

SUPPLIER REGISTRATION USER GUIDE



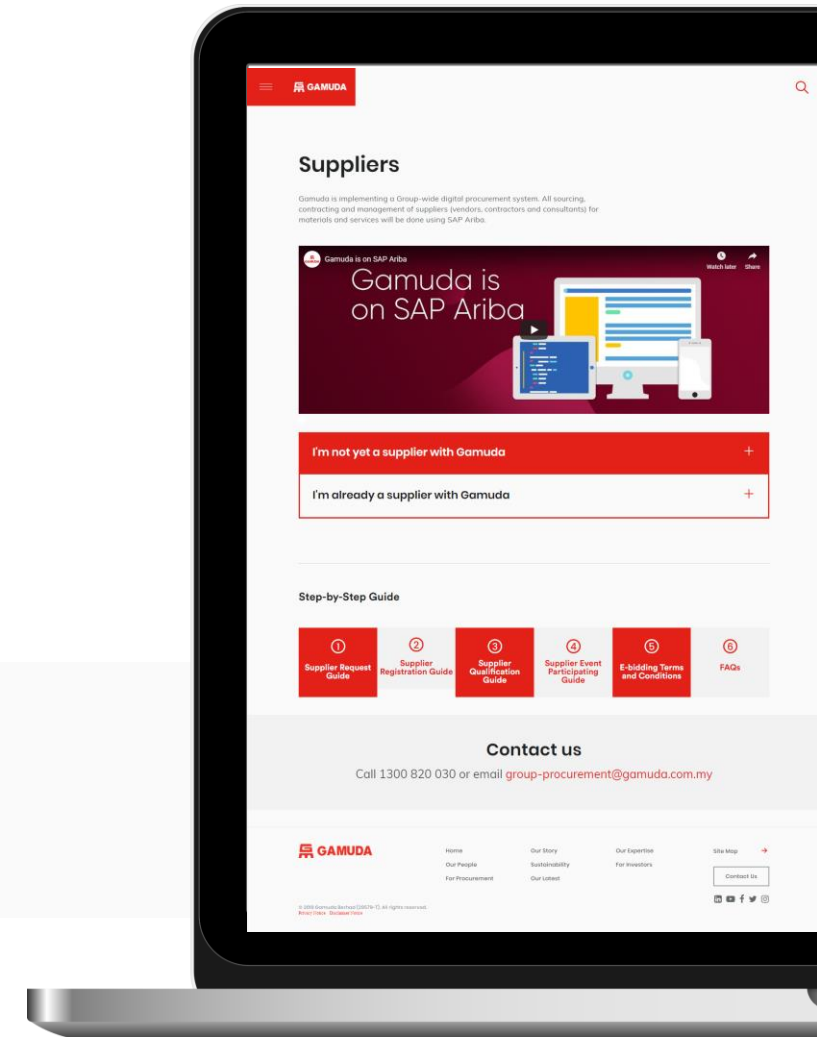
Engineering & Construction | Property Development | Infrastructure Concessions

Introduction

Gamuda has taken the initiative to adopt SAP Ariba for all tendering events, for greater transparency and accountability.

All vendors are required to submit their responses electronically through SAP Ariba.

There is no subscription fee to get onboard SAP Ariba. There are also no fees to participate in any subsequent sourcing events.



SUPPLIER ONBOARDING

Before conducting business with Gamuda, we need our valued suppliers to get onboard SAP Ariba.

Supplier Onboarding

A. Receive onboarding email invitation

Suppliers who are interested in partnering with Gamuda will receive an email invitation to get onboard SAP Ariba.

Invitation: Register to become a supplier with Gamuda Berhad

Inbox x

Gamuda Group Procurement <s4system-prod+gamuda-T.Doc1598082156@ansmtp.ariba.com>
to me ▾

12:47 PM (0 minutes ago)

Gamuda Berhad - TEST

Register as a supplier with Gamuda Berhad

Hello!

Gamuda Group Procurement has invited you to register to become a supplier with Gamuda Berhad - TEST. Start by creating an account with Ariba Network. It's free.

Gamuda Berhad - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Co. already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Click link to SAP
Ariba Supplier Portal

For New SAP Ariba Users

If you have **not previously registered** for an Ariba Network Account, click on the link and **sign up** for an SAP Ariba account.

Kindly follow the instructions based on [CATEGORY 1 \(page 7-8\)](#)

For Existing SAP Ariba Users

If you have **already registered** for an Ariba Network Account, click on the link and **log in** with your username and password.

