

MANUAL FOR REGISTRATION OF VENDOR VIA PORTAL

Version 1.0

Group Procurement & Vendor Development
(GPVD)

1st April 2024



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



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



**Radicare (M) Sdn Bhd
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Revision Date: 1/4/24

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.	https://fa-etei-test-saasfaprod1.f.a.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002742130&busRel=WNptlEdpYJjYfGJUTqi4ZFun8W9h%2Bjjfag%3D%3D

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.

Register Supplier: Company Details

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | Products and Services | Review

Back | Next | Save for Later | Register | Cancel

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

Nature of Company

* Company Reg-Date

Company Register No.

Sole Agent

Authorised Capital

Paid-up Capital

Equity of Bumiputra %

Equity of Non Bum %

Equity of Foreigner %

Status

* Owner of Company 1/New ID No (Ahmad/910820084468)

Owner of Company 2/New ID No (Ahmad/910820084468)

Type of Work/Passport No/Army No

Date of Registration

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 Company Details

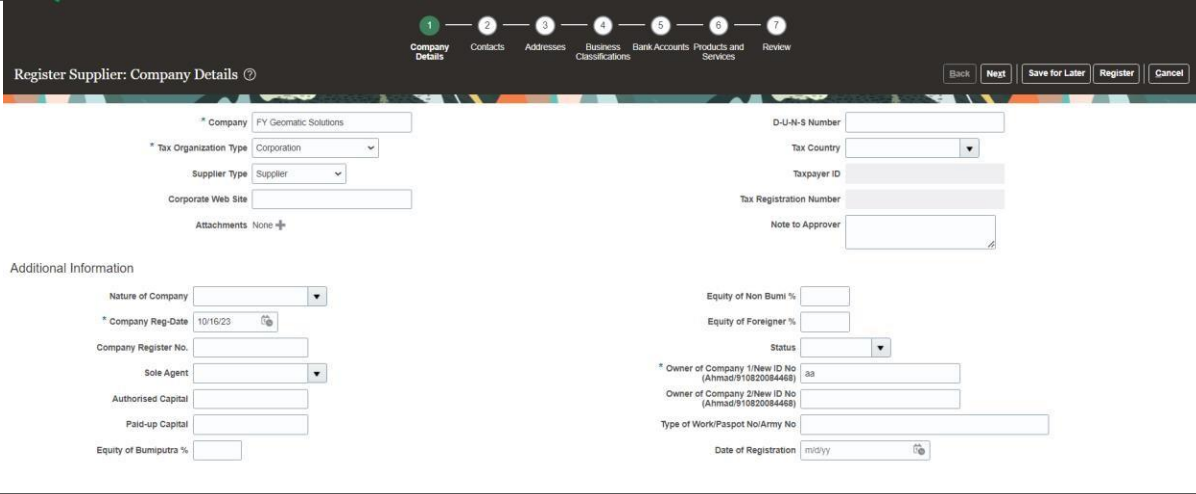
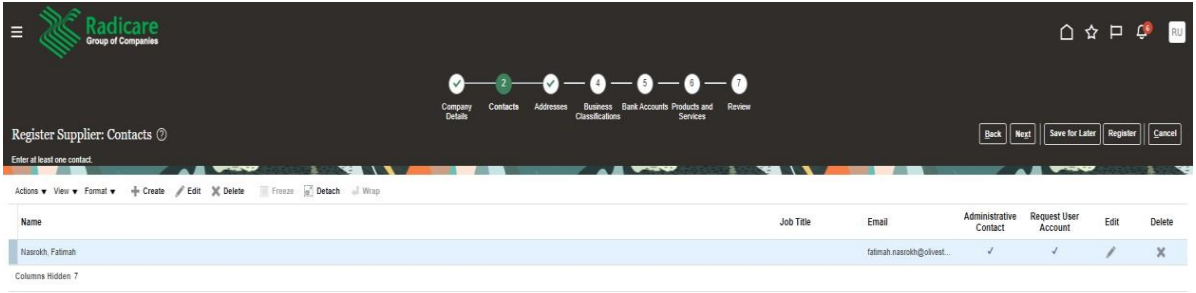
	
