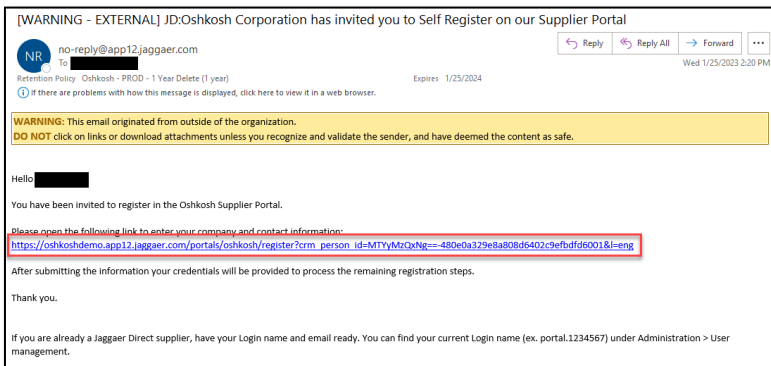**OSHKOSH™**

SRM Profile Creation

Introduction

In 2022 Oshkosh Corporation went live with a new Supplier Portal, Jaggaer. All purchase orders are being sent through this portal so it is a requirement that every Oshkosh Corporation supplier onboard on to Jaggaer. Non-compliance will prevent Oshkosh from being able to conduct business with the supplier.

|	
Initial Supplier Setup	Pages 1-11
Adding, Editing, & Removing Contacts	Pages 11-12
Roles & Responsibilities	Page 13

On-boarding Process

This section will walk through the step-by-step process to getting the profile created within the JAGGAER Direct Supplier Portal.

1. You will be emailed an email link for registration, follow this link to do the initial profile set up	
2. Do not select "Already Jagger Direct supplier". 3. Select the Language you would prefer to use for the supplier portal.	
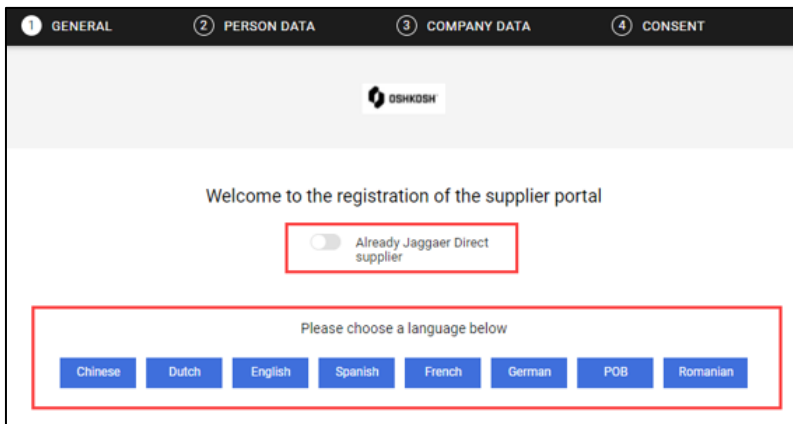
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4. Complete and verify your **Contact Information.** Fields marked with an astericks (***)** are mandatory. Oshkosh recommends entering the first part of your email for your login name. (joe.smith@example.com = joe.smith)

5. Click **Continue**.

CONTACT PERSON

Salutation

Mx.

First name*

Last name*

Department

Telephone*

+ 1 - US

Mobile

+ ---   Area   Number

E-Mail*

Loginname*

Back   Continue

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6. Complete the required company data indicated by astericks (*) and then procced by selecting continue	**COMPANY DATA** Company name* Company name 2 Street* ⓘ Street 2 City* Country* - - - State / Province - - - Zip code* Telephone + - - - Area Number Homepage Including http:// Currency - - - D-U-N-S ↗ Back Continue
7. Next window is a disclaimer noting Jaggaer's supplier access terms. Only the first box is required to move on. • *Note* – These terms state it is your responsibility to handle and manage the data as accurately as possible	To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms. ☐ I agree and accept Supplier Access Terms. 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 customers 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. Back Accept and Submit

