



# SCS 900I™ CYBER AND SUPPLY CHAIN SECURITY STANDARD

## Registration Creation Process

Prepared by: University of Texas at Dallas

Approved by: TIA QuEST Forum

Date: 8 July 2025

## 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?" (labeled "Signup for Access") and "Forgot Username or Password?" (labeled "Reset Access"). At the bottom, there is a footer with copyright information, a server time display, and three columns of links: "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". A sub-header reads: "Sign-Up for a new user account on the TIA QuEST Forum Portal to access the Registration Management System (RMS), TIA QuEST Forum Members Area and other TIA QuEST Forum operated websites." The main form is titled "Personal Information" and includes a note "Fields are mandatory". The form fields are: Prefix (dropdown), First Name, Middle Name, Last Name, Email Address, Professional Title/Designation, Phone, Mobile, Address, Address 2, City, State/Province, Zip/Postal Code, and Country (dropdown). At the bottom of 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 logo and navigation links. Below the header, there's a section titled 'Associate Account with Company' with instructions: 'Enter the name of the company you are associated with in the box below and select your company from the list shown. If your company does not appear on the list, provide information about your company by clicking on the Add New Company button.' There is a search input field labeled 'Search Company by name', an 'OR' button, and an 'Add New Company' button. Below these are 'Continue', 'Back', and 'Cancel' buttons. At the bottom, there's a footer with copyright information, server time, and a list of links categorized under '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)

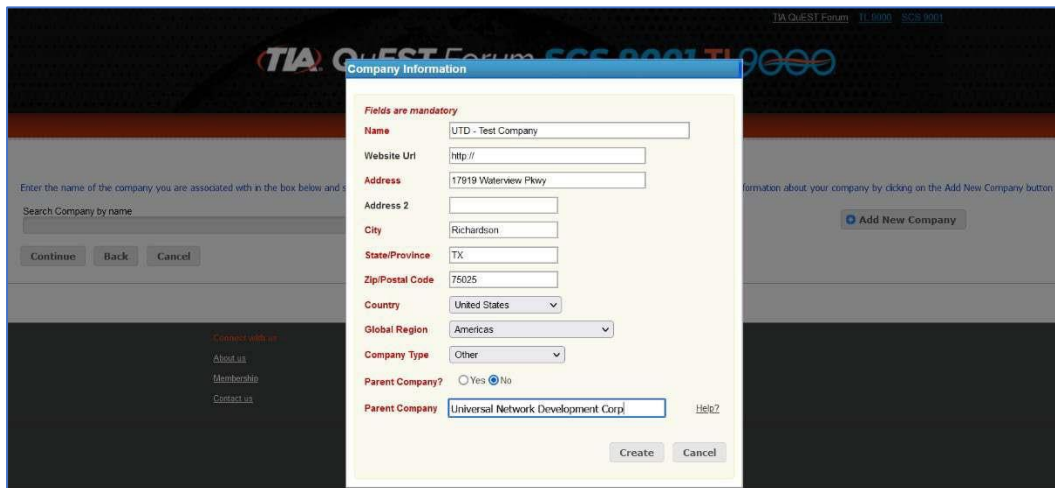
Buttons for "Create" and "Cancel" are at the bottom of the modal. The background shows a search bar and an "Add New Company" button.

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?).



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 900I registration.

