



# SCS 900I™ CYBER AND SUPPLY CHAIN SECURITY STANDARD

## Registration Creation Process

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## Introduction:

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

1. 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 900I registration (pages 8 - 14),
  - a. Section 1 – 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 900I (page 14)
5. Login to the TIA QuEST Forum portal as a user to view/edit new SCS 900I registration (pages 15 and 16)

## Target Audience:

TIA QuEST Forum Users

New SCS 900I users

## I) SIGN UP FOR A NEW USER ACCOUNT

Go to <https://portal.questforum.org/> 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**

The screenshot shows the TIA QuEST Forum Single Sign-On System login page. The header features the TIA QuEST Forum logo and the text "SCS 9001 TL9000". Below the header, the page title is "QuEST Forum Single Sign-On System". On the left, there is a "Latest News" section with three items: "TIA QuEST Forum Portal Update", "TL 9000 Requirements Handbook Release 6.3", and "Comprehensive Training courses Available". On the right, there is a "Login" form with fields for "Username" and "Password", and buttons for "LOGIN" and "CLEAR". Below the login form, there are links for "Don't have a personal account?", "Forgot Username or Password?", "Signup for Access", and "Reset Access". At the bottom, there is a footer with copyright information, a server time display, and a list of links for "Connect with us", "Key Areas", and "Popular links".

Click on the “Signup for Access” link. The New User Account Sign-Up screen will be displayed.

The screenshot shows the TIA QuEST Forum New User Account Sign-Up page. The header features the TIA QuEST Forum logo and the text "SCS 9001 TL9000". Below the header, the page title is "New User Account Sign-Up". The main content area is a form titled "Personal Information" with a note that "Fields are mandatory". The form includes fields for "Prefix", "First Name", "Middle Name", "Last Name", "Email Address", "Professional Title/Designation", "Phone", "Mobile", "Address", "Address 2", "City", "State/Province", "Zip/Postal Code", and "Country". There is a "Select" dropdown for "Prefix" and "Country". Below the form, there is a "Login Information" section.

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

The screenshot shows the 'Associate Account with Company' page of the TIA QuEST Forum SCS 9001 TL9000 portal. The page has a dark header with the portal's logo and navigation links. Below the header, the title 'Associate Account with Company' is centered. A text box prompts the user to enter the company name, with a note that if the company is not listed, they should click 'Add New Company'. A search bar with the placeholder 'Search Company by name' and a search button 'OR' are provided. Below the search bar are 'Continue', 'Back', and 'Cancel' buttons. The footer contains copyright information, a server time stamp, and a grid of links for 'Connect with us', 'Key Areas', and 'Popular Links'.

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.

**Note:** 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.

The screenshot shows the TIA QUEST Forum SCS 9001 TL9000 website. A modal window titled "Company Information" is open, displaying a form with the following fields:

- Name (mandatory)
- Website Url
- Address (mandatory)
- Address 2
- City
- State/Province
- Zip/Postal Code
- Country (dropdown menu)
- Global Region (dropdown menu)
- Company Type (dropdown menu)
- Parent Company? (radio buttons for Yes and No)

Buttons for "Create" and "Cancel" are at the bottom of the modal. The background shows a search bar and an "Add New Company" button.

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.

The screenshot shows the TIA QUEST Forum SCS 9001 TL9000 website with the "Company Information" modal form filled out. The fields are populated with the following information:

- Name: LTD - Test Company
- Website Url: http://
- Address: 17919 Waterview Pkwy
- Address 2:
- City: Richardson
- State/Province: TX
- Zip/Postal Code: 75025
- Country: United States
- Global Region: Americas
- Company Type: Other
- Parent Company?: Yes (selected)

Buttons for "Create" and "Cancel" are at the bottom of the modal. The background shows a search bar and an "Add New Company" button.

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?).

Fields are mandatory

Name: UTD - Test Company

Website Uri: http://

Address: 17919 Waterview Pkwy

Address 2:

City: Richardson

State/Province: TX

Zip/Postal Code: 75025

Country: United States

Global Region: Americas

Company Type: Other

Parent Company?: ☐ Yes ☒ No

Parent Company: Universal Network Development Corp

Help?

Create Cancel

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 <https://portal.questforum.org/> 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.

Note: 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.

