

P&G can only send one invitation to your company. Once your company is registered, the registered user will be responsible for adding additional users. The registered user can follow the steps below to set up the accounts of other users in your company:

Step 1: Log-in to https://app12.jaggaer.com/portals/pg2.

Step 2: Click S > Contact People

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		el interve	come,	from The Pro	octer & Gamble Company 2	
	Primary data	ac	ckup user for your company's J	AGGAER account. This a	additional user will be there in case the	admin can't use tl
ି	Base Data					
	Contact People					
F	ORDERS			^		
\$	Order no.	Line items	Date created	Status		
	.450	1	2024-04-30 08:05:33			
	.450	1	2024-04-30 08:05:24			
	.450	3	2024-04-30 04:57:29			
	.450	2	2024-04-30 04:31:30			
	.450	2	2024-04-30 04:31:17			

Step 3: Click 4 to Add New Contact. If the user is existing in the Contact People list, you can click deside the name instead.

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Contacts						Add New Contact
Contacts	Roles					
Name		Login name	E-Mail	Telephone	Portal Access	
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Step 4: Fill-out the mandatory fields that are marked with an (*). Tick **Portal Access**, input **Login name** and tick **Admin permission**. Click Save once done.

Important: Portal Access and P99 Portal :: Admin should be enabled so the users can receive their log-in.

P&G	. 1	Portal Access 🚯
Add New Contact Cancel	Save	Loginname*
CONTACT PERSON		
Salutation		
Mx.	•	permissions*
First name*		P99 Portal :: Admin
Last name*		
Mobile		1
+ • Area Number		
E-Mail*		
john.smith@mail.com		
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For any technical issues encountered, follow the links below:

Jaggaer support for suppliers - webform	https://jaggaer.my.site.com/SupplierSupportRequest/s/
Jaggaer supplier support portal	https://www.jaggaer.com/supplier-support
Jaggaer Support Global Phone numbers	https://www.jaggaer.com/support/support-phone-numbers
Any issues or questions on PO	P&G contact on purchase order