

# ARIBA SUPPLIER REGISTRATION USER GUIDE

GROUP CENTRALISED PROCUREMENT



# IMPORTANT NOTICE

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# NEW SUPPLIER REGISTRATION

## Please read and understand the registration steps

### Registration Steps:

Before you register online to be considered as a supplier of GCP/CM, please read and understand the following steps: –

Step 1	DOWNLOAD NOW	Terms & Conditions of Supplier Registration
Step 2	DOWNLOAD NOW	General Terms & Conditions of Purchase Order for Services & Products
Step 3	DOWNLOAD NOW	Bidder Agreement
Step 4	DOWNLOAD NOW	Supplier Pre Qualification/Selection criteria
Step 5	DOWNLOAD NOW	Online Supplier Registration Checklist (please ensure readiness of all the required documents / information before online registration.)
Step 6	DOWNLOAD NOW	Supplier Self-Registration User Guide & FAQs

# NEW SUPPLIER REGISTRATION

**Click to start your Supplier Registration when you are ready**

## Important Note

### Personal Data Processing Statement (Group Centralised Procurement)

This Personal Data Processing Statement ("PDPS") is prepared in accordance with the requirements of the Personal Data Protection Act 2010 (the "Act"). This PDPS sets out the policies and procedures of the Group with regard to your personal data and your agreement to the usage and processing of your personal data for purposes set out below.

#### 1. Definition

- 1.1 "Group" means Genting Malaysia Berhad and/or its holding company, subsidiaries, related and associated companies and companies using or may be using the brands of "Genting" and/or "Resorts World", regardless whether such company(ies) are incorporated in or outside Malaysia.
- 1.2 "Personal Data" means your name, age, gender, date of birth, address, email address, telephone number, photograph, opinions, comments and such other personal information or your views/opinions that are, have been and may be collected, compiled, processed and maintained with the Group from time to time.

**Agreed to the "Important Note" above & Start Online Supplier Registration**

**Click here to start your  
supplier registration**

# NEW SUPPLIER REGISTRATION

## You will be link to Ariba Online Supplier Registration

### Ariba Sourcing

#### Register

To do business with Genting Malaysia Bhd on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

#### Company information

\* Indicates a required field

Company Name: \*

Country \*

Address \*

City \*

State \*

Zip \*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

# NEW SUPPLIER REGISTRATION

Complete the required fields with (\*) and click “Register” when you are done

### User account information

\* Indicates a required field

Name: *	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<b>Ariba Privacy Statement</b>  Must be in email format(e.g john@newco.com) ⓘ  Must contain a minimum 8 characters including letters and numbers. ⓘ  The language used when Ariba sends you configurable notifications. This is different than your web b...
Email: *	<input type="text"/>		
	<input checked="" type="checkbox"/> Use my email as my username		
Username: *	<input type="text"/>		
Password: *	<input type="text" value="Enter Password"/>	<input type="text" value="Repeat Password"/>	
Language:	<input type="text" value="English"/> ▼		

**Enter more information for potential customers** ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

**Click here to submit your registration**

# NEW SUPPLIER REGISTRATION

## Click the link to activate your Ariba Commerce Cloud account

Dear CHONG HUEY ERN,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Genting Malaysia Bhd - TEST.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=2iX34JmmDPQgKUtWDx6ZQKb8uMRqMdf0&anp=Ariba&app=Sourcing>

After your registration process is complete, use the following URL to log in to your account:  
<http://proposals.seller.ariba.com>

Sincerely,  
**The SAP Ariba Team**  
<https://seller.ariba.com>

Click this link to activate Ariba Commerce Cloud account from the received activation email.

# NEW SUPPLIER REGISTRATION

**Genting Malaysia Berhad Requested Profile will pop out as below. You are required to complete the profile questionnaire accordingly.**

**Your Ariba Commerce Cloud account is now active.**

Genting Malaysia Bhd requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in Genting Malaysia Bhd events.

