

SUPPLIER QUALIFICATION USER GUIDE



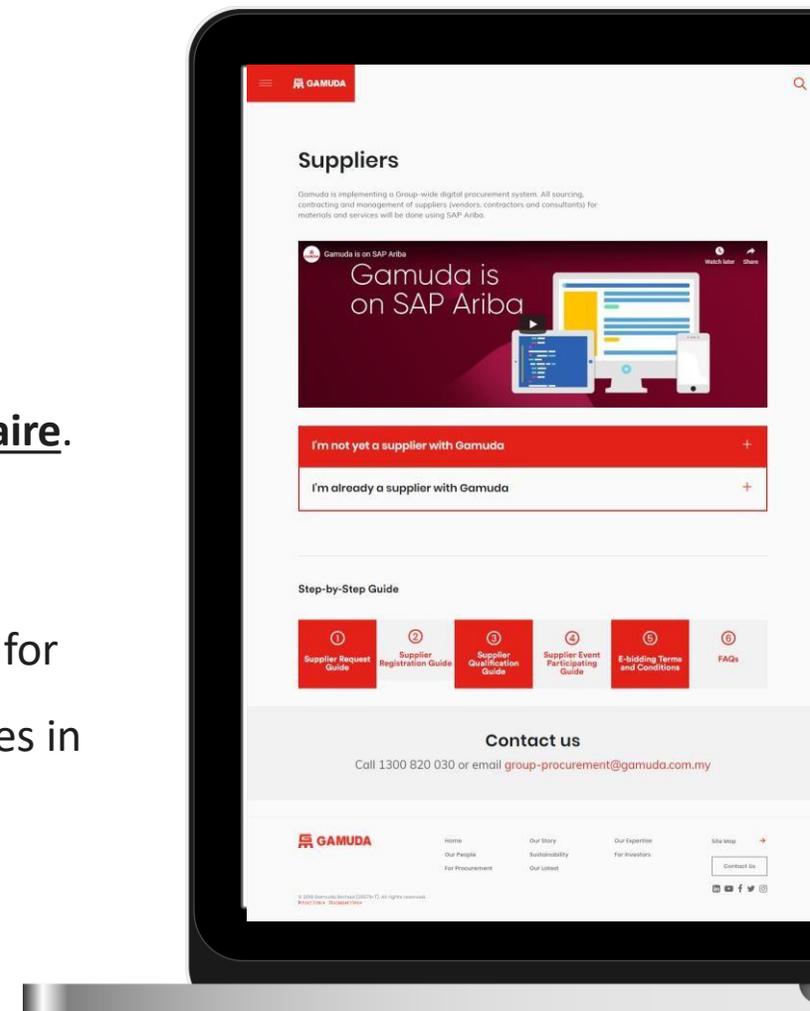
Engineering & Construction | Property Development | Infrastructure Concessions

Introduction

This user guide will provide an overview of the **'Supplier Qualification Process'**.

Your company will receive the system generated emails that invite you to complete **Supplier Qualification Questionnaire** and **Certificate Questionnaire**.

Qualification Questionnaire is designated to gather valuable information about your company's experience, capabilities, and resources, allowing us to assess your suitability for our specific needs. In the meantime, you can upload the relevant certificates and licenses in Certificate Questionnaire.



QUALIFICATION QUESTIONNAIRE

Supplier Qualification

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

Gamuda Berhad

Become a QUALIFIED supplier with GAMUDA GROUP OF COMPANIES

Greetings from Gamuda Group of Companies,

Now that your registration questionnaire is approved, Gamuda Group of Companies is inviting you to fill out qualification questionnaire to become qualified in the following categories:

QUALIFICATION Questionnaire

For the following categories **Brickworks and Block Works**

[Click Here](#) to fill out the **QUALIFICATION** Questionnaire.

NOTE: This URL is only valid for 30 days from the time of this email. If the link has expired and you require us to resend the link or for any further queries, please contact Gamuda Group Procurement team via email for assistance.

General:- group.procurement.gab@gamuda.com.au
DTI Group Procurement:- group.procurement@dtinfrastructure.com.au

You will receive an email to fill up relevant **Qualification questionnaire**—based on your category (company nature of business).

