

Training Guide - iSupplier

Supplier Self-Registration



Professional ■ **R**espect ■ **I**ntegrity ■ **D**ynamic ■ **E**xcellence

Supplier Self-Registration

Scope

This procedure explains how Supplier can perform Self-Registration via RHB Corporate Website.

Supplier Self-Registration

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. Connect to RHB Corporate Website

1.1 Click on link in RHB Corporate Website

(http://www.rhbgroup.com/corporate_profile/) to redirect to Supplier Registration page. Click on Group Procurement.

The screenshot shows the RHB Corporate Website homepage. At the top left is the RHB logo with a red diamond. To its right are navigation links: Consumer, Business, and About RHB Banking Group. Further right is a red 'login >' button. Below the logo is a secondary navigation menu with links for About Us, Investor Relations, Media, Career Opportunities, and Announcement. On the right side, there is a red diamond graphic celebrating '100 years RHB Banking Group A Century of Commitment'. The main content area features a large promotional banner for '100 Days Bonanza' with the headline 'OPEN A BUSINESS CURRENT ACCOUNT AND BE REWARDED'. The banner lists three benefits: Free Pewter Tea Caddy, Waiver on 12-month Reflex Online Cash Management Subscription Fee worth RM360, and Cash Rebate of RM100. A 'Find Out More' button is at the bottom of the banner. To the right of the banner is a section titled 'Need Personal Assistance?' with the text 'Choose how you'd like to get connected to RHB.' and three icons: PhoneCall, LocatorTool, and Email. At the bottom, there are three columns of 'Frequent Links'. The 'Group Procurement' link under 'Frequent Links' is highlighted with a red box.

100 Days Bonanza
OPEN A BUSINESS CURRENT ACCOUNT AND BE REWARDED

- ♦ Free Pewter Tea Caddy
- ♦ Waiver on 12-month Reflex Online Cash Management Subscription Fee worth RM360
- ♦ Cash Rebate of RM100

[Find Out More](#)

Need Personal Assistance?
Choose how you'd like to get connected to RHB.

PhoneCall LocatorTool Email

Frequent Links

- ▶ About Us
- ▶ Investor Relations
- ▶ Media
- ▶ Career Opportunities
- ▶ Announcement
- ▶ **Group Procurement**

About Us

- ▶ History of RHB Banking Group
- ▶ Core Values and Vision
- ▶ Group Structure
- ▶ Corporate Information
- ▶ Board of Directors

Investor Relations

- ▶ Company Overview
- ▶ Annual Reports
- ▶ Press Releases
- ▶ Share & Dividend
- ▶ Credit Ratings

Group Procurement Landing Page

1.2 Click on 'Interested to be our supplier? Please click here'

RHB Consumer | Business | About RHB Banking Group

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

login

Group Procurement
Home » Group Procurement

Group Procurement

Overview

Group Procurement is an independent Strategic Functional Group that was setup to facilitate Procurement activities with the following objectives:-

- Maximize cost savings and ensure savings sustainability via volume leverage and strategic Procurements
- Improve Procurement organization capability and productivity / quality via standardization & streamlining of the Group's Procurement processes, policies and procedures, increase product knowledge and supplier management from a pool of sourcing experts
- Better service levels i.e. reduced cycle time and better meeting of requirements where Strategic Business and Strategic Functional Groups need only to focus on their core activities
- To ensure clear demarcation of responsibilities so as to further enhance transparency & governance

Interested to be our supplier? Please click here

2. Supplier Registration Steps

2.1 Step 1: Review & Printout RHB General Terms & Conditions of Purchase Order for Services & Products document to sign off if it is accepted.

2.2 Step 2: Review & Prepare all required documents for Registration from the Checklist.

2.3 Step 3: Start Online Registration.

The screenshot shows the RHB Banking Group website. The top navigation bar includes the RHB logo, links for Consumer, Business, and About RHB Banking Group, and a login button. A secondary navigation bar includes links for About Us, Investor Relations, Media, Career Opportunities, and Announcement. The main content area is titled 'Supplier Registration Steps' and includes a breadcrumb trail: Home » Group Procurement » Supplier Registration Steps. A list of steps is provided, with Step 1, Step 2, and Step 3 highlighted in red boxes. The steps are:

- 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)

An 'Overview' section is also present, stating: 'Before you register online to be considered as a supplier of RHB Banking Group, please read and understand the following steps:-'

Step 2 – Online Supplier Registration Checklist

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**

Online Supplier Registration Checklist
Home » Group Procurement » Online Supplier Registration Checklist

