

# Login & Registration – Supplier portal

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January 2025, version 0.1

Atlas Copco  
Group



# Agenda

1. Supplier Registration
2. Supplier Log in
3. Supplier Profile Registration



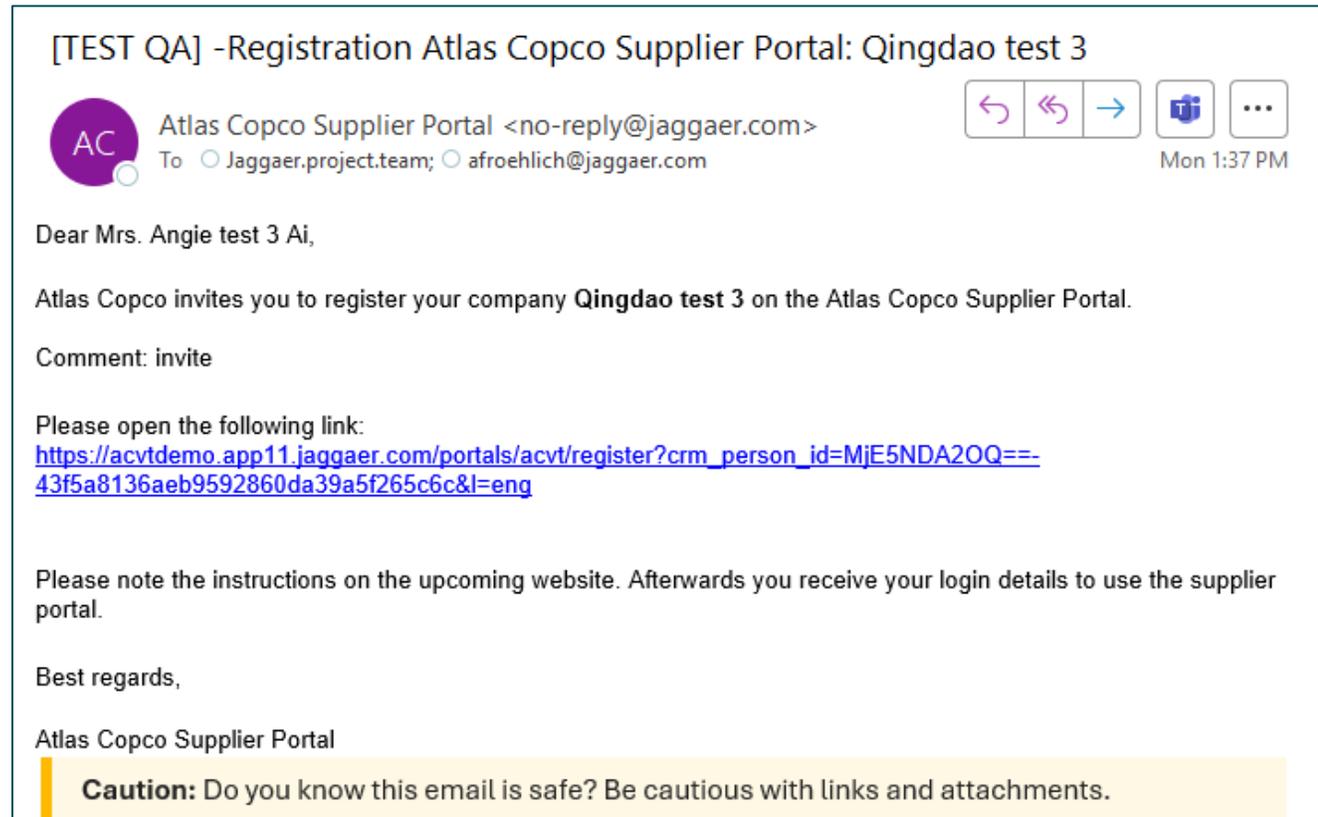
# Registration

# Supplier Registration

## Invitation

- After AC Group user send the invitation, the supplier contact will get an invitation email automatically. The contact will need to follow the steps to finish the registration.

