

# Vendor Registration Guide

Malakoff Corporation Berhad (MCB)

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# Access to Malakoff E-Procurement Portal

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) [<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](mailto:afiq.azman@malakoff.com.my)>  
**Subject:** Access to Ivalua - Malakoff eProcurement Portal

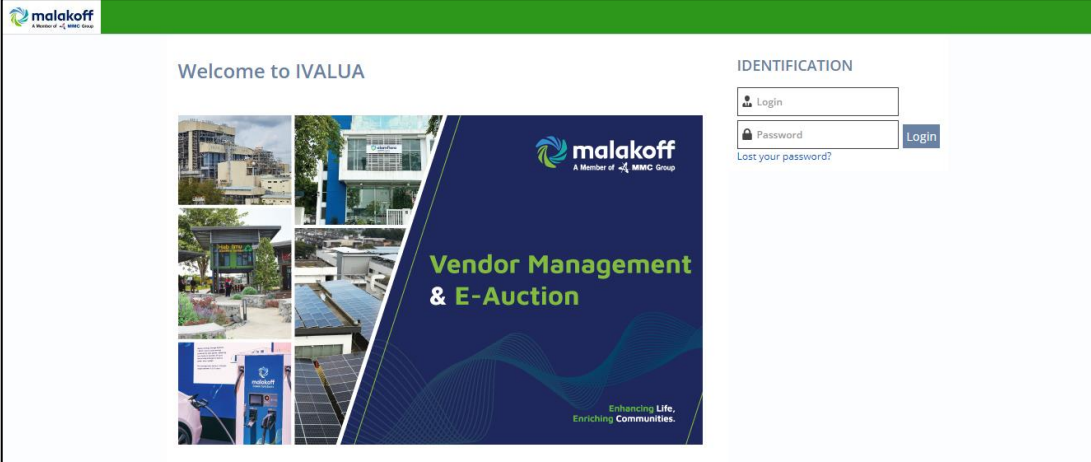
Dear Afiq Azman,

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](mailto:afiq.azman@malakoff.com.my)  
Your password: 0423d5b3

MCB Vendor Management

Group Procurement  
T +603 2263 3074

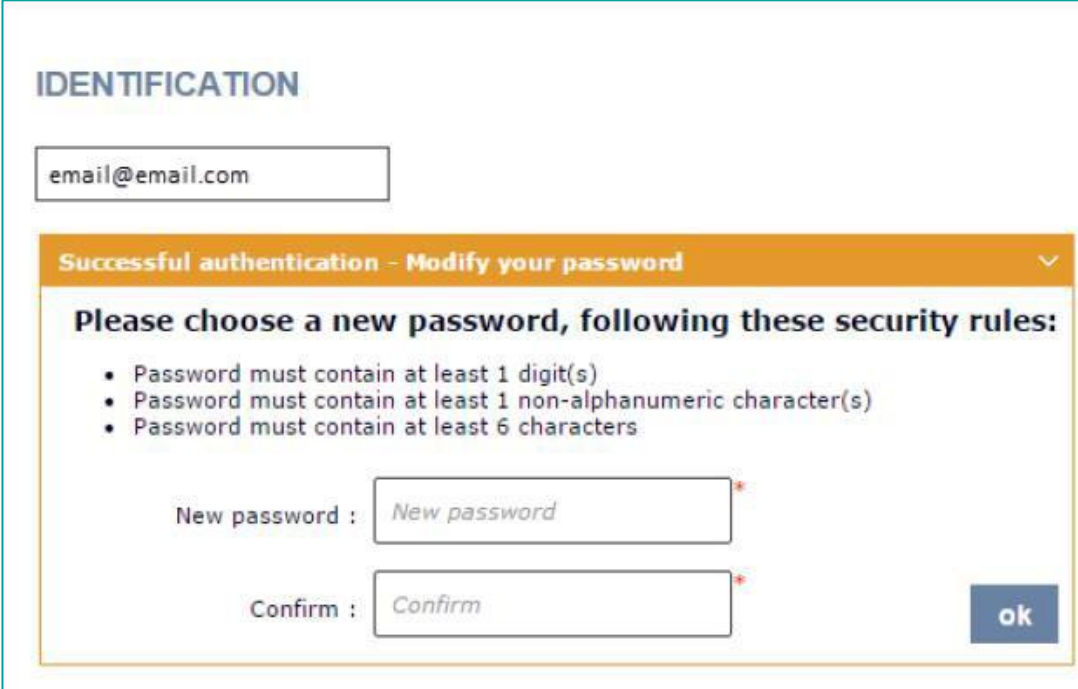


The screenshot shows the IVALUA login interface. On the left, there is a banner with the text "Welcome to IVALUA" and "Vendor Management & E-Auction" along with the Malakoff logo and tagline "Enhancing Life, Enriching Communities." The banner also features a collage of images related to the company's operations. On the right, there is an "IDENTIFICATION" section with a "Login" button, a "Password" field, and a "Lost your password?" link.

