

USER MANUAL for SUPPLIERS

for registration in

**KONGSBERG AUTOMOTIVE
SUPPLIER PORTAL**

PROVIDED BY JAGGAER



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User Manual – Registration in Kongsberg Automotive Supplier Portal

This user manual describes how register a company in the Kongsberg Automotive Supplier Portal, provided by Jaggaer. The registration is done in three phases:

- Initial Registration: Supplier registers the Company and the User details
- Registration of Small Profile: Supplier completes first part of a questionnaire
- Registration of Big Profile: Supplier completes the full questionnaire

In each phase there are different steps. The 3 phases, and the different steps are described more in detail below.

1. Initial Registration

You will be invited to register in the Kongsberg Automotive Supplier Portal, provided by Jaggaer via a link sent to you by email.

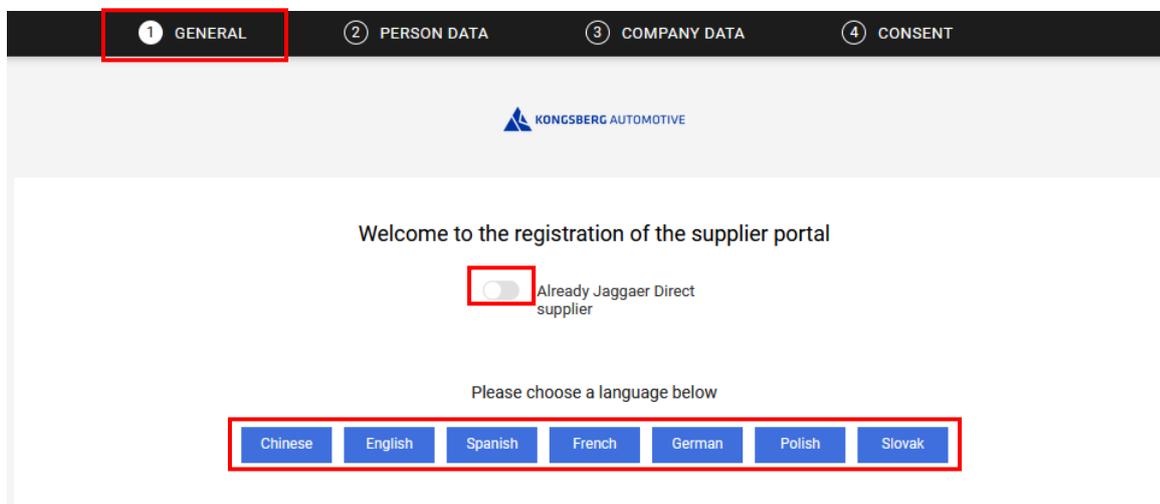
When clicking the link, you are directed to the registration start page, where you are asked to register an account for yourself and fill out basic information about your company. The first registration consists of four (4) steps which are described in detail below.

Please note!

- Supported browsers are:
 - Microsoft Edge
 - Google Chrome and
 - Mozilla Firefox
 - Internet Explorer is not supported
- Registration must be done in Latin alphabet (not with e.g. Chinese characters).

1.1 Step 1 - GENERAL

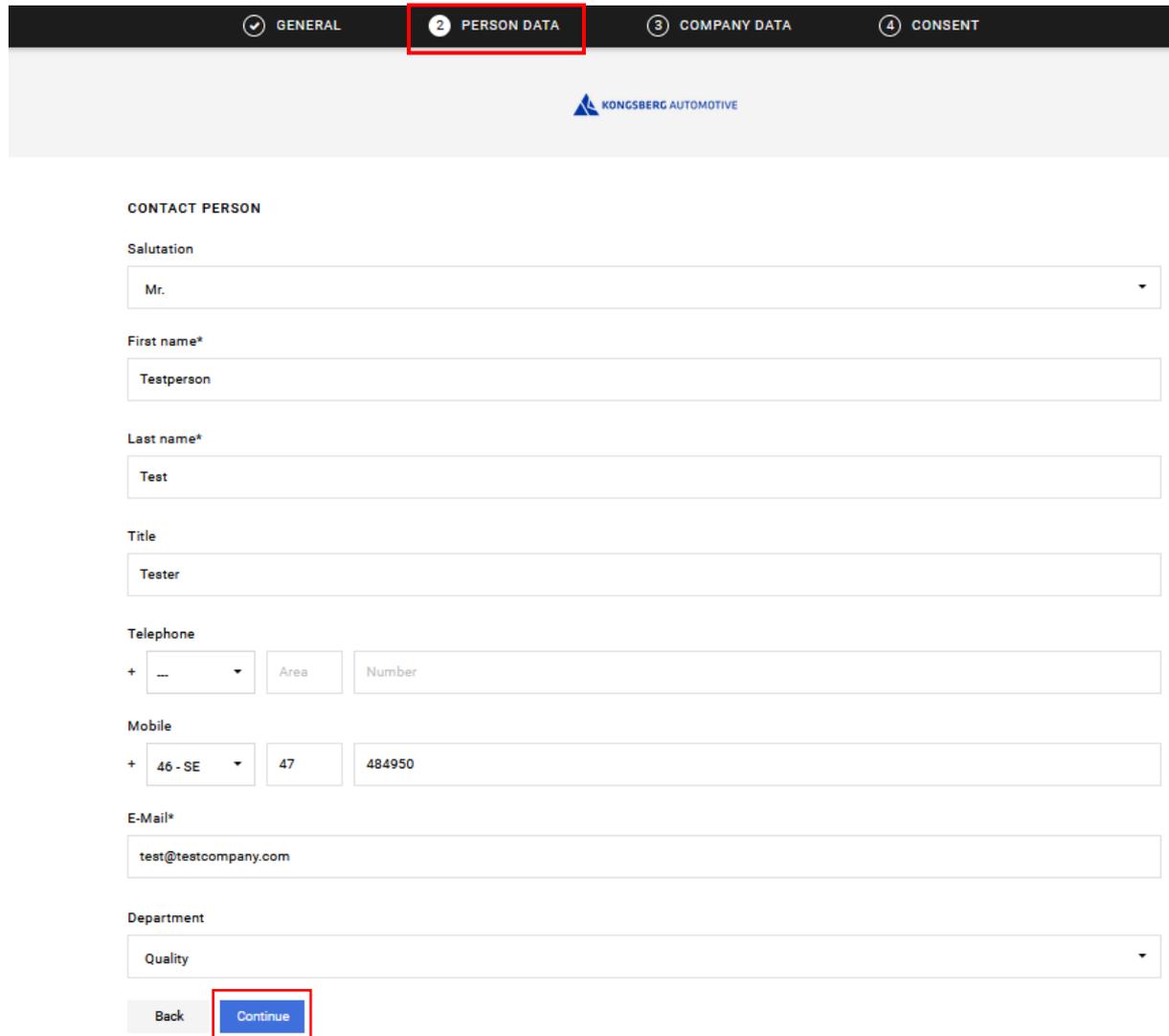
Select language and if you already have a Jaggaer Direct account.