### 1. Click link in the Invitation email

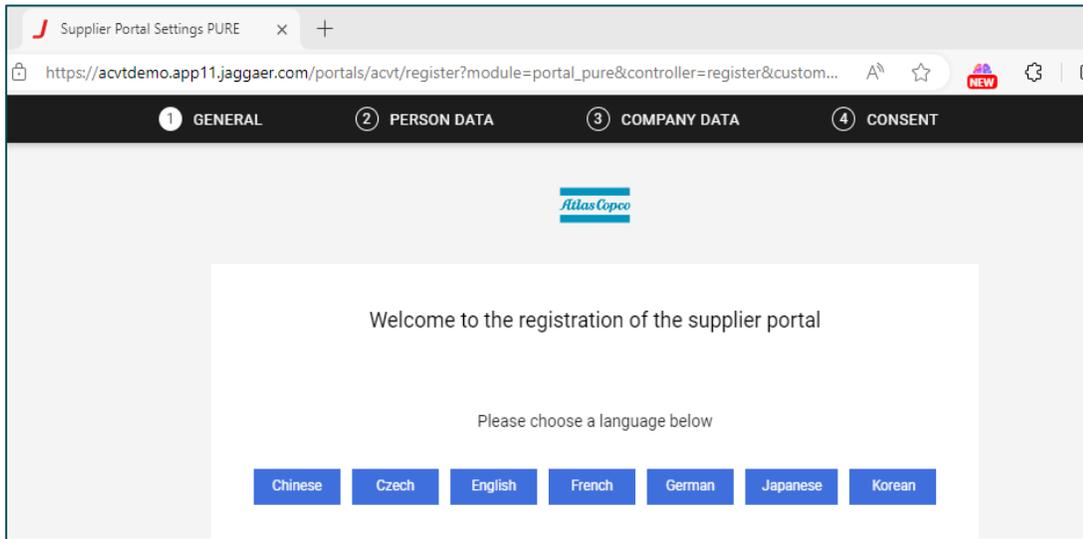


# Supplier Registration

## Basic information setting

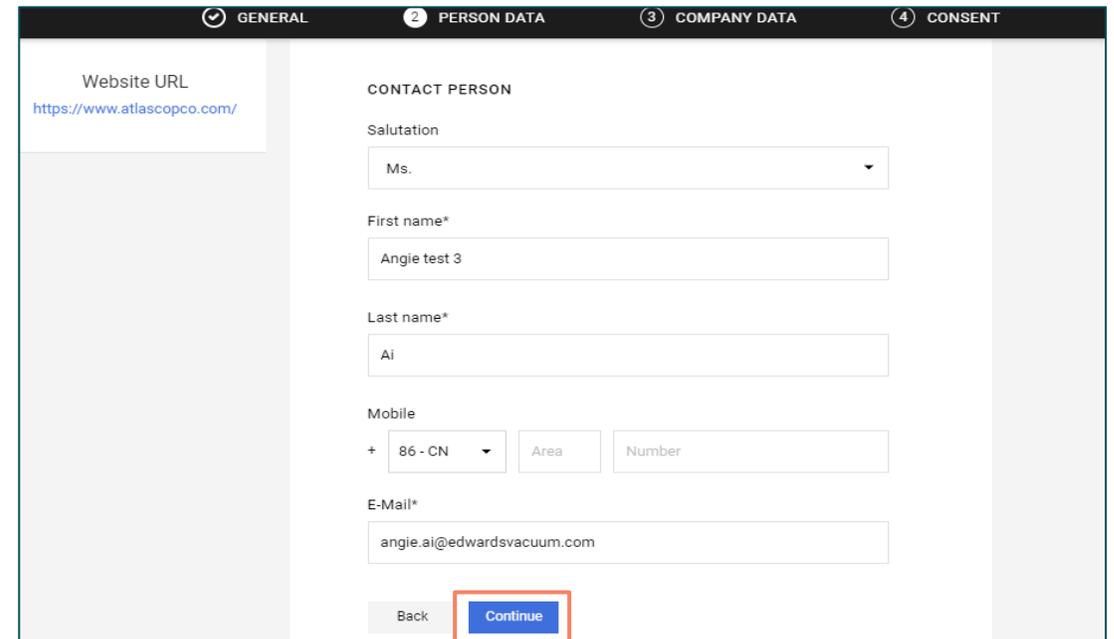
- After AC Group user send the invitation, the supplier contact will get an invitation email automatically. The contact will need to follow the steps to finish the registration.

2. Select a language to continue



The screenshot shows a web browser window with the URL [https://acvtdemo.app11.jaggaer.com/portals/acvt/register?module=portal\\_pure&controller=register&custom...](https://acvtdemo.app11.jaggaer.com/portals/acvt/register?module=portal_pure&controller=register&custom...). The page has a navigation bar with four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. The main content area features the Atlas Copco logo and a welcome message: "Welcome to the registration of the supplier portal". Below this, it says "Please choose a language below" and provides seven buttons for language selection: Chinese, Czech, English, French, German, Japanese, and Korean.

3. Check contact data and click Continue button



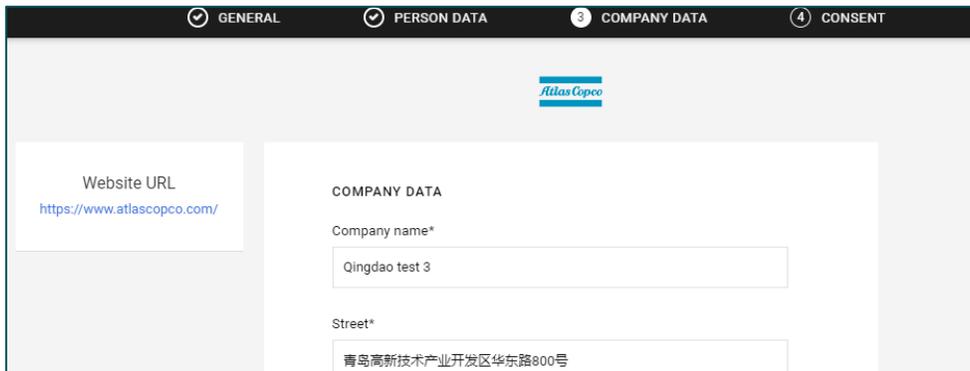
The screenshot shows the "PERSON DATA" step of the registration process. The navigation bar indicates the current step is 2 PERSON DATA, with 1 GENERAL, 3 COMPANY DATA, and 4 CONSENT also visible. The form contains the following fields: "Website URL" (https://www.atlascopco.com/), "CONTACT PERSON" section with "Salutation" (Ms.), "First name\*" (Angie test 3), "Last name\*" (Ai), "Mobile" (Country: +86 - CN, Area, Number), and "E-Mail\*" (angie.ai@edwardsvacuum.com). At the bottom, there are "Back" and "Continue" buttons, with the "Continue" button highlighted by a red box.

# Supplier Registration

## Basic information setting

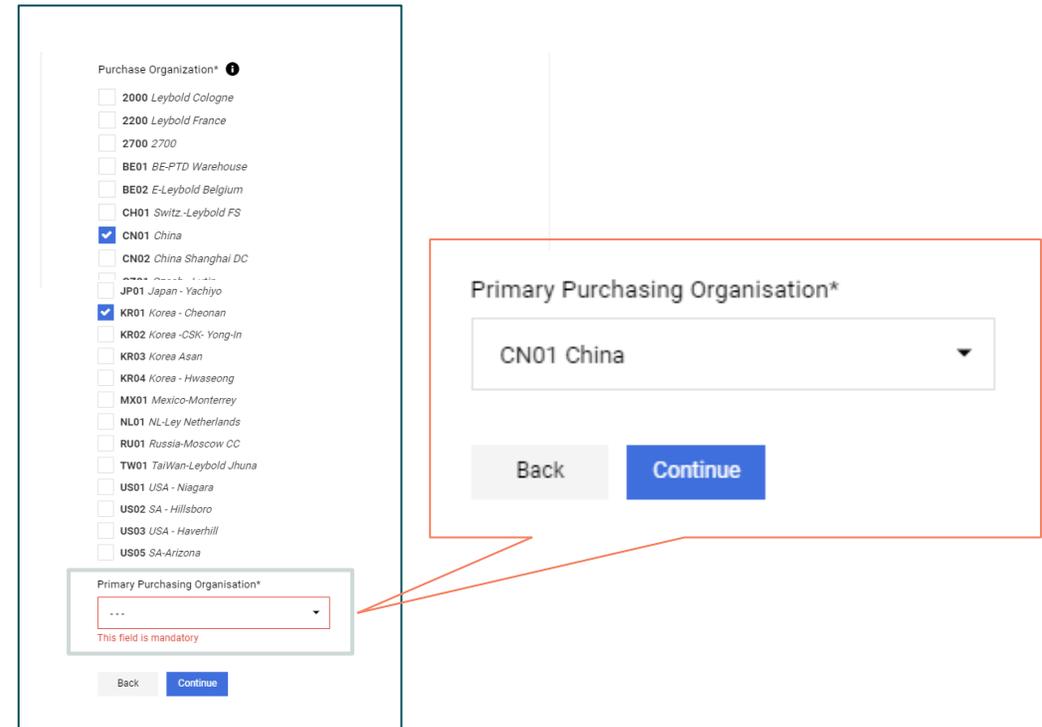
- After AC Group user send the invitation, the supplier contact will get an invitation email automatically. The contact will need to follow the steps to finish the registration.

