KNAUF

Knauf Supplier Portal

Supplier Registration Guide for existing suppliers

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.

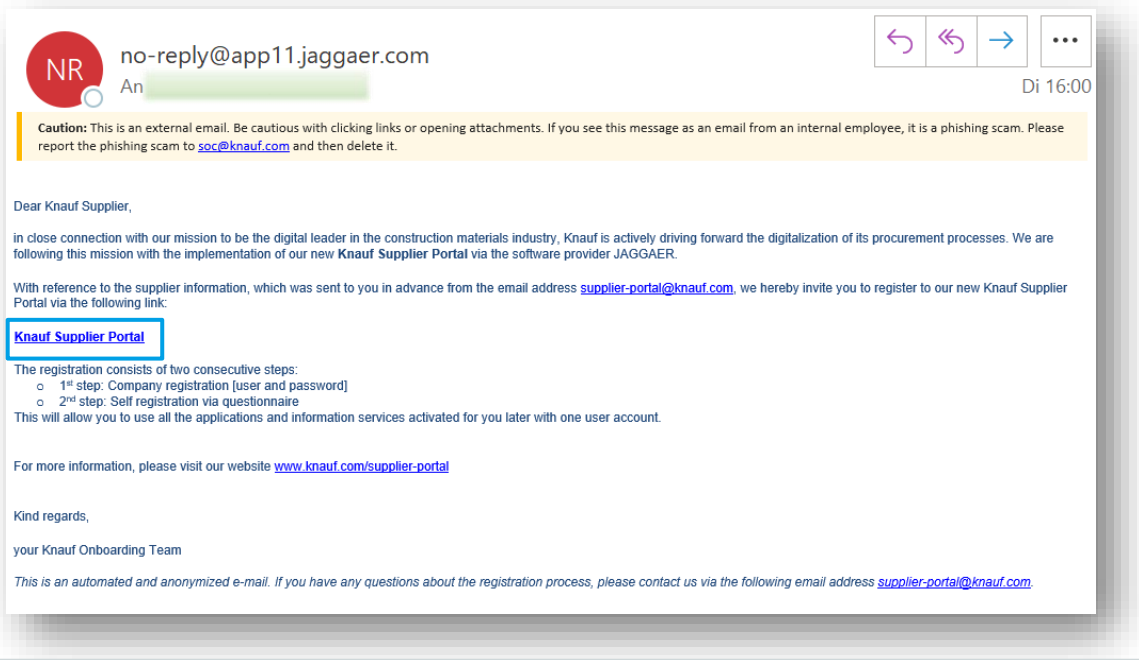
1

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.



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no-reply@app11.jaggaer.com

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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 and then delete it.

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.

With reference to the supplier information, which was sent to you in advance from the email address supplier-portal@knauf.com, we hereby invite you to register to our new Knauf Supplier Portal via the following link:

Knauf Supplier Portal

The registration consists of two consecutive steps:

- 1st step: Company registration [user and password]
- 2nd step: Self registration via questionnaire

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

For more information, please visit our website www.knauf.com/supplier-portal

Kind regards,

your Knauf Onboarding Team

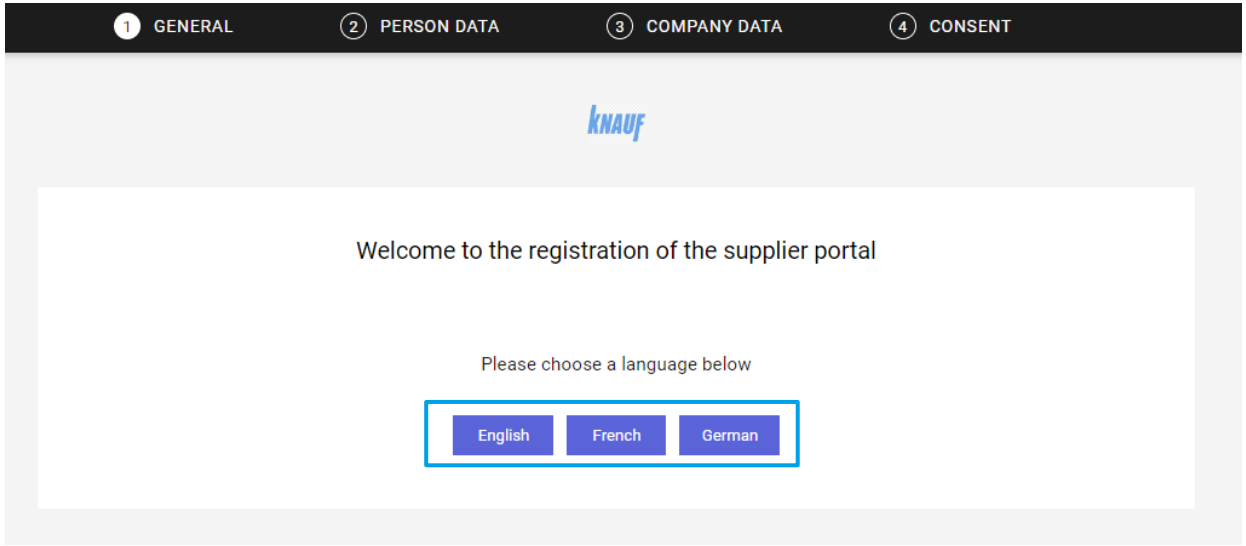
This is an automated and anonymized e-mail. If you have any questions about the registration process, please contact us via the following email address supplier-portal@knauf.com.