1.2 Step 2 - PERSON DATA

Fill out contact information about yourself (name, email address) and choose a login name. Mandatory fields are marked with *.

Click the **Continue** button to advance to the next tab.



The screenshot shows a registration form with a progress bar at the top. The progress bar has four steps: 1. GENERAL, 2. PERSON DATA (highlighted with a red box), 3. COMPANY DATA, and 4. CONSENT. Below the progress bar is the Kongsberg Automotive logo. The form is titled 'CONTACT PERSON' and contains the following fields:

- Salutation: A dropdown menu with 'Mr.' selected.
- First name*: A text input field containing 'Testperson'.
- Last name*: A text input field containing 'Test'.
- Title: A text input field containing 'Tester'.
- Telephone: A form with a '+' sign, a dropdown menu for country code (empty), an 'Area' dropdown menu, and a 'Number' text input field.
- Mobile: A form with a '+' sign, a dropdown menu for country code ('46 - SE'), an 'Area' dropdown menu ('47'), and a 'Number' text input field ('484950').
- E-Mail*: A text input field containing 'test@testcompany.com'.
- Department: A dropdown menu with 'Quality' selected.

At the bottom of the form, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a red box.

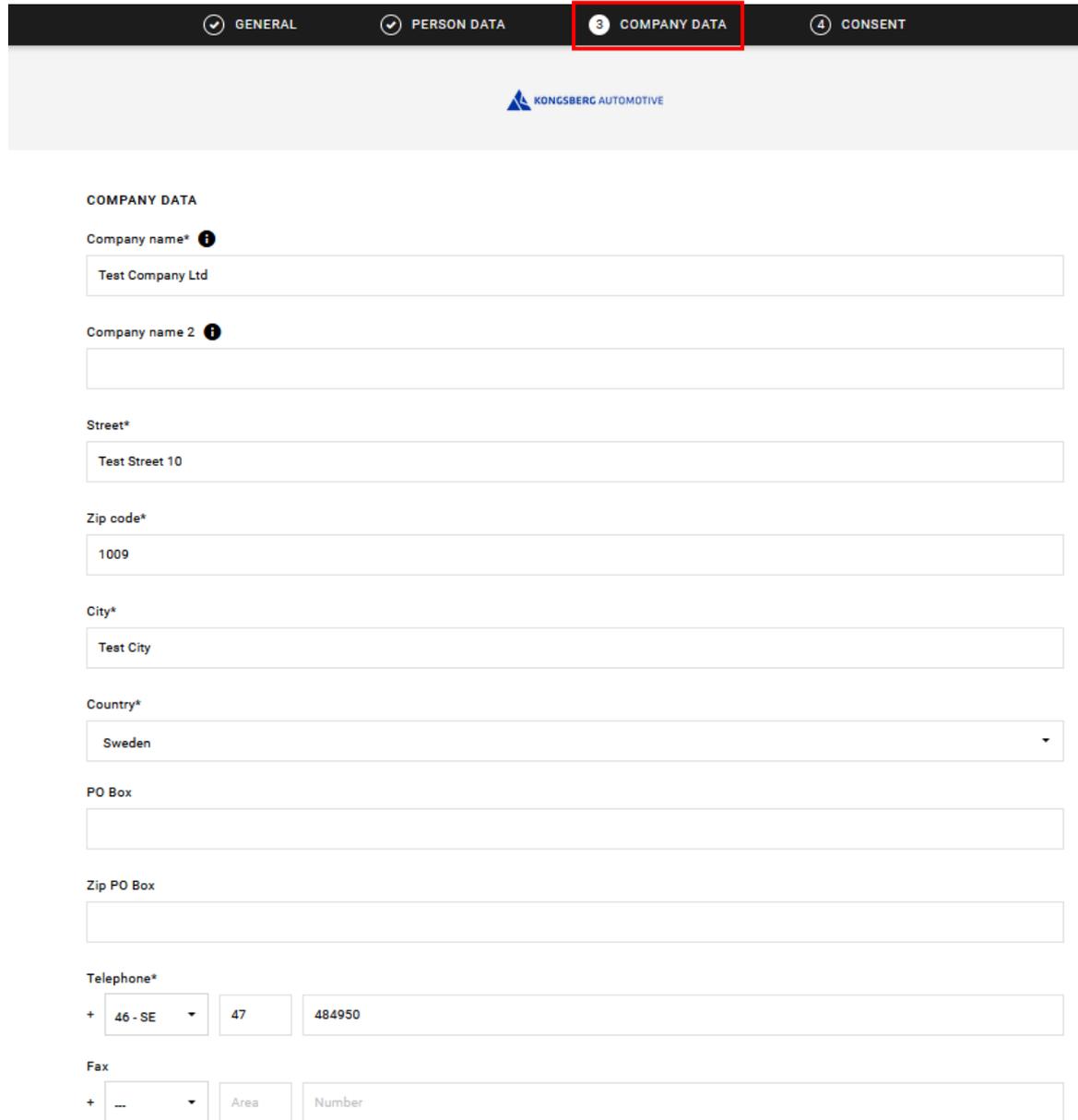
1.3 Step 3 - COMPANY DATA

Fill out company specific data.

Company name is the full correct name of the legal entity for your company. If it contains more than 40 characters, please also use field **Company name 2**.

