

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

Supplier Registration

https://fa-evov-test-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002499238...

procudesk
BANK ISLAM

1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

**Please provide Company Registration Number if you are registering for a company else for individual supplier, please provide IC Number in Company Registration Number / IC Number field below. Please fill up numeric and upper case alphabetical characters only.

1a * Company
* Tax Organization Type
* Supplier Type
Corporate Web Site
Attachments None +
(Please attach company profile)

1b * Tax Country
Company Registration Number / IC Number
Note to Approver

1c Additional Information
Tax Registration Number
No. of years of Establishment
* Year of Incorporation
Date Register
Business Partner and strategic alliance (if any)
* Ownership Status
Type of Vendor (Risk vs Impact)

1d Your Contact Information
Enter the contact information for communications regarding this registration.
* First Name
* Last Name
* Email
* Confirm Email

- 1a • **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.
- 1b • **Tax country** decides where the supplier is primarily registered.
- **Company Registration Number** is to be entered after Tax Country entry.
- 1c • **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

Register Supplier: Contacts

Enter at least one contact.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Ahmad, Ali		ali@abc.com	✓	✓		

Columns Hidden 7

- 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

Register Supplier: Addresses

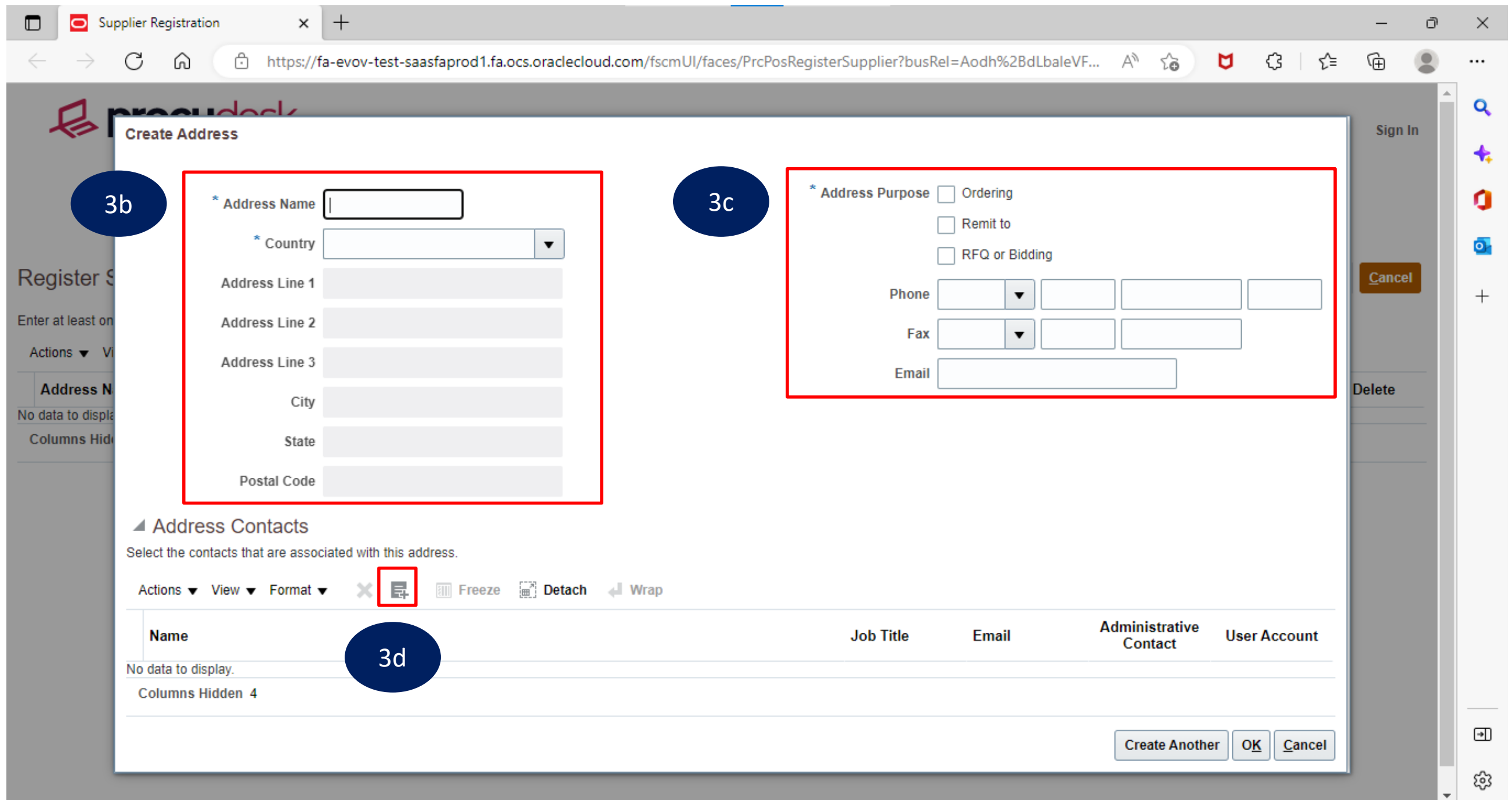
Enter at least one address for remit-to and ordering address purposes.