Step 2: Select language

Please select the language you prefer.

Currently, the following languages are available:

- English
- French
- German
- Spanish
- Brazilian Portuguese

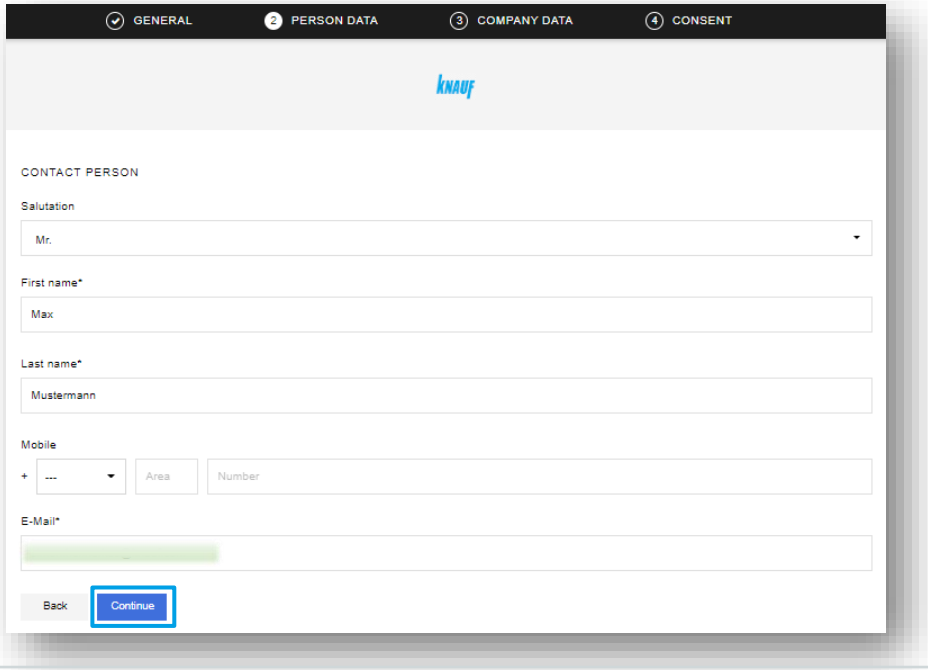


Step 3: Enter personal data

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”.



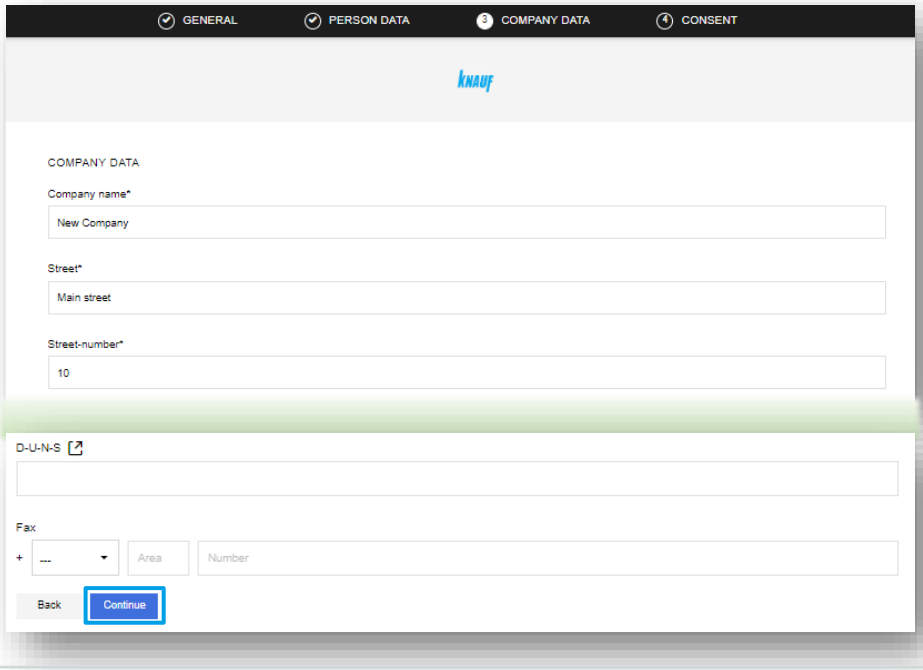
Fields marked with an * are mandatory, the rest is optional

Step 4: Enter your company data

Please now enter your company data.

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

Click on “Continue” to proceed to the next step.