Please only use Latin alphabet (e.g. not Chinese).

Click the **Continue** button to advance to the next tab.



COMPANY DATA

Company name* ⓘ
 Test Company Ltd

Company name 2 ⓘ

Street*
 Test Street 10

Zip code*
 1009

City*
 Test City

Country*
 Sweden

PO Box

Zip PO Box

Telephone*
 + 46 - SE 47 484950

Fax
 + ... Area Number

Homepage

https://testcompany.com

E-Mail 

Currency

Swedish krona/kronor

D-U-N-S  

101111022

VAT code 

SE102011022201

Tax number

Tax number 1

Tax number 2

EORI 

Chinese Business Number 

Incoterms

FCA(Free carrier)



Payment terms

ZA90(Within 90 days Due net)



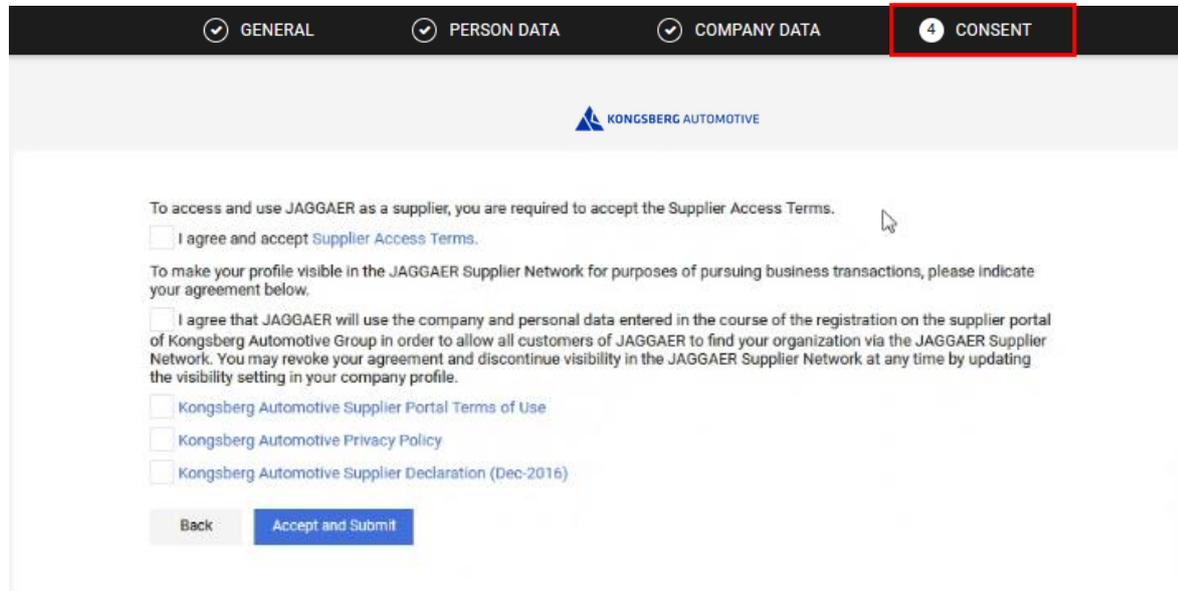
Back

Continue

1.4 Step 4 - CONSENT

Read and accept the conditions.

- Download and read the specific documents by clicking the **blue text**.
- Accept the conditions by clicking the respective box.
- Press **Accept and Submit** to complete the registration.



1.5 Initial Registration Completed

The system confirms your successful registration through a message.

The next steps depend on if you are a new user or existing user in Jaggaer Supplier Portal (e.g. if you already are using Jaggaer Supplier Portal for another Customer).

1.5.1 New user in Jaggaer Supplier Portal

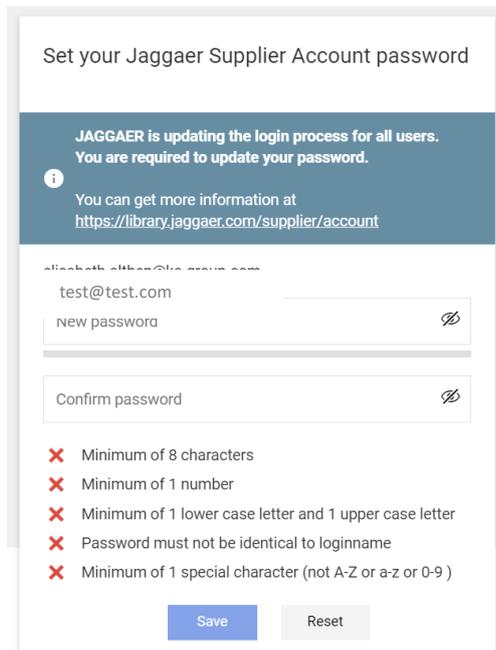
If you have never registered any other Jaggaer customer with the defined e-mail address, you will get the below message:

Congratulations!

