

# SUPPLIER QUALIFICATION USER GUIDE



Engineering & Construction | Property Development | Infrastructure Concessions

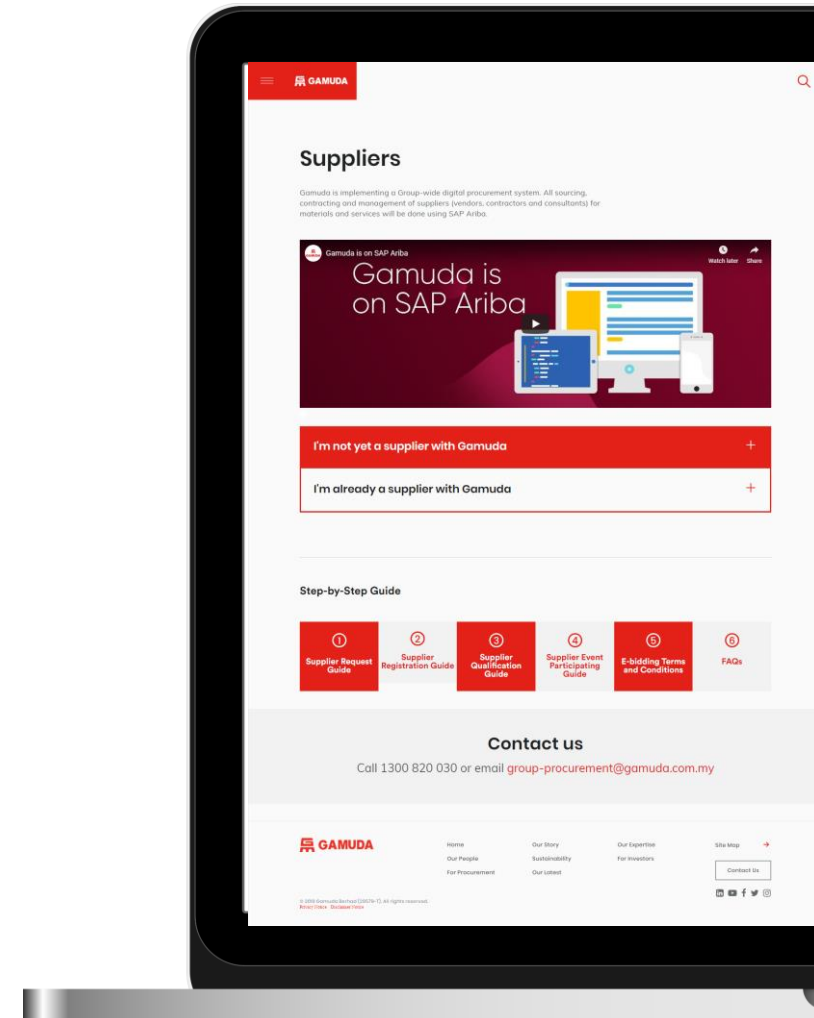
*\*Disclaimer: Due to constant updates on Ariba platform, images may differ*

# Introduction

This user guide will provide an overview of the ‘Supplier Qualification Process’.

