



IBM

CIO Global Logistics Operations

User Manual for GLP UPM

4.0

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Document History

Revision History

| Revision Number | Revision Date | Editor | Summary of Changes | Changes marked |
|-----------------|---------------|-------------------|--|----------------|
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| 1 | 05.02.2005 | F.Kolb | GLP homepage url address updated, chapter 1.2 | N |
| 2 | 25.07.2005 | F.Kolb | Minor changes like screen shot of GLP homepage with Rel.1.1 | N |
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| 5 | 16.11.2006 | N.Glomb F.Kolb | Updated document with content of R1.2 for Information center and Information manager Updated with Access Management related changes in Rel.1.2.. (Single Sign On, Changed registration process, Automatic access request approval process with activities required from user, GLPACC, user manager and IMOP). | N |
| 6 | 24.01.2008 | F.Kolb | Updates for GLP 2.0 | N |
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Approvals

This document requires approval from one of the below approvals for major change. Minor changes need not to be approved, but distributed to approvals.

| Name of Approvals | Title of Approvals | Approval Date |
|---------------------|-------------------------------------|---------------|
| <i>Csanad Papdi</i> | <i>GLP Technical Owner Delegate</i> | |
| <i>Judit Vall</i> | <i>GLP Approval</i> | 2023.07.14 |

Distribution

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This document is distributed to / place of storage:

| Name | Title |
|---------------------------|--|
| <i>GLP user community</i> | Available to end users via GLP front end |



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1. Introduction

1.1 Document purpose/description

- This document provides a user manual for Global Logistics Portal (GLP) end users describing user access. It should help to understand the user registration and sign-in as well as the integrated functions for access request handling
- In chapter Application Links at the end of this document there is a short description of the entry screens of the GLP sub applications CCCS, ETO and IDDE Web Inquirer, but further details are not described in this end user manual here.

1.2 Overview

- GLP is the strategic web portal for IBM Global Logistics applications and functions.
- GLP combines the sub applications CCCS, ETO and IDDE Web and provides enhanced functions for user administration, the automatic access request.
- GLP uses the service of IBM ID for user authentication during the registration and sign in process as required by IBM standards.
- GLP Homepage: <https://www-50.ibm.com/distribution/glp/>
- GLP Test Environment: <https://www-40preprod.cpc.ibm.com/distribution/glp/>

