

CREATING USER ID AND PASSWORD : NOTA PENTING

NOTA PENTING SEBELUM MEMULAKAN PROSES “CREATE USER ID & PASSWORD”

- Sebelum meneruskan proses untuk “Create User ID & Password” sila pastikan anda menggunakan **Internet Explorer 8 (IE8) atau Internet Explorer 9 (IE9) sahaja**. Ini kerana sistem SAP yang digunakan hanya bersesuaian (compatible) dengan IE8 dan IE9 sahaja.
- Sekiranya Internet Explorer anda bukan versi IE8/IE9, sila “**uninstall**” Internet Explorer anda dan muat turun (download) IE8/IE9 di URL berikut:-
(IE8) : <http://www.microsoft.com/en-us/download/internet-explorer-8-details.aspx>
(IE9) : <http://windows.microsoft.com/en-us/internet-explorer/ie-9-worldwide-languages>

Keperluan yang lain:

- Setting : Tool - Compatibility View
- Java: version 1.6
- Windows 7 atau Windows XP

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- Bagi memastikan versi Internet Explorer anda, sila rujuk gambar di bawah:



"SUPPLIER" TERIMA 2 EMAIL DARIPADA TNB

EMAIL 1 : ANDA AKAN MENERIMA ID PENGGUNA SEMENTARA

Tuan/Puan yang dihormati,

Kami mengalu-alukan anda sebagai pembekal di dalam Portal Pembekal TNB.

METROMEX SDN BHD
Business Partner Number 0000009466
No. Vendor 0003015880

**** ID PENGGUNA SEMENTARA ****

ID Pengguna sementara **8A1EA2A0D31** telah diwujudkan untuk anda. Satu Kata Laluan bagi tujuan pendaftaran akan dimajukan kepada anda menerusi e-mel.

Sila muat-turun manual pengguna dari website di bawah untuk maklumat yang lebih terperinci.

<http://www.tnb.com.my/tnb/application/uploads/uploaded/3.%20CREATING%20USER%20ID%20THROUGH%20ONE%20TIME%20USER%20ID.pdf>

Kami mencadangkan keperluan minima seperti berikut:

- Pelayar Internet : Explorer- IE8 (atau terkini)
- Setting : Tool - Compatibility View
- Java: version 1.6
- Windows 7, XP

Pihak "Supplier" akan menerima dua (2) email daripada pihak TNB:

Email 1 – ID Pengguna Sementara (User ID)

Email 2 – Kata Laluan Sementara (Password)

ID Pengguna Sementara:
8A1EA2A0D31

A

EMAIL 2 : ANDA AKAN MENERIMA KATA LALUAN SEMENTARA

Your Password for registration is

jvFjCj8ljkvRgenKpXM\$fhlsDqmbxg2ygdW]VyeE

Kata Laluan anda untuk pendaftaran ialah
jvFjCj8ljkvRgenKpXM\$fhlsDqmbxg2ygdW]VyeE

Kata Laluan Sementara:

jvFjCj8ljkvRgenKpXM\$fhlsDqmbxg2ygdW]VyeE

B

Sekiranya tuan/puan tidak menerima Kata Laluan Sementara, sila periksa inbox Junk Mail atau Spam mail

MEMASUKKAN TEMPORARY USER ID & PASSWORD UNTUK AKSES KE "SUPPLIER SELF-REGISTRATION"

The screenshot shows a Windows Internet Explorer browser window with the following elements and annotations:

- Step 1:** The address bar contains the URL `https://srm.tnb.com.my/sus`, which is highlighted with a red box. A red arrow points from a red instruction box to this URL. The instruction box contains the text: "Pergi ke URL berikut: `https://srm.tnb.com.my/sus`". A yellow circle with the number "1" is next to the instruction box.
- Step 2:** The registration form has two input fields: "User Name" containing the text `8A1EA2A0D31` and "Password" containing a series of asterisks. Both fields are highlighted with red boxes. A red arrow points from a red instruction box to these fields. The instruction box contains the text: "Copy and Paste ID Pengguna Sementara (A) dan Kata Laluan Sementara (B)". A yellow circle with the number "2" is next to the instruction box.
- Step 3:** A "Submit" button is highlighted with a red box. A red arrow points from a red instruction box to this button. The instruction box contains the text: "Tekan butang Submit". A yellow circle with the number "3" is next to the instruction box.

MELENGKAPKAN BORANG ELEKTRONIK "SELF-REGISTRATION"

The screenshot shows a web browser window displaying the SAP Self-Registration form. The form contains several fields, some of which are highlighted with red boxes and arrows pointing to explanatory text boxes. The text boxes are numbered 4 and 5.

Annotation 4: Penuhi ruang mandatori seperti CONTOH berikut:
i. User name (wujudkan yang baru) : METROMEX
ii. Password (wujudkan yang baru) : ROS45678
iii. Confirm New Password : ROS45678

Annotation 5: Kemaskinikan data dan maklumat yang lain bagi mewujudkan "Administrator" bagi syarikat anda.

Form Fields:

*User Name	METROMEX
*Password	*****
*Confirm Password	*****
*FormOfAddr	Mr.
*First Name	ZINADNE
*Last Name	ZIDANE
*E-Mail Address	NIZAM29@TELITI.COM
*Country	Malaysia
Language	English
Telephone	+60388886666
Fax	
Position	
Department	
Date Format	DD.MM.YYYY
Decimal Format	12.345.667,90
Time Zone	UTC+08

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TNB reserves the right to alter 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 amendments that will occur at any instance. Please review these terms from time to time so that you will be apprised of any changes.

