

NOKIA

SCPortal

Registration Guide for Suppliers

Dec 09 2019

Directions

1. Proceed User Registration (slide 3)
 - *This step shall be skipped if user is already registered due to other contracts.*
 - *There is a separate document with registration steps in details*
2. First SCPortal Page (slide 4)
3. Request SCPortal Application Roles (slide 5)
4. Bookmark for daily use to <https://my-home.nokia.com/portal/group/scportal>
5. Do read and follow documents in SCPortal Help
 - ***Quick User Guide***
 - ***SCPortal FAQ***

User registration

1. Follow URL <https://networks.nokia.com/scportal>

- Enter registration page URL (**Click here to Register for Access**)

<https://online.networks.nokia.com/newaccount/email.faces>

2. Proceed registration wizard

- Use external **Quick Reference Guide** document (click URL below to open)

<https://nokia.my.salesforce.com/sfc/p/#58000000t8Dk/a/2M0000015pTs/0ouXH5rBIQy9i1Uerwm5BL0ydlqY.jsj5ITobL9Uvz0>

- **Change selection** in step 3/5 “**QRG – Logging on and Registration**” on page 4

Ensure settings below are selected:

Select your Relationship with Nokia: SUPPLIER

Do you need access to SCPortal: YES

3. Complete registration wizard and **CLOSE BROWSER** when all is done

4. Open URL: <https://my-home.nokia.com/portal/group/scportal>

5. Proceed next page

First SCPortal Page

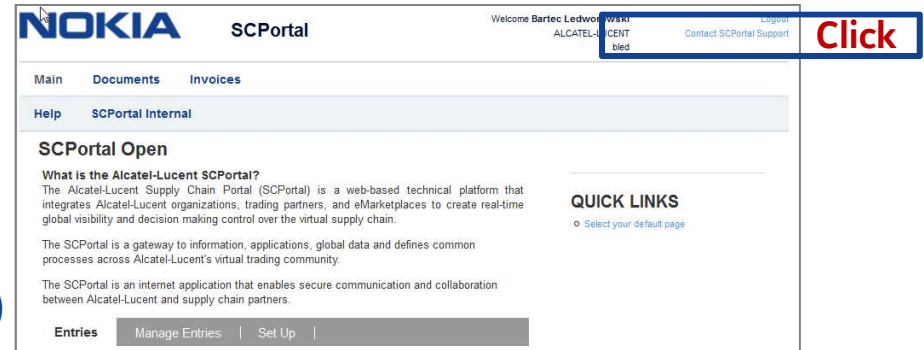
New Users shall be redirected to **SCPortal Open** <https://my-home.nokia.com/portal/web/scportal>

The screenshot shows the SCPortal Open page. At the top left is the NOKIA logo and 'SCPortal'. The top right shows a user welcome message: 'Welcome Jacek Ptasiński', 'Logout', 'Nokia', 'scportal@2nokia.com', and 'Contact SCPortal Support'. Below the header is a navigation menu with 'Main', 'Documents', 'Invoices', 'Help', and 'SCPortal Internal'. A blue box highlights the 'SCPortal Open' link in the menu. A red arrow points to a 'Click to mark as READ' button next to the 'SCPortal Open' link. Below the menu is a section titled 'What is the Alcatel-Lucent SCPortal?' with introductory text. To the right is a 'QUICK LINKS' section with a link to 'Select your default page'. Below this is a 'LATEST ANNOUNCEMENTS' section. A blue box highlights the first announcement, 'Message to New SCPortal Users', which contains a welcome message and instructions for new users. A red arrow points to a 'Read message for new user!' button next to the announcement. The announcement text includes: 'Welcome to SCPortal. You are in OPEN site. Message you see now is in our internal newspaper, just confirm upon read by clicking [dropdown arrow] on right. You can return to old messages in section "Previously Read" as long as it expires. If you are going to read public documents and check payments - just begin your work. Your URL to bookmark for daily use is https://my-home.alcatel-lucent.com/portal/web/scportal/. If your need is for rebalancing (MTR) or Claims or enhanced Invoice reporting capabilities etc. - please click Contact SCPortal Support and express your needs. When additional credentials are granted you will see link SCPortal Internal allowing to switch to internal SCPortal. Remember to login in 14 days after receiving enhanced credentials. Please review all Help documents in particular FAQ for browser preparation and cache clearing procedure.'

Stop Here if all was fine and you use **SCPortal** to check invoice status or access open documents
If you need more roles – proceed **Request SCPortal Application Roles** (go to next page)

Request SCPortal Application roles

- Click **Contact SCPortal Support**
- Fill the form with mandatory information
 - Roles/tasks you need (MTR, Claim, affected locations etc.)
 - Business reason
 - Contact Person in Nokia (business user, sponsor)



- **Examples** (please use *real NOKIA names*)
- *I participate in rebalancing for Flex Guad, and 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**

Internal SCPortal Page

Wait for confirmation email on your application roles request

- At next SCPortal visit explore Internal SCPortal and/or upgraded application roles
- **New User MUST login to SCPortal within 14 days after creation else enhanced roles will be removed automatically**
- Internal SCPortal Users will reach **Internal (full) SCPortal Main Page**

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

Bookmark for daily use

This is INTERNAL SCPortal

NOTE YOUR LOGIN

NOKIA SCPportal

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

New Partners and Locations to begin deploying in SCPortal

FLEXTRONICS TIMISOARA, RO Minimum Order Value.

QUICK LINKS

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

In case of issues

1. You have registration problem with emails, validation questions, missing email etc.

- Get in touch with support.portal@nokia.com

2. You have problem with missing roles, missing locations or unexpected results or reports

- Click **Contact SCPortal Support**
- Fill the form with error description
- Click **SUBMIT**
- Wait for email from SCPortal Team

3. Your browser seems to lock, page is not responsive, results are unpredictable or any other error – **CLEAR BROWSER'S CACHE**

- Click **CTRL+SHIFT+DEL**
- Select Time Range: **ALL/Everything**
- Check elements specific to your browser: **IE/FF/Chrome**
- Execute change
- **Close browser entirely (all tabs)**
- Try again

7

© Nokia 2019

