Supplier Step-by-step registration guide for JAGGAER
Agenda

01  E-Mail-Invitation for Registration
02  Personal data
03  Company data
04  Consent and submit
05  Username and password
06  Setting a new password
07  Review your company data
08  Adding contact persons
09  Supplier categories
10  Bank details and certificates
11  Finish registration
Step 1: Email invitation for JAGGAER registration

Dear Sir or Madam,

You are invited to join our supplier portal.

Please follow the next steps:

Step 1: Please follow the instructions for the first part of the registration on the link below:
https://demo-app11.jaggaer.com/portals/pa/register?crm_person_id=MTU5ODcwMg==7598d5a23a69bf7a638a6646521b31481=en

The following link will take you to a step-by-step guide for the registration in JAGGAER: Step-by-Step guide

Step 2: After finishing the first part of the registration, you will receive an email with your log in data to finish the registration.

Step 3: Please save the link to the supplier portal for future usage after registration: Link to Portal

Best regards,

Syntegon

This is an automatically generated email, please do not reply.

Click this link to get to the JAGGAER direct Supplier Portal and select your language.
Step 2: Personal data

Please fill in all your required personal information, your department and continue by clicking the respective button.
Step 3: Company data

Please fill in all the required data regarding your company and your D-U-N-S number. If you are not familiar with D-U-N-S, please read the next slide.
Step 3.1: D-U-N-S number

1. By entering your company information and clicking 'search', you will find your D-U-N-S number easily.

2. You can request a D-U-N-S number for free via the website, if your company does not have one.

Link: https://www.dnb.com/de-de/upik-en/
Step 4: Consent and submit

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

1. I agree and accept Supplier Access Terms.

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

2. I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Syntegon in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.

Tick the boxes and then click ‘submit’.

Successful Registration

Thank you for your registration. You may now log into the Portal. The password has been sent to your email address.

You will get a second email with your login data. Please log in and continue.
Step 5: Username and password

Dear Mr. Registration Process,

You have completed the first part of our registration process successfully.
Thank you for that!
The following link will take you to a step-by-step guide: Step-by-Step guide

Please continue and use the following data to login and finish your registration:
Link: https://demo.app11.jaggaer.com/portals/pa/
Username: Registration
Password: FJT0TS/4E

We will check your profile and decided if you will be included in our supplier pool.

Best regards,

Syntegon

This is an automatically generated email, please do not reply.

IMPORTANT: You will get your username and password after your first registration in a second (!) email.
Step 6: Setting a new password

After your first login, you will be asked to set a new password. Simply type in your old one and set a new one. Press ‘save’ to continue to the next step.
Step 7: Review your company data

1. Click on the ‘new tab‘ symbol and review your provided company data on the next site. Once done, confirm the data privacy and click ‘continue‘.
Step 8: Adding contact persons

Click the ‘person‘ symbol and fill in the respective data. Then tick the ‘portal access‘ slider, if you want your person to access the JAGGAER portal. Set a loginname and finish by clicking ‘save‘.
Step 8.1: Assign roles to your persons

Choose the respective role and click on ‘edit’. Now you see the window on the right side and you can search, who you want to assign the role. After you changed the role, click on ‘save’. Once done, click on ‘continue‘.
Step 9: Supplier category

Use the search bar or click trough the dropdown-menu to choose all your respective supplier categories. Chosen categories will be displayed on the right side. To go further simply press ‘continue‘.
Step 10: Bank details and certificates

Please fill out all the **bank details** and upload legal documents (optional). The yellow box will show your filling progress after you press ‘**save**’. In the next step, click through the tabs in the bar, to get to ‘Ownership’, ‘Business’ and ‘**Certifications**’.
Step 10.1: Certificates

Please choose your ISO certifications by clicking the dropdown-menu. In addition, please provide validation dates and the associated file.

As stated below, you have to click the ‘save’ button first, then click on ‘publish’. Only published registrations can be approved.
Step 11: Finish registration

After clicking ‘publish’, you have to confirm the publication in the pop-up by clicking ‘ok’. You will be redirected to the homepage and your registration will be reviewed by Syntegon.

Thank you very much for your time and providing registration information!