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3

3a

- Click on “+ Create” to enter supplier Address Information




3b

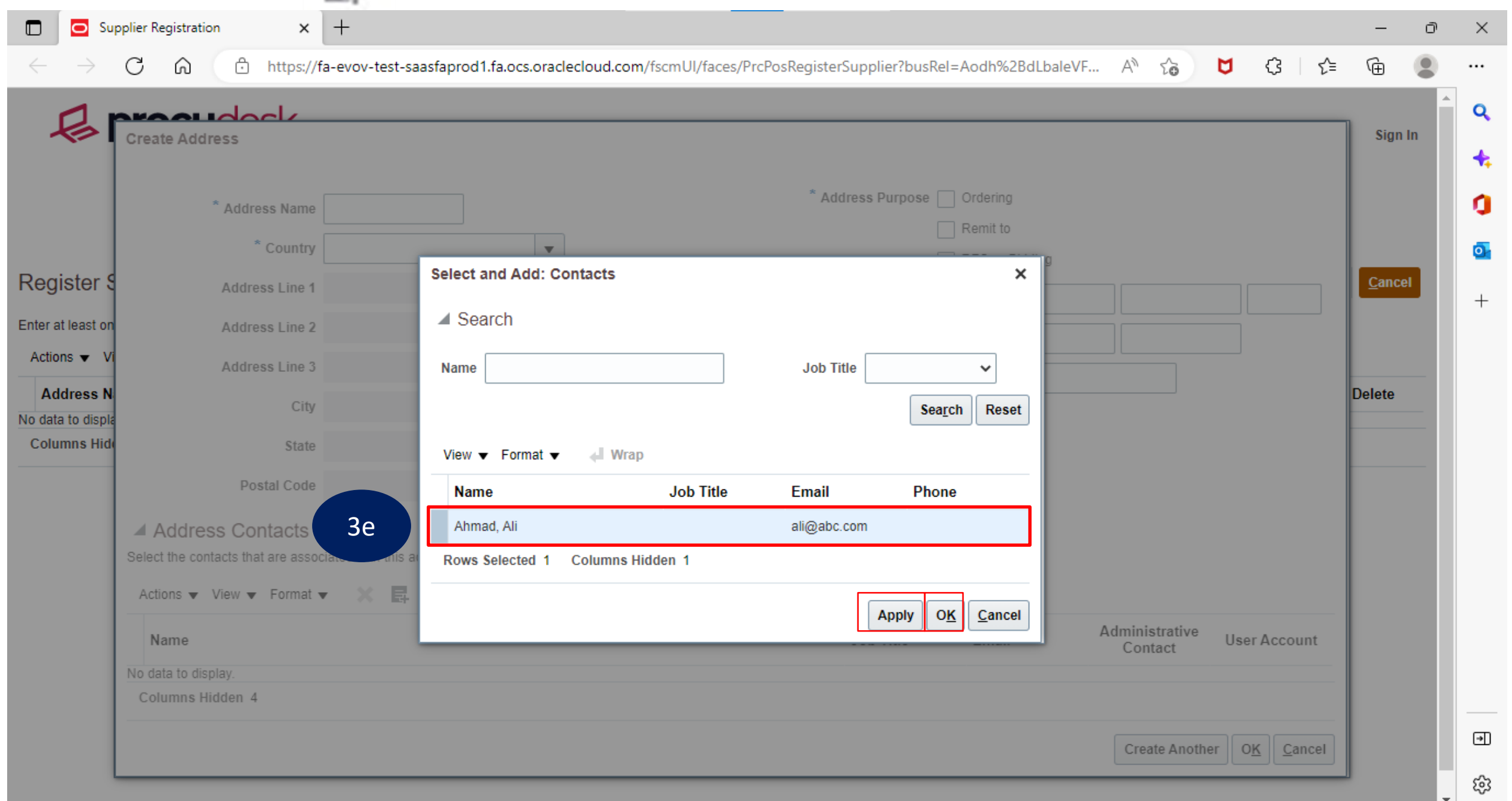
- Always use City Name or Country Name for the **Address Name**. E.g: Kuala Lumpur/ Singapore/ Jakarta/ Bangkok etc.
- Fill in Supplier Address Information.

