

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

This guide instruct you following (click on the link to jump to that specific section):

- [Create User Account](#)
- [Update User Account](#)
- [Disable/Delete User Account](#)
- [Add/Remove access \(when the account already exist\)](#)

Important Information!

The user should in the first step [contact you \(as local Supplier Admin\)](#) regarding update of account and password.

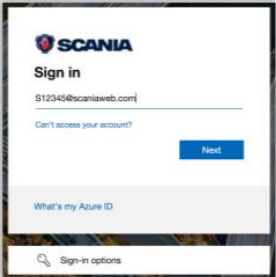
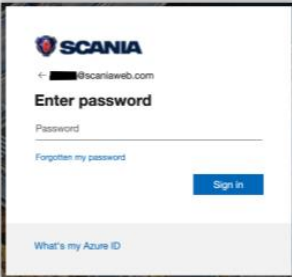
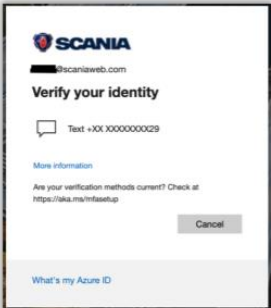
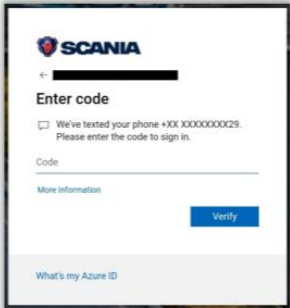
* Creation of New Administrator:

[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.

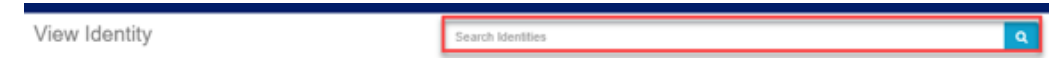
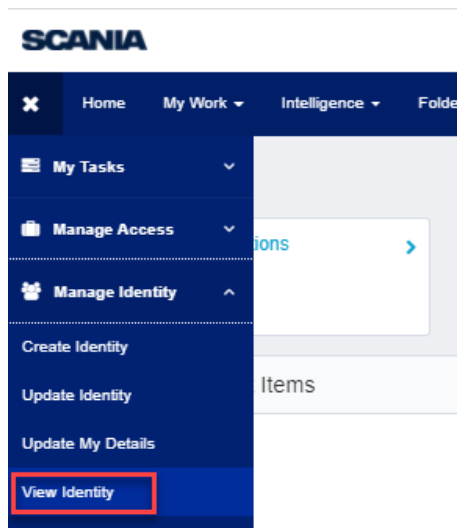
Create user account with accesses and password

Be aware that it takes an overnight synchronization before the user can login, after the account has been created.

Step	View and description
1	<p>Go to https://iga.scania.com Sign in with your "User Id (followed by @scania.com) and password:"</p> <div style="display: flex; justify-content: space-around;">   </div>
2	<p>Verify your identity by clicking "Text + xx xxxxxxxx" Enter the code you receive via SMS.</p> <div style="display: flex; justify-content: space-around;">   </div> <p>Now you can start using IGA.</p>

3

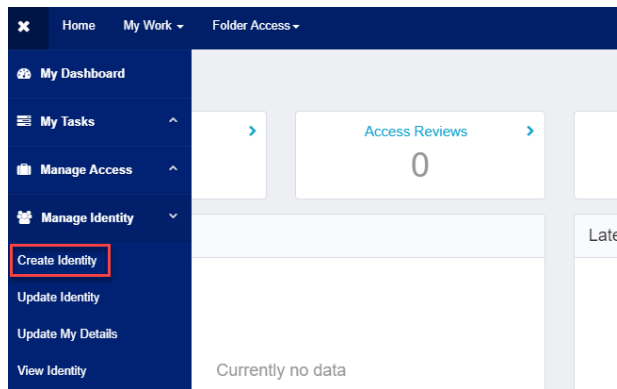
First of all - search within IGA for the user's name to make sure the person is not already posted.



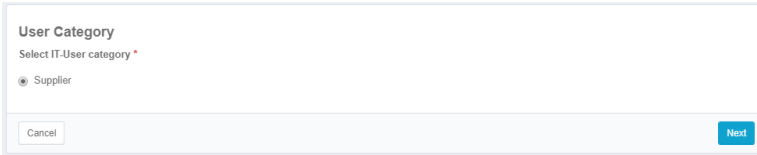
If no result, continue to step 4.

