



DIGITAL SHIP MANAGER



User Guide

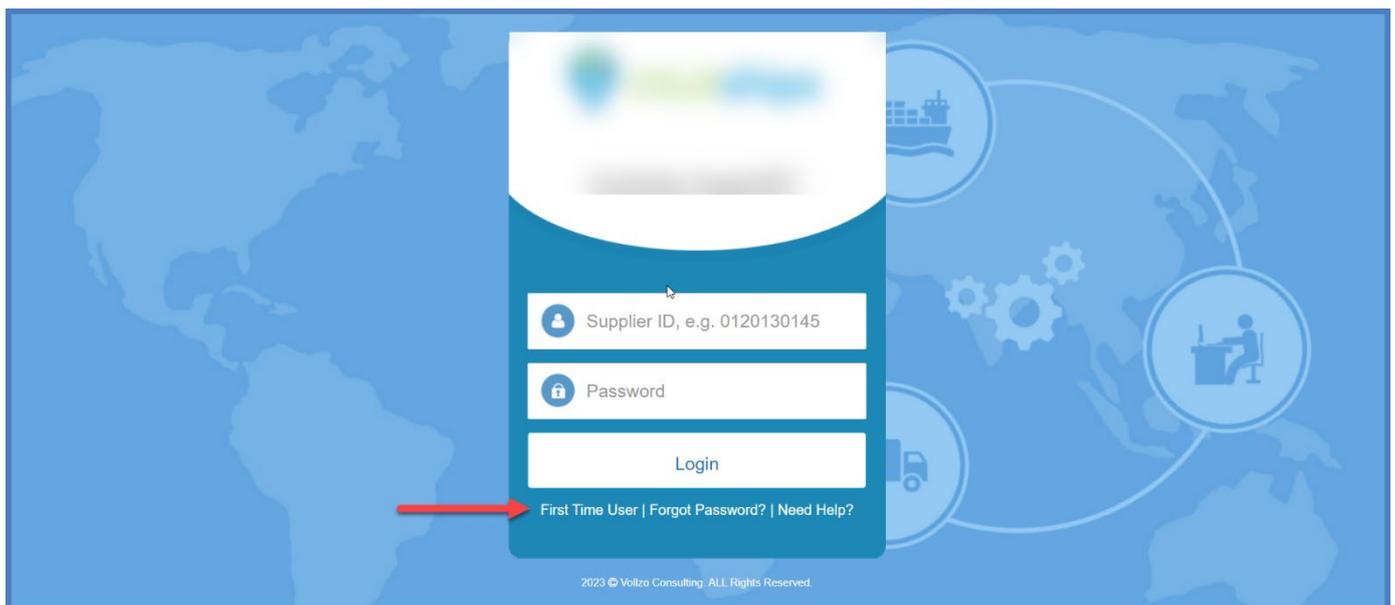
SupplyNET First Time User Login Process

Welcome Email

This First-time user guide is for you - If you are a registered supplier for Lightship Management and you have received the Welcome email.

A welcome e-mail is sent to Registered Suppliers when they are registered with DSM-SupplyNET.

Step-1: First Time User

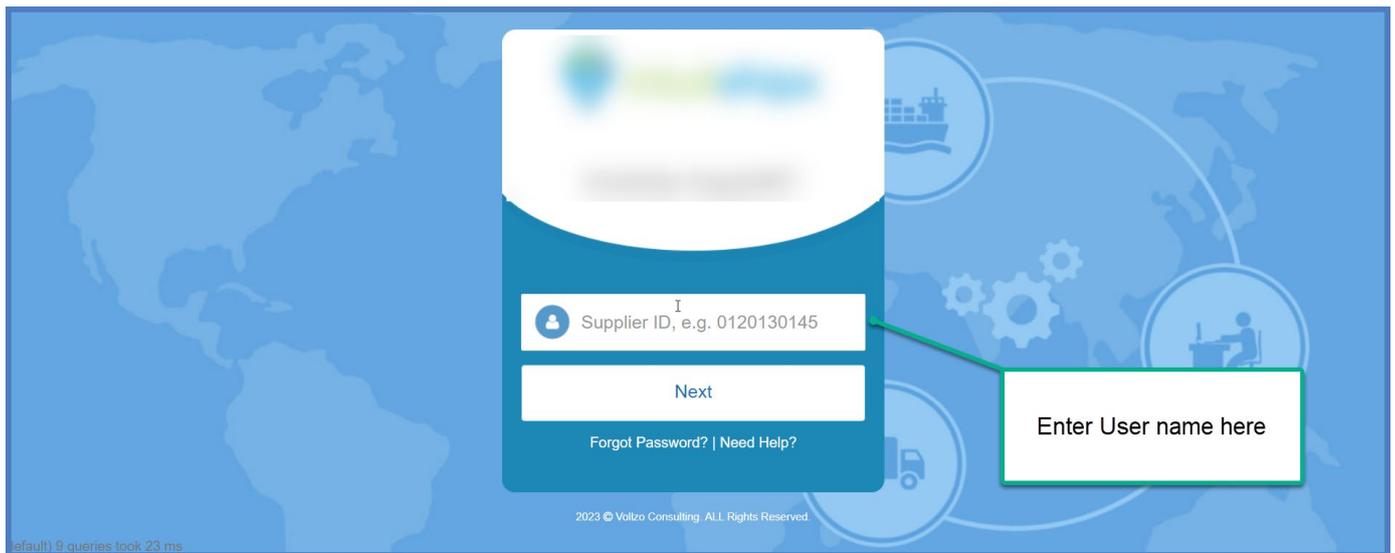


On the displayed screen, click on the **First Time User** link.

Step-2: Username

Your SupplierID and Username are the same which you have received in your registered email.

1. Enter username (SupplierID) as mentioned below and
2. Click Next.



The screenshot shows a login interface on a blue background with a world map and icons for a ship, gears, and a person at a desk. The form has a blurred header, a text input field with a cursor and the placeholder text "Supplier ID, e.g. 0120130145", a "Next" button, and a link for "Forgot Password? | Need Help?". A green callout box with the text "Enter User name here" points to the input field.

Supplier ID, e.g. 0120130145

Next

Forgot Password? | Need Help?

Enter User name here

default) 9 queries took 23 ms

2023 © Volzo Consulting. ALL Rights Reserved.

Step-3: OTP

1. Enter 6-digit OTP received in the registered email
2. Click Submit

The image shows a mobile application interface for OTP verification. At the top, there is a blurred header area. Below it, there are two input fields: the first has a person icon and the second has a lock icon. A yellow message below the fields reads: "Please enter the 6-digit OTP which was sent to your registered email address." At the bottom, there is a yellow "Submit" button and a link that says "Forgot Password? | Need Help?". Two red arrows with numbered callouts point to the "Submit" button (labeled '2') and the OTP input field (labeled '1').

Step-4: Password

1. Enter the password which you wish to set up (follow the password policy)
2. Enter the password again
3. Click Register

Now you are registered with DSM-SupplyNET. You can log in anytime using your Username (SupplierID) and Password.

2208000006

.....

New Password

Confirm Password

Register

[Forgot Password? I Need Help?](#)

Password must meet the following requirements:

- ✘ Minimum 8 and maximum 16 characters
- ✘ At least one letter
- ✘ At least one Capital (Upper Case) letter
- ✘ At least one number

1

2

3

Step-5: Registered

Now you are registered with DSM-SupplyNET. You can log in anytime using your Username (SupplierID) and Password. You can change your password by clicking [Forgot Password](#) link.