3c

- 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.

3d

- Contacts created in the previous step must be assigned to this supplier address. Click on this icon 



3e

- Select the contact created in "Contacts" tab and click on "Apply" and "OK" buttons.

Create Address

* Address Name: Petaling Jaya

* Address Purpose: Ordering, Remit to, RFQ or Bidding

* Country: Malaysia

* Address Line 1: No. 5, Jalan 5

Address Line 2: Taman ABC 5

Address Line 3:

* Post Code: 46000

* City: Petaling Jaya

* State: Selangor

Phone: 60 [] [] [] []

Fax: 60 [] [] [] []

Email: ali@abc.com

Address Contacts

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
Ahmad, Ali		ali@abc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden: 4

Buttons: Create Another, **OK**, Cancel

3f

- 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

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

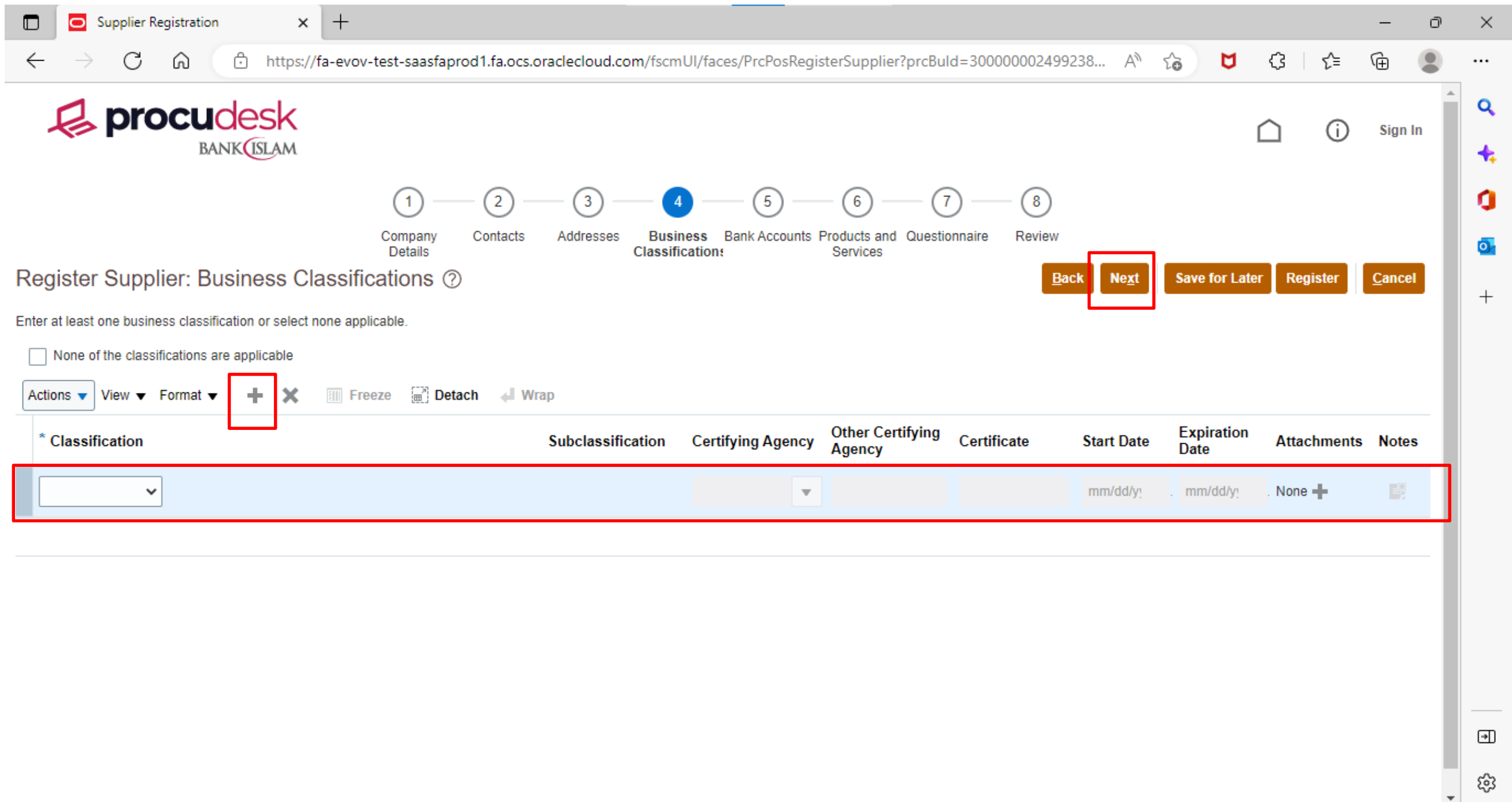
None of the classifications are applicable

