

JAGGAER SUPPLIER USER MANUAL – UPDATE PROFILE & CERTIFICATES

THIS USER MANUAL DESCRIBES HOW A KONGSBERG AUTOMOTIVE SUPPLIER CAN UPDATE THEIR COMPANY PROFILE AND/OR CERTIFICATES IN THE JAGGAER SUPPLIER PORTAL.

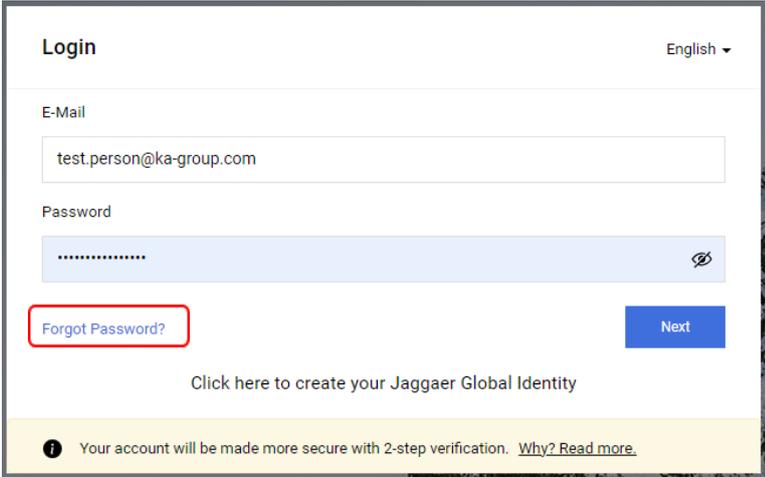
Suppliers will receive automatic e-mail reminders from the system to update:

- Supplier Profile: 12 months after the latest publication, and
- Certificate information: 14 days prior to certificate expiration

1 LOG-IN

Supplier should log in to Jaggaer Supplier Portal with user's e-mail address through below link:

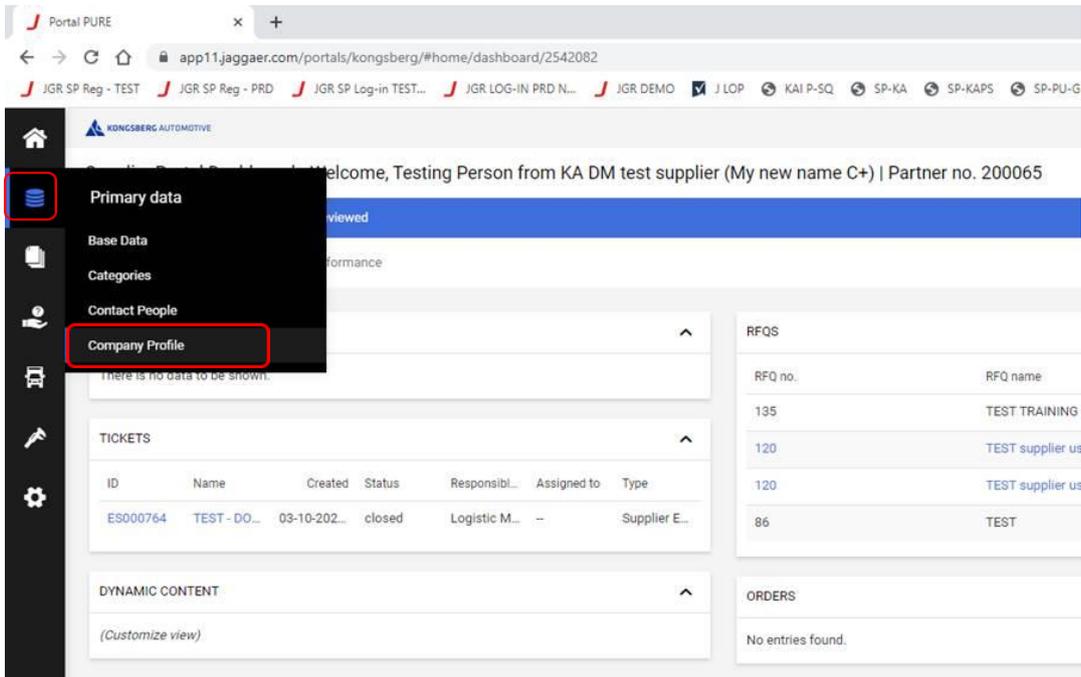
<https://app11.jaggaer.com/portals/kongsberg/>



If password is forgotten, click **Forgot Password?**

2 ACCESS PROFILE

When logged in, go to left hand menu, **Primary Data** and then **Company Profile**:



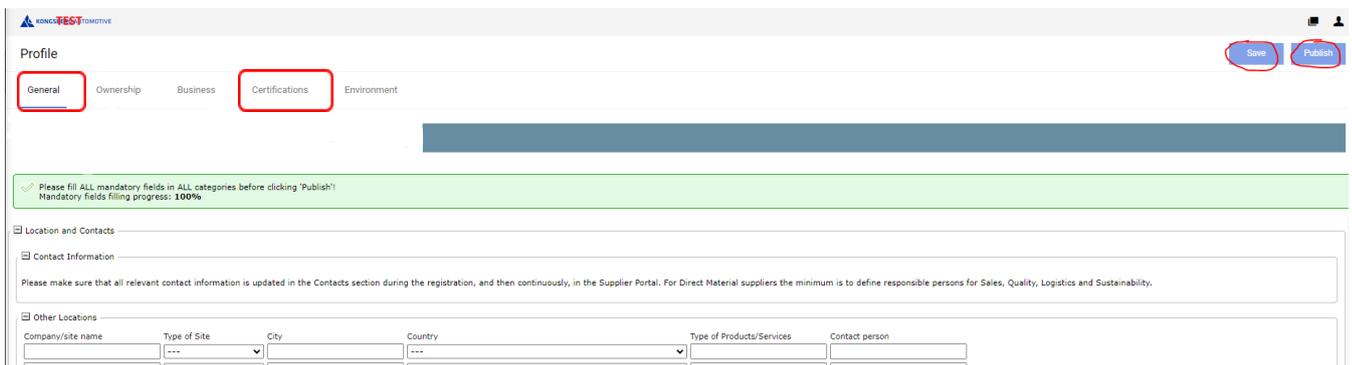
3 UPDATE PROFILE / CERTIFICATES

When in Company Profile, update/add information in the different tabs, for example:

- Tab **General**: Number of employees and financial info should be updated year over year
- Tab **Certifications**: Certificates to be updated before expiry date

Remember to click **Save** between each tab, and at the end click **Publish**.

The system sends reminders as long as no information is updated, or a certificate is expired.



NB! If it is not possible to click **Publish** (if button is "grayed out"), it is probably due to all tabs not being completed. In this case there is a yellow banner explaining which tabs remain to be updated.

