SUPPLIER REGISTRATION USER GUIDE

GAMUDA

Engineering & Construction | Property Development | Infrastructure Concessions

듀 GAMUDA

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 REGISTRATION

Before conducting business with Gamuda, we need our valued suppliers to get onboard SAP Ariba.

For New to SAP Ariba

If you are **new SAP Ariba users**, please click on the invitation link and **sign up** for an SAP Ariba account. Kindly follow the instructions based on <u>New SAP Ariba Users (page 6-16)</u>

For Already on SAP Ariba

If you are **existing SAP Ariba Users**, please click on the invitation link and **log in** with your username and password.

Kindly follow the instructions based on **Existing SAP Ariba Users (page 17-19)**



Part 2

Supplier Registration

To register with Gamuda Group of Companies as a supplier, you are required to complete Part 1 and Part 2 of the process as follows :-



Part 1

SUPPLIER REGISTRATION

[NEW TO SAP ARIBA]

后 GAMUDA

Supplier Registration

CATEGORY 1: NEW TO SAP ARIBA (Part 1)

B.1.1. Sign up via link included in registration email invitation

After clicking the link included in the onboarding invitation email, the following screen will be presented:

a 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.
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

Next Page to Continue \rightarrow



CATEGORY 1: NEW TO SAP ARIBA (Part 1)

B.1.2 Complete company information to register an account

After clicking *SIGN UP*, the following screen will be presented:





CATEGORY 1: NEW TO SAP ARIBA (Part 1)

B.1.2 Complete company information to register an account

User account information		2. Fill in your user account information
Name:*	LISA LO	Note : Make sure your username must be in email format (unique, no duplication)
Email:*	wkkhor@gamuda.com.my	
	Use my email as my username	
Username:*	test-wkkhor@gamuda.com.my	Must be in email format(e.g john@newco.com) (i)
Password:*	Enter Password	Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. (i)
	Repeat Password	
Language:	English V	The language used when Ariba sends you configurable notifications. This is different than your web b
Email orders to:*	wkkhor@gamuda.com.my	Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.
		Novt Page to Conti



Tell on more about one has been a			Snip-t	o or service Location Selection
Tell us more about your business				
Product and Service Categories:* Ent	ter Product and Service Categories	Add -or- B	rowse	
Ship-to or Service Locations:* Ent	er Ship-to or Service Location	Add -or B	owse 1 Location	o select the Ship-to or Service
Ship-to or Service Location Selection Select the territories that your company serves. If your company Global Select Ship-to or Service Locations - Tick	ny offers global coverage, choose Global. k 'Global' if your company covered globall' k 'Select Ship-to or Service Locations' to se	y. elect the specific locat	ion	
Click a country/region to add and click the + icon. States or	provinces are displayed after you click a country/region. Click OK to sav	e your changes.		
Western Europe > Eastern Europe > Central Europe > Southern Asia >	Brunei Darussalam > Cambodia (Kampuchea) > Indonesia > Lao People's Democratic Republic	. >	 ⊕ Johor ⊕ Kedah ⊕ 3 	↔ ↔ ↔ +' to include the country or location
Eastern Asia > Central Asia > Western Asia (Middle East) >	Malaysia Philippines Singapore Thailand		⊕ Pahang ⊕ Perak ⊕ Porlic	
My Selections (0)		No items		Click 'OK' to proceed next step
				Next Page to Continue →



Tell us more about your business Product and Service Categories:* -or- Browse Add Catering services X Ship-to or Service Locations:* -or- Browse Enter Ship-to or Service Location Add Malaysia) Fill in Tax ID & DUNS Number if any. You may skip this two fields if not applicable to you, just leave Tax ID: Optional Enter your Company Tax ID number. it blank Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended Optional DUNS Number: with "-T" in test account. (i) Tick the boxes after you read and agree the terms & conditions I have read and agree to the Terms of Use I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data. Review all details, then proceed with "Create Account and Continue" Create account and continue Cancel

Next Page to Continue \rightarrow





CATEGORY 1: NEW TO SAP ARIBA (Part 1)

Public Profile Completeness

35%

Public Profile Completeness less than 100% is fine, make sure you have fill-out the mandatory fields. You may just proceed to click "Save" to save the details.

