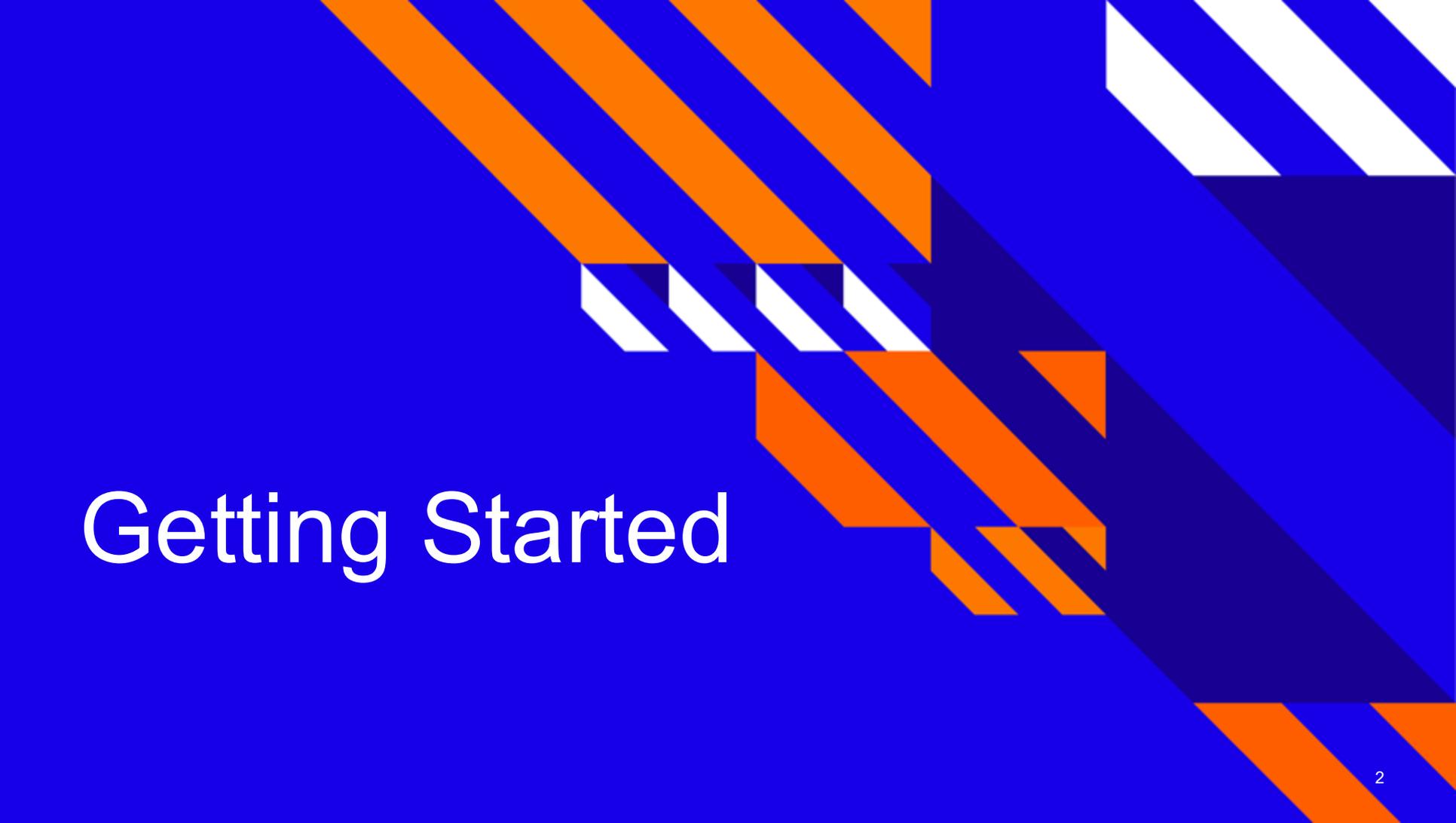




TM New Supplier Registration Guideline



Getting Started

1

Introduction



Systems to use



SAP Ariba Business Network

SAP Business Network

TM SRM SUS Portal

SAP SRM



Single point to onboard and update Supplier Profile (e.g Supplier registration, Supplier Qualification)



View performance evaluation scorecard and respond Improvement Plan



Responding to Sourcing events (e.g RFx, RFQ, e-bidding)



Catalog Enablement



Real-time communication with buyer



Responding to PO



Invoicing

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name:

Password:

Login

Forgot Username or Password

SAP Business Network for suppliers webinars

Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

Learn More

TM GEMS SRM SUPPLIER SELF SERVICE (SUS)

User ID *

Password *

Log on

1. Forgot Password? Click Get Support
2. First Time User? Click First Time Login
3. Any Enquiry? Click Supplier Enquiry Form

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2

Table of Content



Table of Content



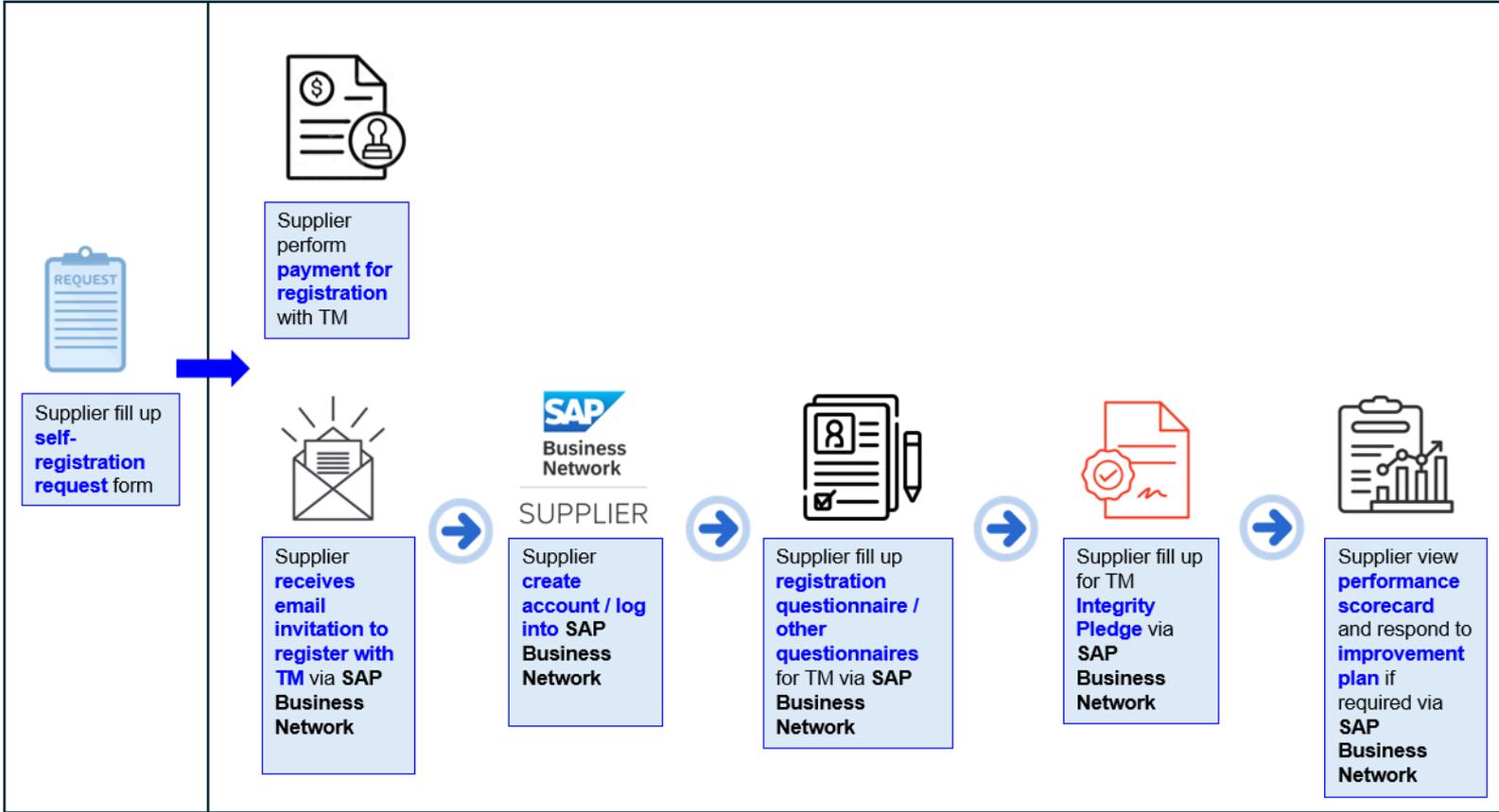
Supplier Self Registration Request	8 - 19
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Supplier Qualification (Integrity Pledge)	76 - 83
Additional Supplier User	84 - 87
Support and Help	88 - 92
Q & A	93- 98



Overall Process



Supplier



Supplier Self Registration Request

This section explains how suppliers can perform self registration request for TM.



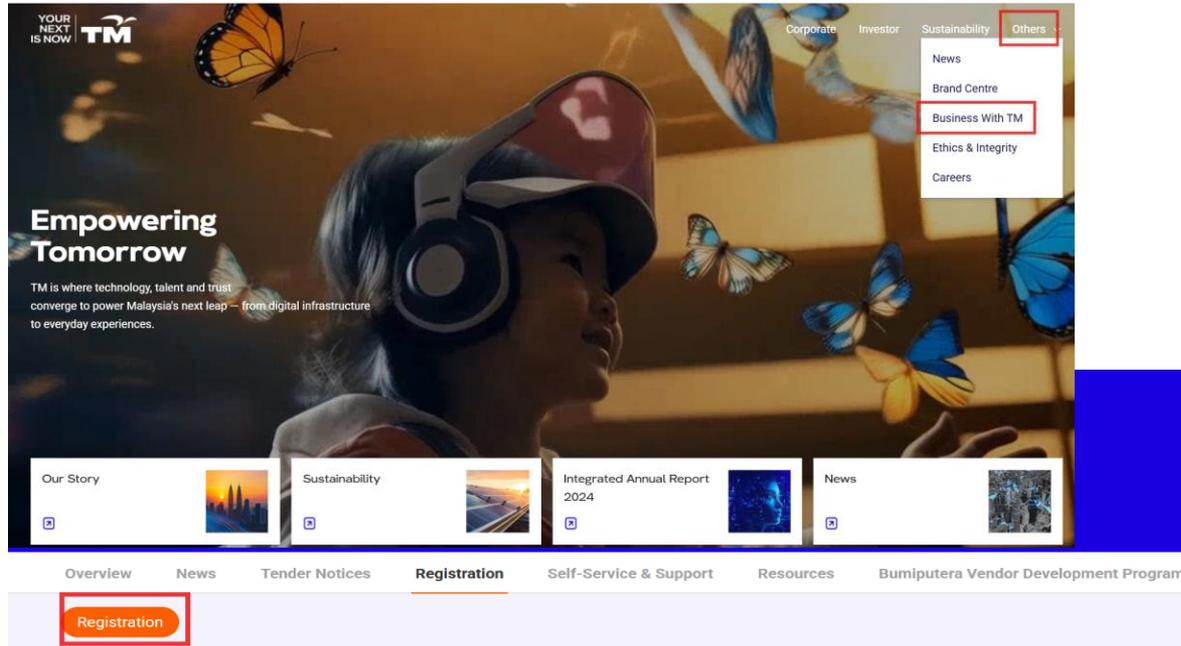
Supplier Self Registration Request



1. Access TM Corporate website "https://www.tm.com.my/".

Navigate through menu “Others--> Business with TM -> Registration -> Step 2 -> Supplier Self Registration Request Link

