Jaggaer Quick Guide for Suppliers
How to assign open order notifications

What is Jaggaer?
Jaggaer is the new tool to manage storeroom purchase orders (45-series orders).

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.
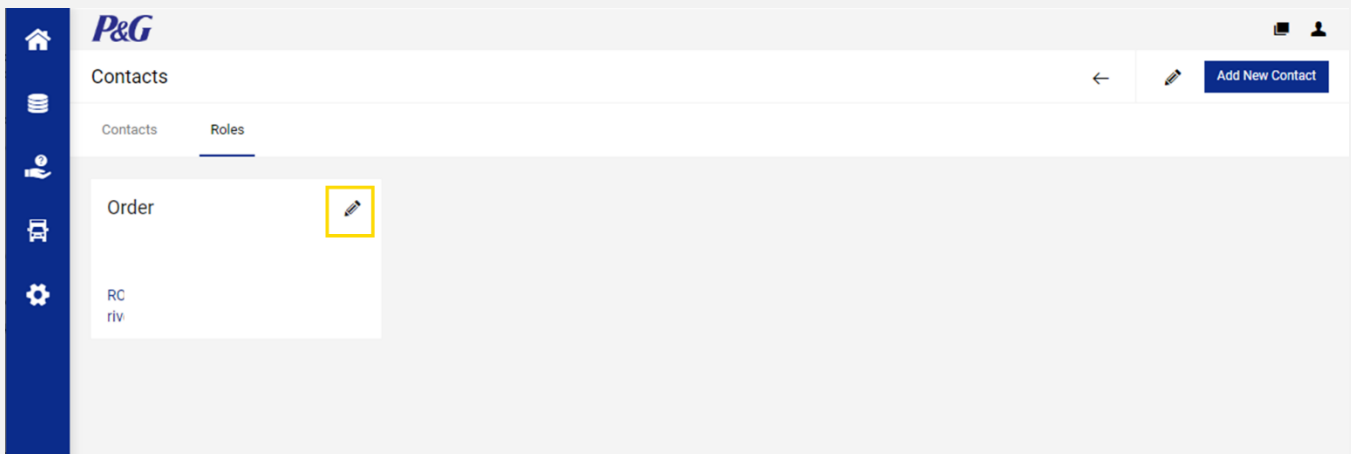
Step 1: Login to https://app12.jaggaer.com/portals/pg2.

Step 2: Click 🗄 > Contact People
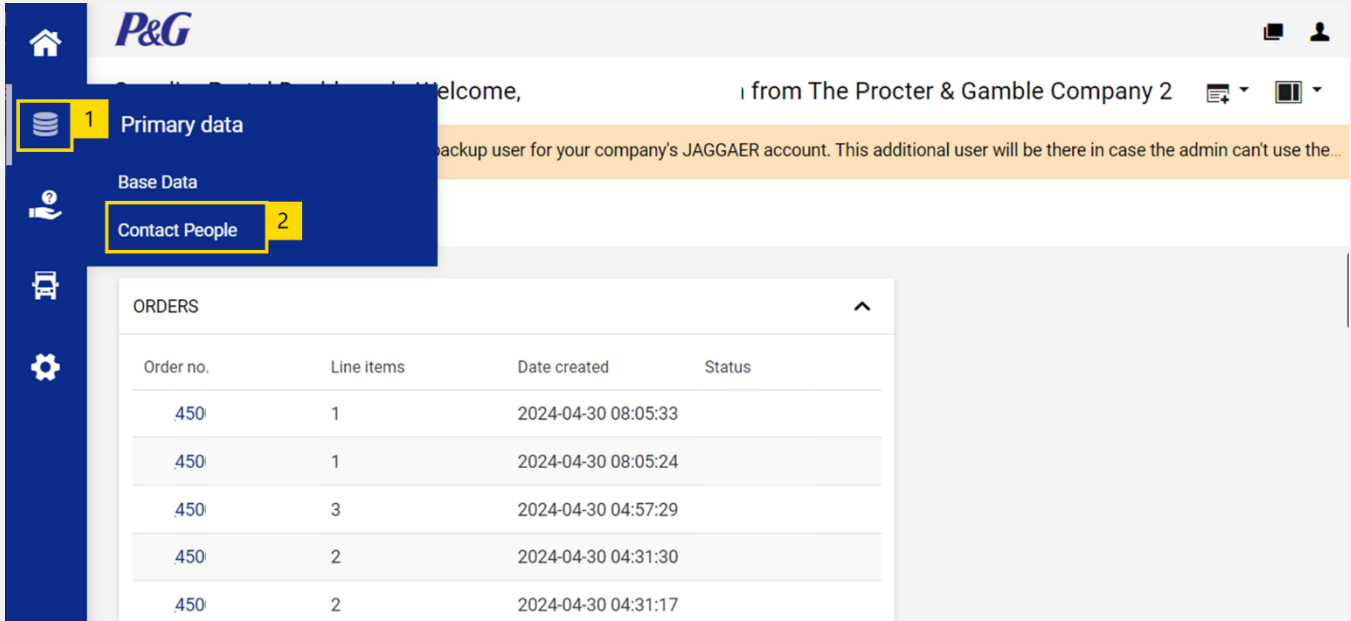
Step 3: Click Roles
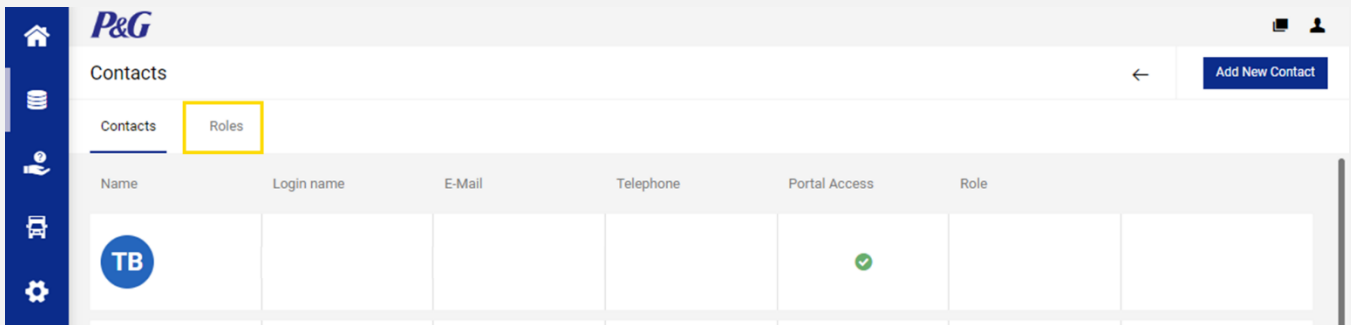
Step 4: Click the pencil icon to edit.

