

# Knauf Supplier Portal

Supplier Registration Guide



# Guideline for the supplier registration on the Knauf Supplier Portal

## Functions of the supplier platform:

With the commitment of implementing our new Supplier Portal, Knauf is combining all important procurement functions under one roof. Thus, we make procurement processes and the communication to our supplier simpler, more direct and faster. With the registration to our Knauf Supplier Portal, you as a supplier will benefit from increased transparency, higher autonomy, enhanced document sharing and real time communication. All you need to do is to follow the link in the invitation and register according to the steps shown in this guideline. If you have any questions about the registration process, please send an e-mail to:

**[supplier-portal@knauf.com](mailto:supplier-portal@knauf.com)**

## Registration process:

The registration consists of two consecutive steps:

1. Company registration [user and password]
2. Self registration via questionnaire

This will allow you to use all the applications and information services activated for you later with one user account.

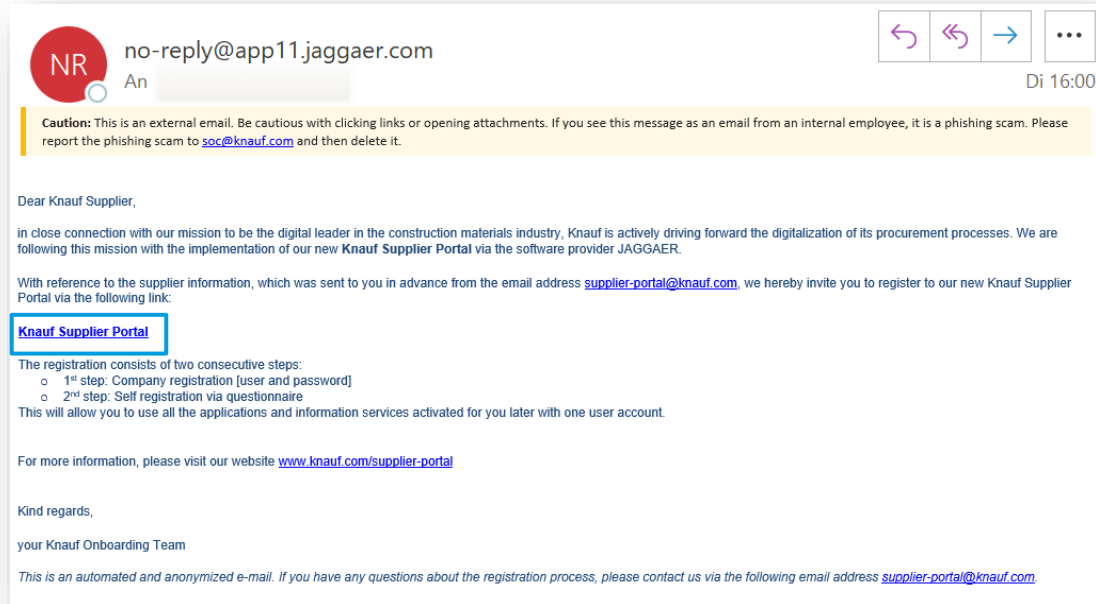
# 1

# Company registration

# Step 1: Open the e-mail invitation

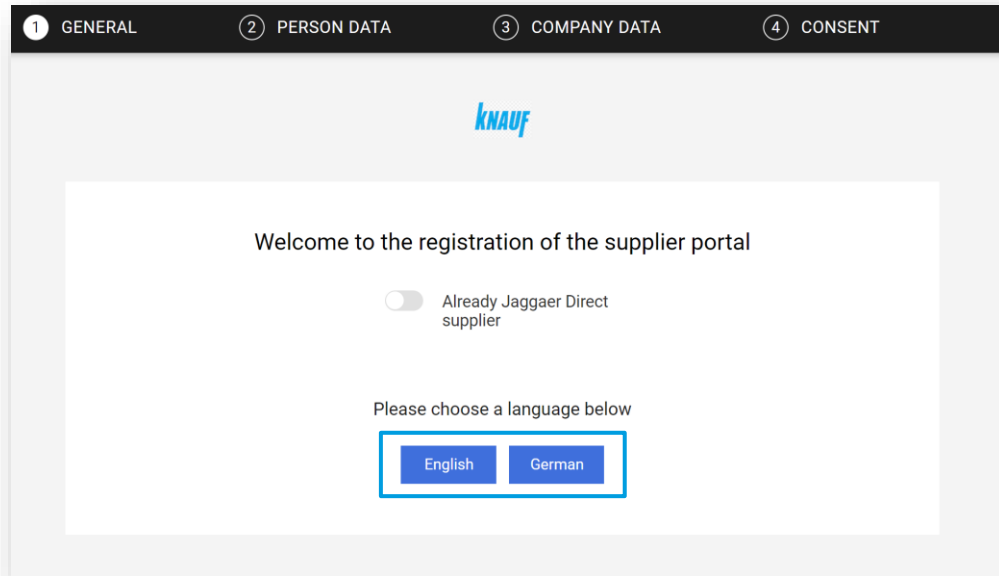
As supplier you will receive an e-mail by Jaggaer with the invitation for registration to the Knauf supplier portal.

By clicking on the link you will get redirected to the supplier portal.



## Step 2: Select language

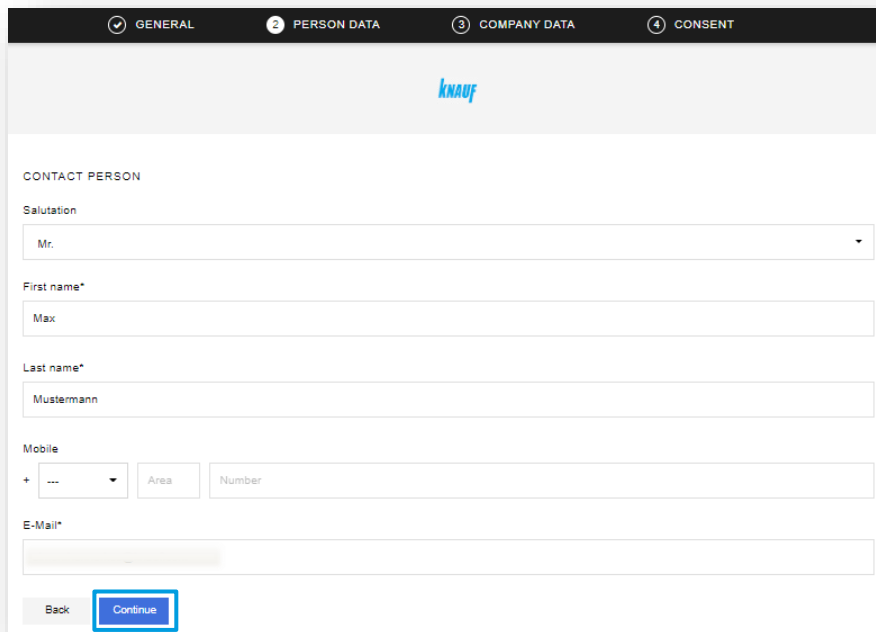
Please select the main language used for system preferences.



The screenshot displays the registration process for the Knauf supplier portal. At the top, a progress bar shows four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. The Knauf logo is centered above the main content area. The text reads: "Welcome to the registration of the supplier portal". Below this is a toggle switch for "Already Jaggaer Direct supplier", which is currently turned off. The instruction "Please choose a language below" is followed by two buttons: "English" and "German". The "English" button is highlighted with a blue border.

## Step 3: Enter personal data

Once you have entered your personal data, click on "Continue" to proceed to the next step.



