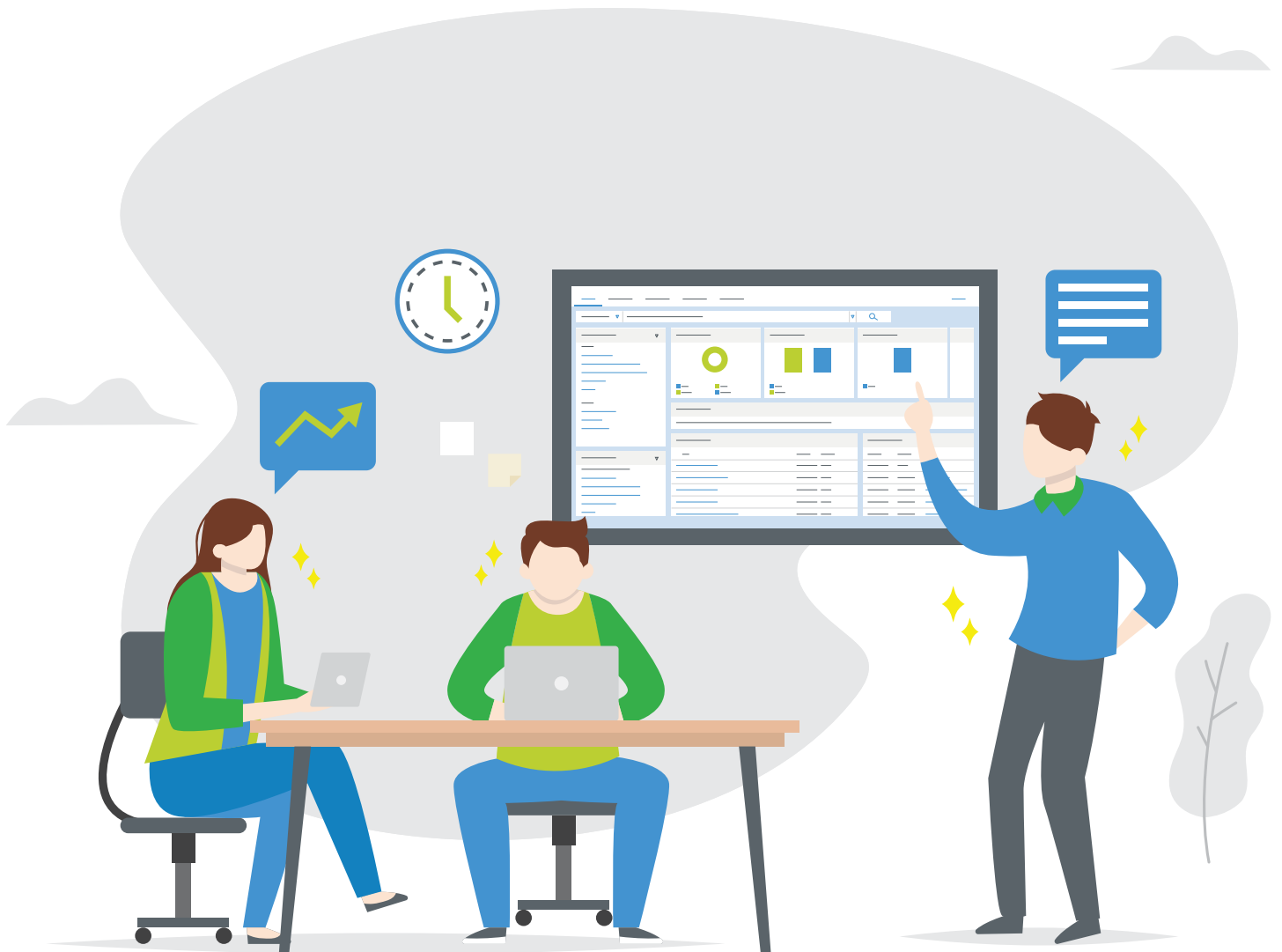


# Sarawak Energy e-Procurement

## Supplier User Guide: Supplier Lifecycle Performance





# Supplier Lifecycle and Performance

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Email Invitation to Fill in Modular Questionnaire

