

The P&G logo is a blue circle with a white border, containing the letters 'P&G' in a white, serif font. It is positioned on the left side of the slide, overlapping the yellow and blue background.

P&G

Jaggaer onboarding

For Storeroom Suppliers



Objectives

- New Platform Introduction
- Registration
- Multi-Factor Authentication
- Purchase Order Management
 - View Purchase Order
 - Confirm Purchase Order
 - Update Purchase Order
 - Decline Purchase Order
 - Email follow up
- Account Management
 - Invite other users in the system
 - Assigning notifications
 - Update Password
- Support Channels



Jaggaer Platform

Jaggaer is a platform of collaboration between P&G and Spare parts / Storeroom suppliers for:

Purchase Order Management (POM) –

Transmission to suppliers, PO confirmation, PO maintenance/PO change requests, and **automated request for Quotation (RFQ) soon!**

Link: <https://app12.jaggaer.com/portals/pg2>

The P&G logo is a blue circle with the white text "P&G" inside.The J logo is a white circle with a red "J" inside.

The P&G logo is centered within a dark blue circular graphic that has a 3D effect. The background of the slide is split into two large, curved sections: a dark blue section on the left and a lighter blue section on the right.

P&G

JAGGAER →

Registration

Registration - Regular Account

Regular Account

One link and credentials for multiple orders:

You only need to remember your username and password to access all your P&G Storeroom orders.

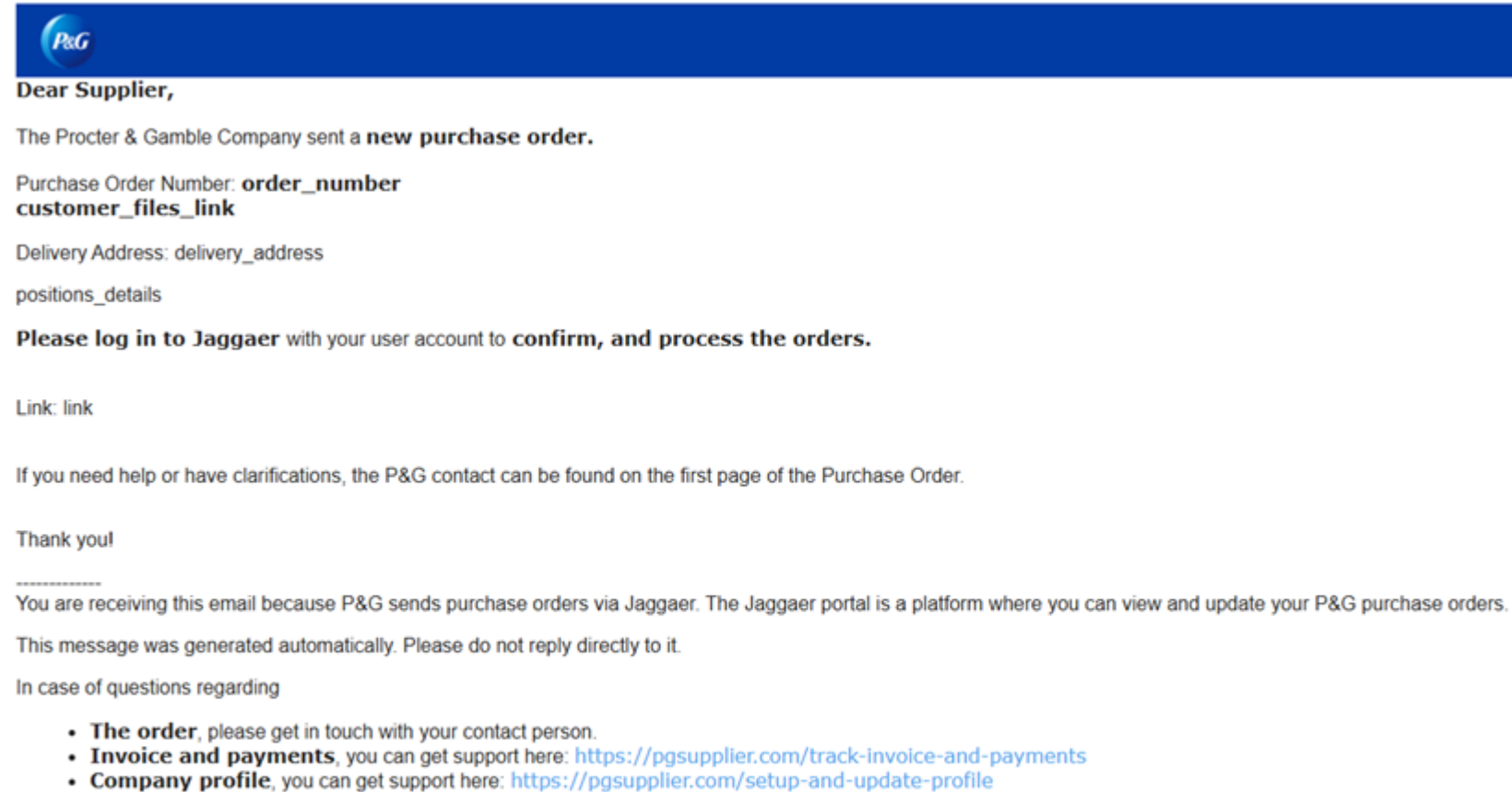
Has access to track PO changes



Registration

SUPPLIER ENABLEMENT LINK FROM NEW PO NOTIFICATION OR PG INITIATED INVITATION

Supplier can access the Supplier Enablement link (<https://forms.office.com/r/de6DYN5URj>) via 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.

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!

Registration

STEP 1: LOOK FOR THE REGISTRATION EMAIL AND CLICK THE REGISTRATION LINK



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



Registration

STEP 2: CHOOSE YOUR PREFERRED LANGUAGE

1 GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT



Welcome to the registration of the supplier portal

Please choose a language below

Chinese	English	Spanish	French	German	Hungarian	Italian
	Japanese	Polish	Portuguese	Thai		



Registration

STEP 3: FILL OUT THE MANDATORY FIELDS (MARKED WITH *) THEN CLICK CONTINUE

1 GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT

CONTACT PERSON

Salutation
Ms.

First name*
Maria

Last name*
dela Cruz

Mobile
+ -- Area Number

E-Mail*
mariadelacruz@test.com

Department

Loginname*
delacruz.m.pg2


Back Continue



Registration

STEP 4: READ THE SUPPLIER ACCESS TERMS. TICK BOTH BOXES AND CLICK ACCEPT AND SUBMIT

✓ GENERAL ✓ PERSON DATA ✓ COMPANY DATA **4** CONSENT



To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

agree and accept [Supplier Access Terms.](#)

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of The Procter & Gamble Company 2 in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.


[Back](#) [Accept and Submit](#)



Registration

COMPLETE THE REGISTRATION

☑ GENERAL ☑ PERSON DATA ☑ COMPANY DATA ☑ CONSENT




Successful Registration

Thank you for your registration. You may now log into the Portal.
The password has been sent to your email address.

[Open Supplier Portal](#)


PG DemoDEMO: Registration

 no-reply@app12.jaggaer.com

To: [Redacted]

↩ Reply ↩ Reply All →

[EXTERNAL]



Thank you for your Registration!

