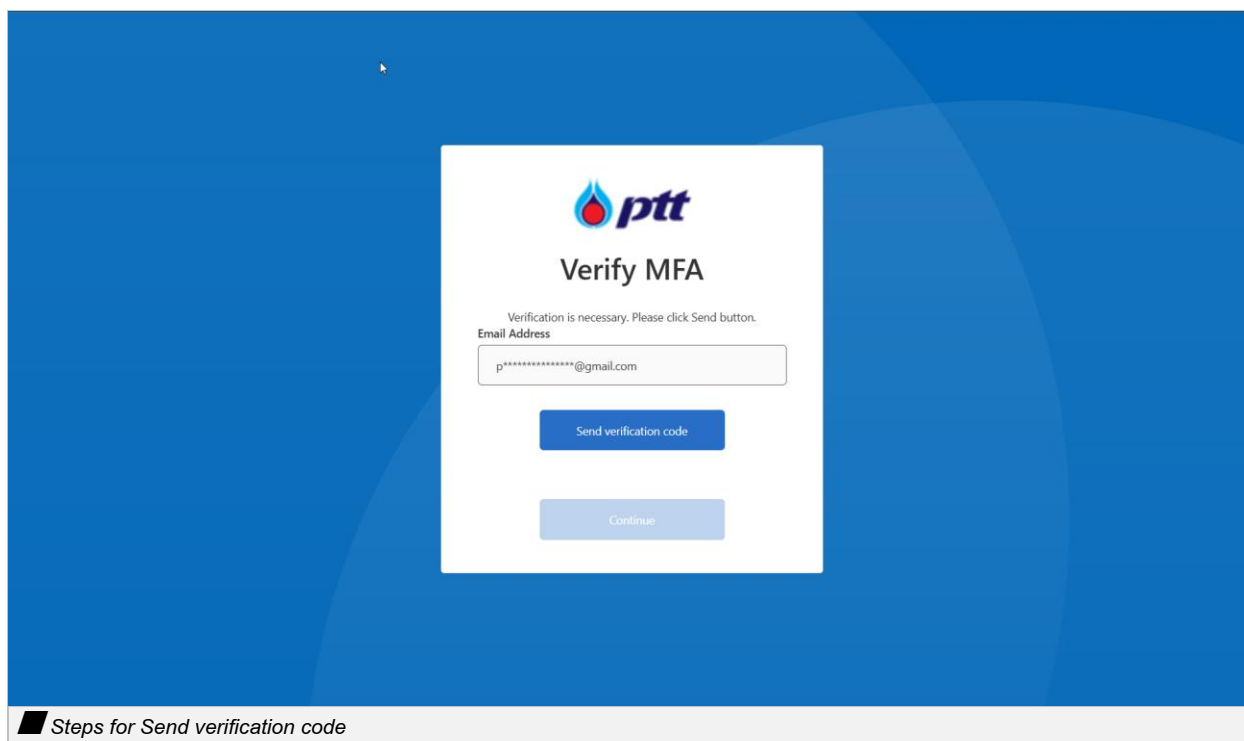
Select your user type and click "Login."



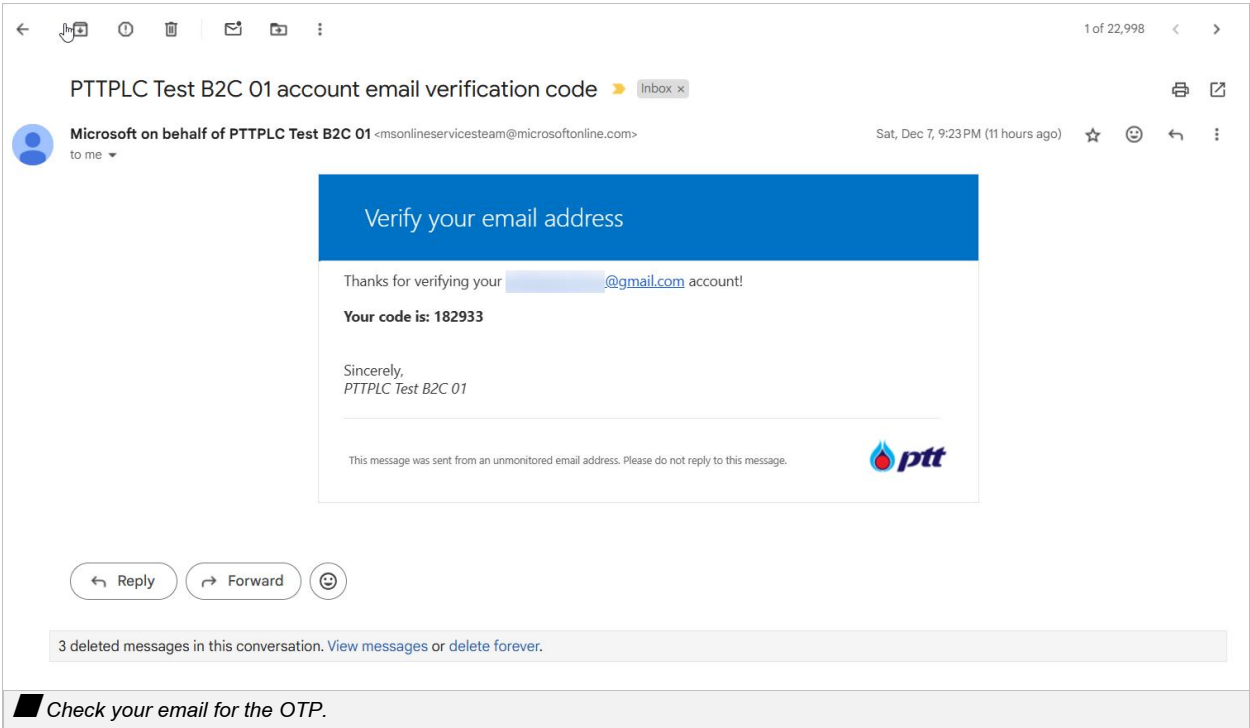
Enter your email and password, then click "Sign in."



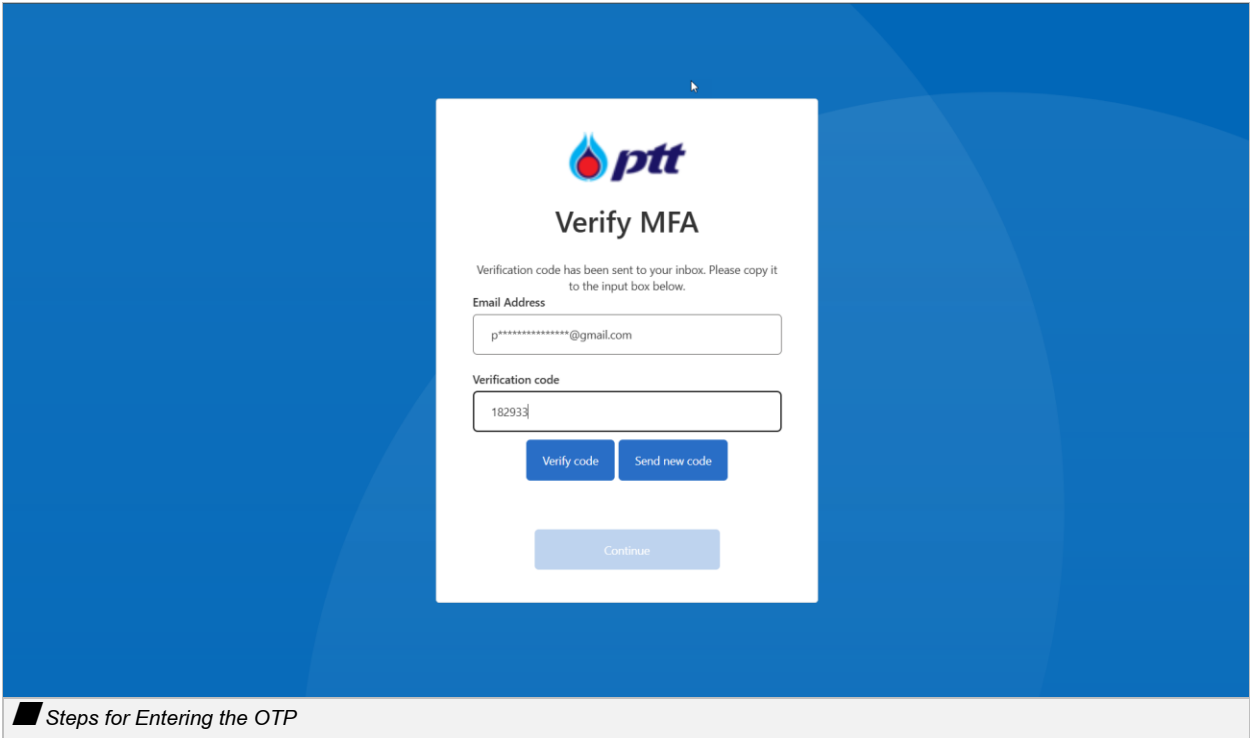
click "Send verification code"



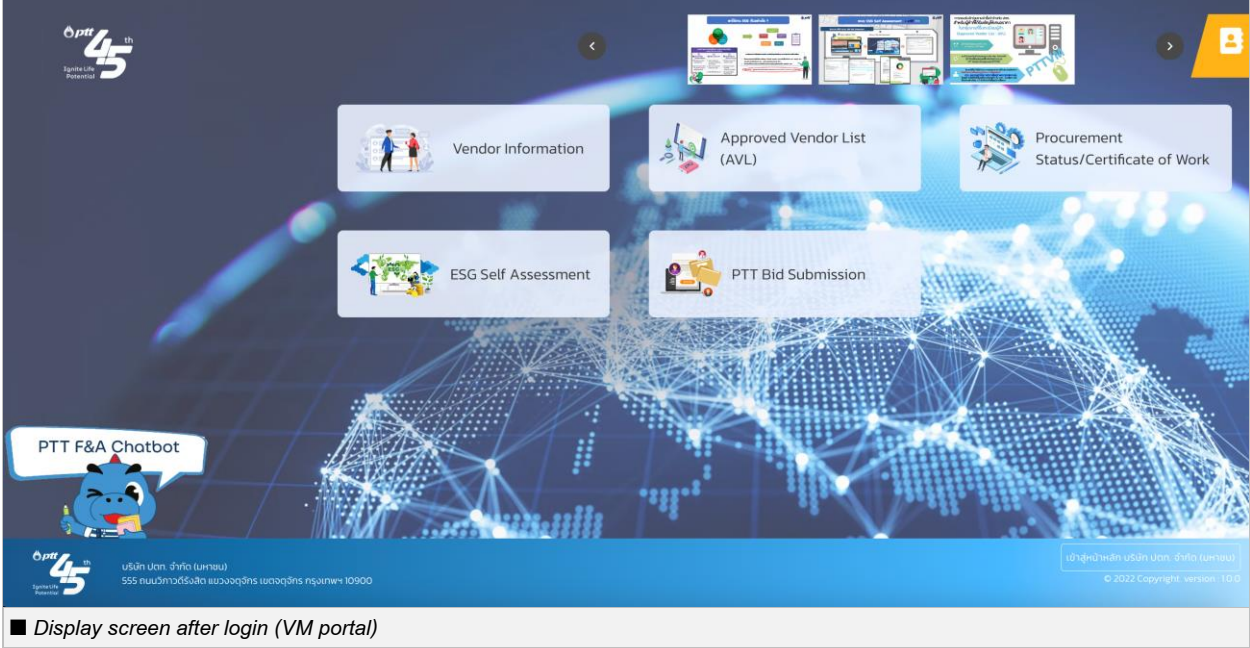
Check your email for the OTP.



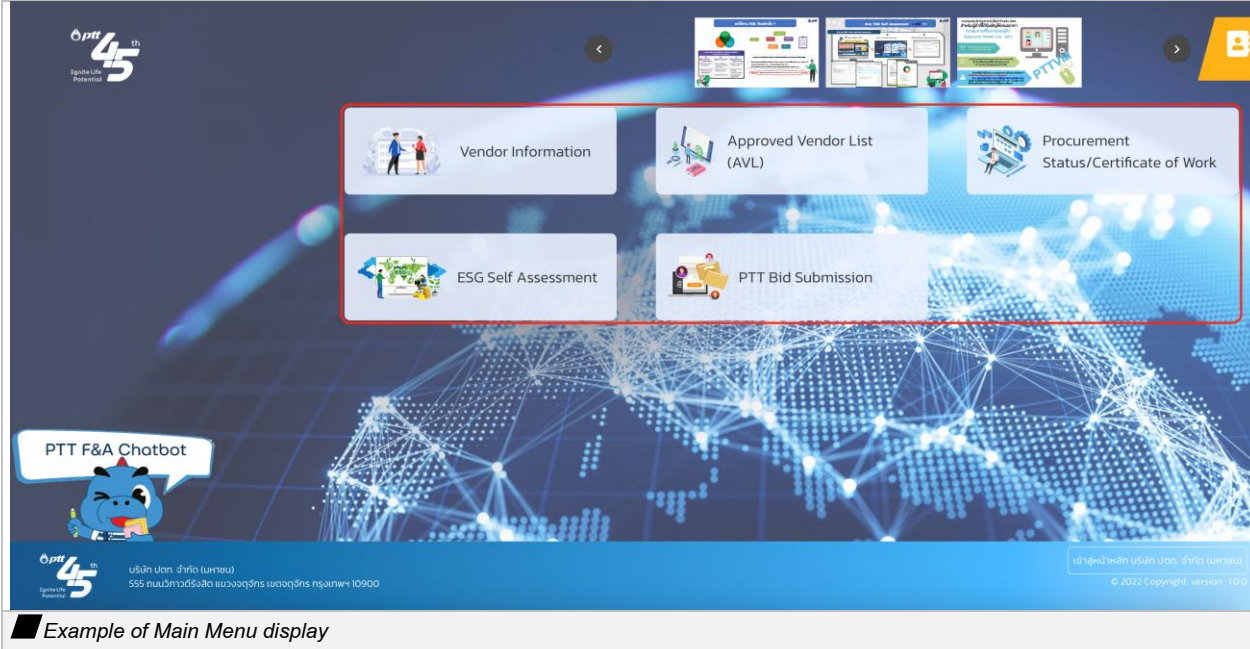
Enter the OTP and click "Verify Code." (If you haven't received the OTP, click "Send New Code" to request a new one.)

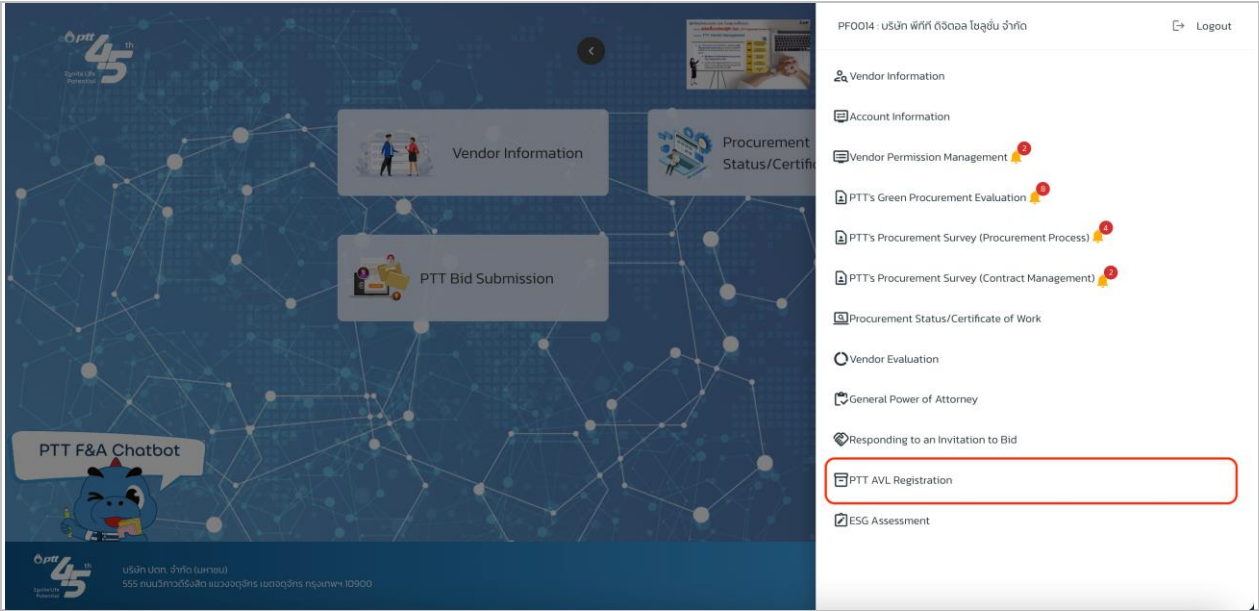


Once you have entered your username and password, Press the button, LOGIN the system will display the Web Portal PTTVM screen as shown in the picture.



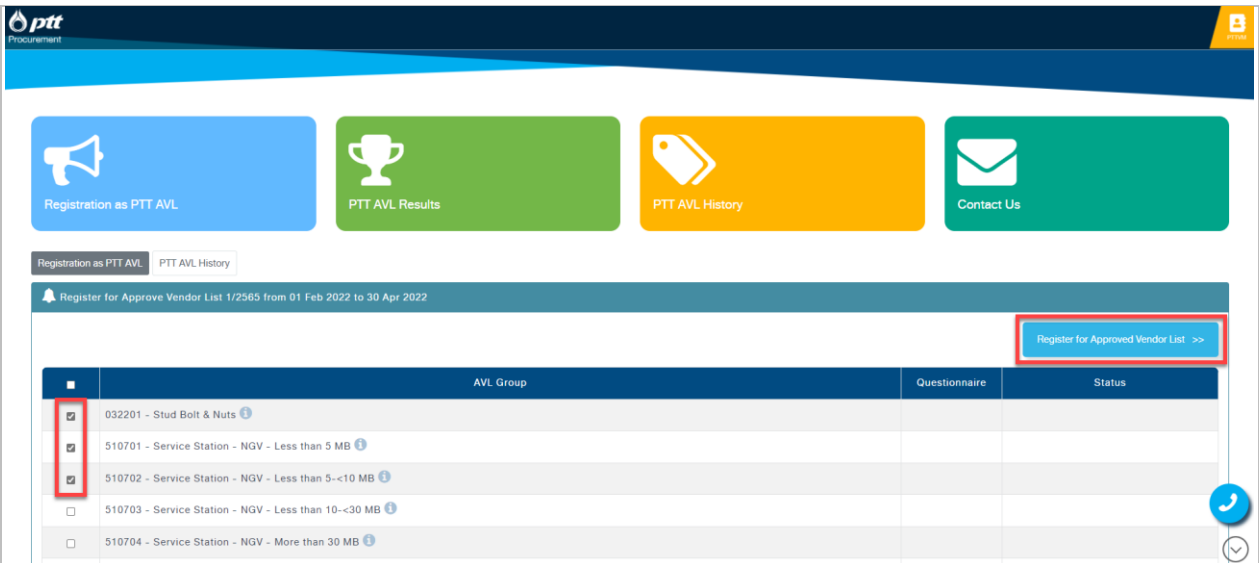
Vendors have access to a features by selecting them from the menu box on the Main Menu screen or the menu bar to the right, as seen in the picture.





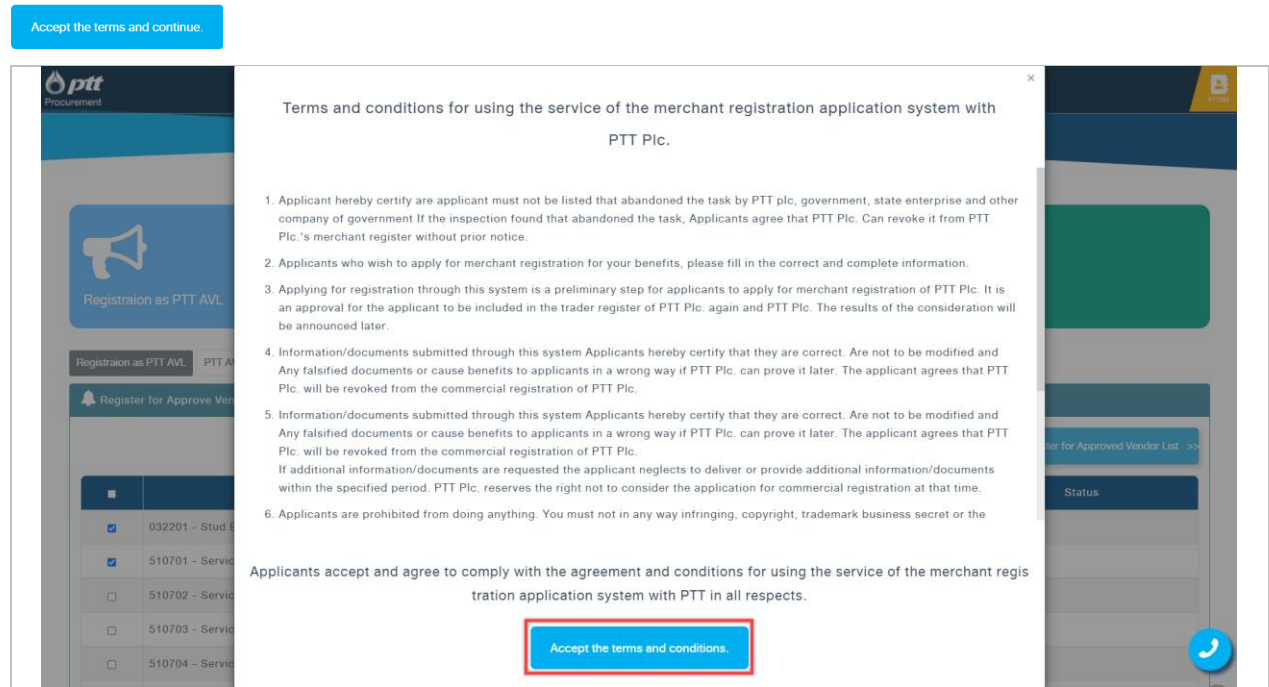
Example of PTT AVL Registration Menu

8.1.2 The system shows the "Registration as PTT AVL information" screen once the vendor chooses the PTT AVL Registration menu. The vendor can choose the AVL group for which registration is desired, as seen in the picture, and clicks the button, [Register for Approved Vendor List >>](#)

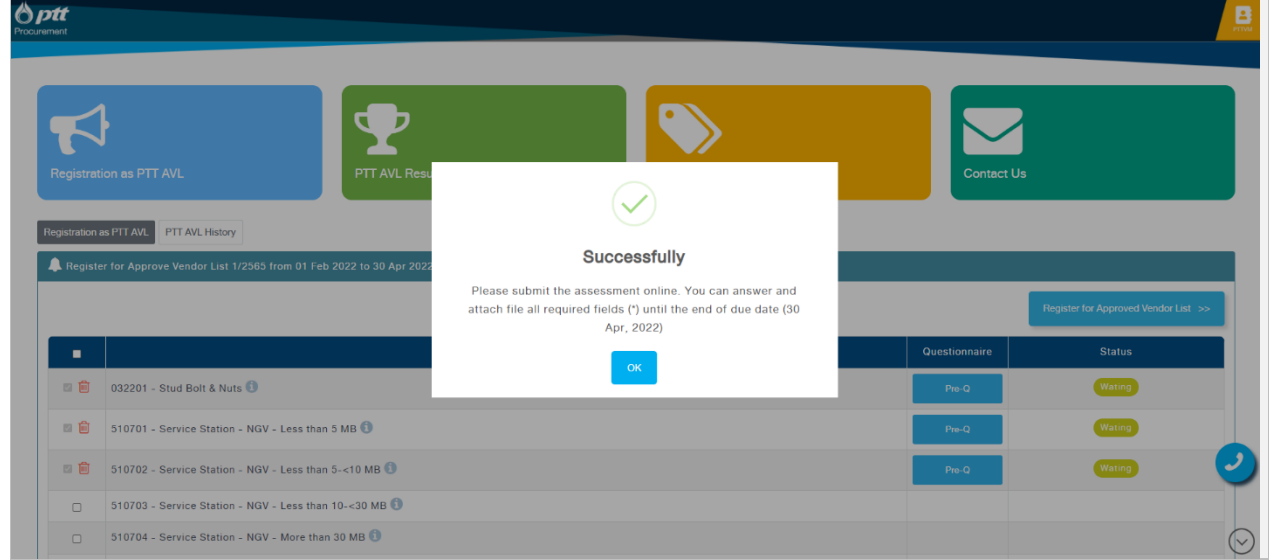


Example of Registration as PTT AVL Announcement and AVL Group

The SSCoC terms and conditions will display when the vendor hits the button, [Register for Approved Vendor List >>](#). Vendor is required to read and agree to the SSCoC terms and conditions by pressing the button as shown below.



Example of Popup showing the terms and condition PTT Vendors Sustainable Code of Conduct (SSCoC)



Example of Popup showing the registration for the AVL Group was successful.

Remarks:

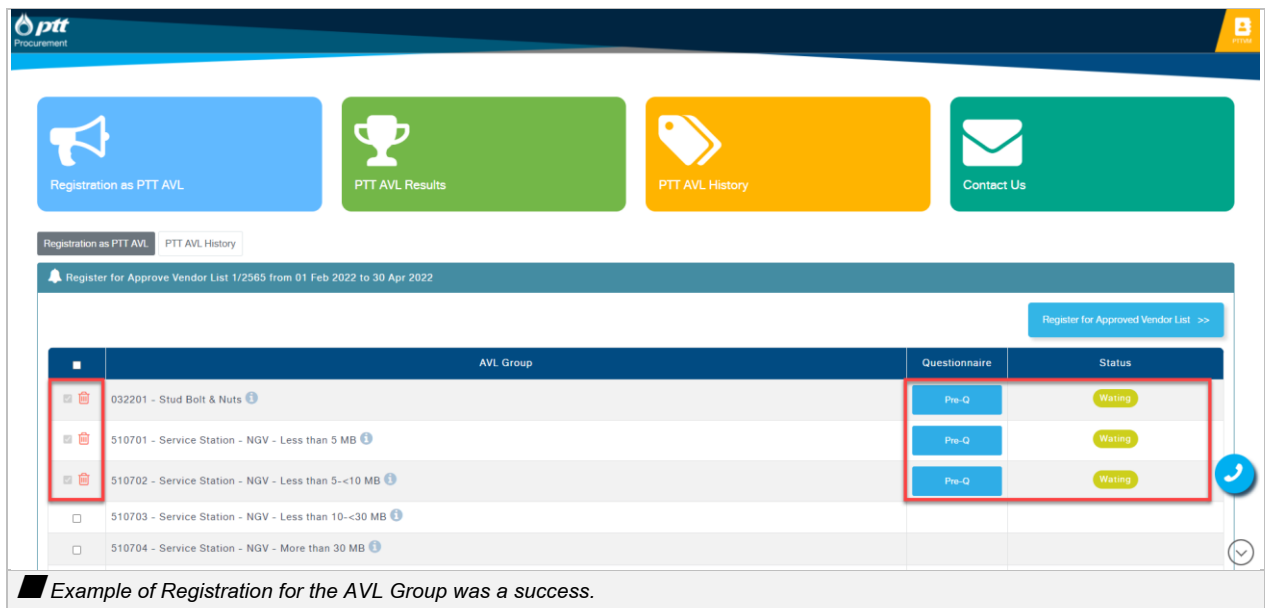
- In case Vendor accepts SSCoC's Terms and Conditions in an earlier version or has never accepted them, the popup window will shown.

(For further information about PTT SSCoC, see Section 8.2 of this manual.)

- In case Vendor has no ESG scores before. the screen will show ESG Self-Assessment, in which Vendor must complete an ESG Self-Assessment Online with a minimum score of 2.5

(For further information on the ESG Self-Assessment, see Section 8.3 of this manual.)


8.1.3 The system will display the "Pre-Q" button with a "Waiting status" for the vendor to evaluate once the vendor has chosen an AVL group and filed an application for PTT AVL Registration, as shown in the picture below.

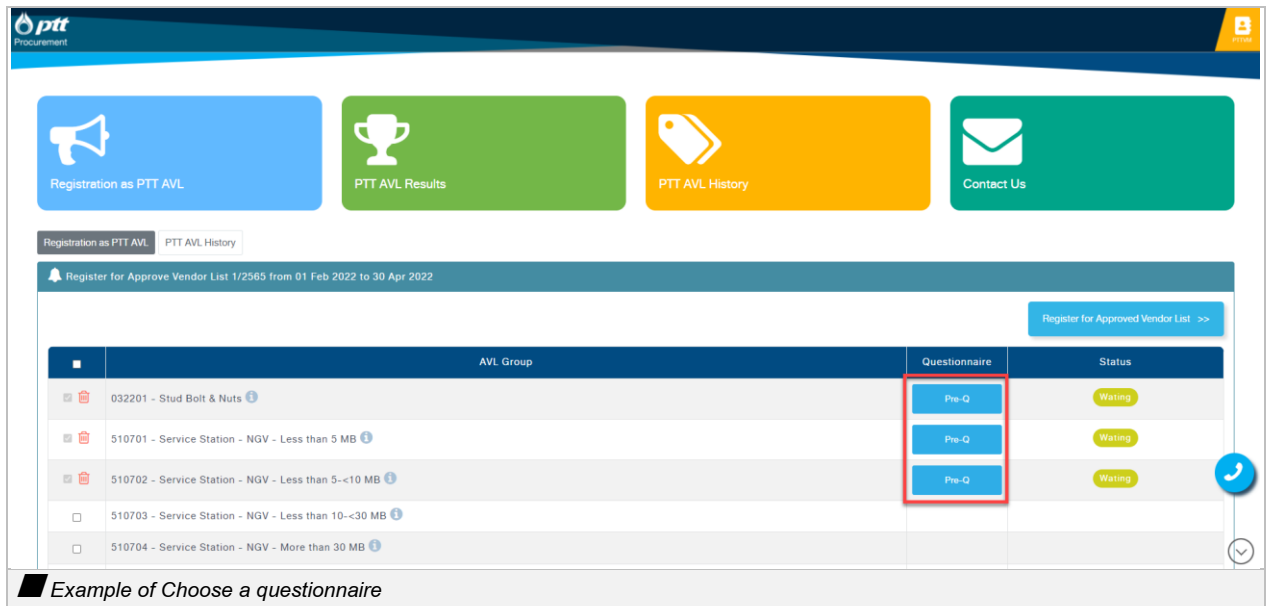


There are 6 statuses for PTT AVL Registration as follows

Status	Definition
Waiting	The vendor has submitted an application to register with PTT AVL and is expecting the questionnaire from AVL.
Waiting for evaluation (Save Draft)	Vendor has completed AVL questionnaire answers and keep its within the system before submitting.
Cancelling PTT AVL Registration	The vendor canceled the PTT AVL registration before submitting the AVL evaluation.
Revision and Editing	PTT has reviewed the vendor's registration and requests that more files be attached.
Review and Consideration	PTT has reviewed the registration of the vendor.

Status	Definition
Evaluation Result (PASS/NOT PASS)	Your registration has been confirmed by PTT, who has determined if the vendor's evaluation was "PASS" or "NOT PASS."

8.1.4 By pressing the button,  as shown, the vendor can answer the questionnaire on this screen.



The assessment questionnaire will then be shown by the system as seen in the image.

Vendors Assessment Form PQ-700111

PQ-700111 Overhaul Gas Generator (For International Vendor)

Purpose/Explanation

PTT Qualifications for approve vendor list

Assessment criteria

1. Submit the documents for consideration of qualifications.
2. Passed Part 1 : the operational assessment (10 points), Part : 2 Assessment of Safety, Health and Environmental Data (25 points) and Part 3 Technical Evaluation (65 Point)

Pre-Qualification score criteria as follows:

- Assessment scores on the operational assessment more than 50%
- Assessment scores on the technically more than 50%
- Assessment scores on Assessment of Safety, Health and Environmental Data more than 70%
- Totals assessment score more than 70 points (3 Part)

3. Passed the Supplier Sustainable Audit
4. Passed Site Visit Assessment
5. Others at the discretion of the PTT Selection Committee.

Total number of questionnaires 29 Questions , 15 Pages

Page 1

Section 1 Preliminary Qualifications

1.1 Applicants must have Certificate of Authority from Siemens of the Overhaul Workshop for Maintenance, Repair and Overhaul Centre (MROC) for AVON (SGT-A20) , RB211-24GT DLE (SGT-A35 24GT DLE) ,RB211-24G DLE (SGT-A35 24G DLE) ***Minimum Requirement**

- Accept
 Decline

1.2 Applicants must have Supervisor/Manager level of the facility less than 5 years experience in overhaul AVON (SGT-A20) , RB211-24GT DLE (SGT-A35 24GT DLE) , RB211-24G DLE (SGT-A35 24G DLE) ***Minimum Requirement**

- Accept
 Decline

1.3 Applicants must have warranty period of all workmanship and materials (including Parts and sub-assemblies) supplied during the performance of the Services by Contractor shall be free from defects. ***Minimum Requirement**

- Accept
 Decline

1.4 Applicants must not abandon the work of PTT or government agencies, state enterprises and other government agencies. ***Minimum Requirement**

- Accept
 Decline

1.5 Applicants must not have the following characteristics as prohibited by the Blacklist:

• Being a person or juristic person who has been convicted by the National Anti-Corruption Commission of Thailand (NACC).

- Being a person or juristic person who is a party in any dispute or lawsuit against PTT that resulted in criminal penalties, excluding petty offenses.
- Being a person or juristic person whose contract has been terminated by PTT due to committing the corrupted act against PTT.

- Being a person or juristic person in the process of being ordered bankrupt by the court.
- Being a person or juristic person who has been in the Thailand designated list announced by the Anti-Money Laundering Office under the law of Counter-Terrorism and Proliferation of Weapon of Mass Destruction Financing Act.

(For additional details, please check <https://www.pttplc.com/en/About/Corporate-Governance/Corporate-Governance-Of-Ptt/Pttthirdpartyscreening.aspx>) ***Minimum Requirement**

- Accept
 Decline

Page 1

Page 1 Total 15 Pages

EXIT

DRAFT

NEXT

Example of Pre-Q questionnaire (EN version)

Vendors can save the draft Pre-Q questionnaire by clicking the button,  as seen in the picture.

Vendors Assessment Form PQ-700111

PQ-700111 Overhaul Gas Generator (For International Vendor)

Purpose/Explanation

PTT Qualifications for approve vendor list

Assessment criteria

1. Submit the documents for consideration of qualifications.
2. Passed Part 1 : the operational assessment (10 points), Part : 2 Assessment of Safety, Health and Environmental Data (25 points) and Part 3 Technical Evaluation (65 Point)

Pre-Qualification score criteria as follows:

- Assessment scores on the operational assessment more than 50%
- Assessment scores on the technically more than 50%
- Assessment scores on Assessment of Safety, Health and Environmental Data more than 70%
- Totals assessment score more than 70 points (3 Part)

3. Passed the Supplier Sustainable Audit
4. Passed Site Visit Assessment
5. Others at the discretion of the PTT Selection Committee.

Total number of questionnaires 29 Questions , 15 Pages

Page 2

Section 2 Operation assessment : Business appraisal

2.1 Certificate of Incorporation and/or Memorandum of Association and/or any other documents likewise issued by the competent agency/organization, which enables to identify the authorized person including Bidder's registered objectives that accord with the procurement work.

 Yes

Documentation for options



1. Certificate of Incorporation and/or Memorandum of Association and/or any other documents

Attachment (Force attachment)

Only 1 file can be uploaded.

Only jpg,jpeg,png,pdf files can be uploaded.

The file size does not exceed 10MB.

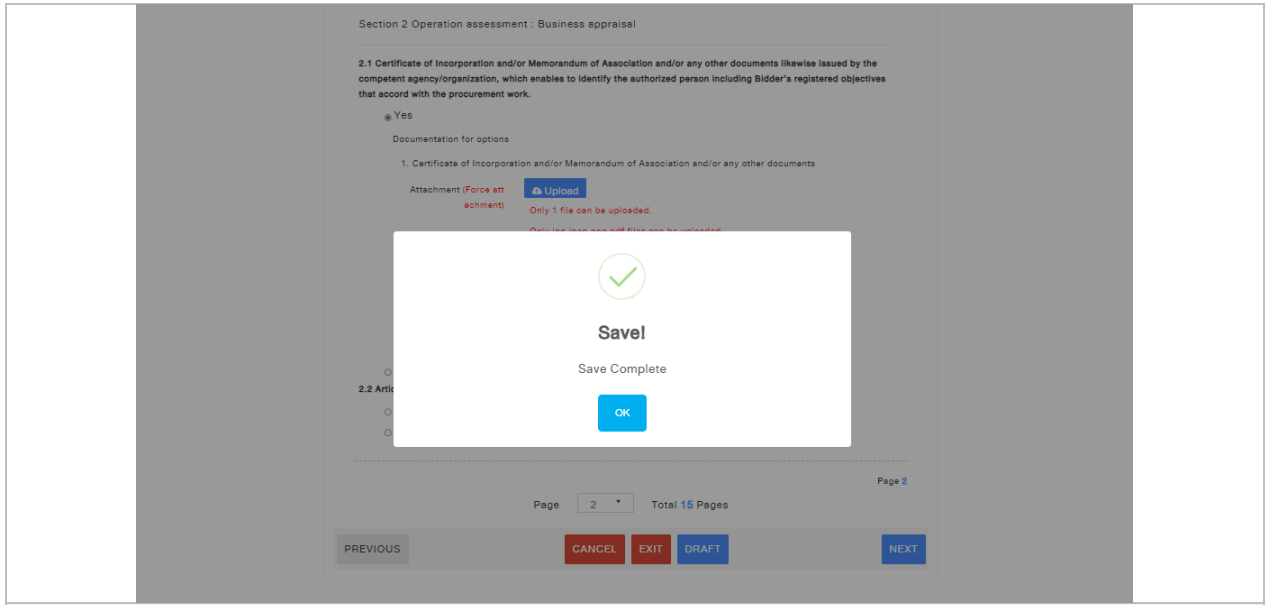
NO.	File Name	STATUS
1	Certificate of Incorporation.pdf  	Pending Review

 No**2.2 Articles of Associations document** Yes No

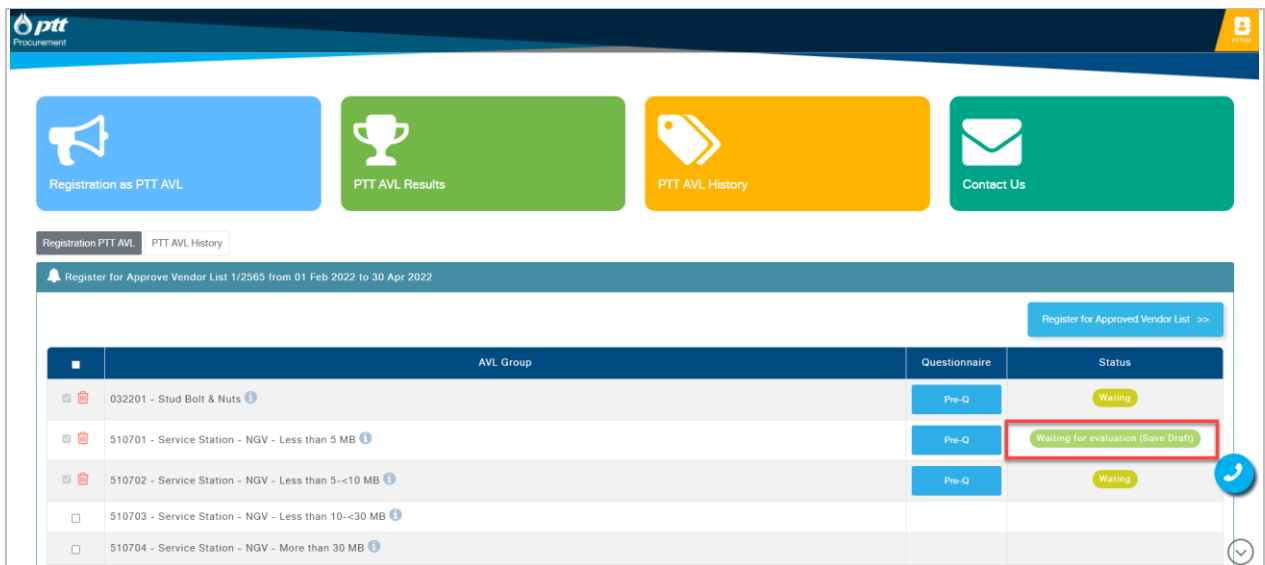
Page 2

Page Total 15 Pages Example of How to save pre-Q questionnaire (EN version)

The replies and attached documents have been saved, the vendor is informed when they click the button **DRAFT** and a popup message appears.



Example of Popup showing success in saving draft



Example of Display showing the questionnaire is being answered

Please press the button **SUBMIT** as shown in the image once the vendor has completed all the fields on the questionnaire. Then, wait while PTT reviews your questionnaire.