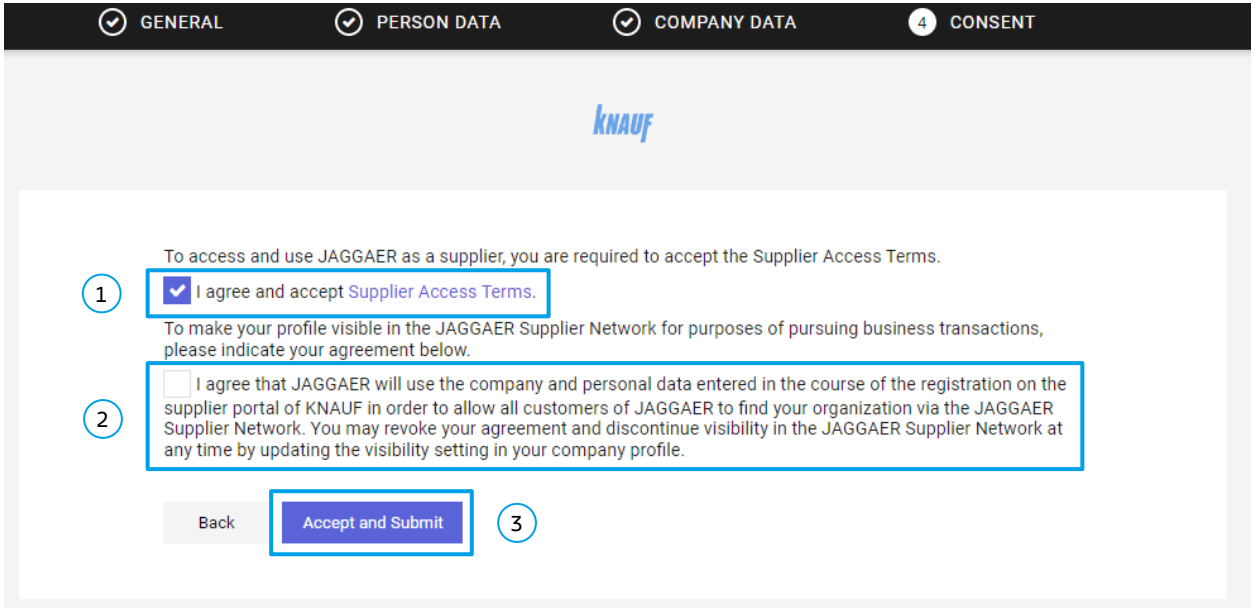
Fields marked with an * are mandatory, the rest is optional

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.



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...

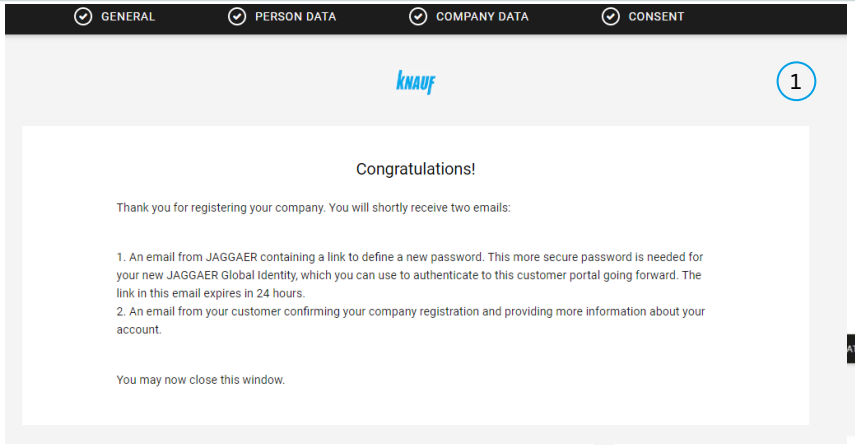
1 have never used Jagger before

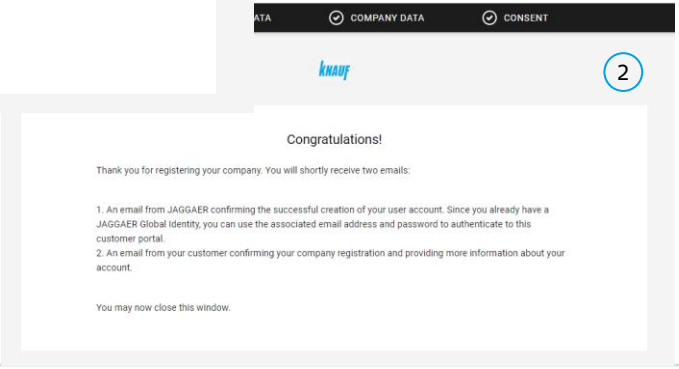
2 or if you work with Jaggaer

... the next steps differ.

Are you new? → Continue with Step 7.

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





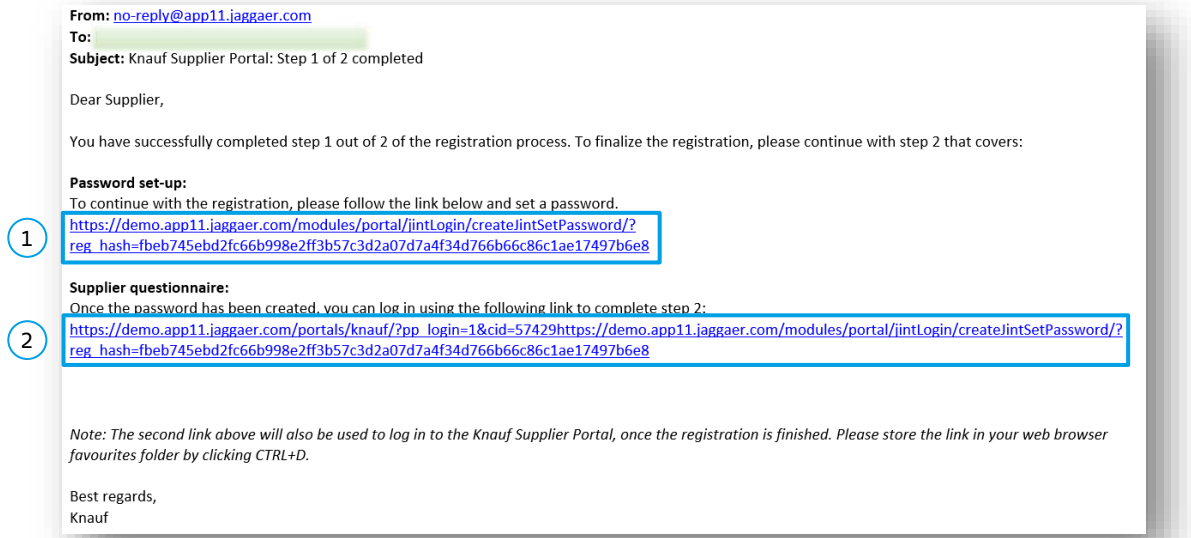
Step 7: Finalization registration (new to Jaggaer)

