

SAP Ariba

Account Creation Guide

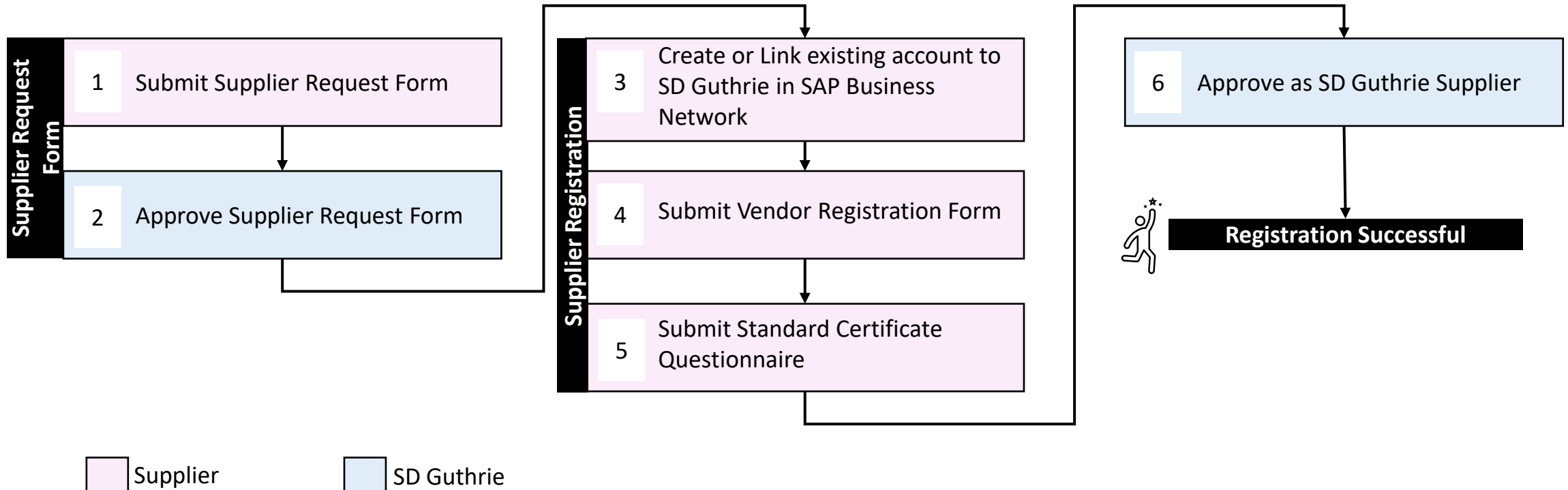


How to register as a SD Guthrie Supplier?
Supplier Registration Process

High-Level Overview of Supplier Registration



Supplier Registration



ACTION STEP

Submit Supplier Request Form

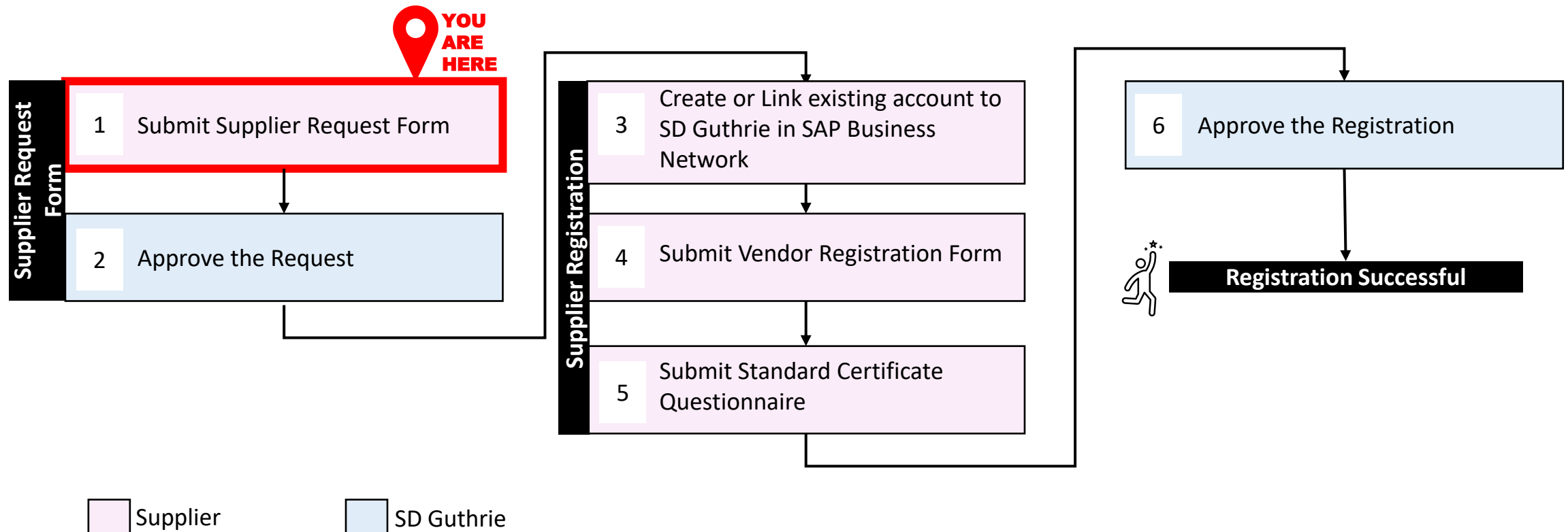
Applicable to **All** suppliers



High-Level Overview of Supplier Registration



Supplier Registration



Supplier Request Form Submission

Fill up Supplier Request Form



Step 1: Access to Supplier Request Form via the SD Guthrie Supplier Registration webpage, click **Become a SD Guthrie Supplier today!**

SD Guthrie Home Contact Staff English

BEYOND ZERO

ZERO **RESTORE** **TRANSFORM**

"Beyond Zero" Framework is SD Guthrie's bold sustainability plan to go beyond reducing harm, by actively restoring nature and transforming lives. It reflects our purpose Care to Nourish, Dare to Flourish, driving positive impact through our actions and influence.

We invite you, our valued suppliers, to join us on this journey—align your practices towards shaping a thriving and sustainable future.

Please visit [Beyond Zero | SD Guthrie](#) or contact us at climate.change@sdguthrie.com to learn more.

SAP Ariba Resources

- Account Creation Guide (PDF)
- Frequently Asked Questions (PDF)
- SAP Ariba Login
- Become a SD Guthrie Supplier Today!**

Important Information

- Last day to access the OVR System and submit applications: 7 September 2026
- OVN System closure on: 8 September 2026
- No new supplier registration submissions will be accepted from 8 September to 30 September 2026
- SAP Ariba becomes the official platform for supplier registration and onboarding on: 1 October 2026
- New supplier registrations and onboarding activities from 1 October 2026 onwards must be completed via SAP Ariba

About the Transition

As part of our Procurement Digital Transformation initiative, the Online Vendor Registration (OVR) system is being replaced by the SAP Ariba Business Network. This transition supports our commitment to operational excellence, supplier development and sustainable value creation.

SD Guthrie Berhad
No 2, Jalan PJU 1A/7 Ara Damansara
47301 Petaling Jaya Selangor Malaysia
Web: <http://www.sdguthrie.com/>

SD Guthrie Vendor Helpdesk
Email: vendorhelpdesk@sdguthrie.com

Supplier Request Form Submission

Fill up Supplier Request Form



Step 2: Fill up all the information. Kindly refer to next page for each field details

2

Supplier Self-Registration Request Form

1 Countries of Business Operation *

All ×

2 Personal Data Protection Info

300.53 kb [PDPA Notice 2026.pdf](#)

3 General Data Protection Regulation (GDPR)

29.16 kb [GDPR.pdf](#)

4 I agree with the Personal Data Protection Info *

5 I agree with the General Data Protection Regulation (GDPR) *

6 Please specify SD Guthrie Business/Operating Unit related to your request *

7 Please specify SD Guthrie Business/Operating Unit Contact Person Name (if any)

Supplier Request Form

Form Content (1/3)



A Countries of Business Operation *

B Personal Data Protection Info
300.53 kb [PDPA Notice 2026.pdf](#)

C General Data Protection Regulation (GDPR)
29.16 kb [GDPR.pdf](#)

D I agree with the Personal Data Protection Info *

E I agree with the General Data Protection Regulation (GDPR) *

F Please specify SD Guthrie Business/Operating Unit related to your request *

G Please specify SD Guthrie Business/Operating Unit Contact Person Name (if any)

No	Key Fields	Description
A	Countries of Business Operation	Please list the countries where your company currently operates or conducts business
B	Personal Data Protection Info	Please review the document provided, which explains how personal data should be handled and protected
C	General Data Protection Regulation (GDPR)	Please review the GDPR document to understand the requirements related to personal data protection
D	Agree with the Personal Data Protection Info	Please select "Yes" to confirm that you have read and agree to comply with the personal data protection requirements
E	Agree with GDPR	Please select "Yes" to confirm that you agree to comply with GDPR requirements, where applicable
F	Related SD Guthrie Business/Operation Unit	Please indicate the SD Guthrie business unit or department that you are working with or submitting this request for
G	SD Guthrie Business/Operation Unit Contact Person	Please provide the name of your contact person at SD Guthrie (if available)

Supplier Request Form

Form Content (2/3)



A

Country of Incorporation *

B

Company Name / Registration Name *

C

Company Registration Number / Identification Number
Please provide your company, business, or personal registration number (e.g., company registration no., business registration no., or personal ID where applicable). *

D

Company / Individual Email Address *

E

Category *

No	Key Fields	Description
A	Country of Incorporation	Please indicate the country where your company is legally registered
B	Company Name / Registration Name	Please enter your company's official registered name as per legal documents
C	Company Registration Number / Identification Number	Please provide your company's official registration or identification number issued by the relevant authority
D	Company / Individual Email Address	Please enter a valid email address for your company or primary contact person. This will be used for all communications related to this request
E	Category	Please select the category that best describes the goods or services your company provides

Supplier Request Form

Form Content (3/3)



A

Contact Person First Name *

B

Contact Person Last Name *

C

Country Dialling Code

Please enter the country/region dialling code (e.g. +60, +44, +31) *

D

Contact Person Number *

E

Shareholder Information

F

Business Owners/ Directors Information

No	Key Fields	Description
A	Contact Person First Name	Please enter the first name of the main contact person from your company
B	Contact Person Last Name	Please enter the last name of the main contact person from your company
C	Country Dialling Code	Please select the international dialling code for your contact number
D	Contact Person Number	Please provide the contact number of the main contact person, including the selected country dialling code
E	Shareholder Information	Please provide details of the company's shareholders, including ownership percentages where applicable
F	Business Owner / Directors Information	Please provide the names and details of the company's business owners and directors for verification and compliance purposes

Supplier Request Form Submission

Fill up Supplier Request Form



Step 3: Click **Submit**

2 Personal Data Protection Info

📎 300.53 kb [PDPA Notice 2026.pdf](#)

3 General Data Protection Regulation (GDPR)

📎 29.16 kb [GDPR.pdf](#)

4 I agree with the Personal Data Protection Info *

5 I agree with the General Data Protection Regulation (GDPR) *

6 Please specify SD Guthrie Business/Operating Unit related to your request *

7 Please specify SD Guthrie Business/Operating Unit Contact Person Name (if any)

3 **Submit** Cancel

Notes

Once you have submitted your response, you will not be able to make any amendments.

