

*iSupplier - Train The User*  
***Supplier Responses to Invitation***



**P**rofessional . **R**espect . **I**ntegrity . **D**ynamic . **E**xcellence

# Supplier Responses to Invitation

## Scope

This procedure explains how suppliers response to invitation by RHB Supplier Admin to register with RHB.

### ➤ Response to invitation

## Prior Activity

- Supplier Admin Invites New Supplier to register as Supplier .

# Supplier Responses to Invitation

## Note

### **Recommended minimum Hardware & Software requirements to access RHB iSupplier Portal:**

- a. **CPU of at least 233 MHz processors or higher for better performance.**
- b. **RAM of at least 256 MB for Windows PC clients or at least 256 MB of RAM for Mac OS X 10.4 clients, and 512 MB for OS X 10.5 clients. Higher memory should other applications are run concurrently for better performance.**
- c. **Operating System i.e. Windows XP Service Pack 3, Windows Vista Service Pack 1 or higher, Windows 7 (32-bit or 64-bit). For Mac users, Mac OS X 10.6.3 and higher, or 10.7.2 and higher.**
- d. **Java Environment i.e. Sun JRE 1.6.0\_03 or higher (for 32-bit) or Sun JRE 1.6.0\_32 or higher (for 64-bit)**
- e. **Browser i.e. Microsoft Internet Explorer 6 or higher or Firefox ESR 17.x and for MAC users, Safari 3, 4, 5.0.x, or 5.1.x**

# 1. Entering supplier information

1.1 Click on the URL in email notification

1.2 Click on 'Download iSupplier Portal System User Manual for New Supplier'

## Notification to Prospective Supplier

From RHB, Supplier Admin1  
To Lim,John  
Sent 15-May-2013 18:02:01  
ID 20656

RHB Group has invited you to register as supplier in our system.  
Click the below link to update the prospect supplier registration request.

[Prospect Supplier Registration Request Link](#)

1.1



**RHB** iSupplier Portal Close Preferences Diagnostics

**Prospective Supplier Registration**  
\* Indicates required field [Continue](#)

[Download iSupplier Portal System User Manual for New Supplier](#) 1.2

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**Step1 : Enter Company Details**

Enter your Company Name in Capital Letter.

\* Company Name

\* Company Registration Number

Taxpayer ID

---

**Step2 : Enter Contact Information**

\* Email

\* First Name

\* Last Name

Phone Area Code   
Example : 603, 604, 082

\* Phone Number   
Example : 92801234

Phone Extension

[Continue](#)

# Supplier Registration Steps:

## Step 1: General Terms & Conditions of Purchase Order for Services & Products

Please print for manual acceptance and attach the documents during registration.

**RHB** Consumer | Business | About RHB Banking Group

About Us | Investor Relations | Media | Career Opportunities | Announcement

**Group Procurement**

- Group Procurement
- Supplier Registration Steps**
- Online Supplier Registration Checklist

### Supplier Registration Steps

Home » Group Procurement » Supplier Registration Steps

#### Supplier Registration Steps

**Overview**

Before you register online to be considered as a supplier of RHB Banking Group, please read and understand the following steps:-

- Step 1** [General Terms & Conditions of Purchase Order for Services & Products](#)  
(Please print for manual acceptance and attach the document during registration)
- Step 2** [Online Supplier Registration Checklist](#)  
(Please ensure readiness of all the required documents / information before online registration)
- Step 3** [Start Online Registrations](#)  
(Please download, read and understand the user manual below before proceeding with Step 3)

# Supplier Registration Steps:

## Step 2: Online Supplier Registration Checklist

Please click on the Online Supplier Registration Checklist.

