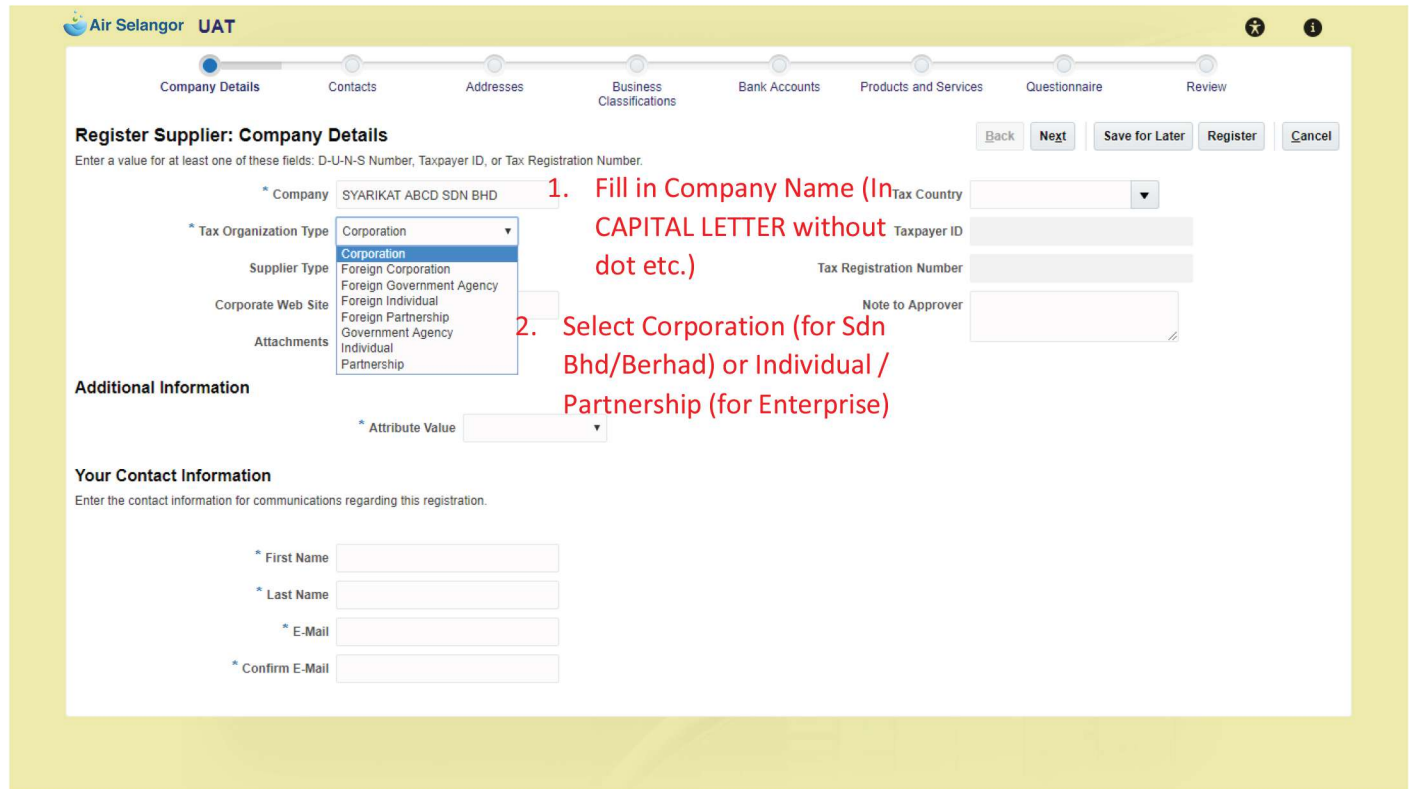


STEP 1: Fill in Company Details



Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: SYARIKAT ABCD SDN BHD

* Tax Organization Type: Corporation

Supplier Type: Corporation

Corporate Web Site: [Empty]

Attachments: [Empty]

Additional Information

* Attribute Value: [Empty]

Your Contact Information

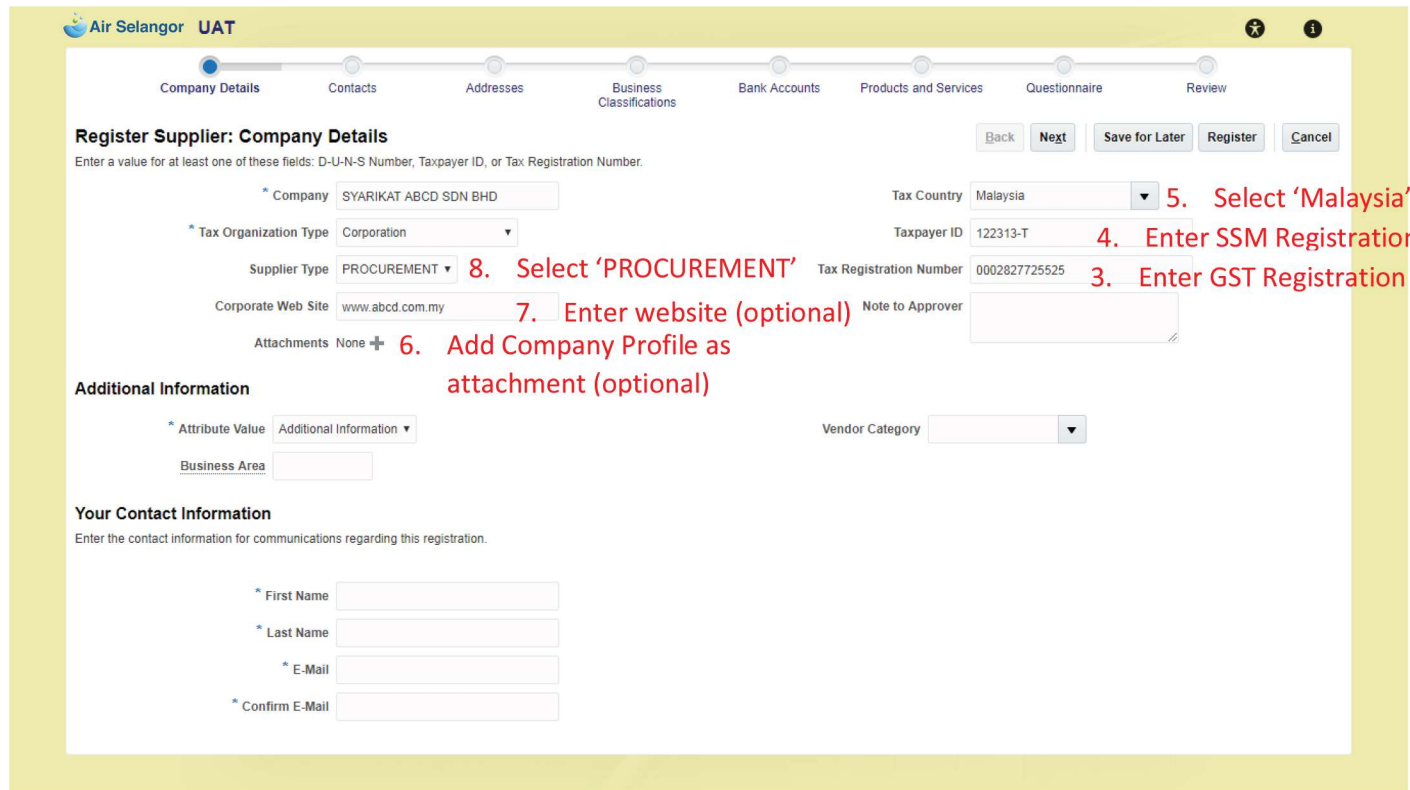
Enter the contact information for communications regarding this registration.

* First Name: [Empty]

* Last Name: [Empty]

* E-Mail: [Empty]

* Confirm E-Mail: [Empty]



Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: SYARIKAT ABCD SDN BHD

* Tax Organization Type: Corporation

Supplier Type: PROCUREMENT

Corporate Web Site: www.abcd.com.my

Attachments: None

Additional Information

* Attribute Value: Additional Information

Business Area: [Empty]

Vendor Category: [Empty]

Your Contact Information

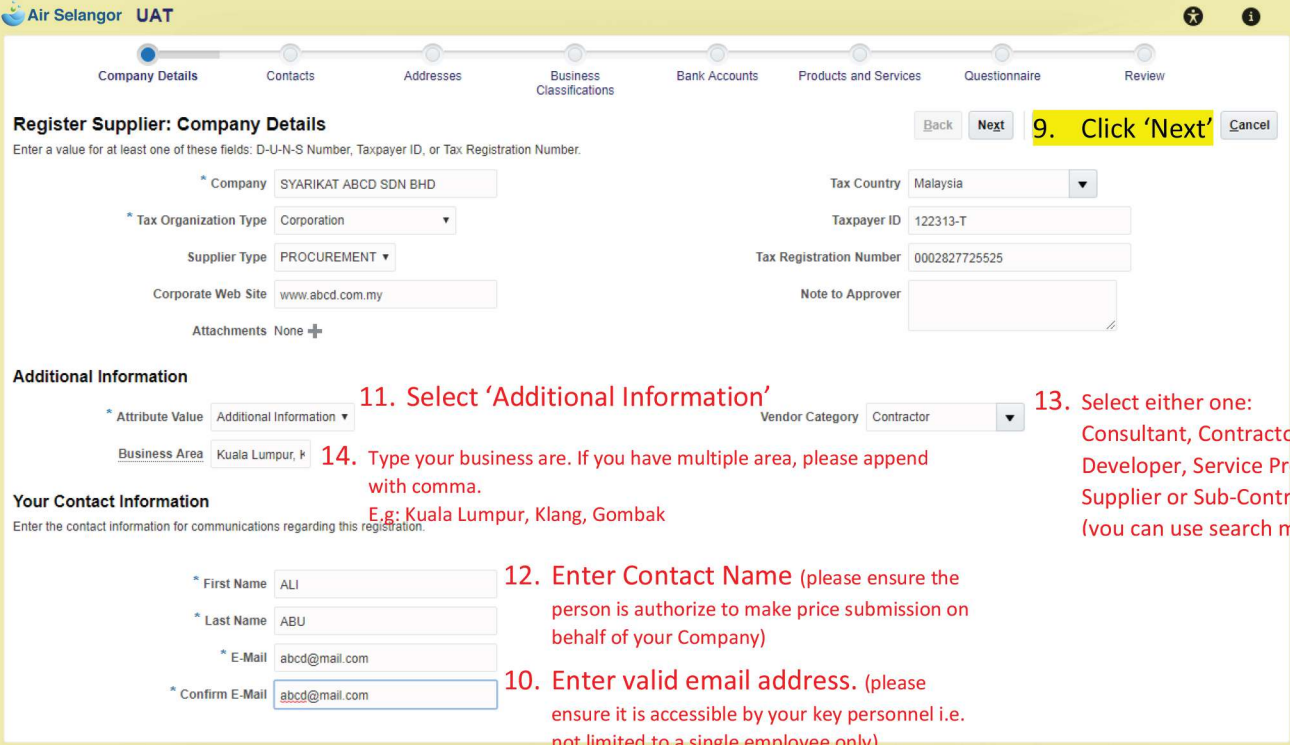
Enter the contact information for communications regarding this registration.

* First Name: [Empty]

* Last Name: [Empty]

* E-Mail: [Empty]

* Confirm E-Mail: [Empty]



Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Company: SYARIKAT ABCD SDN BHD
 Tax Organization Type: Corporation
 Supplier Type: PROCUREMENT
 Corporate Web Site: www.abcd.com.my
 Attachments: None

Tax Country: Malaysia
 Taxpayer ID: 122313-T
 Tax Registration Number: 0002827725525
 Note to Approver: [Text Area]

Additional Information

Attribute Value: Additional Information
 Business Area: Kuala Lumpur, P
 Vendor Category: Contractor

Your Contact Information

Enter the contact information for communications regarding this registration.

First Name: ALI
 Last Name: ABU
 E-Mail: abcd@mail.com
 Confirm E-Mail: abcd@mail.com

9. Click 'Next'

10. Enter valid email address. (please ensure it is accessible by your key personnel i.e. not limited to a single employee only)

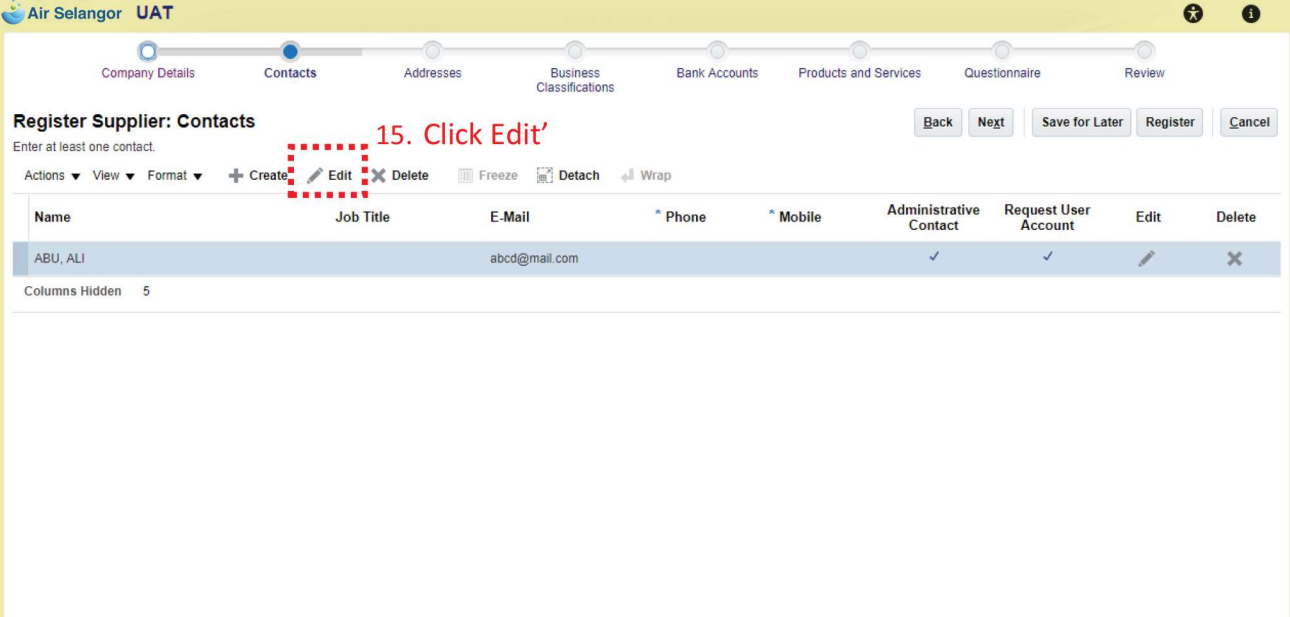
11. Select 'Additional Information'

12. Enter Contact Name (please ensure the person is authorize to make price submission on behalf of your Company)

13. Select either one: Consultant, Contractor, Developer, Service Provider, Supplier or Sub-Contractor (vou can use search menu)

14. Type your business are. If you have multiple area, please append with comma.
 E.g: Kuala Lumpur, Klang, Gombak

STEP 2: Edit Contacts Details



Register Supplier: Contacts

Enter at least one contact.

Actions: View, Format, Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	E-Mail	* Phone	* Mobile	Administrative Contact	Request User Account	Edit	Delete
ABU, ALI		abcd@mail.com			✓	✓		

Columns Hidden: 5

15. Click Edit'

Edit Contact: ALI ABU

Salutation: Mr.

* First Name: ALI **16. Complete Name & Job Title**

Middle Name:

* Last Name: ABU

Job Title: Sales Manager

Administrative contact

* Phone: 60 3 1234 5678

* Mobile: 60 19 12345678 **17. Fill in Phone & Mobile No**

Fax:

* E-Mail: abcd@mail.com

User Account

Request user account

Roles

Role	Description
AIS Supplier Accounts Receivable Specialist	AIS custom role that manages invoices and payments for the supplier company. Primary tasks include submitting invoices as ...
AIS Supplier Customer Service Representative	AIS custom role that manages inbound purchase orders and communicates shipment activities for the supplier company . Pri...
AIS Supplier Profile View Only	AIS custom role that manages the profile information for the supplier company. Primary tasks include updating supplier profile...
AIS Supplier Sales Representative	AIS custom role that manages invoices and payments for the supplier company. Primary tasks include submitting invoices as ...

18. Click 'OK'

OK Cancel

Air Selangor UAT

Company Details **Contacts** Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Contacts

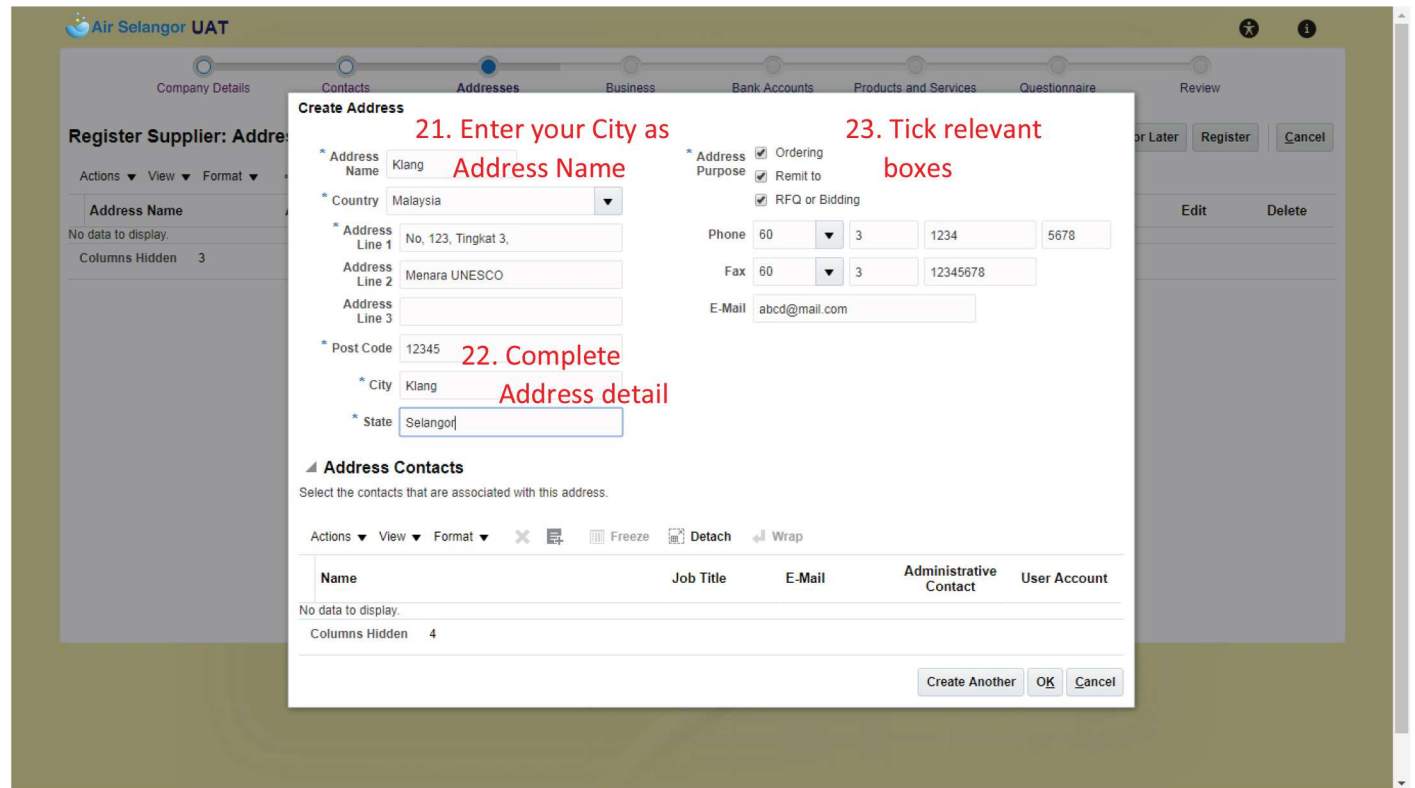
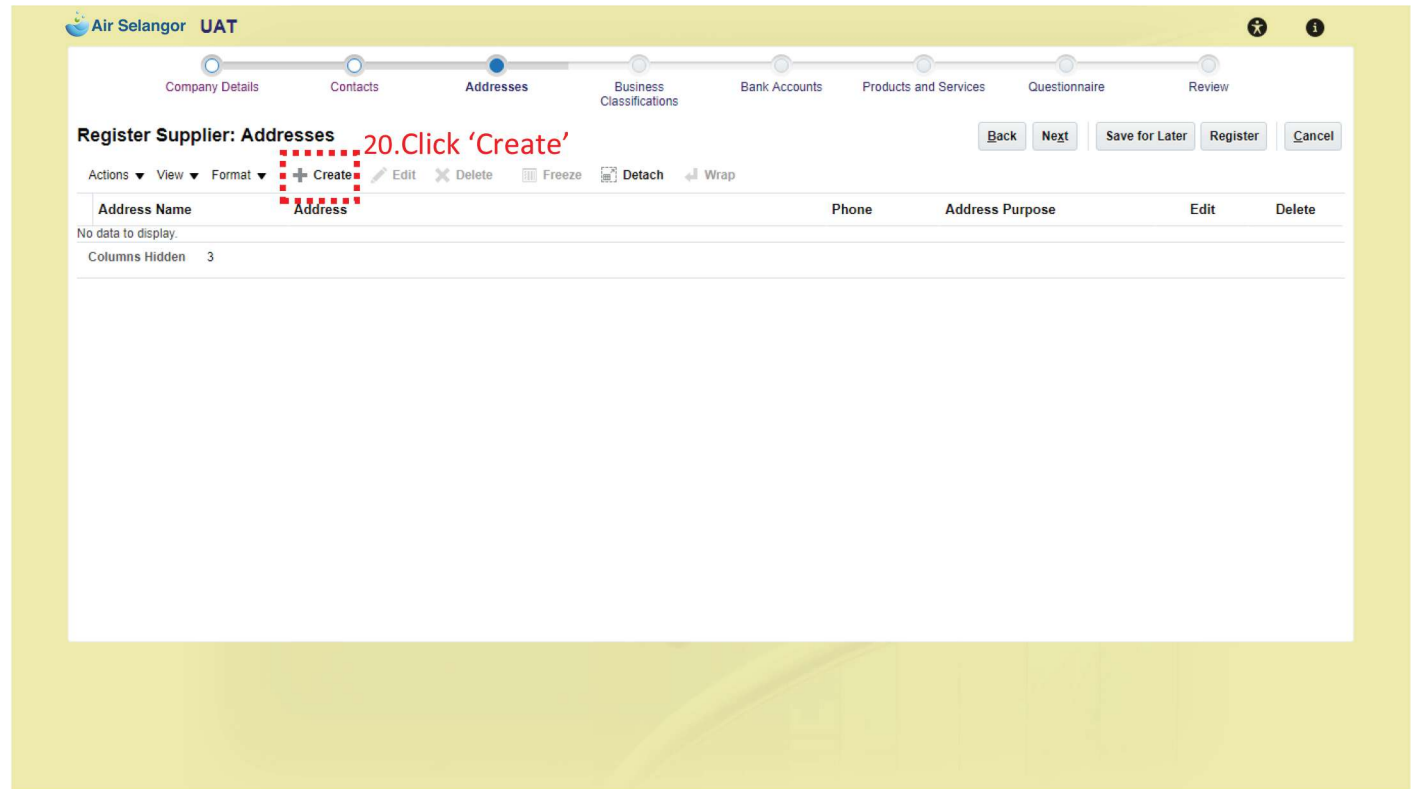
Enter at least one contact.

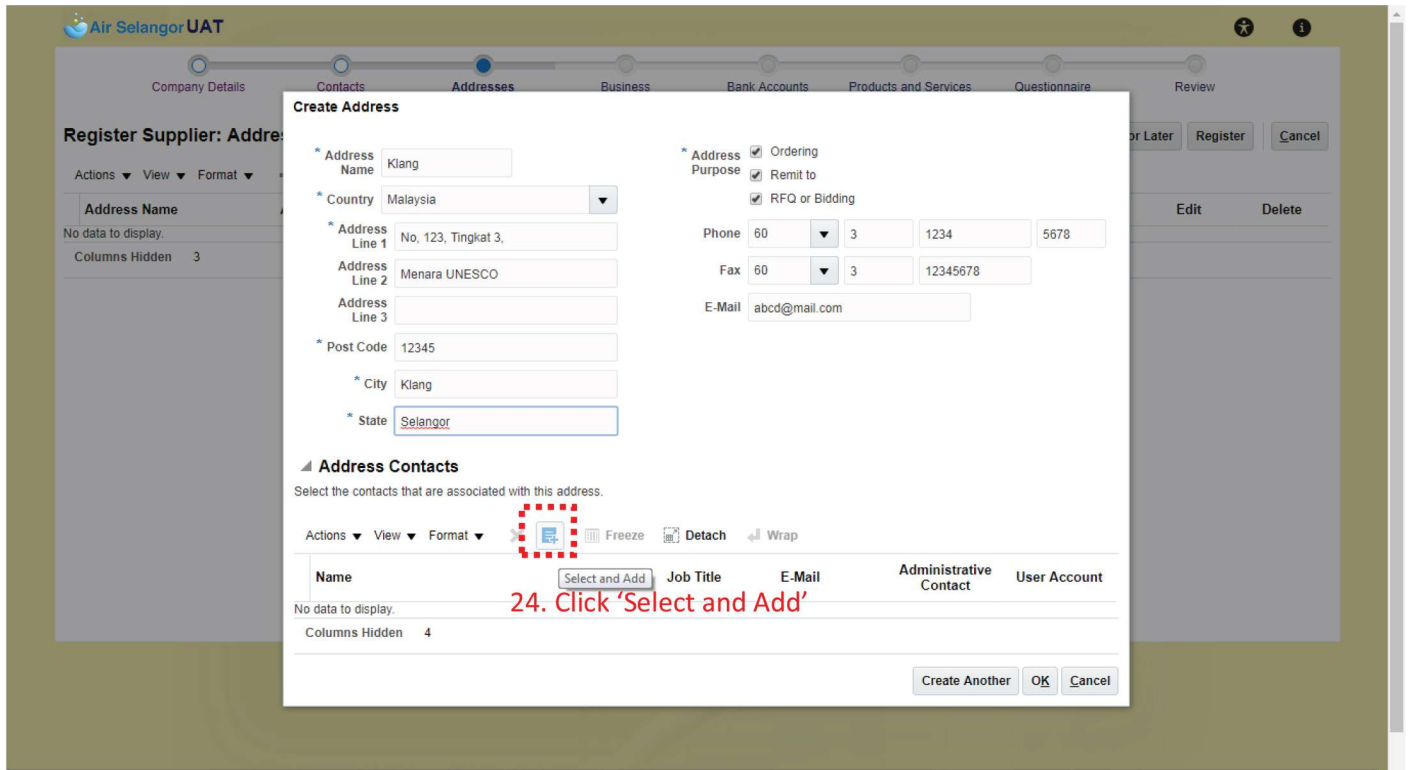
Back **Next** Save for Later Register Cancel **19. Click 'Next'**

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	E-Mail	* Phone	* Mobile	Administrative Contact	Request User Account	Edit	Delete
ABU, ALI	Sales Manager	abcd@mail.com	+60 (3)1234 x56...	+60 (19)12345678	✓	✓		

Columns Hidden 5

STEP 3: Create Address




Create Address

* Address Name: Klang

* Country: Malaysia

* Address Line 1: No, 123, Tingkat 3.

Address Line 2: Menara UNESCO

Address Line 3:

* Post Code: 12345

* City: Klang

* State: Selangor

* Address Purpose:

- Ordering
- Remit to
- RFQ or Bidding

Phone: 60 3 1234 5678

Fax: 60 3 12345678

E-Mail: abcd@mail.com

Address Contacts

Select the contacts that are associated with this address.

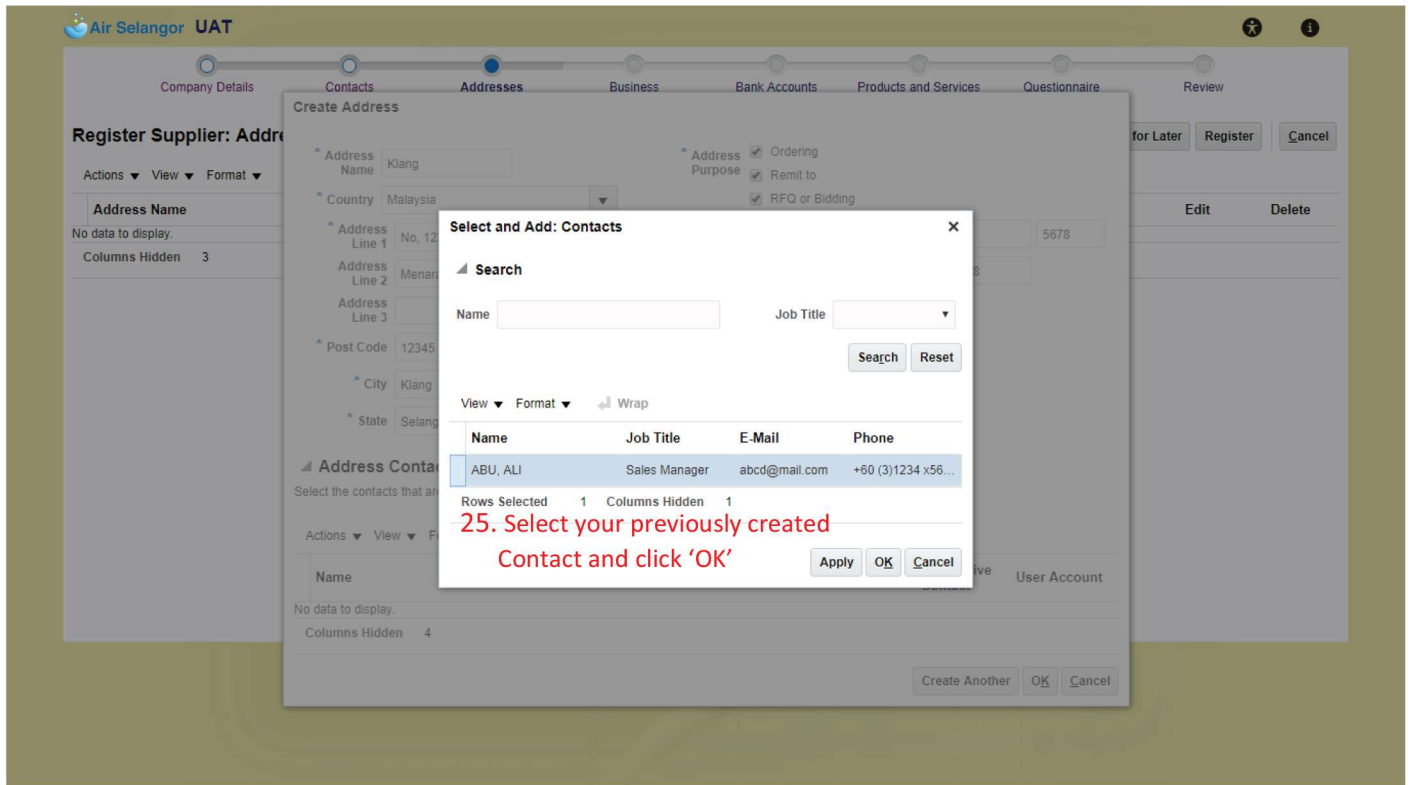
Actions: View, Format, **Select and Add**, Freeze, Detach, Wrap

Name	Job Title	E-Mail	Administrative Contact	User Account
No data to display.				

Columns Hidden: 4

Buttons: Create Another, OK, Cancel

https://egek-dev1.prc-sp.ap1.oraclecloud.com/supplierPortal/faces/PrcPosRegisterSupplier?prcBuild=30000001800108&_afLoop=16450989433495809&_afWindowMode=0&_afWindowId=null&_adf.ctrl-state=fnytofy98_1&_afFS=16&_afMT=scre...



Select and Add: Contacts

Search

Name: [] Job Title: []

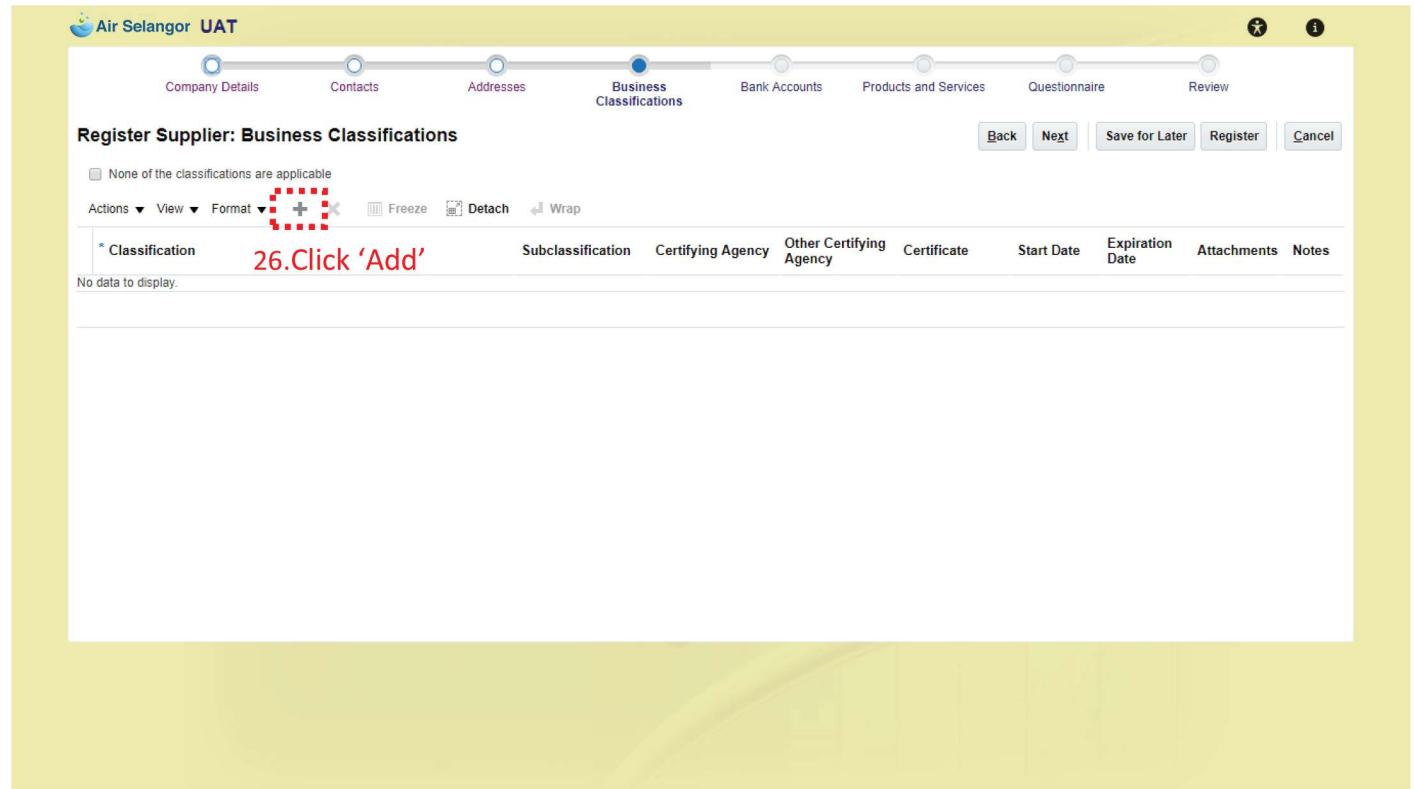
Buttons: Search, Reset

View: [] Format: [] Wrap: []

Name	Job Title	E-Mail	Phone
ABU, ALI	Sales Manager	abcd@mail.com	+60 (3)1234 x56...

Rows Selected: 1 Columns Hidden: 1

Buttons: Apply, OK, Cancel

STEP 4: Add Business Classification


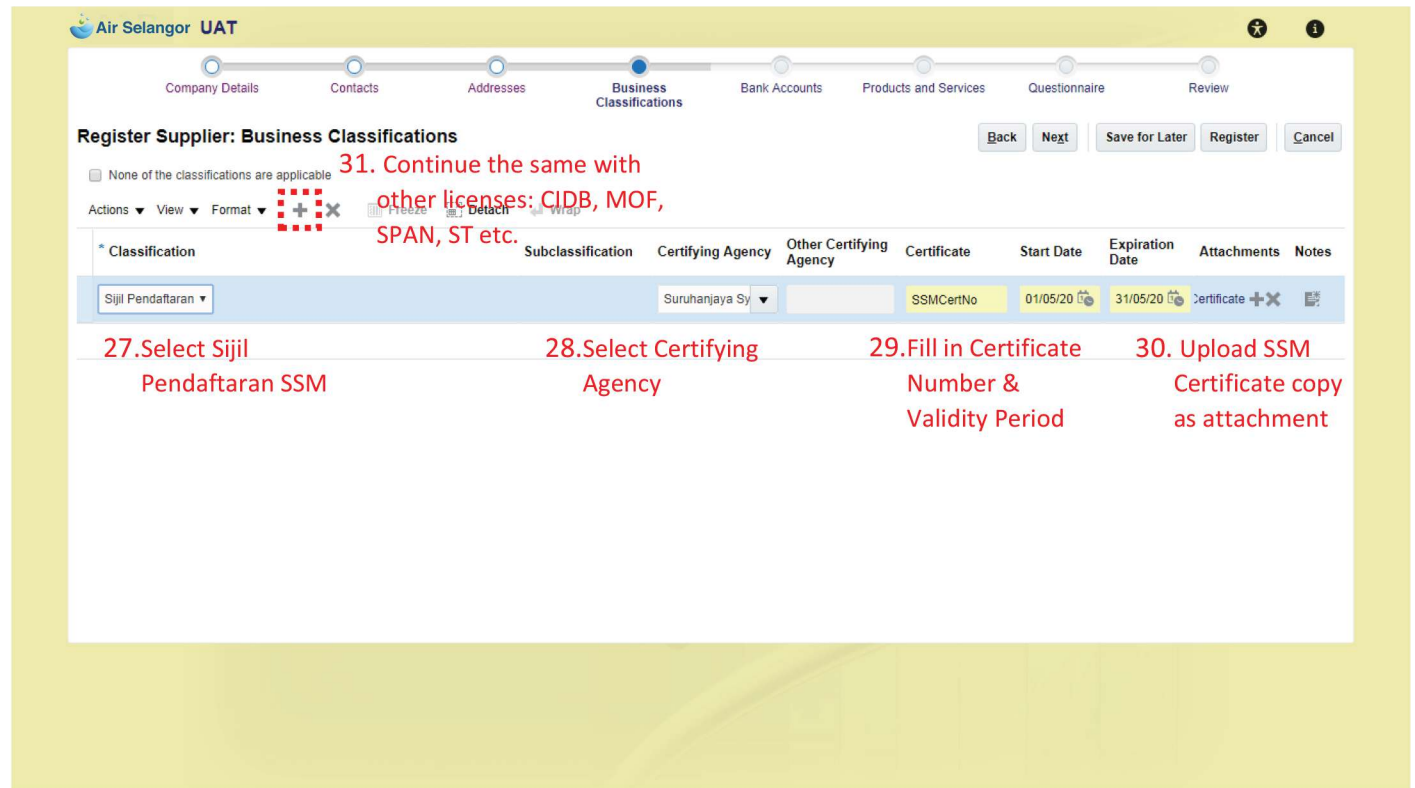
Register Supplier: Business Classifications

None of the classifications are applicable

Actions View Format **+** Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

26. Click 'Add'



Register Supplier: Business Classifications

None of the classifications are applicable

Actions View Format **+** Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Sijil Pendaftaran	Suruhanjaya Sy			SSMCertNo	01/05/20	31/05/20	Certificate	

27. Select Sijil Pendaftaran SSM

28. Select Certifying Agency

29. Fill in Certificate Number & Validity Period

30. Upload SSM Certificate copy as attachment

31. Continue the same with other licenses: CIDB, MOF, SPAN, ST etc.

Register Supplier: Business Classifications

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Sijil Pendaftaran								

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	SSM.pdf Update...	SSM Certificate	SSM Certificate	anonymous	03/06/2018 10:00

Rows Selected: 1 Columns Hidden: 1

OK Cancel

Upload your Registration/Licenses certificate as attachment for each Classification.

Register Supplier: Business Classifications

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

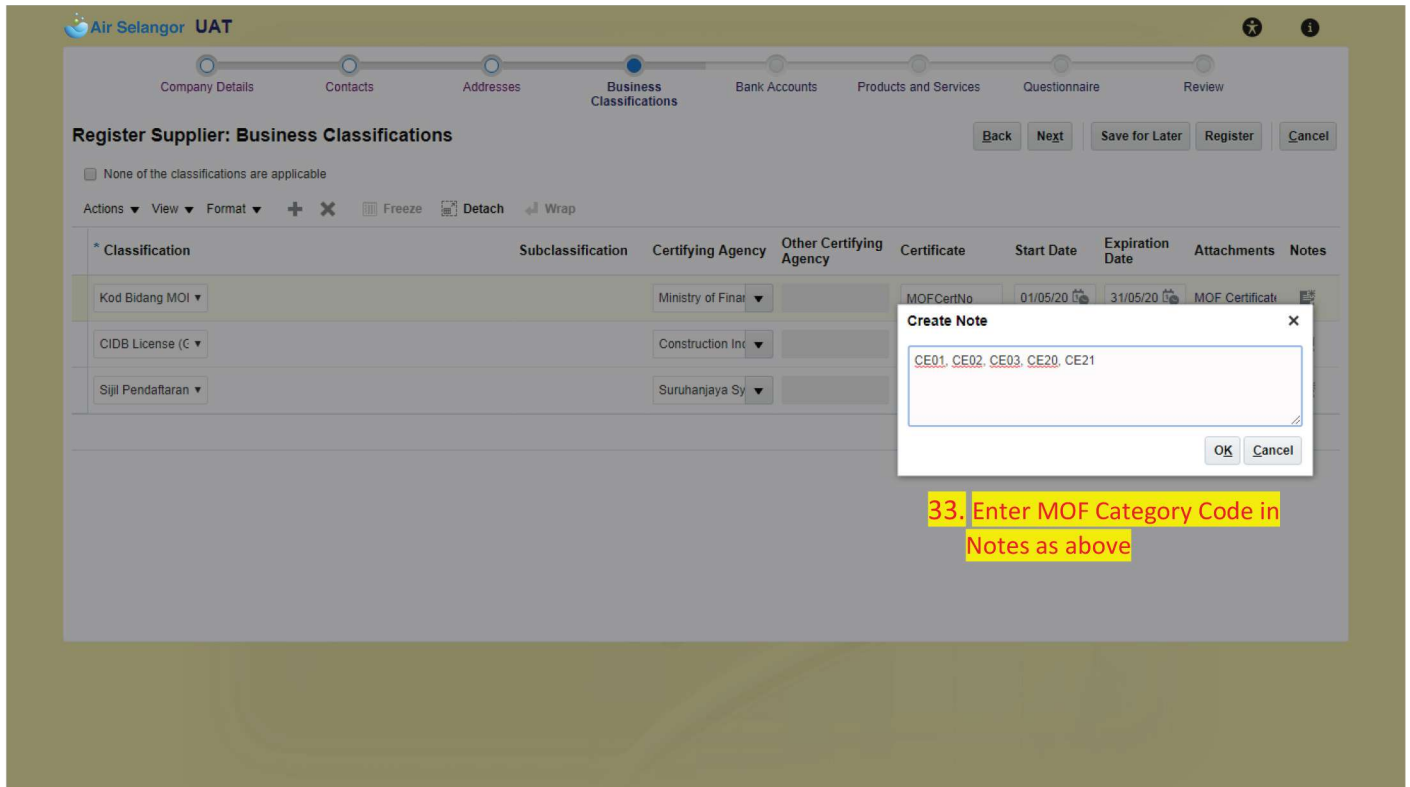
* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
CIDB License (C		Construction Inc			01/05/20	31/05/20	CIDB Certificat	
Sijil Pendaftaran		Suruhanjaya Sy						

Create Note

220102, 220103, 241101, 2301102

OK Cancel

32. Enter CIDB Classification Code in Notes as above



Register Supplier: Business Classifications

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Kod Bidang MOI		Ministry of Finar		MOFCertNo	01/05/20	31/05/20	MOF Certificat	
CIDB License (C		Construction Inc						
Sijil Pendaftaran		Suruhanjaya Sy						

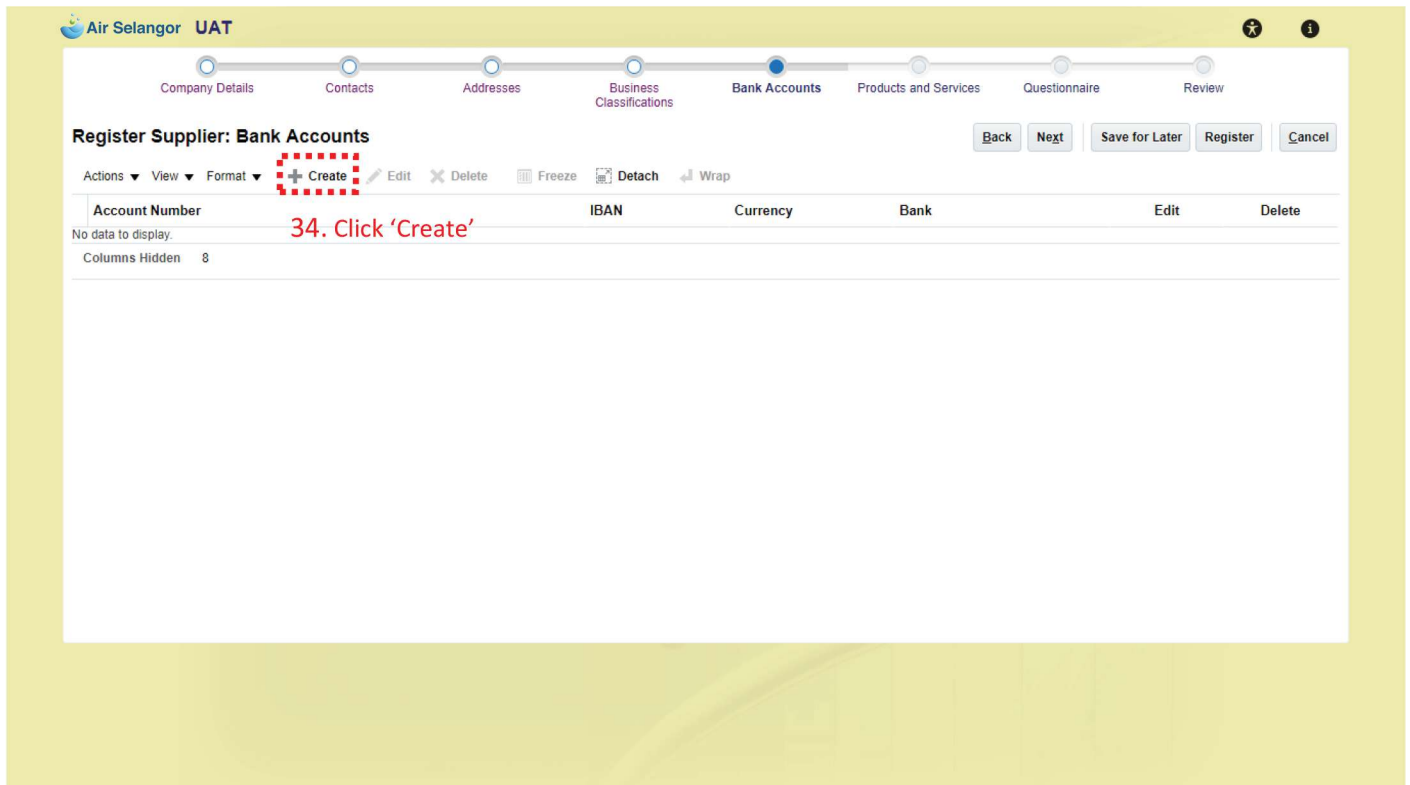
Create Note

CE01, CE02, CE03, CE20, CE21

OK Cancel

33. Enter MOF Category Code in Notes as above

STEP 5: Add Bank Account Details

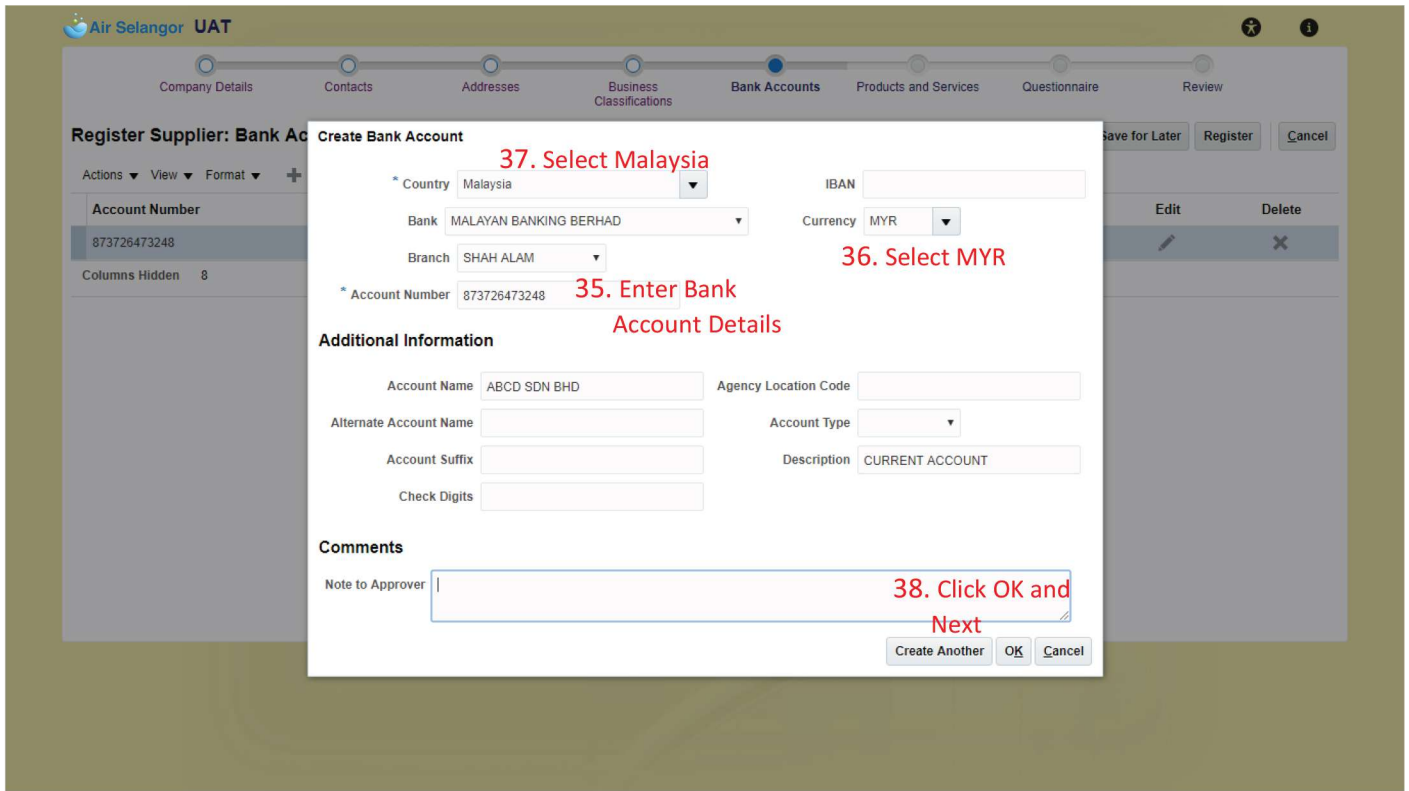


Register Supplier: Bank Accounts

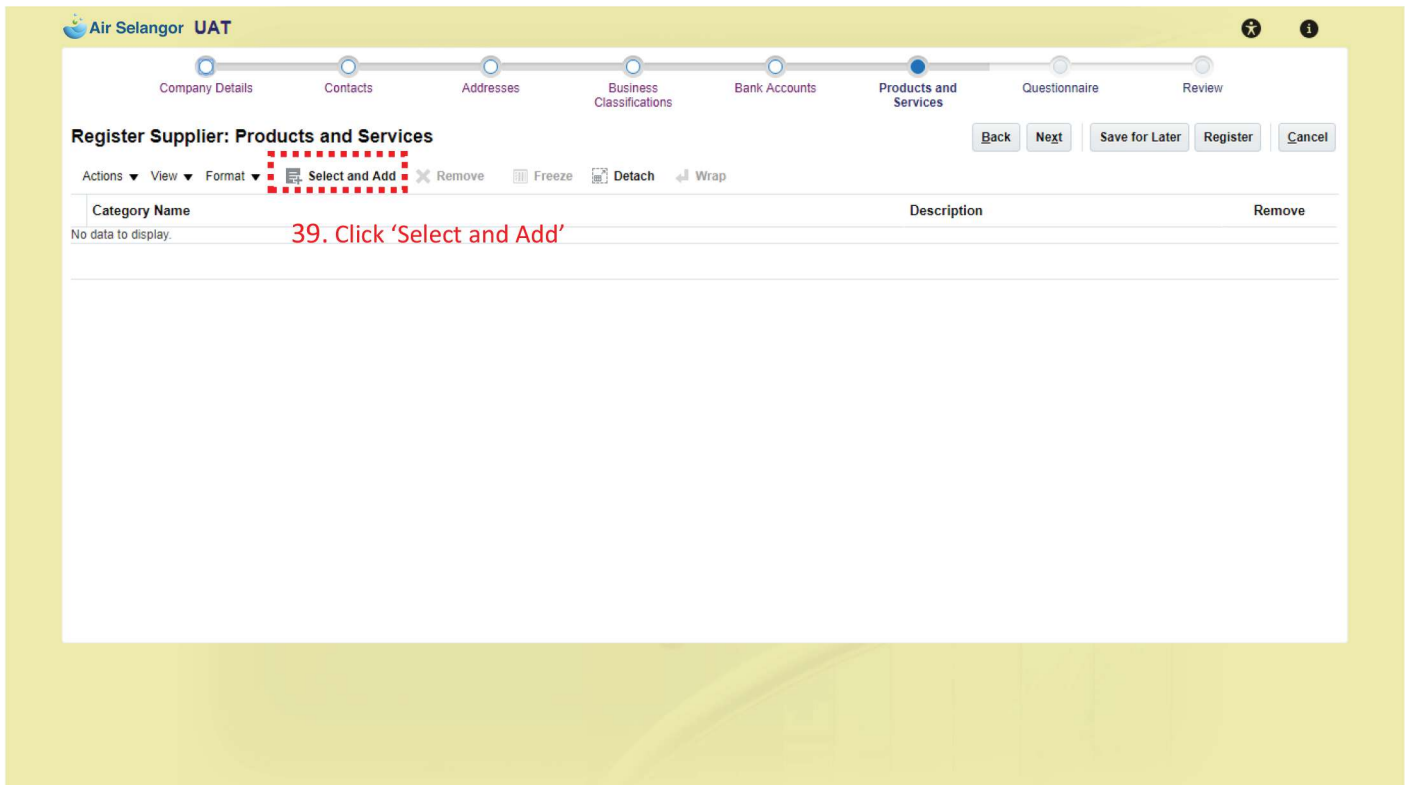
Actions View Format + Create Edit X Delete Freeze Detach Wrap

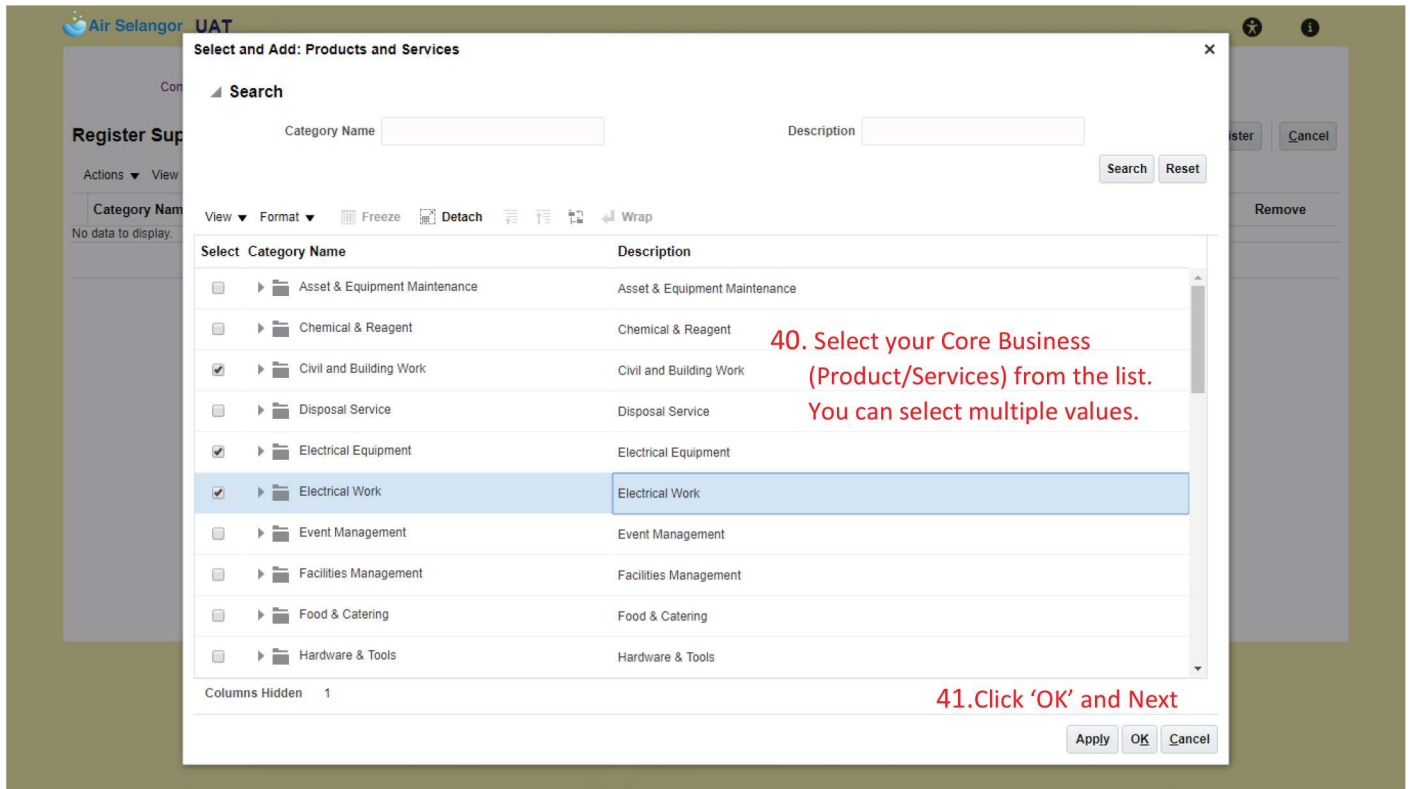
Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden 8					

34. Click 'Create'



STEP 6: Add Product and Services





Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Asset & Equipment Maintenance	Asset & Equipment Maintenance
<input type="checkbox"/>	Chemical & Reagent	Chemical & Reagent
<input checked="" type="checkbox"/>	Civil and Building Work	Civil and Building Work
<input type="checkbox"/>	Disposal Service	Disposal Service
<input checked="" type="checkbox"/>	Electrical Equipment	Electrical Equipment
<input checked="" type="checkbox"/>	Electrical Work	Electrical Work
<input type="checkbox"/>	Event Management	Event Management
<input type="checkbox"/>	Facilities Management	Facilities Management
<input type="checkbox"/>	Food & Catering	Food & Catering
<input type="checkbox"/>	Hardware & Tools	Hardware & Tools

