FIRST TIME LOGIN & SELF REGISTRATION
USER GUIDE
LOG MASUK KALI PERTAMA & PENDAFTARAN SENDIRI
PANDUAN PENGGUNA

Getting Started – Step by Step Guide to Supplier First Time Login and Self Registration
Persediaan Untuk Bermula – Panduan langkah demi langkah untuk Pembekal Log Masuk Kali Pertama dan Pendaftaran Sendiri

Welcome aboard as a family of TM's Supplier Relationship Management!
Selamat datang ke keluarga Pengurusan Perhubungan Pembekal TM!

Suppliers that have received the e-mails from us should now be ready to complete the First Time Login and Self Registration. The 2 e-mails should consist of:
Pembekal-pembekal yang telah menerima e-mel daripada kami kini perlu bersedia untuk Log Masuk Kali Pertama dan Pendaftaran Sendiri. Kedua-due e-mail tersebut sepatutnya mengandungi:

> **1st e-mail** – will advise you on your company's user **ID**
> Subject: "*TM SRM Registration: Successful Registered Supplier*"
> ***E-mel Pertama** – Akan memberitahu anda tentang **ID** pengguna syarikat anda*
> *Subjek: "TM SRM Registration: Successful Registered Supplier"*

> **2nd e-mail** – will give you a temporary **password**
> Subject: "*TM SRM Registration: Password*"
> ***Email Kedua** – Akan memberi anda **kata laluan** sementara*
> *Subjek: "TM SRM Registration: Password"*

First Time Login and Self Registration can be done via TM Corporate website:
Log Masuk Kali Pertama dan Pendaftaran Sendiri boleh dilakukan melalui laman web Korporat TM:
http://www.tm.com.my

Path:
Laluan:
About TM - > Business with TM -> Overview -> Log In As An Existing Supplier -> First Time Login

The supported Internet browser for First-Time Login is Microsoft Edge with Internet Explorer compatibility view enabled. Other browsers such as Apple Safari, Google Chrome, Mozilla Firefox and Opera are not supported.
Pelayar Internet yang disokong untuk Log-Masuk Kali Pertama ialah Microsoft Edge dengan paparan keserasian Internet Explorer diaktifkan. Pelayar-pelayar lain seperti Apple Safari, Google Chrome, Mozilla Firefox dan Opera tidak disokong.

You are now ready to start.
Anda kini sudah bersedia untuk bermula.

Step 1: Access the First Time Login Link
Langkah 1: Akses Pautan 'First Time Login'
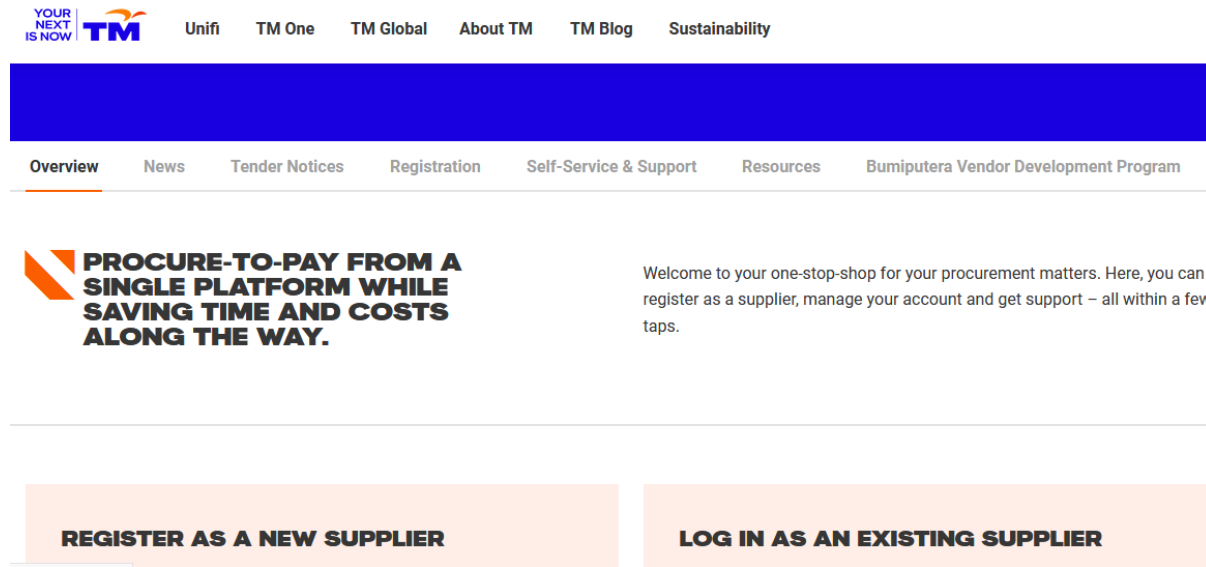
Logon to First Time Login screen via TM Corporate website:
*Layari skrin **First Time Login** melalui laman web Korporat TM:*
>   http://www.tm.com.my

