

NOKIA

SCPortal

Registration Guide for NOKIA

Dec 09 2019

Directions

Bookmark for daily use to <https://my-home.nokia.com/portal/group/scportal>

1. Login to URL above using NSN-INTRA or CSL account
2. First SCPortal Page (slide 3)
3. Request SCPortal Application Roles (slide 4)
4. Do read and follow documents in SCPortal Help
 - *Quick User Guide*
 - *SCPortal FAQ*

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. A blue arrow points to the 'SCPortal Open' link in the navigation menu, with the text 'This is OPEN SCPortal'. A red box highlights the 'SCPortal Open' link. A red box highlights the 'LATEST ANNOUNCEMENTS' section, which contains a message titled 'Message to New SCPortal Users'. A red box highlights the 'Message to New SCPortal Users' section, with the text 'Read message for new user!'. A red box highlights the 'Click to mark as READ' button in the message, with the text 'Click to mark as READ'.

This is OPEN SCPortal

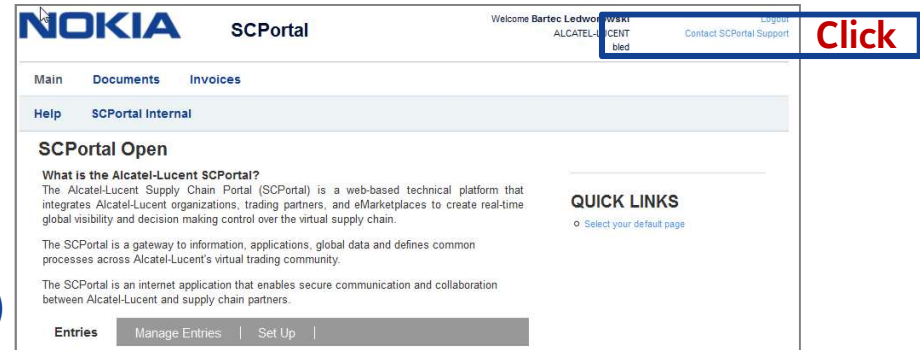
Click to mark as READ

Read message for new user!

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 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 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 login problem with SSO, password, cannot access page
 - Get in touch with **HELPDESK by phone or SNOW**

2. You have problem with missing roles, missing locations or unexpected results of data in 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