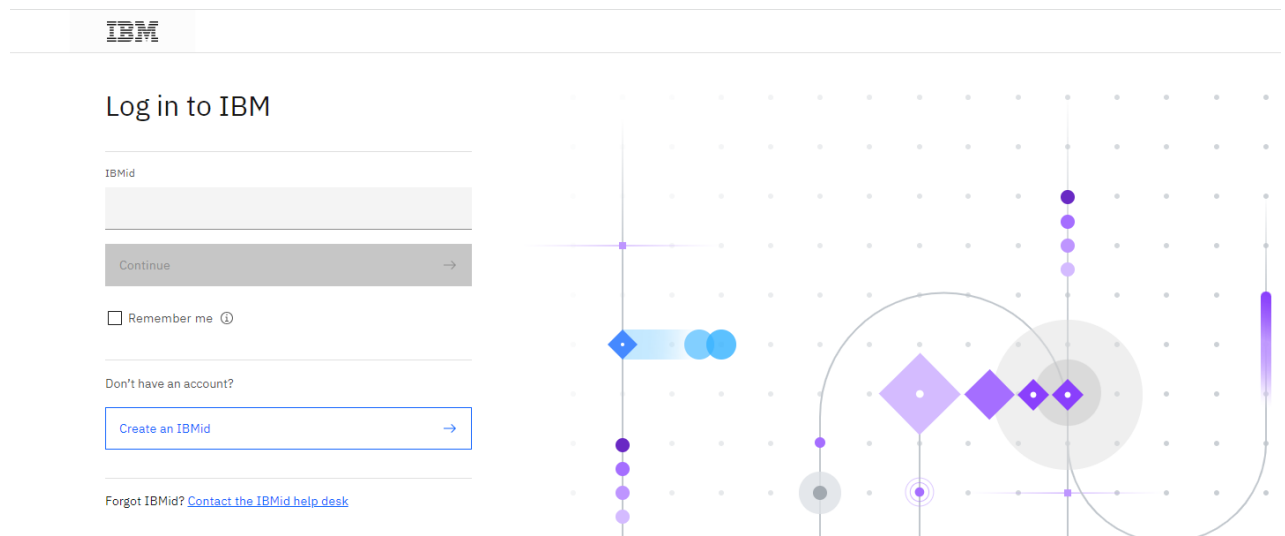
2. User Access

2.1 IBM ID Registration for GLP / new user id creation (step 1)

To get access to GLP and its sub applications ETO, CCCS and IDDE Web Inquiry a two-step registration is required. First step is the registration of a new IBM ID at the “IBM Registration” website. Second step is the registration for GLP via the “GLP Registration” webpage.

See the steps below:

New user should click on “Create a new IBM id link”.



Already have an IBM account? [Log in](#)

Sign up for an IBMid

1. Account information

Sign in with LinkedIn
AutoFill your information

E-mail ⓘ

heticov461@nasskar.com

We'll send you a 7 digit code that you'll use to verify your email in step 2.

First name

GLP

Last name

Test

Password

.....

Country or region of residence

Hungary

State

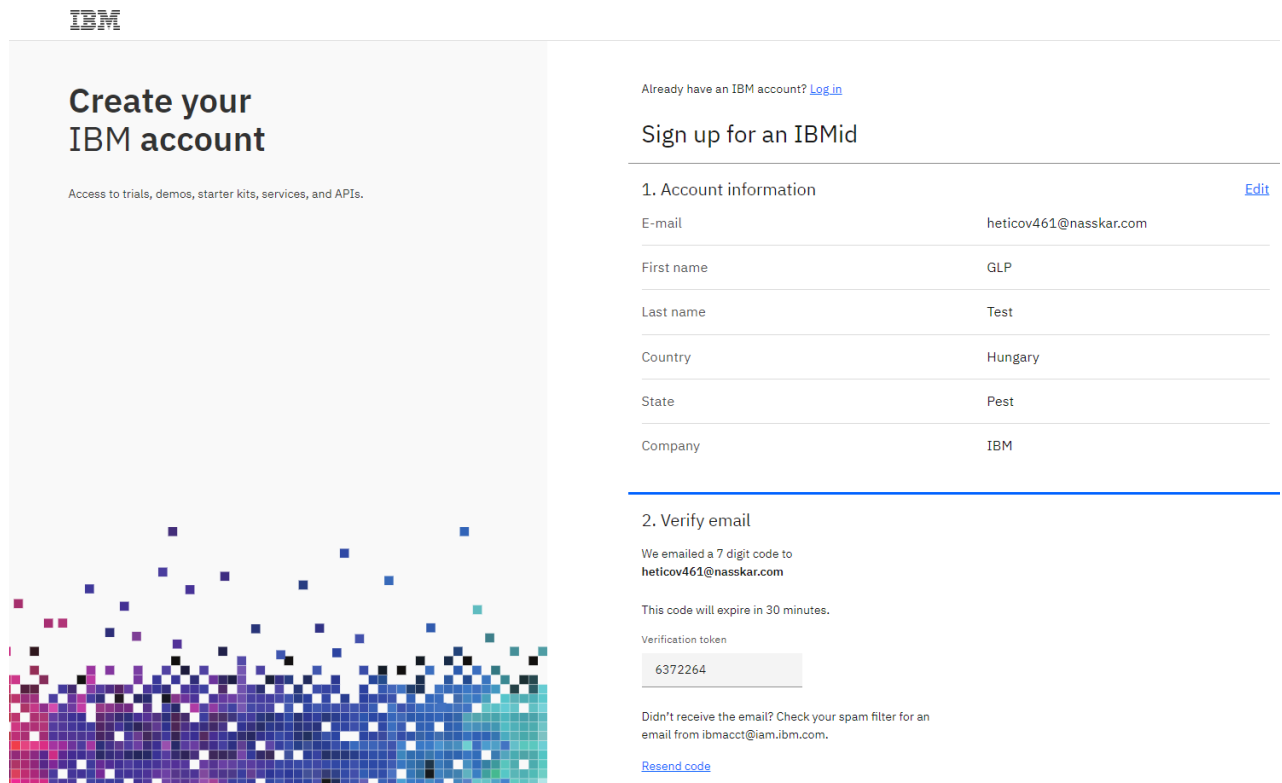
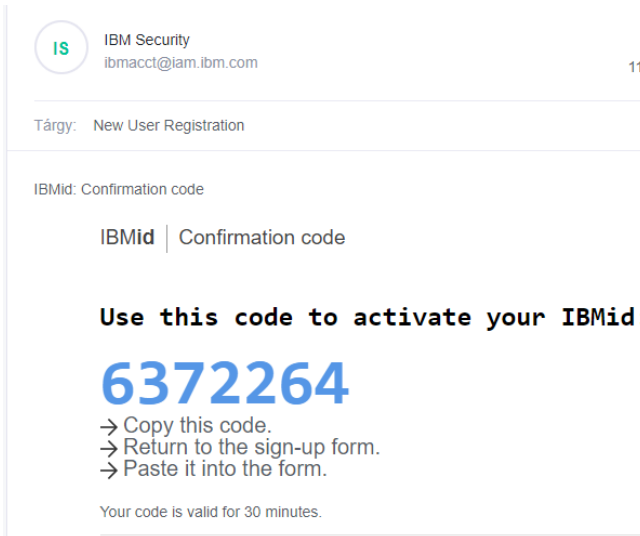
Pest

