

# SUPPLIER REGISTRATION USER GUIDE



Engineering & Construction | Property Development | Infrastructure Concessions

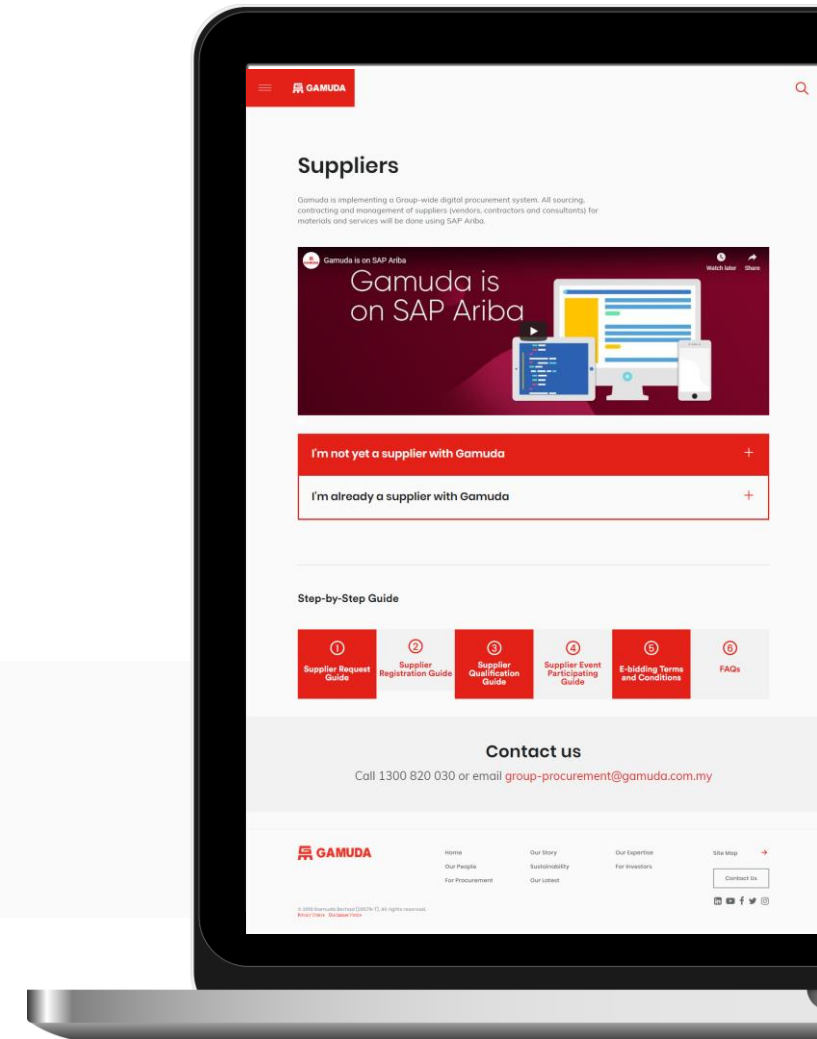
*\*Disclaimer: Due to constant updates on Ariba platform, images may differ*

# 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.

### Become a REGISTERED supplier with GAMUDA

Sanjivan Naicker has invited you to register to become a supplier with GAMUDA.

Greetings from GAMUDA,

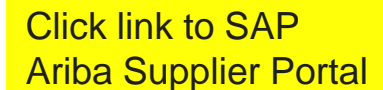
GAMUDA recognises the importance of good governance in our procurement practices. We use SAP Ariba digital procurement system to manage our sourcing and procurement activities and to collaborate with suppliers. The system provides transparency, fair and equal competition to enable us to deliver high quality Projects with safety and quality in mind.

All vendors are required to register **ONLINE** as GAMUDA's suppliers for any procurement activities. Once you have registered, your business contact will reach out to the entire GAMUDA Group of companies.

- If Test Reminder already has an account on the SAP Ariba Network, log in with your username and password
- If Test Reminder do not have an account on the SAP Ariba Network, please sign up for an account. Signing up for an Ariba Network account is free!

Please click on this URL link [Click Here](#) to proceed.

**NOTE:** This URL link is only valid for **30 days** from the time of this email.



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.

