1. SUS: Supplier First Time Login Process

SUPPLIER

Enter URL from received email (1st email)

Enter temporary ID (from 1st email) & temporary password (from 2nd email)

Click 'Submit'

Success?

Y
- Create User ID as Supplier Admin
- Create first password
- Fill in details for Supplier Admin

Accept disclaimer

Click 'Create'

Display Portal Login screen
- Enter the User ID
- Enter password (first password)
Click 'Logon'

Message 'Password has expired'

- Enter Old password (first password)
- Enter new password and confirm new password
Click 'Change'

Display SUS Portal Screen

END
2. SUS: Supplier Maintain Certificate (Update/Renew)

**SUPPLIER**
Login to SUS Portal

Click ‘Maintain Supplier Certificate’ tab

Select certificate

Click ‘Details’ to update Certificate

**Decision**

- **Blacklisted?**
  - **Y** Error message will display
  - **N** Fill in required details & attach certificate

- **Y** Blacklisted?
  - **N** Fill in required details & attach certificate
  - **Y** Error message will display

Click ‘Update’

Click ‘Save’

**Message:** Certificate successfully updated

Status: Update Awaiting Approval

Receive email notification to make payment

Make payment

Email/fax receipt to Registration Team

Email notification to TNB SUS Admin on certificate updated by supplier

**END**

Receive email notification to make payment

Make payment

Email/fax receipt to Registration Team