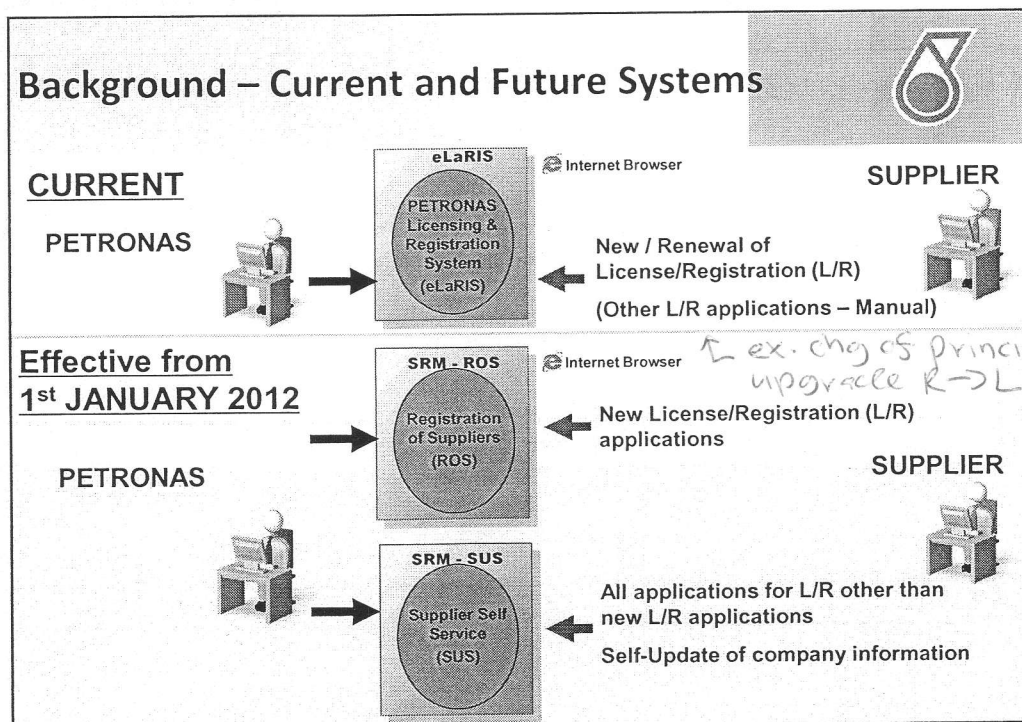
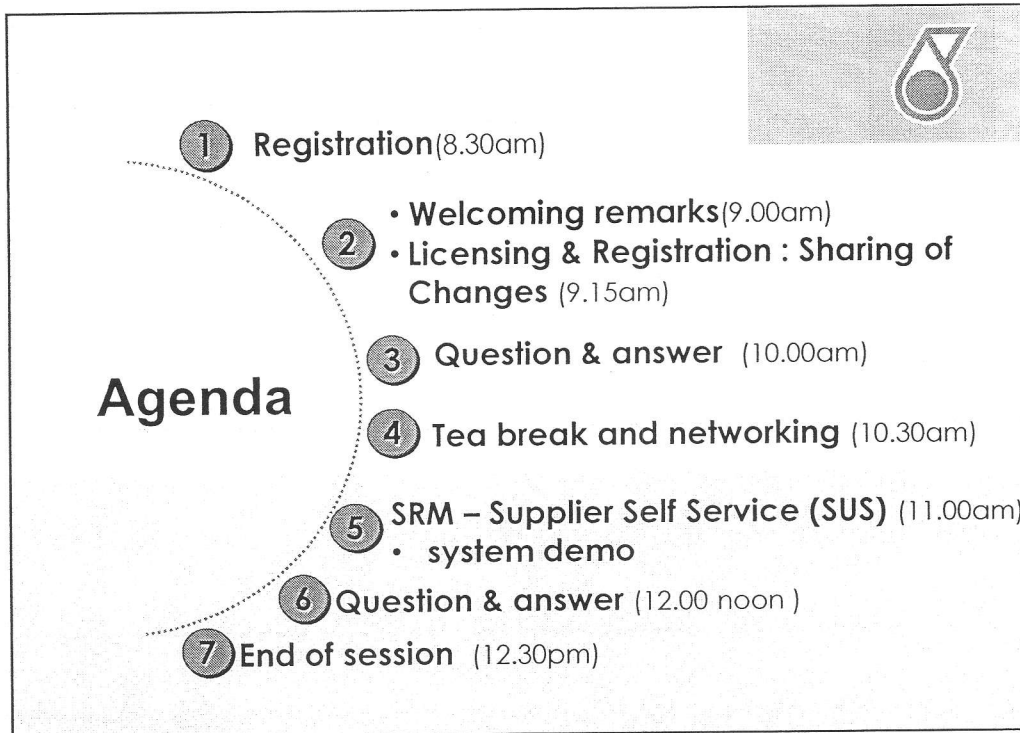




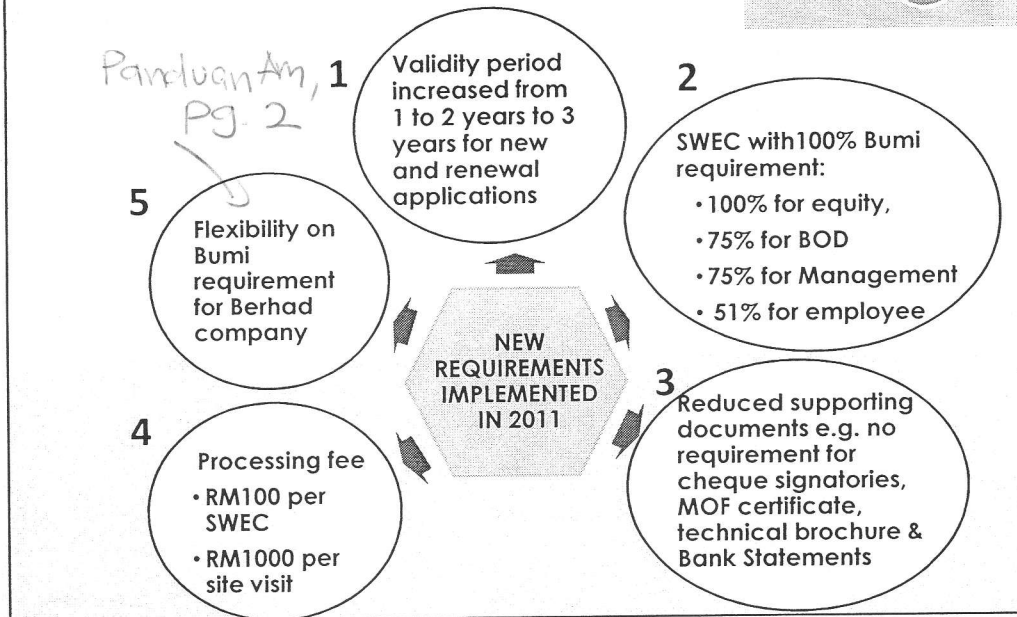


What's new?