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8. Once you have accepted and submitted you will be greated with this message. • An email will also be sent with a link to the set password	**Successful Registration** Thank you for your registration. You may now log into the Portal. The password has been sent to your email address. ↗ Open Supplier Portal
9. Check your inbox for an email providing you with your login name and follow the link	[WARNING - EXTERNAL] JD:Oshkosh Corporation thanks you for registering on our Supplier Portal NR no-reply@app12.jaggaer.com <no-reply@jaggaer.com> ↩ Reply ↩ Reply All → Forward ••• To Tue 7/18/2023 8:14 AM Retention Policy Oshkosh - PROD - 1 Year Delete (1 year) Expires 7/17/2024 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser. WARNING: This email originated from outside of the organization. DO NOT click on links or download attachments unless you recognize and validate the sender, and have deemed the content as safe. Hello Thank you for your registration! Please use the following link to request a password: https://app12.jaggaer.com/login_lostpass.php?cid=78&lang=eng Login name: Please fill in Login Name and Email then click password reset. Thank you,
10. Enter the username given in the email and your email and select password reset	**Username** [ ] **EMail** [ ] [Password request]
11. Check your inbox for another email that will provide you with a link to set a password	JL JAGGAER Lost Password <no-reply@jaggaer.com> ↩ Reply ↩ Reply All → Forward ••• To Tue 7/18/2023 8:37 AM Retention Policy Oshkosh - PROD - 1 Year Delete (1 year) Expires 7/17/2024 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser. 文A Translate message to: English Never translate from: German Translation preferences **Dear JAGGAER User,** you requested a new password at 13:37, on 18-07-2023, by following the link below, you will activate your new password for your JAGGAER account. https://app12.jaggaer.com/login_lostpass.php?key=e070dbe367f67fb4ebc9246e0b349c70b84612b8&back=login.php?cid=78&lang=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

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12. 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	WARNING: You must change the password **now**! We have a new set of password rules in place: ✖ Not one of the last 3 passwords ✖ Minimum of 8 characters ✖ Minimum of 1 special character (not A-Z or a-z or 0-9) ✖ Minimum of 1 number ✖ Minimum of 1 lower case letter and 1 upper case letter New password* [ ] New password (re-enter)* [ ]
13. Login with your credentials. Link: https://app12.jaggaer.com/portals/oshkosh/login?local=1	Log In English ▼ OSHKOSH Portal Username [	] Next Register now
14. Click anywhere in the big box to continue	OSHKOSH Click on a logo to access the respective supplier portal.

15. Click the [↗] to the right of "Your registration has not been finished yet. Continue with the registration."	OSHKOSH
	Supplier Portal Dashboard - Welcome, ▮▮▮▮ from ▮▮▮▮▮▮
		Partner no. ▮▮▮
		✖ Your registration has not been finished yet. Continue with the registration [↗]
		Home
		
		BLACKBOARD
		Title Comment
		JLG Holiday Announcement JLG Holiday Announcement
		                        https://osn.oshkoshcorp.com/
		JLG Holiday Announcement Valued JLG supplier,
		                        As a result of strong demand and previous intermittent supply chain disruptions, JLG will be operat

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16. There will four sections, DATA, CONTACTS, CATEGORIES, and PROFILE
    - DATA should be complete from initial registration but here you can verify it's accuracy
    - CONTACTS – See page 11, you can add and edit additional contacts, otherwise all roles default to user setting up account
    - CATEGORIES – Primary Category is mandatory, select best fitting options
    - PROFILE – See next step
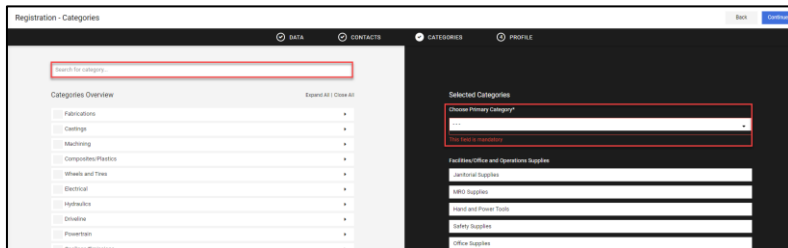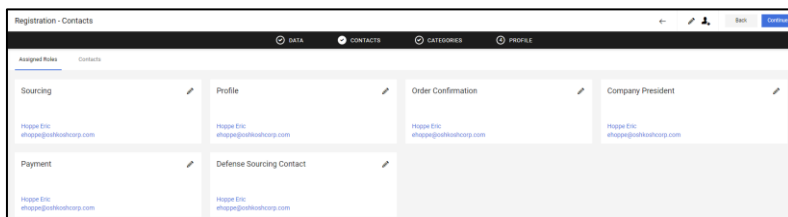
17. First Section is "General." Each section indicated with an astericks is mandatory to answer Yes or No.
    - Oshkosh Supplier Expectations
        i. Supplier Code of Conduct – **Mandatory**
        ii. Supplier Standards Guide – **Mandatory**
        iii. FRDM – **Preferred**, not mandatory

