

EXISTING SUPPLIER USER GUIDE



Engineering & Construction | Property Development | Infrastructure Concessions

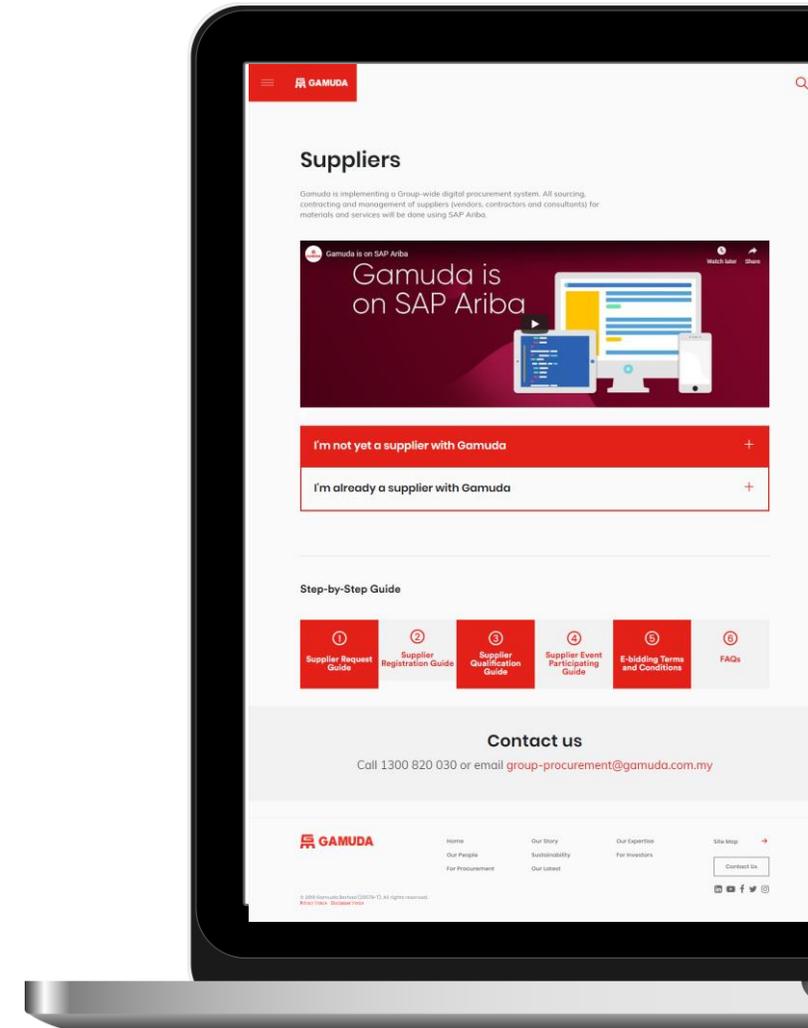
**Disclaimer: Due to constant updates on Ariba platform, images may differ*

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.



Objective of this Guide :

For suppliers who have **registered manually** with Gamuda, you are **also** required to :-

- 1. Sign up for an Ariba Network account.**
- 2. Fill up Gamuda's online Registration Questionnaire through the SAP Ariba platform**

This guide will illustrate a step by step sign up process.

