

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!

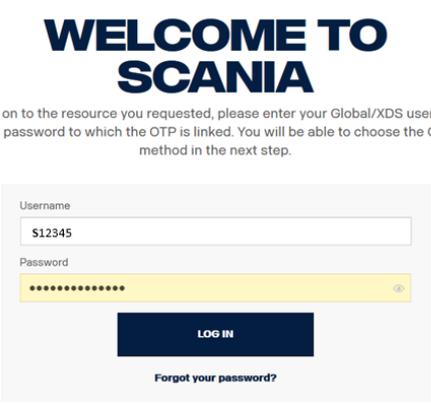
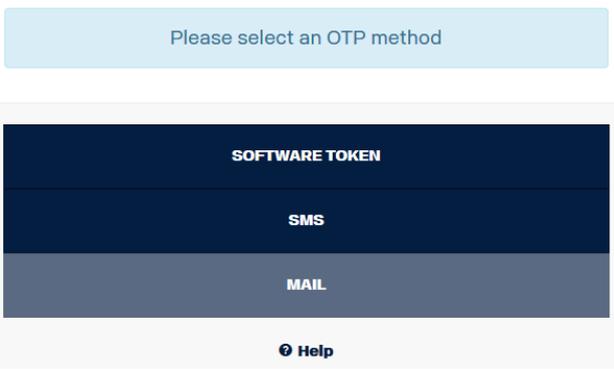
* The user should in the first step [contact you \(as local Supplier Admin\)](#) regarding update of his/hers account and password.

* **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)

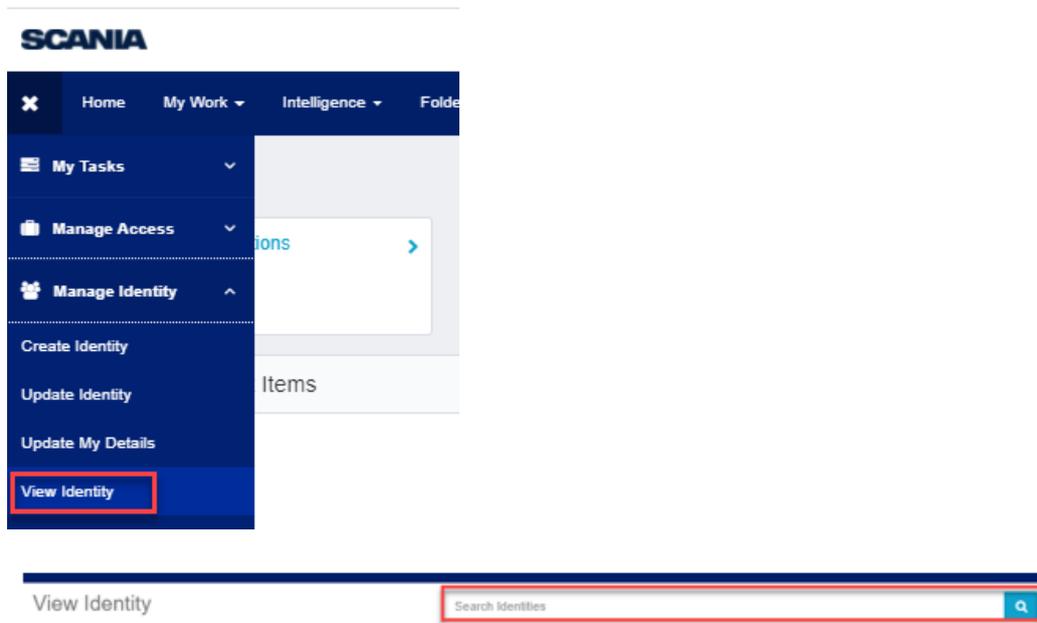
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LOG IN

Help

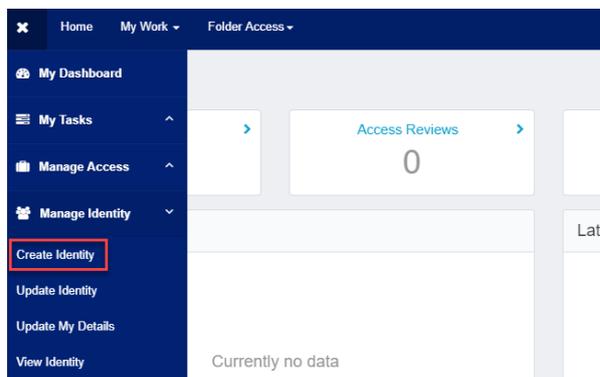
Now you can start using IGA.

