

SUPPLIER REQUEST USER GUIDE



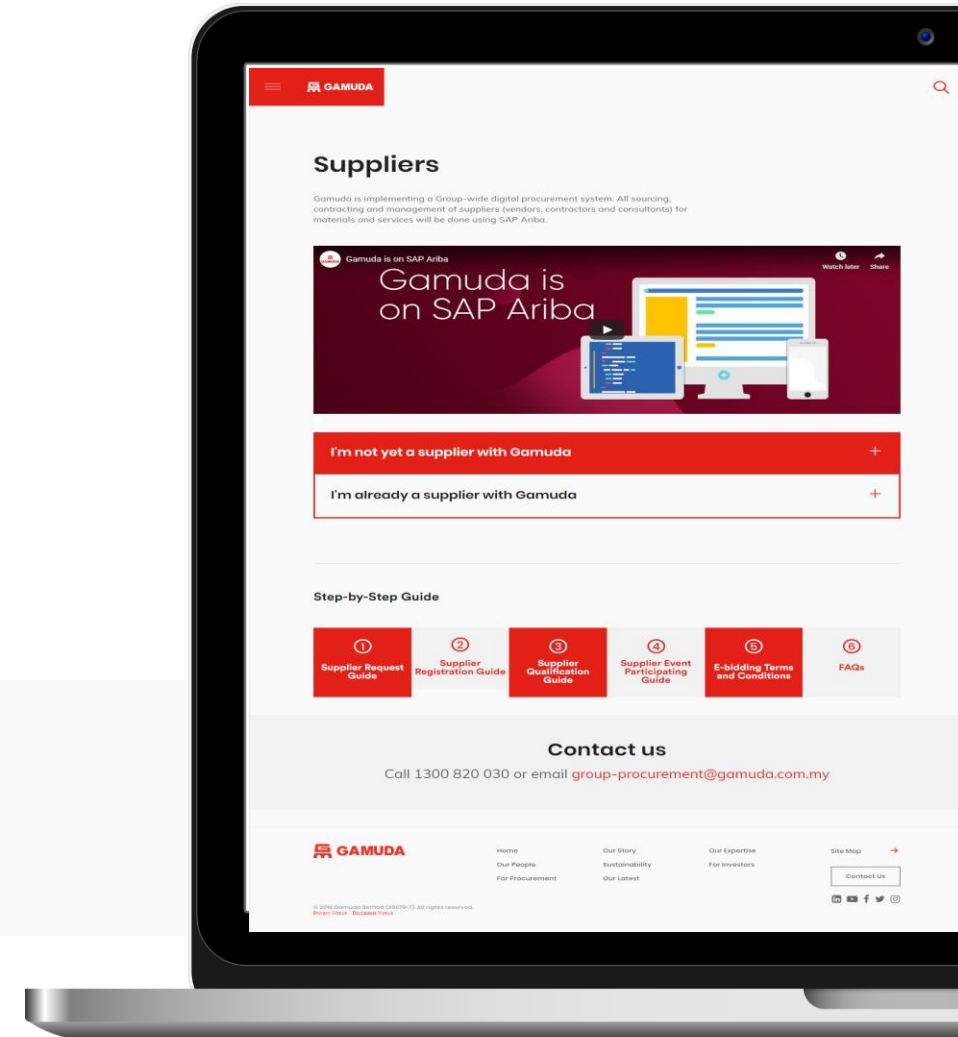
Engineering & Construction | Property Development | Infrastructure Concessions

