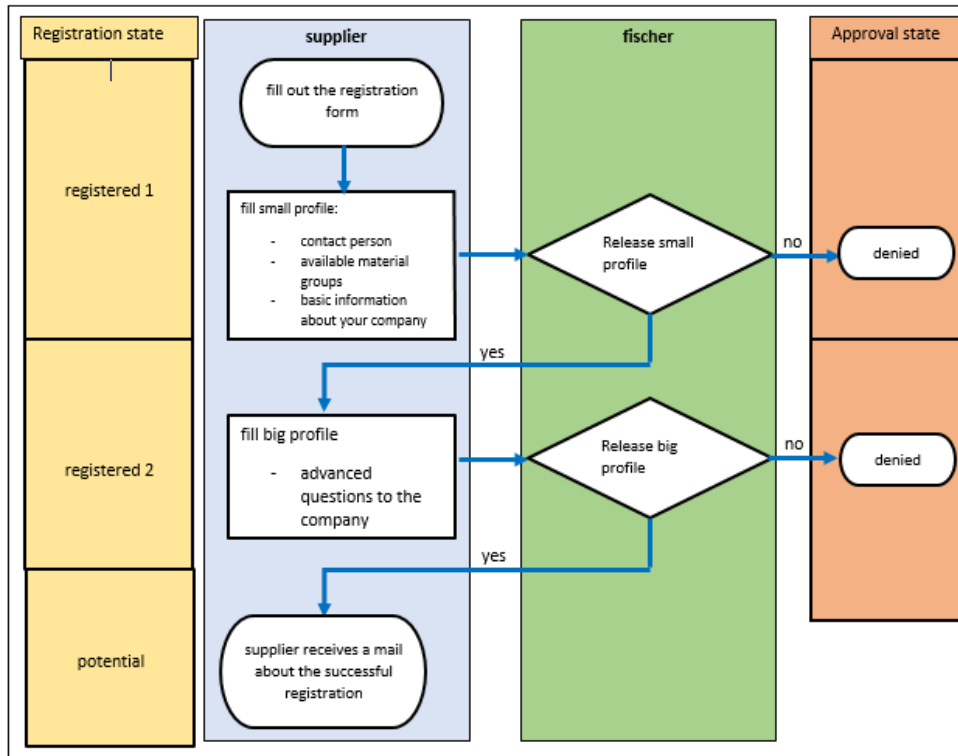


fischer Digital Sourcing – SRM Supplier Relationship Management

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1. Introduction





- Registration through the supplier, you receive a mail with the access data to the supplier portal
- Supplier records and publishes the small profile, which requires the contact persons and the available material groups
- Release through responsible purchaser from fischer (Information through mail to the supplier)
- Supplier records and publishes the big profile
- Release through responsible purchaser from fischer (Information through mail to the supplier)
- fischer considers the new supplier at RFQs and do some tests

2. Registration

2.1. First steps

Registration-mail

Fischer Demo: Invitation for Registration in the Supplier Portal

 David Roller <no-reply@app11.jaggaer.com>
An  Roller, David

Dear Mr. Mister Test,

you are invited to register yourself in the Supplier Portal.


Please open the following link to enter your company and contact data:
https://demo.app11.jaggaer.com/portals/fw/register?crm_person_id=MTI2NTY3Ng==1dd85c8daf6622a6ccd7cedc8c4c5e4f&l=eng

Comment on invitation:
Test

After submitting the information your credentials will be provided to process the remaining registration steps.

Kind regards

1 GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT

fischer 

Welcome to the registration of the supplier portal

Already JD supplier

Please choose a language below


If you have not registered to Jaggaer already, choose your main language and continue.
If you already have a Jaggaer account, please login with those.

Determine a contact person

This contact person is on your side the “administrator” for the portal.
In a later step, you can name more contact persons.

Mandatory fields are marked with a star (*). They must be filled out to continue.
The login name can be chosen freely.

