

Supplier Pre-Registration Evaluation Guide

NAVIGATING FORWARD



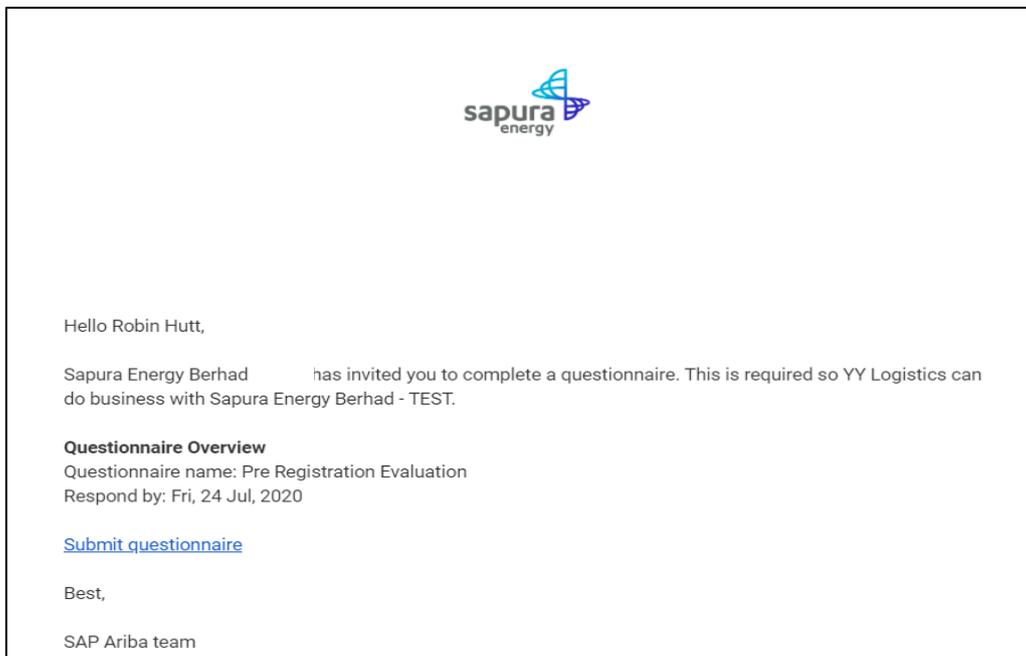


Account Creation and Supplier Pre-registration

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.

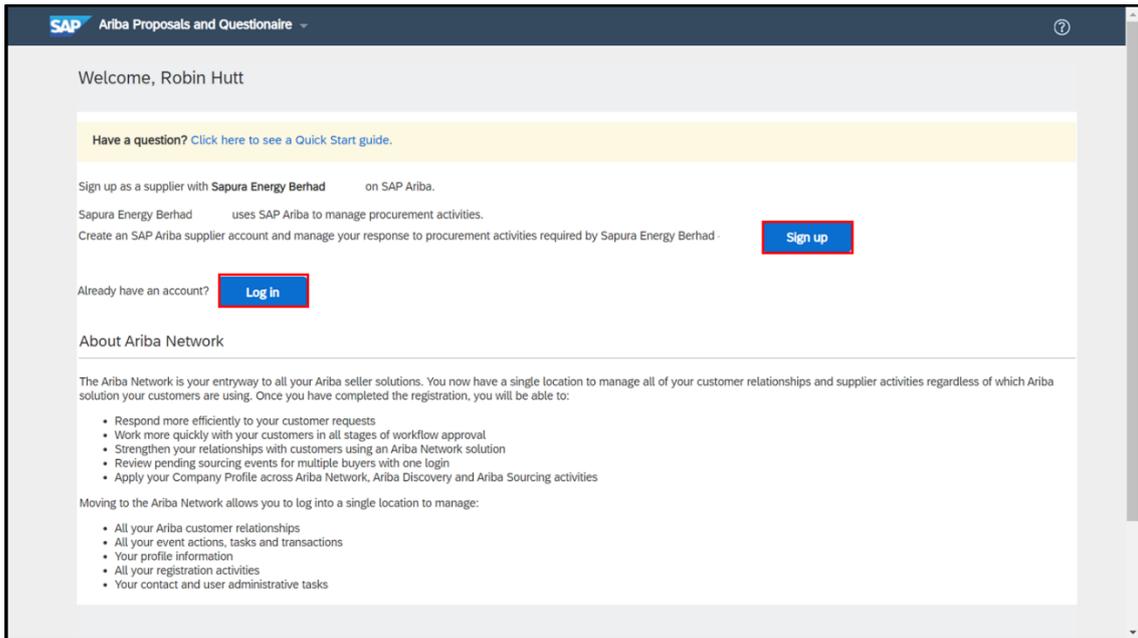
Invitation: Sapura Energy Berhad has invited you to complete the Pre-registration Questionnaire



