Frequently Asked Questions by Supplier
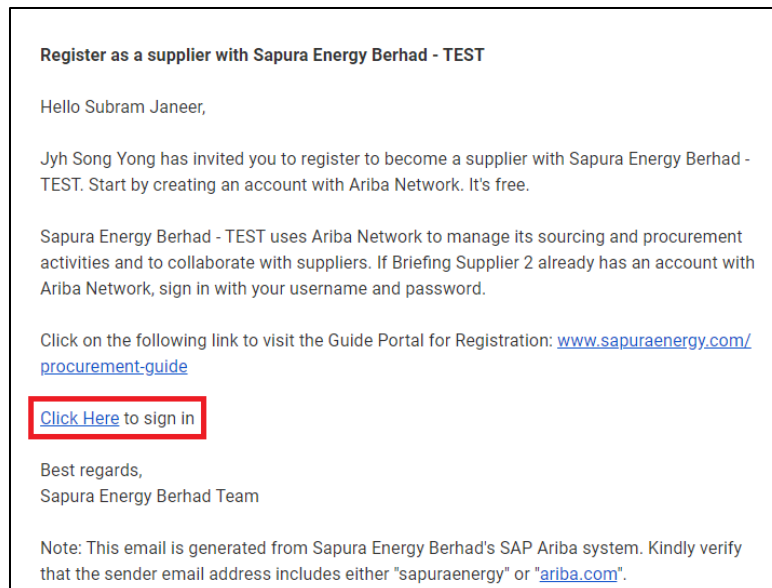
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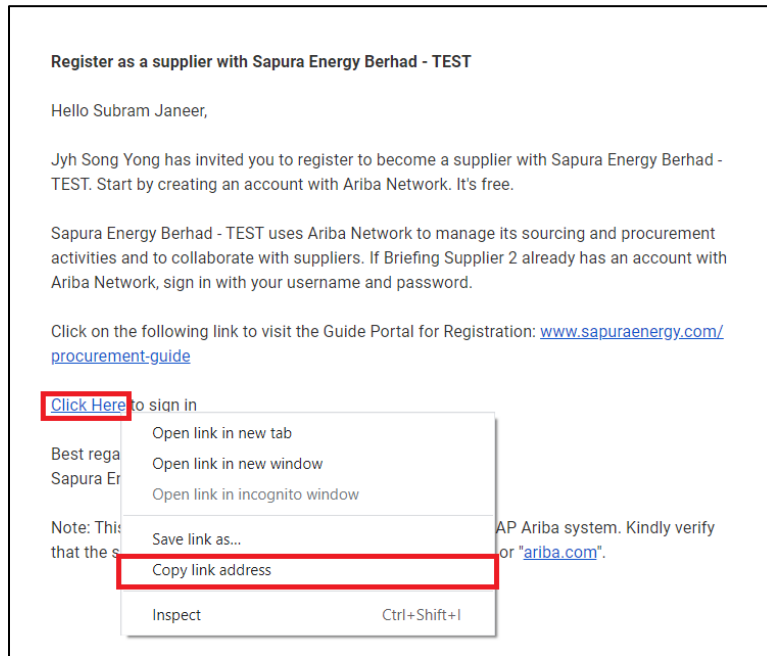
(Click on the question below to jump to the section)

1. **I have an existing Ariba Network (AN) account but could not see Sapura Energy Berhad (SEB)'s questionnaire when logged in with existing account.**
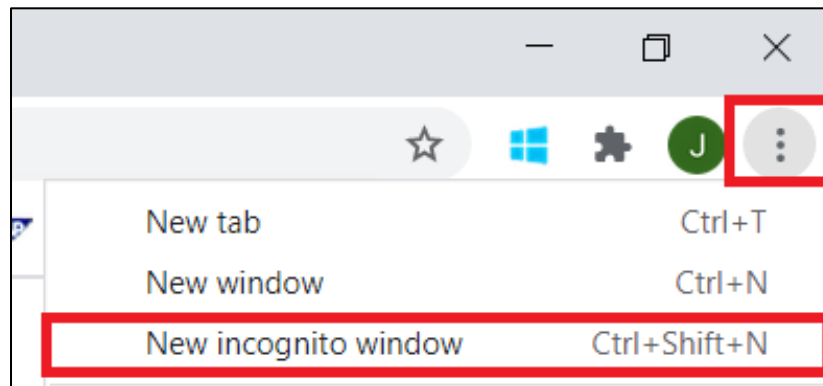
First click on the email invitation link from SEB personnel (see screenshot below – A) and log in from there to connect your account to SEB. Subsequently, you will be able to see SEB's questionnaire on your AN dashboard when you log in through http://sapuraenergy.supplier.ariba.com. To avoid potential cache issue, open/copy email invitation URL in Incognito/Private browser mode (refer screenshots – B).

