

Supplier Pre-Registration Evaluation Guide

NAVIGATING FORWARD



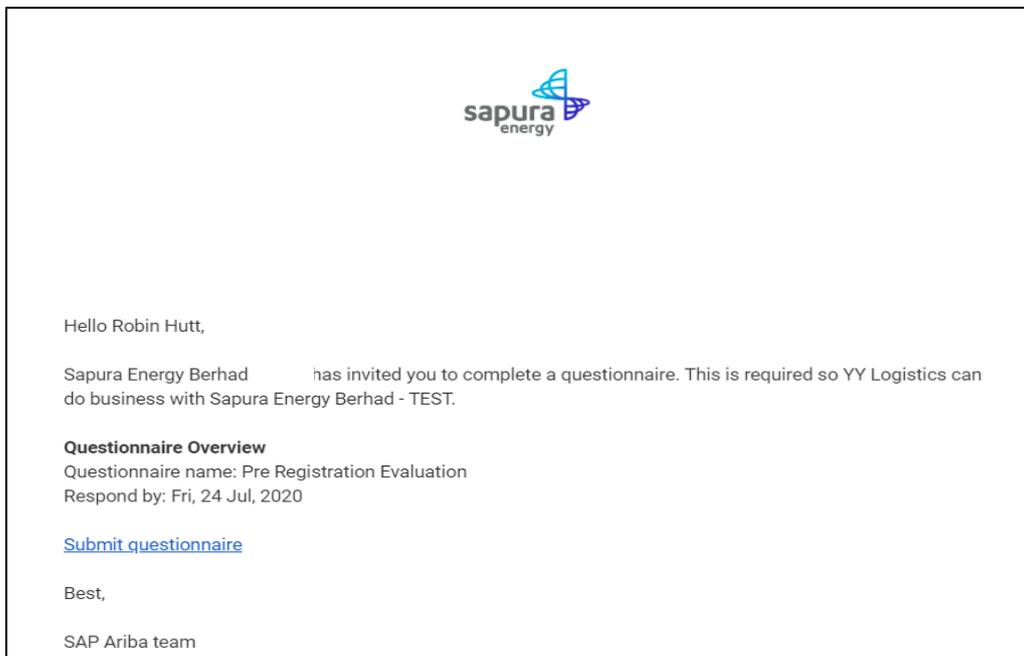


Account Creation and Supplier Pre-registration

Once your basic company information and profile has been reviewed and approved by SEB, you will receive an e-mail notification to submit a pre-registration questionnaire.

Step 1: Click on the link provided below to be directed to complete a pre-registration questionnaire.

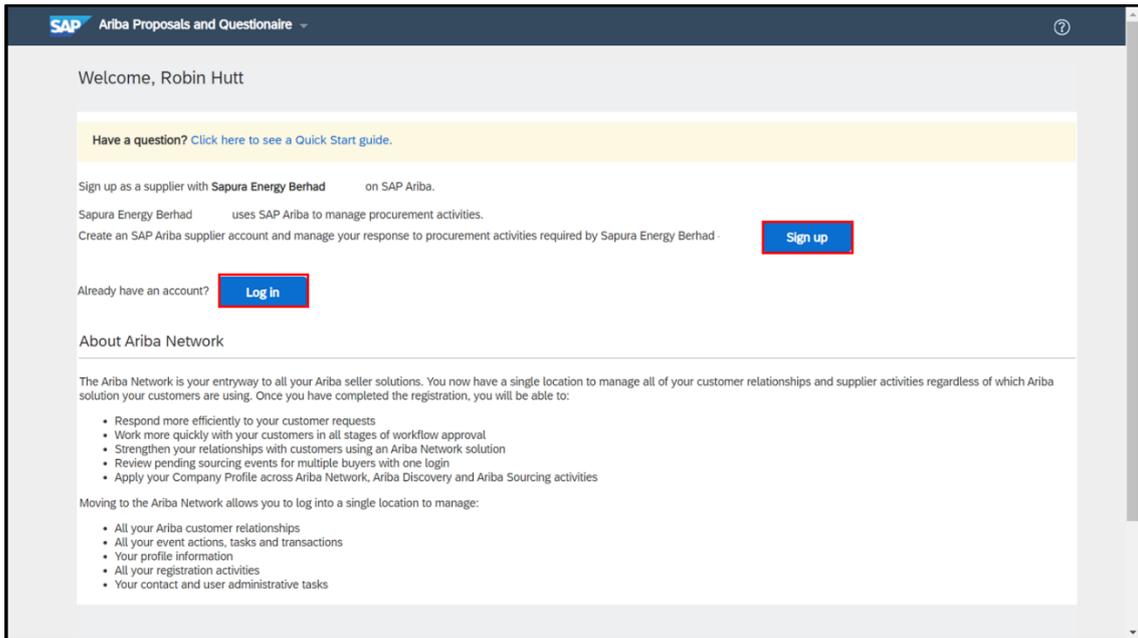
Invitation: Sapura Energy Berhad has invited you to complete the Pre-registration Questionnaire



