

# 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,
Hereby you are invited to register at the KB Supplier Portal powered by JAGGAER.
,,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,,
KB Supplier Portal provides you an access to:
Requests for Quotations from Knorr-Bremse Rail Group
Supplier Performance Data
The registration at the KB Supplier Portal is free of charge.
Enclosed you may find a general registration guideline.
Please register via the following Link:
Registration
Best regards,
Knorr-Bremse Purchasing
This is an automatically generated mail, please do not answer.



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).

	Knorr-Bremse Grou	q
General company da	ıta	More about Knorr-Bremse
Company name*:	Test Demo	http://www.knorr-bremse.de
Company name 2:		Deutsch
Street*:		
Street-number*:		
Zip code*:		
City*:		
Country*:		
Currency*:	💙	
Telephone*:		
Fax:		
Company E-Mail*:		
Homepage:		
	vrtal admin. He/She can add additional people and can responaibilities and company data.	
Salutation*:	Mr. V	
First name*:	First Name	
Last name*:	Last Name	
Department*:	Sales V	
Telephone*:		
Fax:		
E-Mail*:	andreas.simon@knorr-bremse.com	
Loginname*:	firstname.lastname	

- *Note*: Fields marked with \* are mandatory
- Please carefully check your email address!
- You may change your predefined 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:



Otherwise, the registration process will be carried out and a summary screen is shown where can do a final check on the data. You either can confirm or change it.

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 asked to change it. Otherwise, the registration process will be carried out and confirmed as follows:

<b>((K))</b>	Knorr-Bremse Group	
Registration finished successfully.		More about Knorr-Bremse
We thank you for your re	egistration.	http://www.knorr-bremse.de
You may now log into the	the Portal.	Deutsch
Your personal password	i has been	
sent to your email addre	55.	



Once you have finished your initial registration you will immediately receive an email with your initial password:

Registration in the Knorr-Bremse Rail supplier portal
NR no-reply@app11.jaggaer.com
$\blacktriangleright$ Initial registration in the supplier portal.pdf $\searrow$
1.
Thank you for your registration in the Knorr-Bremse Rail supplier portal!
Your Logindata:
Login: tast domo k
Initial-Passwort: AkizanoPierdiotto
Please use the following link to logon: https://app11.jaggaer.com/portals/kbrail/
Please maintain your supplier profile in the supplier portal. We will review your profile and request more information if necessary before you will be added to our supplier pool!
Regards
Knorr Bremse Purchasing
This is an automatically generated mail, please do not answer.

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

(C) KNORR-BREMSE	Rail Vehicle Systems	DSI 🔵				
Username fragmenden 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 r</u>	<u>my password</u>					

In the last step you generate your final personal password:

ol	d password	Ø
Ne	ew password	Ħ
Co	onfirm password	Ø
•	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.

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## 3 Maintenance of Company Data and Company Profile

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

Dashboard - Welcome, First Name Last Name from Test Su hear at been histerid yd. Confine with the registration. [2] at that you create a backup laser for your companys JAGAER account. This add ourcling Administration SPR- Suppler Performance Report Auk, VEHICLE SYSTEMS		
et Mal you cerele a backup user for you companys JADOARF account. This add oursing Administration SPR- Supplier Performance Report ANL VEHICLE DISTEMS		
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ome	(D)	
		د
	→ ACTIONS	د
er portal Bremse Rail Vehicle Systems	(+)LATEST NEWS & INFORMATION	(
IGATION	^ ·	
n the left to enter the most important tool categories ter predefined screens to directly enter important pages/information	[+] SUPPLIER PORTAL MANUALS	
	(+) HE HAL DOCUMENT AND TEMPLATE DOWNLOADS	
estions or require support, feel free to contact us via direct-purchasing rati@inorr	Prime con. (+) Investe Distance Prevacy Notifice	6
	In portal Seemse Rail Vehicle Systems NATION The left be and reporter tool categores are reported acress 8 debt en reporter spectremator	Image: Constraint of the first of the f

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

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

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 3.1 Manage Company Base Data and 3.2 Manage Company Profile for further information.

