



Becoming a Supplier SRM Profile Creation

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

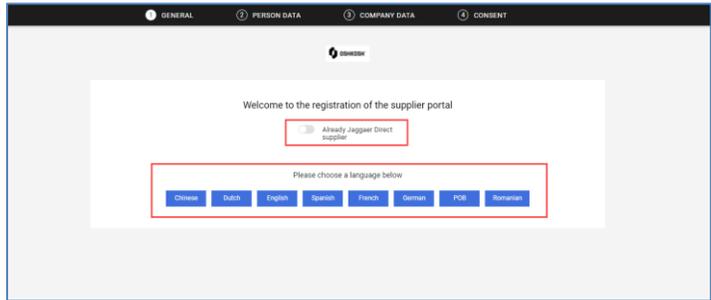
Instructions

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

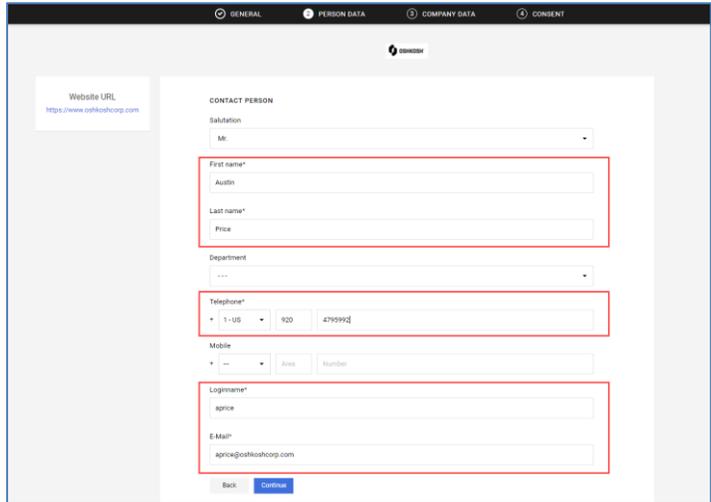
1. Select link of Oshkosh Supplier Network for "Become a Supplier"

<https://us.jaggaer-direct.com/portals/oshkosh/register>

2. Do not select "Already Jagger Direct supplier".
3. Select the **Language** you would prefer to use for 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)
5. Click **Continue**.





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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**.

8. Review and check agree to **Supplier Access Terms (required)**.

9. **JAGGAER Supplier Network** conditions are not required to register (**optional**).

10. Click **Accept and Submit**.

11. Email will be sent to your inbox no need to click on "Open Supplier Portal" option

12. Check your inbox for an email providing you with your login name and instructions to set a password.

13. Select link

Hello James Dean - Test Supplier for Self Registration,

Thank you for your registration!

You can log in using the following link:
<https://us.jaggaer-direct.com/portals/oshkosh/>

Login name: [REDACTED]

Please click the reset password button to set your password.

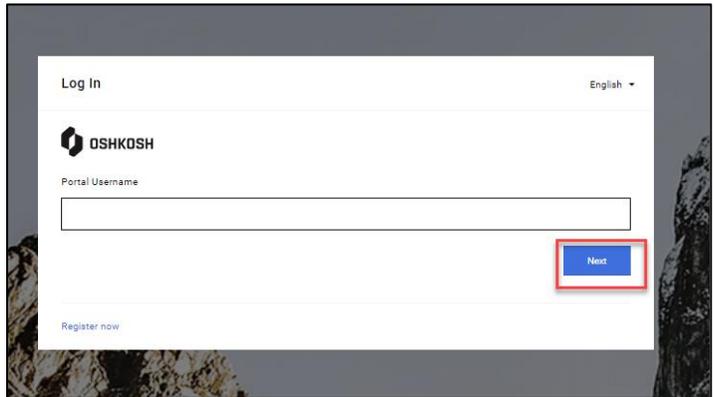
Please fill in all additional required data to complete the registration process.

