SCANIA PACKAGING TEAM

IGA USER GUIDE FOR EXISTING USER

24 September 2023

SCANIA

1. NILE ACCESS TO USER: 3
2. CREATING NEW USER IN YOUR COMPANY: 17
3. CHANGE/GENERATE PASSWORD: 22

IF THE USER IN YOUR ORGANISATION IS ALREADY IN IGA:

FOLLOW THE NEXT STEPS.

LOGIN TO IGA.SCANIA.COM

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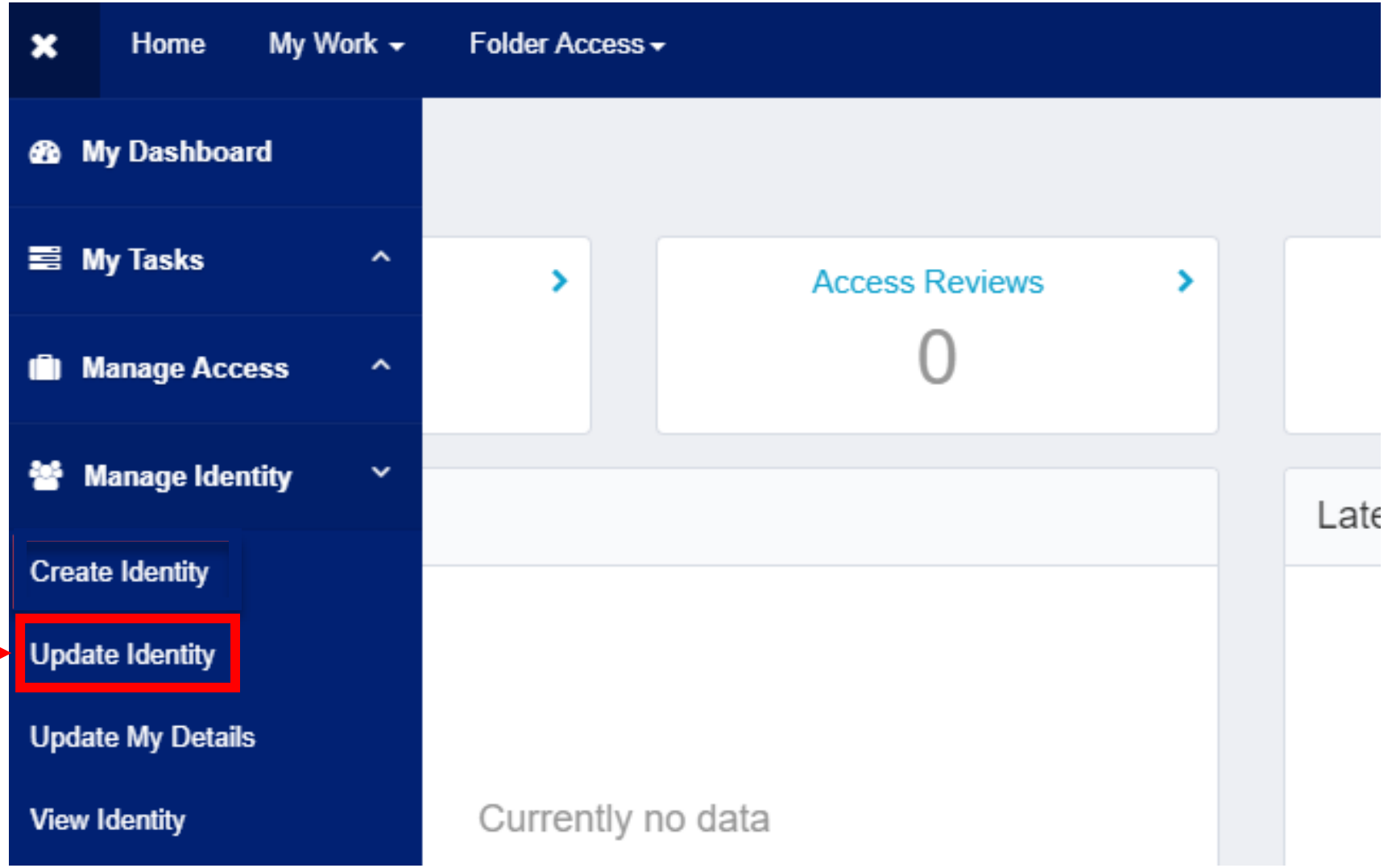
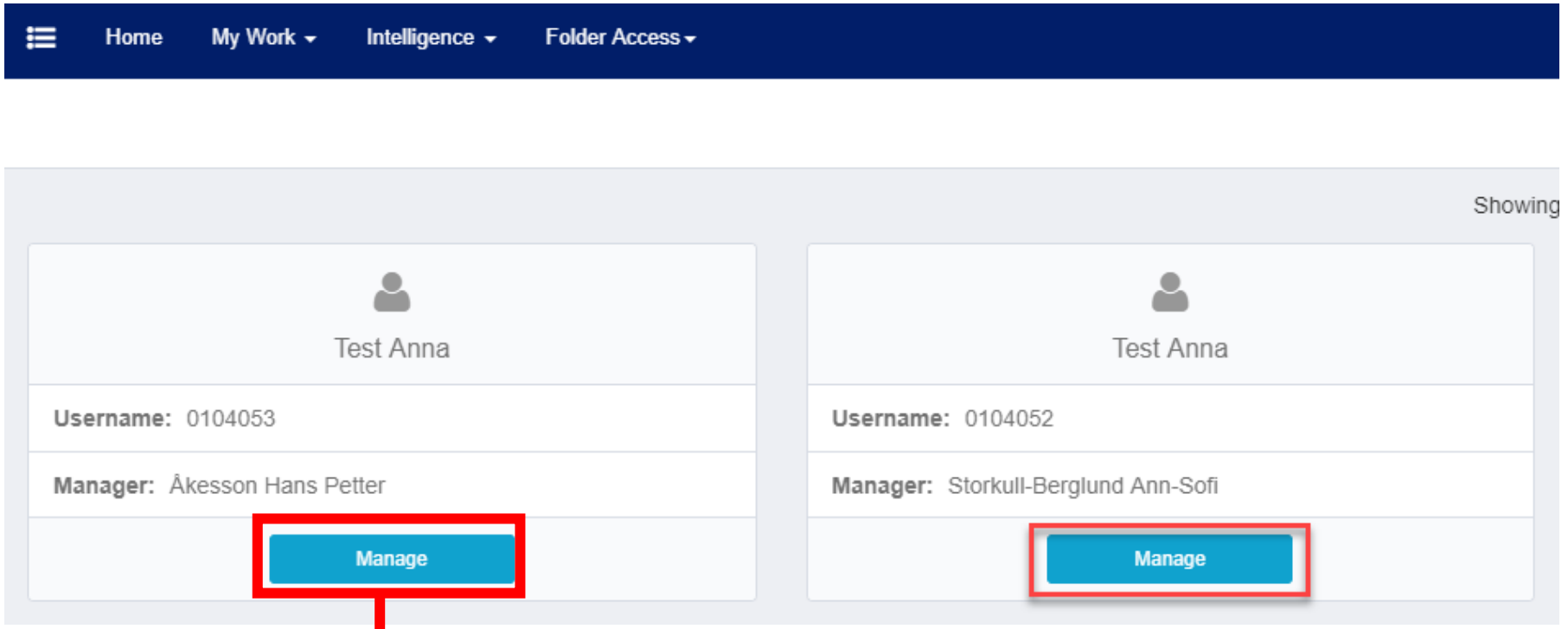
24 September 2023

