



MALAKOFF



Supplier Profile Management & Vendor Registration Guide

Malakoff Corporation Berhad



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Your login credential has been sent to the email ID registered/requested with MCB Vendor Management. Use the link (<https://malakoff-berhad.ivalua.com>) to open the login page. Type your User ID and temporary password mention in the email under IDENTIFICATION and hit the Login Button.

From: vendor.management@malakoff.com.my [<mailto:vendor.management@malakoff.com.my>]
Sent: Friday, 30 September, 2016 10:54 AM
To: Muhammad Afiq Hazwan Azman - Practical Trainee <afiq.azman@malakoff.com.my>
Subject: Access to Ivalua - Malakoff eProcurement Portal

Dear Afiq Azman,

You have just been assigned an access to the application Ivalua Buyer for supplier Test Supplier Afiq. You are invited to follow this link : [Click here](#)

Your user ID: afiq.azman@malakoff.com.my
Your password: 0423d5b3

MCB Vendor Management

Group Procurement
T +603 2263 3074

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Welcome to IVALUA

Welcome to the Group Purchasing Portal.

The Purchasing Department

To gain access of portal, Contact MCB Vendor Management on vendor.management@malakoff.com.my

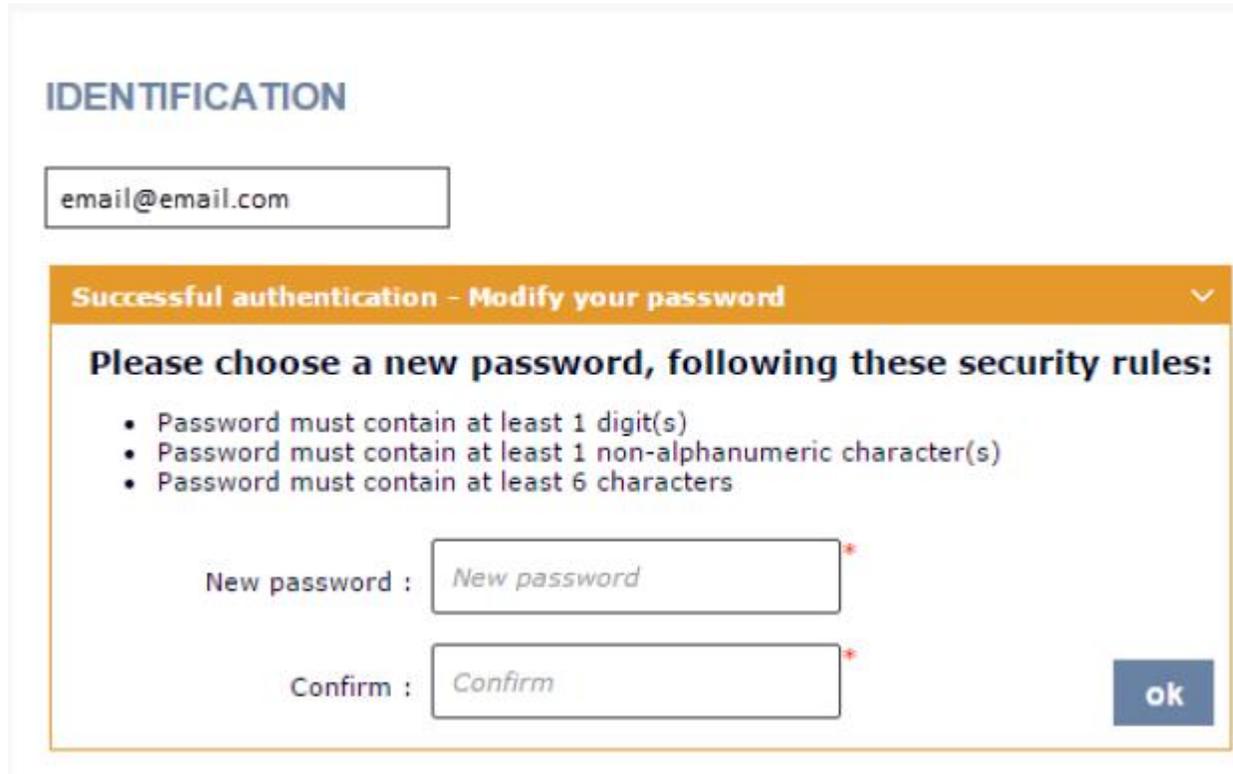
IDENTIFICATION

[Lost your password?](#)

