

# SUPPLIER USER GUIDE

Registration and Profile Change



# Table of Contents

---



**Supplier Registration**



**Forgot Password**



**Login to Supplier Portal**



**Manage Supplier Profile**



# Table of Contents

---



## Supplier Registration



Forgot Password



Login to Supplier Portal



Manage Supplier Profile





## 1. Supplier Registration

Registration Guidelines:

1. For new vendors: Link to [Supplier Registration](#)

The following documents is compulsory to attach & submit

- i. Certificate (SSM) from MYDATA SSM / E-Info Services (Inclusive details of Director/Shareholder) (Updated version)
- ii. SST certificate from Royal Malaysian Customs Department
- iii. Latest 1-year Financial Audited Report (i.e: 2020)
- iv. Latest Company profile, organization chart, products & services
- v. Applicable for Bumiputera only: Certificate of Bumi. company from "MOF" or "any relevant regulatory bodies"

DNB Supplier Team

Email: [eSupplier@digital-nasional.com.my](mailto:eSupplier@digital-nasional.com.my)



# 1. Supplier Registration

1

2

3

4

5

6

7

8

Company Details    Contacts    Addresses    Business Classifications    Bank Accounts    Products and Services    Questionnaire    Review

Register Supplier: Company Details ?

Enter a value for at least one of these fields: Tax Country, Business Registration Number, or Company Income Tax File Number.

Back    Next    Save for Later    Register    Cancel

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

Enter required information

D-U-N-S Number

Tax Country

Business Registration Number

Company Income Tax File Number

Note to Approver

## Additional Information

\* Bumiputera / Non Bumiputera

\* Bumi Shareholder Percentage (%)

\* Non-Bumi Shareholder Percentage (%)

\* Foreign Shareholder Percentage (%)

Date of Incorporation

Name Of Parent Company

SST No.

\* Shareholder/Director (1)

Name (1)

IC No./Company Reg No. (1)

\* Shareholder/Director (2)

Name (2)

IC No./Company Reg No. (2)

\* Shareholder/Director (3)

Name (3)

IC No./Company Reg No. (3)

\* Shareholder/Director (4)

Name (4)

IC No./Company Reg No. (4)

\* Shareholder/Director (5)

Name (5)

IC No./Company Reg No. (5)



# 1. Supplier Registration



## Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email	<input type="text"/>
* Confirm Email	<input type="text"/>

Enter  
required  
information



# 1. Supplier Registration



1

2

3

4

5

6

7

8

Company Details    Contacts    Addresses    Business Classifications    Bank Accounts    Products and Services    Questionnaire    Review

Register Supplier: Company Details ?

Enter a value for at least one of these fields: Tax Country, Business Registration Number, or Company Income Tax File Number.

Back    Next    Save for Later    Register    Cancel

\* Company

ABC Trading

\* Tax Organization Type

Private Company

Supplier Type

Distributor

Corporate Web Site

Attachments

None

+

D-U-N-S Number

Tax Country

Malaysia

Business Registration Number

123456789

Company Income Tax File Number

456789123

Note to Approver

Click "Save for Later" to save your registration

## Additional Information

\* Bumiputera / Non Bumiputera

Non-Bumi

\* Bumi Shareholder Percentage (%)

0.00

\* Non-Bumi Shareholder Percentage (%)

100.00

\* Foreign Shareholder Percentage (%)

0.00

Date of Incorporation

dd/mm/yy

Name Of Parent Company

SST No.

\* Shareholder/Director (1)

Director

Name (1)

Mr Director 1

IC No./Company Reg No. (1)

3456789123

\* Shareholder/Director (2)

Shareholder

Name (2)

Shareholder 1

IC No./Company Reg No. (2)

786990977

\* Shareholder/Director (3)

Not Applicable

Name (3)

IC No./Company Reg No. (3)

\* Shareholder/Director (4)

Not Applicable

Name (4)

IC No./Company Reg No. (4)

\* Shareholder/Director (5)

Not Applicable

Name (5)


IC No./Company Reg No. (5)




# 1. Supplier Registration



Confirmation if you click on “Save for Later”

 **Confirmation** ✕

Your registration request was saved. An email was sent to you with the URL to return to the registration. Any tax identifiers you provided weren't saved.