Introduction

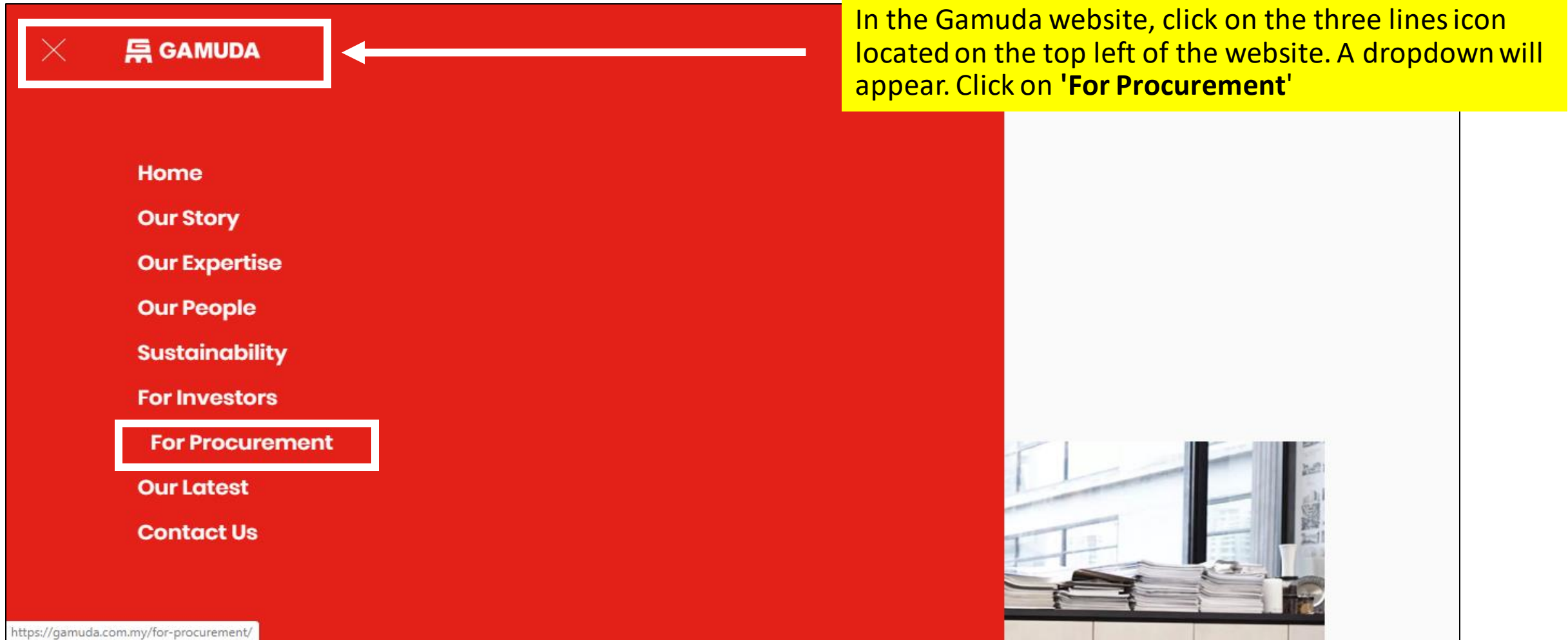
This user guide will provide an overview of the 'Supplier Request Process'. You can use this form for the following:

- Register your interest to become a Gamuda supplier
- If you are requested to do so by a Gamuda representative

Your company can access the 'Gamuda Supplier Request Form' by visiting <http://gamuda.sourcing.ariba.com/ad/selfRegistration>



Supplier Request



In the Gamuda website, click on the three lines icon located on the top left of the website. A dropdown will appear. Click on '**For Procurement**'

- Home
- Our Story
- Our Expertise
- Our People
- Sustainability
- For Investors
- For Procurement**
- Our Latest
- Contact Us

<https://gamuda.com.my/for-procurement/>

Supplier Request

Suppliers

Gamuda is implementing a Group-wide digital procurement system. All sourcing, contracting and management of suppliers (vendors, contractors and consultants) for materials and services will be done using SAP Ariba.

