



# **Sime Darby eProcurement Portal Vendor Application Guidelines**

## **IMPORTANT NOTICE:**

*Applicants are advised to read and understand the contents of this Guideline before making the application online. It is important to ensure that the Supplier Application Form submitted is complete so that due consideration can be given by Sime Darby in processing and approving your application. Sime Darby reserves the right to make any changes to this Guideline without any notice and without assigning any reasons whatsoever.*

*"Vendor" and "Supplier" are used interchangeably within this document and refer to any person or business that supplies goods and/or services to the Sime Darby Group, including Consultants and Contractors.*

## Table of Contents

<b>1.0</b>	<b>GENERAL INFORMATION</b> .....	<b>4</b>
1.1	<b><i>Supplier Application</i></b> .....	<b>4</b>
1.2	<b><i>Personal Data Protection Act 2010</i></b> .....	<b>4</b>
1.3	<b><i>Bumiputera Agenda</i></b> .....	<b>5</b>
1.4	<b><i>Related Party to Sime Darby Berhad</i></b> .....	<b>6</b>
1.5	<b><i>General Requirements for Vendor Application</i></b> .....	<b>10</b>
1.6	<b><i>Processing of Applications</i></b> .....	<b>9</b>
1.7	<b><i>Ethical Conduct</i></b> .....	<b>10</b>
1.8	<b><i>Contact Details</i></b> .....	<b>11</b>
1.9	<b><i>Notice to Vendors</i></b> .....	<b>12</b>
<b>2.0</b>	<b>PRE-APPLICATION PREPARATION (OFFLINE)</b> .....	<b>12</b>
2.1	<b><i>General Pre-Application Preparation Steps</i></b> .....	<b>12</b>
2.2	<b><i>Make Payment for Registration Fee</i></b> .....	<b>13</b>
2.3	<b><i>Gather and Prepare Documentation</i></b> .....	<b>17</b>
2.3.1	Document Matrix .....	17
2.3.2	Document Description .....	22
2.4	<b><i>Document Certification Guidelines</i></b> .....	<b>28</b>
2.5	<b><i>Scanned Document Naming Convention</i></b> .....	<b>28</b>
<b>3.0</b>	<b>APPLICATION PROCEDURES (ONLINE)</b> .....	<b>30</b>
3.1	<b><i>General Application Steps</i></b> .....	<b>30</b>
3.2	<b><i>Create Account</i></b> .....	<b>30</b>
3.3	<b><i>System Logon &amp; Account Management</i></b> .....	<b>32</b>
3.3.1	Receiving Verification Email after Account Creation (First Time) .....	32
3.3.2	General Password Criteria .....	34
3.3.3	Changing of Password (During Application) .....	35
3.3.4	Forgot Password .....	35
3.4	<b><i>Step by Step Guide: Vendor Application Form</i></b> .....	<b>37</b>
3.4.1	Step 1: Company Information .....	37
3.4.2	Step 2: Contact Information .....	42
3.4.3	Step 3: Additional Company Address .....	44
3.4.4	Step 4: Product and Services .....	45
3.4.5	Step 5: Why Us? .....	45
3.4.6	Step 6: Financial Information .....	46

3.4.7	Step 7: Bank Information .....	53
3.4.8	Step 8: Financial Credit Facilities .....	55
3.4.9	Step 9: Supplier Credit Lines.....	56
3.4.10	Step 10: Track Record and Work Experience .....	58
3.5.11	Step 11: Certificate .....	61
3.5.12	Step 12: Registration Payment.....	65
3.5.13	Step 13: Company Documentation .....	69
<b>3.6</b>	<b><i>Application Submission</i></b> .....	<b>69</b>
<b>3.7</b>	<b><i>Request for Information</i></b> .....	<b>71</b>
<b>3.8</b>	<b><i>Application Status Check</i></b> .....	<b>72</b>
<b>4.0</b>	<b>POST-APPLICATION ACTION</b> .....	<b>76</b>
<b>4.1</b>	<b><i>Changes of Information</i></b> .....	<b>76</b>
<b>4.2</b>	<b><i>Renewal of Registration</i></b> .....	<b>76</b>
<b>4.3</b>	<b><i>Rejection of Application / Termination of Registration</i></b> .....	<b>79</b>
<b>4.4</b>	<b><i>Appeal on Rejected Application</i></b> .....	<b>80</b>
<b>4.5</b>	<b><i>Account Purging</i></b> .....	<b>81</b>

## 1.0 GENERAL INFORMATION

### 1.1 Supplier Application

All vendors who wish to be a potential vendor to any company within the Sime Darby Group (Sime Darby) and be eligible to conduct business with Sime Darby must firstly submit their application online through the Sime Darby eProcurement Portal. The steps are as follows:

- a. All applications must be submitted via the online Supplier Application Form available in the Sime Darby eProcurement Portal (SePP), at <https://procurement.simedarby.com>. Please refer to **Section 3.5** for information required to be submitted in the online Supplier Application Form and for step by step guide to complete the application.
- b. Applicants are advised to read and prepare all the information required prior to the online submission. Please refer **Section 2.0** for all pre-application preparation to be done offline. All documents to be uploaded to the application must be certified true copy as per outlined in **Section 2.3.3**.
- c. The application shall not be considered if the required information is not provided. In the event of missing information, you will be notified accordingly.
- d. A **non-refundable** Ringgit Malaysia (RM) 200 processing fee will be imposed on each application. Please refer **Section 2.2** for payment details.
- e. The supplier registration is valid for a period of two (2) years (effective upon receipt of system-generated e-mail once registration has been approved) and is to be renewed prior to the expiry date (exactly 2 years from the effective date) to enable the Supplier to be able to continue to transact with Sime Darby.

### 1.2 Personal Data Protection Act 2010

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.

Following this, you will be required to agree to the online Personal Data Protection Act 2010 Notice to provide your consent on the processing and disclosure of your personal information provided in this application. This notice would appear online at our website

<https://procurement.simedarby.com> when you attempt to start registration, before any information is provided to us (this includes your email address for online profile creation).

Please be informed that if you disagree to the content of the Personal Data Protection Act 2010 Notice, we will not be able to proceed with your application as the personal data we are to collect from you is vital to fulfil the purpose of this registration.

### **1.3 Bumiputera Agenda**

As a Government Linked Company (GLC), Sime Darby Berhad supports the Malaysia National Agenda on developing the capabilities and competencies of vendors who are classified as Bumiputera. Accordingly, Sime Darby Berhad encourages Bumiputera vendors to be registered and prequalified as our Approved Vendors.

For the purpose of recognising applicants as a Bumiputera, the established criteria and certification by the Ministry of Finance (MOF) for Bumiputera will be adopted by Sime Darby Berhad.

#### **Bumiputera criteria as defined by MOF**

- a. At least 51% of company shares must be held by Bumiputera.
- b. At least 51% of the Companies' Board of Directors positions must be held by Bumiputera.
- c. The posts of Chief Executive, Managing Director or General Manager and other key posts must be held by Bumiputera.
- d. At least 51% of the company's employees must be Bumiputera.
- e. Its financial management must be controlled by Bumiputera, and
- f. The organizational chart and company functional management must reflect Bumiputera control.

#### **How Bumiputera Agenda impacts your registration**

To qualify as a Bumiputera vendor with Sime Darby Berhad, you are required to provide the MOF Bumiputera Certificate as proof. Applicants without the MOF Bumiputera Certificate will be considered to have a Non-Bumiputera status regardless of any declaration made, until the certification or a formal acknowledgement from MOF on applicants' Bumiputera status is obtained and made known to the Sime Darby.

The Bumiputera status with the Sime Darby Berhad is a pre-requisite which will provide opportunity to qualify for Sime Darby Berhad's Bumiputera Vendor Development programme.

**Note:**

*Commencing 1st January 2015, Sime Darby Berhad will only recognize vendors as Bumiputera if they are able to provide the MOF Bumiputera certification or acknowledgement. Therefore, you are highly encouraged to quickly register with the MOF and lodge the request for the Bumiputera certification soonest possible to facilitate the registration process.*

## **1.4 Related Party to Sime Darby Berhad**

Sime Darby Berhad is also interested to know if an applicant is a related party to any of the Sime Darby Berhad subsidiaries / directors / shareholders. Applicants will be prompted to declare any such relationship in the Supplier Declaration prior to submitting online.

“Related Party” is defined per the following:

### **1.4.1 Per the Bursa Listing Requirements (BLR)**

In relation to a Corporation, ‘Related Party’ is defined as a director, major shareholder or person connected with such director or major shareholder.

#### **1.4.1.1 A Director:**

A director is defined per the following:

- a. a person occupying or acting in the position of director of Sime Darby Berhad
- b. a person in accordance with whose directions or instructions the directors of Sime Darby Berhad are accustomed to act; an alternate or substitute director

#### **1.4.1.2 Major Shareholder**

Includes any person who is or was within the preceding 6 months of the date on which the terms of the transaction were agreed upon, and has an interest or interests in one or more voting shares in Sime Darby Berhad and the nominal amount of that share, or the aggregate of the nominal amounts of those shares, is -

- a. 10% or more of the aggregate of the nominal amounts of all the voting shares in Sime Darby Berhad; or
- b. 5% or more of the aggregate of the nominal amounts of all the voting shares in Sime Darby Berhad where such person is the largest shareholder.

*Note: Interests in one or more voting shares mean where any property held in trust consists of or includes shares in which a person knows or has reasonable grounds for believing that he has an interest, he shall be deemed to have an interest in those shares*

#### **1.4.1.3 Person Connected**

A “person connected” means such person who falls under any one of the following categories:

- a. A family member of said Person;
- b. A trustee of a trust (other than a trustee for a share scheme for employees or pension scheme) under which the said Person, or a family member of the said Person, is the sole beneficiary;

- c. A partner of the said Person, or a partner of a person connected with that said Person;
- d. A person who is accustomed or under an obligation, whether formal or informal, to act in accordance with the directions, instructions or wishes of the said Person;
- e. A person in accordance with whose direction, instructions or wishes the said Person is accustomed or is under an obligation, whether formal or informal, to act;

“Family” is defined as such person who falls within any one of the following categories:

- a. Spouse;
- b. Parent;
- c. Child including an adopted child and stepchild;
- d. Brother or sister; and
- e. Spouse of the person referred to in (c) and (d)

#### **1.4.2 Per the Financial Reporting Standards (FRS)**

“Related party” is defined as a **person** or **entity** that is related to the entity that is preparing its financial statement (known as reporting entity; ie. Sime Darby Berhad)

##### **1.4.2.1 A Person:**

A **person** or a **close member** of that person’s family is related to a reporting entity if that person:

- a. Has **control or joint control** over the reporting entity;
- b. Has **significant influence** over the reporting entity; or
- c. Is a member of the key management personnel of the reporting entity or of the parent of the reporting entity.

##### Definitions of (i) Control or joint control

Control: power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

Joint control: contractually agreed sharing of control over an economic activity.

##### Definitions of (ii) Significant Influence

Power to participate in the financial and operating policy decisions of an entity but is not control over those policies.

Significant influence may be gained by share ownership, statute or agreement.

#### 1.4.2.2 Entity

An **entity** is related to a reporting entity if any of the following conditions applies:

- a. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- b. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- c. Both entities are joint ventures of the same third party.
- d. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- e. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- f. The entity is controlled or jointly controlled by a person identified in (1.2.1).
- g. A person identified in (1.2.1) (a) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

#### 1.4.2.3 Relevant Link

For the most recent list of Sime Darby Group Board of Directors, refer to the Sime Darby website ([http://www.simedarby.com/Board\\_of\\_Directors.aspx](http://www.simedarby.com/Board_of_Directors.aspx))

For the most recent list of Sime Darby Group Executive Leadership (Key Management), refer to the Sime Darby website ([http://www.simedarby.com/executive\\_leadership.aspx](http://www.simedarby.com/executive_leadership.aspx))

## **1.5 General Requirements for Vendor Application**

Applicants of Sime Darby Berhad eProcurement Portal must fulfil the following requirements:

### **1.5.1 General Requirements**

- a. Applicants must be registered with their countries' respective governing registration bodies. For Malaysia-based companies, applicants must be registered with the Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia), or any related professional bodies (only applicable for professionals).
- b. Applicants must have a source of supply for each category of product supplied. Appointment as an exclusive agent must be obtained directly from the manufacturer and coverage includes at least all of Malaysia. Applicants must have the technical expertise with respect to management staff, skilled employees, system & system expertise and equipment for each service category applied.
- c. Applicants should preferably be registered with statutory/professional bodies or government departments related to the relevant category applied.

### **1.5.2 Minimum Evaluation Criteria**

- a. For Private Limited and Public Listed companies (or equivalent), applicants must have shareholder's fund of not less than Ringgit Malaysia Fifty Thousand (RM 50,000) or equivalent in foreign currency. For Sole Proprietary or Partnership arrangements (or equivalent), owner's/partner's fund should not be less than Ringgit Malaysia Ten Thousand (RM 10,000) or equivalent in foreign currency.
- b. Company must be profitable in the last three (3) years.
- c. Applicants must have a current ratio (current asset / current liability) of more than or equal to one ( $\geq 1.0$ ).
- d. Company must be incorporated and operable with a minimum of three (3) years or more.

## **1.6 Processing of Applications**

All applications submitted online will undergo a pre-qualification/ screening process. During screening and processing of applications, please take note that:

- a. Only Online Supplier Application Forms that are duly completed will be accepted for further processing. All users must accept the End Users Licensing Agreement (EULA) before they are allowed access to the SePP.
- b. In the processing of applications, the officer-in-charge may contact the applicant in the event that further clarification is required. Applicants are therefore advised to ensure that all contact details provided in the Supplier Application Form are accurate.

- c. Processing of applications may take between 6 – 12 weeks upon the receipt of the Supplier Application Form and the complete relevant supporting documents.
- d. Processing of each application submitted online shall be handled in accordance with Sime Darby Berhad's internal procedures and authorities.
- e. To avoid any complication, prior appointment must be arranged for applicants who wish to seek a meeting with the officer-in-charge (refer to the SePP "Contact Us" page).
- f. Applicants who successfully undergo the pre-qualification/screening process will be accepted as a Registered Vendor in the SePP and they will accordingly be notified via email.

***IMPORTANT!*** Please take note that successful application in becoming a registered vendor of Sime Darby Berhad **does not** guarantee you an automatic issuance of letter of award / purchase order / contract from Sime Darby Berhad nor does it guarantee automatic invitation to participate in any of Sime Darby Berhad's quotation or tender exercise. The selection of vendors for participation in any quotation or tender exercise is based on the purchasing needs/requirements of Sime Darby Berhad and matches that against the available pool of approved registered vendors. Also, further pre-qualification can be carried out by Sime Darby Berhad divisions / operating units, depending on their specific procurement needs.

## **1.7 Ethical Conduct**

All Vendors intending to or having business transactions with Sime Darby Berhad must be guided by the standards of behavior based on Sime Darby's Vendor Code of Business Conduct (VCOBC). The said VCOBC can be viewed online via <https://simedarbygroup.sharepoint.com/Policies-Guidelines/Pages/default.aspx>

Being our business partners, all Vendors are expected to adhere to the Core Values and Business Principles as set out in the COBC. In line with the COBC, the Vendor Letter of Declaration needs to be reviewed and signed by the authorized signatory of the Vendor. This will signify the formal affirmation and undertaking by any Vendor who intends to conduct business transaction(s) with Sime Darby Berhad, that the said Vendor and any of its directors, officers or employees:

- a. will comply with all applicable laws or regulations;
- b. has not been convicted of any offence involving bribery, corruption or fraud by any governmental, administrative or regulatory body, nor is subject of any investigation or enforcement proceedings regarding similar offence; and
- c. will not engage in bribery, corruption or fraud with Sime Darby Berhad nor with any governmental official in order to obtain/retain a business advantage on behalf of Sime Darby Berhad.

The said VLOD can be retrieved upon successful log-in to the online Supplier Application Form of the SePP.

## 1.8 Contact Details

If you have questions or clarifications, please send your feedback and / or queries directly to the contact persons below based on the type of your query:

### **Type of Query:**

- 1) Application status
- 2) Resubmission of application
- 3) Required documentation / certification / information for application
- 4) Navigation through the application i.e. how to fill in the application
- 5) System errors
- 6) Locked account
- 7) Password reset
- 8) Registration fees
- 9) Approved vendor code
- 10) Overseas company equivalent documentation
- 11) Clarifications about Procurement policies and procedures (examples: Vendor Letter of Declaration (VLOD); specific Non-Disclosure Agreement (NDA); Personal Data Protection Act (PDPA); Pre-Qualification steps)
- 12) Specific cases (such as Registration Withdrawals, Renewals or Appeals)

### **Party to Contact: DXC - OVR Team**

Tel : (603) 2718 2718 and follow the steps outlined below:  
Step 1: Choose language (1 for English / 2 for Bahasa Melayu)  
Step 2: Choose 4 for Sime Darby Online Vendor Registration (OVR)

Email: [ovr.gsc@simedarby.com](mailto:ovr.gsc@simedarby.com)

Address:

DXC Technology  
2<sup>nd</sup> Floor, Menara Sime Darby Berhad,  
Oasis Corporate  
Park, No 2, Jalan  
PJU 1A/3A, Taipan  
2, Damansara  
47301 Petaling Jaya, Selangor

Please note that any sales pitch / product showcase / tender queries etc. should be forwarded directly to the end users of each division / company / operating unit of Sime Darby Berhad. Currently, all purchase orders are done manually, and most tenders are by invite only. Contact details for each company can be found on our main website

[www.simedarby.com](http://www.simedarby.com).

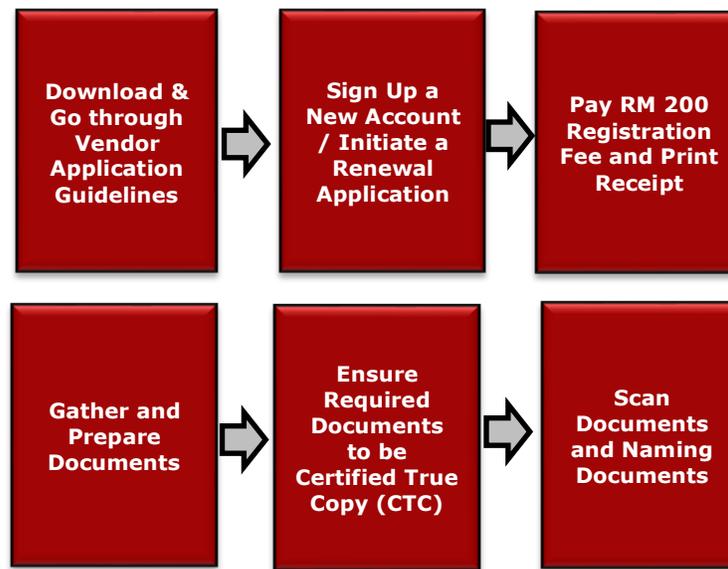
Thank you for your attention and apologies for any inconvenience caused.

## 1.9 Notice to Vendors

Approval of application does not mean that the Vendor will automatically be invited to participate in any quotation, tender exercise or project carried out by Sime Darby Berhad. Approval likewise does not automatically lead to issuance of letter of award / purchase order / contract. Vendors are advised to continue marketing their products and services to Sime Darby Berhad companies respectively.

## 2.0 PRE-APPLICATION PREPARATION

### 2.1 General Pre-Application Preparation Steps



- **New vendor** registering in the portal must ensure to sign up for a new account in the eProcurement Portal before vendor can proceed with payment. Please refer detailed step by step guidelines provided in **SECTION 3**.
- **Existing vendor** renewing their OVR account must initiate a renewal application before vendor can proceed with payment. Please refer **SECTION 4** for thorough guidelines.

