



PTT Public Company Limited

PTT Vendor Management System

User Manual

Logging in with email

Version 1.0 / Nov 2024

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## About PTT Vendor Management System

PTT Vendor Management System is a platform developed by PTT Public Company Limited (PTT) to support and facilitate vendors. It enhances communication channels and provides access to PTT's procurement information for both vendors who have previously conducted transactions with PTT and those who have not.

Vendors with existing transactions with PTT can register to use the system to submit product and service information, introduce their company, apply to participate in procurement activities as AVL vendors, track the status of contracts made with PTT, manage contract guarantees, and review performance evaluation results. Additionally, vendors that are part of the PTT Group can issue a non-specific power of attorney to submit qualification documents online via the PTTVM system.

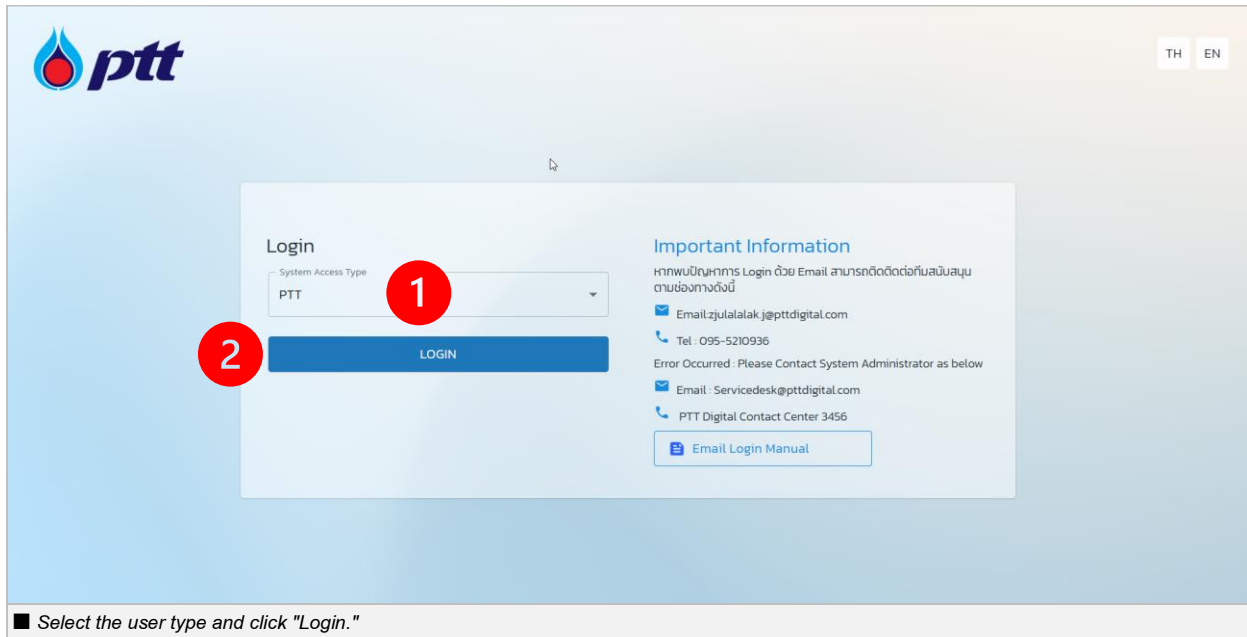
For general vendors, they can register to use the system to submit product and service information and introduce their company.

## 1. For PTT Employees (Email @pttplc.com only)

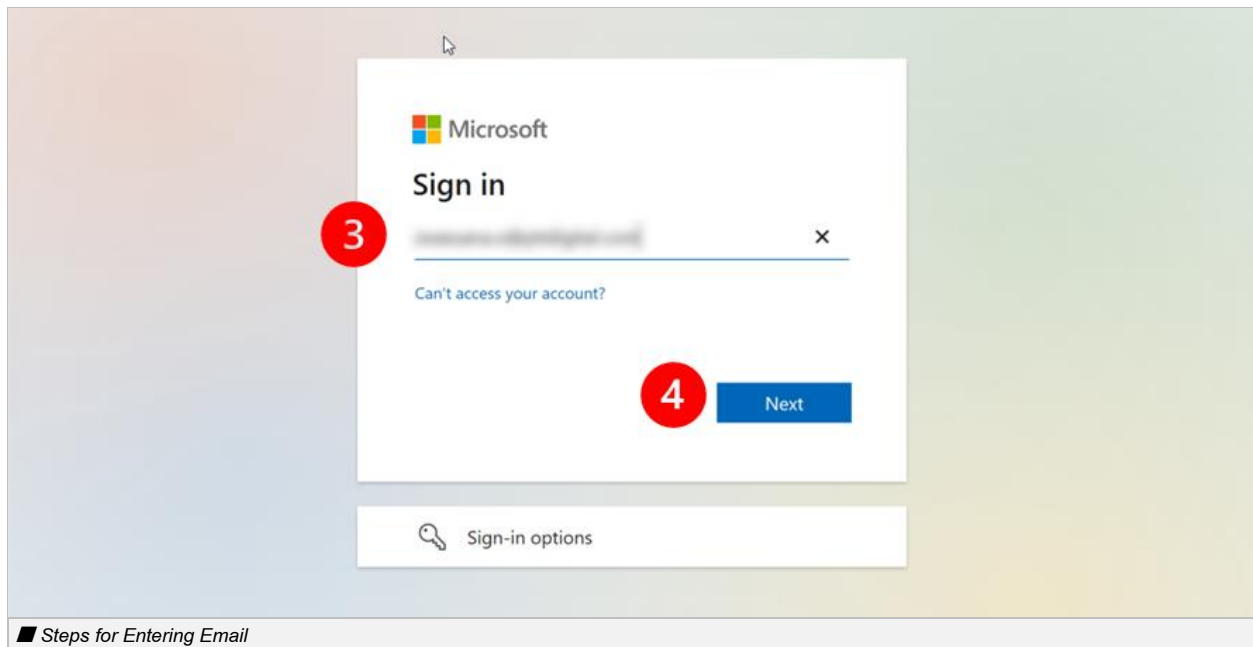
### 1.1 Logging in with Email

Logging into the PTT Vendor Management System with an email for PTT employees can be done as follows:

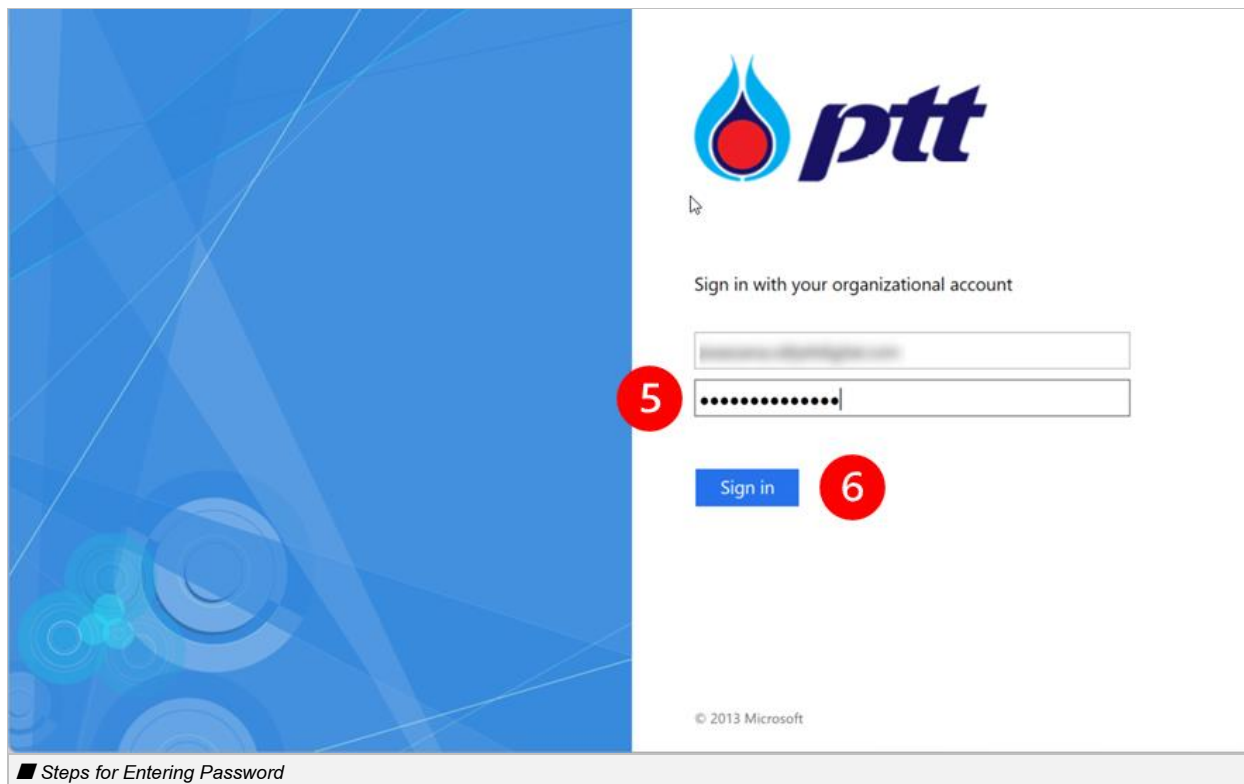
- Select the user type and click "Login."



