

The logo for SYNTEGON, featuring the word "SYNTEGON" in a bold, green, sans-serif font. The letter "O" is stylized with a white square cutout in the center.

PROCESSING & PACKAGING

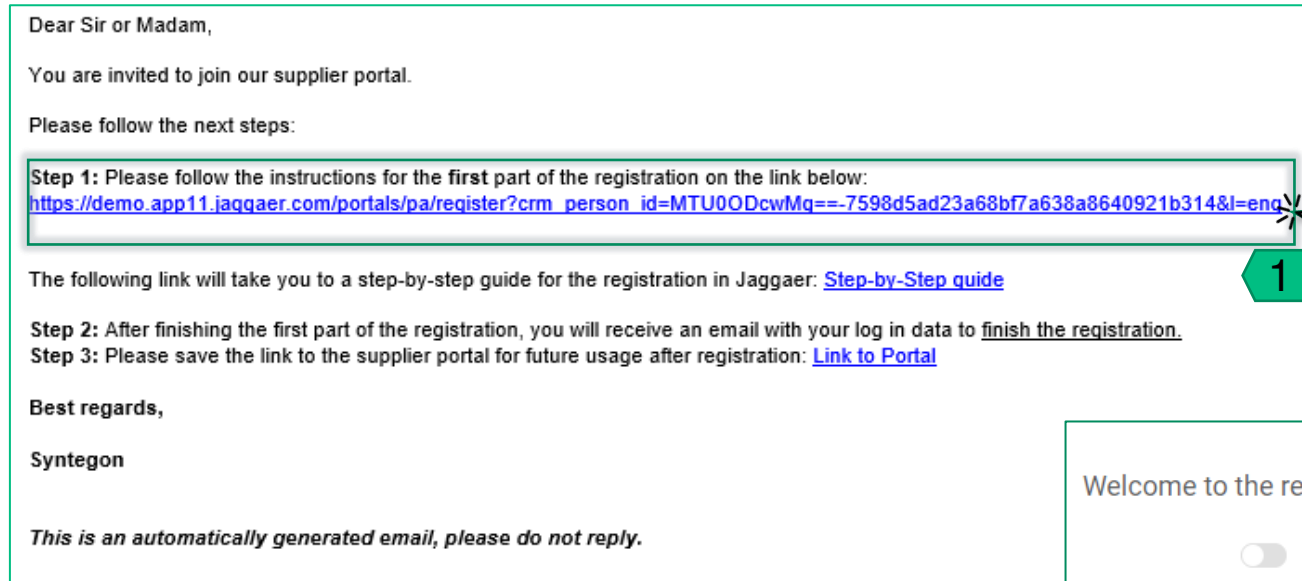
Supplier Step-by-step registration guide for JAGGAER



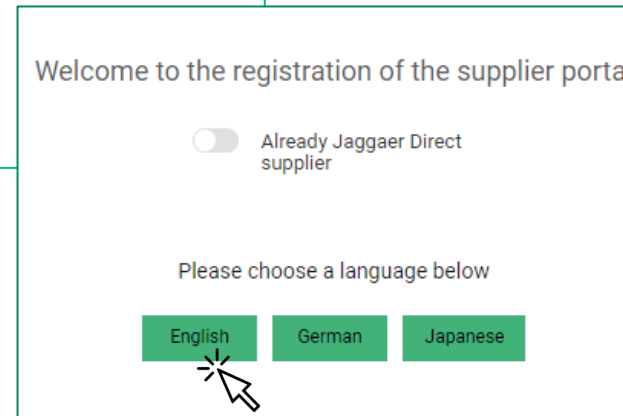
Agenda

- 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



Click this link to get to the **JAGGAER direct** Supplier Portal and select your **language**.



1

2



Step 2: Personal data

SYNTEGON

Website URL
<https://www.syntegon.com/com...>

CONTACT PERSON

Salutation
Mr.

First name*
Registration

Last name*
Process

Department*
...

Telephone*
+ --- Area Number

E-Mail*

Mobile
+ --- Area Number

Loginname*

Back Continue

Please fill in all your required **personal** information, your **department** and continue by clicking the respective button.



Step 3: Company data

COMPANY DATA

Company name

Registration Process ID

Street

Street number

Zip code

City

Country

State / Province

PO Box

Zip PO Box

Telephone

Business email

Tax number

VAT code

Company ID

EDR

Tax number 1

Tax number 2

Tax number 3

Tax number 4

Tax number 5

Done

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

UPIK® - Unique Partner Identification Key

The UPIK® platform serves as a unique, uniform and cross-company identification system. The D&B D-U-N-S® Number is the key to the globally unique assignment of economic operators and business partners via UPIK®.

UPIK® was developed by the German Association of the Automotive Industry (VDA) and the German Chemical Industry Association (VCI) together with Dun & Bradstreet Germany.

Identification via UPIK® is primarily aimed at all plants, locations and delivery addresses in the automotive, chemical and supplier industries.

Search for your company

Please enter an exact name of the company you are looking for!



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.

[Back](#) [Accept and Submit](#)

3

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.

[Open Supplier Portal](#)

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/>
User name: Registration
Password: FUTOTS/4jE

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.

YNTEGON

Username Registration

Password

Login

© 1999-2021 JAGGAER

When you use our Solution, we process your personal information as described in our Service [Privacy Policy](#)

[I forgot my password](#)

Step 6: Setting a new password

Change Password
Your password has expired. Please change it now

Old password

New password


Confirm password

- ✗ Not one of the last 3 passwords
- ✗ Minimum of 8 characters
- ✗ Minimum of 1 special character (not A-Z or a-z or 0-9)
- ✗ Minimum of 1 number
- ✗ Minimum of 1 lower case letter and 1 upper case letter

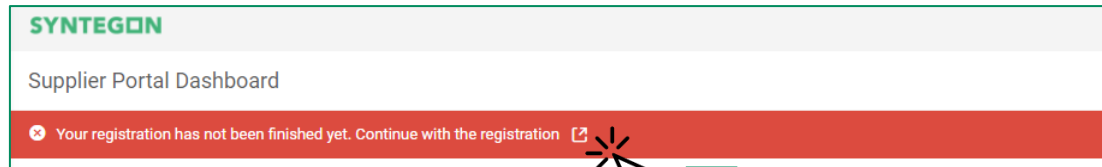
Password forgotten?

The second screenshot shows the form after a password is entered. The 'New password' and 'Confirm password' fields now have green checkmarks and a green progress bar. A mouse cursor is clicking the 'Save' button.

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.

 Password successfully changed

Step 7: Review your company data



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'.

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

- 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.

DATA CONTRACTS CATEGORIES PROFILE

128 Linker

COMPANY DATA

Company name
Registrator Prozess AG

Street
Am Bismarckhof

Street number
13

Zip code
12345

City
Berlin

Country
Germany

State / Province
Berlin

Telephone
+49 030 1234 123456

E-Mail
12345@bismarckhof.com

Tax number
123456

VAT code

DUNS
123456789

EDIC number

Se number 1

Se number 2

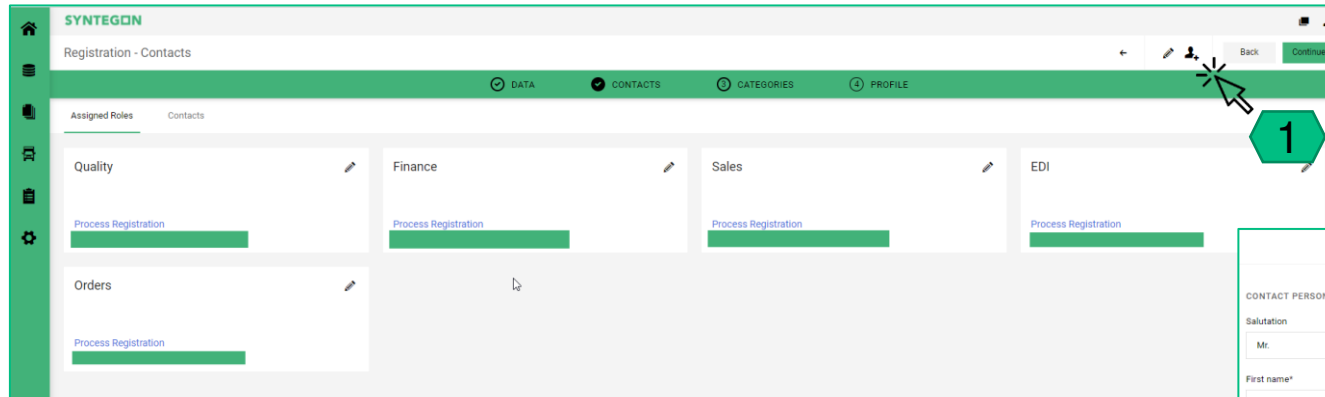
To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

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.

2

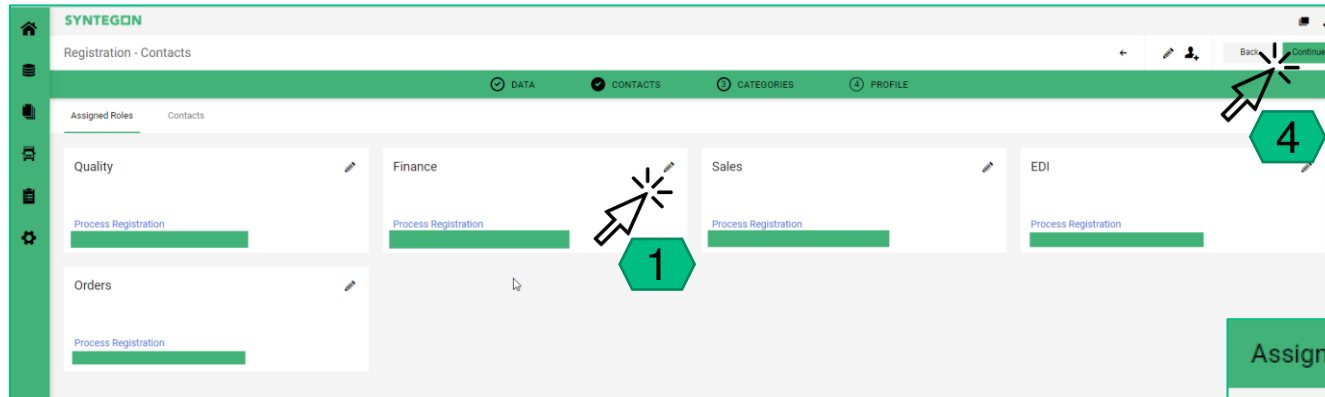
3

Step 8: Adding contact persons

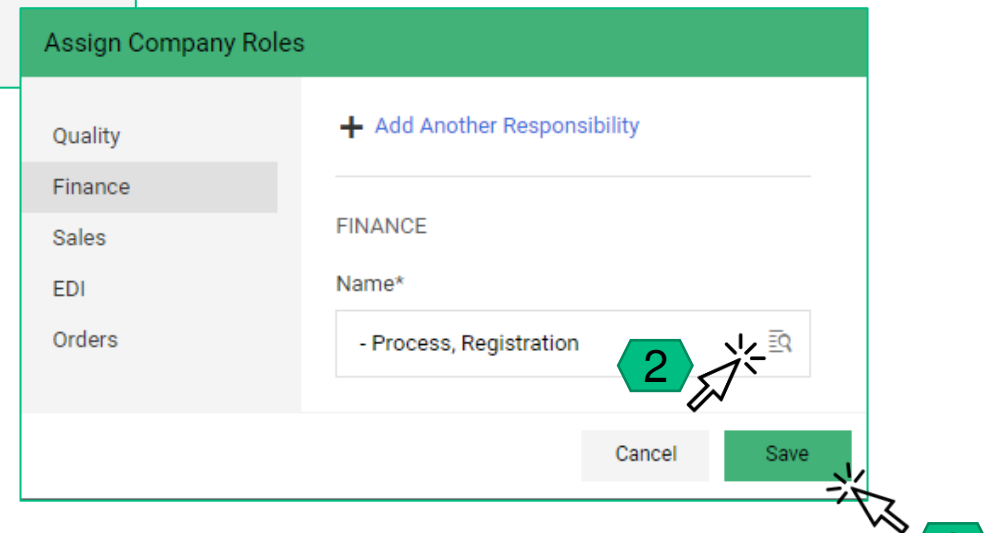


Click the 'person' symbol and fill in the respective data. Then tick the 'portal access' slider, if you want your person to access the JAGGAER portal. Set a **loginname** and finish by clicking 'save'.

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

The screenshot displays the SYNTEGON registration interface for Step 9: Supplier category. The page title is "Registration - Categories". The navigation bar includes "DATA", "CONTACTS", "CATEGORIES", and "PROFILE". A search bar is present with the placeholder text "Search for category...". Below the search bar is a "Categories Overview" section with a dropdown menu containing three items: "Catalog Parts", "Drawing Parts, Sub-Assemblies and Surface Treatments", and "Indirect (Services and Materials)". A mouse cursor is pointing at the "Continue" button in the top right corner, and a green hexagon with the number "2" is next to it. Another green hexagon with the number "1" is next to the dropdown menu.

Use the **search bar** or click through 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

SYNTEGON

Registration - Profile

Back Save Publish

DATA CONTACTS CATEGORIES PROFILE 4

General Ownership Business Certifications 2

Please fill ALL mandatory fields in ALL Sections containing empty mandatory fields before clicking on 'Publish!'

Mandatory fields filling progress: 0%

Bank details - Bank 1

Bank name* Bank of Syntegon

Bank country* Germany

Bank address

Bank key

Bank account* DE12 3456 7890 1234 567 1

Bank account holder

Bank control key

IBAN code

Swift code

Currency of the bank Euro

Legal Document 1 Datei auswählen Keine Datei ausgewählt

Legal Document 2 Datei auswählen Keine Datei ausgewählt

Legal Document 3 Datei auswählen Keine Datei ausgewählt

Bank details - Bank 2

Bank details - Bank 3

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

Certifications

Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'
Sections containing empty mandatory fields:

- Certificates

Mandatory fields filling progress: 50%

	Valid From Date	Valid Until Date	Certificate File
ISO 9001*	---		
ISO 14001*	---		
ISO 45001*	---		

Other certification (for example welding certificates):

Certificate Name	Valid From Date	Valid Until Date	Certificate File
			Datei auswählen Keine Datei ausgewählt
			Datei auswählen Keine Datei ausgewählt
			Datei auswählen Keine Datei ausgewählt
			Datei auswählen Keine Datei ausgewählt

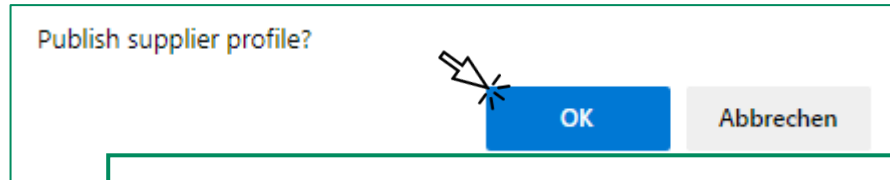
Attention:

1. After filling the form, please push the save button.
2. After saving push the publish profile button. Only after publishing the profile your registration can be approved.

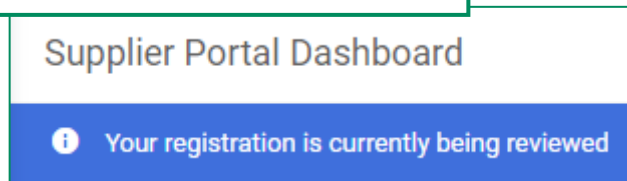
Please choose your **ISO certifications** by clicking the dropdown-menu. In addition, please provide **validation dates** and the **associated file**.

As stated below, you have to click the 'save' button first, then click on 'publish'. Only **published registrations** can be approved.

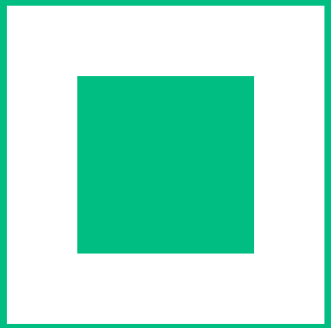
Step 11: Finish registration



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!



THANK YOU