Existing Supplier User Guide

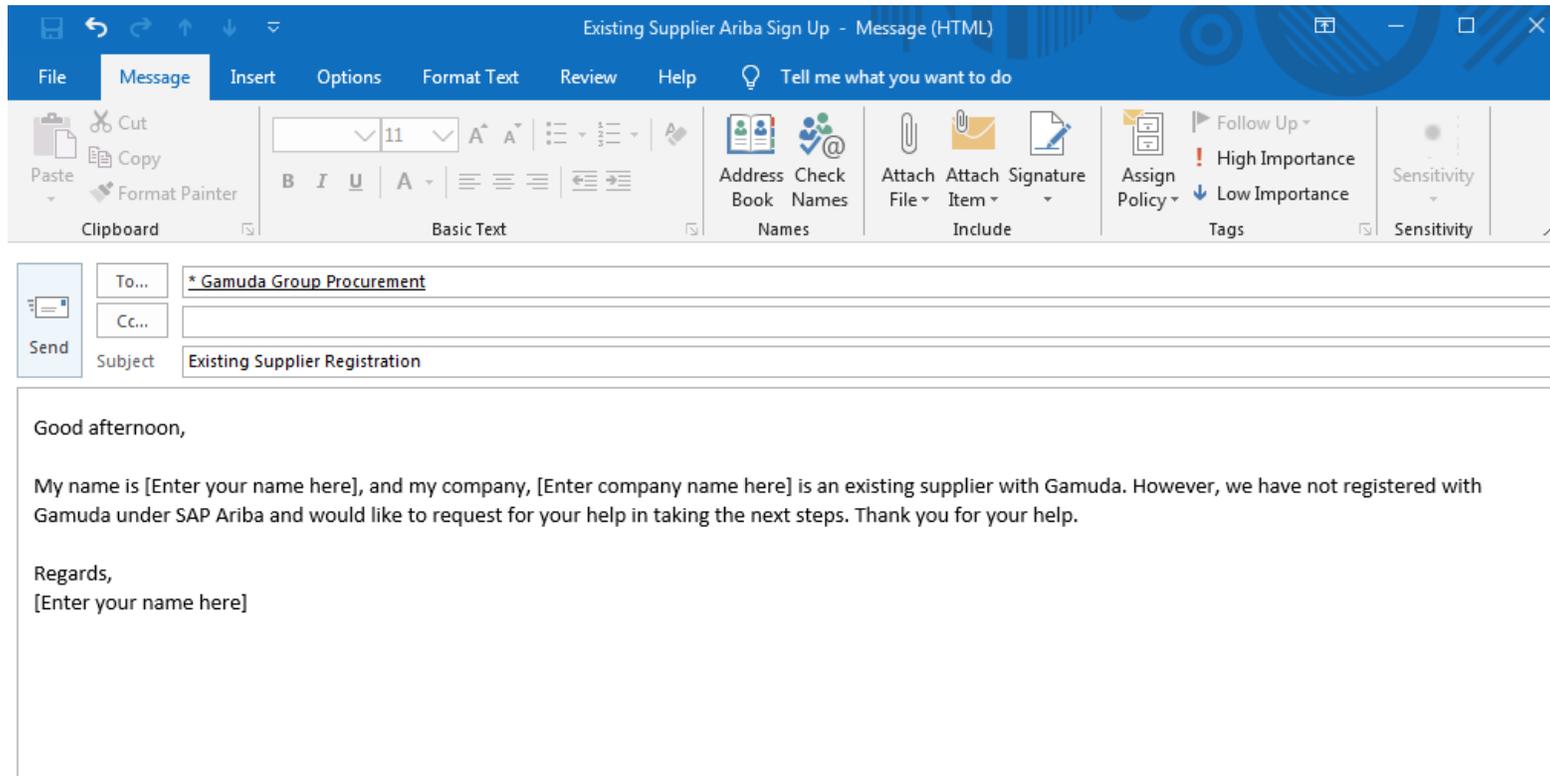
On the Gamuda website, go to the '**For Procurement**' page. At the bottom of the page, there will be a '**Contact Us**' section.

The screenshot shows the Gamuda website's 'Contact Us' section. At the top left, there is a red navigation bar with the Gamuda logo. Below it, a 'Need some help?' section lists several links: 'Read the supplier user guide', 'Watch the supplier video guide', 'Watch the sourcing event participation video guide', 'Read e-Bidding Terms and Conditions', and 'Read FAQs'. The main 'Contact us' section features the text 'Call 1300 820 030 or email group-procurement@gamuda.com.my'. The email address is enclosed in a red rectangular box, and a red arrow points from a yellow box on the right containing the text 'Click on the email link' to the email address. At the bottom of the page, there is a footer with the Gamuda logo, a navigation menu (Home, Our People, For Procurement, Our Story, Sustainability, Our Latest, Our Expertise, For Investors, Site Map), a 'Contact Us' button, and social media icons for LinkedIn, YouTube, Facebook, Twitter, and Instagram. The footer also includes copyright information: '© 2019 Gamuda Berhad (29579-T). All rights reserved. Privacy Notice Disclaimer Notice'.