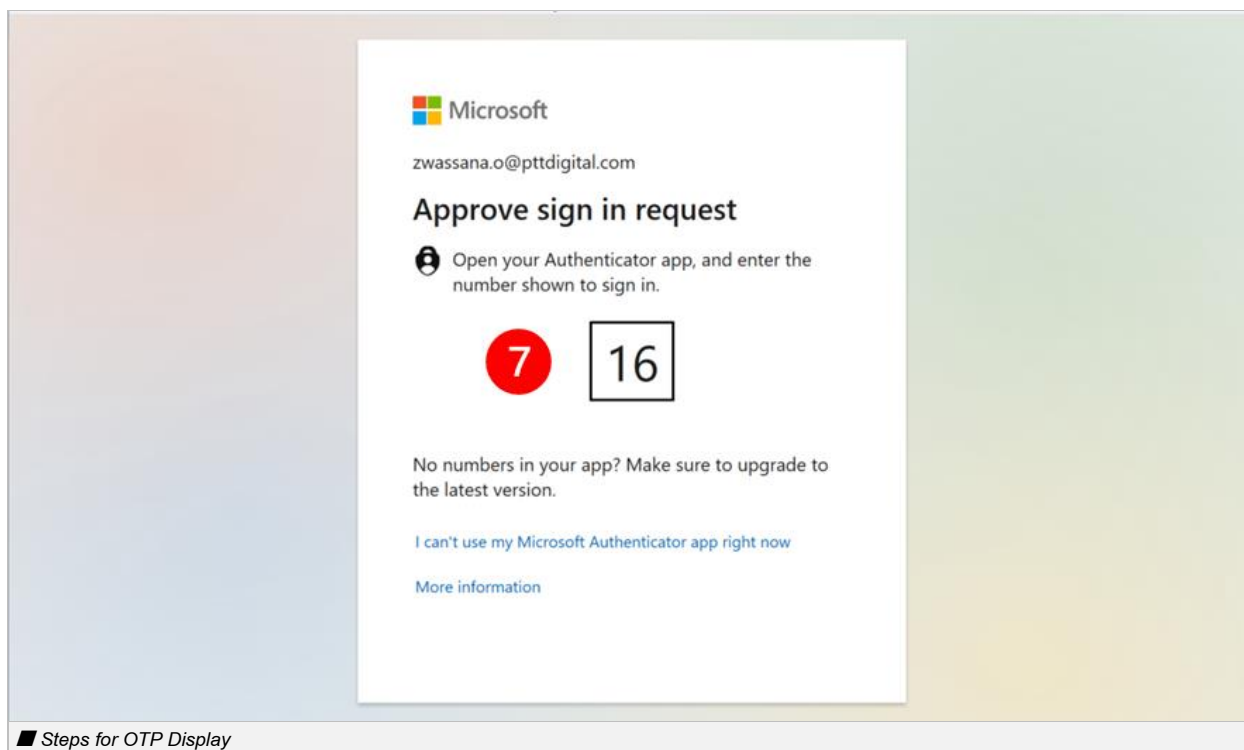
- Enter your email and click "Next."



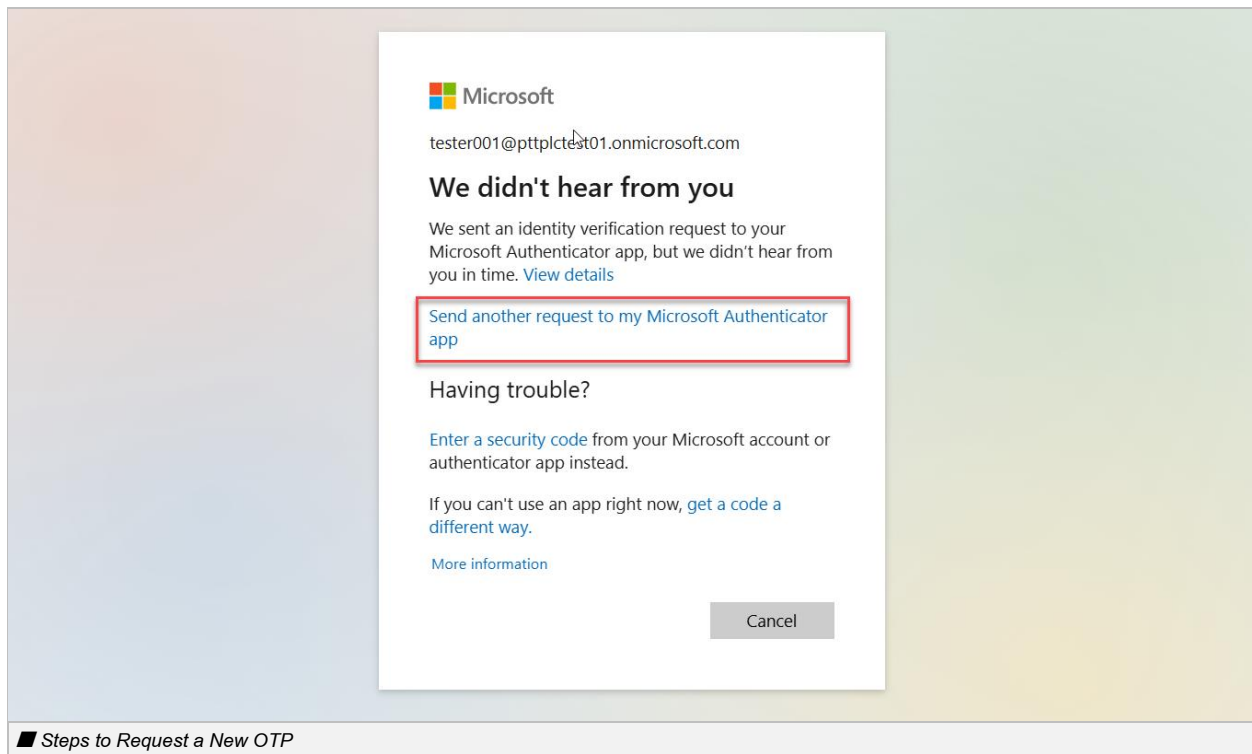
- Enter your password and click "Sign in."