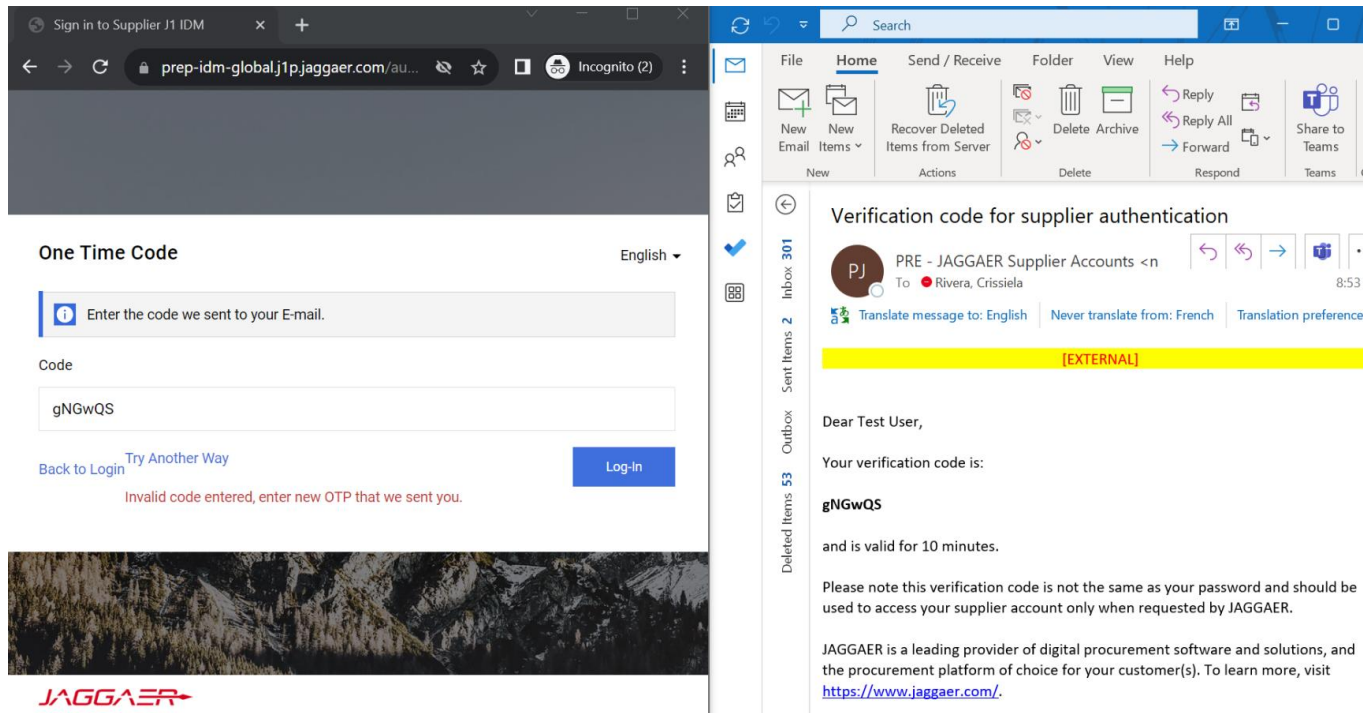
Your login: delacruz.m.pg2
Your password: [Redacted]

You can login, by using following link: <https://pgdemo.app12.jaggaer.com/portals/pg2/>



Multi-Factor Authentication

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



The image shows a split-screen view. On the left, a web browser window displays a login page for 'Supplier J1 IDM'. The page title is 'Sign in to Supplier J1 IDM'. The URL is 'prep-idm-globalj1p.jaggaer.com/au...'. The page is in 'Incognito (2)' mode. The main content area is titled 'One Time Code' and has a language dropdown set to 'English'. There is a text input field with a placeholder 'Enter the code we sent to your E-mail.' and another field containing the code 'gNGwQS'. Below the fields are links for 'Back to Login', 'Try Another Way', and a 'Log-In' button. A red error message at the bottom states 'Invalid code entered, enter new OTP that we sent you.' The JAGGAER logo is visible at the bottom left of the browser window.

On the right, an Outlook email interface is shown. The email is titled 'Verification code for supplier authentication' and is from 'PRE - JAGGAER Supplier Accounts <n...>' to 'Rivera, Crissiela'. The email body contains a yellow highlighted section with the text '[EXTERNAL]'. Below this, the email text reads: 'Dear Test User, Your verification code is: gNGwQS and is valid for 10 minutes. Please note this verification code is not the same as your password and should be used to access your supplier account only when requested by JAGGAER. JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.'



Multi-Factor Authentication (MFA) Setup

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.

How to Log-out

1

Account Settings
Change Password
Privacy Policy
Contact Support

2 Logout Help

PG DemoDEMO: Registration

no-reply@app12.jaggaer.com
To [redacted]

[EXTERNAL]

Thank you for your Registration!

Your login: delacruz.m.pg2
Your password: [redacted]

You can login, by using following link: <https://pgdemo.app12.jaggaer.com/portals/pg2/>

Log-In English

P&G

Username

Next

Enter Password English

delacruz.m.pg2

Password

Log In

Password Forgotten?

P&G

Multi-Factor Authentication (MFA) Setup

FOR FIRST TIME LOGIN (NO EXISTING JAGGAER ACCOUNT)

If you don't have an existing Jaggaer account, follow the steps

STEP 1: CLICK "CONTINUE"

Your Account Has Been Upgraded To JAGGAER Global Identity English ▾

Your account has been upgraded to JAGGAER Global Identity.

You will receive an email containing a link to define a new password. This link will be valid for 24 hours.

Going forward, you will be able to securely authenticate using your email address as the username and your newly defined password.

1 [Continue](#)

STEP 2: CLICK "CLICK HERE TO PROCEED"

Perform the following action(s) English ▾

Perform the following action(s): **Update Password**

[Click here to proceed](#) **2**



Multi-Factor Authentication (MFA) Setup

FOR FIRST TIME LOGIN (NO EXISTING JAGGAER ACCOUNT)

STEP 3: NOMINATE NEW PASSWORD.

Change password English ▾

mariadelacruz@test.com

New Password

Confirm password

Submit

WATCHOUT

- ✗ Minimum of 12 characters
- ✗ Minimum of 1 uppercase letters
- ✗ Minimum of 1 lowercase letters
- ✗ Minimum of 1 of the following character: !@#\$%&*()_+=[?]
- ✗ Minimum of 1 number
- ✗ Email must be different from Password
- ✗ Confirm Password value must match Password

STEP 4: COMPLETE THE SET UP

Your account has been updated. English ▾

Your account has been updated.



Multi-Factor Authentication (MFA) Setup

FOR FIRST TIME LOGIN (NO EXISTING JAGGAER ACCOUNT)

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

The image shows a browser window with an Incognito tab open to the URL `prep-idm-global.j1p.jaggaer.com/au...`. The page displays a 'One Time Code' login form. The 'Code' field contains the text 'gNGwQS'. A blue arrow points from this field to the 'Log-In' button. Below the button, a red error message reads: 'Invalid code entered, enter new OTP that we sent you.' The browser's address bar shows 'Sign in to Supplier J1 IDM' and 'Incognito (2)'. The right side of the image shows an email client interface with an open email titled 'Verification code for supplier authentication' from 'PRE - JAGGAER Supplier Accounts <n>' to 'Rivera, Crissiela'. The email body contains the verification code 'gNGwQS' and a yellow '[EXTERNAL]' banner. The email also includes a greeting 'Dear Test User,' and instructions on how to use the code.



JAGGAER

Multi-Factor Authentication (MFA) Setup

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.

