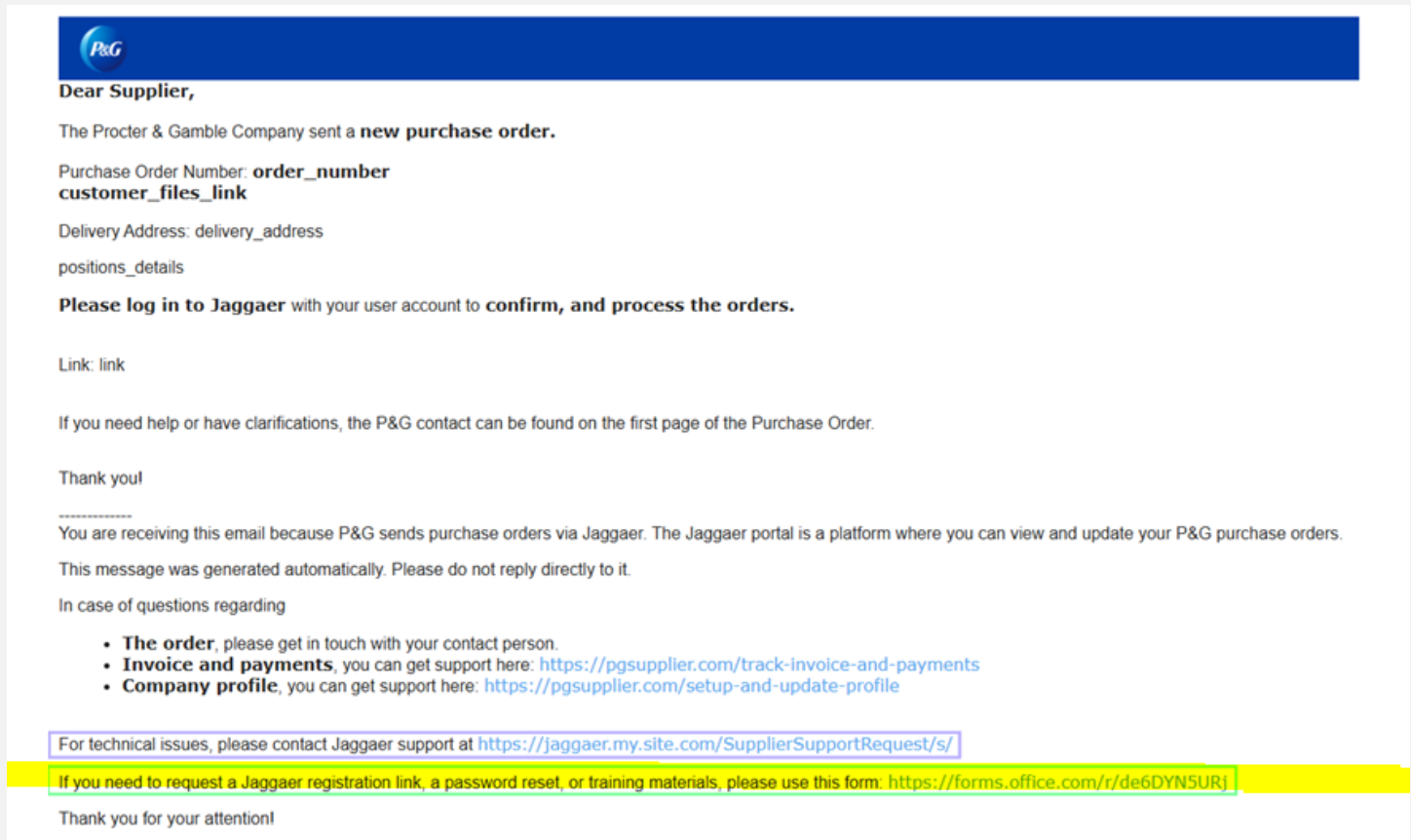


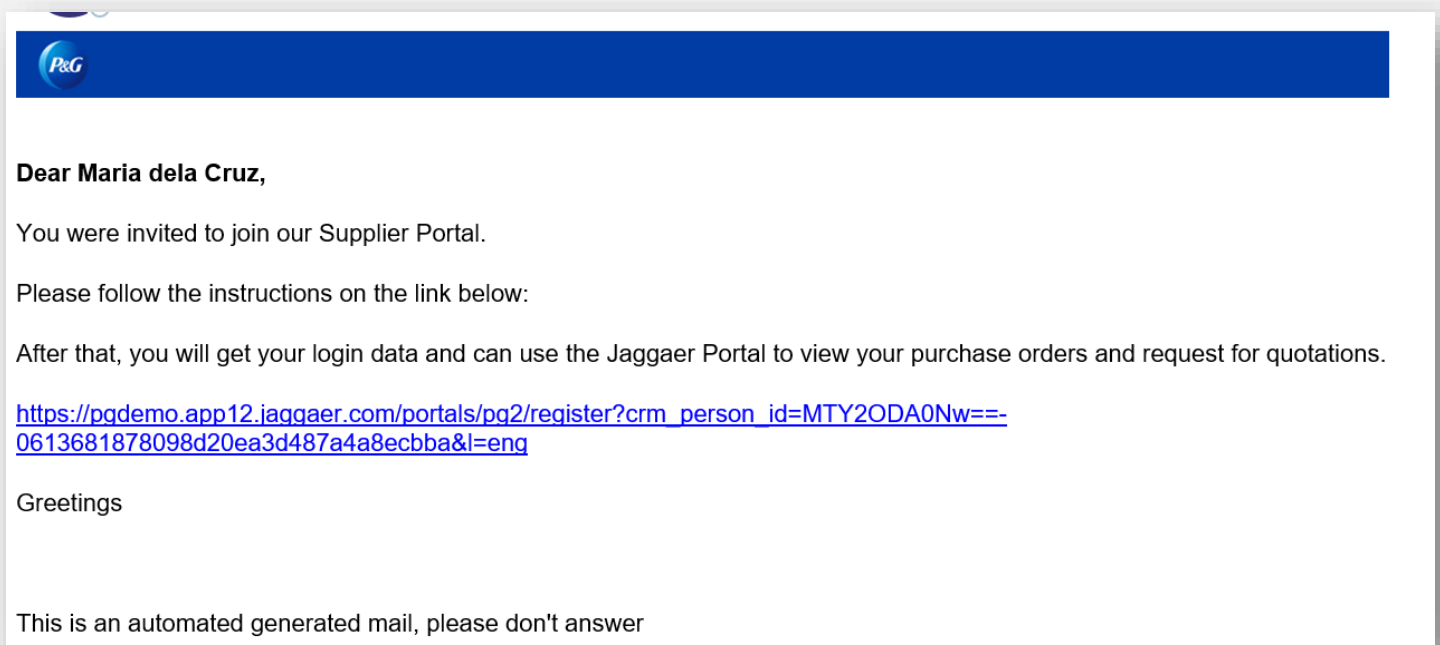


Step 1: Access the Supplier Enablement link (<https://forms.office.com/r/de6DYN5URj>). This is also found in the "New PO" notification **sent via email**.



- ❖ 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.


Step 2: Look for the registration email and click the registration link.