Select:
Pilih:
About TM - > Business with TM -> Overview -> Log In As An Existing Supplier -> Log In -> First Time Login

Click on the link:
Klik pada pautan:
>   **Log In**

Then select:
Kemudian pilih:
>   **2. First Time User? Click First Time Login**

You will be directed to the Self Registration main page as below:
Anda akan dibawa ke laman utama Pendaftaran Sendiri seperti di bawah:

Hello! Before you start, ...
Please read the terms & condition carefully and enter your user name and password at the bottom of the page to register

The following are the terms and conditions in relation to the Supplier Relationship Management System administered by TM. Upon acceptance of the terms and conditions hereinafter, the terms and conditions shall be binding and applicable to the Suppliers.

Supplier Onboarding Terms & Conditions

A. Recitals

a. Supplier Relationship Management System ("SRM") is a procure-to-pay system that allows the use of an automated sourcing and purchasing processes which is commonly known as 'e-Procurement'.

b. One of the key features of SRM is the Supplier Self Service ("SUS") module, which allows TM Registered Suppliers to renew its registration, maintain and update its information & profile, access, respond to TM's purchase orders, submit invoices and track payment status from time to time.

SRM includes the following functions: -

1. e-Registration and Supplier Self Service - An online self registration process for new and potential Supplier to TM Group. Easy access to TM. The successful Supplier to TM Group will be able to maintain and update the company information & profile and when transacting with TM, the Supplier to TM Group will be able to track the status of the processes relevant to them, e.g., delivery status and payment status.

2. e-Auction - An online auction function where selected Supplier to TM Group submits their offers electronically. All communications relevant to the auction can be done electronically as well.

3. e-Tendering - An online internet-based Request for Proposal (RFQ) and bidding process from the advertising of the requirement to the placing of the contract. This will help reducing the tender submission and evaluation cycle time, as the submission of the relevant tender information and documents are done in electronic format.

4. e-Purchasing - Improving purchasing by streamlining the requisition and approval process. Any delays caused by lengthy approvals are replaced by faster electronic workflows and online status displays.

5. e-Catalog - Purchasing via shopping cart. It provides a quick and easy mechanism for finding negotiated goods and services, with their attributes. Additionally, catalog-based selection ensures compliance with approved suppliers.

Note:
Nota:

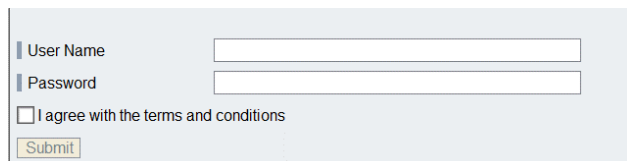🛑 Please read the terms and conditions carefully as it shall be binding and applicable to suppliers.
Sila baca terma dan syarat dengan teliti kerana ianya akan digunapakai dan pembekal akan terikat dengannya

Step 2: Fill in the Temporary User Name and Password
Langkah 2: Isi Nama Pengguna dan Kata Laluan Sementara