OK 



# 1. Supplier Registration



Email received after clicking “Save for Later”

Supplier Registration Request Was Saved  Inbox x



eujc-dev1.fa.sender@workflow.mail.ap1.cloud.oracle.com  
to me ▾

## Digital Nasional Berhad (DNB Business Unit)

Your supplier registration request was saved.

Request Number    3001  
Request Date      01 December 2021  
Requested By      Brown, Casey  
Company          ABC Trading

### Recommended Action

[Complete your supplier registration request.](#)

Click this link to  
continue with your  
registration



# 1. Supplier Registration



1

2

3

4

5

6

7

8

Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Company Details ?

BackNextSave for LaterRegisterCancel

Enter a value for at least one of these fields: Tax Country, Business Registration Number, or Company Income Tax File Number.

\* Company

ABC Trading

\* Tax Organization Type

Private Company

Supplier Type

Distributor

Corporate Web Site

Attachments

None

+

Enter required information

D-U-N-S Number

Tax Country

Malaysia

▼

Business Registration Number

123456789

Company Income Tax File Number

456789123

Note to Approver

## Additional Information

\* Bumiputera / Non Bumiputera

Non-Bumi

▼

\* Bumi Shareholder Percentage (%)

0.00

\* Non-Bumi Shareholder Percentage (%)

100.00

\* Foreign Shareholder Percentage (%)

0.00

Date of Incorporation

dd/mm/yy

Name Of Parent Company

SST No.

\* Shareholder/Director (1)

Director

▼

Name (1)

Mr Director 1

IC No./Company Reg No. (1)

3456789123

\* Shareholder/Director (2)

Shareholder

▼

Name (2)

Shareholder 1

IC No./Company Reg No. (2)

786990977

\* Shareholder/Director (3)

Not Applicable

▼

Name (3)

IC No./Company Reg No. (3)

\* Shareholder/Director (4)

Not Applicable

▼

Name (4)

IC No./Company Reg No. (4)

\* Shareholder/Director (5)

Not Applicable

▼

Name (5)

IC No./Company Reg No. (5)



# 1. Supplier Registration



## Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	<input type="text" value="Casey"/>
* Last Name	<input type="text" value="Brown"/>
* Email	<input type="text" value="cb1084133@gmail.com"/>
* Confirm Email	<input type="text" value="cb1084133@gmail.com"/>

Enter contact information



# 1. Supplier Registration



1

2

3

4

5

6

7

8

Company Details**Contacts**AddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Contacts ?

Enter at least one contact.

BackNextSave for LaterRegisterCancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Columns Hidden 7

Click Next



# 1. Supplier Registration



✓

Company Details

✓

Contacts

3

Addresses

4

Business Classifications

5

Bank Accounts

6

Products and Services

7

Questionnaire

8

Review

Register Supplier: Addresses

Back

Next

Save for Later

Register

Cancel

Actions ▾ View ▾ Format ▾ + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3

Click "Create" to create address



# 1. Supplier Registration

## Create Address

\* Address Name

Main HQ

\* Country

Malaysia

▼

\* Address Line 1

Jalan SS2

Address Line 2

Address Line 3

Address Line 4

\* Post Code

68100

▼

City

Batu Caves

\* State

Selangor

▼

\* Address Purpose

☒ Ordering

☒ Remit to

☒ RFQ or Bidding

Phone

60

▼

Fax

60

▼

Email

info@abctrading.com

Enter required information

Tick "Ordering", "Remit to", and "RFQ or Bidding" checkbox

Address Contacts

Select the contacts that are associated with this address.

Actions

▼

View

▼

Format

▼

✕

+

Freeze

Detach

Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Click this button to add contact to this address

Create Another

OK

Cancel



# 1. Supplier Registration

Select and Add: Contacts

▲ Search

Name

Job Title

Search

Reset

View ▼

Format ▼

◀ Wrap

Name	Job Title	Email	Phone
Brown, Casey		cb1084133@g...	

Rows Selected 1   Columns Hidden 1

Apply

OK

Cancel

Click OK



# 1. Supplier Registration

## Create Address

\* Address Name

Main HQ

\* Country

Malaysia

\* Address Line 1

Jalan SS2

Address Line 2

Address Line 3

Address Line 4

\* Post Code

68100

City

Batu Caves

\* State

Selangor

\* Address Purpose

☒ Ordering

☒ Remit to

☒ RFQ or Bidding

Phone

60

Fax

60

Email

info@abctrading.com

## Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Brown, Casey		cb1084133@g...	✓	✓

Columns Hidden 4

Address  
Contacts added

Click  
OK

Create Another OK Cancel



# 1. Supplier Registration



1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

Company Details   Contacts   Addresses   **Business Classification:**   Bank Accounts   Products and Services   Questionnaire   Review

Register Supplier: Business Classifications ?