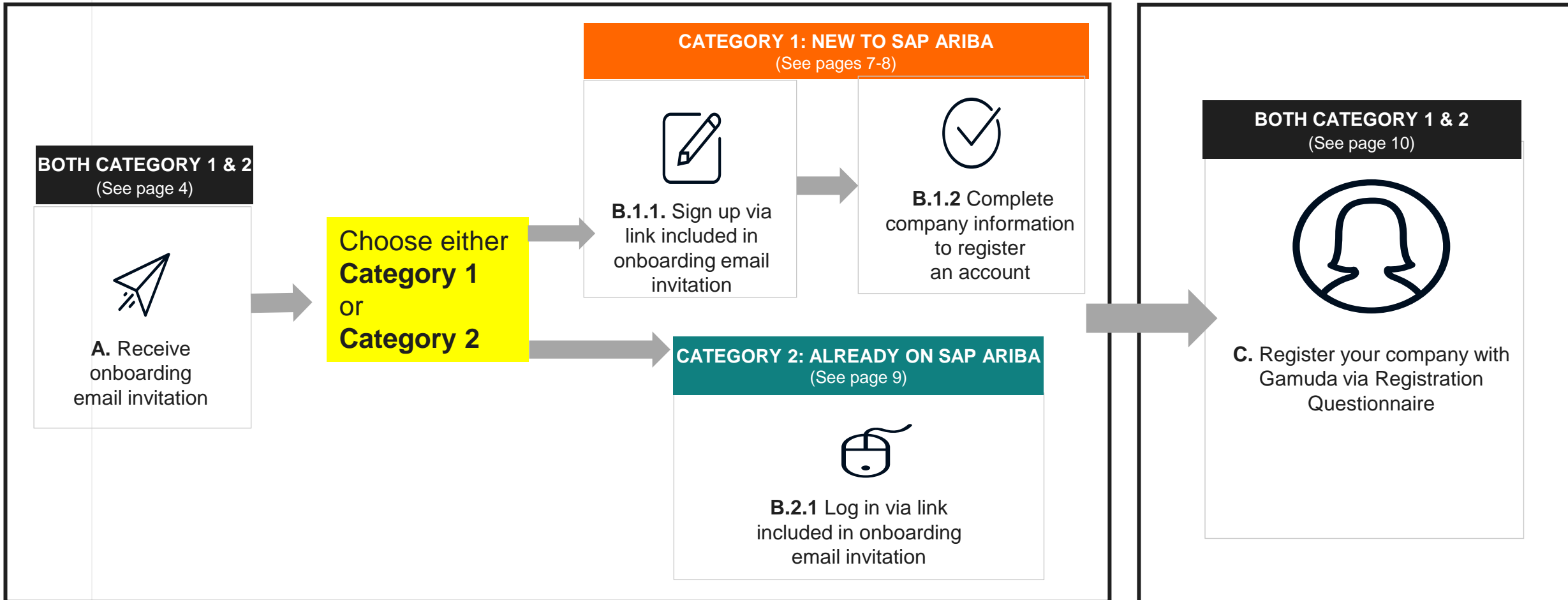
Kindly follow the instructions based on [CATEGORY 2 \(page 9\)](#)