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

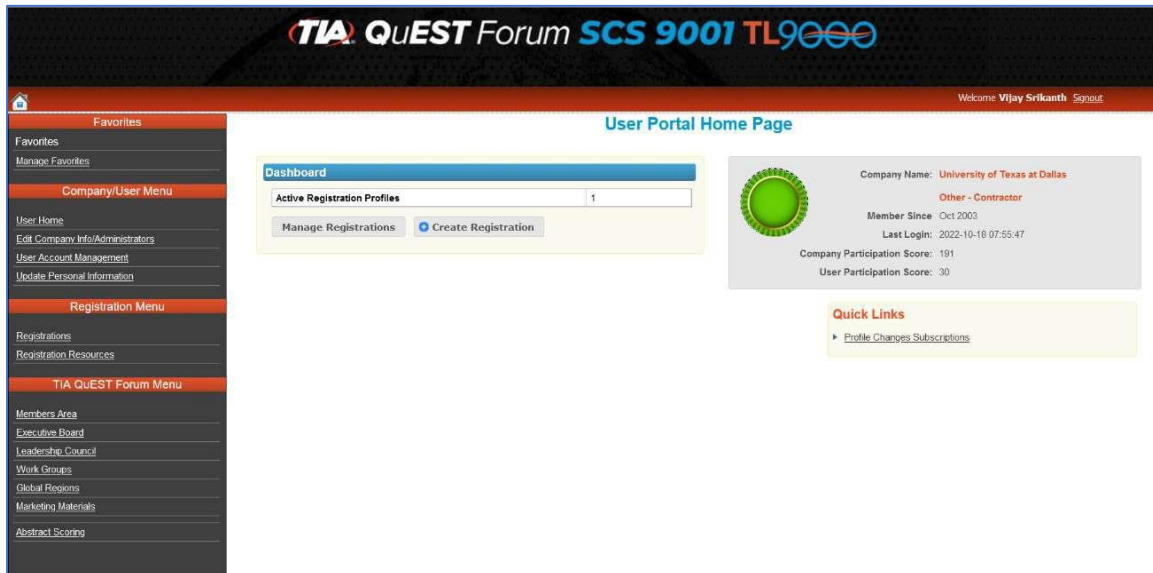
The screenshot shows the TIA QuEST Forum Single Sign-On System login page. The page has a dark header with the TIA QuEST Forum logo and 'SCS 9001 TL9000'. Below the header, the title 'QuEST Forum Single Sign-On System' is displayed. On the left, there is a 'Latest News' section with three items: 'TIA QuEST Forum Portal Update', 'TL 9000 Requirements Handbook Release 6.3', and 'Comprehensive Training courses Available'. On the right, there is a 'Login' form with fields for 'Username' (containing 'vijay') and 'Password' (masked with dots). Below the password field are 'LOGIN' and 'CLEAR' buttons. Further down, there are links for 'Don't have a personal account?' (Sign up for Access) and 'Forgot Username or Password?' (Reset Access). At the bottom, there is a footer with copyright information, server time, and navigation links for 'Connect with us', 'Key Areas', and 'Popular links'.

#### 4) CREATE A NEW SCS 900I REGISTRATION

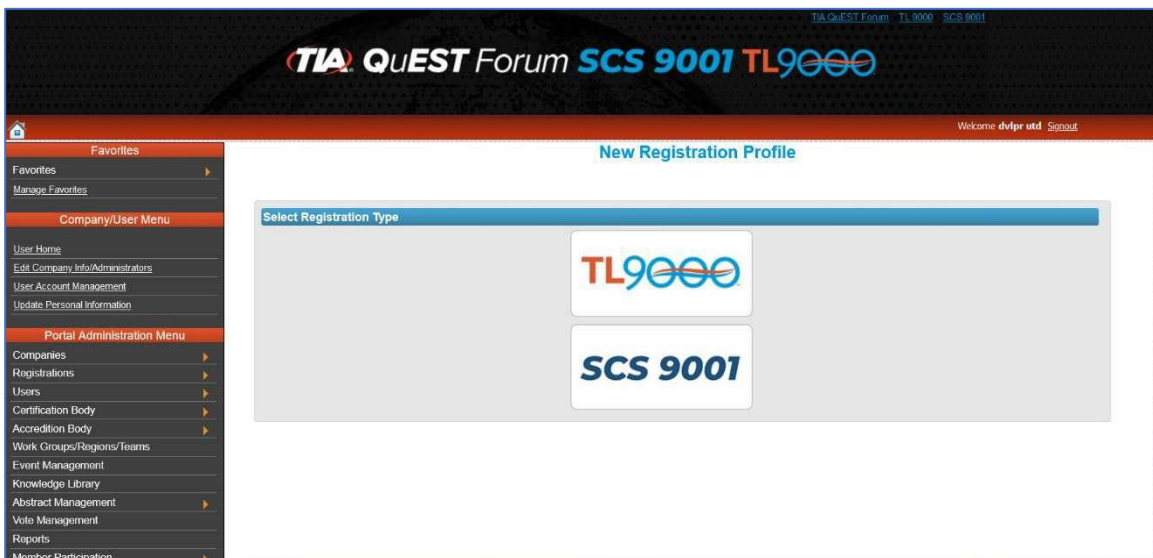
On the “User Portal Home Page” Dashboard, click on the “Create Registration” button.