- ❖ Follow 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



Welcome to the registration of the supplier portal

Please choose a language below

- ❖ 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

1 GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT

CONTACT PERSON

Salutation

First name*

Last name*

Mobile
 +

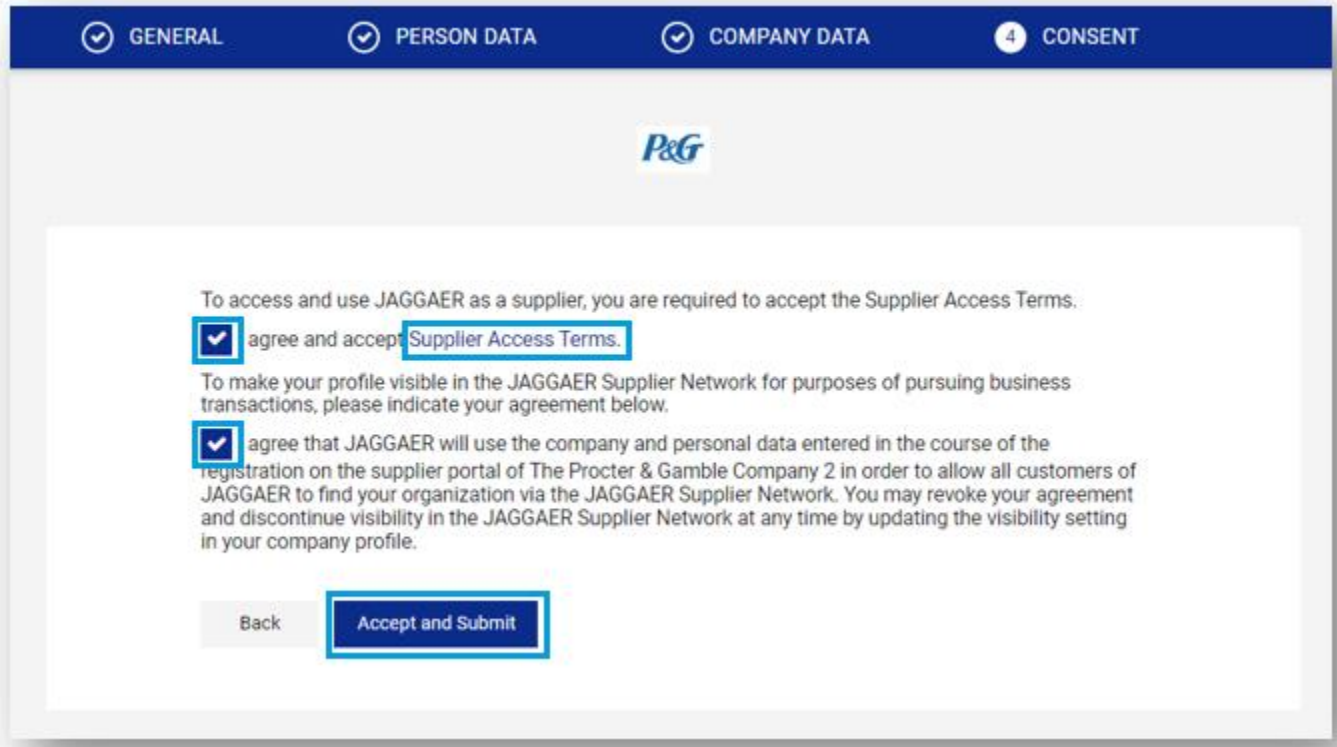
E-Mail*

Department

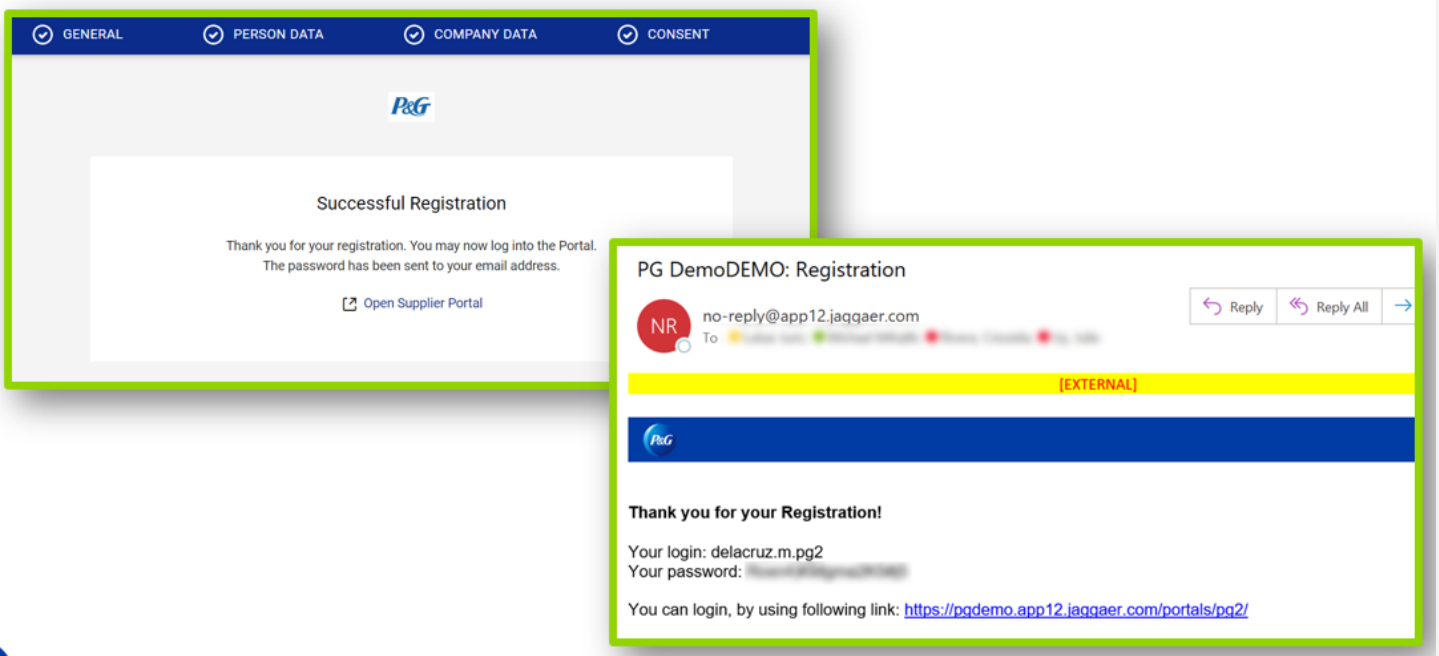
Loginname*

- ❖ 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



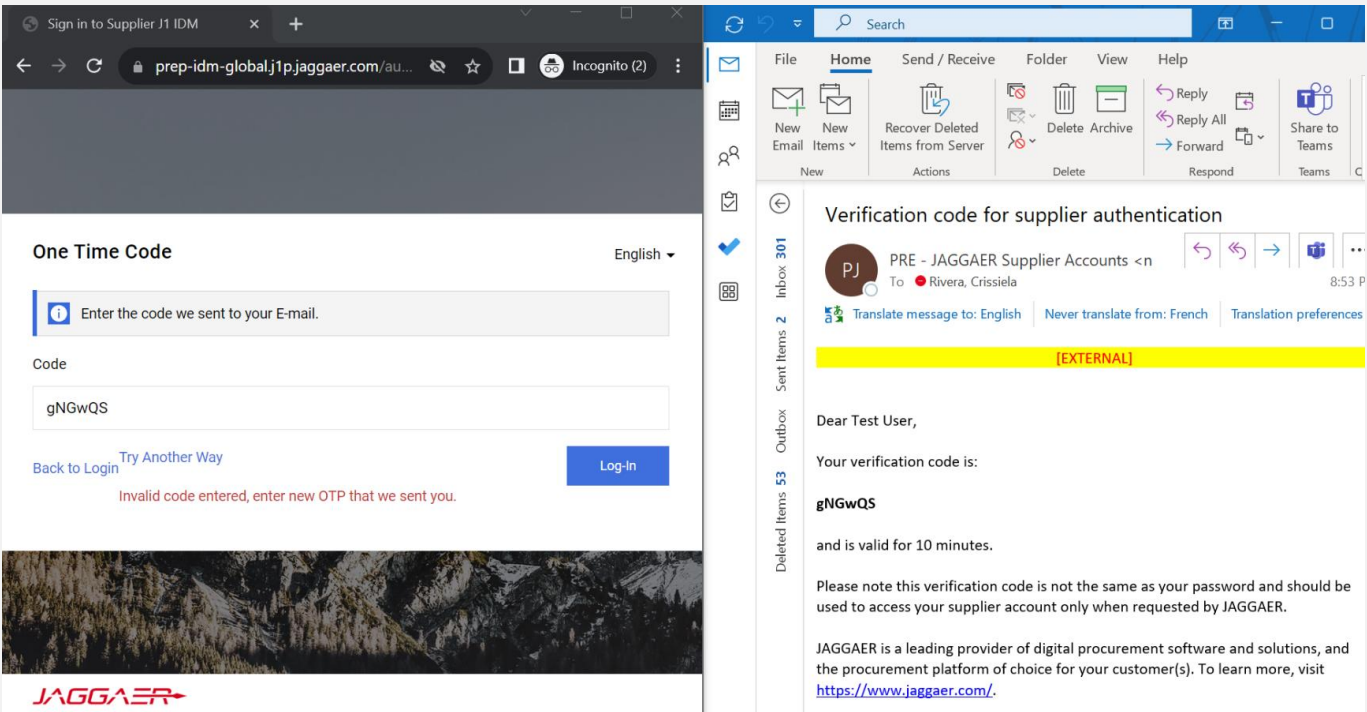
Step 6: Complete the registration



- ❖ 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.

