



# MANUAL FOR REGISTRATION OF VENDOR VIA PORTAL

Version 1.1

Group Procurement & Vendor Development  
(GPVD)

6<sup>th</sup> August 2024



**Website:** <https://shorturl.at/mBR78>



**Video tutorial:** <https://shorturl.at/frAWY>

**Radicare (M) Sdn Bhd  
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Revision Date: 6/8/24

**RADICARE**  
**Oracle Fusion Cloud Supplier Portal**

**User Manual**  
External Supplier Registration

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# 1 SUPPLIER REGISTRATION

## Supplier Registration page

Supplier will enter the link provided by procurement admin or from Radicare website. A person can register on behalf of the company.

No	Link Spend Authorize
1.	<a href="https://shorturl.at/mBR78">https://shorturl.at/mBR78</a>

**Table 1: Navigation**

There are 7 tabs that supplier can enter and view during supplier registration. Company Details, Contact, Addresses, Business Classification, Bank Accounts, Product and Services and Review.

The screenshot shows the 'Register Supplier: Company Details' page. At the top, there is a navigation bar with 7 numbered tabs: 1 (Company Details), 2 (Contacts), 3 (Addresses), 4 (Business Classifications), 5 (Bank Accounts), 6 (Products and Services), and 7 (Review). Below the navigation bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main form area contains several sections:

- Company Information:** Fields for Company name, Tax Organization Type, Supplier Type, Corporate Web Site, and Attachments (None).
- Tax Information:** Fields for Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver.
- Additional Information:** Fields for Nature of Company, Company Reg-Date (mm/dd/yyyy), Company Register No. (As per registered with bank account), Sole Agent, Authorised Capital, Paid-up Capital, Equity of Bumiputra %, and Equity of Non Bumil %.
- Ownership and Status:** Fields for Equity of Foreigner %, Status, Owner of Company 1/New ID No (Ahmad910820084488), Owner of Company 2/Old ID No, Type of Work/Pasport No/Army No, Date of Registration (mm/dd/yyyy), Branch, and Service.

**Figure 1: Supplier Registration Page Screen**

## Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email	<input type="text"/>
* Confirm Email	<input type="text"/>

**Figure 2: Contact Information**

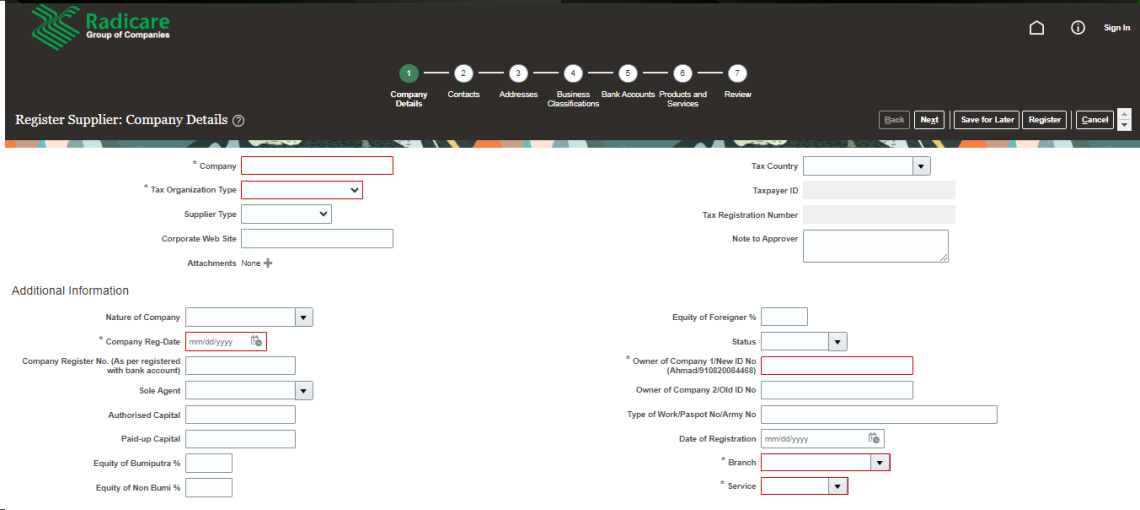
### 1.1 External Supplier Registration

Supplier Registration Request should be initiated by vendors.

#### **Company Details**

In this field, supplier need to enter company information for example Company name, Tax Organization Type, Supplier Type and corporate website. After supplier fill up all the information and submit the registration, Procurement admin will verify the request. Supplier will receive email notification to reset password and link to the system after approved by procurement admin.

