



INITIAL REGISTRATION MANAGING THE SUPPLIER PORTAL

Manual for SUPPLIERS



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1 Introduction

KB RVS (Knorr-Bremse Rail Vehicle Systems) has invited you to register on our DSI (Digital Supplier Integration) SUPPLIER PORTAL. This means that the Purchasing Department is interested in a business relationship with your company and would like to initiate the necessary checks.

Your registration on our SUPPLIER PORTAL, powered by *JAGGAER*, is a prerequisite for further steps.

The SUPPLIER PORTAL is/will be the central tool of digital communication at a strategic level, e.g. for:

- Tendering process (processing of RFQs)
- Exchange of technical product information (e.g. drawings)
- Communication of performance indicators
- Processing of quality questions
- ...

This manual will show you the basics of the registration process and how to administrate your account.

2 Initial Registration Process

First, you create your account in the SUPPLIER PORTAL. To register, click on the link you received with the invitation email:

Registration in the Knorr-Bremse Rail supplier portal <no-reply@app11.jaggaer.com></no-reply@app11.jaggaer.com>
Initial registration in the supplier portal.pdf ~
Dear Mr. First Name Last Name,
Knorr-Bremse Rail Vehicle Systems Direct Purchasing invites you to join our supplier portal. The registration is free of charge. The supplier portal gives you access to our tenders and auctions as well as your performance data. The range of functions is currently being expanded to include quality and engineering information.
Knorr-Bremse Purchasing has added following comment: TEST Invitation
Please follow the link below to start the supplier portal registration process. https://app11.jangage.com/apriate/bea/tragistor3crm_porson_id=Wig101g0W2i2- \$3/53/8301a7/c53/05/9907/1539/0ab24_eng
Please see the attached document or below support link for instructions on the registration process.
Information about the processing of your personal data, in particular about your rights, can be found in our privacy notice for business partners. If you no longer wish to receive e-mails from us in the future, please contact us via mailto direct-purchasing rail@knorr-bremse.com
Yours sincerely,
Direct Purchasing KNORR-BREMSE Rail Vehicle Systems https://www.knor-turemse.com Support: <u>DSI I Knorr-Bremse Purchasing</u>
KNORR-BREMSE DSI
This is an automatically generated mail, please do not reply.



The link will take you to the first registration screen where you can select the language you want to register in (you can change the language at any time after registration).

1 GENERAL	PERSON DATA	3 COMPANY DATA	(CONSENT	
	-	And a second sec		
	Welcome to the re	gistration of the supplier p	ortal	
	Please	choose a language below		
	Đ	nglish German		

Please enter requested data (also check and probably correct data that was already entered by Knorr-Bremse).

ERAL	2 PERSON DATA	3 COMPANY DATA	(4) CONSENT
CONTACT	PERSON		
Salutation			
Mr.			•
First name*			
firstname			
Last name*			
Lastname	•		
Fax			
+	▪ Area N	Number	
Mobile			
+	- Area N	Number	
E-Mail*			
first.last@	company.com		
Loginname			
Back	Continue		

- *Note*: Fields marked with * are mandatory
- Please carefully check your email address!
- You must define your unique login name here.

When you submit the form, the system will check your username for duplicates. If the username you have chosen is already in use, you will be informed, and a change is required:

⊗	ERROR	Class
	Loginname already taken	Close

The next step is to check/complete your company data. Usually Knorr-Bremse only entered your company name:



🕑 GENERAL 🕑 PERSON DATA 🔹 COMPANY DATA	(CONSENT
11 NOR 11 11	Country*
COMPANY DATA	Currency*
Company name*	
DSI TEST 02	Telephone*
Company name 2	+ Area Number
	Fax
Street*	+ • Area Number
oner	E-Mail*
Street-number*	john.smith@mail.com
Street-number*	Homepage
	Including http://
Zip code*	
	Back Continue
City*	