Scroll to the bottom of the page and fill in the temporary User Name and Password, which you have received via the 2 e-mails.
Tatal ke bawah halaman dan isi Nama Pegguna dan Kata Laluan sementara, yang mana anda telah terima melalui kedua-dua email.

| User Name | |
| Password | |
| ☐ I agree with the terms and conditions |
| Submit |

The **User Name** shall be the ID in the e-mail with Subject: "*TM SRM Registration: Successful Registered Supplier*" and the **Password** will be the password in the e-mail with Subject: "*TM SRM Registration: Password*".
Nama Pengguna *adalah ID dalam e-mel yang bertajuk: "TM SRM Registration: Successful Registered Supplier" dan* ***Kata Laluannya*** *adalah kata laluan di dalam e-mel yang bertajuk: "TM SRM Registration: Password".*

Note:
Nota:

🛑 The User Name and Password given will consist of alphanumeric characters in any specific order. Please key in exactly as per the e-mail.
Nama Pengguna dan Kata Laluan yang diberikan akan mengandungi aksara abjad-angka dalam mana-mana bentuk turutan. Sila isi dengan tepat sepertimana tertera di dalam e-mel.

You can only proceed to the next step after you validate the Terms and Conditions of Supplier Onboarding. Validation is signified by ticking '**I agree with the terms and conditions'**.
Anda hanya boleh meneruskan ke langkah seterusnya selepas anda mengesahkan Terma dan Syarat Penerimaan Pembekal. Pengesahan dapat dilakukan dengan menandakan butang '***I agree with the terms and conditions'***.

Step 3: Submit the Form
Langkah 3: Hantar Borang tersebut (melalui sistem secara atas talian)

Once the fields have been completed, click **Submit**.
*Setelah semua ruang siap diisi, klik '**Submit'**.*

| Submit |

You will be directed to the Self Registration page as below:
Anda akan dibawa ke halaman Pendaftaran Sendiri seperti berikut:

Hello! Before you start, …
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name	
*Password	
*Confirm Password	
*FormOfAddr	Selec...
*First Name	
*Last Name	
*E-Mail Address	
*Country	Afghanistan
Language	English
Telephone	
Fax	
Item	
Department	
Date Format	DD.MM.YYYY
Decimal Format	12,345,687.90
Time Zone	UTC+08

Data Privacy Statement

TM value the Company's data provided to us and shall strive to keep the information accurately recorded. We have implemented a system, processes and policies to help maintain the Company's data accuracy. TM provides the authorized representative(s) of the Company with reasonable access to the information that the Company provided to TM and the reasonable ability to review and correct or ask for blockage or deletion, as applicable.

To protect the privacy and security, TM shall also take reasonable steps to verify the Company's identification, such as requiring a password and user ID, before granting access to the Company's data. To view and change the Company's information, the authorized representative(s) of the Company may return to the TM homepage www.tm.com.my and follow the instructions accordingly.

☐ Yes, I have read the data privacy statement and accept the terms.

[Create]

Step 4: Create a New User Name and Password for your Company
Langkah 4: Buat Nama Pengguna dan Kata Laluan yang Baru untuk Syarikat anda

Fill in the Self Registration Form. All fields marked with asterisk * are required & mandatory fields. Please assist us in keeping our database consistent by entering your information in all UPPERCASE / CAPITAL LETTERS except for your e-mail address.

