	WORK INSTRUCTION	Page: 1 of 7
		Revision:
	How to Add New User and Remove User	

Transaction Overview

What

To add new user and remove user.

When

Perform this to add new user or remove user in SUS portal.

Menu Path


<https://supplier-selfservice.petronas.com.my/>

Roles

Vendor

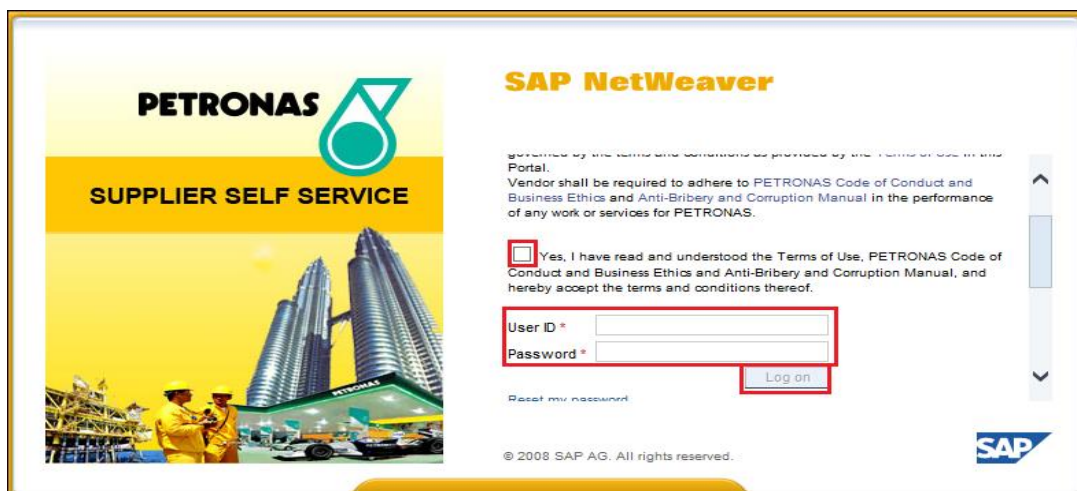
Helpful Hints

R	Required field entry
O	Optional field entry
C	Conditional field entry

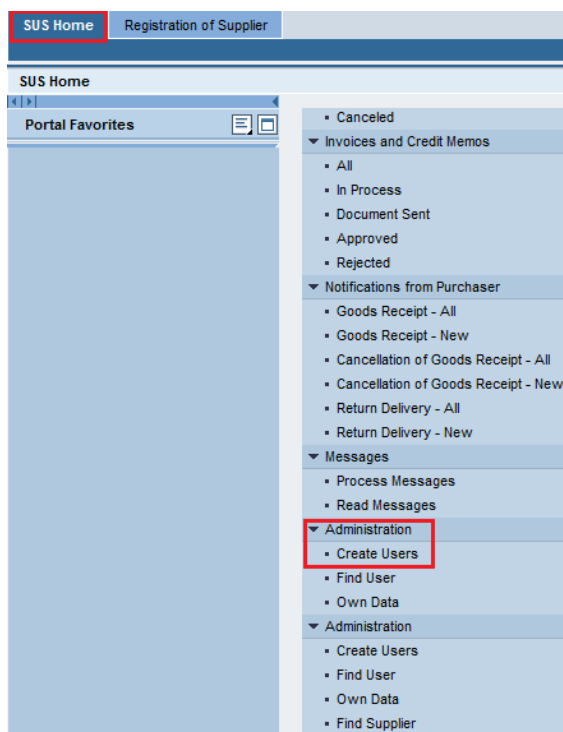
	WORK INSTRUCTION	Page: 2 of 7
		Revision:
	How to Add New User and Remove User	


TO ADD NEW USER.

- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.






- At SUS home portal > Administration > Create Users




	WORK INSTRUCTION		Page: 3 of 7
			Revision:
	How to Add New User and Remove User		

3. Click the red box to select All Roles or Click Blue Box to select certain Role

Roles		
	Role	Description
<input type="checkbox"/>	Z:0000_SUS_ADMIN_SUPPL_EHP1	SUS: Administrator
<input type="checkbox"/>	Z:0000_SUS_BIDDER_EHP1	SUS: Bidder
<input type="checkbox"/>	Z:0000_SUS_INVOICER_EHP1	SUS: Invoicer
<input type="checkbox"/>	Z:0000_SUS_ADMIN_SUPPL_ROS	SUS: Manage Registration
<input type="checkbox"/>	Z:0000_SUS_ORDER_PROCESSOR	SUS: Order Processor
<input type="checkbox"/>	Z:0000_SUS_SERVICE_AGENT_EHP1	SUS: Service Processor
 Page <input type="text" value="1"/> of 1 		