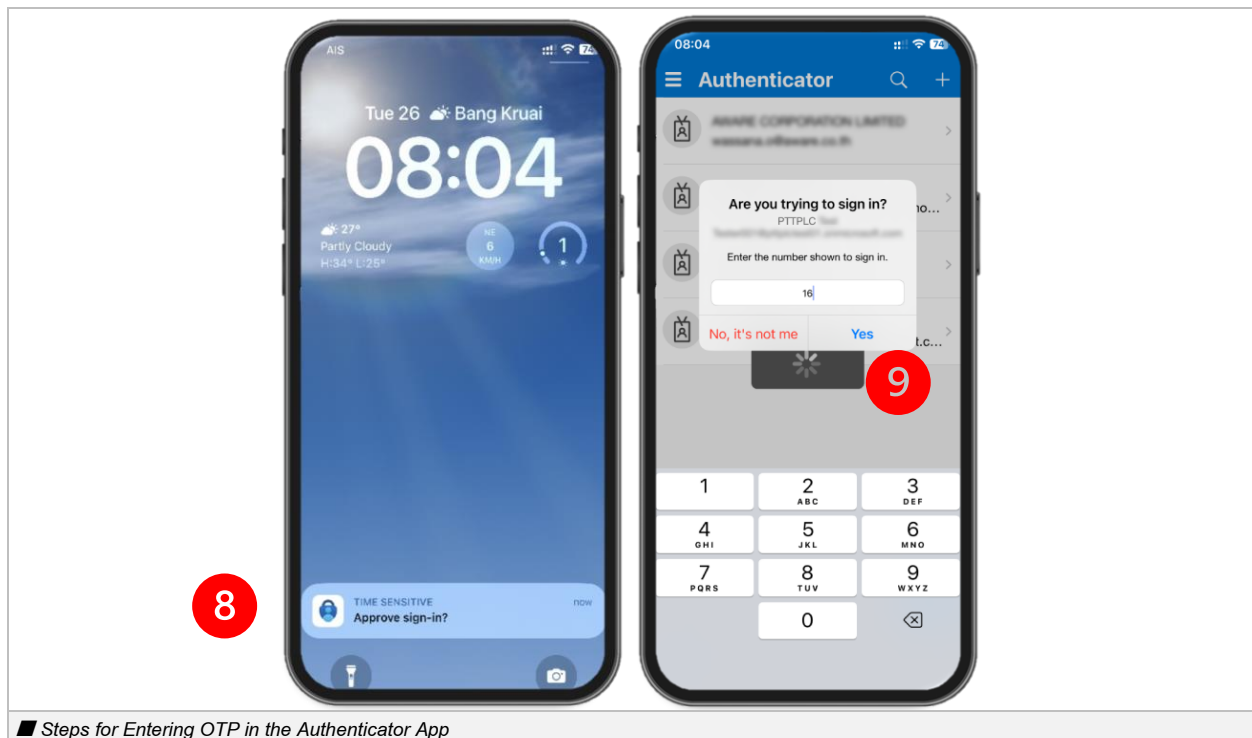
- The system will display an OTP (One-Time Password).



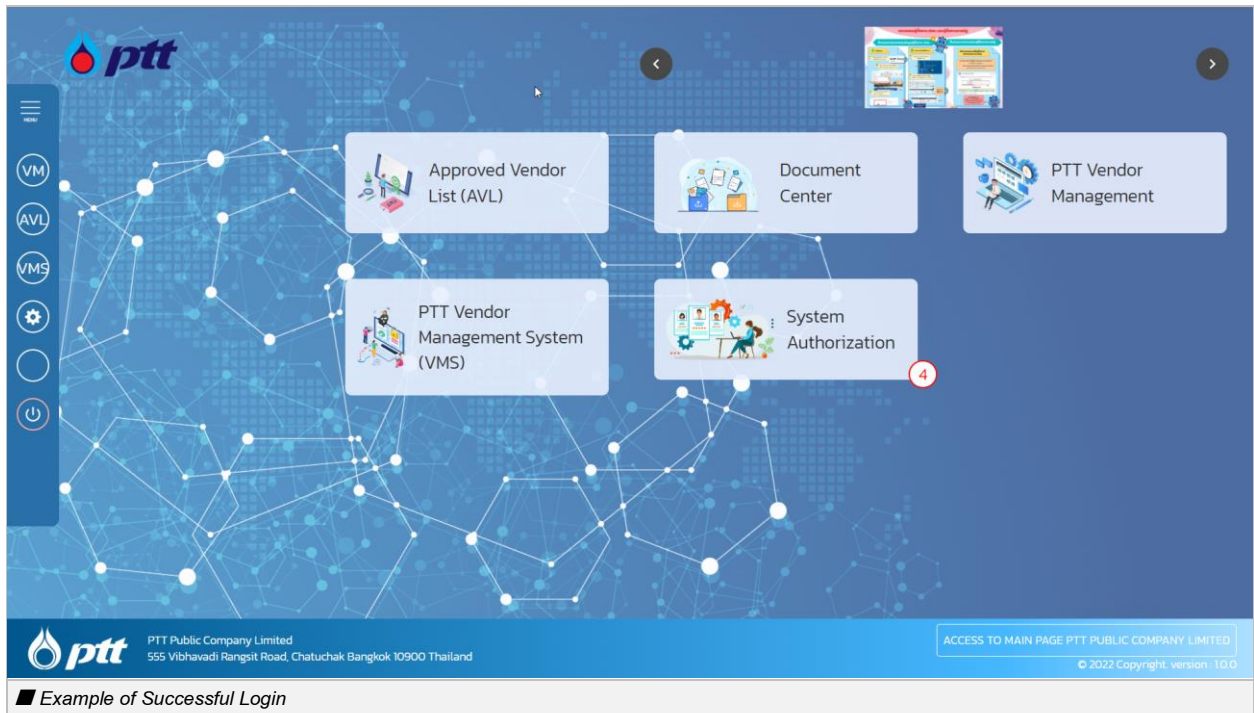
- If the OTP is not entered within the specified time, you will need to click to request a new OTP.



- Enter the OTP and click "Yes" if you have not yet registered the Authenticator App. [Click](#)



- Once you have successfully logged in, you will be directed to the PTT Vendor Management System portal.



## 1.2 Registering to Use Microsoft Authenticator App

If You Have Not Registered the Microsoft Authenticator App Yet, You Can Register as Follows:

[Microsoft MFA Registration Guide for Authentication via Microsoft Authenticator App](#)

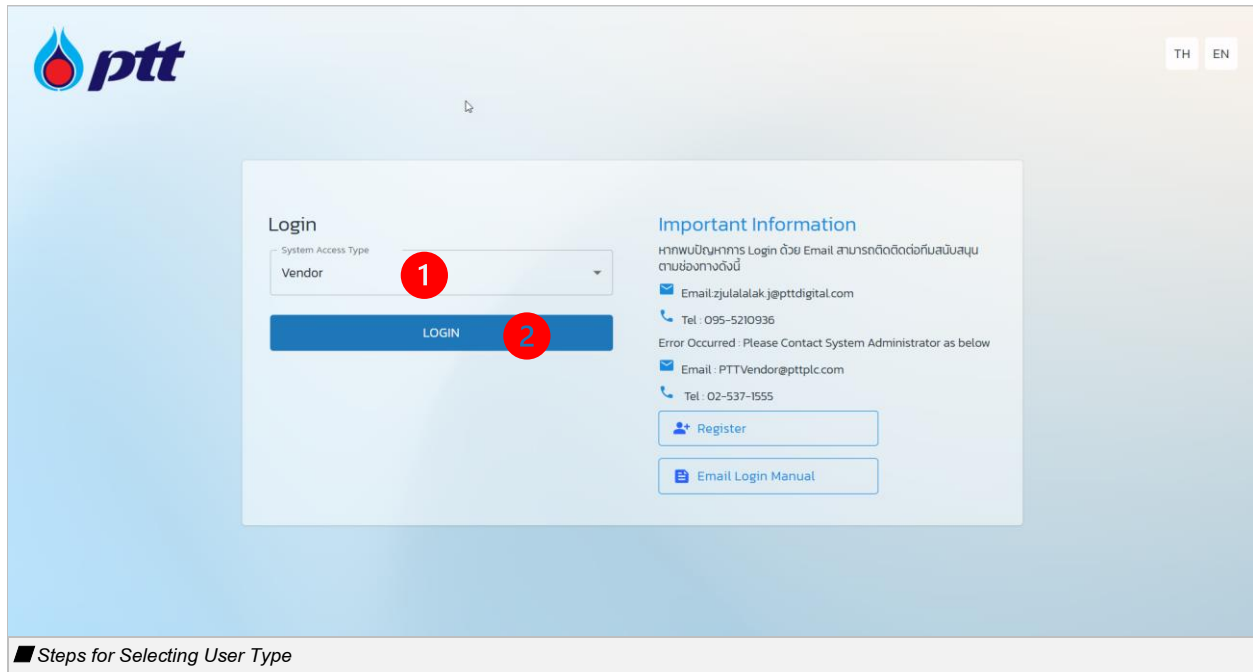


## 2. For Vendor, PTT Group, BSA/Other (All other emails)

### 2.1 First-time Login with Email

For Vendors, PTT Group, BSA/Other (All other emails), the first-time login to the PTT Vendor Management System can be done as follows:

- Select your user type and click "Login."