4

Go to "Manage Identity" and "Create Identity".



5 Chose "Supplier".



6 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.

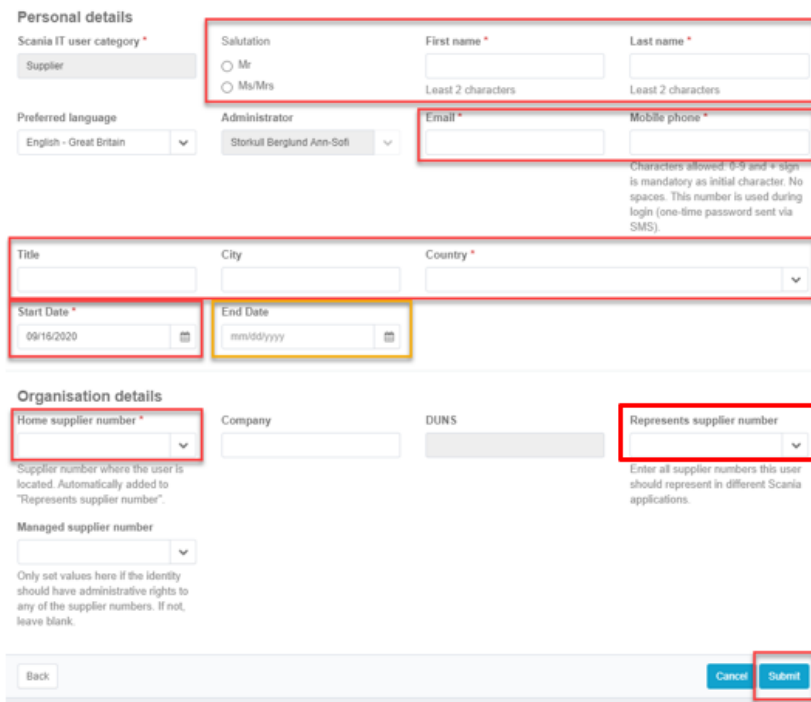
Important to also fill in End date. This is for you to make recurring revisions of accounts at your company. A notice will be sent to you in good time, for you to review the account (if for any reason it should be removed or remain). To ensure that there are only accounts in IGA that are used.

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!

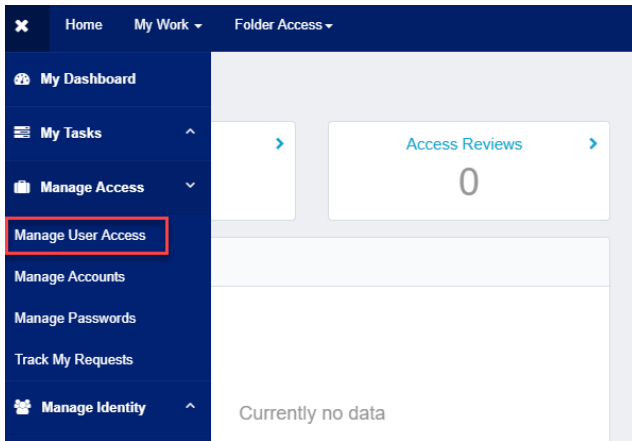
Don't use special characters/script e.g. å, ç, è, ð, ñ, ó, ś, ź, ž ü when you fill in the user details. This will cause problems with the portal login.



Add supplier number here. And use this field when your user also needs to represent several supplier numbers