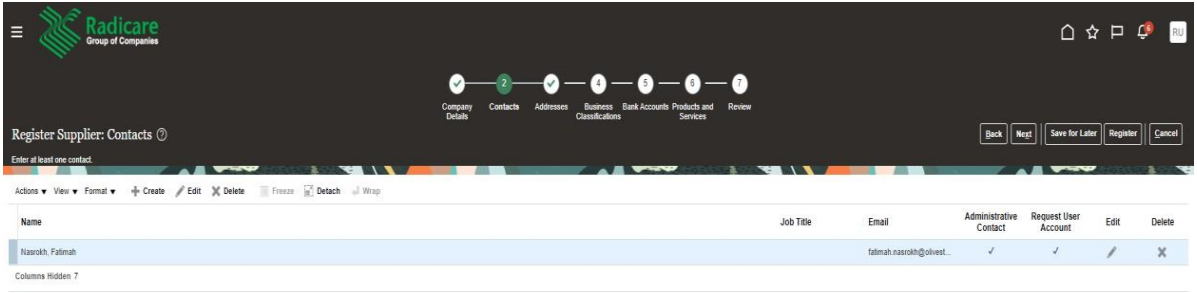
No.	Steps
1.	Navigate to link provided.
2.	Fill in the fields for <b>Company Details</b>

	
3.	<p>Enter <b>Company</b>, <b>Tax Organization Type</b>, <b>Supplier Type</b>.</p>
4.	<p>Supplier can also provide <b>Corporate Web Site</b>, <b>Attachments</b> and <b>Note to Approver</b> if any.</p>
5.	<p>In the <b>Additional Information</b> area supplier need to enter information for example Company Reg-Date, Company Registration No., Equity of Bumiputra%, Equity of Non Bumi%, Equity of Foreigner%, Status, Owner of Company 1/New ID No., Owner of Company 2/New ID No., Branch and Service request.</p>
6.	<p>Enter supplier main contact details under <b>Your Contact Information</b>. Supplier need to enter <b>First Name</b>, <b>Last name</b>, <b>Email</b> and <b>Confirm Email</b>.</p> <p><b>Your Contact Information</b> Enter the contact information for communications regarding this registration.</p> <p>* First Name <input type="text" value="aa"/></p> <p>* Last Name <input type="text" value="bb"/></p> <p>* Email <input type="text" value="aa@gmail.com"/></p> <p>* Confirm Email <input type="text" value="aa@gmail.com"/></p>
7.	<p>Click Next to continue to <b>contacts</b> sections</p>
8.	<p>The <b>Save for Later</b> functions allow vendor to continue the registration at a later time. <b>Note:</b> The link to continue the registration process will be sent to supplier email based on <b>Your Contact Information</b> section.</p>

**Table 2: Company Details**

## Contacts

On the contacts tabs supplier can define the contacts. Supplier can use the contacts to capture name, job title, email IDs.

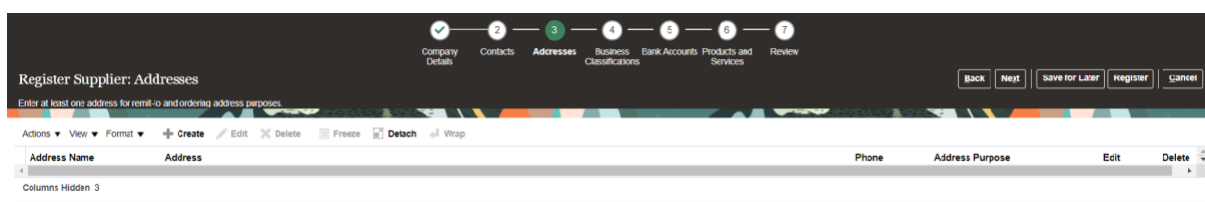
No.	Steps								
1.	<p>Contact details filled in Company Details will be auto populated.</p> 								
2.	<p>Click Next to continue to <b>Addresses</b> sections.</p>								
3.	<p>Click '+' button to create additional contact if any.</p> <p><b>Create Contact</b></p> <p>Salutation: <input type="text" value=""/></p> <p>* First Name: <input type="text" value="Ahmad"/></p> <p>Middle Name: <input type="text" value=""/></p> <p>* Last Name: <input type="text" value="Fuad"/></p> <p>Job Title: <input type="text" value="Director"/></p> <p><input checked="" type="checkbox"/> Administrative contact</p> <p><b>User Account</b></p> <p><input checked="" type="checkbox"/> Request user account</p> <p><b>Roles</b></p> <table border="1" data-bbox="288 1576 1485 1839"> <thead> <tr> <th>Role</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Supplier Self Service Administrator</td> <td>Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...</td> </tr> <tr> <td>Supplier Sales Representative</td> <td>Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...</td> </tr> <tr> <td>Supplier Inventory Manager</td> <td>Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors a...</td> </tr> </tbody> </table> <p><input type="button" value="Create Another"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Role	Description	Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...	Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...	Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors a...
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Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...								
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Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors a...								
4.	<p>Fill in the fields under <b>Create Contact</b> section</p>								

5.	Tick <b>Administrative Contact</b> to appoint the user as main point of contact for vendor registration matters
6.	Tick Create user account to request individual sign in for the user and assign specific system roles.
7.	Click OK to finalize the changes.
8.	Click <b>Create Another</b> to add another user.
9.	Click Edit to make changes. Click Delete to remove the highlighted line item.
10.	Click Next to continue to <b>Addresses</b> sections.

