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):

Important Information!

* The user should in the first step contact you (as local Supplier Admin)
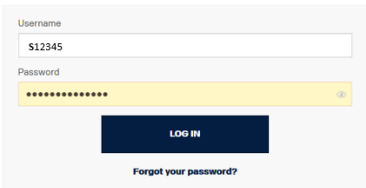regarding update of his/hers account and password.

* 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 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	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** **❷ Help**	
3	Fill in the one-time password you received via SMS. Please enter your one time password One time password (SMS) ●●●●●●●●●●●●● 👁 **LOG IN** **❷ 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 🗎 My Tasks ⌄ 🗃 Manage Access ⌄ ions ❯ 👥 Manage Identity ⌃ Create Identity Update Identity Items Update My Details **View Identity** View Identity Search Identities 🔍 ==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. ą, ć, ę, ł, ń, ó, ś, ź, ż ü when you fill in the user details. This will cause problems with the portal login.

Personal details

Scania IT user category *	Salutation	First name *	Last name *
Supplier	○ Mr ○ Ms/Mrs		
		Least 2 characters	Least 2 characters

Preferred language	Administrator	Email *	Mobile phone *
English - Great Britain	Storkull Berglund Ann-Sofi		

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).

Title	City	Country *

Start Date *	End Date
09/16/2020	mm/dd/yyyy

Organisation details

Home supplier number *	Company	DUNS	Represents supplier number

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

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

Managed supplier number

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

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

Back | Cancel | Submit

7	Go to *"Manage Access"* and *"Manage User Access"*.

8a	*"Select Users"* and mark the user (green round icon).

8b	Go to *"Manage Access"*. Click on the magnifying glass, to see all accesses. Tick the round icons for all concerned applications/roles the user need: ==Gsp_Role_ExternalAP (or NAP)== **must be added,** ==to be able to access the other applications in SSP (incl. standards).== **Other common applications/roles** to add: Gsp_App_Webstars Gsp_App_OCSWebProd Gsp_App_Web-EDI Gsp_App_eQuality Embasy_Role_Supplier ==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 *"Review"* and click *"Submit"*. **You have now give the user access!**

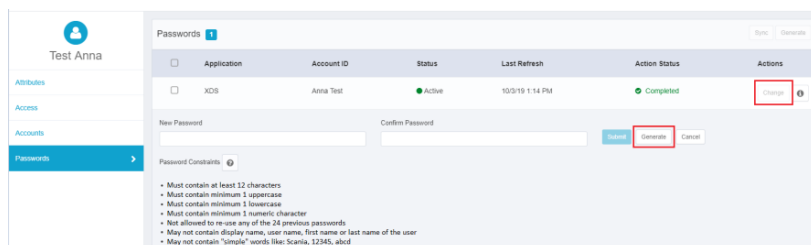| 9	Create a password for the user. Go to *"Manage Access"* and *"Manage Paswords"*.
10	Choose the User and *"Manage"*.
11	Click *"Generate"*, to get a password automatically. <mark>Copy the password and share it with the user by sending it in an email.</mark> Click *"OK"*. **NOTE!** The password is confidential and should be treated with caution. You have now successfully created an user account! <mark>After creation of the account it takes an <u>overnight synchronization</u> before the account will be available for the user.</mark>
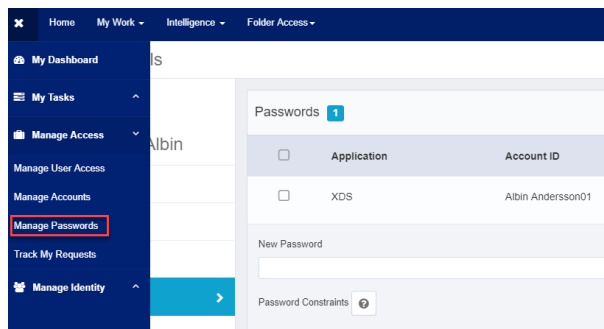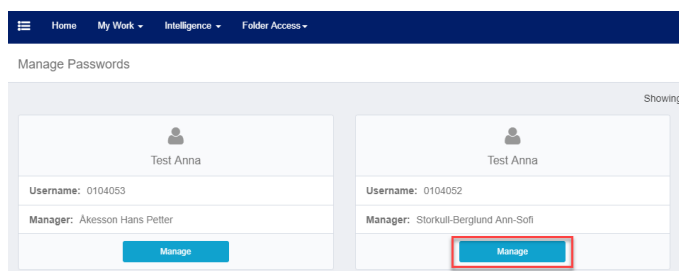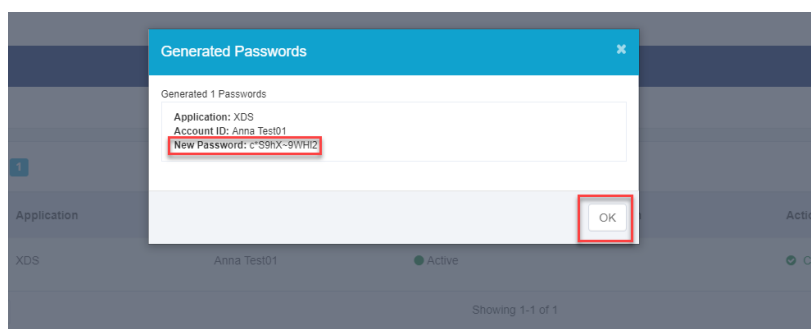
Inform the user:

- Login User Id. *Send below email text to the user.*
- Password
  And that the user (first time) must update the password according to the rules
- To use this link for login: https://supplier.scania.com
  (NOT use an old short cut link on their web browser)
- Preferably use Chrome web browser

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
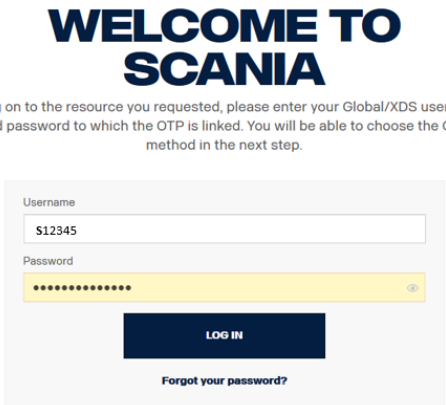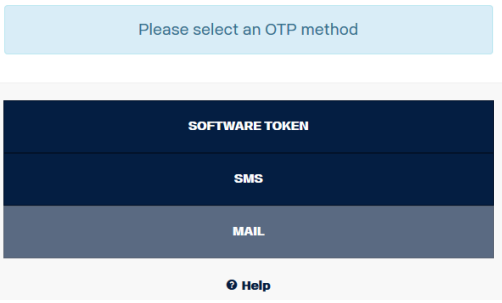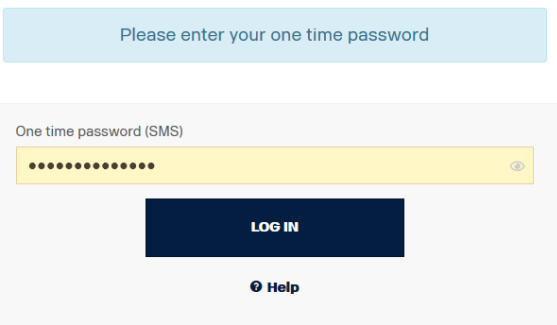*Password cannot contain your First or Last name*
Password cannot contain your account ID

