
TM SUPPLIER REGISTRATION RENEWAL VIA SUPPLIER SELF-SERVICE (SUS) PORTAL
USER GUIDE
PEMBAHARUAN PENDAFTARAN PEMBEKAL TM MELALUI SUPPLIER SELF-SERVICE
(SUS) PORTAL
PANDUAN PENGGUNA

Getting Started – Step by Step Guide to Supplier Registration Renewal via SUS Portal

Persediaan Untuk Bermula – Panduan langkah demi langkah untuk Pembaharuan Pendaftaran Pembekal melalui SUS Portal

TM Supplier Registration has a validity of two (2) years. You will be sent reminder email generated by the system to do Registration Renewal two (2) months, one (1) month and two (2) weeks before your registration expiry. Pendaftaran Pembekal TM mempunyai tempoh sah selama dua (2) tahun. Emel peringatan untuk melakukan Pembaharuan Pendaftaran akan dihantar oleh sistem dua (2) bulan, satu (1) bulan dan dua (2) minggu sebelum tamatnya pendaftaran anda.

Registration Renewal can be done in SUS Portal which is accessible via TM Corporate website:

Pembaharuan Pembekal boleh dilakukan di dalam SUS Portal yang boleh diakses melalui laman web Korporat TM:

<http://www.tm.com.my>

Path:

Laluan:

About TM -> Doing Business With TM -> Supplier Relationship Management -> Supplier Self Service (SUS) -> Go to SUS Portal

To enable renewal registration, please ensure your Profile Status under Additional Company Data is 'Current', you have completed last two years Audited Reports & Financial Statement upload and signed and upload Appendix D. All information is completed and most recent ones and your registration expiry is within 60 (sixty) days or registration already expired. Renewal earlier than 60 (sixty) days from expiry date is not possible.

Untuk membolehkan pembaharuan pendaftaran, sila pastikan 'Profile Status' di bawah 'Additional Company Data' adalah 'Current', anda sudah melengkapkan Laporan Teraudit & Penyata Kewangan untuk dua tahun terkini dimuat naik dan 'Appendix D' ditandatangani dan dimuat naik. Semua maklumat dilengkapkan dan paling terkini dan tarikh tamat pendaftaran anda adalah dalam masa 60 (enam puluh) hari atau pendaftaran sudah pun tamat. Pembaharuan lebih awal daripada 60 (enam puluh) hari dari tarikh tamat pendaftaran tidak boleh dilakukan.

You are now ready to start.

Anda kini sudah bersedia untuk bermula.

Step 1: Access the SUS Portal

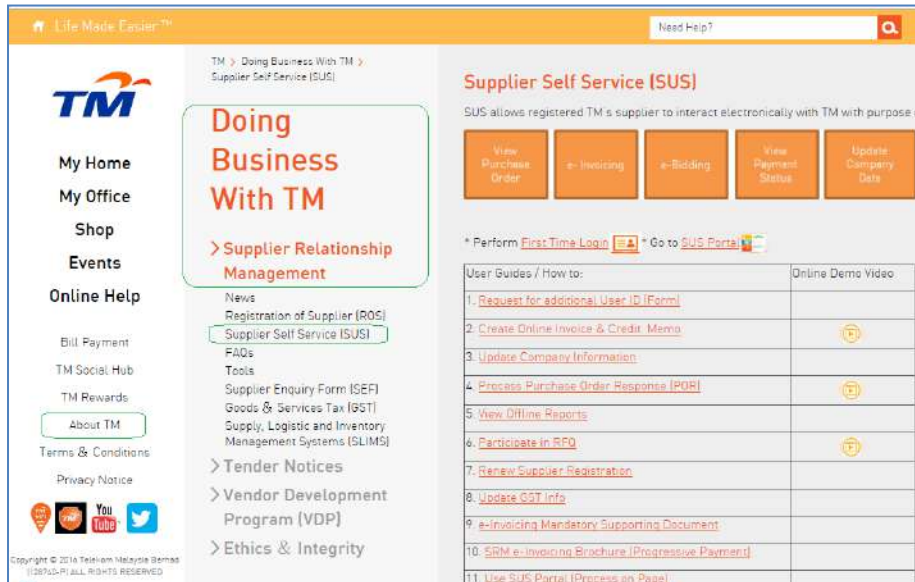
Langkah 1: Akses Pautan SUS Portal

Go to **Supplier Self-Service** screen via TM Corporate website:
*Layari skrin **Supplier Self-Service** melalui laman web Korporat TM:*
<http://www.tm.com.my>




Select:

Pilih:

About TM -> Doing Business With TM -> Supplier Relationship Management



The screenshot shows the TM Supplier Self-Service (SUS) Portal. The main navigation menu on the left includes 'My Home', 'My Office', 'Shop', 'Events', 'Online Help', 'Bill Payment', 'TM Social Hub', 'TM Rewards', 'About TM', 'Terms & Conditions', and 'Privacy Notice'. The 'About TM' link is highlighted. The main content area is titled 'Doing Business With TM' and includes a 'Supplier Relationship Management' link. The right sidebar is titled 'Supplier Self Service (SUS)' and contains a list of user guides and how-to instructions.