**Table 3: Supplier Contact Details**

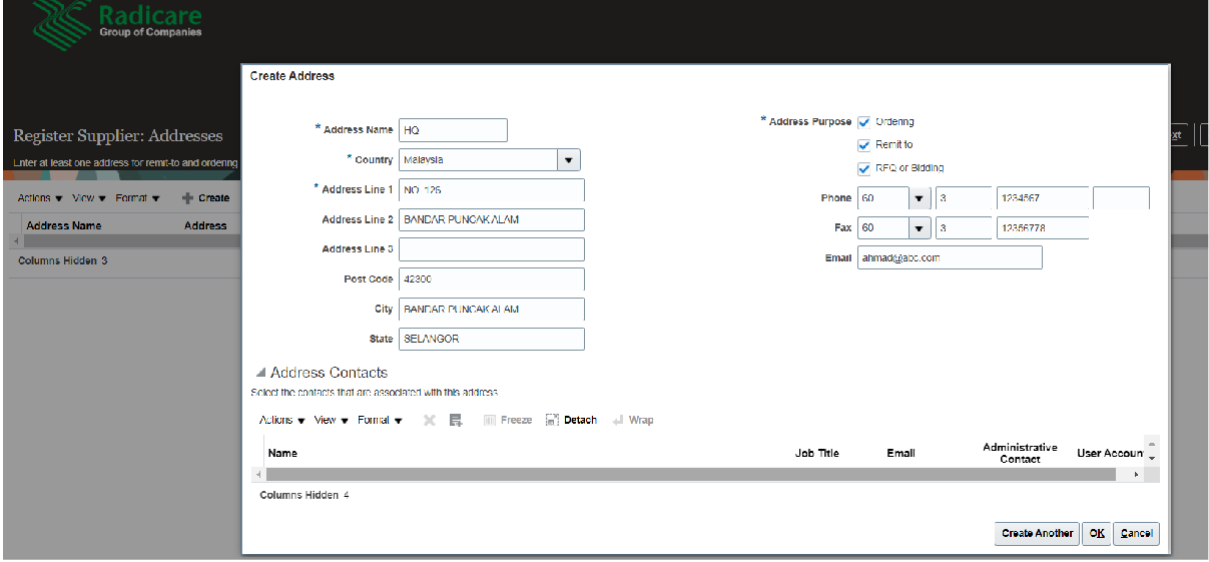

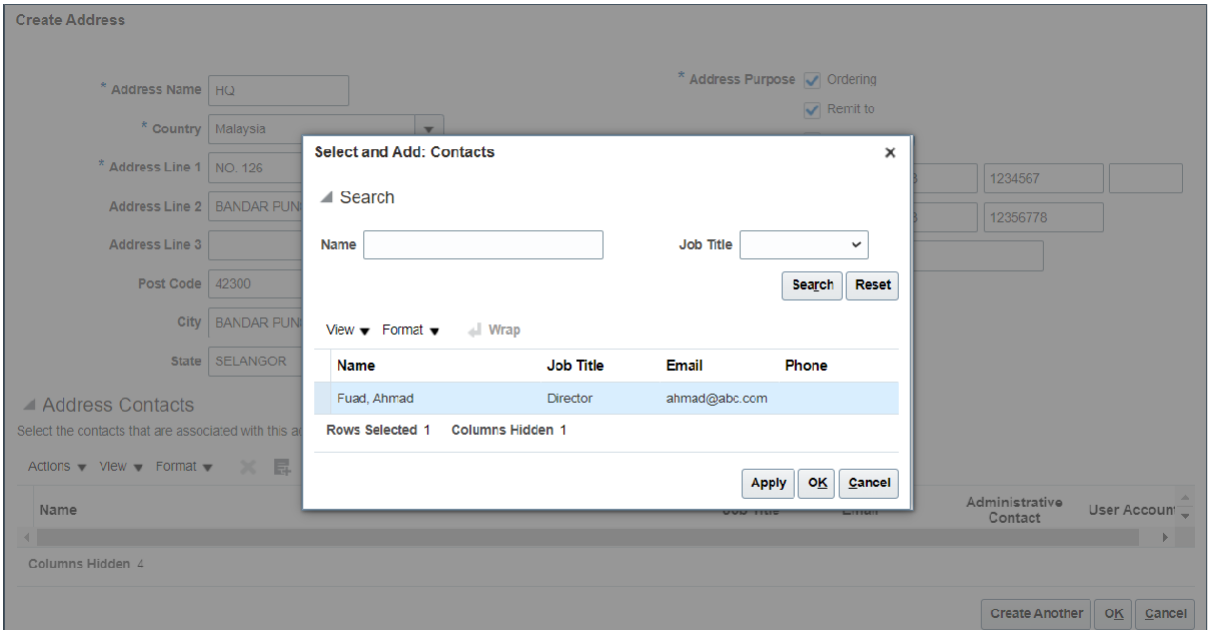
## Addresses

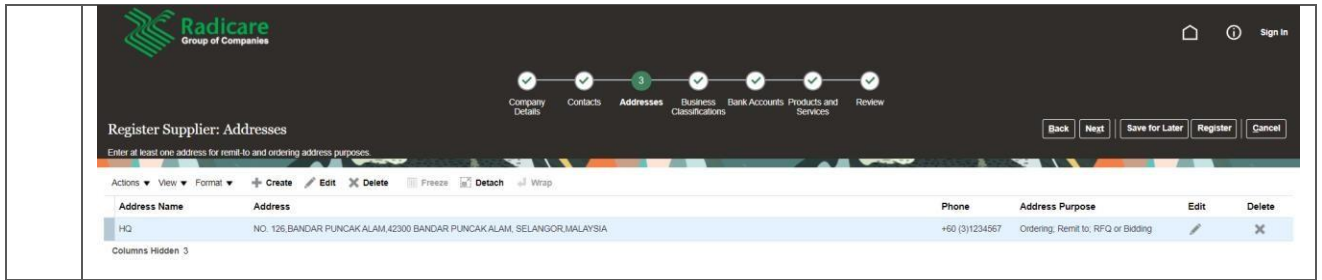
Supplier can create Supplier Address in the Addresses tab, Tick on Ordering, Remit to and RFQ or Bidding on the Address Purpose. Supplier can also capture the phone number, fax number, email ID.



**Figure 3: Address Information**



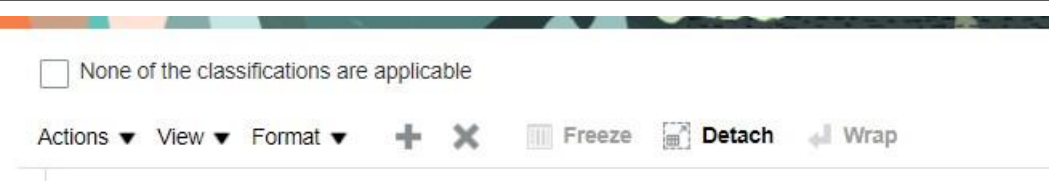