GENERAL PERSON DATA COMPANY DATA **4** CONSENT

fischer 

CONTACT PERSON

Salutation

Mr. v

Title

First Name

Mister

Last Name*

Test

Telephone

+ Country Area Number

Mobile

+ Country Area Number

E-Mail*

David.Roller@fischer.de

Loginname*

MisterTest

Back Continue

Dear Supplier

As you are aware, the European Union ("EU")'s General Data Protection Regulation ("GDPR"), effective May 25, 2018, imposes new requirements on organizations that process personal data of EU residents to comply with GDPR's requirements and to ensure the privacy and security of all personal data entrusted to us by our customers and users.

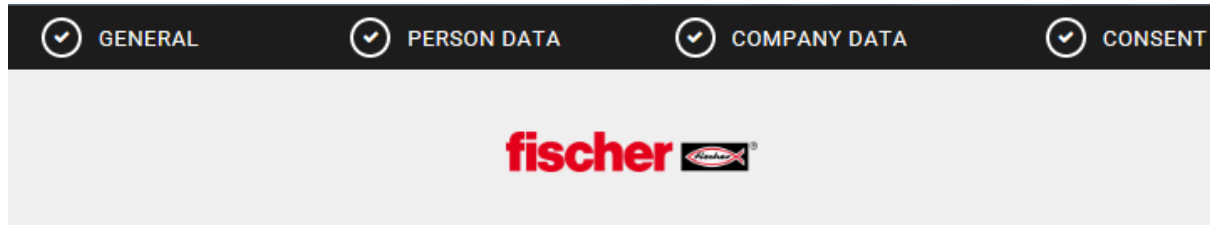
Please read our updated [Service Privacy Policy](#).

Please take your time to read and accept this policy by clicking the 'Accept' button, which will automatically appear once you have scrolled down to the bottom of the document. Afterwards you will be forwarded to the requested page.

- I agree to all terms and conditions [Service Privacy Policy](#)
- I agree that JAGGAER uses the data, entered in the course of the registration on the supplier portal of Fischerwerke GmbH & Co. KG, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of JAGGAER Direct to have access via the JAGGAER Supplier Network.
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data. [Service Privacy Policy](#)

Back Accept and Submit

You must accept the data protections regulations.
Congrats, the first step is done. Now you are registered in the fischer supplier portal.



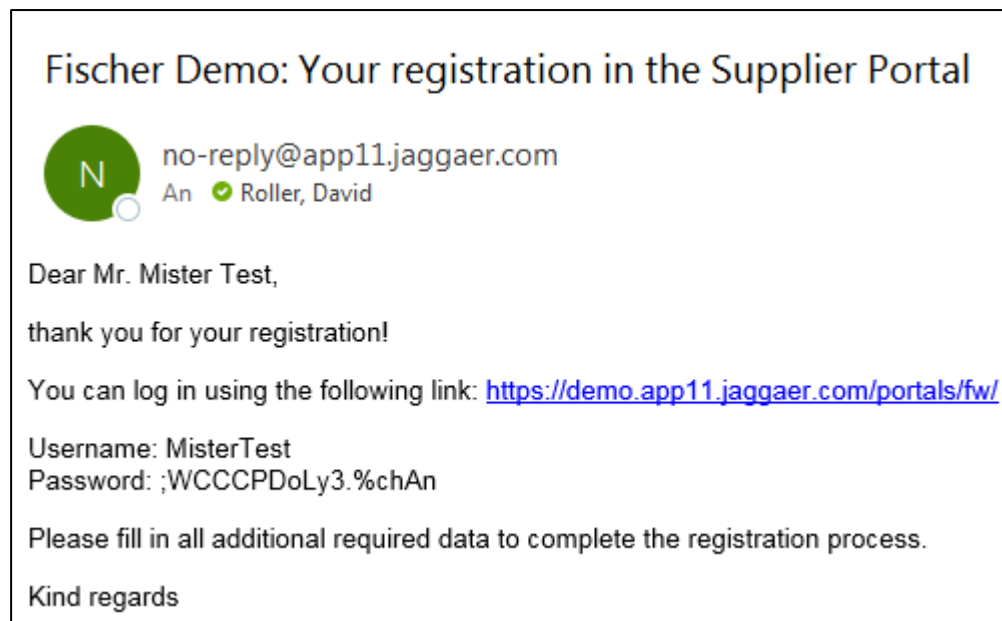
Successful Registration

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

[Open Supplier Portal](#)





At the first login you need to change the password. The initial password will be sent to your e-mail address.