Supplier Request Form Submission

Fill up Supplier Request Form



Step 4: The submission is completed

Your request for registration as a supplier with SD Guthrie Berhad-TEST is complete.

The SD Guthrie Berhad-TEST supplier management team will review your request details and make a decision on your request.
Decision will be sent to your email at Xin.Yee.Liew@my.ey.com

Supplier Self-Registration Request Form

[Print](#)

- | | | |
|---|--|-------------------|
| 1 | Countries of Business Operation | South Africa |
| 2 | Personal Data Protection Info | |
| |  300.53 kb PDPA Notice 2026.pdf | |
| 4 | I agree with the Personal Data Protection Info | Agree |
| 6 | Please specify SD Guthrie Business/Operating Unit related to your request | SDGI South Africa |
| 7 | Please specify SD Guthrie Business/Operating Unit Contact Person Name (if any) | NA |

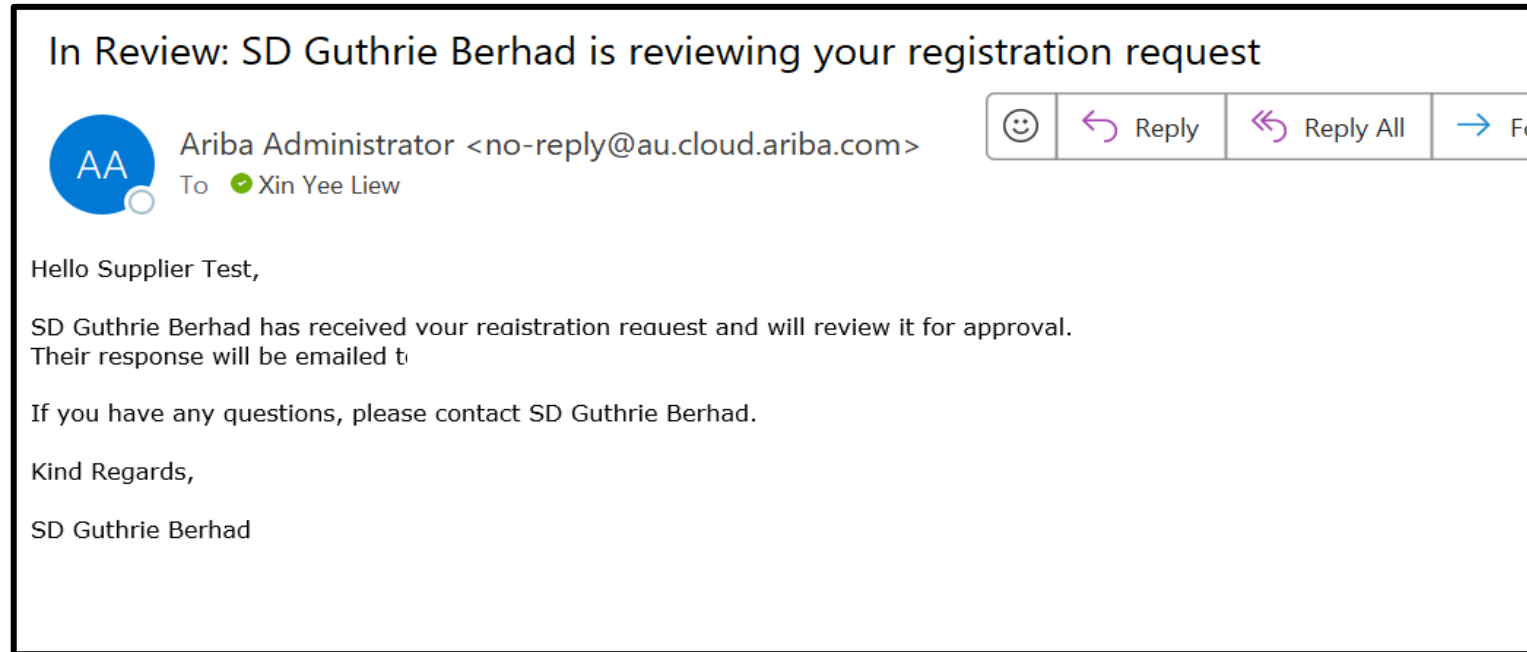


Supplier Request Form Submission

Fill up Supplier Request Form



Step 5: You will receive an email regarding your registration



Notes

Please wait for your request to be approved by SD Guthrie so you may proceed with the next step.

Supplier Request Form Submission

Registration Request is Approved



If SD Guthrie **approved** your request, you will receive an email invitation to register for a SAP Business Network account.

Please refer to the next section for the registration steps.

You Are Invited: Register to become a supplier with SD Guthrie Berhad

 To  Xin Yee Liew

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Register as a supplier with SD Guthrie Berhad

Hello!

We invite you to register as a supplier with SD Guthrie Berhad. To complete your registration, you will need to create an Ariba Business Network account. SD Guthrie Berhad utilizes the Ariba Business Network to manage sourcing and procurement activities and to collaborate effectively with its suppliers.

[Click Here](#) to create an account now.

If you are already registered as a supplier in the Ariba Business Network under the name SA Test 005 Partial, please sign in using your username and password.

 Summarize

  Reply  Reply All  Forward  

Thu 2/7/2026 9:42 AM

Supplier Request Form Submission

Registration Request is Rejected



If SD Guthrie **denied** your request, you will be notified via email.

No further action can be taken unless a new request is submitted.

SD Guthrie Berhad declined your registration request



Ariba Administrator <no-reply@au.cloud.ariba.com>

To  Xin Yee Liew



Reply



Reply

Hello Sample Supplier,

SD Guthrie Berhad has denied your registration request.

Denied reason:

Not enough information

If you have any questions, please contact SD Guthrie Berhad.

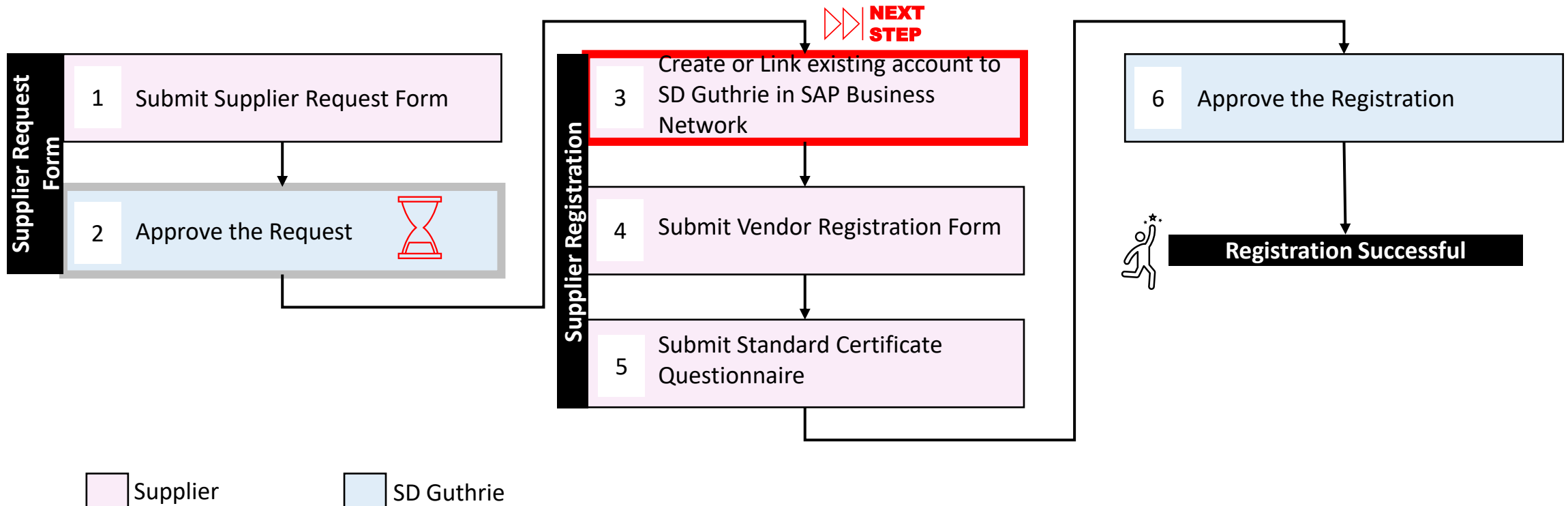
Kind Regards,

SD Guthrie Berhad

Next Step: Create or Link existing account to SD Guthrie in SAP Business Network



Supplier Registration



ACTION STEP

Create an SAP Ariba Business Network Account to link with SD Guthrie

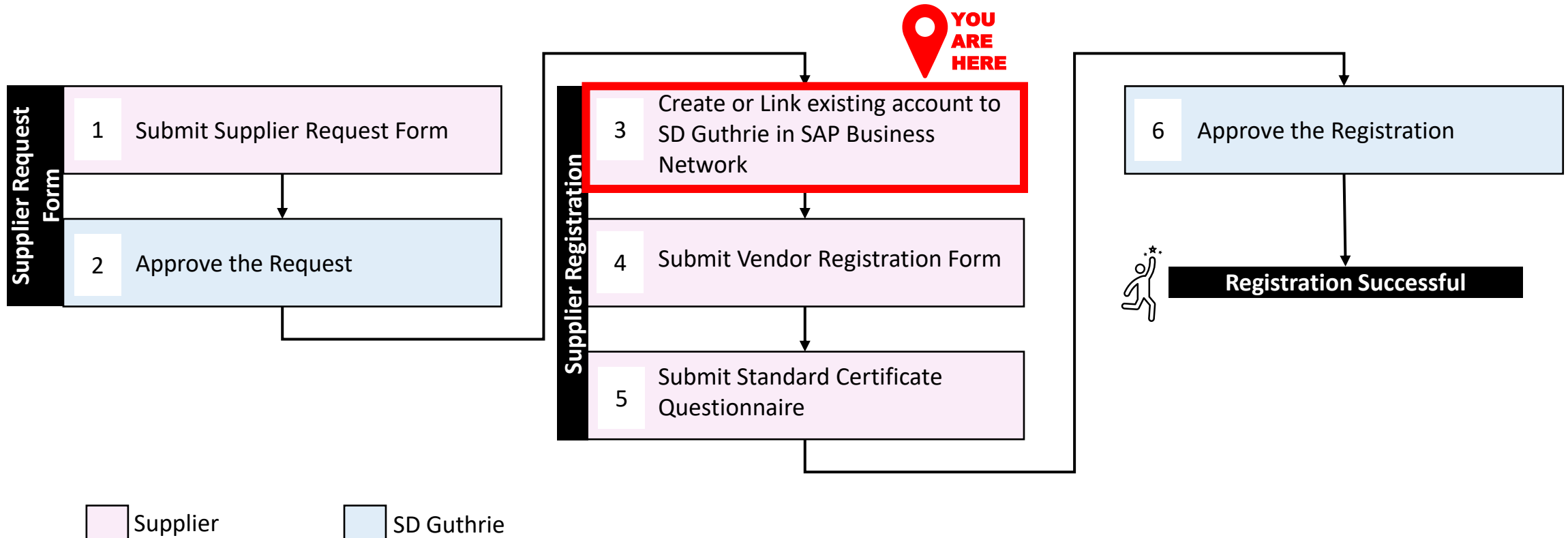
Applicable to suppliers who **do not have** an existing Ariba Business Network account.