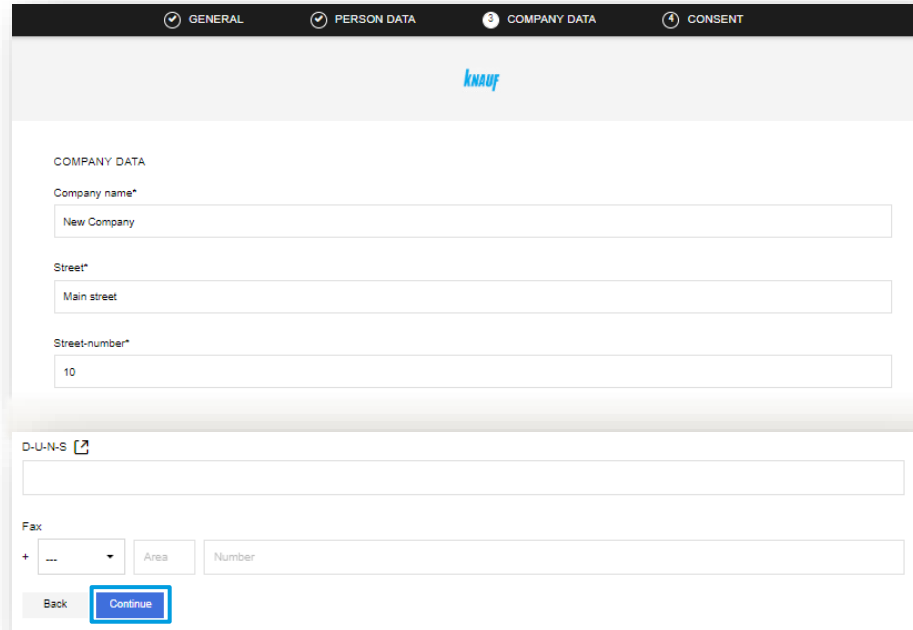
The screenshot displays the 'PERSON DATA' step of a registration process. At the top, a progress bar shows four steps: 'GENERAL' (checked), 'PERSON DATA' (active), 'COMPANY DATA', and 'CONSENT'. The Knauf logo is centered below the progress bar. The form is titled 'CONTACT PERSON' and includes the following fields:

- Salutation:** A dropdown menu with 'Mr.' selected.
- First name\*:** A text input field containing 'Max'.
- Last name\*:** A text input field containing 'Mustermann'.
- Mobile:** A section with a '+' sign, a dropdown menu showing '...', and two adjacent text input fields labeled 'Area' and 'Number'.
- E-Mail\*:** A text input field containing a redacted email address.

At the bottom of the form, there are two buttons: a grey 'Back' button and a blue 'Continue' button with a white border.

## Step 4: Enter your company data

Once you have entered your company data, click on "Continue" to proceed to the next step.



The screenshot shows a web form for entering company data. At the top, there is a progress bar with four steps: GENERAL (checked), PERSON DATA (checked), COMPANY DATA (active), and CONSENT (skipped). The Knauf logo is centered below the progress bar. The form is titled "COMPANY DATA" and contains the following fields:

- Company name\***: A text input field containing "New Company".
- Street\***: A text input field containing "Main street".
- Street-number\***: A text input field containing "10".
- D-U-N-S**: A text input field with a help icon.
- Fax**: A section with a dropdown menu for the country code (showing "+ ..."), a text input for the area code, and a text input for the number.

At the bottom of the form, there are two buttons: "Back" and "Continue". The "Continue" button is highlighted with a blue border.

# Step 5: Supplier Access Terms

1

Please review the Supplier Access Terms carefully and set the check mark accordingly.

2

The visibility of your profile in the JAGGAER Supplier Network is optional.

3

Once you have placed the check mark(s), click on "Accept and Submit" to proceed to the next step.

