

TOP GLOVE'S NEW SUPPLIER ONBOARD USER GUIDE

To be your world class partner in gloves and healthcare products

Powered by
 SAP ARIBA



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Step 1: Check email from Top Glove Group of Companies

Top Glove Group of Companies

Register as a supplier with Top Glove Group of Companies

Hello! ABC SDN BHD

Top Glove Group of Companies has invited you to register to become a supplier with Top Glove Group of Companies. Start by creating an account with Ariba Network. It's free.

Top Glove Group of Companies uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

If ABC SDN BHD has an account with Ariba Network, sign in with your username and password.

[Click Here](#) Create Account or Log In with your existing account.

Step 2: Click on "Click Here" to Create Account or Log In with your existing Ariba account



Step 3: Click “Log in” for supplier who already have Ariba account & “Sign up” for supplier without Ariba account

The screenshot shows the Ariba Sourcing interface. At the top is a dark blue header with the text "Ariba Sourcing". Below the header, the text "Welcome," is displayed. A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." Below this, there is a section with the following text: "Sign up as a supplier with Top Glove Group of Companies on SAP Ariba.", "Top Glove Group of Companies uses SAP Ariba to manage procurement activities.", and "Create an SAP Ariba supplier account and manage your response to procurement activities required by Top Glove Group of Companies." At the bottom left, the text "Already have an account?" is followed by a blue "Log in" button. At the bottom right, there is a blue "Sign up" button. Two red lines originate from the text in Step 3: one line connects "Log in" to the "Log in" button, and another line connects "Sign up" to the "Sign up" button.

Ariba Sourcing

Welcome,

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with Top Glove Group of Companies on SAP Ariba.

Top Glove Group of Companies uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Top Glove Group of Companies.

Already have an account? **Log in**

Sign up

Step 4: To register your company by creating **the user ID & password** (for new user)

Ariba Sourcing

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Top Glove Group of Companies.

Create account and continue Cancel

Company information

* Indicates a required field

Company Name: *

Country: *

Address: *

Postal Code: *

City: *

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

[Cont] To register your company by creating the **user ID & password** (for new user)

User account information

Name: *

Email: *

☒ Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Must be in email format (e.g john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

<< Help Center

FAQ Error: "The username and password pair you entered was not found"

FAQ Error: "The username and password entered has already merged to another Ariba Sourcing user account"

FAQ What are some registration tips for Ariba Network Suppliers?

FAQ Error: "User already exists. Please enter a different username."

FAQ How do I participate in my buyer's event using an email invitation?

FAQ What are some common issues when registering an account?

View more

Can't log in? Let us help you!

Documentation

Support

[Cont] To register your company by creating **the user ID & password** (for new user)

Tell us more about your business

Product and Service*
Categories:

Enter Product and Service Categories

Add

or- Browse

Ship-to or Service Locations: *

Enter Ship-to or Service Location

Add

or- Browse

Tax ID:

Optional

Enter your Company Tax ID number.

Vat ID:

Optional

Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:

Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

[Cont] To register your company by creating the **user ID & password** (for new user)

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.


By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

[Create account and continue](#) [Cancel](#)

SAP Ariba 

[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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<< Help Center

Search...

FAQ Error: "The username and password pair you entered was not found"

FAQ Error: "The username and password entered has already merged to another Ariba Sourcing user account"

FAQ What are some registration tips for Ariba Network Suppliers?

FAQ Error: "User already exists. Please enter a different username."

FAQ How do I participate in my buyer's event using an email invitation?

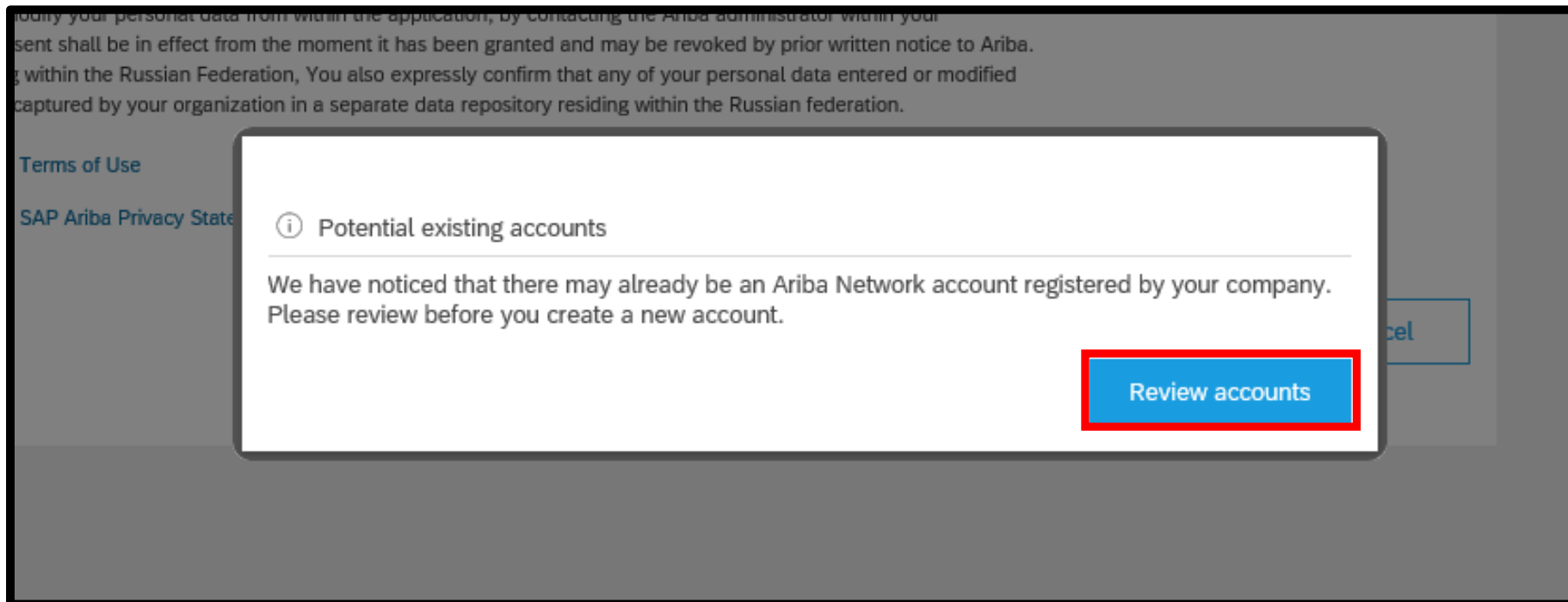
FAQ What are some common issues when registering an account?

[View more](#)


Can't log in? Let us help you!

[Documentation](#) [Support](#)

Step 5 : If below message appear, please click **“Review accounts”** and cross check on your company details.



Step 6: Once you are confirmed that your company doesn't have duplicate Ariba account, click **"Continue account creation"**.

 **Ariba Sourcing**

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
--------------	----------------	----------	--------	---------

Step 7: Make sure you are at the **Ariba Proposals and Questionnaires** page and click on the **“Registration Form”**.

SAP Ariba Proposals & Questionnaires Standard Account Upgrade

TOP GLOVE GROUP OF COMPANIES

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Registration Form	Doc1867516051	7/12/2020 3:28 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Step 8: You need to fill in all of the company details as required.

[< Go back to Top Glove Group of Companies - TEST Dashboard](#)Desktop File Sync

Console

Doc1954903782 - Registration Form

Time remaining
364 days 23:45:03

[Event Messages](#)
[Event Details](#)
[Response History](#)
[Response Team](#)

▼ Event Contents

[All Content](#)
[1 Instructions](#)
[2 TOP GLOVE's Company ...](#)
[4 General Information](#)
[5 Purchasing Organisat...](#)
[6 Bank & Financial Data](#)

All Content

Name ↑

1 Instructions [Less...](#)

1. Fill the form in **CAPITAL LETTERS**
2. **AVOID** spelling mistakes
3. **ATTACH DOCUMENTS** wherever required
4. **BANK ACCOUNT** number is mandatory and should match with Bank Account Statement Header
5. **PRE QUALIFICATION** section has to be answered only **once**. (If in your Form)
6. Registration will be **REJECTED** if above conditions are not met
7. Contact Information : tgeprocurement@topglove.com.my

Malaysia :

Wee See Yee
Tee Ying Syuang
Farahhin Natasha Ruhary

(*) indicates a required field

Submit Entire Response

Save

Compose Message

Excel Import



Step 9: For LECC form, kindly click on **“Reference”** to download the form, fill in and attach at **“Attach a file”**.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 Instructions

2 TOP GLOVE's Company ...

4 General Information

5 Purchasing Organisat...

6 Bank & Financial Data

7 Pre Qualification Qu...

All Content

Name ↑

5.2 Sales Persons Telephone No.
Note : Please include the country code along with telephone number

*

5.3 Order Currency

(MYR) Malaysia Ringgit


▼

5.4 Payment Terms (Preferred : 90 days) Sensitive

*

90 Days (Z010)

▼

5.5 LECC : Kindly download the LECC form, sign , Add Today's date on top of the letter and upload the scanned copy again  References▼

*Attach a file

▼ 6 Bank & Financial Data

Less... -

This section contains Bank account information. Kindly fill it correctly.

6.1 Indicate your country (Supplier Country) Sensitive

*

Malaysia (MY) ▼

▼ 6.2 POP Code For Business with TG Malaysia

6.2.1 Purpose of Payment (POP) Sensitive

*

▼

▼ 6.3 Jompay Biller Code

6.3.1 Do you have JOMPAY Biller Code? Sensitive

*

No ▼

▼ 6.4 Malaysia Bank Account

Step 10: Click on **"Browse"** or drop the file at the box to attach any documents, then click **"OK"**.

[< Go back to Top Glove Group of Companies - TEST Dashboard](#)Desktop File Sync

Add Attachment

OKCancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: **Browse...**

Or drop file here

OKCancel

Step 11: Click **“Submit entire response”** button.

All Content	7.7.13 Corrective Action	
1 Instructions	7.7.13.1 Are organization issued CAR for all the non conformity included complaint and internal NC and verified the effectiveness of any corrective action taken?	* <input type="text"/> <input type="button" value="v"/>
2 TOP GLOVE's Company ...	7.7.13.2 CAR record, Kindly attach	Attach a file
4 General Information	7.7.14 Trace-ability	
5 Purchasing Organisat...	7.7.14.1 Is in process and final product is adequately identified and uniquely traceable to materials used, equipment maintenance and calibration?	* <input type="text"/> <input type="button" value="v"/>
6 Bank & Financial Data	7.7.14.2 Any Evidence, Kindly attach	Attach a file
7 Pre Qualification Qu...	7.7.15 Halal Compliance Initiative	
	7.7.15.1 Does your product's ingredient derived from animal-based/plant-based/synthetically produced materials?	* <input type="text" value="No"/> <input type="button" value="v"/>
	7.7.15.2 Any Evidence, Kindly attach	Attach a file
	7.7.15.3 Does your product produced by a by product of wine or alcoholic beverage?	* <input type="text" value="No"/> <input type="button" value="v"/>
	7.7.15.4 Any Evidence, Kindly attach	Attach a file
<div><input type="button" value="Submit Entire Response"/> <input type="button" value="Save"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/></div>		

Step 12: Click “OK”

Ariba Sourcing

< Go back to Top Glove Group of Companies - TEST Dashboard

Desktop File Sync

Time remaining
364 days 23:21:43

Company Settings ▾

Help Center >>

Console

Doc1954903782 - Registration Form

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 Instructions

2 TOP GLOVE's Company ...

4 General Information

5 Purchasing Organisat...

6 Bank & Financial Data

All Content

Name ↑

any deviation/disposition or non conformance output?

7.7.12.4 Non conformance Output Record, Kindly attach

▼ 7.7.13 Corrective Action

7.7.13.1 Are organization issued CAR for non conformity included complaint and internal NC and verified the effectiveness of any corrective action taken?

7.7.13.2 CAR record, Kindly attach

Attach a file

▼ 7.7.14 Trace-ability

7.7.14.1 Is in process and final product is adequately identified and uniquely traceable to materials used, equipment maintenance and calibration?

* No written procedures and no implementation

7.7.14.2 Any Evidence, Kindly attach

Attach a file

▼ 7.7.15 Halal Compliance Initiative

7.7.15.1 Does your product's ingredient

* [Presentation] [Presentation]

Submit this response?

Click OK to submit.

OK Cancel

Step 13: You will receive an email from Ariba Administrator to declare that your registration form is now submitted.