Supplier Registration link: <https://tmprodigy.sourcing3.ariba.com/ad/selfRegistration>



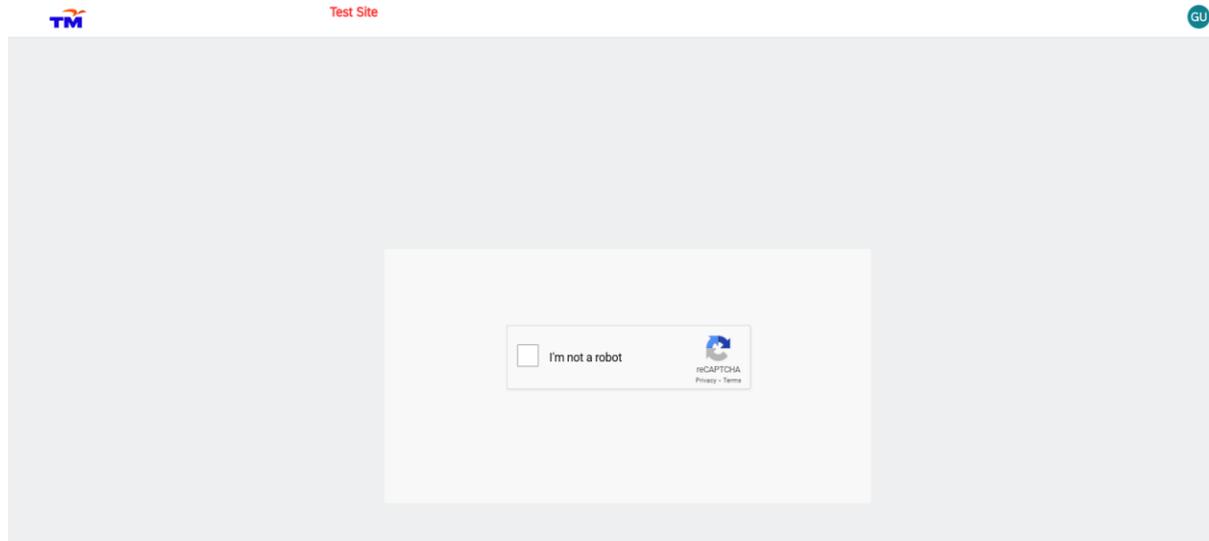


Supplier Self Registration Request



2. Once the supplier self-registration link is clicked, perform identity validation in the pop-up screen “Introduce yourself”.

Click on **“I’m not a robot”** button to proceed on the actual page for Supplier Self-Registration Request Form.





3. Under **Section 2: Company Undertaking & Declaration of Independency for TM's Business Partner**, select the dropdown option to agree to Company Declaration / terms.

The screenshot shows a web browser window with the URL `s3.ariba.com/Sourcing/Main/aw?awh=r8awssk=qPz02BtFFQkjZV8&realm=tmprodigy-T8&dard=1`. The page title is "Supplier Self-Registration Request Form". The form is divided into sections, with the second section, "2 Company Undertaking & Declaration of Independency for TM's Business Partner", highlighted in red. Under this section, item 2.1 asks for a declaration. A dropdown menu is open, showing the selected option: "Yes. I confirm that the above declaration in (1) above is true, valid and binding on me,".

Supplier Self-Registration Request Form

1 Welcome to Supplier Self-Registration

Thank you for your interest to become a Supplier to TM Group. For smooth registration process, we would like to advise you to carefully read the User Guide and FAQ.

Fields marked with an asterisk (*) are mandatory.

2 Company Undertaking & Declaration of Independency for TM's Business Partner

2.1 I hereby solemnly declare:

1. That the company is not under criminal investigation/ charge/ conviction/ found guilty by any third party (inclusive but not limited to the authorities and/ or enforcement agencies and/ or other companies) court of law for offences and/ or misconduct relating to criminal or integrity issue;
2. That the company shall make an ANNUAL declaration that the company is not under

Yes. I confirm that the above declaration in (1) above is true, valid and binding on me, ▾



4. Under **Section 3: Company Name & Registration Number**, fill in all the fields marked with an asterisk. **Please ensure all fields except the fields for phone number and address are using CAPITAL LETTERS.**

3 Company Name & Registration Number

3.1 Registered Company / Business Name *

3.2 Business / Company Registration Number *

[?](#)



5. Under **Section 4: Primary Contact**, fill in all the fields marked with an asterisk. **Please ensure all fields except the fields for phone number and address are using CAPITAL LETTERS.**
Note: Ensure that a **valid email address is used.**

4 Primary Contact

4.1 First Name *

4.2 Last Name *

4.3 Designation *

4.4 Office Phone Number

4.5 Mobile Phone Number *

4.6 Valid Email Address ** Note: Please provide an email address with correct format e.g. j.smith@ariba.com (Please do not use yahoo or hotmail domain) *

4.7 Office Address * +

Street ?

Street 2 ?



6. Under **Section 5: Reason for Request**, select a value from the dropdown list.

5 Reason for Request *

To participate in tender / quotation within TM Group Companies	▼
To participate in tender / quotation within TM Group Companies	▲ ● ▼



7. Under **Section 6: Registration Prerequisite**, select a valid value from the dropdown list of the mandatory fields.

6 Registration Prerequisite

6.1 Paid-Up Capital

- For Malaysian based suppliers (Sdn Bhd / Berhad), there is a minimum requirement of RM10,000 for Paid Up Capital.
- For Malaysian based suppliers (Other than Sdn Bhd / Berhad), there is no minimum requirement for Paid Up Capital.
- For Non-Malaysian based suppliers (Foreign companies), kindly select 'N/A' for question 7.1.1

6.1.1 Paid-Up capital of the Company at least RM10,000 *

6.2 Company Director / Business Owner already in registered TM Supplier *

6.3 Company Shareholder already in registered TM Supplier *



8. Under **Section 7: Mandatory Attachment**, select the applicable input as "**Type of Company**" from the dropdown list and upload the necessary attachment, as required.

7 Mandatory Attachment

7.1 Type of Company *

7.2 Please upload Company Info (you may refer to sample attached) *

 143.97 kb COMPANY PROFILE.pdf

7.6 Foreign company? * Yes No

7.7 Please upload your Insolvency Report (you may refer to sample) *

 158.49 kb InsolvencyReport(Sample).png



9. Under **Section 8: Declaration**, select the applicable value in the radio button of the mandatory fields.

8 Declaration

8.1 I hereby declare that the Company acknowledges and agrees that it will continue to comply with all the undertakings that has been given during the sourcing activities. * ?

Yes

8.2 I hereby confirmed that all the information provided in the form are true and accurate. * ?

Yes

8.3 I hereby confirm that if I am approved for my supplier request, I will enable MFA (Multifactor Authentication) in SAP Business Network once I register / log in onto SAP Business Network. *To note: You may refer to https://www.tm.com.my/sites/default/files/2025-05/Ariba%20Supplier%20Guideline_MFA.pdf for more guidelines regarding MFA. *

Yes, I will enable MFA if I am being approved for my supplier request.

Submit Cancel



10. Click on "Submit" button.

8 Declaration

8.1 I hereby declare that the Company acknowledges and agrees that it will continue to comply with all the undertakings that has been given during the sourcing activities. * ⓘ

Yes

8.2 I hereby confirmed that all the information provided in the form are true and accurate. * ⓘ

Yes

8.3 I hereby confirm that if I am approved for my supplier request, I will enable MFA (Multifactor Authentication) in SAP Business Network once I register / log in onto SAP Business Network. *To note: You may refer to https://www.tm.com.my/sites/default/files/2025-05/Ariba%20Supplier%20Guideline_MFA.pdf for more guidelines regarding MFA. *

Yes, I will enable MFA if I am being approved for my supplier request.

Submit Cancel



11. Check on email notification that is automatically sent by Ariba regarding TM reviewing the request. You will get an email invitation to register with TM once it is approved.

TM is reviewing your registration request / TM sedang menyemak permohonan anda sebagai pembekal TM

 TM Technology Services Sdn. Bhd. ☺ ↶ ↷ ↲ 🔒 📧 📎 🗄️ ⋮

To: [Redacted] Fri 09/05/2025 14:32

 Retention: MY_Exchange (7 years) Expires: Fri 07/05/2032 14:32

Hello LI BERHAD,

TM has received your registration request and will review it for acceptance.

The response will be emailed to [Redacted]

If you have any questions, please do not reply to this email but instead contact TM by emailing to srm@tm.com.my.

Thank you,
Supplier Registration Unit,
Division SRMM, Group Procurement, TM

This email has been sent to you on behalf of TM by SAP Ariba.

Hello LI BERHAD,

TM telah menerima permohonan anda dan akan menyemak permohonan tersebut.

Maklumbalas TM akan dihantar ke [Redacted]

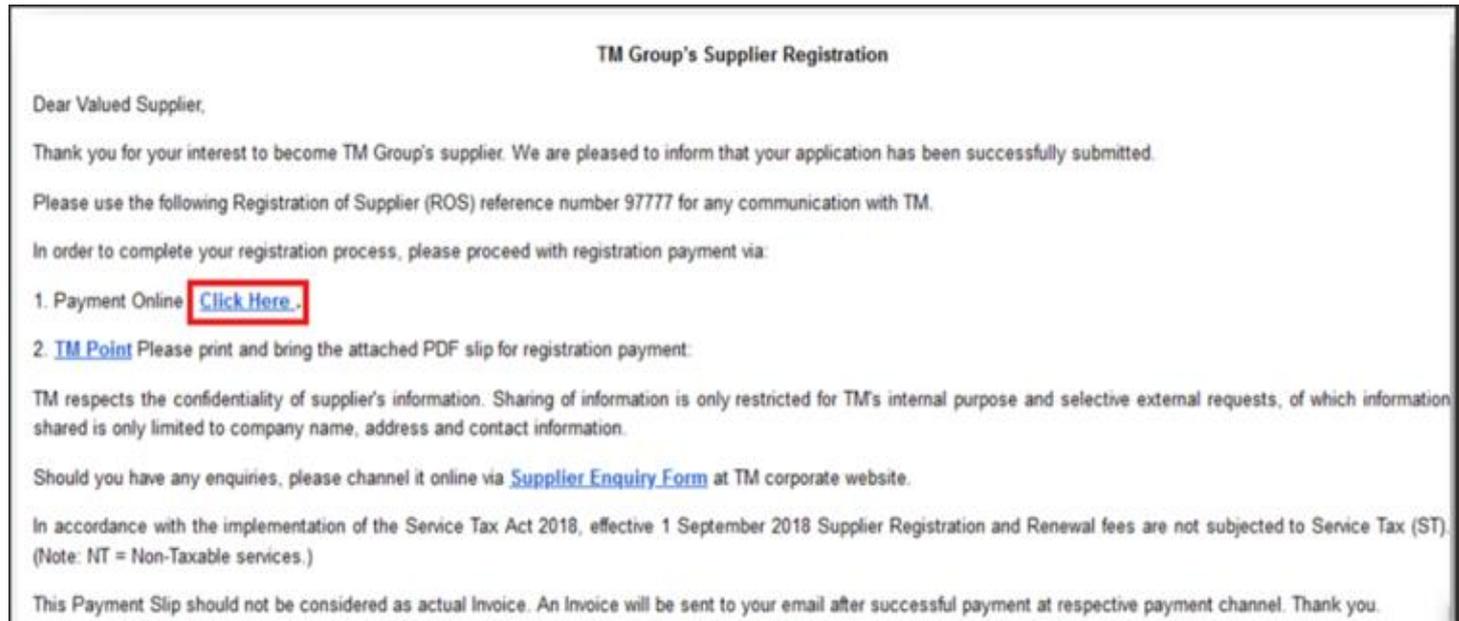
Sekiranya anda mempunyai pertanyaan, jangan balas emel ini. Sebaliknya, sila hubungi terus TM dengan menghantar emel ke srm@tm.com.my.