High-Level Overview of Supplier Registration



Supplier Registration



Create account in SAP Ariba Business Network

Create New Account



Step 1: You will receive an email after your request is approved

Step 2: Click on the link to register an account

1 You Are Invited: Register to become a supplier with SD Guthrie Berhad

Summarize



Reply

Reply All

Forward



Thu 2/7/2026 9:42 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Register as a supplier with SD Guthrie Berhad

Hello!

We invite you to register as a supplier with SD Guthrie Berhad. To complete your registration, you will need to create an Ariba Business Network account. SD Guthrie Berhad utilizes the Ariba Business Network to manage sourcing and procurement activities and to collaborate effectively with its suppliers.

2

[Click Here](#)

to create an account now.

If you are already registered as a supplier in the Ariba Business Network under the name SA Test 005 Partial, please sign in using your username and password.

Notes

If you do not receive the registration invitation email, please check your Spam/Junk folder. The invitation email may be filtered by your email system.

Create account in SAP Ariba Business Network

Create New Account



Step 3: Click Create new account

Benefits of a business relationship on SAP Business Network

1. Streamline business processes

Leverage customizable tools and collaborate with your customers digitally on SAP Business Network

2. Enhance visibility

Benefit from critical business insights and actionable analytics

3. Grow your business

Get discovered by new customers and unlock new business opportunities

[About this invitation](#)

[Learn More](#)



Connect with SD Guthrie Berhad - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

[Review Accounts](#)

or

[Use existing account](#)



3

[Create new account](#)



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Notes

Please do not click "Use Existing Account" unless your company has previously registered with SAP Ariba

Create account in SAP Ariba Business Network

Create New Account



Step 4: Enter the email address you wish to use to create your account. **Ensure this is the email address that will be used for future business communications with SD Guthrie.**

Step 5: Tick on the checkbox “User consents to store this email ID”

Step 6: Click **Continue**

The screenshot shows the registration page with the following elements:

- Header:** "Please provide your email address"
- Text:** "To register for SAP Business Network, enter your email below."
- Form:** An email input field with a red border and a red circle containing the number 4 next to it.
- Checkbox:** A checkbox labeled "User consents to store this email ID" with a red circle containing the number 5 next to it.
- Button:** A blue "Continue" button with a red circle containing the number 6 next to it.
- Illustration:** An illustration of an open envelope with a blue cloud in the background.

Important: Use a general company email/Business Owner's Email (not personal) when registering – All Ariba notifications go to this email address.

Create account in SAP Ariba Business Network

Create New Account



Step 7: Enter the One-Time Password (OTP) that was sent to the email you have provided

Step 8: Click **Continue**

Enter your One Time Password

Please enter your one time password sent to .
Your password expires in 30 minutes.

7

8

Notes

If you do not receive the OTP email, please check your Spam/Junk folder first.

If the email is still not received, please contact your IT team to ensure SAP Ariba emails are not blocked by your company's firewall or email filtering settings.

Create account in SAP Ariba Business Network

Create New Account



Step 9: Select Data Center: **USA Quincy, WA**

Step 10: Click **Next**

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

9

☒ USA: Quincy, WA
☐ Netherlands: Amsterdam
☐ Saudi Arabia: Dammam [Public Sector]

10

[Next](#)

Create account in SAP Ariba Business Network

Create New Account



Step 11: Select Confirm

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
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Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

☒ USA: Quincy, WA

Note

You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.

11

Confirm

Cancel

Create account in SAP Ariba Business Network

Create New Account



Step 12: Fill up all the necessary information. (*) indicates a required field

Step 13: Click **Create account**

12

Company Information

Company Legal Name: * ⓘ

Country / Region: *

Address Line 1: * ⓘ

Address Line 2:

City: *

State: *

Choose a state ▼

Zip: *

Sample

Sample

Email:

Xin.Ye@.com

☒ Use my email as my user name

Password: *

Repeat Password: *

☐ I have read and agree with the [Terms of Use](#).
(Vendor Registration Form (Fill ...))

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot  reCAPTCHA

13

Create account

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Create account in SAP Ariba Business Network

Create New Account



Step 14: An Address Recommendation will be pop up, click **Use Entered Address**

Address Recommendation

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

You entered:

321 Jalan Layang layang , Petaling Jaya, Selangor, 47301

We recommend:

☒ 47301, SS 1, Kampung Tunku, Petaling Jaya, Selangor, Malaysia

Confirm 14

Use Entered Address

Create account in SAP Ariba Business Network

Create New Account



Step 15: If this message appear, click **Continue account creation**

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
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Get discovered by new customers and unlock new business opportunities

[Learn More](#)

 **Business Network**

We found existing accounts based on the information you entered. Please review.

[Review Accounts](#)

or

15 [Continue account creation](#)

[? Help](#)



Create account in SAP Ariba Business Network

Create New Account



Step 16: Click Update

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

16

Update

Sign Out



Create account in SAP Ariba Business Network

Create New Account



Step 17: Under Product and Service Categories, click the paper icon to select the appropriate service categories of your company (What services provided by your company)

Edit Products And Services

Please correct any errors before continuing

Product and Service Categories

Ship-to or Service Locations

Industries

17

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories: *

Add at least one category.

Selected categories (0)

Save

Cancel

Create account in SAP Ariba Business Network

Create New Account



Step 18: Select the most relevant service categories from the list and click **Save**

The screenshot shows the 'Edit Products' page in SAP Ariba. A modal window titled 'Browse All Categories' is open. It features a search bar with the placeholder text 'Search' and a 'Go' button. Below the search bar, the 'Select categories' section is visible, showing a list of categories under the heading 'Agricultural & Fishing Machinery'. The category 'Barley cleaning or hulling equipment' is selected, indicated by a checked checkbox. Other categories listed include 'Cleaning machines for seed or grain or dried leguminous vegetables', 'Cleaning, sorting, and grading machine parts and accessories', 'Fruit sorter', 'Grading machines for seed or grain or dried leguminous vegetables', 'Grinding mills', and 'Hammer mills'. At the bottom of the modal, the 'Selected categories (1)' section shows 'Barley cleaning or hulling equipment'. A red circle with the number '18' is placed next to the 'Save' button, which is highlighted with a red box. The 'Cancel' button is also visible next to it.

Edit Products

Please correct any errors

Product and Service Categories

Enter your company's products

Product and Service Categories

Selected categories (0)

Browse All Categories

Search

Go

Select categories

- ▼ Agricultural & Fishing Machinery
 - ▼ Agricultural, Forestry and Landscaping Equipment
 - ▼ Agricultural machinery for cleaning and sorting and grading
 - ☒ Barley cleaning or hulling equipment
 - ☐ Cleaning machines for seed or grain or dried leguminous vegetables
 - ☐ Cleaning, sorting, and grading machine parts and accessories
 - ☐ Fruit sorter
 - ☐ Grading machines for seed or grain or dried leguminous vegetables
 - ☐ Grinding mills
 - ☐ Hammer mills

Selected categories (1)

Barley cleaning or hulling equipment

18

Save Cancel

Save Cancel

Create account in SAP Ariba Business Network

Create New Account



Step 19: Click Ship-to or Service Location tab

Step 20: Click the paper icon to select the appropriate **Ship-to or Service Location**

Edit Products And Services

Please correct any errors before continuing

19

Product and Service Categories

✖ Ship-to or Service Locations

Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile. If you have global capabilities, toggle on "Serve globally". After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

20

OFF

Serve Globally

Ship-to or Service Locations: *

Selected locations (0)

Save Cancel

Create account in SAP Ariba Business Network

Create New Account



Step 21: Select the most relevant service categories from the list and click **Save**

The screenshot shows the 'Edit Products' page in SAP Ariba. A modal window titled 'Browse All Locations' is open, displaying a search bar with 'malaysia' and a 'Go' button. Below the search bar, the 'Search results' section shows a single result: 'Southeast Asia > Malaysia', which is selected with a checkmark. At the bottom of the modal, there is a 'Save' button (highlighted with a red box and a red circle with the number 21) and a 'Cancel' button. The background page shows a 'Product and Service Categories' section with a 'Serve Globally' toggle set to 'OFF' and a 'Ship-to or Service Locations' section with a 'Selected locations (0)' label.

Create account in SAP Ariba Business Network

Create New Account



Step 22: Click **Save**

Edit Products And Services

[Product and Service Categories](#)[Ship-to or Service Locations](#)[Industries](#)

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile. If you have global capabilities, toggle on "Serve globally". After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

OFF

Serve Globally

Ship-to or Service Locations:*

Selected locations (1)

Malaysia

22

Save

Cancel

Create account in SAP Ariba Business Network

Create New Account



Step 23: Your account is now successfully created

The screenshot shows the SAP Business Network dashboard. At the top, there's a header with the SAP logo, 'Business Network' dropdown, 'Test Mode' badge, 'Standard' status, 'Upgrade' button, and notification icons. Below the header is a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Assessments', and 'More'. A yellow warning banner states: 'You are in test mode. Changes made here will not affect the live environment.' The main content area has a blue banner with 'Welcome to SAP Business Network' and a search bar with 'Leads' selected and 'By Product' entered. Below this is an 'Overview' section with four cards: 'Open postings Standard' (0), 'Matched Leads Standard' (0), 'Enablement Tasks Standard' (0), and 'Invited Leads Standard' (0). A 'Feedback' button is on the right side.

SAP Business Network | Test Mode | Standard | Upgrade | [Notification Icons] | SS

Home | Enablement | Discovery | Workbench | Assessments | More

⚠ You are in test mode. Changes made here will not affect the live environment.

Welcome to SAP Business Network

Leads | By Product | [Search Icon]

Overview

Open postings Standard	Matched Leads Standard	Enablement Tasks Standard	Invited Leads Standard
0	0	0	0

Feedback

ACTION STEP

Link existing account to SD Guthrie in SAP Business Network

Only Applicable to suppliers who already **have** an existing Ariba Business Network account



Link Existing Account

Link Existing Account with SD Guthrie



Step 1: You will receive an email

Step 2: Click on the link

1

You Are Invited: Register to become a supplier with SD Guthrie Berhad

 To  Xin Yee Liew

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Register as a supplier with SD Guthrie Berhad

Hello!

We invite you to register as a supplier with SD Guthrie Berhad. To complete your registration, you will need to create an Ariba Business Network account. SD Guthrie Berhad utilizes the Ariba Business Network to manage sourcing and procurement activities and to collaborate effectively with its suppliers.

 [Click Here](#) to create an account now.

