# Tutorial: Supplier Self Registration User Guide

# This procedure explains how Supplier can perform Self- Registration via Bank Islam Malaysia Berhad Website

- Supplier registration request should be initiated by Suppliers
- Access the supplier registration URL and fill in the following information
- Kindly note that the fields with \* symbol are mandatory fields

### **Step 1: Supplier Self Registration – Company Details**

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		dual supplier, please provide IC Number in Company Registration Number / IC	
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* Company			•
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* Supplier Type	~	Note to Approver	
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Additional Information			
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No. of years of Establishment		* Ownership Status	
* Year of Incorporation		Type of Vendor (Risk vs Impact)	•
Date Register mm/dd/yyyy			÷
Your Contact Information Enter the contact information for communications re 1d * First Name	garding this registration.		

- **Company** as Supplier Name
- Tax organization Type as "Corporation/ Partnership/ Sendirian Berhad/ Berhad" etc.
- Supplier type as "Contractor / Supplier Goods / Service Provider" etc.
- Attachments Please attach supporting document. E.g. Company Profile.
- Tax country decides where the supplier is primarily registered.
- **Company Registration Number** is to be entered after Tax Country entry.
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- Year of Incorporation is the Year on which the company is incorporated to commence business
- Ownership Status as "Bumi / Non-Bumi / Foreign" etc.
- 1d
- Supplier primary contact information (First name, Last name, Email Address) is to be entered.

Note: Your Contact Information is needed for communication regarding this registration.

- Click "Next" button to enter other supplier information needed for the registration.
- Click "Save for later" button if the registration process is not completed. An email will be sent to your email address to continue with the registration process.

#### **Step 2: Supplier Self Registration – Contacts**

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- Contact will be created from the details entered in "Company Details" tab.
- If more contacts to be registered, click on "+ Create" to proceed with additional supplier contact creation
- Click "Next" button once the information is filled

#### **Step 3: Supplier Self Registration – Addresses**

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Company       Contacts       Addresses       Business       Bank Accounts       Products and Questionnaire       Review         Details       Classifications       Services	<b>(</b> )
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Click on "+ Create" to enter supplier Address Information •

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- Always use City Name or Country Name for the **Address Name**. E.g: Kuala Lumpur/ Singapore/ Jakarta/ Bangkok etc.
  - Fill in Supplier Address Information.
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- Check the address purpose check boxes as below.
  - > To issue purchase order, "Ordering" checkbox must be checked.
  - > To process invoice, "Remit to" checkbox must be checked.
  - To participate in Sourcing-Bidding Process, "RFQ or Bidding" checkbox must be checked
- Phone, fax and email can be filled here.
- Contacts created in the previous step must be assigned to this supplier address.
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- Select the contact created in "Contacts" tab and click on "Apply" and "OK" buttons.

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- Click on "**OK**" button.
- If more addresses need to be entered repeat the guideline for Step 3.
- Click on "Next" button once all address details are entered.

#### **Step 4: Supplier Self Registration – Business Classifications**



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• Click "Actions" then "Add Row" to add Classification.

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• Choose Classification, fill up necessary information such as Certifying Agency, Start Date, Expiration Date, and upload Attachments.

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- Add more row by clicking "+" symbol for more Classification.
- Click on "**Next**" button once all detailed are filled.

## **Step 5: Supplier Self Registration – Bank Accounts**



- For bank account, click "Actions" and "Create" or click "+ Create" symbol to enter Supplier Bank Account Information filled up all the details needed and click "OK".
- Click on "Next" once Account Information is entered

#### **Step 6: Supplier Self Registration – Product and Services**

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 Click "Actions" and "Select and Add" or Select and Add button to list out the Products and Services available

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- Select all required Product Category from the list and click on "**OK**".
- Click "**Apply**" and "**OK**" once all the requirements are filled.

### **Step 7: Supplier Self Registration – Questionnaire**

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0	7. Mandatory Documents	5. Director 5	Ð
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• In the Questionnaire section, please respond to all sections. Click "Next" after answering all the questions.

#### **Step 8: Supplier Self Registration – Review**

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- Once all the requirements are filled, review the details, and click "Register"
- After your registration is completed, you will receive an email notification informing that your registration request is being process.

Finished. Thank you.