
ASB



New Vendor Registration

Document Control

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

Document Reviewers

Date	Author	Version	Change Reference

Document Approvers

Date	Author	Version	Change Reference

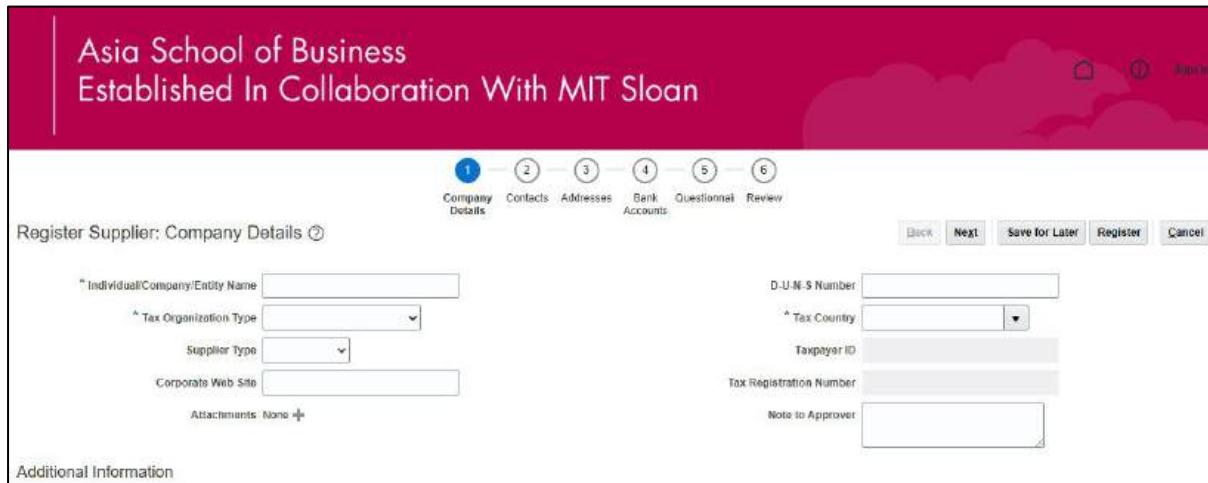
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Vendor Registration

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](#)



Asia School of Business
Established In Collaboration With MIT Sloan

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

Register Supplier: Company Details

Individual/Company/Entity Name:

* Tax Organization Type:

Supplier Type:

Corporate Web Site:

Attachments: None

D-U-N-S Number:

* Tax Country:

Taxpayer ID:

Tax Registration Number:

Note to Approver:

Additional Information

Back Next Save for Later Register Cancel

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

Company Details

1 2 3 4 5 6

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:

Back Next Save for Later Register Cancel

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

Company Details

1 2 3 4 5 6

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:

Back Next Save for Later Register Cancel

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	Nandoos Inc.	D-U-N-S Number	
* Tax Organization Type	Malaysian Company	* Tax Country	Malaysia
Supplier Type	Staff	* Malaysian Tax Identification Number (TIN)	1011123
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: Felix * Email: nandoo_s@aol.com * Confirm Email: nandoo_s@aol.com			

Click 'Next'.

Register Supplier: Company Details		Details <small>Payments</small>	Back	Next	Save for Later	Register	Cancel
* Individual/Company/Entity Name: Nandoos Inc. * Tax Organization Type: Malaysian Company Supplier Type: Staff Corporate Web Site: <input type="text"/> Attachments: None		D-U-N-S Number: <input type="text"/> * Tax Country: Malaysia * Malaysian Tax Identification Number (TIN): 1011123 Malaysian SST No.(If applicable): MY101123 Note to Approver: <input type="text"/>					
Additional Information * Company Registration No/ Passport No/ NRIC No: MY101123		Your Contact Information					

1.5 Contacts Screen

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

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

Register Supplier: Contacts (2)

Enter at least one contact.