## 2.2 Make Payment for Registration Fee

In order to retrieve the payment instructions and other details, kick-start new OVR application or renewal and proceed to Payment Information page

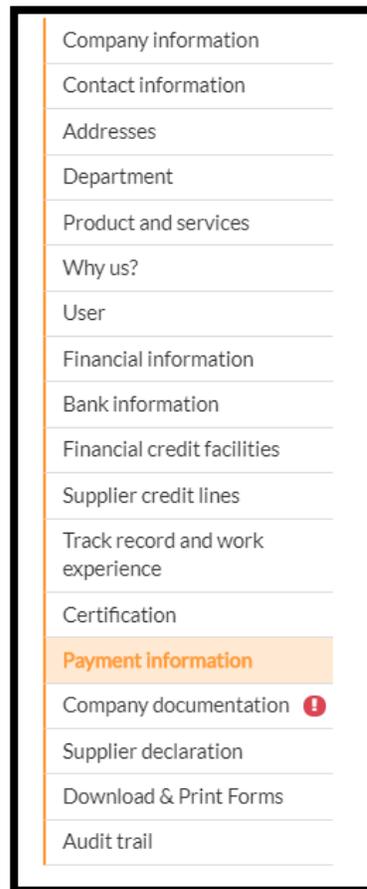


Figure 1: Profile> Payment Information

Click on the *Payment Information* link

**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	7740500XXXXXXXXXX	Pay via internet banking transfers or cheques. 1. Interbank GIRO transfer – choose CITIBANK BERHAD 2. Indicate the <i>Virtual Account No.</i> as the <b>Bank Account No.</b> 3. Payee name : Sime Darby Holdings Berhad 4. Any wrong payment made by vendor is not refundable

**PAYMENT ADVICE**

Payment advice number	Create date	Currency	Amount	Attachment
PA/0000000001	18 Feb 2020 03:54 PM	MYR	66.3536	<a href="#">SD_OVR_PA/0000000001.pdf</a>

**PAYMENT TRANSACTION**

Date	Description	Bank	Virtual account no	Amount	Attachment
No record found					

**Figure 2: Payment Information Page > Payable Amount and Payment Advice**

Take note of the appropriate *Payable Amount* (**non-refundable**).

- RM200.00** (including 0% GST) for Malaysian-registered Companies
- RM200.00** (excluding 0% GST) for Overseas-registered Companies

Click on the *Print Payment Advice* button to view/save/print the Payment Advice for reference. Retrieve the *Virtual Account No.* from the Payment Information & Payment Advice page as this is important information depending on the payment method selected.

**Payment Method and Bank:**

- For Malaysian-registered Companies, please pay via Internet banking (pay to Sime Darby Holdings Berhad (Citibank account)).
- For Overseas-registered Companies, please pay through Internet banking or Telegraphic Transfer (TT) to Sime Darby Holdings Berhad (Citibank Account).

CITIBANK: Pay via internet banking transfers or cheques.

- Interbank GIRO transfer – choose CITIBANK BERHAD**
- Indicate the Virtual Account No. as the Bank Account No.**

The *Virtual Account No.* is unique for each company. This shall act as the Bank Account no. for your payment.

## **Detailed Payment Instructions:**

### **Payment via Internet Banking (transfer to Sime Darby's CITIBANK BERHAD account)**

You can pay via **InterBank GIRO (IBG)** transfer from any internet banking account. Please take note of the following steps after you have logged-in to your online bank account.

- a. Select **Payment / Fund Transfer**
- b. Recipient Name: **Sime Darby Holdings Berhad**
- c. Bank: **Citibank Berhad**
- d. Account Number: **Virtual Account no.**  
*Example: 7740500XXXXXXXXXX (16 digits)*
- e. Recipient ref: **Company name**
- f. Other Payment Details: **Virtual Account no.**

Amount: 200 Payable amount

From Account: [Redacted]

Mode of transfer: Interbank GIRO

Effective date: Today

To: Recipient

Recipient bank: CITIBANK BERHAD

Recipient name: SIME DARBY HOLDINGS BE

Transaction type: Funds Transfer

Account number: 7740500XXXXXXXXXX Refer to your Virtual account no. Account no. length

(You may enter the account number up to the number of digits based on the payment type for this bank)

Do you require Recipient ID to be validated at the recipient's bank?

Yes (please ensure the Recipient ID type & number is the same as maintained at the Recipient's bank. Recipient ID keyed in will be used for validation.)

Recipient ID Type: Business Registration Number

Recipient ID: 57651-D Sime Darby Holdings Berhad business registration number

No. Recipient ID validation is not required. ONLY account number should be validated at Recipient bank.

Recipient Reference: Contoh Sdn Bhd Your Company name

Note: Recipient Reference field is MANDATORY. Please state the unique reference number that allows your recipient to identify you. (e.g bill no., invoice no., bill account no., membership no.)

Other Payment Details: 7740500XXXXXXXXXX Re-enter Virtual account no.

Additional information for recipient to identify you and your purpose of payment.

**Figure 3: Sample Internet Banking screen**

Download a copy of the Internet Banking receipt and upload as "Proof of Payment" in the next section (*Company Documentation*).

## **Check Payment Status and Download Tax Invoice:**

Applicants can check their payment status by logging in to the portal and go to the **Payment Information** page. Status will be displayed under *Payment Status*, example as shown below:

The screenshot displays the 'PAYMENT INFORMATION' page. Under the 'PAYMENT DETAILS' section, the 'Payment status' is 'Pending payment', which is highlighted with a red box. The 'Payable amount' is MYR 200.00. The 'PAYMENT INSTRUCTION' section includes a note: '\* Please deposit the payable amount to one of the following banks. You may refer to the 'Payment Instruction' for a more detailed payment guideline.' and a link to 'Payment Instruction.pdf'. Below this is a table with columns: Bank, SWIFT code, Virtual account number, and Note. The table contains one entry for CITIBANK with SWIFT code CITIMYKLXXX and Virtual account number 7740500 XXXXXXXXXX. The note specifies: 'Pay via internet banking transfers or cheques. 1. Interbank GIRO transfer – choose CITIBANK BERHAD 2. Indicate the Virtual Account No. as the Bank Account No.' The 'PAYMENT ADVICE' section shows a table with columns: Payment advice number, Create date, Currency, Amount, and Attachment. One record is shown with Payment advice number PA20200623360, Create date 30 Jun 2020 02:49 PM, Currency MYR, Amount 200, and Attachment SD\_OVR\_PA20200623360.pdf. The 'PAYMENT TRANSACTION' section has links for 'Generate invoice' and 'Reverse payment' and a table with columns: Date, Description, Bank, Virtual account no, Amount, and Attachment. The table is currently empty with the text 'No record found' below it.

Bank	SWIFT code	Virtual account number	Note
CITIBANK	CITIMYKLXXX	7740500 XXXXXXXXXX	Pay via internet banking transfers or cheques. 1. Interbank GIRO transfer – choose CITIBANK BERHAD 2. Indicate the Virtual Account No. as the Bank Account No.

Payment advice number	Create date	Currency	Amount	Attachment
PA20200623360	30 Jun 2020 02:49 PM	MYR	200	<a href="#">SD_OVR_PA20200623360.pdf</a>

Date	Description	Bank	Virtual account no	Amount	Attachment
No record found					

**Figure 4: Payment Information Page > Payment Status**

Payment status is updated within one (1) to three (3) business days for **internet banking** payment. The payment status will be updated to 'Fully Paid' once payment is successful. Refer to the Payment Transaction for your successful payment records. Click on the *Tax Invoice* attachment to view/save/print the Tax Invoice for your payment.

**PAYMENT INFORMATION**

**PAYMENT DETAILS**

Payment status: Fully paid

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
Pay via internet banking transfers or cheques.			
CITIBANK	CITIMYKXXXX	7740500XXXXXXXXXX	1. Interbank GIRO transfer – choose CITIBANK BERHAD 2. Indicate the Virtual Account No. as the Bank Account No.

**PAYMENT ADVICE**

Payment advice number	Create date	Currency	Amount	Attachment
PA20190620919	20 Jun 2019 04:12 PM	MYR	200	<a href="#">SD_OVR_PA20190620919.pdf</a>

**PAYMENT TRANSACTION**

Date	Description	Bank	Virtual account no	Amount	Attachment
04 Jul 2019 12:00 AM	Application fee payment	CITIBANK	7740500XXXXXXXXXX	200.00	<a href="#">SD_OVR_INV20190709...</a>

**Figure 5: Payment Information Page > Payment Transaction**

### 2.3 Gather and Prepare Documentation

There are several documents that are required to be attached to the online application (softcopy) in order to support the information that you provide in the supplier application form (such as track record and work experience, financial information, etc.). Kindly take note of both the mandatory and required documents that are needed depending on your company type and nature of business detailed out in the next section.

**IMPORTANT!** It is highly recommended that **all documentation is prepared prior to commencing the application** to ensure a smooth registration process. Please be informed that all document submitted will be kept with the **strictest confidentiality**.

#### 2.3.1 Document Matrix

There is a pre-defined set of compulsory documents that need to be submitted by all vendors, depending on

- the type of vendor (such as sole proprietary, partnership, private limited or public listed company) and
- the vendor's nature of business / type of products or services provided (such as engineering contractor, general supplier for office supplies or advocates / solicitors, etc.),

Kindly refer to the document matrix below to know which documents are applicable to your company.

Note:

- '✓' marks Mandatory Documents for all vendors – these must be attached to the site unless advised otherwise by Sime Darby.
- '◆' marks Required Documents for your company depending on the 'Nature of Business' – these must be attached, IF unavailable please advise us at Sime Darby Berhad.
- '★' marks Optional Documents for your company depending on the 'Nature of Business' – these can be attached if available to assist in your registration.

**IMPORTANT!** Please ensure these applicable documents are **submitted online together with your application in order to avoid delays in registration/renewal** and to avoid possible **rejection of your application**. If any Mandatory or Required document is unavailable, please indicate in the Company Documentation remarks field with appropriate explanation and send a formal letter to [ovr.gsc@simedarby.com](mailto:ovr.gsc@simedarby.com).

The following matrix provides a guide to potential applicants on compulsory documents. This list is non-exhaustive depending on additional requirements by specific divisions / operating units within Sime Darby. If uncertain about which column your company falls under in the matrix, it is highly recommended that you provide more supporting documents and certificates rather than less. Further details and document descriptions are provided in the next section (please refer to 2.3.2 Document Description).

No	Document / Certificate	Type of Vendor				Nature of Business or Type of Product / Service											
		Malaysian Vendor		Singapore Vendor	Other Foreign Vendor	General Supplier (incl. Mgt or IT Consultants)	Contractor	Consultant									
		Private Limited / Public Listed	Enterprise/ Sole Proprietor/ Partnership				ID / M&E / Building / Infrastructure / Landscaping / Electrical, Streetlighting and Cabling Works / Others - Soil Investigation, Children Play Equipment, Golf Courses, Security, Repair and Renovation Works, etc	Architect	Engineer	ID	Land Surveyor	Quantity Surveyor	Landscape Architect	Town Planner	Property Consultant (Valuers / Real Estate)	Professional Firms	Specialist (Traffic Impact Assessment, Lighting Consultant, etc)
1	Vendor Letter of Declaration (VLOD) (*)	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certified Copy of Registration of Company Certificates (*)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 (i)	Certified Copy of Form 24 & Form 49 (*)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 (ii)	Business Information & Current Owner – SSM Borang D (*)		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4(i)	Certified Copy of Audited Accounts for The Last 3 Years (*)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4(ii)	Certified Copy of Income Tax Returns (Form B/P/Management accounts for the last 3 years) (*)		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Copy of the Latest Bank Statement Header (*)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Proof of Registration Payment (*)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Company Profile, Products & Services (*)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Letter of Award (LOA) and/or Purchase Order (PO) for projects in Track Record (*)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Certified Copy of Articles of Association	★	★	★	★	★	★	★	★	★	★	★	★	★	★	★	★
10	Company Organization Chart	★	★	★	★	★	★	★	★	★	★	★	★	★	★	★	★

No	Document / Certificate	Type of Vendor				Nature of Business or Type of Product / Service											
		Malaysian Vendor		Singapore Vendor	Other Foreign Vendor	General Supplier (incl. Mgt or IT Consultants)	Contractor ID / M&E / Building / Infrastructure / Landscaping / Electrical, Streetlighting and Cabling Works / Others - Soil Investigation, Children Play Equipment, Golf Courses, Security, Repair and Renovation Works, etc	Consultant									Specialist (Traffic Impact Assesment, Lighting Consultant, etc)
		Private Limited / Public Listed	Enterprise/ Sole Proprietor/ Partnership					Architect	Engineer	ID	Land Surveyor	Quantity Surveyor	Landscape Architect	Town Planner	Property Consultant (Valuers / Real Estate)	Professional Firms	
11 (i)	Certified Copy of Credit Facilities from Financial Institutions	★	★	★	★												★
11 (ii)	Certified Copy of Credit Lines from Suppliers						★										
12	List of Machinery & Equipment						◆										
13	Green Card (mandatory) & Green Book (DOSH/NIOSH)						◆										
14	Institution of Surveyors Malaysia (ISM)										◆	◆					
15	Board of Architects Malaysia							✓									
16	Institute of Landscape Architect Malaysia (ILAM)											✓					
17	Board of Engineers Malaysia (BEM)								✓								
18	Institution of Engineers								◆								
19	Malaysian Institution of Planners (MIP)												◆				
20	Petronas License / Registration					★			★							★	
21	Professional Services Department (PSDC)															◆	
22	Board of Town Planner Malaysia (BTPM)												✓				
23	Goods & Services Tax (GST) Certificate from Royal Malaysian Customs					◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
24	Ministry of International Trade & Industry Malaysia (MITI)					◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
25	Resume of Key Personnel						◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
26	ISO Certificate						◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
27	Pusat Khidmat Kontraktor (PKK)						★										

No	Document / Certificate	Type of Vendor				Nature of Business or Type of Product / Service											
		Malaysian Vendor		Singapore Vendor	Other Foreign Vendor	General Supplier (incl. Mgt or IT Consultants)	Contractor	Consultant									
		Private Limited / Public Listed	Enterprise/ Sole Proprietor/ Partnership				ID / M&E / Building / Infrastructure / Landscaping / Electrical, Streetlighting and Cabling Works / Others - Soil Investigation, Children Play Equipment, Golf Courses, Security, Repair and Renovation Works, etc	Architect	Engineer	ID	Land Surveyor	Quantity Surveyor	Landscape Architect	Town Planner	Property Consultant (Valuers / Real Estate)	Professional Firms	Specialist (Traffic Impact Assessment, Lighting Consultant, etc)
28 (i)	Construction Industry Development Board (CIDB)					◆											
28 (ii)	Quality Assessment System in Construction (QLASSIC)					★											
29	Ministry of Finance (MOF)					◆	◆	◆	◆	◆	◆	◆	◆	◆	◆		◆
30 (i)	Other Documents - Board of Quantity Surveyor Malaysia (BQSM)										✓						
30 (ii)	Other Documents - Land Surveyors Board Malaysia									✓							
30 (iii)	Other Documents - Professional Indemnity Policy (PIP)						◆	◆	◆	◆	◆	◆	◆	◆	◆		◆
30 (iv)	Other Documents - Green Building Index Facilitator Certificate (if any)						◆	◆	◆	◆	◆	◆	◆	◆	◆		
30 (v)	Other Documents - List of Awards (if any)						◆	◆	◆	◆	◆	◆	◆	◆	◆		
30 (vi)	Other Documents - List of Software					◆	◆	◆	◆	◆	◆	◆	◆	◆	◆		
30 (vii)	Other Documents - Malaysia Palm Oil Board Certificate (MPOB) - Mandatory for CPO Transporter					◆											
30 (viii)	Other Documents - Board of Valuers, Appraisers & Estate Agents Malaysia													◆			

## 2.3.2 Document Description

A description of the key documents required to be attached in the application are as follows; items 1-11 marked with (\*) are mandatory for **all** companies, and the rest of the list are required documents according to your nature of business (please refer to **Section 2.3.1** for the document matrix). Details on how to certify (CTC) the documents are provided in the next section (please refer to **Section 2.4**)

No	Field Name	Description for Local & Malaysia-based Companies	Description for Overseas Company	Mandatory Certification – Certified True Copy (CTC)
1	Vendor Letter of Declaration (VLOD) (*)	<ul style="list-style-type: none"> <li>This is a mandatory document for <u>a ll</u> companies. It must be signed by director / partner / owner or equivalent and includes company stamp. The content of this letter is intended to promote good governance with terms along the lines of anti-corruption and ethical conduct.</li> <li>The VLOD signatory should be listed in Form 49 or (or the equivalent document for overseas companies) for verification purpose. Otherwise, attach together a letter signed by Director (per Form 49 or equivalent) that contains:               <ol style="list-style-type: none"> <li>Acknowledgement that director has read the VLOD and</li> <li>Authorization given to the current signatory to sign on behalf of the director</li> </ol> </li> </ul> <p>1. The VLOD may be downloaded from a link which can be found in the online system at Company Documentation page, item (1)</p>		Signature of director / partner / owner or equivalent and Company Stamp on Second Page
2	Certified Copy of Registration of Company Certificates (*)	<ul style="list-style-type: none"> <li>For <u>Private Limited / Public Listed</u> Companies, attach Form 9 (Company Corporation's Certificate from the Companies' Commission of Malaysia (SSM)), including Form 13 (Change of name) and Form 20 (Change of type), where applicable.</li> <li>For <u>Sole Proprietary / Partnership</u>, attach Form D (Company Registration Certification from the Companies Commission of Malaysia (SSM)) "Business</li> </ul>	Attach an equivalent document that contains the following information: <ol style="list-style-type: none"> <li>Company's name (or name change, where applicable)</li> <li>Company's type and nature of business</li> <li>Company's inception date</li> <li>Company's unique registration number</li> <li>Country's authorized registration / professional body's</li> </ol>	CTC on Front Page

No	Field Name	Description for Local & Malaysia-based Companies	Description for Overseas Company	Mandatory Certification – Certified True Copy (CTC)
		<p>Information” page, including Form E (Company Renewal of Registration Certification), where applicable.</p> <ul style="list-style-type: none"> <li>• For <u>Sarawak</u> companies, attach Certificate of Registration under The Business Names Ordinance</li> <li>• For <u>Sabah</u> companies, Form B under Commercial License Ordinance 1948 (the first trading license)</li> <li>• For <u>professional firms</u>, related professional body’s certification must likewise be attached.</li> </ul>		
3 (I)	Certified Copy of Form 24 & Form 49 (*)	For <u>Public Listed / Private Limited</u> companies, these are important for shareholder latest allotment of shares, particulars of shareholders and board of directors, management team and secretaries.	<ul style="list-style-type: none"> <li>• For Form 24, attach an equivalent document containing the following information: <ol style="list-style-type: none"> <li>1. Paid Up Capital</li> <li>2. Shareholder’s equity</li> <li>3. Authorized Capital</li> </ol> </li> <li>• For Form 49, attach an equivalent document containing the latest details and particulars of all company directors, shareholders, management team and secretaries. Amongst the details required:</li> </ul>	<ul style="list-style-type: none"> <li>• CTC on Front Page</li> </ul>