Vendors Assessment Form PQ-700111

PQ-700111 Overhaul Gas Generator (For International Vendor)

Purpose/Explanation

PTT Qualifications for approve vendor list

Assessment criteria

1. Submit the documents for consideration of qualifications.
2. Passed Part 1 : the operational assessment (10 points), Part : 2 Assessment of Safety, Health and Environmental Data (25 points) and Part 3 Technical Evaluation (65 Point)

Pre-Qualification score criteria as follows:

- Assessment scores on the operational assessment more than 50%
- Assessment scores on the technically more than 50%
- Assessment scores on Assessment of Safety, Health and Environmental Data more than 70%
- Totals assessment score more than 70 points (3 Part)

3. Passed the Supplier Sustainable Audit
4. Passed Site Visit Assessment
5. Others at the discretion of the PTT Selection Committee.

Total number of questionnaires 29 Questions , 15 Pages

Page 15

Section 15 Technical Evaluation Part 8: Warranty

15.1 Warranty period of all workmanship and materials (including Parts and sub-assemblies) supplied during the performance of the Services by Contractor shall be free from defects. No Warranty

As: 1. 100% warranty coverage will be offered for the following period:- (i) Eighteen (18) months from delivery or; (ii) Completion of five hundred (500) cycles (a cycle is defined as a gas generator start from rest and acceleration to operating power). 2. 50% warranty coverage will expire following 12 months after expiry of Term 1. 3. 25% warranty coverage will expire following 12 months after the completion of Term 2.

Documentation for options



1. Contract or warranty document

Attachment (Force attachment)

Only 1 file can be uploaded.

Only .jpg,.jpeg,.png,.pdf files can be uploaded.

The file size does not exceed 10MB.

NO.	File Name	STATUS
1	Contract or warranty document.pdf  	Pending Review

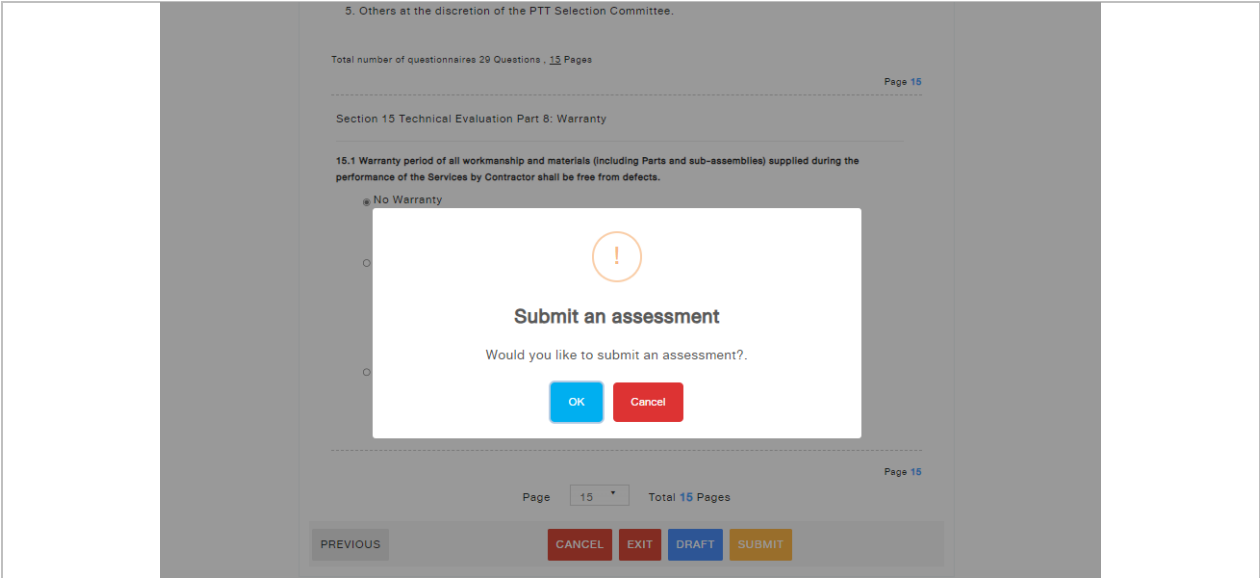
Better than: 1. 100% warranty coverage will be offered for the following period:- (i) Eighteen (18) months from delivery or; (ii) Completion of five hundred (500) cycles (a cycle is defined as a gas generator start from rest and acceleration to operating power). 2. 50% warranty coverage will expire following 12 months after expiry of Term 1. 3. 25% warranty coverage will expire following 12 months after the completion of Term 2.

Page 15

Page 15 Total 15 Pages

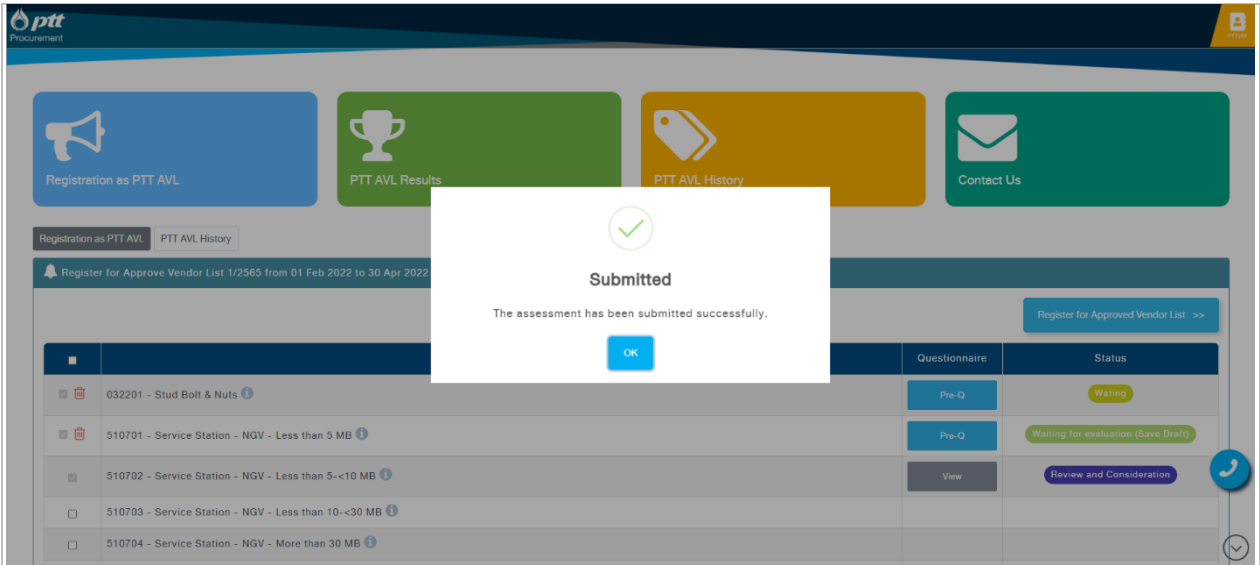
Example of Pre-Q questionnaire – the last page (EN version)

The system will then display a pop-up window requesting the vendor to confirm submit the AVL questionnaire. Please click the button, **SUBMIT** as seen in the image to confirm.



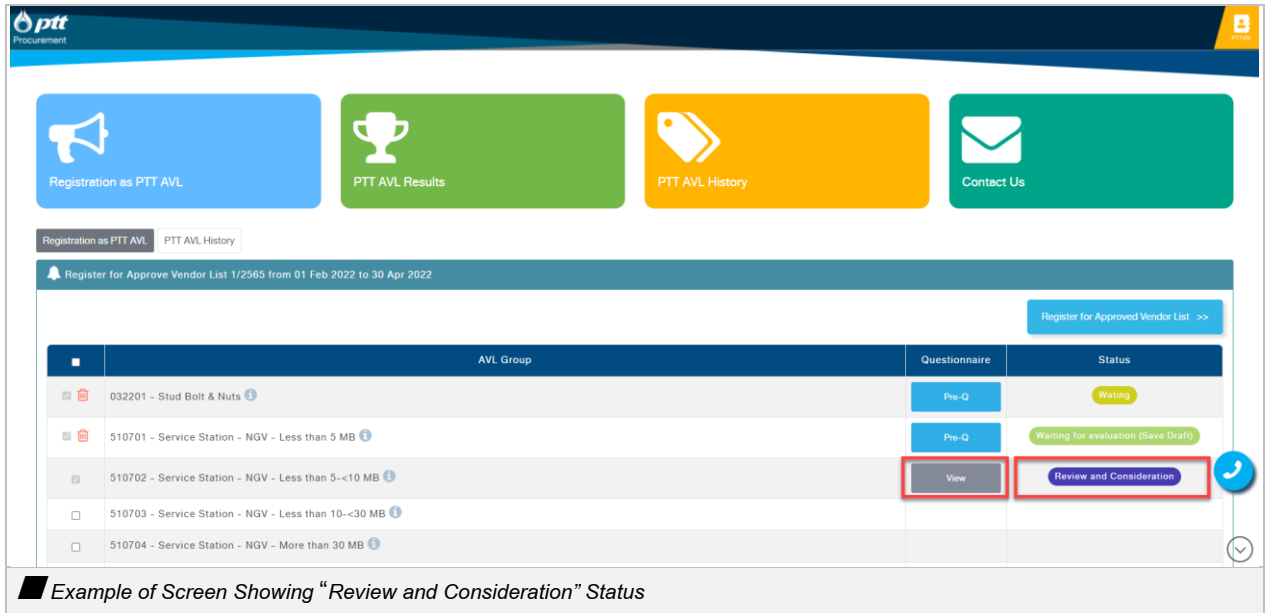
Example of Popup showing Confirmation (TH version)

Remarks: In case you are not prepared to submit the AVL's questionnaire, kindly click the "CANCEL" option.



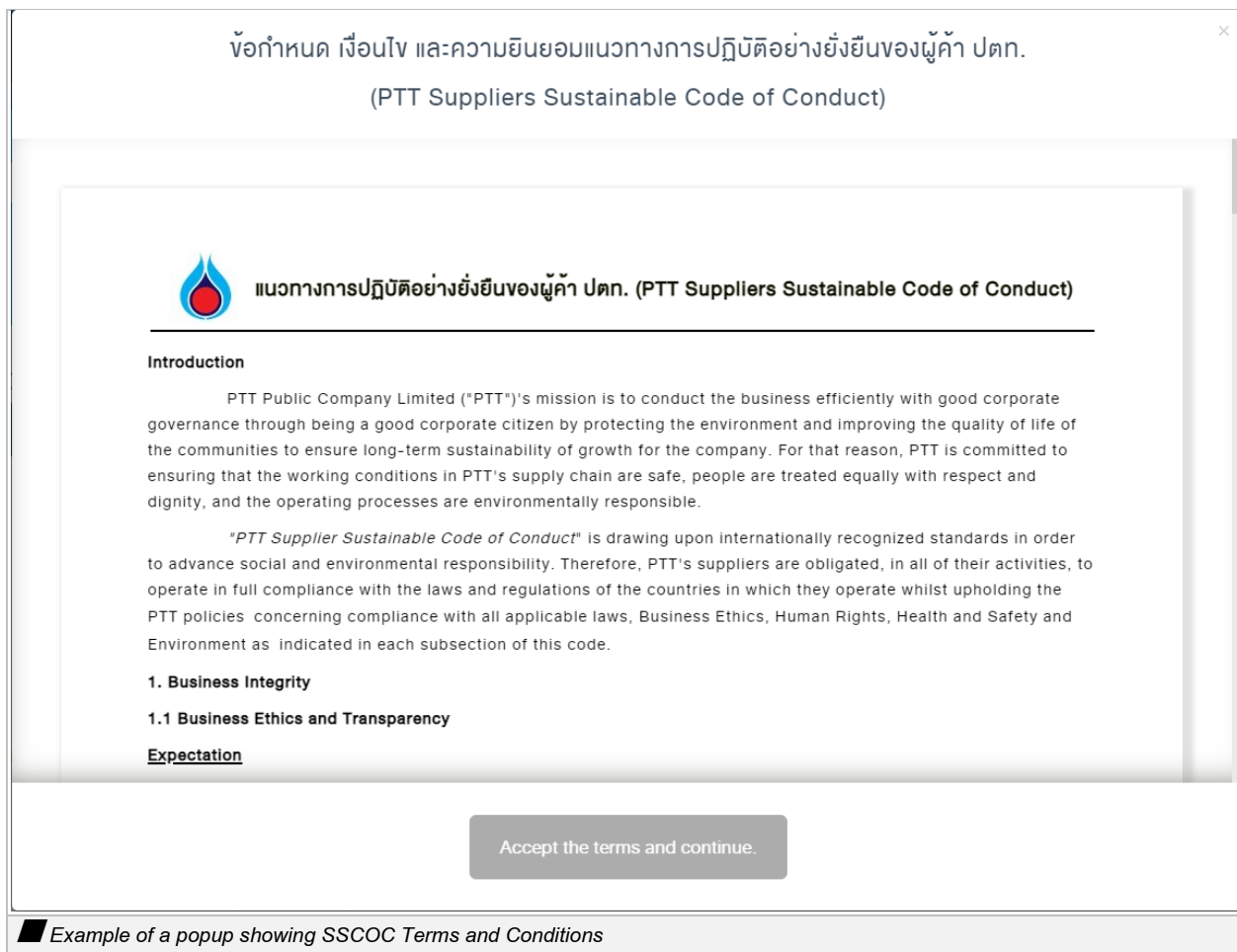
Example of Popup showing the questionnaire being submitted successfully

The system will display the button, **View** and the state "Review and Consideration" in the AVL's screen once the vendor has finished and submitted the AVL questionnaire, as shown in the picture.



8.2 Accept PTT Vendor Sustainable Code of Conduct (SSCoC)

Before start using other features on PTTVM, Vendor must read and agree the SSCoC's Terms and Conditions, [Accept the terms and conditions.](#) A popup window with details on the SSCoC will appear on the screen. Vendor may select "Continue" to proceed or "X" to close the window as seen in the picture.



Remarks:

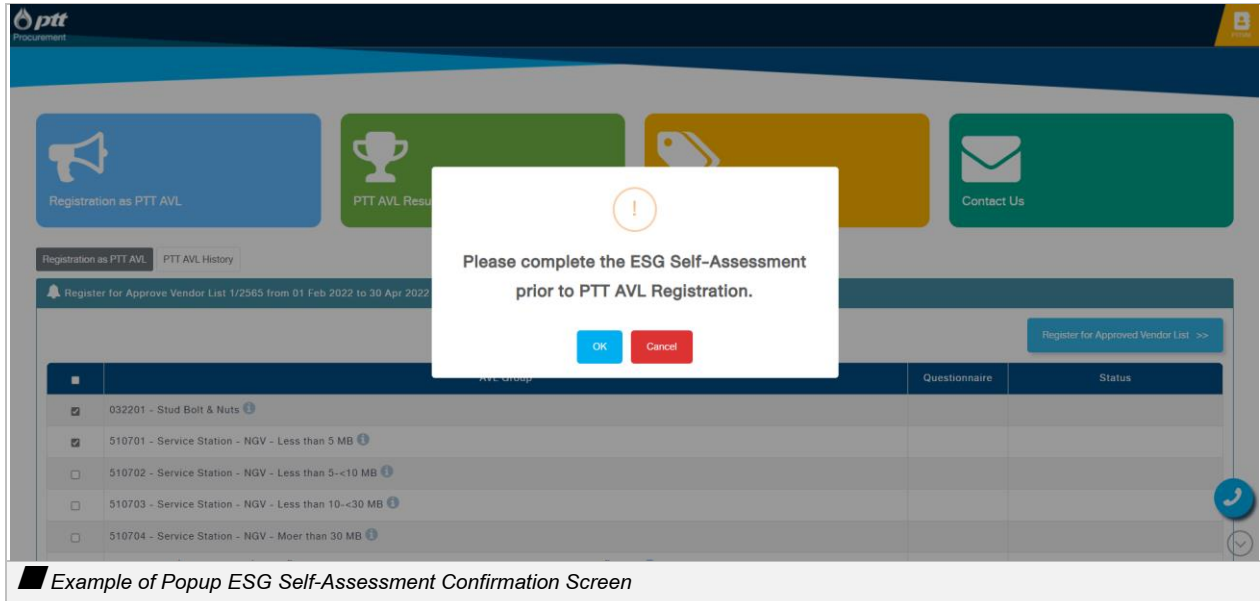
- Vendor is not required to approve the SSCoC's current Terms and Conditions once again.
- Vendor registration with PTT AVL will be rejected if they refuse to abide by the recent SSCoC Terms and Conditions.


8.3 Submit the ESG Self-Assessment

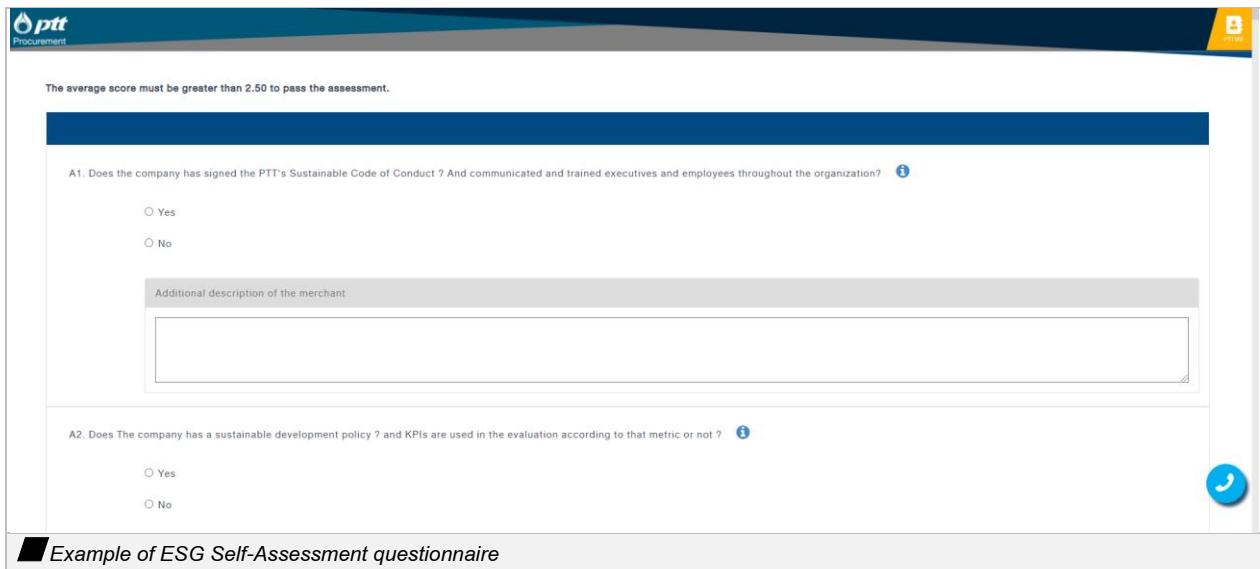
The ESG questionnaire is divided into four sections: business integrity, corporate social responsibility, Occupational health and safety, and environmental management. Vendor who are interested in applying for PTT AVL must complete an ESG Self-Assessment with a minimum score of 2.5.


8.3.1 Case 1: For Vendor with a score less than 2.5 on the ESG Self-Assessment or with no score at all on the ESG Self-Assessment


When Vendor clicks the "Register for Approved Vendor List" button, a popup message appears requesting that Vendor complete the ESG Self-Assessment prior to PTT AVL Registration as shown in the image.

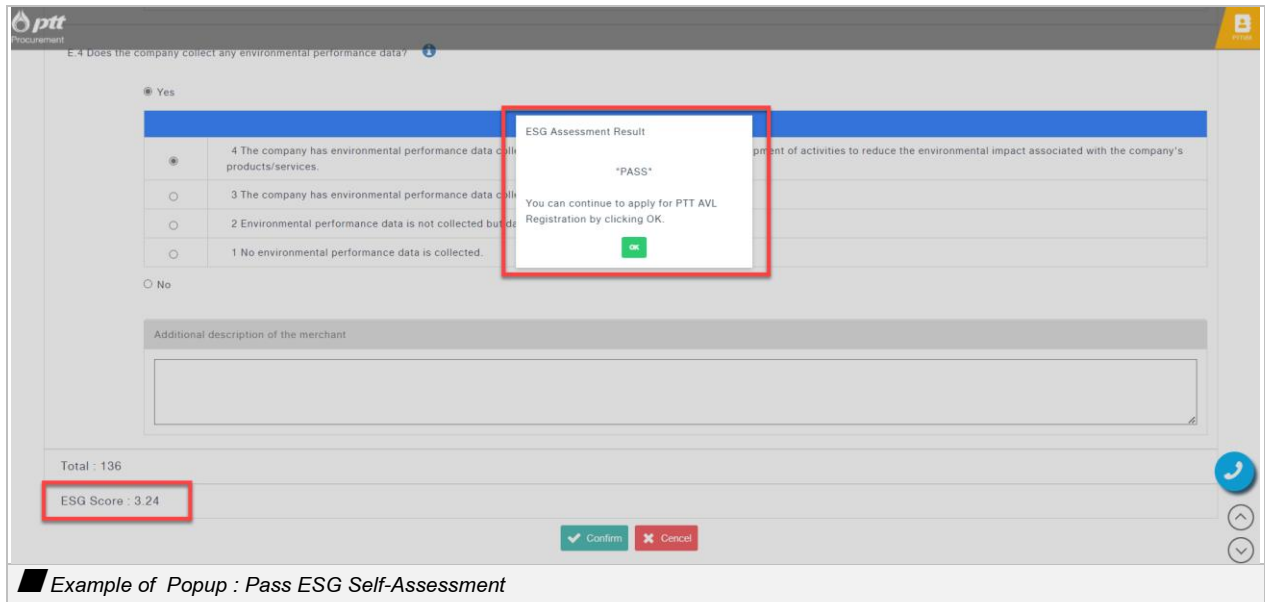



To proceed, click the  button. The system will display the ESG Self-Assessment screen as shown in the image.

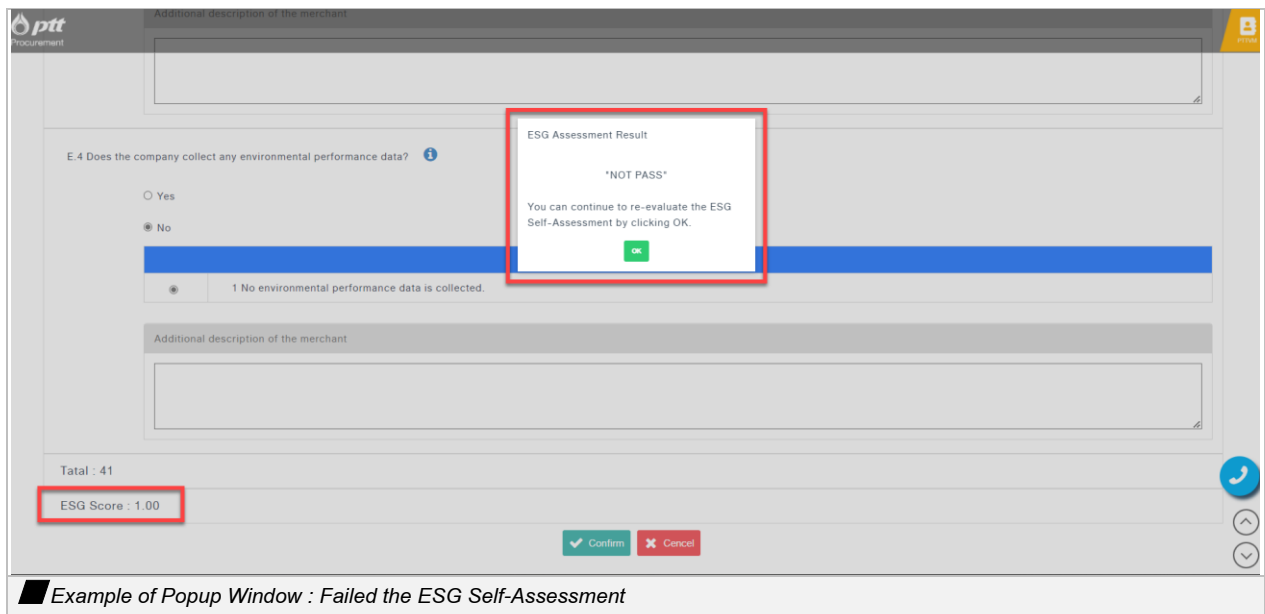



After the vendor has completed the ESG Self-Assessment questionnaire, click the  button. The system will display a popup window of the ESG Self-Assessment evaluation in which there are two possible outcomes.

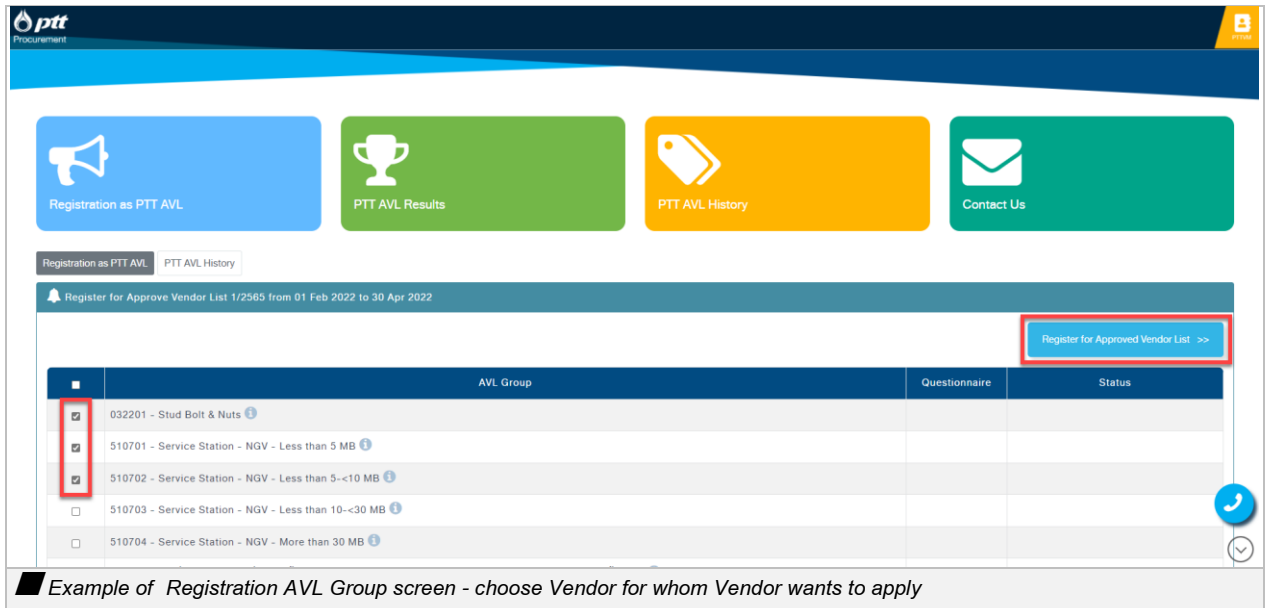
If Vendor "PASS" the Criteria and has a score more than 2.5, the system will display a popup window notifying Vendor that Vendor may apply for "PTT AVL Registration" After that, click the  button to apply for PTT AVL Registration.



If Vendor do "NOT PASS" the criteria, the system will display a popup window notifying Vendor that the ESG Self-Assessment did not pass, followed by a button  to re-evaluate the ESG Self-Assessment questionnaire.




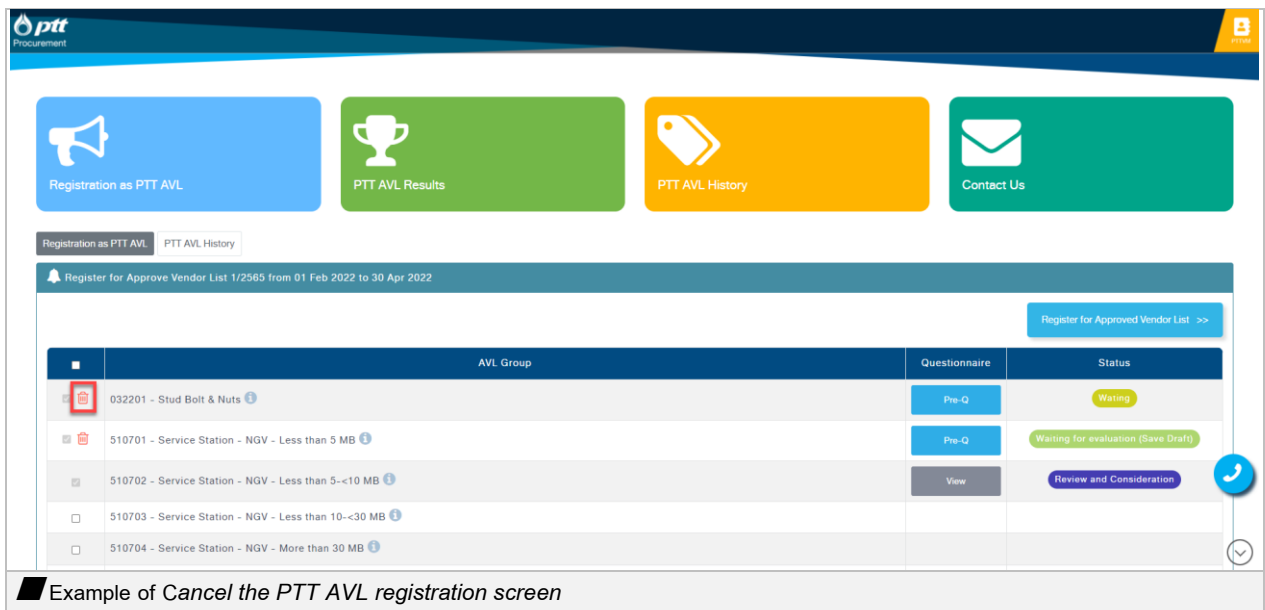
8.3.2 Case 2: for vendors with an ESG score of more than 2.5, vendor can apply for PTT AVL Registration by selecting the appropriate AVL group and clicking the  button as shown in the image.



Example of Registration AVL Group screen - choose Vendor for whom Vendor wants to apply

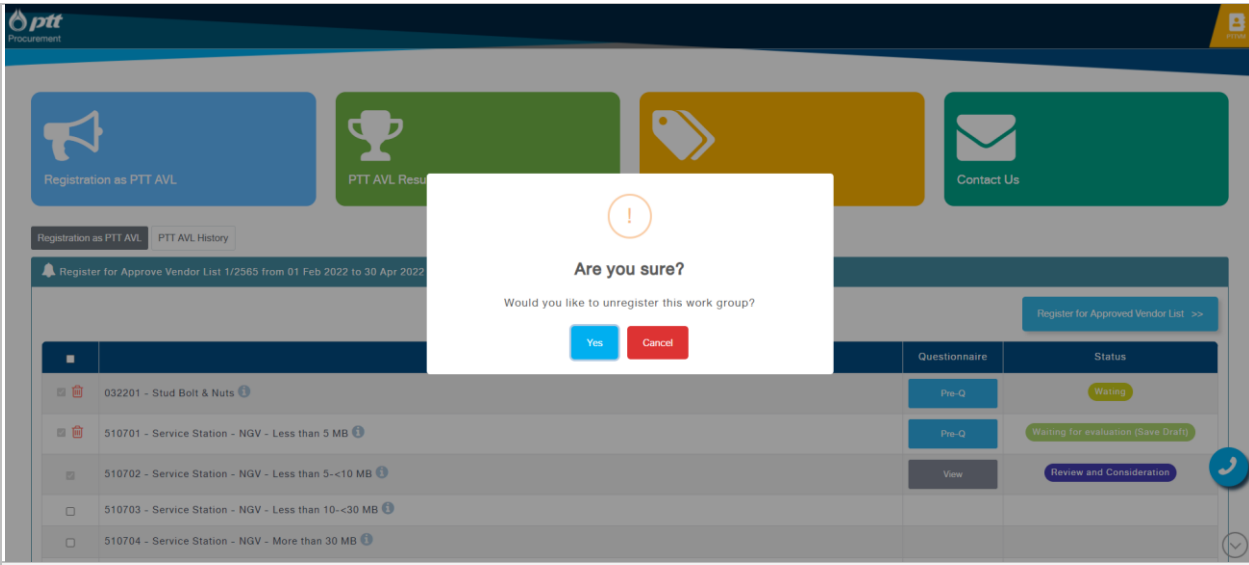
8.4 Cancellation of Vendor PTT AVL Registration

Vendor that has registered for PTT AVL but has not yet submitted their request to PTT may cancel their application by pressing the "TRASH"  button, as shown in the image.



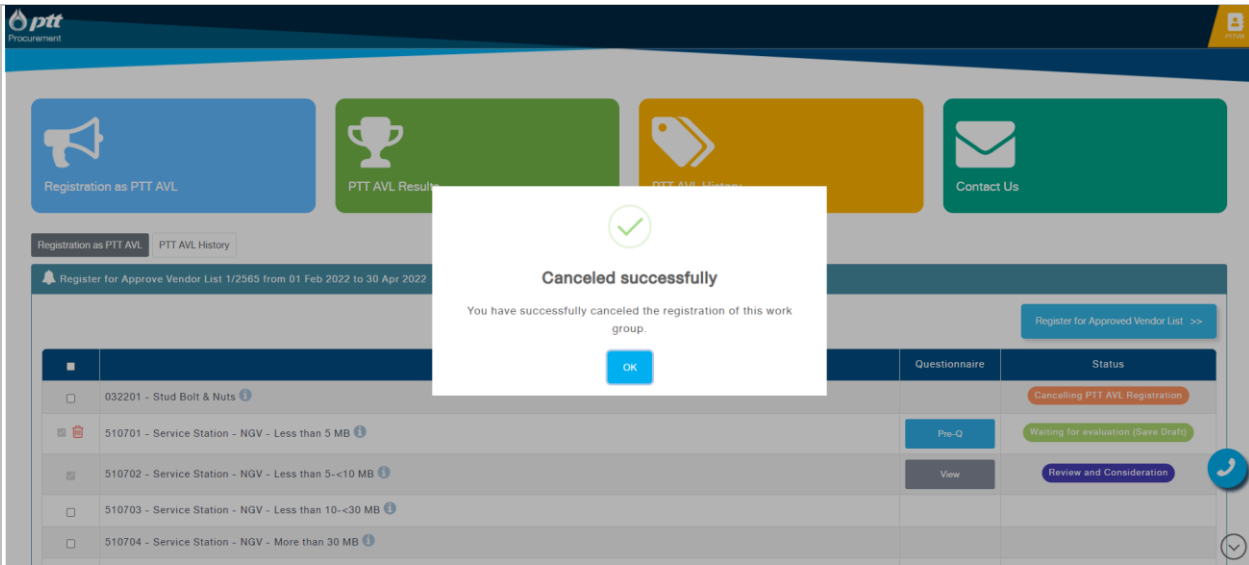
Example of Cancel the PTT AVL registration screen

The system will display a popup window requesting confirmation of the cancellation of Vendor's PTT AVL Registration, as shown in the image.



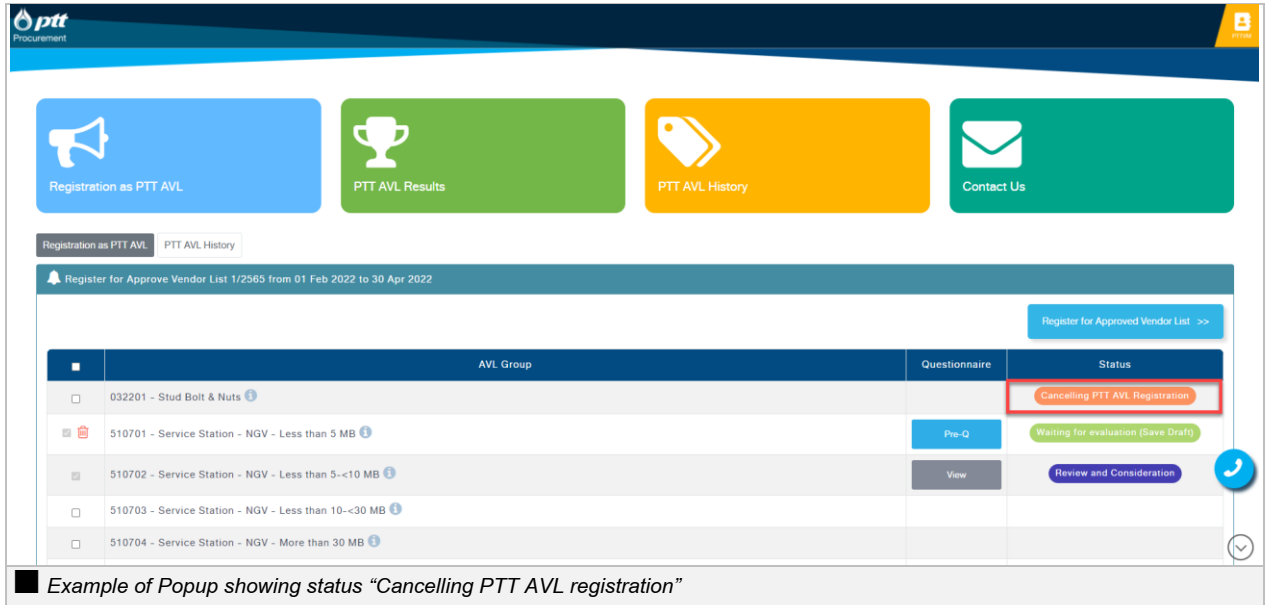
Example of Popup showing a confirmation to cancel PTT AVL Registration

To confirm Vendor's cancellation, click "YES" button; the system will display a pop-up message showing that the cancellation was successful, as shown in the image.



Example of Popup showing the canceled is successful

The status will then be changed to "Canceling PTT AVL Registration" as shown in the image.



The screenshot shows the PTT Procurement Vendor Management System interface. At the top, there are four main action buttons: "Registration as PTT AVL" (blue), "PTT AVL Results" (green), "PTT AVL History" (orange), and "Contact Us" (teal). Below these, there are tabs for "Registration as PTT AVL" and "PTT AVL History". A notification banner indicates a registration period from 01 Feb 2022 to 30 Apr 2022. The main content area features a table with columns for "AVL Group", "Questionnaire", and "Status".