Back | Next | Save for Later | Register | Cancel

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

Click + to add business classifications



# 1. Supplier Registration



- 1

2

3

4

5

6

7

8
- Company Details

Contacts

Addresses

Business Classification

Bank Accounts

Products and Services

Questionnaire

Review

## Register Supplier: Business Classifications ?

Back

Next

Save for Later

Register

Cancel

☐ None of the classifications are applicable

Actions

View

Format

+

×

Freeze

Detach

Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
SSM Certificate				45665994	14/01/20	dd/mm/yy	None	

Choose value for attachment

Enter certificate information and start date

Click + to add attachment



# 1. Supplier Registration

Attachments

Actions

View

+

×

Type	* File Name or URL	Title	Description	Attached By	Attached
File	<div>Choose File</div> No file chosen			anonymous	12/01/2021

Rows Selected 1Columns Hidden 1

Click "Choose File" to browse for attachment

OK

Cancel



# 1. Supplier Registration



Attachments

Actions ▾ View ▾ + X

Type	* File Name or URL	Title	Description	Attached By	Attached
File ▾	SSMCopy.pdf <div>Update...</div>	SSMCopy.pdf		anonymous	12/01/2021

Rows Selected 1 Columns Hidden

Click "Update" if you need to update attachment

OK

Cancel

Click OK



# 1. Supplier Registration



1

2

3

4

5

6

7

8

Company Details

Contacts

Addresses

Business Classification

Bank Accounts

Products and Services

Questionnaire

Review

Register Supplier: Business Classifications ?

Back

Next

Save for Later

Register

Cancel

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + × Freeze Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
SSM Certificate ▾		<input type="text"/>	<input type="text"/>	45665994	01/08/20:🕒	mm/dd/y🕒	SSMCopy.pdf 📎	



# 1. Supplier Registration



Register Supplier: Bank Accounts ?

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Back

Next

Save for Later

Register

Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Click "Create" to create bank account



# 1. Supplier Registration

## Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	Malaysia	▼	IBAN	<input type="text"/>	
Bank	Malayan Banking Berhad (Maybank)	▼	Currency	MYR	▼
Branch	Kelana Jaya	▼			
* Account Number	<input type="text" value="123456789456"/>				

## Additional Information

Account Name	<input type="text"/>	Agency Location Code	<input type="text"/>
Alternate Account Name	<input type="text"/>	Account Type	<input type="text" value="v"/>
Account Suffix	<input type="text"/>	Description	<input type="text"/>
Check Digits	<input type="text"/>		

## Comments

Note to Approver	<input type="text"/>
------------------	----------------------

Click  
OK

Create Another	OK	Cancel
----------------	----	--------



# 1. Supplier Registration



Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

BackNextSave for LaterRegisterCancel

Register Supplier: Bank Accounts ?

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXXXX9456		MYR	Malayan Banking Berhad (Maybank)		

Columns Hidden 8

Click Next



# 1. Supplier Registration



✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

✓

Bank Accounts

6

Products and Services

7

Questionnaire

8

Review

Register Supplier: Products and Services

Back

Next

Save for Later

Register

Cancel

Actions ▾ View ▾ Format ▾ Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

Click "Select and Add" to add product and services



# 1. Supplier Registration

Select and Add: Products and Services



Search

Category Name

Description

Search

Reset

View ▼ Format ▼ Freeze Detach

Select	Category Name	Description
<input type="checkbox"/>	▶ Consultation Services	Consultation Services
<input checked="" type="checkbox"/>	▶ Corporate Services	Corporate Services
<input type="checkbox"/>	▶ IT	IT
<input type="checkbox"/>	▶ Marketing	Marketing
<input type="checkbox"/>	▶ Network infrastructure provider	Network infrastructure provider
<input type="checkbox"/>	▶ Recruitment	Recruitment

Columns Hidden 1

Select relevant product and services categories

Click OK

Apply

OK

Cancel



# 1. Supplier Registration



Register Supplier: Products and Services

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Back

Next

Save for Later

Register

Cancel

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
Corporate Services	Corporate Services	X