3.	Enter Company , Tax Organization Type , Supplier Type .
4.	Supplier can also provide Corporate Web Site , Attachments and Note to Approver if any.
5.	In the Additional Information area supplier need to enter information for example Company Reg-Date, Company Registration No., Equity of Bumiputra%, Equity of Non Bumi%, Equity of Foreigner%, Status, Owner of Company 1/New ID No and Owner of Company 2/New ID No.
6.	<p>Enter supplier main contact details under Your Contact Information. Supplier need to enter First Name, Last name, Email and Confirm Email.</p> <p>Your Contact Information</p> <p>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.	Click Next to continue to contacts sections
8.	<p>The Save for Later functions allow vendor to continue the registration at a later time.</p> <p>Note: The link to continue the registration process will be sent to supplier email based on Your Contact Information 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.	Click Next to continue to Addresses sections.								
3.	<p>Click '+' button to create additional contact if any.</p> <p>Create Contact</p> <p>Salutation <input type="text"/></p> <p>* First Name <input type="text" value="Ahmad"/></p> <p>Middle Name <input type="text"/></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>Phone <input type="text" value="60"/> <input type="text" value="3"/> <input type="text" value="1234567"/></p> <p>Mobile <input type="text" value="60"/> <input type="text" value="14"/> <input type="text" value="78990087"/></p> <p>Fax <input type="text" value="60"/> <input type="text" value="3"/> <input type="text" value="123456789"/></p> <p>* Email <input type="text" value="ahmad@abc.com"/></p> <p>User Account</p> <p><input checked="" type="checkbox"/> Request user account</p> <p>Roles</p> <table border="1"> <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>Create Another OK 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.	Fill in the fields under Create Contact section								

5.	Tick Administrative Contact 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 Create Another to add another user.
9.	Click Edit to make changes. Click Delete to remove the highlighted line item.
10.	Click Next to continue to Addresses 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