*Isi Borang Pendafataran Sendiri. Kesemua medan yang bertanda asterisk * adalah medan-medan yang perlu diisikan dan adalah mandatori. Sila bantu kami dalam mengekalkan pangkalan data kami secara konsisten dengan memasukkan maklumat anda dalam semua HURUF BESAR kecuali untuk alamat e-mel anda.*

*User Name	
*Password	
*Confirm Password	

User Name
Nama Pengguna

1 The User Name should be a unique ID for your company's Supplier Self-Service (SUS) login. It **must** begin with 'SRM' and **may** contain alphanumeric and special characters i.e. dash (-) and / or space ( ) and / or underscore (_). The total number of characters allowed is 12 inclusive of the initial 'SRM'.
*Nama Pengguna mestilah ID yang unik bagi syarikat anda untuk log masuk ke 'Supplier Self-Service' (SUS). Ia **mesti** bermula dengan 'SRM' dan **boleh** mengandungi aksara abjad-angka khas iaitu sengkang (-) dan/atau ruang ( ) dan/atau tanda baris bawah (_). Jumlah bilangan aksara yang dibenarkan ialah 12 termasuk huruf 'SRM' di awalnya.*
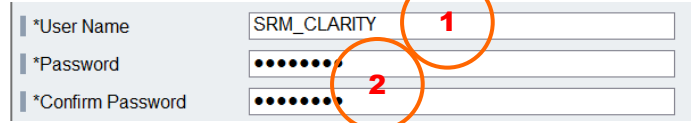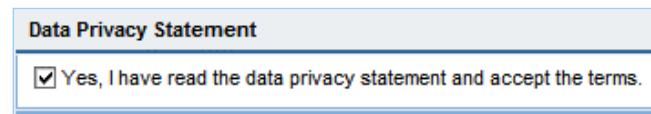
Password
Kata Laluan

2 The Password needs to be changed again once you logon to Supplier Self-Service (SUS) Portal for the first time. Enter a simple password at this stage to simplify the process. The minimum number of characters

Registration of Supplier (ROS)
Supplier First Time Login & Self Registration *(Pembekal Log Masuk Kali Pertama & Pendaftaran Sendiri)*

TM

allowed is 8 characters and **may** contain alphanumeric and special characters i.e. dash (-) and / or space ( ) and / or underscore (_).

*Kata laluan perlulah ditukar sebaik sahaja anda layari Portal Supplier Self Service (SUS) untuk kali pertama. Masukkan kata laluan yang ringkas pada peringkat ini untuk memudahkan proses. Bilangan minima aksara yang dibenarkan ialah 8 aksara dan **boleh** mengandungi aksara abjad-angka khas iaitu sengkang (-) dan/atau ruang ( ) dan/atau tanda baris bawah (_).*

Example:
Contoh:

*User Name	SRM_CLARITY	1
*Password	••••••••	2
*Confirm Password	••••••••	

Proceed to fill in all the required fields in the Self Registration Form.
Teruskan mengisi semua medan yang diperlukan dalam Borang Pendaftaran Sendiri.

Once all the fields have been filled, you can only proceed to the next step after you validate the Data Privacy Statement. Validation is signified by ticking '**Yes, I have read the data privacy statement and accept the terms'**.
*Setelah semua medan selesai diisi, anda hanya boleh meneruskan ke langkah berikutnya selepas anda mengesahkan Penyata Data Privasi. Pengesahan boleh dilakukan dengan menandakan butang '**Yes, I have read the data privacy statement and accept the terms'**. (Ya, saya telah membaca penyata data privasi dan menerimanya)*

Example:
Contoh:

Data Privacy Statement

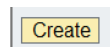☑ Yes, I have read the data privacy statement and accept the terms.

Step 5: Create the New User Name
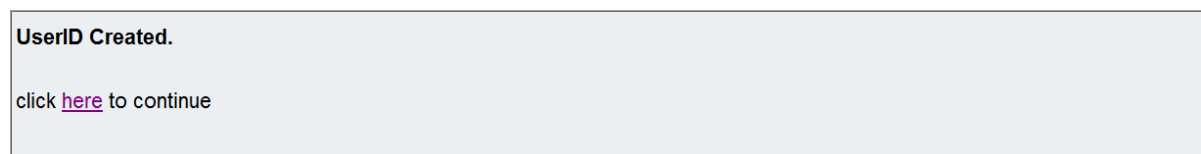*Langkah 5: Buat Nama Pengguna yang Baru*

