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

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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.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=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.

Figure 1: Supplier Registration Page Screen

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	
* Last Name	
* Email	
* Confirm Email	

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.
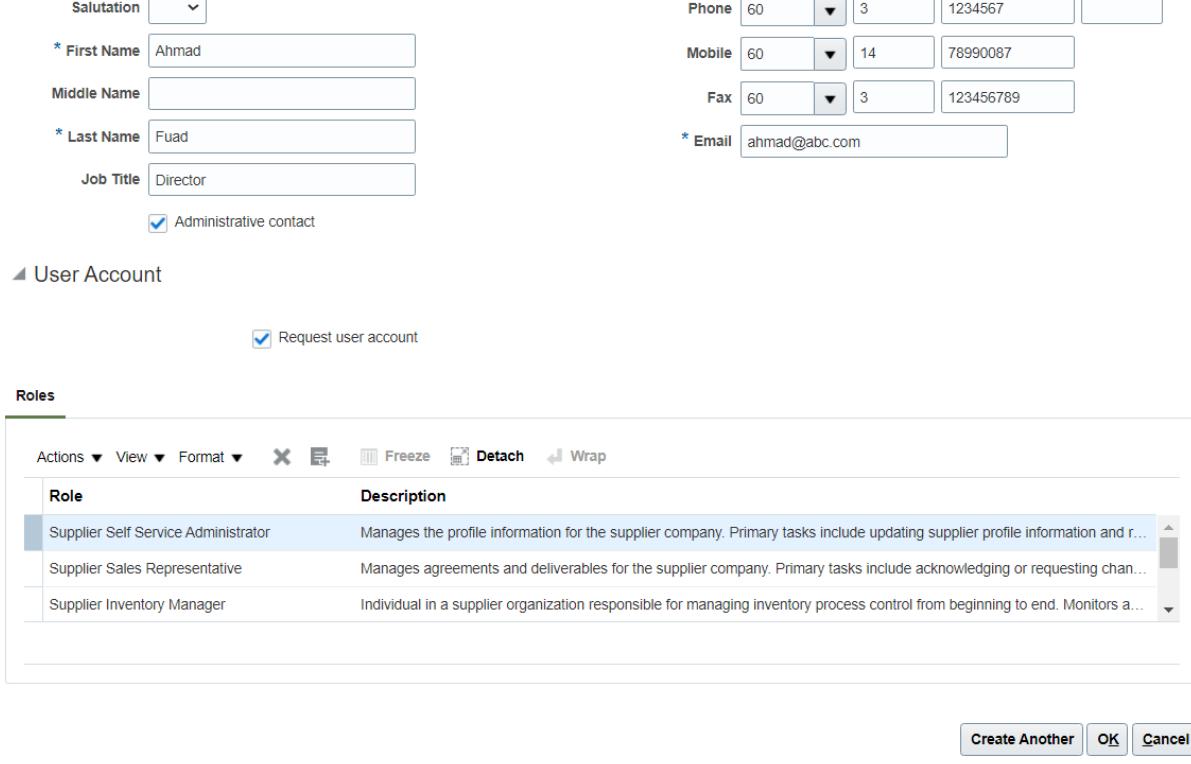
No.	Steps
1.	Navigate to link provided.
2.	Fill in the fields for **Company Details**

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.	Enter supplier main contact details under **Your Contact Information.** Supplier need to enter **First Name, Last name, Email and Confirm Email.**
7.	Click Next to continue to **contacts** sections
8.	The **Save for Later** functions allow vendor to continue the registration at a later time. Note: The link to continue the registration process will be sent to supplier email based on **Your Contact Information** section.

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.	Contact details filled in Company Details will be auto populated.
2.	Click Next to continue to **Addresses** sections.
3.	Click '+' button to create additional contact if any.
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
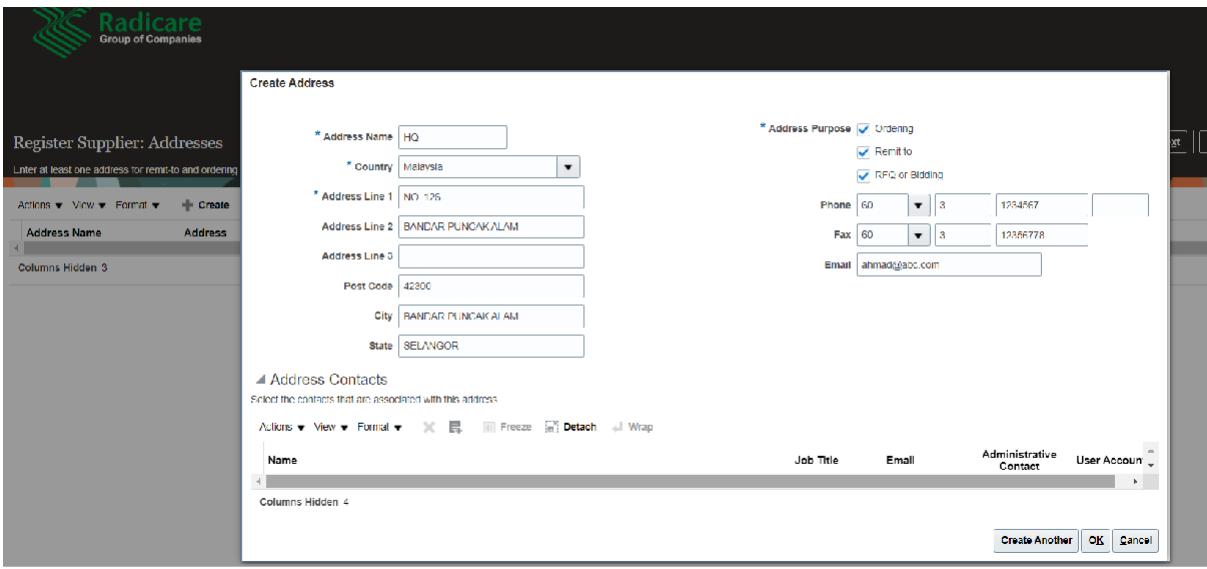
No.	Steps
1.	Click on **Addresses** section
2.	Click ➕ **Create** button to create an address.
3.	Fill in the Address Name. Fill in the rest of the fields.
4.	Click on 📇 icon to assign the contact details created in the Contacts section to this address.
5.	Click OK to finalize the changes.
6.	Click **Next** 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.	Check this box if none of the classification from the drop-down list are applicable to the company.
4.	Select the business classification from the drop-down list.
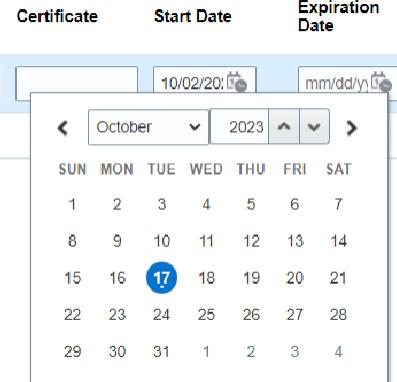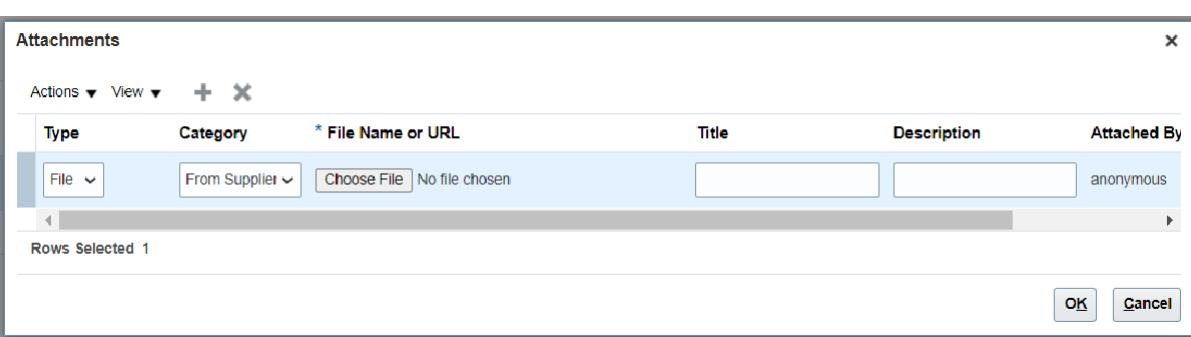
5.	Fill in the rest of the fields.
	Enter Start Date and Expiration Date.
6.	Click on the attachments icon to attach attachment.
7.	Click OK
8.	Click **Next** to continue to **Bank Accounts** section.