Online Supplier Registration Checklist

Online Supplier Registration Checklist

(A) Documents for Private Limited / Public Limited Company	
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) Documents for Sole Proprietor

3. Start Online Registration

3.1 Click on Start Online Registration link.

The screenshot displays the RHB website's 'Supplier Registration Steps' page. On the left, a navigation menu lists 'Group Procurement', 'Supplier Registration Steps', and 'Online Supplier Registration Checklist'. The main content area shows an overview of the registration process with three steps:

- Step 1:** General Terms & Conditions of Purchase Order for Services (Please print for manual acceptance and attach the document)
- Step 2:** Online Supplier Registration Checklist (Please ensure readiness of all the required documents / registration)
- Step 3:** Start Online Registrations (Please download, read and understand the user manual be with Step 3)

A red box highlights Step 3, and a red arrow points to the 'ORACLE iSupplier Portal' registration form. The form includes the following fields:

- Information:** The current responsibility context has been switched to: Purchasing Super User
- Prospective Supplier Registration:** Includes a 'Continue' button and a note: 'Blank label for instruction text'
- Step1 : Enter Company Details:** Includes fields for Company Name (ORACLE CORPORATION MALAYSIA SDN BHD), Company Registration Number (123456789), and Taxpayer ID.
- Step2 : Enter Contact Information:** Includes fields for Email (tsc@oracle.com), First Name (Thatsaphin), Last Name (Cholsuwat), Phone Area Code, Phone Number (012-3434333), and Phone Extension.

3. Start Online Registration (Cont.)

3.2 Enter Company Detail & Contact Information.

3.3 After finished, Click Continue

RHB iSupplier Portal

Navigator Favorites Close Preferences Personalize Page

Information
The current responsibility context has been switched to: Purchasing Super User

Prospective Supplier Registration
* Indicates required field

Blank label for instruction text

Step1 : Enter Company Details

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

* Company Name ORACLE CORPORATION MALAYSIA SDN BHD

* Company Registration Number 123456789

Taxpayer ID

Step2 : Enter Contact Information

* Email tsc@oracle.com

* First Name Thatsaphin

* Last Name Cholsuwat

Phone Area Code

* Phone Number 012-3434333

Phone Extension

Continue

3. Start Online Registration (Cont.)

3.4 Enter Alternate Supplier Name/Note to Buyer if any. (Optional)

3.5 Enter Supplier Address, Click Create.

Prospective Supplier Registration: Additional Details

Blank label for instruction text

[Back](#) [Save](#) [Register](#)

Company Name **ORACLE CORPORATION MALAYSIA SDN BHD**
Tax Registration Number **123456789**
Taxpayer ID

3.4

Alternate Supplier Name	<input type="text"/>
Note to Buyer	<input type="text"/>

Note to Supplier

Step3 : Enter Company Address

At least one entry is required.

3.5

[Create](#)

Address Name	Address Details	Purpose	Update	Delete
No results found.				

3. Start Online Registration (Cont.)

3.6 On the Create Address page, enter the Address Name as the supplier location (City/Town) and appropriate information for the address.

3.7 Select the purpose of usage i.e. Purchasing & Payment Address.

3.8 Click Apply.

The screenshot shows a 'Create Address' form with the following fields and annotations:

- 3.6**: A red callout bubble points to the 'Address Name' field, which contains 'KUALA LUMPER'.
- 3.7**: A red callout bubble points to a red-bordered box containing three checkboxes: 'Purchasing Address' (checked), 'Payment Address' (checked), and 'RFQ Only Address' (unchecked).
- 3.8**: A red callout bubble points to the 'Apply' button in the top right corner.

Other visible fields include: Country (Malaysia), Address Line 1 (Level 23 The Gardens Ni), Address Line 2 (Mid Valley City, Lingkara), City/Town/Locality (KUALA LUMPER), State/Region (SELANGOR), and Postal Code (59200). There are also fields for Phone Area Code, Phone Number, Fax Area Code, Fax Number, and Email Address. The form has 'Cancel' and 'Apply' buttons at both the top right and bottom right.

3. Start Online Registration (Cont.)

3.9 System will automatically display Contact Information from the previous entered detail , click Update icon if any changes.

Step4 : Enter Contact Information

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Thatsaphin	Cholsuwat	012-3434333	tsc@oracle.com	✓		

3.10 Optionally, you can select Save button during the registration , system provides you the following information. **You should save the hyperlink so that** you are able to return your registration request later on.

