

<b>ACPS AUTOMOTIVE</b>	MANUAL JAGGAER_ FOR SUPPLIERS	<b>IDENT-#</b>
<b>MANAGING DIRECTOR CEO</b>		<b>PLM-DOC-NO.</b>
<b>PURCHASING PMT</b>		<b>REVISION: 000</b>

## **CHANGE HISTORY**

<b>INDEX</b>	<b>DATE</b>	<b>CHANGES</b>	<b>CREATED BY BPR/BPM</b>	<b>RELEASED BY BPM/BPO</b>
000	04.10.2024	Initial release	Schrenk, Melanie	Winter, Charlotte

### **IMPORTANT:**

All changes must be coloured in **blue**. Remember to colour all text black before implementing latest changes.

### **1. PURPOSE**

This document describes the procedure for suppliers to register in the ACPS supplier portal and to update supplier master data using this portal. The supplier portal software is JAGGAER.

### **2. LINKED/REFERENCED PROCESSES**

### **3. NORMATIVE REFERENCES & LINKED DOCUMENTS**

### **4. DEFINITIONS & ABBREVIATIONS**

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## 1. What is the ACPS supplier portal?

The ACP supplier portal was launched in October 2024.

The software behind this portal is JAGGAER and includes "software as a service". This means that the software is provided via the Internet and no local installation on end devices is required.

The tool ensures a standardised procedure and correct master data in our system. The information you enter is automatically sent to the correct ACPS contact person.

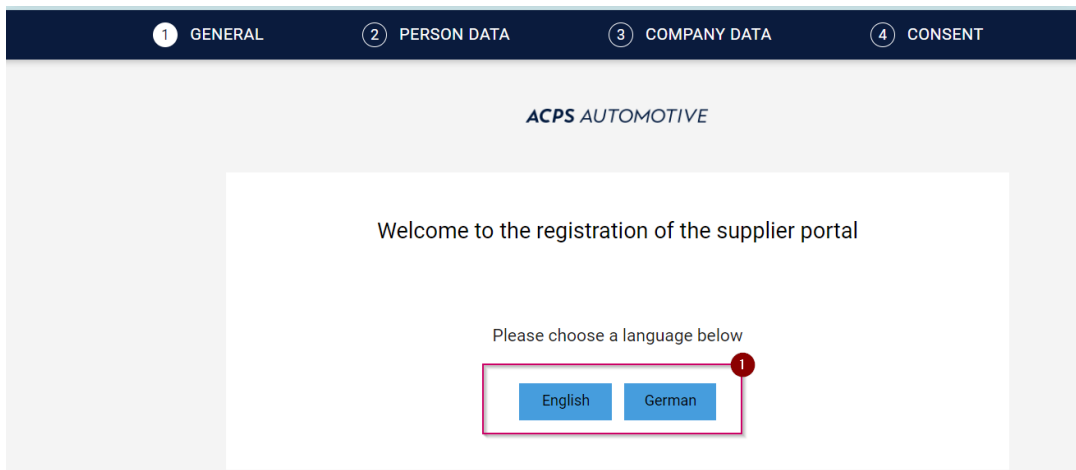
New suppliers can apply to us directly via the portal and maintain their master data. You can also make subsequent adjustments to the master data yourself directly in the portal.

## 2. How can I apply to ACPS as a supplier?

To apply to us as a supplier, you need to register in the portal. You will then receive access to the portal where you can enter your company information. As soon as you have published your small company profile, the responsible ACPS purchaser will be informed of your application.

## 3. How do I get access to the portal / how does registration work?

After clicking on the link [Supplier Portal Settings PURE \(jaggaer.com\)](https://jaggaer.com) the following view opens:



Here you can select whether the portal should be displayed in German or English (1).

The data of the person requesting access to the portal must then be entered:

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CONTACT PERSON

Salutation

Mx.

First name\*

Last name\*

Test

Telephone

+  Area  Number

Mobile

+  Area  Number

E-Mail\*

melanie.schrenk@acps-automotive.com

Loginname\*

Back

Continue

Fields marked with an \* are mandatory fields. It is only possible to continue if all mandatory fields have been completed.