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
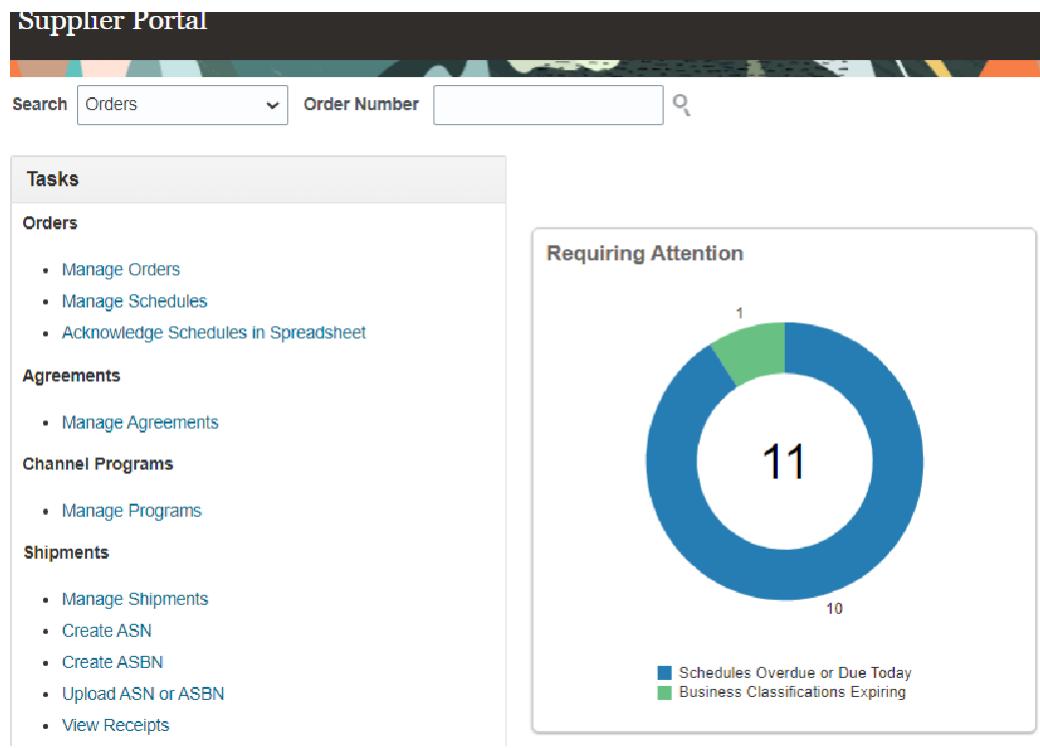
Figure 4: Business Classification Expiring at Requiring Attention
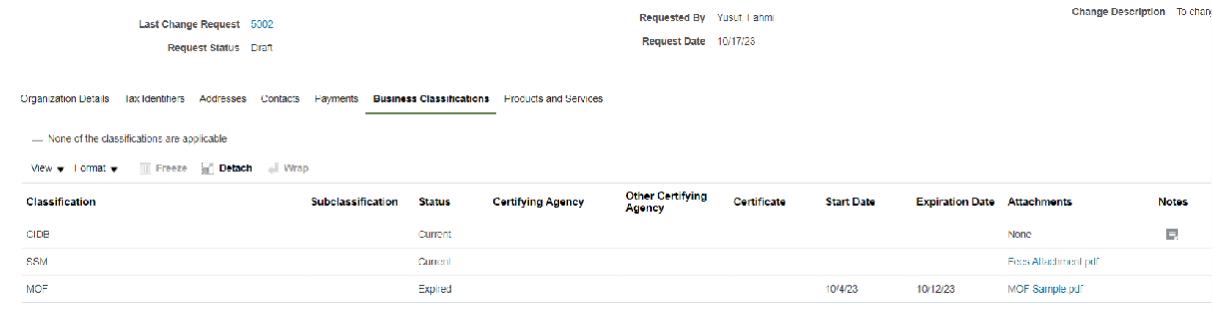
Figure 5: Business Classification Expiring Screen