Payment for TM Registration

This section explains how suppliers can perform payment of RM150 to register with TM.



1. You (Supplier) will receive email notification requesting them to make registration payment **within 24 hours** after the supplier **request is being approved.**
2. Click on the link provided in the email to proceed with payment.





3. Please make payment via the SUS portal (fill up necessary info if required) and then click 'Submit'.

← ↻ 🏠 https://gemssuq.tm.com.my/sap/bc/webdynpro/sap/zwd_sus_online_payme

Online Payment

Gross Amount: MYR

Tax Amount: MYR

Rounding Amount: MYR

Amount: MYR

Reference Number: TEST EMAIL DEC 2024

Reference Type:

Email:

Submit

DISCLAIMER

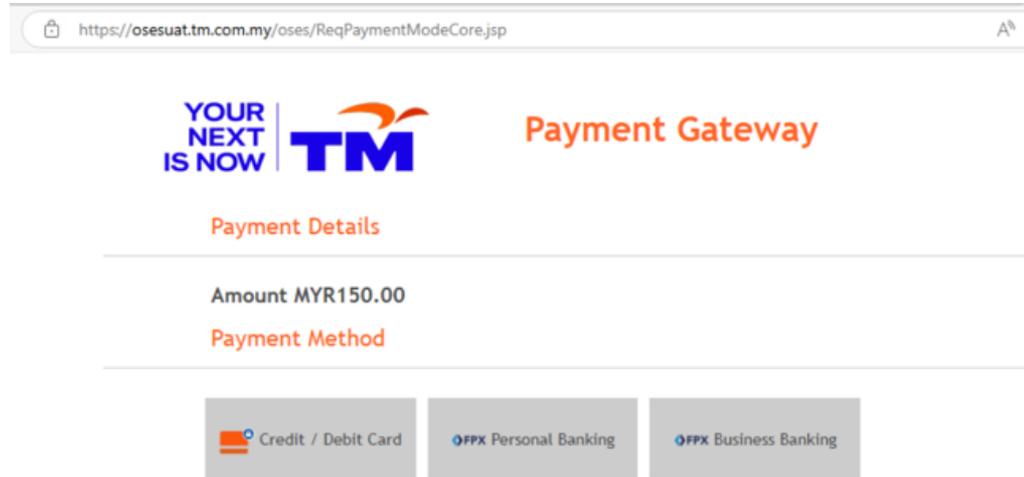
In the event of any fraudulent online payment activities, TM shall at all material time have the right to revoke your Supplier registration.

If you are using Internet Explorer (IE), please enable the cookies in the IE internet Options.

For Internet Explorer (IE) user, PLEASE ENSURE to enable the "Cookies" and disable "Pop-up Blocker" in the IE internet Options.



4. Once, you are in the Payment Gateway page, select the type of payment method for registration payment.





5. Once you selected the payment method, select the bank to make payment for the supplier registration fee. Then, click 'Next'.
(proceed with username and password / credit card number - normal payment process)

YOUR NEXT IS NOW | **TM** **Payment Gateway**

Payment Details

Amount MYR150.00 Order ID 5059147

Payment Method

FPX Personal Banking

Select Bank

SBI Bank A

By clicking on the "Next" button below, you agree to FPX's [Terms and Conditions](#).



Payment for TM Registration



6. Once payment is done, you will see a success message on your screen and able to view the official receipt.

← ↻ 🏠 🔒 <https://gemssuq.tm.com.my/sap/bc/webdy>

✔ **Your payment was successful.**

Payment Amount		Payment Date
Gross Amount:	MYR 150.00	17.03.2025
Tax Amount:	MYR 0.00	
Rounding Amount:	MYR 0.00	
Net Amount:	MYR 150.00	

Payment Details

Payment ID: 4000045742
 Vendor No: 4000045742
 Receipt No.: 4000045742
 Payment Type: FPX
 Card Number:
 Card Type:
 Name on Card:
 Payment Status: Captured
 Reference: 03
 FPX Number: 2503171549590234
 Document No:

Note: This receipt is computer generated and no signature is required.

[Click Here to view Official Receipt](#)

Payment Receipt

1 / 1

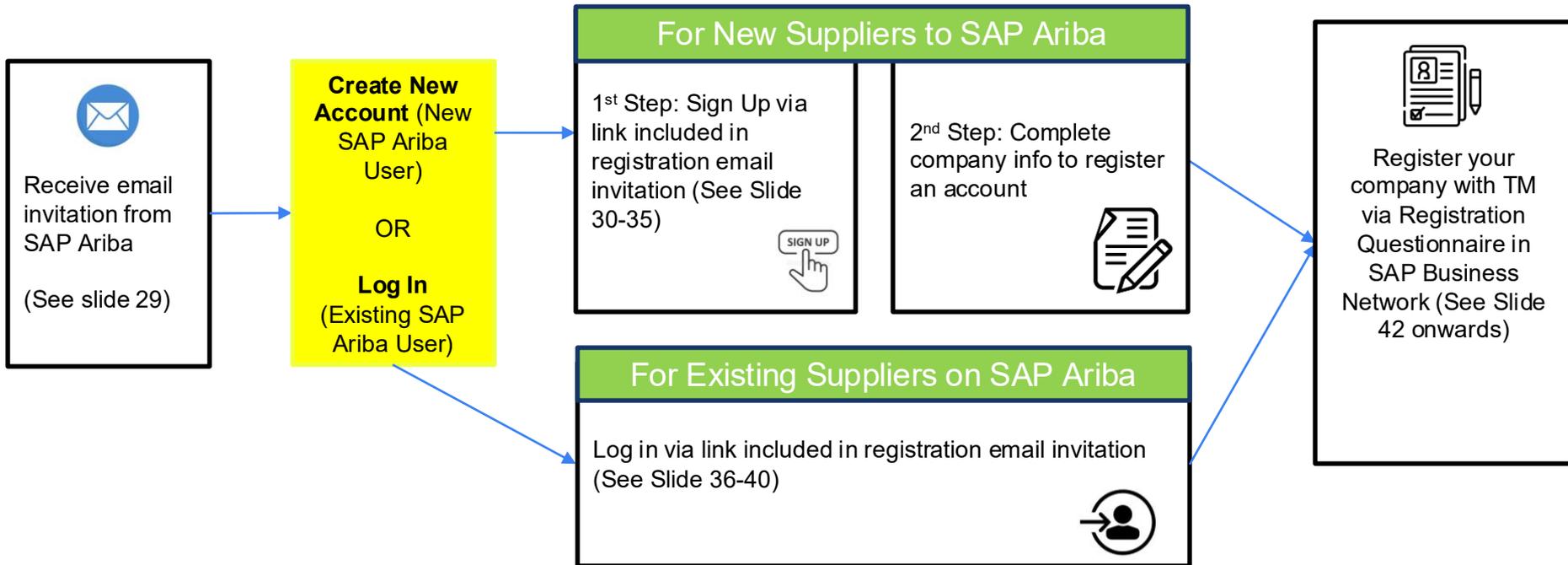
TM
 TM Technology Services Sdn Bhd : [200201003726(571389-P)]
 Official Receipt

Receipt No.: 400002344
 ROS / Vendor No: 573140558
 ROS / Vendor Name: ZARA BERHAD
 Payment Date: Apr 28, 2025
 Gross Amount: 150.00
 Tax Amount: 0.00
 Rounding Amount: 0.00
 Net Amount: 150.00
 Payment Type: FPX
 Document No:
 Payment Status: Captured
 FPX Number: 2504281524300964
 Buyer Bank: SBI BANK A

Note: This receipt is computer generated and no signature is required
 in accordance with the implementation of the Service Tax Act 2018,
 effective 1 August 2018 payment for Supplier Registration, Supplier
 Renewal and Supplier Tender fees are not subjected to Service Tax (ST).

Sign Up / Log In to SAP Business Network

This section explains how to sign up or log in to SAP Business Network after receiving email invitation from SAP Ariba.





This section covers on how you as a Supplier will be able to register via the SAP Business Network

Category 1: For **New to SAP Ariba:**

If you are **new SAP Ariba users**, please click on the invitation link shown in **Slide 29** and sign up for an SAP Ariba account. Kindly follow the instructions starting on **Slide 30**.

Category 2: For **Already on SAP Ariba:**

If you are **existing SAP Ariba users**, please click on the invitation link and **log in** with your username and password. Kindly follow the instructions starting on **Slide 36**.



Invitation to Register as a supplier with TM



1. Supplier will receive an email invitation to register to become a supplier with TM.
2. Open the email invitation and click the link to create an account. ***The link is a unique link to each supplier.*
3. Supplier can also check the spam folder in case email invitation was not received.

Invitation: Register to become a supplier with TM / Jemputan: Daftar sebagai pembekal TM

 TM Supplier Registration Unit <s4system-prod3+tmprodigy-T.Doc1594137539@ansmtp.ariba.com> | ...
To:  Tue 03/06/2025 14:48
Retention: MY_Exchange (7 years) Expires: Tue 01/06/2032 14:48



Dear Sir / Madam,

Register as a supplier with TM.

TM has invited you to register as their supplier. Start by creating an account with SAP Business Network.

TM's ProDigy uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers.

If FADI BERHAD already has an account with SAP Business Network, sign in with your username and password.

Once you have registered / log in for SAP Business Network, please set up MFA (multifactor authentication), you may refer to https://www.tm.com.my/sites/default/files/2025-05/Ariba%20Supplier%20Guideline_MFA.pdf. This setup is **required** for all suppliers who wish to register with TM. Failure to do so will cause your registration to be rejected.

[Click Here](#) to proceed.

Thank you.
Supplier Registration Unit,
Division SRMM, Group Procurement, TM

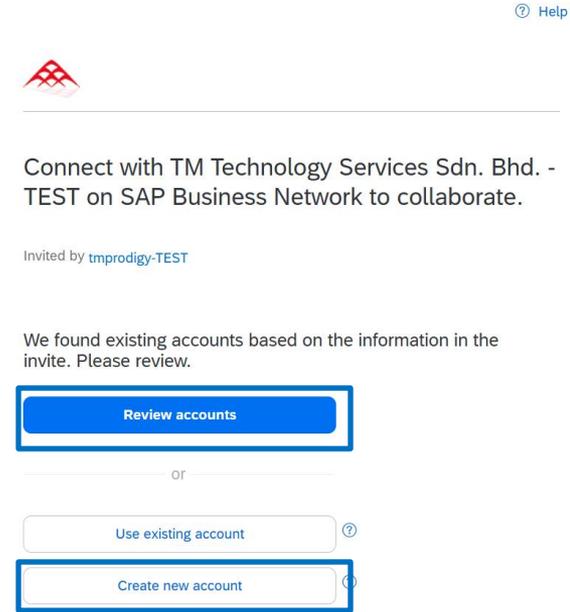
Category 1 : For New to SAP Ariba

This section explains how to sign up for SAP Business Network after receiving email invitation from SAP Ariba.



1. If you see a message about existing accounts, you can click 'Review accounts' to check on accounts you or someone in your company may already have registered. You may use existing account as well by clicking on 'Use existing account' and log in with your credentials. [Go to Slide 24 for steps in using existing accounts.]

Else, click 'Create New Account' to register as a new account in SAP Business Network.





