

NOKIA

New SCPortal

Registration Guide for New Supplier Users
March 2017 Issue 1

Directions

1. Proceed User Registration (slide 3)

This step shall be skipped if user is already registered due to other contracts.

2. First SCPortal Visit (slide 5)

3. Requesting SCPortal & Application Roles (slide 8)

4. Next steps:

- READ and follow document **Main/Help/Quick User Guide** on SCPortal
- READ and follow document **Main/Help/SCPportal FAQ** on SCPortal

All registration issues shall be reported to icare@nokia.com

All issues with permissions/visibility in SCPortal shall be reported through


Contact SCPortal Support form

User registration

Complete registration steps.

Do not close window or break process until fully completed!


1. Follow URL <https://networks.nokia.com/scportal>
 - Click [Click here to Register for Access](#)
 - Registration page will open
<https://market.alcatel-lucent.com/release/SPRegistrantTypeSvlt>
2. On next page, in section **SELECT ROLE** choose option „**Supplier**”
For supplier requiring access to invoicing, inventory and demand reports, inventory rebalancing, claims and other features of Supply Chain Portal (SCPortal)
3. Check [X] Yes, I Accept [Terms of Use](#)
4. Click “**Next**”



INTEGRATING YOU INTO OUR VIRTUAL SUPPLY CHAIN

What is the Alcatel-Lucent Supply Chain Portal - SCPortal?

The Alcatel-Lucent Supply Chain Portal is a web-based technical platform that integrates Alcatel-Lucent organizations, trading partners, and e-marketplaces to create real-time global visibility and decision making control over the virtual supply chain. The SCPortal is a gateway to information, applications, global data, and defines common processes across Alcatel-Lucent Manufacturing community. The SCPortal is an internet application that enables secure communication and collaboration between Alcatel-Lucent and supply chain partners.

[Sign in to your account](#)
Click here to login > 

CLICK HERE [New user?](#)
Click here to Register for Access >

Require Assistance?
[Registration Guide for NOKIA](#)
[Registration Guide for Suppliers](#)

Select role

Which term best describes your business relationship with Alcatel-Lucent.

Customer
For customers who have active warranties, contracts, agreements or other business arrangements for sales or services.

Partner
For system integrators, value added resellers, distributors and service providers acting as resellers who have an active Partner Agreement or other legal agreement and who need access to the relevant knowledge resources and tools regarding the Partnership.

Supplier **SUPPLIER**
For supplier requiring access to invoicing, inventory and demand reports, inventory rebalancing, claims and other features of Supply Chain Portal (SCPortal)

Training
For use if you have no other business arrangements with Alcatel-Lucent. Should be used if you need to register for Training courses and have no other account. It provides limited access to our Web site.

General Access
General Access is included in all options. Should be used if you only need access to collaboration sites, SRC-related services and other content not available with public access. You are not required to have any business arrangements with Alcatel-Lucent.

Accept terms of use

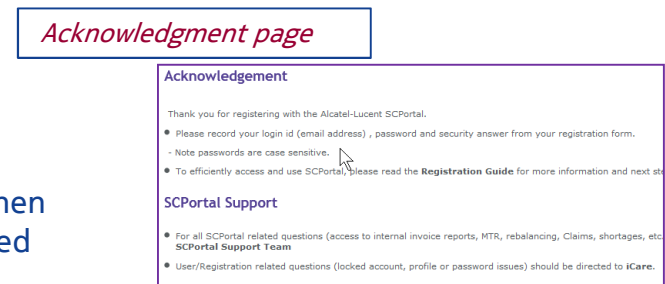
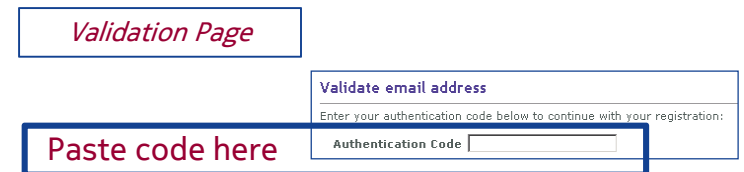
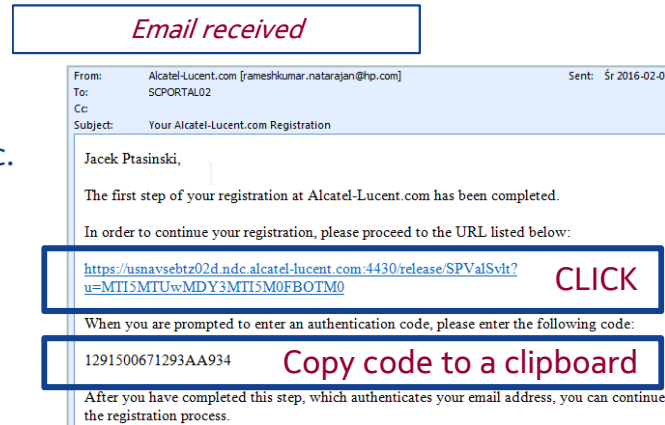
Do you acknowledge that you have read and accept our "Terms of use"?