Local Administrator should log in to IGA

Select Update Identity



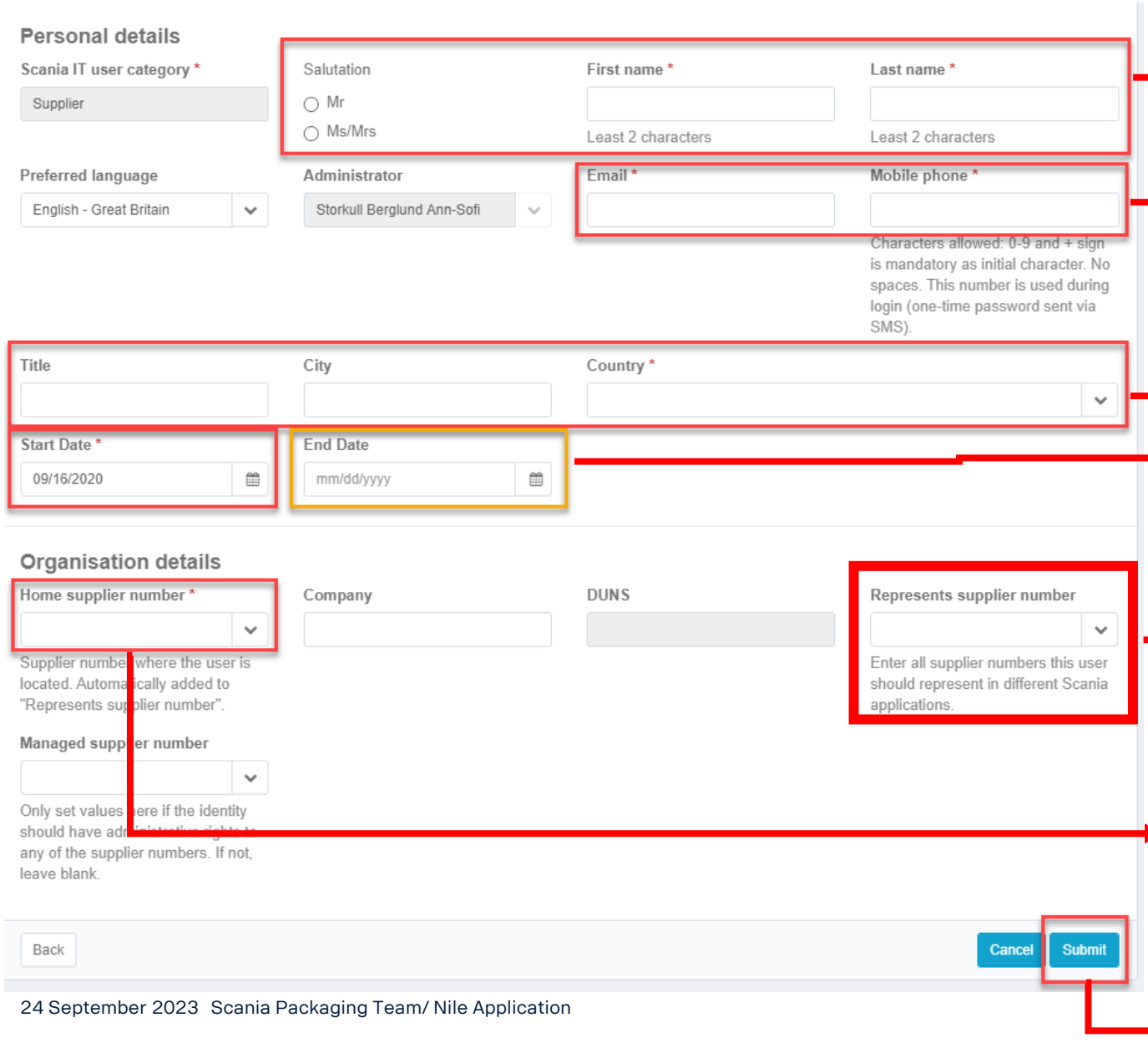
Local Administrator should log in to IGA