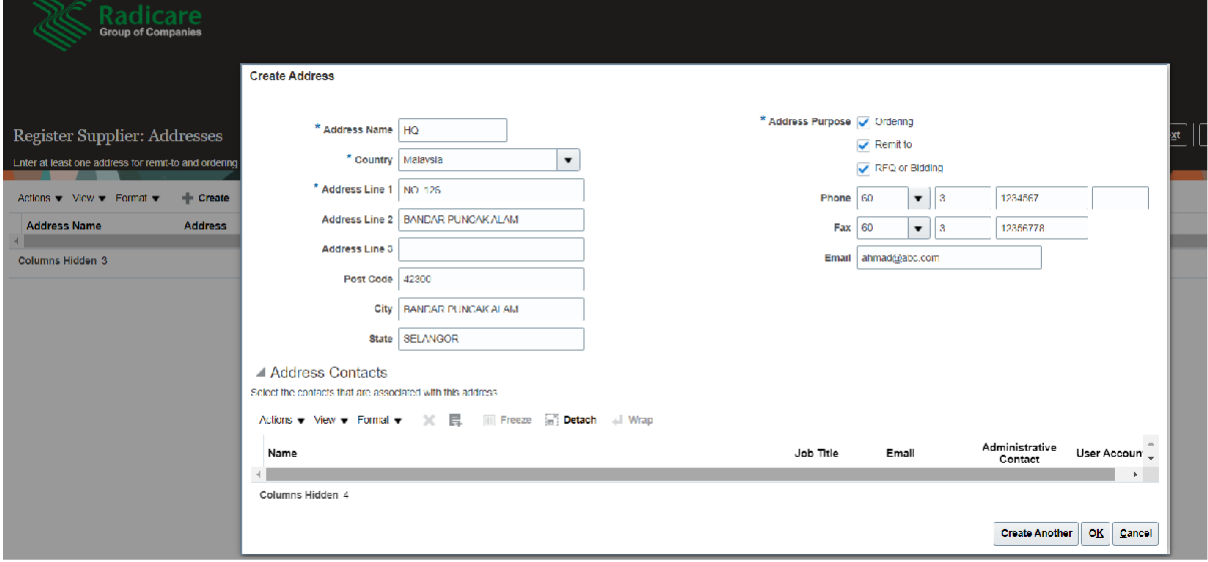

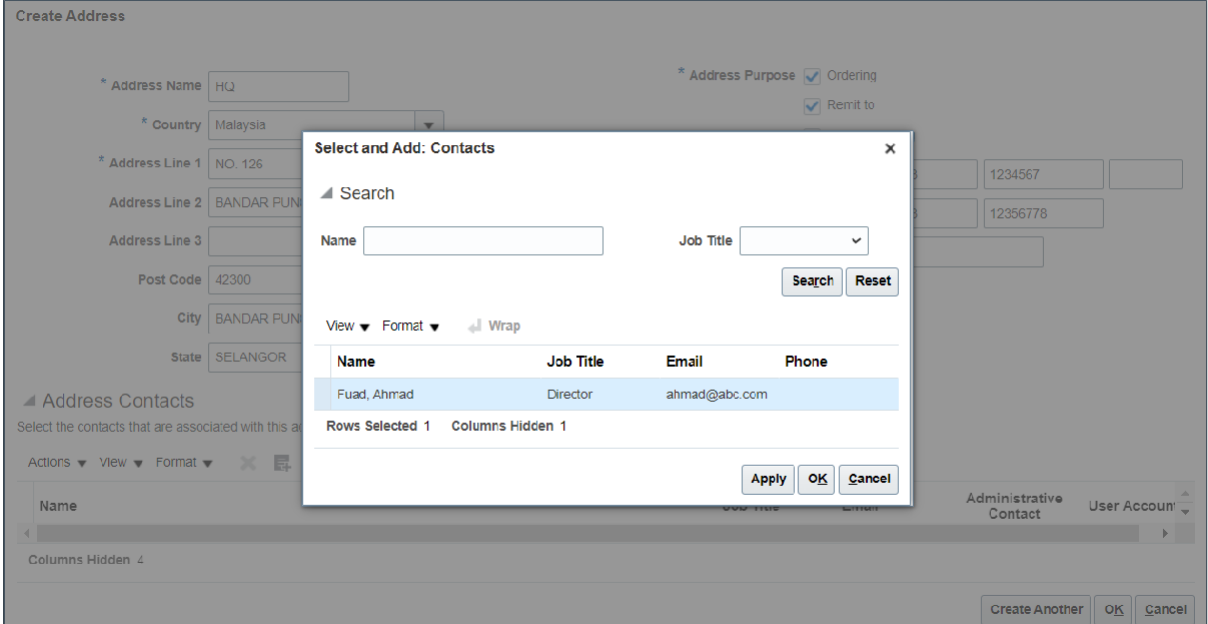
No.	Steps
1.	Click on Addresses section
2.	Click + Create button to create an address.
3.	<p>Fill in the Address Name. Fill in the rest of the fields.</p> 
4.	Click on  icon to assign the contact details created in the Contacts section to this address.
5.	<p>Click OK to finalize the changes.</p> 
6.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

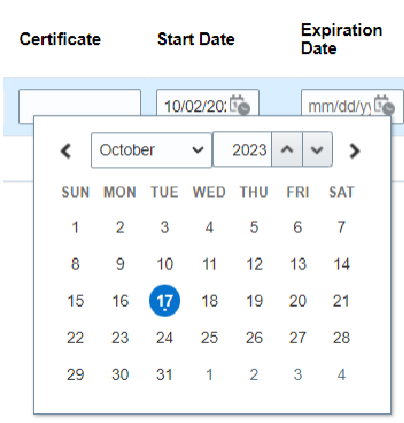
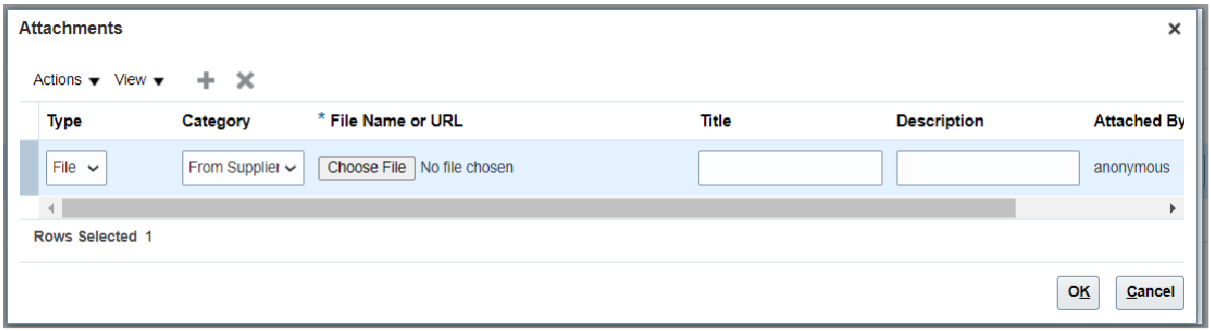
5.	Fill in the rest of the fields.
	<p>Enter Start Date and Expiration Date.</p> 
6.	Click on the attachments icon to attach attachment.
	