Bank Accounts

Suppliers need to enter Bank Account information. This information is required for invoice and payment processes.
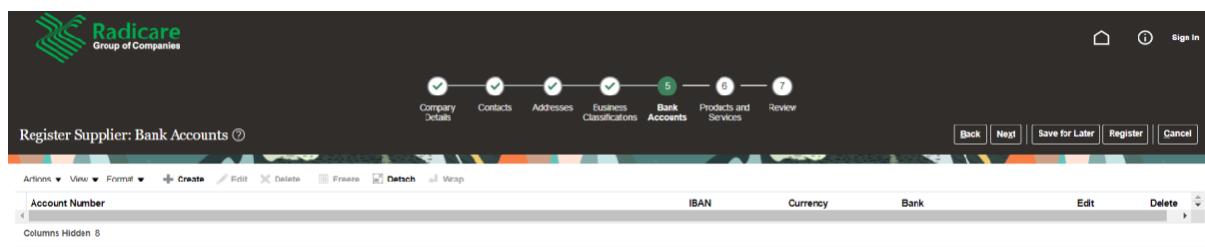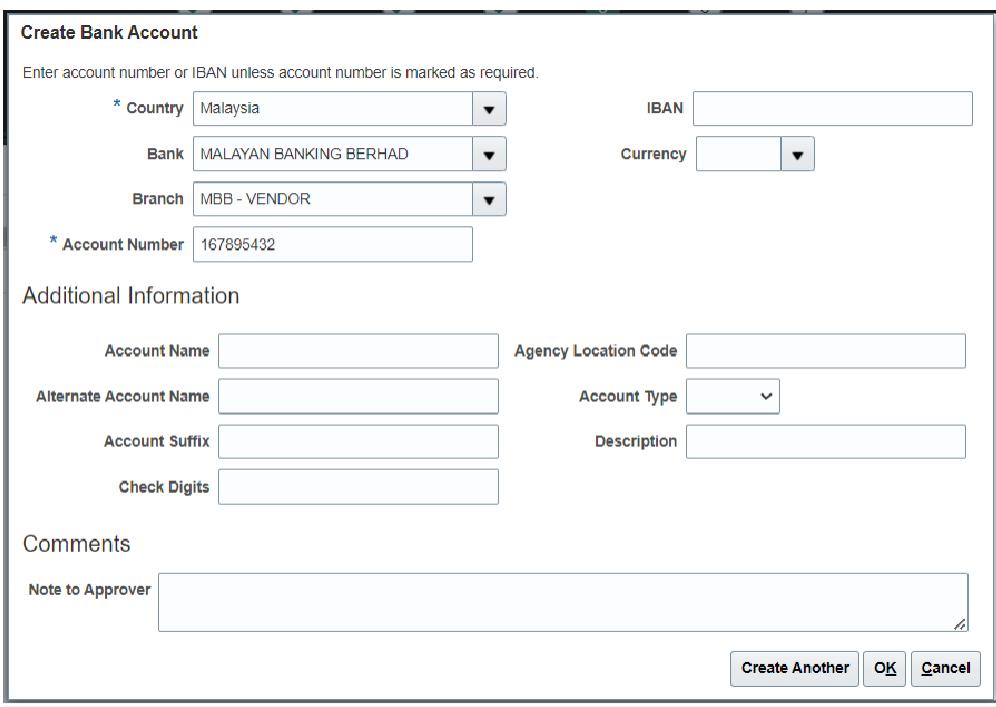
Figure 6: Bank Account Screen

