

## Scania Supplier portal – OCS web, how to fill in the Lttd

- How to log on
- How to find it
- How to use it
- Tips and tricks
- Load excel file

Summary:

*Long term supplier's declaration* are to be found in our *OCS web system* which you will reach through *Scania supplier portal*. Once a month system will send reminders for the LTSD created by system but you can log on to portal and finalize documents whenever you want to and you do not have to wait for the reminders.

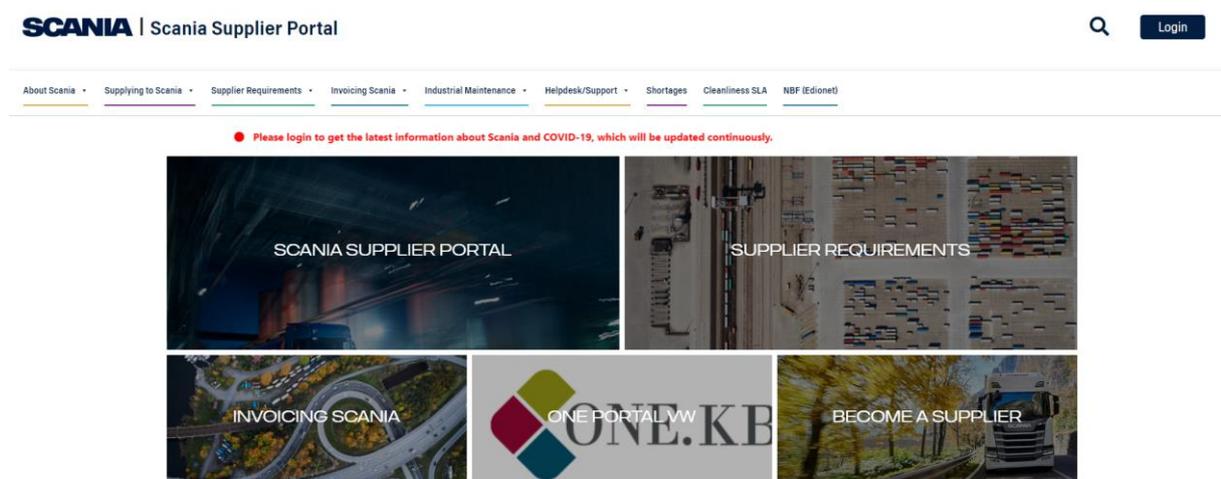
*Long term supplier's declaration* are simple declarations made between two contractually related companies, it is primarily an information and verification document for the origin of goods and is used only for customs purpose.

Your Scania purchaser will help you to get access to the Scania portal and to make an admin for your company for the portal.

Always remember that it is the admin from your company that have responsibility to add and remove users, please be certain that there is always at least one active user for OCS in portal.

## Scania supplier portal:

Use address: <https://supplier.scania.com/> - you log in with your user id followed by @scaniweb.com



You will see an overview – then choose *login* which are to be found to the right of the screen:



When you are logged in you can see other headings:

## SCANIA | Scania Supplier Portal

Supplier Information   About Scania   Supplying to Scania   Supplier Requirements   Invoicing Scania   Industrial Maintenance   Applications   Helpdesk/Support   Document Library   Shortages

If you put the cursor on the heading “applications”

### Applications ▾

You will get a drop down menu in which you can find the OCS web:

#### Scania Supplier Portal > Applications

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

If you get a box like this:



Then you must go to the admin for the Scania portal at your company and tell that person that you must be given access to OCS.

Choose OCS web by clicking on it:



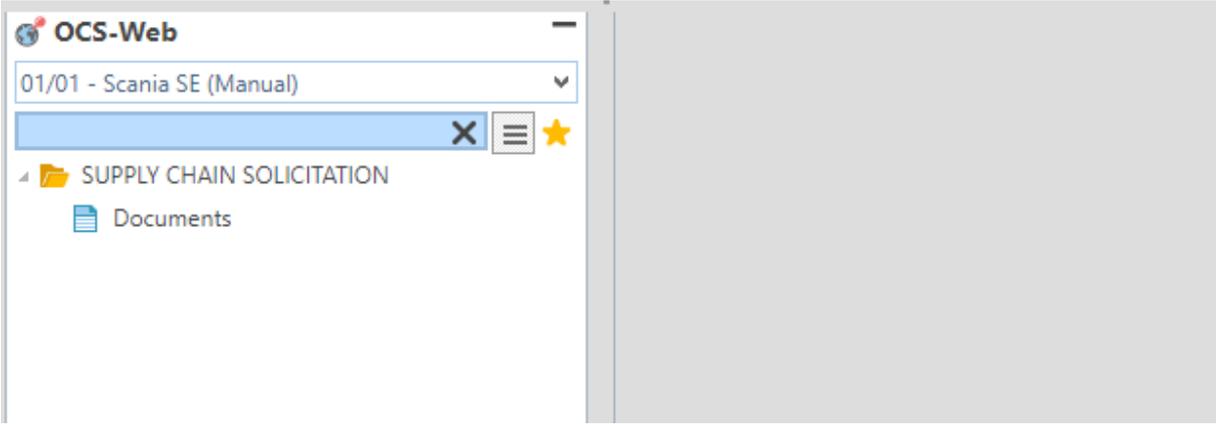
The screenshot shows the Scania Supplier Portal interface. At the top, there is a navigation menu with items like 'Supplier Information', 'About Scania', 'Supplying to Scania', 'Supplier Requirements', 'Invoicing Scania', 'Industrial Maintenance', 'Applications', 'Helpdesk/Support', 'Document Library', and 'Shortages'. The main content area is titled 'OCS WEB' and features a large image of a Scania truck driving on a road. To the right of the image, there is a section titled 'Application Running' with a blue 'Start Application' button. Below this, there are two links: 'QuickGuide\_OCS-Web\_suppliers\_v5' (dated 12 Dec, 2019) and 'How to log in via Supplier portal to OCS web' (dated 16 Jan, 2020).

Here you can find short information about OCS and to your right you can go straight to the application itself by pressing on the blue marked square “start application” and you can also find instruction and if there is any other information we like to share over the OCS we will also put it in here for you.

When you press start application it will put you direct over to our OCS system where the LTSD documents are – you can easily see which are closed and which are open.

You will also be able to print documents to yourself.

Now you are in the OCS:



Double click on “documents”

And you will get a list of the documents for the supplier number you are connected to.

Also in the OCS there are headings:

Finalized	Document Numl	Document Status	Exp. Addr. No.	Short Name	Agreement	Receive Date F...	Receive Date To	Send Status
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If you see a tic under box *finalized* then the document is finalized and closed:

	Finalized	Docum
1		E220000
2		E220000
3		E220000
4	✓	E210000
5	✓	E210000
6	✓	E210000

*Document status* is set from system. Even if it say “error” documents is still open if the tic in the box for finalized is missing.

Document Status

15 - PENDING

01 - COMPLETE

15 - PENDING

99 - ERROR

If you double click on one line you will open the document and see all rows that are in there – on the upper half you have the information that comes from system:

**EU Document E220000006-001**

Doc. No. / Agreement	E220000006-001	EUALL	Supplier Number
Document Status	15 - PENDING		Supplier Name
Valid from / to	2022-01-01	2022-12-31	Address
Approval Date	2022-01-18		

And on the lower half you will have the basic information that comes from other systems in Scania i.e. Suggestion of agreement, part number, part description and tariff number:

F	*Agreement	*Part Number	Part Description	Tariff Number	Supplier Part Number	Sup. Tariff No.	Country of Origin	Preferential Status
1	EUALL	572688	EXCHANGE E	8408209900				35 - UNKNOWN

You can sort in the columns by tapping in the box of the header – lowest or highest value.

Explanation of fields:

Agreement:	EUALL - cover all agreements that EU has entered with different countries and areas
Part number:	Your part number at Scania
Part description:	Part description within Scania
Tariff number:	The tariff code that Scania has inserted in internal systems
Supplier part number:	Optionally if you want to put in your own article / part number
Supplier tariff number:	Optionally if you want to put in your own tariff code
Country of origin:	Mandatory and very important - it must be the country of origin for the article itself, in a two letter abbreviation as per Customs list of country codes (i.e. Sweden - SE), you can never choose EU since that is not approved by Swedish customs.
Preferential status:	Mandatory. When entering first time all items have status 35 UNKNOWN. You must do a choice depending on country of origin and choose 01 CERTIFIED or 50 NOT CERTIFIED. If you for any reason can not decide and leave the item as 35 UNKNOWN and then approve and finalize document system will create a new document with those that you have left as 35 UNKNOWN.

Please note:

- **Country of origin and Preferential status is very important – if these are not put in correct way the LTSD can not be used.**

- Do not use the fields “plant code” or “customer code”

When you have finished the document and put in information on every row – choose save in the upper left corner



Then you must also approve the document:



You will then get an approval window:

Approval of selected document(s):  
E16000011-001

Dear supplier! Before you click on Approval – set the date in Valid From – one year back in time so your declaration is valid the longest possible period! It will automatically generate correct forms due to the new legislation in UCC. So if you approve the declaration 2016-06-23 – set the date 2015-06-23 here! Thanks!

Validity period:  
Valid From: 2015 - 06 - 20 Valid To: 2017 - 12 - 31  
Approval Date: 2016 - 06 - 20

Signatory Profile 03303  
Name: Forrest Gump Position: Supply Schrimp Manager Place: Marseille

Accept Cancel

Your Long Terms Supplier’s declaration is now submitted to Scania – thanks!