AVL Group	Questionnaire	Status
032201 - Stud Bolt & Nuts		Canceling PTT AVL Registration
510701 - Service Station - NGV - Less than 5 MB	Pre-Q	Waiting for evaluation (Save Draft)
510702 - Service Station - NGV - Less than 5-<10 MB	View	Review and Consideration
510703 - Service Station - NGV - Less than 10-<30 MB		
510704 - Service Station - NGV - More than 30 MB		

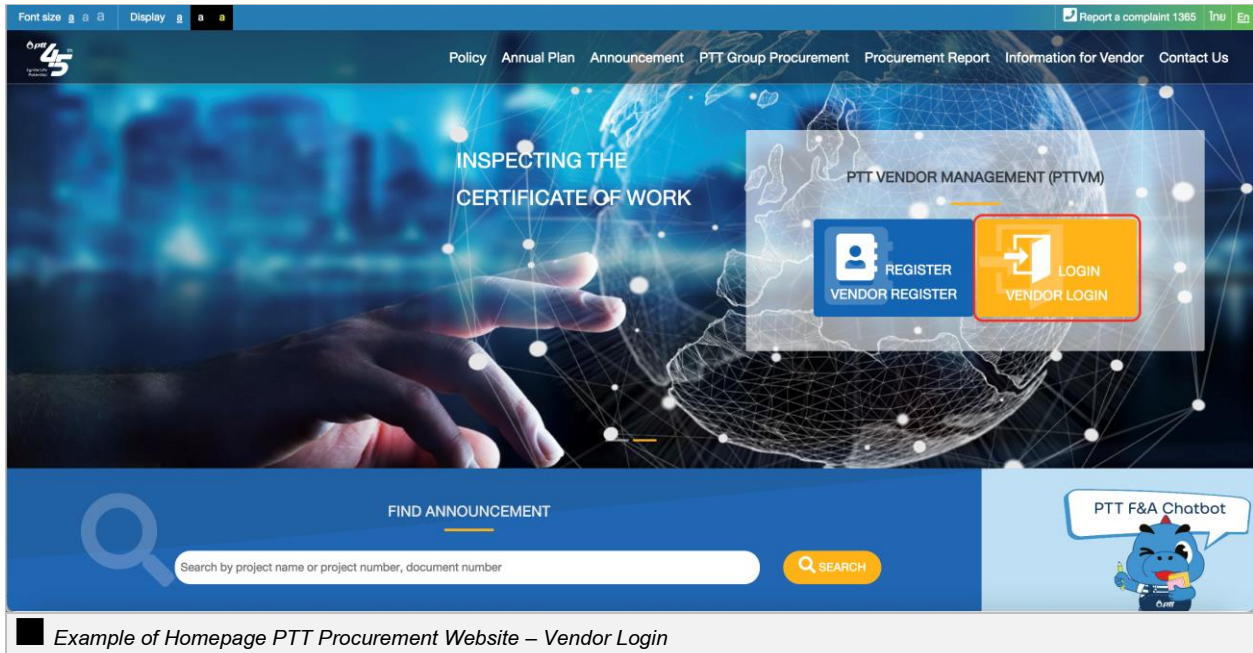
Example of Popup showing status "Canceling PTT AVL registration"

8.5 Checking information related to the vendor registration

8.5.1 Check Vendor's PTT AVL Registration


First of all, Vendor may log in through the PTT Procurement website at

<https://procurement.pttplc.com> and clicking the  button as shown in the image

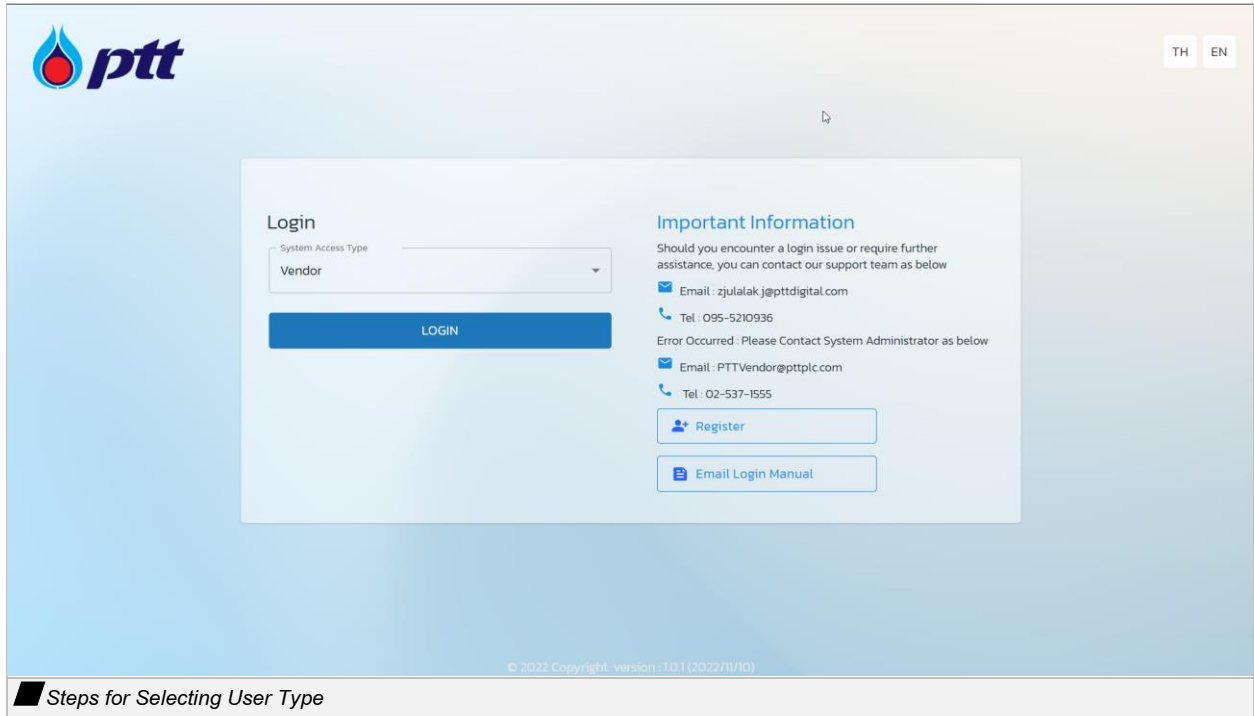


The screenshot shows the homepage of the PTT Procurement Website for vendors. The header includes navigation links: Policy, Annual Plan, Announcement, PTT Group Procurement, Procurement Report, Information for Vendor, and Contact Us. The main banner features the text "INSPECTING THE CERTIFICATE OF WORK" and "PTT VENDOR MANAGEMENT (PTTM)". Below this, there are two prominent buttons: "REGISTER VENDOR REGISTER" (blue) and "LOGIN VENDOR LOGIN" (orange). At the bottom, there is a search bar labeled "FIND ANNOUNCEMENT" and a "PTT F&A Chatbot" icon.

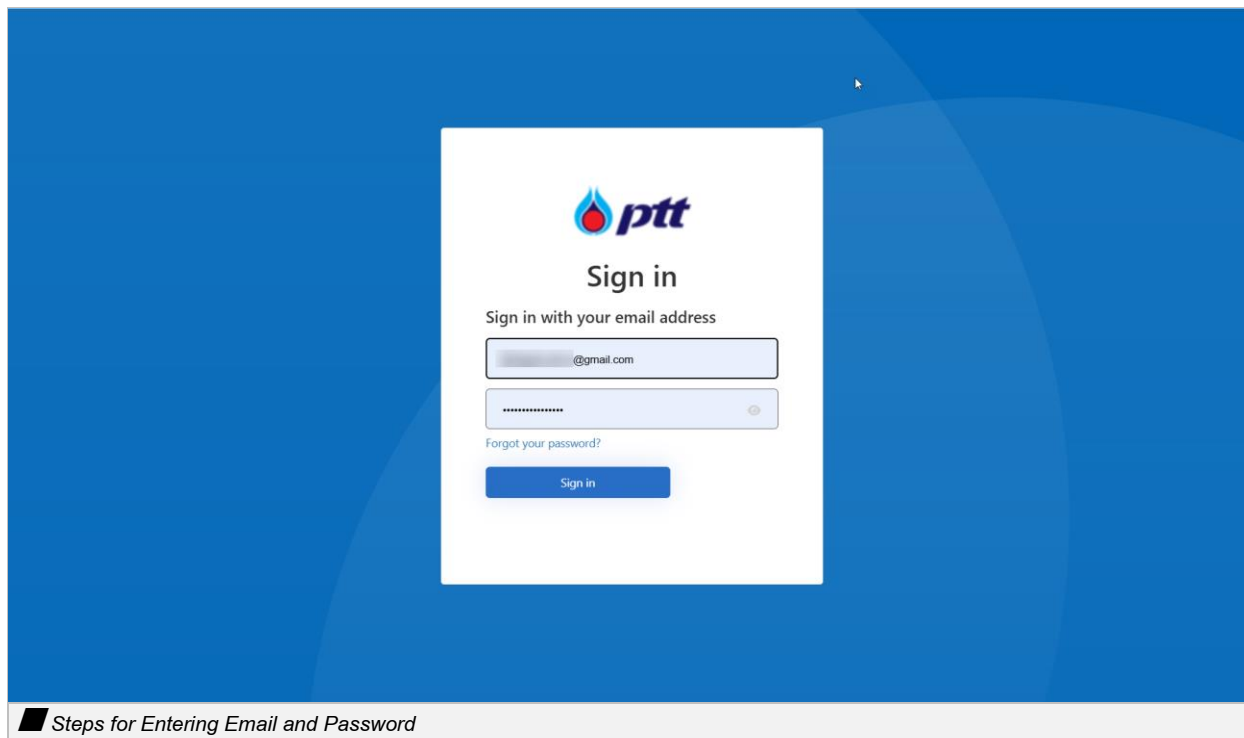
Example of Homepage PTT Procurement Website – Vendor Login

Vendor may log in through PTT Vendor Management (PTTVM) at URL: <https://pttvm.pttplc.com/index.html#/app/signin>, where Vendor must enter the Email and Password and then click the  button.

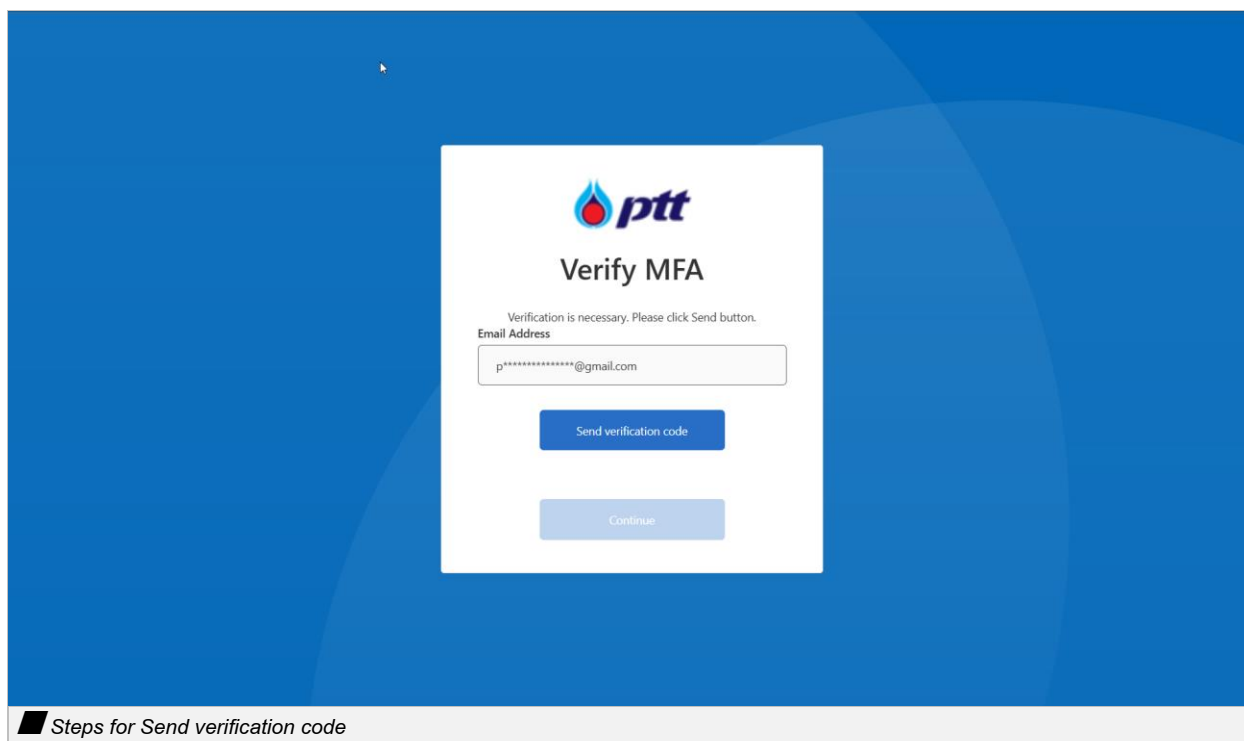
For Vendors the login process to the PTT Vendor Management System can be done as follows:
Select your user type and click "Login."



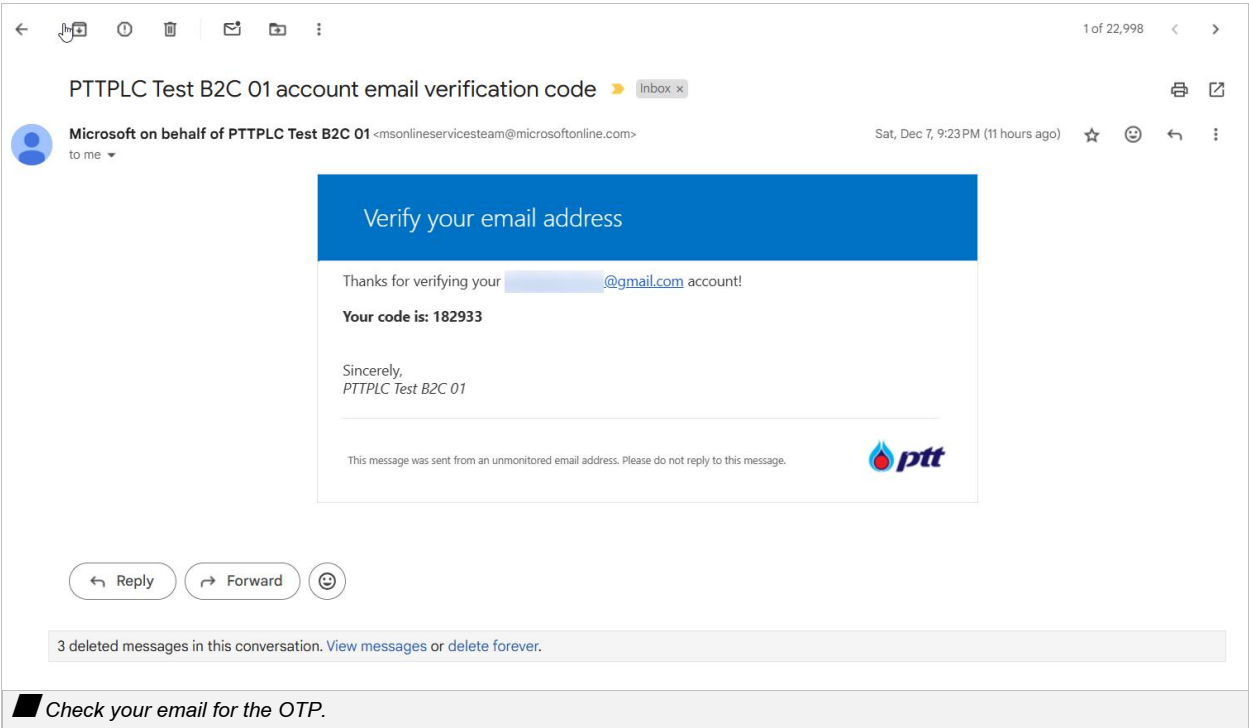
Enter your email and password, then click "Sign in."



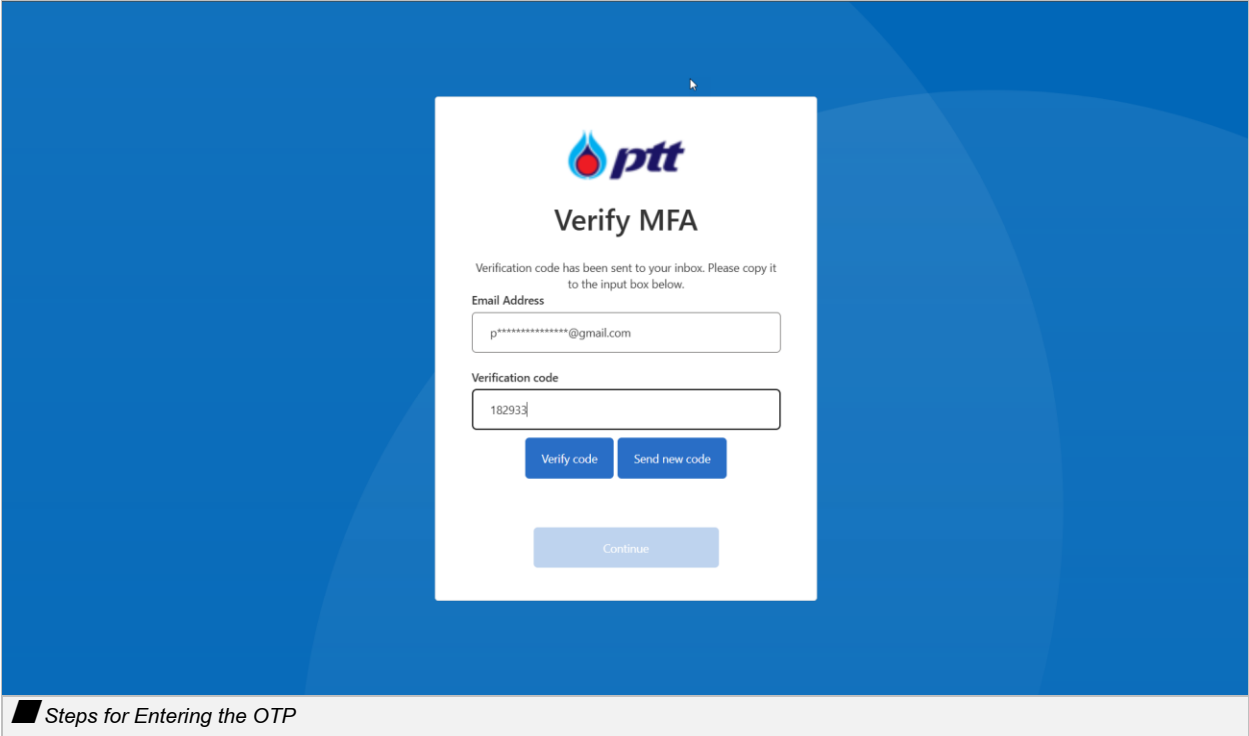
click "Send verification code"



Check your email for the OTP.



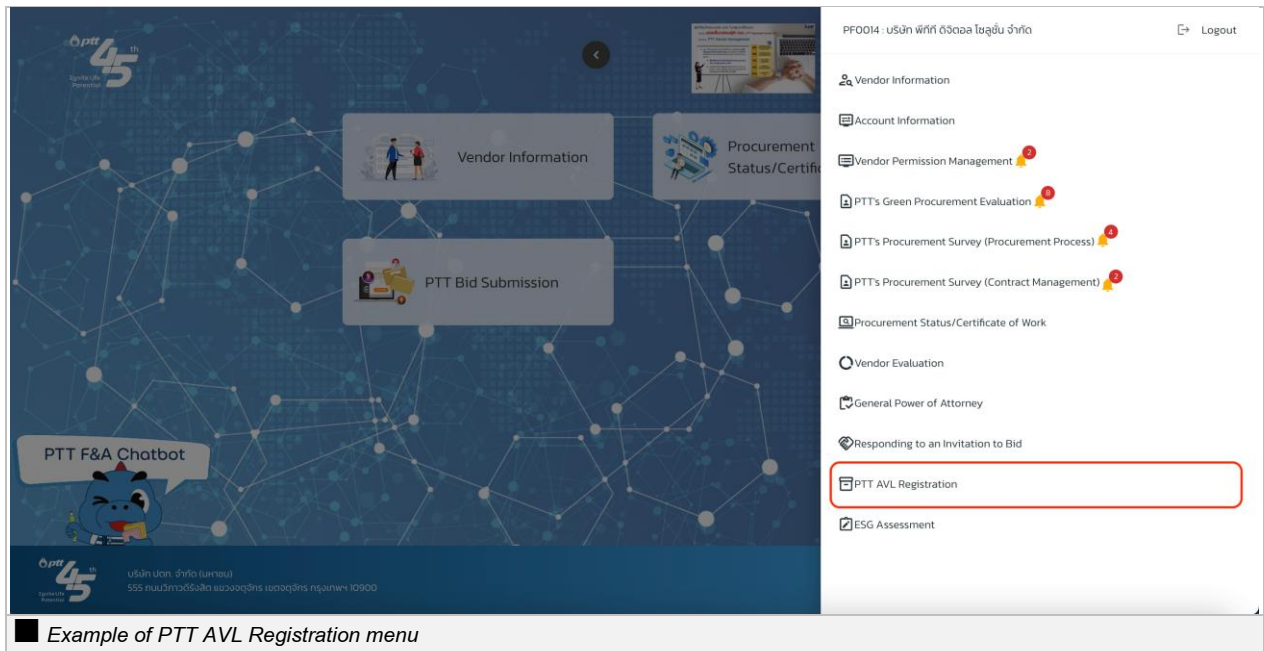
Enter the OTP and click "Verify Code." (If you haven't received the OTP, click "Send New Code" to request a new one.)

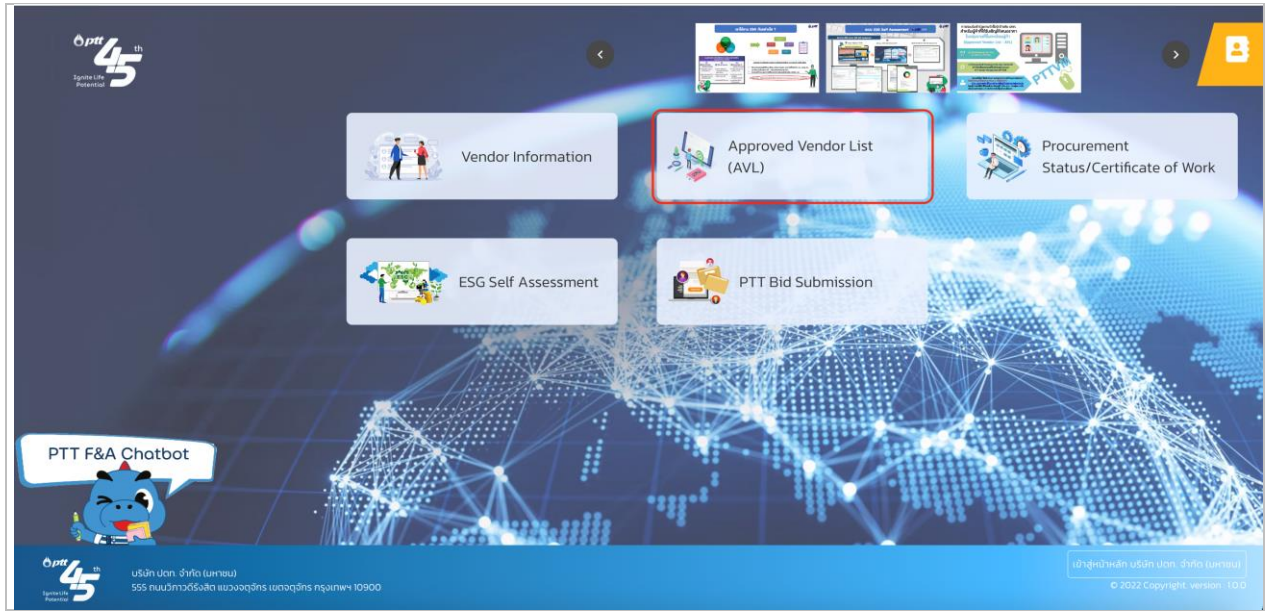


Once Vendor has successfully logged in, the system will display the feature menu according to Vendor's permission.




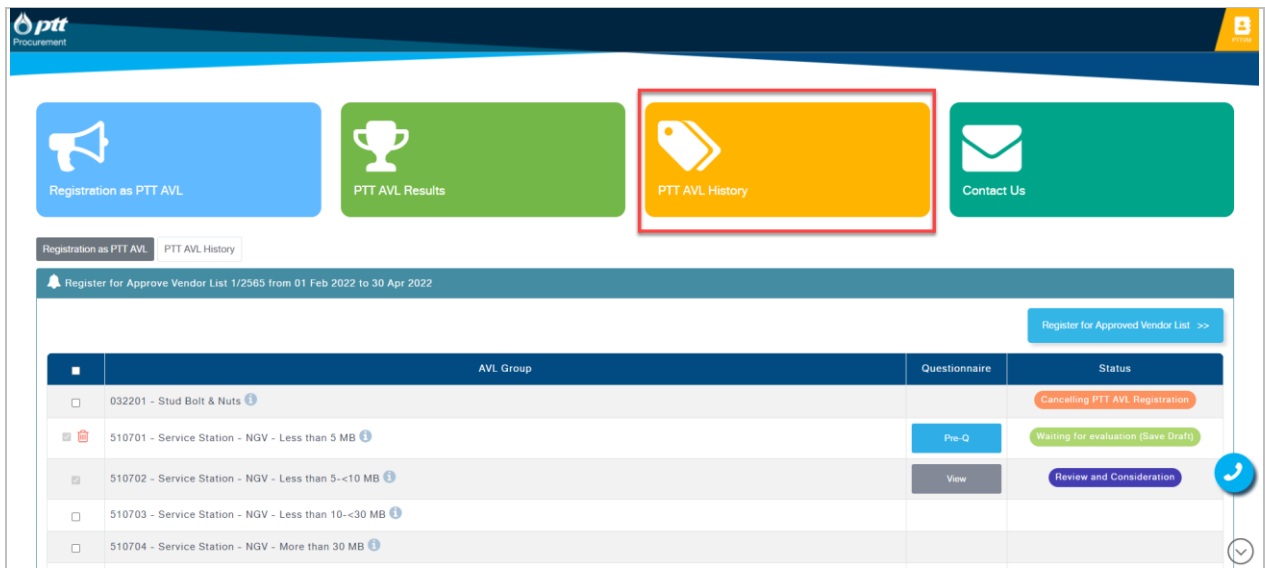
Choose PTT AVL Registration menu as shown on the right of the screen.



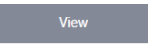


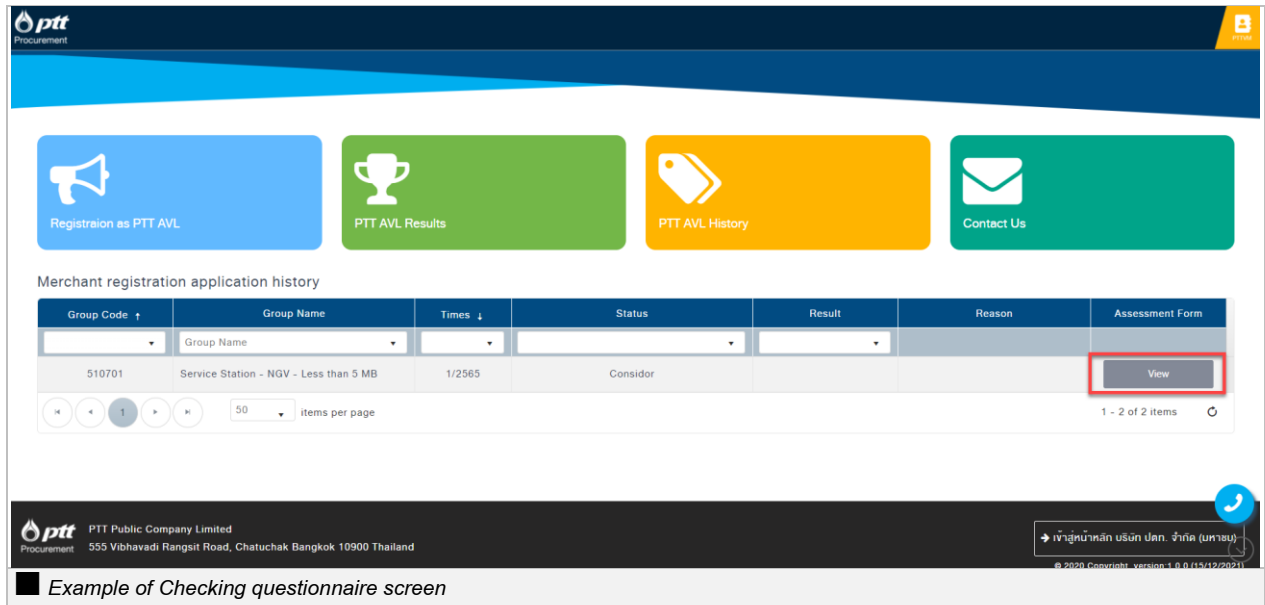
Example of PTT AVL Registration menu

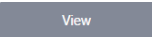
The system shows the "Registration menu" screen once the vendor selects the PTT AVL Registration menu option. The vendor can press the button,  as seen in the picture.



Example of PTT AVL History screen

Vendor may click the  button to see the details of an assessment form before submitted to PTT, as shown in the image.



The system shows the specifics of AVL's Assessment, with your comments and an attachment file, as seen in the image, once the vendor presses the button 

Vendors Assessment Form PQ-700111

PQ-700111 Overhaul Gas Generator (For International Vendor)

Purpose/Explanation

PTT Qualifications for approve vendor list

Assessment criteria

1. Submit the documents for consideration of qualifications.
2. Passed Part 1 : the operational assessment (10 points), Part : 2 Assessment of Safety, Health and Environmental Data (25 points) and Part 3 Technical Evaluation (65 Point)

Pre-Qualification score criteria as follows:

- Assessment scores on the operational assessment more than 50%
- Assessment scores on the technically more than 50%
- Assessment scores on Assessment of Safety, Health and Environmental Data more than 70%
- Totals assessment score more than 70 points (3 Part)

3. Passed the Supplier Sustainable Audit
4. Passed Site Visit Assessment
5. Others at the discretion of the PTT Selection Committee.

Total number of questionnaires 29 Questions , 15 Pages

Page 2

Section 2 Operation assessment : Business appraisal

2.1 Certificate of Incorporation and/or Memorandum of Association and/or any other documents likewise issued by the competent agency/organization, which enables to identify the authorized person including Bidder's registered objectives that accord with the procurement work.

 Yes

Documentation for options



1. Certificate of Incorporation and/or Memorandum of Association and/or any other documents

Attachment (Force attachment)

Only 1 file can be uploaded.

Only jpg,jpeg,png,pdf files can be uploaded.

The file size does not exceed 10MB.

NO.	File Name	STATUS
1	Certificate of Incorporation.pdf  	Considor


 No

Example of Details of ESG Self-Assessment (TH version)

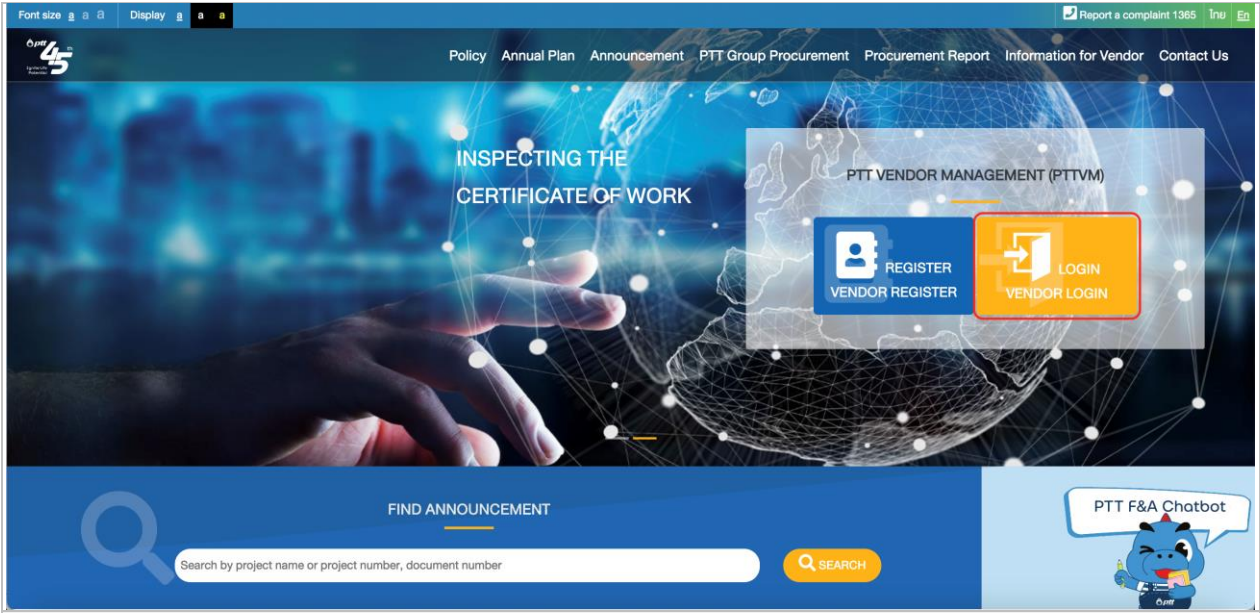
8.5.2 Check your PTT AVL Evaluation Result

Vendors have two options for checking the outcome. First, check the PTTVM system for the vendor's PTT AVL evaluation results.


An email will be sent to vendors that apply for PTT AVL Registration to confirm their status. By visiting <https://procurement.pttplc.com> and logging into the PTTVM system following the instructions below, vendors can see details and results.

Vendors can visit the PTT Procurement Website at <https://procurement.pttplc.com>, and then they can click the button,  as it is displayed below. Vendors have two ways to examine the results. First, look for the vendor's PTT AVL Registration tab in the PTTVM system.

Vendors that apply for PTT AVL Registration will get an email confirming their status. Vendors can get information and outcomes by going to <https://procurement.pttplc.com> and logging into the PTTVM system using the procedures below.

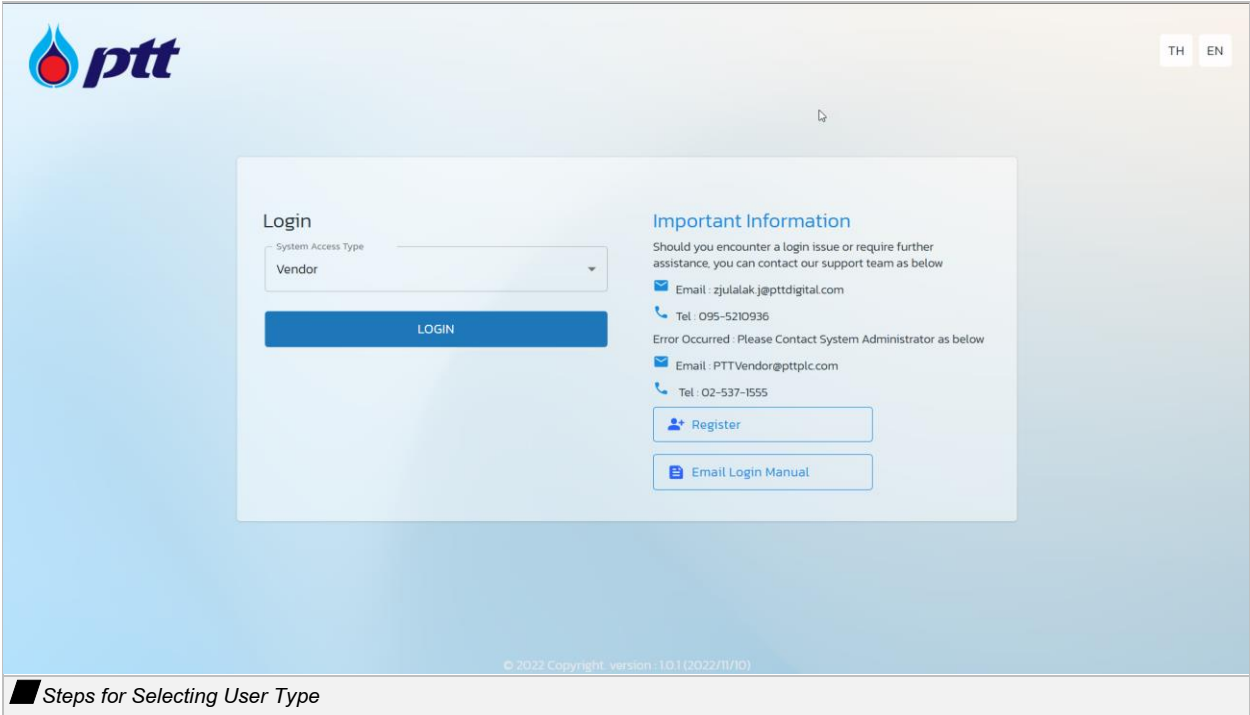


Example of Homepage PTT Procurement Website – Vendor Login

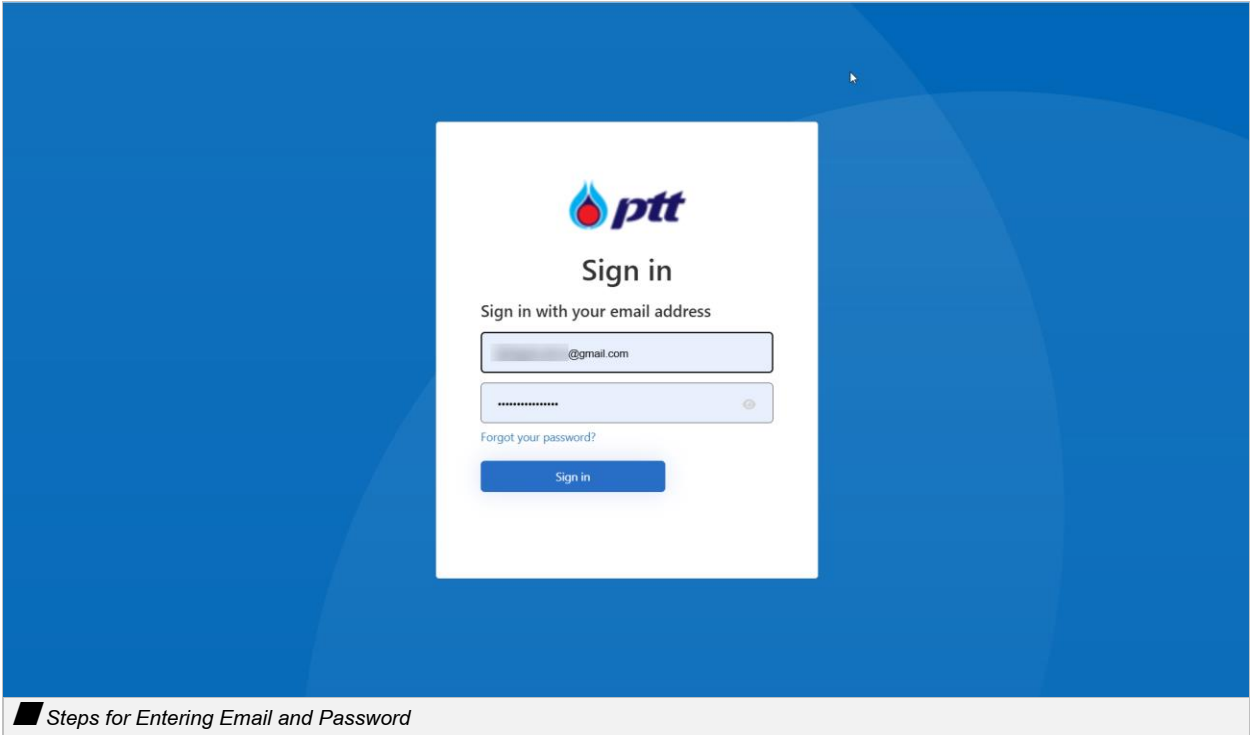
Enter the Email and Password, then click the  button

For Vendors the login process to the PTT Vendor Management System can be done as follows:

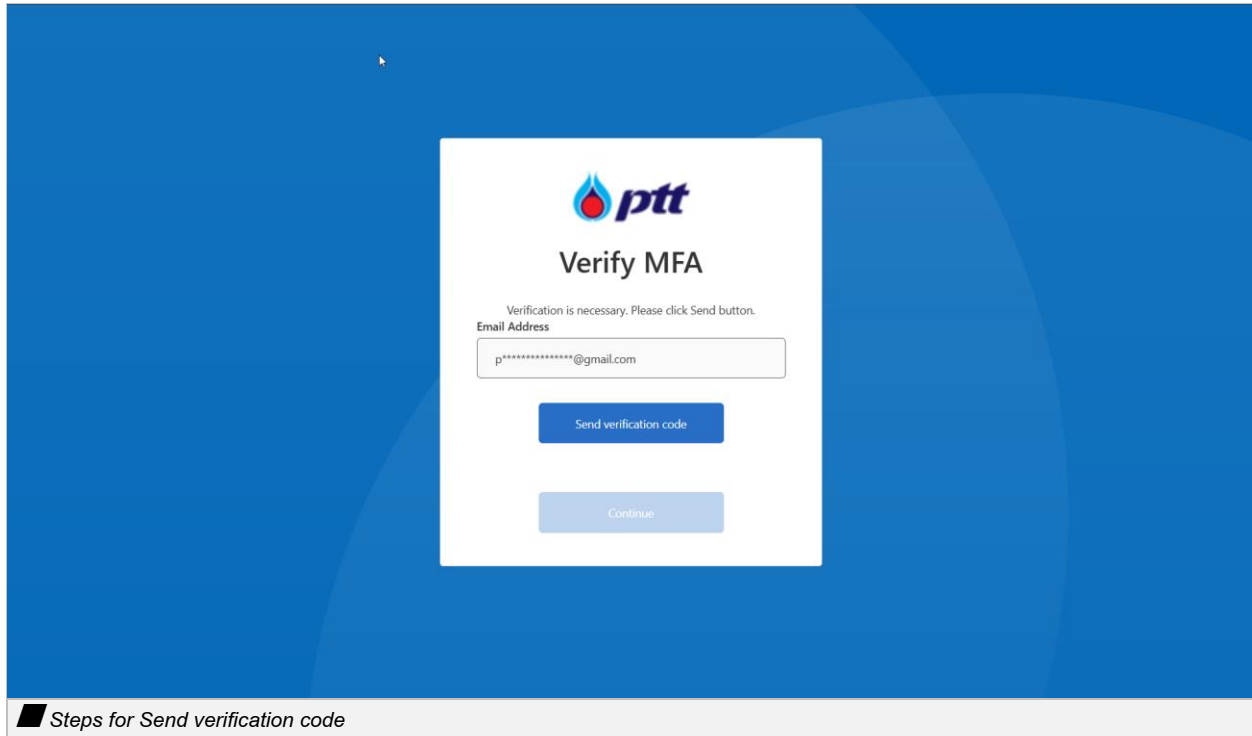
Select your user type and click "Login."