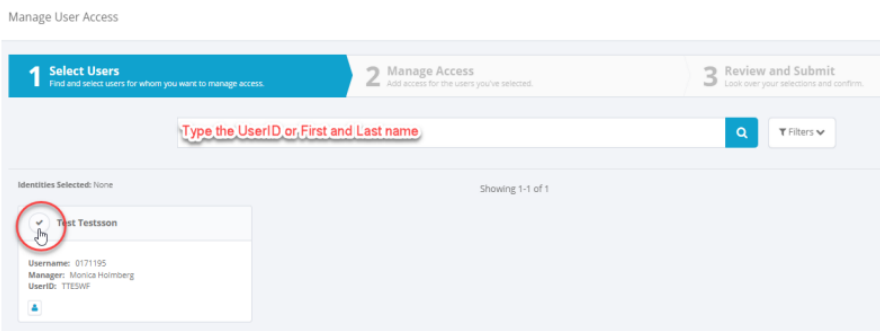
7

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

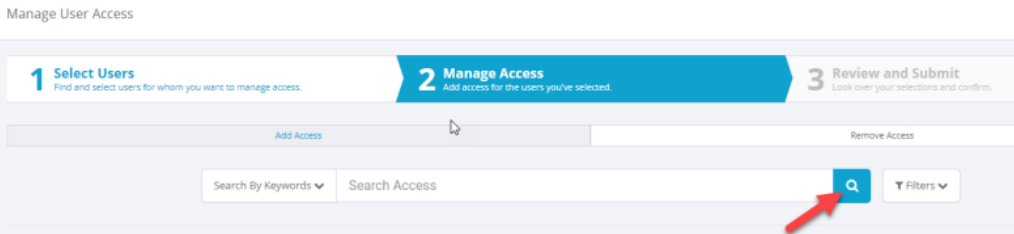


8a

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



8b

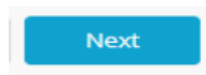


Automotive supplier access must always be added, to be able to access the Scania Supplier Portal (incl. Standards).

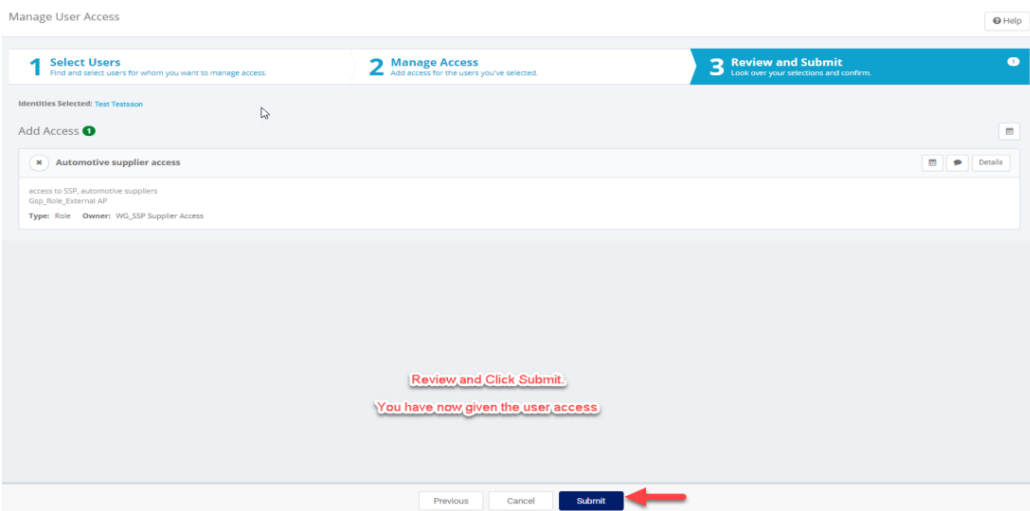
Other common applications/roles to add:

- Gsp Webstars access
- Gsp_App_OCSWebProd
- Supplier portal access (for WebEDI)
- eQ2 user_xds
- Nile_External_Supplier or Nile_Basic_External

