

Supplier Portal Account Login and Logout

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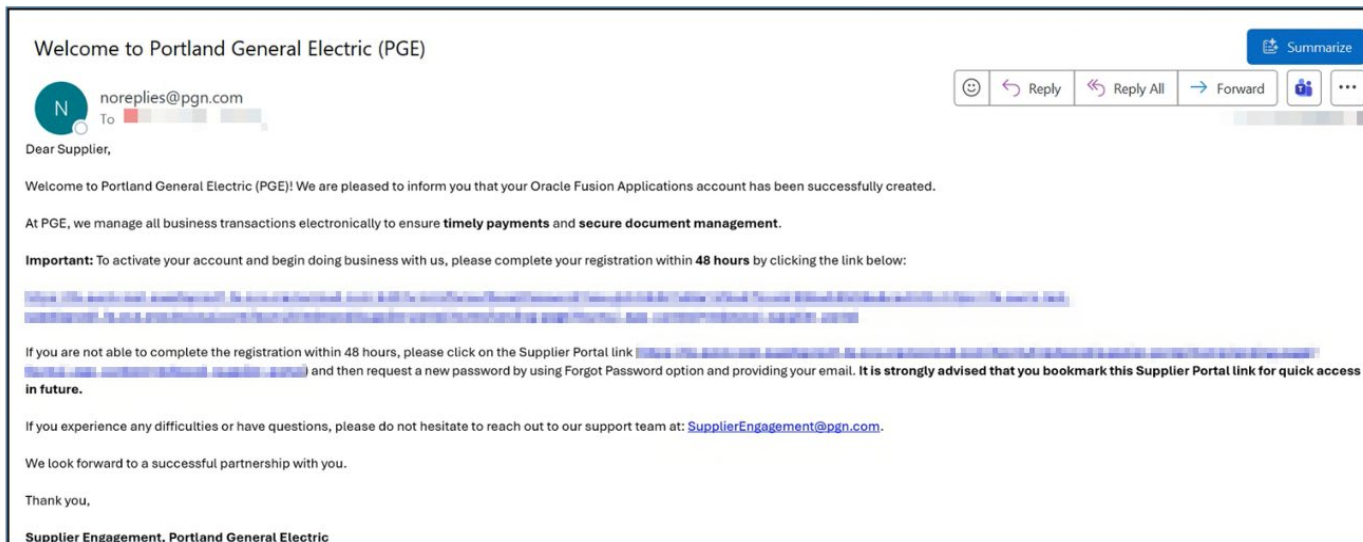
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Supplier Portal Welcome email and User Account Details

1. After the supplier is approved and the user account is created, the supplier contact will receive a Welcome Email at their registered email address from “**noreplies@pgn.com**”. A sample of the Welcome Email is shown below. Click the "**Reset Password**" hyperlink in the email to create your password and access the application.



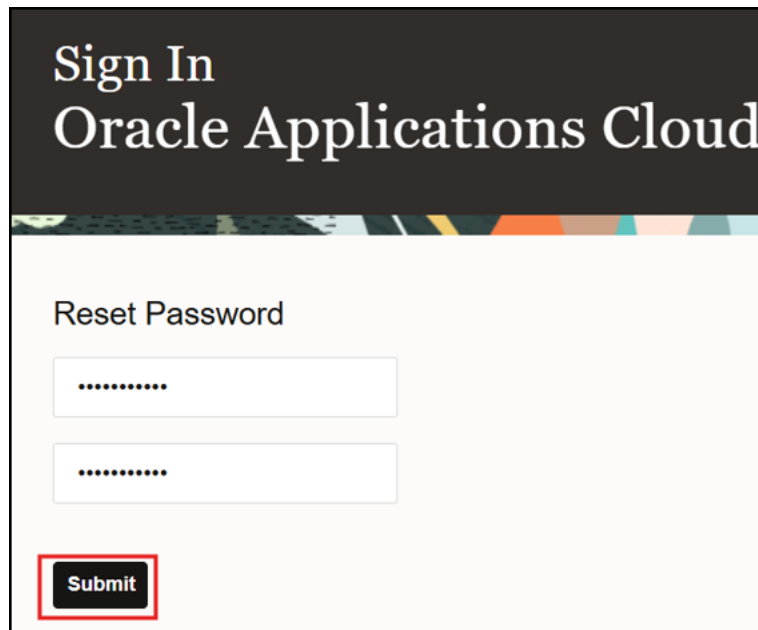
2. The “**Reset Password**” page opens in your web browser.

