



# SUPPLIER GUIDE - JAGGAER

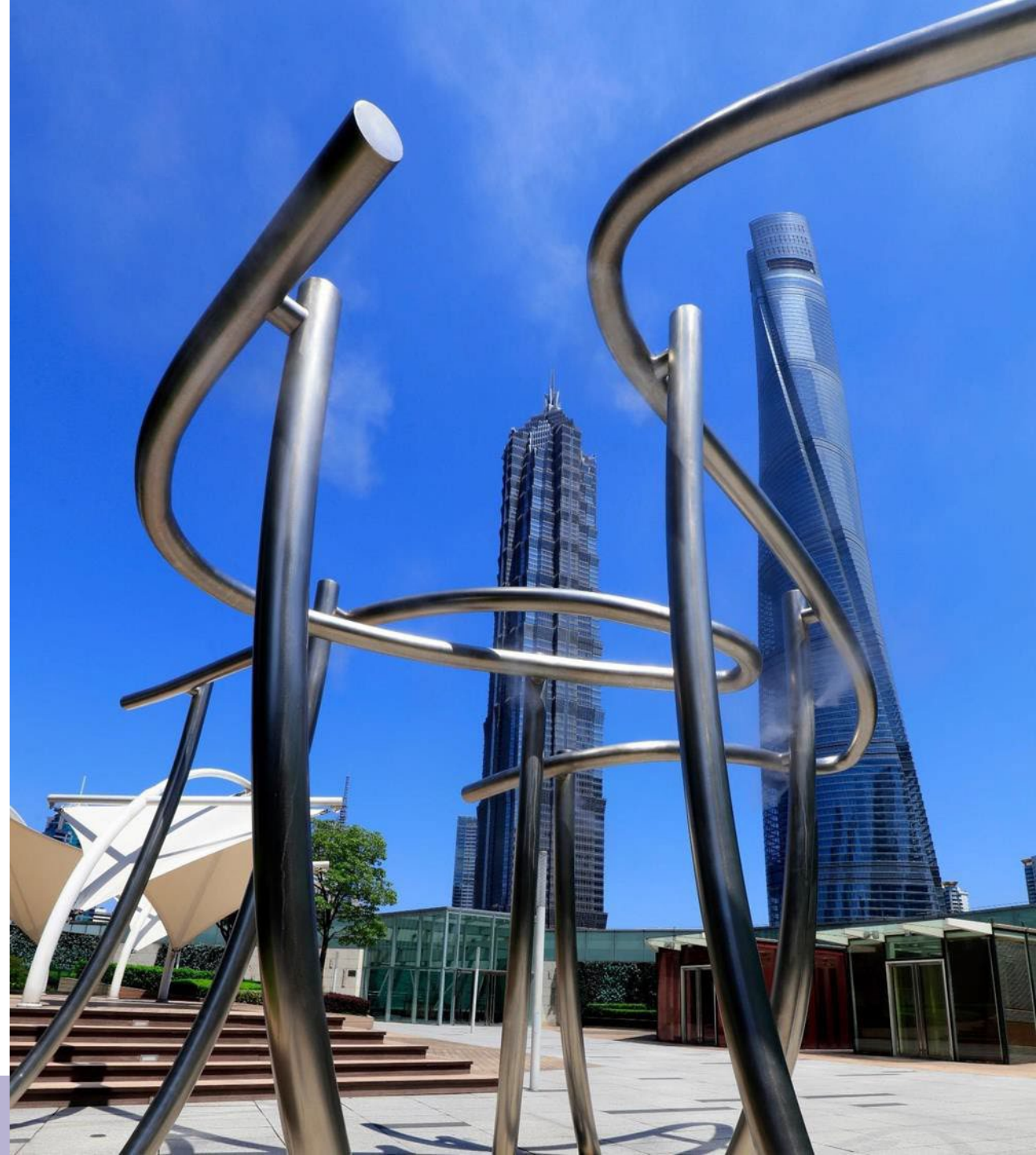
## Supplier Management

September 2023



# I. Registration Process

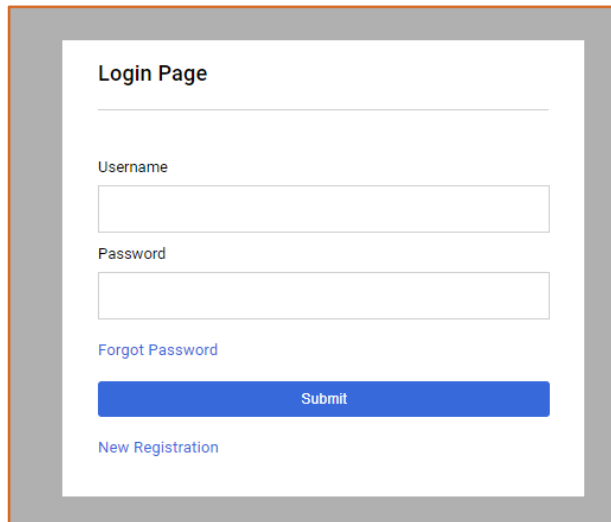
## 1) Supplier Registration



# I. Registration Process

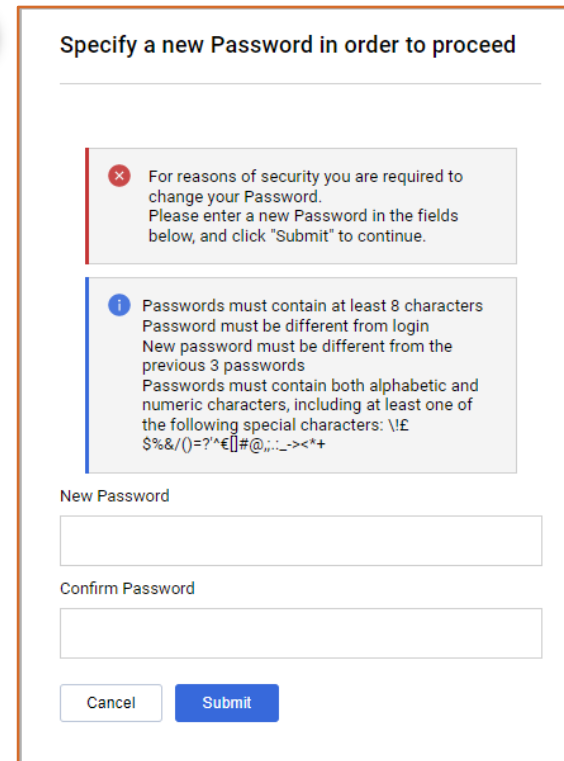
## 1 - Supplier Registration

1



The screenshot shows a 'Login Page' with the following elements: a horizontal line at the top, a 'Username' label above a text input field, a 'Password' label above another text input field, a blue 'Forgot Password' link, a blue 'Submit' button, and a blue 'New Registration' link at the bottom.

2



