# SCS 9001 <sup>™</sup> CYBER AND SUPPLY CHAIN SECURITY STANDARD

Registration Creation Process

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Approved by: TIA QuEST Forum

31 January 2024



# Introduction:

This document is to provide you with the detailed instructions to:

- I. Sign up for a new user account (pages 3 and 4),
- 2. Create a new company (pages 5 and 6),
- 3. Login to the TIA QuEST Forum portal as a user (page 7),
- 4. Create a new SCS 9001 registration (pages 8 14),
  - a. Section I Profile Information (page 10)
  - b. Section 2 Profile Locations (page 11)
  - c. Section 3 Not Applicable Clauses (page 12)
  - d. Section 4 Profile Trust Principles (page 13)
  - e. Section 5 Review Profile Information SCS 9001 (page 14)
- 5. Login to the TIA QuEST Forum portal as a user to view/edit new SCS 9001 registration (pages 15 and 16)

# **Target Audience:**

TIA QuEST Forum Users

New SCS 9001 users



### I) SIGN UP FOR A NEW USER ACCOUNT

Go to <u>https://portal.questforum.org/</u> on the Internet. The TIA QuEST Forum Single Sign-On System screen will be displayed.

Note: Please read the TIA Privacy Policy and Cookie Policy at the bottom of the page and click Accept

		um.org/sso/login?service=http%3A%2F%2Fpor			E \$\$	1
		QUEST Forum				
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Click on the "Signup for Access" link. The New User Account Sign-Up screen will be displayed.

	(TIA): QUEST Forum SCS 9001 TL9000
	New User Account Sign-Up
Sim. In for a new user account on the TIA OuEST I	Forum Portal to access the Registration Management System (RMS), TIA QuEST Forum Members Area and other TIA QuEST Forum operated websites.
sign op for a new user account on the first que sin	Polan Ponano accessi de registradon Manageneti, System (Pono), no Questi Ponan Menders Area ano questi no Questi Ponan operatori Acostes.
Personal Information	
Fields are mandatory	
Prefix	Select V
First Name	
Middle Name	
Last Name	
Email Address	
Professional Title/Designation	
Phone	
Mobile	
Address	
Address 2	
City	
State/Province	
Zip/Postal Code	
Country	Select Country ¥



Enter all required information and click "Continue" to save. The Associate Account with Company screen will be displayed.

	TIA	QuEST Forun	n <b>SCS 9001 TL</b> 96	TA QUEST Forum 11,9000 SCS 9001
		Associate A	ccount with Company	
Enter the name of the company vo	u are associated with in the box below	and select your company from the list shown. If y	our company does not appear on the list, provide information	about your company by dicking on the Add New Company button
Search Company by name				
			OR	Add New Company
Continue Back Ca	incel			
		Developed and maintained by The Univ	All Rights Reserved - <u>Privacy Policy and Cookie Policy</u> risity of Texas at Dallas - institute for Data Analytics tember 21, 2023 07:51:18 PM UTC	
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	<u>About us</u> Memborshia	Global Business Excellance Benchmarking As A Service	E-Shoe E-Learning Training	

You can Search Company by name or Add New Company.

Search Company by Name

Type your company name. The system will display a list of companies.

Select your company name from the listing and click "Continue" to proceed. The Account Sign-Up Review screen will be displayed.

Review your account information and click "Confirm" to submit your account application for review/approval.

<u>Note</u>: The system will send the "INFO: TIA QuEST Forum Portal User Account Signup" email to the Primary and Alternate Company Administrators. They must review and approve your join request.



# 2) CREATE A NEW COMPANY

Click on the "Add New Company" button. The Company Information window will be displayed.

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	<b>EST</b> Company Informa	Orum SC	5 90	100	9000
	Fields are mandate	ory			
	Name				
	Website Url			]	
Enter the name of the company you are associated with in the box below and sele	Address			]	nformation about your company by clicking on the Add New Company button
Search Company by name	Address 2				O Add New Company
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	Zip/Postal Code				
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About us	Company Type	Other 🗸			
<u>Membershio</u> Contact us	Parent Company?	O Yes O No			
5-2018-20-43					
			Create	Cancel	
			SCS 901 Regist	ration & Certificate	

Fill out the company information.

