



SCANIA PACKAGING TEAM

IGA USER GUIDE FOR EXISTING USER

24 September 2023

SCANIA



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**IF THE USER IN YOUR
ORGANISATION IS
ALREADY IN IGA:**

FOLLOW THE NEXT STEPS.

LOGIN TO [IGA.SCANIA.COM](https://iga.scania.com)

SCANIA

Local Administrator should log in to IGA



Select Update Identity



A screenshot of the IGA application interface. The top navigation bar includes 'Home', 'My Work', and 'Folder Access'. The left sidebar contains menu items: 'My Dashboard', 'My Tasks', 'Manage Access', 'Manage Identity', 'Create Identity', 'Update Identity', 'Update My Details', and 'View Identity'. The 'Update Identity' item is highlighted with a red box. The main content area shows a dashboard with a card for 'Access Reviews' displaying a count of '0'. Below this, it states 'Currently no data'. A partial 'Late' notification is visible on the right side.

Local Administrator should log in to IGA



Home My Work Intelligence Folder Access

Showing

 Test Anna Username: 0104053 Manager: Åkesson Hans Petter Manage	 Test Anna Username: 0104052 Manager: Storkull-Berglund Ann-Sofi Manage
---	--

Select Manage/Update the user

Select one user at a time and repeat this step with all the users, you want to grant NILE access for

Local Administrator should log in to IGA



Personal details

Scania IT user category *

Supplier

Salutation

- Mr
 Ms/Mrs

First name *

Least 2 characters

Last name *

Least 2 characters

Preferred language

English - Great Britain

Administrator

Storkull Berglund Ann-Sofi

Email *

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).

Title

City

Country *

Start Date *

09/16/2020

End Date

mm/dd/yyyy

Organisation details

Home supplier number *

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

Managed supplier number

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

Company

DUNS

Represents supplier number

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

Back

Cancel

Submit

1
Check all the details correct or not and update the Email, Phone Number if needed.

2
Enter your supplier number in these 2 boxes.

3
Click Submit once everything is done.



**REPEAT THE ABOVE TWO
STEPS WITH ALL THE
USERS, YOU WISH TO
GRANT NILE ACCESS FOR.**

Local Administrator should log in to IGA



Select Manage User Access



A screenshot of the IGA application interface. The top navigation bar is dark blue with a close button (X) on the left and three menu items: 'Home', 'My Work' (with a dropdown arrow), and 'Folder Access' (with a dropdown arrow). The left sidebar is also dark blue and contains several menu items: 'My Dashboard', 'My Tasks' (with an expand arrow), 'Manage Access' (with a dropdown arrow), 'Manage User Access' (highlighted with a red box and a red arrow from the text on the left), 'Manage Accounts', 'Manage Passwords', 'Track My Requests', and 'Manage Identity' (with an expand arrow). The main content area is light gray and features a dashboard with two widgets. The first widget is partially visible on the left. The second widget is titled 'Access Reviews' in blue text and shows a large '0' in the center. Below the dashboard, there is a section with the text 'Currently no data'.

Local Administrator should log in to IGA



Select one user at a time and repeat this step for all the users you wish to grant NILE access for

1

Search for the user, if needed.

Manage User Access

Select Users

Manage Access

Review 1

Search Users

Showing 1-3 of 3

Filters

Test Anna

Åkesson Hans Petter

UserID: HAK99M
Manager: Josefsson Rasmus

jjjj jjj

UserID: JJZGG
Manager: Åkesson Hans Petter

Test Anna

UserID: ATENZU
Manager: Åkesson Hans Petter

Showing 1-3 of 3

NEXT

2

Select Next

Local Administrator should log in to IGA



Search & Select:

- GSP_Role_ExternalAP

- NILE_Basic_External

or

- NILE_External_Supplier

1

Manage User Access

Select Users Manage Access Review 1

Add Access 1 Remove Access

Search Access

Showing 1-1 of 1 Filters

- Gsp_Role_ExternalAP Details
- NILE_Basic_External Details
- etc....

Type: Role Owner: Administrator The

Showing 1-1 of 1 NEXT

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2

NEXT

Select Next

Local Administrator should log in to IGA



Check whether everything is correct or not.

1

Manage User Access

Select Users | Manage Access | **Review 1**

Add Access | Remove Access

Search Access

Showing 1-1 of 1

- Gsp_Role_ExternalAP
- NILE_Basic_External
- etc....