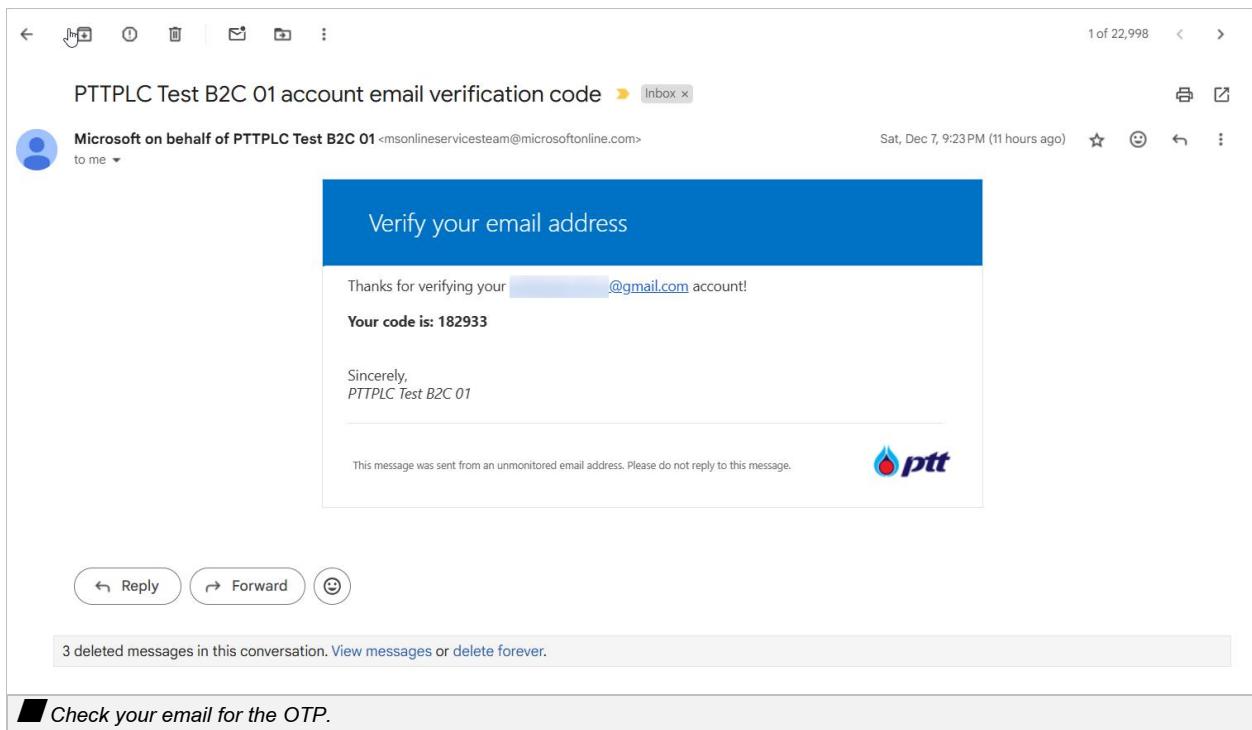
Enter your email and password, then click "Sign in."



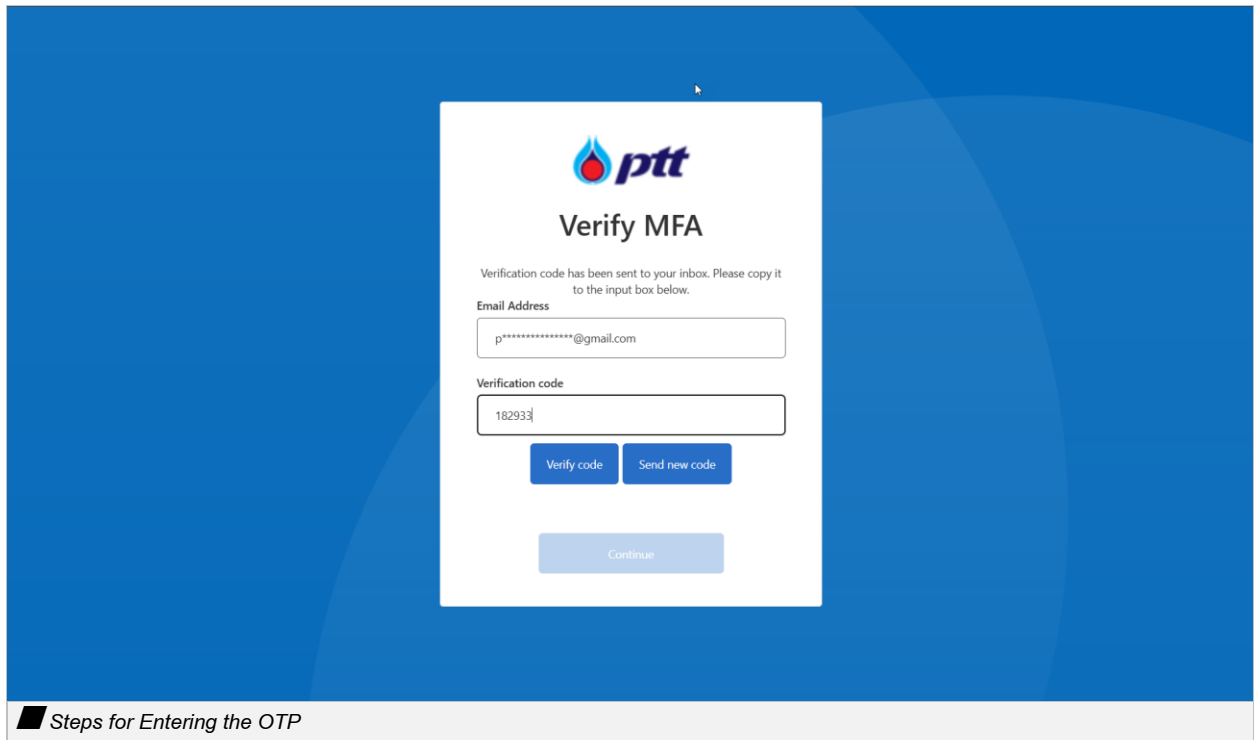
click "Send verification code"



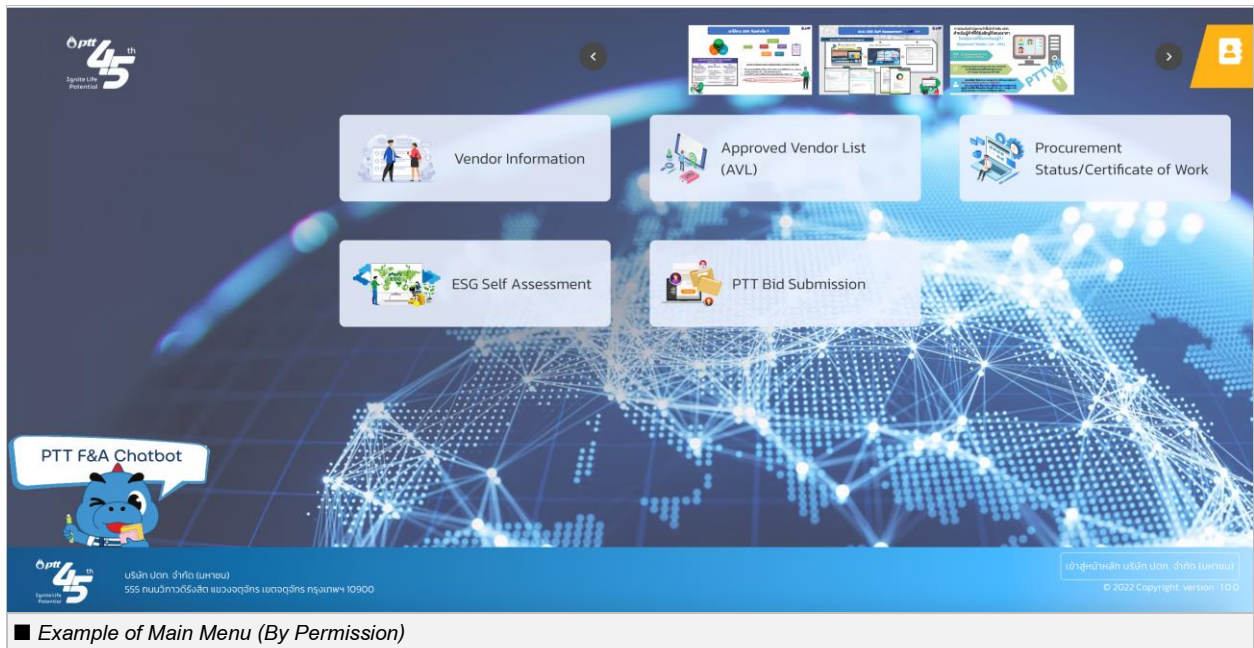
Check your email for the OTP.



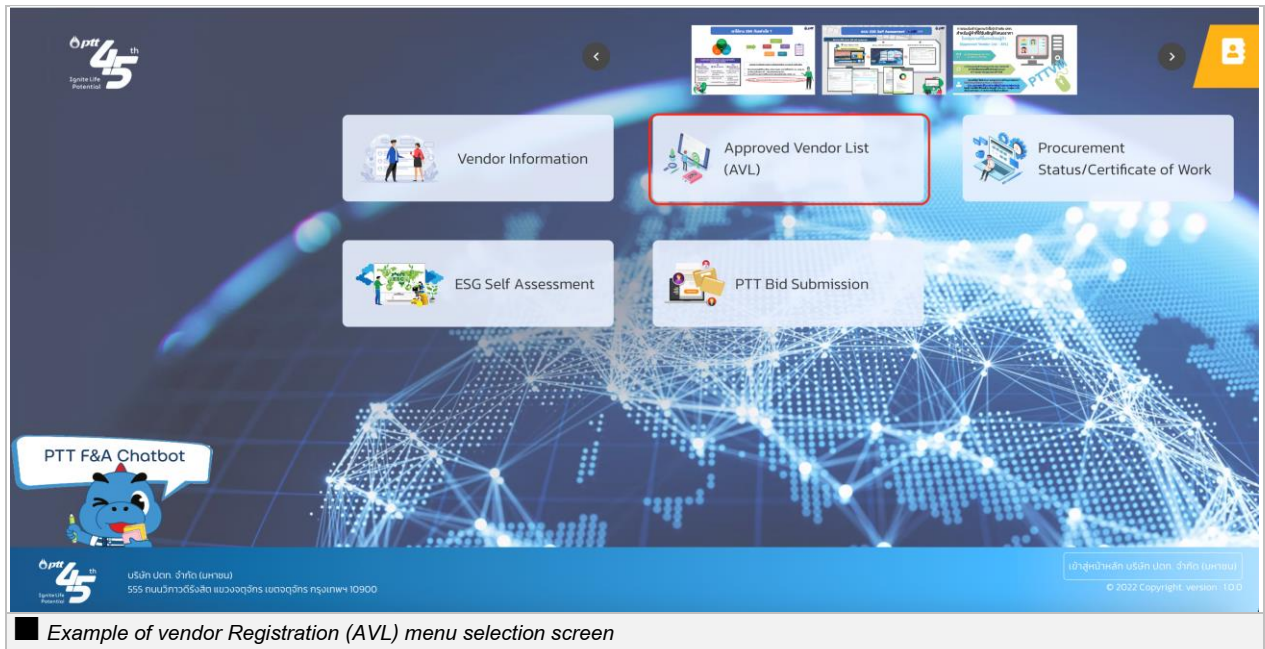
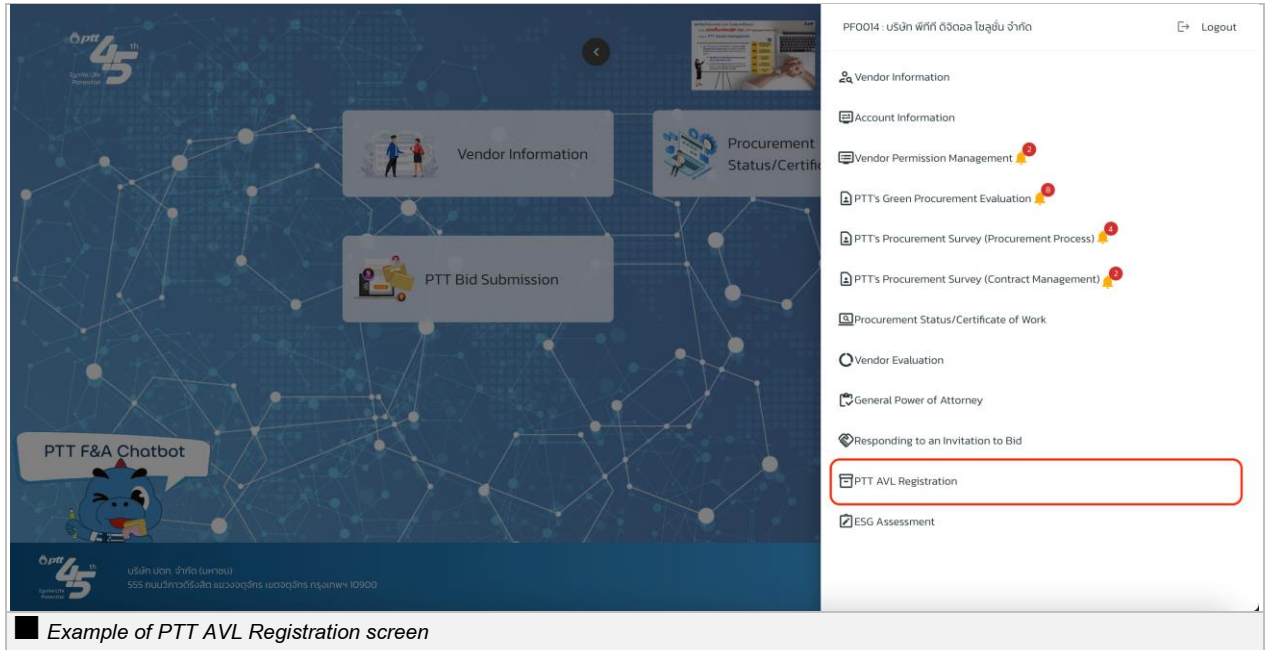
Enter the OTP and click "Verify Code." (If you haven't received the OTP, click "Send New Code" to request a new one.)



Once Vendor has successfully logged in, the system will display the menu according to Vendor's permission.

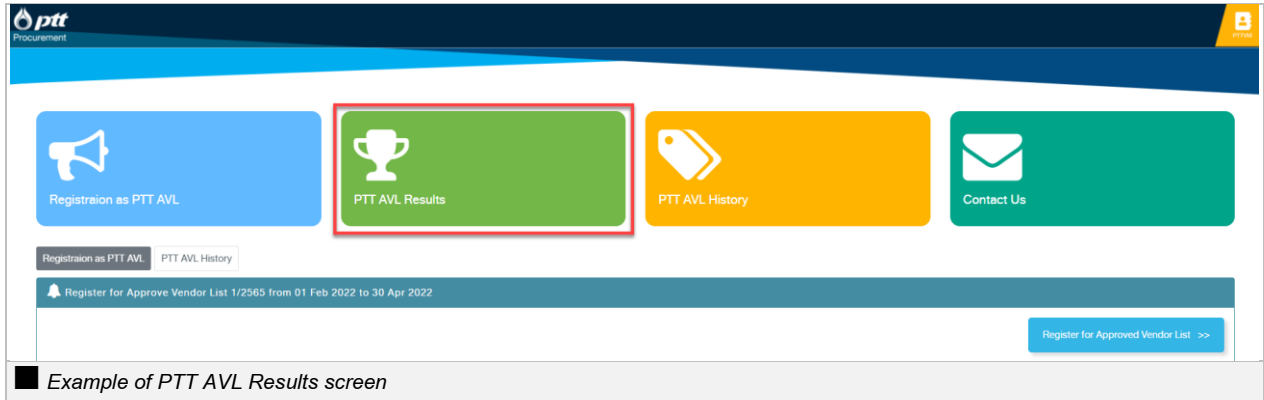


Select the PTT AVL Registration menu option, as shown on the right of the screen.



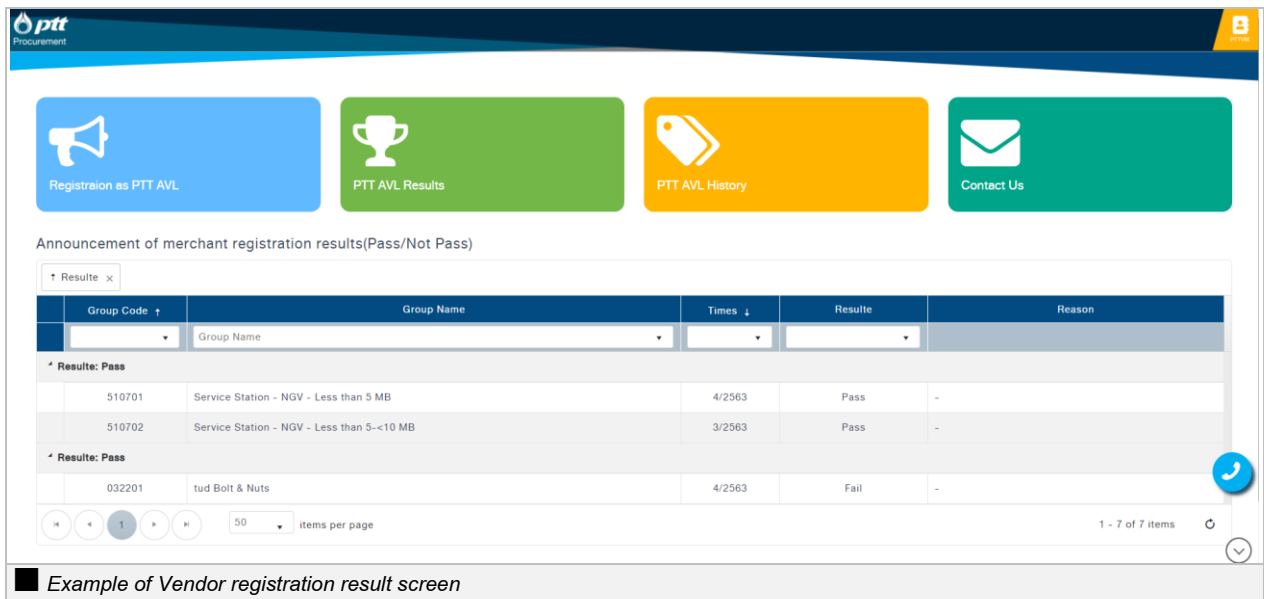
After Vendor has clicked PTT AVL Registration menu, system will display “PTT AVL Results” screen, then

Vendor clicks  button as shown in the image.



Example of PTT AVL Results screen

The system will then display Vendor's assessment result as "PASS" or "NOT PASS," as shown in the image.



Example of Vendor registration result screen

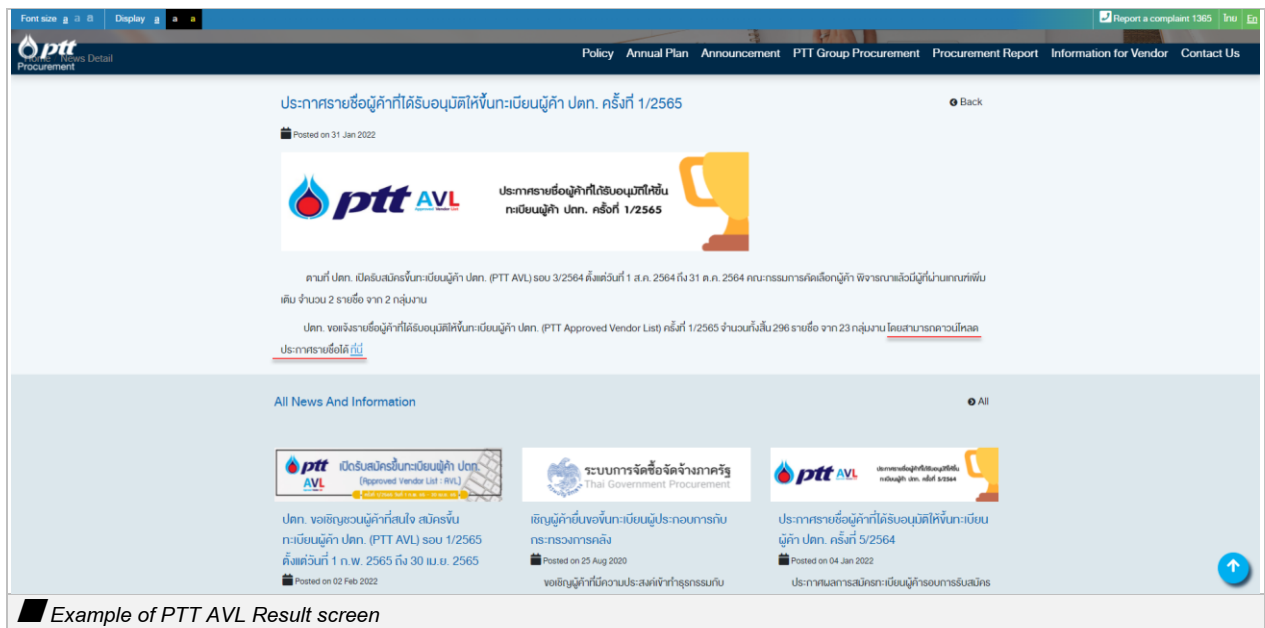
The next approach: Visit the PTT Procurement website at <https://procurement.pttplc.com> to verify the PTT AVL Registration result News and Information Vendors may check the status of the PTT AVL Registration by going to the PTT Procurement website and following the on-screen instructions.

The "News and Information" menu item provides access to the PTT AVL Announcement. Please click to view further information, as displayed in the picture.



Example of News and Information screen

You may download the PTT AVL Result file from this announcement using the link in the picture.



Example of PTT AVL Result screen



ประกาศ บริษัท ปตท. จำกัด (มหาชน)

ทะเบียนเลขที่ 0107544000108

เรื่อง รายชื่อผู้ค้าที่ได้รับอนุมัติให้ขึ้นทะเบียนผู้ค้า ปตท. (PTT Approved Vendor List)

ครั้งที่ 4/2564

บริษัท ปตท. จำกัด (มหาชน) (ปตท.) ขอแจ้งรายชื่อผู้ค้าที่ได้รับอนุมัติให้ขึ้นทะเบียนผู้ค้า ปตท. (PTT Approved Vendor List) ครั้งที่ 4/2564 จำนวนทั้งสิ้น 287 รายชื่อ จาก 23 กลุ่มงาน โดยมีรายละเอียด ดังนี้

ลำดับ	หมายเลข กลุ่มงาน	กลุ่มงาน	จำนวน ผู้ค้า	รายชื่อผู้ค้าที่ได้รับ อนุมัติ
1	032201	Stud Bolt & Nuts (เหล็กเกลียวสตัดและน็อต)	7	เอกสารแนบหน้า 1
2	510701	งานก่อสร้างและปรับปรุงภาพลักษณ์สถานีบริการ NGV น้อยกว่า 5 MB	36	เอกสารแนบหน้า 1
3	510702	งานก่อสร้างและปรับปรุงภาพลักษณ์สถานีบริการ NGV 5-<10 MB	31	เอกสารแนบหน้า 3
4	510703	งานก่อสร้างและปรับปรุงภาพลักษณ์สถานีบริการ NGV 10-<30 MB	27	เอกสารแนบหน้า 4
5	510704	งานก่อสร้างและปรับปรุงภาพลักษณ์สถานีบริการ NGV ตั้งแต่ 30 MB ขึ้นไป	22	เอกสารแนบหน้า 6
6	510710	งานซ่อมแซมปรับปรุงสิ่งปลูกสร้าง (งานโยธา) สถานีบริการ NGV แบบ Contingency Contract 5-<10 ล้านบาท	18	เอกสารแนบหน้า 7
7	510711	งานซ่อมแซมปรับปรุงสิ่งปลูกสร้าง (งานโยธา) สถานีบริการ NGV แบบ Contingency Contract ตั้งแต่ 10 ล้านบาทขึ้นไป	17	เอกสารแนบหน้า 8
8	580104	งานก่อสร้างวางระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 1-<50 ล้านบาท	25	เอกสารแนบหน้า 9
9	580105	งานก่อสร้างวางระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 50-<250 ล้านบาท	14	เอกสารแนบหน้า 10
10	580106	งานก่อสร้างวางระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 250-<500 ล้านบาท	10	เอกสารแนบหน้า 11
11	580107	งานก่อสร้างวางระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 500 ล้านบาท ขึ้นไป	7	เอกสารแนบหน้า 11
12	580203	การจัดจ้างขนย้าย PIG และผู้ช่วยปฏิบัติงานรับส่ง ILI ท่อบนบกและท่อทะเล ในประเทศไทย	5	เอกสารแนบหน้า 11
13	580302	จัดจ้างตรวจสอบ CIPS ,DCVG สำหรับท่อส่งก๊าซประธาน ท่อย่อยอุตสาหกรรม และท่อয়য়โรงไฟฟ้า	2	เอกสารแนบหน้า 12
14	700101	งานถอดประกอบทำความสะอาดและทดสอบแรงดันอุปกรณ์ heat exchanger ประเภท shell & cube >= 40 Tons (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	2	เอกสารแนบหน้า 13
15	700102	งานถอดใส่ Blind เพื่อตัดแยกกระบวนการผลิต (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	7	เอกสารแนบหน้า 13
16	700103	งาน Load/unload Catalyst Gas dryer Unit and Mercury removal Unit (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	3	เอกสารแนบหน้า 14
17	700104	งาน Overhaul and Test Safety Valve (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	6	เอกสารแนบหน้า 14
18	700105	งาน Overhaul Control Valve < 16 นิ้ว (Body and Actuator) (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	9	เอกสารแนบหน้า 15
19	700106	งาน Overhaul On-Off Valve Size 1 – 20 นิ้ว (Body and Actuator) (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	7	เอกสารแนบหน้า 15
20	700108	งานถอดประกอบและติดตั้งเครื่องยนต์ Gas Turbine (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	4	เอกสารแนบหน้า 16
21	700109	งาน Manual Valve Maintenance (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	2	เอกสารแนบหน้า 16
22	700110	งาน Minor และ Major Overhaul Centrifugal Gas Compressor (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	2	เอกสารแนบหน้า 17
23	700201	งานโครงการก่อสร้างและ/หรือปรับปรุงภายในพื้นที่โรงแยกก๊าซธรรมชาติ	24	เอกสารแนบหน้า 16

ประกาศ ณ วันที่ 29 ตุลาคม 2564

ศรัศุภร์ บุญเพ็ชร

(นางสาวศรัศุภร์ บุญเพ็ชร)

ผู้ช่วยกรรมการผู้จัดการใหญ่พัฒนาศักยภาพองค์กร

ประธานคณะกรรมการคัดเลือกผู้ค้า

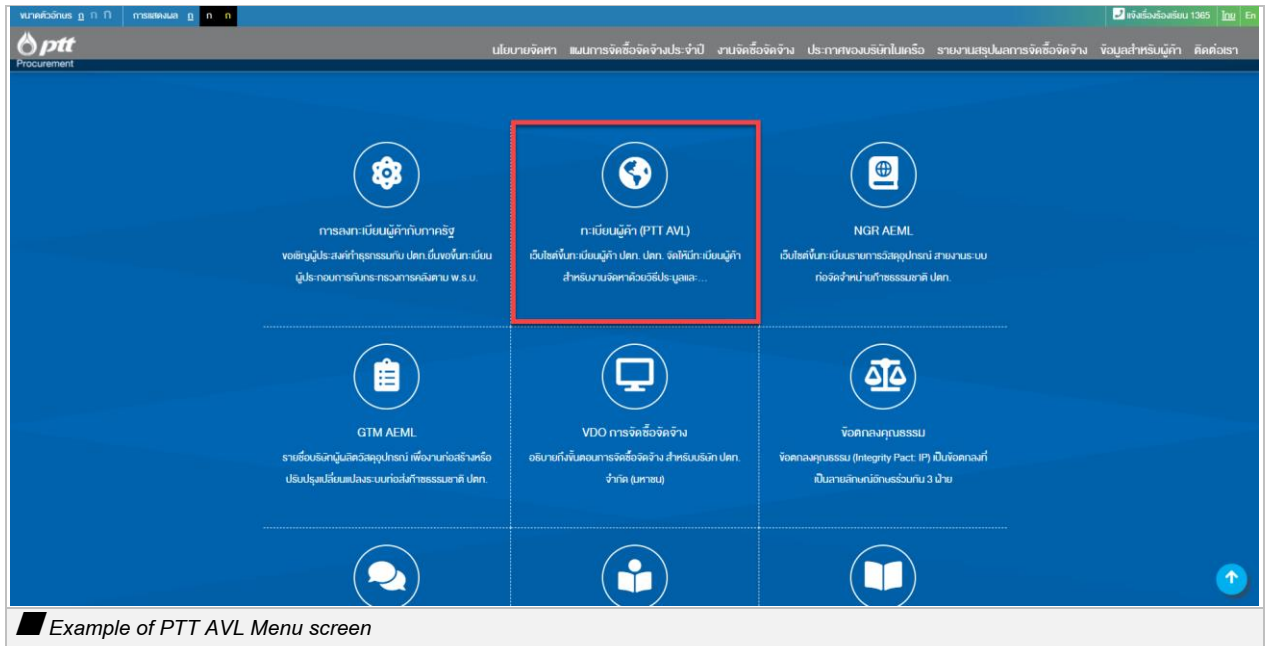
เอกสารฉบับนี้ได้รับการพิจารณาและเห็นชอบแล้วโดยวิธีการทางอิเล็กทรอนิกส์ จึงไม่มีลายมือชื่อในรูปแบบธรรมดาทั่วไปปรากฏ


Example of File - PTT approve vendor list (AVL) (TH version)

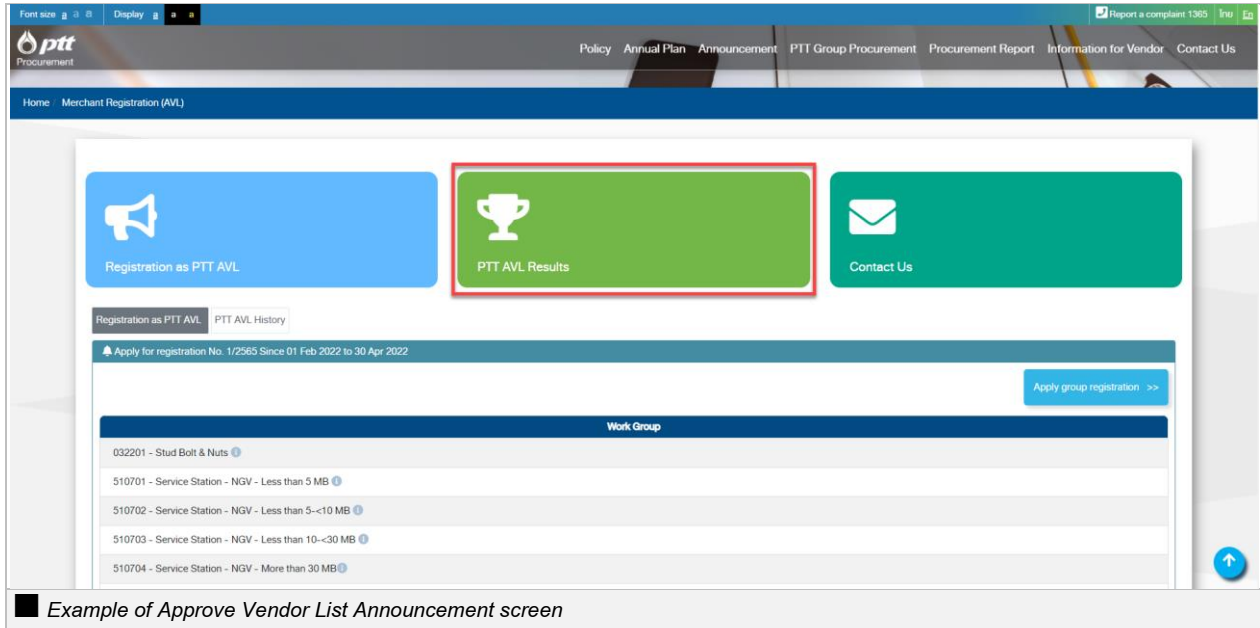
- PTT AVL Portal

The processes listed below can be used by vendors to get information about the PTT AVL announcement and other information on the PTT Procurement website at <https://procurement.pttplc.com>.

The "PTT AVL" menu option provides access to the PTT AVL Result Announcement. Please click to view more information.

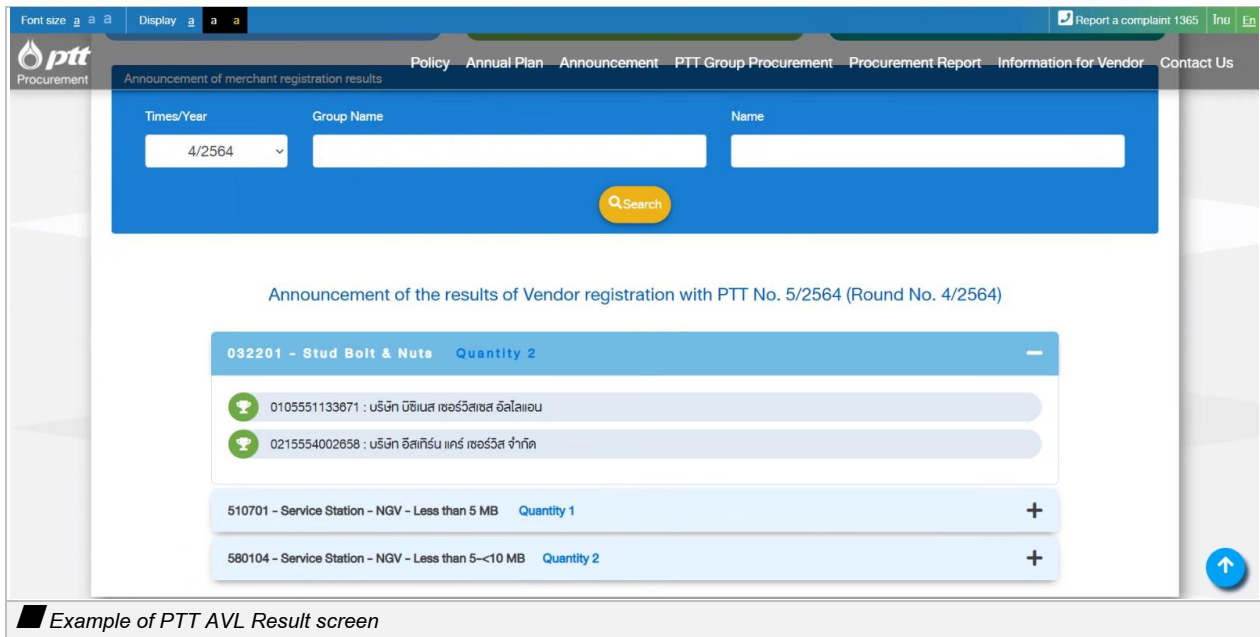


The system shows the "Approve Vendor List Announcement" screen once the vendor selects the PTT AVL Registration menu option. The vendor then presses the button,  as it is displayed.



Example of Approve Vendor List Announcement screen

The PTT AVL as shown in the image will be displayed next, followed by the PTT AVL result and associated details.




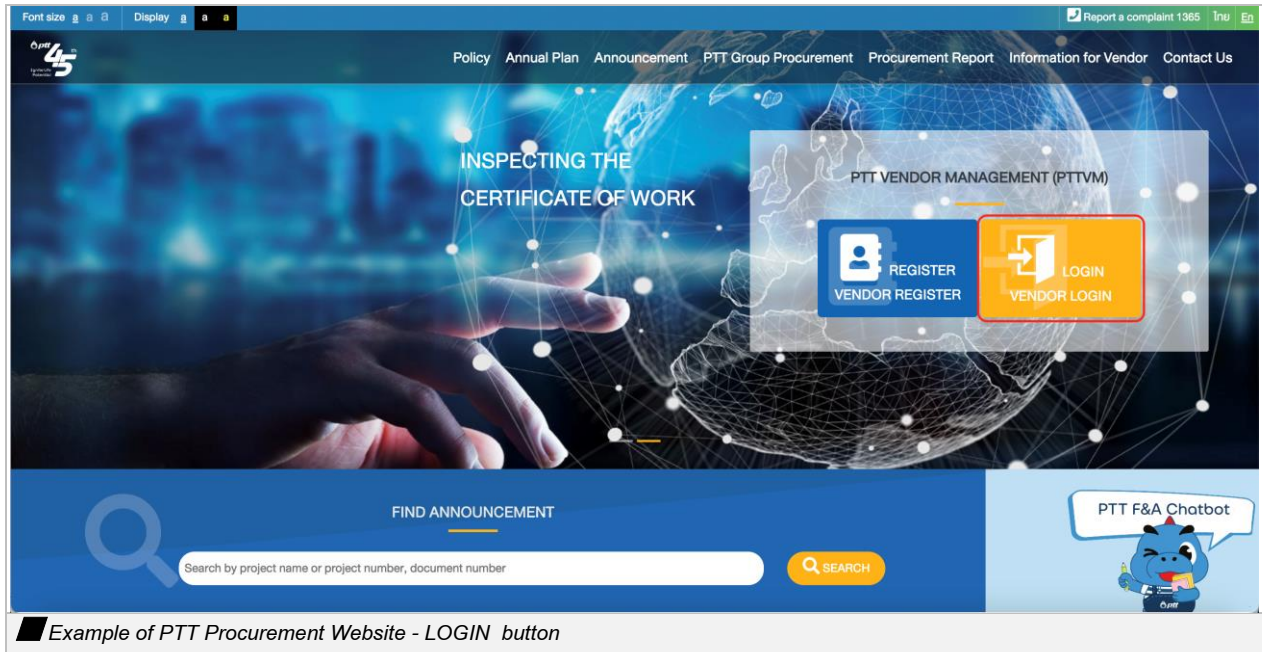
Example of PTT AVL Result screen

Remarks: By click on the announcement above, the vendor may get the PTT AVL Results file.

8.5.3 ESG Self Assessment

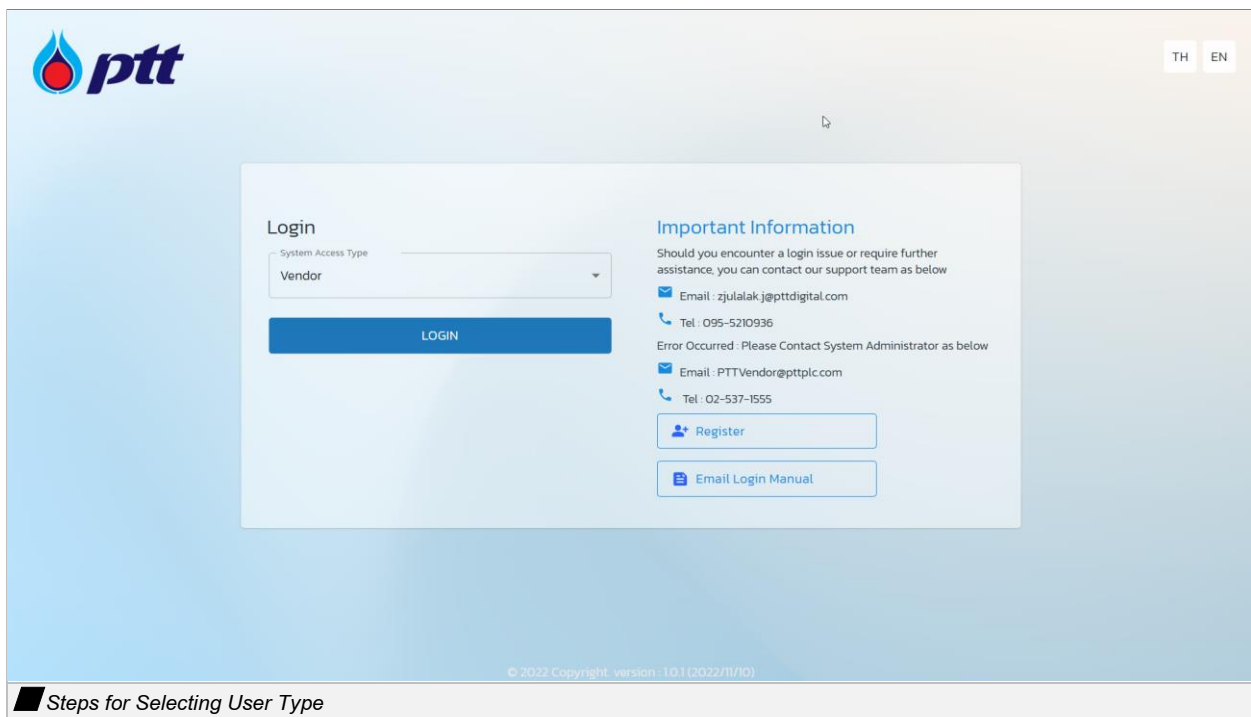
Vendors can check ESG Self-Assessment scores through PTT Vendor Management system, type in the

URL. <https://procurement.pttplc.com> The steps are as follows: press  to enter the LOGIN screen

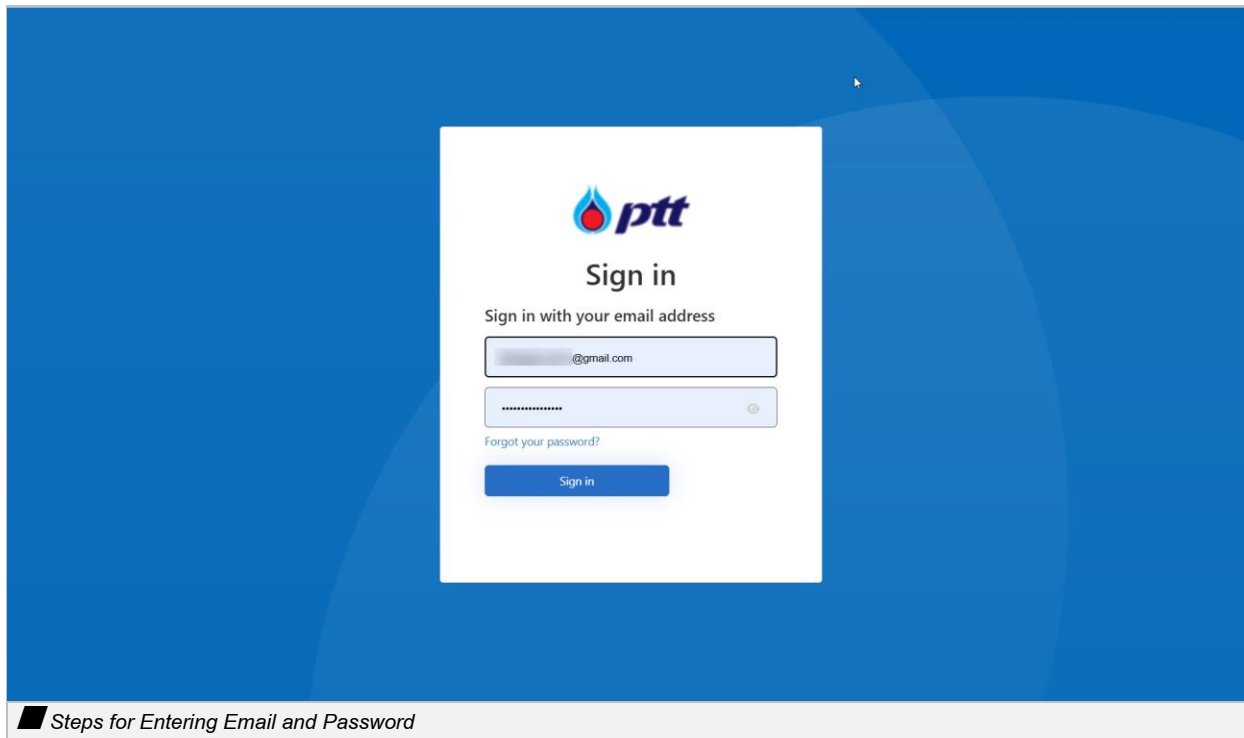


For Vendors the login process to the PTT Vendor Management System can be done as follows:

Select your user type and click "Login."



