

# SCW – Supplier Connection Workbench

## Supplier User On-boarding

May 2024

# Supplier User On-boarding Process

## Two-Step Process

- **Step 1:** Register to Supply Chain Registration Tool using company mail id, if you don't have an existing account, with 2 approvals needed
- **Step 2:** Request access for 'Supplier Connection workbench by submitting request for **SCW Supplier user** , **Component Supplier** Role via SAILPOINT with 1 approval needed.

### New Users (Do not have existing Account)

#### Step 1

1. Access <https://screg-ng.cloudapps.cisco.com/> and
2. click on **Sign Up**
3. Use your company email to complete Supply Chain registration process.
4. Activate your Cisco Account from email notification link received.
5. Once email id is activated login to <https://screg-ng.cloudapps.cisco.com/>
6. Select proper Company name – that Should end with **–RFQ**, **provide a justification** and **submit**.
7. Registration is subjected to approval which may take some time
8. Request can be checked through ART (<https://edsart.cloudapps.cisco.com>)
9. Once registration approval obtained **Continue with Step 2**

### Existing users

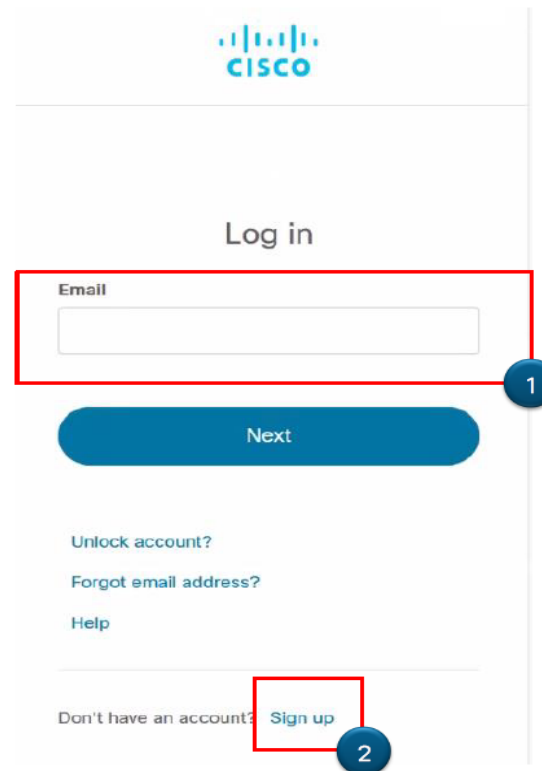
#### Step 2

1. Request Required Role via SAILPOINT Tool <https://oneaccess.cisco.com/home.jsf>
2. Login with your previously registered User-Name and Password
3. Click on “Mange My Access” tab,
4. Search for “**SCW Supplier User**” or “**Component Supplier role**”,
5. Check the box  and click  at the bottom of page.
6. Click on **Submit** button.
7. Request will be reviewed and approved by Cisco Approvers
8. Users will get an e-mail when approved or an explanation with information

## Step 1 – Register to Supply Chain Registration Tool (<https://screg-ng.cloudapps.cisco.com/>)

New users are required to register with a valid company email before accessing Supply Chain Registration Tool


1. Existing user – Login used your previously registered email and Password
2. New user – Register Today! by using company email. Personal email will not be approved. Click on **Sign up**.



The screenshot shows the Cisco Supply Chain Registration Tool login page. The Cisco logo is at the top. Below it is the heading "Log in". There is an "Email" input field, which is highlighted with a red box and a blue circle containing the number "1". Below the input field is a blue "Next" button. At the bottom of the page, there are links for "Unlock account?", "Forgot email address?", and "Help". A red box and a blue circle containing the number "2" highlight the "Sign up" link, which is located next to the text "Don't have an account?".