Existing Supplier User Guide

You are required to send an email to the Gamuda Procurement Team, notifying them that you would like to register with Gamuda under the SAP Ariba platform.

Note : There is a draft message attached on the Next Slide, where you can copy and paste it onto the email to be sent to the Gamuda Procurement Team



Existing Supplier User Guide

Here is the draft message :

Good afternoon,

My name is **[Enter your name here]**, and my company, **[Enter company name here]** is an existing supplier with Gamuda. However, we have not registered with Gamuda as a supplier under SAP Ariba and would like to request for your help in taking the next steps. Thank you for your help.

Regards,
[Enter your name here]

Supplier Onboarding

A. Receive onboarding email invitation

Existing Gamuda suppliers 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

Supplier Onboarding

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 \(page 10-11\)](#)

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.

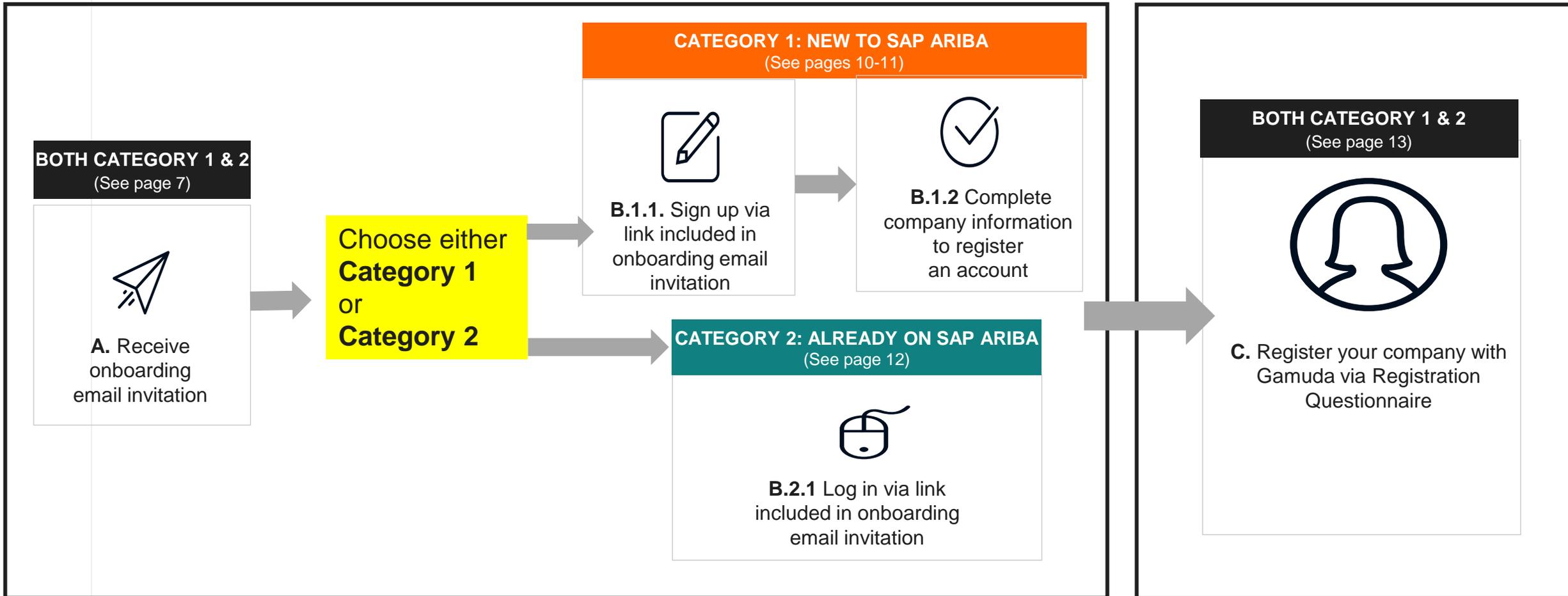
Kindly follow the instructions based on [CATEGORY 2 \(page 12\)](#)