Type: Role | Owner: Administrator The

Showing 1-1 of 1

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Cancel | **Submit**

2

Select Submit



**REPEAT ALL THE ABOVE 4
STEPS WITH ALL THE
USERS, YOU WANT TO
GRANT NILE ACCESS FOR**

**NOW, THE USERS WILL GET
ACCESS TO NILE.**

USE THE FORMAT TO LOGIN:

**<USERID>@SCANIAWEB.COM
EXAMPLE: S12345@SCANIAWEB.COM**

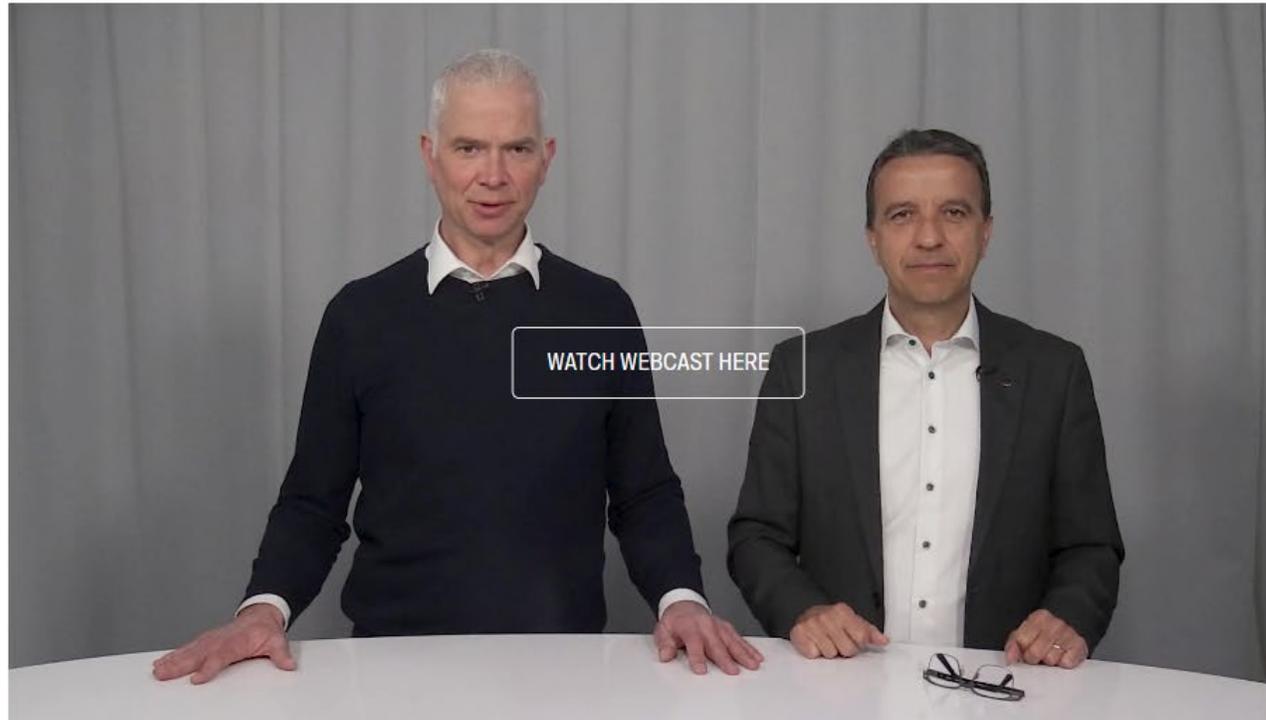
SAME PASSWORD AS EMBASY LOGIN

SCANIA

Login to Scania Supplier Portal to Get to NILE



NEW Webcast - 28th Scania Production Outlook Webcast



- Appearance Approval Portal
- Embassy
- ePackaging
- ePerformance
- eQ2
- eTaxes
- eTooling
- Nile**
- UCS Web
- PackIT
- Scania Lexicon
- Scania Standards
- Supplier 360
- Teamroom
- User Management (IGA)
- VW Business Platform(One
- KBP)
- Web-EDI
- Webstars
- Web-EDI SLA

Select NILE

LATEST NEWS

Update regards to the Decarbonisation The European



SLA_408 -
Ferias_coletivas_sla_julho_2023



Login to Scania Supplier Portal to Get to NILE



Scania Supplier Portal > Applications > Nile

NILE



NILE is the new packaging ordering system that will replace Embassy over the next few months.

Press to start the application



System only available for Packaging Handling Centres, Breakdowns, Supplier Pilot Group