Once you finished all entries and pressed 'Continue' the last step will be following confirmation screen:

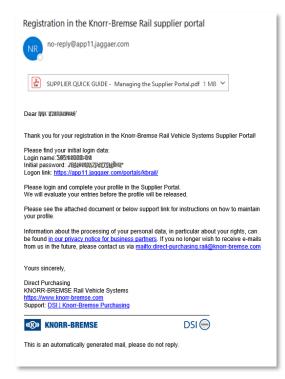


Mimimum acceptance required is the first box. When you press 'Accept and Submit' you have finished your initial registration. You will see following screen:



and in parallel an email with your initial password. You can either use the link given on the screen or within the email to enter the Supplier Portal.





Please follow the link and enter your login name and the initial password that you copied from the email.

(C) KNORR-BREMSE	Rail Vehicle Systems	DSI 👄
Username francessing Password	Login	
When you use our Solution, w as described in or	-2024 JAGGAER ve process your persona ur Service <u>Privacy Policy</u> my password	

In the last step you generate your final personal password:

o	d password 🔗
Ne	ew password 🕱
С	onfirm password 🔗
×	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

After saving your account is finished and you will be directed to the starting page of the Supplier Portal.

(KNORR-BREMSE

3 Maintenance of Company Data and Company Profile

Once you have done the initial registration, you will see following starting page:

KNORR-BREMSE Rail Vehicle Systams DSI		•
Supplier Portal Dashboard - Welcome, First Name Last Name from Test Supplier Re	istration	
Your registration has not been finished yet. Continue with the registration		
We kindly request that you create a backup user for your company's JAGGAER account. This additional user with the second seco	be there in case the admin can't use the account anymore.	
General Sourcing Administration SPR - Supplier Performance Report		
KNORR BREMSE RAIL VEHICLE SYSTEMS	sourcing- in gs	
Welcome	→ MY TOKETS	3
	ACTIONS	c
Supplier portal Knorr-Bremse Rail Vehicle Systems	(+) LATEST NEWS & INFORMATION	(
HOME: BASIC NAVIGATION		
(1) MAIN MENU on the left to enter the most important tool categories (2) TAB BAR to enter predefined screens (3) GUIC4UNK5 to directly enter important pages/information	[+] SUPPLIER PORTAL MANUALS	
	(+) KR HAL DOCIMENT AND TEMPLATE DOMILIONS	
the second	(+) INVERTIBILITIER INVERTIGE	

As long as these colored bars are shown, the registration is not finished:

• Your registration has not been finished yet. Continue with the registration [2]

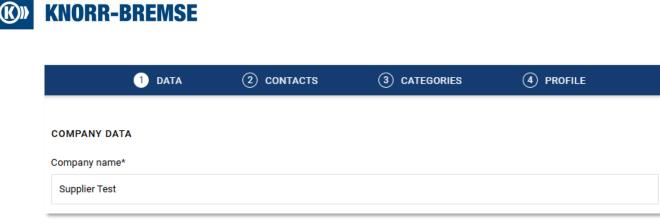
The 'Company Profile' has not been maintained yet. These data are required for Knorr-Bremse Purchasing and Quality department to preliminary release or reject your supplier account. See chapter 3.2 Manage Company Base Data and 3.3 Manage Company Profile for further information.

0 We kindly request that you create a backup user for your company's JAGGAER account. This additional user will be there in case the admin can't use the account anymore.

It is highly recommended to add further contacts as ADMINISTRATORS to the account. In case of absence there is a backup available to manage the account or fulfill tasks without delay (in case the sole administrator is not available, the involvement of the tool-provider would be required which will cause delays of several days). See chapter 0 In this section you are able to change your basic company data.

Directly after the first registration you do not need to change anything, as you just have entered it while doing your registration.