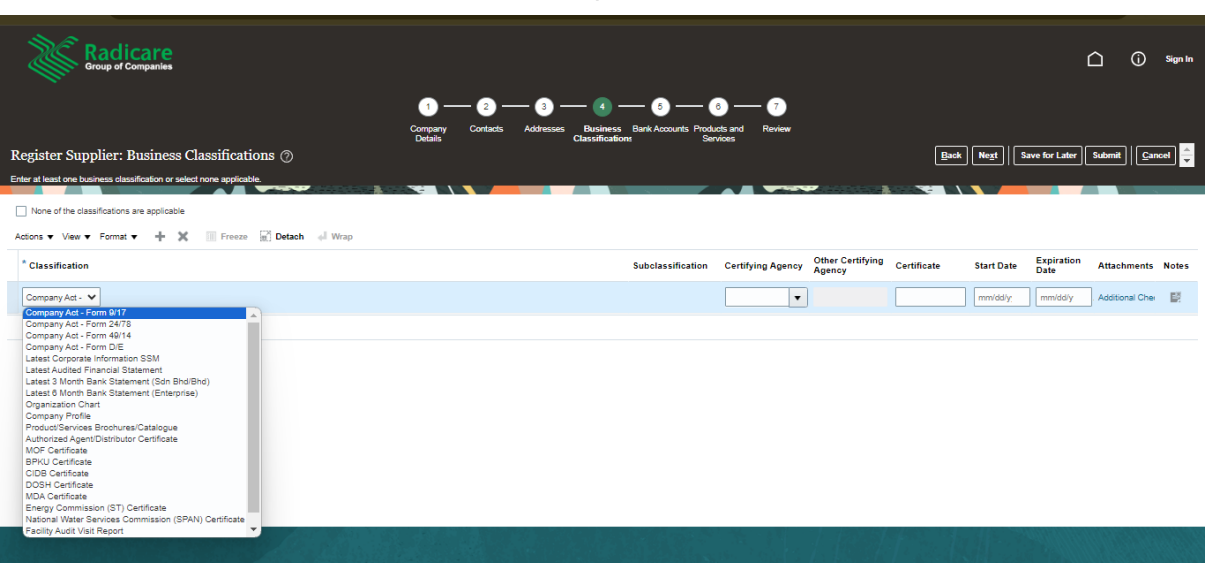
No.	Steps
1.	Click on <b>Addresses</b> section
2.	Click <b>+ Create</b> button to create an address.
3.	<p>Fill in the Address Name. Fill in the rest of the fields.</p> 
4.	Click on  icon to assign the contact details created in the Contacts section to this address.
5.	<p>Click OK to finalize the changes.</p> 
6.	Click <b>Next</b> to continue to <b>Business Classifications</b> section.