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First login through temporary password sent by Vendor Management

1. A reset password form will be shown. As mentioned below (use combination of at least 1 digit, 6 characters & 1 special characters (i.e. ivalua#1 or ivalua@1 or ivalua!1))



The screenshot shows a web interface for password reset. At the top, under the heading "IDENTIFICATION", there is a text input field containing "email@email.com". Below this, a modal dialog box is displayed with an orange header that reads "Successful authentication - Modify your password". The dialog contains the instruction "Please choose a new password, following these security rules:" followed by a bulleted list of requirements: "Password must contain at least 1 digit(s)", "Password must contain at least 1 non-alphanumeric character(s)", and "Password must contain at least 6 characters". There are two input fields: "New password :" and "Confirm :", each with a red asterisk on its right side. The "New password" field contains the placeholder text "New password" and the "Confirm" field contains "Confirm". A blue "ok" button is located at the bottom right of the dialog.

2. Enter your new password once in the New password field and once in the Confirm field, then click OK.

General terms of use

To accept “General terms of use” check on the box “I accept terms of use” and click on “Validate” Button.

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Company Info My tasks RFx Catalogs Evaluations

Nan ..

☆ | General terms of use Search ...

You have to accept terms and conditions in order to continue.

GENERAL CONDITIONS OF ACCESS AND USE OF THE APPLICATION

This document (hereinafter the “GCA”) defines the general conditions of access and use of the Supplier Portal (hereinafter the “Application”). You (hereinafter the “User”) may use and consult the Application following your full acceptance of the GCA as a whole. In case of disagreement on the contents of the GCA, the User shall not be entitled to access the Application. Ivalua and its subsidiaries and affiliates (collectively hereinafter “Ivalua”) reserve their right to modify at any time the GCA, without prior notice.

Technical prerequisites

The User shall ensure that his computer is using an updated browser (Microsoft Internet Explorer 7 or more recent version, Mozilla Firefox 3.5 or more recent version).

In order to verify that his browser is adequate, the User must open his browser and go to the Help/About Internet Explorer or Help/About Mozilla Firefox functions.

The Application is designed to work directly with any standard installation of existing browsers. However, if, for any reason whatsoever the work station setting of the User is not a “standard” setting (installation or security group policies for example), the User shall have to verify with his System Administrator if these settings are adequate.

There is no need to install plug-ins such as Java, Flash or ActiveX...

I accept terms and conditions

Validate Print

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Forget Password

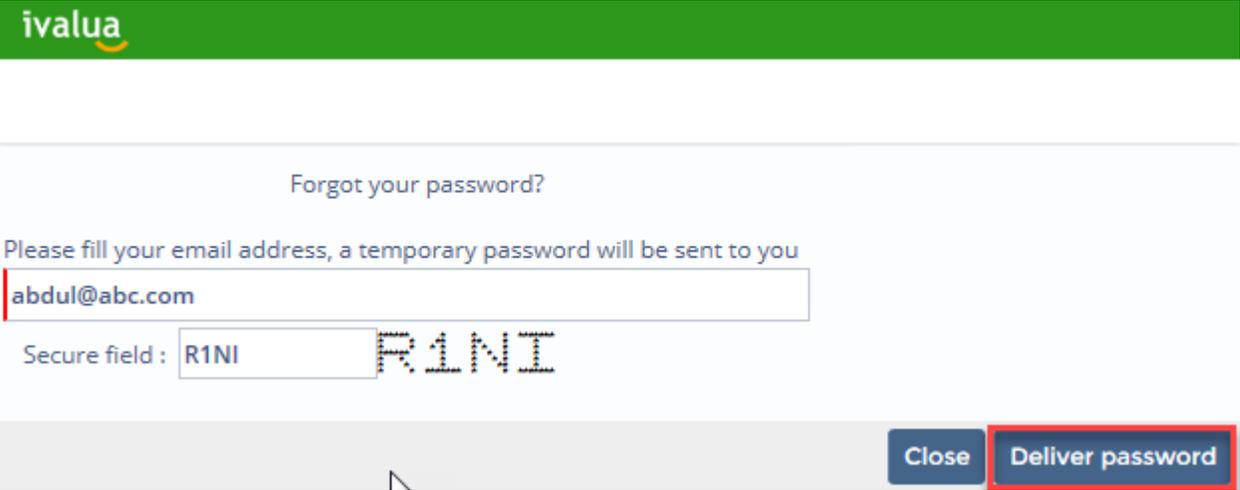
Forgot your password?

