

# MEMO



To : Please see distribution list

From : Procurement, Group Financial Services *via*  
En Azmin Che Yusoff, Group Chief Operating Officer /  
Executive Director, Group Financial Services

Ref. : 35-06/2016/PROC/ACY/saj/smr

Date : 29 June 2016

**Subject : CENTRAL SUPPLIERS DATABASE – FOR UMW CORPORATION SDN BHD  
AND NON-MOTOR, NON-OIL & GAS SBU/OPCOS**

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We refer to the above-captioned and wish to inform of the following:

**A. The Initiative:**

1. Our e-procurement system known as PTP (Procure to Pay) has a **central supplier database** ("CSD") capability.
2. The CSD allows us to consolidate all suppliers (non-motor, non-oil & gas) into one single and central database that can be accessed by all. We believe this shall be an improvement on the prevailing individual databases/records at each SBU/OpCos.

**B. The Advantages:**

1. Web availability of the CSD.
2. The CSD allows multiple search fields, as it can search:
  - a. Via suppliers' Suruhanjaya Syarikat Malaysia registration numbers,
  - b. Via suppliers' paid-up capital, Bumiputera/Non-Bumiputera shareholdings and years in business; and
  - c. Via 'Work Categories' that we had developed and communicated in the IOM (via email) dated 18 June 2015 titled UMW Guidelines for Registration of Suppliers (SRG v1.1)
3. The CSD is a Central Repository – for more efficient recording/tracking of suppliers' records.
4. Improved speed and efficiency of search and selection of suppliers to participate in sourcing.

**C. The status of CSD and Issue:**

1. The CSD is ready and 'built-up', meaning that we have loaded all available/provided data. **However there are data gaps** because previously supplier registration and records were generally incomplete.
2. For data the CSD has 10 compulsory fields and 17 other fields.
3. As is there are 5,297 suppliers in the CSD. The target is to complete the **compulsory** data fields for 5,297 suppliers within the next 6 months, i.e. within 2016.



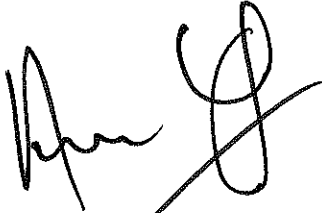
**D. To Do:**

1. To address the gaps in the suppliers' data:
  - a. Procurement shall initiate the project to fill-in the blanks, i.e. via phone calls to suppliers, re-sending of Supplier Registration Forms and follow-ups.
  - b. SBU/Opcos to assist in the above by doing the same as Procurement. Procurement shall coordinate with SBU/Opcos on the respective suppliers' lists to follow-up on.
2. For registering new suppliers – SBU/Opcos should base their processes on UMW Guidelines for Registration of Suppliers (SRG v1.1), the IOM for this is as stated in point B.2.c above.
3. Procurement shall conduct the necessary training at SBU/Opcos on accessing and utilizing the CSD.

You may contact En Uzwan (ext. 5451), En Morgan (ext. 5360) or En Mohd Amsyar (ext. 5469) for any enquiries.

We look forward to your continuous support and cooperation, and we are also open to feedback/comments regarding the overall process and the PTP system.

Thank you.



**Azmin Che Yusoff**  
Group Chief Operating Officer /  
Executive Director, Group Financial Services



# UMW CORPORATION SDN BHD

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