

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

- How to create user account with roles/applications and password?
Be aware that it takes an overnight synchronization before the user can login, after the account has been created.

Important Information!

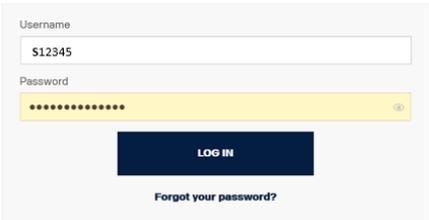
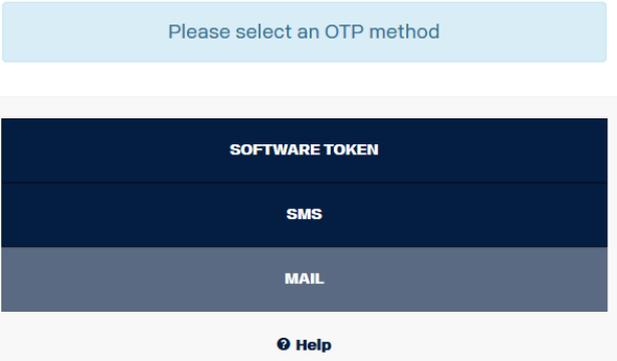
* The user should in the first step [contact you \(as local Supplier Admin\)](#) regarding update of his/hers account and password.

* **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.

How do I create an user account with roles/applications?

Step	View and description
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 Fill in the one-time password you received via SMS.

Please enter your one time password

One time password (SMS)

.....

LOG IN

Help

Now you can start using IGA.

First of all - search within IGA for the user's name to make sure the person is not already posted.

SCANIA

Home My Work Intelligence Folder

My Tasks

Manage Access

Manage Identity

Create Identity

Update Identity

Update My Details

View Identity

Search Identities

If no result, continue to step 4.

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

Home My Work Folder Access

My Dashboard

My Tasks

Manage Access

Manage Identity

Create Identity

Update Identity

Update My Details

View Identity

Access Reviews

0

Currently no data

5 Chose "Supplier".

User Category
 Select IT-User category *

Supplier

6 Fill in user information for the new user.

Personal email address (named Company Email in IGA) must be correct since it is used for generating new passwords.
NOTE that you can only add users at the supplier number that you yourself is registered to in the portal.

Choose the supplier number that the user should be connected to.
 Click *“Submit”*.
 The user is now created.

NOTE!

Recommendation is that you also fill in the End Date. This will make it easier for you to control the access to the portal for your company. (Reminder to you will be sent out 30 days before expire date.)

Personal details

Scania IT user category *

Preferred language

Administrator

Salutation
 Mr
 Ms/Mrs

First name *

 Least 2 characters

Last name *

 Least 2 characters

Email *

Mobile phone *

Characters allowed: 0-9 and + sign is mandatory as initial character. No spaces. This number is used during login (one-time password sent via SMS).

Title

City

Country *

Start Date *

End Date

Organisation details

Home supplier number *

Company

DUNS

Represents supplier number

Supplier number where the user is located. Automatically added to "Represents supplier number".

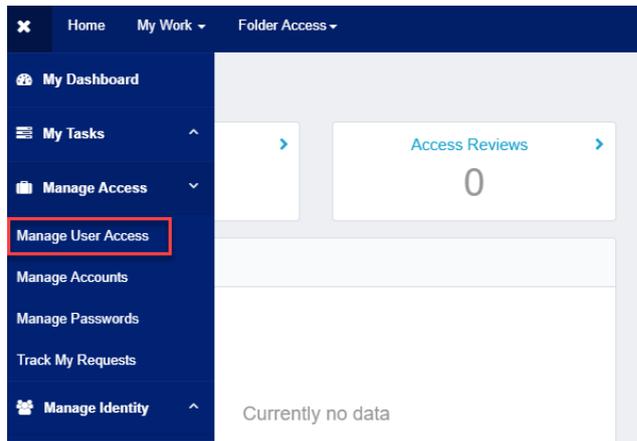
Enter all supplier numbers this user should represent in different Scania applications.

Managed supplier number

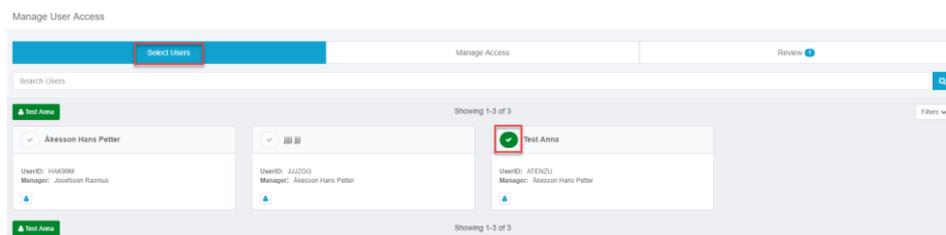
Only set values here if the identity should have administrative rights to any of the supplier numbers. If not, leave blank.

7

Go to "Manage Access" and "Manage User Access".



8a "Select Users" and mark the user (green round icon).



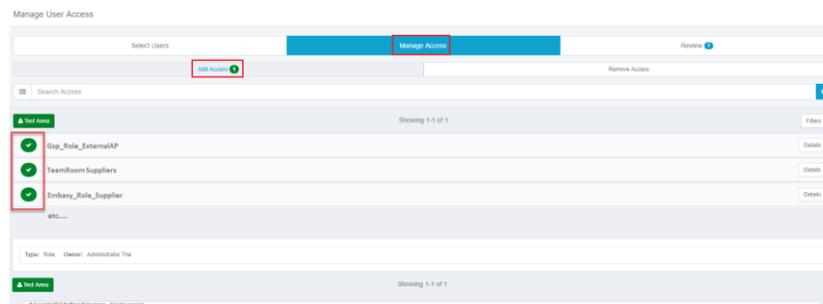
8b Go to "Manage Access". Click on the magnifying glass, to see all accesses.

