



MALAKOFF



Supplier Profile Management & Vendor Registration Guide

Malakoff Corporation Berhad



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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

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](#)

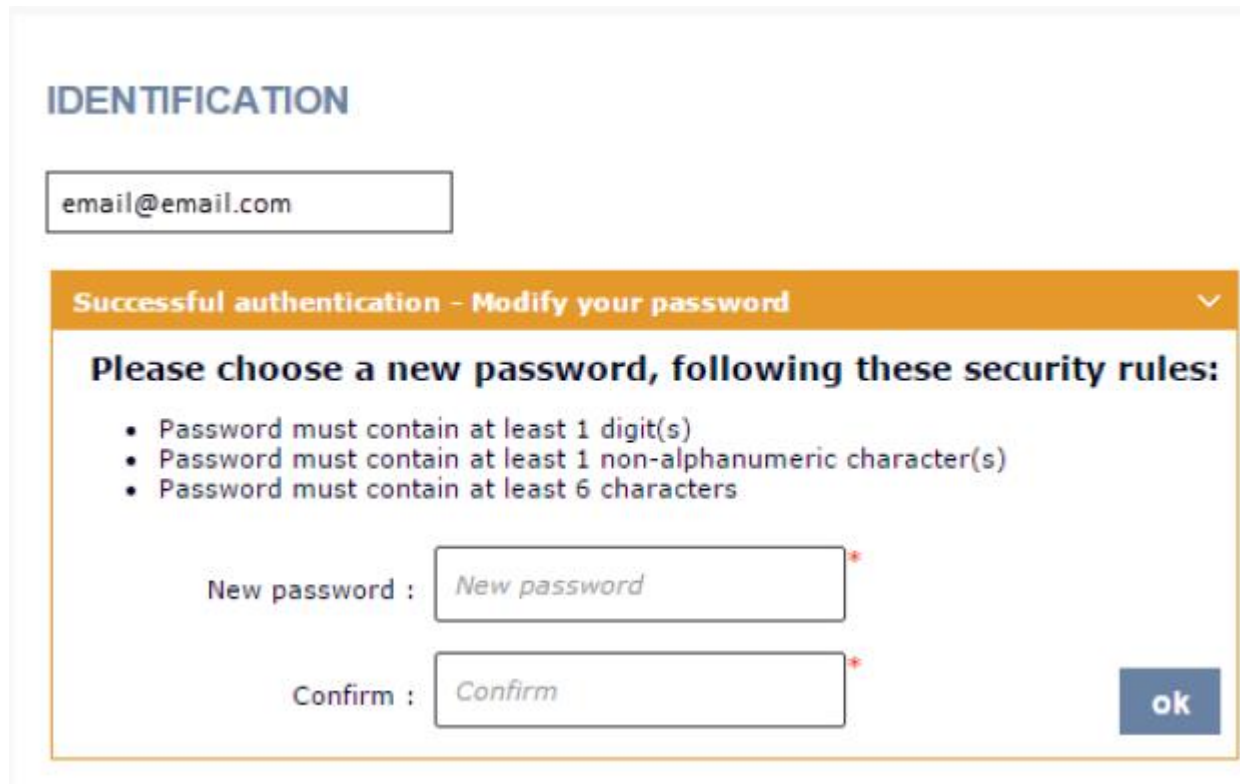
MCB Vendor Management

Group Procurement
T +603 2263 3074



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 yellow notification box with a downward arrow icon contains the text "Successful authentication - Modify your password". Inside this box, a bold instruction reads "Please choose a new password, following these security rules:". Below the instruction is a bulleted list of three rules: "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". At the bottom of the notification box, there are two input fields: "New password :" followed by a text box with placeholder text "New password", and "Confirm :" followed by a text box with placeholder text "Confirm". Each input field has a small red asterisk to its right. To the right of the "Confirm" field is a blue button labeled "ok".

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 InfoMy tasksRFxCatalogsEvaluations

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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

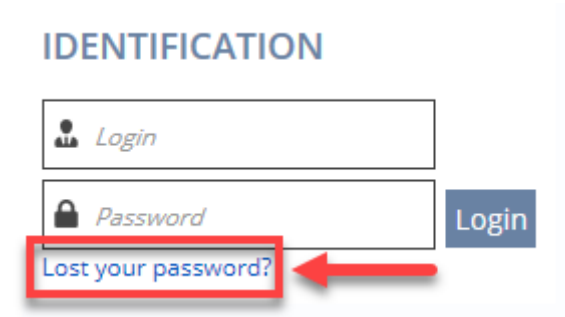
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Forget Password

Forgot your password?

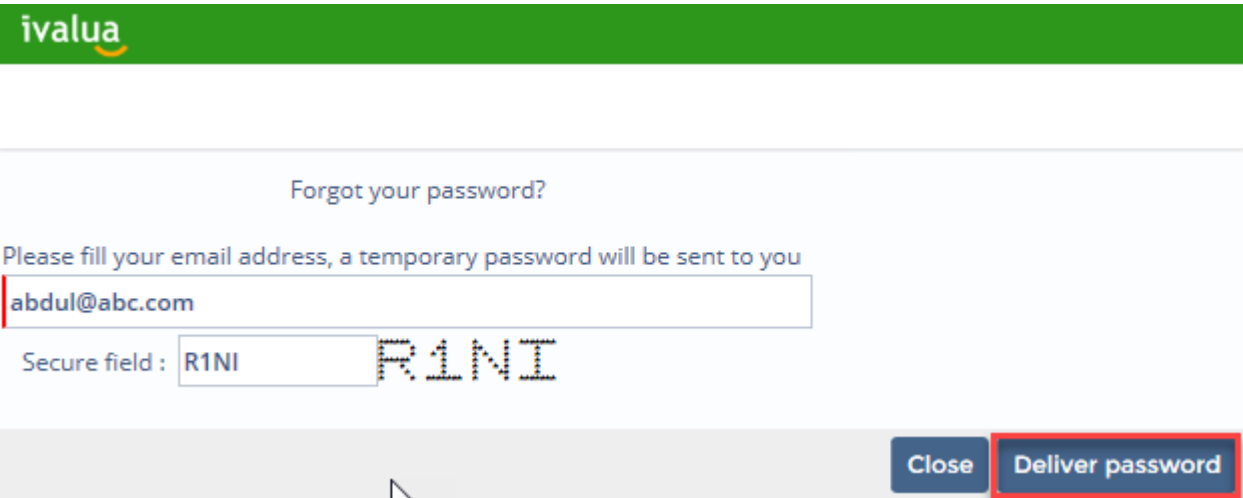
If you have lost your **login password**, you can request a new temporary password:

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



The screenshot shows a login form titled "IDENTIFICATION". It contains two input fields: "Login" (with a person icon) and "Password" (with a lock icon). To the right of the "Password" field is a "Login" button. Below the "Password" field, the link "Lost your password?" is highlighted with a red rectangle, and a red arrow points to it from the right.

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







The screenshot shows a window titled "Forgot your password?". It contains the text "Please fill your email address, a temporary password will be sent to you". Below this is an input field containing "abdul@abc.com". Underneath is a "Secure field" with a label "Secure field :" and a captcha image showing the characters "R1NI". At the bottom right, there are two buttons: "Close" and "Deliver password", with the latter highlighted by a red rectangle.

- 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.

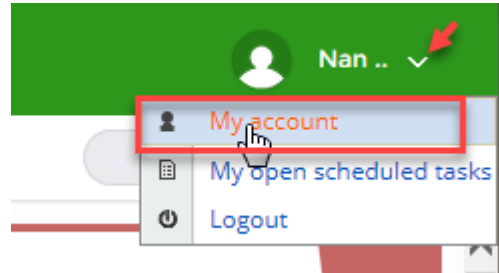
What next?

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

Company Info

My tasks

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Abdul R.

Profile Management

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Identity

Salutation : Mr.

Last name : Rahman

First name : Abdul

Email : abdul@abc.com

Phone : 0344872234

Cell Phone : 0122229988

Fax : 0344872233

Position : Manager Sales

Internal identifier :

Status : Validated

Suppliers : Test Telekom Malaysia ABC Logistics Ltd.

Photo : Click or Drag to add a picture

Information

Created by ANONYMOUS ano on 11/8/2016 9:27:41 AM

Modified by eProcurement Support Malakoff on 12/5/2017 12:46:26 PM

Stores your contact information

fields with red Bar are mandatory

Password

Current password :

New password :

Confirm new password :

Password must contain at least 1 digit(s)

Password must contain at least 1 non-alphanumeric character(s)

Password must contain at least 6 characters

Update password

Cancel

Reset your Password

My preferences

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

Number format : -1,234,567.89

Allows you to manage time zone, currency, date and number formats

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Save

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.