Click Next



# 1. Supplier Registration

✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

✓

Bank Accounts

✓

Products and Services

7

Questionnaire

8

Review

Register Supplier: Questionnaire

Back

Next

Save for Later

Register

Cancel

This registration form is intended for the registration for suppliers who wishes to trade / intend to trade business with Digital Nasional Berhad ("DNB"). Please ensure all required details are completed. The completed registration forms and attachments should be submitted to eSupplier@digital-nasional.com.my. If there are any changes to the registration details, please notify in writing as soon as possible. For any enquiries, please contact eSupplier@digital-nasional.com.my. Note: i) This form is issued free of charge ii) There is no charge for registration

Attachments None

Section

✓ 1. Company Financial Information

✓ 2. Supplier Questionnaire

✓ 3. Acknowledgement

Questions

Company Financial Information (Section 1 of 3)

1. Business Coverage Area

\* 2. Share Capital Information

Authorized capital

100000

\* 3. Paid up capital

125000

\* 4. Equity status

Public

5. Details of Board of Directors, Key Employees and Management Team

Board of Directors

Board of Directors Name (1)

6. Board of Directors ID Number (1)

7. Board of Directors Designation (1)

Answer Supplier Questionnaire

28

Private & Confidential



# 1. Supplier Registration

✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

✓

Bank Accounts

✓

Products and Services

7

Questionnaire

8

Review

Register Supplier: Questionnaire

Back

Next

Save for Later

Register

Cancel

This registration form is intended for the registration for suppliers who wishes to trade / intend to trade business with Digital Nasional Berhad ("DNB"). Please ensure all required details are completed. The completed registration forms and attachments should be submitted to eSupplier@digital-nasional.com.my. If there are any changes to the registration details, please notify in writing as soon as possible. For any enquiries, please contact eSupplier@digital-nasional.com.my. Note: i) This form is issued free of charge ii) There is no charge for registration

Attachments None

Section

✓ 1. Company Financial Information

✓ 2. Supplier Questionnaire

✓ 3. Acknowledgement

Questions

Supplier Questionnaire (Section 2 of 3)

\* 49. Do any of the following apply to your organization, or to (any of) the director(s) / partners / proprietor(s)?

Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings

☐ a. Yes

☐ b. No

\* 50. Has been convicted of a criminal offence related to business or professional conduct

☐ a. Yes

☐ b. No

\* 51. Has committed an act of grave misconduct in the course of business

☐ a. Yes

☐ b. No

\* 52. Has not fulfilled obligations related to payment of social security contributions

☐ a. Yes

☐ b. No

\* 53. Has not fulfilled obligations related to payment of taxes

☐ a. Yes

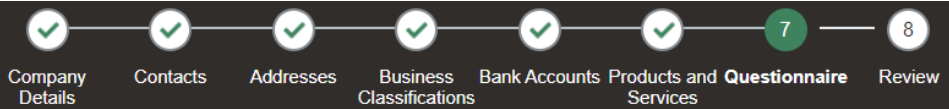
☐ b. No

Click on section to navigate between section

Answer Supplier Questionnaire



# 1. Supplier Registration



## Register Supplier: Questionnaire

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

This registration form is intended for the registration for suppliers who wishes to trade / intend to trade business with Digital Nasional Berhad ("DNB"). Please ensure all required details are completed. The completed registration forms and attachments should be submitted to [Supplier@digital-nasional.com.my](mailto:Supplier@digital-nasional.com.my). If there are any changes to the registration details, please notify in writing as soon as possible. For any enquiries, please contact [eSupplier@digital-nasional.com.my](mailto:eSupplier@digital-nasional.com.my). Note: i) This form is issued free of charge ii) There is no charge for registration

Attachments None

Click Register

Section
<input checked="" type="checkbox"/> 1. Company Financial Information
<input checked="" type="checkbox"/> 2. Supplier Questionnaire
<input checked="" type="checkbox"/> 3. Acknowledgement

### Questions

Acknowledgement (Section 3 of 3)

\* 58. ACKNOWLEDGEMENT

☒ a. I, acknowledge that all information, details and attachments provided are true and correct. In the event any of the information changes, I agree to inform DNB of the changes within 14 days from the change.

