



SUPPLIER GUIDE - JAGGAER

Supplier Management

September 2023



Index



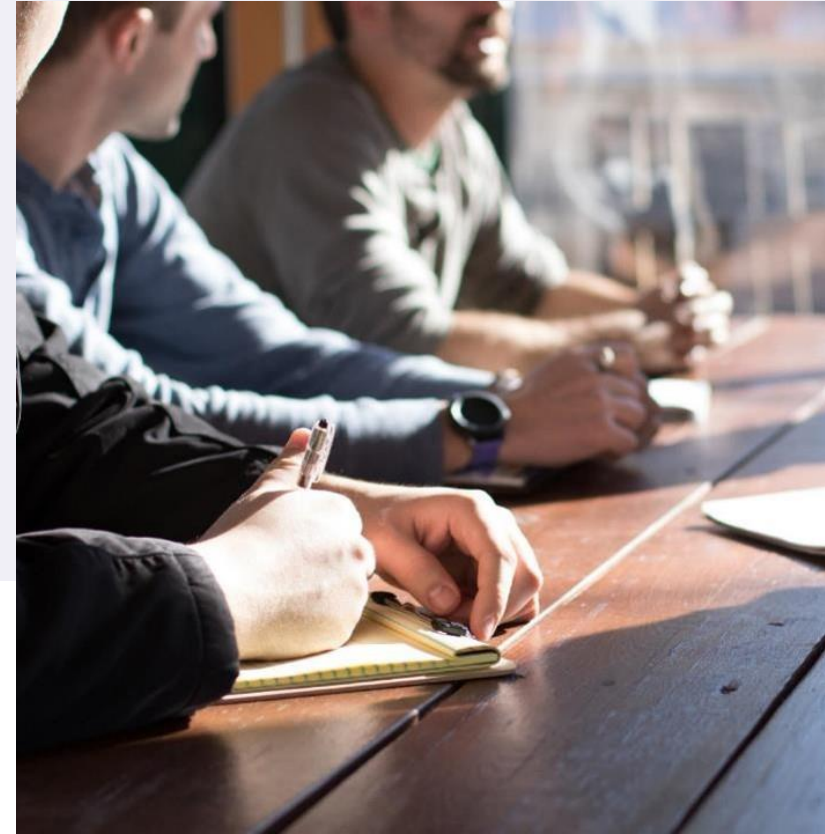
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I. Registration Process

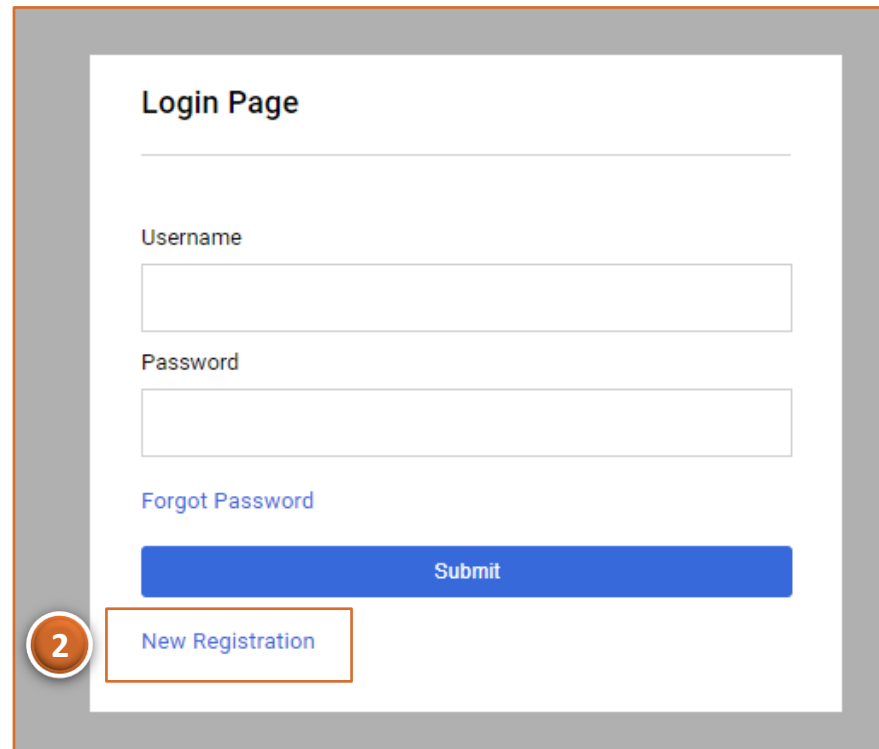
1) Supplier Registration



I. Registration Process

1 - Supplier Registration

First steps to register as a new Supplier:



The screenshot shows a 'Login Page' with the following elements:

- A horizontal line at the top.
- A 'Username' label above a text input field.
- A 'Password' label above a text input field.
- A 'Forgot Password' link below the password field.
- A blue 'Submit' button.
- A 'New Registration' link at the bottom, which is highlighted with an orange border and a circled '2' icon.

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	* Company Name
UNITED KINGDOM	
* 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

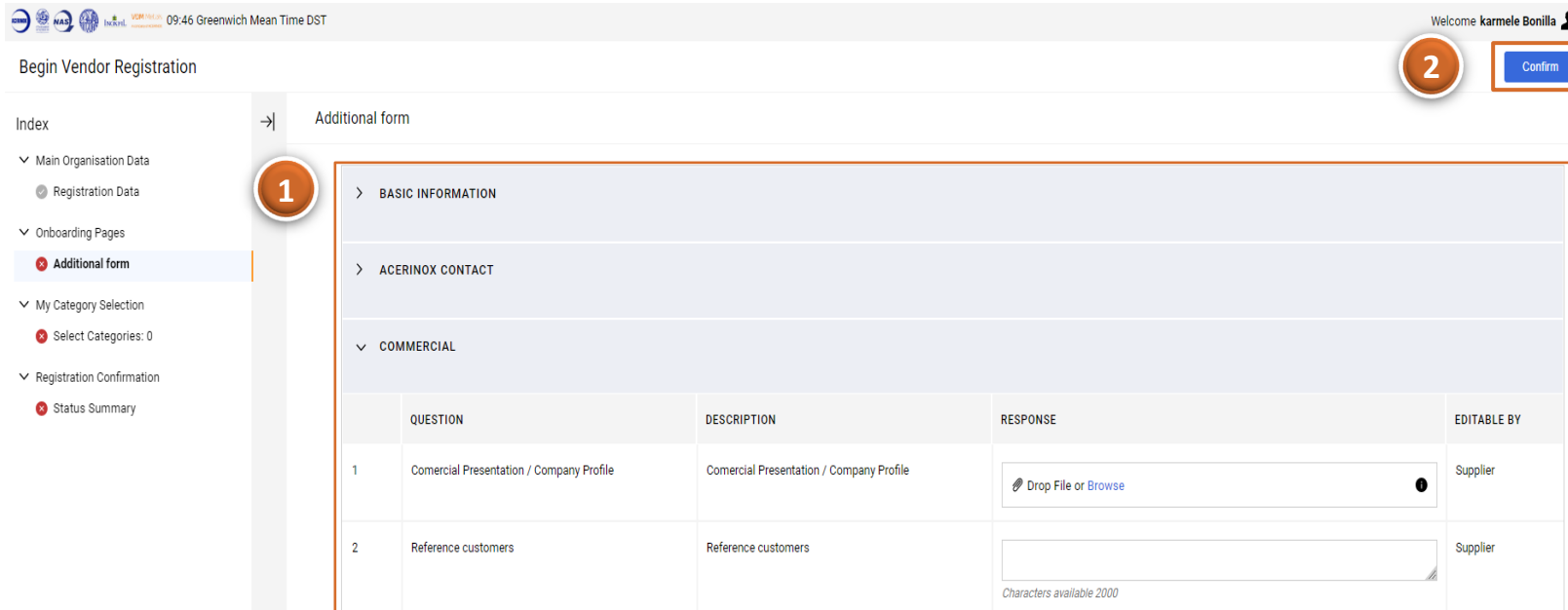
Reset Close Save

- 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 Borilla

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

COMMERICAL

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Comercial Presentation / Company Profile	Comercial Presentation / Company Profile	Drop File or Browse	Supplier
2	Reference customers	Reference customers		Supplier

