

ARIBA SUPPLIER REGISTRATION USER GUIDE

GROUP CENTRALISED PROCUREMENT



IMPORTANT NOTICE

Doc Ref: GCP/WI/UG/5
Revision 7
18.09.2020

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Please access our company website at: www.gentingmalaysia.com/procurement




GROUP CENTRALISED PROCUREMENT (GCP)

GCP is a unit of Genting Malaysia Berhad and is implementing eSourcing as part of its procurement services to the Group.

Requests for Quotation/Proposal/Information will be conducted online. Only online registered suppliers will be invited to undergo the selection process.

Upon registration, your business information will be made available to GCP and its buyers to understand the nature and scope of the goods/services you can offer. Such information will be used to evaluate the suitability of your company and you will be contacted when a sourcing opportunity arises that matches your company's capabilities.

With effective 1st January 2019, Genting Malaysia Berhad will be implementing Vendor Management Performance Scorecard (VMPS). For more details, please click [here](#). 

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Please read and understand the registration steps

Registration Steps:

Before you register online to be considered as a supplier of GCP, please read and understand the following steps

Step 1	DOWNLOAD NOW	Terms & Conditions of Supplier Registration (please print for Manual Acceptance)
Step 2	DOWNLOAD NOW	General Terms & Conditions of Purchase Order for Services & Products (please print for Manual Acceptance)
Step 3	DOWNLOAD NOW	Bidder Agreement (please print for Manual Acceptance)
Step 4	DOWNLOAD NOW	Supplier Pre Qualification/Selection criteria
Step 5	DOWNLOAD NOW	Online Supplier Registration Checklist (please ensure readiness of all the required documents / information before online registration.)
Step 6	DOWNLOAD NOW	Supplier Self-Registration User Guide

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Click to start your Supplier Registration when you are ready

Important Note

Personal Data Processing Statement (Group Centralised Procurement)

This Personal Data Processing Statement ("PDPS") is prepared in accordance with the requirements of the Personal Data Protection Act 2010 (the "Act"). This PDPS sets out the policies and procedures of the Group with regard to your personal data and your agreement to the usage and processing of your personal data for purposes set out below.

I. Definition

- I.1 "Group" means Genting Malaysia Berhad and/or its holding company, subsidiaries, related and associated companies and companies using or may be using the brands of "Genting" and/or "Resorts World", regardless whether such company(ies) are incorporated in or outside Malaysia.
- I.2 "Personal Data" means your name, age, gender, date of birth, address, email address, telephone number, photograph, opinions, comments and such other personal information or your views/opinions that are, have been and may be collected, compiled, processed and maintained with the Group from time to time.

Agreed to the "Important Note" above & Start Online Supplier Registration

Click here to start your
supplier registration


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You will be link to Ariba Online Supplier Registration

Ariba Sourcing

Register



Register

Cancel

To do business with Genting Malaysia Bhd on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in:

Login

Company information

Company Name: *

Country *

United States [USA] ▼

Address *

Line 1

Line 2

Line 3

City *

State *

Alabama ▼

Zip *

* Indicates a required field

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.

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Complete the required fields with (*) and click “Register” when you are done

User account information

Name: *

First Name

Last Name

Email: *

☒ Use my email as my username

Username: *

Password: *

Enter Password

Repeat Password

Language:

English

Ariba Privacy Statement

Must be in email format(e.g john@newco.com)

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web b...

* Indicates a required field

Enter more information for potential customers ►

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.


You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.


☐ I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Click here to submit your registration

Register

Cancel

 Resorts World
GENTING

 55
YEARS

Private & Confidential

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Click the link to activate your Ariba account

SAP Ariba 

Dear joann chung,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=e7VoyILvtjTdDicyzVGenvaDeWH4deIm&anp=Ariba&app=Discovery>

After your registration process is complete, use the following URL to log in to your account: <http://discovery.ariba.com>

Sincerely,
The Ariba Team
<https://discovery.ariba.com>

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
[Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)

Click this link to activate Ariba Commerce Cloud account from the received activation email.

NEW SUPPLIER REGISTRATION

Genting Malaysia Berhad Requested Profile will pop out as below. You are required to complete the profile questionnaire accordingly.


Your Ariba Commerce Cloud account is now active.

Genting Malaysia Bhd requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in Genting Malaysia Bhd events.

Question

▼ 1 Declaration on Acceptance of stipulated Terms and Conditions of Group Centralised Procurement (GCP).


Below are the mandatory fields for acceptance and you can abort the registration if you are not agreeable to such terms and conditions by clicking "Cancel" button at the top right hand corner.