When you have selected the accesses to add, click

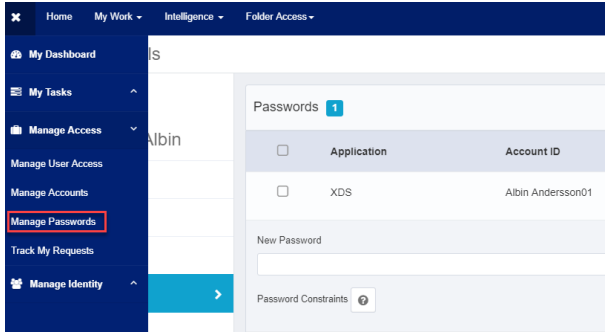


8c

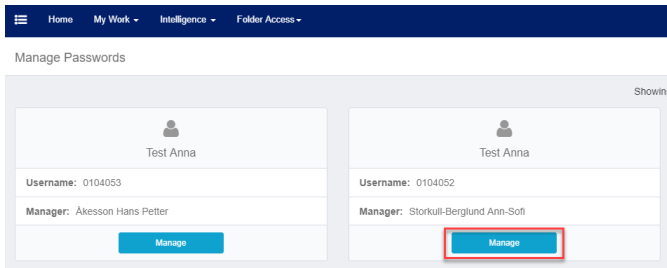


Review and Click Submit.
You have now given the user access

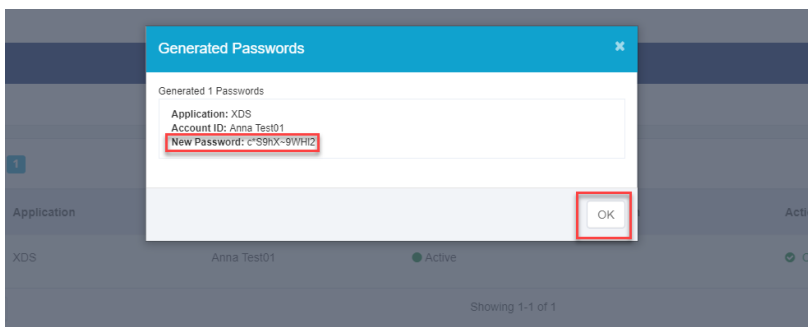
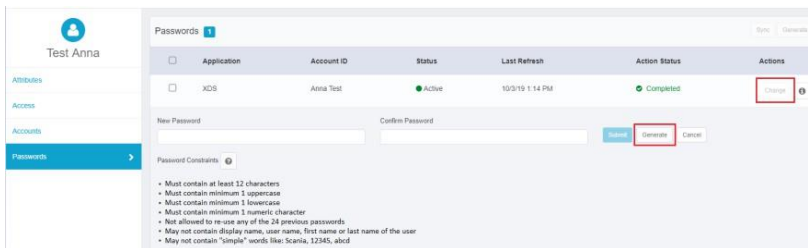
- 9 Create a password for the user.
Go to *“Manage Access”* and *“Manage Passwords”*.



- 10 Choose the User and *“Manage”*.



- 11 Click *“Generate”*, to get a password automatically.
Copy the password and share it with the user by sending it in an email.
Click *“OK”*.
NOTE! The password is confidential and should be treated with caution.



You have now successfully created an user account!

Keep in mind that it takes up to 12 hrs before the account can be logged in to after Automotive supplier access has been added.

Inform the user via email this information :

Hi,

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

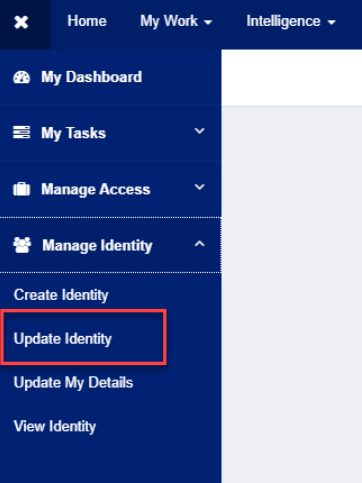
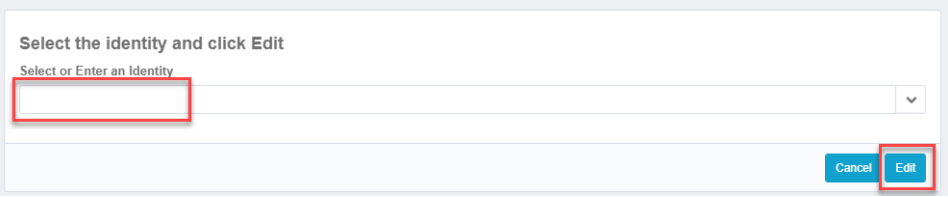
Password cannot contain your First or Last name

