



# Online Vendor Registration Guide

Sime Darby Berhad eProcurement Portal

<https://procurement.simedarby.com>

# Sime Darby Berhad eProcurement Portal



← → ↻ 🔒 procurement.simedarby.com/login 📱 🔑 🔍 ★ M Update ⋮

📱 Apps 📧 Gmail M OVR M SDMIO Lite M Ticket Lite 📄 OpenOrder - Power... M SDMIO Lite



📞 CONTACT US ? VENDOR GUIDELINE REGISTER AS SUPPLIER

## Sime Darby Berhad eProcurement Portal

👤 Username  🔒 LOGIN

[FORGOT LOGIN DETAILS >](#)





# Part A: Sign Up for a New Account

[CONTACT US](#) [VENDOR GUIDELINE](#) [REGISTER AS SUPPLIER](#)

1

Log on to Sime Darby eProcurement Portal at <http://procurement.simedarby.com> and click on "**REGISTER AS SUPPLIER**"

2

Input details to sign up for a new account. Once completed, click "**I'm not a robot**" and click "**Register as a supplier**"

## SIGN UP

First name \*

Last name \*

User name \*

Email \*

Confirm Email \*

Company Name \*

Company Registration Number \*

Password \*

Confirm Password \*

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Register as a supplier](#)

If you did not receive your verification email, you can [resend your verification email](#)



## Part B: Account Verification

- 1 Check Inbox/Spam/Junk folder in the registered email and click "**Verify Email**"

Hi **Ridzwan Razak**,

Thank you for registering with **SDMIO eProcurement Training Portal**. You are almost there! Please click on the button below within the next **48** hours of this email to complete your registration.

Verify Email

If you did not register for an account with SDMIO eProcurement Training Portal, it is likely that someone registered on your behalf.

If you do not want to proceed with the registration, you may ignore this email.

If you face any difficulties when accessing or using the Sime Darby Berhad eProcurement Portal, please refer to Sime Darby Berhad eProcurement Portal [Contact Us](#) Page and get in touch with the appropriate system support contact.

Thank you.

## Part B: Account Verification

2 If did not receive the verification email, click "**resend your verification email**". Insert the Username and click "**Submit**"

### SIGN UP

I'm not a robot reCAPTCHA  
Privacy - Terms

Register as a supplier

If you did not receive your verification email, you can [resend your verification email](#)

### Resend Verification Email

Enter your username below, and we will send the verification email to your registered email.



## Part B: Account Verification

3 Click "OK"

Congratulations! Your email has been verified! You may proceed to login and complete your registration.

OK

4 Input registered **Username** and click "**LOGIN**"  
Input registered **Password** and click "**LOGIN**"

*Note: May click "FORGOT LOGIN DETAILS" or "Forgot your password?" to reset password*

Username LOGIN  
FORGOT LOGIN DETAILS >

Password  
Forgot your password? LOGIN



## Part B: Account Verification

5 Read Personal Data Protection Act (PDPA) and click "I Accept"

I Accept

### PERSONAL DATA PROTECTION ACT

#### PERSONAL DATA PROTECTION ACT 2010 NOTICE (Collection, Recording, Storage and Retention of Personal Data)

The Personal Data Protection Act 2010 ("the Act") is an Act that is passed by the Malaysian government to regulate the processing of personal data in a commercial transaction. To comply with the Act, we are required to manage the personal data that we collect from you.

The purposes for which your personal data may be used are including, without limitation:-

- Assessing your registration / procurement transaction application,
- Profiling of your company as our vendor,
- Facilitating / Conducting our procurement activities,
- To conduct business / commercial / procurement transactions between the Group (as hereinafter defined) with you and/or your company,
- Communicating with you,
- Responding to your inquiries or raising inquiries,
- Conducting statistical analysis,
- Ensuring corporate governance, security, fraud prevention, and
- Other business purposes as may be stated in our vendor registration site (<https://procurement.simedarby.com>) or in our procurement-related documents (such tender form, appointment letter or letter of award, contract, and others)

(Collectively, "the Purposes").

