

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.

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

Please use your existing account.
User name: user.name

Please use the link: <https://kapp11.jaggaer.com/portal/kbrail>

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.

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

Please use following link to open the auction.

Link: <https://app11.jaggaer.com/rfq/index.php?lang=eng&controller=quote&type=rfq&id=999999&cid=9999>

User name: user.name

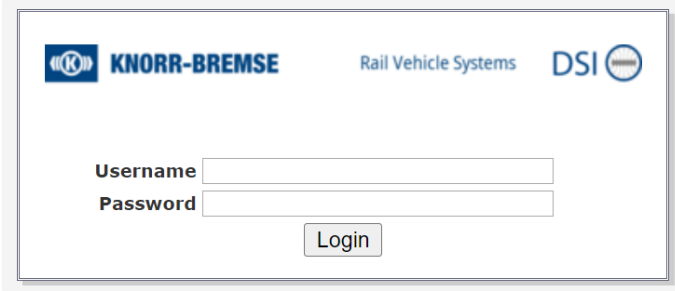
Password: *****

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 username and password)

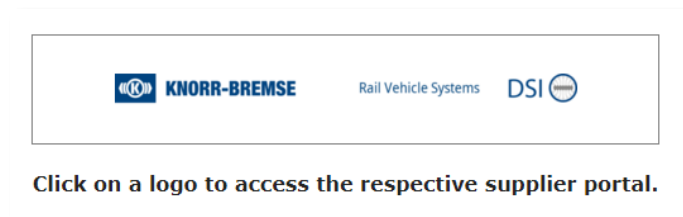
2.1 Login screen

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



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

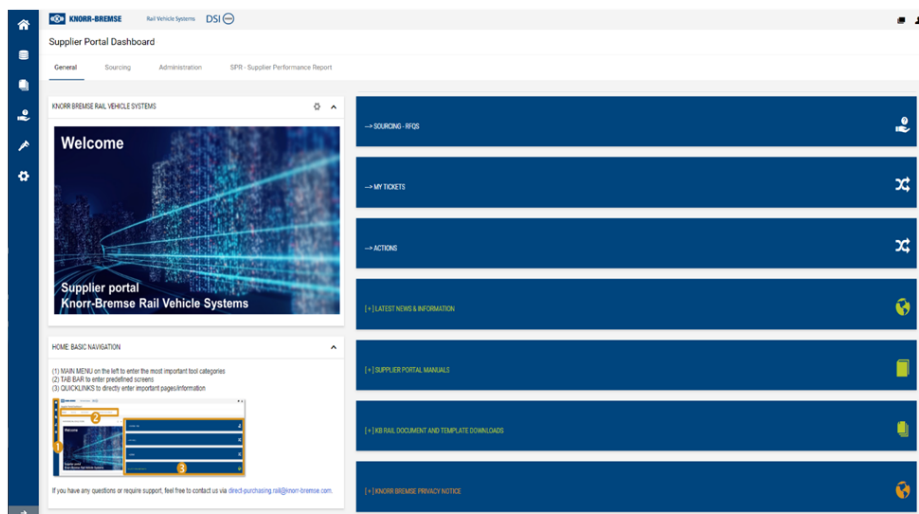
Tip: Since you have an account, the link is always the same and you can save it as a bookmark in your browser!!



Select the Knorr-Bremse logo to access the Supplier Portal.




Note: In case you do have accounts with other customers besides Knorr-Bremse, these customer portal logos will also appear.

