

INITIAL REGISTRATION IN THE SUPPLIER PORTAL

Quick Guide 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.

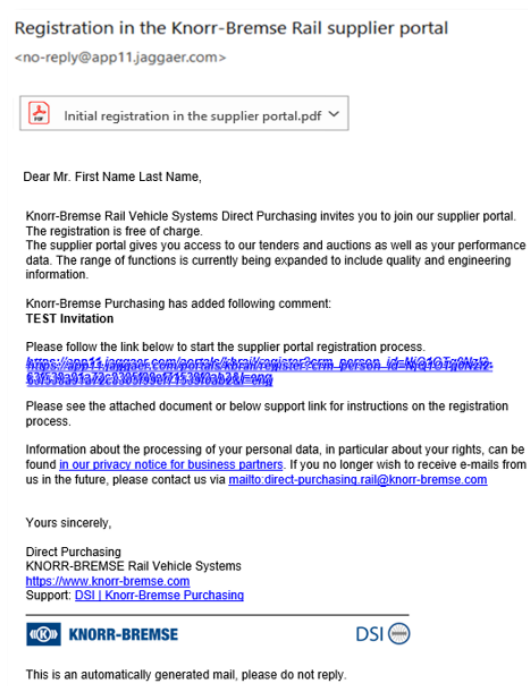
The SUPPLIER PORTAL is/will be the central tool of digital communication at a strategic level, e.g. for:

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

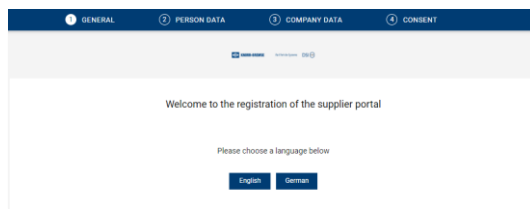
This manual will show you the basics of the registration process and how to administrate your account.

2 Initial Registration Process

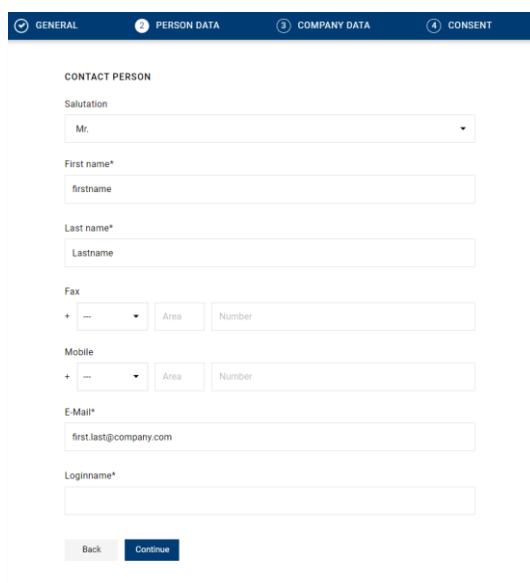
First, you create your account in the SUPPLIER PORTAL. To register, click on the link you received with the invitation email:



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).



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

A screenshot of a web browser showing the "CONTACT PERSON" registration form. The form is titled "CONTACT PERSON" and has a navigation bar at the top with four steps: GENERAL, PERSON DATA (selected), COMPANY DATA, and CONSENT. The form fields are: Salutation (dropdown menu with "Mr." selected), First name* (text input with "firstname" entered), Last name* (text input with "Lastname" entered), Fax (grouped input with area and number fields), Mobile (grouped input with area and number fields), E-Mail* (text input with "first.last@company.com" entered), and Loginname* (text input). At the bottom, there are "Back" and "Continue" buttons.

- **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:



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

The screenshot shows a multi-step registration form. The top navigation bar includes 'GENERAL', 'PERSON DATA', 'COMPANY DATA', and 'CONSENT'. The 'COMPANY DATA' section contains fields for 'Company name*' (with 'DSI TEST 02' entered), 'Company name 2', 'Street*', 'Street-number*', 'Zip code*', and 'City*'. The 'CONSENT' section contains fields for 'Country*', 'Currency*', 'Telephone*' (with 'Area' and 'Number' sub-fields), 'Fax*' (with 'Area' and 'Number' sub-fields), 'E-Mail*' (with 'john.smith@mail.com' entered), and 'Homepage' (with 'Including http://'). 'Back' and 'Continue' buttons are at the bottom.

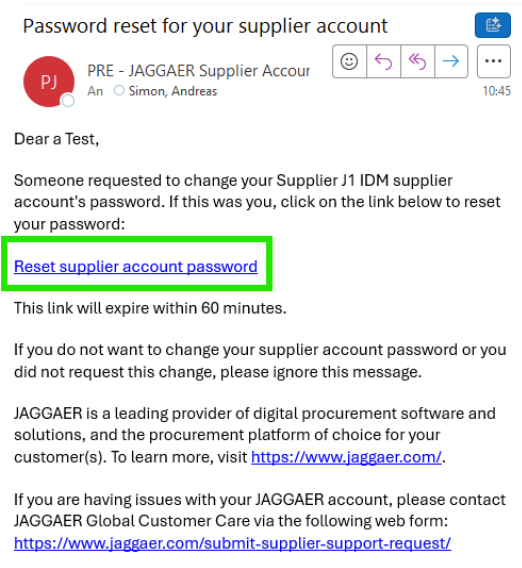
Once you finished all entries and pressed 'Continue' the last step will be following confirmation screen:

The confirmation screen displays the following text: "To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms." Below this is a checked checkbox for "I agree and accept Supplier Access Terms." Another checkbox is for "I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Knorr-Bremse Systeme für Schienenfahrzeuge in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile." "Back" and "Accept and Submit" buttons are at the bottom.

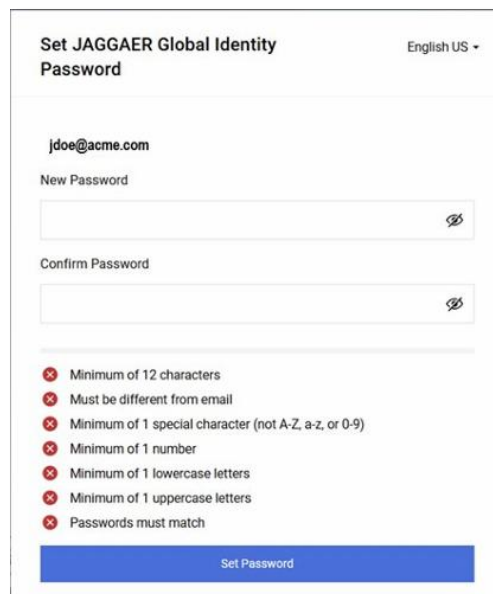
Minimum acceptance required is the first box. When you press 'Accept and Submit' you have finished your initial registration. You will see following screen:

The screen displays "Successful Registration" and the message: "Thank you for your registration. You may now log into the Portal. The password has been sent to your email address." A link "Open Supplier Portal" is provided at the bottom.

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/change your initial password based on the given rules:



Set JAGGAER Global Identity Password English US -

jdoe@acme.com

New Password

Confirm Password

- ✘ Minimum of 12 characters
- ✘ Must be different from email
- ✘ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✘ Minimum of 1 number
- ✘ Minimum of 1 lowercase letters
- ✘ Minimum of 1 uppercase letters
- ✘ Passwords must match

Set Password

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

For more information regarding 2-factor-authentication please refer to the [JAGGAER Supplier manual](#)