

Title: Create User in SUS Portal		No. Rujukan: ROS-UM001-04	
Link:		Transaction Code: N/A	
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1.2.6.3 Create User in SUS Portal by Supplier Administrator

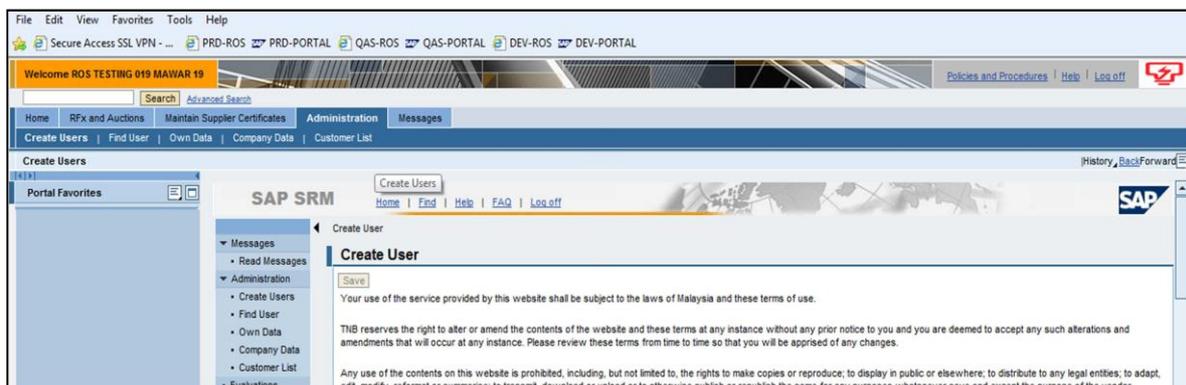
This process is to create another user within the same company. By default, the creator who creates new user will be given a role as an administrator for the company.

1. Login to portal as supplier administrator. Fill in the User Id and Password, then click on 'Logon' button.



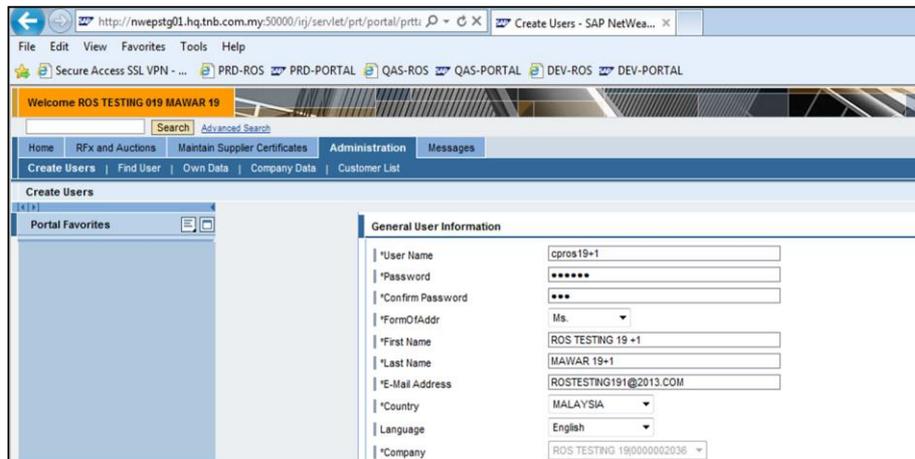
Field	Value	Example
User ID	<Enter the User ID>	admin
Password	<Enter the Password>	welcome100

2. A SUS portal screen will display. Click on *Administration* tab. Then click on 'Create Users'. A Create User screen will be displayed.

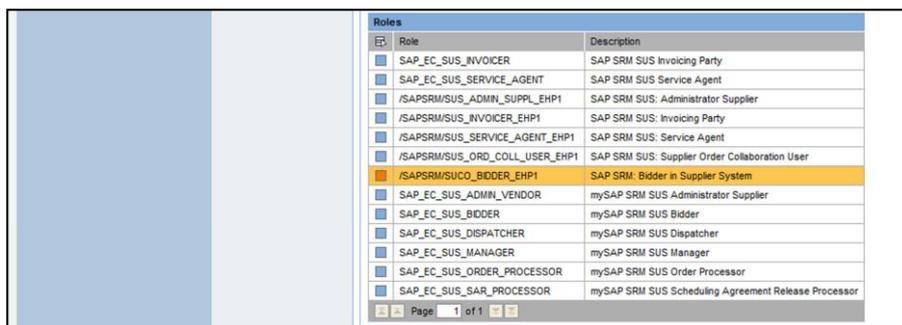


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3. Fill in all required information in General User Information section and tick on checkbox for user roles. These user roles should be assigned to the specific users.



