



## Request Access to Shopz for IBM internals

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ShopzSeries  
BIL-000028

Date	Version	Change log
June 16, 2023	1.0	Initial version

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## Finding Shopz Application in AccessHub

AccessHub Production ->

<https://ibm.idaccesshub.com/ECMv6/request/applicationRequest?search=U2hvcHpzZXJpZXM=>

Select **ShopzSeries** for production access and **Shopzseries Test** for Test environment access.

S

**ShopzSeries**  
ShopzSeries is a web application that is currently used by IBM customers and IBM internal users for planning zSeries system and product upgrades; ordering products and services; tailoring software orders; receiving internet deliveries; and generating and displaying software license reports. ShopzSeries facilitates orders for licenses that generate \$1.0 B in revenue on an annual basis.

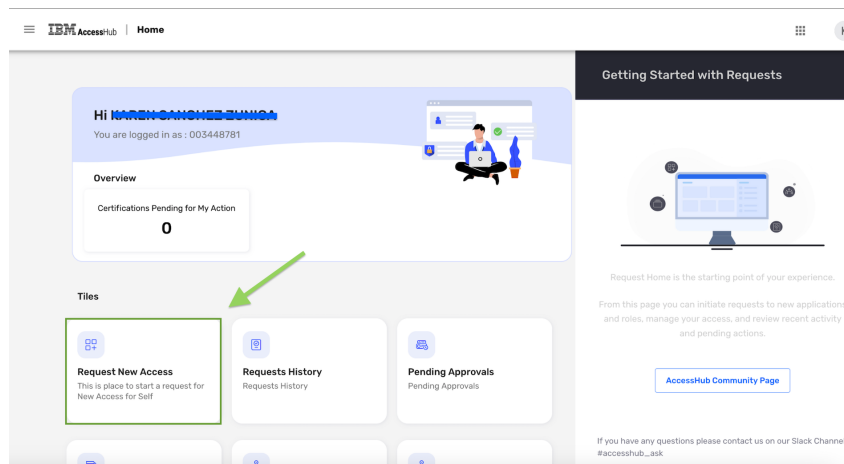
⚙

**ShopzSeries for github**  
ShopzSeries is a web application that is currently used by IBM customers and IBM internal users for planning zSeries system and product upgrades; ordering products and services; tailoring software orders; receiving internet deliveries; and generating and displaying software license reports. ShopzSeries facilitates orders for licenses that generate \$1.0 B in revenue on an annual basis.

S

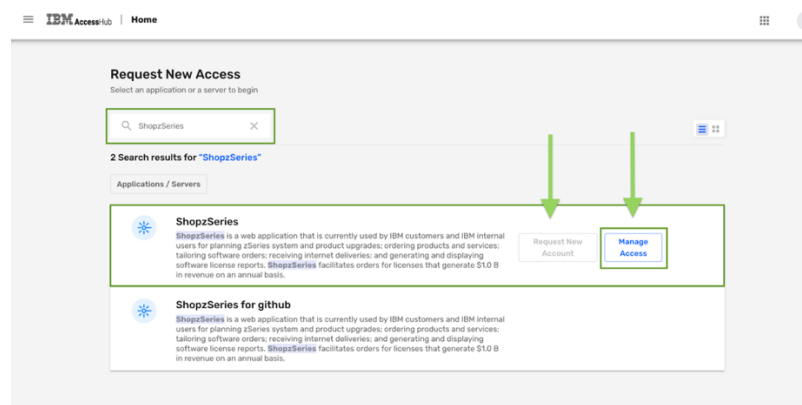
**Shopzseries Test**  
ShopzSeries is a web application that is currently used by IBM customers and IBM internal users for planning zSeries system and product upgrades; ordering products and services; tailoring software orders; receiving internet deliveries; and generating and displaying software license reports. ShopzSeries facilitates orders for licenses that generate \$1.0 B in revenue on an annual basis.

Click on 'Request Access'



Search for 'Shopzseries' or 'Shopzseries Test'

- ☐ If it's your first time requesting access to Shopz, click on "Request New Account" button.
- ☐ If you already have some access in Shopz and you want to request for an update, click on the "Manage Access" button.



## Request access to a Customer Number

1. Select “Customer(s)” option on the *Request type* field.
2. Search for your Customer Number / Group.

**IMPORTANT:** In case you can't find your Customer Number or Group on the list, please go to the: [Validate Customer Number In Shopz](#) section of this guide.