If you have lost your **login password**, you can request a new temporary password:

- 1. Click the *Lost your password?* link.



- 2. In the window that displays, key in your email address and the secure field (captcha).



- 3. Click the **Deliver password** button.

You will receive a temporary password by email. You'll be prompted to change it as soon as you log in.

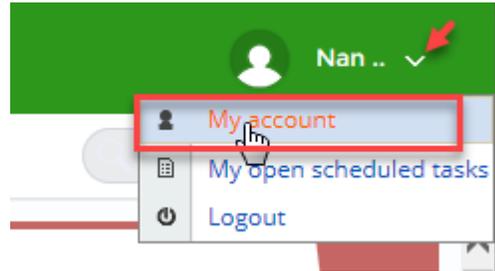
What next?

When you first log in to IVALUA BUYER, you should take a few moments to:

-  Set up your account (7-9)
-  Manage/Add other users of your company (10)
-  Complete Malakoff Vendor Registration Form (11 onwards)
-  Please take note that all attachments submitted should be in “PDF” file format only.

Set up your account

1. Select **My account** from Top right menu mention after your name



➤ Profile Management Page allows you to manage some important settings listed below. (Refer next slide)

1. Identity - Stores your contact information

2. Password - Allows you to change your IVALUA BUYER password (applicable rules are stated)

3. My preferences - Allows you to control system settings and formats such as time zone, language, currency, date and number formats

Set up your account

The screenshot shows the 'Profile Management' page for a user named Abdul R. The page is divided into several sections:

- Identity:** Contains fields for Salutation (Mr.), Last name (Rahman), First name (Abdul), Email (abdul@abc.com), Phone (0344872234), Cell Phone (0122229988), Fax (0344872233), and Position (Manager Sales). Red bars are present on the Last name, First name, and Email fields. A callout box points to these fields with the text: "fields with red Bar are mandatory".
- Password:** Contains fields for Current password, New password, and Confirm new password. A callout box points to the New password field with the text: "Reset your Password". Below these fields are instructions: "Password must contain at least 1 digit(s)", "Password must contain at least 1 non-alphanumeric character(s)", and "Password must contain at least 6 characters". Buttons for "Update password" and "Cancel" are present.
- My preferences:** Contains dropdown menus for Default lang (English), Default country (MALAYSIA), Time zone ((GMT+08:00) Kuala Lumpur, Singapore), Default currency (USD), Format lang (English (Malaysia)), Date format (12/5/2017 12:46:47 AM), and Number format (-1,234,567.89). A callout box points to this section with the text: "Allows you to manage time zone, currency, date and number formats".

At the top of the page, there is a navigation bar with links for "Company Info", "My tasks", "RFx", "Catalogs", and "Evaluations". The user's name "Abdul R." is displayed in the top right corner. A "Save" button is located at the bottom right of the page.

Manage/Add other users of your company

Contacts Tab

This is where you can maintain contacts of key personnel from your company and their role with Malakoff so that the buying organization may connect with the appropriate person if need to be.

Supplier Test MAX Solution ABC Logistics Limited

Supplier contacts

Select existing contact

Add a contact

Name	Email	Phone	Cell Phone	Fax	Position	Role	Profile	Status
. Nan	nan@nan.com					Sales person	Supplier	Validated
LYTEN Peter	arun@consus.co.in					Supplier admin	Supplier	Validated

Role “Supplier admin” have access to Vendor registration form. Contact Malakoff VME to delegate the access to someone else in your organization. **Do not change the Role (Supplier Admin) or delete this user. it might lost your company registration details available with Malakoff and you have to go through the entire process once again.**

Use the **Add a contact** button to create a new contact.

Use sign to send the **login details** to person or reset their password.

Use the **Select existing contact** button to add a contact already attached to a child organization within your company structure. For instance, if your company has headquarters and multiple sites, at headquarters level, you'll be able to add any contact

Malakoff Vendor Registration Form

To access the vendor registration form go to **Company Info** available on the top Menu bar and select **My Request for Information**.

