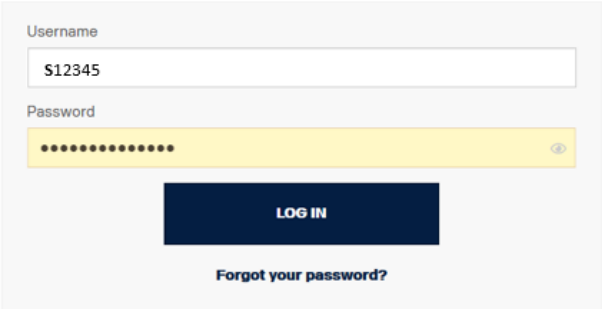
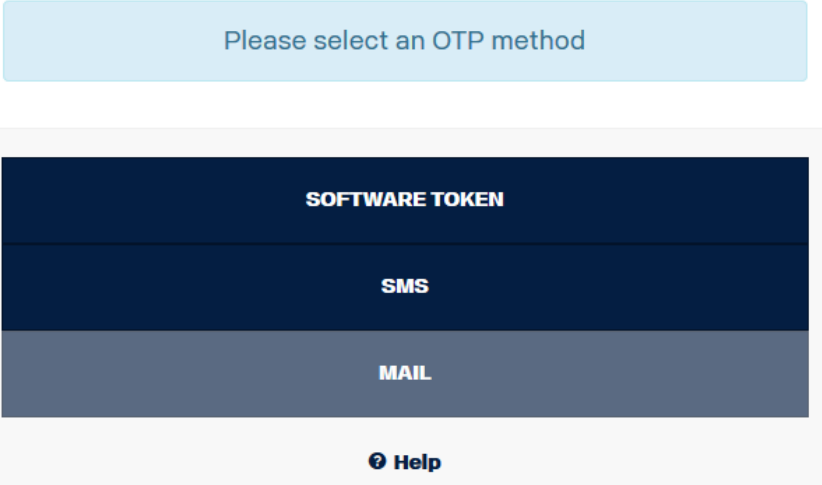


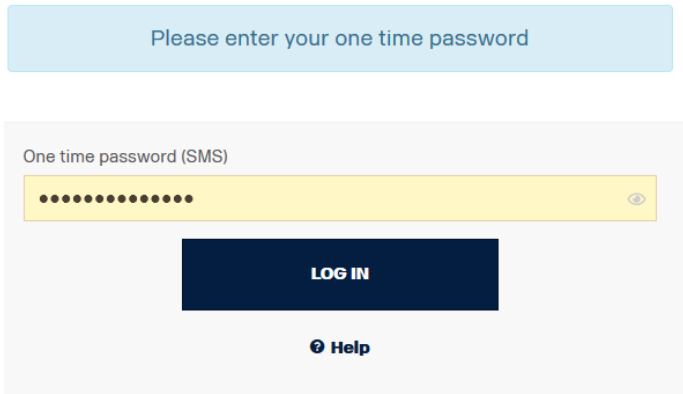
IGA is the management tool for SSP accounts. This guide cover IGA user administration for **Local Supplier Administrators**:

- How to disable user account?

How do I disable an users account?

Step	View
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

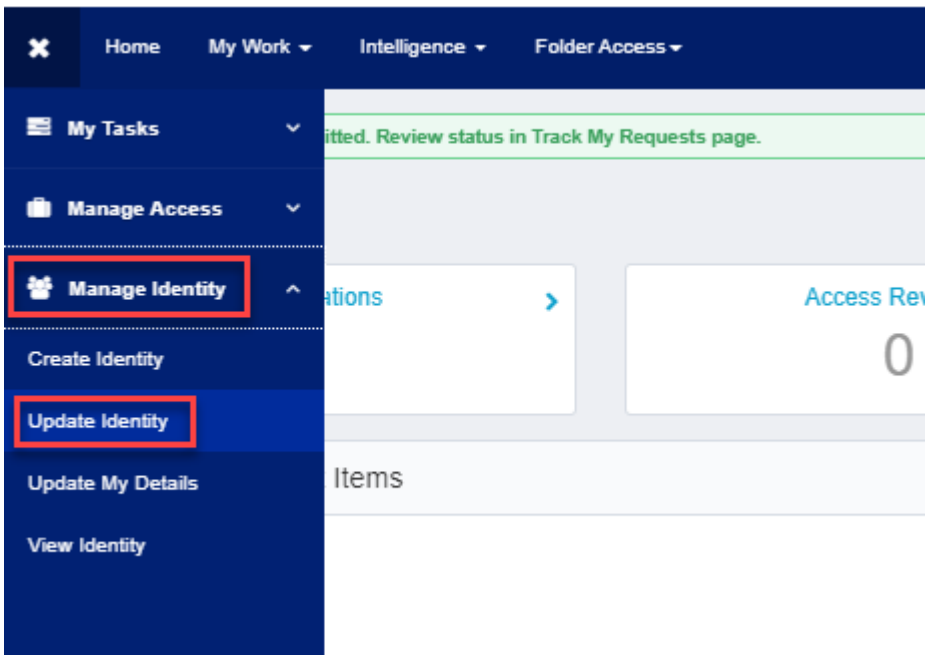
One time password (SMS)