Nevertheless, the system forces you to enter the screens one by one and to confirm your entries for (1) Data, (2) Contacts and (3) Categories:



Simply check again the data shown on these three tabs and confirm by pressing the 'Continue'-button:

ŵ	KNORR-BREMSE Rel'Unicor Systems DSI Segustration - Base Data									÷	Continue
			1 DATA	CONTACTS	(3) CATEGORIES	(4) PROFILE					
٩		Country* Germany						_			
ŵ	INDER-BREMSE Rail Vehicle Systems DSI										
	Registration - Contacts						←	/	Add New Contact	Back	Continue
			🕑 DATA	2 CONTACTS	3 CATEGORIES	PROFILE					
•	Assigned Roles Contacts										
	KNORR-BREMSE Ral Vahicle Systems DSI						 				
â	Registration - Categories									Back	Continue
			🕑 DATA	⊘ CONTACTS	3 CATEGORIES	PROFILE					

After that, the "Profile" tab will be shown. This needs to be maintained initially.

3.1 Manage Company Profile

Knorr-Bremse has made this section as little as possible. We do only request data which is needed to run accurate processes in the system or to data needed to take legal requirements into account.



3.1.1 Manage Profile 'General' Tab

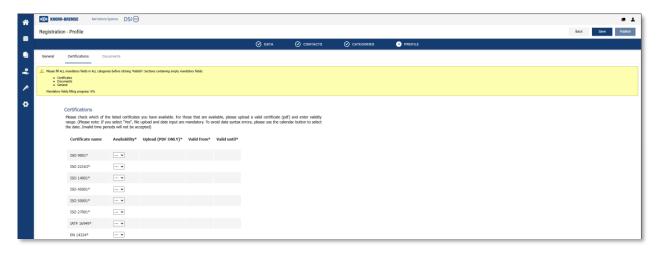
Knorr-Bremse is asking some basic data on your business which is either needed to evaluate your profile or to fulfill legal requirements:

1	KNOR	RR-BREMSE Rail Vehicle Systems DSI				-
	Registrat	ion - Profile				
			⊘ DATA		4 PROFILE	
	General	Certifications Documents				
2	• 0 • 0	ALL mandatury fields in ALL categories before chicking "Publick") Sections containing empty mendatory fields: extended as exemal y fields Bling progress: 9%				
•		Company information Yearly figures				
		Base year for the following entries* @				
		Total turnover of your company (value / currency)* 123			•	
		What percentage of the above annual turnover was generated in the railway industry? $\scriptstyle 123$ @				
		Total number of employees* 123				
		General information				
		Fields of business (Primary / Secondary)* a	¥	¥		
		Parent company* @				
		What percentage of the above annual turnover was generated through exports? $\scriptstyle\rm 123$ @				
		Please name your top 3 customers				

3.1.2 Manage Profile 'Certifications' tab

Knorr-Bremse is asking about the certificates your company has achieved. Please select yes or no.

In case of yes you need to enter validity and upload the cerficiate (pdf preferred). In case of no no further action is required.



Please note: by using the "N"-key and "Tab"-key you can quickly enter all "no" entries!

3.1.3 Manage Profile 'Documents' tab

In the document tab you are asked to upload required documents / enter required information (for example supplier assurance information like NQC or ECOVADIS).



Also you have the chance to download - **just for information** – further Knorr-Bremse documents (for example general contract templates).