No	Field Name	Description for Local & Malaysia-based Companies	Description for Overseas Company	Mandatory Certification – Certified True Copy (CTC)
			<ol style="list-style-type: none"> <li>1. Full Name</li> <li>2. Identity Card / Passport No.</li> <li>3. Nationality</li> <li>4. Job Title</li> </ol>	
3(I)	Business Information & Current Owner – SSM Borang D (*)	For <u>Sole Proprietor / Partnerships</u> , attach Business Information and Current Owner from SSM.	Equivalent, where available	<ul style="list-style-type: none"> <li>• CTC on Front Page</li> </ul>
4 (I)	Certified Copy of Audited Accounts for The Last 3 Years (*)	<u>Private Limited / Public Listed Companies:</u> <ul style="list-style-type: none"> <li>• Full Audited Financial Report (signed by Directors &amp; Auditors), most especially the following:</li> <li>• Income Statement (Statement of Profit or Loss)</li> <li>• Statement of Comprehensive Income (if available)</li> <li>• Balance Sheet (Statement of Financial Position)</li> <li>• Statement of Changes in Equity (where Shareholders Fund and Reserves are clearly outlined)</li> </ul>		CTC on <u>all</u> Financial Statements; includes Balance Sheet, Income Statement, Changes in Equity Statement
4(II)	Certified Copy of Income Tax Returns (Form B/P/Management accounts for the last 3 years) (*)	<u>Partnership / Sole Proprietor</u> <ul style="list-style-type: none"> <li>• Income Tax Return Forms (For Malaysian Companies: Borang B/ Borang P), OR</li> <li>• Management Accounts (Profit &amp; Loss pages &amp; Balance Sheet pages)</li> </ul>		CTC on 1) <u>All</u> pages
5	Copy of the Latest Bank Statement Header (*)	Where needed, please provide: <ul style="list-style-type: none"> <li>• The current bank account statement for the latest month. The header of the bank statement is also acceptable.</li> </ul>		-
6	Proof of Registration Payment (*)	<ul style="list-style-type: none"> <li>• The receipt / payment-slip for the Vendor Registration Processing Fees as proof of payment made. (Refer to the Payment Information Page upon log-in for the correct amount to be paid).</li> <li>• As mentioned in the Pre-Application Preparation (<b>Section 2.2</b>) of the guide, please ensure that company particulars are written on the proof of payment before scanning &amp; attaching.</li> </ul>		-

No	Field Name	Description for Local & Malaysia-based Companies	Description for Overseas Company	Mandatory Certification – Certified True Copy (CTC)
7	Company Profile, Products & Services (*)	<ul style="list-style-type: none"> <li>Your company profile, including services offered, product information, track record, current and past projects, organization chart etc.</li> </ul>		-
8	Letter of Award (LOA) and/or Purchase Order (PO) for projects in Track Record(*)	<ul style="list-style-type: none"> <li>Letters of Award from tenders and / or Purchase Orders issued by Sime Darby or other clients, clearly showing clientele, services / products provided and amount. (In case amounts are sensitive, these can be stricken / blacked out).</li> <li>This serves as supporting proof for track record and work experience, Company Categories registered and current exposure.</li> <li>Vendors are to provide this document for <u>all</u> of the items keyed in the "Track Record and Work Experience" page of the Supplier Application Form for validation purposes.</li> <li>For Property Development related categories, please provide LOA per the following: <ul style="list-style-type: none"> <li>a. <u>For Consultants:</u> <ol style="list-style-type: none"> <li>For completed projects: LOA + CPC worth RM20mil <ul style="list-style-type: none"> <li>- 3 x Residential Works</li> <li>- 3 x Commercial Works</li> <li>- 3 x Others</li> </ul> </li> <li>For all work in progress: All LOAs</li> </ol> </li> <li>b. <u>For Contractors:</u> <ol style="list-style-type: none"> <li>For completed projects: LOA + CPC of the largest projects in the last 5 years</li> <li>For all work in progress: All LOAs</li> </ol> </li> </ul> </li> </ul>		-
9	Certified Copy of Articles of Association	Only applicable to Private Limited or Public Listed Companies. It represents a set of internal rules for the company. Full set will need to be submitted.	Equivalent, where available	-
10	Company Organization Chart	The company's organization chart, complete with name & designation. A chart which shows the structure and division of a company. Applicable to <u>a ll</u> companies.		-
11 (I)	Certified Copy of Credit Facilities from Financial Institutions	Financial Credit Facilities from Banks / Financial Institutions, such as Letters of Credits, Term Loans, Bank Guarantee or Overdraft (if any)		-

No	Field Name	Description for Local & Malaysia-based Companies	Description for Overseas Company	Mandatory Certification – Certified True Copy (CTC)
11 (II)	Certified Copy of Credit Lines from Suppliers	Credit Lines Letter from Suppliers, such as supply of cement, steel or raw materials from other companies (if any)		-
12	List of Machinery & Equipment	List of Machineries and Equipment available for use in projects / carrying out your services.		-
13	Green Card & Green Book (DOSH / NIOSH)	Green Card (offered by CIDB) is for a contractor's site personnel to enhance safety levels. Green Book (DOSH / NIOSH) refers to a certificate for contractor's health & safety operations	Equivalent, where available	-
14	Institution of Surveyors (ISM)	'Pertubuhan Juruukur Malaysia' – if applicable	Equivalent, where available	-
15	Board of Architects Malaysia	For Architects	Equivalent, where applicable	-
16	Institute of Landscape Architect Malaysia (ILAM)	For Landscape Architects	Equivalent, where applicable	-
17	Board of Engineers (BEM)	For Engineers	Equivalent, where applicable	-
18	Institution of Engineers	For Engineers	Equivalent, where available	-
19	Malaysian Institution of Planners (MIP)	For Town Planners	Equivalent, where applicable	-
20	Petronas License / Registration	If available	Equivalent, where applicable	-
21	Professional Services Development Corporation (PSDC)	If applicable	Equivalent, where applicable	-
22	Board of Town Planner Malaysia (BTPM)	For Town Planners	Equivalent, where applicable	-

No	Field Name	Description for Local & Malaysia-based Companies	Description for Overseas Company	Mandatory Certification – Certified True Copy (CTC)
23	Goods & Services Tax (GST) Certificate from Royal Malaysian Customs	If applicable	Equivalent, where applicable	
	Ministry of International Trade & Industry Malaysia (MITI)	If applicable	Equivalent, where applicable	-
25	Resume of Key Personnel	Resume of technical personnel; showcasing their personal knowledge background, work experience and accreditation.		-
26	ISO Certificate	A certificate for certain standards of work practice		-
27	Pusat Khidmat Kontraktor (PKK)	'Pusat Khidmat Kontraktor' – accreditation for Contractors This is a required certificate in Malaysia for all contractors for engineering / building and construction services.	Equivalent, where applicable	-
28 (I)	Construction Industry Development Board (CIDB)	<u>Mandatory</u> certification for all construction related companies in Malaysia	Equivalent, where applicable	-
28 (II)	Quality Assessment System in Construction (QLASSIC)	QLASSIC score certification (by CIDB)	Equivalent, where applicable	-
29	Ministry of Finance (MOF)	For Contractors and Consultants This is a required certificate in Malaysia for all consultants for engineering / building and construction services.	Equivalent, where applicable	-
30	Other Documents	All other relevant documents that will assist in your company's registration. If applicable Important examples: 1. Board of Quantity Surveyor Malaysia (BQSM) 2. Land Surveyors Board Malaysia 3. Professional Indemnity Policy Professional Indemnity Policy 4. Green Building Index Facilitator Certificate 5. List of Awards; any awards which your company has received 6. List of Software; a list of all available software which is involved in your services / operation		-

No	Field Name	Description for Local & Malaysia-based Companies	Description for Overseas Company	Mandatory Certification – Certified True Copy (CTC)
		7. Malaysian Palm Oil Board (MPOB) Certificate – *mandatory for FFB / CPO suppliers, and Crude Palm Oil (CPO) transporters 8. Board of Valuers, Appraisers & Estate Agents Malaysia 9. Ministry of Home Affairs (Malaysia) or "Kementerian Dalam Negeri (KDN) Certificate License for security services		

## 2.4 Document Certification Guidelines

All documents submitted require certification to ensure its validity.

Documents submitted must be certified by any one of the following:

- i) Company Secretary/Director or
  - ii) Companies Commission of Malaysia or
  - iii) Commissioner of Oaths
  - iv) Other equivalent form of certification from relevant authorities/ bodies where applicable

Document certification should be done on specific pages, namely:

- i) For Bank Statements; mandatory certification on the page showing the balance of each month
- ii) For Audited Accounts; mandatory certification on the balance sheet, income statements and statement of equity changes
- iii) For all other documents; mandatory certification on at least the front page.

CTC (Certified True Copy) requires:

- i) 'Certified True Copy' stamp
- ii) Signature of either person stated in 2.4.1
- iii) Name & Designation of individual signatory stated in 2.4.1

## 2.5 Scanned Document Naming Convention

Kindly follow the document (file) naming conventions for a more orderly and systematic approach in uploading your scanned documents.

Before uploading your documents, please ensure the following:

- i) Please take note of the allowable type of files to be uploaded in the portal which include: docx doc xlsx xls ppt pptx pdf jpg jpeg gif png bmp dtsconfig xml dtsx mdd mcf txt csv zip rar 7z eml.
- ii) If there is more than one file to be attached, please place in a folder on your desktop and ZIP the folder. Upload the **ZIP folder** to the application on-line.

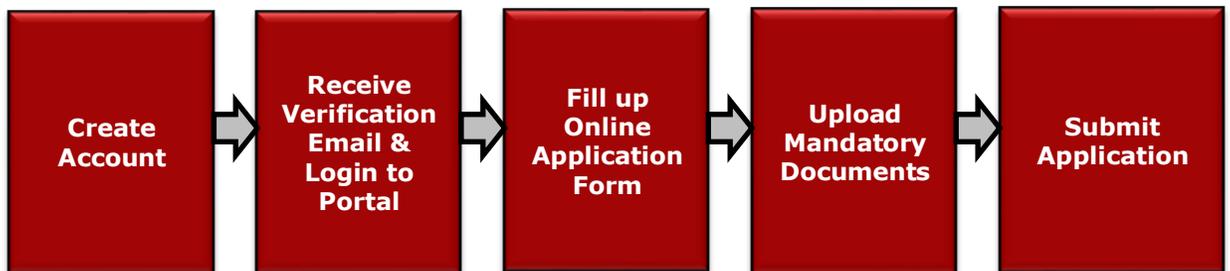
- iii) Try to limit the number of folders to less than five (5) for each document item– one (1) folder can be of maximum **size 10MB**.
- iv) Please name your file / folder clearly according to the document name. (e.g: 2010\_Audited Account, Jun 12\_Bank Statement, etc)
- v) Please ensure that the filename does not contain any **special characters** (e.g. #, %, @, &)

Below are some examples of Do's and Don'ts:

 <b>Do Not</b> Upload as shown below	<b>Please</b> Upload as shown below 																																																												
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="font-size: 0.8em; margin: 0;">Certified Copy of Audited Accounts latest 3 years * ⓘ</p> <div style="text-align: center; margin: 5px 0;"> <span style="background-color: #f4a460; padding: 2px 5px; font-weight: bold;">Browse</span> or Drop files to attach             </div> <p style="font-size: 0.7em; margin: 0;">Maximum file upload size is 10 MB Allowed file types: docx doc xlsx xls ppt pptx pdf jpg jpeg gif png bmp dtsconfig xml dtsx mdd mcf txt csv zip rar 7z eml</p> <table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr><td style="border-bottom: 1px solid #ccc;">Financial 1.jpg</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(61.56 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 10.jpg</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(36.25 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 11.png</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(4.01 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 2.png</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(4.01 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 3.png</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(4.01 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 4.png</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(4.01 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 5.png</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(4.01 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 6.jpg</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(61.56 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 7.png</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(4.01 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 8.png</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(4.01 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Financial 9.png</td><td style="border-bottom: 1px solid #ccc; text-align: right;">(4.01 KB)</td><td style="border-bottom: 1px solid #ccc; text-align: right;">🗑</td></tr> <tr> <td colspan="3" style="text-align: center; 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## 3.0 APPLICATION PROCEDURES (ONLINE)

### 3.1 General Application Steps



### 3.2 Create Account

To commence application, Vendors need to first create an account. Click on the 'REGISTER AS SUPPLIER' button to begin.

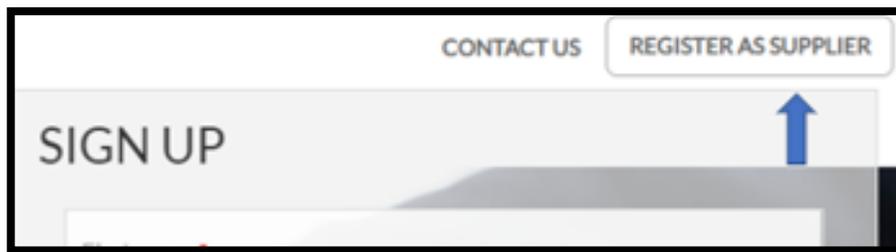


Figure 1: REGISTER AS SUPPLIER button at the top right corner of web page.

Upon clicking on 'REGISTER AS SUPPLIER', Vendors are required to provide the login & contact information, as shown in the example below.

**IMPORTANT!** Kindly note that **email correspondences on account related issues**, password notifications, account locking, etc. will be sending to the email address provided in this section.

## SIGN UP

First name \*  
Anonymous

Last name \*  
Doe

User name \*  
Anonym

Email \*  
anonymous@abctractors.com

Confirm Email \*  
anonymous@abctractors.com

Company Name \*  
ABC TRACTORS

Company Registration Number \*  
3247349812U

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](#)

**Figure 2: Login & Contact Information Details**

Vendors are also required to provide their **Company Registration Number** at this point—this number is unique to each company and the system will only take one unique number to prevent duplicate accounts from being created.

Upon submitting the login & contact information, a verification email will be sent to the registered email address provided. Please refer to **Section 3.4** for the detailed steps on how to log in to the portal. **Section 3.4.1** details the steps for password retrieval.

### 3.3 System Logon & Account Management

#### 3.3.1 Receiving Verification Email after Account Creation (First Time)

When you create your account in SePP, you are required to choose your own Login ID, Password and also provide an accessible email address. After clicking 'Register as a Supplier' during account creation, a verification email will be sent to the email address that you have provided.

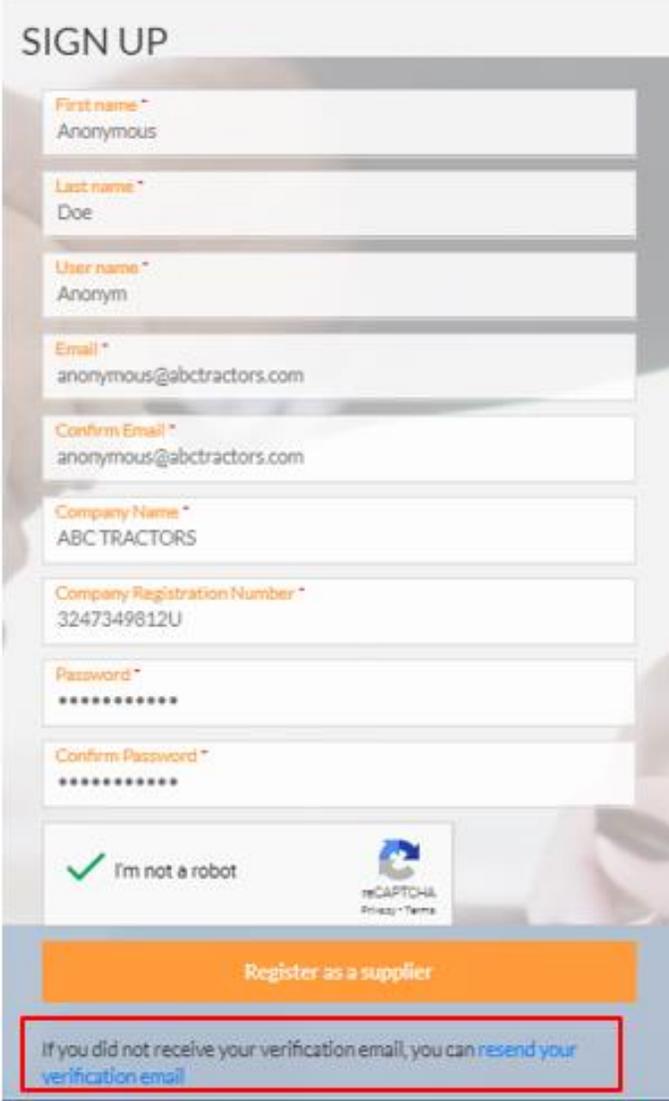
The image shows a 'SIGN UP' registration form with the following fields and values:

- First name \*: Anonymous
- Last name \*: Doe
- User name \*: Anonym
- Email \*: anonymous@abctractors.com (highlighted with a red box)
- Confirm Email \*: anonymous@abctractors.com
- Company Name \*: ABC TRACTORS
- Company Registration Number \*: 3247349812U
- Password \*: [masked]
- Confirm Password \*: [masked]

Below the form, there is a reCAPTCHA 'I'm not a robot' checkbox with a green checkmark, and a 'Register as a supplier' button. At the bottom, there is a link: 'If you did not receive your verification email, you can [resend your verification email](#)'.

Figure 3: Verification email will be sent to the email address of account creation

The verification e-mail is a system generated e-mail from sender [ovr.gsc@simedarby.com](mailto:ovr.gsc@simedarby.com). If you do not receive your email, kindly check the 'Spam' mail folder in case it has been re-routed there. Apart from that, you can also resend the verification email by clicking on the blue button; "resend your verification email".



The image shows a 'SIGN UP' form with the following fields and values:

- First name \*: Anonymous
- Last name \*: Doe
- User name \*: Anonym
- Email \*: anonymous@abctractors.com
- Confirm Email \*: anonymous@abctractors.com
- Company Name \*: ABC TRACTORS
- Company Registration Number \*: 3247349612U
- Password \*: [masked]
- Confirm Password \*: [masked]

Below the form is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. To the right of the reCAPTCHA is a logo for reCAPTCHA with links for 'Privacy' and 'Terms'.

At the bottom of the form is an orange button labeled 'Register as a supplier'. Below the button is a blue link labeled 'resend your verification email', which is highlighted by a red rectangular box.

**Figure 4: Resend the verification email by clicking on the blue “resend your verification email” button.**

Kindly ensure that the correct password is entered – the user account will automatically be locked if the wrong password is keyed in 3 times (please refer to **Section 3.3.6** for instructions to self-unlock). The password is case sensitive and must fulfil general criteria (please refer to **Section 3.3.3** for general password criteria).

### **3.3.2 General Password Criteria**

For security reasons please ensure your password is between 8 – 20 characters and consists of the following combinations:

1. Capital Alphabet Letters (e.g. A, B, C)
2. Small Alphabet Letters (e.g. a, b, c)
3. Numbers (e.g. 1, 2, 3)
4. Special Characters (e.g. @,?, %)
5. Must be changed every 60 days

A few good password examples: SimeDarby@1, SimeDarby@2, SimeDarby@3, Grapes%1, Apples#1.

Note: Your password must be changed every 60 days.

### 3.3.3 Changing of Password

During your application or even post application, you will be able to change your password should you require to. To do so, kindly click on 'Username' tab, and click on 'Change Password'.



Figure 5: To change password; head to 'Admin' and 'Change Password'

Proceed to follow the instructions on the screen to complete changing your password and click on the confirm button.

A screenshot of a 'PASSWORD CHANGE' form. The form has an orange header with a 'Confirm' button and a close icon. Below the header, there are three input fields: 'Current password \*', 'Create new password \*', and 'Confirm new password \*'. Each field contains a series of dots representing masked text. The 'Confirm' button is located in the top right corner of the form area.

Figure 6: Click “Confirm” to change current password.

### 3.3.4 Forgot Password

Kindly proceed to the portal at <https://procurement.simedarby.com>, and then click on 'Forgot Password'.