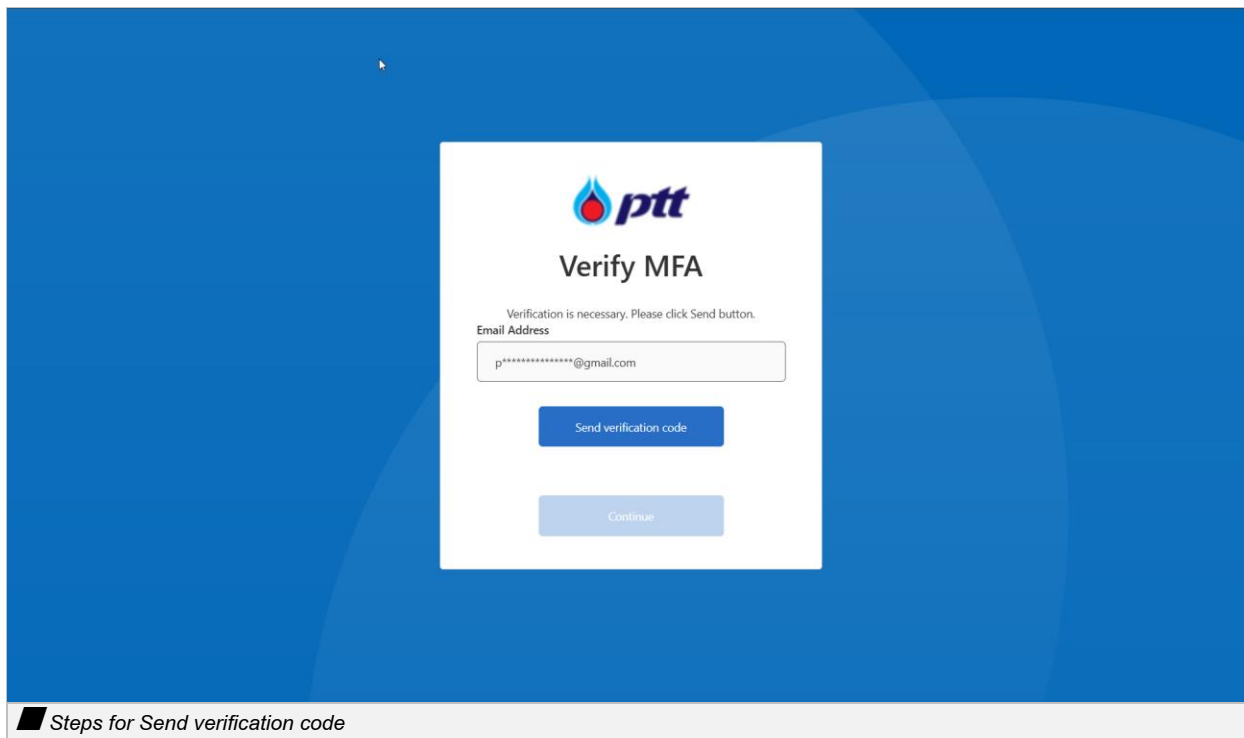
Enter your email and password, then click "Sign in."



The screenshot shows a white sign-in form centered on a blue background. At the top of the form is the PTT logo. Below the logo is the heading "Sign in" and the instruction "Sign in with your email address". There are two input fields: the first is for the email address, containing a masked email with "@gmail.com"; the second is for the password, containing a masked password. Below the password field is a link that says "Forgot your password?". At the bottom of the form is a blue button labeled "Sign in".

Steps for Entering Email and Password

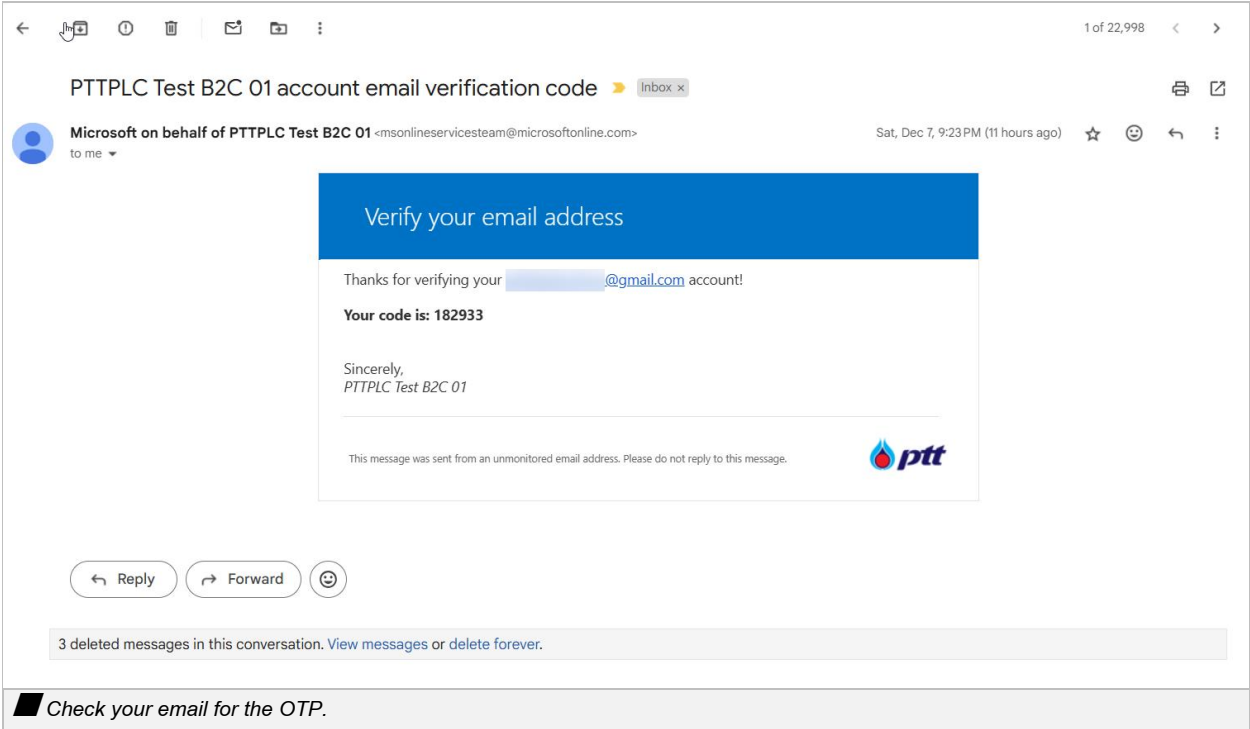
click "Send verification code"



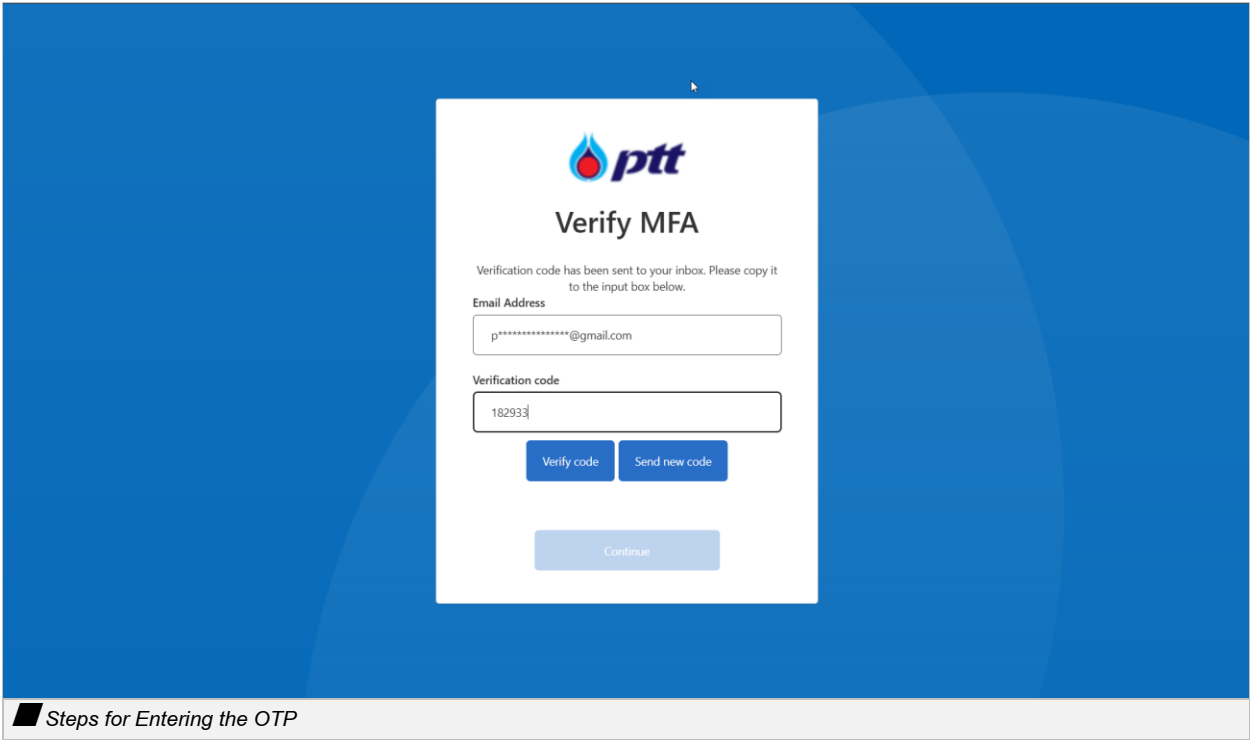
The screenshot shows a white "Verify MFA" form centered on a blue background. At the top of the form is the PTT logo. Below the logo is the heading "Verify MFA" and the instruction "Verification is necessary. Please click Send button.". There is an "Email Address" label above an input field containing a masked email with "@gmail.com". Below the input field are two buttons: a blue button labeled "Send verification code" and a light blue button labeled "Continue".

Steps for Send verification code

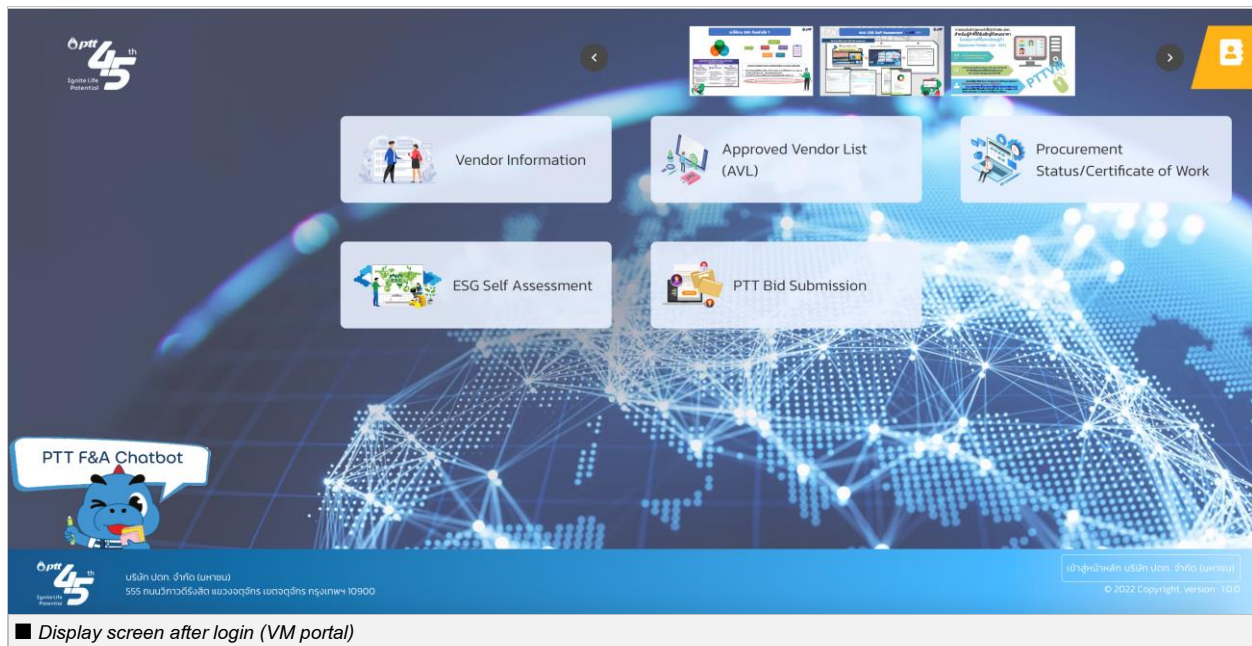
Check your email for the OTP.



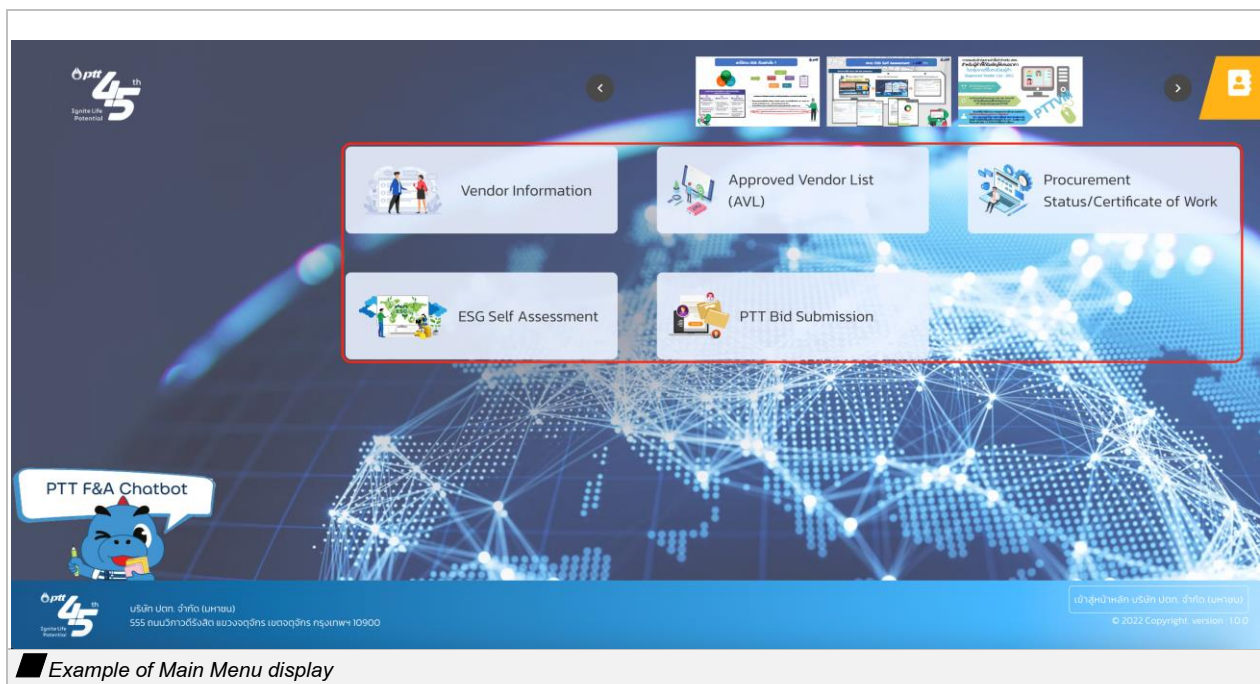
Enter the OTP and click "Verify Code." (If you haven't received the OTP, click "Send New Code" to request a new one.)

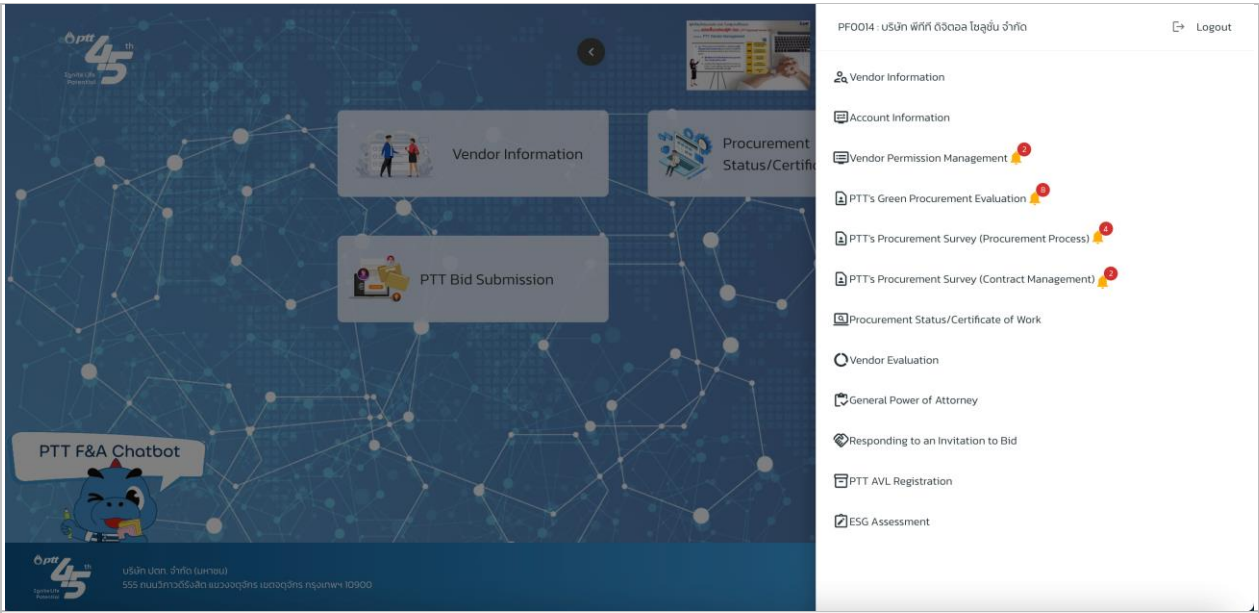


When you press the button, **LOGIN** after entering your email and password, the system will display the Web Portal PTTVM screen as seen in the picture.



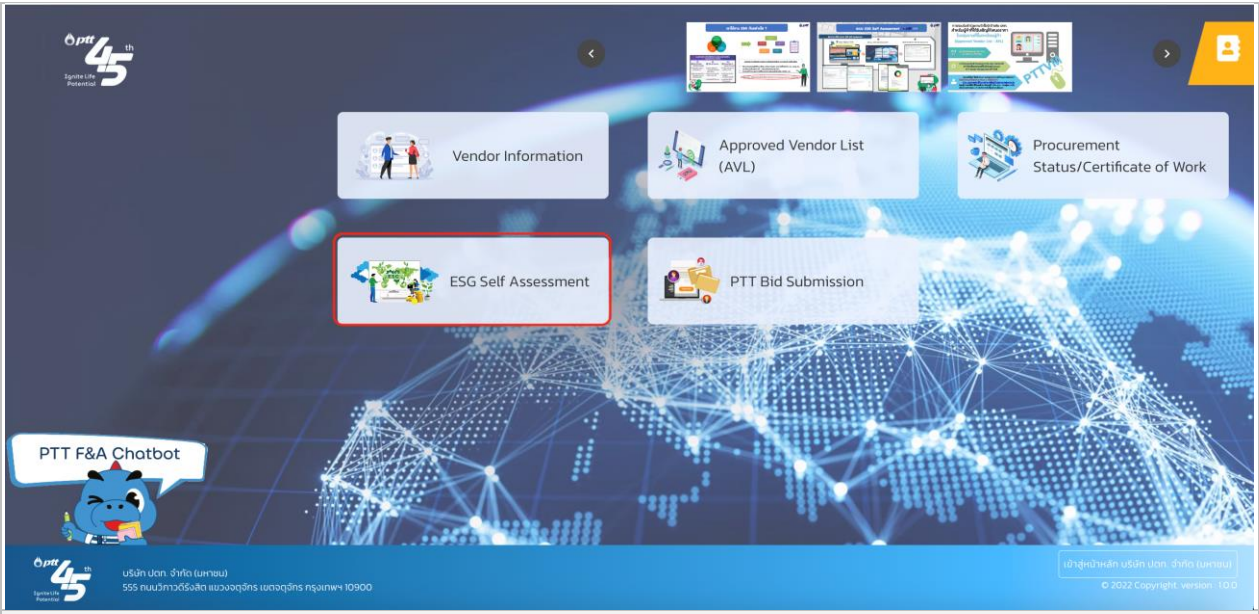
Vendors can access a variety of features by selecting them from the Main Menu screen's menu box or by selecting them from the right Menu Bar, as seen in the picture.





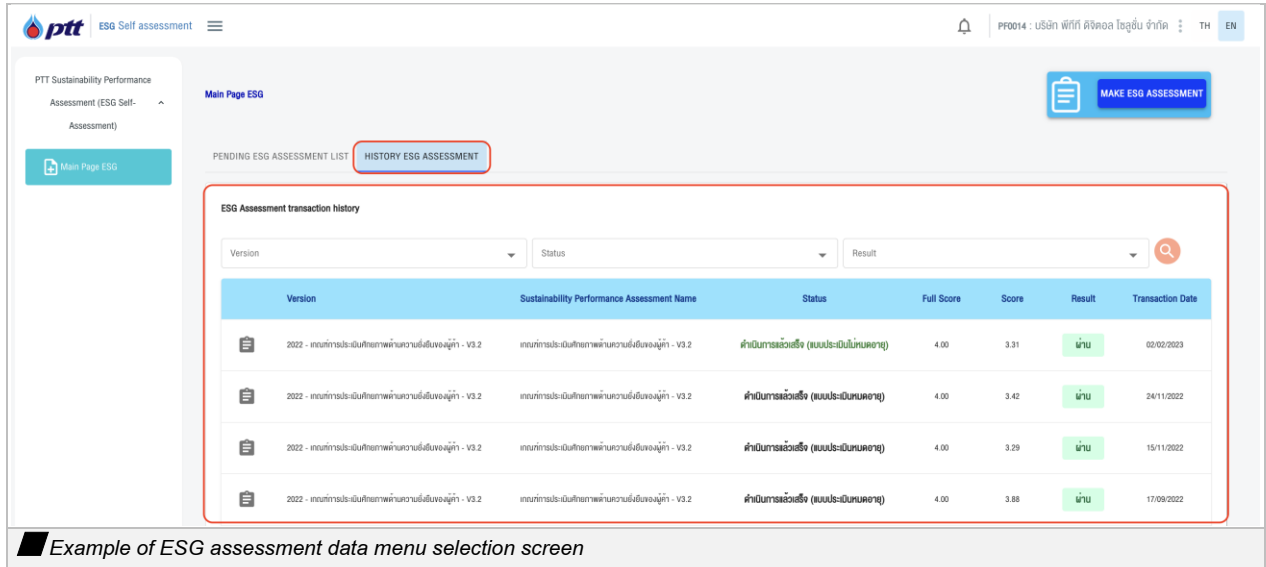
Example of Menu Bar display

Select the ESG Assessment Data menu as shown in the picture.




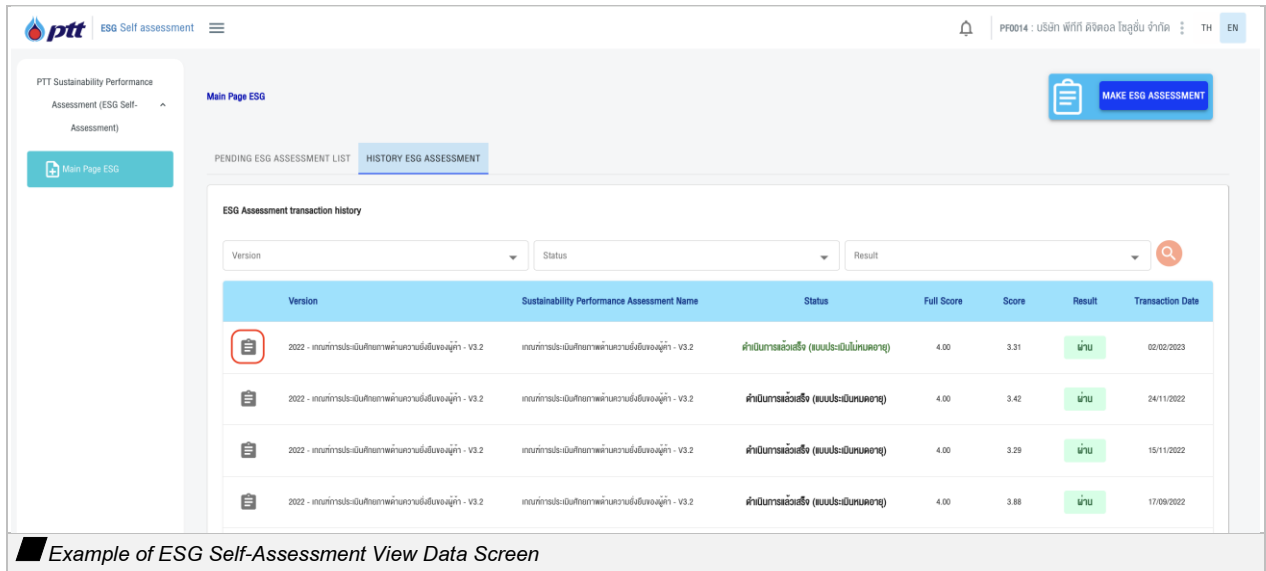
Example of ESG assessment data menu selection screen

A screen outlining the ESG Self-Assessment information will appear when you choose the ESG Self-Assessment Information menu, as seen in the picture.



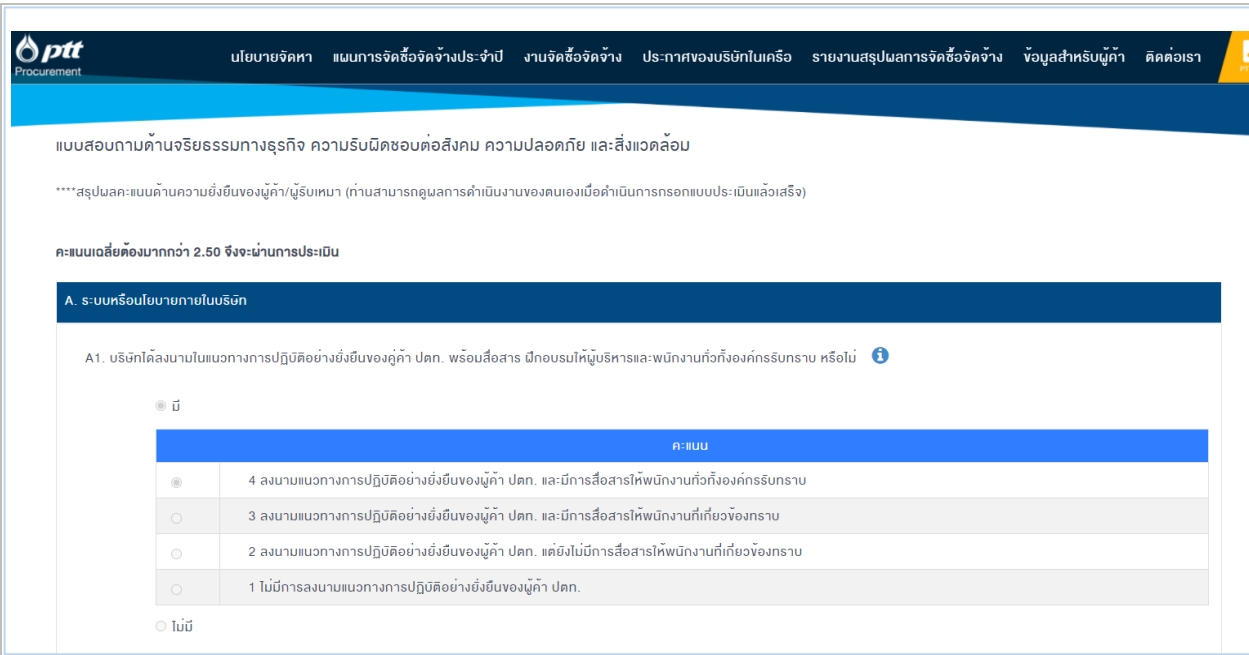
Example of ESG assessment data menu selection screen

Vendors can access the ESG Self-Assessment submitted to PTT by pressing the button,  as seen in the picture.



Example of ESG Self-Assessment View Data Screen

The system will present the specific data that PTT receives from the ESG Self-Assessment provider in the manner depicted in the picture.

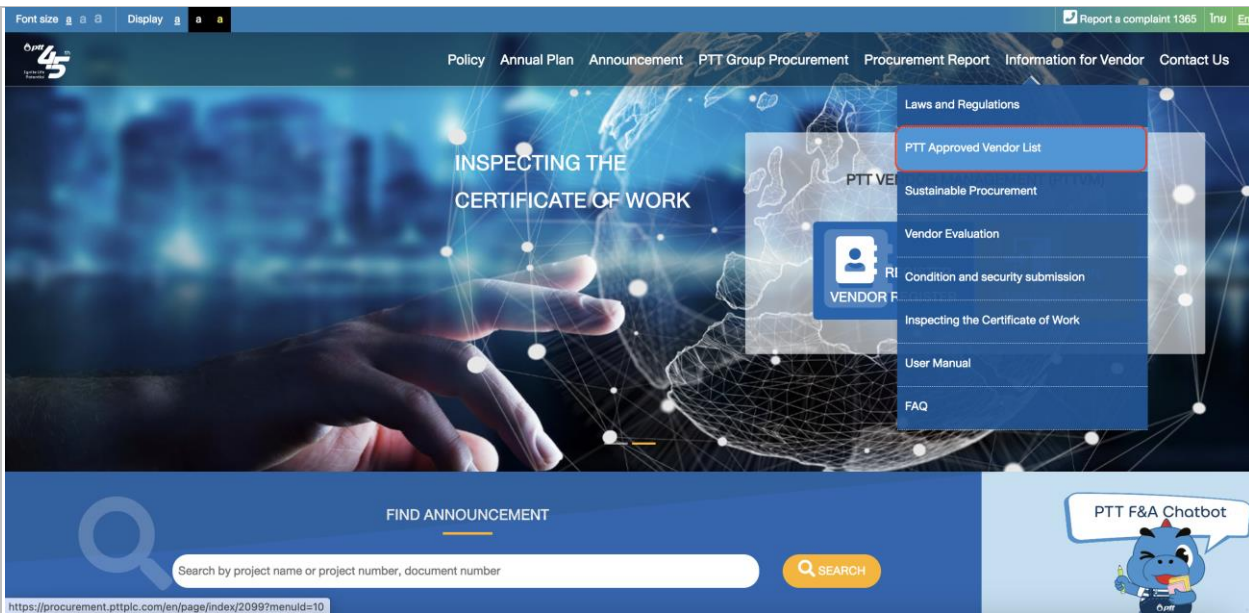


Example of ESG Self-Assessment screen

8.6 Learn more information about PTT AVL

Vendors can get further vendor registration details by going to <https://procurement.pttplc.com> on the PTT Procurement website and following the procedures there.

To learn more about PTT AVL, visit the procurement website at <https://procurement.pttplc.com> and choose the "Information for Vendor" and "PTT Approved Vendor List" menu choices, as shown on the right.



Example of Select menu PTT Approved Vendor List


When a vendor chooses the "PTT Approved Vendor List" menu choice, the system will provide them the picture detailed PTT AVL information.

Home / Information for Vendor / PTT Approved Vendor List

PTT Approved Vendor List

Purpose of Merchant (AVL)

PTT Approved Vendor List (PTT Approved Vendor List: PTT AVL) It is intended for the benefit of procurement by auction method, with the aim of ensuring that under the process of determining the group and the procedures or methods of selecting traders to register with PTT, effective traders are obtained. Able to deliver goods/service to meet the need of the organization and promote partnership with PTT sustainably.



PTT Merchant Type


Merchant Type are divided into 2 group

- Vendor List = General merchant dealing with PTT Sign a lease contract with PTT. Whether by auction method, price agreement method, preferential method, or trader who has obtained Receive approval as specified by PTT
- PTT Approved Vendor List: PPT AVL = Qualified dealers in PTT AVL Group specify and will be awarded auction qualification in the published group.

PTT Registration Structure

Registration structure is divided into 3 level and replaced by 6 digits.

- Level 1 Main Group (XX)
- Code 01 – 50 = Main Group Product
- Code 51 – 99 = Main Group Service
- Level 2 Group (XX)
- Level 3 Sub Group (XX)



Registration qualification for PTT merchant

PTT registered merchant the following rules must be followed

1. Applicant must not be listed that abandoned the task by PTT plc, government, state enterprise and other company of government.
2. Registrar at PTT No right to apply for PTT Merchant AVL Group. In the past five years, except for the abandoned PTT government, state enterprise and other company of government. PTT merchant registration is not accepted until there is evidence of cancellation.
3. Suppliers must understand and accept sustainable practices of PTT. (PTT Supplier Sustainable Code of Conduct: SSCoC)



Criteria for cancellation of PTT merchant registration

In the case of selected merchant and PTT registration approve, but has the following qualification

1. Merchant who do not submit bids to PTT, when PTT procures supplies under a work group without reasonable approval for 3 consecutive time.
2. Merchant have received a grade D post-employment assessment (should be improved) under an AVL Group of that merchant approved.
3. PTT reserve the right to exclude from AVL Group and does not to allow distributors to register with PTT in this group for a period of at least 3 years.



Example of PTT Approve Vendor List

9. ESG Self Assessment

The following criteria apply to:

- 1) The Vendor who wishes to assess their own sustainability potential must register and be approved to access the PTT Vendor Management (PTTVM) system.
- 2) The Vendor who wishes to apply for the PTT Approved Vendor List (PTT AVL) must complete an ESG Self-Assessment with a score of 2.50 or higher. The steps are as follows:

9.1 Login the ESG Self-Assessment System

In order to access the Login page in PTT Procurement Website, Vendors can do it through.

URL <https://procurement.pttplc.com> . Then, the Vendor click  to access the Login page.

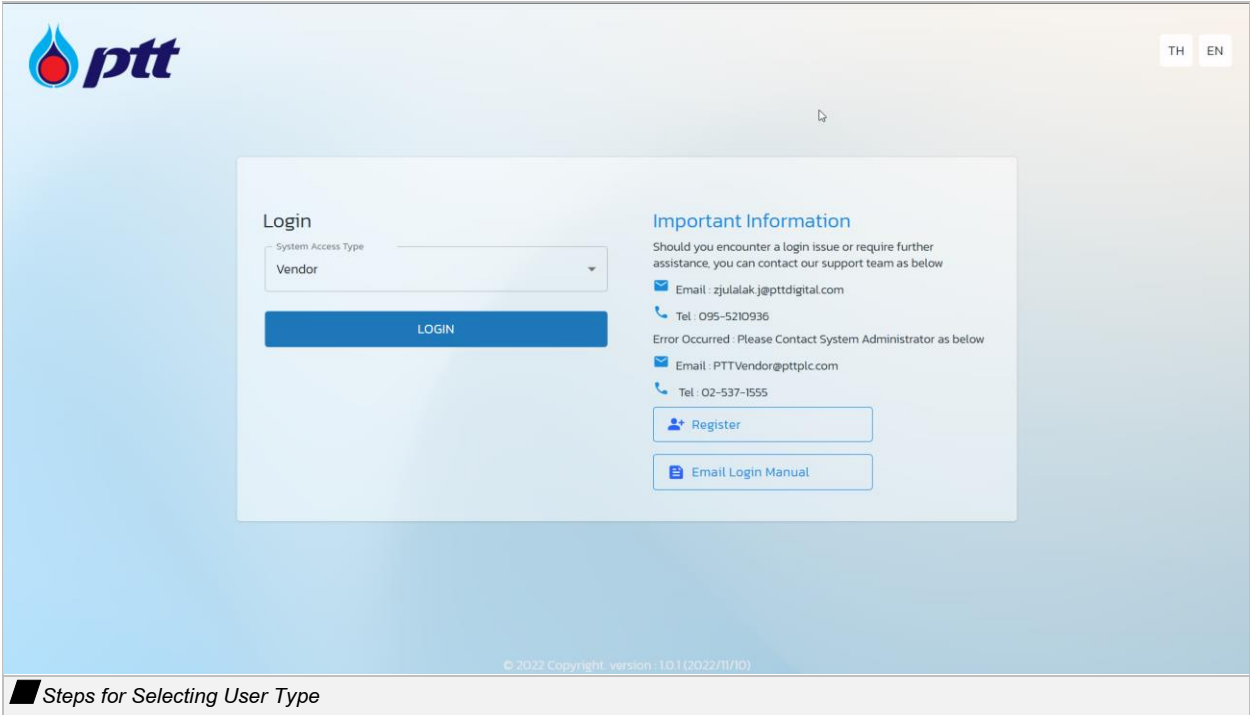


Example of Screen showing login button in PTT Procurement Website

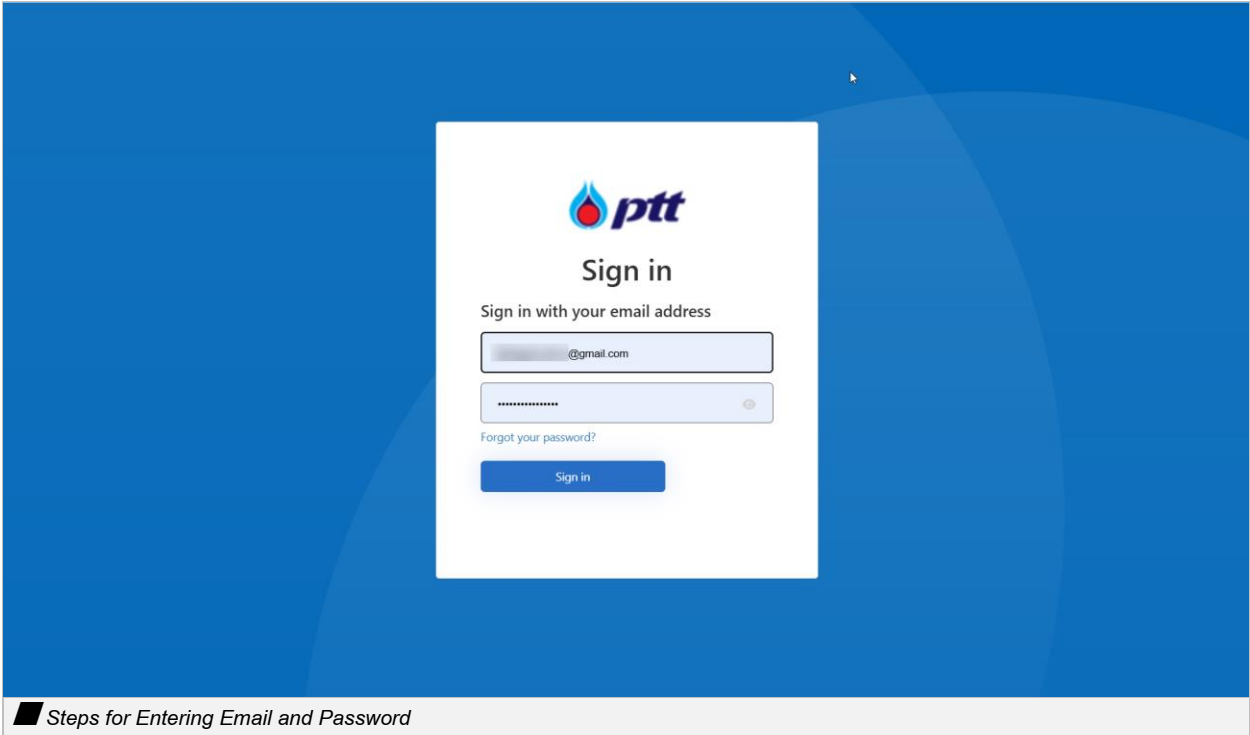
When the Vendor clicks on the login button, the system displays a screen where the Vendors can select the login type "Vendor" where the Vendor enters the email and password as shown in the picture.