<pre>begin be in the set of the</pre>	KNORR-BREMSE Rail Vehicle Systems DSI		
Window window Benefitie Image: Second Se	Registration - Profile		Back
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Year of presentation Kit standard contract templates for your information (During the collocating process, we specific all merg partners to conclude these contracts with us. Specific versions for you will be provided by your responsible Koort Brenese purchasing contact) Koort Brenese Carteral Terms & Conductor of Purcharing & Octoreng Koort Brenese Carteral Terms & Conductor of Purcharing & Octoreng Koort Brenese Purchas' Incomes Carteral Terms Koort Brenese Purchase Purchase Terms Koort	Conflict Mineral Reporting Template	Datei auswählen Keine ausgewählt	
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Koor Benne Phasy Notice for Business Notices Koor Benne Plaster Suppl Agreement (MSA) Koor Benne Quality Assummer Agreement (QMA) Non-Tacksissen-Agreement (RMA) The Version to be concluded you will receive via "My documents". It's conclusion is obligatory to be considered as a (potential) Knort-Brenne supplier. Septement Conclusion (Soci)			
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The version to be concluded you will receive via "My documents". It's conclusion is obligatory to be considered as a (potential) Knon thermise supplier. Supplier Code of Conduct (SCIXC)	Non-Disclosure-Agreement (NDA)		
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	Supplier Code of Conduct (SCoC) The version to be concluded you will receive via "My documents". It's conclusion is obligate	xry to be considered as a (potential) Knorr-Bremse supplier.	

• Supplier Account Administration for further information.



Company Data and Company Profile initially have to be filled during the initial registration process. If necessary, you can adjust your Company Data at any time.

<u>Note</u>: Knorr-Bremse may ask you to update some specific contents of your Company Profile if required (for example to replace expired certificates). The system will generate corresponding tasks for this purpose.

To start the maintenance, use the quick link buttons via

Starting page <u> -></u>	Portal Administration Tab PORTAL ADMINISTRATION	
LOGIN LEMME MEMORY DSI Suppler Portal Deabboard - Website am Nomis from Nomis & Reas Ltd. Partner no. 31 Houre no: mo: mornix an entry Advectmentary and uppler Personauco en		<u> </u>
(+) AD COMPATES & MINARY POLTS	KNORR-BREMSE Rel Vehick Systems DSI Supplier Portal Dashboard - Welcome, Sam Nomis from Nomis & Reas Ltd. Partner no. 316208081	
	HOME PAGE RF0-TENDERING PORTAL ADMINISTRATION SP-SUPPLIER PERFORMANCE REPORT	
(+) INNAUS CONTINUE DUEL	(+) ADD CONTACTS & MANAGE ROLES	\$
	(+) MANAGE EXISTING CONTACTS. ****. DO NOT USE TO ADD A NEW CONTACT. ****.	#
	MANAGE COMPANY BASE DATA	\$
	MANAGE COMPANY PROFILE	\$
	(+) SUPPLER MANUAL KOMINISTRATION	



3.2 Manage Company Base Data

In this section you are able to change your basic company data.

Directly after the first registration you do not need to change anything, as you just have entered it while doing your registration.

Nevertheless, the system forces you to enter the screens one by one and to confirm your entries for (1) Data, (2) Contacts and (3) Categories:

1 ДАТА	(2) CONTACTS	③ CATEGORIES	(4) PROFILE	
COMPANY DATA				
Company name*				
Supplier Test				

Simply check again the data shown on these three tabs and confirm by pressing the 'Continue'-button:

ŵ	KNORR-BREMSE Rail Vehicle Systems DSI							
	Registration - Base Data							← Continue
Ξ.			1 DATA	2 CONTACTS	3 CATEGORIES	PROFILE		
•		Country*						
_								
ŵ	KNORR-BREMSE Rail Vehicle Systems DSI							• •
	Registration - Contacts						Add New Contact	Back Continue
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ŵ	KNORR-BREMSE Rail Vehicle Systems DSI							= 1
	Registration - Categories							Back Continue
			🕑 DATA	⊘ CONTACTS	3 CATEGORIES	(4) PROFILE		

After that, the "Profile" tab will be shown. This needs to be maintained initially.

(IC) KNORR-BREMSE

3.3 Manage Company Profile

Knorr-Bremse has made this section as little as possible. We do only request data which is needed to run accurate processes in the system or to data needed to take legal requirements into account.