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



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

Enter your supplier number in these 2 boxes. 2

Click Submit once everything is done. 3

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

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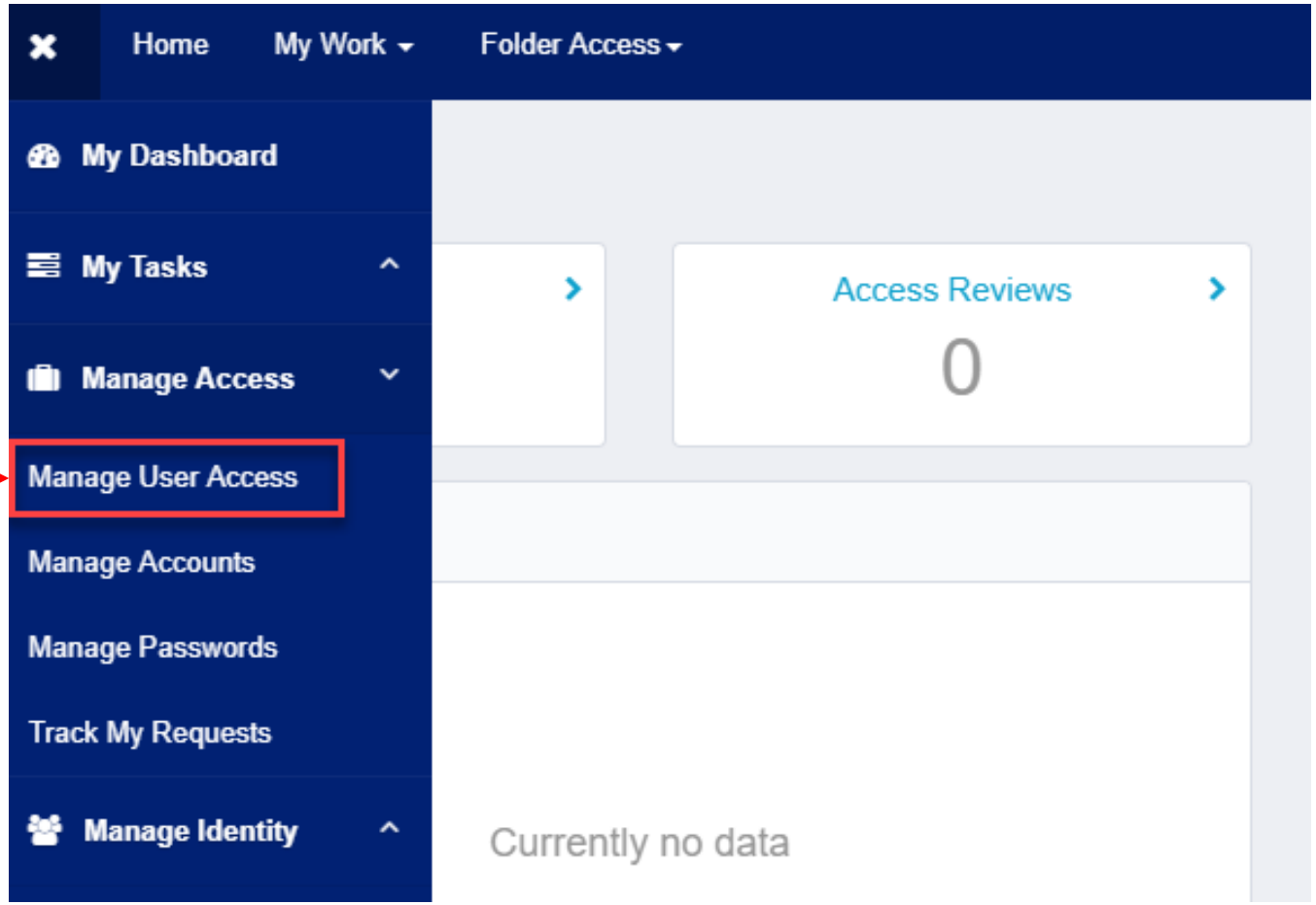
Local Administrator should log in to IGA

Select Manage User Access

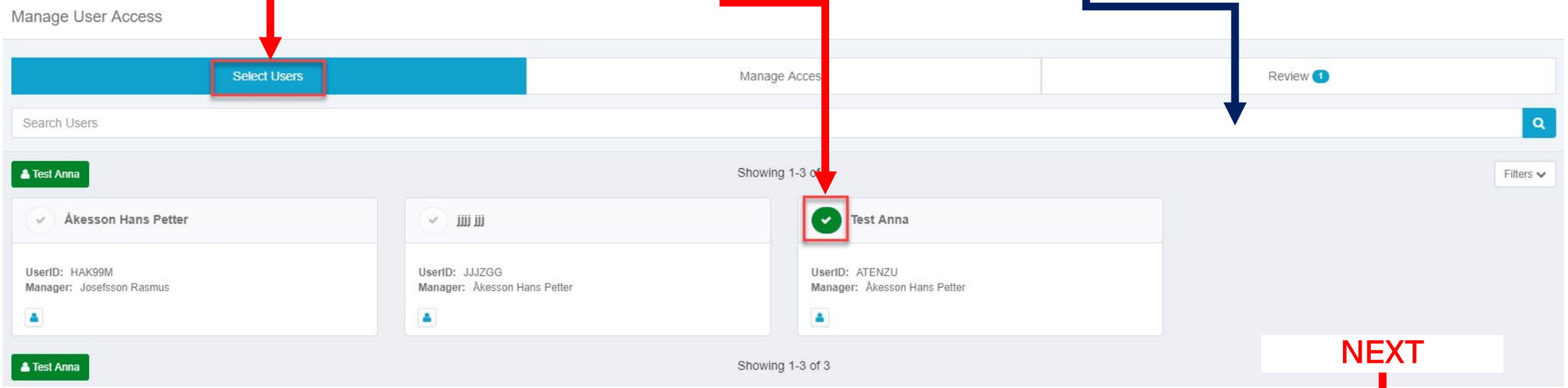


Local Administrator should log in to IGA

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.



2 Select Next

Local Administrator should log in to IGA

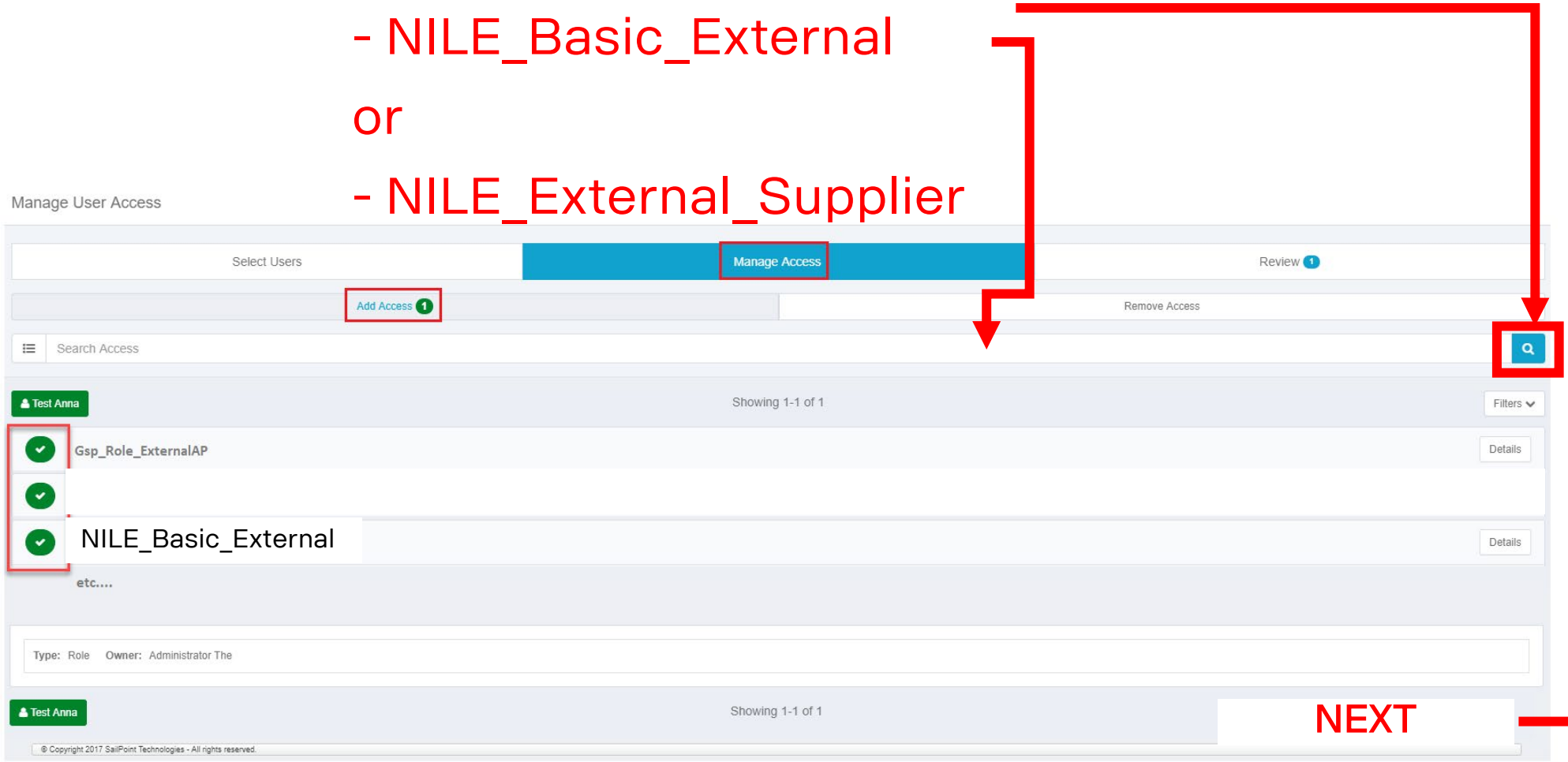
Search & Select:

- GSP_Role_ExternalAP
- NILE_Basic_External

or

- NILE_External_Supplier

1



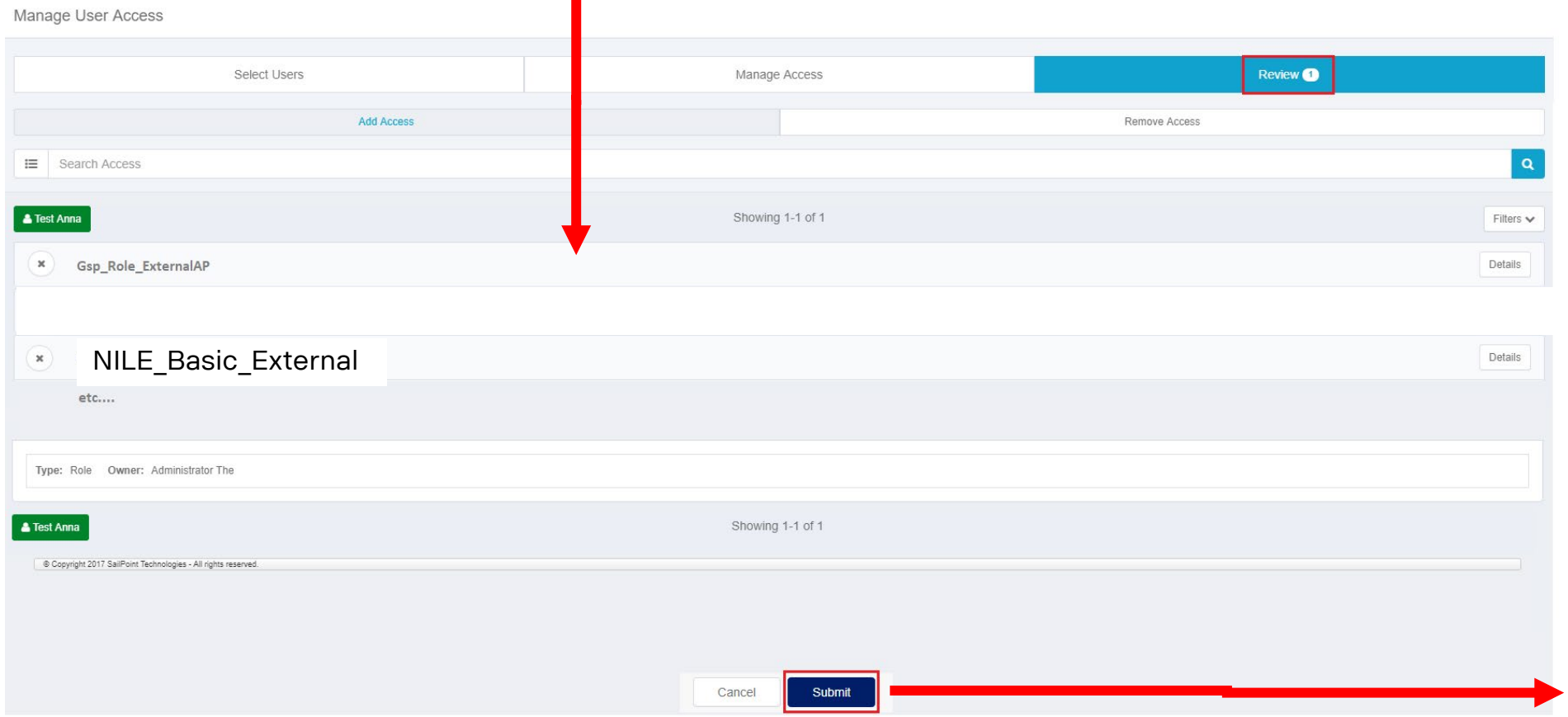
2

Select Next

Local Administrator should log in to IGA

Check whether everything is correct or not.

1



2

Select Submit

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

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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