Take a close look on the requirements for the password.



Change Password

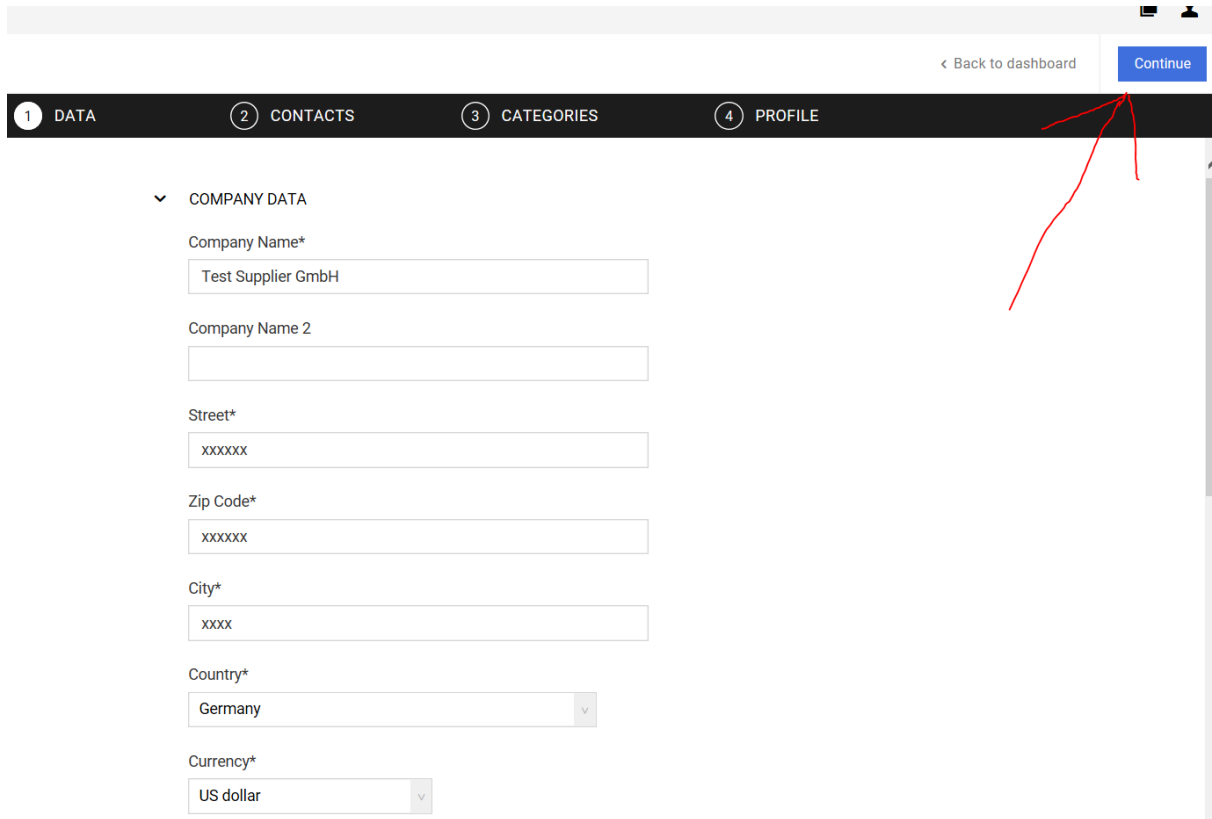
Your password has expired. Please change it now

  
  
[Password forgotten?](#)

Now, for the first time you can see the surface of the supplier portal. Here you can manage all requests for quotation, purchase orders and master data.
To continue the registration, you must click on the “arrow” in the red stripe.