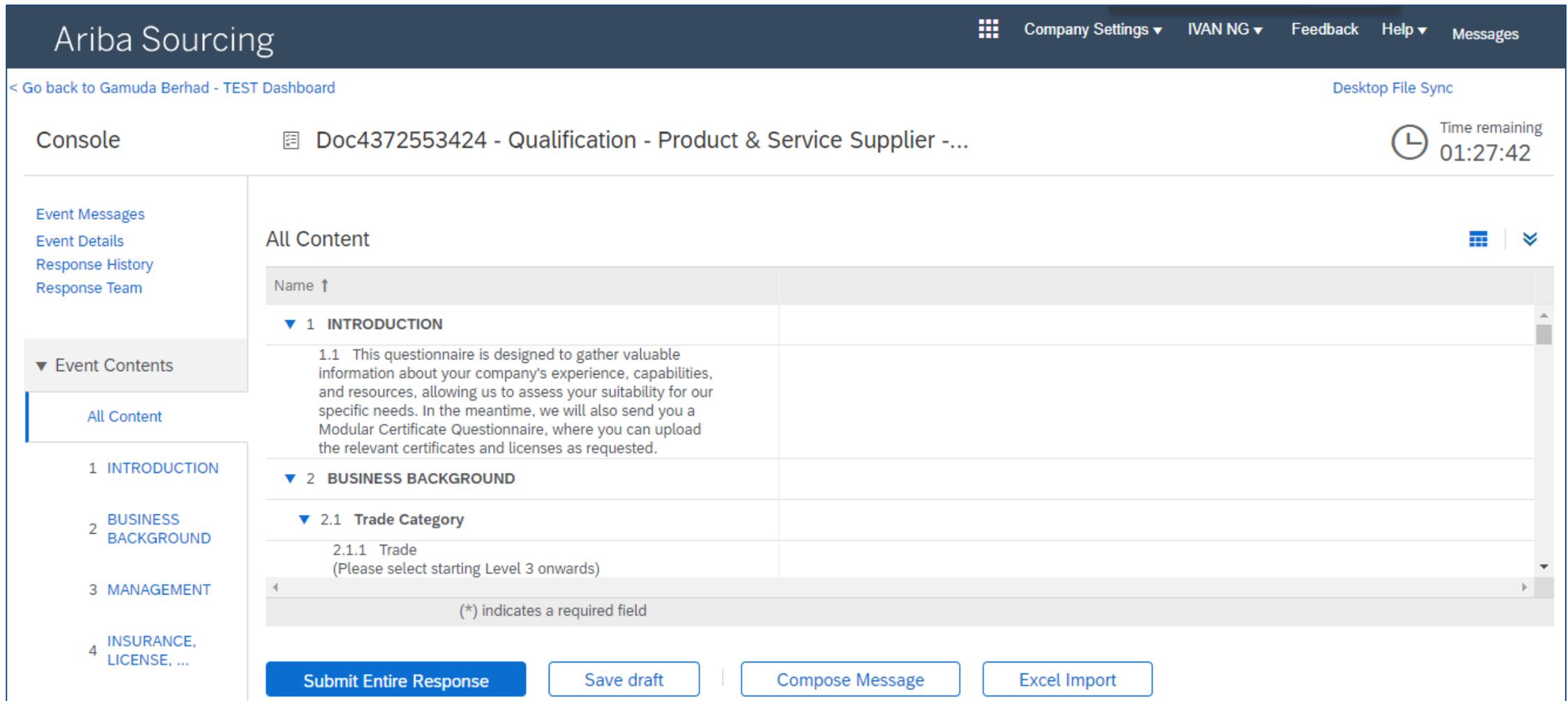
For illustration purposes, the image shown is for Brickworks and Block Works category.

Click on "[Click Here](#)" to start filling out the questionnaire by log in with your existing ARIBA account

Next Page to Continue →

Qualification Questionnaire

Once log in, 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 Product & Service Supplier – Indirect (Australia) questionnaire.



The screenshot shows the Ariba Sourcing interface for a qualification questionnaire. The header includes the Ariba Sourcing logo and navigation links for Company Settings, IVAN NG, Feedback, Help, and Messages. The main content area is titled "Doc4372553424 - Qualification - Product & Service Supplier -..." and includes a "Time remaining" indicator of 01:27:42. The interface is divided into a left sidebar with navigation options like "Event Messages", "Event Details", "Response History", "Response Team", and "Event Contents". The main content area displays the questionnaire structure under "All Content", including sections for "1 INTRODUCTION", "2 BUSINESS BACKGROUND", and "2.1 Trade Category". A note at the bottom indicates that an asterisk (*) denotes a required field. At the bottom of the page, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

Qualification Questionnaire

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

Ariba Sourcing | Company Settings | IVAN NG | Feedback | Help | Messages

< Go back to Gamuda Berhad - TEST Dashboard | Desktop File Sync

Console | Doc4372553424 - Qualification - Product & Service Supplier -... | Time remaining 01:27:42

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 INTRODUCTION
- 2 BUSINESS BACKGROUND
- 3 MANAGEMENT
- 4 INSURANCE, LICENSE, ...