or

Under the “Registrations Menu” section, click on the “Registrations” link.



The New Registration Profile screen will be displayed.



Click the SCS 900I icon to start the SCS 900I registration creation process. The New Registration Profile - SCS 900I screen will be displayed.



The screenshot displays the 'New Registration Profile - SCS 9001' interface. At the top, the TIA QuEST Forum SCS 9001 TL9000 logo is visible. The user is logged in as 'Welcome Vijay Srikanth'. The progress bar indicates five steps: 1. Profile, 2. Location(s), 3. Not Applicable Clauses, 4. Trust Principles, and 5. Review. The 'Profile Information' section is currently active, showing a form with the following fields: 'Registration Name' (text input), 'Certification Body/Registrar' (dropdown menu), 'Accreditation Body' (dropdown menu), and 'SCS 9001 Scope' (text area). The left sidebar contains navigation menus for Favorites, Company/User Menu, Registration Menu, and TIA QuEST Forum Menu.

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.

**TIA QuEST Forum SCS 9001 TL9000**

Welcome Vijay Srikanth Signout

**New Registration Profile - SCS 9001**

Profile Location(s) Not Applicable Clauses Trust Principles Review

1 2 3 4 5

**Profile Information**

*Fields are mandatory*

**Registration Name** UTD TIA QuEST Forum Information Management System

**Certification Body/Registrar** DQS Inc.

**Accreditation Body** ANSI National Accreditation Board (ANAB)

**SCS 9001 Scope**

To provide computer systems for the operation of QuEST Forum TIA functions including web site, web applications and provide customer support services for all users of the system

Continue Cancel

Fill out all required information and click “Continue” to save. The SCS 9001 Profile Locations screen will be displayed.

**TIA QuEST Forum SCS 9001 TL9000**

Welcome Vijay Srikanth Signout

**SCS 9001 Profile Locations**

Profile Information Location(s) Not Applicable Clauses Trust Principles Review

1 2 3 4 5

**Profile Locations**

**Registration Name:** UTD-TIA QuEST Forum Information System

**Add Location**

**Locations**

Name	Address	City	State/Province	Zip/Postal Code	Country	Employee Count
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Note: If you do not have any locations to add at this time, you can skip adding by clicking on Continue button

Back Continue

## 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.

The screenshot shows the 'SCS 9001 Profile Locations' screen. At the top, there's a navigation bar with the TIA QUEST Forum logo and 'SCS 9001 TL9000'. Below the navigation bar, a progress indicator shows five steps: 1. Profile Information, 2. Location(s) (highlighted), 3. Not Applicable Clauses, 4. Trust Principles, and 5. Review. The main content area is titled 'Profile Locations' and shows the 'Registration Name: UTD-TIA QUEST Forum Information System'. There is an 'Add Location' button. Below this is a table with the following data:

Name	Address	City	State/Province	Zip/Postal Code	Country	Employee Count
UTD Test Center	17919 Waterview Pkwy	Richardson	TX	75080	United States	10

Below the table, there is a note: 'Note: If you do not have any locations to add at this time, you can skip adding by clicking on Continue button'. At the bottom, there are 'Back' and 'Continue' buttons.

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.

