



KNAUF

Knauf Supplier Portal

*Supplier Registration Guide
for existing suppliers*

Build on us.

Build on us.

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 **reach out to your Knauf procurement contact** or send an email to supplier-portal@knauf.com

Registration process for existing suppliers:

The registration consists of two consecutive steps:

1. Company registration (user account and password creation)
2. Self-registration via questionnaire

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

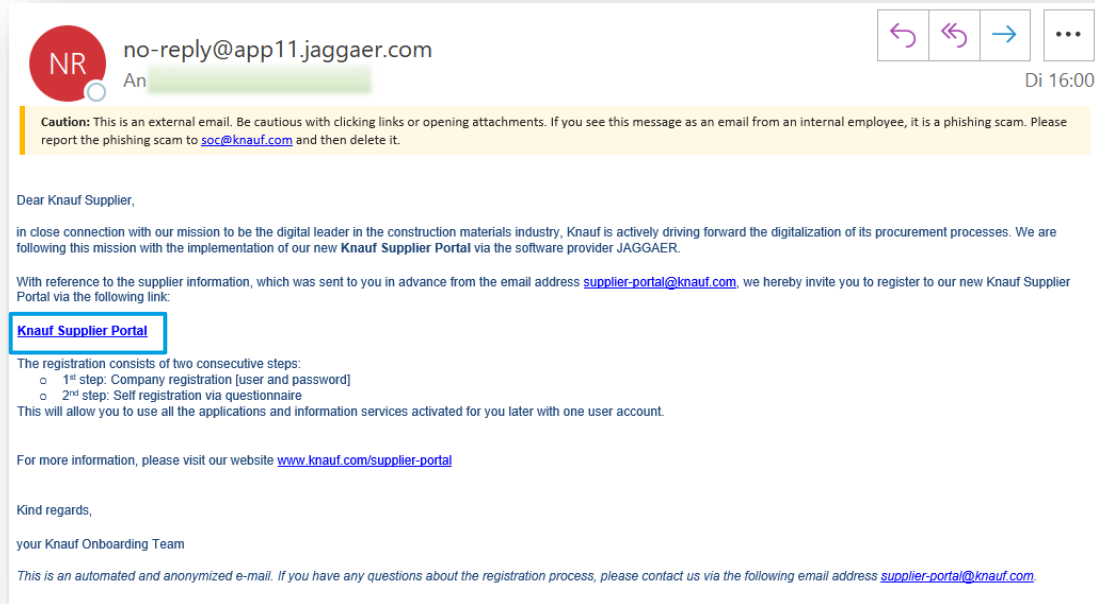
1

Company registration

Step 1: Open the e-mail invitation

As supplier you will receive an email from Jaggaer with the invitation for registration to the Knauf Supplier Portal.

By clicking on the link, you will be redirected to the Supplier Portal.

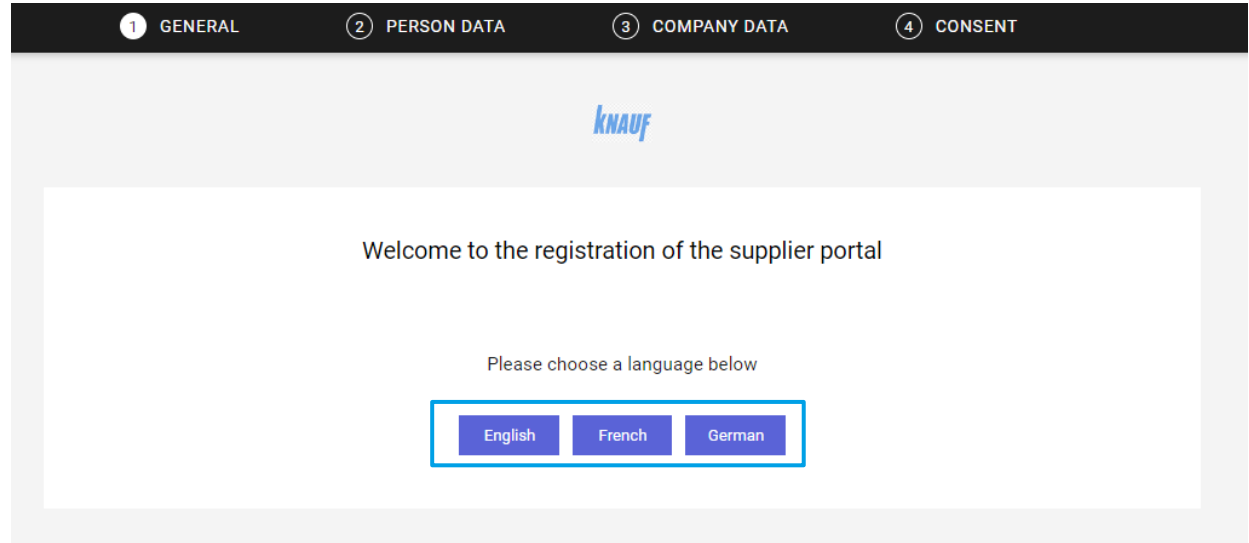


Step 2: Select language

Please select the language you prefer.