All Content

- 1 INTRODUCTION
 - 1.1 This questionnaire provides information about your company and resources, allowing you to tailor the Modular Certificate Questionnaire, where you can upload the relevant certificates and licenses as requested.
- 2 BUSINESS BACKGROUND
 - 2.1 Trade Category
 - 2.1.1 Trade (Please select starting Level 3 onwards)

(*) indicates a required field

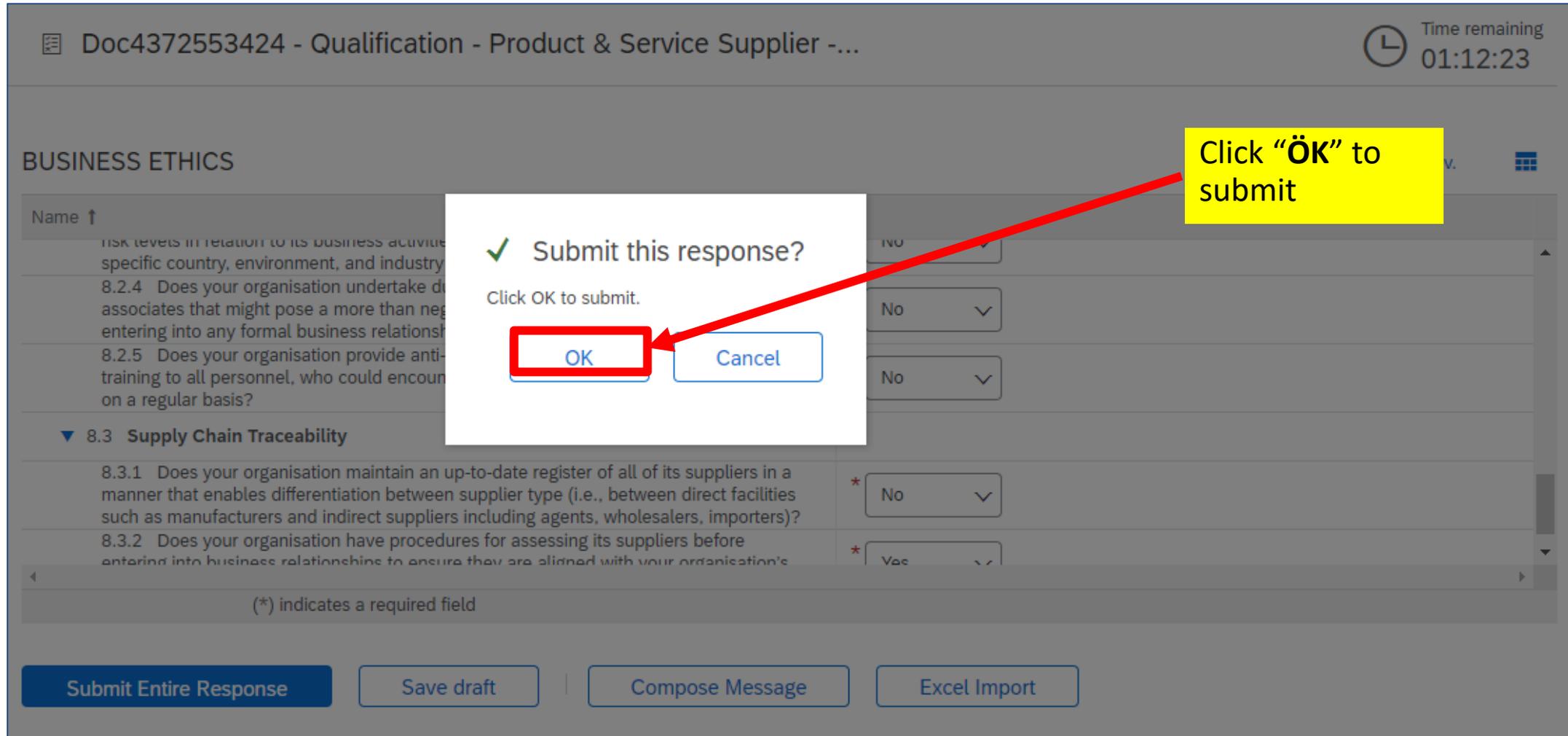
Submit Entire Response | Save draft

You may refer the Event Contents at your left side to answer the questions by section.

Once completed, click on 'Submit Entire Response'

Supplier Qualification Questionnaire

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



Doc4372553424 - Qualification - Product & Service Supplier -... Time remaining 01:12:23

BUSINESS ETHICS

Name ↑	Response
8.2.4 Does your organisation undertake due diligence on all direct and indirect associates that might pose a more than negligible risk levels in relation to its business activities in specific country, environment, and industry?	No
8.2.5 Does your organisation provide anti-bribe training to all personnel, who could encounter bribery risks when entering into any formal business relationships?	No
8.3 Supply Chain Traceability	
8.3.1 Does your organisation maintain an up-to-date register of all of its suppliers in a manner that enables differentiation between supplier type (i.e., between direct facilities such as manufacturers and indirect suppliers including agents, wholesalers, importers)?	No
8.3.2 Does your organisation have procedures for assessing its suppliers before entering into business relationships to ensure they are aligned with your organisation's requirements?	Yes

(* indicates a required field)

Submit Entire Response | Save draft | Compose Message | Excel Import

✓ **Submit this response?**

Click OK to submit.

