

Supplier Registration Guide

NAVIGATING FORWARD



Introduction

This Supplier Registration Guide will provide you guided instructions on how to register and maintain your information on the SAP Ariba Network.

Sapura Energy Berhad ("SEB") will be transitioning to a new system, SAP Ariba, for all tendering events, e-procurement transactions to ensure greater transparency and accountability.

As our trusted supplier, you are required to submit your company details electronically through the SAP Ariba Network. SEB will then review and register your company as a supplier to participate in any subsequent sourcing events with us.

	SAP Ariba 📉
	Supplier Login
	User Name
	Password
	Login Forgot Username or Password
_	



Supplier Registration

To complete your Sapura Supplier Registration, you are required to log in to your SAP Ariba Network Account (to be created if you do not already have one) in order to fill in the Supplier Registration Questionnaire. Follow the steps below to guide you through the process.

Click on the link below to log in to the Supplier SAP Ariba Network portal.

Invitation: Complete your SAP Ariba Network Account Registration with Sapura Energy Berhad

sapura
Register as a supplier with Sapura Energy Berhad
Hello!
Jyh Song Yong has invited you to register to become a supplier with Sapura Energy Berhad Start by creating an account with Ariba Network. It's free.
Sapura Energy Berhad T uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If YY Logistics already has an account with Ariba Network, sign in with your username and password.
Click Here to create account now

Step 1: You will receive an e-mail notification to complete your Supplier Registration with Sapura Energy Berhad.



Step 2: You will be automatically navigated to the **Supplier Registration Questionnaire** page. Please read the questionnaire carefully and fill in all the required details. Mandatory fields are marked with an asterisk (*).

Ariba Sourcii	ng	tte Company Settings	utt 🔻 Help Center	
< Go back to Sapura Energy Berha	d - TEST Dashboard	Deskto	p File Sync	
Console	Doc57604724 - Supplier Registrati	on Questionnaire External	L Time 14	remaining days 23:32:02
Event Messages Event Details Response History	All Content			■ ≈
Response Team	Name 1			
	I Company Information			A
▼ Event Contents	1.1 Supplier Full Legal Name (as per Company Registration Certificate)	* WLegistics]	
All Content	(Please use below Supplier name field if name is longer than 35 characters)	TT LOGISUCS		
1 Company	1.2 Supplier Full Legal Name (Cont'd)			
Commedity	1.3 Supplier Full Legal Name (Cont'd)			
2 Geograph	1.4 Company Registration Number	* 12948712		
3 Tax Details		*Show More		
4. Danis Dataila		Succes.		
4 Bank Details		Street 2:	(i)	
5 Primary Business Con		Circot 2:		
	1.5 Registered Address	Street 3:	(i)	
7 Sapura Code of Conduct		Postal Code: (i)	City: *	()

Step 3: For question 2.1 (Select Primary Category you would provide to Sapura), **select only one category**.

Event Messages Event Details Response History	All Content			. >
Response Team	Name †			
	attach)			
	2 Commodity & Geography of	fSupply		
▼ Event Contents	2.1 Select Primary Category y	ou would provide to		
All Content	Sapura (*Do not select category at lev category at level 2.	el 1, only select 1	•Civil and Structural Materials [select]	- 11
1 Company Information	1 Company Information Cick on "Select" button then c Civit and Structural (level 1) an for Civit and Structural Materia			
2 Commodity & Geograph	2.2 Select location currently y Sapura	ou serve to	*(select a value) [select]	
	3 Tax Details	Less –		~
3 Tax Details	(*) indicates	s a required field		
4 Bank Details	Submit Entire Response	Update Totals	Save draft Compose Message Excel Import	
5 Primary Business Con				
6 Compliance				
, Sapura Code of				_



Step 4: Provide the mandatory information such as your tax information and bank details, and ensure you upload the relevant supporting documents via either the 'drag-and-drop' method or upload by clicking on "Choose File" and clicking "OK" once done.

ack to Sapura Energy Berha	d - TEST Dashboard			Desktop File Sync
Console	Doc57604724 - Supplier Regi	stration Questionnaire External		D Time remaining 14 days 23:22:31
Event Messages Event Details	All Content			 *
Response Team	Name 1			
	Fill in the Tax identification accordingly			
 Event Contents 	3.1 Tax Identification Number (VAT)			
All Content	3.2 Tax Identification (GST/SST)			
1 Company Information	3.3 Please attach proof of tax identification 4 Bank Add Bank Details (0)	★ 🕅 Dummy VAT Cert.docx ∨ Update file De	elete file	
2 Commodity & Geograph	■ Details ■ Add Bank Details (0) ▼ 5 Primary Business Contact			
3 Tax Details	5.1 Title	*		
4 Bank Details	5.2 Full Name	*		
Primary Business	5.3 Job Title	*		
5 Con	5.4 Company Telephone	*		
7 Sapura Code of Conduct	5.5 Mobile Number (with Country Code)	*		
	5.6 Email Address	*		

