Self-service Password reset for Vendors

January 2016

Agenda

❑ **Users Steps**

➢ **Generate Initial Password**

➢ **Check the Initial Password**
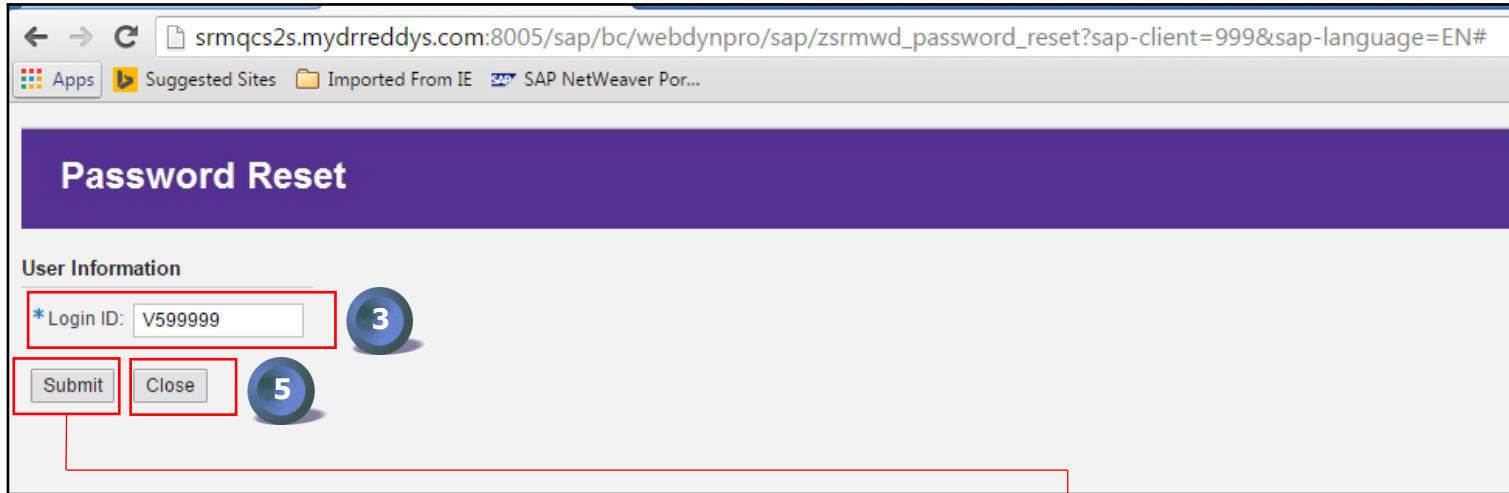
➢ **Reset the Initial Password**

☐ **Generate Initial Password**

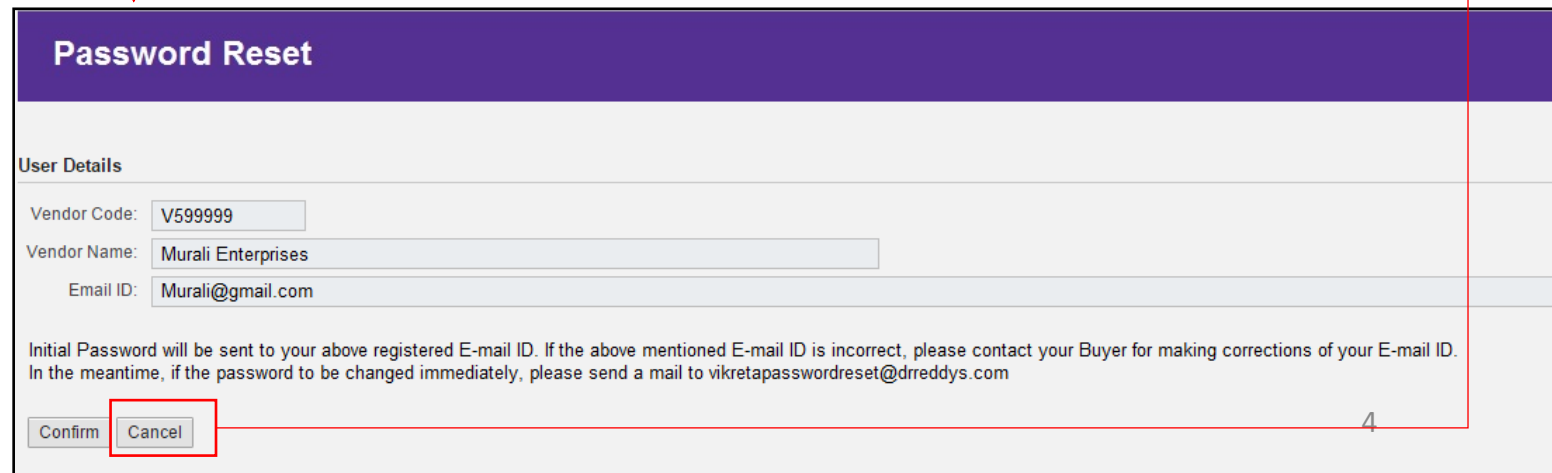**Link-** http://srmpvcmdm.mydrreddys.com:50900/irj/portal

Note: Use only GOOGLE CHROME browser. This is best suited browser for Vikreta Connect.

① Click on "Forgot Password" when user need to change it.

