

*Training Guide – iSupplier*

***Supplier Updates Profiles***



**P**rofessional . **R**espect . **I**ntegrity . **D**ynamic . **E**xcellence

# Supplier Updates Profiles

## Scope

This procedure explains how supplier can update their profiles.

- **Create, updates and delete the following information.**
  - **Prequalification information**
  - **Address**
  - **Contact**
  - **Business classifications**
  - **Product and services**


## Prior Activity

- **Register supplier**

# 1. Login to RHB Homepage

## 1.1 Login to RHB Apps.

- Enter User Name
- Enter Password
- Click Login

**RHB** 

**\*User Name** TSC@ORACLE.COM  
(example: michael.james.smith)

**\*Password**   
(example: 4u99v23)

[Login Assistance](#)

Accessibility None

Select a Language:  
[English](#)

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## 2. Login to iSupplier Portal – Main tab

2.1 Click on Download iSupplier Portal System User Manual.

2.2 Click to download Supplier Updates Profiles User Manual.

RHB iSupplier Portal

Navigator Favorites Home Logout Preferences Help

Main Sourcing Admin

Notifications

Full List

Subject	Date
No results found.	

Privacy Statement Main Sourcing Admin Home Logout Preferences Help Copyright (c) 2008, Oracle. All rights reserved.

Group Procurement

- Group Procurement
- Supplier Registration Steps
- Online Supplier Registration Checklist

iSupplier Portal System User Manual for Registered Supplier

Home > Group Procurement > iSupplier Portal System User Manual for Registered Supplier

iSupplier Portal System User Manual for Registered Supplier

Overview

Need assistance?  
Please download the following documents, and be guided accordingly.

- Supplier Updates Profiles
- Supplier Responses to RF1/RFQ

## 2. Login to iSupplier Portal – Main tab (Cont.)

2.3 Click on Supplier Registration Steps.

2.4 Please be guided by step 1&2 before start registration steps

The image shows two screenshots of the iSupplier Portal interface. The top screenshot shows the navigation menu with 'Supplier Registration Steps' highlighted in red, and a red callout bubble with '2.3' pointing to it. A large red arrow points down to the bottom screenshot. The bottom screenshot shows the 'Supplier Registration Steps' page with a red box around the 'Step 1' and 'Step 2' instructions, and a red callout bubble with '2.4' pointing to it.

**2.3**

Group Procurement

- Group Procurement
- Supplier Registration Steps**
- Online Supplier Registration Checklist

**Supplier Portal System User Manual for Registered Supplier**  
Home » Group Procurement » iSupplier Portal System User Manual for Registered Supplier

iSupplier Portal System User Manual for Registered Supplier

**Group Procurement**

- Group Procurement
- Supplier Registration Steps**
- Online Supplier Registration Checklist

**Supplier Registration Steps**  
Home » Group Procurement » Supplier Registration Steps

Supplier Registration Steps

Overview

Before you register online to be considered as a supplier of RHB Banking Group, please read and understand the following steps:-

<b>Step 1</b>	General Terms & Conditions of Purchase Order for Services & Products (Please print for manual acceptance and attach the document during registration)
<b>Step 2</b>	Online Supplier Registration Checklist (Please ensure readiness of all the required documents / information before online registration)

**2.4**

## 2. Login to iSupplier Portal – Admin tab

### 2.5 Click on Admin tab.

The screenshot shows the iSupplier Portal interface. At the top left is the RHB logo and the text 'iSupplier Portal'. To the right of the logo is a navigation menu with 'Main', 'Sourcing', and 'Admin' tabs. The 'Admin' tab is highlighted with a red box. A red callout bubble with the number '2.5' points to the 'Admin' tab. Below the navigation menu, there is a 'Notifications' section with a 'Full List' button. The main content area displays a table with columns 'Subject' and 'Date', and the text 'No results found.' A footer contains 'Privacy Statement', navigation links, and copyright information.

2.5

Main Sourcing Admin

Notifications

Full List

Subject	Date
No results found.	

Download [iSupplier Portal System User Manual](#)

Privacy Statement Main Sourcing Admin Home Logout Preferences Help

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# Update Company Name & Registration No.