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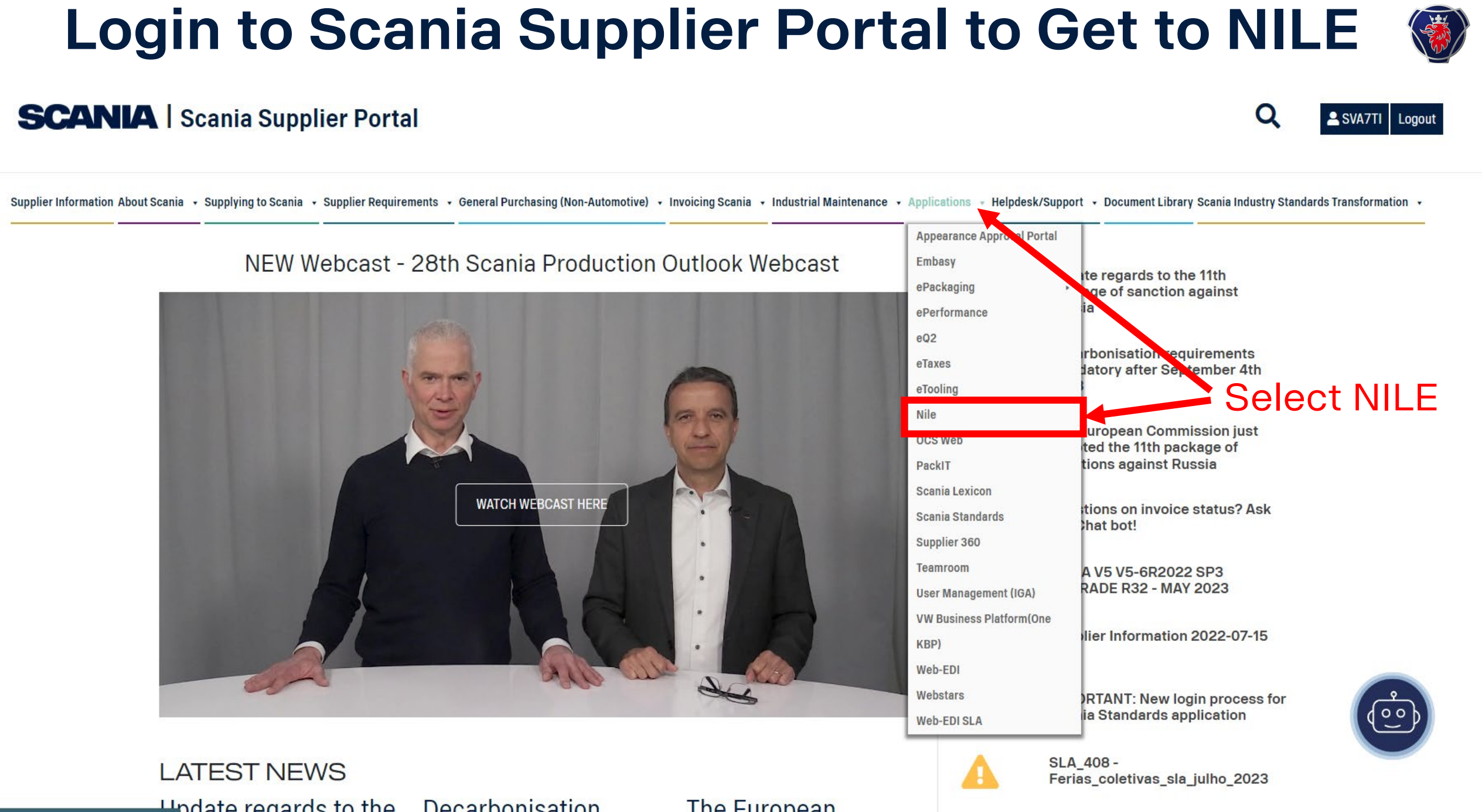
Login to Scania Supplier Portal to Get to NILE



Login to Scania Supplier Portal to Get to NILE

SCANIA | Scania Supplier Portal

SVA7TI Logout

Supplier Information | About Scania | Supplying to Scania | Supplier Requirements | General Purchasing (Non-Automotive) | Invoicing Scania | Industrial Maintenance | Applications | Helpdesk/Support | Document Library | Scania Industry Standards Transformation