Your personal data will be collected from the online self-registration forms, any related tender documents, submissions and/or any request for information document as well as from third party organisations and/or service providers (such as credit reporting agencies)



## Part B: Account Verification

6 Read End User License Agreement and click "I Accept"



I Accept

### END USER LICENSE AGREEMENT

#### MYBIZ Customer End-User Licence Agreement

Pursuant to MyBiz Licensing Agreement entered into between MyBiz and MyBiz Solutions Sdn Bhd, MyBiz' authorised suppliers and their end users may access the MyBiz eProcurement Portal (referred to as "the System"), and perform the available functions and actions electronically IF such suppliers firstly agrees to be bound to this end user license agreement.

Accordingly, this MyBiz Customer End-User Licence Agreement ("**Agreement**" or "**EULA**") is entered into between MyBiz Solutions Sdn Bhd ("MyBiz") and the corporation, organisation or firm that is a registered supplier with MyBiz (referred to as "the Supplier").

This Agreement authorises the Supplier to access the MyBiz eProcurement Portal by using MyBiz's applications such as "MyProcureNet", and "MyAuctionNet" (collectively referred to as "the Software") that MyBiz may integrate into the System from time to time. The Supplier will indicate its acceptance to the terms of this EULA by selecting "I Accept", as evidenced by the System's log file, to become entitled to access the System and perform the available functions and actions electronically. By doing so, the Supplier agrees to be bound by and accepts the terms of this Agreement.

**Now In Consideration of the Mutual Promises, Covenants and Obligations set out in this Agreement, the Parties agree as follows:**

1. **Rights Granted**

This Agreement grants to the Supplier the following rights, subject to the limitations set out below:

1.1 **Right & Scope of Access to System**

1.1.1 Subject to the terms and conditions of this Agreement, for so long as this Agreement is in force, the Supplier may access the System for the purposes set out below.



# Part C: Basic Profile Application

Basic Profile consist of the following:

<b>Company information</b>
Contact information
Product and services
User
Supplier declaration