Supplier Sign Up – For new supplier to SAP Business Network



2. Fill out all mandatory fields in the sign up page (marked with an *). **Username has to be in email format. Use a valid email address for the address field and set your password.** Review and accept the Terms of Use and the Privacy Statement at the bottom of the page.

Email *

Use my email as my username

Username *

Username uses different domain, make sure it is right

Password * Repeat password *

Required field

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Postal code *

City *

State

Administrator account information [?](#)



3. Once finished, SAP Business Network will send an email to confirm your account.

Please confirm your email address

Check your email at [sh\[REDACTED\].com](mailto:sh[REDACTED].com) and follow the steps in the email to confirm your email address in the next **72 hours**.

> [If you did not receive the email:](#)





4. Supplier to check if an email notification is received to confirm the newly created account.
Click on **"Confirm email"** button.

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> 😊 ↩ Reply ↩ Reply all

To: 🟢 Sha [REDACTED]

ⓘ Some content in this message has been blocked because the sender isn't in your Safe senders list.

ⓘ Retention: MY_Exchange (7 years) Expires: Wed 11/26/2031 5:42 PM

[REDACTED]

Confirm your email

Dear Sam,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Confirm email

Link expires: Saturday, Nov 30, 2024, 01:42 AM PST

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=mQHKUEF2qd1vq5y21Y75oGwSdC6P8X3Y&app=Ariba&app=Sourcing>

Sincerely,
SAP Business Network team



Supplier Sign Up – For new supplier to SAP Business Network



5. Supplier received the welcome to SAP Business Network email. Scroll down to click on 'Login' button. Then, sign in with the username and password you created for SAP Business Network.

Welcome to SAP Business Network

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To: [Redacted] Tue 29/04/2025 13:51

Retention: MY_Exchange (7 years) Expires: Tue 27/04/2032 13:51

 **SAP Business Network**

Welcome to SAP Business Network

Please find your account information below.

Your account:
Company name: [Redacted]
Username: **whiteberhadtest@gmail.com**
Business Network ID: **AN11228423004-T**

[Login](#)

Category 2 : For Already on SAP Ariba

This section explains how to sign up for SAP Business Network after receiving email invitation from SAP Ariba.



Supplier Sign In – For existing SAP Business Network Supplier



1. To login with your existing account, click **Login** proceed with providing your account information and click continue.

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Now available: SAP Business Network, promote subscription

Get discovered by new customers and grow your business with this new add-on subscription.

[Learn More](#)

Supported browsers and plugins



How to register your account and submit company details?

2. Once you have successfully registered your new Business Network account or accessed your existing one, you will be redirected to the SAP Proposal and Questionnaire page - "**Supplier Registration Questionnaires**".

To note: If you are not redirected to the registration questionnaire, please check slide 27 - 28 for how-to navigate to it through your Business Network account. Else, you may skip slide 27 – 28.

Console Doc1571293168 **Supplier Registration Questionnaire** Time remaining 29 days 21:50:17

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 Welcome to Supplier ...
- 2 General Company Info...
- 3 Product Categories P...
- 4 Supplier Information
- 5 Company Status
- 6 Director or Business...

All Content

Name ↑

▼ 1 Welcome to Supplier Self-Registration

1.1 Welcome to Supplier Self-Registration [Less...](#)

Thank you for your interest to become a Supplier to the TM Group. For a smooth registration process, we would like to advise you to carefully read the User Guide and FAQ. Please note all supporting documents must be duly confirmed and verified by the company's authorized personnel. It is highly advisable that the supporting documents to be readily scanned before you start the online activities.

In accordance with the implementation of Service Tax Act 2018, effective 1 September 2018, Supplier Registration & Renewal and Delisting fees are not subjected to Sales and Service Tax (SST).

* Fields marked with an asterisk are mandatory.

▼ 2 General Company Information (Maklumat Umum Syarikat)

▼ 2.1 General Company Information

2.1.1 Company Name (Line 1) *

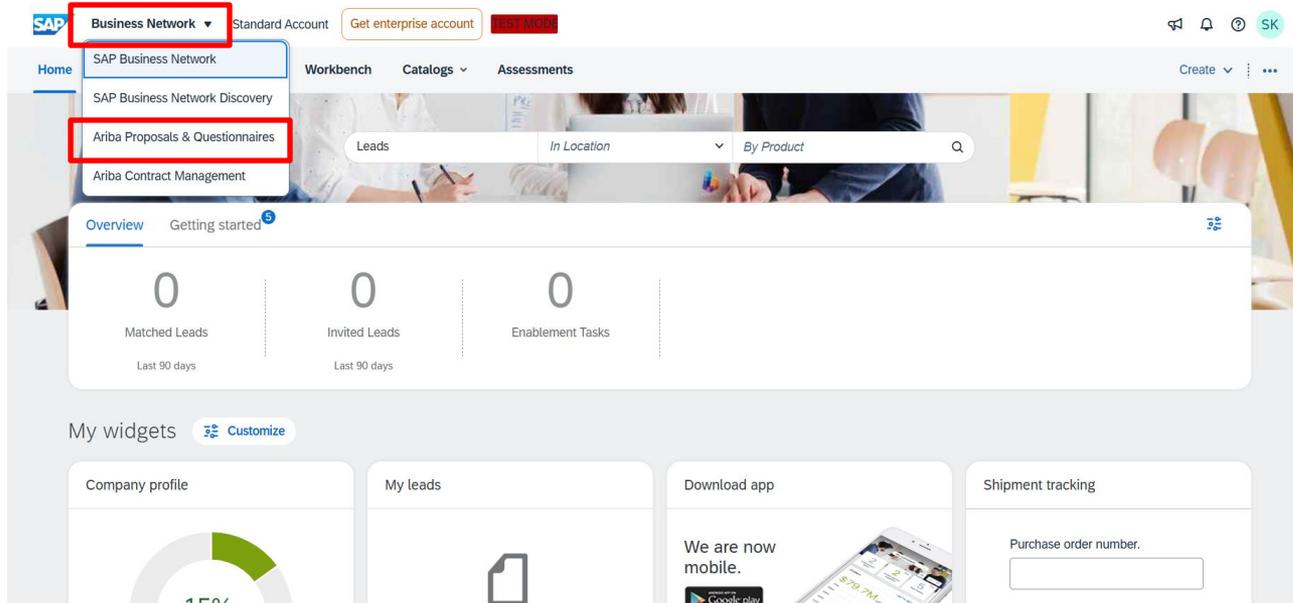
2.1.2 Company Name (Line 2)

2.1.3 ROC/ROB/ROS/IC Number ⓘ *

▼ 2.1.4 Address

How to register your account and submit company details?

3. Once you have successfully registered your Business Network account OR logged with your existing one, and if you are not redirected to the registration questionnaire page, navigate to the solution navigator at the top of the page and select AribaProposals and Questionnaire.



How to register your account and submit company details?

4. Once you are in the Ariba Proposals and Questionnaire page, go to Registration section, and click on 'Supplier Registration Questionnaire'. Status should be in "Invited".

To note: To access this site more quickly in the future, add it to your bookmarks or save it as a favourite in your browser.

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1369684839	12/27/2024 1:12 PM	Invited

Registration for TM via SAP Business Network and Additional Questionnaires

This section explains how to proceed with registration for TM via SAP Business Network and filling up additional questionnaires sent by TM.

Section 1: Registration Questionnaire

This section explains how to fill up the registration questionnaire via SAP Business Network.



How to register your account and submit company details?

2. **Section 1** is **‘Welcome to Supplier Self – Registration’**. Please read the whole section.

All Content



Name ↑	
<ul style="list-style-type: none"> ▼ 1 Welcome to Supplier Self-Registration 	
<ul style="list-style-type: none"> 1.1 Welcome to Supplier Self-Registration 	Less... <input type="button" value="−"/>
	<p>Thank you for your interest to become a Supplier to the TM Group. For a smooth registration process, we would like to advise you to carefully read the User Guide and FAQ. Please note all supporting documents must be duly confirmed and verified by the company's authorized personnel. It is highly advisable that the supporting documents to be readily scanned before you start the online activities.</p> <p>In accordance with the implementation of Service Tax Act 2018, effective 1 September 2018, Supplier Registration & Renewal and Delisting fees are not subjected to Sales and Service Tax (SST).</p> <p>* Fields marked with an asterisk are mandatory.</p>



How to register your account and submit company details?

3. Populate all the fields for the supplier registration questionnaire. Begin with the “**Section 2 General Company Information**”, fill out the basic details about your company. **Fields, marked with asterisk (*) are mandatory for completion.**

To note: Enter correct email address format (we do not accept yahoo or Hotmail), and it should be the primary contact person email address. Except fields that are for email address or phone number (answers that require number/digit), please ensure your values are entered in CAPITAL LETTERS.

All Content ☰ ⤴

Name 1

* Fields marked with an asterisk are mandatory.

2 General Company Information (Maklumat Umum Syarikat)

2.1 General Company Information

2.1.1 Company Name (Line 1) *

2.1.2 Company Name (Line 2)

2.1.3 ROC/ROB/ROS/IC Number ⓘ *

2.1.4 Address

2.1.4.1 Email Address *

2.1.4.2 Phone Number *

2.1.4.3 Fax Number

[Show More](#)

2.1.4.4 Registered Business Address

Street: ⓘ

Street 2: ⓘ

Street 3: ⓘ

Postal Code: ⓘ City: ⓘ

How to register your account and submit company details?

4. In **'Section 3 Product Categories Provided'**, click on 'Select' and select the categories from the dropdown list. **Fields, marked with asterisk (*) are mandatory for completion.**

▼ 3 Product Categories Provided Less... -	
Please select Commodity Categories from the list. (Please do not select more than 30 commodities)	
3.1 Category ⓘ	* <input type="text" value="(select a value)"/> [select]



How to register your account and submit company details?

5. Populate ' **Section 4 Supplier Information** ' such as Company Type, Coverage Region, Officer details etc. **Fields, marked with asterisk (*) are mandatory for completion. Except fields that are for email address or phone number (answers that require number/digit), please ensure your values are entered in CAPITAL LETTERS.**

All Content ☰ ⤴

Name ↑

▼ 4 Supplier Information

▼ 4.1 Supplier Profile

4.1.1 Company Type	* Unspecified ▼
4.1.2 Date Incorporated	* <input type="text" value=""/>
4.1.3 Coverage Region (Malaysia)	* <input type="checkbox"/> All Region <input type="checkbox"/> Southern Region <input type="checkbox"/> Sarawak Region <input type="checkbox"/> Central Region <input type="checkbox"/> Eastern Region <input type="checkbox"/> Northern Region <input type="checkbox"/> Sabah Region
4.1.17 Currency	* MYR Malaysian Ringgit ▼
4.1.18 Has Parent Company	* Unspecified ▼
4.1.21 Name of Officer to be Contacted	* <input type="text" value=""/>
4.1.22 Designation	* <input type="text" value=""/>
4.1.23 Telephone No.	* <input type="text" value=""/>
4.1.24 Mobile No.	* <input type="text" value=""/>

(*) indicates a required field



How to register your account and submit company details?

6. Populate 'Section 5 Company Status'. **Fields, marked with asterisk (*) are mandatory for completion.**

▼ 5 Company Status Less... -	
<i>Please complete the percentage based on the breakdown of the shareholding structure. It is not coming from the race percentile of staffs working at the company. (*Note: Please do not enter values that sum up to more than 100%)</i>	
5.1 Company Status	* <input type="text" value="Unspecified"/>
5.2 Bumiputra (%)	<input type="text"/>
5.3 Non Bumiputra (%)	
5.4 Foreign (%)	
5.5 Ex-TM Employee <i>Eligible to get Ex-TM Employees status if holding the company's equity sharing 51% or above with management control of the company</i>	* <input type="text" value="Unspecified"/>

How to register your account and submit company details?