You have the option to choose to let your Ltsd be valid for two years as per EUR LEX 952/2013, article 62. The longest period Ltsd can be backdated is 1 year.

This procedure will then re-occur when the LTSD expires, before issuing a new document with the parts the system will check to ensure the parts has been delivered during the previous 12 month

period. This will reduce any parts that you have stopped to deliver due to expired or replaced orders. If you start providing new parts during the period you will receive separate requests for these items.

You can print the Itsd our yourself – choose print document in the document:



You can also save information into document as an excel file but please be sure that the file looks exact as the system:



You can also choose to save attachments:



If you are having problem with the OCS web or with anything within the system of LTSD please send a mail with your supplier number in the subject to [customs@scania.com](mailto:customs@scania.com).

If you are having problem with log in or access or anything IT related it is first the admin for the Scania portal at your company you must ask for help. If that person can not help you, you can ask the Supplier Portal helpdesk at Scania for help [supplier\\_portal.helpdesk@scania.com](mailto:supplier_portal.helpdesk@scania.com).

If you want to read the regulations regarding long time supplier declarations in the EUR LEX 952/2013 – you can find it here (it is to be found in many languages):

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32013R0952>

You do not have to send the LTSD declaration to Scania – if it is made and finalized by you in OCS it is sufficient.

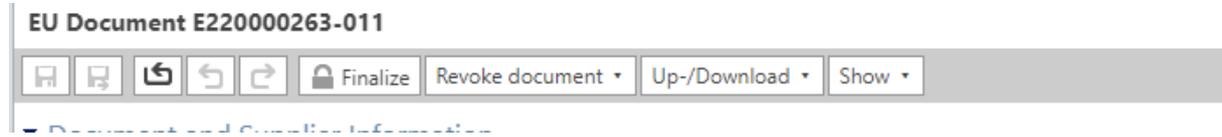
## **Tips and tricks**

- Sometimes it is difficult to log in to Scania portal – then you can try:
  1. Close the page down, clean the cache and try again
  2. Try in another web reader
- It is possible to upload documents from an excel file – but please note that the excel file must be exact as it is in the system.
- It is the admin for the Scania portal at your company that must add or remove users

## Excel file to OCS / LTSD

You can use an excel file to download all information needed in LTSD into the OCS:

Go into the document – click on the arrow in Up-/Download



Click on save to .xlsx file



You will get an excel file that you can save where you choose to.

Now you can fill in what is missing in the excel file but do not change anything in the order or format.

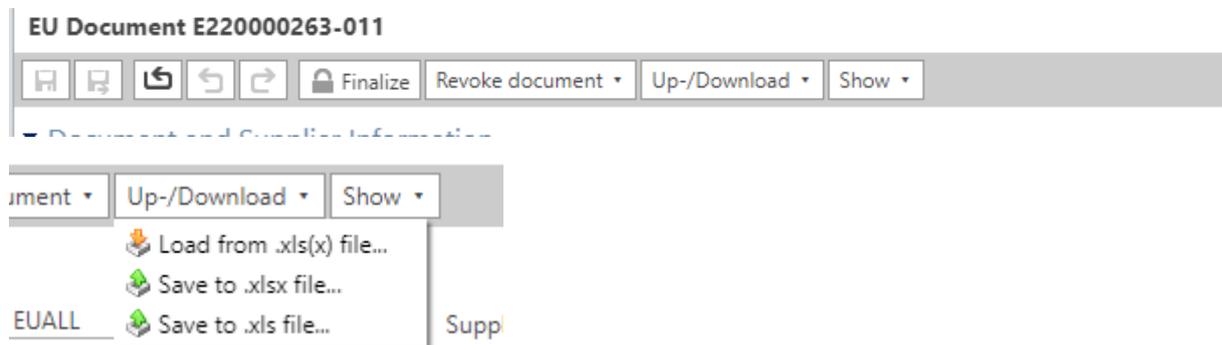
Preferential status must be either 01 Certified or 50 Not certified.

If you want to put in exceptions countries you must have a ; between the codes i.e. KR;VN

Company	Plant	Doc Type	Document Number	Address	Agreeme	Date From	Date To	Supplier Part Num	Custom	Descript	Supplier HS Cc	Customer	Tariff N.	Country	Preferen	Priority	Exception countries
12345	01	CO	E220000263-011	012345	EUALL	01-01-2022	12-31-2022	654321	Thing		8708999790				01		KR;VN

If you want to you can also add your supplier part number and HS code.

When you are ready you save the file and go back to OCS click on the arrow in Up-Download



Click on the save to XLX file

If file is loaded you must also approve the document.