Password cannot contain your account ID

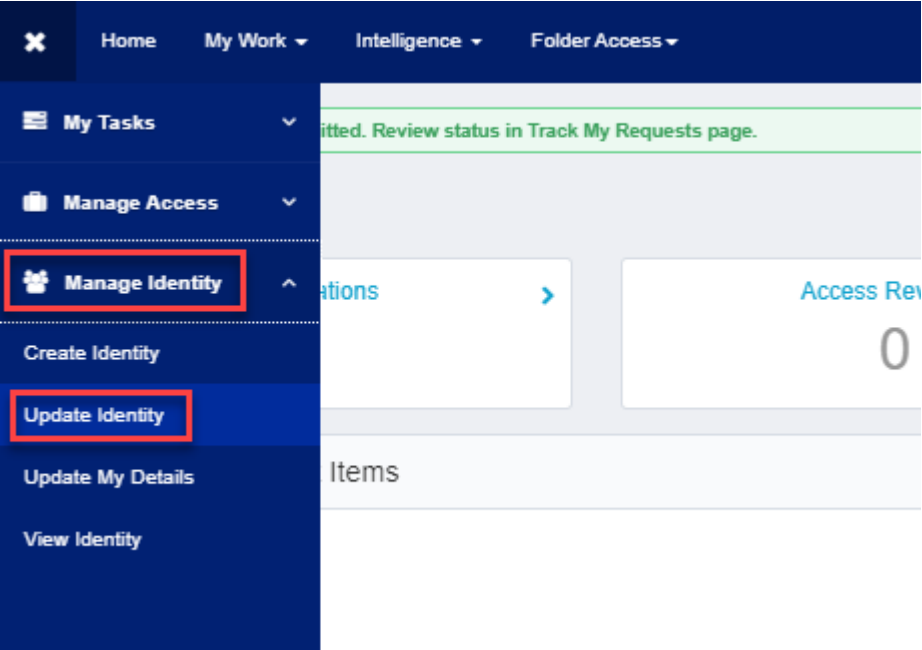
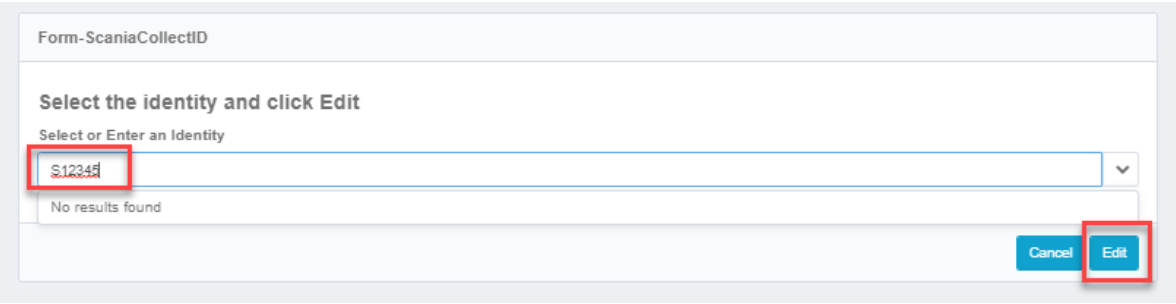
If you have questions or issues with your account or need password reset. Please contact me (your local supplier Admin).

Your signature

How to update user account

Step	View and description
1	Go to https://iga.scania.com and log in (see page 1, step 1-2)
2	<p>Go to "Manage Identity" and "Update Identity".</p>  <p>The screenshot shows a dark blue navigation menu on the left side of a web application. The menu items are: Home, My Work (with a dropdown arrow), Intelligence (with a dropdown arrow), My Dashboard, My Tasks (with a dropdown arrow), Manage Access (with a dropdown arrow), Manage Identity (with an upward arrow), Create Identity, Update Identity (highlighted with a red rectangle), Update My Details, and View Identity.</p>
3	<p>Type in the users S id or Name to update for.</p>  <p>The screenshot shows a form titled "Select the identity and click Edit". Below the title is a label "Select or Enter an Identity" and a text input field with a dropdown arrow on the right. The input field is highlighted with a red rectangle. At the bottom right of the form are two buttons: "Cancel" and "Edit", with the "Edit" button highlighted by a red rectangle.</p>
4	Update the user information – click Submit .

Disable/Delete user account

Step	View
1	Go to https://iga.scania.com and log in (see page 1, step 1-2)
2	<p>Go to <i>“Manage Identity > Update Identity”</i>.</p>  <p>The screenshot shows the IGA ScaniaCollectID interface. The top navigation bar includes 'Home', 'My Work', 'Intelligence', and 'Folder Access'. A left-hand menu is open, showing options: 'My Tasks', 'Manage Access', 'Manage Identity', 'Create Identity', 'Update Identity', 'Update My Details', and 'View Identity'. The 'Manage Identity' option is highlighted with a red box, and the 'Update Identity' option is also highlighted with a red box. The background shows a notification banner and a card with 'Access Rev' and a '0'.</p>
3	<p>Type in the user id to be disabled:</p>  <p>The screenshot shows the 'Form-ScaniaCollectID' interface. It has a title 'Form-ScaniaCollectID' and a subtitle 'Select the identity and click Edit'. Below this is a search field labeled 'Select or Enter an Identity' containing the text 'S12345'. Below the search field is a message 'No results found'. At the bottom right, there are two buttons: 'Cancel' and 'Edit'. The 'Edit' button is highlighted with a red box.</p>
4	<p>Fill in <i>“End Date”</i> and click <i>“Submit”</i>. Now the users account is Disabled (but not completely deleted).</p> <p>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 the current date remains, the account will be deleted completely once the end date has been passed by 30 days.</p> <p>See picture on the next page.</p>