●●●●●●●●

LOG IN

Help

4 Go to “Manage Identity > Update Identity”.



Home My Work Intelligence Folder Access

My Tasks

Manage Access

Manage Identity

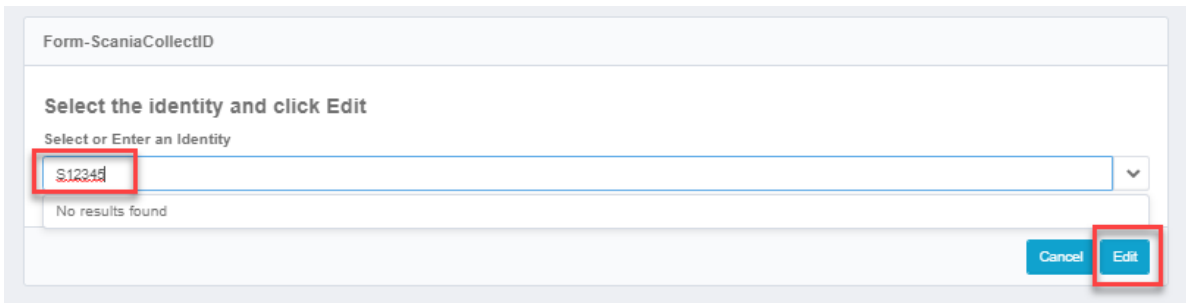
Create Identity

Update Identity

Update My Details

View Identity

5 Type in the S user id of the user to be disabled:



Form-ScaniaCollectID

Select the identity and click Edit

Select or Enter an Identity

S12345

No results found

Cancel Edit

6

Fill in "End Date" and click "Submit". Now the users account is Disabled (but not completely deleted).

(A reminder to the local admin will be sent out 2 weeks before expire date, for the admin to have time to change the date, if necessary. If the current date remains, the account will be deleted completely.)

The screenshot shows a web form titled "Update identity - Supplier". It is divided into two main sections: "Personal details" and "Organisation details".

Personal details section:

- Scania IT-user category ***: Dropdown menu with "Supplier" selected.
- Scania IT-user ID**: Text input field containing "ETE7E2".
- First name ***: Text input field containing "elleSupplier1". Below it, the text "Least 2 characters" is displayed.
- Last name ***: Text input field containing "Test". Below it, the text "Least 2 characters" is displayed.
- Supplier Administrator**: Dropdown menu with "elleAdmin Test" selected. Below it, the text "Responsible IT administrator at Scania" is displayed.
- Email**: Text input field.
- Company email ***: Text input field containing "jane.doe2@scania.ru". Below it, the text "A non-Scania.com email address. Example: jane.doe@scania.ru, john.doe@acme.com. Private email not allowed" is displayed.
- Mobile phone**: Text input field. Below it, the text "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)." is displayed.
- City**: Text input field. Below it, the text "The physical location of the identity" is displayed.
- Country ***: Dropdown menu with "Portugal" selected. Below it, the text "The physical location of the identity" is displayed.
- Salutation**: Radio buttons for "Mr" (selected) and "Ms/Mrs".
- Title**: Text input field.
- Preferred language**: Dropdown menu with "English - Great Britain" selected.
- Start date ***: Text input field containing "04/28/2021" with a calendar icon.
- End date**: Text input field containing "mm/dd/yyyy" with a calendar icon. This field is highlighted with a red box.

Organisation details section:

- Home supplier number ***: Dropdown menu with "0005101" selected. Below it, the text "Supplier number where the user is located. Automatically added to 'Represents supplier number'." is displayed.
- Company**: Text input field containing "SCANIA".
- DUNS**: Text input field.
- Represents supplier number**: Dropdown menu. Below it, the text "Enter all supplier numbers this user should represent in different Scania applications." is displayed. A text input field contains "0005101" with a delete icon (x).
- Managed supplier number**: Dropdown menu.
- Below this dropdown, the text "Only set values here if the identity should have administrative rights to any of the supplier numbers. If not, leave blank." is displayed.

At the bottom right of the form, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red box.

You have now successfully disabled the users account!