SEPRO
Sarawak Energy e-Procurement

sarawak energy

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Supplier User Guide: Supplier Lifecycle Performance

SEPRO

Sarawak Energy e-Procurement
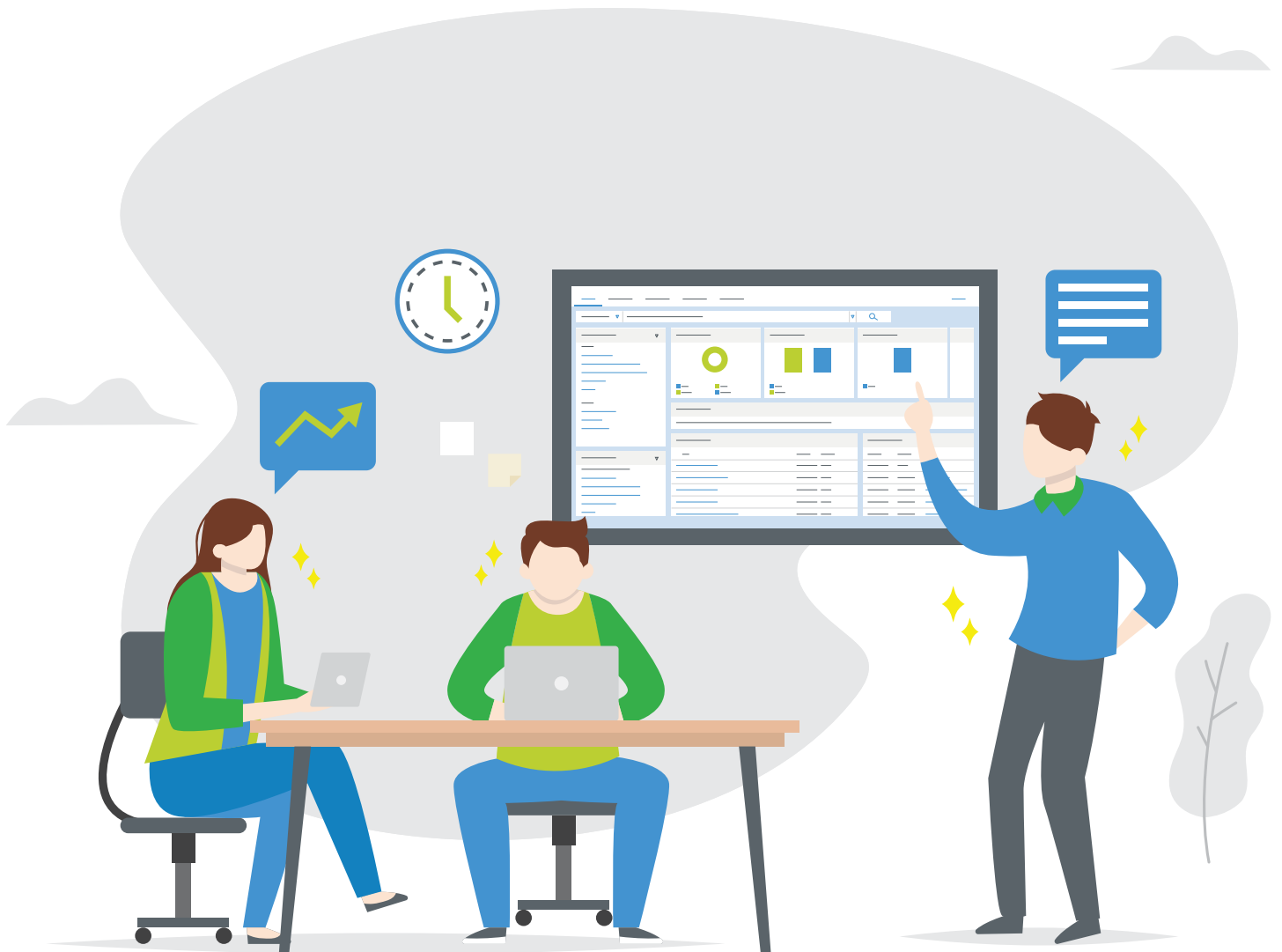
Supplier Lifecycle and Performance
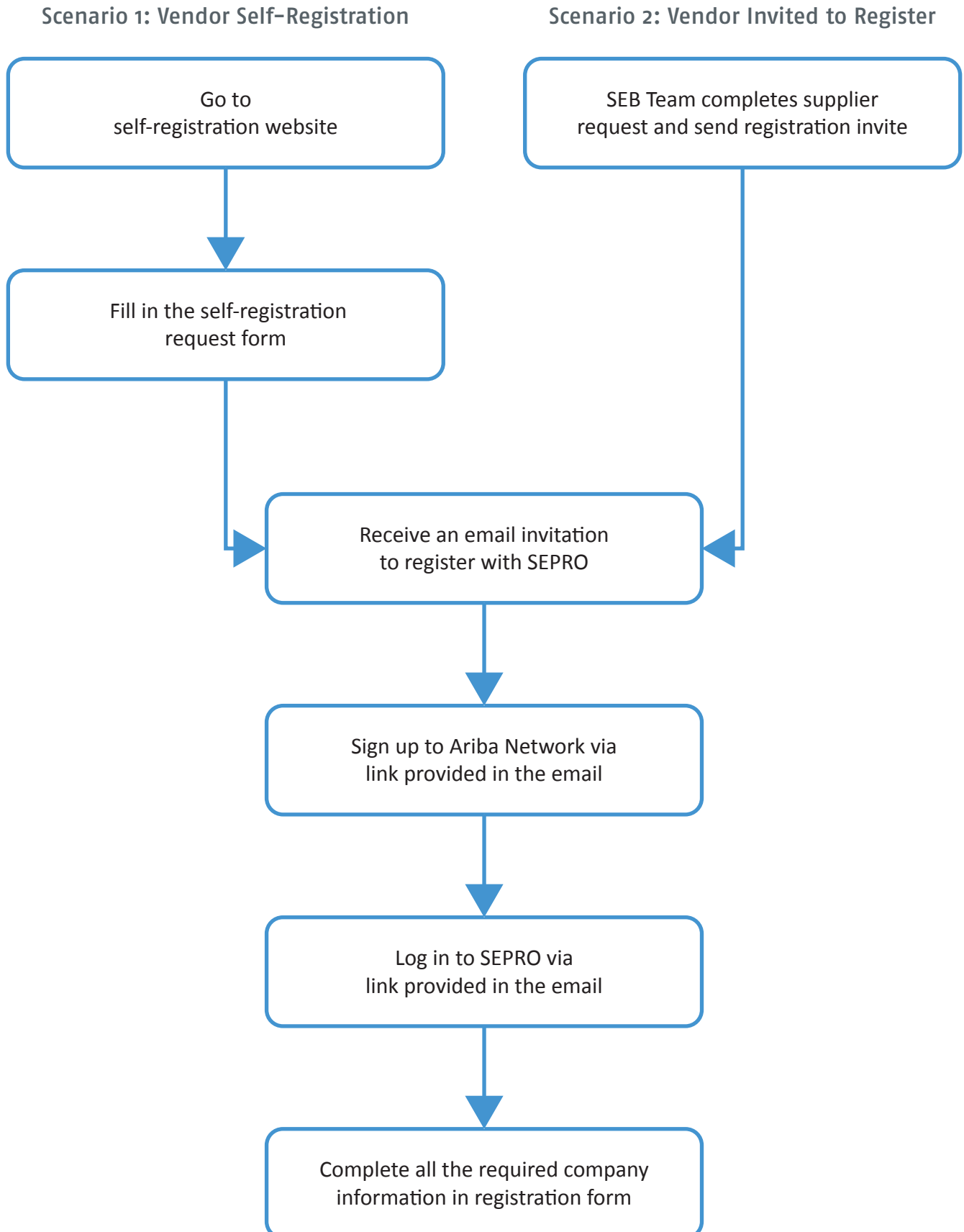
Contents