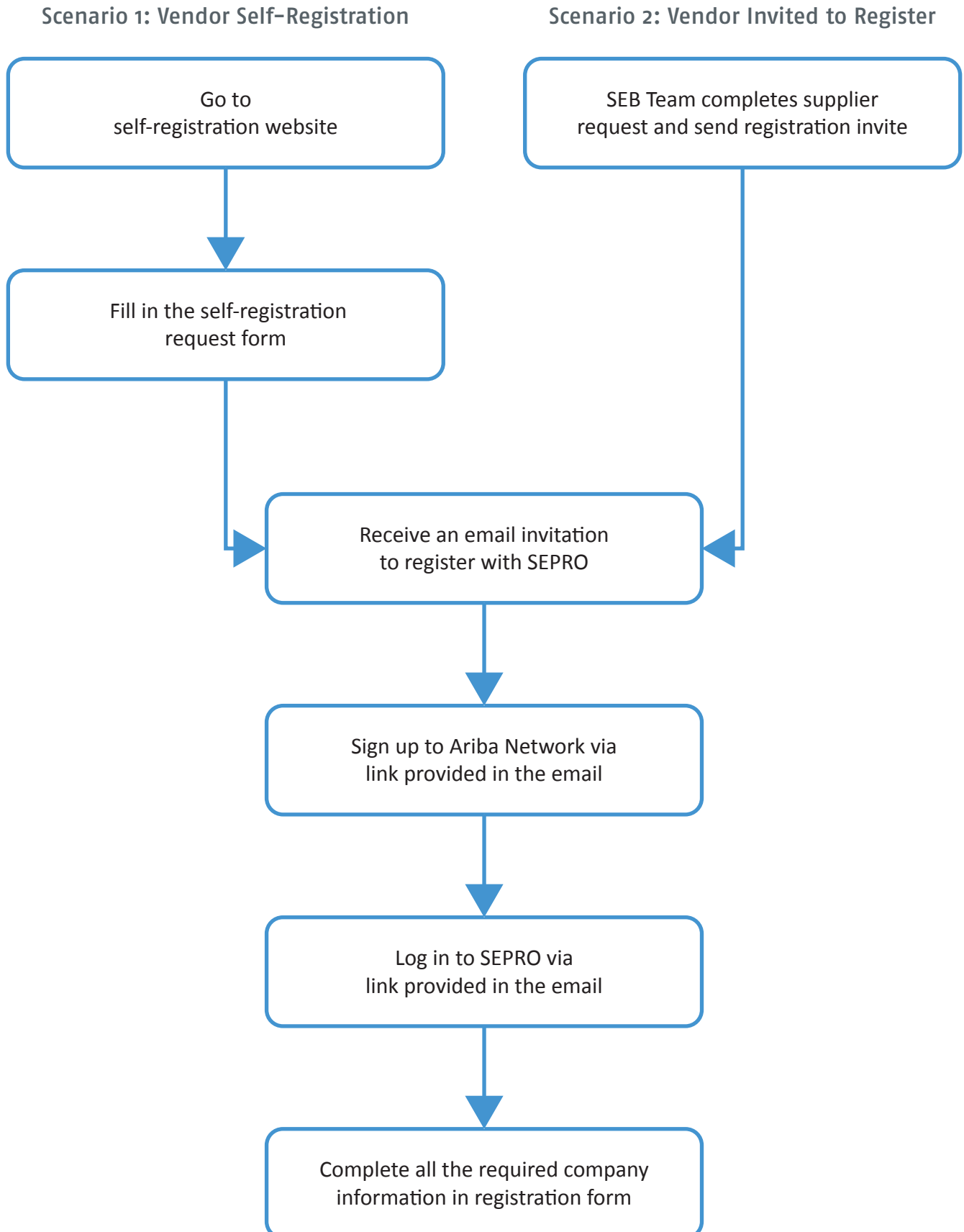
## 3.2

Completing the Modular Questionnaire

# 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.

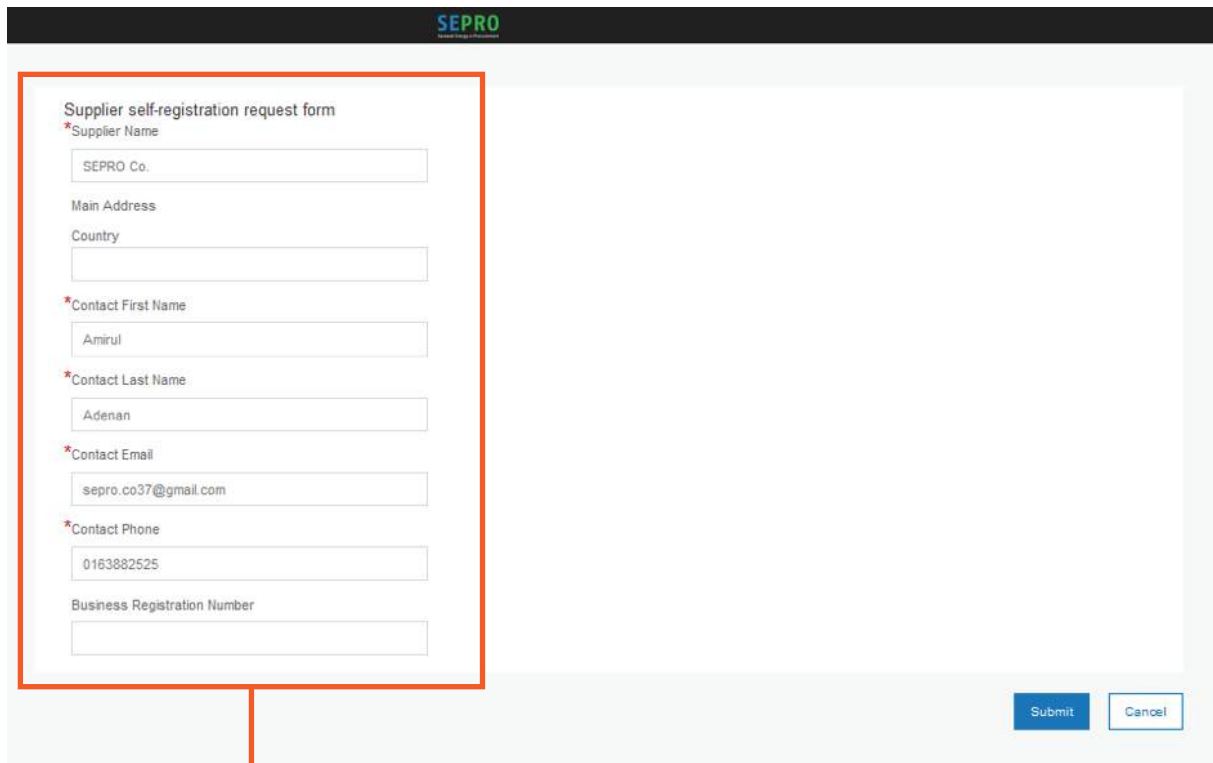
## Process Flow for Vendor Registration:



# 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.



The screenshot shows a web browser window with the SEPRO logo at the top. The main content is a form titled "Supplier self-registration request form". The form contains several input fields, some of which are marked with an asterisk (\*) to indicate they are required. The fields and their values are: Supplier Name (SEPRO Co.), Main Address (empty), Country (empty), Contact First Name (Amirul), Contact Last Name (Adenan), Contact Email (sepro.co37@gmail.com), Contact Phone (0163882525), and Business Registration Number (empty). At the bottom right of the form, there are two buttons: "Submit" and "Cancel". A red box highlights the form fields, and a red line connects it to a text box 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 X



**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.

## Ariba Sourcing

Welcome, Amirul Adenan

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. Sarawak Energy Berhad - TEST has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

Sign up

Already have an account?

Log In

### About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

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

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

# 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.

**Ariba Sourcing**

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Sarawak Energy Berhad - TEST.

**Company information**

Company Name: \*

Country: \*

Address: \*

City: \*

State: \*

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.

**User account information**

Name: \*

Email: \*

Use my email as my username

[SAP Ariba Privacy Statement](#)

\* Indicates a required field

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

## Tell us more about your business

Product and Service Categories:  Add -or- Browse

Ship-to or Service Locations:  Add -or- Browse

Are you GST registered? \*  Yes  No ⓘ

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

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 Create account and continue 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](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue Cancel



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.

### Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

**Browse Product and Service Categories** *Didn't find what you were looking for? Try Search >*

- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance Services >
- Construction Materials >**
  - Concrete, Cement & Plaster >
  - Construction & Maintenance Support Equipment >
  - Doors, Windows & Glass >
  - Exterior Finishing Materials >
  - Insulation >
  - Interior Finishing Materials >
  - Permanent Structures >
  - Ladders and scaffolding > ⊕
  - Ladders and scaffolding accessories > ⊕

Ladders > ⊕  
Scaffolding > ⊕  
Step stool > ⊕

My Selections (0)

No items

Remove

Cancel OK

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.

