

JAGGAER SUPPLIER USER MANUAL

LOG IN AND/OR RESET PASSWORD IN SUPPLIER PORTAL

THIS USER MANUAL GUIDES THE SUPPLIER ON HOW TO LOG IN TO JAGGAER SUPPLIER PORTAL, AND HOW TO RESET PASSWORD IF FORGOTTEN, FOR A SUPPLIER USER WHO HAS AN ACCOUNT IN THE PORTAL.

The process is different depending on if the user, when creating the account, either:

1. Used the email address as username or
2. Defined an own username

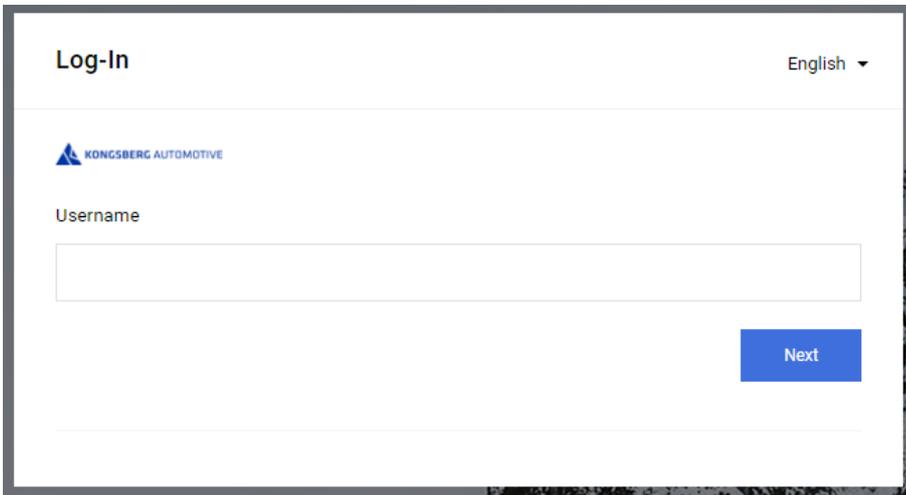
1 LOG-IN WITH EMAIL ADDRESS

If you, when you created your account, used your email address as username, follow the instruction below to log in. If you do not know, pls contact KA (PSO@ka-group.com) to get help to check your username.

Click on the log-in link below to come to the Jaggaer log-in page:

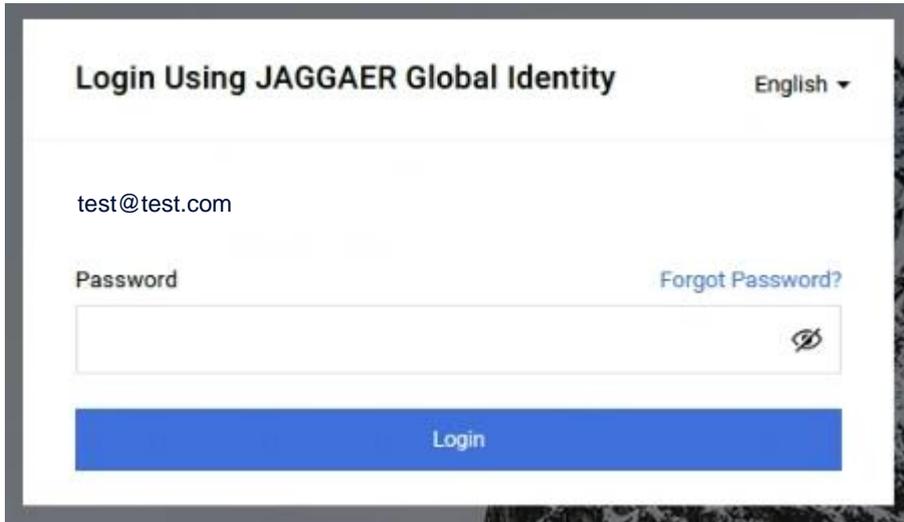
<https://app11.jaggaer.com/portal/kongsberg/>

In the log-in page, enter your email address as username, and click **Next**:



The screenshot shows a web page titled "Log-In" with a language dropdown menu set to "English". Below the title is the Kongsberg Automotive logo. The main content area features a "Username" label above a text input field. To the right of the input field is a blue button labeled "Next".

In the next screen, enter your password, and click **Login**:



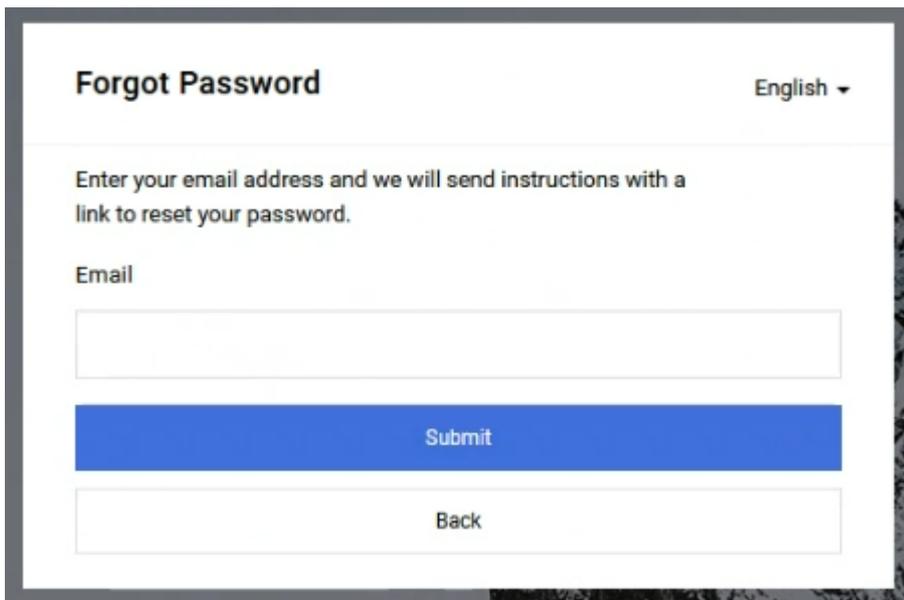
Login Using JAGGAER Global Identity English ▾

test@test.com

Password [Forgot Password?](#)

Login

If password is forgotten, click **Forgot Password?**, and you will be directed to the below screen, where you enter your email and click **Submit**.



Forgot Password English ▾

Enter your email address and we will send instructions with a link to reset your password.

Email

Submit

Back

You will then receive an e-mail, where you click on the link **Reset supplier account password**.

Från: PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com>
Date: tors 18 jan. 2024 10:05
Subject: Password reset for your supplier account
To: test.person@testsupplier.com

Dear Test Person

Someone requested to change your Supplier J1 IDM supplier account's password. If this was you, click on the link below to reset your password:

[Reset supplier account password](#)

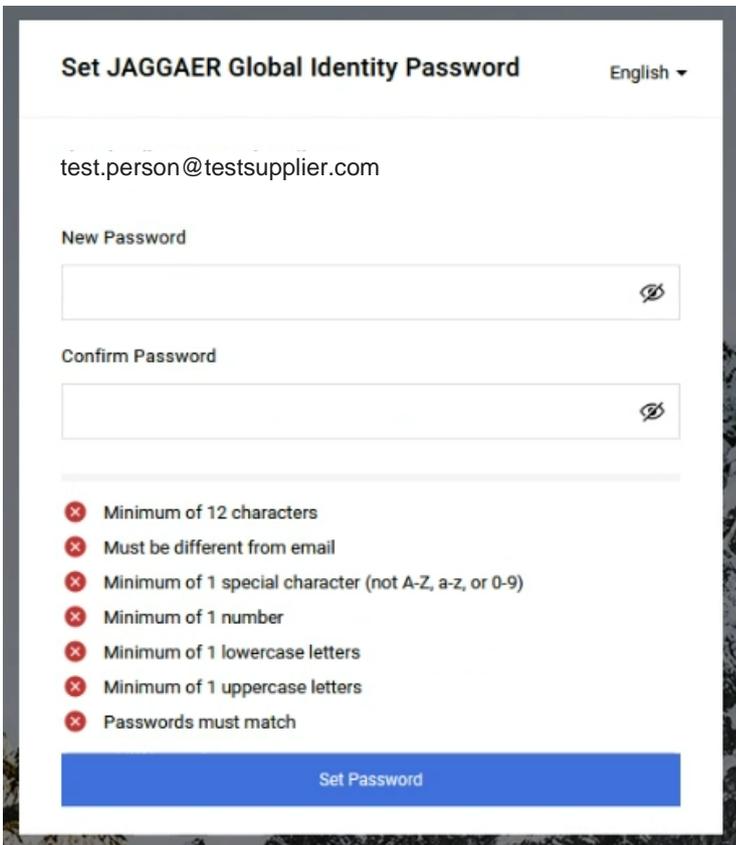
This link will expire within 60 minutes.

If you do not want to change your supplier account password or you did not request this change, please ignore this message.

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

In the next screen, you define your new password and click **Set Password**.



Set JAGGAER Global Identity Password English ▾

test.person@testsupplier.com

New Password

Confirm Password

- ✘ Minimum of 12 characters
- ✘ Must be different from email
- ✘ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✘ Minimum of 1 number
- ✘ Minimum of 1 lowercase letters
- ✘ Minimum of 1 uppercase letters
- ✘ Passwords must match

Set Password

Finally, go to the log-in page through the below link, and log in with your email address and the new password:

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

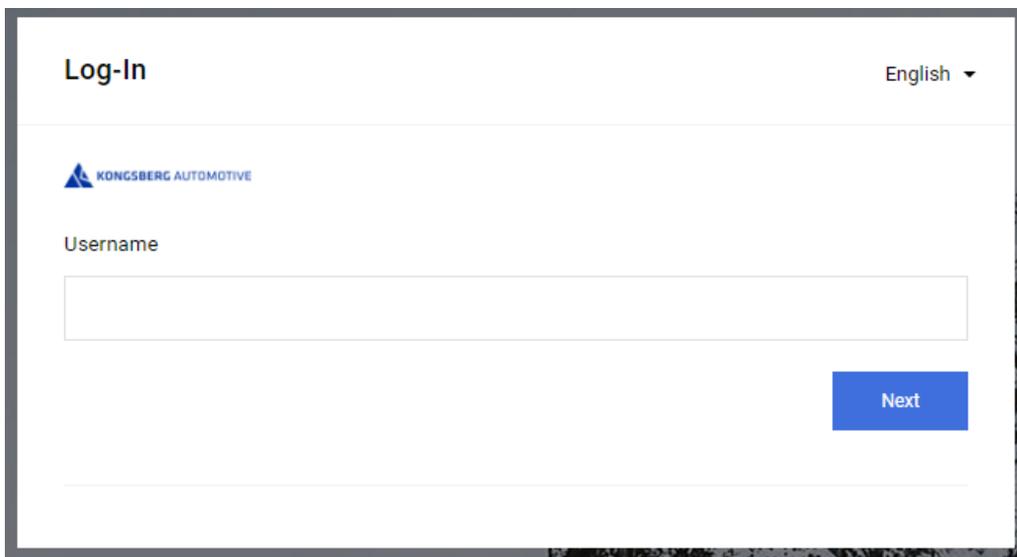
2 LOG IN WITH OWN DEFINED USERNAME

If you, when your account was created, defined your own username, use this as username, and follow the instruction below to log in. If you do not know, pls contact KA (PSO@ka-group.com) to get help to check your username.

Click on the log-in link below to come to the Jaggaer log-in page:

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

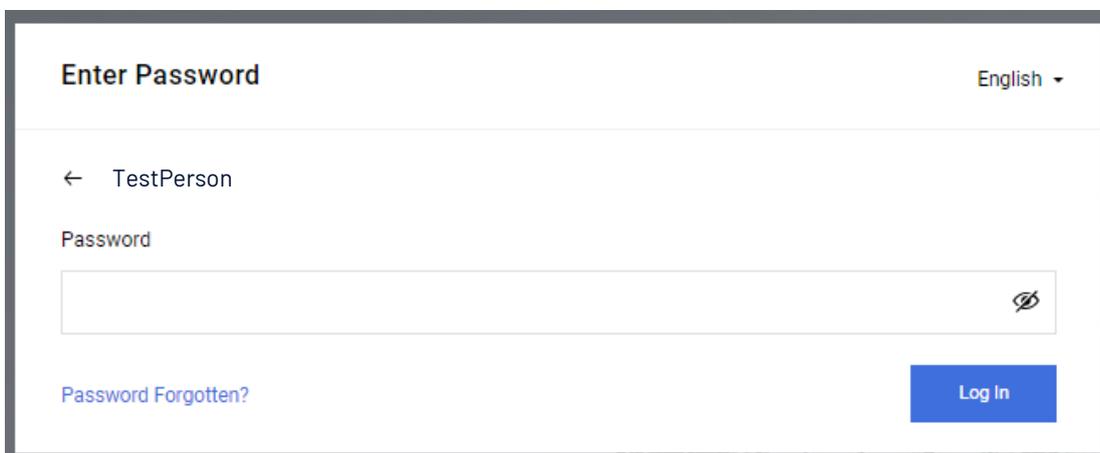
In the log-in page, enter your email address as username, and click **Next**:



The screenshot shows a web page titled "Log-In" with a language dropdown set to "English". Below the title is the Kongsberg Automotive logo. The main form area contains a "Username" label above a text input field. To the right of the input field is a blue button labeled "Next".

Enter your password, and click **Log In**.

If password is forgotten, click **Password Forgotten?**:



The screenshot shows a web page titled "Enter Password" with a language dropdown set to "English". Below the title is a breadcrumb "← TestPerson". The main form area contains a "Password" label above a text input field with a toggle icon on the right. Below the input field is a blue button labeled "Log In" and a link labeled "Password Forgotten?".

In the next screen, enter your Username and email address and click **Password request:**



The screenshot shows a login page for Kongsberg Automotive. At the top left is the Kongsberg Automotive logo. The word "TEST" is overlaid in large red letters across the logo and the text "KONGSBERG AUTOMOTIVE". Below the logo are two input fields: "Username" and "Email". Below these fields is a button labeled "Password request". At the bottom of the page, it says "Powered by JAGGAER Direct — © 1999-2024 JAGGAER" and a red "Login" link.

You will receive an email, where you click on the link to define and activate your new password:

Från: no-reply@app11.jaggaer.com

Datum: 18 januari 2024 09:44:50 CET

Till:

Ämne: KAPS DEMO: New password

Svara till: "no-reply@app11.jaggaer.com" <no-reply@app11.jaggaer.com>

Dear Test Person

You requested a new password for the Kongsberg Automotive Supplier Portal provided by Jaggaer.

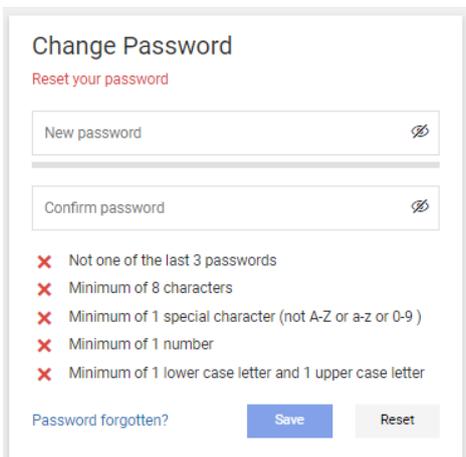
By following the link below, you will activate your new password:

https://demo.app11.jaggaer.com/login_lostpass.php?key=eacb4eeef7b42de7cb0e33162106f41282752832&back=portal/ko

After 24 hours, this link will be rendered inactive. You may request a new one if needed.

NB! The link will be inactivated after 24 hours.

In the **Change Password** screen, define your new password:

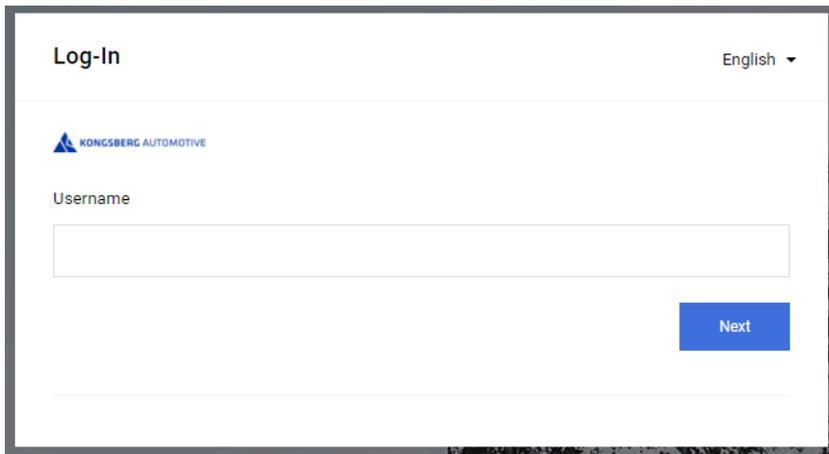


The screenshot shows the "Change Password" screen. At the top, it says "Change Password" and "Reset your password" in red. There are two input fields: "New password" and "Confirm password", each with a clear (X) button. Below the fields is a list of password requirements, each with a red X icon: "Not one of the last 3 passwords", "Minimum of 8 characters", "Minimum of 1 special character (not A-Z or a-z or 0-9)", "Minimum of 1 number", and "Minimum of 1 lower case letter and 1 upper case letter". At the bottom, there is a "Password forgotten?" link, a blue "Save" button, and a grey "Reset" button.

Go back to the log-in page:

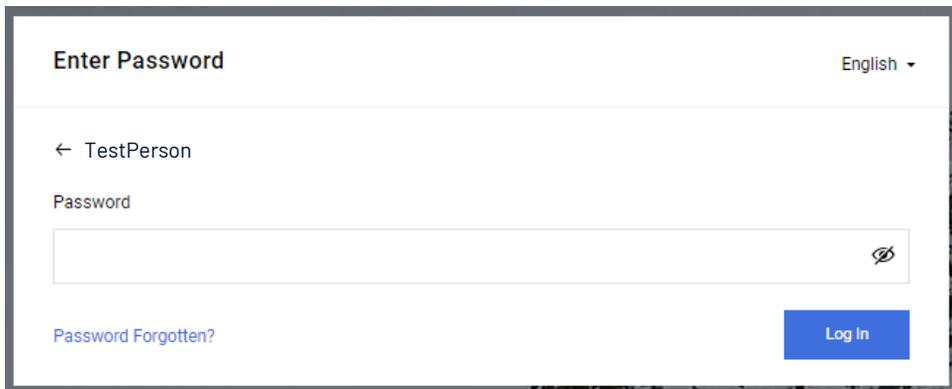
<https://app11.jaggaer.com/portal/kongsberg/>

In the log-in screen, enter your own defined username, and click **Next**.



The screenshot shows the 'Log-In' page. At the top left is the title 'Log-In' and at the top right is a language dropdown menu set to 'English'. Below the header is the Kongsberg Automotive logo. The main content area has a 'Username' label above a text input field. To the right of the input field is a blue button labeled 'Next'.

Enter your new password, and click **Log In**:



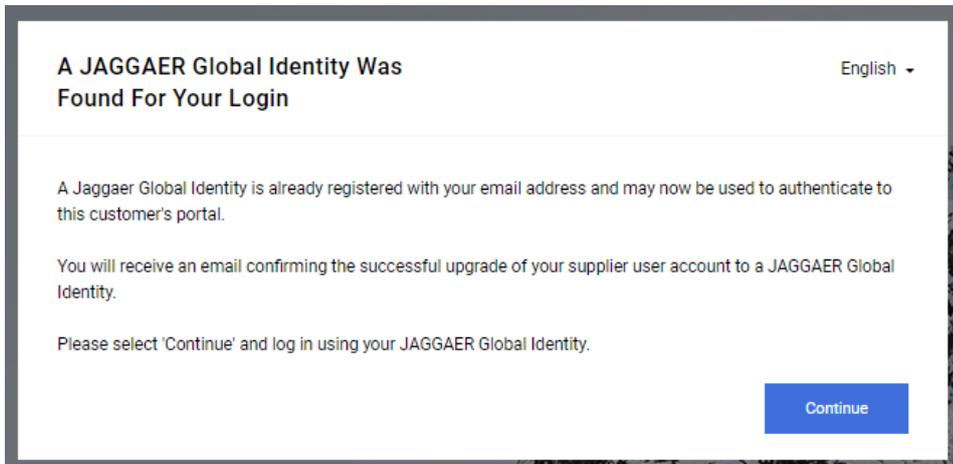
The screenshot shows the 'Enter Password' page. At the top left is the title 'Enter Password' and at the top right is a language dropdown menu set to 'English'. Below the header is a back arrow and the text 'TestPerson'. The main content area has a 'Password' label above a text input field with a toggle icon on the right. Below the input field is a blue button labeled 'Log In' and a link labeled 'Password Forgotten?'.

You will get a message from the system, and a corresponding email, saying either that:

- Your Global Identity is already registered with your email or
- Your existing Jaggaer supplier account has been upgraded

2.1 GLOBAL IDENTITY ALREADY REGISTERED

The below message will be shown if your Jaggaer Global Identity is already registered with your email address:



You will also receive the below email:

Från: PREP - JAGGAER Supplier Accounts <noreply@app.jaggaer.com>

Datum: 18 januari 2024 09:49:24 CET

Till: test@test.com

Ämne: Your supplier user account

Dear Test Person

Your email address is already registered in JAGGAER.

You can now use your supplier account to collaborate with your customers on their procurement platform.

Your username is the same as your email address:

test@test.com

If you do not remember your password, please click "Forgot password" on the login screen to request a new one.

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

In this case you can go to the log-in page and log in with your email as username:

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

2.2 EXISTING JAGGAER SUPPLIER ACCOUNT UPGRADED

If your Jaggaer Global Identity had already been created, you will get the below email instead, and you will need to click on the link saying **Change supplier account password** (even if this was already done before):

Från: PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com>
Date: tors 18 jan. 2024 09:27
Subject: Reset your supplier account password
To: test@test.com

Dear Test Supplier

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection.

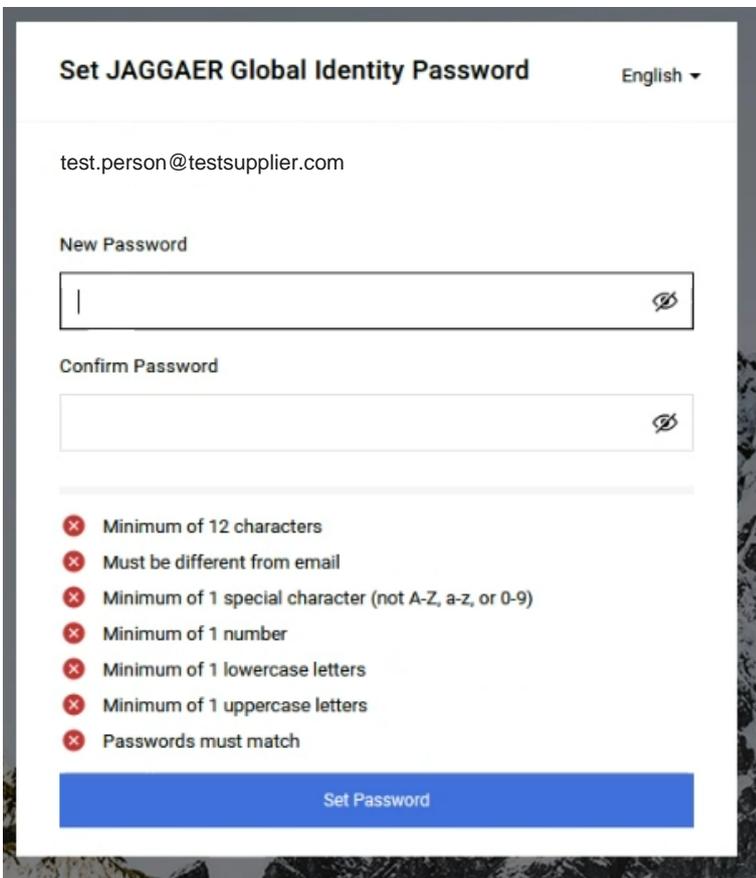
As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 24 hours:

[Change supplier account password](#)

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

In the below screen, define your new password, and click **Set Password**:



Set JAGGAER Global Identity Password English ▾

test.person@testsupplier.com

New Password

Confirm Password

- ✘ Minimum of 12 characters
- ✘ Must be different from email
- ✘ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✘ Minimum of 1 number
- ✘ Minimum of 1 lowercase letters
- ✘ Minimum of 1 uppercase letters
- ✘ Passwords must match

Set Password

After that you can go to the log-in page and use your email address as username, and log-in with the new password:

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