The screenshot shows a screen titled 'Specify a new Password in order to proceed'. It contains two informational messages: a red error message stating 'For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.' and a blue info message detailing password requirements: 'Passwords must contain at least 8 characters', 'Password must be different from login', 'New password must be different from the previous 3 passwords', and 'Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!@#\$%&/'().?\*^€[]#@;:~><\*+'. Below these messages are two text input fields labeled 'New Password' and 'Confirm Password', and a 'Submit' button next to a 'Cancel' button.

1

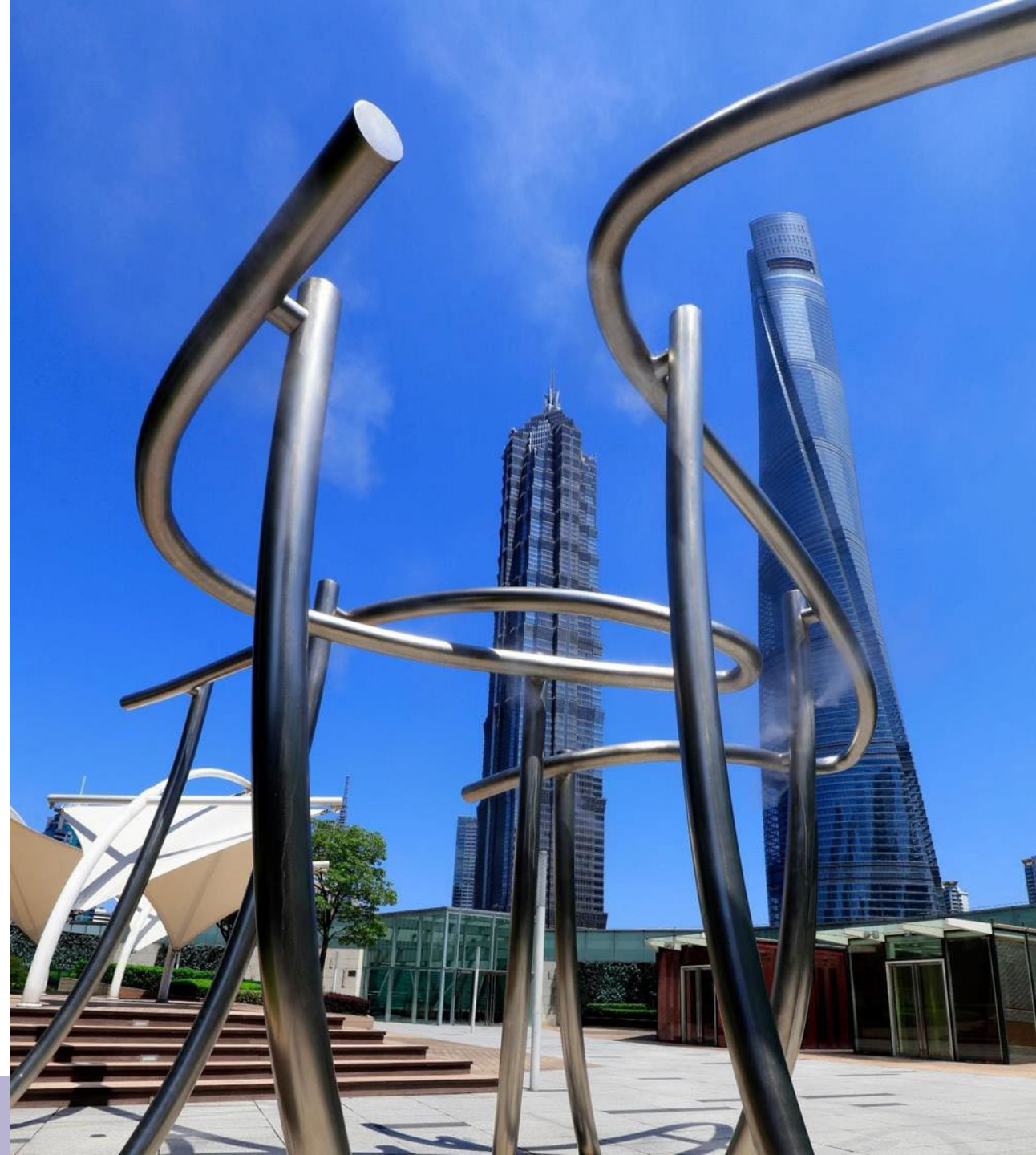
Access the platform with the credentials you have just received via e-mail

