

Request Access to Shopz for IBM internals

ShopzSeries BIL-000028

Date	Version	Change log
June 16, 2023	1.0	Initial version

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AccessHub Production ->

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

Select <u>ShopzSeries</u> for production access and <u>Shopzseries Test</u> for Test environment access.



Click on 'Request Access'

= IBM AccessHub Home			ш К
			Getting Started with Requests
Hi loure logged in as : 00344	8781		
Overview Certifications Pending for My Ar	tion		•
0			Request Home is the starting point of your experience.
Tiles			From this page you can initiate requests to new applications and roles, manage your access, and review recent activity and pending actions.
Request New Access This is place to start a request for New Access for Self	Requests History Requests History	Pending Approvals Pending Approvals	AccessHub Community Page
	ů Å	Å	If you have any questions please contact us on our Slack Channel #accesshub_ask

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.

=	IBM AccessHub Home		 К
	Request Select an app Q Shop 2 Search re Application	x New Access lisation or a server to lengin Series X IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
	*	ShopzSeries ShopzSeries a veb application that is currently used by BM outcomers and IBM internal users for planning Schwise system and product upgrades cordening products and services labring schware orders: neuroing internal delivenies: and penanting and displaying software license: reports. Bhargadarries facilitaties orders for licenses that generate 510 B	
	*	Shop:Series for github Bhap:Series is a web application that is currently used by IBM outcomers and IBM Internal curses for panning. Schwis spitialism and product signalises ordening products and series schware licemer spotters. Bhap:Series is collated as orders for licenses that generate \$10.8 in revenue on an annual basis.	

- 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: <u>Validate Customer Number In Shopz</u> section of this guide.

3. Select "Product Order Creator" role and <u>click on the Add button on Customer Number section.</u>

IMPORTANT:

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

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			ShopzSeries
			Account have
			Indano Shogršaries
			Application wise If the Customer to Dency you're loading for is not in the list, you might need to start your request in: 10x02 to get it created. If you already dd. It's just matter of time, please come back after the waiting period indicated by Snog2. Privacy Statement Pulicy for internal wars, https://wilewilewilewilewilewilewilewilewilewile
			Repetitips Price rate a strategies* Castomer() *
			Sevent the corresponding customer group • Plasse select the corresponding group rele •
			Customer Number

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

ShopzSeries	Customer Number ×
Account Name 003448781	Filters > Please select the corresponding group mile group mile
Instance ShopzSeries	Product Order Creator Q Search From 1 Customer Number
1. Please select Please make a selection	Records per page: 25 + 1-1 of K NAME DESCRIPTION
3. Please select	IBM Access for Product Order Creator to the follow Select
Please select the corres	
Customer Num	
□ NAME	Close Done DN

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

ShopzSeries	Customer Number ×	
Account Name 003448781	Filters > Plass select the corresponding group role gro	
Instance ShopzSeries	Product Urder Ureator	
1. Please select	Records per page: 25 + 1 - 1 of 1k NAME DESCRIPTION	
Customer number	IBM Order Creator) Access for Product Order Creator to the following Customers:	
3. Please select Please select the corres IBM GSE-S0177218	-	
Customer Num		
	Close Done DN	

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.

tAccess			
	ShopzSeries		
	Account Name * 003122791		
	todaros. Bhajatleries		
	1 Plans taket Tour one canoties * Cardoner numbers *		
	3. Prove shed Proceedings on the processing sublemping (eff Gray - 460(455 - 502)544497 [10]) +	Rosa and the companying going with Product Order Gradut	<u>.</u>
	Customer Number	Remove Add	^
	NAME NAME	BUSINESS DUSTIFICATION	
	UBH Corp - 4606985 - 5021644497 (US) (Product Onder Creator)	Business Sustification	
		Save & Add More Applications	Territore

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

Request Review				
	×	ShopzSeries 🦯		1 of 1 instances
	*	Request Details		
	003122781	1. Please select		
		Preze trate a serection: * Customer numbers		
		3. Please select		
		Please select the corresponding sustainer group	Please select the corresponding group rule	
			Product Order Creator	
		Customer Number		
		MULICITO ENTITUEMENTS		BUSINESS SUITIFICATION
		10×	e la constante de la constante	
	Business Justification *			
	Testing - Account creation			
	90			
	Max Attachments Size (Max S	ingle Attachment Size 1.00HB) : 4.00HB Max /	ittachments Allowed throughout the Lifetim	te of the request: 4
	and this access is needed	It' button on this page. I confirm that I have review I to perform required functions in the assigned job	od the access which is requested	
	If you want to make further	modifications, you can click the 'Request Details' edit	button. To cancel the request, Remove the reque	ist from 'Saved Requests'
				Laboration of Contraction of Contrac

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

Confirmation		
	Your access request was submitted successfully. You can always sheek the status of your request via the frequent formy	
	StrapsSeries Next Approver Int	

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 ShopzSeries	
Application note If the Customer Id Group you're looking for is not in the list, you might need to start your requ the waiting period indicated by Shap2. Privacy Statement Policy for internal users: https://w3.Rm.com/w3publisher/w3-privacy-no Please click "add" to add new role.	est in: SingoZ to get it created. If you already did, ICs just matter of time, please come back after lice
Request type Proces rates selection * App Role(s) Select the corresponding option	
Place schild be consigneding relation (IBM Grear Support Admini (IOS Admin))	Pose select the reresponding source Armenia (Haly Tops (Setterland (Netherlands)) *
Customer Number	Add
Role	Add

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

Instance					
ShopzSeries	Role		×		
Application note	Filters >				
If the Customer Id Group you're look the waiting period indicated by Sho Privacy Statement Policy for interna Please click "add" to add new role	Design values the overseemotion	Please select the corresponding Armenia () (tay) Togo () Switzerland ()		tter of time, please corr	ie back afte
	(IBM Order Supp	Netherlands 🔘			
Page 11 tone					
Please make a selection: *	NAME	DESCRIPTION			
App Role(s)	IBM Order Support Admin (IOS Admin) Armenia - Commercial	A high-level role for the pre-ordering process desig ned for Techline to proactively create orders, conne ct them, disconnect them for ELA customers	Added		
Please select the corresponding roles	IBM Order Support Admin (IOS Admin) Armenia - Government	A high-level role for the pre-ordering process desig ned for Techline to proactively create orders, conne ct them, disconnect them for ELA customers	Added	letherlands 🔘	÷
	IBM Order Support Admin (105 Admin) Armenia - Internal	A high-level role for the pre-ordering process desig ned for Techline to proactively create orders, conne ct them, disconnect them for ELA customers	Select		
Customer Number	IBM Order Support Admin (IOS Admin) Switzerland - Commer cial	A high-level role for the pre-ordering process desig ned for Techline to proactively create orders, conne of them, disconnect them for ELA customers	Select	Add	^
	IBM Order Support Admin (IOS Admin) Switzerland - Governm ent	A high-level role for the pre-ordering process desig ned for Techline to proactively create orders, conne ct them, disconnect them for ELA customers	Select	1.	×
IBM Corp - 4606985 Test	IBM Order Support Admin (IOS Admin) Switzerland - Internal	A high-level role for the pre-ordering process desig ned for Techline to proactively create orders, conne ct them, disconnect them for ELA customers	Select	1.	×
	IBM Order Support Admin (105	A high-level role for the pre-ordering process desig			
"Neoflex Consulting" JSC		Cio	se 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 reques the waiting period indicated by ShopZ. Privacy Statement Policy for internal users: https://w3.lbm.com/w3publicher/w3-privacy-notic Please click "add" to add new role.	ist in: Bhop2 to get it created, if you already did, it's just matter of time, please come back after lice
Request type Phase rules a function.* App Role(s)	Plase safet the corresponding contry Armenia (Ray () Topo () Switzerland () Netherlands () + +
Gustomer Number	Add
Role	Add
	Save Char

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

-26-	ShopzSeries 🥒	1 of 1 instances		
Account Name	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 Armenia Italy Togo Admin) Switzerland Netherlands			
Puriose Turbilistic				
Testing				
		G		
0				
Max Attachments Size (M	Aax Single Attachment Size 1.00MB) : 4.00MB Max Attachments Allowed throughout the Lifetime of the request: 4			
***By clicking the "S and this access is ne	Nubmit" button on this page, i confirm that i have reviewed the access which is requested eeded to perform required functions in the assigned job.			
If you want to make fi	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 ancess request was submitted successfully. You can always check the status of your request via the Region of Namy
	Bragdaries Next Approver Internet (1)
	*1541514

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 <u>Shopz</u>, place your Customer Number(s) and click on the **Request Access** button.

IBM Shopz Product catalog Help and resources ✓ My Shopz					
	Request access to customer numbers				
	Customer numbers* [=][Help]				
	- Customer numbers must be verified before you can view data related to them or order software for them.				
	- one per line - 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.				
	Request Access				

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 <u>exists</u> 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 valid	lation		×
For the customer numbe complete the registratio	er marked as ready in the "Ready for Ad n process by creating an Access Reque	ccessHub request" column, please proceed to AccessHub to ost.	
Customer number	Group name	Ready for AccessHub request	
5012072-20	-Democrace Broad 2017072420-03	Yes	
Here you can find a guid	e to create an Access Request in Acces	ssHub.	

b. If the Customer Number <u>is not yet</u> 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 valida	ation		×
For the customer numbe complete the registration	r(s) marked as reac n process by creatir	dy in the "Ready for AccessHub request" column, please proceed to AccessHub to ng an Access Request for the following Group names.	
Customer number	Group name	Ready for AccessHub request	
\$ 014901976	LOZIER CORP	No	
For the customer numbe process.	r(s) marked as not	ready, please proceed to AccessHub after 2 hour(s) to complete the registration	
Here you can find a guide	e to create an Acces	ss Request in AccessHub.	

---End of Document--