

Supplier Request Guide

NAVIGATING FORWARD



Supplier Request [Only applicable for new suppliers]

You will receive an e-mail invitation with a registration link from SEB to partner with us by submitting your basic information through a supplier request electronic form.

Invitation: Submit your basic information to Sapura Energy Berhad

Step 1: Click the “Get Started” button (from the e-mail invitation).



Move our business partnership forward by going digital



Dear <Insert Supplier's Company Name>,

Thank you for your interest in becoming a vendor with Sapura Energy Berhad ("SEB").

Here at SEB, we are constantly on the lookout for new opportunities to collaborate with you, our esteemed business partners.

In order to serve you better, we are introducing a unified digital platform to help simplify and better manage your everyday business needs and order-to-cash processes.



Follow the link below to introduce yourself to us by submitting this supplier request form.

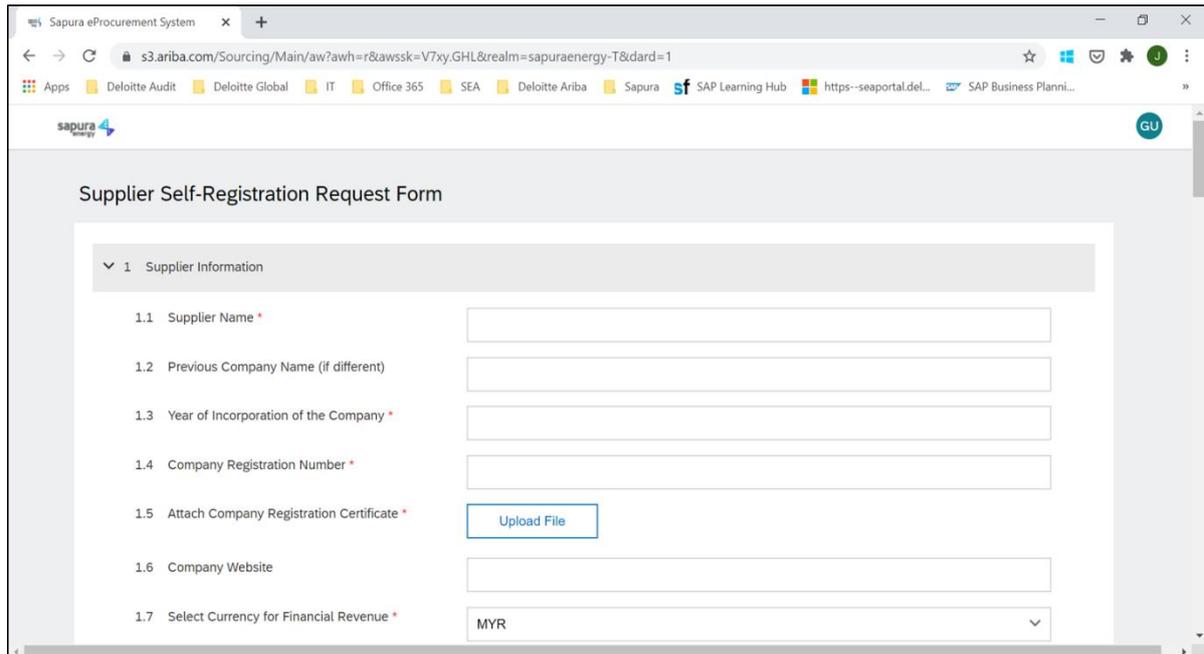
Get started >>

Once the e-form is submitted, you will receive an e-mail notification for successful submission.

We will review your business information for approval and our decision will be emailed to you.

Visit us at www.sapura.com.my for corporate information. For any inquiries, please write to us at vendors@sapuraenergy.com.