- Where there is a change of company name, submit a softcopy of the Certified True Copy of Form 13 or similar document that certifies the change of company name, via email to RHB Group Procurement Helpdesk.
- Where there is a need to update the registration no. , submit a softcopy of the Certified True Copy of Form 9 or similar document that certifies the company registration no. via email to RHB Group Procurement Helpdesk.
- Once the company name/ registration no. is updated, an email notification will be sent to supplier to notify of the change.

# Add Attachment Documents

## 2.6 Click Add Attachment.

This is to attach documents i.e. CTC Form 9, Form 24, Form 49, Balance Sheet and Profit & Loss Statement, M&A, signed Terms & Conditions, Awards & ISO Quality Certification, Registration with any Government Bodies or Professional Bodies etc.

**Profile Management**

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Product & Services

**General**

Organization Name **Audio House Malaysia Sdn Bhd** Company Registration Number **60126101234**  
Supplier Number **11117** Taxpayer ID  
Country of Tax Registration  
Parent Supplier Name  
Parent Supplier Number

**Attachments**

**Search**

Note that the search is case insensitive  
Title    
[+ Show More Search Options](#)

**2.6**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="#">Supporting Document.docx</a>	File		From Supplier	AUDIO_HOUSE	12-Aug-2013	One-Time			



# Add Attachment Documents (Cont.)

2.7 Enter Title and Description of the Attachment

2.8 Click Browse button to select the file.

2.9 Click Add Another (to add more documents) or Apply button if complete attachments.

The screenshot shows a web form titled "Add Attachment". At the top right, there are three buttons: "Cancel", "Add Another", and "Apply". The "Add Another" button is circled in red with a callout labeled "2.9". Below the buttons, there is a dropdown menu labeled "Add" with the option "Desktop File/ Text/ URL" selected. The form is divided into two main sections: "Attachment Summary Information" and "Define Attachment".

**Attachment Summary Information:** This section contains three input fields: "Title", "Description", and "Category". The "Title" and "Description" fields are grouped together and circled in red with a callout labeled "2.7". The "Category" field is labeled "From Supplier".

**Define Attachment:** This section contains a "Type" section with three radio buttons: "File" (selected), "URL", and "Text". To the right of the "File" radio button is a text input field containing the file path "C:\Users\tcholsuw\Desktop\RHB T&C Sign off.docx". To the right of this field is a "Browse..." button, which is circled in red with a callout labeled "2.8". Below the text input field is a large empty text area.


# Review Attachment Documents (Cont.)

- Confirmation message appears.
- Review displayed Attachment documents.

Main Sourcing Admin

### Profile Management

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Product & Services

 **Confirmation**  
RHB T&C Sign off.docx attachment has been added successfully.

#### General

Organization Name	<b>Audio House Malaysia Sdn Bhd</b>	Company Registration Number	60126101234
Supplier Number	<b>11117</b>	Taxpayer ID	
Alias		Country of Tax Registration	
Parent Supplier Name			
Parent Supplier Number			







#### Attachments

#### Search

Note that the search is case insensitive

Title

[+ Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="#">Supporting Document.docx</a>	File		From Supplier	AUDIO_HOUSE	12-Aug-2013	One-Time			
<a href="#">RHB T&amp;C Sign off.docx</a>	File		From Supplier	AUDIO_HOUSE	12-Aug-2013	One-Time			


# Update RHB Prequalification Information

- 2.10 Click on Company Profile to update Company Profile.

The screenshot displays the RHB iSupplier Portal interface. The top navigation bar includes the RHB logo, 'iSupplier Portal' text, and links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help Page', 'Personalize', and 'Diagnostics'. Below this, there are tabs for 'Main', 'Sourcing', and 'Admin'. The 'Admin' tab is active, showing a 'Profile Management' section with a sidebar menu. The 'Company Profile' option is highlighted with a red box, and a red callout bubble with the number '2.10' points to it. The main content area is titled 'Supplier Prequalification' and contains a 'General Information' form. The form includes the following fields:

Field	Value
* Nature of Business	Premier
* Date of Incorporation	01-Jan-2000 <small>(example: 28-Jul-2013)</small>
* Company Status	Non-Bumiputra
* Fiscal Year End	12


# Update RHB Prequalification Information


- 2.11 Enter Company General Information , click  icon to select list of value.
- 2.12 Enter Capital and Shareholders Fund and related financial information.  
The last updated date is the company financial year end.