1 Enter your Company email.

2 After entering your Company email, click "Sign up"



## Create Account

\* indicates required field

**Email \***

**Password \***

**First name \***

**Last name \***

**Country or region \***

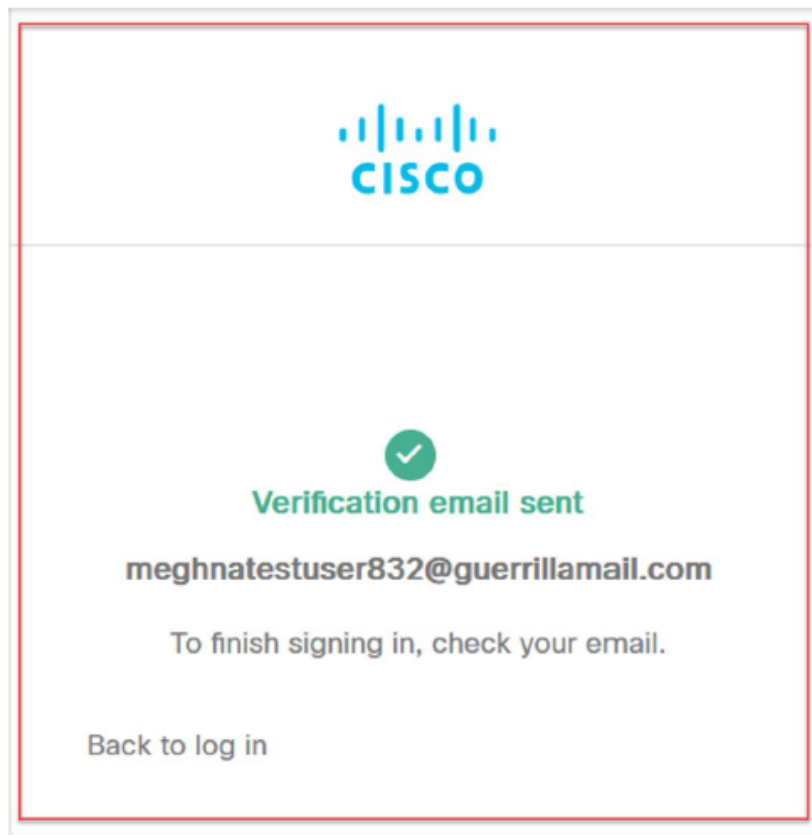
By clicking Register, I confirm that I have read and agree to the [Cisco Online Privacy Statement](#) and the [Cisco Web Site Terms and Conditions](#).

Register

[Back to log in](#)

3 Fill-in all fields. Those noted with an \* are required.

4 Click Register.



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Once you have filled the form, a verification email will be sent to the email provided. Check your email for the next link to complete the registration process.

Hi Meghna,

Welcome to Cisco!

Please click the button to activate your account.



After activating your account, you can:

- [Login](#) with your email and password.
- [Manage your Cisco account profile](#) and request access to Cisco applications and services.
- [Become a customer](#) by associating a contract number or bill-to ID to your account or [order services](#) directly through our global network of certified partners.
- [Become a partner](#) by associating your account with a partner company or [register your company](#) as a partner.
- Access [supply chain](#) tools and resources.

Visit [help](#) for login, password, and account information.

[Contact support](#) for help accessing your account.

This is an automatically generated message from [Cisco](#). Replies are not monitored or answered.

**6** From the email, click on “Activate Account”.

## Login with your previously registered email and Password

The screenshot shows the Cisco login interface. At the top is the Cisco logo. Below it is the heading "Log in". There is an "Email" input field, which is highlighted with a red rectangle and a blue circle containing the number "1". Below the input field is a blue "Next" button. Underneath the button are three links: "Unlock account?", "Forgot email address?", and "Help". At the bottom, there is a link "Don't have an account? Sign up", where "Sign up" is highlighted with a red rectangle and a blue circle containing the number "2".

1 Enter your Company email.

2 After entering your Company email, click "Sign up"

Steps 3 to 6 not applicable

Please use the below form to register yourself as Supply Chain user to get access to Supply Chain applications.

Companies without Partner Administrator and Partner Account Manager are not listed. Please contact [sciam-support@cisco.com](mailto:sciam-support@cisco.com) to complete company onboarding.

**Please choose a company type \***

- Contract Manufacturer
- Component Supplier
- Repair Vendor
- Third Party Logistics Provider
- Broker
- Carrier
- Outsourced Design & Manufacture (ODM)

**Please choose affiliated company and site address \***

- ✓ USERZOOM INC
- ✓ USER TESTING INC
- ✓ USER EXPERIENCE MARKETING MEXICO SA DE CV
- ✓ TEST INSIGHT LTD
- ✓ TESTEQUITY LLC
- ✓ COM ASSOCIATES-RFQ
- ✓ PEGATRON CORPORATION
- ✓ AVNET-RFQ
- ^ TESTINGXPRTS PRIVATE LIMITED

SITE NO 13A BALUJI GANDHI PARK, CHANDIGARH 27, CHANDIGARH, CH, IN, 160101

**Primary Organization \***

- ADB
- BRC
- DDT
- DSM

**Secondary Organization - (Optional)**

- ADB
- BRC
- DDT
- DSM
- OAZ

**Please provide a detailed justification \* (minimum 25 characters required for stage testing)**

required for stage testing |

**Submit**

Steps 3 to 6 not applicable

- 7** Select a company type. Based on your selection, a list of Companies will display in the next step.
- 8** Choose affiliated company and site address.
- 9** Based on the selections chosen in steps 7 and 8, a list of Organizations will appear for step 9. Choose the Primary Organization for your respective role, if applicable.
- 10** Provide a justification.
- 11** Click Submit.