Actions ▾ View ▾ Format ▾ + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Felix, Mr John		nandoo_s@aol.com	✓	✓	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Columns Hidden: 7

Edit Contact: Mr John Felix

Salutation	<input type="button" value="▼"/>	Phone	60	<input type="button" value="▼"/>	<input type="button" value=""/>	2022650	<input type="button" value=""/>
* First Name	Mr John	Mobile	<input type="button" value="▼"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Middle Name		Fax	<input type="button" value="▼"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
* Last Name	Felix	* Email	nandoo_s@aol.com				
Job Title		<input checked="" type="checkbox"/> Administrative contact					

OK Cancel

Register Supplier: Contacts (2)

Enter at least one contact.

Actions ▾ View ▾ Format ▾ + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Felix, Mr John		nandoo_s@aol.com	✓	✓	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Columns Hidden: 7

1.6 Addresses Screen

In the **Addresses** Screen, click 'Create' button and enter below details -

- **Address Name** – Enter 'Primary'
- **Country** – Select the applicable country
- **Address Line 1**
- **Address Line 2** – Optional
- **Address Line 3** – Optional
- **Post Code**
- **City**
- **State**
- **Address Purpose** – Check 'Ordering to', 'Remit to' and 'RFQ or Bidding' boxes

- **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, 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 122022650	Ordering, Remit to	<input style="width: 20px; height: 20px; border: none; border-radius: 50%; background-color: #ccc;" type="button" value="..."/>	<input style="width: 20px; height: 20px; border: none; border-radius: 50%; background-color: #ccc;" type="button" value="..."/>
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 (2)

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

IBAN	Currency	Bank	Edit	Delete
No data to display				
Columns Hidden: 8				

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: Malaysia	From Date: 28/03/2025
* Account Number: 987654321	Inactive On: dd/mm/yyyy
Bank Name: MAYBANK ISLAMIC BERHAD	IBAN: <input type="text"/>
Bank Branch: KL Main	Currency: MYR

Allow international payments

Additional Information

Account Name: Nandoo S	Check Digits: <input type="text"/>
Alternate Account Name: Nandoo s	Account Type: Savings
Account Suffix: <input type="text"/>	Description: <input type="text"/>

Create Another **OK** **Cancel**

Comments

Note to Approver:

Create Another **OK** **Cancel**

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.

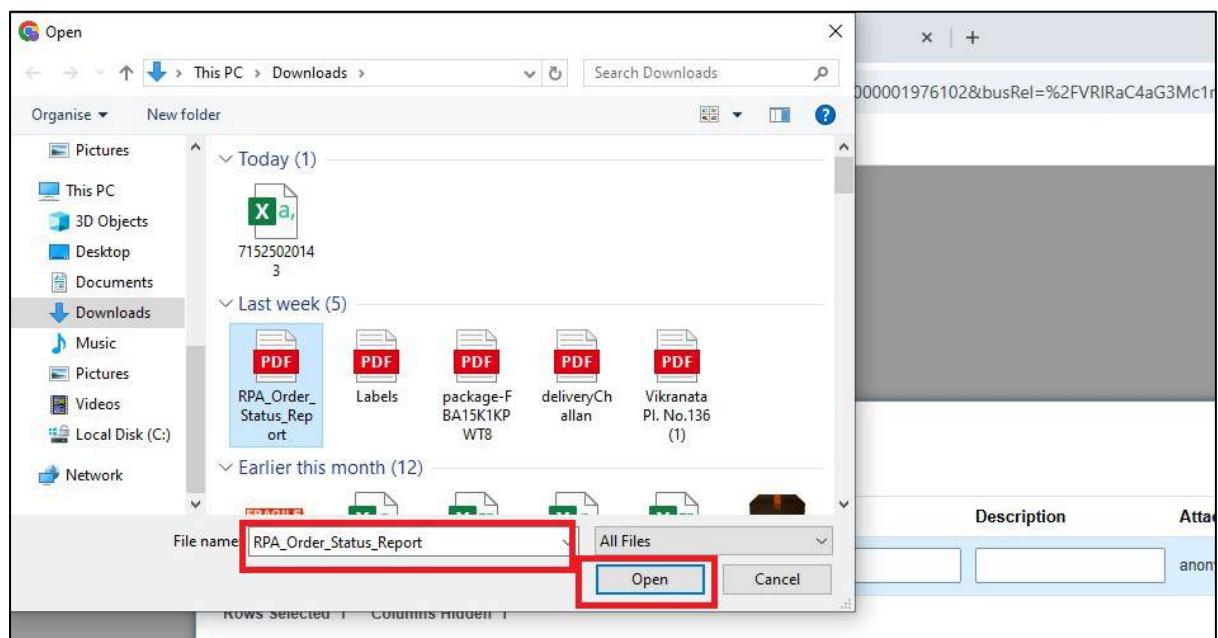
Status	Document 1	Document 2	Document 3
Malaysian Individual	NRIC Copy	Bank Statement header	
Foreign Individual	Passport Copy	Bank Statement header	Certificate of Residence
Malaysian Company	Certificate Of Incorporation Form 9 or Form 13	Bank Statement header	
Foreign Company	Certificate Of Incorporation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