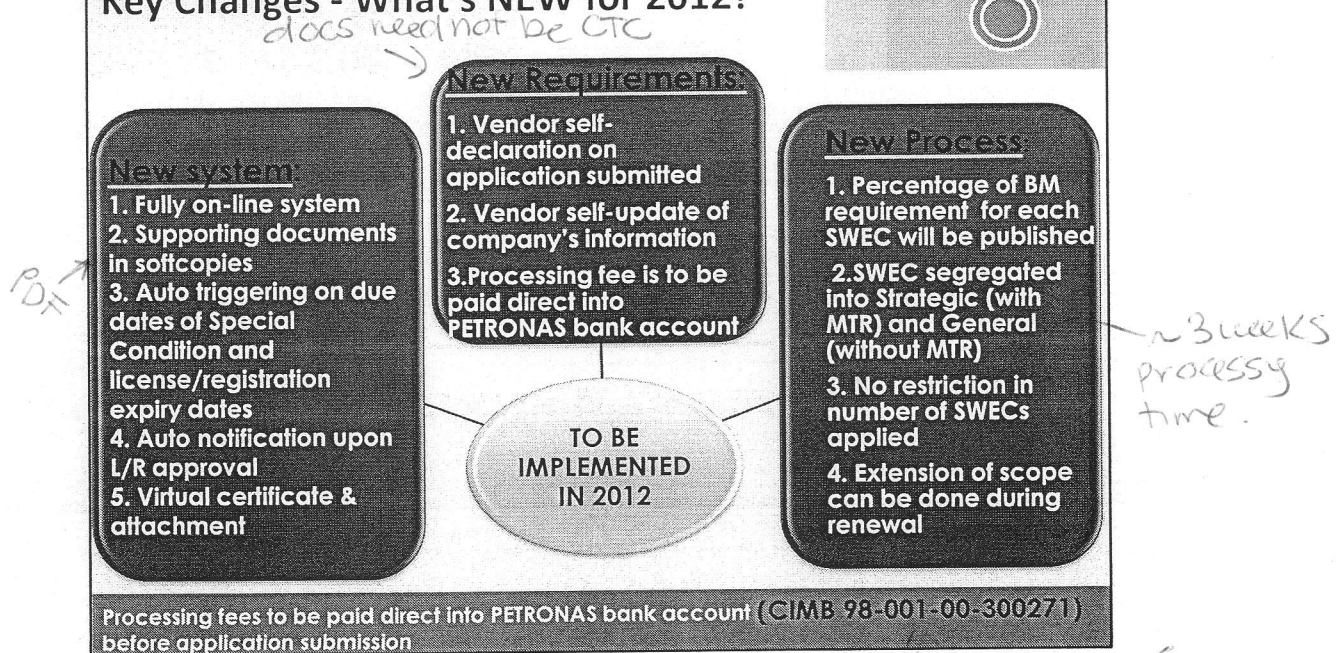


- ✓ New requirements
- ✓ New process
- ✓ New system

Key Changes - What's NEW in 2011?



Key Changes - What's NEW for 2012?



correct no. (13 digits) over the counter (not electronic?) multiple transses rev appli?

Key Changes – How to Access New Licensing and Registration System?



Via PETRONAS website
<http://www.petronas.com.my>

SRM – ROS

1. New license/registration application.

Note:

1. Attachments - max of 10Mb per file (e.g. EPF, annual return, relevant certificates, etc.)
2. SRM requires Internet Explorer version 8.0 or Mozilla fire fox version 3.6

SRM – SUS

1. Renewal, extension of scope, upgrade from Registration to license, change of mode of operation, change of principal.
2. Update Special Condition and Company's information.
3. Application for deletion/cancellation of SWEC/License/Registration.

<http://www.petronas.com.my>



Strategic Partner for Growth

Our journey of growth has taken us into more than 30 countries around the world. Driven by our commitment to operational excellence and sustainable development while conducting our business with integrity, mutual respect and understanding, this journey has seen PETRONAS being accepted as a strategic partner in the development of the petroleum industry of our host nations. Through this partnership, we seek to contribute to the realisation of our partner nations' aspiration to improve the lives of their people by harnessing the wealth of oil and gas resources in their hand. Please explore our site and find out more about our philosophy of growth and the many ways in which PETRONAS touches the lives of people around the world.

Egypt

Home

Highlights PETRONAS GROUP FINANCIAL RESULTS FOR FIRST QUARTER ENDED 30 JUNE 2011 PETRONAS TO DEVELOP NEW RE

I'm a casual browser

Search

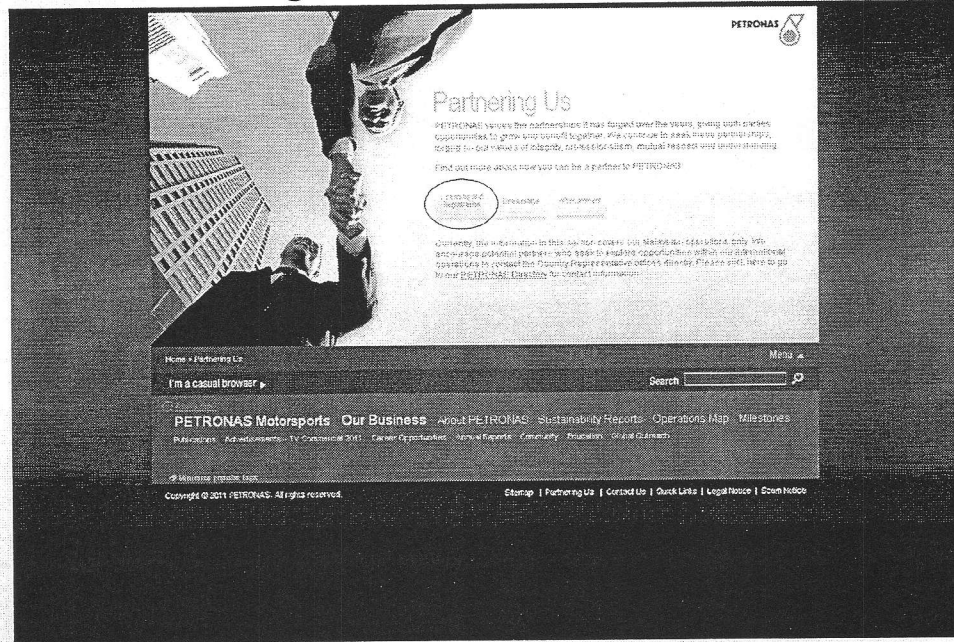
Career Opportunities About PETRONAS Our Organisation PETRONAS Directory Our Business Education Education Sponsorship Unit Board of Directors Sponsorship Programmes Contact Us Sponsorship Application Information Management Committee Group of Companies

Minimize page

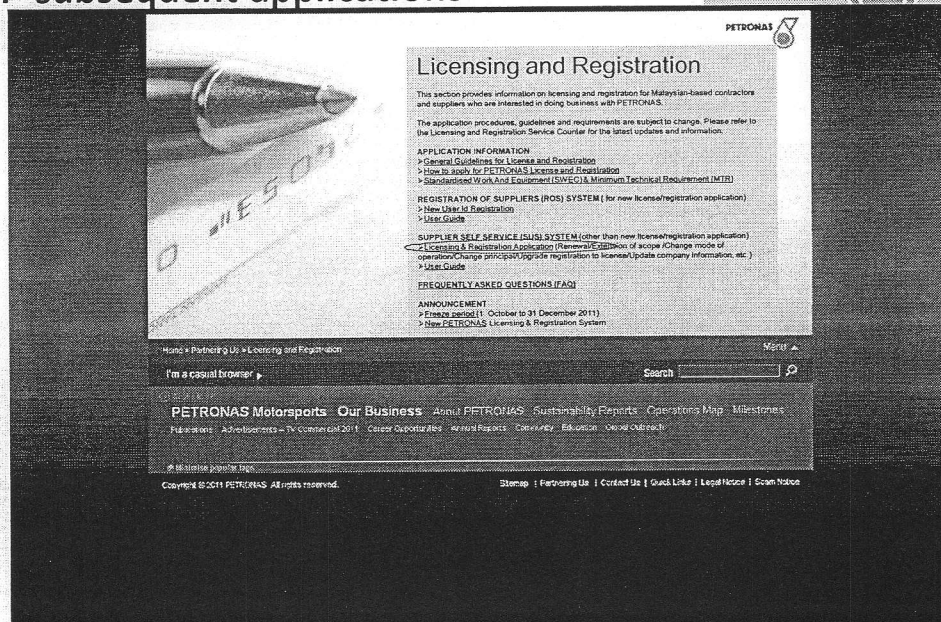
Copyright © 2011 P

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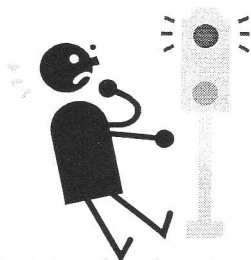
Click on "Licensing and Registration"



Click "Licensing & Registration Application" or subsequent applications



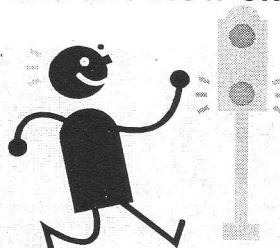
Key Changes – License/Registration Freeze Period



Freeze from 1st October - 31st December 2011

We are now migrating all vendor data into the new SRM system...

