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
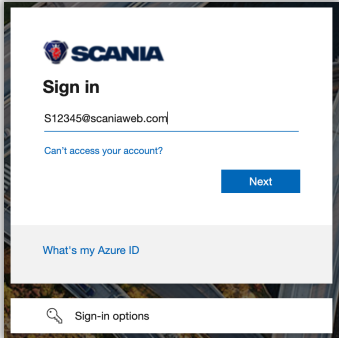- Add/Remove access (when the account already exists)
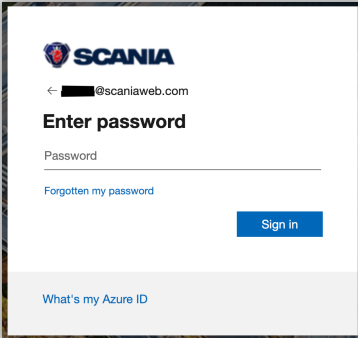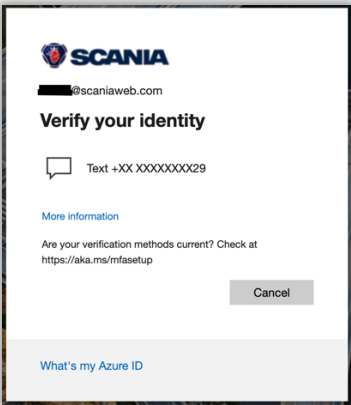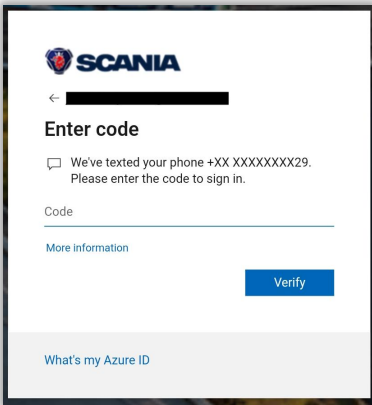
Important Information!

* 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 concerns.
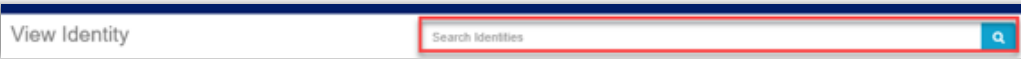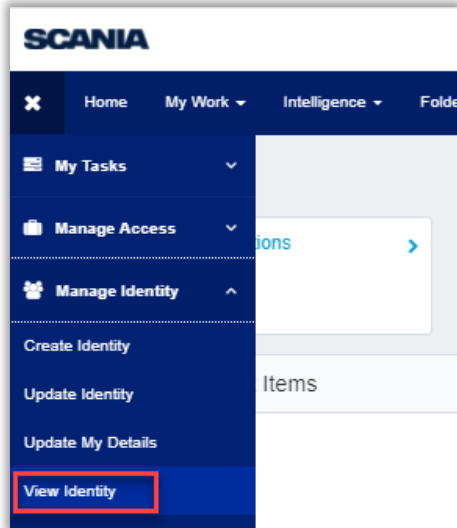
Create user account with accesses and password

