

**NOKIA**

# SCPportal

Registration Guide for NOKIA Users  
Mar 2017 Issue 1n

## Directions

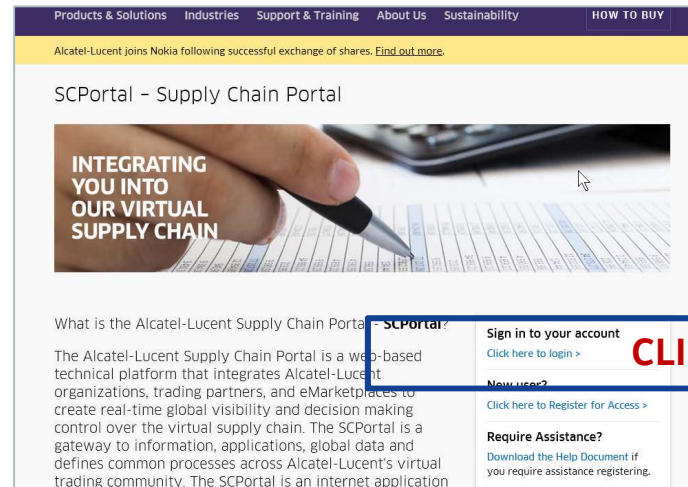
1. First Visit (slide 4)
2. Request internal access (slide 6)
3. Next steps:
  - READ and follow document Main/Help/Quick User Guide on SCPortal
  - READ and follow document Main/Help/SCPPortal FAQ on SCPortal
4. If something goes wrong (slide 8)
  - Select Default Page (slide 9)
  - In case of problems
    - send email to [it-gsd@alcatel-lucent.com](mailto:it-gsd@alcatel-lucent.com)
    - call Helpdesk
      - China +65 6622 1864
      - India +91 80 3983 3010
      - Finland +44 203 4505549
      - Poland +44 179 3795106
      - USA +1 888 443 4243

# First SCPortal visit

## 1. Follow URL

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

Old URL: <https://scportal.alcatel-lucent.com>



# First SCPortal visit

Please follow colors...

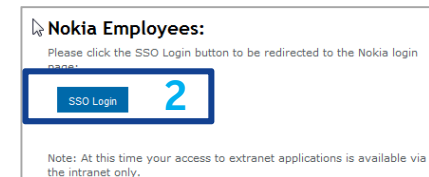
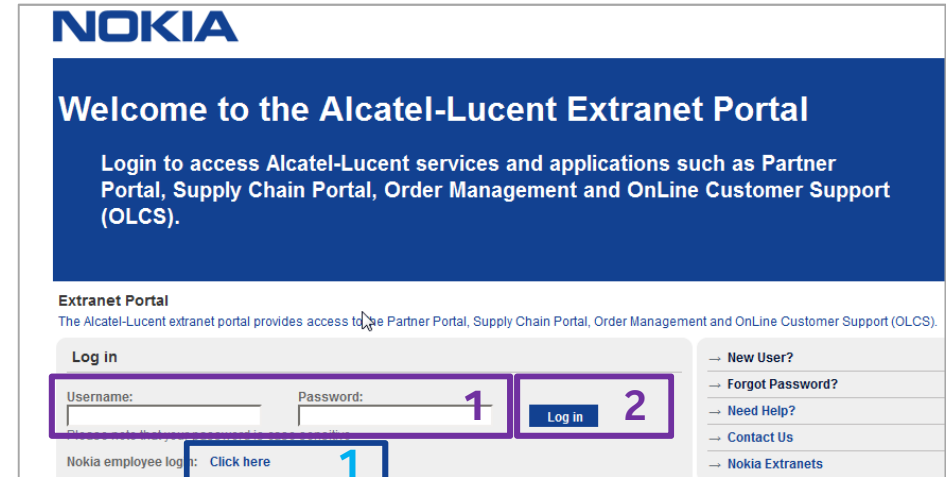
## Former ALU users or pre-existing Nokia users with CSL

1. In fields **Registered User Login** use CSL /CIP  
*(corporate short login and intranet password)*
2. Click **Login**

## Pre-existing Nokia users

Currently this option works with **Mozilla Firefox** only.  
**Do not use IE!**

1. In field **Nokia Employee Login** Click **Click Here**  
*Redirection will take place to interim SSO page*
2. Click **SSO Login**  
*Proceed with Silent Login or NSN-INTRA login*
3. First login can take time, **be patient!**



SCPortal Open page shall be reached (slide 5)

.....issues at first visit? For possible options, please read (slide 9)

# Your New SCPortal

New Users will reach **SCPortal Open**.