User Guides / How to:	Online Demo Video
1. Request for additional User ID (Form)	
2. Create Online Invoice & Credit Memo	
3. Update Company Information	
4. Process Purchase Order Response (POR)	
5. View Offline Reports	
6. Participate in RFP	
7. Renew Supplier Registration	
8. Update GST Info	
9. e-Invoicing Mandatory Supporting Document	
10. SRM e-Invoicing Brochure (Progressive Payment)	
11. Use SUS Portal (Process on Page)	

Click on the link:

Klik pada pautan:

Supplier Self Service (SUS)

Then select:

Kemudian pilih:

Go to SUS Portal

Or you can directly access the SUS Portal link with this URL:

Atau anda boleh terus mengakses pautan SUS Portal melalui URL ini:

<https://gems-srm.tm.com.my/irj/portal>

Step 2: Login to Supplier Self-Service (SUS) Portal

Langkah 2: Log masuk ke Portal 'Supplier Self-Service' (SUS)

Click on the link given in the step above and you will be directed to the Supplier Self-Service (SUS) Portal as below:

Klik pada pautan yang diberikan dalam langkah di atas dan anda akan dibawa ke 'Portal Supplier Self-Service' (SUS) seperti di bawah:



Enter the new User ID and Password and click Log on.

Masukkan ID Pengguna dan Kata Laluan dan klik Log on.

Note:

Nota:



If you **forgot your password** and you are still using the same user ID and e-mail, you can **reset the password** by **clicking the Get Support link**. Else, if you don't remember the user ID & password or don't have the user ID & password, please contact our SRM Helpdesk by filling in [Supplier Enquiry Form](#) at TM website.

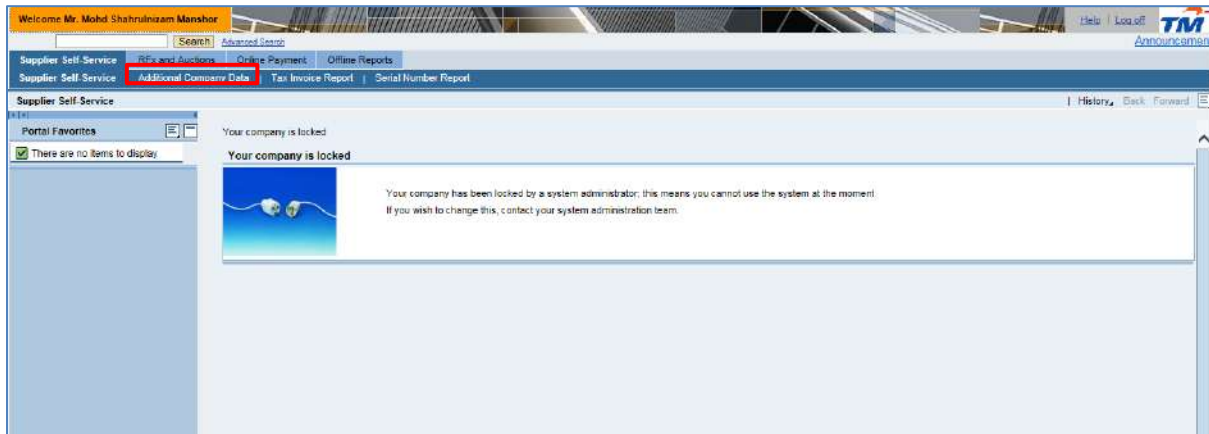
*Jika anda **terlupa kata laluan** anda dan anda masih menggunakan ID pengguna dan e-mel yang sama, anda boleh **reset kata laluan** dengan **mengklik pautan Get Support**. Jika tidak, sekiranya anda terlupa ID pengguna & kata laluan atau tidak ada langsung ID pengguna & kata laluan, sila hubungi SRM Helpdesk kami dengan mengisi [Supplier Enquiry Form](#) di laman web TM.*

Step 3: Do Registration Renewal

Langkah 3: Lakukan Pendaftaran Pembekal

If your Supplier Registration is already expired, you will see this kind of lock screen. Don't worry because you can still do the renewal process by clicking **Additional Company Data**.

