

IGA is the management tool for SSP accounts. This guide cover IGA user administration for local Supplier Administrators:

- How to update User Info

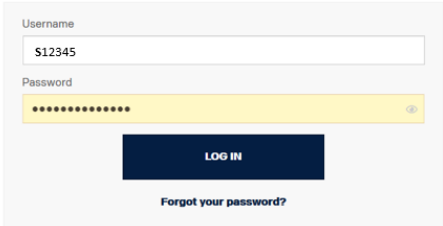
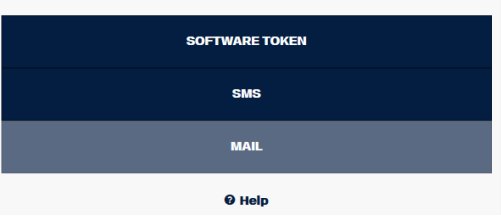
Important Information!

* The user should in the first step contact you (as local Supplier Admin) regarding update of his/hers account and password.

* **Creation of New Administrator:**

Send a request to your sourcing manager at Scania for registration of Supplier Admin role.

If you still need to contact supplier_portal.helpdesk@scania.com, always add the 7-digit supplier number, the question/issue it concern.

Step	View and description
<u>How do I update the USER INFORMATION?</u>	
1	<p>Go to https://iga.scania.com Sign in with your "Username/Id and Password."</p> 
2	<p>After above login, you need to do a two-factor authentication. Choose to receive the one-time password via SMS.</p> 
3	<p>Fill in the one-time password you received via SMS.</p>

Please enter your one time password

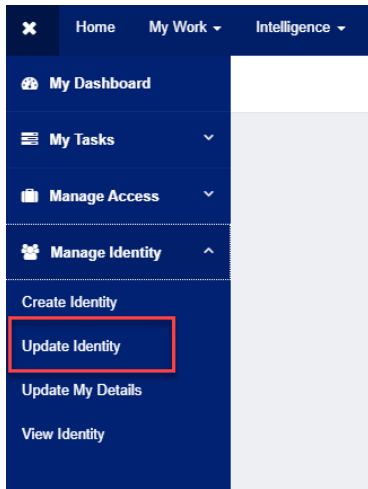
One time password (SMS)

LOG IN

[Help](#)

Now you can start updating the account.

4 Go to "Manage Identity" and "Update Identity".



5 Type in the users S id or Name to update for.

A screenshot of a form titled 'Select the identity and click Edit'. Below the title, there is a label 'Select or Enter an Identity' and a text input field. The input field is highlighted with a red rectangular box. At the bottom right of the form, there are two buttons: 'Cancel' and 'Edit'. The 'Edit' button is highlighted with a red rectangular box.

6 Update the user information.