RHB iSupplier Portal Close Preferences Personalize Page

Confirmation

- Your registration details have been saved. You will need to bookmark the following link to be able to return to your registration request at a later date. An email with these details has also been sent to you.
- http://eglfapd1.rhb.my:8005/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=415803CB4816BA160C423950C7D494C8AE586EC9E5265FE662574AB745A7B9AE

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name **ORACLE CORPORATION MALAYSIA SDN BHD**

Tax Registration Number **123456789**

Taxpayer ID

Alternate Supplier Name

Note to Buyer

Note to Supplier

3.10

3. Start Online Registration (Cont.)

3.11 Select your Business Classification by selecting Applicable checkbox for the selected Classification. (Click Next 10 to find more Classifications)

Step4 : Enter Contact Information

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Thatsaphin	Cholsuwat	012-3434333	tsc@oracle	✓		

Step5 : Enter Business Classifications

Previous 10 11-20 of 20 Next

Classification	Applicable
Principal	<input type="checkbox"/>
Publisher	<input type="checkbox"/>
Representatives	<input type="checkbox"/>
Reseller	<input type="checkbox"/>
Retailer	<input type="checkbox"/>
Service Distributor	<input type="checkbox"/>
Service Provider	<input checked="" type="checkbox"/>
Sole - Distributor	<input type="checkbox"/>
Sub Contractor	<input type="checkbox"/>
Wholesaler	<input type="checkbox"/>

Business classifications region

Previous 10 11-20 of 20 Next

3. Start Online Registration (Cont.)

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

Step6 : Select your Products and Services






At least one entry is required.

Create 3.12

Code	Products and Services	Delete
No results found.		

3.13 To browse child category details for any parent, click the view sub-categories 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	 3.13	<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"/>

3. Start Online Registration (Cont.)

3.14 Select the Applicable check box for your selected category.

3.15 Click Apply.

Cancel **Apply** 3.15

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 3.14

3. Start Online Registration (Cont.)

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

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

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 RHB Prequalification Form. ***

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title Company Profile Document
Description Company Profile Document
Category Miscellaneous

Define Attachment

Type File D:\TSC\Oracle\RHB\0\Activity\Company Profile.pdf Browse...
 URL
 Text

3.17 Enter the attachment a title, description.

3.18 Category value defaulted to Miscellaneous.

3.19 Browse to the location of the attachment and select it.

3.20 Click Add Another to attach other required documents.

3.21 After added all required document, click Apply

**kindly refer to the Online Supplier Registration Checklist to ensure you have added all required documents.*

3. Start Online Registration (Cont.)

3.22 Review all Attached documents and click Save button on the bottom 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

