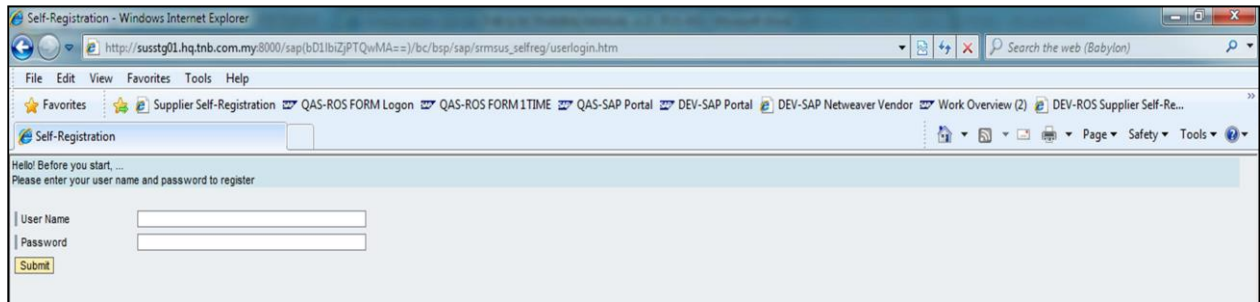


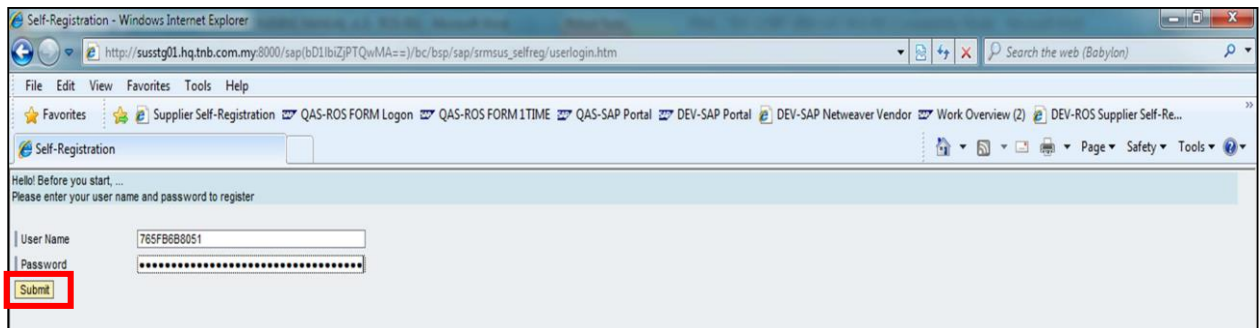
Title: Creating the User ID and Password through One Time User ID		No. Rujukan: ROS-UM001-03	
Via Menu: NA		Transaction Code: N/A	
Version Control	Version: 04	Date: October 2019	
	Amendment: -	Date: -	
			Page: 1/5

1.2.6.2 Creating the User ID and Password through One Time User ID.



1. Supplier login to Portal using the URL link given in the email

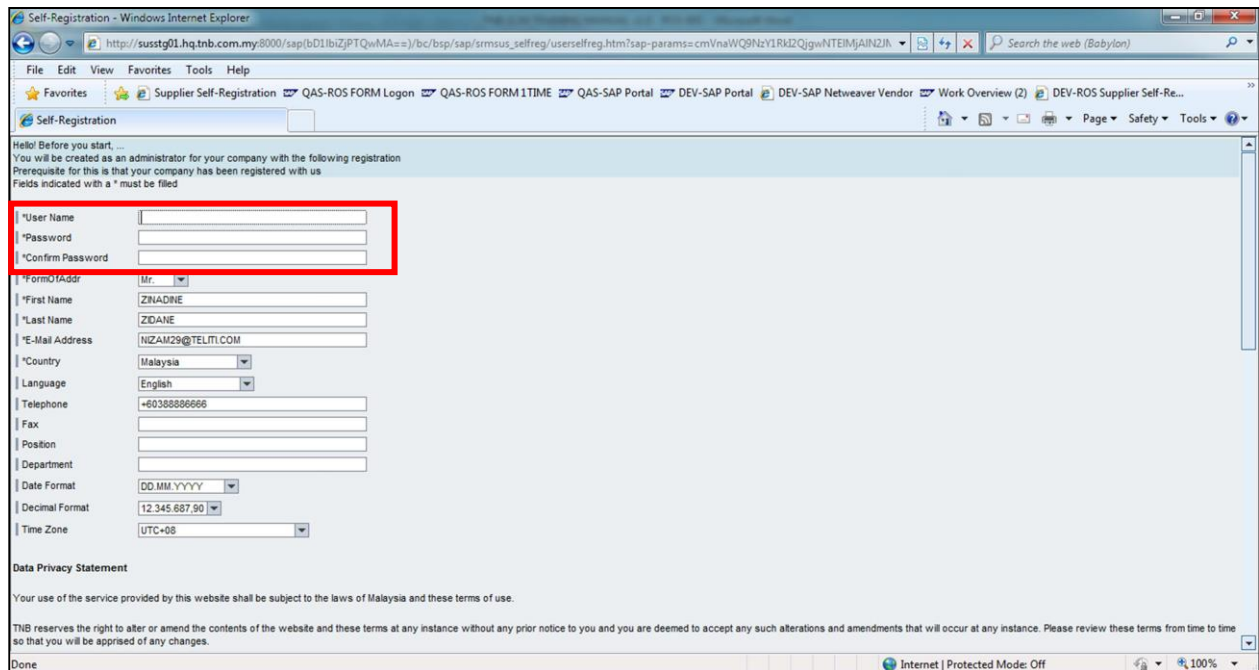
Note: Supplier will get the URL link in the e-mail and steps to perform.