# Access to Malakoff E-Procurement Portal

**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)).



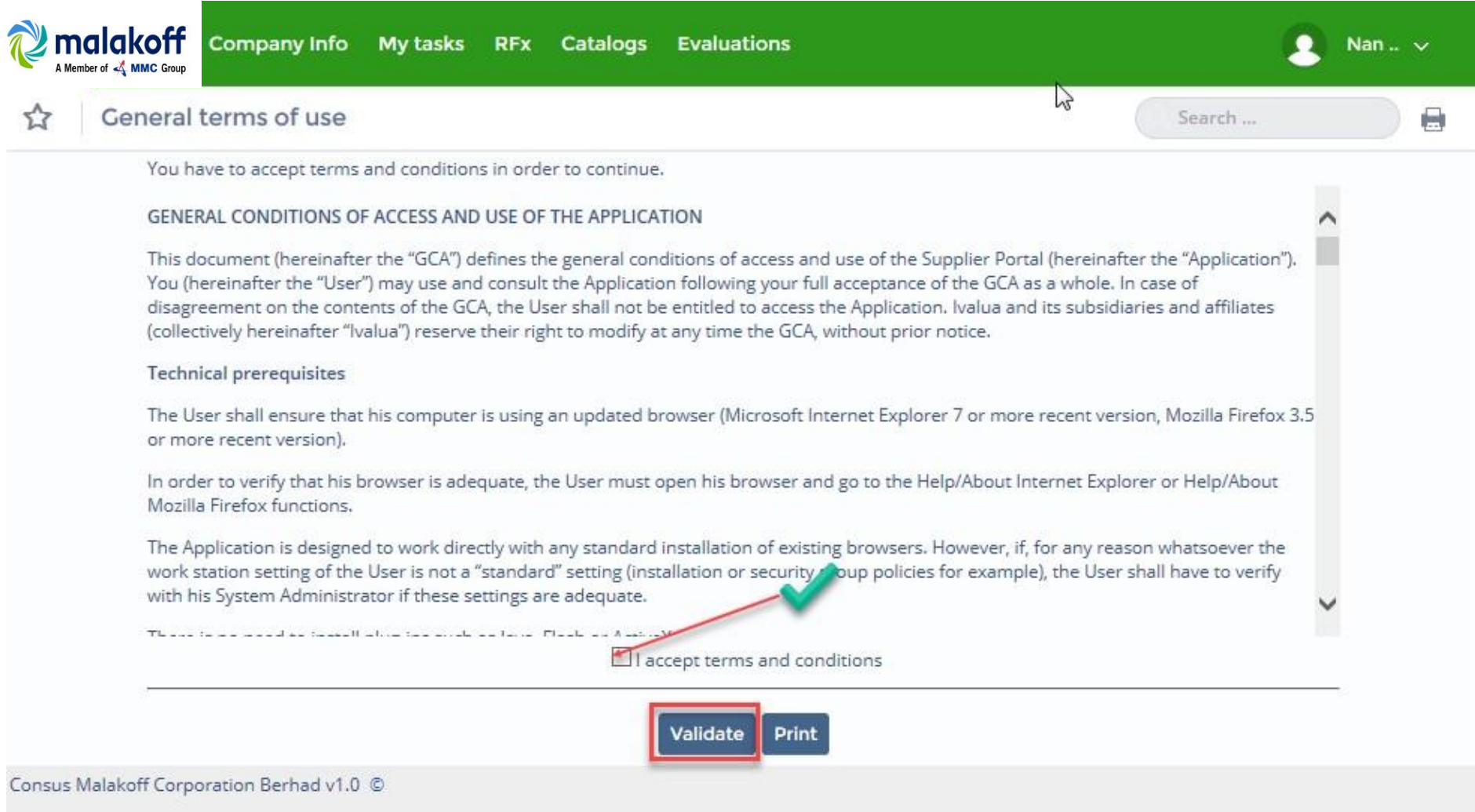
The screenshot shows a web form titled "IDENTIFICATION" with an email input field containing "email@email.com". Below it is a modal window titled "Successful authentication - Modify your password" with a dropdown arrow. Inside the modal, it says "Please choose a new password, following these security rules:" followed by a bulleted list: "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 :" with a placeholder "New password" and "Confirm :" with a placeholder "Confirm". Both fields have a red asterisk to their right. A blue "ok" button is located at the bottom right of the modal.

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

# Access to Malakoff E-Procurement Portal

## General Terms of Use

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



The screenshot shows the Malakoff E-Procurement Portal interface. At the top, there is a green navigation bar with the Malakoff logo and menu items: Company Info, My tasks, RFx, Catalogs, and Evaluations. A user profile icon labeled 'Nan ..' is on the right. Below the navigation bar is a search bar and a printer icon. The main content area is titled 'General terms of use' and contains the following text:

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 additional software (Java, Flash, etc.)

I accept terms and conditions

At the bottom of the page, there are two buttons: 'Validate' (highlighted with a red box) and 'Print'. A green checkmark icon is positioned above the 'Validate' button, with a red arrow pointing to it.