Yes, I accept the Terms of use. **TERMS OF Use**

NEXT

User registration

5. Provide company name, addresses, email, personal data etc.
6. Click **Next**
 - Email validation process will start
 - **Close current browser**
7. Validating email with **URL** and **authentication code** is sent
 - Check your SPAM folder if no email is received else contact **ICARE**
8. Click **Validation URL** in email
 - Browser will open
 - Enter **Authentication Code** using value from email
9. Click **Next**
 - Data validation and password selection will start
10. Supply data in password and security questions
11. Click **Next**
12. **Acknowledgement page** will be displayed with key information
 - If during registration error is displayed “**Email address already exists**” then user has account already, just proceed password reset process if needed
13. **Close browser!**
14. Go to **First SCPortal Visit**



CLOSE BROWSER



First SCPortal visit

1. Follow URL

<https://networks.nokia.com/scportal>

Bookmark for contracts

Note: Alternate old and still supported URL is <https://scportal.alcatel-lucent.com>

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Alcatel-Lucent joins Nokia following successful exchange of shares. [Find out more.](#)

SCPportal - Supply Chain Portal

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Sign in to your account
[Click here to login >](#) **CLICK HERE**

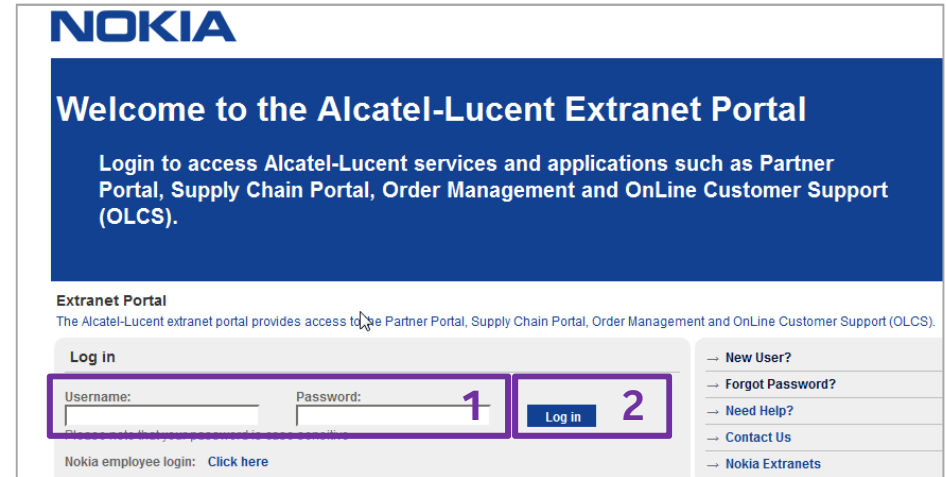
New user?
[Click here to Register for Access >](#)

Require Assistance?
[Download the Help Document if you require assistance registering.](#)

First SCPortal visit

Please follow colors...

1. In fields **Registered User Login** use email and password assigned upon registration
2. Click **Login**



SCPportal Open page shall be reached (slide 7)

.....issues at first visit? For possible options, please read (slide 10)

Your New SCPortal

New Users will reach **SCPortal Open**.