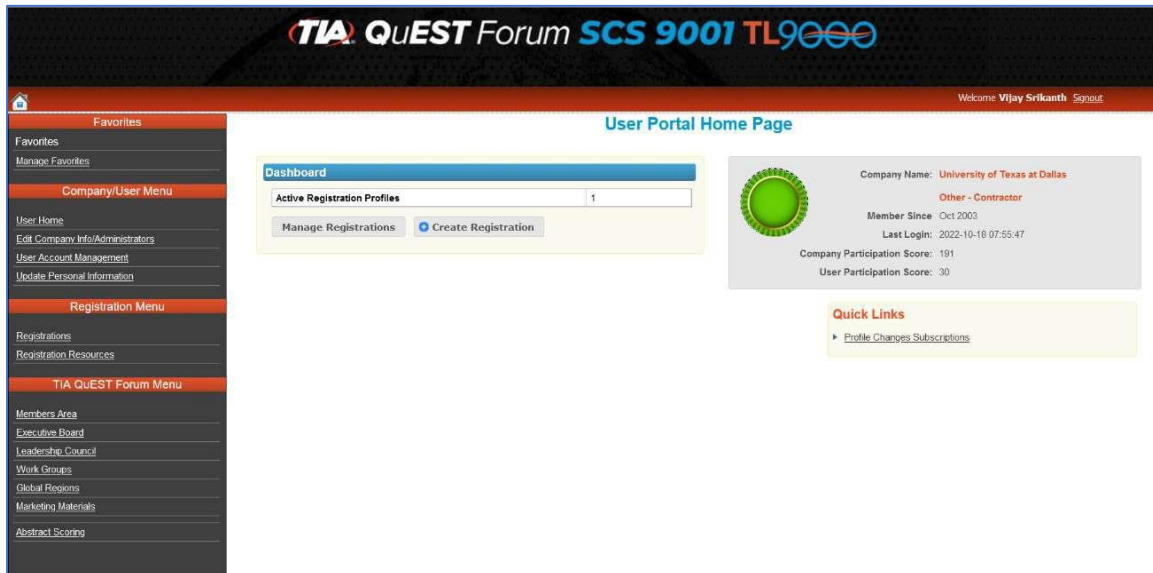
The screenshot shows the TIA QuEST Forum Single Sign-On System login page. The page has a dark header with the TIA QuEST Forum logo and the text "SCS 900I TL9000". Below the header, the title "QuEST Forum Single Sign-On System" is displayed. On the left, there is a "Latest News" section with three items: "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" (containing "\*\*\*\*\*"). Below the password field are "LOGIN" and "CLEAR" buttons. There are also links for "Don't have a personal account?" (leading to "Signup for Access") and "Forgot Username or Password?" (leading to "Reset Access"). At the bottom, there is a footer with copyright information, server time, and navigation links for "Contact with us", "Key Areas", and "Popular links".

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

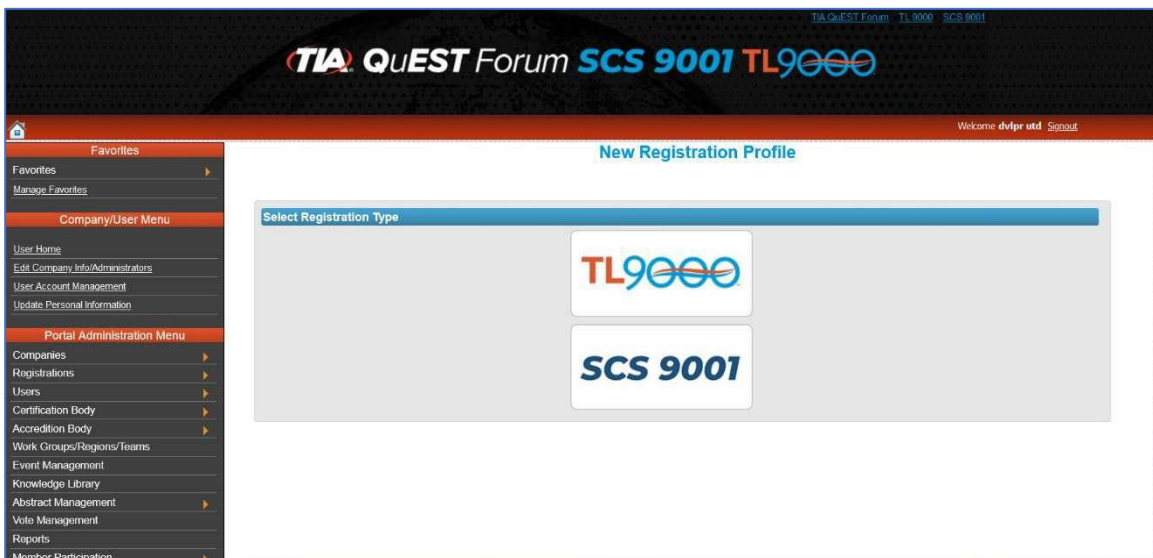
On the “User Portal Home Page” Dashboard, click on the “Create Registration” button.

