

SUPPLIER USER GUIDE

Registration & Profile Change

Latest Version Date : 23rd October 2023

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Introduction

Welcome to the Supplier Registration Guideline for DNB Supplier Portal via ERP Oracle. This document will guide you through the steps required to register as a supplier and access the Oracle Supplier Portal.

To ensure a smooth registration process, please follow the instructions provided in this guideline. Before you begin the registration process, please prepare the following documents and information.

For Company Registered in Malaysia:

1. Business Registration Certificate (SSM), must generated from MYDATA SSM / E-Info Services (Updated Version: printed date at least 3-month before registration date).
2. SST Certificate, if you do not possess SST certificate, please indicate “N/A” in the SST section during registration.
3. Latest Three (3) Years Audited Financial Report.
4. Certificate of Bumiputera Company from Ministry of Finance “MOF” (For Bumiputera status company only)
5. Acknowledgement of Compliance with DNB’s ABAC Policy & [Supplier Code of Conduct \(SCOC\)](#). Link : <https://forms.office.com/r/QF2ibz0TDi>
6. [Company Information Survey Form](#). (For Bumiputera company with no Bumiputera Certificate from MOF)
7. Latest Company profile, organization chart, product & services.
8. Details of experience - current & previous project either in rollout for telco or other categories.

Introduction

For Company Registered outside of Malaysia (Foreign Entity):

1. Business Registration Certificate.
2. Tax Registration Certificate
3. Bank Statement Header (Details for bank account number and beneficiary name)
4. Latest Three (3) Years Audited Financial Report.
5. Latest Company profile, organization chart, product & services.
6. [DNB Supplier Code of Conduct \(SCOC\)](#). Acknowledgement Link : <https://forms.office.com/r/QF2ibz0TDi>

If you encounter any challenges with the supplier registration process or need further assistance, please reach out to us by sending an email to eSupplier@digital-nasional.com.my.

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Supplier Registration

Follow these steps to complete your supplier registration:

1. Visit the Oracle Supplier Registration Portal. [Click here for Supplier Registration](#)
2. Section 1 – Company Details

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.

Company Details

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

Additional Information

* Bumiputera / Non Bumiputera

* Bumi Shareholder Percentage (%)

* Non-Bumi Shareholder Percentage (%)

* Foreign Shareholder Percentage (%)

Date of Incorporation mm/dd/yyyy

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)

Note to Approver **Enter Tender Reference No.**

Callouts:

- Fill up the details
- Select Tax Country, input Business Registration Number
- If you register for Open Tender, please insert Tender No. here (COMPULSORY). Otherwise, remark as "N/A"
- Fill up the details
- Please indicate "N/A" if you don't have SST

Supplier Registration

Follow these steps to complete your supplier registration:

3. Section 2 – Contact

1

2

3

4

5

6

7

8

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

Register Supplier: Contacts ?

BackNextSave for LaterRegisterCancel

Enter at least one contact.

Actions View Format + Create

To create New Contact

Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
------	-----------	-------	------------------------	----------------------	------	--------

Columns Hidden 7

Supplier Registration

Follow these steps to complete your supplier registration:

3. Section 2 – Create Contact

Create Contact

Salutation ▼

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone ▼

Mobile ▼

Fax ▼

* Email

▲ User Account

☐ Request user account

Roles

Actions ▼ View ▼ Format ▼ ✕ 📄 🔒 Freeze 📄 Detach ↶ Wrap

Role	Description
No data to display.	

Fill up the details

Tick for administrative access role

Tick for user to have access to ERP Oracle

Create Another OK Cancel

Supplier Registration

Follow these steps to complete your supplier registration:

4. Section 3 – Addresses

✓

✓

3

4

5

6

7

8

Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Addresses

Actions ▾View ▾Format ▾+ Create

To create New Address

Wrap

Address Name	Address
No data to display.	

