

ACCESS THE SUPPLIER PORTAL AND RFQ'S

QUICK GUIDE for SUPPLIERS

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1 Two access options (based on account type)

Depending on your account type, you can access the Supplier Portal in two ways. If you don't know, there is a hint in the invitation email you received:

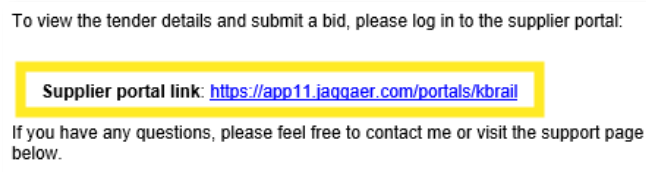
1.1 You have an account in the Supplier Portal

You have access to the portal and all RFQs via personal username and password.

Benefits of registration:

- You have access to all RFQs, ongoing and closed as well.
- You can hand over RFQs to colleagues (if you are not the right contact person).
- You can take over RFQs from colleagues (if they are on vacation or sick).
- You have access to the supplier portal and all its functionalities at any time, in addition to RFQs.
- You have access to data and reports from other modules

Continue with chapter 2, if specific part of your email looks like this:



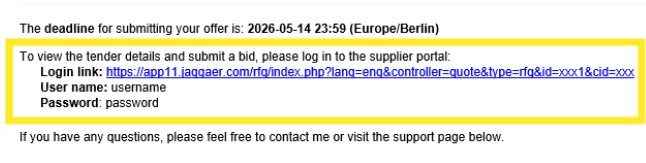
1.2 You do not have an account in the Supplier Portal.

You will get individual access to each RFQ you are invited to, called “one-time-account”. The access credentials will be given within the invitation email.

Disadvantages of one-time-account:

- You only have access to the respective RFQ via the link and access data provided in the email. These are different for each RFQ.
- You cannot forward or take over an RFQ within your company.
- You do not have an overview of all RFQs.
- You do not have access to any other data or function.

Continue with chapter 3, if specific part of your email looks like this:

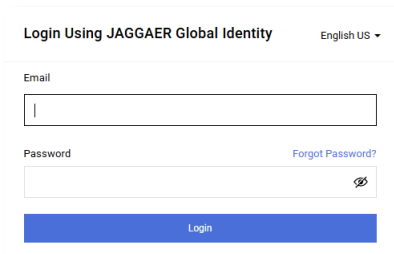


If you are interested in getting your own registration, please ask your contact at Knorr-Bremse for support.

2 Access via personal account (login with email address and password)

2.1 Login screen

Follow the link <https://app11.jaggaer.com/portals/kbrail/> given in the email.
The logon screen will show up:

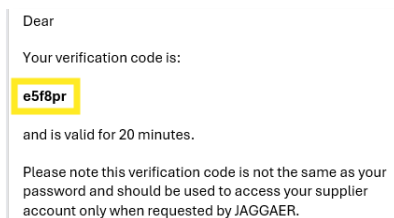


Enter your e-mail address and password to login.
If you have forgotten your password, see [4.1 Forgotten password](#)

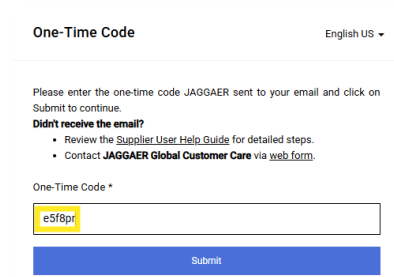
Tip: Since you have an account, the link is always the same and you can save it as a bookmark in your browser!!

2.2 Two factor authentication

The system sends you an “Verification code for supplier authentication” e-mail with a one-time code that is valid for 20 minutes:



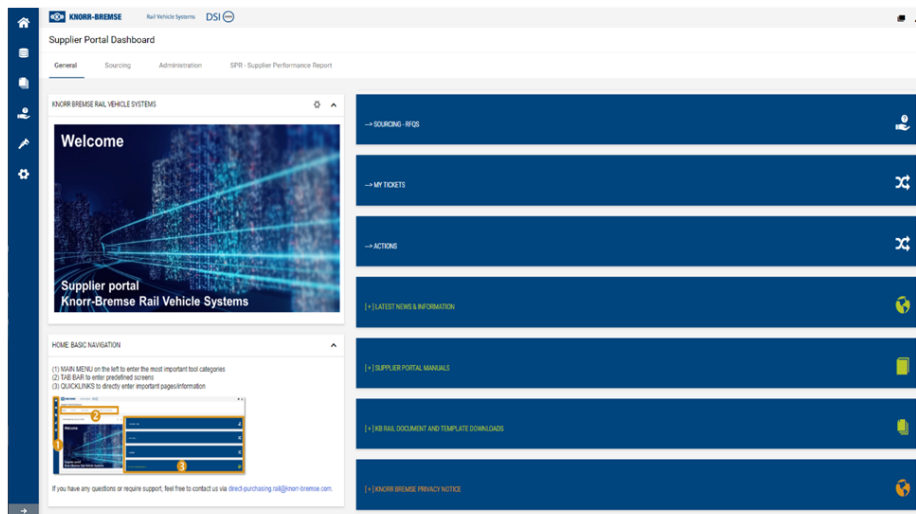
Enter/copy your code into the “One time code” screen and “submit”:



For more information about the JAGGAER two-factor-authentication process please visit the JAGGAER Supplier Guide:





<https://www.jaggaer.com/wp-content/uploads/Impact-for-Suppliers.pdf>

2.3 Home screen



(current look might be slightly different to screenshot, but main logic will remain)