**1** Input mandatory fields (\*) in **"COMPANY INFORMATION"** and click **"Save and continue"**

COMPANY INFORMATION

Type SUPPLIER

Company name \* GANDA IMBUHAN SDN BHD

Formerly known as

Company registration number \* 12345W

**2** Input mandatory fields (\*) in **"CONTACT INFORMATION"** and click **"Save and continue"**

CONTACT INFORMATION

Address description

Address line 1 \*

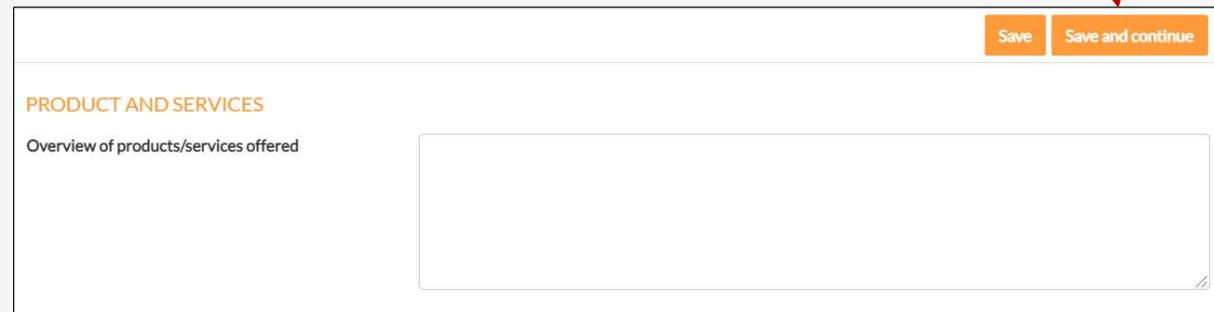
Address line 2

Address line 3

## Part C: Basic Profile Application

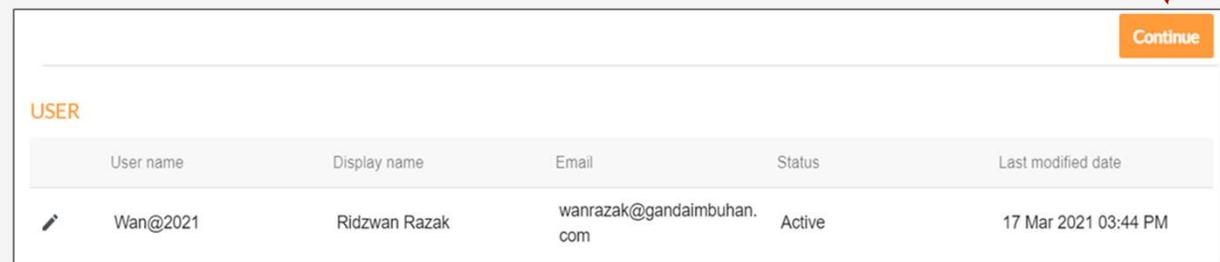
3

Input the products/services offered in **"PRODUCT AND SERVICES"** and click **"Save and continue"**



4

Check details in **"USER"** and click **"Continue"**



	User name	Display name	Email	Status	Last modified date
	Wan@2021	Ridzwan Razak	wanrazak@gandaimbuhan.com	Active	17 Mar 2021 03:44 PM



## Part C: Basic Profile Application

5

Answer the question in "DECLARATION" and click "Submit profile"

DECLARATION

1. \* I/We hereby confirm that all information provided in this portal is true and correct  
*Please verify all information entered is true and correct.*

Yes  
 No

Submit profile Save

6

Check details in "Submit Profile?" and click "OK"

Submit profile?

COMPANY INFORMATION

Type	SUPPLIER
Company name	GANDA IMBUHAN SDN BHD
Formerly known as	-
Company registration number	123456W

OK X

# Part C: Basic Profile Application



7 Click  to check notifications

The screenshot shows the Sime Darby user interface. At the top right, the Sime Darby logo is visible. The main header contains the date and time '18 Mar 2021 02:39:42 PM | (UTC+08:00) Kuala Lumpur, Singapore', the language 'English (United States)', the user name 'Wan@2021', and a 'Sign Out' link. A notification bell icon is highlighted with a red box. Below the header, the 'PROFILE' section is active, showing a search bar and a list of profile items. The first item is 'COMPANY ABCDEFGH..' with a 'Draft' status and a timestamp of '18 Mar 2021 02:33 PM'. To the right, the 'Notifications' section displays two messages: 'Basic profile successfully submitted, please proceed to fill the full profile' and 'Basic Profile GANDA IMBUHAN SDN BHD is saved'. The profile details section includes 'Company information' (with a red exclamation mark), 'Contact information', 'Addresses', 'Currency code' (MYR), and 'Authorized capital' (0).



# Part D: Full Profile Application

Full Profile consist of the following:

- Financial information**
- Bank information
- Track record and work experience
- Payment information
- Company documentation
- Supplier declaration

**1** Input fields in "**FINANCIAL INFORMATION**" and click "**Save and continue**"

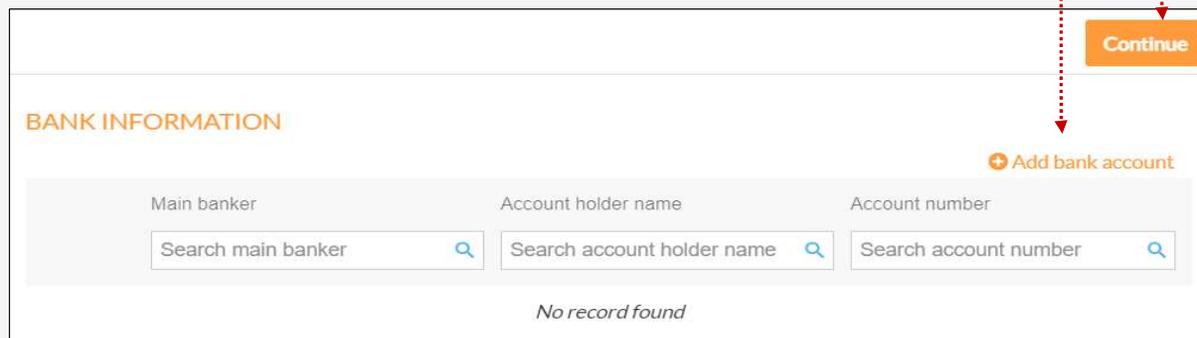
		<input type="button" value="Continue"/>	<input type="button" value="Save"/>	<input type="button" value="Save and continue"/>
<b>CAPITAL AND EQUITY</b>				
Currency code	<input type="text" value="MYR"/>			
<b>DETAILS OF SHAREHOLDERS/PARTNERS/OWNERS, BOARD OF DIRECTORS, KEY EMPLOYEES AND MANAGEMENT TEAM</b>				
<b>FINANCIAL STATISTICS</b>				
Year	<input type="text"/>	<input type="text"/>		
Annual sales revenue	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		
Currency code	MYR	MYR		
Shareholder's/Partner/Owner funds	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		
Profit/Loss after tax	<input type="text"/>	<input type="text"/>		
Current assets	<input type="text"/>	<input type="text"/>		