Question	
▼ 1 Instruction to Suppliers	
1.1 This Registration form is intended for registration of suppliers who intend to trade business with Genting Malaysia Berhad.	
Please ensure that all required details to be fully completed, otherwise it will be rejected. If there are any changes in the registration details (after submission), please notify us by email at <a href="mailto:vendormgmt@rwgenting.com">vendormgmt@rwgenting.com</a> at the earliest possible.	
Prior to online registration, please ensure that you have read and understood the following documentations which are available at <a href="https://www.gentingmalaysia.com/procurement/">https://www.gentingmalaysia.com/procurement/</a>	
<ul style="list-style-type: none"><li>- Terms &amp; Conditions for Supplier Registration</li><li>- General Terms &amp; Conditions of Purchase Order for Services &amp; Products</li><li>- Bidder Agreements</li><li>- Personal Data Protection Notice</li><li>- Supplier Code of Conduct</li><li>- Supplier Pre-qualifications/ Selection Criteria</li></ul>	
▼ 2 Company Information	
2.1 Company Name 1* <b>[Maximum character limit is 35]</b> <i>If your company name has a '&amp;', kindly substitute it with 'and'. Please continue at question 2.2 if your company name exceeded 35 characters including spacing.</i>	
Answer	* <input type="text"/>
2.2 Company Name 2 <b>[Maximum Character Limit is 35]</b> <i>If your company name has a '&amp;', kindly substitute it with 'and'</i>	
	<input type="text"/>

# NEW SUPPLIER REGISTRATION

**Below are the mandatory documents that need to upload accordingly**

Question No.	Process to be completed	Mandatory Documents
Question 2.7	To be uploaded fully into Ariba portal	Certificate for Incorporation – Form 9 / Section 17 (or equivalent for <u>non Malaysian</u> company)
Question 2.8	To be uploaded fully into Ariba portal	Certificate of Change Company Name - Form 13 / Section 28, if applicable (or equivalent for non-Malaysian company)
Question 2.12	To be uploaded fully into Ariba portal	Notification of change in the Register of Directors, Managers and Secretaries/ Directors' details - Form 49 /Section 58 (or equivalent for <u>non Malaysian</u> company)
Question 3.3	To be uploaded fully into Ariba portal	SST Approval Letter issued by Royal Malaysian Customs (if applicable)
Question 4.4	To be uploaded fully into Ariba portal	Latest year of Audited Financial Report (should not be more than 2 years from your registration submission year)
Question 7.17	To be uploaded fully into Ariba portal	Statement of the bank account (should not be older than 3 months from your submission date)

# NEW SUPPLIER REGISTRATION

**Complete all the mandatory fields with asterisk(\*) and required information, if any (Question 2.1 to 8.2)**

Question

▼ 1 Instruction to Suppliers

1.1 This Registration form is intended for registration of suppliers who intend to trade business with Genting Malaysia Berhad.

Please ensure that all required details to be fully completed, otherwise it will be rejected. If there are any changes in the registration details (after submission), please notify us by email at [vendormgmt@rwgenting.com](mailto:vendormgmt@rwgenting.com) at the earliest possible.

Prior to online registration, please ensure that you have read and understood the following documentations which are available at <https://www.gentingmalaysia.com/procurement/>

- Terms & Conditions for Supplier Registration
- General Terms & Conditions of Purchase Order for Services & Products
- Bidder Agreements
- Personal Data Protection Notice
- Supplier Code of Conduct
- Supplier Pre-qualifications/ Selection Criteria

▼ 2 Company Information

2.1 Company Name 1\* **[Maximum character limit is 35]**  
*If your company name has a '&', kindly substitute it with 'and'. Please continue at question 2.2 if your company name exceeded 35 characters including spacing.*

Answer

2.2 Company Name 2 **[Maximum Character Limit is 35]**  
*If your company name has a '&', kindly substitute it with 'and'*