*Jika Pendaftaran Pembekal anda sudah tamat, anda akan nampak skrin sekatan seperti berikut. Jangan risau kerana anda masih boleh melakukan proses pembaharuan dengan mengklik **Additional Company Data**.*

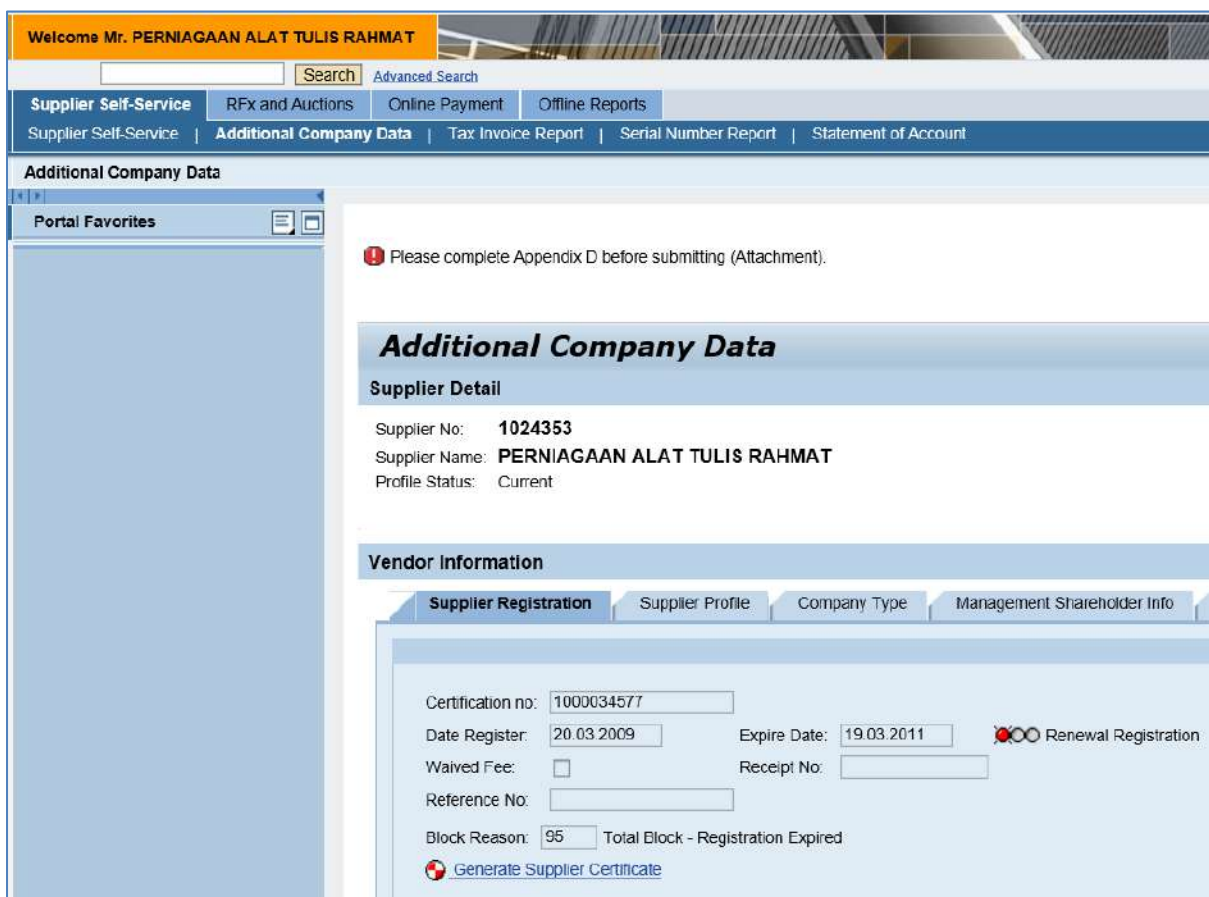


Note: (Nota:)



Registration renewal cannot be done without completing Appendix D first.

Pembaharuan pendaftaran tidak dapat dibuat tanpa melengkapkan Appendix D terlebih dahulu.