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.
4.	Click OK to finalize the changes.
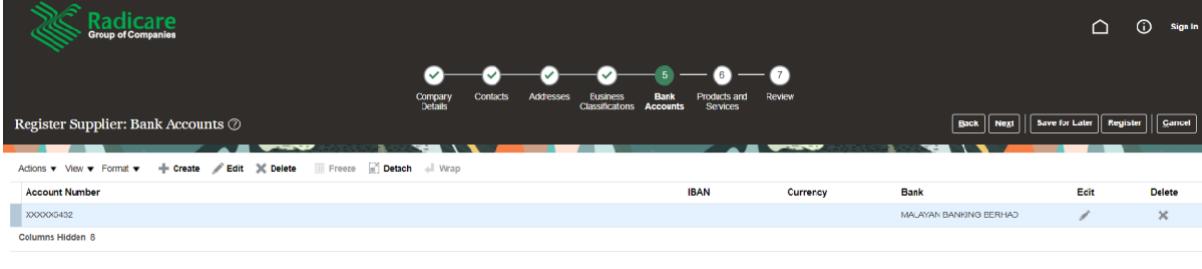
5.	
	Click **Next** to continue to **Product and Services** section.
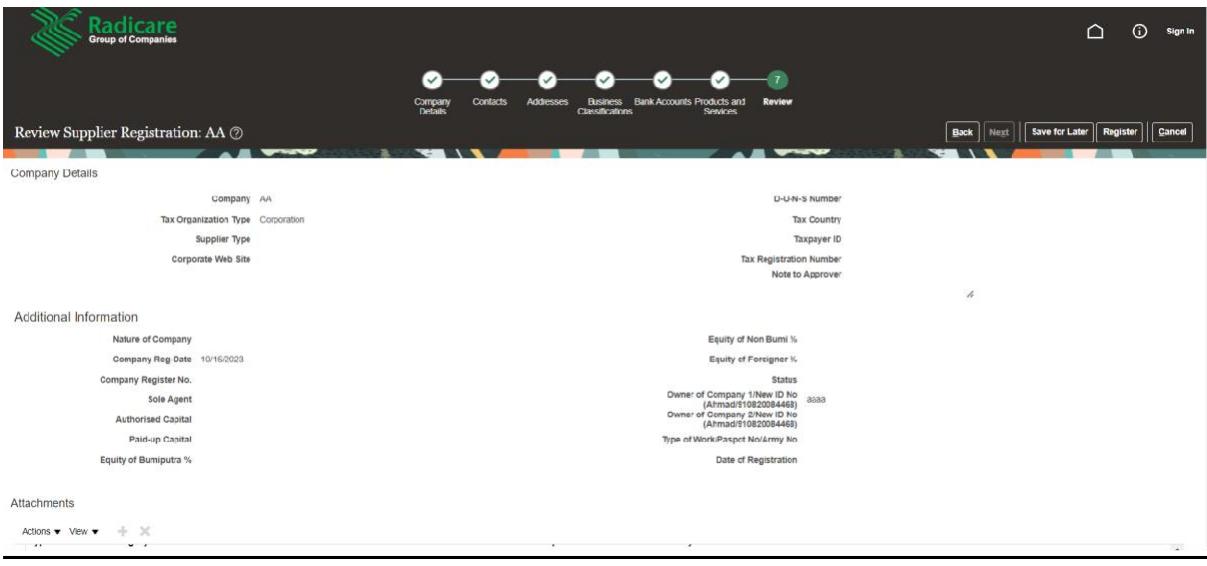
<div align="center">**Table 8: Bank Account Information**</div>

