

# SUPPLIER REQUEST USER GUIDE



Engineering & Construction | Property Development | Infrastructure Concessions

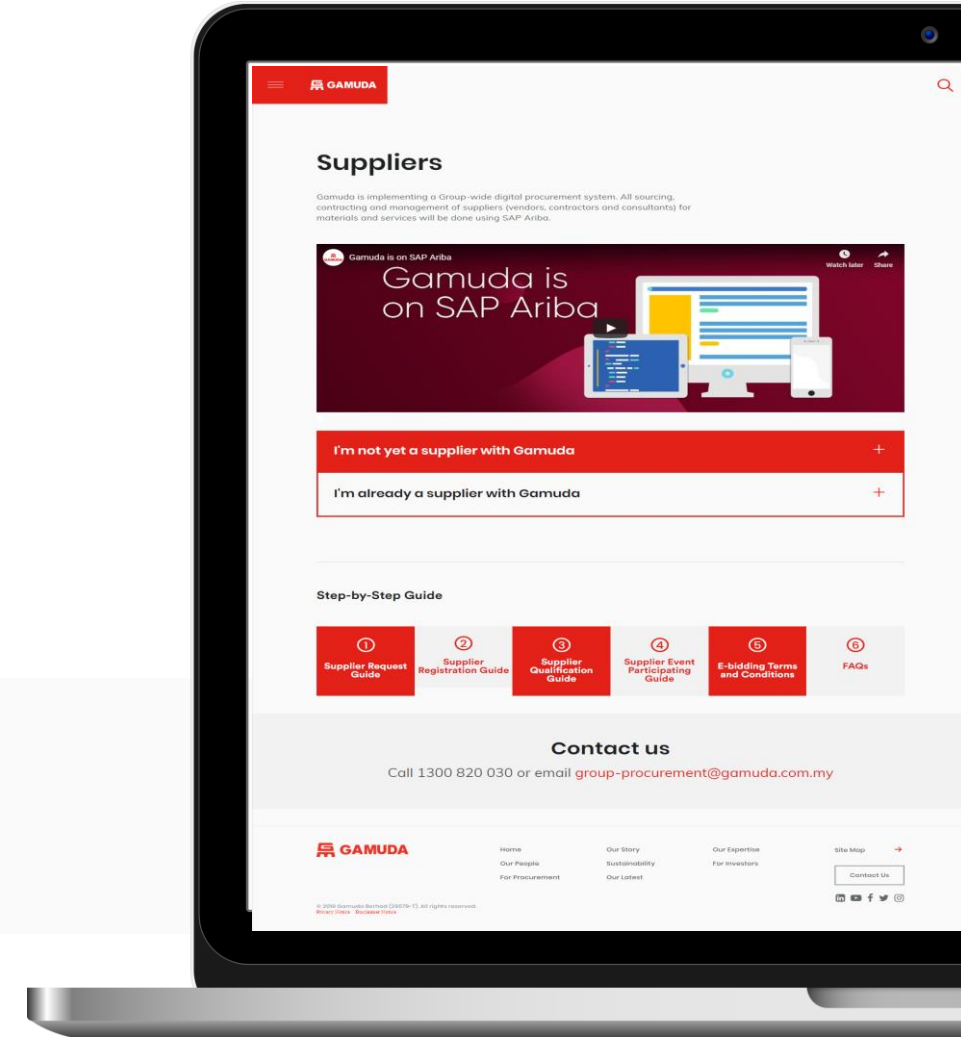
*\*Disclaimer: Due to constant updates on Ariba platform, images may differ*

