

Frequently Asked Questions by Supplier

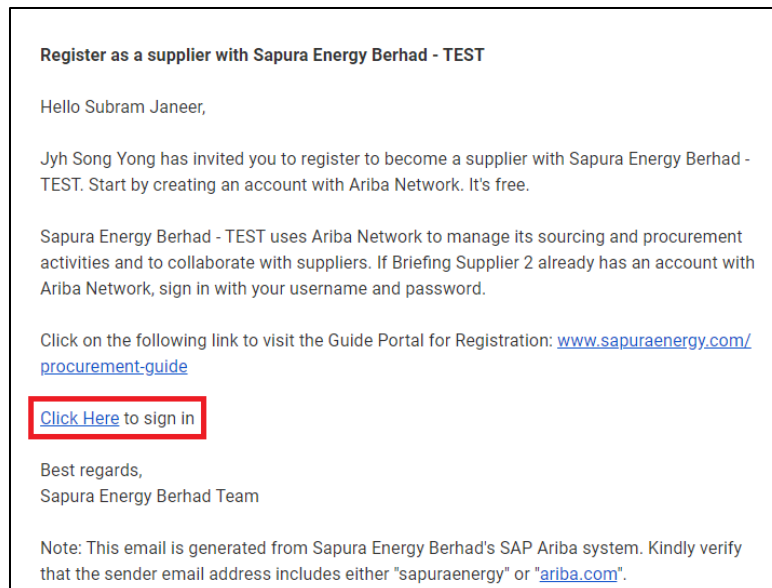
Table of Contents

(Click on the question below to jump to the section)

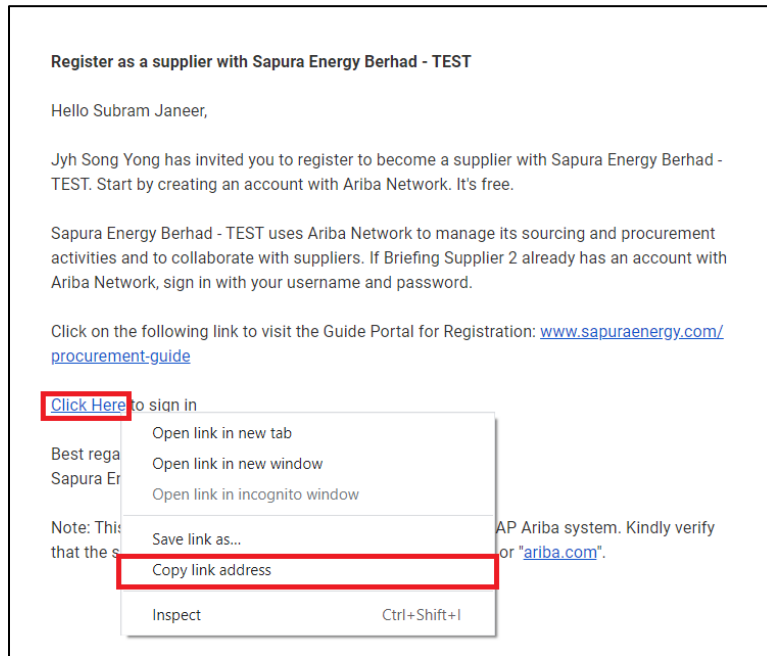
1. I have an existing Ariba Network (AN) account but could not see Sapura Energy Berhad (SEB)'s questionnaire when logged in with existing account.	2
2. I only see SapuraCrest Petroleum Berhad when they log into Ariba Network.....	5
3. What is the purpose of a supplier manager?.....	5
4. How many questionnaires do I need to complete?.....	5
5. If I am unable to submit my questionnaires before the due date, what can I do?	5
6. Can I complete registration using Excel Import Function to complete registration?	6
7. How can I save the draft of the registration questionnaire?.....	5

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.

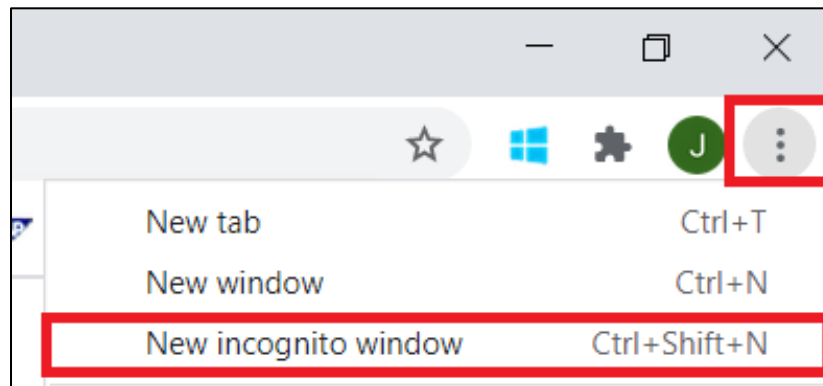
First click on the email invitation link from SEB personnel (see screenshot below – A) and log in from there to connect your account to SEB. Subsequently, you will be able to see SEB's questionnaire on your AN dashboard when you log in through <http://sapuraenergy.supplier.ariba.com>. To avoid potential cache issue, open/copy email invitation URL in Incognito/Private browser mode (refer screenshots – B).