Summarize

Reply Reply All Forward

Thu 2/7/2026 9:42 AM

Link Existing Account

Link Existing Account with SD Guthrie



Step 3: Click **Use existing account** if your company has previously registered with SAP Ariba

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[About this invitation](#) [Learn More](#)

SD Guthrie

Connect with SD Guthrie Berhad - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

[Review Accounts](#)

or

3 [Use existing account](#) ⓘ

[Create new account](#) ⓘ

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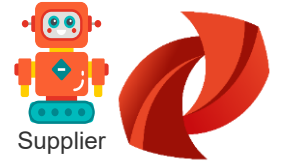
Link Existing Account with SD Guthrie

Step 5: Click Connect



Link Existing Account

Link Existing Account with SD Guthrie



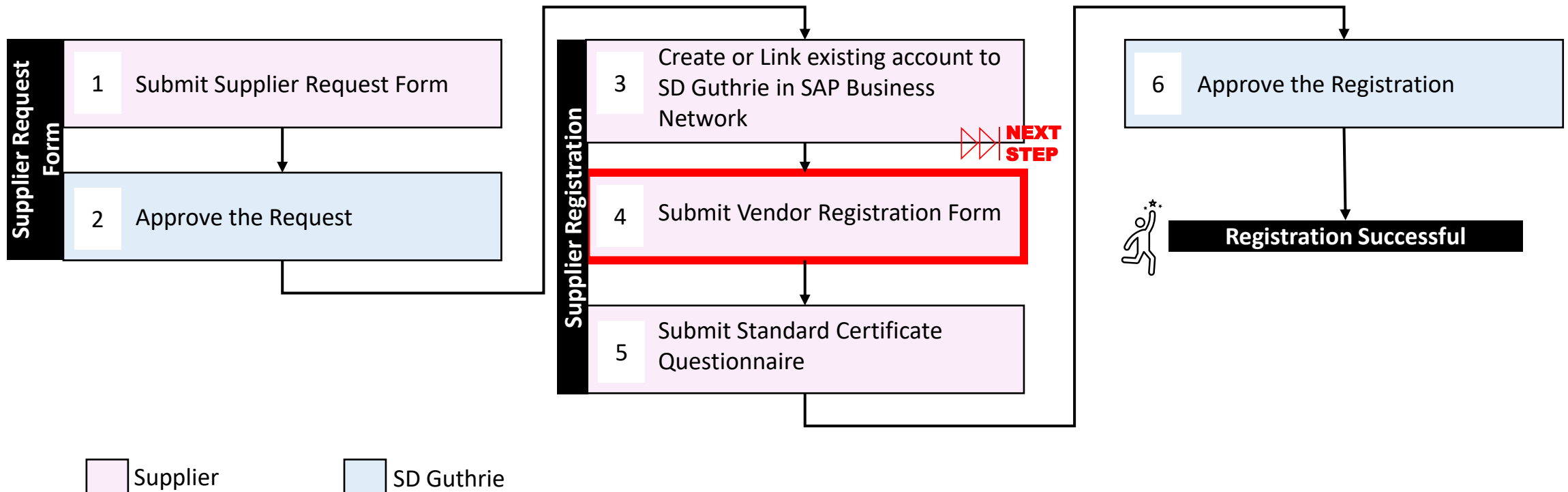
Step 6: You are now successfully connected with SD Guthrie

The screenshot shows the SAP Business Network interface. At the top, there's a header with the SAP logo, 'Business Network' dropdown, 'Test Mode' badge, and navigation links like 'Standard', 'Upgrade', and user profile 'XYL'. Below this is a main navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'More'. The main content area is titled 'Proposals and Contracts' with a 'View Matched Leads (0)' button and a link to 'Customer requested fields'. On the left, under 'Customers (1)', there's a search bar and a list of customers. The first customer, 'SD Guthrie Berhad - TEST', is highlighted with a red box and a red circle with the number '6'. The right side of the interface shows a welcome message from Ariba Spend Management and two tabs: 'Proposals and Questionnaires' (active) and 'Contracts'. Below these tabs are sections for 'Events' and 'Risk Assessments', each with a table header and 'No items' message.

Next Step: Submit Vendor Registration Form



Supplier Registration



ACTION STEP

Submit Vendor Registration Form

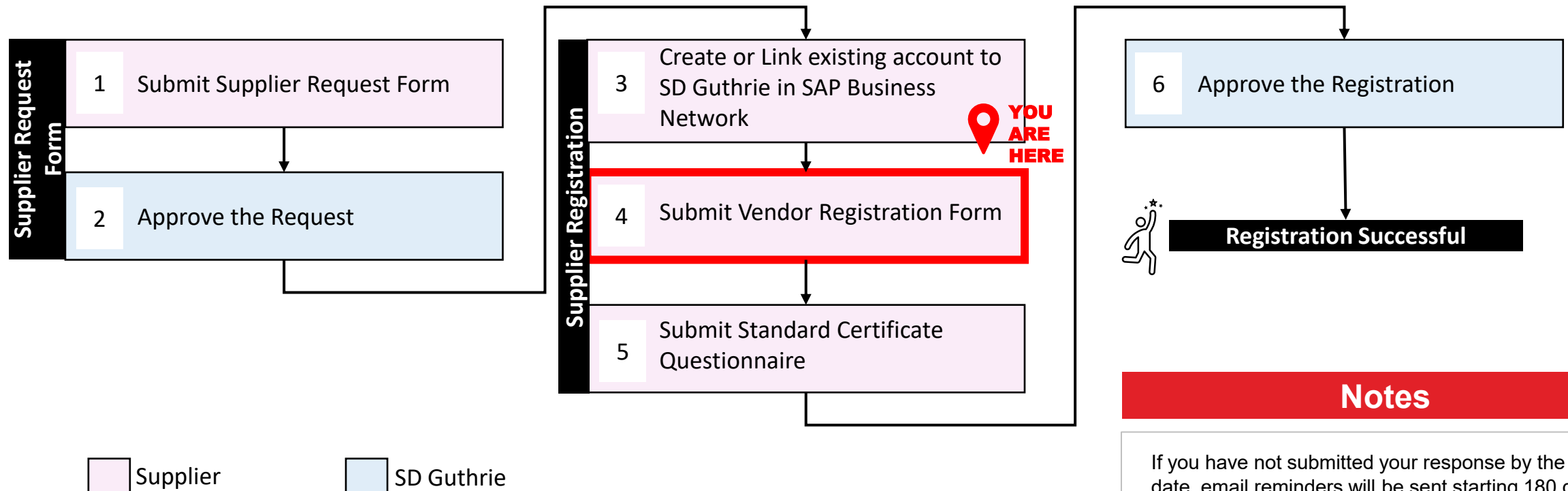
Applicable to **All** suppliers



High-Level Overview of Supplier Registration



Supplier Registration



Notes

If you have not submitted your response by the due date, email reminders will be sent starting 180 days before expiry and subsequently every 90 days until the response is submitted.

Submit Vendor Registration Form

Fill Up Vendor Registration Form



Step 1: You will receive a notification email

Step 2: Click on the link to register or log in to your account

Invitation: Register to become a supplier with SD Guthrie-TEST

Xin.Yee.Liew
To Xin Yee Liew

Summarize

Reply Reply All Forward

Thu 30/7/2026 6:36 PM

YOU CLICK ON LINKS OR OPEN ATTACHMENTS. Please contact your local service desk with any concerns.



Register as a supplier with SD Guthrie-TEST

Hello!

SD Guthrie Berhad has invited you to register to become a supplier with SD Guthrie-TEST. Start by creating an account with Ariba Network. It's free.

SD Guthrie-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Mango already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to sign in

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Notes

If you do not receive the email, please check your Spam/Junk folder first.

If the email is still not received, please contact your IT team to ensure SAP Ariba emails are not blocked by your company's firewall or email filtering settings.

Submit Vendor Registration Form

Fill Up Vendor Registration Form



Step 1: After log in to your account, click **More** in the homepage

Step 2: Click **Proposals-Questionnaires & Contracts**

A screenshot of the SAP Business Network homepage. The interface includes a top navigation bar with the SAP logo, 'Business Network' dropdown, 'Test Mode' badge, 'Standard' status, 'Upgrade' button, and user profile 'SS'. Below this is a secondary navigation bar with links: Home, Enablement, Discovery, Workbench, Assessment, and 'More'. A red box labeled '1' highlights the 'More' dropdown. A second red box labeled '2' highlights the 'Proposals-Questionnaires & Contracts' option in the dropdown menu. A yellow banner below the navigation bar states: 'You are in test mode. Changes made here will not affect the live environment.' The main content area features a blue 'Welcome to SAP Business Network' banner with a search bar containing 'Leads' and 'By Product'. Below the banner is an 'Overview' section with four cards: 'Open postings Standard' (0), 'Matched Leads Standard' (0), 'Enablement Tasks Standard' (0), and 'Invited Leads Standard' (0). A vertical 'Feedback' button is on the right side of the overview section.

Submit Vendor Registration Form

Fill Up Vendor Registration Form



This is how the Proposals and Contracts page looks like

SAP

Business Network

Test Mode

Standard

Upgrade

🔊

🔔

💬

?

SS

Home

Enablement

Discovery

Workbench

Assessments

More

📄

⌵

⋮

Proposals and Contracts

View Matched Leads (0)Customer requested fields

Customers (1)

Search

Q

⬆️⬆️

SD Guthrie Berhad - TEST

⬆️⬆️

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.

Proposals and Questionnaires

Contracts

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Vendor Registration Form II	Doc103486904	6/25/2027 8:21 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Open: Active
Close: Inactive

This is the expiration date of the form

Registration Status
Please refer to the next page for details

Submit Vendor Registration Form

Registration Status



Registration Status	Description
Invited	You have received an invitation to register on SAP Business Network, but you have not started the registration yet.
In Registration	You are currently completing the registration form. Your registration is still a draft and has not been submitted.
Pending Resubmission	Your registration was reviewed and returned to you for updates or corrections. Please review the comments, make the necessary changes, and resubmit the form.
Pending Approval	You have submitted your registration successfully. It is now being reviewed by SD Guthrie and is awaiting approval.
Registered	Your registration has been approved and completed. You are now a registered supplier with SD Guthrie.

Submit Vendor Registration Form

Fill Up Vendor Registration Form



Step 3: Under **Proposals and Questionnaires**

Step 4: Scroll down to **Registration Questionnaire** section, here are the forms pending your action, click on the form to open it

Customers (1)

Search

SD Guthrie Berhad - TEST

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.