Characters available 2000

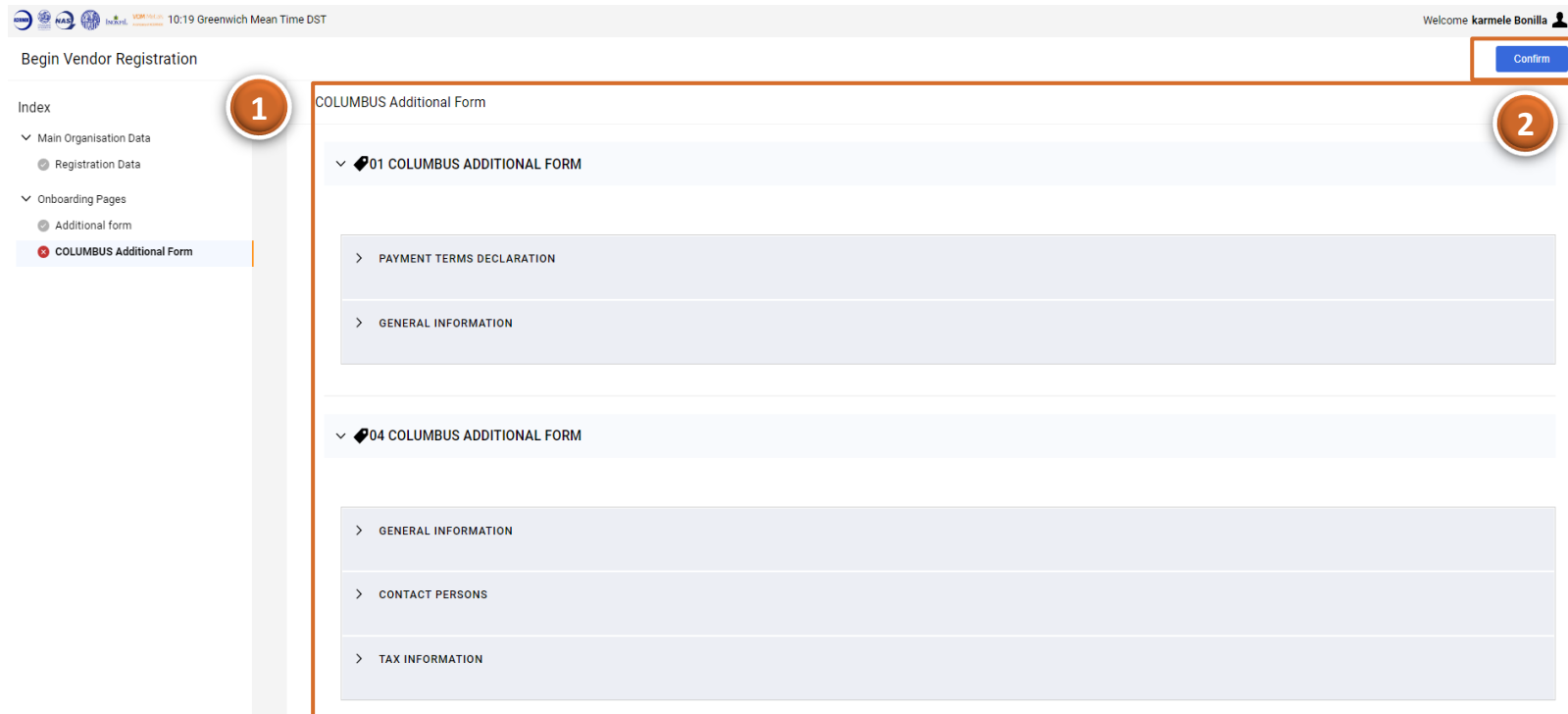
1 Fill in all the defined information for the **additional form** (Basic Information, Legal structure, Acerinox Contact, Commercial etc...)