1.1 Are you agreeable to the attached (References) Terms & Conditions of Supplier Registration ? *  [References](#)

*

Unspecified



1.2 Are you agreeable to the attached (References) General Terms and Conditions of Purchase Order for Services & Products ? *  [References](#)

*

Unspecified




1.3 Are you agreeable to the attached (References) Bidder Agreement ? *  [References](#)

*

Unspecified



1.4 By clicking the "Submit" button, you expressly agree to the terms & conditions of Genting Malaysia Berhad's Personal Data Processing Statement *  [References](#)

*

NEW SUPPLIER REGISTRATION








Below are the mandatory documents that need to upload accordingly

Question No.	Process to be completed	Mandatory Documents
Question 1.1	To be uploaded fully into Ariba portal	Terms and Conditions of Supplier Registration (Rev. 5) <i>(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)</i>
Question 1.2	To be uploaded fully into Ariba portal	General Terms and Conditions of Purchase Order for Goods and Services (Rev. 22) <i>(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)</i>
Question 1.3	To be uploaded fully into Ariba portal	Bidder Agreement (Rev. 2) <i>(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)</i>
Question 2.5	To be uploaded fully into Ariba portal	Certificate for Incorporation – Form 9 / Section 17 (or equivalent for non Malaysian company)
Question 2.5	To be uploaded fully into Ariba portal	Certificate of Change Company Name - Form 13 / Section 28, if applicable (or equivalent for non Malaysian company)
Question 2.9	To be uploaded fully into Ariba portal	Notification of change in the Register of Directors, Managers and Secretaries/ Directors' details - Form 49 /Section 58 (or equivalent for non Malaysian company)
Question 2.10	To be uploaded fully into Ariba portal	SST Approval Letter issued by Royal Malaysian Customs (if applicable)
Question 3.2	Key in the Shareholder Equity	Latest year of Statement of Financial Position/ Balance Sheet <i>(should not be more than 2 years from your registration submission year)</i>
Question 3.4	Key in the Annual Turnover and upload Financial Statement (Balance Sheet & Income Statement) into Ariba portal	Latest year of audited Financial Statement <i>(should not be more than 2 years from your registration submission year)</i>

NEW SUPPLIER REGISTRATION

Question 1.1 – 1.4

Complete all the mandatory fields with asterisk(*)

Question	
1.1 Are you agreeable to the attached (References) Terms & Conditions of Supplier Registration ? *  References ▼	<div>Yes, I accept & attach herewith the duly signed T&C ▼</div> <div></div>
*	
1.2 Are you agreeable to the attached (References) General Terms and Conditions of Purchase Order for Services & Products ? *  References ▼	<div>Yes, I accept & attach herewith the duly signed T&C ▼</div> <div></div>
*	
1.3 Are you agreeable to the attached (References) Bidder Agreement ? *  References ▼	<div>Yes, I accept & attach herewith the duly signed Agreement ▼</div> <div></div>
1.4 By clicking the "Submit" button, you expressly agree to the terms & conditions of Genting Malaysia Berhad's Personal Data Processing Statement *  References ▼	

NEW SUPPLIER REGISTRATION

Download the latest version of Terms and Conditions:

Question

▼ 1 Declaration on Acceptance of stipulated Terms and Conditions of Group Centralised Procurement (GCP).

Below are the mandatory fields for acceptance and you can abort the registration if you are not agreeable to such terms and conditions by clicking **2. Click to view the document** hand corner.

1.1 Are you agreeable to the attached (References) Terms & Conditions of Supplier Registration ? *

[References](#)

Reference Documents



Terms & Conditions of Supplier Registration.pdf

1. Click "References" to view the "References Documents"

Yes, I accept & attach herewith the duly signed T&C

Yes, I accept & attach herewith the duly signed T&C

3. Click "Save" to download the file

s, I accept & attach herewith duly signed Agreement

Do you want to open or save Terms & Conditions of Supplier Registration.pdf from s1.ariba.com?

Open

Save

Cancel



NEW SUPPLIER REGISTRATION

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Please complete and revert whole revised set of Terms & Conditions instead of the signature page only.

- Please make sure that you have indicate all the following details in your T&C:
 - 1.Initial at every page of T&C
 - 2.Company Name & Registration Number,
 - 3.Name of Authorized Signatory and Designation (Manager Level and above)
 - 4.Company's Stamp
 - 5.Date signed

Next slide is the sample of complete details in T&C

NEW SUPPLIER REGISTRATION

EXAMPLE:-

ACKNOWLEDGMENT AND ACCEPTANCE

2. Company Name and Registration Number

We, [**YOUR COMPANY NAME**] (Company Registration No. **1234567**) hereby expressly declare and acknowledge that we have read and fully understand and we further confirm our agreement and acceptance of all the terms and conditions as above stated.

