

## Guideline for Vendor Onboarding

### Step 1 – Watch our Vendor Onboarding Video



*Click on the photo to watch our Vendor Onboarding Video.*

### Step 2 – Scan the QR Code at the end of the video




**MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD**

**198901001515 (178821-X)**

Level 31, Menara Dayabumi, Jalan Sultan Hishamuddin, 50050 Kuala Lumpur, Malaysia



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**Step 3 – Complete the ‘Be Our Partners!’ survey**



## Be Our Partners!

MMHE Supply Chain Management (SCM) is transitioning from its current procurement system to a new system solution provider by Coupa as its B2B (Business to Business) cloud-based platform to support our end-to-end procurement process. MMHE's Vendor Management Section is preparing for the vendor onboarding exercise and to develop a Master Service and Maintenance Contract (MSMC) as well as a Master Consulting and Professional Service Contract (MCPSC).

\* Required

1. Full Company Name \*

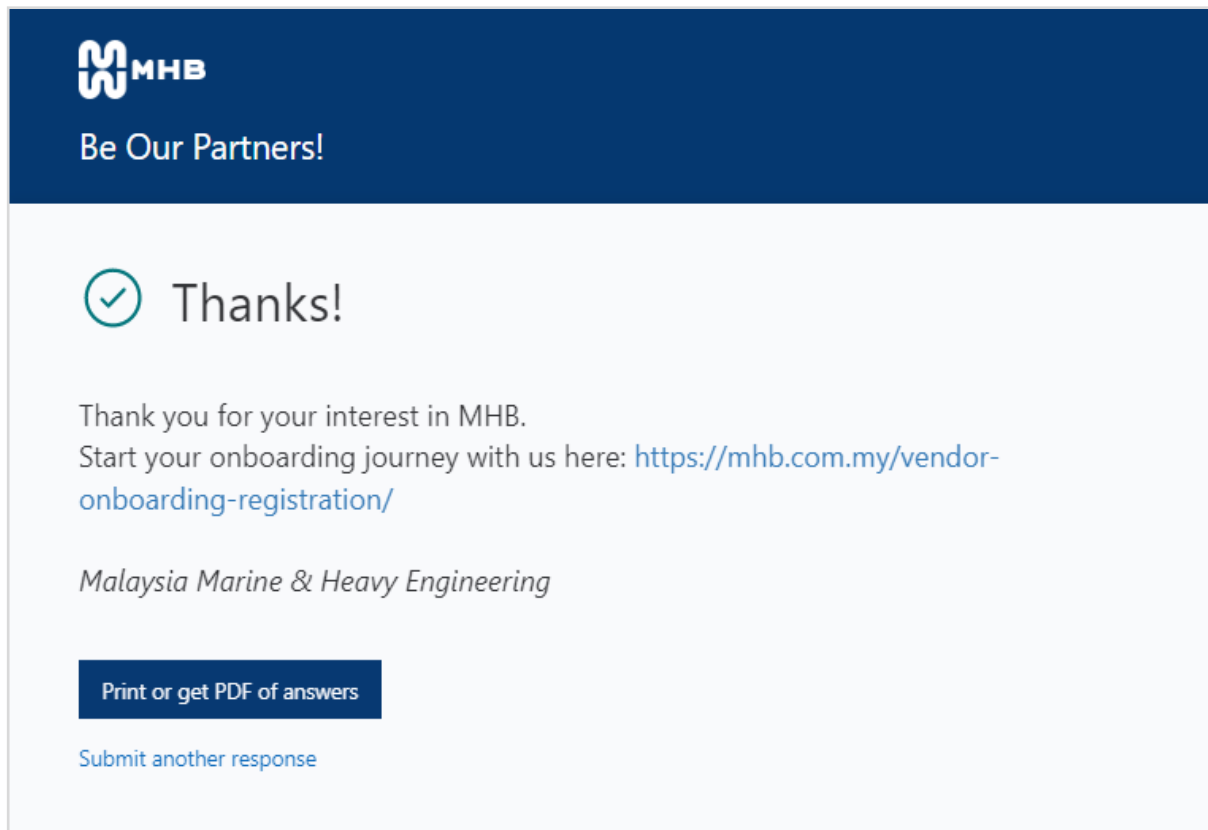
2. Are you interested to be our Partner? \*

Yes

No

You can print a copy of your answer after you submit

**Step 4** – Upon the completion of the survey, you will receive ‘Thank You’ message and link to RFI Questionnaires. Fret not, you will also be receiving a receipt for your response via email.