A JAGGAER Global Identity Was Found For Your Login

English ▾

A Jaggaer Global Identity is already registered with your email address and may now be used to authenticate to this customer's portal.

You 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.


Continue

Login

English ▾

mariadelacruz@test.com

Password

..... 

[Forgot Password?](#) [Next](#)

i Your account will be made more secure with 2-step verification. [Why? Read more.](#)



The P&G logo is centered within a dark blue circle. This circle is part of a larger graphic consisting of two overlapping circles, one dark blue on the left and one light blue on the right, which meet at a central point. The background is a solid light blue.

P&G

The JAGGAER logo is positioned to the right of the P&G logo. It consists of the word "JAGGAER" in a red, italicized, sans-serif font, followed by a red arrow pointing to the right. The logo is contained within a white rounded rectangular box.

JAGGAER →

Switching between accounts

Switching between Accounts within P&G Storeroom

After logging-in using your email, you will have the option to switch between your accounts (i.e. multiple vendor codes).

How to switch accounts:

1. Click your profile on the upper right corner of the screen.
2. Click Switch User
3. Click the arrow beside the other account to switch.

The image shows a user profile dropdown menu on the left and a 'Switch User' dialog box on the right. The dropdown menu includes options like 'Account Settings', 'Change Password', 'Switch User', 'Privacy Policy', and 'Contact Support'. The 'Switch User' dialog box displays the current user and a list of other users with their company and location. The 'User, Test' account is highlighted with a blue box and an arrow pointing to it, indicating the next step in the process.

ORIGINAL USER	CURRENT USER	SEARCH
Maria, dela Cruz	Maria, dela Cruz	Search for user

USER	COMPANY	LOCATION	STATUS
dela Cruz, Maria mariadelacruz@test.com		ASAKA	✓ Current account
User, Test mariadelacruz@test.com		SHANGHAI	→ Click the arrow to go to the other account



The P&G logo is centered within a dark blue circle. The background of the slide is split into two shades of blue: a darker blue on the left and a lighter blue on the right, separated by a white vertical line that curves around the central circle.

P&G

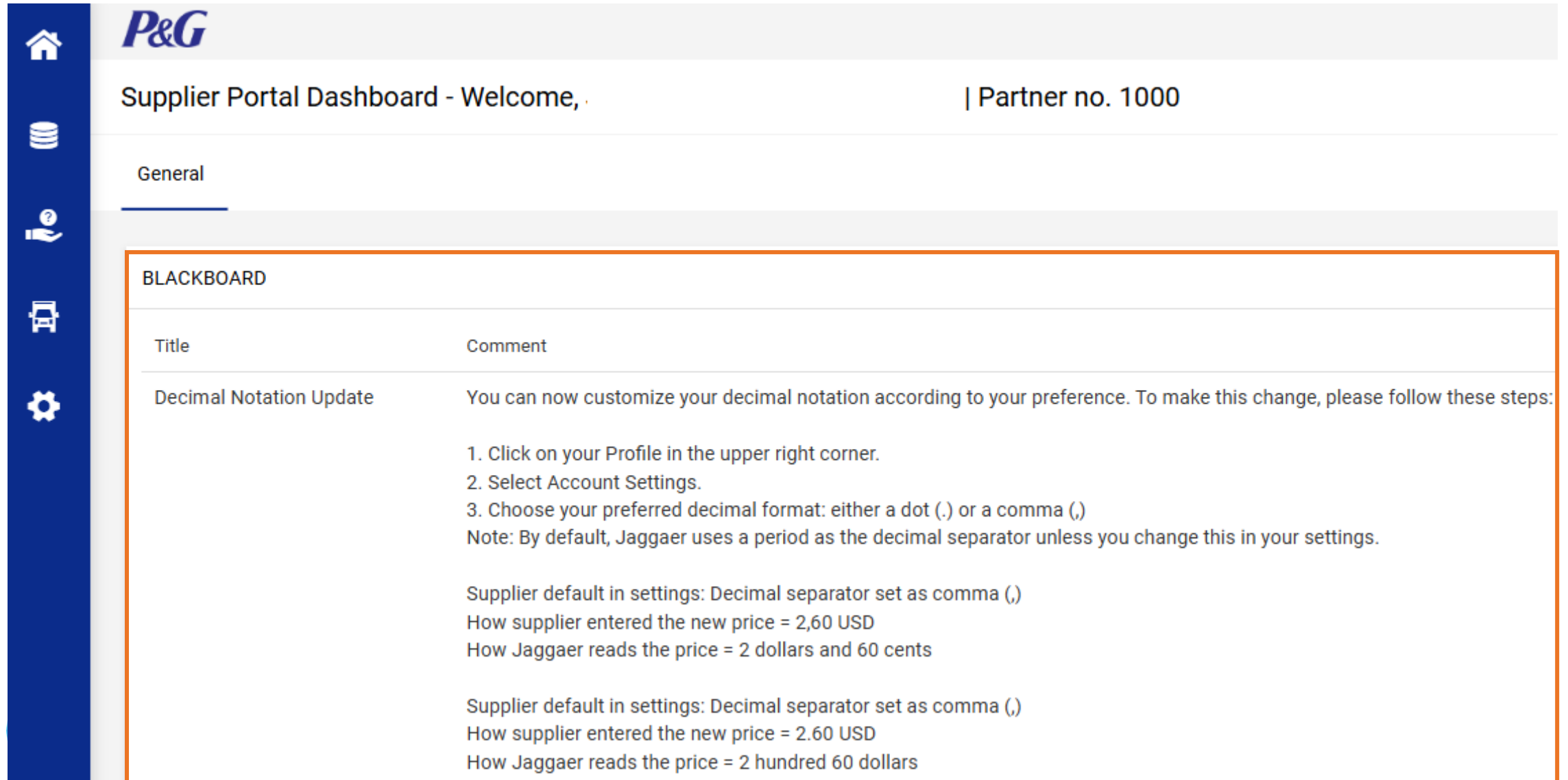
The JAGGAER logo is positioned to the right of the P&G logo. It consists of the word "JAGGAER" in a red, italicized, sans-serif font, with a red arrow pointing to the right at the end of the word. The logo is set against a white rectangular background with rounded corners.

JAGGAER

Set up a Preferred decimal
separator/notation/format

Set up a Preferred decimal separator / notation / format

On your first log in as a registered supplier, you will see an important message on decimal notation, take time to read it.



The screenshot shows the P&G Supplier Portal Dashboard. The header includes the P&G logo, the text "Supplier Portal Dashboard - Welcome," and "Partner no. 1000". A navigation sidebar on the left contains icons for home, database, help, cart, and settings. The main content area is titled "General" and features a "BLACKBOARD" section with a table of announcements.