If you have questions or issues with your account or need password reset. Please contact me (your local supplier Admin).
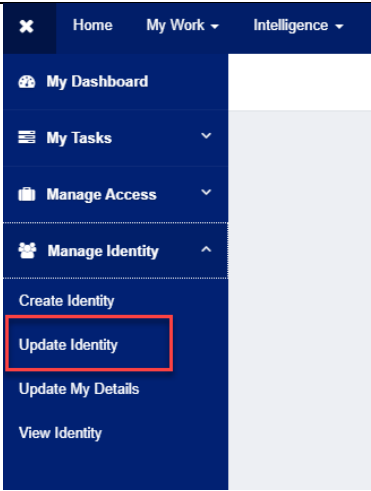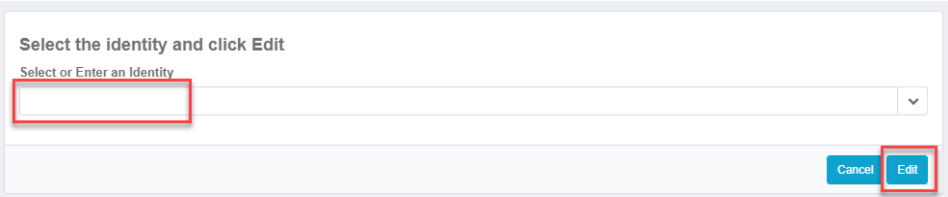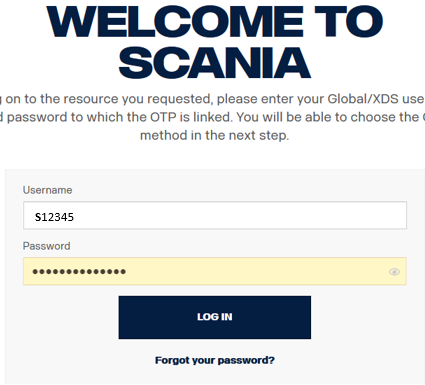
Best regards,
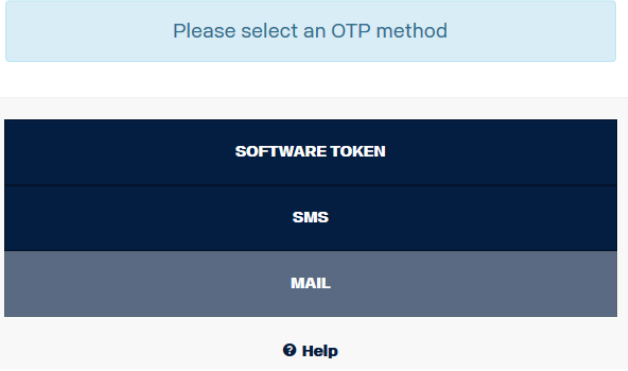*Your signature*

How to update user account

Step	View and description
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. Please enter your one time password One time password (SMS) •••••••••••••• LOG IN ❓ Help **Now you can start updating the account.**
4	Go to *"Manage Identity"* and *"Update Identity"*.

5	Type in the users S id or Name to update for.
6	Update the user information.

Disable user account

Step	View
1	Go to https://iga.scania.com Sign in with your *"Username/Id and Password."*
2	After above login, you need to do a two-factor authentication. Choose to receive the one-time password via SMS.

5	Please select an OTP method SOFTWARE TOKEN SMS MAIL ❓ Help	
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 ⌄ itted. Review status in Track My Requests page. 🛄 Manage Access ⌄ 👥 Manage Identity ⌃ ations ❯ Access Rev 0 Create Identity Update Identity Update My Details Items View Identity	
5	Type in the user id to be disabled:	

Form-ScaniaCollectID

Select the identity and click Edit

Select or Enter an Identity

S.12345

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 acocunt 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. |

Update identity - Supplier

Personal details

Scania IT-user category *	Scania IT-user ID	First name *	Last name *
Supplier	ETE7E2	elieSupplier1	Test
		Least 2 characters	Least 2 characters

Supplier Administrator	Email	Company email *	Mobile phone
elieAdmin Test		jane.doe2@scania.ru	
Responsible IT administrator at Scania		A non-Scania.com email address. Example: jane.doe@scania.ru, john.doe@acme.com. Private email not allowed	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	Country *	Salutation
	Portugal	● Mr
The physical location of the identity	The physical location of the identity	○ Ms/Mrs