2. Fill in the temporary user ID in User Name field and system password in Password field (given in the email) . And click **Submit** button. Detail self-registration screen will be expanded.

Description	Value
User Name	<Enter the Temporary User ID given in the email>
Password	<Enter the System password given in the email>

Title: Creating the User ID and Password through One Time User ID		No. Rujukan: ROS-UM001-03	
Via Menu: NA		Transaction Code: N/A	
Version Control	Version: 04	Date: October 2019	
	Amendment: -	Date: -	
		Page: 2/5	



Self-Registration - Windows Internet Explorer
 http://susstg01.hq.tnb.com.my:8000/sap(bD1IbIZPTQwMA=)/bc/bsp/sap/srsmus_selfreg/userselfreg.htm?sap-params=cmVnaWQ9NzY1RkZQjgwNTEiMjA1NzJl...
 Self-Registration
 Hello! Before you start, ...
 You will be created as an administrator for your company with the following registration
 Prerequisite for this is that your company has been registered with us
 Fields indicated with a * must be filled

*User Name
 *Password
 *Confirm Password

Form of Addr: Mr.
 *First Name: ZINADINE
 *Last Name: ZIDANE
 *E-Mail Address: NIZAM29@TELITI.COM
 *Country: Malaysia
 Language: English
 Telephone: +6038886666
 Fax:
 Position:
 Department:
 Date Format: DD.MM.YYYY
 Decimal Format: 12.345.687.90
 Time Zone: UTC+08

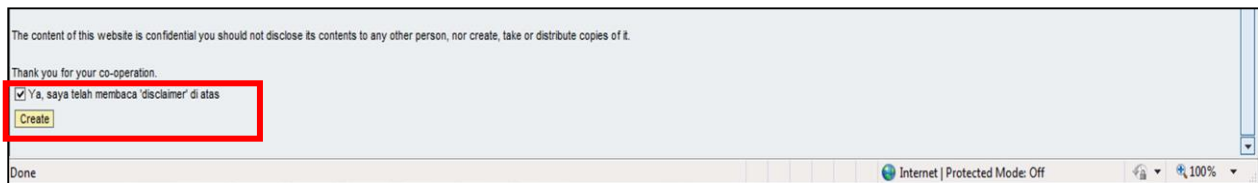
Data Privacy Statement
 Your use of the service provided by this website shall be subject to the laws of Malaysia and these terms of use.
 TNB reserves the right to alter or amend the contents of the website and these terms at any instance without any prior notice to you and you are deemed to accept any such alterations and amendments that will occur at any instance. Please review these terms from time to time so that you will be apprised of any changes.

- This person is created as an Administrator for the company.
- Fill in the information accordingly. Fields with (*) is mandatory. Refer below table for the values to enter in each field.

Description	Value	Remarks
User Name	<Enter your User Name. >	This username is a permanent user ID for administrator. Maximum 12 characters.
Password	<Enter your temporary Password >	This password is only temporary. DO NOT enter User ID as a password.
Confirm Password	<Enter your temporary Confirm Password >	Confirm your temporary password.
Form of Addr	<Select the Form of Address >	
First Name	<Enter the First Name >	
Last Name	<Enter the Last Name >	
E-Mail Address	<Enter the E-Mail Address >	
Country	<Select the Country >	

Title: Creating the User ID and Password through One Time User ID		No. Rujukan: ROS-UM001-03
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Language	<Select the Language >	
Telephone	<Enter the Telephone >	
Fax	<Enter the Fax >	
Position	<Enter the Position >	
Department	<Enter the Department >	
Date Format	<Select the Date Format >	
Decimal Format	<Select the Decimal Format >	
Time Zone	<Select the Time Zone >	



5. Tick the disclaimer checkbox Ya, saya telah membaca 'disclaimer' di atas and click on button to complete the Self-Registration. Supplier Portal login screen will be displayed.