Title	Comment
Decimal Notation Update	<p>You can now customize your decimal notation according to your preference. To make this change, please follow these steps:</p> <ol style="list-style-type: none"> 1. Click on your Profile in the upper right corner. 2. Select Account Settings. 3. Choose your preferred decimal format: either a dot (.) or a comma (,) <p>Note: By default, Jaggaer uses a period as the decimal separator unless you change this in your settings.</p> <p>Supplier default in settings: Decimal separator set as comma (,) How supplier entered the new price = 2,60 USD How Jaggaer reads the price = 2 dollars and 60 cents</p> <p>Supplier default in settings: Decimal separator set as comma (,) How supplier entered the new price = 2.60 USD How Jaggaer reads the price = 2 hundred 60 dollars</p>

Set up a Preferred decimal separator / notation / format

On your first log in as a registered supplier, maintain your default settings

How to maintain a default decimal separator:

1. Click your profile on the upper right corner of the screen.
2. Click Account Settings
3. Scroll down to "Decimal". Choose between dot (.) or comma (,)
4. Save

IMPORTANT

It is **required that you maintain a default separator.**

If you don't set a preference, Jaggaer will default it to comma (,)

The screenshot shows the Jaggaer user interface. A blue sidebar on the left contains navigation icons. The main content area is titled 'User Data'. A dropdown menu is open under the 'Decimal' label, showing options for 'dot' and 'comma'. A blue callout box with the number '3' points to this dropdown menu with the text 'Choose your default decimal separator'. A 'Save' button is highlighted with a blue callout box and the number '4'. A 'Logout' button and a 'Help' button are visible at the bottom of the user profile dropdown.

REMINDER

If you did not set a default decimal separator, it will follow Jaggaer's default of comma (,)

Illustration:

Jaggaer default decimal separator: comma (,)

How you input price: 158.55 EUR (158 EUR and 55 cents)

How Jaggaer will read it: It will recognize your default decimal as comma (,), making the dot (.) thousands. It will be read as 15855 (fifteen thousand eight hundred fifty-five).



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P&G

JAGGAER → NAVIGATION

Purchase Order Management



View Purchase Order

PURCHASE ORDER MANAGEMENT (POM)



View Purchase Orders

REGULAR ACCOUNT / REGISTERED ACCOUNT

- Log-in to Jaggaer.
- Click the order from the list to view it.
- Click “(i) More” if order is not on the list
– *table displays 5 orders by default*

Supplier Portal Dashboard - Welcome, Suppl Test1 from [redacted]

General

ORDERS 1

Order no.	Line items	Date created	Status
99201046699_test_new1	1	2023-06-19 13:28	changed
99201046633TEST	1	2023-06-16 08:34	changed
99201046633	1	2023-06-15 19:31	New
9501046691	1	2023-06-12 18:15	Sent
84501009103_5	1	2023-06-26 17:46	Sent
(i) More			

2

ORDERS

Order no.	Line items	Date created	Status
TESTPOFORREPAIR1	1	2023-07-13 16:30	clearance_pending
TESTPOFORREPAIR	1	2023-07-13 16:20	clearance_pending
99201046699_test_new1	1	2023-06-19 13:28	clearance_pending
99201046633	1	2023-06-15 19:31	clearance_pending
84501009103_6_3	1	2023-06-29 10:19	clearance_pending
84501009103_6_2	1	2023-06-29 09:54	clearance_pending



3


RFQS

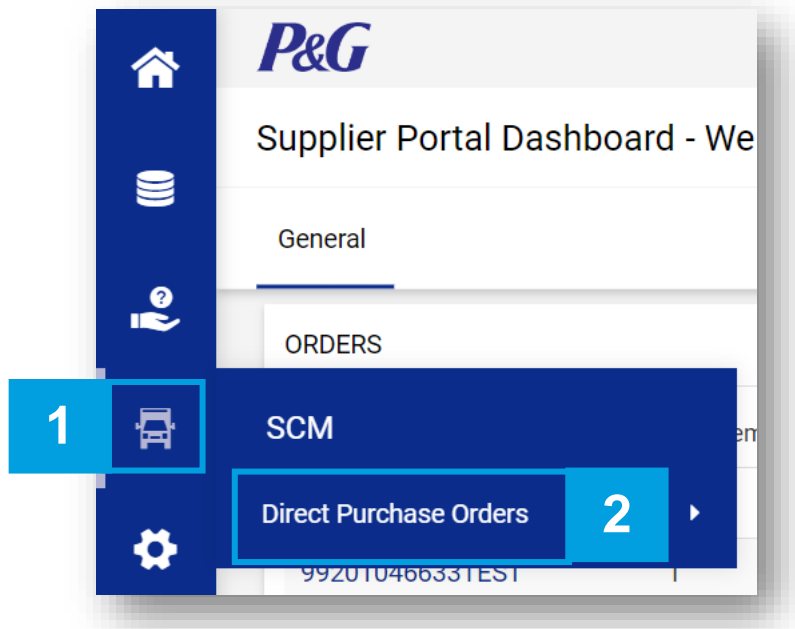
RFQ no.	RFQ name	RFQ version	Status	Deadline
985	PR2PO - 0000000000...	1	CHECKING	2024-05-07 01:59
979	PR2PO - 0000000000...	1	CHECKING	2024-04-24 01:59
978	PR2PO - 0000000000...	1	CHECKING	2024-04-23 01:59
968	PR2PO - 0000000000...	1	CHECKING	2024-04-11 01:59
964	PR2PO - 0000000000...	1	CHECKING	2024-04-10 01:59

(i) More

View Purchase Orders


REGULAR ACCOUNT / REGISTERED ACCOUNT

If you cannot see Orders from the homepage, (1) click , then (2) click “Direct Purchase Orders” (3) Order List



View Purchase Orders













REGULAR ACCOUNT / REGISTERED ACCOUNT

4. You will be directed to the Orders Page.
Click the folder icon  to view an order.



Received orders

Fast View All View Not Confirmed View Not Complete Confirmed View

Head level - Orders not confirmed

Menu	SAP Box	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files
	N6A	4510	2	Sent	<input type="checkbox"/>		9,090.00 USD		1
	N6A	4510	1	Sent	<input type="checkbox"/>		3,430.00 USD		1
	N6A	4510	1	Sent	<input type="checkbox"/>		640.00 USD		1
	N6A	4510	1	Sent	<input type="checkbox"/>		688.24 USD		1
	N6A	4510	1	Sent	<input type="checkbox"/>		1,010.00 USD		1
	N6A	4510	2	Sent	<input type="checkbox"/>		1,012.00 USD		1

Position level

Menu	Department	SAP Box	Order Number / Pos	State	Item state	Manufacturer Name	Manufacturer Part Number	Open	Material number	Description	Quantity
		N6A	4510: / 10	Sent	Sent	NO	112	<input type="checkbox"/>	00000000030540014	MODULE, GLUE ORANGE (OEM)	1.00
		N6A	4510: / 20	Sent	Sent	NO	112	<input type="checkbox"/>	00000000030540016	MODULE, GLUE BEIGE (OEM HY)	8.00

- **Fast View** – Recent orders
- **All View** – All orders
- **Not Confirmed View** – Orders sent to you but not yet opened and confirmed.
- **Not Complete Confirmed View** – partially confirmed or not completely confirmed orders.

From header level, click on position level to see line-item details for the PO. Display information such SAP box, Manufacturer, manufacturer part number/MPN, material details, and many more

View Purchase Orders - Filter

REGULAR ACCOUNT / REGISTERED ACCOUNT

4.1 From the orders page, make use of the filter



to customize your search results.