Thank you,

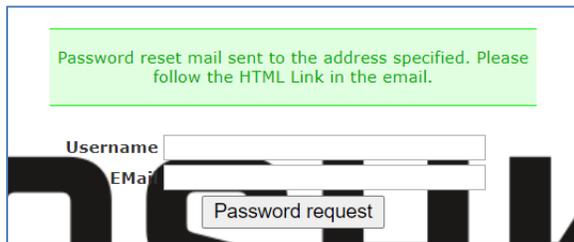


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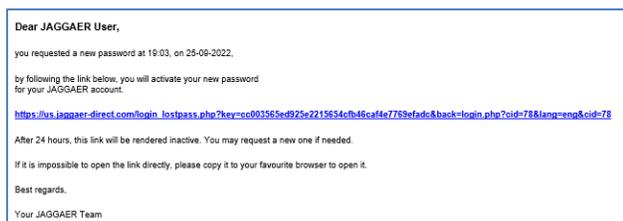
14. Select Next on the login page.
15. On the password page, select **"Password Forgotten?"** To set a password



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

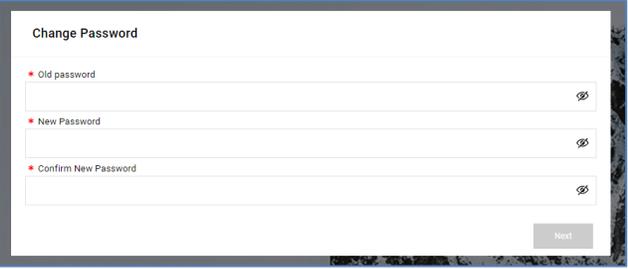
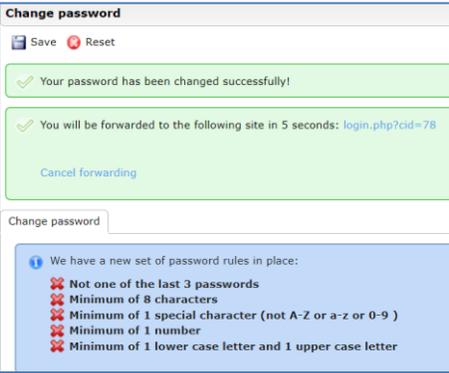
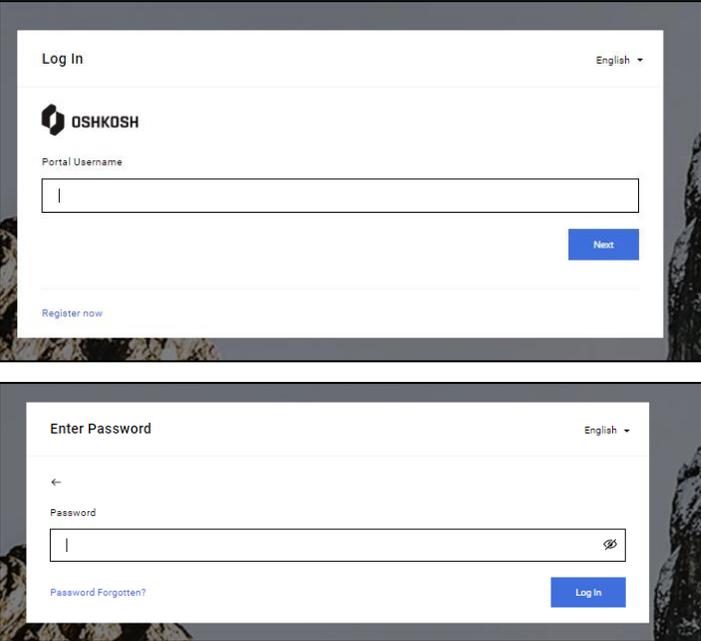


19. Check email inbox for link to reset your password
 - a. NOTE: link will appear in German and English
 - b. You can select either one