7.	Click OK
8.	Click Next to continue to Bank Accounts section.

Table 5: Business Classification Details

Example of Certification

No.	Certificate
1.	Suruhanjaya Syarikat Malaysia (SSM)
2.	Certification of Sole Agency
3.	Ministry of Finance Malaysia (MOF)
4.	Bahagian Pembangunan Kontraktor & Usahawan (BPKU)

5.	Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB)
6.	Jabatan Keselamatan Dan Kesihatan Pekerjaan (JKKP)
7.	Suruhanjaya Tenaga (ST)
8.	Suruhanjaya Perkhidmatan Air Negara (SPAN)
9.	Borang 9/17
10.	Borang 24/78
11.	Borang 49/14
12.	Borang D/E

Table 6: Sample of Certificate**Example of Attachment**

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

Table 7: Sample of Attachment

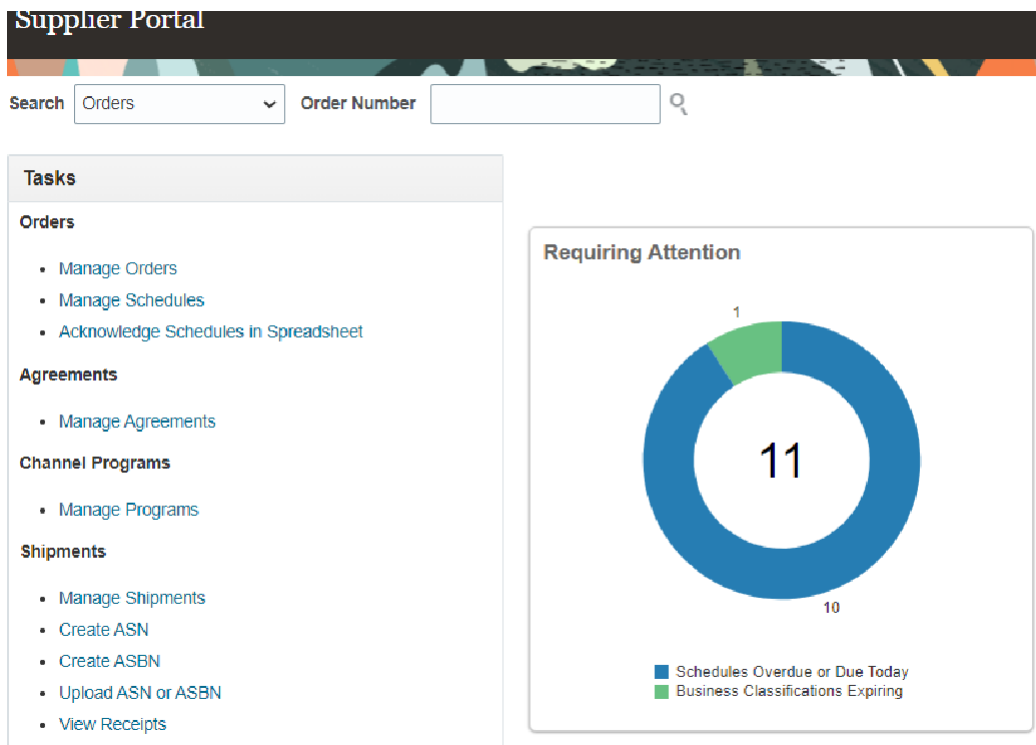


Figure 4: Business Classification Expiring at Requiring Attention

Last Change Request: 5002
Request Status: Draft

Requested By: Yusuf I anmi
Request Date: 10/17/23

Change Description: To chn

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | **Business Classifications** | Products and Services

— None of the classifications are applicable

View

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
CIDE		Current						None	
SSM		Current						Press Attachment (pdf)	
MCF		Expired				10/4/23	10/12/23	MCF Sample.pdf	