A screenshot of the JAGGAER P&G 'Received orders' page. The page features a navigation bar with the JAGGAER logo and a search bar. Below the navigation bar, there are view options: 'Fast View', 'All View', 'Not Confirmed View', and 'Not Complete Confirmed View'. The main content area is titled 'Head level' and shows '113 Entries found.' A blue box with the number '2' is overlaid on the 'Head level' title. On the right side of the page, there is a blue box with the number '1' overlaid on the 'Show' button. The filter controls include: Order number, JAGGAER Direct ORDER ID, Customer, Material, Material #, Supplier material#, Confirmation Number, Delivery address, Payment conditions, Date created (from/to), Last change (from/to), Delivery date (DD.MM.YYYY) (from/to), Delivered completely (yes, all positions / no), Buyergroup, Show changed/uchanged orders (All / only unchanged / only changed), and State. There are also checkboxes for 'Order was changed by' (Supplier / Customer), 'Order is confirmed by supplier' (No confirmation / partial / Confirmed), 'Order declined' / 'Order not declined', 'Not rescind orders' / 'Rescind orders', 'Order rescind and rescission is not confirmed', 'Order rescind and rescission not answered', 'Order rescind and rescission declined', and 'Advise overdue'. A 'Filter reduce' button and a 'Show' button are at the bottom right.

View Purchase Orders

REGULAR ACCOUNT / REGISTERED ACCOUNT

4.2 Confirmation traffic light indicators

Received orders

Fast View All View Not Confirmed View Not Complete Confirmed View

Head level - Orders not confirmed

Menu	SAP Box	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files	
			N6A	4510	2	Sent	<input type="checkbox"/>		9,090.00 USD	1
			N6A	4510	1	Sent	<input type="checkbox"/>		3,430.00 USD	1
			N6A	4510	1	Sent	<input type="checkbox"/>		640.00 USD	1
			N6A	4510	1	Sent	<input type="checkbox"/>		688.24 USD	1
			N6A	4510	1	Sent	<input type="checkbox"/>		1,010.00 USD	1
			N6A	4510	2	Sent	<input type="checkbox"/>		1,012.00 USD	1

Open



Empty/blank box = not yet opened or not seen



Open check box = opened by supplier and confirmed details



Eye icon = order has been opened, but not confirmed



Grey = no action taken yet, Green = Confirmed



Yellow = Multiple line items, partially confirmed,



Red = PO has been cancelled / declined



View Purchase Orders

REGULAR ACCOUNT / REGISTERED ACCOUNT

1

Menu	Order number	No. pos.	State	Open	Confirmation	Order value	Currency
	45010	1	Sent	<input type="checkbox"/>	● ● ●	4,00	INR

5. From the PO preview, **download the purchase order.**

Gillette India Limited, P&G Plaza, Cardinal Gracias Road, C, 400099 Mumbai, India

P&G

POLY WELD PRIVATE LIMITED
Street 123

Delivery address:
GILLETTE INDIA LTD - M&S- BADDI PLANT
UNIT 1 PLOT NO 4 INDUSTRIAL AREA
173205 KATHA BHATOLI KALAN BADDI
India

Order

Order number/Date
45010 / 2023-11-30

Supplier number

Contact person
rivera.cc, Crissiela

Telephone

Fax

eMail Address

Your person responsible
Suppl Test1

Delivery conditions: ()

Payment conditions: within 180 days due net

Documents:
The basis of the order is the order PDF. Please download and open the attachment.
45010 .pdf (2023-11-30 14:32:11)

IMPORTANT

It is **required to download** the purchase order document to confirm the PO.

This is the legal binding document between your company and P&G.

2

Click this to download



View Purchase Orders

REGULAR ACCOUNT / REGISTERED ACCOUNT

5.1 When you have downloaded the PO copy, you'll see more details:

Item	Description	QTY	Unit	Price per Unit
00010	30054792 CYL,AIR COMPACT 40MMB 20MMS	4	EA - Each	8.500 /
Manufacturer: FES Manufacturer Part No.: 536292 ADN-40-20-A-P-A Release Order Against Contract 46000 Item 02160 0004978120				
Total Net Value Excl. Tax				

See more details such as manufacturer, manufacturer part number, contract or outline agreement number.



View and Confirm the Purchase Order

REGULAR ACCOUNT / REGISTERED ACCOUNT

6. Click “Save and send back” to confirm an order.

Note: The tick under confirmation number column determines which lines will be confirmed. Do not remove the tick.

Optional: Add confirmation number or supplier confirmation number

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (INR)
10	GRIPPER,PARALLEL 6MMS 2FINGERS DBLACTING Call for contract:	2 EA	2023-12-31 	2,00 INR/1,00 EA	<input type="checkbox"/> Item state: Sent Ackn. Req. : Yes	4,00 Decline
Remarks						
<input type="text"/>						
Net total without VAT INR						4,00

Optional

Supplier confirmation number:

Remark of decline (copy to all positions)

Decline





Confirm Purchase Order

PURCHASE ORDER MANAGEMENT



Confirm Purchase Order

1. Follow the steps on how to view purchase order.
2. Click “Save and send back” to confirm an order.

Note: The tick under confirmation number column determines which lines will be confirmed. Do not remove the tick.

Optional: Add confirmation number or Supplier confirmation number

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (INR)
10	GRIPPER,PARALLEL 6MMS 2FINGERS DBLACTING Call for contract:	2 EA	2023-12-31	2,00 INR/1,00 EA	<input checked="" type="checkbox"/>	4,00
Remarks						
Net total without VAT INR						4,00

Item state: Sent
Ackn. Req. : Yes

Supplier confirmation number:

2

Remark of decline (copy to all positions)





Update Purchase Order

PURCHASE ORDER MANAGEMENT



Update Purchase Order

1. Follow the steps on how to view the purchase order.
2. Edit the field/s you want to update.
3. Click Save and Send back.

When doing updates, we highly **encourage you to add "remarks"** so the business can assess properly whether the update should be approved or rejected.

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (INR)
10	GRIPPER,PA 6MMS 2FIN DBLACTING Call for contract:	2 EA	2023-12-31	2,00 INR/1,00 EA	<input checked="" type="checkbox"/>	4,00
Item state: Sent Ackn. Req. : Yes						<input type="button" value="Split"/> <input type="button" value="Decline"/>
Remarks						
<input type="text"/>						
Net total without VAT INR						4,00

Supplier confirmation number:

Remark of decline (copy to all positions)



Update Purchase Order - Price

1. If price update for the material is within the fixed price period, you will receive a prompt and won't be able to proceed/submit the request.

Pos.	Mat.No/Details	Quantity	Deliver	Price/Unit	Confirmation number	Net value (INR)
10	GRIPPER, PARALLEL 6MMS 2FINGERS DBLACTING Call for contract:	2	2023-1	2,00 INR/1,00 EA	<input checked="" type="checkbox"/>	4,00
Remarks						
Net total without VAT INR						4,00
Supplier confirmation number: <input type="text"/>						<input type="button" value="Save and send back"/>
Remark of decline (copy to all positions)						
<input type="text"/>						<input type="button" value="Decline"/>

pgdemo.app12.jaggaer.com says

The price is fixed and can't be increased! Get in touch with your P&G contact.

OK



Decline Purchase Order

PURCHASE ORDER MANAGEMENT



Decline Purchase Order Line item/s

DECLINE by LINE ITEM

1. Follow the steps on how to view purchase order.
2. Add **valid reason** under “Remarks”. Put as much detail as possible.