1.0 Vendor Registration

You will need to register with SEPRO as part of the requirement to participate in our tenders and quotations. Once registered, your profile will be created within SEPRO and you can update your information when needed.
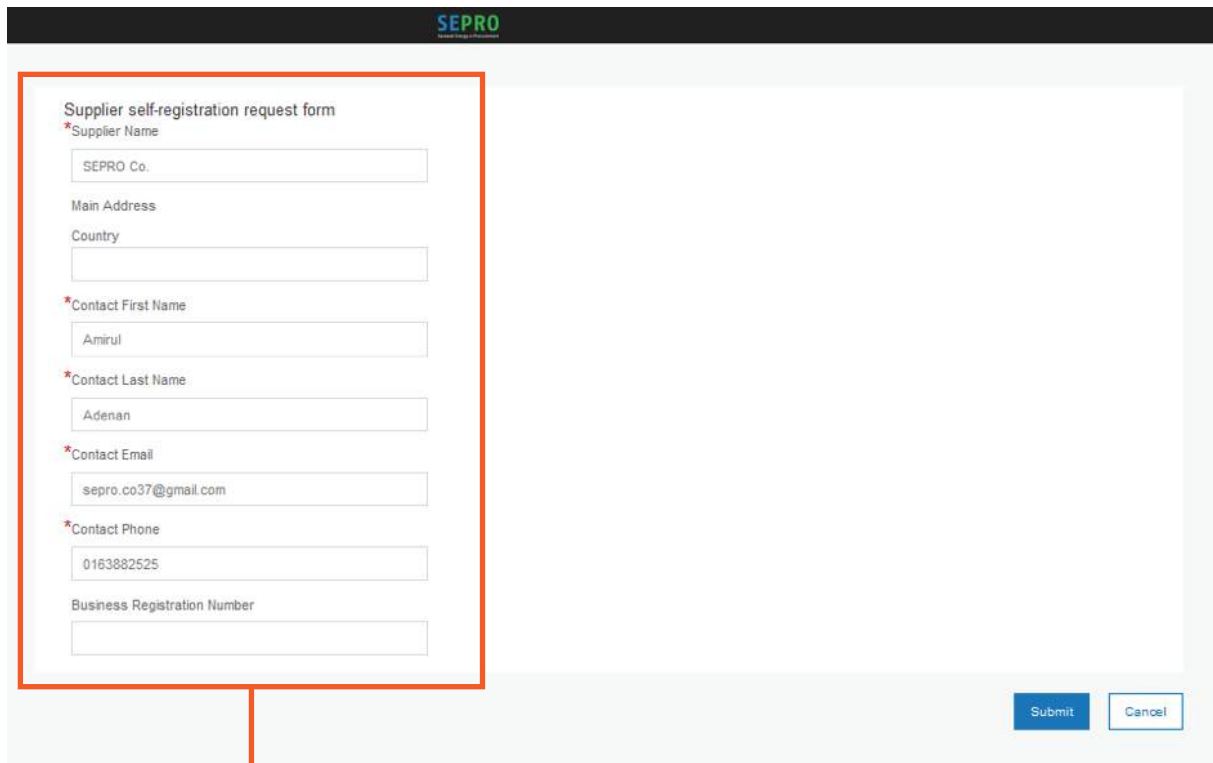
Process Flow for Vendor Registration:

Scenario 1: Vendor Self-Registration	Scenario 2: Vendor Invited to Register
Go to self-registration website	SEB Team completes supplier request and send registration invite
Fill in the self-registration request form	

Receive an email invitation to register with SEPRO

Sign up to Ariba Network via link provided in the email

Log in to SEPRO via link provided in the email

Complete all the required company information in registration form

1.1 Vendor Self-Registration

Link: http://bit.ly/register2sepro

Click the link provided in the email invitation that is being sent to you or the link above and you will be prompted to the request form page as shown below.

Fill in all the information in the fields provided. The fields marked with asterisk (*) are required and mandatory.
Once finished, click submit.

1.2 Email Invitation to Register

Your request will be reviewed by Sarawak Energy's team and a registration questionnaire will be sent to you via email.

Invitation: Register to become a supplier with Sarawak Energy Berhad - TEST Inbox ×

Mohd Amirul Adenan <s4system-prod+sarawakenergy-T.Doc1579274364@ansmtp.ariba.com>
to me

SEPRO

Register as a supplier with Sarawak Energy Berhad - TEST

Hello!

Mohd Amirul Adenan has invited you to register to become a supplier with Sarawak Energy Berhad - TEST. Start by creating an account with Ariba Network. It's free.

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

Click Here to create account now

You are receiving this email because your customer, Sarawak Energy Berhad - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Sarawak Energy Berhad - TEST.

Click on the link to be redirected to Ariba page.