# 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

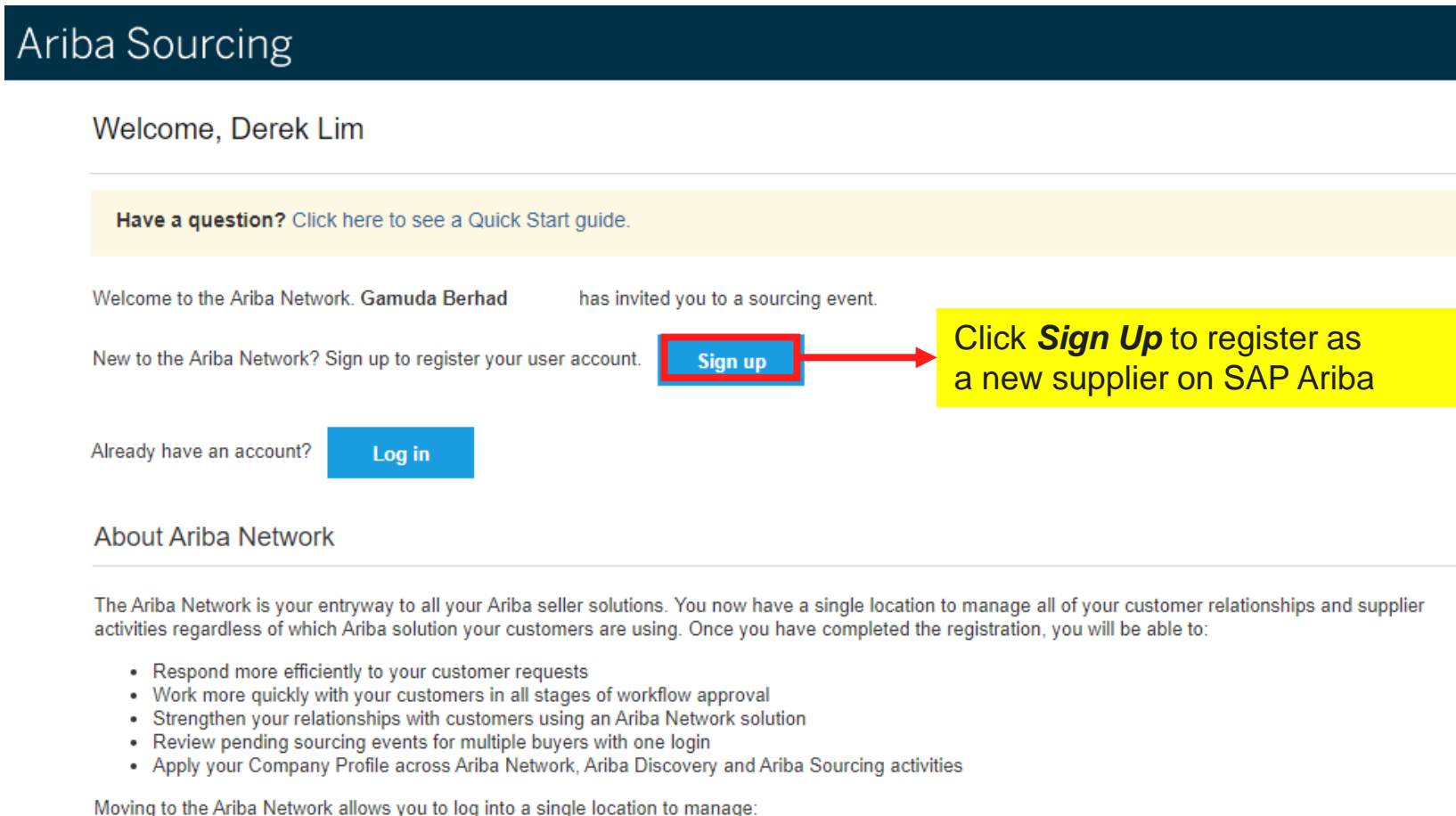


# Supplier Onboarding

## 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.

User account information

\* Indicates a required field

Name: \* Derek Lim

SAP Ariba Privacy Statement

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](#)



# 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:

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- Strengthen your relationships with customers using an Ariba Network solution
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- 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 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

SAP Ariba  
Lim reuben (test-ReubenColin@gamuda.com.my) last visited 4 Nov 2019 12:55:55  
SAP Ariba Privacy Statement Security Disclosure Terms of Use

GAMUDA  
Lim reuben (ReubenColin@gamuda.com.my) last visit 11/4/2019 4:55 PM | Gamuda Berhad - TEST | C25\_UI3  
Need Help? In the U.S. and Canada (toll-free) call 1 (866) 218-2155. For international help numbers click here

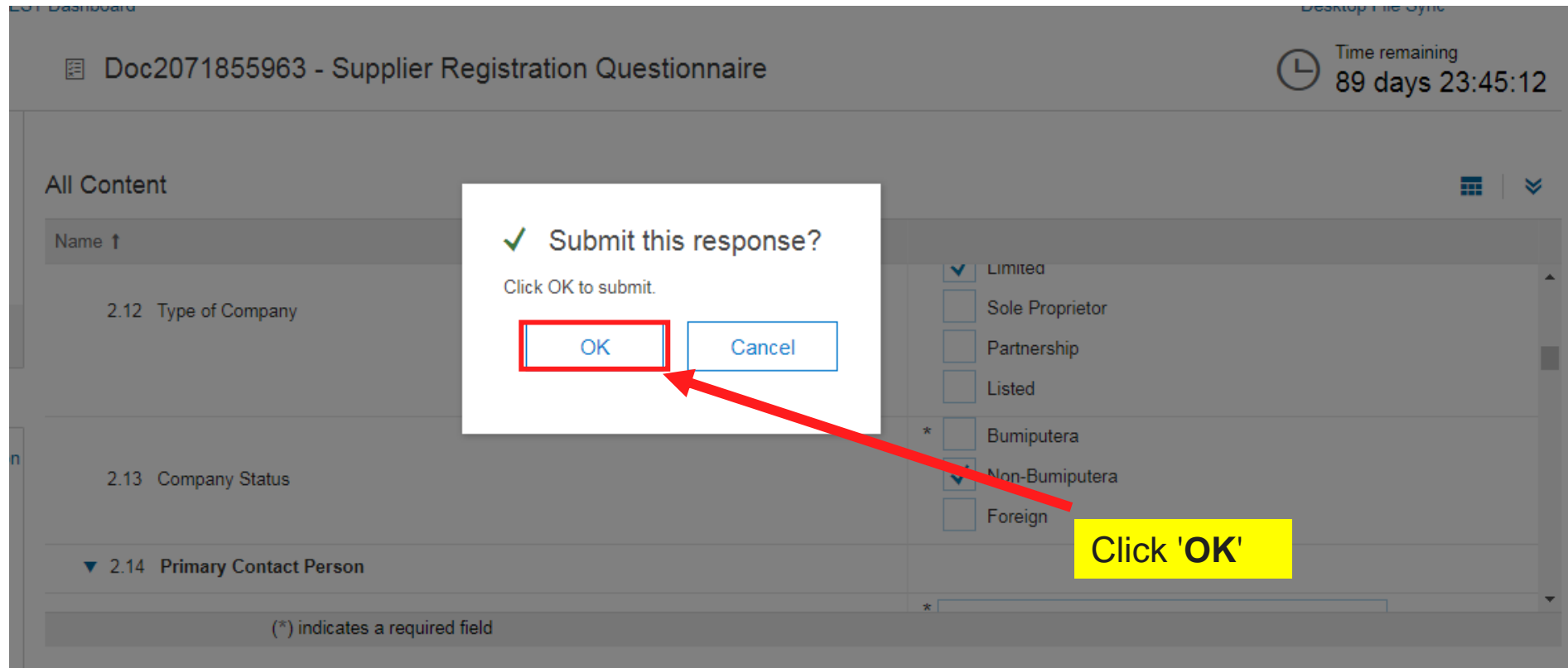
© 1990 - 2019 Ariba Inc. All Rights Reserved