**Complete the fields  
start from Question  
(2.1 – 8.2)**

## Declaration and acknowledgement

### ▼ 8 Declaration

#### ▼ 8.1 Accuracy of Information

8.1.1 The Company confirms that all information provided are true and accurate and the Company agrees to be removed and/or barred as a vendor should any of the information provided is found to be false.\*

Answer

\*  ▼

Choose "I agree" after read and understood

#### ▼ 8.2 Acknowledgement of Terms & Conditions (General T&C, Bidder Agreement, PDPA, Supplier Code of Conduct)

8.2.1 By clicking "Submit" button, you shall be deemed to have read, understood and expressly agree to the terms & conditions of the documentations spell out in "Instructions to Suppliers" section.\*

Answer

\*  ▼

Choose "I agree" after read and understood

# NEW SUPPLIER REGISTRATION

**Once completed fill out mandatory fields and other information, click “submit”. You will be notified through system email once your company being approved / rejected.**

## Genting Malaysia Berhad - T Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 02/18/2021 02:49 PM

Save as Draft

Submit

Click “Save as Draft” if you wish to save the details without sending and able to edit the details next time

Click “Submit” if you completed the requested profile information

# FREQUENTLY ASK QUESTIONS (FAQs)

*Note : For references once your company registration had been approved by Genting Malaysia Berhad.*