2

You will be required to enter a new password to your account. Once done click on "Submit" to finish the process. You must now wait for the Acerinox team to approve your registration request.

## II. Information

### 1) Information Update Request by ACERINOX



## II. Information

### 1 - Information Update Request by ACERINOX

noreply-prep@jaggaer.com

10:46 (hace 1 hora) ☆ ↶ ⋮

para mí ▾

\*\* CORREO EXTERNO. Verifique remitente antes de abrir adjuntos o hacer clic sobre enlaces \*\*

Dear K.prueba11,

The Buyer Organisation Acerinox - Columbus has requested that you complete any required data and review Category Assessment Forms on Acerinox SA

Assessment Code: asm\_174

Assessment Group Name: COLUMBUS - Scrap Materials

Buyer Comment (optional): Please review the additional form

To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password

<https://acerinox.tls-prep.app.jaggaer.com/esop/guest/login.do?qvu=99233546018A9802E9DD>

1

2

Or browse as follows:

- Connect to <https://acerinox.tls-prep.app.jaggaer.com>
- Enter your Username and Password
- Go to Assessments in the My Organisation Area
- Click Editable Assessments
- Select the Forms to be reviewed and completed
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer.

In case Acerinox requires us to **modify the information** submitted in the registration forms, we will receive an **e-mail requesting such revision**.

1

**Select the link to access** the form directly.

2

Another access option is to **follow the steps detailed below**

# II. Information

## 1 - Information Update Request by ACERINOX

The system will then redirect us to Acerinox's platform:

The screenshot shows the Acerinox platform interface. A notification dialog box is displayed in the center, titled "acerinox.tls-prep.app.jaggaer.com dice". The message reads: "The Buyer Organisation has requested you update or review Forms associated to this Assessment. Click 'OK' to Go directly to Editable Forms". There are "Aceptar" and "Cancelar" buttons at the bottom of the dialog. Below the dialog, the "Form List" section is visible, showing a table with 3 results. A red circle with the number "1" is placed over the table header area.

		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DA
1	>	Page	<a href="#">Additional form</a>	✓		11/09/2023 16:37
2	>	🔒 Conditional Page	<a href="#">COLUMBUS Additional Form</a>	✓		12/09/2023 11:56
3	>	🔒 Conditional Page	<a href="#">COLUMBUS Scrap Materials</a>	✗		

1

A message will appear on the screen informing us about the **review of the forms**. Select "**Accept**" to continue

# II. Information

## 1 - Information Update Request by ACERINOX

acerinox.tls-prep.app.jaggaer.com dice  
The Buyer Organisation has requested you update or review Forms associated to this Assessment.  
Click 'OK' to Go directly to Editable Forms

Return Forms To Buyer

Details Messages (Unread 0)

Editable Forms

Form List

Showing Result 1 - 1 of 1

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Conditional Page	COLUMBUS Additional Form			12/09/2023 11:56

1

Next, we will see a **list of the forms subject to revision**, as well as their **completion status, expiration date, last modification date, etc...**  
Select the **form name (in blue)** to access the **questions**.

2

Once inside, click on the **pencil icon** to **modify/add** the necessary answers.