The screenshot shows the Malakoff system interface. At the top, there is a green navigation bar with the Malakoff logo on the left and a user profile 'Peter L.' on the right. The main menu includes 'Company Info', 'My tasks', 'RFx', 'Catalogs', and 'Evaluations'. A dropdown menu is open under 'Company Info', showing 'My Company Information' and 'My Requests for Information'. Below the menu is a search bar with the text 'Search ...'. Underneath the search bar is a filter section with 'Keywords:' and 'Status:' dropdowns, and 'Search' and 'Reset' buttons. The main content area displays a table of requests. The table has columns for Request, Progress, Name, Supplier, Linked object, Status, Created on, Created by, Modified on, and Modified by. A single request is listed: 'MCB Vendor Registration' with a progress of 13% (7/55) and a status of 'In progress'. A yellow warning icon is present next to the request name. A callout box points to a pen sign icon in the first column of the table.

Request	Progress	Name	Supplier	Linked object	Status	Created on	Created by	Modified on	Modified by
 MCB Vendor Registration	7/55  13%		Test MAX Solution ABC Logistics Limited		In progress	11/5/2017	EPROCUREMENT SUPPORT Malakoff	11/5/2017	LYTEN Peter

Select the Pen Sign to open the registration form

Malakoff Vendor Registration Form



- Company Details and General Information **25%**
- Shareholder information (To provide certified true copy by company secretary or authorised person) **0%**
- Banking Information (For Payment Purposes) **0%**
- Declarations **0%**
- Company Profile **0%**

Code	Question	Answer	Attachment
[Q1]	Name of Company	<input type="text" value="Test MAX Solution ABC Logis"/>	
[Q1.1]	Business Name (if Any)	<input type="text"/>	
[Q2]	Nature of Organization	<input type="radio"/> Private Limited (Sdn Bhd) <input type="radio"/> Partnership <input type="radio"/> Enterprise/Sole Proprietary <input type="radio"/> Limited (Berhad) <input type="radio"/> Others (to specify)	
[Q3]	ROC/ROB/ROS/IC. No (Attached a Self Attested Copy of registration or identification))	<input type="text"/>	<input type="button" value="Click or Drag to add a file"/>

Please note that the Question with Red Bar in the BOX are mandatory to answer.

Select on Clip sign to upload the attachment.

Note: if you want to upload multiple document in one answer use ZIP folder to combine the files.

Malakoff Vendor Registration Form

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Company Info My tasks RFX Catalogs Evaluations

Peter L. ▾

< ⌂ ☆ RFI answer : MCB Vendor Registration - Test MAX Solution ABC Logistics Limited Search ...

CERTIFICATION 0%

[Q5]	Registered Address	Ara Damansara	1
[Q5.1]	Postal Code	888888	
[Q5.2]	City	Shah Alam	
[Q5.5]	Region	▾	
[Q5.3]	Country	MALAYSIA ...	
[Q6]	Telephone No	0322678863	2
[Q7]	Fax No	0322678864	
[Q8]	Email	arun@consus.co.in	

< >

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<< Previous **Save** Next >> Update tabs linked Submit for approval

1. Address should not contain Postal/zip code, City, region and country. Maximum size (160 characters).

2. Do not use space of + sign, while providing telephone or fax number.

3. If you have partially completed the information and want to carry out with any other work. Save it before you proceed to that. Else the details will omit.

Malakoff Vendor Registration form

authorised person) 0%	[Q31] Not involved in any litigation cases which may impact our financial standing going forward.	Yes No
Banking Information (For Payment Purposes) 0%	[Q32] Not being issued with a show cause/warning/termination/suspension/reprimand letter by any company (ies) within the Malakoff Group in relation to our performance as vendor for the past one (1) year.	Yes No
Declarations 0%	[Q33] None of the company (ies) within Malakoff Group has invoked/redeemed our performance security.	Yes No
Company Profile 0%	[Q34] None of the company (ies) within Malakoff Group has called our parental guarantee.	Yes No
Form 9, 13, 24 & 49 - Malaysia 0%	[Q35] I have read and fully understand Malakoff Corporation B... Vendor Code of Conduct (attached Here). I am aware of the Vendor Code of Conduct.	Yes No
CERTIFICATION 0%	[Q36] I am aware of and accept the RELATED PARTY TRANSACTION (RPT)/RECURRENT RELATED PARTIES ENTERING INTO A TRANSACTION (RRPT) WITH THE MALAKOFF CORPORATION BERHAD GROUP. 2	Yes No
	[Q36.1] To sign acknowledge and stamp the RELATED PARTY TRANSACTION (RPT)/RECURRENT RELATED PARTIES (RRPT) form ENTERING INTO A TRANSACTION WITH THE MALAKOFF CORPORATION BERHAD GROUP. (Please refer to Appendix 2, Attached Here).	 Click or Drag to add