GENERAL PERSON DATA COMPANY DATA CONSENT

**KNAUF**

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

1  I agree and accept [Supplier Access Terms](#).

2 To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

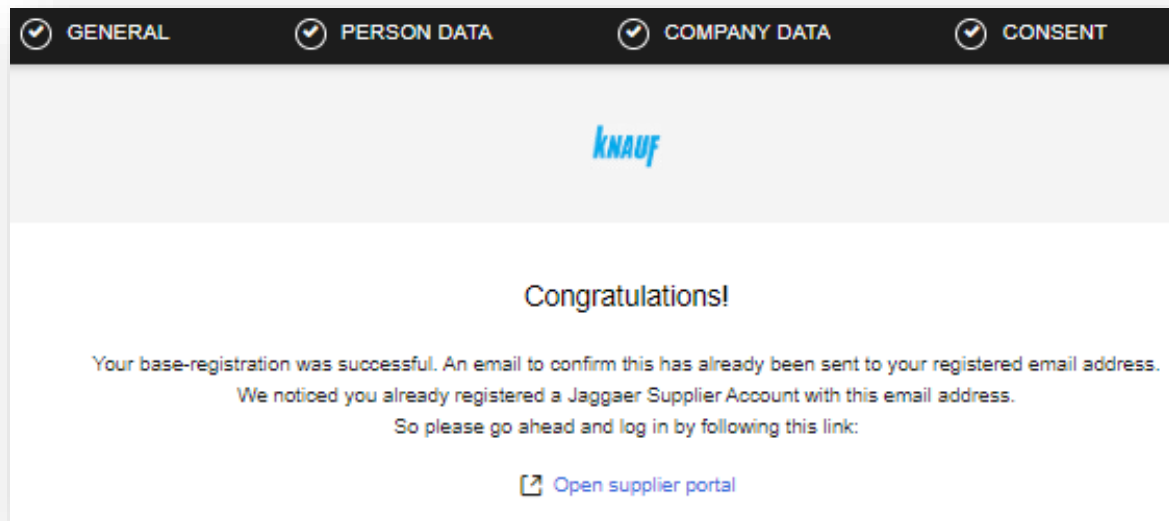
I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of KNAUF in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.

Back Accept and Submit 3



## Step 6: Confirmation of company registration

After completing the registration of your company, a confirmation e-mail will be sent to your registered email.



# Step 7: Finalization registration

To proceed to the self registration, by clicking to the link in the e-mail.

JD: Thank you for registration with KNAUF



no-reply@app11.jaggaer.com  
An



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Your registration was successful. Thank you for registering at

[https://demo.app11.jaggaer.com/portals/knauf/?pp\\_login=1&cid=57429](https://demo.app11.jaggaer.com/portals/knauf/?pp_login=1&cid=57429)

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/jintLogin/createJintSetPassword/?reg\\_hash=a4eb9d9b401511317c459aac301a7109178b9cb30d57b3fbe58077f4934121b3](https://demo.app11.jaggaer.com/modules/portal/jintLogin/createJintSetPassword/?reg_hash=a4eb9d9b401511317c459aac301a7109178b9cb30d57b3fbe58077f4934121b3)

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)

# Step 8: Password set-up


The username is the registered email address.

A password can be created considering the requirements given.


**Change password** English ▾

.....

New Password

..... 

Confirm password

..... 

**Submit**

---

- ✓ Minimum of 8 characters
- ✓ Minimum of 1 of the following character: !@#\$\$%&\*()\_+=[]?
- ✓ Minimum of 1 number
- ✓ Email must be different from Password
- ✓ Confirm Password value must match Password

# Step 9: Password confirmation

After the password set-up a confirmation will be sent to your e-mail.

## JAGGAER Global Identity Credentials



noreply@app.jaggaer.com

An [redacted]



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**Caution:** This is an external email. Be cautious with clicking links or opening attachments. If you see this message as an email from an internal employee, it is a phishing scam. Please report the phishing scam to [soc@knauf.com](mailto:soc@knauf.com) and then delete it.

Dear User,

Your Global Identity credentials have been created on the JAGGAER Global Identity system.  
You can now use your Global Identity credentials to log into this site.  
Your Global Identity username is your email address: [redacted]

# Step 10: Log-in


Log-in with the registered email and the individually assigned password is now possible.