Update identity - Supplier

Personal details

Scania IT-user category *

Supplier

Scania IT-user ID

ETE7E2

First name *

elleSupplier1

Least 2 characters

Last name *

Test

Least 2 characters

Supplier Administrator

elleAdmin Test

Responsible IT administrator at Scania

Email

Company email *

jane.doe2@scania.ru

A non-Scania.com email address. Example: jane.doe@scania.ru, john.doe@acme.com. Private email not allowed

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).

City

The physical location of the identity

Country *

Portugal

The physical location of the identity

Salutation

Mr

Ms/Mrs

Preferred language

English - Great Britain

Title

Start date *

04/28/2021

End date

mm/dd/yyyy

Organisation details

Home supplier number *

0005101

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

Company

SCANIA

DUNS

Represents supplier number

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

0005101

Managed supplier number

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

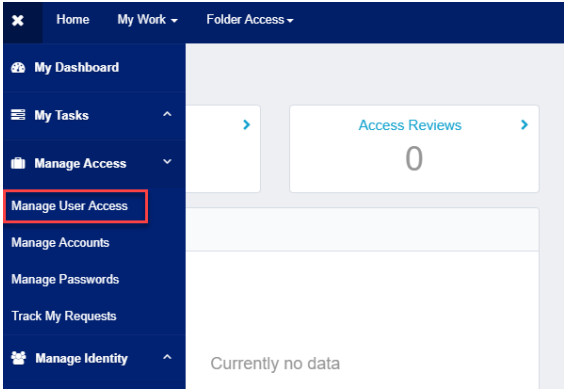
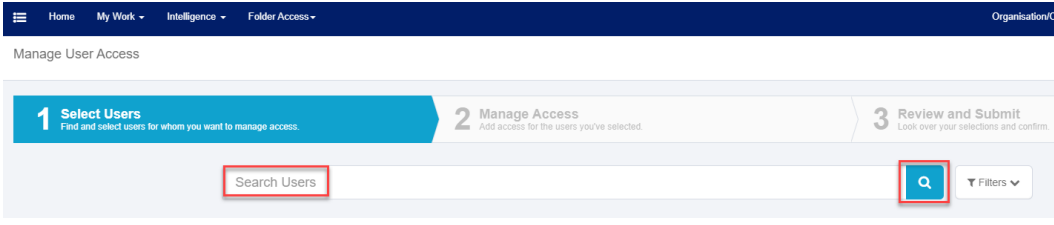
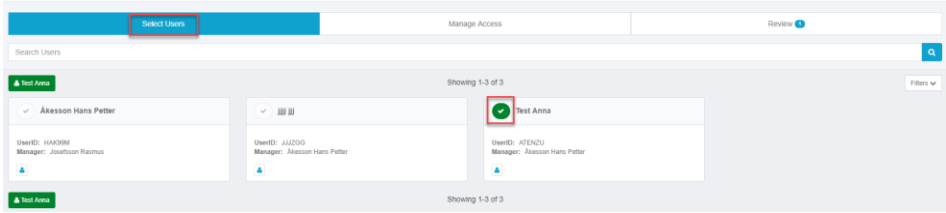
Cancel

Submit

You have now successfully disabled the user account!

Add/Remove access (when the account already exist)

Keep in mind that when the **Automotive supplier access** is added to the account, it takes 12 hours before the account can be logged in to.

1	<p>Go to <i>“Manage Access”</i> and <i>“Manage User Access”</i>.</p> 
	<p>Search for the user to be updated:</p> 
2	<p><i>“Select Users”</i> and mark the user (green round icon).</p> 
3	<p>Go to <i>“Manage Access”</i>. Click on the magnifying glass to see all available accesses. Tick the round icon for all concerned applications/roles the user need.</p> <p>See Application explanation</p> <p>Automotive supplier access must always be added, so the user will be able to access the portal and other applications in SSP (incl. standards). Once this access has been added, login to SSP will be possible the next day.</p>

1 Select Users

Find and select users for whom you want to manage access.