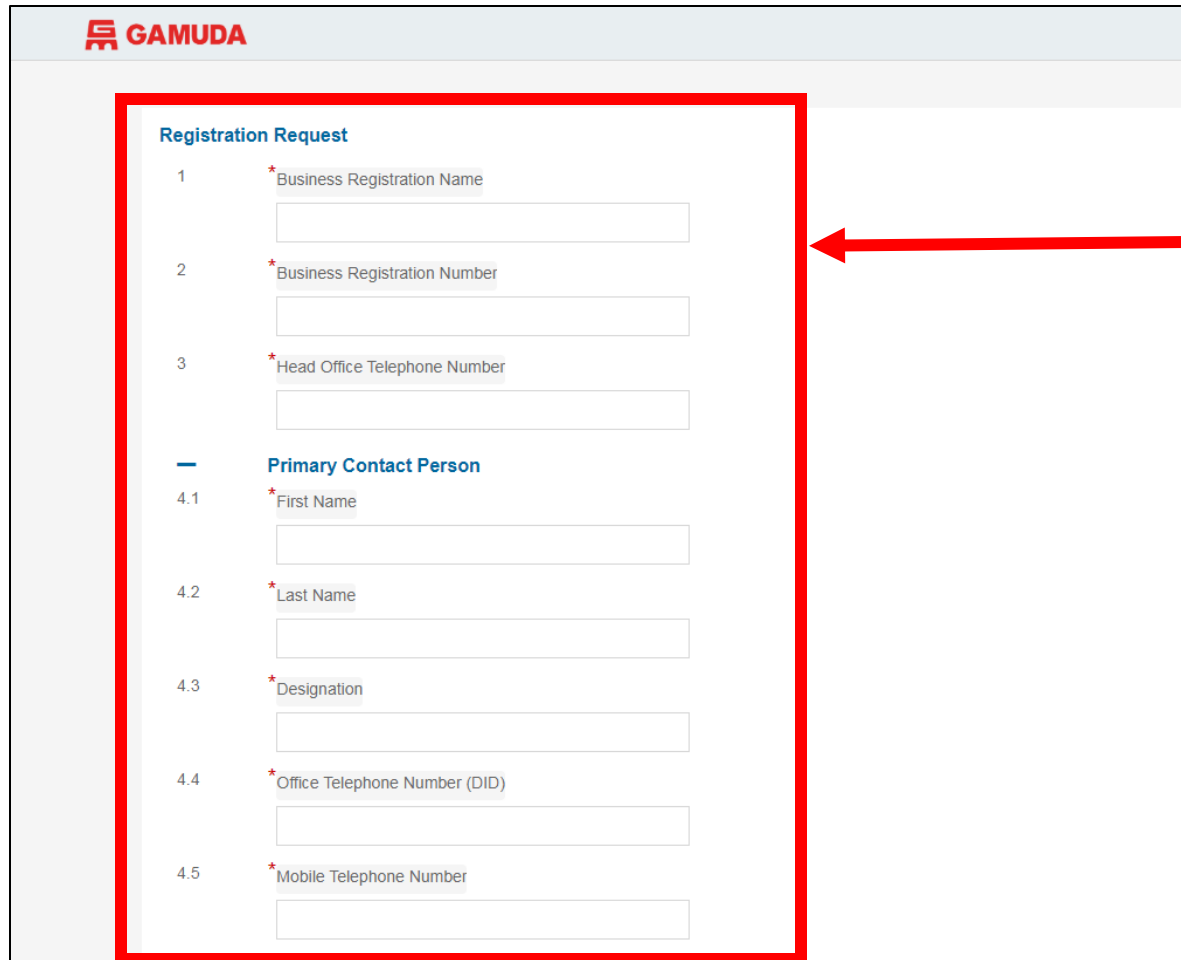


I'm not yet a supplier with Gamuda

Want to partner with us? Register your interest →

Once in the For-Procurement Page, click on the **'I'm not yet a supplier with Gamuda'** and an option to partner with Gamuda will appear. You can then click **"Register your interest"**.

Supplier Request



The screenshot shows a web form titled "Registration Request" with the GAMUDA logo at the top left. The form is enclosed in a red border. It contains several input fields, each with a red asterisk indicating it is required. The fields are numbered 1 through 4.5. A red arrow points from a yellow text box on the right to the form area.