Field	Value
User Name	<Enter the User Name for the user>
Password	<Enter the Password for the user>
Confirm Password	<Enter the Confirm Password >
Form of Addr	< Select the Form of Addr>
First Name	<Enter the First Name>
Last Name	<Enter the Last Name>
E-mail Address	<Enter the E-mail Address>
Country	< Select the Country>
Language	< Select the Language>



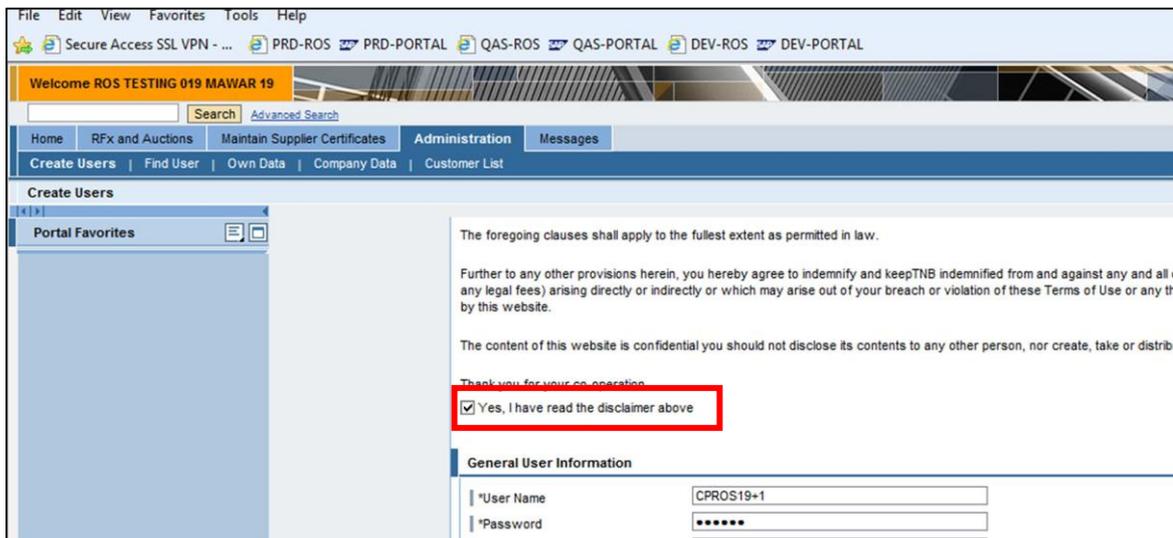
Role	Description
<input type="checkbox"/> SAP_EC_SUS_INVOICER	SAP SRM SUS Invoicing Party
<input type="checkbox"/> SAP_EC_SUS_SERVICE_AGENT	SAP SRM SUS Service Agent
<input type="checkbox"/> /SAPSRM/SUS_ADMIN_SUPPL_EHP1	SAP SRM SUS: Administrator Supplier
<input type="checkbox"/> /SAPSRM/SUS_INVOICER_EHP1	SAP SRM SUS: Invoicing Party
<input type="checkbox"/> /SAPSRM/SUS_SERVICE_AGENT_EHP1	SAP SRM SUS: Service Agent
<input type="checkbox"/> /SAPSRM/SUS_ORD_COLL_USER_EHP1	SAP SRM SUS: Supplier Order Collaboration User
<input checked="" type="checkbox"/> /SAPSRM/SUCO_BIDDER_EHP1	SAP SRM: Bidder in Supplier System
<input type="checkbox"/> SAP_EC_SUS_ADMIN_VENDOR	mySAP SRM SUS Administrator Supplier
<input type="checkbox"/> SAP_EC_SUS_BIDDER	mySAP SRM SUS Bidder
<input type="checkbox"/> SAP_EC_SUS_DISPATCHER	mySAP SRM SUS Dispatcher
<input type="checkbox"/> SAP_EC_SUS_MANAGER	mySAP SRM SUS Manager
<input type="checkbox"/> SAP_EC_SUS_ORDER_PROCESSOR	mySAP SRM SUS Order Processor
<input type="checkbox"/> SAP_EC_SUS_SAR_PROCESSOR	mySAP SRM SUS Scheduling Agreement Release Processor