We hereby covenant and undertake that we will comply strictly with and observe all the terms and conditions as above stated.

SIGNATURE

3. Name of Authorized Signatory and Designation (Manager Level and above)

.....
(Signatory)

Name of Authorised Signatory & Designation:

NAME, CEO

Company stamp:

Date: **31 MAY 2017**

5. Date signed



4. Company Stamp

1. Initial at every page of T&C

Initial


NEW SUPPLIER REGISTRATION


Click the icon at the end of the question to upload your documents:


Question


▼ 1 Declaration on Acceptance of stipulated Terms and Conditions of Group Centralised Procurement (GCP).


Below are the mandatory fields for acceptance and you can abort the registration if you are not agreeable to such terms and conditions by clicking "Cancel" button at the top right hand corner.


1.1 Are you agreeable to the attached (References) Terms & Conditions of Supplier Registration ? *  [References](#)▼

* Yes, I accept & attach herewith the duly signed T&C ▼


1.2 Are you agreeable to the attached (References) General Terms and Conditions of Purchase Order for Services & Products ? *  [References](#)▼

* Yes, I accept & attach herewith the duly signed T&C ▼


1.3 Are you agreeable to the attached (References) Bidder Agreement ? *  [References](#)▼

* Yes, I accept & attach herewith duly signed Agreement ▼


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Please read and understand the registration steps

View Comments

Done

The following are comments for this question/term. If you have privileges you can add/edit/remove specific comments or [More](#)

Comment ↑	Attachment
 tc	 1.1 - Terms & Condition of Supplier Registration.pdf
 Edit	Remove Add

1. Click "Remove" or "Add" to remove or add documents

Done

2. Click "Done" when completed

NEW SUPPLIER REGISTRATION

Please read and understand the registration steps

2.5 Old Company Registration Number. Please attach Form 9 / Section 17 or Form 13 / Section 28 (if your company business had changed its name previously) *

Answer *

2.6 New 12 Digit Company Registration Number, e.g. : 198001004236 * (Please indicate "N/A" if not applicable)

*

1. Key in Company Registration No. and attach Form 9
2. Please upload Form 13 if changed company name

3. Key in new Company Registration No.

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Appointed Directors / Notification of change in the Register of Directors / Director's details (FORM 49 / SECTION 58)

2.9 Please furnish all your directors' details as per below sample and attach Form 49.

(1) Name : Ali bin Alif,
I/C No : 600660-10-5123,
Nationality : Malaysian *

Answer

*



Type in directors' details as
per example and attach Form
49


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SST Approval Letter issued by Royal Malaysian Customs (if applicable)

▼ 2.10 Sales & Service Tax (SST) Information

2.10.1 Has your company registered as SST supplier? Please provide the type of registration *

2.10.2 Please provide the SST registration number in comment column & attached a **by** 

* If not SST registered supplier, please indicate "NO" at comment column.

Answer	
B18-1808-12345678	<div>SST-Registered (Manufacturer) </div> <div>Non-registered SST supplier</div> <div>SST-Registered (Manufacturer)</div> <div>SST-Registered (Service Provider)</div>

1. Select type of SST

2. Key in SST number and attach SST Approval Letter (if any)

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Latest year of Audited Financial Report

1. Refer to Balance Sheet e.g. (Non Current Asset + Current Asset) – (Non Current Liabilities + Current Liabilities)

3.2 Latest Shareholders' Equity (Total Assets - Total Liabilities) and please specify which year at Comments column by clicking at +. *

2. Indicate year of latest Financial Report (e.g. 2018)

3.3 Please indicate the latest financial year *

3.4 Annual Turnover of the latest financial year (please attach Financial Statement)

3. Refer to Annual Turnover/
Revenue/ Sales as stated in
Income Statement

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You will be notified through system email once your company being approved / rejected.

Genting Malaysia Berhad Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1 Declaration on Acceptance of stipulated Terms and Conditions of Group Centralised Procurement (GCP).

Below are the mandatory fields for acceptance and you can abort the registration if you are not agreeable to such terms and conditions by clicking "Cancel" button at the top right hand corner.

1.1 Are you agreeable to the attached (References) Terms & Conditions of Supplier Registration ? *

 [References](#)

Yes, I accept & attach herewith the duly signed T&C

1.2 Are you agreeable to the attached (References) General Terms and Conditions of Purchase Order for Services & Products ? *

 [References](#)

Yes, I accept & attach herewith the duly signed T&C

1.3 Are you agreeable to the attached (References) Bidder Agreement ? *

 [References](#)

Yes, I accept & attach herewith the duly signed Agreement

Click "Save as Draft" if you wish to save the details without sending and able to edit the details next time

Save as Draft

Submit

Click "Submit" if you completed the requested profile information

FREQUENTLY ASK QUESTIONS (FAQs)

Note : For references once your company registration had been approved by Genting Malaysia Berhad.