2.2 Home screen



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

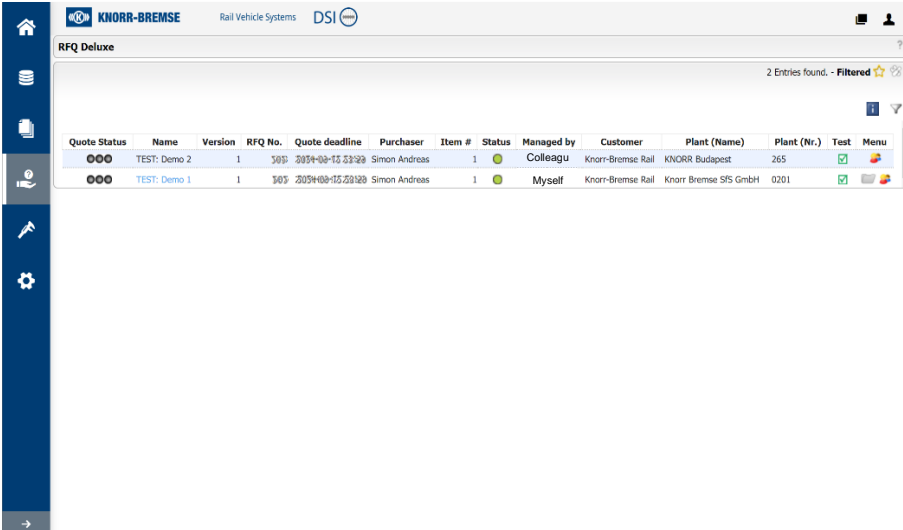
To open RFQs, you have different options:

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

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

2.3 RFQ overview screen


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



Quote Status	Name	Version	RFQ No.	Quote deadline	Purchaser	Item #	Status	Managed by	Customer	Plant (Name)	Plant (Nr.)	Test	Menu
○○○	TEST: Demo 2	1	100	2024-09-15 23:29	Simon Andreas	1	●	Colleague	Knorr-Bremse Rail	KNORR Budapest	265	✓	📄
○○○	TEST: Demo 1	1	100	2024-09-15 23:29	Simon Andreas	1	●	Myself	Knorr-Bremse Rail	Knorr Bremse SFS GmbH	0201	✓	📄

“Your” RFQs are accessible by clicking the RFQ name. Link indicated by blue text color ([TEST: Demo 1](#)). Also, you find your username in the column “Managed by”.

2.4 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:

Refer the RFQ to: ?

Myself

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

Refer the RFQ to: ?

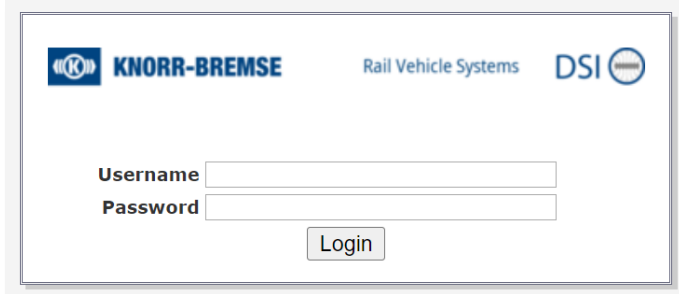
Colleague

Myself

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 screenshot shows a login interface for the KNORR-BREMSE Rail Vehicle Systems. At the top left is the KNORR-BREMSE logo, and at the top right are the text "Rail Vehicle Systems" and the DSI logo. Below the logos 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.

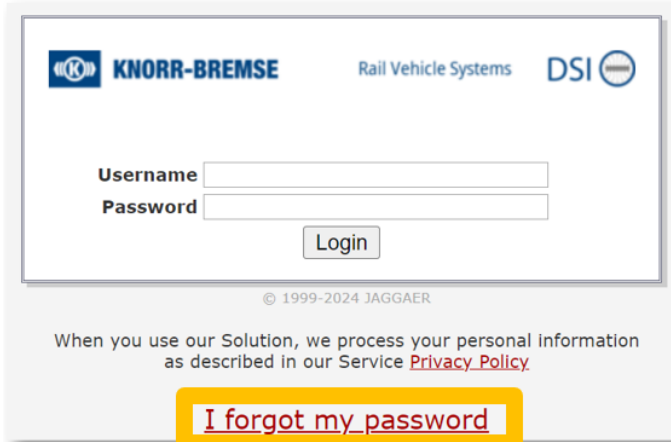
You will directly be forwarded to the RFQ processing screen.

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:




This screenshot is identical to the one above, showing the login form. However, the "I forgot my password" link is highlighted with a yellow rectangular box. Below the login form, there is a copyright notice "© 1999-2024 JAGGAER" and a privacy policy statement: "When you use our Solution, we process your personal information as described in our Service [Privacy Policy](#)."

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.