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- https://vikretaconnect.mydrreddys.com/irj/portal

Note: Use only GOOGLE CHROME browser. This is best suited browser for Vikreta Connect.
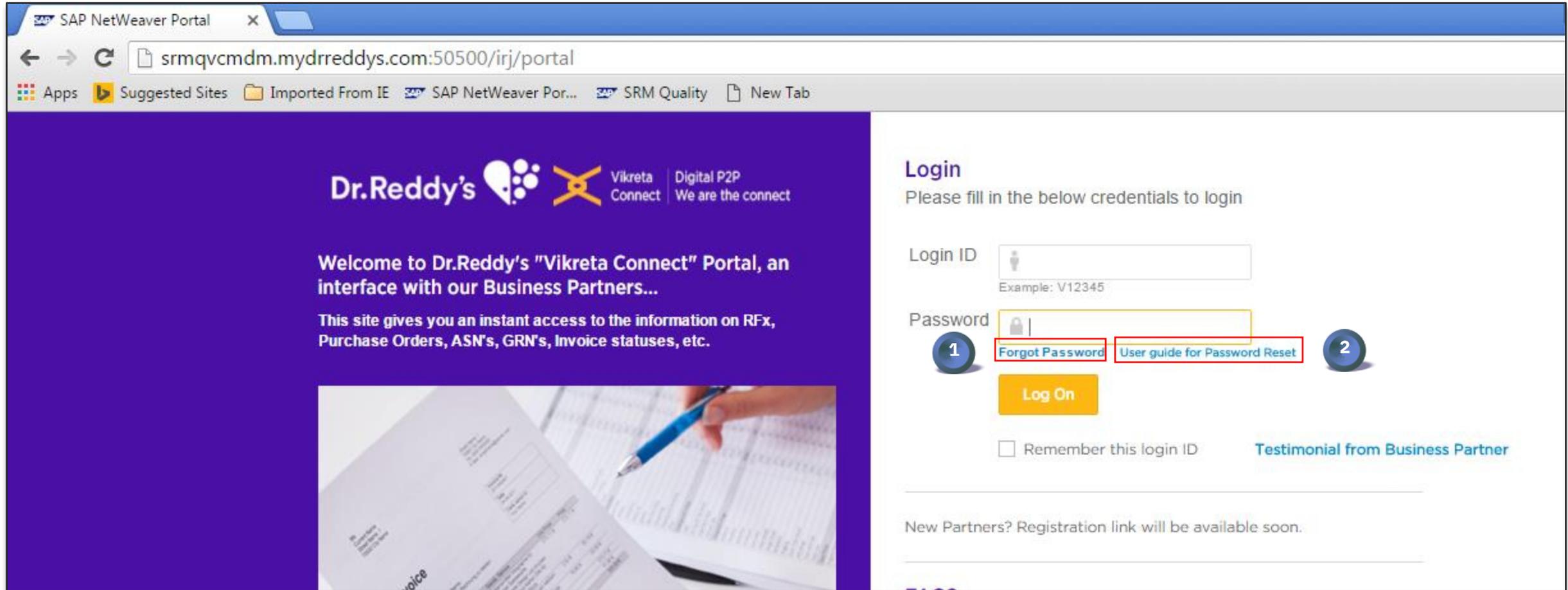
1 Click on "Forgot Password" when user need to change it.

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

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srmqcs2s.mydrreddys.com:8005/sap/bc/webdynpro/sap/zsrmwd_password_reset?sap-client=999&sap-language=EN#

Apps ▶ Suggested Sites 📁 Imported From IE 📄 SAP NetWeaver Por...