OK Cancel

Click "ÖK" to submit

Qualification Questionnaire

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



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

✓ Your response has been submitted. Thank you for participating in the event.

Pending Qualification Approval

This indicates that your responses are pending approval by Gamuda.

Additional Information

Console
Doc4372553424 - Qualification - Product & Service Supplier -...

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 INTRODUCTION

2 BUSINESS BACKGROUND

3 MANAGEMENT

4 INSURANCE, LICENSE, ...

All Content

Name ↑
<p>▼ 1 INTRODUCTION</p> <p>1.1 This questionnaire is designed to gather valuable information about your company's experience, capabilities, and resources, allowing us to assess your suitability for our specific needs. In the meantime, we will also send you a Modular Certificate Questionnaire, where you can upload the relevant certificates and licenses as requested.</p>
<p>▼ 2 BUSINESS BACKGROUND</p> <p>▼ 2.1 Trade Category</p> <p>2.1.1 Trade (Please select starting Level 2 onwards)</p> <p>Please select the trade category to provide *Construction</p>

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

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

There is a **'Compose Message'** button that allows you to submit an email to Gamuda if you require any assistance or clarification.

9

CERTIFICATES QUESTIONNAIRE

Supplier Qualification

Upon completing the Gamuda Supplier Registration Form, your business will also receive an email to provide relevant certificates/licensing in the Certificate Questionnaire. The content of the email is as follows:

Gamuda Berhad

Hello TERRY WONG,

Gamuda Group of Companies has invited you to complete a questionnaire. This is required for YUE XUAN SDN BHD to be qualified as a potential supplier for Gamuda Group of Companies

Questionnaire Overview
Questionnaire name: Certificates Questionnaire for Australia
Respond by: Tue, 09 Jan, 2024

[Submit questionnaire](#)

Should you have any queries or encounter any technical issues, please reach out to us via email for assistance.

General:- group.procurement.gab@gamuda.com.au
DTI Group Procurement:- group.procurement@dtinfrastructure.com.au

You will receive an email to fill up relevant **Certificates questionnaire** to submit the certificates/licensing based on your response in the Qualification Questionnaire.

Click on "[Submit Questionnaire](#)" to start filling out the questionnaire by log in with your existing ARIBA account

Next Page to Continue →

Certificate Questionnaire

Once log in, you will then be directed onto the following screen, where you will see the Certificate Questionnaire. (For illustration purposes, the image shown is for Certificate Questionnaire for Australia)

Ariba Sourcing

[Company Settings](#) ▼ [TERRY WONG](#) ▼ [Feedback](#) [Help](#) ▼ [Messages](#) >>

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

Console
Doc4386276076 - Certificates Questionnaire for Australia

 Time remaining
2 days 00:06:17

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

2 Insurance, License, ...

3 Health, Safety, Envi...

All Content ☰ | ⤴

Name ↑	
<p>1 This section is specifically designated for submitting certificates based on your response in the Qualification Questionnaire.</p> <p>Please choose 'Yes' and click "Details" to provide the relevant information for each certificate question below if you have the corresponding certificate, and select 'No' if you do not possess the relevant certificate.</p>	
<p>▼ 2 Insurance, License, Professional Certificate</p>	
<p>2.1 Certificate of Currency for Workers' Compensation</p>	* No ▼
<p>2.11 Certificate of Currency for Public Liability <small>(Please provide sum insured for the Certificate of Public Liability in Description field)</small></p>	* No ▼
<p>2.12 Certificate of Currency for Professional Indemnity</p>	* No ▼
<p>2.13 Certificate of Currency for Motor Vehicle</p>	* No ▼
<p>2.14 Marine Transit Insurance</p>	* No ▼
<p>2.15 Registered work certificate(s) and license(s) <small>e.g. Electrical Plumbing, Gas, Builders, Dangerous Goods, etc.</small></p>	* Yes ▼
<p>2.16 Please specify the number of Registered work license(s) or certificate(s) that you have</p>	* 1 ▼
<p>2.17 Registered work license(s) or certificate(s) <small>Please select YES, and then click "Details" to fill in the necessary information.</small></p>	* Yes ▼ Details

Certificate Questionnaire

Please choose 'Yes' and click "Details" to provide the relevant information for each certificate question below if you have the corresponding certificate, and select 'No' if you do not possess the relevant certificate.

All Content ☰ | ⬆

Name ↑	
<p>1 This section is specifically designated for submitting certificates based on your response in the Qualification Questionnaire.</p> <p>Please choose 'Yes' and click "Details" to provide the relevant information for each certificate question below if you have the corresponding certificate, and select 'No' if you do not possess the relevant certificate.</p>	
<p>▼ 2 Insurance, License, Professional Certificate</p>	
<p>2.1 Certificate of Currency for Workers' Compensation</p>	<p>* Unspecified ▾</p>
<p>2.11 Certificate of Currency for Public Liability (Please provide sum insured for the Certificate of Public Liability in Description field)</p>	<p>Yes ▾ Details</p>
<p>2.12 Certificate of Currency for Professional Indemnity</p>	<p>Yes</p>
<p>2.13 Certificate of Currency for Motor Vehicle</p>	<p>No</p>
<p>2.14 Marine Transit Insurance</p>	<p>Unspecified</p>

Certificate Questionnaire

When you click in “Details”, you are required to enter the details and upload the attachment for the certificate / license.