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• General Profile Questions i. All sections are mandatory except the comments section and the "Remit To" address question	
• Production Calendar i. Preferred but not required	

• Quality
  i. Selecting "I have read the Supplier Quality Manual" is required
  ii. Supplier Quality Audit is required for suppliers of direct manufactured products; it is not required for indirect products and services
  iii. CDAAS is only required if you are providing Electronic Components	

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• Tax Information i. All fields mandatory, you will need to attach a copy of your W9 for the last section	**Tax Information** Sales Tax Exemption Status* Yes ▾ Tax organization Type* Individual Please select your Tax Country/Region* US ▾ Taxpayer ID* 1099 Reportable?* Yes ▾ W9 attachment* Screenshot_20230126_102318.png
• Accounts Payable Information i. Mandatory – you will set up contacts in a later step, if there will only be one contact you are the default payment contact	**Accounts Payable Information** Did you confirm that your Payment contact information is correct? * Link to update payment contact Yes ▾
• Once complete select "Save" from the top-right corner i. If you missed any fields you will be notified via a warning message. If you completed the section incorrectly it will show up in the list.	Back Save Publish ⚠ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Sections containing empty mandatory fields: • Certifications • General Mandatory fields filling progress: 88%

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18. Second section is "Products;" this section is geared specifically to direct suppliers, please complete as much of this section as you can. This section goes into further analysis of quality specifications and engineering capabilities. • If you are not supplying components/assemblies for our final products you can move on to the next step	
19. Third section is "Certifications;" this section is also geared specifically to direct suppliers but require answers for each question • If indirect or a question is not applicable to your company select "No" or "Not Applicatble" from the drop-down option	
20. Fourth section is only informational, it provides our location codes; these are referenced on Purchase Orders and Forecasts. • Select the next section (BSC) to continue on	

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21. Fifth section is the Business Status Certification portion and the following fields are required:
    - Address
    - City
    - State
    - Zip Code (9-digit format, no dash)
    - Country
    - Principal Products/Service
    - NAICS Code (North American Classification System, six-digit code describing principal products/service provided, multiple codes can be provided)

Business Status Certification

Company Name	
Doing Business As	
Supplier Number	
Address*	
City*	
State*	
Zip Code + 4*	
Country*	---
Principal Products/Service*	
NAICS Code (North American Classification System):*	

- The second portion on this section is declaration of business size, foreign-owned status, as well as other various concern options that may apply
    i. Only the sections with astericks (*) are required
    ii. Foreign-owned suppliers will need to further indicate if any subcontract performance occurs within the United States
    iii. For the most part, size standards are based on the average annual receipts or the average employment of a supplier
    iv. For more information on these size standards, please visit https://www.sba.gov/federal-contracting/contracting-guide/size-standards

Please complete below to identify as Large, Small or Foreign Owned Business Concern

If you have difficulty determining your size status, please refer to SBA's website at:
https://www.sba.gov/content/small-business-size-standards
or contact your local SBA office.

Do you qualify as a Large or Small Business?*   ---

Do you qualify as a Foreign-Owned Business Concern (Outside the United States)?*   ---

Please indicate below if business concern is a Small Disadvantaged Business Concern, Women-Owned Business Concern, Minority-Owned Business Concern,

HUBZone Small Business Concern, Veteran-Owned or Service-Disabled Veteran-Owned Business Concern (Check all that apply).