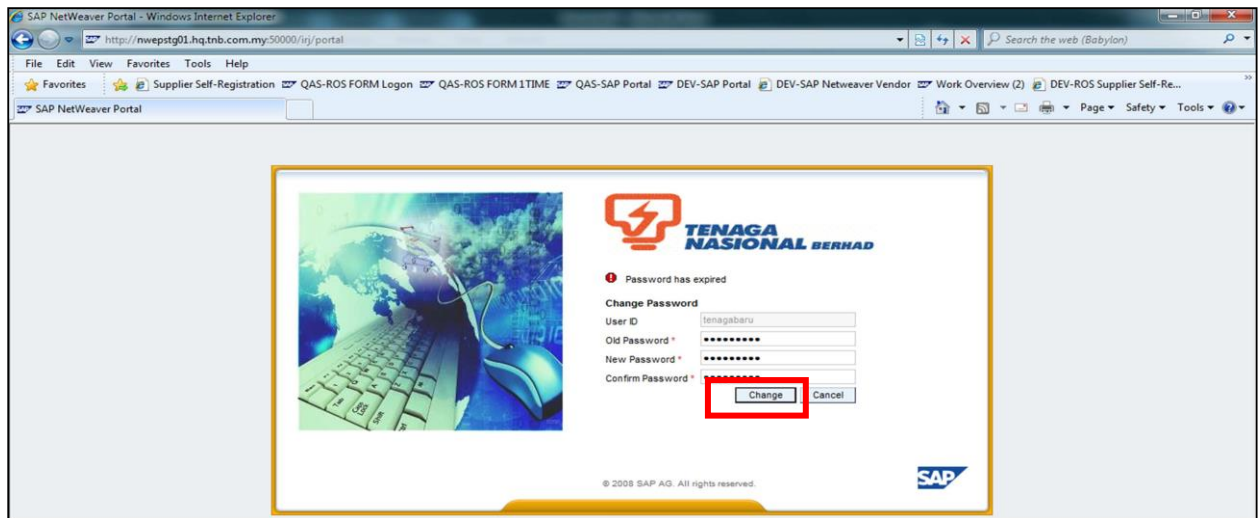


6. Fill in the information. Login using the newly created ID in step 4

Description	Value
User ID	<Enter the User Id>
Password	<Enter the Password>

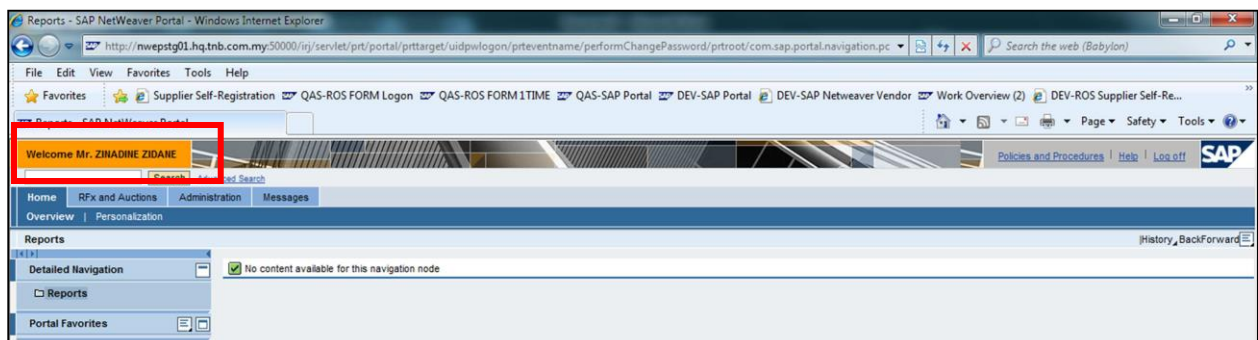
Title: Creating the User ID and Password through One Time User ID		No. Rujukan: ROS-UM001-03
Via Menu: NA		Transaction Code: N/A
Version Control	Version:04	Date: October 2019
	Amendment: -	Date: -
		Page: 4/5

➤ Click on **Log on.** button. System will prompt a Change Password screen.



7. Key in your Old Password (password that you entered in step 4), New Password and Confirm Password (to confirm new password) accordingly. Then click **Change** button to proceed. **(Note:** This New Password will be your permanent password for future used.) System will bring you to the Supplier Portal welcome screen.

Description	Value
Old Password	<Enter the Old Password/Temporary Password from step 4>
New Password	<Enter your New Password>
Confirm Password	<Enter the Confirm Password>



Title: Creating the User ID and Password through One Time User ID		No. Rujukan: ROS-UM001-03	
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8. Procedural steps completed.

Note: Through this registration, supplier will be notified of the tender, PO, Service Entry, Invoice and payment in the future. If user forgot the SCMS password, please inform TNB to reset the password using email below;

[e-tendersupport @tnb.com.my](mailto:e-tendersupport@tnb.com.my)