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:
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

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

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

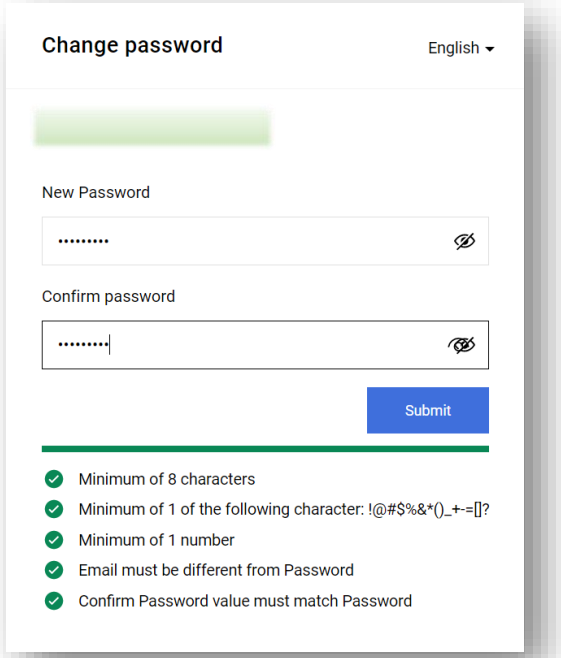
Note: The second link above will also be used to log in to the Knauf Supplier Portal, once the registration is finished. Please store the link in your web browser favourites folder by clicking CTRL+D.

Best regards,
Knauf

Step 8: Password set-up

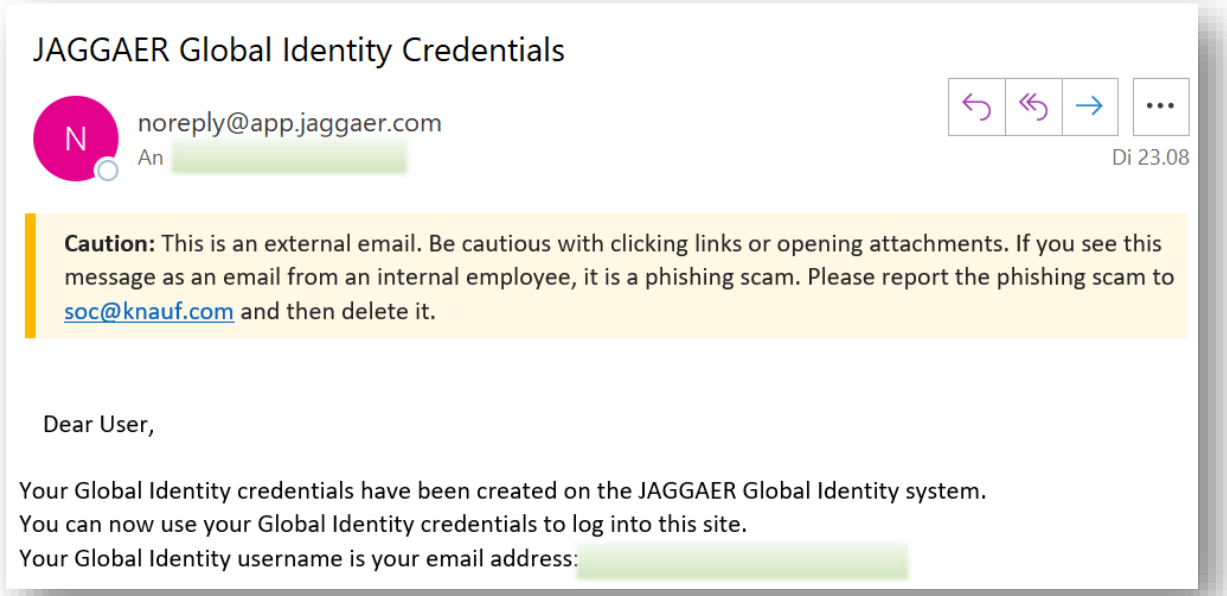
The username is the registered email address.

Create a secure password by following the instructions shown.



Step 9: Password confirmation

After the password setup a confirmation will be sent to your email.



