



General Information

Introduction to JAGGAER

The JAGGAER / Oshkosh Supplier Portal offers an accessible online solution for suppliers to maintain their accounts and company information, participate in sourcing events, and manage purchase orders. This job aid will provide a basic overview of navigation in the JAGGAER / Oshkosh Supplier Portal.

To onboard, suppliers will complete company base data, enter contacts by roles, and complete a supplier profile. Suppliers will be onboarded to one of two levels: RFQ Only, which will allow you to participate in RFQ, or Full Onboarding, which will allow you to manage Purchase Orders. Full Onboarding will require a detailed supplier profile to be completed. New or changed supplier information will be approved by Oshkosh and may be returned to the supplier for changes.

Oshkosh will invite suppliers to participate in sourcing events via JAGGAER / Oshkosh Portal. Email notifications will be sent to alert suppliers they have been invited. Sourcing events may contain Cost Breakdowns of varying levels of detail and could be extended to multiple rounds as needed. Awarding decisions will be communicated via email.

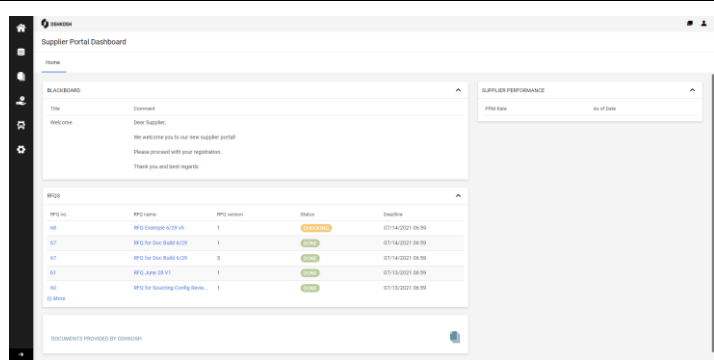
Oshkosh will transmit purchase orders via JAGGAER / Oshkosh Portal for both EDI and non-EDI suppliers. Suppliers will receive email notifications when new purchase orders are released to them, and these purchase orders will be visible in the JAGGAER / Oshkosh Supplier Portal. Supplier will use the platform to create ASN's and print labels for these orders. Invoices and receipts will continue to follow the same processes as today, but their data will be available for viewing in the platform.

The supplier portal can be found at the URL: <https://app12.jaggaer.com/portals/oshkosh/login?local=1>

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Upon logging in to the Supplier Portal, your home page will be displayed. It will show:

- RFQs that you have been invited to participate in
- Documents provided by Oshkosh
- Supplier Performance metrics





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<p>The navigation bar on the left side of the screen provides quick access to key areas of the system:</p> <ol style="list-style-type: none"> 1. Home 2. Primary Data 3. Documents 4. Requests 5. SCM 6. Reports 7. Administration 	
<p>Clicking the icon in the upper right corner will open an additional browser tab in the JAGGAER Supplier Portal.</p>	
<p>Clicking the icon in the upper right corner will allow you to edit your personal information in Account Settings and permit you to Change Password.</p> <p>Switch User can be used to switch between companies if your user is associated with multiple companies, such as a manufacturer's rep may be.</p>	
<p>Clicking Help will open an online user guide.</p>	



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To log out of the system, click the **Logout** button.

