	WORK INSTRUCTION	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

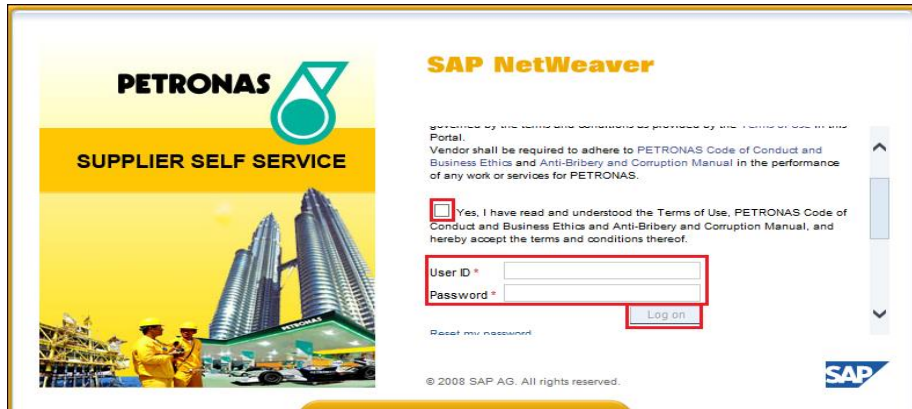
Helpful Hints

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

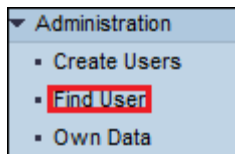
	WORK INSTRUCTION	Page: 2 of 4
		Revision:
	How to Change Password and Edit Roles	

TO CHANGE PASSWORD

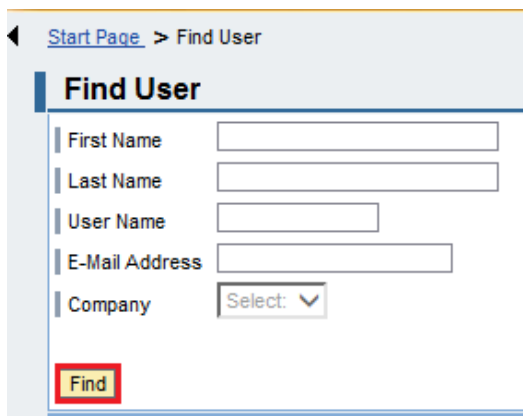
1. Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.




2. At SUS home portal > Administration > Find User












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



	WORK INSTRUCTION	Page: 3 of 4
		Revision:
	How to Change Password and Edit Roles	

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...
							IMTOG	Azian Alias	C226052A1
							FEA01517F71	DO NOT USE	2210003913
							PETROWARISAN	Ashrin Ayong	C983480K

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

User : PRIDANA

Save Cancel

General User Information

User NamePRIDANA

Password

Confirm Password

*FormOfAddrMr.

*First NameMohd Hasnan


*Last NameIsmail

*E-Mail Addressdummy@test.com

*CountryMALAYSIA




LanguageEnglish

CompanyPRIDANA SDN BHD|C227451T1

	WORK INSTRUCTION	Page: 4 of 4
		Revision:
	How to Change Password and Edit Roles	




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 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

1. Follow steps 1-4 as above
2. Unselect role by click the square box next to the role.

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		