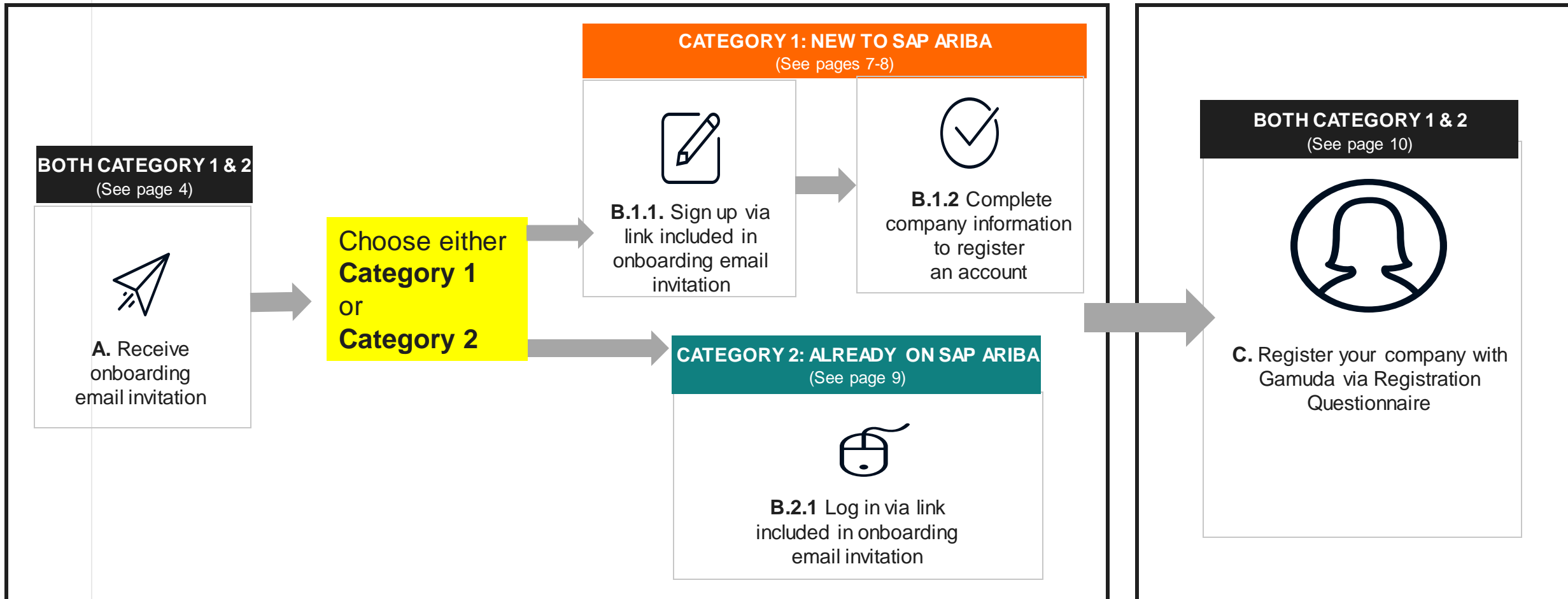
Kindly follow the instructions based on [CATEGORY 2 \(page 9\)](#)

Supplier Onboarding Overview

To register with Gamuda as a supplier, you are required to complete Part 1 and Part 2 of the process as follows :-

Part 1

Part 2

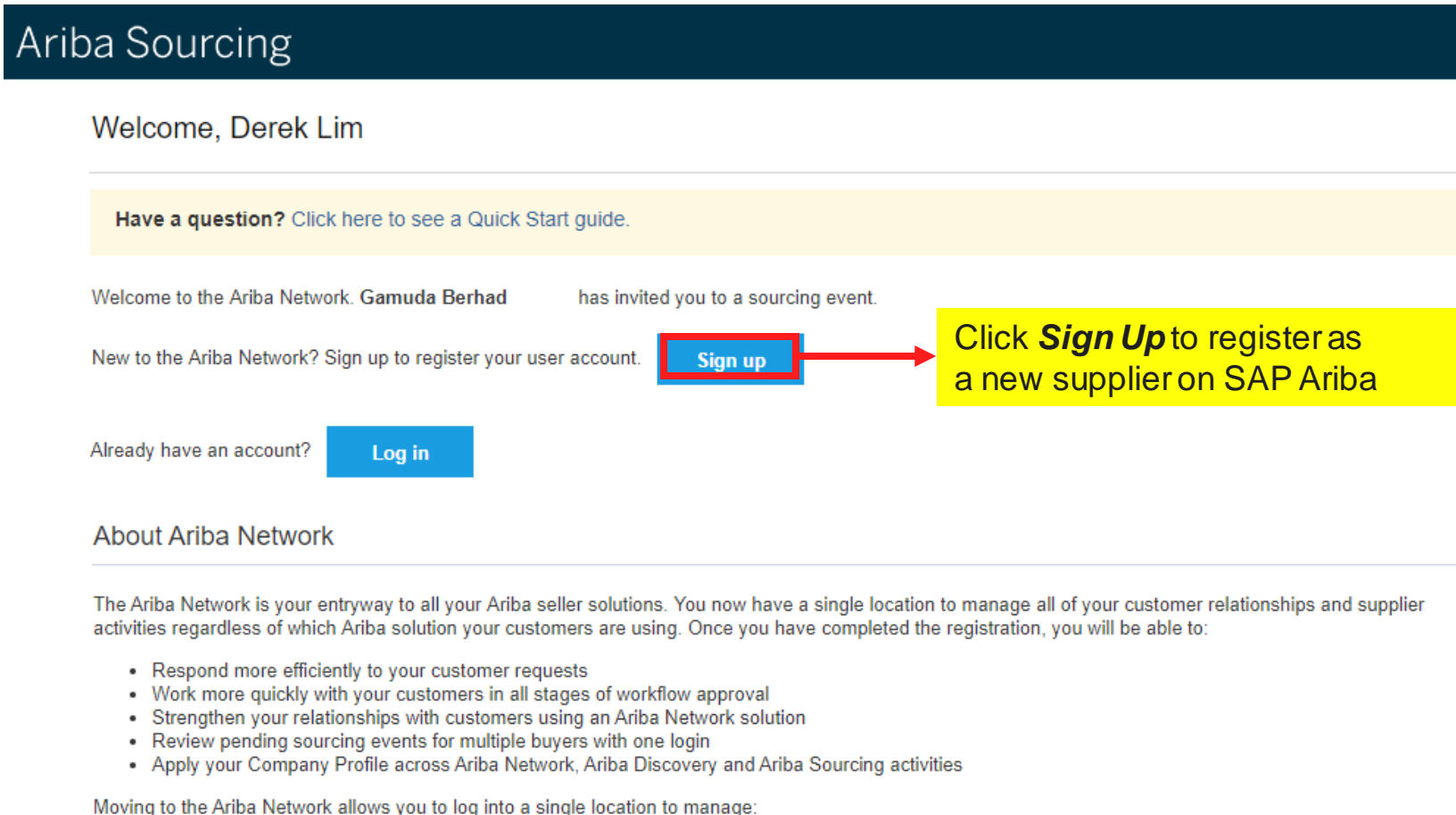


Supplier Onboarding

CATEGORY 1: NEW TO SAP ARIBA (Part 1)

B.1.1. Sign up via link included in onboarding email invitation

After clicking the link included in the onboarding invitation email, the following screen will be presented:



Ariba Sourcing

Welcome, Derek Lim

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. **Gamuda Berhad** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. **Sign up** → Click **Sign Up** to register as a new supplier on SAP Ariba

Already have an account? **Log in**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

Supplier Onboarding

CATEGORY 1: NEW TO SAP ARIBA (Part 1)

B.1.2 Complete company information to register an account

After clicking **Register Now**, the following screen will be presented:

1. Enter your company information.

2. Once you have completed, click **Register**

Register

Cancel

Register

Company information

* Indicates a required field

Company Name: * Supplier Co.