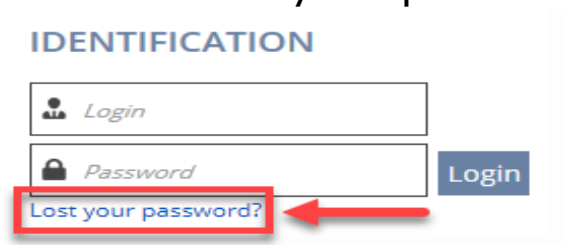
Consus Malakoff Corporation Berhad v1.0 ©

# Recover your login details (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.



IDENTIFICATION

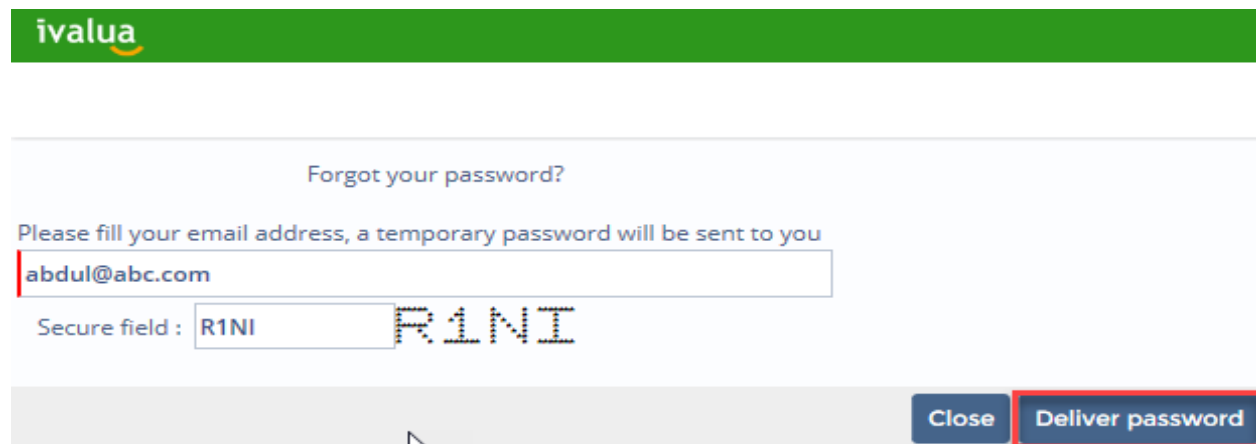
Login

Password

Login

Lost your password?

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



ivalua

Forgot your password?

Please fill your email address, a temporary password will be sent to you

abdul@abc.com

Secure field : R1NI R1NI

Close Deliver password

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.

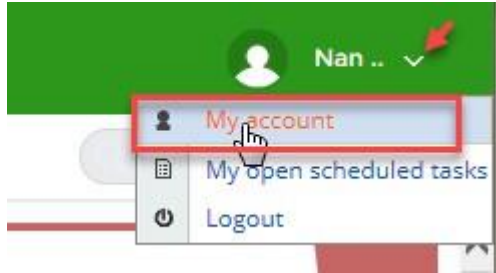
## What next?

When you first log in to Ivalua System, 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)

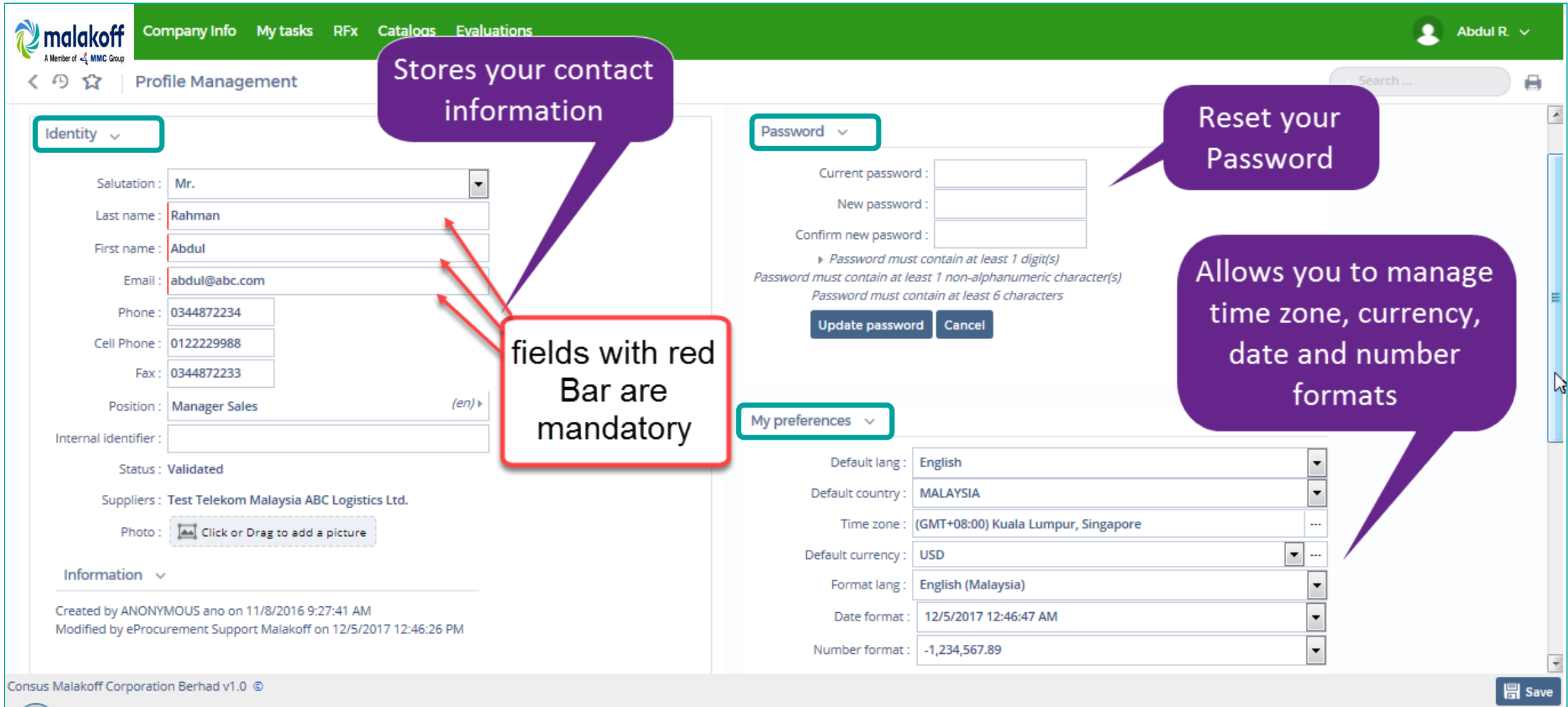
**1) Identity** - Stores your contact information