Currently, the following languages are available:

- English
- French
- German
- Spanish
- Brazilian Portuguese



The screenshot shows the registration process for the KNAUF supplier portal. At the top, there is a progress bar with four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. The KNAUF logo is centered above the main content area. The main content area contains the text "Welcome to the registration of the supplier portal" and "Please choose a language below". Below this text are three buttons: "English", "French", and "German". The "English" button is highlighted with a blue border.

Step 3: Enter personal data

Please enter your personal data.

Some information is already pre-filled. If so, please validate the correctness of the data.

Proceed by clicking on “Continue”.

The screenshot shows a web form for entering personal data. At the top, there is a progress bar with four steps: 1. GENERAL (checked), 2. PERSON DATA (active), 3. COMPANY DATA, and 4. CONSENT. The KNAUF logo is centered below the progress bar. The form is titled "CONTACT PERSON" and contains 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 with "...", and two text input fields labeled "Area" and "Number".
- E-Mail*: A text input field with a light green highlight.

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

Fields marked with an * are mandatory, the rest is optional

Step 4: Enter your company data

Please now enter your company data.

Most of the time, some company data is already pre-filled. In this case, please validate the data. Fill-out the missing ones.

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 link icon, currently empty.
- 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 and a green glow effect.

Fields marked with an * are mandatory, the rest is optional

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 4 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.

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

2 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 email will be sent to your registered email address.

Depending if you...

- 1 have never used Jagger before
- 2 or if you work with Jagger
... the next steps differ.

Are you new? → Continue with Step 7.

You already have a Jagger account? → Go to step 10.

The image displays two screenshots of the KNAUF registration confirmation page. The top screenshot, labeled '1', shows the 'GENERAL' step completed, with 'PERSON DATA', 'COMPANY DATA', and 'CONSENT' steps pending. The bottom screenshot, labeled '2', shows the 'COMPANY DATA' step completed, with 'GENERAL', 'PERSON DATA', and 'CONSENT' steps pending.

Screenshot 1:

GENERAL PERSON DATA COMPANY DATA CONSENT

KNAUF

1

Congratulations!

Thank you for registering your company. You will shortly receive two emails:

1. An email from JAGGAER containing a link to define a new password. This more secure password is needed for your new JAGGAER Global Identity, which you can use to authenticate to this customer portal going forward. The link in this email expires in 24 hours.
2. An email from your customer confirming your company registration and providing more information about your account.

You may now close this window.

Screenshot 2:

GENERAL PERSON DATA COMPANY DATA CONSENT

KNAUF

2

Congratulations!

Thank you for registering your company. You will shortly receive two emails:

1. An email from JAGGAER confirming the successful creation of your user account. Since you already have a JAGGAER Global Identity, you can use the associated email address and password to authenticate to this customer portal.
2. An email from your customer confirming your company registration and providing more information about your account.

You may now close this window.

Step 7: Finalization registration (new to Jaggaer)

1

First, please set up a password.

2

With this link, you can fill out the supplier questionnaire. Please set-up a password for your user account in advance.

From: no-reply@app11.jaggaer.com

To: [REDACTED]

Subject: Knauf Supplier Portal: Step 1 of 2 completed

Dear Supplier,

You have successfully completed step 1 out of 2 of the registration process. To finalize the registration, please continue with step 2 that covers:

Password set-up:

To continue with the registration, please follow the link below and set a password.

1

https://demo.app11.jaggaer.com/modules/portal/jintLogin/createJintSetPassword?reg_hash=fbeb745ebd2fc66b998e2ff3b57c3d2a07d7a4f34d766b66c86c1ae17497b6e8

2

Supplier questionnaire:

Once the password has been created, you can log in using the following link to complete step 2:

https://demo.app11.jaggaer.com/portals/knauf/?pp_login=1&cid=57429https://demo.app11.jaggaer.com/modules/portal/jintLogin/createJintSetPassword?reg_hash=fbeb745ebd2fc66b998e2ff3b57c3d2a07d7a4f34d766b66c86c1ae17497b6e8

Note: The second link above will also be used to log in to the Knauf Supplier Portal, once the registration is finished. Please store the link in your web browser favourites folder by clicking CTRL+D.

