





Supplier Guide - Jaggaer

Supplier Management September 2023



A background image showing a group of people sitting around a long wooden table in a meeting room. They are looking towards the right side of the frame, and some are holding pens or papers. The lighting is bright, suggesting a window or large light source.

Index



I. Registration process

1. Supplier Registration

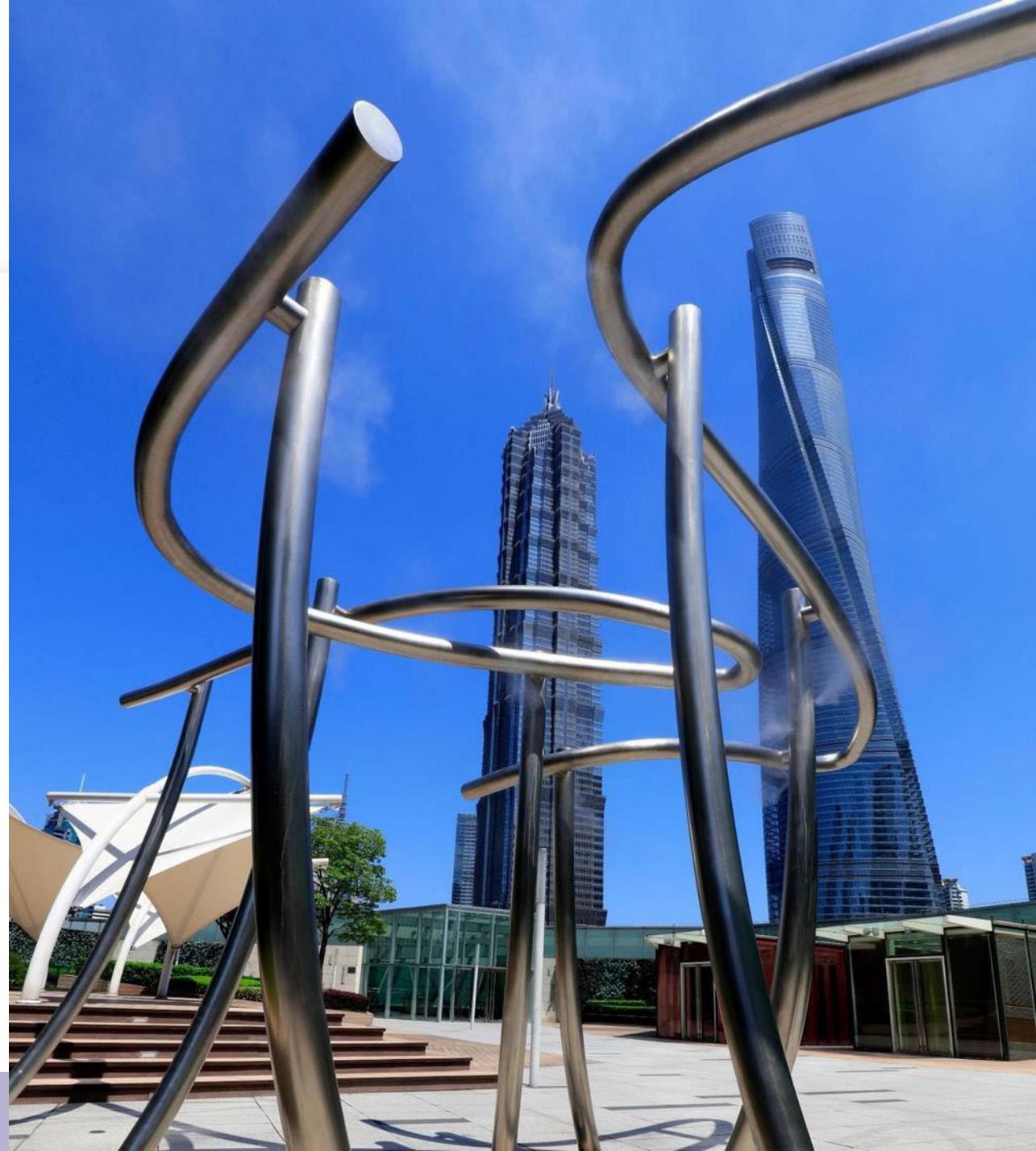


II. Information

1. Information Update Request by ACERINOX
2. Profile Information Update
3. User Management
4. Categories

I. Registration Process

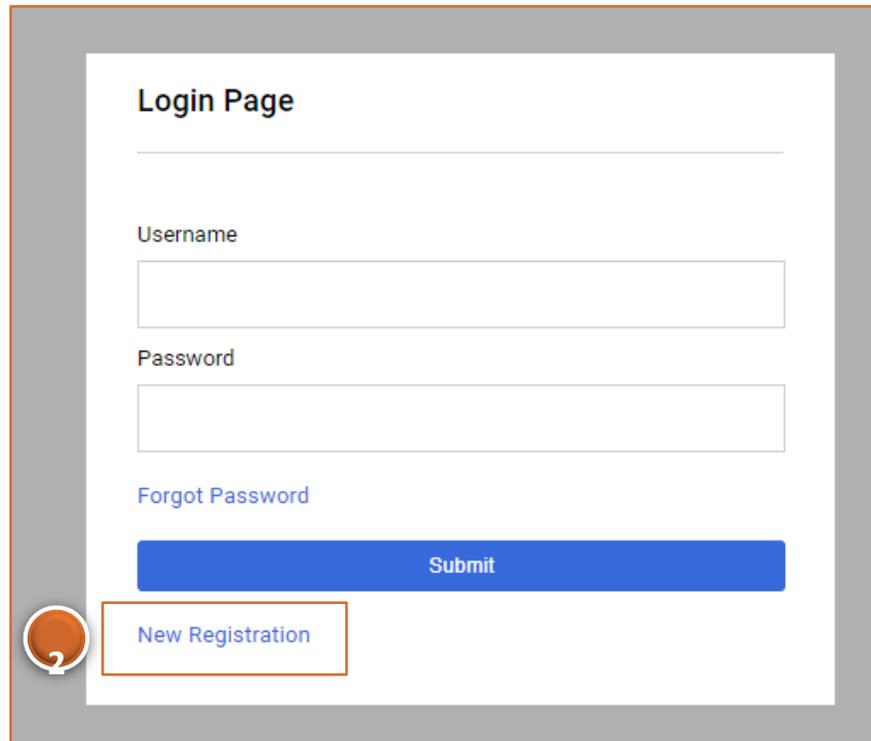
1. Supplier Registration



I. Registration Process

1. Supplier Registration

First steps to register as a new Supplier:



The screenshot shows a login page with the following elements:

- Login Page** title
- Horizontal separator line
- Username** label above a text input field
- Password** label above a text input field
- Forgot Password** link
- Submit** button
- New Registration** button, highlighted with an orange border and a callout bubble containing the number 2.