Registration Request

1 * Business Registration Name

2 * Business Registration Number

3 * Head Office Telephone Number

Primary Contact Person

4.1 * First Name

4.2 * Last Name

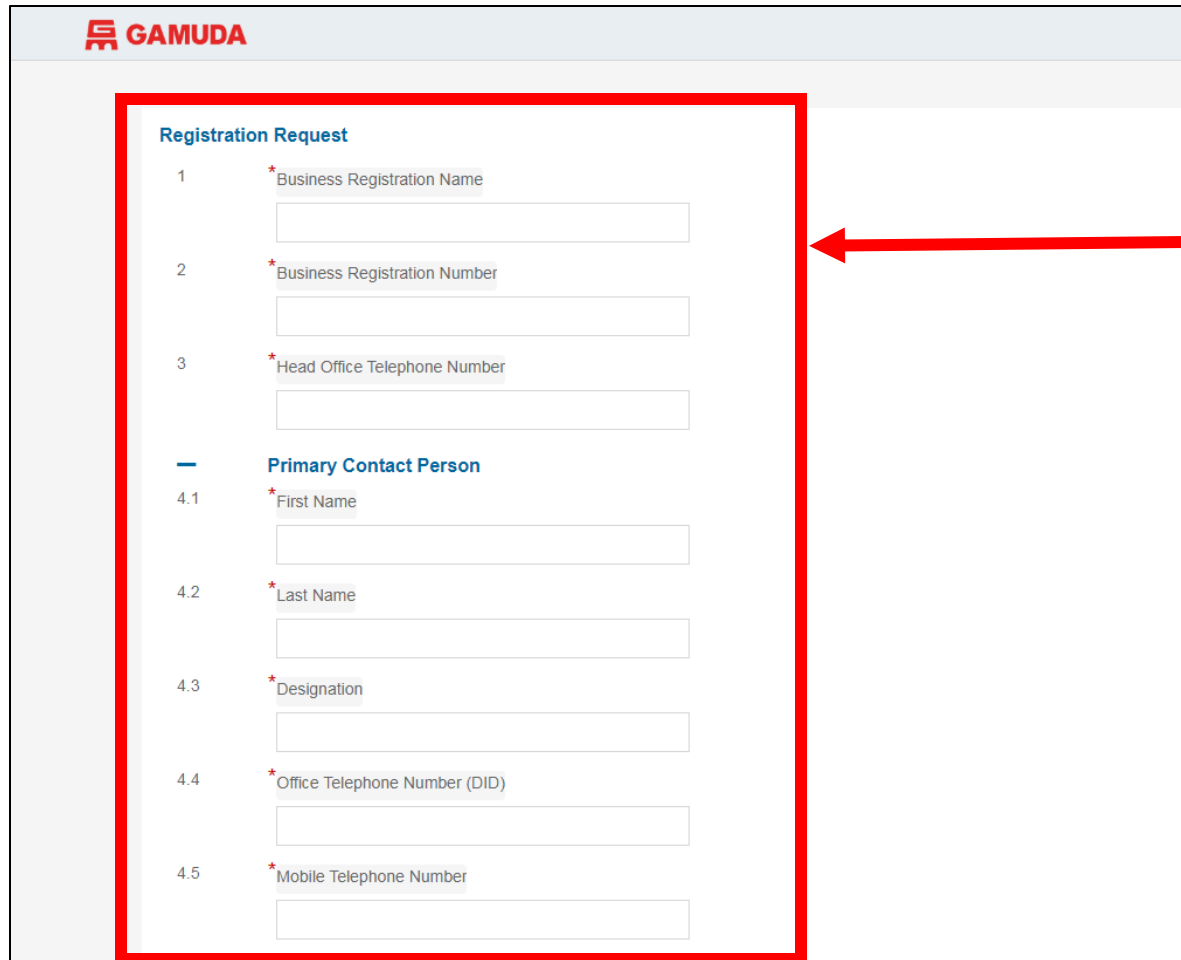
4.3 * Designation

4.4 * Office Telephone Number (DID)

4.5 * Mobile Telephone Number

You will then be redirected to the '**Registration Request Form**'. You are required to fill in all relevant details.

Supplier Request



GAMUDA

Registration Request

1 * Business Registration Name

2 * Business Registration Number

3 * Head Office Telephone Number

— **Primary Contact Person**

4.1 * First Name

4.2 * Last Name

4.3 * Designation

4.4 * Office Telephone Number (DID)

4.5 * Mobile Telephone Number

You will then be redirected to the '**Registration Request Form**'. You are required to fill in all relevant details.