3

Once we have finished, select **"Return Forms to Buyer"** to **send the new answers back** to the Acerinox manager

4

**Confirm** the action in the drop-down with the **"Accept"** button to finish

11:32 Greenwich Mean Time DST

Welcome Karmele Bonilla

COLUMBUS Additional Form

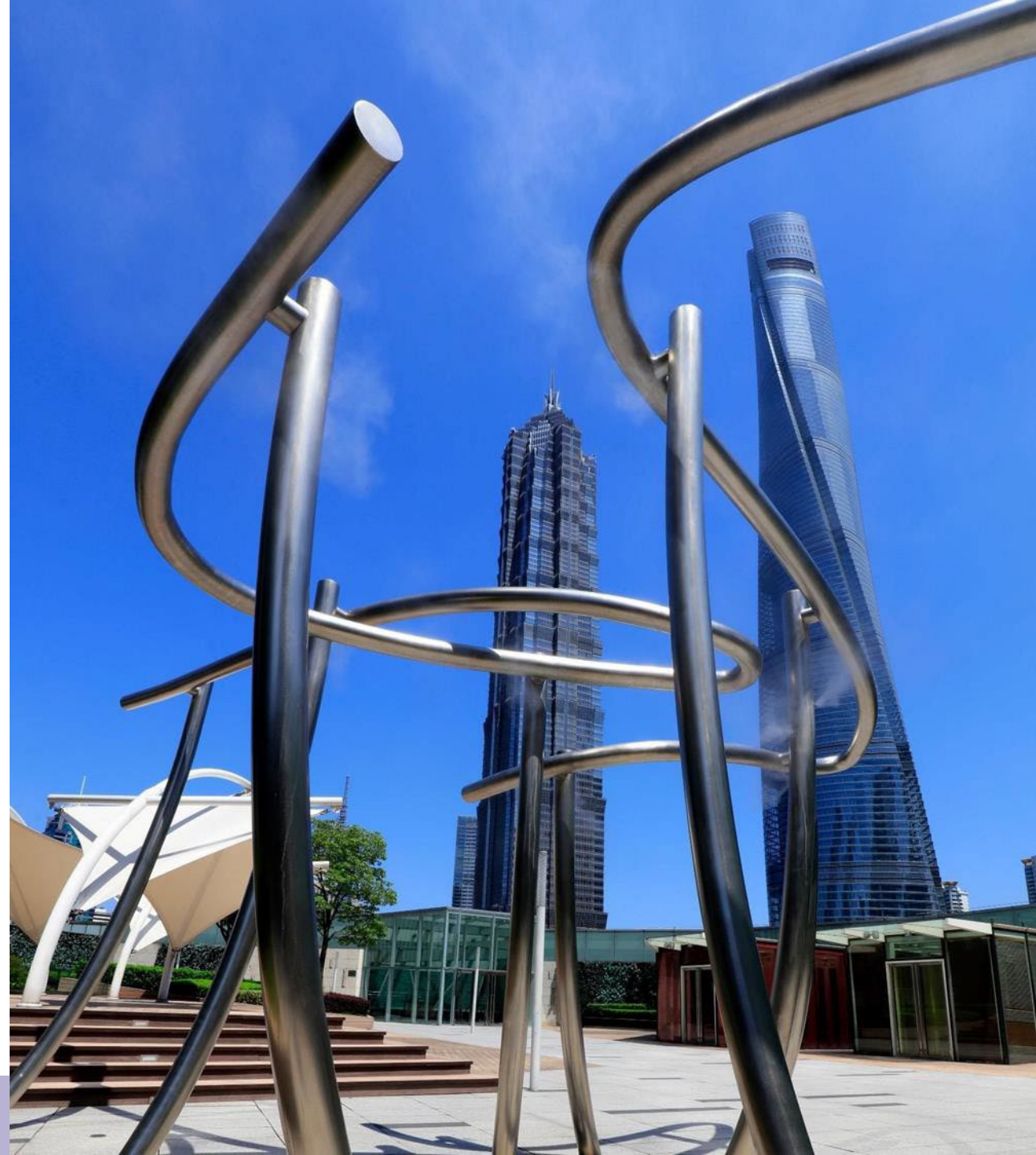
01 COLUMBUS ADDITIONAL FORM

PAYMENT TERMS DECLARATION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ZAF_localsupplier	* Are you a local (South Affrican) supplier?	Yes	Supplier
2	ZAF_authcontact1_name	* Contact 1 - Please, provide a contact name and surname of the CEO of your company to accept Columbus Payment Terms and Declaration Form	GHFX	Supplier

## II. Information

### 2) Profile Information Update





# II. Information

## 2 - Profile Information Update

In this step we will see how to update our Profile Information:

The screenshot shows a user interface with a top navigation bar containing logos and the text '13:07 Greenwich Mean Time DST' and 'Welcome Karmele Bonilla'. Below this is a 'My Categories' section with a search filter. A sidebar menu on the left is open, showing 'My Organisation' selected. A sub-menu is displayed over 'My Organisation', with 'Registration Data' highlighted. A red circle with the number '1' is placed over the 'Registration Data' option. Below the menu is a table with columns 'TITLE' and 'CLASSIFIED ON'.