Figure 5: Business Classification Expiring Screen

Bank Accounts

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

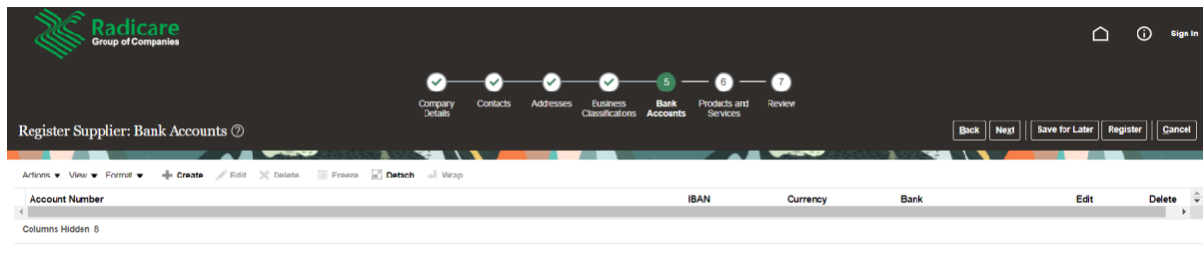



Figure 6: Bank Account Screen

No.	Steps
1.	Click on Bank Accounts section
2.	Click  button to create a bank account.
3.	Fill in info Country, Bank, Branch and Account Number. <div data-bbox="280 1122 1276 1818" data-label="Form"> <p>Create Bank Account</p> <p>Enter account number or IBAN unless account number is marked as required.</p> <div> <div> <div>* Country</div> <div>Malaysia</div> </div> <div> <div>IBAN</div> <div></div> </div> </div> <div> <div>Bank</div> <div>MALAYAN BANKING BERHAD</div> </div> <div> <div>Currency</div> <div></div> </div> <div> <div>Branch</div> <div>MBB - VENDOR</div> </div> <div> <div>* Account Number</div> <div>167895432</div> </div> <p>Additional Information</p> <div> <div>Account Name</div> <div></div> </div> <div> <div>Agency Location Code</div> <div></div> </div> <div> <div>Alternate Account Name</div> <div></div> </div> <div> <div>Account Type</div> <div></div> </div> <div> <div>Account Suffix</div> <div></div> </div> <div> <div>Description</div> <div></div> </div> <div> <div>Check Digits</div> <div></div> </div> <p>Comments</p> <div> <div>Note to Approver</div> <div></div> </div> <div> <div>Create Another</div> <div>OK</div> <div>Cancel</div> </div> </div>
4.	Click OK to finalize the changes.

5.


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 Product and Services section
2.	Click Select and Add to add a product or services that you offer. <u> Select and Add</u>
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

Search

Category Name

Description

Search

Reset

View

Format

Freeze

Detach

Wrap

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

Apply

OK

Cancel

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.

Radicare

Group of Companies

Home

Info

Sign In

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Review

Review Supplier Registration: AA

Back

Next

Save for Later

Register

Cancel

Company Details

Company: AA

Tax Organization Type: Corporation

Supplier Type

Corporate Web Site

U-EN-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

Authorized Capital

Paid-up Capital

Equity of Bumiputra %

Equity of Non Bumil %

Equity of Foreigner %

Status

Owner of Company 1/New ID No (Armad/110820084468)

Owner of Company 2/New ID No (Armad/110820084468)