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

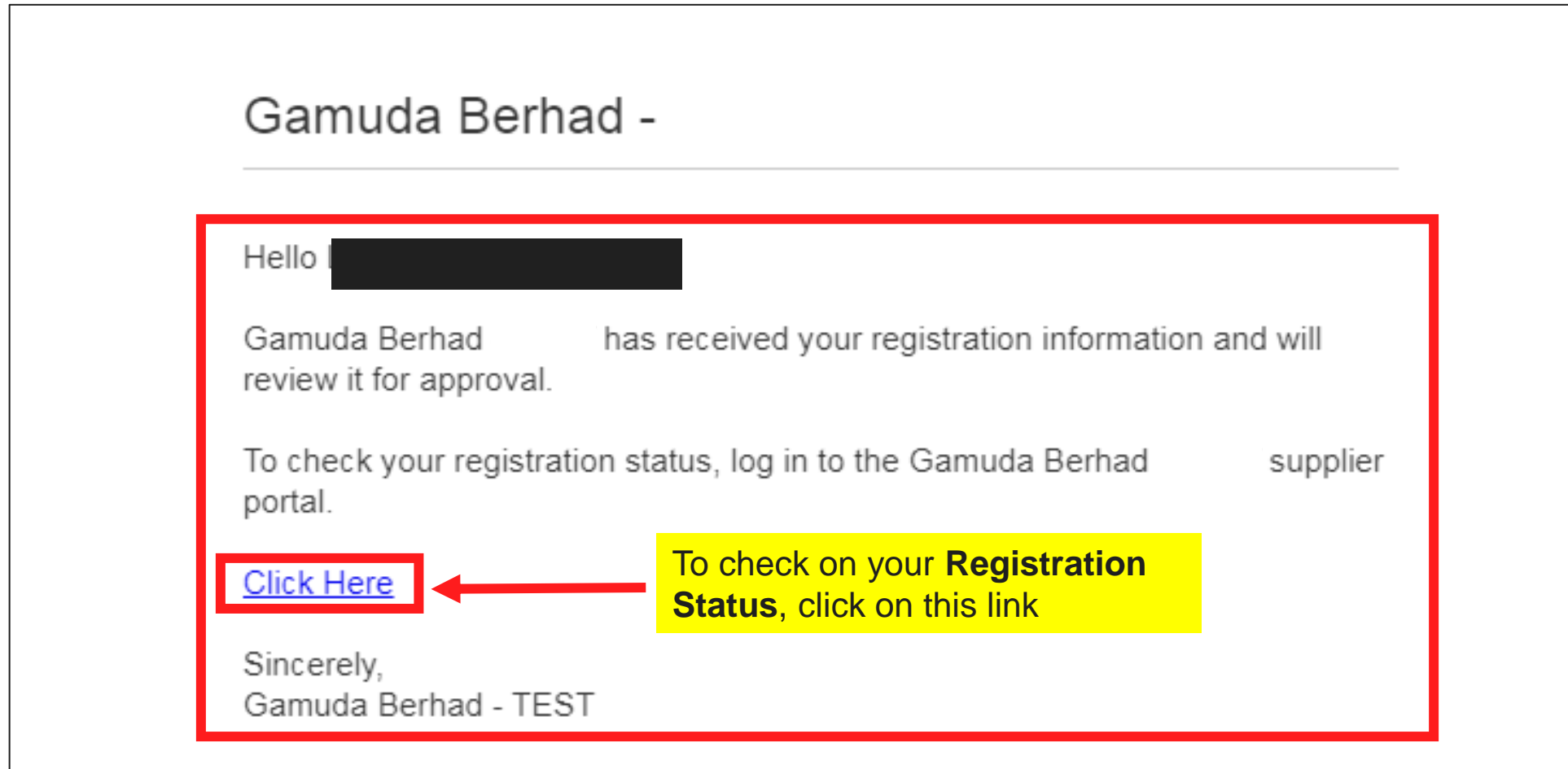
Once the questionnaire has been submitted, you will then see the following screen :-

The screenshot shows the SAP Ariba interface for 'Ariba Proposals & Questionnaires'. The top navigation bar includes 'Standard Account', 'Upgrade', and 'TEST MODE' buttons. A 'Console' section on the left lists 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area displays 'Doc2071855963 - Supplier Registration Questionnaire' with a 'Time remaining' of '89 days 23'. A green notification bar with a checkmark states: 'Your response has been submitted. Thank you for participating in the event.' Below this is a table titled 'All Content' with columns for 'Name', 'Type of Company', and 'Partnership'. A red arrow points from a yellow callout box at the bottom to the notification bar.

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

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.