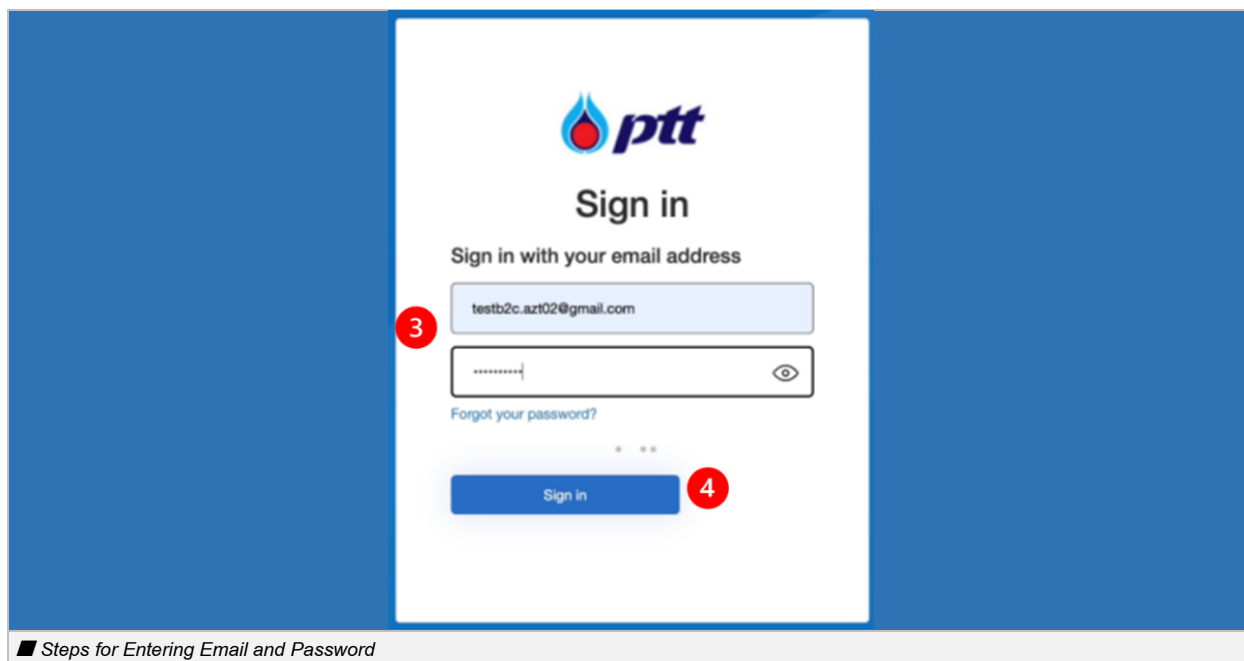


- Enter your email and password, then click "Sign in."

**Note :**

- First-time password for existing users: P@ssw0rd123
- First-time password for new users (from December 7, 2024, onwards): Please check the email for the registration result to find your password.

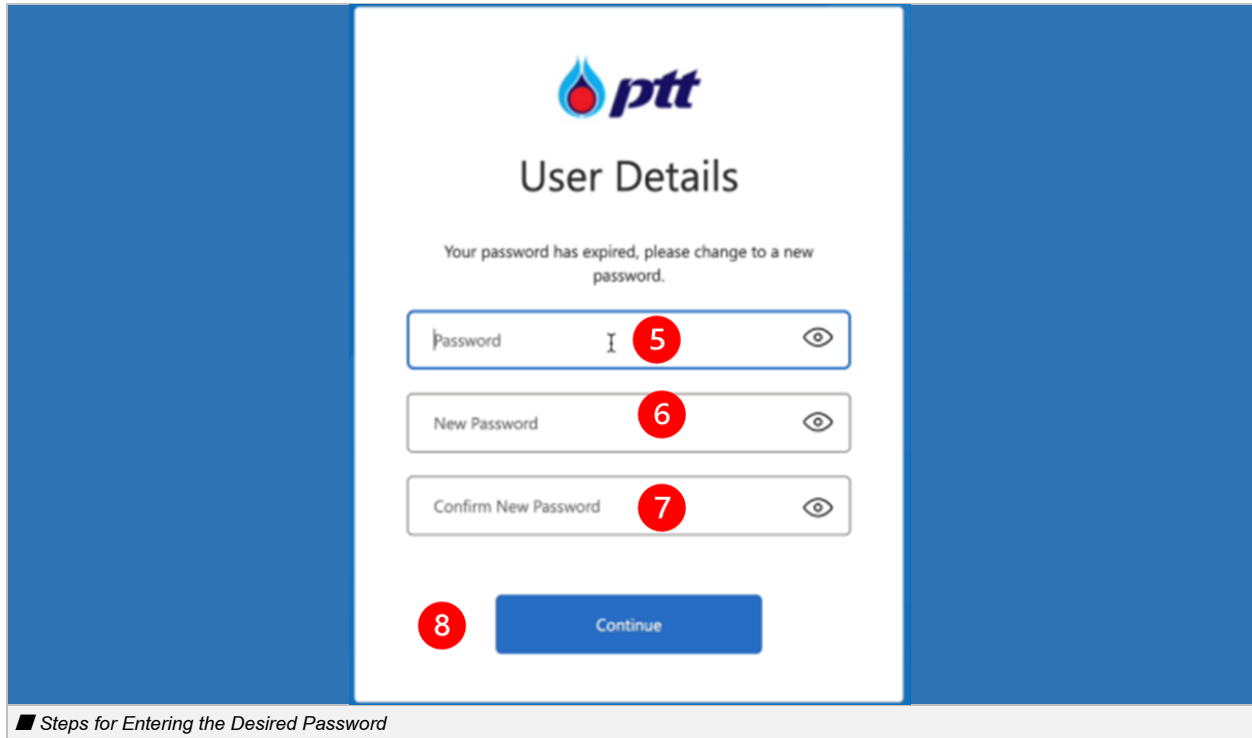




- Enter the first-time password, then enter the new password you would like to set twice to confirm, and click "Continue."

