SCPortal Registration Guide for NOKIA

April 2024

Directions

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

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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*

NOKIA

First SCPortal Page

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

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)

SCPortal

Welcome **Agnieszka Szafranska**
Nokia
szafrans

Log Out

My SCPortal Account

Contact SCPortal Support **Click**

Invoices   Inventory Reports   Demand View   Price View   Claims   Reports

- **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

Contact SCPortal Support

Please use this form to request a change to your current SCPortal access or to contact the SCPortal Administrator.

YOUR INFORMATION

Name : bled
Email Address: Bartec.Ledworowski@alcatel-lucent.com
Company : ALCATEL-LUCENT
Telephone :
City : Warsaw, Poland

NOTE: If any of your account information is incomplete or inaccurate, please specify the corrections in the Request Details field or your request may not be processed.

* Indicates required fields

YOUR REQUEST

Request Details *

I need MTR access for locations
- location 1
- location 2
- location 3

2) I need claim support for locations
- location xxx
- location zzz

Alcatel-Lucent employee with whom you do business

Alcatel-Lucent Contact Name
Mario Dominguez

Contact E-mail Address

SUBMIT

NOKIA

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

NOTE YOUR LOGIN

This is INTERNAL SCPortal

NOKIA   **SCPortal**

Welcome **Agnieszka Szafranska**
Nokia
szafrans

Log Out
My SCPortal Account
Contact SCPortal Support

| Main | Documents | Invoices | Inventory Reports | Demand View | Price View | Claims | Reports | Demand Supply View |
| Help | Tools | Admin Tools | Report Error! | User Admin Tools | Announcement Tool | | | |

Main

The Supply Chain Portal (SCPortal) is a web-based technical platform that integrates Nokia organizations, trading partners, and eMarketplaces 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 Nokia's virtual trading community.

The SCPortal is an internet application that enables secure communication and collaboration between Nokia and supply chain partners.

Entries   Manage Entries   Setup

Unread   Read

Quick Links

- Instructions for Invoice Visibility
- MTR Contact List
- Nokia Buyers
- NAM Routing Instructions
- Broker-Distributor List
- SCPortal FAQ
- SCPortal Quick User's guide
- SCPortal documents
- Your home page
- SCPortal Open

NOKIA

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

Mozilla Firefox

Internet Explorer

Google Chrome

NOKIA