**Supplier Prequalification**

**General Information**


\* Nature of Business


\* Date of Incorporation    
(example: 15-May-2013 )

\* Company Status  

\* Fiscal Year End  

**Capital and Shareholders' Fund**

\* Currency  

* Authorized Capital (Amount)	10000000000
* Paid Up Capital (Amount)	10000000000
* Shareholders' Fund (Amount)	10000000000
* Annual Turnover (Amount)	10000000000
* Last Updated Date	15-May-2013 

(example: 15-May-2013 )


**2.11**

**2.12**

# Update RHB Prequalification Information

- **2.13 Enter Company Director Information, click Add Another Row to enter another detail or Delete to delete the detail.**

Company Director

*Company Director	*NRIC / Passport Number	Delete
Mr. A	A12343434	
<input type="button" value="Add Another Row"/>		

**2.13**

- **Select the Registration with any Government Bodies or Professional Bodies Checkbox or specify for Other if any.**

Registration with any Government Bodies or Professional Bodies



- Kementerian Kewangan Malaysia (MOF)
- Board of Engineers Malaysia (BEM)
- Pusat Khidmat Kontraktor (PKK)
- Kementerian Dalam Negeri (KDN)
- Construction Industry Development Board (CIDB)
- Jabatan Bekalan Elektrik (JBE)
- Board of Architect (BOA)
- Suruhanjaya Tenaga (ST)

Other (please specify)

# Update RHB Prequalification Information


- Enter Company Past / Present Customer Reference, click Add Another Row to enter another detail or Delete to delete the detail.

Past / Present Customer Reference

Company Name	Contact Person	Contact Number	Period of Service	Annual Contract Value (MYR)	Delete
<input type="text" value="May Bank"/>	<input type="text" value="Mr. A"/>	<input type="text" value="012-3322333"/>	<input type="text" value="2 Years"/>	<input type="text" value="99999999"/>	
<input type="text" value="CIMB Bank"/>	<input type="text" value="Mr. B"/>	<input type="text" value="012-2323434"/>	<input type="text" value="2 Years"/>	<input type="text" value="99999999"/>	

- Enter Company Certifications, Awards & ISO Quality Certification and the Expiration Date if any, click Add Another Row to enter another detail or Delete to delete the detail.








Certifications, Awards & ISO Quality

Certifications, Awards & ISO Quality	Expiration Date	Delete
<input type="text"/>	<input type="text" value=""/> <small>(example: 15-May-2013)</small>	

# Update RHB Prequalification Information

- **Select the relevant Attached Document under the appropriate Document Checklist (either sole proprietor, private limited, public listed or foreign company). Use  icon to search for the attached document name.**

**Documents Checklist for Foreign Company**

*Company Profile	<input type="text" value="Company Profile"/>	
*Certified True Copy of Form B - Business Information & Current Owner	<input type="text" value="Certified True Copy of Form B"/>	
*Certified True Copy of Form A or Certificate of Registration	<input type="text" value="Certified True Copy of Form A"/>	
*Certified True Copy of Memorandum and Articles of Association (M&A)	<input type="text" value="Certified True Copy of Memorandum"/>	
*Certified True Copy of Latest Audited Annual Report	<input type="text" value="Certified True Copy of Latest Audit"/>	
Certified True Copy of Registration with any Government & Professional Bodies	<input type="text"/>	
Certified True Copy of Certifications, Awards & ISO Quality	<input type="text"/>	

- **Answer the related Party Transactions Declaration questions.**


**Are any of your Company Directors and / or Major Shareholders:**

\* Are also shareholders in any of the RHB Group of Companies?  Yes  No  
If yes, please give details

\* Are related to the Directors and /or Major Shareholders in any of the RHB Group?  Yes  No  
If yes, please give details

\* Are related to any employees of the RHB Group of Companies?  Yes  No  
If yes, please give details