### Tell us more about your business >

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 Create account and continue 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

I have read and agree to the SAP Ariba Privacy Statement

Create account and continue Cancel

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:

<http://service.ariba.com/sourcing>

The screenshot shows the SAP Ariba Supplier Login page. At the top left, the SAP Ariba logo is followed by the text "Proposals Powered by Ariba Sourcing". The main content area is a dark blue box with the title "Supplier Login". Below the title, there are two input fields: the first contains the email address "test-sepro.co37@gmail.com" and the second contains a masked password ".....". Below these fields is a blue "Login" button. To the left of the "Login" button is a link that says "Forgot Username or Password". To the right of the login form is a promotional banner titled "How Does SAP Ariba Help Suppliers Find New Business?" featuring a photo of a man and a "Learn More" button. Three callout boxes with orange borders and lines pointing to the login form provide instructions: one points to the "Forgot Username or Password" link, another points to the "Login" button, and a third points to the entire login form area.

Supplier Login

test-sepro.co37@gmail.com

.....

Login

Forgot Username or Password

How Does SAP Ariba Help Suppliers Find New Business?

Finding qualified leads is time-consuming for any business owner. Hear how SAP Ariba Discovery helps suppliers grow their business.

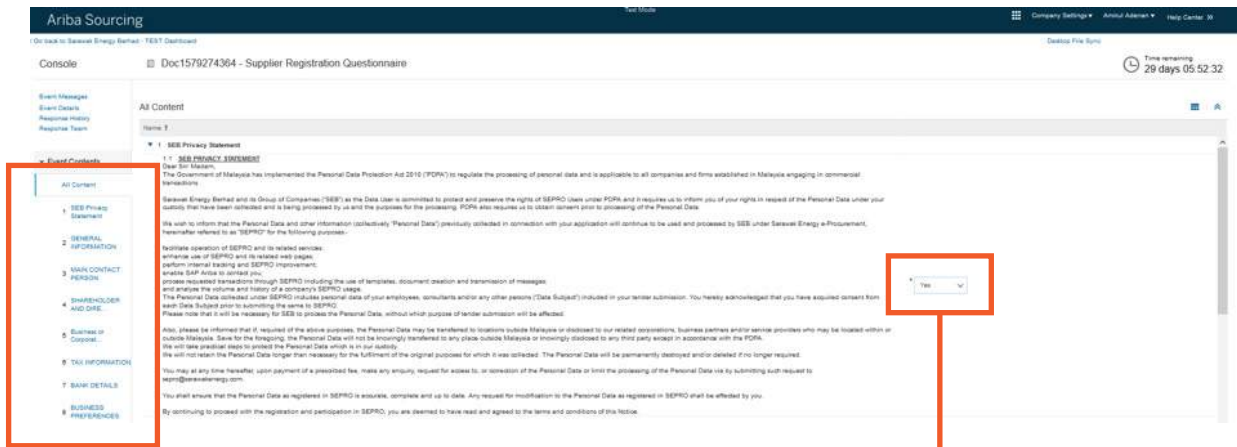
Learn More

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

Enter all the required credentials and click “Log In”.

# 1.6 Completing the Registration Questionnaire

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



Fill in all the information required in the questionnaire.

Once the “SEB Privacy Statement” is read and understood, click “Yes” and you will be prompted to answer required questions.

# 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.**

## Choose Values for Commodity

### Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▶ CIDB	CIDB
<input type="checkbox"/>	▶ UNSPSC	All_UNSPSC
<input type="checkbox"/>	▶ UPKJ	UPKJ

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.

Choose Values for Commodity

Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ CIDB	CIDB
<input type="checkbox"/>	▼ CIDB - G1 Not exceeding 100,000.00	G1
<input type="checkbox"/>	▼ CIDB - G1 Not exceeding 100,000.00 - G1 B Construction of Buildings	G1_B
<input checked="" type="checkbox"/>	CIDB - G1 Not exceeding 100,000.00 - G1 B Construction of Buildings - G1 B01 IBS: Prefabricated concrete system	G1_B01
<input checked="" type="checkbox"/>	CIDB - G1 Not exceeding 100,000.00 - G1 B Construction of Buildings - G1 B02 IBS: Steel frame system	G1_B02
<input checked="" type="checkbox"/>	CIDB - G1 Not exceeding 100,000.00 - G1 B Construction of Buildings - G1 B03 Restoration and conservation	G1_B03
<input type="checkbox"/>	CIDB - G1 Not exceeding 100,000.00 - G1 B Construction of Buildings - G1 B04 Construction work on buildings	G1_B04
<input type="checkbox"/>	CIDB - G1 Not exceeding 100,000.00 - G1 B Construction of Buildings - G1 B05 Piling	G1_B05

Currently Selected

Name ↑	ID
No items	

Please tick the radio button with the final commodity classification (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.