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



If no result, continue to step 4.

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



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!

Don't use special characters/script e.g. ã, ć, ę, ł, ń, ó, ś, ź, ż when you fill in the user details. This will cause problems with the portal login.

Personal details

Scania IT user category *

Preferred language
English - Great Britain

Administrator
Storkull Berglund Ann-Sofi

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 *
09/16/2020

End Date
mm/dd/yyyy

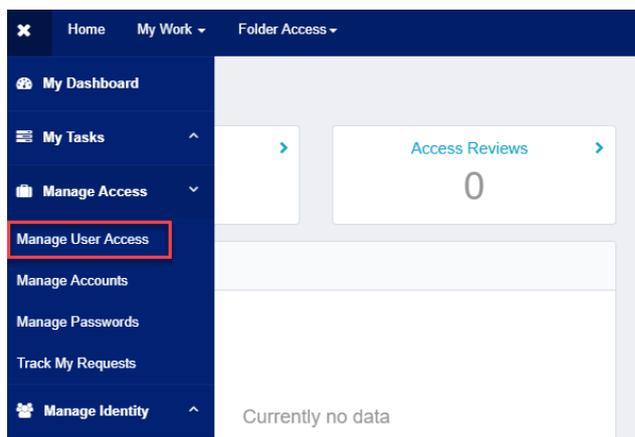
Organisation details

Home supplier number *
Represents supplier number

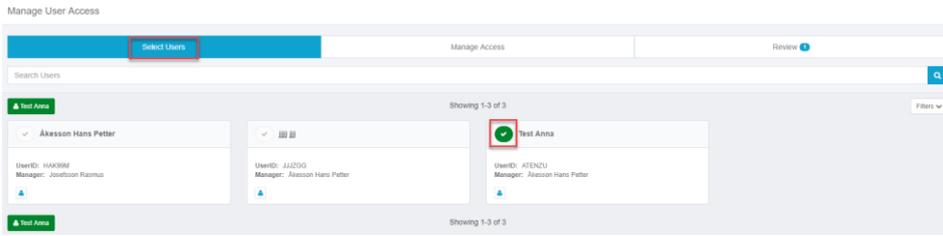
Company
DUNS

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).

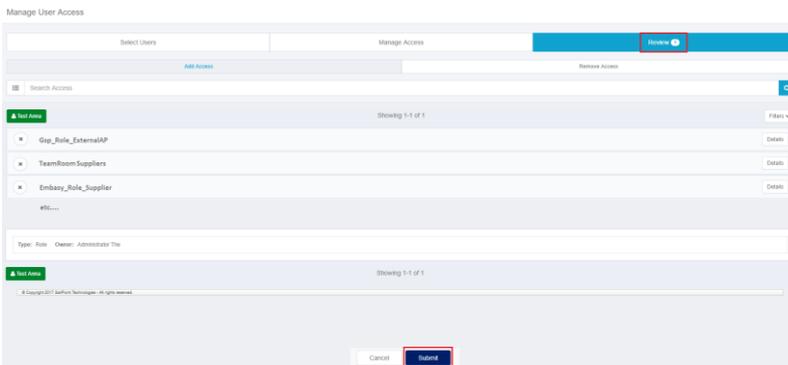
Other common applications/roles to add:

- 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.