Columns Hidden 3

Supplier Registration

Follow these steps to complete your supplier registration:

4. Section 3 – Create Addresses

Fill up the details

Create Address

* Address Name

* Country

Malaysia

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* Post Code

City

* State

County

* Address Purpose

☐ Ordering

☐ Remit to

☐ RFQ or Bidding

Phone

60

Fax

60

Email

Tick all

Insert Email to receive payment remittance

Address Contacts

Select the contacts that are associated with this address.

Actions

View

Format

Add Existing Contact

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

Create Another

OK

Cancel

Supplier Registration

Follow these steps to complete your supplier registration:

5. Section 4 – Business Classification (Documentation)

1
Company Details

2
Contacts

3
Addresses

4
Business Classification

5
Bank Accounts

6
Products and Services

7
Questionnaire

8
Review

Register Supplier: Business Classifications ?

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ +

To upload document required

* Classification	Subclassification	Certifying Agency
No data to display.		

Supplier Registration

Follow these steps to complete your supplier registration:

5. Section 4 – Business Classification (Documentation)

* Classification

- SSM Certificate - Full 6 Pages (MYDATA SSM)
- SST Certificate
- Latest 1 year Financial Audited Report
- Certificate of Bumiputera (MOF)
- Acknowledgement Supplier Code of Conduct (SCOC)
- Company Information Survey Form
- Latest Company Profile
- Others

Select business
classification
document

Supplier Registration

Follow these steps to complete your supplier registration:

5. Section 4 – Business Classification (Documentation)

12345678

Company DetailsContactsAddressesBusiness ClassificationBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Business Classifications ⓘ

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions ▾View ▾Format ▾+ ×FreezeDetachWrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
SSM Certificate ▾		▾			mm/dd/yy	mm/dd/yy	None +	

Upload document here

Supplier Registration

Follow these steps to complete your supplier registration:

6. Section 5 – Bank Accounts

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Register Supplier: Bank Accounts

Enter at least one bank account.

Actions

View

Format

Create

Account Number

IBAN

Currency

Bank

Edit

Delete

No data to display.

Columns Hidden 8

To create Bank Account

Supplier Registration

Follow these steps to complete your supplier registration:

6. Section 5 – Bank Accounts Creation

Create Bank Account
Enter account number or IBAN unless account number is marked as required.

* Country

Bank

Branch

Account Number

IBAN

Currency

Additional Information

Account Name

Agency Location Code

Alternate Account Name

Account Type

Account Suffix

Description

Check Digits

Comments

Note to Approver

Create Another

OK

Cancel

Fill up the details

- Country
- Bank
- Branch
- Account Number
- Account Name

Supplier Registration

Follow these steps to complete your supplier registration:

7. Section 6 – Product and Services

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Register Supplier: Products and Services

BackNextSave for LaterRegisterCancel

ActionsViewFormatSelect and Add

To add list of product and services

Category Name	Description	Remove
No data to display.		

Supplier Registration

Follow these steps to complete your supplier registration:

7. Section 6 – Product and Services

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

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Review

Register Supplier: Products and Services

Back

Next

Save for Later

Register

Cancel

Actions View Format Select and Add

Category Name

Description

Remove

No data to display.

To add list of product and services

Select and Add: Products and Services

Search

Category Name

Description

Search

Reset

View Format Freeze Detach

Select

Category Name

Description

☐

Consultation Services

Consultation Services

☐

Corporate Services

Corporate Services

☐

IT

IT

☐

Marketing

Marketing

☐

Network infrastructure provider

Network infrastructure provider

☐

Recruitment

Recruitment

Columns Hidden 1

Apply

OK

Cancel

Select list of product and services

Supplier Registration

Follow these steps to complete your supplier registration:

8. Section 7 – Questionnaire

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

7

8

Register Supplier: Questionnaire

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, 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

Questionnaire

Company Details (1 of 3)

1.

2.

* 3.