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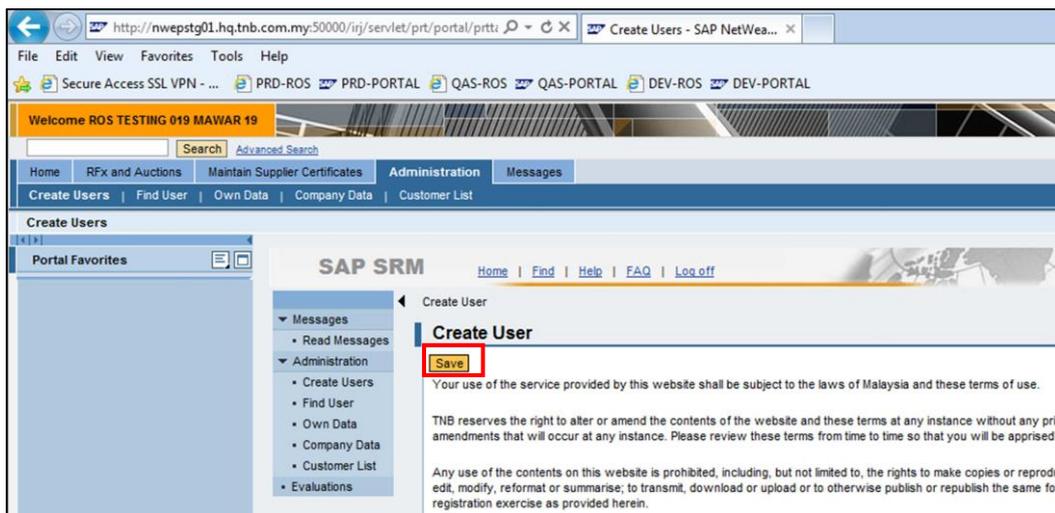
Description	Value
Roles	< Select the User Roles >