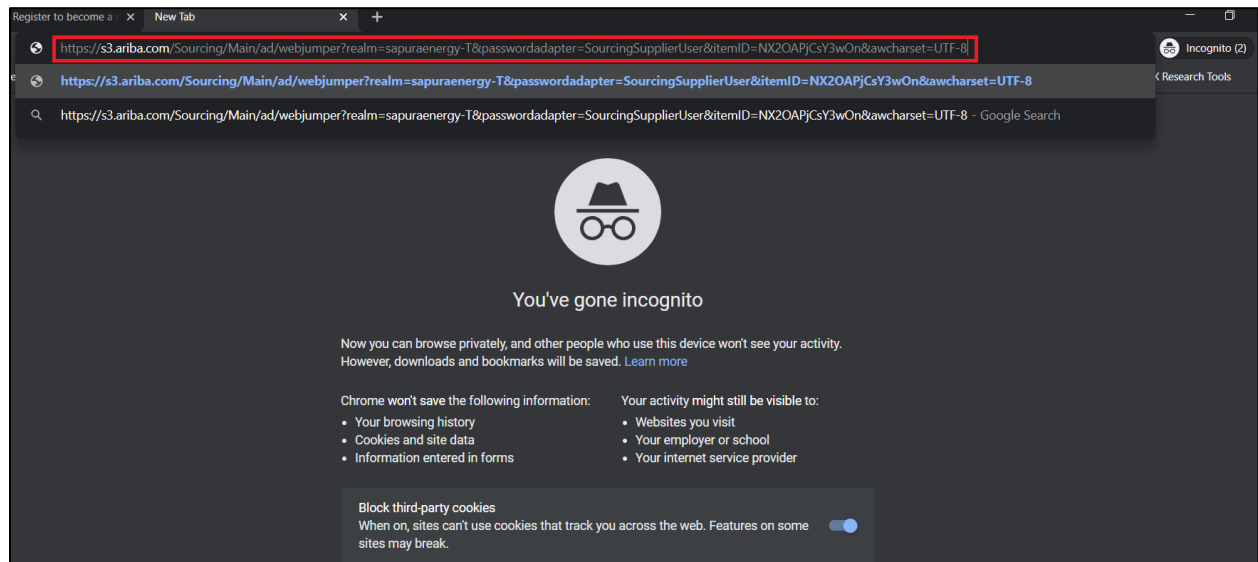
A. Click on invitation link



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



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.

There are 4 problems that require completion or correction in order to complete your request. Mouse over the red icons to learn more. Use the **Next** and **Previous** links to step through the errors as needed. < Previous | Next >

Subram Janeer Help Center

Doc107111955 - Supplier Registration Questionnaire External

Time remaining 14 days 23:49:01

All Content

Name ↑

2.6 Year of Incorporation of the Company Thu, 1 Oct, 2020

2.7 Registered Address

Street 1:

Street 2:

Street 3:

Postal Code: City:

Country: (no value)

2.8 Is Business Address same as Registered Address? No

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

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

Ariba Sourcing

Company Settings PurchasingNew Supplier

back to Sapura Energy Berhad - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Company Information

2 Commodity & Geograph...

3 Tax Details

4 Bank Details

5 Primary Business Con...

All Content

Name ↑

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)

1.3 Supplier Full Legal Name (Cont'd)

1.4 Company Registration Number

(*) indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import

1. Click on Excel Import

< Go back to Sapura Energy Berhad - TEST Dashboard Desktop File System

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

[Choose File](#) No file chosen
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

2. Click on Download Content

sappartneredge.com Ariba Connect Login Ariba network sup...

Ariba Sourcing

< Go back to Sapura Energy Berhad - TEST Dashboard

Import Response from Excel

This page allows you to export and import event content and submit bids

Step 1. Click "Download Content" to download and review your event.
Skip this step if you wish to import a previously downloaded file.