Step 2: You will be routed to the [SAP Ariba Supplier Network Registration Page](#).

If you already have a SAP Ariba Network account set up, **click on the “Log In”** button.

If you are new to SAP Ariba Network, **click on the “Sign up”** button to register for a standard SAP Ariba Network account.



The screenshot shows the SAP Ariba Supplier Network Registration Page. The page header includes the SAP logo and the text "Ariba Proposals and Questionnaire". Below the header, there is a welcome message: "Welcome, Robin Hutt". A yellow banner contains the text: "Have a question? [Click here to see a Quick Start guide.](#)". The main content area features a sign-up section with the text: "Sign up as a supplier with Sapura Energy Berhad on SAP Ariba. Sapura Energy Berhad uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Sapura Energy Berhad." There are two buttons: "Sign up" and "Log in". Below this is a section titled "About Ariba Network" which explains the benefits of the Ariba Network and lists several advantages.

SAP Ariba Proposals and Questionnaire

Welcome, Robin Hutt

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with Sapura Energy Berhad on SAP Ariba.
Sapura Energy Berhad uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by Sapura Energy Berhad

Sign up

Already have an account? [Log in](#)

About Ariba Network

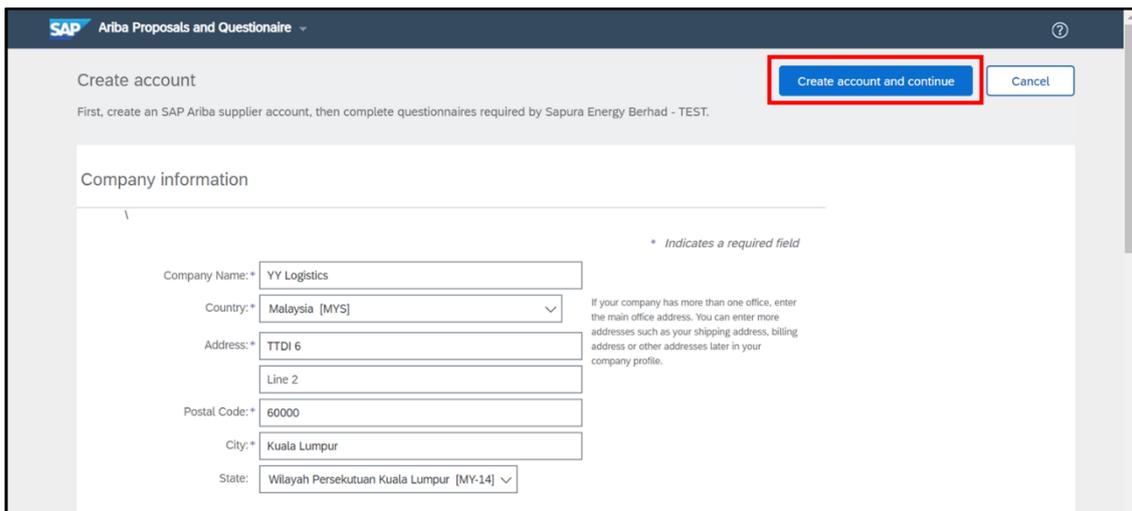
The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- 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:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Step 3: To sign up for new SAP Ariba Network account, you will be required to **fill up an electronic form and click on “Create account and continue”**.