Title	Preferred language
	English - Great Britain

Start date *	End date
04/26/2021	mm/dd/yyyy

Organisation details

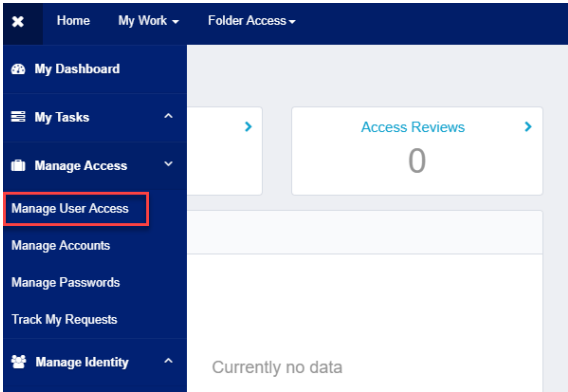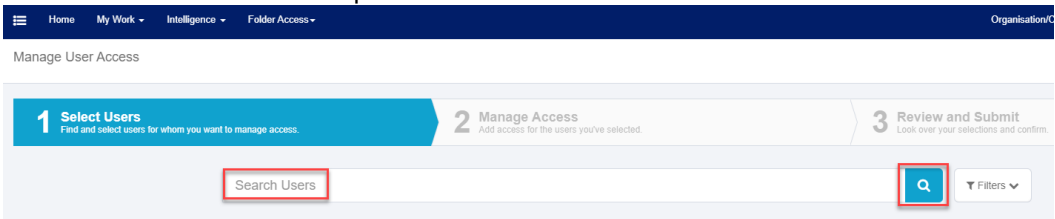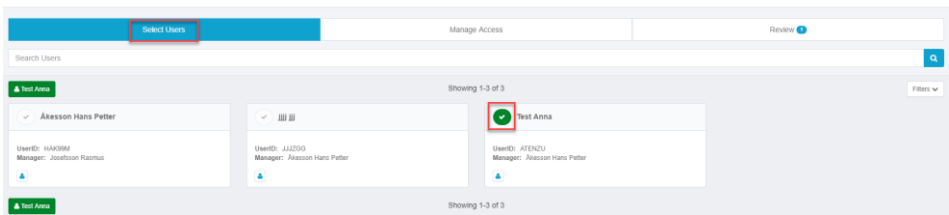| Home supplier number *	Company	DUNS	Represents supplier number
0005101	SCANIA		
Supplier number where the user is located. Automatically added to "Represents supplier number".			Enter all supplier numbers this user should represent in different Scania applications.
			0005101 ✕

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!

Update User Account with Accesses (when the account already exist)

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.

1	Go to *"Manage Access"* and *"Manage User Access"*.
	Search for the user to be updated:
2	*"Select Users"* and mark the user (green round icon).
3	Go to *"Manage Access"*. Click on the magnifying glass, to see all accesses. Tick the round icons (to green) for all concerned applications/roles the user need. See Application explanation Gsp_Role_ExternalAP (NAP) **must always be added,** so the user will be able to access the portal and other applications in SSP (incl. standards). 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.

Select Users	Manage Access
Find and select users for whom you want to 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