A screenshot of the "Reset Password" page in Oracle Applications Cloud. The page has a dark header with the text "Sign In Oracle Applications Cloud". Below the header, the title "Reset Password" is displayed. There are two input fields: "Password" and "Confirm Password". A "Submit" button is located at the bottom of the form.

3. Enter a password in the “**Password**” field and re-enter the same password in the “**Confirm Password**” field. Click “**Submit**”

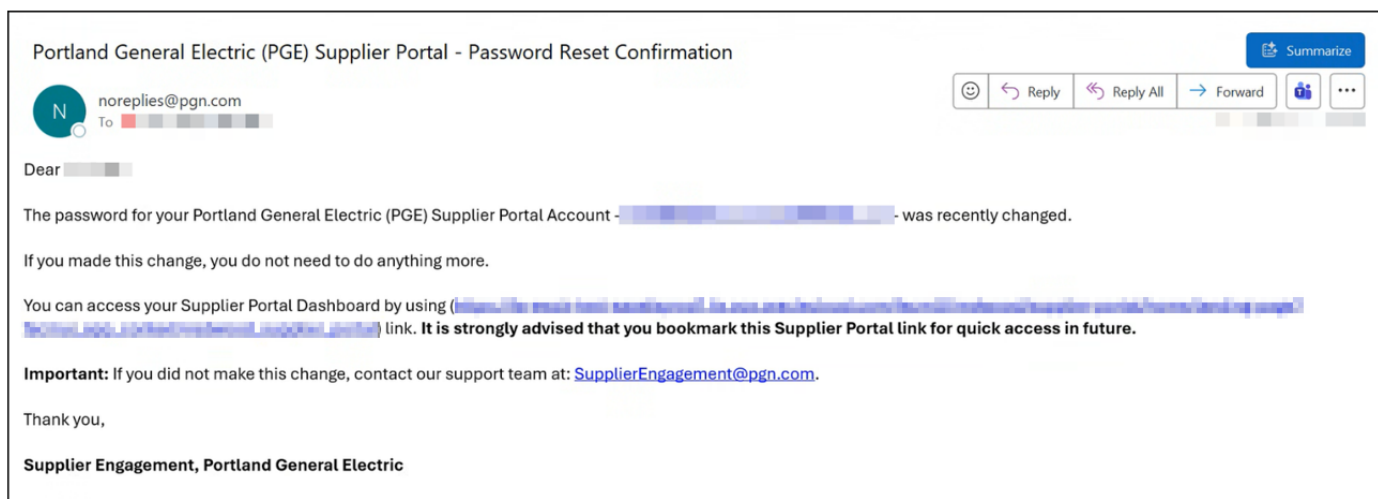
The password must meet the following requirements:

- a. Be at least 8 characters long.
- b. Include at least one numeric digit.