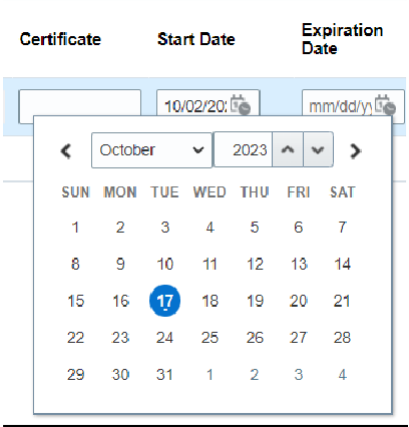
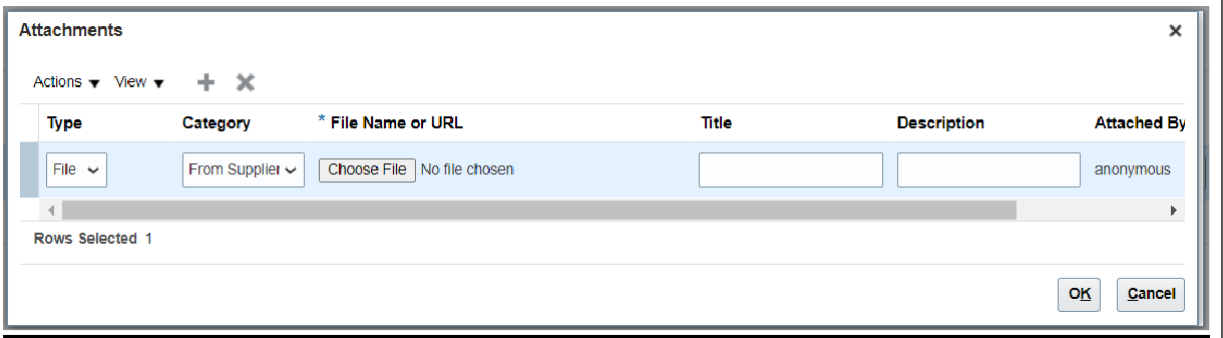


**Table 4: Supplier Address Details**

**Business Classifications**

Supplier can attach attachment and their certificate in this tab. Supplier need to choose business classification from the drop-down list are applicable to the company. Start date and expiration date for the attachment need to be enter to initiate the expiration date for the certificate.

No.	Steps
1.	Click on <b>Business Classifications</b> section
2.	Click <b>+</b> to add certifications
3.	 <p>Check this box if none of the classification from the drop-down list are applicable to the company.</p>
4.	<p>Select the business classification from the drop-down list.</p> 

5.	Fill in the rest of the fields.
	<p>Enter Start Date and Expiration Date.</p> 
6.	<p>Click on the attachments icon to attach attachment.</p> 
7.	Click OK
8.	Click <b>Next</b> to continue to <b>Bank Accounts</b> section.

**Table 5: Business Classification Details**

**Example of Certification**

No.	Certificate
1.	Company Act – Form 9/17
2.	Company Act – Form 24/78
3.	Company Act – Form 49/14
4.	Company Act – Form D/E

5.	Latest Corporate Information SSM
6.	Authorized Agent/Distributor Certification
7.	Ministry of Finance Malaysia (MOF)
8.	Bahagian Pembangunan Kontraktor & Usahawan (BPKU)
9.	Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB)
10.	Jabatan Keselamatan & Kesihatan Pekerjaan (JKKP)
11.	Medical Devices Authority (MDA)
12.	Suruhanjaya Tenaga (ST)
13.	Suruhanjaya Perkhidmatan Air Negara (SPAN)

**Table 6: Sample of Certificate**

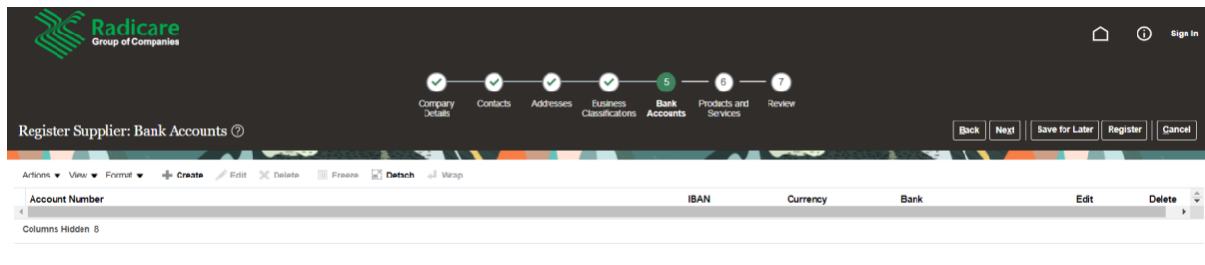
**Example of Attachment**

No.	Attachment
1.	Latest Audited Financial Statement
2.	Latest Bank Statement
3.	Organization Chart
4.	Company Profile
5.	Registration Fee