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a particular [Less](#) file, click **Browse...** When you have finished, click **OK** to add the attachment.

Certificate Type: [Currency for Public Liability](#)

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: * 

Expiration Date: * 

Attachment: * No file chosen

Description:

Click “OK” once complete.

Certificate Questionnaire

Please choose 'Yes' and click "Details" to provide the relevant information for each certificate question below if you have the corresponding certificate, and select 'No' if you do not possess the relevant certificate.

Doc4386276076 - Certificates Questionnaire for Australia Time remaining
2 days 00:06:17

All Content ☰ | ⌵

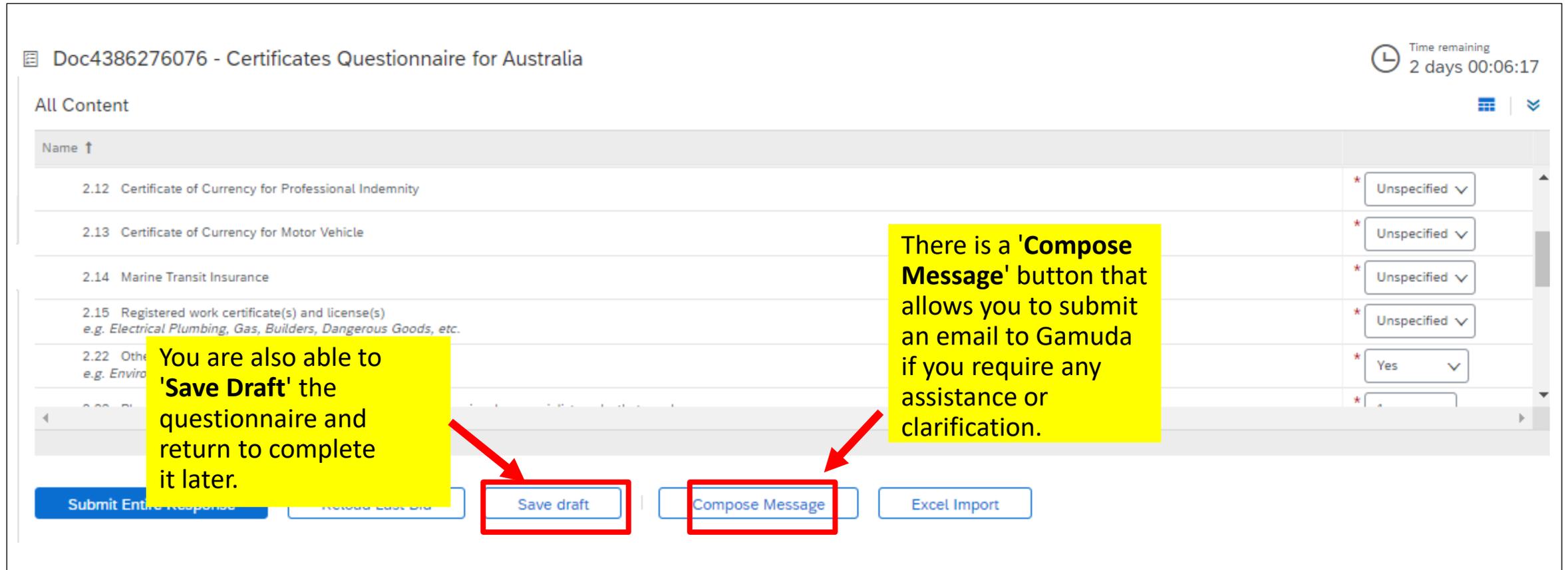
Name ↑	
2.12 Certificate of Currency for Professional Indemnity	* Unspecified ▾
2.13 Certificate of Currency for Motor Vehicle	* Unspecified ▾
2.14 Marine Transit Insurance	* Unspecified ▾
2.15 Registered work certificate(s) and license(s) <i>e.g. Electrical Plumbing, Gas, Builders, Dangerous Goods, etc.</i>	* Unspecified ▾
2.22 Other recognition of professional or specialist works <i>e.g. Environmental, Artefact, ISCA, etc</i>	* Yes ▾
2.23 ...	* ... ▾

Once completed, click on '**Submit Entire Response**'

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Additional Information

Save Draft if you want to continue the questionnaire later. **Compose Message** if you require any assistance or clarification.