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

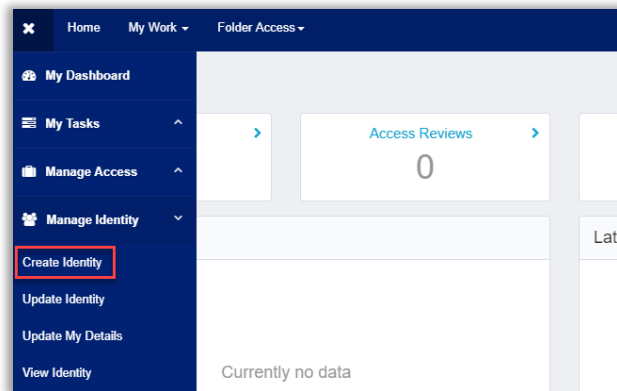| Step	View and description
1	Go to https://iga.scania.com Sign in with your *user id (followed by @scaniaweb.com) and password*
2	Verify your identity by clicking "Text +xx xxxxxxx" Enter the code you received via SMS Now you can start using IGA
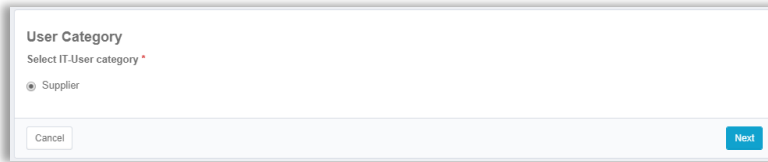
3	 **SCANIA** ☒ Home My Work ▾ Intelligence ▾ Folde ☰ My Tasks ⌄ 💼 Manage Access ⌄ ──── 👥 Manage Identity ⌃ ──── Create Identity Update Identity Update My Details View Identity View Identity Search Identities 🔍
4	Go to *"Manage Identity"* and *"Create Identity"*. ☒ Home My Work ▾ Folder Access ▾ 🏠 My Dashboard ☰ My Tasks ⌃ 💼 Manage Access ⌃ Access Reviews > 👥 Manage Identity ⌄ 0 Create Identity Late Update Identity Update My Details View Identity Currently no data

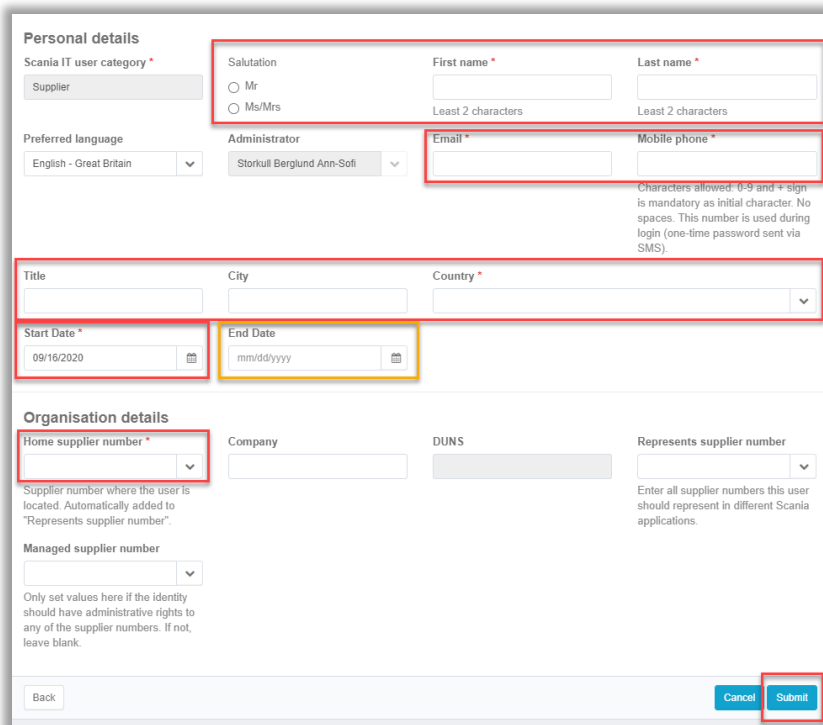|		
5	Chose *"Supplier"*.	
6	Fill in user information for the new user. Personal company email address (named Company Email in IGA) must be correct since it is used for generating new passwords. NOTE that you can only add users at the supplier number that you yourself is registered to in the portal. 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. 	