TITLE	CLASSIFIED ON
Electrical energy (electricity)	15/09/2023 09:17:45
Others Ores	12/09/2023 11:58:16
Others Metal scrap	15/09/2023 09:28:44
Unalloyed metal scrap	15/09/2023 09:28:44
Other Raw materials	12/09/2023 11:54:58
Additives	15/09/2023 10:27:00



From the start menu select **Organization Profile** (within the My Organization menu) > **Registration Data**

# II. Information

## 2 - Profile Information Update

Once inside the Registration Data main page:

Organisation Name: K.prueba11

Welcome Karmele Bonilla

Registration Data | Profile Data | Status Summary | Responses | History of Changes

Quick Navigation: Organisation Details, Main User Details

Organisation Details:

Country	UNITED KINGDOM	Company Name	K.prueba11
Tax ID / VAT NUMBER / NIF/ UID / Fiscal identification number / Federal ID / Company Registration Number	123456789	Address	kbonilla@lksnext.com
Postal Code	48550	City	london
State/County	Leicester City	Main Organisation Phone Number	123456789
Dun & Bradstreet	london	Organisation Email Address	kbonilla@lksnext.com
Legal Structure	Partnership	Web site	

We will access the tab with the **registration data of our company** that we have previously filled in.

From this page we can also access the **Profile Data, Company Status, Parameter and Change History**.

In case we want to **edit the information of our company**, we select the **pencil icon** which will enable us the option to **modify** the visible fields.

**Note: Not all fields are editable, in case of error when filling in the fiscal code, please contact your Acerinox manager**

# II. Information

## 2 - Profile Information Update

If we click on Profile Data:

Organisation Profile ...

Registration Data **Profile Data** Status Summary Responses History of Changes

Show Completion

Enter Filter (type to start search) ▾

Showing Result 1 - 5 of 5 Show: 20 ▾

	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Onboarding	<a href="#">Additional form</a>	✓		11/09/2023 16:37

1

We will see **the different forms** we have respond during the **registration** as well as their **completion status**

2

If we **select the form (in blue)** we will access to its **details** however it is **not possible to modify** any answer from this page, you will need to **Access the Editable Assessments area**

Organisation Profile ...

← < > Additional Form

⚠ It is not possible to edit this Forms as it is currently editable through the Editable Assessments area

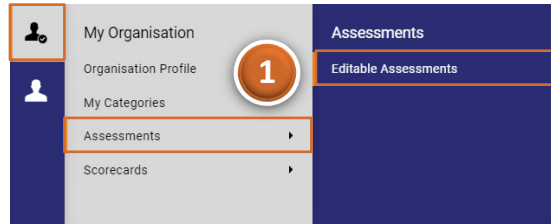
2

▼ BASIC INFORMATION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Description of the company's main activity	* Description of the company's main activity	G	Supplier
2	Year of company foundation	* Year of company foundation	1,111	Supplier
3	Number of employees	* Number of employees	1	Supplier
4	Covered regions	* Covered regions	Southern Europe	Supplier

# II. Information

## 2 - Profile Information Update



Editable Assessments

Enter Filter (type to start search) ▾

Showing Result 1 - 1 of 1

	ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
1	asm_174	Acerinox - Columbus	151201 - Others Metal scrap	15/09/2023 09:44	✓	

**1** Select **Assessments** (within the My Organization menu) > **Editable Assessments**

**2** You will see the all the **editable forms available**. Select the **form name** (in blue) to access to its **details**

