

Title: Create User in SUS Porta	No. Rujukan: ROS-UM001-04			
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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 id="" the="" user=""></enter>	admin
Password	<enter password="" the=""></enter>	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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Own Data TNB reserves the right to after 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								
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Customer List     Any use of the contents on this website is prohibited, including, but not limited to, the rights to make copies or reproduce; to display in public or elsewhere; to distribute to any legal entities; to adapt,								
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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.

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		User Name	cpros19+1						
		*Password							
		Confirm Password	•••						
		*FormOfAddr	Ms. 👻						
		First Name	ROS TESTING 19 +1						
		Last Name	MAWAR 19+1						
		*E-Mail Address	ROSTESTING191@2013.COM						
		Country	MALAYSIA -						
		Language	English 👻						
		Company	ROS TESTING 19/000002036 👻						

Field	Value
User Name	<enter for="" name="" the="" user=""></enter>
Password	<enter for="" password="" the="" user=""></enter>
Confirm Password	<enter confirm="" password="" the=""></enter>
Form of Addr	< Select the Form of Addr>
First Name	<enter first="" name="" the=""></enter>
Last Name	<enter last="" name="" the=""></enter>
E-mail Address	<enter address="" e-mail="" the=""></enter>
Country	< Select the Country>
Language	< Select the Language>

R	IS .					
E	Role	Description				
	SAP_EC_SUS_INVOICER	SAP SRM SUS Invoicing Party				
E	SAP_EC_SUS_SERVICE_AGENT	SAP SRM SUS Service Agent				
E	/SAPSRM/SUS_ADMIN_SUPPL_EHP1	SAP SRM SUS: Administrator Supplier				
E	/SAPSRM/SUS_INVOICER_EHP1	SAP SRM SUS: Invoicing Party				
E	/SAPSRM/SUS_SERVICE_AGENT_EHP1	SAP SRM SUS: Service Agent				
	/SAPSRM/SUS_ORD_COLL_USER_EHP1	SAP SRM SUS: Supplier Order Collaboration User				
	/SAPSRM/SUCO_BIDDER_EHP1	SAP SRM: Bidder in Supplier System				
	SAP_EC_SUS_ADMIN_VENDOR	mySAP SRM SUS Administrator Supplier				
	SAP_EC_SUS_BIDDER	mySAP SRM SUS Bidder				
	SAP_EC_SUS_DISPATCHER	mySAP SRM SUS Dispatcher				
	SAP_EC_SUS_MANAGER	mySAP SRM SUS Manager				
	SAP_EC_SUS_ORDER_PROCESSOR	mySAP SRM SUS Order Processor				
	SAP_EC_SUS_SAR_PROCESSOR	mySAP SRM SUS Scheduling Agreement Release Processor				
	SAP_EC_SUS_SAR_PROCESSOR	mySAP SRM SUS Scheduling Agreement Release Processor				



TENAGA NASIONAL BIRKAD SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) (SUPPLIER RELATIONSHIP MANAGEMENT MODULE)

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Description	Value
Roles	< Select the User Roles>

### Scroll up the screen and read the disclaimer. Then, tick the checkbox 4. Yes, I have read the disclaimer above

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								Further to any other provisions herein, you hereby agree to indemnify and keepTNB indemnified from and against any and all c any legal fees) arising directly or indirectly or which may arise out of your breach or violation of these Terms of Use or any th by this website.									
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		✓ Yes, I have read the disclaimer above															
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	General User Information																
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### 5. Click on 'Save' button.

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Search Advanced Search								
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Create Users Your use of the second sec	ervice provided by this website shall be subject to the laws of Malaysia and these terms of use.							
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# 6. A new user screen will be displayed.

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	Evaluations	First Name	ROS TESTING 19 +1
		#Last Name	MAWAR 19+1
		*E-Mail Address	ROSTESTING191@2013.COM
		*Country	MALAYSIA *
		Language	English *
		Company	ROS TESTING 19/000002036 -
		Assigned Roles	SAP SRM: Bidder in Supplier System

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.

Welcome ROS TESTING 019 MAWAR	19		
Search A	dvanced Search		
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Create Users   Find User   Own	Data   Company Data   Customer List		
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	Messages     Read Messages     Administration     Create User	ser > Display User > Edit User : CPROS19+1 Cancel	
	Find User     Own Data	ral User Information	
	Company Data Use	r Name Cl	PROS19+1
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	Role	s	
	B	Role	Description
		SAP_EC_SUS_INVOICER	SAP SRM SUS Invoicing Party
		SAP_EC_SUS_SERVICE_AGENT	SAP SRM SUS Service Agent



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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 id="" the="" user=""></enter>	cpros19+1
Password	<enter password="" the=""></enter>	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.

Password has     Change Passwo	TENAGA NASIONAL BERHAD s expired rd
User ID Old Password * New Password * Confirm Password	cpros19+1
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# TENAGA NASIONAL SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) (SUPPLIER RELATIONSHIP MANAGEMENT MODULE)

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Field	Value	Example
Old Password	<enter old="" password="" the=""></enter>	scm123
New Password	<enter new="" password="" the=""></enter>	welcome100
Confirm Password	<enter confirm="" password="" the=""></enter>	welcome100

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

Welcome Jong Kook Kim								
	Search Advanced Search							
Home	RFx and Auctions	Maintain	Supplier Certificates	Administration	Messages			
Overview	v   Personalization							
Reports								
		•						
Detailed	Navigation	-	No content avai	lable for this navigati	on node			
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Portal Fa	avorites	E.D						



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

Welcome Jong Kook Kim	dvanced Search			Policies and Pr
Create Users   Find User   Own	Data L Company Data L Customer List	messages		
Create Users   Find User   Own	Data   Company Data   Customer List		SAP NetWeaver  No switch to HTTPS occurred, so it is not secure password  Not in the password that must be changed  User: Password: Pass	to send a

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

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



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11.

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

# button.

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Search Advanced Search						
Home	RFx and Auctions	Maintain Supplier Certific	cates Administration	Messages		
Create	Users   Find User	Own Data   Compan	ny Data   Customer List			
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ronur	- dronied			-		
						SAP NetWeaver

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