### 4. Check and complete the supplier company information



The screenshot shows a registration form with a progress bar at the top indicating four steps: GENERAL, PERSON DATA, COMPANY DATA (current), and CONSENT. The 'COMPANY DATA' section includes a 'Website URL' field with the value 'https://www.atlascopco.com/' and a 'COMPANY DATA' section with 'Company name\*' (Qingdao test 3) and 'Street\*' (青岛高新技术产业开发区华东路800号).

### 5. Choose Purchase organization and define a Primary purchasing organization, click on Continue



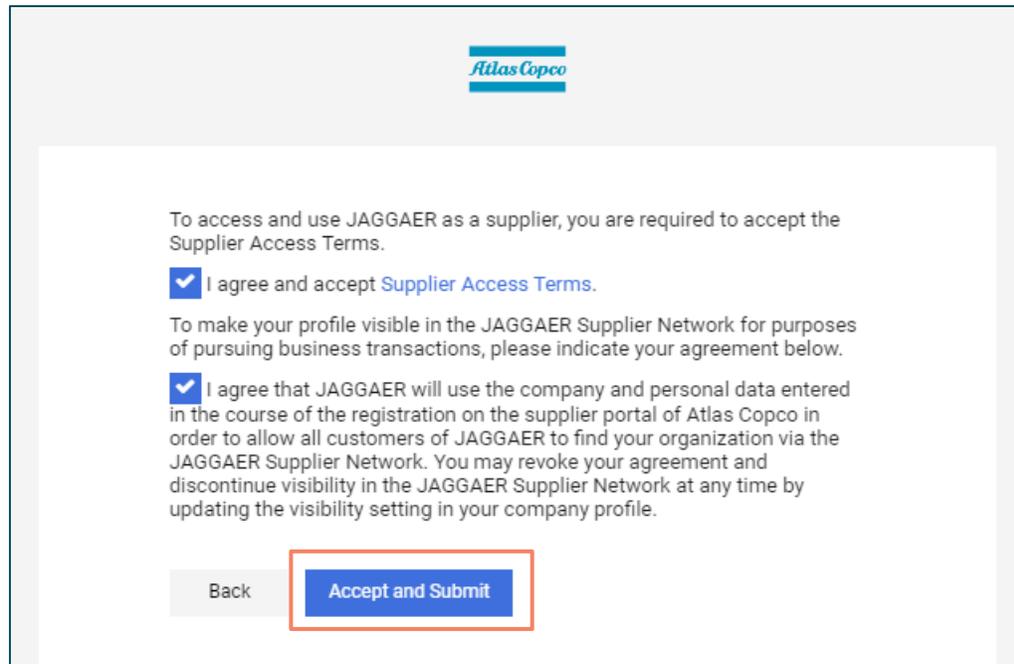
The screenshot shows a list of purchase organizations with checkboxes. The 'CN01 China' and 'KR02 Korea - CSK- Yong-In' options are selected. Below the list is a 'Primary Purchasing Organisation\*' dropdown menu with 'CN01 China' selected. A red box highlights the dropdown menu and the 'Continue' button. A red arrow points from the dropdown menu to the 'Continue' button.

# Supplier Registration

## Basic information setting

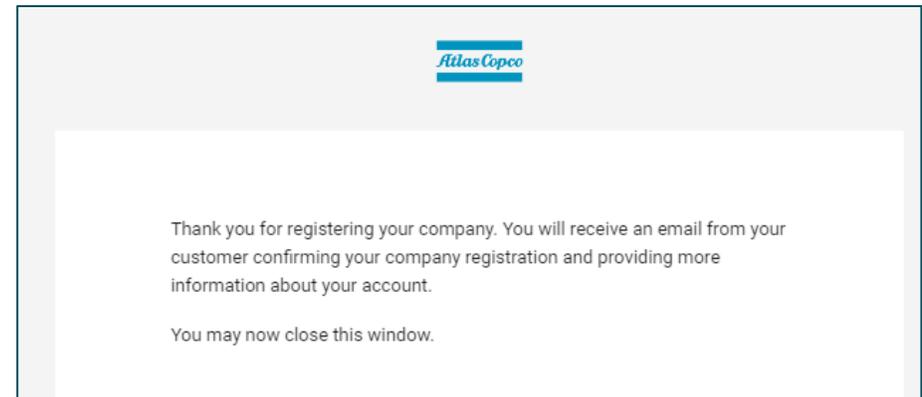
- After AC Group user send the invitation, the supplier contact will get an invitation email automatically. The contact will need to follow the steps to finish the registration.

### 6. Accept and Submit



The screenshot shows the 'Accept and Submit' step of the registration process. At the top, the Atlas Copco logo is displayed. The main content area contains two paragraphs of text, each followed by a checked checkbox and a link to 'Supplier Access Terms'. The first paragraph states that acceptance of the terms is required to use JAGGAER as a supplier. The second paragraph explains that the user's profile will be visible in the JAGGAER Supplier Network and that their data will be used for marketing purposes. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Accept and Submit' button, which is highlighted with a red rectangular border.

### 7. Register success confirmation



The screenshot shows the 'Register success confirmation' step. At the top, the Atlas Copco logo is displayed. The main content area contains two paragraphs of text. The first paragraph thanks the user for registering and informs them that they will receive a confirmation email. The second paragraph states that the user may now close the window.