The screenshot displays the RHB Banking Group website's 'Supplier Registration Steps' page. The page features a blue header with the RHB logo and navigation links for 'Consumer', 'Business', and 'About RHB Banking Group'. A secondary navigation bar includes links for 'About Us', 'Investor Relations', 'Media', 'Career Opportunities', and 'Announcement'. A 'login' button is visible in the top right corner. The main content area is titled 'Supplier Registration Steps' and includes a breadcrumb trail: 'Home » Group Procurement » Supplier Registration Steps'. Below the title is a photograph of three business professionals in a meeting. The page is organized into sections: 'Overview', 'Step 1: General Terms & Conditions of Purchase Order for Services & Products', 'Step 2: Online Supplier Registration Checklist', and 'Step 3: Start Online Registrations'. Step 2 is highlighted with a red border. The RHB logo and '100 years A Century of Commitment' are also present in the top right corner.

**RHB** Consumer | Business | About RHB Banking Group

About Us | Investor Relations | Media | Career Opportunities | Announcement

100 years  
**RHB** Banking Group  
A Century of Commitment

login

### Group Procurement

- Group Procurement
- Supplier Registration Steps**
- Online Supplier Registration Checklist

## Supplier Registration Steps

Home » Group Procurement » Supplier Registration Steps

### Supplier Registration Steps

#### Overview

Before you register online to be considered as a supplier of RHB Banking Group, please read and understand the following steps:-

- Step 1** [General Terms & Conditions of Purchase Order for Services & Products](#)  
(Please print for manual acceptance and attach the document during registration)
- Step 2** [Online Supplier Registration Checklist](#)  
(Please ensure readiness of all the required documents / information before online registration)
- Step 3** [Start Online Registrations](#)  
(Please download, read and understand the user manual below before proceeding with Step 3)

# Supplier Registration Steps:

## Step 2: Online Supplier Registration Checklist

Please ensure readiness of all the required documents / information before online registration.

The screenshot shows the RHB Banking Group website. The main content area is titled "Online Supplier Registration Checklist" and includes a breadcrumb trail: Home » Group Procurement » Online Supplier Registration Checklist. Below the title is a photograph of three business professionals in a meeting. The page features a table of required documents for private/public limited companies and sole proprietors.

Online Supplier Registration Checklist	
<b>(A) Documents for Private Limited / Public Limited Company</b>	
Company Profile / *Company Profile	Required
Certified True Copy of Form 9 / *Certificate of Incorporation	Required
Certified True Copy of Form 24 / *Return of Allotment of Shares	Required
Certified True Copy of Form 49 / *Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars	Required
Certified True Copy of Memorandum and Articles of Association (M&A)*	Required
Certified True Copy of latest 3 years of company's Audited Account*	Required
Certified True Copy of Form 13 / *Changes to The Name or Details of Company	If Any
Certified True Copy of Form 32A / *Transfer of Securities	If Any
Certified True Copy of Registration with any Government Bodies & Professional Bodies	If Any
Certified True Copy of Certifications, Awards & ISO Quality	If Any
<b>(B) Documents for Sole Proprietor</b>	

# 1. Entering supplier information (Cont.)

Notification to Prospective Supplier

1.3 Click on the URL in email notification

1.4 Enter the required fields

1.5 Click Continue button

From RHB, Supplier Admin1  
To Lim,John  
Sent 15-May-2013 18:02:01  
ID 20656

RHB Group has invited you to register as supplier in our system.  
Click the below link to update the prospect supplier registration request.

[Prospect Supplier Registration Request Link](#)

1.3

**RHB** iSupplier Portal

Navigator Favorites Close Preferences Personalize Page

Prospective Supplier Registration

\* Indicates required field

Blank label for instruction text

**Continue** 1.5

**Step1 : Enter Company Details**

Company Name & Company Registration Number is required to be able to complete the registration request.

