

	<b>WORK INSTRUCTION</b>	Page: 1 of 4
		Revision:
	How to Change Password and Edit Roles	

## Transaction Overview

### What

To change General User Information of the SUS ID

### When

Perform this to change email address, password, to add/ remove roles etc under General User Information.

### Menu Path

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

### Roles

Vendor

### Helpful Hints

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

	<b>WORK INSTRUCTION</b>	Page: 2 of 4
		Revision:
	How to Change Password and Edit Roles	

### TO CHANGE PASSWORD

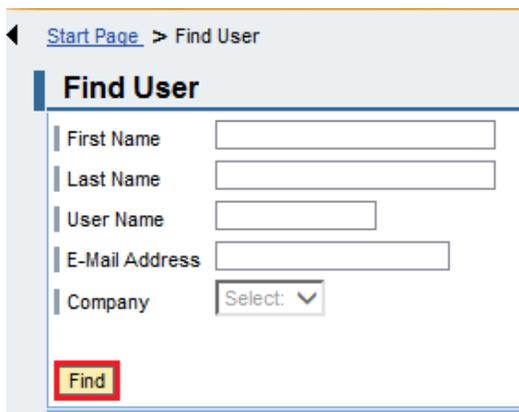
1. Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



2. At SUS home portal > Administration > Find User



3. Leave all fill blank and click 'FIND'.



4. Admin ID able to edit **General User Information** ((eg: **Email Address, Focal Name, Password etc**) of the user by click '**PENCIL**' icon.

User List										
							User	Name	Compa...	Company
							IMTOG	Azian Alias	C226052A1	IMT O&G SOLUTIONS SDN. BHD.
							FEA01517F71	DO NOT USE	2210003913	PETROCLAMP SDN. BHD.
							PETROWARISAN	Ashrin Ayong	C983480K	PETRO WARISAN SDN BHD

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

**User : PRIDANA**

**General User Information**

User Name	<input type="text" value="PRIDANA"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
*FormOfAddr	Mr. <input type="button" value="v"/>
*First Name	<input type="text" value="Mohd Hasnan"/>
*Last Name	<input type="text" value="Ismail"/>
*E-Mail Address	<input type="text" value="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**

1. Follow steps 1-4 as above.
2. Select role by click square box which not yet highlighted.

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 1 of 1

**TO REMOVE ROLES**

1. Follow steps 1-4 as above
2. 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 1 of 1