For Vendors the login process to the PTT Vendor Management System can be done as follows:

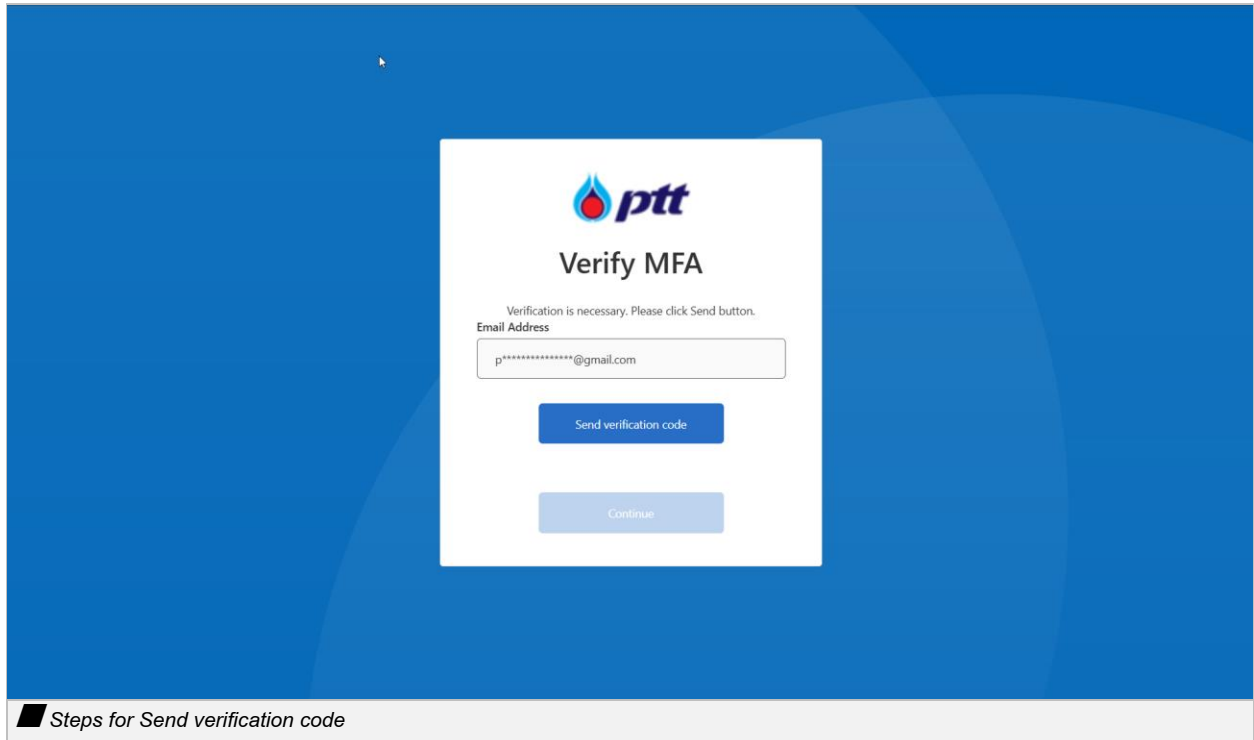
Select your user type and click "Login."



Enter your email and password, then click "Sign in."

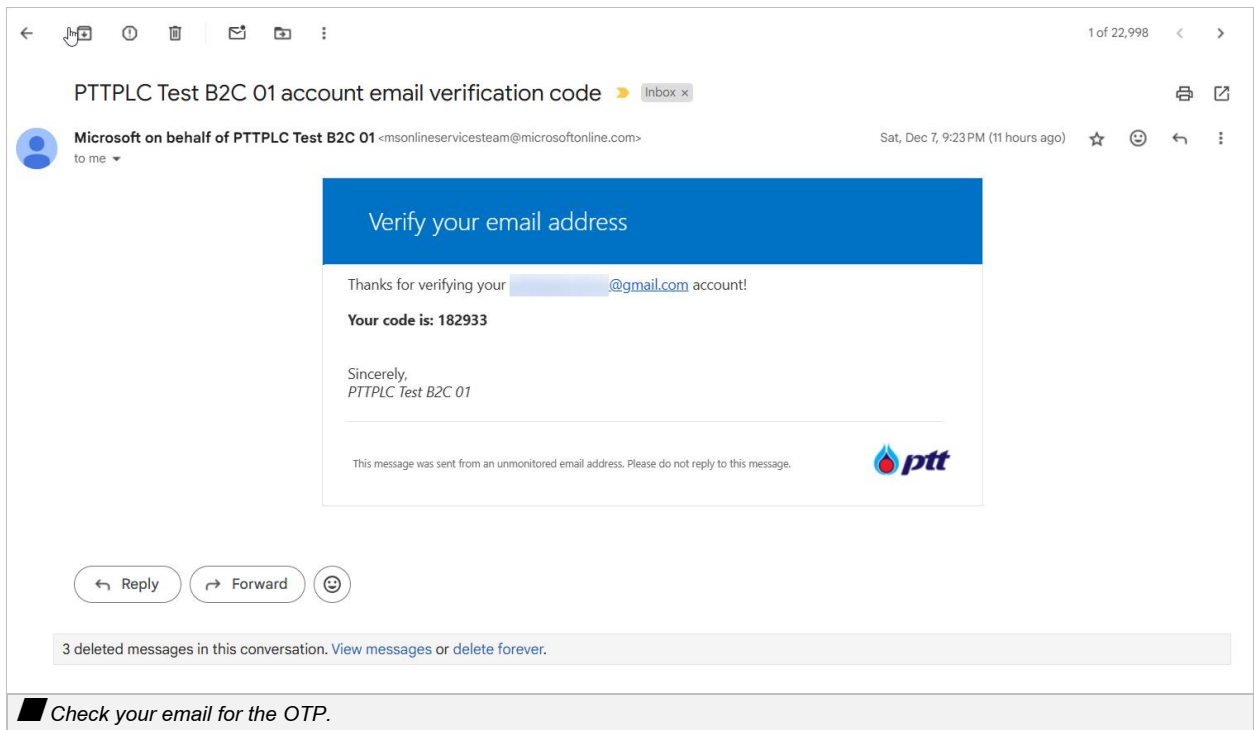


click "Send verification code"



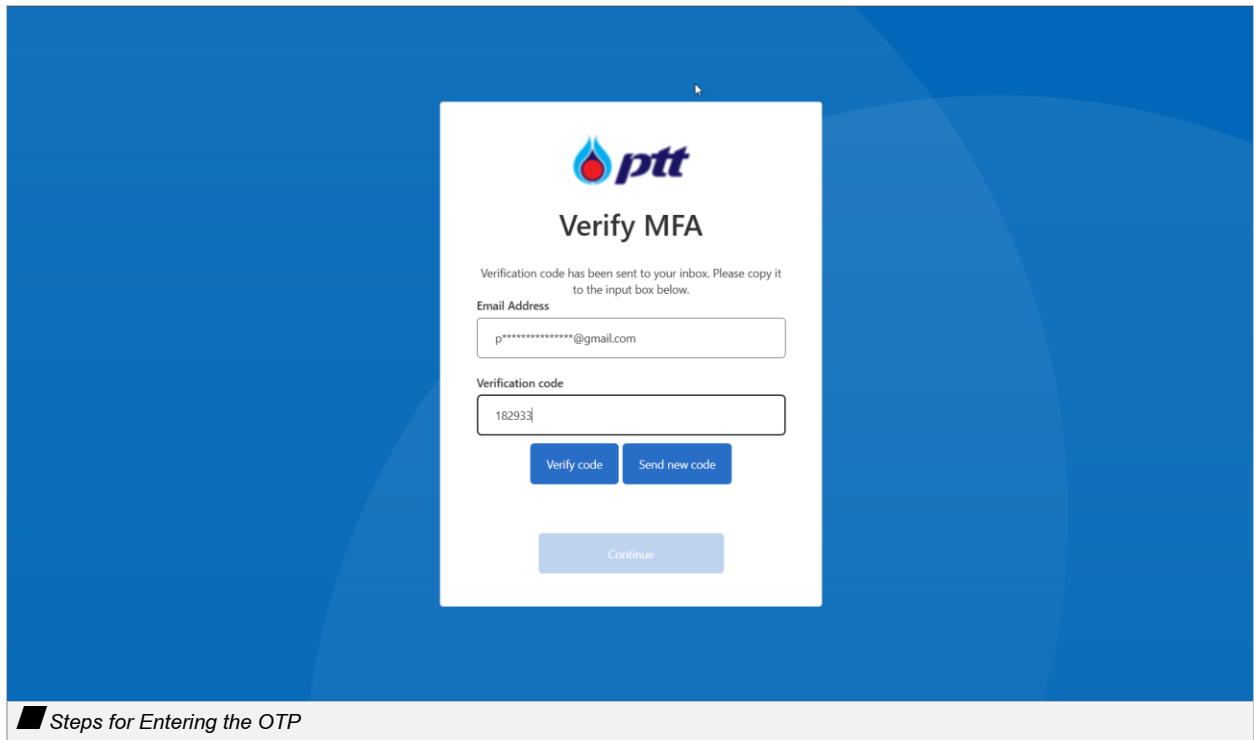
Steps for Send verification code

Check your email for the OTP.

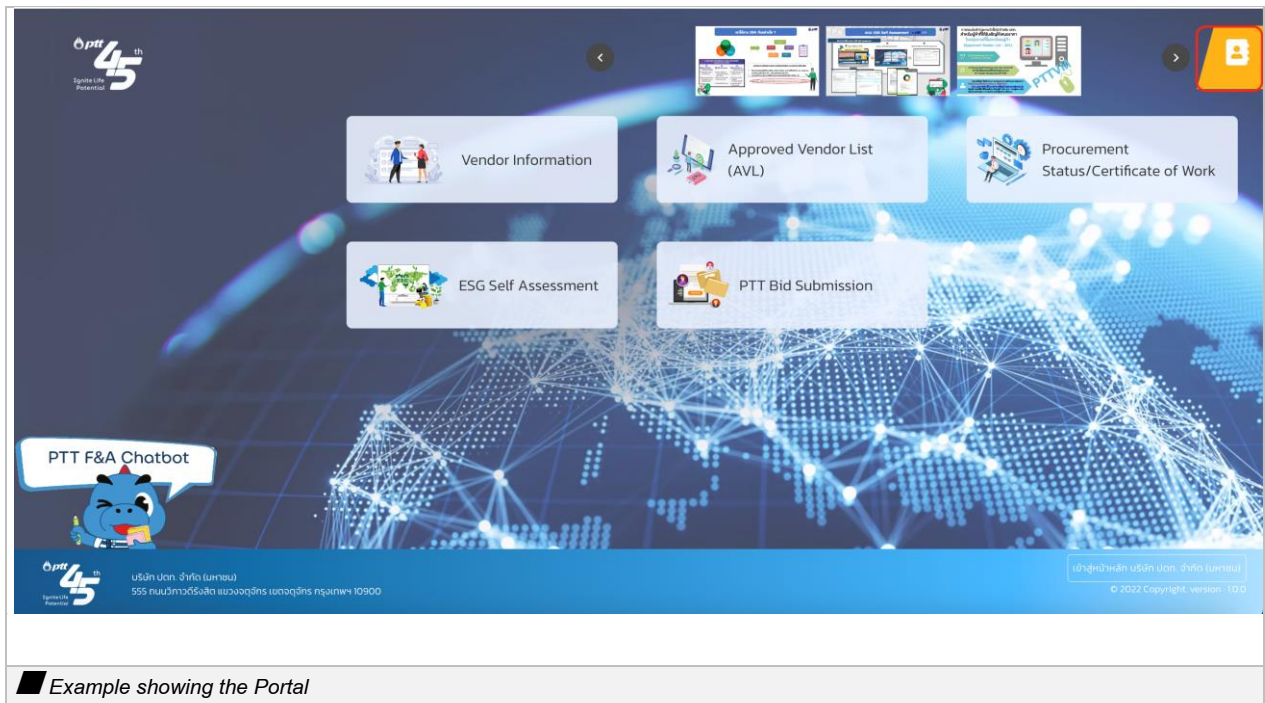



Check your email for the OTP.

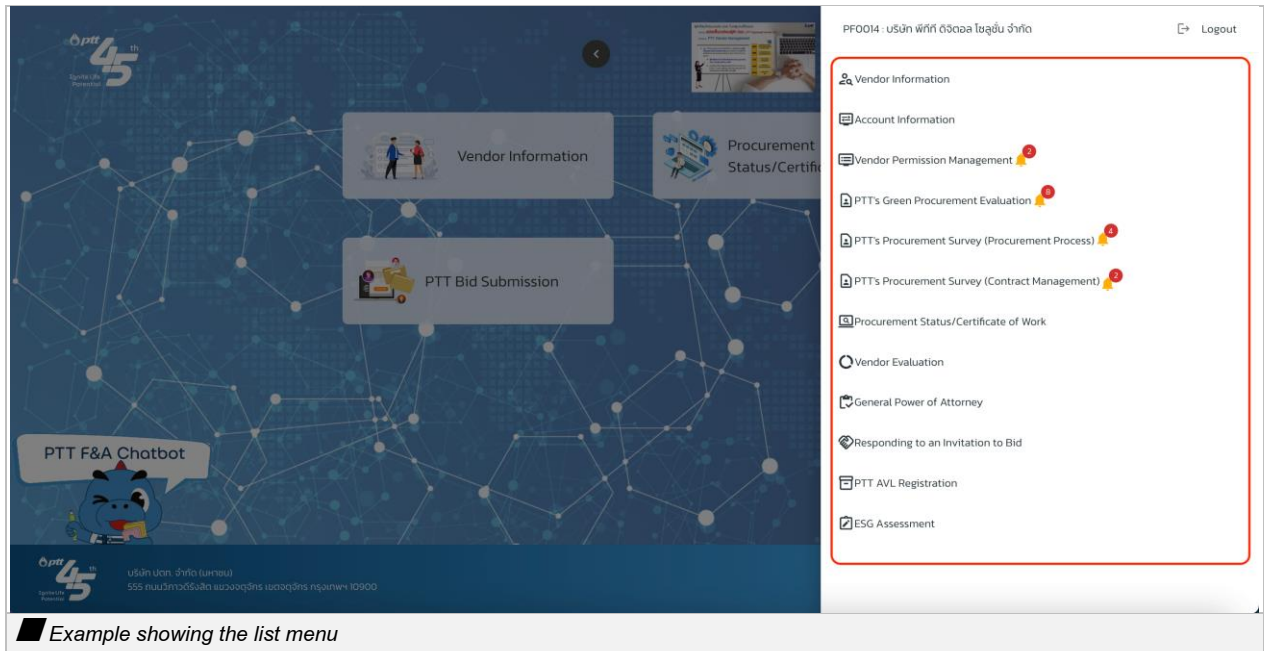
Enter the OTP and click "Verify Code." (If you haven't received the OTP, click "Send New Code" to request a new one.)



After the Vendor fill in the username and password and press Login, the system displays information as shown below.

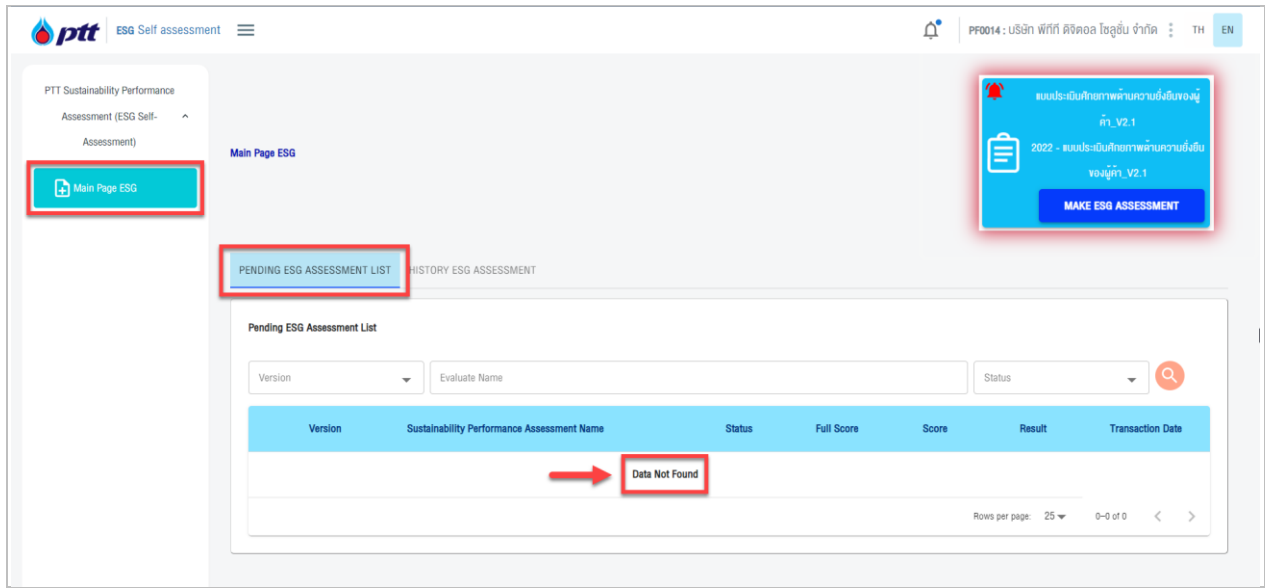


The Vendor can select the desired page shown on the screen or press  to access the list menu as shown in the picture.



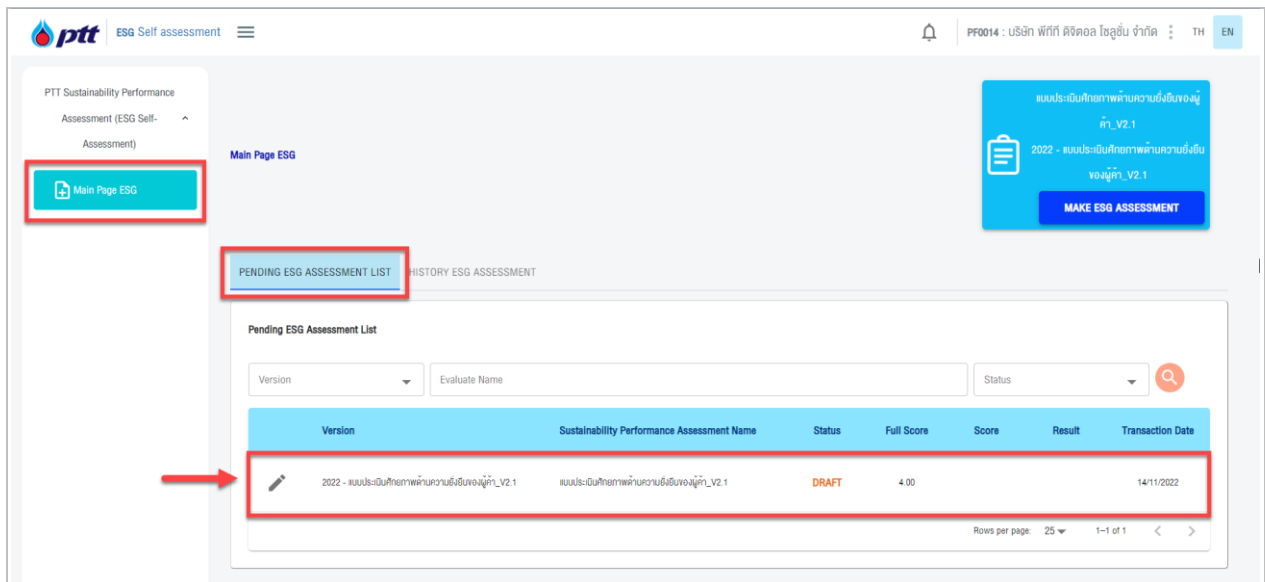
9.2 Review pending ESG Self-Assessment

When the Vendor clicks on the menu, the ESG main entry page is displayed. Once the Vendor has logged in and found no pending ESG Self-Assessments, the system will display the message “Data Not found”, as shown in the picture.



Example showing the ESG main entry page with no pending ESG Self-Assessment

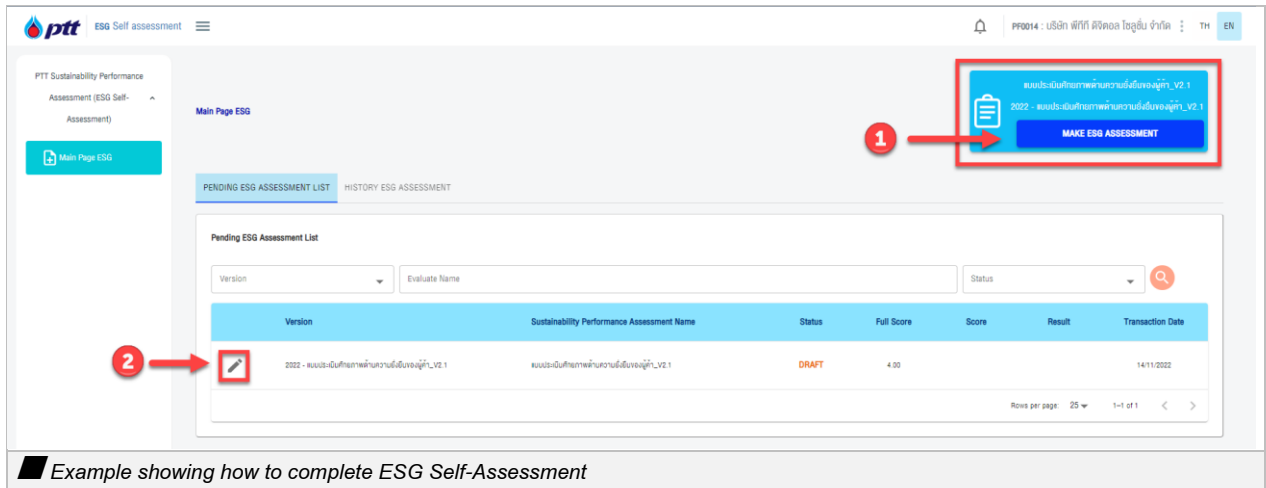
or if there is a pending item that the Vendor has not yet completed. The system displays the list of incomplete or pending items on the screen as shown below.





Example showing the ESG main entry page with incomplete or pending ESG Self-Assessment

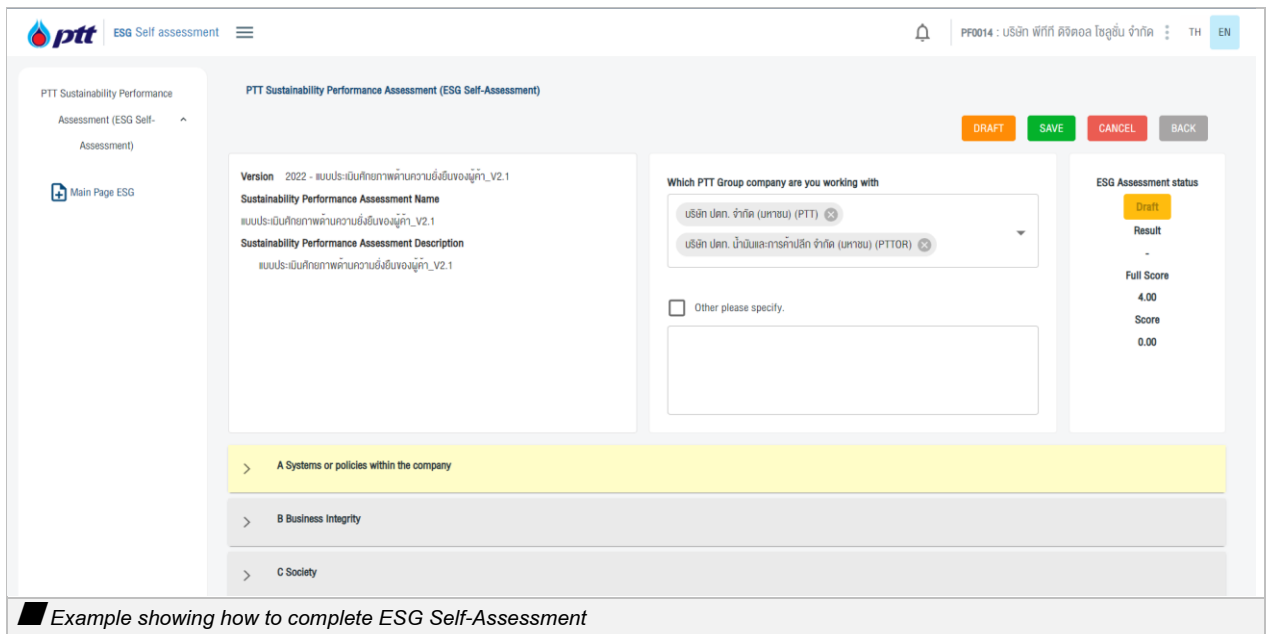
9.3 Conducting ESG Self-Assessment

If the Vendor wishes to conduct an ESG Self-Assessment, they can click the ESG Assessment Pending List screen. There are two ways to complete the ESG Self-Assessment:



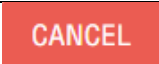


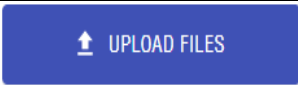
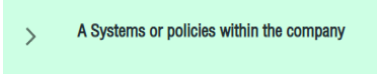
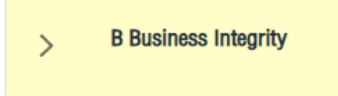

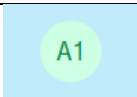
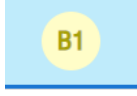



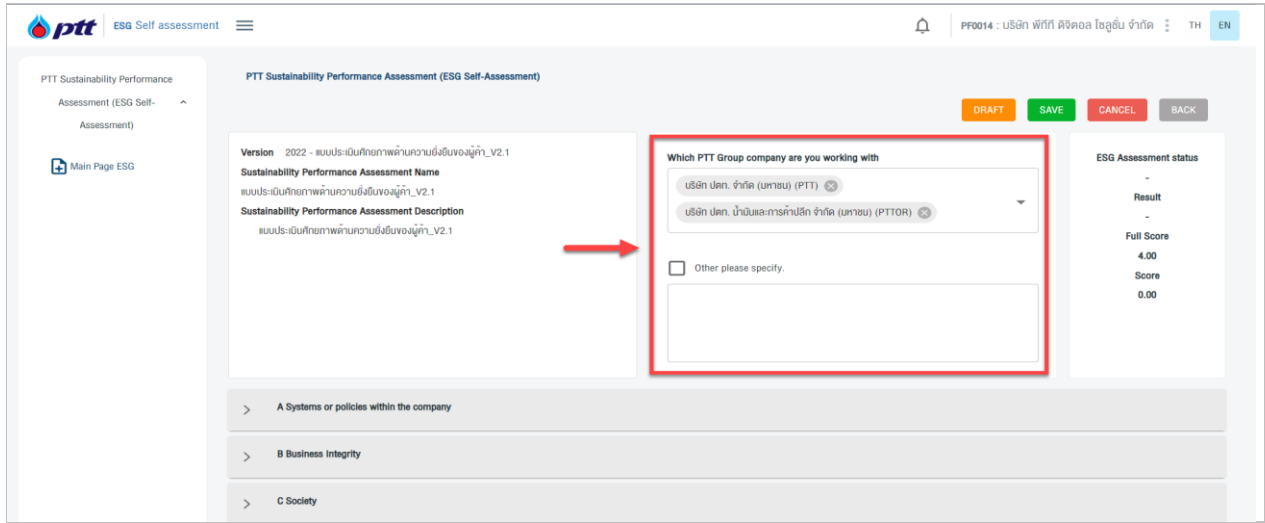
1. If the Vendor wishes to start the ESG Self-Assessment from the beginning, they can click 
2. If the Vendor wishes to complete the ESG Self-Assessment that has not yet been completed or the ESG Self-Assessment with the status of "draft", they can click. 

When Vendors access the ESG Self-Assessment screen, the system displays an overview of the Vendor Assessment form. It contains general information, question category information and additional attachments (if any). Vendors can fill in the general information and indicate the companies they would like to work with by selecting information from the list. Vendors can select more than 1 company or, if they want to work with other affiliated companies, they can enter the name of the company in the "Other" (specified name) as shown in the picture.



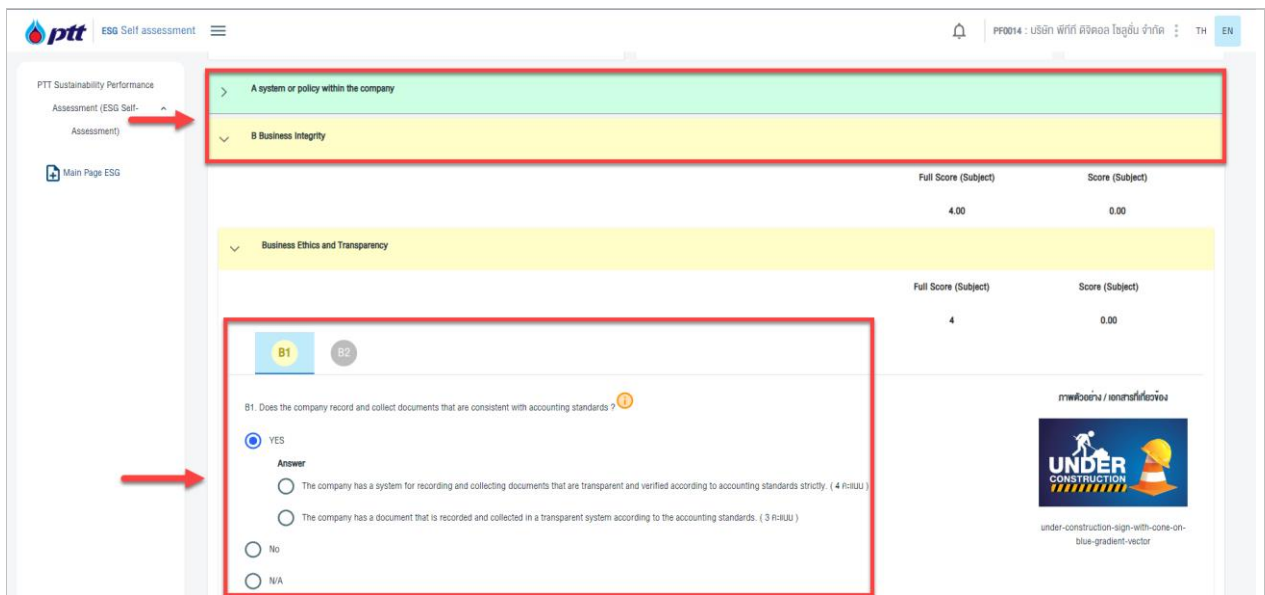
The explanation of buttons and their colors

Buttons and Colors	Explanation
	It means the Save Draft button, which allows the Vendor to save the data for review before submitting it to PTT. Once pressed, the Vendor can also come back and edit the information in the Assessment form.
	It means that the Vendor needs to click the Confirm button to save the result. This confirms the results of the Assessment form to PTT. Once the Vendor presses the button, they will no longer be able to edit the original Assessment form.
	It means to cancel the Assessment form. Any changes previously made to the form will not be successful.
	It means to return to the main ESG Self-Assessment screen.
	It means more information. The vendor can click this button to read more information on the screen.
	Refers to the button that must be pressed in order to load the specified document file into the system in order to save the test results.
Color Legends and their Meanings	
	Green indicates that the Vendor has completed the Assessment in that category.
	Yellow indicates the Vendor has NOT completed the Assessment in this category.
	Grey indicates the Vendor has NOT started the Assessment in this category.
	Green button means that the Vendor has answered the question in the Assessment.
	Yellow button means that the Vendor has NOT answered the question in the Assessment.
	Grey button means that the Vendor has NOT started this part in the Assessment.



Example showing how to complete ESG Self-Assessment

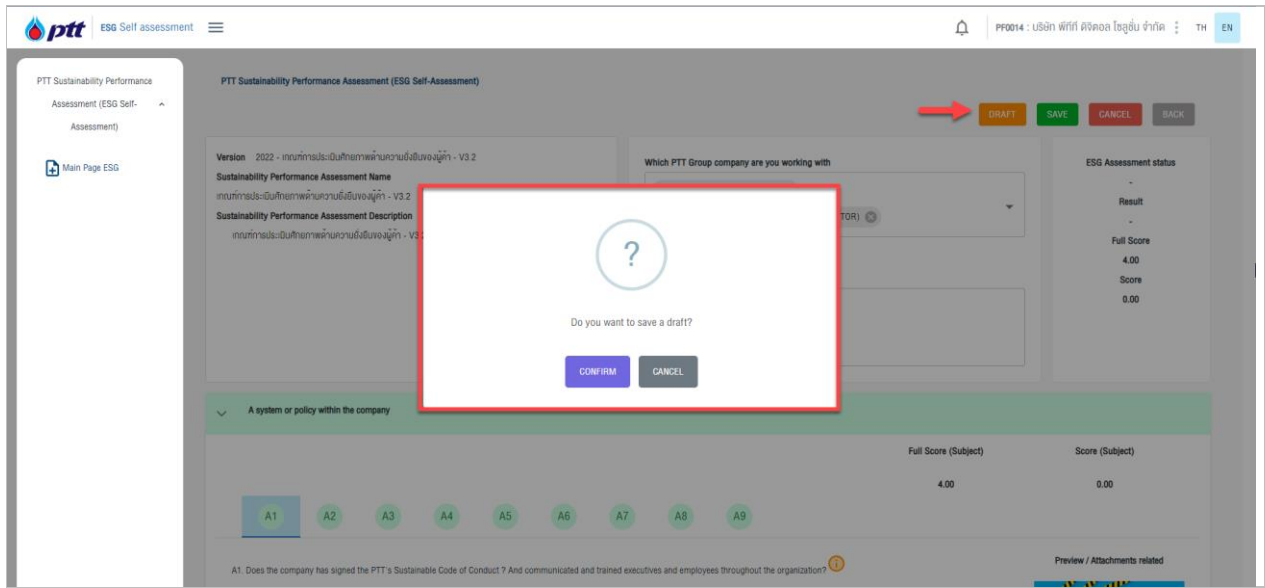
The Vendor can read the questions in each category and answer them as shown in the picture.



Example showing how to complete ESG Self-Assessment

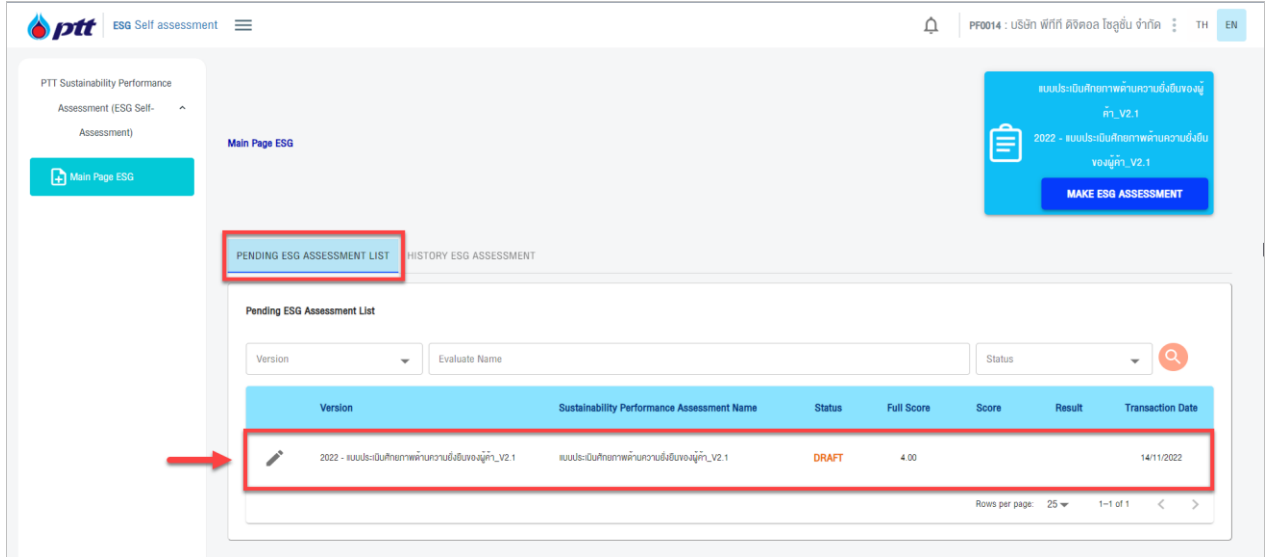
9.4 Save ESG Self-Assessment Draft

The Vendor can click **DRAFT** to save draft before submitting it to PTT and the system will display the popup notification as shown in the picture.



Example showing ESG Self-Assessment with the pop-up notification after clicking Save Draft Button

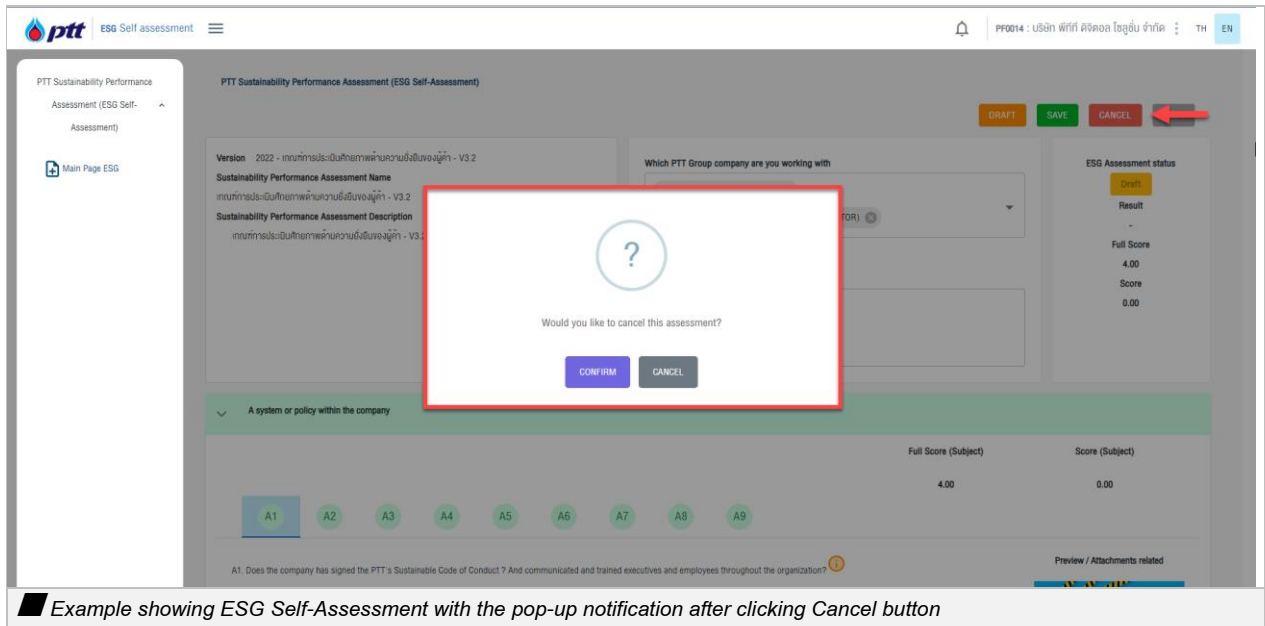
Once the Vendor clicks on the Save Draft button, the system will show “Draft” status in the “Pending ESG Self-Assessment” Tab as shown in the picture.