# Update RHB Prequalification Information

- Select the Attached document i.e. sign off RHB General Teams & Conditions. Use  icon to search for the attached document name. **The original sign off RHB General Teams & Conditions must be sent to RHB Vendor Management, Group Procurement Division.**
- Click Save

Acceptance of RHB General Terms & Conditions

\* Sign off Document - General Terms & Conditions  

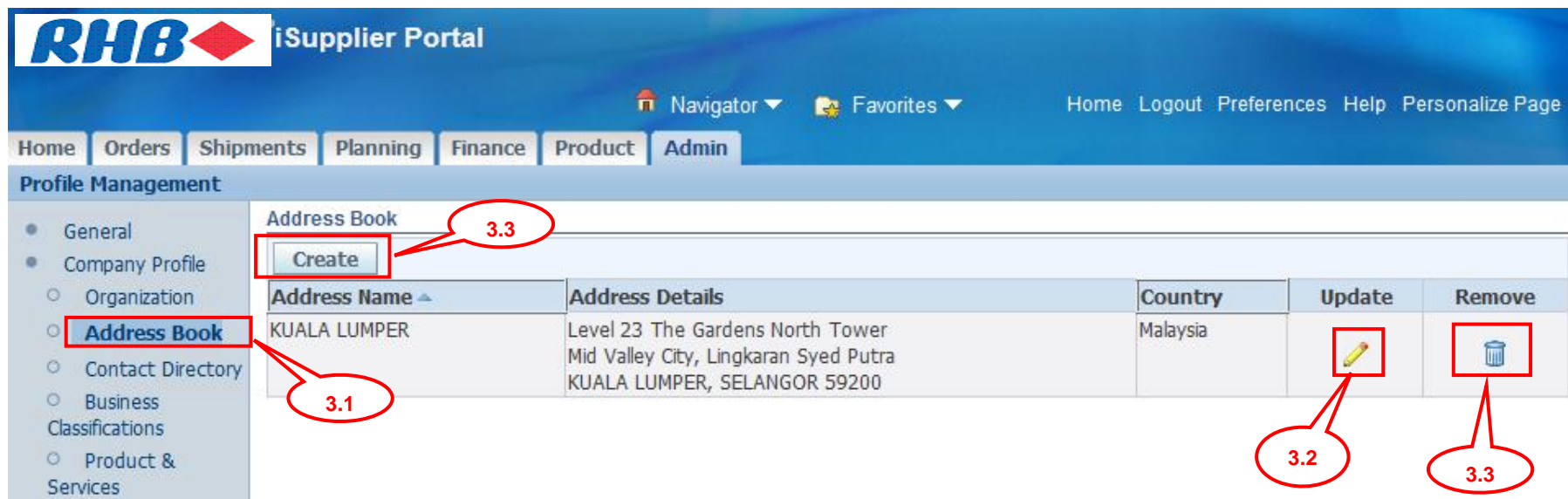


# 3. Update Address Book



3.1 Click Address Book.

3.2 Click Update icon.

3.3 Optionally, you can also Create new or Remove the existing address.



The screenshot shows the RHB iSupplier Portal interface. The 'Address Book' menu item is highlighted with a red box and labeled 3.1. The 'Create' button is highlighted with a red box and labeled 3.3. The 'Update' and 'Remove' icons are highlighted with red boxes and labeled 3.2 and 3.3 respectively.

Address Name	Address Details	Country	Update	Remove
KUALA LUMPER	Level 23 The Gardens North Tower Mid Valley City, Lingkaran Syed Putra KUALA LUMPER, SELANGOR 59200	Malaysia		

# 3. Update Address Book (Cont.)

3.4 Once you click Update icon, make the necessary changes.

3.5 Click Save button.

**RHB** iSupplier Portal

Home | Logout | Preferences | Personalize Page

Admin: Profile Management: Address Book >

### Update Address

\* Indicates required field

**ORACLE CORPORATION** Supplier Number **10083**  
**MALAYSIA SDN BHD**

* Address Name	KUALA LUMPER	Phone Area Code	
Country	Malaysia	Phone Number	03-77733343
* Address Line 1	Level 23 The Gardens Ni	Fax Area Code	
Address Line 2	Mid Valley City, Lingkara	Fax Number	
Address Line 3		Email Address	
Address Line 4			
* City/Town/Locality	KUALA LUMPER	<input checked="" type="checkbox"/> Purchasing Address	
County		<input checked="" type="checkbox"/> Payment Address	
State/Region	SELANGOR	<input type="checkbox"/> RFQ Only Address	
Province			
* Postal Code	59200		

**Note**

Note: Add Phone Number.