**Note :** The password must meet the following criteria

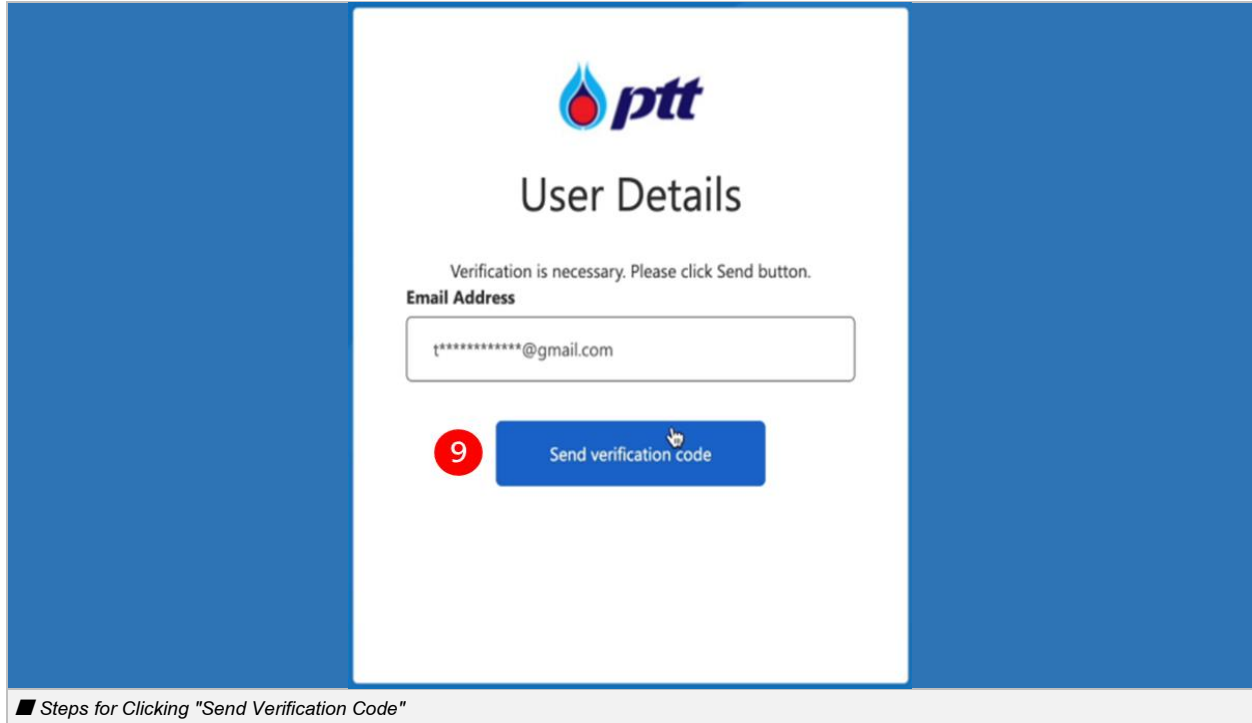
- Be at least 10 characters long.
- Contain at least one uppercase letter (A-Z).
- Contain at least one lowercase letter (a-z).
- Contain at least one number (0-9).
- Contain at least one special character (!, @, #, \$, %, &, \*, (, ), [ ], { }).



The screenshot shows the PTT User Details page. At the top is the PTT logo. Below it, the heading "User Details" is displayed. A message states: "Your password has expired, please change to a new password." There are three input fields: "Password" (with a red circle 5), "New Password" (with a red circle 6), and "Confirm New Password" (with a red circle 7). Each field has an eye icon for toggling visibility. At the bottom, there is a blue "Continue" button with a red circle 8 next to it.

■ Steps for Entering the Desired Password

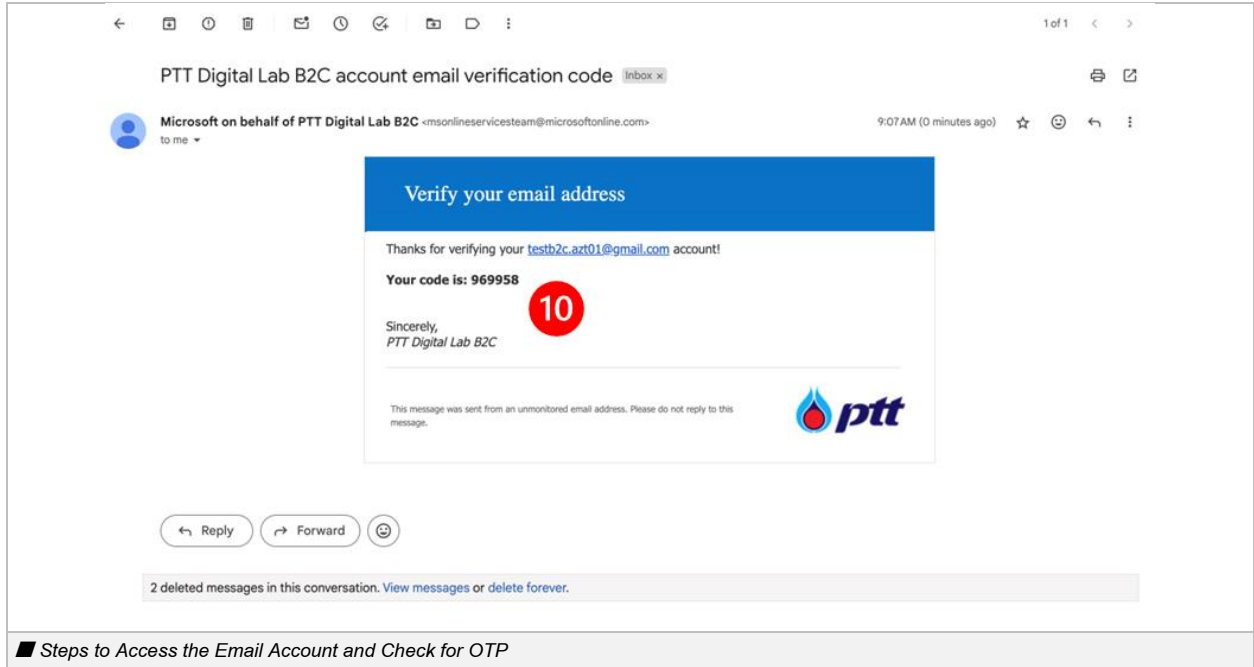
- Click "Send Verification Code."



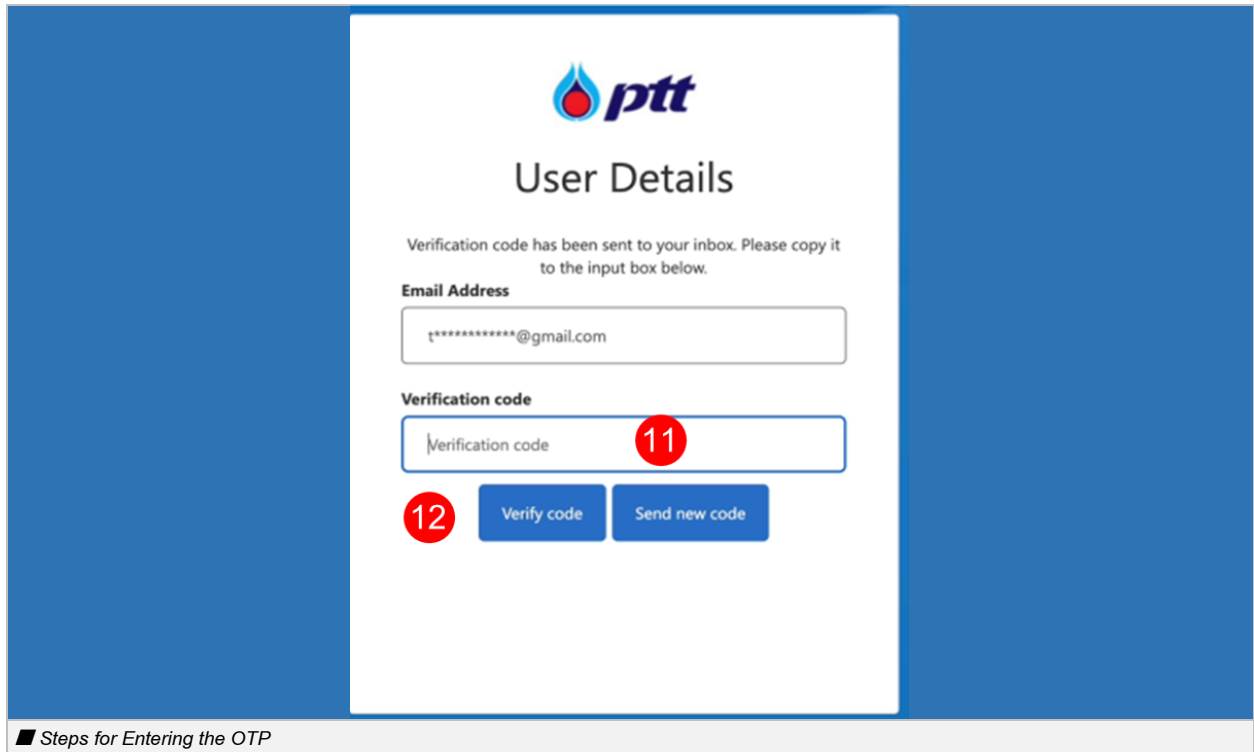
The screenshot shows the PTT User Details page. At the top is the PTT logo. Below it, the heading "User Details" is displayed. A message states: "Verification is necessary. Please click Send button." There is an "Email Address" field containing "t\*\*\*\*\*@gmail.com". Below the field is a blue "Send verification code" button with a red circle 9 next to it.