Example showing ESG Self-Assessment with the pop-up notification after clicking Save Draft button

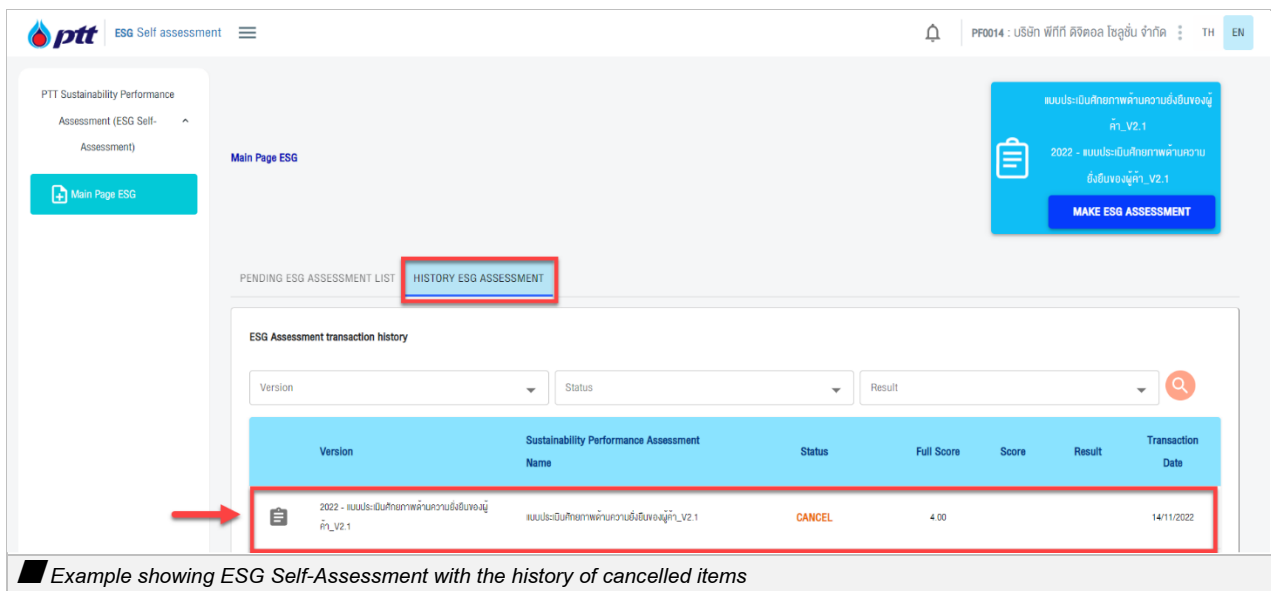
9.5 Cancel ESG Self-Assessment

The Vendor can click **CANCEL** if they do not want to complete the Assessment. Once clicked, the system will show a pop-up notification for the Vendor to confirm. After confirmation, the system will keep the Assessment form which is not subject to any further modifications. If the Vendor wishes to complete the Assessment, they are required to start over from the beginning as shown in the picture.



Example showing ESG Self-Assessment with the pop-up notification after clicking Cancel button

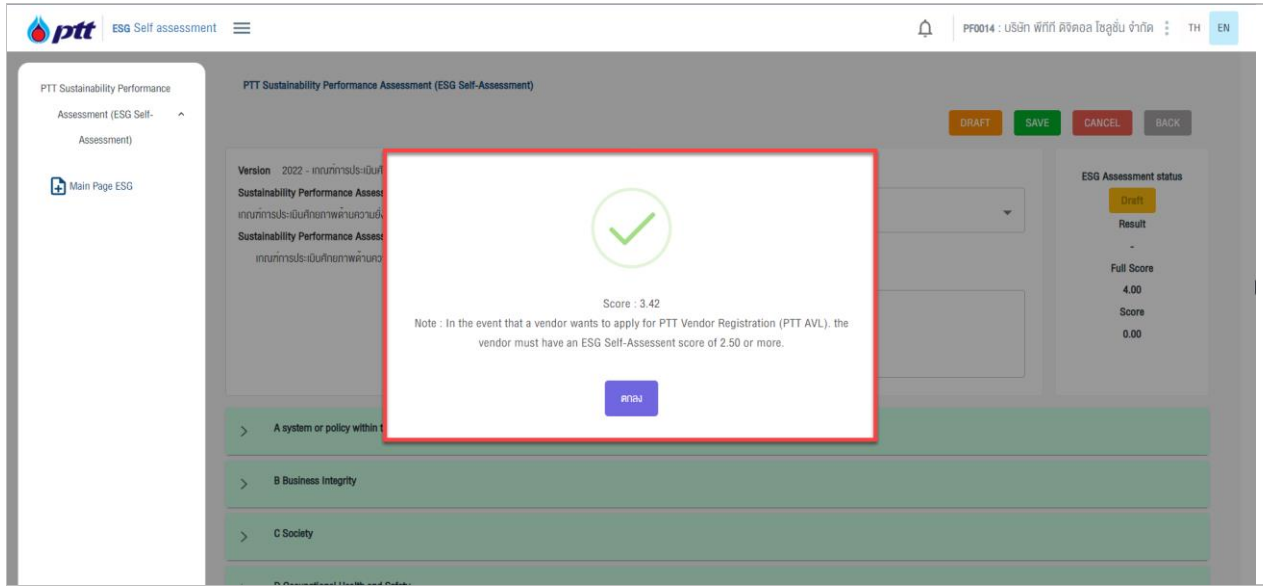
Once the Vendor clicks on the Cancel button, the system will show “Cancelled” status in the “Pending ESG Self-Assessment” tab as shown in the picture.



Example showing ESG Self-Assessment with the history of cancelled items

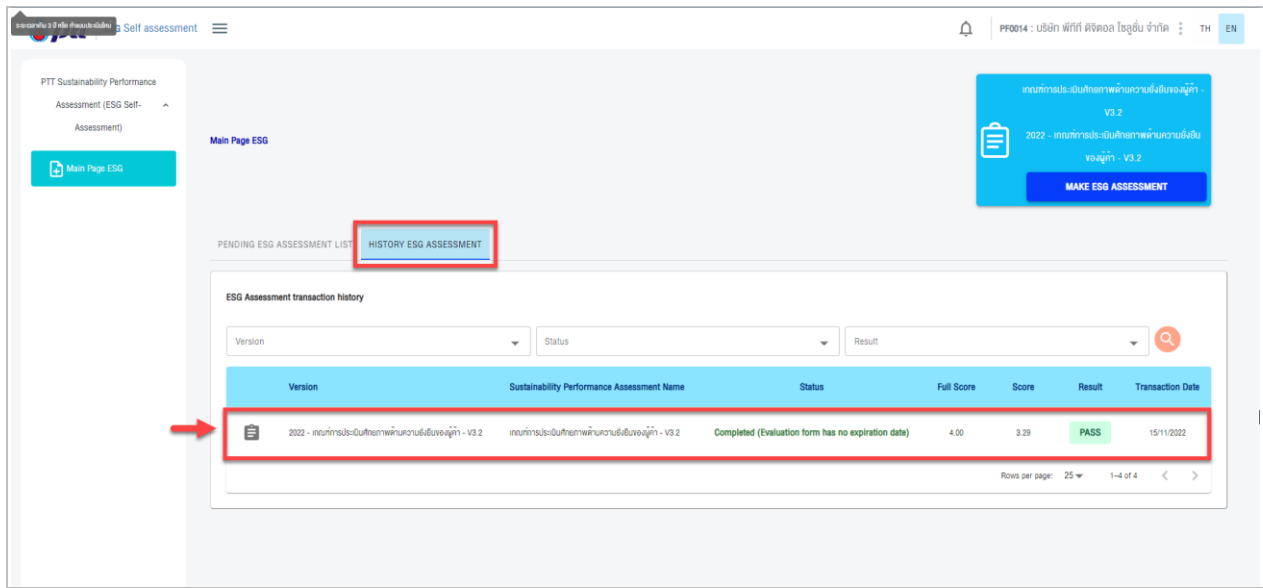
9.6 Submit ESG Self-Assessment to PTT

When the Vendor has completed all the required steps and reviewed the Assessment and wishes to submit the Assessment to PTT, the Vendor can click SAVE. The system will reveal the score and status as shown in the picture.



Example showing ESG Self-Assessment after confirmation

Once the Vendor has completed and submitted the ESG Self-Assessment, the system will display a pop-up notification with the score, which is stored in the system and displayed in the Scoring History tab on the ESG main entry page as shown in the picture.



Example showing ESG Self-Assessment after confirmation

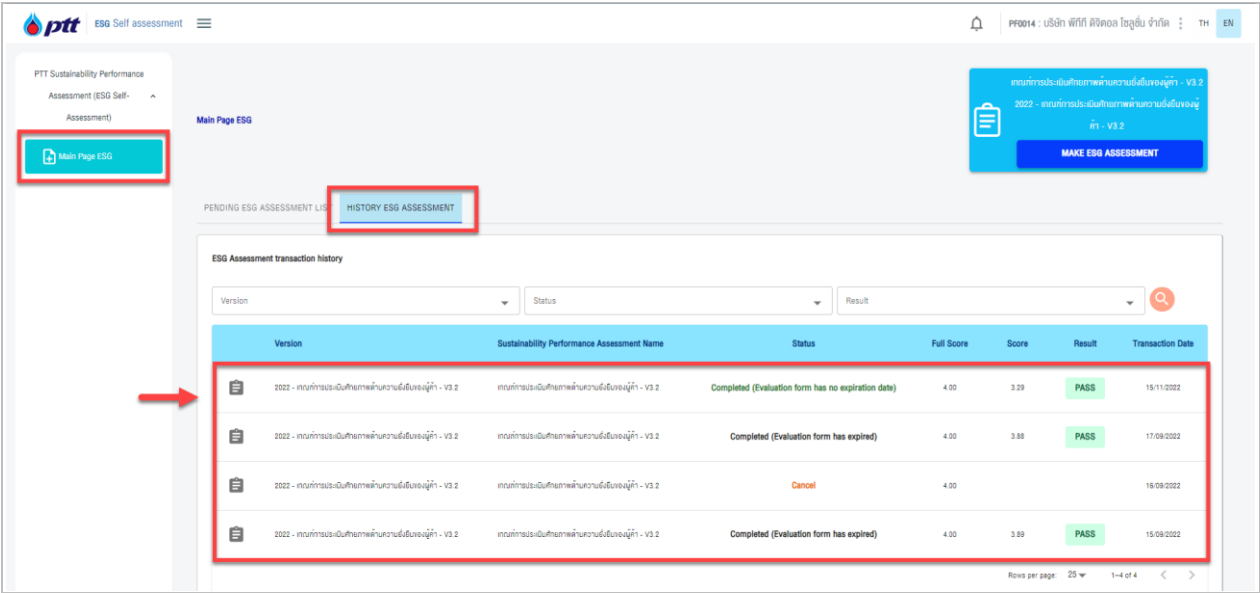
Remarks:

1. After the Vendor has successfully submitted the ESG Self-Assessment, no further changes can be made. If the Vendor wishes to revise the score, they are required to do the Assessment again from the beginning.

2. The Vendor can take the Assessment more than once and submit the results to PTT. The system will keep the scores in the ESG Self-Assessment history. The Vendor, who receives less than 2.5 points and wishes to apply for PTT AVL registration must carry out a new ESG Self-Assessment (according to section 1.3). Only when the Vendor has achieved a score of 2.5 or more, they can apply for AVL Registration.
3. The results obtained have a validity period of 3 years from the date on which the Vendor submits the last ESG Self-Assessment. When the ESG Self-Assessment performed by the Vendor expires, the system notifies the Vendor and requests the Vendor to perform the ESG Self-Assessment again. (As in section 1.3)
4. PTT will automatically update each provider's ESG Self-Assessment with the newer version and consider the previous Assessments as 'expired'. This will ensure that PTT has the updated information during the 3-year validity period.
5. The provider must achieve a score of 2.5 or above within 3 years of the date of the last ESG Self-Assessment.



9.7 Review the ESG Self-Assessments history

After logging in, the Vendor will be shown a main entry page of ESG Self-Assessment where the Vendor can click the Assessment History tab. After that, the system will automatically display the list of ESG Self-Assessments done by the Vendor as shown in the picture.




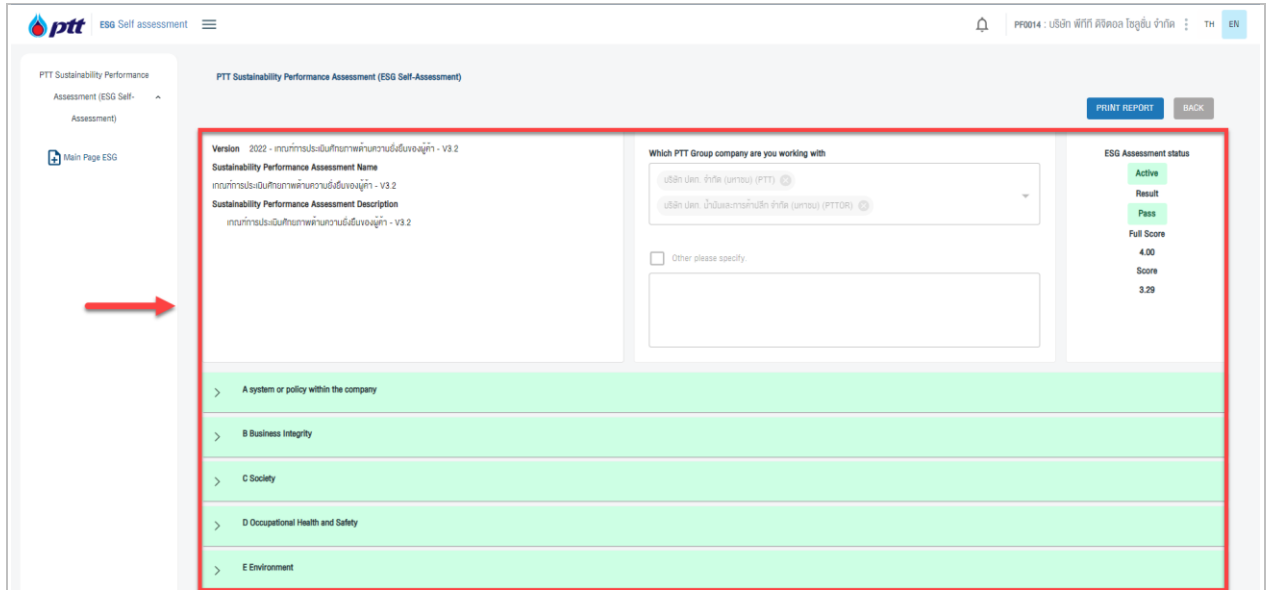
Example showing the main entry page after clicking Assessment History Tab

Explanation of each button

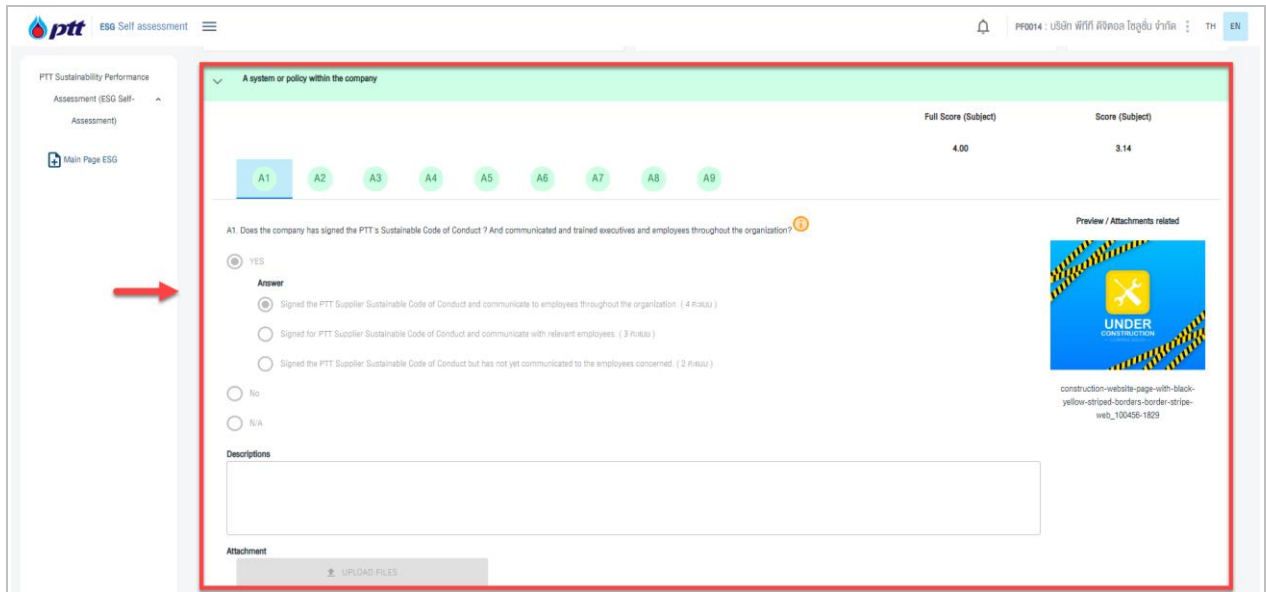
Buttons and Field	Description
Version	It means the version of eligible ESG Self-Assessments, announced by PTT. The Vendor can search for the information here.
Status	<p>It means the status of the Vendor's ESG Self-Assessment that is submitted to PTT. There are three statuses:</p> <ol style="list-style-type: none"> 1. Successfully Submitted (for Valid Assessments) – it means that the Vendor has successfully submitted the Assessments to PTT within 3 years of the date of the ESG Self-Assessment 2. Successfully Submitted (for Expired Assessments – it means that that the Vendor has successfully submitted the Assessments to PTT but the Assessments have already been expired (More than 3 years of the date of the ESG Self-Assessments) 3. Cancelled – it means the Vendor has cancelled the ESG Self-Assessment.
Result	<p>It means the score obtained from the ESG Self-Assessment that the Vendor submitted to PTT.</p> <ol style="list-style-type: none"> 1. Pass – The score obtained from the ESG Self-Assessment is 2.5 or above. 2. Failed - The score obtained from the ESG Self-Assessment is less than 2.5.
	Search – To search for the information as requested from the Vendor.
	Request for the result button – to request for the Assessment result and score which will be displayed automatically on the screen after Click.
Sustainability Performance Assessment Name	The version of the ESF Self-Assessment, announced by PTT will be automatically shown.
Full Score	The full score of the ESG Self-Assessment will be automatically shown.
Score	The obtained score from the ESG Self-Assessment done by the Vendor will be automatically shown.
Transaction Date	The submission date of the ESG Self-Assessment will be automatically shown.

9.8 Review the ESG Self-Assessment Details

The Vendor can check the details of the ESG Self-Assessment by clicking  which will show the Assessment History tab. From here, the Vendor can check the information in each category as shown in the picture.


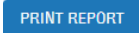


Example showing the details of ESG Self-Assessment (After clicking Assessment History tab and Request for Details Button)



Example showing the details of ESG Self-Assessment (After clicking Assessment History tab, Request for details button, and Category).

9.9 Export and Print the ESG Self-Assessment Report

The Vendor is able to print the ESG Self-Assessment report from the system by clicking . Then, the system will show the details of the ESG Self-Assessment. If the Vendor wishes to print the ESG Self-Assessment report, click . After that, the system will draw the requested report from the system and send it to the Vendor's computer where the Vendor can download the PDF file in three different formats as shown in the picture.

The screenshot displays the 'PTT Sustainability Performance Assessment (ESG Self-Assessment)' interface. On the left, there is a sidebar with 'Main Page ESG'. The main content area includes:

- Version:** 2022 - แผนการประเมินกิจกรรมความยั่งยืนของคู่ค้า - V3.2
- Sustainability Performance Assessment Name:** แผนการประเมินกิจกรรมความยั่งยืนของคู่ค้า - V3.2
- Sustainability Performance Assessment Description:** แผนการประเมินกิจกรรมความยั่งยืนของคู่ค้า - V3.2
- Which PTT Group company are you working with:** A dropdown menu with 'บริษัท ปตท. จำกัด (มหาชน) (PTT)' selected.
- ESG Assessment status:** Active, Result, Pass, Full Score 4.00, Score 3.29.
- A system or policy within the company:** A table with columns 'Full Score (Subject)' and 'Score (Subject)'. A row for 'A1' shows a full score of 4.00 and a score of 3.14.

A red arrow points to the 'PRINT REPORT' button in the top right corner.

Example showing how to print the ESG Self-Assessment (After clicking Assessment History tab)

รายงานผลการทำแบบประเมินศักยภาพด้านความยั่งยืน (Sustainability Performance Assessment) ของผู้ค้า ปตท.

เลขประจำตัวผู้เสียภาษี : 0105549076496

ชื่อผู้ค้า : บริษัท พีทีที ดิจิตอล โซลูชั่น จำกัด

ที่ตั้ง : 555/1 ศูนย์เอนเนอร์ยีคอมเพล็กซ์ แขวง/ตำบล จตุจักร เขต/อำเภอ จตุจักร
จังหวัด กรุงเทพมหานคร 10900

โทรศัพท์ : 0-2140-3567 อีเมล : vmtest12345678@gmail.com

วันที่ทำแบบประเมิน : 15/11/2565

วัตถุประสงค์การทำแบบประเมิน : ประเมินการดำเนินงานด้านความยั่งยืนของผู้ค้าบริษัทในกลุ่มบริษัท ปตท. (PTT)

เกณฑ์การทำแบบประเมินและเอกสารอ้างอิงที่ใช้ : เกณฑ์การประเมินศักยภาพด้านความยั่งยืนของผู้ค้า - V3.2

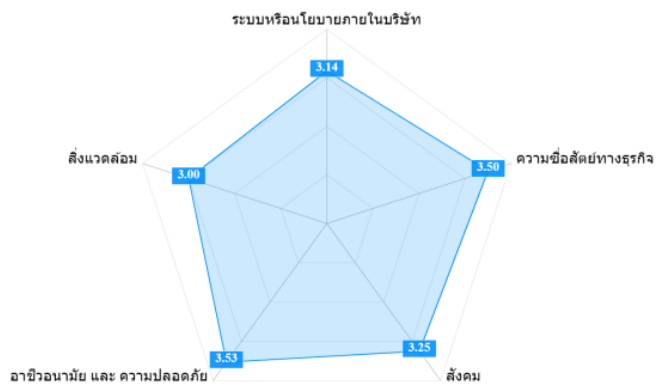
ผลการทำแบบประเมิน : ผ่าน (3.29 คะแนน)

รูปแบบการบันทึกผล : Self-Assessment

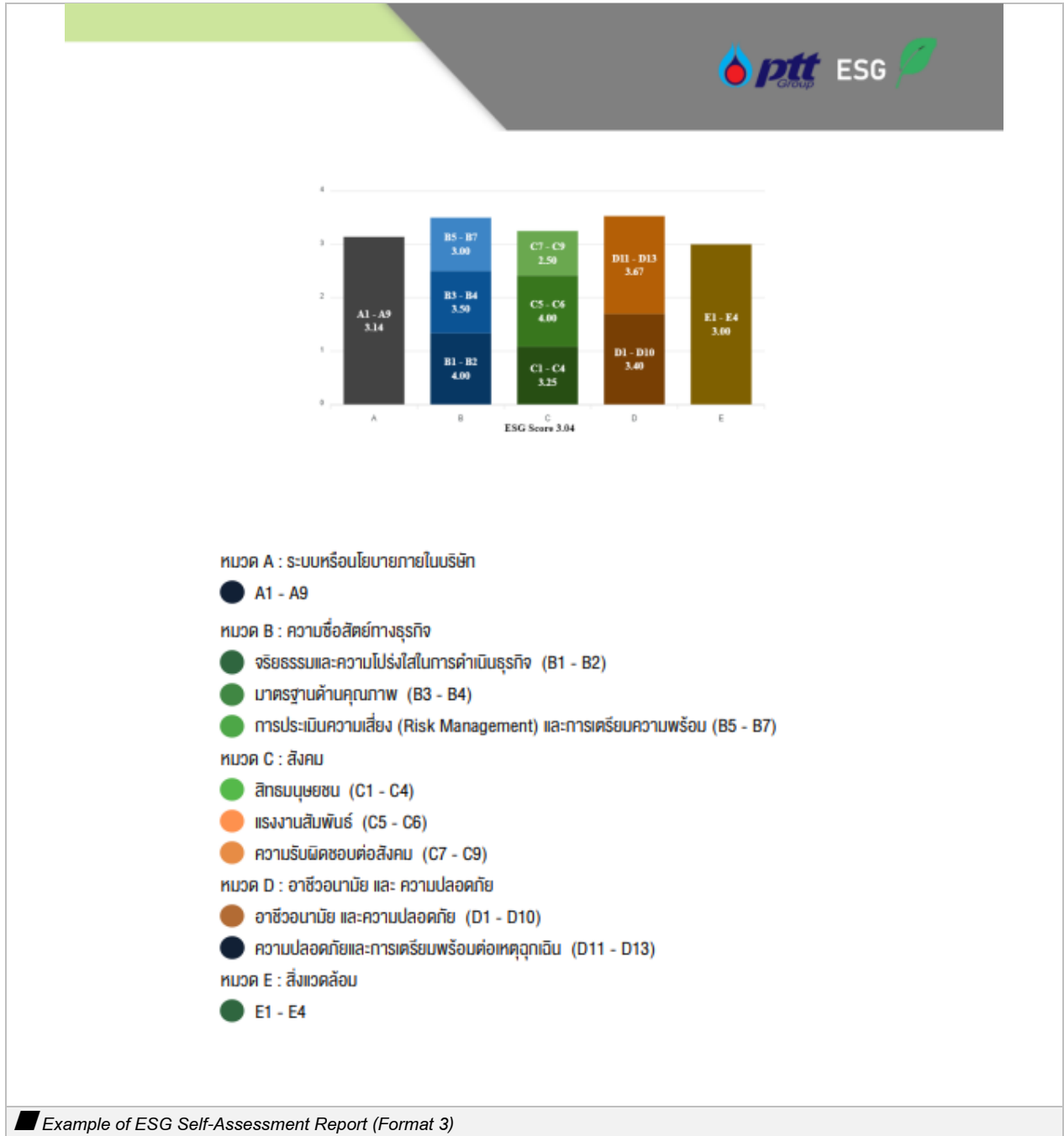
ตรวจประเมินโดย : -

หัวข้อ/หมวดคำถาม	น้ำหนัก Weight %	คะแนน SCORE	คะแนน SCORE x Weight %
A ระบบหรือนโยบายภายในบริษัท	20.00	3.14	0.63
B ความซื่อสัตย์ทางธุรกิจ	20.00	3.50	0.70
C สังคม	20.00	3.25	0.65
D อาชีวอนามัย และ ความปลอดภัย	20.00	3.53	0.71
E สิ่งแวดล้อม	20.00	3.00	0.60

Example of ESG Self-Assessment Report (Format 1)



■ Example of ESG Self-Assessment Report (Format 2)



A. ระบบหรือนโยบายภายในบริษัท

A1 บริษัทได้ลงนามในแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท. พร้อมสื่อสาร ฝึกอบรมให้ผู้บริหารและพนักงานทั่วทั้งองค์กรรับทราบหรือไม่

คำตอบ	คะแนนที่ได้	คำอธิบายเพิ่มเติมของผู้ค้า	ระบุเอกสารที่เกี่ยวข้อง	หลักเกณฑ์การให้คะแนน
มี	4 คะแนน			<ul style="list-style-type: none"> - ลงนามแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท. และมีการสื่อสารให้พนักงานทั่วทั้งองค์กรรับทราบ - ลงนามแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท. และมีการสื่อสารให้พนักงานที่เกี่ยวข้องทราบ - ลงนามแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท. แต่ยังไม่มีการสื่อสารให้พนักงานที่เกี่ยวข้องทราบ - ไม่มีการลงนามแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท.

A2 บริษัทมีนโยบายเกี่ยวกับการพัฒนาอย่างยั่งยืน และตัวชี้วัดที่ใช้ในการประเมินผลตามตัวชี้วัดนั้นๆ หรือไม่

คำตอบ	คะแนนที่ได้	คำอธิบายเพิ่มเติมของผู้ค้า	ระบุเอกสารที่เกี่ยวข้อง	หลักเกณฑ์การให้คะแนน
มี	4 คะแนน			<ul style="list-style-type: none"> - มีนโยบายที่มีเนื้อหาสอดคล้องกับการพัฒนาอย่างยั่งยืนเป็นเอกสาร และมีการสื่อสารให้พนักงานทราบทั่วทั้งองค์กร พร้อมกำหนดตัวชี้วัดที่เกี่ยวข้อง - มีนโยบายที่มีเนื้อหาสอดคล้องกับการพัฒนาอย่างยั่งยืนเป็นเอกสาร และมีการสื่อสารให้พนักงานทราบทั่วทั้งองค์กร - ไม่มีที่มีเนื้อหาสอดคล้องกับการพัฒนาอย่างยั่งยืนเป็นเอกสาร มีเพียงข้อกำหนด/แนวทางสำหรับคู่ค้าด้านคุณภาพและเนื้อหาของงาน - ไม่มีนโยบายที่มีเนื้อหาสอดคล้องกับการพัฒนาอย่างยั่งยืนเป็นเอกสาร

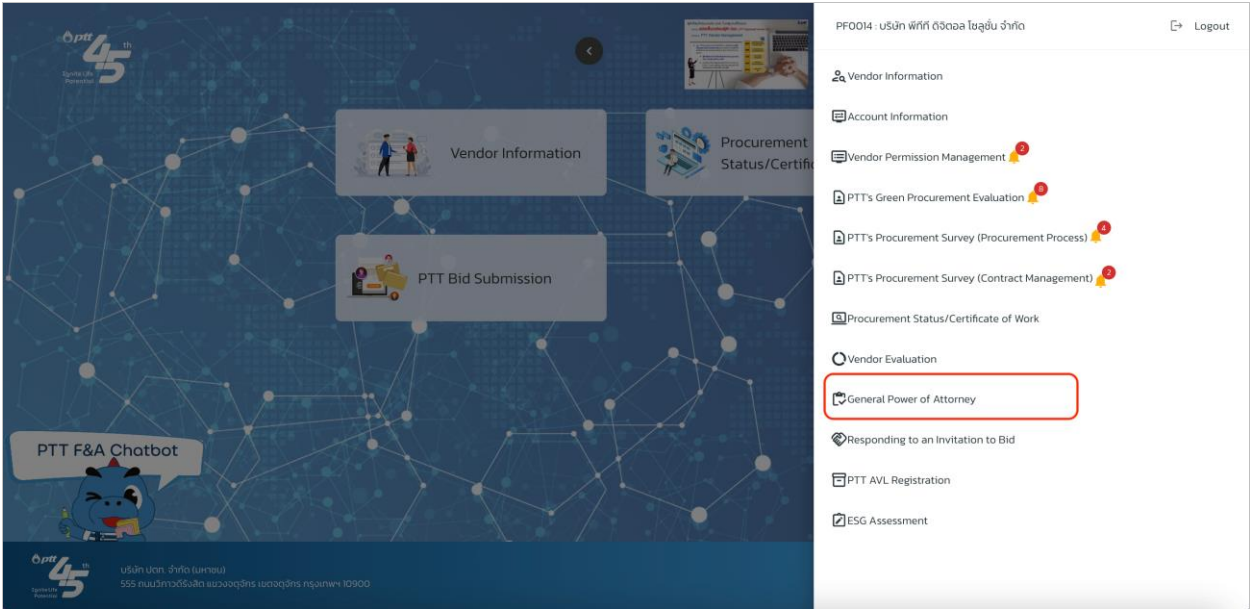
Example of ESG Self-Assessment Summary

10. General Power of Attorney

****This function is intended for use by affiliate vendors, which are companies under the PTT Group (Vendor Codes starting with PF)****

Vendors can draft the company's General Power of Attorney without specifying a procurement project by using the standard template in the PTTVM system. This document will be used and can be reused for online bid submissions with PTTPLC until it expires, is terminated, or modified.

To begin, log in to PTTVM and select the 'General Power of Attorney' menu.



Example of PTTVM system menu screen

10.1 Task List

10.1.1 Request List

It is a list of requests to add or edit a company's general power of attorney, and the tasks are awaiting approval.

General Power of Attorney

[+ Add General Power of Attorney](#)

Request List

General Power of Attorney : Fuel Gas [Edit](#) [Delete](#)
Status :Draft Expired Date :13/06/2024

Authorized Person Konkanok nuwat Copy of ID Card : 28/03/2024	Attorney Sanjan Gitawong Copy of ID Card : 23/05/2024
Power of Attorney No Data	Documentation of Power of Attorney No Data

General Power of Attorney : Battery Back Up [View](#)
Status :Wait for approval Expired Date :30/05/2024

Authorized Person Phanuwat Sutipong Copy of ID Card : 21/06/2024	Attorney Piya nuttisu Copy of ID Card : 06/06/2024
Power of Attorney General Power of Attorney_20240207172426.jpg 30/05/2024	Documentation of Power of Attorney Sub-power of attorney_20240207172458.jpg (01/05/2024)

Request No. : 202400012






General Power of Attorney : Revamp Control Unit [Edit](#) [Delete](#)
Status :Revise Expired Date :29/04/2024


Authorized Person Jiraporn chaicha Copy of ID Card : 02/05/2024	Attorney nattawat karawong Copy of ID Card : 11/07/2024 Sunee dongjan Copy of ID Card : 03/10/2024
Power of Attorney General Power of Attorney_20240207172615.jpg 29/04/2024	Documentation of Power of Attorney No Data

Request No. : 202400011

Request List



Data of Description


Field	Description
Power of Attorney Name	Displays the name of the power of attorney set by the vendor.
Status	Displays the status of your requests: <ul style="list-style-type: none"> ● 'Draft' refers to a request where the vendor has prepared information and documents but has not yet submitted them for approval. ● 'Waiting for Approval' refers to a request where the vendor has already submitted it and is waiting for review and approval by PTTPLC. ● 'Revise' refers to a request where the information has been reviewed and returned to the vendor for correction and addition of more document.
Authorized Person	Displays company's authorized directors (as per the company registration certificate) and their ID Card document files.
Attorney	Displays a person who is represent your company in procurement matters and their ID Card document files.
General Power of Attorney	Displays the General Power of Attorney document in printable form, including the signature of the person responsible for this form.
Supporting Documents	Displays a list of other documents used to support the power of attorney as follows <ul style="list-style-type: none"> ● Company registration certificate ● Sub-power of attorney (if any)
Expiring Date	Displays the date with the icon  , indicating that documents will become invalid after that date.
Expired Date	Displays the date with the icon  , indicating that documents are no longer valid and considered as inactive.
Function Buttons	There are four function buttons on the screen that vendors can use to execute their requests. <ul style="list-style-type: none"> ●  use to create the new general power of attorney. ●  use to modify a general power of attorney and supporting documents, which are waiting for submit by vendors. ●  use to cancel a general power of attorney and supporting documents, which are waiting for submit by vendors.


Field	Description
	<ul style="list-style-type: none">  View use only to view details in the request for a general power of attorney and supporting documents, which are waiting for approval by PTTPLC.

10.1.2 List of General Power of Attorney

It is an authorized list of general powers of attorney. Vendors can choose one, which is active, from this list to use as a supporting document in the PTT Bidder Submission system.



 Expired within a month
 Expired


General Power of Attorney List




General Power of Attorney : Pre-Feasibility Study and CAPEX


Status : Approved | Approved Date : 07/02/2024 | Expired Date : 28/02/2024


 View


 **Authorized Person**

Panupong Chaiya


Copy of ID Card : 30/05/2024




 **Attorney**


Thanawat Lamyai


Copy of ID Card : 15/05/2024




 **Power of Attorney**


หนังสือมอบอำนาจ_20240207170749.pdf | 28/02/2024








 **Documentation of Power of Attorney**


No Data



General Power of Attorney : GAS


Status : Approved | Approved Date : 03/08/2023 | Expired Date : 23/11/2023 


 View


 **Authorized Person**

Sudatar jansee


Copy of ID Card : 02/02/2024




 **Attorney**


Teerapat Kunhong


Copy of ID Card : 10/06/2023




 **Power of Attorney**


General Power of Attorney_20230524154102.jpg | 23/11/2023





 **Documentation of Power of Attorney**

No Data

 **List of General Power of Attorney**

PTT Digital Procurement Page 193 of 215 PTT Vendor Management System

General Power of Attorney i

+ Add General Power of Attorney

Request List ^

General Power of Attorney : Fuel Gas

Status :Draft | Expired Date :13/06/2024

Edit
Delete
^

Authorized Person

Konkanok nuwat
Copy of ID Card : 28/03/2024

Attorney

Sanjan Gitawong
Copy of ID Card : 23/05/2024

Power of Attorney

No Data

Documentation of Power of Attorney

No Data

General Power of Attorney : Battery Back Up

Status :Not Approved

Expired Date :30/05/2024

^

Authorized Person

Phanuwat Sutipong
Copy of ID Card : 21/06/2024

Attorney

Piya nuttisu
Copy of ID Card : 06/06/2024

Power of Attorney







General Power of Attorney_20240207172426.jpg | 30/05/2024

Documentation of Power of Attorney

Sub-power of attorney_20240207172458.jpg | (01/05/2024)

Data of Description

Field	Description
Power of Attorney Name	Displays the name of the power of attorney set by the vendor.
Status	Displays the status of the list of requests: <ul style="list-style-type: none"> 'Approved' refers to a request where is approved by PTTPLC and the general power of attorney is effective to use for the bid submission. 'Not Approved' refers to a request that PTTPLC has not approved and is not permitted for use.
Approved Date	Displays the date of approval by PTTPLC.
Expired	Displays the validity period of this general power of attorney.

Field	Description
Authorized Person	Displays company's authorized directors (as per the company registration certificate) and their ID Card document files.
Attorney	Displays a person who is represent your company in procurement matters and their ID Card document files.
General Power of Attorney	Displays the General Power of Attorney document in printable form, including the signature of the person responsible for this form.
Supporting Documents	Displays a list of other documents used to support the power of attorney such as company registration certificate, sub-power of attorney, other documents.
Expiring Date	Displays the date with the icon  , indicating that documents will become invalid after that date.
Expired Date	Displays the date with the icon  , indicating that documents are no longer valid and considered as inactive.
Function Buttons	<p>There are four function buttons on the screen that vendors can use to execute their requests.</p> <ul style="list-style-type: none">●  use to create the new general power of attorney.●  use to modify a general power of attorney and supporting documents, which are waiting for submit by vendors.●  use to cancel a general power of attorney and supporting documents, which are waiting for submit by vendors. <p> use only to view details in the request for a general power of attorney and supporting documents, which are waiting for approval by PTTPLC.</p>

10.2 General Power of Attorney Preparation Process

There are 4 steps to prepare the general power of attorney in the PTTVM system.

Step 1 : POA / Authorized Person

The screen displays a form to fill out the required information, including the POA's name, expiration date, and authorized person.