Once you created Ariba Account, the following screen will be presented:

Console	Doc4195377132 - Supplier Registration Questionnaire	B Time remaining 89 days 20:56:23
Event Messages Event Details Response History	All Content	
Response Team	Name 1	
	1 Please fill in the questionnaire with UPPERCASE LETTERS.	A
 Event Contents 	2 Please select the relevant Gamuda Business Region	
All Content	2.1 Gamuda Business Region	* Gamuda Malaysia 🗸
Please select the	▼ 3 Supplier Declaration	Gamuda Malaysia
2 re	3.1 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.	* Gamuda Australia
3 Supplier Declaration	3.2 I / We have also fully read and understood your Privacy Notice (https://gamuda.com.my/privacy-notice/) in Gamuda's Group website in English and Bahasa Malaysia and I / we hereby agree and consent to you and your	lote : Please refer Page 20 to 38 to follow
4 Company Details	Group to use my and / or our employees' Personal Data in accordance with the terms and conditions set out in t Privacy Notice.	he steps to complete Supplier Begistration
5 Financial Background	3.3 I / We have also fully read and understood your Anti-Bribery and Corruption Policy in Gamuda's Group web in English and Bahasa Malaysia.	Questionnaire

•



CATEGORY 1: NEW TO SAP ARIBA (Part 1)

If you don't see the Supplier Registration Questionnaire after creating your account, you can go back to the Home Page and switch the screen from **Business Network** to **Ariba Proposals & Questionnaires** (top left).

SAP	Business Network 🔻 Standard A	ccount	Get enterprise account	TEST MODE	
Home	Ariba Discovery	Catalogs	Assessments		
	Ariba Proposals & Questionnaires			#1	Pre ANN
	Ariba Contract Management				E
	SAP Business Network	started			

层 GAMUDA

Supplier Registration

CATEGORY 1: NEW TO SAP ARIBA (Part 1)

Once you switch to Ariba Proposals & Questionnaires, you are now in GAMUDA BERHAD Dashboard as per screenshot below. Click on **Supplier Registration Questionnaire** to respond.



SUPPLIER REGISTRATION

[ALREADY ON SAP ARIBA]

CATEGORY 2: ALREADY ON SAP ARIBA

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.

riba Sourcing		Supplier Login
Welcome, Derek Lim		User Name
Have a question? Click here to see a Quick Start guide.		Descured
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.	Click <i>Log in</i> to enter your Username and Password as an existing supplier on SAP Ariba	Login Forgot Username or Password
Already have an account? Log in About Ariba Network		If you forgot the lo please click Forgot

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:



If you forgot the log in credential, please click **Forgot Username / Forgot Password** to get the email from Ariba to recover username / reset password.



CATEGORY 2: ALREADY ON SAP ARIBA

Once you managed to Log In to Ariba, the following screen will be presented:

Console	Doc4195377132 - Supplier Registration Questionnaire		B9 days 20:56:23
Event Messages Event Details Response History	All Content		 ×
Response Team	Name 1		
	1 Please fill in the questionnaire with UPPERCASE LETTERS.		A
▼ Event Contents	2 Please select the relevant Gamuda Business Region		
All Content	2.1 Gamuda Business Region	* Gamuda Malaysia 🗸	
2 Please select the re	 Supplier Declaration 3.1 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. 	Gamuda Malaysia Gamuda Australia Gamuda Vietnam	
3 Supplier Declaration4 Company Details	3.2 I / We have also fully read and understood your Privacy Notice (https://gamuda.com.my/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.	* Gamuda Singapore	
5 Financial Background	3.3 I / We have also fully read and understood your Anti-Bribery and Corruption Policy in Gamuda's Group website in English and Bahasa Malaysia.	* Unspecified V	

SUPPLIER REGISTRATION

HOW TO COMPLETE SUPPLIER REGISTRATION QUESTIONNAIRE

Supplier Registration



For first question (2.1), please select the relevant Gamuda Business Region. Then, you may proceed to fill in the questionnaire with Uppercase Letters. Please answer all the mandatory field*.