Country: * Malaysia [MYS]

Address: * 1 Jalan Murni
Taman Indah

Postal Code: * 60000

City: * Kuala Lumpur

State: Wilayah Persekutuan

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Network light account is Free

Already have an account?
[Login](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.
[Learn more](#)

User account information

* Indicates a required field

Name: * Derek Lim

[SAP Ariba Privacy Statement](#)

Supplier Onboarding

CATEGORY 2: ALREADY ON SAP ARIBA (Part 1)

B.2.1 Log in via link included in onboarding email invitation

For **suppliers** who are already on SAP Ariba, log in using your existing username and password.

Ariba Sourcing

Welcome, Derek Lim

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. **Gamuda Berhad - TEST** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

[Sign up](#)

Already have an account?

[Log in](#)

Click **Log in** to enter your Username and Password as an existing supplier on SAP Ariba

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

Supplier Onboarding

BOTH CATEGORY 1 & 2 (Part 2)

C. Complete the Provided Registration Questionnaire

Suppliers will then be provided with a registration questionnaire to fill up in order to confirm supplier registration with Gamuda.



There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▶ Status: Completed (33)			
▶ Status: Open (2)			
▶ Status: Pending Selection (38)			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire			Invited

Click on **Supplier Registration Questionnaire** under Registration Questionnaires to register yourself as Gamuda's supplier

Supplier Onboarding

Upon clicking 'Supplier Registration Questionnaire', you will be directed to the following page:

Console Doc2071855963 - Supplier Registration Questionnaire Time remaining 89 days 23:54:39

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Supplier Declaration
- 2 Company Details
- 3 Financial Background
- 4 Experience
- 5 Personnel
- 6 Related Party Transa...
- 7 Document Checklist

All Content

Name 1		
▼ 1 Supplier Declaration		
1.1 I / We declare and confirm that the information given and copies of documents submitted as requested are authentic true and correct. I am / We are aware and understand that any information and documents found to be false shall cause my / our application to be rejected.	*	<input checked="" type="checkbox"/>
1.2 I / We have also fully read and understood your Privacy Notice in Gamuda's Group website in English and Bahasa Malaysia and I / we hereby agree and consent to you and your Group to use my and / or our employees' Personal Data in accordance with the terms and conditions set out in the Privacy Notice.	*	<input checked="" type="checkbox"/>
▼ 2 Company Details		
2.1 Business Registration Name	*	<input type="text"/>
2.2 Business Registration Number	*	<input type="text"/>

(*) indicates a required field

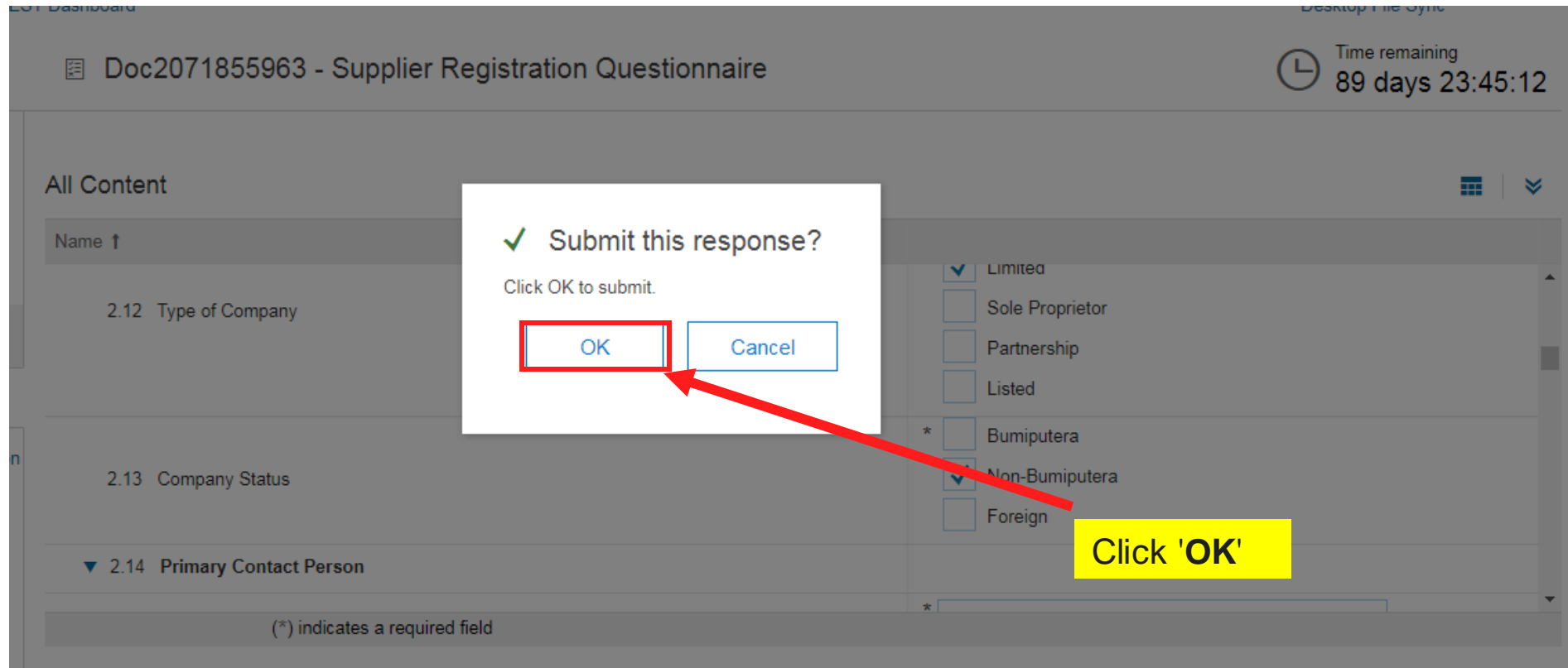
Submit Entire Response Save draft Compose Message Excel Import

1. You are required to complete the questionnaire. Additional questions may appear, dependent upon answers to previous questions.

