

# JAGGAER USER MANUAL FOR SUPPLIERS

## KONGSBERG AUTOMOTIVE



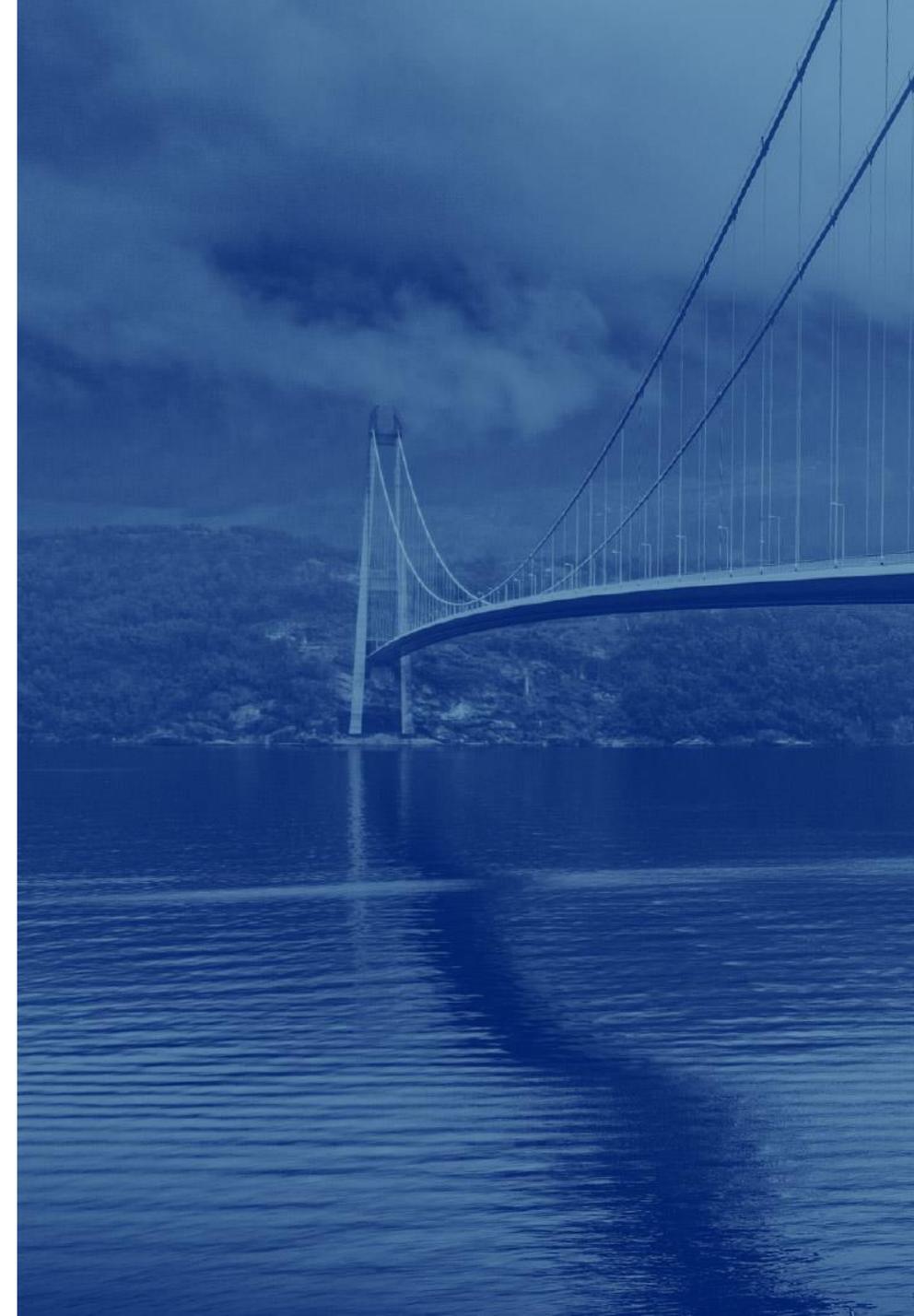
**KONGSBERG**  
AUTOMOTIVE

## **1. Jaggaer Purchase Order Mail**

- » How to retrieve the PO, two options
  1. Download as pdf
  2. Log-in to Supplier Portal (not mandatory)

## **2. How to log in to Supplier Portal (not mandatory)**

- » 2.1 How to confirm a PO
- » 2.2 How to confirm a PO and change delivery date



# 1. JAGGAER PURCHASE ORDER MAIL

JAGGAER: New Purchase Order (4500346263) in Supplier Portal

 Supplier Portal <no-reply@jaggaer.com>  
To: Benjamin Pohl  
Cc: Maud Rask

 This sender no-reply@jaggaer.com is from outside your organization.

The mail will come from **Supplier Portal <no-reply@jaggaer.com>**

*! Please add this mail address to your safe list so that it doesn't get stuck in your spam filter!*

Dear User,

We hereby submit a new Purchase Order to your company with Order number: 4500346263  
Please process the order at your earliest convenience.

There are two options to access the PO:

**1) View in pdf:**

Click the link below to directly download and view the PO in pdf format:

[https://demo.app11.jaggaer.com/modules/order/order/downloadAsPDF?id=308778&size=letter&orientation=landscape&access\\_hash=4aabc0886126ab6f74a691899a1e6636](https://demo.app11.jaggaer.com/modules/order/order/downloadAsPDF?id=308778&size=letter&orientation=landscape&access_hash=4aabc0886126ab6f74a691899a1e6636)

←

In this case, please send Order Confirmation to Requisitioner (name/email available in PO).

**2) View/manage in Supplier Portal:**

Follow below link to enter the Supplier Portal to confirm and/or change delivery date of the PO.

Link: <https://demo.app11.jaggaer.com/portal/kongsberg/>  
Username: [benjamin.pohl@ka-group.com](mailto:benjamin.pohl@ka-group.com)

←

- There are two options to retrieve the Purchase Order:
- 1. View and download as pdf**
    - Please confirm the PO to the Requisitioner
  - 2. Log-in to Jaggaer Supplier Portal (not mandatory)\***
    - When logged-in, you can:
      - Confirm the PO
      - Change delivery date

If you have any questions please do not hesitate to contact us.