Note: **The link to registration page will expire after a few clicks. To avoid this, right click on the "Click Here" link, copy link location and paste it into another web browser.**

1.3 Ariba Page

You will be redirected to Ariba page where you need to sign in if you already an Ariba user or you can sign up if you are new to Ariba.

Click "Sign Up" if you are new to Ariba.

Click "Log In" if you are already an Ariba user.

1.4 Signing Up to Ariba network

Before you can access to SEPRO registration page, you are required to sign up to Ariba Network which allows you to be a part of suppliers network in Ariba.

Complete all the required information. The fields marked with asterisk (*) are required and mandatory to be filled in.

Before you can access to SEPRO registration page, you are required to sign up to Ariba Network which allows you to be a part of suppliers network in Ariba.

UNSPSC (United Nation Standard Product and Service Codes) are the standard commodity selection used by Ariba with its own specific coding. By specifying your commodities here, other companies that are using Ariba will be able to discover your profile in Ariba Network. Click on the " > " to further drop down the selection of the categories that are relevant to your business.

Once the "Terms of Use" and "SAP Ariba Privacy Statement" has been read and understood, check the following boxes.

1.5 Logging in to SEPRO Page

From the Ariba page, click on the "Log In" button or go to the link:

htttp://service.ariba.com/sourcing

Enter all the required credentials and click "Log In".

Click here if you forgot your username or password and you will be prompted with an email to reset your password.

1.6 Completing the Registration Questionnaire

Once you are directed to the SEPRO Supplier page, click on the "Supplier Registration Questionnaire" on the dashboard.

Once the "SEB Privacy Statement" is read and understood, click "Yes" and you will be prompted to answer required questions.
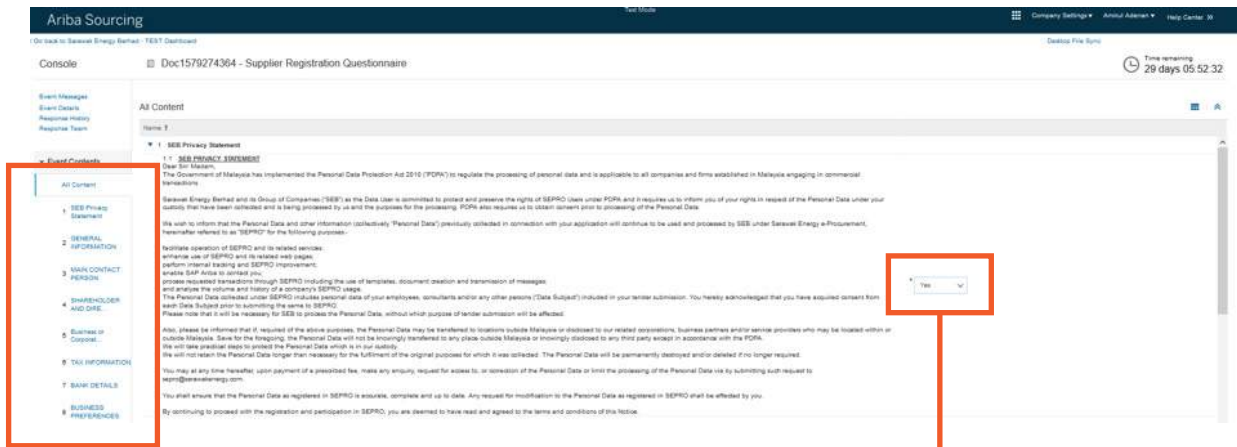
Fill in all the information required in the questionnaire.

1.7 Commodity Selection

In the registration questionnaire, you will state your business preference where you will need to select the commodity that you want to do business with Sarawak Energy in either UPKJ, CIDB or UNSPSC.

Note: Please select your commodities carefully and as per your certificates as these selections will be used by Sarawak Energy for supplier qualification in the future.

Click on the " ▶ " to further drop down the selection of the respective categories (e.g. UPKJ Class A - Head I - Subhead II). For those who does not have UPKJ or CIDB certifications, you can select the UNSPSC commodities that are relevant to you.

Please tick the radio button with the final commodity classicfication (Note: DO NOT tick the radio button BEFORE the final classification).

1.8 Revising Response

Once you have completed the registration, the information captured in the registration questionnaire will be kept in your dashboard as your profile information. You are also able to edit the information in the registration and submit it back to SEPRO to be reviewed and approved.