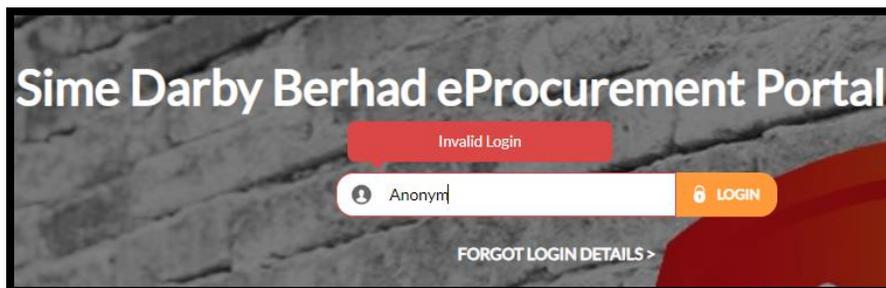
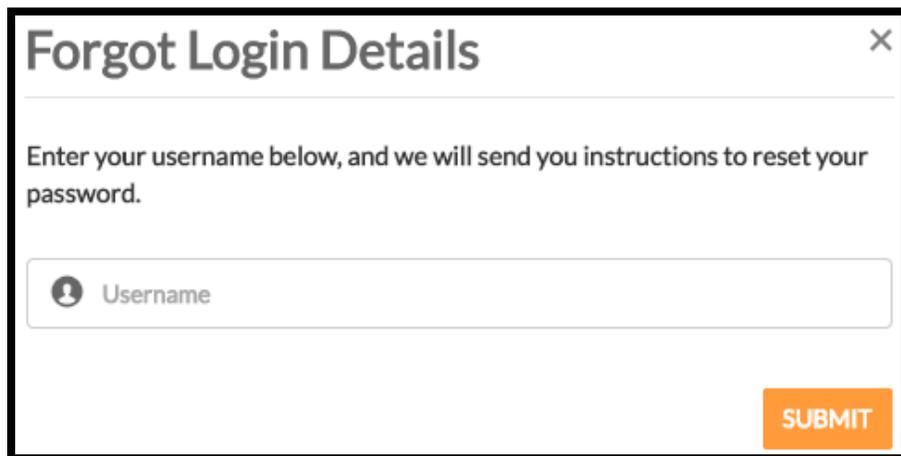
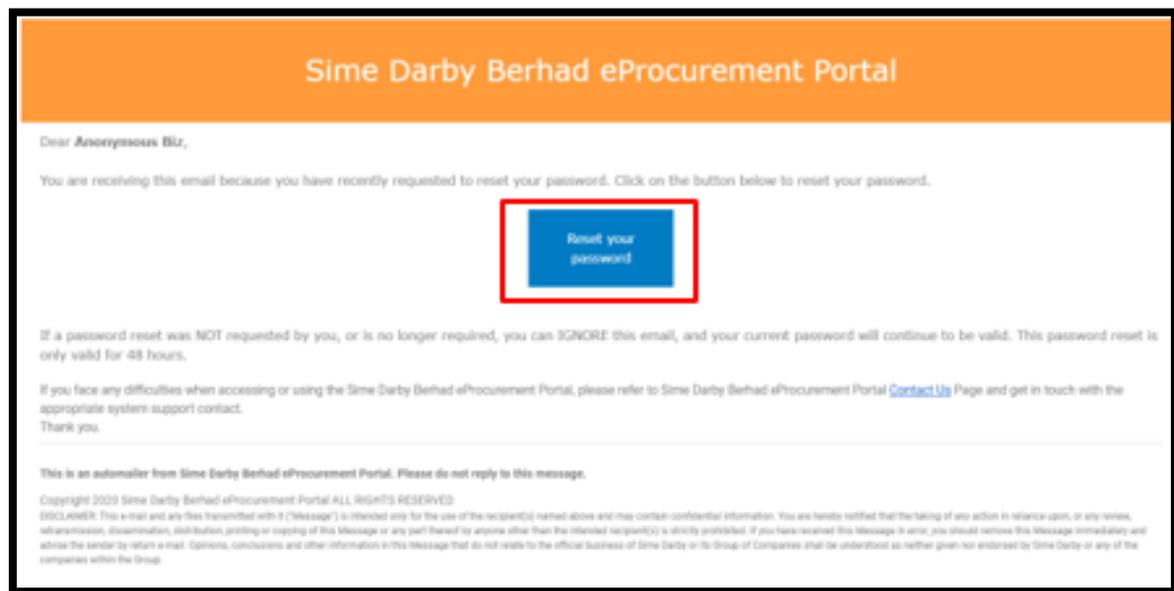


Figure 7: Click on 'Forgot Login Details >



**Figure 8: Insert your username and click 'Submit'; password will be emailed**

Once you have keyed-in your Login ID and submitted, an email to reset your password will be sent to your email address which you have used to create your SePP account.



**Figure 9: Click on “Reset your password” to reset password.**

Please remember to be cautious when typing in the password as the password is case sensitive and has some general criteria (please refer to 3.3.2 General Password Criteria). If you have forgotten your Login ID or the email address which you have keyed in previously, please call Sime Darby for assistance.

Reset Password

Please enter your new password

Password \*

Password is required

Confirm Password \*

SUBMIT

Figure 10: Key in new password and click on the “Submit” button.

### **3.4 Step by Step Guide: Vendor Application Form**

To commence application:

1. Go to eProcurement Portal.
2. Key in “Login ID” and “Password”.

**Note:** Mandatory information or document is marked with an asterisk (\*)

#### **3.4.1 Step 1: Company Information**

The first step of the application is to capture supplier company information. Key information required and the explanations of each field are as follows:

**COMPANY INFORMATION**

Type: SUPPLIER

Company name\*

Formerly known as

Company registration number\*

Type of company\*

Date of establishment\*

Annual turnover

Number of employees

Type of vendor\*

Category\*

Business coverage\*

Company logo 

or Drop files to attach  
 Maximum file upload size is 10 MB  
 Allowed file types: docx doc xls xlsx ppt pptx pdf jpg jpeg gif png bmp  
 dtsconfig.xml dtsx mdd mcf txt csv zip rar 7z eml  
 No items found

Base currency\*

Country of tax residency\*

Company income tax number\*

Tax registration status\*

Tax registration number\*

**Figure 11: Company Information Section**

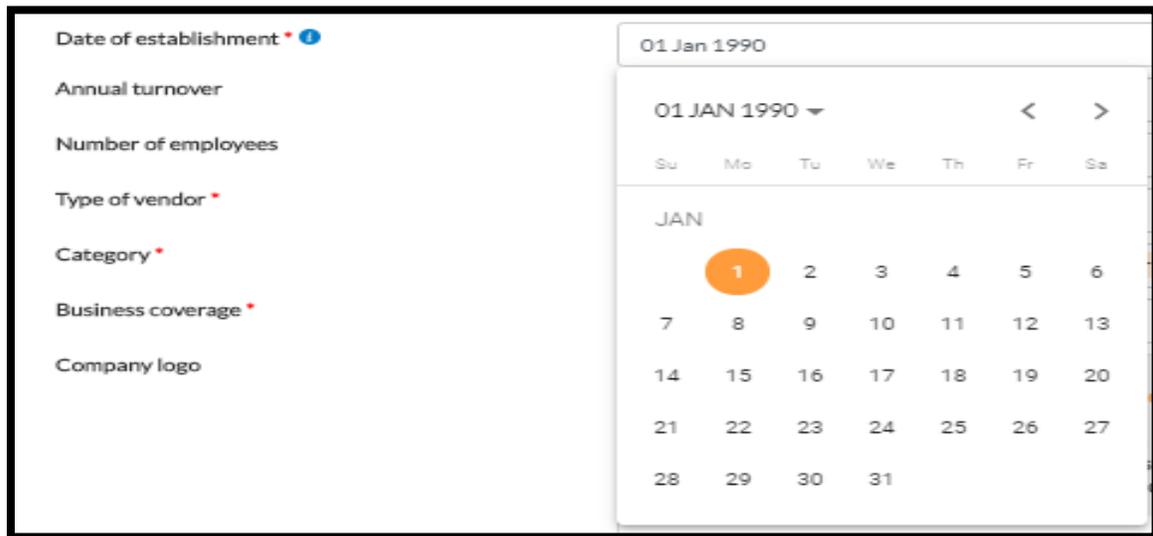
No	Field Name	Description
1	Company Name (*) <i>Nama Syarikat</i>	The name of your company. Important to type properly as per written in your company registration certificate.
2	Company Registration Number (*) <i>No. Pendaftaran Syarikat</i>	ROC Number, ROB Number, etc assigned to your company by the registrar of business/companies.
3	Type of Company (*) <i>Jenis Syarikat</i>	Select one from available list. For examples, Sole Proprietor, Public Listed, etc.
4	Date of Incorporation/ Establishment (*) <i>Tarikh Ditubuhkan</i>	The date your company was incorporated or established as per registration certificate from Suruhanjaya Syarikat Malaysia (SSM).

No	Field Name	Description
5	Annual Turnover	Mutual fund or an exchange-traded fund (ETF) replaces investment holdings on a yearly basis
6	Number of Employees <i>Bilangan Pekerja</i>	Select the range for the number of employees in your company.
7	Type of Vendor (*) <i>Jenis Penjual</i>	Select from the available list. You may choose to tick on multiple, as so long as it is applicable to your business.  For better clarity, please take note of the following descriptions: <ul style="list-style-type: none"> <li>• Manufacturer – business involved in producing / making products</li> <li>• Wholesaler – company who buys large quantities of goods and resells to merchants rather than to the ultimate customers</li> <li>• Retailer – merchant who sells goods to consumers</li> <li>• Distributor – company who markets merchandise</li> <li>• Services – someone who is in business to provide services for minor works</li> <li>• Contractor – person or firm who contracts to construct a building, infrastructure or other facility</li> <li>• Supplier – company who is in business to supply general products or commodities</li> <li>• Consultant – professional who provides expert advice in particular domain or area of expertise (such as engineering, architecture, quantity surveying, IT project management, advertising &amp; branding, management advisory, etc.)</li> </ul>
8	Category (*) <i>Kategori Penjual</i>	Select the category to determine the company's products and services rendered. Please be specific.
9	Business Coverage (*) <i>Liputan Perniagaan</i>	Please choose the business coverage very specifically to capture the company's business coverage area.
10	Company Logo <i>Logo Syarikat</i>	Please upload your company Logo in the specified section. This is optional.
11	Base Currency (*)	Preferred currency.
12	Country of Tax Residency (*) <i>Negara Residensi Cukai</i>	The country whereby your company is taxable
13	Company Income Tax File Number (*) <i>Nombor Pendaftaran Cukai Pendapatan</i>	Your company income tax file number

No	Field Name	Description
14	Tax Registration Status (*) <i>Status Pendaftaran Cukai</i>	Select one from the available list. For better clarity, please take note of the following descriptions: <ul style="list-style-type: none"> <li>Registered - For companies that are tax registered for the country specified in the Country of tax residency field.</li> <li>Not Registered - For companies that are required to be registered for the country specified in the Country of tax residency field but has yet to complete the registration.</li> <li>Exempted - For companies that are tax exempted for the country specified in the Country of tax residency field.</li> <li>Foreign (Out of scope) – For companies that are considered as foreign/out of scope for the country specified in the Country of tax residency field.</li> </ul>
15	Tax Registration Number (*) <i>Nombor Pendaftaran Cukai</i>	Fill up the tax registration number if you are registered.

### 3.4.1.1 Dates

Keying in dates in the portal manually or using an automated Calendar, as shown below:



**Figure 12: Dates can be keyed in manually or chosen from the calendar**

To change months, click on the month circled in red. The calendar will then allow applicants to choose months within that specific year. If applicants wish to change year, click on the year circled in red, and calendar will switch to allow the choosing of year.



Figure 13: Choosing month and year in the calendar

### 3.4.1.2 Company Category

Specify the company Category(s) in this step. Choose the closest matching category(s) for the Company. Company Category(s) are used to determine the company’s products and services rendered.

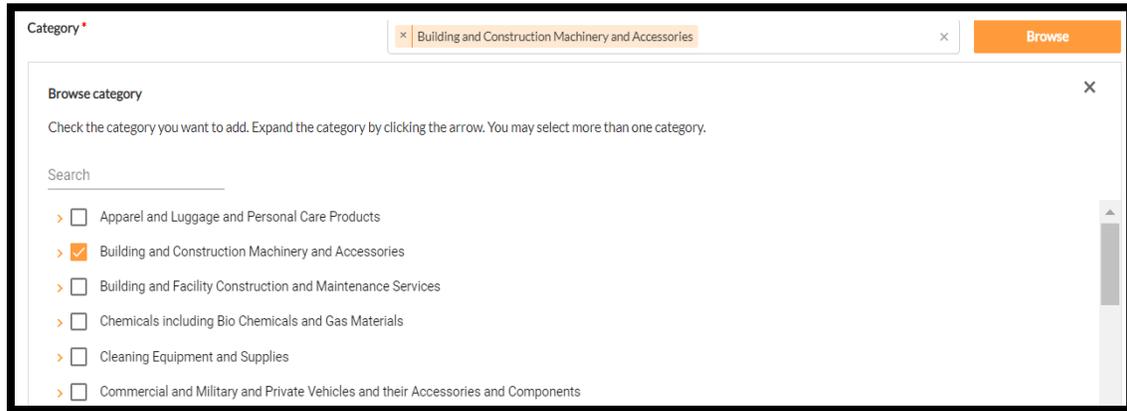


Figure 14: Search the keyword and select the applicable category.

No	Field Name	Description
1	Search Criteria <i>Kriteria Carian</i>	Enter Search Criteria to search for the Category and click on the Search button to reveal all Category(s) that matches the Search Criteria entered.
2	Category Selection <i>Pilih Kategori</i>	<b>To expand the categories, click on the (&gt;) sign.</b> Click on the check boxes of the relevant Category.

### 3.4.1.3 Company Business Coverage

This step of the application is to capture the company's business coverage area. Please choose the business coverage very specifically.

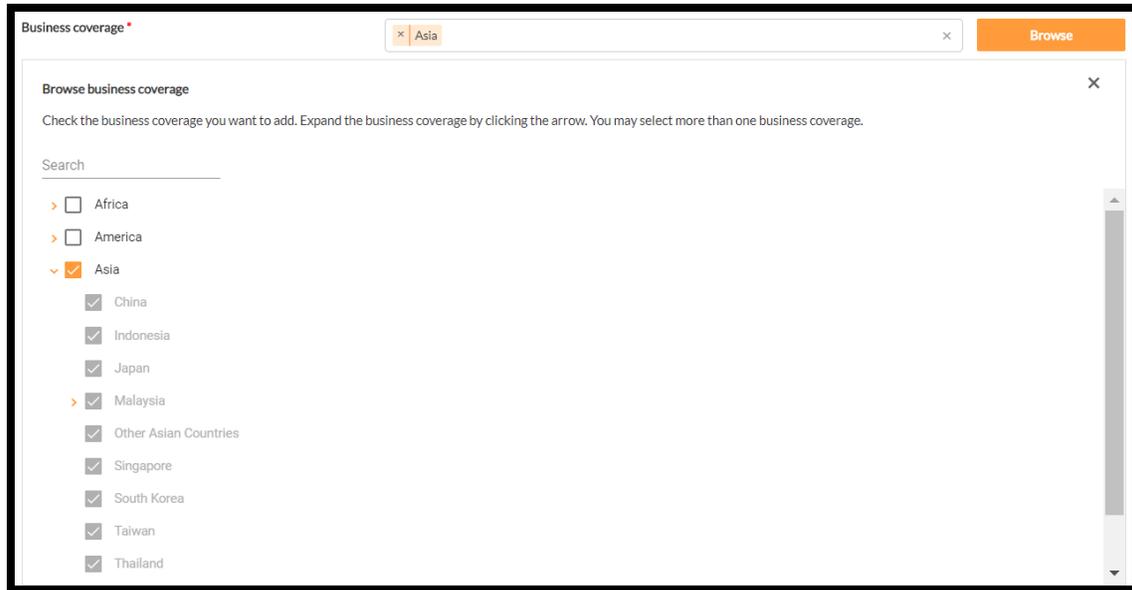


Figure 15: Search key word and select applicable coverage area.

No	Field Name	Description
1	Search Criteria <i>Kriteria Carian</i>	Enter Search Criteria to search for the Category and click on the Search button to reveal all Coverage Area(s) that matches the Search Criteria entered
2	Coverage Area Selection <i>Pilih Kawasan</i>	<b>To expand the categories, click on the (&gt;) sign.</b> Click on the check boxes of the relevant Coverage Area. Note that if you have chosen a generic area, for example Asia, it automatically includes all countries in Asia. Hence, please be specific when choosing your business coverage area.

### 3.4.2 Step 2: Contact Information

The second step of the application is to capture company contact information. Key information required and the explanations of each field are as follows:

**CONTACT INFORMATION**

Address description

Address line 1\*

Address line 2

Address line 3

City\*

Postal code\*

Country\*

State\*

Telephone number\*

Fax number

Email\*

**WEBSITES AND SOCIAL MEDIAS**

Website

Facebook

LinkedIn

Twitter

**Figure 16: Contact Information Section**

No	Field Name	Description
1	Address Description <i>Jenis Alamat</i>	Correspondence, Billing or Delivery address. At least one correspondence address is required. The office location of the main or regional office who is applying as a Vendor. For example, Headquarters, Branch, Warehouse, Sales Office
2	Address (*) <i>Alamat</i>	Full address of your office in the selected location.
3	City <i>Bandar</i>	The City where your office resides.
4	Postal Code <i>Poskod</i>	Postcode where your office resides.
5	Country <i>Negara</i>	The country where your office resides.
6	State <i>Negeri</i>	The State where your office resides.
7	Telephone Number (*) <i>No. Telefon</i>	Contact Number of contact person in the selected location. More than 1 contact numbers can be entered but each contact number has to be separated by a comma. E.g, 034567890, 0123456789
8	Facsimile Number	Facsimile Number of contact person in the selected location. More than 1 facsimile

No	Field Name	Description
	<i>No. Faks</i>	number can be entered but each facsimile number has to be separated by a comma, e.g, 034567890, 034446678
9	Email (*) <i>Emel</i>	Email of the contact person for your office.
10	Website and Social Medias	If available, please provide the link for the following items: <ul style="list-style-type: none"> <li>1. Company Website</li> <li>2. Facebook</li> <li>3. LinkedIn</li> <li>4. Twitter</li> </ul>

### 3.4.3 Step 3: Additional Company Address

This step of the application is to capture additional company address information (Examples: warehouse, sales office, etc.). Key information required and the explanations of each field are as follows:

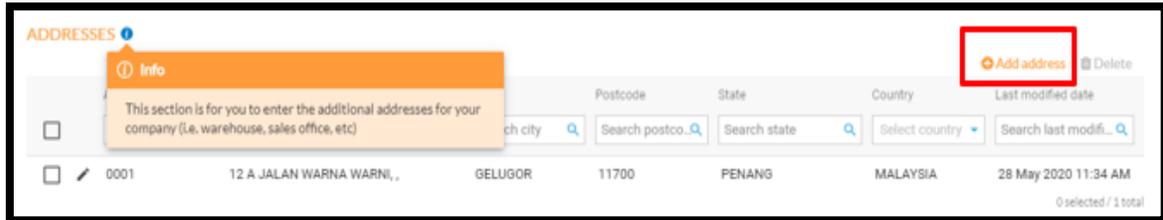


Figure 17: Click 'Add address' to insert company address

**Figure 18: Information required for Company Address**

No	Field Name	Description
1	Address Description <i>Jenis Alamat</i>	Correspondence, Billing or Delivery address. At least one correspondence address is required. The office location of the main or regional office who is applying as a Vendor. For example, Headquarters, Branch, Warehouse, Sales Office
2	Address (*) <i>Alamat</i>	Full address of your office in the selected location.
3	City <i>Bandar</i>	The City where your office resides.
4	Postal Code <i>Poskod</i>	Postcode where your office resides.
5	Country <i>Negara</i>	The country where your office resides.
6	State <i>Negeri</i>	The State where your office resides.