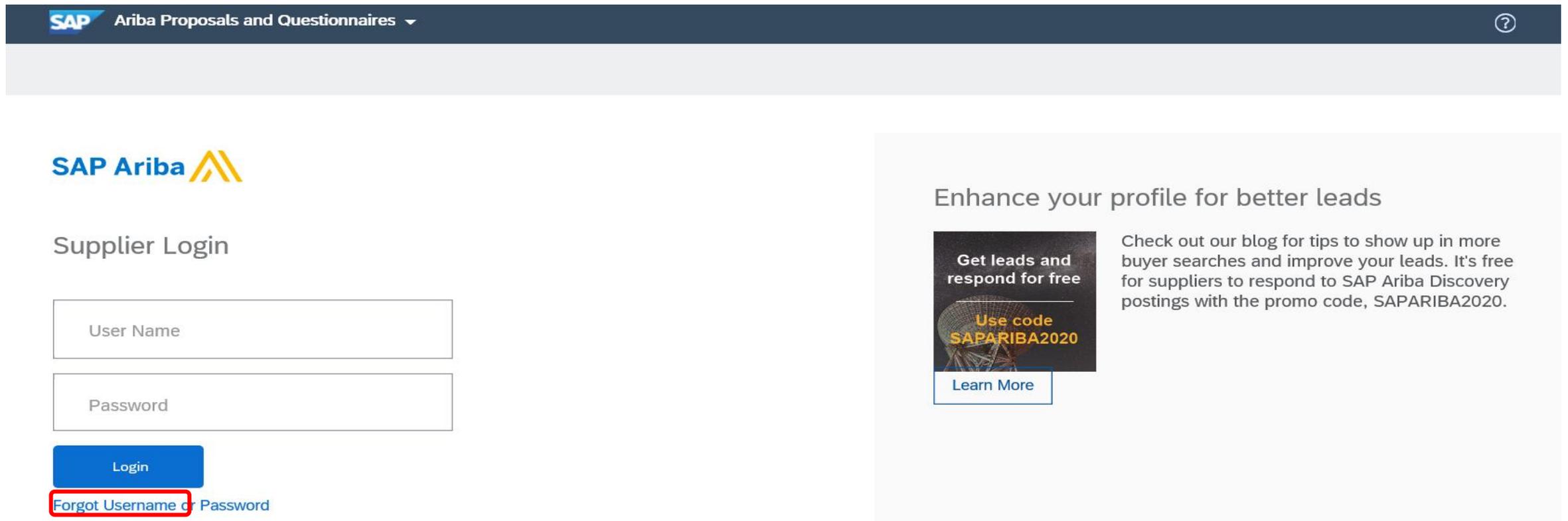
# TABLE OF CONTENT

<b>Login to Ariba Account</b>	Question 1: <a href="#">What if forgot the username?</a>
	Question 2: <a href="#">What if forgot the password?</a>
	Question 3: <a href="#">What if registered email address is invalid?</a>
<b>User Information</b>	Question 1: <a href="#">How to change User ID information?</a>
	Question 2: <a href="#">How to add User in the company account?</a>
	Question 3: <a href="#">How to create new role / assign role for user?</a>
	Question 4 : <a href="#">Who is my Account Administrator</a>
<b>Profile Questionnaire</b>	Question 1: <a href="#">Where to update Genting Requested Profile?</a>
<b>Company Profile</b>	Question 1: <a href="#">Missing field in Company Profile?</a>

# FAQ - LOGIN TO Ariba ACCOUNT

## Question 1: What if forgot the username?

Step 1: Click on the “Forgot Username” at login page  
<http://rwb.supplier.ariba.com>



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Enhance your profile for better leads

Get leads and respond for free

Use code **SAPARIBA2020**

[Learn More](#)

Check out our blog for tips to show up in more buyer searches and improve your leads. It's free for suppliers to respond to SAP Ariba Discovery postings with the promo code, SAPARIBA2020.

# FAQ - LOGIN TO Ariba ACCOUNT

Doc Ref: GCP/WI/UG/5  
Revision 8  
10.03.2021

## Step 2: Key in the registered email address and submit

Ariba Sourcing Help Center >>

### Forgot Username

To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions after this information is confirmed.

Email Address:

[Submit](#) [Cancel](#)

## Step 3: You will receive email from Ariba Commerce Cloud

Ariba Sourcing Help Center >>

### Check Your Email

Your request to retrieve your username has been received. We have sent an email to the address you have entered with further instructions on how to recover your username.

If you do not receive an email from Ariba, check the following:

- Did you enter the correct email address that is registered with the Ariba? If you have more than one email address, you can [click here](#) to try entering the other email addresses.
- Does your email configuration allow you to receive automated emails from Ariba? Check your junk mail folder or email filter settings to verify automated emails from Ariba are not blocked from your Inbox.

[Done](#)

# FAQ - LOGIN TO Ariba ACCOUNT

## Question 2: What if forgot the password?

Step 1: Click on the “Forgot Password” at login page

<http://rwb.supplier.ariba.com>

SAP Ariba Proposals and Questionnaires ▾

SAP Ariba

### Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Enhance your profile for better leads

Get leads and respond for free

Use code **SAPARIBA2020**

[Learn More](#)

Check out our blog for tips to show up in more buyer searches and improve your leads. It's free for suppliers to respond to SAP Ariba Discovery postings with the promo code, SAPARIBA2020.

# FAQ - LOGIN TO ARIBA ACCOUNT

## Step 2: Key in the registered email address and submit

Ariba Sourcing Help Center >>

### Forgot Username

To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions after this information is confirmed.

Email Address:

## Step 3: You will receive email from Ariba Commerce Cloud

Ariba Sourcing Help Center >>

### Check Your Email

Your request to retrieve your username has been received. We have sent an email to the address you have entered with further instructions on how to recover your username.

If you do not receive an email from Ariba, check the following:

- Did you enter the correct email address that is registered with the Ariba? If you have more than one email address, you can [click here](#) to try entering the other email addresses.
- Does your email configuration allow you to receive automated emails from Ariba? Check your junk mail folder or email filter settings to verify automated emails from Ariba are not blocked from your Inbox.