A screenshot of a 'Thank You' message from MHB. The message is displayed on a white background with a dark blue header. The header contains the MHB logo and the text 'Be Our Partners!'. Below the header, there is a green checkmark icon followed by the text 'Thanks!'. The main body of the message says 'Thank you for your interest in MHB. Start your onboarding journey with us here: <https://mhb.com.my/vendor-onboarding-registration/>'. Below this, it says 'Malaysia Marine & Heavy Engineering'. At the bottom, there is a dark blue button with the text 'Print or get PDF of answers' and a link 'Submit another response'.

**Step 5** – When you click on the link, you will be directed to [Vendor Onboarding Registration](#) page. **Please complete ALL sections accordingly and as per sequence. Failure to do so will result in INCOMPLETE registration, thus will become INVALID.**

**Step 5a - SECTION A** – Download Financial Information Template

Download, complete and attach the Financial Information Template in **SECTION B** under **Question Number 15**.

SECTION A	
Financial Information Template	<p><a href="#">DOWNLOAD FILE</a></p> <p>1- Please download and complete the template. 2- Attach the completed template in Question 15 in Section B</p>

**Step 5b - SECTION B** – General Questions

Click the provided link and complete the General Questions. Attach the completed Financial Information Template at Question Number 15.

SECTION B	
General Questions	<a href="#">CLICK HERE</a>

**Step 5c - SECTION C** – Compliances Documents

Click each provided link and complete all questions.

SECTION C	
Supply Chain Management Authorization	<a href="#">CLICK HERE</a>
Personal Data Protection Act (PDPA)	<a href="#">CLICK HERE</a>
Declaration And Integrity Pledge (DIP)	<a href="#">CLICK HERE</a>
Environment, Social & Governance (ESG) Questionnaires	<a href="#">CLICK HERE</a>
Know Your Counterparty (KYC)	<a href="#">CLICK HERE</a>

**Step 5d – SECTION D** – Scope Categorisation

Click the provided link and answer all questions.

SECTION D	
Scope Categorisation	<a href="#">CLICK HERE</a>

If you have any questions or concerns, reach us out via;

: [vendoronboarding@mmhe.com.my](mailto:vendoronboarding@mmhe.com.my)

: [+607 268 3510](tel:+6072683510) / [+607 268 2849](tel:+6072682849)

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**LIST OF MATERIAL SUPPLY (To be used in SECTION D)**