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	Question 3: How to create new role / assign role for user?
Profile Questionnaire	Question 1: Where to update Genting Requested Profile?
Company Profile	Question 1: Missing field in Company Profile?

FAQ - LOGIN TO Ariba ACCOUNT

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Question 1: What if forgot the username?

Step 1: Click on the “Forgot Username” at login page
<http://rwb.supplier.ariba.com>

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

Enhance your profile for better leads

Get leads and respond for free

Use code **SAPARIBA2020**

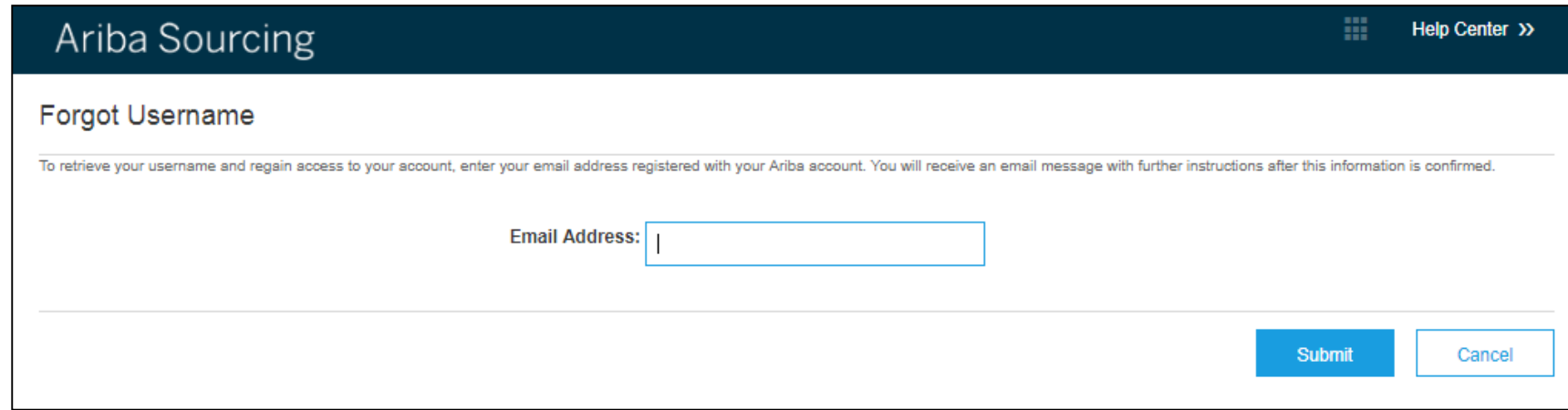
Learn More

Check out our blog for tips to show up in more buyer searches and improve your leads. It's free for suppliers to respond to SAP Ariba Discovery postings with the promo code, SAPARIBA2020.

FAQ - LOGIN TO Ariba ACCOUNT

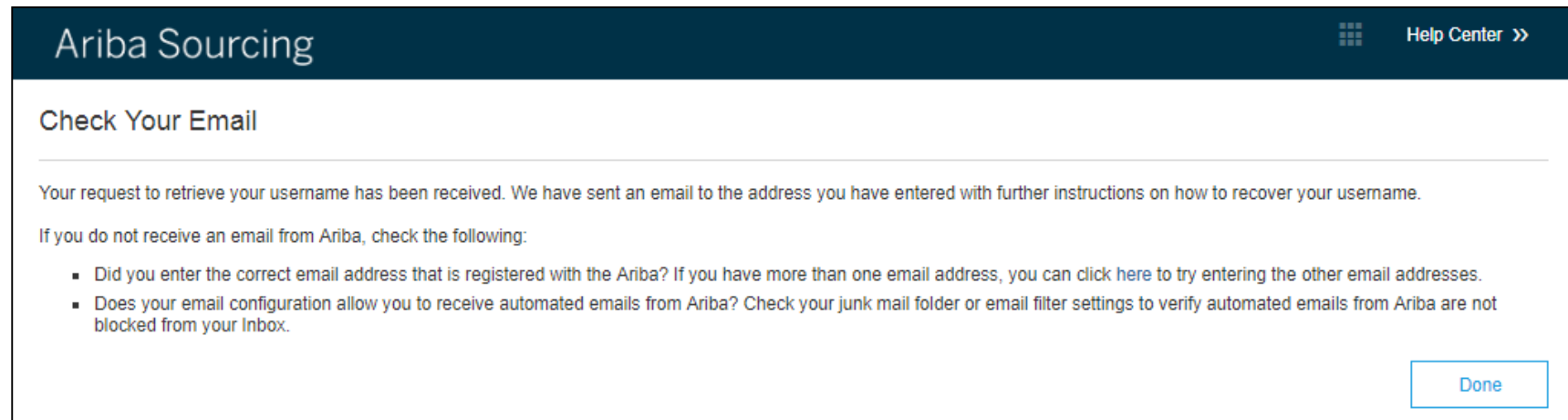
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Step 2: Key in the registered email address and submit