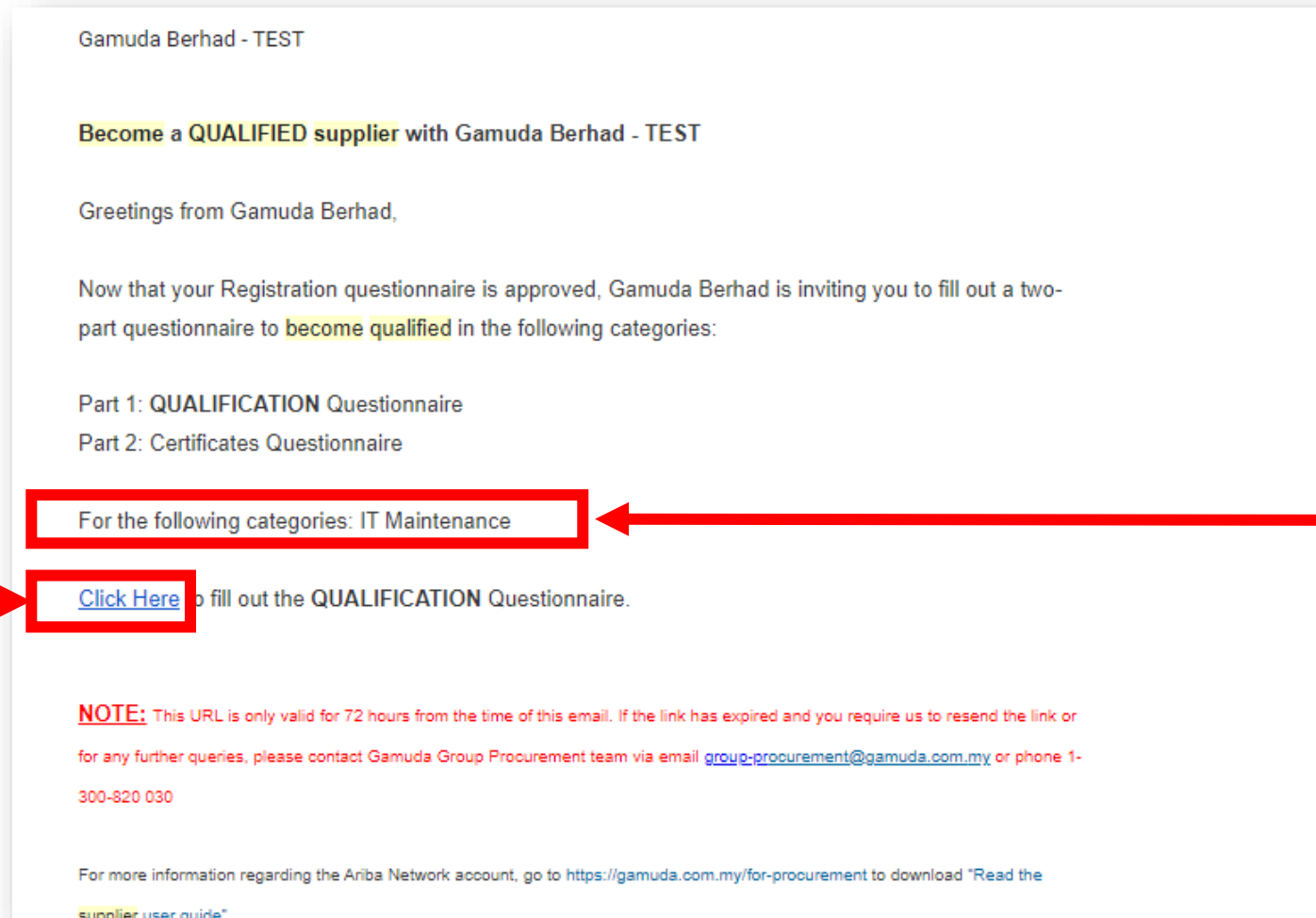
Your company will receive a system generated email that invites you to complete the Gamuda Supplier Qualification Questionnaire

Please complete the questions as detailed in the questionnaire and select ‘Submit’.



# Supplier Qualification

Upon completing the Gamuda Supplier Registration Form, your business will receive an email that will be sent to the email address as filled in under the Supplier Request Form. The content of the email is as follows :



Click here to start filling out the qualification questionnaire

You will receive an email to fill up relevant **Qualification questionnaire**—based on your category (chosen in Registration questionnaire).

For illustration purposes, the image shown is for **IT Maintenance** category.

# Supplier Qualification

You will then be directed onto the following screen, where you will see the Supplier Qualification Questionnaire. For illustration purposes, the image shown is for Professional Services questionnaire.

The screenshot shows the SAP Ariba interface for a Supplier Qualification Questionnaire. The top navigation bar includes the SAP logo, 'Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right, there are icons for settings, 'LR', and help. Below the navigation bar, a breadcrumb trail reads '< Go back to Gamuda Berhad - TEST Dashboard' and the user 'Desktop File Syr' is identified. A 'Console' section on the left contains links for 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area is titled 'All Content' and features a table with the following structure:

Name ↑	
1 Particulars of Key Technical Personnel <a href="#">References</a>	*Attach a file
▼ 2 Quality, Safety Health and Environment	
2.1 Does the company have an established QSHE Department?	* Unspecified ▾
▼ 2.3 Has any organisation/company audited your company in the last 12 months? [GRI 403-1]	
2.3.1 Please select	* Unspecified ▾
▼ 2.4 Is the consultant trained or experienced in QCLASSIC/CIS7:2014 or CONQUAS?	
2.4.1 Please select	* Unspecified ▾

Below the table, a note states: (\*) indicates a required field. At the bottom of the page, there are four buttons: 'Submit Entire Response' (highlighted in blue), 'Save draft', 'Compose Message', and 'Excel Import'.

