

	<b>WORK INSTRUCTION</b>	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

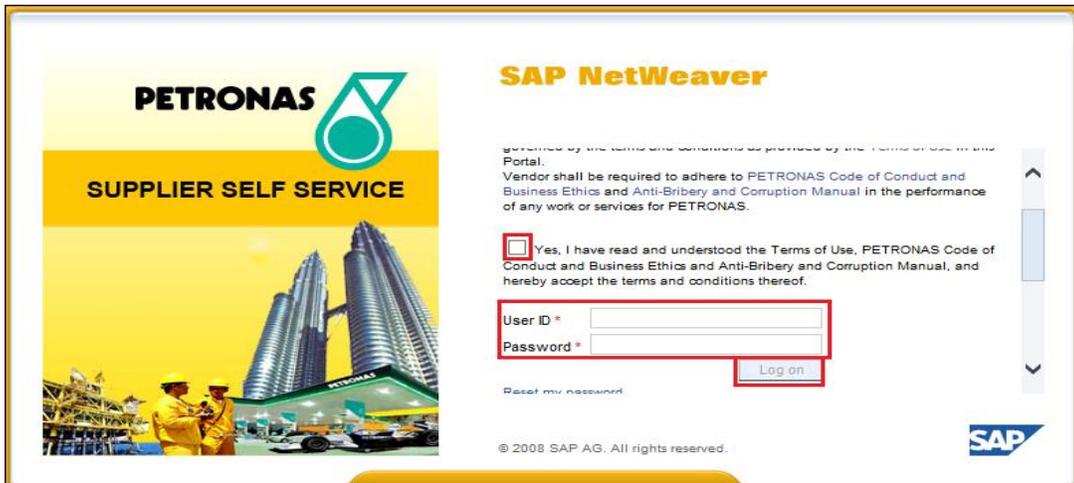
### Helpful Hints

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

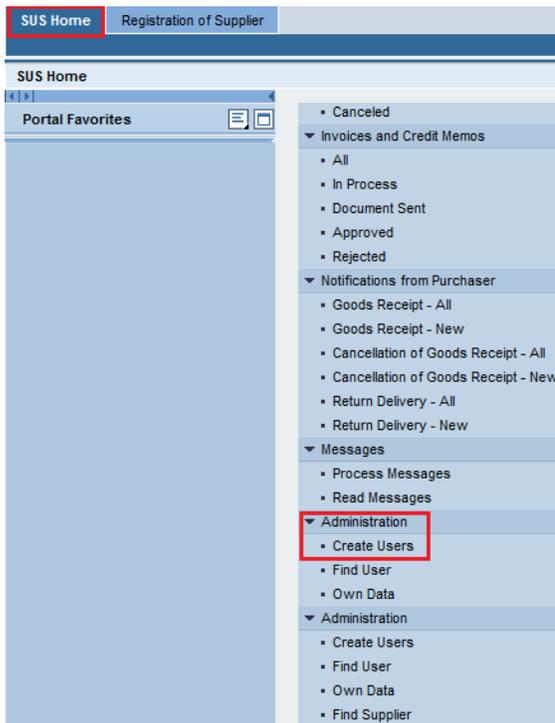
	<b>WORK INSTRUCTION</b>	Page: 2 of 7
		Revision:
	How to Add New User and Remove User	

**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



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 1 of 1

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

### Create User

Save

**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 [Conduct and Business Ethics](#) and [Anti-Bribery and Corruption Manual](#) in the performance of

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

	<b>WORK INSTRUCTION</b>	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	<input type="text" value="A"/>
*FormOfAddr	<input style="border-bottom: none; border-top: none; border-left: none; border-right: none;" type="text" value="Mr."/> ▼
*First Name	<input type="text" value="a"/>
*Last Name	<input type="text" value="a"/>
*E-Mail Address	<input type="text" value="a@petronas.com.my"/>
*Country	<input type="text" value="MALAYSIA"/> ▼
Language	<input type="text" value="English"/> ▼
Company	<input type="text" value="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.



**SUPPLIER SELF SERVICE**



**SAP NetWeaver**

governed by the terms and conditions or provided 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 \*

Reset my password

© 2008 SAP AG. All rights reserved.



- At SUS home portal > Administration > Find User



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

Start Page > Find User

### Find User

First Name

Last Name

User Name

E-Mail Address

Company

**Find**

4. List of user will appeared. To permanently remove the ID, kindly click '**DUSTBIN**' icon. To temporary lock the ID, you may click '**LOCK**' icon.

Start Page > Find User > User List

### User List

					L...	User	Name	Company	Company	Roles
						IMTOG	Azian Alias	C226052A1	IMT O&G SOLUTIONS SDN. BHD.	SUS: Bidder,SUS: Invoicer,SUS: Order Processor,S
						FEA01517F71	DO NOT USE	2210003913	PETROCLAMP SDN. BHD.	

5. Admin ID able to edit **General User Information** ((eg: **Email Address, Focal Name, Password**) of user under that vendor code by click '**PENCIL**' icon.

### User List

						L...	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

**To Change Password:**

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

**User : PRIDANA**

Save Cancel

**General User Information**

User Name	PRIDANA
Password	<input type="password"/>
Confirm Password	<input type="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 1 of 1

**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 1 of 1