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 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 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
------	---------	------	----------------	-----------------	---------	----------------

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 progress bar with five steps: 1. Profile Information, 2. Location(s) (highlighted in red), 3. Not Applicable Clauses, 4. Trust Principles, and 5. Review. Below the progress bar, the 'Profile Locations' section shows the 'Registration Name' as 'UTD-TIA QUEST Forum Information System'. There is an 'Add Location' button. Below this, a table lists the added locations:

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, a note states: '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 progress bar with five steps: 1. Profile Information, 2. Location(s), 3. Not Applicable Clauses (highlighted in red), 4. Trust Principles, and 5. Review. Below the progress bar, the 'Not Applicable Clauses' section shows the 'Registration Name' as '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, a table lists the added Not Applicable Clauses:

Clause No	Description
-----------	-------------

Below the table, a note 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'. 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 900I Profile Handbook Release' screen. At the top, there's a navigation bar with 'TIA QuEST Forum SCS 900I TL9000' and a user welcome message 'Welcome Vijay Srikanth'. A progress bar at the top indicates five steps: 1. Profile Information, 2. Location(s), 3. Not Applicable Clauses (highlighted in red), 4. Trust Principles, and 5. Review. The main content area is titled 'Not Applicable Clauses' and shows 'Registration Name: UTD-TIA QuEST Forum Information System'. It has a 'Handbook Release' dropdown set to '1.0' and a 'Not Applicable Clause' dropdown set to 'Select Applicability'. Below these is an 'Add Clause' button. A table titled 'Added Not Applicable Clauses' shows one entry: '5.2.1 SC.1' with the description 'Security Policies'. At the bottom, there are 'Back' and 'Continue' buttons.

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 900I Profile Trust Principles' screen. The navigation bar and progress bar are similar to the previous screen, but the progress bar now highlights step 4, 'Trust Principles'. The main content area is titled 'Trust Principles' and shows 'Registration Name: UTD TIA QuEST Forum Information Management System'. It includes a note: 'Transparency on factors related to "Rule of Law" and business practices are important in evaluating the level of trust for an organization.' Below this is a table with the following entries:

	Description
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. <input type="checkbox"/> Look Up Country Score Response: <input type="text"/>
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. Response: <input type="text"/>
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.

## 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**

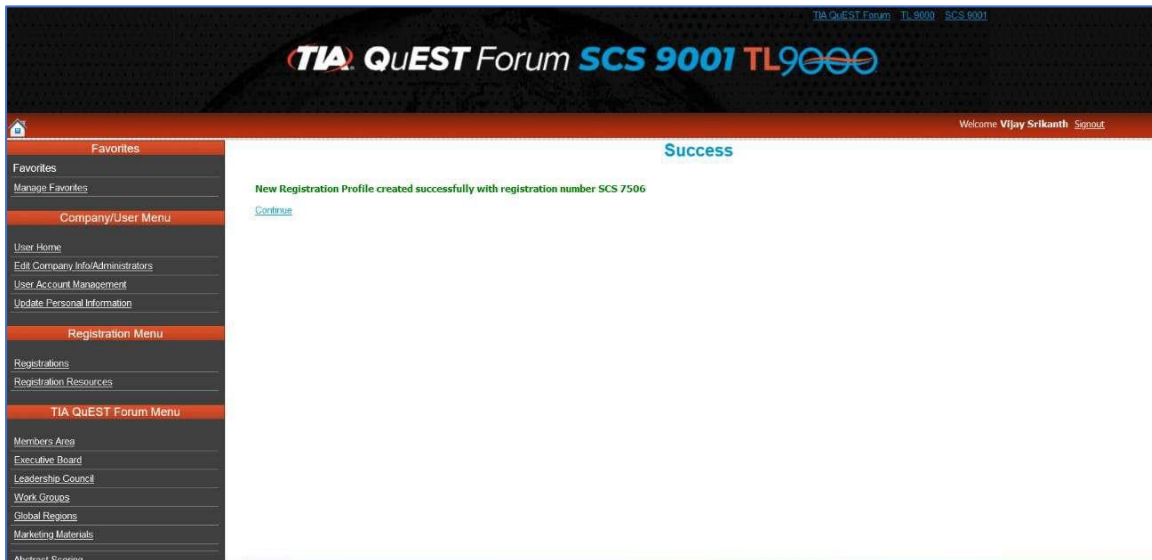
Handbook Release:

## 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 a yellow background, while the second is 'Not-Certified' with a red background. The 'Management' column for each registration contains links like 'Edit Profile', 'Invoices/Payments', 'Profile History', and 'Administrators/Contacts'. The 'Actions' column contains links like 'Submit Data', 'Download DSR', 'Submission History', 'View Private Profile', and 'View Annual Data'. At the bottom of the table, it says '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** [Sign out](#)

### Edit Registration Profile - SCS 7506

**Favorites**

- Favorites
- Manage Favorites

**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
- Abstract Scoring

**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.