\* Company Name NEW SUPPLIER SDN BHD

\* Company Registration Number 111111111

Taxpayer ID

**Step2 : Enter Contact Information**

\* Email johnlim@newsupplier.com.my

\* First Name John

\* Last Name Lim

Phone Area Code

\* Phone Number 012-3434333

Phone Extension

1.4



# 1. Entering supplier information (Cont.)

1.6 Optionally, enter Alternate Supplier Name/ Note to Buyer to send your message to RHB Supplier Admin.

1.7 Click Update button to update Address detail.

**RHB** iSupplier Portal

Navigator Favorites Close Preferences Personalize Page

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Back Save Register

Company Name **NEW SUPPLIER SDN BHD**  
Company Registration Number **111111111**  
Taxpayer ID

Alternate Supplier Name  
Note to Buyer

Note to Supplier **RHB Group has invited you to register as supplier in our system.**

**Step3 : Enter Company Address**

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
KUALA LUMPUR	123 Jalan Ampang, Kuala Lumpur 56000 Malaysia	Payment, Purchasing		

## 2. Review and update address

2.1 On the Update Address page, review and update the Address Name as the supplier location (City/Town) and appropriate information for the address.

2.2 Select the purpose of usage address.

2.3 Click [Return to Prospective Supplier Registration](#) link.

**Update Address**

\* Indicates required field

[Return to Prospective Supplier Registration: Additional Details](#)

* Address Name	KUALA LUMPUR	Phone Area Code	
Country	Malaysia	Phone Number	
* Address Line 1	123 Jalan Ampang	Fax Area Code	
Address Line 2		Fax Number	
Address Line 3		Email Address	
Address Line 4			
* City/Town/Locality	Kuala Lumpur	<input checked="" type="checkbox"/> Purchasing Address	
County		<input checked="" type="checkbox"/> Payment Address	
State/Region		<input type="checkbox"/> RFQ Only Address	
Province			
* Postal Code	56000		

2.1

2.2

2.3

# 3. Review and Update Contact

## 3.1 Click Update button

**RHB** Supplier Portal

Navigator Favorites Close Preferences Personalize Page

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Back Save Register

Company Name **NEW SUPPLIER SDN BHD**  
Company Registration Number **111111111**  
Taxpayer ID  
Alternate Supplier Name  
Note to Buyer

Note to Supplier **Please review and update your company information.**

**Step3 : Enter Company Address**

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
KUALA LUMPUR	123 Jalan Ampang, Kuala Lumpur 56000 Malaysia	Payment, Purchasing		

**Step4 : Enter Contact Information** Address region

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Lim	012-3434333	johnlim@newsupplier.com.my	✓		

**3.1**

# 3. Review and Update Contact (Cont.)

## 3.2 Update the necessary information

## 3.3 Click Apply button

### Update Contact

\* Indicates required field

Cancel

Apply

3.3

3.2

Contact Title	Mr. ▾	Phone Area Code	<input type="text"/>
First Name	John	Phone Number	012-3434333
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	Lim	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	Sales Manager	Fax Area Code	<input type="text"/>
Department	Sales & Marketing	Fax Number	<input type="text"/>
* Contact Email	johnlim@newsupplier.com.my		
URL	<input type="text"/>		

### Supplier User Account

Create User Account For The Contact

# 4. Review & Update Business Classifications

4.1 Review & Update your Business Classification by selecting Applicable checkbox the your selected Classification. (Click Next 10 to find more Classification)

Step5 : Enter Business Classifications

Previous 1-10 Next 10

Classification	Business classifications region	Applicable
Agency		<input type="checkbox"/>
Consultancy		<input type="checkbox"/>
Dealer		<input checked="" type="checkbox"/>
Direct Selling		<input type="checkbox"/>
Distributor		<input type="checkbox"/>
Exporter		<input type="checkbox"/>
Forwarding Agent		<input type="checkbox"/>
Importer		<input type="checkbox"/>
Main Contractor		<input type="checkbox"/>
Manufacturer		<input type="checkbox"/>

Previous 1-10 Next 10

TIP Date format example: 16-May-2013

# 5. Review & Update Products and Services

5.1 Click Create button to add your providing products and services category.

**Step6 : Select your Products and Services**

At least one entry is required.