The screenshot shows the SEPRO Sarawak Energy e-Procurement dashboard. At the top right, the SEPRO logo is displayed. Below it, there is a navigation menu with 'Events' and 'Registration Questionnaires'. The 'Registration Questionnaires' section contains a table with the following data:

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc1517418708	31/10/2019 14:29	Registered

The 'Supplier Registration Questionnaire' link is highlighted with a red box. Below this, there is a 'Qualification Questionnaires' section with a table showing a completed questionnaire for 'SEB Supplier qualification questionnaire'.

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

The screenshot shows the 'Supplier Registration Questionnaire' response page. At the top, there is a console area with the title 'Doc1517418708 - Supplier Registration Questionnaire' and a 'Time remaining' indicator of 295 days 21:26:56. Below the console, there is a message: 'You have submitted a response for this event. Thank you for participating.' A 'Revise Response' button is highlighted with a red box. The main content area is titled 'All Content' and contains a form with the following sections:

- 1. SEB Privacy Statement
- 2. GENERAL INFORMATION
  - 2.1 Type of Company: Private Limited Company (Sdn. Bhd.)
  - 2.2 Legal Name of Company: Syarikat Sepro2
  - 2.3 Date of Incorporation: Mon, 1 Oct, 2018
  - 2.4 Country of Incorporation: Malaysia
  - 2.5 Company Information from Suruhanjaya Syarikat Malaysia (SSM) E-info Services (Borang 9 / Form 9)
  - 2.6 The Businesses, Professions, Trading Licensing Ordinance (Borang 1 / Form 1)
- 2.7 REGISTERED / POSTING ADDRESS
  - 2.7.1 Address Line 1: to flow through

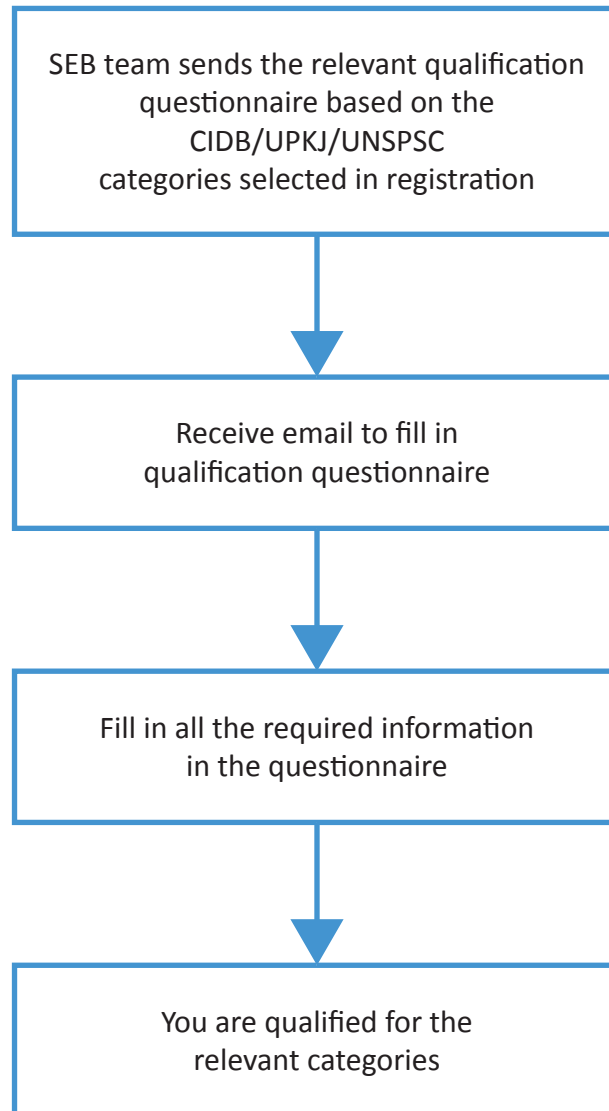
A 'Compose Message' button is located at the bottom of the form.