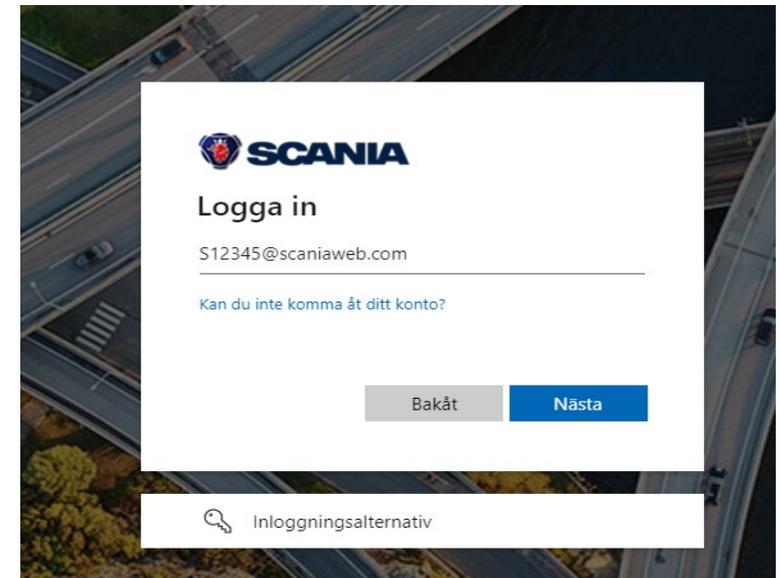
Start Application

Nile Packaging User Guide External Suppliers	17 Apr, 2023
Nile_Supplier_User Manual_Text	19 Sep, 2023
Nile_Supplier_User Manual_Image	21 Sep, 2023



You can use the link to get into NILE Directly

- <https://nilepackaging.logit.prod.aws.scania.com/nileproweb/#/home>.
- User ID: <userid>@scaniaweb.com
- Password: Same as Embassy





CREATING NEW USER



Creating New user by Your Local Admin

The screenshot shows a web application interface with a dark blue navigation bar at the top containing 'Home', 'My Work', and 'Folder Access'. A left-hand navigation menu is open, listing several options: 'My Dashboard', 'My Tasks', 'Manage Access', 'Manage Identity', 'Create Identity', 'Update Identity', 'Update My Details', and 'View Identity'. The 'Create Identity' option is highlighted with a red rectangular border. The main content area shows a card for 'Access Reviews' with a large '0' in the center, indicating no data. Below this, the text 'Currently no data' is visible. A partial view of another card with the word 'Late' is seen on the right side.

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



Creating New user by Your Local Admin

User Category

Select IT-User category *

Supplier

Chose *“Supplier”*.



Creating New user by Your Local Admin

Personal details

Scania IT user category *
Supplier

Preferred language
English - Great Britain

Salutation
 Mr
 Ms/Mrs

First name *
Least 2 characters

Last name *
Least 2 characters

Administrator
Storkull Berglund Ann-Sofi

Email *
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).

Title
City
Country *

Start Date *
09/16/2020

End Date
mm/dd/yyyy

Organisation details

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

Company
DUNS
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.

Back Cancel Submit

- Fill in user information for the new user.
- Personal email address 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



USER IS NOW CREATED.

**PLEASE FOLLOW THE
PROCESS FROM PAGE 3
TO 6 TO GET ACCESS TO
NILE.**



PASSWORD CHANGE FOR THE USER



Password Change for users by Your Local Admin

The screenshot shows a user management interface. The top navigation bar includes 'Home', 'My Work', 'Intelligence', and 'Folder Access'. The left sidebar contains several menu items: 'My Dashboard', 'My Tasks', 'Manage Access', 'Manage User Access', 'Manage Accounts', 'Manage Passwords' (highlighted with a red box), 'Track My Requests', and 'Manage Identity'. The main content area displays a 'Passwords' section with a notification badge '1'. Below this is a table with columns 'Application' and 'Account ID'. The table contains one entry for 'XDS' with 'Albin Andersson01' as the account ID. Below the table is a 'New Password' input field and a 'Password Constraints' link with a help icon.

Application	Account ID
XDS	Albin Andersson01

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



Password Change for users by Your Local Admin

Home My Work Intelligence Folder Access

Manage Passwords

Showing

 Test Anna	 Test Anna
Username: 0104053	Username: 0104052
Manager: Åkesson Hans Petter	Manager: Storkull-Berglund Ann-Sofi
Manage	Manage

Choose the User and click *“Manage”*.



Password Change for users by Your Local Admin

Test Anna

Attributes

Access

Accounts

Passwords

Passwords 1

Sync Generate

<input type="checkbox"/>	Application	Account ID	Status	Last Refresh	Action Status	Actions
<input type="checkbox"/>	XDS	Anna Test	Active	10/3/19 1:14 PM	Completed	Change ?

New Password

Confirm Password

Submit Generate Cancel

Password Constraints ?

- Must contain at least 12 characters
- Must contain minimum 1 uppercase
- Must contain minimum 1 lowercase
- Must contain minimum 1 numeric character
- Not allowed to re-use any of the 24 previous passwords
- May not contain display name, user name, first name or last name of the user
- May not contain "simple" words like: Scania, 12345, abcd

- Click *“Generate”*, to get a password automatically.
- Copy the password and share it with the user by sending it in an email.
- Click *“OK”*.



Password Change for users by Your Local Admin

Generated Passwords

Generated 1 Passwords

Application: XDS
Account ID: Anna Test01
New Password: c*S9hX~9WHI2

OK

Application

XDS Anna Test01 ● Active

Showing 1-1 of 1

- You have now successfully created a new password for the user.
- Please share it with the user