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
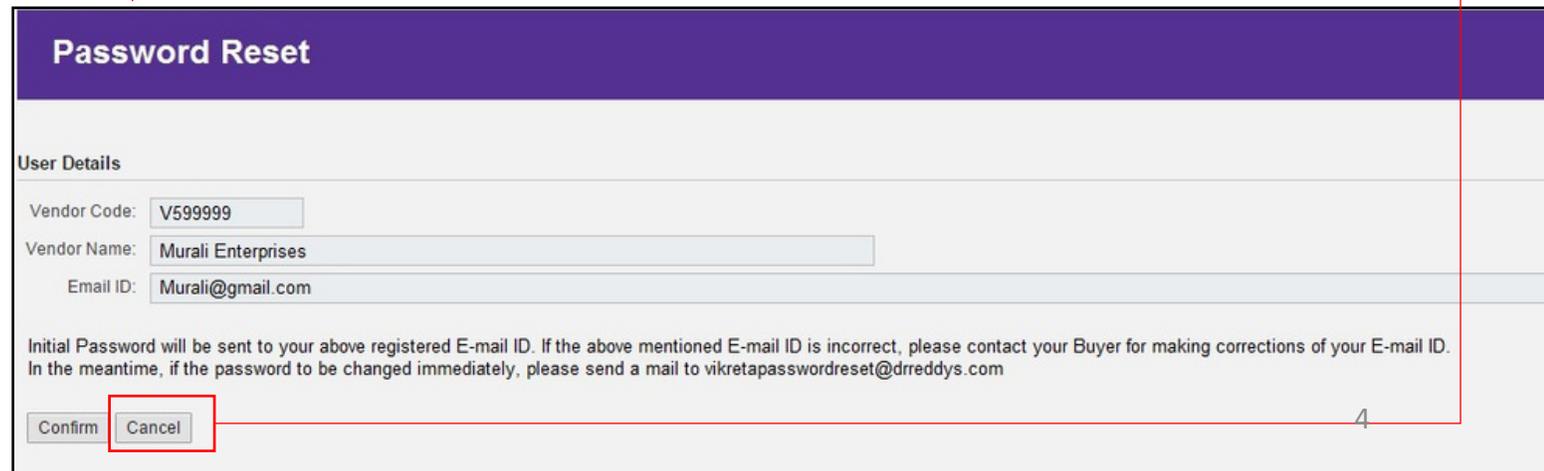
Password Reset

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
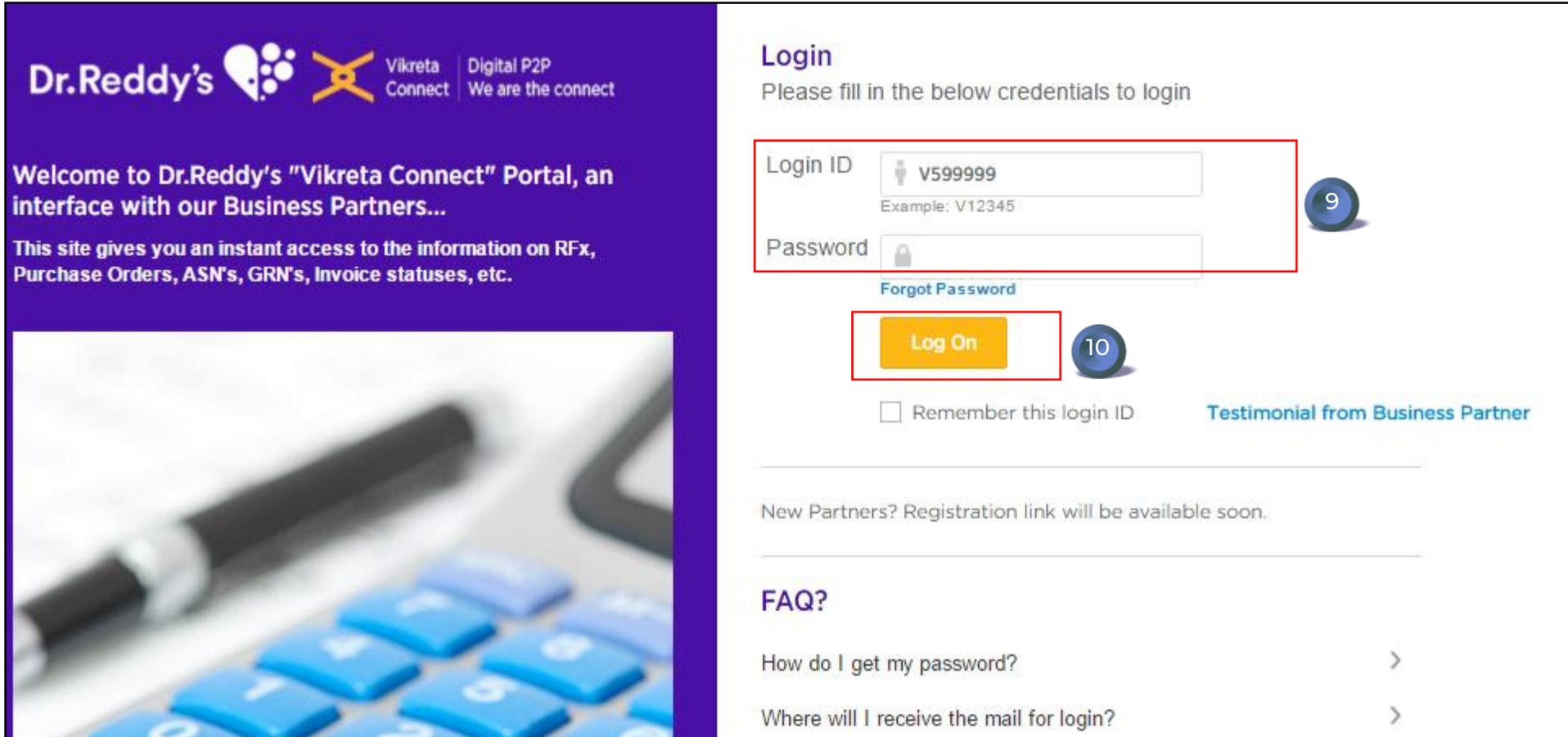
☐