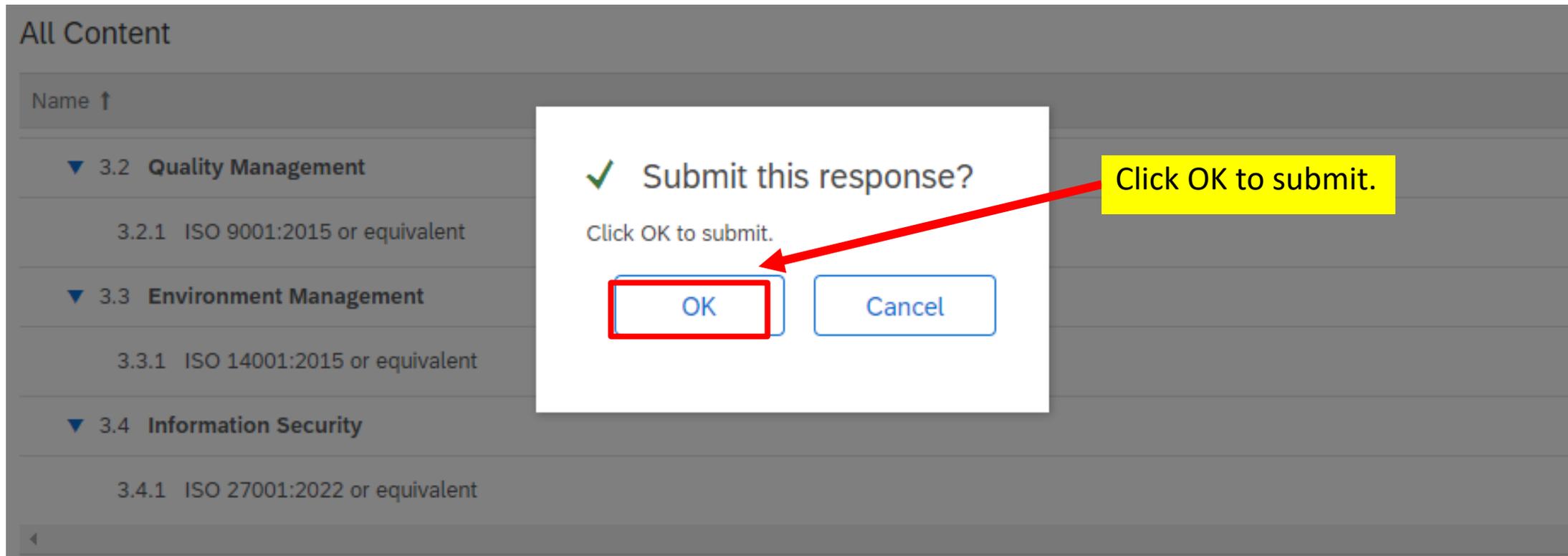
The screenshot shows a web interface for a questionnaire titled "Doc4386276076 - Certificates Questionnaire for Australia". The page includes a table with columns for "Name" and a dropdown menu. The table contains several rows with certificate types and their corresponding dropdown values. At the bottom of the page, there are four buttons: "Submit Entire Response", "Return Last Draft", "Save draft", and "Compose Message". The "Save draft" and "Compose Message" buttons are highlighted with red boxes and red arrows pointing to them from yellow callout boxes. The "Save draft" callout box contains the text: "You are also able to 'Save Draft' the questionnaire and return to complete it later." The "Compose Message" callout box contains the text: "There is a 'Compose Message' button that allows you to submit an email to Gamuda if you require any assistance or clarification." The top right corner of the interface shows a clock icon and the text "Time remaining 2 days 00:06:17".

Name ↑	
2.12 Certificate of Currency for Professional Indemnity	* Unspecified ▾
2.13 Certificate of Currency for Motor Vehicle	* Unspecified ▾
2.14 Marine Transit Insurance	* Unspecified ▾
2.15 Registered work certificate(s) and license(s) e.g. Electrical Plumbing, Gas, Builders, Dangerous Goods, etc.	* Unspecified ▾
2.22 Other e.g. Environ	* Yes ▾
2.23 Other	* ▾

Submit Entire Response | Return Last Draft | **Save draft** | **Compose Message** | Excel Import

Certificate Questionnaire

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



All Content

Name ↑

- ▼ 3.2 Quality Management
 - 3.2.1 ISO 9001:2015 or equivalent
- ▼ 3.3 Environment Management
 - 3.3.1 ISO 14001:2015 or equivalent
- ▼ 3.4 Information Security
 - 3.4.1 ISO 27001:2022 or equivalent

Submit this response?

Click OK to submit.

OK Cancel

Click OK to submit.

Supplier Qualification

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

Example :

Hello [REDACTED],

Congratulations! [REDACTED] is now qualified in the following categories to Gamuda Group of Companies:

Brickworks and Block Works in Australia

- Step 1: Supplier Registration Submission
- Step 2: Registration Approval
- Step 3: Qualification and Certificates** Questionnaire

**For Malaysia, Australia and Vietnam suppliers only.

Revise Response

If your certificates/licenses are expired or expiring, please click **Revise Response** and re-submit your answers.