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

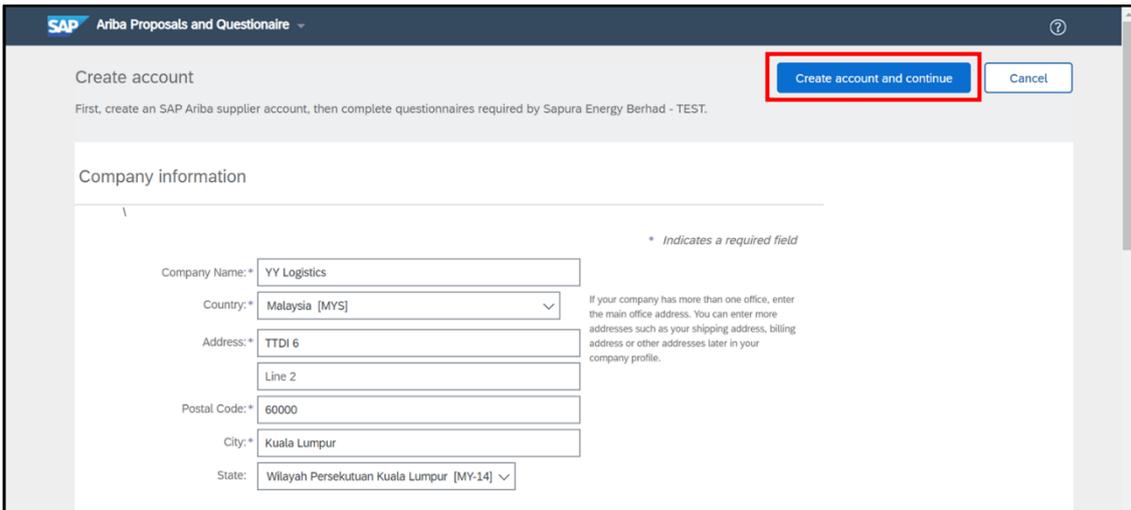
If you already have a SAP Ariba Network account set up, **click on the “Log In”** button.

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 such as responding more efficiently to customer requests, working more quickly with customers, strengthening relationships, reviewing pending sourcing events, and applying company profiles across different Ariba solutions.

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”**.



SAP Ariba Proposals and Questionnaire

Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Sapura Energy Berhad - TEST.

Company information

* Indicates a required field

Company Name:* YY Logistics

Country:* Malaysia [MYS] 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.