1. To download the attachment provided by Malakoff access the clip sign outside the answer box.
2. Click on the clip sign to download to RPT/RRPT declaration form (Appendix 2).
3. To upload the signed stamped document click inside the box. Or drag it to there.

Malakoff Vendor Registration form

Company Details and General Information 25%	Company Profile	
Shareholder information (To provide certified true copy by company secretary or authorised person) 0%	Code	Question
Banking Information (For Payment Purposes) 0%	[Q37]	Latest Company Profile with list of company experiences/Catalogues/Brochures.
Declarations		Answer
		Click or Drag to add a file
		Testing.docx
	[Q37.1]	VME Remark
	2 Result(s)	



1 Once you upload attachment for a mandatory answer. It will show the attachment with red circle and – sign . Which means you can not remove the attachment. But you can replace by attaching another document.

Malakoff Vendor Registration form

Last 3 years Financial Details

Code	Question	Answer
[Q39]	Attach last year financial Audit Report.	<input type="button" value="Click or Drag to add a file"/> <input type="button" value="Year 2016.docx"/>
[Q39.1]	VME Remark	<input type="text"/>
[Q36.2]	Attach last to last year financial Audit Report. (i.e. 2015)	<input type="button" value="Click or Drag to add a file"/> <input type="button" value="Year 2015.docx"/>
[Q36.3]	Attach year before last year financial Audit Report. (i.e 2014)	<input type="button" value="Click or Drag to add a file"/> <input type="button" value="Year 2014.docx"/>

1. Upload Last 3 year financial Audit Report separately for **Private Limited (Sdn Bhd)/Limited (Berhad)**.

Kindly ensure to attach complete (All pages) Financial Audit Report.

Financial Details - LLP

Code	Question	Answer
[Q38]	Last 3 months Bank Statements.	<input type="button" value="Click or Drag to add a file"/> <input type="button" value="Last 6 months bank statement.docx"/>
[Q38.1]	VME Remark	<input type="text"/>

2 Result(s)

2. For **Partnership/Enterprise/Sole Proprietary** Provide Last 3 month bank statement.

Malakoff Vendor Registration form

The screenshot shows the Malakoff Vendor Registration form with the following progress bars:

- Company Details and General Information: 77%
- Shareholder information (To provide certified true copy by company secretary or authorised person): 100%
- Banking Information (For Payment Purposes): 50%
- Declarations: 88%
- Company Profile: 50%
- Financial Details - LLP: 50%
- Form 9, 13, 24 & 49 - Malaysia: 37%
- CERTIFICATION: 0%

The CERTIFICATION section contains a table with the following content:

Code	Question	Answer
[Q53]	I, the undersigned am authorised to do so on behalf of the firm, hereby warrant that the information provided in this form (including all pages attached) is correct and, in the event of changes, details will be provided as soon as possible :	<input checked="" type="radio"/> Yes <input type="radio"/> No

Below the table, it says "1 Result(s)".

At the bottom of the form, there is an "Audit Trail" section with the following text:

Created on 11/5/2017 4:39:32 AM by EPROCUREMENT SUPPORT Malakoff
Modified on 11/5/2017 10:36:04 AM by LYTEN Peter

The footer contains the text "Consus Malakoff Corporation Berhad v1.0 ©" and a navigation bar with buttons: "<< Previous", "Save", "Next >>", "Update tabs linked", and "Submit for approval".

1. To complete the last question under Certification.
2. Once you fill the details . Click on **“Submit for Approval”** button to send the details to Malakoff Vendor management team for review.

Thank you

In case any assistance you can write to
Reach out to below given contact details

MCB Vendor Management

Group Procurement

T +603 2263 3074 or +603 2263 3040

F +603 2263 3337

M -

E vendor.management@malakoff.com.my

 Read.Keep.Delete: Reduce Your Print

MALAKOFF

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