The general company information can then be entered. Please note here:

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COMPANY DATA

Company name\*

Test manual Supplier

Street\*

Street-number\*

Zip code\*

City\*

Country\*

---

Tax number

VAT code

Payment terms\*

Incoterms\*

CONTACT DATA

Telephone\*

+ 49 - DE 11111 111111

E-Mail\*

john.smith@mail.com

Back

Continue

1. Fields marked with an \* are mandatory and must be completed in order to continue with the registration process.
2. As soon as the info button is available for a field, additional information is stored for you. As soon as you click on this info button with the mouse pointer, an info text is displayed.
3. Click on this button to open a drop-down menu. All selection options that are possible in our company are displayed here. Alternatively, you can also enter the information in the free field. The appropriate selection options will then be displayed.
4. Please enter the company's general e-mail address and telephone number. Please do not enter your personal telephone number and e-mail address here.

Once all data has been successfully entered and "Continue" has been selected, the following view opens:

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To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

I agree and accept [Supplier Access Terms](#). 1

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of ACPS Automotive GmbH 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. 2

The terms of use (1) must be accepted for successful registration. Publication of your profile in the JAGGAER Supplier Network (2) is not necessary for an application to the ACPS.

Once you have agreed to the terms of use, the system will create an account for your company. This can be recognised by the following symbol:


**ACPS AUTOMOTIVE**

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

I agree and accept [Supplier Access Terms](#).

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

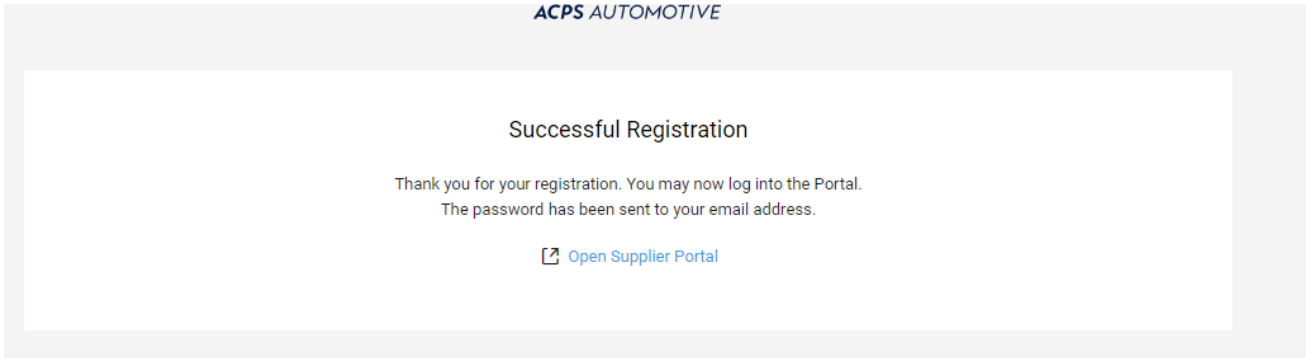
I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of ACPS Automotive GmbH in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.



It may take a few seconds to create an account. Please do not reload the page during this time.

As soon as an account has been created for your company, the information is displayed using the following view:

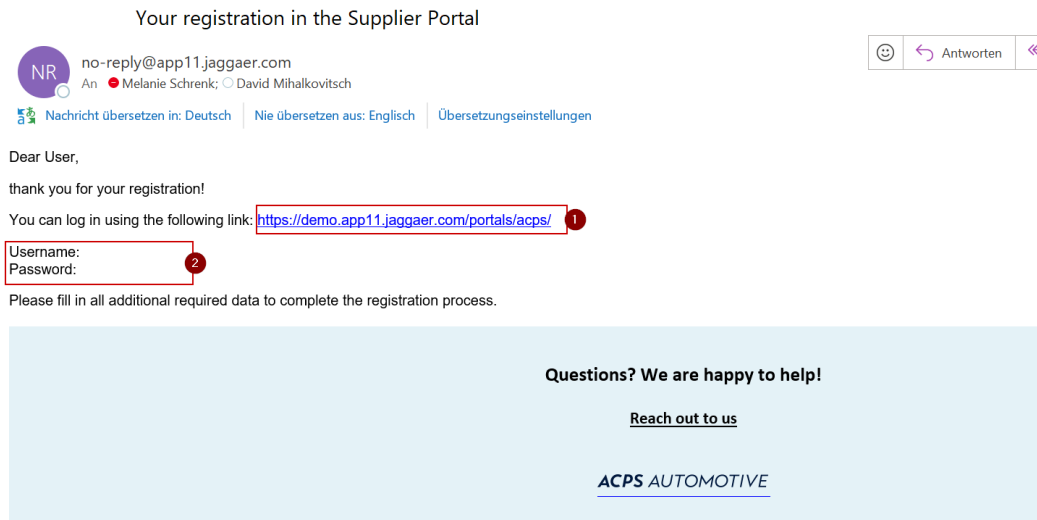
<b>ACPS AUTOMOTIVE</b>	<b>MANUAL JAGGAER_ FOR SUPPLIERS</b>	<b>IDENT-#</b>
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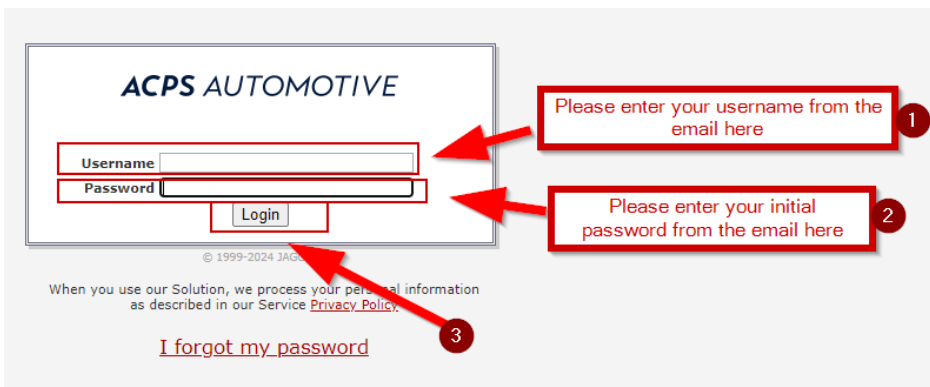
This tab can be closed.

#### 4. How can I log in for the first time?

After successful registration, you will receive an e-mail including a login to the Jagger portal, your self-assigned username (2) and an initial password (2):



Please click on the link to log in and the following view will open:




You can then assign your own password for your portal access.

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## 5. View Homepage

After successfully logging in, you will see the following view:

1. Click on the home button to return to the start page from any view.
2. Click on this button to access your master data (e.g. product groups, contact persons, ...) after successful registration. You will be able to adjust these yourself in future.
3. You can use these buttons to access your RFQ requests and actions (tasks) in future. You will receive separate information as soon as these functions go live.
4. Additional users can be created for your company in the "Administration" area. It is also possible to assign users for the purpose of responsibility per department.
5. At this point it is noted which user is currently logged in.
6. Company to which the user was assigned.
7. If your company registration has not been completed, you will see this banner. You can continue your registration by clicking on  the button.
8. You will find your current RFQs in this box as soon as this function goes live. You will be informed separately as soon as this function goes live.
9. You will find your open tasks in this box in future. You will be informed separately as soon as these functions go live.
10. A ticket is generated to inform the correct ACPS contact person about your registration or an adjustment to your master data. The corresponding tickets can be found in this section.
11. Auxiliary area
12. As soon as your supplier profile has been successfully created, you can jump to it using the box. Your certificates, for example, can be found here. It is possible to customize the data via this jump.
13. General information about our company, which you have previously received by e-mail, will also be available in the "Blackboard" box in future.



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14. In this area you will find, among other things, the general contacts. Click on an e-mail address to create an e-mail.
15. As soon as your supplier profile has been successfully created, you can use this box to jump to your bank details to customize them, for example.
16. You can use this button to jump to your user data, for example, to customize it. It is also possible to change the password by selecting "Change password".

## 6. How do I send my application?

If your registration has not been completed, you will see this banner on the homepage:

The screenshot shows the ACPS AUTOMOTIVE Supplier Portal Dashboard. The header includes the company name and the user's name: "Supplier Portal Dashboard - Welcome, Test Test from Test manual Supplier". A prominent red banner with a close button (X) contains the message: "Your registration has not been finished yet. Continue with the registration". A red arrow points to a button labeled "1" in the banner. Below the banner, an information message (I) states: "We kindly request that you create a backup user for your company's JAGGAER account. This additional user will be there in case". The main content area is titled "General" and contains two sections: "RUNNING RFQS" (with "No entries found.") and "OPEN ACTIONS" (with "There is no data to be shown"). A "HELP" button is visible on the right side.