End of Section 3 of 3

Tick this option to acknowledge

[Previous Section](#) [Next Section](#)



# 1. Supplier Registration



✓

✓

✓

✓

✓

✓

✓

8

Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Review Supplier Registration: ABC Trading ?

BackNextSave for LaterRegisterCancel

Company Details

Company	ABC Trading	D-U-N-S Number	
Tax Organization Type	Private Company	Tax Country	Malaysia
Supplier Type	Distributor	Business Registration Number	123456789
Corporate Web Site		Company Income Tax File Number	456789123
		Note to Approver	


Click  
"Register"  
after review

Additional Information

Bumiputera / Non Bumiputera	Non-Bumi	Name (2)	Shareholder 1
Bumi Shareholder Percentage (%)	0.00	IC No./Company Reg No. (2)	786990977
Non-Bumi Shareholder Percentage (%)	100.00	Shareholder/Director (3)	Not Applicable
Foreign Shareholder Percentage (%)	0.00	Name (3)	
Date of Incorporation		IC No./Company Reg No. (3)	
Name Of Parent Company		Shareholder/Director (4)	Not Applicable
SST No.		Name (4)	
Shareholder/Director (1)	Director	IC No./Company Reg No. (4)	
Name (1)	Mr Director 1	Shareholder/Director (5)	Not Applicable
IC No./Company Reg No. (1)	3456789123	Name (5)	
Shareholder/Director (2)	Shareholder	IC No./Company Reg No. (5)	



# 1. Supplier Registration

 **Confirmation**

×

Your registration request was submitted. You will receive an email after your registration request is reviewed.

OK

Click OK



# 1. Supplier Registration

Email received after registration approved

Supplier Registration Request 3001 Was Approved



eujc-dev1.fa.sender@workflow.mail.ap1.cloud.oracle.com  
to me ▾

**Digital Nasional Berhad (DNB Business Unit)**

Your Supplier Registration Request was Approved

Request Number	3001
Request Date	01 December 2021
Requested By	Brown, Casey
Company	ABC Trading



An ImageUser account information will be sent in a separate email.

User account information will be sent  
in a separate email



## 1. Supplier Registration

Email received after registration approved

DNB - Oracle Fusion Applications-Welcome E-Mail Inbox x



**eujc-dev1.fa.sender@workflow.mail.ap1.cloud.oracle.com**

to me ▼

Dear Casey Brown,

Congratulations! Your Oracle Fusion Applications@DNB account has been successfully created.

Please follow the link below to reset your password.

Click on this link  
to setup new  
password

<https://fa-eujc-dev1-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=8f7d9e2da43a423b966a80f091aeae6c>

For any issues, contact your system administrator.

Thank You,  
Oracle Fusion Applications@DNB



## 1. Supplier Registration

### Sign In Oracle Applications Cloud

#### Reset Password

Enter new password twice

Submit

Click Submit



## 1. Supplier Registration

Email received after setup new password

### DNB - Oracle Fusion Applications-Password Reset Confirmation Inbox x



**eujc-dev1.fa.sender@workflow.mail.ap1.cloud.oracle.com**

to me ▼

Dear Casey Brown,

The password for your Oracle Fusion Applications@DNB Account - [cb1084133@gmail.com](mailto:cb1084133@gmail.com) - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,  
Oracle Fusion Applications@DNB



# Table of Contents

---



Supplier Registration



**Forgot Password**



Login to Supplier Portal



Manage Supplier Profile



## 2. Forgot Password

# Sign In Oracle Applications Cloud

Company Single Sign-On

or

[Forgot Password](#)