1

Access to the **Acerinox's platform** with this link:

<https://acerinox.tls.app.jaggaer.com>

2

Select "**New Registration**" to start with the process

I. Registration Process

1. Supplier Registration

You will be redirected to a new page where you have to:

Registration Data

Index

- Main Organisation Data
- Registration Data**
- Onboarding Pages
- My Category Selection
- Registration Confirmation

Organisation Details

* Country
UNITED KINGDOM

* Company Name

* Tax ID / VAT NUMBER / NIF / UID / Fiscal identification number / Federal ID / Company Registration Number

* Address

* Postal Code

* City

* State/County

* Main Organisation Phone Number

Dun & Bradstreet

* Organisation Email Address

Reset Close Save

1 Fill in the fields of the registration form considering the fields that are **mandatory**, which will be identified with (*).

2 Once done, select **Save** to proceed

3 You can also select **Reset** to erase all the answers and start again or **Close** to go back to the main page.

I. Registration Process

1. Supplier Registration

You will be redirected to a new page where you have to:

Begin Vendor Registration

Welcome karmele Bonilla

2 Confirm

Index

- Main Organisation Data
 - Registration Data
- Onboarding Pages
 - Additional form
- My Category Selection
 - Select Categories: 0
- Registration Confirmation
 - Status Summary

Additional form

1

> BASIC INFORMATION

> ACERINOX CONTACT

COMMERCIAL

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Commercial Presentation / Company Profile	Commercial Presentation / Company Profile	<input type="text" value="Drop File or Browse"/>	Supplier
2	Reference customers	Reference customers	<input type="text"/>	Supplier

Characters available 2000

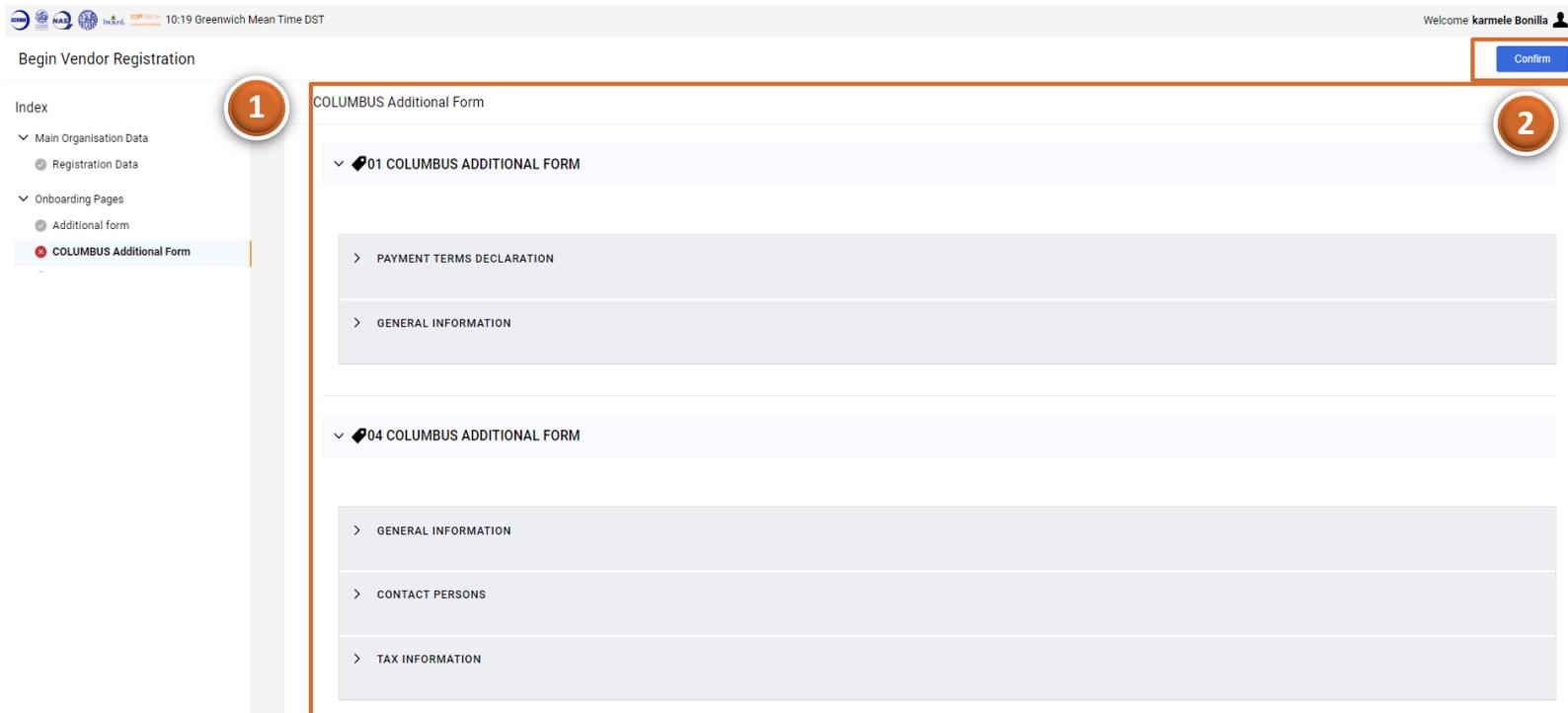
1 Fill in all the defined information for the additional form (Basic Information, Legal structure, Acerinox Contact, Commercial etc...)

2 Once done, select "Confirm" to proceed

I. Registration Process

1. Supplier Registration

You will be redirected to a new page where you have to:



1 Fill in all the defined information for another **Additional Form** (Payment terms Declaration, General Information, Contacts, Tax etc)

2 Once done, select **"Confirm"** to **proceed**

I. Registration Process

1. Supplier Registration

You will be redirected to a new page where you have to:

1 Select the goods / services provided by the company

2 You can click on the arrows to display all the category details or enter directly its name in the search bar located on top

3 It is also possible to display/contract all the categories

4 Once finished, select "Confirm" to continue. You will now receive an e-mail with your credentials

I. Registration Process

1. Supplier Registration

You will be redirected to a new page where you will see a Registration Summary:

Registration Confirmation
Close

Index

- ✓ Main Organisation Data
 - ✓ Registration Data
- ✓ Onboarding Pages
 - ✗ Additional form
 - ✓ COLUMBUS Additional Form
 - ✗ COLUMBUS On Site (OHS Act 37) I
 - ✗ COLUMBUS On Site (OHS Act 37) II
 - ✗ COLUMBUS On Site (OHS Act 37) III
- ✓ My Category Selection
 - ✓ Select Categories: 6
 - ✓ Category Forms
- ✓ Registration Confirmation
 - ✗ **Status Summary**

2 i The Registration process is not complete. Access the Log In page and use your selected Username and Password to complete the Registration process. The Activation of your account will be evaluated once all required fields and Category information, where requested have been provided.