Ariba Sourcing	### Company Settings * Robin Hutt Help Center >>
o back to Sapura Energy Berhad - TEST Dashboard	Desktop File Sync
	Save
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click	Save and then click Submit Entire Response on the main screen.
All Content > 4 Bank Details	
Bank Details (1)	 ×
Name †	
	SWIFT Code:
	Bank Account Type: No Choice V
Please attach Letter confirmation from bank(in bank letterhead) dated within past 30 days -to confirm that the company has account with the bank including banking details and authorized signature from bank.	*Attach a file
Please attach Copy of front page of latest bank statement	*Attach a file
In case of bank account update , please provide letter from on company letterhead signed by authorized person stating they wish to change existing bank account detail to new bank account detail.	Attach a file
Add an additional Bank Account	(*) indicates a required field
Robin Hutt (robinsebaribasupplier@gmail.com) last visited 9 Jul 2020 8.01:17 PM YY Logistics AN01539716211-T	



Step 5: After filling in the questionnaire, you may **click on the "Submit Entire Response"** button or **click on "Save Draft"** if you wish to revisit the questionnaire and complete it at a later time.

Response Team	Name 1		
	tax identification		-
Event Contents	4 Bank Details Add Bank Details (1)		
Event oontento	▼ 5 Primary Business Contact		
All Content	5.1 Title	* Mr	
1 Company Information	5.2 Full Name	* Robin Hutt	
2 Commodity &	5.3 Job Title	* Executive	
Geograph	5.4 Company Telephone	* 6012491284	
3 Tax Details	5.5 Mobile Number (with Country Code)	* 6012491888	
4 Bank Details	5.6 Email Address	* sebaribasupplier@gmail.com	
5 Primary Business Con	▼ 7 Sapura Code of Conduct		
7 Sapura Code of Conduct	 7.1 Please Review and Acknowledge Sapura Code of Conduct attached here. ■ References ∨ 	* Yes V	
	4		•
	(*) indicates a require	ed held	
	a		
	Submit Entire Response	Update Totals T Save draft Compose Message Excel Import	

Step 6: The required registration steps are now completed. Your information will be reviewed by SEB and you will be contacted by our representatives, if there are further information required.

	sapura
Registration with Sapura Energy Berhad	
Congratulations! Sapura Energy Berhad included in the supplier database of Sapura	has approved your supplier registration. UT Test 3 has now been Energy Berhad
You will be notified when next steps of the s	supplier onboarding process require your attention.



Supplier Information Update (if required)

Once you have been successfully registered on the SAP Ariba Network, if you wish to update your company information, you can perform an e-update by following the simple steps below.

Step 1: Log in to your SAP Ariba Network Account (**https://supplier.ariba.com**) with your credentials.

SAP Ariba Proposals and Questionaire -	
SAP Ariba 📉	Looking for an e-signature solution?
Supplier Login	SAP Signature Management by DocuSign integrates with Ariba Network for a secur automated workflow for electronically col
robinsebaribasupplier@gmail.com	information, tracking progress, and obtain legally binding electronic signatures.
	Learn More
Login	
Forgot Username or Password	
	•••
orted browsers and plusins	
and a submatch and how a	



Step 2: From the menu bar on the top of your page, click on the "Ariba Network" dropdown menu and select "Ariba Proposals and Questionnaire".

SAP /	Ariba Network 👻	Standard Account	Upgrade	TEST MODE		RH
What is	Ariba Discovery Ariba Proposals	And Questionaire	ny? Selecting	a role will help us provide you with a better experience.		
You ca	Ariba Contracts		n the My Acco	unt page.		
(Business Owner					
\langle	Customer Servic	ce				
(E-Commerce					
0	Field Services					
\langle	Information Tech	nology				
(Manager					
0	Marketing Order Managem	ent				
(Sales					

Step 3: Click on "Supplier Registration Questionnaire External".