Click on the "Supplier Registration Questionnaire" link to access your registration information.

Click on the "Revise Response" and edit your information as per required and click "Submit".

2.0 Vendor's Qualification

When required, Sarawak Energy team will send qualification questionnaires to you before you are able to participate in certain tenders as per Sarawak Energy's Procurement Policy and Procedures.

Process Flow for Vendor's Qualification:

SEB team sends the relevant qualification questionnaire based on the CIDB/UPKJ/UNSPSC categories selected in registration

↓

Receive email to fill in qualification questionnaire

↓

Fill in all the required information in the questionnaire

↓

You are qualified for the relevant categories
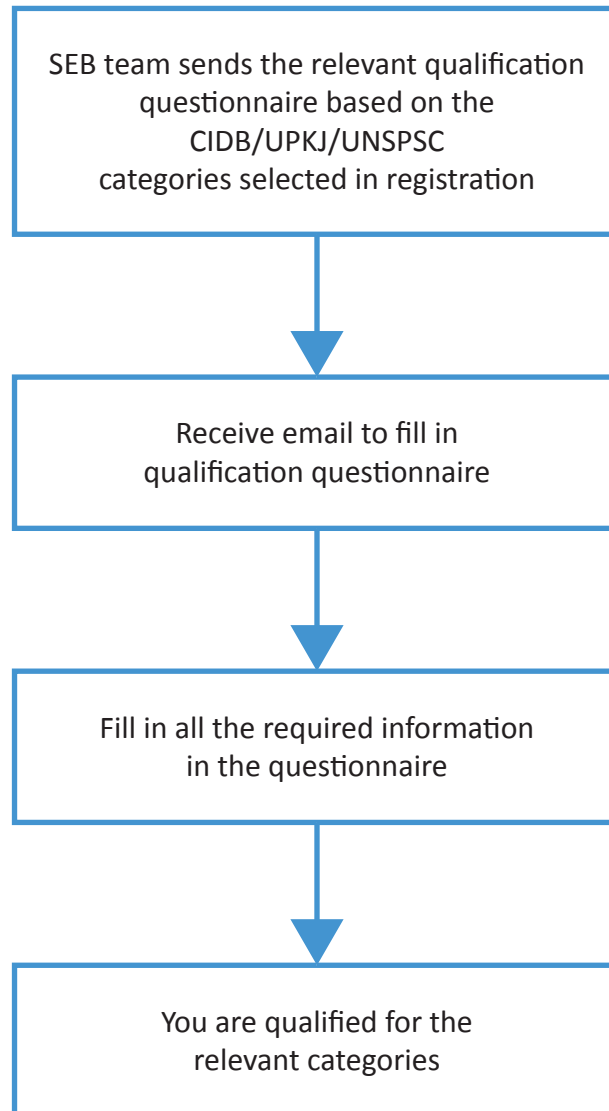
2.1 Email Invitation to Fill in Qualification Questionnaire

Based on what Sarawak Energy have selected, you will need to answer questions regarding UPKJ/CIDB/UNSPSC categories that they are interested in doing business with us.

Click on the link to be redirected to Ariba login page.

2.2 Completing the Qualification Questionnaire

Once you are in the SEPRO dashboard, click on the "SEB Supplier Qualification Questionnaire" to start the qualification process.