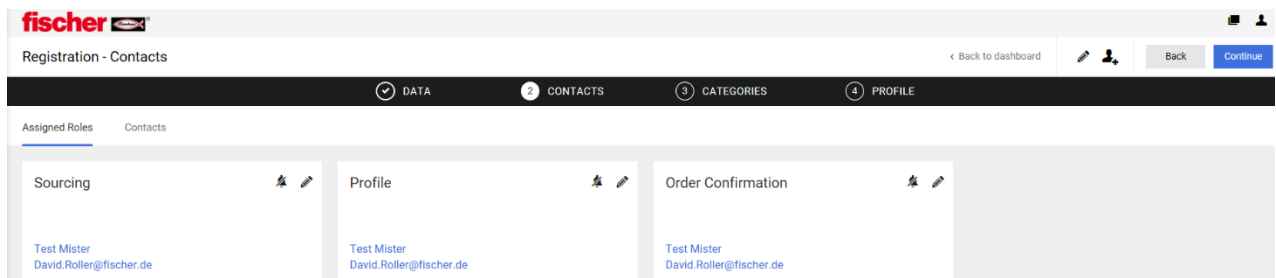
2.2. Base data of your company

The fields marked with a star (*) must be filled out to continue.
Moving forward, please click the button top right, which says “continue”.



2.1 Distribution of roles

As explained earlier, here you can create more contact persons. Furthermore, you can define which person is responsible for which task. As you can see below, there are three categories. All of them can be defined separately. An assignment can be repeated.



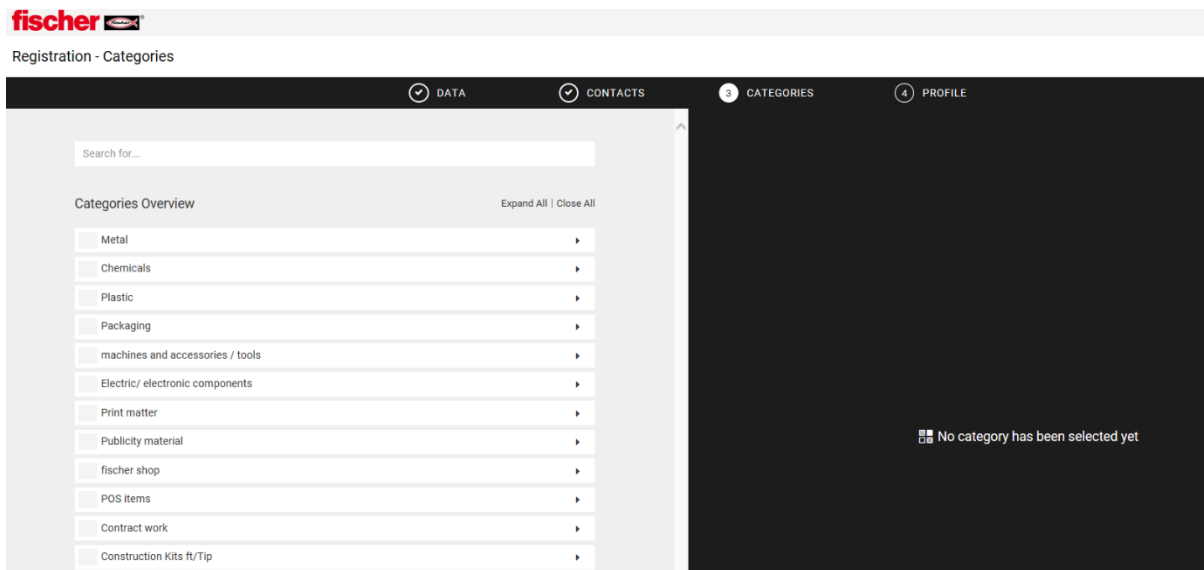
Assigned Roles	Contacts
<p>Sourcing</p> <p>Test Mister David.Roller@fischer.de</p>	<p>Profile</p> <p>Test Mister David.Roller@fischer.de</p>
<p>Order Confirmation</p> <p>Test Mister David.Roller@fischer.de</p>	

2.3. Assignment of product categories

At this point the supplier has to define which product categories he can or want to deliver to fischer.