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

3.22

3. Start Online Registration (Cont.)

3.23 Enter RHB Prequalification Form, click Update icon.

Step8 : Enter RHB Prequalification Form

Prequalification Form	Update
Supplier Profile Attributes	

Back Save Register

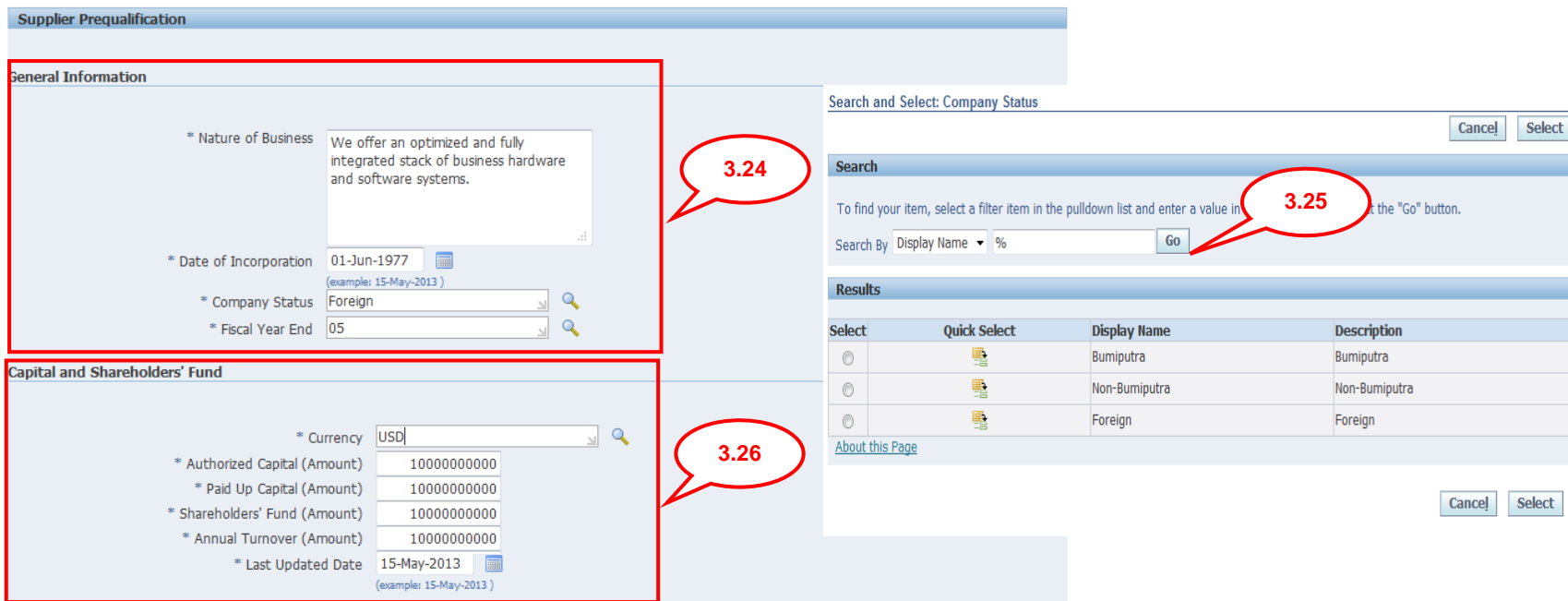
3.23

3. Start Online Registration (Cont.)




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

3.25 Once clicked on  icon, enter % and click Go. Select list of value

3.26 Enter Capital and Shareholders Fund and related financial information.




The screenshot shows the 'Supplier Prequalification' form. The 'General Information' section is highlighted with a red box and labeled '3.24'. It contains fields for Nature of Business, Date of Incorporation, Company Status, and Fiscal Year End. The 'Company Status' field has a magnifying glass icon. To the right, a 'Search and Select: Company Status' dialog box is shown, labeled '3.25'. It has a search bar with a filter dropdown set to 'Display Name' and a value of '%'. A 'Go' button is highlighted with a red circle. Below the search bar is a table of results. The 'Capital and Shareholders' Fund' section is highlighted with a red box and labeled '3.26'. It contains fields for Currency, Authorized Capital (Amount), Paid Up Capital (Amount), Shareholders' Fund (Amount), Annual Turnover (Amount), and Last Updated Date.

Select	Quick Select	Display Name	Description
<input type="radio"/>		Bumiputra	Bumiputra
<input type="radio"/>		Non-Bumiputra	Non-Bumiputra
<input type="radio"/>		Foreign	Foreign

3. Start Online Registration (Cont.)

3.27 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"/>		

**3.28 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



- Kementerian Kewangan Malaysia (MOF)
- Board of Engineers Malaysia (BEM)
- Pusat Khidmat Kontraktor (PKK)
- Kementerian Dalam Negeri (KDN)
- Construction Industry Development Board (CIDB)
- Jabatan Bekalan Elektrik (JBE)
- Board of Architect (BOA)
- Suruhanjaya Tenaga (ST)

Other (please specify)

3. Start Online Registration (Cont.)


3.29 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"/>	

3.30 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>	

3. Start Online Registration (Cont.)

3.31 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"/>	

3.32 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

3. Start Online Registration (Cont.)

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

3.34 After finished, click Apply.

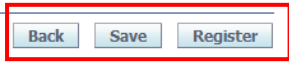
The screenshot shows a web interface titled "Acceptance of RHB General Terms & Conditions". It contains a search bar with the text "Sign Off RHB General Terms & Cond" and a magnifying glass icon. Below the search bar, there is a note: "Please download ,review and sign off our Terms & Conditions from our Corporate Website: http://www.rhb.com.my/corporate_profile/registrationstep.html". At the bottom right of the interface, there is a button labeled "Apply". Red callout boxes with numbers 3.33 and 3.34 point to the search bar and the "Apply" button, respectively.

3. Start Online Registration (Cont.)

3.35 If all information has been completed, click Register else click Back to correct the data or Save to submit afterward.

Prospective Supplier Registration: Additional Details
Blank label for instruction text

Company Name ORACLE CORPORATION MALAYSIA SDN BHD
Tax Registration Number 123456789
Taxpayer ID
Alternate Supplier Name
Note to Buyer



Note to Supplier

Step3 : Enter Company Address

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
KUALA LUMPER	Level 23 The Gardens North Tower, KUALA LUMPER SELANGOR 59200 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
Thatsaphin	Cholsuwat	012-3434333	tsc@oracle.com	✓		

3.36 After successfully registered. System sends the confirmation message. Your registration is now pending for approval.



Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

3.37 Close the window.

Thank you