Business as usual from 1st January 2012



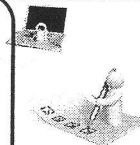
Vendor Responsibilities



- 1 • Quickly adapt to new requirement, processes & systems
• Checkout the user guides on the website



- 3 Check security access – ensure user ids assigned to authorised personnel only



- 2 Immediately communicate new requirement, processes and systems to all related personnel

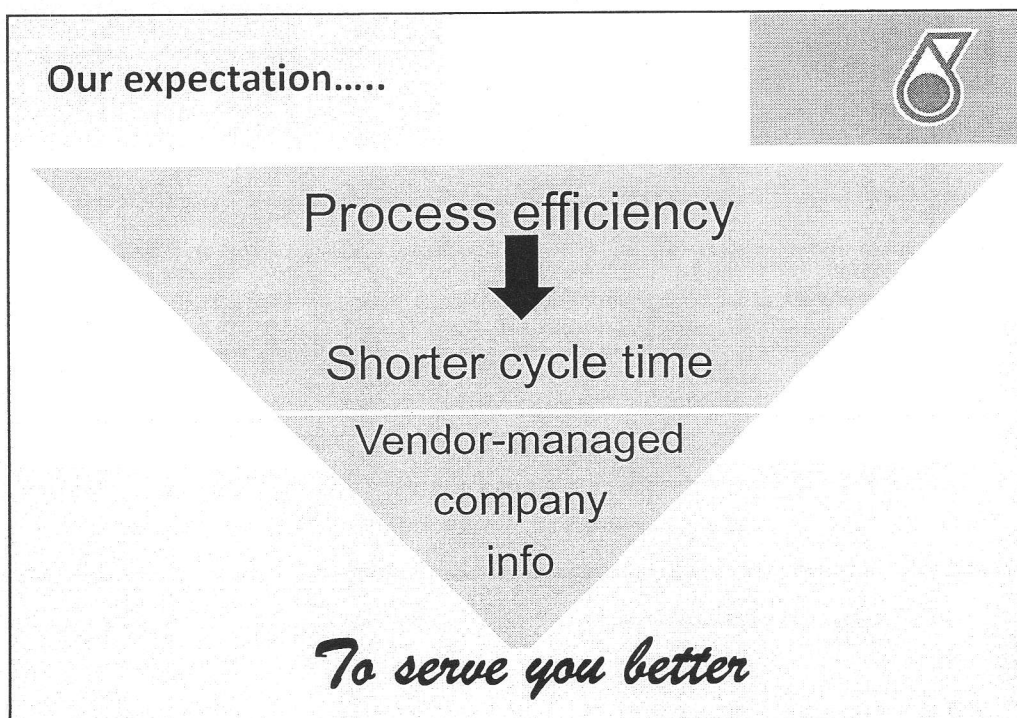
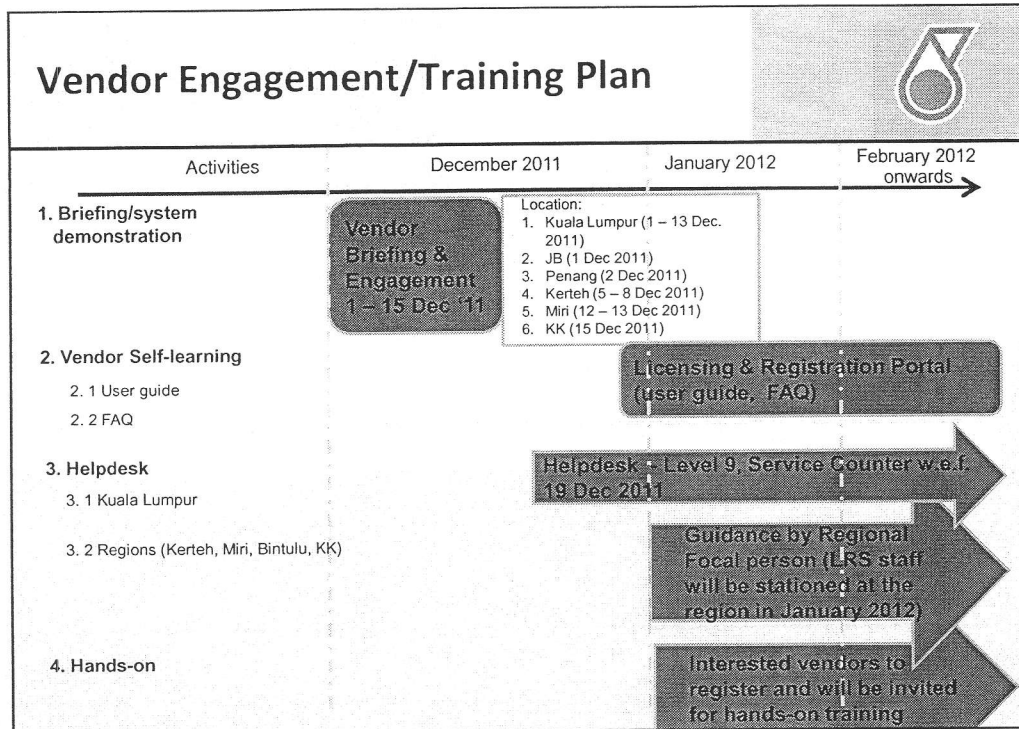


- 4 Ensure all information and supporting documents submitted are correct and complete – otherwise, company lose processing fee