# Introduction

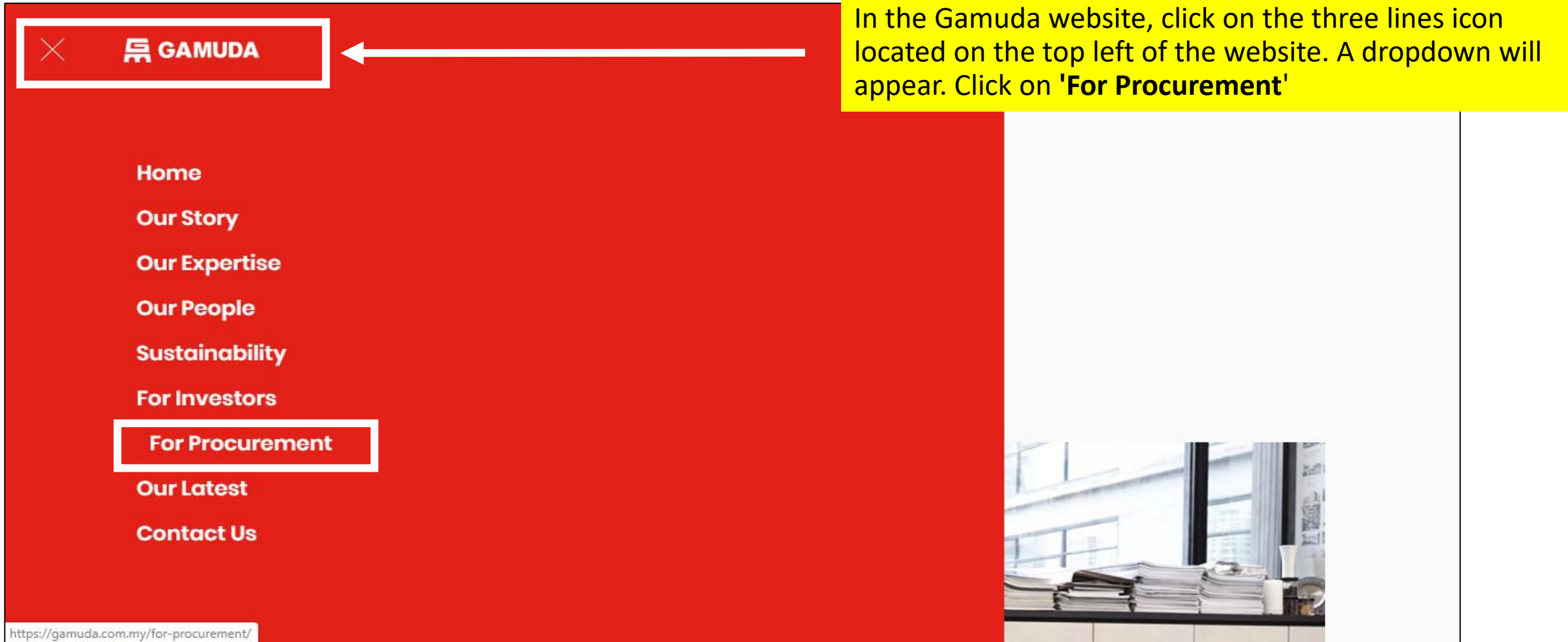
This user guide will provide an overview of the 'Supplier Request Process'. You can use this form for the following:

- Register your interest to become a Gamuda supplier
- If you are requested to do so by a Gamuda representative

Your company can access the 'Gamuda Supplier Request Form' by visiting <http://gamuda.sourcing.ariba.com/ad/selfRegistration>



# Supplier Request



In the Gamuda website, click on the three lines icon located on the top left of the website. A dropdown will appear. Click on '**For Procurement**'

Home

Our Story

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Our People

Sustainability


For Investors

**For Procurement**

Our Latest

Contact Us

<https://gamuda.com.my/for-procurement/>



# Supplier Request

## Suppliers

Gamuda is implementing a Group-wide digital procurement system. All sourcing, contracting and management of suppliers (vendors, contractors and consultants) for materials and services will be done using SAP Ariba.



**I'm not yet a supplier with Gamuda**

Want to partner with us? Register your interest →

Once in the For-Procurement Page, click on the **'I'm not yet a supplier with Gamuda'** and an option to partner with Gamuda will appear. You can then click **"Register your interest"**.

# Supplier Request

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## Registration Request

1 Business Registration Name \*

2 Business Registration Number \*

3 Primary Contact

*This contact will be the Administrator for your company's Ariba Network account.*

3.1 First Name \*

3.2 Last Name \*

3.3 Designation \*

3.4 Office Telephone Number (DID) (e.g. +603-74918288 (1234)) \*

3.5 Mobile Telephone Number \*

3.6 Email (Please provide a valid email address, e.g. general@company.com) \*

4 Disclaimer - Submission of this request does not guarantee the opportunity to quote for our tenders.

You will then be redirected to the '**Registration Request Form**'. You are required to fill in all relevant details.