[Download Content](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

[Choose File](#) No file chosen
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

This PC > Downloads

Organize New folder

Name	Date modified
Pre Registration Evaluation.xls	27-Oct-20 3:...
SupplierSearchResultReport.xls	23-Oct-20 3:...
Supplier Registration Questionnaire External.xls	27-Aug-20 9:...
Supplier Registration Questionnaire External PurchasingTestSupplier...	27-Aug-20 9:...
[DJ] PurchasingTestSupplier_SEB Survey_UAT01.xls	02-Aug-20 4:...
GENERAL REPORT FOR VALIDATION.xls	09-Jul-20 11:...
approvondorlist.xls	19-Feb-20 3:...
CompanyList (1).xls	19-Feb-20 1:...
approveronleave.xls	18-Feb-20 2:...
exporttoexcel.xls	18-Feb-20 2:...

File name: Supplier Registration Questionnaire External.xls
Save as type: Microsoft Excel 97-2003 Worksheet (*.xls)

[Save](#) [Cancel](#)

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																
<table border="0"> <tr> <td><div style="display: inline-block; width: 20px; height: 10px; background-color: #d9e1f2; border: 1px solid black;"></div></td> <td>Header and System ID Information: Do not modify this cell or the import may fail.</td> </tr> <tr> <td><div style="display: inline-block; width: 20px; height: 10px; background-color: #ffcc00; border: 1px solid black;"></div></td> <td>Help Information. Do not modify this cell or the import may fail.</td> </tr> <tr> <td><div style="display: inline-block; width: 20px; height: 10px; background-color: #ffff00; border: 1px solid black;"></div></td> <td>Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.</td> </tr> <tr> <td><div style="display: inline-block; width: 20px; height: 10px; background-color: #ffffff; border: 1px solid black;"></div></td> <td>Optional data</td> </tr> <tr> <td><div style="display: inline-block; width: 20px; height: 10px; background-color: #ffffff; border: none;"></div></td> <td>Without the border, read-only data</td> </tr> </table>							<div style="display: inline-block; width: 20px; height: 10px; background-color: #d9e1f2; border: 1px solid black;"></div>	Header and System ID Information: Do not modify this cell or the import may fail.	<div style="display: inline-block; width: 20px; height: 10px; background-color: #ffcc00; border: 1px solid black;"></div>	Help Information. Do not modify this cell or the import may fail.	<div style="display: inline-block; width: 20px; height: 10px; background-color: #ffff00; border: 1px solid black;"></div>	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.	<div style="display: inline-block; width: 20px; height: 10px; background-color: #ffffff; border: 1px solid black;"></div>	Optional data	<div style="display: inline-block; width: 20px; height: 10px; background-color: #ffffff; border: none;"></div>	Without the border, read-only data
<div style="display: inline-block; width: 20px; height: 10px; background-color: #d9e1f2; border: 1px solid black;"></div>	Header and System ID Information: Do not modify this cell or the import may fail.															
<div style="display: inline-block; width: 20px; height: 10px; background-color: #ffcc00; border: 1px solid black;"></div>	Help Information. Do not modify this cell or the import may fail.															
<div style="display: inline-block; width: 20px; height: 10px; background-color: #ffff00; border: 1px solid black;"></div>	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.															
<div style="display: inline-block; width: 20px; height: 10px; background-color: #ffffff; border: 1px solid black;"></div>	Optional data															
<div style="display: inline-block; width: 20px; height: 10px; background-color: #ffffff; border: none;"></div>	Without the border, read-only data															
<div style="display: flex; justify-content: space-between; align-items: center;"> Submit Response Instructions 1 Company Information 2 Commodity & Geography of S... 3 Ta ... </div>																

4. Read the instruction to update registration detail in Excel

Number	Name	Answer
1.1	Supplier Full Legal Name (as per Company Registration Certificate) (Please use below Supplier name field if name is longer than 35 characters)	Purchasing Test Supplier
1.2	Supplier Full Legal Name (Cont'd)	Purchasing Test Supplier
1.3	Supplier Full Legal Name (Cont'd)	Purchasing Test Supplier
1.4	Company Registration Number	123121545DJ
1.5	Registered Address	Excel Import/Export of this Answer Type is not supported.
1.6	Is Business Address same as Registered Address?	Yes
1.8	Malaysian or Foreign company	Malaysian
1.10	Bumiputra Status Please refer to page 15-16 in the attached document for Bumiputra definition	Yes
1.11	Equity Status - Bumiputera	51.00%
1.12	Equity Status - Non Bumiputera	49.00%
1.13	Primary location within Malaysia	Kuala Lumpur
1.14	MSME Level	Medium
1.15	Do you have Parent Company?	No
1.18	Please attach Form 24 - Return Of Allotment Of Shares	test RFP 08June2020.xls
1.19	Please attach Form 49 - Return Giving Particulars In Register Of	test RFP 08June2020 - Copy.xls

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

< Go back to Sapura Energy Berhad - TEST Dashboard

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click "Add Attachments".