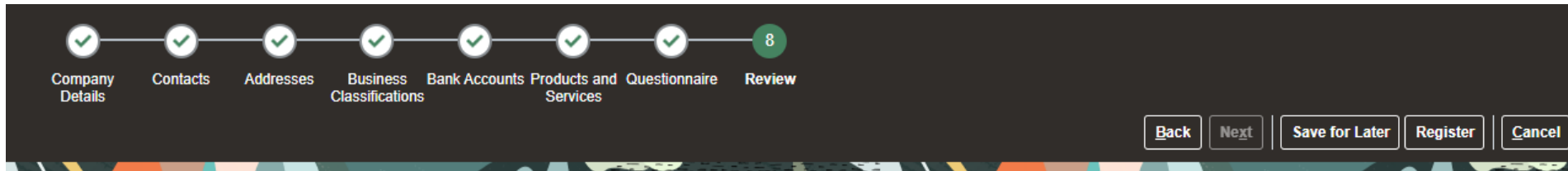
Fill up 3 section questionnaire.

Please indicate "N/A" if the answer unknown.

Supplier Registration

Follow these steps to complete your supplier registration:

9. Section 8 – Review



Click Register to submit.
Otherwise click Save for Later to continue registration.

Notes:

You will receive an email to continue your registration after clicking Save for Later.

Give us some time to review your registration, if all the details and documentation complete, we will approve your registration and you will receive registration complete email from the system.

Please set your password after receive the email. Kindly use the same email address you register and password to login to Supplier Portal ERP Oracle.

Link to Login : [Supplier Portal](#)

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Supplier Login

Sign In Oracle Applications Cloud

Company Single Sign-On

or

User ID

paranthaman.gunasagaran@gmail.com

Password

.....