You may wish to review the definitions for the categories listed below in the FAR 19.7 or 52.219-8 at:
https://www.acquisition.gov/?q=browsefar

Of the following, check all that apply:*
- [ ] Small Disadvantaged Business Concern
- [ ] Native American/Alaskan/Hawaiian Owned
- [ ] Women-Owned Business Concern
- [ ] HUBZone Small Business Concern-(must be certified with the SBA)
- [ ] Service-Disabled Veteran-Owned Small Business Concern
- [ ] Veteran-Owned Small Business Concern
- [ ] Minority-Owned Business Concern

- Final requirement of this section is at the bottom which is to sign and certify accuracy

The offeror represents and certifies that the information provided is true and understands that Under 15 U.S.C., any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged woman-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, or 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall:

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

| Authorized Signature of Contact Certifying the Above Information* | | Title* | |
| Phone* | | Date* m/d/y | |

I certify that the above information is accurate.*   ---

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22. The Sixth and final section is the FFATA (Federal Funding Accountability and Transparency Act) tab.
    • The first question is required for everyone:
        i. If **Yes**; you will need to complete the rest of this section
        ii. If **No**; you are complete and select save from the top-right corner. If all mandatory fields are complete you can also select Publish from the top-right corner.	

• If you are supplying Oshkosh Defense; Section one will be to meet the FAR 52.204-10 requirement
        i. All sections (excluding Parent Vendor Name & Parent Unique Entity ID) are required
            1. Note: Zip code is 9-digit, no dash, space, or special characters
        ii. There is a link to instructions on obtaining a Unique Entity ID from SAM.gov below that field
            1. Note: UEI is 12 alphanumeric characters	

• Second section will be to satisfy the FFATA Information; use the drop down option next to each applicable option to select yes or no. i. The final question will require the names, titles, and compensation of the highest compensated executives if not reported through SEC	

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- Final step will be to Sign, Certify, Save, and Publish
    i. All Fields are required
   ii. Save & Publish are at the top of the screen

This section is complete; after hitting publish the profile submission will go to an internal gate keeper for review. You will get a notification email once completed and approved.

Adding, Editing, and Removing

The purpose of this job aid is to walk through the steps of adding additional contacts, removing no-longer valid contacts, as well as a description of the different roles and responsibilities within the Jaggaer portal.

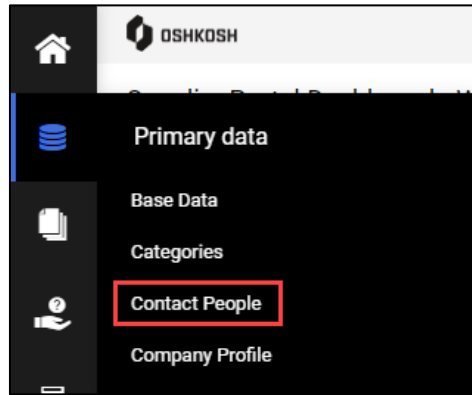| Pages 11-12	Adding, editing, and deleting contacts
Page 13	Assigning/Changing Roles and Responsibilities

1. Once logged into Jaggaer; select the icon from the left menu to access Primary data

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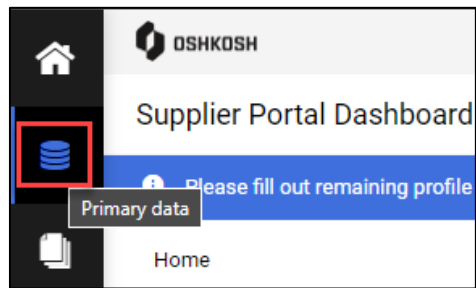
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|	
2. When you click on "Primary Data" four options will appear. Select the third option "Contact People"	