7. Populate 'Section 6.1 Management Information'. **Fields, marked with asterisk (*) are mandatory for completion. Except fields that are for email address or phone number (answers that require number/digit), please ensure your values are entered in CAPITAL LETTERS.**

All Content [Grid Icon] [Refresh Icon]

Name ↑

6.1 Management Information	
6.1.1 Number of Management	* <input type="text" value="1"/>
6.1.2 Management Information 1	
6.1.2.1 Name	* <input type="text"/>
6.1.2.2 Nationality (Management Information 1)	* <input type="text" value="Unspecified"/>
6.1.2.5 Address	* Show More
	Street: <input type="text"/> ⓘ
	Street 2: <input type="text"/> ⓘ
	Street 3: <input type="text"/> ⓘ
	Postal Code: <input type="text"/> ⓘ City: <input type="text"/> ⓘ
	Country/Region: <input type="text" value="(no value)"/> ⓘ State/Province/Region: <input type="text" value="(no value)"/> ⓘ
6.1.2.6 PO Box	<input type="text"/>
6.1.2.7 Postal Code	<input type="text"/>
6.1.2.8 Company Postal Code	<input type="text"/>

(*) indicates a required field

How to register your account and submit company details?

8. Populate 'Section 6.2 Shareholder Information'. **Fields, marked with asterisk (*) are mandatory for completion.** Except fields that are for email address or phone number (answers that require number/digit), please ensure your values are entered in **CAPITAL LETTERS.**

▼ 6.2 Shareholder Information	
6.2.1 Number of Shareholder(s)	* <input type="text" value="1"/>
▼ 6.2.2 Shareholder Information 1	
6.2.2.1 Name	* <input type="text" value="KYO DAN"/>
6.2.2.2 Share %	* <input type="text"/>
6.2.2.3 Director	* <input type="text" value="Yes"/>
6.2.2.4 Type (Shareholder 1)	* <input type="text" value="Person"/>
6.2.2.6 Nationality (Shareholder Information 1)	* <input type="text" value="[01] Malaysian"/>
6.2.2.7 NRIC	* <input type="text" value="000928019893"/>
*Show More	
6.2.2.9 Address	Street: <input type="text" value="1, JALAN PANTAI DALAM 3"/> ⓘ
	Street 2: <input type="text" value="PANTAI DALAM"/> ⓘ
	Street 3: <input type="text"/>
	Postal Code: <input type="text" value="59000"/> ⓘ City: <input type="text" value="KUALA LUMPUR"/> ⓘ
	Country/Region: <input type="text" value="Malaysia (MY)"/> ⓘ State/Province/Region: <input type="text" value="Kuala Lumpur (PSK)"/> ⓘ
	6.2.2.10 PO Box
6.2.2.11 Postal Code	<input type="text"/>

How to register your account and submit company details?

9. Populate 'Section 7 Additional Info' regarding additional info. **Fields, marked with asterisk (*) are mandatory for completion.**

▼ 7 Additional Info	
7.1 Do you subscribe to any TM services?	* Unspecified ▼



How to register your account and submit company details?

10. Populate 'Section 8 Bank Details' regarding additional info. **Fields, marked with asterisk (*) are mandatory for completion. Except fields that are for email address or phone number (answers that require number/digit), please ensure your values are entered in CAPITAL LETTERS.**

▼ 8 Bank Details	
8.1 Number of bank details	* <input type="text" value="1"/>
▼ 8.2 Bank Details 1	
8.2.1 Bank Country	* <input type="text" value="Unspecified"/> ▼
8.2.2 Foreign or Local (Malaysia) bank for Bank details 1?	* <input type="text" value="Unspecified"/> ▼
8.2.8 Bank Account	* <input type="text"/>
8.2.9 Account Holder	* <input type="text"/>
8.2.10 Bank Statement Attachment	* Attach a file



How to register your account and submit company details?

11. Populate 'Section 9 Tax Details' regarding additional info. **Fields, marked with asterisk (*) are mandatory for completion. Except fields that are for email address or phone number (answers that require number/digit), please ensure your values are entered in CAPITAL LETTERS.**

▼ 9 Tax Information	
9.1 Tax Registered Company	<input type="checkbox"/> [T] SST Service Provider <input type="checkbox"/> [M] SST Manufacturer
9.4 Registration Number	<input type="text"/>
9.5 Tax Identification Number (TIN)	<input type="text"/>
9.6 If you have filled in Tax Identification Number (TIN) , please provide the TIN certificate.	Attach a file
9.7 Valid From	<input type="text"/>
9.8 Valid To	Fri, 31 Dec, 5999



How to register your account and submit company details?

12. In **Section 10 'Attachment'**, select the Company Type and upload mandatory documents such as SSM, audited report etc.

Fields, marked with asterisk (*) are mandatory for completion.

▼ 10 Attachment Less... [-]

Attachment condition:
- Please upload certified documents only
- Max file size: 10MB

10.1 Company Type for Attachment *

▼ 11 Data Privacy Statement

11.1 DECLARATION

It is hereby confirmed that all of the information provided in this form together with the attached document are true and accurate.

I hereby allow representative(s) from TM to visit the premises of the Company to verify any related document(s).

I hereby declare and affirm that I am authorized to make this declaration on the Company's behalf.

I hereby understand that the failure to comply with any of the matter above may result in the rejection or disqualification of the Company's application as a TM Group registered vendor.

(*) indicates a required field

- Unspecified
- Association (Persatuan)
- Cooperative (Koperasi)
- Corporations
- Enterprise
- Firms (Firma)
- Foundations (Yayasan)
- Limited by Guarantee (Berhad dengan Jaminan)
- Limited by Shares (Berhad dengan Saham) *
- Ltd. Liab. Partnership / Per. Liab. Terhad (LLP / PLT)
- Partnership (Perkongsian)
- Pte. Ltd. (Sdn. Bhd.)
- Government Agency
- Local Council



How to register your account and submit company details?

13. In **Section 11 'Data Privacy Statement'**, complete the declaration. **Fields, marked with asterisk (*) are mandatory for completion.**

<p>▼ 11 Data Privacy Statement</p>	
<p>11.1 DECLARATION</p> <p>It is hereby confirmed that all of the information provided in this form together with the attached document are true and accurate.</p> <p>I hereby allow representative(s) from TM to visit the premises of the Company to verify any related document(s).</p> <p>I hereby declare and affirm that I am authorized to make this declaration on the Company's behalf.</p> <p>I hereby understand that the failure to comply with any of the matter above may result in the rejection or disqualification of the Company's application as a TM Group registered vendor.</p> <p>It is hereby confirmed that the email address provided herein is the Company's official email address and I am duly aware that the Company shall immediately inform TM in the event of any changes whatsoever.</p>	<p>* Unspecified</p>



How to register your account and submit company details?

14. In **Section 12 'Agreement for MFA & Additional Questionnaire'**, complete the declaration. **Fields, marked with asterisk (*) are mandatory for completion.**

To note: We will be sending out the additional questionnaires after the supplier functional training itself. Please refer to Slide 63.

provided herein is the Company's official email address and I am duly aware that the Company shall immediately inform TM in the event of any changes whatsoever.

▼ 12 Agreement for MFA (Multifactor Authentication) & Additional Questionnaires

12.1 1. **Please enable MFA (Multifactor Authentication) on SAP Business Network** before you submit this registration form for system access. Your failure to comply may result in liability for damages arising therefrom. You may refer to https://www.tm.com.my/sites/default/files/2025-05/Ariba%20Supplier%20Guideline_MFA.pdf on how to enable MFA if you have not done so

2. Please fill in Certification questionnaire, ESG New Registration & Renewal Questionnaire and all other questionnaires that has been sent by TM Group via email notification. (where applicable)

* Yes, I have enabled MFA and I will fill in the other questionnaires. ▼

How to register your account and submit company details?

15. Click **Submit Entire Response** to submit your supplier registration.

- Before submitting, carefully review all the information you have entered.
- Make sure all the mandatory fields are completed and all uploaded documents are accurate.
- **If you forgot to answer a required question, or is in not allowed format, the system will display red message, navigating you to the “problematic” question and its answer.**

<p>am authorized to make this declaration on the Company's behalf.</p> <p>I hereby understand that the failure to comply with any of the matter above may result in the rejection or disqualification of the Company's application as a TM Group registered vendor.</p> <p>It is hereby confirmed that the email address provided herein is the Company's official email address and I am duly aware that the Company shall immediately inform TM in the event of any changes whatsoever.</p>	<p>* Yes I have read the data privacy statement and accept the terms. ▾</p>
<p>12 Agreement for Additional Questionnaires</p> <p>12.1 Please fill in Certification questionnaire, ESG New Registration & Renewal Questionnaire and all other questionnaires that has been sent by TM Group via email notification.</p>	<p>* Yes ▾</p>

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

How to register your account and submit company details?

16. If you would like to save draft rather than submitting it, you can click on **Save Draft**. If you logged out and logged back into SAP Business Network, you can still see the saved responses.

The screenshot displays the SAP Supplier Registration Form interface. On the left is a navigation menu with 12 items, including 'Supplier Information' (item 4) which is currently selected. The main form area is divided into sections: 2.1.3 ROC/ROB/ROS/IC Number, 2.1.4 Address, 2.1.4.1 Email Address, 2.1.4.2 Phone Number, 2.1.4.3 Fax Number, 2.1.4.4 Registered Business Address, and 2.1.4.5 Company Website. The 'Registered Business Address' section includes fields for Street 1, Street 2, Street 3, Postal Code (50400), City (KUALA LUMPUR), and Country/Region (Malaysia (MY)). Below this is section 3 'Product Categories Provided' with a 'Less...' button and a note: 'Please select Commodity Categories from the list. (Please do not select more than 30 commodities)'. Section 3.1 'Category' has a dropdown menu with a 'select' button. At the bottom, there are four buttons: 'Submit Entire Response', 'Save draft' (highlighted with a red box), 'Compose Message', and 'Excel Import'. A footer note states '(*) indicates a required field'.

How to register your account and submit company details?

17a. If you would like to compose message to TM Supplier Registration Unit, you can click **Compose Message** button.

The screenshot displays a web form for supplier registration. On the left is a vertical navigation menu with 12 items: 1 Welcome to Supplier..., 2 General Company Info..., 3 Product Categories P..., 4 Supplier Information, 5 Company Status, 6 Director or Business..., 7 Additional Info, 8 Bank Details, 9 Tax Information, 10 Attachment, 11 Data Privacy Statement, and 12 Agreement for Additi... The main form area contains several sections:

- 2.1.4.2 Phone Number**: Input field with value "03-21615966".
- 2.1.4.3 Fax Number**: Input field with value "60 03 21612966".
- 2.1.4.4 Registered Business Address**: Includes a "Show More" link, and fields for Street (SUITE 18-05, 18-07, 18-08 & 19-08), Street 2, Street 3, Postal Code (50400), City (KUALA LUMPUR), Country/Region (Malaysia (MY)), and State/Province/Region (no val).
- 2.1.4.5 Company Website**: Empty input field.
- 3 Product Categories Provided**: A section with a "Less..." link and a message: "Please select Commodity Categories from the list. (Please do not select more than 30 commodities)".
- 3.1 Category**: A dropdown menu with "(select a value) [select]".
- 4 Supplier Information**: A collapsed section containing:
 - 4.1 Supplier Profile**: A collapsed section containing:
 - 4.1.1 Company Type**: A dropdown menu with "[001] Pte Ltd (Sdn. Bhd.)".
 - 4.1.2 Date Incorporated**: A date input field with "Sun 25 Jun 2006".

