

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!

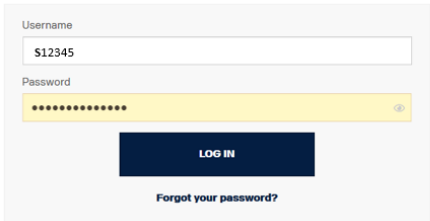
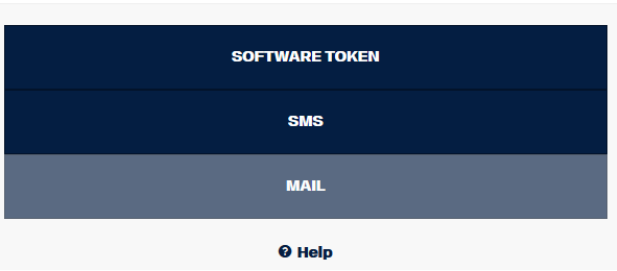
* The user should in the first step contact you (as local Supplier Admin) regarding update of his/hers account and password.

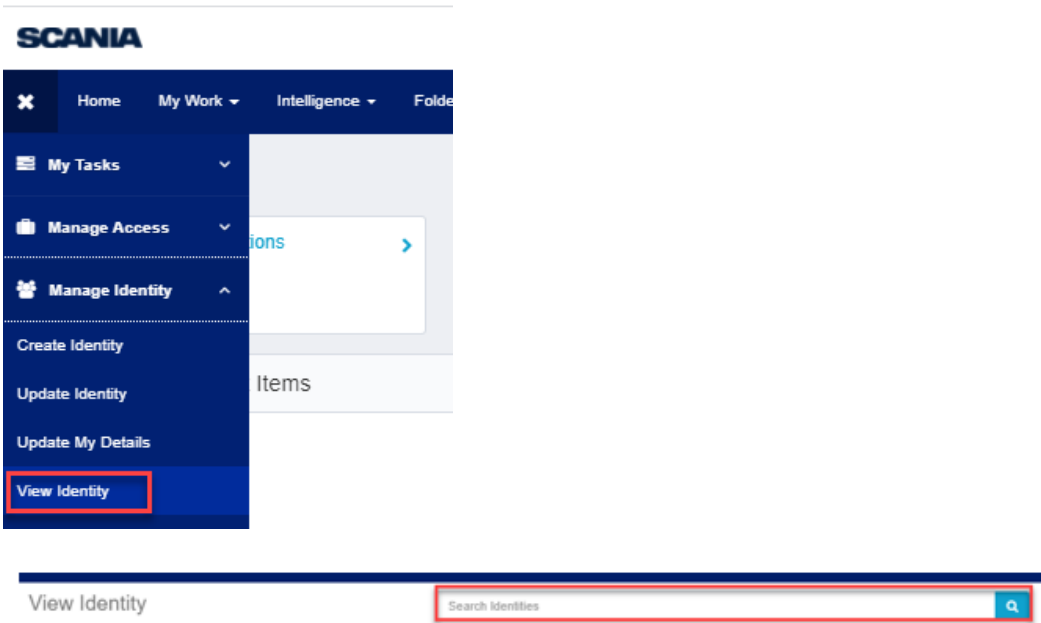
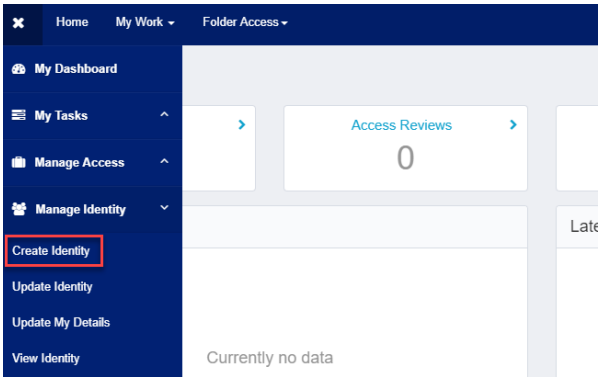
* **Creation of New Administrator:**

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	<p>Fill in the one-time password you received via SMS.</p> <div data-bbox="225 181 979 618"> <p>Please enter your one time password</p> <p>One time password (SMS)</p> <p>.....</p> <p>LOG IN</p> <p>Help</p> </div> <p>Now you can start using IGA.</p>
	<p>First of all - search within IGA for the user's name to make sure the person is not already posted.</p> <div data-bbox="220 808 1265 1429">  </div> <p>If no result, continue to step 4.</p>
4	<p>Go to "Manage Identity" and "Create Identity".</p> <div data-bbox="220 1608 820 1984">  </div>
5	<p>Chose "Supplier".</p>

User Category
Select IT-User category *

☒ Supplier

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Fill in user information for the new user.

Personal company email address (named Company Email in IGA) must be correct since it is used for generating new password.

Important to also fill in End date. This is for you to make recurring revisions of accounts at your company. A notice will be sent to you in good time, for you to review the account (if for any reason it should be removed or remain).

To ensure that there are only accounts in IGA that are used.

