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ASB



New Vendor Registration

## Document Control

Date	Author	Version	Change Reference
<b>February 25, 2025</b>	ASB	1.0	First Version
<b>May 26, 2025</b>	ASB	2.0	Second Version

## Document Reviewers

Date	Author	Version	Change Reference

## Document Approvers

Date	Author	Version	Change Reference

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# Vendor Registration

1.1 Please access the environment URL '**New Vendor Registration Link**' below on your browser and you will be directed to Vendor Registration screen.

[New Vendor Registration Link](#)

The screenshot displays the 'Register Supplier: Company Details' form within a web application. The header features the 'Asia School of Business' logo and the text 'Established In Collaboration With MIT Sloan'. A progress bar at the top indicates six steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Bank Accounts, 5. Questionnaire, and 6. Review. The form itself is divided into two main sections. The left section contains fields for 'Individual/Company/Entity Name', 'Tax Organization Type' (a dropdown menu), 'Supplier Type' (a dropdown menu), and 'Corporate Web Site'. Below these is an 'Attachments' section showing 'None'. The right section contains fields for 'D-U-M-S Number', 'Tax Country' (a dropdown menu), 'Taxpayer ID', 'Tax Registration Number', and a 'Note to Approver' text area. At the bottom right of the form are five buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The text 'Additional Information' is visible at the bottom left of the form area.

## 1.4 Register Supplier

In the Company Details section, enter the data for the following fields:

- **Individual/Company/Entity Name:** Kindly enter either individual/company/entity name which needs to be registered
- **Tax Organization Type:** Select organization type that is applicable to you
- **Supplier Type:** Select supplier type that is applicable to you
- **Tax Country:** Choose and select the tax country.
- **Malaysian Tax Identification Number (TIN)** - If the Tax Country selected is 'Malaysia', Malaysian Tax Identification Number (TIN) is mandatory to be completed.
- **Malaysian SST No. (if applicable)** - If the Tax Country selected is 'Malaysia', you may enter Malaysian SST No. if it is applicable to the registered entity.
- **Taxpayer ID** - If the Tax Country selected is other than 'Malaysia', it is not mandatory to enter the Taxpayer ID
- **Tax Registration Number** - If the Tax Country selected is other than 'Malaysia', it is not mandatory to enter the Taxpayer Registration Number

Register Supplier: Company Details ?

1 2 3 4 5 6  
Company Details Contacts Addresses Bank Accounts Questionnaire Review

Back Next Save for Later Register Cancel

\* Individual/Company/Entity Name Nandoos Inc

\* Tax Organization Type Malaysian Company

Supplier Type Staff

Corporate Web Site

Attachments: None

D-U-N-S Number

\* Tax Country Malaysia

\* Malaysian Tax Identification Number (TIN) 101123

Malaysian SST No.(If applicable) MY101123

Note to Approver

Additional Information

\* Company Registration No/ Passport No/ NRIC No

1.3 In the Additional Information section, enter the data for the following fields:

- Company registration number - Mandatory to be filled by Malaysian/Foreign company  
**Note: If you are a Malaysian company, please provide the full company registration number, including both the new and old registration numbers.**
- Passport – Mandatory to be filled by foreign nationals
- NRIC - Mandatory to be filled by Malaysian nationals

Register Supplier: Company Details ?

1 2 3 4 5 6  
Company Details Contacts Addresses Bank Accounts Questionnaire Review

Back Next Save for Later Register Cancel

\* Individual/Company/Entity Name Nandoos Inc

\* Tax Organization Type Malaysian Company

Supplier Type Staff

Corporate Web Site

Attachments: None

D-U-N-S Number

\* Tax Country Malaysia

\* Malaysian Tax Identification Number (TIN) 101123

Malaysian SST No.(If applicable) MY101123

Note to Approver

Additional Information

\* Company Registration No/ Passport No/ NRIC No MY101123

1.4 In the Your Contact Information section, enter the data for the following fields:

- First Name
- Last Name
- Email
- Confirm Email

Individual/Company/Entity Name: Nandoo Inc.		D-U-N-S Number:	
* Tax Organization Type: Malaysian Company		* Tax Country: Malaysia	
Supplier Type: Staff		* Malaysian Tax Identification Number (TIN): 101123	
Corporate Web Site:		Malaysian SST No.(If applicable): MY101123	
Attachments: None		Note to Approver:	

**Additional Information**

\* Company Registration No/ Passport No/ NRIC No: MY101123

**Your Contact Information**  
Enter the contact information for communications regarding this registration.

\* First Name: Mr John

\* Last Name: Felio

\* Email: nandoo\_s@aol.com

\* Confirm Email: nandoo\_s@aol.com

Click **'Next'**.