**3** Once **inside the form**, select the **pencil icon** to **modify your answers** (if needed)

Welcome Karmele Bonilla

← Acerinox - Columbus

→ | ← < > COLUMBUS Additional Form

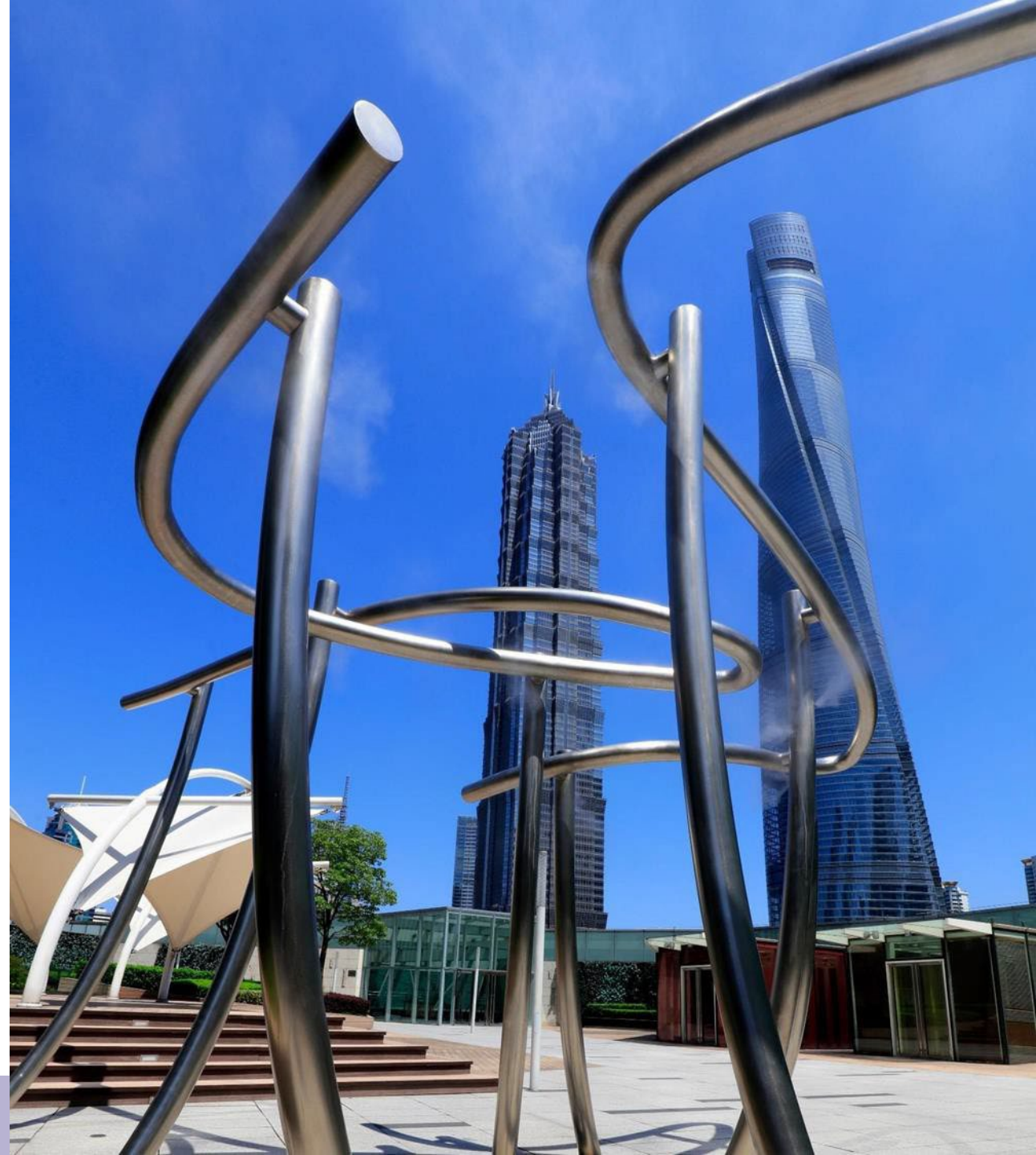
01 COLUMBUS ADDITIONAL FORM

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	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ZAF_localsupplier	* Are you a local (South Affrican) supplier?	Yes	Supplier
2	ZAF_authcontact1_name	* Contact 1 - Please, provide a contact name and surname of the CEO of your company to accept Columbus Payment Terms and	GHFX	Supplier

