Supplier Account Management

Purpose: Use to update your account information in TC Energy's Supplier Management Tool.

Login to Supplier Management Tool (SMT)

1. Access the link:

   https://tc.aravo.com/aems/supplierselfservice.do

2. In the **User Name** field, enter the user name, either one provided in the registration email or the one you created if you updated your user name.
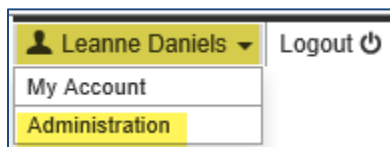
   ⚠ **Note: The User Name and Password fields are case sensitive.**

3. In the **Password** field, enter the password provided in the registration email or the one you created if you updated your password.

4. Click [Login].

Add Users

1. Click the drop-down arrow next to your name and select **Administration**.
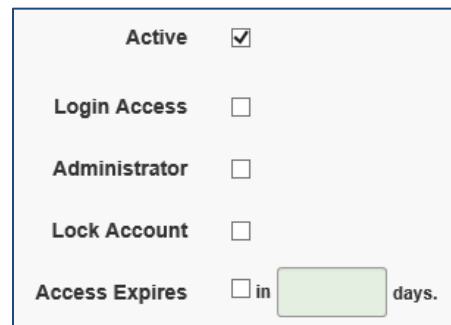

2. Click [Add New].

3. Complete the fields.

   💡 *Note: All fields with a red asterisk (*) are mandatory.*

4. Select the checkboxes for the appropriate access:

   - Active – Indicates whether the profile is active. This box can be unchecked if a profile will no longer be used and will be inactive.

   - Login Access – Grants user access to the supplier portal.

   - Administrator – Grants user the ability to manage other users within the supplier profile. The user profile that is designated as the Primary Contact during registration will automatically be an administrator.

   - Lock Account – Disables the account. User can no longer login.

   - Access Expires – User has temporary access. Enter the number of days of access in the available field.
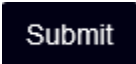

5. Click [Save].

Update Profile

It's important to always keep your company information up-to-date.

⚠ *Note: You are not able to update the company profile when TC Energy is validating data.*

1. From the **Home** tab, click [Update Supplier Information].

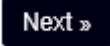2. The *Supplier Information* screen is displayed. Click [Submit].

3. Update the required fields.

   a. On each screen complete the confirmation question for each section. Select **Yes** or **No**.

Do you want to update the production site information below? * ○ Yes ◉ No

      b.   Click **Next »** to continue to the next screen and repeat step 3.

4.   On the *Review & Submit* screen, review the information entered to confirm it's correct.

5.   Click **Save & Send Updates**.

💡 *Note: After you have sent the registration update, an* **Email** *button is displayed. Click* **Email** *to send yourself a copy of the information entered to keep for your personal records.*