Best regards,
Knauf


Step 8: Password set-up

The username is the registered email address.


Create a secure password by following the instructions shown.

Change password


English ▾



New Password

Confirm password

- ✓ 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 setup a confirmation will be sent to your email.

JAGGAER Global Identity Credentials



noreply@app.jaggaer.com

An [REDACTED]



Di 23.08

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 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

1

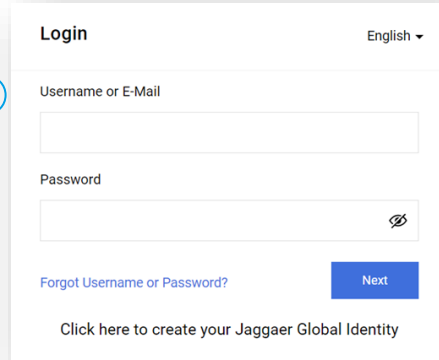
A log-in with the registered email address and the password you chose is now possible.

The Knauf Supplier Portal can be accessed via the following link:
<https://app11.jaggaer.com/portals/knauf/>

2

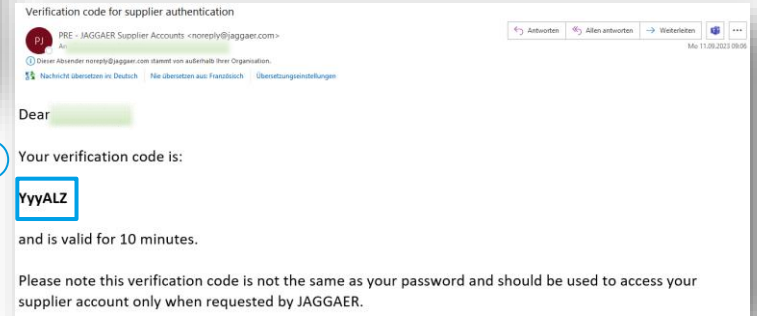
Once you have entered your credentials, you are required to insert a one-time verification code which is sent to your email.

1



The screenshot shows a 'Login' form with a language dropdown set to 'English'. It contains two input fields: 'Username or E-Mail' and 'Password'. Below the password field is a 'Next' button and a link for 'Forgot Username or Password?'. At the bottom, there is a link that says 'Click here to create your Jaggaer Global Identity'.

2



The screenshot shows an email titled 'Verification code for supplier authentication' from 'PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com>'. The email body says 'Dear [redacted], Your verification code is: YyyALZ and is valid for 10 minutes. Please note this verification code is not the same as your password and should be used to access your supplier account only when requested by JAGGAER.' The code 'YyyALZ' is highlighted with a blue box.

2

Self-registration

Step 11: Start the supplier self-registration

1

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

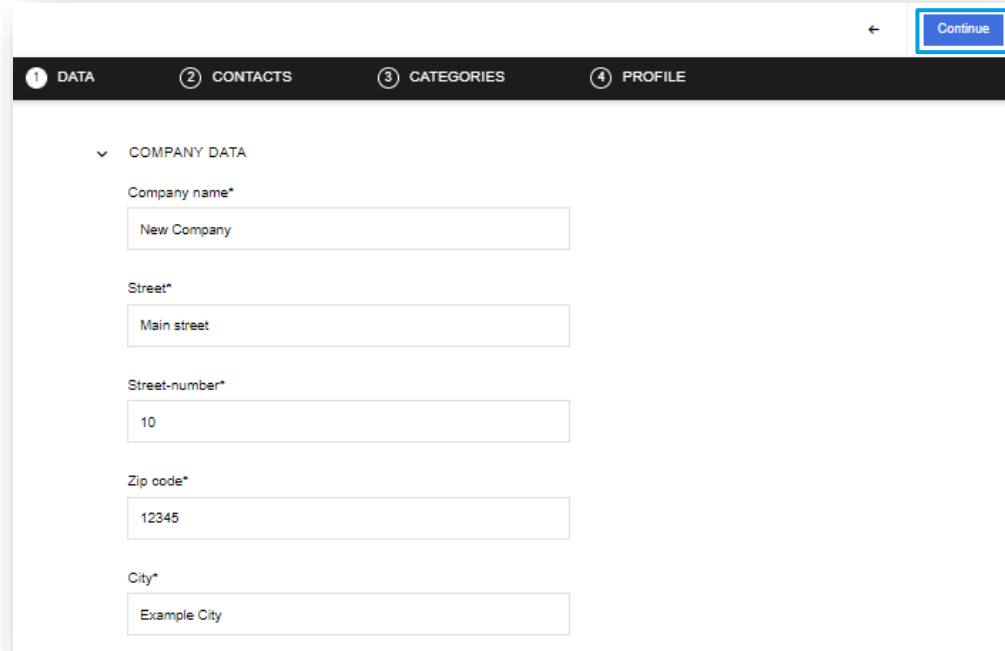
2

We highly recommend to create at least one further user account for your company.