3. Select “Product Order Creator” role and click on the **Add** button on Customer Number section.

**IMPORTANT:**

If you don't click on “Add” button, AH will let you continue but your order WILL NOT be submitted.

Modify Access

ShopzSeries

Account Name

Instance  
ShopzSeries

Application note

If the Customer Id Group you're looking for is not in the list, you might need to start your request in: [Shopz](#) to get it created. If you already did, it's just matter of time, please come back after the waiting period indicated by Shopz.

Privacy Statement Policy for internal users: <https://w3.ibm.com/w3/publisher/w3-privacy-notice>

Please click "add" to add new role.

Request type  
Please make a selection \*

Customer(s)

Select the corresponding option

Please select the corresponding customer group

Please select the corresponding group role

Customer Number

Add

4. Review your information and click on the **Select** button.

ShopzSeries

Account Name  
003448781

Instance  
ShopzSeries

1. Please select

Please make a selection

Customer number

3. Please select

Please select the corresponding customer group

IBM GSE-5017728

Customer Number

NAME

DESCRIPTION

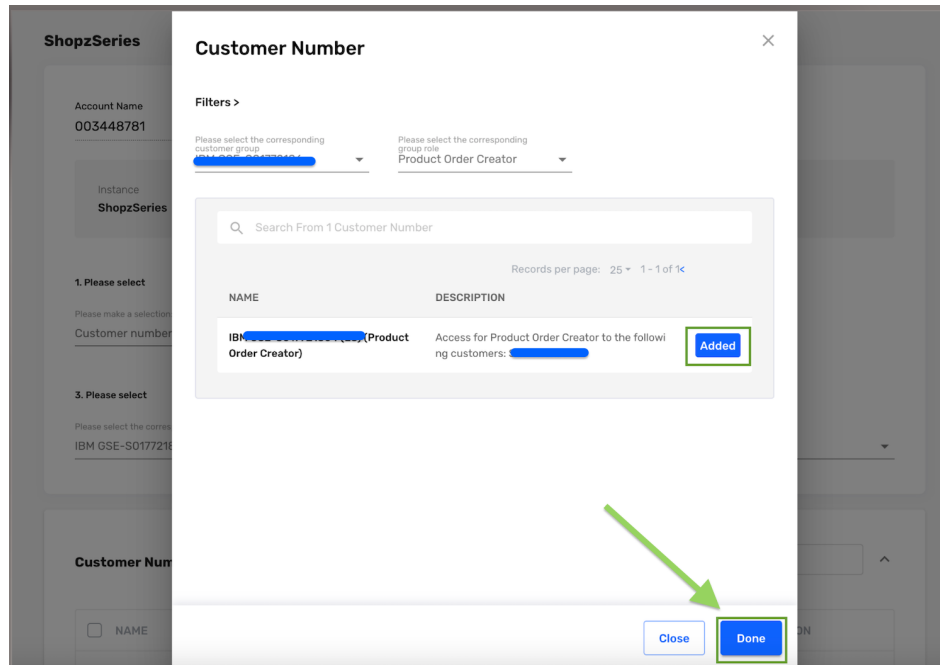
IBM [redacted] Product Order Creator

Access for Product Order Creator to the following customers: [redacted]

Select

Close Done

5. Then click on the **Done** button.



6. Select “Service Order Creator”, click on the **Add** button on Customer Number section and repeat steps 3, 4 and 5.

Request type

Please make a selection: \*

Customer(s)

