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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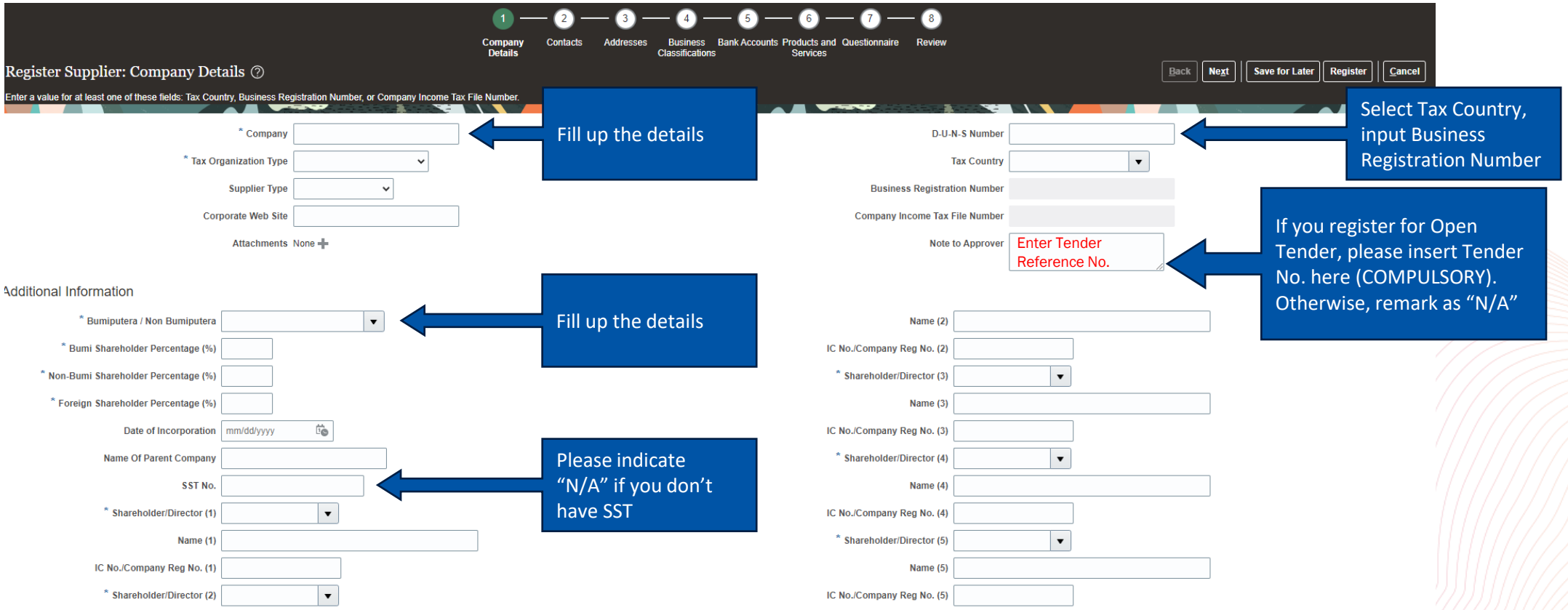
Supplier Registration

Follow these steps to complete your supplier registration:

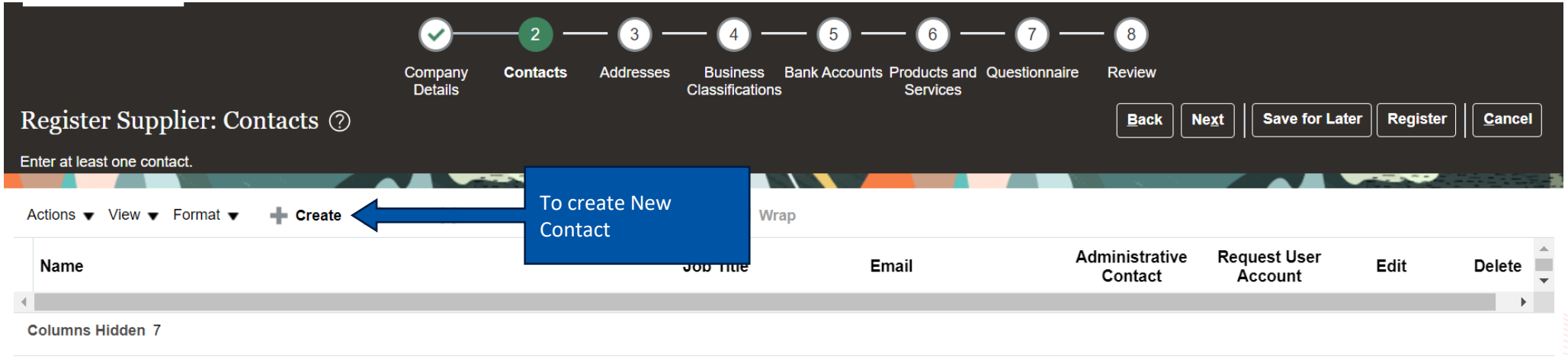
1. Visit the Oracle Supplier Registration Portal. [Click here for Supplier Registration]
2. Section 1 – Company Details



Supplier Registration

Follow these steps to complete your supplier registration:

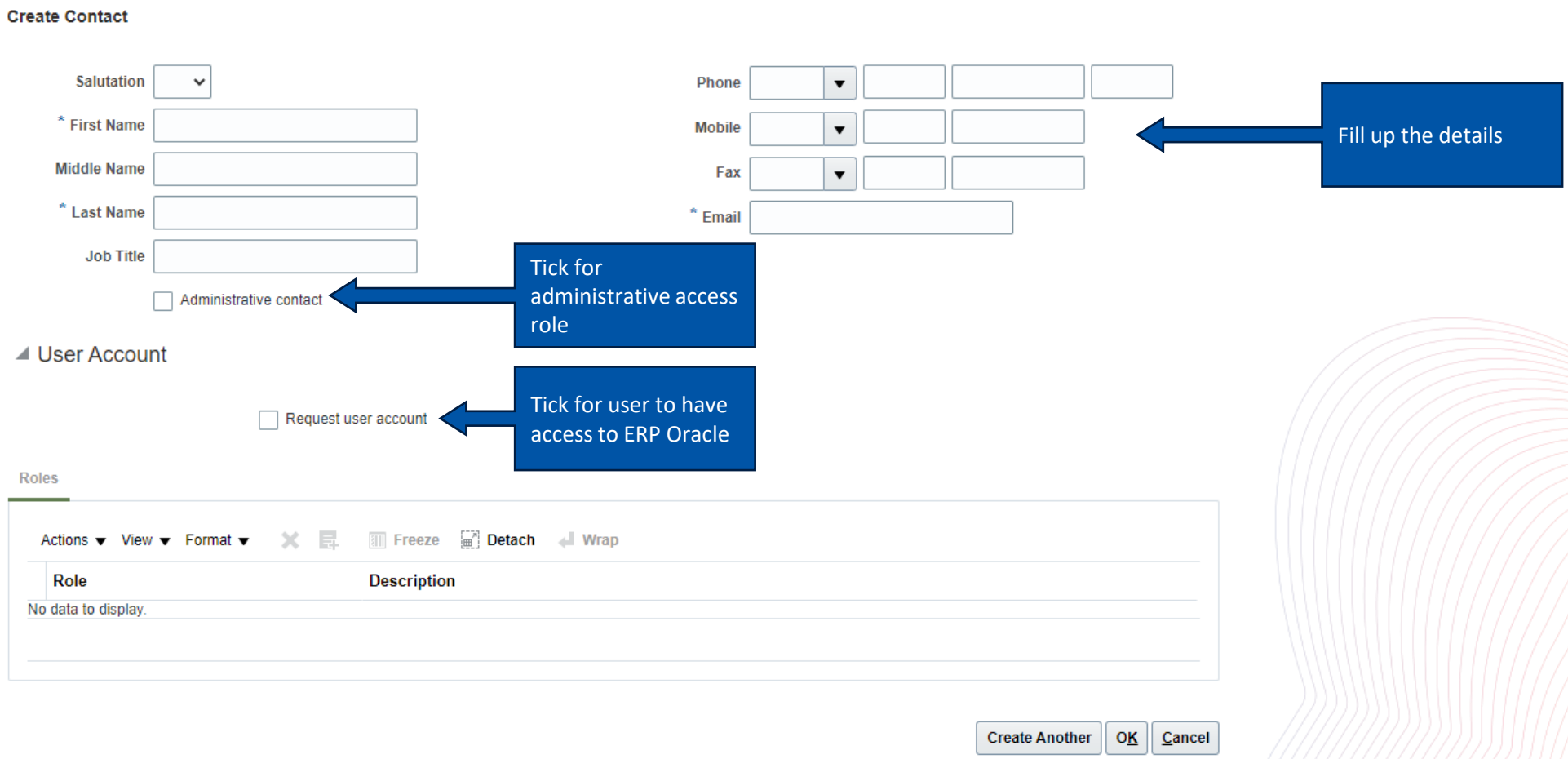
3. Section 2 – Contact



Supplier Registration

Follow these steps to complete your supplier registration:

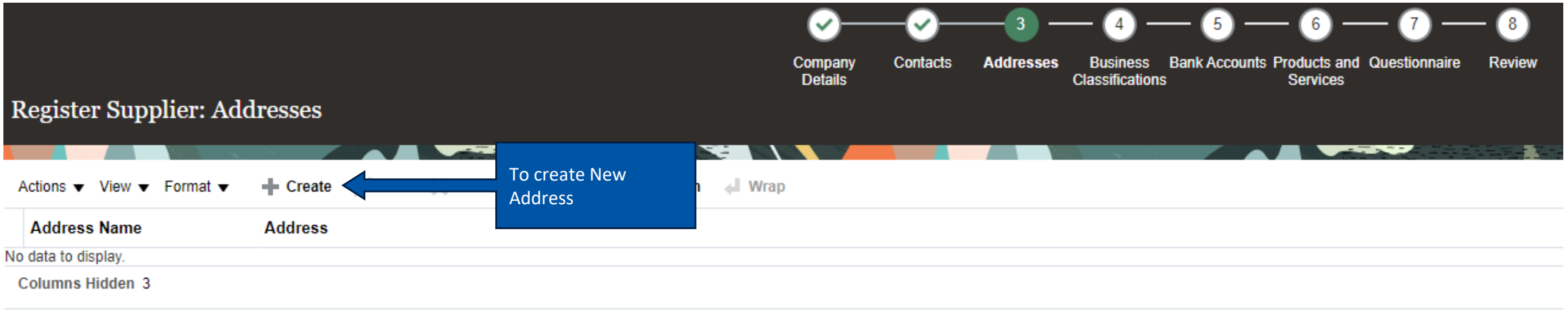
3. Section 2 – Create Contact



Supplier Registration

Follow these steps to complete your supplier registration:

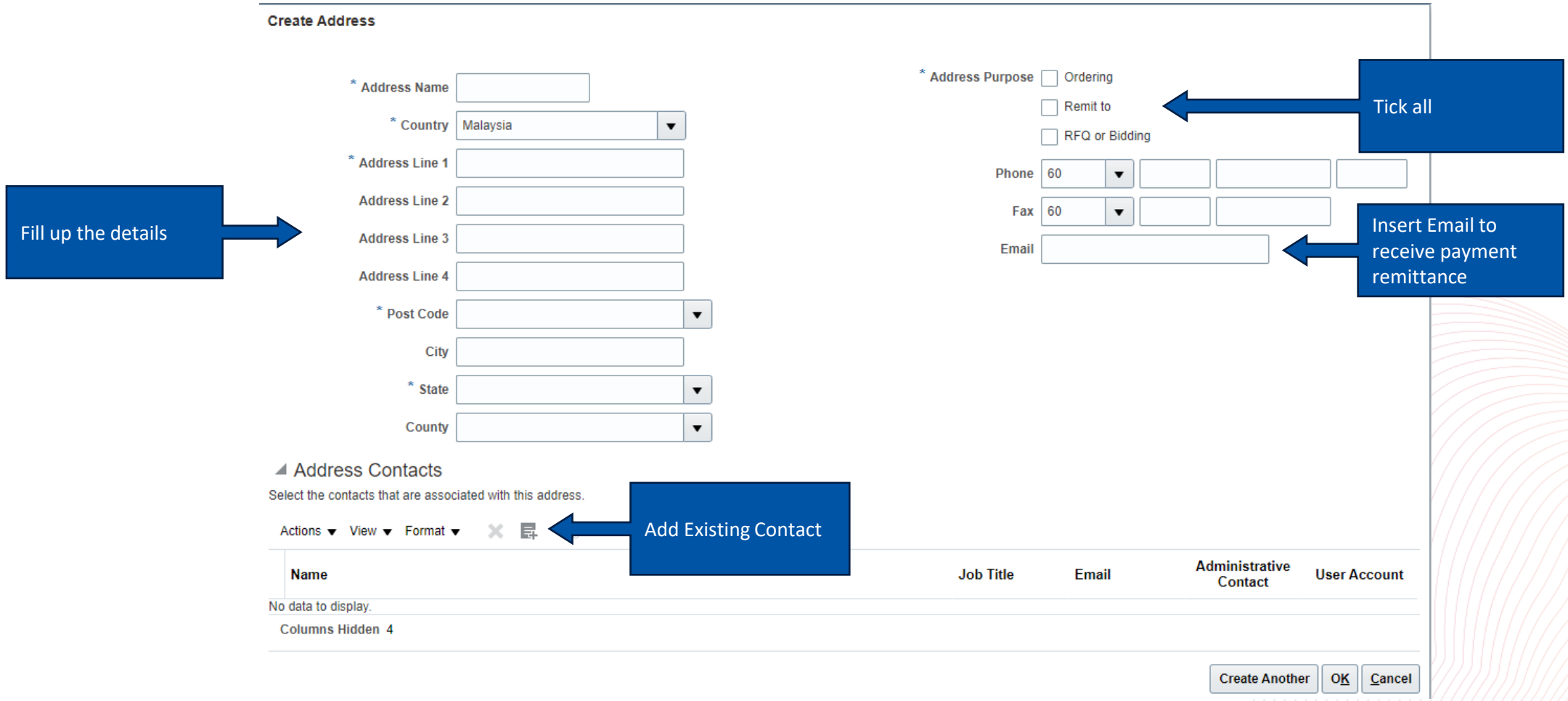
4. Section 3 – Addresses



Supplier Registration

Follow these steps to complete your supplier registration:

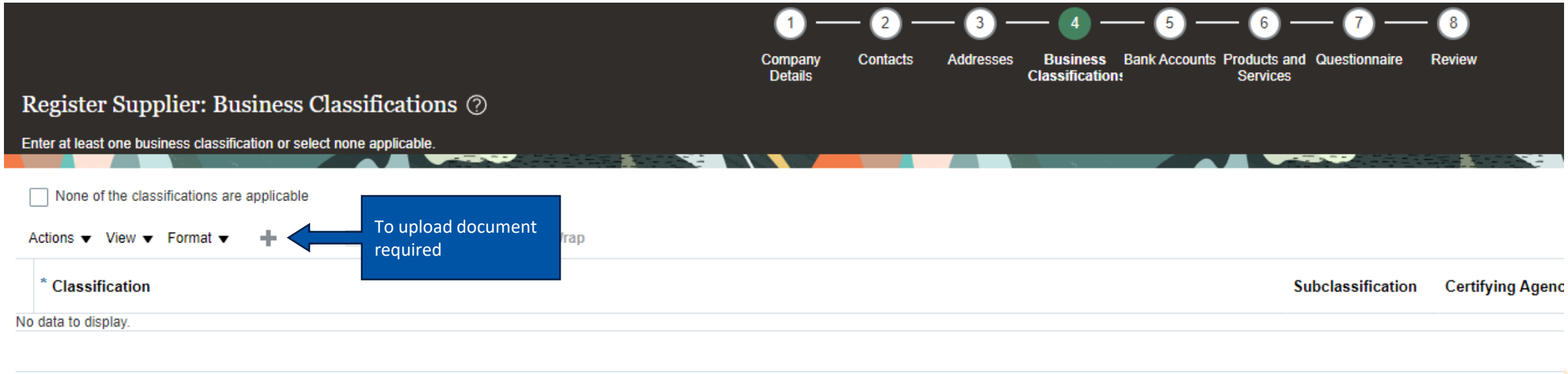
4. Section 3 – Create Addresses



Supplier Registration

Follow these steps to complete your supplier registration:

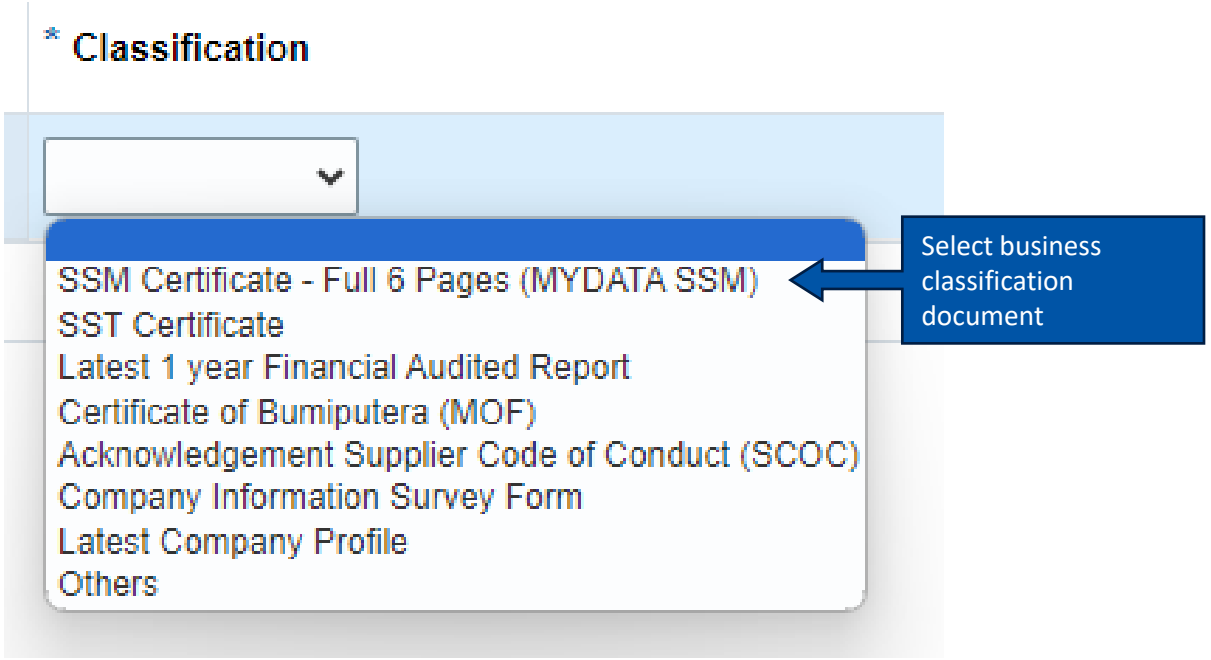
5. Section 4 – Business Classification (Documentation)



Supplier Registration

Follow these steps to complete your supplier registration:

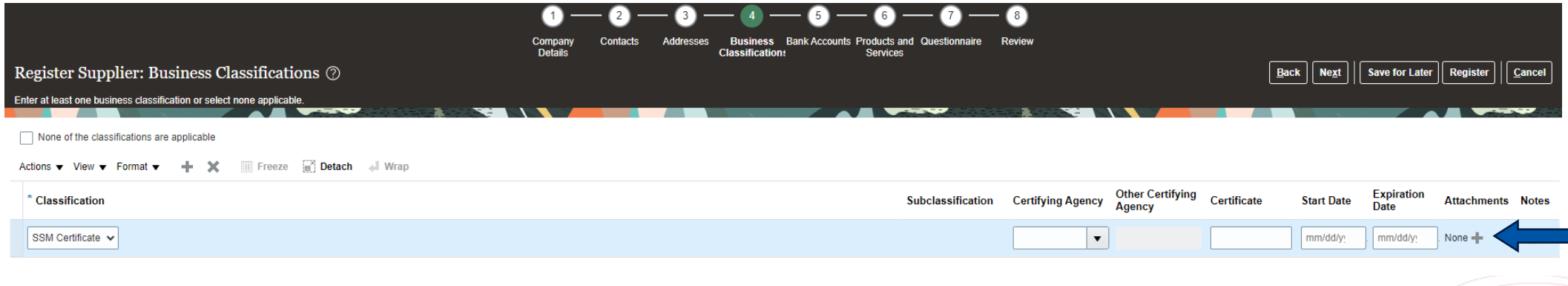
5. Section 4 – Business Classification (Documentation)



Supplier Registration

Follow these steps to complete your supplier registration:

5. Section 4 – Business Classification (Documentation)

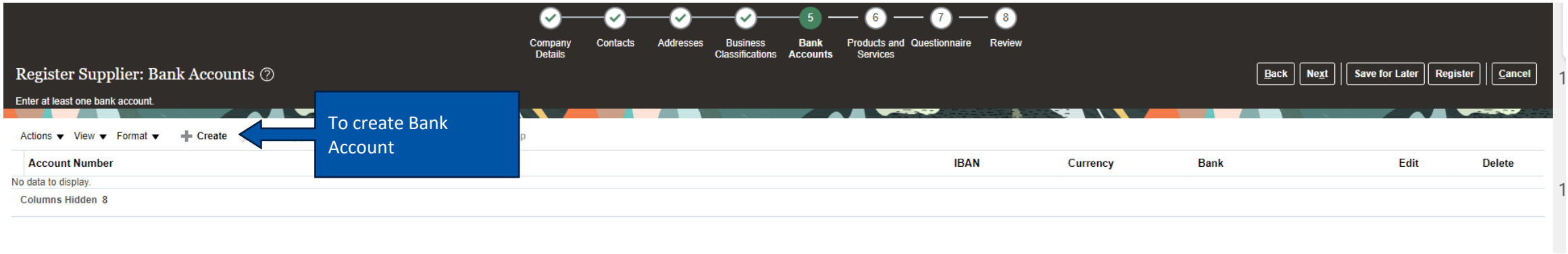


Upload document here

Supplier Registration

Follow these steps to complete your supplier registration:

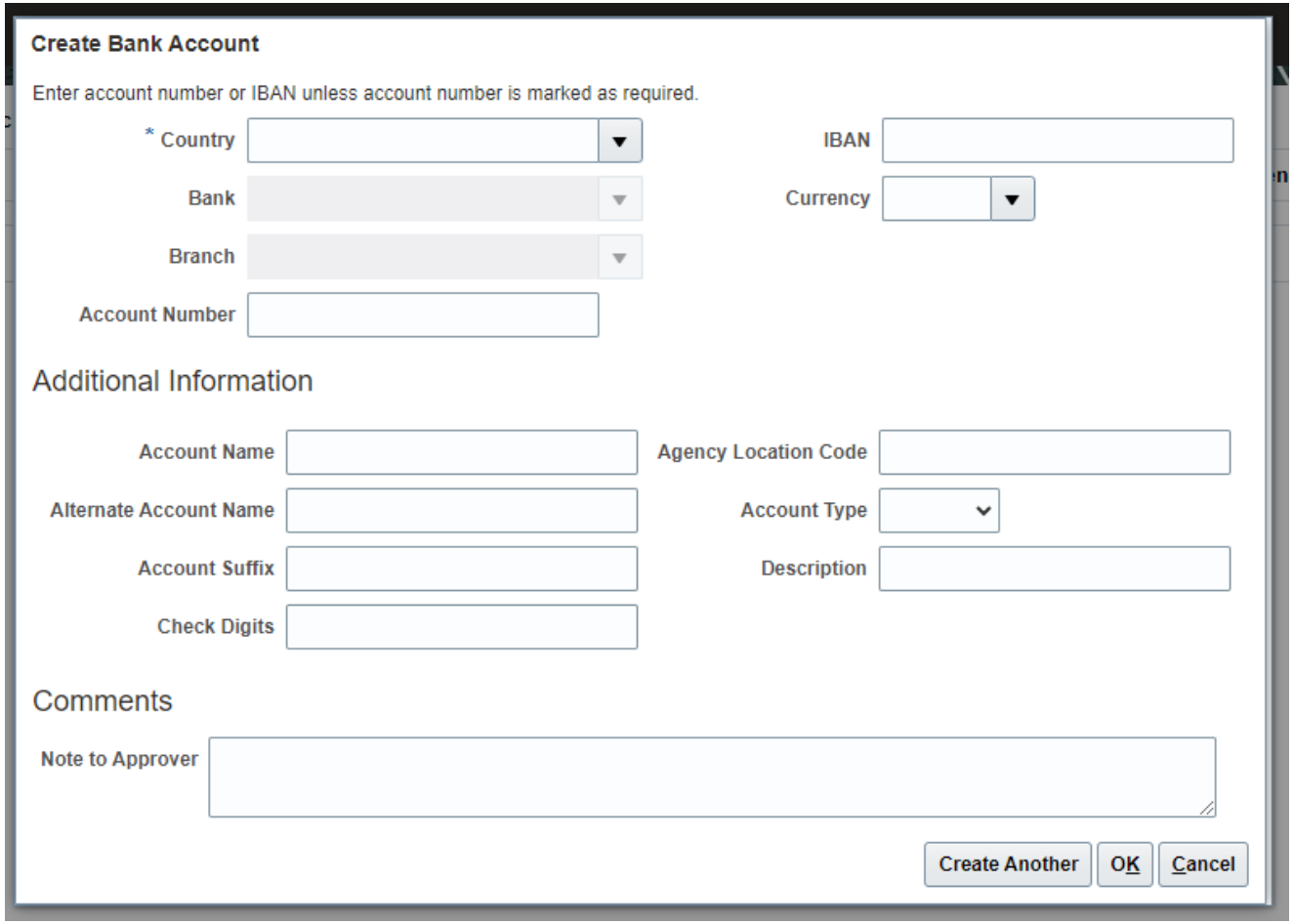
6. Section 5 – Bank Accounts



Supplier Registration

Follow these steps to complete your supplier registration:

6. Section 5 – Bank Accounts Creation

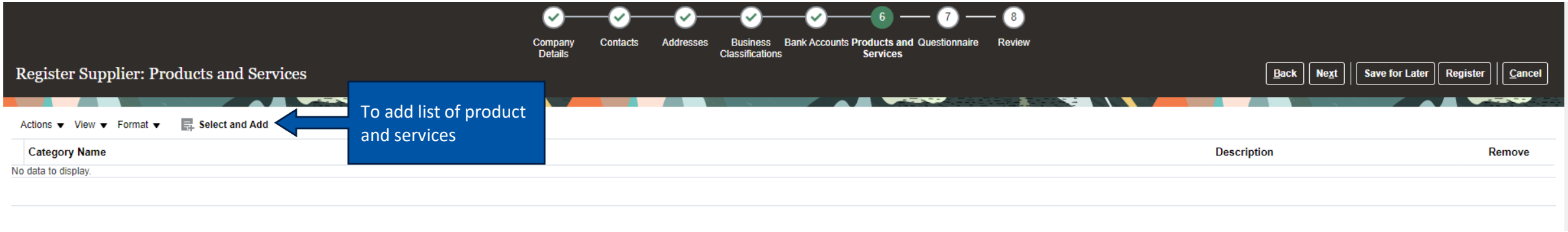


Fill up the details
- Country
- Bank
- Branch
- Account Number
- Account Name

Supplier Registration

Follow these steps to complete your supplier registration:

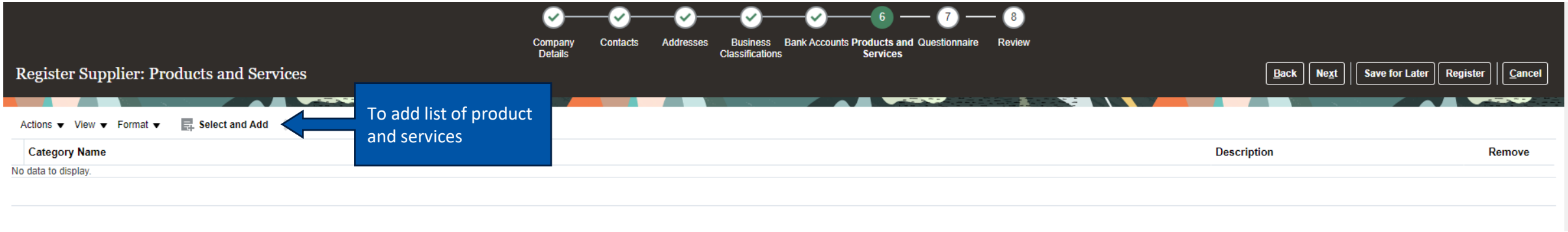
7. Section 6 – Product and Services

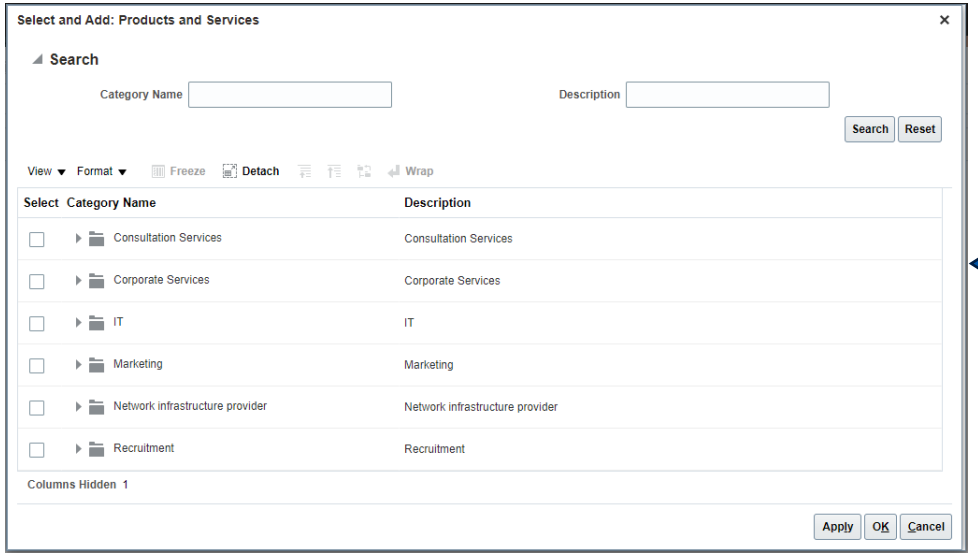


Supplier Registration

Follow these steps to complete your supplier registration:

7. Section 6 – Product and Services



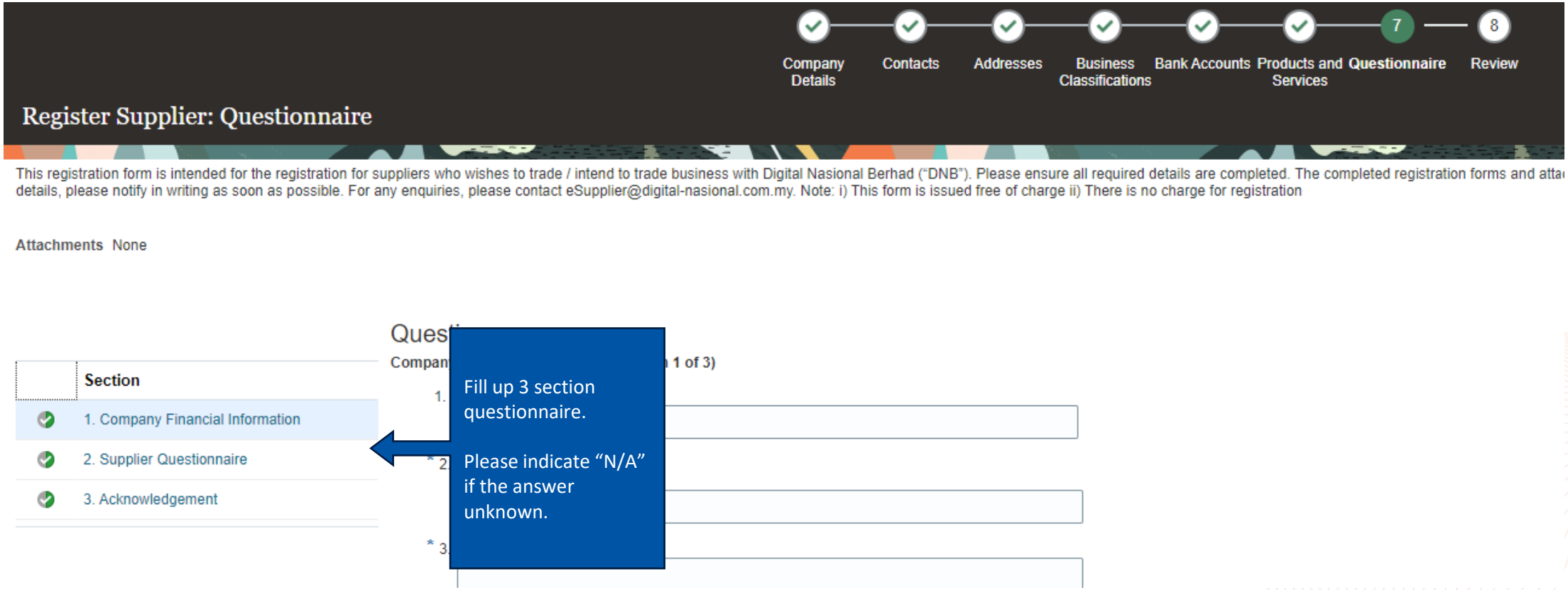


Select list of product and services

Supplier Registration

Follow these steps to complete your supplier registration:

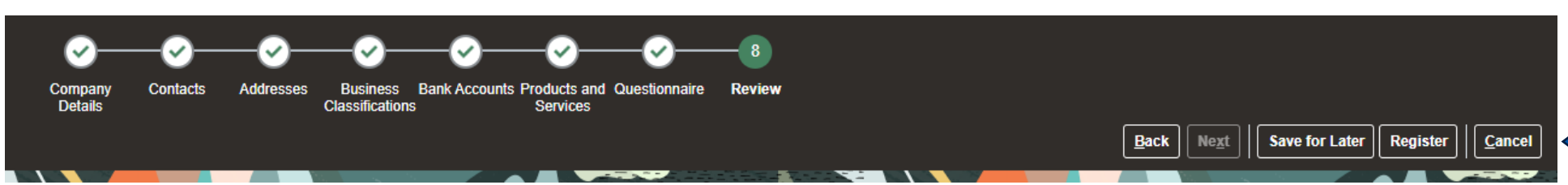
8. Section 7 – Questionnaire



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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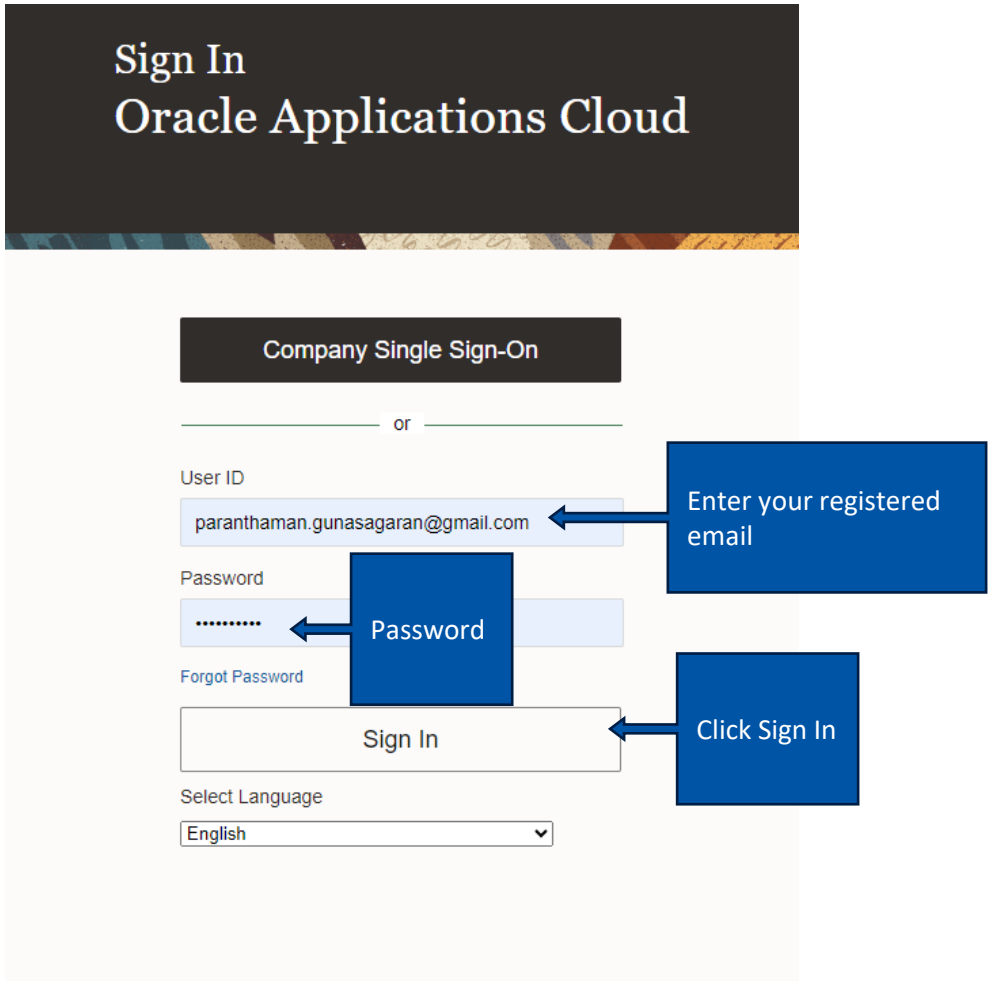
Supplier Login



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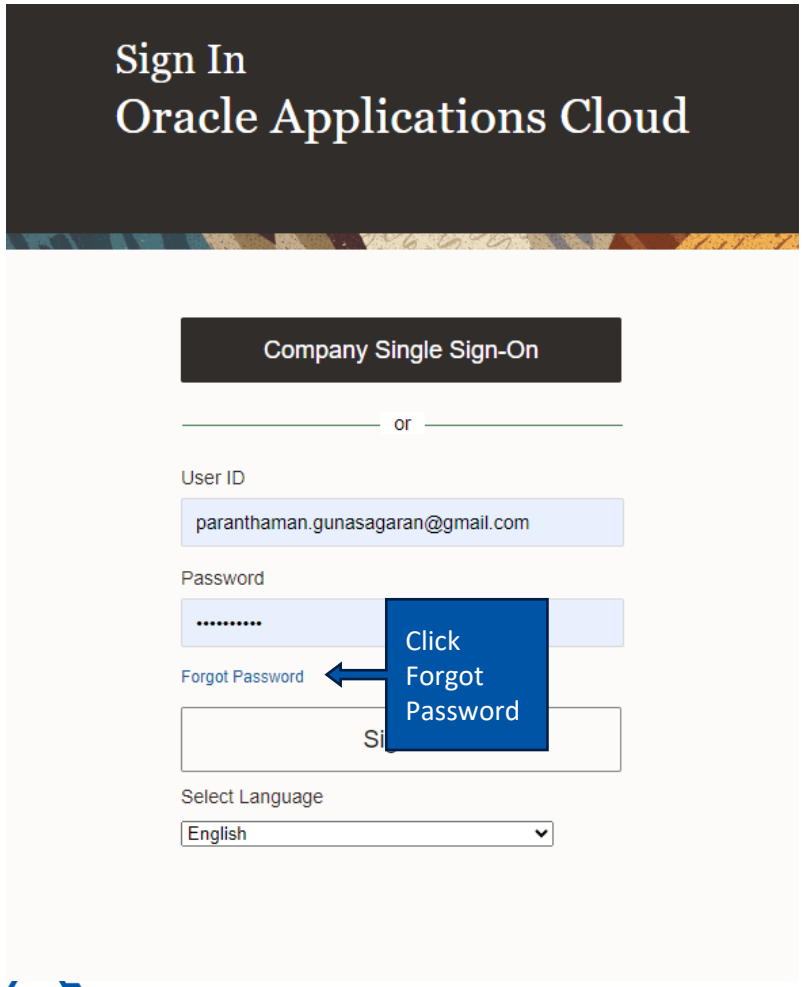
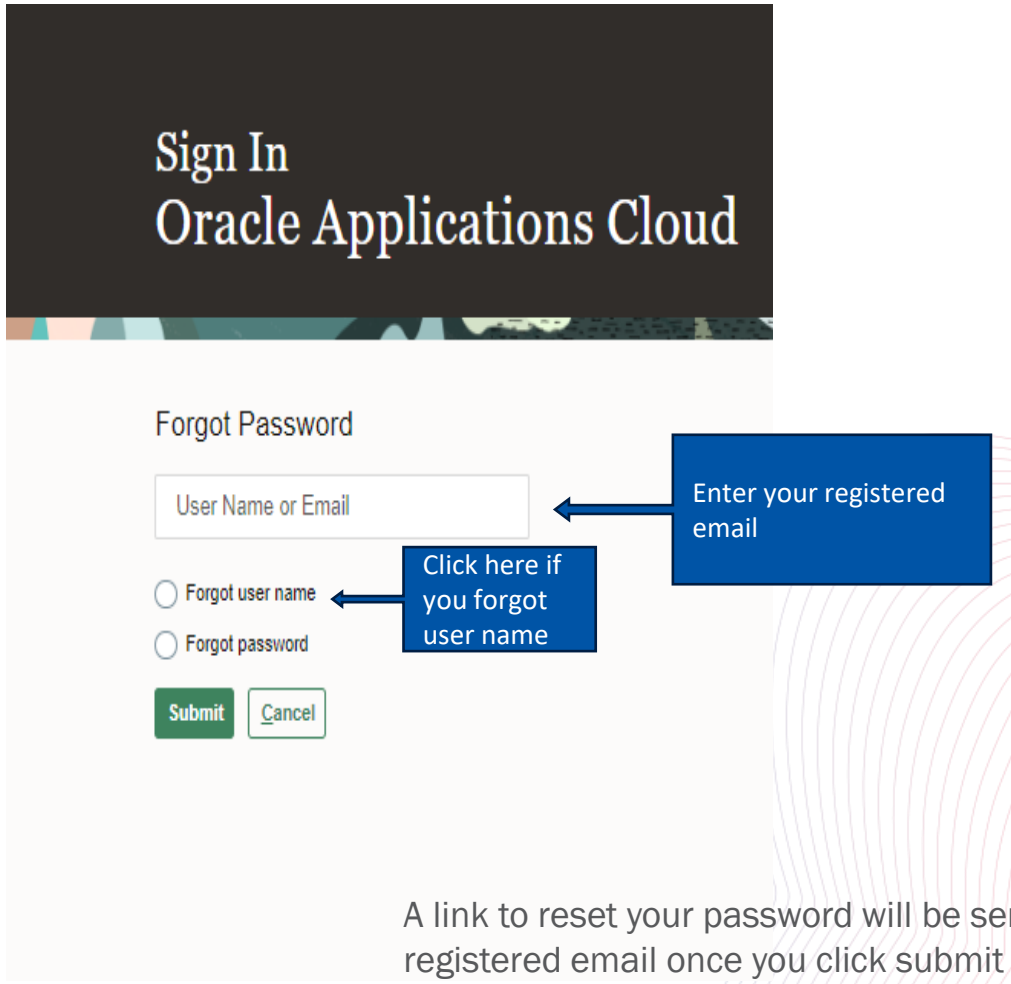
Password Reset