The screenshot displays the Knauf Supplier Portal Dashboard. At the top, the Knauf logo is visible. Below it, the text "Supplier Portal Dashboard - Welcome," is shown. A red notification bar contains the message: "Your registration has not been finished yet. Continue with the registration" with a blue box around the external link icon and a circled "1". Below this, an orange notification bar reads: "We kindly request that you create a backup user for your company's JAGGAER account. This additional user will be there in case the admin can't use the account anymore." with a blue box around the external link icon and a circled "2". The main content area is titled "General" and includes a "WELCOME!" section with an upward arrow. The text in this section reads: "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. This will allow you to use all the applications and information services activated for you later with one user account. To ensure that we can all benefit from the advantages of the new Knauf Supplier Platform, your cooperation is essential. The business collaboration with our suppliers via our new supplier platform is completely free of charge for you and comes with many benefits. Kind regards, Knauf Procurement Organization". Below this is a "BLACKBOARD" section with an upward arrow, containing the text: "If you have any questions about the registration process, please get in contact with your designated Knauf contact person or send an e-mail to supplier-portal@knauf.com. For more information, please visit our website www.knauf.com/en/supplier-portal". A vertical navigation menu on the left side of the dashboard includes icons for home, data, documents, user, and a key.

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 web interface for reviewing company data. At the top, a navigation bar contains four steps: 1 DATA, 2 CONTACTS, 3 CATEGORIES, and 4 PROFILE. A 'Continue' button is located in the top right corner. The main content area is titled 'COMPANY DATA' and contains several input fields with asterisks indicating they are required:

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

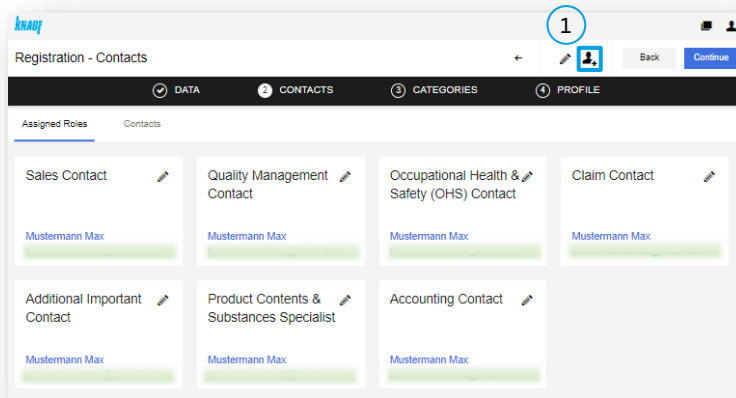
Step 13: Edit contact persons [1/2]

1

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

2

Each new added contact can be given (highly recommended!) 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

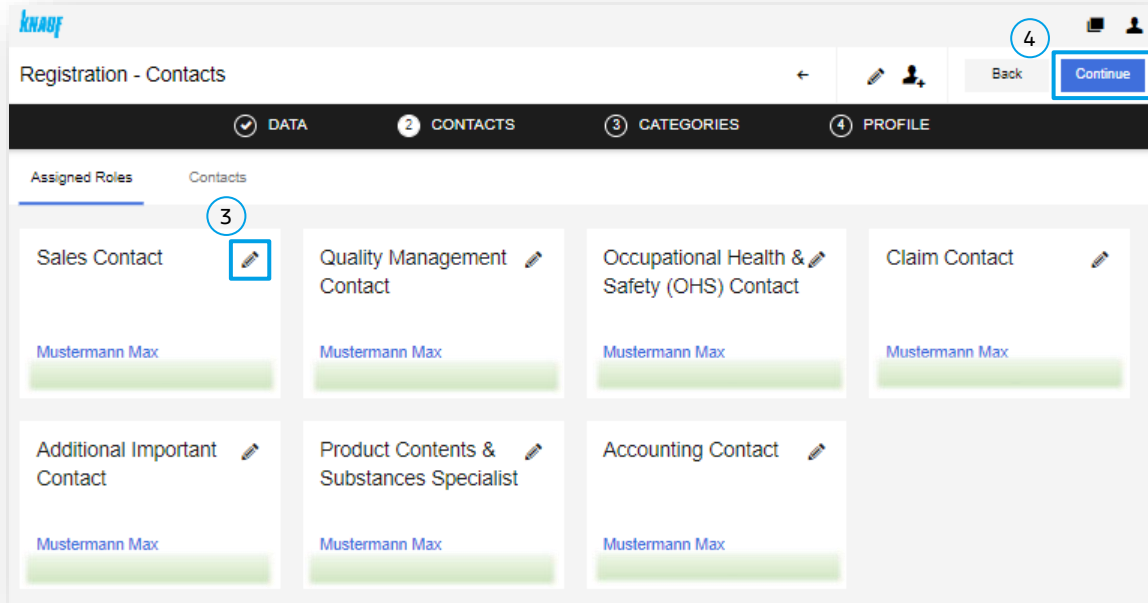
Step 13: Edit contact persons [2/2]