### 3.4.4 Step 4: Product and Services

Supplier to describe the products and services provided by their company.

The screenshot shows a software interface with the following content:

- PRODUCT AND SERVICES** (Section Header)
- Overview of products/services offered
- Supply Includes:
  1. Supply of heavy vehicles such as tractors, cranes and loaders.
  2. Spare parts of heavy vehicles.
- Service Includes:
  1. Maintenance and repair of heavy vehicles.

**Figure 19: Key in products and service description.**

### 3.4.5 Step 5: Why Us?

Supplier to emphasize on their unique products and services to be offered to Sime Darby Industrial.

**WHY US?**  
Tell us what sets you apart from the rest

Sans Serif Normal B I U

**ABC TRACTORS**

**Specialty:**

- ABC Tractors offers competitive price as the sole distributor of ABC Brand.
- Experienced. Company has been operating for 20 years.
- Huge business coverage.
- Conduct research and development on the fuel & mechanical system of these heavy vehicles to improve engine efficiency and functionality.

**Link:** Please refer attached link, [www.abctractors.com](http://www.abctractors.com)

**Figure 20: Key in products and service uniqueness**

### 3.4.6 Step 6: Financial Information

This step of the application is to capture company financial information. Key information required and the explanations of each field are as follows:

**CAPITAL AND EQUITY**

Currency code	MYR
Authorized capital	200,000
Paid up capital	50,000
Bumiputera holding (%)	0.00
Non bumiputera holding (%)	100.00
Foreign holding (%)	0.00

**Figure 21: Capital and Equity**

## DETAILS OF SHAREHOLDERS/PARTNERS/OWNERS, BOARD OF DIRECTORS, KEY EMPLOYEES AND MANAGEMENT TEAM

### SHAREHOLDERS/PARTNERS/OWNERS

[+ Add shareholders/partners/owners](#)

Name	ID type	ID number	Designation	Email	Holding Percentage (%)
<input type="text" value="Search n..."/>	<input type="text" value="Search i..."/>	<input type="text" value="Search i..."/>	<input type="text" value="Search d..."/>	<input type="text" value="Search e..."/>	<input type="text" value="Search ..."/>
Muhammad Fariz	Passport	A34849921D	Director	muhammad.fariz@abctractors.com	50.00
Jason Tan	Passport	AB211145789	Director	jason.tan@abctractors.com	50.00

### BOARD OF DIRECTORS

[+ Add board of directors](#)

Name	ID type	ID number	Designation	Email
<input type="text" value="Search name"/>	<input type="text" value="Search id ty..."/>	<input type="text" value="Search id n..."/>	<input type="text" value="Search desi..."/>	<input type="text" value="Search em..."/>
Jason Tan	Passport	AB211145789	Director	jason.tan@abctractors.com
Muhammad Fariz	Passport	A34849921D	Director	muhammad.fariz@abctractors.com

### KEY EMPLOYEES

[+ Add key employee](#)

Name	ID type	ID number	Designation	Email
<input type="text" value="Search name"/>	<input type="text" value="Search id ty..."/>	<input type="text" value="Search id n..."/>	<input type="text" value="Search desi..."/>	<input type="text" value="Search em..."/>
Ahmad Amer	Passport	AD738749023	Project Manager	ahamd.amer@abctractors.com
Siti Aishah	Passport	A28238892E	Engineer	siti.aishah@abctractors.com

Figure 22: Details of Shareholder/Partners/Owners, Board of Directors, Key Employees and Management Team.

**MANPOWER STRUCTURE**

Total number of employees	<input type="text" value="500"/>
Local employees (%)	<input type="text" value="100.00"/>
Bumiputera (%)	<input type="text" value="40.00"/>
Non bumiputera (%)	<input type="text" value="60.00"/>
Foreign (%)	<input type="text" value="0.00"/>

**Figure 23: Manpower Structure**

**FINANCIAL STATISTICS**

Year	<input type="text" value="2020"/>	<input type="text" value="2019"/>
Annual sales revenue	<input type="text" value="500,000.00"/>	<input type="text" value="600,000.00"/>
Currency code	MYR	MYR
Shareholder's/Partner/Owner funds ⓘ	<input type="text" value="1,000,000.00"/>	<input type="text" value="1,000,000.00"/>
Profit/Loss after tax ⓘ	<input type="text" value="100,000.00"/>	<input type="text" value="120,000.00"/>
Current assets	<input type="text" value="10,000.00"/>	<input type="text" value="10,000.00"/>
Current liabilities	<input type="text" value="9,000.00"/>	<input type="text" value="7,000.00"/>
Current ratio ⓘ	1.11	1.43

**Figure 24: Financial Statistics**

The current ratio will be calculated automatically after save button is clicked.

No	Field Name	Description
1	Currency Code (*) <i>Mata wang</i>	Currency Code for the financial information.
2	Authorized Capital (*) <i>Modal Dibenarkan</i>	Authorised capital of your company, as per your Form 24
3	Paid Up Capital (*) <i>Modal Berbayar</i>	Paid up capital of your company, as per your Form 24

No	Field Name	Description
5	Bumiputra Holding (*) <i>Pegangan Bumiputra (%)</i>	Percentage of Bumiputra holding in your company. Bumiputra, non-Bumiputra and foreign holding must add up to 100%.
6	Non Bumiputra Holding (*) <i>Pegangan Bukan Bumiputra (%)</i>	Percentage of non-Bumiputra holding in your company. Bumiputra, non-Bumiputra and foreign holding must add up to 100%.
7	Foreign Holding (*) <i>Pegangan Asing (%)</i>	Percentage of non-Malaysian holding in your company. Bumiputra, non-Bumiputra and foreign holding must add up to 100%.
8	Shareholder Details <i>Butiran Pemilik</i>	Names of your company's shareholders and the respective percentage of shareholding. (Refer to Company Documentation for more details)
9	Board of Directors <i>Ahli Lembaga Pengarah</i>	Names of your company's board of directors. (Refer to Company Documentation for more details)
10	Key Employees <i>Pegawai Utama Atau Personel</i>	Names and designation of your company's key employees.
12	Manpower Structure <i>Pecahan Pekerja (%)</i>	Total number of employees and percentage of bumiputra, non-bumiputra and non-Malaysian employees.
13	Financial Statistics <i>Statistik Kewangan</i>	Annual sales revenue, shareholder funds, and profit/loss after tax for two previous financial years. Please indicate the "Profit for the Year" based on your Profit & Loss Statements. Current ratio is derived through current assets / current liabilities for the year, based on your Balance Sheet Statement.

**NOTE:**

1. This is an important section as information being keyed in here will be used by Sime Darby as a basis of validating applicant's financial strength. The Officer-in-Charge will validate information given here against supporting documents given (audited accounts and form 49 & 24).

## Calculating Information Required in Financial Statistics

Please refer to the sample documents & table below to complete the Financial Statistics information required in your application. These samples are only applicable to Malaysian companies – for overseas companies, please provide the equivalent document.

Vendor Type	Private Limited / Public Limited	Sole Proprietor / Partnership
Source Documents	Audited accounts – Income / Profit & Loss Statements, Statement of Equity Changes & Balance Sheet	Income Tax Return Form with LHDN - Borang B / Borang P
Annual Sales Revenue	A	F
Shareholder's Fund	E	J + K
Profit / Loss After Tax	B	G
Current Asset	C	H
Current Liabilities	D	I
Current Ratio	C divided by D	H divided by I

INCOME STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2011			
	NOTE	2011 RM	2010 RM
Revenue <span style="border: 1px solid red; padding: 2px;">A</span>	16	██████████	██████████
Cost of sales		██████████	██████████
Gross profit		██████████	██████████
Other operating income		██████████	██████████
Administrative expenses		██████████	██████████
(Loss)/profit from operations		██████████	██████████
Finance costs		██████████	██████████
(Loss)/profit before taxation	17	██████████	██████████
Income tax expense	18	██████████	██████████
<span style="border: 1px solid red; padding: 2px;">(Loss)/profit after taxation</span> <span style="border: 1px solid red; padding: 2px;">B</span>		██████████	██████████

Sample Documents: Audited Accounts – Income / Profit & Loss Statements

BALANCE SHEET AT 31 DECEMBER 2011			
	NOTE	2011 RM	2010 RM
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	5		
Investment	6		
<b>CURRENT ASSETS</b>	<b>C</b>		
Inventories	7		
Trade receivables			
Other receivables and deposits			
Amounts due by directors	8		
Cash and bank balances			
<b>CURRENT LIABILITIES</b>	<b>D</b>		
Trade payables			
Other payables and accruals			
Short term borrowings	9		
Provision for taxation			
<b>NET CURRENT ASSETS</b>			

Sample Document: Audited Accounts – Balance Sheet

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2011			
	SHARE CAPITAL RM	RETAINED PROFITS RM	TOTAL RM
Balance as at 31.12.2009			
Profit after taxation for the financial year	-		
Balance as at 31.12.2010			
Loss after taxation for the financial year	-		
<b>Balance as at 31.12.2011</b>			

Sample Document: Audited Accounts – Statement of Equity Changes

AKAUN PERDAGANGAN UNTUNG RUGI	
Kod Perniagaan	[REDACTED]
Jualan atau perolehan	F [REDACTED]
<b>TOLAK :</b>	
Stok awal	[REDACTED]
Belian dan kos pengeluaran	[REDACTED]
Stok akhir	[REDACTED]
Kos jualan	[REDACTED]

Sample Document: Income Tax Return Form (1)

Perbelanjaan-perbelanjaan lain	[REDACTED]
<b>JUMLAH PERBELANJAAN</b>	
UNTUNG / RUGI BERSIH	G [REDACTED]
Perbelanjaan yang tidak dibenarkan	[REDACTED]

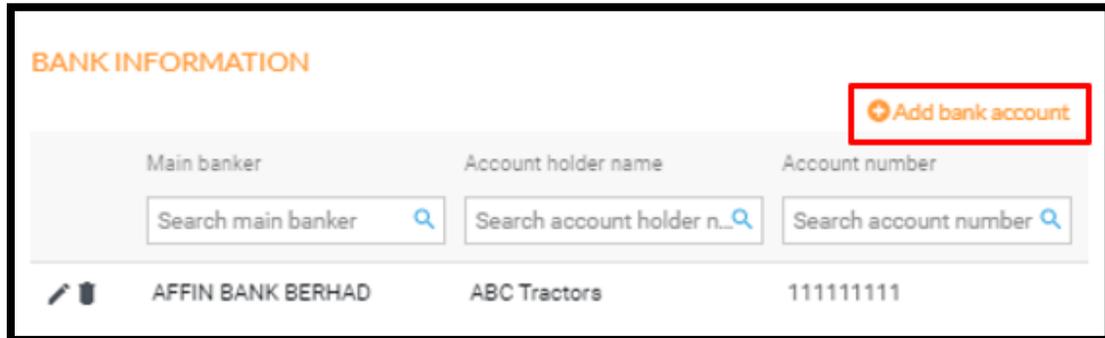
Sample Document: Income Tax Return Form (2)

J39	JUMLAH ASET SEMASA (J33 hingga J38)	H	J39	[REDACTED]
J40	JUMLAH ASET (J31 + J32 + J39)		J40	[REDACTED]
<b>LIABILITI :</b>				
J41	Pinjaman dan Overdraf	J41	[REDACTED]	
J42	Pemutang dagangan	J42	[REDACTED]	
J43	Pemutang lain	J43	[REDACTED]	
J44	JUMLAH LIABILITI (J41 hingga J43)	I	J44	[REDACTED]
<b>EKUITI PERKONGSIAN :</b>				
J45	Akaun modal	J	J45	[REDACTED]
J46	Baki akaun semasa bawa hadapan		J46	[REDACTED]
				(Tandakan "X" jika nilai negatif)
J47	Untung/Rugi tahun semasa		J47	[REDACTED]
				(Tandakan "X" jika nilai negatif)
J48	Ambilan/Pendahuluan (bersih)		J48	[REDACTED]
				(Tandakan "X" jika nilai negatif)
J49	Baki akaun semasa hantar hadapan	K	J49	[REDACTED]
				(Tandakan "X" jika nilai negatif)

## Sample Document: Income Tax Return Form (3)

### 3.4.7 Step 7: Bank Information

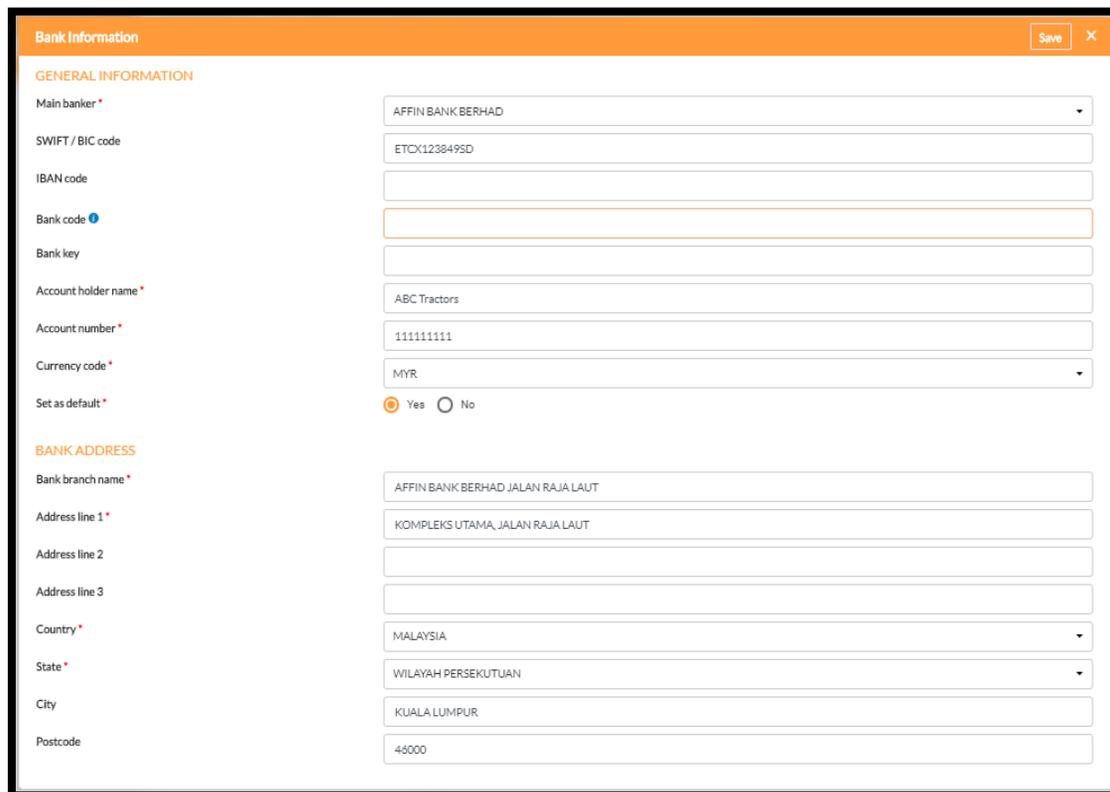
This step of the application is to capture details your company's Bank Information. *This information details are important and required for future payments to be made to your company.*



The screenshot shows the 'BANK INFORMATION' section of a web application. At the top right, there is a red-bordered button labeled 'Add bank account'. Below this, there are three search fields: 'Main banker' (containing 'AFFIN BANK BERHAD'), 'Account holder name' (containing 'ABC Tractors'), and 'Account number' (containing '111111111'). Each search field has a magnifying glass icon. Below the search fields is a table with three columns: 'Main banker', 'Account holder name', and 'Account number'. The table contains one row with the values 'AFFIN BANK BERHAD', 'ABC Tractors', and '111111111' respectively. There are also edit and delete icons for each row.

Figure 25: Profile > Bank Information

Click on "Add bank account" to add your bank information. Key information required and the explanations of each field are as follows:



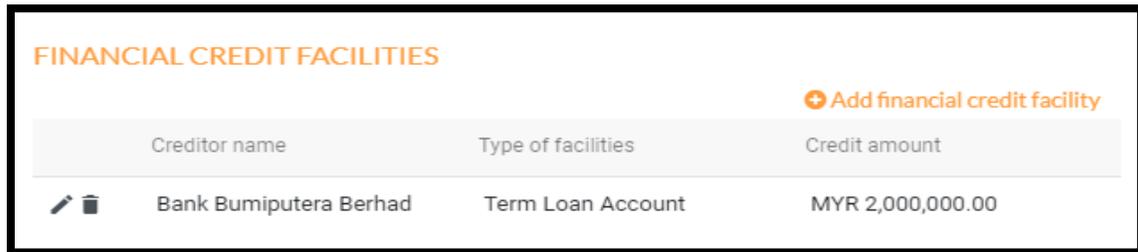
The screenshot shows the 'Bank Information' form. The form is divided into two sections: 'GENERAL INFORMATION' and 'BANK ADDRESS'. The 'GENERAL INFORMATION' section includes fields for: 'Main banker' (AFFIN BANK BERHAD), 'SWIFT / BIC code' (ETCX123849SD), 'IBAN code', 'Bank code', 'Bank key', 'Account holder name' (ABC Tractors), 'Account number' (111111111), 'Currency code' (MYR), and 'Set as default' (Yes/No radio buttons). The 'BANK ADDRESS' section includes fields for: 'Bank branch name' (AFFIN BANK BERHAD JALAN RAJA LAUT), 'Address line 1' (KOMPLEKS UTAMA, JALAN RAJA LAUT), 'Address line 2', 'Address line 3', 'Country' (MALAYSIA), 'State' (WILAYAH PERSEKUTUAN), 'City' (KUALA LUMPUR), and 'Postcode' (46000). A 'Save' button is located in the top right corner of the form.

Figure 26: Information required for Bank Information page

No	Field Name	Description
1	Main Banker (*) <i>Bank Utama</i>	Name of the Bank your company maintains an account with. You only need to provide information of one bank.
2	SWIFT / BIC Code <i>Kod SWIFT</i>	Bank branch's specific SWIFT Code (if any) If not available, use the SWIFT Code per your Main Banker's selection above.
3	IBAN Code <i>Kod IBAN</i>	<i>International Bank Account Number Code</i> (applicable for certain countries only)
4	Bank Code <i>Kod Bank</i>	Code assigned by a central bank, a bank supervisory body or a Bankers Association in a country
5	Bank Key <i>Kunci Bank</i>	Bank identifier used to identify the bank in the specific country
6	Account Holder Name (*) <i>Nama Pemegang Akaun</i>	Account Holder Name of the Bank as stated above.
7	Account Number (*) <i>No. Akaun</i>	Account number of the Bank as stated above.
8	Currency Code (*) <i>Kod Mata Wang</i>	Select the currency code of your preferred payment currency
9	Set as Default (*) Tetapan Utama	Please select Yes to set this bank account as your default account.
10	Main Branch Name (*) <i>Name Cawangan Bank</i>	The name of the branch bank name.
11	Bank Branch Address (*) <i>Alamat Cawangan Bank</i>	Address of the Bank branch you maintain an account with.
12	Country (*) <i>Negara</i>	Select the country where your Bank branch resides.
13	State (*) <i>Negeri</i>	The State where your Bank branch resides.
14	City <i>Bandar</i>	The City where your Bank branch resides.
15	Postcode <i>Poskod</i>	Postcode where your Bank branch resides.