② For step by step process user can click on the "User Guide for Password Reset"

Password Reset

User Information

*Login ID: V599999   **3**

[Submit] [Close]   **5**

3   Enter Vendor's Login Id (the ID prefix with "v" only)

4   After click on "Submit" system will show the vendor's name and registered mail id for verification.

5   By clicking on the "Close", system will take the user to the initial screen

6   "Cancel" will return the user to its previous screen

Password Reset

User Details

Vendor Code:	V599999
Vendor Name:	Murali Enterprises
Email ID:	Murali@gmail.com

Initial Password will be sent to your above registered E-mail ID. If the above mentioned E-mail ID is incorrect, please contact your Buyer for making corrections of your E-mail ID. In the meantime, if the password to be changed immediately, please send a mail to vikretapasswordreset@drreddys.com

[Confirm] [Cancel]

4

7 Message sent for initial password successfully

8 By clicking on the "Close", system will take the user to the initial screen.

❑ Check the Initial Password:

> ▪ An auto-generated mail will be sent to the registered mail id of Business partners as follows:
>
>
>
> Dear Business Partner,
>
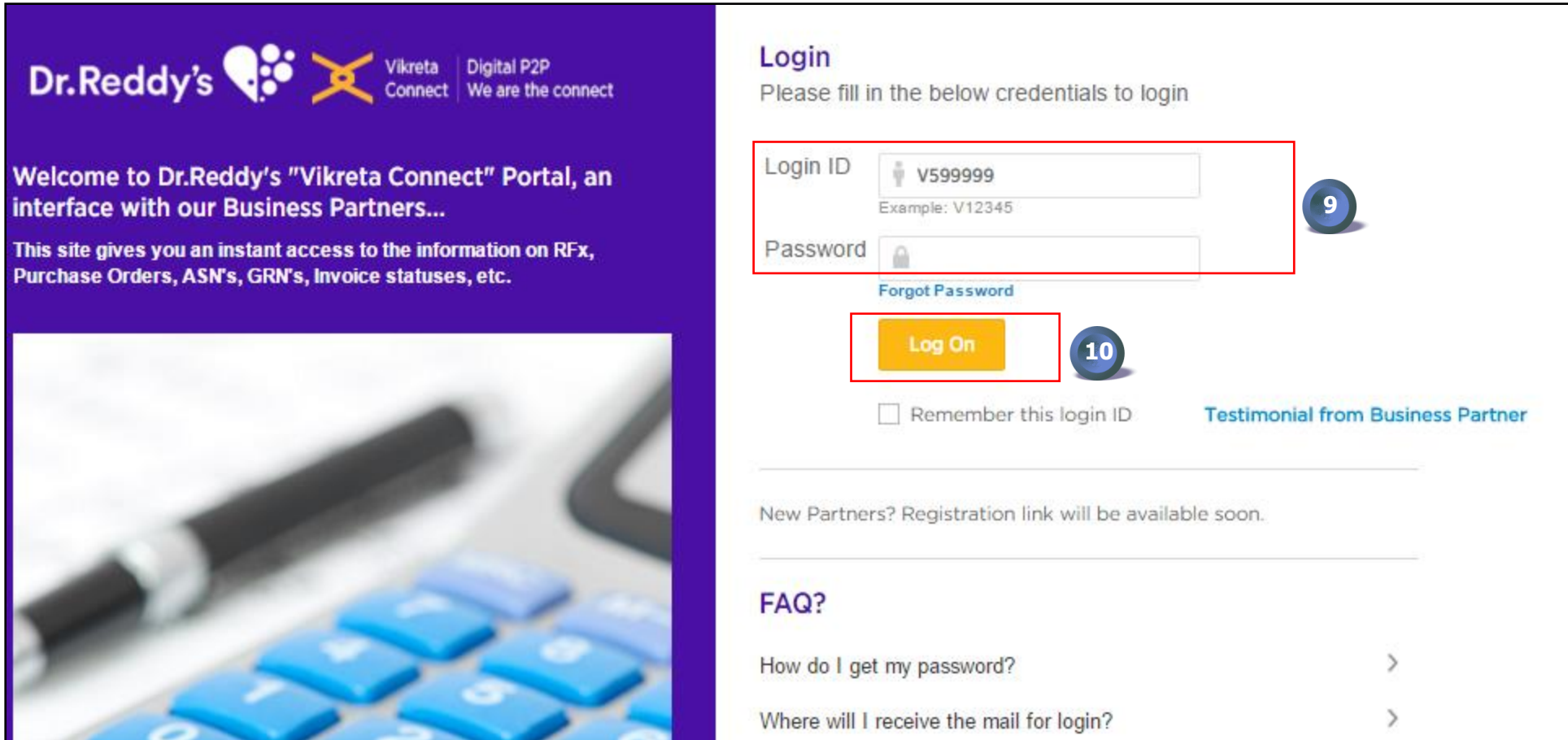> Your User ID is: V599999 (Murali Enterprises)
> Your New Password is: XXXXXXXX
> Change it as soon as possible.
>
> Best Regards,
> Vikreta Connect Team

❏ Reset the Initial Password

- **Link-** http://srmpvcmdm.mydrreddys.com:50900/irj/portal

9   Input the Login Id and initial Password (which has sent to registered mail id)

10   Click on the "Log On" for next step

11 Old Password: It is the initial password which has been sent to user's mail id.
New Password: It is the users own password setting
Confirm Password: Confirmation of new password

Click on "Change" to change the initial password to user's own password and "Cancel" take the user to the previous page.

Thank you