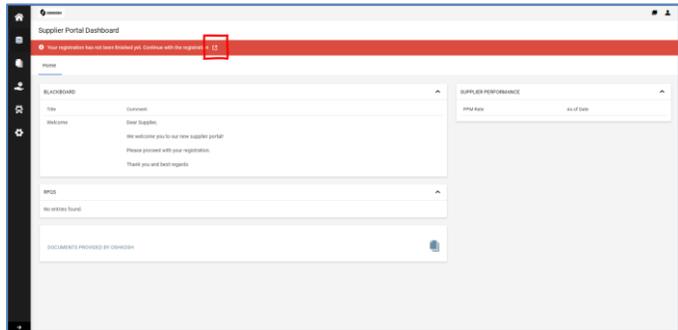
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<p>20. Password should meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum of 8 characters • Minimum of 1 of the following character: !@#\$%^&*()? • Minimum of one number • Minimum of one alphabetic character 	
<p>21. Key in new password using the requirements listed on page</p>	
<p>22. Login with your credentials.</p>	



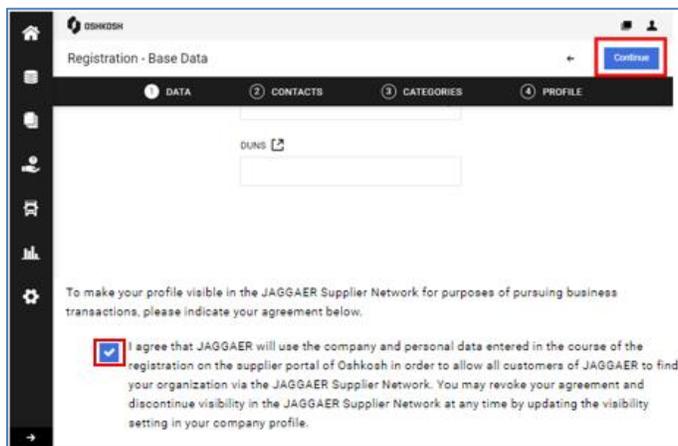
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23. Click the  to the right of “Your registration has not been finished yet. Continue with the registration.”



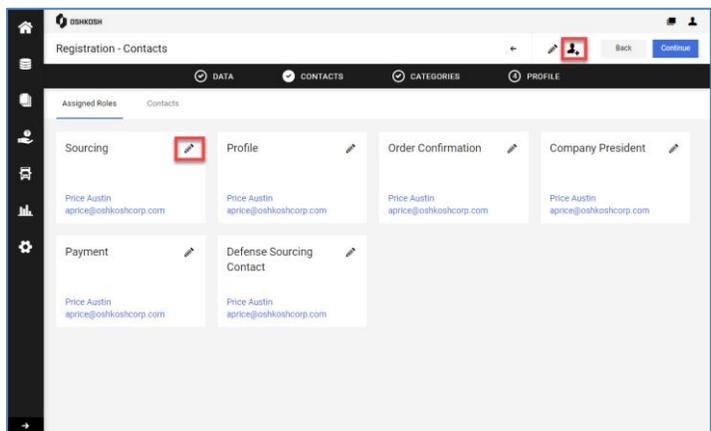
24. Scroll to the bottom and click the **checkbox** to agree to JAGGAER Supplier Network conditions (**optional**).

25. Click “**Continue**” on the top right corner.



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)
 - Permissions (Make sure this is checked)
- b. Click **Save**.
- c. Inform the new user that they will receive an email from Jaggaer with login instructions.





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27. To update Assigned Roles, click on the  icon.
- Note:* Effects of certain roles listed below:
- Sourcing –Preferred contact(s) for receiving RFQs
 - Profile – Receive notifications related 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 registered to change assigned role.