JAGGAER Global Identity Credentials

N

noreply@app.jaggaer.com

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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:

Step 10: Log-in

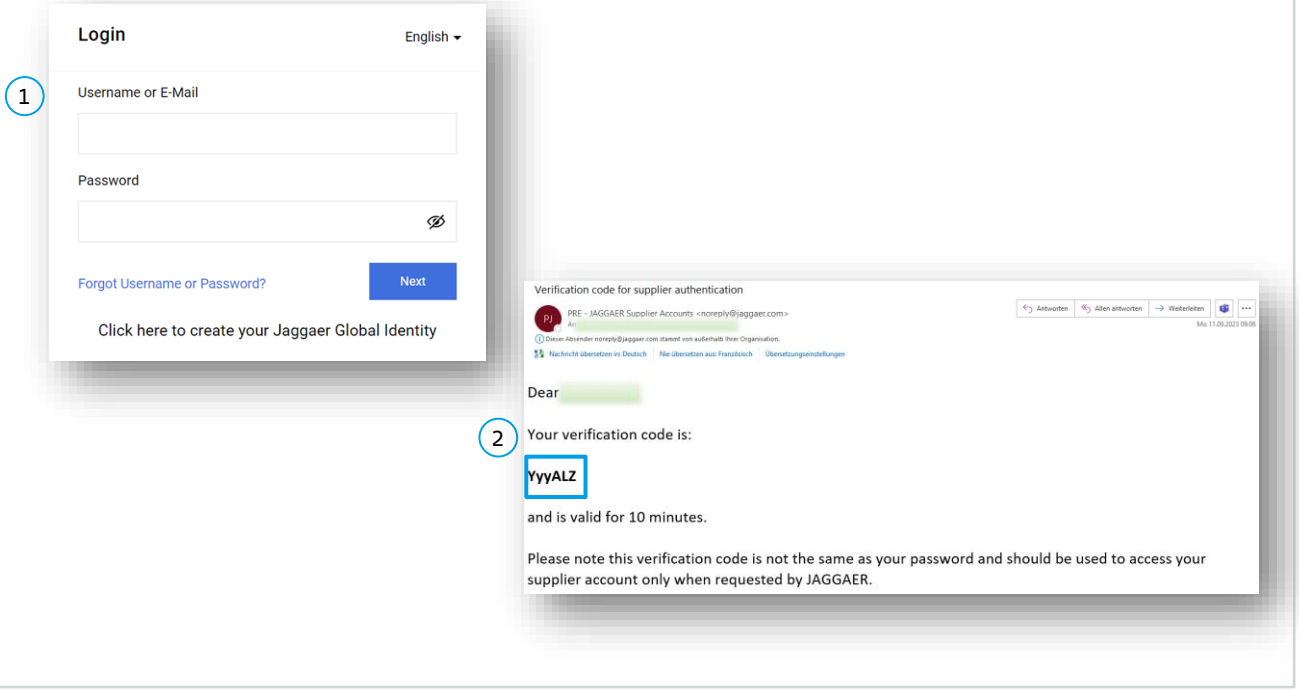
1

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.



2

Self-registration

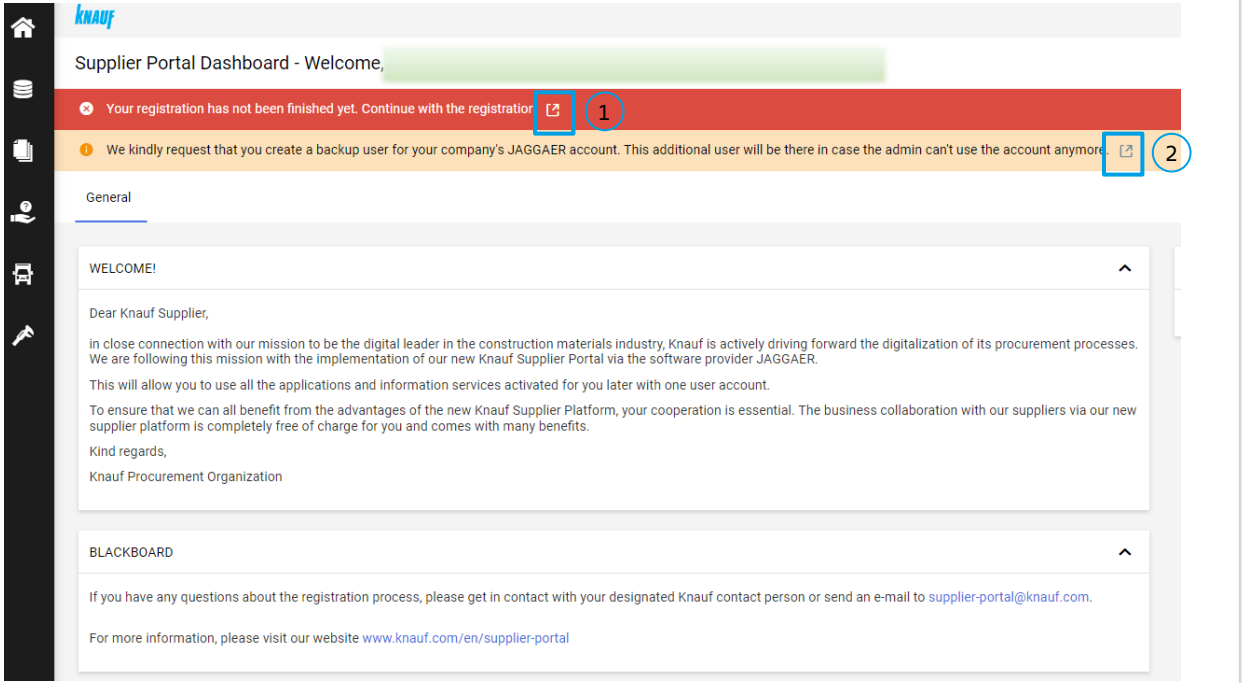
Step 11: Start the supplier self-registration