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 needs. **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** **Nile_External_Supplier** or **Nile_Basic_External** 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.
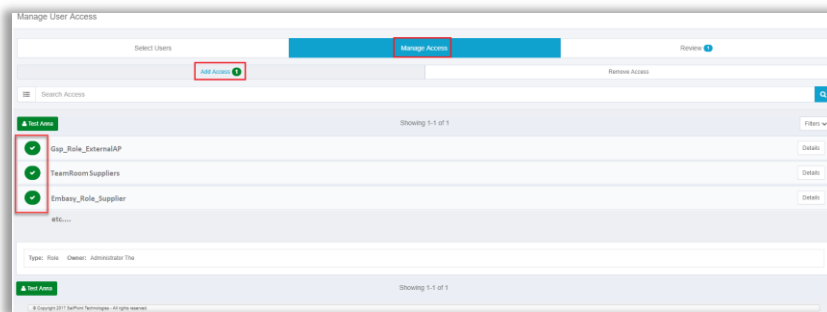
8c	Go to *"Review"* and click *"Submit"*. You have now given the user access!	
9	Create a password for the user. Go to *"Manage Access"* and *"Manage Passwords"*.	
10	Choose the User and *"Manage"*.	
11	Click *"Generate"*, to get a password automatically. <mark>Copy the password and share it with the user by sending it in an email.</mark> Click *"OK"*. NOTE! The password is confidential and should be treated with caution.	
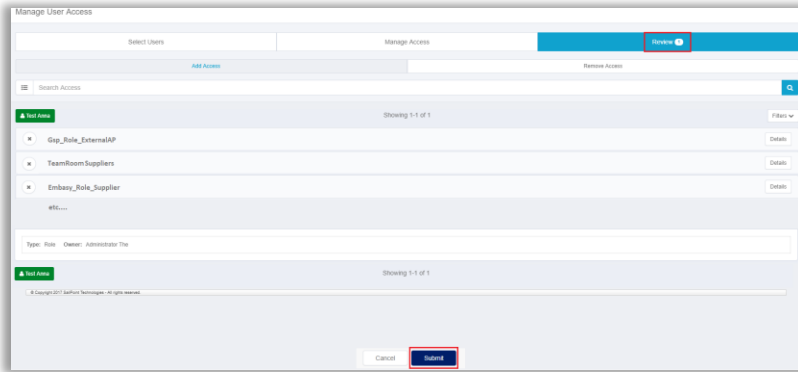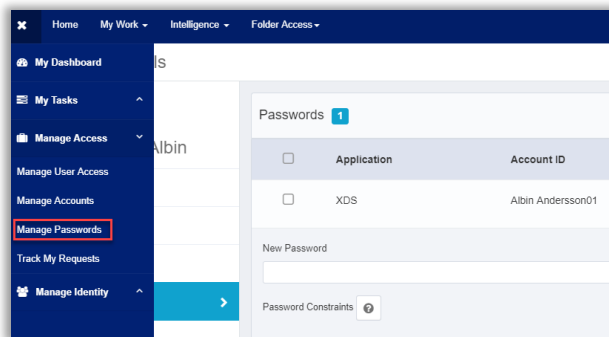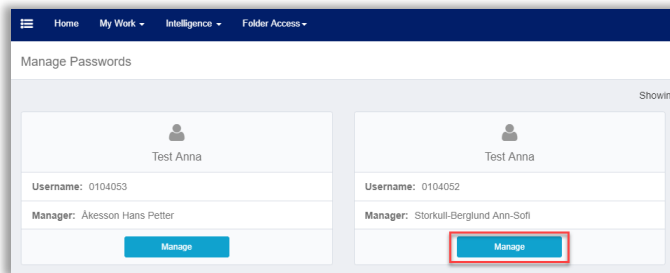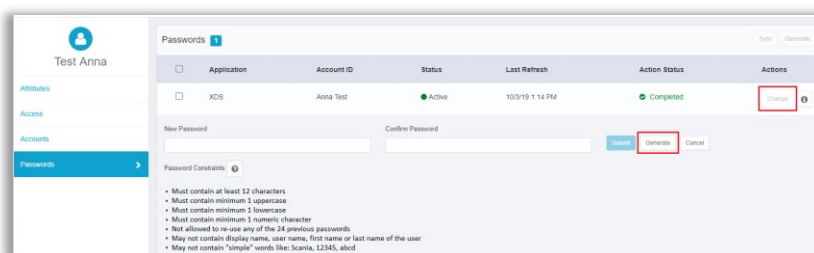
You have now successfully created a user account!