# FAQ - LOGIN TO ARIBA ACCOUNT

## Step 4: Click the link provided in email to reset password

### Reset your password

Hi,

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
<a href="mailto:abc22@gmail.com">abc22@gmail.com</a>	<a href="#">Click Here</a>

**Important: The link will expire in 24 hours**

\* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

Sincerely,  
**The Ariba Network Team**  
<http://www.ariba.com>

## Question 3: What if registered email address is invalid?

(Unable to retrieve username and password)

Please contact Ariba Helpdesk for any assistance via the followings method: -

\* **Toll free number**

1800-80-1448 or Callback Request

\* **Log Case**

<https://www.ariba.com/support>

## Question 1: How to change User ID information?

Step 1: Click on the username icon and select “My Account”

The screenshot displays the SAP Ariba Spend Management user interface. At the top, the header includes the SAP logo, 'Ariba Proposals and Questionnaires', and 'Enterprise Account'. On the right side of the header, there is a user profile icon labeled 'PA' which is highlighted with a red box. A dropdown menu is open from this icon, showing the user's name 'P&C Admin' and email 'abc22@gmail.com'. The 'My Account' option is highlighted with a red box. Other options in the menu include 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'GENTING MALAYSIA BERHAD' (with sub-options for ANID, Standard, Company Profile, and Service Subscriptions), 'Settings' (with a right-pointing arrow), and 'Logout'. A secondary menu is also visible, listing 'ACCOUNT SETTINGS' (Users, Notifications, Account Hierarchy), 'SOURCING & CONTRACTS SETTINGS' (Sourcing & Contracts Notifications), and 'Settings'.

GENTING MALAYSIA BERHAD

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure ma integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▶ Status: Open (1)				
▶ Status: Pending Selection (79)				

Tasks

Name	Status	Due Date	Completion Date
No items			

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

# FAQ – USER INFORMATION

## Step 2: Click “Save” after information changed

The screenshot displays the 'My Account' page in the Ariba Sourcing system. The page header includes the 'Ariba Sourcing' logo and navigation links for 'Company Settings', 'P&C Admin', 'Help Center', and 'Logout'. The main content area is titled 'My Account' and features a 'Save' button and a 'Close' button. Below this, a legend indicates that an asterisk (\*) denotes a required field. The 'Account Information' section contains several input fields: 'Username' (with value 'abc22@gmail.com' and a 'Change Password' link), 'Email Address' (with value 'abc22@rwgenting.com'), 'First Name' (with value 'Admin'), 'Middle Name' (empty), and 'Last Name' (with value 'Admin'). A link for 'Personal Information Change Log' is positioned below the last name field. The 'Business Role' is set to 'Accounts Receivables' via a dropdown menu. The 'Preferences' section includes 'Preferred Language' (set to 'English') and 'Preferred Timezone' (set to 'Asia/Kuala\_Lumpur'). Information icons (i) are present next to the Username, Preferred Language, and Preferred Timezone fields.

## Question 2: How to add User in the company account?

### Step 1: Click on the username icon and select “Setting”, followed by “Users”

The screenshot shows the SAP Ariba Spend Management interface for the user 'GENTING MALAYSIA BERHAD'. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', and 'Enterprise Account'. A user profile icon labeled 'PA' is highlighted with a red box. A dropdown menu is open, showing options like 'P&C Admin', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', and 'GENTING MALAYSIA BERHAD'. Under the company name, there are options for 'Account Settings', 'Notifications', 'Account Hierarchy', 'Sourcing & Contracts Settings', and 'Sourcing & Contracts Notifications'. The 'Users' option under 'Account Settings' and the 'Settings' option under 'GENTING MALAYSIA BERHAD' are both highlighted with red boxes. The main content area shows a welcome message, an 'Events' table with columns for Title, ID, End Time, Event Type, and Participated, and a 'Tasks' table with columns for Name, Status, Due Date, and Completion Date.