### 3.4.8 Step 8: Financial Credit Facilities

The company credit facilities from the banks will be captured in this step.



**Figure 27: Profile > Financial Credit Facilities**

Click "Add financial credit facility" and key in the information required. Key in the required information and the explanation of each field are as follows:

The screenshot shows a form titled "Financial Credit Facilities" with a "Save" button and a close icon. The form is divided into a "GENERAL INFORMATION" section. The fields are:
 

- Creditor name \* (Text input: Bank Bumiputera Berhad)
- Type of facilities \* (Dropdown menu: Term Loan Account)
- Credit amount \* (Currency dropdown: MYR, Amount input: 2,000,000.00)
- Credit address line 1 (Text input)
- Credit address line 2 (Text input)
- Credit address line 3 (Text input)
- Country (Dropdown menu: MALAYSIA)
- State (Dropdown menu)
- City (Text input)
- Postal code (Text input)
- Contact person (Text input)
- Contact number (Text input)
- Fax number (Text input)

**Figure 28: Information required for Credit Facilities page**

No	Field Name	Description
1	Creditor Name (*) <i>Nama Bank</i>	Name of the Bank that provides the Credit Facility to your Company.
2	Type of Facilities (*) <i>Jenis Kredit</i>	The type of Credit Facilities provided by the bank
3	Credit Amount (*)	The Amount of Credit provided by the bank

No	Field Name	Description
	<i>Amaun Kredit</i>	
4	Creditor Address <i>Alamat Peminjam</i>	The address of the bank which provided the credit facility
	Country <i>Negara</i>	Select the country where your Bank branch resides.
	State <i>Negeri</i>	The State where your Bank branch resides.
5	City <i>Bandar</i>	The City where your Bank branch resides.
7	Postcode <i>Poskod</i>	Postcode where your Bank branch resides.
9	Contact Person <i>Nama Orang Yang Boleh Dihubungi Dalam Bank</i>	Name of contact person of the Creditor.
10	Contact Number <i>No. Telefon Bank</i>	Creditor's Contact Number.
11	Facsimile Number <i>No. Faks Bank</i>	Creditor's Facsimile Number.

### 3.4.9 Step 9: Supplier Credit Lines

The company credit facilities from the suppliers will be captured in this step.

SUPPLIER CREDIT LINES			<a href="#">+ Add supplier credit line</a>
	Creditor name	Type of facilities	Credit amount
 	King Ang Gu Sdn Bhd	Cement/Concrete	MYR 100,000.00

Figure 29: Profile > Supplier Credit Lines

Click on the "Add supplier credit line" and key in the required information. The explanation of each field are as follows:

Supplier Credit Lines
Save X

**GENERAL INFORMATION**

Creditor name \*

Type of facilities \*

Credit amount \*

Credit address line 1

Credit address line 2

Credit address line 3

Country

State

City

Postal code

Contact person

Contact number

Fax number

**Figure 30: Information required for Credit Lines page**

No	Field Name	Description
1	Creditor Name <i>Nama Syarikat Pemberi Pinjaman</i>	Name of the Company that provides the Credit Facility to your Company.
2	Type of Facilities <i>Jenis Kredit</i>	The type of Credit Facilities provided by the supplier
3	Credit Amount <i>Amaun Kredit</i>	The Amount of Credit provided by the supplier
4	Creditor Address <i>Alamat Peminjam</i>	The address of the supplier which provided the credit facility
5	Country <i>Negara</i>	Select the country where your supplier branch resides.
6	State <i>Negeri</i>	The State where your supplier branch resides.
7	City <i>Bandar</i>	The City where your supplier branch resides.
8	Postcode <i>Poskod</i>	Postcode where your supplier branch resides.

No	Field Name	Description
9	Contact Person <i>Nama Orang Yang Boleh Dihubungi daripada syarikat pemberi pinjaman</i>	Name of contact person of the Creditor.
10	Contact Number <i>No. Telefon Syarikat Pemberi Pinjaman</i>	Creditor's Contact Number.

### 3.4.10 Step 10: Track Record and Work Experience

This step will capture the company's Track Record and Work Experience. Key in the required information and the explanations of each field are as follows:

**CURRENT AND PREVIOUS PROJECTS/TRANSACTION**

**Info**  
This section is for you to share with us the current and previous projects that your company has been working on with us.

Project status	Project sustainability
Work In Progress	No

SIME DARBY Construction Project  
GHO Kota Kinabalu, Sabah  
2020 MYR200,000.00

**LARGEST PROJECTS/TRANSACTIONS UNDERTAKEN**

**Info**  
This section is for you to share with us the largest projects undertaken by your company.

No record found

**RELEVANT WORK EXPERIENCE**

**Info**  
This section is for you to share with us your company relevant work experience.

Figure 11: Track Record and Work Information page

CURRENT AND PREVIOUS PROJECTS/TRANSACTION
Save X

**PAST EXPERIENCE RECORD**

Buyer company\*

Project name\*

Project location\*

Project year\*

Project amount\*

Project status\*

Sustainability project\*

Scope of work (services/product)\*

Contact person\*

Department\*

Contact number\*

Email\*

**Figure 32: Information required for Track Record page**

No	Field Name	Description
1	Buyer Company <i>Syarikat Pembeli</i>	Sime Darby Divisions involved in the project – to choose from the dropdown list.
3	Project Name <i>Nama Projek</i>	The name/short description of the Project / Services / Products supplied.
4	Project Location <i>Lokasi Projek</i>	The Project’s location
5	Project Year <i>Tahun Projek Dilaksanakan</i>	The year of the Project. May put a year range if necessary
6	Project Amount <i>Amaun Projek</i>	The Project’s Amount (per year)
7	Project Status <i>Status Projek</i>	The current status of the Project
8	Sustainability Project	Indicate the sustainability of the project
9	Scope Of Work (Services/Products) <i>Skop Kerja</i>	The Scope of Work for the Project – vendor should further explain in detail the nature of the services/products provided.
10	Contact Person in Sime Darby <i>Orang untuk dihubungi di Sime Darby</i>	Contact Person in Sime Darby for this project (Only applicable for projects with Sime Darby)

No	Field Name	Description
11	Contact Number <i>Nombor hubungan</i>	Contact Number of the contact person (Only applicable for projects with Sime Darby)
12	Email Address <i>Alamat Emel</i>	Email address of the contact person (Only applicable for projects with Sime Darby)

**NOTE:**

1. Applicants should provide as much Track Record and Work Experience as possible. This will be used as a basis of validating the categories registered in Company Category page. More items specified here will result in more categories registered to, resulting in a higher chance of being called for quotations and/or tender for the specific categories.
2. Applicants are to upload supporting documents such as Letter of Award, Purchase Order or Delivery Order in the Company Documentation page. This is encouraged for each project and/or transaction stated in Track Record and Work Experience section. Please refer to Section 2.3.2 for more details.

### 3.5.11 Step 11: Certificate

This step of the application is to capture details of other certificates that your company may have applied for. Key information required and how to key in are shown below, and please refer to **Section 2.3.2** for description of each certificates.

**CONSTRUCTION INDUSTRY DEVELOPMENT BOARD OF MALAYSIA (CIDB)**

Certificate number: A77-456-902

Expiry date: 31 Dec 2020

Financial grade: [Empty]

Certificate attachment: [Browse or Drop files to attach] (Maximum file upload size is 10 MB. Allowed file types: docx doc xlsx xls ppt pptx pdf jpg jpeg gif png bmp dtsconfig xml dtsx mdd mcf txt csv zip rar 7z eml)

File ABC Tractors.pdf (30.87 KB)

**Add certificate categories**

Category: Search category [Magnifying Glass]

Specialization: Search specialization [Magnifying Glass]

	CE - Pembinaan Kejuruteraan Awam	CE36 - Kerja tanah
--	----------------------------------	--------------------

**Figure 33: CIDB information**

For CIDB, key in the certificate number, expiry date and financial grade. Click on "Add certificate categories" to specify categories and specializations as stated in the certificate and click on the save button. Please take note that more than one category can be added.

**Certificate Categories** [Save] [X]

**CATEGORIES AND SPECIALIZATION**

Category: [Dropdown menu]

Specialization: [Dropdown menu]

- CE - Pembinaan Kejuruteraan Awam (checked)
- B - Pembinaan Bangunan
- ME - Mekanikal Dan Elektrikal

**Figure 34: CIDB Category**

**Certificate Categories** [Save] [X]

**CATEGORIES AND SPECIALIZATION**

Category: CE - Pembinaan Kejuruteraan Awam

Specialization:
 

- CE36 - Kerja tanah
- CE35 - Ujian konkrit
- ✓ CE36 - Kerja tanah
- CE37 - Kerja serombong stesen kuasa
- CE38 - Penyelenggaraan sistem penbentongan
- CE39 - Penyelenggaraan sistem bekalan air
- CE40 - Pengorekan
- CE41 - Kerja membina kolam air untuk ternakan
- CE42 - Membuat isyarat dan mengecat jalan
- CE43 - Membuat pengadang dan lain-lain kerja untuk jalan

**Figure 35: CIDB Specification**

**MINISTRY OF FINANCE MALAYSIA (MOF)**

Certificate number: A2883474

Expiry date: 31 Dec 2020

Bumiputera status:  No  Yes

Certificate attachment:
 

- Browse or Drop files to attach
- Maximum file upload size is 10 MB
- Allowed file types: docx doc xlsx xls ppt pptx pdf jpg jpeg gif png bmp dtsconfig xml dtsx mdd mcf txt csv zip rar 7z eml
- File ABC Tractors.pdf (30.87 KB)

**+ Add certificate fields**

Field	Sub Field	Sub Field Breakdown
<input type="text" value="Search field"/>	<input type="text" value="Search sub field"/>	<input type="text" value="Search sub field break..."/>
11 - PENGANGKUTAN, KOMPONEN DAN AKSESORI	11.2 - Jentera Berat	11.2.3 - Trailer Dan Aksesori

**Figure 36: MOF information**

For MOF, key in the certificate number and expiry date. Please specify the bumiputera status and code field as stated in the certificate. Click on the "Add certificate fields" to specify Field, Sub field and Sub field breakdown for the Code Field.

**Certificate Categories** Save ×

**CODE FIELD**

Field: 11 - PENGANGKUTAN, KOMPONEN DAN AKSESORI

Sub field: 11.2 - Jentera Berat

Sub field breakdown: 11.2.3 - Traller Dan Aksesori

**Figure 37: Specify the Code Field.**

To add other certificates such as ISO, MPOB etc, click on 'Add other certificates' as shown above.

**ISO CERTIFICATES**

+ Add other certificates

Certificate type	Certificate name	Certificate/Reference number
ISO 9001	Quality Management System	232425

**Figure 38: Click on “Add other certificates” to add Certificate Information.**

**Other Certificates** Save ×

**CERTIFICATES**

Certificate type: ISO 9001

Certificate name: Quality Management System

Certificate/Reference number: 232425

Expiry date: 31 Dec 2020

Class/Grade: A

Bumiputera status:  Yes  No

Issued by: ABS Systems Sdn Bhd

Certificate attachment: File ABC Tractors.pdf (30.87 KB)

**WORKFIELD**

+ Add work field

Code	Description
0001	Design and Manufacture of trailer.

**Figure 39: Fill up the details of the certificate and click on “Add work field” to include work field.**

**WORK FIELD** Save ×

Code: 0001

Description: Design and Manufacture of trailer

**Figure 40: Specify the work field.**

To add a Shariah Certificate, click on the “Add to shariah certificates” button and key in the information as follows:

**SHARIAH CERTIFICATES** ➕ Add shariah certificates

Certificate type: Search certificate type 🔍

Certificate name: Search certificate name 🔍

Certificate/Reference number: Search certificate/refer... 🔍

		MS 1500: 2009 - Halal Food - Production, Preparation, Handling and Storage	Halal Certificate	A12334354
--	--	--	-------------------	-----------

**Figure 41: Click on “Add shariah certificates” to add a certificate.**

**Shariah Certificates** Save ×

**CERTIFICATES**

Certificate type: MS 1500: 2009 - Halal Food - Production, Preparation, Handling and Storage

Certificate name: Halal Certificate

Certificate/Reference number: A12334354

Expiry date: 31 Dec 2020

Issued by: JAKIM

Certificate attachment: Browse or Drop files to attach

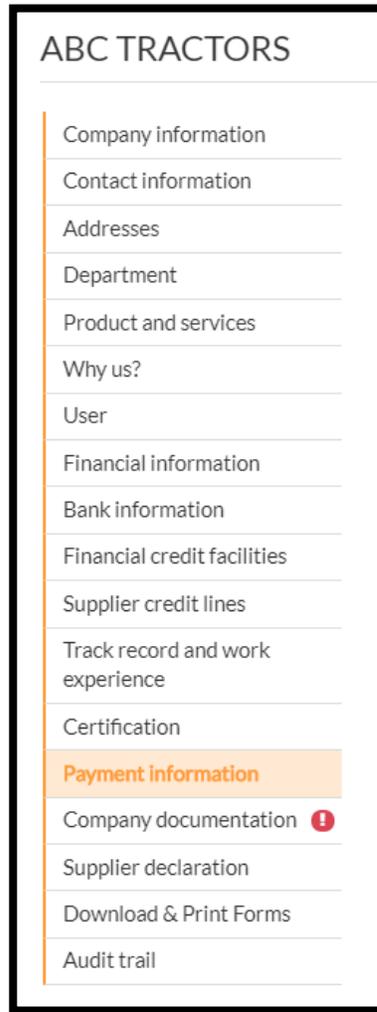
Maximum file upload size is 10 MB  
Allowed file types: docx doc xls xlsx ppt pptx pdf jpg jpeg gif png bmp  
dtsconfig.xml dtsx mdd mcf txt csv zip rar 7z eml

No items found

**Figure 42: Fill Required Information on Shariah Certificate.**

### 3.5.12 Step 12: Registration Payment

In order to retrieve the payment instructions and other details, kick-start new OVR application or renewal and proceed to Payment Information page.



**Figure 43: Profile > Payment Information**

Click on the *Payment Information* link

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.					
<a href="#">Payment Instruction.pdf</a>					
Bank	SWIFT code	Virtual account number	Note		
CITIBANK	CITIMYKLXXX	7740500100000049	Pay via internet banking transfers or cheques. 1. Interbank GIRO transfer – choose CITIBANK BERHAD 2. Indicate the <i>Virtual Account No.</i> as the <b>Bank Account No.</b> 3. Payee name : Sime Darby Holdings Berhad 4. Any wrong payment made by vendor is not refundable		
PAYMENT ADVICE					
Payment advice number	Create date	Currency	Amount	Attachment	
PA/0000000001	18 Feb 2020 03:54 PM	MYR	66.3536	<a href="#">SD_OVR_PA/0000000001.pdf</a>	
PAYMENT TRANSACTION					
Date	Description	Bank	Virtual account no	Amount	Attachment
No record found					

**Figure 44: Payment Information Page > Payable Amount and Payment Advice**

Take note of the appropriate *Payable Amount* (**non-refundable**).

- c. **RM200.00** (including 0% GST) for Malaysian-registered Companies
- d. **RM200.00** (excluding 0% GST) for Overseas-registered Companies

Click on the *Print Payment Advice* button to view/save/print the Payment Advice for reference.

Retrieve the *Virtual Account No.* from the Payment Information & Payment Advice page as this is important information depending on the payment method selected.

**Payment Method and Bank:**

- For Malaysian-registered Companies, please pay via Internet banking pay to Sime Darby Holdings Berhad (Citibank account).
- For Overseas-registered Companies, please pay through Internet banking or Telegraphic Transfer (TT) to Sime Darby Holdings Berhad (Citibank Account).

CITIBANK: Pay via internet banking transfers

1. *Interbank GIRO transfer* – choose **CITIBANK BERHAD**
2. *Indicate the Virtual Account No.* as the **Bank Account No.**  
*The Virtual Account No. is unique for each company. This shall act as the Bank Account no. for your payment.*

## **Detailed Payment Instructions:**

### **Payment via Internet Banking (transfer to Sime Darby's CITIBANK BERHAD account)**

You can pay via **InterBank GIRO (IBG)** transfer from any internet banking account. Please take note of the following steps after you have logged-in to your online bank account.

- a. Select **Payment / Fund Transfer**
- b. Recipient Name: **Sime Darby Holdings Berhad**
- c. Bank: **Citibank Berhad**
- d. Account Number: **Virtual Account no.**  
*Example: 7740500XXXXXXXXX (16 digits)*
- e. Recipient ref: **Company name**
- f. Other Payment Details: **Virtual Account no.**

Amount: 200 Payable amount

From Account: [Redacted]

Mode of transfer: Interbank GIRO

Effective date: Today

To: Recipient

Recipient bank: CITIBANK BERHAD

Recipient name: SIME DARBY HOLDINGS BE

Transaction type: Funds Transfer

Account number: 77405001XXXXXXXX Refer to your Virtual account no. Account no. length

(You may enter the account number up to the number of digits based on the payment type for this bank)

Do you require Recipient ID to be validated at the recipient's bank?

Yes (please ensure the Recipient ID type & number is the same as maintained at the Recipient's bank. Recipient ID keyed in will be used for validation.)

Recipient ID Type: Business Registration Number Recipient ID: 57651-D Sime Darby Holdings Berhad business registration number

No, Recipient ID validation is not required. ONLY account number should be validated at Recipient bank.

Recipient Reference: Contoh Sdn Bhd Your Company name

Note: Recipient Reference field is MANDATORY. Please state the unique reference number that allows your recipient to identify you. (e.g bill no., invoice no., bill account no., membership no.)

Other Payment Details: 77405001XXXXXXXX Re-enter Virtual account no.

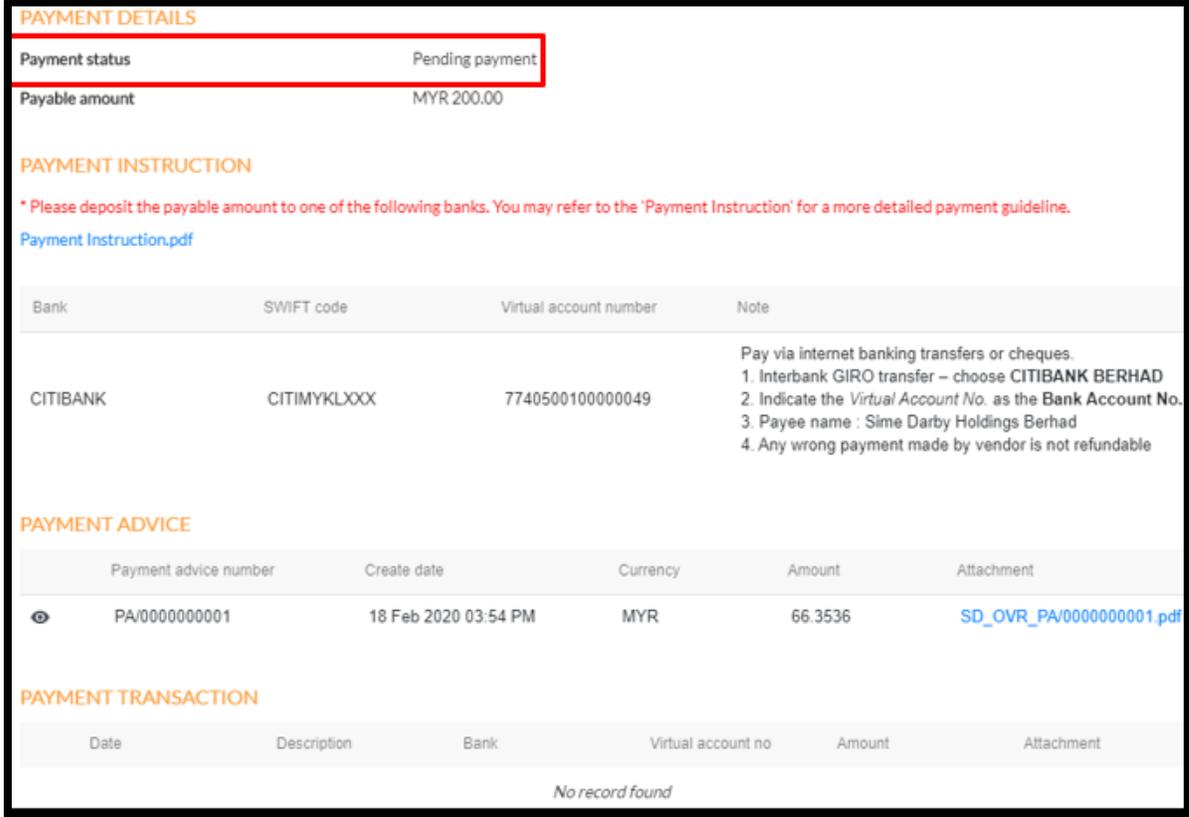
Additional information for recipient to identify you and your purpose of payment.