4. Fill in all the forms and then 'Tick' Term of Use and finally click '**SAVE**' button

Create User




Data Privacy Statement

To prevent unauthorized access to your company's information which will be/are maintained by unauthorized personnel. PETRONAS will not take responsibility for any loss/change of data

Terms of Use

The access and usage of this PETRONAS Supplier Self Service Portal is governed by the terms and conditions of the [Conduct and Business Ethics](#) and [Anti-Bribery and Corruption Manual](#) in the performance of a contract with PETRONAS.

☒ Yes, I have read and understood the Data Privacy Statement, Terms of Use

	WORK INSTRUCTION	Page: 4 of 7
		Revision:
	How to Add New User and Remove User	

- Click '**PROCESS**' button if you want to make any changes on the General User Information such as **Email Address, Focal Name, Password** etc.

User:A


Process

General User Information

User Name	A
*FormOfAddr	Mr. ▼
*First Name	a
*Last Name	a
*E-Mail Address	a@petronas.com.my
*Country	MALAYSIA ▼
Language	English ▼
Company	SBN INDUSTRIES SDN BHD[C70659P1 ▼
Assigned Roles	SUS: Administrator,SUS: Manage Registration,SUS: Bidder,SUS: Invoicer,SUS: Order Processor,SUS: Service Processor

TO REMOVE USERS.

- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.


PETRONAS

SUPPLIER SELF SERVICE

SAP NetWeaver

governed by the terms and conditions set forth by the Terms of Use in this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

☒ Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual, and hereby accept the terms and conditions thereof.


User ID *

Password *


Log on

Reset my password

© 2008 SAP AG. All rights reserved.



- At SUS home portal > Administration > Find User

	WORK INSTRUCTION	Page: 6 of 7
		Revision:
	How to Add New User and Remove User	

To Change Password:

Enter new Password at 'Password' field then click '**SAVE**' button




User : PRIDANA


General User Information

User Name	PRIDANA
Password	
Confirm Password	
*FormOfAddr	Mr. <input type="button" value="v"/>
*First Name	Mohd Hasnan
*Last Name	Ismail
*E-Mail Address	dummy@test.com
*Country	MALAYSIA <input type="button" value="v"/>
Language	English <input type="button" value="v"/>
Company	PRIDANA SDN BHD C227451T1 <input type="button" value="v"/>

To Add Roles




Select role by click square box which not yet highlighted.

Roles		
	Role	Description
<input checked="" type="checkbox"/>	Z:0000_SUS_ADMIN_SUPPL_EHP1	SUS: Administrator
<input type="checkbox"/>	Z:0000_SUS_BIDDER_EHP1	SUS: Bidder
<input type="checkbox"/>	Z:0000_SUS_INVOICER_EHP1	SUS: Invoicer
<input type="checkbox"/>	Z:0000_SUS_ADMIN_SUPPL_ROS	SUS: Manage Registration
<input type="checkbox"/>	Z:0000_SUS_ORDER_PROCESSOR	SUS: Order Processor
<input type="checkbox"/>	Z:0000_SUS_SERVICE_AGENT_EHP1	SUS: Service Processor
  Page <input type="text" value="1"/> of 1		

	WORK INSTRUCTION	Page: 7 of 7
		Revision:
	How to Add New User and Remove User	

To Remove Roles

Unselect role by click the square box next to the role.

Roles		
	Role	Description
<input type="checkbox"/>	Z:0000_SUS_ADMIN_SUPPL_EHP1	SUS: Administrator
<input type="checkbox"/>	Z:0000_SUS_BIDDER_EHP1	SUS: Bidder
<input type="checkbox"/>	Z:0000_SUS_INVOICER_EHP1	SUS: Invoicer
<input type="checkbox"/>	Z:0000_SUS_ADMIN_SUPPL_ROS	SUS: Manage Registration
<input type="checkbox"/>	Z:0000_SUS_ORDER_PROCESSOR	SUS: Order Processor
<input type="checkbox"/>	Z:0000_SUS_SERVICE_AGENT_EHP1	SUS: Service Processor
  Page <input type="text" value="1"/> of 1 