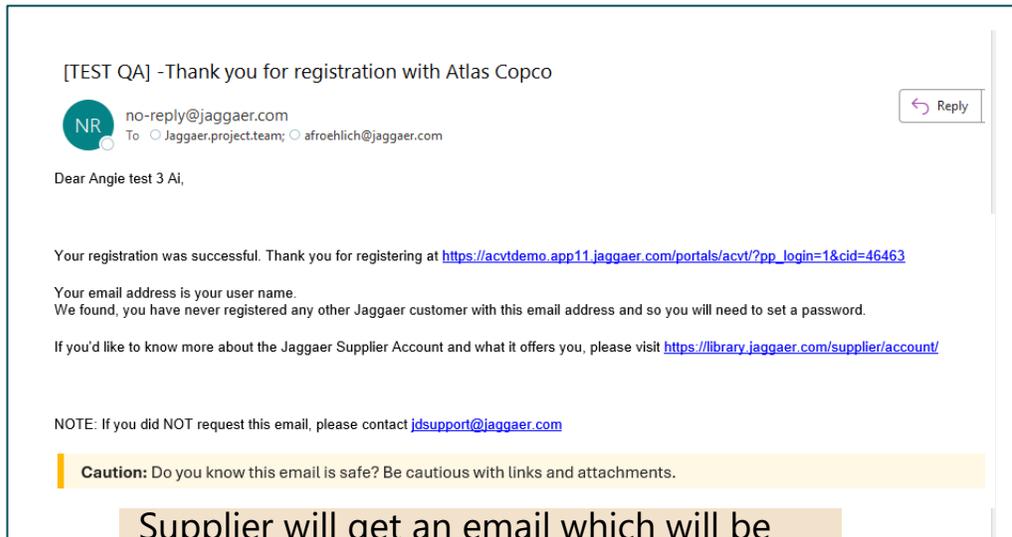
Login

# Supplier Login

## Supplier Setting up password

- After registration, supplier will get another auto email to be asked to set up the password

### 1. Click on the link in the email



Supplier will get an email which will be required to reset the password within 72 hours

### 2. Following the rule and resetting the password

Set JAGGAER Global Identity Password English US

angie.ai@edwardsvacuum.com

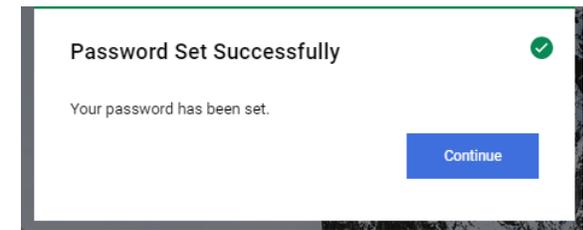
New Password  
.....

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

### 3. Password set successfully

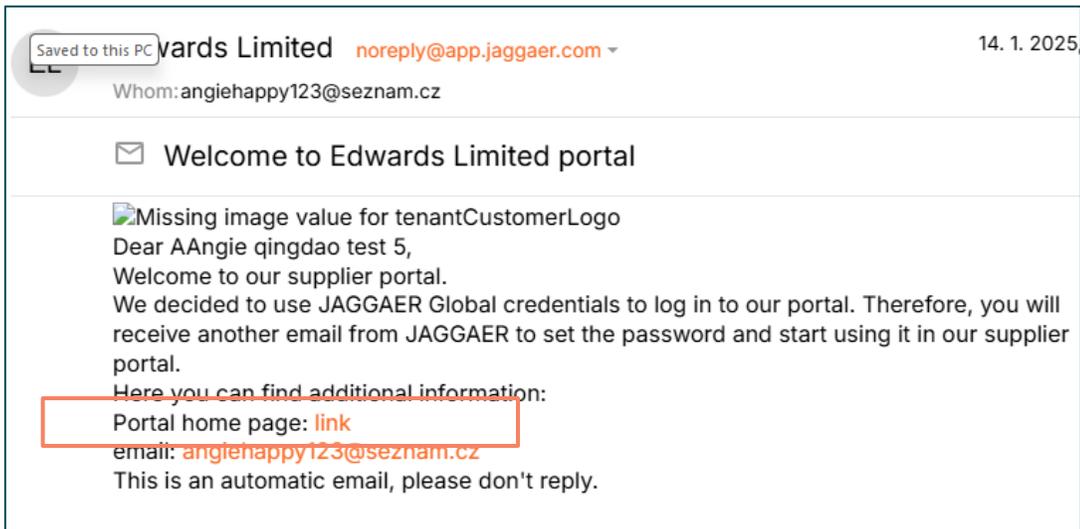


# Supplier Login

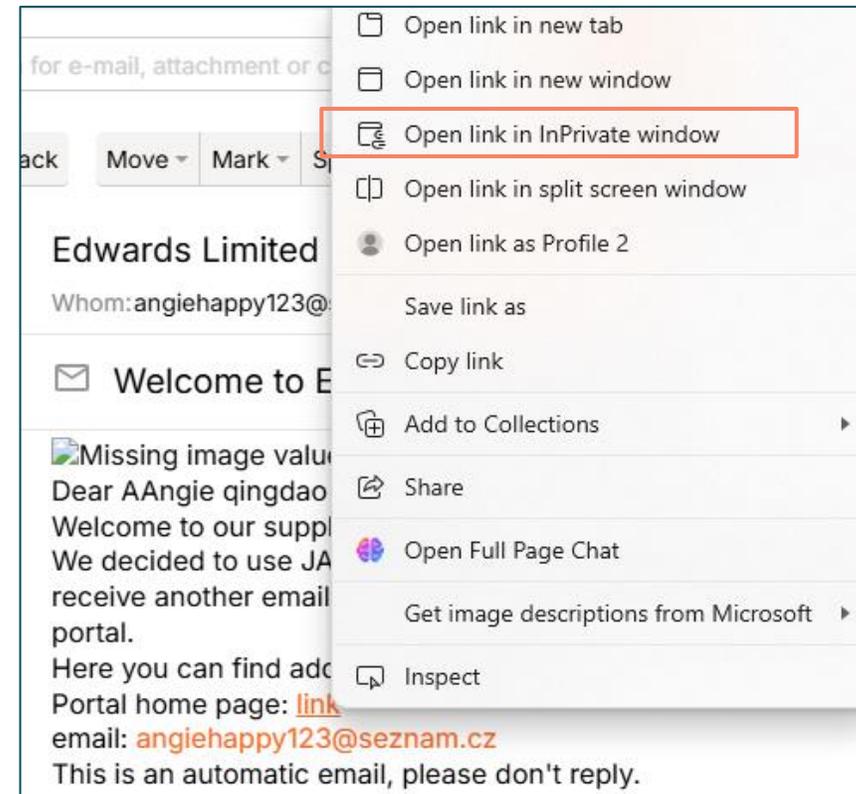
## Login

- After setting up the password, the supplier contact can login with the supplier portal.

