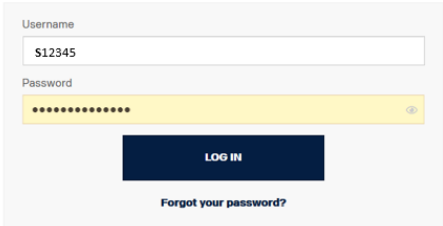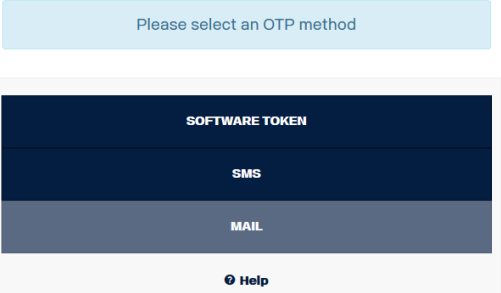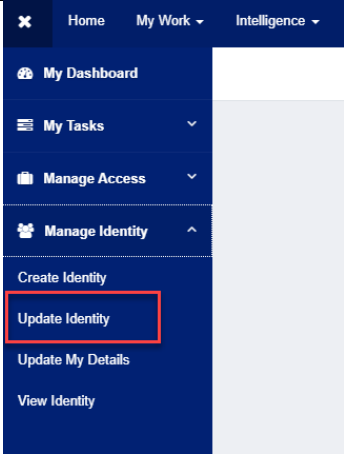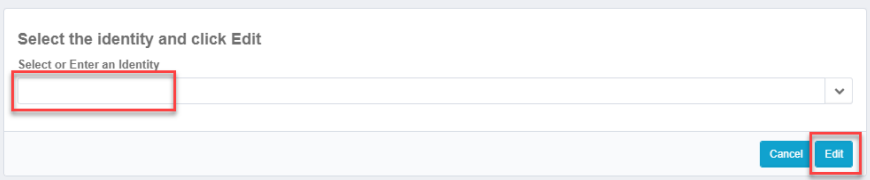IGA is the management tool for SSP accounts. This guide cover IGA user administration for local Supplier Administrators:

- **How to update User Info with <u>several supplier numbers</u>**

To be able to do this it is important that the local supplier admin is linked to all concerned supplier numbers first. If not, contact supplier_portal.helpdesk@scania.com We will link them for you.

Step	View and description
	How do I update the USER INFORMATION?
1	Go to https://iga.scania.com Sign in with your *"Username/Id and Password."* **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 method in the next step. Username S12345 Password •••••••••••• 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 SOFTWARE TOKEN SMS MAIL ❓ Help
3	Fill in the one-time password you received via SMS and click Login. **Now you can start updating the account.**
4	Go to *"Manage Identity"* and *"Update Identity":*

5	Type in the users Id or Name.	
	Make sure that you, as admin, is linked to all concerned supplier numbers first. Otherwise you will not be able to add them to the account. If not, contact supplier_portal.helpdesk@scania.com We will link them for you. Then you can start adding them to the users account.	
6	Go to the field *"Represents Supplier Number"*.	
7	Click the small arrow and mark each supplier number that the user need access to.	
8	Click *"Submit"*. Done. **Be aware that it takes approx. 5 minutes before the update will be visible on the account, for the user.** (You can check in the menu *"My Work"* -> *"Access Requests"* when the update has been *"Complete"*.)	