**Info**

Shareholders/Partner/Owner Funds is referring to Total Equity  
Total Equity = total assets - total liabilities

## Part D: Full Profile Application

2 Click **"Add bank account"** in **"BANK INFORMATION"**



**BANK INFORMATION**

**+ Add bank account**

Main banker Account holder name Account number

Search main banker Search account holder name Search account number

*No record found*

4 Click **"Continue"** in **"BANK INFORMATION"**

3 Input mandatory fields (\*) in **"GENERAL INFORMATION"** and click **"Save"** If bank name is not in the drop down list, please select "Others" and key in the bank name



Bank Information Save X

**GENERAL INFORMATION**

Main banker \*

SWIFT / BIC code

IBAN code

Bank code ⓘ

# Part D: Full Profile Application

5 Click **"Add additional current and previous projects/transactions"** in **"TRACK RECORD AND WORK EXPERIENCE"**

Buyer company	Project name	Project location	Project year	Project amount	Project status	Project sustainability
<input type="text"/>						

*No record found*

7 Click **"Continue"** in **"TRACK RECORD AND WORK EXPERIENCE"**

6 Input mandatory fields (\*) in **"PASS EXPERIENCE RECORD"** and click **"Save"**

**PAST EXPERIENCE RECORD**

Buyer company \*

Project name \*

Project location \*



## Part D: Full Profile Application

8

Refer payment instruction in "**PAYMENT INFORMATION**" or click "**Payment Instruction. pdf**" for detailed payment instruction

9

Make payment and retain the proof of payment. Click "**Continue**"

[Continue](#)

**PAYMENT INSTRUCTION**

\* Please deposit the payable amount to one of the following banks. You may refer to the 'Payment Instruction' for a more detailed payment guideline.

[Payment Instruction.pdf](#)

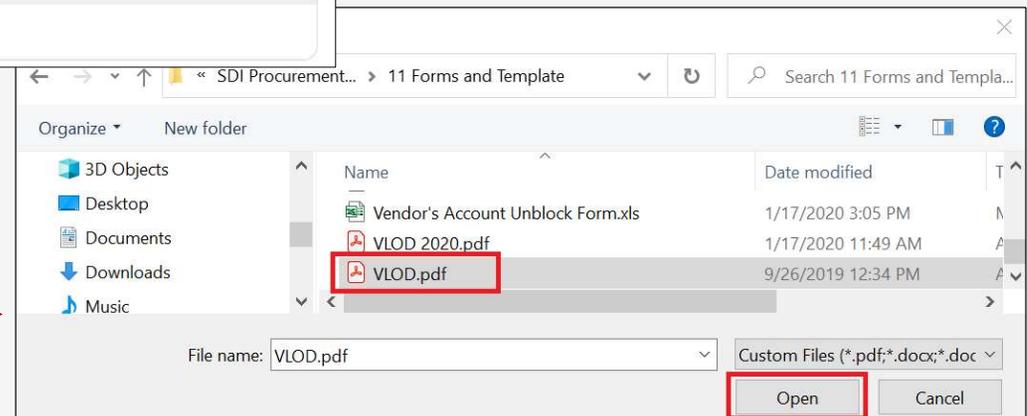
Bank	SWIFT code	Virtual account number	Note
CITIBANK	CITIMYKLXXX	7740500XXXXXX	<p>Pay via internet banking transfers or cheques.</p> <ol style="list-style-type: none"><li>Interbank GIRO transfer – choose <b>CITIBANK BERHAD</b></li><li>Indicate the <i>Virtual Account No.</i> as the <b>Bank Account No.</b></li><li>Payee name : <b>Sime Darby Holdings Berhad</b></li><li><b>An administrative charge of RM50 will be deducted for the processing of OVR fees refund requested (subject to management's approval)</b></li><li><b>An administrative charge of RM50 will be deducted for the processing of OVR fees refund requested (subject to management's approval)</b></li><li><b>For foreign vendors who are paying OVR Fee via Telegraphic Transfer (TT), please indicate "OUR" at Bank Charges section (ie: remitter bears all transaction fees involved)</b></li></ol>

