





## EXTERNAL USER PROFILE

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### 1 READ THIS FIRST

- Select from dropdown list
  - Click on 
  - System will display dropdown list of authorize value
  
- Select for search help;
  - Click on  to view the list.
  - To select value; double click on the value or select value and click 
  
- For fields with multiple selections allowed;
  - you can click on  to select multiple value

## USER CLICKS ON

- User needs to click on **Supplier Self-Service**

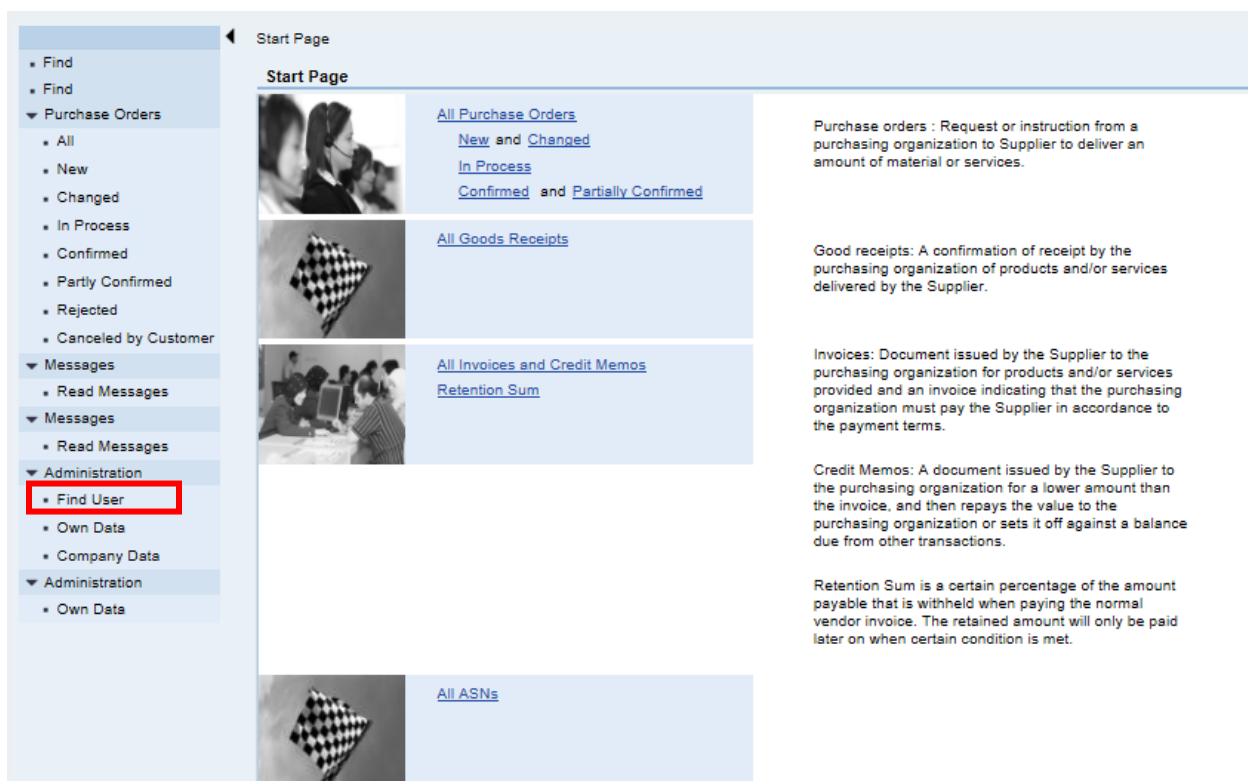
## 2 USER ID MAINTENANCE

In this module, user able to:

- Update SRM and SLIMS User ID

### 2.1 UPDATE SRM AND SLIMS USER ID

- Go to **Administration** and click **Find User**











The screenshot displays the SLIMS user interface. On the left, a navigation menu is visible with the following items: Find, Purchase Orders (All, New, Changed, In Process, Confirmed, Partly Confirmed, Rejected, Canceled by Customer), Messages (Read Messages), Administration (Find User, Own Data, Company Data), and another Administration (Own Data). The 'Find User' option under the first Administration menu is highlighted with a red box. The main content area shows a 'Start Page' with several sections: 'All Purchase Orders' (with links for New and Changed, In Process, Confirmed, and Partially Confirmed), 'All Goods Receipts', 'All Invoices and Credit Memos' (with a link for Retention Sum), and 'All ASNs'. Each section includes a small image and a brief description of the corresponding business process.