Scania Supplier Portal > Applications > Nile

NILE

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

Press to start the application

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

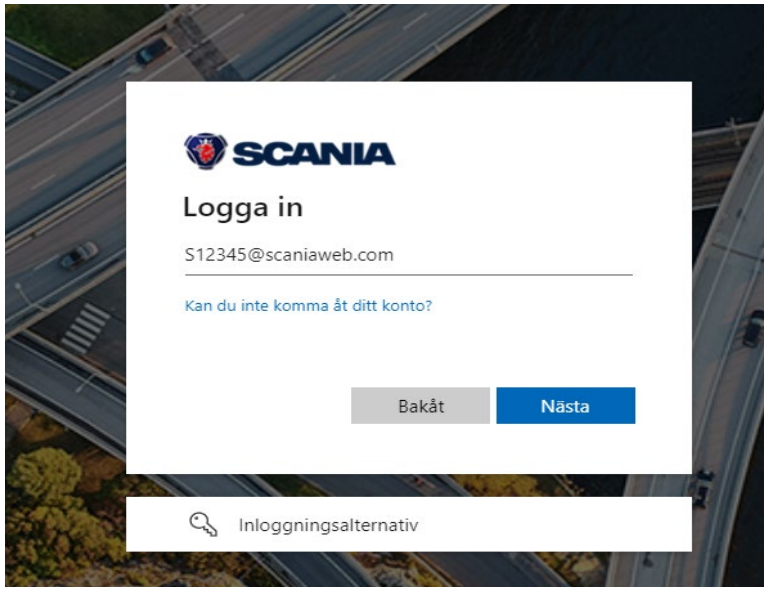
Start Application

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 Embasy



CREATING NEW USER

24 September 2023

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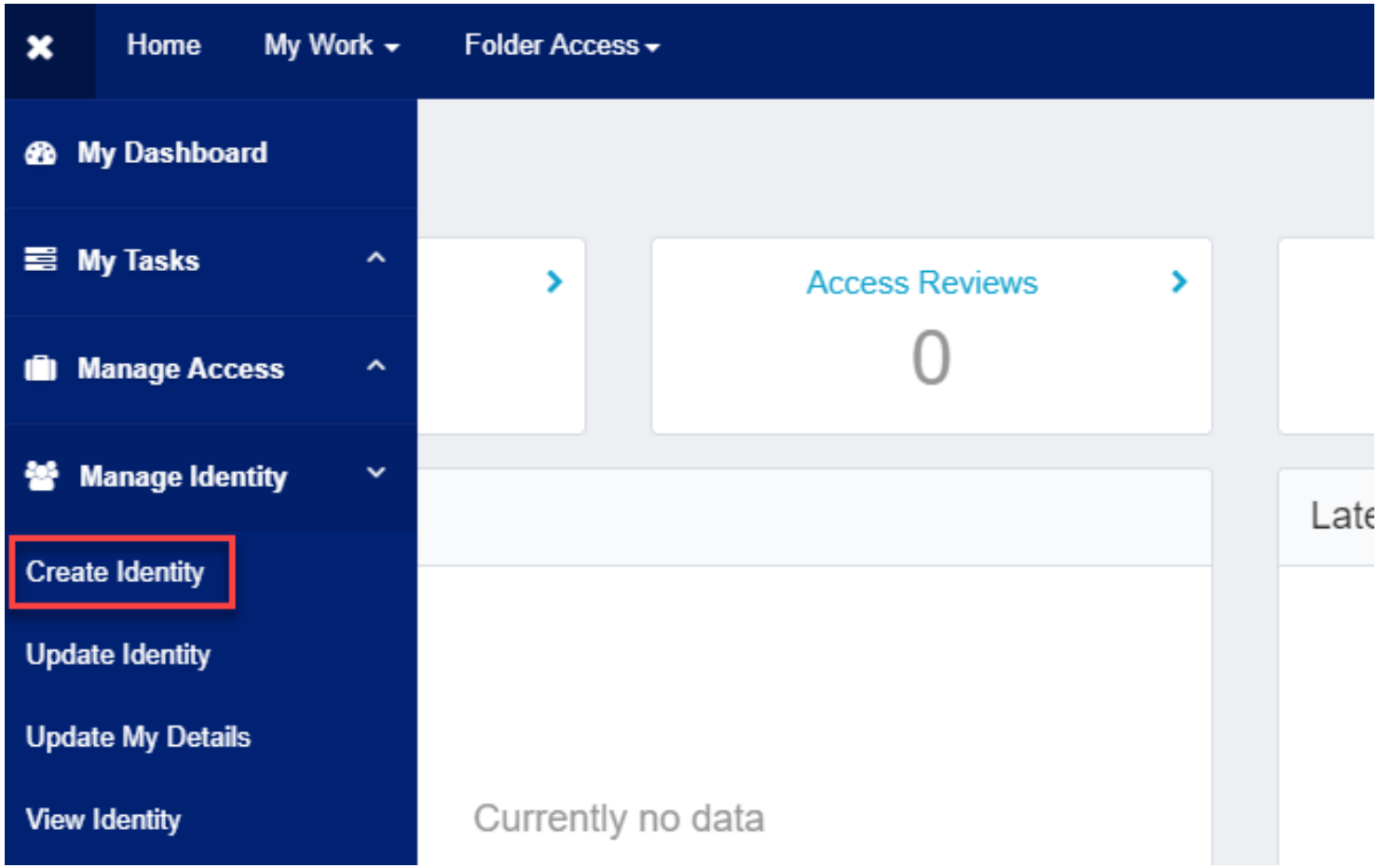
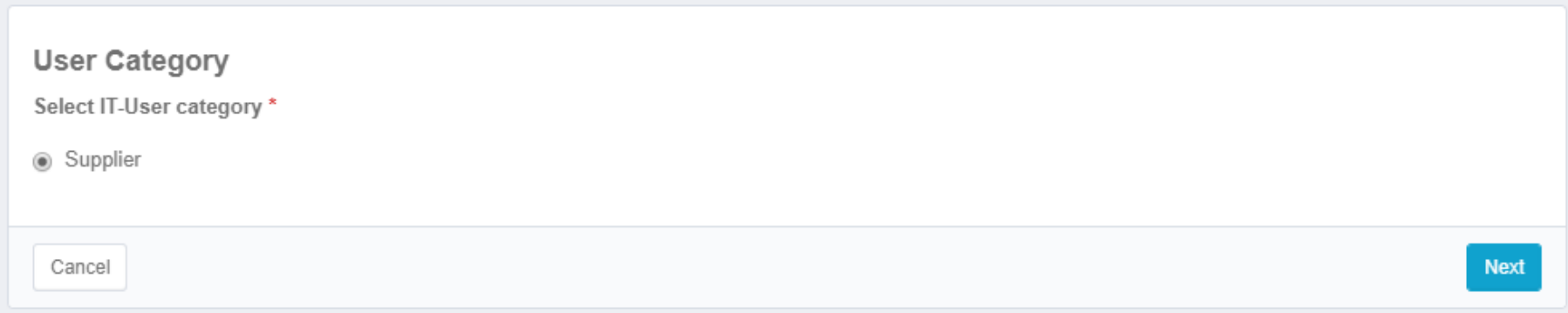
Creating New user by Your Local Admin



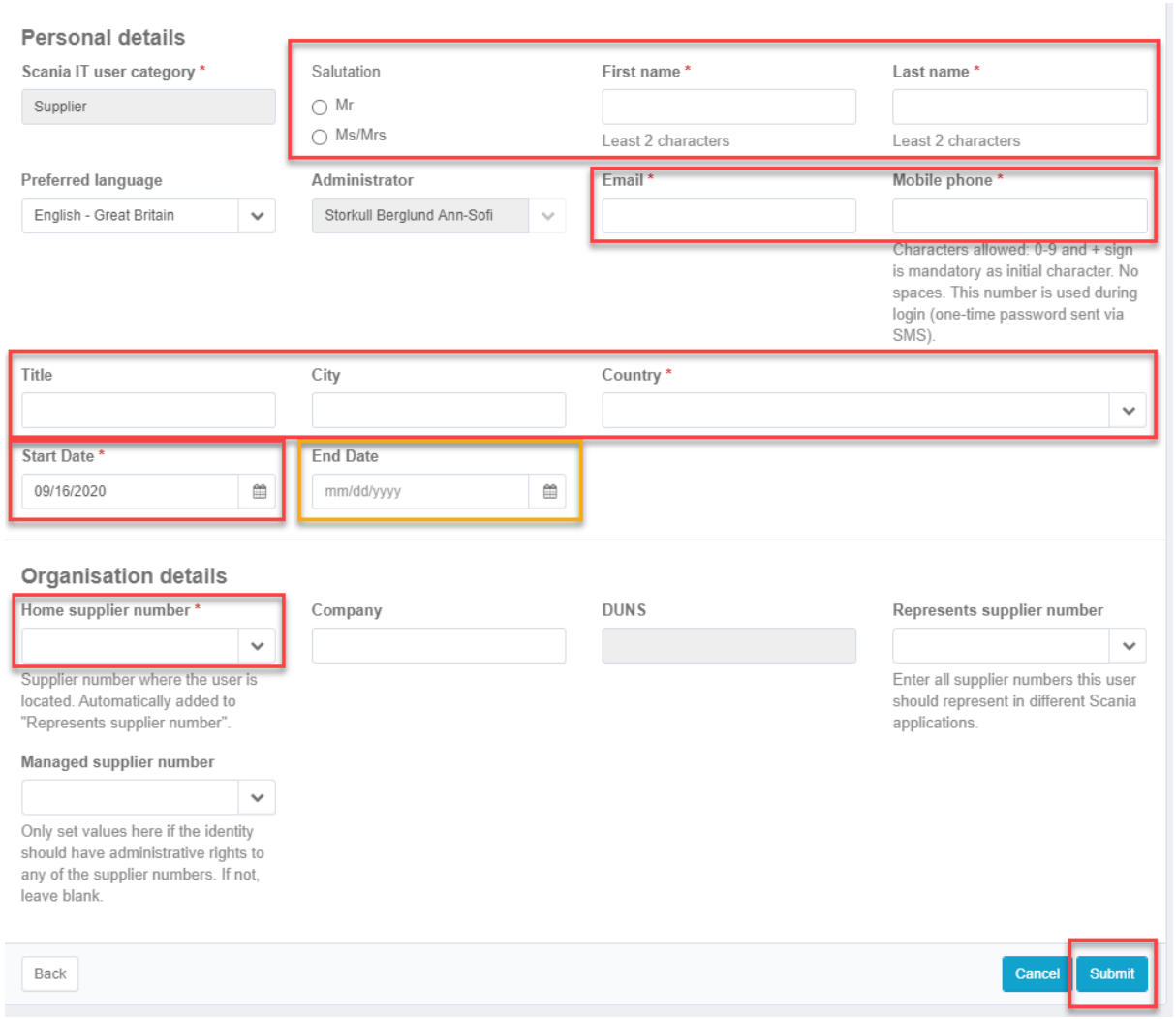
Go to *"Manage Identity"* and *"Create Identity"*.