2. Once completed, proceed to submit the questionnaire by clicking 'Submit Entire Response'

Supplier Onboarding

After clicking 'Submit Entire Response'.
The following dialogue box will appear.



Supplier Onboarding

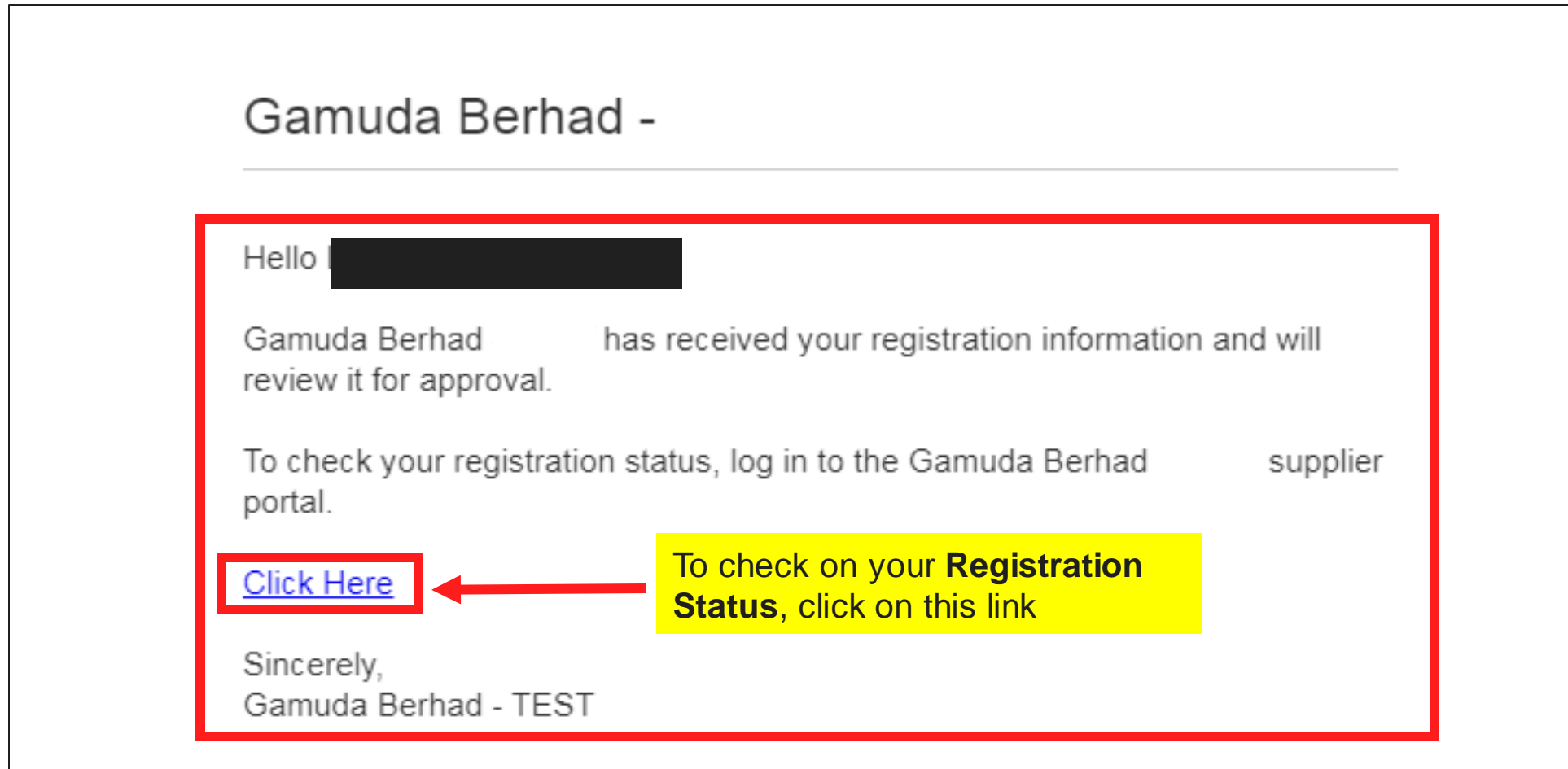
Once the questionnaire has been submitted, you will then see the following screen :-

The screenshot shows the SAP Ariba interface for 'Ariba Proposals & Questionnaires'. The user is logged in as 'Standard Account' and is in 'TEST MODE'. The page title is 'Doc2071855963 - Supplier Registration Questionnaire'. A green notification bar at the top of the main content area contains a checkmark and the text: 'Your response has been submitted. Thank you for participating in the event.' Below this, there is a table titled 'All Content' with columns for 'Name', 'Type of Company', and 'Partnership'. The table contains one row with the text '2.12 Type of Company' and 'Sole Proprietor Partnership'.

This indicates that you have successfully submitted your response for the respective questionnaire

Supplier Onboarding

You will receive an email notifying your registration information have been received as follows



Supplier Onboarding

Once approved, Gamuda Team will send you an email notifying you on your approved registration as follows :-

Gamuda Berhad

Hello [REDACTED]

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Gamuda Berhad - TEST.

[Click Here](#)

To proceed to the qualification stage, click on the **'Click Here'** link for further instructions

Sincerely,
Gamuda Berhad .