■ Steps for Clicking "Send Verification Code"

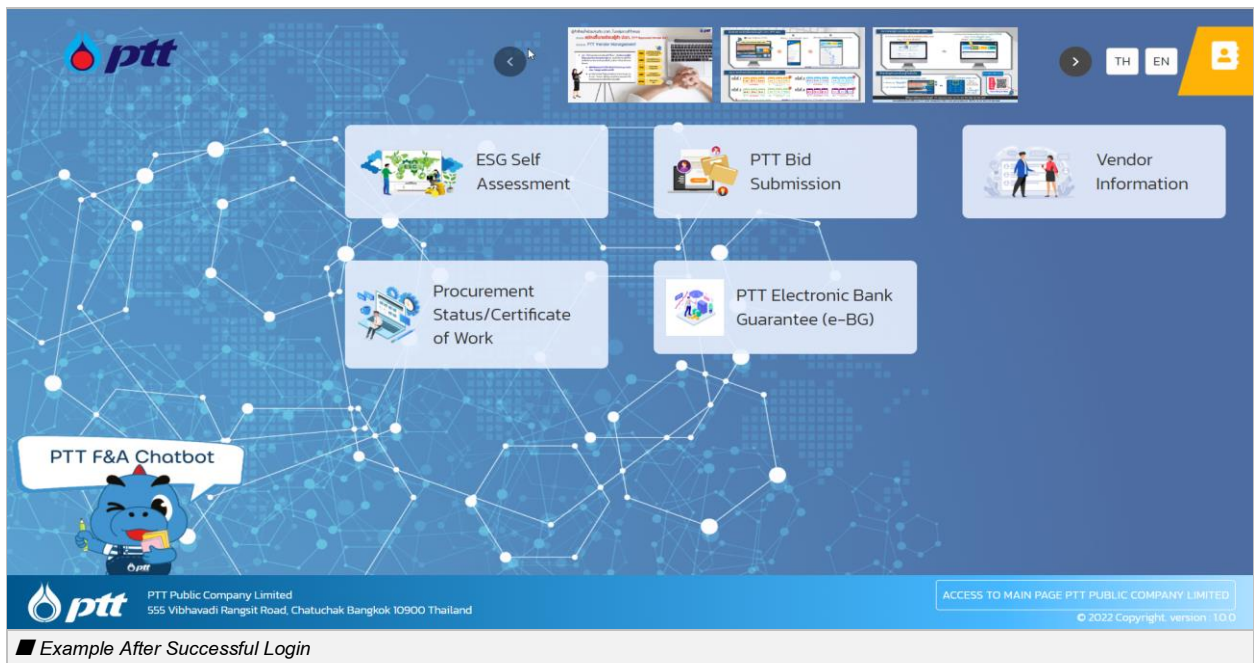
- Go to the email account used to log in and check for the OTP.



- Enter the OTP and click "Verify Code."  
**Note :** If you do not enter the OTP within the specified time, you will need to click "Send New Code" to receive a new OTP.



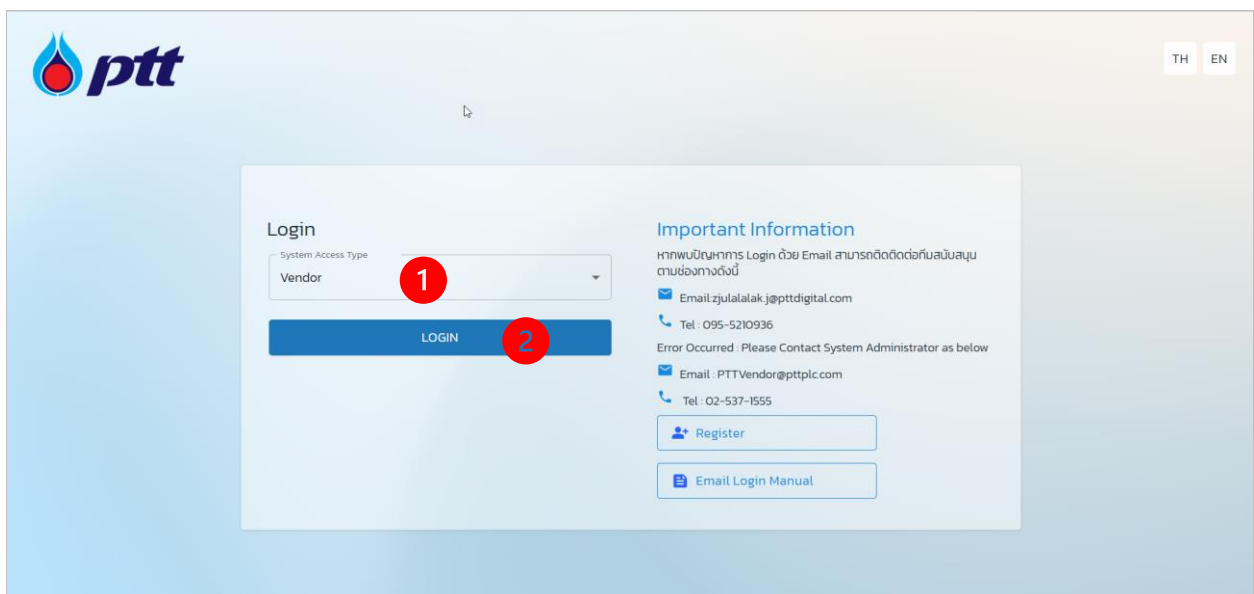
- Once you have successfully logged in, you will be directed to the PTT Vendor Management System portal.



## 2.2 Logging in with Email

For Vendors, PTT Group, BSA/Other (All other emails), the login process to the PTT Vendor Management System can be done as follows:

- Select your user type and click "Login."



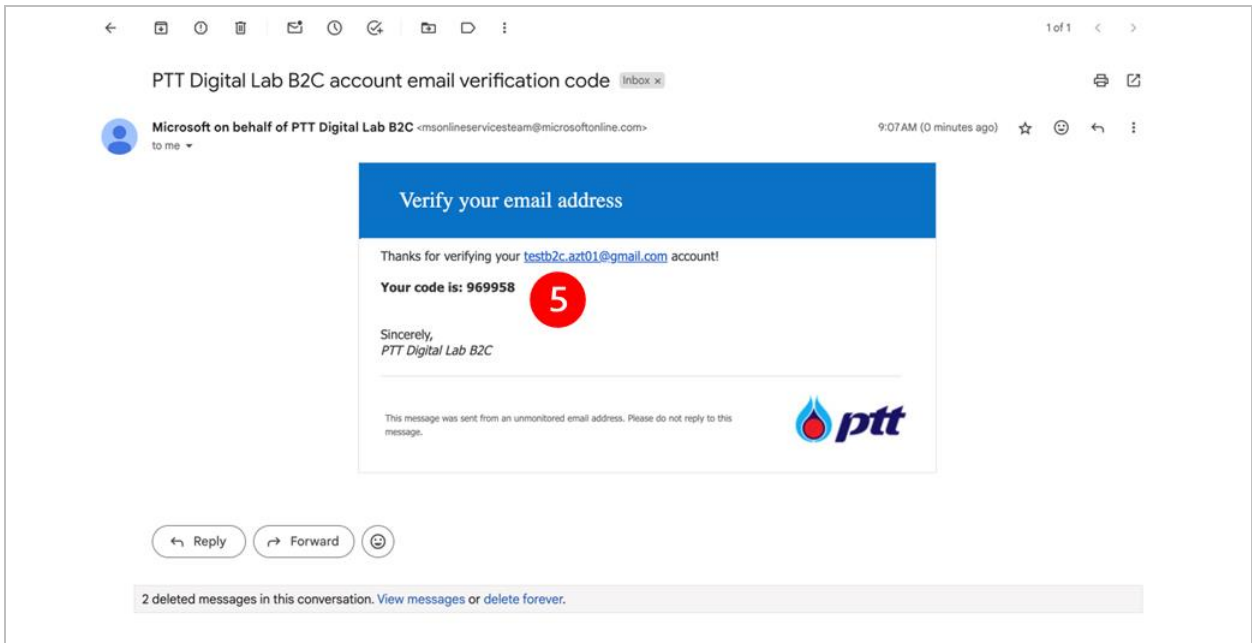
Steps for Selecting User Type

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



Steps for Entering Email and Password

- 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.)