Forgot Password

Sign In

Select Language

English

Enter your registered email

Password

Click Sign In

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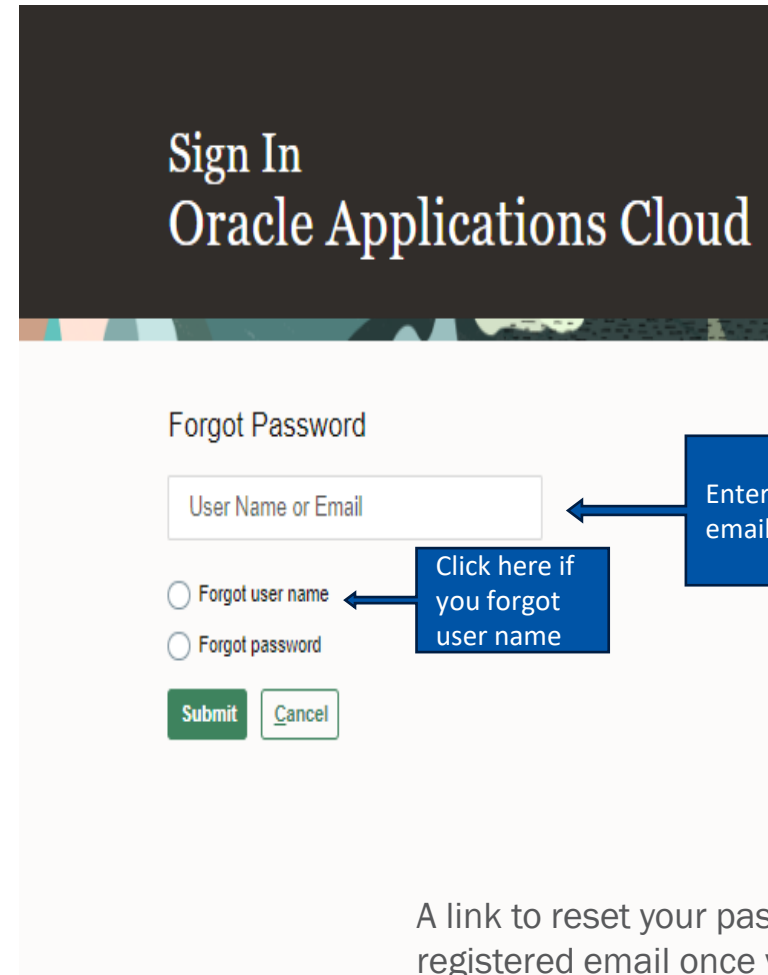
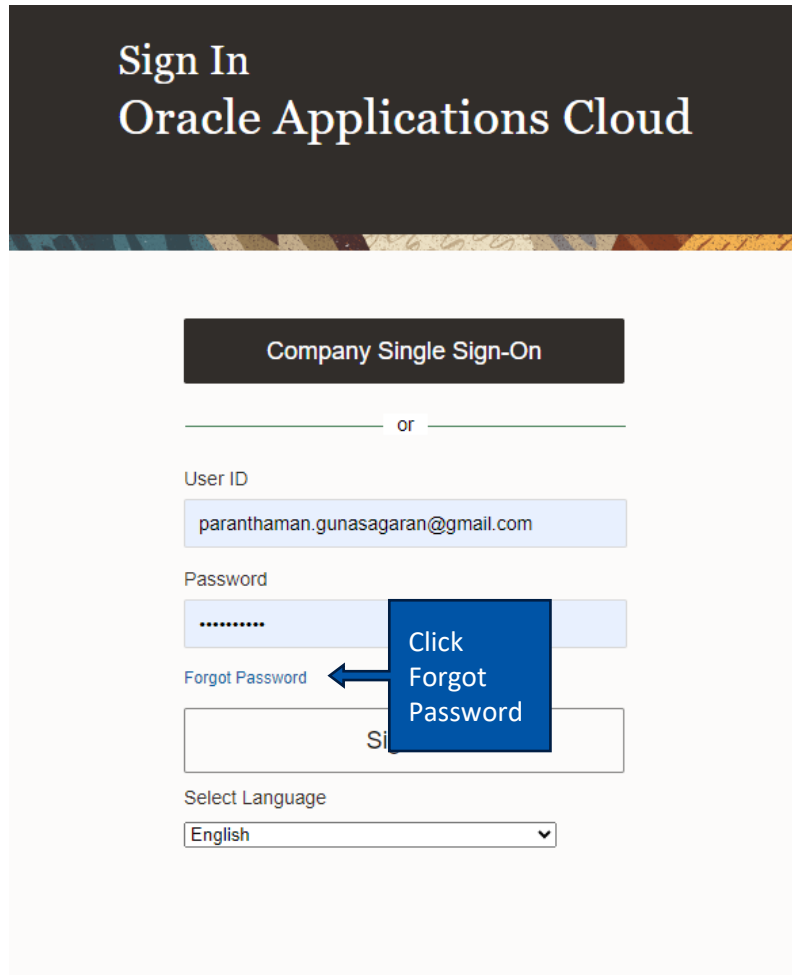
Password Reset

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Manage Profile

Password Reset

Follow these steps if you forgot your password



A link to reset your password will be sent to your registered email once you click submit