Progress: 1 Company Details, 2 Contacts, 3 Addresses, **4 Business Classification**, 5 Bank Accounts, 6 Products and Services, 7 Questionnaire, 8 Review

Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes

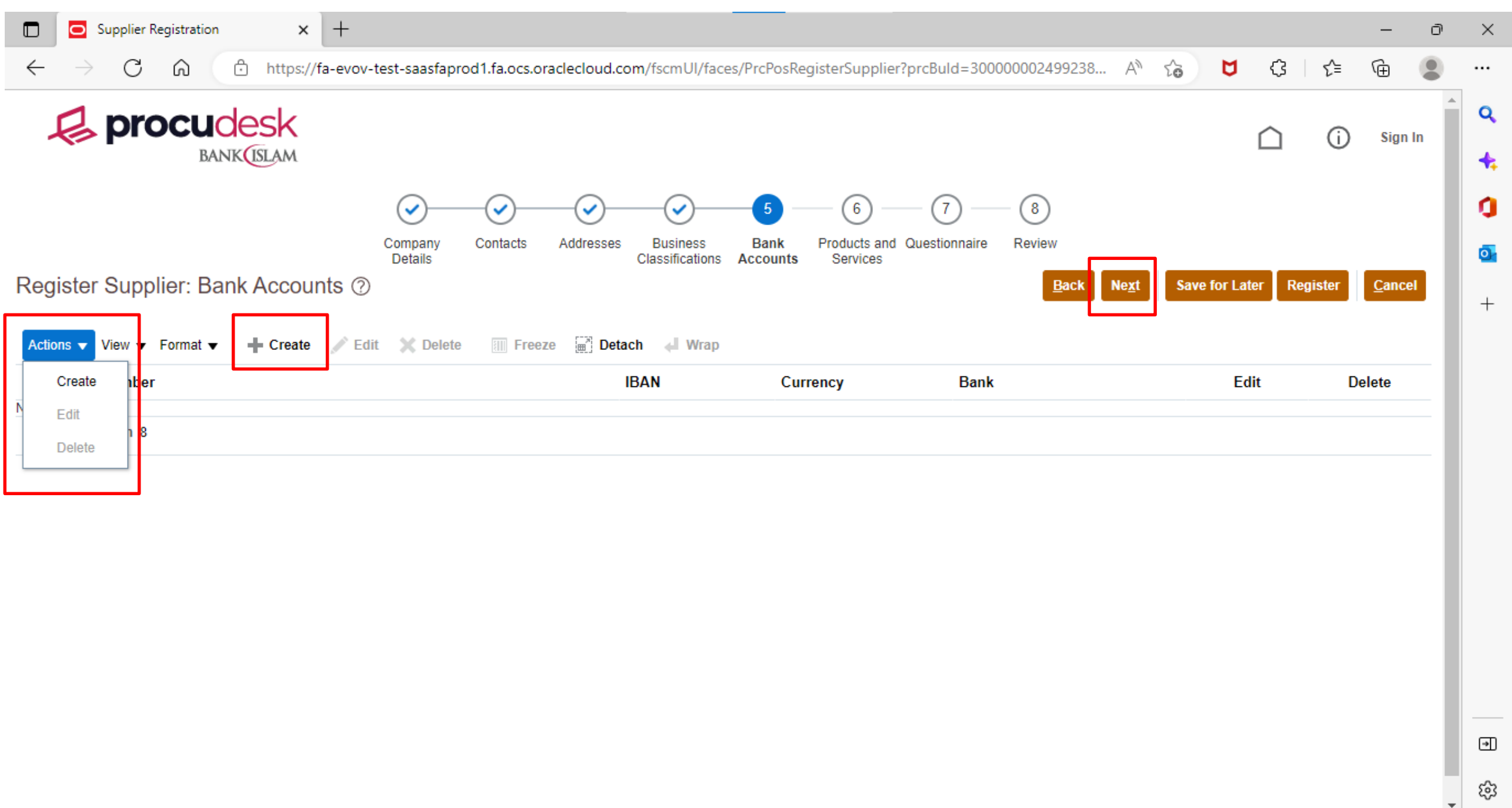
Buttons: Back, Next, Save for Later, Register, Cancel