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.

Revise Response

 ⓘ

All Content ⌵

Name ↑	
<p>1 This section is specifically designated for submitting certificates based on your response in the Qualification Questionnaire.</p> <p>Please choose 'Yes' and click "Details" to provide the relevant information for each certificate question below if you have the corresponding certificate, and select 'No' if you do not possess the relevant certificate.</p>	
<p>▼ 2 Insurance, License, Professional Certificate</p>	
<p>2.1 Certificate of Currency for Workers' Compensation</p>	No
<p>2.11 Certificate of Currency for Public Liability (Please provide sum insured for the Certificate of Public Liability in Description field)</p>	No
<p>2.12 Certificate of Currency for Professional Indemnity</p>	No
<p>2.13 Certificate of Currency for Motor Vehicle</p>	No

FREQUENTLY ASKED QUESTIONS

Got questions? This section may have the answer.

FREQUENTLY ASKED QUESTIONS

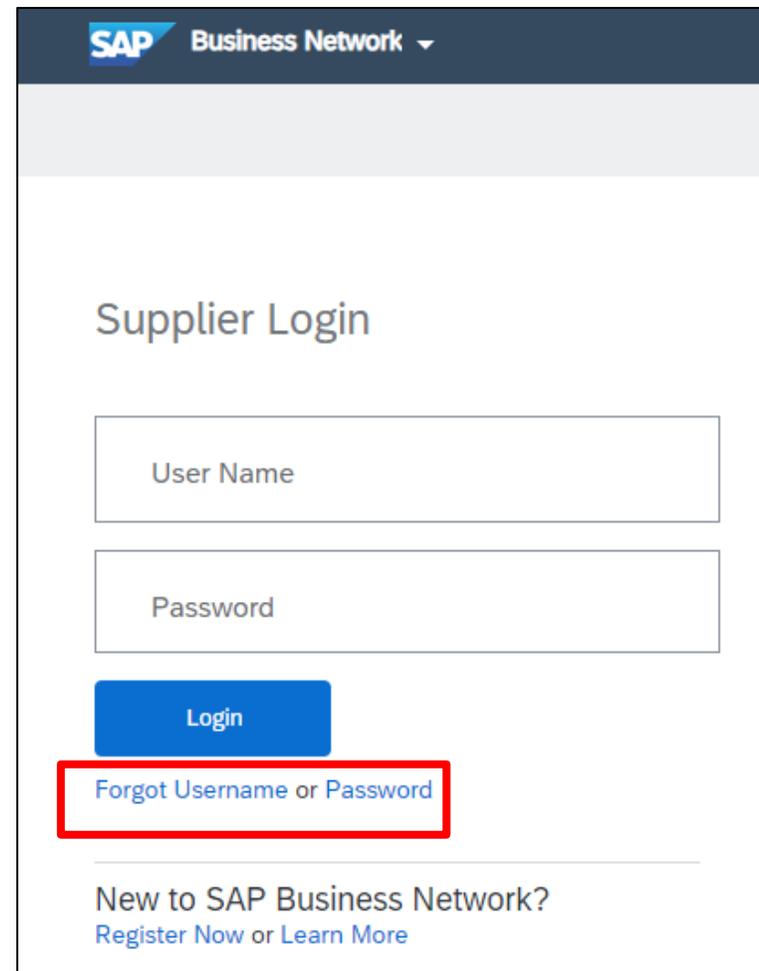
I have forgotten my username/password, what should I do?

Reset Passwords :

1. Open your web browser and type: <https://supplier.ariba.com> into the URL box and click ENTER
2. On the login page, click “Forgot Password” and key in your email address to get the link to reset your password.

Retrieve Username :

1. Open your web browser and type: <https://supplier.ariba.com> into the URL box and click ENTER
2. On the login page, click "Forgot Username" and key in your email address to recover the username registered under your email.
3. Once you have both username and passwords, you may log in as normal.