Tick the round icons  for all concerned applications/roles the user need:

Gsp_Role_ExternalAP (or NAP) must be added, to be able to access the other applications in SSP (incl. standards).

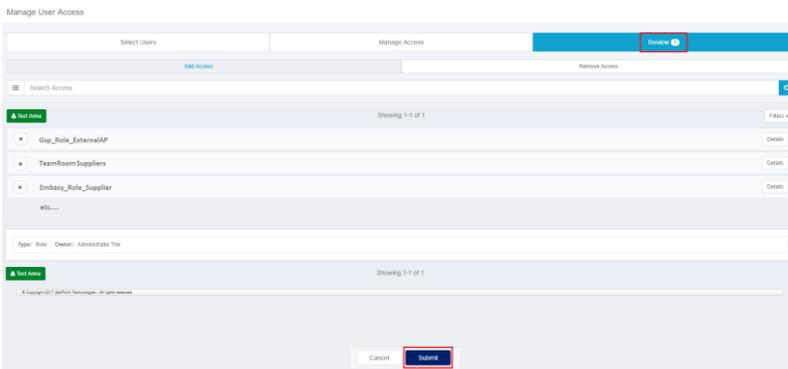
Other common applications/roles to add:

- Gsp_App_Webstars
- Gsp_App_OCSWebProd
- Gsp_App_Web-EDI
- Gsp_App_eQuality
- Embassy_Role_Supplier



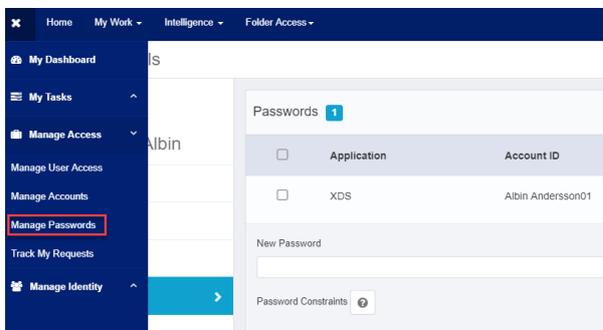
Keep in mind that when the Gsp_Role_ExternalAP access is added to the account, it takes 12 hours before the account can be logged in to.

8c Go to *“Review”* and click *“Submit”*.

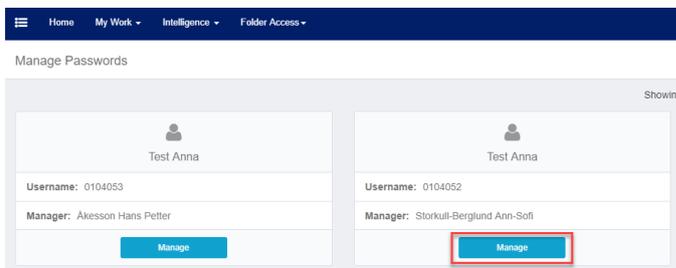


You have now give the user access!

9 Create a password for the user.
Go to *“Manage Access”* and *“Manage Passwords”*.



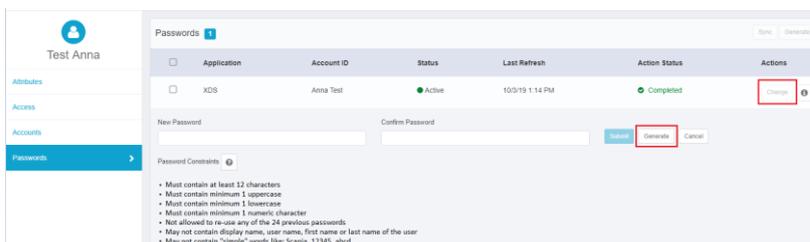
10 Choose the User and *“Manage”*.

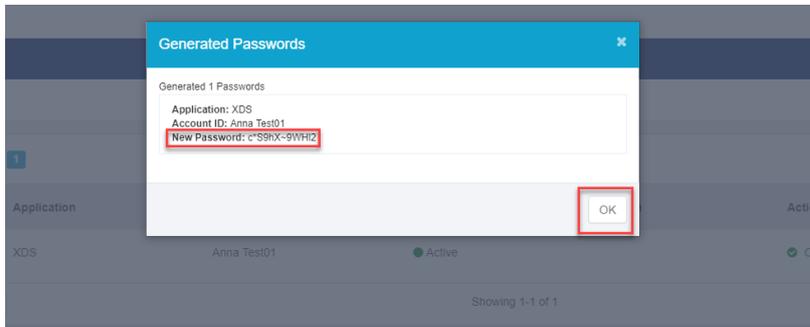


11 Click *“Generate”*, to get a password automatically.
Copy the password and share it with the user by sending it in an email.
Click *“OK”*.

NOTE1

The password is confidential and should be treated with caution.





You have now successfully created an user account!

Inform the user:

- Login credentials/Id

- Password

And that the user (first time) must update the password according to the rules and

wait 12 hours before login works

- To use this link for login: <https://supplier.scania.com>

(NOT use an old short cut link on their web browser)

- Preferably use Chrome web browser

After creation of the account it takes an overnight synchronization before the account will be available for the user.