| Title: **Registration of Supplier (ROS)** | | No. Rujukan:<br>**ROS-UM001** |
|---|---|---|
| Link: www.tnb.com.my | | Transaction Code: **N/A** |
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## 1.1    OVERVIEW OF SUPPLIER REGISTRATION

With the SAP Supplier Registration functionality, TNB shall allow the local suppliers to register online. The potential suppliers will be able to access the link for supplier registration in the TNB portal. From the main screen, there will be various registration related information and links for the suppliers to go through and proceed. Below is the sample of ROS screen.



Upon accessing the link, the suppliers need to fill up the registration form online. Suppliers are required to complete all necessary fields accordingly. The system will check for any duplication of the potential vendor based on the Registration of Companies (ROC) number, SST registration number and e-mail address.

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After completion of the registration, TNB will process and respond to the respective supplier on the status. When the registration is successful and accepted, TNB will send two e-mails to the supplier's contact person (as filled up in the registration form).

- First e-mail contains a temporary user ID and steps to create a permanent user ID.
- Second e-mail contains temporary password.

With the temporary used ID and password, supplier is able to login to the Supplier Portal for the first time. System will then prompt to change the temporary password accordingly.