## II. Information

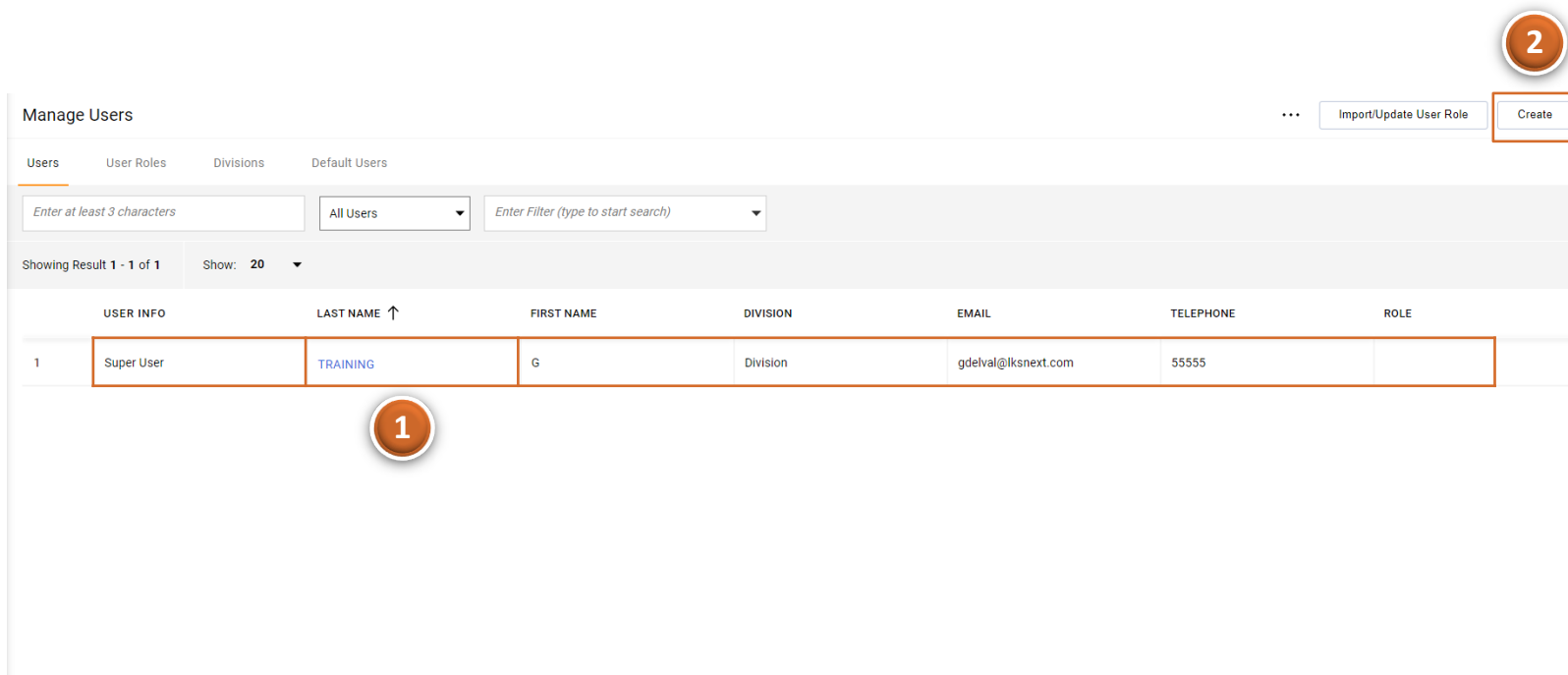
### 3) User Management



# II. Information

## 3 - User Management

The system will redirect us to the Users screen



Manage Users

... Import/Update User Role Create

Users User Roles Divisions Default Users

Enter at least 3 characters All Users Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

	USER INFO	LAST NAME ↑	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
1	Super User	TRAINING	G	Division	gdelval@lksnext.com	55555	

1

From this page we will be able to see all the **users** that we have **assigned to our organization**. We can access their **details** by selecting the **last name in blue**

2

To register a new user, select "Create"

# II. Information

## 3 - User Management

In this step we will see how to manage the users of our company:

The screenshot shows the 'Main Dashboard' interface. On the left, a dark blue vertical navigation menu contains icons for Home, Dashboard, Search, and User Management. The 'User Management' icon is highlighted with an orange box. A sub-menu is open, listing 'Manage Users', 'User Roles', 'Divisions', and 'Default Users'. The 'Manage Users' option is selected, and its sub-menu is open, showing 'Users', 'User Roles', 'Divisions', and 'Default Users'. A red circle with the number '1' highlights the 'Users' option. The main dashboard area contains several widgets: 'RFX OPEN TO ALL SUPPLIERS' with a table showing 'CURRENTLY OPEN' and 'NEXT CLOSING DATE'; 'MY RFIS WITH PENDING RESPONSES' with a message 'No RFIs to display'; 'QUICK LINKS' with 'STANDARD LINKS' (My Auctions, Projects, My RFIs, My RFQs, Organisation Profile, My Categories) and 'CUSTOM LINKS'; and 'PENDING RESPONSES' with a message 'No Unread Messages'.

1 From the start menu select **Manage Users** (within the User Management menu) > **Users**

# II. Information

## 3 - User Management

New User

Cancel Save

1 3

2

▼ User Details

\* Last Name

\* First Name

User Tag for Codes

\* Email

\* Telephone Number

Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

\* Division  
Division ▼

Department  
--- ▼

Role  
--- ▼

\* Username

\* Preferred Language  
--- ▼

\* Time Zone  
CEST/CET - Central European Time (Europe/Brussels) ▼

User External Code

1

Next we will have to **enter** the user **information** such as **Name, Last name, Email etc...**

2

We will also be able to **assign a role to this user** (we will see how to configure roles in the next tab).

3

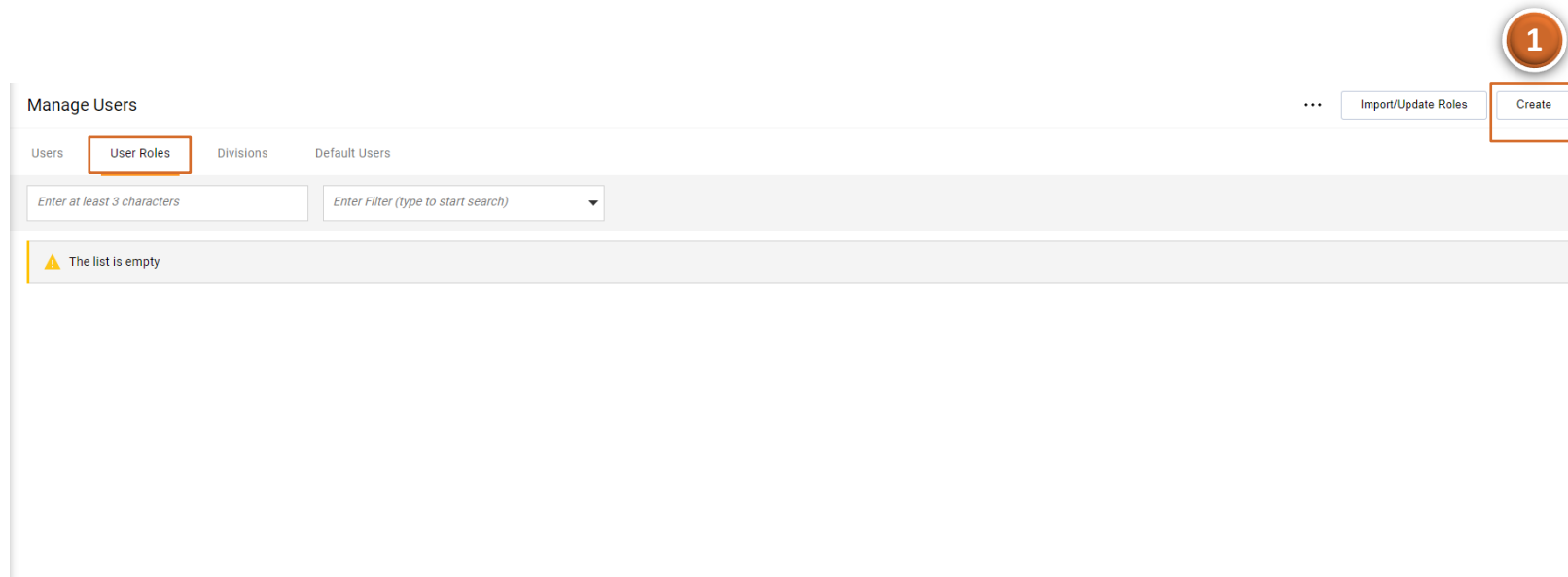
Once the information has been entered, select **"Save"** and the **user** will be **enabled**.