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

^{4.2.} **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/policy/>

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)

^{4.1} Kindly attach Bank statement 3 months latest

Section

1 of 1

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 (1)

Company Details

Company	Nandoos Inc	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Malaysia
Supplier Type	Staff	Taxpayer ID	101123
Corporate Web Site		Tax Registration Number	MY101123
		Note to Approver	

Section

1 of 1

Back Next Save for Later Register Cancel

Review Supplier Registration: Nandoos Inc (1)

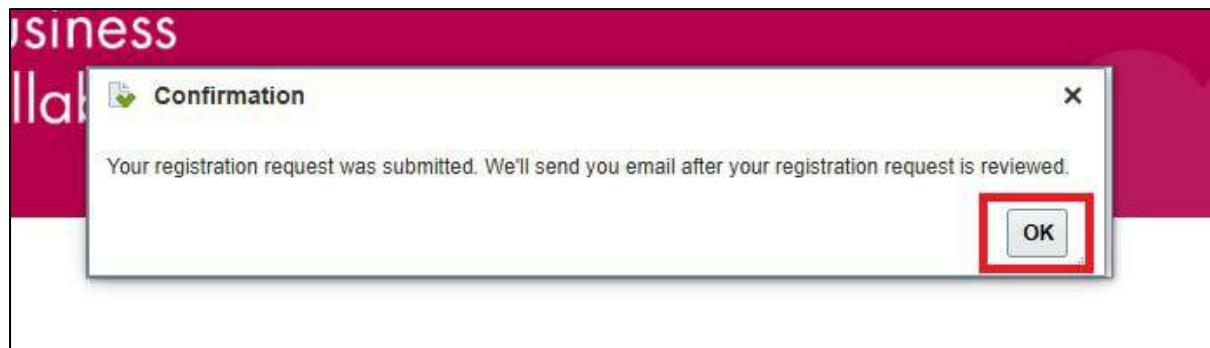
Company Details

Company	Nandoos Inc	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Malaysia
Supplier Type	Staff	Taxpayer ID	101123
Corporate Web Site		Tax Registration Number	MY101123
		Note to Approver	

Section

1 of 1

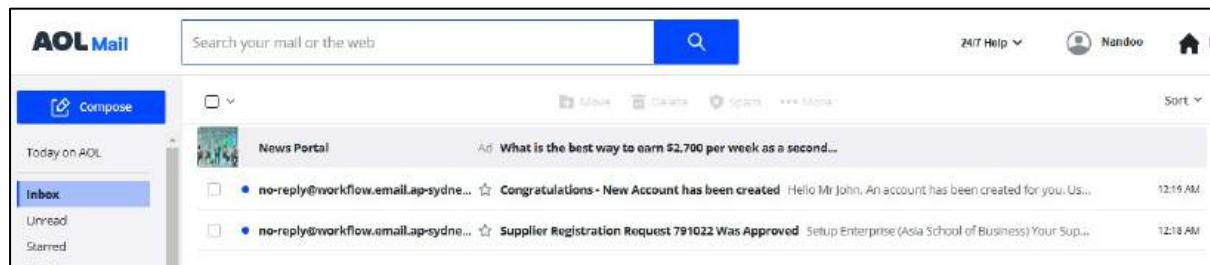
Back Next Save for Later Register Cancel