Console	Doc4195377132 - Supplier Registration Questionnaire			B adays 20:50	6:23
Event Messages Event Details Response History	All Content				*
Response Team	Name 1				
	1 Please fill in the questionnaire with UPPERCASE LETTERS.				
 Event Contents 	▼ 2 Please select the relevant Gamuda Business Region				
All Content	2.1 Gamuda Business Region	*	Gamuda Malaysia 🗸		
Please select the	▼ 3 Supplier Declaration		Gamuda Malaysia		
2 re	3.1 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 followed by application to be rejected.	*	Gamuda Australia		
3 Supplier Declaration	 3.2 I / We have also fully read and understood your Privacy Notice (https://gamuda.com.my/privacy-notice/) in Gamuda's Group website in English and Babasa Malaysia and L / we hereby agree and consent to you and your 		Gamuda Vietnam		
4 Company Details	Group to use my and / or our employees' Personal Data in accordance with the terms and conditions set out in the Privacy Notice.	*	aanaaa on gapore		

Supplier Registration



Event Messages Event Details Response History	All Content	■ >
Response Team	Name 1	
	1 Please fill in the questionnaire with UPPERCASE LETTERS.	
 Event Contents 	▼ 2 Please select the relevant Gamuda Business Region	
All Content	2.1 Gamuda Business Region * Gamuda Malaysia 🗸	
_ Please select the	▼ 3 Supplier Declaration	
² re3 Supplier Declaration	3.1 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.	
	3.2 I / We have also fully read and understood your Privacy Notice	•
Once completed, clic Response' to submit	ck 'Submit Entire (*) indicates a required field	•
6 Background	Submit Entire Response Save draft Compose Message Excel Import	
7 Experience	Click 'Save Draft' if you want to continue later before final submission	

Supplier Registration

After clicking 'Submit Entire Response'.

The following dialogue box will appear.





Supplier Registration

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

Event Messages Event Details Response History Response Team	✓ Your response has been submitted. Thank you for participating in	the event.
▼ Event Contents	Name †	
All Content	2.12 туре от сотпратту	Partnership
	This indicates that you have successfully submitted your response for the respective questionnaire	

后 GAMUDA

Supplier Registration

You will receive an email notifying your registration information have been received as follows





Once approved, Gamuda Group Procurement will send you an email notifying you on your approved registration as follows :-

ello ongratulations! Your supplier registration was approved. In to the supplier portal to see if you need to complete any tasks or alifications before you can start doing business with Gamuda Berhad ick Here Incerely, amuda Berhad -		
ello ongratulations! Your supplier registration was approved. og in to the supplier portal to see if you need to complete any tasks or valifications before you can start doing business with Gamuda Berhad ick Here ncerely, amuda Berhad ·	Gamuda Berhad	
ongratulations! Your supplier registration was approved. If in to the supplier portal to see if you need to complete any tasks or alifications before you can start doing business with Gamuda Berhad ick Here Incerely, amuda Berhad	Hello	
ig in to the supplier portal to see if you need to complete any tasks or alifications before you can start doing business with Gamuda Berhad ick Here ncerely, amuda Berhad	Congratulations ! Your supplier registration was approved.	
i <mark>ck Here</mark> ncerely, amuda Berhad -	Log in to the supplier portal to see if you need to complete ar qualifications before you can start doing business with Gamu	ly tasks or da Berhad
ncerely, amuda Berhad	Click Here	
	Sincerely, Gamuda Berhad	

SUPPLIER REGISTRATION

异 GAMUDA

- 1. Go to <u>https://supplier.ariba.com</u> and login to your account.
- 2. Click on Business Network on the top-left and change it to Ariba Proposals & Questionnaires.

507	Business Network + Standard Ac	Carl antimption manager TEST MCCE	Ø 🥶
(there (Arthe Discovery		0.000 y (++-
-	Arthe Proposals & Quantiumares		
	Arba Contract Management	A there your experience as a bading partner or GAP Euclosed Network. Peaked ball & few mondels to complete this burvery. Your feedback Network your experience. Term	

Once you switch to Ariba Proposals & Questionnaires, you are now in GAMUDA BERHAD Dashboard as per screenshot below. Click on **Supplier Registration Questionnaire**.

Note: You can find all the sourcing events and questionnaires under Gamuda in this dashboard.

