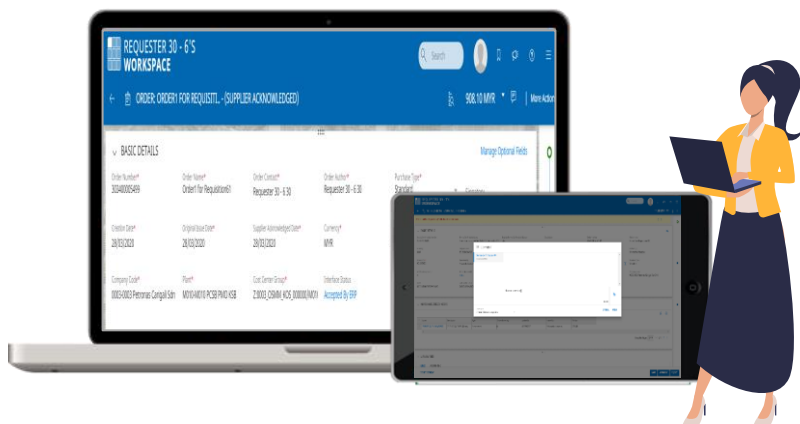


Supplier Profile



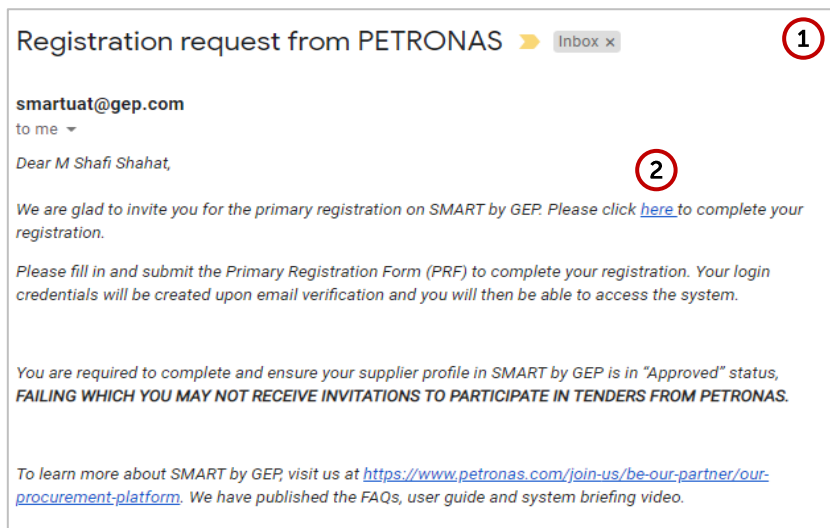
- #1 Account Activation
- #2 Supplier Profile Approval
- #3 Add New Bank Account
- #4 Glossary
- #5 Support contacts & resources

Read in parallel with the detailed user guide, available in the link below:

<https://www.petronas.com/b-e-our-partner/licensing-and-procurement-in-malaysia/>

Step 1 RECEIVE PRIMARY REGISTRATION FORM (PRF)

Once the supplier profile is created in GEP SMART™, a system generated email containing the PRF link will be sent to the identified suppliers to start the registration process.



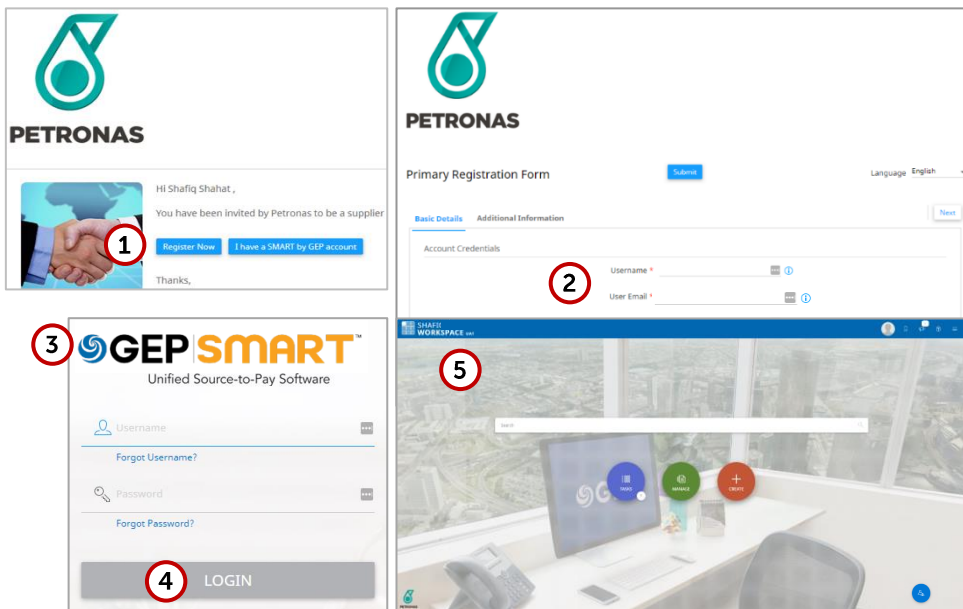
- ① Suppliers will receive a system generated email containing the **Primary Registration Form (PRF)** and registration instructions.
- ② Suppliers **with no GEP SMART™ account with PETRONAS** need to click on this link to validate and activate their profile for access prior to kick start the tendering process.