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

Inform the user:

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.
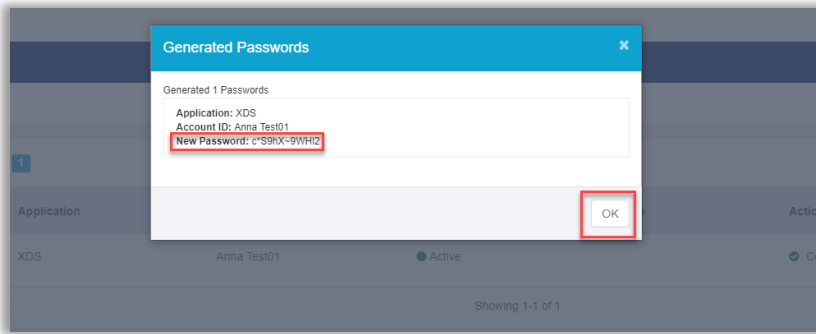You then need to update the above password immediately the first time you log in. Change it according to the rules below and wait approx. 10 min. before you login (so that the update can be processed first). Preferably use Chrome web browser, login with above fresh link and it can be good to also delete 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
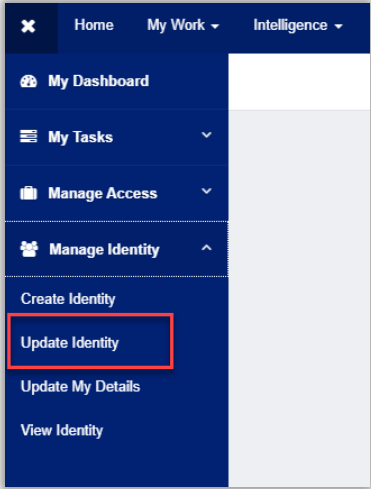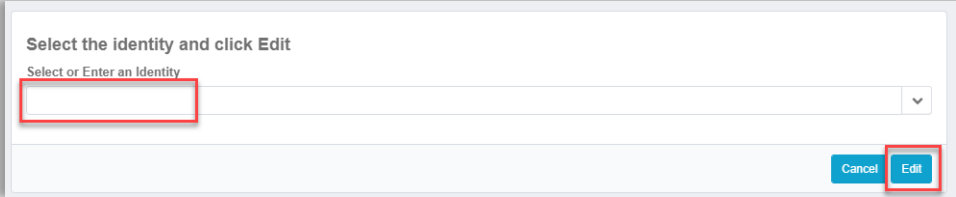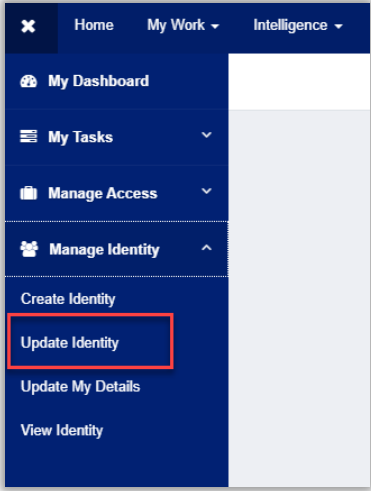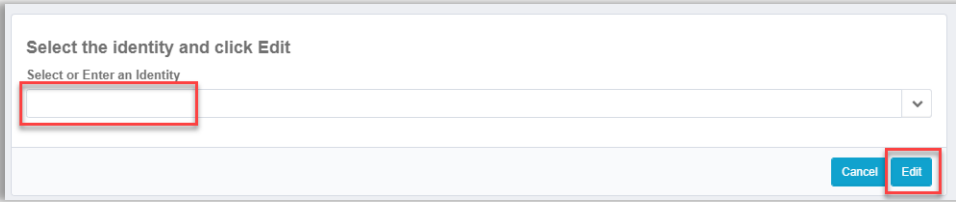
If you have questions or issues with your account or need password reset. Please contact me (your local supplier Admin).