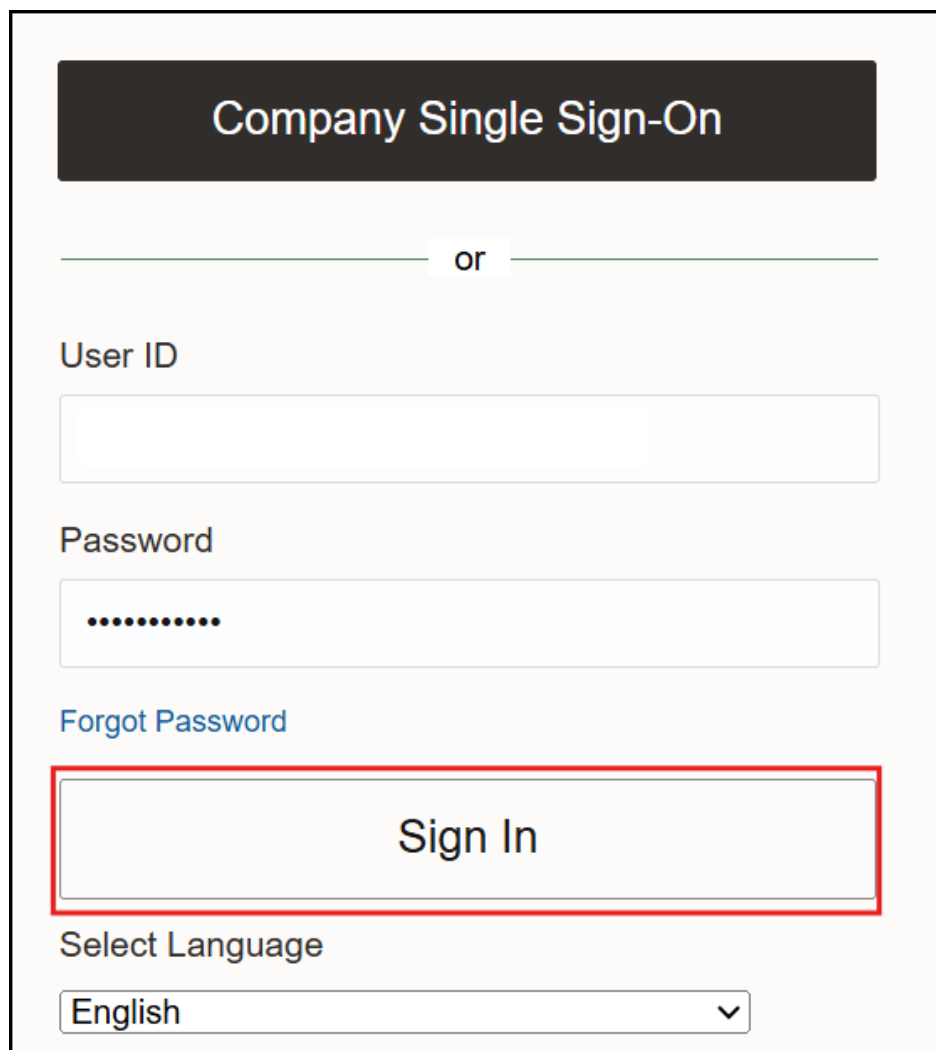
The screenshot shows the 'Sign In Oracle Applications Cloud' header. Below it is a 'Reset Password' section with two password input fields, each containing a series of dots. A red rectangular box highlights the 'Submit' button at the bottom left of the form.

4. Upon successfully resetting the password, the supplier receives a confirmation email containing the **User Account Name**, as shown below.



Logging in to Oracle Supplier Portal

1. On the **Sign In** page, enter the Supplier Portal Account ID provided in the Password Reset Confirmation email in the “**User ID**” field. Enter the newly created password in the “**Password**” field, then click “**Sign In**”.