<https://my-home.alcatel-lucent.com/portal/web/scportal>

The screenshot shows the SCPortal website interface. At the top left is the NOKIA logo and 'SCPortal'. On the top right, it says 'Welcome Jacek Ptasinski', 'Logout', 'Nokia', and 'scportal02nokia.com Contact SCPortal Support'. Below this is a navigation menu with 'Main', 'Documents', 'Invoices', 'Help', and 'SCPortal Internal'. A blue box highlights 'SCPortal Open'. The main content area has a section titled 'What is the Alcatel-Lucent SCPortal?' with three paragraphs of text. To the right is a 'QUICK LINKS' section with a link 'Select your default page'. Below this is a 'LATEST ANNOUNCEMENTS' section. A blue box highlights a message titled 'Message to New SCPortal Users'. A red arrow points from the text 'Click to mark as READ' to a checkmark icon in the message. Another red arrow points from the text 'Read this!' to the message content. At the bottom right of the message box, there is a red text 'Read this!'. Below the message box, there is a link 'SCPortal Internal' and a note 'Remember to login in 14 days after receiving enhanced credentials.' and a link 'Q for browser preparation and cache clearing procedure'.

Stop Here if all was fine and you use **SCPortal** to only check invoice status or access open documents/trainings else Follow **NEXT STEPS** on **Directions** page

Request SCPortal & Application roles (Claim, MTR, pricing etc.)

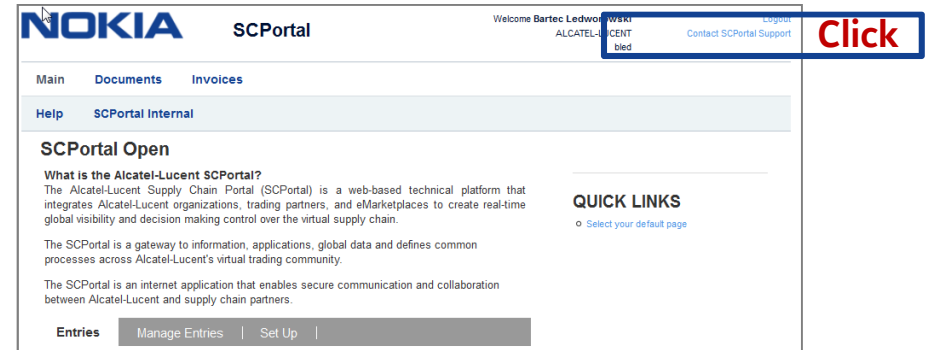
- Click “Contact SCPortal Support”
- Fill the form with mandatory information
 - Roles/tasks you need (MTR, Claim, affected locations etc.)
 - Business reason
 - Primary Nokia contact Person

Examples

(contact names below are not valid, please use real NOKIA names)

- I participate in rebalancing for Flex Guad, Flex Tatabanya
Contact: Richard Gere
- I need access to invoices for FLEX, Contact: Tim Burton
- I support CLAIMS for FLEX GUAD, Contact: Maria Callas
- I’m price manager for ASB, Contact: Gina Lollobrigida

Click **SUBMIT**



Request SCPortal & application roles (Claim, MTR, pricing etc.)

- Wait for confirmation email
- At next SCPortal visit explore Internal SCPortal and/or upgraded permissions
- New User MUST login to SCPortal within 14 days after creation else enhanced credentials will be removed automatically
- SCPortal Users will reach [Internal \(full\) SCPortal](#)

<https://my-home.alcatel-lucent.com/portal/group/scportal>

Bookmark for daily use

This is INTERNAL SCPortal

NOTE YOUR LOGIN

NOKIA SCPortal

Welcome Bartec Ledwowski
Alcatel-Lucent
bled

Logout
My SCPortal Account
Contact SCPortal Support

Main Documents & Projects Invoices Inventory Reports Demand View Price View Claims Reports

Help

Main

What is the Alcatel-Lucent Supply Chain Portal?

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Entries Manage Entries | Set Up |

LATEST ANNOUNCEMENTS

PREVIOUSLY READ

NEW name for Alcatel-Lucent, Eu, Fr location Edit Delete

New Partners and Locations to begin deploying in SCPortal Edit Delete

FLEXTRONICS TIMISOARA, RO Minimum Order Value. Edit Delete

QUICK LINKS

- o MTR Contact List
- o SCPortal FAQ
- o SCPortal Quick User's guide
- o SCPortal documents
- o Your home page
- o SCPortal Open

If something goes wrong

* User is redirected to wrong page

1. First try enter SCPortal URL, if it fails see next points
2. Depending **where User landed** click menu as below
 - My Extranet: See section [Administer](#)
 - OLCS: Click [My Account](#)
 - Partner Portal: Click [My Account](#) -> [My Profile](#)

3. Click [Select Default Home Page](#)

New window will open

4. Go to [Slide 9](#)

At next login user shall be redirected to SCPortal

* Login Help

<https://support.alcatel-lucent.com/portal/web/support/login-help1>