3.3.1 Manage Profile 'General' Tab

Knorr-Bremse is asking some basic data on your business which is either needed to evaluate your profile or to fulfill legal requirements:

	KNORR	-BREMSE Rail Vehicle Systems DSI				
	Registratio	n - Profile				
8			⊘ data	⊘ contacts		PROFILE
•	General	Certifications Documents				
2	Cet Dec Gen	1. mandatary felda in ALL categories before clicking Trubbol's Sections containing analy mandatary felds: Strates unsafet				
Þ		Company Information Vearly Boures				
		Base year for the following entries* 3				
		Total turnover of your company (value / currency)* 123				•
		What percentage of the above annual turnover was generated in the railway industry? $\bowtie \emptyset$				
		Total number of employees* 123				
		General information				
		Fields of business (Primary / Secondary)*	···· •		···· ¥	
		Parent company* 🥥	v			
		What percentage of the above annual turnover was generated through exports? $\scriptstyle\rm 122$ @				
		Please name your top 3 customers				

3.3.2 Manage Profile 'Certifications' tab

Knorr-Bremse is asking about the certificates your company has achieved. Please select yes or no.

In case of yes you need to enter validity and upload the cerficiate (pdf preferred). In case of no no further action is required.

ñ	■ KNORF-BRINKE Kulteriolutymann DSI⊖	•								
	agistration - Profile	Save Publish								
	🧿 data 🔗 contactes 🕜 cattegories 🕜 profile									
	Geenal Certification Documents									
2 ^	L Prese III ALL nendersy fels in ALL actegories before dation "Publish" Sections containing empty mandatory fields: Ordinaria:									
Þ	Certifications Fiese clack which of the listed certificates you have available. For those that are available, please upload a valid certificate (pdf) and enter validity range, (Fiese net. If you select "Yes", field you and date input are mandatory. To avoid date syntax errors, please use the calendar button to select the date. Invitiation promotive with note be exception Certificate name Availability* Upload (POF ONLY* Valid room* Valid until*									
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	H50 22143*									
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	50 27001 ⁺ — •									
	MT 1999*									
	Bi 1024 ^a									



Please note: by using the "N"-key and "Tab"-key you can quickly enter all "no" entries!

3.3.3 Manage Profile 'Documents' tab

In the document tab you are asked to upload required documents / enter required information (for example supplier assurance information like NQC or ECOVADIS).

Also you have the chance to download - **just for information** – further Knorr-Bremse documents (for example general contract templates).

â	KNORR-BREMSE Rail Vehicle Systems DSI				•
	Registration - Profile				Back Save Publi
8		🕑 DATA			PROFILE
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2 ×					
¢	Documents On the page you will find focer-tremes documents/forms for download. If a document name is in blue, you can it, You will also be asked to upload documents.	downicad the do	cument by clicking on		
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	Upload of documents / information				
	If available, please upload a valid credit rating report	Datei	auswählen Keine ausgewählt		
	Base year for the credit report $\ artheta$				
	Do you have achieved a Sustainability rating by ECOVADIS?*				
	Do you have achieved a Sustainability rating by NQC?*				
	Conflict Mineral Reporting Template	Datei	i auswählen Keine ausgewählt		
	Your company presentation	Datei	i auswählen Keine ausgewählt		
	Year of presentation				
	KB standard contract templates for your information (During the onboarding process, we expect all new partners to conclude these contracts with us. Specific ve	ersions for you w	vill be provided by your respo	nsible Knorr-Bremse purchas	sing contact)
	Knorr-Bremse General Terms & Conditions of Purchasing & Ordering				
	Knorr-Bremse Privacy Notice for Business Partners				
	Knorr-Bremse Master Supply Agreement (MSA)				
	Kon-Benne Quality Assumance Agreement (QAA) Non-Bucksure-Agreement (NIAA) The version to be concluded you will receive via "My documents". It's conclusion is obligatory to be considered	as a (potential) I	Knorr-Bremse supplier.		
	supplier Code of Conduct (SCAC) The version to be concluded you will receive via "My documents". It's conclusion is obligatory to be considered	as a (potential) i	Knorr-Bremse supplier.		