– At **Find User**, enter any of the followings:

- ⊕ First Name
- ⊕ Last Name
- ⊕ User Name
- ⊕ Email Address
- ⊕ Company

- At **User list**, select User ID and click 


Start Page > Find User > User List

User List						
	User	Name	C...	Company	Roles	
 	SRMBIT12345	Anuar Abdul Manab	3132	BIT GROUP SDN BHD	SRM-SUS: Role for Supplier - Bidder,SRM-SUS: Role for Supplier - Invoicer,SR	
 	SLIMS_ABU	ABU BAKAR ALI ABU JUAH	3132	BIT GROUP SDN BHD		
 	SLIMSROSLAN	Roslan Senawi	3132	BIT GROUP SDN BHD		
 	SLIMS_AMAR	Amar Baharin	3132	BIT GROUP SDN BHD		

- In this screen, user able to maintain data to the ID  
 Roles to be assigned

### General User Information

**User Name**   
**Password**   
**Confirm Password**   
**\*FormOfAddr**   
**\*First Name**   
**\*Last Name**   
**\*E-Mail Address**   
**\*Country**   
**Language**   
**Company**

Roles		
	Role	Description
<input type="checkbox"/>	YC:SLIMS_SUP_PEN_ADV_REQUESTOR	SLIMS - Penalty Advice Requestor
<input checked="" type="checkbox"/>	YC:SLIMS_SUP_REPORTING	SLIMS - Reporting
<input type="checkbox"/>	YC:SLIMS_SUP_STK_REQUESTOR	SLIMS - Stock Requestor
<input checked="" type="checkbox"/>	YC:SLIMS_SUP_STR_KEEPER	SLIMS - Store Keeper
<input type="checkbox"/>	YC:SLIMS_SUP_STR_KEEPER_COU	SLIMS - Store Keeper Courier
<input type="checkbox"/>	YC:SLIMS_SUP_STR_KEEPER_TMP	SLIMS - Store Keeper TMPoint

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⊕ Storage Location to be assigned

**SLIMS (Inventory Management System)**

SLIMS Validity Date:

SLIMS Expiry Date:

Plant:

Storage Location	
Storage location	Description
<input checked="" type="checkbox"/> BX11	BIT HQ
<input checked="" type="checkbox"/> BX21	BIT CENTRAL-GBK
<input checked="" type="checkbox"/> BX22	BIT CENTRAL-KL
<input checked="" type="checkbox"/> BX23	BIT CENTRAL-KLG
<input type="checkbox"/> BX31	BIT PERAK
<input type="checkbox"/> BX32	BIT KEDAH
<input type="checkbox"/> BX33	BIT PULAU PINANG
<input type="checkbox"/> BX34	BIT PERLIS
<input type="checkbox"/> BX41	BIT JOHOR-JB
<input type="checkbox"/> BX42	BIT MELAKA
<input type="checkbox"/> BX43	BIT JOHOR-SC
<input type="checkbox"/> BX44	BIT JOHOR-BP
<input type="checkbox"/> BX51	BIT PAHANG
<input type="checkbox"/> BX61	BIT SARAWAK-KG
<input type="checkbox"/> BX62	BIT SARAWAK-SB
<input type="checkbox"/> BX63	BIT SARAWAK-MR
<input type="checkbox"/> BX71	BIT SABAH
<input type="checkbox"/> BX72	BIT KELANTAN

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**Assign SLIMS Function Rules**


**\*\* User is allow to assign SLIMS Roles, SLIMS User ID Validity Date and SLIMS Storage Location Functions for SLIMS User ID only**

- Once data is completed, click 
  - Notification will prompt that data is saved











### 3 DISPLAY USER ID

In this module, user able to:

- Display SRM and SLIMS User ID information
- Click  to display all related information for the ID created.

Start Page > Find User > User List

User List						
	User	Name	C...	Company	Roles	
	 SRMBIT12345	Anuar Abdul Manab	3132	BIT GROUP SDN BHD	SRM-SUS: Role for Supplier - Bidder,SRM-SUS: Role for Supplier - Invoicer,SR	
	 SLIMS_ABU	ABU BAKAR ALI ABU JUAH	3132	BIT GROUP SDN BHD		
	 SLIMSROSLAN	Roslan Senawi	3132	BIT GROUP SDN BHD		
	 SLIMS_AMAR	Amar Baharin	3132	BIT GROUP SDN BHD		

- All information related to the id will be displayed accordingly.