Parent Company: Yes

If you choose "Yes" to Parent Company and click "Create" to save, the Account Sign-Up Review screen will be displayed.

	A LAND TO LAND				TA QUEST Forum 71.9000 SC3 9001
TIA Qu	JEST F		5 90	007	19090
	Name	UTD - Test Company			
	Website Url	http://		]	
Enter the name of the company you are associated with in the box below and sele	Address	17919 Waterview Pkwy		]	information about your company by clicking on the Add New Company button
Search Company by name	Address 2				O Add New Company
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Continue Back Cancel	State/Province	ТХ			
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	Country	United States 🗸 🗸			
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About wi Membership	Company Type	Other v			
Contact ua	Parent Company?	● Yes ○ No			
			Create	Cancel	
			ICS 9001 Regist	ation & Certificatio	1 <b>3</b> Y.

Review your user account information and click "Confirm" to submit your user account application for review/approval.



Note: TIA QuEST Forum Admin will review/approve the new company account.

#### Parent Company: No

If you choose "No" to Parent Company, the Company Information window will be displayed with the Parent Company search field (click Help?).

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(TIA)	Company Information	<b>**</b> 2000
	Fields are mandatory Name UTD - Test Company	
	Website Url http://	
Enter the name of the company you are associated with in the box below and Search Company by name	Address 17919 Waterview Pkwy Address 2	formation about your company by clicking on the Add New Company/button
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Membershie	Parent Company? O Yes  No	
<u>Contact us</u>	Parent Company Universal Network Development Corp	elo2
	Create Can	cel

Select or fill out the parent company information. Then click "Create" to save your user account application, company information, and parent company information. The Account Sign-Up Review screen will be displayed.

Review your user account information and click "Confirm" to submit your account application for review/approval.



## 3) LOGIN TO THE TIA QUEST FORUM PORTAL AS A USER

Go to <u>https://portal.questforum.org/</u> on the Internet. The TIA QuEST Forum Single Sign-On System screen will be displayed.

Enter your username, password, and click "LOGIN". If you are a new user, the TIA QuEST Forum Copyright Agreement screen will be displayed. Please read and click "Accept" to continue.

<u>Note</u>: If your company account has not been approved by TIA QuEST Forum, the system will display "Your company account is pending approval by the TIA QUEST Forum Portal Administrator" message.

<u>Note</u>: Once TIA QuEST Forum approves your company account, you can create a new SCS 9001 registration.

O A ē <sup>2</sup> https://portal.questfor	im.org/sso/login?service=http%3A%2F%2Fport	al.questforum.org%2Fj_spring_cas_security_check	E ☆ ♡ (
TA	<b>Q</b> u <b>EST</b> Forum	SCS 9001 TL9000	9
	QuEST Forum Sing	gle Sign-On System	
includes many user interface enhancements as we relation of future features. Core system functiona core in the look and feat of some pages, reports, a 00 Requirements Handbook Release 6 extronic copy of the R6.3 Requirements Handbook prehensive Training courses Available	ell as an advanced framework to support the lifes remain the same, but you will notice slight ad amail notifications. 3 is now available on <u>E-Shoo</u>	Password	
Contemport with en Abroat un Membershahe Context un	Developed and maintained by The Universit	vot Tossa ri Tuslini - instituto francia Analytiko ir 22, 2023 OSS7252 PM UTC Popular Tillky E.Stop E.Exemingo Traticop	
	COMPARENT  CONTRACT  CONT	In the learning courses are now available on E-State Courses Cou	LLST Forum Portal Update         If of ongoing improvements, the TIA QuEST Forum Portal has recently undergone a major updatel This includes many user interface enhancements as well as an advanced framework to support the sup



# 4) CREATE A NEW SCS 9001 REGISTRATION

On the "User Portal Home Page" Dashboard, click on the "Create Registration" button.

or

Under the "Registrations Menu" section, click on the "Registrations" link.