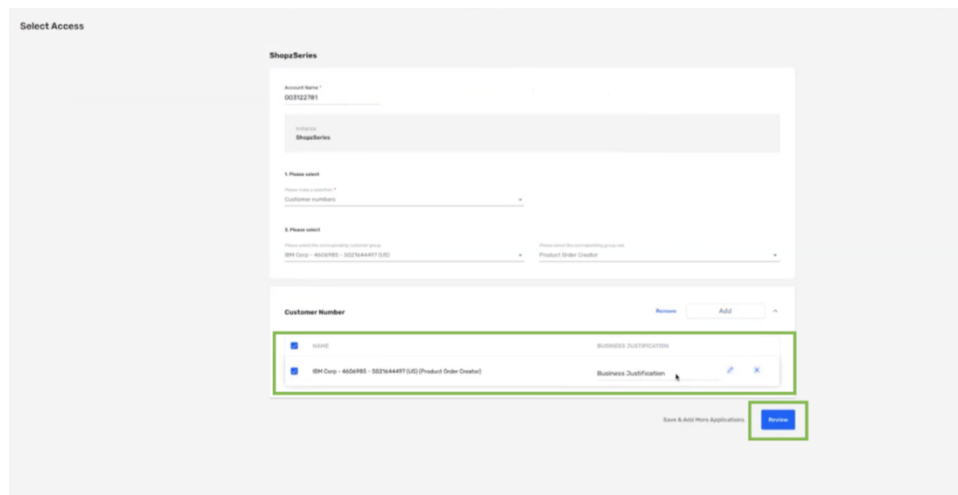
Select the corresponding option

Please select the corresponding customer group

Please select the corresponding group role

Service Order Creator

7. Click on the “Review” button.



8. Add a Justification, select the checkbox to accept that you reviewed the access and click **submit**.

Request Review

ShopsSeries 1 of 1 instances

Request Details

1. Please select

Please select a reason:

Customer Number

2. Please select

Please select the corresponding customer group

Please select the corresponding group

Product Order Creator

Customer Number

Maximum characters: 50

BUSINESS JUSTIFICATION

Business Justification \*

Testing - Account creation

Max Attachments Size (Max Single Attachment Size: 100MB) 4,000MB Max Attachments Allowed Throughout the Lifetime of the request: 4

☒ \*\*\*By clicking the "Submit" button on this page, I confirm that I have reviewed the access which is requested and this access is needed to perform required functions in this assigned job.

If you want to make further modifications, you can click the "Request Details" edit button. To cancel the request, Remove the request from "Saved Requests".

Submit

9. You will be notified about the approval progress by email.

Confirmation

Your access request was submitted successfully. You can always check the status of your request via the [Request History](#)

ShopsSeries

Next Approver: [Redacted]

Request ID: #32102019

## Request access for an Application Role

1. Select “App Role(s)” on the ***Request type*** field.
2. Select your role(s) and the applicable countries and then Click on the ***Add button*** on the roles section.

IMPORTANT:

If you don't click on **"Add"** button, AH will let you continue but your order WILL NOT be submitted.

Instance

ShopSeries

Application note

If the Customer Id Group you're looking for is not in the list, you might need to start your request in: [ShopZ](#) to get it created, if you already did, it's just matter of time, please come back after the waiting period indicated by ShopZ.

Privacy Statement Policy for internal users: <https://w3.ibm.com/w3publisher/w3-privacy-note>

Please click "add" to add new role.

Request type

Please make a selection \*

App Role(s)

Select the corresponding option

Please select the corresponding role

IBM Order Support Admin (IOS Admin)

Please select the corresponding country

ArmeniaItalyTogoSwitzerlandNetherlands

Customer Number

Add

Role

Add

3. Click on **Select** for all of the rows on the list and click on the **Done** button.

**Filters**

Please select the corresponding party

Armenia

Italy

Switzerland

Netherlands

Please select the corresponding IBM Order Support

IBM Order Support Admin (DOS Admin) Armenia - Commercial

IBM Order Support Admin (DOS Admin) Armenia - Government

IBM Order Support Admin (DOS Admin) Armenia - Internal

IBM Order Support Admin (DOS Admin) Switzerland - Commercial

IBM Order Support Admin (DOS Admin) Switzerland - Government

IBM Order Support Admin (DOS Admin) Switzerland - Internal

IBM Order Support Admin (DOS Admin) Netherlands

IBM Order Support Admin (DOS Admin) NoReflex Consulting

**Customer Number**

NAME

DESCRIPTION

IBM Order Support Admin (DOS Admin) Armenia - Commercial

A high-level role for the pre-ordering process designed for Technline to proactively create orders, connect them, disconnect them for ELA customers

Add

IBM Order Support Admin (DOS Admin) Armenia - Government

A high-level role for the pre-ordering process designed for Technline to proactively create orders, connect them, disconnect them for ELA customers

Add

IBM Order Support Admin (DOS Admin) Armenia - Internal

A high-level role for the pre-ordering process designed for Technline to proactively create orders, connect them, disconnect them for ELA customers

Select

IBM Order Support Admin (DOS Admin) Switzerland - Commercial

A high-level role for the pre-ordering process designed for Technline to proactively create orders, connect them, disconnect them for ELA customers

Select

IBM Order Support Admin (DOS Admin) Switzerland - Government

A high-level role for the pre-ordering process designed for Technline to proactively create orders, connect them, disconnect them for ELA customers