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

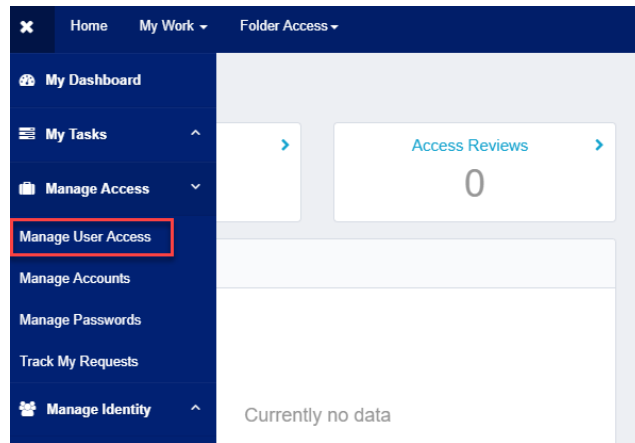
Company
DUNS

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

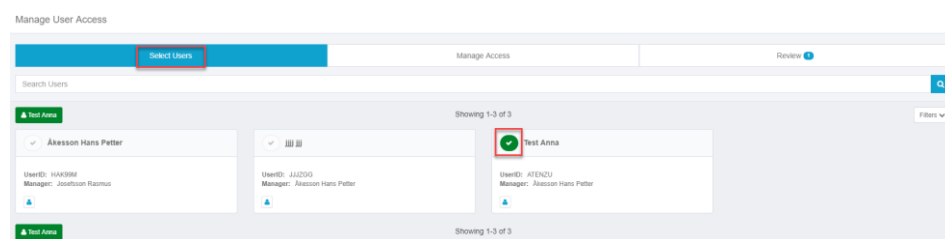
Managed supplier number
Only set values here if the identity should have administrative rights to any of the supplier numbers. If not, leave blank.

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Go to “Manage Access” and “Manage User Access”.



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



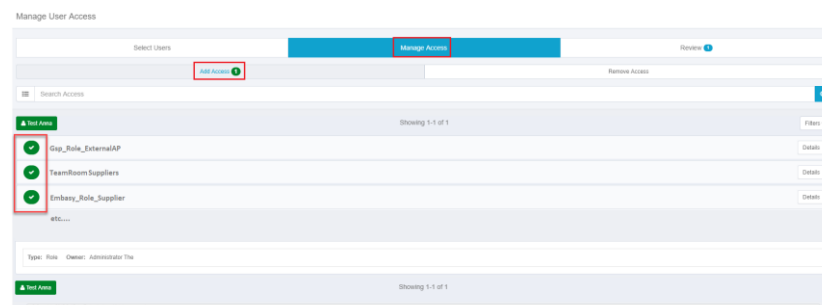
8b Go to “Manage Access”. Click on the magnifying glass, to see all accesses.

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.

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

Manage User Access

Select users Manage Access Review

Search Access Review Access

Showing 1-1 of 1

Test Item	Details
Gsp_Role_ExternalAP	Details
TeamRoomSuppliers	Details
Embassy_Role_Supplier	Details

Type: Role Owner: Administrator The

Showing 1-1 of 1

Cancel Submit

You have now give the user access!

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

Home My Work Intelligence Folder Access

My Dashboard

My Tasks

Manage Access

Manage User Access

Manage Accounts

Manage Passwords

Track My Requests

Manage Identity

Passwords 1

Application	Account ID
XDS	Albin Andersson01

New Password

Password Constraints

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Choose the User and *“Manage”*.

Home My Work Intelligence Folder Access

Manage Passwords

Showing

User	Username	Manager	Manage
Test Anna	0104053	Åkesson Hans Petter	Manage
Test Anna	0104052	Storkull-Berglund Ann-Sofi	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.

Test Anna

Attributes

Access

Accounts

Passwords

Passwords 1

Application	Account ID	Status	Last Refresh	Action Status	Actions
XDS	Anna Test	Active	10/3/19 1:14 PM	Completed	Generate

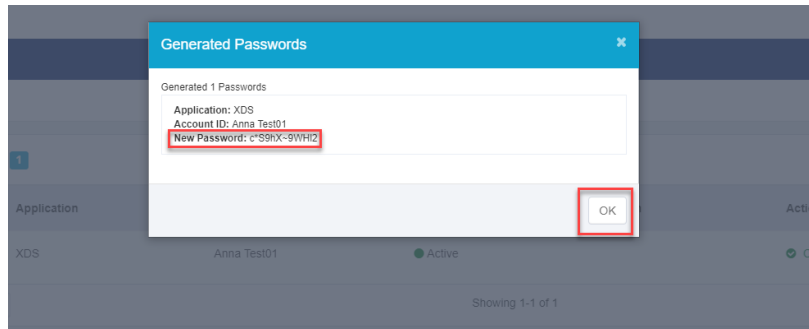
New Password

Confirm Password

Submit Generate Cancel

Password Constraints

- Must contain at least 12 characters
- Must contain minimum 1 uppercase
- Must contain minimum 1 lowercase
- Must contain minimum 1 numeric character
- Not allowed to re-use any of the 24 previous passwords
- May not contain display name, user name, first name or last name of the user
- May not contain "simple" words like: Scania, 12345, abc



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