5 **Proposals and Questionnaires** **Contracts**

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
6 Vendor Registration Form II	Doc103486904	6/25/2027 8:21 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

This is the expiration date of the form

Submit Vendor Registration Form

Fill Up Vendor Registration Form



Step 5: Fill up the Vendor Registration Form, (*) indicates a required field

Step 6: Click **Submit Entire Response**

Ariba Sourcing

Go back to SD Guthrie Berhad-TEST Dashboard

Desktop File Sync

Time remaining 362 days 15:25:42

Console Doc103486904 - Vendor Registration Form II

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

5

Name ↑	
1 We AGREED to the Personal Data Protection requirements of this Site, (PDPA/GDPR Notice – Attachment Downloadable)	* Yes
2 SD Guthrie Business Unit	Malaysia SD Guthrie Operating Office
▼ 3 Company Information	
3.1 Country of Incorporation	*(select a value) [select]
3.2 Company Name / Registration Name	* Sample Supplier 3
3.4 Type of Company	* Unspecified

(*) indicates a required field

6

Submit Entire Response

Save draft

Compose Message

Excel Import

3 Company Information

4 Company Category of ...

5 NO ACTION REQUIRED U...

12 Declarations

Vendor Registration Form

Form Content – Attachment



All Content

Name ↑	
1 We AGREED to the Personal Data Protection requirements of this Site, (PDPA/GDPR Notice – Attachment Downloadable References ✓ ⓘ)	* Yes ▾
2 SD Guthrie Business Unit ⓘ	Malaysia SD Guthrie Operating Office
▼ 4 Company Information Less... ▾	
Maklumat Syarikat	
4.1 Country of Incorporation ⓘ	*MYS [select]
4.2 Company Name / Registration Name ⓘ	* Mango
4.4 Type of Company ⓘ	* Private Limited (e.g., Sdn Bhd, PT, Ltd, GmbH, BV, SARL, Pvt Ltd, LLC, บริษัทจำกัด) ▾ ☐ Other
4.5 Company Registration Number / Identification Number Please provide your company, business, or personal registration number (e.g., company registration no., business registration no., personal ID or driving license where applicable). ⓘ	* 64552563
4.6 Company Registration Date / Inception Date Please provide the date your company, business, or individual entity was officially registered or established. ⓘ	* Thu, 1 Jul, 2010
4.7 Company Registration Certificate or Personal Identification Document Please provide your company, business, or personal registration/identification document (e.g., incorporation certificate, business registration, or personal ID, driving license, passport ID where applicable). ⓘ	*Attach a file
4.8 Company Profile & Organization Chart ⓘ	*Attach a file

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: **Choose File** No file chosen
Or drop file here

For fields that require attachment, click on **Attach a file**

Click **Choose File** to upload the file from your local or drop the file in the box

Vendor Registration Form

Form Content – Expand all fields



▶

4.15 Contact Information

More... +

Always expand each section of the form and ensure all required information is completed.

All Content

Name ↑	
4.13 Company / individual Contact Number ⓘ	87347342
▼ 4.15 Contact Information	Less... -
Maklumat Perhubungan	
4.15.1 Contact First Name ⓘ	Ali
4.15.2 Contact Last Name ⓘ	Muthu
4.15.3 Country Dialling Code ⓘ Please enter the country/region dialling code (e.g. +60, +44, +31)	* +60
4.15.4 Contact No. ⓘ	123456789

Vendor Registration Form

Form Content – Shareholder, Business Owners/Directors



All Content

For Shareholder and Owners/Directors Information, click on the **blue text Add Shareholder Information**

Click **Add Shareholder Information**, fill up the shareholder information

Clicking Save will only **save** your Repeatable Information. To click Save and then click **Submit Entire Response** on the main screen.

4.15.4 Contact No. ⓘ 123456789

▼ **4.16 Shareholder Information** Less... [-]

Maklumat Pemegang Saham

4.16.1 Shareholder Information **Add Shareholder Information (0)** Less... [-]

Maklumat Pemegang Saham

4.16.2 List of Shareholders / Equivalent Documents ⓘ ***Attach a file**

▼ **4.17 Owners/ Directors Information** Less... [-]

Maklumat Pemilik/Pengarah

4.17.1 Owners/ Directors Information **Add Owners/ Directors Information (0)** Less... [-]

Maklumat Pemilik/Pengarah

4.17.2 List of Owners or Directors / Equivalent Documents ⓘ ***Attach a file**

Shareholder Information (0)

Name ↑

No items

(*) indicates a required field

Add Shareholder Information

Shareholder Information (2)

Name ↑

▼ **Shareholder Information #1** Delete More... [+]

Name ⓘ *

Identification No./ Passport No./ Business Registration No. ⓘ *

Nationality ⓘ *

Shareholdings (%) ⓘ *

Add an additional Shareholder Information

(*) indicates a required field

If you have more than 1 shareholder, click **Add an additional Shareholder information**

Ensure the total Shareholdings(%) equals **100%**

Name	Ahmad
Identification No./ Passport No./ Business Registration No.	780111084561
Nationality	Malaysian
Shareholdings (%)	30

Vendor Registration Form

Form Content – VIP Declaration



All Content

Name ↑	
Rekod Kerja Terdahulu & Pengalaman Kerja	
▼ 12 Declarations	Less... -
Perakuan	
12.1 Do you agree to the attached Vendor Integrity Pledge (VIP) Declaration? ⓘ	* Agree ▾
References ▾	
Reference Documents	*Attach a file
▼ Vendor Integrity Pledge and VCOBC (ENG).pdf Less... -	
Download all attachments	

For VIP declaration, click References, click on the file name to download the file

▼ 12 Declarations	Less... -
Perakuan	
12.1 Do you agree to the attached Vendor Integrity Pledge (VIP) Declaration? ⓘ	* Agree ▾
References ▾	
12.2 Please attached the Signed Vendor Integrity Pledge (VIP) ⓘ	*Attach a file

Sign the document and upload it by clicking Attach a file

Vendor Registration Form

Form Content – Error Message



After clicking Submit, if any required field is incomplete, an error message will appear at the top of the page.

The message will indicate the specific section or field that requires your attention.

The screenshot shows the Ariba Sourcing interface for a Vendor Registration Form. At the top, a red error message banner states: "There is a question or more questions in Track Record & Work Experience at '11' which require a response. Click the Add Track Record & Work Experience link to view and answer the question or questions." A red arrow points from this message to the "11 Track Record & Work Experience" section in the form. The form includes sections for "5.5 Specific Coverage Location", "6 Financial Information", "11 Track Record & Work Experience", "12 Declarations", and "12.5 Conflict of Interest (COI) Declaration". The "11 Track Record & Work Experience" section is highlighted with a red box and a red arrow pointing to the error message.

This is a close-up of the error message banner from the screenshot. It contains the following text: "There is a question or more questions in Track Record & Work Experience at '11' which require a response. Click the Add Track Record & Work Experience link to view and answer the question or questions." The message is displayed in red text on a light red background.

Submit Vendor Registration Form

Fill Up Vendor Registration Form



Step 7: Click **OK** to proceed

The screenshot shows a vendor registration form with a confirmation dialog box overlaid. The dialog box has a green checkmark and the text "Submit this response?". Below this, it says "Click OK to submit." There are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangle. A red circle with the number "7" is positioned to the left of the "OK" button. The background form shows fields for "Malaysia: Service Tax Number" and "Organization" with the value "001234567890". At the bottom of the form, there are buttons for "Save draft", "Compose Message", and "Excel Import".

Notes

Once submitted, the response cannot be edited while awaiting approval.

After approval, amendments are permitted; however, any changes will initiate a new approval workflow.

Submit Vendor Registration Form

Fill Up Vendor Registration Form



Step 8: You have successfully submitted your response

Ariba Sourcing

Company Settings

Sample Sample

Feedback

Help

Messages

[Go back to SD Guthrie Berhad-TEST Dashboard](#)[Desktop File Sync](#)

Console

Doc103486904 - Vendor Registration Form II

Pending Approval

Event Messages

Event Details

Response History

Response Team

8

You have submitted a response to the questionnaire.

Event Contents

All Content

Name	
1 We AGREED to the Personal Data Protection requirements of this Site, (PDPA/GDPR Notice – Attachment Downloadable)	Yes
2 SD Guthrie Business Unit	Malaysia SD Guthrie Operating Office
3 Company Information	
3.1 Country of Incorporation	All
3.2 Company Name / Registration Name	Sample Supplier 3
3.4 Type of Company	Private Limited (e.g., Sdn Bhd, PT, Ltd, GmbH, BV, SARL, Pvt Ltd, LLC, บริษัทจำกัด)
3.5 Company Registration Number / Identification Number	

Compose Message

Submit Vendor Registration Form

Fill Up Vendor Registration Form



Step 9: You can always check the task status here. In the screenshot below, the form is currently pending approval

SAP

Business Network

Test Mode

Standard

Upgrade

Home

Enablement

Discovery

Workbench

Assessments

More

Proposals and Contracts

View Matched Leads (0)

Customer requested field

Customers (1)

Search

SD Guthrie Berhad - TEST

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.

Proposals and Questionnaires

Contracts

Registration Questionnaires

Title

ID

End Time

Status

▼ Status: Completed (1)

Vendor Registration Form II

Doc103486904

6/28/2026 5:09 AM

Pending Approval

Qualification Questionnaires

Title

ID

End Time

Commodity

Regions

Status

No items

Questionnaires

ACTION STEP

Submit Standard Certificate Questionnaire

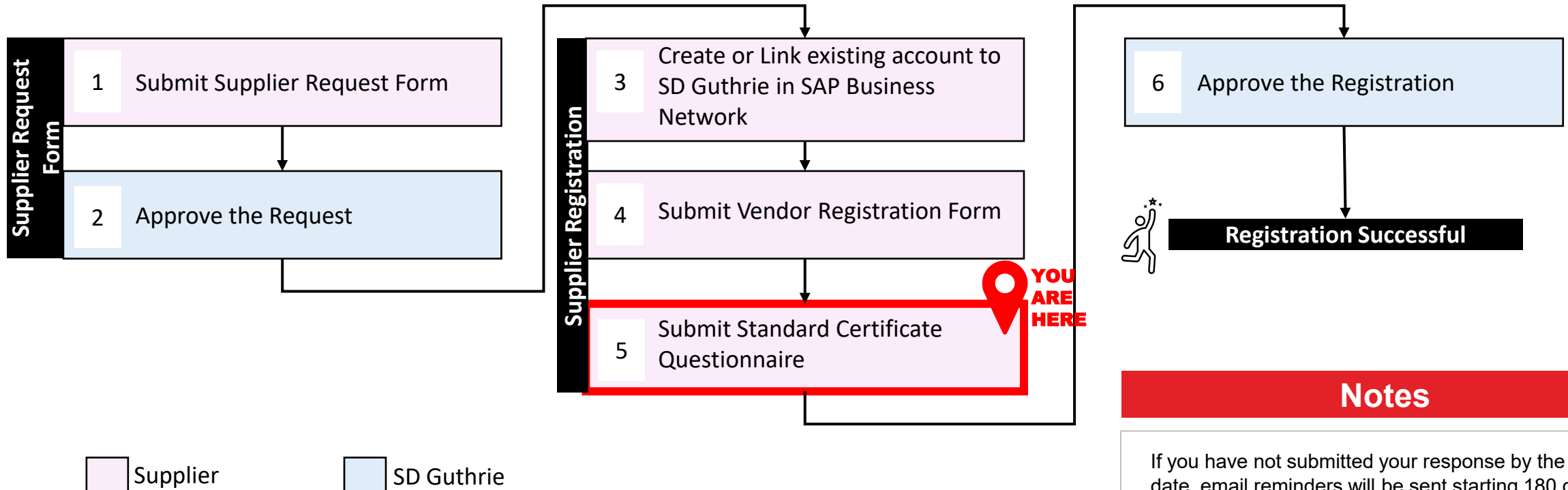
Applicable to **All** suppliers



High-Level Overview of Supplier Registration



Supplier Registration



Notes

If you have not submitted your response by the due date, email reminders will be sent starting 180 days before expiry and subsequently every 90 days until the response is submitted.