Additional Information

Console Doc2071855963 - Supplier Registration Questionnaire Time remaining 89 days 23:54:39

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 Supplier Declaration
- 2 Company Details
- 3 Financial Background
- 4 Experience
- 5 Personnel
- 6 Related Party Transa...
- 7 Document Checklist

All Content

▼ 1 Supplier Declaration

- 1.1 I / We declare and confirm that the information given and copies of documents submitted as requested are authentic true and correct. I am / We are aware and understand that any information and documents found to be false shall cause my / our application to be rejected. *
- 1.2 I / We have also fully read and understood your Privacy Notice in Gamuda's Group website in English and Bahasa Malaysia and I / we hereby agree and consent to you and your Group to use my and / or our employees' Personal Data in accordance with the terms and conditions set out in the Privacy Notice. *

▼ 2 Company Details

- 2.1 Business Registration Name *
- 2.2 Business Registration Number *

(* indicates a required field)

Submit Entire Response Save draft Compose Message

You are also able to **'Save'** the questionnaire and return to complete it later.

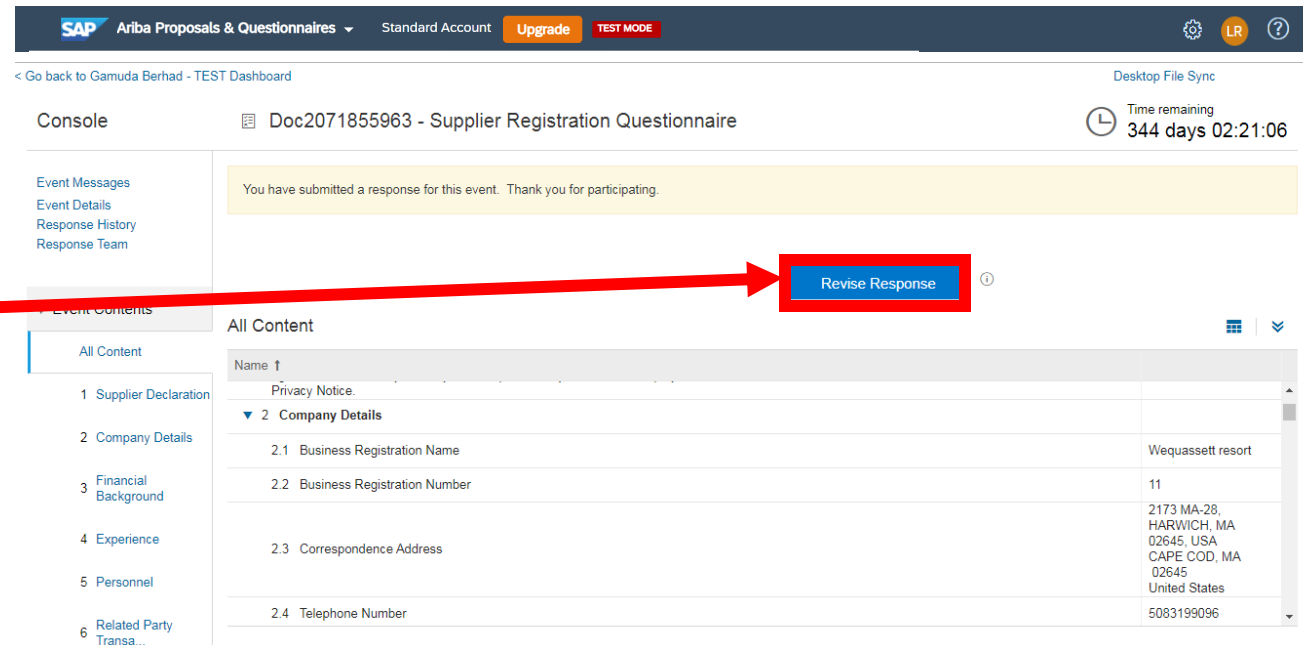
There is a **'Compose Message'** button that allows you to submit an email to the project owner should you require any assistance or clarification.

Additional Information

Revising your response on the Supplier Registration Questionnaire.

To update any existing details, click on the **Supplier Registration Questionnaire**. You will then be directed to the page below:

To start revising the response, click on the **'Revise Response'** button



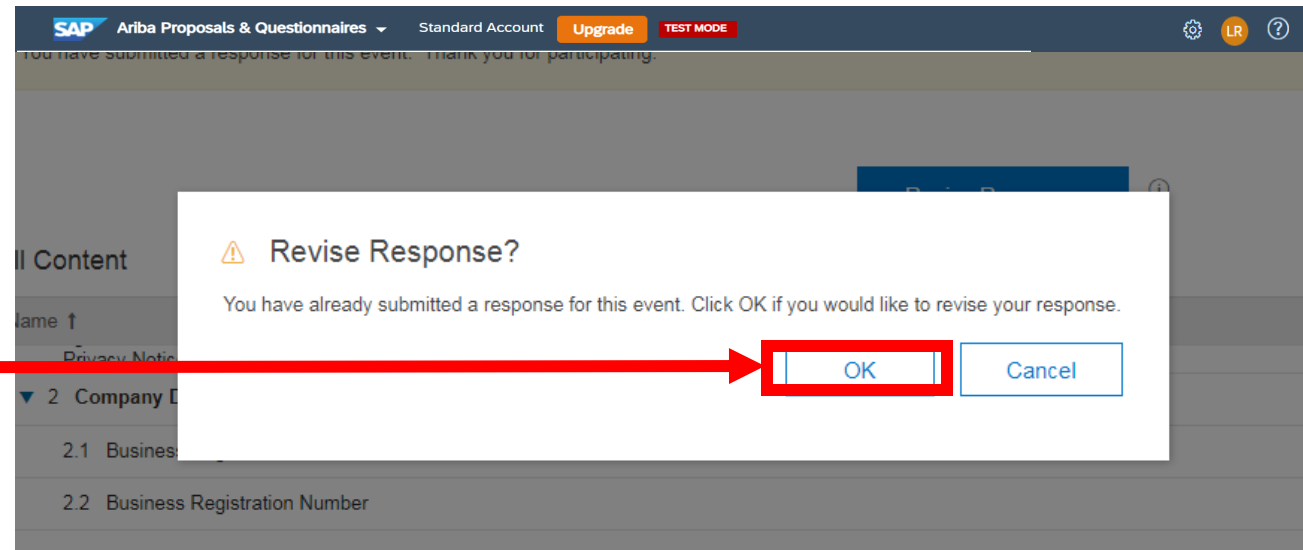
The screenshot shows the SAP Ariba Proposals & Questionnaires interface. The top navigation bar includes the SAP logo, 'Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main header shows 'Go back to Gamuda Berhad - TEST Dashboard' and 'Desktop File Sync'. The console area displays 'Doc2071855963 - Supplier Registration Questionnaire' and 'Time remaining 344 days 02:21:06'. A yellow message box states 'You have submitted a response for this event. Thank you for participating.' Below this, a red box highlights the 'Revise Response' button, with a red arrow pointing to it from a yellow callout box on the left. The main content area shows a table with columns for 'Name' and 'Value'. The table is expanded to show 'Company Details' with the following data:

Name	Value
1 Supplier Declaration	Privacy Notice.
2 Company Details	
2.1 Business Registration Name	Wequassett resort
2.2 Business Registration Number	11
2.3 Correspondence Address	2173 MA-28, HARWICH, MA 02645, USA CAPE COD, MA 02645 United States
2.4 Telephone Number	5083199096

Additional Information

Revising your response on the Supplier Registration Questionnaire.

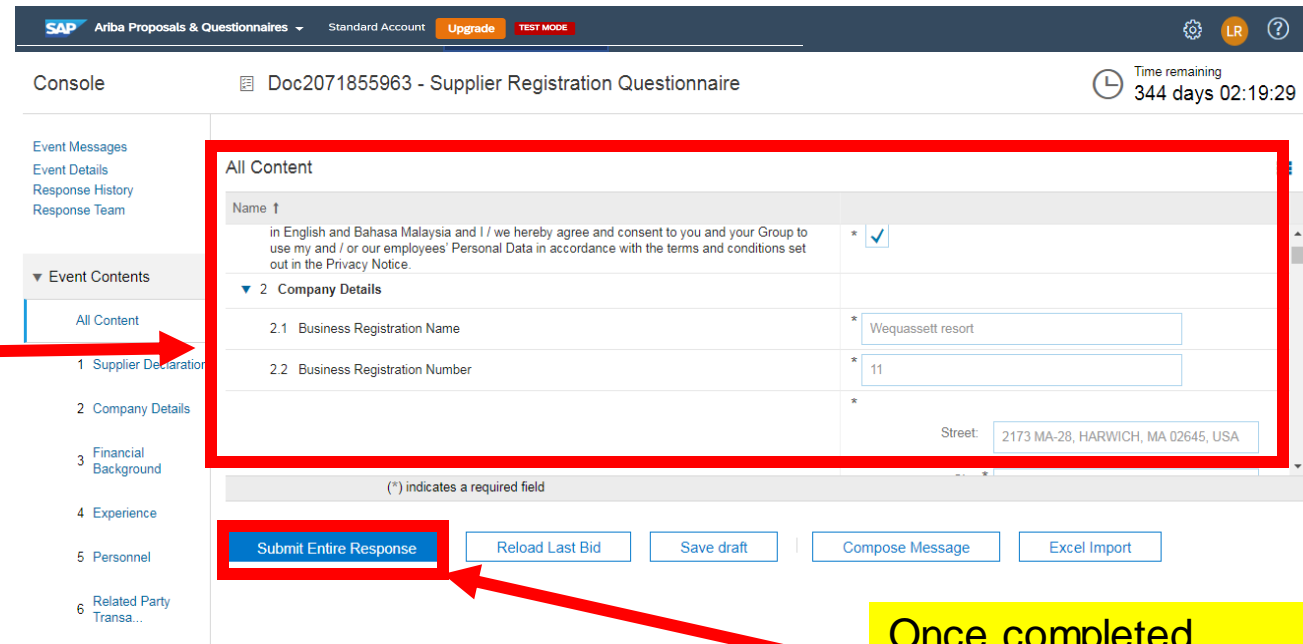
Click 'OK' to confirm revising your response /update any existing details



Additional Information

Revising your response on the Supplier Registration Questionnaire.

You can then revise your Registration Questionnaire Response accordingly in the relevant fields.



The screenshot shows the SAP Ariba interface for a Supplier Registration Questionnaire. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main header displays 'Console', 'Doc2071855963 - Supplier Registration Questionnaire', and a 'Time remaining' of '344 days 02:19:29'. A left sidebar lists navigation options: 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. Under 'Event Contents', 'All Content' is selected. The main content area, titled 'All Content', contains a form with the following fields:

All Content	
Name 1	<input type="checkbox"/> in English and Bahasa Malaysia and I / we hereby agree and consent to you and your Group to use my and / or our employees' Personal Data in accordance with the terms and conditions set out in the Privacy Notice. *
▼ 2 Company Details	
2.1 Business Registration Name	<input type="text" value="Wequassett resort"/>
2.2 Business Registration Number	<input type="text" value="11"/>
	Street: <input type="text" value="2173 MA-28, HARWICH, MA 02645, USA"/>