(e.g. The part has been discontinued by manufacturer, but I have a suggestion for an alternate part that we could possibly order instead)

3. Click Decline
4. Click Save and Send Back

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (INR)
10	38120548 VALVE,SOL. 6MM G1/8 5/2W 5PORT PILOTED Call for contract: 4600013873 Pos. 10	2 EA	2023-12-31	3,00 INR/1,00 EA	<input type="checkbox"/> Item state: Sent Ackn. Req. : Yes	6,00
Remarks obsolete part :: <u>Suppl</u> Test1 (5.12.2023 14:08)						
20	30246436 GRIPPER,PARALLEL 6MMS 2FINGERS DBLACTING Call for contract: 4600013873 Pos. 20	2 EA	2023-12-31	2,00 INR/1,00 EA	<input type="checkbox"/> Item state: Sent Ackn. Req. : Yes	4,00
Remarks						

Supplier confirmation number:

Save and send back



4

Decline Purchase Order

DECLINE ORDER / DECLINE ALL line items

1. Follow the steps on how to view purchase order.
2. Add **valid reason** under **“Remark of decline.” Put as much detail as possible.**

(e.g. The part has been discontinued by manufacturer, but I have a suggestion for an alternate part that we could possibly order instead)

3. Click Decline.
4. Click OK to the prompt “Are you sure to refuse the order?”

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (INR)
10	GRIPPER,PARALLEL 6MMS 2FINGERS DBLACTING Call for contract:	2 EA	2023-12-31	2,00 INR/1,00 EA	<input type="checkbox"/>	4,00
Item state: Sent Ackn. Req. : Yes						<input type="button" value="Split"/> <input type="button" value="Decline"/>
Remarks						
<input type="text"/>						
Net total without VAT INR						4,00

Supplier confirmation number:

2 Remark of decline (copy to all positions)

3

pgdemo.app12.jaggaer.com says

Are you sure to refuse the order?

4



Decline Purchase Order

What happens after declining?

- Storeroom contact will review your request and will need to either approve or reject it (Storeroom contact will have to review details, update master data, update OA before we could place a new purchase order with that supplier or another supplier)
- If the PO has multiple line items and they only approved to decline one of the line items, the PO status will be changed to “Partially Confirmed.”
- If all line items are declined, the PO status will be changed to ***“Declined.”**
*(Currently showing as "Changed")

What	If Approved	If Rejected
Status on the Order Line Item	Declined	Sent
What you need to do	DO NOT DELIVER	Please deliver. If you have disputes, please refine the reason why you are rejecting so the storeroom contact can correctly assess.

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (INR)
10	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	2 EA	2024-08-30	0,50 INR/1,00 EA	<input checked="" type="checkbox"/> Item state: Sent Ackn. Req. : Yes	1,00
Remarks						
20	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	0,00 EA	2024-08-30	0,50 INR/0,00 EA	Declined <input type="checkbox"/> Item state: Declined Ackn. Req. : Yes	0,00
Remarks						
Test decline - reject storeroom						
Net total without VAT INR						1,00





Email Follow up

PURCHASE ORDER MANAGEMENT



Open PO follow-up (Order not seen, Order not confirmed)

Applicable to Normal & Priority PO's

1st email: Supplier receives new or changed PO notification

2nd email > First reminder (titled 'order not seen') 1 day after creation of the PO to the supplier.

3rd email > 1 day after that, another reminder (titled 'order not confirmed') is sent to the supplier and SPPO.

4th email – 8th email > On the second day, another reminder (title "order not confirmed") is sent to the supplier and SPPO. (happens every 2nd day until the 10th day)

9th email > From the 10th day, every day the reminder (titled "order not confirmed") is sent to SPPO. Sent on a loop using batch notification (1 email per day)

Open PO follow-up (Order not delivered)

PO aging = date today versus the PO delivery date

- Jaggaer will be sending open order follow-up to suppliers automatically based on the aging timings of -30, -10, 0, 2, STOP
 - 1st reminder: 30 days before the delivery date (Supplier)
 - 2nd reminder: 10 days before delivery date (Supplier)
 - 3rd reminder: 0 days before delivery date (Supplier and SPPO)
 - 4th reminder: 2 days after delivery date (Supplier and SPPO)
 - STOP (After this, auto ticket will be created to SPPO, SPPO will take more action steps i.e.. Call the Supplier, escalate to SB)
- No follow ups made once PO is delivered/closed



Purchase Order Status

PURCHASE ORDER MANAGEMENT



Purchase Order Status

State	Description
Sent	PO is delivered to the vendor.
Confirmed	PO price, quantity and delivery date is accepted by the vendor.
Partially Confirmed	Some PO line items are confirmed while some are not.
Clearance Pending	Updates made are pending review by the business. These are not visible on your list while review is pending.
Partially Delivered	The PO quantity is greater than the goods receipt quantity.
Delivered	The PO quantity is equal the goods receipt quantity.
Declined	You have rejected this PO
Cancelled	P&G cancelled the purchase order. DO NOT deliver.



The P&G logo is centered within a dark blue circle. The background of the slide is split into two large, curved sections: a dark blue section on the left and a light blue section on the right, separated by a white, curved line that forms a central 'V' shape.

P&G

JAGGAER → NAVIGATION

Account Management



Create/Edit/Delete Jaggaer Account of Other Users

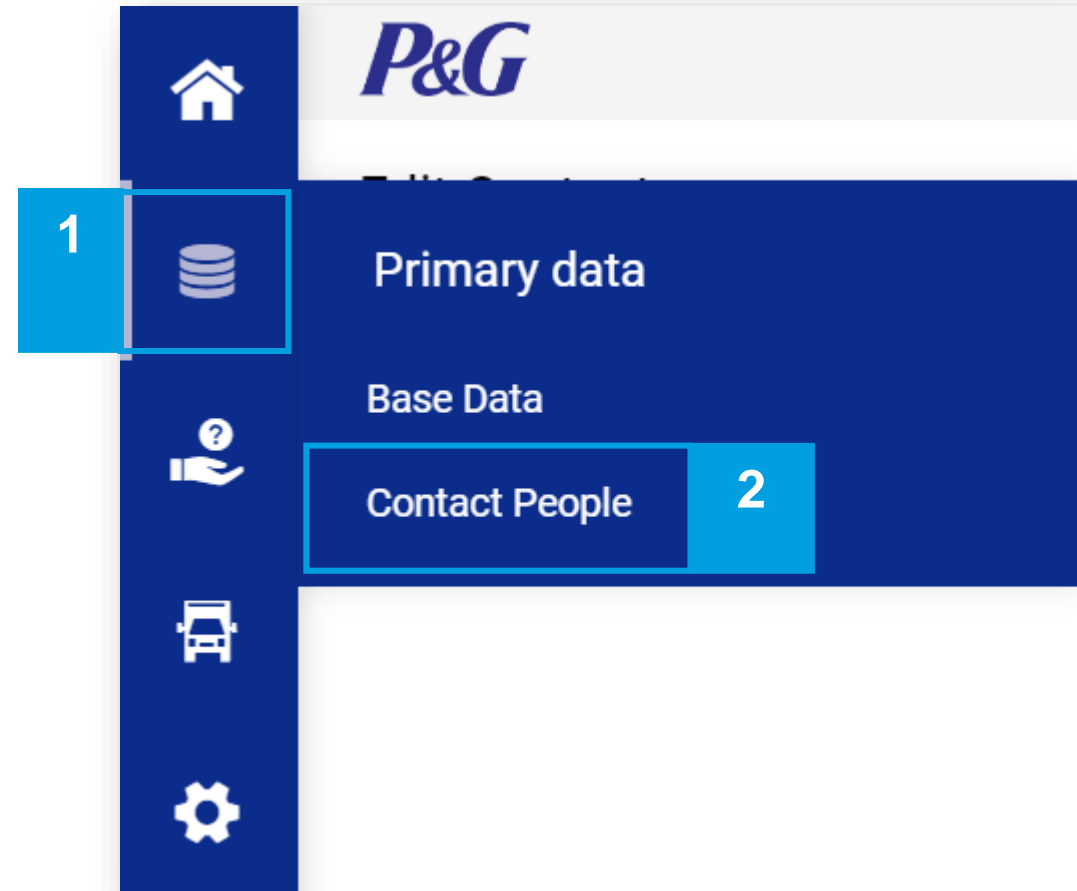
ACCOUNT MANAGEMENT



Create Jaggaer Account of Other Users

P&G will only send one email to invite supplier to register to the Jaggaer system. That one person will then have the access to invite other users.