**2) Password** - Allows you to change your Ivalua System 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 three main sections: Identity, Password, and My preferences. The Identity section contains fields for Salutation, Last name, First name, Email, Phone, Cell Phone, Fax, Position, and Internal identifier. The Password section contains fields for Current password, New password, and Confirm new password, along with password requirements and buttons for Update password and Cancel. The My preferences section contains dropdown menus for Default lang, Default country, Time zone, Default currency, Format lang, Date format, and Number format. A 'Save' button is located at the bottom right.

**Identity**

Salutation : Mr.

Last name : Rahman

First name : Abdul

Email : abdul@abc.com

Phone : 0344872234

Cell Phone : 0122229988

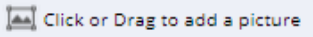
Fax : 0344872233

Position : Manager Sales (en) ▶

Internal identifier :

Status : Validated

Suppliers : Test Telekom Malaysia ABC Logistics Ltd.

Photo : 

**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

**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**

**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

**Save**

**Stores your contact information**

**Reset your Password**

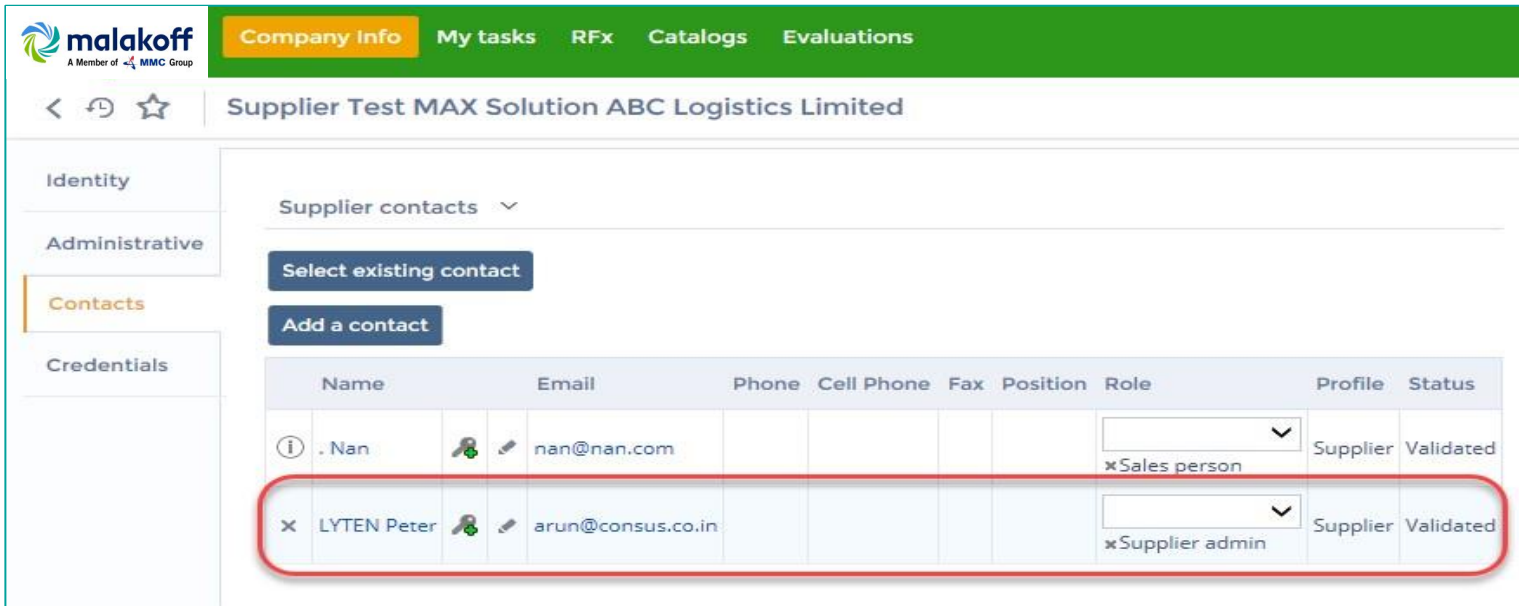
**fields with red Bar are mandatory**

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

# 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.



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.**

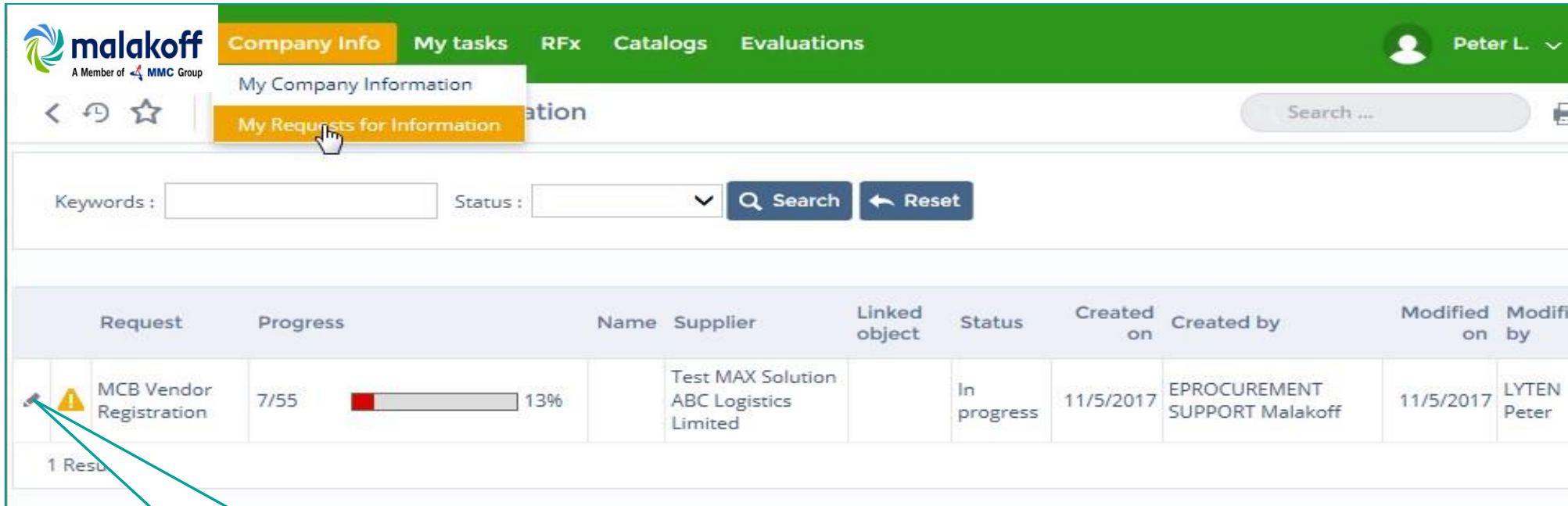
Use the **Add a contact** button to create a new contact.

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**.