4. Scroll up the screen and read the disclaimer. Then, tick the checkbox

Yes, I have read the disclaimer above

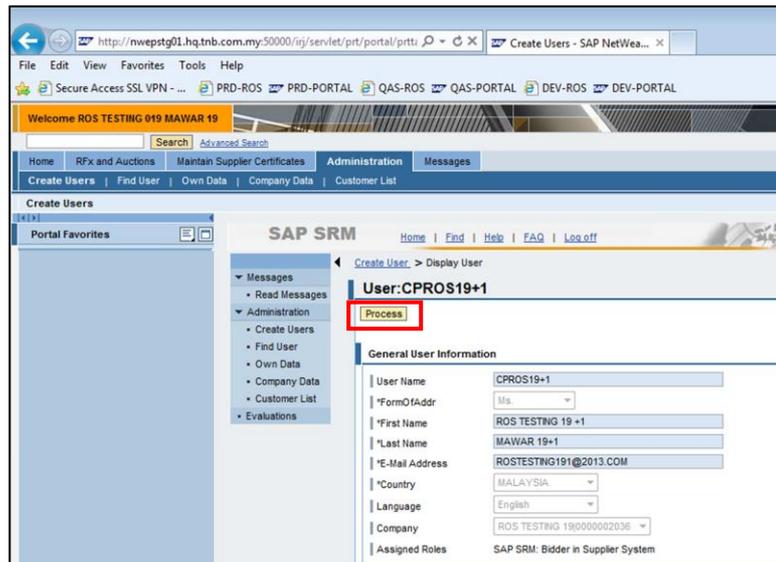


5. Click on 'Save' button.



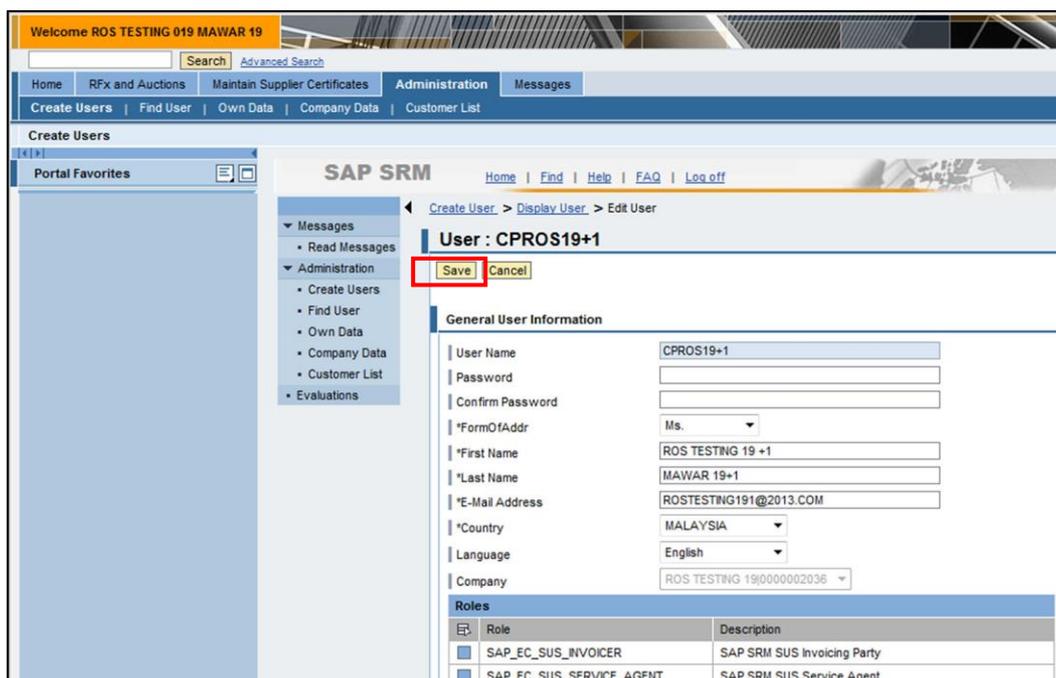
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6. A new user screen will be displayed.



6.1 If the administrator want to make changes for the new user, just click on 'Process' button. The fields under General User Information section & Roles section will be enabled.

6.2 After make changes, click on 'Save' button to save the changes.



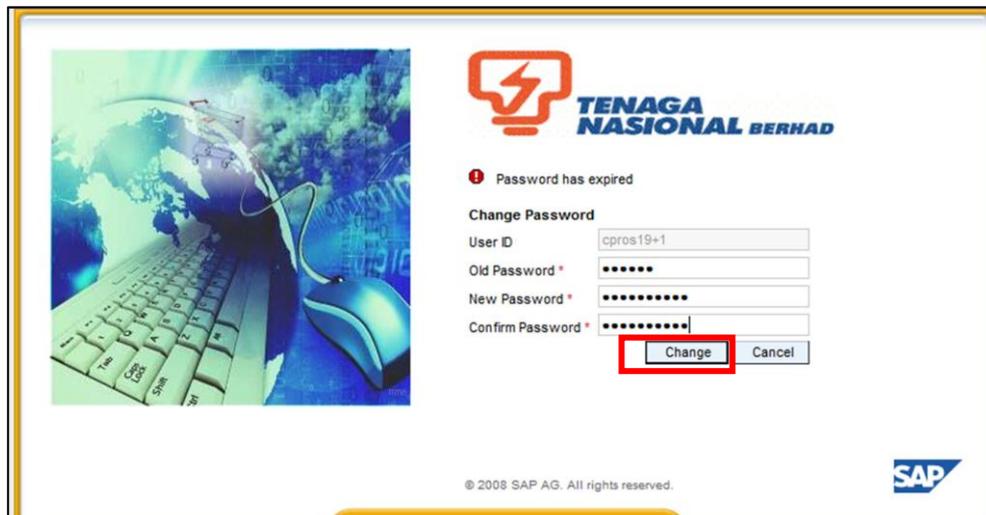
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7. New user that has been created is required to login to the portal. Fill in the new User ID and the Password which has been created by administrator.