Nota : Anda akan menukar **User ID** sekali sahaja. Manakala **Password** pula, anda dikehendakki menukar sebanyak dua kali (**Pertama** di Skrin Self Registration dan kali **kedua** di Supplier Portal)

DISCLAIMER

The content of this website is confidential you should not disclose its contents to any other person, nor create, take or distribute copies of it.

Thank you for your co-operation.

Ya, saya telah membaca 'disclaimer' di atas

Create

Done

Sila klik pada kotak "Disclaimer"

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Tekan butang "Create"

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PAPARAN SKRIN "SUPPLIER PORTAL"

Pastikan anda di URL berikut:
<https://srm.tnb.com.my/irj/portal> 8

Masukkan User ID dan Password yang telah diwujudkan pada "Self-Registration" seperti CONTOH berikut: 9

- i. User name : METROMEX
- ii. Password : ROS45678

Tekan butang "Log on" 10

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SKRIN "CHANGE PASSWORD"

SAP NetWeaver Portal - Windows Internet Explorer
https://srm.tnb.com.my/irj/portal

File Edit View Favorites Tools Help

Supplier Self-Registration QAS-ROS FORM Logon QAS-ROS FORM 1TIME QAS-SAP Portal DEV-SAP Portal DEV-SAP Netweaver Vendor Work Overview (2) DEV-ROS Supplier Self-Re...

SAP NetWeaver Portal

TENAGA NASIONAL BERHAD

Password has expired

Change Password

User ID: METROMEX

Old Password *

New Password *

Confirm Password *

Change Cancel

Tekan butang "Change" 12

Masukkan User ID yang sama.

Masukkan *Old Password* yang telah ditukar di "Self-Registration".

Kemudian wujudkan password baru di ruang "New Password" seperti CONTOH berikut:

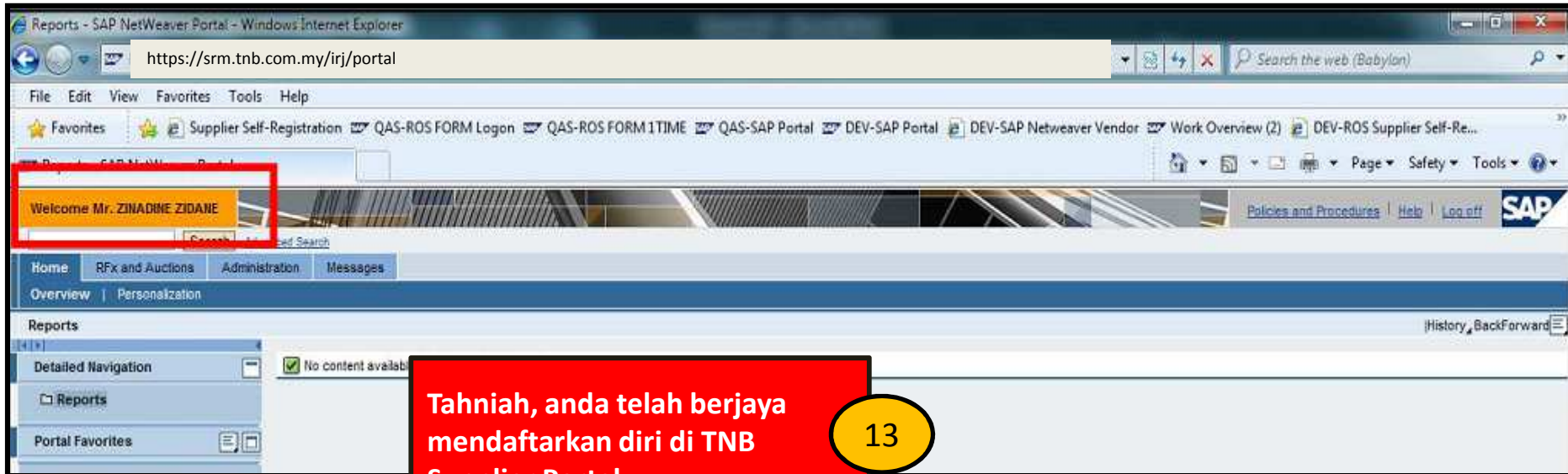
- i. User ID : METROMEX
- ii. Old Password : ROS45678

(wujudkan password yang baru)

- iii. New Password : **METR123**
- iv. Confirm Password : **METR123**

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SUPPLIER PORTAL WELCOME SCREEN



The screenshot shows a web browser window with the URL <https://srm.tnb.com.my/irj/portal>. The browser's address bar and menu bar are visible. The page content includes a navigation menu with items like 'Home', 'RFx and Auctions', 'Administration', and 'Messages'. A red box highlights a yellow banner that reads 'Welcome Mr. ZINADNE ZIDANE'. Below the banner, there is a 'Reports' section with a 'Detailed Navigation' sidebar and a main content area that says 'No content available'. A red callout box with the number '13' is overlaid on the page.

Tahniah, anda telah berjaya mendaftarkan diri di TNB Supplier Portal.

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Nota : Untuk makluman, tuan/puan tidak boleh membuat sebarang aktiviti pada Supplier Portal sehingga diberitahu kelak

SILA HUBUNGI SCMS SERVICE DESK

HUBUNGI KAMI



Untuk mendapatkan maklumat lebih lanjut mengenai SCMS, sila hubungi:

Supply Chain Management System (SCMS)
Sourcing Controller Department, Procurement Division
Aras 1, Bangunan Penjanaan
Tenaga Nasional Berhad
No. 129, Jalan Bangsar
59200 Kuala Lumpur.

Hunting Line: 03-2296 5700
e-mail : scm_service_desk@tnb.com.my
No. Faks : 03-2296 5638

<http://www.tnb.com.my/suppliers.html>