	(TIA) QuEST Forum SCS S	9001 TL9000
6		Wekome <b>Vijay Srikanth</b> <u>Sgnout</u>
Favorites	User Po	ortal Home Page
Favorites		
Manage Favorites	Dashboard	Company Name: University of Texas at Dallas
Company/User Menu	Active Registration Profiles 1	Other - Contractor
User Home	Manage Registrations Create Registration	Member Since Oct 2003
Edit Company Info/Administrators	Manage Registrations	Last Login: 2022-10-18 07:55:47
User Account Management		Company Participation Score: 191
Update Personal Information		User Participation Score: 30
Registration Menu Registrations Registration Resources		Quick Links  Prote Chances Subscriptions
TIA QUEST Forum Menu		
Members Area		
Executive Board		
Leadership Council		
Work Groups		
Global Regions		
Marketing Materials		
Abstract Scoring		

The New Registration Profile screen will be displayed.

	TA QuEST Forum TL 9000 SCS 9001
	TIA QUEST Forum SCS 9001 TL9000
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Favorites	New Registration Profile
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Manage Favorites	
Company/User Menu	Select Registration Type
User Home	
Edit Company Info/Administrators	TL9000
User Account Management	
Update Personal Information	
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Registrations	SCS 9001
Users 🛌	
Certification Body	
Accredition Body	
Work Groups/Regions/Teams Event Management	
Knowledge Library	
Abstract Management	
Vote Management	
Reports	
Member Participation	

Click the SCS 9001 icon to start the SCS 9001 registration creation process. The New Registration Profile - SCS 9001 screen will be displayed.



	TIA: QUEST Forum SCS 9001 TL9000	<u>01</u>
<b>a</b>	We	come Vijay Srikanth Signout
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User Home		
Edit Company Info/Administrators	Profile Information	
User Account Management	Fields are mandatory	
Update Personal Information		
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TIA QuEST Forum Menu		
Members Area	SCS 9001 Scope	
Executive Board		
Leadership Council		
Work Groups		
Global Regions		
Marketing Materials	Continue Cancel	
Abstract Scoring		

The SCS 9001 Registration Profile creation consists of five sections as follows:

Section No.	Description	Page No.
1	Profile Information	10
2	Profile Locations	11
3	Not Applicable Clauses	12
4	Profile Trust Principles	13
5	Review Profile Information – SCS 9001	14



### Section No. I – Profile Information

This section includes Registration Name, Certification Body/Registrar, Accreditation Body, Base QMS, QMS Scope, and SCS 9001 Scope.

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	(TIA) Q	u <b>EST</b> Forum	SCS 90	001 TL9000	
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Company/User Menu		2		<b></b> 5	
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	Registration Name	UTD TIA QuEST Forum Information Manag	geroent System		
Registration Menu	Certification Body/Registrar	DQS Inc. Y			
115					
n Resources	Accreditation Body	ANSI National Accreditation Board (ANAB)	×		
A QuEST Forum Menu		To provide computer systems for the operative site, web applications and provide cue system	ation of QUEST Forum TIA stomer support services fo	Afunctions including or all users of the	
<u>165</u>	SCS 9001 Scope				
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Fill out all required information and click "Continue" to save. The SCS 9001 Profile Locations screen will be displayed.