SC User Registration External User | Meghna TestUserEightThreeTwo

Home | My Profile | Requests | Invitations

Your Supply Chain profile creation request has been sent for approval.  
You will be notified through email, once it is approved.

Request Id	Request Status	Requested Access	Request Date	Expiration Date	Action
8794	PENDING	EMCO	08-31-2023	09-14-2023	View Details

12 To verify the information submitted or to cancel the request, click "View Details".

### View Request : #8794

**Request Details**

<b>Request Id</b>	8794	<b>Request Type</b>	Request Access	<b>Primary Organization</b>	ADB
<b>Requestee Name</b>	Meghna TestUserEightThreeTv	<b>Requested Access</b>	EMCO	<b>Secondary Organization</b>	DDT,BRC
<b>Requestee Email</b>	meghnatestuser832@guerrillai	<b>Company Type</b>	Component Supplier	<b>Request Date</b>	08-31-2023
<b>Request Status</b>	PENDING	<b>Company Name</b>	TESTINGXPRTS PRIVATE LI	<b>Expiration Date</b>	09-14-2023

**Justification** required for stage testing.

**Approval Status**

PA (PENDING) — PAM

meghnatestpa13@guerrillamail.com

Cancel Request

After approval, supply chain access will be provisioned, and user will be notified via email. Status can also be checked at <https://screg-ng.cloudapps.cisco.com/>

## How to request for a role from One Access

After registering as a Federated Cisco Supplier, Please request role access through Cisco's One Access Process here: <https://oneaccess.cisco.com/>

US  
EN

Log in

Email

Next

Unlock account?  
Forgot email address?  
Help

Don't have an account? Sign up

United States - English

Log in to your account

Email  
20221215\_1@mailinator.com

Next

Create a new account

12 Enter your Company email to being requesting process. Then click Next.

13 Then click Next again.

# Sign On

Please sign on and we'll send you right along.

USERNAME

PASSWORD

14

Sign On

14

Enter same Username and password used for the registration process. Then click Sign On.

The screenshot shows the Cisco user dashboard home page. At the top, there is a navigation bar with a menu icon, 'Home', 'My Work', and a user profile 'Inboarder Test'. Below this is a 'Home' section with a grid of buttons: 'Policy Violations' (0), 'Access Reviews' (0), 'Approvals' (0), 'Manage My Access', 'Track My Requests', and 'View Identity'. The 'Manage My Access' button is highlighted with a red box and a callout bubble containing the number 15. Below the buttons are three data cards: 'Latest Violation Work Items', 'My Access Reviews', and 'Latest Approvals', all showing 'Currently no data'.

15

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Click on "Manage my Access"

1 Manage My Access

Select access you would like to add or remove

2 Review and Submit

Look over your selections and confirm

Add Access

Remove Access

Search By Keywords

16



Search For Access

Use the search or filter options above to find access items.

Your search results will show up here.

[Browse all access items](#)

16

In the Search by Keywords section, Search for the role in which you are requesting access. The whole role name is not necessary, you can search by partial role name. After entering your search words, click on the magnifying glass.

The screenshot shows the 'Manage My Access' interface. At the top, there are navigation tabs for 'Home' and 'My Work'. Below that, a progress bar indicates two steps: '1 Manage My Access' and '2 Review and Submit'. A search bar contains the text 'SCW Supplier User'. Below the search bar, a list of roles is displayed. The first role, 'SCW Supplier User', is highlighted with a red box and a blue circle labeled '17'. Below the list, a 'Next' button is highlighted with a red box and a blue circle labeled '18'.

- 17 A list of potential roles will display. Click on required role. SCW Supplier User role or Component Supplier Role
- 18 Then click Next

Add Access 1

SCO External Roles | Contract Manufacturer Test Technician FCZ

This role allows external partners access to contract manufacturing test reporting and debugging. Includes access to Apollo, Cesium.cisco.com.

Integration Method: groups Application: Oda Groups Logical Application: SCO External Roles

Previous Cancel Submit

Comment

Type your comment here...

I

Cancel Save

19 Click on the Chat Icon. A comment field will pop up.

20 Provide justification for the role request. Then click Save.

## Manage My Access

Help

## 1 Manage My Access

Select access you would like to add or remove.

## 2 Review and Submit

Look over your selections and confirm.

## Add Access



SCO External Roles | Contract Manufacturer Test Technician FCZ

Details

This role allows external partners access to contract manufacturing test reporting and debugging. Includes access to Apoll, Cesium, dsco.com.