Your account has been created. An email to confirm this has already been sent to your email address.
For access to your new account, instructions are provided in this email. Please check your inbox. You can now close this window.

You will receive an e-mail, and need to set a password through clicking on the link in the e-mail.

You will be directed to screen “Set your Jaggaer Account password” where you are requested to define the password for the defined e-mail address.



Set your Jaggaer Supplier Account password

JAGGAER is updating the login process for all users. You are required to update your password.

You can get more information at <https://library.jaggaer.com/supplier/account>

elisebeth.althor@kongsberg.com
test@test.com

new password

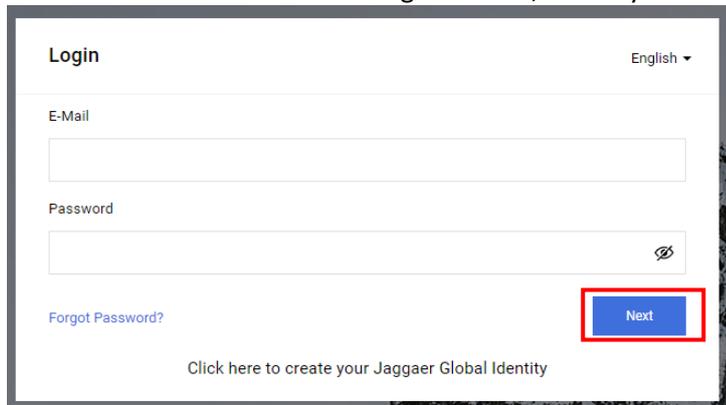
Confirm password

- Minimum of 8 characters
- Minimum of 1 number
- Minimum of 1 lower case letter and 1 upper case letter
- Password must not be identical to loginname
- Minimum of 1 special character (not A-Z or a-z or 0-9)

Save Reset

Enter the selected password in “New password” and “Confirm password” and then click “Save”. Please note the password requirements.

You are then redirected to the log-in screen, where you enter your e-mail and the selected password:



Login English

E-Mail

Password

Forgot Password?

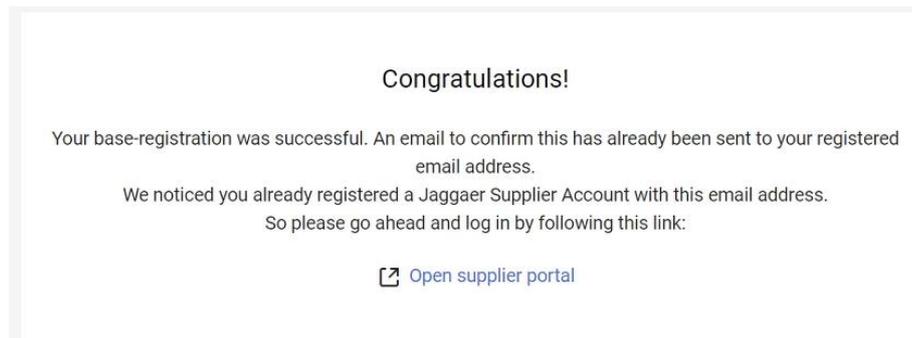
Next

Click here to create your Jaggaer Global Identity

After clicking “Next” you have entered the Supplier Portal and can see your Supplier Dashboard.

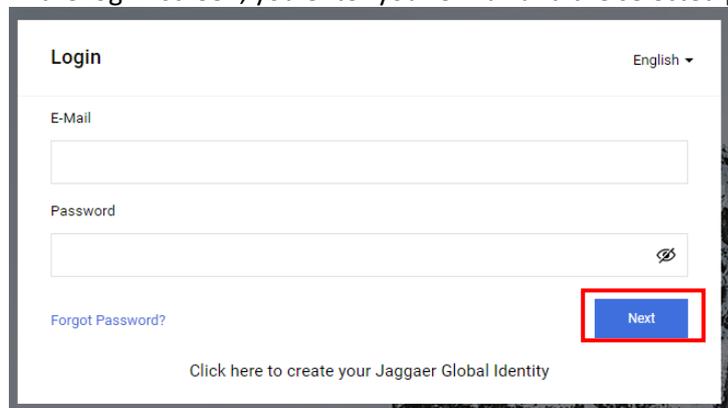
1.5.2 Existing user in Jaggaer Supplier Portal

If you are an existing user in the Jaggaer Supplier Portal (for another company or for another customer), you can now go ahead and use the account also for Kongsberg Automotive, and you will see the below message:

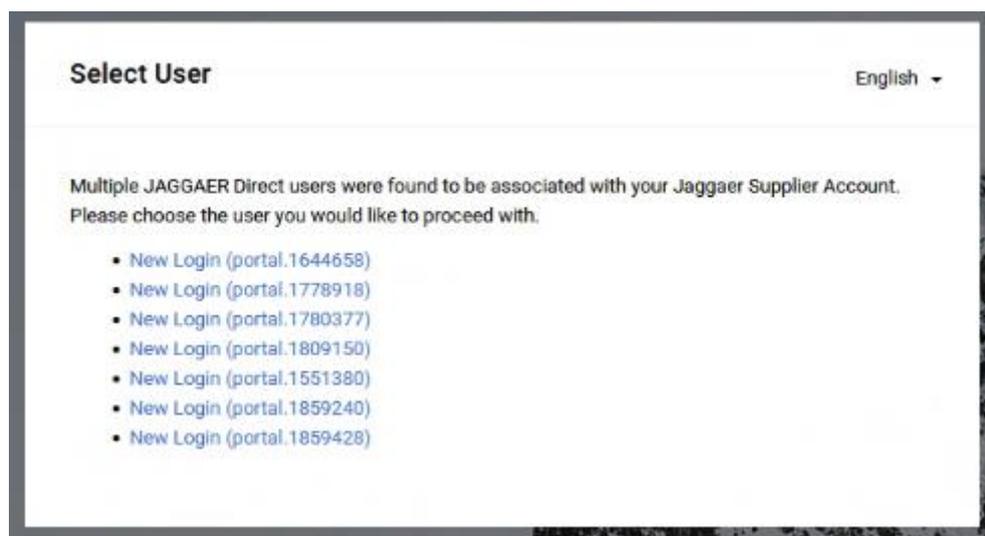


If you click "Open supplier portal" in the message you will come to the Supplier Portal log-in screen. You will also receive an e-mail with the link to the Supplier Portal log-in screen.

In the log-in screen, you enter your e-mail and the selected password:



After clicking "Next" you will see a list of user accounts that you have in the Jaggaer Supplier Portal, and you need to select the one you are working with right now.

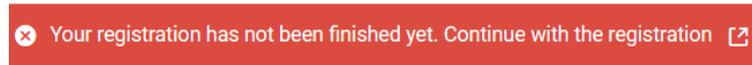


After selecting the correct user account, you have entered the Supplier Portal and can see your Supplier Dashboard.

2. REGISTRATION OF SUPPLIER PROFILE

At this point you are taken to the Supplier Portal and your home dashboard, where you need to continue the registration process.

Click on “Continue with the registration”



The Supplier Profile is filled through completing four (4) steps.

At the top of the page, you will see a red banner. Press the icon to continue the registration (small profile).

2.1 Step 1 - DATA

This tab contains the main company data that was filled during the first registration.



Review and update if required.
Confirm by clicking **Continue** at the top right corner.

2.2 Step 2 – CONTACTS

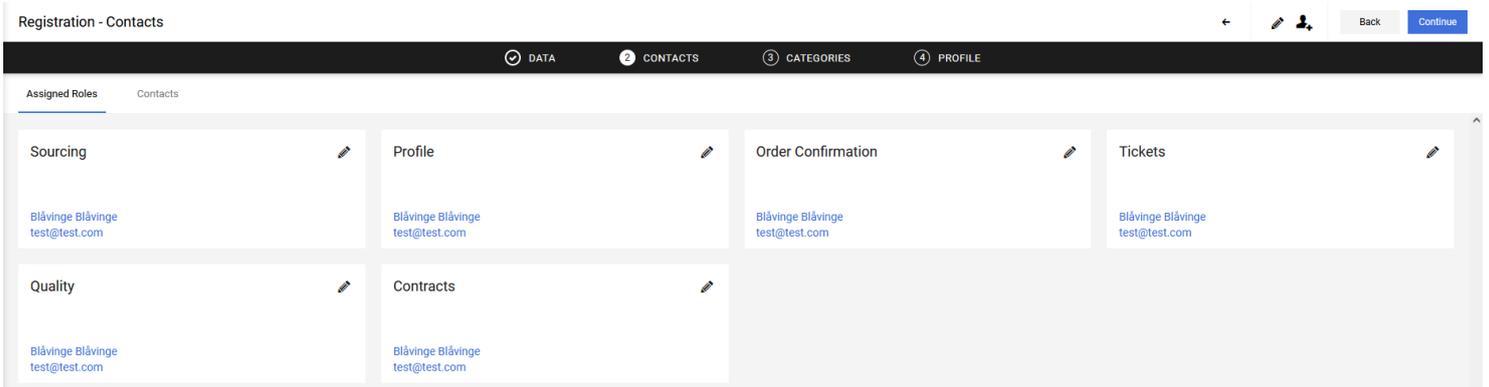
Under Contacts you can add additional users and assign them to different departments/working areas/responsibilities.



Every role is by default set to the first user that was registered. But here you can add new contacts and assign them to different roles.

The tab Assigned Roles shows the available Roles.

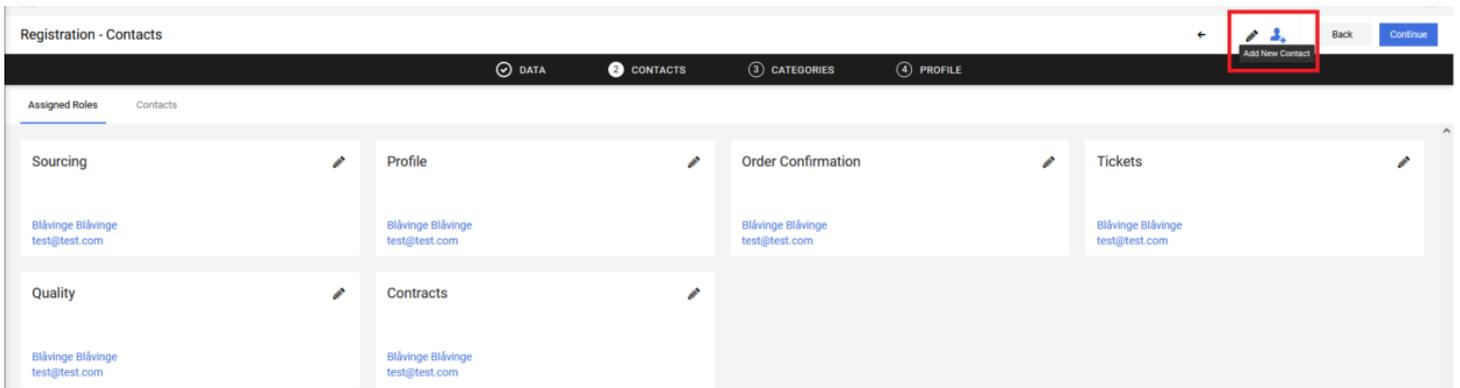
The tab Contacts shows a list of all registered Contacts.