(KNORR-BREMSE)

4 Supplier Account Administration

Supplier Account Administration mainly consists of two major tasks:

1. User administration:

- Creating user accounts for new colleagues
- Granting access to the Supplier Portal for further colleagues
- Assigning administrator rights to further users
- The one doing the initial registration automatically is an administrator!
- (<u>Note</u>: Only administrators can manage your supplier account. It is important to grant administrator rights to as many users as possible).
- For further information, see 4.1 User administration
- •

2. Role assignment to users:

- Knorr-Bremse has predefined functional roles that need to be assigned to the appropriate users. These roles help route system processes to the right contacts.
- The person who performed the initial registration is automatically assigned to all roles. By adding more users, these roles can be reassigned to the right contacts.

For further information, see 4.2 Role assignment to users

Important: To add a new user ONLY USE the Quick link button "ADD CONTACTS & MANAGE ROLES" on the "PORTAL ADMINISTRATION" Tab on the homepage! (The "ADD user" button on the administration page : is used for functionalities not used by Knorr-Bremse and therefore will not work)





4.1 User administration

4.1.1 Add a new user

There are two ways to start adding a new user:

(a) HOME -> PORTAL ADMINSTRATION -> ADD CONTACTS & MANAGE ROLES

2	[+] ADD CONTACTS & MANAGE ROLES	ø
^ 		
•	[+] MANAGE EXISTING CONTACTS . ****. OO NOT USE TO ARD & NEW CONTACT. ****.	0



Primary data	ome, Sam Nomis from Nomis & Reas Ltd. Partner no. 316208081
	PORTAL ADMINISTRATION SPR - SUPPLIER PERFORMANCE REPORT
Base Data	
Calegories S	
Contact People	
Company Profile	
States -	
	AND A REAL PROPERTY AND A REAL

This will guide you to the following screen.

(after initial registration you will find yourself only, otherwise all other contact persons of your company that have been added to the tool)

合	(INDER-BREMSE	Rail Vehicle Systems	DSI Θ						= 1
8	Contacts							\leftarrow	Add New Contact
	Contacts Roles								
	Name	Login name		E-Mail	Telephone	Portal Access	Role		
*	User, Test			test.user@knorr-bremse.com	+49 11	0	No Assigned Roles		
~	User, Test			test user (which she is second	749 11	Ŭ	NO Assigned Roles		
ø									

Please press the 'Add New Contact' button:

On the next page you have the chance to enter minimum contact data required by the system:



â	KNORR-BREMSE Rail Vehicle	le Systems	DSI \ominus		e 1
	Add New Contact			Cancel	Save
8					
			CONTACT PERSON		
2			Salutation*		
~			Mr		
			First name*		
•			Test		
			Last name*		
			User		
			E-Mail*		
			test.user@knorr-bremse.com		
		[Portal Access		
			Loginname*		
			test.user		
		_	permissions*		
		- [Supplier Role		
→					

Important:

- Please take care to enter correct email address.
- You <u>must</u> activate the 'Portal Access'. (Otherwise, the new user will not be able to enter the tool! Also, you specify a login name. The system will check uniqueness of the name during saving)
- You <u>must</u> activate the 'Supplier Role' permission. (To keep it simple Knorr-Bremse does provide only one permission type for all users. Unfortunately, the tool does not allow it to be pre-selected)

When finished, press Save-button.

4.1.2 Assigning ADMIN rights to a user

<u>Note</u>: We highly recommend that you assign ADMIN rights to every user. In case there were only one administrator being unavailable for whatever reason no-one else would be able to manage the account. Knorr-Bremse would need to ask the system provider for support – which will require several days and also additional effort on supplier side.

To assign ADMIN rights to a user is simple. The only prerequisite is, that the user is a portal user (see 4.1.1 Add a new user).

