

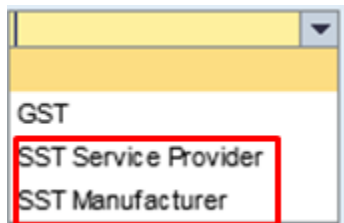
USER GUIDE: STEP TO ADD SST ID IN SUS PORTAL

Step 1: Login to GEMS SUS Portal.



Step 2: Click tab **Additional Company Data**, Choose **Tax Information** tab. Enter the following information:

- a. Tax Registration Company - Select SST Type
(if Supplier have both ID for Service Provider and Manufacturer, please update twice)



- b. Registration Number -Add SST ID
Example:

Registration Number: *



c. Valid From/To- Add SST date

Example:

Valid From / To: * 01.09.2018 31.12.9999

The result screen will appear as below:

Supplier Information

Supplier Registration Supplier Profile Company Type Management Shareholder Info Additional Info Bank Details **Tax Information**

Tax Information

Tax Registered Company: SST Service Provider

Registration Number: * 56787

Valid From / To: * 01.09.2018 31.12.9999 [Change History](#)

Step 3: Go to **Attachment** tab. Add/Upload SST certificate from Royal Malaysian Customs as the supporting document.

Step 4: Click [Submit Changes](#) to submit.

Changes submitted for approval

Your request has been submitted