It is imperative to **update your current contact details** and ensure the correct email address is provided to **minimize the risk of not receiving PRF and RFX**.

Step 2 CREATE & ACTIVATE GEP SMART™ ACCOUNT

The email used in account creation must be the **same email** used to **receive PRF in Step 1** for both PETRONAS and the other company.

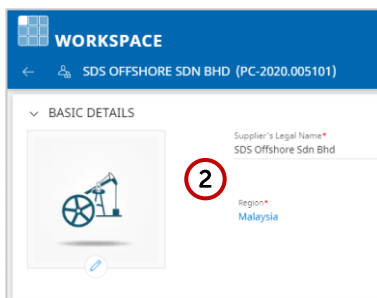
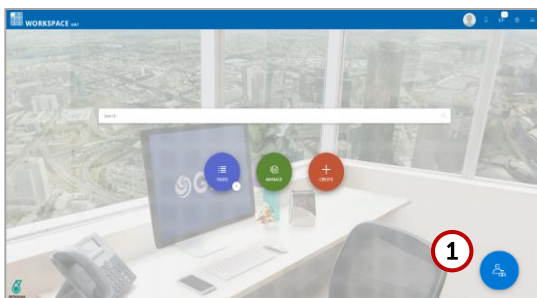


- 1 Click '**Register Now**' to sign up as a new user and create a new GEP SMART™ account or click on '**I have a GEP SMART™ account**' if you already have an existing GEP SMART™ account for another company.
- 2 To create a new GEP SMART™ account, you are required to **provide and/or validate** the company's registration details in the Primary Registration Form (PRF).
- 3 After account registration, you will receive an **account activation email**. Click on the **link** to go to the GEP SMART™ login page.
- 4 Use the **Username** and **Password** created and click '**Login**' to start using the GEP SMART™ system.
- 5 Upon successful login, the GEP SMART™ homepage will appear.

Step 1 COMPLETE SUPPLIER PROFILE

Upon login into GEP SMART™, **new suppliers** are required to complete the **mandatory sections** and submit the Supplier Profile for approval to be eligible for RFX Award and to receive Purchase Order.

Mandatory Sections	PETRONAS Licensed or Registered Suppliers	Non-PETRONAS Licensed or Registered Suppliers
Basic Details	No action required. Mandatory fields are Supplier's Legal Name and Region which will be auto populated.	
Identification Information	No action required. Mandatory field is ROC Number (i.e. company registration number) which will be auto populated.	
Location Information	1. Headquarter Address 2. At least (1) Ordering Location Address	
Certificates	Not Applicable (N/A)	Company Incorporation Certificate
Marketing Information	Supported Currencies	



- 1 To start populating information on your Supplier Profile, click on the '**Supplier Profile**' button after login. All mandatory sections (refer table above) must be completed prior to approval.
- 2 The **Basic Details** information will be auto-populated based on your input in PRF (page 3).
 - '**Supplier's Legal Name**' is referring to the registered company name with the authority agencies (i.e. SSM, ACRA etc.)
 - '**Region**' is referred to where supplier can provide their service (i.e. Malaysia, Indonesia, etc.)