**Table 7: Sample of Attachment**

## Bank Accounts

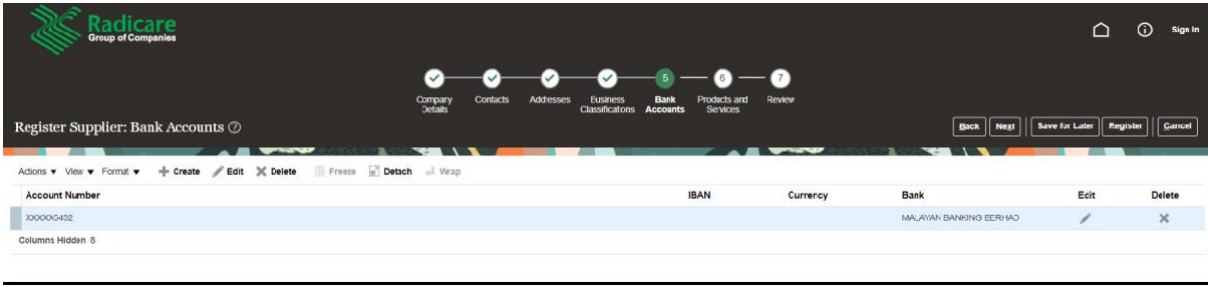
Suppliers need to enter Bank Account information. This information is required for invoice and payment processes.



**Figure 6: Bank Account Screen**

No.	Steps
1.	Click on <b>Bank Accounts</b> section
2.	Click  button to create a bank account.
3.	Fill in info Country, Bank, Branch and Account Number. <div data-bbox="284 1104 1284 1803" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Create Bank Account</b></p> <p>Enter account number or IBAN unless account number is marked as required.</p> <p>* Country: <input type="text" value="Malaysia"/> IBAN: <input type="text"/></p> <p>Bank: <input type="text" value="MALAYAN BANKING BERHAD"/> Currency: <input type="text"/></p> <p>Branch: <input type="text" value="MBB - VENDOR"/></p> <p>* Account Number: <input type="text" value="167895432"/></p> <p><b>Additional Information</b></p> <p>Account Name: <input type="text"/> Agency Location Code: <input type="text"/></p> <p>Alternate Account Name: <input type="text"/> Account Type: <input type="text"/></p> <p>Account Suffix: <input type="text"/> Description: <input type="text"/></p> <p>Check Digits: <input type="text"/></p> <p><b>Comments</b></p> <p>Note to Approver: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Create Another"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
4.	Click OK to finalize the changes.

5.



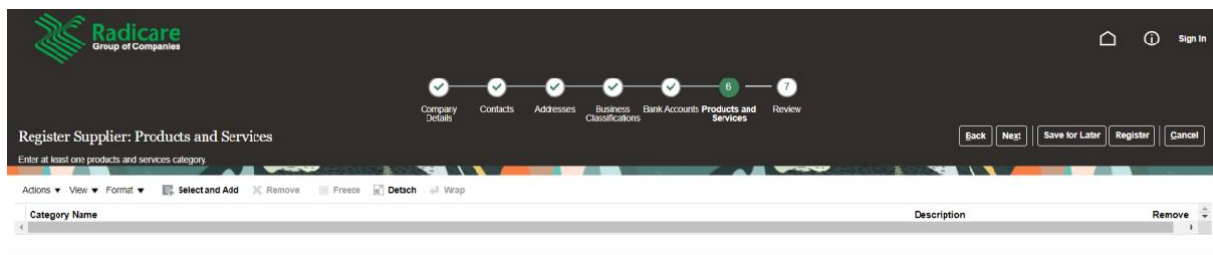
Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXXXX432			MALAYAN BANKING BERHAD		

Click **Next** to continue to **Product and Services** section.


**Table 8: Bank Account Information**

**Product & Services**

Kod Bidang is required information need to be fill up during supplier registration. This is to identify which services the company offered.



**Figure 7: Product & Services Screen**

No.	Steps
1.	Click on <b>Product and Services</b> section
2.	Click <b>Select and Add</b> to add a product or services that you offer.  <b>Select and Add</b>
3.	Supplier can choose based on Category Name and Description define. Tick the line item you wish to add.

Select and Add: Products and Services X

Search

Category Name  Description

View ▼ Format ▼

Select	Category Name	Description
<input type="checkbox"/>	▶ A - Supplies & Services	Supplies & Services
<input checked="" type="checkbox"/>	▶ Consumable	A1
<input type="checkbox"/>	▶ Office Equipment	A4
<input type="checkbox"/>	▶ Office Stationary	A3
<input type="checkbox"/>	▶ Spare Parts	A2
<input type="checkbox"/>	▶ B - Maintenance & Engineering (M&E) Services	Maintenance & Engineering (M&E) Services

Columns Hidden 1

4. Click **Apply** to add the selected category and search another product.

5. Once all categories are added, click **OK**.

6. Click **Next** to continue to **Review** section.

7. Review all the details in this page.

**Review Supplier Registration: AA**

Company Details

Company: AA  
 Tax Organization Type: Corporation  
 Supplier Type  
 Corporate Web Site

D-U-N-S Number  
 Tax Country  
 Taxpayer ID  
 Tax Registration Number  
 Note to Approver

Additional Information

Nature of Company  
 Company Reg Date: 10/16/2023  
 Company Register No.  
 Sole Agent  
 Authorised Capital  
 Paid-up Capital  
 Equity of Bumiputra %