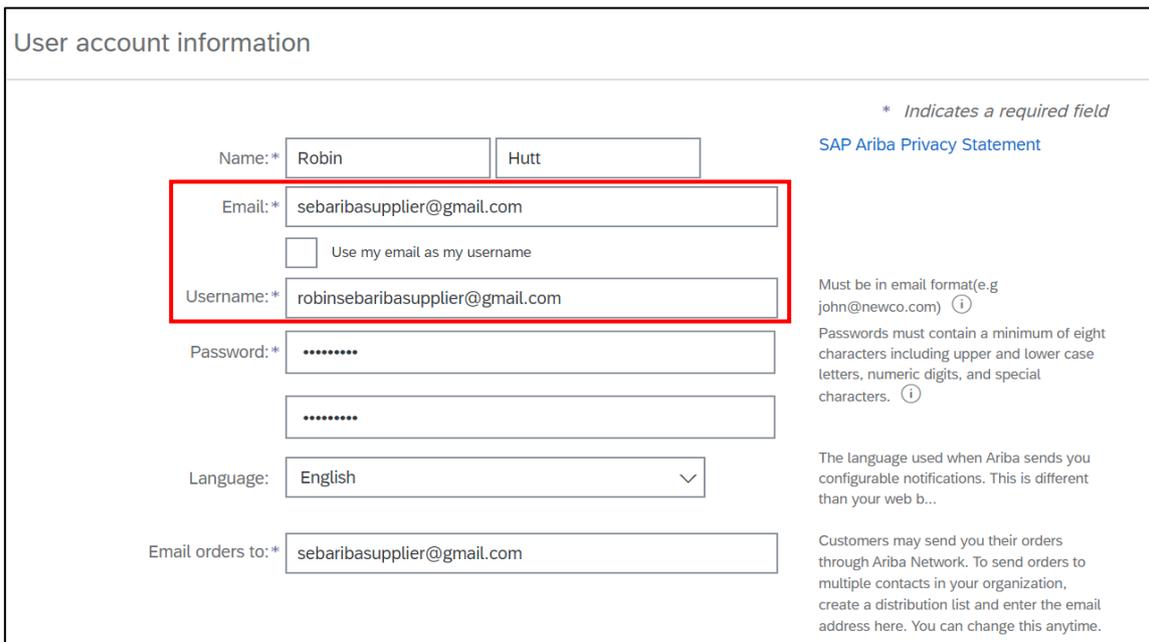
Address:* TTDI 6
Line 2

Postal Code:* 60000

City:* Kuala Lumpur

State: Wilayah Persekutuan Kuala Lumpur [MY-14]

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**.



User account information

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name:* Robin Hutt

Email:* sebaribasupplier@gmail.com Use my email as my username

Username:* robinsebaribasupplier@gmail.com

Password:*
.....

Language: English

Email orders to:* sebaribasupplier@gmail.com

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...

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.

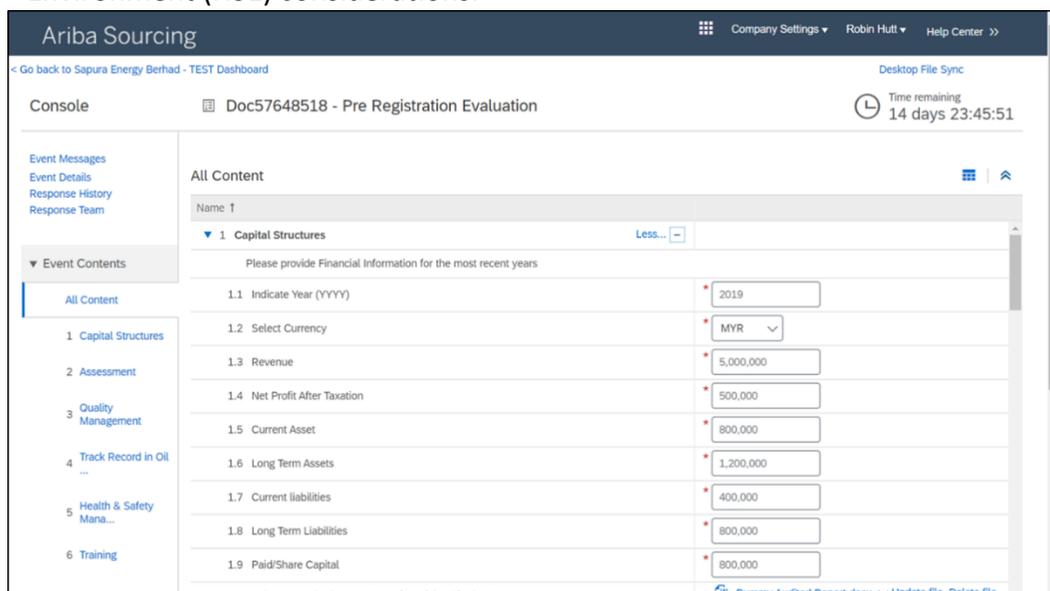
You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities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