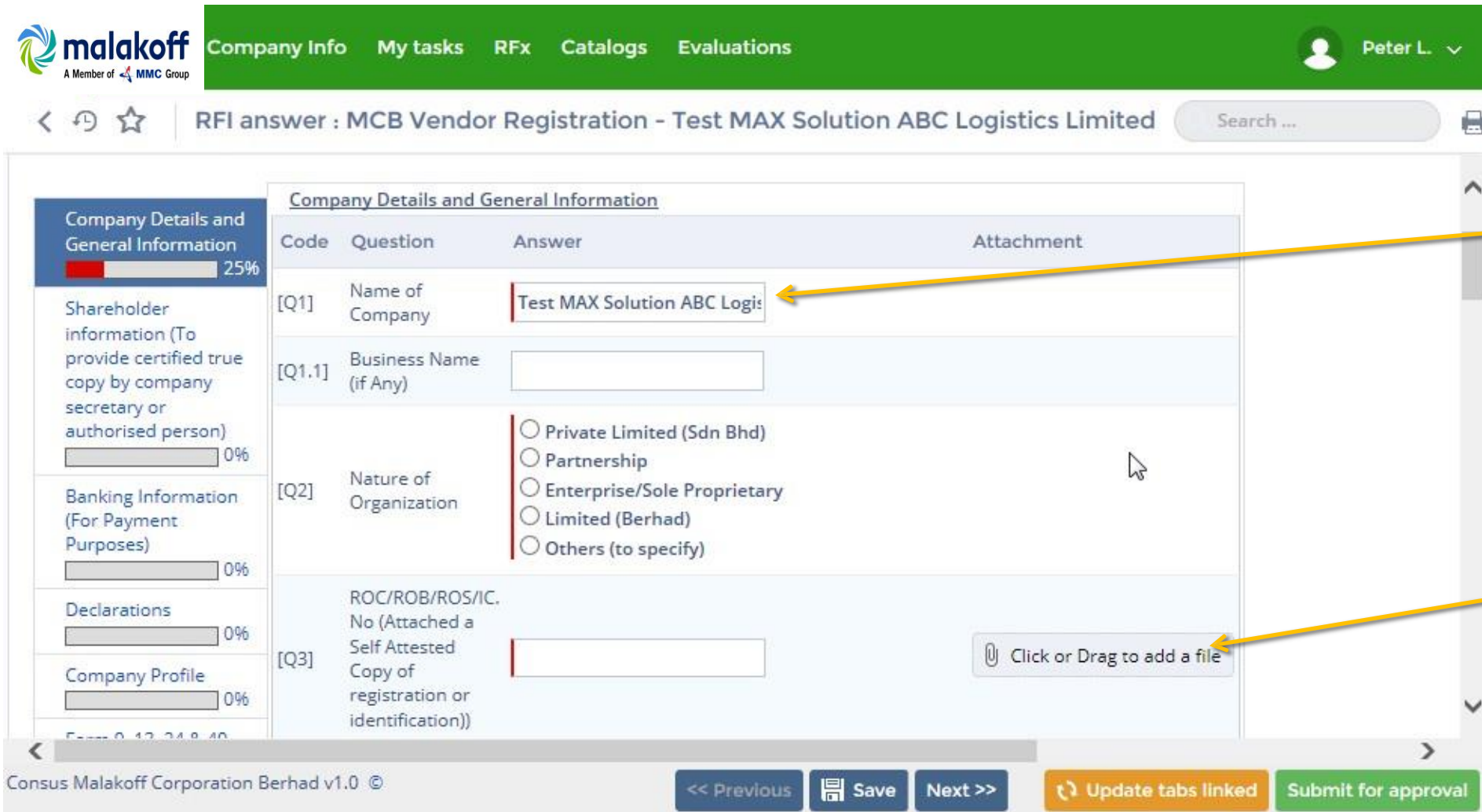


The screenshot shows the Malakoff web application interface. The top navigation bar is green and contains the Malakoff logo, a menu with 'Company Info', 'My tasks', 'RFx', 'Catalogs', and 'Evaluations', and a user profile for 'Peter L.'. A dropdown menu is open under 'Company Info', with 'My Requests for Information' highlighted. Below the navigation bar is a search area with 'Keywords:' and 'Status:' input fields, a 'Search' button, and a 'Reset' button. A table of requests is displayed below the search area. The table has columns for Request, Progress, Name, Supplier, Linked object, Status, Created on, Created by, Modified