The screenshot shows the 'SCS 9001 Profile Handbook Release' screen. At the top, there's a navigation bar with the TIA QUEST Forum logo and 'SCS 9001 TL9000'. Below the navigation bar, a progress indicator shows five steps: 1. Profile Information, 2. Location(s), 3. Not Applicable Clauses (highlighted), 4. Trust Principles, and 5. Review. The main content area is titled 'Not Applicable Clauses' and shows the 'Registration Name: UTD-TIA QUEST Forum Information System'. There are two dropdown menus: 'Handbook Release' (set to 'Select Handbook Release') and 'Not Applicable Clause' (set to 'Select Applicability'). There is an 'Add Clause' button. Below this is a table with the following data:

Clause No	Description
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Below the table, there is a note: 'Note: If you do not have any Not Applicable Clauses to add at this time, you can skip adding by clicking on Continue button'. At the bottom, there are 'Back' and 'Continue' buttons.

### Section 3 – Not Applicable Clauses

**Note:** If your SCS 900I 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 drop-down menu, and click “Add Clause” to save.

The screenshot shows the 'SCS 9001 Profile Handbook Release' screen. The left sidebar contains navigation menus for Favorites, Company/User Menu, Registration Menu, and TIA QuEST Forum Menu. The main content area features a progress bar with five steps: 1. Profile Information, 2. Location(s), 3. Not Applicable Clauses (highlighted), 4. Trust Principles, and 5. Review. Below the progress bar, the 'Not Applicable Clauses' section displays the 'Registration Name' as 'UTD-TIA QuEST Forum Information System'. It includes a 'Handbook Release' dropdown set to '1.0' and a 'Not Applicable Clause' dropdown set to 'Select Applicability'. An 'Add Clause' button is present. Below this, a table titled 'Added Not Applicable Clauses' shows one entry: '5.2.1 SC.1' with the description 'Security Policies'. A note at the bottom states: 'Note: If you do not have any Not Applicable Clauses to add at this time, you can skip adding by clicking on Continue button'. 'Back' and 'Continue' buttons are at the bottom.

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.

The screenshot shows the 'SCS 9001 Profile Trust Principles' screen. The left sidebar is identical to the previous screen. The main content area features a progress bar with five steps: 1. Profile Information, 2. Location(s), 3. Not Applicable Clauses, 4. Trust Principles (highlighted), and 5. Review. Below the progress bar, the 'Trust Principles' section displays the 'Registration Name' as 'UTD TIA QuEST Forum Information Management System'. It includes a description: 'Transparency on factors related to "Rule of Law" and business practices are important in evaluating the level of trust for an organization.' Below this, a table titled 'Trust Principles' shows three entries: 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.' with a 'Look Up Country Score' button and a 'Response' field; 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.' with a 'Response' dropdown; and 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 Arrangement on Officially Supported Export Credits.' with a 'Response' field.

## Section 4 – Profile Trust Principles

**Note:** 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.

**TIA QuEST Forum SCS 9001 TL9000**

Welcome Vijay Srikanth [Sign out](#)

**Review Profile Information - SCS 9001**

Profile Information   Location(s)   Not Applicable Clauses   Trust Principles   **Review**

1   2   3   4   5

**Profile Information**

Registration Name	UTD TIA QuEST Forum Information Management System
Certification Body/Registrar	DQS Inc.
Accreditation Body	ANSI National Accreditation Board (ANAB)
SCS 9001 Scope	To provide computer systems for the operation of QuEST Forum TIA functions including web site, web applications and provide customer support services for all users of the system

**Profile Locations**

Name	Address	City	State/Province	Zip/Postal Code	Country	Employee Count	
UTD Test Center	17819 Waterview Pkwy	Richardson	TX	75025	United States	10	<a href="#">+</a>