- 5 Ensure all changes in company information are correct and up-to-date







THANK YOU

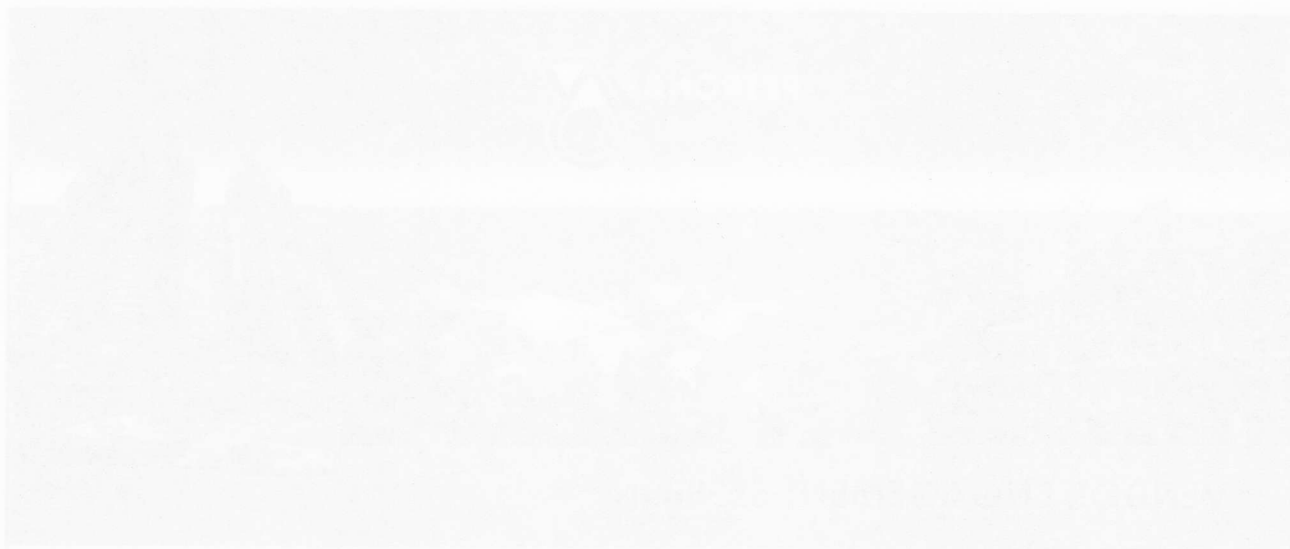


QUESTION AND ANSWER SESSION



Manage SRM Registration of Supplier (ROS)

December, 2011



Manage SRM Registration of Supplier (ROS)

December, 2011

Course Description & Objectives



Course Description:

- The overall Registration of Supplier (ROS) is to manage the licensing and registration related transaction between the PETRONAS LRS and the supplier.

Course / Learning Objectives:

Upon completion of this course, you will be able to

- Perform First Time Login
- Display Company Details
- Display Company Status & Certificate
- Update Company's Information
- Update Company's Profile
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Cancellation of Scope
- Cancellation of License/Registration
- Display Application Status
- Create and Manage User ID

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

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- Display Company Details
- Display Company Status & Certificate
- Update Company's Information
- Update Company's Profile
- Renewal of License/Registration
- Change Mode of Operation
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- Cancellation of License/Registration
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Appendix

Process Overview – Application Submission



Key Changes

- Vendor (HQ and Branch) will receive email for temporary user-ID and password. Vendor has to perform First Time Login to create their own user ID and password (1st Jan 2012).
- Prospective vendors to scan and submit required information such as Form of Annual Return, certificates & etc as an attachment during the submission of application online.
- Each SWEC (work category) will be validated against Minimum Technical Requirement (MTR) online
- All application status will be notified via e-mail. Supplier able to check the status online as well.
- System will notify vendor 90, 60 and 30 days prior to Special Condition (e.g. AAR, external bodies registration, etc) or expiry due date
- Processing fees will be imposed upon submission of new application. Vendors to attach payment receipt as proof-of-payment in ROS portal.
- New application is not allowed to be submitted if previous application is still being processed by LRS
- All application will subject to LRS approval except for Update Company's Information

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

- Perform First Time Login
- Display Company Details
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Appendix

Perform First Time Login



Supplier is required to perform first time login

Hello! Before you start, ...
Please enter your user name and password to register

User Name

Password

1. Enter "User Name"

2. Enter "Password"

3. Click "Submit"

7

Perform First Time Login



Hi! Before you start...

You will be created as an administrator for your company with the following registration prerequisites for use as that your company has been registered with us.

Fields indicated with a * must be filled.

*User Name		1. Enter "User Name"
*Password		2. Enter "Password"
*Confirm Password		3. Enter "Confirm Password"
*Form ID/Addr	Select [v]	4. Select "Form of Addr"
*First Name		5. Enter "First Name"
*Last Name		6. Enter "Last Name"
*E-Mail Address		7. Enter "E-mail Address"
*Country	Afghanistan [v]	8. Choose "Country"
Language	English [v]	
Telephone		
Fax		
Position		
Department		
Date Format	DD.MM.YYYY [v]	
Decimal Format	12 345 667.90 [v]	
Time Zone	UTC+08 [v]	

Data Privacy Statement

To prevent unauthorized access to your company's information which will be maintained in the PETRONAS licensing and registration system, you are required to create a new user id and password before accessing the system.

Please ensure that your user id and password are not shared or accessible by unauthorized personnel. PETRONAS will not take responsibility for any loss/change of data arising from user id and password leakage.

9. Tick Declaration
☐ Yes, I have read this data privacy statement and accept the terms.

10. Click "Create"

8

Course Agenda



Process Overview

License/Registration Applications and Company Updates

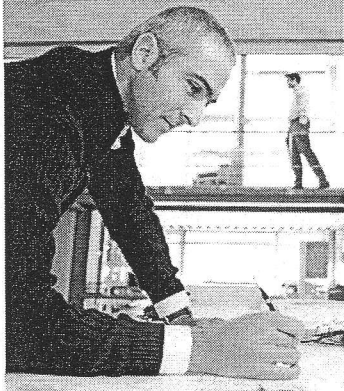
- Perform First Time Login
- Display Company Details
- Display Company Status & Certificate
- Update Company's Information
- Update Company's Profile
- Renewal of License/Registration
- Change Mode of Operation
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Display Company Details



SAP NetWeaver

User ID *

Password *

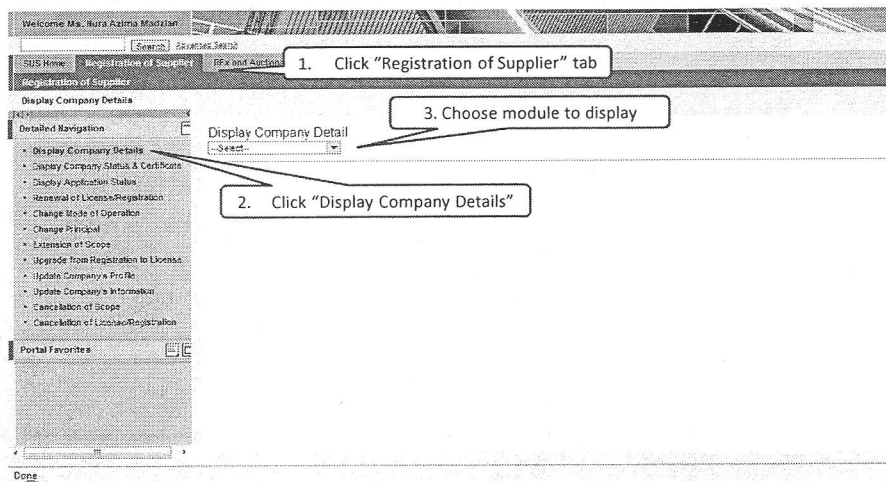
1. Enter "User ID"
2. Enter "Password"
3. Click "Log on"

© 2008 SAP AG. All rights reserved.