# Part D: Full Profile Application

10 Click "**VLOD.pdf**" to download and complete VLOD form in "**Company documentation**" page



11 Click "**Browse**" to upload signed VLOD form.  
Select the document and click "**Open**"





# Part D: Full Profile Application

12 Upload all mandatory documents in **"Company documentation"**. Click for more information. Once all mandatory documents uploaded, click **"Save and continue"**

13 Answer questions in **"SUPPLIER DECLARATION"** and click **"Submit profile"**

Save and continue    Search all suppliers

**STANDARD**

Signed Vendor Letter of Declaration (VLOD)	No items found
Certified Copy of Registration of Company Certificates	No items found
Certified Copy of form 24 & Form 49	No items found
Certified Copy of Audited Accounts latest 3 years	No items found
Copy of The Latest Bank Statement Header	No items found
Proof of Registration Payment	No items found

**Info**

**For Singapore supplier**  
Instead of providing certified copy of form 24 & Form 49, supplier need to provide certified copy of Details of Director from ACRA.

**For other foreign supplier**  
Instead of providing certified copy of form 24 & Form 49, supplier need to provide certified copy of Director's details complete with CTC.

**Info**

An explanation letter needs to be provided by the supplier if supplier is unable to provide the certified copy of Audited Accounts (latest 3 years). Explanation letter will be reviewed and subject to acceptance by Sime Darby

Save    Submit profile

**SUPPLIER DECLARATION**

1. \* Director Relationship - Is the company related to any Sime Darby Berhad companies

## Part D: Full Profile Application



- 14 Once OVR application has been approved, the system will send the certificate via email. Please check Inbox/Spam/Junk folder in the registered email.

### Sime Darby Berhad eProcurement Portal

Hi

Congratulations! **Company Name ABCDEF** has been approved as a registered **SUPPLIER** with **Sime Darby Holdings Berhad**. Your approved supplier code is **SD10306**.

This e-mail also serves as official receipt and our acknowledgement of your submitted Vendor Letter of Declaration (VLOD). Kindly print out and attach this auto-generated e-mail to your VLOD as proof of acknowledgement for your own record. No signature will be required from Sime Darby Group.

Login

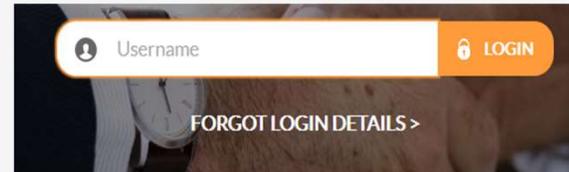
If you face any difficulties when accessing or using the Sime Darby Berhad eProcurement Portal, please refer to Sime Darby Berhad eProcurement Portal [Contact Us](#) Page and get in touch with the appropriate system support contact.  
Thank you.

