

User Manual – Registration to JAGGAER

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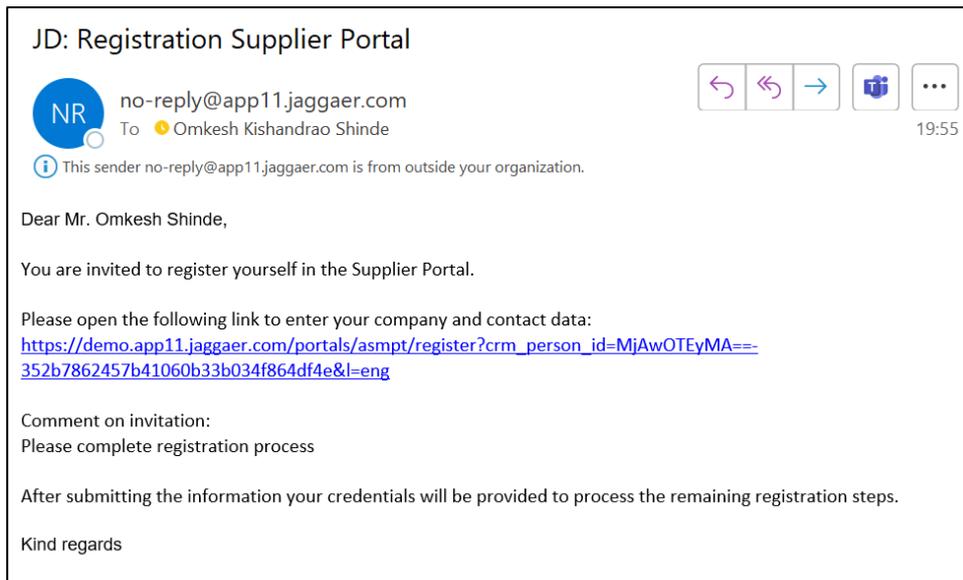
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1. Introduction

This is the training document created for ASMPT suppliers to register successfully on the JAGGAER supplier portal.

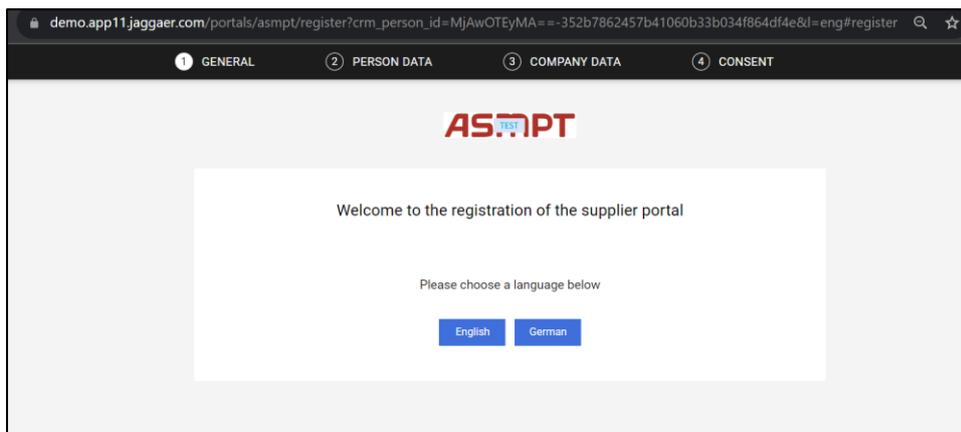
2. Registration to the supplier portal (JAGGAER)

Step 1: ASMPT team responsible is going to invite you to register on the JAGGAER supplier portal. The process starts with the email below, that you'll receive immediately after the ASMPT submits you the invite via JAGGAER. Follow the instructions from the email.



Step 2: After you click on the link in the email you will land on the General page of registration, where you have two language options to select from:

- a. English (we will use English as a language for further demonstration)
- b. German



Step 3: Now you will land on Person data page, fill all required Person data. (Please note that most of the information is already prefilled by system as it is filled by ASMPT team while creating your contact details).

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

Fill all person data and click continue

CONTACT PERSON

Salutation
Mr.

First name*
Omlesh

Last name*
Shinde

Mobile
+ 49 - DE 234 456887887

E-Mail*
omlesh.shinde@bearingpoint.com

Loginname*
Ok_test_acc

Back Continue

Step 4: Now you will land on Company Data page. Most of the data are prefilled by ASMPT team. Please verify and update if needed and then click Continue.

COMPANY DATA

Company name*
Testing for Training

Company name 2
test1

Street*
Munich

Street-number*
17

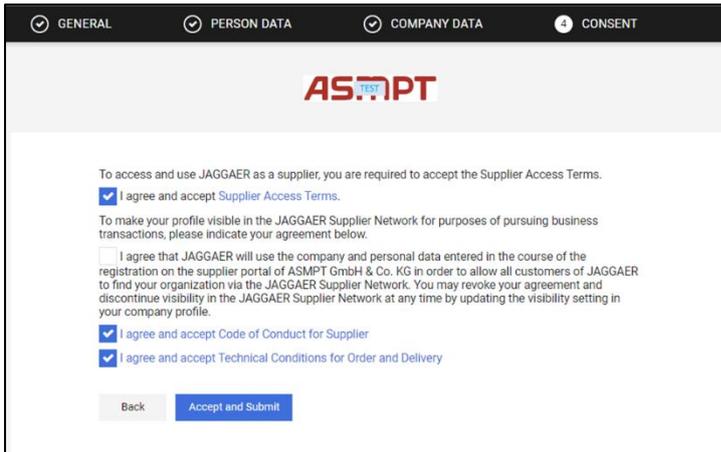
Zip code*
81249

City*
Munich

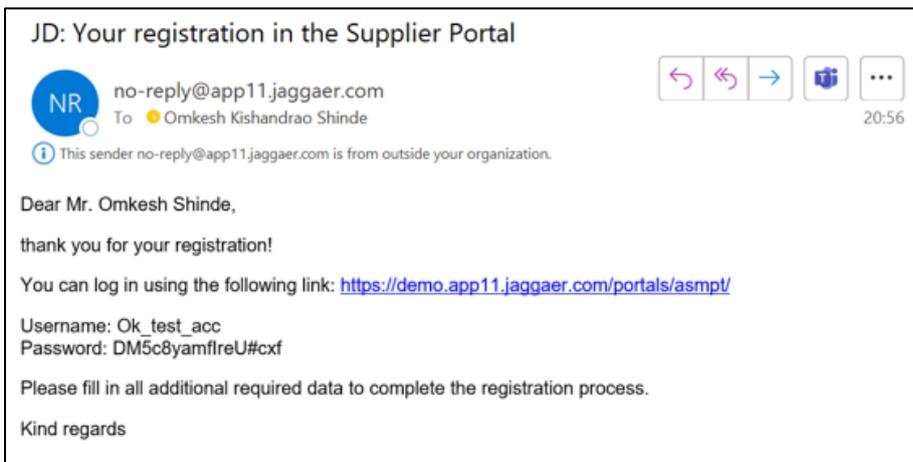
Country*
Germany

D-U-N-S [?]

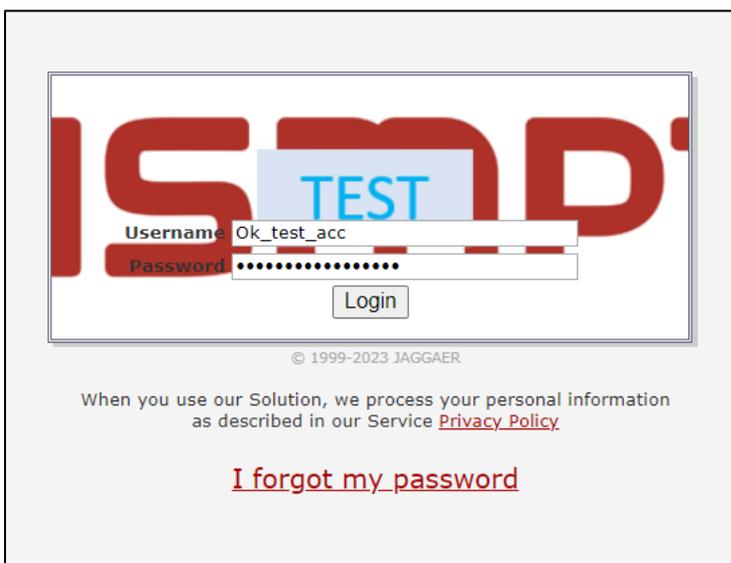
Step 5: Now you will land on Consent page, to further process here you need to check the box to accept and submit Supplier access terms provided by Jaggaer, Code of conduct for supplier provided from ASMPT and Technical Conditions for Order and Delivery.



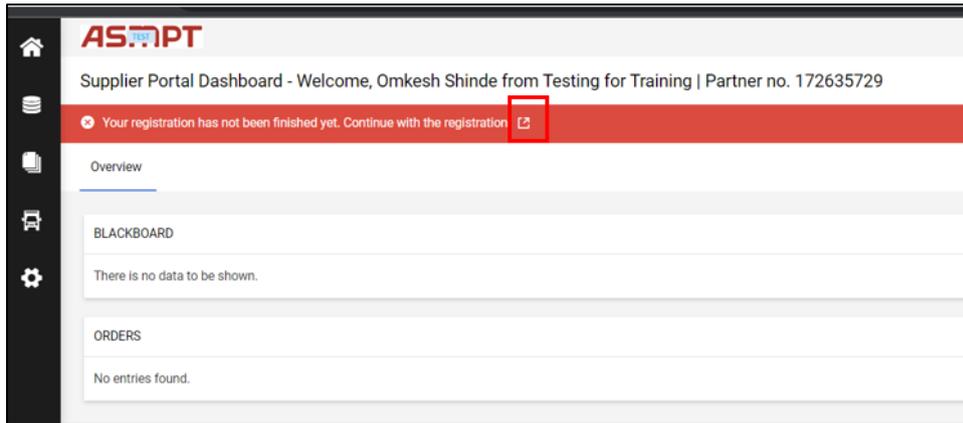
Step 6: After you click “Accept and Submit” button a new email is being triggered with your supplier portal login credentials.



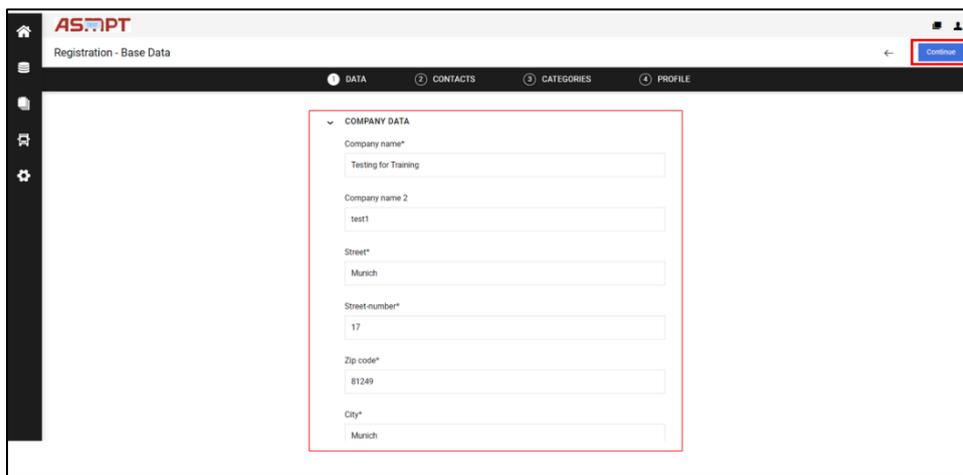
Step 7: Follow the instructions from the email.



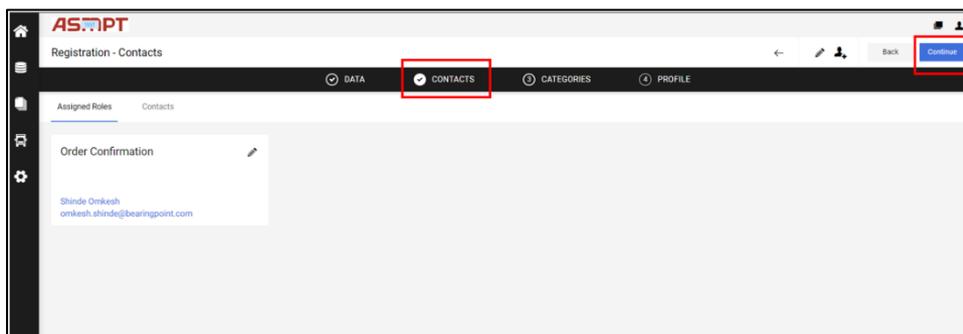
Step 8: Now you have successfully logged in to the portal, but still your registration is not completed. To complete registration, click on small arrow as shown in following screenshot



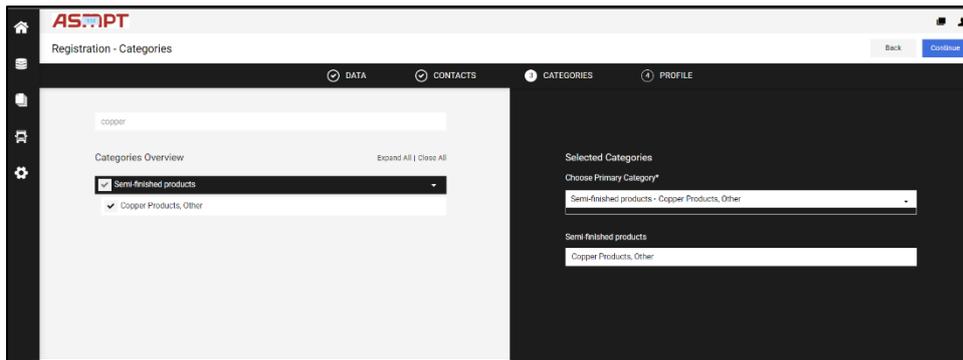
Step 9: Review the company details within the Data tab entered previously and then click continue.



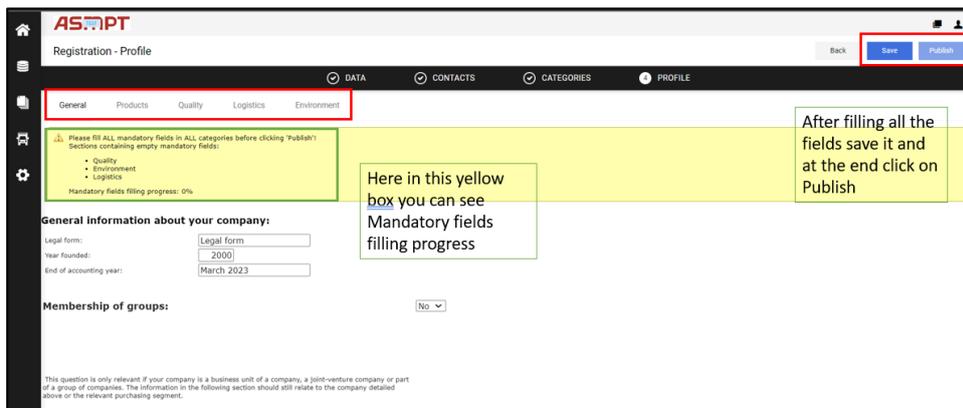
Step 10: The Contacts tab will display your contact with your email address as a supplier contact with “Order Confirmation” responsibility. The supplier contact with this responsibility will later on be able to confirm Purchase Orders. You have an option to change or add an additional supplier contact if needed. Click **Continue**.



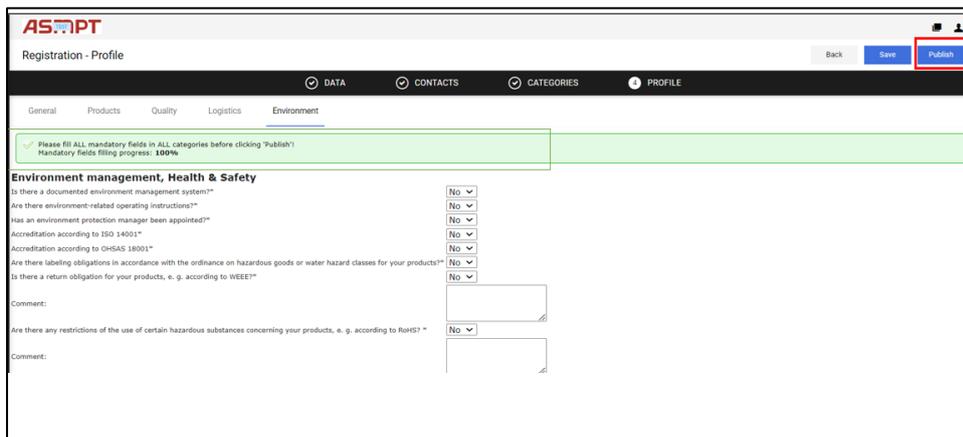
Step 11: Assign category. There is a list of categories and category clusters provided by ASMPT. Select at least one category from the list. Selecting several categories is also possible, however you need to define one, which you consider as the **Primary** category. Click **Continue**.



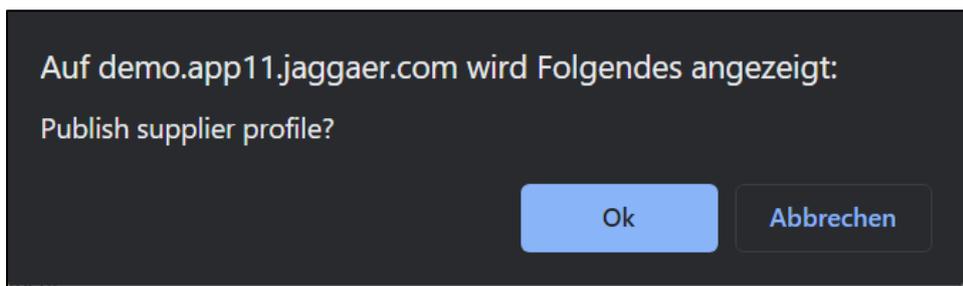
Step 12: Fill supplier profile questionnaire from General, Products, Quality, Logistics, Environment and then Save.



Step 13: After filling all mandatory fields from Supplier Questionary click on **Publish**.

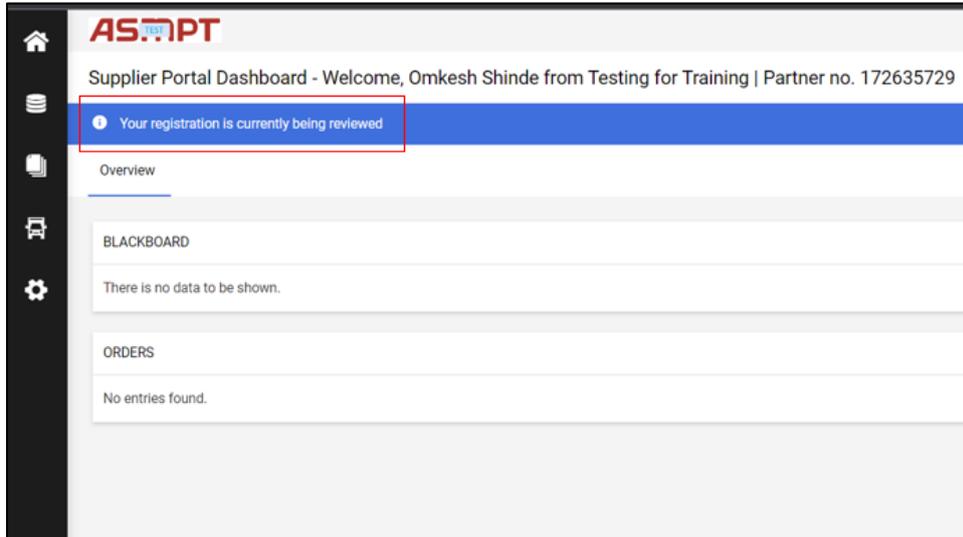


Confirm that you want to Publish profile



Step 14: Now you will land back on Supplier Portal dashboard.

Don't get confused with the "Please fill out remaining profile information" in the supplier dashboard after you click Publish button. There is a workflow step in the background, and it takes a few seconds after publishing the profile to display the right comment: "Your registration is currently being reviewed". If you refresh the page in approximately 10 seconds, this comment should then be visible.



3. Registration verification by ASMPT

After completing your registration and publishing your profile an email notification is sent to the ASMPT team to review your registration.

You will then be notified via email about the result of your registration. If ASMPT accepts your registration, you will receive the following email notification.