2 Manage Access

Add access for the users you've selected.

[Add Access](#)

Search By Keywords Search Access

Identities Selected: **Select the applications the user need access to (from the portal) !** Showing 1-7 of 7

- GSP_App_OCSWebProd**
Resp: customs@scania.com
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Embassy_Role_Supplier**
Type: Entitlement Owner: Appl-Adm-Embassy Application: XDS Attribute: memberOf
- Gsp_Role_ExternalAP** ← **Must always be added to the account!**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Gsp_App_Webstars**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Gsp_App_eQuality**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Gsp_App_Web-EDI**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Gsp_App_ePerformance**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf

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

Manage User Access

Select Users Manage Access **Review**

[Add Access](#) [Remove Access](#)

Search Access

Showing 1-1 of 1

- Gsp_Role_ExternalAP** Details
- TeamRoomSuppliers** Details
- Embassy_Role_Supplier** Details

Type: Role Owner: Administrator Tia

Showing 1-1 of 1

Cancel **Submit**

You have now updated accesses for the user!

Application Access Scania SupplierPortal Explanation

On Scania Supplier Portal, Scania offers a range of application that suppliers need in order to perform their daily business with Scania. This document summarize the available applications and the related accesses necessary. Thelist is showing all different roles that exist for supplier users and what roles available for each supplier depends on the business relation with Scania.

If you think your company lack access to any application, please contact your Scania Purchaser, which should be able to help you with getting the correct access added.

Basic access

In order for a user to get access to the Scania Supplier Portal, they need to have at least one of the two groups (depending on what the supplier deliver):

- Automotive supplier access – Suppliers that deliver automotive parts (both production and spare parts)
- Non-Automotive supplier access – Suppliers that deliver non-automotive parts and services

If your administrator do not find any of these groups, they should get in contact with supplier_portal.helpdesk@scania.com, which can help adding any of them to your company.

Application access

In the table below, you find all applications available and what access groups/roles needed in order to gain access to the application. More information related to each application and need for additional accounts, canbe found in the appendix.

About the table

Some applications and links to applications are already include in the 2 basic access roles and hence is the table below based on these 2 roles, if additional roles are needed, they are stated in respective column.

All applications are not available globally, so they are sorted by either SEU (delivering to Scania productions units in Europe) or SLA (delivering to Scania Production Units in South America).

Name	Description	ExternalAP	ExternalNAP	Additional Account
Basic applications				
Scania Lexicon	Provides defined corporate concepts and denominations.	Included	Included	No
Scania Standards	Here you will find all Scania Standards – "STD"- documents- which are available for Suppliers.	Included	Included	No
User Management	Management of user information and capabilities depends on role. Normal user can update some of their own user information, whereas administrators have more functionalities.	Included	Included	No
VW Business Platform	Volkswagen Supplier Portal.	Included	Included	Yes
PackIT	System to view, approve and retrieve packaging instructions for parts.	Included	Included	No
Globally available				
TeamRoom	Collaboration area, where suppliers can share documents and information with Scania in specified project.	TeamRoomSuppliers	TeamRoomSuppliers	No
eQ2 portal	Quality portal that handles PPAP submissions, change request and deviations (product and transport).	Included	Gsp_App_eQuality	Yes

ePerformance	Shows the delivery precision and quality performance of the supplier.	Included	Gsp_App_ePerformance	No
Webstars	Transport booking and follow up.	Gsp_App_Webstars	Gsp_App_Webstars	Yes
OCS Web (LTSD)	System to submit documents related to Country of Origin (in context of free trade agreements).	Gsp_App_OCSWebProd	Gsp_App_OCSWebProd	No
Only Europe				
Embassy	Ordering system for Scania packaging.	Embassy_Role_Supplier	Embassy_Role_Supplier; Embassy_Role_Pool	No
Wed-EDI	Web application for EDI messages.	Gsp_App_Web-EDI	Gsp_App_Web-EDI	Yes
Only South America				
ePackaging	Packaging plans for South American suppliers.	Gsp_App_ePackaging	Gsp_App_ePackaging	No
eTooling	System for keeping track of Scania tooling (suppliers to submit related info).	eTooling_External_Users	eTooling_External_Users	No
eTaxes	System where tax related to part numbers can be found.	Gsp_App_eTaxes	Gsp_App_eTaxes	No
Wed-EDI (SLA)	Web application for EDI messages.	WedEDISLA_External_Users	WedEDISLA_External_Users	No

Appendix

Scania Lexicon

No extra account needed and credentials are the same as for Supplier Portal.