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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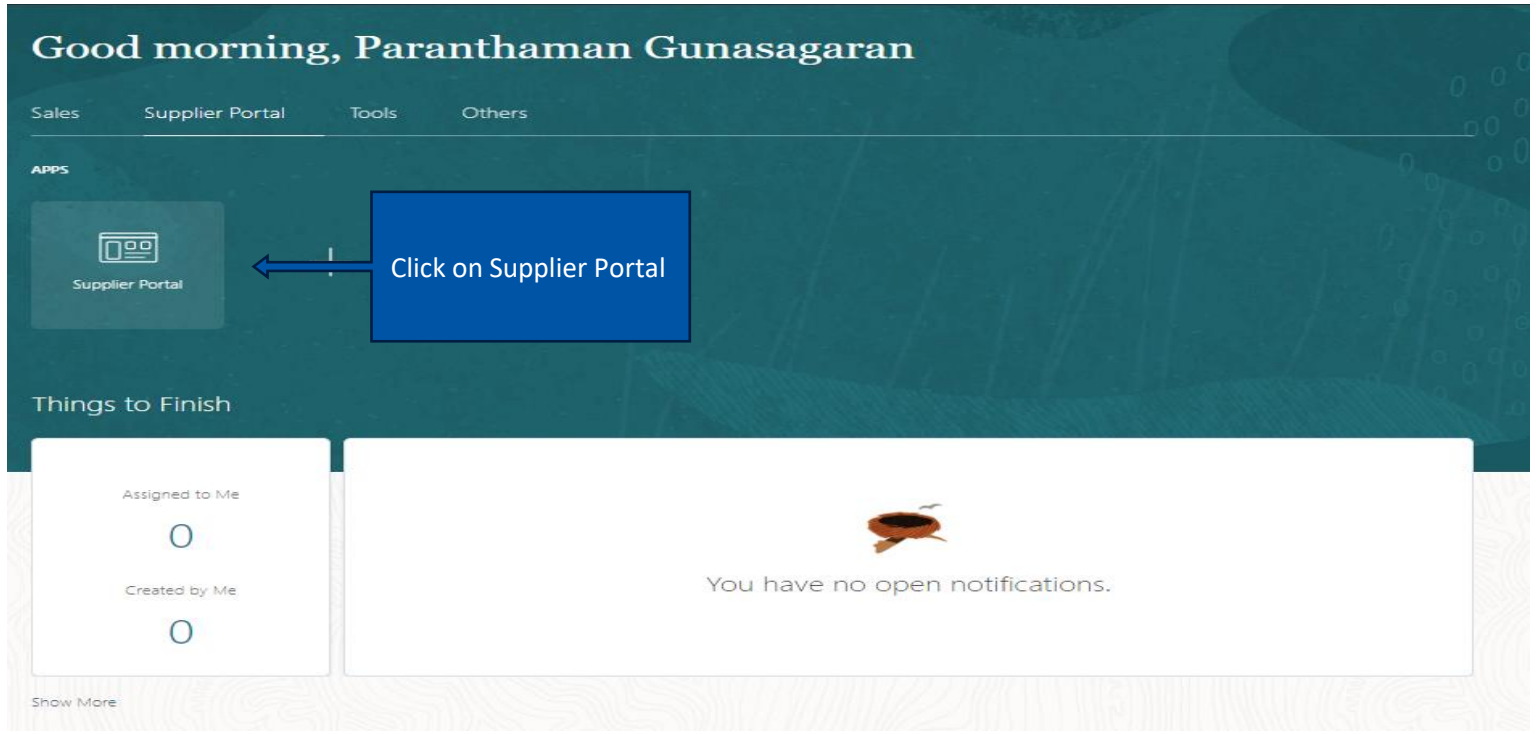
Manage Profile