Standard Certificate Questionnaire Submission

Fill Up Standard Certificate Questionnaire



Step 1: You will receive a notification email

Step 2: Click on the link to register or log in to your account

1 Action needed: Complete questionnaire from SD Guthrie-TEST

Alina Lee
To: Xin Yee Liew

Summarize

Reply Reply All Forward

Thu 30/7/2026 6:43 PM

SD Guthrie

Hello

SD Guthrie-TEST has invited you to complete a questionnaire. This is required so Mango can do business with SD Guthrie-TEST.

Questionnaire Overview
Questionnaire name: Standards Certificates Questionnaire
Respond by: 26-Jan-2027
Update Request Comments:

2 [Submit questionnaire](#)

Best,

SAP Ariba team

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
Data Policy | Contact Us | Customer Support

Notes

If you do not receive the email, please check your Spam/Junk folder first.

If the email is still not received, please contact your IT team to ensure SAP Ariba emails are not blocked by your company's firewall or email filtering settings.

Standard Certificate Questionnaire Submission

Fill Up Standard Certificate Questionnaire



Step 3: After logging in to your account, click **More** in the homepage

Step 4: Click **Proposals-Questionnaires & Contracts**

A screenshot of the SAP Business Network homepage. The interface includes a top navigation bar with the SAP logo, 'Business Network' dropdown, 'Test Mode' badge, and user profile 'SS'. Below this is a secondary navigation bar with links: Home, Enablement, Discovery, Workbench, Assessment, and 'More'. The 'More' link is highlighted with a red box and a red circle containing the number '3'. A dropdown menu is open under 'More', showing 'Proposals-Questionnaires & Contracts' highlighted with a red box and a red circle containing the number '4'. A yellow banner below the navigation bar states: 'You are in test mode. Changes made here will not affect the live environment.' The main content area features a blue header with 'Welcome to SAP Business Network' and a search bar with 'Leads' selected and 'By Product' entered. Below this is an 'Overview' section with four cards: 'Open postings Standard' (0), 'Matched Leads Standard' (0), 'Enablement Tasks Standard' (0), and 'Invited Leads Standard' (0). A vertical 'Feedback' button is on the right side of the overview section.

Standard Certificate Questionnaire Submission

Fill Up Standard Certificate Questionnaire



Step 5: Under **Proposals and Questionnaires**

Step 6: Scroll down to **Questionnaires** section, here are the forms pending your action, click on the form to open it

Proposals and Contracts

View Matched Leads (0) Customer requested fields

Customers (1)

SD Guthrie Berhad - TEST >

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.

5 **Proposals and Questionnaires**

Contracts

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Standards Certificates Questionnaire	Doc107154816	7/19/2027 4:09 PM	(no value)	(no value)	Not Responded

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Standard Certificate Questionnaire Submission

Fill Up Standard Certificate Questionnaire



Step 7: Fill up the Standard Certificate Questionnaire, (*) indicates a required field

Step 8: Click **Submit Entire Response**

Doc105723136 - Standards Certificates Questionnaire

Time remaining
364 days 23:51:00

All Content

7

Name ↑

1 Purpose: Standard Certificate Questionnaire is designed to collect and maintain certificates related to the services or work you will provide to SD Guthrie. This ensures all required certifications are complete, current, and aligned with compliance requirements.

Tujuan: Soal Selidik Sijil Standard direka untuk mengumpul dan menyelenggara sijil berkaitan perkhidmatan atau kerja yang akan anda sediakan kepada SD Guthrie. Ini memastikan semua pensijilan yang diperlukan adalah lengkap, terkini, dan selaras dengan keperluan pematuhan.

2 SG Guthrie Business Unit ⓘ

* Unspecified ▾

3 Is your organization certified with any ISO certification? ⓘ

* Unspecified ▾

▼ 12 Other Certificates

Less... -

(*) indicates a required field

8

Submit Entire Response

Save draft

Compose Message

Excel Import

Notes

If you have submitted a certificate with an expiry date, you will receive reminder emails starting 6 months before the certificate expires. Please ensure the latest valid certificate is uploaded before the expiry date to keep your information up to date.

Standard Certificate Questionnaire

Form Content – Attachment



All Content

Name ↑	
1 Purpose: Standard Certificate Questionnaire is designed to collect and maintain certificates related to the services or work you will provide to SD Guthrie. This ensures all required certifications are complete, current, and aligned with compliance requirements. Tujuan: Soal Setidik Sijil Standard direka untuk mengumpul dan menyelenggara sijil berkaitan perkhidmatan atau kerja yang akan anda sediakan kepada SD Guthrie. Ini memastikan semua pensijilan yang diperlukan adalah lengkap, terkini, dan selaras dengan keperluan pematuhan. Tujuan: Kuesioner Sertifikat Standar dirancang untuk mengumpulkan dan memelihara sertifikat yang terkait dengan layanan atau pekerjaan yang akan Anda berikan kepada SD Guthrie. Hal ini memastikan bahwa seluruh sertifikasi yang diperlukan lengkap, berlaku, dan sesuai dengan persyaratan kepatuhan.	
2 SG Guthrie Business Unit ⓘ	* Malaysia SD Guthrie Operating Office
▼ 5 Malaysia-Specific Certificates	More... +
5.1 Please attach the signed Vendor Integrity Pledge (VIP) Declaration. ⓘ	★Attach a file

Click **Choose File** to upload the file from your local or drop the file in the box

For fields that require attachment, click on **Attach a file**

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: [Choose File](#) No file chosen

Or drop file here

Standard Certificate Questionnaire

Form Content – Company Registration Certificate/Business Registration Document



▼ 5 Malaysia-Specific Certificates [More...](#) +

5.1 Please attach the signed Vendor Integrity Pledge (VIP) Declaration. ⓘ [* Vendor Integrity Pledge and VCOBC \(ENG\).pdf](#) ✓ [Update](#)

5.2 Company Registration Certificate or Business Registration Document
Please select "Yes" and provide your company, business, or personal registration document (e.g., incorporation certificate, business registration, SSM cert or passport ID, where applicable). ⓘ

* Yes ✓ [Details](#)

5.3 Relevant Certificates [Add Relevant Certificates \(0\)](#) [Less...](#) -

Click Details to upload the documents

The default answer for this question is "No". If you have any documents to provide, change the answer to Yes

5.2 Company Registration Certificate or Business Registration Document Please select "Yes" and provide y...

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: [Company Registration Certificate](#)

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date: *

Attachment: * [Choose File](#) No file chosen

Or drop file here

Description:

[OK](#) [Cancel](#)

Fill up the certificate or document details. Once done, click OK.

Notes

If you have submitted a certificate with an expiry date, you will receive reminder emails starting 6 months before the certificate expires. Please ensure the latest valid certificate is uploaded before the expiry date to keep your information up to date.

Standard Certificate Questionnaire

Form Content – Relevant Certificates



5.3 Relevant Certificates

Add Relevant Certificates (0) More... +

You can also click Add Relevant Certificates to add more document. You can add more than one certificates. The number in the bracket indicates the number of records.

Click Add Relevant Certificates.

Select Yes in the question to provide certificates

Relevant Certificates (0)

Name ↑

No items

Add Relevant Certificates

(*) indicates a required field

Relevant Certificates (1)

Name ↑

▼ Relevant Certificates #1 Delete Less... -

Sijil Berkaitan

Please select "Yes" and provide valid, up-to-date certificates relevant to the services or work you will provide to SD Guthrie. ⓘ

* Yes ▾ Details

Add an additional Relevant Certificates

(*) indicates a required field

Click Add an additional Relevant Certificates to add more certificate

Click Details to upload the file

Standard Certificate Questionnaire Submission

Fill Up Standard Certificate Questionnaire



Step 9: Click **OK** to proceed

Notes

Once the questionnaire response is submitted, you cannot revise it.

Changes can only be made after the questionnaire has been approved by SD Guthrie.

Any subsequent updates to company certificates or supporting documents will trigger a new approval workflow.

Standard Certificate Questionnaire Submission

Fill Up Standard Certificate Questionnaire



Step 10: You have successfully submitted your response

[Go back to SD Guthrie-TEST Dashboard](#)

Desktop File Sync

Time remaining
364 days 05:28:51

Console

Doc107154816 - Standards Certificates Questionnaire

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

10 South Africa-Specifi...

12 Other Certificates

10

✓ Your response has been submitted. Thank you for participating in the event.

All Content

Name ↑

1 Purpose: Standard Certificate Questionnaire is designed to collect and maintain certificates related to the services or work you will provide to SD Guthrie. This ensures all required certifications are complete, current, and aligned with compliance requirements.

Tujuan: Soal Selidik Sijil Standard direka untuk mengumpul dan menyelenggara sijil berkaitan perkhidmatan atau kerja yang akan anda sediakan kepada SD Guthrie. Ini memastikan semua pensijilan yang diperlukan adalah lengkap, terkini, dan selaras dengan keperluan pematuhan.

2 SG Guthrie Business Unit ⓘ

SDGI South Africa

3 Is your organization certified with any ISO certification? ⓘ

No

▼ 10 South Africa-Specific Certificate

10.1 Does your organization hold a valid B-BBEE Certificate or Affidavit?

No

10.2 Does your organization hold a valid Letter of Good Standing under Compensation for Occupational Injuries and Diseases Act (COIDA)?

No

10.3 Does your organization hold a valid Food Safety Certification?

No

10.4 Does your organization hold a valid Halal Certification?

No

10.5 Does your organization hold a valid Kosher Certification?

No

Standard Certificate Questionnaire Submission

Fill Up Standard Certificate Questionnaire



Step 11: You can always check the task status here, the questionnaire is currently pending approval.

SAP Business Network | Test Mode | Standard | Upgrade | [Icons]

Home | Enablement | Discovery | Workbench | Assessments | More

Proposals and Contracts

View Matched Leads (0) | Customer requested field

Customers (1)

Search [SD Guthrie Berhad - TEST]

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.