The Knauf Supplier Portal can be accessed via the following link:  
[https://app11.jaggaer.com/portals/knauf/?pp\\_login=1&cid=362420](https://app11.jaggaer.com/portals/knauf/?pp_login=1&cid=362420)

**Login** English ▾

Username or E-Mail

Password

[Forgot Username or Password?](#) [Next](#)

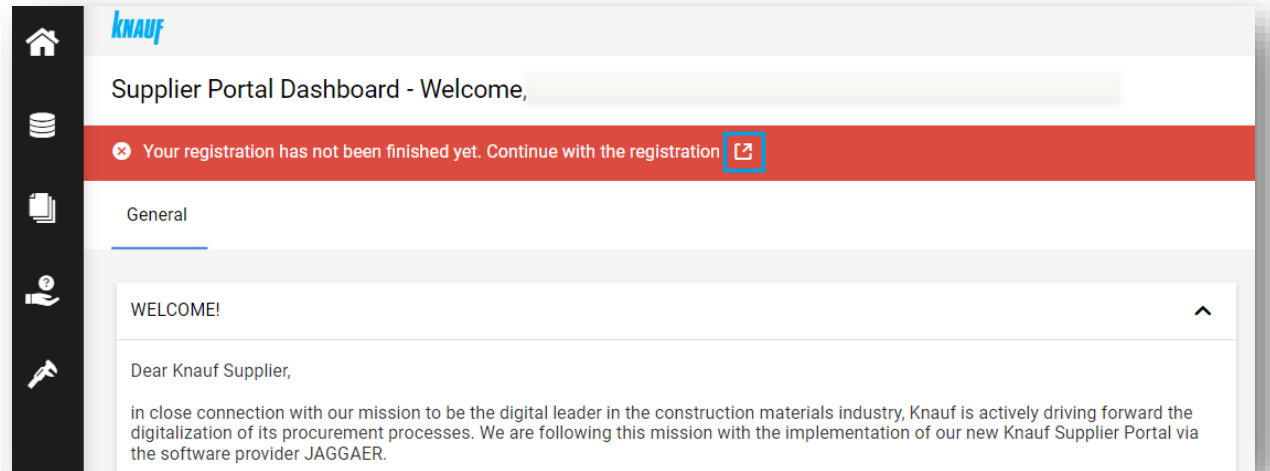
[Click here to create your Jaggaer Global Identity](#)

# 2

# Self registration

# Step 11: Start the supplier self registration

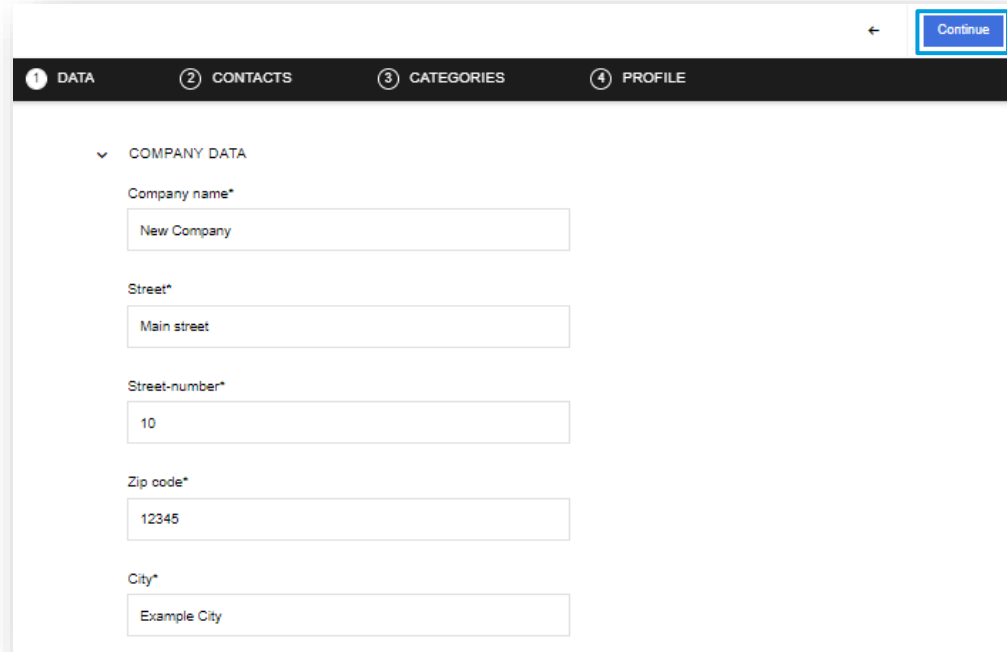
The supplier self registration can be started by clicking on the box right next to “Continue with the registration”



