

Notes to Vendors

I. Procurement Process

1. Fill in the Vendor Registration Form [Browse/Download Form](#)
2. Mail, fax, or email the completed and signed form to CPTTM Finance Department
3. Wait for approval and notification
4. Browse CPTTM Regular Purchase Item List [Browse/Download Regular Purchase Item List](#)
5. Contact CPTTM Finance Department to learn about details and requirements of items that you are interested in supplying
6. Mail, fax, or email Quotation to CPTTM Finance Department

[Browse/Download Quotation Template \(xlsx\)](#)

[Browse/Download Quotation Template \(PDF\)](#)

7. Wait for reply and procurement confirmation

II. Contact Information

Should your company have any query about the procurement process or its operation, you are welcome to telephone/email CPTTM Finance Department during office hours.

Telephone: 8898 0866

Email: [Procurement@cpttm.org.mo](mailto:Procurement@cpttm.org.mo)