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

- This page is only for users with no internal roles, ex to **check public invoices**
- **Nokia** user to proceed with requesting internal access, see next pages

The screenshot shows the SCPortal Open page with a navigation bar at the top containing 'MAIN', 'DOCUMENTS', and 'INVOICES'. Below the navigation bar, there are links for 'HELP' and 'SCPORTAL INTERNAL'. The main heading is 'SCPortal Open'. Below this, there is a paragraph of text describing the SCPortal. A blue box highlights the 'SCPortal Open' heading. A red arrow points to a 'Click to mark as READ' button. Below this, there is a section for 'LATEST ANNOUNCEMENTS' with a sub-heading 'Message to New Users'. This section contains a welcome message and a list of instructions. A red box highlights the 'Message to New Users' section, and a red arrow points to a 'Read this!' button. At the bottom of the page, there is a section for 'PREVIOUSLY READ'.

## Request internal access

1. Click “[Contact SCPortal Support](#)”
2. Enter need in **Request Details**,  
ex. „I participate in rebalancing for NOKIA locations”
3. Enter in **Contact Name** business owner,  
ex. „Mario Dominguez”
4. Click **SUBMIT**
5. **Logout** and close browser completely

Wait for confirmation email or message from SCPortal Team  
Proceed **ONLY** when confirmation was received

## 6. Login again (see next page)

At next SCPortal visit explore Internal SCPortal and/or upgraded permissions

**Note:** User must login to SCPortal within 14 days after extended access creation else enhanced credentials will be removed automatically

# Your SCPortal Main Page

SCPportal Users with upgraded permissions 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 Ledworowski 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?

The Alcatel-Lucent Supply Chain Portal is a web-based technical platform that integrates Alcatel-Lucent organizations, trading partners, and eMarketplaces to create real-time global visibility and decision making control over the virtual supply chain.

**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**

- [MTR Contact List](#)
- [SCPportal FAQ](#)
- [SCPportal Quick User's guide](#)
- [SCPportal documents](#)
- [Your home page](#)
- [SCPportal 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](#)

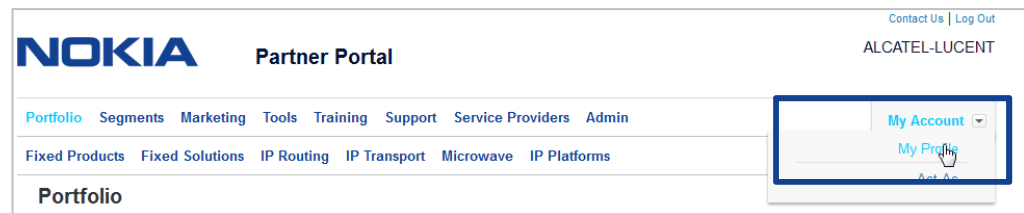
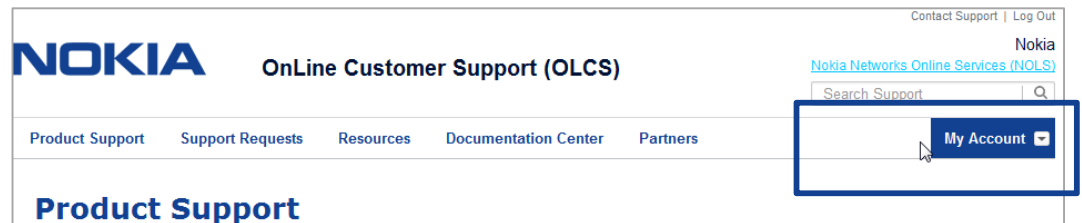
*New window will open*

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>





# Select your default page

You are in **SCPortal Open**

1. Click “**Select your default page**” in **Quicklinks**  
*New page will open*

2. Select “**Supply Chain Portal**”
3. Click **SUBMIT**

*You shall be redirected back to SCPortal*