Proposals and Questionnaires | Contracts

11 Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
Standards Certificates Questionnaire	Doc105076554	7/4/2026 2:21 PM	(no value)	(no value)	Pending Approval

11

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

PENDING SD GUTHRIE APPROVAL

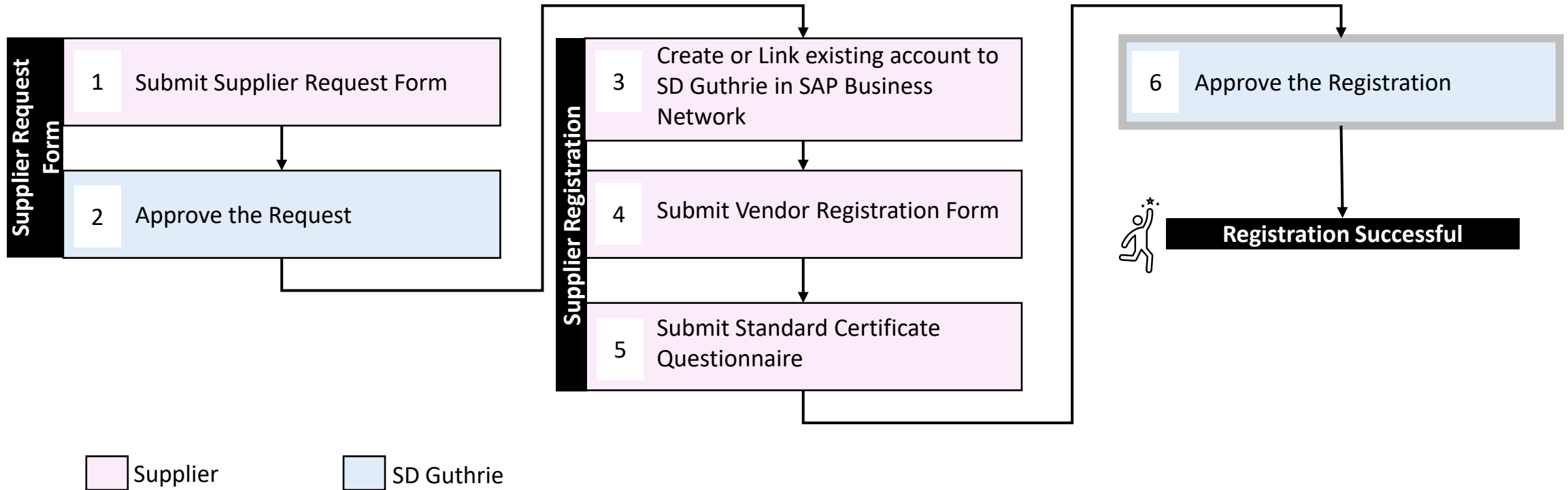
**Thank You for Registering!
Your Registration Is Now
Pending SD Guthrie
Approval**



Next: Wait for SD Guthrie Approval



Supplier Registration



Wait for Approval

Registration Request is Approved



Step 1: If SD Guthrie approved your registration request, you will be notified via email

1

Approved: Supplier registration with SD Guthrie Berhad

Summarize

AA

Ariba Administrator <no-reply@au.cloud.ariba.com>

To

Xin Yee Liew

Reply

Reply All

Forward

Sun 19/7/2026 11:35 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Ri
g
ht

Registration with SD Guthrie Berhad.

Congratulations! SD Guthrie Berhad has approved your supplier registration. haha sdn bhd has now been included in the supplier database of SD Guthrie Berhad.

Kind Regards

SAP Ariba Team

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Wait for Approval

Registration Request is Approved



Step 2: In SAP Ariba, you will see the task status updated to **Registered**

Proposals and Contracts

View Matched Leads (0)

Customer requested fields

Customers (1)

Search

Q

↓↑

SD Guthrie Berhad - TEST

>

^

☆

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.

Proposals and Questionnaires

Contracts

TitleIDEnd Time ↓Event Type

No items

Registration Questionnaires

TitleIDEnd Time ↓Status

▼ Status: Completed (1)

Vendor Registration Form III

Doc107180738

7/19/2026 10:00 AM

2

Registered

Qualification Questionnaires

TitleIDEnd Time ↓CommodityRegionsStatus

No items

Questionnaires

TitleIDEnd Time ↓CommodityRegionsStatus

▼ Status: Open (1)

Standards Certificates Questionnaire

Doc107154816

7/19/2027 3:09 AM

(no value)

(no value)

Not Responded

Certificates

Wait for Approval

Additional Info is Requested



Step 1: If SD Guthrie request for additional information, you will be notified via email

Step 2: Check the comment, and click on the link to access to the system

1 Action needed: Provide additional registration information to SD Guthrie-TEST Summarize

 Ariba Administrator <no-reply@au.cloud.ariba.com>
To  Xin Yee Liew Sun 19/7/2026 10:55 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

SD Guthrie Berhad has reviewed your registration information from the Vendor Registration Form and requires additional information from the supplier.

Comments:

please provide the correct phone number

To provide this additional information to SD Guthrie Berhad **2** [Click Here](#)

Kind Regards,

SD Guthrie Berhad

Wait for Approval

Additional Info is Requested



Step 3: You can see the status is Pending Resubmission

Step 4: Click the link to open the form

Proposals and Contracts

[View Matched Leads \(0\)](#) [Customer requested file](#)

Customers (1)

Q ↓↑

SD Guthrie Berhad - TEST >

^ ⬇

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.

[Proposals and Questionnaires](#) [Contracts](#)

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Vendor Registration Form III	Doc107180738	7/19/2027 9	Pending Resubmission

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

Wait for Approval

Additional Info is Requested



Step 5: Click Revise Response to update your submission and provide the additional information requested. Once the required changes are completed and submitted, the supplier registration process can continue

TEST Dashboard Desktop File Sync

Doc107180738 - Vendor Registration Form III Time remaining 364 days 23:44:06

You have submitted a response for this event. Thank you for participating.

5 [Revise Response](#)

All Content

Name ↑	
1 Please attach the signed PDPA Notice from the supplier and select "Yes" to confirm the supplier's agreement. References ⓘ	Yes
2 SD Guthrie Business Unit ⓘ	SDGI South Africa
▼ 4 Company Information Less... ⓘ	
Maklumat Syarikat	
4.1 Country of Incorporation ⓘ	ZA
4.2 Company Name / Registration Name ⓘ	Haha Sdn Bhd
4.3 Business Name / Trading Name ⓘ	Haha Sdn Bhd

Wait for Approval

Additional Info is Requested



Step 6: Click **OK** in the pop out

You have submitted a response for this event. Thank you for participating.

Revise Response ⓘ

All Content

Name ↑

1 Please attach the signed PD

2 SD Guthrie Business Unit

▼ 4 Company Information

Maklumat Syarikat

4.1 Country of Incorporation ⓘ

4.2 Company Name / Registration Name ⓘ

4.3 Business Name / Trading Name ⓘ

Compose Message

Yes

SDGI South Africa

Less... -

ZA

Haha Sdn Bhd

Haha Sdn Bhd

6 ⚠️ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

Wait for Approval

Additional Info is Requested



Step 7: Update your response and click **Submit Entire Response**

Doc107180738 - Vendor Registration Form III

Time remaining
364 days 23:39:46

Latest comment [7/19/2026]: please provide the correct phone number

All Content

Name ↑

4.7 Contact Information

4.7.1 Contact First Name ⓘ

First Name

4.7.2 Contact Last Name ⓘ

Last Name

4.7.3 Country Dialling Code ⓘ

* +45

Please enter the country/region dialling code (e.g. +60, +44, +31)

4.7.4 Contact No. ⓘ

98722423211

4.8 Tax Information

(*) indicates a required field

7

Submit Entire Response

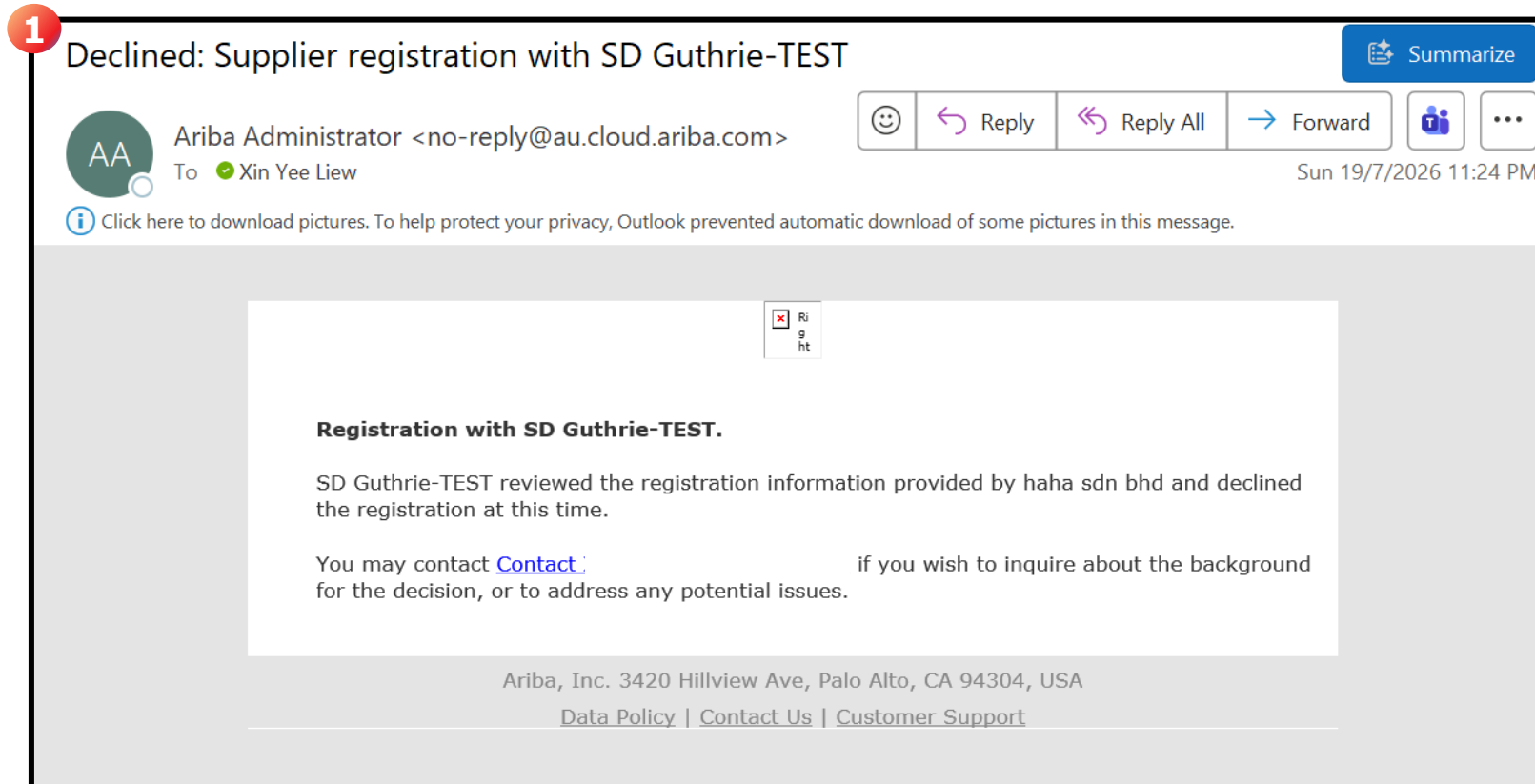
Reload Last Bid

Save draft

Compose Message

Excel Import

Registration Request is Rejected



Registration Request is Rejected



Step 2: In SAP Ariba, you will see the task status updated to **Registration Denied**

Proposals and Contracts

[View Matched Leads \(0\)](#) Customer requested fields

Customers (1)

Q ↕

SD Guthrie Berhad - TEST >

↑ ✳

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.