Click on the button (1) to register:

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ACPS AUTOMOTIVE

Registration - Base Data

← Continue

1 DATA 2 CONTACTS 3 CATEGORIES 4 PROFILE

Company Data Bank Data

COMPANY DATA

Company name\*  
Test manual Supplier

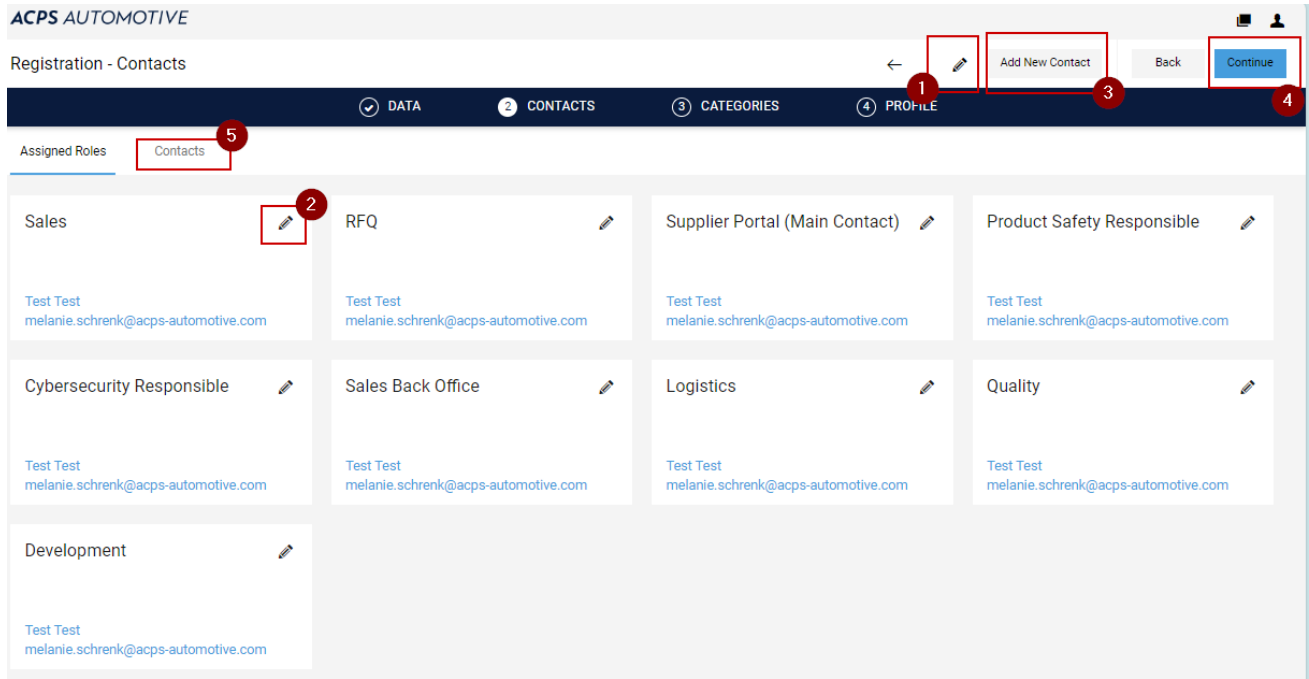
Street\*  
Test

1. The blue bar marks the currently displayed tab. In this example, the company data.
2. These can be added by clicking on the "Bank details" tab. Please note that the bank details are only visible to us once they have been set to "active". Without bank details, it is not possible to publish your profile and thus apply for a job with us.
3. The number of the currently displayed view is highlighted in white. It is only possible to jump to the next view using the "Continue" button. You can only use this once all mandatory fields have been completed.
4. Views that are not displayed are highlighted in blue.
5. Mandatory fields are marked with an asterisk.
6. The data that you filled in during registration is already stored. A correction is possible.

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## 6.1. Contacts

The individual roles can be found in the "Contacts" view. The login user is stored here by default:



1. All roles can be edited by clicking on this pencil. For example, it is possible to add another contact to a specific role or change the current responsibility.
2. The selected role can be edited by clicking on this pencil. For example, you can add another contact to this role or change the current responsibility.
3. A contact must be created before it can be added to a role. This is possible using this button.
4. As soon as the corresponding contacts have been assigned to all roles, confirm with "Continue".

## 6.2. Categories

In this tab, you can select the categories which you can deliver. You can also select which is your main category. The categories that are stored in our system are available for selection.

