

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/

Login	English 🗸
E-Mail	
test.person@ka-group.com	
Password	
	Ø
Forgot Password?	Next
Click here to create your Jaggaer Global Identity	
Your account will be made more secure with 2-step verification. <u>Why? Read mages</u>	ore.

If password is forgotten, click Forgot Password?

2 ACCESS PROFILE

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



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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.

	# 1
Profile	Save
General Ownership Business Certifications Environment	
Please fill ALL mandatory fields in ALL categories before clicking 'Publish'l Mandatory fields filling progress: 100%	
Location and Contacts	
Contact Information	
Please make sure that all relevant contact information is updated in the Contacts section during the re-	egistration, and then continuously, in the Supplier Portal. For Direct Material suppliers the minimum is to define responsible persons for Sales, Quality, Logistics and Sustainability.
Other Locations	
Company/site name Type of Site Cty Country	y Type of Products/Services Contact person

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.

Â	Sections containing empty mandatory fields:
	• Certificates • General
	Mandatory fields filling progress: 59%