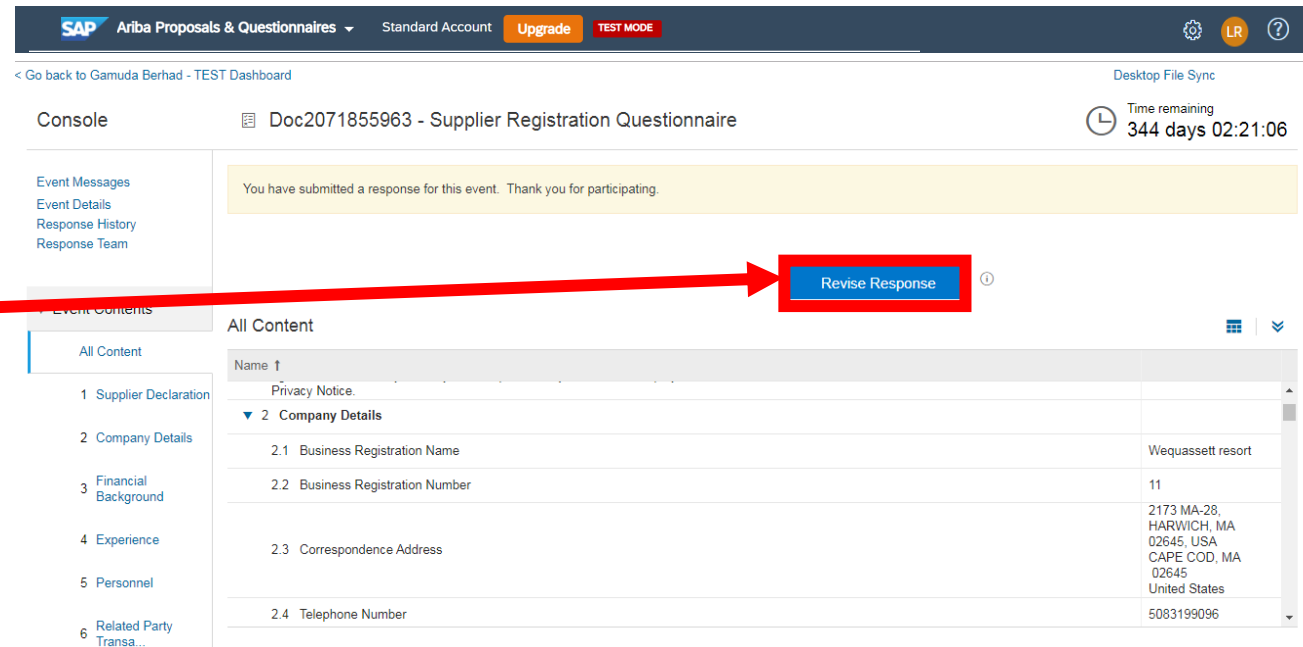


# Additional Information

## 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



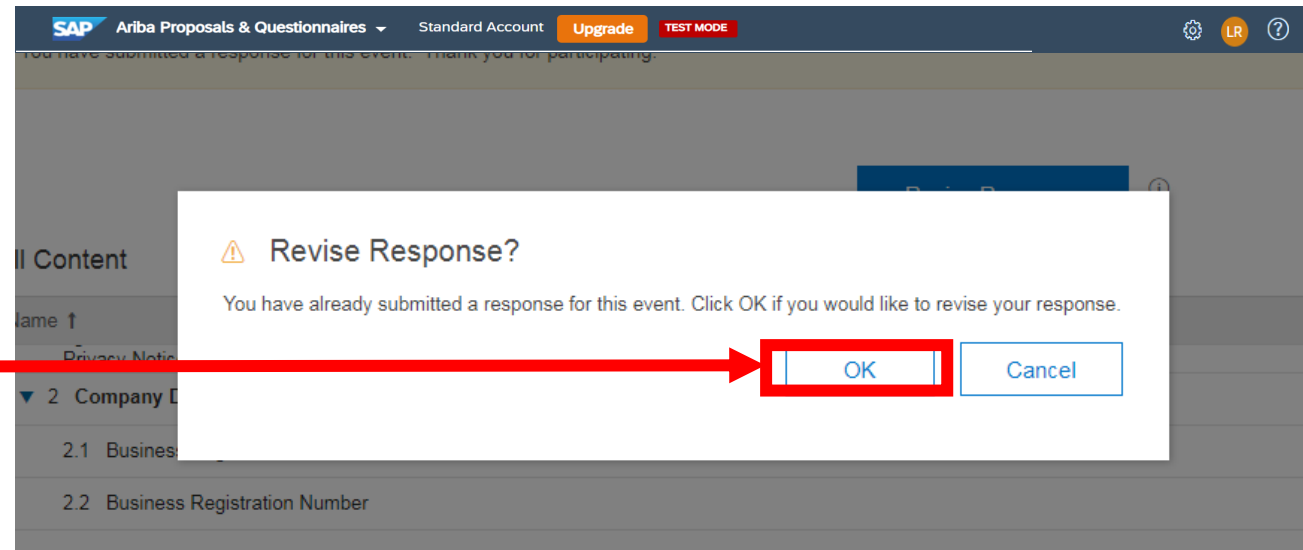
The screenshot shows the SAP Ariba Proposals & Questionnaires interface. The top navigation bar includes the SAP logo, 'Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main header shows 'Go back to Gamuda Berhad - TEST Dashboard' and 'Desktop File Sync'. The console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

Name	
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.