Ariba Proposals and Questionnaires -	Standard Account Upgrade	TEST MODE			(?) KK
GAMUDA BERHAD - TEST					
There are no matched postings.	Welcome to the Ariba Spend Ma world class suppliers who are m Ariba, Inc. administers this site i	anagement site. This site assists in identifying arket leaders in quality, service, and cost. n an effort to ensure market integrity.	A	GAMUD	A
	Events				
	Title ID	End Time ↓	Event Type	Participated	
			No items		
	Registration Questionnaire	s			
_	Title		ID	End Time ↓	Status
	▼ Status: Open (1)				
	Supplier Registration Questionnaire	6	Doc3009006576	10/28/2021 3:47 PM	Registered



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:

	< Go back to Gamuda Berhad - TEST Dashboard			
Console	Doc2071855963 - Supplier Registration Questionnaire	Time remaining 344 days 02:21:06		
Event Message Event Details	s You have submitted a response for this event. Thank you for participating.			
To start revising the Response Tear response, click on	Revise Respons	se		
the 'Revise	All Content	 ≯		
Response' button All Con	Name †			

层 GAMUDA

Additional Information

	SAP Ariba Proposals & Questionnaires - Standard Account Upgrade	٩	R	?
		â		
Click ' OK ' to confirm revising your response /update	Il Content Ame t Privacy Notic			
any existing details	2 Company E 2.1 Business 2.2 Business Registration Number			



Additional Information

Console	¥= *=	Doc4195377132 - Supplier Registration Questionnaire	B9 days 20:56:	
Event Messages Event Details Al Response History Response Team N		ntent	■ >	
	1	Please fill in the questionnaire with UPPERCASE LETTERS.	· · · · · · · · · · · · · · · · · · ·	
You can then revi	se	Please select the relevant Gamuda Business Region		
your Registration	-	1 Camuda Buriness Indian	* Gamuda Malaysia 🗸	
Questionnaire		Supplier Declaration	Gamuda Malaysia	
Response accordingly in the relevant fields.		1 I / We declare and confirm that the information given and copies of documents submitted as requested are uthentic true and correct. I am / We are aware and understand that any information and documents found to be lse shall cause my / our application to be rejected.	* Gamuda Australia Gamuda Vietnam	
		2 I / We have also fully read and understood your Privacy Notice (https://gamuda.com.my/privacy-notice/) in amuda's Group website in English and Bahasa Malaysia and I / we hereby agree and consent to you and your roup to use my and / or our employees' Personal Data in accordance with the terms and conditions set out in the	* Gamuda Singapore	
5 Financial Background	4	3.3 I / We have also fully read and understood your Anti-Bribery and Corruption Policy in Gamuda's Group website in English and Bahasa Malaysia.	* Unspecified V	
6 Experience		(*) indicates a required field Once completed,		
7 Personnel	s	ubmit Entire Response Save draft Response' to submit el Import		
8 Document Checklis	t	your revised response.		
9 Product Details				
10 Region				

Additional Information





Additional Information



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: <u>https://supplier.ariba.com</u> 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 :

- Open your web browser and type: <u>https://supplier.ariba.com</u> 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

FREQUENTLY ASKED QUESTIONS

层 GAMUDA

Content doesn't show up

How to turn off Ad Blocker:

- Click the gear icon to open More tools and select the Extensions option on the drop-down list.
- 2. Right-click the **AdBlock** addon name in the list, then click the **Disable** button.

Ariba Network Buyer 🛛 🔹 GPO SharePoint 👝	New tab Ctrl+T
	New window Ctrl+N
	New Incognito window Ctrl+Shift+N
	History
	Downloads Ctrl+J
ozzania o NB2 & # 0 € 0 € 0 € 0 € 0 € 0 € 0 € 0 € 0 € 0	Bookmarks
Tara mandari danadari angar	Zoom – 80% +
t Denne – Blanner – G Blann Pran	Print Ctrl+P
10 12 4 23 Term Total	Cast
To Do D Data i From Status Tito Regimel Ador	Find Ctrl+F
Save page as Ctrl+S	More tools
Create shortcut	Edit Cut Copy Paste
Name window	Settings
Clear browsing data Ctrl+Shift+Del	Help
Extensions	F 11
Task manager Shift+Esc	Exit
Developer tools Ctrl+Shift+I	Managed by your organization

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

	ł		
		- 1	J X
	\$	👼 Incog	nito :
New Incognito t New window New Incognito v	ab vindow	Ctrl+	Ctrl+T Ctrl+N Shift+N
Downloads Bookmarks			Ctrl+J ►
Zoom	- 1	- 400% +	53
Print Cast Find More tools			Ctrl+P Ctrl+F
Edit	Cut	Сору	Paste
Settings Help			•
Exit			

36

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) : glamudaland.com.my
- Vietnam (Hanoi) : <u>glhn.procurement@gamudaland.com.my</u>
- Australia : group.procurement.gab@gamuda.com.au / group.procurement@dtinfrastructure.com.au



© 2024 Gamuda Berhad 197601003632 (29579-T)

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