At the bottom of the form, there is a note: "(*) indicates a required field". Below this are four buttons: "Submit Entire Response", "Save draft", "Compose Message" (highlighted with a red border), and "Excel Import".

How to register your account and submit company details?

17b. Then in the 'Compose New Message' page, enter the message to the TM Supplier Registration team. You can attach documents if required to. Once done, click 'Send' button. TM Supplier Registration team will receive your inquiry and they might contact you via email notification.

Compose New Message Send Cancel

From: [redacted] (AO)

To: Project Team

Subject: Doc1545973905 - Supplier Registration Questionnaire

Attachments: [Attach a file](#)

[Rich text editor toolbar and text area]

Send Cancel

How to register your account and submit company details?

18. We do not recommend using 'Excel Import', hence, please avoid clicking on Excel Import / use Excel Import.

1	Welcome to Supplier ...	4.2.1 KWSP / EPF	* Yes
		4.2.2 Please upload any available attachment	Attach a file
2	General Company Info...	4.2.3 PERKESO / SOSCO	* Yes
		4.2.4 Please upload any available attachment	Attach a file
3	Product Categories P...	▼ 4.3 Related Party Status Declaration	
4	Supplier Information	4.3.1 (i) Related Party Transaction - for purposes of the Listing requirement of Bursa Malaysia Securities Bhd.:	* No
5	Company Status	4.3.3 (ii) Related Party - for purposes of Financial Reporting Standard 124 issued by the Malaysian Accounting Standard Board:	* Not Applicable
6	Director or Business...	▼ 5 Company Status	Less... -
		Please complete the percentage based on the breakdown of the shareholding structure. It is not coming from the race percentile of staffs working at the c	
7	Additional Info	5.1 Company Status	* [03] Foreign
8	Bank Details	5.2 Bumiputra (%)	0%
9	Tax Information	5.3 Non Bumiputra (%)	0%
10	Attachment	5.4 Foreign (%)	100%
11	Data Privacy Statement	5.5 Ex-TM Employee <i>Eligible to get Ex-TM Employees status if holding the company's equity sharing 51% or above with management control of the company</i>	* No
12	Agreement for Additi...	▼ 6 Director or Business Owner information listed in SSM document or Section 68 Annual Return	
		▼ 6.1 Management Information	

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | **Excel Import**

How to register your account and submit company details?

19. After Submission, you will receive a confirmation that your response has been submitted. The information provided will undergo verification and approval of the organization.

Doc1564052634 - Supplier Registration Questionnaire Time remaining 29 days 22:50:13

✓ Your response has been submitted. Thank you for participating in the event.

Doc1564052634 - Supplier Registration Questionnaire Pending Approval

You have submitted a response to the questionnaire.

All Content ☰

Name ↑	
10.2.2 Company Profile	a-dEMO.png ✓
10.2.3 Registration Cert / Incorporation Document	a-dEMO.png ✓
10.2.4 Association (Persatuan) registration document	a-dEMO.png ✓
▼ 11 Data Privacy Statement	
11.1 DECLARATION	
It is hereby confirmed that all of the information provided in this form	

How to register your account and submit company details?

20. When the organization approves your registration request, you will receive an email regarding the approved registration request.

Approved: Supplier registration with TM / Diluluskan: Pendaftaran pembekal dengan TM

 TM Technology Services Sdn. Bhd. 

To:  Fri 09/05/2025 17:52

 Retention: MY_Exchange (7 years) Expires: Fri 07/05/2032 17:52



Supplier Registration with TM.

Congratulations!

TM has approved your supplier registration. LI BERHAD has now been included in the supplier database of TM.

You will be notified when next steps of the supplier onboarding process require your attention.

Thank you.
Supplier Registration Unit,
Division SRMM, Group Procurement, TM

Section 2: Other Additional Questionnaires

This section explains how to fill up the other types of additional questionnaires via SAP Business Network.



How to respond other questionnaires?

**** To note: To be received after supplier functional training itself.**

- Below is the list of current possible questionnaires that you will receive, **not all is applicable for all suppliers**. Each questionnaire has different questionnaire content.
- However, the steps from Slide 65-70 is applicable for all types of questionnaires.

Name of Questionnaire

- Certificates
- ESG For New Registration
- ESG
- Supplier Satisfaction Index (SSI)
- TM Business Partner Cyber Security Index Survey



How to respond other questionnaires?

*** To note: To be received after supplier functional training itself.*

1. Check if an email notification is received requiring supplier to complete the Questionnaire, as requested by TM group. Click on "Submit questionnaire" URL link provided in the email to navigate to the "Ariba Proposals & Questionnaire" page.

Action needed: Complete questionnaire from TM / Tindakan diperlukan: Lengkapi Soal Selidik dari TM

 T  (TM SRU)<s4system-prod3+tmprodigy-T.Doc1508598137@ansmtp.ariba.com>  | ...

To: ) Mon 24/03/2025 12:16

 Retention: MY_Exchange (7 years) Expires: Mon 22/03/2032 12:16



Hello Kopi Kopi,

TM has invited you to complete a questionnaire. This is required so Kopi Berhad can do business with TM.

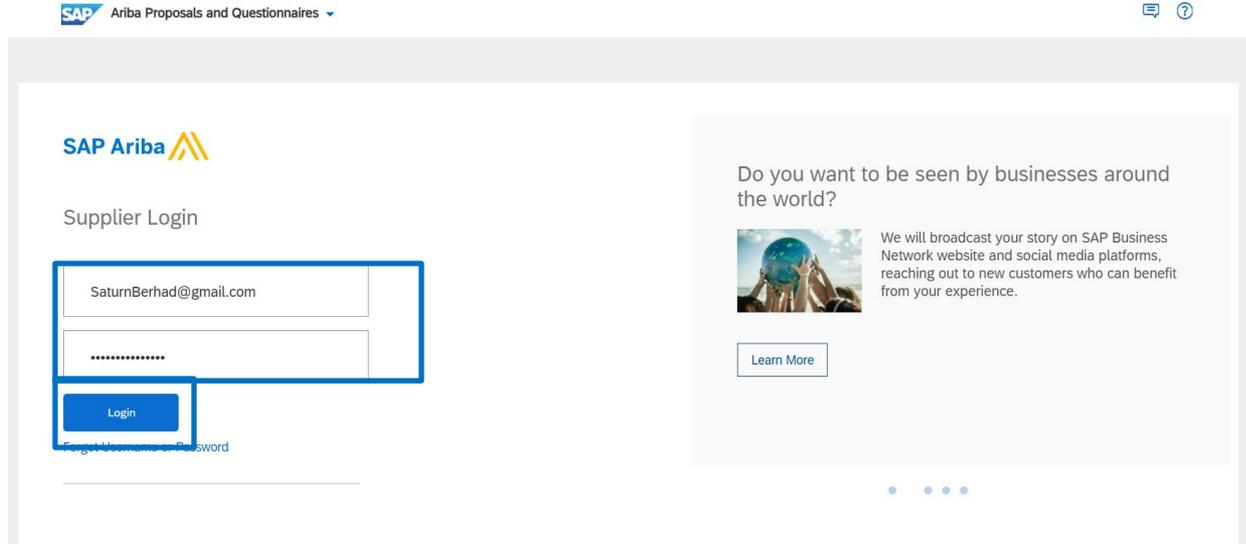
Questionnaire Overview
Questionnaire name: Certification
Respond by: Sun, 30 Mar, 2025
Update Request Comments:

[Submit questionnaire](#)

Thank you.
Supplier Registration Unit,
Division SRMM, Group Procurement, TM

How to respond other questionnaires?

2. If new window appears requiring keying in the username & password, just enter the valid logon credentials. **





How to respond other questionnaires?

3. Under "**Questionnaires**" section, click on the specific questionnaire that was provided in the email to complete the form.

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Registration Questionnaire	Doc1369684839	29/11/2024 15:14	(no value)	(no value)	Regis

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
▼ Status: Completed (2)				
Supplier Qualification - External Questionnaire	Doc1564970494	10/5/2025 17:45	Devices 05000000, Digital and IT 02000000	EM East Malaysia, WM West Malaysia
Supplier Qualification - External Questionnaire	Doc1375663788	2/12/2024 14:50	All Commodities All	All All

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
ESG	Doc1377654573	3/12/2024 11:48	(no value)	(no value)	Approved
▼ Status: Open (2)					
SSI - Partnership	Doc1566811984	19/5/2025 21:48	(no value)	(no value)	Not Respon
ESG New Registration & Renewal	Doc1566811974	19/5/2025 21:48	(no value)	(no value)	Not Respon

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
------------------	-----------	------------	------------	---------------	--------

No items



How to respond other questionnaires?

4. Supplier to fill in the required details for each section of the questionnaire form.

<p>▼ Event Contents</p> <p>All Content</p>	<p>Choose "1" when you manage & follow the standard. Choose "0" when you do not. Choose "NA" when you have no canteen/cafeteria.</p>	<p>ⓘ * NA ▾</p>
<p>1 Supplier Info</p> <p>2 Company Management (...)</p> <p>3 Environment - Persek...</p> <p>4 Economy - Ekonomi</p>	<p>Pilih "1" apabila anda mengurus & mengikut standard. Pilih "0" apabila anda tidak melakukannya. Pilih "NA" apabila anda tiada kantin/kafeeteria.</p> <p>7.13 If you provide a dormitory, is it maintained and managed according to the Employees' Minimum Standards of Housing? For example, fire detector, fire distinguishing system, emergency exit are required to be installed; the space of a dormitory room should be more than 3m²/person, etc) Jika anda menyediakan asrama, adakah ia diselenggara dan diuruskan mengikut Piawaian Minimum Perumahan Pekerja? Sebagai contoh, pengesan kebakaran, sistem membezakan kebakaran, pintu keluar kecemasan perlu dipasang; ruang bilik asrama hendaklah lebih daripada 3m²/orang, dsb)</p> <p>Choose "1" when requirements are met. Choose "0" when it is not. choose "NA" when you do not provide a dormitory.</p>	<p>ⓘ * NA ▾</p>
<p>5 Social (Human Rights...)</p>	<p>Pilih "1" apabila keperluan dipenuhi. Pilih "0" apabila tidak. Pilih "NA" apabila anda tidak menyediakan asrama.</p>	
<p>6 Governance - Tadbir ...</p>	<p>▼ 8 Information Security - Keselamatan Data</p> <p>8.1 Do you manage personal information of all involved personnel and confidential information which is obtained from customers or other third parties appropriately to prevent leakage, such as suppliers, customers, workers and those who are involved in any transactions? Adakah anda menguruskan maklumat peribadi semua kakitangan yang terlibat dan maklumat sulit yang diperoleh daripada pelanggan atau pihak ketiga yang lain dengan sewajarnya untuk mengelakkan kebocoran, seperti pembekal, pelanggan, pekerja dan mereka yang terlibat dalam sebarang transaksi?</p> <p>Choose "1" when you manage it. Choose "0" when you do not.</p>	<p>ⓘ * 0 ▾</p>
<p>7 Health and Safety - ...</p> <p>8 Information Security...</p>	<p>Pilih "1" apabila anda mengurusnya. Pilih "0" apabila anda tidak melakukannya.</p> <p>8.2 Do you implement preventive measures against threats (e.g., social engineering, ransomware, phishing, etc.) on computers and the network and take action to prevent damages to own company and others? Adakah anda melaksanakan langkah pencegahan terhadap ancaman (cth., kejuruteraan sosial, perisian tebusan, pancung data, dsb.) pada komputer dan rangkaian dan mengambil tindakan untuk mengelakkan kerosakan kepada syarikat sendiri dan orang lain?</p> <p>Choose "1" when you implement preventive measures and take action. Choose "0" when you do not.</p>	<p>ⓘ * 0 ▾</p>
<p>⏪ (*) Indicates a required field ⏩</p>		
<p>Submit Entire Response Save draft Compose Message Excel Import</p>		



How to respond other questionnaires?