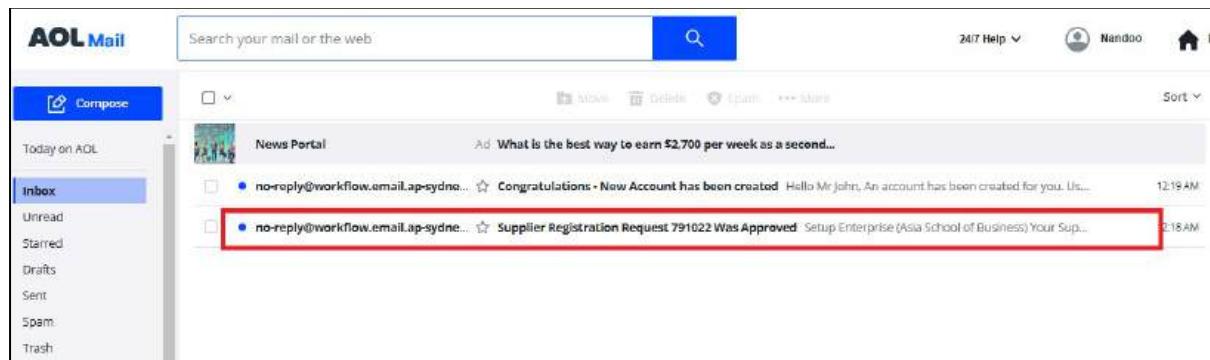
Email Verification

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.



AOL Mail

Search your mail or the web

Compose

Today on AOL

Inbox 1

Unread
Starred
Drafts
Sent
Spam
Trash
Less

Views Hide
Contacts
Photos
Documents
Unsubscribe

Supplier Registration Request 791022 Was Approved

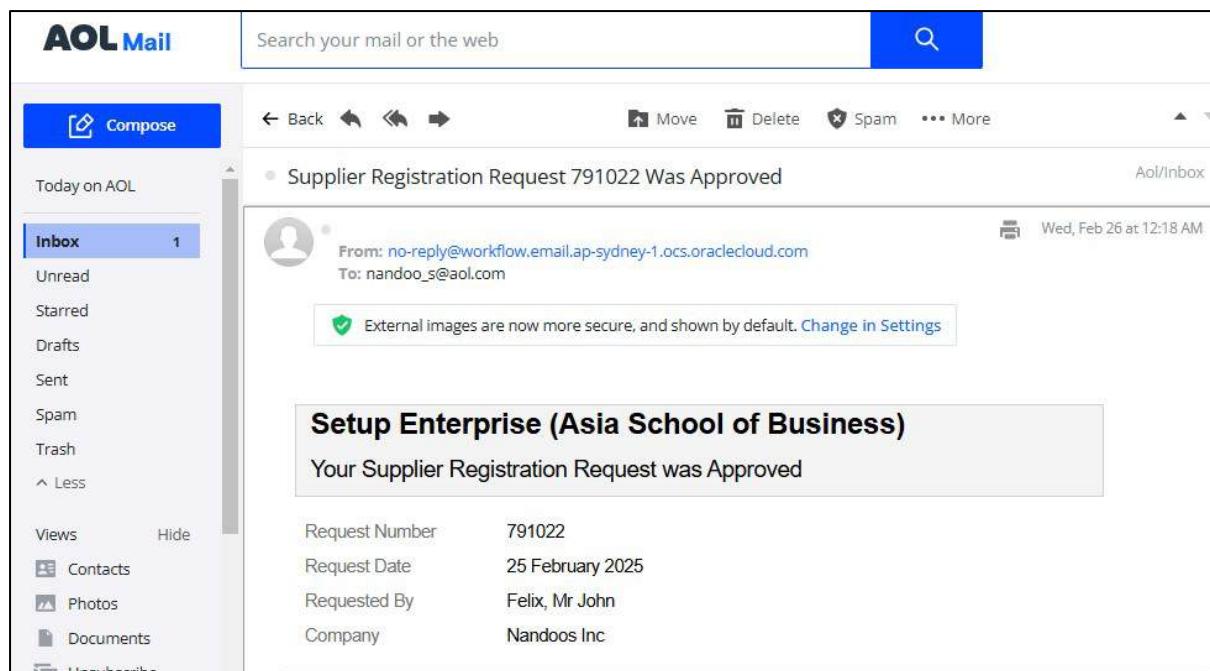
From: no-reply@workflow.email.ap-sydney-1.ocs.oraclecloud.com
To: nandoo_s@aol.com

