



# SUPPLIER REGISTRATION STEP-BY-STEP GUIDE

Suppliers only

May 2022 | Training Material



# INVITATION VIA EMAIL

- You will receive an invitation via email (1)
- Please check, if a comment has been added that should get your attention (2)
- By clicking on the link, you will be directed to the JAGGAER registration page (3)
- **IMPOTANT:** The registration link is accessible for 72 hours, after that you must request a new link

The screenshot shows an email titled "JAGGAER: Invitation for Registration in the Supplier Portal". The sender is "no-reply@app11.jaggaer.com" with a profile picture containing "NR". The email body includes a salutation "Dear Mrs. First name, Last name" and a message: "you are invited to register yourself in the Supplier Portal." A blue link is provided: [https://demo.app11.jaggaer.com/portals/tke/register?crm\\_person\\_id=MTYzNjY0NA==fae7deeb5bf3bdc72062bdf57a73c42e&l=eng](https://demo.app11.jaggaer.com/portals/tke/register?crm_person_id=MTYzNjY0NA==fae7deeb5bf3bdc72062bdf57a73c42e&l=eng). A comment box contains the text: "Comment on invitation: Dear valued Supplier, please be aware that your registration link will only work within 72 hours." The email ends with "Kind regards," and "After submitting the information your credentials will be provided to process the remaining registration steps." followed by "Kind regards".

1

2

3

# REGISTRATION TO SUPPLIER PORTAL – GENERAL

- After clicking on the link, you will be directed to the registration page (3)
- If you already have an JAGGAER account, click on the “Already Jaggaer Direct supplier” button to connect your existing account with TKE Jaggaer (4)
- Then select your preferred language for the registration process (5)

The screenshot displays the registration page for the TKE supplier portal. At the top, a navigation bar contains four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. The current step, 3, is highlighted with an orange box. Below the navigation bar is the TKE logo. The main content area features the text "Welcome to the registration of the supplier portal". Below this text, there is a toggle switch labeled "Already Jaggaer Direct supplier" with an orange box around it and the number 4. Below the toggle, there is a section titled "Please choose a language below" with two buttons: "English" and "German", both highlighted with orange boxes and the number 5.

# REGISTRATION TO SUPPLIER PORTAL – PERSON DATA

- Please fill in your personal data (6):
  - Salutation
  - First name\*
  - Last name\*
  - Title
  - Department
  - Mobile
  - Telephone
  - E-Mail\*
  - Login name\*
  
- After filling out all mandatory fields, click on continue (7)

6

CONTACT PERSON

Salutation

First name\*

Last name\*

Title

Department

Mobile

Telephone

E-Mail\*

Loginname\*

Back Continue

7

\*mandatory field

# REGISTRATION TO SUPPLIER PORTAL – COMPANY DATA (1/2)

- Please fill in the company data (8):
  - Company name\*
  - Company name 2
  - Company name 3
  - Street\*
  - Street-number\*
  - Zip code\*
  - City\*
  - PO Box
  - Zip PO Box

8

COMPANY DATA

Company name\*

Company name 2

Company name 3

Street\*

Street-number\*

Zip code\*

City\*

PO Box

Zip PO Box

\*mandatory field

# REGISTRATION TO SUPPLIER PORTAL – COMPANY DATA (2/2)

- Please fill in the company data (8):
  - Country\*
  - State / Province
  - Telephone
  - Fax
  - VAT code (*\*mandatory for EU companies*)
  - D-U-N-S
  - Tax number (*\*mandatory for EU and Non-EU companies*)
  - Currency (*drop-down preselection*)
- After filling out all mandatory fields, click on continue (9)

The screenshot shows a registration form for a supplier portal, specifically the 'COMPANY DATA' step. The form is titled 'COMPANY DATA' and is part of a multi-step process. The steps are: GENERAL, PERSON DATA, COMPANY DATA (current), and CONSENT. The form contains the following fields:

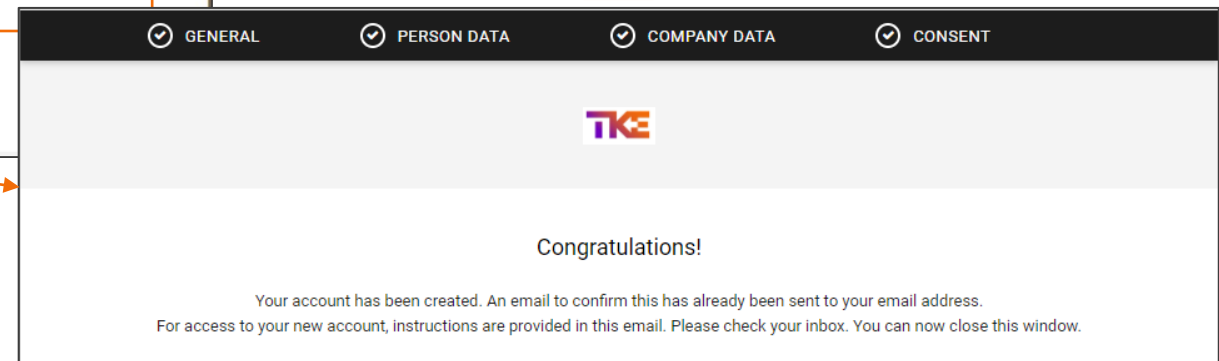
- Country\* (dropdown menu)
- State / Province (dropdown menu)
- Telephone (dropdown menu for country code, text input for Area, text input for Number)
- Fax (dropdown menu for country code, text input for Area, text input for Number)
- VAT code\* (text input)
- D-U-N-S (text input with a refresh icon)
- Tax number\* (text input)
- Currency\* (dropdown menu)

At the bottom of the form, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a blue border, and a red box labeled '9' is around it. A red box labeled '8' is around the form fields.

# REGISTRATION TO SUPPLIER PORTAL – CONSENT

- To finalize the first registration step you must agree and accept the Access Terms (10) and then click on the “Accept and Submit” button (11)
- After that, the following page opens (12)

The screenshot shows the 'CONSENT' step of a registration process. At the top, a progress bar indicates that 'GENERAL', 'PERSON DATA', and 'COMPANY DATA' are completed, while 'CONSENT' is the current step, marked with a '4'. The TKE logo is centered at the top. Below it, a message states: 'To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.' There are two checkboxes, both of which are checked. The first checkbox is labeled 'I agree and accept Supplier Access Terms.' The second checkbox is labeled 'I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of TK Elevator GmbH 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.' At the bottom left, there are two buttons: 'Back' and 'Accept and Submit'. An orange box labeled '10' highlights the two checkboxes. An orange box labeled '11' highlights the 'Accept and Submit' button. An orange arrow points from the 'Accept and Submit' button to the next screenshot.




# PASSWORD CREATION

- After completing the registration to the supplier portal (12) you will receive a notification via e-mail (13)
- You need to set a password by clicking on the link (14) choose a password (15) and then save the changes (16)

13

JAGGAER: Thank you for registration with TK Elevator GmbH

 no-reply@app11.jaggaer.com  
An  First name, Last name

Dear First name, Last name

Your registration was successful. Thank you for registering at [https://demo.app11.jaggaer.com/portals/tke/?pp\\_login=1&cid=66426](https://demo.app11.jaggaer.com/portals/tke/?pp_login=1&cid=66426)

We found, you have never registered any other Jaggaer customer with this email address and so you will need to set a password. Please follow this link to do so: [https://demo.app11.jaggaer.com/modules/portal/jint\\_login/createJintSetPassword?reg\\_hash=07f7487a036334579ef7b2d4be7001ee4ade5477f98045ca106f2dbac655146f](https://demo.app11.jaggaer.com/modules/portal/jint_login/createJintSetPassword?reg_hash=07f7487a036334579ef7b2d4be7001ee4ade5477f98045ca106f2dbac655146f)

Your email address is your user name.

If you'd like to know more about the Jaggaer Supplier Account and what it offers you, please visit <https://library.jaggaer.com/supplier/account/>

NOTE: If you did NOT request this email, please contact [jdsupport@jaggaer.com](mailto:jdsupport@jaggaer.com)

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Set your Jaggaer Supplier Account password

**JAGGAER is updating the login process for all users. You are required to update your password.**

**i** You can get more information at <https://library.jaggaer.com/supplier/account>

josephinedenise.freund@bearingpoint.com

New password

Confirm password

- ✗ Minimum of 8 characters
- ✗ Minimum of 1 number
- ✗ Minimum of 1 lower case letter and 1 upper case letter
- ✗ Password must not be identical to loginname
- ✗ Minimum of 1 special character (not A-Z or a-z or 0-9)

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# LOGIN TO JAGGAER

- After setting the password, you will be directed to the Login page of JAGGAER (17)
- There you can fill out your login credentials (18) and click on “Next” (19) to enter the system
- Afterwards you will again receive a notification that the credentials have been created in JAGGAER (20)

17

18

Login Deutsch ▾

Benutzername oder E-Mail

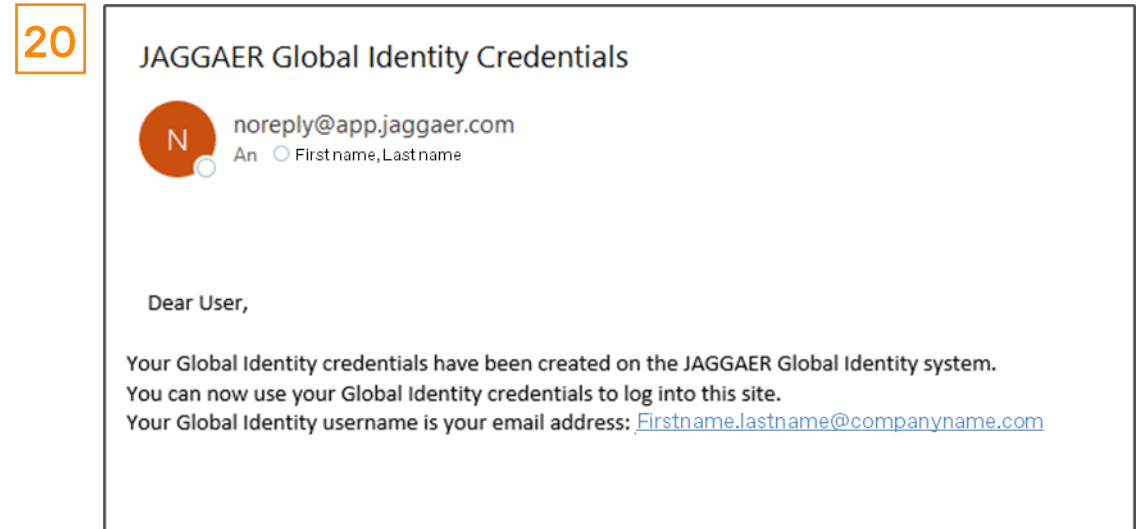
Passwort

Passwort vergessen?  
Click here to create your Jaggaer Global Identity

Next

JAGGAER

TERMS PRIVACY HELP ©2022 JAGGAER



# FINALIZATION OF THE REGISTRATION PROCESS – SUPPLIER PORTAL DASHBOARD

- You will be directed to the Supplier Portal Dashboard after your login (21)
- On the main page of the system will be a red box with the following note “Your registration has not been finished yet. Continue with the registration” (22)
- Click on the box to continue the registration process

The screenshot displays the Supplier Portal Dashboard interface. On the left, a dark sidebar contains navigation icons for Home, Orders, RFQS, Tickets, and Blackboard. The main content area is titled "Supplier Portal Dashboard" and features a prominent red notification banner at the top. The banner contains a close icon, the text "Your registration has not been finished yet. Continue with the registration", and an external link icon. Below the banner, the dashboard is organized into a grid of sections: "ORDERS" (No entries found), "RFQS" (No entries found), "TICKETS" (No Tickets found), "BLACKBOARD" (There is no data to be shown), and "DOCUMENTS" (Nothing found). The number "21" is highlighted in an orange box on the left side of the dashboard, and the number "22" is highlighted in an orange box on the right side, pointing to the red notification banner.

# FINALIZATION OF THE REGISTRATION PROCESS – BASE DATA

- Please check if the company data is completed (23)
- After checking at least, the mandatory fields you can click on continue (24)

The screenshot shows the 'Registration - Base Data' form in the TKE system. The form is titled 'Registration - Base Data' and has a 'Continue' button in the top right corner. The form is divided into four sections: 1 DATA, 2 CONTACTS, 3 CATEGORIES, and 4 PROFILE. The 'COMPANY DATA' section is expanded, showing four input fields: 'Company name\*' (mandatory), 'Company name 2', 'Company name 3', and 'Street\*' (mandatory). The 'Continue' button is highlighted with a blue box and the number 24. The 'COMPANY DATA' section is highlighted with an orange box and the number 23.

\*mandatory field

# FINALIZATION OF THE REGISTRATION PROCESS – CONTACTS

- After that, you will see an overview of all the roles in the system
- Here you can edit the assigned roles by assigning them to other persons (25). If the person is not yet in the system, you can add them (25a)
- After that clicks on continue (26)

The screenshot displays the 'Registration - Contacts' page in the TKE system. The interface includes a top navigation bar with the TKE logo, a breadcrumb trail (DATA > CONTACTS > CATEGORIES > PROFILE), and a 'Continue' button. A secondary navigation bar shows 'Assigned Roles' and 'Contacts' tabs. The main content area is a table of assigned roles, with a callout box '25' highlighting the role details and a callout box '25a' highlighting the 'Add person' icon. A callout box '26' highlights the 'Continue' button.

Assigned Roles	Contacts
<p>Order Confirmation</p> <p>Last name, First name Firstname.lastname@companyname.com</p>	<p>Supplier Profile</p> <p>Last name, First name Firstname.lastname@companyname.com</p>
<p>Ratings</p> <p>Last name, First name Firstname.lastname@companyname.com</p>	<p>Invoice</p> <p>Last name, First name Firstname.lastname@companyname.com</p>
<p>Quality</p> <p>Last name, First name Firstname.lastname@companyname.com</p>	

# FINALIZATION OF THE REGISTRATION PROCESS – CATEGORIES

- Now select the categories\* your company is working with (27) out of the categories overview (different categories can be selected)
- On the left-hand side you will see the category clusters (28)
- By selecting a cluster, you can see different all the associated categories (29)
- On the right-hand side is an overview of the selected categories (30)
- Also, a primary Cluster (of categories) needs to be chosen (31)
- After selecting all categories, click on continue (32)
- **Note:** Only 10 different categories can be selected (if a cluster has more than 10 categories, please choose)

The screenshot shows the 'Registration - Categories' page in the TKE system. The page is divided into several sections:

- 27:** The top navigation bar includes the TKE logo, the page title 'Registration - Categories', and buttons for 'Back' and 'Continue'.
- 28:** The left sidebar contains navigation icons, with a gear icon highlighted by callout 28.
- 29:** The main content area features a 'Categories Overview' section with a search bar and a list of category clusters. Callout 29 points to the 'Elevator Doors' cluster, which is expanded to show sub-categories like 'Elevator Doors (Complete)', 'Locks & Contacts for Elevator Doors', and 'Door Drives for Elevators'.
- 30:** On the right, the 'Selected Categories' section shows a list of chosen categories, including 'Elevator Doors' and 'Elevator Doors (Complete)'. Callout 30 points to this list.
- 31:** A 'Choose Primary Cluster\*' dropdown menu is located above the selected categories, with 'Elevator Doors' selected. Callout 31 points to this dropdown.
- 32:** The 'Continue' button in the top right corner is highlighted by callout 32.

# FINALIZATION OF THE REGISTRATION PROCESS – PROFILE

- In this step you must answer the TKE questionnaire (33) about the following topics:
  - TK Elevator Supplier Code of Conduct
  - Production
  - Certificates
  - Quality Assurance
  - Banking details
  - Regional details
- After answering all answers, click on “Save” (34)

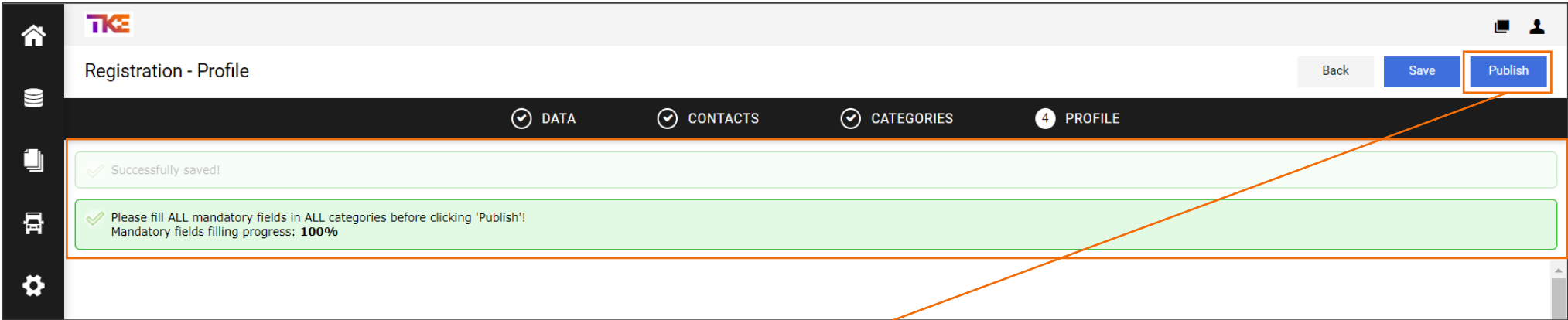
**Note:** The mandatory fields filling progress is shown in the yellow box

The screenshot displays the 'Registration - Profile' page in the TKE system. The page is divided into several sections: 'DATA', 'CONTACTS', 'CATEGORIES', and 'PROFILE' (the current step). A yellow warning box at the top states: 'Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'. Sections containing empty mandatory fields: • General. Mandatory fields filling progress: 0%'. Below this, the 'Company details' section is visible, followed by the 'TK Elevator Supplier Code of Conduct' section. The SCoC section includes a link to the TK Elevator homepage and a confirmation statement: 'I confirm that I have accessed the TK Elevator website, read, understood and acknowledged the stated version of the Supplier Code of Conduct\*'. A dropdown menu is present next to the confirmation statement, and a warning message below it reads: 'Warning: not accepting the SCoC might prevent future cooperation with TK Elevator'. The 'Save' button is highlighted with an orange box, and the number '34' is shown in an orange box in the top right corner. The number '33' is shown in an orange box on the left side of the page, indicating the current step in the process.

\*mandatory field

# FINALIZATION OF THE REGISTRATION PROCESS – PROFILE (2/2)

- Green notification will show that the mandatory fields filling progress is 100% (35)
- After filling out all fields, you can now publish the profile by clicking “Publish” (36)
- A notification pops up: submit by clicking “OK” to publish the profile (37)

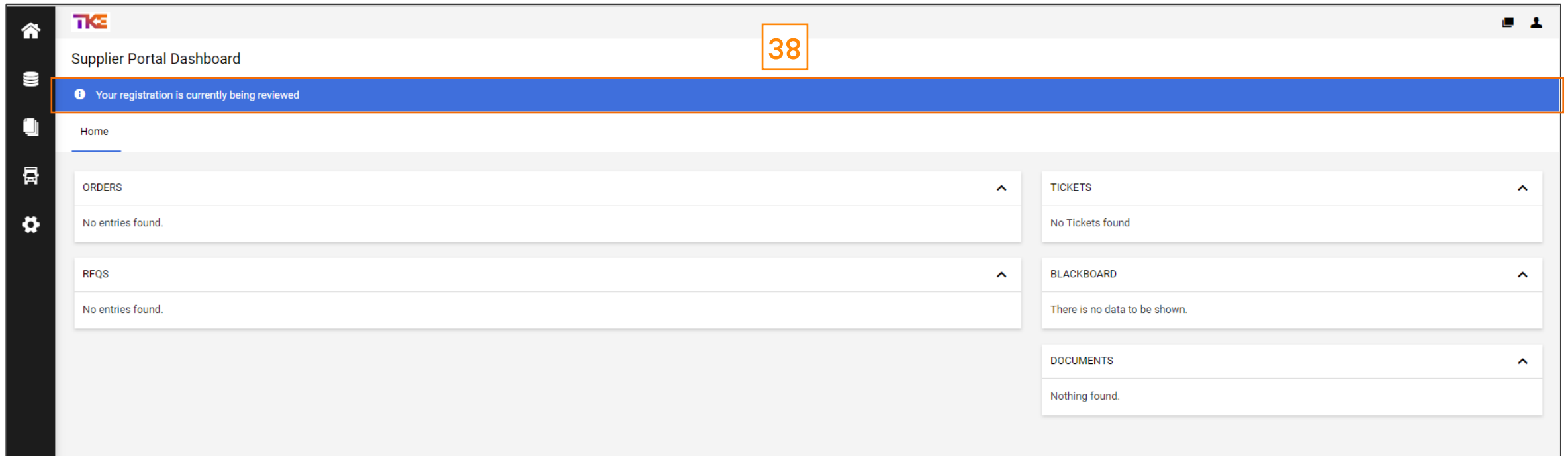


The screenshot shows the 'Registration - Profile' page in the TKE system. The page has a dark header with the TKE logo and a navigation bar with four steps: DATA, CONTACTS, CATEGORIES, and PROFILE (the current step, indicated by a '4'). A green notification bar at the top of the main content area states 'Successfully saved!' and 'Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Mandatory fields filling progress: 100%'. A 'Publish' button is highlighted in the top right corner of the page. An orange box labeled '36' is around the 'Publish' button. An orange box labeled '35' is around the notification bar. An orange box labeled '37' is around a modal dialog box that appears below the page, asking 'demo.app11.jaggaer.com enthält Publish supplier profile?' with 'OK' and 'Abbrechen' buttons.

\*mandatory field

# FINALIZATION OF THE REGISTRATION PROCESS – SUPPLIER PORTAL DASHBOARD VIEW

- After publishing your profile, you will be redirected to the Supplier Portal Dashboard and see's a notification that your registration is currently being reviewed (38)



The screenshot displays the Supplier Portal Dashboard interface. At the top left, there is a navigation sidebar with icons for Home, Orders, RFQS, Tickets, Blackboard, and Documents. The main header area includes the TKE logo and the text "Supplier Portal Dashboard". A blue notification bar with a white information icon and the text "Your registration is currently being reviewed" is prominently displayed across the top. Below the notification, the dashboard is divided into several sections: "ORDERS" (No entries found), "RFQS" (No entries found), "TICKETS" (No Tickets found), "BLACKBOARD" (There is no data to be shown), and "DOCUMENTS" (Nothing found). A small orange box with the number "38" is overlaid on the notification bar.



# SUCCESSFUL REGISTRATION

- After TKE has approved your profile, you will receive the following notification (17)

17

JAGGAER: Approval of the big profile



no-reply@app11.jaggaer.com

An  First name, Last name

Dear Mrs. First name, Last name

congratulations, the big profile has been checked and approved.

You can now use the Supplier Portal for further processes.

Kind regards

**TKE**

**MOVE  
BEYOND**