Add Additional Contacts

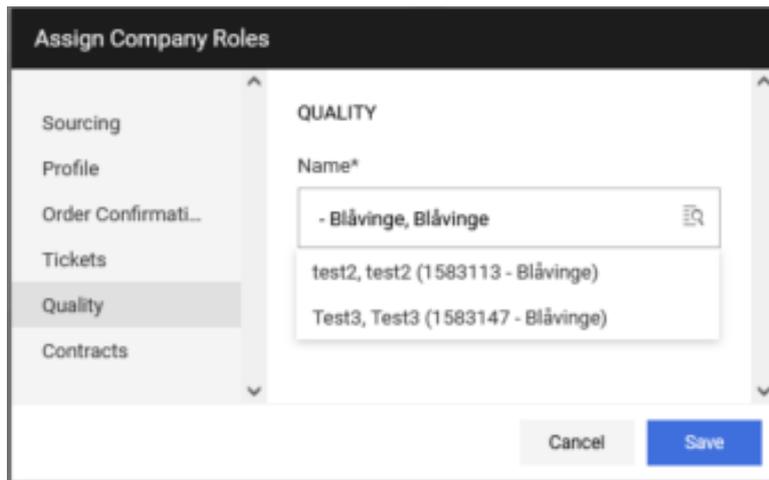
To add a new user:

1. Click the **Add New User** button in the toolbar. The Add New Contact page opens.
2. Fill out user information. Mandatory fields are marked with *
3. Click the Toggle button and select a login username for the contact to be able to log in to and use the system.
4. Click **Save** in the top right corner. The additional user is saved and can now be assigned to roles. They will receive a temporary password via email to access the system.

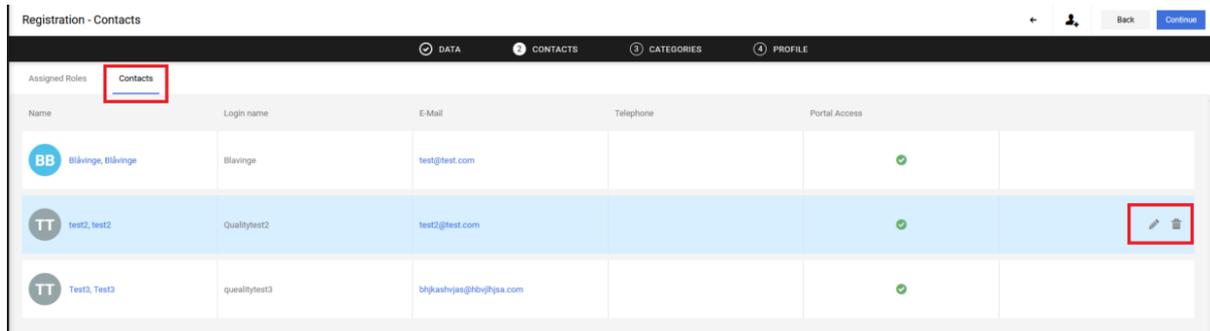


Assign Additional Contacts to Roles

1. Select the Role you want to assign the contact to and click the Edit (pen) icon in the toolbar or directly on the Role Box. The Assign Company Roles pop-up opens.
2. On the Assign Company Roles pop-up:
 - The navigation to the left shows all available Roles
 - To the right, select the responsible contact in the Name* field.
 - Click **Save**. The pop-up closes and you are back to the Registration Contacts page.



Contact List



The tab Contacts shows a list of the registered contacts including their Name, Login Name, email address, telephone number, and portal access status. Hover over a contact and the Edit or Delete icons appear. Make changes as applicable. After finishing the Contacts registration, click **Continue** to go to the next tab.

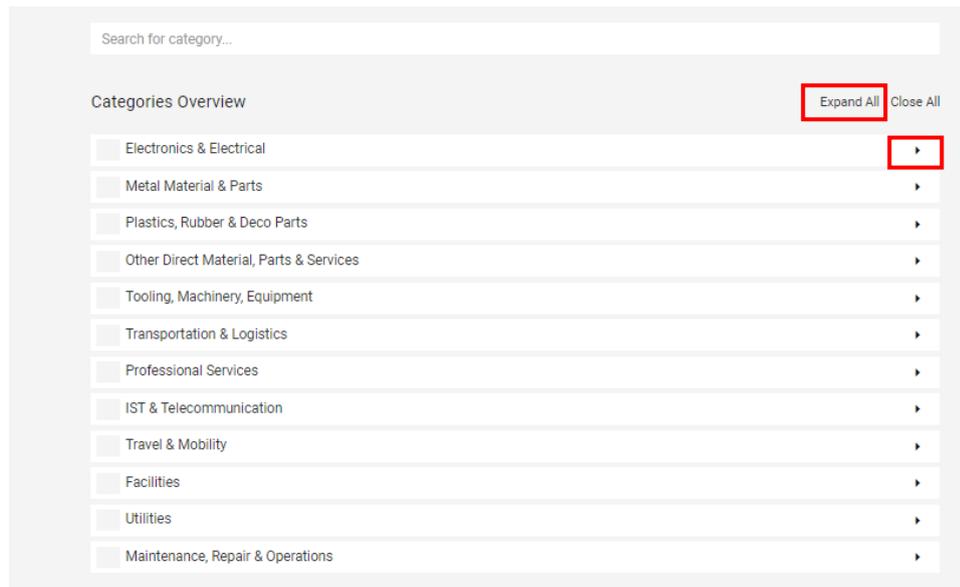
2.3 Step 3 - CATEGORIES

In the Step 3 – Categories, are asked to select the categories/commodities that your company can produce or deliver.