Note: (Nota:)



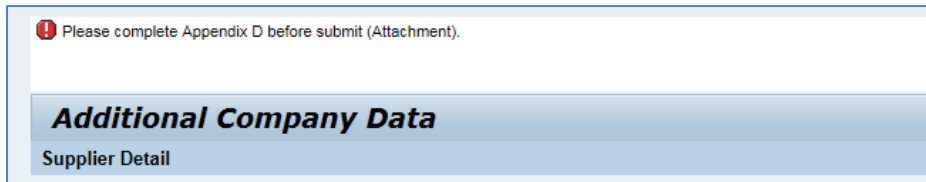
Renewal Registration link only can be clicked sixty (60) days before Expire Date. Renewal cannot be done earlier than that. Additionally, to enable renewal registration, please ensure your **Profile Status** under **Additional Company Data** is **'Current'**, you have **completed last two years Audited Reports & Financial Statements together with Appendix D upload and all information update, registration expiry is within 60 (sixty) days or registration already expired.**

Pautan 'Renewal Registration' hanya boleh diklik enam puluh (60) hari sebelum Tarikh Tamat. Pembaharuan tidak boleh dibuat lebih awal dari itu. Untuk membolehkan pembaharuan pendaftaran, sila pastikan 'Profile Status' di bawah 'Additional Company Data' adalah 'Current', anda sudah melengkapkan muat naik Laporan Teraudit & Penyata Kewangan dua tahun terkini berserta dengan Appendix D dan semua kemaskini maklumat, tempoh pendaftaran akan tamat dalam tempoh 60 (enam puluh) hari atau pun pendaftaran sudah tamat.

Note: (Nota:)

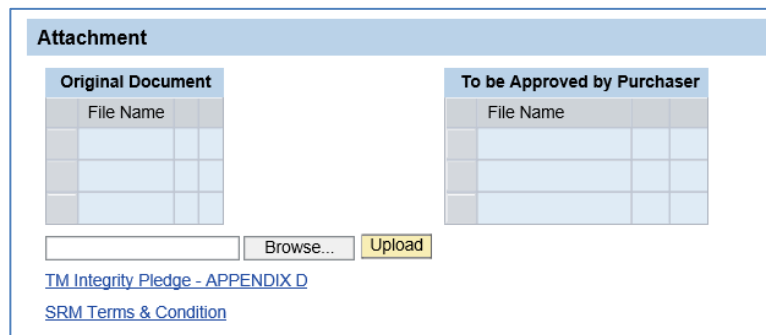


If you see Appendix D error message:
Jika anda melihat mesej kesalahan Appendix D:



Please scroll down to **Attachment section** and download TM Integrity Pledge – APPENDIX D, fill and company director to sign it and upload the Appendix D. Make sure to rename the signed APPENDIX D into **APPENDIX_D_LATEST.pdf** (without any space) before uploading it.

*Sila skrol ke bawah ke bahagian 'Attachment' dan muat turun TM Integrity Pledge – APPENDIX D, isikan dan ditanda tangan oleh pengarah syarikat, dan muat naik Appendix berkenaan. Pastikan APPENDIX D berkenaan dinamakan semula sebagai **APPENDIX_D_LATEST.pdf** (tanpa sebarang jarak) sebelum dimuatnaik.*