**Not Applicable Clauses**

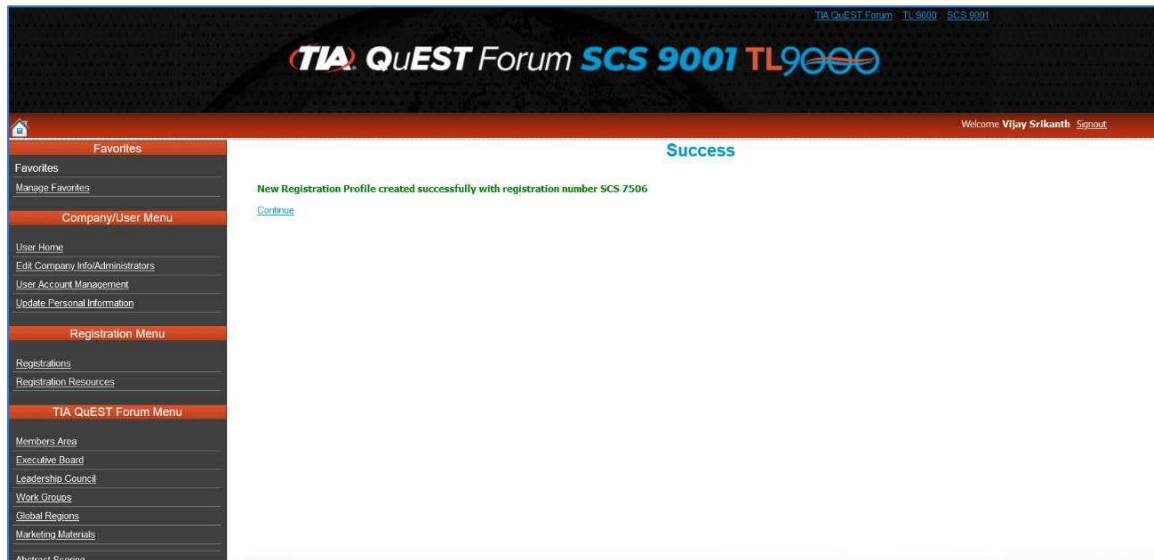
Handbook Release:

## Section 5 – Review Profile Information - SCS 900I

Review the entire form.

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

**Note:** The new SCS 900I Registration creation success message is displayed with the SCS ID.





## 5) LOGIN TO THE TIA QUEST FORUM PORTAL AS A USER TO VIEW/EDIT NEW SCS 900I REGISTRATION

After your SCS 900I registration has been approved by the TIA QuEST Forum administrator, you can login to the TIA QuEST Forum portal and view it.

Go to <https://portal.questforum.org/> 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.

The screenshot displays the 'Registrations' page of the TIA QuEST Forum SCS 900I TL9000 portal. The page features a sidebar menu on the left with sections like 'Favorites', 'Company/User Menu', 'Registration Menu', and 'TIA QuEST Forum Menu'. The main content area shows a table of registrations. The table has five columns: ID, Registration Name, Certification Status, Management, and Actions. Two registrations are listed: TL 3759 (UT Dallas - QuEST Forum Information System) and SCS 7506 (UTD TIA QuEST Forum Information Management System). The first registration is 'Certified' with details on its certification dates and a 'View Public Profile' link. The second registration is 'Not-Certified' and has a 'View Private Profile' link. The 'Management' column for each registration contains links for 'Edit Profile', 'Invoices/Payments', 'Profile History', and 'Administrators/Contacts'. The 'Actions' column for the first registration includes links for 'Submit Data', 'Download DSR', 'Submission History', 'View Private Profile', and 'View Annual Data'. At the bottom of the table, it states 'Total No. of Active Profiles = 2'.

ID	Registration Name	Certification Status	Management	Actions
TL 3759	UT Dallas - QuEST Forum Information System	<b>Certified</b> First Certified Date: 2004-01-08 Recent Certified Date: 2022-02-02 Expiry Date: 2025-02-01 <a href="#">View Public Profile</a>	<a href="#">Edit Profile</a> <a href="#">Invoices/Payments</a> <a href="#">Profile History</a> <a href="#">Administrators/Contacts</a>	<a href="#">Submit Data</a> <a href="#">Download DSR</a> <a href="#">Submission History</a> <a href="#">View Private Profile</a> <a href="#">View Annual Data</a>
SCS 7506	UTD TIA QuEST Forum Information Management System	<b>Not-Certified</b>	<a href="#">Edit Profile</a> <a href="#">Invoices/Payments</a> <a href="#">Profile History</a> <a href="#">Administrators/Contacts</a>	<a href="#">View Private Profile</a>

Total No. of Active Profiles = 2

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

**TIA QuEST Forum SCS 9001 TL9000**

Welcome **Vijay Srikanth** [Logout](#)

**Edit Registration Profile - SCS 7506**

**Profile Information**

*Fields are mandatory* Requirements/Measurements Release Updates, Refer Note in Help ?

ID: SCS 7506

Registration Name:

Certification Body/Registrar:

Accreditation Body:

SCS 9001 Scope: 

To provide computer systems for the operation of TIA QuEST Forum activities including web site, web applications

**Profile Locations**

[Add Location](#)

Name	Address	City	State/Province	Zip/Postal Code	Country	Employee Count		
UTD Test Center	17919 Waterview Pkwy	Richardson	TX	75025	United States	10		

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

**Note:** 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.