**Create**

Code	Products and Services	Delete
No results found.		

5.2 To browse child category details for any parent, click the view sub-category icon. (Please select the lowest level of product category as much as possible)

- Browse All Products & Services
- Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
0	Default		<input type="checkbox"/>
14	Paper Materials and Products		<input type="checkbox"/>
43	Information Technology Broadcasting and Telecommunications		<input type="checkbox"/>
44	Office Equipment and Accessories and Supplies		<input type="checkbox"/>
56	Furniture and Furnishings		<input type="checkbox"/>
72	Building and Facility Construction and Maintenance Services		<input type="checkbox"/>

# 5. Review & Update Products and Services (Cont.)

5.3 Select the Applicable check box for your selected category.

5.4 Click Apply.

Code	Products and Services	View Sub-Categories	Applicable
43211501	Computer servers		<input checked="" type="checkbox"/>
43211502	High end computer servers		<input checked="" type="checkbox"/>
43211503	Notebook computers		<input type="checkbox"/>
43211504	or organizers		<input type="checkbox"/>
43211505	Point of sale POS terminal		<input type="checkbox"/>
43211506	Thin client computers		<input type="checkbox"/>
43211507	Desktop computers		<input type="checkbox"/>
43211508	Personal computers		<input type="checkbox"/>
43211509	Tablet computers		<input type="checkbox"/>
43211510	Mainframe console or dumb terminals		<input type="checkbox"/>

Previous 1-10 of 18 Next 8

# 6. Attach Documents

## 6.1 Attach all required documents from the document Checklist, click Add Attachment.

**Step7 : Attach All Required Documents**

Please review all the required documents from our Corporate Website: [http://www.rhb.com.my/corporate\\_profile/registrationstep.html](http://www.rhb.com.my/corporate_profile/registrationstep.html)

**6.1**

**Add Attachment...**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

\*\*\* You need to press 'Save' button after attached all the required document and before enter Registration Form. \*\*\*

**6.5**

Add Attachment

Cancel **Add Another** Apply

Add Desktop File/ Text/ URL

**Attachment Summary Information**

**6.2**

Title Company Profile Document

Description Company Profile Document

**6.3**

Category Miscellaneous

**Define Attachment**

**6.4**

Type  File D:\TSC\Oracle\RHB\Activity\Company Profile.pdf

URL

Text

- 6.2 Enter the attachment a title, description.**
- 6.3 Select a Category value to indicate its original source.**
- 6.4 Browse to the location of the attachment and select it.**
- 6.5 Click Add Another to attach other required documents.**



# 6. Attach Documents (Cont.)

6.6 Review all Attached documents and click Save button on the right of the screen before proceed to the next step.

**Step7 : Attach All Required Documents**

Please review and attach all the required documents from our Corporate Website: [http://www.rhb.com.my/corporate\\_profile/registrationstep.html](http://www.rhb.com.my/corporate_profile/registrationstep.html)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Sign Off RHB General Terms &amp; Conditions</a>	File	Sign Off RHB General Terms & Conditions	Miscellaneous	GUEST	15-May-2013	One-Time		
<a href="#">Certified True Copy of Latest Audited Annual Report</a>	File	Certified True Copy of Latest Audited Annual Report	Miscellaneous	GUEST	15-May-2013	One-Time		
<a href="#">Certified True Copy of Memorandum and Articles of Association (M&amp;A)</a>	File	Certified True Copy of Memorandum and Articles of Association (M&A)	Miscellaneous	GUEST	15-May-2013	One-Time		
<a href="#">Certified True Copy of Form A</a>	File	Certified True Copy of Form A	Miscellaneous	GUEST	15-May-2013	One-Time		
<a href="#">Certified True Copy of Form B</a>	File	Certified True Copy of Form B	Miscellaneous	GUEST	15-May-2013	One-Time		
<a href="#">Company Profile</a>	File	Company Profile	Miscellaneous	GUEST	15-May-2013	One-Time		