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

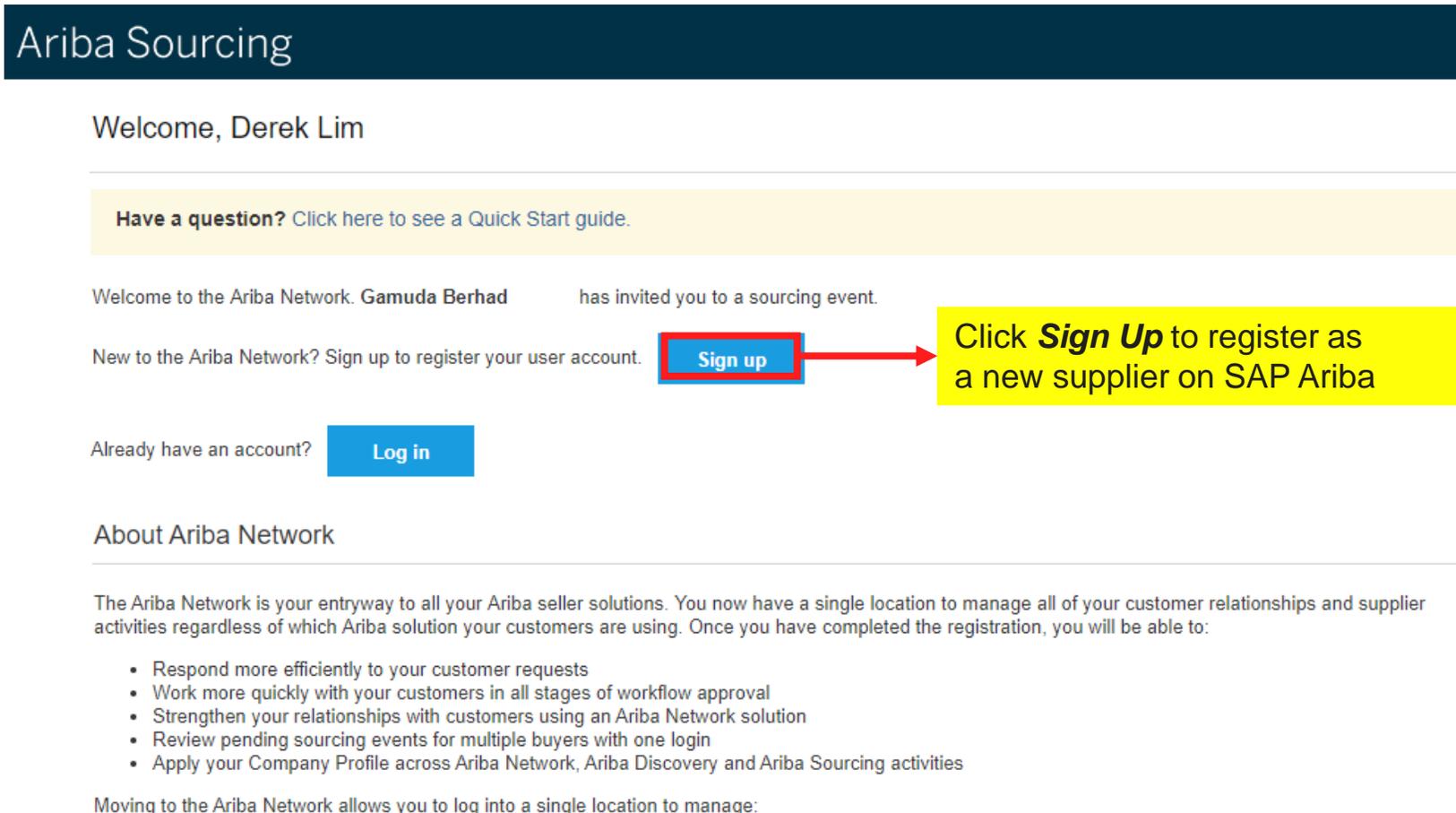


Supplier Onboarding

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:

The screenshot shows the 'Ariba Network' registration interface. The page title is 'Ariba Network' and there is a 'Help Center >>' link in the top right. The main heading is 'Register'. Below it, the section is titled 'Company information'. A red box highlights the 'Company information' fields, which include: Company Name (* Supplier Co.), Country (* Malaysia [MYS]), Address (* 1 Jalan Murni, Taman Indah), Postal Code (* 60000), City (* Kuala Lumpur), and State (Wilayah Persekutuan). A red arrow points from a yellow box containing the text '1. Enter your company information.' to the 'Company Name' field. Another yellow box contains the text '2. Once you have completed, click Register', with a red arrow pointing to the 'Register' button. The 'Register' button is highlighted with a red box. Below the company information, there is a section for 'User account information' with fields for Name (* Derek) and Lim. A 'SAP Ariba Privacy Statement' link is also visible. On the right side, there is a sidebar with the heading 'Ariba Network light account is Free' and several promotional cards: 'Already have an account? Login', 'Strengthen relationships', 'Connect faster', and 'Reach more customers worldwide'.

1. Enter your company information.

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

Ariba Network

Register

Company information

Company Name: * Supplier Co.

Country: * Malaysia [MYS]

Address: * 1 Jalan Murni
Taman Indah

Postal Code: * 60000

City: * Kuala Lumpur

State: Wilayah Persekutuan

User account information

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 **existing Gamuda 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.

The screenshot shows the Ariba Spend Management interface. At the top, there is a navigation bar with 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right, there are icons for settings, user profile (LR), and help. The main content area includes a welcome message, the GAMUDA logo, and two tables: 'Events' and 'Registration Questionnaires'. The 'Registration Questionnaires' table has a row for 'Supplier Registration Questionnaire' with a status of 'Invited'. A red box highlights this row, and a red arrow points to a yellow callout box with instructions.

There are no matches found.

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.

GAMUDA

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

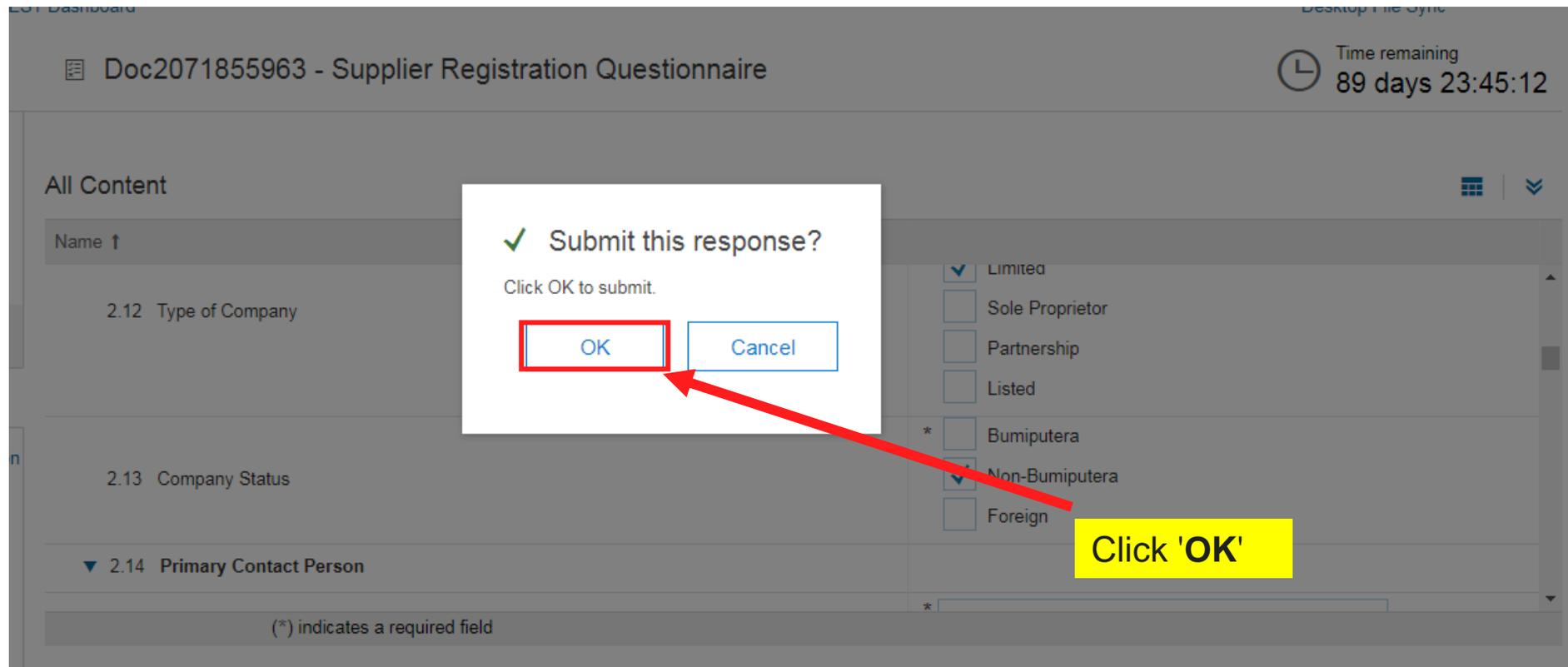
Submit Entire Response Save draft Compose Message Excel Import