Company

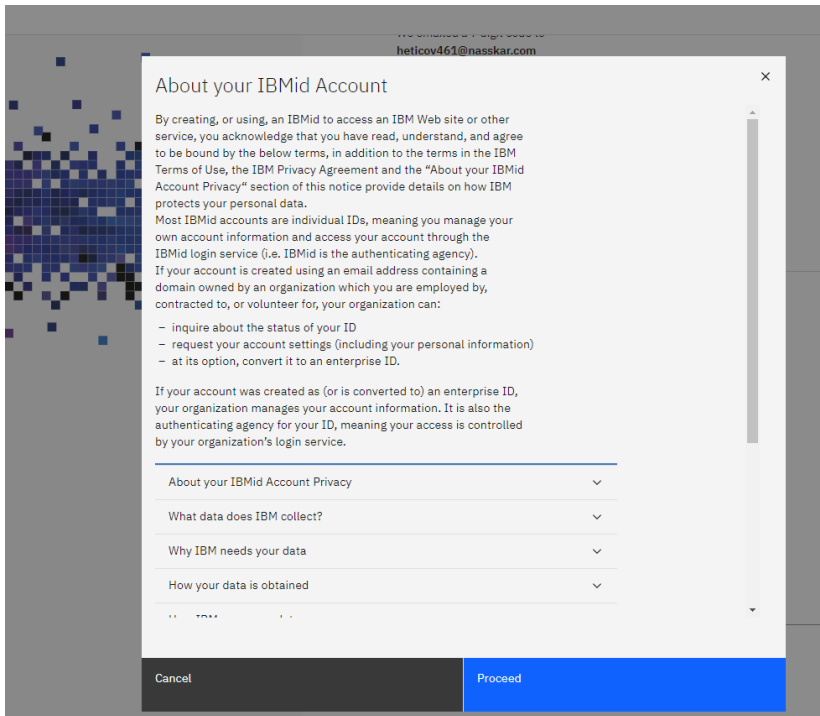
IBM

Next

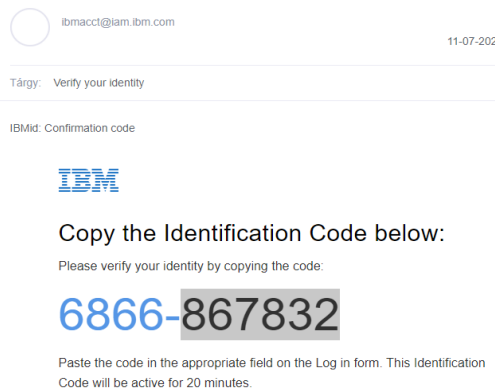
A confirmation code is sent to your e-mail address, which looks like as below.



