Supplier Guide – Registration Process

1   Introduction

The supplier self-registration process provided by JAGGAER (www.jaggaer.com) helps you to become a potential supplier for a KROHNE company. Due to standardized questionnaire and automatic approval workflow based on selected categories your requested registration will be directly forwarded to the responsible purchaser, who can evaluate your provided information. For a good evaluation it is absolutely mandatory that you answer our questionnaire as detailed as possible. In addition, please sign and add as well our common Code of conduct and HSE policy as our local NDA during our registration process.

2   Registration

JAGGAER is a web-based SRM portal that can be opened in all popular browsers using the following URL.

https://app11.jaggaer.com/portals/krohne/register#register

2.1   Registration – New JAGGAER Direct supplier

2.1.1   General

Please choose one the shown languages. Currently our supplier portal supports English, French and German.

2.1.2 Person Data

Please fill out all mandatory fields.

- Salutation
- First name
- Last name
- E-Mail
- Telephone (Country Code | Area Code | Number, e.g. 49 – DE | 203 | 3010)
- Loginname (e.g. first_name.last_name, e.g. john.doe) If your username already exists maybe you can use your company name in front of your loginname (e.g. company.john.doe)

2.1.3 Company Data

Please fill out all mandatory fields.

- Company Name
- Zip Code
- Homepage
- Street
- City
- DUNS Number
- Street Number
- Country
- Telephone Number

- Plant
- **Primary Plant** (please check in the "Plant Overview" which purchase office should be contacted)

2.1.4   Consent

Please check terms from JAGGAER and download mandatory common KROHNE group documents. **E.g. Business Partner Code of Conduct and HSE policy.**

2.2   Receiving login information

Registration step	E-Mail Notification
Pending registration During registration process JAGGAER checks if your company already exists in data base. If your registration might be a duplicate a purchaser checks it first. You receive a notification E-mail. Please see beside. No further actions is necessary. We come back to you after clarification.	Your registration in the KROHNE Supplier Portal / Ihre Registrierung im KROHNE - Lieferantenportal NR no-reply@app11.jaggaer.com An Gerritzen, Swen Dear Sir or Madam, thank you very much for your registration. Your data will be reviewed as soon as possible. You will shortly receive further information. Thank you for your understanding. Kind regards Your KROHNE Supplier Potal ----------------- Sehr geehrte Damen und Herren, vielen Dank für Ihre Registrierung. Ihre Daten werden schnellstmöglich überprüft. Sie erhalten im Anschluß weitere Informationen. Vielen Dank für Ihr Verständnis. Mit freundlichen Grüßen Ihr KROHNE Lieferantenportal ---
Registration successful After potential check you will receive your login information. Please login change your password and start with the small company profile.	

Change Password

Your password has expired. Please change it now

| .... | 👁 |

| New password | 👁 |

This field is mandatory

| Confirm password | 👁 |

Password does not match

✖ 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?   [Save]   [Reset]

Please use the following link to log in: https://app11.jaggaer.com/portal/krohne/

Username:
Password:

During the first login, you will be asked to change your password.

Kind Regards

Your KROHNE Supplier Portal

---Internal Note: Verification after DC Ticket---

Sehr geehrte(r) Swen Gerritzen,

hiermit erhalten Sie die Zugangsdaten zu unserem Lieferantenportal.

Sie können sich nun unter folgendem Link anmelden: https://app11.jaggaer.com/portal/krohne/

Benutzername:
Passwort: :

Nach erstmaligem Login werden Sie dazu aufgefordert, Ihr Passwort zu ändern.
Bitte füllen Sie anschließend alle erforderlichen Daten im Lieferantenprofil aus.

Mit freundlichen Grüßen

Ihr KROHNE Lieferantenportal

---Internal Note: Verification after DC Ticket---

3 Small company profile

After your first login you will be forwarded to the supplier portal dashboard. There you can find the red bar which point you to continue with your registration.
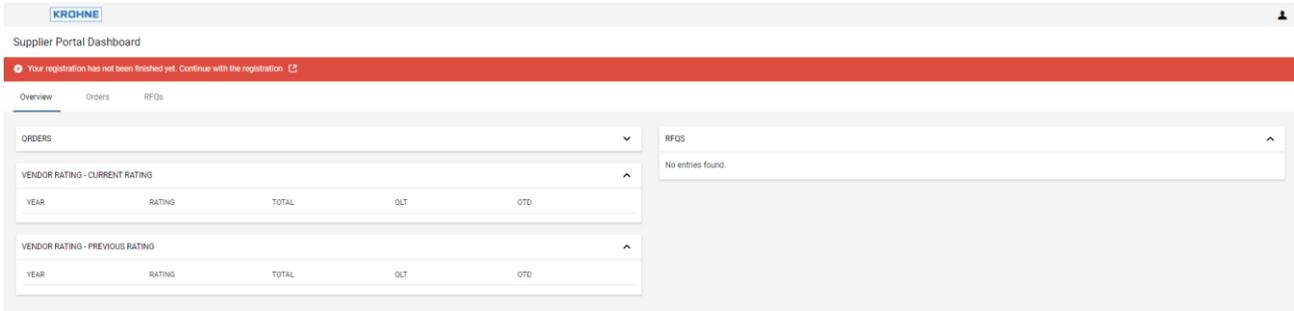
3.1 Registration – Base Data

Please check again your company base data. If necessary, please add the requested information.
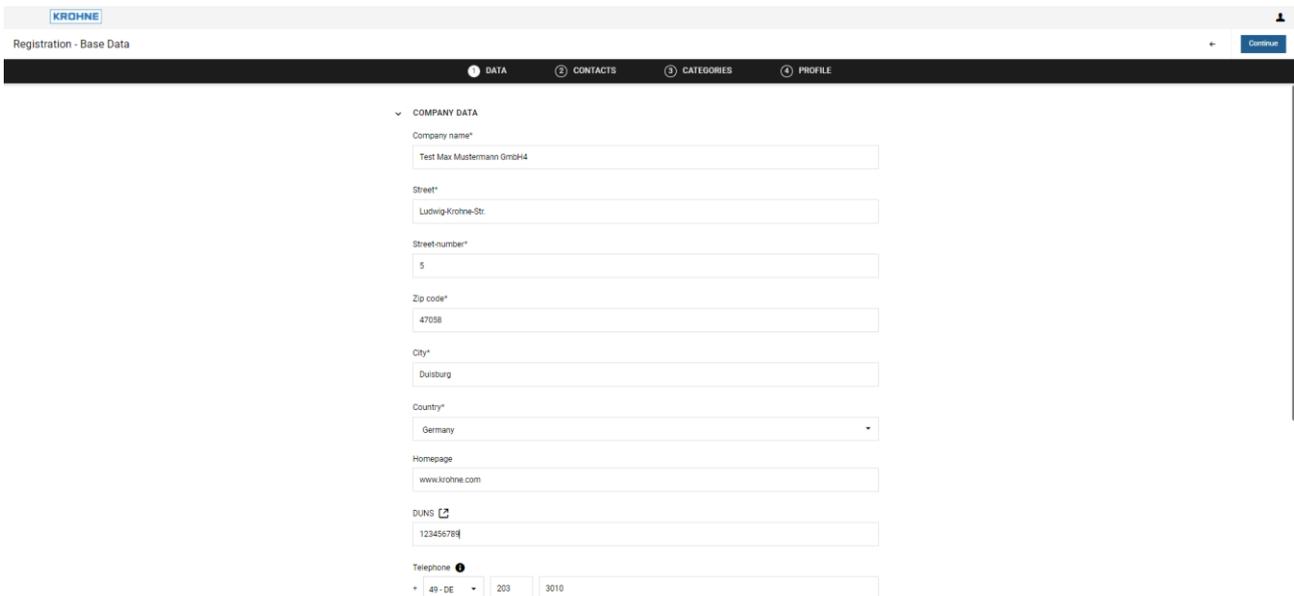
3.2 Registration – Contacts

You can enter directly the correct contacts of your company here. To enter new contacts please use the 👤+ - button on the top. To change the role assignment please use the ✎ - button. First it´s also possible to skip this step but at the end of the registration process we need the correct contacts.
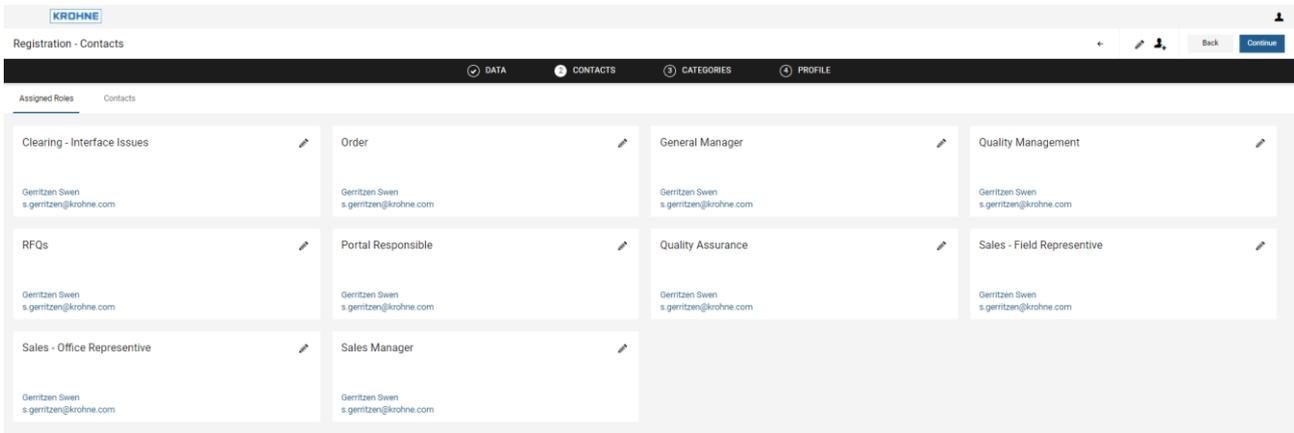
3.2.1 Add new contact

Please fill out the mandatory data and decide if the user also has to get a portal access. If the new user should get also a login, please enter a login name and activate the permission (Standard or admin) for the user.
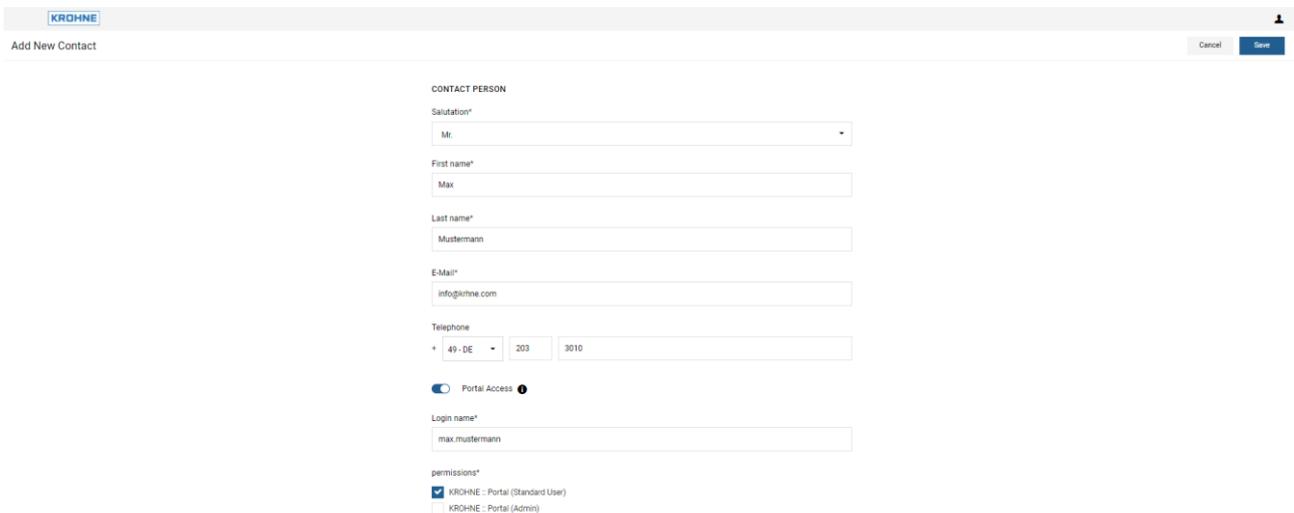
3.2.2 Change role assignment

After creation of new contacts, you are able to change the assignments of each role by using the ✎ - button in the top or directly in the role.

3.3 Registration – Categories

Please select the categories for your products which you want to deliver. You can use the search our can expand all categories to select the right ones.

Note! The assignment of the primary category will be used to select the right purchaser for your products. Please be careful during selection.

3.4 Registration – Profile

Please enter your answers in the next steps as detailed as possible. Your signed Code of conduct and NDA which you receive with your login information is absolutely mandatory for us.

3.4.1   Registration – Profile – General

Please enter you answer on the general page, add your documents and save your changes.

3.4.2   Registration – Profile – Products

Switch to the "Products" Tab and answer here your questions and save again your changes.

3.4.3   Registration – Profile – Certifications

Switch to the "Certifications" Tab and enter the expiry date and add the valid certifications.

3.4.4   Registration – Profile – Publication

If you have answered all questions, please "publish" [Publish] your small company profile for verification. **Remark!** After publication no more changes are possible.

3.5   Feedback small profile

Feedback	E-Mail Notification
Revision of the small profile You might be asked to revise your small profile due to missing information. Please check the comment in the E-mail. Open the supplier portal, log in and make requested changes. After that save and publish again the small profile. See chapter 3.4.1 – 3.4.4.	KROHNE supplier registration - Revision of the small profile / KROHNE Lieferantenregistrierung - Überarbeitung des kleinen Profils NR no-reply@app11.jaggaer.com An Gerritzen, Swen Dear Swen Gerritzen you are asked to revise the small profile concerning the following comment: Comment: Your NDA is not signed. Please add your signed version. Thank you Please open the link below to update and publish the small profile again: https://app11.jaggaer.com/portal/krohne/ Kind regards Your KROHNE Supplier Portal --- Sehr geehrte(r) Swen Gerritzen, bitte überarbeiten Sie das kleine Profil unter Berücksichtigung des folgenden Kommentars: Kommentar: Your NDA is not signed. Please add your signed version. Thank you Bitte öffnen Sie den Link, um das kleine Profil zu bearbeiten und erneut zu veröffentlichen: https://app11.jaggaer.com/portal/krohne/ Mit freundlichen Grüßen Ihr KROHNE Lieferantenportal ---
Approval of small profile After approval of your small profile you will receive an E-Mail notification. Please login and start to entering additional information of the big profile.	KROHNE Supplier Registration: Approval of the small profile / KROHNE Lieferantenregistrierung: Freigabe des kleinen Profils NR no-reply@app11.jaggaer.com An Gerritzen, Swen Dear Swen Gerritzen the small profile has been checked and approved. Please open the following link to continue the registration process by entering the big profile: https://app11.jaggaer.com/portal/krohne/ Comment: Your small profile looks pretty good. We intersting to get the full information about your company. Kind Regards Your KROHNE supplier portal --- Sehr geehrte(r) Swen Gerritzen, das kleine Profil wurde überprüft und freigegeben. Bitte öffnen Sie den Link und setzen den Registrierungsprozess mit dem großen Profil fort: https://app11.jaggaer.com/portal/krohne/ Kommentar: Your small profile looks pretty good. We intersting to get the full information about your company. Mit freundlichen Grüßen Ihr KROHNE Lieferantenportal ---

Rejection of small profile

It might be possible that your company is not interesting for our company. In this case you will receive a rejection of your small profile.

KROHNE Supplier Registration: Rejection of the small profile / KROHNE Lieferantenregistrierung: Ablehnung des kleinen Profils

An Gerritzen, Swen

Dear Swen Gerritzen

the small profile has been checked and declined.

Comment: Your product portfolio don't look interesting for our company.

Thank you for registration

Kind Regards

Your KROHNE supplier portal

...

Sehr geehrte(r) Swen Gerritzen,

das kleine Profil wurde überprüft und abgelehnt.

Kommentar: Ihre Produktportfolio passt nicht zu unserem Unternehmen.

Wir danken Ihnen für die Registrierung und wünschen Ihnen alles Gute für die Zukunft.

Mit freundlichen Grüßen

Ihr KROHNE Lieferantenportal

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4　Big company profile

After approval of your small profile you will receive an E-Mail notification. Please login and start to entering additional information of the big profile.

4.1　Registration – Open Big Profile

After approval of your small profile you will receive an E-Mail notification. Please login and open the big profile. Therefore please use the quick link on the dashboard or open primary data and choose company profile.
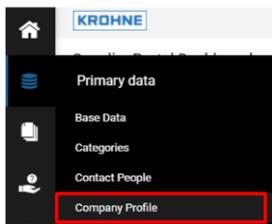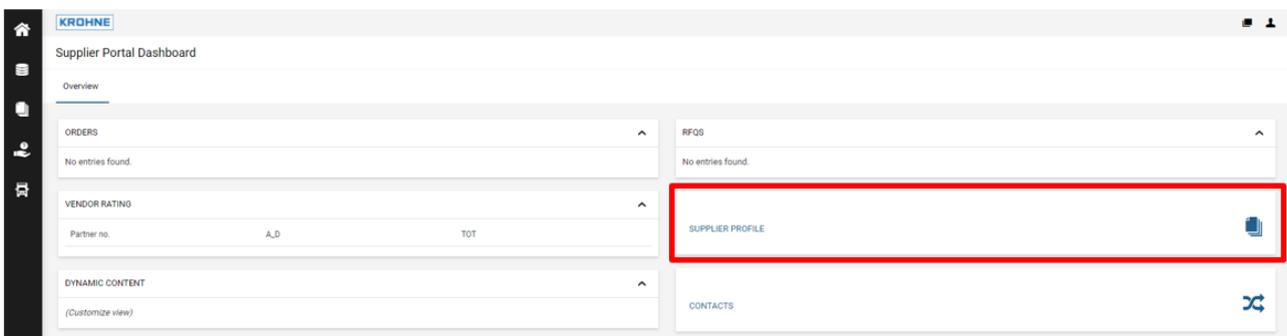
4.2　Registration – Big Profile

Your answers from the small profile we will be filled automatically in the big profile please check all tabs and answer as detailed as possible additional questions.

4.2.1　Registration – Big Profile – General

Please answer all additional questions and especially the mandatory fields and use the ▭ᴿᵉ - button before you switch to tab "Products".

4.2.2 Registration – Big Profile – Products

Please answer all additional questions and especially the mandatory fields and use the [Save] - button before you switch to tab "Technical".

4.2.3 Registration – Big Profile – Technical

Please answer all additional questions and especially the mandatory fields and use the [Save] - button before you switch to tab "Certifications".

4.2.4 Registration – Big Profile – Certifications

Please answer all additional questions and especially the mandatory fields and use the [Save] - button before you switch to tab "Quality".

4.2.5 Registration – Big Profile – Quality

Please answer all additional questions and especially the mandatory fields and use the [Save] - button before you switch to tab "Logistics".

4.2.6 Registration – Big Profile – Logistics

Please answer all additional questions and especially the mandatory fields and use the [Save] - button before you switch to tab "Environment".

4.2.7 Registration – Big Profile – Environment

Please answer all additional questions and especially the mandatory fields and use the [Save] - button.

4.2.8 Registration – Big Profile – Publication

After you have entered all your answered you can publish [Publish] your company profile for final verification. After publication no more changes are possible.

Remark! Please check before you publish your profile if you have already entered the right contacts of your company. (see chapter 3.2)

4.3 Registration – Big Profile Feedback

Feedback	E-Mail Notification
Revision of the big profile You might be asked to revise your big profile due to missing information. Please check the comment in the E-mail. Open the supplier portal, log in and make requested changes. After that save and publish again the big profile. See chapter 4.2.1 – 4.2.7.	KROHNE supplier registration - Revision of the big profile / KROHNE Lieferantenregistrierung - Überarbeitung des großen Profils NR no-reply@app11.jaggaer.com An ● Gerritzen, Swen Dear Swen Gerritzen you are asked to revise the big profile concerning the following comment: Comment: Please check your data in TAB Technical Please open the link below to update and publish the big profile again: https://app11.jaggaer.com/portal/krohne/ Kind regards Your KROHNE Supplier Portal — ———— Sehr geehrte(r) Swen Gerritzen, bitte überarbeiten Sie das große Profil unter Berücksichtigung des folgenden Kommentars: Kommentar: Please check your data in TAB Technical Bitte öffnen Sie den Link, um das große Profil zu bearbeiten und erneut zu veröffentlichen: https://app11.jaggaer.com/portal/krohne/ Mit freundlichen Grüßen Ihr KROHNE Lieferantenportal —

Approval of big profile After approval of your big profile you will receive an E-Mail notification. No more actions are necessary. You are now registered as a potential supplier, which will be considered for RFQs in the future.	KROHNE supplier portal - Approval of the big profile / KROHNE Lieferantenportal - Freigabe des Lieferantenprofils NR no-reply@app11.jaggaer.com An ● Gerritzen, Swen Dear Swen Gerritzen, congratulations, the big profile has been checked and approved. You can now use the Supplier Portal for further processes. https://app11.jaggaer.com/portals/krohne/ Kind regards Your KROHNE supplier portal --- --------------- Sehr geehrte(r) Swen Gerritzen, vielen Dank, Ihr Lieferantenprofil wurde geprüft und freigegeben. Sie können jetzt das Lieferantenportal für weitere Prozesse nutzen. https://app11.jaggaer.com/portals/krohne/ Mit freundlichen Grüßen Ihr KROHNE Lieferantenportal ---
Rejection of big profile It might be possible that your company is finally not interesting for our company. In this case you will receive a rejection of your big profile.	