Registration Summary	
	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data 1	✓ <i>Missing Responses: Optional 3</i>
Additional form	✗ <i>Missing Responses: Mandatory 2 / Optional 22</i>
COLUMBUS Additional Form	✓ <i>Missing Responses: Optional 22</i>
COLUMBUS On Site (OHS Act 37) I	✗ <i>Missing Responses: Mandatory 1 / Optional 0</i>
COLUMBUS On Site (OHS Act 37) II	✗ <i>Missing Responses: Mandatory 1 / Optional 0</i>

Registration Confirmation
Close Window
Main Page

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this.

Log in with your Username and Password to access the platform.

3

1 This page shows the **completion status of all the forms**. You can easily access to any form by **clicking on its name in blue**.

2 As there are still some **mandatory questions to be answered** the registration process is **not completed** and so the account is **not activated**

3 Once all forms have been completed, the page will show a message **confirming the account activation**. Select **"Main Page"** to access the main page

I. Registration Process

1. Supplier Registration

You will be redirected to the portal's main page:

1

Login Page

Username

Password

[Forgot Password](#)

[New Registration](#)

2

Specify a new Password in order to proceed

× For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.

i Passwords must contain at least 8 characters
Password must be different from login
New password must be different from the previous 3 passwords
Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!£\$%&/()=?^*€[]#@;:~><+&

New Password

Confirm Password

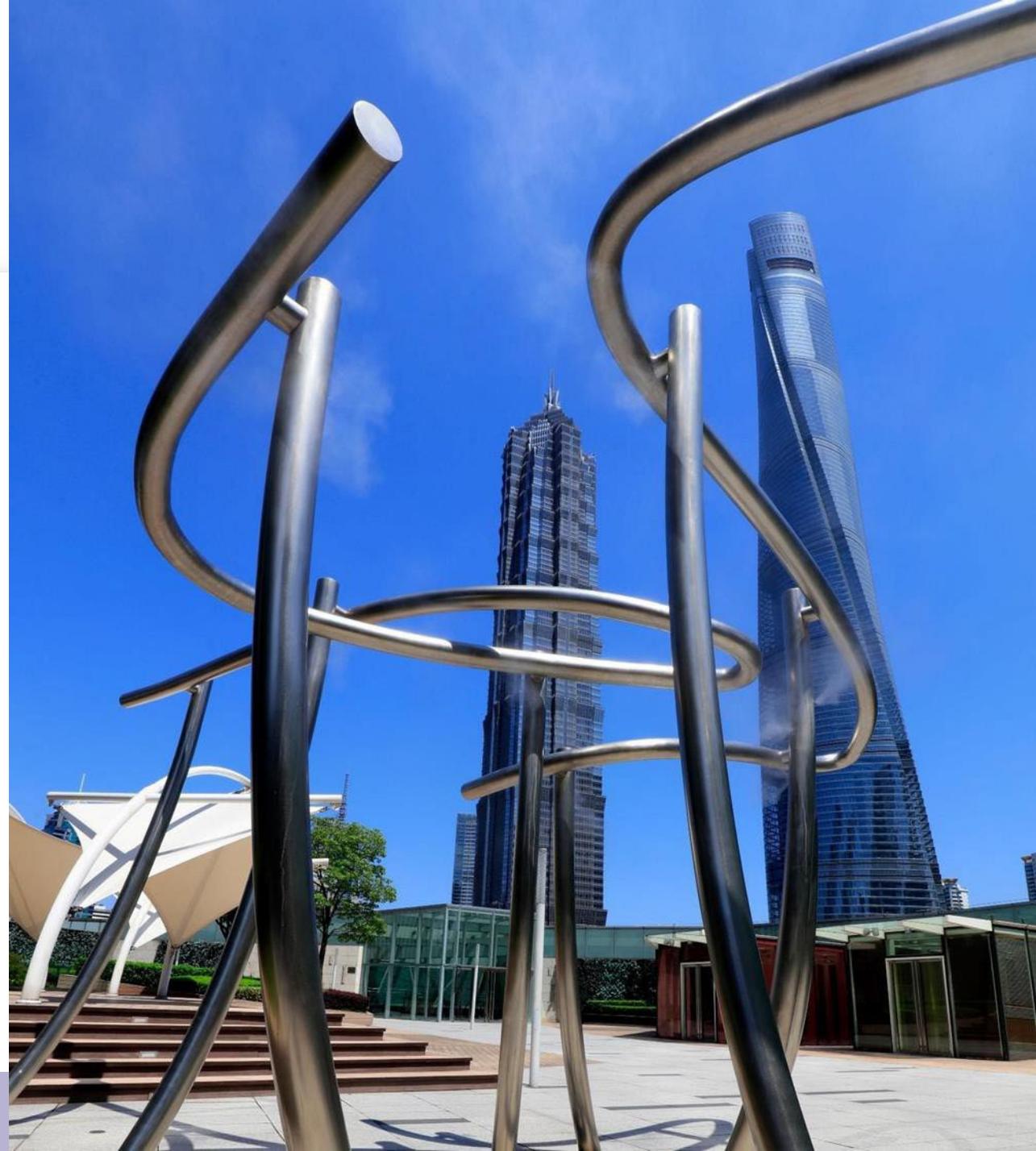
1 Access **the platform with the credentials you have just received via e-mail**

2 You will be required to **enter a new password to your account**. Once done click on **"Submit"** to finish the process. **You must now wait for the Acerinox team to approve your registration request.**



II. Information

1. Information Update Request by ACERINOX



II. Information

1. Information Update Request by ACERINOX

noreply-prep@jaggaer.com

10:46 (hace 1 hora) ☆ ↶ ⋮

para mi ▾

** CORREO EXTERNO. Verifique remitente antes de abrir adjuntos o hacer clic sobre enlaces **

Dear K.prueba11,

The Buyer Organisation Acerinox - Columbus has requested that you complete any required data and review Category Assessment Forms on Acerinox SA

Assessment Code: asm_174

Assessment Group Name: COLUMBUS - Scrap Materials

Buyer Comment (optional): Please review the additional form

To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password

<https://acerinox.tls-prep.app.jaggaer.com/esop/guest/login.do?qvu=99233546018A9802E9DD>

1

2

Or browse as follows:

- Connect to <https://acerinox.tls-prep.app.jaggaer.com>
- Enter your Username and Password
- Go to Assessments in the My Organisation Area
- Click Editable Assessments
- Select the Forms to be reviewed and completed
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer.