Select

IBM Order Support Admin (DOS Admin) Switzerland - Internal

A high-level role for the pre-ordering process designed for Technline to proactively create orders, connect them, disconnect them for ELA customers

Select

IBM Order Support Admin (DOS Admin) Netherlands

A high-level role for the pre-ordering process designed for Technline to proactively create orders, connect them, disconnect them for ELA customers

Select

IBM Order Support Admin (DOS Admin) NoReflex Consulting

A high-level role for the pre-ordering process designed for Technline to proactively create orders, connect them, disconnect them for ELA customers

Close

Done

4. Click on the *Save Changes* button.

Instance  
ShopzSeries

Application note  
If the Customer Id Group you're looking for is not in the list, you might need to start your request in: [Shopz2](#) to get it created, if you already did, it's just matter of time, please come back after the waiting period indicated by Shopz2.  
Privacy Statement Policy for internal users: <https://w3.ibm.com/w3publisher/w3-privacy-notice>  
Please click "add" to add new role.

Request type  
Please make a selection: \*  
App Role(s)

Select the corresponding option  
Please select the corresponding roles  
Please select the corresponding country  
Armenia Italy Togo Switzerland Netherlands

Customer Number Add

Role Add

Save Changes

5. Add a Justification, select the checkbox to accept that you reviewed the access and click **submit**.

ShopzSeries 1 of 1 instances

Request Details

Application note

Request type  
Please make a selection: \*  
App Role(s)

Select the corresponding option  
Please select the corresponding roles  
Please select the corresponding country  
IBM Order Support Admin (IOS Admin) Armenia Italy Togo Switzerland Netherlands

Business Justification \*  
Testing  
Max Attachments Size ( Max Single Attachment Size 1.00MB) : 4.00MB Max Attachments Allowed throughout the Lifetime of the request: 4

☒ \*\*\*By clicking the "Submit" button on this page, I confirm that I have reviewed the access which is requested and this access is needed to perform required functions in the assigned job.  
If you want to make further modifications, you can click the "Request Details" edit button. To cancel the request, Remove the request from "Saved Requests"

Submit

6. You will be notified about the approval progress by email.

Confirmation

Your access request was submitted successfully. You can always check the status of your request via the [Request Details](#)

ShopzSeries  
Request ID: #321838019  
Next Approver: [Name]



## Validate Customer Number on Shopz

This action is only applicable in case you don't find your Customer Number or group in AccessHub list.

1. Go to [Shopz](#), place your Customer Number(s) and click on the **Request Access** button.

The screenshot shows the 'Request access to customer numbers' page in IBM Shopz. At the top, there is a navigation bar with 'IBM Shopz', 'Product catalog', 'Help and resources', and 'My Shopz'. Below the navigation bar, the page title is 'Request access to customer numbers'. Underneath, there is a section 'Customer numbers\*' with a '[Help]' link. A text input field is present for entering customer numbers. Below the input field, there are three bullet points: 'Customer numbers must be verified before you can view data related to them or order software for them.', 'one per line', and 'Per IT Security Standard regulation; if you have an IBM ID registered to use Shopz application, this will be subject to periodic review of access rights and this re-authorization occurs twice a year.' At the bottom of the form, there is an orange 'Request Access' button.

2. Enter a business justification and click on the **Continue** button.

Please enter the business justification text required for access to the following customer number(s):

S012692428

**Continue**

3. Customer Number Validation

- a. If the Customer number exists already in Shopz & AccessHub databases, you will see the following message letting you know you are ready to go back to AccessHub and place your request access.

### Customer number validation

For the customer number marked as ready in the "Ready for AccessHub request" column, please proceed to AccessHub to complete the registration process by creating an Access Request.

Customer number	Group name	Ready for AccessHub request
S012692428	IBM Group S012692428-00	Yes

[Here](#) you can find a guide to create an Access Request in AccessHub.

- b. If the Customer Number is not yet in our Databases, the message will let you know that you need to wait for a specific time period (it will vary depending on the last refresh) to go to AccessHub to request your access.

×

Customer number validation

For the customer number(s) marked as ready in the "Ready for AccessHub request" column, please proceed to [AccessHub](#) to complete the registration process by creating an Access Request for the following Group names.

Customer number	Group name	Ready for AccessHub request
<a href="#">9014901976</a>	<a href="#">LOZIER CORP</a>	No

For the customer number(s) marked as not ready, please proceed to [AccessHub](#) after 2 hour(s) to complete the registration process.

[Here](#) you can find a guide to create an Access Request in AccessHub.

*---End of Document---*