1. Use the link on the email "welcome to Edwards Limited portal"



2. Right-click on the link and open the link in InPrivate window



# Supplier Login

## Login

- After setting up the password, the supplier contact can login with the supplier portal.

3. Fill in contact email address and click on Next

Log In English ▾

Atlas Copco Group

Portal Username

angiehappy123@seznam.cz

Next

[Register now](#)

Email address is the username.

4. Input password and click on Login

Login Using JAGGAER Global Identity English US ▾

Email

angiehappy123@seznam.cz

Password [Forgot Password?](#)

.....

Login

# Supplier Login

## Login

- After setting up the password, the supplier contact can continue with login.

5. It requires a one-time code for security:  
Click on send to Email -> click on Login

One-Time Code Delivery Method English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

Send to Email Address on Record

Use a Mobile Authenticator Application

**Login**

Back

6. Copy the one-time code received in the email

Verification code for supplier authentication

PRE - JAGGAER Supplier Accounts <norep...>  
To: Angie Ai  
Mon 11/11/2024 3:54 PM

Dear Angie test 3 Ai,

Your verification code is:

**x363xj**

and is valid for 20 minutes.

Please note this verification code is not the same as your password and should be used to access your supplier account only when requested by JAGGAER.

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

7. Enter the verify code and Submit

One-Time Code English US ▾

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code \*

x363xj

**Submit**

Use Other Authentication Method

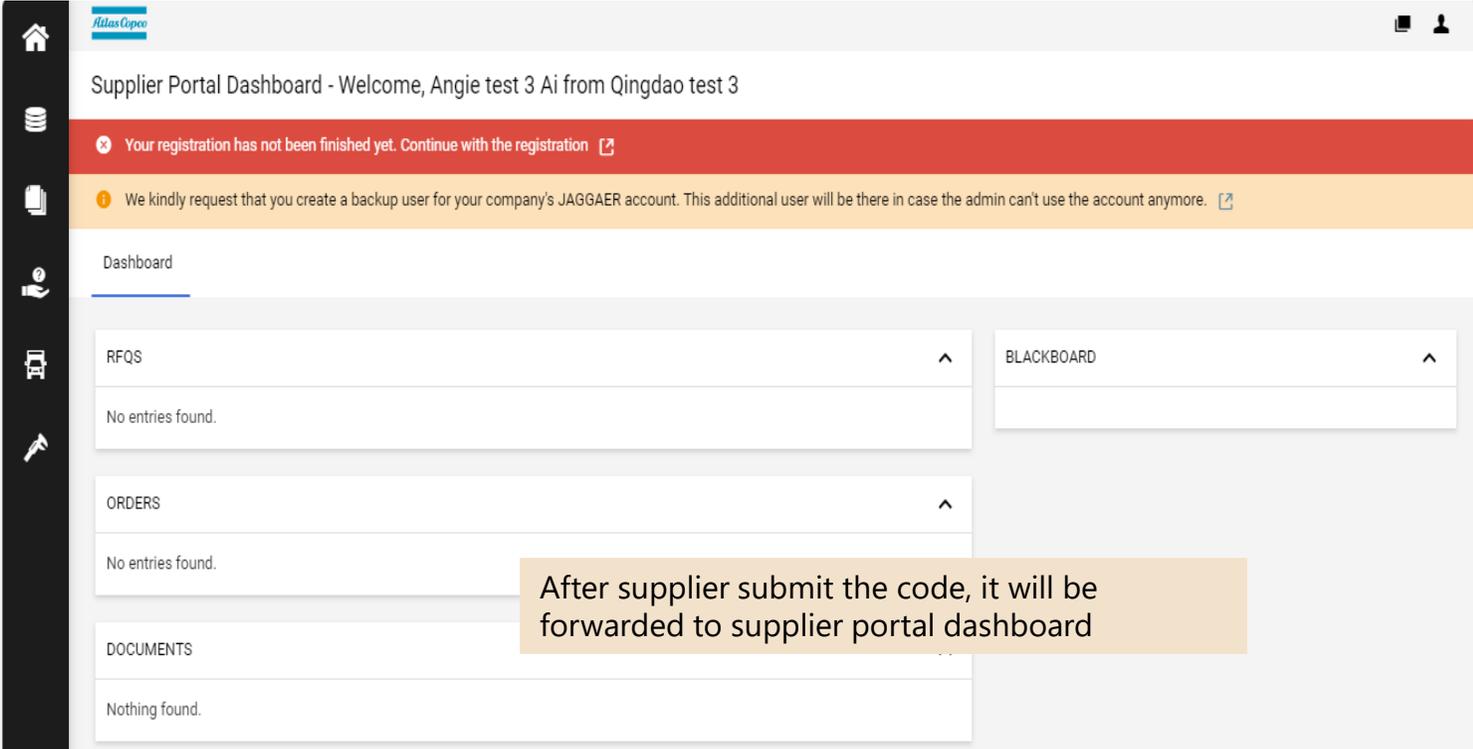
Back to Login

# Supplier Login

## Login

- After setting up the password, the supplier contact can continue with login.