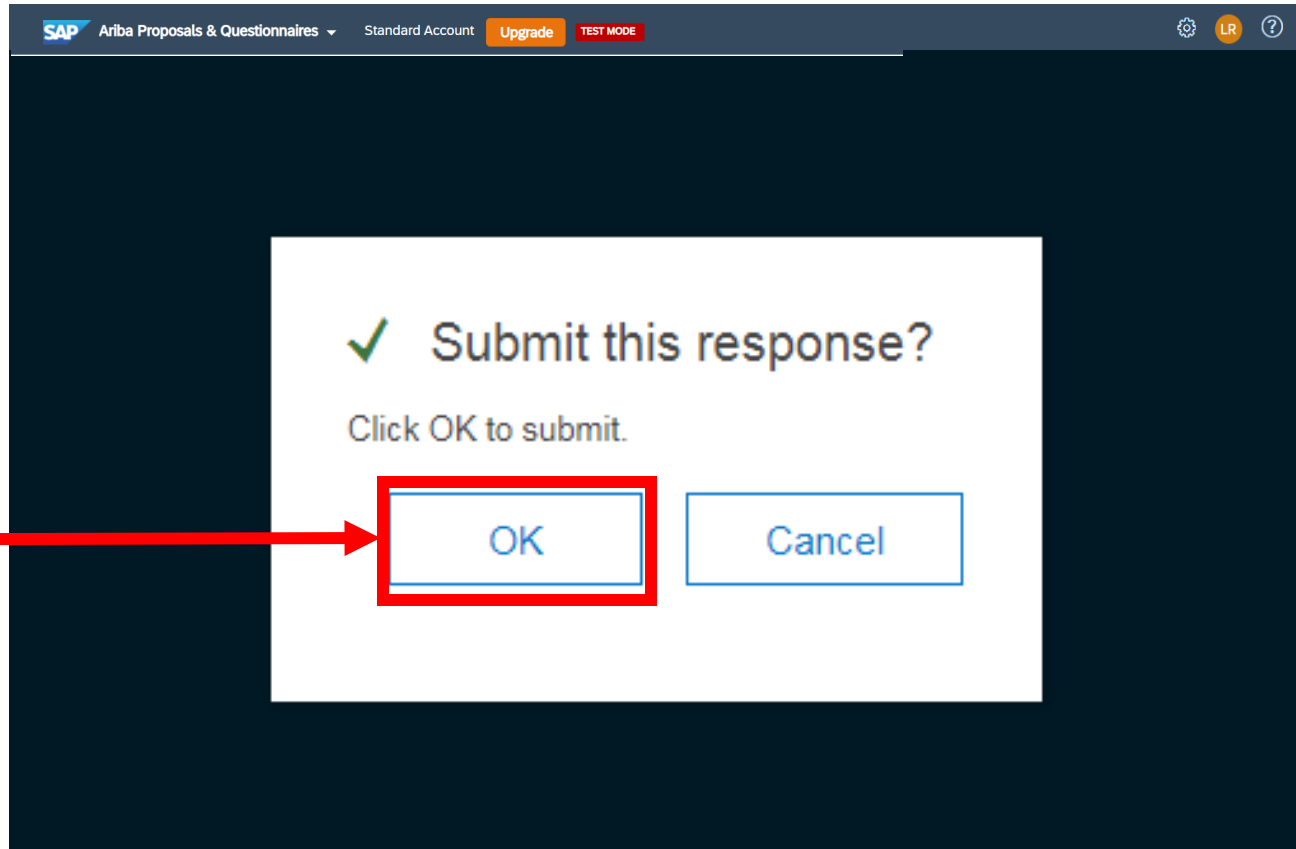
Below the form, a row of buttons is visible: 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Submit Entire Response' button is highlighted with a red box and an arrow pointing to it from a yellow callout box.

Once completed, click '**Submit Entire Response**' to submit your revised response.

Additional Information

Revising your response on the Supplier Registration Questionnaire.

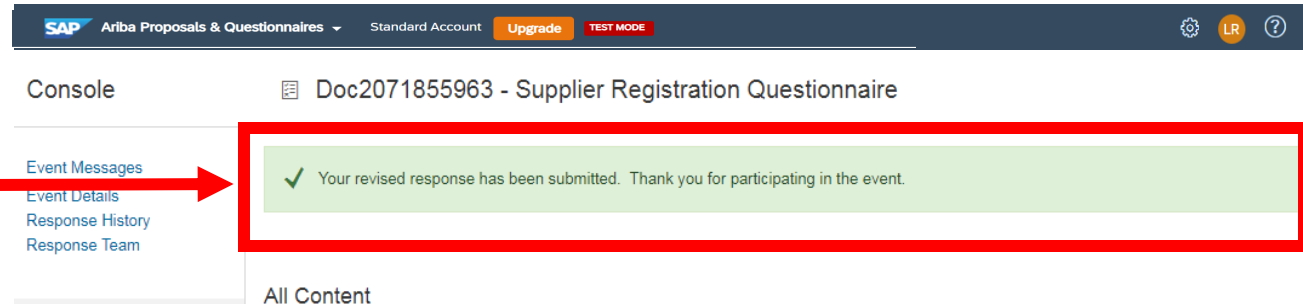
Click '**OK**' to submit your revised response/updated information.



Additional Information

Revising your response on the Supplier Registration Questionnaire.

You will then receive a confirmation in green that your revised response has been submitted.



The screenshot shows the SAP Ariba interface for 'Supplier Registration Questionnaire'. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area displays a confirmation message: '✓ Your revised response has been submitted. Thank you for participating in the event.' This message is highlighted with a red border. A red arrow points from the yellow text box on the left to the confirmation message. The left sidebar contains links for 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The bottom of the page shows 'All Content'.

GETTING SUPPORT

Need some help? This section explains how to get support.

Assistance from Gamuda Group Procurement

Contact Gamuda Group Procurement for business support and sourcing event related items such as:

- i. Clarification on lot or line items in RFP/RFx or Auction
- ii. Event commercial terms
- iii. Unable to participate in a sourcing event
- iv. Registration process



1300 82 0030

(Monday – Friday, 9:00am – 5:00pm)