on, and Modified by. One request is listed: 'MCB Vendor Registration' with a progress of 7/55 (13%) and status 'In progress'. A callout box points to a pen 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



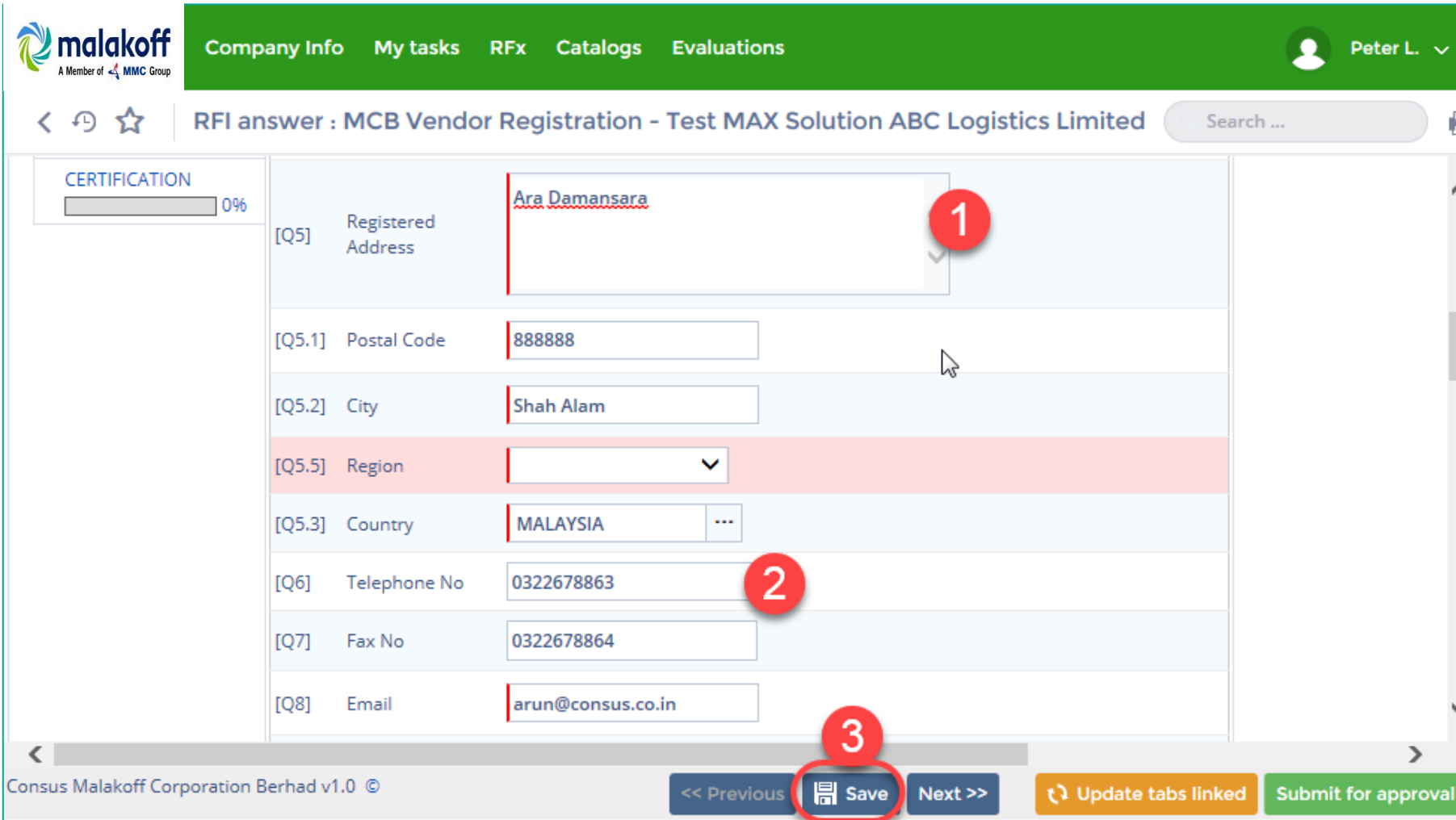
Code	Question	Answer	Attachment
[Q1]	Name of Company	Test MAX Solution ABC Logis	
[Q1.1]	Business Name (if Any)		
[Q2]	Nature of Organization	<input type="radio"/> Private Limited (Sdn Bhd) <input type="radio"/> Partnership <input type="radio"/> Enterprise/Sole Proprietary <input type="radio"/> Limited (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" 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