In case Acerinox requires us to **modify the information** submitted in the registration forms, we will receive an **e-mail requesting such revision.**

1

Select the link to access the form directly.

2

Another access option is to **follow the steps detailed below**

II. Information

1. Information Update Request by ACERINOX

The screenshot shows the ACERINOX application interface. At the top, there is a navigation bar with logos for IDB, NAS, and VDM Metals, along with the text "11:03 Greenwich Mean". A notification dialog box is overlaid on the screen, titled "acerinox.tls-prep.app.jaggaer.com dice". The dialog contains the text: "The Buyer Organisation has requested you update or review Forms associated to this Assessment." and "Click 'OK' to Go directly to Editable Forms". There are two buttons: "Aceptar" (Accept) and "Cancelar" (Cancel). Below the dialog, the main interface shows a "Form List" section. A circular callout with the number "1" points to the "Form List" header. The table below shows three forms:

		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DA
1	>	Page	Additional form	✓		11/09/2023 16:37
2	>	🔒 Conditional Page	COLUMBUS Additional Form	✓		12/09/2023 11:56
3	>	🔒 Conditional Page	COLUMBUS Scrap Materials	✗		

1 A message will appear on the screen informing us about the **review of the forms**. Select "**Accept**" to continue

II. Information

1. Information Update Request by ACERINOX

acerinox.tls-prep.app.jaggaer.com dice
The Buyer Organisation has requested you update or review Forms associated to this Assessment.
Click 'OK' to Go directly to Editable Forms

Return Forms To Buyer

Details Messages (Unread 0)

Editable Forms

Form List

Showing Result 1 - 1 of 1

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Conditional Page	COLUMBUS Additional Form			12/09/2023 11:56

1

Next, we will see a **list of the forms subject to revision**, as well as their **completion status, expiration date, last modification date, etc...**

Select the **form name (in blue)** to **access the questions**.

Welcome Karmele Bonilla

COLUMBUS Additional Form

01 COLUMBUS ADDITIONAL FORM

PAYMENT TERMS DECLARATION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ZAF_localsupplier	* Are you a local (South African) supplier?	Yes	Supplier
2	ZAF_authcontact1_name	* Contact 1 - Please, provide a contact name and surname of the CEO of your company to accept Columbus Payment Terms and Declaration Form	GHFX	Supplier

2

Once inside, click on the **pencil icon to modify/add** the necessary answers.

3

Once we have finished, select **"Return Forms to Buyer"** to **send the new answers back** to the Acerinox manager

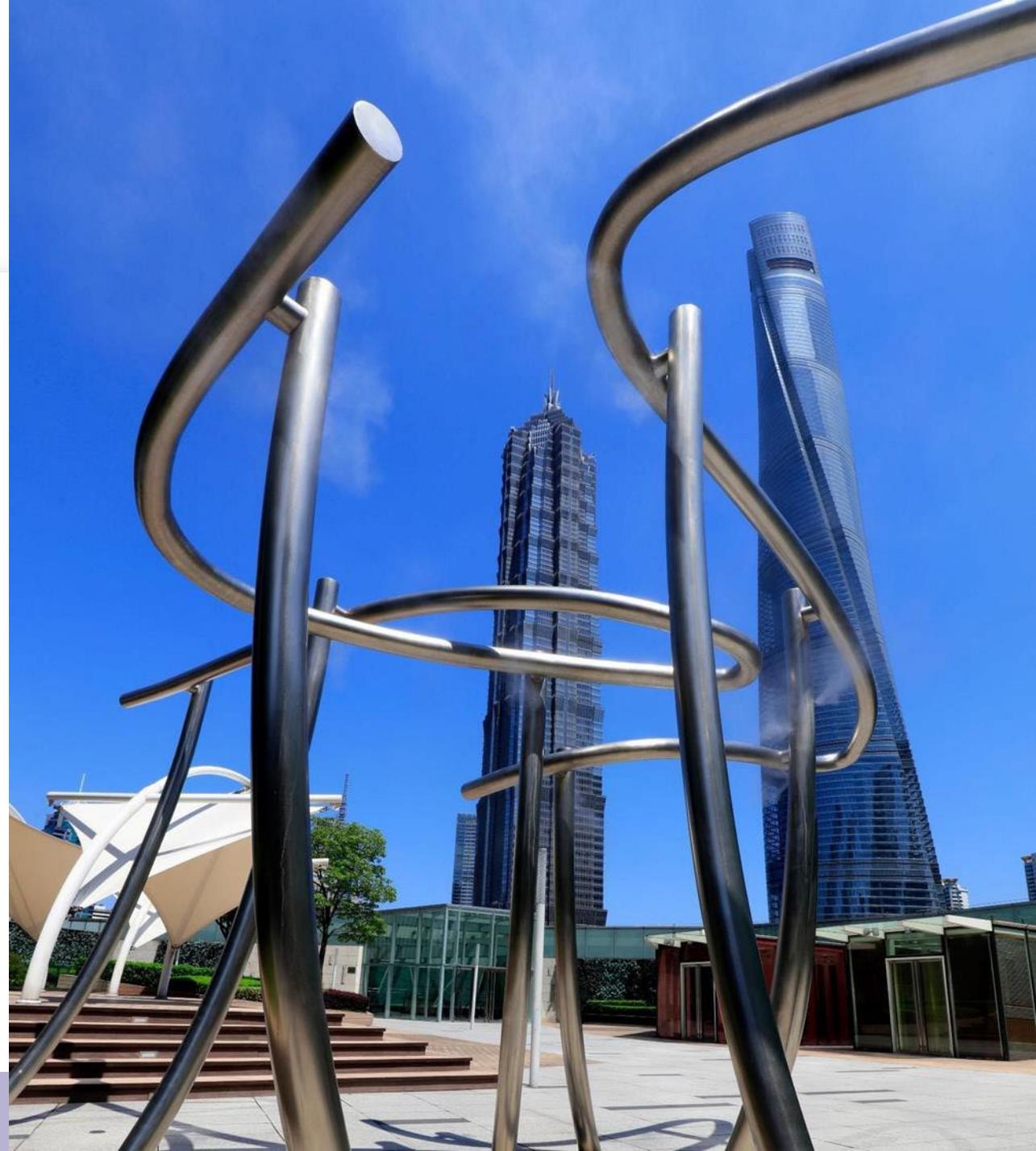
4

Confirm the action in the drop-down with the **"Accept"** button to finish



II. Information

2. Profile Information Update



II. Information

2. Profile information update

In this step we will see how to update our Profile Information:

The screenshot shows the user interface for Karmele Bonilla. The top navigation bar includes logos for ACERINOX, NAS, and VDM Metals, along with the time '13:07 Greenwich Mean Time DST' and a 'Welcome Karmele Bonilla' message. The main content area is titled 'My Categories' and features a search filter. A sidebar menu on the left contains icons for home, dashboard, and user profile. The user profile icon is highlighted, and a dropdown menu is open, showing 'Organisation Profile' as the selected item. A sub-menu for 'Organisation Profile' is also open, with 'Registration Data' highlighted. A callout box with the number '1' points to the 'Registration Data' item. Below the menu, a table displays a list of categories with their titles and classification dates.

TITLE	CLASSIFIED ON
Electrical energy (electricity)	15/09/2023 09:17:45
Others Ores	12/09/2023 11:58:16
Others Metal scrap	15/09/2023 09:28:44
Unalloyed metal scrap	15/09/2023 09:28:44
Other Raw materials	12/09/2023 11:54:58
Additives	15/09/2023 10:27:00

1

From the start menu select **Organization Profile** (within the My Organization menu) > **Registration Data**

II. Information

2. Profile information update

Once inside the Registration Data main page:

Organisation Name: K.pueba11

Welcome **Karmele Bonilla**

Registration Data | Profile Data | Status Summary | Responses | History of Changes

Quick Navigation | Organisation Details

Organisation Details

Main User Details

Country	UNITED KINGDOM	Company Name	K.pueba11
Tax ID / VAT NUMBER / NIF/ UID / Fiscal identification number / Federal ID / Company Registration Number	123456789	Address	kbonilla@lksnext.com
Postal Code	48550	City	london
State/County	Leicester City	Main Organisation Phone Number	123456789
Dun & Bradstreet	london	Organisation Email Address	kbonilla@lksnext.com
Legal Structure	Partnership	Web site	

We will access the tab with the **registration data of our company** that we have previously filled in.

1 From this page we can also access the **Profile Data, Company Status, Parameter and Change History.**

2 In case we want to **edit the information of our company**, we select the **pencil icon** which will enable us the option to **modify** the visible fields.

Note: Not all fields are editable, in case of error when filling in the fiscal code, please contact your Acerinox manager

II. Information

2. Profile information update

If we click on Profile Data:

Organisation Profile ...

Registration Data **Profile Data** Status Summary Responses History of Changes

[Show Completion](#)

Enter Filter (type to start search) ▼

Showing Result 1 - 5 of 5 Show: 20 ▼

	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Onboarding	Additional form	✔		11/09/2023 16:37

Organisation Profile ...

← < > Additional Form

⚠ It is not possible to edit this Forms as it is currently editable through the Editable Assessments area

2

▼ BASIC INFORMATION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Description of the company's main activity	* Description of the company's main activity	G	Supplier
2	Year of company foundation	* Year of company foundation	1,111	Supplier
3	Number of employees	* Number of employees	1	Supplier
4	Covered regions	* Covered regions	Southern Europe	Supplier

1

We will see **the different forms** we have respond during the **registration** as well as their **completion status**

2

If we **select the form (in blue)** we will access to its **details** however it is **not possible to modify** any answer from this page, you will need to **Access the Editable Assessments area**

II. Information

2. Profile information update

The screenshot shows the user interface for managing assessments. A navigation menu on the top right is highlighted with a red box and a '1' callout, showing the path: My Organisation > Assessments > Editable Assessments. Below this, a table lists assessment records. The first record is highlighted with a red box and a '2' callout, showing the assessment code 'asm_174' and the organization 'Acerinox - Columbus'. Below the table, the breadcrumb trail shows 'Acerinox - Columbus' with a pencil icon and a '3' callout. The main content area displays the '01 COLUMBUS ADDITIONAL FORM' with a 'PAYMENT TERMS DECLARATION' section containing a table of questions and responses.

ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
1	asm_174	Acerinox - Columbus	151201 - Others Metal scrap	15/09/2023 09:44	✓

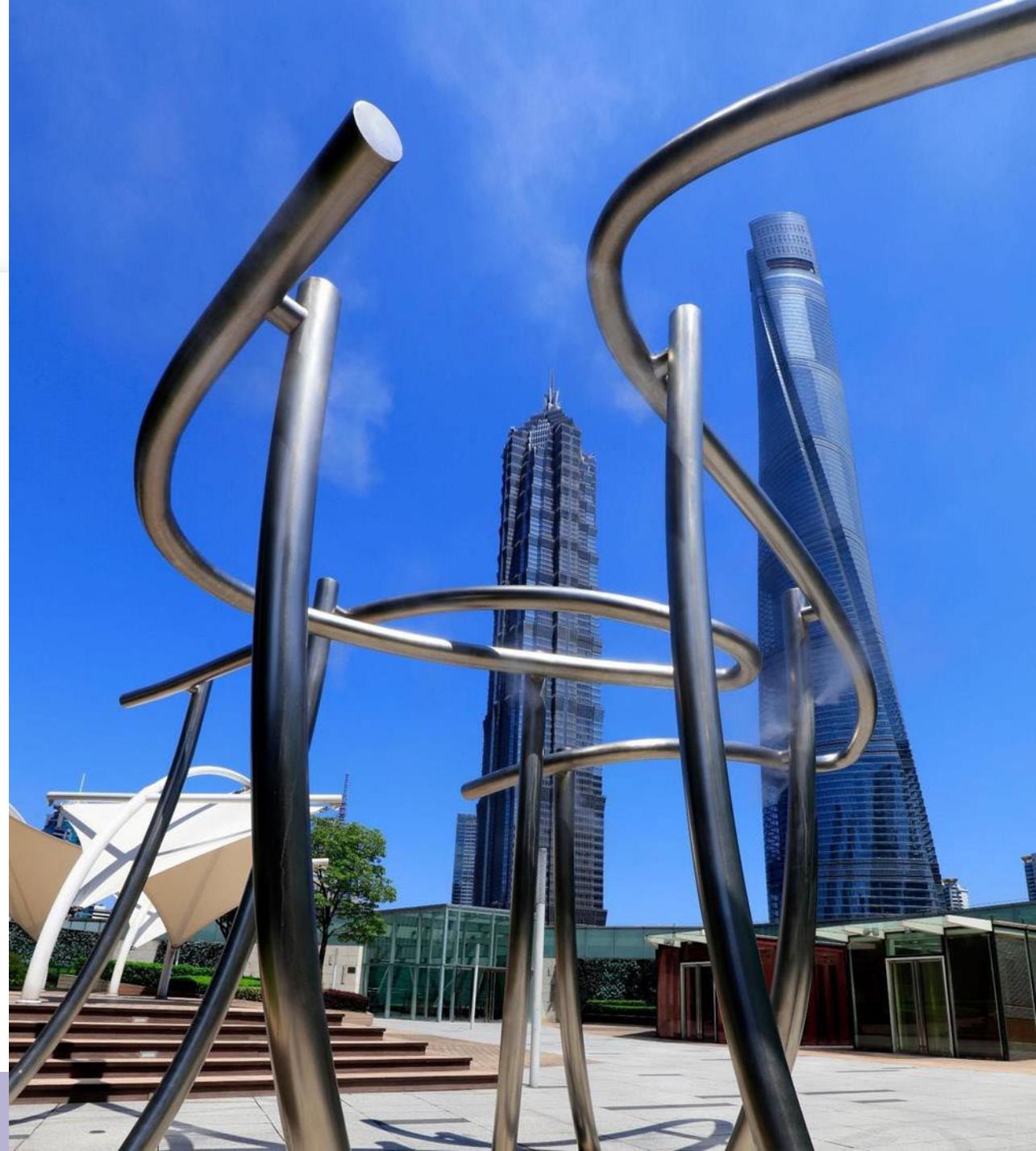
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	ZAF_localsupplier	* Are you a local (South African) supplier?	Yes	Supplier
2	ZAF_authcontact1_name	* Contact 1 - Please, provide a contact name and surname of the CEO of your company to accept Columbus Payment Terms and	GHFX	Supplier