Integration Method: groups Application: Okta Groups Logical Application: SCO External Roles

Previous

Cancel

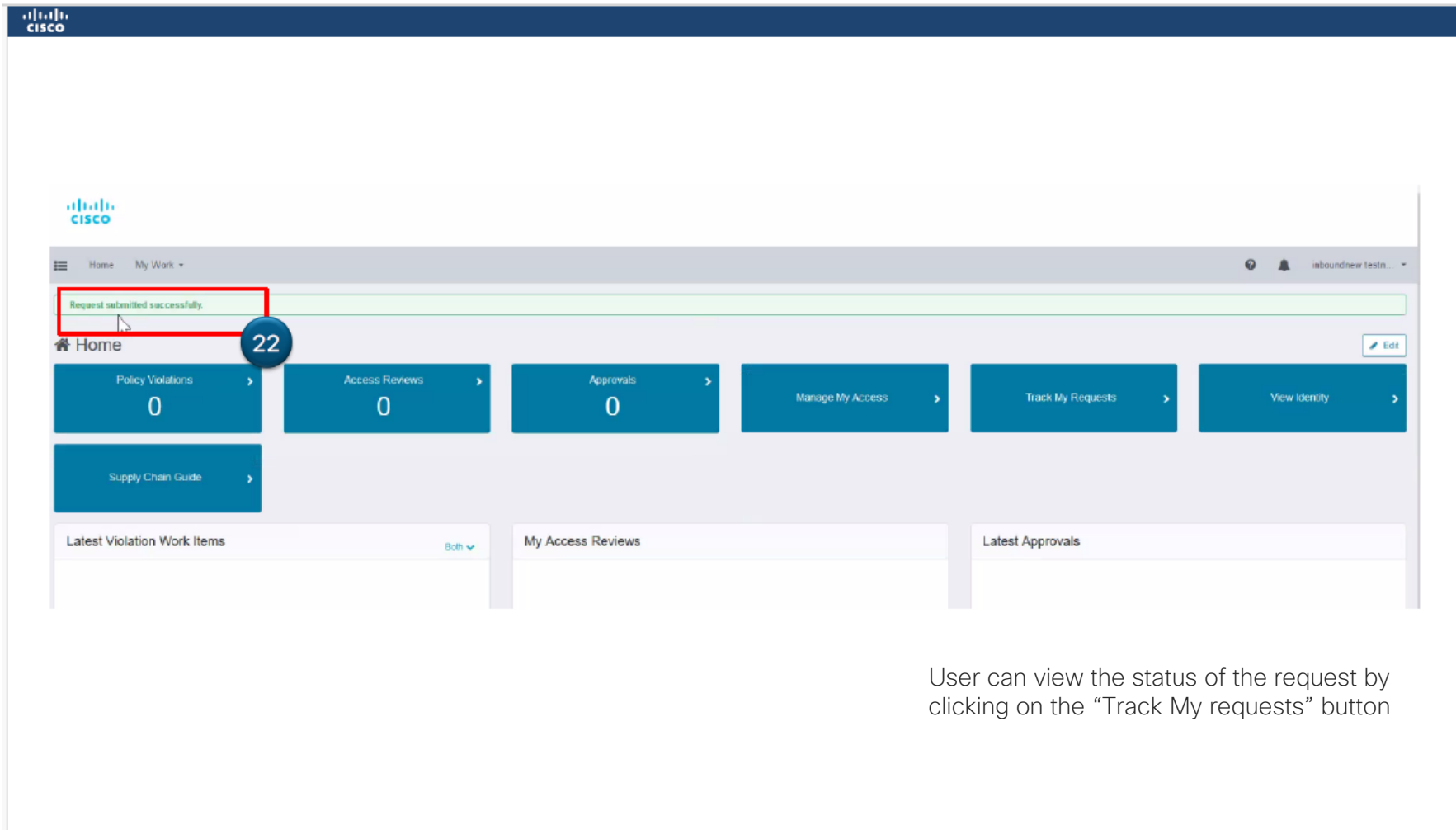
Submit



21

21

Once your justification is saved, the chat icon will change color. Then click "Submit".



User can view the status of the request by clicking on the “Track My requests” button

- 22 Once you have submitted, you will be redirected to the home page and a message will appear at the top that states “Request submitted successfully.”
- 23 Once the access is approved by respective product owner from Cisco, You will receive a confirmation message via email. And access provisioned to SCW.



# Confirmation Email – Congratulations!!

You can now access the Supplier connection workbench application: <https://scworkbench.cisco.com/>

For any issues write to [scw\\_support@cisco.com](mailto:scw_support@cisco.com)

Notification: One Access Update for testuser1

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oneaccess@cisco.com

To testuser1@test.com



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## Status update to your request

Hello,

Access request(s) approved for the following users testuser1 .

Request(s) approved by Anusha James (aluckose) approved the request.

**Application:** Supply Chain Business Roles

**Account:** 00ubl85qq siblSgMt5d7

**Add or Remove:** Add

**Entitlement or Role:** SCW Supplier User

Requester Comments:

Require scw access.

Open Access Requests