Click on this link to reset password



## 2. Forgot Password

# Sign In Oracle Applications Cloud

### Forgot Password

☐ Forgot user name

☒ Forgot password

Submit

Cancel

Enter your email

Tick one of the option

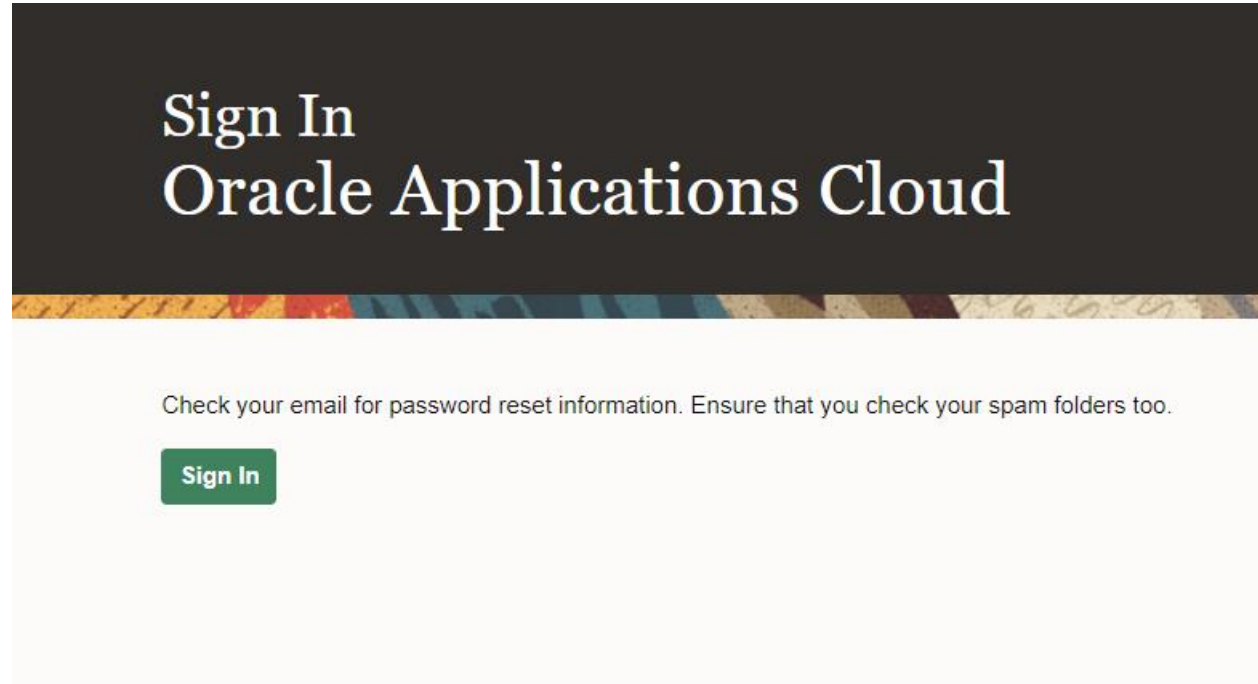
Click Submit



## 2. Forgot Password



You may check your email after confirmation screen below





## 2. Forgot Password

Email received after submit forgot password information

### DNB - Oracle Fusion Applications-Password Reset Information Inbox x



**eujc-dev1.fa.sender@workflow.mail.ap1.cloud.oracle.com**

to me ▼

Dear Casey Brown,

You have requested to reset your password for Oracle Fusion Applications@DNB through Self Service Portal.

Please follow the link below to reset your password.

Click on this link  
to setup new  
password

<https://fa-eujc-dev1-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=ded9b3ca1bc048e5a406ec6d8e7d9082>

If you did not request this information or have any question, contact your system administrator.

Thank You,  
Oracle Fusion Applications@DNB



## 2. Forgot Password

# Sign In Oracle Applications Cloud

### Reset Password

Enter new password twice

Submit

Click Submit



# Table of Contents

---



Supplier Registration



Forgot Password



**Login to Supplier Portal**



Manage Supplier Profile



### 3. Login to Supplier Portal

# Sign In Oracle Applications Cloud

Company Single Sign-On

or

[Forgot Password](#)

Sign in with your  
username and  
password



### 3. Login to Supplier Portal

The screenshot shows the Digital Nasional user interface. At the top left is the Digital Nasional logo. At the top right are navigation icons: a home icon, a flag icon, a notification bell with a red '1' badge, and a user profile icon labeled 'CB'. The main content area has a dark teal background with a binary code pattern. It features a personalized greeting 'Good evening, Casey Brown!' in white text. Below the greeting are three tabs: 'Supplier Portal' (which is selected and underlined), 'Tools', and 'Others'. Under the 'Supplier Portal' tab, there is a section labeled 'APPS' containing a 'Supplier Portal' app icon. A yellow callout box points to this icon with the text: 'Click on "Supplier Portal" to perform other actions'.