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:



## 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.

Action needed: Fill out qualification questionnaire to become a qualified supplier with Sarawak Energy Berhad - TEST [Inbox](#)

**Mohd Amrul Adenan** \*s4systemprod@sarawakenergy.T.Doc1580698763@ansmtp.ariba.com\*  
to me

**SEPRO**

Qualification questionnaire to become a qualified supplier with Sarawak Energy Berhad - TEST

Hello!

Now that SEPRO Supplier is registered as a supplier with Sarawak Energy Berhad - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- UPKJ - Electrical - Class I: 50,001 and above - Electrical Works (Building) - HVIA SH2 Wiring & Installation, CIDB - G1 Not exceeding 100,000.00 - G1 ME Mechanical and Electrical - G1 E03 Building automationsystem, UPKJ - Electrical - Class I: 50,001 and above - Electrical Works (Building) - HVIA SH2(a) Wiring & Installation, Motors, CIDB - G1 Not exceeding 100,000.00 - G1 ME Mechanical and Electrical - G1 E04 Low voltage installation, CIDB - G1 Not exceeding 100,000.00 - G1 ME Mechanical and Electrical - G1 E05 High voltage installation up to 11KV, UPKJ - Electrical - Class I: 50,001 and above - Electrical Works (Building) - HVIA SH1 Building Electrical Work in

[Click Here](#) to fill out the questionnaire

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.

Office | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

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.

The screenshot shows the Ariba Sourcing interface for a qualification questionnaire. The main content area is titled "All Content" and lists several items to be completed:

- Item 1: OCB Qualification
  - 1.1 OCB Registration Number
  - 1.2 OCB Certificate
  - 1.3 Expiration Date
- Item 2: UPKU Qualification
  - 2.1 UPKU Registration Number
  - 2.2 UPKU Certificate
  - 2.3 Expiry Date
- Item 3: Previous Relevant Project Experience

At the bottom of the form, there are four buttons: "Submit Entire Response", "Save", "Compose Message", and "Excel Import". A red box highlights the "Submit Entire Response" button. A red line connects this box to a callout box below.

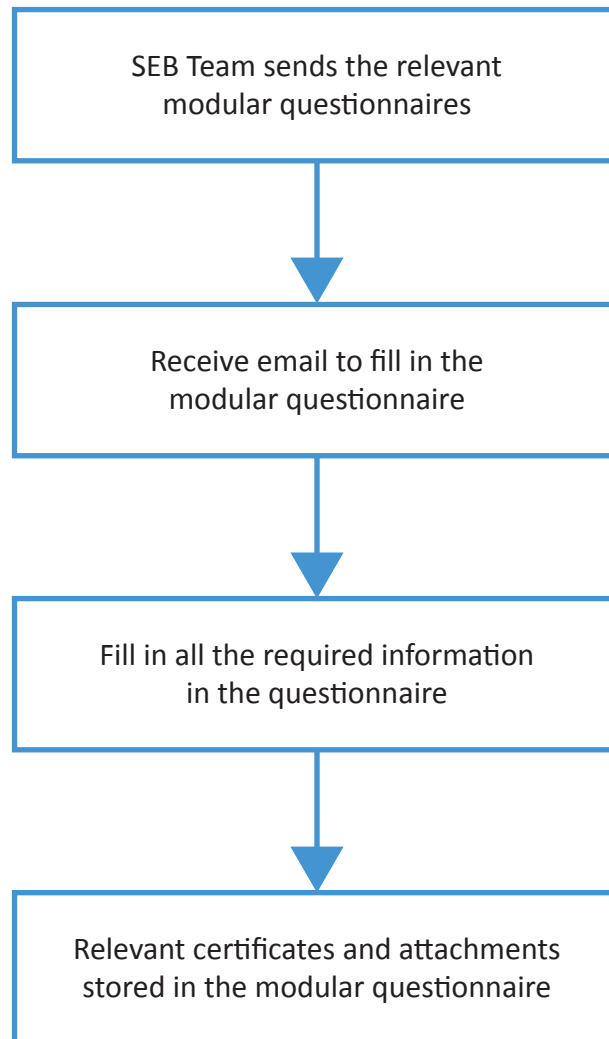
Complete the questionnaire and click “Submit Entire Response”.