The screenshot shows the 'Ariba Sourcing' header with a 'Help Center >>' link. The main heading is 'Forgot Username'. Below it, a message states: 'To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions after this information is confirmed.' There is a text input field labeled 'Email Address:' with a cursor inside. At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

Step 3: You will receive email from Ariba Commerce Cloud



The screenshot shows the 'Ariba Sourcing' header with a 'Help Center >>' link. The main heading is 'Check Your Email'. Below it, a message states: 'Your request to retrieve your username has been received. We have sent an email to the address you have entered with further instructions on how to recover your username.' It then says: 'If you do not receive an email from Ariba, check the following:' followed by a bulleted list:

- Did you enter the correct email address that is registered with the Ariba? If you have more than one email address, you can click [here](#) to try entering the other email addresses.
- Does your email configuration allow you to receive automated emails from Ariba? Check your junk mail folder or email filter settings to verify automated emails from Ariba are not blocked from your Inbox.

At the bottom right, there is a 'Done' button.

FAQ - LOGIN TO Ariba ACCOUNT

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Question 2: What if forgot the password?

Step 1: Click on the “Forgot Password” at login page
<http://rwb.supplier.ariba.com>

SAP Ariba Proposals and Questionnaires

?

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

Enhance your profile for better leads

Get leads and respond for free

Use code SAPARIBA2020

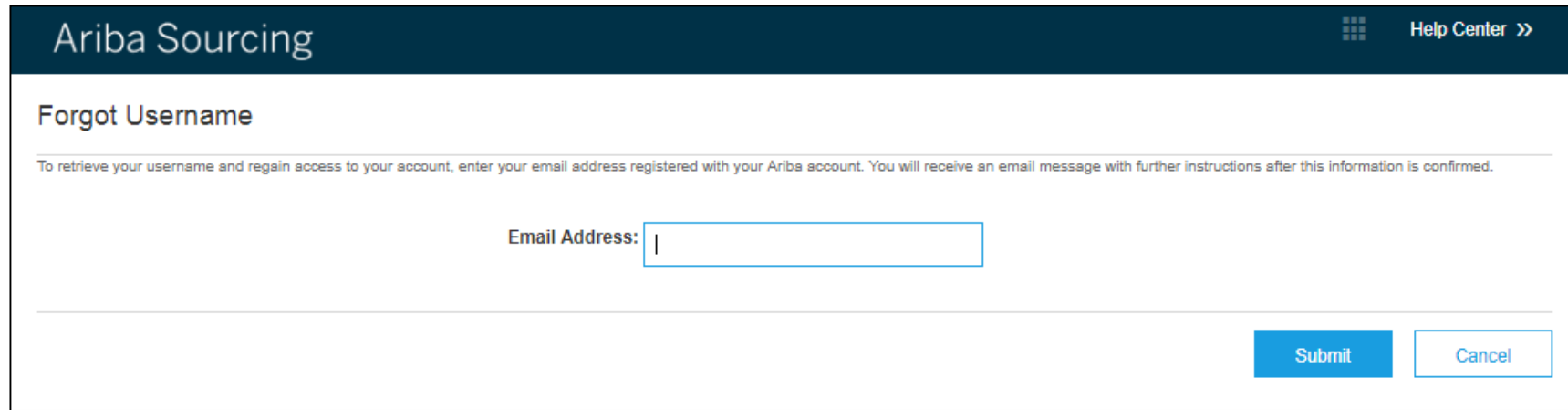
Learn More

Check out our blog for tips to show up in more buyer searches and improve your leads. It's free for suppliers to respond to SAP Ariba Discovery postings with the promo code, SAPARIBA2020.

FAQ - LOGIN TO Ariba ACCOUNT

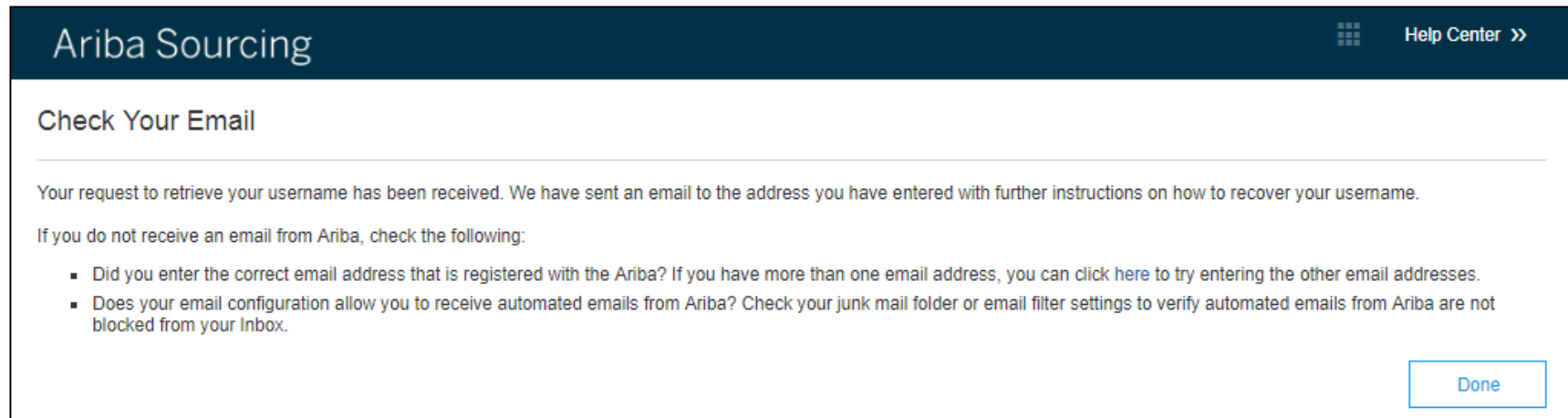
Doc Ref: GCP/WI/UG/5
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Step 2: Key in the registered email address and submit



The screenshot shows the 'Ariba Sourcing' header with a 'Help Center >>' link. The main heading is 'Forgot Username'. Below it, a message states: 'To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions after this information is confirmed.' There is a text input field labeled 'Email Address:' with a cursor inside. At the bottom right, there are two buttons: 'Submit' (blue) and 'Cancel' (white with blue border).

Step 3: You will receive email from Ariba Commerce Cloud



The screenshot shows the 'Ariba Sourcing' header with a 'Help Center >>' link. The main heading is 'Check Your Email'. Below it, a message states: 'Your request to retrieve your username has been received. We have sent an email to the address you have entered with further instructions on how to recover your username.' It then says: 'If you do not receive an email from Ariba, check the following:'. There is a bulleted list with two items: 'Did you enter the correct email address that is registered with the Ariba? If you have more than one email address, you can click [here](#) to try entering the other email addresses.' and 'Does your email configuration allow you to receive automated emails from Ariba? Check your junk mail folder or email filter settings to verify automated emails from Ariba are not blocked from your Inbox.' At the bottom right, there is a 'Done' button (white with blue border).

FAQ - LOGIN TO Ariba ACCOUNT

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Step 4: Click the link provided in email to reset password

Reset your password

Hi

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
abc22@gmail.com	Click Here

Important: The link will expire in 24 hours

* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

FAQ - LOGIN TO Ariba ACCOUNT

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Question 3: What if registered email address is invalid? (Unable to retrieve username and password)

Please contact Ariba Helpdesk for any assistance via the followings method: -

- * **Toll free number**
1800-80-1448 or Callback Request
- * **Log Case**
<https://www.ariba.com/support>

FAQ – USER INFORMATION

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Question 1: How to change User ID information?

Step 1: Click on the username icon and select “My Account”

The screenshot displays the SAP Ariba Spend Management interface. At the top, the header bar includes the SAP logo, 'Ariba Proposals and Questionnaires', and 'Enterprise Account'. A user icon with the initials 'PA' is highlighted with a red box. A dropdown menu is open, showing options: 'P&C Admin', 'abc22@gmail.com', 'My Account' (highlighted with a red box), 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'GENTING MALAYSIA BERHAD', 'ANID: AN01010219390', 'Standard', 'Company Profile', 'Service Subscriptions', 'Settings' (with a right arrow), and 'Logout'. Below the dropdown, a secondary menu lists 'ACCOUNT SETTINGS' (Users, Notifications, Account Hierarchy), 'SOURCING & CONTRACTS SETTINGS' (Sourcing & Contracts Notifications), and 'GENTING MALAYSIA BERHAD' (Public Profile Completeness, 35% progress bar, and a description field).