Creating New user by Your Local Admin



Chose *“Supplier”.*

Creating New user by Your Local Admin



- 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.

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PASSWORD CHANGE FOR THE USER

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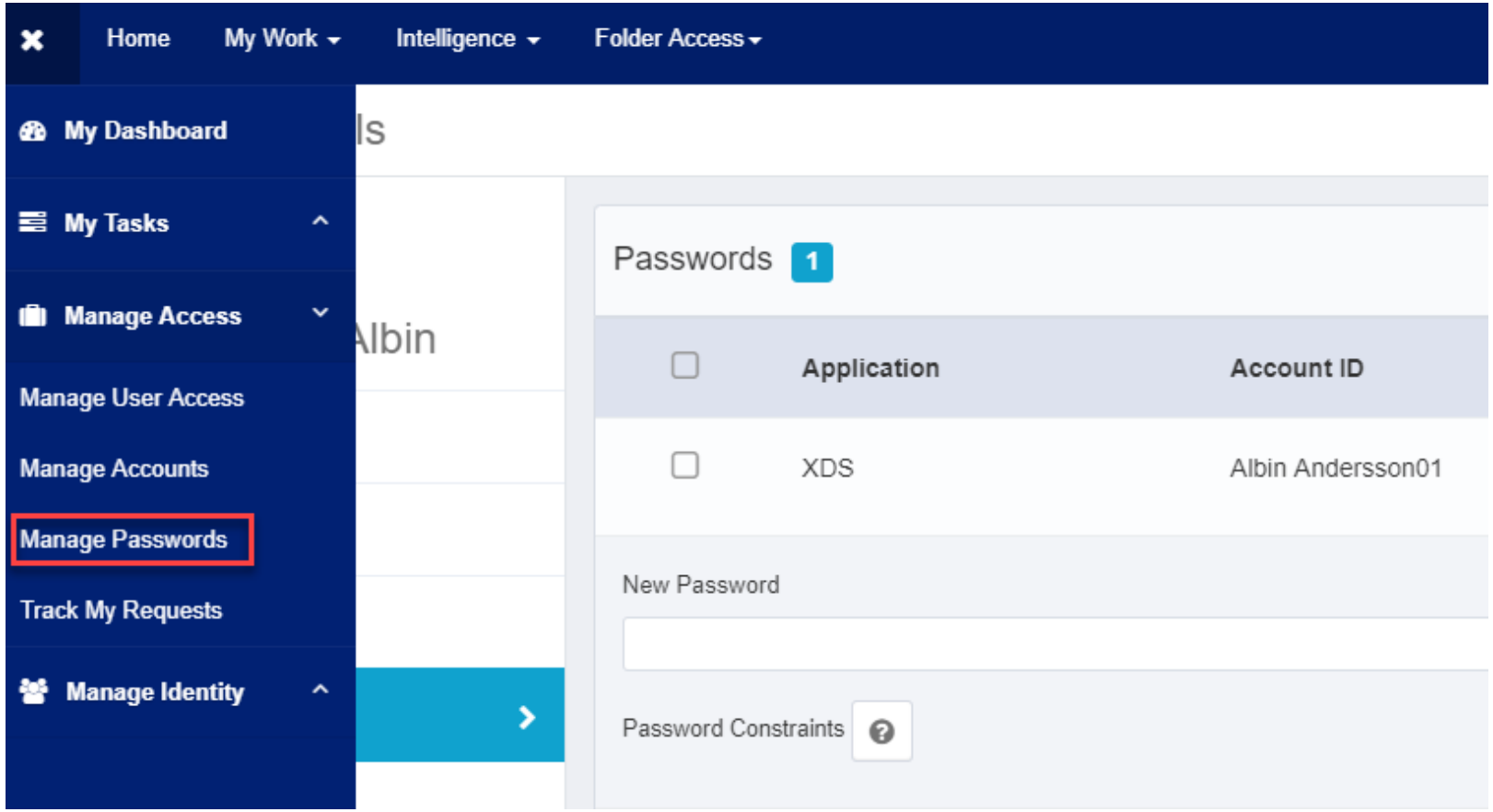
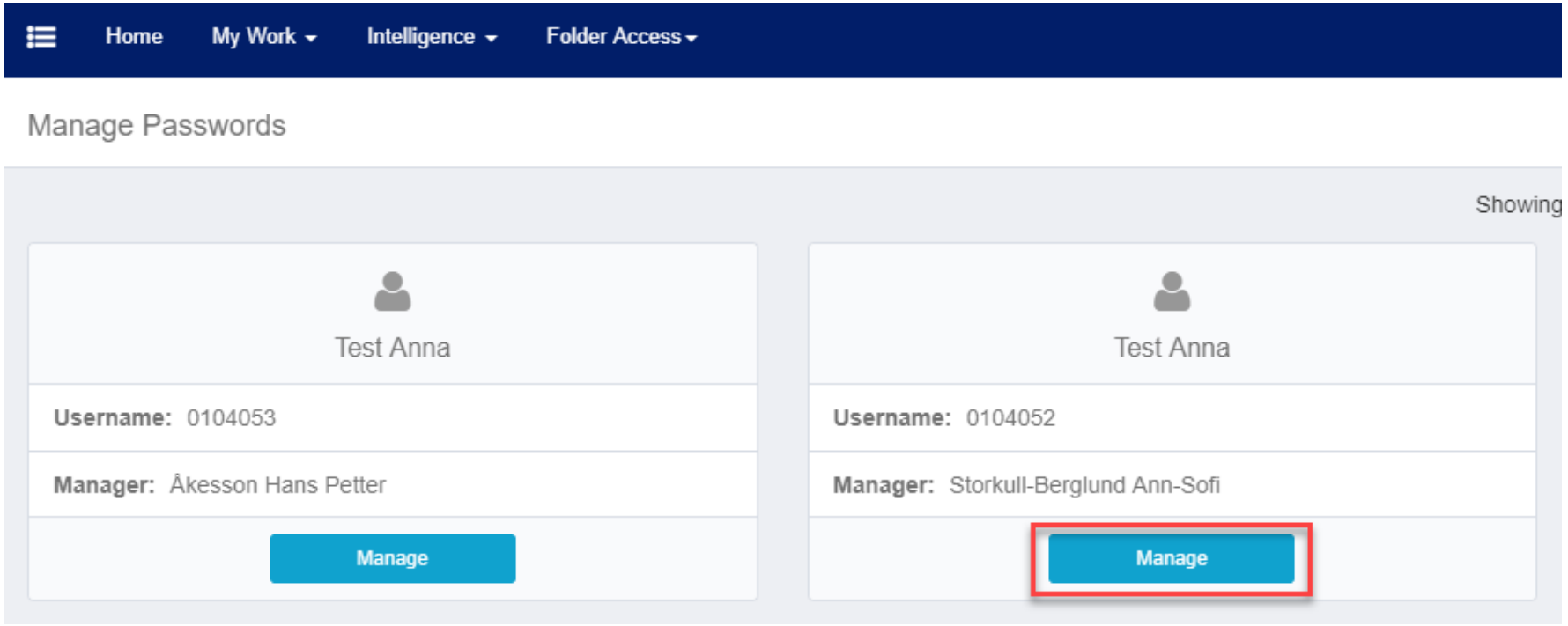
Password Change for users by Your Local Admin