- Click “Actions” then “Add Row” to add Classification.



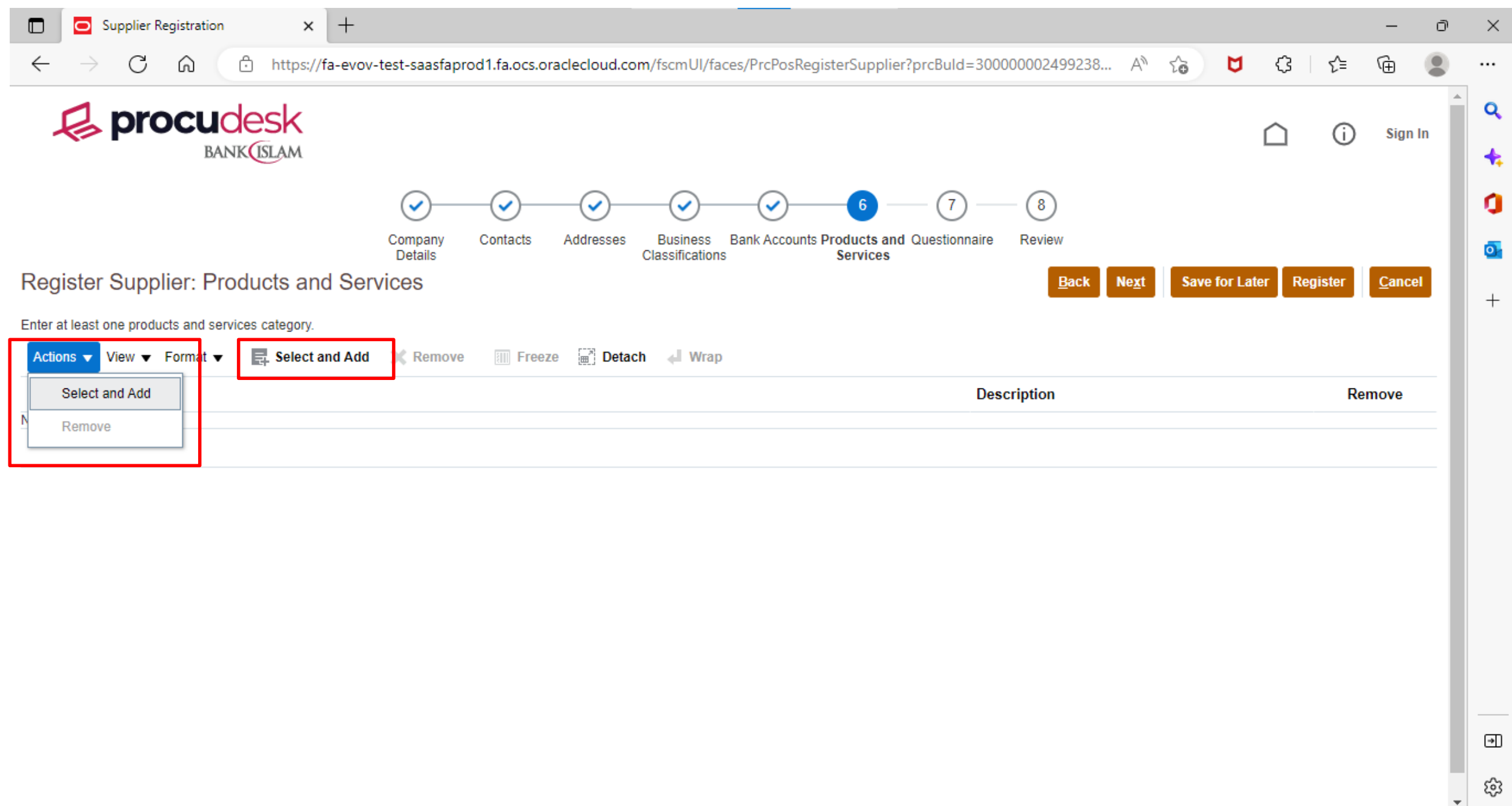
- Choose **Classification**, fill up necessary information such as **Certifying Agency**, **Start Date**, **Expiration Date**, and **upload Attachments**.
- Add more row by clicking “+” symbol for more Classification.
- Click on “**Next**” button once all detailed are filled.