SAP Business Network

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More

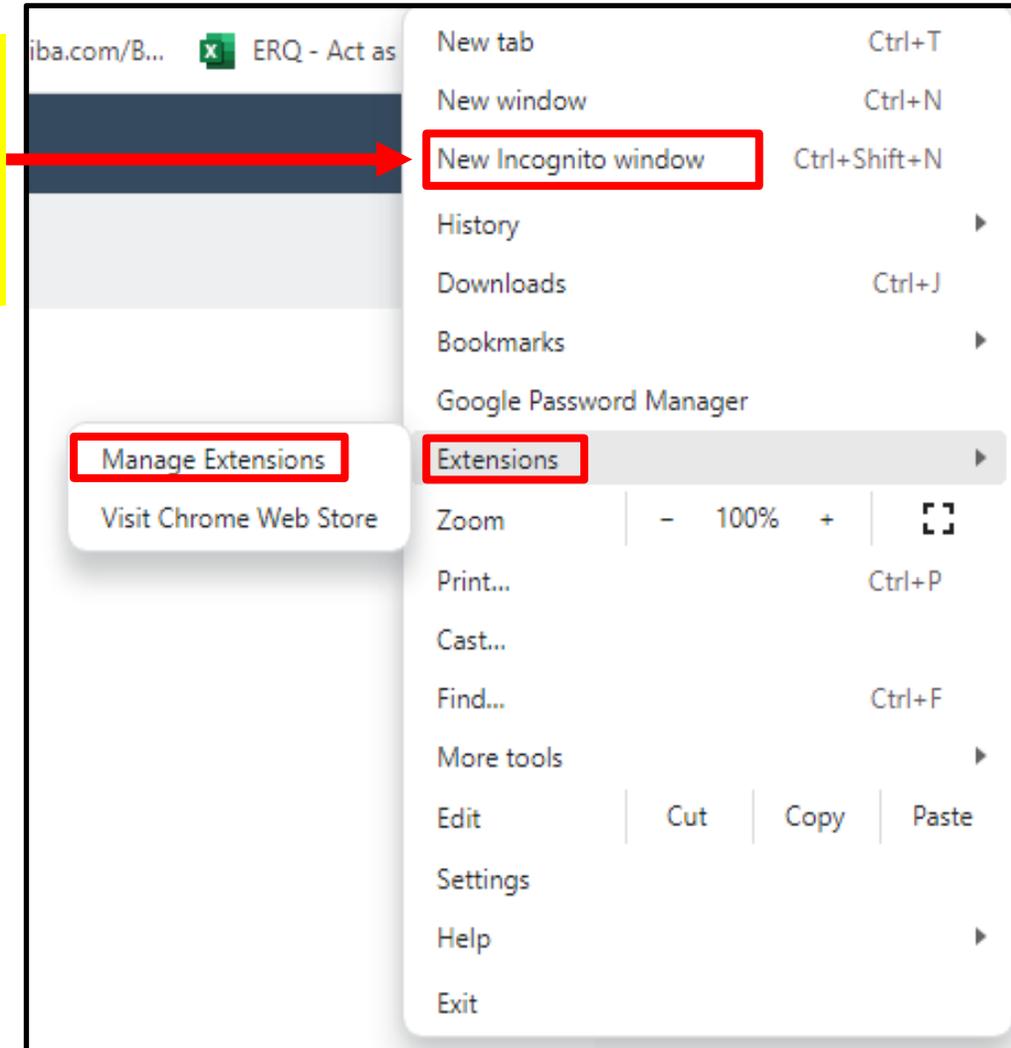
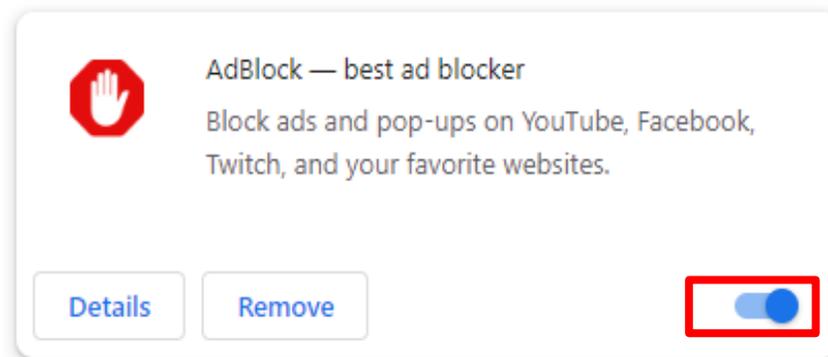
FREQUENTLY ASKED QUESTIONS

Content doesn't show up

How to turn off Ad Blocker:

1. Click the triple dots on the top right and hover over **Extensions** option on the drop-down list.
2. Select the **AdBlock** add-on in your extension list, and temporary disable it.

Note: If you still cannot find the Registration Questionnaire, Please use the **Incognito Window**



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 via the following:-



Support line: 1-300-820 030 (Malaysia) / +61432482596 (Australia)
Monday – Friday, 9:00am – 5:00pm (GMT+8)



- **Malaysia :** group-procurement@gamuda.com.my
- **Singapore :** gbsg.procurement@gamuda.com.sg
- **Vietnam (Ho Chi Minh) :** glhcmc.procurement@gamudaland.com.my
- **Vietnam (Hanoi) :** glhn.procurement@gamudaland.com.my
- **Australia :** group.procurement.gab@gamuda.com.au / group.procurement@dtinfrastructure.com.au

Assistance from SAP Ariba

You will then be directed to the **Help Center** section
Click here to visit Ariba Supplier Portal - supplier.ariba.com

Click on *the icon of Help*



SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Supported browsers and plugins

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Search Help Topics

Documentation

Support

Why was my session terminated f...
How long can I be logged in?

Click on **Support**



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