

STEP 1

Fill in the requisition form. The form can be downloaded at PORTMAN website via LMS.

STEP 2

Attach all supporting documents (e.g. floor plan) and get advisor`s signature/approval.

STEP 3

Submit the form to Customer Care Executive (CCE) for management approval.

STEP 4

Check approval status after 48 hours with Customer Care Executive (CCE) after submission.

STEP 5

If approved, pay rental and/or deposit and get a copy of the approved requisition form from Customer Care Executive (CCE). If unapproved, repeat Step 1 again.

STEP 6

Make an appointment with respective PIC to set date and time to collect requested facilities/equipment. (Key(s) can only be collected by advisor).

STEP 7

Show up to the appointment and fill in the check-out form to collect requested facilities/equipment.
(Each party must check and confirm facilities/equipment are returned in good condition).

STEP 8

Discuss and confirm on the time and date to return the facilities/equipment with respective PIC.

STEP 9

After usage, return all the facilities/equipment to the respective PIC and sign the return column on the check-out form.
(Each party must check and confirm facilities/equipment are returned in good condition).

STEP 10

Meet with Customer Care Executive (CCE) to collect deposit.
(If there is any faulty to facilities/equipment upon the returning process, deposit will be taken to cover the cost of repairing).