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

[Choose File](#) Supplier Re...e External.xls
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

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

back to Sapura Energy Berhad - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Company Information
2 Commodity & Geography...
3 Tax Details
4 Bank Details

All Content

1.2 Supplier Full Legal Na (Cont'd)
1.3 Supplier Full Legal Na (Cont'd)
1.4 Company Registration

Street 1: 45, Jalan Tuga
Street 2: TTDI

(*) Indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

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

Messages
Details
Response History
Response Team

Event Contents

All Content

1 Company Information
2 Commodity & Geography...
3 Tax Details
4 Bank Details
5 Primary Business Con...

All Content

Name ↑

1.21 Please attach Form 13 - Certificate Of Incorporation On Change Of Name Of Company. Attach a file

1.26 Please attach Business presentation of the company * test RFP 08June2020 - Copy (3).xls Update file Delete file

1.27 Please attach other documents related to company information if any Attach a file

(In case of multiple files, please zip and attach)

2 Commodity & Geography of Supply

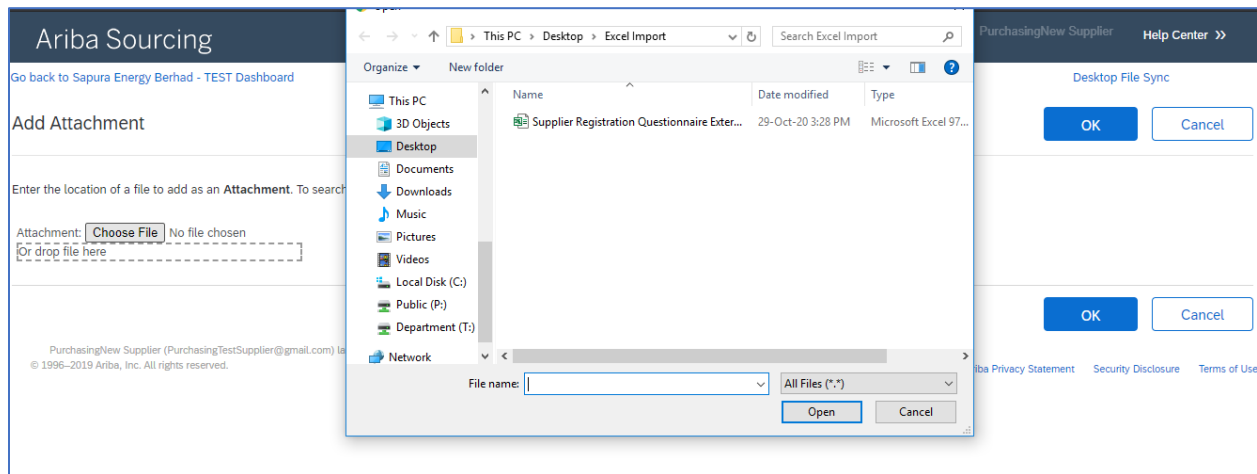
2.1 Select Primary Category you would provide to Sapura (Please select only 1 category at level 2 for e.g. select Civil and Structural Material under Civil and Structural) *Tools [select]

2.2 Select location currently you serve to Sapura *APAC [select]

(*) indicates a required field

Submit Entire Response Excel Import Update Totals Reload Last Bid Save draft Compose Message

8.All attachment need to upload one by one in the designated place, Click Attach a file



9. Search your document to attach and click Open

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content
1 Company Information
2 Commodity & Geograph...
3 Tax Details
4 Bank Details
5 Primary Business Con...

All Content

Name ↑	
Incorporation On Change Of Name Of Company.	Attach a file
1.21 Please attach Form 13 - Certificate Of Incorporation On Change Of Name Of Company.	
1.26 Please attach Business presentation of the company	* test RFP 08June2020 - Copy (3).xls Update file Delete file
1.27 Please attach other documents related to company information if any	SupplierSearchResultReport.xls Update file Delete file
(In case of multiple files, please zip and attach)	
2 Commodity & Geography of Supply	
2.1 Select Primary Category you would provide to Sapura (Please select only 1 category at level 2 for e.g. select Civil and Structural Material under Civil and Structural)	*Tools [select]
2.2 Select location currently you serve to Sapura (* indicates a required field)	*APAC [select]

Submit Entire Response
Excel Import

Update Totals
Reload Last Bid
Save draft
Compose Message

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

All Content

Name ↑
(Cont'd)

1.3 Supplier Full Legal Name
(Cont'd)

1.4 Company Registration Number

1.5 Registered Address

(*) indicates a required field

Submit Entire Response | Update Totals | Reload Last Bid | Save draft | Compose Message

Excel Import

✓ Submit this response?

Click OK to submit.

OK | Cancel

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

You have submitted a response to the questionnaire.

All Content

Name ↑

▼ 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)

1.3 Supplier Full Legal Name
(Cont'd)

1.4 Company Registration Number

12. You will receive message for your submission