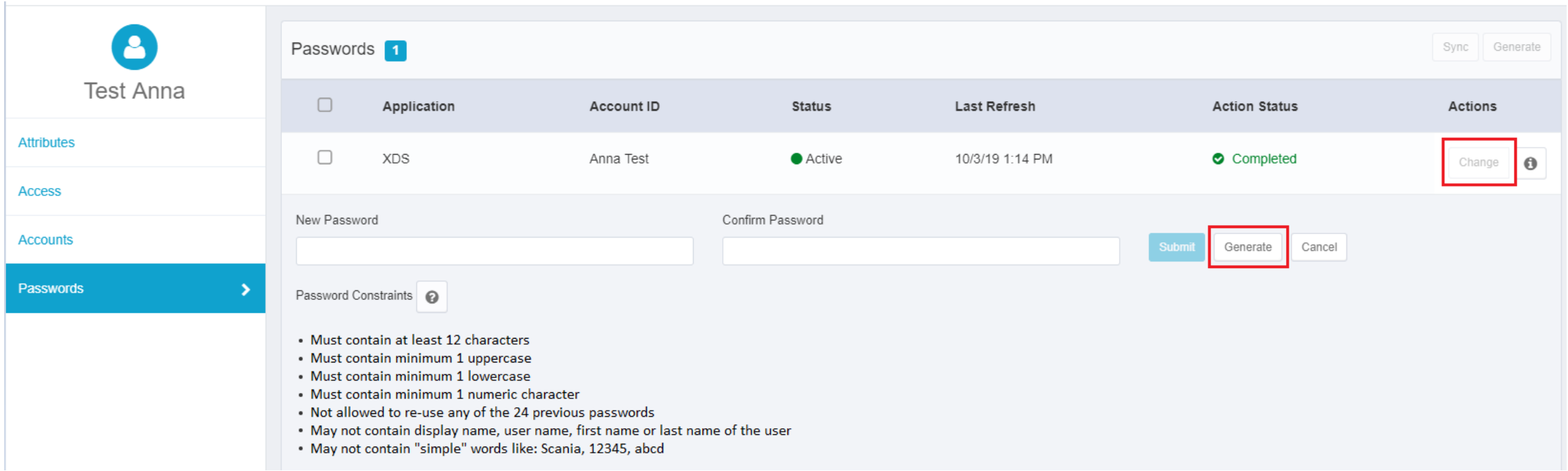
Go to *"Manage Access"* and *"Manage Paswords"*.

Password Change for users by Your Local Admin



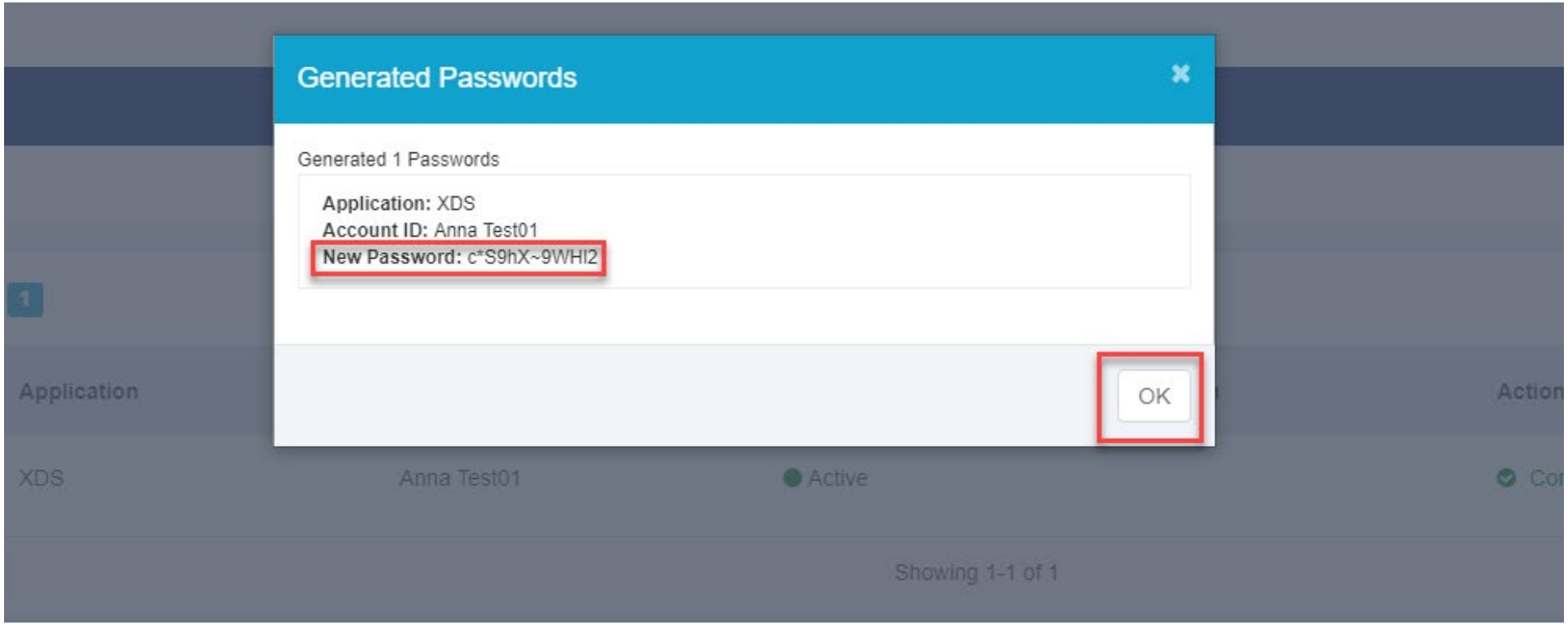
Choose the User and click *"Manage".*

Password Change for users by Your Local Admin



- 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



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