Field	Value	Example
User ID	<Enter the User ID>	cpros19+1
Password	<Enter the Password>	scm123

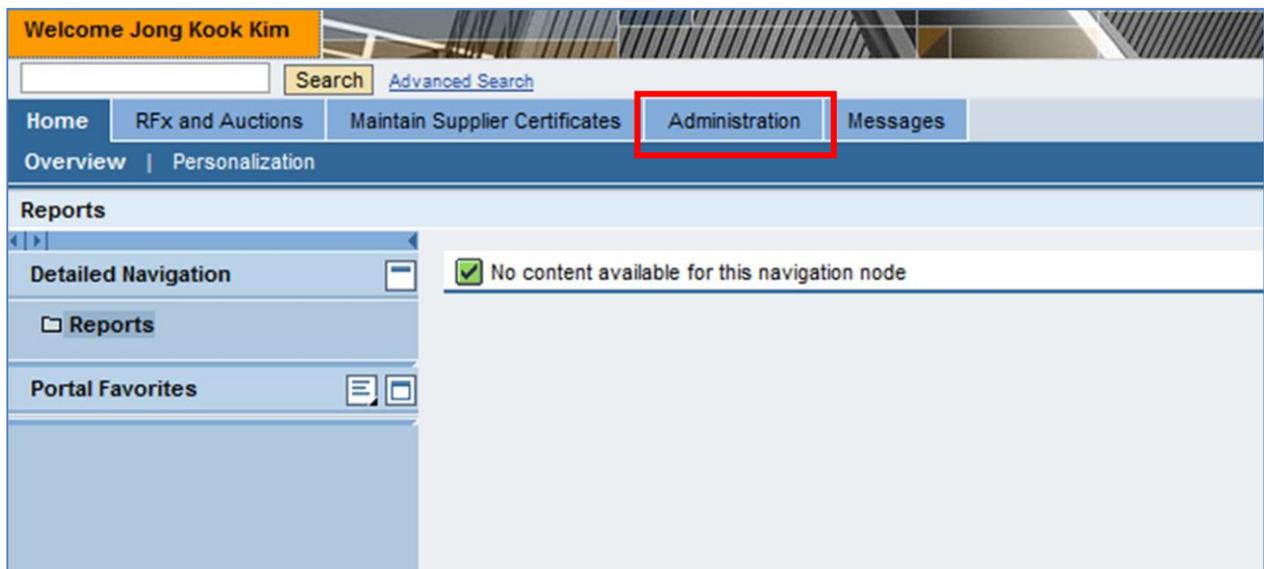
8. A message  **Password has expired** will appear. The user will be requested to change the password to new password and confirm. Then, click on 'Change' button.



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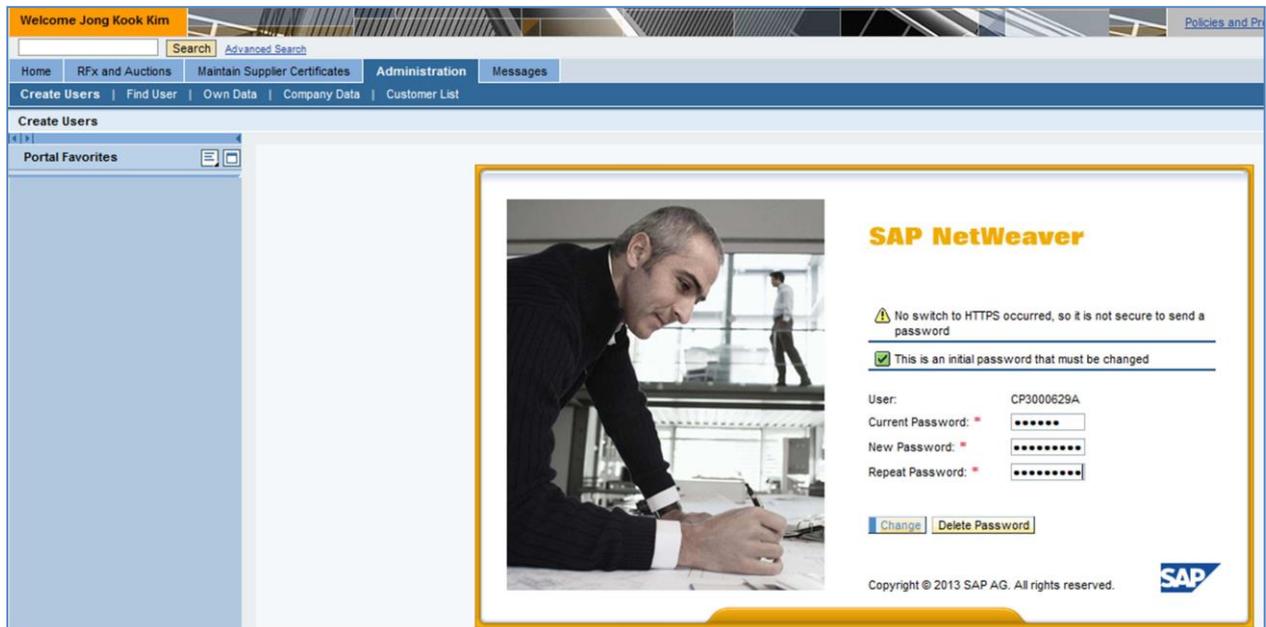
Field	Value	Example
Old Password	<Enter the Old Password>	scm123
New Password	<Enter the New Password>	welcome100
Confirm Password	<Enter the Confirm Password>	welcome100