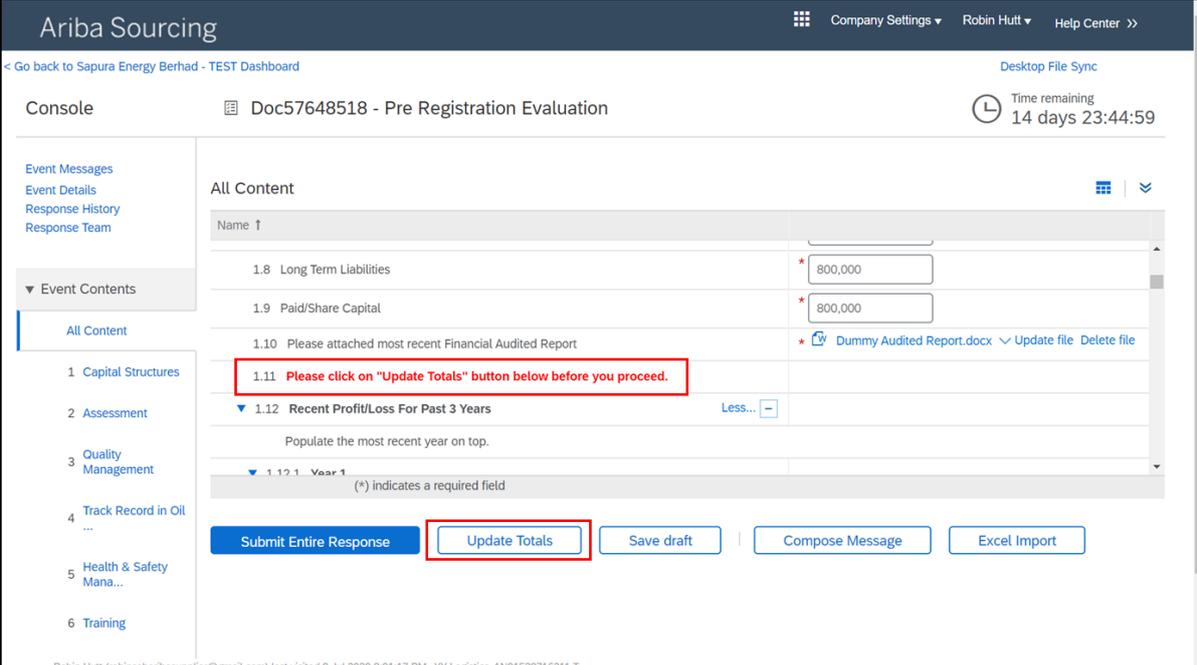
Step 6: In the meantime, you will be directed to SEB's Pre-Registration form where you have to respond to a questionnaire relating to capital structures and Health, Safety and Environment (HSE) considerations.



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 '1 Capital Structures' currently selected. The 'All Content' section lists various financial and operational data points to be provided for the most recent years.

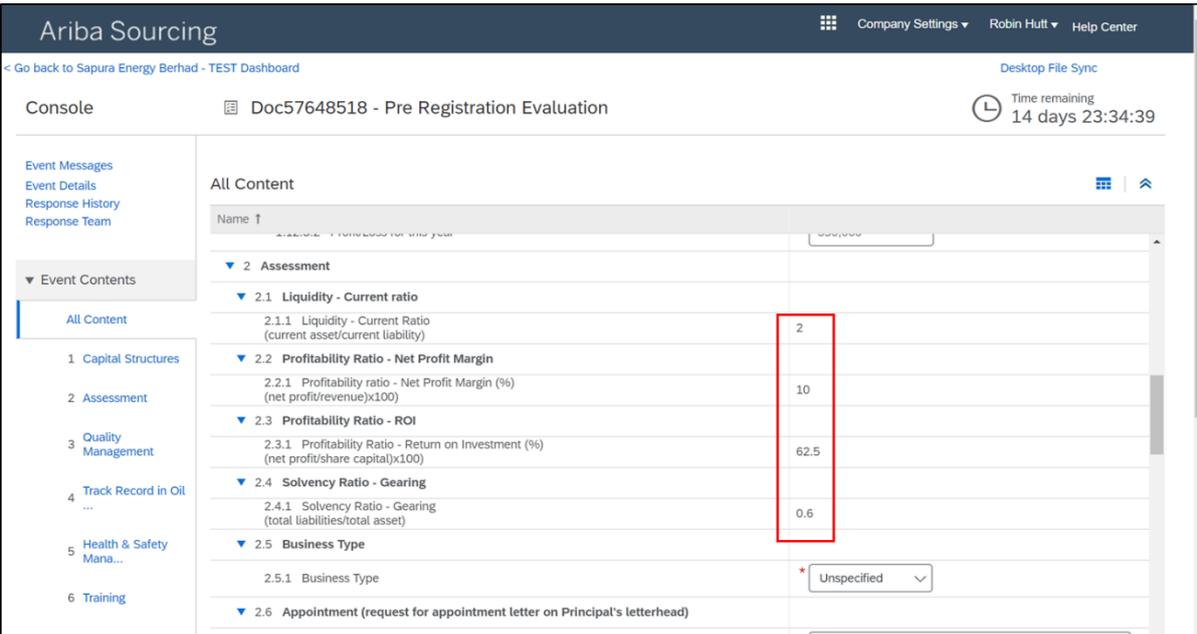
Name	Value
1.1 Indicate Year (YYYY)	2019
1.2 Select Currency	MYR
1.3 Revenue	5,000,000
1.4 Net Profit After Taxation	500,000
1.5 Current Asset	800,000
1.6 Long Term Assets	1,200,000
1.7 Current liabilities	400,000
1.8 Long Term Liabilities	800,000
1.9 Paid/Share Capital	800,000
1.10 Please attached most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

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 and 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'.