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Display Company Details



Welcome Ms. Rura Azima Modrian

Search | Services Search

SUS Home | Registration of Supplier | RFx and Auctions

1. Click "Registration of Supplier" tab

Registration of Supplier

Display Company Details

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

2. Click "Display Company Details"

Display Company Detail

3. Choose module to display

Portal Favorites

Done

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

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Appendix

Display Company Status & Certificate



Welcome Ms. Nur Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Display Company Status & Certificate

1. Click "Registration of Supplier" tab

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

2. Click "Display Company Status and Certificate"

ROC: N1N

Transaction ID: 009000060

Company Name: NN

Status: RSAC Active

Company Type: R Registration

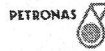
Company Category: G General

View Certificate

3. Click "View Certificate"

13

Display Company Status & Certificate



PENDAFTARAN MEMBEKAL PETROL ATAU MEMBERI PERKHIDMATAN KEPADA PETRONAS DAN ANAK-ANAK SYARikat PETRONAS DI SEKTOR HILIRAN

Untuk membolehkan status lesen yang dibuat oleh Seksyen 7, Akta Kemajuan Petrol, 1974 dan selepas Perintah 5, Peraturan-Peraturan Petroleum, 1974 yang dikuatkuasakan kepada syarikat TAD Petrol dan Hiliran 3 Malaysia, syarikat ini membolehkan lesen diberikan Perintah 3, Peraturan-Peraturan Petroleum ini bagi tujuan di atas kepada:

Tarikh: 10/11/2011

NO: 0715
EE
40000 YHAI ALAM
Selangor

Berikut-butir Lesen adalah seperti berikut:

Macam Syarikat:	: MIN
Jenis Syarikat:	: R
Kategori Syarikat:	: G
Tawarikh Sub Lesen:	: 10/11/2014
Yusuh Lesen:	: RM 0.00
Butiran peribadi/lesen permohonan:	: Seperti di Lampiran "BIDANG-BIDANG LELIPI"

Sistem-sistem khas yang dikemukakan ke atas lesen ini:

Terdahulu kepada syarikat khas seperti di lampiran berikutan.

Sistem-sistem Alat Lesen ini adalah seperti yang tertera di lampiran berikutan.

Pemohon: Pemegang Lesen Mendedahkan Maksud Pendaftaran Lesen Syarikat dan Lesen Lesen Petrol Lesen
Sila isi dengan nama lengkap dan Tandatangan pejabat Perlesenan dibawah.

Halaman 1/3

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Process Overview

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Update Company's Information



Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Update Company's Information

1. Click "Registration of Supplier" tab

2. Click "Update Company's Information"

3. Choose module to update

UPDATE COMPANY INFORMATION

--select-- Application Status: --N/A--

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
- Change Mode of Operation
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- Extension of Scope
- Upgrade from Registration to License
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- Cancellation of License/Registration

Portal Favorites

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Update Company's Information



Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Update Company's Information

UPDATE COMPANY INFORMATION

Submit Application Application Status: --N/A--

Please read the following Declaration Agreement You must accept the terms of this agreement before continuing with the submission

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN

2. Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemubual kakitangan saya / kami dan pihak-pihak yang berkenaan.

3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilik dan pengaruh yang sama di syarikat lain yang dlesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.

4. Saya / Kami membuat pengakuan bahawa syarikat akan menaati syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

I have read and ACCEPT the above declaration agreement

1. Tick Declaration

2. Click "Submit"

SUBMIT

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

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 - Display Company Details
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 - Update Company's Information
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Update Company's Profile



Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFx and Auctions (EHP1)

Registration of Supplier

Update Company's Profile

Detailed Navigation

- Display Company Details
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- Upgrade from Registration to License
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- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

1. Click "Registration of Supplier" tab

2. Click "Update Company's Profile"

3. Choose module to update

UPDATE COMPANY PROFILE

--select-- Application Status: -NA-

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Update Company's Profile



Welcome Ms. Nora Azima Madzlan

Search Logout Start

SUS Home Registration of Supplier RFx and Auctions (EHPT)

Registration of Supplier

Update Company's Profile

Detailed Navigation

- Display Company Details
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- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

UPDATE COMPANY PROFILE

Submit Application Application Status: -N/A-

Please read the following Declaration Agreement. You must accept the terms of this agreement before continuing with the submission.

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUKUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN
2. Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemubual kakitangan saya / kami dan pihak-pihak yang berkenaan.
3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai penalti dan pengarah yang sama di syarikat lain yang dlesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.
4. Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

I have read and ACCEPT the above declaration agreement.

SUBMIT

1. Tick Declaration

2. Click "Submit"

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Process Overview

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Renewal of License/Registration



Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Renewal of License/Registration

1. Click "Registration of Supplier" tab

2. Click "Renewal of License/Registration"

3. Choose module to update

RENEW

--select-- Application Status: -N/A-

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
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- Cancellation of License/Registration

Portal Favorites

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Renewal of License/Registration



Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Renewal of License/Registration

1. Enter "Reference No"

2. Enter "Processing Fees Paid"

3. Click "Save"

4. Add Attachment

RENEW

Payment Application Status: DRAFT

Company No.: NIN

Transaction ID: 000000419

No of SWEC: 1

System Calculated Amount: 100

Reference No.: *

Processing Fees Paid (RM): *

Save

Attachment

Add File Delete Master Attachment Checklist

Filename	Content	Size MB
Jellyfish.jpg		0.74

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Renewal of License/Registration



Welcome Ms. Nura Azma Madzhan

Search Advanced Search

SUS Home Registration of Supplier RFx and Auctions (EHP)

Registration of Supplier

Renewal of License/Registration

Renew

Submit Application Application Status: N/A

Please read the following Declaration Agreement. You must accept the terms of this agreement before continuing with the submission.

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN
2. Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemubual kakitangan saya / kami dan pihak-pihak yang berkenaan.
3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai penarik dan pengarah yang sama di syarikat lain yang disenaraikan / didaftarkan dengan PETRONAS dalam bidang yang sama.
4. Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

I have read and ACCEPT the above declaration agreement.

1. Tick Declaration

2. Click "Submit"

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Course Agenda



Process Overview

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Change Mode of Operation



Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Change Mode of Operation

1. Click "Registration of Supplier" tab

2. Click "Change Mode of Operation"

3. Choose 'SWEC' to update

CHANGE MODE OF OPERATION

--select-- Application Status: --N/A--

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

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Change Mode of Operation



Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Change Mode of Operation

2. Click "Edit/Display"

CHANGE MODE OF OPERATION

SWEC Application Status

View: [Standard View] Print Version Export

ROC	Transaction ID	Record ID	Swec ID	Work Category ID	Category	License/Registration	Sector Application	Mode of Operation
NIN	69	1	PA19190906GRCPRDE	PA19190906	G	R	D	PRDE

1. Choose Work Category to edit

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

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1. Choose new "Mode of Operation"

28

1. Click 'Save'

2. Click 'Back to Main'

29

Change Mode of Operation



Welcome Ms. Hura Azima Madzlan

Search | Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Change Mode of Operation

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

CHANGE MODE OF OPERATION

Payment Application Status: DRAFT

Company No.: R1N

Transaction ID: 000000420

No of SWEC: 1

System Calculated Amount: 100

Reference No.: *

Processing Fees Paid (RM): 0.60

1. Enter "Reference No"

2. Enter "Processing Fees Paid"

3. Click "Save"

Attachment

Add File Delete Master Attachment Checklist

Filename	Content	Size KB
Jellyfish.jpg		0.74

4. Add Attachment

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Change Mode of Operation



Welcome Ms. Hura Azima Madzlan

Search | Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Change Mode of Operation

Detailed Navigation

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- Change Principal
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- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

CHANGE MODE OF OPERATION

Submit Application Application Status: DRAFT

Please read the following Declaration Agreement You must accept the terms of this agreement before continuing with the submission

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN

2. Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyinar dokumen-dokumen serta menemubual kakitangan saya / kami dan pihak-pihak yang berkenaan.

3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilikan pengaruh yang sama di syarikat lain yang dlesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.

4. Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

I have read and ACCEPT the above declaration agreement

SUBMIT

1. Tick Declaration

2. Click "Submit"

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

- Perform First Time Login
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Appendix

Change Principal



Welcome Ms. Nura Azima Madzlan

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SUS Home Registration of Supplier RFx and Actions (EHP1)

Registration of Supplier

Change Principal

Detailed Navigation

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- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

1. Click "Registration of Supplier" tab

CHANGE OF PRINCIPAL

-select- Application Status: -N/A-

3. Choose 'SWEC' to update

2. Click "Change Principal"

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Change Principal

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Change Principal

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Change Principal



Welcome Ms. Nur Azima Madzan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Change Principal

Detailed Navigation

- Display Company Details
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- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

CHANGE OF PRINCIPAL

Payment Application Status DRAFT

Company No.: NIN

Transaction ID: 000000421

No of SWEC: 1

System Calculated Amount: 100

Reference No.: *

Processing Fees Paid (RM): *

1. Enter "Reference No"

2. Enter "Processing Fees Paid"

3. Click "Save"

Attachment

Add File Delete Master Attachment Checklist

Filename	Content	Size MB
Jellyfish		0.74

4. Add Attachment

36

Change Principal



Welcome Ms. Nur Azima Madzan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Change Principal

Detailed Navigation

- Display Company Details
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- Cancellation of License/Registration

Portal Favorites

CHANGE OF PRINCIPAL

Submit Application Application Status DRAFT

Please read the following Declaration Agreement You must accept the terms of this agreement before continuing with the submission

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN

2. Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemubual kakitangan saya / kami dan pihak-pihak yang berkenaan.

3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilikan pengarah yang sama di syarikat lain yang dlesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.

4. Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

I have read and ACCEPT the above declaration agreement

SUBMIT

1. Tick Declaration

2. Click "Submit"

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

- Perform First Time Login
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Appendix

Extension of Scope



Welcome Ms. Nura Azima Madzlan

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SUS Home Registration of Supplier RFx and Auctions (EHP1)

Registration of Supplier

Extension of Scope

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- Cancellation of License/Registration

Portal Favorites

1. Click "Registration of Supplier" tab

2. Click "Extension of Scope"

3. Choose 'SWEC' to update

EXTENSION OF SCOPE

--select-- Application Status: -N/A-

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4041

NOTE: Maintain Principal only if necessary

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NOTE: Maintain Details only if necessary

2. Click "save"

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Extension of Scope



Welcome Ms. Hura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (ERP1)

Registration of Supplier

Extension of Scope

Detailed Navigation

- Display Company Details
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- Renewal of License/Registration
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- Update Company's Information
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- Cancellation of License/Registration

Portal Favorites

EXTENSION OF SCOPE

Payment: Application Status: DRAFT

Company No: N1N

Transaction ID: 000000422

No of SWECS: 1

System Calculated Amount: 100

Reference No.: *

Processing Fees Paid (RM): 0.00

1. Enter "Reference No"

2. Enter "Processing Fees Paid"

3. Click "Save"

Attachment

Add File Delete Master Attachment Checklist

Filename	Content	Size KB
Jellyfish		0.74

4. Add Attachment

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Extension of Scope



Welcome Ms. Hura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (ERP1)

Registration of Supplier

Extension of Scope

Detailed Navigation

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- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

EXTENSION OF SCOPE

Submit Application Application Status: DRAFT

Please read the following Declaration Agreement You must accept the terms of this agreement before continuing with the submission

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN

2. Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta memsempul kakitangan saya / kami dan pihak-pihak yang berkenaan.

3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilikan pengarah yang sama di syarikat lain yang dlesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.

4. Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

I have read and ACCEPT the above declaration agreement

1. Tick Declaration

2. Click "Submit"

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

- Perform First Time Login
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Upgrade from Registration to License



Welcome Ms. Nura Azima Madzlan

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SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Upgrade from Registration to License

1. Click "Registration of Supplier" tab

Detailed Navigation

- Display Company Details
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- Cancellation of License/Registration

2. Click "Upgrade from Registration to License"

UPGRADE FROM 'R' TO 'L'

--select-- Application Status: --NA--

3. Choose module to update

Portal Favorites

NOTE: One 'License' SWEC need to be chosen in order to upgrade to License Company

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Upgrade from Registration to License

Welcome Ms. Nura Azima Madzlan

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SUS Home Registration of Supplier RFx and Auctions (EHP1)

Registration of Supplier

Upgrade from Registration to License

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Portal Favorites

UPGRADE FROM 'R' TO 'L'

Payment: Application Status: DRAFT

Company No.: H1H

Transaction ID: 0000000423

No of SWEC: 3

System Calculated Amount: 300

Reference No.: *

Processing Fees Paid (RM): * 0.00

1. Enter "Reference No"

2. Enter "Processing Fees Paid"

3. Click "Save"

Attachment

Add File Delete Master Attachment Checklist

Filename	Content	Size MB
Jellyfish		0.74

4. Add Attachment

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Upgrade from Registration to License

Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFx and Auctions (EHP1)

Registration of Supplier

Upgrade from Registration to License

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- Cancellation of License/Registration

Portal Favorites

UPGRADE FROM 'R' TO 'L'

Submit Application Application Status: DRAFT

Please read the following Declaration Agreement. You must accept the terms of this agreement before continuing with the submission.

PENGAKUAN

- Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN
- Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menubuh kakitangan saya / kami dan pihak-pihak yang berkenaan.
- Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai penitikan pengarah yang sama di syarikat lain yang dlesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.
- Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

I have read and ACCEPT the above declaration agreement

SUBMIT

1. Tick Declaration

2. Click "Submit"

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

- Perform First Time Login
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Appendix

Cancellation of Scope



Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFx and Auctions (EHP1)

Registration of Supplier

Cancellation of Scope

Detailed Navigation

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- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

1. Click "Registration of Supplier" tab

CANCELLATION OF SCOPE

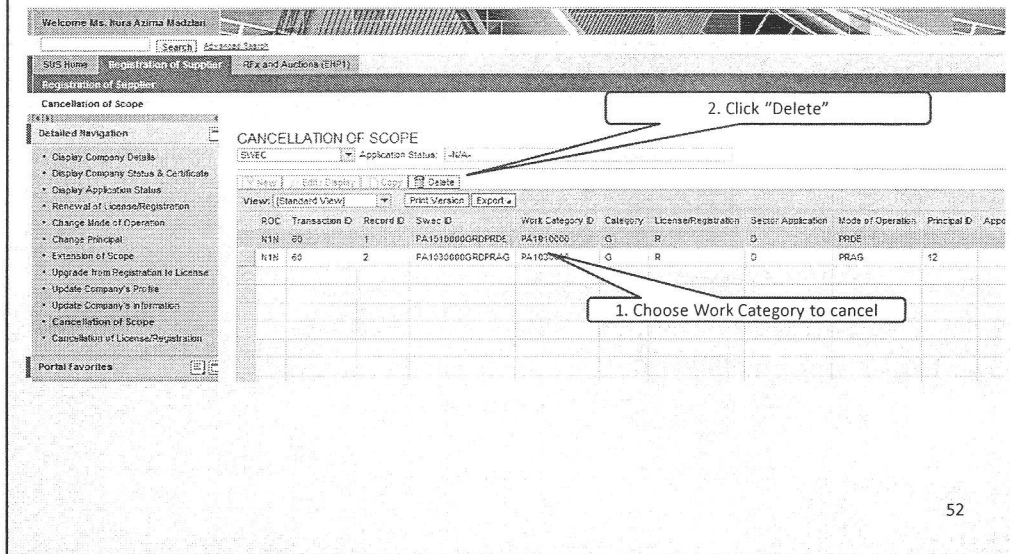
--select-- Application Status: --N/A--

3. Choose 'SWEC' to update

2. Click "Cancellation of Scope"

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Cancellation of Scope



Welcome Ms. Nur Azma Madzani

Search Advanced Search

SUS Home Registration of Supplier RFx and Auctions (ERP)

Registration of Supplier

Cancellation of Scope

Detailed Navigation

- Display Company Details
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- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