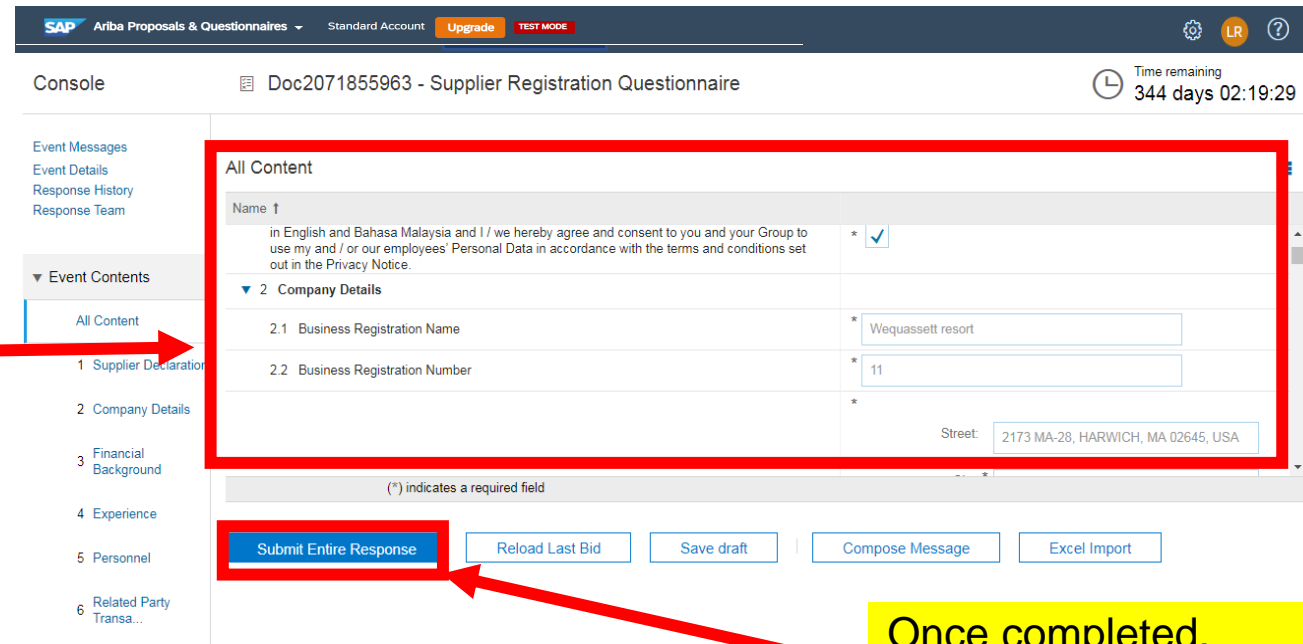
Click 'OK' to confirm revising your response /update any existing details



# 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 breadcrumb trail is 'Console > Doc2071855963 - Supplier Registration Questionnaire'. The top right shows a timer for 'Time remaining: 344 days 02:19:29'. The 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 shows 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"/>