# Supplier Request

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You will then be redirected to the '**Registration Request Form**'. You are required to fill in all relevant details.

Once all the relevant information have been filled out, click '**Submit**' at the end of the page to submit your Supplier Registration Request.

# Supplier Request

When your Supplier Request Form has been successfully submitted, the following screen will display :-

Your request for registration as a supplier with Gamuda Berhad [redacted] is complete.

The Gamuda Berhad [redacted] supplier management team will review your request details and make a decision on your request.

Decision will be sent to your email at [redacted]

[Print](#)

## Registration Request

1	Business Registration Name	[redacted]
2	Business Registration Number	[redacted]
3	Head Office Telephone Number	01 [redacted]
<b>4</b>	<b>Contact Person</b>	[redacted]
4.1	First Name	[redacted]
4.2	Last Name	[redacted]
4.3	Designation	CEO

# Supplier Request




You will also receive the following system generated email advising your request has been submitted :-

**Gamuda Berhad - TEST is reviewing your registration request**

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ⓘ Getting too much email? [Unsubscribe](#)

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 **Ariba Administrator** <no-reply@ansmtp.ariba.com>  
Mon 11/4/2019 4:03 PM

[Redacted]

Hello [Redacted]

Gamuda Berhad - TEST has received your registration request and will review it for approval.  
Their response will be emailed to [Redacted]

If you have any questions, please don't reply to this email but instead contact Gamuda Berhad - TEST directly.

This email has been sent to you on behalf of Gamuda Berhad - TEST by SAP Ariba.



# Supplier Request Approval



When the Supplier Request is approved by Gamuda, you will receive a system generated email, inviting you to further complete the **Registration process**.

**Please note: For suppliers registering their interest regarding future opportunities to partner with Gamuda, submission of this form does not guarantee approval, nor does it ensure an opportunity to formally quote or receive work.**

