

Becoming a Supplier SRM Profile Creation

The JAGGAER Supplier Relationship Management (SRM) module supports easy onboarding of interested in becoming an Oshkosh Supplier.

Instructions

Suppliers will use this Job Aid to perform the steps to create their company profile in the JAGGAER Direct Supplier Portal.

1.	Select link of Oshkosh Supplier Network for "Become a Supplier"	https://us.jaggaer-direct.com/portals/oshkosh/register
2.	Do not select "Already Jagger Direct supplier".	CENERAL (2) PERSON DATA (3) COMPANY DATA (3) CONSENT C ESSERT
3.	Select the Language you would prefer to use for the supplier portal.	Welcome to the registration of the supplier portal
4.	Complete and verify your Contact Information. Fields marked with an * are mandatory. Oshkosh recommends entering the first part of your email for your login name. (joe.smith@example.com = joe.smith)	Website URL. CONTACT PERSON CONTACT PERSON CONTACT PERSON Mega: Awww.oddkoldcorp.com Saladron
5.	Click Continue .	Lat name Free Department Technology Feighboure + 1-00 * 920 ZPSPP2 Mobile + - * Man Montor Contract Exame



 6. Complete your Company Data information. Fields marked with an * are mandatory. a. Note that fields can be auto populated by using the D&B Lookup feature after the Company Name, Country and State/Province is entered. Click the D&B Lookup button at the top of page. 7. Click Continue. 	But status Construct Sch Ending status Ending status <t< th=""></t<>
 Review and check agree to Supplier Access Terms (required). 	⊘ GENERAL ⊘ PERSON DATA ⊘ COMPANY DATA ④ CONSENT ↓ GENERAL
9. JAGGAER Supplier Network conditions are not required to register (optional).	To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.
10. Click Accept and Submit.	To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.
11. Email will be sent to your inbox no need to click on "Open Supplier Portal" option	any time by updating the visibility setting in your company profile. Back Accept and Submit
	⊘ GENERAL ⊘ PERSON DATA ⊘ COMPANY DATA ⊘ CONSENT ↓ EISKISH
	Congratulations! Your base-registration was successful. An email to confirm this has already been sent to your registered email address. We noticed you already registered a Jugger Roupple Account with this email address. So press ega alread and log to the following this fair: @ Open supplier porter
12. Check your inbox for an email providing you with your login name and instructions	Hello James Dean - Test Supplier for Self Registration,
to set a password. 13. Select link	Thank you for your registration! You can log in using the following link:
	https://us.jaggaer-direct.com/portals/oshkosh/
	Please click the reset password button to set your password.
	Please fill in all additional required data to complete the registration process.



 14. Select Next on the login page. 15. On the password page, select "Password Forgotten?" To set a password 	Log In Englah - Portal Username Register now
	Enter Password English •
 16. Key in Username you created 17. Key in Email 18. Select Password request a. NOTE: box will appear below but will not be needed 	Username EMail Password request Powered by JAGGAER Direct - © 1999-2022 JAGGAER Login Password reset mail sent to the address specified. Please follow the HTML Link in the email. Username EMail Password request
 19. Check email inbox for link to reset your password a. NOTE: link will appear in German and English b. You can select either one 	Dear JAGGAER User, you requested a new password at 10:03, on 25-0P-2022, by following the link kolow, you will activate your new password for you JAGGAER account. https://lux.japaaer-direct.com/login_lostpass.php?kev=co003555ed925e2155546h46eaf4e7755efade&back=login.php?cid=78⟨=eng&cid=78 After 24 hours, this link will be rendered inactive. You may request a new one if needed. If it is impossible to open the link directly, please copy it to your favourite browser to open it. Best regards, Your JAGGAER Team



 20. Password should meet the following criteria: Minimum of 8 characters Minimum of 1 of the following character: !@#\$%^&*()? Minimum of one number Minimum of one alphabetic character 	Change Password Old password New Password Confirm New Password Confirm New Password Confirm New Password Next
21. Key in new password using the requirements listed on page	Change password Save Save Reset ✓ Your password has been changed successfully! ✓ You will be forwarded to the following site in 5 seconds: login.php?cid=78 Cancel forwarding Change password (b We have a new set of password rules in place: We have a new set of passwords rules in place: Winimum of 8 characters Winimum of 1 special character (not A-Z or a-z or 0-9) Winimum of 1 lower case letter and 1 upper case letter
22. Login with your credentials.	Log In English • Image: SHKDSH Portal Username Image: Image



23. Click the C to the right of "Your registration has not been finished yet. Continue with the registration."	Image: Section Production Section Sec
24. Scroll to the bottom and click the checkbox to agree to JAGGAER Supplier Network conditions (optional) .	Registration - Base Data DATA (2) CONTACTS (3) CATEGORIES (4) PROFILE
25. Click " Continue " on the top right corner.	 Dues 2 To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below. I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Oshkosh in order to allow all outcomers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.
 26. Click the icon to add additional users that will access the account. a. Fill out all the following mandatory fields: First name Last name Telephone E-Mail Portal Access (Toggle switch to blue) Login name – Oshkosh recommends entering the first part of the contact's email. (joe.smith@example.com = joe.smith) 	Image: sextext Image
 Permissions (Make sure this is checked) 	<u>◆</u>
 b. Click Save. c. Inform the new user that they will receive an email from Jaggaer with login instructions. 	



^ 8 **O** 05H e 1 27. To update Assigned Roles, click on the # Add New Contact icon. . Note: Effects of certain roles listed below: 2 Sourcing -Preferred contact(s) for • 렸 receiving RFQs Profile - Receive notifications related • ð to supplier profile Order Confirmation – Contact will be • assigned to orders as responsible and will receive order notifications Company President – No effect • Payment – No effect • **Defense Sourcing Contact – RFQs** from Oshkosh Defense will be sent to this contact by default Note: More than one user must be Oshkosł registered to change assigned role. 28. After clicking the *icon*, the **Assign** Assign Company Roles Company Roles box will appear. 29. + Add Another Responsibility can be used to add Add Another Responsibility Sourcing additional users to a role. Start typing in Profile the **Name*** field to search for a user, then SOURCING click to select. Multiple users can be added Order Confirmation at once to the Sourcing, Order Company President Name* Confirmation and Payment roles in the pop Payment ĒQ up. Defense Sourcing Contact 30. Click Save. 31. Confirm all roles are assigned to the Cancel appropriate user. 32. Once all roles are assigned and confirmed, click Continue. 33. Use the Checkboxes on the left to select categories that represent your core business. 34. Use the arrow on the right of the category to select/deselect sub-categories. 35. All categories selected on the left-hand side, appear in the drop-down on the righthand side. Select your **Primary Category** even if you have multiple. Any category that is not selected as a Primary Category will automatically be considered a "Secondary Category". Oshkosh buyers will see all Secondary Categories you supply listed next to your Primary Category and be able to sort and filter on these.







41. Screen will show your registration is under review.	Фознкозн Supplier Portal Dashboard
	Your registration is currently being reviewed Home BLACKBOARD Title Comment
	Coshkosh Forecast and Training Upd Supplier Partners Training for all modules located here: https://osn.oshkoshcorp.com/s2p.html Oshkosh Purchasing
	RFQS No entries found. DOCUMENTS PROVIDED BY OSHKOSH
42. Oshkosh will review your submission and follow up if interested.	