Once the fields have been completed, click **Create**.
*Setelah semua ruang siap diisi, klik '**Create'.***

Create

You will be directed to the Confirmation page as below:
Anda akan dibawa ke halaman Pengesahan seperti berikut:

UserID Created.

click here to continue

Step 6: Login to Supplier Self-Service (SUS) Portal
Langkah 6: Log masuk ke Portal 'Supplier Self-Service' (SUS)

Click on the link given in the Confirmation page and you will be directed to the Supplier Self-Service (SUS) Portal as below:
Klik pada pautan yang diberikan di dalam 'Confirmation page' (halaman Pengesahan) dan anda akan dibawa ke 'Portal Supplier Self-Service' (SUS) seperti di bawah:

Enter the new User Name and Password created during Self-Registration.
Masukkan Nama Pengguna dan Kata Laluan yan baru yang telah dicipta semasa Pendaftaran Sendiri.

The system will prompt a message indicating that the password has expired.
Sistem akan memaparkan mesej yang menunjukkan bahawa kata laluan tersebut telah tamat tempoh.
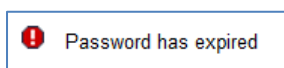
Enter the same password entered before in the 'Old Password' field and create a new Password in the 'New Password' field.
*Masukkan kata laluan yang sama ke dalam ruang '**Old Password**' (Kata Laluan Lama) dan isikan kata laluan yang baru di dalam ruang '**New Password**' (Kata Laluan Baru).*
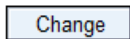
Note:

Nota:

🛑 The New Password will be used to login to the Supplier Self-Service (SUS) Portal. Make sure you remember it.

Kata Laluan yang baru itu akan digunakan untuk log masuk ke Portal 'Supplier Self-Service' (SUS). Pastikan anda mengingatinya.
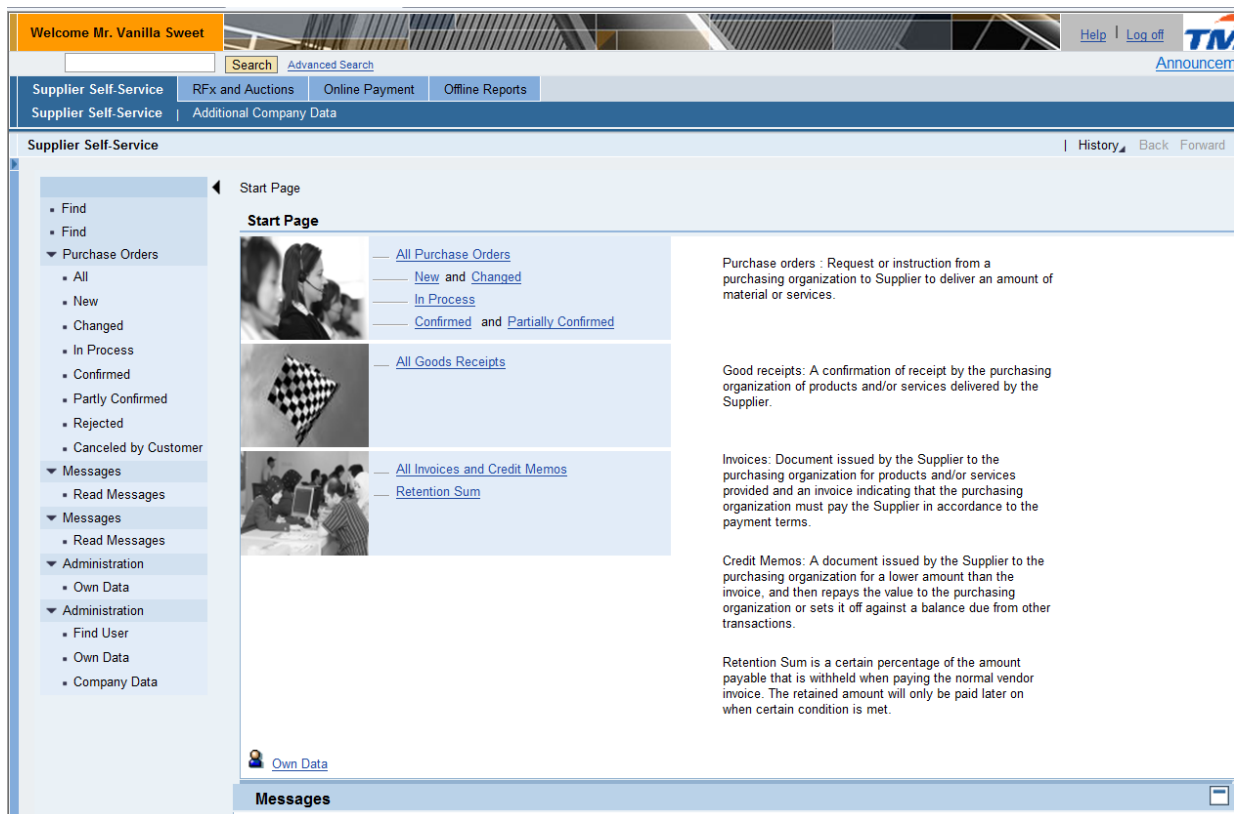
Once the password has been changed, click Change.