**User Details**

Verification code has been sent to your inbox. Please copy it to the input box below.

**Email Address**

t\*\*\*\*\*@gmail.com

**Verification code**

Verification code 6

7 Verify code Send new code

■ Steps for Entering the OTP

- Once you have successfully logged in, you will be directed to the PTT Vendor Management System portal.

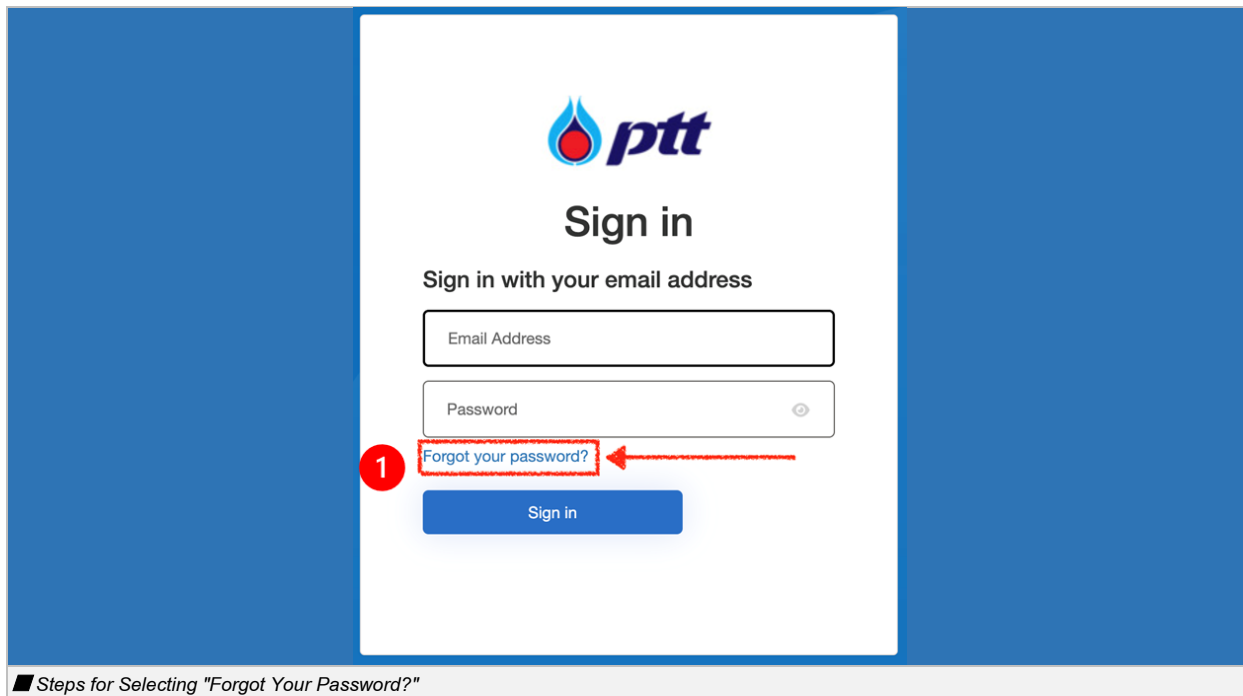


■ Example After Successful Login

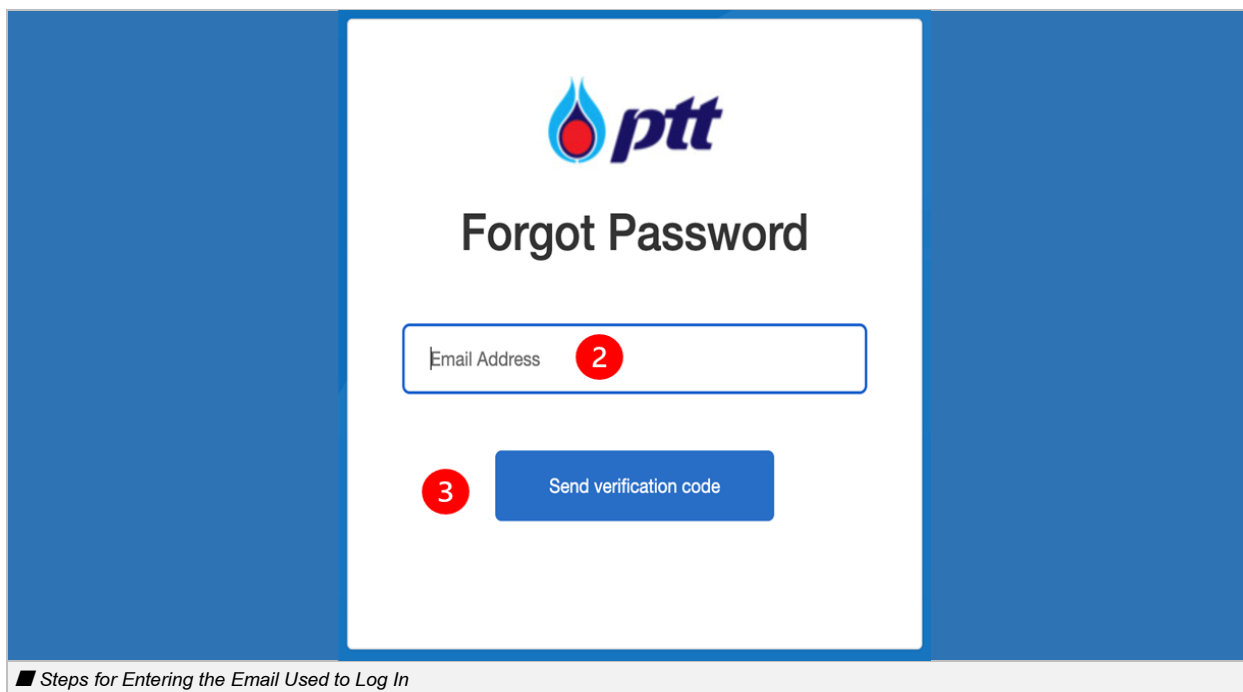
## 2.3 Forgot Password

For Vendors, PTT Group, BSA/Other (All other emails), if you forget your password, follow these steps:

- Select "Forgot your password?".



- Enter the email used to log in, then click "Send Verification Code."



- Go to the email you used to log in and check for the OTP.

The screenshot shows an email titled "PTT Digital Lab B2C account email verification code" from "Microsoft on behalf of PTT Digital Lab B2C". The email content includes a blue header "Verify your email address", a thank you message, and the verification code "969958" with a red circle containing the number "4" next to it. The email also includes a signature from "PTT Digital Lab B2C" and a PTT logo. At the bottom, there are "Reply" and "Forward" buttons, and a note about 2 deleted messages in the conversation.