Register Supplier: Company Details ⓘ <div style="float: right;"> <a href="#">Back</a> <a href="#">Next</a> <a href="#">Save for Later</a> <a href="#">Register</a> <a href="#">Cancel</a> </div>																					
<table border="1"> <tr> <td colspan="2">Individual/Company/Entity Name: Nandoo Inc.</td> <td colspan="2">D-U-N-S Number:</td> </tr> <tr> <td>* Tax Organization Type: Malaysian Company</td> <td></td> <td>* Tax Country: Malaysia</td> <td></td> </tr> <tr> <td>Supplier Type: Staff</td> <td></td> <td>* Malaysian Tax Identification Number (TIN): 101123</td> <td></td> </tr> <tr> <td>Corporate Web Site:</td> <td></td> <td>Malaysian SST No.(If applicable): MY101123</td> <td></td> </tr> <tr> <td>Attachments: None</td> <td></td> <td>Note to Approver:</td> <td></td> </tr> </table>		Individual/Company/Entity Name: Nandoo Inc.		D-U-N-S Number:		* Tax Organization Type: Malaysian Company		* Tax Country: Malaysia		Supplier Type: Staff		* Malaysian Tax Identification Number (TIN): 101123		Corporate Web Site:		Malaysian SST No.(If applicable): MY101123		Attachments: None		Note to Approver:	
Individual/Company/Entity Name: Nandoo Inc.		D-U-N-S Number:																			
* Tax Organization Type: Malaysian Company		* Tax Country: Malaysia																			
Supplier Type: Staff		* Malaysian Tax Identification Number (TIN): 101123																			
Corporate Web Site:		Malaysian SST No.(If applicable): MY101123																			
Attachments: None		Note to Approver:																			
<p><b>Additional Information</b></p> <p>* Company Registration No/ Passport No/ NRIC No: MY101123</p> <p><b>Your Contact Information</b></p>																					

## 1.5 Contacts Screen

In the **Contacts** screen, click **'Edit'** Button.

- Enter the **'Country Code'** and **'Phone Number'** as shown.
- Click **'OK'**
- Click **'Next'**



- **Phone No** – Select the **'Country Code'** and enter the phone **'Number'**
- Click **'OK'**
- Click **'Next'**

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions: View Format **Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden: 3

\* Address Name: Primary

\* Country: Malaysia

\* Address Line 1: 1-9-1, PANTAI PANORAMA

Address Line 2: OFF JALAN KERINCHI

Address Line 3: BANGSAR SOUTH CITY

\* Post Code: 59200

\* City: KUALA LUMPUR

\* State: Wilayah Persekutuan Kuala Lumpur

Language:

\* Address: ☒ Ordering

Purpose: ☒ Remit to

☒ RFQ or Bidding

Phone: 60 2022650

Fax:

Email: nandoo\_s@aol.com

Inactive Date: dd/mm/yyyy

Status: Active

\* State: WP

Address Contacts

Select the contacts that are associated with this address.

Actions: View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden: 4

Create Another **OK** Cancel

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions: View Format **Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Primary	PANTAI PANORAMA, OFF JALAN KERINCHI, BANGSAR SOUTH CITY, 59200 KUALA LUMPUR, WILAYAH PE...	+60 123022650	Ordering, Remit to		

Columns Hidden: 3

## 1.7 Bank Accounts Screen

1.7.1 In the **Bank Accounts** Screen, click **'Create'** button and enter below details -

- Country
- Bank
- Branch
- Account Number
- Currency

1.7.2 In Additional Information input below fields-

- Account Name
- Alternate Account Name (if applicable)
- Account Type

**Note:** If you are unable to find your bank, please provide the bank details in the 'Note to Approver.'

1.7.3 Click 'OK.'

1.7.4 Click 'Next'



Register Supplier: Bank Accounts ?