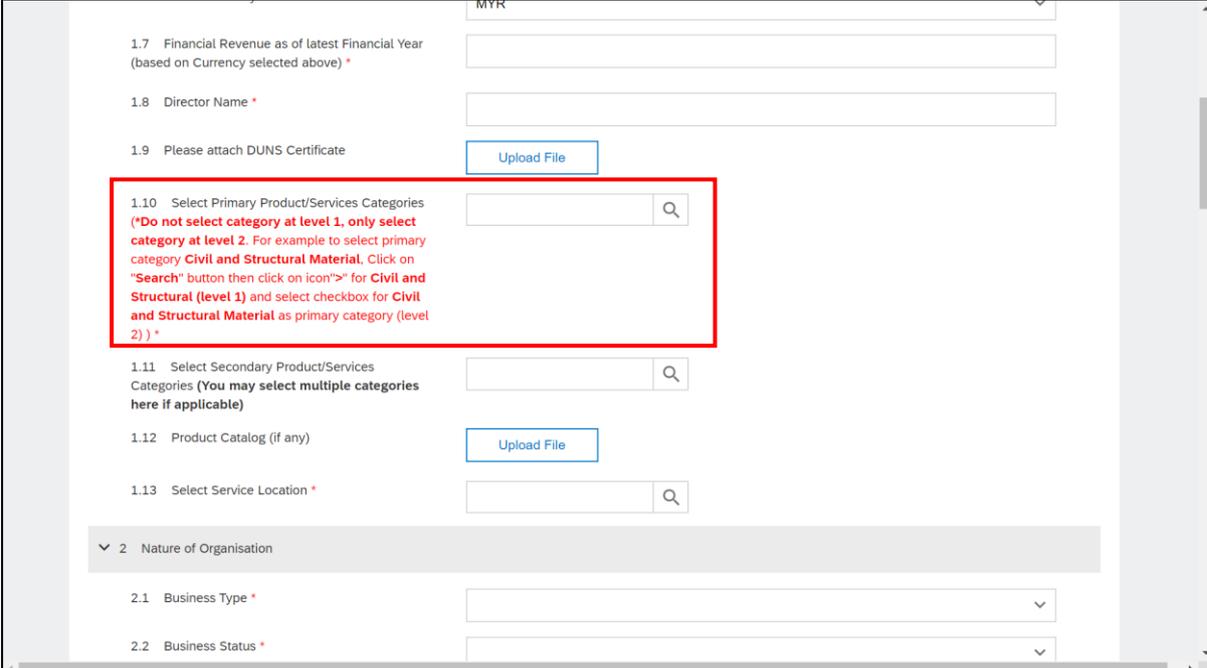
Step 2: You will be routed to the **Supplier self-request** electronic form and you will be able to fill in the questionnaire.



The screenshot shows a web browser window with the title "Supplier Self-Registration Request Form". The browser address bar shows the URL "s3.ariba.com/Sourcing/Main/aw?awh=r&awssk=V7xy.GHL&realm=sapuraenergy-T&dard=1". The page content includes a section titled "1 Supplier Information" with the following fields:

- 1.1 Supplier Name *
- 1.2 Previous Company Name (if different)
- 1.3 Year of Incorporation of the Company *
- 1.4 Company Registration Number *
- 1.5 Attach Company Registration Certificate * (with an "Upload File" button)
- 1.6 Company Website
- 1.7 Select Currency for Financial Revenue * (with a dropdown menu showing "MYR")

Step 3: For question 1.10 (Select Primary Product/Services Categories), **select only one primary category at Level 2**. Multiple categories may be selected for question 1.11 (Select Secondary Product/Services Categories).



1.7 Financial Revenue as of latest Financial Year (based on Currency selected above) *

1.8 Director Name *

1.9 Please attach DUNS Certificate [Upload File](#)

1.10 Select Primary Product/Services Categories **(*Do not select category at level 1, only select category at level 2. For example to select primary category Civil and Structural Material. Click on "Search" button then click on icon ">" for Civil and Structural (level 1) and select checkbox for Civil and Structural Material as primary category (level 2) *)**