# Supplier Qualification

You are required to complete **all** mandatory fields. Additional questions may appear, dependent upon answers to previous questions.

SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

< Go back to Gamuda Berhad - TEST Dashboard Desktop File Syr

Console Doc2072180783 - Qualification - Professional Services Time remain 89 days

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

2 Quality, Safety Heal...

### All Content

Name ↑	
1 Particulars of Key Technical Personnel  References	*Attach a file
▼ 2 Quality, Safety Health and Environment	
2.1 Does the company have an established QSHE Department?	* Unspecified ▾
▼ 2.3 Has any organisation/company audited your company in the last 12 months? [GRI 403-1]	
2.3.1 Please select	* Unspecified ▾
▼ 2.4 Is the consultant trained or experienced in QLASSIC/CIS7:2014 or CONQUAS?	
2.4.1 Please select	* Unspecified ▾

(\*) indicates a required field

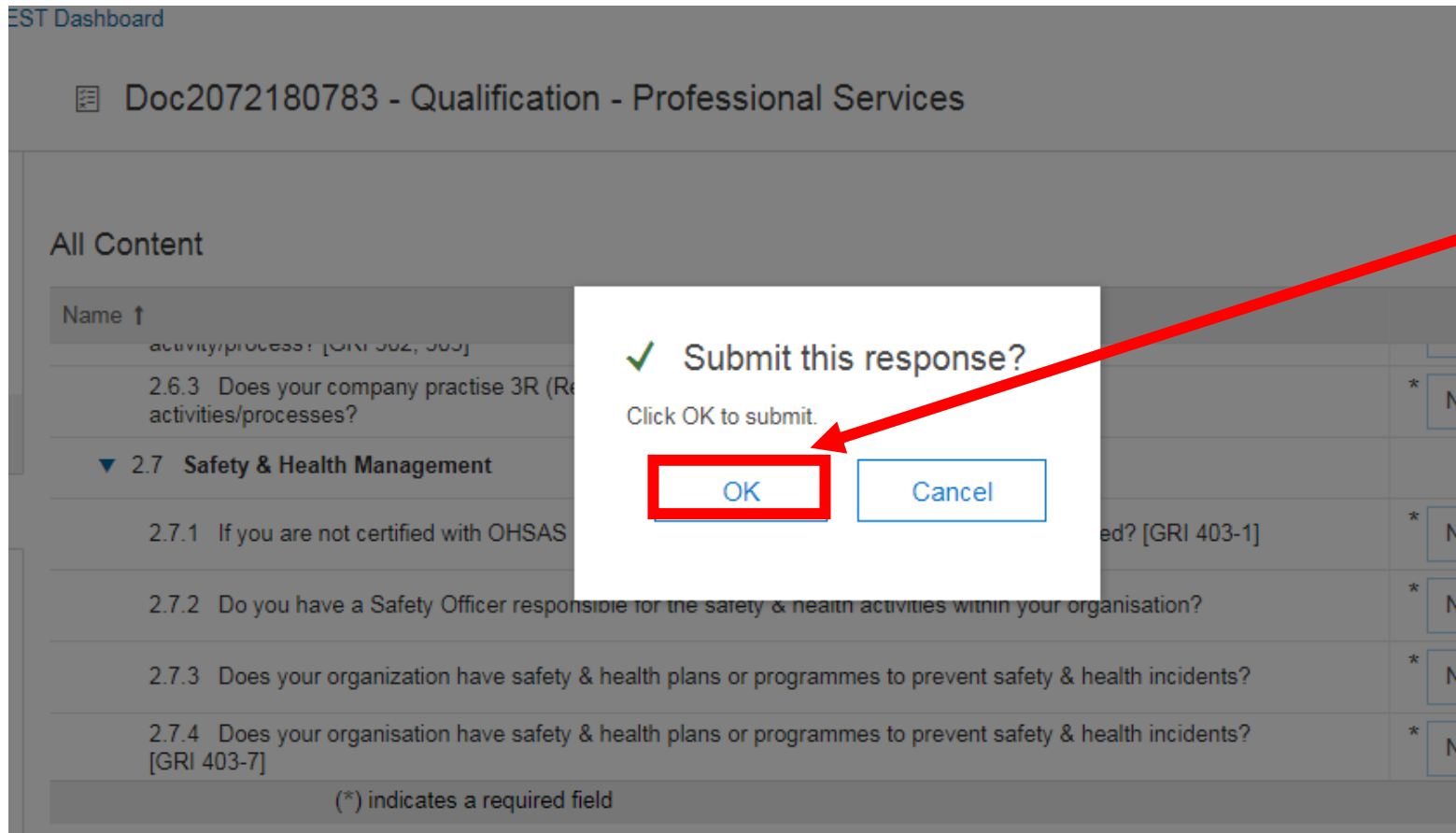
Submit Entire Response Save draft Compose Message Excel Import