Complete the questionnaire and click "Submit Entire Response".
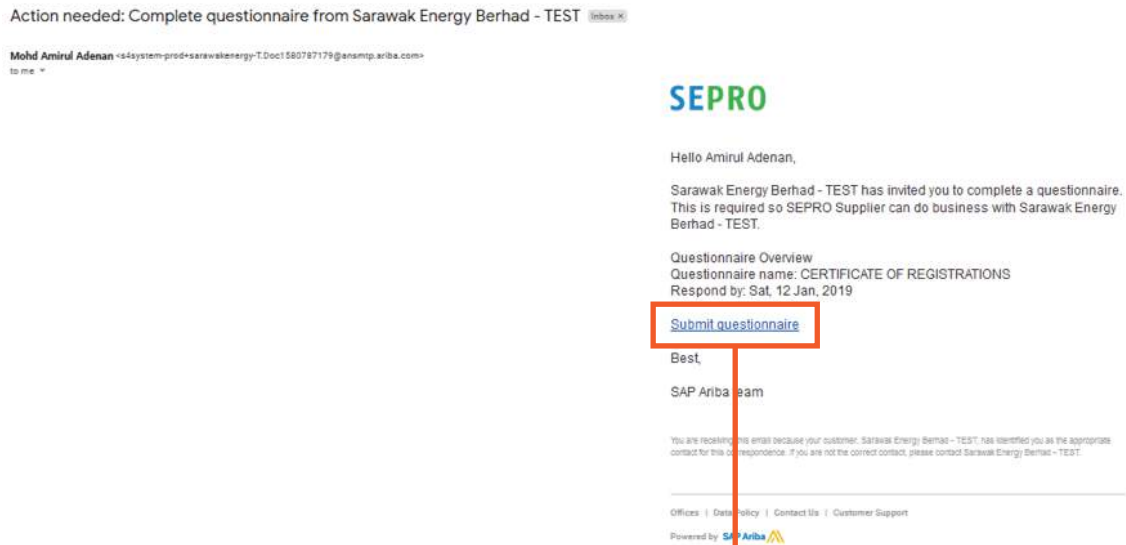
3.0 Modular Questionnaire

Modular questionnaire is a space for you to keep all the relevant certificates and for Sarawak Energy team to check and validate. This interface is able to detect the expiry dates of the certificates and prompt both you and Sarawak Energy when certificates and are nearing its expiration.

Process Flow:

```
┌─────────────────────────────────┐
│     SEB Team sends the relevant  │
│      modular questionnaires      │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│     Receive email to fill in the │
│       modular questionnaire      │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Fill in all the required information │
│         in the questionnaire     │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Relevant certificates and attachments │
│   stored in the modular questionnaire  │
└─────────────────────────────────┘
```
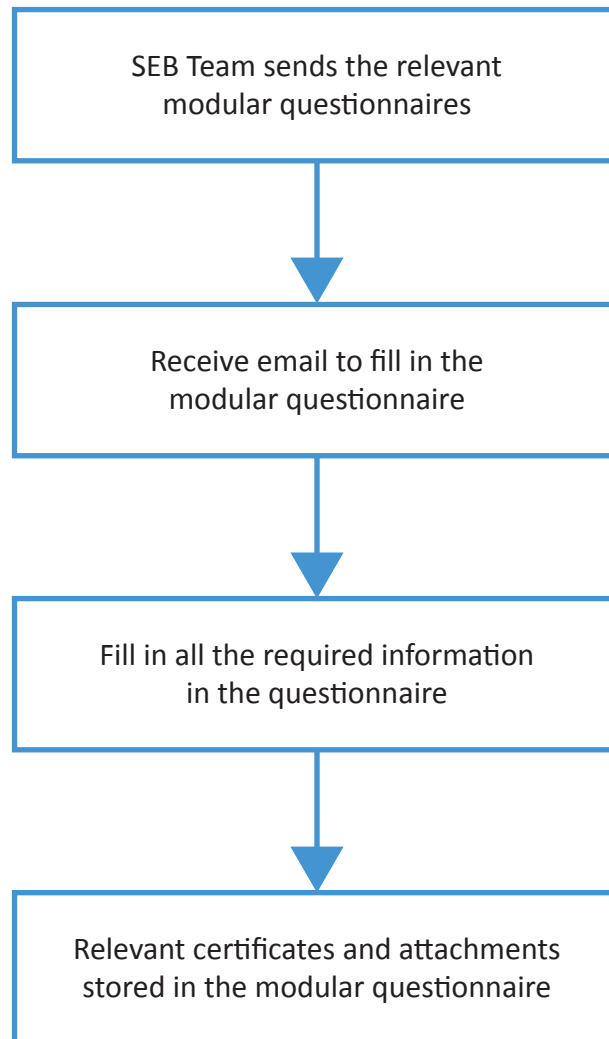
3.1 Email Invitation to Fill in Modular Questionnaire

You will receive the relevant questionnaires selected by Sarawak Energy.

Click on the link to be redirected to Ariba login page.

3.2 Completing the Modular Questionnaire

You will select the relevant certificates by clicking the radio button. Once the selection has been made, questions regarding the certificates will be prompted.

Select the relevant certificates, complete the questionnaire and click "Submit Entire Response".

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