Step 1 COMPLETE SUPPLIER PROFILE (cont'd)

The screenshot displays the 'Supplier Profile Approval' form, divided into three main sections: IDENTIFICATION INFORMATION, CERTIFICATES, and LOCATION INFORMATION (3).
1. **IDENTIFICATION INFORMATION**: This section includes fields for 'DUNS Number', 'Identification type', and 'ROC (OID)'. A red circle with the number 3 highlights the 'ROC (OID)' field, which contains the value '1231441-K*'.
2. **CERTIFICATES**: This section features a large blue button with a plus icon and the text 'Add New Certificate', highlighted with a red circle and the number 4. To the right, a modal window titled 'CHOOSE CERTIFICATE (1)' is open, showing a list of certificate types: 'Company Incorporation Certificate', 'Banking Information Documents (for each bank information declared in Location Information)', 'Financial Statements', and 'Others'. The 'Company Incorporation Certificate' option is selected. A red circle with the number 5 highlights this selection. The modal also includes 'ADD NEW' and 'CANCEL' buttons.
3. **LOCATION INFORMATION (3)**: This section contains a table with three rows. The first row is for 'UNIT 15A, Menara MIMAR, Jalan Raya Syed Sulaiman', with 'Type' set to 'Headquarter'. The second row is for 'Kemaman Warehouse', with 'Type' set to 'Ordering Location'. A red circle with the number 6 highlights the 'Type' column header.

Location Name	Type	Phone Nos.	Rules & Contacts
UNIT 15A, Menara MIMAR, Jalan Raya Syed Sulaiman	Headquarter	Ph: Sec:	
Kemaman Warehouse	Ordering Location	Ph: Sec:	

- 3 Under the **Identification Information**, the ROC Number (i.e. company registration number) is a mandatory field which will be auto populated.
- 4 Under **Certificate**, companies without PETRONAS License or Registration are required to attached the company incorporation certificate. To attach the document, click on the '**Add New Certificate**'.
- 5 Select '**Company Information Certificate**' and click '**Add New**'.
- 6 The **Location Information** is required for you to receive PO and payment in SMART.
 - '**Ordering Location**' is the location for PETRONAS to send POs. You may add and have multiple locations depending on your business organisation. **At least one Ordering Location is mandatory.**
 - '**Remit to Location**' is the location for PETRONAS to process your invoice payment. **Remit to Location** must only have one bank account. If you may have multiple bank accounts, you need to maintain multiple **Remit to Location**. This is optional and can be **updated post supplier approval via Change Request.**

Step 2 SEND SUPPLIER PROFILE FOR APPROVAL

The screenshot displays the 'MARKETING INFORMATION' section of a supplier profile form. It includes fields for 'Description (optional)', 'Supported Currencies' (with 'Malaysian Ringgit', MYR selected), and 'Supported Languages (optional)'. A '32% PROFILE COMPLETENESS' indicator is shown on the left, and 'CLOSE' and 'SAVE AND SUBMIT' buttons are on the right. A green success notification box is overlaid, stating 'SUCCESS! Supplier Profile is successfully submitted. Please wait for our team to review and approve your profile.' with a 'CLOSE' button.

7

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- 7 Under **Marketing Information** you are required to select at least one supported currencies.
 - **'Supported Currencies'** refers to all the currencies supported for payment purposes (e.g. MYR, USD etc.).
- 8 Upon completion of all mandatory requirements, click **'Save and Submit'** to submit the supplier profile to PETRONAS for approval.
- 9 You will be prompted with a notification on successful submission of your Supplier Profile. PETRONAS shall review and process your submission accordingly.
 - If you are prompted with an **Error Message**, please amend your Supplier Profile accordingly or refer to the user guide on **Data Quality Error Rectifications** for more information.

SMART TIPS

Prior to submission of Supplier Profile approval, **all mandatory requirements must be completed**, and you may send for approval without achieving 100% completion.

Step 1 ADDING BANK ACCOUNT INFORMATION

The **Banking Information** is important for PETRONAS to process invoice payment to the suppliers. You may maintain the Banking Information through the Remit to Location. **Remit to Location** must only have one bank account. If you may have multiple bank accounts, you need to maintain multiple **Remit to Location**.