group-procurement@gamuda.com.my

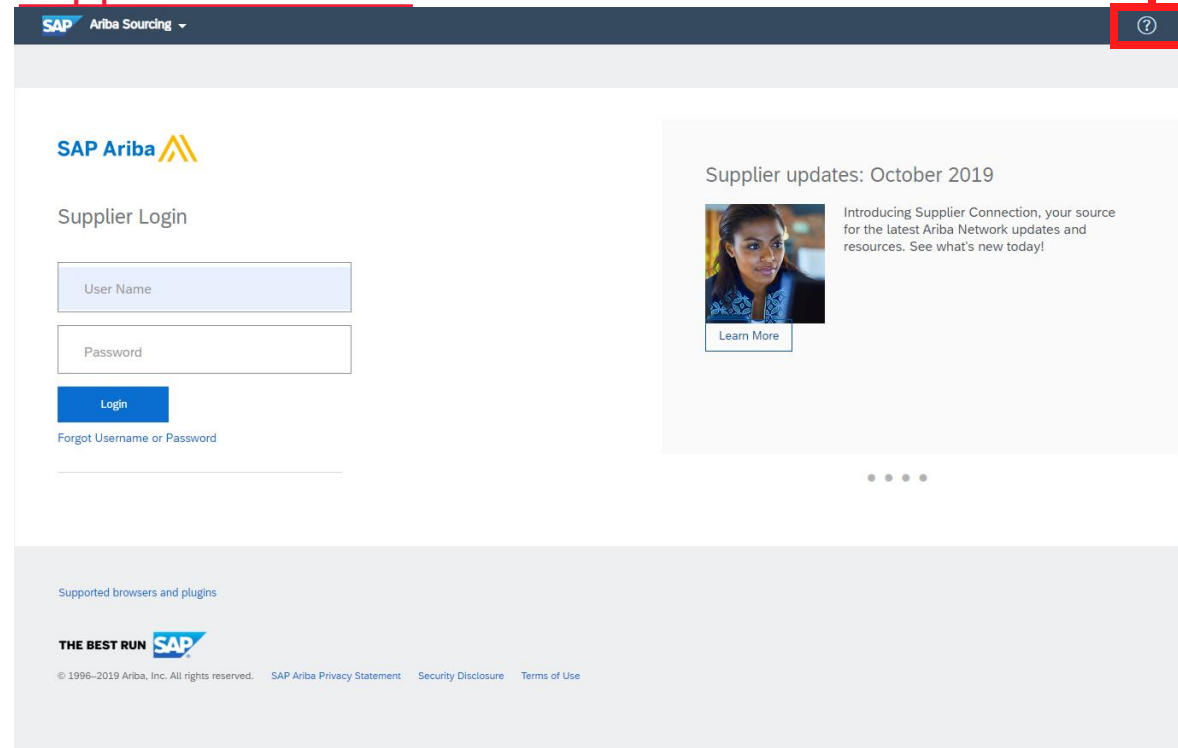
Assistance from SAP Ariba

Contact SAP ARIBA for technical support such as:

- i. Unable to login
- ii. Unable to view a page on the SAP Ariba Supplier Portal
- iii. Facing difficulty navigating SAP Ariba

Click on the '?' icon

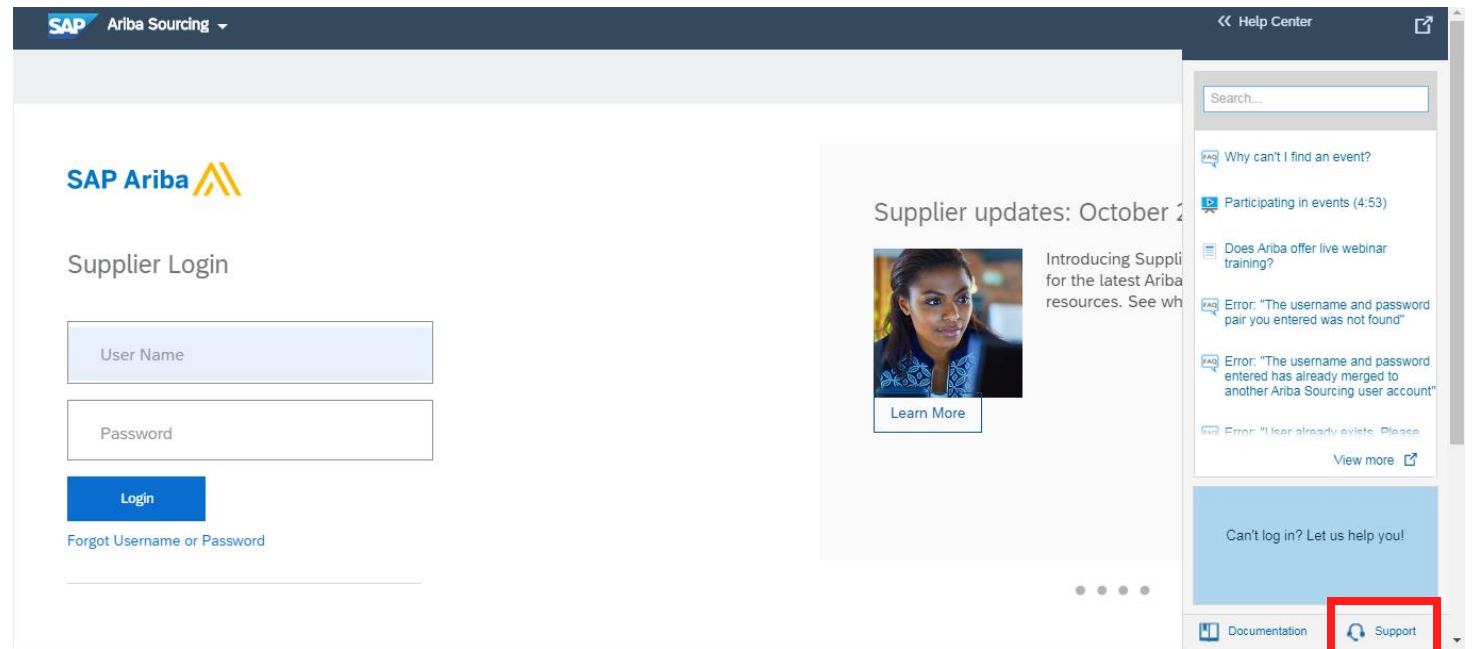
supplier.ariba.com



Assistance from SAP Ariba

You will then be directed to the **Help Center** section

supplier.ariba.com



The screenshot shows the SAP Ariba Supplier Login page. On the left, there is a 'Supplier Login' section with fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password'. On the right, there is a 'Supplier updates' section with a 'Learn More' button. A 'Help Center' overlay is visible on the right side of the page, containing a search bar, a list of frequently asked questions (FAQs), and a 'Support' button highlighted with a red box. A red arrow points from the 'Support' button to a yellow box below.

Click on **Support**



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