1.11 Select Secondary Product/Services Categories (You may select multiple categories here if applicable)

1.12 Product Catalog (if any) [Upload File](#)

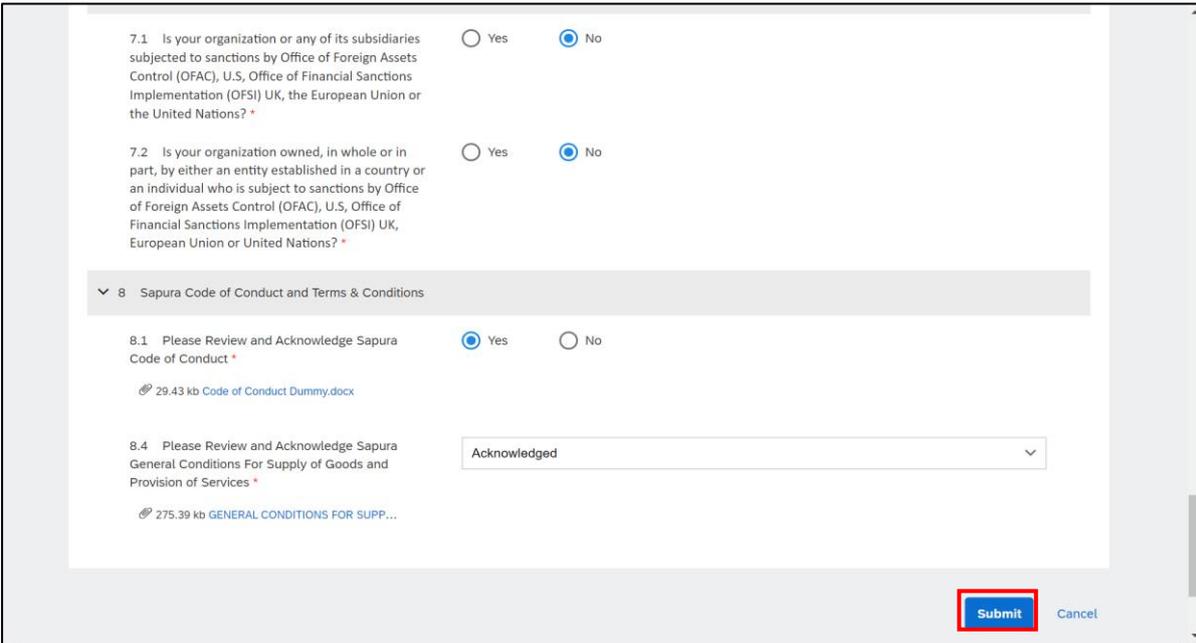
1.13 Select Service Location *

2 Nature of Organisation

2.1 Business Type *

2.2 Business Status *

Step 4: Continue filling in your profiling information and **click on the "Submit" button**.



7.1 Is your organization or any of its subsidiaries subjected to sanctions by Office of Foreign Assets Control (OFAC), U.S. Office of Financial Sanctions Implementation (OFSI) UK, the European Union or the United Nations? * Yes No

7.2 Is your organization owned, in whole or in part, by either an entity established in a country or an individual who is subject to sanctions by Office of Foreign Assets Control (OFAC), U.S. Office of Financial Sanctions Implementation (OFSI) UK, European Union or United Nations? * Yes No

8 Sapura Code of Conduct and Terms & Conditions

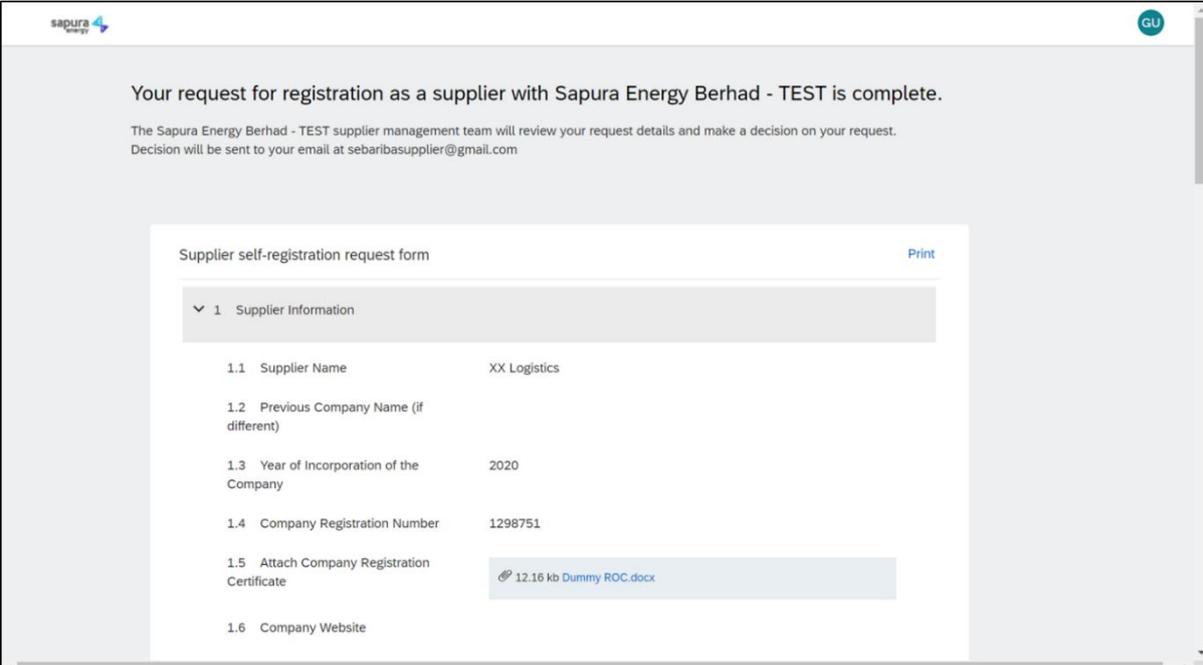
8.1 Please Review and Acknowledge Sapura Code of Conduct * Yes No
[29.43 kb Code of Conduct Dummy.docx](#)

8.4 Please Review and Acknowledge Sapura General Conditions For Supply of Goods and Provision of Services *

[275.39 kb GENERAL CONDITIONS FOR SUPP...](#)

[Submit](#) [Cancel](#)

Step 5: A **summary of details** will be displayed after submission.