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6							Welcome Vijay Srikanth Signo
Favorites				SCS 9001 Pr	ofile Location	IS	
Favorites							
Manage Favorites	120023 W 121 13	N 15 10111	Not Applicable	22 11 12 24 21 13 27	1221		
Company/User Menu	Profile Information	Location(s)	Clauses	Trust Principles	Review		
	0						
User Home							
Edit Company Info/Administrators	Profile Locations						
User Account Management	Canadiana	UTD-TIA QuEST Forum	Information Funtam				
Update Personal Information	Registration Name:	O TD-TIA QUEST FORUN	n information system				
Registration Menu	O Add Location						
Registrations	Locations						
Registration Resources							
	Name	Address C	ity State/	Province	Zip/Postal Code	Country	Employee Count
TIA QUEST Forum Menu	Note: If you do not ha	ave any locations to add	at this time, you can skip	adding by cicking on Continue	e button		
Members Area							
Executive Board	Back Continu	10					
Leadership Council	Dock Contain	10					
Work Groups							
Global Regions							
Marketing Materials							
Abstract Scoring							



Section 2 – Profile Locations

Note: You can add one or more locations to your SCS 9001 registration.

Click on the "Add Location" button. The Profile Location window will be displayed. Enter the required information and click "Add" to save.

	TIA	QuEST	Forum 🕻	SCS 900	01 TL900	Ð		
۵.							Welcome Vijay Srika	mth Signal
Favorites				SCS 9001 Profil	le Locations			
Favorites Manage Favorites	Profile Information	Location(s)	Not Applicable Clauses	Trust Principles	Review			
Company/User Menu	0				-0			
User Home	U	•	9	0	0			
Edit Company Info/Administrators	Farmer							_
Liser Account Management	Profile Locations							
Update Personal Information	Registration Name: U	JTD-TIA QUEST Forum Info	mation System					
Registration Menu	O Add Location							
Registrations	Locations							
Registration Resources	The second s	Address		State/Province				
TIA QuEST Forum Menu	UTD Test Center	17919 Waterview Pkwy	City Richardson	State/Province	Zip/Postal Code 75080	Country United States	Employee Count 10	0
The QUEST Porunt Menu					100000	Griffed Gibles		
Members Area	Note: If you do not ha	ve any locations to add at the	s time, you can skip addin	by doking on Continue butto	m			
Executive Board								
Leadership Council	Back Continu	e						
Work Groups								
Global Regions								
Marketing Materials								
Abstract Scoring								

Once you are done with adding profile location(s), click "Continue" to go to the next section. The Not Applicable Clauses screen will be displayed.

			T. Statistics			TIA QuEST Forum	TL 9000 SCS 9001
	TIA	QuES	<b>T</b> Forum	SCS 90	001 TL	9000	
6							Welcome Vijay Srikanth Signout
Favorites			S	CS 9001 Profile	Handbook	Release	
Favorites							
Manage Favorites	Profile Information	Location(s)	Not Applicable Clauses	Trust Principles	Review		
Company/User Menu	0		0				
User Home	U	U	•	0	9		
Edit Company Info/Administrators	1						
User Account Management	Not Applicable C						
Update Personal Information	Registration Name: I	UTD-TIA QuEST Foru	m Information System				
	Handbook Release	Select Handbook	Release 🗸				
Registration Menu							
Registrations	Not Applicable Claus	se Select Applicabilit	iy 🗸				
Registration Resources	O Add Clause						
TIA QUEST Forum Menu	Added Not Appl	inchin Clauses					
Members Area	Added Not Appl						
Executive Board		Clause	e No			Description	
Leadership Council	Note: If you do not ha	ve any Not Applicable (	Clauses to add at this time,	you can skip adding by clickir	ng on Continue button		
Work Groups							
Global Regions	Back Continu						
Marketing Materials	DOCK CONUN	e.					



Section 3 – Not Applicable Clauses

<u>Note</u>: If your SCS 9001 registration does not have any Not Applicable Clauses, you can skip this section by clicking on the "Continue" button.

Choose the "Handbook Release" version, select one of the Not Applicable Clauses from the dropdown menu, and click "Add Clause" to save.