1

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

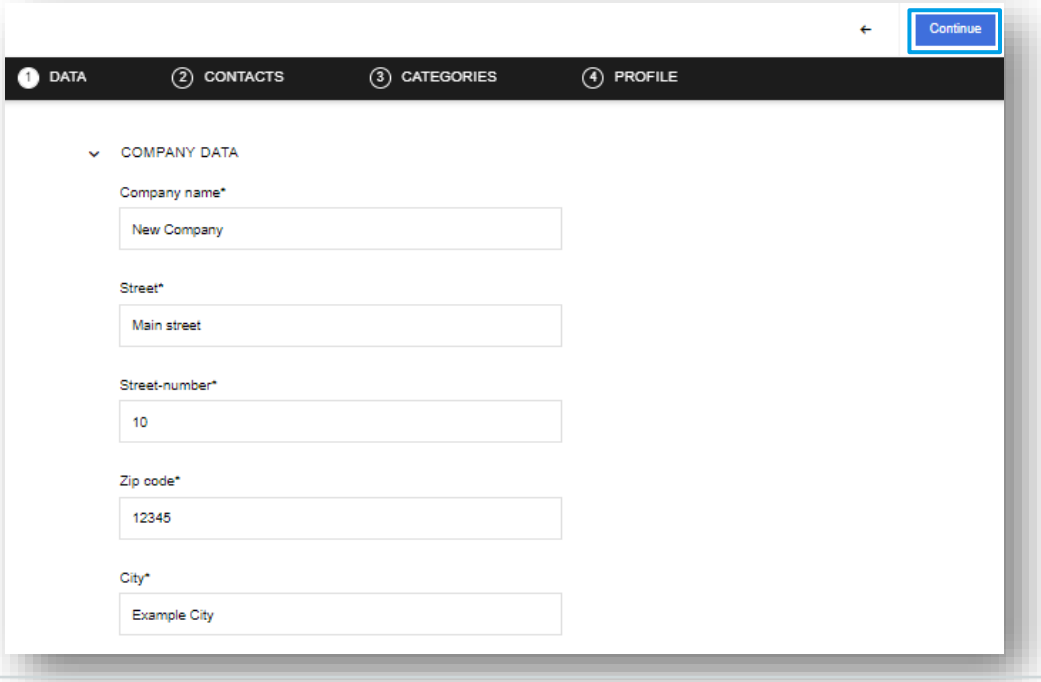
2

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



Step 12: Review of company data

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



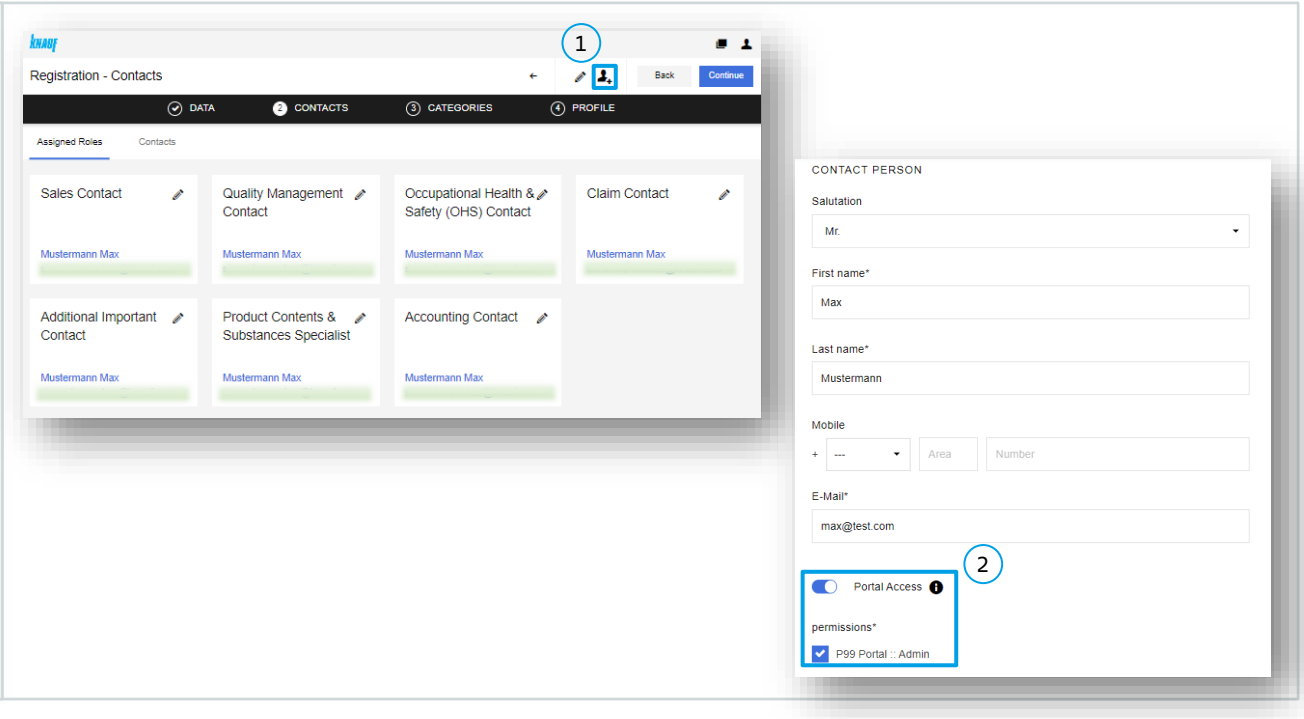
Step 13: Edit contact persons [1/2]