The screenshot shows a web form for adding bank account information. At the top right, there is a '1' in a red circle pointing to the 'CREATE CHANGE REQUEST' button. Below this, the form is divided into sections. The 'LOCATION INFORMATION (3)' section contains a table with two rows: 'UIN 15A, Menara MBR, Jalan Raya Syed Sulaiman' (marked with a '2' in a red circle) and 'Kemaman Warehouse'. Below this table, the 'LOCATION INFORMATION' section has fields for 'Location Name', 'Address Line', 'Country', 'State', 'City', and 'Zip Code', with a '3' in a red circle pointing to the 'Choose Location Type' dropdown. The 'BANKING INFORMATION' section at the bottom has a '4' in a red circle pointing to a '+' icon and an 'Add Banking Info' button.

① If your profile is in the 'Approved' status, you need to click on **Create Change Request** before you can update the **Banking Information**. Change request is only applicable if your profile is in 'Approved' status.

② Under the **Location Information** click on the (+) icon to add a new '**Remit to Location**' or click on the Copy icon to copy an existing location.

③ Enter the address of the banking information and select the '**Choose Location Type**' as '**Remit to Location**'.

④ Click on the (+) icon to add new banking information.

- Enter only one (1) bank account's information.
- Do not add multiple bank account under the same '**Remit to Location**'.
- If supplier has multiple bank accounts, please proceed to create new '**Remit to Location**' for each bank account.

Step 2 ATTACH SUPPORTING DOCUMENT

After you added the **Banking Information**, it is mandatory to attach the supporting document for the newly added bank info (e.g. Bank Statement Header or Bank Confirmation Letter) under the **Certificate** section.

BANKING INFORMATION

Payment Method
Wire Transfer

Bank Name*
CIMB Bank Berhad

Beneficiary Name*
SDS Offshore Sdn Bhd

Bank Branch*
KLCC

Country*
Malaysia

Account Type*
Current

Swift/BIC*
CIBBMYKL

Bankkey / ABA*
0

IBAN*
X

Bank Account Number*
XXXXXXXX903

CANCEL DONE

CERTIFICATES

6

+

Add New Certificate

7

CHOOSE CERTIFICATE (4)

☐ Company Incorporation Certificate

☐ Banking Information Documents (for each bank information declared in Location Information)

☐ Financial Statements

☐ Others

ADD NEW

22% PROFILE COMPLETENESS

DELETE

SUBMIT

SAVE AND EXIT

CLOSE

SAVE

- 5 In the **Banking Information** section, select '**Wire Transfer**' as the payment method, complete the mandatory fields and click '**Done**'.
- 6 Under **Certificate**, it is **mandatory** to attach the supporting document. Click on the '**Add New Certificate**', select '**Banking Information Documents**' and click '**Add New**'.
- 7 Upon completion, click '**Submit**'. If you are prompted with an **Error Message**, please amend your Supplier Profile accordingly or refer to the user guide on **Data Quality Error Rectifications** for more information.

Important Guidelines

- Bank Name:** registered Bank Name based on SWIFT code entered.
- Beneficiary Name:** registered bank account name.
- SWIFT/BIC:** set of 8 or 11 digits that represents a bank branch.
- Bank Key/ABA:** routing number for international bank account (e.g. Australia, India, Russia, South Africa, United Kingdom, USA). If not applicable, enter 0.
- IBAN:** international bank account number. If not applicable, enter 0.
- Bank Account Number:** should consist of 10, 12, 15 or 16 characters.
- Verify Bank Account Number:** must be the same as Bank Account Number entered.







Abbreviations

PRF	Primary Registration Form
RFX	Request for X (Proposal, Quotation, Information)
P2P	Procure-to-Pay
PO	Purchase Order

Definition of Status

Approved	This status denotes that the supplier profile has been approved by the approvers and it is now available for consumption.
Rejected	This status denotes that the supplier profile was rejected by the approver.
Registered	This status denotes that the supplier contact has registered with GEP SMART
Invited	This status denotes that the supplier has been invited to register with GEP SMART by the buyer user.

Icons

 Add Icon	An icon to add more items to the list
 Burger Icon	A menu icon usually situated on the top right corner of the dashboard
 Delete Icon	An icon to remove items from a list
 Download Icon	An icon to download documents/reports
 Kebab Icon	A menu icon usually situated on the top right corner of the dashboard
 More Actions Button	A button usually situated on the top right corner of P2P documents

Refer to additional resources below!

GEP SMART References

**Supplier User
Guide, FAQ and
Video Tutorials**

<https://www.petronas.com/be-our-partner/licensing-and-procurement-in-malaysia>

**Latest News and
updates**

<https://www.petronas.com/vendor-announcements>

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