☐   **Link-** https://vikretaconnect.mydrreddys.com/irj/portal

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

⑩   mail id) Click on the "Log On" for next step
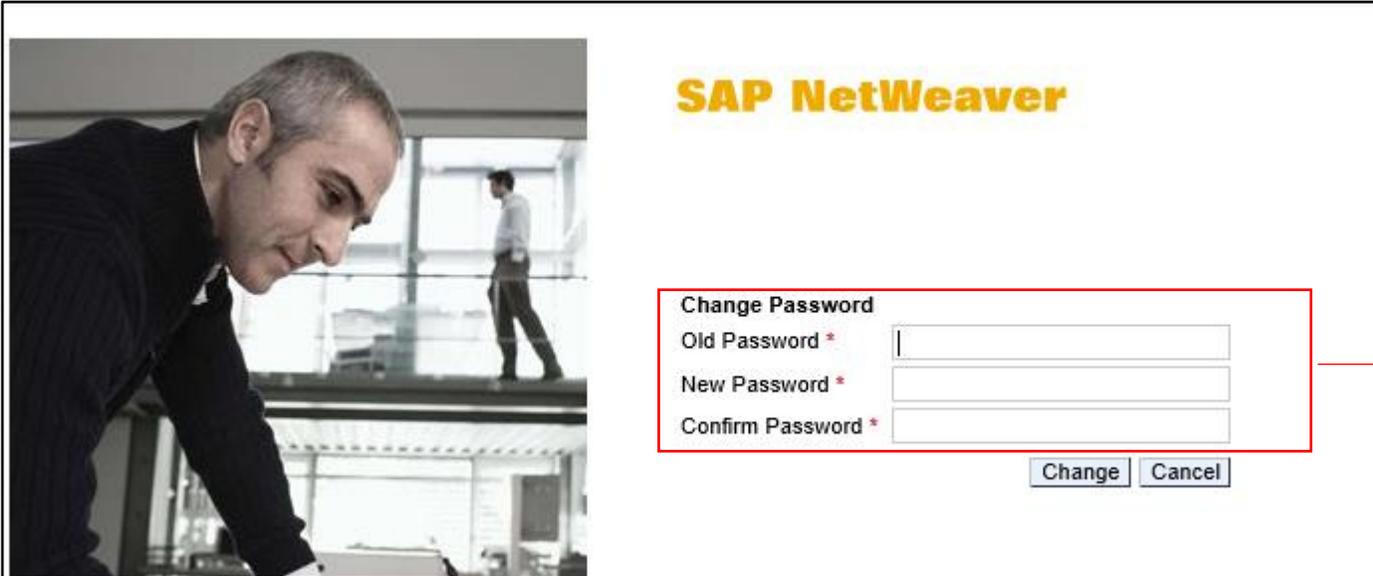
11 Old Password: It is the initial password which has been sent to user's mail id. New Password: It is the users own password setting
Confirm Password: Confirmation of new password

Click on "Change" to change the initial password to user's own

password and

"Cancel" take the user to the previous page.

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Thank you