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 a 'Supplier Registration Questionnaire'. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. A 'Time remaining' indicator shows '89 days 23'. A green notification banner at the top of the main content area 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 banner.

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

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.

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

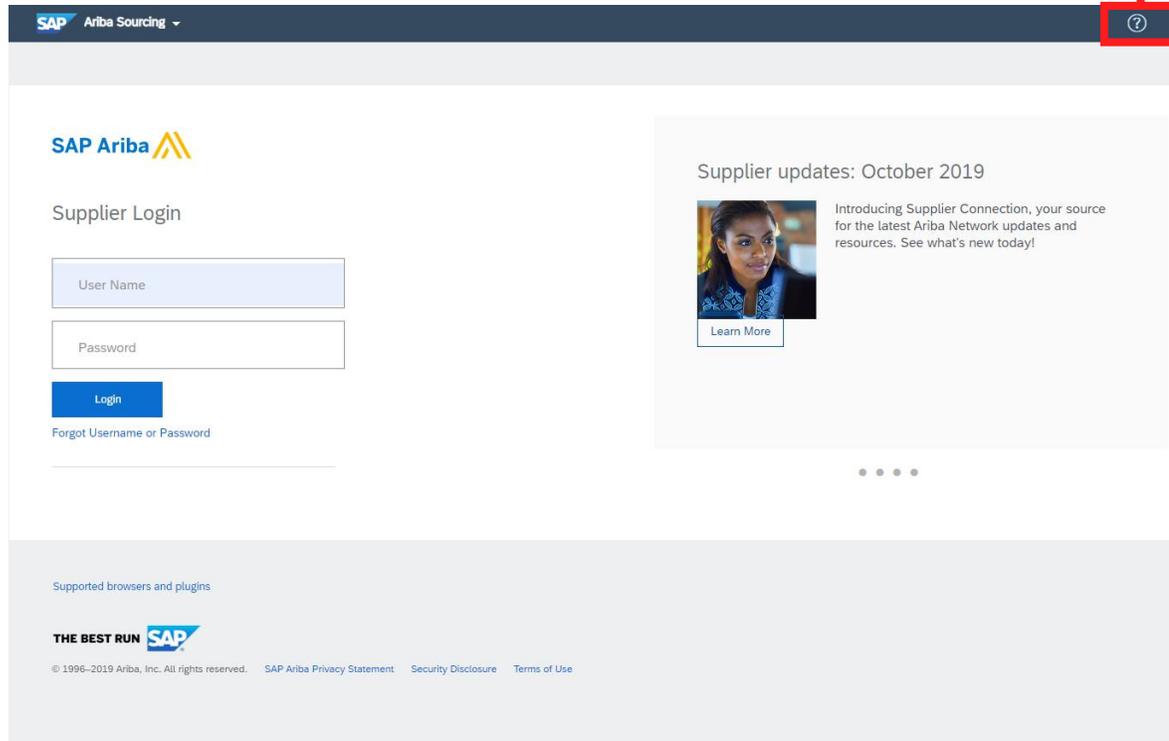