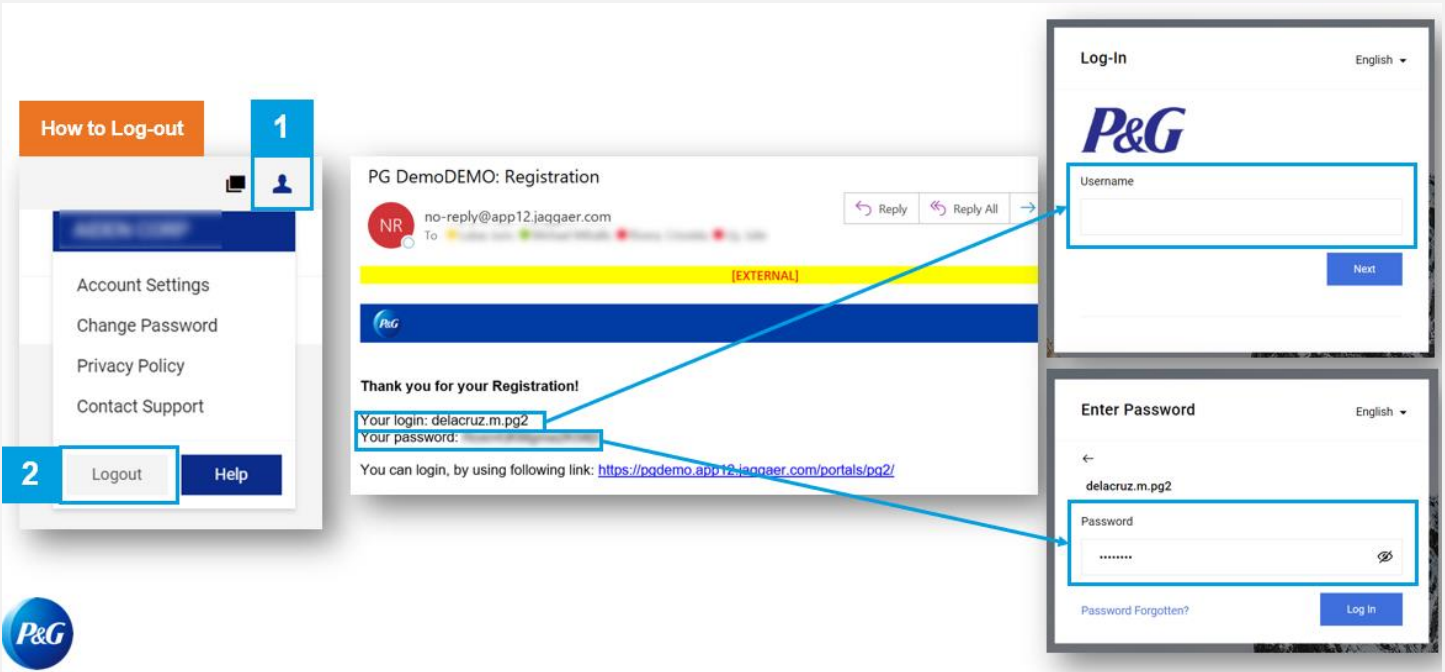
Step 7: Multi factor Authentication

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.

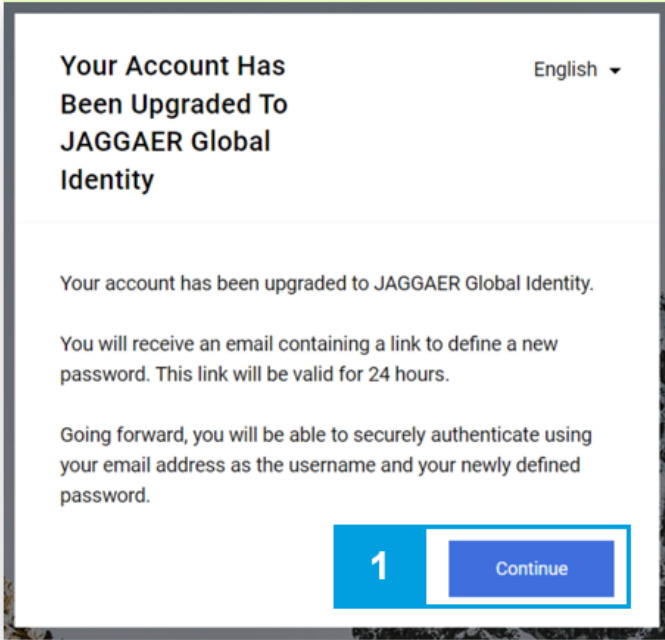
Step 8: Multi factor Authentication Set up