**3.4** (points to Update button)

**3.5** (points to Save button)

# 3. Update Address Book (Cont.)

## 3.6 Confirmation message appears to confirm on the Create new, Update or Remove address.

The screenshot shows the RHB iSupplier Portal interface. At the top, there is a navigation bar with the RHB logo and 'iSupplier Portal' text. Below this are links for 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. A secondary navigation bar includes 'Home', 'Logout', 'Preferences', 'Help', and 'Personalize Page'. On the left, a 'Profile Management' sidebar lists options: General, Company Profile, Organization, Address Book (highlighted), Contact Directory, Business Classifications, and Product & Services. The main content area features a confirmation message: 'Confirmation: Details for your KUALA LUMPER address have been modified.' This message is highlighted with a red box and a callout bubble labeled '3.6'. Below the message is the 'Address Book' section, which includes a 'Create' button and a table with the following data:

Address Name	Address Details	Country	Update	Remove
KUALA LUMPER	Level 23 The Gardens North Tower Mid Valley City, Lingkaran Syed Putra KUALA LUMPER, SELANGOR 59200	Malaysia		

# 4. Update Contact Directory

4.1 Click Contact Directory.

4.2 Optionally, you can Create new, Update or Remove the existing contact.

The screenshot displays the RHB iSupplier Portal interface. The top navigation bar includes the RHB logo, 'iSupplier Portal' text, and links for 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. Below this, there are links for 'Home', 'Logout', 'Preferences', and 'Personalize Page'. The main content area is titled 'Profile Management' and contains a sidebar with a tree view of navigation options: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory' (highlighted with a red box and labeled '4.1'), 'Business Classifications', and 'Product & Services'. The main content area shows a table titled 'Contact Directory : Active Contacts'. The table has columns for 'First Name', 'Last Name', 'Phone Number', 'Email', 'Status', 'User Account', 'Remove', 'Addresses', and 'Update'. The first row contains the contact information for 'Thatsaphin Cholsuwat'. The 'Remove' and 'Update' buttons in this row are highlighted with red boxes and labeled '4.2'. A 'Create' button is also highlighted with a red box and labeled '4.2'.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Thatsaphin	Cholsuwat	012-3434333	tsc@oracle.com	Current	✓			

## 4. Update Contact Directory – New Contact

4.3 Once you click Create icon, enter the new contact details.

4.4 Should the new contact requires a user login id, enter the Note to Approver.

4.5 Click Save

An email notification with the new user login name and password will be sent to the new contact once approved by RHB.

**RHB** iSupplier Portal

Admin: Profile Management: Contact Directory >  
Create Contact

\* Indicates required field

Cancel Save

\* Contact Title Ms.  
\* First Name Jasmine  
Middle Name  
\* Last Name Chan  
Alternate Name  
\* Job Title Sales Manager  
\* Department Sales & Marketing  
\* Contact Email jasmie@ABC.COM

Phone Area Code  
Example : 603, 604, 082  
\* Phone Number 012-3333333  
Example : 92801234  
Phone Extension  
Alternate Phone Area Code  
Alternate Phone Number  
Fax Area Code  
Fax Number

Note to Approver Please add user login to this contact also.

# 4. Update Contact Directory – Update Contact

4.6 Once you click Update icon, make the necessary changes.

4.7 Click Save button.

**RHB** iSupplier Portal

Home Logout Preferences Personalize Page

Admin: Profile Management: Contact Directory >

**Update Contact**

\* Indicates required field

Cancel Save

4.6

Contact Title	Ms. ▾	Phone Area Code	<input type="text"/>
First Name	Thatsaphin	Phone Number	012-3434333
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	Cholsuwat	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	Sales Manager	Fax Area Code	<input type="text"/>
Department	Sales Department	Fax Number	<input type="text"/>
Contact Email	tsc@oracle.com		
Url	<input type="text"/>		

Phone Extension

# 4. Update Contact Directory (Cont.)

## 4.8 Confirmation message appears to confirm on the Create new, Update or Remove contacts.

The screenshot displays the RHB Supplier Portal interface. At the top, the RHB logo and 'Supplier Portal' text are visible. Navigation links include 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Personalize Page'. A menu bar contains 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. The 'Profile Management' section is active, with a sidebar menu listing 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact', and 'Directory'. A confirmation message is highlighted with a red box and a callout bubble labeled '4.8', stating: 'Confirmation: Contact details for Thatsaphin Cholsuwat have been saved'. Below this, the 'Contact Directory : Active Contacts' section features a 'Create' button and a table with columns: First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table contains one entry for Thatsaphin Cholsuwat with phone number 012-3434333 and email tsc@oracle.com, with a status of 'Change Pending'. A section for 'Contact Directory : Inactive Contacts' is also visible but empty.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Thatsaphin	Cholsuwat	012-3434333	tsc@oracle.com	Change Pending	✓			



# 5. Update Business Classification

5.1 Click Business Classifications.

5.2 Click Applicable check box to select the classifications or uncheck the check box to deselect the classification. Next 10 to find more Classifications.

5.3 Click Checkbox for the certification.

5.4 Click Save button.

The screenshot shows a web application interface for 'Business Classifications'. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. The left sidebar shows 'Profile Management' with a tree view where 'Business Classifications' is selected and highlighted with a red box and callout 5.1. The main content area is titled 'Business Classifications' and contains a 'Certification' section with a checked checkbox and callout 5.3, and a 'Save' button with callout 5.4. Below this is a table with columns 'Classification' and 'Applicable'. The 'Applicable' column contains a grid of checkboxes, with the 'Consultancy' row checked and callout 5.2. A 'Next 5' button is also visible in the table area.

Classification	Applicable
Agency	<input type="checkbox"/>
Consultancy	<input checked="" type="checkbox"/>
Dealer	<input type="checkbox"/>
Direct Selling	<input type="checkbox"/>
Distributor	<input type="checkbox"/>
Exporter	<input type="checkbox"/>
Forwarding Agent	<input type="checkbox"/>
Importer	<input type="checkbox"/>
Main Contractor	<input type="checkbox"/>
Manufacturer	<input type="checkbox"/>
Principal	<input type="checkbox"/>



# 5. Update Business Classification (Cont.)

## 5.5 The Last Updated Date and Supplier User appears.

The screenshot displays the RHB Supplier Portal interface. The top navigation bar includes the RHB logo, 'Supplier Portal' text, and links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help', and 'Personalize Page'. Below this is a secondary navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. The main content area is titled 'Profile Management' and contains a sidebar with menu items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business', 'Classifications', and 'Product &'. The 'Business Classifications' section is active, showing a 'Certification' area with a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate.' Below the checkbox, the text 'Last Certified 17-May-2013 By Thatsaphin Cholsuwat' is displayed. A red rectangular box highlights this text, and a red callout bubble with the number '5.5' points to it. 'Cancel' and 'Save' buttons are visible in the top right of the certification area.

# 6. Update Product & Services

6.1 Click Product & Services.

6.2 Click Add button to add new products/ services.

The screenshot displays the RHB iSupplier Portal interface. The top navigation bar includes the RHB logo, 'iSupplier Portal' text, and links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help', and 'Personalize Page'. Below this is a secondary navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. The main content area is titled 'Profile Management' and contains a sidebar menu with options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', and 'Product & Services'. The 'Product & Services' option is highlighted with a red box and labeled '6.1'. The main content area shows a 'Products and Services' section with 'Remove' and 'Add' buttons. The 'Add' button is highlighted with a red box and labeled '6.2'. Below the buttons are 'Select All' and 'Select None' links. A table lists existing products and services with columns for 'Select', 'Code', 'Products and Services', 'Date Added', 'Approval Status', and 'View Sub-Category'. Two rows of data are visible, both with a date of '16-May-2013' and 'Approved' status.







Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	43.4321.432115.43211501	Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.Computer servers	16-May-2013	Approved	
<input type="checkbox"/>	43.4321.432115.43211502	Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.High end computer servers	16-May-2013	Approved	

# 6. Update Product & Services (Cont.)

## 6.3 View Sub-categories, click icon.

Add Products and Services: (ORACLE CORPORATION MALAYSIA SDN BHD)

- Browse All Products & Services
- Search for Specific Product & Service

Code	Products and Services	View Sub-Categories	Applicable
0	Default	 6.3	<input type="checkbox"/> Applicable
14	Paper Materials and Products		<input type="checkbox"/> Applicable
43	Information Technology Broadcasting and Telecommunications		<input type="checkbox"/> Applicable
44	Office Equipment and Accessories and Supplies		<input type="checkbox"/> Applicable
56	Furniture and Furnishings		<input type="checkbox"/> Applicable
72	Building and Facility Construction and Maintenance Services		<input type="checkbox"/> Applicable

Admin: Profile Management: Product & Services >

Add Products and Services: 4321 :Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories (ORACLE CORPORATION MALAYSIA SDN BHD)

Code	Products and Services	View Sub-Categories	Applicable
432115	Computers	 6.3	<input type="checkbox"/> Applicable
432116	Computer accessories		<input type="checkbox"/> Applicable

[Return to Parent Category](#)

# 6. Update Product & Services (Cont.)

6.4 Select Applicable Checkbox for the relevant Product & Services lines

6.5 Click Apply button

Admin: Profile Management: Product & Services >

Add Products and Services: 432115 :Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers (ORACLE CORPORATION MALAYSIA SDN BHD)

Cancel Apply

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
43211501	Computer servers		<input type="checkbox"/> Applicable
43211502	High end computer servers		<input checked="" type="checkbox"/> Applicable
43211503	Notebook computers		<input type="checkbox"/> Applicable
43211504	or organizers		<input type="checkbox"/> Applicable
43211505	Point of sale POS terminal		<input type="checkbox"/> Applicable

# 6. Update Product & Services (Cont.)

6.6 Confirmation message appears.

6.7 Click Return to Product and Services

RHB iSupplier Portal

Home Logout Preferences Help Personalize Page

Confirmation

The following Product and Service categories have been added to your profile.

- Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.High end computer servers

[Return to Products and Services](#)

Home Logout Preferences Help Personalize Page

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## Products and Services

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	43.4321.432115.43211501 Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.Computer servers	16-May-2013	Approved	
<input type="checkbox"/>	43.4321.432115.43211502 Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.High end computer servers	17-May-2013	Pending Approval	

