

Title: REGISTRATION OF SUPPLIER		No. Rujukan: ROS-UM001
Via Menu: NA		Transaction Code: N/A
Version Control	Version: 02	Date: JAN 2013
	Amendment: -	Date: -
		Page: 1/2

1.1 REGISTRATION OF SUPPLIER

1.1.1 OBJECTIVE

With the SAP Supplier Registration functionality, TNB shall allow the local and international 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 the Supplier Self Service (SUS) screen.



Upon accessing the link, the supplier needs 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 or Joint Venture (JV) number and the Branch ID.

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		Page: 2/2

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 3 emails to the supplier's contact person (as filled up in the registration form).

- First e-mail containing a temporary user ID and also steps to create a permanent user ID.
- Second e-mail contains temporary password.
- Third e-mail contains a supplier certificates.

With the temporary user 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.