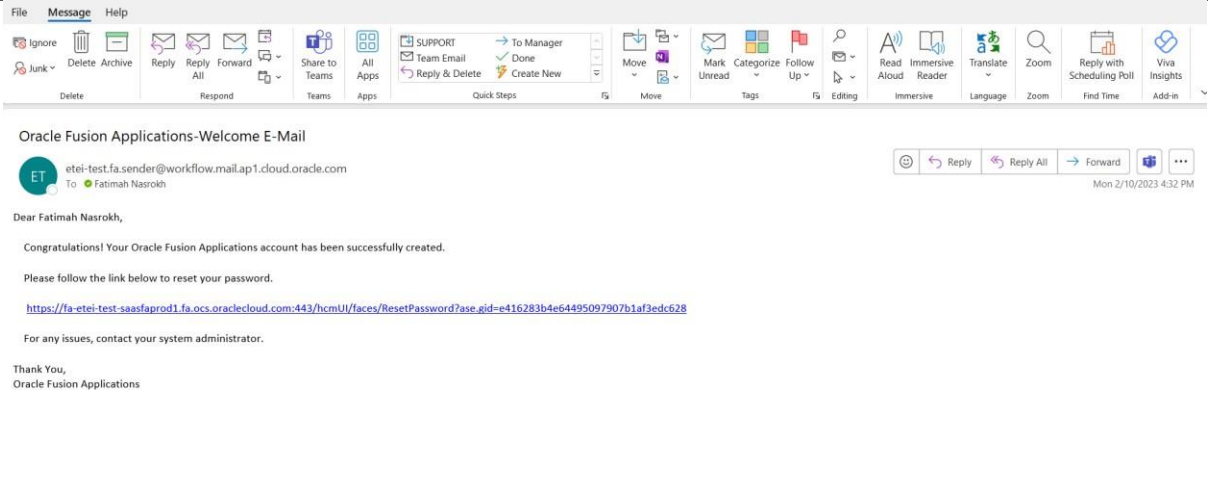
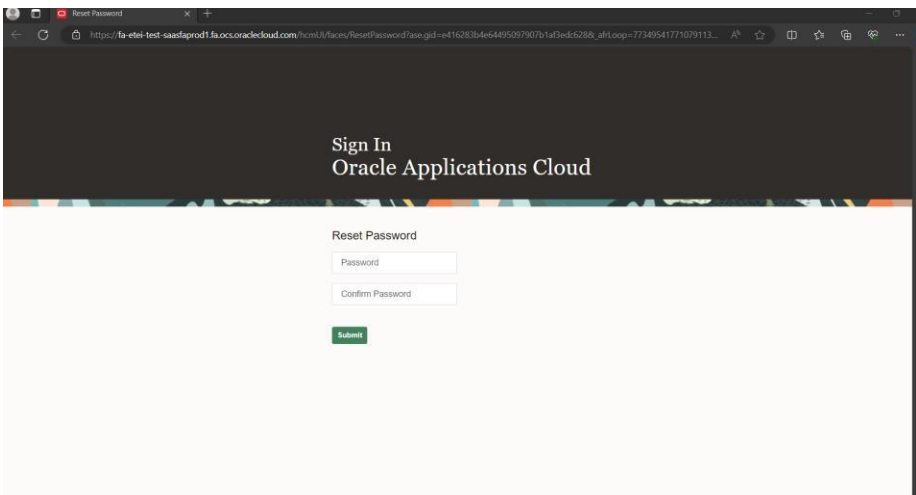

