

# User Manual – Registration to JAGGAER

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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.

JD: Registration Supplier Portal	
no-reply@app11.jaggaer.com       5 € -         To       Omkesh Kishandrao Shinde         i) This sender no-reply@app11.jaggaer.com is from outside your organization.	→ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●
Dear Mr. Omkesh Shinde,	
You are invited to register yourself in the Supplier Portal.	
Please open the following link to enter your company and contact data: <u>https://demo.app11.jaggaer.com/portals/asmpt/register?crm_person_id=MjAwOTEyMA==-</u> <u>352b7862457b41060b33b034f864df4e&amp;l=eng</u>	
Comment on invitation: Please complete registration process	
After submitting the information your credentials will be provided to process the remaining registra	ition steps.
Kind regards	

**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

🔒 demo.app11.jaggaer.co	<b>m</b> /portals/asmpt/reg	gister?crm_person_id=MjAwC			register Q	☆
1	GENERAL	2 PERSON DATA	3 COMPANY DATA	(4) CONSENT		
		AS	<b>⊡PT</b>			
		Welcome to the regist	ration of the supplier portal			
		Please choos	e a language below			
		English	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).

# **ASMPT** enabling the digital world

	⊘ GENERAL	2 PERSON DATA	(3) COMPANY DATA	(4) CONSENT
		A	SMPT	
Website URL https://www.asmpt.com/	CONTACT PER: Salutation Mr. First name*	SON		-
Fill all person data and click continue	Omkesh Last name* Shinde Mobile			
	+ 49 - DE E-Mail* omkesh.shinde Loginname*	234     456887887		
	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.

	GENERAL	PERSON DATA	3 COMPANY DATA	(4) CONSENT	
		A	SmPT		
COMPANY DATA					
Company name*					
Testing for Trainin	9				
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.



⊘ GENERAL	PERSON DATA	COMPANY DATA	4 CONSENT
	А	SPT	
To access	and use JAGGAER as a supplier, y e and accept Supplier Access Tern	ou are required to accept the Supplie	r Access Terms.
To make y transactio	our profile visible in the JAGGAER ns, please indicate your agreemen	Supplier Network for purposes of pur t below.	rsuing business
I agree registratio to find you discontinu your comp	e that JAGGAER will use the comp n on the supplier portal of ASMPT ir organization via the JAGGAER Si je visibility in the JAGGAER Supplie pany profile.	any and personal data entered in the GmbH & Co. KG in order to allow all o upplier Network. You may revoke you er Network at any time by updating th	course of the customers of JAGGAER r agreement and e visibility setting in
✓ Lagree	e and accept Code of Conduct for	Supplier	
✓ I agree	e and accept Technical Conditions	for Order and Delivery	
Back	Accept and Submit		

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

JD: Your registration in the Supplier Portal
NR       no-reply@app11.jaggaer.com         To       Omkesh Kishandrao Shinde         ① This sender no-reply@app11.jaggaer.com is from outside your organization.
Dear Mr. Omkesh Shinde,
thank you for your registration!
You can log in using the following link: <u>https://demo.app11.jaggaer.com/portals/asmpt/</u>
Username: Ok_test_acc Password: DM5c8yamflreU#cxf
Please fill in all additional required data to complete the registration process.
Kind regards

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

*	ASMPT
-	Supplier Portal Dashboard - Welcome, Omkesh Shinde from Testing for Training   Partner no. 172635729
	S Your registration has not been finished yet. Continue with the registration
٩	Overview
Ð	
	BLACKBOARD
\$	There is no data to be shown.
	ORDERS
	No entries found.

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

							_
AS	PT						
Registratio	n - Base Data					←	
		1 DATA	(2) CONTACTS	3 CATEGORIES	PROFILE		
		✓ COMPANY	DATA				
		Company r	ame*				
		Testing fo	r Training				
		Company n	ame 2				
		test1					
		Street*					
		Munich					
		Street num	- orf				
		17	~				
		Zip code*					
		81249					
		City*					
		Munich					

**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**.

â	AS∰PT								# 1
_	Registration - Contacts					←	× 2,	Back	Continue
		🕑 DATA	CONTACTS	③ CATEGORIES	(4) PROFILE				
	Assigned Roles Contacts								
윩	Order Confirmation								
*	Shinde Omkesh omkesh.shinde@bearingpoint.com								

**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**.



â	ASTIPT						<b>.</b> 1
	Registration - Categories					Back	Continue
		🕑 DATA	⊘ CONTACTS	3 CATEGORIES	PROFILE		
д.	copper						
-	Categories Overview	Expa	nd All   Close All	Selected Ca	tegories		
\$	Semi-finished products			Choose Primar	ry Category*		
	<ul> <li>Copper Products, Other</li> </ul>		_	Semi-finished	l products - Copper Products, Other		
				Sami finishad a	neoducte		
				Copper Prode	ucts, Other		

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

â	ASMPT			= 1
_	Registration - Profile			Back Save Publish
	ا ⊘	ata 🥥 contacts i	PROFILE	
	General Products Quality Logistics Environment			After filling all the
₽ ₽	Please fill ALL mandatory fields in ALL categories before clicking "Publish" Sections containing empty mandatory fields: upuity cupuity cupuity Handatory fields filling progress: 0%	Here in this yellow		fields save it and at the end click on Publish
	Legal form:         Legal form           Year Founded:         2000	Mandatory fields filling progress		
	Ind of accounting year: March 2023	No v		
	This question is only release if your company is a business with of a company, a joint vertex a sympo of companies. The information is the following section should still relate to the com bove or the relevant purchasing segment.	rompany or part pany detailed		

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

ASIMPT		# 1					
Registration - Profile	Back	Save Publish					
🕑 DATA 🕑 CONTACTS 📀 CATEGORIES 🚯 PROFILE							
General Products Quality Logistics Environment							
Please fill ALL mandatory fields in ALL categories before clicking Publish1     Mandatory fields filling progress: 10046							
Environment management. Health & Safety							
Is there a documented environment management system?" No 💙							
Are there environment-related operating instructions?"							
Has an environment protection manager been appointed?" No V							
Accreditation according to ISO 14001" No V							
Accreditation according to OHSAS 18001" No 🗸							
Are there labeling obligations in accordance with the ordinance on hazardous goods or water hazard classes for your products?" No 💙							
Is there a return obligation for your products, e. g. according to WEEE?" No 🛩							
Connert:							
Are there any restrictions of the use of certain hazardous substances concerning your products, e. g. according to RoHS7 * No 🗸							
Comment:							
1 201							

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.

â	A	<b>IS</b> mPT	
	Su	upplier Portal Dashboard - Welcome, C	Omkesh Shinde from Testing for Training   Partner no. 172635729
))	•	Your registration is currently being reviewed	
	0	Verview	
я			
H	В	BLACKBOARD	
\$	Т	There is no data to be shown.	
		ORDERS	
		No optrios found	
		No entries round.	

#### 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.

JD: Approval of the big profile					
Test User TB <no-reply@app11.jaggaer.com> To Omkesh Kishandrao Shinde This sender no-reply@app11.jaggaer.com is from outside your organization.</no-reply@app11.jaggaer.com>	<ul><li>← ≪)</li></ul>				
Dear Mr. Omkesh Shinde,					
congratulations, the big profile has been checked and approved.					
You can now use the Supplier Portal for further processes.					
Kind regards					