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:



Begin Vendor Registration

Welcome karmele Bonilla

1

COLUMBUS Additional Form

2

Index

- Main Organisation Data
 - Registration Data
- Onboarding Pages
 - Additional form
 - COLUMBUS Additional Form**

01 COLUMBUS ADDITIONAL FORM

- PAYMENT TERMS DECLARATION
- GENERAL INFORMATION

04 COLUMBUS ADDITIONAL FORM

- GENERAL INFORMATION
- CONTACT PERSONS
- TAX INFORMATION

Confirm

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:

The screenshot shows the 'Begin Vendor Registration' page. At the top right, it says 'Welcome karmele Bonilla' and has a 'Confirm' button. On the left is a navigation menu with sections like 'Main Organisation Data', 'Onboarding Pages', 'My Category Selection', and 'Registration Confirmation'. The 'My Category Selection' section is active, showing 'Select Categories: 0'. The main area is titled 'Search or Navigate the Tree' and contains a search bar (callout 2) and a tree view of categories (callout 1). The tree view includes categories like '10 - Energy', '15 - Raw materials', '20 - Chemical products', '25 - Steel products, primary forms', '30 - Nonferrous metals and products made of nonferrous metals', '35 - Products made of non-metals', '40 - Electrical engineering, electronics', '45 - Mechanical parts, components, tools', '50 - Plant, machines and systems', '55 - Real estate, construction, equipment and operation', '60 - Logistics and freight', '65 - IT and communications', and '70 - Outsourced services (excl. temporary employees)'. There are 'Collapse All' and 'Expand All' buttons (callout 3) and a 'Confirm' button (callout 4).

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 mí ▾

** 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?quy=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 system will then redirect us to Acerinox's platform:

The screenshot shows the Acerinox platform interface. A notification dialog box is displayed in the center, titled "acerinox.tls-prep.app.jaggaer.com dice". The message reads: "The Buyer Organisation has requested you update or review Forms associated to this Assessment. Click 'OK' to Go directly to Editable Forms". There are "Aceptar" and "Cancelar" buttons at the bottom of the dialog. Below the dialog, the "Form List" section is visible, showing a table with 3 results. A red circle with the number "1" is placed over the table header.

		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**.

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

11:32 Greenwich Mean Time DST

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 Affrican) 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

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 ACERINOX user interface. At the top, there are logos for various organizations and the text "13:07 Greenwich Mean Time DST" and "Welcome Karmele Bonilla". Below this is a "My Categories" section with a search filter and an "Add Category" button. A sidebar menu on the left contains icons for home, categories, search, and user profile. The user profile icon is highlighted, and a dropdown menu is open, showing "My Organisation" and "Organisation Profile". The "Organisation Profile" menu is further expanded, showing "Registration Data" (highlighted with a callout box containing the number 1), "Profile Data", "Status Summary", "Responses", and "History of Changes". Below the menu is a table with columns "TITLE" and "CLASSIFIED ON".

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.prueba11

Welcome Karmele Bonilla

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

Quick Navigation: Organisation Details, Main User Details

Organisation Details

Country	UNITED KINGDOM	Company Name	K.prueba11
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

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**

Organisation Profile ...

← < > Additional Form

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

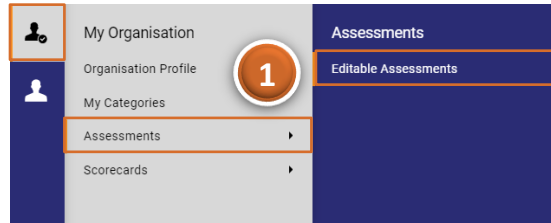
2

▼ 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

II. Information

2 - Profile Information Update



Editable Assessments

Enter Filter (type to start search) ▾

Showing Result 1 - 1 of 1

	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	✓	

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)

← Acerinox - Columbus

→ | ← < > COLUMBUS Additional Form

01 COLUMBUS ADDITIONAL FORM

PAYMENT TERMS DECLARATION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ZAF_localsupplier	* Are you a local (South Affrican) 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