# II. Information

## 3 - User Management

If we access the User Profiles tab:



Manage Users

... Import/Update Roles **Create**

Users **User Roles** Divisions Default Users

Enter at least 3 characters Enter Filter (type to start search)

⚠ The list is empty

1

We can select "Create" to create **different profiles** that we can **assign** to **users**. These profiles allow you to **set** the **visibility and access rights** that users will have.

# II. Information

## 3 - User Management

New Role

Quick Navigation

- General Settings
- RFX
- Auctions
- Supplier Management
- User Management

User Rights

1

2

Cancel Save

Set Minimum Rights Set Full Rights

General Settings

\* Role

\* Shared Role

No

RFX

Set Minimum Rights Set Full Rights

\* Visibility of RFX Lists

No

\* Access RFX Details

No

\* Create Response

No

\* Modify Before Publishing

No

\* Modify and Submit

No

\* Contact Visible to Buyer

1

From this tab we **introduce** the **name** that we are going to give to this **Role** and we select if it is going to be **shared or not** by **several users**. We continue **defining the rights of this Role**

2

**Finish** by selecting "**Save**" to **create the user profile**.

## II. Information

### 4) Categories



# II. Information

## 4 - Categories

In this step we will see how to manage the categories of our company:

The screenshot shows the 'Main Dashboard' interface. On the left, a vertical navigation menu is open, with 'My Organisation' selected. A sub-menu is displayed, and 'My Categories' is highlighted with an orange border and a red circle containing the number '1'. The dashboard content includes sections for 'RFX OPEN TO ALL SUPPLIERS', 'MY RFIS WITH PENDING RESPONSES', 'QUICK LINKS', 'MY RFQS WITH PENDING RESPONSES', and 'NEW MESSAGES (LAST 30 DAYS)'. Each of these sections contains a message box stating 'No [RFIs/RFQs/Unread Messages] to display'. The top right of the dashboard shows 'Welcome Karmele Bonilla' and a user profile icon.

1 From the start menu select **My Organization > My Categories**

# II. Information

## 4 - Categories

Once you access to the My Categories page:

My Categories

Enter Filter (type to start search)

Showing Result 1 - 6 of 6

	CODE	TITLE	CLASSIFIED ON
1	1003	Electrical energy (electricity)	15/09/2023 09:17:45

Buttons: Add Category

You will see a list of **all the categories selected** during the registration process

Category Selection

Enter filter (type to start search)

Buttons: Cancel, Confirm

Search or Navigate the Tree

Selected Items: 6

- Categories
  - 10 - Energy
    - 1003 - Electrical energy (electricity)
    - 1006 - Coal
    - 1009 - Heating oils
    - 1012 - District heating
    - > 1015 - Fuels
    - > 1018 - Gaseous/grid-based energies
      - 1019 - EU Emission Allowance (EUA)

Buttons: Collapse All, Expand All

If you want to add more categories, select **"Add Category"**

You will be redirected to the **Category Tree**. Select the **Categories** you want to add and **Confirm** the action

# II. Information

## 4 - Categories

You will be redirected back to the My Categories page:

My Categories

Showing Result 1 - 7 of 7

	CODE	TITLE	CLASSIFIED ON
1	1003	Electrical energy (electricity)	15/09/2023 09:17:45
2	1006	Coal	15/09/2023 13:51:35
3	150301	Others Ores	12/09/2023 11:58:16

**1** The new **Categories selected** will now **appear** in this page

**2** If you want to **remove a Category**, select its **name in blue**

← Classification: >ROOT>Raw materials>Ores>Others Ores

Information

Please confirm that you want to delete this Classification?

Cancel Confirm

Remove Category

Print

▼ COLUMBUS RAW MATERIALS FORM

▼ COLUMBUS RAW MATERIALS

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	ZAF_MSDS	* Are you able to provide MSDS (Material Safety Data Sheets) for the selected category?		Supplier

**3** A new page will appear showing **the additional form** linked to the category (if applicable).

In order to **remove** the category, select the **ellipsis > Remove category and confirm the action**