

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

Step 2: Click 📮 > Direct Purchase Orders > Order List or Position List

- Order List : Choose this if you want to download POs at header level (PO number, PO date, etc.)
- Position List : Choose this if you want to download POs at item level (material, quantity, price, etc.)

^		P&G					
9	S	Supplier Portal Dashboa	rd - We	elcome, First na	ame Last Name from	VENDOR NAME	Partner no.
		General					
e e							•
뮵	1	бсм		Direct Purchas	se orders	Status	^
8		Direct Purchase Orders 2	·	Order List	3	Sent	
-				Position List		Sent	
		4501055871	1		2024-08-02 19:45	Sent	
		4501055870	1		2024-08-02 19:45	Sent	
		4501055866 (i) More	2		2024-08-02 19:41	Sent	
		ORDERS					^
		Order no.	Line ite	ms	Date created	Status	

Step 3: Choose your view.

- a. Fast View Recent orders
- b. All View All orders
- c. Not Confirmed View (default) Orders sent to you but not yet opened and confirmed.
- d. Not Complete Confirmed View Partially confirmed and unconfirmed orders.

Step 4: Filter the report further by clicking the \mathbb{V} . Once done, click \mathbb{R} to export.

	P&G									= 1		
	Received orders											
8	📻 Fast Vie	ew 📻 All View 📻 Not	Confirmed View									
	Position I	evel						Click to downl	oad the	Entries found. 🛞 💈		
ୖୄୢୄ								POs after appl filters.	ying the			
	Menu	Order Number / Pos	State	Item state	Open	Material number	Supplier material number	Description	Quantity	Quantity delivered Unit O		
Ŕ	III 🖓 🧾	4518100911 / 20	Partially confirmed	Sent	•	00000000039599065		BELT,HTD 1160MML 20MMW 145TEETH	1.00	0.00 EA		
	iii 📀 📴	4518079944 / 10	Sent	Sent	Č	00000000036090930		HARNESS ASY	1.00	0.00 EA		
8	iii 🔾 🔁	4518079943 / 10	Sent	Sent		00000000030416798		STARTER 400V 35A 18.5KW	1.00	0.00 EA		
	III 🖓 📴	4518072567 / 10	Sent	Sent		00000000039014920		BATTERY,CPU MEMORY 3.6V	1.00	0.00 EA		
	III 🖓 📴	4518072567 / 20	Sent	Sent		00000000036090930		HARNESS ASY	1.00	0.00 EA		
	III 🖓 📔	4518072567 / 30	Sent	Sent		00000000039881953		TAPE 3"WX60YD WHITE REPULPABLE	1.00	0.00 EA		
	III 🖓 🧾	4518072567 / 40	Sent	Sent		00000000032314862		FITTING,LUB,1/4",65DEG DRIVE	1.00	0.00 EA		
	iiii 🕒 📴	4518072567 / 50	Sent	Sent		00000000030184347		VALVE, SOLINOID INTERCOOLER (OEM BT) 1.00	0.00 EA -		

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