1. Click Primary Data
2. Click Contact People



Create Jaggaer Account of Other Users

You will be redirected to the list of "Contacts" page.

3. Click "Add new contact" in the top right corner of the screen.

The screenshot displays the P&G Jaggaer interface. At the top left is the P&G logo. The page title is "Contacts". Below the title, there are two tabs: "Contacts" (selected) and "Roles". The main content area is a table with the following columns: Name, Login name, E-Mail, Telephone, and Portal Access. The "Portal Access" column contains a red "x" icon. In the top right corner, there is a blue button with a person icon and a plus sign, labeled "Add New Contact", with a blue notification bubble containing the number "3".



Create Jaggaer Account of Other Users

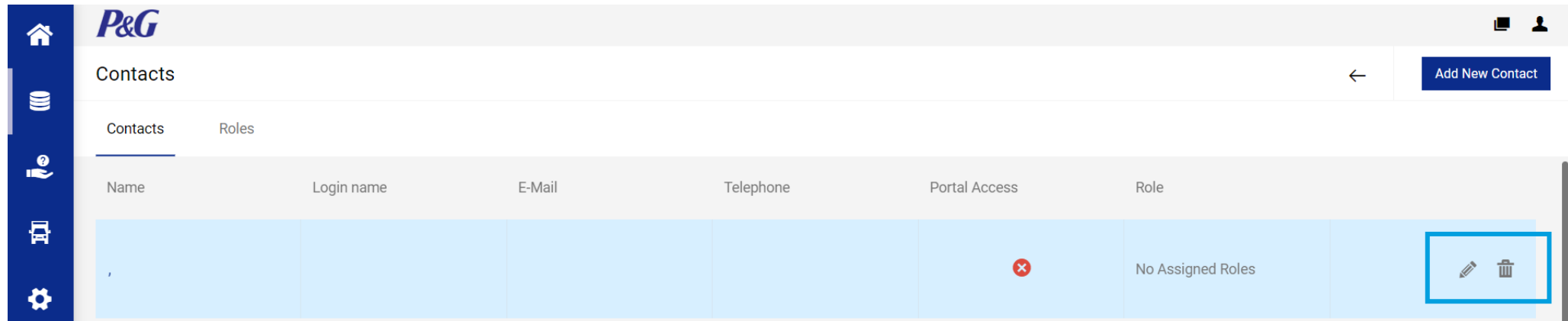
4. Fill-out the fields with *.
5. Tick Portal Access
6. Input Login name (preferably email address)
7. Tick Admin permission
8. Click Save

Once done, the email address you have added will receive a username and password.


The screenshot shows the 'Add New Contact' form in the P&G system. The form is titled 'Add New Contact' and includes a 'Save' button. The form is divided into sections: 'CONTACT PERSON' and 'Mobile'. The 'CONTACT PERSON' section includes fields for 'Salutation' (with a dropdown menu showing 'Mx.'), 'First name*', and 'Last name*'. The 'Mobile' section includes a dropdown for the country code (showing '+ ---'), an 'Area' field, and a 'Number' field. The 'E-Mail*' field contains the text 'john.smith@mail.com'. On the right side of the form, there is a 'Portal Access' toggle switch (checked) and a 'permissions*' section with a checked checkbox for 'P99 Portal :: Admin'. The 'Save' button is highlighted with a blue box and the number 8. The 'Portal Access' toggle is highlighted with a blue box and the number 5. The 'Loginname*' field is highlighted with a blue box and the number 6. The 'permissions*' section is highlighted with a blue box and the number 7. The 'First name*' and 'Last name*' fields are highlighted with a blue box and the number 4. The 'E-Mail*' field is highlighted with a blue box and the number 4.



Edit/Delete Jaggaer Account of Other Users



The screenshot shows the P&G Jaggaer user management interface. The top navigation bar includes the P&G logo, a home icon, and a user profile icon. Below the navigation bar, there is a 'Contacts' section with a left arrow and an 'Add New Contact' button. The main content area displays a table with columns for Name, Login name, E-Mail, Telephone, Portal Access, and Role. A single contact is listed with a red 'x' icon in the Portal Access column and the text 'No Assigned Roles' in the Role column. The edit (pencil) and delete (trash) icons in the rightmost column of this row are highlighted with a blue box.

Name	Login name	E-Mail	Telephone	Portal Access	Role
					No Assigned Roles

Under contacts, scroll through the name that you need to edit or delete.

- Use the pencil icon to edit, and
- Use the garbage or trash icon to delete.





Assigning Notifications

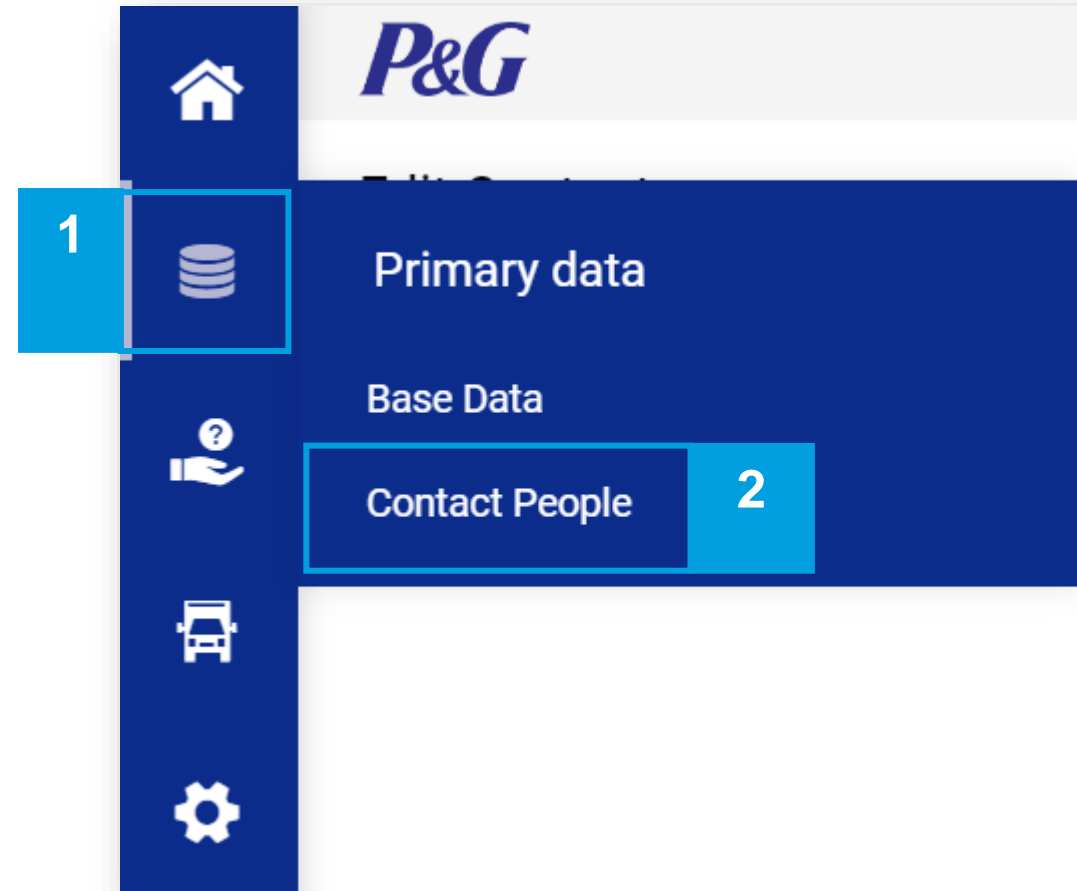
ACCOUNT MANAGEMENT



Assigning Notifications

By default, the vendor's primary email will receive the notifications for purchase orders. In case the primary email is not the person who should be notified for PO creation and updates, you can edit it by following this guide.