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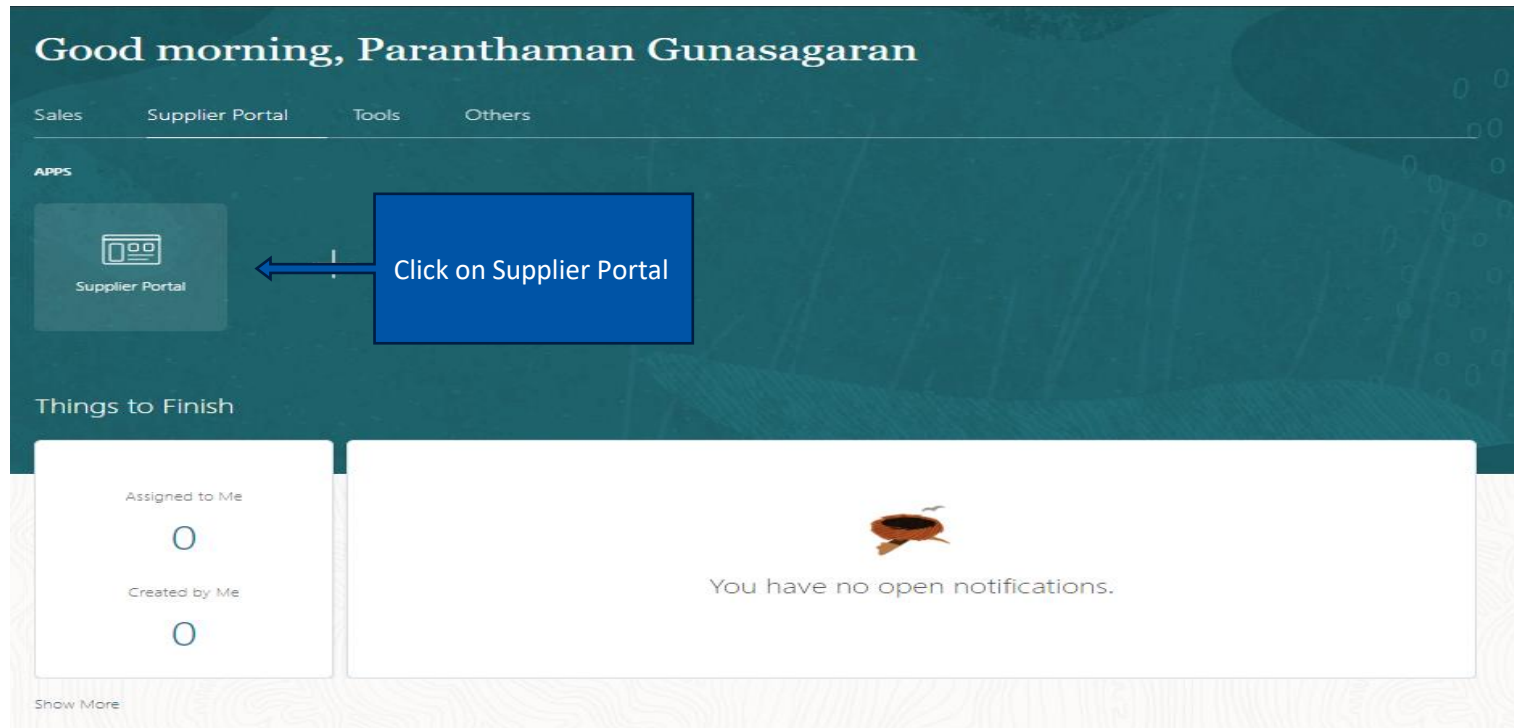
Password Reset

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Manage Profile

Manage Profile

You can manage your profile from supplier portal



Manage Profile

You can manage your profile from supplier portal

Supplier Portal

Tasks

Contract Manufacturing

- Manage Production Reports

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

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

981

Category	Count
Orders to Acknowledge	10
Schedules Overdue or Due Today	319
Invoices Overdue	652

Supplier News

Click Manage Profile

Manage Profile

You can manage your profile from supplier portal

Click Edit to make changes to your Company Profile



Company Profile ?



Click Edit

Edit Done

Last Change Request 57002
Request Status Canceled

Requested By Jamil , Aainaa
Request Date 29-Dec-2022

Change Description

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

General

Company Ericsson (Malaysia) Sdn. Bhd
Supplier Number 10043
Supplier Type Consultant

Tax Organization Type Private Company
Status Active
Attachments None

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

Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue
Preferred Functional Currency
Fiscal Year End Month

Manage Profile

You can manage your profile from supplier portal

Once done with changes, please click Save and Close to submit for change request.

Edit Profile Change Request: 78001

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

* Supplier Name

Ericsson (Malaysia) Sdn. Bhd

Supplier Number

10043

Supplier Type

Consultant

Tax Organization Type

Private Company

Status

Active

Attachments

None

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Fiscal Year End Month

Current Fiscal Year's Potential Revenue

Preferred Functional Currency