Once completed, click on 'Submit Entire Response'

# Supplier Qualification

After clicking **'Submit Entire Response'**.

The following dialogue box will appear.



EST Dashboard

Doc2072180783 - Qualification - Professional Services

All Content

Name ↑	
activity/process: [GRI 302, 305]	
2.6.3 Does your company practise 3R (Reduce, Reuse, Recycle) activities/processes?	* No
▼ 2.7 Safety & Health Management	
2.7.1 If you are not certified with OHSAS 18001, please provide details of your safety & health management system? [GRI 403-1]	* No
2.7.2 Do you have a Safety Officer responsible for the safety & health activities within your organisation?	* No
2.7.3 Does your organization have safety & health plans or programmes to prevent safety & health incidents?	* No
2.7.4 Does your organisation have safety & health plans or programmes to prevent safety & health incidents? [GRI 403-7]	* No

(\* indicates a required field)

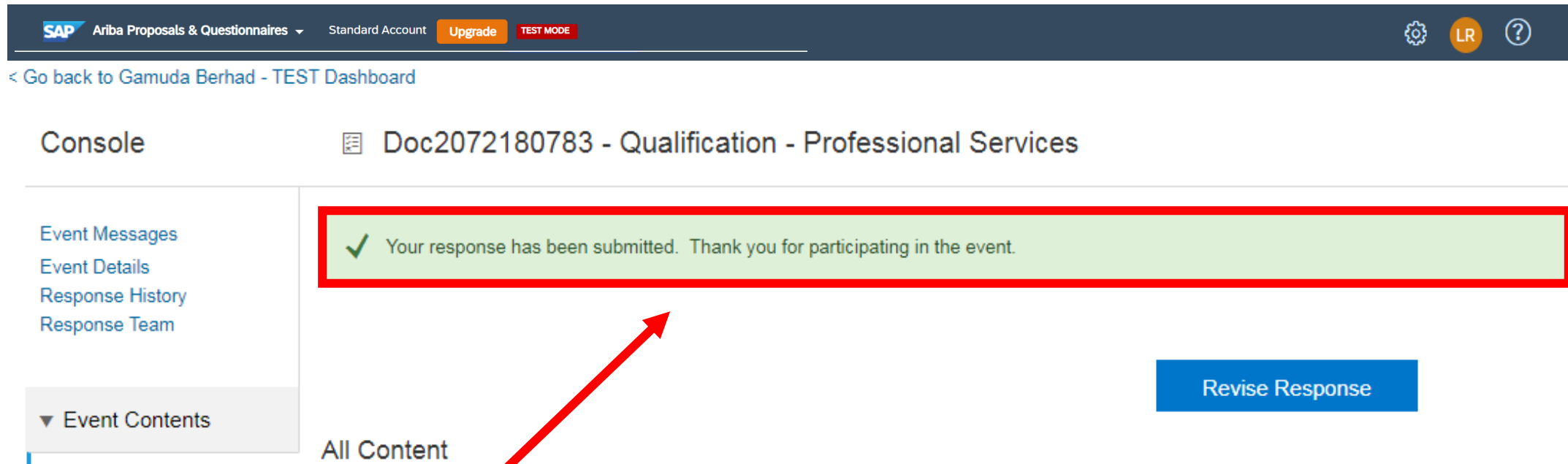
✓ Submit this response?

Click OK to submit.