1. Click Primary Data
2. Click Contact People



Assigning Notifications

3. Click Roles
4. If no user is assigned yet, click responsible person to add.
5. If there are existing assigned users, click the pencil icon on the type of notification

The screenshot shows the P&G system interface. The 'Roles' tab is selected for the 'Order' notification type. A red error message states "There is still 1 mandatory unassigned role open". A blue box with the number "3" highlights the "Roles" tab, and a blue box with the number "4" highlights the "+ Add responsible person" button.

The screenshot shows the P&G system interface. The 'Roles' tab is selected for the 'Order' notification type. The 'Order' notification type is highlighted with a pencil icon, and a blue box with the number "5" highlights this icon. Below the notification type, it shows "2 Assignments".



Assigning Notifications

6. Click the magnifying glass and search for the name of the person you want to add.

TIP: Search the maintained name from the Contacts tab.

ORDER 🗑️

Name*

6 🔍





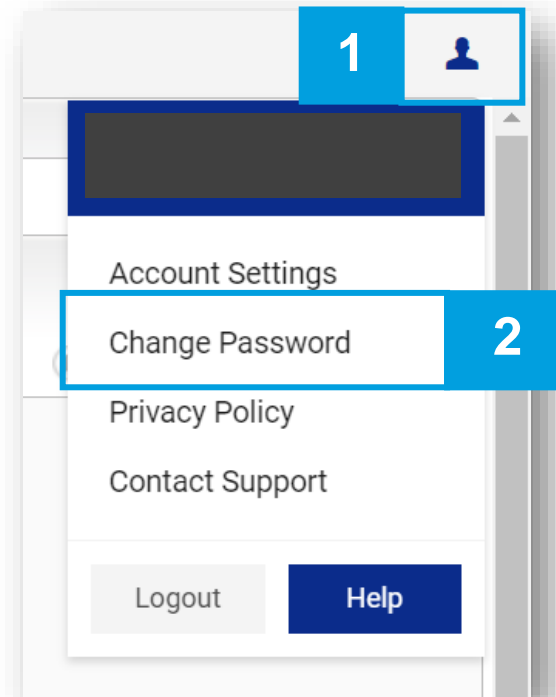
Update Password

ACCOUNT MANAGEMENT



Update Password

1. Click your profile on the upper right corner of the screen.
2. Click change password



A screenshot of the 'Change Password' form. The form has three input fields: 'Old password', 'New password', and 'Confirm password', each with a toggle icon. Below the fields are five error messages, each preceded by a red 'X' icon:

- Not one of the last 3 passwords
- Minimum of 8 characters
- Minimum of 1 special character (not A-Z or a-z or 0-9)
- Minimum of 1 number
- Minimum of 1 lower case letter and 1 upper case letter

At the bottom of the form, there is a link for 'Password forgotten?' and two buttons: 'Save' and 'Reset'.





P&G

JAGGAER

Support Channels

Support Channels

Jaggaer Support (technical issues)	<u>Supplier support portal:</u> https://www.jaggaer.com/supplier-support <u>Ticket link:</u> https://jaggaer.my.site.com/SupplierSupportRequest/s/ <u>Global Phone numbers:</u> English Only support https://www.jaggaer.com/support/support-phone-numbers
Jaggaer Support (PO Issues)	P&G contact on purchase order



FAQ



What is the scope of Jaggaer?

The Scope of Jaggaer PO management are Storeroom Purchase Orders with 45xxxxxxx series

There is NO change for the non-storeroom area where we continue managing orders via Coupa, or those PO's with 800xxxxxxx series.

Invoicing is out of scope for Jaggaer. There is NO change in invoicing process for these PO's.



Is there any cost associated with the transition?

Jaggaer does not charge any fees for you to participate except B2B or Business to Business connection (Direct connection to ERP system).

You can establish your profile once, and experience what JAGGAER Supplier Portal can offer.

- a. A profile and network listing, searchable by over one million procurement and sourcing users.
- b. Support communications and training materials.
- c. The ability to review and act on notifications or communications received from customers.
- d. An unlimited number of users, and roles for your employees



What happened to Ariba with the introduction of Jaggaer?

Ariba has been discontinued as supplier connectivity platform for P&G Storeroom Purchase Orders. Jaggaer replaced Ariba.

Order management like transmission, confirmation, and maintenance is now in Jaggaer.



How do I find my supplier number?

Open a PO PDF you have under P&G and view your supplier number using the guide below.

P&G THE PROCTER & GAMBLE PAPER PRODUCTS COMPANY
1 Procter & Gamble Plaza
Cincinnati OH 45202 UNITED STATES

Purchase Order Number: N6P-450 [REDACTED]
Order Date: February 08, 2024

Page 1 / 2

SELLER: NOV [REDACTED]
W EX [REDACTED]
M [REDACTED] 2
UNITED STATES
Fax Number: 81 [REDACTED]
Vendor Code: 100 [REDACTED]

PURCHASE ORDER
PO CONTACT: KAREN [REDACTED]
Phone Number: [REDACTED]
Email Address: [REDACTED].com
Fax Number: [REDACTED]
Ordered by: Paul [REDACTED]

BUYER may withhold payment if SELLER's invoice is inaccurate or does not meet BUYER's invoice requirements or if SELLER's invoice does not meet legal or tax requirements. BUYER's invoice requirements and latest status of submitted invoices can be found at www.pgsupplier.com



Who to contact for Jaggaer supplier registration?

Access the teams form and follow the instructions:

<https://forms.office.com/r/de6DYN5URj>



Where can I find the training materials?

Access the teams form and follow the instructions:
<https://forms.office.com/r/de6DYN5URj>



How do I access Jaggaer supplier portal?

Please use the link below.

<https://app12.jaggaer.com/portals/pg2>



Who to contact if I forgot my Jagger log in credentials?

Reference a Storeroom purchase order (45xxxxxxxx) and look for the P&G contact. Request the P&G contact to resend your supplier credentials



Who to contact for issues with Jaggaer?

Jaggaer Support (technical issues)	<u>Supplier support portal:</u> https://www.jaggaer.com/supplier-support <u>Ticket link:</u> https://jaggaer.my.site.com/SupplierSupportRequest/s/ <u>Global Phone numbers:</u> English Only support https://www.jaggaer.com/support/support-phone-numbers
Jaggaer Support (PO Issues)	P&G contact on purchase order





THANK YOU!