II. Information

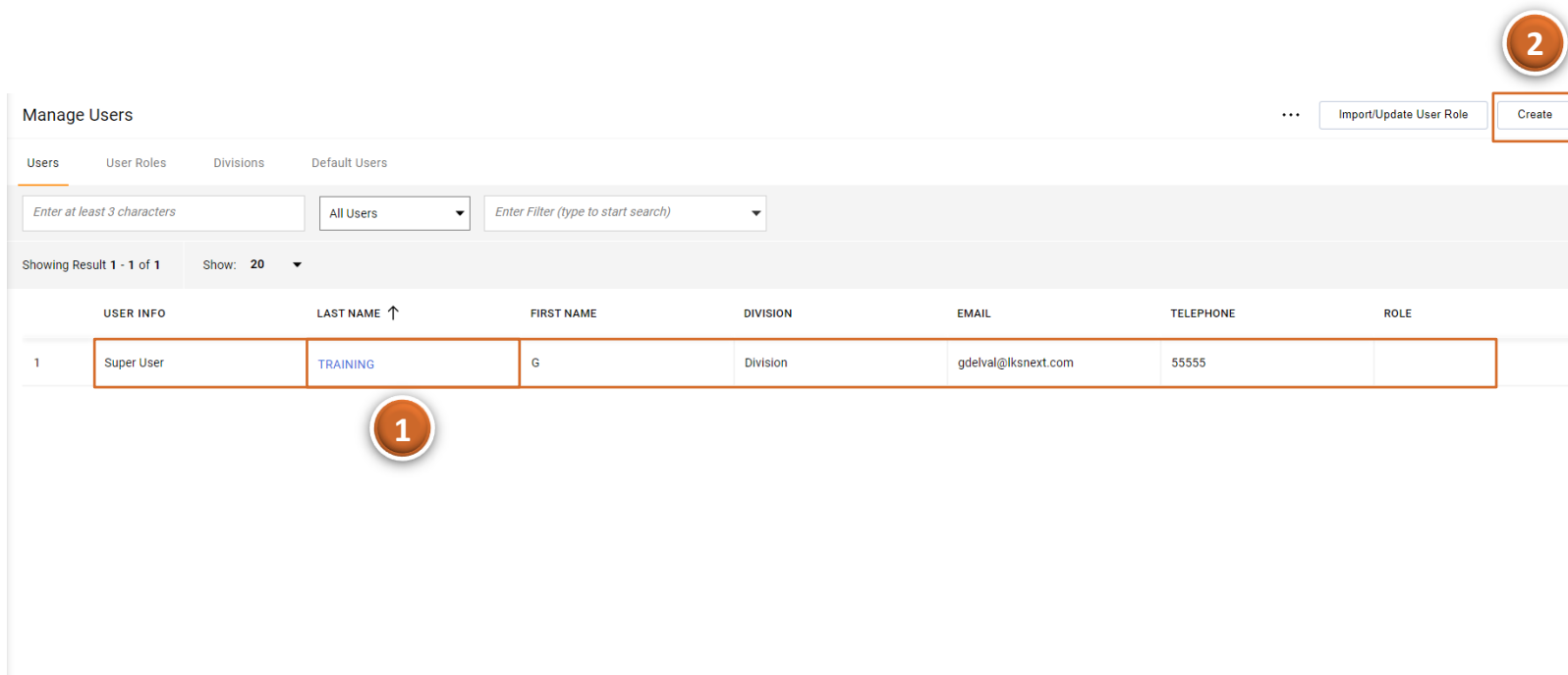
3) User Management



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 the text 'Enter at least 3 characters' and a dropdown menu is set to 'All Users'. Below the search bar, it says 'Showing Result 1 - 1 of 1' and 'Show: 20'. A table lists user information with columns: USER INFO, LAST NAME ↑, FIRST NAME, DIVISION, EMAIL, TELEPHONE, and ROLE. The first row shows 'Super User' with a last name 'TRAINING' (highlighted in blue and marked with callout '1'), first name 'G', division 'Division', email 'gdelval@lksnext.com', and telephone '55555'.

	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 a web application interface with a dark blue sidebar on the left. The sidebar contains several icons: a home icon, a grid icon, a globe icon, a person icon, and a magnifying glass icon. The person icon is highlighted with an orange box. A dropdown menu is open from this icon, showing the following options: "User Management", "Manage Users", "User Roles", "Divisions", and "Default Users". The "Manage Users" option is also highlighted with an orange box. A red circle with the number "1" is placed over the "Users" option in the sub-menu that appears when "Manage Users" is selected. The main dashboard area is titled "Main Dashboard" and contains several panels: "RFX OPEN TO ALL SUPPLIERS" with a table of columns "CURRENTLY OPEN", "NEXT CLOSING DATE", and "DATE"; "MY RFIS WITH PENDING RESPONSES" with a message "No RFIs to display"; "QUICK LINKS" with "STANDARD LINKS" (My Auctions, Projects, My RFIs, My RFQs, Organisation Profile, My Categories) and "CUSTOM LINKS"; and "PENDING RESPONSES" with a message "No Unread Messages". The top of the dashboard shows the time "13:32 Greenwich Mean Time DST" and the user name "Welcome Karnele Bonilla".