Select 'OK'

# Supplier Qualification

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



The screenshot displays the SAP Ariba interface for a qualification questionnaire. The top navigation bar includes the SAP logo, 'Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE' buttons. On the right, there are icons for settings, a user profile labeled 'LR', and a help icon. Below the navigation bar, a breadcrumb trail reads '< Go back to Gamuda Berhad - TEST Dashboard'. The main header area shows 'Console' on the left and 'Doc2072180783 - Qualification - Professional Services' on the right. A left-hand sidebar contains links for 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The main content area features a green confirmation message: '✓ Your response has been submitted. Thank you for participating in the event.' This message is highlighted with a red border. A red arrow points from a yellow callout box at the bottom left towards this message. To the right of the message is a blue 'Revise Response' button. Below the message, the text 'All Content' is visible.

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

# Supplier Qualification

You will receive an email notifying you that you have been qualified for your respective categories.

In this case, the email below shows the successful qualification email as a Gamuda Supplier in the Construction category :-

## Gamuda Berhad

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### Qualification request with Gamuda Berhad

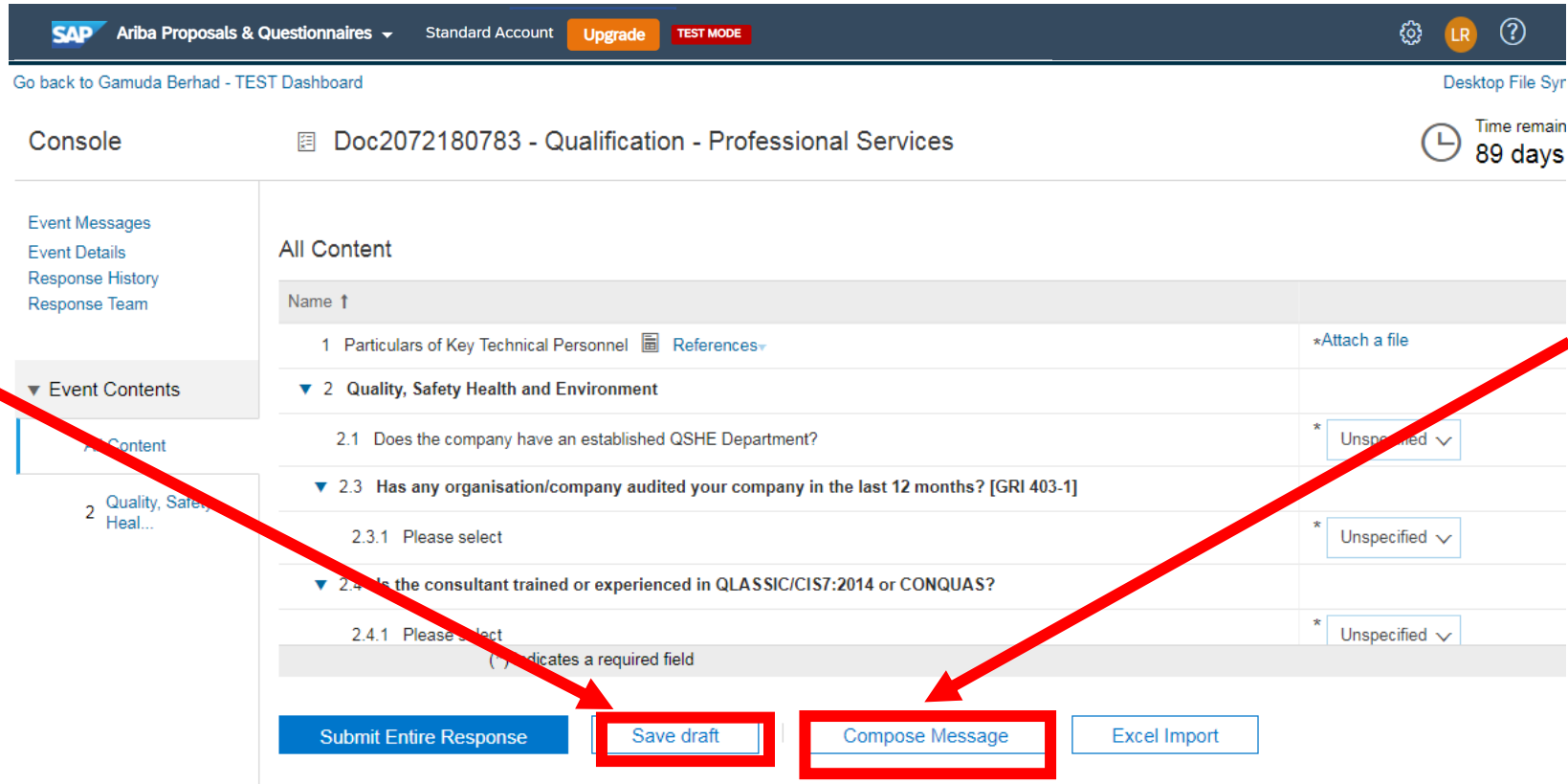
**Congratulations!** [REDACTED] is now qualified to sell in the following categories to Gamuda Berhad

- Construction in Malaysia

You will be notified when next steps as part of a procurement or sourcing process require your attention.