The screenshot displays the Knauf Supplier Portal Dashboard. On the left is a dark sidebar with icons for home, database, documents, help, and a key. The main content area features the Knauf logo at the top left. Below it, the text reads "Supplier Portal Dashboard - Welcome,". A prominent red notification bar contains the message: "Your registration has not been finished yet. Continue with the registration" with a blue square button containing a white external link icon. Underneath the notification, the "General" section is active, showing a "WELCOME!" message and a scrollable area with the text: "Dear Knauf Supplier, in close connection with our mission to be the digital leader in the construction materials industry, Knauf is actively driving forward the digitalization of its procurement processes. We are following this mission with the implementation of our new Knauf Supplier Portal via the software provider JAGGAER."

# Step 12: Review of company data

Once you have reviewed your company data, click on "Continue" to proceed to the next step.



The screenshot displays a registration form with a progress indicator at the top: 1 DATA (active), 2 CONTACTS, 3 CATEGORIES, and 4 PROFILE. A 'Continue' button is located in the top right corner. The 'COMPANY DATA' section includes the following fields:

- Company name\*: New Company
- Street\*: Main street
- Street-number\*: 10
- Zip code\*: 12345
- City\*: Example City



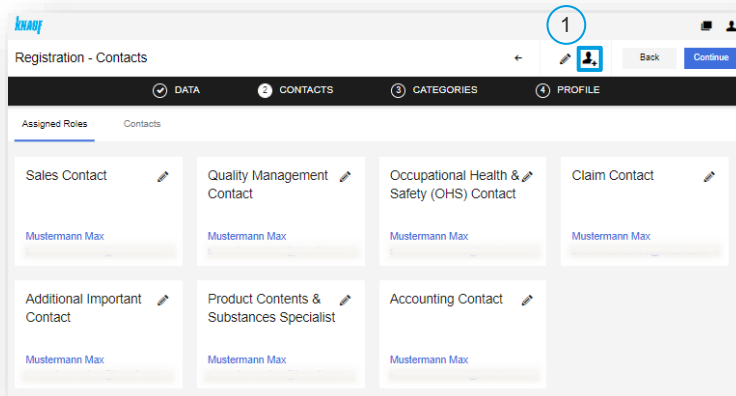
# Step 13: Edit contact persons [1/2]

1

The registered person is automatically listed as the contact person. To add a new contact person, click on the icon in the upper right.

2

Each new added contact can be given the same rights as the admin, who is completing the registration.



CONTACT PERSON

Salutation  
Mr.

First name\*  
Max

Last name\*  
Mustermann

Mobile  
+ --- Area Number

E-Mail\*  
max@test.com

Portal Access ⓘ

permissions\*  
 P99 Portal :: Admin

2

## Step 13: Edit contact persons [2/2]

3

After adding a new contact, you can assign this contact to their corresponding role.

4

Once you have added the contact persons, click on "Continue" to proceed to the next step.