(\*) indicates a required field

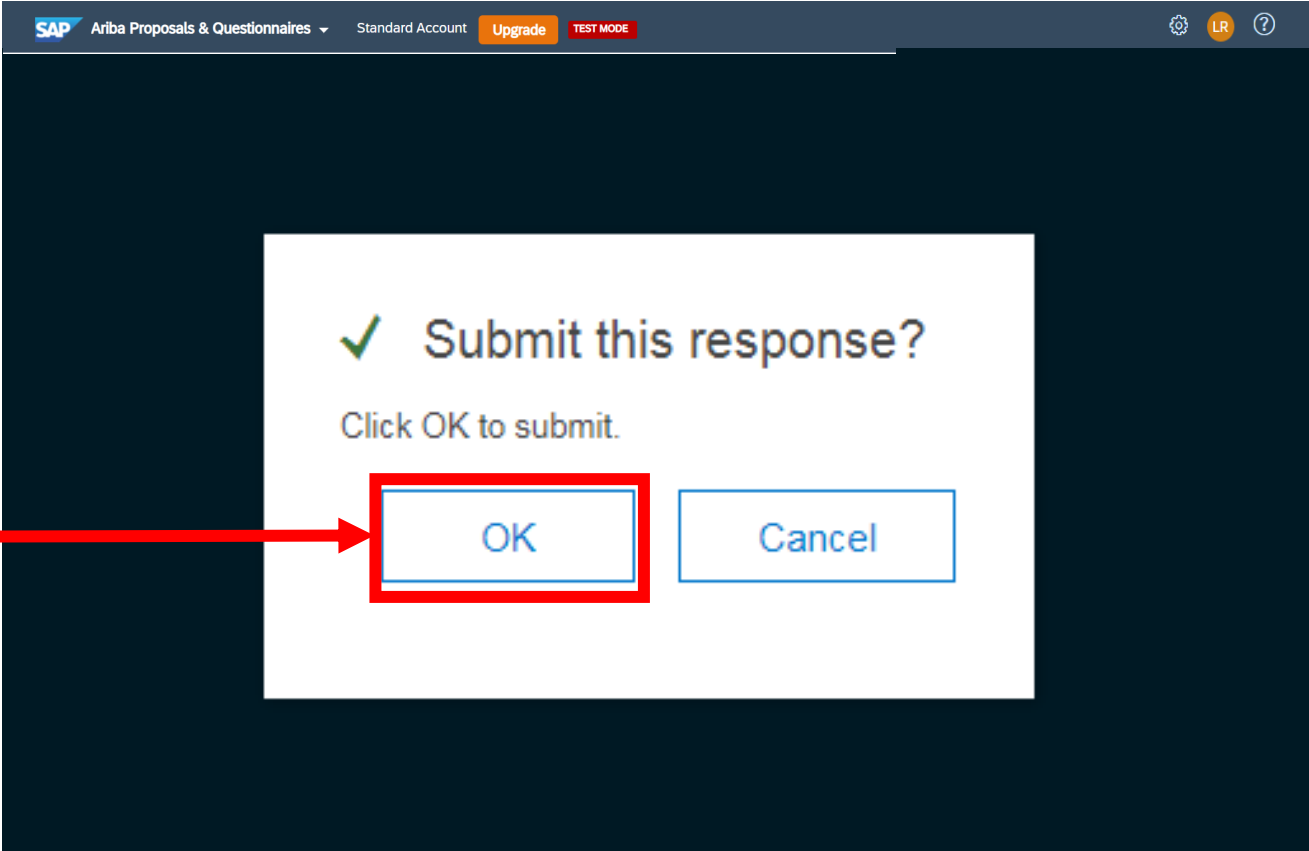
At the bottom, there are five buttons: 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Submit Entire Response' button is highlighted with a red box and an arrow pointing to it from the right.

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

# Additional Information

Revising your response on the Supplier Registration Questionnaire.

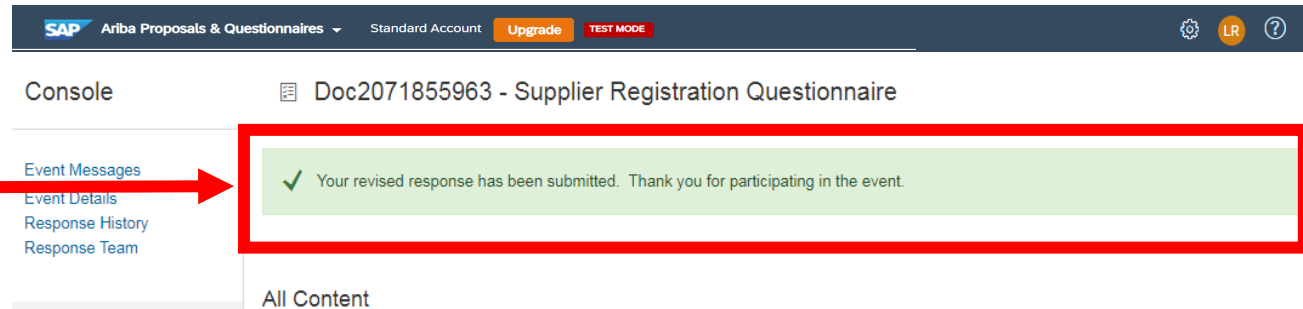
Click '**OK**' to submit your revised response/updated information.



# 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 'Doc2071855963 - Supplier Registration Questionnaire'. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. A left sidebar contains 'Console', 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area displays a green confirmation message: '✓ Your revised response has been submitted. Thank you for participating in the event.' A red box highlights this message, and a red arrow points from the yellow text box on the left to it. Below the message is an 'All Content' section.