# Additional Information



The screenshot shows the SAP Ariba Proposals & Questionnaires interface. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main header displays 'Go back to Gamuda Berhad - TEST Dashboard' and 'Desktop File Syr'. The console shows 'Doc2072180783 - Qualification - Professional Services' with a 'Time remain 89 days' indicator.

The main content area is titled 'All Content' and contains a table of questionnaire items:

Name ↑	
1 Particulars of Key Technical Personnel <a href="#">References</a>	*Attach a file
▼ 2 Quality, Safety Health and Environment	
2.1 Does the company have an established QSHE Department?	* Unspecified ▾
▼ 2.3 Has any organisation/company audited your company in the last 12 months? [GRI 403-1]	
2.3.1 Please select	* Unspecified ▾
▼ 2.4 Is the consultant trained or experienced in QCLASSIC/CIS7:2014 or CONQUAS?	
2.4.1 Please select	* Unspecified ▾

At the bottom of the form, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Save draft' and 'Compose Message' buttons are highlighted with red boxes. Red arrows point from the 'Save draft' button to the left yellow callout box and from the 'Compose Message' button to the right yellow callout box.

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.

## 03 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 (Malaysia)  
(Monday – Friday, 9:00am – 5:00pm)



<u><a href="mailto:group-procurement@gamuda.com.my">group-procurement@gamuda.com.my</a></u>	(Malaysia)
<u><a href="mailto:group.procurement.gab@gamuda.com.au">group.procurement.gab@gamuda.com.au</a></u>	(Australia)
<u><a href="mailto:glhn.procurement@gamudaland.com.my">glhn.procurement@gamudaland.com.my</a></u>	(Vietnam Hanoi)
<u><a href="mailto:glhcmc.procurement@gamudaland.com.my">glhcmc.procurement@gamudaland.com.my</a></u>	(Vietnam Ho Chi Minh)