- 1 Select **Assessments** (within the My Organization menu) > **Editable Assessments**
- 2 You will see the all the **editable forms available**. Select the **form name** (in blue) to access to its **details**
- 3 Once **inside the form**, select the **pencil icon to modify your answers** (if needed)



II. Information

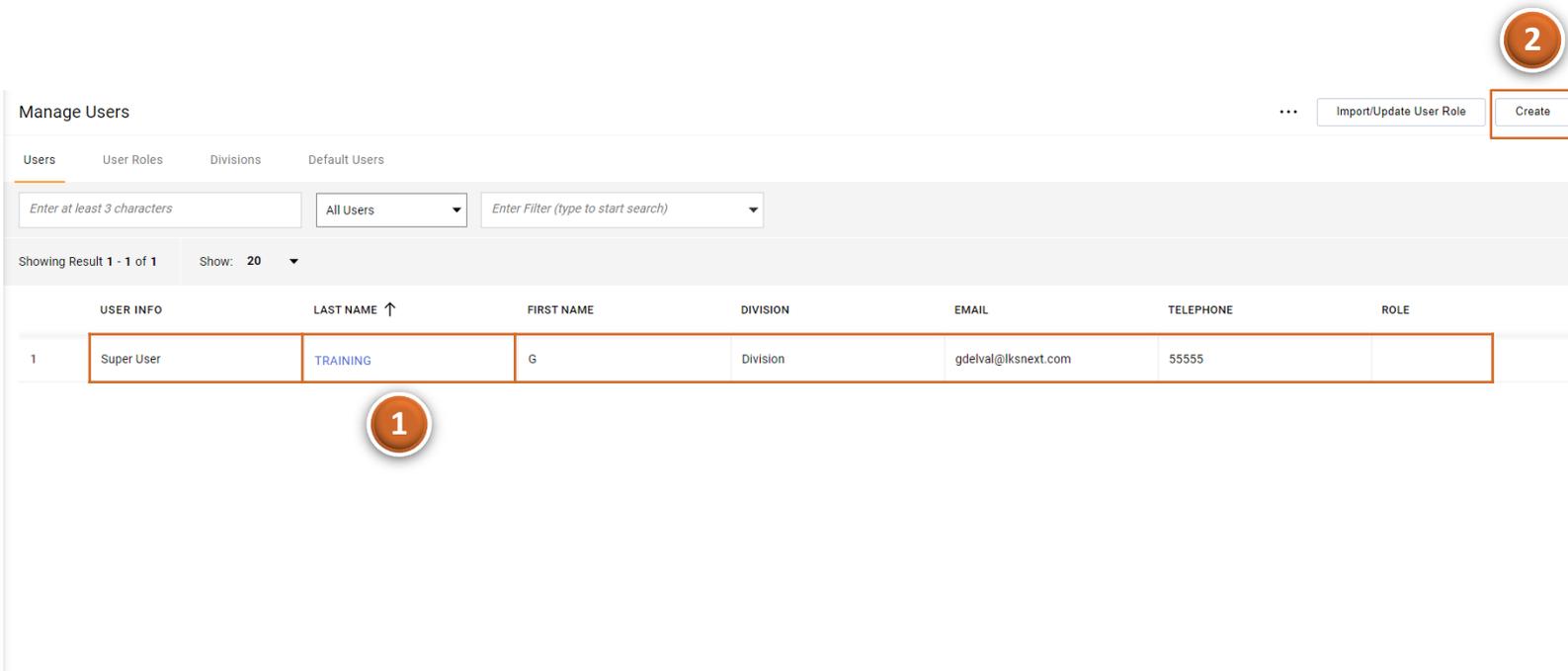
3. User Management



II. Information

3. User Management

The system will redirect us to the Users screen:



The screenshot shows the 'Manage Users' interface. At the top right, there are buttons for 'Import/Update User Role' and 'Create', with a callout '2' pointing to the 'Create' button. Below these are tabs for 'Users', 'User Roles', 'Divisions', and 'Default Users'. A search bar contains 'All Users' and a filter dropdown. Below the search bar, it says 'Showing Result 1 - 1 of 1' and 'Show: 20'. A table with columns 'USER INFO', 'LAST NAME ↑', 'FIRST NAME', 'DIVISION', 'EMAIL', 'TELEPHONE', and 'ROLE' is displayed. The first row contains 'Super User', 'TRAINING', 'G', 'Division', 'gdelval@lksnext.com', '55555', and an empty 'ROLE' cell. A callout '1' points to the 'TRAINING' text in the 'LAST NAME' column.