3. You will be brought to the contacts home where you can view, edit, and delete contacts.
    a. If you want to add a contact, select the 👤+ icon in the top right
    b. If you want to edit a contact (update name, phone, or email) select the ✏️ icon on the far right side when hovering over a specific contact
    c. If you would like to delete a contact, select the 🗑️ icon on the far right side when hovering over a specific contact	
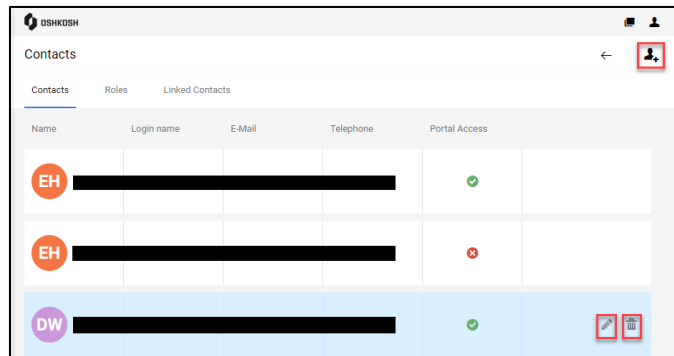
4. If Adding contacts; after selecting "add" with the 👤+ icon, fill in all of the required fields (marked with *) and click "save"
    a. If you intend for the contact to be able to access Jaggaer for any reason you must toggel the **Portal Access** button, it will appear blue and below a loginname field will appear
        i. Usernames are unique and as general rule of thumb we recommend using the first part of your email (joe.smith@example.com = joe.smith)	

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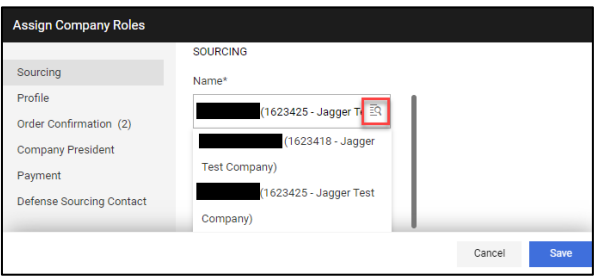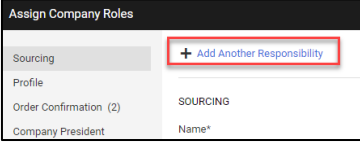
	Portal Access ⓘ Loginname* [empty field]
5. If deleting a contact, after selecting "delete" with the 🗑 icon, you will be prompted with a warning message	**Information** ⓘ Are you sure to delete this account? Close Yes

Note: Editing a contact in this section is limited to name, email, and phone numbers. Roles is covered in next section.

Roles and Responsibilities

1. After you have all of your contacts added, you can assign roles by selecting the second tab from the top menu, below are description of each option
   - ➢ **Sourcing** –Answer and respond to any electronic RFQs regardless of segment (*multiple contacts*)
   - ➢ **Profile** – Maintain and adjust supplier profile for your company (*one contact*)
   - ➢ **Order Confirmation** – Contact will confirm and change PO's (*multiple contacts*)
   - ➢ **Company President** – Name of company president (*one contact*)
   - ➢ **Payment** – View payments, receipts, & invoices (*multiple contacts*)
   - ➢ **Defense Sourcing Contact** – Answer and respond to any electronic RFQs for Defense only. Can only be one person but if they are not available will move to main sourcing lint of names (*one contact*)

2. To edit the roles, select the edit 🖊 icon next to anyone of the roles

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3. After selecting the ✏ icon, an "assign company roles" window will pop up
   ➢ You are able to pick any role and assign from this window
   ➢ Some roles you can assign to multiple while some are restricted to a single user as noted above in blue
 	
4. To assign a person, select the 🔍 icon
 	
5. If its a role that can be multiple, select add another responsibility to add additional contact
	Assign Company Roles
	
	Sourcing SOURCING
	Profile Name*
	Order Confirmation (2) (1623425 - Jagger T)
	Company President (1623418 - Jagger
	Payment Test Company)
	Defense Sourcing Contact (1623425 - Jagger Test Company)
	
	Cancel Save
	
	Assign Company Roles
	
	Sourcing ➕ Add Another Responsibility
	Profile
	Order Confirmation (2) SOURCING
	Company President Name*

6. End Job Aid	