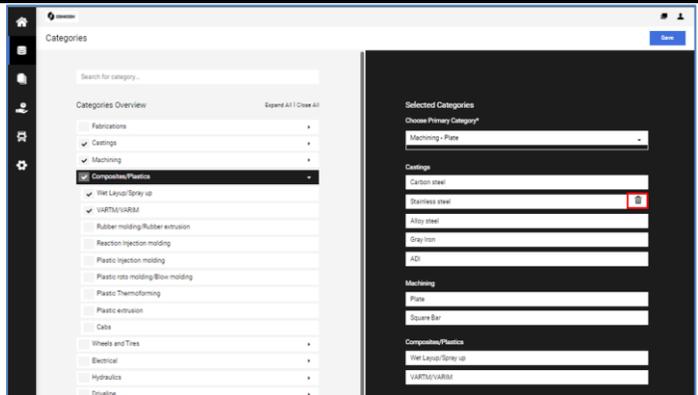
28. After clicking the  icon, the **Assign Company Roles** box will appear.
29.  **Add Another Responsibility** can be used to add additional users to a role. Start typing in the **Name*** field to search for a user, then click to select. Multiple users can be added at once to the Sourcing, Order Confirmation and Payment roles in the pop up.
30. Click **Save**.
31. Confirm all roles are assigned to the 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 right-hand 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.



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36. To deselect categories, hover over a Selected Category and click the  icon, or uncheck boxes in the category overview.
37. Click **Continue**.



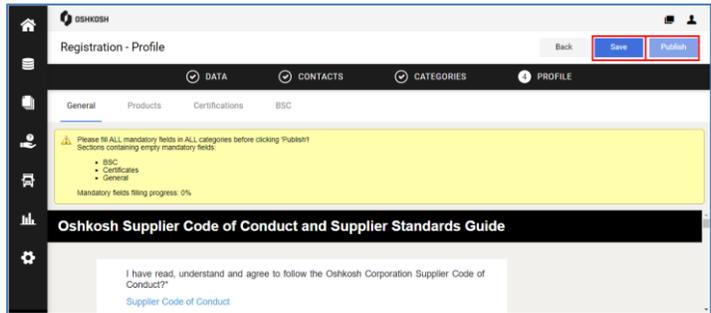
38. Complete the **Registration – Profile**. Mandatory fields are denoted with an *. There are multiple tabs that will have to be completed:

- **General**
- **Products**
- **Certifications**
- **BSC (Business Status Classification)**.

Before switching tabs, click **“Save”** at the top right corner.

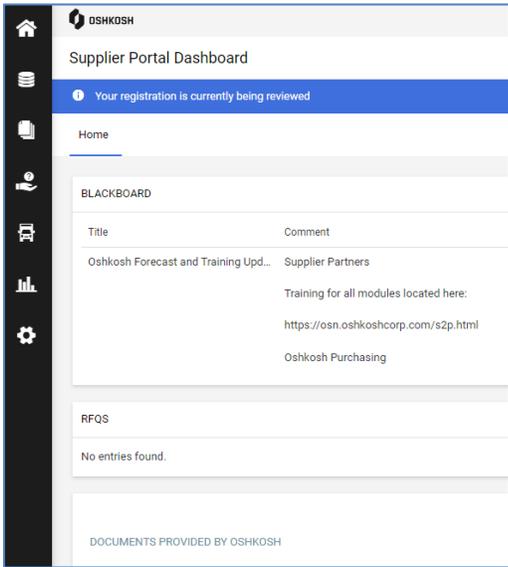
Note: If you are being fully onboarded for PO, you will also see a **FFATA** tab. This is only required if you are working with the Defense segment.

39. After completing all tabs, click **“Publish”** at the top right corner.
40. Oshkosh will review your profile and approve. If corrections are needed, an email will be sent requesting the necessary changes.





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<p>41. Screen will show your registration is under review.</p>	 <p>The screenshot shows the Oshkosh Supplier Portal Dashboard. At the top, there is a navigation bar with the Oshkosh logo and the text 'Supplier Portal Dashboard'. Below this, a blue notification banner states 'Your registration is currently being reviewed'. The main content area is titled 'Home' and features a 'BLACKBOARD' section with a table of announcements. The table has two columns: 'Title' and 'Comment'. One entry is visible: 'Oshkosh Forecast and Training Upd...' with a comment 'Supplier Partners' and a link to 'https://osn.oshkoshcorp.com/s2p.html'. Below the Blackboard section is an 'RFQS' section with the text 'No entries found.' At the bottom, there is a section for 'DOCUMENTS PROVIDED BY OSHKOSH'.</p>
<p>42. Oshkosh will review your submission and follow up if interested.</p>	