The screenshot displays the 'Registration - Contacts' interface. At the top, there is a navigation bar with the Knauf logo and a user profile icon. Below this is a breadcrumb trail: 'Registration - Contacts' with a back arrow, an edit icon, and a 'Continue' button. A secondary navigation bar contains four tabs: 'DATA', 'CONTACTS', 'CATEGORIES', and 'PROFILE'. The main content area is divided into two sections: 'Assigned Roles' and 'Contacts'. The 'Contacts' section is active and shows a grid of contact roles. Each role card includes the role name, an edit icon, and the name 'Mustermann Max'. A blue circle highlights the edit icon for the 'Sales Contact' role. In the top right corner, a blue circle highlights the 'Continue' button.

# Step 14: Define categories

1

On the left-hand side, you can find the category overview. Select the categories you are providing to Knauf. By clicking on the arrow, you can display the sub-categories.

2

On the right-hand side, you can select your primary category.

3

Once you have added the contact persons, click on "Continue" to proceed to the next step.

The screenshot shows the 'Registration - Categories' page in the Knauf Supplier Portal. The page is divided into two main sections: 'Categories Overview' on the left and 'Selected Categories' on the right. The 'Categories Overview' section contains a search bar and a list of categories with expandable sub-categories. The 'Selected Categories' section contains a dropdown menu for selecting a primary category and a list of sub-categories.

**1** Categories Overview

Expand All | Close All

- Profiles
- Drywall metal profiles
- Acoustic Ceiling Profiles for Suspended Ceilings (Steel)
- Solid Steel Frame / Steel Lightweight Studs
- Corner Beads and Profiles for Plaster
- Aluminium Profiles
- Wooden Profiles
- Steel/Metals
- Plaster Board Liner
- Paper

**2** Selected Categories

Choose Primary Category\*

Profiles > Drywall metal profiles > CD Profiles

Profiles > Drywall metal profiles

- CD Profiles
- UW Profiles
- CW Profiles
- UD Profiles
- UA Profiles
- MW Profiles

**3** Back Continue

# Step 15: Complete the questionnaire

1

The questionnaire contains six areas. Please make sure, that you save the changes, before switching to the next sheet.

2

After all mandatory fields (marked in with a red bar) are filled, click on “Publish” to complete and submit the self registration.

Registration - Profile

Back Save Publish

Add New Contact

DATA CONTACTS CATEGORIES PROFILE

General Business Insurance Additional Information Certifications Environment

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

- Certificates

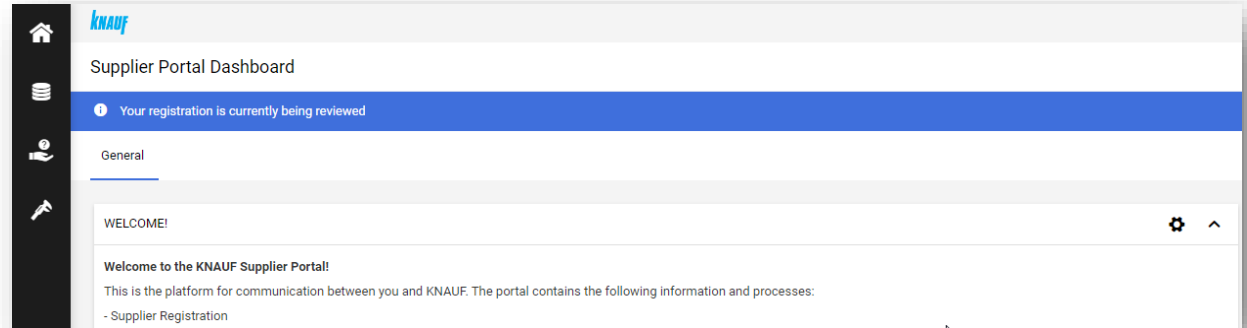
Mandatory fields filling progress: 91%

# Step 16: Confirmation of self registration

After publishing the self-registration your data will be sent to Knauf for confirmation.

For any process-related questions please send an e-mail to [supplier-portal@knauf.com](mailto:supplier-portal@knauf.com) or your known contact person at Knauf.

For any system-related questions please contact the Jaggaer Customer Support [www.jaggaer.com/support/](http://www.jaggaer.com/support/)



**Thank you**  
for your attention