After pressing "Create account" button the below screen pops up with GLP Terms and Conditions. After reading and accepting it please press "Proceed" button.



After accepting the T&C you are directed to GLP verification tab. Please provide the code here which has been sent to your e-mail account.



Verify your identity

An Identification Code has been sent to **het*****@nasskar.com**.
Please enter the code below within 20 minutes
[Request new code](#)

Identification code

6866-

[Continue](#)

Now your IBM ID has been created and you are directed to GLP registration link.

2.2 GLP Registration (step 2)

After successful registration at IBM ID Registration the user can follow on with step 2 to register for GLP. If the e-mail address given by you is listed in IBM People your personal data automatically appears on the screen.

If not please provide your serial number + country code combination which is called Talent ID in IBM People and press "Find".

Please note that only those users can have access to GLP application who are listed in IBM People with a valid Talent ID.

Under 1 Talent ID only 1 user ID can be registered.

Registration

Please use this options to find user

Cannot find user in Blue Pages (email: heticov461@nasskar.com)

— Find user by email

Please fill BluePages users email

Email:*

Find

— Find user by personal number and home country

Please fill BluePages users personal number and home country

Serial number:*

Country number:*

Find

If your e-mail address or talent ID is found in IBM People your personal data appears automatically.

Registration

Please submit that user details is yours

Employee info

Name: EMEA IT Management

Phone Number:

Email: INFOMGMT@nl.ibm.com

Department: 02IMM

Manager Name: Csanad Papdi

Manager Phone Number: 36-703766219

Manager Email: Csanad.Papdi@ibm.com

Manager Department: 02IMM

This is me
This is not me

Please check the data and confirm whether it belongs to you or not.

If NO – please press ‘This is not me’ and you are directed to the below registration page again to provide correct data.

Registration

Please use this options to find user

Find user by email

Please fill BluePages users email

Email:*

Find

Find user by personal number and home country

Please fill BluePages users personal number and home country

Serial number:*

Country number:*

Find

If YES – please press ‘This is me’ and you will be directed to the further page of GLP where the sub application(s) can be selected.

Registration

Setup GLP

Applications > Countries > Roles > Submit

Please select applications

- GLP
- IDDE
- ETO
- CCCS

Next

Please note if you select GLP application only Information center and System Administrator roles are available there.

Registration

Setup GLP

Applications > Countries > Roles > Submit

Please select applications

- GLP
- IDDE
- ETO
- CCCS

Next

Once the selection is done, please press 'Next' and you are directed to 'Country Selection' tab.

In this tab you can select a home country for the application and also additional countries can be chosen from the country list.

Pls note that 'All country' button is also available and the application 'Home country' can be different from your location.

Registration

Setup GLP

Applications > Countries > Roles > Submit

Please select countries

GLP

GLP Home Country:

GLP Countries:

IDDE

Group Setup | Manual Setup

IDDE Country group:

IDDE Home Country:

ETO

ETO Home Country:

ETO Countries:

| | | | | | | |
|---|--|---|--|--|--|--|
| <input checked="" type="checkbox"/> AdamTest1 | <input checked="" type="checkbox"/> TESTTEST | <input checked="" type="checkbox"/> Estonia | <input checked="" type="checkbox"/> Latvia | <input checked="" type="checkbox"/> Australia | <input checked="" type="checkbox"/> Austria | <input checked="" type="checkbox"/> Luxembourg |
| <input checked="" type="checkbox"/> Belgium | <input checked="" type="checkbox"/> Lithuania | <input checked="" type="checkbox"/> Morocco | <input checked="" type="checkbox"/> Canada | <input checked="" type="checkbox"/> Cyprus | <input checked="" type="checkbox"/> Czech Republic | |
| <input checked="" type="checkbox"/> Denmark | <input checked="" type="checkbox"/> Slovakia | <input checked="" type="checkbox"/> Finland | <input checked="" type="checkbox"/> Croatia | <input checked="" type="checkbox"/> France | <input checked="" type="checkbox"/> Slovenia | <input checked="" type="checkbox"/> Germany |
| <input checked="" type="checkbox"/> Greece | <input checked="" type="checkbox"/> Hungary | <input checked="" type="checkbox"/> Ireland | <input checked="" type="checkbox"/> Israel World Trade | <input checked="" type="checkbox"/> Israel | <input checked="" type="checkbox"/> Italy | <input checked="" type="checkbox"/> Japan |
| <input checked="" type="checkbox"/> Mexico | <input checked="" type="checkbox"/> Netherlands | <input checked="" type="checkbox"/> Norway | <input checked="" type="checkbox"/> Poland | <input checked="" type="checkbox"/> Portugal | <input checked="" type="checkbox"/> Romania | <input checked="" type="checkbox"/> Spain |
| <input checked="" type="checkbox"/> Sweden | <input checked="" type="checkbox"/> Turkey/Italy | <input checked="" type="checkbox"/> Switzerland | <input checked="" type="checkbox"/> Turkey | <input checked="" type="checkbox"/> South Africa | <input checked="" type="checkbox"/> UK | <input checked="" type="checkbox"/> Ukraine |
| <input checked="" type="checkbox"/> USA | <input checked="" type="checkbox"/> IV-Test US | <input checked="" type="checkbox"/> TEST | <input checked="" type="checkbox"/> Betti Test | | | |

CCCS

CCCS Home Country:

CCCS Countries:

Prev

Next

Once the selection is done, please press 'Next' and you will be directed to the 'Role selection' tab.

Here you can add the roles to the sub applications.

Registration

Setup GLP

Applications > Countries > Roles > Submit

Please select roles

GLP

GLP Default Role:

GLP Roles:

IDDE

IDDE Default Role:

IDDE Roles:

Once the selection is done you can see all your selection under the summary page.

Registration

Setup GLP

Applications > Countries > Roles > Submit

Summary

GLP

- **Current Role:** Information Center Access
- **Home Country:** HUNGARY
- **Roles:** System Administrator
- **Countries:** n/a

IDDE

- **Current Role:** Inquirer
- **Country Group:** POR
- **Home Country:** Gates
- **Roles:** Trigger mechanism inquirer, Trigger mechanism SQL updater, Trigger mechanism updater

ETO

- **Current Role:** Approver
- **Home Country:** Hungary
- **Carrier:** TNT - TNT Express Worldwide Hungary
- **Roles:**
Common Addresses Admin, Creator,
Carrier User, Power User
- **Countries:**
AdamTest1, TESTTEST,
Estonia, Latvia,
Australia, Austria,
Luxembourg, Belgium,
Lithuania, Morocco,
Canada, Cyprus,
Czech Republic, Denmark,
Slovakia, Finland,
Croatia, France,
Slovenia, Germany,
Greece, Hungary,
Ireland, Israel World Trade,
Israel, Italy,
Japan, Mexico,
Netherlands, Norway,
Poland, Portugal,
Romania, Spain,
Sweden, Turkey/Italy,
Switzerland, Turkey,
South Africa, UK,
Ukraine, USA,
IV-Test US, TEST,
Betti Test
- **Functions:** n/a

CCCS

- **Current Role:** Classification Inquirer
- **Home Country:** HUNGARY
- **Roles:**
Classification Manager, Classification Proposer,
HazMat Attribute Manager, Hazmat Manager
- **Countries:**
Brazil

Business need:*

GLP test [access request](#) . it is [needed to create a new UPM document](#) for GLP R4.0

By logging into this application you confirm you have read and understand the "Terms of Use" policy.

Prev

Submit

Here a meaningful business need needs to be provided why a user wants to register and need the selected sub application roles and countries. He can also use this box to communicate important notices relating to this request to the GLP AA

By clicking on 'Terms of Use' link, overlay window will appear. The overlay window contains 'GLP Statement'

The user can close the overlay window with 'GLP Statement'

The GLP registration will be submitted by pressing the "Register" button.