NO	TYPE	DISCIPLINE	CATEGORY	ITEM
1	Material	Structural	Steel Material	Plate
2	Material			Tubular Welded
3	Material			Tubular Seamless
4	Material			Beam
5	Material			Section
6	Material			Grating
7	Material			Bar
8	Material			Angle
9	Material			Channel
10	Material			Glass Reinforced Epoxy (GRE) / Fiberglass Reinforced Plastic (FRP) Grating
11	Material	Appurtenances	Aluminium Helideck	
12	Material		Pile Gripper, Grout Packer & Diaphragm Closure	
13	Material		Leg Mating Unit (LMU) / Deck Support Unit (DSU)	
14	Material		Jacket Rubber Fender	
15	Material		Anodes	
16	Material		Bearing Plate	
17	Material		Valve	
18	Material	Piping	Gasket	
19	Material		Pipe	
20	Material		Flanges	
21	Material		Fittings	
22	Material	Electrical	Subsea Cables	
23	Material		Voltage Power & Control Cables	
24	Material		Cable Ladder, Tray, Conduits & Accessories	
25	Material		Junction Box & Accessories	
26	Material		Cable Gland	
27	Material		Multi Cable Transit	
28	Material		Earthing Material	
29	Material		Socket Outlet & Switches	
29	Material		Remote Control Unit (RCU) & Safety Switch	
30	Material		Lighting Fixture	
31	Material	Power Distribution & Controls	Steel Materials	
32	Material		Collapsible Pole	
33	Material		Busduct System	
34	Material		Electrical Motor	
35	Material	Power Supply System	Distribution Boards	
36	Material		Low Voltage Switchboard / Switchgear / MCC / ACB	
37	Material		High Voltage Switchboard / Switchgear / VCB / VCU	
38	Material		Electrical Network Monitoring & Control System (ENMC)	
39	Material	Tagged Equipment	Uninterruptable Power System (UPS)	
40	Material		DC Charges & Battery	
41	Material		Solar Power Supply	
42	Material		Wind Turbine System	
43	Material	Instrument Bulk Items	Heat Tracing	
44	Material		Cathodic Protection	
45	Material		Transformers	
46	Material		Navigational Aids System	
47	Material		Helideck Lighting System	
48	Material		Cable Ladder, Tray, Conduits & Accessories	
49	Material		Junction Box & Accessories	
50	Material		Cable Gland	
51	Material		Multi Cable Transit	
52	Material		Earthing Material	
53	Material	Instrument System	Tubing & Instrument Fittings, Air-Manifolds	
54	Material		Instrument & Special Cables	
55	Material		Process Monitoring & Control System (PCMS)	
56	Material		Safety Instrumented System (SIS)	
57	Material	Instrument Panel	Fire & Gas System (SIS)	
58	Material		Telecommunication System	
59	Material		Addressable Fire Alarm System	
60	Material		Wellhead Control Panel	
61	Material	Metering Skid	Siprod Panel	
62	Material		Manual Sampling Panel	
63	Material		Fusible Plug Loop Panel	
64	Material		Fiscal Allocation Metering Skid	
65	Material	Orifice	Gas Fiscal Allocation Metering Skid	
66	Material		Condensate Fiscal Allocation Metering Skid	
67	Material		Wet Gas Flow Meter	
68	Material		Multiphase Flowmeter	
69	Material	Flowmeter	Flow Orifice Plate	
70	Material		Restriction Orifice Plate	
71	Material		Multi-stage Orifice Plate	
72	Material		Variable Area Meter / Rotameter	
73	Material	Gauges	Ultrasonic Flowmeter	
74	Material		Magnetic Flowmeter	
75	Material		Vortex Flowmeter	
76	Material		Level Gauge Magnetic Type with Transmitter	
77	Material	Transmitter	Pressure Gauge & DP Gauge with Manifold	
78	Material		Temperature Gauge with Thermowell	
79	Material		Level Transmitter Radar Type	
80	Material		Pressure Transmitter & DP Transmitter with Manifold	
81	Material	Instrument Valves	Temperature Transmitter with Thermowell	
82	Material		Control Valve (Normal)	
83	Material		Control Valve (Severe Service)	
84	Material		Choke Valve	
85	Material	Analyser	Pressure Safety Relief Valve	
86	Material		Pressure Vacuum Relief Valve	
87	Material		Pressure Regulator	
88	Material		BTU Analyser	
89	Material	Analyser	Hydrocarbon (HC) Analyser	
90	Material		Carbon Dioxide (CO2) Analyser	
91	Material		Hydrogen Sulfide (H2S) Analyser	
92	Material		Hydrocarbon (HC) Dew Point Analyser	
93	Material		Water in Condensate Analyser	
94	Material		Gas Chromatograph Analyser	