Setelah kata laluan ditukar, klik 'Change' (tukar).

Change

You will now have access to Supplier Self-Service (SUS) Portal.

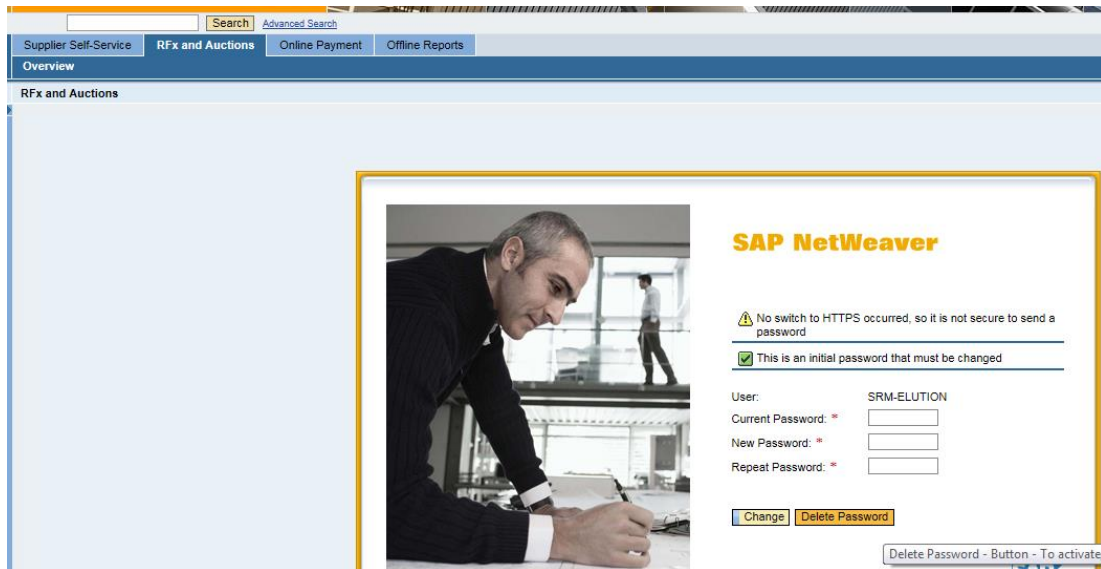*Anda kini telah mendapat akses (masuk) ke dalam Portal Supplier Self-Service (SUS).*

Note:

Nota:

🛑 When **RFx and Auctions** is accessed for the first time, SAP Netweaver screen will ask for password:

*Apabila **RFx and Auctions** diakses Pertama kali, skrin SAP Netweaver akan bertanya tentang kata laluan:*

Click Delete Password button.

Klik butang Delete Password .