Product & Services

Kod Bidang is required information need to be fill up during supplier registration.
This is to identify which services the company offered.
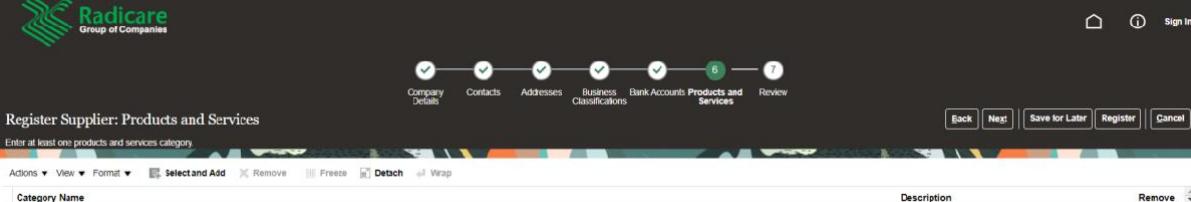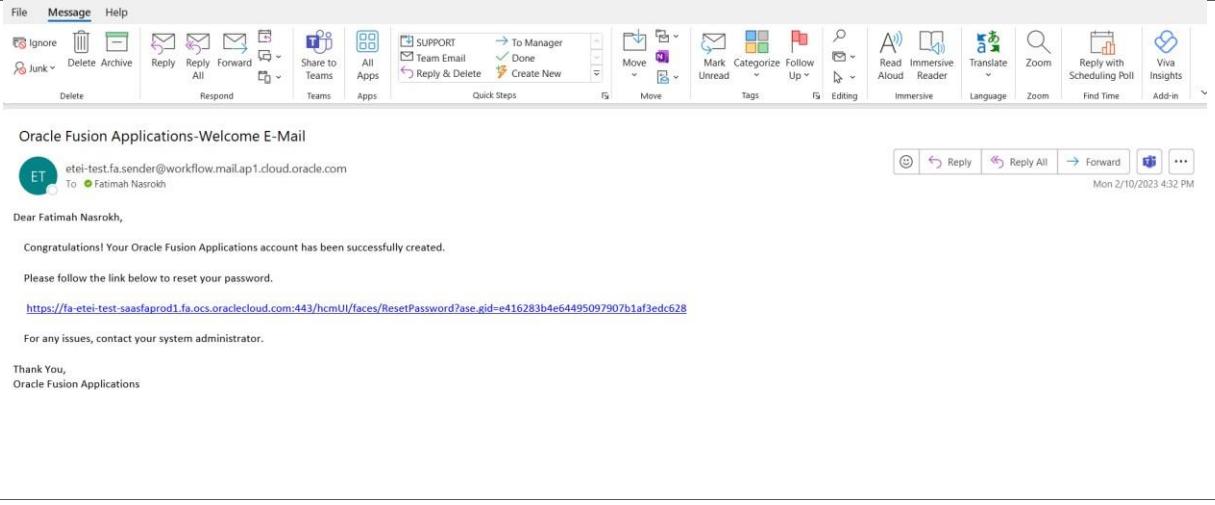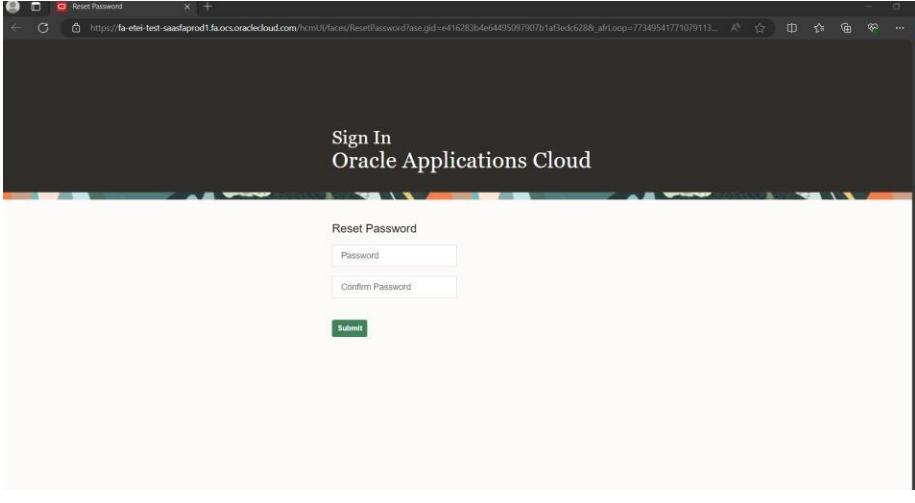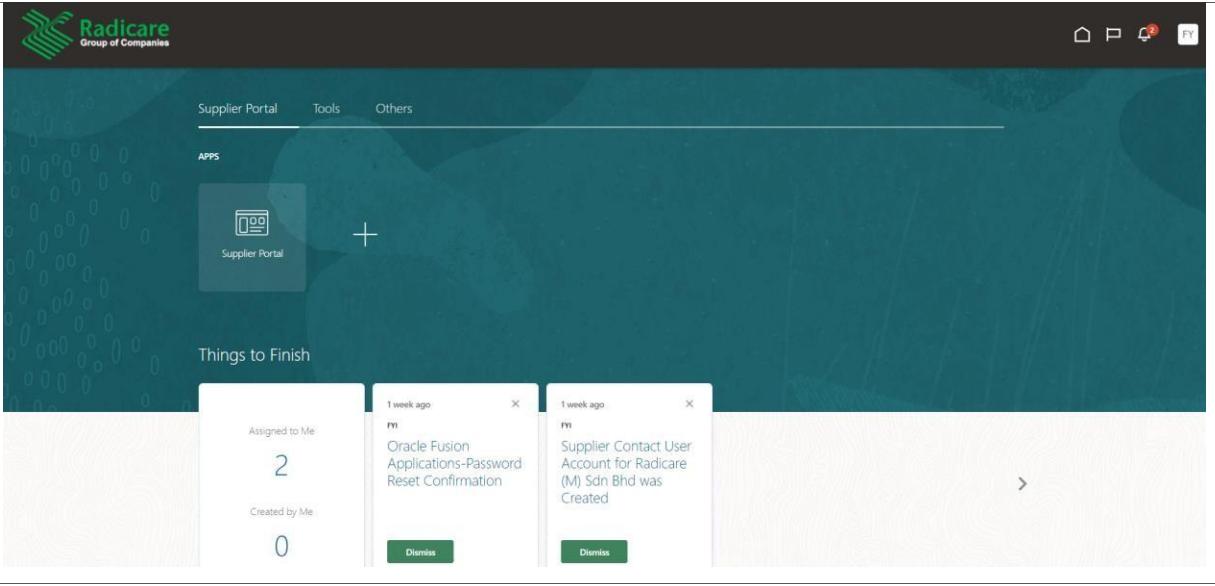
<div align="center">**Figure 7: Product & Services Screen**</div>

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

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.

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. Click link to reset the password.

13.	Supplier Reset Password.

14.	Supplier will receive password reset confirmation.

15.	Supplier login and able to enter supplier portal.

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.

Table 9: Product and Services Information and submit registration