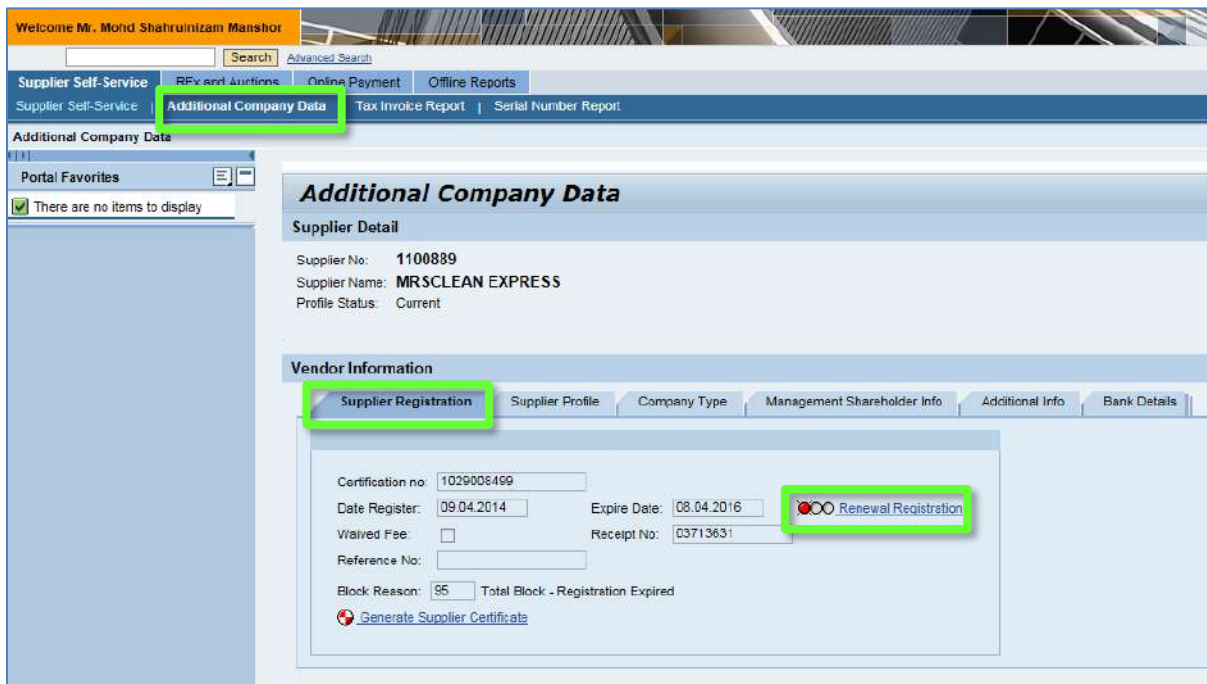


The details steps to upload Appendix D and update company information can be referred to **user guide number 3** at TM website -> **About TM -> Doing Business With TM -> Supplier Relationship Management -> Supplier Self Service (SUS)**. Additional documents such as latest company profile, latest bank statement, latest Annual Return and latest two years Audited Report & Financial Statements for SDN BHD and BHD company are also required to be uploaded.

Langkah terperinci untuk memuat naik Appendix D dan mengemaskini maklumat syarikat boleh dirujuk di dalam panduan nombor 3 di laman web TM -> About TM -> Doing Business With TM -> Supplier Relationship Management -> Supplier Self Service (SUS). Dokumen-dokumen tambahan seperti profail syarikat terkini, penyata bank terkini, Penyata Tahunan (Annual Return) terkini dan Laporan Teraudit & Penyata Kewangan untuk dua tahun terkini berturut-turut untuk syarikat SDN BHD & BHD juga diperlukan untuk dimuat naik.

Under **Supplier Registration** tab, click **Renewal Registration**.

*Di bawah tab **Supplier Registration**, klik **Renewal Registration**.*



The screenshot displays the 'Additional Company Data' page in the SUS portal. The 'Supplier Registration' tab is selected, and the 'Renewal Registration' button is highlighted. The page shows the following details:

Supplier Detail	
Supplier No:	1100889
Supplier Name:	MRS CLEAN EXPRESS
Profile Status:	Current

Vendor Information	
Certification no:	1029008499
Date Register:	09.04.2014
Expire Date:	08.04.2016
Waived Fee:	<input type="checkbox"/>
Receipt No:	03713631
Reference No:	
Block Reason:	95 Total Block - Registration Expired

[Generate Supplier Certificate](#)

Company Undertaking & Declaration of Independency for TM's Business Partner will be prompted. Please read through the terms before agreeing with the declaration.

"Company Undertaking & Declaration of Independency for TM's Business Partner" akan dipaparkan. Sila baca sepenuhnya terma berkenaan sebelum bersetuju dengan perakuan ini.

RFX and Auctions	Online Payment	Offline Reports
Additional Company Data Tax Invoice Report Serial Number Report Statement of Account		

ata

Company Undertaking & Declaration of Independency for TM's Business Partner

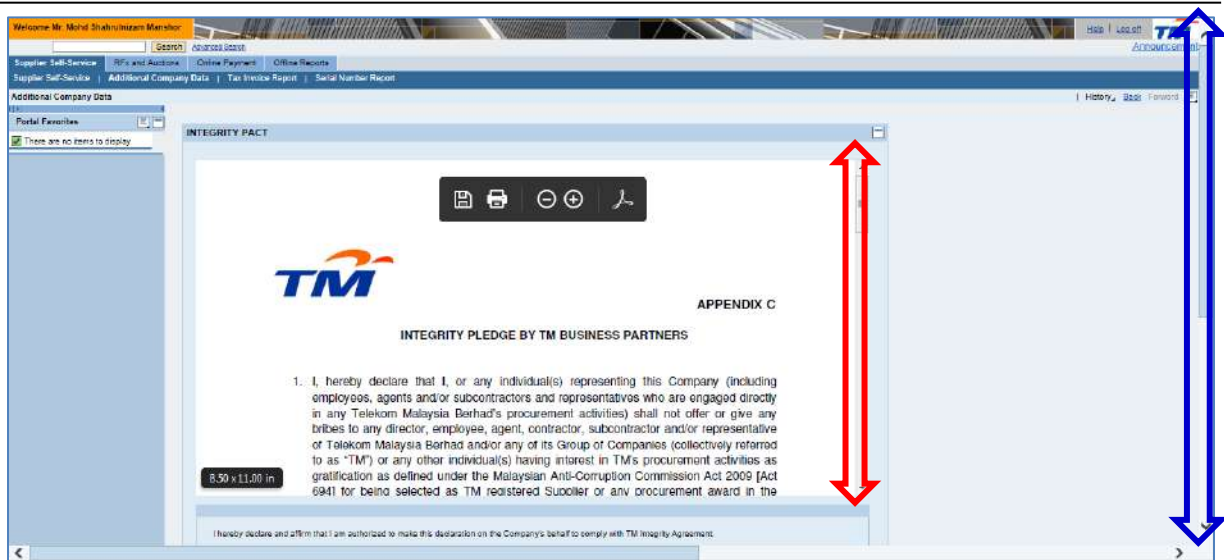
I hereby solemnly declare:

- i. That the Company is not under criminal investigation/charge/conviction/found guilty by any third party (inclusive but not limited to the authorities and/or enforcement agencies and/or other companies) court of law for offences and/or misconduct relating to criminal or integrity issue;
- ii. That the Company shall make an ANNUAL declaration that the company is not under criminal investigation/charge/conviction/found guilty by any third party (inclusive but not limited to the authorities and/or enforcement agencies and/or other companies) court of law for offences and/or misconduct relating to criminal or integrity issue;
- iii. That the Company shall immediately within a reasonable period notify and inform TM by a written communication if the Company, its' Employees, its' agents, its' representative, or any of its' shareholder is under criminal investigation/charge/conviction/found guilty by any third party (inclusive but not limited to the authorities and/or enforcement agencies and/or other companies) court of law for offences and/or misconduct relating to criminal or integrity issue;
- iv. That any failure by the Company of to make any declaration (or false declaration) or notification (either failed to notify or delayed to notify), may give right to TM impose any consequence action against the Company in accordance with TM's policies;

Yes I confirm that the above declaration in(i) above is true, valid and binding on me.
 Yes I confirm that I will abide by the undertakings in (ii), (iii) and (iv) above.
 No. Please specify:

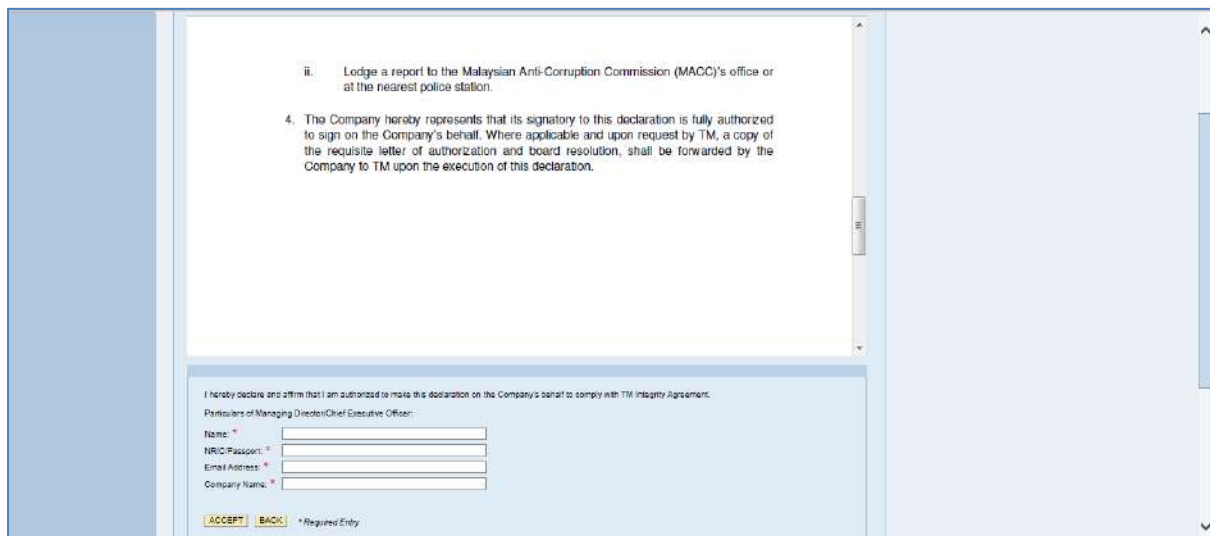
TM Integrity Pledge by TM Business Partner will appear after you agreed with the Company Undertaking & Declaration. Please read through the Integrity agreement and declaration before entering the particulars of company's Managing Director or Chief Executive Officer as a sign of acceptance.