\*\*\* You need to press 'Save' button after attached all the required document and before enter RHB Prequalification Form. \*\*\*

**Confirmation**  
Attachment Sign Off RHB General Terms & Conditions has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

**Prospective Supplier Registration: Additional Details**  
Blank label for instruction text

6.6

# 7. Enter RHB Prequalification Form

## 7.1 Enter RHB Prequalification Form, click Update icon.

Step8 : Enter RHB Prequalification Form

Prequalification Form	Update
Supplier Profile Attributes	

Back Save Register

Supplier Prequalification

General Information

\* Nature of Business We offer an optimized and fully integrated stack of business hardware and software systems.

\* Date of Incorporation 01-Jun-1977  
(example: 15-May-2013)

\* Company Status Foreign

\* Fiscal Year End 05

Capital and Shareholders' Fund

\* Currency USD


\* Authorized Capital (Amount) 100000000000

\* Paid Up Capital (Amount) 100000000000

\* Shareholders' Fund (Amount) 100000000000

\* Annual Turnover (Amount) 100000000000


\* Last Updated Date 15-May-2013  
(example: 15-May-2013)

7.2 Enter Company General Information , click  icon to select list of value.

7.3 Enter Capital and Shareholders Fund and related financial information.

## 7. Enter RHB Prequalification Form (Cont.)

**7.4 Enter Company Director Information, click Add Another Row to enter another detail or Delete to delete the detail.**

Company Director		
*Company Director	*NRIC / Passport Number	Delete
Mr. A	A12343434	
<input type="button" value="Add Another Row"/>		



**7.5 Select the Registration with any Government Bodies or Professional Bodies  
Checkbox or specify for Other if any.**

Registration with any Government Bodies or Professional Bodies	
<input type="checkbox"/>	Kementerian Kewangan Malaysia (MOF)
<input type="checkbox"/>	Board of Engineers Malaysia (BEM)
<input type="checkbox"/>	Pusat Khidmat Kontraktor (PKK)
<input type="checkbox"/>	Kementerian Dalam Negeri (KDN)
<input type="checkbox"/>	Construction Industry Development Board (CIDB)
<input type="checkbox"/>	Jabatan Bekalan Elektrik (JBE)
<input type="checkbox"/>	Board of Architect (BOA)
<input type="checkbox"/>	Suruhanjaya Tenaga (ST)
Other (please specify)	<input type="text"/>

# 7. Enter RHB Prequalification Form (Cont.)


**7.6 Enter Company Past / Present Customer Reference, click Add Another Row to enter another detail or Delete to delete the detail.**

Past / Present Customer Reference

Company Name	Contact Person	Contact Number	Period of Service	Annual Contract Value (MYR)	Delete
<input type="text" value="May Bank"/>	<input type="text" value="Mr. A"/>	<input type="text" value="012-3322333"/>	<input type="text" value="2 Years"/>	<input type="text" value="99999999"/>	
<input type="text" value="CIMB Bank"/>	<input type="text" value="Mr. B"/>	<input type="text" value="012-2323434"/>	<input type="text" value="2 Years"/>	<input type="text" value="99999999"/>	

**7.7 Enter Company Certifications, Awards & ISO Quality Certification and the Expiration Date if any, click Add Another Row to enter another detail or Delete to delete the detail.**

Certifications, Awards & ISO Quality

Certifications, Awards & ISO Quality	Expiration Date	Delete
<input type="text"/>	<input type="text" value=""/> <small>(example: 15-May-2013)</small>	

# 7. Enter RHB Prequalification Form (Cont.)

7.8 Enter Document Checklist that required for your Company, from the attachment step 3.16. Use  icon to search for the attached document name.