## 3.0 Modular Questionnaire

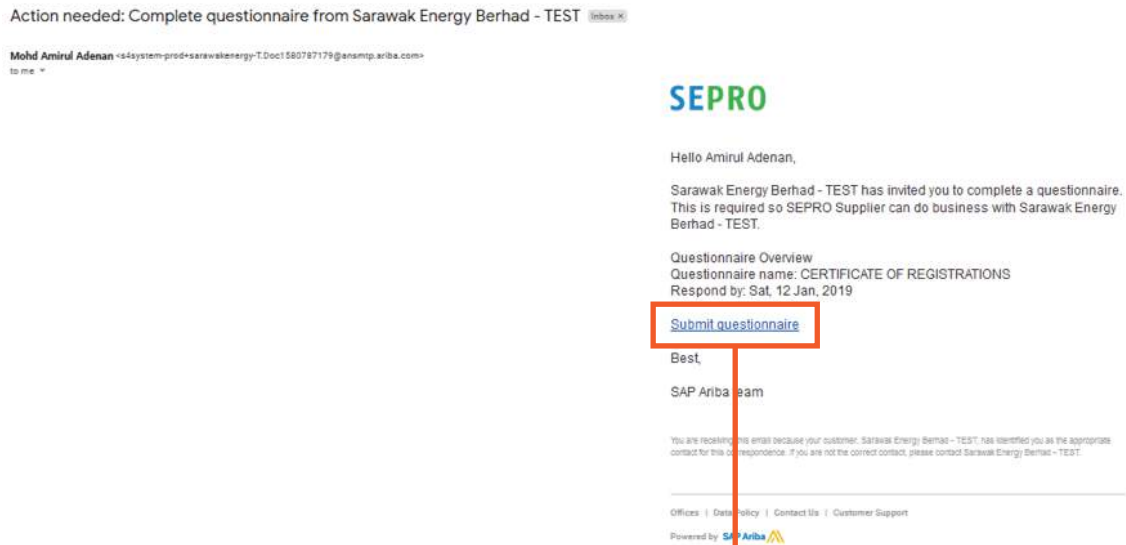
Modular questionnaire is a space for you to keep all the relevant certificates and for Sarawak Energy team to check and validate. This interface is able to detect the expiry dates of the certificates and prompt both you and Sarawak Energy when certificates and are nearing its expiration.

### Process Flow:



# 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.

The screenshot shows a web application interface for selecting certificates. The interface includes a console area at the top with the document ID "Doc:1580787179 - CERTIFICATE OF REGISTRATIONS" and a "Time remaining" indicator showing "29 days 23 57 56". On the left, there is a sidebar with "Event Contents" and "All Content". The main area displays a list of certificates under the heading "Certificates". The list includes the following items:

- UPU Bureau Certificate
- Board of Architect
- Board of Engineer
- Board of Land Surveyor Malaysia
- The Board of Valuers, Appraisers and Estate Agents Malaysia
- Board of Designer
- License Scheduled Waste Facility/Transporter
- MREB Registered EA Consultant
- Green Building Audit (PMS)
- Registered Pesticide Control - Valid License to sell pesticides issued by Department of Agricultural Malaysia
- BOS (Biosol Material) Authorized Buyer/Reseller (Stone, Power Station)
- Police Authorized Poles (CER - Awang Hudaan, Malina)
- LA Maintenance Permit (PMS)
- DOE
- DOB Compliance
- MREB Registered Environmental Auditor
- Working With Heights
- DOE Registered EA Consultant
- DOE Registered Environmental Auditor
- Maintenance of Fire Protection System - Banning of Fire Extinguishers
- Registered Pesticide Control - Valid License issued by Pesticide Board of Malaysia - Lessen Permata Rajon Malaka Pesticide
- DOE - License/Registration/Competency
- The Board of Quantity Surveyor Malaysia
- Bunkers Assessment
- State Contractor & Consultant Information (SCCI) (M-LPU)
- DOB
- DOB registered Competent Firm

Below the list, there is a prompt: "1.1 Please select the Certificate type". A red box highlights the list of certificates, and a callout box points to it with the following text:


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



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93050 Kuching,  
Sarawak, Malaysia.

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+6 082-330127

 AskSepro@sarawakenergy.com

**Power to Grow**

**[www.sarawakenergy.com](http://www.sarawakenergy.com)**