Equity of Non Bumli %  
 Equity of Foreigner %  
 Status  
 Owner of Company 1/New ID No (Armad/110820084468)  
 Owner of Company 2/New ID No (Armad/110820084468)  
 Type of Work/Passport No/Letty No  
 Date of Registration

Attachments

Actions ▼ View + - X

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Fuad, Ahmad	Director	ahmad@abc.com	✓	✓	📄

Columns Hidden 7

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Addresses

View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
HQ	NO. 125, BANDAR PUNCAK ALAM, 42300 BANDAR PUNCAK ALAM, SELANGOR, MALAYSIA	+60 (3)1234567	Ordering, Remit to, RFQ or Bidding	📄

Columns Hidden 3

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Business Classifications

— None of the classifications are applicable

View Format Freeze Detach Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
MOF					10/02/2023	11/04/2023	MOF Sample p	

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Bank Accounts

View Format Freeze Detach Wrap

Account Number	IBAN	Currency	Bank
XXXXXX432			MALAYAN BANKING BERHAD

Columns Hidden 8

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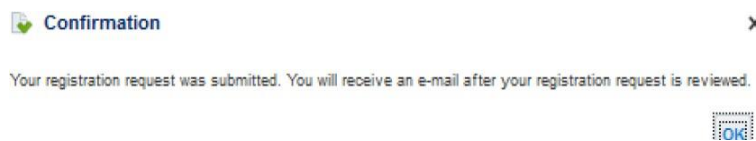
Products and Services

View Format Freeze Detach Wrap

Category Name	Description
A - Supplies & Services > Consumable	A1

8. Click Register to submit the registration request.

9. A pop-up window will appear to notify that the registration has been submitted.



10. Click **OK** to close the window.

11. Approval process is done by approver.

**Note:** Kindly refer [RC Oracle Supplier Portal Cloud User Manual – Admin to review approval process](#).

12. Supplier will receive email notification if the registration is approved.

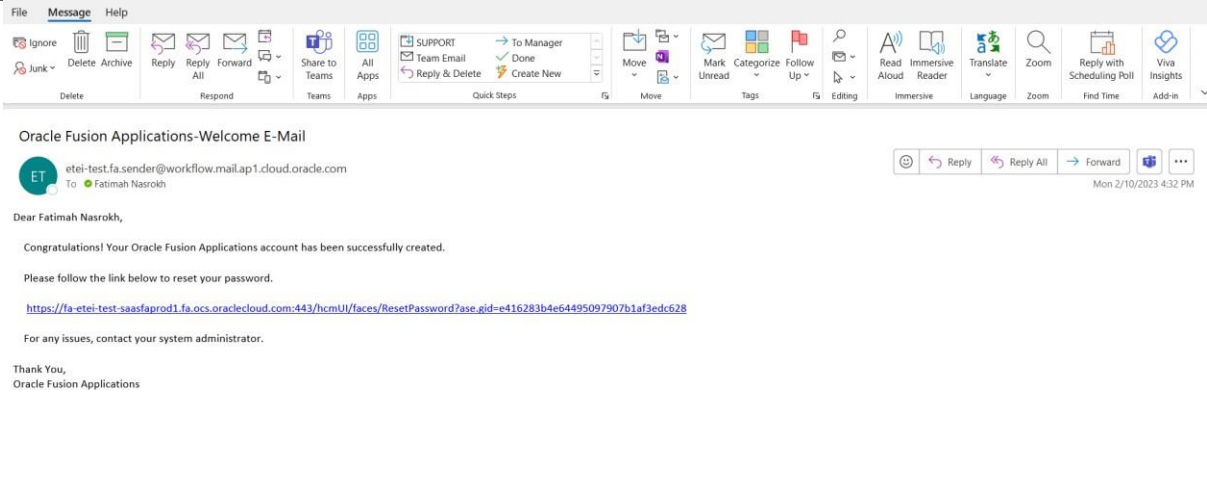
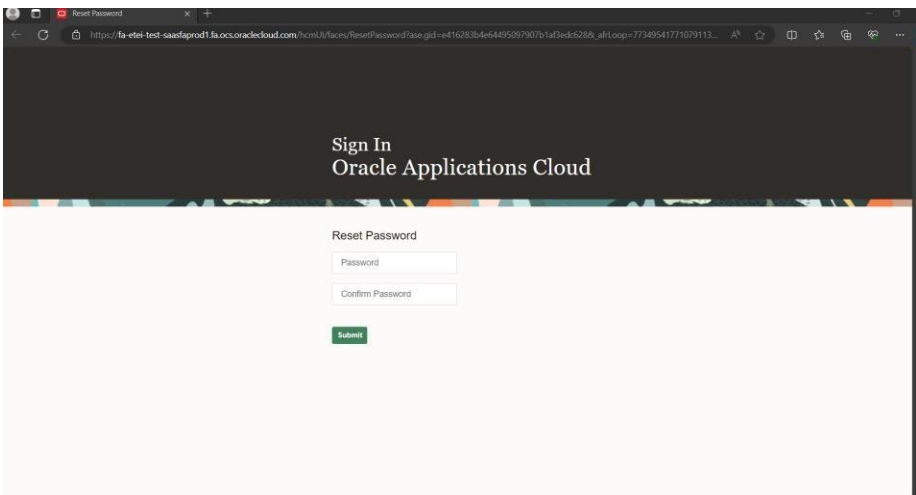