Your signature

Update user account

1	Go to https://iga.scania.com and log in (see page 1, step 1-2)
2	Go to *"Manage Identity"* and *"Update Identity"*.
3	Type the users name or UserID to update for.
4	Update the user information – click **Submit**

Disable user account

1	Go to https://iga.scania.com and log in (see page 1, step 1-3)	
2	Go to *"Manage Identity"* and *"Update Identity"*.	
3	Type the users name or UserID to update for.	
4	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 expiry 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. See picture on the next page.	

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!

Add/Remove access (when the account already exists)

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.
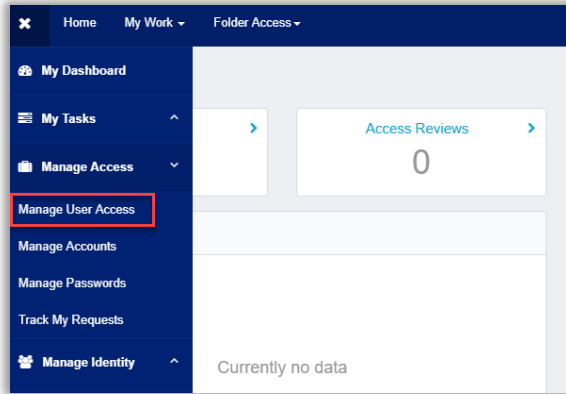
1	Go to *"Manage Access"* and *"Manage User Access"*.
2	Search for the user to be updated:
3	*"Select Users"* and mark the user (green round icon).
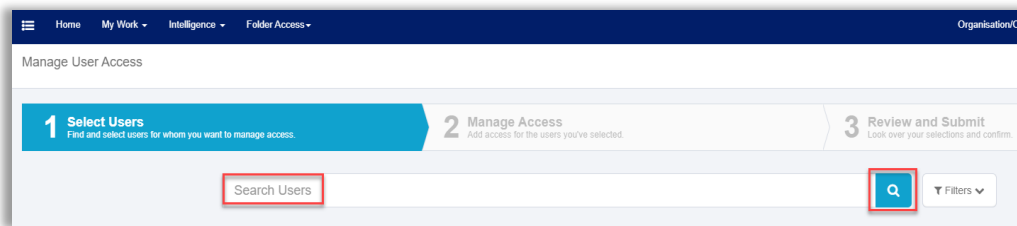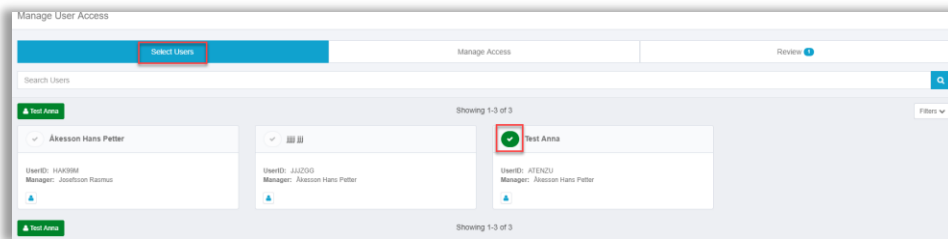
4	Go to *"Manage Access"*. Click on the magnifying glass to see all available accesses. Tick the round icons for all concerned applications/roles the user needs. See: Application explanation <mark>Gsp_Role_ExternalAP (NAP) must always be added, so the user will be able to access the portal and other applications in SSP. Once this access has been added, login to the supplier portal will be possible the next day.</mark>
	  Go to *"Review"* and click *"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 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
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				
Nile Packaging	Ordering system for Scania packaging.	Nile_External_Supplier or Nile_Basic_External	Nile_External_Supplier or Nile_Basic_External	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 set up Azure MFA. This can be done in the login process.

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 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 .

Nile Packaging

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