

# Oracle i-Supplier Portal Password Reset and Retrieve User Name Process

## USER GUIDE

<b>Standard Ref:</b> ISO 9001:2015 Quality Management System		<b>Document Title:</b> Oracle iSupplier User Guide	
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## Introduction

Purpose of this document is to guide supplier user's to reset the I-Supplier Portal password. Supplier user are the suppliers employees, who already register with Nama supplier master as supplier admin from Supplier side.

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## 1.2 List of Abbreviations

Acronym	Description
CR	Commercial Registration
LOV	List of Values
(B)	Button
(T)	Tab

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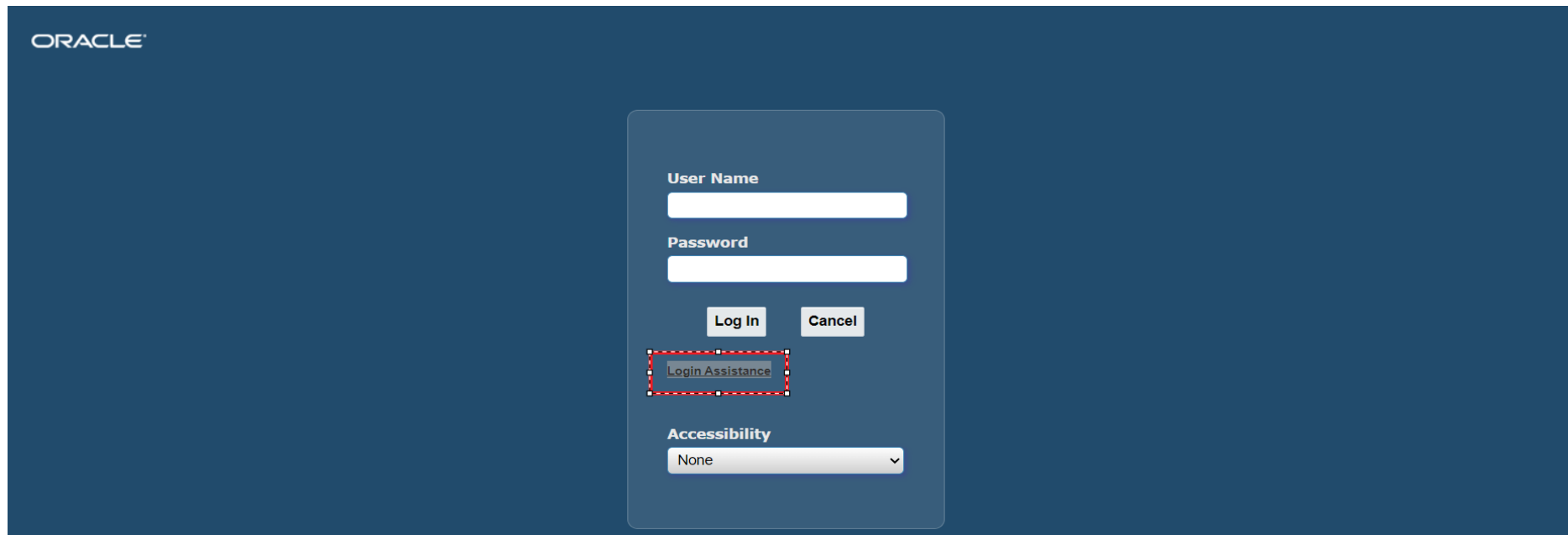
## 2 I-Supplier Portal

Upon completion of successful registration with Nama Group, I-Supplier portal login detail will shear to supplier via register email address. Supplier will use the login detail to login to I-Supplier portal to perform business operation with Nama Group and it subsidiaries.

In case supplier user will forget the I-Supplier password, they can recover by themselves by using below steps.

### 2.1 Reset Password.

Navigate to supplier I-Supplier Portal URL and click on “Login Assistance”



ORACLE

User Name

Password

Log In Cancel

Login Assistance

Accessibility  
None

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Supplier will get two assistance here

- **Forgot Password**
- **Forgot User Name (Login ID)**

**Login Assistance**

\* Indicates required field

**Forgot Password**

[Personalize "Forgot Password"](#)

Enter your user name. Instructions for how to reset your password will be emailed to you.

User Name  **Forgot Password**

**Forgot User Name**

[Personalize "Forgot User Name"](#)

Enter the email address associated with your account. Your user name will be emailed to you.

Email  **Forgot User Name**  
(Example: first.last@domain.com)

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**Forgot Password**

In case supplier user will forgot the password then you have to provide the **“User Name (Login ID)”** and click forgot password

**You will got the confirmation message to send email to reset the password.**

Email contain the temporary link to reset the password. Supplier user will use the link to reset the password.

The screenshot shows the Oracle iSupplier 'Login Assistance' page. It has two main sections: 'Forgot Password' and 'Forgot User Name'. In the 'Forgot Password' section, there is a text input field for 'User Name' containing 'accounts@intertechoman.com' and a 'Forgot Password' button. In the 'Forgot User Name' section, there is a text input field for 'Email' with the placeholder '(Example: first.last@domain.com)' and a 'Forgot User Name' button. A red-bordered confirmation message box is overlaid on the 'Forgot User Name' section, containing the text: 'Confirmation: You have been sent an email in response to your request to reset your password. Contact the system administrator if you do not receive it shortly.' with an 'OK' button.

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**Forgot User Name**

In case supplier user will forgot the “User Name (Login ID)” then you have to provide the Register email address and click forgot password  
**You will got the confirmation message to send email with the detail of “User Name (Login ID)”**

The screenshot shows the Oracle iSupplier 'Forgot User Name' page. The page has a dark blue header with the Oracle logo and a gear icon. Below the header, there are sections for 'Login Assistance', 'Forgot Password', and 'Forgot User Name'. The 'Forgot User Name' section contains an input field for 'Email' with the value 'accounts@intertechoman.com' and a 'Forgot User Name' button. A confirmation dialog box is displayed over the form, with a red dashed border. The dialog box has a title 'Confirmation' and a message: 'You have been sent an email in response to your request to retrieve your username. Contact the system administrator if you do not receive it shortly.' There is an 'OK' button in the bottom right corner of the dialog box.

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