### 8. Land in supplier portal dashboard





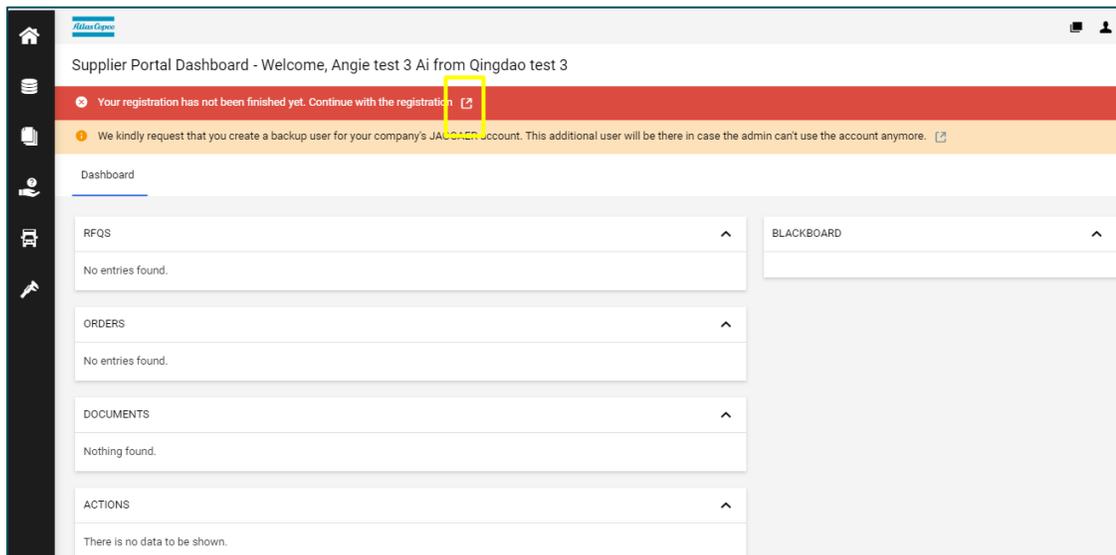
# Supplier profile registration

# Supplier profile registration

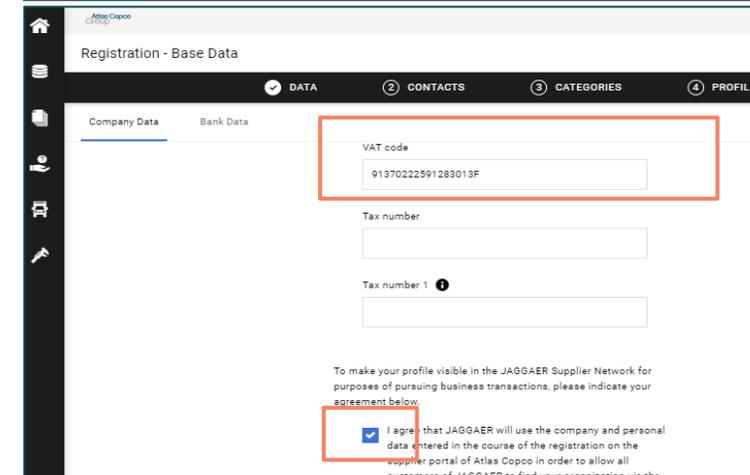
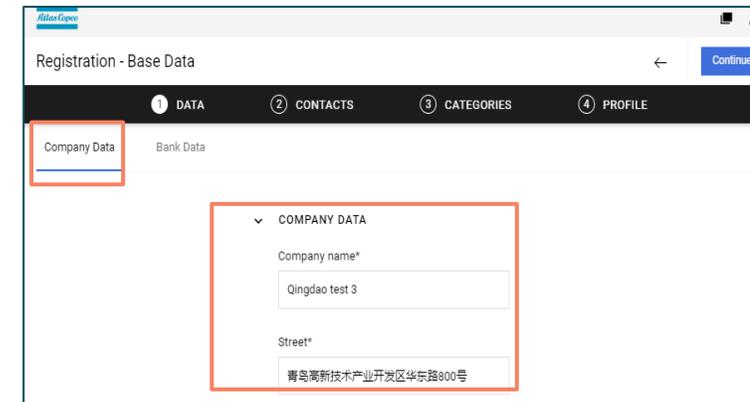
## Supplier register with full information

- After supplier login, the supplier will be required to continue with the registration.

1. Click on the icon  to fill in company profile



2. Double check company information, add VAT code and click on Agree

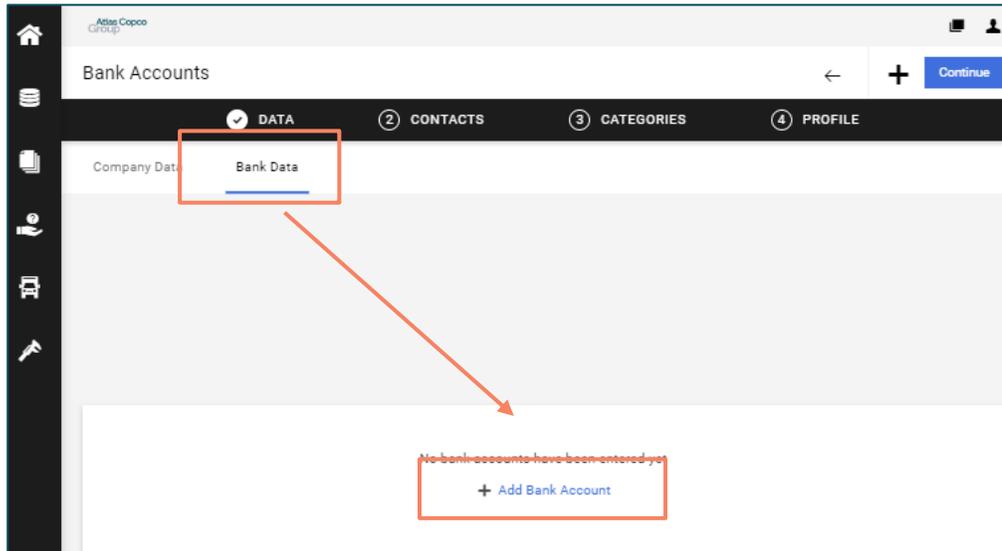


# Supplier profile registration

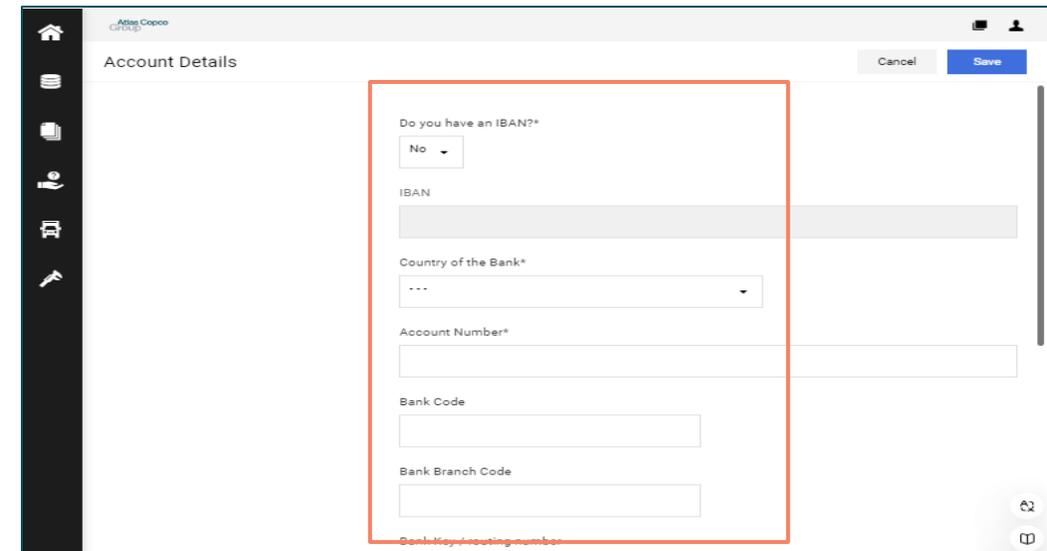
## Supplier register with full information

- After supplier login, the supplier will be required to continue with the registration.

