

Jaggaer-Supplier Portal

Instructions for registration



(Previously: Pool4Tool)

1. Introduction

This guide is intended to help you, as a potential supplier, to apply at GEDORE. Here you can find out how the registration process works. Registration via the supplier portal offers you the opportunity to apply quickly, easily and above all in a structured manner at the GEDORE purchasing department. Through the direct connection via the platform, operative processes can be made more effective in the future.

2. General information

The entire registration process is divided into three stages.

In the first step you register with your contact details. After sending login data with which you log on to the portal interface for the first time, you will be asked general questions about your company profile in a condensed questionnaire. This information allows the responsible Purchasing agent to evaluate your profile and to decide on a potential cooperation.

If the responsible Purchasing agent has enabled you as a potential supplier for the final step, you will be invited to complete the extended questionnaire. Here you will be asked more specific questions about your company.

Now the supplier profile can be published. As a potential supplier, your data is visible to the GEDORE purchasing department and is transferred to our system database.

In the questionnaires mandatory fields are marked with an "***". These must be answered. On the other hand, subsequent elected fields do not have to be completed. However, since you wish to qualify as a supplier and would like to provide the responsible purchasing agent with a sound decisions making basis, it is advisable to answer as many questions as possible. If you have questions or problems, please get in touch with your contact person at GEDORE.

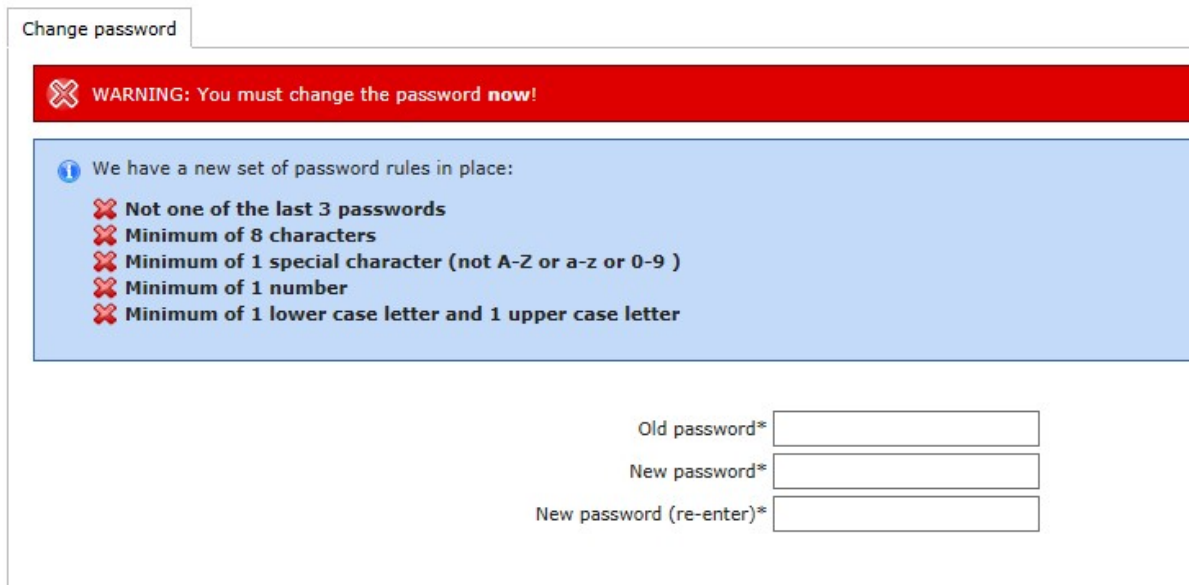
3. The condensed questionnaire

After successful registration you will receive an e-mail from Jaggaer. This contains your access data as well as a link to the supplier portal. Enter your username and password and click on "Login".



The login form features the GEDORE logo at the top. Below it are two input fields: "Username" and "Password". A "Login" button is positioned below the password field. At the bottom of the form, there is a small text line: "Powered by POOL4TOOL V4 — © 1999-2017 POOL4TOOL AG" and a link that says "I forgot my password".

After logging in you will be asked to change your password. Please choose your personal password in accordance with the requirements displayed:



The "Change password" form includes a red warning banner at the top that reads: "WARNING: You must change the password now!". Below this, a blue box contains a message: "We have a new set of password rules in place:" followed by a list of requirements, each preceded by a red 'X' icon:

- 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

At the bottom of the form are three input fields labeled: "Old password*", "New password*", and "New password (re-enter)*".

You will be automatically redirected to the condensed questionnaire in the Supplier Portal to give us details about your company and its services. The open points or tabs are shown in colour. Please fill in the questions for each category and save your details by clicking on "Save & Continue". With this click you will automatically be redirected to the next tabs and questions.

2. Received access data / Login successful / Enter extended company data.

Here you are able to counter check the data entered in your registration and correct or complete if necessary. When you save the information, you automatically will be forwarded to further questions



Test Production Ltd.
Mr. John Doe (john.doe10)

Administration
Contact people
Categories
Company profile
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- Registration successful
Your registration data has been accepted.
- Account data received / Login successful / Enter additional company data
You have logged in to the portal. Please provide additional company data.
- Contacts
- Material group assignment
- Fill profile
- Publish profile

3. Contact person

Again, you have an opportunity to check registration data.



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Contact people

Save New user ☒ Assign current user Reload

1 Entries found.

Name	Loginname	Email	Menu
Doe, John	john.doe10	██████████@gedore.com	

5 Entries found.

Role	Responsibilities	Menu
Invoice	John Doe	
Contracts	John Doe	
Order	John Doe	
Rfq	John Doe	
Supplier profile	John Doe	

You can now save and return to the overview or add more contacts by clicking on "New User".

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Contact people

Save

New user

Assign current user

Reload

1 Entries found.

Name	Loginname	Email	Menu
Doe, John	john.doe10	██████████@gedore.com	

A pop-up window will open. Please enter the necessary data and click on "Save" in order to add the person.

4. Product group assignment

With the selection made in this point you determine the commodity groups that you can offer and deliver to us. The number of assigned product groups is not limited.

Please select a main group of goods and, if necessary, several secondary product groups. The specification of the main product group is required to assign your application to one of GEDORE's strategic buyers. The main product group corresponds to your usually supplied product range (core competence). To select these, click on the round button in the lowest level of the tree structure.

You also have the opportunity to complement your product range with additional product groups. Please put a check mark in the square box next to all other product groups, which you want to identify as a by-product group. If you enter keywords in the field "Search product group", suitable product groups will be suggested. If you do not receive suitable suggestions, please display further levels of product groups by means of the "+" symbol. Please select a corresponding product group. If you cannot find a product group that matches your delivery program, select the next best category and describe its service or benefits in the forthcoming "Core competence" field. (5. Maintain profile).

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Categories

Save

Expand all

Collapse all

Categories

search categories:

- ☒ Production material
 - ☒ Production steel
 - ☐ Tool steel
 - ☐ Non-ferrous metal
 - ☐ Sheet metals

5. Add profile

In this section you will provide us with more detailed information about your company. As already mentioned under 4. *Goods group assignment*, - if you were unable to comprehensively define this via our product groups, you now have the option of further describing your delivery portfolio in the "Core competence" field.

In the last point of the condensed questionnaire "Uploads" we ask you to upload a company presentation or similar company specific documents.



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Change supplier profile - General

Save Download

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

- General

Mandatory fields filling progress: 0%

Basic data

existing suppliernumber	<input type="text"/>
company register number*	<input type="text" value="RN 12345"/>
sales tax number*	<input type="text" value="US12345678910"/>
industrial sector	<input type="text" value="C 10. - 33. manufacturing"/>
type of supplier	<input type="text" value="manufacturer"/>
sales volume (€) present year* 1.123,45	<input type="text" value="20000000"/>
core competences	<input type="text"/>
company presentation e.g. company presentations, machinery and miscellaneous company documents	
	<input type="text" value="Durchsuchen..."/>
	<input type="text" value="Durchsuchen..."/>
	<input type="text" value="Durchsuchen..."/>

Once you have completed all required fields, please select "Publish". After publishing your profile, for the time being, you no longer will be able to change the data.

Change supplier profile - General

Save Publish profile Download

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!
Mandatory fields filling progress: **100%**

Basic data

existing suppliernumber	<input type="text"/>
company register number*	<input type="text" value="RN 12345"/>

The responsible Purchasing agent will now be informed about your registration and will be able to view the data. If your application was successful, you will be informed by e-mail which you will receive via the portal.

5. The comprehensive questionnaire

Once the condensed questionnaire has been approved, you will receive an invitation by e-mail asking you to complete the comprehensive questionnaire. This contains further, more detailed questions about your company.

The link in the e-mail will take you to the login page. After logging in with your user data, you will be returned to the supplier portal.



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✓

1. Registration successful

Your registration data has been accepted.

✓

2. Account data received / Login successful / Enter additional company data

You have logged in to the portal. Please provide additional company data.

✓

3. Contacts

Responsibilities for the different areas

✓

4. Material group assignment

Click here to get the list of material groups.

✓

5. Fill profile

Please give the demanded information in the supplier profile.

✓

6. Publish profile

Please publish the supplier profile after entering all information.

➤

7. Fill extended profile

Please give the demanded information in the extended supplier profile.

➤

8. Publish extended profile

Here, once again, we ask you to fill in the mandatory fields. Via "Save & Continue", the questionnaire guides you through the categories: general and quality. Then, please release your extended profile via the "Publish" button.

The relevant strategic buyer will be informed accordingly. You will be informed of the final decision to be included in the supplier database by e-mail.

6. Login GEDORE Supplier Portal

If you have been approved as a supplier, you will find the following link in the corresponding confirmation email <https://app11.jaggaer.com/portal/gedore/>.

As an approved supplier you now have the possibility of a potential cooperation with GEDORE. If required, further contact will be made at a later date or inquiries will be sent to you via the portal.

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