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Supplier Test MAX Solution ABC Logistics Limited

Identity

Administrative

Contacts

Credentials


Supplier contacts

Select existing contact

Add a contact

Name	Email	Phone	Cell Phone	Fax	Position	Role	Profile	Status
<div>ⓘ</div> <div>. Nan</div>	<div><div>👤</div><div>✎</div></div> <div>nan@nan.com</div>					<div></div> <div>✕Sales person</div>	Supplier	Validated
<div>✕</div> <div>LYTEN Peter</div>	<div><div>👤</div><div>✎</div></div> <div>arun@consus.co.in</div>					<div></div> <div>✕Supplier admin</div>	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**.

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A Member of  NMC Group



Company Info




My tasks

RFX

Catalogs

Evaluations

 Peter L. 




My Company Information

My Requests for Information


ation


Search ...





Keywords :

Status :

 Search

 Reset

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

1 Result

Select the Pen Sign to open the registration form

Malakoff Vendor Registration Form

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Member of MMC Group

Company InfoMy tasksRFxCatalogsEvaluations

Peter L.

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RFI answer : MCB Vendor Registration - Test MAX Solution ABC Logistics Limited

Search ...

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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%

Form 0.12.24.8.10

Company Details and General Information

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

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<< Previous

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Save

Next >>

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Update tabs linked

Submit for approval

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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Peter L.

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RFI answer : MCB Vendor Registration - Test MAX Solution ABC Logistics Limited

Search ...

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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

3

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

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RFI answer : MCB Vendor Registration - Test MAX Solution ABC Logistics Limited

authorised person)
0%

Banking Information
(For Payment Purposes)
0%

Declarations
0%

Company Profile
0%

Form 9, 13, 24 & 49 - Malaysia
0%

CERTIFICATION
0%

[Q31] Not involved in any litigation cases which may impact our financial standing going forward.

Yes No

[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

[Q33] None of the company (ies) within Malakoff Group has invoked/redeemed our performance security.

Yes No

[Q34] None of the company (ies) within Malakoff Group has called our parental guarantee.

Yes No

[Q35] I have read and fully understand Malakoff Corporation Berhad Vendor Code of Conduct (attached Here). I am aware of the Vendor Code of Conduct.

1 Yes No

[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).

2

3 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%

Shareholder information (To provide certified true copy by company secretary or authorised person)

0%

Banking Information (For Payment Purposes)

0%

Declarations

Company Profile

Code	Question	Answer
[Q37]	Latest Company Profile with list of company experiences/Catalogues/Brochures.	<div>1</div> <div><div>Click or Drag to add a file</div><div><div>Testing.docx</div></div></div>
[Q37.1]	VME Remark	<div></div>
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

Company Details and General Information

37%

Shareholder information (To provide certified true copy by company secretary or authorised person)

0%

Banking Information (For Payment Purposes)

0%

Declarations

88%

Last 3 years Financial Details

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

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.

Company Details and General Information

37%

Shareholder information (To provide certified true copy by company secretary or authorised person)

0%

Financial Details - LLP

Code	Question	Answer
[Q38]	Last 3 months Bank Statements.	<div>Click or Drag to add a file</div> <div>Last 6 months bank statement.docx</div>
[Q38.1]	VME Remark	

2 Result(s)

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

Malakoff Vendor Registration form

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< ↺ ☆ RFI answer : MCB Vendor Registration - Test MAX Solution ABC Logistics Limited

<p>Company Details and General Information <div><div></div></div> 77%</p> <p>Shareholder information (To provide certified true copy by company secretary or authorised person) <div><div></div></div> 100%</p> <p>Banking Information (For Payment Purposes) <div><div></div></div> 50%</p> <p>Declarations <div><div></div></div> 88%</p> <p>Company Profile <div><div></div></div> 50%</p> <p>Financial Details - LLP <div><div></div></div> 50%</p> <p>Form 9, 13, 24 & 49 - Malaysia <div><div></div></div> 37%</p> <p>CERTIFICATION <div><div></div></div> 0%</p>	<p>CERTIFICATION</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Question</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>[Q53]</td> <td>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 :</td> <td> <div>Yes No</div> </td> </tr> </tbody> </table> <p>1 Result(s)</p>	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 :	<div>Yes No</div>
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 :	<div>Yes No</div>					

Audit Trail ▾

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

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<< Previous Save Next >>

Update tabs linked 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

A Member of  MMC Group

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