Company Details Contacts Addresses **Bank Accounts** Questionnaire Review

Back **Next** Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXX4321		MYR	MAYBANK ISLAMIC BERHAD		

Columns Hidden: 8

## 1.8 Questionnaire Screen – File Type Document

1.8.1 Select the option that applies to you. Upload the required documents as specified in the table below and enter the document name in the box provided.

Status	Document 1	Document 2	Document 3
<b>Malaysian Individual</b>	NRIC Copy	Bank Statement header	
<b>Foreign Individual</b>	Passport Copy	Bank Statement header	Certificate of Residence
<b>Malaysian Company</b>	Certificate Of Incorporation Form 9 or Form 13	Bank Statement header	
<b>Foreign Company</b>	Certificate Of Incorporation	Bank Statement header	Certificate of Residence
<b>Malaysian Student</b>	NRIC Copy	Bank Statement header	
<b>Foreign Student</b>	Passport Copy	Bank Statement header	

Questions

ASB\_01\_QUAL\_AREA (Section 1 of 1)

Section

1. ASB\_01\_QUAL\_AREA

\* 1. Kindly select the option below

☐ a. Malaysian Individual

☐ b. Foreign Individual

☒ c. Malaysian Company

☐ d. Foreign Company

☐ e. Malaysian Student

☐ f. Foreign Student

\* 1.c.1. Certificate Of Incorporation Form 9 or Form 13\* (Certificate Of Incorporation On Change Of Name Of Company)

\* Response Attachments None

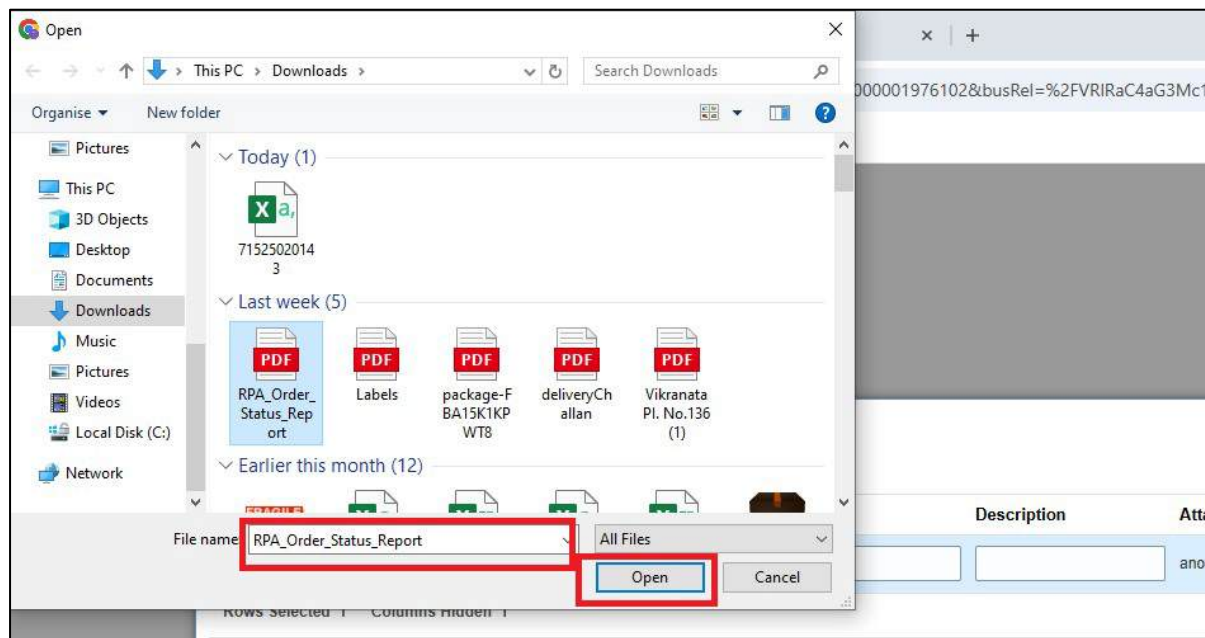
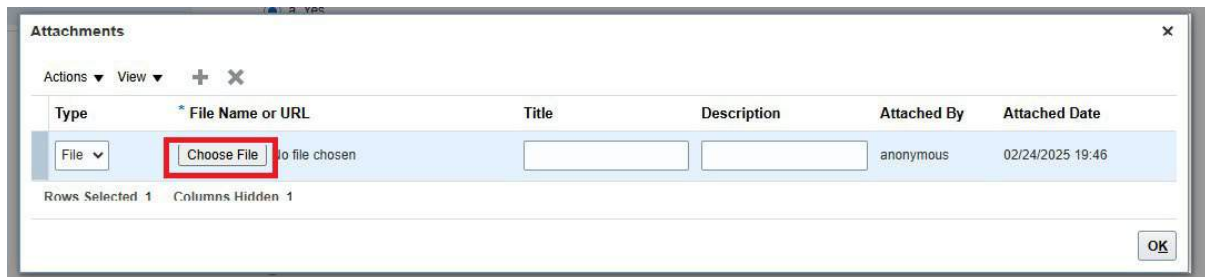
\* 1.c.2. Bank statement header\* (Bank statement containing account number, account beneficiary's name and bank name - Please refer sample attached)

