Training Guide – iSupplier

Supplier Receives Registration Outcome

Supplier Receives Registration Outcome

Scope

This procedure explains how supplier receive login id and logon first time to change initial password.

> ➢ Receive email notification of Supplier Registration Approval
> ➢ Receive email notification of Supplier Registration Rejection
> ➢ Receive email notification of Supplier User Login ID Creation
> ➢ Logon to system and change password

Prior Activity

-Supplier Admin Response to Supplier Registrations or
-Supplier Admin Create Supplier User Login ID

1. Email notification of Registration Approval

1.1 Click on the URL in email notification.

To   **WAI WAI LEE**
Sent   **03-JUL-2013 14:12:29**
ID   **21208**

1.1

You have been registered at RHB Banking Group for access to iSupplier Portal. You can log on with the username WWL@XYZGROUP.COM and the password Dr0#36.

When you first log on, you will be required to change your password for security purposes. If you have any further questions or require additional information you may contact our **Group Procurement Helpdesk at rhbprocurement@rhbgroup.com or (03) 9280-2211.**

Thank you.

ooi.jen.mei@rhbgroup.com

On behalf of Vendor Management Team, Group Procurement Division

1.2 Proceed to the Step number 4, login to the system and change Password.

RHB ♦
BANKING SIMPLIFIED ™

2. Email notification of Registration Rejection

2.1 Supplier receives email notification

RHB Bank Supplier Collaboration Network: Registration Rejection

OK   Reassign   Request Information

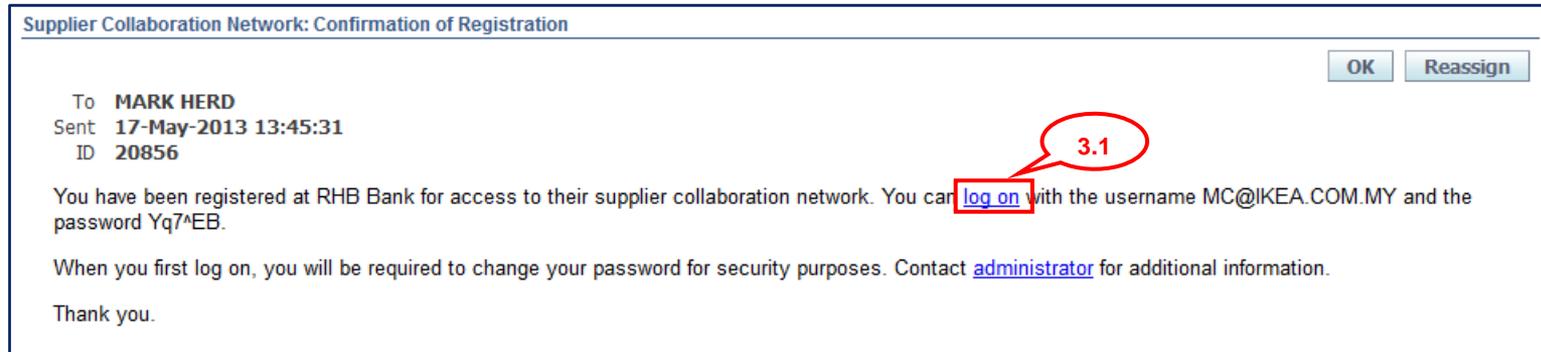To   MR.CRIRU JO
Sent   17-May-2013 15:41:24
ID   20862
Your request to register with RHB Bank for participation in their supplier collaboration network has been declined.

Thank you for your interest.

3. Email notification of Supplier User Login ID Creation

3.1 Click on the URL in email notification.

Supplier Collaboration Network: Confirmation of Registration

OK   Reassign

To **MARK HERD**
Sent **17-May-2013 13:45:31**
ID **20856**

3.1

You have been registered at RHB Bank for access to their supplier collaboration network. You can log on with the username MC@IKEA.COM.MY and the password Yq7^EB.

When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

Thank you.

3.2 Proceed to the Step number 4, login to the system and change Password.

4. Login to RHB Homepage

4.1 Login to RHB iSupplier Portal

• Enter User Name i.e. supplier email address

• Enter Password

• Click Login

5. Change initial password

5.1 Enter Current Password

5.2 Enter New Password

5.3 Re-enter New Password

5.4 Click Submit button

5.5 RHB Application Home Page

Thank you