**Radicare (M) Sdn Bhd (Radicare\_BU)**  
Your Supplier Registration Request was Approved

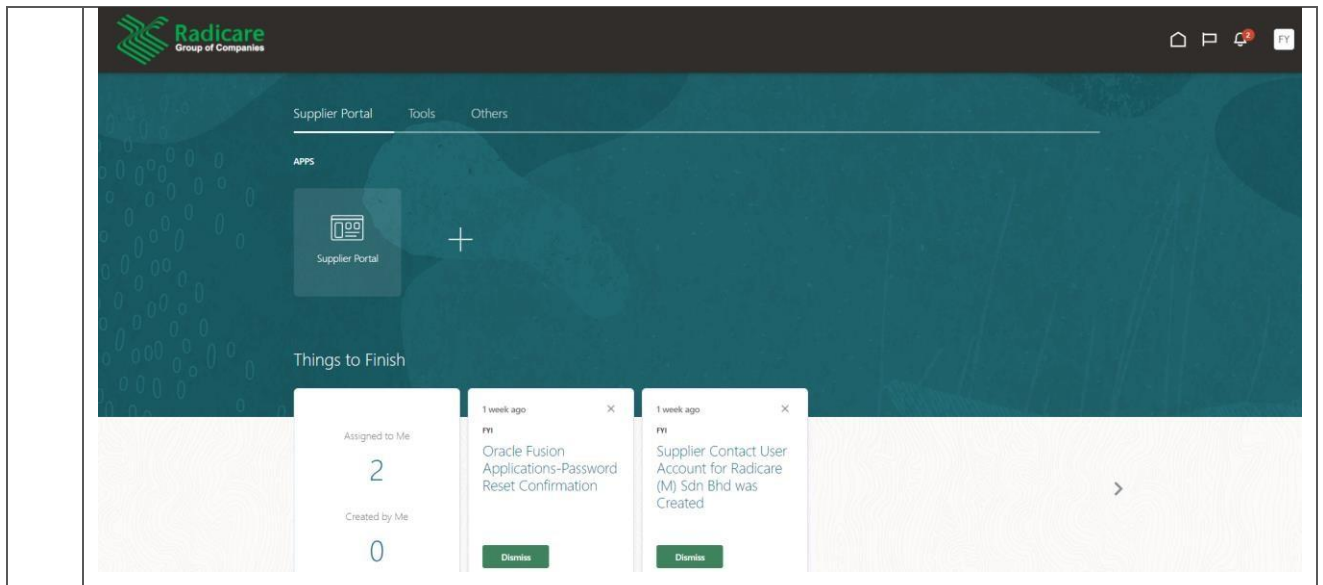
Request Number	5003
Request Date	10 October 2023
Requested By	Yusuf, Fahmi
Company	FL Solution Sdn Bhd

• User account information will be sent in a separate email.

Click link to reset the password.



	
<p>13.</p>	<p><b>Supplier Reset Password.</b></p> 
<p>14.</p>	<p><b>Supplier will receive password reset confirmation.</b></p> 
<p>15.</p>	<p><b>Supplier login and able to enter supplier portal.</b></p>



16. Supplier will receive email notification if the registration is rejected.  
Sample rejection notification to the supplier.
- Radicare (M) Sdn Bhd (Radicare\_BU)**  
Your Supplier Registration Request was Approved

Request Number	5003
Request Date	10 October 2023
Requested By	Yusuf, Fahmi
Company	FL Solution Sdn Bhd

• User account information will be sent in a separate email.
17. Supplier will receive email notification if approver required additional information from supplier.  
Sample request to resubmit.
- Radicare (M) Sdn Bhd (Radicare\_BU)**  
Your supplier registration request requires additional information. Resubmit your registration request using the link provided.



Reason: Kindly submit yuran pendaftaran di ruang attachment

Request Number	5002
Request Date	10 October 2023
Requested By	Ahmad, Maju
Company	Maju Ahmad Consultancy

• For security purposes, tax identifiers are not saved and need to be reentered.

**Recommended Action**  
[Update your supplier registration request.](#)
18. Supplier will receive email notification if the registration is saved.  
Sample email notification if the registration is saved by supplier.

Supplier Registration Request Was Saved

 etel-test.fa.sender@workflow.mail.ap1.cloud.oracle.com  
To:  Fatimah Nasrokh

**Radicare (M) Sdn Bhd (Radicare\_BU)**  
Your supplier registration request was saved.

Request Number: 5002  
Request Date: 10 October 2023  
Requested By: Ahmad, Maju  
Company: Maju Ahmad Consultancy

**Recommended Action**  
[Complete your supplier registration request.](#)

**Table 9: Product and Services Information and submit registration**