Title	ID	End Time	Event Type	Participated
▶ Status: Completed (15)				
▶ Status: Open (1)				
▶ Status: Pending Selection (79)				

Name	Status	Due Date	Completion Date
No items			

# FAQ – USER INFORMATION

## Step 2: Click on “Manage Users” follow by “ + “ key

Account Settings [Save](#) [Close](#)

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#)

[Manage Roles](#) **Manage Users** [Manage Unapproved Users](#)

Users ( 468 )

Enable assignment of orders to users with limited access to Ariba Network. (i)

Require two-factor authentication (applies for all users of your organization)

**Filter**

Users (You can only search on one attribute at a time)

Username v  +

[Apply](#) [Reset](#)

+ 📄 Page  v » ☰

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
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# FAQ – USER INFORMATION

## Step 3: Fill in the information and assign role (if any)

***\*Username must be in email format***

### Create User

[Done](#) [Cancel](#)

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

#### New User Information

Username:\*  ⓘ

Email Address:\*

First Name:\*

Last Name:\*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country Area Number

USA 1

#### Role Assignment

Name	Description
<input type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts
<input type="checkbox"/> Evaluator	

# FAQ – USER INFORMATION

## Question 3: How to create new role / assign role for user?

### Step 1: Click on the username icon and select “Setting”, followed by “Users”

The screenshot displays the SAP Ariba Spend Management interface for a user named 'GENTING MALAYSIA BERHAD'. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Enterprise Account', and a user profile icon labeled 'PA'. A dropdown menu is open from the 'PA' icon, showing options like 'P&C Admin', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'GENTING MALAYSIA BERHAD', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red box, and a sub-menu is open from it, with 'Users' highlighted by another red box. The main content area shows a welcome message, an 'Events' table with columns for Title, ID, End Time, Event Type, and Participated, and a 'Tasks' table with columns for Name, Status, Due Date, and Completion Date. The 'Events' table shows three rows: 'Status: Completed (15)', 'Status: Open (1)', and 'Status: Pending Selection (79)'. The 'Tasks' table is empty, displaying 'No items'.

# FAQ – USER INFORMATION

Doc Ref: GCP/WI/UG/5  
Revision 8  
10.03.2021

## Step 2: Click on “Manage Roles” follow by “ + “ key

Account Settings Save Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#)

**Manage Roles** [Manage Users](#) [Manage Unapproved Users](#)

### Roles ( 3 )

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

#### Filters

Permission

Select permission assigned

Apply Reset

+ 

Role Name	Users Assigned	Actions
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## Step 3: Fill in the information and description (if any)

Create Role

\* Indicates a required field

### New Role Information

Name:\*

Description:

### Permissions

Each role must have at least one permission.

Permission	Description
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions

# FAQ – USER INFORMATION

## Question 4: Who is the Administrator of my Ariba Account Step 1: Click on Contact Administrator

The screenshot displays the SAP Ariba Spend Management user interface. At the top, the navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', and 'Enterprise Account'. The user profile 'GENTING MALAYSIA BERHAD' is visible in the top right corner, with a 'PA' indicator. The main content area is divided into several sections:

- Genting Malaysia Berhad Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link to 'View customer requested fields >'. Below this is a 'Public Profile Completeness' section showing a progress bar at 35% and a prompt to 'Enter a short description to reach 45% >'. A note below the bar states 'There are no matched postings.'
- Welcome Message:** A text block stating 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.'
- Events:** A table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participated'. It shows three expandable rows: 'Status: Completed (15)', 'Status: Open (1)', and 'Status: Pending Selection (79)'. Below the table is a 'Tasks' section with a table header 'Name', 'Status', 'Due Date', and 'Completion Date', which currently displays 'No items'.
- Account Settings:** A dropdown menu is open, showing options like 'Users', 'Notifications', 'Account Hierarchy', 'SOURCING & CONTRACTS SETTINGS', and 'Sourcing & Contracts Notifications'. The 'Contact Administrator' option is highlighted with a red box.
- User Profile:** A dropdown menu for the user 'P&C Admin' (abc22@gmail.com) is open, showing options: 'My Account', 'Link User IDs', 'Contact Administrator' (highlighted with a red box), 'Switch To Test ID', and 'GENTING MALAYSIA BERHAD' (with sub-options: 'ANID: AN01010219390 Standard', 'Company Profile', 'Service Subscriptions', 'Settings >', and 'Logout').