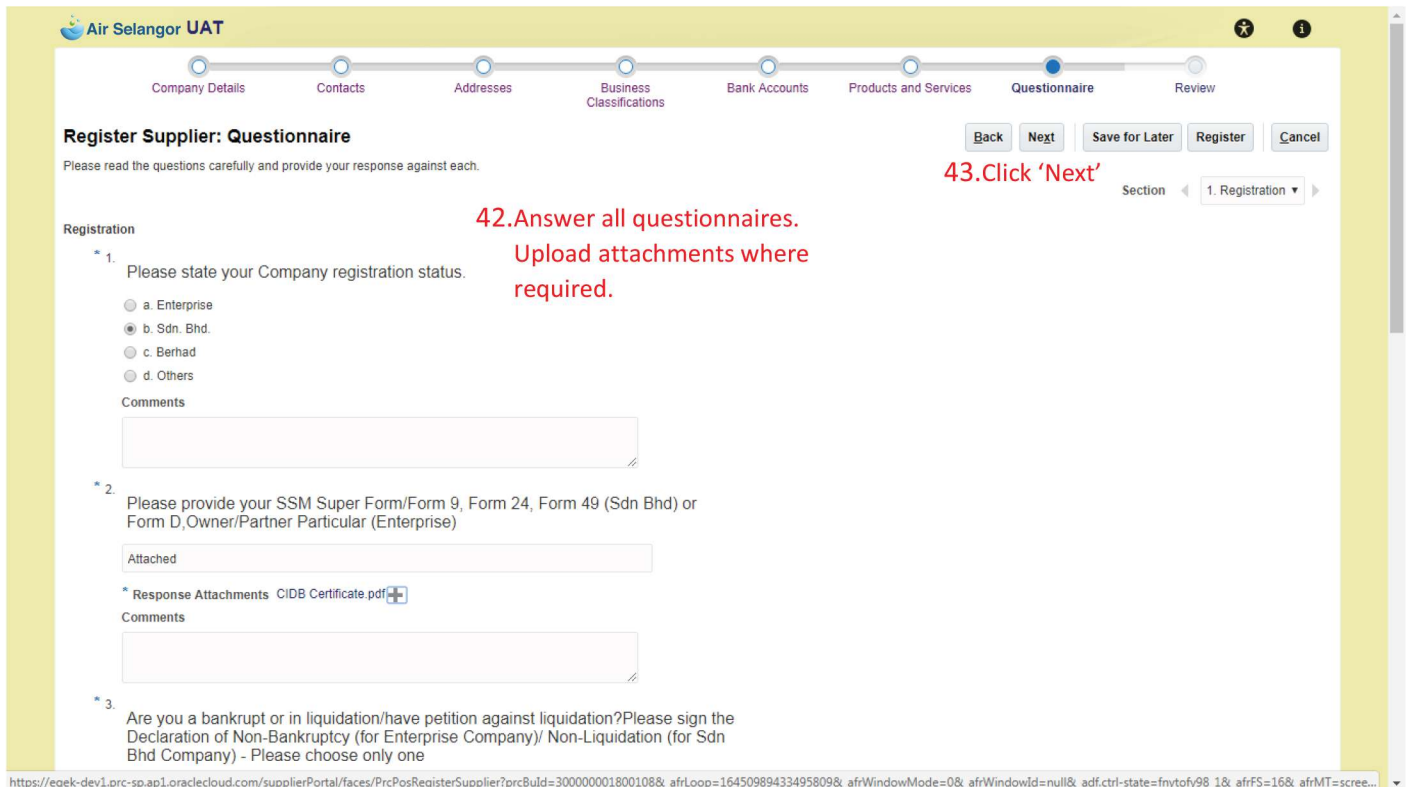
Columns Hidden 1

Apply OK Cancel

40. Select your Core Business (Product/Services) from the list. You can select multiple values.

41. Click 'OK' and Next

STEP 7: Answer Questionnaire



Register Supplier: Questionnaire

Please read the questions carefully and provide your response against each.

Back Next Save for Later Register Cancel

Section 1. Registration

42. Answer all questionnaires. Upload attachments where required.

43. Click 'Next'

Registration

* 1. Please state your Company registration status.

a. Enterprise
 b. Sdn. Bhd.
 c. Berhad
 d. Others

Comments

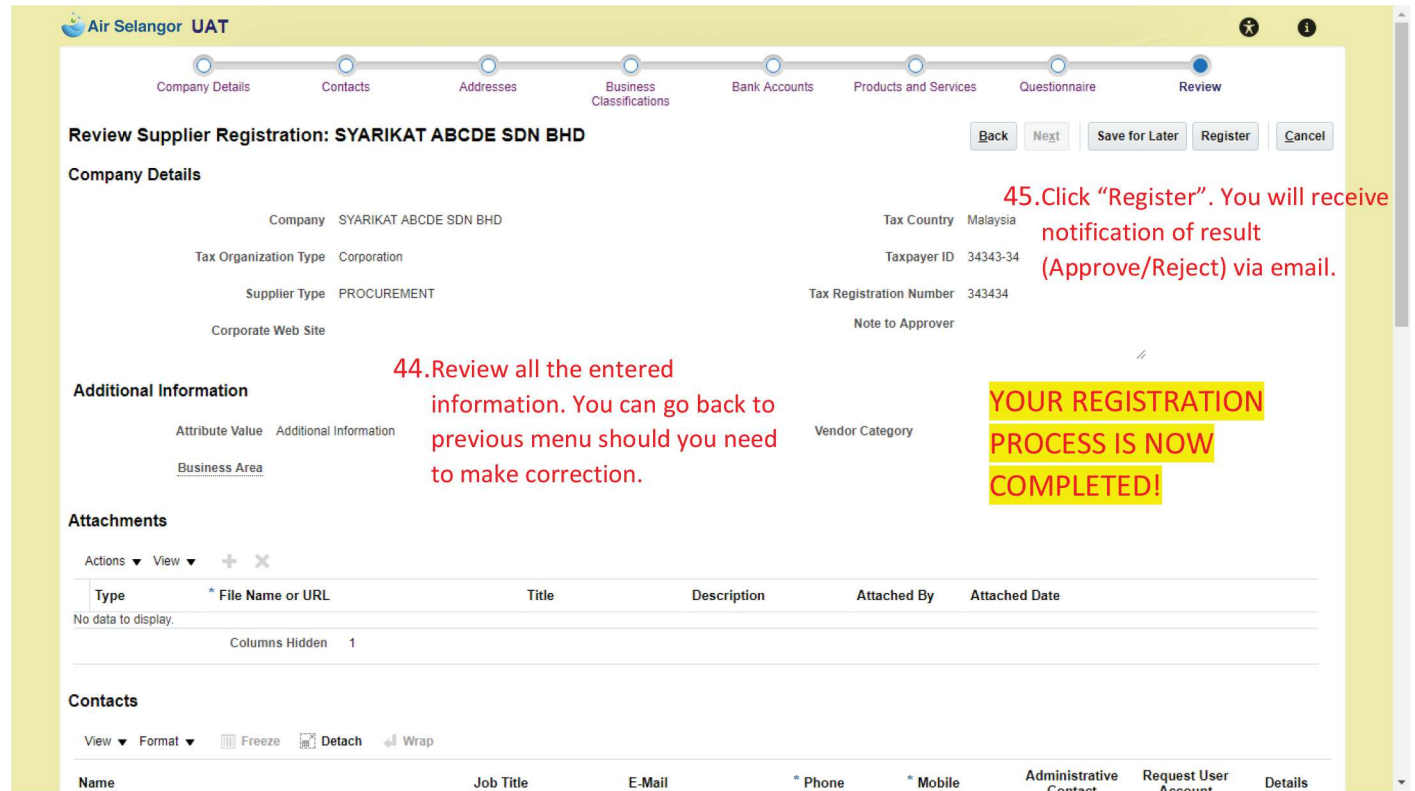
* 2. Please provide your SSM Super Form/Form 9, Form 24, Form 49 (Sdn Bhd) or Form D, Owner/Partner Particular (Enterprise)

Attached

* Response Attachments CIDB Certificate.pdf

Comments

* 3. Are you a bankrupt or in liquidation/have petition against liquidation? Please sign the Declaration of Non-Bankruptcy (for Enterprise Company)/ Non-Liquidation (for Sdn Bhd Company) - Please choose only one

STEP 8: Review & Submit


Review Supplier Registration: SYARIKAT ABCDE SDN BHD

Buttons: Back, Next, Save for Later, Register, Cancel

Company Details

Company: SYARIKAT ABCDE SDN BHD
 Tax Country: Malaysia
 Tax Organization Type: Corporation
 Taxpayer ID: 34343-34
 Supplier Type: PROCUREMENT
 Tax Registration Number: 343434
 Corporate Web Site: //
 Note to Approver: //

Additional Information

Attribute Value: Additional Information
 Business Area: [Link]

Attachments

Actions: View, +, X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Columns Hidden: 1

Contacts

View, Format, Freeze, Detach, Wrap

Name	Job Title	E-Mail	* Phone	* Mobile	Administrative Contact	Request User Account	Details
------	-----------	--------	---------	----------	------------------------	----------------------	---------

44. Review all the entered information. You can go back to previous menu should you need to make correction.

45. Click "Register". You will receive notification of result (Approve/Reject) via email.

YOUR REGISTRATION PROCESS IS NOW COMPLETED!

-END-