

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 <u>overnight synchronization</u> before the user can login, after the account has been created.

## **Important Information!**

\* The user should in the first step <u>contact you (as local Supplier Admin)</u> 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 <a href="mailto:supplier\_portal.helpdesk@scania.com">supplier\_portal.helpdesk@scania.com</a>, 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	Go to <u>https://iga.scania.com</u> Sign in with your <i>"Username/Id and Password</i> ."
	WELCOME TO SCANIA To log on to the resource you requested, please enter your Global/XDS username and password to which the OTP is linked. You will be able to choose the OTP
	Username S12345 Pessword LOG IN LOG IN
	Forgot your password?
2	After above login, you need to do a two-factor authentication. Choose to receive the one-time password via SMS. Please select an OTP method
	SMS
	MAIL
	<b>€</b> НеІр

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 - Folde
	S My Tasks V
	Manage Access ions
	Manage Identity     Create Identity
	Update Identity Items
	Update My Details
	View Identity
	View Identity Search Identities Q
	If no result, continue to step 4.
4	Go to "Manage Identity" and "Create Identity".
	K Home My Work - Folder Access -
	ee My Dashboard ≅ My Tasks ^
	till Manage Access ^ O
	Image Identity     Image Identity       Create Identity     Image Identity
	Update Identity Update My Details
	View Identity Currently no data
5	Chose <i>"Supplier".</i>

User Catego	ory				
Select IT-User ca	tegory *				
<ul> <li>Supplier</li> </ul>					
Cancel				Next	
<b>F</b> :11 in	:- <b>f</b>				
Pill In U	ser infor	mation for th	ie new user. droop (pomod (	Compony Empil in I	CA) must be
correct	since it	is used for a	enerating new	password	JA) must be
0011000		lo doca ioi g			
Importa	ant to al	so fill in End o	<b>date</b> . This is for	r you to make recur	ring revisions of
accoun	ts at you	ur company. A	A notice will be	e sent to you in goo	d time, for you to
review	the acco	ount (if for an	y reason it sho	ould be removed or	remain).
To ensu	ure that	there are onl	y accounts in I	GA that are used.	
NOTE t	hat you	can only add	users at the s	upplier number that	t you yourself is
registe	rea to in	ine portal.			
Choose	the eur	nlier number	r that the user	should be connect	ed to
Click "	, che sup Submit"				
The use	er is now	created.			
		oreated			
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	Go to <i>"Manage Access"</i> and <i>"Manage User Access".</i>
	🗶 Home My Work - Folder Access -
	a My Dashboard
	Access Reviews
	till Manage Access Y
	Manage User Access
	Manage Accounts Manage Passwords
	Track My Requests
	<ul> <li>Manage Identity ^ Currently no data</li> </ul>
_	
8a	<i>"Select Users"</i> and mark the user (green round icon).
	Manage User Access
	Beect Owns         Manage Access         Review IP           Search Umms         IP         IP         IP
	A hardway Showing 1-5 of 3 Filter w
	Userdb MARINE Kanage Journan Kanage Jacob Hare Teller Kanage Journan Hanna Kanage Jacob Hare Teller
	A     A     A     A
8b	Go to <i>"Manage Access".</i> Click on the magnifying glass, to see all accesses.
	Tick the round icons of for all concerned applications/roles the user need:
	applications in SSP (incl. standards).
	Other common englications (releases add)
	Gsp App Webstars
	Gsp_App_OCSWebProd
	Gsp_App_web-EDI Gsp_App_eQuality
	Embasy_Role_Supplier
	Manage User Access
	Benefic Users         Manage Astron         Review @           Last Asseme @         Review Astron         Review Astron
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	Christy, Rolty, Josepher Dott
	Type: Rear: Assessment The
	Benne State     States States     States States
	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 <i>"Review"</i> and click <i>"Submit".</i>
	Manage User Access
	Add Asses     Resear Asses       In     Instant Asses
	• @up_lois_fiterad0/     Dom       • Tranhtom logglers     Dom
	Enharg.Role_Soppler     ten
	A future         Showing 51 of 1           • Engage 20 failer binage it go send
	Caret East
	You have now give the user access!
9	Create a password for the user.
	Go to <i>"Manage Access"</i> and <i>"Manage Paswords"</i> .
	K Home My Work - Intelligence - Folder Access -     S     My Dashboard IS
	E My Tasks ^ Passwords 1
	Manage User Access     Application     Account ID
	Manage Passwords Track M Requests New Password
	★ Manage Identity ^ Password Constraints
10	Choose the User and <i>"Manage".</i>
	₩ Home My Work - Intelligence - Folder Access -
	Manage Passwords Showing
	Test Anna Test Anna
	Username:         0104053         Username:         0104052           Manager:         Akesson Hans Petter         Manager:         Storkull-Berglund Ann-Soft
	Manage
11	Click <i>"Generate"</i> , to get a password automatically.
	Copy the password and share it with the user by sending it in an email. Click <i>"OK".</i>
	NOTE1
	The password is confidential and should be treated with caution.
	Passwords Passwords AccountID Status Last Refresh Action Status Actions
	Antodes     xOS     Anna Test        • Active     100/19/114 PM        • Completed       Access     New Passandt     Centre Passandt
	Accounts Patternets Pa
	Monte Contrain an Hearing J. Contractores     Monte Contrain an Hearing J. Contractores     Monte Contrain Information J. Supercoses Monte Contrain Information J. Interactive Classification     Monte Contrain Information J. Interactive Classification     Monte Contrain Information     Monte Contrain Inform

1 Application XDS	Generated Passwords     X       Generated 1 Passwords     X       Application: XDS     Action       Account UD: Anna Test01     K       Mew Password: C'SBNX-9WHI2     K       Anna Test01     Active       Showing 1-1 of 1
You hav	e now successfully created an user account!
Inform	<u>i the user:</u>
- Login - Passw And th and wait 12 - To use (NOT u - Prefer	credentials/Id. Send below email text to the user. yord at the user (first time) must update the password according to the rules 2 hours before login works 3 this link for login: https://supplier.scania.com use an old short cut link on their web browser) ably use Chrome web browser
After o before	preation of the account it takes an <u>overnight synchronization</u> the account will be available for the user.
EMAIL	MESSAGE TO THE NEW USER:
Hello,	
Your por <u>Please sec</u>	tal account is now created. e your login credentials to SSP - https://supplier.scania.com:
Username Password	e: Add the User Id I: Add the password you have created within IGA for the user
The according according processed good to a	unt will be available tomorrow, due to a synchronization. need to update the above password immediately the first time you log in. Change it g to the rules below and wait approx. 5 min. before you login (so that the update can be l first). Preferably use Chrome web browser, login with above fresh link and it can be lso delete web history and cache on your computer.
Importan Password	d must have at least 6 letter(s) ense any of your last 24 passwords
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Importan Password Cannot r Password Password Password Password Password Password Password Password Password Password Password	d must have at least 6 letter(s) reuse any of your last 24 passwords. d must have at least 1 lowercase letter(s) d must have at least 12 character(s) d must have at least 3 character types d must have at least 1 special character(s) - e.g. @ ' \$ " # * ; % { d must have at least 2 digit(s) d must have at least 1 uppercase letter(s) re there are no blank steps after the password when entering it d cannot contain e.g. Abcde or 12345

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

## Best regards, Your signature