5. After completing the questionnaire, the supplier clicks on **"Submit Entire Response"** button.

5 Social (Human Rights...)

6 Governance - Tadbir ...

7 Health and Safety - ...

8 Information Security...

▼ 8 Information Security - Keselamatan Data

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



How to respond other questionnaires?

6. Supplier receives confirmation of successful submission. NO ACTION REQUIRED AS OF NOW.



Hello Sam Koh,

tmprodigy-TEST has approved the questionnaire that you completed.

Questionnaire Overview

Questionnaire name: ESG

You'll be notified if any other tasks require your attention.

Best,

SAP Ariba team

Updating Supplier Registration

This section explains how to update supplier registration form.



Self Managing Supplier Details

- One of the benefits of using SAP Business Network is that it allows you to self-maintain your data.
- After the supplier registration questionnaire is being approved, it will reopen to allow for updates. If at any time your company's information changes, you should log into SAP Business Network and update the registration questionnaire to reflect the change.
- You are no longer required to update your information in SUS portal, only in SAP Business Network (single source of update).



Update Supplier Registration



How to update and submit your company's information?

1. After logging in, navigate to **Registration Questionnaire** section and click **Supplier registration questionnaire** to proceed with the information update.

Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Completed (1)		
Supplier Registration Questionnaire	Doc1343249735	7/11/2024 17:42

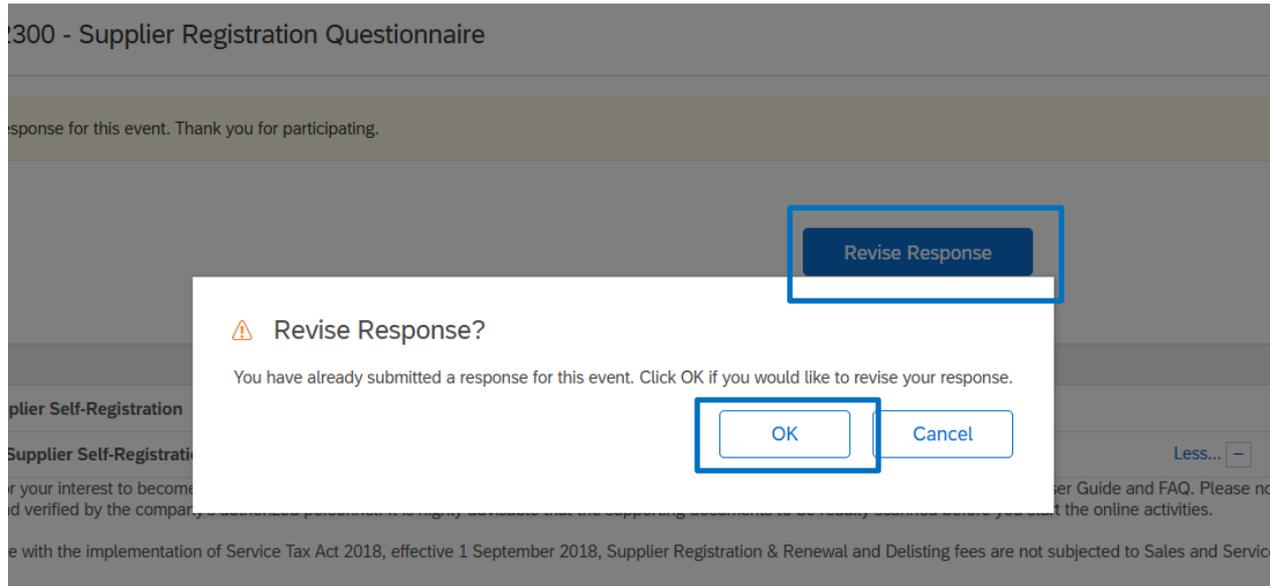
Qualification Questionnaires



Update Supplier Registration

How to update and submit your company's information?

2. Click **Revise Response** > **OK** to initiate the information update process.





How to update and submit your company's information?

3. Response boxes are available for edit action, update and revise the relevant content. To complete the information updating process, click **Submit Entire Response** to submit the updated / revised responses.

Doc1375922300 - Supplier Registration Questionnaire

All Content

Name 1

Attachment condition:
- Please upload certified documents only
- Max file size: 10MB

10.1 Company Type for Attachment

▼ 10.11 Partnership (Perkongsian)

10.11.1 Where is the Partnership's business/ company in

10.11.2 Company Profile

10.11.3 Bank Statement

10.11.4 Registration Cert / Incorporation Document

10.11.5 Form D / Form E SSM & Maklumat Perniagaan & Pemilik Terkini SSM

▼ 11 Data Privacy Statement

11.1 DECLARATION

It is hereby confirmed that all of the information provided in this form together with the attached document are true and accurate.

Submit this response?
Click OK to submit.
OK Cancel

Supplier Qualification (Integrity Pledge)

This section explains how to complete the supplier qualification process.



To note: This process will start after you are registered as a supplier with TM on SAP Ariba, please look out for communications.

1. Check if an email notification is received by the Supplier about the invitation of TM SRU team to fill out Qualification Questionnaire. Click on the email notification URL link to login to SAP Business Network using your username and password.

Action needed: Fill out **qualification** questionnaire to become a qualified supplier with TM /
Tindakan diperlukan: Lengkapi soal selidik kelayakan pembekal TM

 Ter [REDACTED] M SRU)<s4system-prod3+tmprodigy-
T.Doc1508508881@ansmtp.ariba.com>  | ...
To:  [REDACTED] (y) Mon 24/03/2025 11:38

 Retention: MY_Exchange (7 years) Expires: Mon 22/03/2032 11:38



Qualification questionnaire to become a qualified supplier with TM

Hello!

Now that Premier Berhad is registered as a supplier with TM, you're invited to fill out one or more questionnaires to become qualified in the following categories:

Digital and IT in All

[Click Here](#) to fill out the questionnaire

Thank you.
Supplier Registration Unit,



Supplier Qualification – Integrity Pledge



2. Once you are logged in, navigate through "Business Network --> Ariba Proposals & Questionnaires" tab.

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes the SAP logo, 'Business Network' with a dropdown arrow, 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' indicator. On the right side of the navigation bar are icons for search, notifications, help, and a user profile labeled 'SK'. Below the navigation bar, a dropdown menu is open, listing 'SAP Business Network', 'SAP Business Network Discovery', 'Ariba Proposals & Questionnaires' (highlighted with a blue box), and 'Ariba Contract Management'. The main content area features a 'Workbench' section with 'Catalogs' and 'Assessments' tabs. A search bar contains the text 'Leads' and filters for 'In Location' and 'By Product'. Below this is a 'Getting started' widget with three metrics: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days'. The 'My widgets' section includes 'Company profile' (showing a 15% progress indicator), 'My leads' (with a document icon), 'Download app' (with a mobile phone image and 'We are now mobile.' text), and 'Shipment tracking' (with a 'Purchase order number.' input field).



3. In the "Ariba Proposals and Questionnaires" page, go to "Qualification Questionnaires" and check its status. Click on "Supplier Qualification - External Questionnaire" link.

No items

Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Completed (1)		
Supplier Registration Questionnaire	Doc1369684839	11/29/2024 3:14 PM

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Region:
▼ Status: Completed (1)				
Supplier Qualification - External Questionnaire	Doc1375663788	12/2/2024 1:55 PM	All Commodities All	All All

Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

Certificates



4. Fill out the required fields marked with asterisk * in the "All Content" of the following sections: **1.1 - TM Integrity Pledge (Appendix C)** **1.2 - TM Integrity Pledge (Appendix D)**, BOTH IS MANDATORY.

Doc1564970494 - Supplier Qualification - External Questionnaire

Time remaining
29 days 23:18:30

All Content



Name ↑

▼ 1 Integrity Pledge

Less...

Please complete the Integrity Pledge declaration as follows:

- Appendix C: Kindly download the attached TM Integrity Pledge (Appendix C), performed the necessary signatory and upload the signed copy.
- Appendix D: Kindly download the attached TM Integrity Pledge (Appendix D), performed the necessary signatory and upload the signed copy.

If the above documents are not relevant to you, kindly provide your own integrity pledge.

▼ 1.1 TM Integrity Pledge (Appendix C)

1.1.1 Kindly download the attached TM Integrity Pledge (Appendix C), performed the necessary signatory and upload the signed copy.

*Attach a file

Kindly provide your own integrity pledge or code of conduct if those above are not relevant. [References](#)▼

▼ 1.2 TM Integrity Pledge (Appendix D)

1.2.1 Kindly download the attached TM Integrity Pledge (Appendix D), performed the necessary signatory and upload the signed copy.

*Attach a file

Kindly provide your own integrity pledge or code of conduct if those above are not relevant. [References](#)▼

(*) indicates a required field



5. Once all the required details are provided, click on **"Submit Entire Response"** button.

Doc1564970494 - Supplier Qualification - External Questionnaire Time remaining
29 days 23:16:48

All Content ☰ | ⬆

Name ↑

▼ 1 Integrity Pledge Less... ▾

Please complete the Integrity Pledge declaration as follows:

- Appendix C: Kindly download the attached TM Integrity Pledge (Appendix C), performed the necessary signatory and upload the signed copy.
- Appendix D: Kindly download the attached TM Integrity Pledge (Appendix D), performed the necessary signatory and upload the signed copy.

If the above documents are not relevant to you, kindly provide your own integrity pledge.

▼ 1.1 TM Integrity Pledge (Appendix C)	
1.1.1 Kindly download the attached TM Integrity Pledge (Appendix C), performed the necessary signatory and upload the signed copy.	
Kindly provide your own integrity pledge or code of conduct if those above are not relevant. References ▾	* a-dEMO.png ▾ Update file Delete file 🗑
▼ 1.2 TM Integrity Pledge (Appendix D)	
1.2.1 Kindly download the attached TM Integrity Pledge (Appendix D), performed the necessary signatory and upload the signed copy.	
Kindly provide your own integrity pledge or code of conduct if those above are not relevant. References ▾	* a-dEMO.png ▾ Update file Delete file 🗑

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



6. Check and validate the status of the request by clicking the **"Refresh"** button (F5). Status will be in 'Pending Qualification Approval'.

Doc1564970494 - Supplier Qualification - External Questionnaire

Pending Qualification Approval

You have submitted a response to the questionnaire.

All Content



Name ↑

▼ 1 Integrity Pledge

More... +

▼ 1.1 TM Integrity Pledge (Appendix C)

1.1.1 Kindly download the attached TM Integrity Pledge (Appendix C), performed the necessary signatory and upload the signed copy.

a-dEMO.png ▾

Kindly provide your own integrity pledge or code of conduct if those above are not relevant. [References](#) ▾

▼ 1.2 TM Integrity Pledge (Appendix D)

1.2.1 Kindly download the attached TM Integrity Pledge (Appendix D), performed the necessary signatory and upload the signed copy.

a-dEMO.png ▾

Kindly provide your own integrity pledge or code of conduct if those above are not relevant. [References](#) ▾



7. Check if an email notification "Approved: Supplier qualification request with TM company" is received by the supplier.