Kind Regards,

Kongsberg Automotive  
E-Mail: [Maud.Rask@ka-group.com](mailto:Maud.Rask@ka-group.com)

*This is an automatically generated e-mail from Jaggaer.*



## 2. JAGGAER PURCHASE ORDER

> Option 1)

- » Example of the pdf PO
- » Please send Order confirmation to the Requisitioner
- » The blue links under "Documents" are clickable and will show more pages of the PO and other attached documents (if any)

Work - Microsoft Edge  
https://kodemo.app11.jaggaer.com/modules/order/order/?id=287342

Kongsberg Actuation Systems S.L., Avenida Tastuena S/N, 50290 Epila, Spain

**Purchase Order 4500345621**

**Order Number / Date**  
4500345621 / 2024-01-16

**Delivery Address**  
KA EPILA  
Avenida de Tastuena s/n  
50290 Epila  
Spain

**Invoice Address**  
epila.accounting@ka-group.com

**Contact Person / Requisitioner:**  
Maud Rask  
maud.rask@ka-group.com

**Commercial Contact Person**  
Breuillot, Marie  
marie.breuillot@ka-group.com

**Supplier Number**  
190000

**Supplier**  
Epro test order supplier (KAX/KAZ/KAQ)  
Epro street 1  
56528 Mullsjoe  
Sweden

**Supplier Contact Person**  
Testing Testing

**Payment & Delivery Conditions**  
Delivery conditions: EXW (Ex works)  
Payment conditions: within 30 days due net

**Terms & Conditions**  
This Purchase Order is subject to the Indirect Material General Purchasing Conditions for Goods version 2022 ("IMGPCG") and/or the Indirect Material General Purchasing Conditions for Services version 2022 ("IMGPCS") as well as the Supplier Declaration, available at [www.kongsbergautomotive.com/for\\_suppliers/](http://www.kongsbergautomotive.com/for_suppliers/). Supplier's general sales terms and conditions or any equivalent documentation submitted by Supplier are expressly rejected and shall not form part of any agreement between the Parties, unless approved in writing by an authorized representative of Buyer. Please always refer to Purchase Order (PO) number on invoice and all other documents related to this PO. Invoice shall be sent in PDF format to the standard e-mail address defined in footer of the PO print. No invoices will be paid without a related PO issued by Kongsberg Automotive.

**Documents:**  
[PO\\_4500345621.PDF \(2024-01-16 15:16:09\)](#)

Pos.	Mat.No/Details	Quantity Ordered	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
10	computer	3,00 Each	2024-01-16	100,00 EUR/1,00 Each	Item state: Delivered Ackn. Req. : No	300,00
20	mouse	5,00 Each	2024-01-16	20,00 EUR/1,00 Each	Item state: Partially delivered Ackn. Req. : No	100,00
30	screen	10,00 Each	2024-01-16	60,00 EUR/1,00 Each	Item state: Partially delivered Ackn. Req. : No	600,00
<b>Net total without VAT EUR</b>						<b>1.000,00</b>

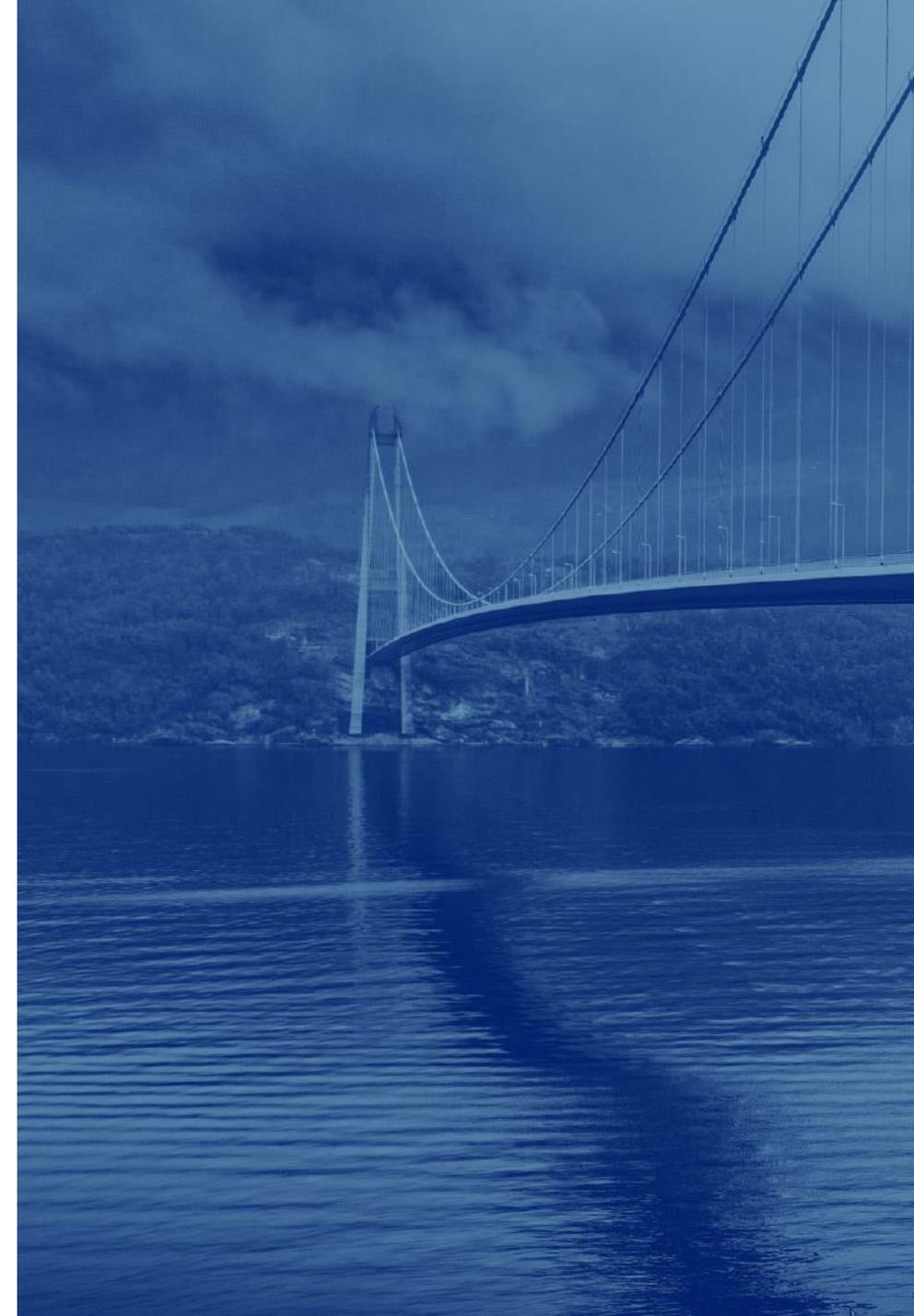
( Last sent back: 0000-00-00 00:00:00 )