# 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)

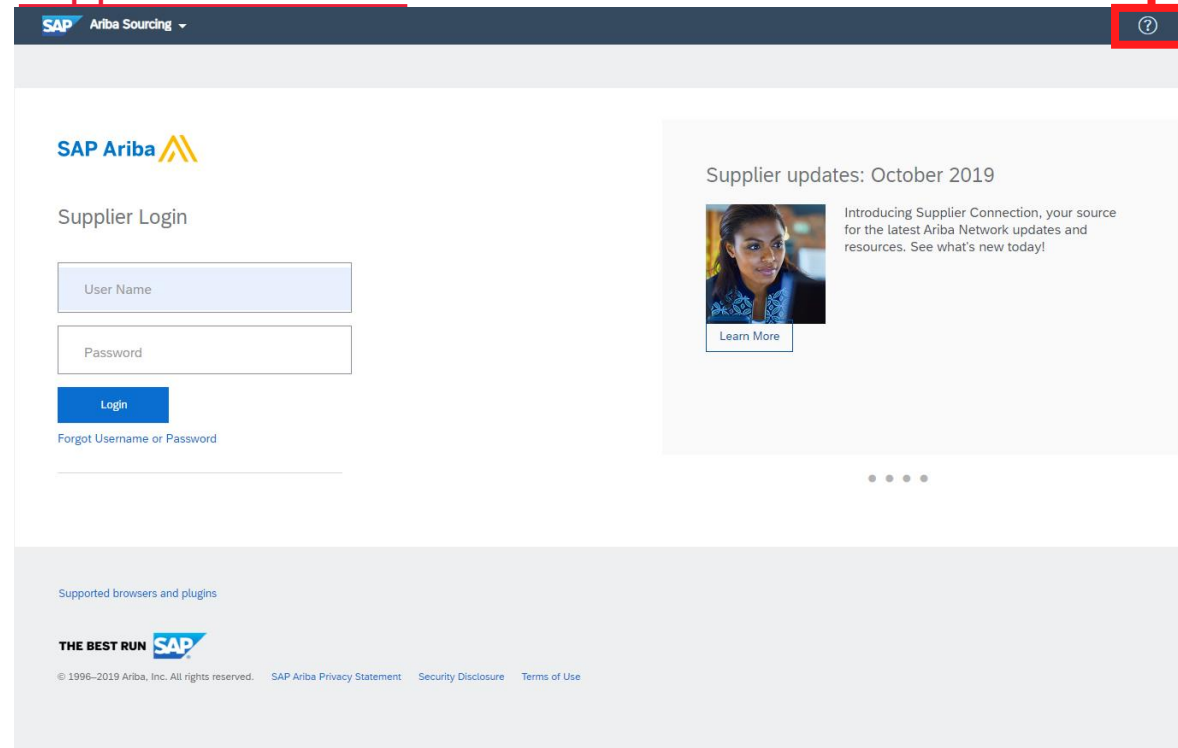
# Assistance from SAP Ariba

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

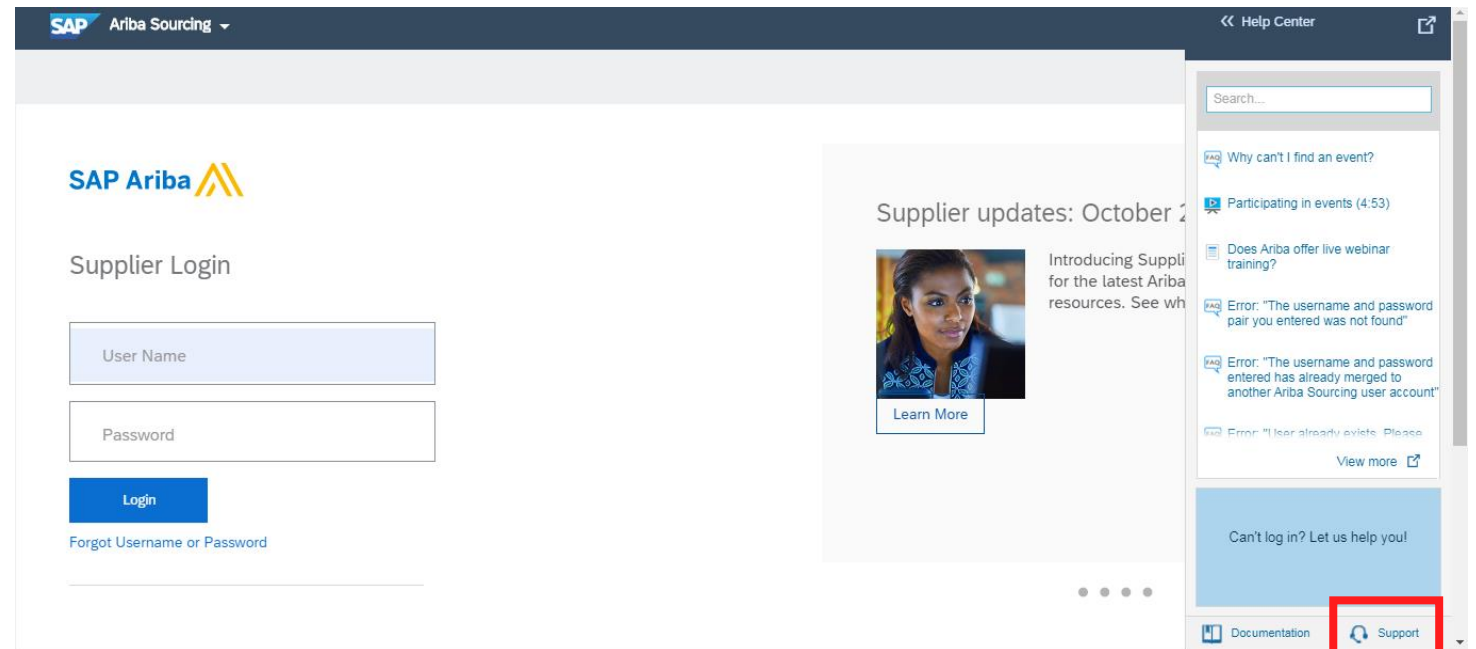
[supplier.ariba.com](http://supplier.ariba.com)



# 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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