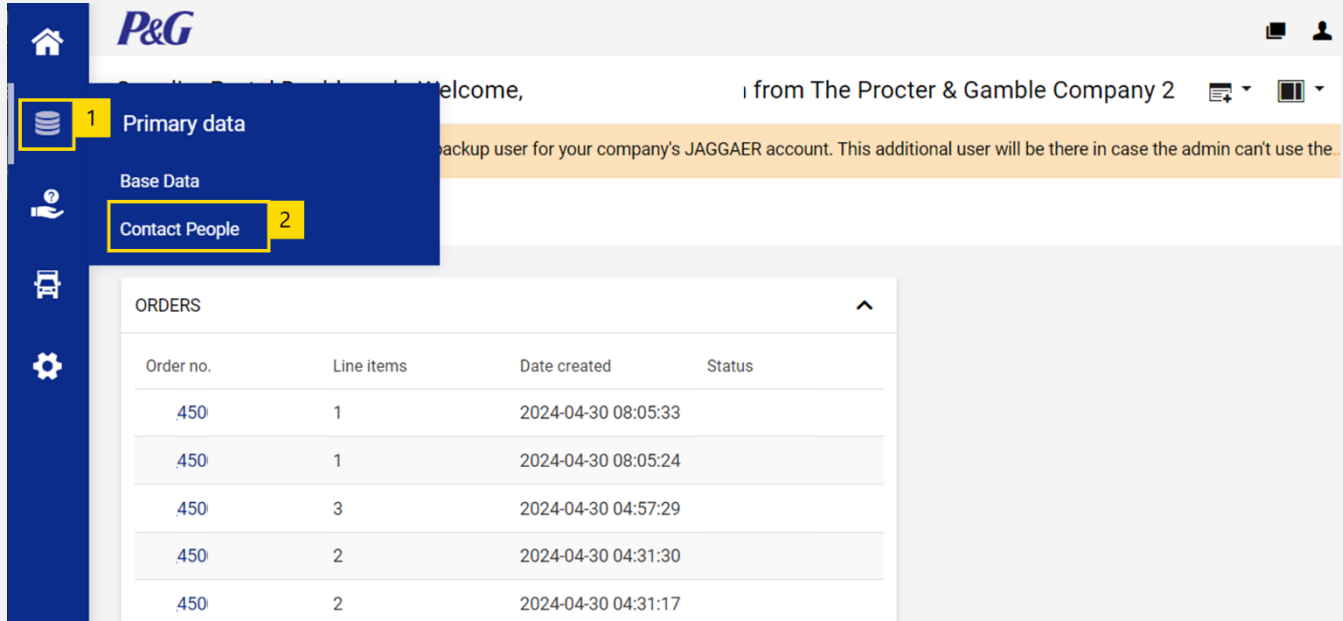






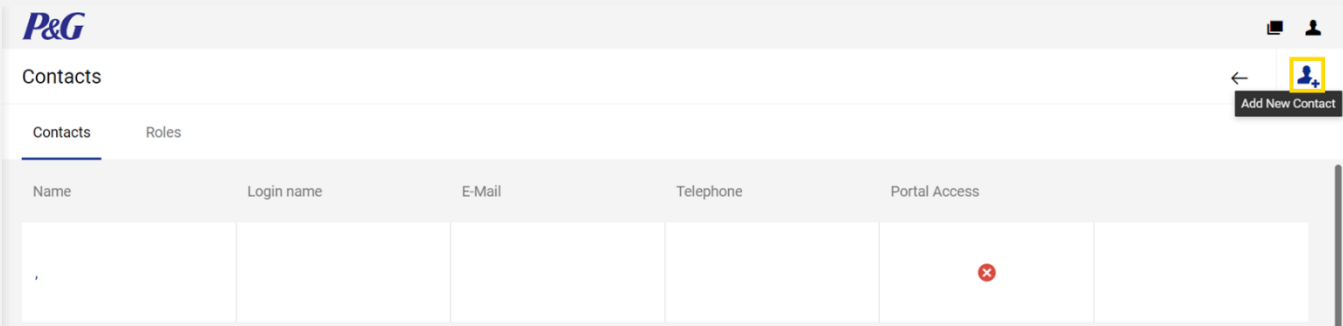
P&G can only send one invitation to your company. Once your company is registered, the registered user will be responsible for adding additional users. The registered user can follow the steps below to set up the accounts of other users in your company:

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

Step 2: Click  > Contact People

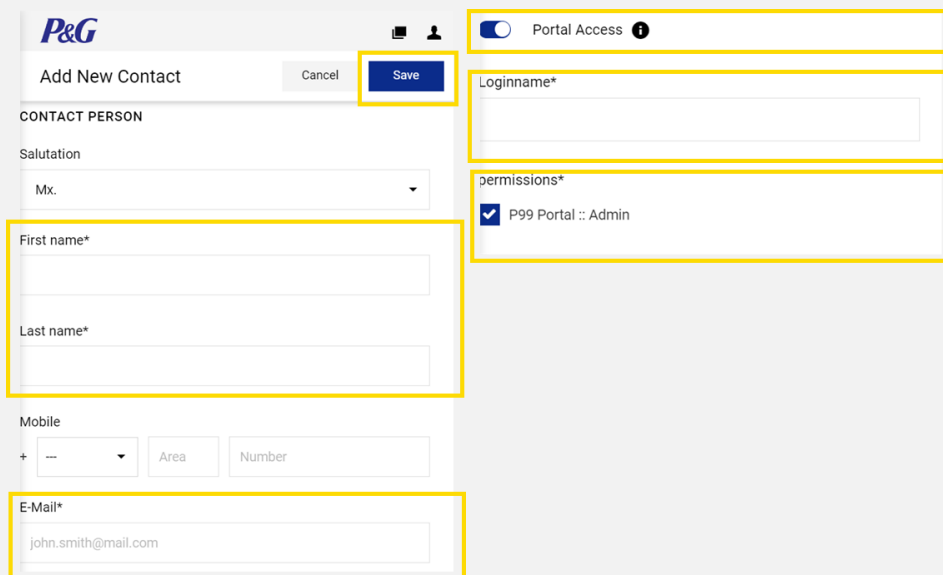


Step 3: Click  to Add New Contact. If the user is existing in the Contact People list, you can click  beside the name instead.



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.



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