1.8.2 Click the '+' symbol.

1.8.3 Click 'Choose File' and attach the required document.

1.8.4 Give a description and click 'OK'.

1.8.5 File Type document is uploaded.



1.9 Acknowledge the compliance declarations by checking the appropriate boxes, then click 'Next'.

**Note: Both compliances must be accepted to proceed with the registration**

2. **Declaration:**

I/We, the undersigned, hereby declare that the information provided above is true and accurate. ASB Management Sdn Bhd (ASB) may rely on the details provided by me/us for the purpose of making payments to me/us, including reporting the same to our banker(s) and relevant regulatory authorities, as and when required. ASB may obtain and verify further information about me/us, but is under no obligation to do so, in connection with our business relationship with ASB. ASB will not be liable for the accuracy, content, completeness, legality, or reliability of the information provided by me/us.

I/We confirm that I/We have read and will adhere to the following ASB policies:

- A. ASB Compliance Policy and Vendor Code of Business Conduct – <https://asb.edu.my/compliance/>
- B. ASB Privacy Notice – Personal Data Protection Notice – <https://asb.edu.my/privacy/>

☒ a. A. ASB Compliance Policy and Vendor Code of Business Conduct

☒ b. B. ASB Privacy Notice – Personal Data Protection Notice

End of Section 1 of 1

Previous Section Next Section

Register Supplier: Questionnaire

Attachments: None

Questions

A01 (Section 1 of 1)

1. Kindly attach Bank statement 3 months latest

Company Details Contacts Addressed Bank Accounts Questionnaire Review

Back Next Save for Later Register Cancel

## 1.10 Review Screen

1.11.1 Review all the details.

1.11.2 Click 'Register'

1.11.3 Registration is complete.

Review Supplier Registration: Nandoos Inc ?

Company Details

Company: Nandoos Inc

Tax Organization Type: Corporation

Supplier Type: Staff

Corporate Web Site:

D-U-N-S Number:

Tax Country: Malaysia

Taxpayer ID: 101123

Tax Registration Number: MY101123

Note to Approver:

Company Details Contacts Addressed Bank Accounts Questionnaire Review

Back Next Save for Later Register Cancel

Review Supplier Registration: Nandoos Inc ?

Company Details

Company: Nandoos Inc

Tax Organization Type: Corporation

Supplier Type: Staff

Corporate Web Site:

D-U-N-S Number:

Tax Country: Malaysia

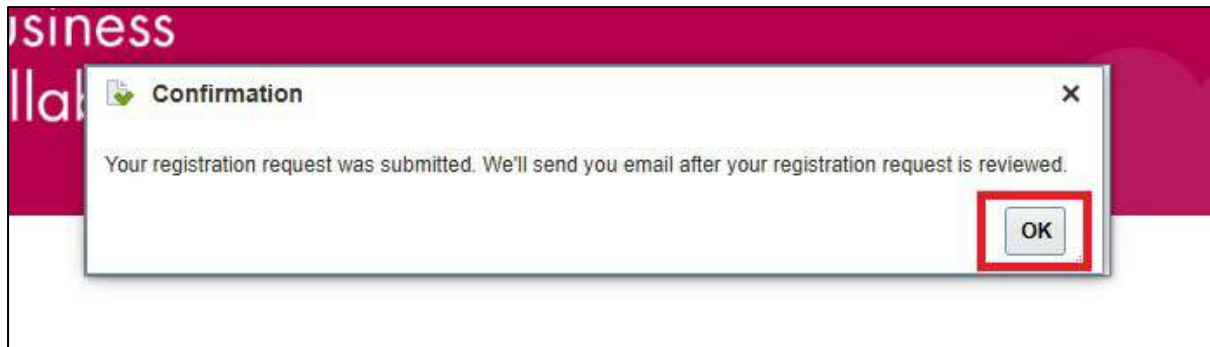
Taxpayer ID: 101123

Tax Registration Number: MY101123

Note to Approver:

Company Details Contacts Addressed Bank Accounts Questionnaire Review

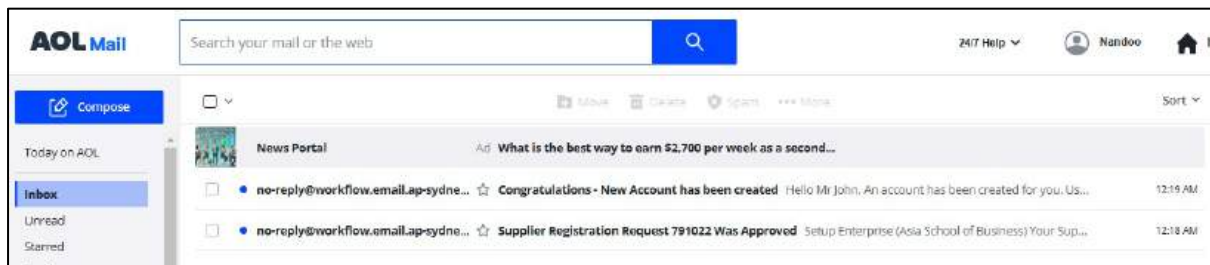
Back Next Save for Later Register Cancel