Once all the relevant information have been filled out, click '**Submit**' at the end of the page to submit your Supplier Registration Request.

Supplier Request

When your Supplier Request Form has been successfully submitted, the following screen will display :-

Your request for registration as a supplier with Gamuda Berhad [redacted] is complete.

The Gamuda Berhad [redacted] supplier management team will review your request details and make a decision on your request.

Decision will be sent to your email at [redacted]

[Print](#)

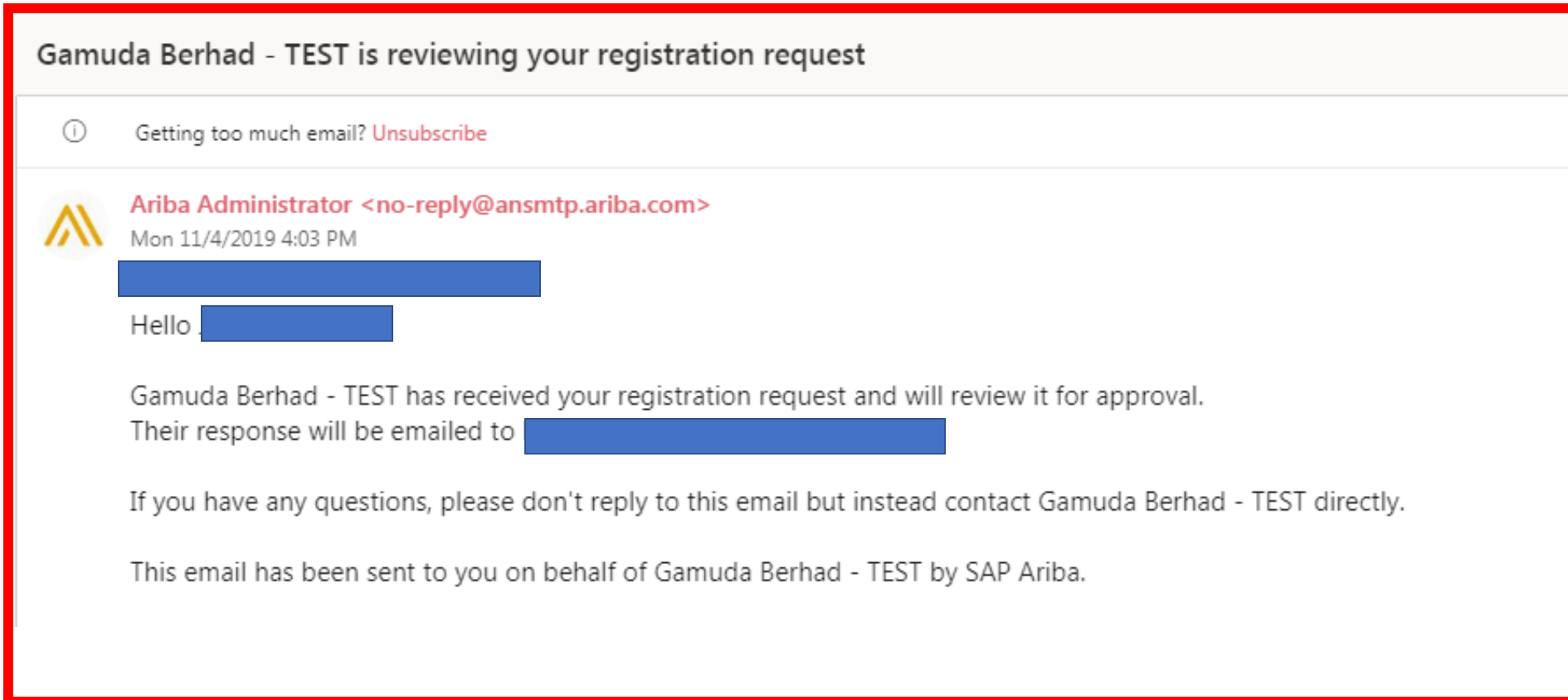
Registration Request

1	Business Registration Name	[redacted]
2	Business Registration Number	[redacted]
3	Head Office Telephone Number	01 [redacted]
4	Contact Person	[redacted]
4.1	First Name	[redacted]
4.2	Last Name	[redacted]
4.3	Designation	CEO

Supplier Request



You will also receive the following system generated email advising your request has been submitted :-



Supplier Request Approval



When the Supplier Request is approved by Gamuda, you will receive a system generated email, inviting you to further complete the **Registration process**.