Through selecting the main product group, it is set which purchaser will work or your application.

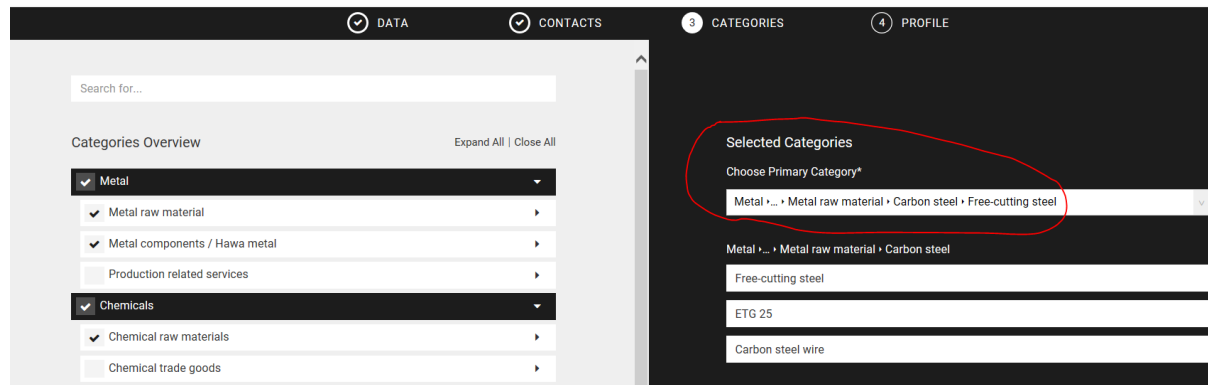
Please choose your product group you plan to deliver mainly, or you already deliver to fischer.



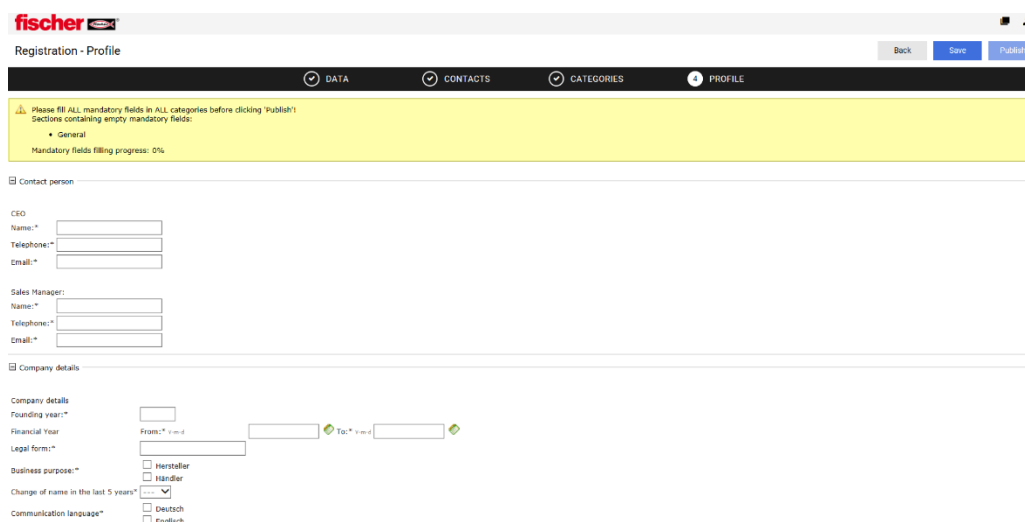
Clicking on the arrow at the end of the product category, the next level of the category tree unfolds.