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.



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 selected your categories, click on “Continue” to proceed to the next step.

The screenshot shows the 'Registration - Categories' page in the Knauf Supplier Portal. The page has a dark header with the Knauf logo and navigation tabs for DATA, CONTACTS, CATEGORIES (active), and PROFILE. A search bar is located below the header. The main content area is split into two columns. The left column, titled 'Categories Overview', contains a list of categories with expandable sub-categories. The right column, titled 'Selected Categories', contains a dropdown menu for the primary category and a list of sub-categories. Three numbered callouts (1, 2, 3) highlight key elements: 1 points to the 'Categories Overview' list, 2 points to the 'Selected Categories' dropdown, and 3 points to the 'Continue' button in the top right corner.

Registration - Categories

DATA CONTACTS CATEGORIES PROFILE

Search for category...

Categories Overview Expand All | Close All

1

- 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 three or four areas (depending on the previous category choice). Please make sure that you save the changes before switching to the next tab.

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

DATA CONTACTS CATEGORIES PROFILE

General Business Certifications

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

- General
- Certificates
- Business

Mandatory fields filling progress: 0%

Company Profile

Welcome to the next step of your company's self-registration in our supplier onboarding. Please fill out the fields below. Mandatory fields have a red mark and an asterisk *

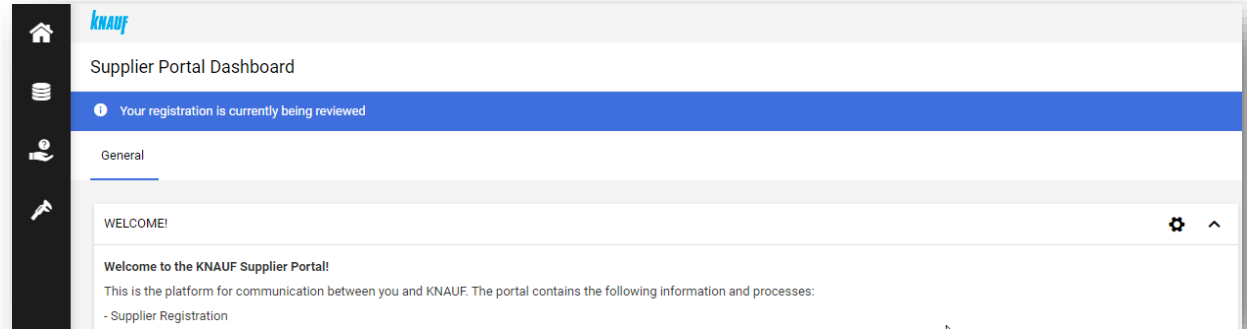
Focus of business activities: To which industrial sector is your company assigned?

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 your known Knauf Procurement contact (alternatively, if the contact is unknown: supplier-portal@knauf.com)

For any system-related questions please contact the Jaggaer Customer Support www.jaggaer.com/support/



3

Frequently Asked Questions

Error messages

If you encounter any form of error message during/after the login or system usage ...

... please

- close your internet browser
- clear the cache
- delete the cookies
- try to use another internet browser

Then, use this link to login again: <https://app11.jaggaer.com/portals/knauf/>

Other users


Can more than one person have a user account?

The initial user (the one who completed the supplier registration) is the admin user. The admin user can be changed.

The number of user accounts is not limited. We highly recommend to create more user accounts.

How many can have an account?

To do so, please use the following short-cut. It is visible on your landing page:

 We kindly request that you create a backup user for your company's JAGGAER account. This additional user will be there in case the admin can't use the account anymore. [↗](#)

Should we create a backup user?

KNAUF

**Build
on us.**