Goto manage existing users:



(a) HOME -> PORTAL ADMINSTRATION -> MANAGE EXISTING CONTACTS

Contract Reset Lot Version Sam Konnik S

*	Restaurance Britanisan DDC		- 1
	Deppine Partal Data Sound Histories, Data Norris Term Norris & Decy 100	Future 11500021	
	128 NP 12 NOVE 1212/2007/21 12 0 12	1748-7878-7878-787	
-	199806-20-00-04-20-00-0-0-0-0-0-0-0-0-0-0-0-0-		
2	Welcome	TO AN AVAILABLE	2
1	Vielcome		
٥		1×10-00.00	×
		1- wyant	×
	Supplier portal Knorr-Bremse Rail Vehicle Systems	1. automatication	0
	100 NO 500540005		
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		To SPORE AND A REPORT OF ANY	U
		16	9

(b) ADMINISTRATION

You will find all users that have been added to the portal.

	(KNORR-BREMS	Rail Vehicle Systems	\ominus	e 1
	User data			
	Don't ι	use this button to add r	new users. See manual.	
	Name	Loginname	E-mail	Menu
°.	User, Test	test.user	test.user@knorr-bremse.com	<u>A</u> 🗎 🔒
*				
\$				
	L			
→				

<u>Note</u>: in case you enter the administration page as first step during initial registration it may happen that this selection screen does not appear at that time, and you are directed to the next screen immediately.

Menu options:

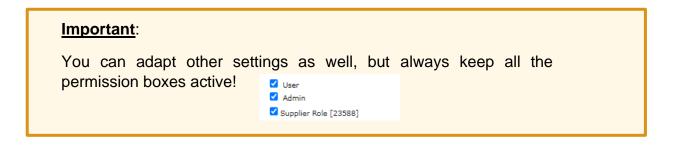
- 🥖 Edit this user.
- Delete this user.
- Create new password for this user.

To assign ADMIN rights to a user, press Edit key M, you will see this page:



合	KNORR-BREMSE Rail Vehicle Systems DSI					
	User data					
8	Back Back Save You are editing Test Contact, New (20240510)					
		First name*	Test User			
<u>م</u>		Salutation*	Male O Fernale O Neutral			
~		Title	Country- Area-Code Number			
		Telephone Mobile phone				
Q		Fax				
		E-mail*	test.user@knorr-bremse.com			
		Main language	English V			
		Decimal separator	○.[ddt]			
		Decimal places Force relogin every	2 30 mins V			
		Short Date Format	YYYY-MM-DD V			
		Long Date Format	YYYY-MM-DD V			
		Short Time Format	HH:MM V			
		Long Time Format	HH:MM:SS V			
		Timezone	Europe / Berlin			
		Permissions	User Admin			
		Portal ACLs	Supplier Role [23588]			
		Department	Administration			
			Engineering			
			Human resources			
			Π Logistics			
			Cogistics Management			
			Marketing			
			Production			
			Purchasing			
			Quality Sales			
		Main department	Sales			
		main department				
→						

To assign Admin rights, activate the Z Admin Admin box:



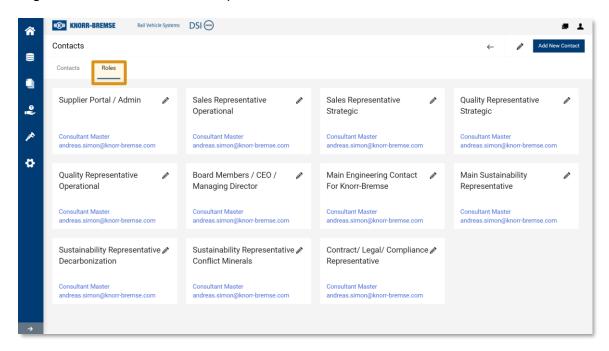


4.2 Role assignment to users

The Supplier Portal does have several functions and processes, where a contact person on supplier side needs to be assigned. To find the corresponding contact, each supplier must assign "roles" to specific contact persons (for example, the role "Sales Representative Operational" will be suggested to the Knorr-Bremse buyer during the creation of an RFQ).