"TM Integrity Pledge by TM Business Partner" akan muncul selepas anda bersetuju dengan "Company Undertaking & Declaration". Sila baca sepenuhnya perjanjian Integriti berkenaan dan perakuan sebelum memasukkan maklumat Pengarah Urusan syarikat atau Ketua Pegawai Eksekutif sebagai tanda persetujuan.



Use inner page scroll to read the entire agreement and use outer scroll to find the acceptance section.

Gunakan skrol di sebelah dalam paparan untuk membaca keseluruhan perjanjian dan gunakan skrol di sebelah luar paparan untuk ke bahagian penerimaan.



Click **ACCEPT** to proceed after completing the particulars.

*Klik **ACCEPT** untuk meneruskan selepas melengkapkan semua maklumat.*

To pay renewal fee at **TMpoint**, please **print and bring** this renewal slip to any nearest TMpoint. [Click here](#) to view list of TMpoint. Full barcoded slip is different from one supplier to another.

Untuk membayar bayaran pembaharuan di TMpoint, sila cetak dan bawa slip pembaharuan ini ke mana-mana TMpoint yang terdekat. [Klik di sini](#) untuk melihat senarai TMpoint. Slip penuh dengan kod bar adalah berbeza dari satu pembekal dengan pembekal yang lain.

Note:

Nota:



Payment methods accepted at TMpoint are by cash, locally-issued cards, banker's cheque or bank draft.

Kaedah pembayaran yang diterima di TMpoint ialah tunai, kad-kad yang dikeluarkan di Malaysia, cek bank atau draf bank.



Welcome Mr. DINAMIKA TRADING

Search Advanced Search

Supplier Self-Service | RFx and Auctions | Online Payment | Offline Reports

Supplier Self-Service | Additional Company Data | Tax Invoice Report | Serial Number Report | Statement of Account

Additional Company Data

Portal Favorites

PAYMENT SLIP
TM Group's Supplier Renewal Registration

Dear Valued Supplier,

TM wishes to thank you for being TM Group's supplier for the past years. Kindly be informed that your registration as TM Group registered supplier will be expiring/already expired on 14.12.2010.

In order to complete your renewal registration process, please proceed with payment via :

- 1) Payment Online. Please click the link below.
- 2) TM Point. Please print and bring this slip for renewal registration payment.

Account No.	: 1	
Bill No.	: 05	
Amount	: 100.00	(Revenue Code: 649)
Bounding	: 0.00	
Total	: 100.00	

TM respects the confidentiality of suppliers information. Sharing of information is only restricted for TM's internal purpose and selective external requests, of which information shared is only limited to company name, address and contact information.

Should you have any enquiries, please channel it online via Supplier Enquiry Form at TM corporate website.
(www.tm.com.my > About TM > Doing Business with TM > Supplier Relationship > Supplier Enquiry Form)

In accordance with the implementation of the Service Tax Act 2018, effective 1 September 2018, Supplier Registration and Renewal fees are not subjected to Service Tax (ST). (Note: NT = Non-Taxable)

To pay renewal registration online, please click [Payment Online](#)

Back

To pay renewal online, click [Payment Online](#) if you wish to pay via SUS Portal. After clicking Payment Online, screen like this will appear. Click Submit.

Untuk membayar pembaharuan atas talian, klik [Payment Online](#) jika anda memilih untuk membayar melalui SUS Portal. Selepas mengklik Payment Online, skrin seperti di bawah akan muncul. Klik Submit.



Welcome Mr. DINAMIKA TRADING

[Advanced Search](#)

Supplier Self-Service | [RFx and Auctions](#) | [Online Payment](#) | [Offline Reports](#)

[Supplier Self-Service](#) | [Additional Company Data](#) | [Tax Invoice Report](#) | [Serial Number Report](#) | [Statement of Account](#)