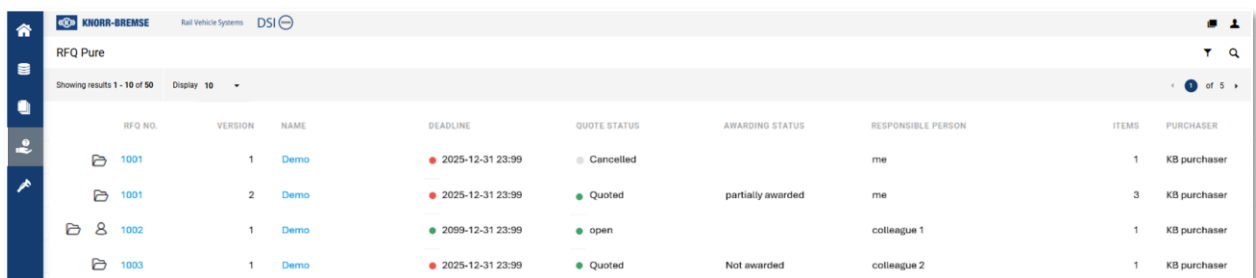
To open RFQs, you have different options:





- (1) Click “Request’s icon  in main menu on the left and then  .
- (2) Click “RFQ-Tendering” Tab **Sourcing** on tab bar and then the blue quick link button  .
- (3) Click “--> SOURCING RFQS”  quick link button on right.


Regardless which option you chose, you will be directed to the RFQ overview screen.

2.4 RFQ overview screen

The RFQ overview screen shows a list of all RFQs sent to your company – sorted descending by deadline.




RFQ NO.	VERSION	NAME	DEADLINE	QUOTE STATUS	AWARDING STATUS	RESPONSIBLE PERSON	ITEMS	PURCHASER
 1001	1	Demo	2025-12-31 23:99	Cancelled		me	1	KB purchaser
 1001	2	Demo	2025-12-31 23:99	Quoted	partially awarded	me	3	KB purchaser
 1002	1	Demo	2099-12-31 23:99	open		colleague 1	1	KB purchaser
 1003	1	Demo	2025-12-31 23:99	Quoted	Not awarded	colleague 2	1	KB purchaser

“Your” RFQs are accessible by clicking the RFQ number, name or the icon  .

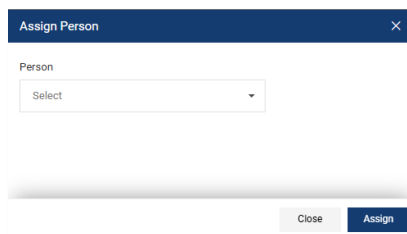
Depending on “DEADLINE”, “QUOTE STATUS” and “RESPONSIBLE PERSON” you may only be able to view the RFQ, but not to edit it.

2.5 Take over / hand over RFQ from/to colleague

To take over / hand over a RFQ click the contact icon  in the Menu column.

A pop up will appear:





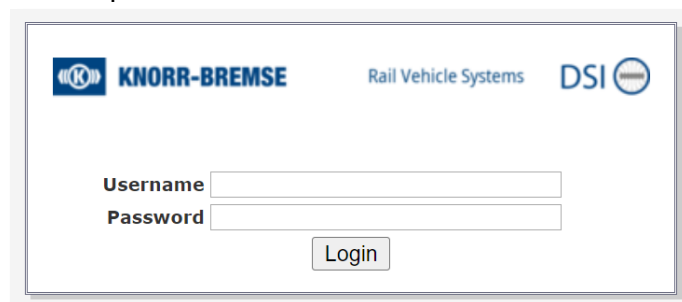
The image shows a dialog box titled "Assign Person" with a close button (X) in the top right corner. Inside the dialog, there is a label "Person" above a drop-down menu with the text "Select" and a downward arrow. At the bottom of the dialog, there are two buttons: "Close" and "Assign".

Via the drop-down field you can switch responsibility from you to colleagues and vice versa:

3 Access via “one-time-account” (login credentials via email)

3.1 Login screen

Follow the link <https://app11.jaggaer.com/login.php?xxxxxxxxxxxxxxxx> given in the email. The logon screen will show up:



The image shows a login screen with the KNORR-BREMSE logo on the left, "Rail Vehicle Systems" in the center, and the DSI logo on the right. Below the logos, there are two input fields: "Username" and "Password". A "Login" button is positioned below the password field.

Enter the username and password given in the email.

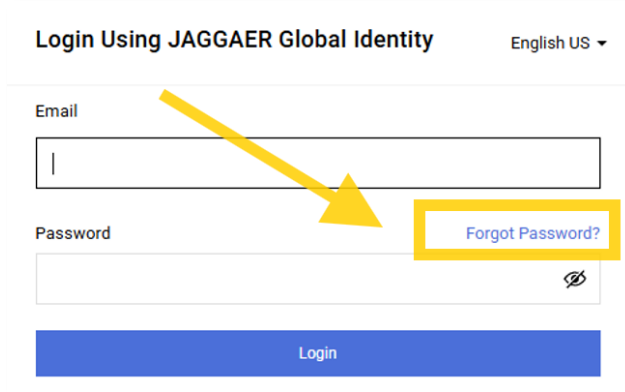
You will directly be forwarded to the RFQ processing screen.

Note: Every RFQ has an individual link, username, and password!
It is only valid for the specific RFQ as long as the RFQ is running.
Please do not delete the email as long as you have not finished your offer.
You don't have access to old or other RFQs of your company.
You can't take over / hand over RFQs from/to other colleagues in case of absence etc.

4 FAQ / Troubleshooting

4.1 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:



English US ▾

Email

Password


[Forgot Password?](#)

Login

Please follow the process given by the system.

4.2 Account blocked

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

 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 JAGGAER-temporary 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.