■ Steps to Access the Email Used to Log In and Check for OTP

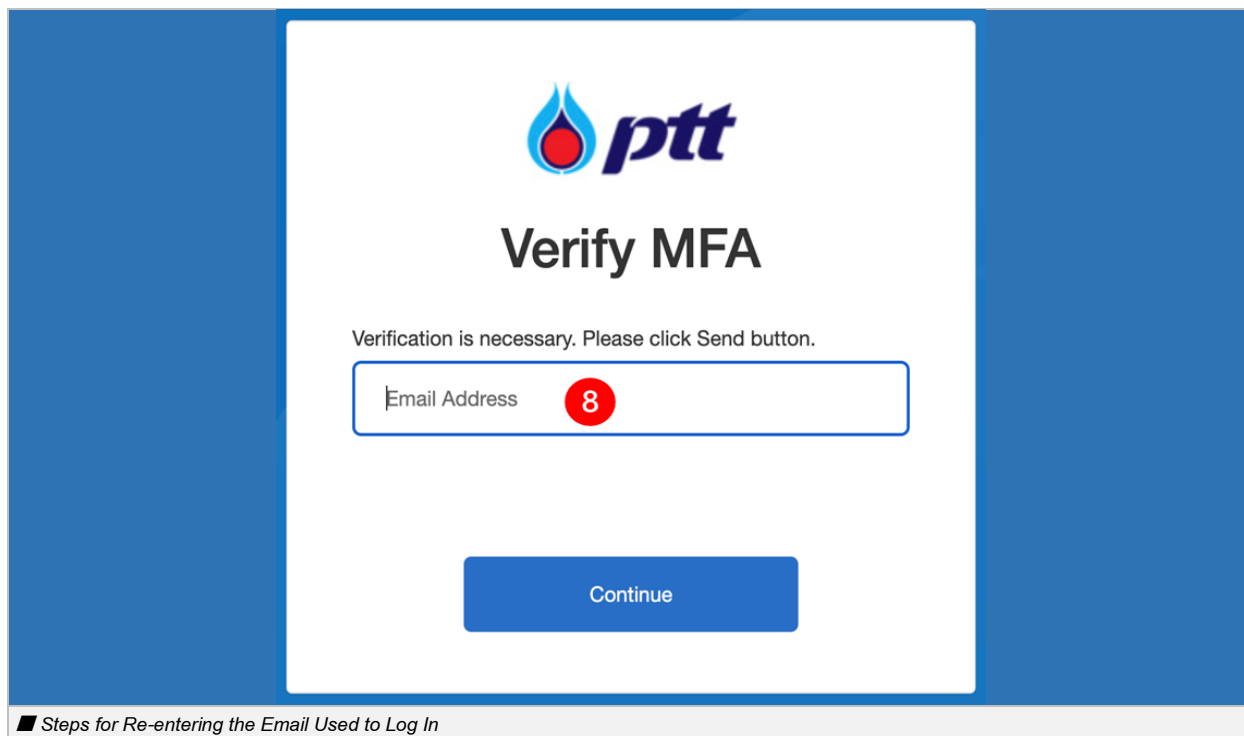
- Enter the OTP received in your email and click "Verify Code."

The screenshot shows the "User Details" page on the PTT system. It features the PTT logo at the top, followed by the heading "User Details". Below the heading, a message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: "Email Address" with a masked email address and "Verification code" with a red circle containing the number "6" next to it. At the bottom, there are two buttons: "Verify code" with a red circle containing the number "7" next to it, and "Send new code".

■ Steps for Entering the OTP Received in Your Email

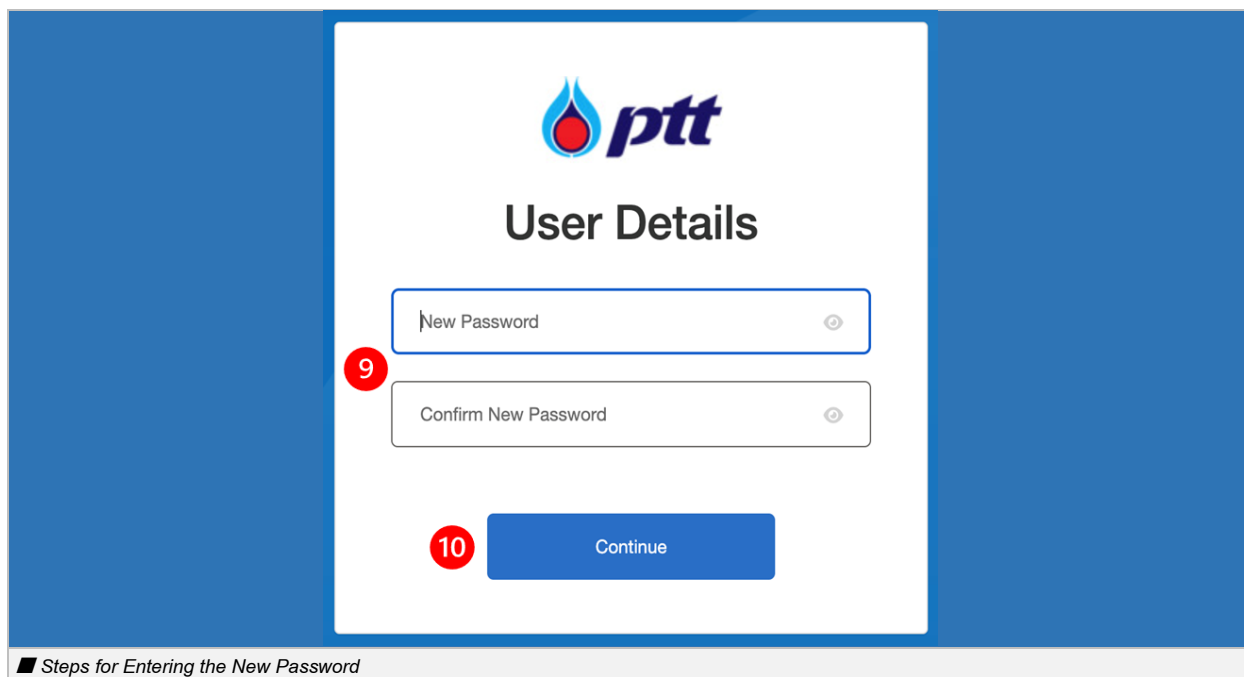


- Enter the email used to log in again.



■ Steps for Re-entering the Email Used to Log In

- Enter the new password you want in both fields to ensure they match, then click "Continue."

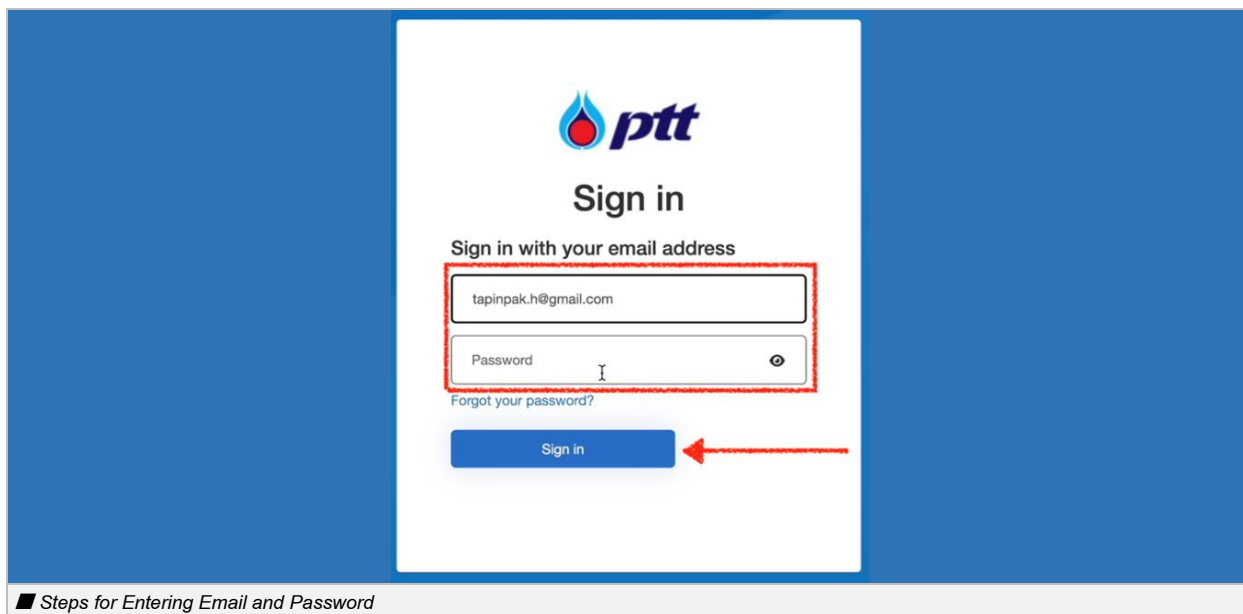


■ Steps for Entering the New Password

## 2.4 Resetting Password When Password Has Expired

For Vendor, PTT Group, BSA/Other, if the password has expired, you can reset the password using the following two methods:

- **Method 1:** When signing in, the system will prompt you to change your password, just like during the first login, as described in [Section 2.1](#)



- **Method 2:** Use "Forgot your password?" as described in [Section 2.3](#)