# 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)

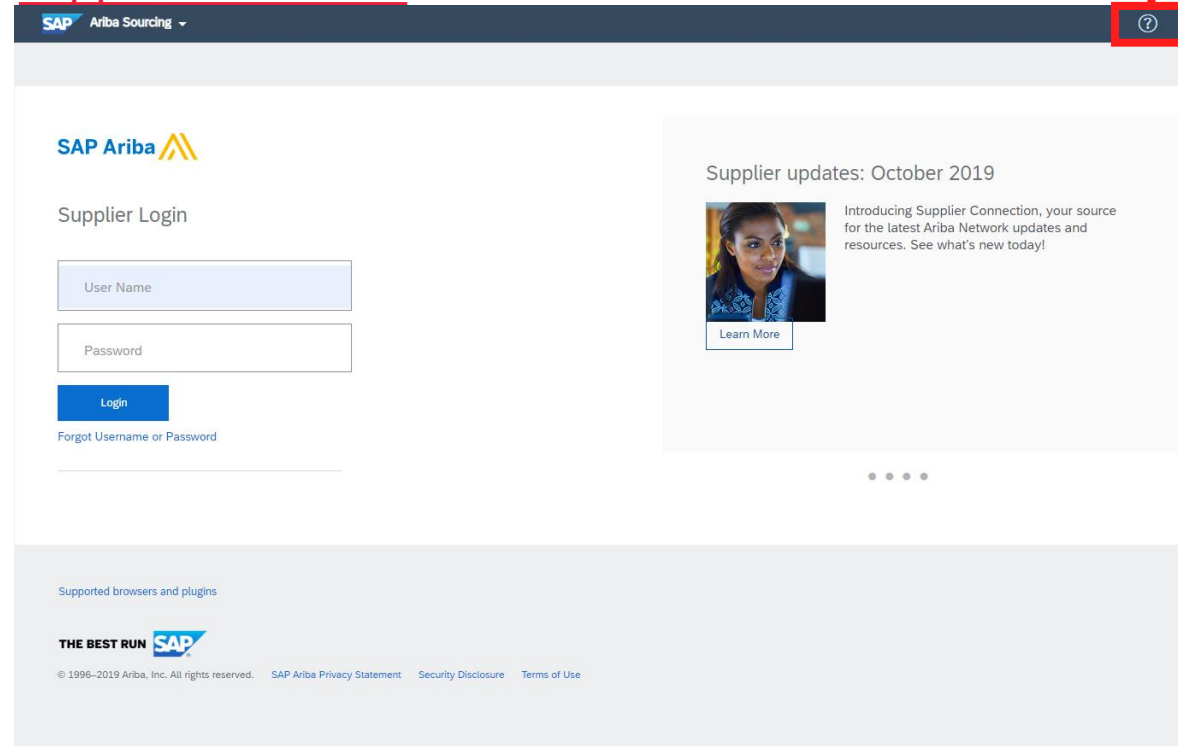
# Assistance from SAP Ariba

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)

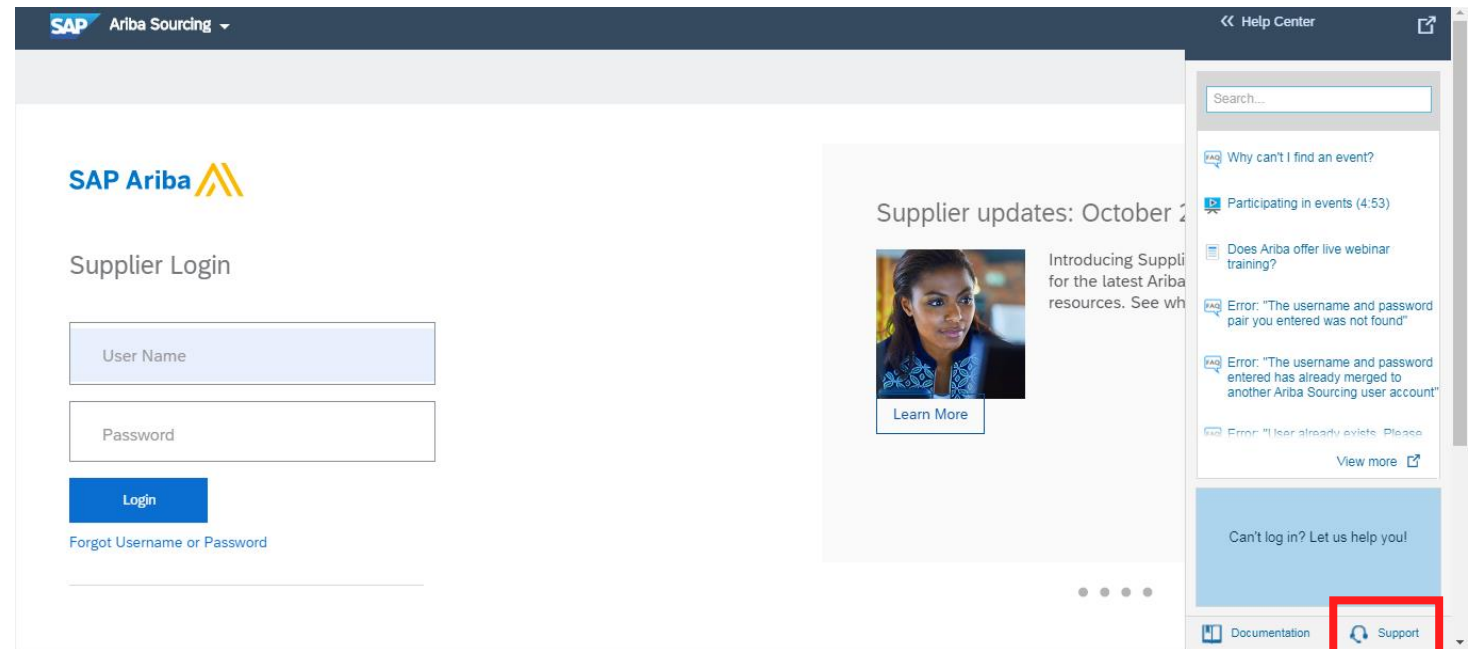




# Assistance from SAP Ariba

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

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



Click on **Support**



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