The screenshot displays the Malakoff Vendor Registration Form. The top navigation bar includes 'Company Info', 'My tasks', 'RFx', 'Catalogs', and 'Evaluations'. The user profile 'Peter L.' is visible in the top right. The main content area shows the following fields:

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

At the bottom, there are navigation buttons: '<< Previous', 'Save', 'Next >>', 'Update tabs linked', and 'Submit for approval'. The 'Save' button is circled in red. A 'CERTIFICATION' progress bar shows 0% completion.

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.

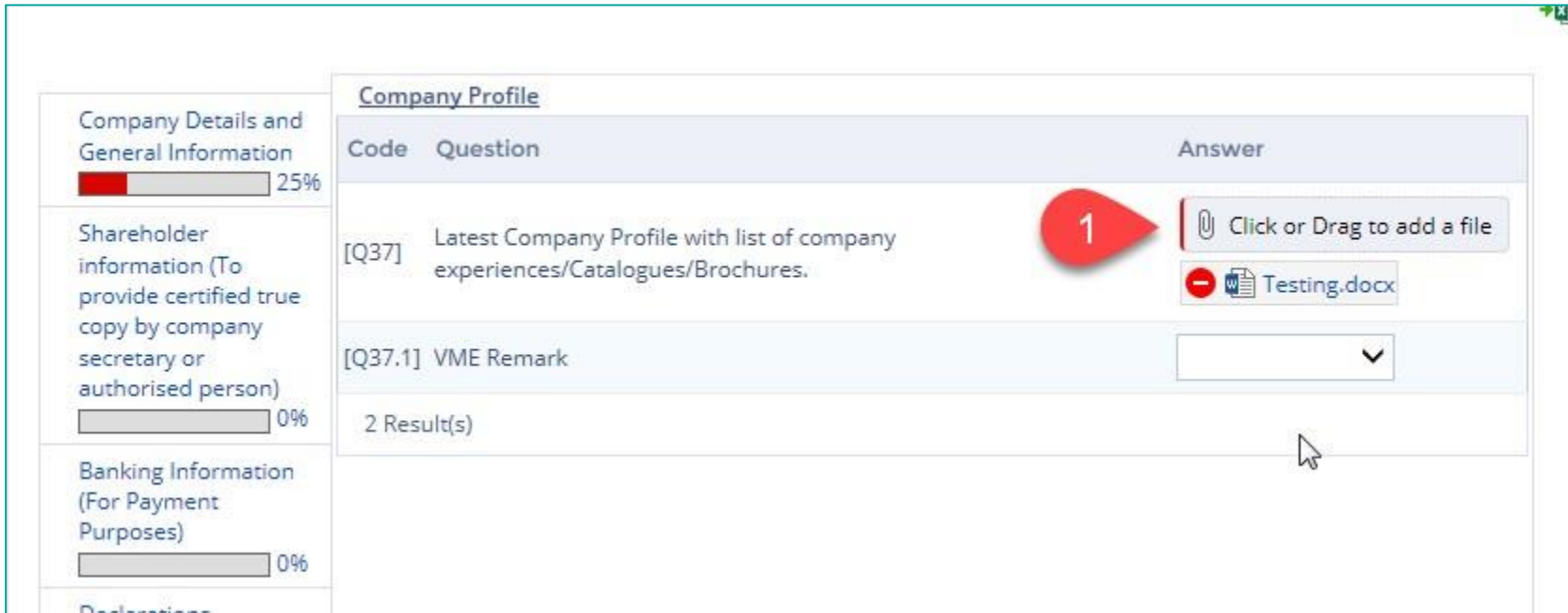
# Malakoff Vendor Registration Form



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

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
<b>Declarations</b> 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



Code	Question	Answer
[Q37]	Latest Company Profile with list of company experiences/Catalogues/Brochures.	 
[Q37.1]	VME Remark	<input type="text"/>

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.	<div style="border: 1px solid #ccc; padding: 5px;">  Click or Drag to add a file    Year 2016.docx                 </div>
[Q39.1]	VME Remark	<input type="text"/>
[Q36.2]	Attach last to last year financial Audit Report. (i.e. 2015)	<div style="border: 1px solid #ccc; padding: 5px;">  Click or Drag to add a file    Year 2015.docx                 </div>
[Q36.3]	Attach year before last year financial Audit Report. (i.e 2014)	<div style="border: 1px solid #ccc; padding: 5px;">  Click or Drag to add a file    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.*