First time you are about to login: Enter your company name in the Clientwindow and your User name and Password.

Scania Standards

No extra account needed and credentials are the same as for Supplier Portal.

Please note: There is a subscription functionality within the application, so you can receive notifications as soon as a standard is updated. It is recommended to use, in order to fulfil the requirements stated in STD3868.

Technical Information Library

Information Product | All New Documents | E-mail Notification

Product: Scania Corporate Standards

Language: English

e-mail address:

Lang	Product	e-mail address

User management

No extra account needed and credentials are the same as for Supplier Portal.

System that handles the account and accesses for all external users. There are 2 different accesses within the application, normal user and administrator.

Normal user: Will be able to update information related to your own account(not password)

Admin user: Will be able to create/modify/erase users for their company (can hand out access and change password). For more information, please see the [instructions on Supplier Portal](#). (available for logged in users)

For questions related to the User management system, please contact:

South American Suppliers: Supplierportal.sla@scania.com

The rest of the World:

supplier_portal.helpdesk@scania.com

VW Business platform (ONE KBP)

Need for separate account, which is administrated by

Volkswagen. For more information, see

<https://www.vwgroupsupply.com/> .

Support page:

https://www.vwgroupsupply.com/one-kbpub/en/kbp_public/support/support.html

PackIT

No extra account needed and credentials same as for Supplier Portal.

Teamroom

No extra account needed and credentials are the same as for Supplier Portal. When you have logged in for the first time, your Scania contact need to add you to the appropriate project in order to get access to the information.

For support with the application, please contact: teamroom@scania.com .

Confidential teamroom

Sometimes there is a need to share classified information, and then Scania also offers a more secured version of Teamroom, called “Confidential Teamroom”. If you are asked to use this application, you need to first have access to the ordinary Teamroom and then you need to ask your Scania colleague to order OTP(One-time password) functionality for your account. If the Scania contact aren't aware of how to order this, you can tell them that it is orderable via ScaniaNow or OrderIT (access “OTP for XDS”).

eQ2 portal

Separate account needed.

A separate administrator is required for the eQ2 portal and for the creation of the first eQ2 administrator, you are asked to get in contact with your Scania Purchaser.

After the creation of the admin account, the administrator will be able to create new accounts in eQ2 for the rest of their company.

Mapping of accounts:

All users of eQ2 portal will have a separate account, with separate credentials, but after first login, the Supplier Portal and eQ2 portal accounts are mapped, which means that the user will be automatically logged in to eQ2 for the future.

For more information and user guides (both for administrators and users), please see the [eQ2 portal page](#). (only available for logged in users).

Support questions to be directed to purchasing.system.support@scania.com .

ePerformance

No extra account needed and credentials are the same as for Supplier Portal.

For questions related to the ePerformance application, please

contact:South American Suppliers: Supplierportal.sla@scania.com
The rest of the World: supplier_portal.helpdesk@scania.com

Or your responsible Material Planner (logistic) and Supplier Quality Engineer(quality).

Webstars

Separate account needed.

Please contact your responsible Material Planner at Scania to get your account and access.

OCS Web

No extra account needed and credentials are the same as for Supplier Portal.

For questions related to the OCS Web applications, please contact: customs@scania.com .

Embassy

No extra account needed and credentials are the same as for Supplier Portal.

For support regarding the application or packaging related questions, please contact: packaging.planning@scania.com

Web-EDI

Separate account needed.

Scania Purchaser responsible for initiate the process for onboarding of Suppliers to EDI. If decision is taken that Web-EDI should be used, the logistic team will create an account for the supplier.

For support in the onboarding process: scania.supplychain@edionet.net

ePackaging

No extra account needed and credentials are the same as for Supplier Portal.

For questions related to the application, please contact:
Supplierportal.sla@scania.com

eTooling No extra account needed and credentials are the same as for Supplier Portal.

For questions related to the application, please contact: supplierportal.sla@scania.com

eTaxes

No extra account needed and credentials are the same as for Supplier Portal.

For questions related to the application, please contact: supplierportal.sla@scania.com

WebEDI SLA

No extra account needed and credentials are the same as for Supplier Portal.

For questions related to the application, please contact: supplierportal.sla@scania.com