Assistance from SAP Ariba

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

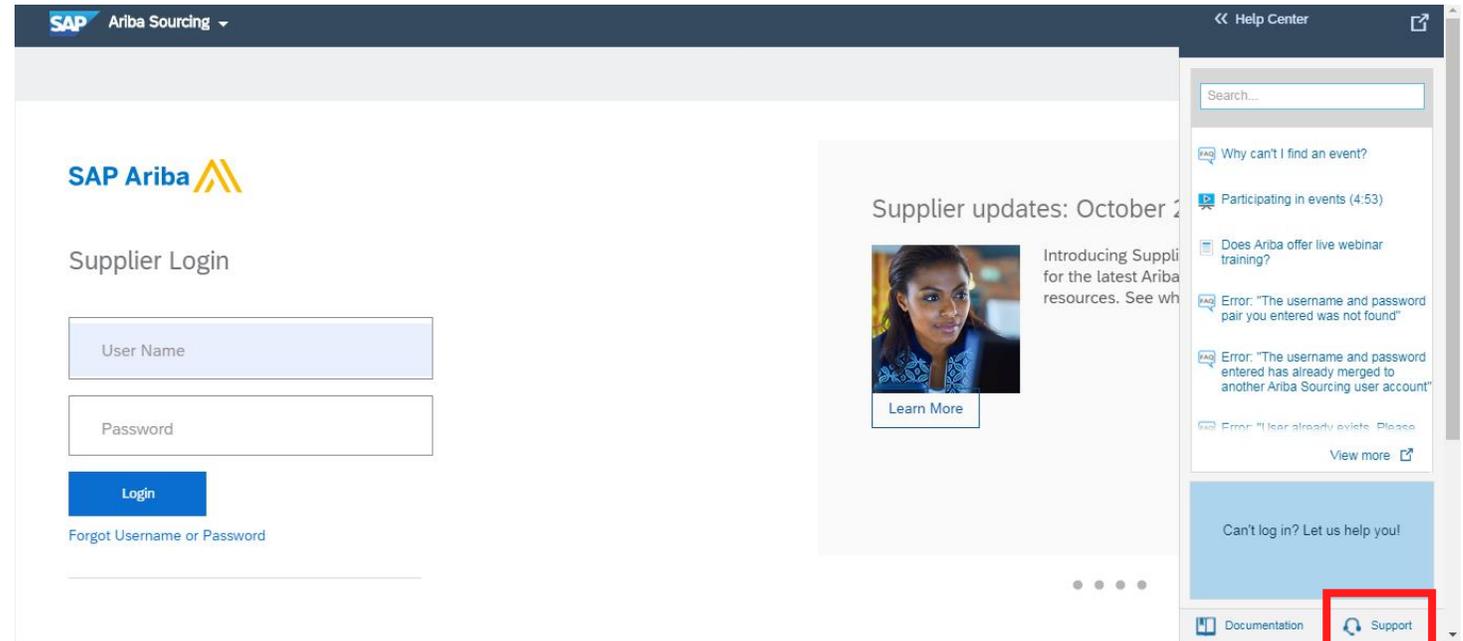
supplier.ariba.com



Assistance from SAP Ariba

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

supplier.ariba.com



Click on **Support**



© 2018 GAMUDA BERHAD Malaysia (29579-T)

All rights reserved. No part of this document may be reproduced, stored in a retrieval system or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the permission of the copyright owner.