CANCELLATION OF SCOPE

Submit Application Application Status: JICA

View: Standard View Print Version Export

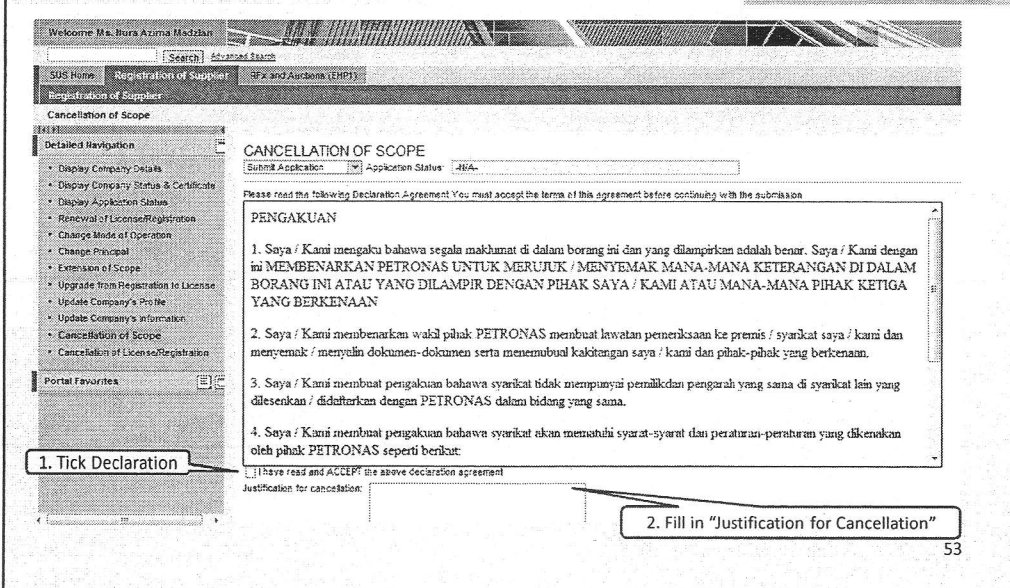
ROC	Transaction ID	Record ID	Swac ID	Work Category ID	Category	License/Registration	Sector Application	Mode of Operation	Principal ID	App
KTN	60	1	PA1010000GRDRDE	PA1010000	G	R	D	PRDE		
KTN	60	2	PA1030000GRDRPRAG	PA1030000	G	R	D	PRAG	12	

1. Choose Work Category to cancel

2. Click "Delete"

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Cancellation of Scope



Welcome Ms. Nur Azma Madzani

Search Advanced Search

SUS Home Registration of Supplier RFx and Auctions (ERP)

Registration of Supplier

Cancellation of Scope

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- Display Company Details
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Portal Favorites

CANCELLATION OF SCOPE

Submit Application Application Status: JICA

Please read the following Declaration Agreement You must accept the terms of this agreement before continuing with the submission

PENGAKUAN

- Saya / Kami mengaku bahwa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN
- Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyulit dokumen-dokumen serta menemubual kakitangan saya / kami dan pihak-pihak yang berkenaan.
- Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilikan pengarah yang sama di syarikat lain yang dlesenkan / diiktirafkan dengan PETRONAS dalam bidang yang sama.
- Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

☐ I have read and ACCEPT the above declaration agreement

Justification for cancellation

1. Tick Declaration

2. Fill in "Justification for Cancellation"

53

Cancellation of Scope



Welcome Mr. Nur Azima Madzan

Search Advanced Search

SIS Home Registration of Supplier RFA and Auction (GMP)

Registration of Supplier

Cancellation of Scope

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- Extension of Scope
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- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN
2. Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemubual kakitangan saya / kami dan pihak-pihak yang berkenaan.
3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilikan pengerah yang sama di syarikat lain yang dlesenkan / disatitkan dengan PETRONAS dalam bidang yang sama.
4. Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang ditetapkan oleh pihak PETRONAS seperti berikut:

☐ I have read and ACCEPT the above declaration agreement

Justification for cancellation:

Submit

3. Click "Submit"

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

- Perform First Time Login
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Cancellation of License/Registration

Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Cancellation of License/Registration

1. Click "Registration of Supplier" tab

2. Click "Cancellation of License/Registration"

3. Choose module to display

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

CANCELLATION OF 'L' or 'R'

--select-- Application Status: -N/A-

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Cancellation of License/Registration

Welcome Ms. Nura Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Cancellation of License/Registration

1. Tick Declaration

2. Fill in "Justification for Cancellation"

Detailed Navigation

- Display Company Details
- Display Company Status & Certificate
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- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

CANCELLATION OF 'L' or 'R'

Submit Application Application Status: -N/A-

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PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN

2. Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyahut dokumen-dokumen serta menemubual kakitangan saya / kami dan pihak-pihak yang berkenaan.

3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilikan penerah yang sama di syarikat lain yang disenaraikan / ditawarkan dengan PETRONAS dalam bidang yang sama.

4. Saya / Kami membuat pengakuan bahawa syarikat akan mematuhi syarat-syarat dan peraturan-peraturan yang dikenakan oleh pihak PETRONAS seperti berikut:

☐ I have read and ACCEPT the above declaration agreement

Justification for cancellation:

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Cancellation of License/Registration



Welcome Ms. Nur Azima Madzan

Search Submit

SUS Home Registration of Supplier RFx and Auctions (CHP)

Registration of Supplier

Cancellation of License/Registration

Details Navigation

- Display Company Details
- Display Company Status & Certificate
- Display Application Status
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

PENGAKUAN

1. Saya / Kami mengikut bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN
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3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilikan pengarah yang sama di syarikat lain yang dlesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.
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☐ I have read and ACCEPT the above declaration agreement

Justification for cancellation:

SUBMIT

3. Click "Submit"

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

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Appendix

Display Application Status



Welcome Ms. Nur Azima Madzlan

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SUS Home Registration of Supplier RFX and Auctions (EHP1)

Registration of Supplier

Display Application Status

1. Click "Registration of Supplier" tab

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- Extension of Scope
- Upgrade from Registration to License
- Update Company's Profile
- Update Company's Information
- Cancellation of Scope
- Cancellation of License/Registration

Portal Favorites

View Application Status

View: [Standard View] Print Version Export Filter Settings

Transaction ID	Application Type	Submitted On	Application Status
60	NEW	13.11.2011 19:51:47	APPLICATION APPROVED