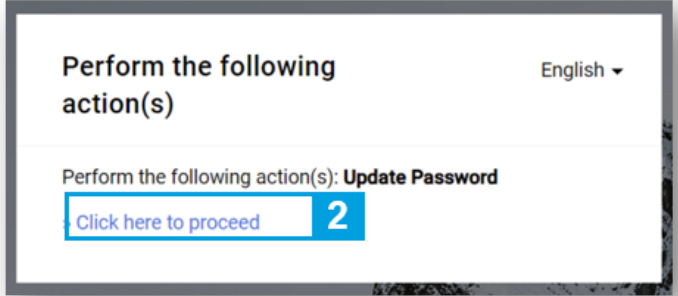
❖ The setup is automatically triggered on your first login. In case you are logged-in immediately after registration, you can opt to logout then login again to immediately trigger this. Alternatively, you can set it up once you come back.

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

STEP 1: CLICK "CONTINUE"

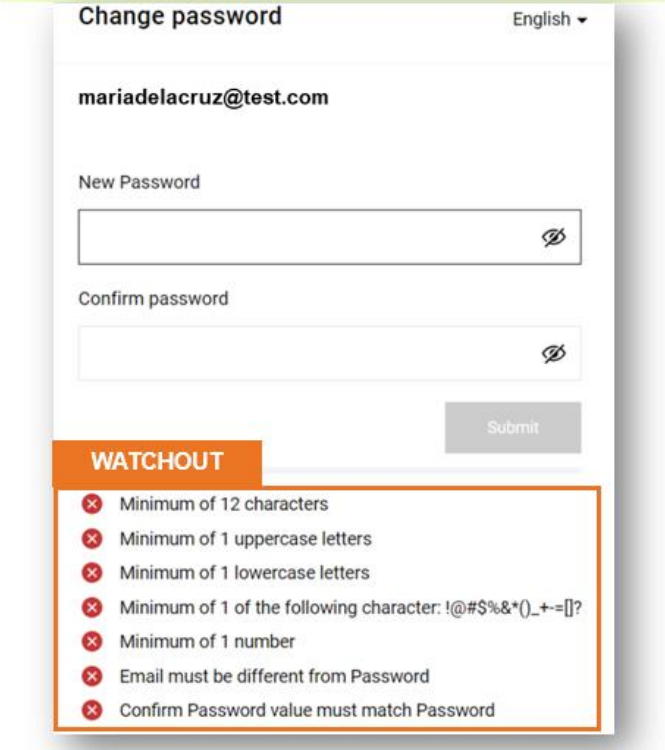


STEP 2: CLICK "CLICK HERE TO PROCEED"

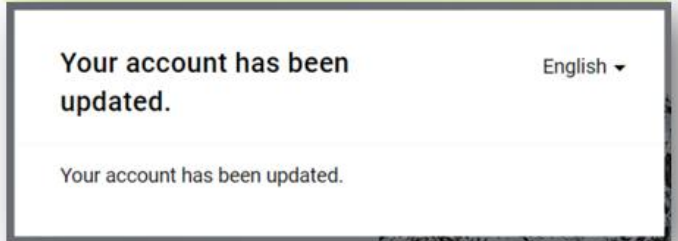


- ❖ If this is your first time registering a supplier account in Jaggaer, the landing page will mention "YOUR ACCOUNT HAS BEEN UPGRADED TO JAGGAER GLOBAL IDENTITY". Click on "continue", then "Click here to proceed".