Type of Work/Passport No/Letter No

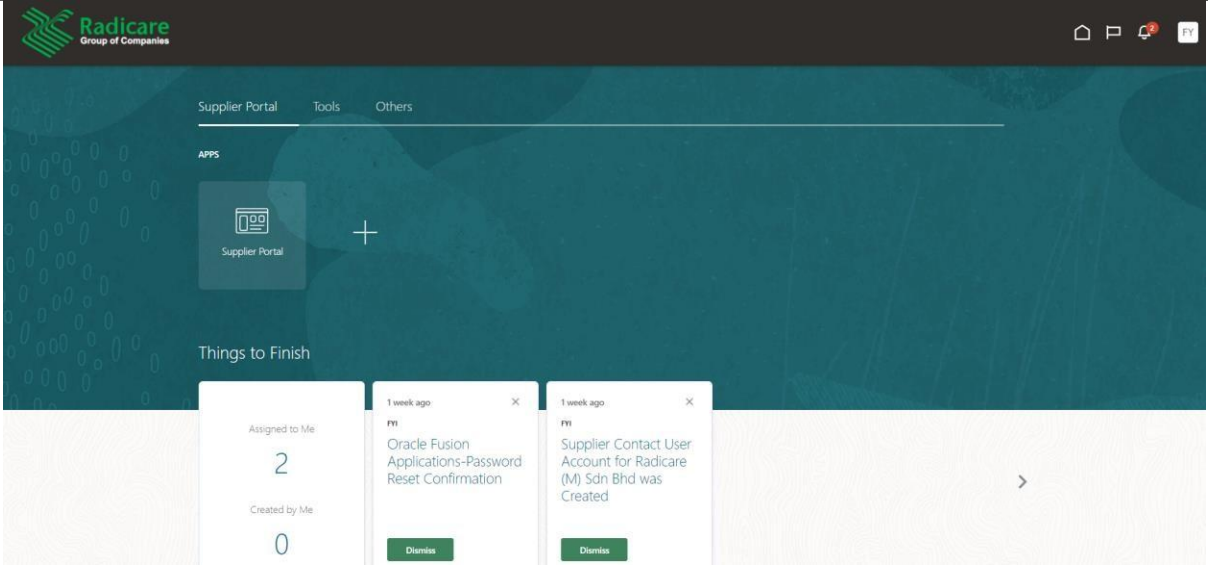
Date of Registration

Attachments

Actions

View

	 <p>The screenshot shows an email interface with a toolbar at the top containing icons for File, Message, Help, Ignore, Delete, Archive, Reply, Reply All, Forward, Share to Teams, All Apps, SUPPORT, Team Email, Reply & Delete, To Manager, Done, Create New, Move, Mark Unread, Categorize, Follow Up, Read Aloud, Immersive Reader, Translate, Zoom, Reply with Scheduling Poll, and Viva Insights. The email content is from 'etei-test.fa.sender@workflow.mail.ap1.cloud.oracle.com' to 'Fatimah Nasrokh'. It says: 'Dear Fatimah Nasrokh, Congratulations! Your Oracle Fusion Applications account has been successfully created. Please follow the link below to reset your password. https://fa-etei-test-saasprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_af=416283b4e64495097907b1af3edc628 For any issues, contact your system administrator. Thank You, Oracle Fusion Applications'.</p>
13.	<p>Supplier Reset Password.</p>  <p>The screenshot shows a web browser window with the URL 'https://fa-etei-test-saasprod1.fa.ocs.oraclecloud.com/hcmUI/faces/ResetPassword?_af=416283b4e64495097907b1af3edc628_sfrLog=773495417710/9113...'. The page has a dark header with 'Sign In Oracle Applications Cloud'. Below is a 'Reset Password' section with input fields for 'Password' and 'Confirm Password', and a green 'Submit' button.</p>
14.	<p>Supplier will receive password reset confirmation.</p>  <p>The screenshot shows an email interface similar to the first one. The email is from 'etei-test.fa.sender@workflow.mail.ap1.cloud.oracle.com' to 'Fatimah Nasrokh'. It says: 'Dear Fatimah Nasrokh, The password for your Oracle Fusion Applications Account - fatimah.nasrokh@olivetouch.com - was recently changed. If you made this change, you do not need to do anything more. If you did not make this change, contact your system administrator. Thank You, Oracle Fusion Applications'.</p>
15.	<p>Supplier login and able to enter supplier portal.</p>

											
16.	<p>Supplier will receive email notification if the registration is rejected. Sample rejection notification to the supplier.</p> <div data-bbox="300 909 1473 1227"> <p>Radicare (M) Sdn Bhd (Radicare_BU) Your Supplier Registration Request was Approved</p> <table border="1"> <tr> <td>Request Number</td> <td>5003</td> </tr> <tr> <td>Request Date</td> <td>10 October 2023</td> </tr> <tr> <td>Requested By</td> <td>Yusuf, Fahmi</td> </tr> <tr> <td>Company</td> <td>FL Solution Sdn Bhd</td> </tr> </table> <p>• User account information will be sent in a separate email.</p> </div>	Request Number	5003	Request Date	10 October 2023	Requested By	Yusuf, Fahmi	Company	FL Solution Sdn Bhd		
Request Number	5003										
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Requested By	Yusuf, Fahmi										
Company	FL Solution Sdn Bhd										
17.	<p>Supplier will receive email notification if approver required additional information from supplier. Sample request to resubmit.</p> <div data-bbox="300 1395 1211 1787"> <p>Radicare (M) Sdn Bhd (Radicare_BU) Your supplier registration request requires additional information. Resubmit your registration request using the link provided.</p> <table border="1"> <tr> <td>Reason</td> <td>Kindly submit yuran pendaftaran di ruang attachment</td> </tr> <tr> <td>Request Number</td> <td>5002</td> </tr> <tr> <td>Request Date</td> <td>10 October 2023</td> </tr> <tr> <td>Requested By</td> <td>Ahmad, Maju</td> </tr> <tr> <td>Company</td> <td>Maju Ahmad Consultancy</td> </tr> </table> <p>• For security purposes, tax identifiers are not saved and need to be reentered.</p> <p>Recommended Action Update your supplier registration request.</p> </div>	Reason	Kindly submit yuran pendaftaran di ruang attachment	Request Number	5002	Request Date	10 October 2023	Requested By	Ahmad, Maju	Company	Maju Ahmad Consultancy
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Request Number	5002										
Request Date	10 October 2023										
Requested By	Ahmad, Maju										
Company	Maju Ahmad Consultancy										
18.	<p>Supplier will receive email notification if the registration is saved. Sample email notification if the registration is saved by supplier.</p>										



Supplier Registration Request Was Saved	
	etel-test.ta.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