2. Click "Display Application Status"

Delete

NOTE: Application with 'Draft' status can be deleted if necessary

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

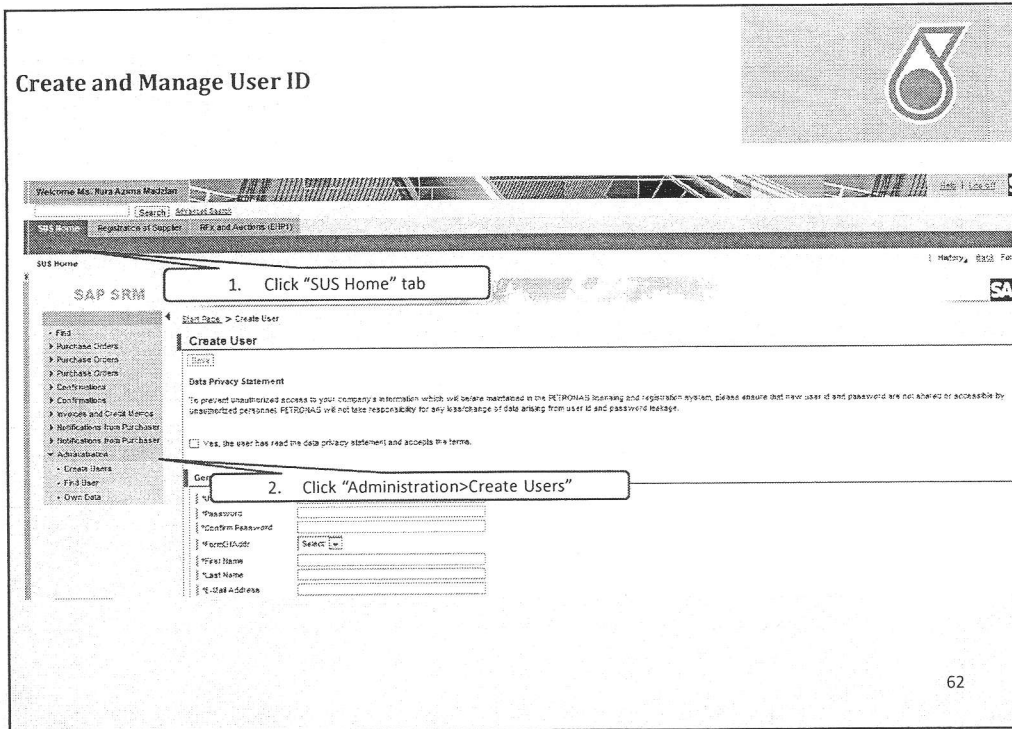
- Perform First Time Login
- Display Company Details
- Display Company Status & Certificate
- Update Company's Information
- Update Company's Profile
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Cancellation of Scope
- Cancellation of License/Registration
- Display Application Status
- Create and Manage User ID

Summary

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Appendix

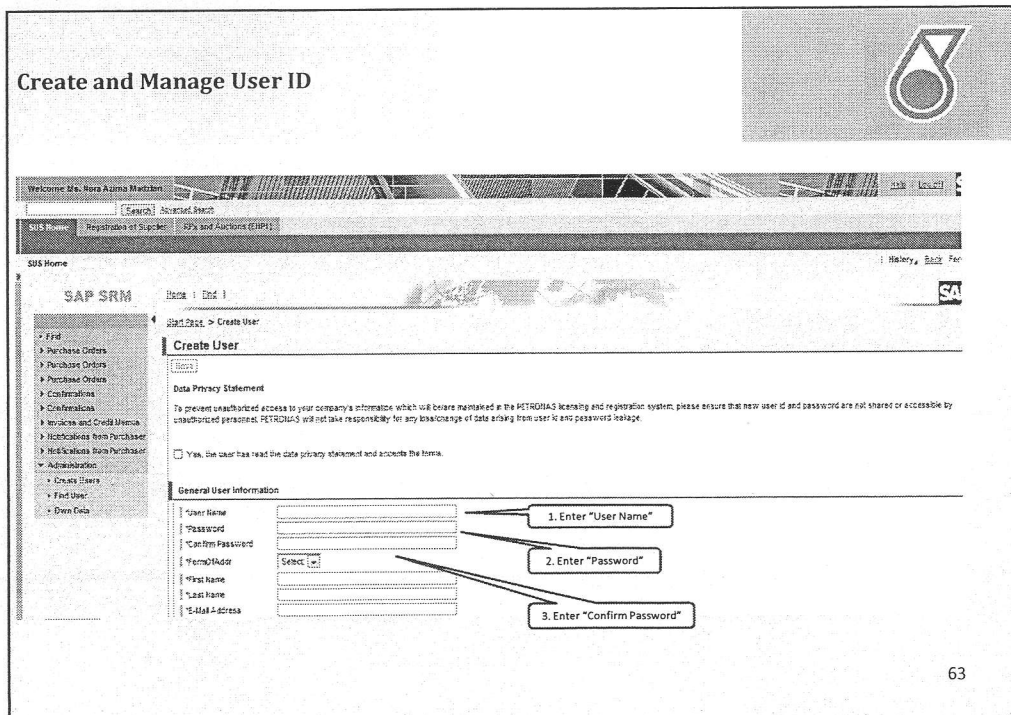
Create and Manage User ID



The screenshot shows the SAP SRM 'Create User' form. A callout box labeled '1. Click "SUS Home" tab' points to the 'SUS Home' tab in the top navigation bar. Another callout box labeled '2. Click "Administration>Create Users"' points to the 'Create Users' link in the left-hand menu under the 'Administration' section.

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Create and Manage User ID



The screenshot shows the 'General User Information' section of the 'Create User' form. Three callout boxes indicate where to enter data: '1. Enter "User Name"' points to the 'User Name' field, '2. Enter "Password"' points to the 'Password' field, and '3. Enter "Confirm Password"' points to the 'Confirm Password' field.

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Create and Manage User ID



Welcome Ms. Nur Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFx and Auctions (EHP1)

SUS Home

4. Select "Form of Addr"

*FormOfAddr: Select

*First Name: 5. Enter "First Name"

*Last Name: 6. Enter "Last Name"

*E-Mail Address: 7. Enter "E-mail Address"

*Country: Malaysia 8. Choose "Country"

Language: English

*Company: NN/CN1N

Role	Description
Z:0000_SUS_ADMIN_SUPPL_EHP1	SUS: Administrator & Manage Registration
Z:0000_SUS_BIDDER_EHP1	SUS: Bidder
Z:0000_SUS_INVOICER_EHP1	SUS: Invoicer
Z:0000_SUS_ORD_COLL_USER_EHP1	SUS: Order Processor
Z:0000_SUS_SERVICE_AGENT_EHP1	SUS: Service Processor

Page 1 of 1

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Create and Manage User ID



Welcome Ms. Nur Azima Madzlan

Search Advanced Search

SUS Home Registration of Supplier RFx and Auctions (EHP1)

SUS Home

SAP SRM Home | Find |

Start Page > Create User

Create User 10. Click "Save"

Save

Data Privacy Statement

To prevent unauthorized access to your company's information which will be maintained in the PETRONAS licensing and registration system, please ensure that new user id and password are not shared or accessible by unauthorized personnel. PETRONAS will not take responsibility for any leakage of data arising from user id and password leakage.

☒ Yes, the user has read the data privacy statement and accepts the terms.

9. Tick Declaration

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

- Perform First Time Login
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Appendix

Summary – What we have learnt



You have learnt the following:

- Perform First Time Login
- Display Company Details
- Display Company Status & Certificate
- Update Company's Information
- Update Company's Profile
- Renewal of License/Registration
- Change Mode of Operation
- Change Principal
- Extension of Scope
- Upgrade from Registration to License
- Cancellation of Scope
- Cancellation of License/Registration
- Display Application Status
- Create and Manage User ID

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Summary – What vendor should do once receives emails of temporary user ID and password?



- ✓ Perform First Time Login to create your own user ID and password
- ✓ Review and update Company's Information
- ✓ Review and update Company's Profile
- ✓ Submit other application if necessary

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Course Agenda



Process Overview

License/Registration Applications and Company Updates

- Perform First Time Login
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Summary

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QUESTION AND ANSWER SESSION

Due to time constraint, we appreciate your attention to
ROS – related questions only



THANK YOU

Glossary



Key Terms	Descriptions
AA	Approving Authority
BE	Bidding Engine
CVEN	Centralized Supplier
EBP	Enterprise Buyer Professional
E&P	Exploration & Production
ECC6	Enterprise Central Component
GMPM	Group Materials & Performance Management
GRN	Goods Receipt
GSCM	Group Supply Chain Management
MM	Materials Management
MDM	Master Data Management
OLQR	On-line Quick Reference
PePP	PETRONAS eProcurement Portal
PO	Purchase Order
PR	Purchase Requisition
SCM	Supply Chain Management
SRM	Supplier Relationship Management
SUS	SAP Supplier Self-Service
VAT	Value Added Tax
VDP	Supplier Development Program
VMRT	Supplier Master Request Tool

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