External images are now more secure, and shown by default. [Change in Settings](#)

Setup Enterprise (Asia School of Business)
Your Supplier Registration Request was Approved

Request Number 791022
Request Date 25 February 2025
Requested By Felix, Mr John
Company Nandoos Inc

Aol/inbox
Wed, Feb 26 at 12:18 AM



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.

AOL Mail

Search your mail or the web

Compose

Today on AOL

Inbox 1

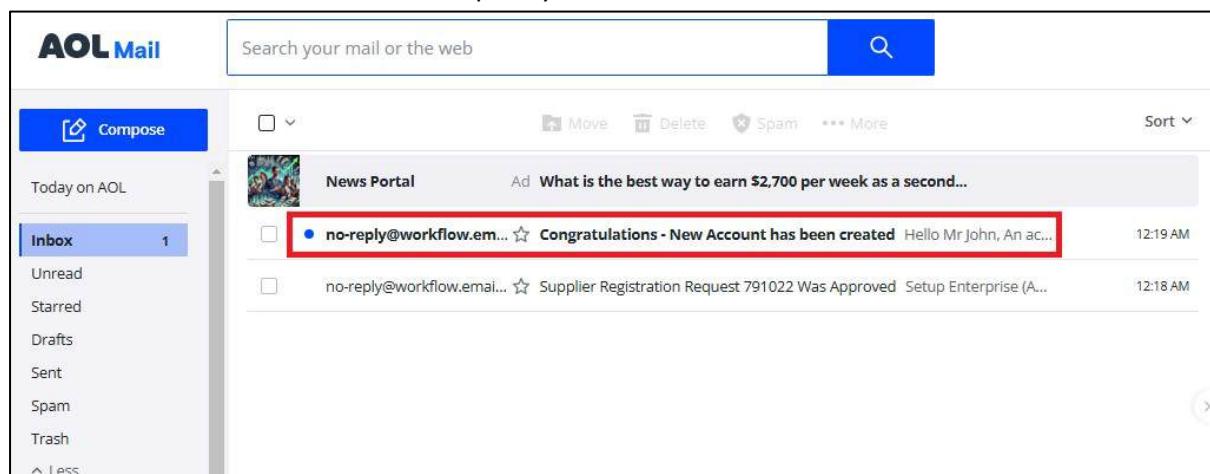
Unread
Starred
Drafts
Sent
Spam
Trash
Less

Sort ▾

News Portal Ad What is the best way to earn \$2,700 per week as a second...

no-reply@workflow.em... ☆ Congratulations - New Account has been created Hello Mr John, An ac... 12:19 AM

no-reply@workflow.email.ap-sydney-1.ocs.oraclecloud.com ☆ Supplier Registration Request 791022 Was Approved Setup Enterprise (A... 12:18 AM