3. Click on Bank Data on the same page to add the bank account



4. Fill in information required



# Supplier profile registration

## Supplier register with full information

- After supplier login, the supplier will be required to continue with the registration.

5. Fill in Account Holder and Financial Institute, then click on Save to continue.

Account Details

Account Holder\*

Qingdao Test

Financial Institute\*

VISA

City of the Bank

Currency

CNY: Chinese Yuan / CNY

SWIFT BIC

Bank Account Files

Drag and Drop files or [Browse](#)

Cancel Save

It's also possible to attach the Bank Account files

6. Active the bank information and be waiting for AC user's approval

Bank Accounts

DATA CONTACTS CATEGORIES PROFILE

Company Data Bank Data

Please activate the toggle of the bank accounts in the list, which you want to share with this customer

Activate	Status	Account Nu...	Account Hol...	Financial Ins...	IBAN	Bank Accou...
<input type="checkbox"/>	INACTIVE	1245646	Qingdao Test	VISA		

Active the bank information triggered a ticket in AC Group user side

<input checked="" type="checkbox"/>	ACTIVE	1245646	Qingdao Test	VISA		
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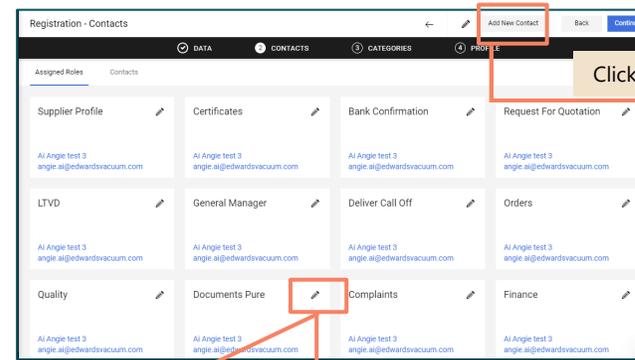
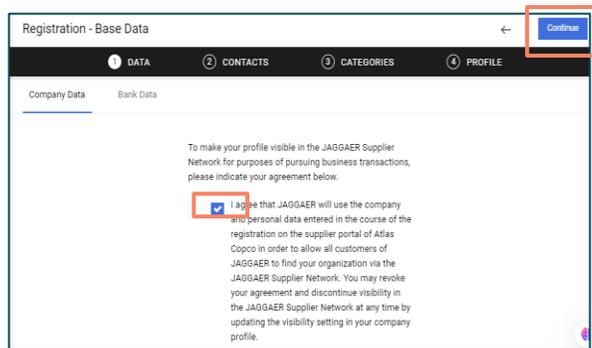
After AC Group user side approve the ticket, it will turn to Active in Supplier portal

# Supplier profile registration

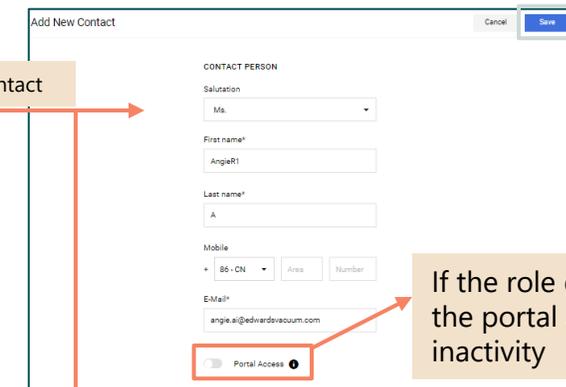
## Supplier register with full information

➤ After supplier login, the supplier will be required to continue with the registration.

7. Back to Company Data page -> Click agree -> Click continue



9. Fill in information required and click on Save

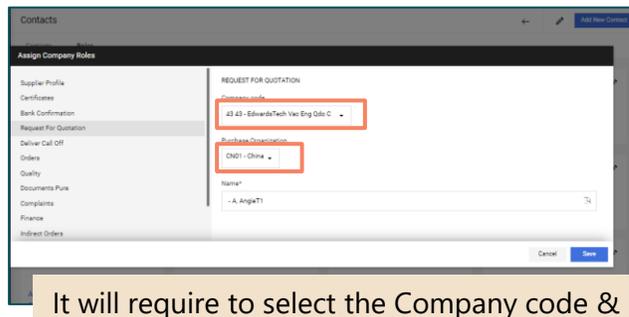


If the role does not require the portal access, leave this inactivity

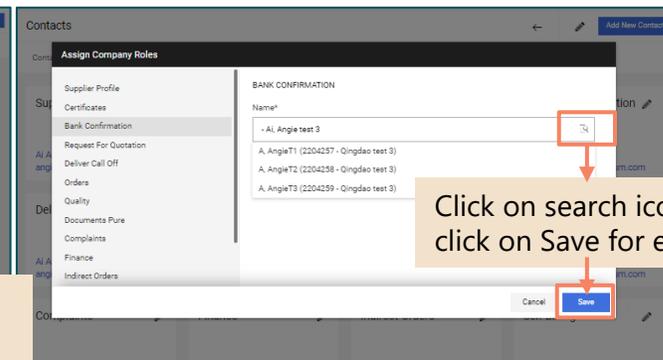
8. Add and Set up the contact for each role

Click on Edit icon

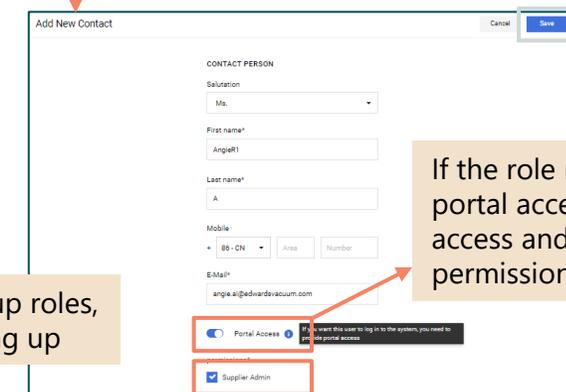
10. Select the contact for each role



It will require to select the Company code & Purchase Organization for Request For Quotation & Orders & Quality