During the initial registration process, the one doing the registration is assigned automatically to all roles. By adding more contact persons, the roles can be assigned according to the responsibilities.

Note: In case your account already existed before the launch of the 'Supplier Portal PURE' on 04. October 2024 you will see an error message that not all roles have been assigned yet. This is because with 'Supplier Portal PURE' Knorr-Bremse started to enlarge the functionalities of the portal and new roles were added.



To maintain roles responsibilities, please click the *inclusion* icon, either on the top left or at one of the role tiles. Following pop-up window will appear:



ssign Company Roles	
Supplier Portal / Admin	+ Add Another Responsibility
Gales Representative Operational Gales Representative Strategic Quality Representative Strategic	SUPPLIER PORTAL / ADMIN Name*
Quality Representative Operational Board Members / CEO / Managing Director Aain Engineering Contact For Knorr-Bremse Aain Sustainability Representative	- Consultant, Master
ustainability Representative Decarbonization ustainability Representative Conflict Minerals ontract/ Legal/ Compliance Representative	
onnaou Legar compliance Representative	Cancel Save

On the left you can select the role, on the right you can assign the contact to the role.

Some roles allow multi-assignment, then you will have the button + Add Another Responsibility on top right.

Following roles are available:

Role	Description	Mandatory	Multi- assignment
Supplier Portal / Admin			Yes
Sales Responsible Strategic	esponsible for Knorr-Bremse		No
Sales Contact person(s) for receiving RFQs Responsible Operational		Yes	Yes
Quality Responsible Strategic	Responsible		No
Quality Responsible Operational	Contact person(s) to deal with Quality related topics for Knorr-Bremse	Yes	Yes
Board Member / CEO / Managing Director	The Managing Director /CEO / Board Member to be contacted by Knorr-Bremse Head of Purchasing / CEO in case of an emergency situation	Yes	No
Main Engineering Contact for Knorr-Bremse	The contact in your Engineering department to be contacted in regard to engineering topics	Yes	No



Role	Description	Mandatory	Multi- assignment
Main Sustainable Representative	The contact in your organization to be contacted in regard to Sustainable topics, such as decarbonization, conflict minerals, CBAM etc.	Yes	No
Sustainability Representative Decarbonization	In case the representative for Decarbonization topics differs from the Main Sustainable Representative	No	No
SustainabilityIn case the representative for Conflict MineralsRepresentativetopics differs from the Main SustainableConflict MineralsRepresentative		No	No
Contract / Legal / Compliance Representative	In case the representative for contractual, legal or compliance topics differs from the Main Sustainable Representative	No	No



5 FAQ / Troubleshooting

5.1 Account blocked

Sometimes you will see following error message when trying to login:

 \bigotimes The customer blocked your access to his supplier portal. Please inquire directly to him.

99% of it is an issue caused by your Internet browser!

To solve the issue, you have several options:

- Copy the link and try to open it in an Internet browser you have not used yet for the Supplier Portal.
- Copy the link and try to open it in a "private window" mode of your browser.
- Latest and long-term solution: delete all JAGGAER-cookies and JAGGAERtemporary Internet files in your browser, close all open browser windows and restart with your link.

If everything fails, your account is damaged and must be repaired by our provider. Please ask your KB- contact for support.

5.2 Forgotten password

If you have forgotten your password, you can request a new one using the "I forgot my password" option on the login screen:

KNORR-BREMSE	Rail Vehicle Systems	DSI ⊝					
Username Password Login							
© 1999-2024 JAGGAER							
When you use our Solution, we process your personal information as described in our Service <u>Privacy Policy</u>							
<u>I forgot n</u>	<u>ny password</u>						

Please follow the process given by the system.