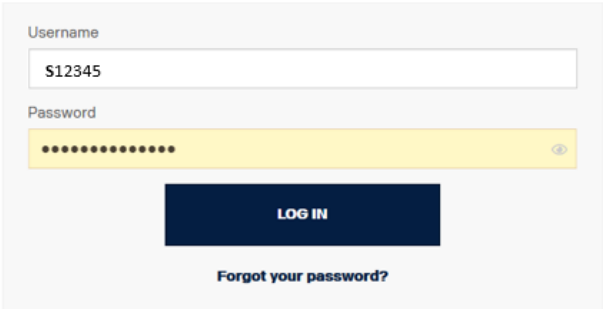
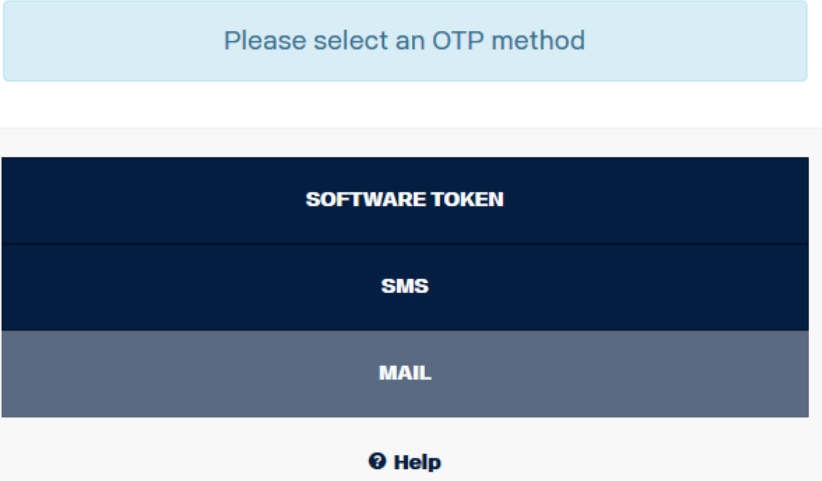


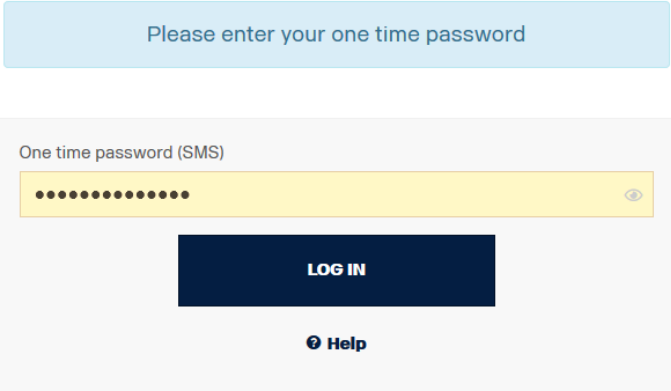
IGA is the management tool for SSP accounts. This guide cover IGA user administration for **Local Supplier Administrators**:

- 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

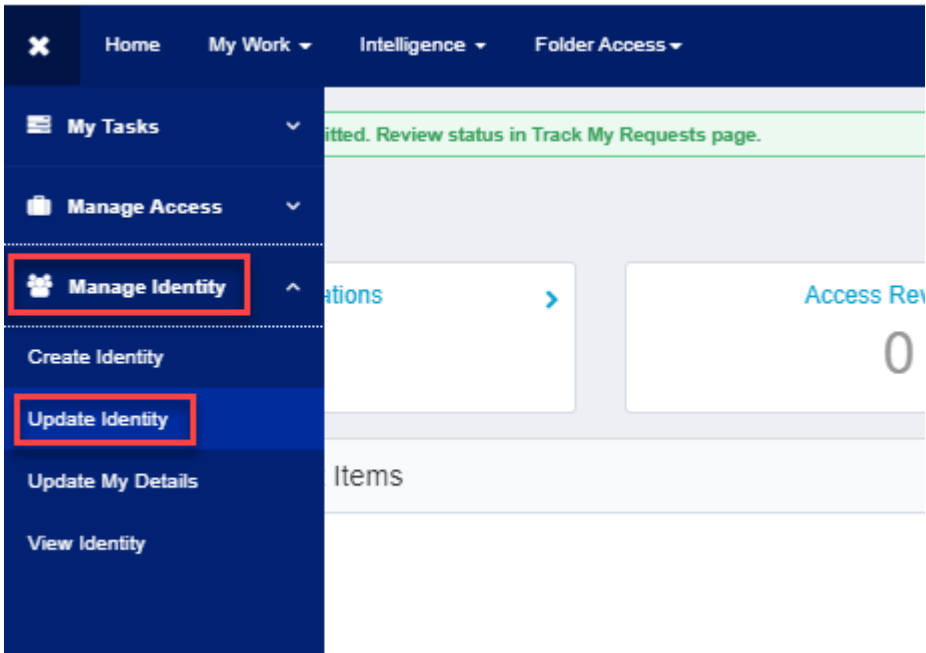
One time password (SMS)

••••••••••

LOG IN

Help

4 Go to "Manage Identity > Update Identity".



Home My Work Intelligence Folder Access

My Tasks

Manage Access

Manage Identity

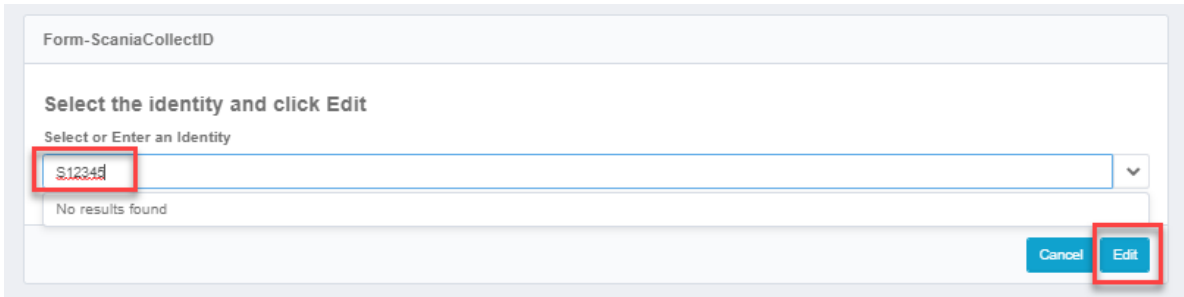
Create Identity

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.

Note! If the account can be deleted immediately you add a date 2 months back in time and the account will be removed during the same day the update is done.

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: Supplier
- Scania IT-user ID: ETE7E2
- First name: elieSupplier1
- Last name: Test
- Supplier Administrator: elieAdmin Test
- Email: [empty]
- Company email: jane.doe2@scania.ru
- Mobile phone: [empty]
- City: [empty]
- Country: Portugal
- Salutation: Mr (selected)
- Title: [empty]
- Preferred language: English - Great Britain
- Start date: 04/26/2021
- End date: mm/dd/yyyy (highlighted with a red box)

Organisation details section:

- Home supplier number: 0005101
- Company: SCANIA
- DUNS: [empty]
- Represents supplier number: 0005101
- Managed supplier number: [empty]

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

You have now successfully disabled the users account!