Now you can segment your supplier portfolio in product subgroups:

Registration - Categories

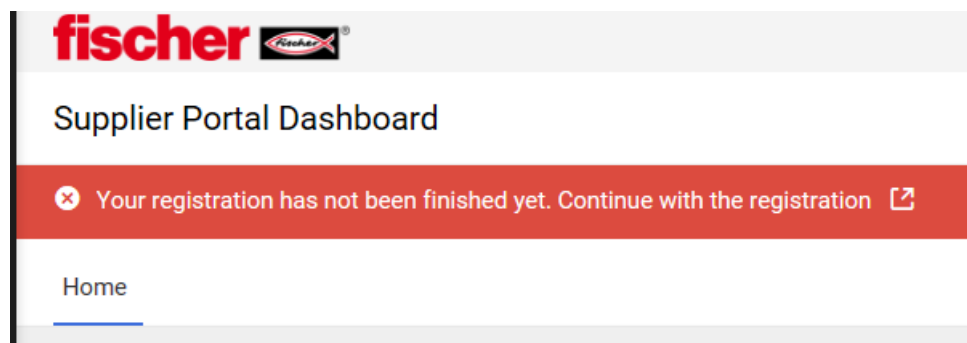


Last step is to fill out the last tab. Click on “save” and afterwards on “publish” to send the small profile to fischer back.



After one of our purchasers have checked your profile, you will again receive an e-mail with a link to continue.

If you click on that link you will see again the red stripe at the top of your dashboard.



Now you can start creating the big supplier profile.

3. Maintain the big supplier profile

Within the big profile there are more detailed information about your company. The further approach is the same as in point 2 “registration”. If the big profile is published, all steps will be marked with a green check.

The registration process for is finished now. Now you can join tenders etc.

!SAVE after every tab you have filled out. If you do not, the data will not be adopted!

The big profile is ordered in several subgroups. From “General” to “logistics”. Those tabs you can find at the top of your screen.

In every tab the mandatory field is marked with a *.

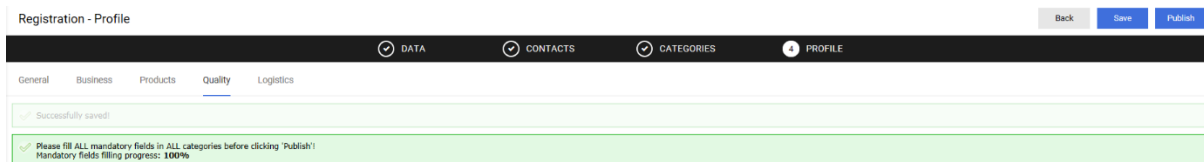
Note: At the drop-down-fields like “exporting regions” you can mark more countries by holding the control key.

!SAVE after every tab you have filled out. If you do not, the data will not be adopted!

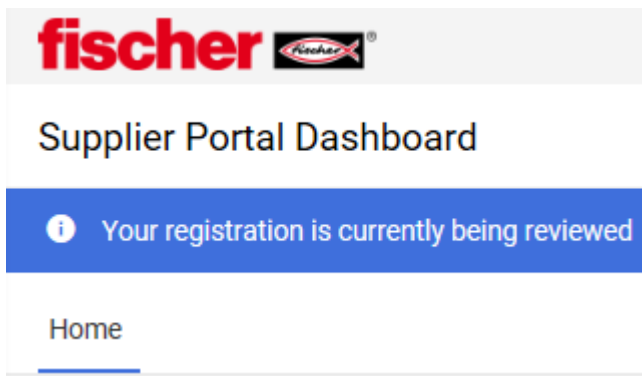
To support you the system shows in which tabs you have to fill out some mandatory fields. In addition, you can see you progress in percentage.

The last step to complete the profile is to press the button “publish”, top right.

To publish means it will be sent back to fischer – no data will be published in the web, but is handled confidentially!