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NO	TYPE	DISCIPLINE	CATEGORY	ITEM	
95	Material	Instrument	Analyser	Mercury Analyser	
96	Material			Hydrocarbon (HC) Methane Analyser	
97	Material			PH & Conductivity Analyser	
98	Material			Moisture Analyser	
99	Material			Dissolved Oxygen Analyser	
100	Material		Tagged Equipment	Fire & Gas Detectors	
101	Material			Pig Signaller	
102	Material			Sand Probe / Corrosion Probe	
103	Material			Erosion Monitoring System	
104	Material			Condition Based Monitoring System	
105	Material	Mechanical	Package	Produced Water Treatment System	
106	Material			Seawater Treatment System	
107	Material			Gas Dehydration & TEG Regeneration System	
108	Material			Chemical Injection System	
109	Material			Fuel Gas System	
110	Material			Seal Gas System	
111	Material			Vapour Recovery Unit	
112	Material			Waste Heat Recovery Unit	
113	Material			Acid Gas Removal Unit	
114	Material			Nitrogen Generation System	
115	Material			Hypochlorite Generation System	
116	Material			Sewage Treatment Plant	
117	Material			Potable Water Maker, UV Sterilizer & Demineralizer System	
118	Material			Diesel Centrifuge Unit	
119	Material			Solid Handling System	
120	Material			Hot Water System	
121	Material			Flare System	
122	Material			Pedestal Crane	
123	Material			Manifold Skid	
124	Material			Material Handling	
125	Material			Static	Filter & Coalescer
126	Material				Tank
127	Material				Heat Exchanger
128	Material				Pressure Vessels
129	Material				Process Heater
130	Material			Rotating	Pig Launcher / Receiver
131	Material				Compressor
132	Material				Pump
133	Material			Power Generator	
134	Material			Special Piping (SP) Items	
135	Material			Safety & Fire Fighting Equipment and System	
136	Material			Heating, Ventilation & Air Conditioning (HVAC)	
137	Material			Consumable	Welding Electrode
138	Material				Paint Material
139	Material	Diesel			
140	Material	Industrial Gaseous			
141	Material	Lubricant & Grease			
142	Material	Stationery			
143	Material	Blasting Grits & Abrasive Material			
144	Material	Chemical			
145	Material	Drilling Equipment & Chemical			
146	Material	Civil Construction Material			
147	Material	General	Fastener		
148	Material		Bolts, Nuts & Washer		
149	Material		Bearing		
150	Material		Scaffolding		
151	Material		Machineries / Equipment / Tools	Non Destructive Testing (NDT) Equipment & Materials	
152	Material			Welding Machine	
153	Material			Lifting Accessories	
154	Material			Hardware, Equipment & Tool	
155	Material			Industrial Crane	
156	Material			Industrial Vehicle	
157	Material	Spare Part			
158	Material	Dock Arm			
159	Material	Rubber fender			
160	Material	Fendering Item		Tractor Pad	
161	Material		Bollard		
162	Material	Safety Items	Coverall		
163	Material		Safety Shoe		
164	Material		Safety Helmet		
165	Material		Glove		
166	Material		Harness		
167	Material		Safety Goggles		
168	Material		Safety Ear Protection		
169	Material		Eyewash		
170	Material		Absorbent Pad / Sock / Pillow		
171	Material		Fire Fighting Equipment		
172	Material	Rescue Kit			
173	Material	Life Jacket			
174	Material	Oil Boom			
175	Material	Automated External Defibrillators (AED)			
176	Material	Miscellaneous Steel	Gas Detector		
177	Material		Crane Rail		
178	Material	Fencing			
179	Material	Timber			
180	Material	Concrete block			
181	Material	Furniture			
182	Material	Maritime	Cargo Containment System		
183	Material	Information Communication Technology	Information, Communication & Technology (ICT)		

