

Jaggaer Quick Guide for Suppliers Sign up for a Portal account

Step 1: Access the Supplier Enablement link (<u>https://forms.office.com/r/de6DYN5URj</u>). This is also found in the "New PO" notification **sent via email**.

(RG
Dear Supplier,
The Procter & Gamble Company sent a new purchase order.
Purchase Order Number: order_number customer_files_link
Delivery Address: delivery_address
positions_details
Please log in to Jaggaer with your user account to confirm, and process the orders.
Link: link
If you need help or have clarifications, the P&G contact can be found on the first page of the Purchase Order.
Thank you!
You are receiving this email because P&G sends purchase orders via Jaggaer. The Jaggaer portal is a platform where you can view and update your P&G purchase orders.
This message was generated automatically. Please do not reply directly to it.
In case of questions regarding
 The order, please get in touch with your contact person. Invoice and payments, you can get support here: https://pgsupplier.com/track-invoice-and-payments Company profile, you can get support here: https://pgsupplier.com/setup-and-update-profile
For technical issues, please contact Jaggaer support at https://jaggaer.my.site.com/SupplierSupportRequest/s/
If you need to request a Jaggaer registration link, a password reset, or training materials, please use this form: https://forms.office.com/r/de6DYN5URj
Thank you for your attention!

Even without a new PO or request from supplier, PG can initiate an invitation to the supplier as part of our maximization initiative to increase enrollment.

$\mathcal{I}_{\mathcal{I}}$	Ste	2: Look for	r the registrat	ion email and	d click the	registration li	nk.
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Pag
Dear Maria dela Cruz,
You were invited to join our Supplier Portal.
Please follow the instructions on the link below:
After that, you will get your login data and can use the Jaggaer Portal to view your purchase orders and request for quotations.
https://pgdemo.app12.jaggaer.com/portals/pg2/register?crm_person_id=MTY2ODA0Nw==- 0613681878098d20ea3d487a4a8ecbba&l=eng
Greetings
This is an automated generated mail, please don't answer
 Folow the instructions

Step 3: Choose your preferred language or choose how you want your page to appear

1 GENERAL	2 PERSON DATA	3 COMPANY DATA	(4) CONSENT
		P&G	
	Welcome to the re	gistration of the supplier p	ortal
	Please c	hoose a language below	
Chinese	English Spanish	French German Hun	garian Italian
	Japanese Po	lish Portuguese Thai	

If you don't see your preferred language, get in touch with rivera.cc@pg.com and request for its addition.

Step 4: Fill out the mandatory fields (marked with *) then click continue

GENERAL	2 PERSON DATA	(3) COMPANY DATA	(4) CONSENT
CONTACT PE	RSON		
Salutation			
Ms.			•
First name*			
Maria			
Last name*			
dela Cruz			
Mobile +	- Area Number		
E-Mall^	z@test.com		
Department			
			-
Loginname*			
delacruz.m.p	g2		

Mandatory fields = first name, last name, email address, login name, then click continue.

Step 5: Read the supplier access terms. Tick both boxes and click Accept and Submit

	PERSON DATA	○ COMPANY DATA	(4) CONSENT
		P&G	
To acces agruent To make transacti	s and use JAGGAER as a supplier, y ee and accept Supplier Access Terr your profile visible in the JAGGAER ons, please indicate your agreemen	you are required to accept the Suppli ns. Supplier Network for purposes of put t below.	er Access Terms. Irsuing business
Agree Agree JAGGAEI and disce in your cr	ee that JAGGAER will use the comp on on the supplier portal of The Pro R to find your organization via the J ontinue visibility in the JAGGAER Su ompany profile.	any and personal data entered in the octer & Gamble Company 2 in order to AGGAER Supplier Network. You may upplier Network at any time by update	course of the o allow all customers of revoke your agreement ing the visibility setting
Back	Accept and Submit		

Step 6: Complete the registration

PERSON DATA	🕢 COMPANY DATA	
	P&G	
Succe Thank you for your regi	essful Registration stration. You may now log into the Po	rtal.
The password ha	s been sent to your email address.	PG DemoDEMO: Registrati
2	Open Supplier Portal	NR no-reply@app12.jaqqaer
		_
		Pag
		Thank you for your Registration!
		Your login: delacruz.m.pg2 Your password:
		You can login, by using following lin

This is an acknowledgement that you've completed your account registration and it's successful. In parallel, you'll be receiving an email confirming your registration along with your log in credentials.