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.



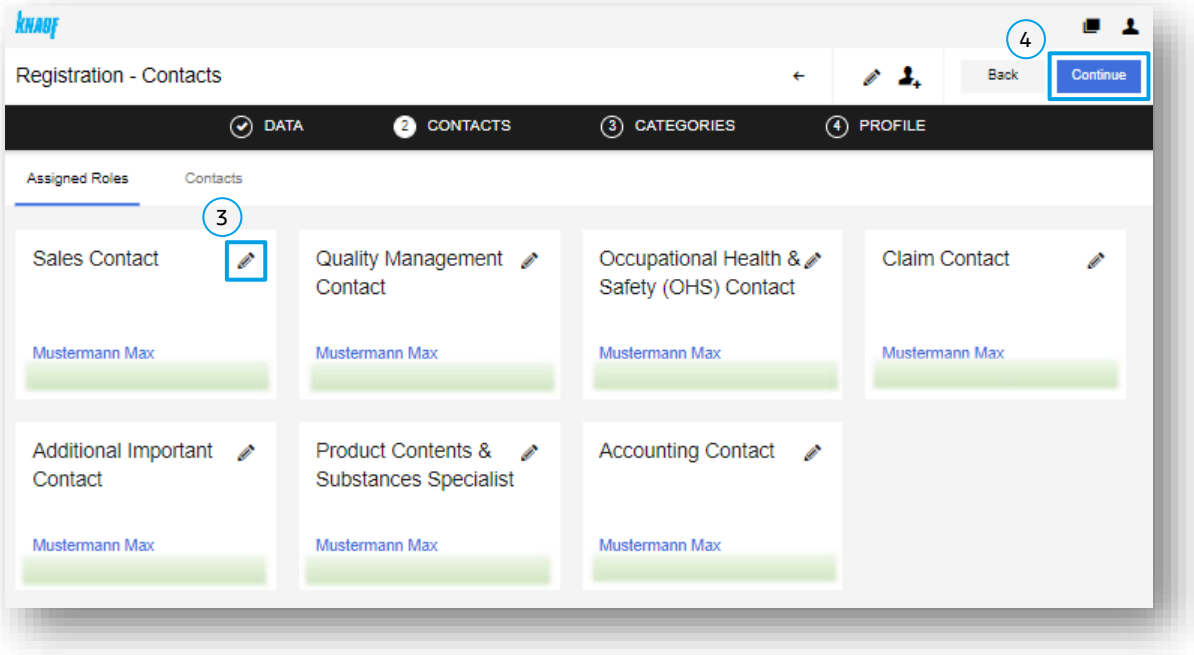
Step 13: Edit contact persons [2/2]

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

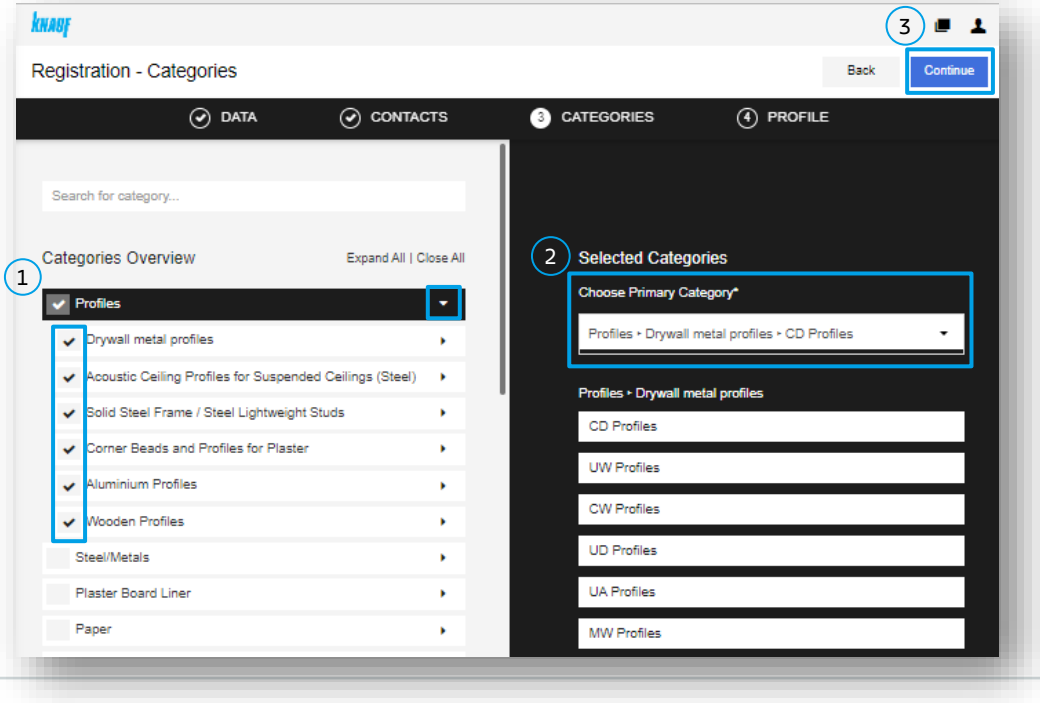
On the left-hand side, you can find the category overview. Select the categories you are providing to Knauf. By clicking on the arrow, you can display the sub-categories.