## Question 4: Who is the Administrator of my Ariba Account

### Step 2: For any changes required, please refer to your Account Administrator

#### Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

#### Account Administrator Information

Name: P&C Admin  
Email Address: [vendormgmt@rwgenting.com](mailto:vendormgmt@rwgenting.com)  
Office Phone: +60 (3) 2333 3038  
Fax:

Done

# FAQ - UPDATE GENTING REQUESTED PROFILE

## Question 1: Where to update Genting Requested Profile?

### Step 1: Click “View customer requested fields” as shown below

GENTING MALAYSIA BERHAD

The screenshot displays the Ariba Spend Management interface for Genting Malaysia Berhad. On the left sidebar, the 'Genting Malaysia Berhad Requested Profile' section shows a message: 'All required customer requested fields have been completed.' Below this, a button labeled 'View customer requested fields >' is highlighted with a red rectangular box. The main content area features a welcome message, the Resorts World GENTING logo, and two sections: 'Events' and 'Tasks'. The 'Events' section includes a table with columns for Title, ID, End Time, Event Type, and Participated, listing counts for 'Status: Completed (15)', 'Status: Open (1)', and 'Status: Pending Selection (79)'. The 'Tasks' section shows a table with columns for Name, Status, Due Date, Completion Date, and Alert, with a 'No items' message below it.

# FAQ - UPDATE GENTING REQUESTED PROFILE

## Step 2: Click “Customer Requested” and enter to Genting Malaysia Berhad profile

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

\* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
<b>Genting Malaysia Berhad</b>	Complete

# FAQ - UPDATE GENTING REQUESTED PROFILE

## Step 3: Genting Malaysia Berhad Requested Profile will prompt out as below:

Question	
<b>▼ 1 Instruction to Suppliers</b>	
<p>1.1 This Registration form is intended for registration of suppliers who intend to trade business with Genting Malaysia Berhad.</p> <p>Please ensure that all required details to be fully completed, otherwise it will be rejected. If there are any changes in the registration details (after submission), please notify us by email at <a href="mailto:vendormgmt@rwgenting.com">vendormgmt@rwgenting.com</a> at the earliest possible.</p> <p>Prior to online registration, please ensure that you have read and understood the following documentations which are available at <a href="https://www.gentingmalaysia.com/procurement/">https://www.gentingmalaysia.com/procurement/</a></p> <ul style="list-style-type: none"><li>- Terms &amp; Conditions for Supplier Registration</li><li>- General Terms &amp; Conditions of Purchase Order for Services &amp; Products</li><li>- Bidder Agreements</li><li>- Personal Data Protection Notice</li><li>- Supplier Code of Conduct</li><li>- Supplier Pre-qualifications/ Selection Criteria</li></ul>	
<b>▼ 2 Company Information</b>	
<p>2.1 Company Name 1* <b>[Maximum character limit is 35]</b> <i>If your company name has a '&amp;', kindly substitute it with 'and'. Please continue at question 2.2 if your company name exceeded 35 characters including spacing.</i></p>	
Answer	<input type="text"/>
<p>2.2 Company Name 2 <b>[Maximum Character Limit is 35]</b> <i>If your company name has a '&amp;', kindly substitute it with 'and'</i></p>	
	<input type="text"/>

## Question 1: Missing field in Company Profile?

**Please contact Ariba Helpdesk and request for Administrator Role or Speak to your Ariba Account Administrator**  
**Ariba Helpdesk toll free number: 1800-80-1448**

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

\* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
<a href="#">Genting Malaysia Berhad</a>	Complete



# THANK YOU



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