9. A portal Home page will be displayed. Click on *Administration* tab.



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10. A SAP NetWeaver screen will display and the user is require to change password (same as step no. 8).

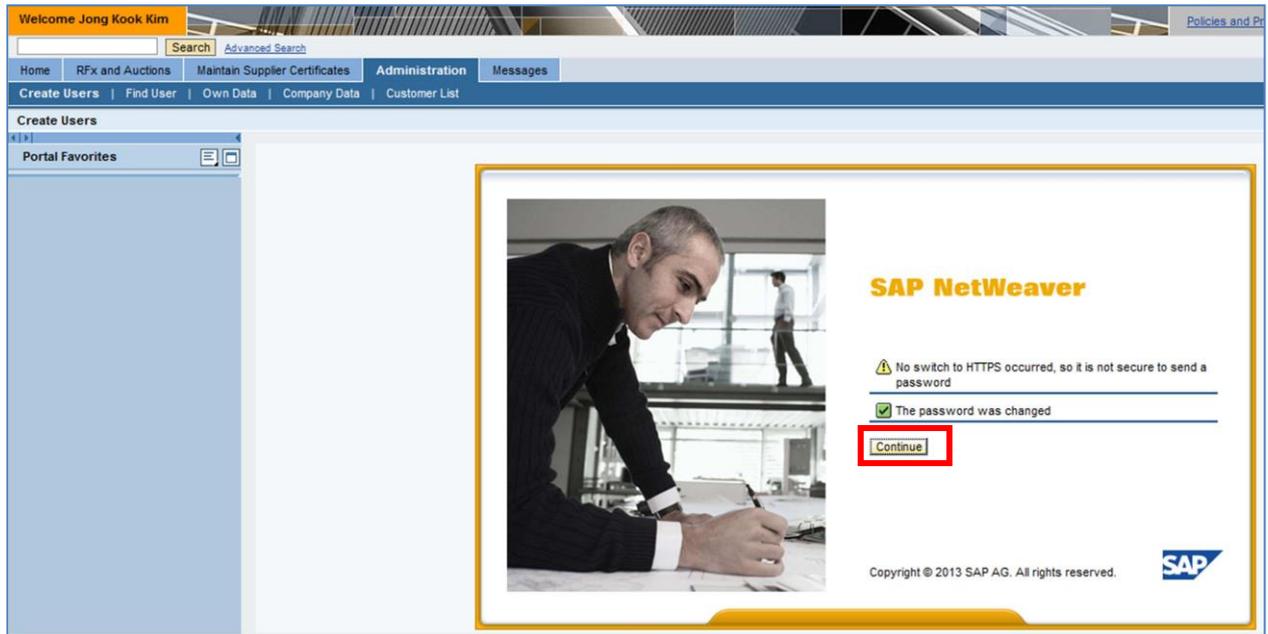


Enter the following values for changing the password. Then, click on 'Change' button.

Field	Value	Example
Old Password	This password should be same as in step no.8	scm123#
New Password	This password should be same as in step no.8	welcome100#
Confirm Password	This password should be same as in no.8	welcome100#

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11. A message **The password was changed** will display. Then, click on 'Continue' button.



12. Procedural steps completed.

If user having difficulty to create new user/sub ID for SRM , please inform TNB using email below;

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