Inbox

Unread
Starred
Drafts
Sent
Spam
Trash
Less

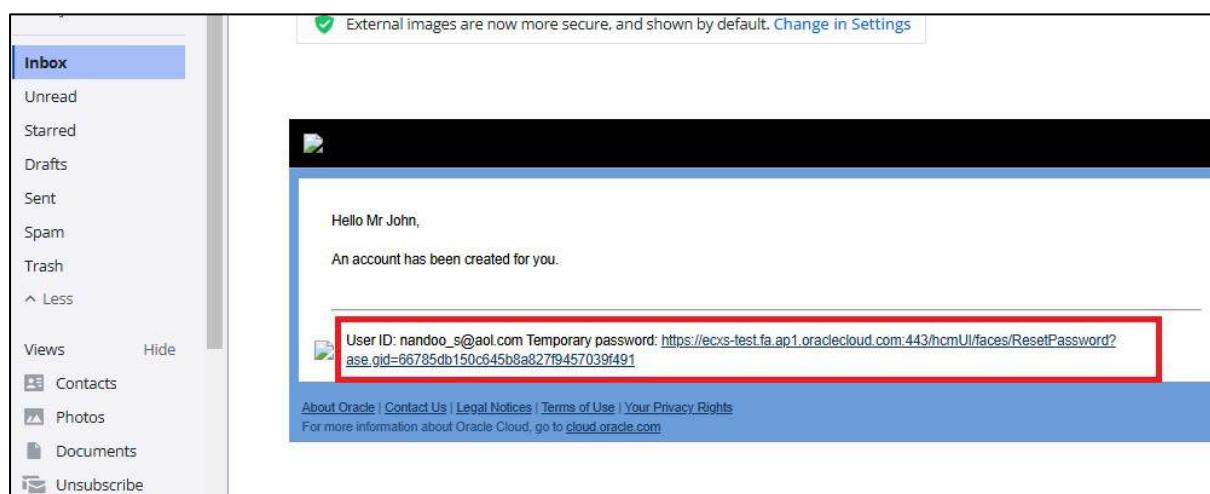
Views Hide
Contacts
Photos
Documents
Unsubscribe

External images are now more secure, and shown by default. [Change in Settings](#)

Hello Mr John,
An account has been created for you.

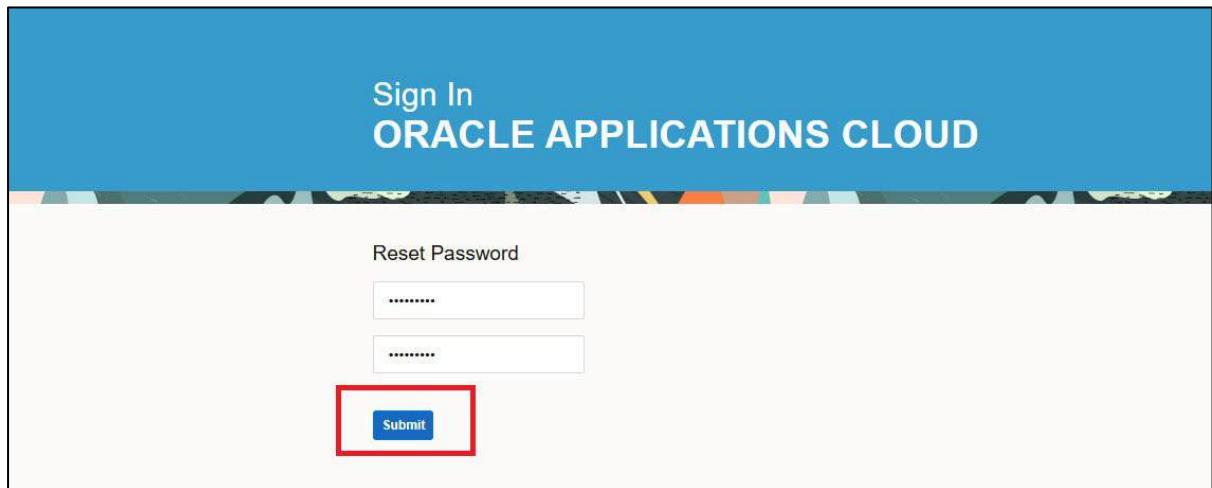
User ID: nandoo_s@aol.com Temporary password: https://ecxs-testfa.ap1.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase_gid=66785db150c645b8a827f9457039f491

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For more information about Oracle Cloud, go to [cloud.oracle.com](#)



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

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



Sign In
ORACLE APPLICATIONS CLOUD

Reset Password

.....
.....

Submit