# 7. Remove Product & Services

## 7.1 Click Product & Services

## 7.2 Select Checkbox against the lines that you want to remove

## 7.3 Click Remove button

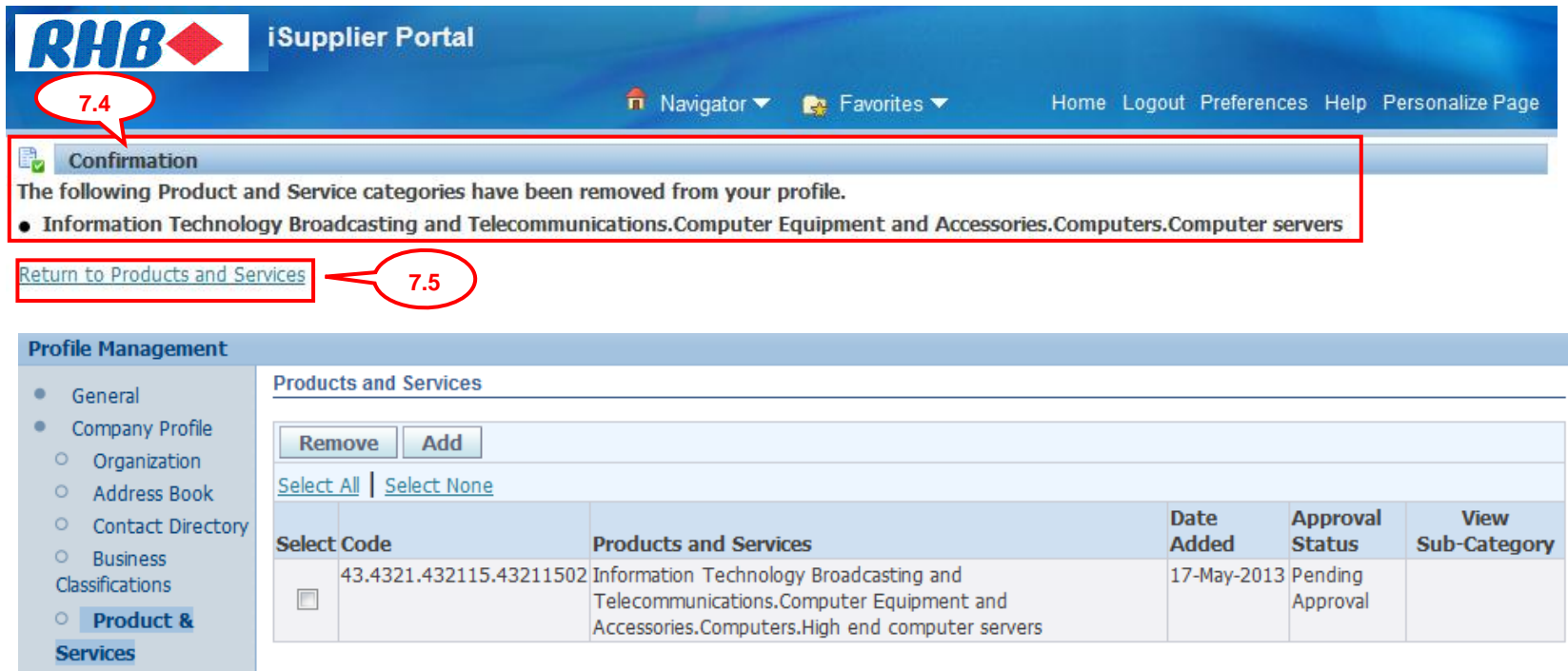
The screenshot displays the RHB iSupplier Portal interface. The left-hand navigation menu is expanded to show 'Product & Services', which is highlighted with a red box and labeled '7.1'. The main content area shows a table titled 'Products and Services' with columns for 'Select', 'Products and Services', 'Date Added', 'Approval Status', and 'View Sub-Category'. The 'Remove' button is highlighted with a red box and labeled '7.3'. The checkboxes in the 'Select' column are highlighted with a red box and labeled '7.2'.

Select	Products and Services	Date Added	Approval Status	View Sub-Category
<input checked="" type="checkbox"/>	43.4321.432115.43211501 Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.Computer servers	16-May-2013	Approved	
<input type="checkbox"/>	43.4321.432115.43211502 Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.High end computer servers	17-May-2013	Pending Approval	

# 7. Remove Product & Services (Cont.)

7.4 Confirmation message appears.

7.5 Click Return to Product and Services



The screenshot shows the RHB iSupplier Portal interface. At the top, there is a blue header with the RHB logo and 'iSupplier Portal' text. Below the header, there are navigation links: 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help', and 'Personalize Page'. A confirmation message is displayed in a light blue box, stating: 'The following Product and Service categories have been removed from your profile.' Below this message, a list item is shown: 'Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.Computer servers'. A red box highlights the 'Return to Products and Services' link below the message. A red callout bubble with the number '7.4' points to the confirmation message, and another red callout bubble with the number '7.5' points to the 'Return to Products and Services' link.

**Confirmation**  
The following Product and Service categories have been removed from your profile.

- Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.Computer servers

[Return to Products and Services](#)

**Profile Management**

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Product & Services**

**Products and Services**

[Select All](#) | [Select None](#)

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> 43.4321.432115.43211502	Information Technology Broadcasting and Telecommunications.Computer Equipment and Accessories.Computers.High end computer servers	17-May-2013	Pending Approval	

**Thank you**