**Figure 45: Sample Internet Banking screen**

Download a copy of the Internet Banking receipt and upload as "Proof of Payment" in the next section (*Company Documentation*).

## **Check Payment Status and Download Tax Invoice:**

Applicants can check their payment status by logging in to the portal and go to the **Payment Information** page. Status will be displayed under *Payment Status*, example as shown below:



The screenshot displays the 'Payment Information' page with the following sections:

- 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	7740500100000049	Pay via internet banking transfers or cheques. 1. Interbank GIRO transfer – choose CITIBANK BERHAD 2. Indicate the <i>Virtual Account No.</i> as the <b>Bank Account No.</b> 3. Payee name : Sime Darby Holdings Berhad 4. Any wrong payment made by vendor is not refundable
- PAYMENT ADVICE**

Payment advice number	Create date	Currency	Amount	Attachment
PA/0000000001	18 Feb 2020 03:54 PM	MYR	66.3536	<a href="#">SD_OVR_PA/0000000001.pdf</a>
- PAYMENT TRANSACTION**

Date	Description	Bank	Virtual account no	Amount	Attachment
No record found					

**Figure 46: Payment Information Page > Payment Status**

Payment status is updated within one (1) to three (3) business days for **internet banking** payment. The payment status will be updated to '*Fully Paid*' once payment is successful. Refer to the Payment Transaction for your successful payment records. Click on the *Tax Invoice* attachment to view/save/print the Tax Invoice for your payment.

**PAYMENT DETAILS**

Payment status: Fully paid

Payable amount: MYR.212.00

**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
			Pay via internet banking transfers or cheques.
CITIBANK	CITIMYKLXXX	[REDACTED]	1. Interbank GIRO transfer – choose CITIBANK BERHAD 2. Indicate the Virtual Account No. as the Bank Account No.

**PAYMENT ADVICE**

Payment advice number	Create date	Currency	Amount	Attachment
PA20160207424	05 Feb 2016 06:06 PM	MYR	212	<a href="#">SD_OVR_PA20160207424.pdf</a>

**PAYMENT TRANSACTION**

[Generate invoice](#) [Reverse payment](#)

<input type="checkbox"/>	Date	Description	Bank	Virtual account no	Amount	Attachment
<input type="checkbox"/>	24 Apr 2016 06:12 PM	Application fee payment manual	CITIBANK	[REDACTED]	212.00	<a href="#">SD_OVR_INV2016040...</a>

Figure 47: Payment Information Page > Payment Transaction

### 3.5.12 Step 12: Company Documentation

The final step of the application is to attach softcopy of required documentation for the submission of your application to become a Vendor. Please refer **Section 2.3** for key documents required.

Vendor is also allowed to provide free-text comment to Sime Darby’s evaluator using the free-text field available at the bottom of this section.

### 3.6 Application Submission

When attachment of documents is completed, applicants can proceed to complete the supplier declaration form. Then, applicants can submit application by clicking on the “Submit profile” button.

Save **Submit profile**

### SUPPLIER DECLARATION

1. \* Director Relationship - Is the company related to any Sime Darby Berhad companies and/or Sime Darby Directors or person connected to the Directors of Sime Darby Berhad Group Of Companies? If Yes then specify the name in the Remarks column below  
*Notes: For complete definition of 'related party', please refer to 'Related Party Definition'*

Yes  
 No

2. \* We confirm that the information above is true and accurate.

Yes

3. \* We confirm that we have read and understood the terms of the VLOD, that our director (or equivalent) has duly signed this document and that this has been submitted together with this application.

Yes

4. \* We also understand and accept that you have the absolute right to reclassify our company in accordance with your classification index and that for this purpose we agree to provide you, where applicable, with all duly audited financial statements...

Yes

5. \* If part or any of the information, documentation or certification submitted during this application is found to be untrue, you have the right to reject this application or deregister our company and thereafter we will not be allowed to participate in

Yes

**Figure 48: Click on the “Submit profile” to submit application.**

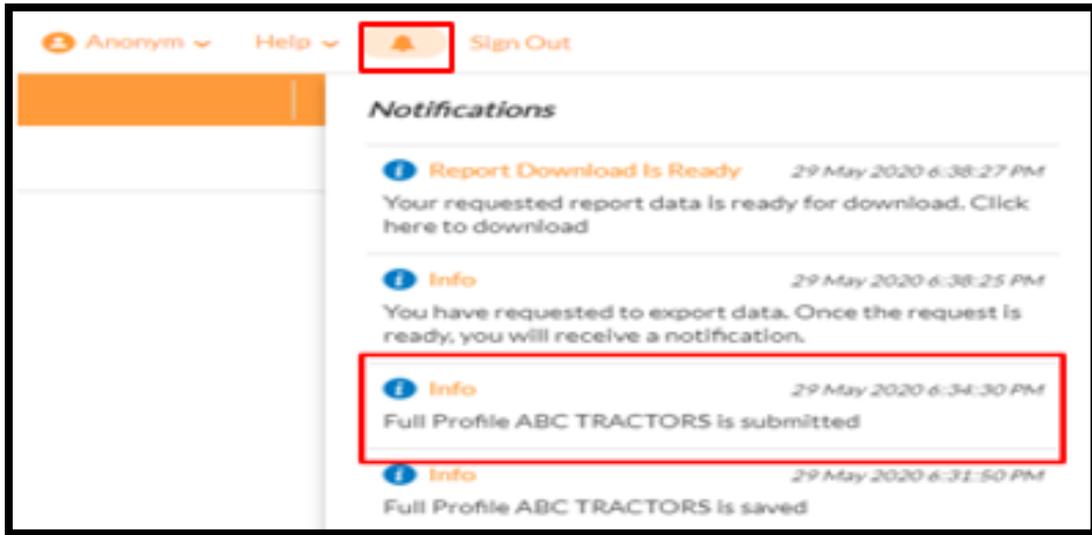
Submit profile **OK** X

#### COMPANY INFORMATION

Type	SUPPLIER
Company name	ABC TRACTORS
Formerly known as	-
Company registration number	1234567
Type of company	Private Limited
Date of establishment	01 Jan 1990
Annual turnover	- 0.00

**Figure 49: Click 'OK' to proceed to submit application.**

The status of the submitted application will be notified in the notification box at the top right of the web page.



**Figure 50: Click on the bell sign to see notification on Submitted Profile**

### **3.7 Request for Information**

As stated in Section 1.3, in the event of missing information or if further clarification is required, the officer-in-charge may contact the applicants. This is done via the system through a "Request for Info".

Applicants will be notified via email which lists all the required information, which is also visible once applicants log in to the portal (in Company Profile page) as illustrated below.

Note that the application status has now changed back to "Draft", and applicants are required to make the necessary amendments to the application based on the request, and resubmit as per outlined in **Section 3.6**.

### 3.8 Application Status Check

Processing of application will normally take 4 – 8 weeks processing upon application completion. Applicants can check their application status by logging in to the portal. Please ensure that the side bar is not hidden. Status will be displayed in parentheses as shown in example below:

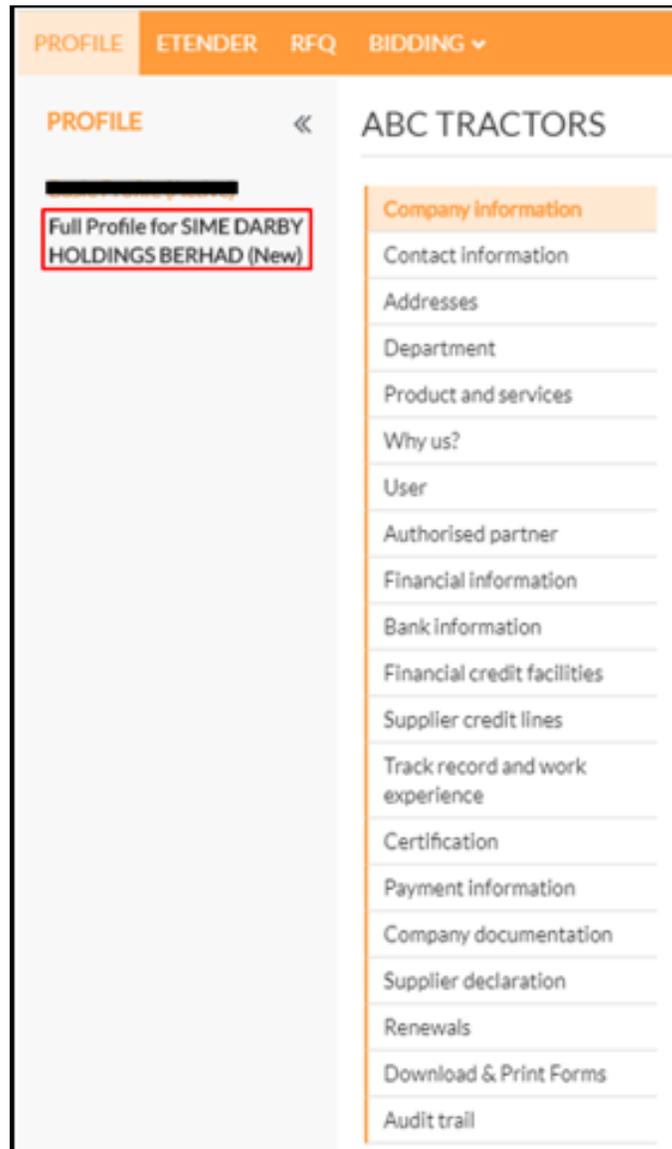
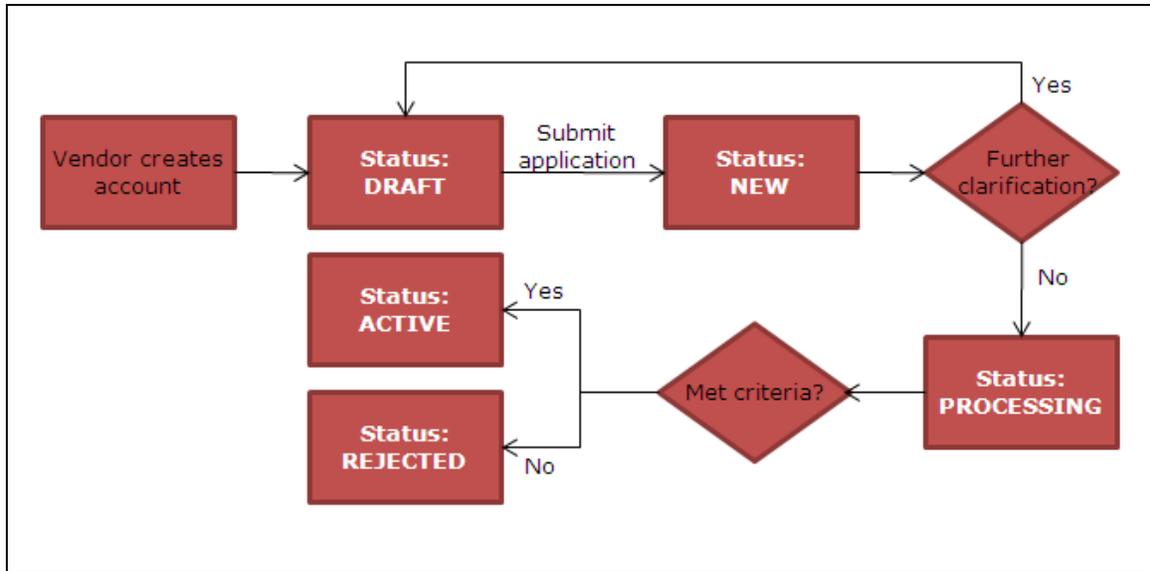


Figure 51: Example - Status "New"

Refer to flow chart below for possible statuses during the course of application.



At any point in the application, vendor may view the application history by clicking on the Audit Trail tab. All activity from vendor as well as any request from Sime Darby (ie. Request for Info, Approval, Rejection) will be reflected in this log.

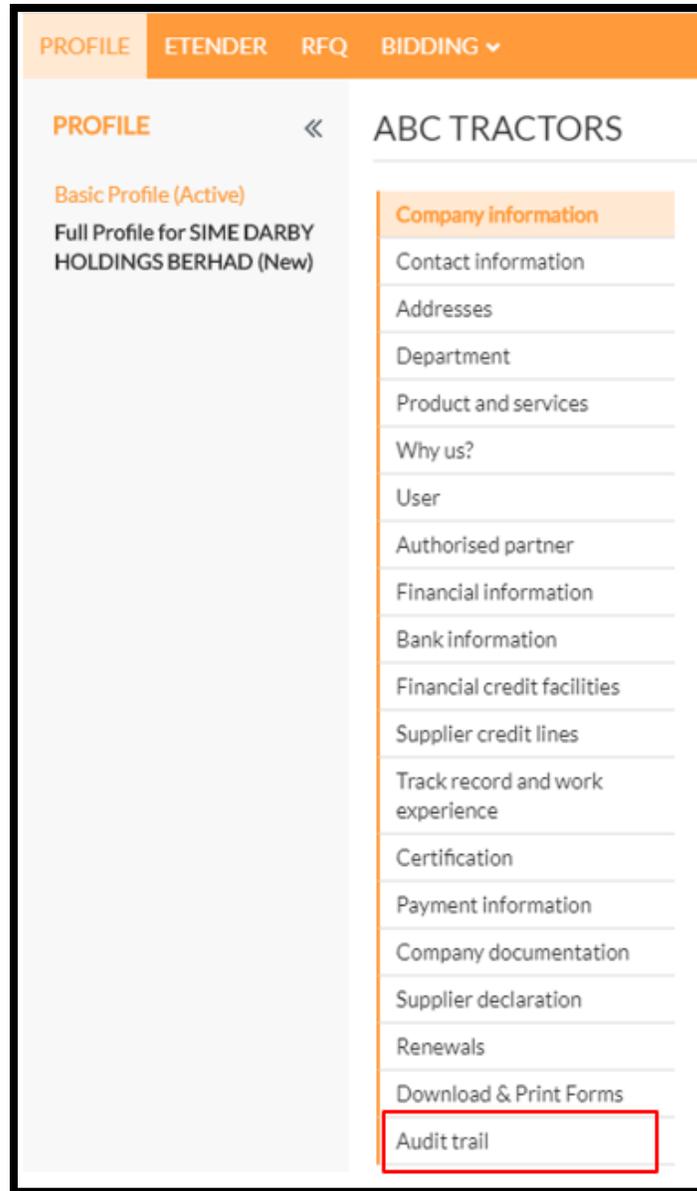
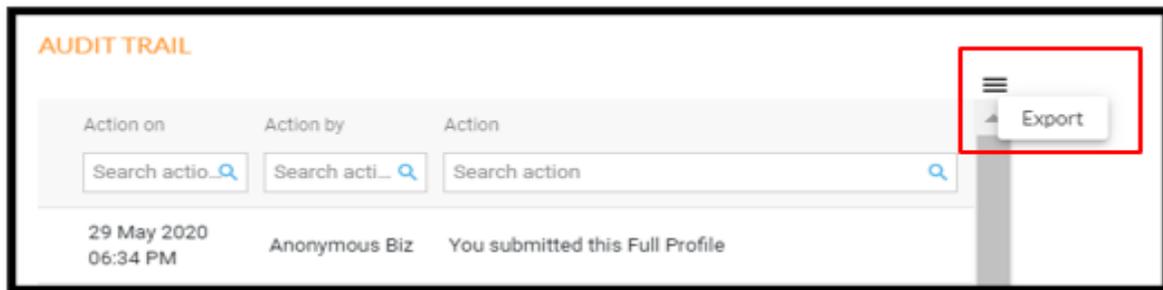


Figure 52: Profile > Audit Trail

**AUDIT TRAIL**

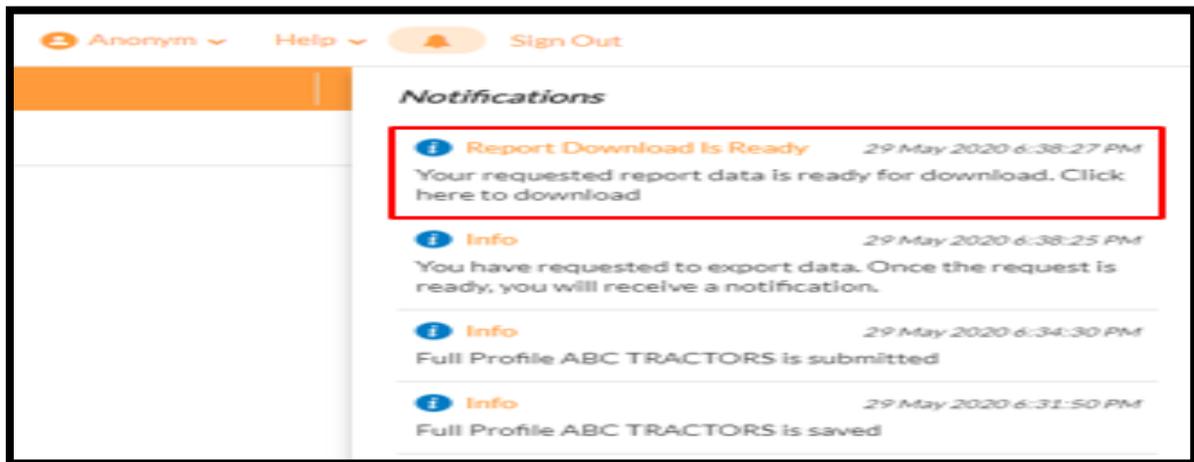
Action on	Action by	Action
29 May 2020 06:34 PM	Anonymous Biz	You submitted this Full Profile
29 May 2020 06:28 PM	Anonymous Biz	You have attached the file <b>Bank Statement 2020.pdf</b> to <b>File9</b>

**Figure 53: Tracking profile history in the audit trail.**



**Figure 54: Click on the right toolbar and export button to generate audit trail report.**

Notification will be sent to applicant once the report is ready to be downloaded. Please click on the notification to download excel file.



**Figure 56: Notification > Report Download Is Ready**

## 4.0 POST-APPLICATION ACTION

Once you have submitted a complete application, it will take on average 4-8 weeks for processing. Once the committee has made their final decision, you will be notified on whether your application has been Rejected or Approved via an automated email from ovr.gsc@simedarby.com. If your application is successful and you are to be an approved vendor of Sime Darby, you will receive a unique vendor code – the Sime Darby code (e.g. SD00124). This code will be mentioned in the approval email and will be the unique code to be quoted when proving that the vendor is part of the Sime Darby Berhad approved vendor list. Certificate will be provided in the system.

