نماء للخدمات المشتركة ش.م.م
Nama Shared Services L.L.C

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

USER GUIDE

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 1 of 9

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Introduction

Purpose of this document is to guide suppler 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.

1.2　List of Abbreviations

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

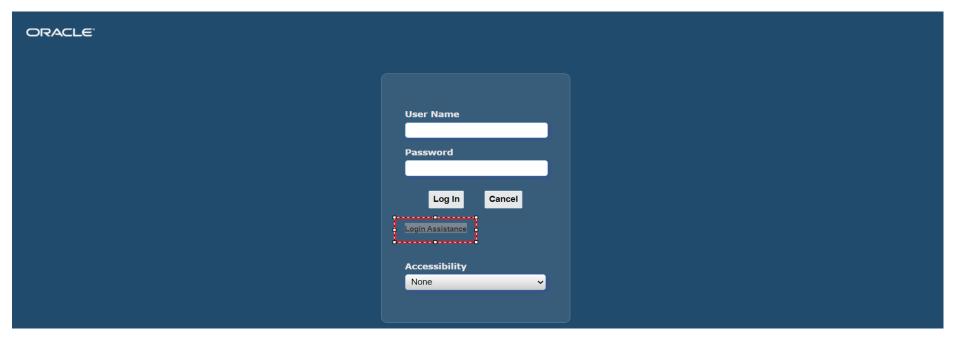| Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
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2   I-Supplier Portal

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 subsidies.

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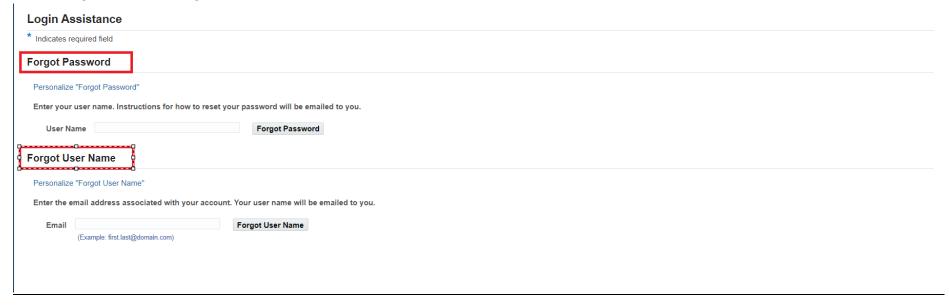
2.1   Reset Password.

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

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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)

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.

ORACLE

Login Assistance

* Indicates required field

Forgot Password

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

User Name accounts@intertechoman.com   [Forgot Password]

Forgot User Name

Enter the email address associated with your account. Your user name will

Email _____   [Forgot User Name]
(Example: first.last@domain.com)

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.
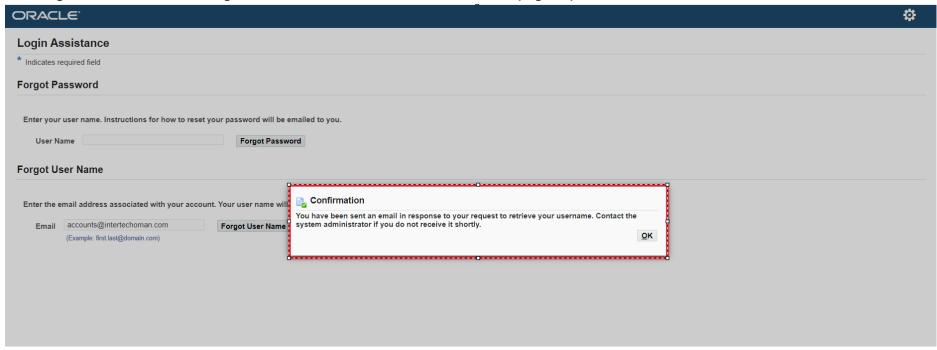
[OK]

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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)"

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