**LIST OF SUBCONTRACTING SERVICE (To be used in SECTION D)**

NO	TYPE	DISCIPLINE	CATEGORY	ITEM
1	Service	Structural	General Structural Work	
2	Service		Rental of External Workshop for Fabrication & Assembly Work	
3	Service		Rolling, Bending & Machining Work	
4	Service		Marine Hull Work	
5	Service		Marine Hull Fitting Work	
6	Service	Pre-heating / Post Weld Heat Treatment	Pre-heating / Post Weld Heat Treatment	
7	Service	Architectural & Carpentry	Architectural Work	
8	Service		Marine Carpentry Work	
9	Service	Piping	General Piping Work	
10	Service		Marine Piping Work	
11	Service		Piping Work (GRE/GRVE)	
12	Service		Insulation Work	
13	Service		Marine Insulation Work	
14	Service		Valve Work	
15	Service		Marine Valve Service Work	
16	Service		Bolt Tensioning, Flange Management & Leak Testing	
17	Service		Chemical Cleaning, Lube Oil Flushing Service	
18	Service		Mechanical & Machinery Work	
19	Service	Mechanical	Gas Turbine Generator (GTG) & Gas Turbine Compressor (GTC) Exhaust Stack / Duct Work	
20	Service		Heating, Ventilation & Air Conditioning (HVAC)	
21	Service		Marine Boiler Work	
22	Service		Marine Pumps & Fan	
23	Service		Marine Deck Machineries Work	
24	Service		Marine Main Engine & Auxiliary Engine	
25	Service		Marine Mechanical Hydraulic System	
26	Service		Marine Cooler & Heat Exchanger	
27	Service		Marine Propeller & Thruster	
28	Service		Marine Stern Tube and Shafting Work	
29	Service	Marine Turbocharger Work		
30	Service	Marine Governor Work		
31	Service	Marine Life Saving Apparatus & Fire Fighting Apparatus		
32	Service	Marine Disposal of Pyrotechnics & Life Saving Apparatus Items		
33	Service	Marine Wire Renewal and Load Test Service		
34	Service	Electrical & Instrument	General Electrical & Instrumentation Work	
35	Service		Marine Electrical Work	
36	Service		Marine Radio and Navigation Work	
37	Service		Marine Electrical Motor Rewinding Work	
38	Service		Marine Instrument & Automation Work	
39	Service	Marine Magnetic Compass Work		
40	Service	Engineering	Engineering Consultation & Service	
41	Service		Non Destructive Testing (NDT)	
42	Service	Inspection, Testing & Certification	Destructive Testing	
43	Service		Calibration Work	
44	Service		Verification & Inspection Service	
45	Service		Certification & Training Service	
46	Service		Marine Mechanical Testing	
47	Service	Marine Non Destructive Testing (NDT) Service		
48	Service	Transportation & Installation	Transportation & Installation Service	
49	Service	Weighing, Shifting Jackout & Loadout	Weighing, Shifting, Jackout & Loadout Service	
50	Service		Marine Heavy Lift	Marine Heavy Lift Service
51	Service	Hook-Up & Commissioning (HUC)	Offshore Hook Up & Commissioning Work	
52	Service		Marine Spread Service	
53	Service	Blasting & Painting	Blasting & Painting Service	
54	Service		Marine External Blasting & Painting Service	
55	Service		Marine Hydrojetting Service	
56	Service		Marine Tank Blasting & Painting Service	
57	Service		Marine Power Tooling & Cleaning Service	
58	Service	Blasting & Painting Equipment Rental		
59	Service	Special Coating & Protection	Special Coating & Protection Service	
60	Service		Marine Galvanizing Work	
61	Service	Marine Polyethylene (PE) Coating Work		
62	Service	Scaffolding	Scaffolding Work	
63	Service		Marine Scaffolding Work	
64	Service	Maritime	Maritime Work	
65	Service		Boat & Barge Service	
66	Service	Equipment & Machinery Rental	Equipment & Machinery Rental	
67	Service	Civil, Structural & Building	Civil, Structural & Building	
68	Service	Information Communication Technology	Information, Communication & Technology Service	
69	Service		Environmental Control Service	
70	Service	General	Waste Management Service	
71	Service		Industrial Cleaning Service	
72	Service		Logistic Service	
73	Service		Preservation Service	
74	Service		Consultancy Service	
75	Service		Insurance Service	
76	Service		Manpower Supply	
77	Service		Security Service	
78	Service		Catering & Housekeeping Service	
79	Service		Travel Agency	
80	Service	Cargo Containment System	Cargo Containment System Specialist Service	
81	Service		Supply of Liquid Nitrogen & Nitrogen Facility for Inerting	
82	Service			

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