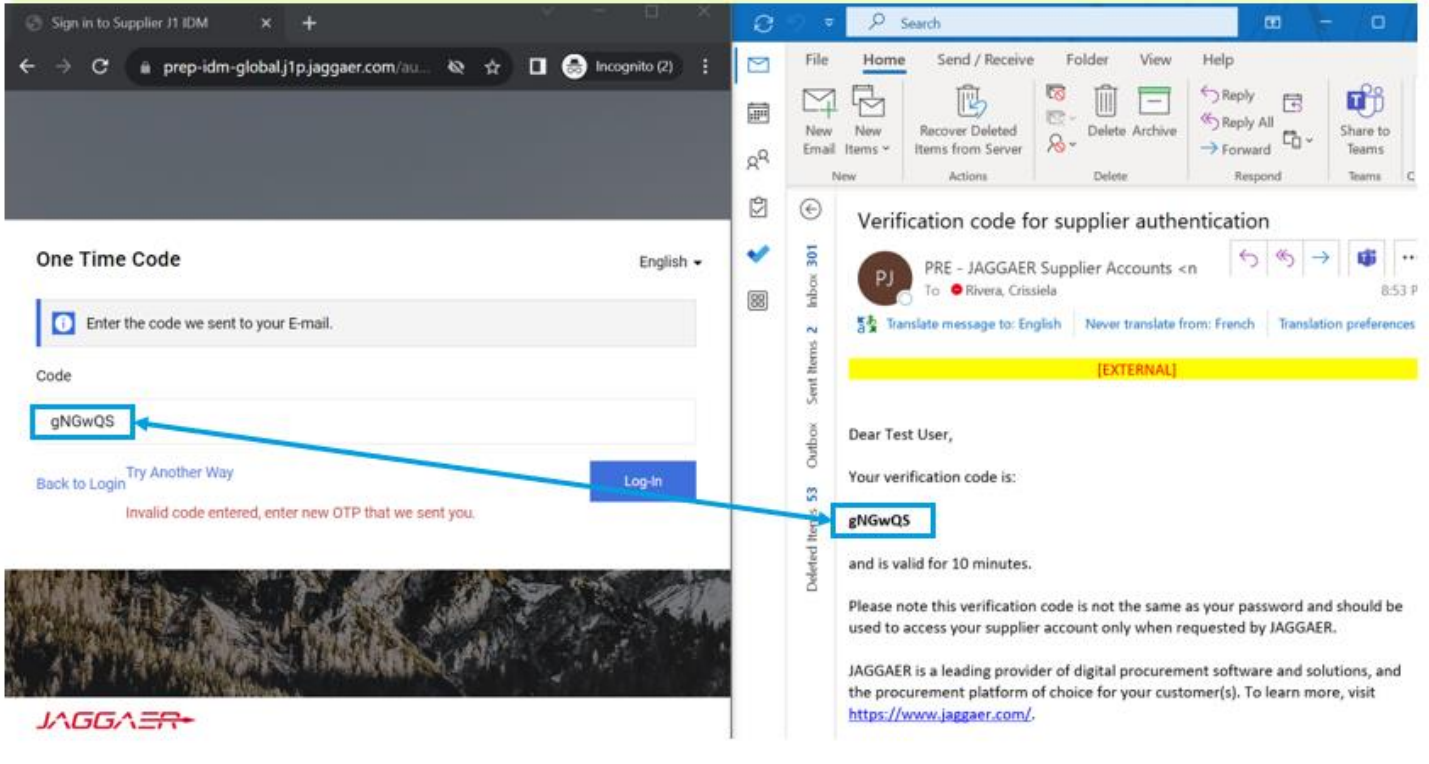
STEP 3: NOMINATE NEW PASSWORD.



STEP 4: COMPLETE THE SET UP



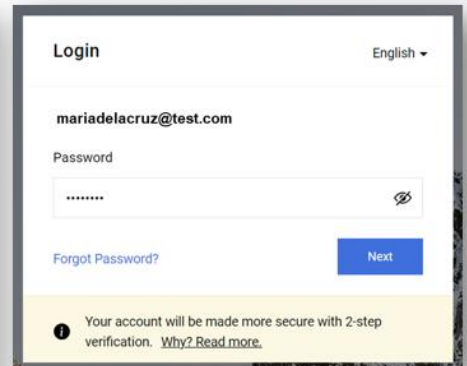
ON YOUR NEXT LOGIN, YOU SHOULD RECEIVE A VERIFICATION CODE SENT TO YOUR EMAIL.



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. [Same Step] Log-in with **username** and **password**.
2. If you have an account, the landing page will mention "Identity Was Found For Your Login"
3. Click Continue
4. On the next page, the log-in will show the **email** used on the existing account and the password field.
 - **IMPORTANT:**
 - If the **username** is shown, use the password for the **username**.
 - If the **email** is shown, use the password for the **email**.
5. Click Next and you're done.



❖ 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:

- If the **username** is shown, use the password for the **username**.
- 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 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