Ariba Proposals and Questionai	re - Standard Account	Upgrade	TEST MODE			ø	() RH	
SAPURA ENERGY BERHAD - TEST								
There are no matched postings.	Welcome to the market leader	e Ariba Spen s in quality, se	d Management site. This site a rvice, and cost. Ariba, Inc. adr	assists in identifying world class ministers this site in an effort to (suppliers who are ensure market integrity.	sap	oura 🍕	•
	Events							
	Title	ID	End Time 🕴		Event Type			
				No items				
	Registration C	uestionna	ires					
	Title			ID	End Time ↓		Status	
	 Status: Ope 	n (1)						
	Supplier Registrat	ion Questionr	aire External	Doc57604724	8/3/6103 7:53 PM		Registered	
	Qualification	Questionn	aires					
	Title I	D End	i⊤ime ↓	Commodity	Regions	Status		
				No items				
	Questionnaire	s						
	Title		ID	End Time ↓	Commodity	Regions	Status	
	▼ Status: Ope	n (1)						
	Pre Registration E	valuation	Doc57648518	7/10/2021 3:49 PM	(no value)	All All	Approved	1

Step 4: Select "Revise Response".

Ariba Sourci	ng	Company Settings - Robin Hutt - Help Center >>
Go back to Sapura Energy Berha	d - TEST Dashboard	Desktop File Sync
Console		
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.	
Response History Response Team		Revise Response
▼ Event Contents	All Content	
All Content	Name 1	
1 Company Information	 1 Company Information 1.1 Supplier Full Legal Name (as per Company Registration Certificate) 	i
2 Commodity & Geograph	(Please use below Supplier name field if name is longer than 35 characters) 1.2 Supplier Full Legal Name	YY Logistics
3 Tax Details	(Cont d) 1.3 Supplier Full Legal Name (Cont d)	
4 Bank Details	1.4 Company Registration Number	12948712
5 Primary Business Con		Street 1: TTDI 6 (j)
7 Sapura Code of Conduct	Compose Message	

Step 5: You can now edit the relevant information and select "Submit Entire Response".

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< Go back to Sapura Energy Berha	d - TEST Dashboard				Deskto	p File Sync
Console						
Event Messages Event Details	All Content					Ⅲ ×
Response History Response Team	Name 1					
	1 Company Information					A
▼ Event Contents	1.1 Supplier Full Legal Name (as per Company Registration Certificate)					
All Content	(Please use below Supplier name	* YY Logistics]		
1 Company Information	characters) 1.2 Supplier Full Legal Name (Control)					
2 Commodity & Geograph	1.3 Supplier Full Legal Name (Cont'd)					
3 Tax Details	1.4 Company Registration Number	* 12948712)		
4 Bank Details	(*) indicates a required f	ield				,
5 Primary Business Con	Submit Entire Response	date Totals Reload Last Bid	Sa	ive draft	Compose Me	ssage
7 Sapura Code of Conduct	Excel Import					
Robin Hutt (robinsebaribasupp	 Nien@gmail.com) last visited 12 Jul 2020 8:28:19 PM - YY Logisti	cs AN01539716211-T				



Step 6: You will **receive an in-system notification** to confirm that your update has been submitted. SEB will then review and approve your information updates accordingly.

Ariba Sourcir	 Company Settings	 Robin Hutt 	Help Center >>	
< Go back to Sapura Energy Berhad	Desktop File Sync			
Console				
Event Messages Event Details Response History Response Han				
	All Content			
▼ Event Contents	Name †			
All Content	1 Company Information			·
1 Company Information	1.1 Supplier Full Legal Name (as per Company Registration Certificate) (Please use below Supplier name field if name is longer than 35 characters) 1.2 Supplier Full Legal Name (Cont'd)	YY Logistics		
2 Commodity & Geograph	1.3 Supplier Full Legal Name (Cont'd)			
3 Tax Details	1.4 Company Registration Number	12948712		
4 Bank Details		Show More Street 1:	TDI 6 (i)	
5 Primary Business Con	Compose Message			
7 Sapura Code of Conduct				
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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

SAP Ariba Network 👻	◎ ≫	C
		Search
		What are some registration tips for Ariba Network Suppliers?
SAP Ariba		How do I participate in my buyer's event using an email invitation?
	Special offers to help	Can my company have multiple accounts?
Supplier Login	Review the special solutio	Supplier Basics (4:33)
	COVID-19 disruptions and track.	How do I register a new account?
User Name		What browser versions are certifie for SAP Ariba cloud solutions?
Password	Learn More	Why did the link in the password reset email expire?
		How to retrieve usernames
Having trouble logging in?		How to create and reset password
		Responding to a posting (2.00)
New to Ariba? Register Now or Learn More		View more
		Top 5 FAOs
		Documentation Q Support

B: Supplier Onboarding and Registration related items

Contact Sapura Energy Berhad by:

