ARIBA SUPPLIER REGISTRATION USER GUIDE

GROUP CENTRALISED PROCUREMENT

PRIVATE & CONFIDENTIAL

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

IMPORTANT NOTICE

The content of this presentation is proprietary and confidential information of Genting Malaysia Berhad 198001004236 (58019-U). It is not intended to be distributed to any third party without the written consent of Genting Malaysia Berhad.

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

TABLE OF CONTENT

1. New Supplier Registration……page 5 - 23
2. Frequently Asked Questions (FAQs)…….. page 24 – 43

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

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

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

Please read and understand the registration steps

Registration Steps:

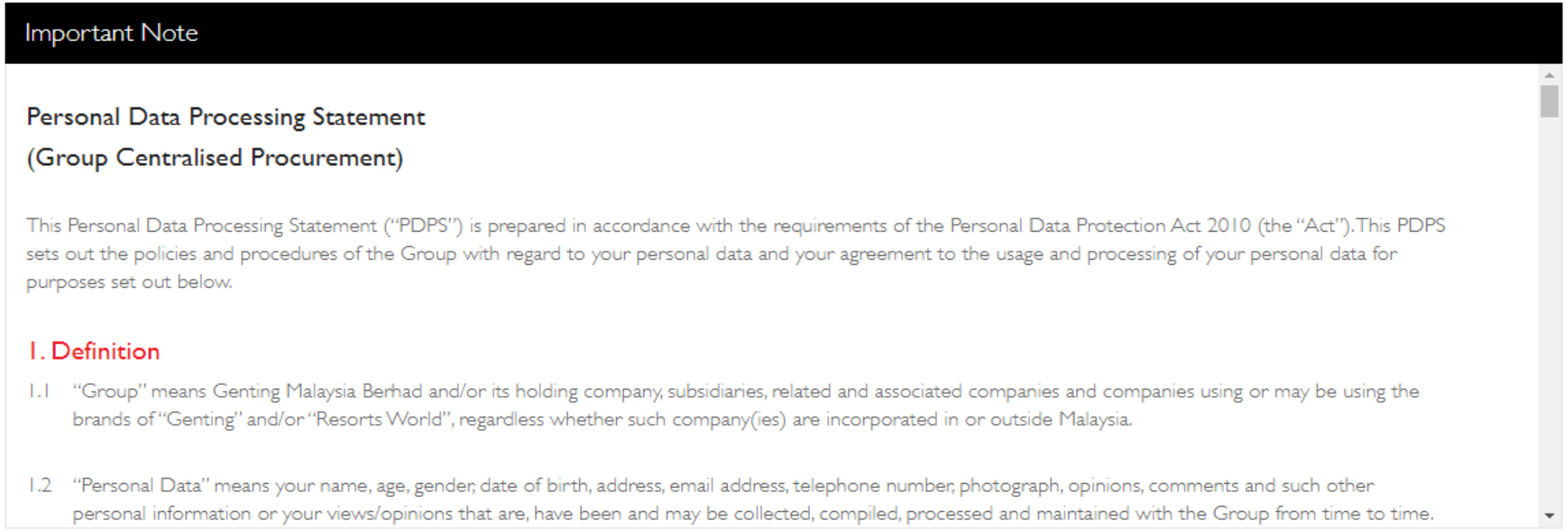
Before you register online to be considered as a supplier of GCP, please read and understand the following steps

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**

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

Click to start your Supplier Registration when you are ready



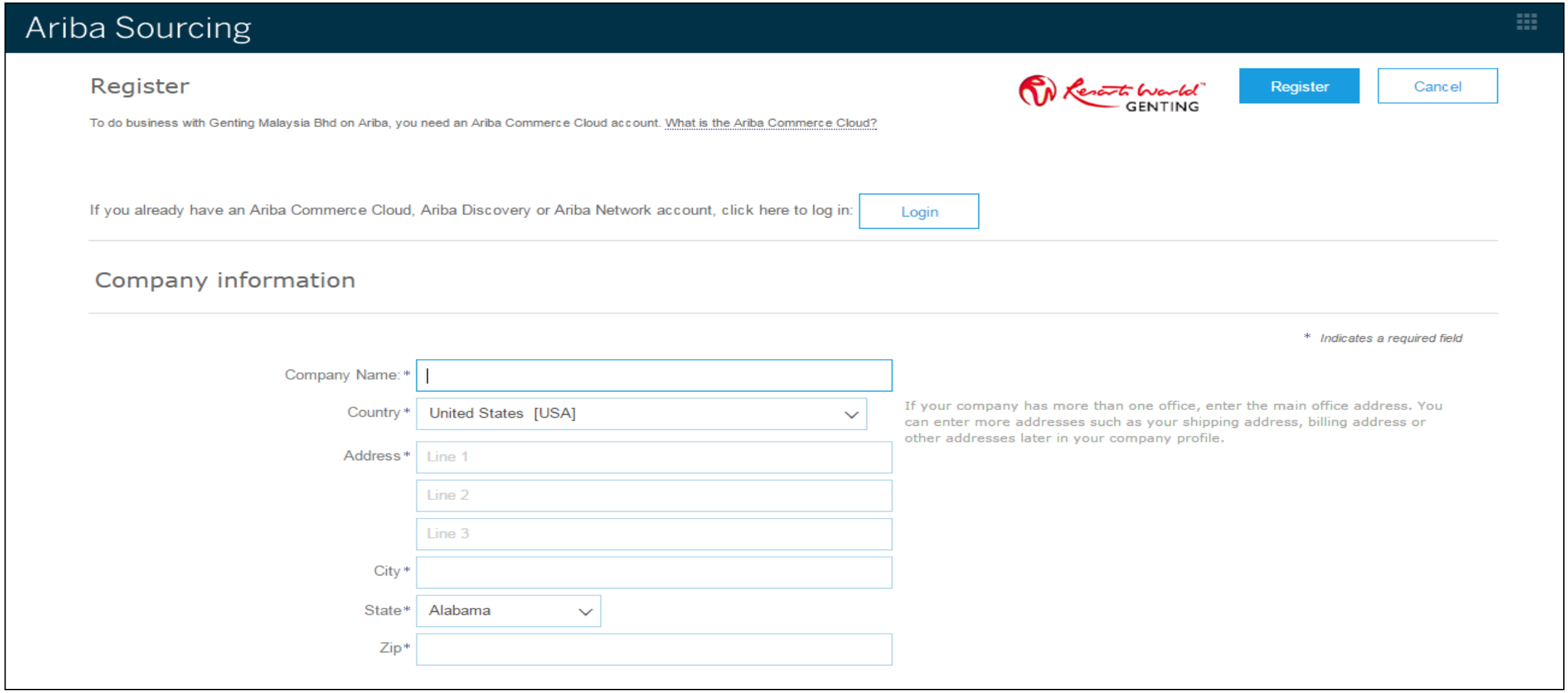
Agreed to the "Important Note" above & Start Online Supplier Registration

Click here to start your supplier registration

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

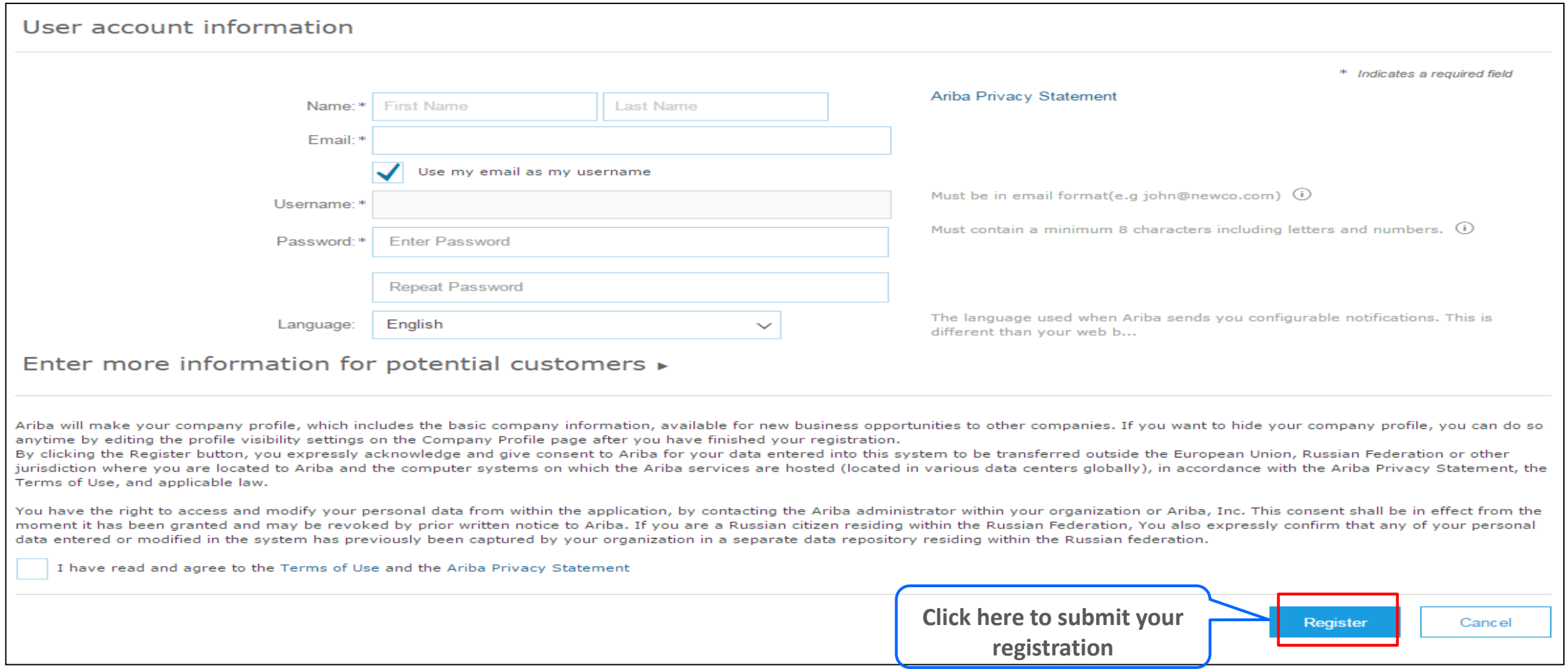
You will be link to Ariba Online Supplier Registration



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

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

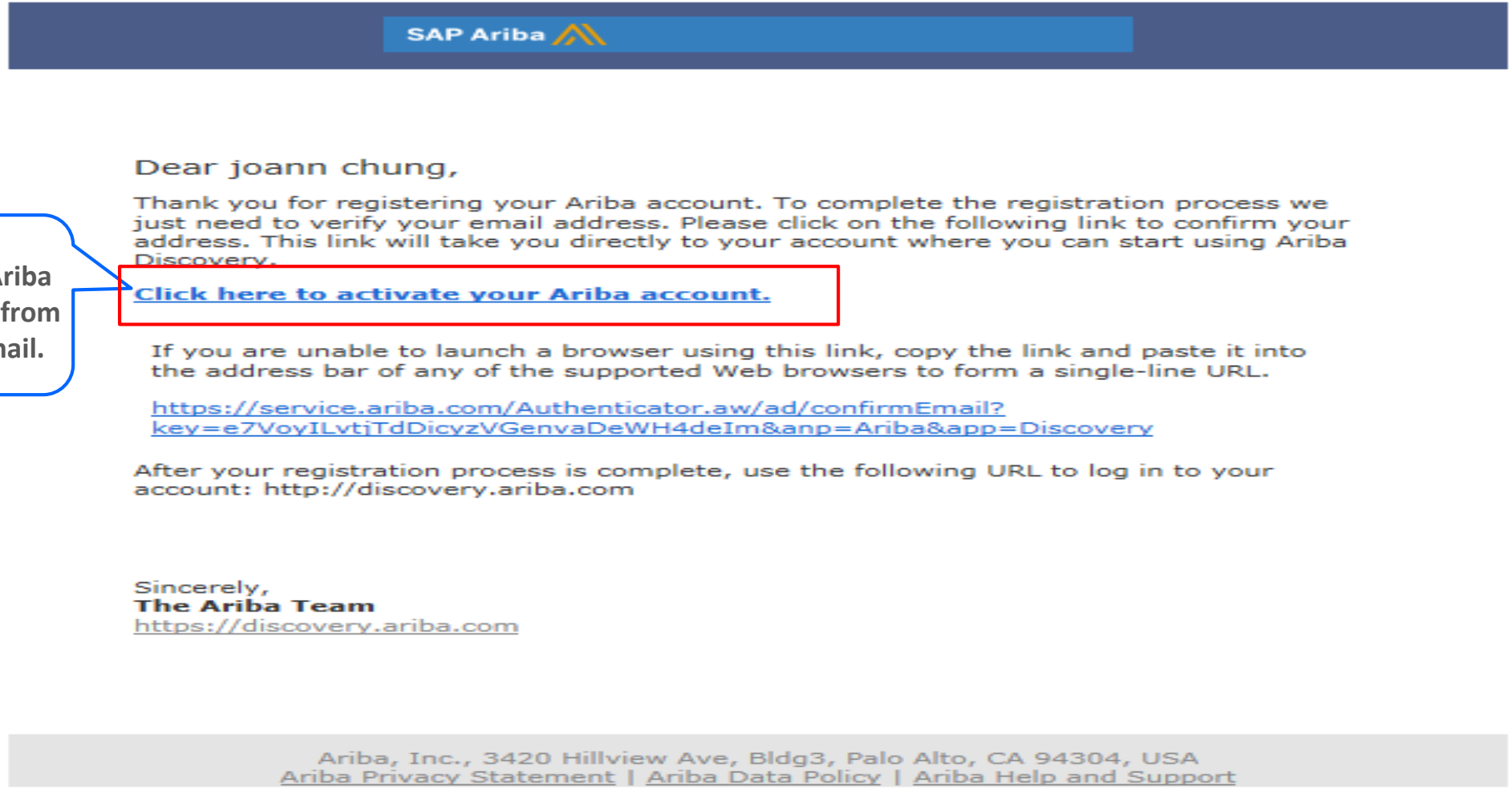


Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

Click the link to activate your Ariba account

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



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

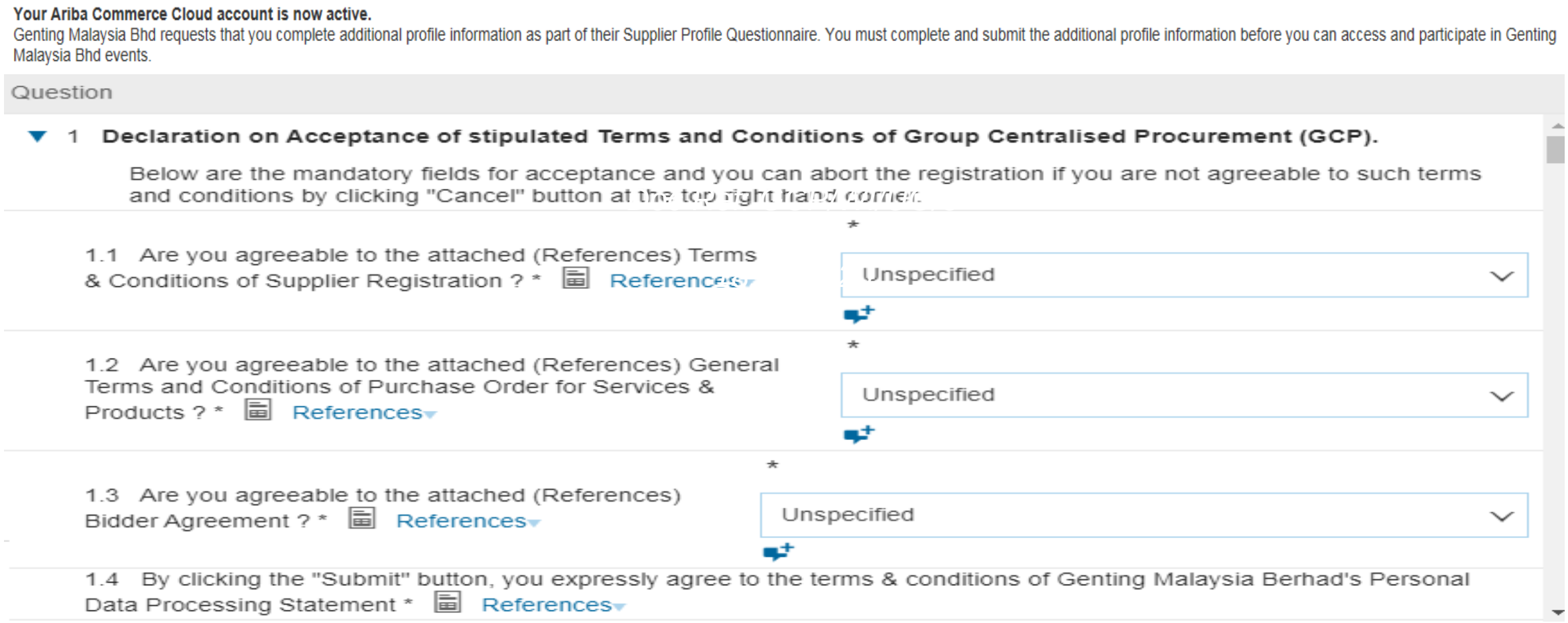
Sincerely,
The Ariba Team
https://discovery.ariba.com

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

Private & Confidential
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

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

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

Below are the mandatory documents that need to upload accordingly

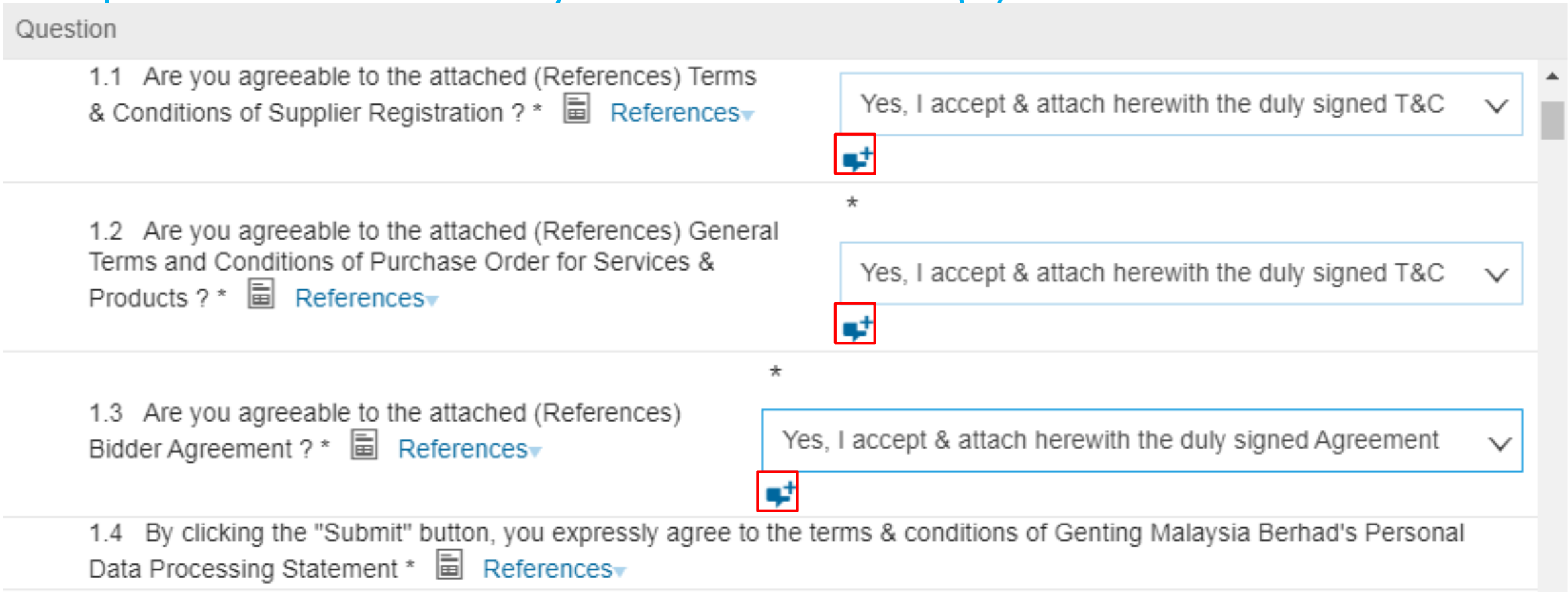
Question No.	Process to be completed	Mandatory Documents
Question 1.1	To be uploaded fully into Ariba portal	Terms and Conditions of Supplier Registration (Rev. 5) *(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)*
Question 1.2	To be uploaded fully into Ariba portal	General Terms and Conditions of Purchase Order for Goods and Services (Rev. 22) *(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)*
Question 1.3	To be uploaded fully into Ariba portal	Bidder Agreement (Rev. 2) *(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)*
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 *(should not be more than 2 years from your registration submission year)*
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 *(should not be more than 2 years from your registration submission year)*

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

Question 1.1 – 1.4

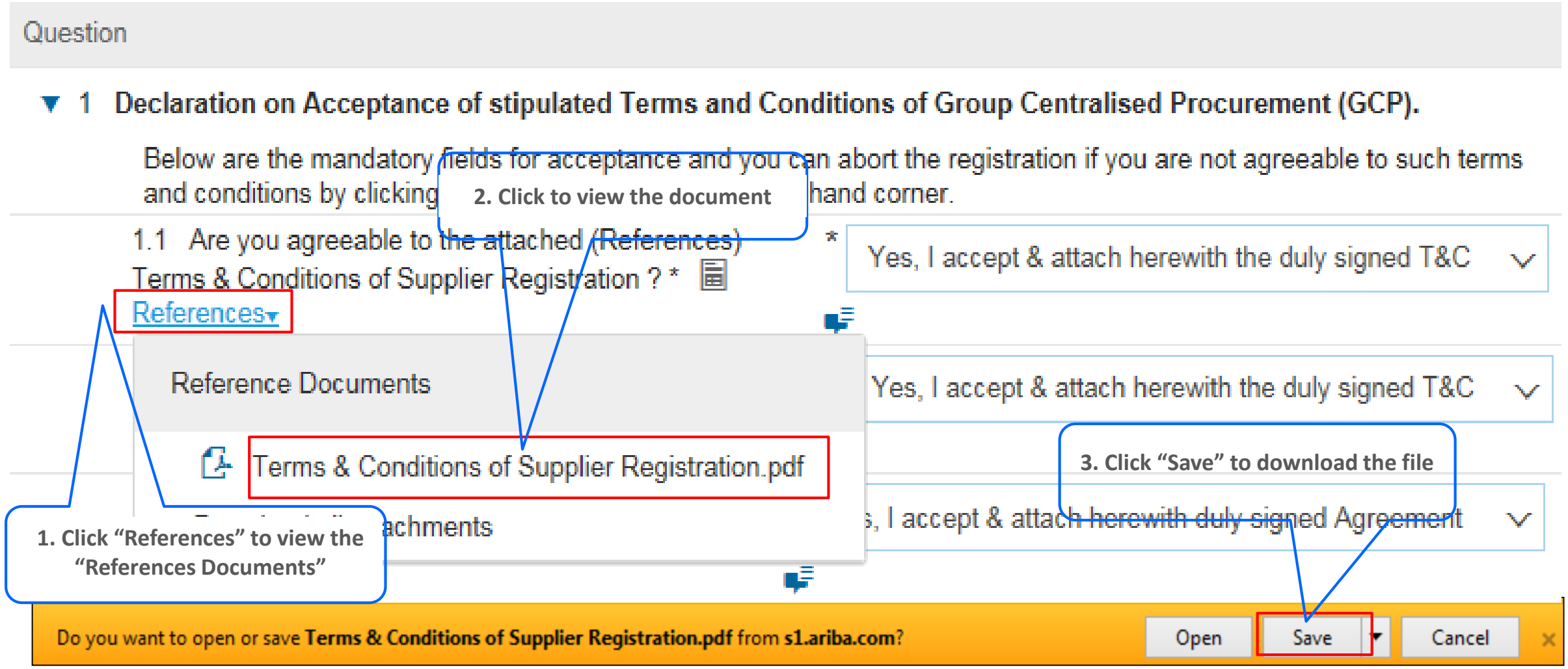
Complete all the mandatory fields with asterisk(*)



Private & Confidential
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

Download the latest version of Terms and Conditions:



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

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

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

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.

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

SIGNATURE

.....

(Signatory)

Name of Authorised Signatory & Designation: NAME, CEO

Company stamp:

Date: 31 MAY 2017

5. Date signed

4. Company Stamp

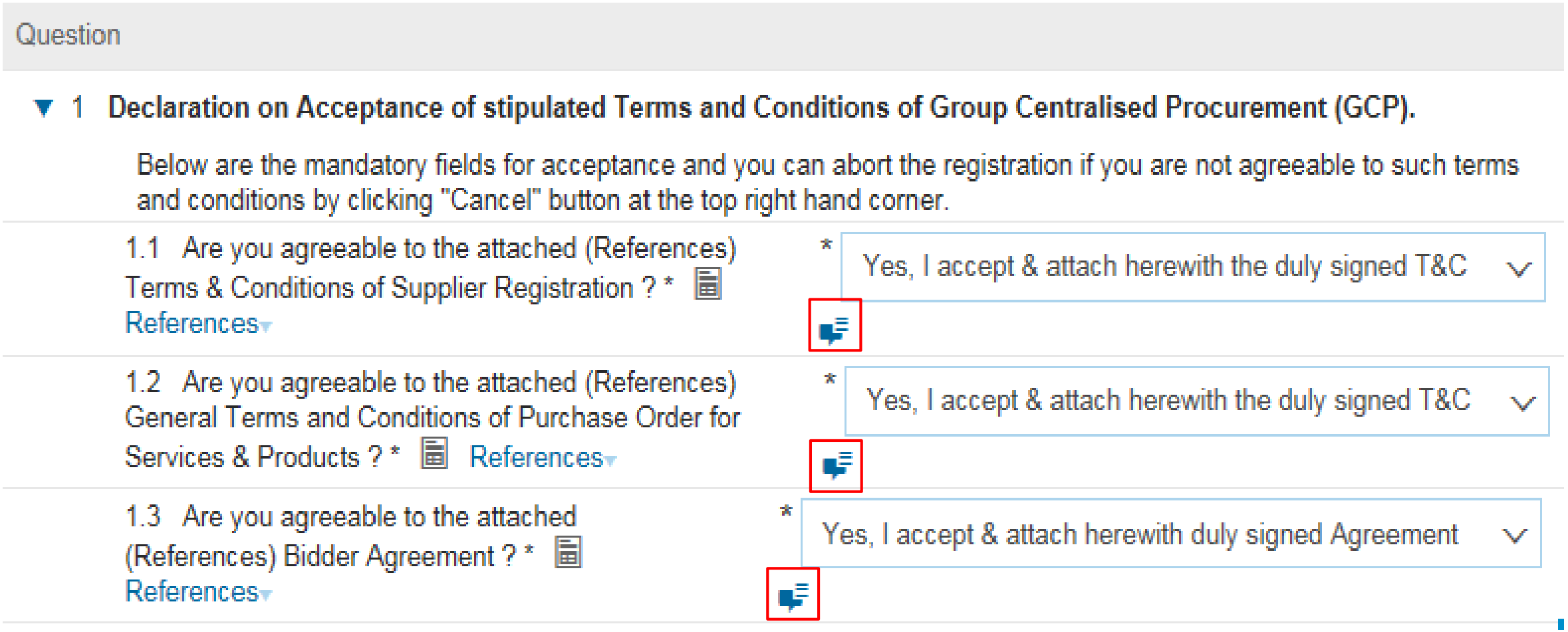
1. Initial at every page of T&C

Initial

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

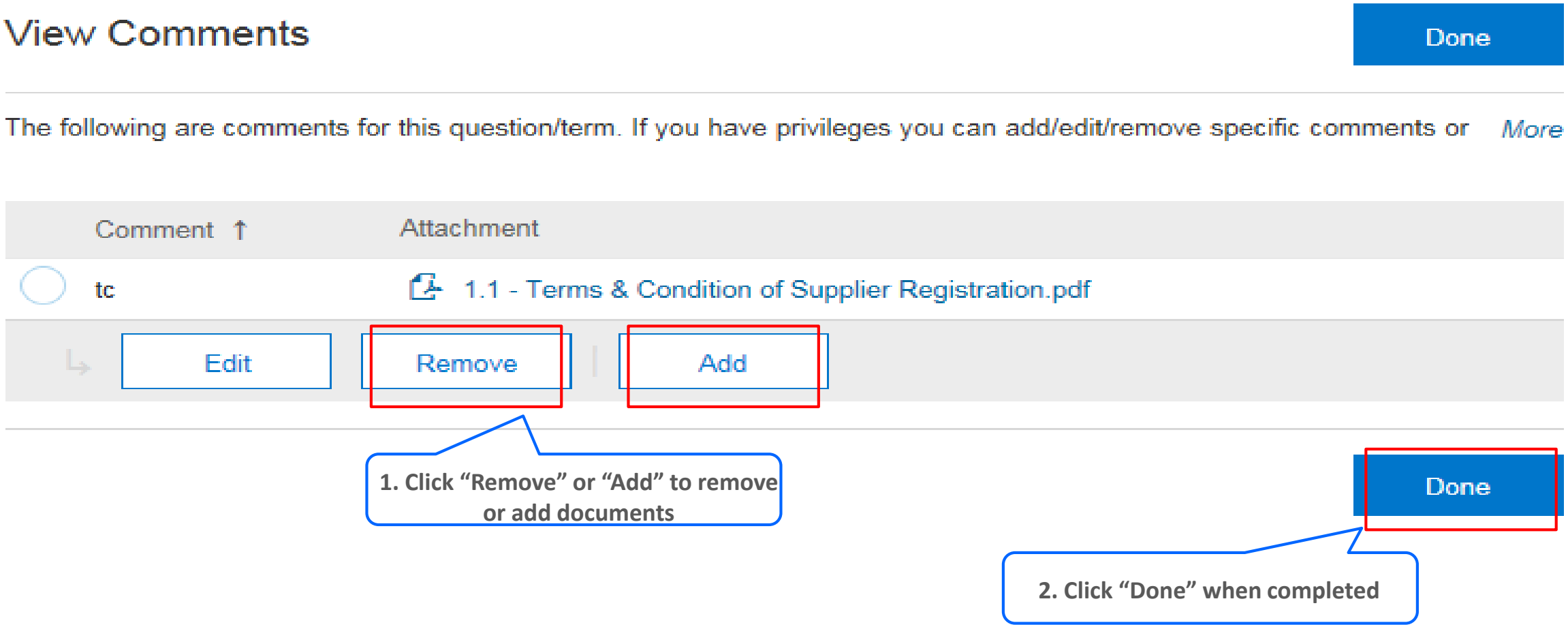
Click the icon at the end of the question to upload your documents:



Private & Confidential
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

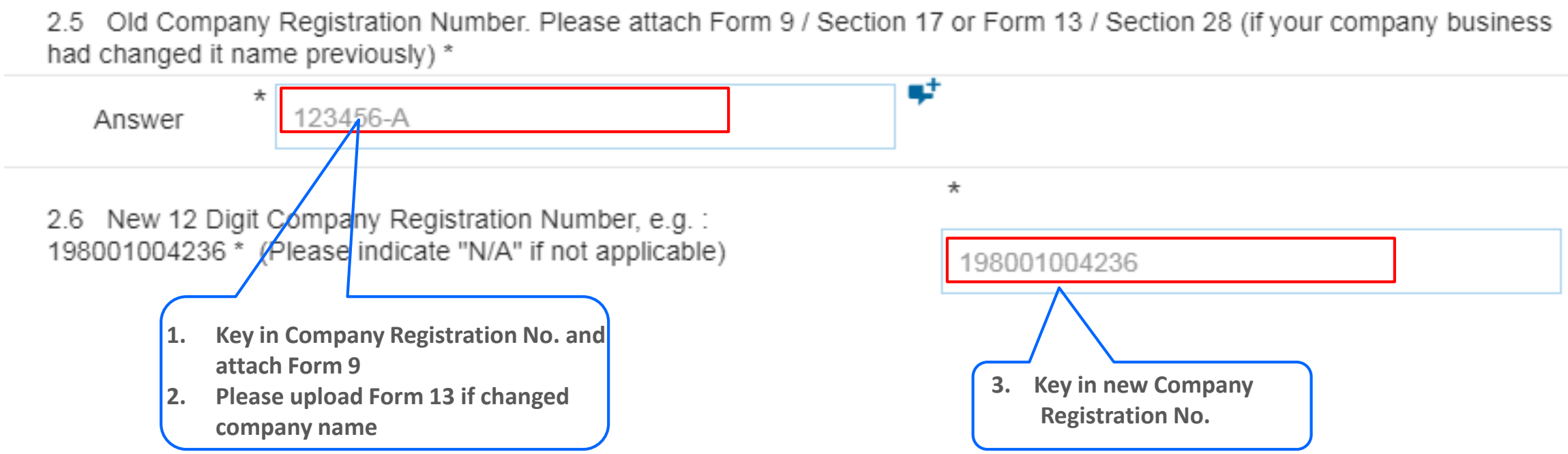
Please read and understand the registration steps



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

Please read and understand the registration steps



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

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 *

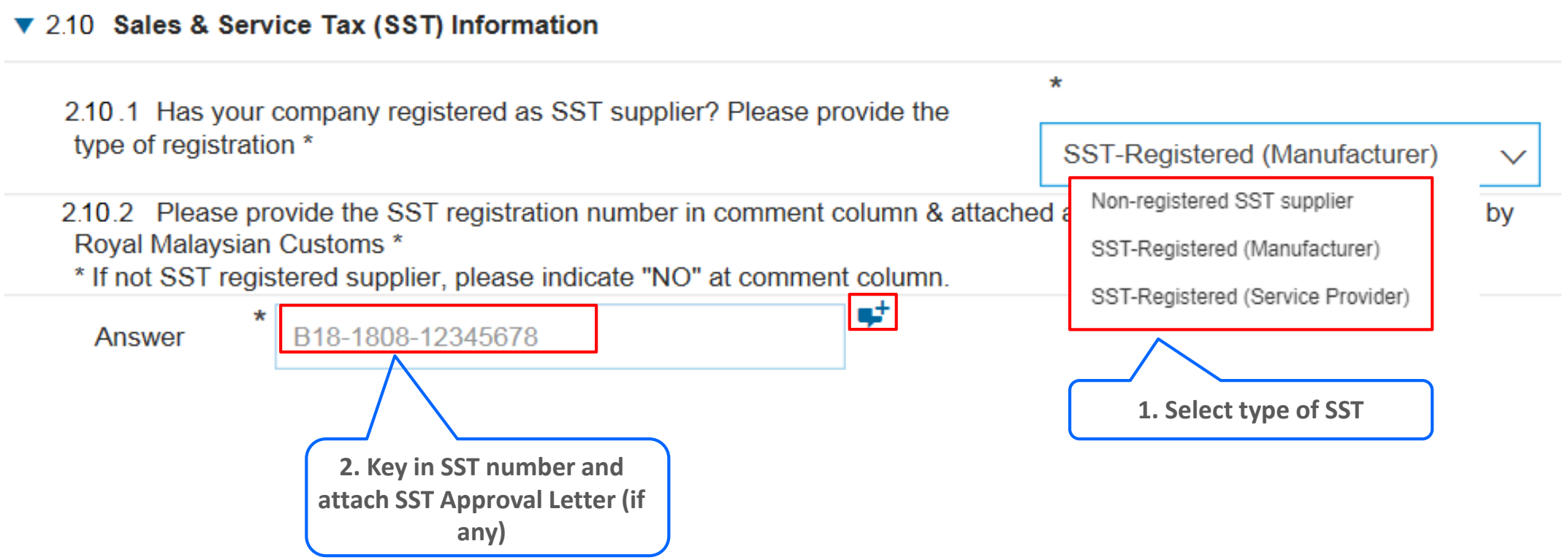
Answer *

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

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

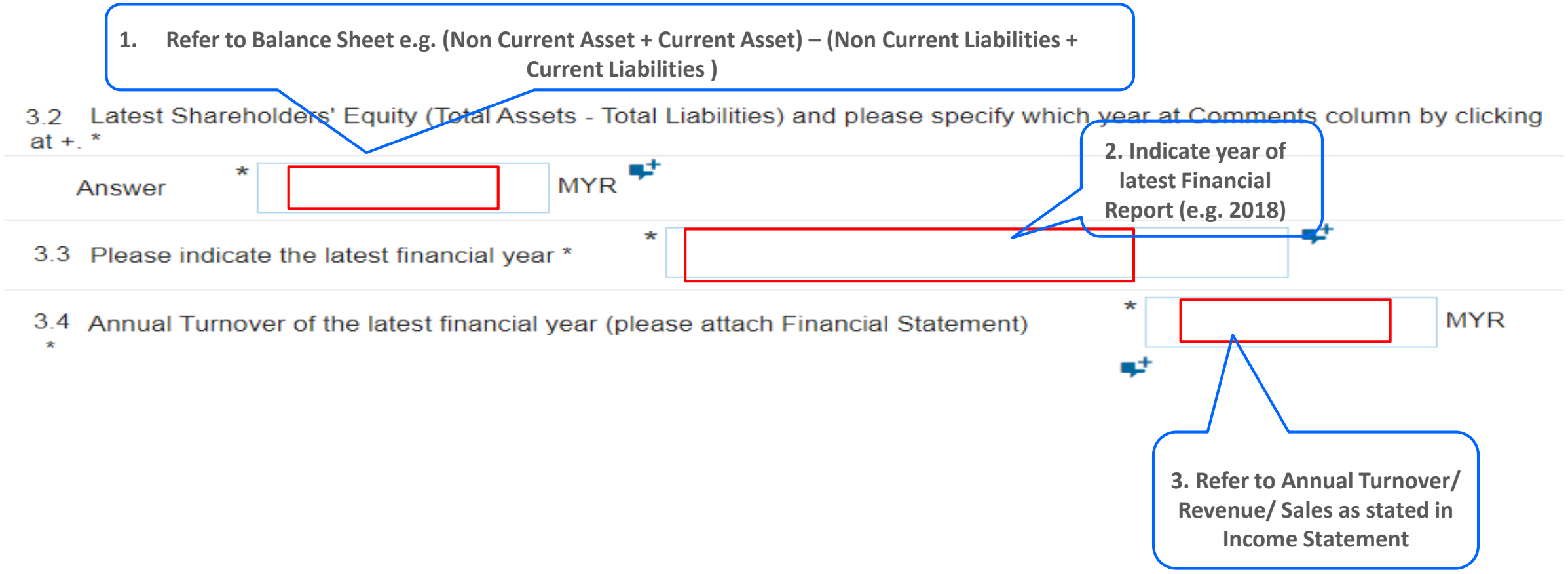
SST Approval Letter issued by Royal Malaysian Customs (if applicable)



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

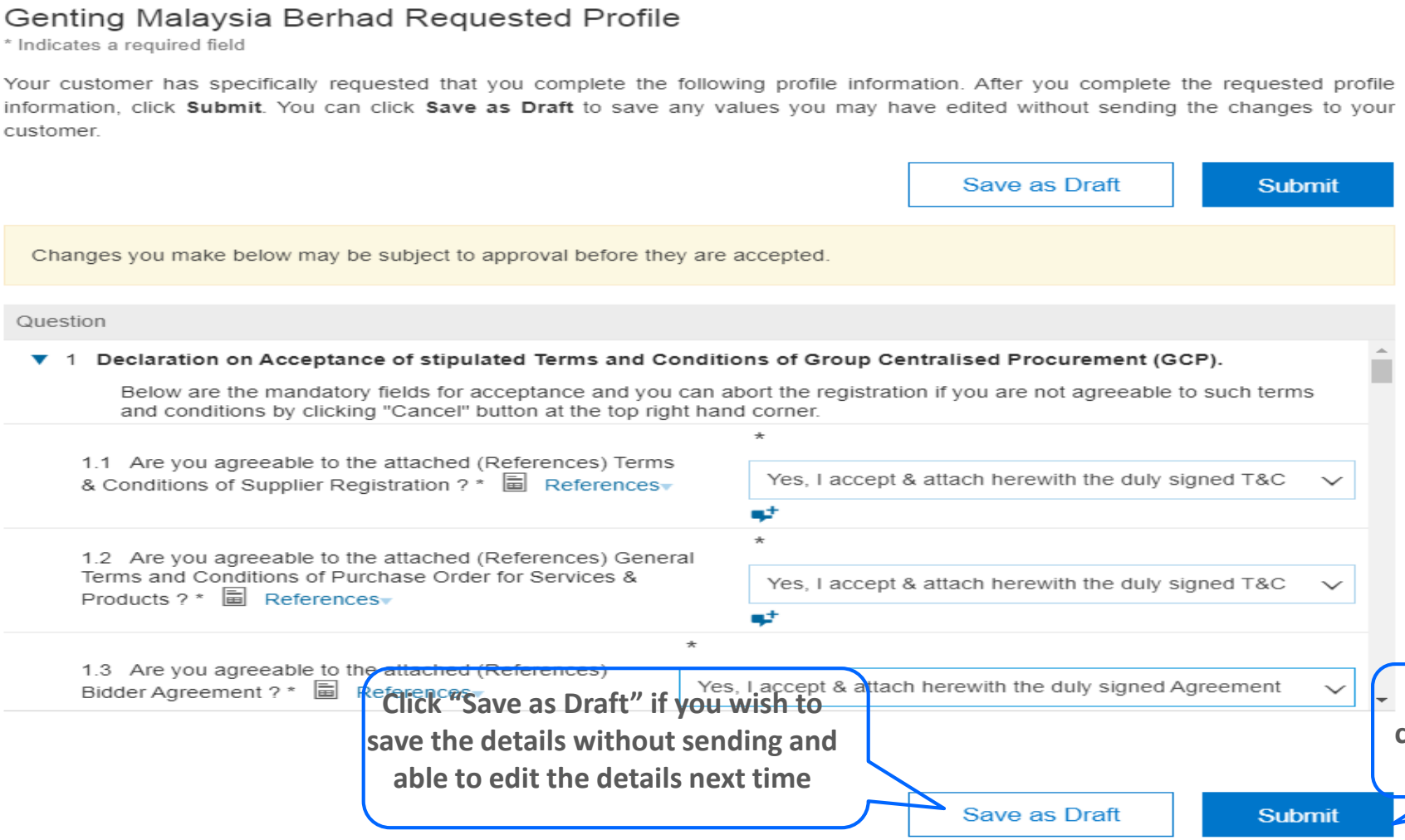
Latest year of Audited Financial Report



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

NEW SUPPLIER REGISTRATION

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



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FREQUENTLY ASK QUESTIONS (FAQs)

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

Private & Confidential
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

TABLE OF CONTENT

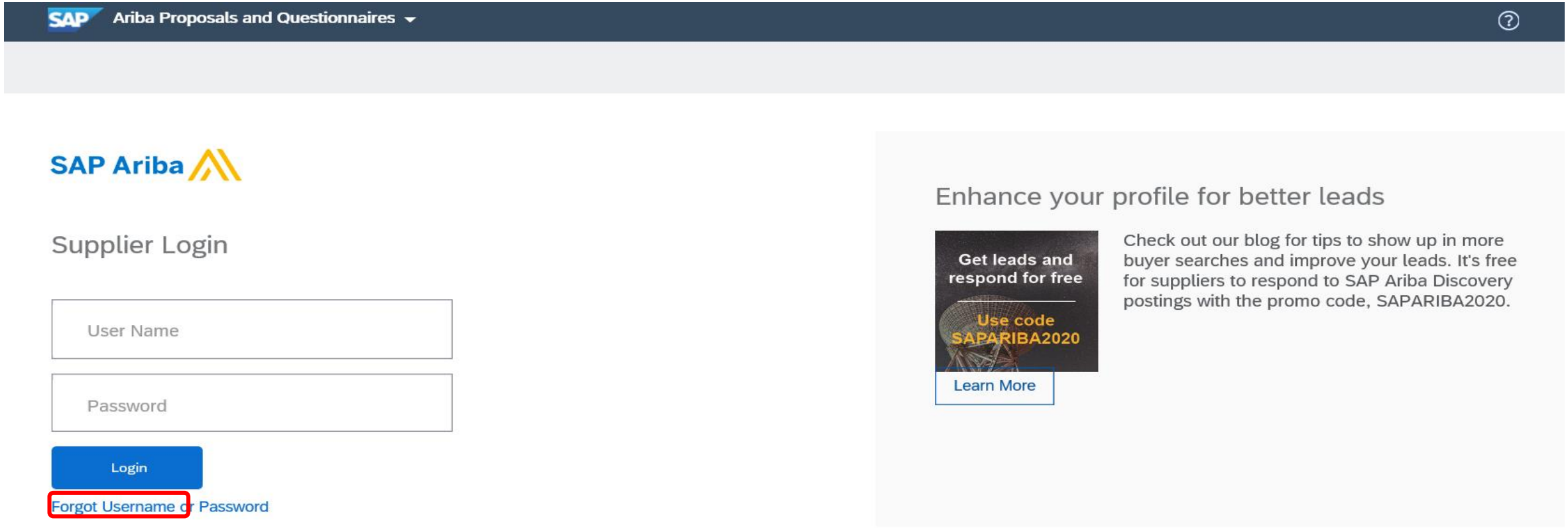
Login to Ariba Account	Question 1: What if forgot the username?
	Question 2: What if forgot the password?
	Question 3: What if registered email address is invalid?
User Information	Question 1: How to change User ID information?
	Question 2: How to add User in the company account?
	Question 3: How to 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?

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - LOGIN TO ARIBA ACCOUNT

Question 1: What if forgot the username?

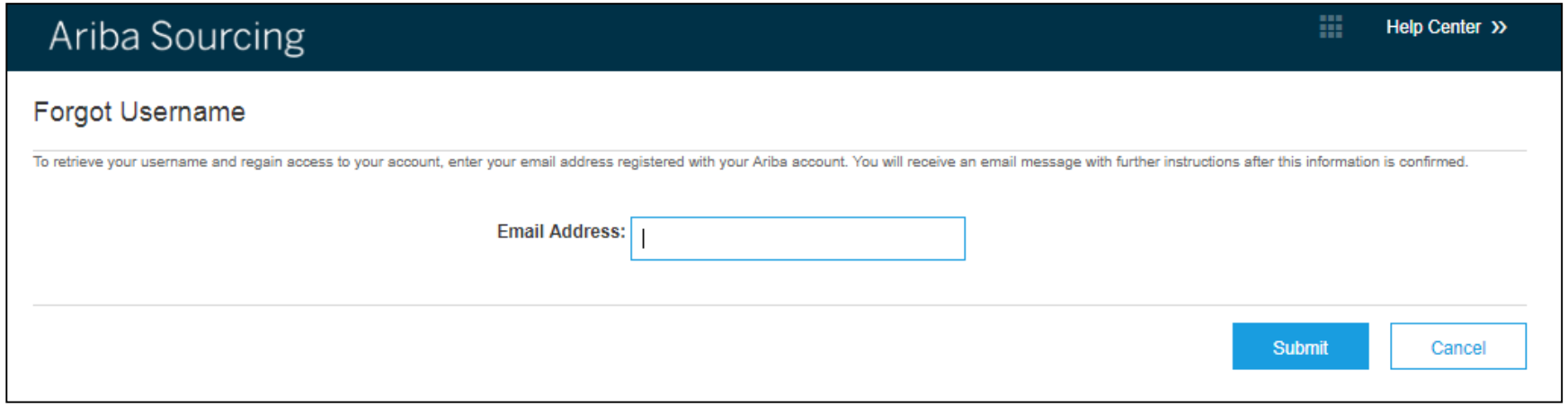
Step 1: Click on the “Forgot Username” at login page
http://rwb.supplier.ariba.com



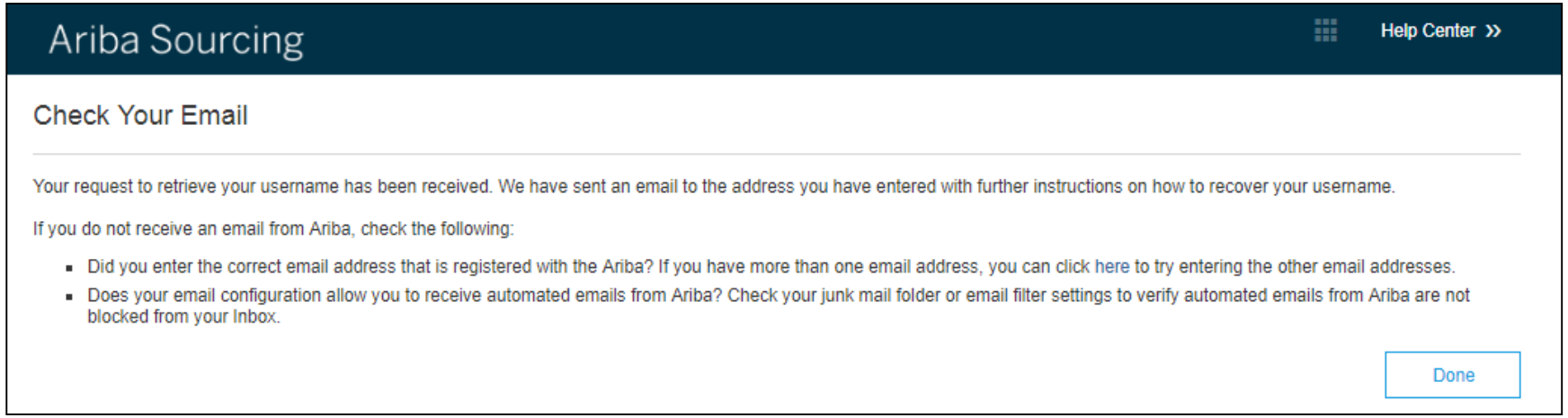
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - LOGIN TO ARIBA ACCOUNT

Step 2: Key in the registered email address and submit



Step 3: You will receive email from Ariba Commerce Cloud

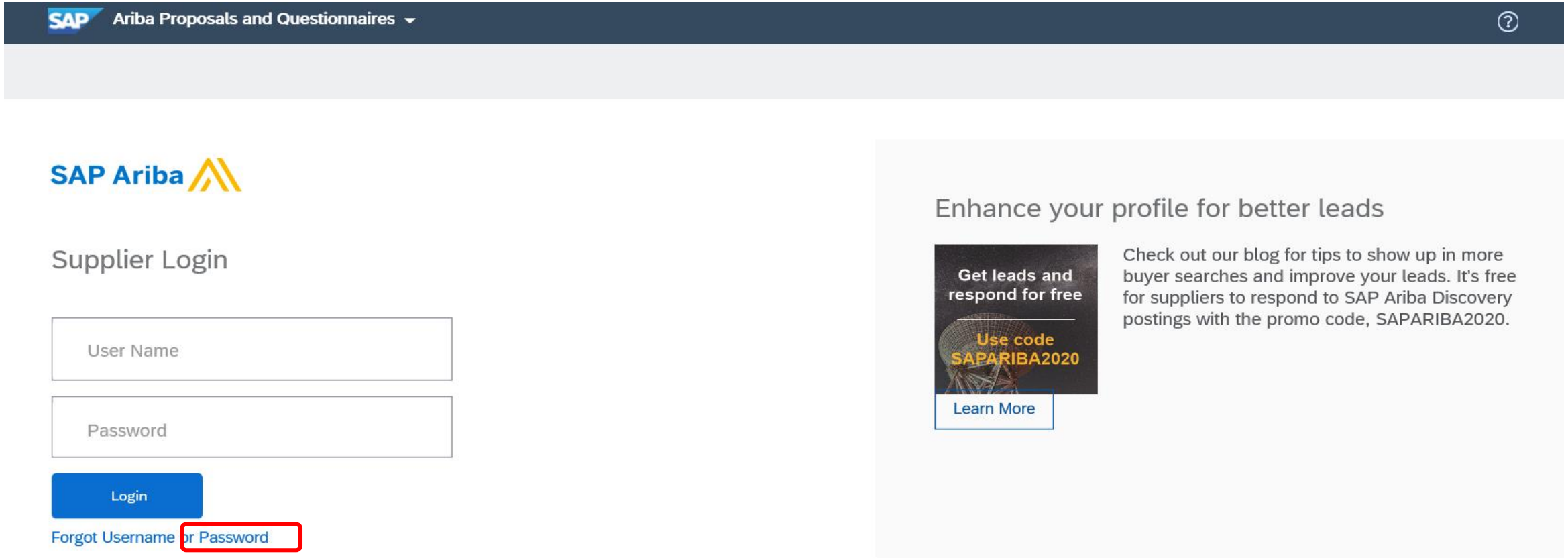


Private & Confidential
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - LOGIN TO ARIBA ACCOUNT

Question 2: What if forgot the password?

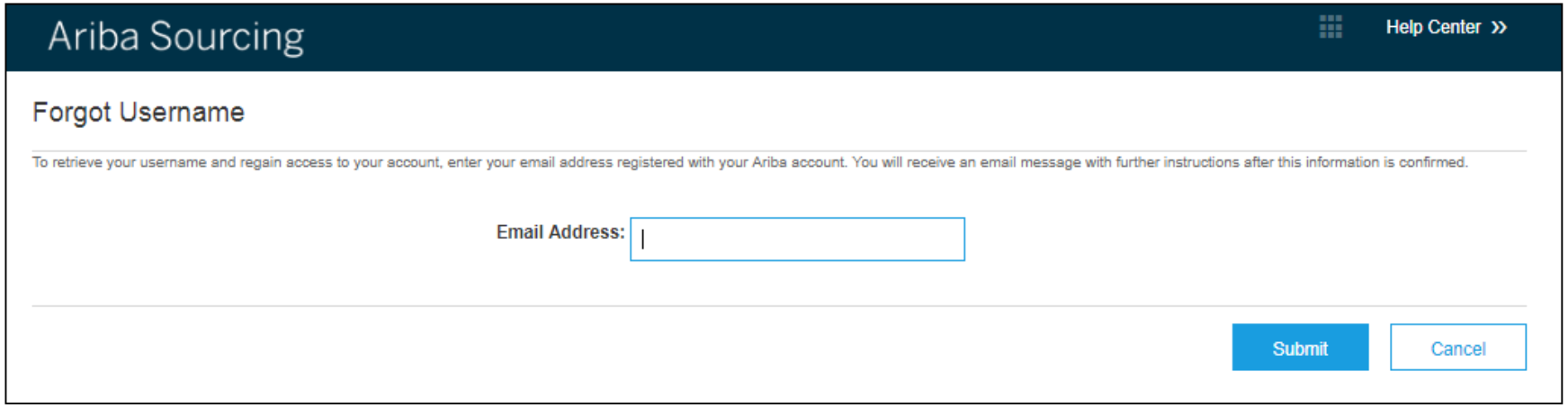
Step 1: Click on the “Forgot Password” at login page
http://rwb.supplier.ariba.com



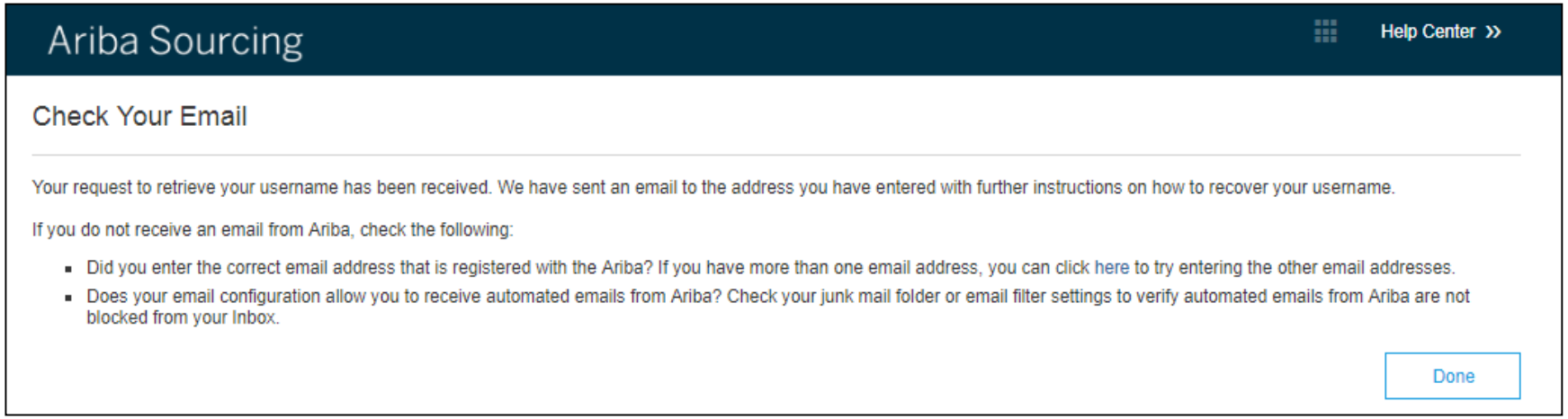
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - LOGIN TO ARIBA ACCOUNT

Step 2: Key in the registered email address and submit



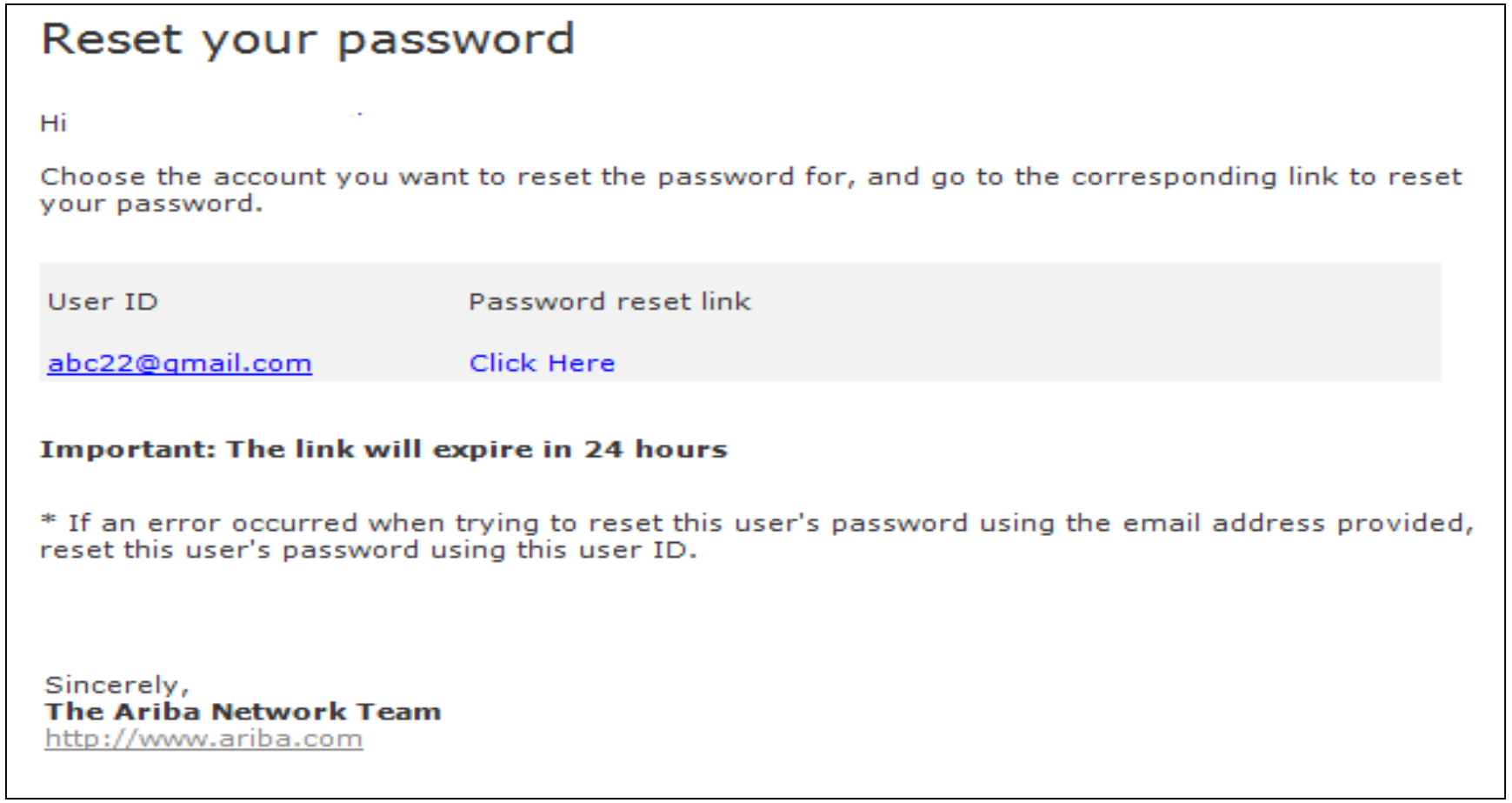
Step 3: You will receive email from Ariba Commerce Cloud



Private & Confidential
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - LOGIN TO ARIBA ACCOUNT

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

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - LOGIN TO ARIBA ACCOUNT

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: -

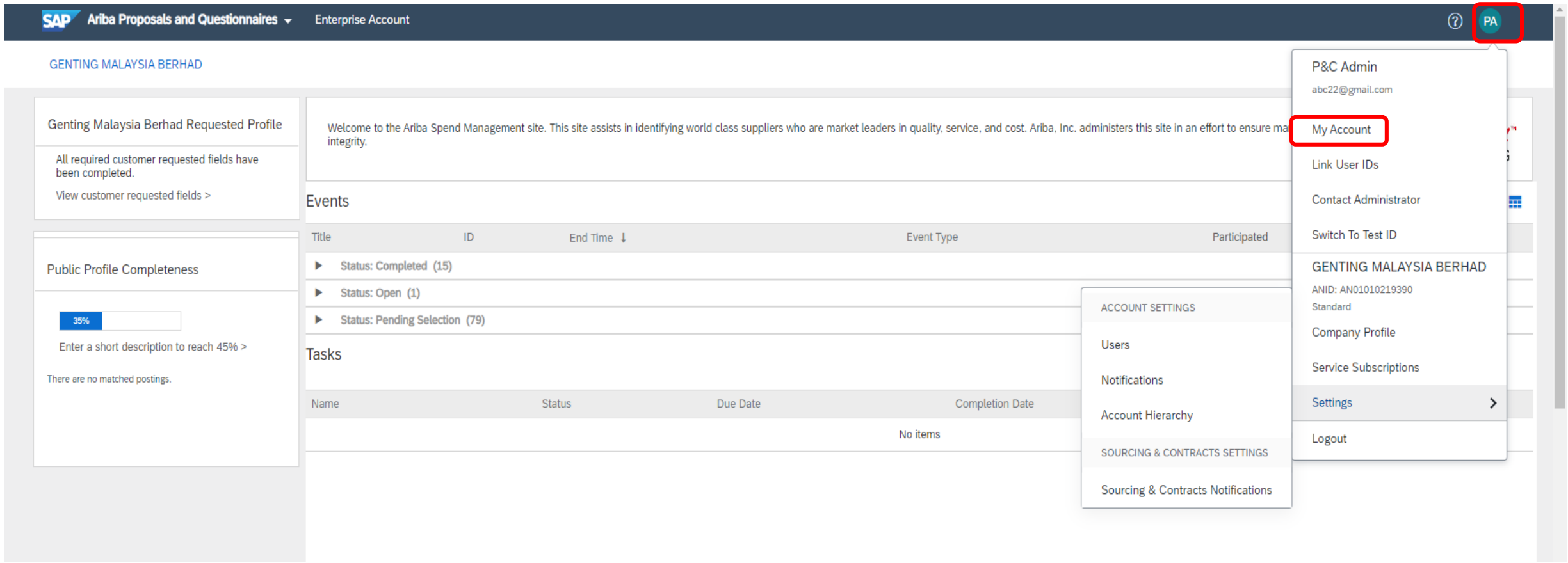
* **Toll free number**
  1800-80-1448 or Callback Request
* **Log Case**
  https://www.ariba.com/support

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ – USER INFORMATION

Question 1: How to change User ID information?

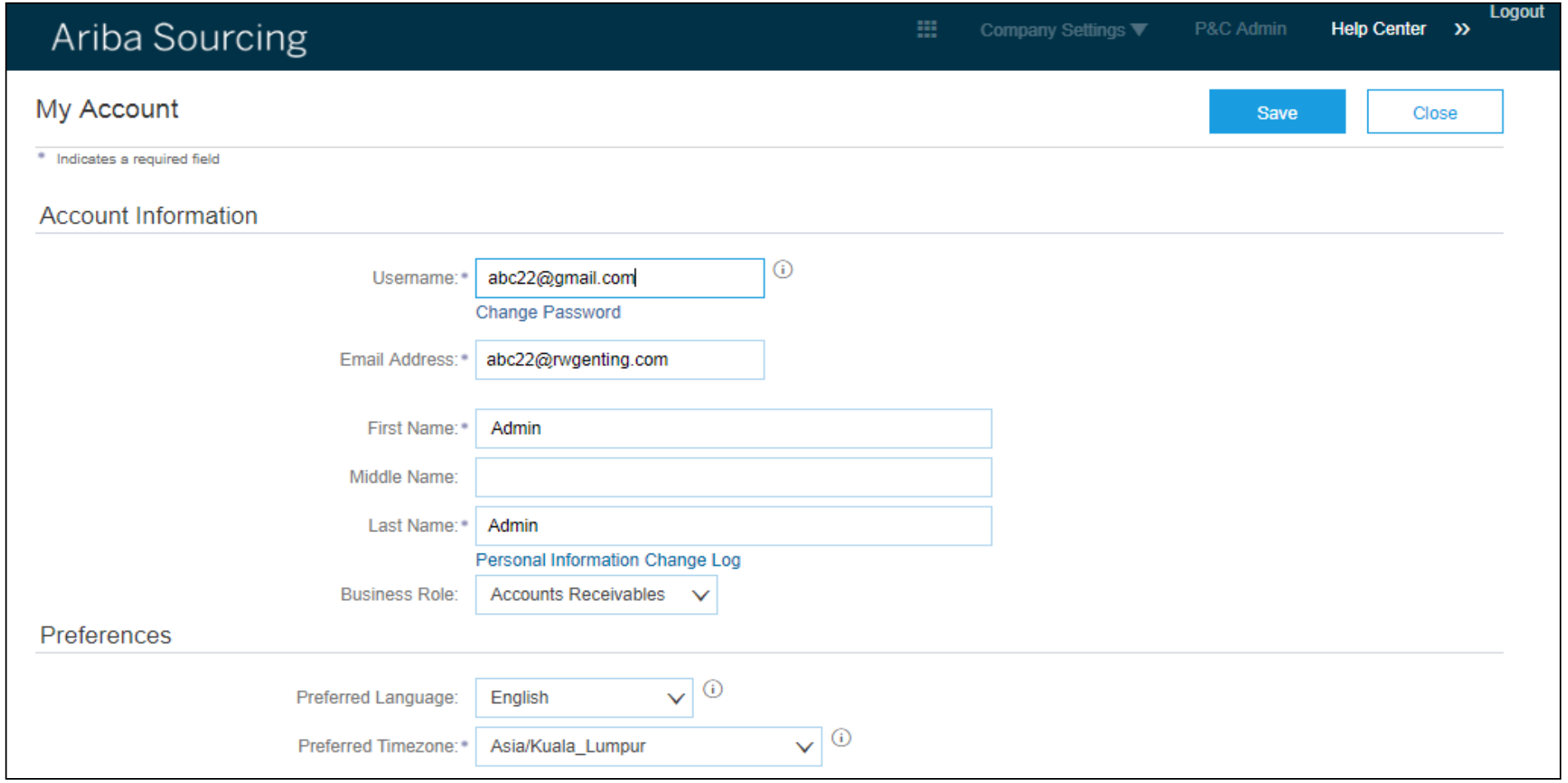
Step 1: Click on the username icon and select "**My Account**"



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ – USER INFORMATION

Step 2: Click “Save” after information changed

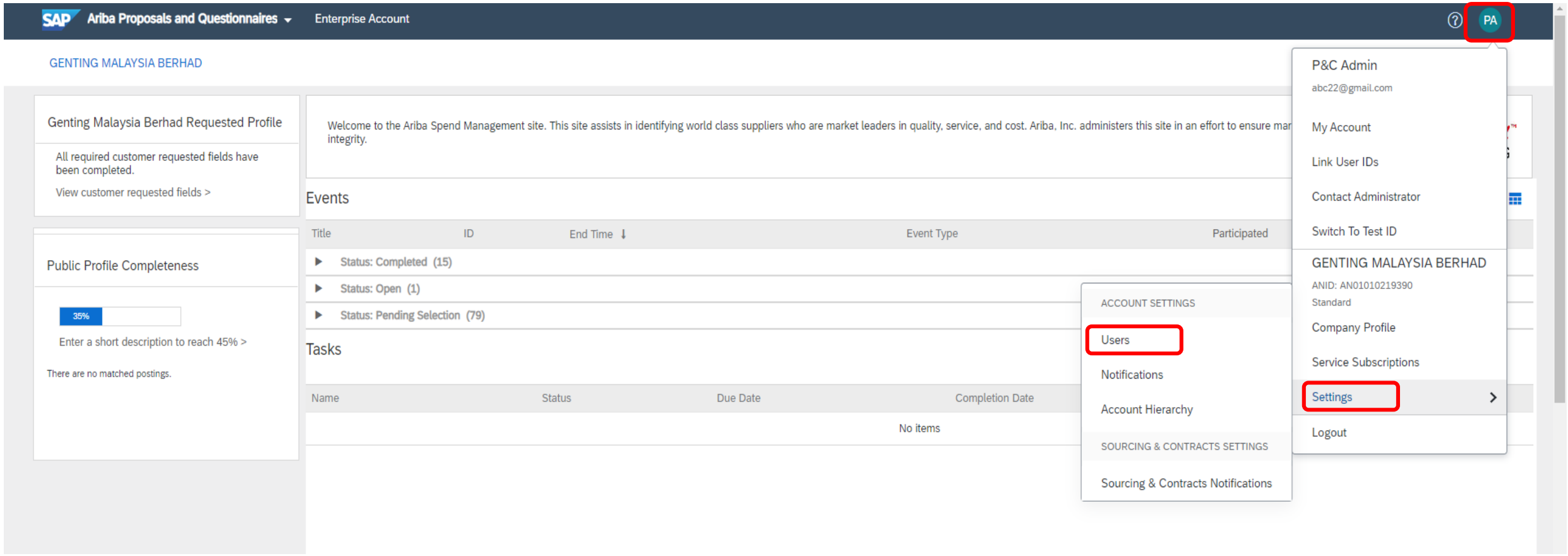


Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ – USER INFORMATION

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

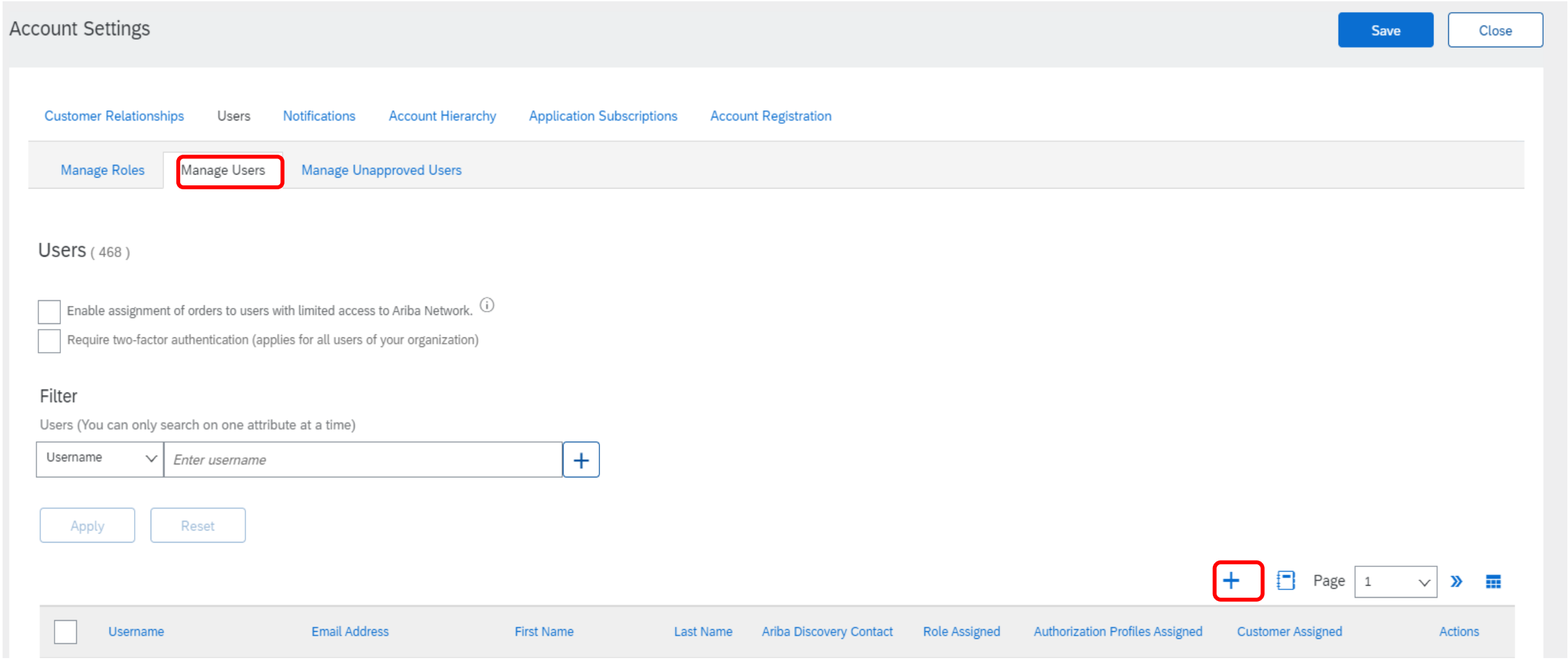
Step 1: Click on the username icon and select "**Setting**", followed by "**Users**"



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ – USER INFORMATION

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

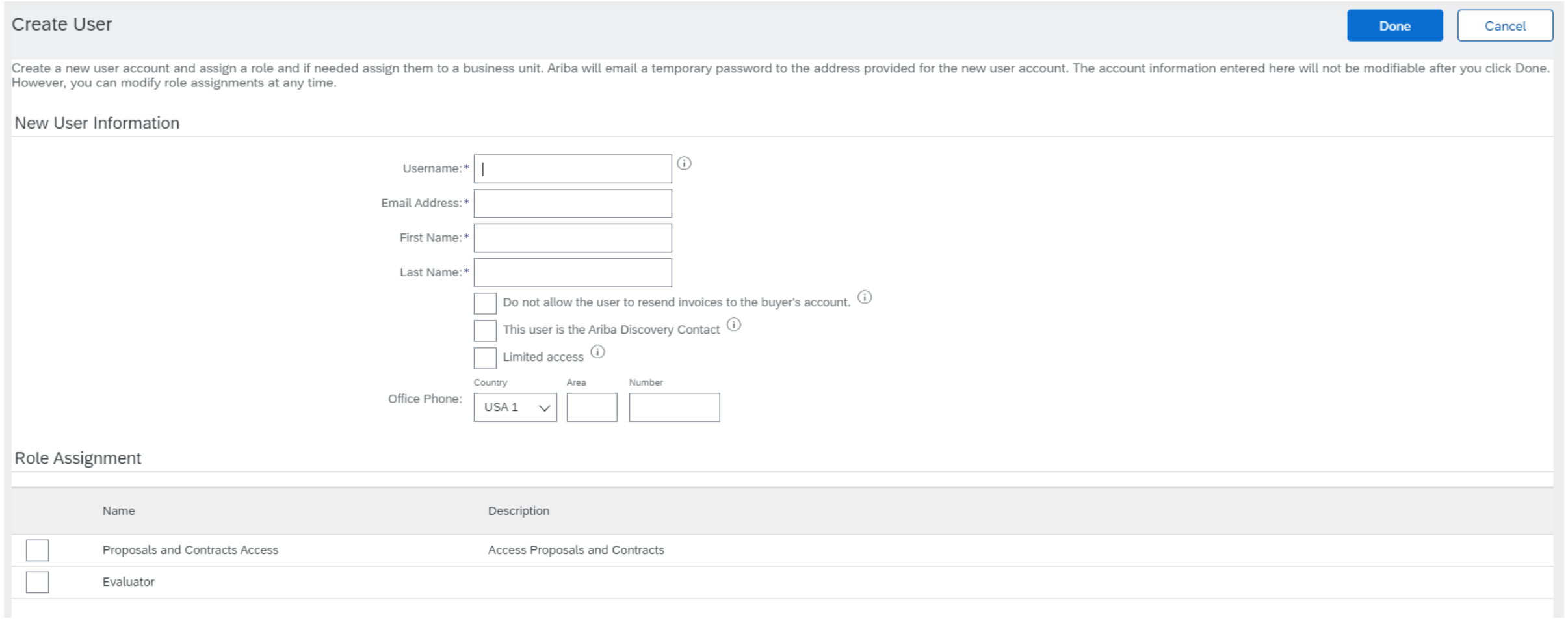


Private & Confidential
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ – USER INFORMATION

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

**Username must be in email format*

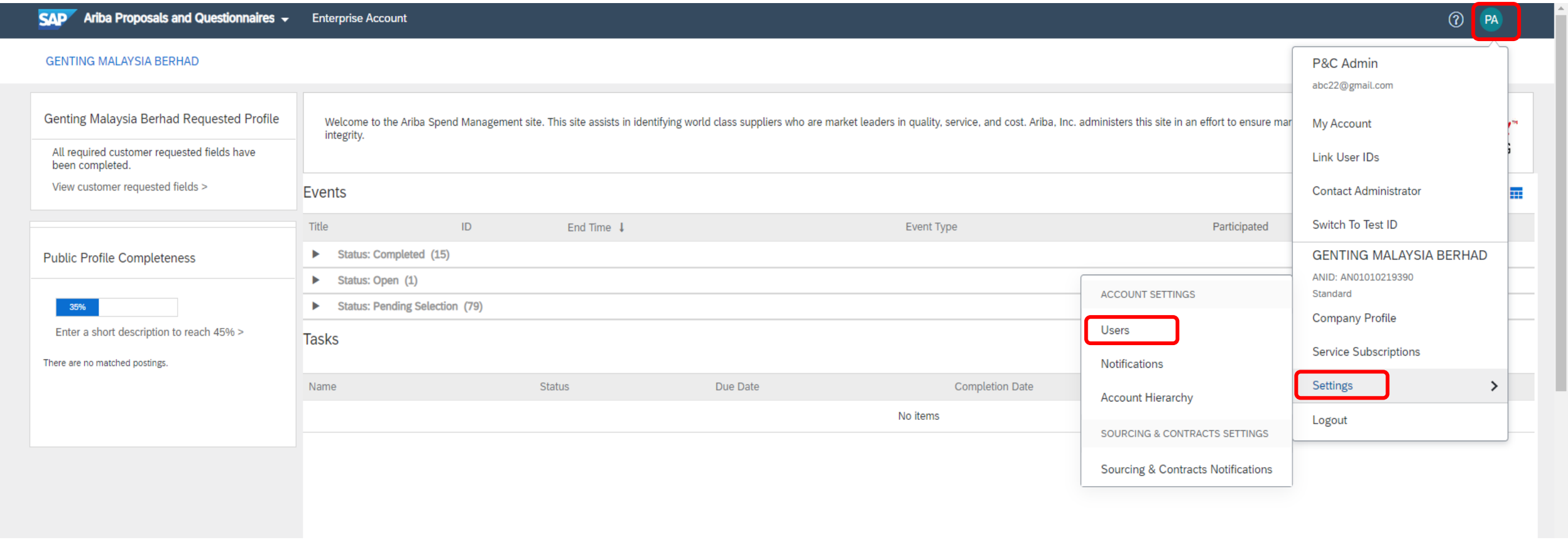


Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ – USER INFORMATION

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

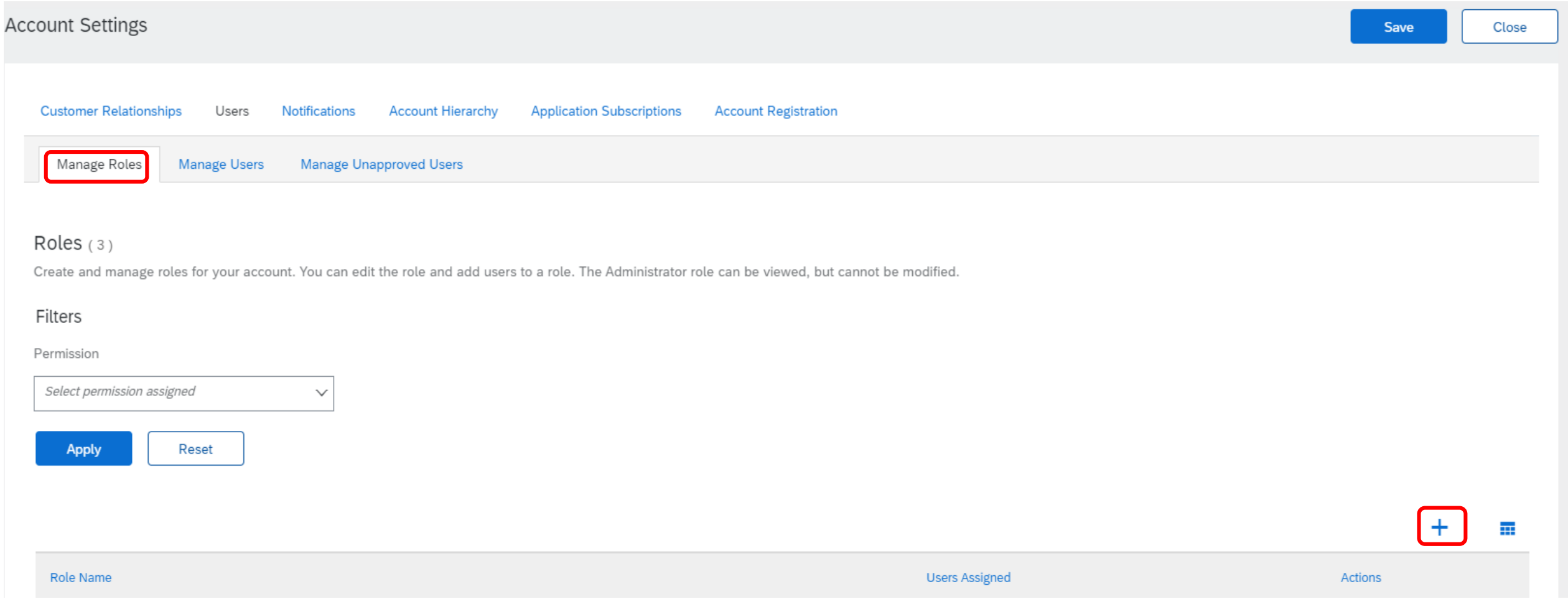
Step 1: Click on the username icon and select "**Setting**", followed by "**Users**"



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ – USER INFORMATION

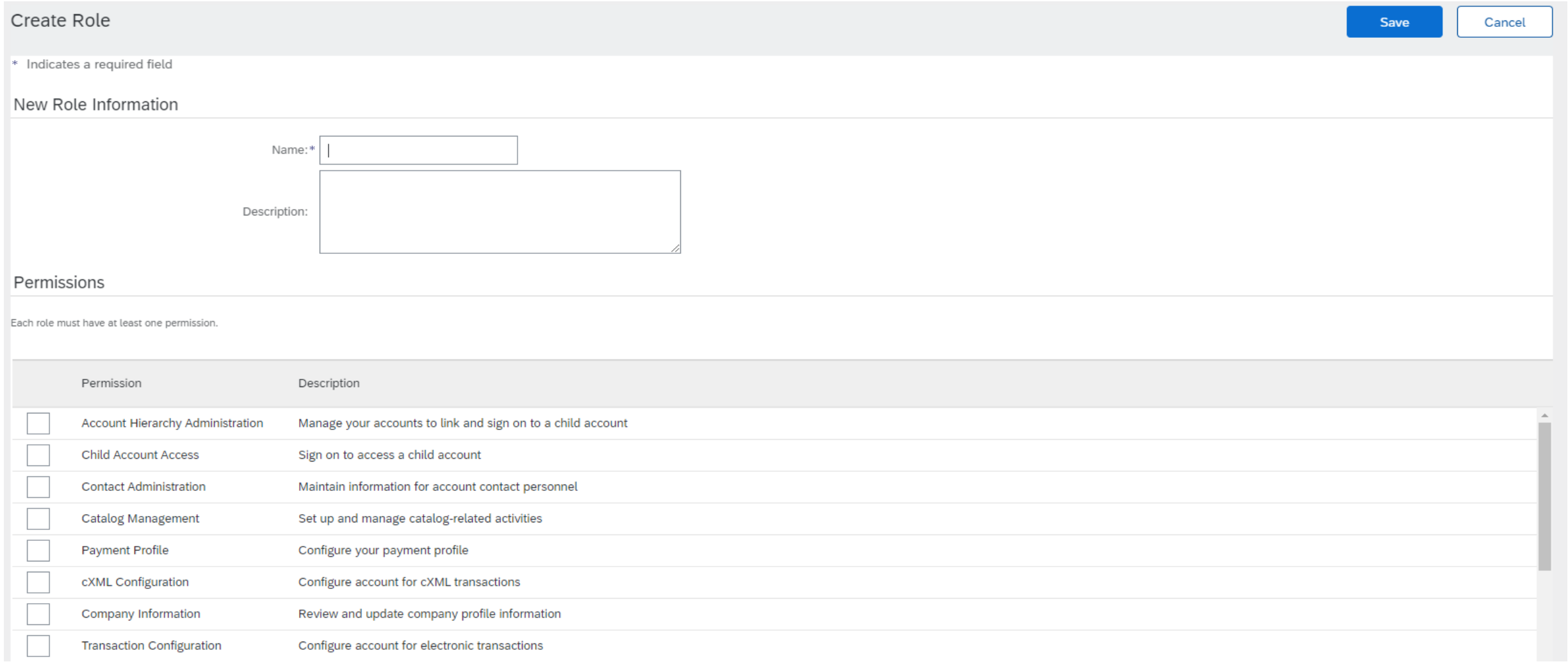
Step 2: Click on "**Manage Roles**" follow by " **+** " key