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.



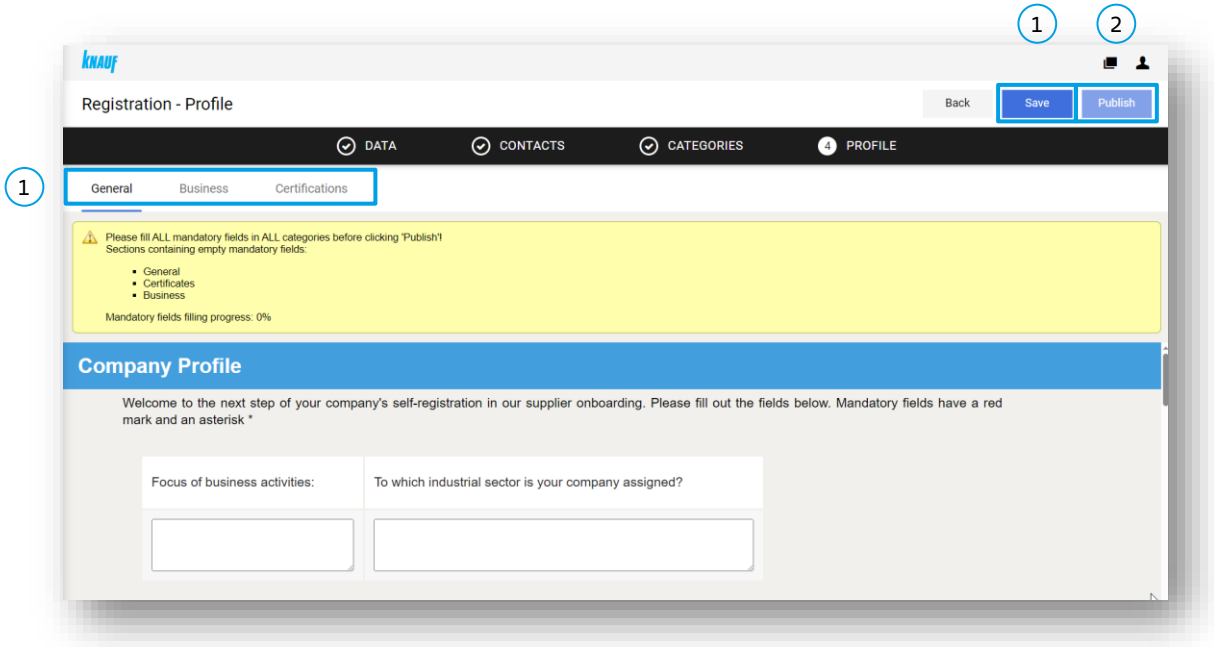
Step 15: Complete the questionnaire

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.

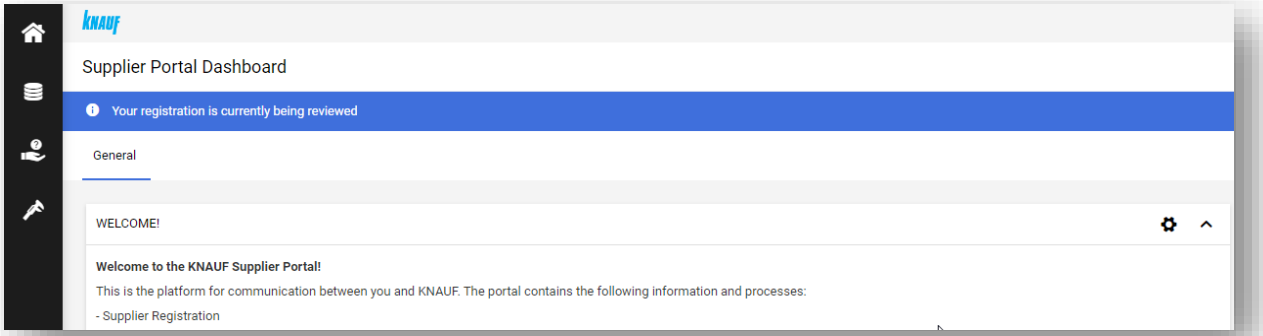


Step 16: Confirmation of self-registration

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

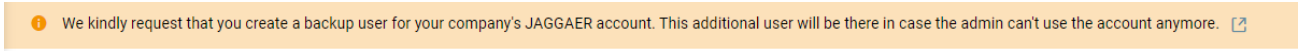
Can more than one person have a user account?

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?

Should we create a backup user?

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



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