## 1. Jaggaer Purchase Order Mail

- » How to retrieve the PO, two options
  1. Download as pdf
  2. Log-in to Supplier Portal (not mandatory)

## 2. How to log in to Supplier Portal (not mandatory)

- » 2.1 How to confirm a PO
- » 2.2 How to confirm a PO and change delivery date



## 2. HOW TO LOG-IN TO SUPPLIER PORTAL (not mandatory)

JAGGAER: New Purchase Order (4500346263) in Supplier Portal



Supplier Portal <no-reply@jaggaer.com>  
To Benjamin Pohl  
Cc Maud Rask

This sender no-reply@jaggaer.com is from outside your organization.

Dear User,

We hereby submit a new Purchase Order to your company with Order number: 4500346263  
Please process the order at your earliest convenience.

There are two options to access the PO:

### 1) View in pdf:

Click the link below to directly download and view the PO in pdf format:

[https://demo.app11.jaggaer.com/modules/order/order/downloadAsPDF?id=308778&size=letter&orientation=landscape&access\\_hash=4aabc0886126ab6f74a691899a1e6636](https://demo.app11.jaggaer.com/modules/order/order/downloadAsPDF?id=308778&size=letter&orientation=landscape&access_hash=4aabc0886126ab6f74a691899a1e6636)

In this case, please send Order Confirmation to Requisitioner (name/email available in PO).

### 2) View/manage in Supplier Portal:

Follow below link to enter the Supplier Portal to confirm and/or change delivery date of the PO.

Link: <https://demo.app11.jaggaer.com/portal/kongsberg/>

Username: [benjamin.pohl@ka-group.com](mailto:benjamin.pohl@ka-group.com)

If you have any questions please do not hesitate to contact us.

Kind Regards,

Kongsberg Automotive  
E-Mail: [Maud.Rask@ka-group.com](mailto:Maud.Rask@ka-group.com)

*This is an automatically generated e-mail from Jaggaer.*

### Log-in to Jaggaer Supplier Portal (not mandatory) via this link

- When logged-in, you can:
  - Confirm the PO
  - Change delivery date

To log-in, please use the temporary Username and Password provided in the e-mail. The temporary log-in credentials are valid for 7 days.

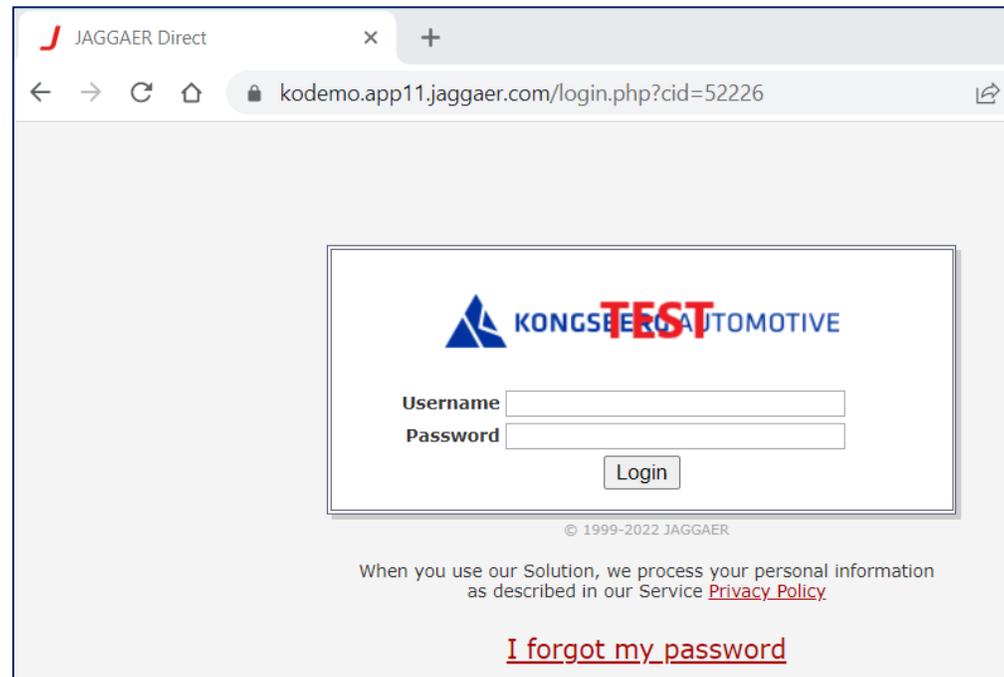
Certain KA suppliers will be requested to **onboard** the JAGGAER Supplier Portal. In that case, you will receive an e-mail invitation to register your company from your Purchasing contact person. Some suppliers may already be active on the JAGGAER Portal, and in this case, you only have to register what is specific for KA.

## 2.1 PO Confirmation without change

Supplier logs into the supplier portal and confirms the PO without any changes on the PO template.

