



Supplier Self Registration

Introduction

This job aid is for suppliers who want to self-register as a supplier for Oshkosh through Jaggaer.

Instructions

The below instructions begin on <https://osn.oshkoshcorp.com/become-a-supplier>

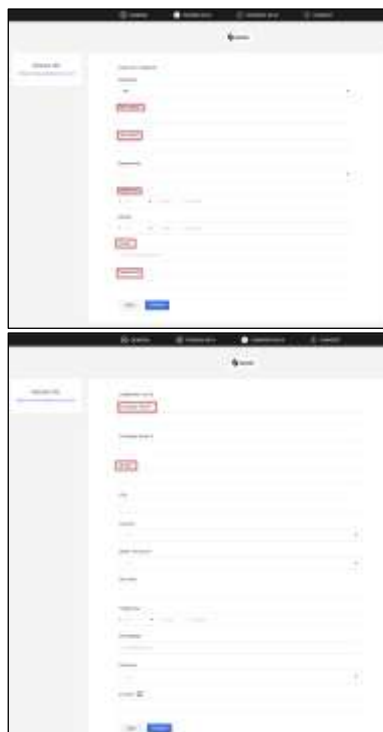
1. Select the box "Create an account."



2. You will be brought to our supplier portal. Select the preferred language.




3. Fill out all required fields (*) and non-required fields if applicable, on the Person Data tab and then the Company Data Tab. To continue select the continue button at the bottom of each page.






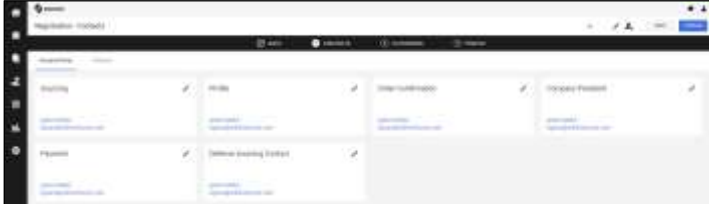



Supplier Self Registration

<p>4. For the consent page only the top box is required to accept. Check this box and then select "Accept and Submit."</p>	
<p>5. Jaggaer will send an automated email confirming the registration to create a company profile. There will be a link to take you directly to the "Password Reset Request" page. Input the login name and email and select "Request Password."</p> <p>6. Another automated email will be sent with a link to set the password.</p> <ul style="list-style-type: none"> • Password should meet the following criteria: <ul style="list-style-type: none"> ○ Minimum of 8 characters ○ Minimum of 1 of the following character: !@#\$\$%^&*()? ○ Minimum of one number ○ Minimum of one alphabetic character 	
<p>7. To complete and publish your company to Oshkosh for review you will go to https://app12.jaggaer.com/login.php to sign in with your credentials, when logged in you will select the , then click the big box with the Oshkosh logo</p>	



Supplier Self Registration

<p>8. Now you will select the  icon on the red stripe on the top of the screen</p>	
<p>9. Make sure all information on the data tab is correct then select continue in the top right corner</p> <p>10. For the contacts tab it will make you the contact for everything unless you specify otherwise then select continue</p>	 
<p>11. For the categories tab you will select what category your company is and then on the right side it will make you choose what your company does specifically within said category (can choose more than one)</p>	



Supplier Self Registration

<p>12. When you get to the profile tab it will have four subcategories, everything in the general, certifications, and BSC is required to move forward, after each tab is complete you will select “save” in the top right corner</p> <p>13. Your progress for these three tabs is tracked by percentage complete in the yellow stripe on the top after you save them</p> <p>14. Once you are 100% complete it will allow you to select “Publish” in the top right corner</p>	
<p>15. A pop up will ask if you want to publish your profile, select “OK”</p>	
<p>16. Job Aid complete</p>	