**Register as a supplier with Sapura Energy Berhad - TEST**

Hello Subram Janeer,

Jyh Song Yong has invited you to register to become a supplier with Sapura Energy Berhad - TEST. Start by creating an account with Ariba Network. It's free.

Sapura Energy Berhad - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Briefing Supplier 2 already has an account with Ariba Network, sign in with your username and password.

Click on the following link to visit the Guide Portal for Registration: www.sapuraenergy.com/procurement-guide

[Click Here] to sign in

Best regards,
Sapura Energy Berhad Team

Note: This email is generated from Sapura Energy Berhad's SAP Ariba system. Kindly verify that the sender email address includes either "sapuraenergy" or "ariba.com".

A. Click on invitation link

Register as a supplier with Sapura Energy Berhad - TEST

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Click Here to sign in

Open link in new tab
Open link in new window
Open link in incognito window

Best rega
Sapura En

Save link as...
Copy link address

Note: This ... AP Ariba system. Kindly verify
that the s ... or "ariba.com".

Inspect   Ctrl+Shift+I

B.1. Alternatively, right click on the link and copy the link address

New tab   Ctrl+T
New window   Ctrl+N
New incognito window   Ctrl+Shift+N

B.2. Then, open the Incognito / Private browser window
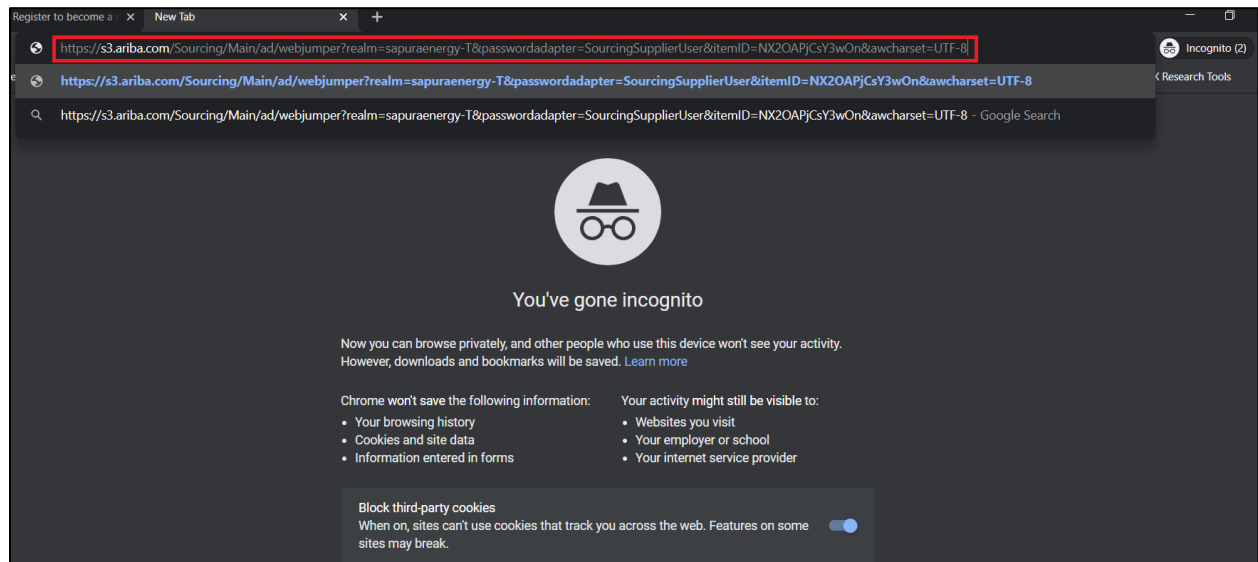
B.3. Paste the link copied onto the browser and press Enter

2. I only see SapuraCrest Petroleum Berhad when they log into Ariba Network

In Incognito / Private browser mode, reset your password. Once reset, you should see Sapura Energy Berhad in your AN dashboard once logged in.