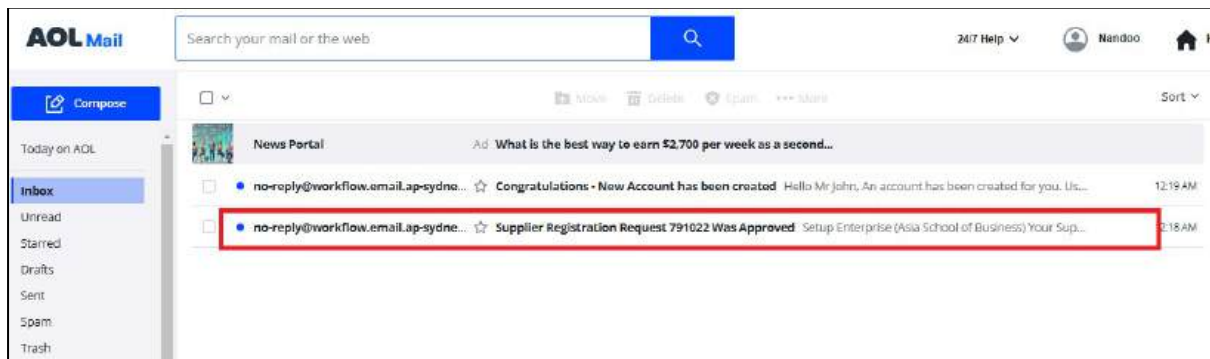
## Email Verification

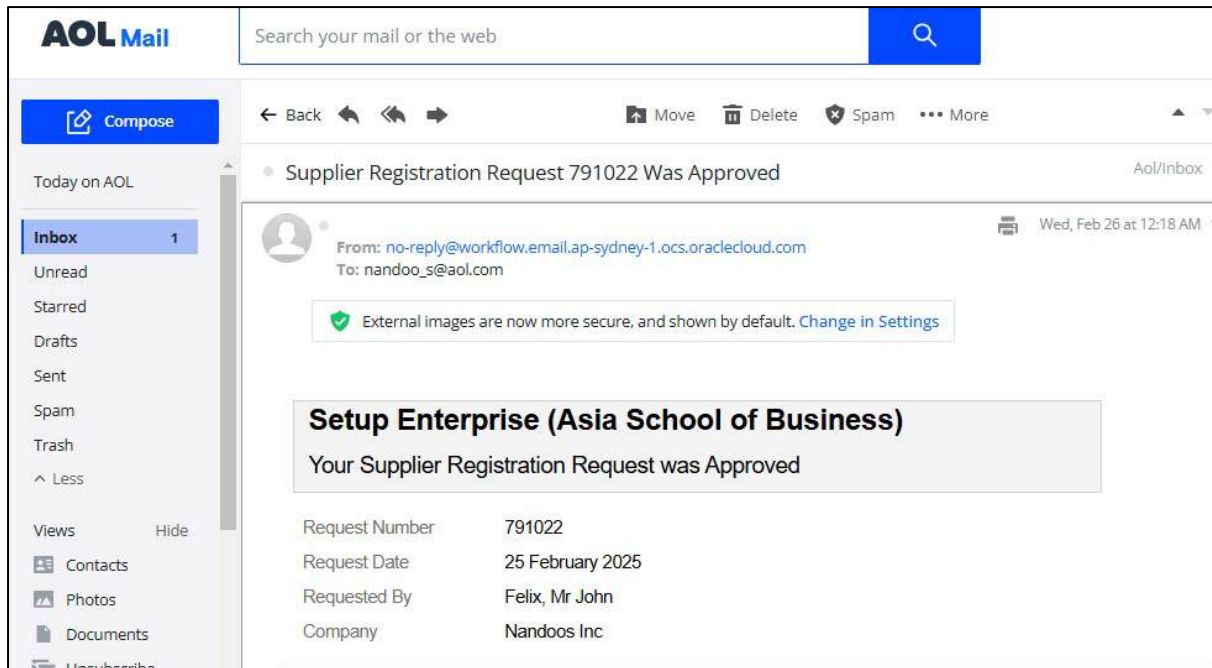
2.1 Check the email, there will be two emails which will be sent to your registered email.

2.2 Open the emails.



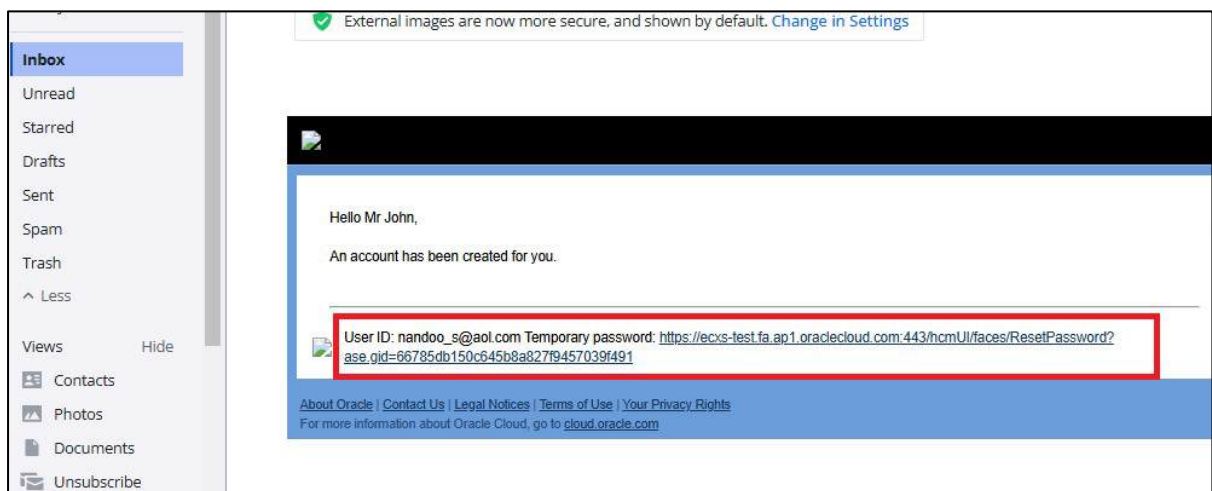
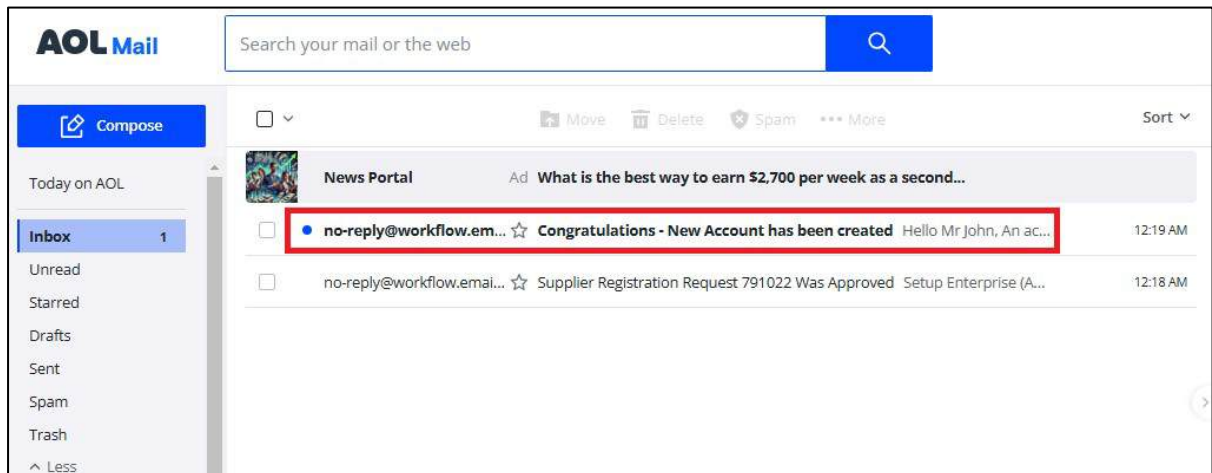
2.3 First one is an approval email saying that the request has been approved.