ACCOUNT SETTINGS

- Users
- Notifications
- Account Hierarchy

SOURCING & CONTRACTS SETTINGS

- Sourcing & Contracts Notifications

GENTING MALAYSIA BERHAD

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▶ Status: Open (1)				
▶ Status: Pending Selection (79)				

Tasks

Name	Status	Due Date	Completion Date
No items			

FAQ – USER INFORMATION

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Step 2: Click “Save” after information changed

The screenshot displays the 'Ariba Sourcing' user interface. At the top, a dark blue header contains the 'Ariba Sourcing' logo, a grid icon, and navigation links for 'Company Settings', 'P&C Admin', 'Help Center', and 'Logout'. Below the header, the 'My Account' section is visible, featuring a 'Save' button and a 'Close' button. A note indicates that an asterisk (*) denotes a required field. The 'Account Information' section includes fields for 'Username' (abc22@gmail.com), 'Email Address' (abc22@rwgenting.com), 'First Name' (Admin), 'Middle Name' (empty), and 'Last Name' (Admin). A 'Change Password' link is positioned below the username field. The 'Business Role' is set to 'Accounts Receivables'. A link for 'Personal Information Change Log' is also present. The 'Preferences' section at the bottom shows 'Preferred Language' set to 'English' and 'Preferred Timezone' set to 'Asia/Kuala_Lumpur'. Information icons (i) are located next to the username, language, and timezone fields.

Ariba Sourcing

Company Settings P&C Admin Help Center Logout

My Account Save Close

* Indicates a required field

Account Information

Username: * abc22@gmail.com ⓘ
Change Password

Email Address: * abc22@rwgenting.com

First Name: * Admin

Middle Name:

Last Name: * Admin

Personal Information Change Log

Business Role: Accounts Receivables ▼

Preferences

Preferred Language: English ▼ ⓘ

Preferred Timezone: * Asia/Kuala_Lumpur ▼ ⓘ

FAQ – USER INFORMATION

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Question 2: How to add User in the company account?

Step 1: Click on the username icon and select “**Setting**”, followed by “**Users**”

The screenshot displays the SAP Ariba Spend Management interface for the user 'GENTING MALAYSIA BERHAD'. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Enterprise Account', and a user profile icon labeled 'PA'. The main content area is divided into three sections: 'Genting Malaysia Berhad Requested Profile', 'Public Profile Completeness', and 'Events'. The 'Events' section contains a table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participated'. The 'Public Profile Completeness' section shows a progress bar at 35% and a text input field. The 'Events' section also includes a 'Tasks' table with columns 'Name', 'Status', 'Due Date', and 'Completion Date'. A dropdown menu is open from the user profile icon, showing options like 'P&C Admin', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'GENTING MALAYSIA BERHAD', 'ANID: AN01010219390', 'Standard', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red box, and a sub-menu is open from it, showing 'Users' highlighted with a red box, along with 'Notifications', 'Account Hierarchy', 'SOURCING & CONTRACTS SETTINGS', and 'Sourcing & Contracts Notifications'.

SAP Ariba Proposals and Questionnaires Enterprise Account

GENTING MALAYSIA BERHAD

Genting Malaysia Berhad Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▶ Status: Open (1)				
▶ Status: Pending Selection (79)				

Tasks

Name	Status	Due Date	Completion Date
No items			

ACCOUNT SETTINGS

- Users
- Notifications
- Account Hierarchy

SOURCING & CONTRACTS SETTINGS

- Sourcing & Contracts Notifications

P&C Admin
abc22@gmail.com

My Account

Link User IDs

Contact Administrator

Switch To Test ID

GENTING MALAYSIA BERHAD

ANID: AN01010219390

Standard

Company Profile

Service Subscriptions

Settings

Logout

FAQ – USER INFORMATION

Doc Ref: GCP/WI/UG/5
Revision 7
18.09.2020

Step 2: Click on “**Manage Users**” follow by “+” key

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsAccount HierarchyApplication SubscriptionsAccount Registration

Manage RolesManage UsersManage Unapproved Users

Users (468)

☐

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

☐

Require two-factor authentication (applies for all users of your organization)

Filter

Users (You can only search on one attribute at a time)

Username ▾

Enter username

+

ApplyReset

+

Page 1 ▾

»

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
--------------------------	----------	---------------	------------	-----------	-------------------------	---------------	---------------------------------	-------------------	---------

FAQ – USER INFORMATION

Doc Ref: GCP/WI/UG/5
Revision 7
18.09.2020

Step 3: Fill in the information and assign role (if any)

**Username must be in email format*

Create User

DoneCancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:*

i

Email Address:*

First Name:*

Last Name:*

☐

Do not allow the user to resend invoices to the buyer's account.

i

☐

This user is the Ariba Discovery Contact

i

☐

Limited access

i

Office Phone:

Country

Area

Number

USA 1

Role Assignment

Name	Description
<input type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts
<input type="checkbox"/> Evaluator	

FAQ – USER INFORMATION

Doc Ref: GCP/WI/UG/5
Revision 7
18.09.2020

Question 3: How to create new role / assign role for user?

Step 1: Click on the username icon and select “**Setting**”, followed by “**Users**”

The screenshot displays the SAP Ariba Spend Management user interface. At the top, the header bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Enterprise Account', and a user profile icon labeled 'PA'. Below the header, the main content area is divided into several sections. On the left, there are two panels: 'Genting Malaysia Berhad Requested Profile' and 'Public Profile Completeness'. The 'Requested Profile' panel shows a message about completed fields and a link to view requested fields. The 'Public Profile Completeness' panel shows a progress bar at 35% and a prompt to enter a short description to reach 45%. The main content area features a welcome message, an 'Events' table with columns for Title, ID, End Time, Event Type, and Participated, and a 'Tasks' table with columns for Name, Status, Due Date, and Completion Date. A dropdown menu is open from the 'PA' user icon, showing options like 'P&C Admin', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'GENTING MALAYSIA BERHAD', 'ANID: AN01010219390', 'Standard', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red box, and a sub-menu is open from it, showing 'Users' (highlighted with a red box), 'Notifications', 'Account Hierarchy', 'SOURCING & CONTRACTS SETTINGS', and 'Sourcing & Contracts Notifications'.

SAP Ariba Proposals and Questionnaires Enterprise Account

GENTING MALAYSIA BERHAD

Genting Malaysia Berhad Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▶ Status: Open (1)				
▶ Status: Pending Selection (79)				

Tasks

Name	Status	Due Date	Completion Date
No items			

ACCOUNT SETTINGS

- Users
- Notifications
- Account Hierarchy

SOURCING & CONTRACTS SETTINGS

- Sourcing & Contracts Notifications

P&C Admin
abc22@gmail.com

My Account

Link User IDs

Contact Administrator

Switch To Test ID

GENTING MALAYSIA BERHAD

ANID: AN01010219390

Standard

Company Profile

Service Subscriptions

Settings

Logout

Account Settings

Save

Close

Users

Account Registration

Manage Unapproved Users

Select permission assigned

Apply

Reset

Role Name

Users Assigned

Actions



FAQ – USER INFORMATION

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Revision 7
18.09.2020

Step 3: Fill in the information and description (if any)

Create Role Save Cancel

* Indicates a required field

New Role Information

Name:*

Description:

Permissions

Each role must have at least one permission.

	Permission	Description
<input type="checkbox"/>	Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/>	Child Account Access	Sign on to access a child account
<input type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/>	Payment Profile	Configure your payment profile
<input type="checkbox"/>	cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/>	Company Information	Review and update company profile information
<input type="checkbox"/>	Transaction Configuration	Configure account for electronic transactions

FAQ - UPDATE GENTING REQUESTED PROFILE

Question 1: Where to update Genting Requested Profile?

Step 1: Click “View customer requested fields” as shown below

GENTING MALAYSIA BERHAD

Genting Malaysia Berhad Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)


Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▶ Status: Open (1)				
▶ Status: Pending Selection (79)				

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

FAQ - UPDATE GENTING REQUESTED PROFILE

Doc Ref: GCP/WI/UG/5
Revision 7
18.09.2020

Step 2: Click “**Customer Requested**” and enter to Genting Malaysia Berhad profile

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Genting Malaysia Berhad	Complete

FAQ - UPDATE GENTING REQUESTED PROFILE

Doc Ref: GCP/WI/UG/5
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Step 3: Genting Malaysia Berhad Requested Profile will prompt out as below:

Genting Malaysia Berhad Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 11/28/2018 05:55 PM

[Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1 Declaration on Acceptance of stipulated Terms and Conditions of Group Centralised Procurement (GCP).

Below are the mandatory fields for acceptance and you can abort the registration if you are not agreeable to such terms and conditions by clicking "Cancel" button at the top right hand corner.

1.1 Are you agreeable to the attached (References) Terms & Conditions of Supplier Registration ? *	<input type="checkbox"/> References	* Yes, I accept & attach herewith the duly signed T&C
1.2 Are you agreeable to the attached (References) General Terms and Conditions of Purchase Order for Services & Products ? *	<input type="checkbox"/> References	* Yes, I accept & attach herewith the duly signed T&C
1.3 Are you agreeable to the attached (References) Bidder Agreement ? *	<input type="checkbox"/> References	* Yes, I accept & attach herewith duly signed Agreement

▼ 2 Company Information

2.1 Company Registered Name *

Genting Malaysia Berhad

[Save as Draft](#) [Submit](#)

Question 1: Missing field in Company Profile?

Please contact Ariba Helpdesk and request for **Administrator Role**
Ariba Helpdesk toll free number: **1800-80-1448**

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Genting Malaysia Berhad	Complete



THANK YOU



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