Your request for registration as a supplier with Sapura Energy Berhad - TEST is complete.

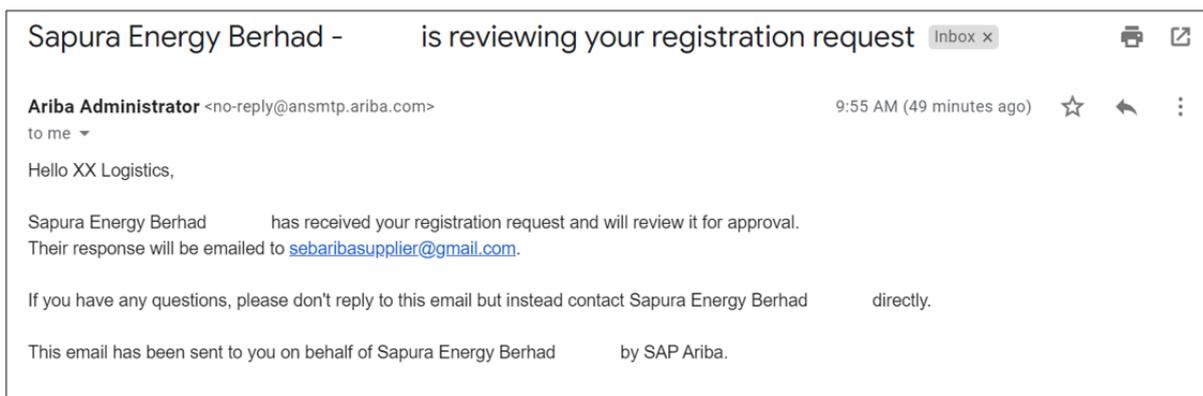
The Sapura Energy Berhad - TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at sebaribasupplier@gmail.com

Supplier self-registration request form Print

▼ 1 Supplier Information

1.1 Supplier Name	XX Logistics
1.2 Previous Company Name (if different)	
1.3 Year of Incorporation of the Company	2020
1.4 Company Registration Number	1298751
1.5 Attach Company Registration Certificate	 12.16 kb Dummy ROC.docx
1.6 Company Website	

Step 6: You will also receive an **e-mail notification** that confirms that your request has been successfully submitted.

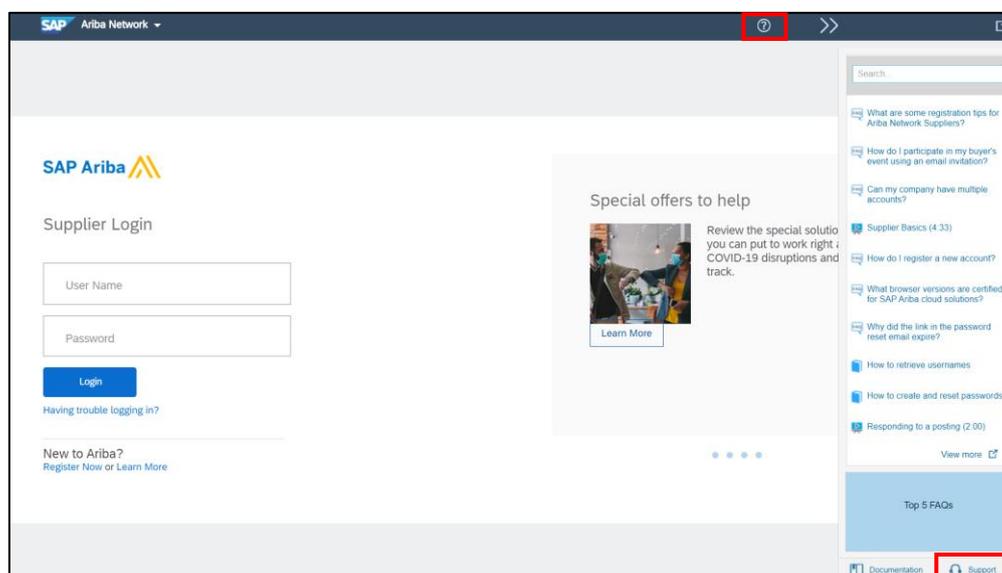


Getting Support

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