Please note: For suppliers registering their interest regarding future opportunities to partner with Gamuda, submission of this form does not guarantee approval, nor does it ensure an opportunity to formally quote or receive work.

GETTING SUPPORT

Need some help? This section explains how to get support.

Assistance from Gamuda Group Procurement

Contact Gamuda Group Procurement for business support and sourcing event related items such as:

- i. Clarification on lot or line items in RFP/RFx or Auction
- ii. Event commercial terms
- iii. Unable to participate in a sourcing event
- iv. Registration process



1300 82 0030

(Monday – Friday, 9:00am – 5:00pm)



group-procurement@gamuda.com.my

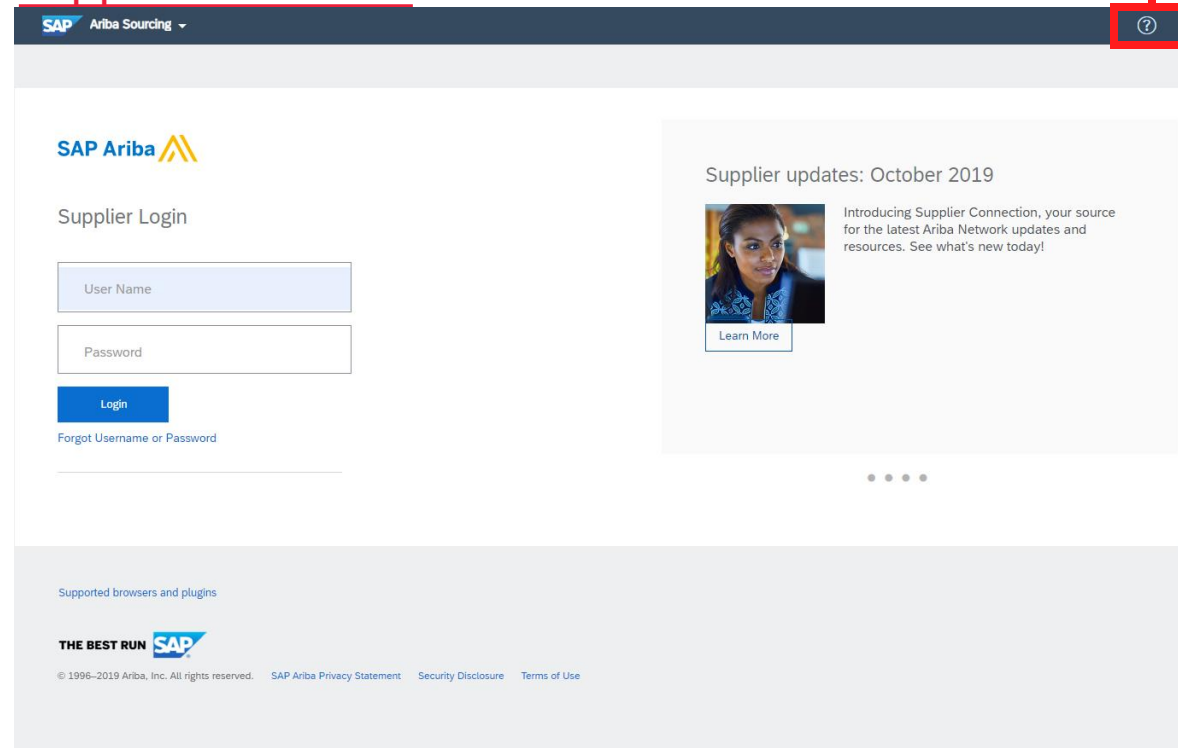
Assistance from SAP Ariba

Contact SAP ARIBA for technical support such as:

- i. Unable to login
- ii. Unable to view a page on the SAP Ariba Supplier Portal
- iii. Facing difficulty navigating SAP Ariba

Click on the '?' icon

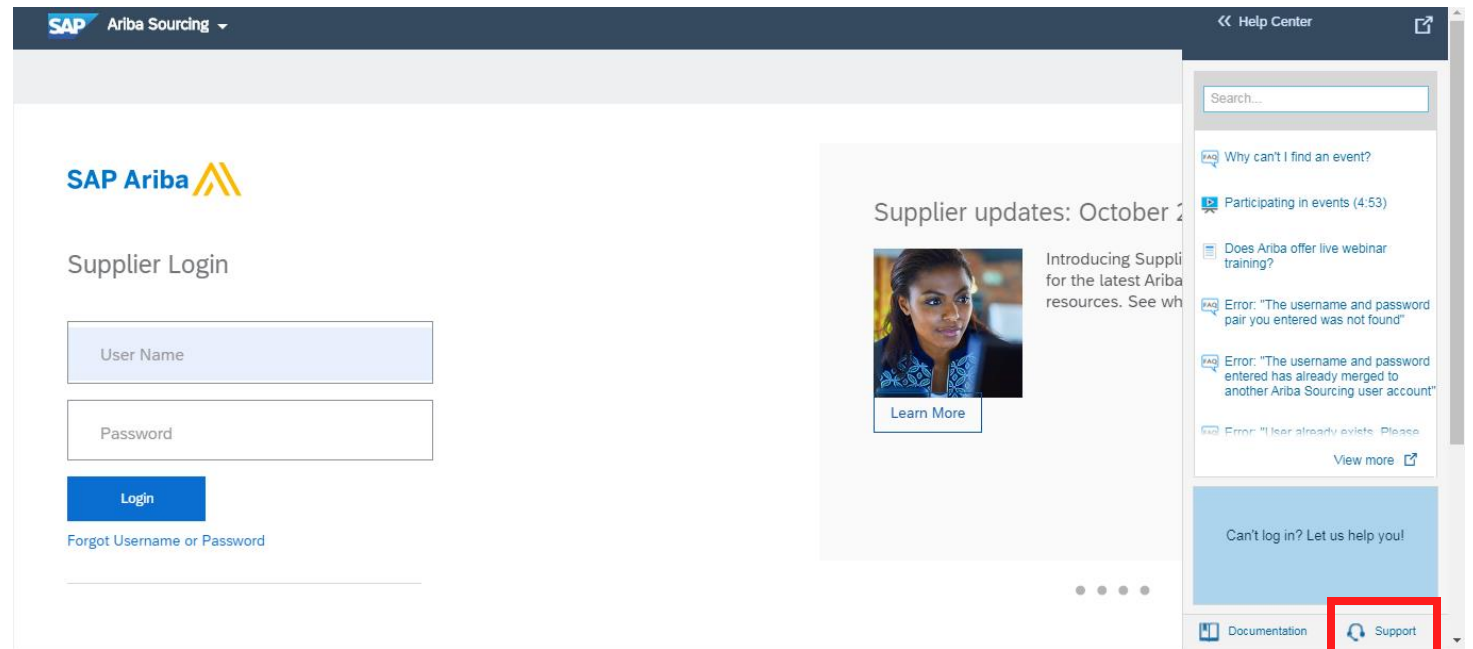
supplier.ariba.com



Assistance from SAP Ariba

You will then be directed to the **Help Center** section

supplier.ariba.com



The screenshot shows the SAP Ariba Supplier Login page. The main content area includes the SAP Ariba logo, the text 'Supplier Login', and input fields for 'User Name' and 'Password'. Below these fields is a blue 'Login' button and a link for 'Forgot Username or Password'. On the right side, there is a 'Help Center' sidebar. The sidebar has a search bar and a list of frequently asked questions (FAQs) such as 'Why can't I find an event?', 'Participating in events (4:53)', 'Does Ariba offer live webinar training?', and several error messages. At the bottom of the sidebar, there is a 'Support' button with a headset icon, which is highlighted with a red box and a red arrow pointing downwards.

Click on **Support**



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