Find Category

On the left side, the categories are displayed, at main category level (highest level). There may be one or two levels of sub-categories depending on main category.



Click **Expand All** to see all levels (sub-categories). You can also click on the arrow on the right side to expand one category.

You can also search for a specific category by typing in the box at the top (**Search for category**).

Select Category

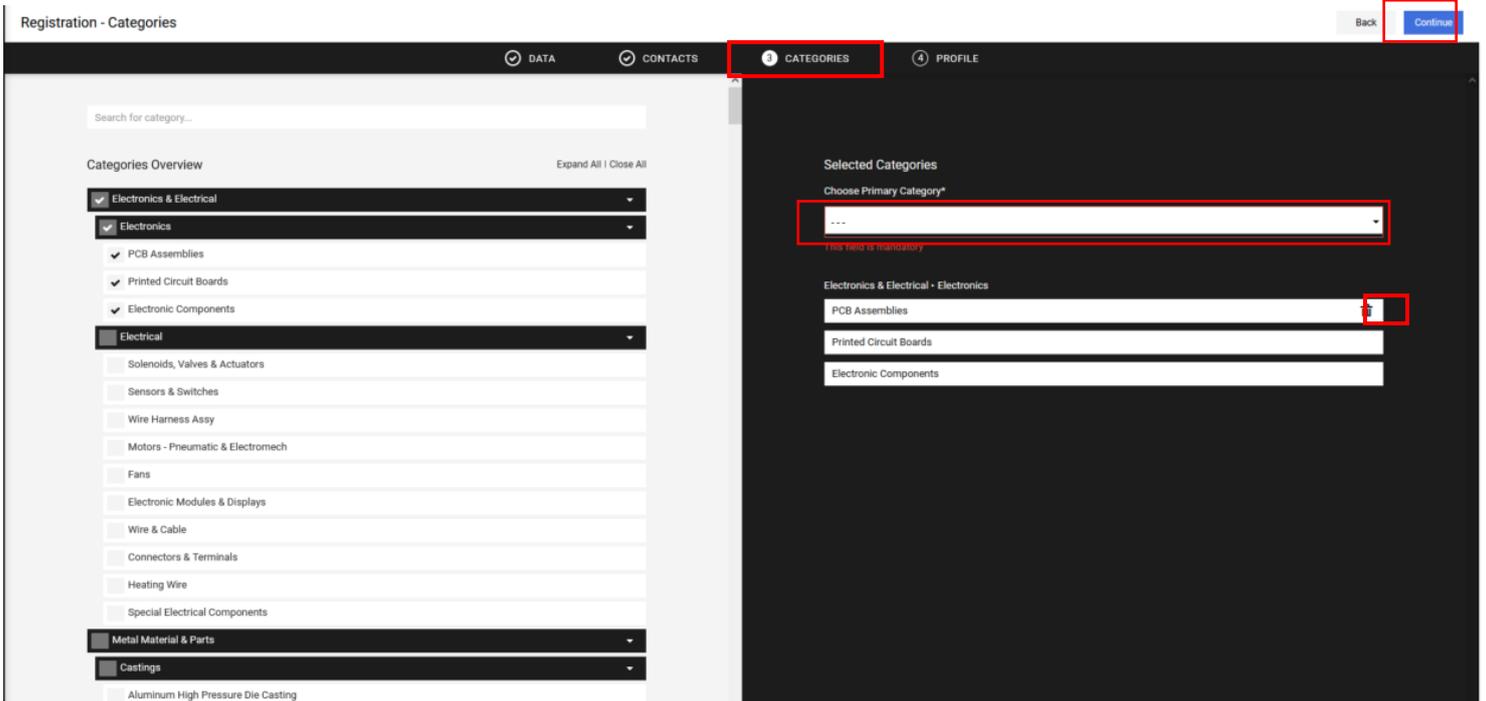
Select a category by ticking the box by the name. The category you choose will be visible on right hand side in Selected Categories. You must select a primary category, and a total maximum of 10 categories. If you tick a main category (on the left side), all sub-categories will be displayed by default (on the right side).

Change Category in Selected Categories

You can delete specific categories by hovering over them and clicking Delete (trash bin) symbol that appears. You can also delete all categories by un-ticking the boxes to the left.

You can make changes in categories from the dashboard later (also after publication).

Click **Continue** to proceed to the Profile tab.



2.4 Step 4 - PROFILE

The Profile in the Portal contains a set of questions related to your company, divided into several tabs. During the registration these are split into two steps, Small Profile and Big Profile. The Small Profile is completed first, and it contains a portion of the questions available in the Big Profile.

The Small Profile consists of a number of tabs. What tabs are available is different for different categories.

The yellow field at the top indicates what tabs have mandatory fields that must be filled before the profile can be published. Mandatory fields are marked with *.

Complete all the questions in the first tab, and then continue to the next. You have to Save the changes before clicking to another tab.

Registration - Profile Back **Save** Publish

DATA CONTACTS CATEGORIES **PROFILE**

General Ownership Business Technical Certifications Environment

⚠ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!
 Sections containing empty mandatory fields:

- Certifications
- General

Mandatory fields filling progress: 0%

Please make sure that all relevant contact information is updated in the Contacts section during the registration, and then continuously, in the Supplier Portal. For Direct Material suppliers the minimum is to define responsible persons for Sales, Quality, Logistics and Sustainability.