### Procedure

1. Login to the supplier portal using the link in the PO mail and your login details



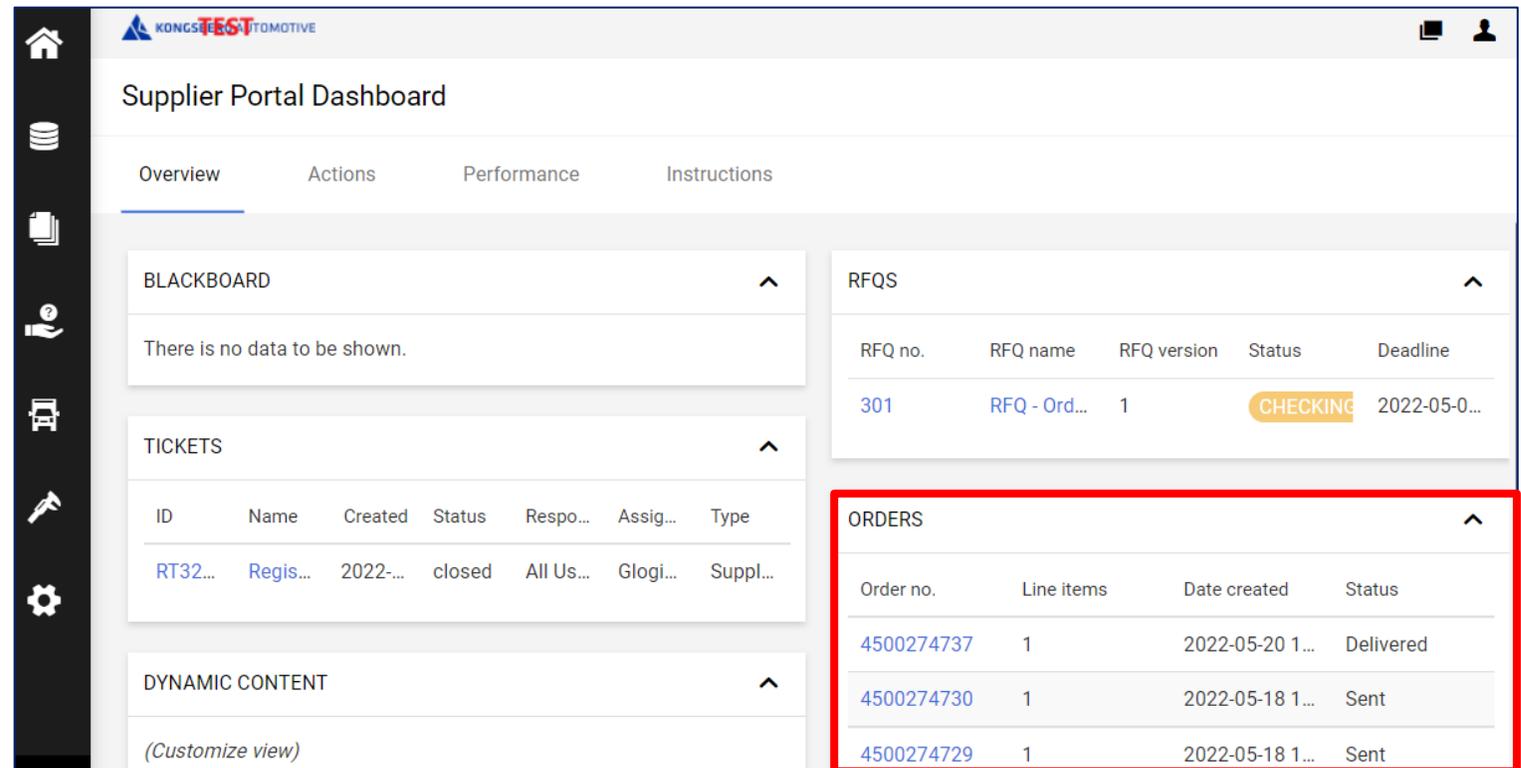
\* NOTE: this picture and link refers to the Jaggaer TEST DEMO environment

## 2.1 PO Confirmation without change

Supplier logs into the supplier portal and confirms the PO without any changes on the PO template.

### Procedure

2. On the Supplier Portal Dashboard click on any of the PO from the ORDERS box, that is in status "Sent". The PO Template will open afterwards.



The screenshot displays the Supplier Portal Dashboard for KONGSIST TOMOTIVE. The dashboard includes a navigation sidebar on the left and a main content area with several sections: BLACKBOARD, TICKETS, DYNAMIC CONTENT, RFQS, and ORDERS. The ORDERS section is highlighted with a red border and contains a table with the following data:

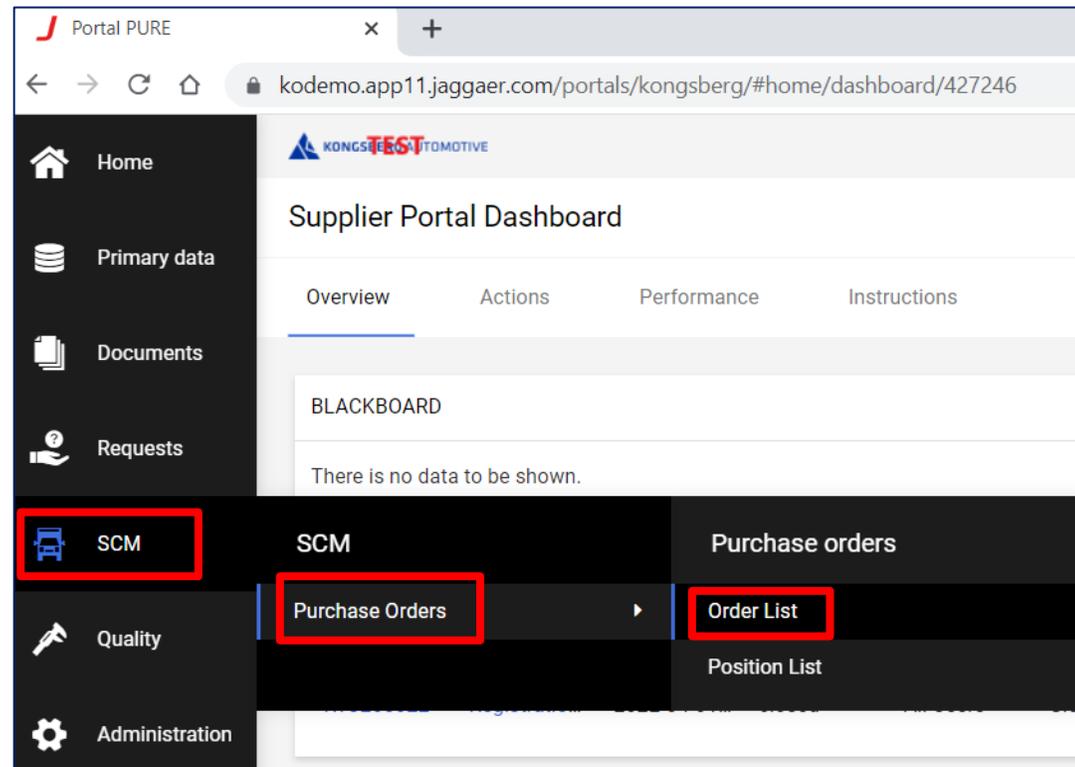
Order no.	Line items	Date created	Status
<a href="#">4500274737</a>	1	2022-05-20 1...	Delivered
<a href="#">4500274730</a>	1	2022-05-18 1...	Sent
<a href="#">4500274729</a>	1	2022-05-18 1...	Sent

## 2.1 PO Confirmation without change

Supplier logs into the supplier portal and confirms the PO without any changes on the PO template.

### Procedure

2. On the Supplier Portal Dashboard click on any of the PO from the ORDERS box, that is in status "Sent". The PO Template will open afterwards.
3. Alternatively, supplier navigates to SCM → Purchase Orders → Order List to see the full list of POs.

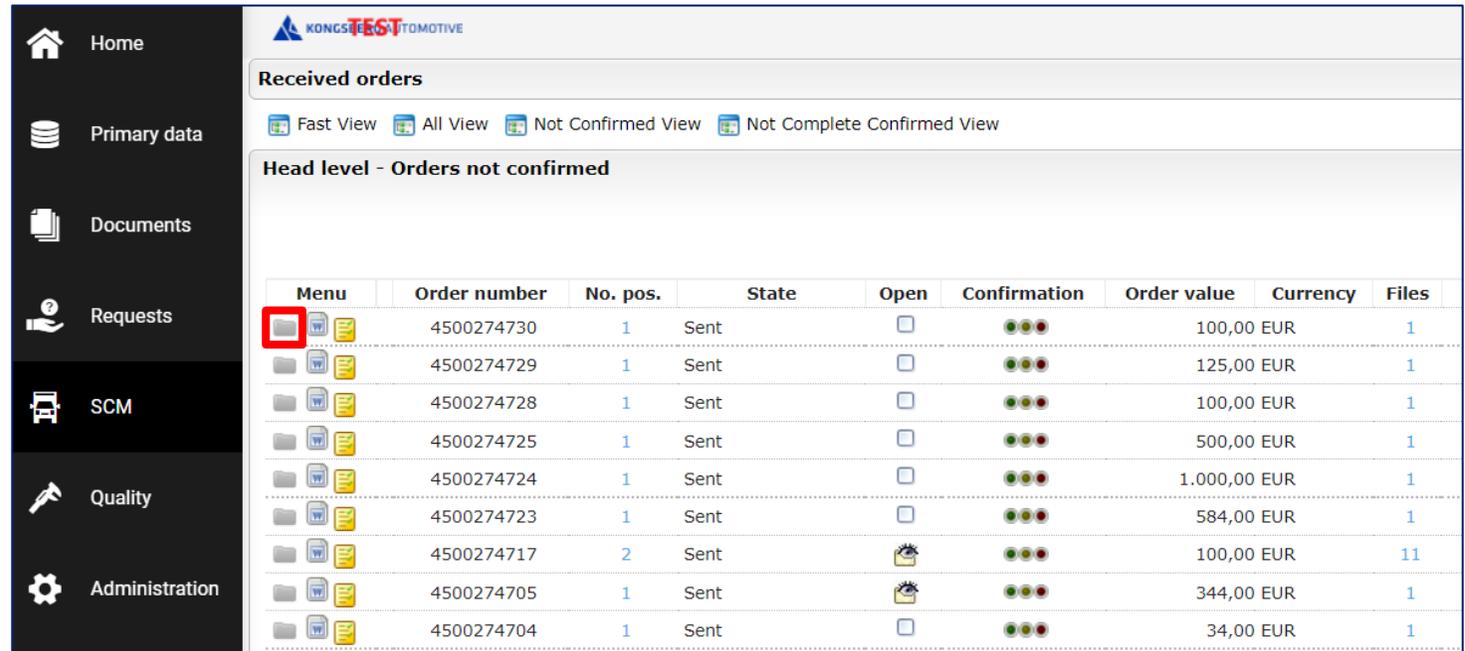


## 2.1 PO Confirmation without change

Supplier logs into the supplier portal and confirms the PO without any changes on the PO template.

### Procedure

4. The Received orders window opens.  
Click on the grey icon on the left to open the PO Template.



The screenshot displays the 'Received orders' section of the KONGSBERG AUTOMOTIVE supplier portal. The left sidebar contains a navigation menu with the following items: Home, Primary data, Documents, Requests (highlighted with a red box), SCM, Quality, and Administration. The main content area shows a table of orders under the heading 'Head level - Orders not confirmed'. The table includes columns for Menu, Order number, No. pos., State, Open, Confirmation, Order value, Currency, and Files. The first row of the table is highlighted with a red box, corresponding to the highlighted 'Requests' menu item.

Menu	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files
	4500274730	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	100,00 EUR		1
	4500274729	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	125,00 EUR		1
	4500274728	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	100,00 EUR		1
	4500274725	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	500,00 EUR		1
	4500274724	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	1.000,00 EUR		1
	4500274723	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	584,00 EUR		1
	4500274717	2	Sent		<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	100,00 EUR		11
	4500274705	1	Sent		<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	344,00 EUR		1
	4500274704	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	34,00 EUR		1

## 2.1 PO Confirmation without change

Supplier logs into the supplier portal and confirms the PO without any changes on the PO template.

### Procedure

- Review the PO and open the document attachment as a first action point. Without opening and reviewing the document you won't be able to confirm any PO.

KA Group AG, Europaallee 39, 8004 Zurich, Switzerland

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Kepner-Tregoe SA  
Chemin Carolet  
1134 Vufflens-le-Chateau  
Switzerland

Delivery address:  
KA Group AG  
Europaallee 39  
8004 Zurich  
Switzerland

Delivery conditions: EXW (Ex works)

Payment conditions: within 30 days due net

**Documents:**  
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[MEOORDER\\_4500274730.PDF \(2022-05-18 15:02:20\)](#)

**Order**

Order number/Date  
4500274730 / 2022-05-18

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Supplier number  
35167

Contact person  
Glogier-Markowska, Dorota

Telephone  
+48//789487192

Fax

eMail Address  
[Dorota.Glogier-Markowska@ka-group.com](mailto:Dorota.Glogier-Markowska@ka-group.com)

Your person responsible  
Tomas Supplier

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
10	Training Services Training Services	1,00 Each	2022-05-25	100,00 EUR/1,00 Each	Item state: Sent Ackn. Req. : No	100,00
	External Note					
<b>Net total without VAT EUR</b>						<b>100,00</b>



## 2.1 PO Confirmation without change

Supplier logs into the supplier portal and confirms the PO without any changes on the PO template.

### Procedure

- As soon as the document is reviewed, the editing options on the item will appear.
- Click **Save and send back** button.
- The confirmed PO will be immediately sent to Kongsberg's ERP system.

Documents:  
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[MEOORDER\\_4500274730.PDF \(2022-05-18 15:02:20\)](#) 📄

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
10	Training Services Training Services	1 Each	2022-05-25 📅	100,00 EUR/1,00 Each	<input type="text"/> <input checked="" type="checkbox"/>	100,00
	External Note				Item state: Sent Ackn. Req. : No	<input type="button" value="Split"/>
	Remarks	<input type="text"/>				
<b>Net total without VAT EUR</b>						<b>100,00</b>

Supplier confirmation number:

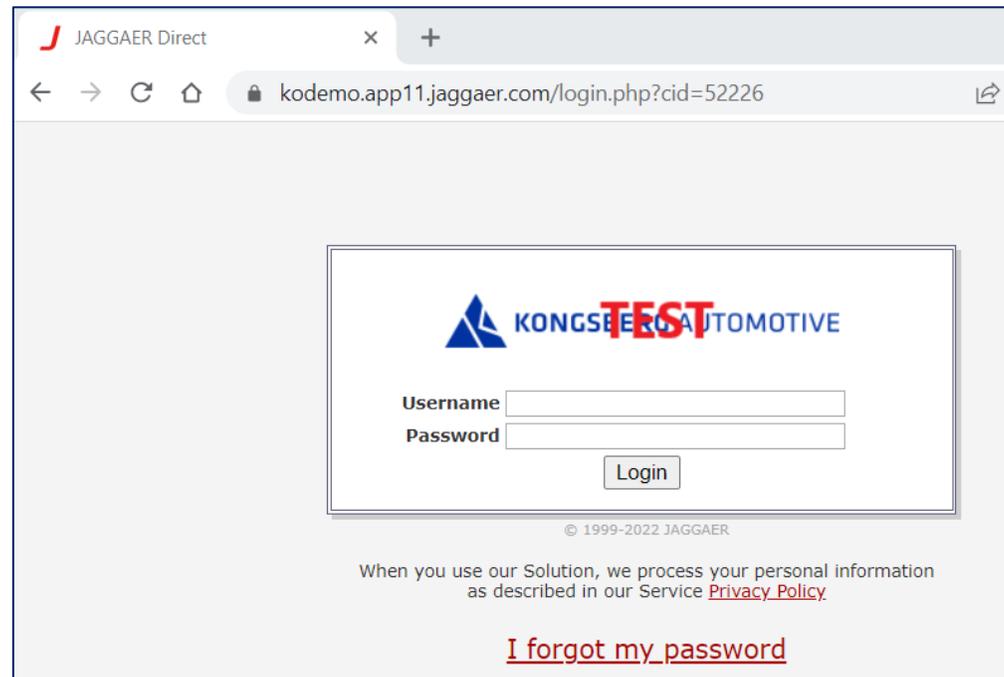
Remark of decline (copy to all positions)

## 2.2 PO Confirmation with change of Delivery date

Supplier logs into the supplier portal and confirms the PO with change of Delivery date

### Procedure

1. Login to the supplier portal using the link in the PO mail and your login details



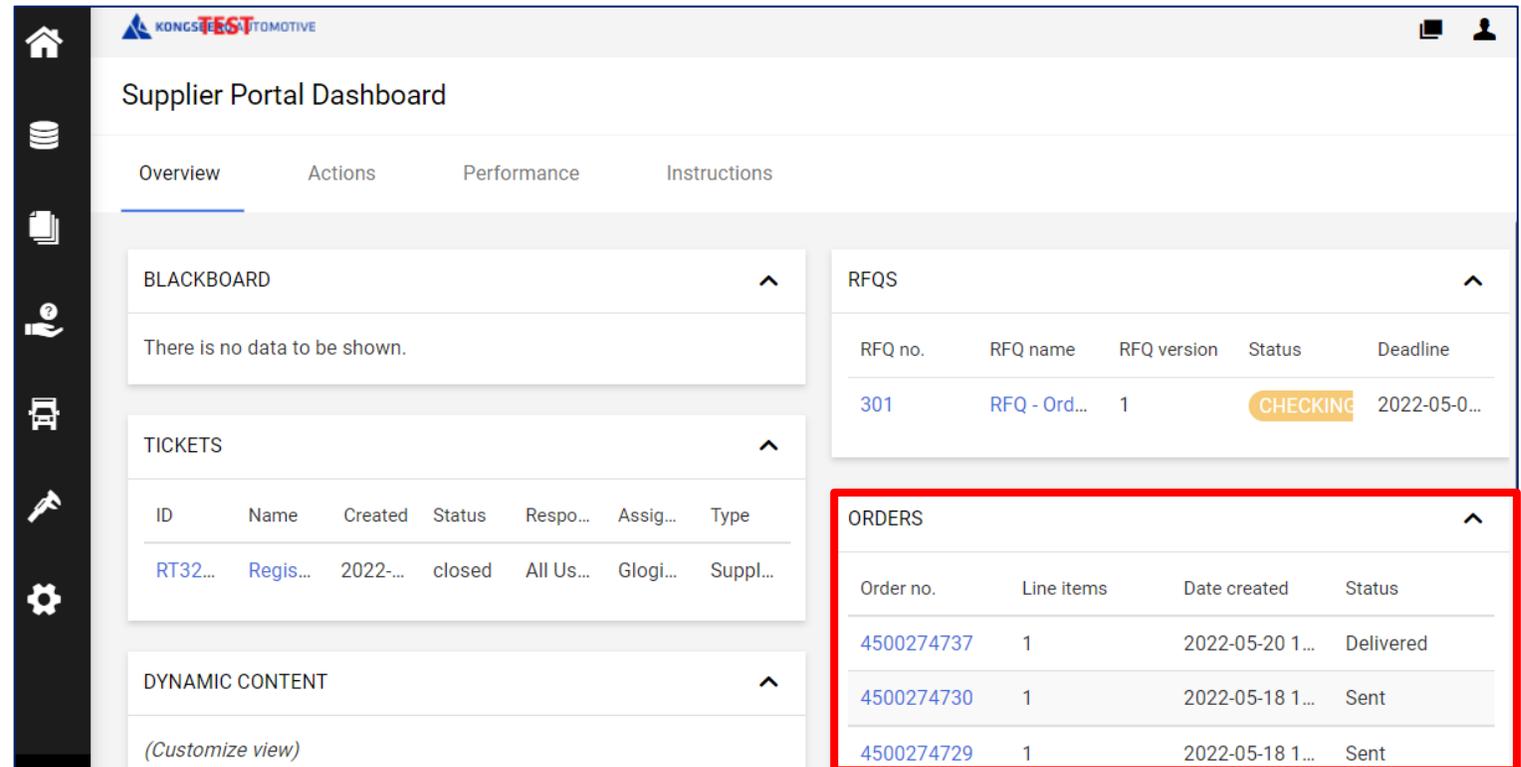
\* NOTE: this picture and link refers to the Jaggaer TEST DEMO environment

## 2.2 PO Confirmation with change of Delivery Date

Supplier logs into the supplier portal and confirms the PO with change of Delivery Date

### Procedure

2. On the Supplier Portal Dashboard click on any of the PO from the ORDERS box, that is in status "Sent". The PO Template will open afterwards.



The screenshot displays the Supplier Portal Dashboard for KONGSIST TOMOTIVE. The dashboard includes a navigation sidebar on the left and a main content area with several sections: Overview, Actions, Performance, and Instructions. The main content area is divided into four panels: BLACKBOARD (no data shown), TICKETS (one ticket listed), DYNAMIC CONTENT (customize view), and RFQS (one RFQ listed). The ORDERS section is highlighted with a red box and contains a table with the following data:

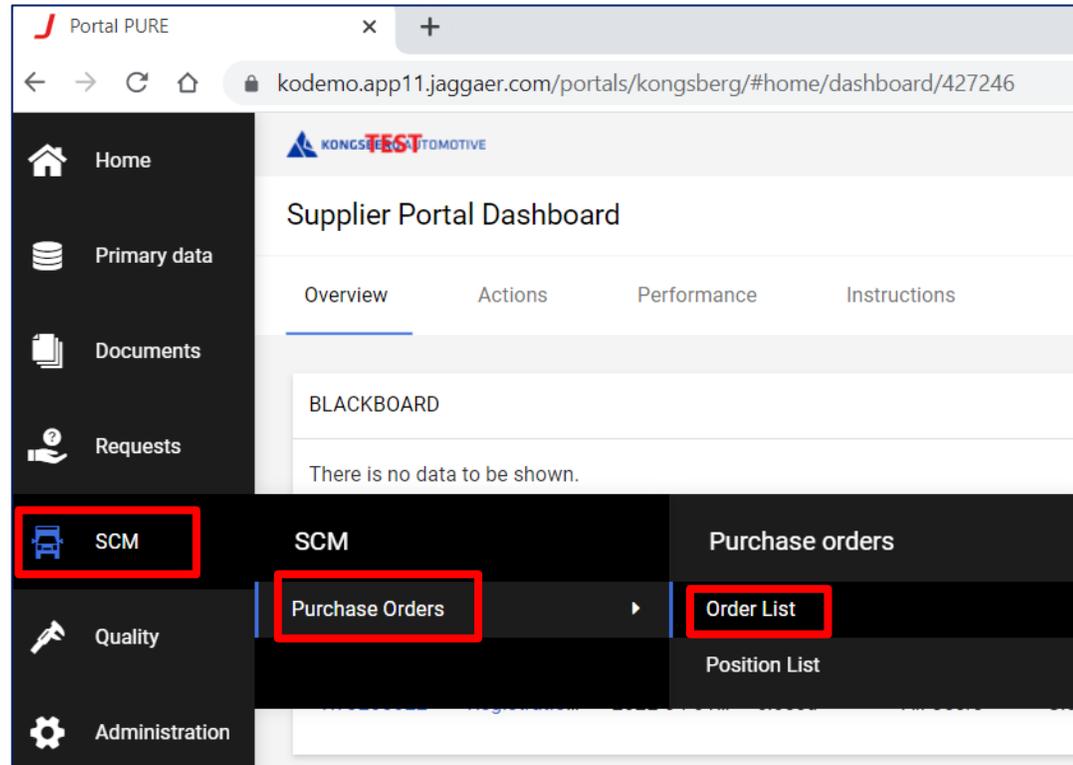
Order no.	Line items	Date created	Status
<a href="#">4500274737</a>	1	2022-05-20 1...	Delivered
<a href="#">4500274730</a>	1	2022-05-18 1...	Sent
<a href="#">4500274729</a>	1	2022-05-18 1...	Sent

## 2.2 PO Confirmation with change of Delivery Date

Supplier logs into the supplier portal and confirms the PO with change of Delivery Date

### Procedure

2. On the Supplier Portal Dashboard click on any of the PO from the ORDERS box, that is in status "Sent". The PO Template will open afterwards.
3. Alternatively, supplier navigates to SCM → Purchase Orders → Order List to see the full list of POs.

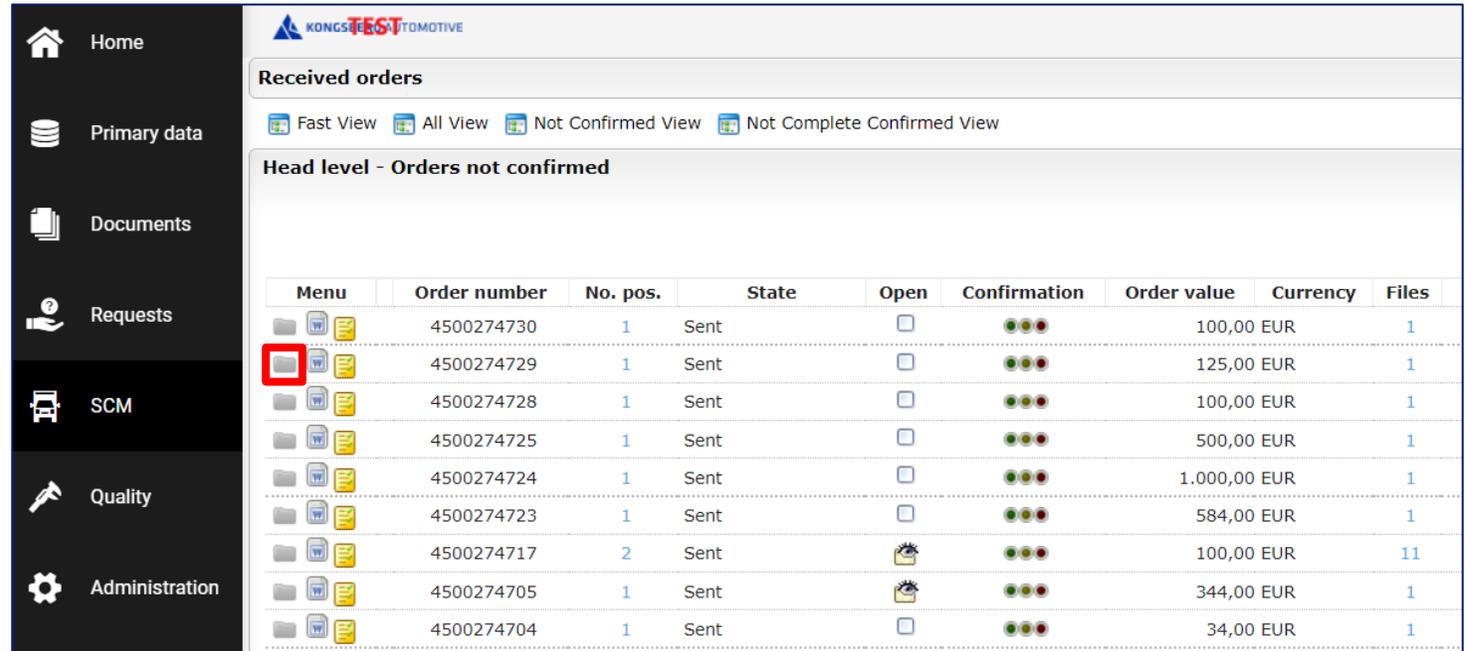


## 2.2 PO Confirmation with change of Delivery Date

Supplier logs into the supplier portal and confirms the PO with change of Delivery Date

### Procedure

4. The Received orders window opens.  
Click on the grey icon on the left to open the PO Template.



**KONGSBERG AUTOMOTIVE**

**Received orders**

Fast View All View Not Confirmed View Not Complete Confirmed View

**Head level - Orders not confirmed**

Menu	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files
  	4500274730	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	100,00 EUR		1
  	4500274729	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	125,00 EUR		1
  	4500274728	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	100,00 EUR		1
  	4500274725	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	500,00 EUR		1
  	4500274724	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	1.000,00 EUR		1
  	4500274723	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	584,00 EUR		1
  	4500274717	2	Sent		<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	100,00 EUR		11
  	4500274705	1	Sent		<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	344,00 EUR		1
  	4500274704	1	Sent	<input type="checkbox"/>	<span style="color: green;">●</span> <span style="color: yellow;">●</span> <span style="color: red;">●</span>	34,00 EUR		1

## 2.2 PO Confirmation with change of Delivery Date

Supplier logs into the supplier portal and confirms the PO with change of Delivery Date

### Procedure

- Review the PO and open the document attachment as a first action point. Without opening and reviewing the document you won't be able to confirm any PO.

KA Group AG, Europaallee 39, 8004 Zurich, Switzerland

---

Kepner-Tregoe SA  
Chemin Carolet  
1134 Vufflens-le-Chateau  
Switzerland

Delivery address:  
KA Group AG  
Europaallee 39  
8004 Zurich  
Switzerland

**Order**

**Order number/Date**  
4500274729 / 2022-05-18

---

**Supplier number**  
35167

**Contact person**  
Glogier-Markowska, Dorota

**Telephone**  
+48/789487192

**Fax**

**eMail Address**  
[Dorota.Glogier-Markowska@ka-group.com](mailto:Dorota.Glogier-Markowska@ka-group.com)

**Your person responsible**  
Tomas Supplier

Delivery conditions: EXW (Ex works)

Payment conditions: within 30 days due net

Documents:  
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[MEORDER\\_4500274729.PDF \(2022-05-18 14:51:21\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
10	test-coste center	1,00 Each	2022-05-25	125,00 EUR/1,00 Each	Item state: Sent Ackn. Req. : No	125,00
<b>Net total without VAT EUR</b>						<b>125,00</b>

## 2.2 PO Confirmation with change of Delivery Date

Supplier logs into the supplier portal and confirms the PO with change of Delivery Date

### Procedure

- As soon as the document is reviewed, the editing options on the item level will appear.
- On the **Delivery Date** field, click on the green icon on the right and change the Delivery Date.
- Click **Save and send back** button.
- The confirmed PO will be sent back to Kongsberg's JAGGAER site for revision. They will either **accept** or **decline** the changes to the Delivery Date. If accepted, the PO is sent immediately to Kongsberg's ERP system. If declined, the PO with a respective comment is sent back to the supplier, which will trigger the PO confirmation process from the beginning.

Delivery conditions: EXW (Ex works)

Payment conditions: within 30 days due net

**Documents:**  
This order is subject to our supplier manual, our terms and delivery conditions (as appropriate in the current version). The supplier is responsible for the existence of these documents, so that a proper implementation of this assignment is ensured. On demand, these documents can be requested from the responsible purchaser.  
[MEORDER\\_4500274729.PDF \(2022-05-18 14:51:21\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
10	test-coste center	1 Each	2022-05-25	125,00 EUR/1,00 Each	<input type="checkbox"/>	125,00
Remarks					Item state: Sent Ackn. Req. : No	<input type="button" value="Split"/>
Net total without VAT EUR						125,00

Supplier confirmation number:

Remark of decline (copy to all positions)



**KONGSBERG**  
AUTOMOTIVE