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).

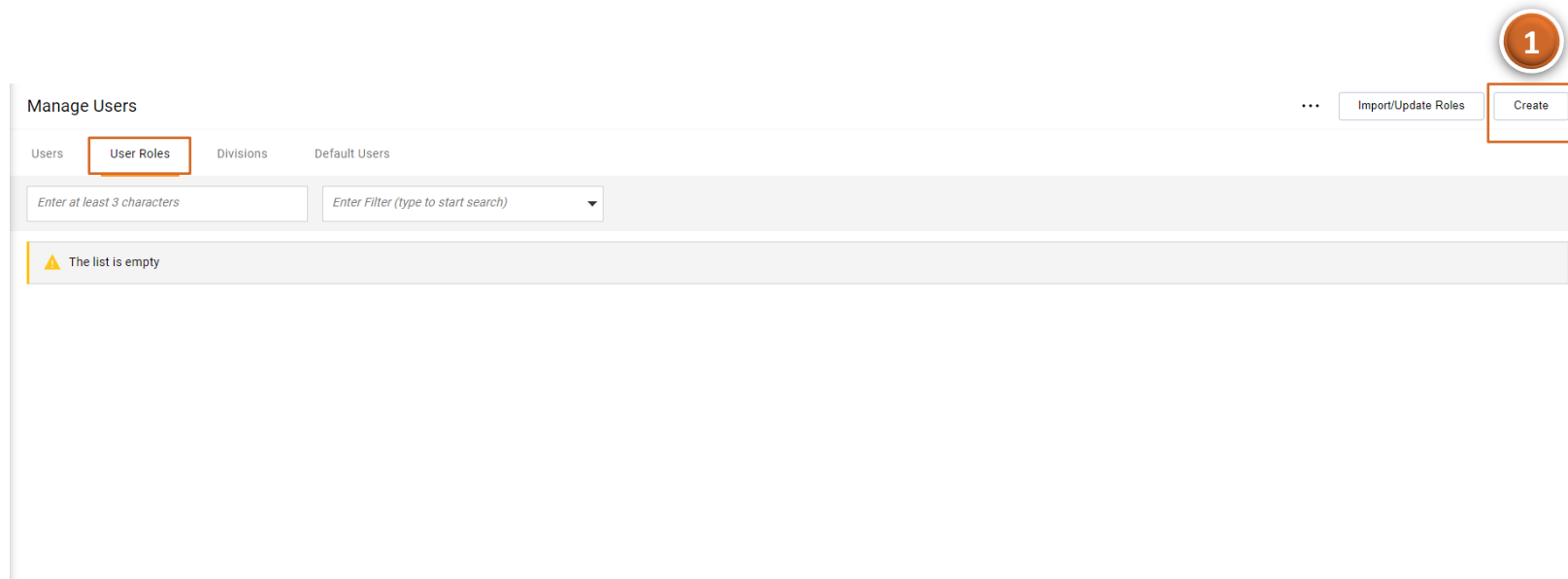
3

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:



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

Cancel Save

1

Set Minimum Rights Set Full Rights

General Settings

* Role

* Shared Role

RFX Set Minimum Rights Set Full Rights

* Visibility of RFX Lists

* Access RFX Details

* Create Response

* Modify Before Publishing

* Modify and Submit

* Contact Visible to Buyer

2

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 is a dark blue vertical navigation menu with icons for Home, Dashboard, and a user profile. The user profile icon is highlighted with an orange box, and a dropdown menu is open, listing 'My Organisation', 'Organisation Profile', 'My Categories', 'Assessments', and 'Scorecards'. The 'My Categories' item is highlighted with an orange border and a red circle with the number '1' next to it. 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 'NEW MESSAGES (LAST 30 DAYS)' (showing 'No Unread Messages'). The top of the dashboard includes logos for various partners, the time '13:32 Greenwich Mean Time DST', and a welcome message for 'Karmele Bonilla'.

1 From the start menu 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

Add Category

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

Category Selection

Enter filter (type to start search)

Cancel Confirm

Search or Navigate the Tree

Collapse All Expand All

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

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

Please confirm that you want to delete this Classification?

Cancel Confirm

Remove Category

Print

	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**