# Table of Contents

---



Supplier Registration



Forgot Password



Login to Supplier Portal



**Manage Supplier Profile**



# 4. Manage Supplier Profile



Supplier Portal

Search 

Orders

 Order Number

Tasks

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

View Returns

Consigned Inventory

Review Consumption Advices

Review Consigned Inventory

Review Consigned Inventory Transactions

Invoices and Payments

Create Invoice

Create Invoice Without PO

View Invoices

View Payments

Negotiations

View Active Negotiations

Manage Responses

Qualifications

Manage Questionnaires

View Qualifications

Company Profile

Manage Profile

Requiring Attention

No data available

Recent Activity

Last 30 Days

Orders opened

1

Receipts

1

Transaction Reports

Last 30 Days

PO Purchase Amount

10000

MYR

Supplier News

Click on "Manage Profile"



# 4. Manage Supplier Profile

Company Profile ?

EditDone

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

General

CompanyABC Trading

Supplier Number10086

Supplier TypeDistributor

Tax Organization TypePrivate Company

StatusActive

AttachmentsNone

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

Click Edit



## 4. Manage Supplier Profile

Company Profile ?

EditDone

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

General

CompanyABC Trading

Supplier Number10086

Supplier TypeDistributor

Tax Organization TypePrivate Company

StatusActive

AttachmentsNone

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

Warning


POZ-2130390Making edits will create a change request for the profile. Do you want to continue?





YesNo


Click Yes



## 4. Manage Supplier Profile





Company Profile 

EditDone

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

General

Company

ABC Trading

Supplier Number

10086

Supplier Type

Distributor

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

Tax Organization Type

Private Company

Status

Active

Attachments

None

National Insurance Number

Corporate Web Site

Chief Executive Title

Chief Executive Name


Principal Title

Principal Name

Click on one of this tab to edit your profile, e.g Address

## 4. Manage Supplier Profile

Example: Adding new address



Home | Flag | Bell (2) | CB

Edit Profile Change Request: 1001

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Click on Addresses tab to add/edit address

Change Description

Organization Details | Tax Identifiers | **Addresses** | Contacts | Payments | Business Classifications | Products and Services

Actions | View | Format | + | Edit | Delete | Status: Active | Freeze | Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Main HQ	alan SS2,68100 Batu Caves, Selangor,Malaysia		Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

Click on + to add new address



## 4. Manage Supplier Profile

### Create Address



Enter required information

\* Address Name

\* Country  ▼

\* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* Post Code  ▼

City

\* State  ▼

Language

\* Address ☒ Ordering

Purpose ☒ Remit to

☒ RFQ or Bidding

Phone  ▼

Fax  ▼

Email

Inactive Date

Status Active


Tick "Ordering",  
"Remit to", and  
"RFQ or Bidding"  
checkboxes

Click OK

Create Another

## 4. Manage Supplier Profile

Example: Adding new contact



Edit Profile Change Request: 1001

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

**Contacts**

Payments

Business Classifications

Products and Services

Actions ▾

View ▾

Format ▾

+

✎

✕

Status

Active ▾

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Brown, Casey		cb1084133@gmail.com		✓	✓	Active

Columns

Click on Contacts tab to add/edit contact

Click on + to add new contact



## 4. Manage Supplier Profile

Enter required information

Create Contact

Salutation

\* First Name

Tiffany

Middle Name

\* Last Name

Irving

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

buyer2021.demo@gmail.com

Status

Active

Ensure email address entered correctly. This will be used as your additional user account

Click on this button to link this contact to address

Contact Addresses

Actions

View

Format

Link

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

User Account

☐ Request user account

Roles

Data Access

Actions

View

Format

Link

Freeze

Detach

Wrap

Role	Description
No data to display.	

Create Another

OK

Cancel



## 4. Manage Supplier Profile

Create Contact

Salutation

\* First Name

Tiffany

Middle Name

\* Last Name

Irvings

Job Title

Administrat

☐

Phone

Mobile

Fax

ail.com

Contact Addresses

Actions

View

Format

Address Name

No data to display.

Columns Hidden 5

Roles

Data Access

Actions

View

Format

Role

No data to display.

Select and Add: Addresses

Search

Address

Search

Reset

View

Format

Wrap

Address Name	Address	Address Purpose
Factory_SA	Seksyen 13,40100 , Selangor,Malaysia	Ordering; Remit...
Main HQ	Jalan SS2,68100 Batu Caves, Selangor,Mal...	Ordering; Remit...