Click on search icon to set up roles, click on Save for each setting up



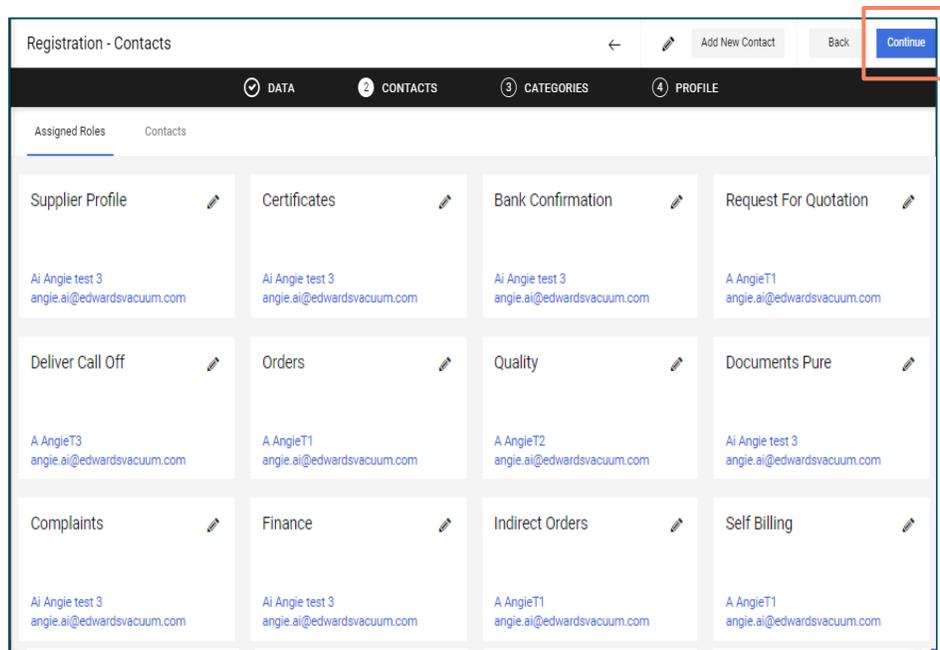
If the role requires the portal access, activity the access and click on Admin permissions(Mandatory)

# Supplier profile registration

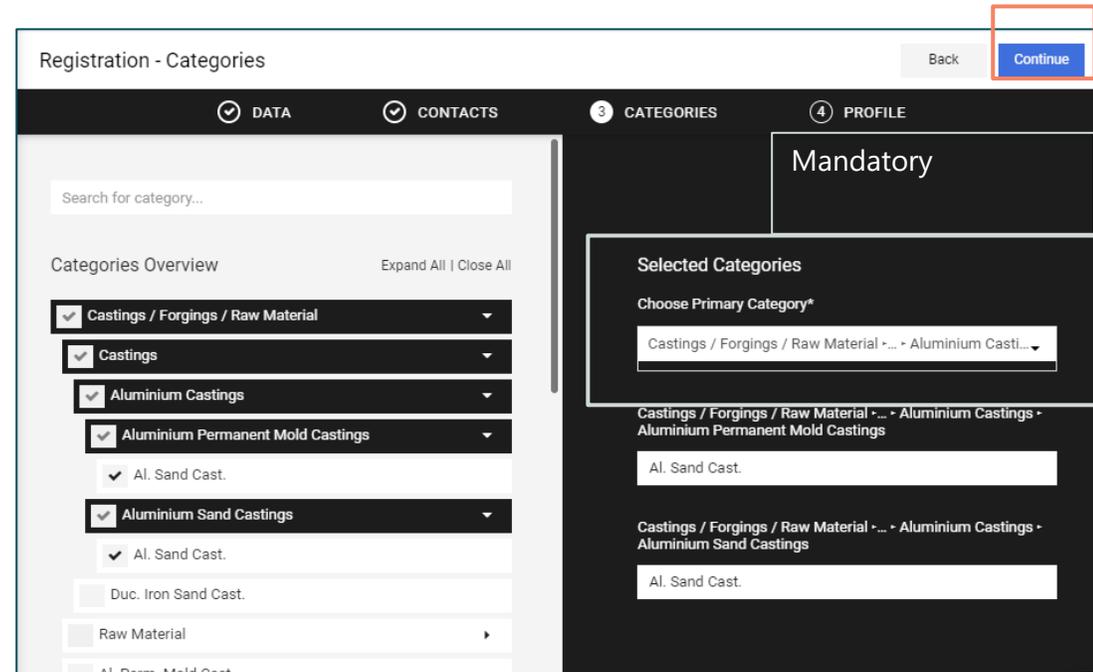
## Supplier register with full information

- After supplier login, the supplier will be required to continue with the registration.

11. After set up for each role -> Click on continue



12. Set up Categories -> Click on continue



# Supplier profile registration

## Supplier register with full information

- After supplier login, the supplier will be required to continue with the registration.

13. Next step is to complete the supplier profile, fill in all mandatory fields required, click on **Save** and **Publish** to publish the profile, click on Ok to confirm

The image shows two screenshots of the 'Registration - Profile' form. The top screenshot shows a red error message: "You did not fill out all mandatory fields, please do so to be able to save the profile." The bottom screenshot shows the form with a green success message: "Please fill in at least all required fields in the first step. On the basis of the required fields, it is decided whether we can consider you as a future supplier. In case of a positive decision you have the possibility to fill in the remaining fields. Mandatory fields filling progress: 100%". The 'Publish' button is highlighted in blue in the bottom screenshot.

You can check for the mandatory items by clicking on Save button. And after all mandatory items be filled in, the Publish button will be activated by click on Save

14. After publish it will be forwarded to the supplier portal dashboard. Supplier will need to be waiting for AC Group purchasing organization's approval

The image shows a screenshot of the 'Supplier Portal Dashboard'. The header says "Supplier Portal Dashboard - Welcome, Angie test 3 Ai from Qingdao test 3". There are two notification banners: a blue one saying "Please fill out remaining profile information" and a yellow one saying "We kindly request that you create a backup user for your company's JAGGAER account...". The dashboard shows sections for "RFQS" and "ORDERS", both with "No entries found." and a "BLACKBOARD" section.

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