Company Single Sign-On

or

User ID

Password

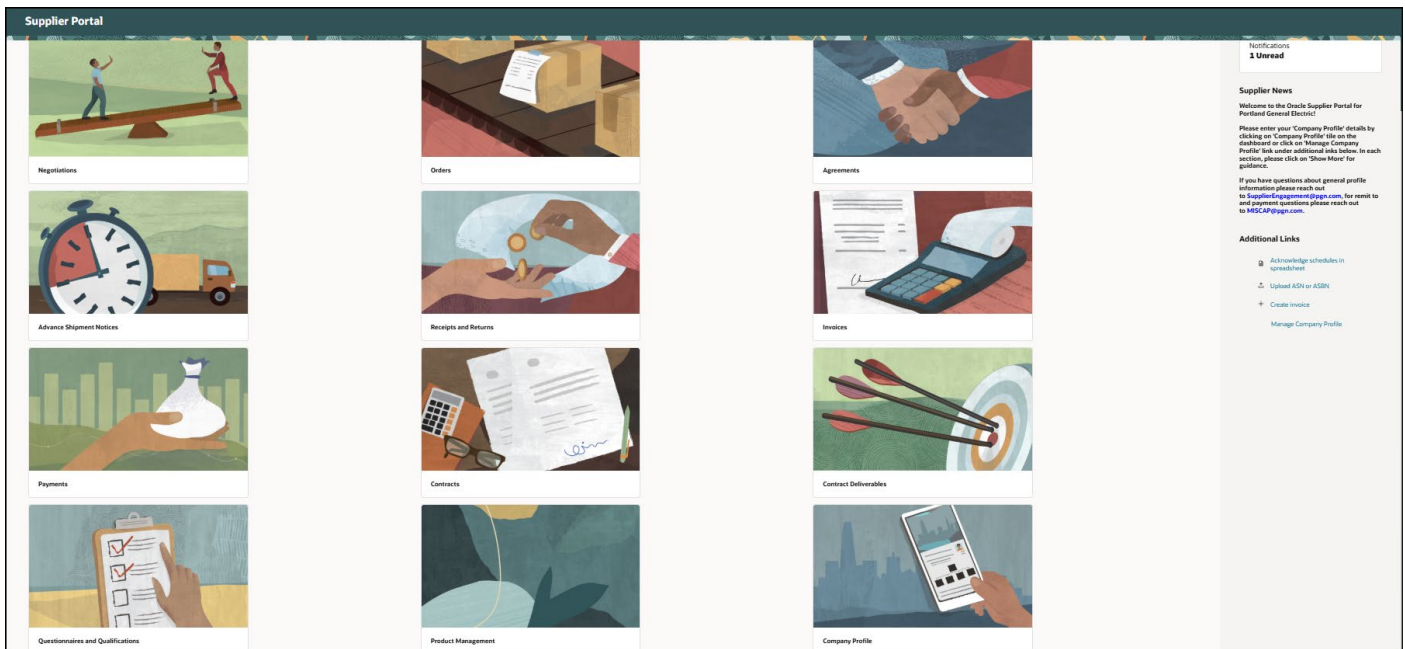
[Forgot Password](#)

Sign In

Select Language

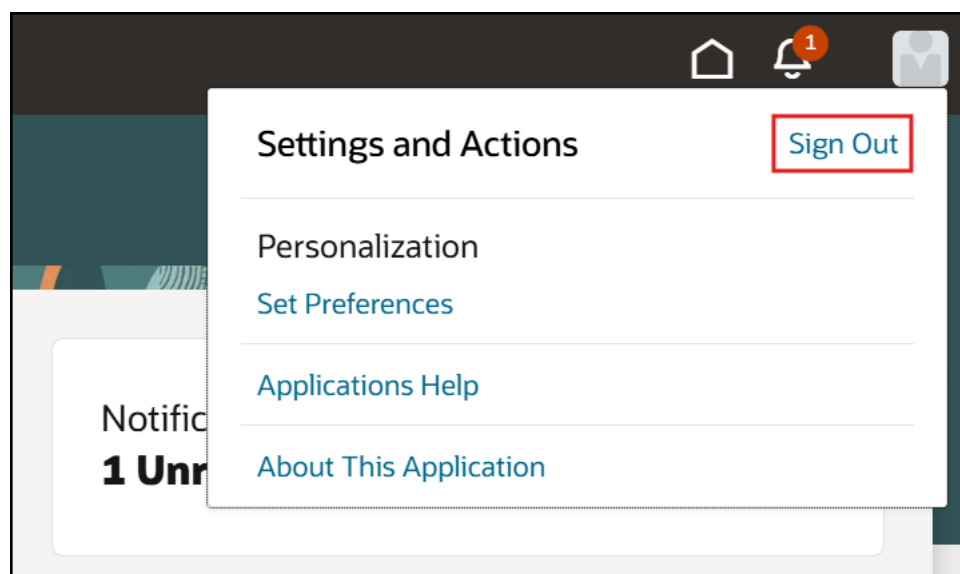
English

2. The application opens the “**Supplier Portal**” landing page.



Logging out of Oracle Supplier Portal

1. After completing the required tasks in the Oracle Supplier Portal, navigate to the top-right corner of the Supplier Portal Dashboard page. Click the “**user icon**” and select “**Sign Out**” to exit the application.



2. On the “**Sign Out**” page, click “**Confirm**” to log out of the application.