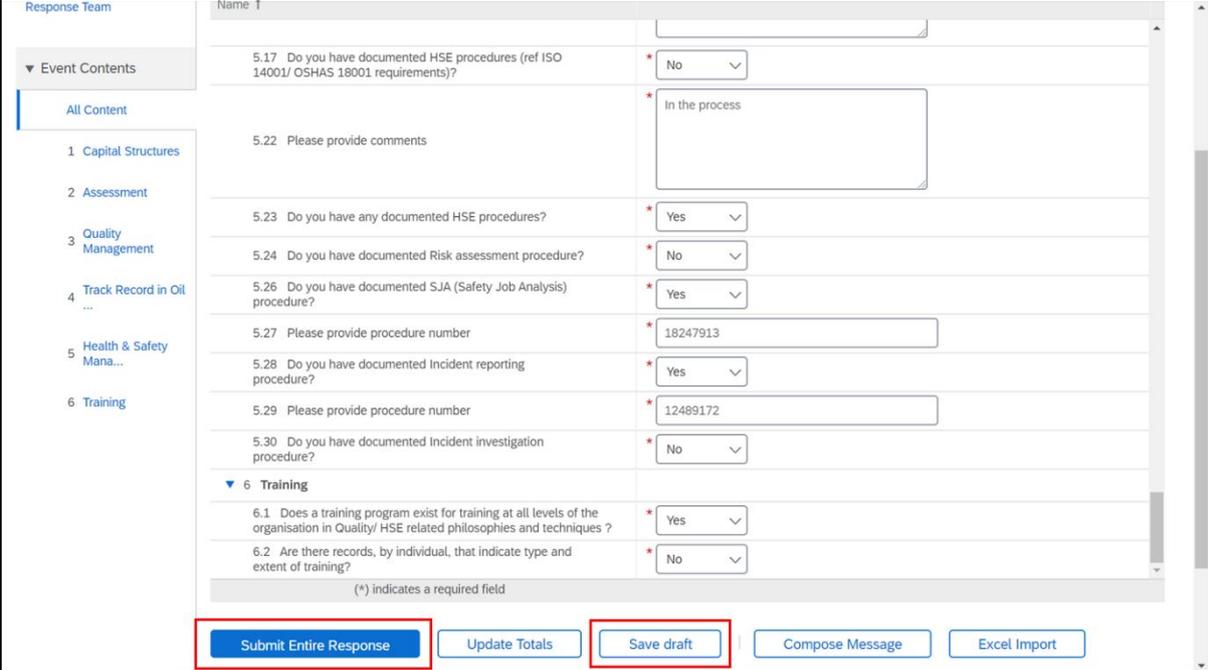
Step 8: After clicking on “Update Totals”, the following financial ratios will be displayed.



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 for items 2.1 through 2.4:

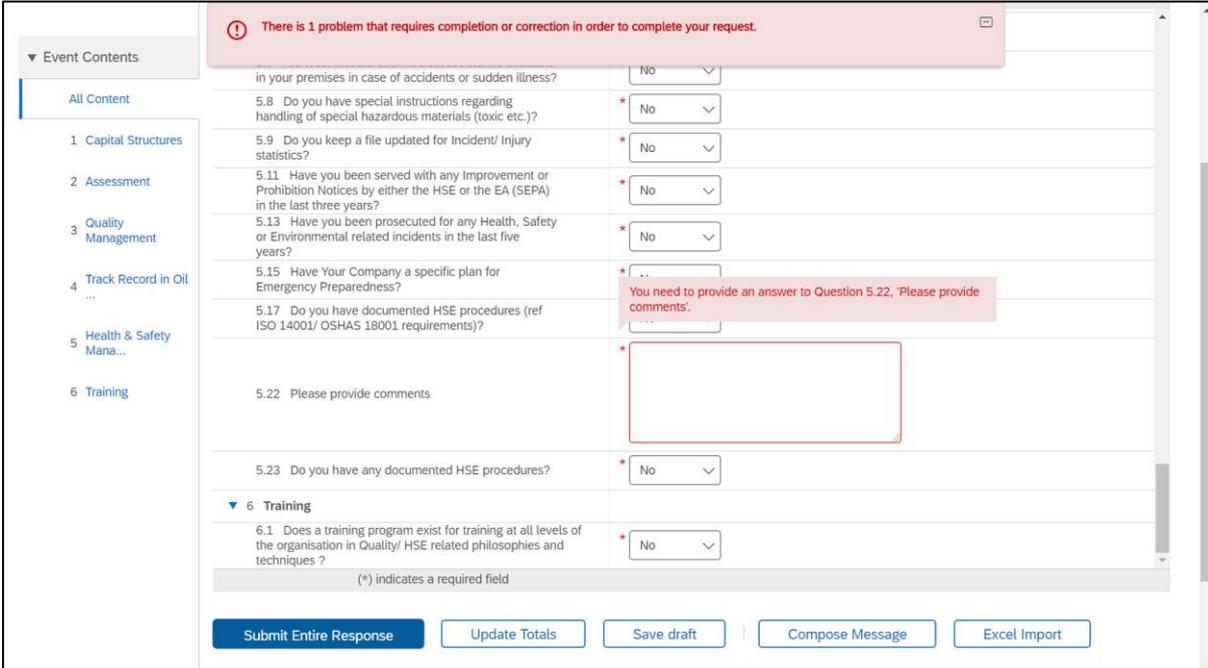
Item ID	Description	Value
2.1	Liquidity - Current ratio	2
2.2.1	Liquidity - Current Ratio (current asset/current liability)	2
2.2	Profitability Ratio - Net Profit Margin	10
2.2.1	Profitability ratio - Net Profit Margin (%) (net profit/revenue)x100	10
2.3	Profitability Ratio - ROI	62.5
2.3.1	Profitability 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

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 a sidebar on the left containing a table of contents with sections: 1 Capital Structures, 2 Assessment, 3 Quality Management, 4 Track Record in Oil, 5 Health & Safety Mana..., and 6 Training. The main form area contains several questions, each with a dropdown menu or text input field. Questions 5.17, 5.22, 5.23, 5.24, 5.26, 5.27, 5.28, 5.29, 5.30, 6.1, and 6.2 are marked with an asterisk (*). Question 5.22 has a text input field containing "In the process". 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.



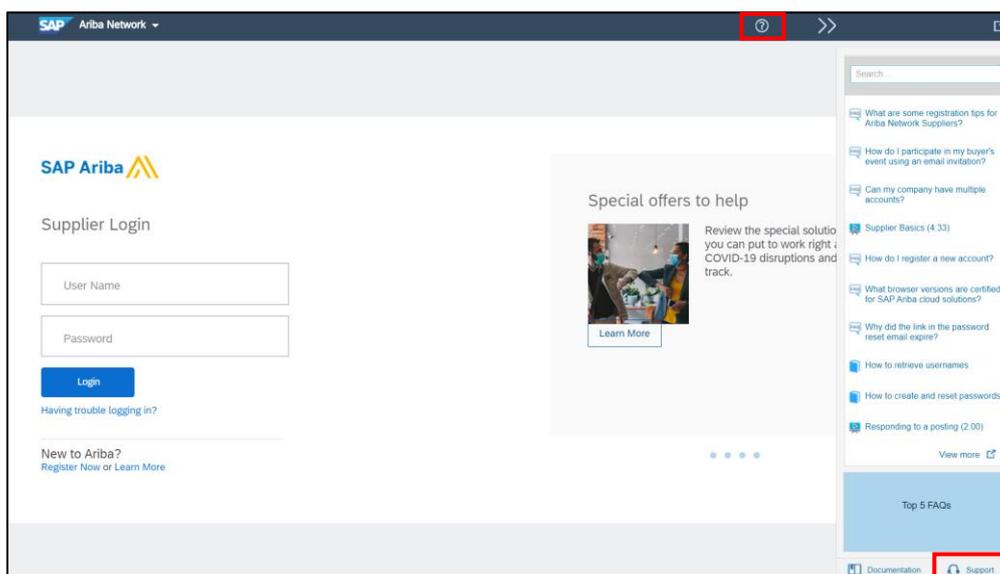
The screenshot shows the same questionnaire form as in Step 9, but with a red error banner at the top that reads: "There is 1 problem that requires completion or correction in order to complete your request." A red box highlights question 5.22, "Please provide comments", with a message that says: "You need to provide an answer to Question 5.22, 'Please provide comments'". The "Submit Entire Response" button is now disabled. The "Save draft" button is still 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