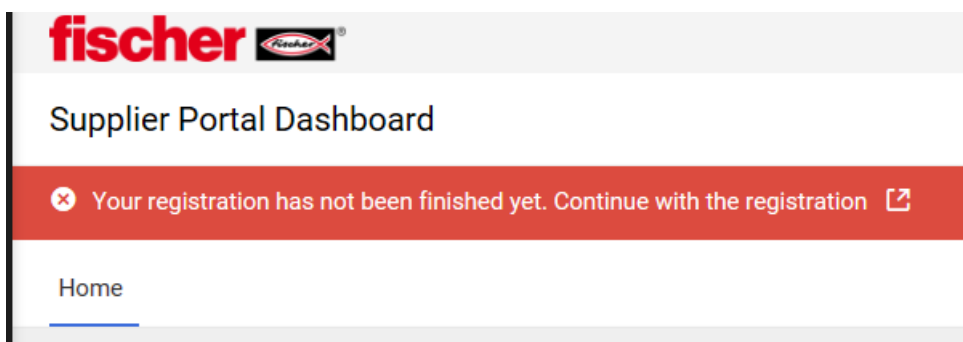
If everything worked, you will see the following notification:



Once again, the responsible purchaser will check your inputs. If he/she finished, you will receive another E-mail. There are three different possible responses:


The purchaser has accepted your profile without any questions or has some queries. The last possible response is that your registration has been declined your profile.

If you receive a query, please change it and then once again “save” and “publish”.

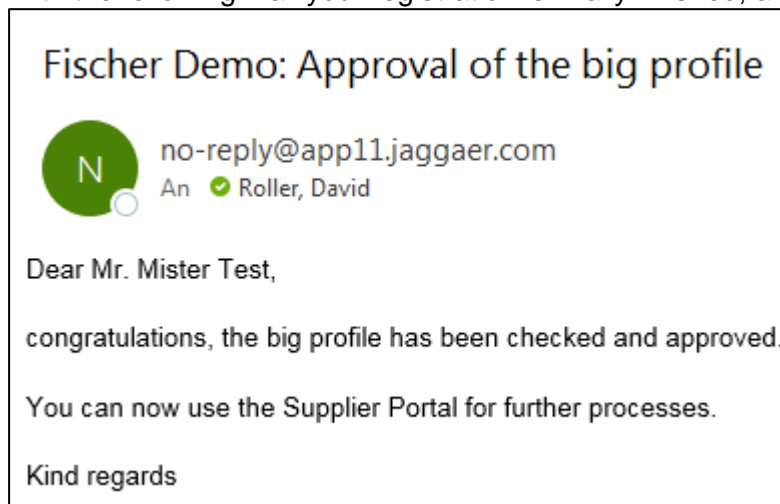


Then you see this sentence on the top again:

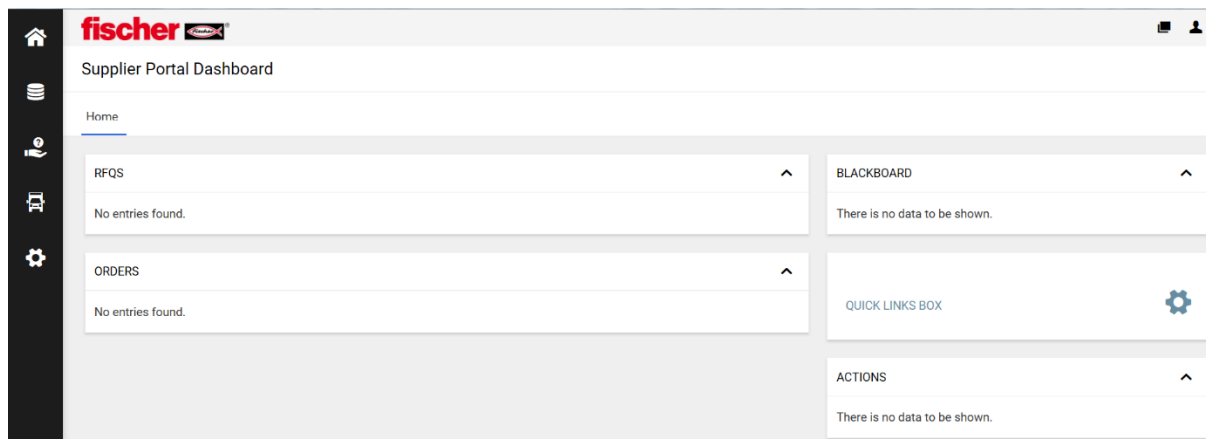
Supplier Portal Dashboard

 Your registration is currently being reviewed

With the following mail your registration is finally finished, and you have the approval.



Your profile is ready to use!

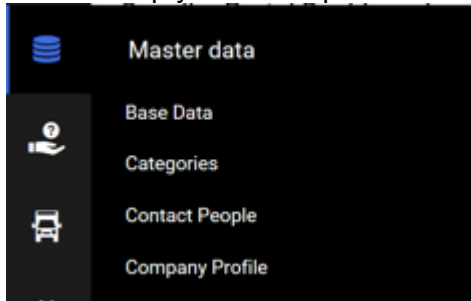


4. Administration

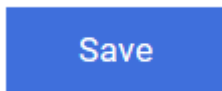
After your registration you can still change your profile at any time.

Changes of basis data or form the company profile can be done every time without a problem. Do not forget to „save” and “publish”. Your changes will be recognized by fischer.

Please keep your data up to date!

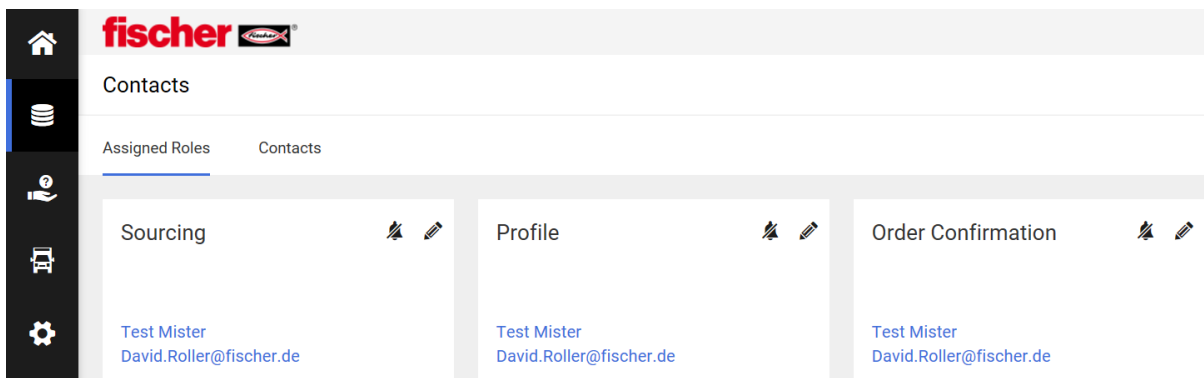


When you make changes at your product categories, you only have to use “save” top right.



4.1 Assignment of roles

For contact persons there is following overview.



Top right there is the opportunity to create new contact persons. Furthermore, if they are already registered you can assign them one of the three different roles you can see in the picture above.

[← Back to dashboard](#)



Employees who work on **tenders**, have the task to manage them. They will be informed, if fischer asks for an offer.

Employees who are responsible for the **profile**, have the task to keep the information, which fischer gets form the platform, up to date.

Employees who work in the **order conformation** process, have the task to manage the exchange of information between fischer and his/her company.

4.2 Adding a new contact person

If you want to add a person which has no Jaggaer account yet, you have to activate "portal access".

Depending on which task the employee should do, you can activate different portal rights.

Hit the "save" button and the person will receive an E-mail. The whole registration process for him/her starts again.

Portal Access 

Loginname*

Permissions*

- Portal :: Standard
- Portal :: RFQ
- Portal :: Orders
- Portal :: Company Data
- Portal :: Admin