

By default, notifications for purchase orders are sent to the vendor's primary email address. If the primary email is not the appropriate contact for PO creation and updates, you can follow the guide below to change it.

# Step 1: Login to <a href="https://app12.jaggaer.com/portals/pg2">https://app12.jaggaer.com/portals/pg2</a>.

# **Step 2:** Click **Step 2:** Contact People

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	Deimony data		elcome,	I from The Pro	octer & Gamble Company 2	<b>•</b> •
	Primary data		ackup user for your company's J	AGGAER account. This ac	dditional user will be there in case the a	admin can't use the
@ 	Contact People	2				
8						
	ORDERS			^		
<b>\$</b>	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 Roles

â	P&G								<b>■ 1</b>
	Contacts							<del>~</del>	Add New Contact
	Contacts	Roles							
•	Name		Login name	E-Mail	Telephone	Portal Access	Role		
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•						<b>v</b>			

### **Step 4:** Click the pencil icon to edit.

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-	Contacts					←	ø	Add New Co
8	Contacts	Roles						
•								
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•	RC riv							

#### **Step 5:** Check the picture below.

- To **add** another contact, click "Add Another Responsibility"
- To **edit** existing contact, click the magnifying glass.

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Click "Save" once done.
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	Contacts	← ∅	dd New Contact
8	Contacts Roles	Click here to	
•	Assign Company Roles	add contact.	Click
뮵	Order	+ Add Another Responsibility	here to edit
8		00050	existing
*		Name*	
	You can find the current contact here.	ı گ	
		Cancel Save	
→			

**Note:** You can only assign contacts that are already in your Contacts tab. If you don't see them in the dropdown, please click "Add New Contact" to add them first.

New contacts may not have a Jaggaer account. If they only need to receive notifications, you can keep "Portal Access" disabled. This option will be presented when adding new contacts.



For any technical issues encountered, follow the links below.

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