User:SLIMS\_DING6

#### General User Information


User Name	<input type="text" value="SLIMS_DING6"/>
*FormOfAddr	<input type="text" value="Mr."/> ▾
*First Name	<input type="text" value="ding1"/>
*Last Name	<input type="text" value="ding2"/>
*E-Mail Address	<input type="text" value="ding@gmail.com"/>
*Country	<input type="text" value="Malaysia"/> ▾
Language	<input type="text" value="English"/> ▾
Company	<input type="text" value="Annoyed Sdn Bhdj0000000705"/> ▾
Assigned Roles	

#### Contact Information

Telephone	<input type="text"/>
Fax	<input type="text"/>

### 4 INITIAL PASSWORD (FIRST TIME LOGIN FOR SLIMS USER ID)

In this module, user able to:

- Enter their initial password and change to their own preferred password.
- Enter User ID and initial password.
- Then click 



## TM GEMS SRM SUPPLIER SELF SERVICE (SUS)

User ID \*

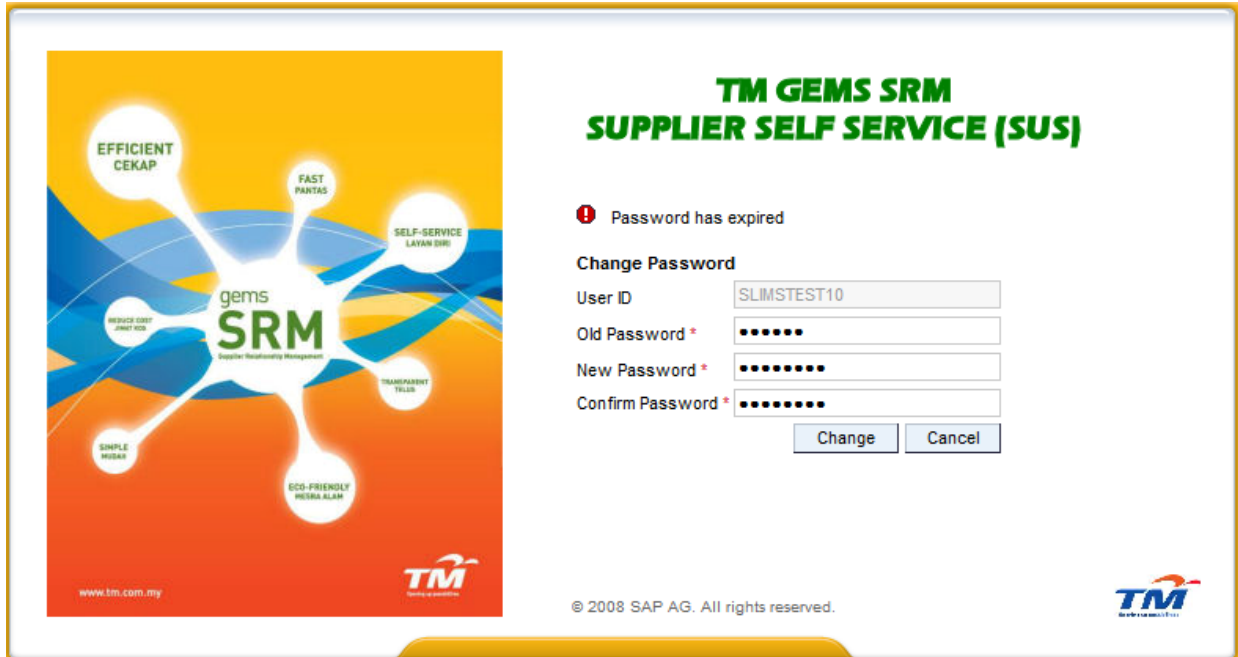
Password \*

1. Forgot Password? Click [Get Support](#)
2. First Time User? Click [First Time Login](#)
3. Any Enquiry? Click [Supplier Enquiry Form](#)

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- System will display following screen.
- Enter initial password (at Old Password) and own preferred password (at New and Confirm Password)
- Then click



**TM GEMS SRM  
SUPPLIER SELF SERVICE (SUS)**

**!** Password has expired

**Change Password**

User ID

Old Password \*

New Password \*

Confirm Password \*

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