



Updating Expired Certificates

Instructions	
<p>This Job aid will assist external users in updating expired certificates within the Oshkosh Jaggaer Supplier Application.</p>	
<p>1. Jaggaer will send an automated email when one or more certificates have expired</p> <ul style="list-style-type: none"> • Click on the link to navigate to the Jaggaer Portal 	
<p>2. Log into the portal with your credentials</p>	
<p>3. From the home screen, on the left menu panel:</p> <ol style="list-style-type: none"> i. Click on the four stacked disks (Primary data) ii. Select Company Profile 	
<p>4. Select the second tab labelled Certifications to view all certificates</p>	



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- 5. Find the section of the expired certificate and update the information along with uploading the updated certificate

Oshkosh Global Certifications Requirements (applicable to all direct suppliers)
ISO / IATF / AS9100

Do you have an ISO / IATF / AS9100 Certification?
Yes

ISO / IATF / AS9100	Issue Date	Certifying Agency	Expiration Date
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="text"/>

End Job Aid.