# Part E: Renewal

1 Log in to Sime Darby eProcurement Portal at <http://procurement.simedarby.com>

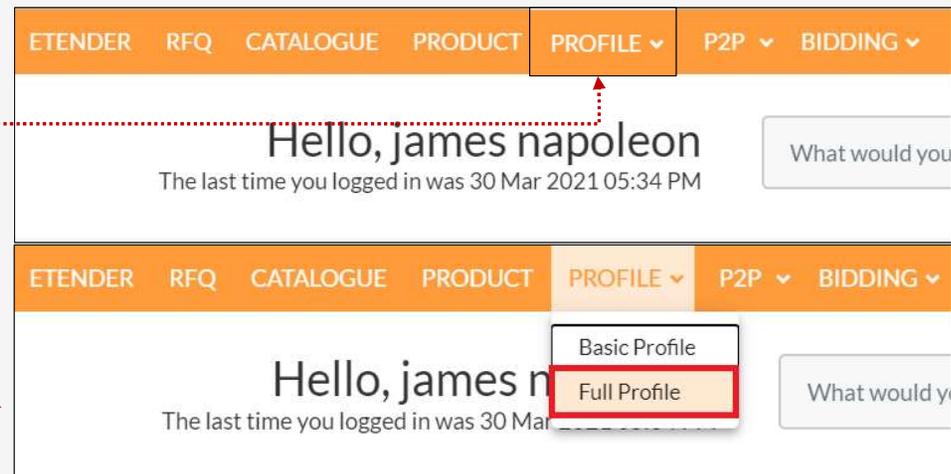
2 Input registered **Username** and click "**LOGIN**"  
Input registered **Password** and click "**LOGIN**"

*Note: May click "FORGOT LOGIN DETAILS" or "Forgot your password?" to reset password*



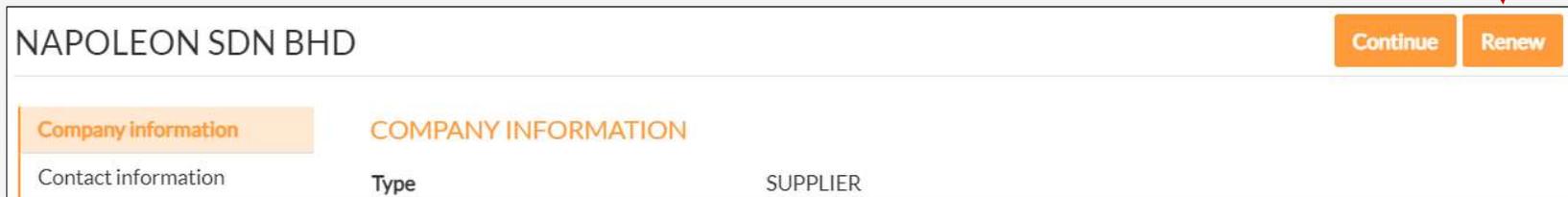
3 Click "**PROFILE**" at the top selection bar

4 Click "**Full Profile**" from the drop down list



## Part E: Renewal

- 5 Click **“Renew”** in **“Company information”** page



NAPOLEON SDN BHD

Continue Renew

Company information COMPANY INFORMATION

Contact information Type SUPPLIER

- 6 Click **“Financial information”** and update the details in **“Financial information”**. Once completed, click **“Save and continue”**



NAPOLEON SDN BHD

Continue Save Save and continue

Financial information !

Bank information

Track record and work experience

Payment information

Company documentation

Supplier declaration

CAPITAL AND EQUITY

Currency code MYR

Authorized capital 0

Paid up capital 0

Bumiputera holding (%) 0.00

# Part E: Renewal

7 Click **“Track record and work experience”** and click **“Add additional current and previous projects/transactions”** to update track record and work experience

NAPOLEON SDN BHD

Continue

Financial information

Bank information

**Track record and work experience**

Payment information

Company documentation

Supplier declaration

**LARGEST PROJECTS/TRANSACTIONS UNDERTAKEN**

Add additional largest projects/transactions undertaken

Client/Owner	Project name	Project location	Project year	Project amount	Project status	Project sustainability
<input type="text" value="Search client"/>	<input type="text" value="Search project"/>	<input type="text" value="Search location"/>	<input type="text" value="Search year"/>	<input type="text" value="Search amount"/>	<input type="text" value="Search status"/>	<input type="text" value="Search sustainability"/>

