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**.
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.