Managing Director / CEO: Firstname Lastname E-Mail address Office phone no. Mobile phone no. English: Communication

Other Locations

Company/site name	Type of Site	City	Country	Type of Products/Services	Contact person
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				

Employee Information

Number of Employees: Tot. no. of employees in company Tot. no. of employees in group (if appl.)

Financial Information

Financial Info (EUR)

	Year -2 1.123.45	Year -1 1.123.45	Forecast current year 1.123.45	Forecast next year 1.123.45
Group Turnover (EUR)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Turnover (EUR)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Earnings Before Interest and Taxes (EBIT) (EUR)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does your company have a valid Product Liability insurance?

Does your company have a valid Recall insurance?

When the profile is updated and all mandatory fields are filled, the field at the top will be green and it is possible to **Publish** the profile.

Registration - Profile Back **Save** **Publish**

DATA CONTACTS CATEGORIES **PROFILE**

General Ownership Business Technical **Certifications** Environment

✔ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!
 Mandatory fields filling progress: 100%

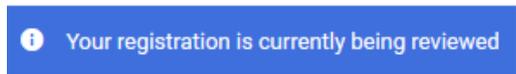
Certifications

Please state according to which standards you are certified or audited. If certified the certificate shall be attached and certification body defined, and if audited, audit report shall be attached and auditor defined.

Valid from Valid to Certificate/Audit Report Certification Body/Auditor Plan to be certified? Target implementation date

IATF 16949:2016*	<input type="text"/>						
ISO 9001:2015*	<input type="text"/>						
ISO 14001:2015*	<input type="text"/>						

On your home dashboard the red banner will be blue, indicating that the profile is under evaluation.



The profile will be locked for editing under this time.

The responsible purchaser will receive a notification to review the Profile. This can take time but when finished you will receive an email with information about how to proceed:

- Approved – Registration is finished and Profile approved, and you as supplier will go through further internal assessment, but you are now able to work in the Supplier Portal
- Review – You are asked to revise the Profile and re-publish it
- Declined – Registration process is declined, no further actions required

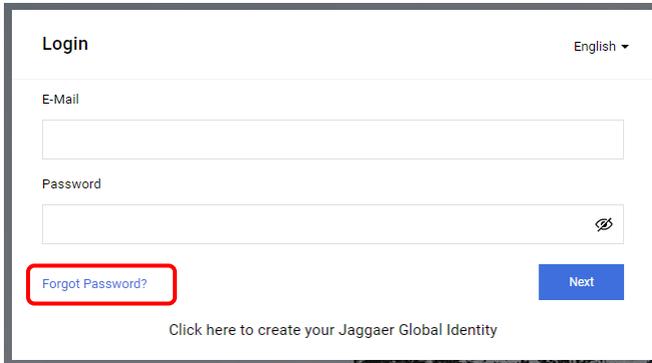
Next time you log-in you can use this link:
<https://app11.jaggaer.com/portals/kongsberg/>

If password is forgotten, go to Section 4.

3. FORGOT PASSWORD

In case you have forgotten your password, go to the log-in page:

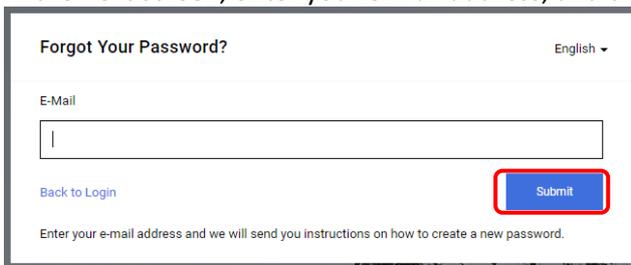
<https://app11.jaggaer.com/portals/kongsberg/>



The screenshot shows the 'Login' page with a language dropdown set to 'English'. It features two input fields: 'E-Mail' and 'Password'. A red box highlights the 'Forgot Password?' link. A blue 'Next' button is located to the right of the password field. Below the fields, there is a link that says 'Click here to create your Jaggaer Global Identity'.

Click “Forgot Password?”

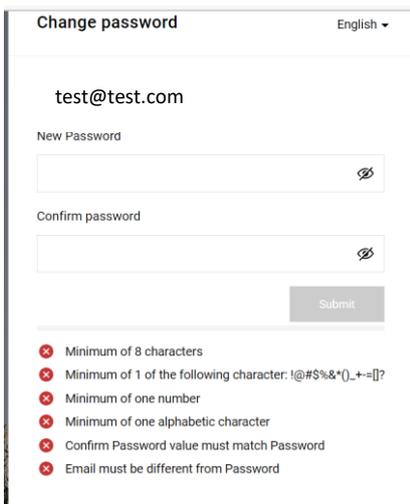
In the next screen, enter your e-mail address, and click “Submit”:



The screenshot shows the 'Forgot Your Password?' page with a language dropdown set to 'English'. It has an 'E-Mail' input field. A red box highlights the blue 'Submit' button. A 'Back to Login' link is on the left. Below the input field, it says 'Enter your e-mail address and we will send you instructions on how to create a new password.'

You will then receive an e-mail with a link.

Click link to click to come to the “Change password” screen:



The screenshot shows the 'Change password' page with a language dropdown set to 'English'. It displays the email 'test@test.com'. There are two password input fields: 'New Password' and 'Confirm password'. A 'Submit' button is at the bottom right. Below the fields, there is a list of password requirements, each with a red 'x' icon:

- Minimum of 8 characters
- Minimum of 1 of the following character: !@#%&*()_+~[]?
- Minimum of one number
- Minimum of one alphabetic character
- Confirm Password value must match Password
- Email must be different from Password

Enter the selected password in “New password” and “Confirm password” and then click “Submit”. Please note the password requirements.

Should you still have problems to log-in, after having tried to reset password, please jdsupport@jaggaer.com