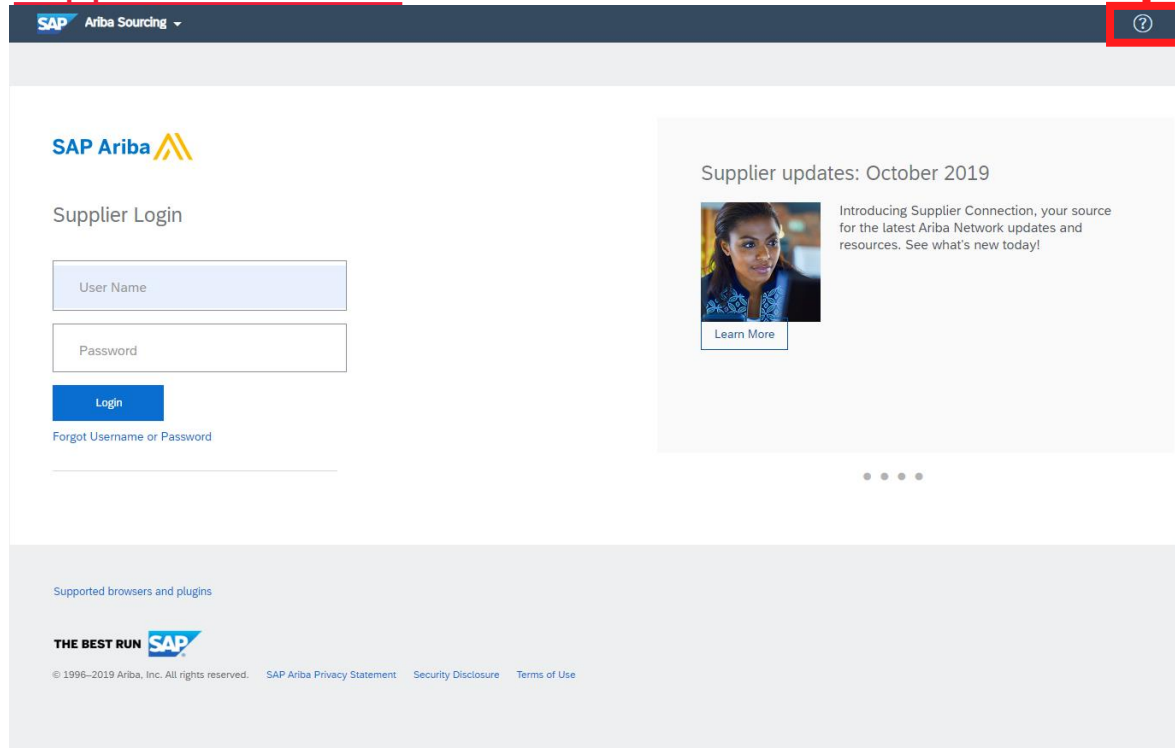
# Assistance from SAP Ariba

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

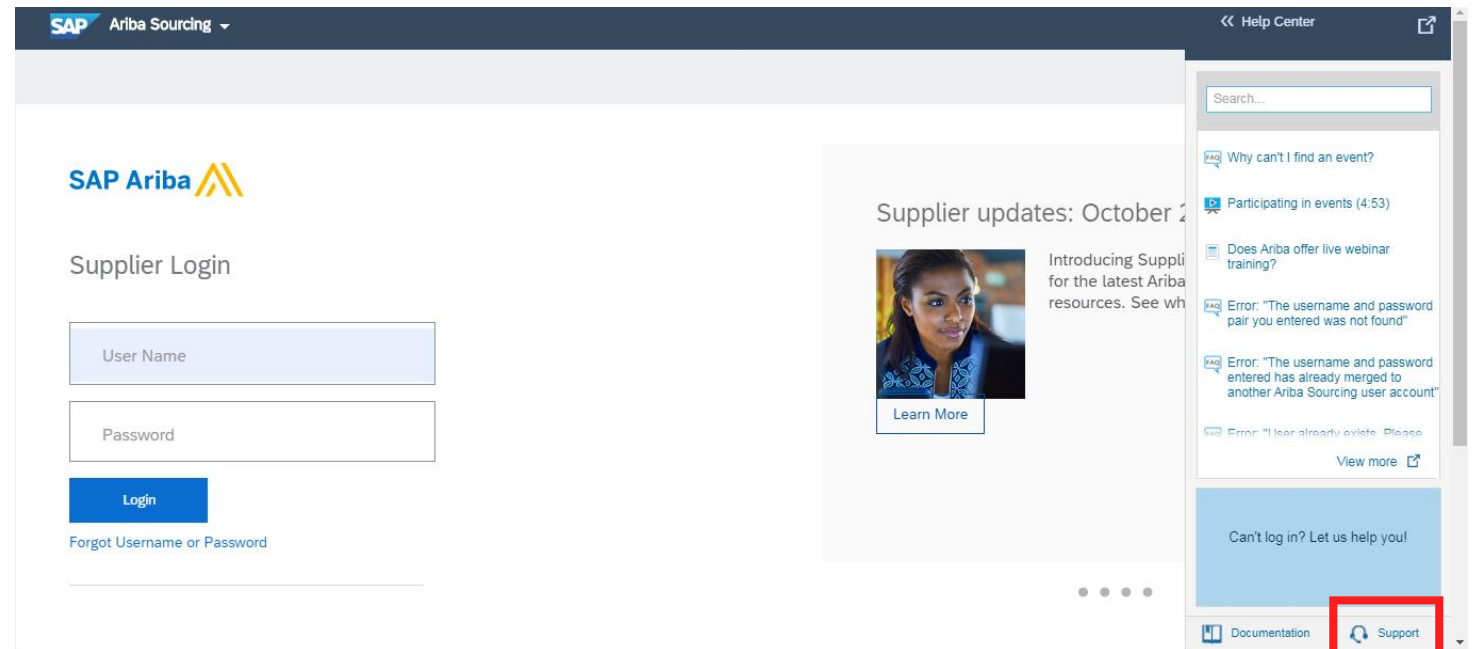
[supplier.ariba.com](http://supplier.ariba.com)



# Assistance from SAP Ariba

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

[supplier.ariba.com](https://supplier.ariba.com)



Click on **Support**



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