3. What is the purpose of a supplier manager?

- The Supplier manager is a single point of contact for suppliers and 'owns' the relationship with the Supplier
- Strategic supplier development activities are managed by the supplier manager from the Vendor Management & Partnership team. These activities include regular performance reviews, supplier development execution and control (e.g. quality process improvement, payment terms improvement, claims management).
- Non-strategic supplier relationship activities are managed by the sourcing and procurement team based on supplier criticality and scope of work provided

4. How many questionnaires do I need to complete?

You will need to fill in 2 sets of questionnaires:

1. Supplier Registration Questionnaire External
2. Pre-registration Evaluation

5. If I am unable to submit my questionnaires before the due date, what can I do?

Please inform Sapura contact person to have them resend the invite after the invite got expired.

6. How can I save the draft of the registration questionnaire?

Ensure that at least the Registered Address is populated (highlighted below). Once done, click on

Save draft to save your response for submission later.

Populate Registered Address to be able to Save draft

The End

7. Can I complete registration using Excel Import Function to complete registration?

Yes, follow the instruction given below

1. **Click on Excel Import**

2. **Click on Download Content**

3. **Save the Excel template on your desktop**

A	B	C	D	E	F	G

Required Action

Submit the answers to the questions.

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
	Optional data
	Without the border, read only data

Submit Response Instructions | 1 Company Information | 2 Commodity & Geography of S... | 3 Ta ... ⊕

4.Read the instruction to update registration detail in Excel

5.Complete registration detail in another tab of Excel update info only in yellow cell only and Save

6.Come back to portal and select step no 3 Click Choose File and click Upload

7.If excel update correctly you will receive popup Import Successful

8.All attachment need to upload one by one in the designated place, Click Attach a file
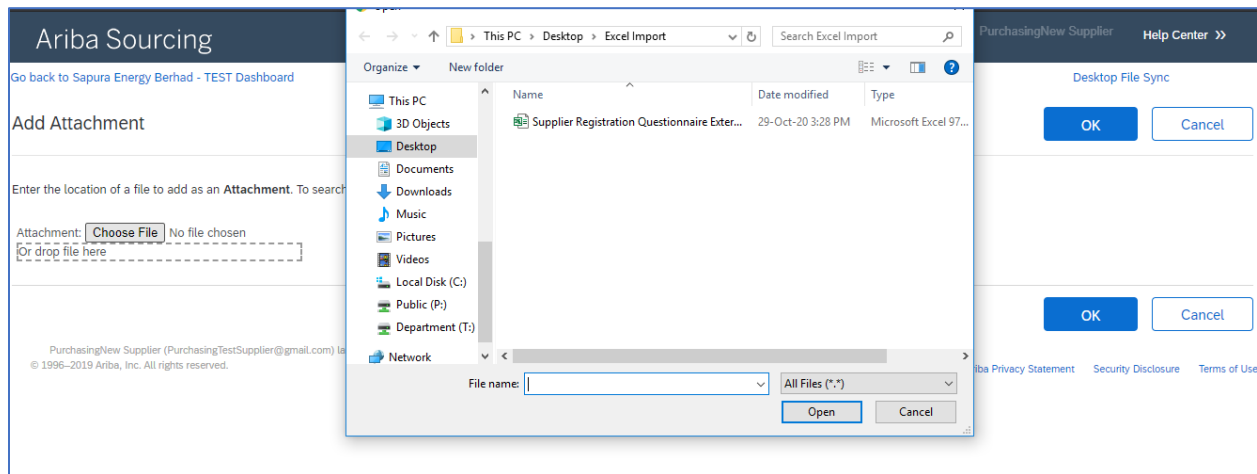
9.Seach your document to attach and click Open

10.Once all file uploaded and registration updated, click Submit Entire Response

11. Submit this response pop-up appear, click Ok

12. You will receive message for your submission