Apply

OK

Cancel

Create Another

OK

Cancel

Choose the  
contact address

Click OK



## 4. Manage Supplier Profile

Create Contact

Salutation

\* First Name

Tiffany

Middle Name

\* Last Name

Irving

Job Title

Administrative contact

Phone

Mobile

Fax

Email

buyer2021.demo@gmail.com

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
Main HQ	Jalan SS2,68100 Batu Caves, Selangor,Malaysia		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

Request user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
No data to display.	

Create Another

OK

Cancel

Contact address added

Tick this checkbox to request for user account



## 4. Manage Supplier Profile

Create Contact

Salutation

\* First Name

Tiffany

Middle Name

\* Last Name

Irving

Job Title

Administrative contact

Phone

Mobile

Fax

Email

buyer2021.demo@gmail.com

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
Main HQ	Jalan SS2,68100 Batu Caves, Selangor,Malaysia		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

Request user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...
Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors ...


Create Another OK Cancel





Click OK to complete or "Create Another" and repeat same process to add another contact.



## 4. Manage Supplier Profile







Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Adding new factory address and new contact person

Enter change description

Click Review Changes

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

Actions

View

Format

+

x

Status

Active

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Brown, Casey		cb1084133@gmail.com		✓	✓	Active
Irving, Tiffany		buyer2021.demo@gmail.com				Active

Columns Hidden 7



# 4. Manage Supplier Profile



Review Changes

Edit

Submit

Cancel

Change Description

Adding new factory address and new contact person

Click Submit

Addresses

View ▼Format ▼FreezeWrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
+ Factory_SA	Seksyen 13,40100 , Selangor,Malaysia		Ordering; Remit to; RFQ or Bidding		Active	

Columns Hidden 3

Contacts

View ▼Format ▼FreezeDetachWrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ Irvings, Tiffany		buyer2021.demo@gmail.com				Active	

Columns Hidden 7



## 4. Manage Supplier Profile



Company Profile

Cancel Change Request | Edit | Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request1001

Request StatusPending Approval

Request status will be in Pending Approval

Requested ByBrown, Casey

Request Date02/12/21

Change DescriptionAdding new factory address and new contact person

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General

CompanyABC Trading

Supplier Number10086

Supplier TypeDistributor

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

Tax Organization TypePrivate Company

StatusActive

DocumentsNone

lumber

Corporate Web Site

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Confirmation


Your profile change request 1001 was submitted for approval.





OK


Click OK



## 4. Manage Supplier Profile





Company Profile 

EditDone

Last Change Request1001

Request StatusProcessed

Requested ByBrown, Casey

Request Date02/12/21

Change DescriptionAdding new factory address and new contact person

Organization DetailsTax IdentifiersAddressesContactsPaymentsServices

General

CompanyABC Trading

Supplier Number10086

Supplier TypeDistributor

Tax Organization TypePrivate Company

StatusActive

AttachmentsNone

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue


Preferred Functional Currency

Fiscal Year End Month

Year Incorporated

Request status will become "Processed" once reviewed and approved

## 4. Manage Supplier Profile



Company Profile ⓘ

Edit

Done

Home

Flag

2

CB

2

Last Change Request1001

Request StatusProcessed

Requested ByBrown, Casey

Request Date02/12/21

Change DescriptionAdding new factory address and new contact person

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

View ▼

Format ▼

StatusActive ▼

Freeze

Detach


Wrap





Address Name	Address	Phone	Address Purpose	Status
Factory_SA	Seksyen 13,40100 , Selangor,Malaysia		Ordering; Remit to; RFQ or Bidding	Active
Main HQ	Jalan SS2,68100 Batu Caves, Selangor,Malaysia		Ordering; Remit to; RFQ or Bidding	Active
Columns Hidden 5				


You may check your new information on relevant tabs

New Address created

## 4. Manage Supplier Profile





Company Profile 

EditDone

Last Change Request 1001





Requested By Brown, Casey










Change Description Adding new factory address and new contact person

Request Status Processed

Request Date 02/12/21

Organization DetailsTax IdentifiersAddresses**Contacts**PaymentsBusiness ClassificationsProducts and Services

View ▼Format ▼StatusActive ▼ Freeze Detach Wrap

Name	  Job Title	  Email	  Phone	Administrative Contact	User Account	Status
Brown, Casey		cb1084133@gmail.com				Active
Irvings, Tiffany		buyer2021.demo@gmail.com				Active
Columns Hidden 7						

New Contact created

# Thank you

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