	TA	QuES	<b>T</b> Forum	SCS 90	TH QUES	ST Forum 11. 9000 SCS 9001
						Welcome Vijay Srikanth Sig
Favorites			S	CS 9001 Profile	Handbook Release	
Favorites						
Manage Favorites			Not Applicable Clauses		-	
Company/User Menu	Profile Information	Location(s)		Trust Principles	Review	
User Home						
Edit Company Info/Administrators	Not Applicable Cl					
User Account Management	Registration Name: U					
Update Personal Information	Registration Name: U	TD-TIA QUEST FOR	im information system			
Registration Menu	Handbook Release	1.0 Select Applicabilit	<b>v</b>		~	
Registrations						
Registration Resources	O Add Clause					
TIA QUEST Forum Menu	Added Not Appli	cable Clauses				
Members Area		Clause M			Descriptio	
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Leadership Council						•
Wark Groups	Note: If you do not hav	e any Not Applicable (	Clauses to add at this time,	you can skip adding by dickir	ng on Continue button	
Global Regions						
Marketing Materials	Back Continue	•				

Once you are done with adding Not Applicable Clauses section, click "Continue" to go to the next section. The Profile Trust Principles screen will be displayed.

	TA QuEST Forum TL 9000 SCS 9001
	TA QUEST Forum SCS 9001 TL9000
	Wekome Vijay Srikanth Sg
Favorites	SCS 9001 Profile Trust Principles
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Favorites	Not Applicable
Company/User Menu	Profile Information Location(s) Clauses Trust Principles Review
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npany Info/Administrators	Trust Principles
ount Management	Registration Name: UTD TIA QuEST Forum Information Management System
Personal Information	
Registration Menu	Transparency on factors related to "Rule of Law" and business practices are important in evaluating the level of trust for an organization.
Registration menta	Description
ations	a) Provide the Organization's most recent country score for "Constraints on Government Powers" on the World Justice Project Rule of Law Index for the organization's domicile.
ation Resources	
	Cock Up Country Score
TIA QuEST Forum Menu	
s Area	Response:
e Board	b) Confirm the company would not face countervaling duty determinations peaged using methodology for "non-market economies" absent a judgement from the World Trade Organization
hip Council	b) Confirm the company would not face countervailing duty determinations pegged using methodology for "non-market economies" absent a judgement from the World Trade Organization appellate body.
oups	
	Response: v
legions	
<u>o Materials</u>	c) Confirm lines of officially supported export credit provided for the organization's product or service sales meet the Transparency Procedures of the Organization for Economic Co-operation and Development Arranaement on Officially Supported Export Orcedits.
1 Score	and Development Attangement on Onicially Supported Export Oreurs.



Section 4 – Profile Trust Principles

<u>Note</u>: There are eight Trust Principles. You must enter the required data, confirm the required fields, and upload a copy of your anti-corruption or anti-bribery policy.

Once you complete the Profile Trust Principles section, click "Continue" to save. The Review Profile Information - SCS 9001 screen will be displayed.

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							Welcome Vijay Srika	anth <u>Sigr</u>		
Favorites			Review	Profile Inform	ation - SCS 900	01				
es										
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Company/User Menu	Profile Information Location	5. XOR. (5)	-	rust Principles	Review					
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Registration Menu	Certification Body/Registrar	dy/Registrar DQS Inc.								
Registration Menu	Accreditation Body	ANSI National Accreditation Board (ANAB)								
tions	SCS 9001 Scope			tion of QuEST Forum TIA fu	nctions including web site, we	b applications and pro	wide customer support servic	es for		
tion Resources		all users of the syst	em							
TIA QUEST Forum Menu										
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s Area	Profile Locations									
e Board	Name	Address	City	State/Province	Zip/Postal Code	Country	Employee Count			
ip Council	UTD Test Center 1791	9 Waterview Pkwy	Richardson	TX	75025	United States	10	۵		
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egions										
Materials	Not Applicable Clauses									
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Section 5 - Review Profile Information - SCS 9001

Review the entire form.

Once you are satisfied with the information entered, click "Submit" to save.

Note: The new SCS 9001 Registration creation success message is displayed with the SCS ID.