### 4.1 Changes of Information

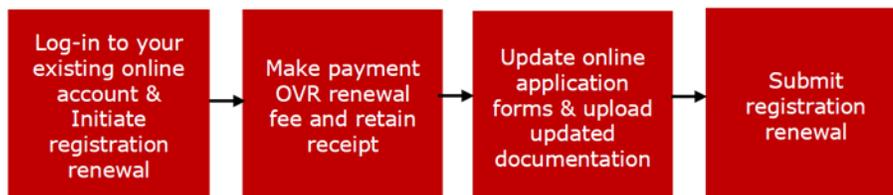
In the event there is any form of change or update to your registration details (other than company information, contact information, company address and certificates) suppliers will need to notify Sime Darby and fill up a form to update the changes. Refer to the **Appendix A** for sample form to be completed and submitted to Sime Darby Berhad's online vendor registration team. This needs to be issued via formal letter from the vendor.

### 4.2 Renewal of Registration

It is advised to submit the renewal of an application through the SePP not later than one (1) month before the expiry date (exactly 2 years from the receipt of system-generated e-mail confirming approval of the vendor's registration application). Delays in renewal of registration will affect your access to the SePP. There will be a reminder email sent on registration expiry one (1) month before the actual expiry date, but please be reminded to keep track of your registration expiry date separately for ease of action on your end.

Similar to a new application, a RM 200 processing fee is required for each renewal.

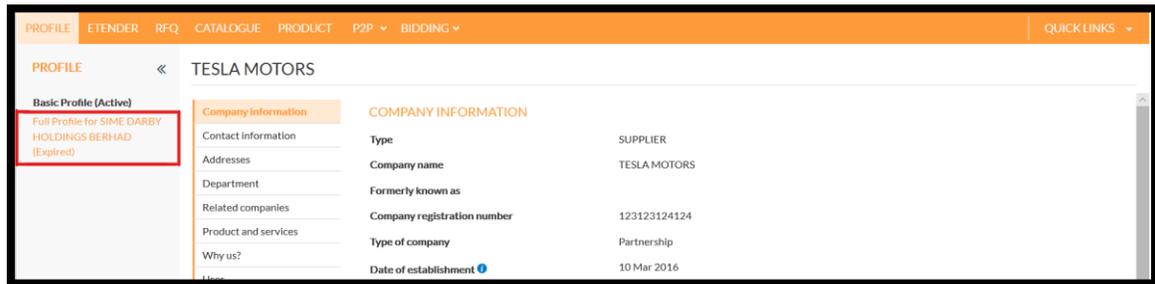
#### 4.2.1 General Renewal Steps



#### 4.2.2 Initiate Registration Renewal

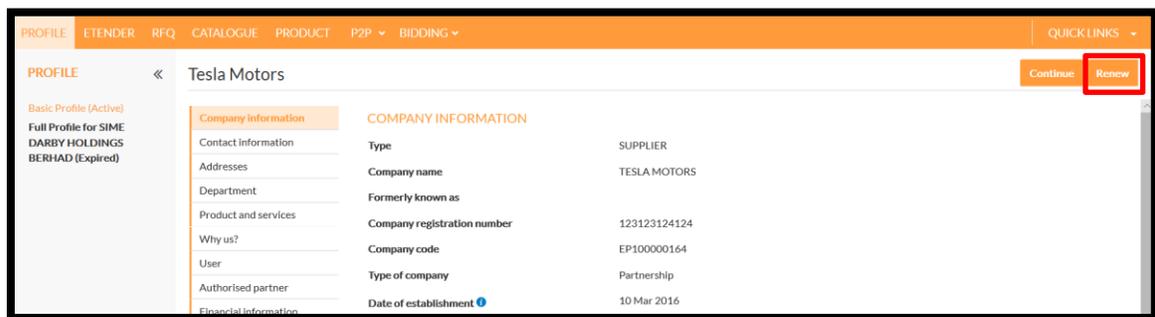
To initiate supplier renewal application, please login to your existing online account at <https://procurement.simedarby.com> using your own ID and password. Under the

'Profile' tab, click on the 'Full Profile for SIME DARBY HOLDINGS BERHAD (Expired)' link displayed on the actions panel in the Company Management section.



**Figure 1: Profile > Full Profile for Sime Darby Holdings Berhad**

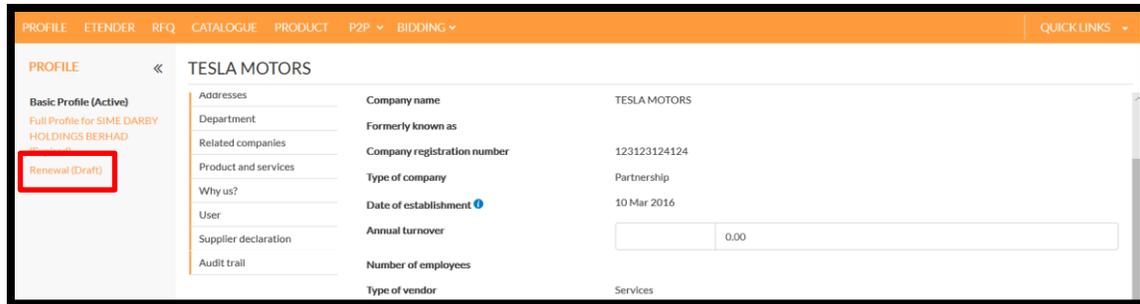
To initiate a renewal application, click on the 'Renew' button at the top of Profile page.



**Figure 2: Full Profile for Sime Darby Holdings Berhad > Renew**

Upon clicking the 'Renew' button, a draft renewal application will be created. The information for the following pages will be copied over to the draft renewal application for your further updates:

- a) Company Information
- b) Contact Information
- c) Company Category
- d) Company Business Coverage
- e) Company Address
- f) Financial Information
- g) Bank Information
- h) Financial Credit Facilities
- i) Supplier Credit Lines
- j) Track Record and Work Experience
- k) Certificate
- l) Company Documentation



The 'Renewal (Draft)' button is displayed at the left-side of Profile page. This button will only be enabled to you based on the following scenario:

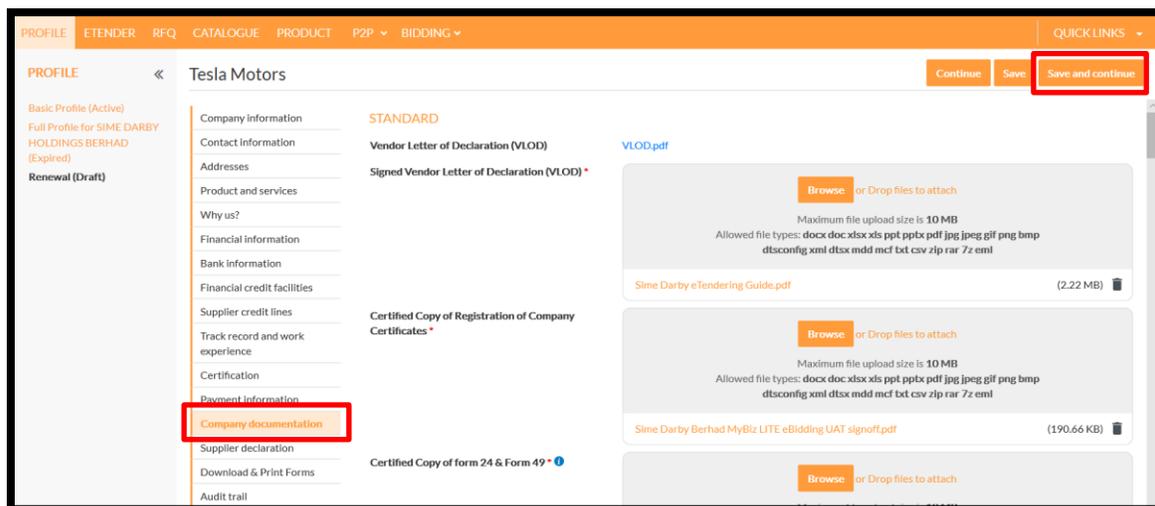
- a) Supplier status is Active and is expiring in 60 days or less with no renewal application that is in Draft, New or Processing status.
- b) Supplier status is Expired and with no renewal application that is in Draft, New or Processing status.

### 4.2.3 Update Online Application

When a draft registration renewal has been created, all pages will be available for your amendments and updates. It is advised to double-check all pages to ensure all information is up to date, this also includes Company Documentation such as the Audited Accounts/ Income Tax Returns, any new Letter of Award (LOA) and/or Purchase Orders (PO), payment for the registration renewal fee, etc.

### 4.2.4 Submit Registration Renewal

Once all information and documentation has been checked and updated, you may proceed to submit the draft renewal application by clicking on the 'Save and continue' button available in the 'Company Documentation' page. Please refer screenshot below:



When you click on the 'Save and continue' button, the system will direct to the online Supplier Declaration form before the renewal application can be submitted. After completing the online Supplier Declaration form, click on the 'Submit profile' button at the top of Supplier Declaration page. Please refer screenshot below:

The screenshot shows a web interface for a supplier profile. The top navigation bar includes 'PROFILE', 'ETENDER', 'RFQ', 'CATALOGUE', 'PRODUCT', 'P2P', and 'BIDDING'. The main content area is titled 'Tesla Motors' and features a 'Save' button and a 'Submit profile' button (highlighted with a red box). The left sidebar lists various profile sections, with 'Supplier declaration' selected. The main form area contains the following questions:

1. \* Director Relationship - Is the company related to any Sime Darby Berhad companies and/or Sime Darby Directors or person connected to the Directors of Sime Darby Berhad Group Of Companies? If Yes then specify the name in the Remarks column below  
Notes: For complete definition of 'related party', please refer to 'Related Party Definition'  
 Yes  
 No
2. \* We confirm that the information above is true and accurate.  
 Yes
3. \* We confirm that we have read and understood the terms of the VLOD, that our director (or equivalent) has duly signed this document and that this has been submitted together with this application.  
 Yes
4. \* We also understand and accept that you have the absolute right to reclassify our company in accordance with your classification index and that for this purpose we agree to provide you, where applicable, with all duly audited financial statements...  
 Yes

The renewal application status will be updated from Draft to New when the application is submitted successfully. You will not be able to edit the registration after submission is done.

To check the status of the registration renewal, you may refer to the application status at the 'Registration Renewal Application' page which is under Company Management at the Admin page of your profile. Please refer screenshot below:

### 4.3 Rejection of Application / Termination of Registration

Sime Darby reserves the right to reject, suspend or terminate any application/registration without any notice and without assigning any reasons. However, for your awareness, the typical reasons are, but not limited to:

Application rejection:

- Incomplete information submitted
- False information provided (after verification)
- Non-signing of the Vendor Letter of Declaration (VLOD) for any reason whatsoever
- Supplier is already blacklisted by Sime Darby Group

Registration suspension:

- Supplier withdraws a bid or refuses to accept an award (after bidding for the same)
- Supplier assigns or sub-contracts the awarded contract to another company without prior approval of Sime Darby

Registration termination:

- Abandonment of a contract/LOA/PO or failure to carry out terms of contract/LOA/PO other than due to force majeure reasons
- Unethical conduct and practices including breaches of law by vendors' employees (including, without limitation, breaches of bribery and corruption laws), regardless whether such conduct and practices were in relation to the Group or the Group's business. This includes but is not limited to possession of firearms and drugs or pilfering of the Group's property.
- Non-adherence to the COBC or VLOD.
- Persistent non-compliance with safety and environmental regulations
- Involved in legal suits against the Group
- Any other reason as may be determined by the PGCE and/or GCOO from time to time.

Suspension of vendor profile in SePP means that vendor will temporarily not be able to participate in any new invitation to quote or tender but will need to continue carrying out their existing commitments. Suspension will entail vendors to comply with conditions for performance improvement – to be agreed upon on a case-to-case basis with input from both procurement team and contract owner or end user. Persistent failure to meet the conditions to improve performance may lead to termination of vendor profile from SePP and blacklisting from the Group's Approved Vendor List. This may also potentially lead to LOA / purchase order / contract termination.

#### **4.4 Appeal on Rejected Application**

A vendor who did not pass the pre-qualification process may appeal for reconsideration by submitting all relevant information and documents completely within three (3) months from the rejection date. Any appeal made after the specified period will be subjected to an additional registration fee of RM200.

The appeal must come in the form of a formal letter with strong reasons and justifications to be sent to Sime Darby's Group Procurement for further deliberation.

Appeal Procedure:

1. Login to your rejected application and click on the 'Re-Apply' button to commence your appeal process.
2. Update your registration profile to reflect / add new information (if any)
3. Attach a formal Appeal Letter (see Appendix B) signed by Company Director in the Company Documentation page – under Other Documents. Please ensure your letter is named properly for ease of reference.
4. Attach together the relevant supporting documents to support your case. If your appeal is more than 3 months from the rejection email, please ensure a new registration payment of RM 200 has been made. This new receipt should also be attached to your application on top of the initial payment receipt.

5. Submit your application for further processing and consideration. Upon receipt of complete application, it will take 6-12 weeks for your application to be processed. Please note that your appeal will be subjected to further deliberation and the final approval will depend on Sime Darby's sole discretion.
6. In the event that your appeal has been rejected, you may lodge a new application after one (1) year from the date of the new/second rejection.

#### **4.5 Account Purging**

In accordance to the Personal Data Protection Act 2010 (PDPA), Sime Darby Berhad will purge the personal information submitted by vendors via this online application portal once the information has no further business use to Sime Darby Berhad i.e. online applications which have been left idle and included in the scope outlined below will be deleted from the system. This auto-purging would also serve as a form of portal house-keeping to remove any duplicate or invalid accounts from the system.

The scope of vendors to be included in auto-purging (auto deletion):

- a) Vendor who is in Draft mode, has not logged into the system in the past 90 days and has never submitted the application.
- b) Vendor who is in Draft mode, has not logged into the system in the past 90 days and has been sent a Request for Information (RFI) due to incomplete submission.
- c) Rejected vendors, in line with the Personal Data Protection Act (PDPA), who have not attempted to re-apply within 90 days of rejection.
- d) Vendors with Expired registrations, who have not attempted to renew their application within 180 days from the date of expiry.

A warning email will be sent to the vendor 30 days prior to actual account purging to provide ample time for vendors to re-activate their online profiles if they wish to continue with the application. To re-activate the account, vendors need only log in to their online profiles. It is advised that if the vendor is keen on continuing the application process, the online profiles should be re-visited, completed according to the requirements and submitted to Sime Darby Berhad for further evaluation and processing as soon as possible.

If no action has been taken (the account is left idle) and the online profile falls within the scope mentioned above, the account will be automatically purged (deleted from the system).

If the vendor account has already been purged and yet the vendor wishes to continue with the application, said vendor would need to re-start the application process from the very beginning and another re-registration fee is required. Refer to the 'Payment Information' page on the online application for the correct amount to be paid.

## 4.5 Appendices

### APPENDIX A: REQUEST TO CHANGE VENDOR DETAILS

INSTRUCTIONS: Upon successful submission of your registration/renewal application, only certain information can be amended online directly by the vendor (such as Company Information, Contact Information, Address Information and Certificates). Please be careful about your updates as these will be thoroughly reviewed for any inconsistencies.

For changes that are not allowed and cannot wait until the next renewal of your registration, please accomplish sample form below, using your company letter head, duly signed and stamped and submit to Sime Darby Berhad. Any certifications must also be certified true copies by the relevant authorities / bodies.

#### SAMPLE ONLY

---

TO : Online Vendor Registration  
COMPANY : Sime Darby Berhad  
FROM :  
COMPANY NAME :  
COMPANY IDENTIFICATION :  
DATE :

Dear Sir / Madam,

Please kindly review and assist in updating critical information for our company details in the SePP.

Namely: <Please strike-out or do not include screens/fields that are not affected>

<Screen Name>

No	Field Name	Description of Change
1	Currency Code (*) <i>Mata wang</i>	
2	Authorized Capital (*) <i>Modal Dibenarkan</i>	
3	Paid Up Capital (*) <i>Modal Berbayar</i>	
4	Equity Status (*) <i>Status Equiti</i>	
5	Bumiputra Holding (*) <i>Pegangan Bumiputra (%)</i>	
6	Non Bumiputra Holding (*) <i>Pegangan Bukan Bumiputra (%)</i>	

No	Field Name	Description of Change
7	Foreign Holding (*) <i>Pegangan Asing (%)</i>	
8	Shareholder Details <i>Butiran Pemilik</i>	
9	Board of Directors <i>Ahli Lembaga Pengarah</i>	
10	Key Employees <i>Pegawai Utama Atau Personel</i>	
11	Management Team <i>Ahli Pengurusan</i>	
12	Manpower Structure <i>Pecahan Pekerja (%)</i>	
13	Financial Statistics <i>Statistik Kewangan</i>	
14	Etc.	

1. I confirm that the information above is true and accurate.
2. I have read and understood the terms of the VLOD, that I, as authorised representative have duly signed this document and that this has been submitted together with this application.
3. We also understand and accept that you have the absolute right to reclassify our company in accordance with your classification index and that for this purpose we agree to provide you, where applicable, with all duly audited financial statements and relevant statutory reports or certificates as you may require and allow officers of your company to visit our sites/offices.
4. If part or any of the information, documentation or certification submitted during this application is found to be untrue, you have the right to reject this application or deregister our company and thereafter we will not be allowed to participate in any of your projects, current or proposed.

Sincerely yours,

\_\_\_\_\_

Name and IC No. / Passport No.:

Position:

Name of Company:

Company Stamp:

**APPENDIX B: APPEAL ON REJECTED APPLICATION  
(INDUSTRIAL DIVISION)**

<Vendor Letterhead>

Procurement Department  
Sime Darby Industrial Sdn Bhd  
No.1, Jalan Puchong  
Taman Perindustrian Puchong Utama  
47100 Puchong, Selangor

---

<Vendor Address>

DD/MM/YYYY

Dear Sir / Madam,

Appeal on <Company Name> application as registered vendor in Sime Darby eProcurement Portal

The matter above is referred.

Our application has been rejected on DD/MM/YYYY. We wish to appeal for re-consideration based on the following reasons:

<Reason #1>  
<Reason #2>  
<Reason #3>  
<Reason #4>

To further support our appeal, please find enclosed further supporting documents which we believe will assist in your deliberation.

<List of Attachments>

We hope to hear from you soon, and your kind consideration is greatly appreciated.

Yours sincerely,

<Signature>

-----

Name & IC/Passport Number:  
Designation:  
Company Name:  
Company Stamp:

**APPENDIX B: APPEAL ON REJECTED APPLICATION  
(MOTORS DIVISION)**

<Vendor Letterhead>

Procurement Department  
Level 6, Block 1, Sime Darby Motors City,  
Pusat Automotif Sime Darby,  
No. 6 Jalan PJU 1A/7, Ara Damansara,  
47301 Petaling Jaya, Selangor,  
Malaysia.

---

<Vendor Address>

DD/MM/YYYY

Dear Sir / Madam,

Appeal on <Company Name> application as registered vendor in Sime Darby  
eProcurement Portal

The matter above is referred.

Our application has been rejected on DD/MM/YYYY. We wish to appeal for re-consideration based on the following reasons:

<Reason #1>  
<Reason #2>  
<Reason #3>  
<Reason #4>

To further support our appeal, please find enclosed further supporting documents which we believe will assist in your deliberation.

<List of Attachments>

We hope to hear from you soon, and your kind consideration is greatly appreciated.

Yours sincerely,

<Signature>

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Name & IC/Passport Number:  
Designation:  
Company Name:  
Company Stamp: