



A User Guide

DXN SAP Ariba Supplier Request



Getting started with Supplier Request

What is the procurement process at DXN?

DXN is digitizing procurement via SAP Ariba to drive greater visibility, accountability, and efficiency across our supply chain.



Supplier Request Forms : SELF-REGISTRATION REQUEST FORM(1/6)



The screenshot shows a web browser window with the title 'Test Site' and a 'GU' icon in the top right. The main heading is 'DXN Supplier Self-Registration Request Form'. Below this, a section titled '1 General Supplier Information' is expanded. It contains two main fields: '1.1 Supplier Full Legal Name *' and '1.2 Supplier Main Address *'. The address field is further detailed with sub-fields: 'Street ?' and 'House Number ?' (each with a separate input box), 'Street 2 ?', 'Street 3 ?', 'District ?', 'Postal Code ?' and 'City ?' (each with a separate input box), and 'Country/Region ?'. There are blue callout boxes on the left: '1a' next to the legal name field and '1b' next to the address section. A large blue callout box with the number '1' is positioned over the address fields.

Once redirected to the **Supplier Request Form**, fill in the required details.

1 Provide the **General Supplier Information**

- 1a. Enter the **Supplier Full Legal Name**
- 1b. Enter the **Supplier Main Address**

Supplier Request Forms : SELF-REGISTRATION REQUEST FORM(2/6)



▼ 2 Primary Supplier Contact

2a 2.1 Contact First Name *

2b 2.2 Contact Last Name *
2c 2.3 Contact Email *
2d 2.4 Contact Phone *

2 Enter the **Primary Supplier Contact**

2a. Enter the **Contact First Name**

2b. Enter the **Contact Last Name**

2c. Enter a valid email address as **Contact Email**

Note: Ensure this inbox is accessible, as all system notifications will be sent here.

2d. Enter the **Contact Phone**

Supplier Request Forms : SELF-REGISTRATION REQUEST FORM(3/6)



▼ 3 Additional Information

3a 3.1 How many employees does the company have? *

3b 3.2 Please select the actual reporting currency applicable to Paid-Up Capital, Capital Injection, Annual Revenue, Credit Limit, and Minimum Wage. *

3c 3.3 How much the annual revenue does the company have (in Malaysia Ringgit)? *

3d 3.4 Please specify the exchange rate applied to convert the amount into MYR (as of the date of submission). Enter the rate as: 1 unit of your reporting currency = X MYR. *

3e 3.5 Year of Incorporation? *

3 Provide information under **Additional Information**

Complete fields 3a through 3e with valid information.

Supplier Request Forms : SELF-REGISTRATION REQUEST FORM(4/6)



3.6 *Kindly select a single Department (Parent Entity) relevant to your onboarding. Do not select multiple options.*

3f 3.7 Department * ⓘ

3g 3.8 Category * ⓘ

3.10 Region ⓘ

3.11 Supplier Type * ⓘ

3.7 Department *

DXN HOLDINGS BHD. >

DXN INDUSTRIES (M) SDN. BHD. >

DXN PHARMACEUTICAL SDN. BHD. >

DXN HOLDINGS BHD. x

3

Provide information under **Additional Information** (cont.)

3f. Please select a single relevant company in the **Department** field based on the entity you are onboarding with DXN groups, as shown in the image above. **Multiple selections are not allowed.**

3g. Please select the **Category** from the selection. Multi-selection is permitted within a single material type.



Important: Choose either Direct **OR** Indirect Materials, but not both.



If you are unsure of the specific sub-category, please default to the primary high-level classification.



Supplier Request Forms : SELF-REGISTRATION REQUEST FORM(5/6)




3.6 *Kindly select a single Department (Parent Entity) relevant to your onboarding. Do not select multiple options.*

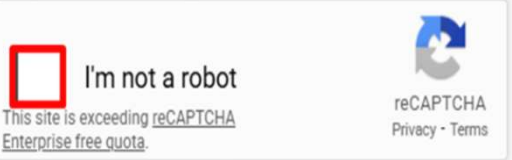
3.7 Department *  

3.8 Category *  

3.10 Region  

3.11 Supplier Type * 

4

 I'm not a robot
This site is exceeding reCAPTCHA Enterprise free quota.
reCAPTCHA
Privacy - Terms

4 Click **Submit** button to finalize.
Ensure all **mandatory fields with asterisk (*)** are completed before submitting.

Supplier Request Forms : SELF-REGISTRATION REQUEST FORM(6/6)



DXN Industries (M) Sdn. Bhd. - TEST is reviewing your registration request



Ariba Administrator <no-reply@jp.cloud.ariba.com>

To: [Your registered email address]

Wed 08-Apr-26 03:25 PM

Hello [Your company name]

DXN Industries (M) Sdn. Bhd. - TEST has received your registration request and will review it for approval.

Their response will be emailed to [Your registered email address]

For further inquiries, please contact DXN groups procurement team via email:
procurement@dxn2u.com

Thank you
DXN Procurement team

← Reply

→ Forward

5

After clicking submit, a notification will be sent automatically to your registered email address.

6

Once DXN approves your request, you will receive an email invitation to complete the Supplier Registration Questionnaire



Support & Inquiries

If you have questions regarding the onboarding process or require technical support, please contact our team at:



procurement@dxn2u.com



+604-9161288