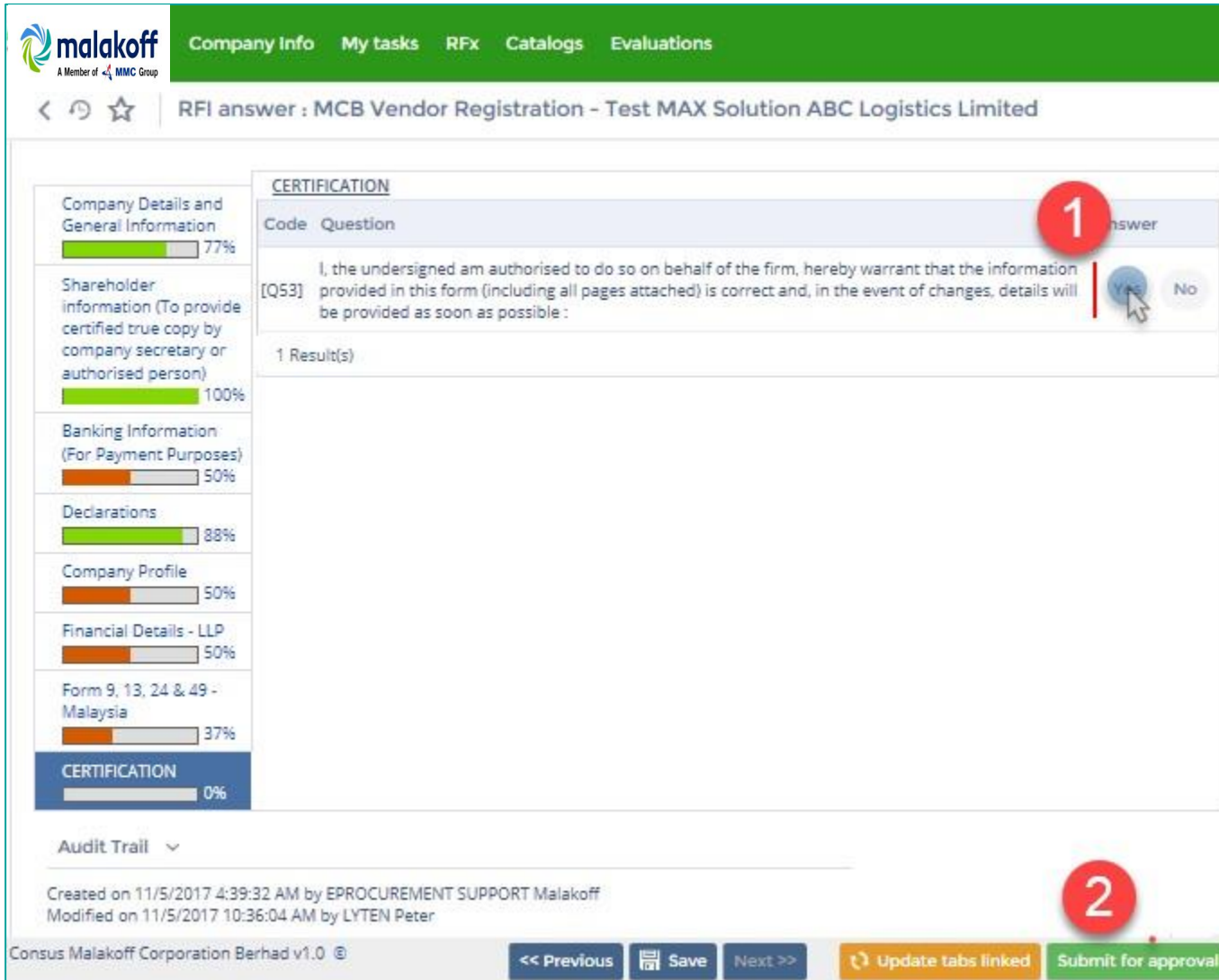
**Financial Details - LLP**

Code	Question	Answer
[Q38]	Last 3 months Bank Statements.	<div style="border: 1px solid #ccc; padding: 5px;">  Click or Drag to add a file    Last 6 months bank statement.docx                 </div>
[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 interface. On the left, there is a sidebar with progress bars for various sections: Company Details and General Information (77%), Shareholder information (100%), Banking Information (50%), Declarations (88%), Company Profile (50%), Financial Details - LLP (50%), Form 9, 13, 24 & 49 - Malaysia (37%), and CERTIFICATION (0%). The main content area is titled 'CERTIFICATION' and contains a table with columns 'Code' and 'Question'. A red circle with the number '1' highlights the 'Submit for approval' button next to the question. Below the table, it shows '1 Result(s)'. At the bottom, there is an 'Audit Trail' section with creation and modification dates, and a footer with navigation buttons: '<< Previous', 'Save', 'Next >>', 'Update tabs linked', and 'Submit for approval'. A red circle with the number '2' highlights the 'Submit for approval' button.

malakoff  
A Member of MMC Group

Company Info My tasks RFX Catalogs Evaluations

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

**CERTIFICATION**

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 type="radio"/> Yes <input type="radio"/> No

1 Result(s)

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

Consus Malakoff Corporation Berhad v1.0 ©

<< 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

E [vendor.management@malakoff.com.my](mailto:vendor.management@malakoff.com.my)