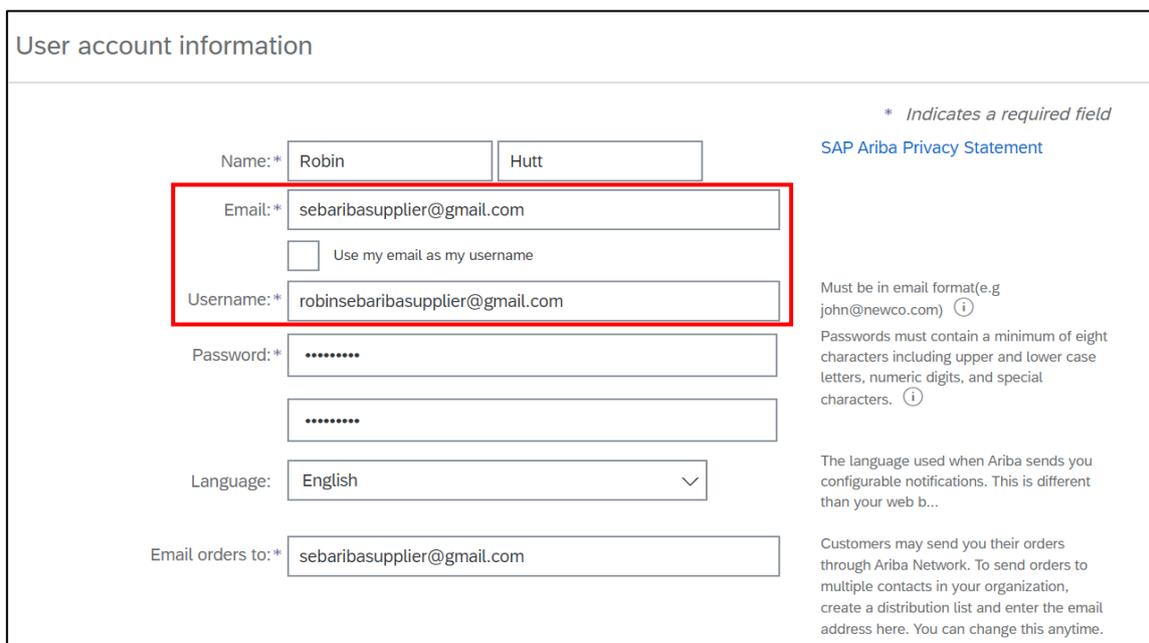


The screenshot shows the 'Create account' form in the SAP Ariba system. The form is titled 'Create account' and includes a 'Create account and continue' button highlighted with a red box. Below the button is a 'Cancel' button. The form contains the following fields:

- Company Name: * YY Logistics
- Country: * Malaysia [MYS]
- Address: * TTDI 6
- Line 2
- Postal Code: * 60000
- City: * Kuala Lumpur
- State: * Wilayah Persekutuan Kuala Lumpur [MY-14]

A note on the right side of the form states: '* Indicates a required field'. Another note below the address fields states: 'If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.'

Step 4: In the User account information section, your email address is taken as the Username by default. You can modify it **but it must be in email format**.



The screenshot shows the 'User account information' form. The form includes the following fields:

- Name: * Robin Hutt
- Email: * sebaribasupplier@gmail.com
- Use my email as my username
- Username: * robinsebaribasupplier@gmail.com
- Password: * [masked]
- Language: * English
- Email orders to: * sebaribasupplier@gmail.com

A note on the right side of the form states: '* Indicates a required field'. There is also a link for 'SAP Ariba Privacy Statement'. Additional information on the right side includes: 'Must be in email format(e.g john@newco.com)', 'Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.', 'The language used when Ariba sends you configurable notifications. This is different than your web b...', and '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.'

Step 5: Upon successful submission, you will receive an e-mail notification to confirm your SAP Ariba Network Account registration.



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for YY Logistics is now complete.

Your organization's account ID: **AN01539716211-T**

Your username: robinsebaribasupplier@gmail.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

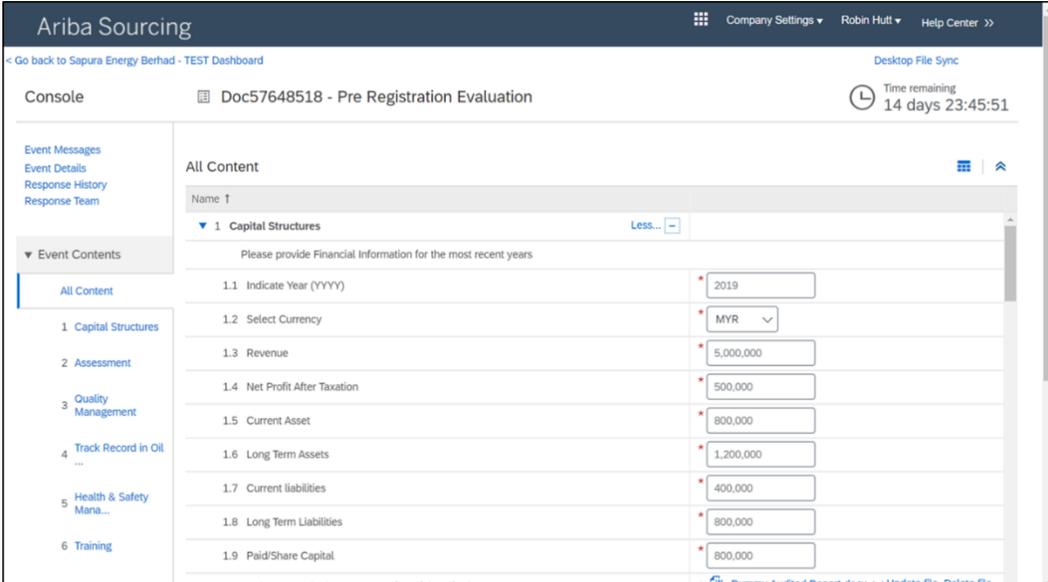
You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

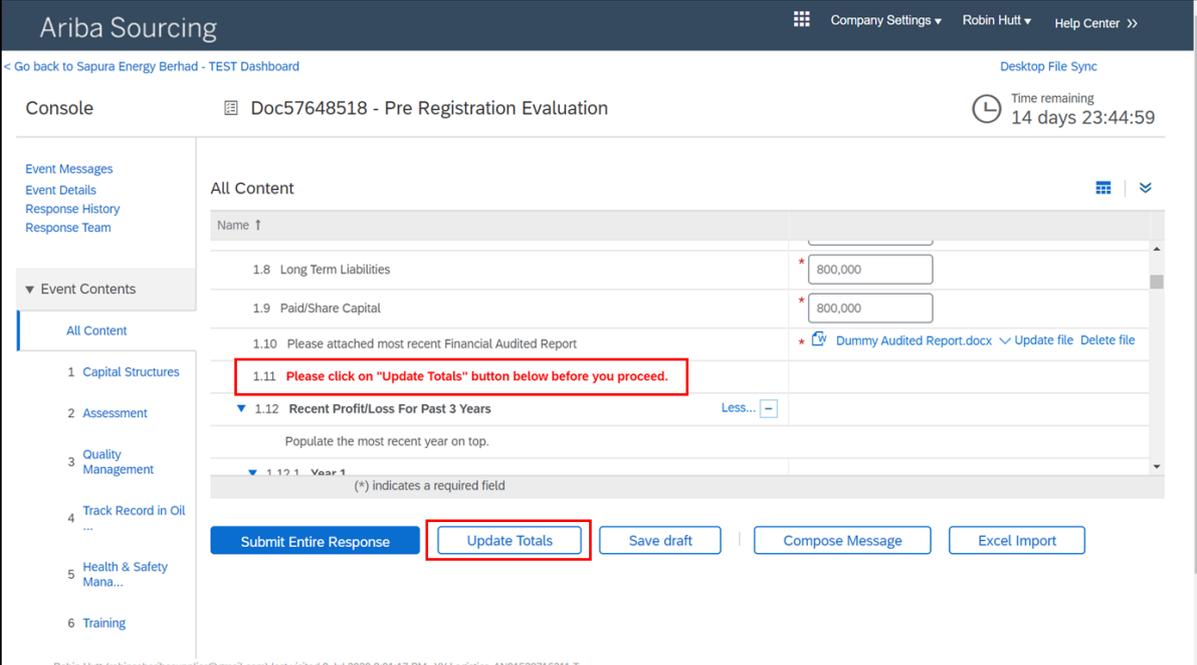
Step 6: In the meantime, you will be directed to SEB's Pre-Registration form where you have to respond to a questionnaire relating to capital structures and Health, Safety and Environment (HSE) considerations.



The screenshot shows the Ariba Sourcing interface for a "Pre Registration Evaluation" form. The form is titled "Doc57648518 - Pre Registration Evaluation" and has a time remaining of 14 days 23:45:51. The form is divided into sections, with "Capital Structures" selected. The "Capital Structures" section contains a table of financial information for the most recent years.

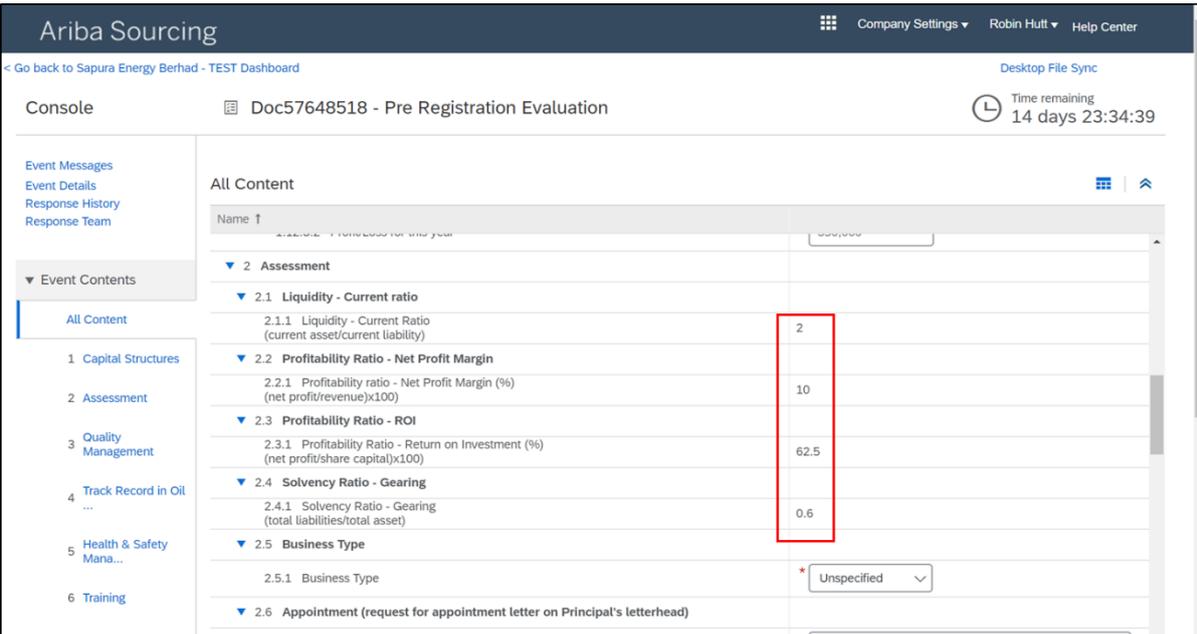
Please provide Financial Information for the most recent years	
1.1 Indicate Year (YYYY)	2019
1.2 Select Currency	MYR
1.3 Revenue	5,000,000
1.4 Net Profit After Taxation	500,000
1.5 Current Asset	800,000
1.6 Long Term Assets	1,200,000
1.7 Current liabilities	400,000
1.8 Long Term Liabilities	800,000
1.9 Paid/Share Capital	800,000
1.10 Please attached most recent Financial Audited Report	Dummy Audited Report.docx Update file Delete file

Step 7: After providing your most recent Financial Information, kindly **click on the “Update Totals” button** (as instructed in question 1.11) before proceeding with the remaining questions, as illustrated below. This will help auto-populate your financial ratios.



The screenshot shows the 'Ariba Sourcing' interface for 'Doc57648518 - Pre Registration Evaluation'. The 'All Content' section contains several items, with item 1.11 highlighted by a red box containing the text: "Please click on 'Update Totals' button below before you proceed." Below the content list, the 'Update Totals' button is also highlighted with a red box. Other buttons include 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

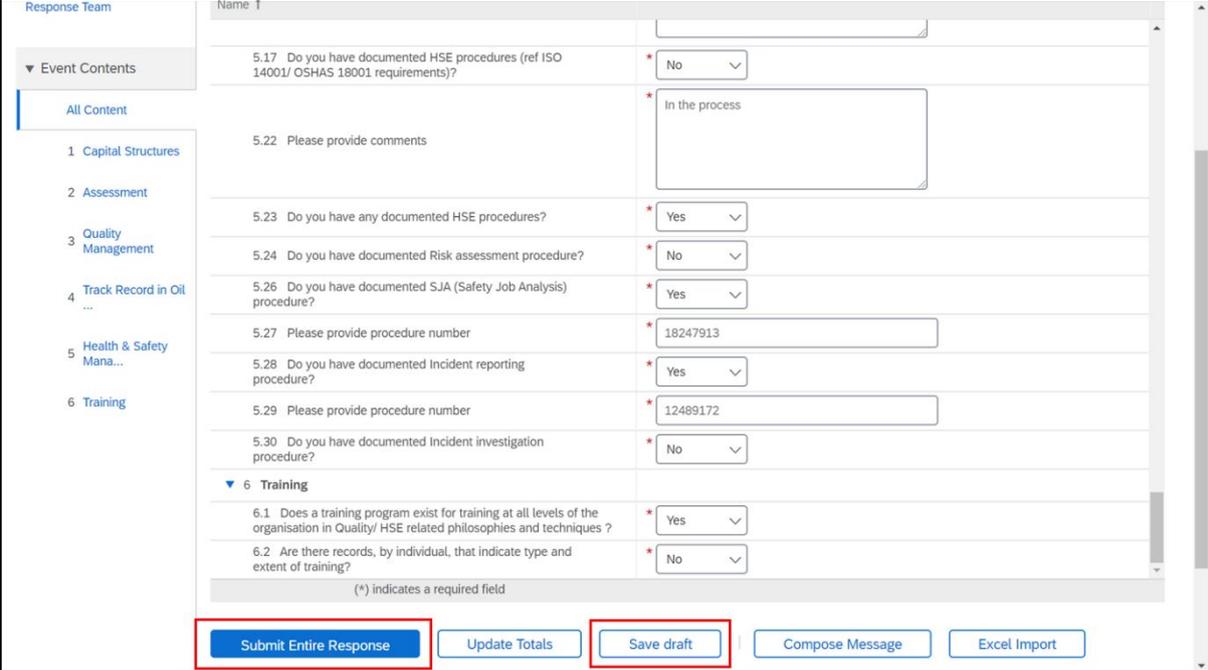
Step 8: After clicking on “Update Totals”, the following financial ratios will be displayed.



The screenshot shows the 'Ariba Sourcing' interface after clicking 'Update Totals'. The 'All Content' section displays calculated financial ratios, with a red box highlighting the values: 2, 10, 62.5, and 0.6.

Item ID	Item Name	Value
2	Liquidity - Current ratio	2
2.1	Liquidity - Current ratio (current asset/current liability)	2
2.2	Profitability Ratio - Net Profit Margin	10
2.2.1	Profitability ratio - Net Profit Margin (%) (net profit/revenue)x100	10
2.3	Profitability Ratio - ROI	62.5
2.3.1	Profitability Ratio - Return on Investment (%) (net profit/share capital)x100	62.5
2.4	Solvency Ratio - Gearing	0.6
2.4.1	Solvency Ratio - Gearing (total liabilities/total asset)	0.6
2.5	Business Type	Unspecified
2.5.1	Business Type	Unspecified
2.6	Appointment (request for appointment letter on Principal's letterhead)	Unspecified
2.6.1	Appointment (request for appointment letter on Principal's letterhead)	Unspecified

Step 9: After completing the questionnaire, you may click on **“Submit Entire Response”** to submit your response or click on the **“Save draft”** button if you wish to revisit the questionnaire and complete it at a later time.

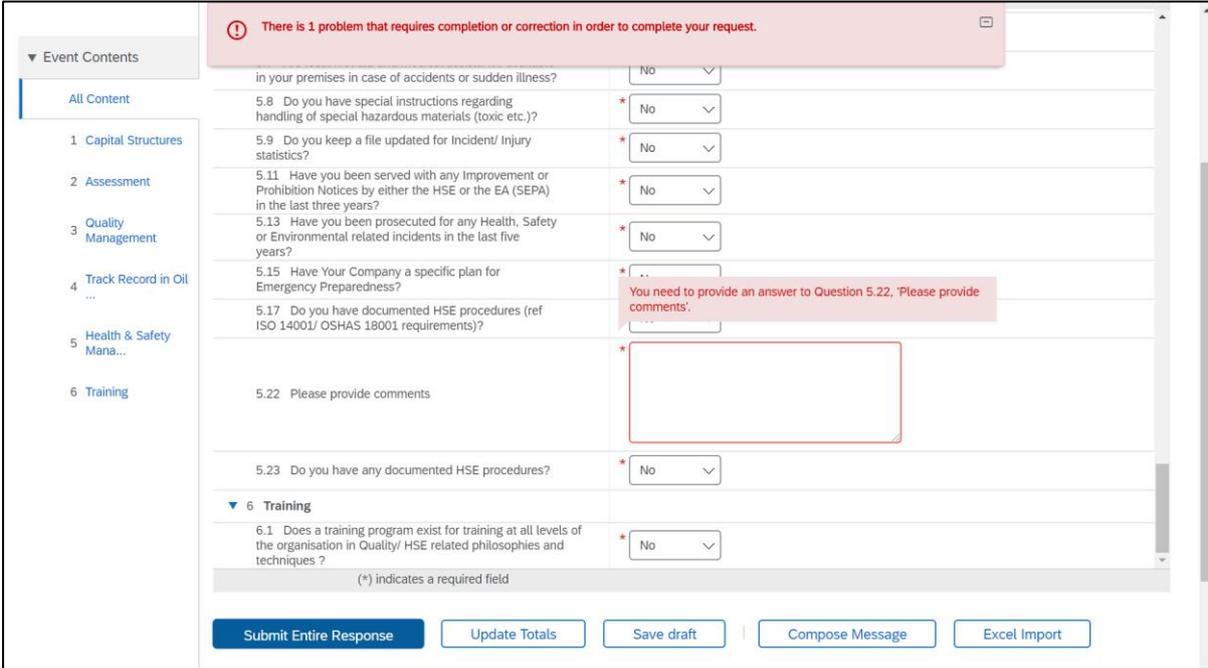


The screenshot shows a questionnaire form with various questions and a sidebar menu. The questions are as follows:

Question ID	Question Text	Answer
5.17	Do you have documented HSE procedures (ref ISO 14001/ OSHAS 18001 requirements)?	No
5.22	Please provide comments	In the process
5.23	Do you have any documented HSE procedures?	Yes
5.24	Do you have documented Risk assessment procedure?	No
5.26	Do you have documented SJA (Safety Job Analysis) procedure?	Yes
5.27	Please provide procedure number	18247913
5.28	Do you have documented Incident reporting procedure?	Yes
5.29	Please provide procedure number	12489172
5.30	Do you have documented Incident investigation procedure?	No
6 Training		
6.1	Does a training program exist for training at all levels of the organisation in Quality/ HSE related philosophies and techniques ?	Yes
6.2	Are there records, by individual, that indicate type and extent of training?	No

At the bottom of the form, there are five buttons: **Submit Entire Response**, **Update Totals**, **Save draft**, **Compose Message**, and **Excel Import**. The **Submit Entire Response** and **Save draft** buttons are highlighted with red boxes.

Step 10: If there are any system errors such as unanswered mandatory questions, the system will prompt you on the necessary completion or corrections.



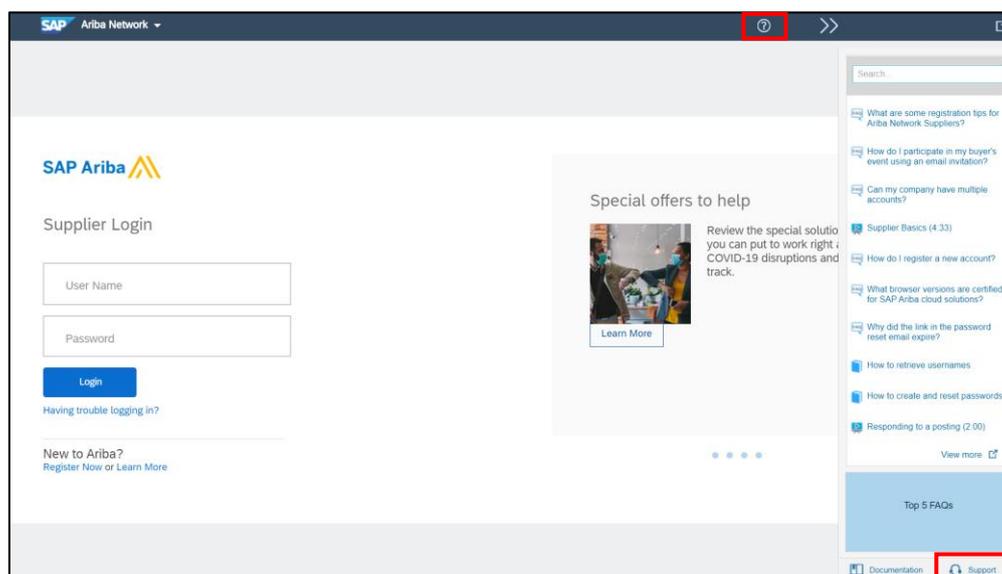
The screenshot shows the same questionnaire form as in Step 9, but with a red error message at the top: "There is 1 problem that requires completion or correction in order to complete your request." The error message points to question 5.22, which is highlighted with a red box. A tooltip message says: "You need to provide an answer to Question 5.22, 'Please provide comments'". The **Save draft** button is also highlighted with a red box.

Getting Support

A: Technical Support

Contact **SAP Ariba** via the support feature shown below for IT Technical support, if you are:

- i) Unable to login to the SAP Ariba Network
- ii) Unable to view a page on the Supplier SAP Ariba Network
- iii) Experiencing difficulty in navigating the SAP Ariba Network



B: Supplier Onboarding and Registration related items

Contact **Sapura Energy Berhad** by:



Write to us at vendors@sapuraenergy.com