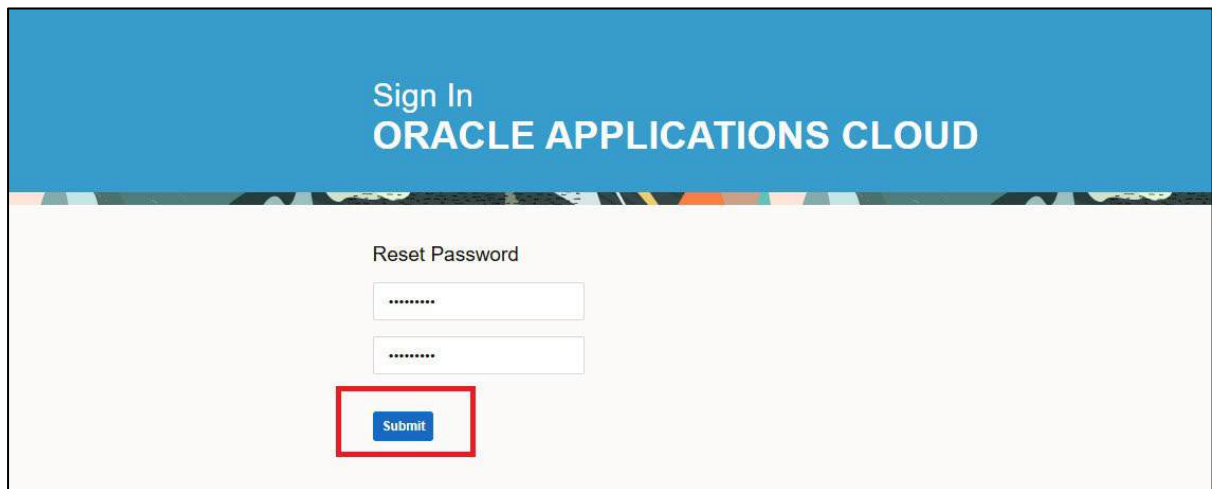
2.4 Second one is a Welcome email for vendor to login to the portal.

2.5 It will have the User ID and Temporary Password.



2.6 Click on the '**Temporary Password**' Link to reset the password.

2.7 Input the new password and click '**Submit**'.



The screenshot displays the 'Sign In ORACLE APPLICATIONS CLOUD' interface. Below the header, there is a 'Reset Password' section. This section contains two text input fields, each with a masked password (represented by dots). Below these fields is a blue 'Submit' button, which is highlighted by a red rectangular box.

Sign In  
ORACLE APPLICATIONS CLOUD

Reset Password

\*\*\*\*\*

\*\*\*\*\*

Submit