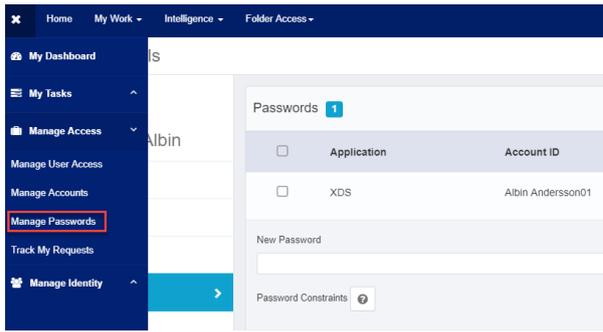
8c Go to "Review" and click "Submit".



You have now give the user access!

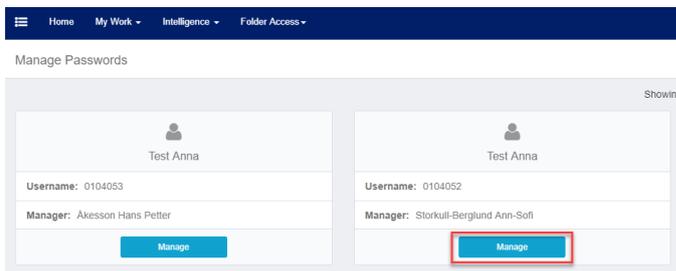
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Create a password for the user.
Go to *“Manage Access”* and *“Manage Paswords”*.



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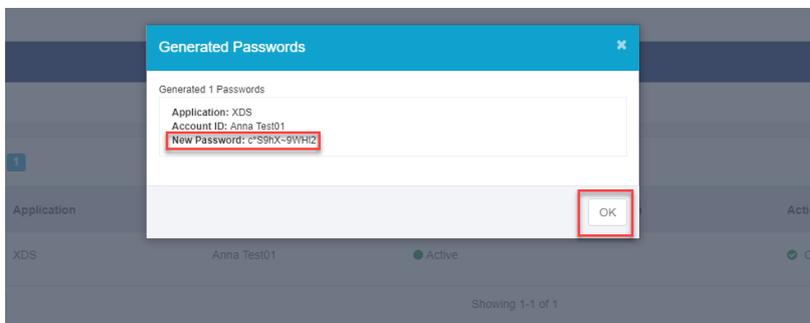
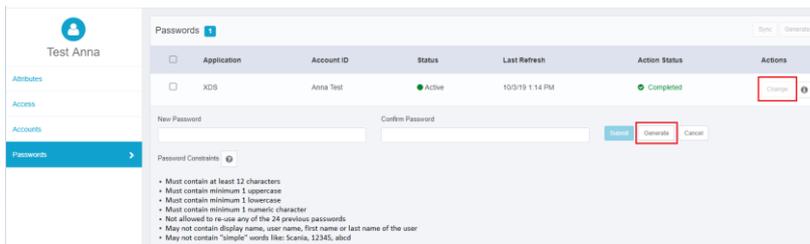
Choose the User and *“Manage”*.



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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. Send below email text to the user.

- 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.

EMAIL MESSAGE TO THE NEW USER:

Hello,

Your portal account is now created.

Please see your login credentials to SSP - <https://supplier.scania.com>:

Username: *Add the User Id*

Password: *Add the password you have created within IGA for the user*

The account will be available tomorrow, due to a synchronization.

You then need to update the above password immediately the first time you log in. Change it according to the rules below and wait approx. 5 min. before you login (so that the update can be processed first). Preferably use Chrome web browser, login with above fresh link and it can be good to also delete web history and cache on your computer.

Important password rules MUST be followed:

Password must have at least 6 letter(s)

Cannot reuse any of your last 24 passwords.

Password must have at least 1 lowercase letter(s)

Password must have at least 12 character(s)

Password must have at least 3 character types

Password must have at least 1 special character(s) - e.g. @ ' \$ " # * ; % {

Password must have at least 2 digit(s)

Password must have at least 1 uppercase letter(s)

Make sure there are no blank steps after the password when entering it

Password cannot contain e.g. Abcde or 12345

Password cannot contain a company name

Password will be checked against the password dictionary.

Password cannot contain your display name

Password cannot contain your First or Last name

Password cannot contain your account ID

If you have questions or issues with your account or need password reset. Please contact me (your local supplier Admin).

Best regards,

Your signature