After submission of the GLP registration the below message screen will confirm the registration:

Logout **Waiting for Request approval**

Please wait for request approval

IBM Global Logistics Application Portal




To continue please wait for request approval


Note: the registration process has not been completed yet, it must undergo the subsequent approval process within GLP.

For this a 'user request' is created in GLP and an Email notification is sent to the GLP AA (to Email address glpacc@de.ibm.com, userid GLPACC, used by IBM GL access management team asking for a review and a pre-check of the user request to be complete and accurate before manager approvals are requested.

Example of e-mail notification sent to GLP ACC:

GLP Request Created (w3id: heticov461@nasskar.com)

 glpacc@de.ibm.com
To IBM AccessMgmt GLP
Retention Policy IBM Inbox (Never)

 Flag for follow up.

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.

DO NOT REPLY OR FORWARD THIS NOTE TO THE SENDER USERID. IT IS FROM A SERVICE MACHINE.
If you need to reply to the person initiated this Email please reply to glpacc@de.ibm.com

Request created for user:

Username: heticov461@nasskar.com

Status: **New request**

Type: **REGISTRATION**

Business need: **GLP test access request . it is needed to create a new UPM document for GLP R4.0**

Request changes:

| Application | Access to | Name | Status |
|-------------|--------------|-------------------------------|--------|
| CCCS | Role | HazMat Attribute Manager | ADDED |
| IDDE | Role | Trigger mechanism inquirer | ADDED |
| IDDE | Role | Trigger mechanism SQL updater | ADDED |
| CCCS | Role | Classification Manager | ADDED |
| ETO | Default Role | Approver | ADDED |
| ETO | Role | Common Addresses Admin | ADDED |
| ETO | Role | Power User | ADDED |
| GLP | Role | System Administrator | ADDED |
| GLP | Default Role | Information Center Access | ADDED |
| IDDE | Role | Trigger mechanism updater | ADDED |
| ETO | Role | Creator | ADDED |
| ETO | Role | Carrier User | ADDED |
| CCCS | Default Role | Classification Inquirer | ADDED |
| CCCS | Role | Hazmat Manager | ADDED |
| CCCS | Role | Classification Proposer | ADDED |

2.3 Already registered user sign in and access change/update (N)

The “Administer user requests” functionality, available via navigation menu on the left, is not only used for new user registrations but also for existing user who needs access changes or wants to check the user requests initiated in the past.

Global Logistics Portal

Administer user requests

GLP >

Administer Requests

Administer user requests

Show 10 entries Search:

Requests:

| ID | Type | Status | Business need | Created |
|-----------------------|--------------|---------------------------|--|------------------|
| 10600 | REGISTRATION | Security officer approved | GLP test access request . it is needed to create a new UPM document for GLP R4.0 | 2023-07-11 14:50 |

Showing 1 to 1 of 1 entries Previous 1 Next

[Create New Request](#)

To raise a new access request the user needs to press ‘Create new request’ button.

Global Logistics Portal

Administer user requests

Create Request

Administer user request

GLP IDDE ETO CCCS

Editing request for user: **heticov461@nasskar.com**.
GLP application request setup screen.

Access to GLP application:

Roles

GLP Default Role:

GLP Roles:

Countries

GLP Home Country:

GLP Countries:

Here there is a possibility to add or delete countries, roles based on the new user requirement. Please note that a meaningful business need has to be provided before submitting the access request.

Business need:*

2023.07.11 access request is created for test purposes - to update user manual

Save

Back

After pressing Save button, the request is created and appears in the user list. Parallel the GLPAA will receive an Email notification.

Global Logistics Portal

Administer user requests

CCCS

ETO

IDDE

Switch role

Logout

GLP >

Administer Requests

Administer user requests

Show entries Search:

Requests:

| ID | Type | Status | Business need | Created |
|-----------------------|--------------|---------------------------|--|------------------|
| 10600 | REGISTRATION | Security officer approved | GLP test access request . it is needed to create a new UPM document for GLP R4.0 | 2023-07-11 14:50 |
| 10601 | UPDATE | New request | 2023.07.11 access request is created for test purposes - to update user manual | 2023-07-11 15:23 |

Showing 1 to 2 of 2 entries Previous Next