No record found

9 Click **“Continue”**

8 Input mandatory fields (\*) in **“PASS EXPERIENCE RECORD”** and click **“Save”**

CURRENT AND PREVIOUS PROJECTS/TRANSACTION

Save X

**PAST EXPERIENCE RECORD**

Buyer company \*

Project name \*

Project location \*



## Part E: Renewal

10

Click "**Payment information**" and refer payment instruction in the page or click "**Payment Instruction. pdf**" for detailed payment instruction

11

Make payment and upload the proof of payment. Click "**Continue**"

[Continue](#)

**PAYMENT DETAILS**

Payment status: Pending payment  
Payable amount: MYR 200.00

**PAYMENT INSTRUCTION**

\* Please deposit the payable amount to one of the following banks. You may refer to the 'Payment Instruction' for a more detailed payment guideline.

[Payment Instruction.pdf](#)

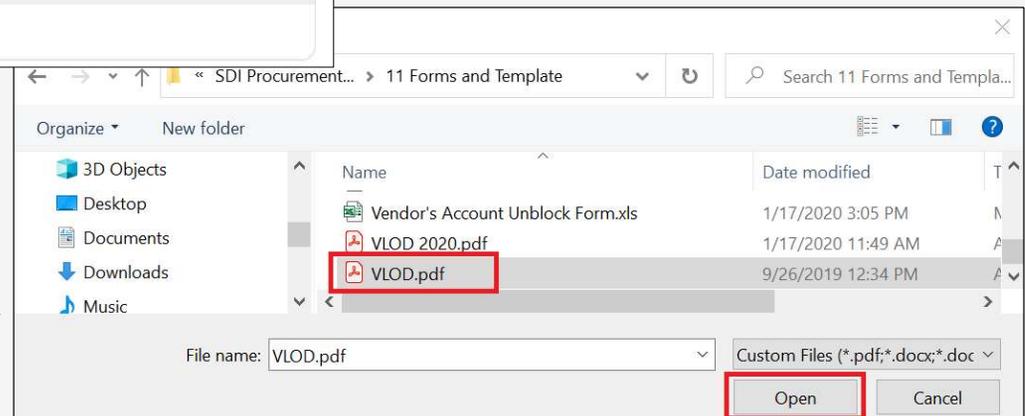
Bank	SWIFT code	Virtual account number	Note
CITIBANK	CITIMYKLXXX	77405001XXXXXX	Pay via internet banking transfers or cheques. 1. Interbank GIRO transfer – choose <b>CITIBANK BERHAD</b> 2. Indicate the <i>Virtual Account No.</i> as the <b>Bank Account No.</b> 3. Payee name : Sime Darby Holdings Berhad 4. <b>An administrative charge of RM50 will be deducted for the processing of OVR fees refund requested (subject to management's approval)</b> 5. <b>An administrative charge of RM50 will be deducted for the processing of OVR fees refund requested (subject to management's approval)</b> 6. For foreign vendors who are paying OVR Fee via Telegraphic Transfer (TT), please indicate " <b>OUR</b> " at Bank Charges section (ie: remitter bears all transaction fees involved)

# Part E: Renewal

12 Click "**VLOD.pdf**" to download and complete VLOD form in "**Company documentation**" page



13 Click "**Browse**" to upload signed VLOD form.  
Select the document and click "**Open**"





# Part E: Renewal

**14** Upload latest Form 24 & 49 (if applicable), latest Audited Accounts, latest Bank Statement and latest Proof of Registration Payment in **"Company documentation"**. Once completed, click **"Save and continue"**

**15** Answer questions in **"SUPPLIER DECLARATION"** and click **"Submit profile"**

Save Submit profile

**SUPPLIER DECLARATION**

1. \* Director Relationship - Is the company related to any Sime Darby Berhad companies

Save and continue Search all suppliers

**STANDARD**

Signed Vendor Letter of Declaration (VLOD)	No items found
Certified Copy of Registration of Company Certificates	No items found
Certified Copy of form 24 & Form 49 ⓘ	No items found
Certified Copy of Audited Accounts latest 3 years ⓘ	No items found
Copy of The Latest Bank Statement Header	No items found
Proof of Registration Payment	No items found