Approved: Supplier **qualification** request with TM / Diluluskan: Permohonon kelayakan pembekal dengan TM

TM Technology Services Sdn. Bhd. ☺ ↶ ↷ 🔒 📧 📅 ⋮

To: 📧 [REDACTED] Mon 24/03/2025 12:23

Retention: MY_Exchange (7 years) Expires: Mon 22/03/2032 12:23

Supplier **Qualification** request with TM.

Congratulations! Kopi Berhad is now qualified to offer in the following categories to TM:

Digital and IT in All

You will be notified when next steps as part of a procurement or sourcing process require your attention.

Thank you.
Supplier Registration Unit,
Division SRMM, Group Procurement, TM

This email has been sent to you on behalf of TM by SAP Ariba.

Permohonan kelayakan pembekal TM

Additional Supplier Users

Additional Supplier User to be registered on SAP Business Network – to create their own account linked to same Ariba Network ID.



1. If there is such scenario where you (additional supplier user / non-main supplier user/ non-admin supplier user) either:
 - Receive invitation to fill up certain questionnaire OR
 - Receive email to view performance scorecard / respond to improvement plan OR
 - Receive invitation to respond to sourcing events

And if you have **never** set up any account in SAP Business Network before, click the link in the email. Then, create an account following slide 18 till 22 for successful account creation.

Action needed: Complete questionnaire from TM / Tindakan diperlukan: Lengkapi Soal Selidik dari TM

 Tengku Mohamad Azri Bin Tuan Ibrahim (TM SRU) <s4system-prod3+tmprodigy-T.Doc1580551827@ansmtp.ariba.com>
To:  Thu 22/05/2025 18:14

 Retention: MY_Exchange (7 years) Expires: Thu 20/05/2032 18:14



Hello Khoa Loa,

TM has invited you to complete a questionnaire. This is required for EMAS SDN BHD to do business with TM.

Questionnaire Overview
Questionnaire name: ESG New Registration & Renewal
Respond by: Thu, 29 May, 2025
Update Request Comments:

[Submit questionnaire](#)

Thank you.
Supplier Registration Unit,
Division SRMM, Group Procurement, TM

This email has been sent to you on behalf of TM by SAP Ariba.

Hello Khoa Loa,

TM menjemput anda untuk melengkapkan soal selidik berikut. Ini diperlukan untuk membolehkan EMAS SDN BHD melakukan urusan perniagaan dengan TM.



Additional Supplier User



2. Once your account is successfully created, you will come to the SAP Business Network (Ariba Proposals and Questionnaires page).

The screenshot shows a web browser window with the URL `service.ariba.com/Sourcing.aw/109582013/aw?awh=r&awsk=kNR9Y4yb&dard=1`. The page title is "SAP Ariba Proposals and Questionnaires" and it includes a "Standard Account" label and a "Get enterprise account" button. The user is logged in as "Incognito (2)".

The main content area is titled "tmprodigy-TEST" and contains a welcome message: "Dear Valued Supplier, Welcome to the Supplier Information Portal. We value our relationship and look forward to business with you. Announcement: [TM Corporate website](#)".

On the left side, there is a section for "tmprodigy-TEST Requested Profile" with the text: "All required customer requested fields have been completed. View customer requested fields >". Below this, it states "There are no matched postings.".

The right side of the page features a navigation menu with "Home" selected. Below the menu are four sections, each with a table header and a "No items" message:

- Events**: Table with columns: Title, ID, End Time (↓), Event Type, Participated.
- Risk Assessments**: Table with columns: Title, ID, End Time (↓), Event Type.
- Registration Questionnaires**: Table with columns: Title, ID, End Time (↓), Status.
- Qualification Questionnaires**: Table with columns: Title, ID, End Time (↓), Commodity, Regions, Status.



Additional Supplier User



3. Scroll down, and you will be able to see any questionnaires which you are invited to respond to.

The screenshot shows the Ariba Sourcing interface with the following sections:

- Risk Assessments**: No items
- Registration Questionnaires**: No items
- Qualification Questionnaires**: No items
- Questionnaires**:
 - Table with columns: Title, ID, End Time, Commodity, Regions, Status
 - Filter: Status: Open (1)
 - Row: ESG New Registration & Renewal, Doc1580551827, 5/29/2025 6:13 PM, (no value), (no value), Not Responded
- Certificates**: No items
- Tasks**: (Section header visible)

Support and Help

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



Please email to SRM Helpdesk email for problems related to supplier registration issues.

SRM Helpdesk email : srm@tm.com.my

Please email to Finance Helpdesk for problems related to finance such as:

- Invoice submission status
- Payment status
- Manual payment advice request
- Early payment request
- Factoring / deed of assignment request

All enquires must be accompanied with PO number details, PO value, invoice number, invoice amount and other related documents.

Finance Helpdesk email: fso.helpdesk@tm.com.my



Contact SAP Ariba for technical support such as:

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

1. On the [SAP Business Network](#) login page, click ‘?’ icon.

2. If you have forgotten username or password, click on ‘Forgot Username or Password’ link.

The screenshot shows the SAP Ariba Supplier Login page. At the top right, there is a help icon (a question mark inside a circle) which is highlighted with a red box and the number '1'. Below the header, the page contains the SAP Ariba logo, the text 'Supplier Login', and two input fields for 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. Underneath the login button is a link that says 'Forgot Username or Password'. To the right of the login form, there is a promotional banner titled 'Have you visited our supplier community?' with a small image of people and a 'Learn More' button. At the bottom of the banner are three blue dots.



1. Select 'Support'.
2. You will then be directed to the 'Help Center' page.
3. Select 'Contact Us'.

The screenshot displays the SAP Business Network interface. On the left, the 'Supplier sign-in' section includes a 'Username' input field, a 'Next' button, and a 'Forgot username' link. Below this is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'. On the right, a 'Help Topics' sidebar is visible, featuring a search bar and a list of topics including 'Documentation', 'Support', and several administrative questions. A red circle with the number '1' highlights the 'Support' link in this sidebar. The main content area shows the 'SAP Help Center Home' header with navigation links for 'Home', 'Learning', and 'Contact us'. A red circle with the number '2' highlights the 'Contact us' link. Below the navigation is a large blue banner with the text 'How can we help you?' and a search bar containing the placeholder text 'Search knowledge base articles, documentation, and tutorials'. Below the search bar, the text 'Try "cancel order", "email notifications", "user authorization"' is displayed.



Useful links



- Forgot password: https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_u00bvw26
- Registering on SAP Business Network: https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_6nhc63r5

Q&A

We will address the common questions asked by suppliers here.



Question	Answer	Remarks
What is Supplier Functional Training?	Supplier Functional Training are training sessions that TM run for our Suppliers. The first run is during Q2 2025; there will be further sessions planned but more information will be provided.	
If I have an existing Ariba account, do I need to register for another account?	<p>If you already have an Ariba Business Network account (Standard or Free account), you will not be required to create a new account with Ariba. You can use the existing account to register and transact with TM. You still need to register with TM via SAP Business Network by filling in the registration questionnaire.</p> <p>However, for Enterprise Account holders (paid subscription), please carefully discuss internally to determine if this is the type of account suitable for your company's strategy and operation.</p> <p>If you have enquiries on Enterprise account fees, please refer to SAP Ariba official website or reach out to SAP support.</p> <p>The account will not expire.</p>	
If I am new to Ariba, what should I do?	<p>If you are new to Ariba, please wait for a registration invite from TM and follow the steps in the email to Sign-Up with Ariba.</p> <p>Please note down your User ID and Password created during sign-up.</p>	



Question	Answer	Remarks
<p>Are there any charges to use Ariba? Are there any charges to use Ariba?</p>	<p>For Suppliers new to Ariba, first time account creation is free and is called as Standard Account. The Standard Account is sufficient to transact with TM. There will be charges if you upgrade to Enterprise Account (paid subscription).</p>	<ul style="list-style-type: none">• Ariba fee model• Supplier fee calculator (note: estimated fees for reference purpose, actual fees may vary)
<p>What is the maximum size of attachment can I upload for each document for tender?</p>	<p>You may upload up to 100 MBs per field or question.</p>	
<p>What if I forgot password or username for SAP Business Network or SUS?</p>	<p>For SAP Business Network, if you have forgotten the username or password, you may click the link 'Forgot Username or Password'. For SUS Portal, it will be as per existing process.</p>	



Question	Answer	Remarks
<p>What are the similarities or differences of SAP Ariba Standard Account versus SAP Ariba Enterprise Account?</p>	<p>A Standard Account is:</p> <ul style="list-style-type: none">• Completely cost-free account• Transact with one or several customers, by receiving interactive documents via email sent by buyers (e.g. Purchase Orders)• Interactive documents redirect you to Ariba's logging page, to create and submit digital documents to your buyer customers <p>An Enterprise Account is:</p> <ul style="list-style-type: none">• Full-feature account that is created prior to receiving documents from buyers• Organize and filter documents in an easy manner• Set-up an automatic integration (interface between your ERP and your Ariba Network Account)• Subjected to fees depending on the volumes transacted with all buyer customers connected to this account <p>There is no functional difference between Enterprise and Standard accounts for suppliers using SAP Ariba only to participate in Sourcing events (live bids, auctions, RFPs, etc) / Supplier Registration & Supplier Performance.</p>	<ul style="list-style-type: none">• Side by side comparison between Standard and Enterprise account• More information can be found here



Question	Answer	Remarks
Are we able to have multiple people to register for Ariba in a company or only 1 account per company?	It is recommended to have only one Ariba Business Network account per company. 1 supplier Ariba Business Network ID (ANID) can establish multiple customer relationships. However, there can be different users assigned to the account.	
Can we have multiple users performing multiple tasks on Ariba?	Yes, there can be multiple/different users performing multiple/different tasks in Ariba.	
Can I input more than 1 email contact?	The Supplier Registration Form is to be submitted by primary contact person (who receives registration invite), who can provide several emails for different purposes (refer to Section 4 & Section 6 in Supplier Registration Form)	
Will the registration link expire?	Expiry date is 90 days after receiving the registration link. However, we highly encourage you to register as soon as possible by after attending the supplier functional training. It may affect your transactions with TM if there are any delays in registration (e.g. project tender, invoicing, etc)	
If I submitted wrong information in the registration form, may I amend?	If the form has been sent for approval, Supplier will need to contact TM's Supplier Registration Unit to request to resend the form back to supplier to make necessary changes. If the form has been approved, Supplier can always revise response and re-submit. Once submitted, it will be routed for TM's Supplier Registration Unit approval again.	



1. Please complete and submit the Supplier Registration questionnaire responses within **60 days** starting from the date of receiving Registration invitation email.
2. In the event of you already have an account, you can choose to “Log in” with your existing credentials without creating a new account with new ANID.
3. **No more renewal payment is required.**
4. Your response is required in all the **mandatory** fields with the asterisk symbol (*).
5. Please provide and attach the necessary supporting documents as per request in the Supplier Registration questionnaire. **Any sensitive or confidential information may be redacted as appropriate.**
6. Supplier is responsible to provide the updated Company information by filling up the Supplier Registration questionnaire. If there is any change of Company's information and update is required, kindly **update** the Registration questionnaire by **revising the relevant responses** as soon as possible.
7. **Please do not forward the email invitation** to another email address.
8. In case you don't find any notification send by Ariba, please check with your local IT department to determine if there are any filters on your email server that are blocking email from SAP Ariba.
9. **Any login issue** should be directly address to the SAP Ariba Support on <http://supplier.ariba.com/> using **HELP** button.



THANK YOU

Let's discuss!