	USER INFO	LAST NAME ↑	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
1	Super User	TRAINING	G	Division	gdelval@lksnext.com	55555	

1

From this page we will be able to see all the **users** that we have **assigned to our organization**. We can access their **details** by selecting the **last name in blue**

2

To **register a new user**, select **"Create"**

II. Information

3. User Management

In this step we will see how to manage the users of our company:

The screenshot shows the ACERINDEX Main Dashboard. The top navigation bar includes a home icon, logos for various organizations (including NAS and VDM Metals), the time '13:32 Greenwich Mean Time DST', and a user profile for 'Karmele Bonilla'. The main content area is divided into several sections: 'RFX OPEN TO ALL SUPPLIERS' with columns for 'CURRENTLY OPEN' and 'NEXT CLOSING DATE'; 'MY RFIS WITH PENDING RESPONSES' with a message 'No RFIs to display'; and 'QUICK LINKS' with 'STANDARD LINKS' (My Auctions, Projects, My RFIs, My RFQs, Organisation Profile, My Categories) and 'CUSTOM LINKS'. A dark blue sidebar on the left contains icons for home, dashboard, search, and user management. The 'User Management' menu is expanded, showing 'Manage Users' (highlighted with a red box and a '1' in a circle), 'User Roles', 'Divisions', and 'Default Users'. The 'Manage Users' sub-menu is also expanded, showing 'Users' (highlighted with a red box and a '1' in a circle), 'User Roles', 'Divisions', and 'Default Users'. A search icon is visible at the bottom of the sidebar.

1 From the start menu select **Manage Users** (within the User Management menu) > **Users**

II. Information

3. User Management

New User

Cancel Save

1 3

2

▼ User Details

* Last Name

* First Name

User Tag for Codes

* Email

* Telephone Number

Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

* Division
Division ▼

Department
--- ▼

Role
--- ▼

* Username

* Preferred Language
--- ▼

* Time Zone
CEST/CET - Central European Time (Europe/Brussels) ▼

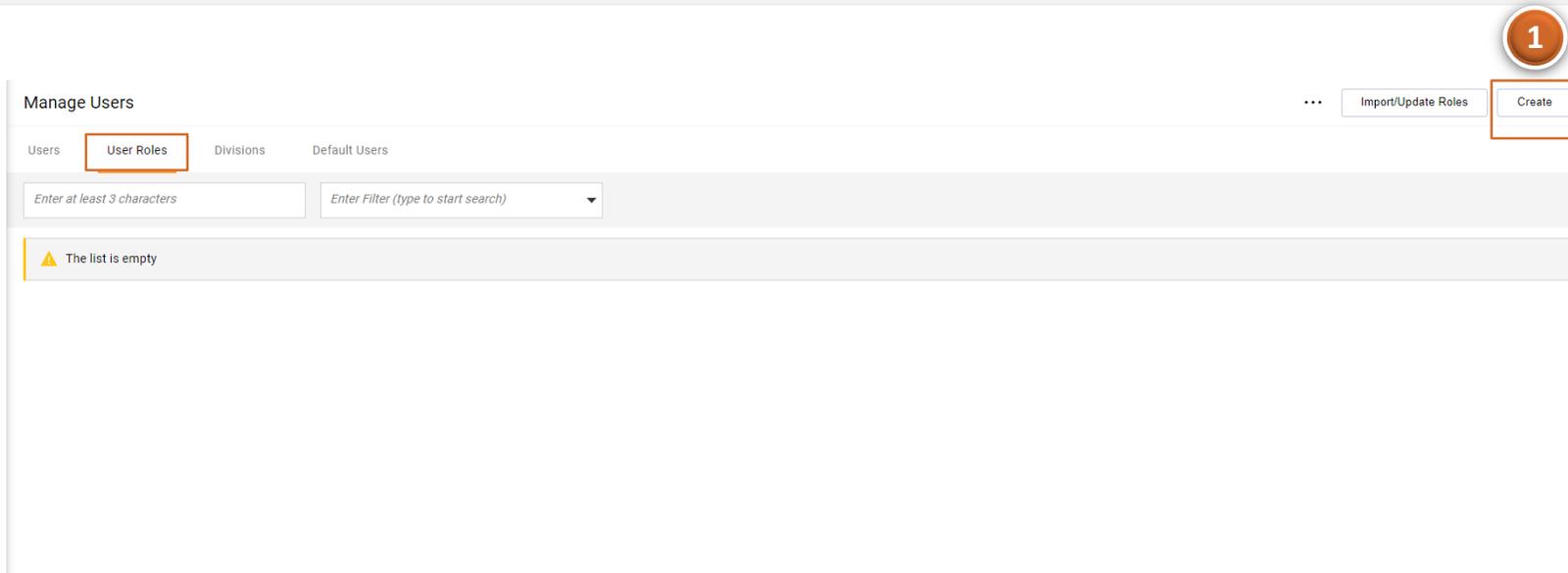
User External Code

- 1 Next we will have to **enter** the user **information** such as **Name, Last name, Email etc...**
- 2 We will also be able to **assign a role to this user** (we will see how to configure roles in the next tab).
- 3 Once the information has been entered, select **"Save"** and the **user** will be **enabled**.

II. Information

3. User Management

If we access the User Profiles tab:



Manage Users

... Import/Update Roles **1** Create

Users **User Roles** Divisions Default Users

Enter at least 3 characters Enter Filter (type to start search)

⚠ The list is empty

1

We can select **"Create"** to create **different profiles** that we can **assign** to **users**. These profiles allow you to **set** the **visibility and access rights that users will have**.

II. Information

3. User Management

New Role

Quick Navigation

- General Settings
- RFX
- Auctions
- Supplier Management
- User Management

User Rights

1

2

Cancel Save

Set Minimum Rights Set Full Rights

General Settings

* Role

* Shared Role

No

RFX

Set Minimum Rights Set Full Rights

* Visibility of RFX Lists

No

* Access RFX Details

No

* Create Response

No

* Modify Before Publishing

No

* Modify and Submit

No

* Contact Visible to Buyer

1

From this tab we **introduce** the **name** that we are going to give to this **Role** and we select if it is going to be **shared or not** by **several users**. We continue **defining the rights of this Role**