General Power of Attorney Step 1 of 4

1
 POA / Authorized Person

2
 Attorney

3
 Print Form

4
 File Attachment

⚙️
Detail

POA's Name*

The POA's name is used to identify each document of General Power of Attorney

Expiration Date* 📅 ℹ️

Please specify an expiration date of POA

👤
Authorized Person

👤+ Add Authorized Person





No Data


⏪ Back to Menu
Next ⏩

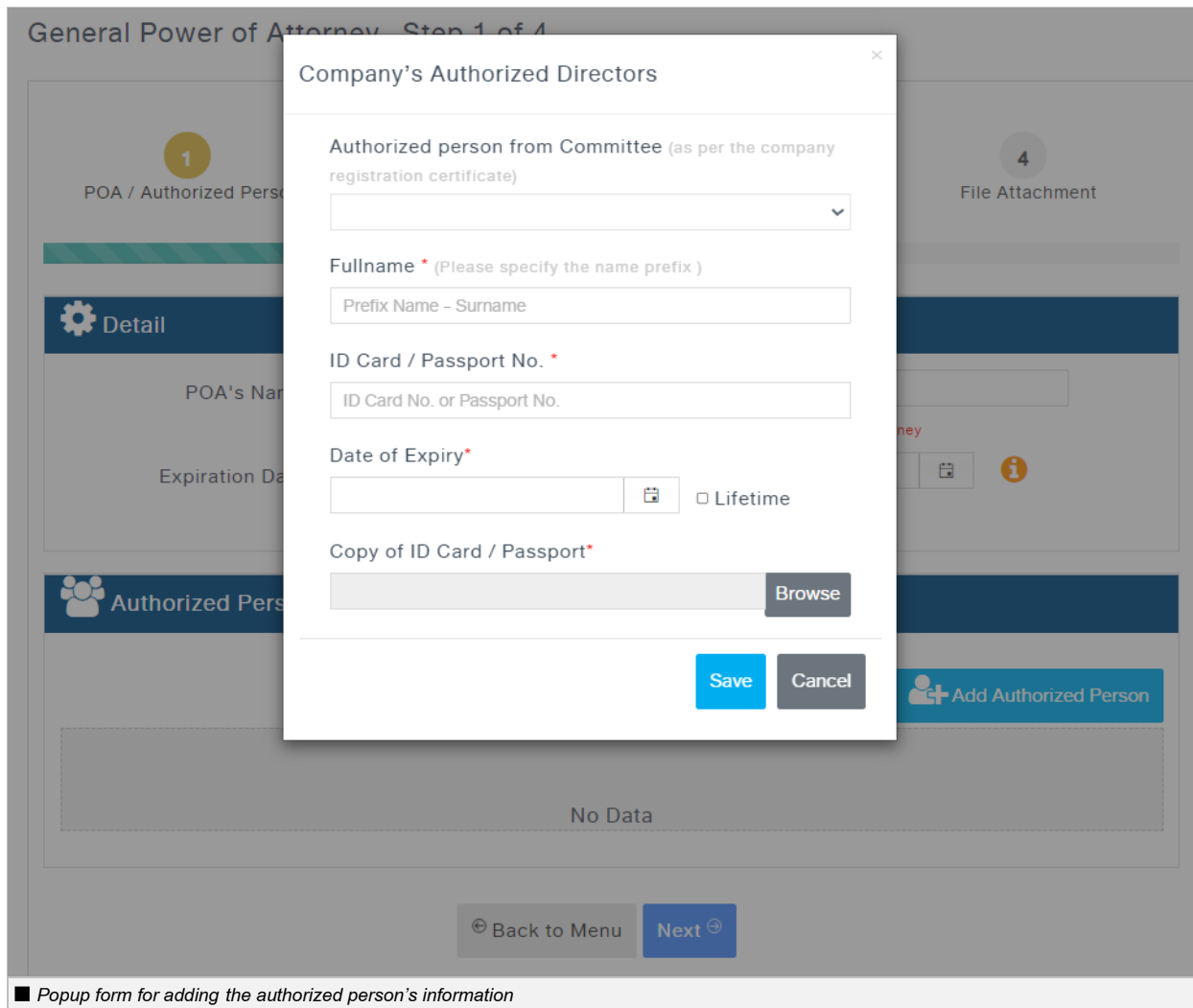
■ Step 1 : POA / Authorized Person Information

Data of Description

Field	Description
POA's Name *	For naming the document of General Power of Attorney.
Expiration Date *	For setting the expiry date of General Power of Attorney. <i>(Suggestion : The effective period of this POA shall not be more than 6 months)</i>

Field	Description
Authorized Person	Displays company's authorized directors (as per the company registration certificate)
ID Card No.	Displays the ID card number of the authorized person.
Expire Date	Displays the expiry date of the authorized person's ID card.
Function Buttons	<p>There are four function buttons in the authorized person's tab that vendors can use to execute their requests.</p> <ul style="list-style-type: none">●  use to add more authorized persons and their document.●  is an edit button, use to modify an authorized person's information and their document.●  is a delete button, use to delete an authorized person's information and their document.●  is a download button, use to download an authorized person's document file attached.

To add the authorized person's information, click button . The screen will display a popup form for filling out and attaching document files.



■ Popup form for adding the authorized person's information

Data of Description

Field	Description
Company's Authorized Directors	If there is information for the Company's Authorized Directors in the PTTVM system, vendors can select from the recommended dropdown list.
Full Name *	To specify the authorized person, including their prefix, name, and surname.
ID Card/Passport No. *	To identify the authorized person's ID card number.
Date of Expiry *	To choose the expiry date or indicate 'lifetime' based on the information from the authorized person's ID card.
Copy ID Card/Passport No. *	For uploading the copy of the authorized person's ID card.

Step 2 : Attorney

The screen displays a form to fill out the attorney's information.

General Power of Attorney Step 2 of 4

Status : Draft

1
✓ POA / Authorized Person

2
Attorney

3
Print Form

4
File Attachment


Attorney

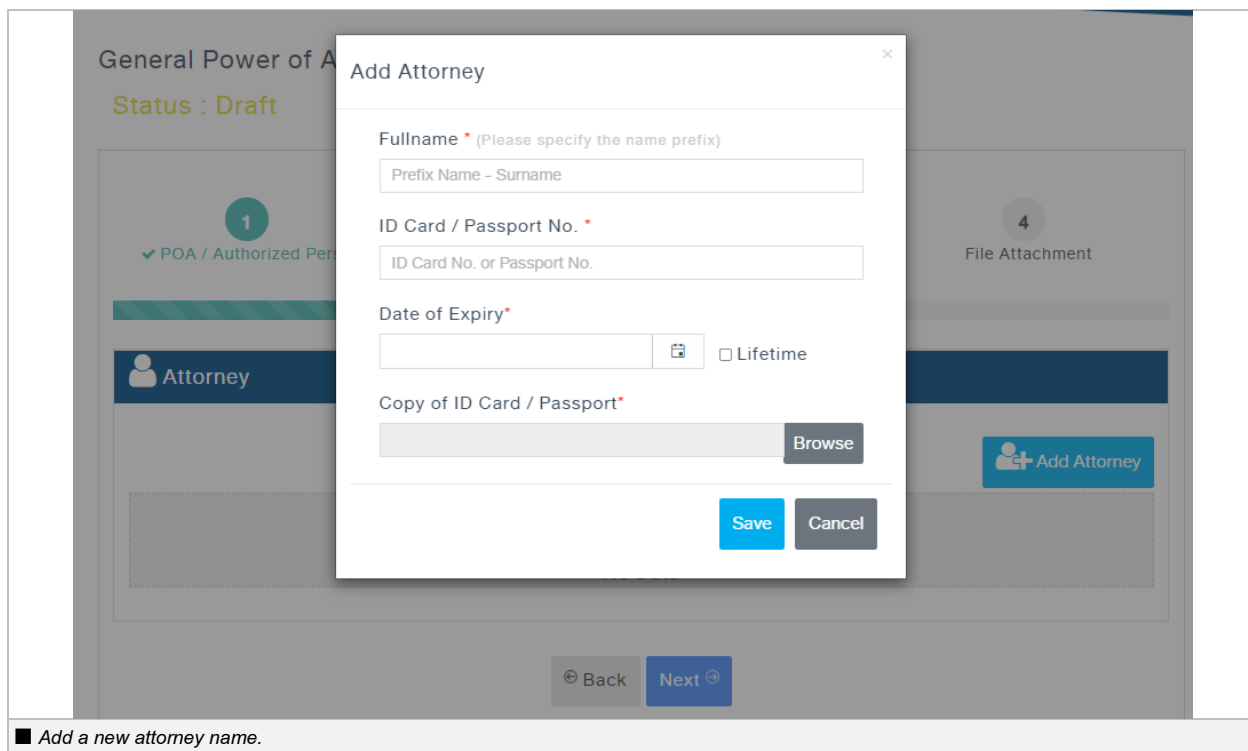
+ Add Attorney

No Data

← Back Next →

■ Step 2 : Attorney Information

To add the attorney information, click button . The screen will display a popup form for filling out and attaching document files.



■ Add a new attorney name.

Data of Description

Field	Description
Full Name *	To specify the authorized person, including their prefix, name, and surname.
ID Card/Passport No. *	To identify the authorized person's ID card number.
Date of Expiry *	To choose the expiry date or indicate 'lifetime' based on the information from the authorized person's ID card.
Copy ID Card/Passport No. *	For uploading the copy of the authorized person's ID card.

Step 3 : Print Form

The general power of attorney form is previewed on the screen in this step. Vendors can verify all the data displayed on the form. After that, click the download button, print it out, and have the accountable party sign and affix a revenue stamp on the document. Finally, fill out in the blank and scan this signed document to save it as a JPG or PDF file on your computer.

Press the **Continue** button to next step or press the button **Back** for returning to the previous step if you want to edit authorized person and/or attorney's information.

- 1
✓ POA / Authorized Person
- 2
✓ Attorney
- 3
Print Form
- 4
File Attachment

Form Preview

⏪ < 1 of 1 > ⏩

Affix stamp duty 30 Baht / Attorney

Power of Attorney

Written At.....

Date.....Month.....Year.....

We, PTT Digital Solutions Company Limited by Kritikon Comma with office located ad No. 555/1 ศูนย์ เซ็นเซอร์ซีคอนเพดิกซ์ อาคาร A ชั้น 4-5 ถนนวิภาวดีรังสิต Road, แขวงจตุจักร Sub-district, แขวงจตุจักร District, กรุงเทพมหานคร, 10900 do hereby make and constitute and appoint Supakrit vannasin to submit the Bid Package, sign the Bid Proposal, the Confirmation Letter on qualifications to do business with PTT, certify true copy for various documents relevant to the Bid submission and do any acts relating to this matter until successful completion including having the authority to negotiate the said price, where the authorized person shall have the power to act on behalf of us, together with submissions, and affix their signature on my behalf in request forms, applications, clarification for statement, amendment and modification of documents, execution of contracts or any other actions concerning with this assignment. I hereby ratifies and confirms all that the Attorney lawfully do or cause to be done by virtue hereof.

This Power of Attorney shall be in full force and effect from its date of execution and shall expire on the 29 July 2024

IN WITNESS WHEREOF, we have caused this Power of Attorney to be executed by our duly authorized representative(s).

(Sign).....(Grantor)
(Kritikon Comma)

(Sign).....(Attorney)
(Supakrit vannasin)

(Sign).....(Witness) (Sign).....(Witness)
(.....) (.....)

Remark:

1. Grantor shall initial with the Company seal affixed (if any) at any places of correction on this Power of Attorney.
2. The authorized signatory shall be in accordance with the Company's Affidavit.
3. The following documents shall be enclosed with the Power of Attorney:
 - (1) The Company's affidavit issued not more than 6 months
 - (2) Copy of National ID card of Grantor and Attorney, if foreigner, copy of passport is required
4. Affix stamp duty 30 Baht

* กรุณาดาวน์โหลดและ Print หนังสือมอบอำนาจจากระบบ โดยให้ผู้มอบอำนาจ ผู้รับมอบอำนาจ และพยาน ลงนามในเอกสารให้ครบถ้วน พร้อมติดอากรแสตมป์ จากนั้นสแกนไฟล์และนำกลับมาแนบในขั้นตอนที่ 4

⏪ Back
Download
Next ⏩

■ The General Power of Attorney Print Form

Step 4 : File Attachment

In this step, the system requires documents for supporting the General Power of Attorney as follows

- The General Power of Attorney form file includes the signature of the accountable party for this form and affix a revenue stamp.

General Power of Attorney Step 4 of 4
Status : Draft

1

✓ POA / Authorized Person

2

✓ Attorney

3

✓ Print Form

4

File Attachment

📄 **General Power of Attorney (Print Form)** i

Power of Attorney File *

Browse

.jpg, .jpeg, .png, .pdf Only
 1 file up to 10 MB

- Certified Copy of the Certificate of Registration Issued by Ministry of Commerce not more than 6 months before application submission date which certified true copies with signature of authorized directors and company's stamp (if any) on every page.

📄 **Certificate of Company**

Please click to select the Certificate of Company file to prepare a power of attorney. Or press add document to attach additional Certificate of Company files.

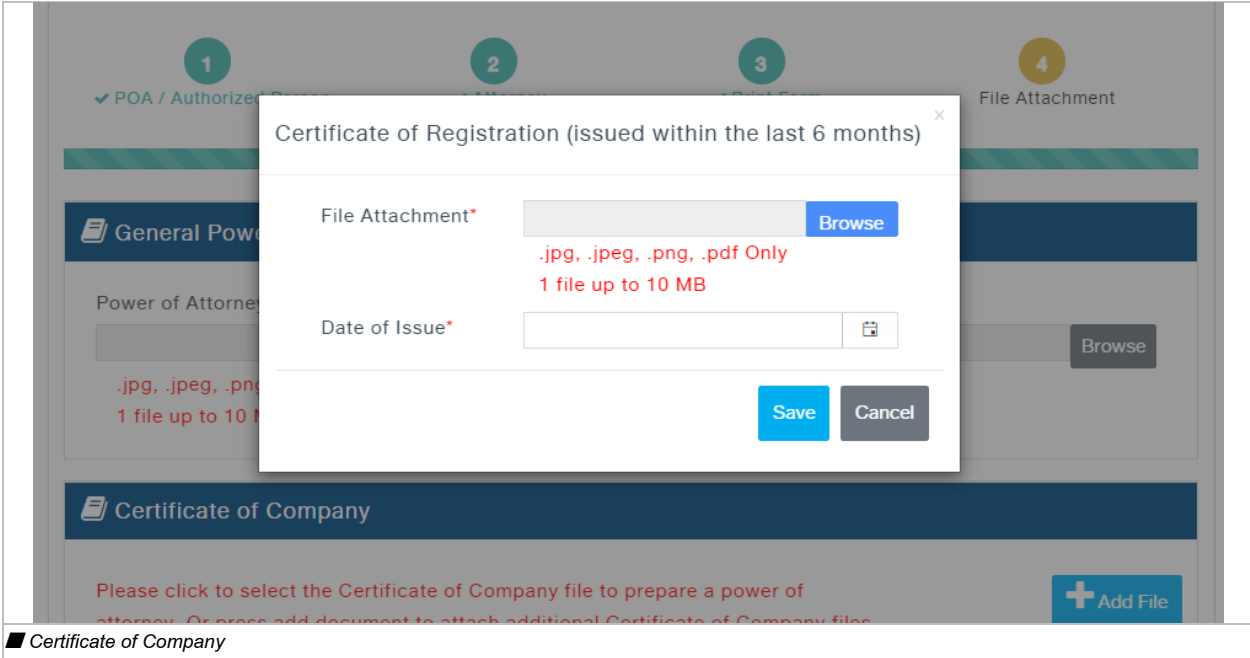
+ Add File

Certificate of Registration (issued within the last 6 months)

<input checked="" type="checkbox"/>	📄	<p style="margin: 0;">Certificate Company.png</p> <p style="font-size: 0.8em; margin: 0;">Date of Issue : 01/01/2024</p>	↓ ✕
<input type="checkbox"/>	📄	<p style="margin: 0;">Certificate of Company.png</p> <p style="font-size: 0.8em; margin: 0;">Date of Issue : 11/12/2023</p>	↓

■ Certificate of Company


If vendors have attached a copy of the Certificate of Registration that is active within the last 6 months in the PTTVM system, you can either select one from PTTVM to upload here or click the 'Add File' button to choose a new one from your computer.

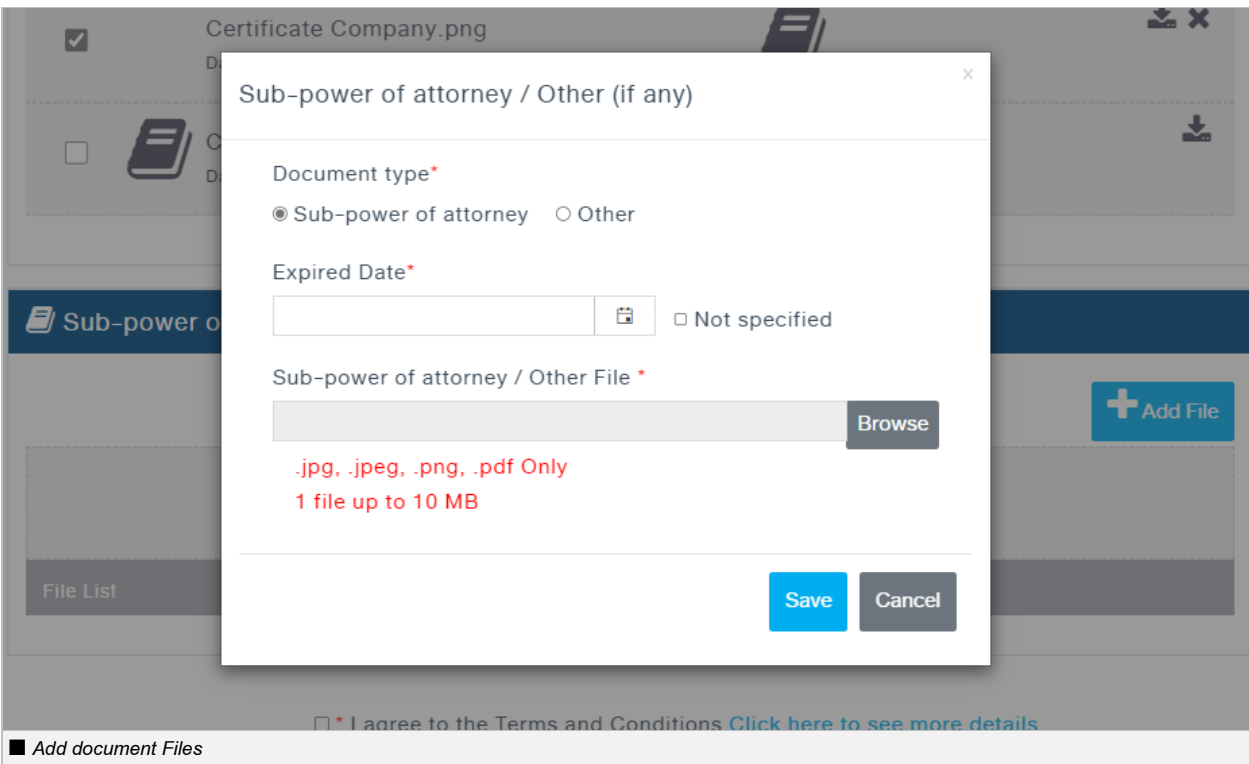
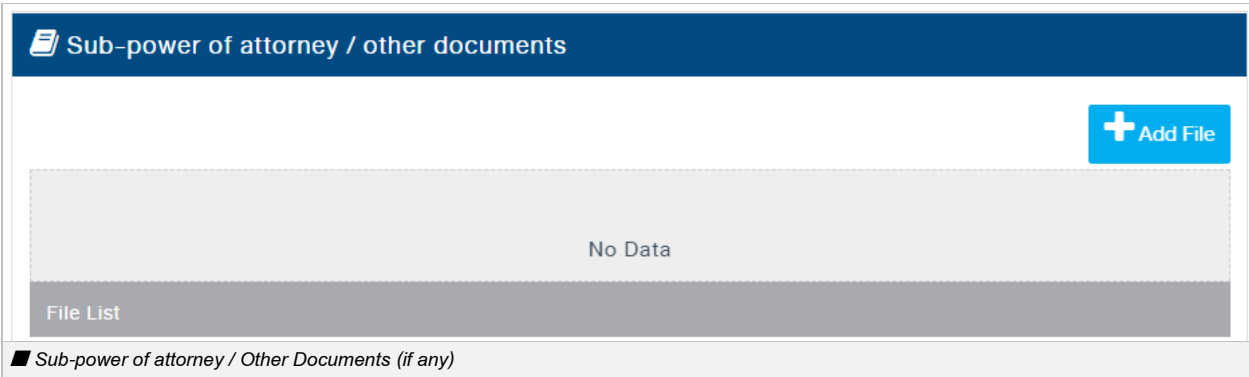


Data of Description

Field	Description
Important File *	For upload Certified Copy of the Certificate of Registration.
Date of Issue *	For choose the Certificate of Registration's issuance date.

Remark: Please verify that the name on the Certificate of Registration matches the authorized person listed in the General Power of Attorney.

- Sub-power of attorney / other documents.
 - Vendors can submit sub-power of attorney files or any files for supporting the general power of attorney by clicking the  button.




Data of Description




Field	Description
Document type *	For select the type of document file.
Expired Date *	To choose the expiry date or indicate 'Not Specified' based on the information from the Sub-power of attorney.
Sub-power of attorney / Other File *	For upload the document files.








10.3 Check status / Progress of Approval requests

- Status: 'Waiting for Approval'

After the vendor submits the request, the status will show as 'Waiting for Approval.' Vendors can review the information by clicking the  button. Details and the file attachment for this request will be shown on the screen, but you are unable modify the data.

General Power of Attorney List

 **General Power of Attorney : Pre-Feasibility Study and CAPEX**  
Status : Approved | **Approved Date :07/02/2024** | **Expired Date :28/02/2024**

 Authorized Person	 Attorney
Panupong Chaiya Copy of ID Card : 30/05/2024 	Thanawat Lamyai Copy of ID Card : 15/05/2024 
 Power of Attorney	 Documentation of Power of Attorney
General Power of Attorney_20240207170749.pdf 28/02/2024 	No Data

■ *List of General Power of Attorney*

General Power of Attorney Step 1 of 4

1
POA / Authorized Person

2
Attorney

3
Print Form

4
File Attachment

⚙️ Detail

POA's Name*

The POA's name is used to identify each document of General Power of Attorney

Expiration Date* ❗

Please specify an expiration date of POA

👤 Authorized Person


👤 Authorized Person Panupong Chaiya



ID Card No : 1754646426741Expire Date : 30/05/2024 📄

⏪ Back to Menu Next ⏩

■ Browse documents (pending approval)

- Status: 'Approved'

When the request is verified and approved by PTTPLC, the status will show as 'Approved.' Vendors can review the information by clicking the  button.

In case of the General Power of Attorney is effective but the supporting documents are expired, the screen will show the icon  after the expired date. Vendors can upload the up-to-date document files on this screen by clicking the  button.

General Power of Attorney : Pre-Feasibility Study and CAPEX

Status : Approved | Approved Date :26/07/2023 | Expired Date :28/07/2023

[View](#)

Authorized Person	Attorney
Suriya Sutipong Copy of ID Card : Lifetime	Jinnee janna Copy of ID Card : Lifetime
Power of Attorney General Power of Attorney_20230726205406.png 28/07/2023	Documentation of Power of Attorney No Data

■ List of General Power of Attorney

General Power of Attorney Step 1 of 4

1 POA / Authorized Person 2 Attorney 3 Print Form 4 File Attachment

Detail

POA's Name*
The POA's name is used to identify each document of General Power of Attorney

Expiration Date* Please specify an expiration date of POA

Authorized Person

ID Card No : 1754646426741 Expire Date :28/07/2023

[Back to Menu](#) [Next](#)

■ Browse for documents (approved)



Authorized Person



Authorized Person Konkanok nuwat



เพิ่มผู้ว่า

ID Card No : 1547744124551

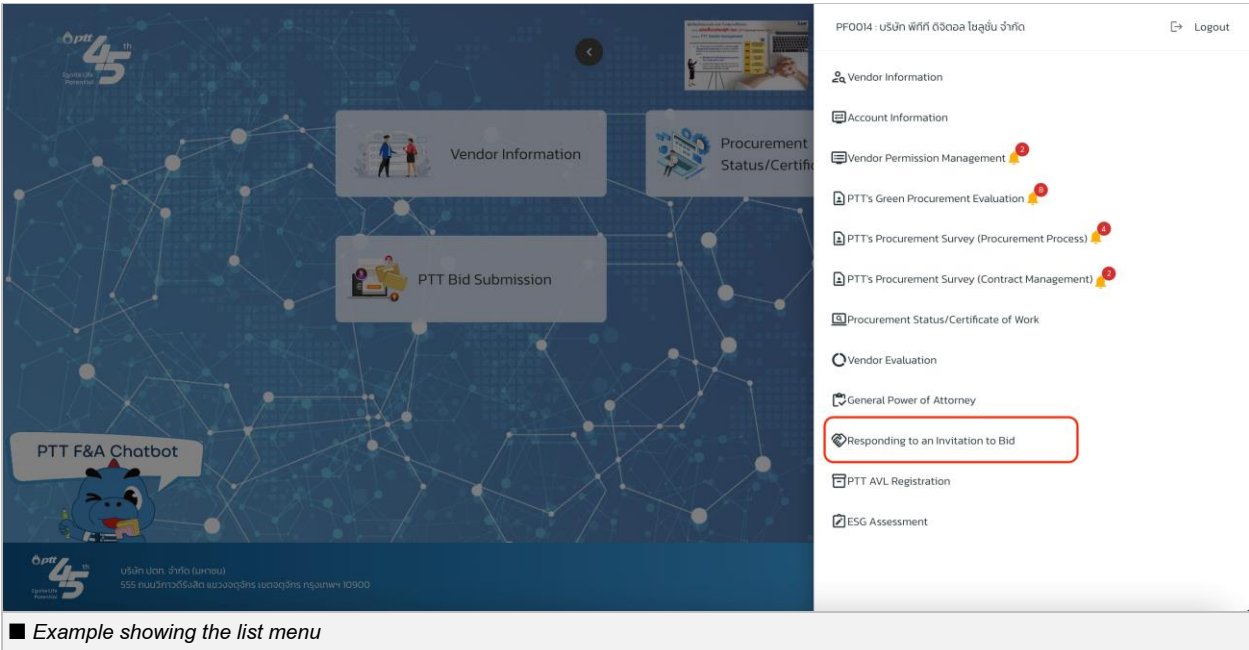
Expire Date : 28/03/2024



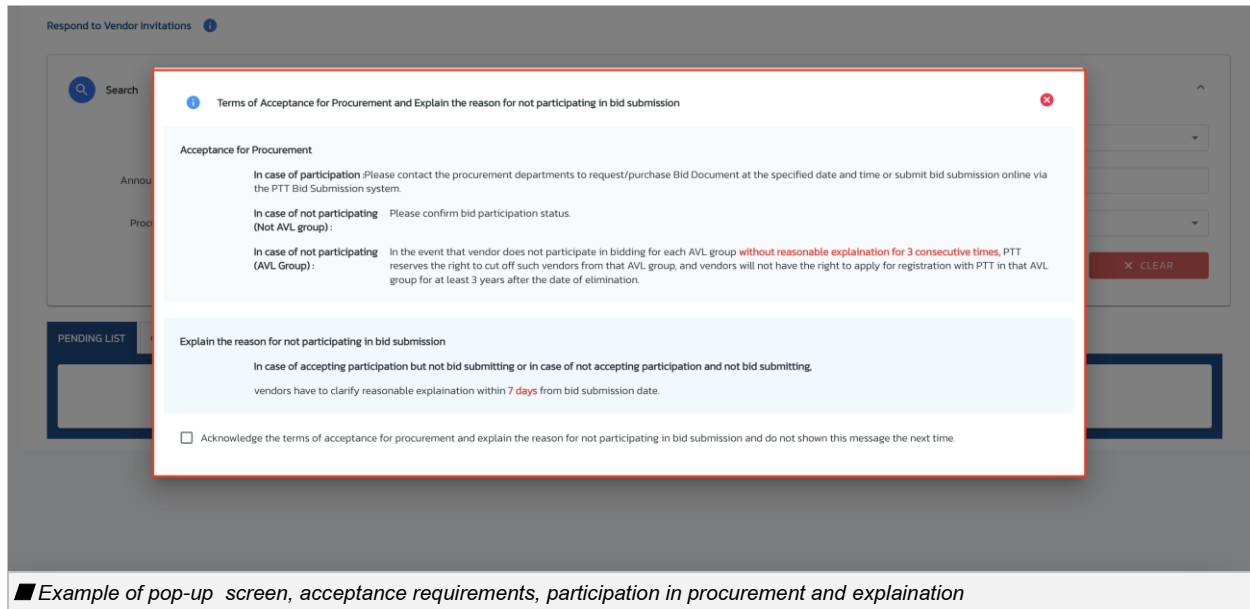
11. Responding to an Invitation to Bid

11.1 Responding to an Invitation to Bid Process

Vendors who have received an invitation to bid via email can respond to 'participate' or 'not participate' by clicking the link provided in the email or clicking the menu 'Responding to an Invitation to Bid' in the PTTVM system as shown in the picture.



The system will display a popup, including the Terms of Responding to an Invitation to Bid, which explains how to respond.



On the screen, it displays 2 parts:

1) Searching

Vendors can fill in the search field to locate the procurement project they need to respond to or review their response history. The relevant projects will then appear in the task list area below. The following are the search fields (fill out at least one before searching):

- Announcement Date to Date
- Response status
- Announcement No. (PR No.)
- Announcement Name
- Procurement Department
- AVL Group

2) Task List

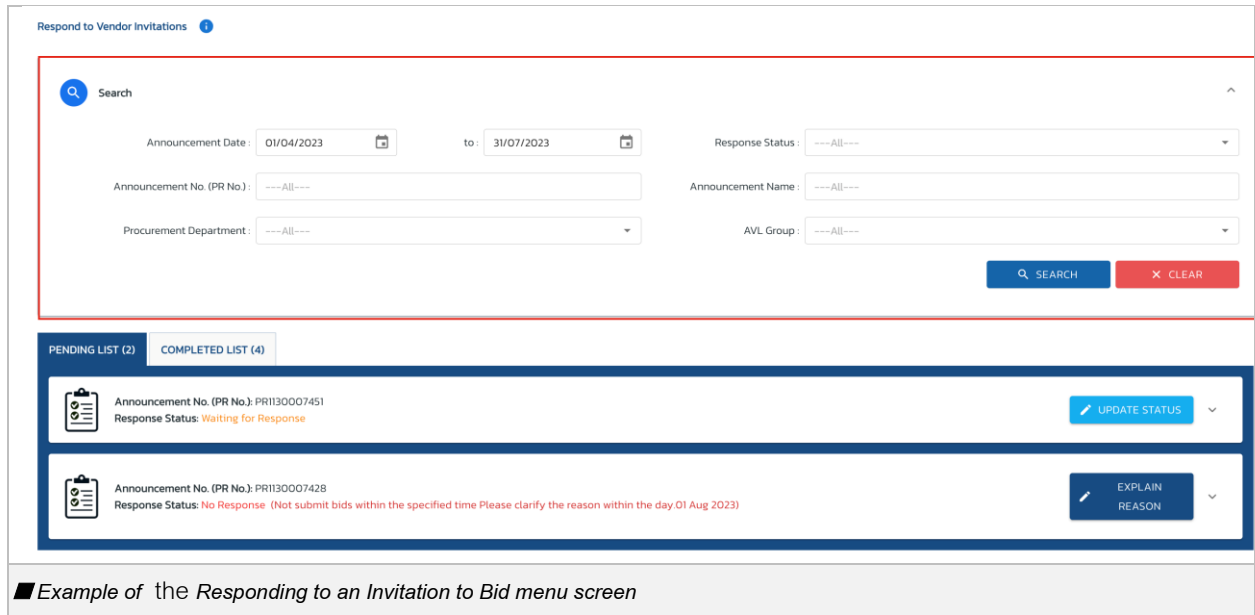
The screen will show task lists as follows:

- Pending List




The system displays tasks awaiting the vendor's response to an Invitation to Bid. Vendors can choose either to 'participate in bidding' or 'not participate in bidding' and providing reasons.


- Completed List



The system displays tasks that the vendor has responded to an Invitation to Bid.

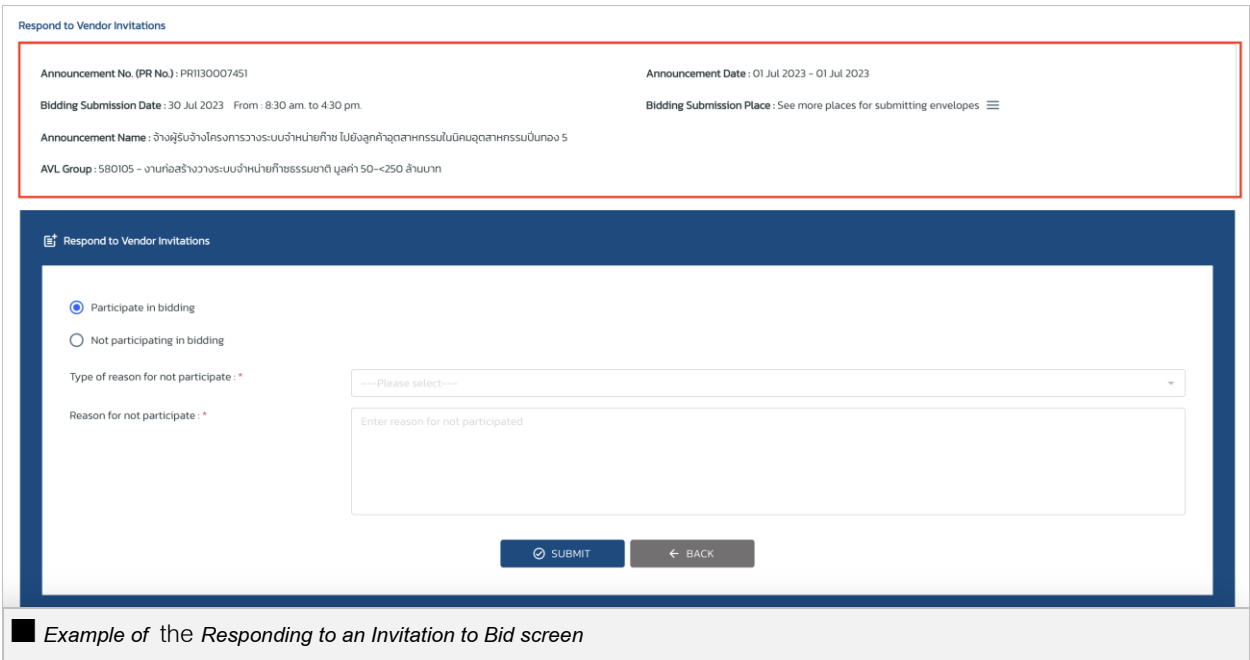


Data of Description


Field	Description
Pending List	Show the list of announcements awaiting for response.
Completed List	Show the list of announcements completely responded.
Announcement No.	Show PR number.
Response Status	<p>Displays the response status, which has 4 statuses:</p> <ul style="list-style-type: none"> - Waiting for Response - Participate in bidding - Not participate in bidding - No response
Function Buttons	<p>There are three function buttons on the screen that vendors can use to execute their responses.</p> <ul style="list-style-type: none"> ●  use to response and provide reasons. ●  use to give explanations when the vendor didn't reply at all. ●  use to change the responded answer.

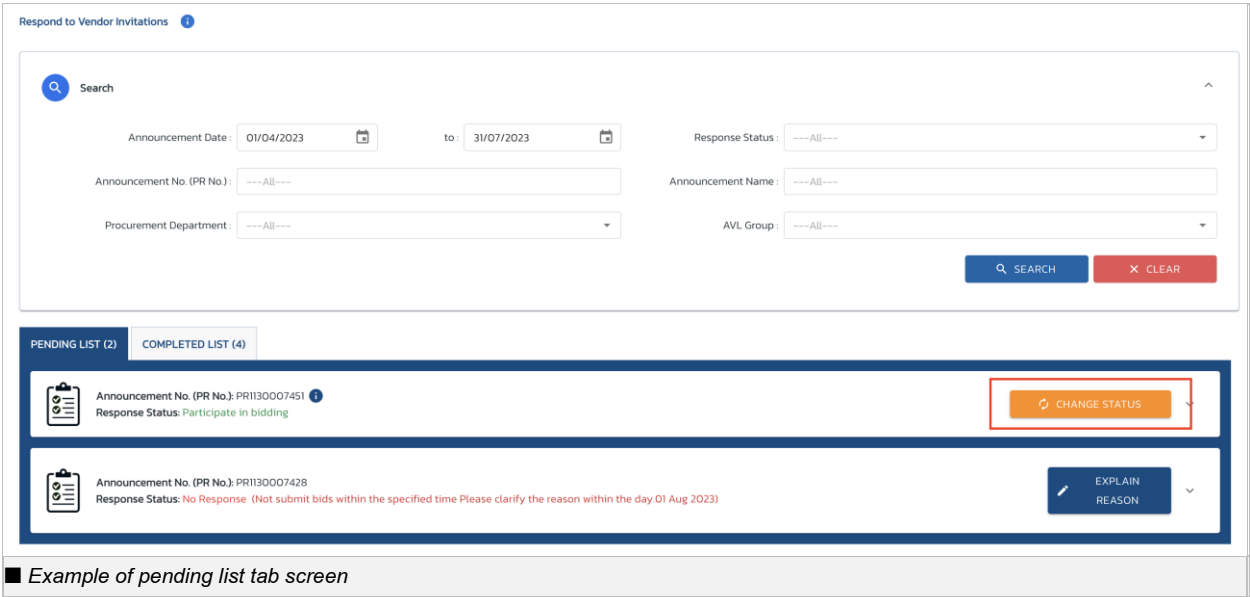
To respond to an Invitation to Bid, click the button . The screen will display procurement project announcement details and provide the option to select either 'participate in bidding' or 'not participate in

bidding,' along with the opportunity to provide reasons. Then, click the button  to confirm or the button  to the main menu screen.




11.2 Changing/Modifying the response

If the announcement is still displayed in the "pending list" tab, the vendor can click the button  to edit the response you have already sent.




The Next, select a different response and press the button  to confirm.

The previous response will appear on the screen. Vendor can select a different response and press the button  to confirm.

Respond to Vendor Invitations

Announcement No. (PR No.) : PRI130007451	Announcement Date : 01 Jul 2023 - 01 Jul 2023
Bidding Submission Date : 30 Jul 2023 From : 8:30 am. to 4:30 pm.	Bidding Submission Place : See more places for submitting envelopes ☰
Announcement Name : จัดซื้อจัดจ้างโครงการระบบจำหน่ายก๊าซ โอนส่งก๊าซจากแหล่งผลิตแก๊สธรรมชาติในเขตภาคเหนือตอนบน 5	
AVL Group : S80105 - งานก่อสร้างอาคารระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 50-250 ล้านบาท	

 Respond to Vendor Invitations

Participate in bidding

Not participating in bidding

Type of reason for not participate : * ▼

Reason for not participate : *

SUBMIT
← BACK

■ Example of a bid acceptance status change

11.3 Explanation of the Reasons for Not Participating in Bidding

If the announcement is still displayed in the 'pending list' tab and shows the button 'explain reason,' it indicates that the vendor has not provided any response, and the system automatically marks their status as 'not participating in bidding.' Vendors are required to declare the reasons for not participating.

- In the case of vendors belonging to the AVL group, if they do not provide an explanation of reasons, the system will automatically mark them as 'not participating in bidding without justifiable reasons'.
- In the case of vendors who are not belonging to the AVL group, if they do not provide an explanation of reasons, the system will not count.

Respond to Vendor Invitations

Search

Announcement Date: 01/04/2023 to: 31/07/2023 Response Status: ---All---

Announcement No. (PR No.): ---All--- Announcement Name: ---All---


Procurement Department: ---All--- AVL Group: ---All---

PENDING LIST (2) **COMPLETED LIST (4)**

Announcement No. (PR No.): PRI130007451
 Response Status: Participate in bidding

Announcement No. (PR No.): PRI130007428
 Response Status: No Response (Not submit bids within the specified time Please clarify the reason within the day 01 Aug 2023)

Example of a explanation button display

Click on the button  to declare your reasons for not participating in this bid submission and submit.

Respond to Vendor Invitations

Announcement No. (PR No.): PRI130007428 Announcement Date: 01 Jul 2023

Bidding Submission Date: 25 Jul 2023 From: 8:30 am. to 4:30 pm. Bidding Submission Place: See more places for submitting envelopes

Announcement Name: งานจ้างติดตั้งชุดอุปกรณ์ LNGSRM โรงงาน บอศ. ลอริบอณ พหลี

AVL Group: 000000 - ไม้ไผ่บ้าน AVL

Explain Reason

Type of reason for not participate: * Vendor qualification limitations

Reason for not participate: * Enter reason for not participated

Note: In the case of accepting the participation but not submitting the bid submission or in the case of not accepting the participation and not submitting the bid submission Vendor must come to explain the reason within 7 days from the due date of submitting the bid submission.

Example of explanation reasons screen

Then, this announcement will move from 'pending list' tab to 'completed list' tab as shown in the picture.

Respond to Vendor Invitations

Search

Announcement Date: 01/04/2023 to 31/07/2023 Response Status: ---All---

Announcement No. (PR No.): ---All--- Announcement Name: ---All---

Procurement Department: ---All--- AVL Group: ---All---

SEARCH CLEAR

PENDING LIST (1) **COMPLETED LIST (5)**

	Announcement No. (PR No.): PRI130007443 Response Status: Participate in bidding	DETAILS
	Announcement No. (PR No.): PRI130007428 Response Status: No Response	DETAILS
	Announcement No. (PR No.): PRI130007492 Response Status: No Response	DETAILS
	Announcement No. (PR No.): PRI140013330 Response Status: No Response	DETAILS

■ Example of a screen showing the announcement number on the Tab "completed list"

11.4 Checking the Participation Status.

Vendors can check their response answers by searching; the data will be displayed in the 'pending list' tab and/or 'completed list' tab.

Respond to Vendor Invitations

Search

Announcement Date: 01/04/2023 to 31/07/2023 Response Status: ---All---

Announcement No. (PR No.): ---All--- Announcement Name: ---All---

Procurement Department: ---All--- AVL Group: ---All---

SEARCH CLEAR

PENDING LIST (1) **COMPLETED LIST (5)**

	Announcement No. (PR No.): PRI130007451 Response Status: Participate in bidding	CHANGE STATUS
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Rows per page: 10 1-1 of 1

■ Example of Main Menu