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	TA OUEST FORUM SCS 0001 TI 0000
	TA QUEST Forum SCS 9001 TL9000
6	Wekome Vijay Srikanth. <u>Sopost</u>
Favorites	Success
Favorites	Success
Manage Favorites	New Registration Profile created successfully with registration number SCS 7506
	Continue
Company/User Menu	
User Home	
Edit Company Info/Administrators	
User Account Management	
Update Personal Information	
Registration Menu	
Registrations Registration Resources	
TIA QuEST Forum Menu	
Members Area	
Executive Board	
Leadership Council	
Work Groups	
Global Regions	
Marketing Materials	
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## 5) LOGIN TO THE TIA QUEST FORUM PORTAL AS A USER TO VIEW/EDIT NEW SCS 9001 REGISTRATION

After your SCS 9001 registration has been approved by the TIA QuEST Forum administrator, you can login to the TIA QuEST Forum portal and view it.

Go to <u>https://portal.questforum.org/</u> on the Internet. The TIA QuEST Forum Single Sign-On System screen will be displayed.

Login as a user. The User Portal Home Page screen will be displayed.

Under the "Registration Menu" section, click on the "Registrations" link. The Registrations home page will be displayed.

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Ճ					Welcome Vijay Srikanth Signout
Favorites			Registrations		
Manage Favorites					
Company/User Menu					
User Home					
Edit Company Info/Administrators	ID	Registration Name	Certification Status	Management	Actions
User Account Management		-			O Submit Data
Update Personal Information			0 Certified	➤ Edit Profile	Download DSR
Registration Menu	TL 3759	UT Dallas - QuEST Forum Information System	First Certified Date: 2004-01-08 Recent Certified Date: 2022-02-02	Invoices/Payments	a Submission History
			Expiry Date: 2025-02-01	Profile History	O View Private Profile
Registrations			View Public Profile	Administrators/Contacts	View Annual Data
Registration Resources		5 · · · · · · · · · · · · · · · · · · ·		✓ Edit Profile	
TIA QUEST Forum Menu	C Create Registration Download TL 9000 Data Templates TD Registration TL 3759 UT Dallas - QUEST Forum Inform			Invoices/Payments	
Members Area	SCS 7506	UTD TIA QUEST Forum Information Management System	Not-Certified	Profile History	<u>View Private Profile</u>
Executive Board				Administrators/Contacts	
Leadership Council	-				-la -da -da -da -da -da -da -da -da -da -d
Work Groups			Total No. of Active Profiles	= 2	
Global Regions					
Marketing Materials					
Abstract Scoring					

Under the "Management" column, click on the "Edit Profile" link. The Edit Registration Profile - SCS xxxx screen will be displayed.



	TIA Q	UEST P	- orum	SCS 90	DOI TL9G	00		
		STATES.						
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Favorites			E	dit Registration	n Profile - SCS 75	606		
vorites								
nage Favorites								
Company/User Menu	Profile Information							
er Home	Fields are mandatory				Requin	ements/Measureme	nts Release Updates, Refer No	te in Help 🕜
t Company Info/Administrators	ID	SC S 7506						
er Account Management	Registration Name	UTD TIA QUEST Fo	orum Information Ma	inagement System				
date Personal Information	Certification Body/Registrar	DQS Inc.		v)				
Registration Menu	Accreditation Body	ANSI National Accre	editation Board (AN	¥B) ¥				
gistrations			r systems for the o	peration of TIA QuEST Forum	activities including web site, we	b		
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TIA QUEST Forum Menu	SCS 9001 Scope							
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	Name	Address	City	State/Province	Zip/Postal Code	Country	Employee Count	
	UTD Test Center 17919	Waterview Pkwy	Richardson	тх	75025	United States	10	0 /

If you make any changes to your registration profile, click "Update" to save.

<u>Note</u>: Registrant can see their SCS 9001 registration details by clicking the "View Private Profile" link. The "Public Profile" will not be available until the SCS 9001 registration is certified by their Certification Body.