Last Updated: October 14, 2024

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

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

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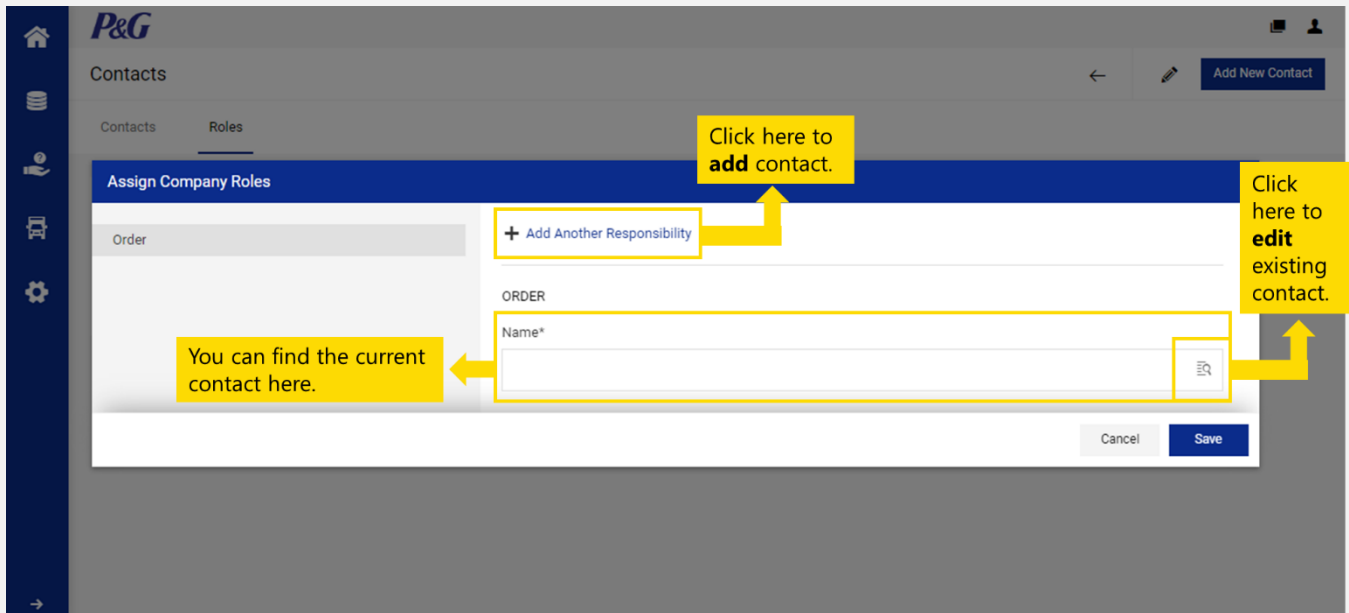
Note: You can only assign contacts that are already in your Contacts tab. If you don't see them in the dropdown, please click "Add New Contact" to add them first.

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.
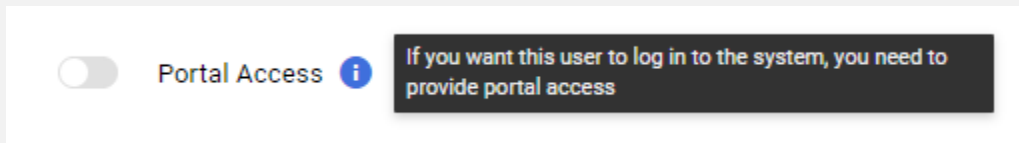
For any technical issues encountered, follow the links below.

Jaggaer support for suppliers - webform	https://jaggaer.my.site.com/SupplierSupportRequest/s/
Jaggaer supplier 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

Last Updated: October 14, 2024