

SCPportal Registration Guide for Suppliers

April 2024

The Nokia logo is centered within a large white circle that is partially cut off by the right edge of the page. The background of the slide features a teal-to-purple gradient. The word "NOKIA" is written in a white, sans-serif font.

NOKIA

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://www.nokia.com/suppliers/scportal>
Enter registration page URL (Click here to Register for Access)
<https://online.networks.nokia.com/newaccount/email.faces>
- 2. Proceed registration wizard
 - Click URL <https://customer.nokia.com>
 - Select 'Support Portal'
 - Click 'Register'
 - Use external [Quick Reference Guide](#) document and follow the registration wizard
 - Ensure settings below are selected:
 - Access Selection: **SUPPLIER ACCESS**
 - Service Selection: **SC Portal**
- 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 **SCP Portal Open** <https://my-home.nokia.com/portal/web/scportal>

The screenshot shows the SCPortal Open page. At the top, there are navigation tabs: Main, Documents, Invoices, Help, and SCPortal Internal. A blue box highlights the 'SCP Portal Open' link. A red callout box with a blue border and arrow points to a 'Click to mark as READ' button. Below this, the 'LATEST ANNOUNCEMENTS' section is highlighted with a blue box. It contains a 'Message to New SCPortal Users' with a 'Read message for new user!' annotation. The message 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)

First SCPortal Page

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

NOKIA **SCPortal** Welcome **Beatrice Alnet Karacan** Log Out
Nokia
alnetkar Contact SCPortal Support

Main Documents Invoices
Help **SCPortal Internal**

SCPortal Open

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.

Quick Links

- Instructions for Invoice Visibility
- NAM Routing Instructions

Entries Manage Entries Setup

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**



The screenshot shows the 'Contact SCPortal Support' form. It has two main sections: 'YOUR INFORMATION' and 'YOUR REQUEST'. The 'YOUR INFORMATION' section contains fields for Name, Email Address, Company, Telephone, and City. The 'YOUR REQUEST' section contains a 'Request Details' field with a list of items, a 'NOTE' field, and a 'Contact e-mail Address' field. A 'SUBMIT' button is at the bottom.

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

YOUR REQUEST

Request Details *

- 1) I need MTR access for locations
 - location 1
 - location 2
 - location 3
- 2) I need claim support for locations
 - location xxx
 - location zzz

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

Alcatel-Lucent employee with whom you do business

Alcatel-Lucent Contact Name
Mario Dominguez

Contact e-mail Address

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

NOTE YOUR LOGIN

This is INTERNAL SCPortal

NOKIA

SCPportal

Welcome **Agnieszka Szafranska**
Nokia
szafrans

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 (SCPportal) 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.

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

Quick Links

- Instructions for Invoice Visibility
- MTR Contact List
- Nokia Buyers

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