Step 7: Multi factor Authentication

To protect your company information, registered vendors are required to use another authentication method aside from your password.



This is a one-time set up and needed every time you log in to a new session or change device to log in.

How to Log-out	PG DemoDEMO: Registration NR no-reply@app12.jaggaer.com To [EXTERNAL]	Log-in P&G Username	English - Next
Privacy Policy Contact Support Logout Help	Thank you for your Registration! Your login: delacruz.m.pg2 Your password: You can login, by using following link: https://pgdemo.app12.jaopaer.com/portals/pg2/	Enter Password ← delacruz.m.pg2 Password 	English •
P&G		Password Forgotten?	Log in

Step 8: Multi factor Authentication Set up

The setup is <u>automatically triggered on your first login</u>. In case you are logged-in immediately after registration, you can opt to logout then login again to immediately trigger this. Alternatively, you can set it up once you come back.

Step 9: Multi factor Authentication Set up For FIRST TIME LOGIN (no EXISTING JAGGAER ACCOUNT)



If this is your first time registering a supplier account in Jaggaer, the landing page will mention "YOUR ACCOUNT HAS BEEN UPGRADED TO JAGGAER GLOBAL IDENTITY". Click on "continue", then "Click here to proceed".

Change password	English 👻		
mariadelacruz@test.com	angust t	Your account has been updated.	English
New Password		Your account has been updated.	
	Ø	- Course	C. C
Confirm password			
	Ø		
	Submit		
WATCHOUT			
WATCHOUT			
WATCHOUT Minimum of 12 characters Minimum of 1 uppercase letters			
WATCHOUT Minimum of 12 characters Minimum of 1 uppercase letters Minimum of 1 lowercase letters			
 WATCHOUT Minimum of 12 characters Minimum of 1 uppercase letters Minimum of 1 lowercase letters Minimum of 1 of the following characters 	acter: !@#\$%&*()_+-=[]?		
WATCHOUT Minimum of 12 characters Minimum of 1 uppercase letters Minimum of 1 lowercase letters Minimum of 1 of the following chara Minimum of 1 number	acter: !@#\$%&*()_+-=[]?		
 WATCHOUT Minimum of 12 characters Minimum of 1 uppercase letters Minimum of 1 lowercase letters Minimum of 1 of the following chara Minimum of 1 number Email must be different from Passw 	acter: !@#\$%&*()_+-=[]? vord		

ON YOUR NEXT LOGIN, YOU SHOULD RECEIVE A VERIFICATION CODE SENT TO YOUR EMAIL.



Step 10: Multi factor Authentication Set up For Users with existing JAGGAER ACCOUNT

If you have a Jaggaer account already, you need to link your new account to your existing account. Follow the next steps.

1. 2.	[Same Step] Log-in with <mark>username</mark> and <mark>password</mark> . If you have an account, the landing	A JAGGAER Global English + Identity Was Found For Your Login	Login English - mariadelacruz@test.com
3. 4. 5.	 page will mention "Identity Was Found For Your Login" Click Continue On the next page, the log-in will show the email used on the existing account and the password field. IMPORTANT: If the <u>username</u> is shown, use the password for the <u>username</u>. If the <u>email</u> is shown, use the password for the <u>email</u>. Click Next and you're done. 	A Jaggaer Global Identity is already registered with your email address and may now be used to authenticate to this customer's portal. We will receive an email confirming the successful upgrade of your supplier user account to a JAGGAER Global Identity. Please select 'Continue' and log in using your JAGGAER Global identity.	Password Forgot Password? Vour account will be made more secure with 2-step verification. Why? Read more.

- You only need to link your new account to your existing account by following the steps:
- 1. Log in using your existing username and PW
- 2. Since you have an account the landing page will mention " IDENTITY WAS FOUND FOR YOUR LOGIN"
- 3. Click on continue
- 4. On the next page, the log-in will show the email used on the existing account and the password field.

IMPORTANT to note that:

- o If the <u>username</u> is shown, use the password for the <u>username</u>.
- o If the email is shown, use the password for the email.
- 1. Click Next and you're done linking your new account to your existing account

Step 11: SAVE this link https://app12.jaggaer.com/portals/pg2 for your portal log in.

For any technical issues encountered, follow the links below:

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