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ – USER INFORMATION

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

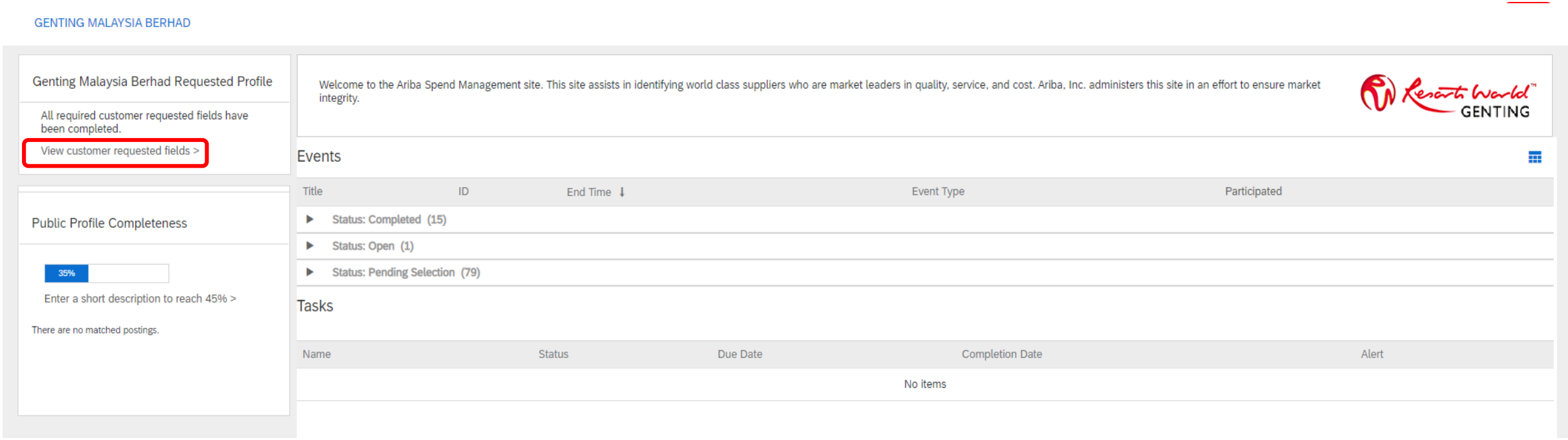


Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - UPDATE GENTING REQUESTED PROFILE

Question 1: Where to update Genting Requested Profile?

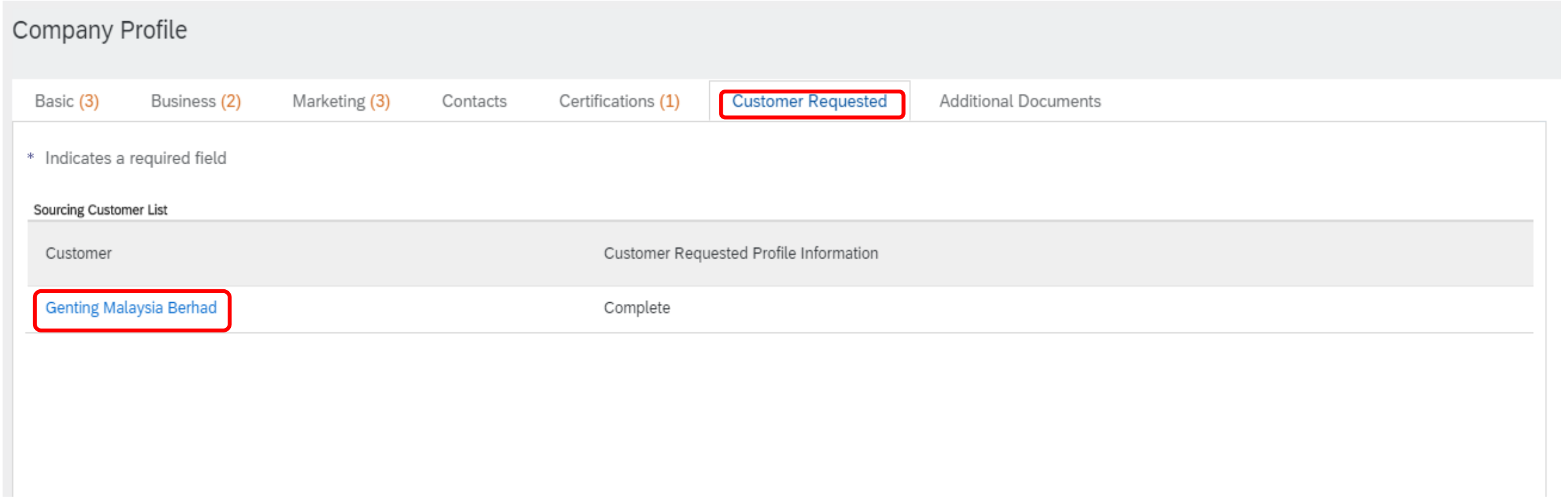
Step 1: Click "**View customer requested fields**" as shown below



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - UPDATE GENTING REQUESTED PROFILE

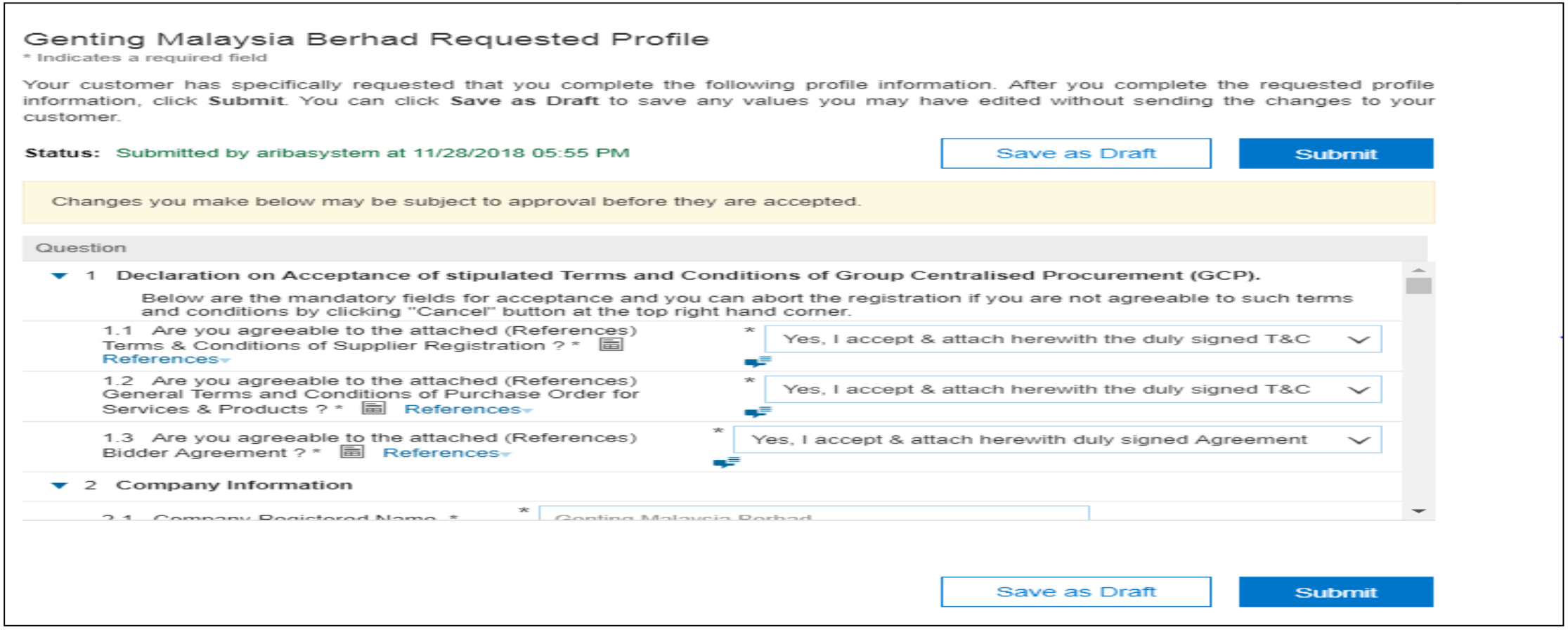
Step 2: Click "**Customer Requested**" and enter to Genting Malaysia Berhad profile



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - UPDATE GENTING REQUESTED PROFILE

Step 3: Genting Malaysia Berhad Requested Profile will prompt out as below:

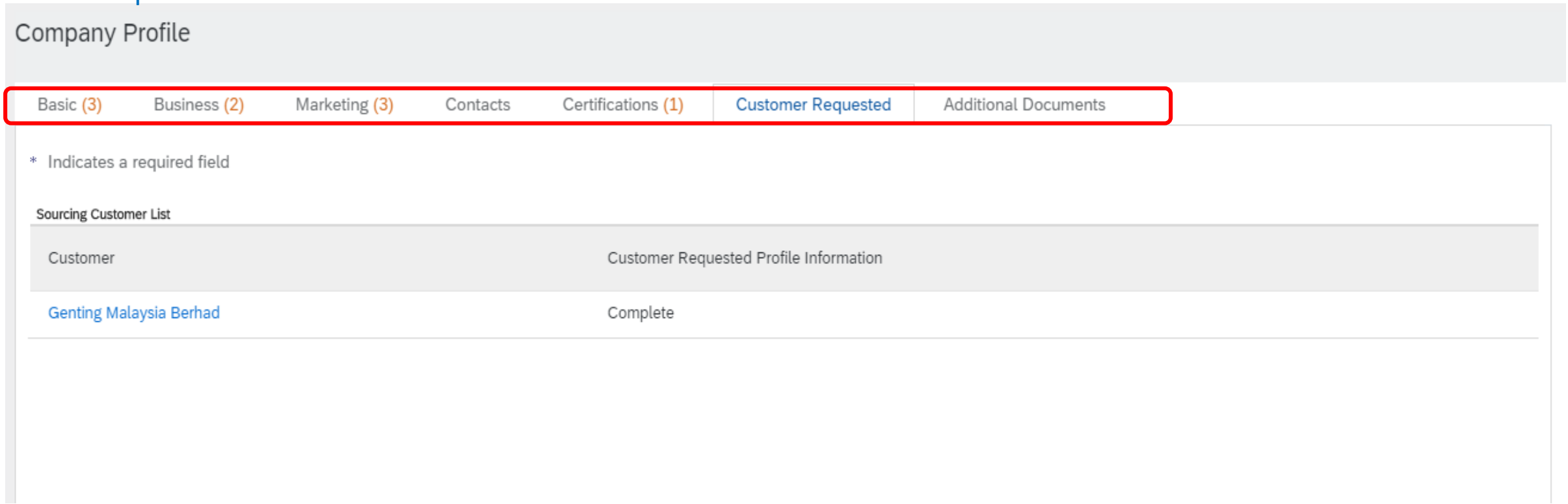


Private & Confidential
Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

FAQ - COMPANY PROFILE

Question 1: Missing field in Company Profile?

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



Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.

THANK YOU

RESORTS WORLD GENTING

GENTING HIGHLANDS,

69000 PAHANG DARUL MAKMUR,
MALAYSIA

www.rwgenting.com

Private & Confidential

Copyright © 2020 Genting Malaysia Berhad 198001004236 (58019-U). All Rights Reserved.