Step 5: Supplier Self Registration – Bank Accounts

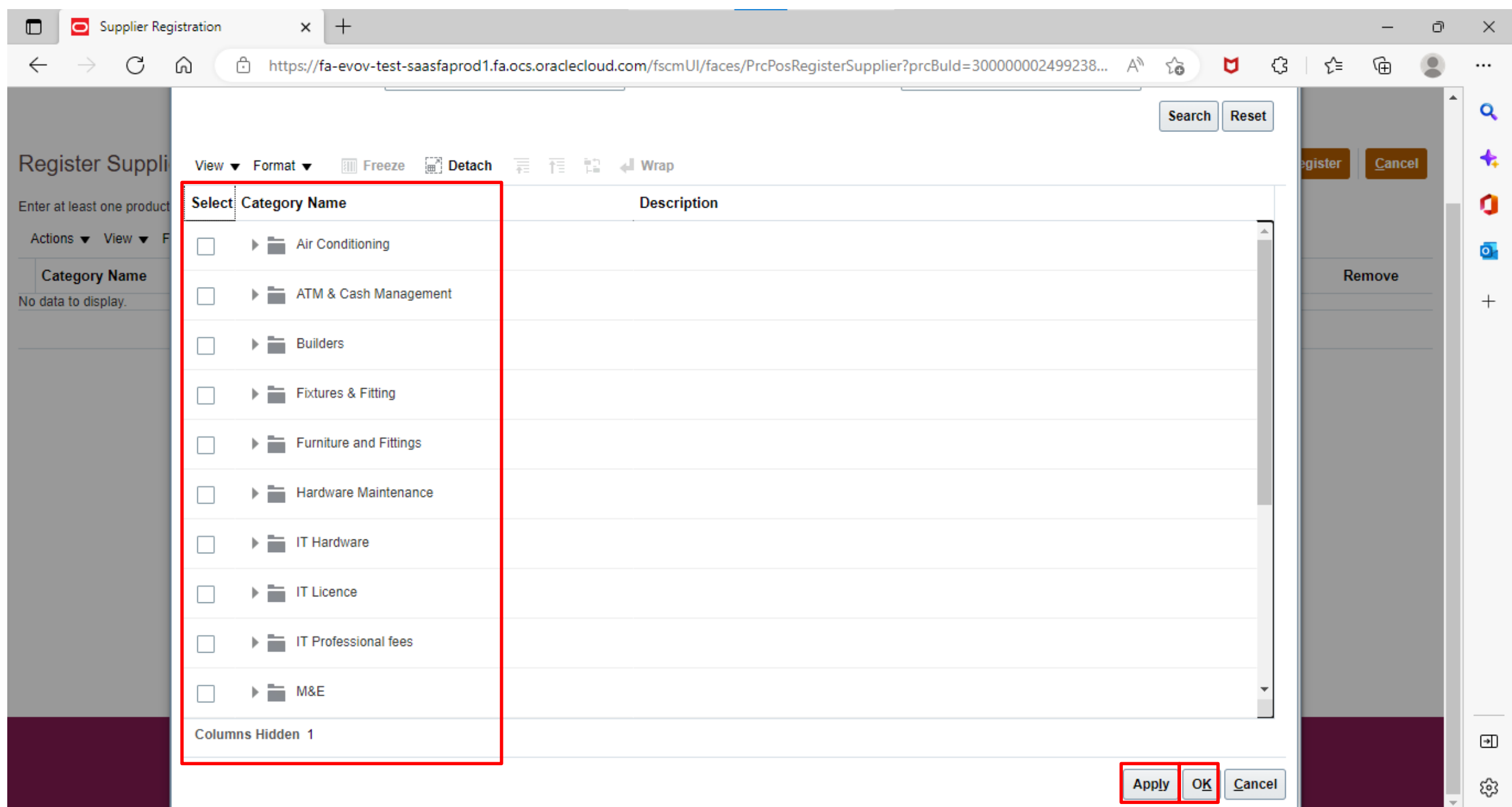


- For bank account, click “**Actions**” and “**Create**” or click “+ **Create**” symbol to enter Supplier Bank Account Information filled up all the details needed and click “**OK**”.
- Click on “**Next**” once Account Information is entered

Step 6: Supplier Self Registration – Product and Services



- Click “Actions” and “Select and Add” or  Select and Add button to list out the Products and Services available



- 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

The screenshot shows the 'Register Supplier: Questionnaire' page in the Procudesk system. At the top, a progress bar indicates the current step is 7, 'Questionnaire', with previous steps (Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services) completed and the next step (Review) pending. Below the progress bar, a navigation menu includes 'Back', 'Next' (highlighted with a red box), 'Save for Later', 'Register', and 'Cancel'. The main content area is titled 'Questions' and contains a 'List of Key Directors (Section 1 of 8)'. A sidebar on the left lists sections: 1. List of Key Directors (selected), 2. List of Key Share Holders, 3. Existing Facility with Bank Islam, 4. Top 5 Projects Experiences for the past ..., 5. Financial Resources, 6. Financial Performance (Past 3 years), 7. Mandatory Documents, and 8. Declaration. The main content area shows five director entries, each with a checkbox and the instruction 'a. Tick the checkbox to provide the details'.

- In the Questionnaire section, please respond to all sections. Click “Next” after answering all the questions.

Step 8: Supplier Self Registration – Review

The screenshot shows the 'Review Supplier Registration: ABC Sdn Bhd' page in the Procudesk system. The progress bar at the top indicates the current step is 8, 'Review', with all previous steps completed. The navigation menu includes 'Back', 'Next', 'Save for Later', 'Register' (highlighted with a red box), and 'Cancel'. The main content area is divided into several sections: 'Company Details' (Company: ABC Sdn Bhd, Tax Organization Type: Sendirian Berhad, Supplier Type: Service Provider, Corporate Web Site: (Please attach company profile), Tax Country: Malaysia, Company Registration Number / IC Number: 12345Z, Note to Approver: //), 'Additional Information' (Tax Registration Number, No. of years of Establishment, Year of Incorporation: 2000, Date Register, Business Partner and strategic alliance (if any), Ownership Status: Bumiputra, Type of Vendor (Risk vs Impact)), and 'Attachments'. At the bottom, there are 'Actions' and 'View' options.

- 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.