✓ Embasy_Role_Supplier

Type: Entitlement   Owner: Appl-Adm-Embasy   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
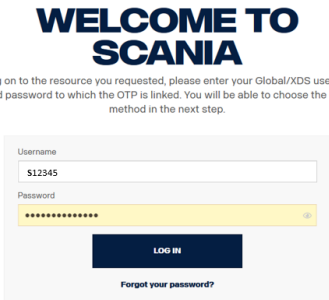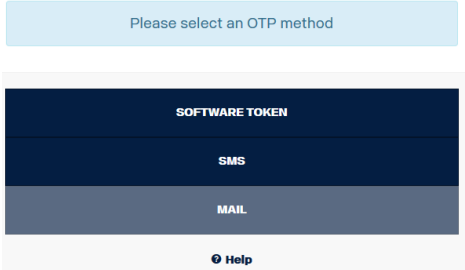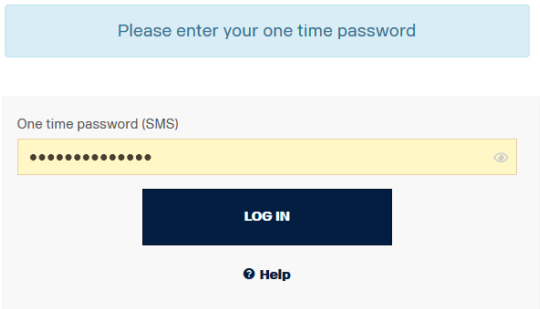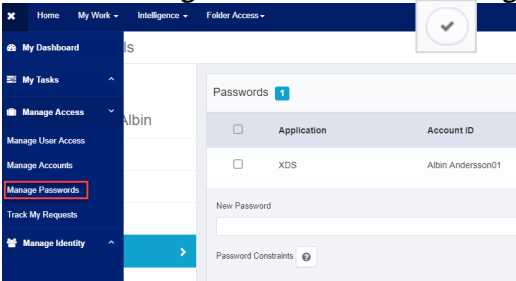

4

Go to *"Review"* and click *"Submit"*.

You have now updated accesses for the user!

Be aware that it takes an <u>overnight synchronization</u> before the user can login after accesses have been added to the account.

Update User Account with New Password

<mark>Remember to inform the user to wait a couple of minutes before he/she login so that the system first can process the password update. Also say to the user to delete their web history/cache and to use Chrome browser, and to use this link for login: https://supplier.scania.com</mark>
(It may be that the user uses an old link/short cut and then there may be an error when logging in.)

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. Please enter your one time password One time password (SMS) •••••••••••••• **LOG IN** ❓ Help
4	Go to *"Manage Access"* and *"Manage Passwords"*. Home My Work ▾ Intelligence ▾ Folder Access ▾ 🏠 My Dashboard 📋 My Tasks 💼 Manage Access Manage User Access Manage Accounts Manage Passwords Track My Requests 👥 Manage Identity Passwords 1 ☐ Application Account ID ☐ XDS Albin Andersson01 New Password Password Constraints ❓

5	Choose the User who need a password update and *"Manage"*.	
6	Click *"Generate"*, to get a password automatically. Copy the password and share it with the user by sending it in an email. Click *"OK"*. **NOTE1** The password is confidential and should be treated with caution. **NOTE2** Recommendation is to ask the user to update the password by themselves as soon as possible. **You have now successfully updated the password for an user!** Remember to inform the user to wait a couple of minutes before he/she login so that the system first can process the password update. Also say to the user to delete their web history and cache and preferably use Chrome browser, and to use this link for login: https://supplier.scania.com (It may be that the user uses an old link/short cut and then there may be an error when logging in.) SEND THIS EMAIL TEXT TO THE USER: Hi, Your password for User Id (*add ID)* is now updated to: *Add the password you have generated within IGA*	

Wait a couple of minutes before you login so that the system first can process the update.

Also good to delete your web history and cache and preferably use Chrome browser.
Use this fresh link for login: https://supplier.scania.com

Password Rules:
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)
Password must have at least 2 digit(s)
Password must have at least 1 uppercase letter(s)
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

Best regards,
Add your signature

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 yourScania 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):

• Gsp_Role_ExternalAP – Suppliers that deliver automotive parts (bothproduction and spare parts)
• Gsp_Role_ExternalNAP – Suppliers that deliver non-automotive parts andservices

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

ScaniaProduction 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				
Embasy	Ordering system for Scania packaging.	Embasy_Role_Supplier	Embasy_Role_Supplier; Embasy_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_Us ers	WedEDISLA_External_Us ers	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.

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-kbppub/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 isorderable 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 ofthe 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 createnew 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 youraccount 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 .

Embasy

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

For support regarding the application or packaging related questions, pleasecontact: 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 logisticteam 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 forSupplier 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