You can manage your profile from supplier portal



Manage Profile

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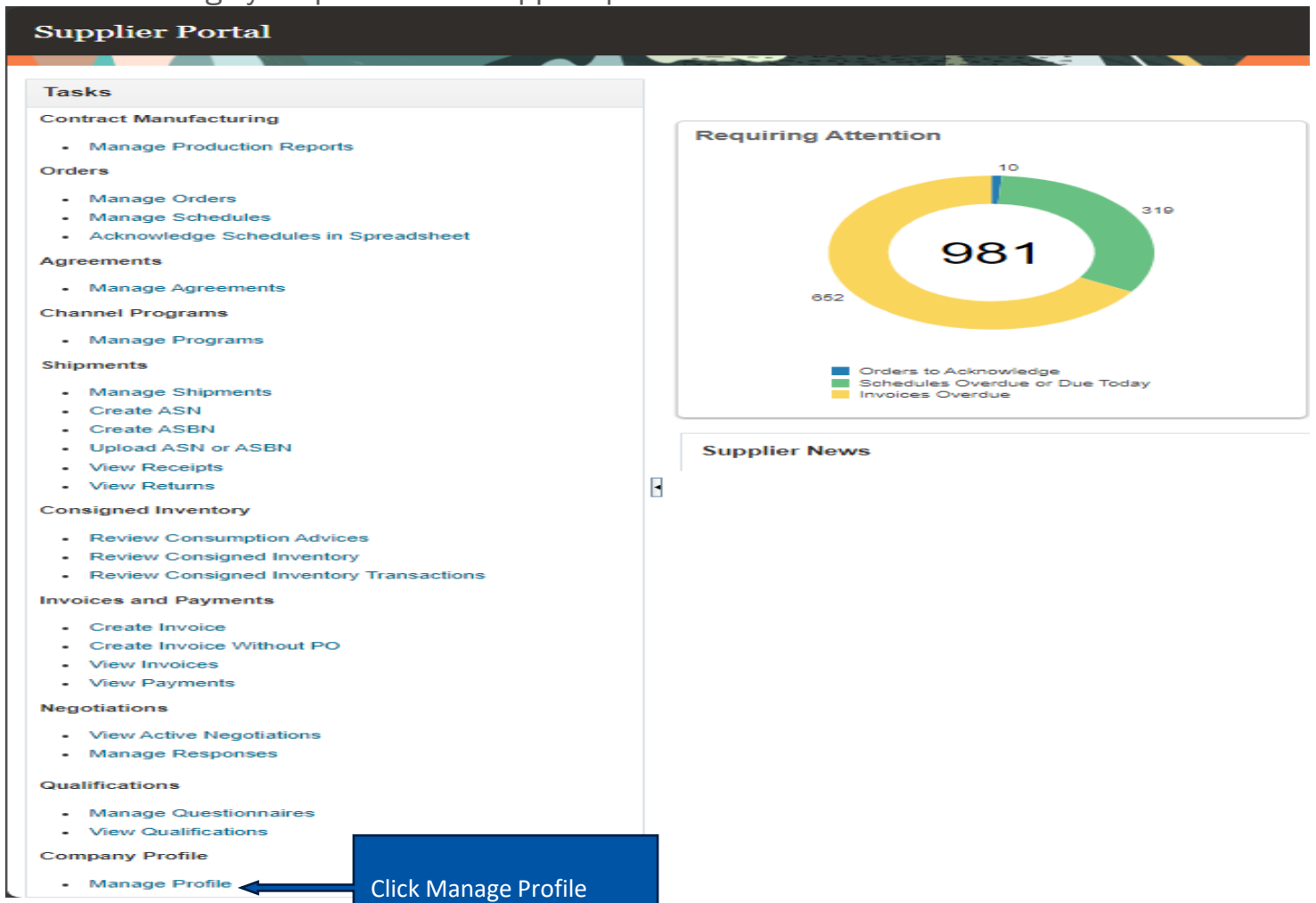
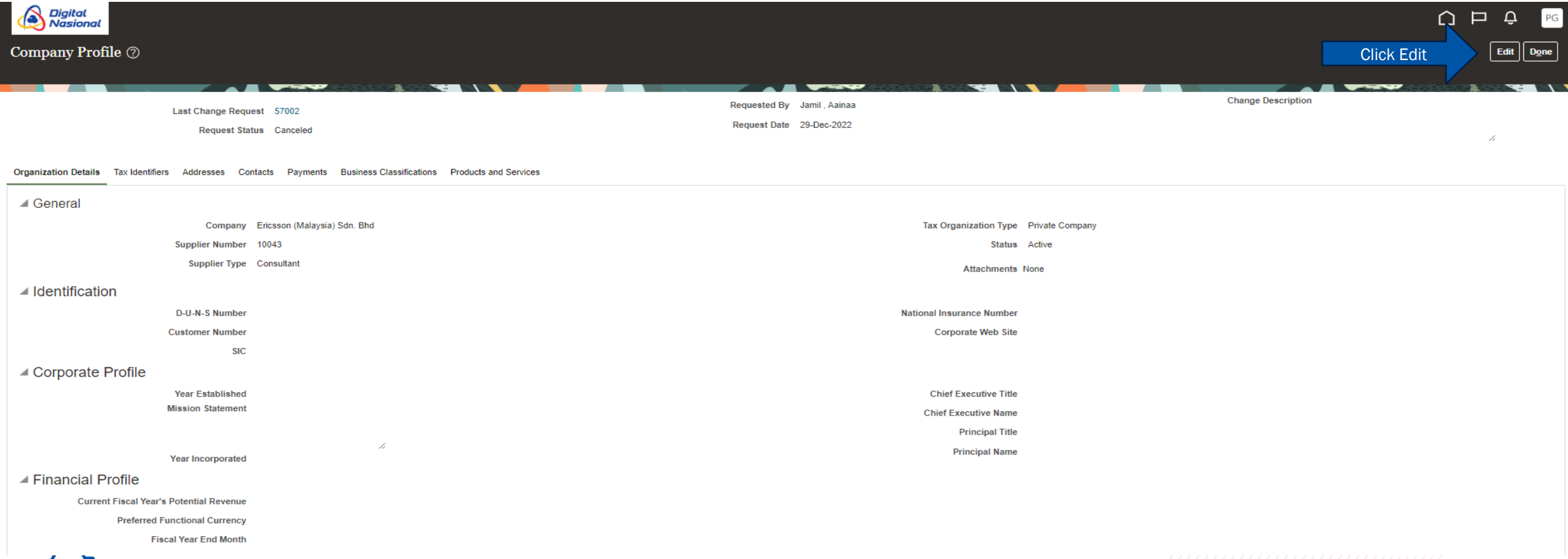


Click Manage Profile

Manage Profile

You can manage your profile from supplier portal

Click Edit to make changes to your Company Profile



Manage Profile

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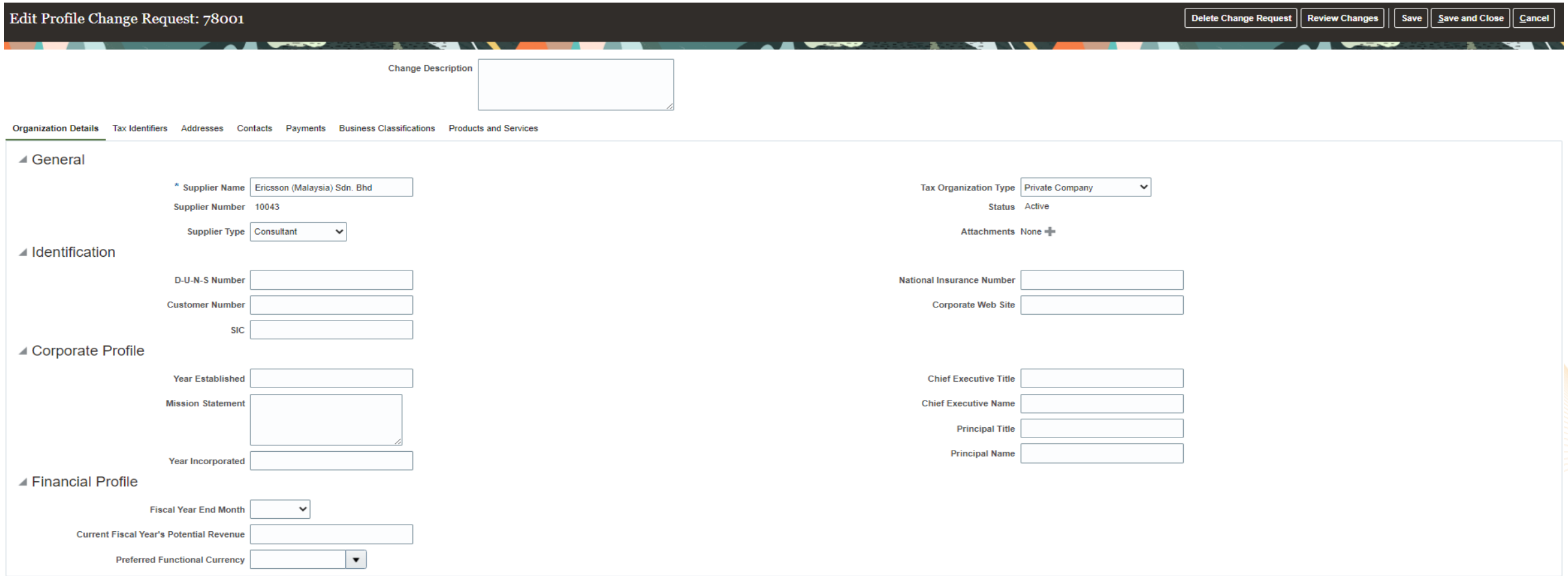
Once done with changes, please click Save and Close to submit for change request.