[Proposals and Questionnaires](#) [Contracts](#)

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Vendor Registration Form III	Doc107180738	7/19/2026 10:00	Registration Denied

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

ACTION STEP (ONLY IF REQUIRED)

Category Expansion - Update Vendor Registration Form

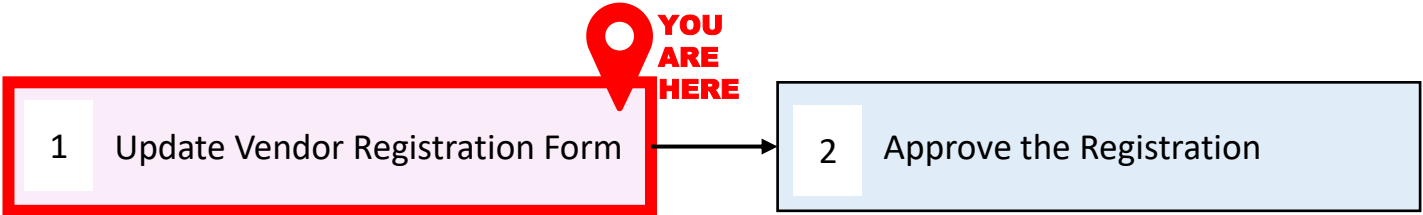
Only required when there is an expansion of categories within your company



High-Level Overview of Supplier Registration



Expansion of Category



 Supplier

 SD Guthrie

Notes

This action is only required when there is an expansion of categories within your company.

Vendor Registration Form Update

Update Vendor Registration Form (Access via Email)



Step 1: You will receive a notification email to update your vendor registration form

Step 2: Click on the link to log in to your account

1 FYI: Your attention is needed to update Vendor Registration Form II (Partially Ex...

 Xin.Yee.Liew
To  Xin Yee Liew

  Reply  Reply All  Forward  

Sun 5/7/2026 12:49 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This message may not have been sent from "Xin.Yee.Liew@my.ey.com" <s4system-prodau+SDP-T.Doc103486904@au.cloud.ariba.com>. This might be a phishing message and potentially unsafe. THINK BEFORE YOU CLICK ON LINKS OR OPEN ATTACHMENTS. Please contact your local service desk with any concerns.

 Right

Hello Sample Sample,

The Vendor Registration Form II (Partially Exempted - Registration & VIP Only) has been opened for your to review.
Kindly click on 'Revise Response' and ensure your information are updated in the form before submitting.
You may access the form in the provided **2** [Click Here.](#)

Sincerely,

Vendor Registration Form Update

Update Vendor Registration Form (Access via SAP Ariba Dashboard)



Step 1: After logging in to your account, click **More** in the homepage

Step 2: Click **Proposals-Questionnaires & Contracts**

The screenshot shows the SAP Business Network dashboard. At the top, the SAP logo is on the left, followed by 'Business Network' and a 'Test Mode' badge. On the right, there are links for 'Standard' and 'Upgrade', and a user profile icon labeled 'SS'. Below this is a navigation bar with tabs: 'Home', 'Enablement', 'Discovery', 'Workbench', 'Assessments', and 'More'. The 'More' tab is highlighted with a red box and a red circle with the number '1'. A dropdown menu is open under 'More', showing 'Proposals-Questionnaires & Contracts' with a red box and a red circle with the number '2'. Below the navigation bar is a yellow warning banner that says 'You are in test mode. Changes made here will not affect the live environment.' Below the banner is a blue banner with the text 'Welcome to SAP Business Network' and a search bar with 'Leads' and 'By Product' filters. Below the blue banner is an 'Overview' section with four cards: 'Open postings Standard' (0), 'Matched Leads Standard' (0), 'Enablement Tasks Standard' (0), and 'Invited Leads Standard' (0). A 'Feedback' button is visible on the right side of the dashboard.

Vendor Registration Form Update

Update Vendor Registration Form



Step 3: Under **Proposals and Questionnaires**

Step 4: Scroll down to **Registration Questionnaire** section, here are the forms pending your action, click on the form to open it

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Test Mode', and a 'Standard Upgrade' button. The main navigation menu shows 'Home', 'Enablement', 'Discovery', 'Workbench', 'Assessments', and 'More'. The 'Proposals and Contracts' section is active, with a 'View Matched Leads (0)' button and a 'Customer requested fields' link. On the left, the 'Customers (1)' sidebar shows a search bar and a list item 'SD Guthrie Berhad - TEST'. The main content area features a welcome message from Ariba Spend Management. A red box labeled '3' highlights the 'Proposals and Questionnaires' tab. Below this, a red box labeled '4' highlights the 'Registration Questionnaires' section, which contains a table with one item: 'Vendor Registration Form II (Partially Exempted - Registration & VIP Only)'. The table has columns for Title, ID, End Time, and Status. Below the table, the 'Qualification Questionnaires' section is visible, showing a table with columns for Title, ID, End Time, Commodity, Regions, and Status. The status of the highlighted form is 'Invited'.

Customers (1)

Search

SD Guthrie Berhad - TEST

Proposals and Contracts

View Matched Leads (0) Customer requested fields

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.

3 **Proposals and Questionnaires** Contracts

4 **Registration Questionnaires**

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Vendor Registration Form II (Partially Exempted - Registration & VIP Only)	Doc103486904	6/25/2027 8:21 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Vendor Registration Form Update

Update Vendor Registration Form



Step 5: Click **Revise Response**

Ariba Sourcing

Company Settings ▼ Sample Sample ▼ Feedback Help ▼ Messages >>

< Go back to SD Guthrie Berhad-TEST Dashboard

Desktop File Sync

Console

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

3 Company Information

4 Company Category of ...

5 NO ACTION REQUIRED U...

12 Declarations

You have submitted a response for this event. Thank you for participating.

5

Revise Response

All Content

Name ↑

1 We **AGREED** to the Personal Data Protection requirements of this Site, (PDPA/GDPR Notice – Attachment Downloadable)

Yes

2 SD Guthrie Business Unit

Malaysia SD Guthrie Operating Office

▼ 3 Company Information

3.1 Country of Incorporation

All

3.2 Company Name / Registration Name

Sample Supplier 3

3.4 Type of Company

Private Limited (e.g., Sdn Bhd, PT, Ltd, GmbH, BV, SARL, Pvt Ltd, LLC, บริษัทจำกัด)

3.5 Company Registration Number / Identification Number

Compose Message

Vendor Registration Form Update

Update Vendor Registration Form



Step 6: Click **OK** to continue

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name ↑

1	We AGREED to the Person	
2	SD Guthrie Business Unit	SD Guthrie Operating Office
▼ 3	Company Information	
3.1	Country of Incorporation	
3.2	Company Name / Registration Name	Sample Supplier 3
3.4	Type of Company	Private Limited (e.g., Sdn Bhd, PT, Ltd, GmbH, BV, SARL, P บริษัทจำกัด)
3.5	Company Registration Number / Identification Number	

Compose Message

6 ⚠ **Revise Response?**

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

Vendor Registration Form Update

Update Vendor Registration Form



Step 7: Scroll for the section NO ACTION REQUIRED Until Further Notice from SD Guthrie

Step 8: Change the answer to **Yes**

Ariba Sourcing

< Go back to SD Guthrie Berhad-TEST Dashboard Desktop File Sync

Console Doc105378943 - Vendor Registration Form III Time remaining 364 days 23:40:37

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

7

4 NO ACTION REQUIRED Until Further Notice from SD Guthrie

4.1 IGNORE THIS SECTION FOR NOW: This section should only be updated upon further notice from SD Guthrie staff. Please **DO NOT** modify the default value unless advised.

4.2 Has the SD Guthrie staff requested you to proceed with this section? (Select "Yes" only if instructed)

8

13 Vendor Integrity Pledge (VIP) Declaration

13.1 Do you agree to the attached Vendor Integrity Pledge (VIP) Declaration? References

13.2 Please attach the signed Vendor Integrity Pledge (VIP) Declaration.

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Vendor Registration Form Update

Update Vendor Registration Form



Step 9: Answer all the mandatory question, (*) indicates a required field

Step 10: Click **Submit Entire Response**

< Go back to SD Guthrie Berhad-TEST Dashboard

Desktop File Sync

Console Doc105378943 - Vendor Registration Form III

Time remaining 364 days 23:36:51

Event Messages
Event Details
Response History
Response Team

9

▼ Event Contents

All Content

3 Company Information

4 NO ACTION REQUIRED U...

5 Additional Company I...

6 Company Cate of ...

7 Financial Information

All Content

4.2 Has the SD Guthrie staff requested you to proceed with this section? (Select "Yes" only if instructed)

5 Additional Company Information

6 Company Category of Works and Business Coverage

7 Financial Information

12 Track Record & Work Experience Add Track Record & Work Experience (0)

13 Vendor Integrity Pledge (VIP) Declaration

13.1 Do you agree to the attached Vendor Integrity Pledge (VIP) Declaration? References

(*) indicates a required field

10 Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Vendor Registration Form Update

Update Vendor Registration Form



Step 11: Click **OK** to proceed

Ariba Sourcing

Company Settings ▾ Sample Sample ▾ Feedback Help ▾ Messages >>

back to SD Guthrie Berhad-TEST Dashboard Desktop File Sync

Console Doc103486904 - Vendor Registration Form II Time remaining 362 days 15:13:11

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

Name ↑

Malaysia: Income Tax Number (TIN) Organization 02000007021

Malaysia: Service Tax Number Organization 001234567890

Organization 001234567890

3.19 Bank Information Add Bank Info

▼ 4 Company Category of Works and Business Coverage

3 Company Information

4 Company Category of ...

5 NO ACTION REQUIRED U...

12 Declarations

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

11

✓ Submit this response?
Click OK to submit.

OK Cancel

Vendor Registration Form Update

Update Vendor Registration Form



Step 12: You have successfully submitted your response. SD Guthrie will review the form based on the latest revision

Ariba Sourcing

Company Settings ▾ Xin Yee Liew ▾ Feedback Help ▾ Messages >>

[Go back to SD Guthrie Berhad-TEST Dashboard](#)[Desktop File Sync](#)

Console

Doc105378943 - Vendor Registration Form III

Time remaining
364 days 23:33:49

Event Messages

Event Details

Response History

Response Team

12

✓ Your revised response has been submitted. Thank you for participating in the event.

Revise Response

▼ Event Contents

All Content

3 Company Information

4 NO ACTION REQUIRED U...

13 Vendor Integrity Ple...

14 Conflict of Interest...

All Content

Name ↑

2	SD Guthrie Business Unit	Malaysia SD Guthrie Operating Office
▼ 3	Company Information	
3.1	Country of Incorporation	MYS
3.2	Company Name / Registration Name	Sample Supplier 4
3.4	Company Registration Number / Identification Number Please provide your company, business, or personal registration number (e.g., company registration no., business registration no., or personal ID where applicable).	3424563457869
3.5	Company / Individual Email Address Please provide the email address designated for receiving Purchase Orders(PO) and/or Payment Advice.	Xin.Yee.Liew@my.ey.com
3.6	Company / Individual Contact Number	6532446