• 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 4 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 🚹 -> 1	Portal Administration Tab PORTAL ADMINISTRATION
Constant Research Intervence DSO     Suppler Portal Dashboard - Weessage Sam Momis from Nomis & Reas Ltd.   Partner no. 316208     worr nor. Ins. That research Annual Annual Admentisation - we say an annual report	381
	KIORR-BREMSE Rul Vehicle Systems DSI      Supplier Portal Dashboard - Welcome, Sam Nomis from Nomis & Reas Ltd.   Partner no. 316208081
о (+)малля разпис сонысти ···· донат цая то до и ним соныст ····	HOME PAGE RFQ - TENDERING PORTAL ADMINISTRATION SPR - SUPPLIER PERFORMANCE REPORT
(+) MINNER COMPANY BAR SATA	
(*) (2014) standing strandstanding) 	
	MANAGE COMPANY BASE DATA 😽
	MANAGE COMPANY PROFILE
*	(+) SUPPLER MANUAL XOMINISTRATION

#### For the time being:

Check whether mandatory data is missing or incorrect. Otherwise, simply confirm (save) the existing data.

Knorr-Bremse is renewing company data and company profile as part of the "DSI project". This will make your current entries obsolete and new entries will be requested. Therefore, no further maintenance is currently required. Your account will work for Sourcing/Offers – only the new upcoming functions will require the entries.

You will be informed as soon as the new process goes live.

#### 3.1 Manage Company Base Data

The section will be defined once the new process goes live.

#### 3.2 Manage Company Profile

The section will be defined once the new process goes live.

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# 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
^ <b> </b>		
•	[+] MANAGE EXISTING CONTACTS . ****. OO NOT USE TO ARD & NEW CONTACT. ****.	0





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	(IN KNORR-BREMSE	Rail Vehicle Systems	DSI \ominus		<b>.</b> 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

# Contracted and the set of th



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

	(KNORR-BREMSE	Rail Vehicle Systems	Э	<b>e</b> 1
	User data			
	Don't ι	use this button to add n	ew users. See manual.	
	Name	Loginname	E-mail	Menu
	User, Test	test.user	test.user@knorr-bremse.com	
2				
<b>\$</b>				
	L			
→				

#### 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 📔 Save	You are editing Test Contact, N	lew (20240510)	
		First name*	Test	
<u>م</u>		Salutation*	Male O Fermale O Neutral	
~		Title	Country- Area-Code Number	
		Telephone Mobile phone		
<b>Q</b>		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	
			U Human resources	
			IT Logistics	
			Logistics     Management	
			Marketing	
			Production	
			Purchasing	
			Quality	
		Main department	Sales	
		main department		
→				

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



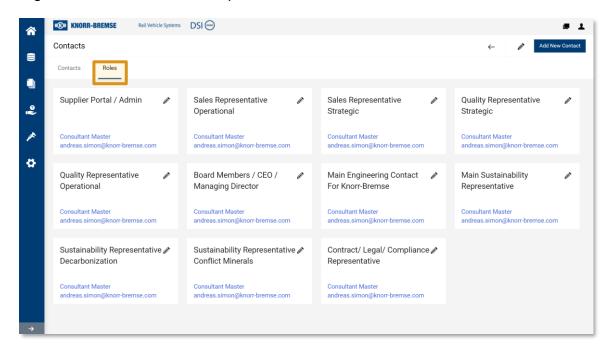


#### 4.2 Role assignment to users

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	Contact person that will be assigned by the tool regarding Supplier Portal administration topics	Yes	Yes
Sales Responsible Strategic	Head of Sales (Key Account contact) responsible for Knorr-Bremse	Yes	No
Sales Responsible Operational	Contact person(s) for receiving RFQs	Yes	Yes
Quality Responsible Strategic	Head of Quality responsible for Knorr-Bremse	Yes	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
Sustainability Representative Conflict Minerals	In case the representative for Conflict Minerals topics differs from the Main Sustainable Representative	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 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 \ominus		
Username Password	ogin			
© 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 my password</u>				

Please follow the process given by the system.

#### 5.2 Account blocked

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

XX 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:

# **(K)** KNORR-BREMSE

- 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.