**Documents Checklist for Foreign Company**

*Company Profile	<input type="text" value="Company Profile"/>	
*Certified True Copy of Form B - Business Information & Current Owner	<input type="text" value="Certified True Copy of Form B"/>	
*Certified True Copy of Form A or Certificate of Registration	<input type="text" value="Certified True Copy of Form A"/>	
*Certified True Copy of Memorandum and Articles of Association (M&A)	<input type="text" value="Certified True Copy of Memorandum"/>	
*Certified True Copy of Latest Audited Annual Report	<input type="text" value="Certified True Copy of Latest Audited Annual Report"/>	
Certified True Copy of Registration with any Government & Professional Bodies	<input type="text"/>	
Certified True Copy of Certifications, Awards & ISO Quality	<input type="text"/>	

7.9 Answer the related Party Transactions Declaration questions.

**Are any of your Company Directors and / or Major Shareholders:**

\* Are also shareholders in any of the RHB Group of Companies?  Yes  No  
If yes, please give details

\* Are related to the Directors and /or Major Shareholders in any of the RHB Group?  Yes  No  
If yes, please give details

\* Are related to any employees of the RHB Group of Companies?  Yes  No  
If yes, please give details

# 7. Enter RHB Prequalification Form (Cont.)

**7.10 Enter Sign off Document of RHB General Teams & Conditions from the attachment step 3.16.**

**7.11 After finished, click Apply.**

The screenshot displays a web interface for 'Acceptance of RHB General Terms & Conditions'. It features a search bar containing the text 'Sign Off RHB General Terms & Cong' with a magnifying glass icon. Below the search bar, there is a line of text: 'Please download ,review and sign off our Terms & Conditions from our Corporate Website: [http://www.rhb.com.my/corporate\\_profile/registrationstep.html](http://www.rhb.com.my/corporate_profile/registrationstep.html)'. At the bottom right of the interface, there is an 'Apply' button. Red callout boxes with numbers '7.10' and '7.11' are overlaid on the search bar and the 'Apply' button, respectively.

# 8. Submit for registration

8.1. Click Register button after all information has been completed, else click Back to correct the data or Save to submit afterward.

**RHB** iSupplier Portal

Navigator Favorites Close Preferences Personalize Page

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name **NEW SUPPLIER SDN BHD**  
Company Registration Number **111111111**  
Taxpayer ID  
Alternate Supplier Name  
Note to Buyer

Back Save Register

Note to Supplier **Please review and update your company information.**

**Step3 : Enter Company Address**

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
KUALA LUMPUR	123 Jalan Ampang, Kuala Lumpur 56000 Malaysia	Payment, Purchasing		

**Step4 : Enter Contact Information**

At least one entry is required.

Create

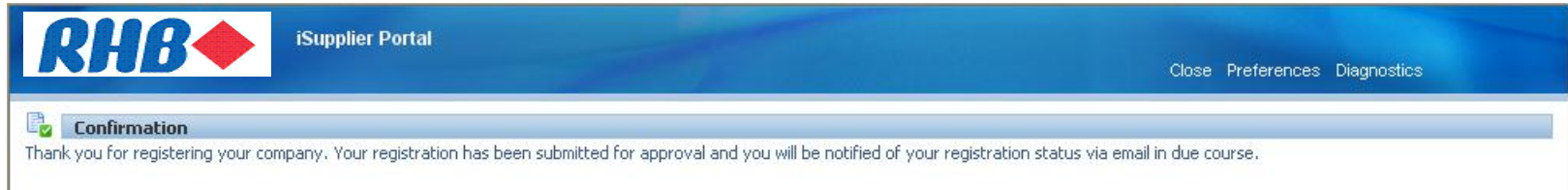
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Lim	012-3434333	johnlim@newsupplier.com.my	✓		

8.1

# 9. Confirmation page

9.1 After successfully registered. System sends the confirmation message.

9.2 Close the Window.





**Thank you**