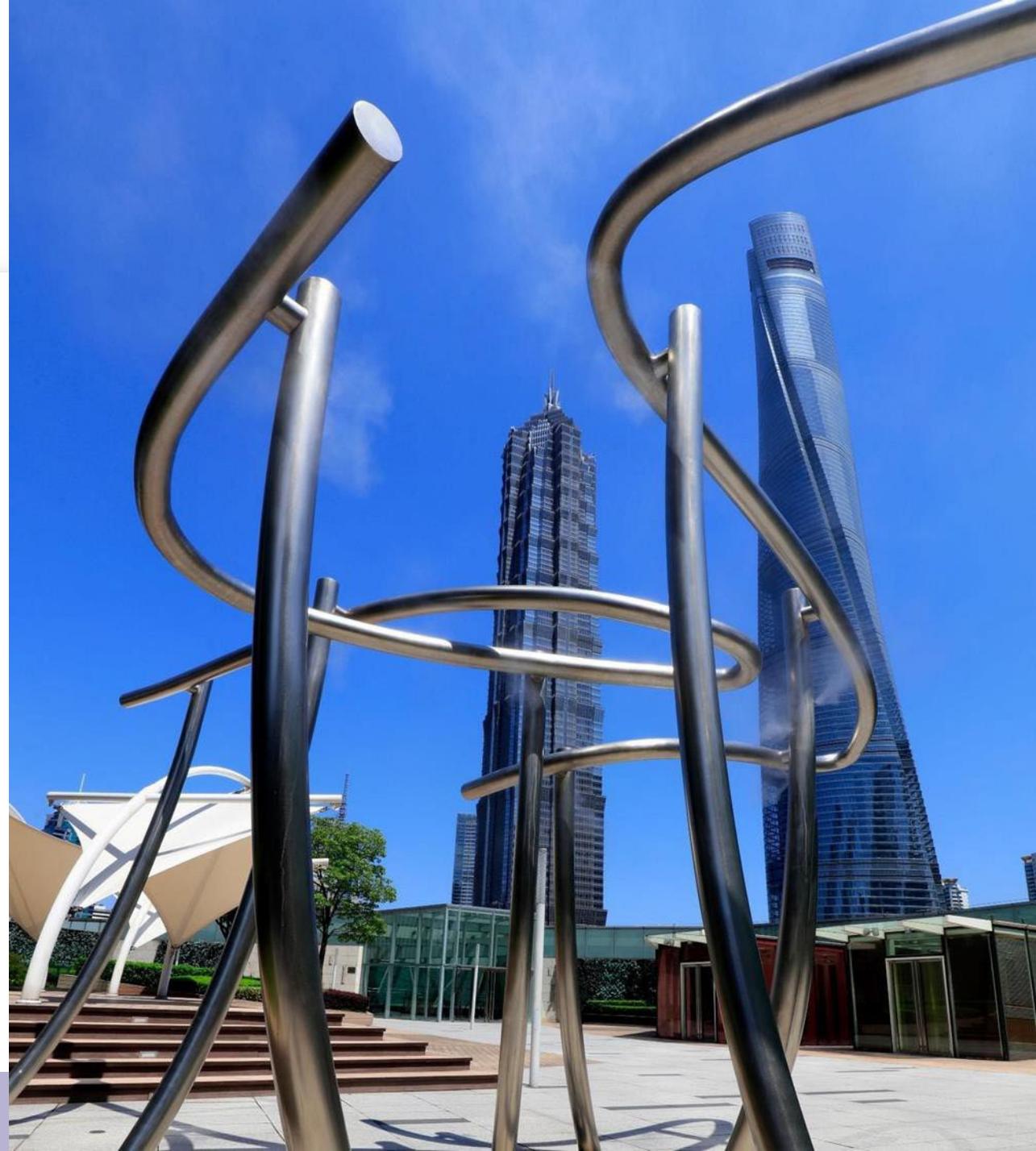
2

Finish by selecting "**Save**" to **create the user profile**.



II. Information

4. Categories



II. Information

4. Categories

In this step we will see how to manage the categories of our company:

The screenshot shows the 'Main Dashboard' interface. On the left, a dark blue vertical navigation menu contains several icons. The 'My Organisation' icon (a person with a gear) is highlighted with an orange box. A dropdown menu is open from this icon, listing 'My Organisation', 'Organisation Profile', 'My Categories', 'Assessments', and 'Scorecards'. The 'My Categories' option is highlighted with an orange box and a red circle containing the number '1'. The main dashboard area contains several widgets: 'RFX OPEN TO ALL SUPPLIERS', 'MY RFIS WITH PENDING RESPONSES' (showing 'No RFIs to display'), 'QUICK LINKS' (with sub-sections 'STANDARD LINKS' and 'CUSTOM LINKS'), and 'MY RFQS WITH PENDING RESPONSES' (showing 'No RFQs to display'). The top of the dashboard shows logos for various organizations, the time '13:32 Greenwich Mean Time DST', and a welcome message for 'Karmele Bonilla'.

1

From the start menú select My **Organization** > **My Categories**

II. Information

4. Categories

Once you access to the My Categories page:

My Categories

Enter Filter (type to start search)

Showing Result 1 - 6 of 6

	CODE	TITLE	CLASSIFIED ON
1	1003	Electrical energy (electricity)	15/09/2023 09:17:45

You will see a list of **all the categories selected** during the registration process

Category Selection

Enter filter (type to start search)

Search or Navigate the Tree

Selected Items: 6

- Categories
 - 10 - Energy
 - 1003 - Electrical energy (electricity)
 - 1006 - Coal
 - 1009 - Heating oils
 - 1012 - District heating
 - 1015 - Fuels
 - 1018 - Gaseous/grid-based energies
 - 1019 - EU Emission Allowance (EUA)

1 If you want to add more categories, select **"Add Category"**

2 You will be redirected to the **Category Tree**. **Select the Categories you want to add and Confirm the action**

II. Information

4. Categories

You will be redirected back to the My Categories page:

My Categories Add Category

Showing Result 1 - 7 of 7

	CODE	TITLE	CLASSIFIED ON
1	1003	Electrical energy (electricity)	15/09/2023 09:17:45
2	1006	Coal	15/09/2023 13:51:35
3	150301	Others Ores	12/09/2023 11:58:16

1 The new **Categories selected** will now **appear** in this page

2 If you want to **remove a Category**, select its **name in blue**

← Classification: >ROOT>Raw materials>Ores>Others Ores

Information i

Please confirm that you want to delete this Classification?

Remove Category

Print

COLUMBUS RAW MATERIALS FORM
COLUMBUS RAW MATERIALS

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	ZAF_MSDS	* Are you able to provide MSDS (Material Safety Data Sheets) for the selected category?		Supplier

3 A new page will appear showing **the additional form** linked to the category (if applicable).

In order to **remove** the category, select the **ellipsis > Remove category and confirm the action**