Additional Company Data

Portal Favorites

Online Payment

Gross Amount: MYR

Tax Amount: MYR

Rounding Amount: MYR

Amount: MYR

Supplier Number: DINAMIKA TRADING

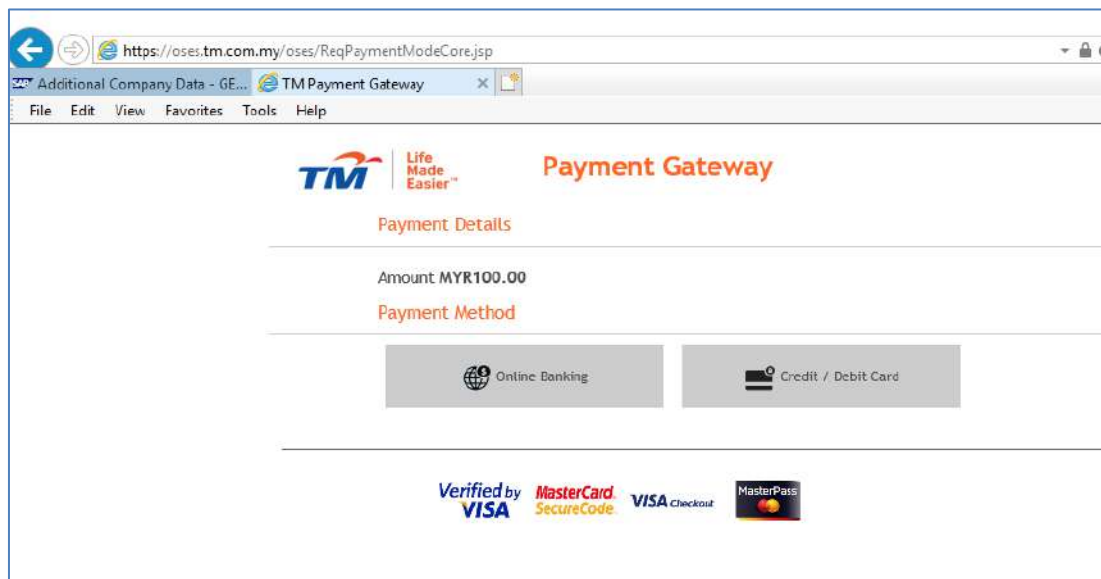
Reference Type:

DISCLAIMER
In the event of any fraudulent online payment activities, TM shall at all material time have the right to revoke your Supplier registration.
If you are using Internet Explorer (IE), please enable the cookies in the IE internet Options.

For Internet Explorer (IE) user, PLEASE ENSURE to enable the "Cookies" and disable "Pop-up Blocker" in the IE internet Options. [Click here for guide.](#)

TM Payment Gateway page will appear in a new Window. Please follow the screen instruction for your preferred payment method.

Paparan TM Payment Gateway akan dikeluarkan di dalam Tetingkap yang baru. Sila ikuti arahan skrin untuk pilihan kaedah bayaran anda.




In the same time, a copy of email notification will be sent to your MD/CEO email address after accepting TM Integrity Pledge.

Dalam masa yang sama, satu salinan emel makluman akan dihantar kepada alamat emel MD/CEO anda selepas penerimaan TM Integrity Pledge.

Payment is successful if payment status appeared is **Captured** and payment receipt can be generated by clicking link "Click Here to View Official Receipt". Registration period will be updated for another two (2) years. System will update the renewal at 9am, 12pm, 3pm, 6pm & at midnight.

Pembayaran dikira berjaya sekiranya status bayaran yang dipaparkan ialah "Captured" dan resit bayaran boleh dikeluarkan dengan mengklik pautan "Click Here to View Official Receipt". Tempoh pendaftaran akan dikemaskini untuk dua (2) tahun lagi. Sistem akan mengemaskini pembaharuan setiap jam 9 pagi, 12 tengah hari, 3 petang, 6 petang dan pada tengah malam.

 **Your payment was successful.**

Payment Amount	Payment Date
Gross Amount: MYR	15.04.2016
Tax Amount: MYR	
Rounding Amount: MYR	
Net Amount: MYR	

Payment Details

Payment ID:
Vendor No:
Receipt No.:
Payment Type:
Card Number:
Card Type:
Name on Card:
Payment Status: Captured
Reference:

Note: This receipt is computer generated and no signature is required.
[Click Here to View Official Receipt](#)



New Registration Acknowledgment can be printed from within SUS Portal after the update times. Click Supplier Self-Service → Additional Company Data and under Supplier Registration, click Generate Supplier Certificate. *Perakuan Pendaftaran yang baru boleh dicetak dari dalam SUS Portal selepas masa kemaskini berkenaan. Klik Supplier Self-Service → Additional Company Data dan di bawah Supplier Registration, klik Generate Supplier Certificate.*

If all payment methods are not available to use, [please email us](#) for bank details to make **MYR 100 renewal payment** via telegraphic transfer or interbank transfer.

*Jika semua kaedah pembayaran di atas tidak dapat digunakan, [sila emelkan kepada kami](#) untuk maklumat bank bagi **bayaran pembaharuan sebanyak RM 100** melalui pemindahan telegrafik atau pemindahan antara bank.*