## 6.3. Profile

In this section you will be asked for all the information we need from you to decide on your application.

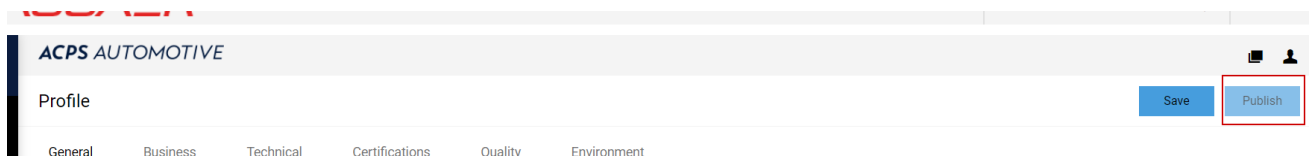
You will receive different questions depending on whether you are supplying production material or non-production material. Your previous selection of the product group serves as an aid here. If you are supplying both, please select "Production material".

The mandatory fields are also marked with an \*.

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## 7. When will ACPS receive my application and who will receive it?

As soon as you have completed all the registration questions (data, contacts, product groups and profile), you can make your profile visible to the ACPS by clicking on the "Publish" button:



The buyer assigned to your main product group will be informed of your registration by ticket and e-mail.

## 8. How do I find out whether I am still in the application process?

As soon as the responsible purchaser has processed your registration ticket, you will receive an e-mail informing you of this:

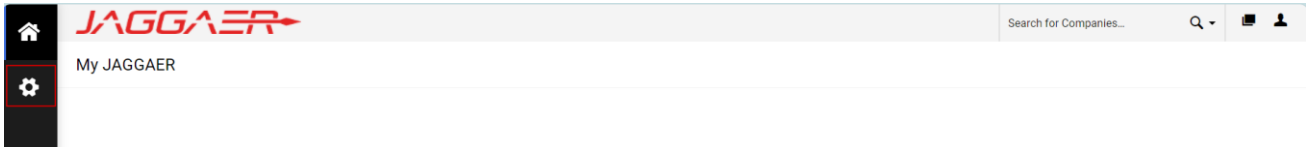
- Whether your application has been rejected. In this case, you will also be given a reason
- Whether your application is of interest to us. In this context, we need further information from you. Again, this must be completed using the portal. The same applies here: as soon as you have filled in all the mandatory fields, you can click on "Publish". This triggers an e-mail to the responsible purchaser.

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## 9. How do I log in to the tool?

You can log in to the tool again at any time. This is possible via the link in the login. To do this, you must enter your username and password when logging in.

You will then be taken to the following view:

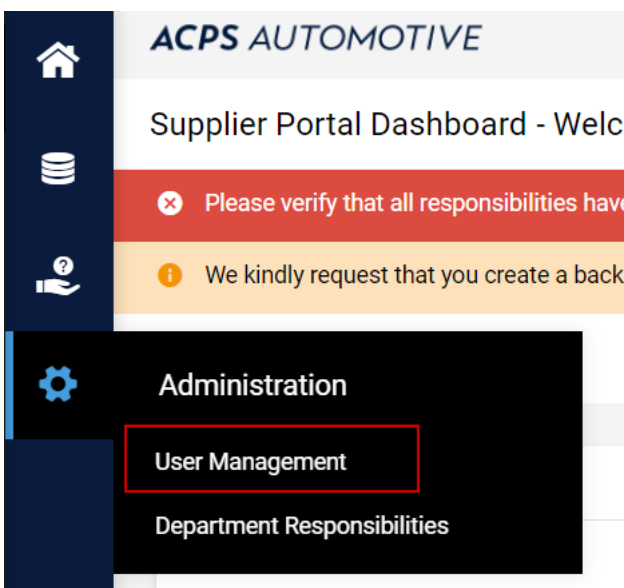


You can jump to the ACPS supplier portal by clicking on the "Administration" area (1):



## 10. How can I independently create an account for other people in my company in the portal?

This is possible as an admin in the supplier portal via the "Administration" area:



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Then select "Add user":

**ACPS AUTOMOTIVE**

**User data**

[+ ADD user](#)

Name	Loginname	E-mail
Flipper, Flosse	Flosse1	melanie.schrenk@acps-automotive.com

## 11. Delete user in the portal / change user data / reset password

As an admin, you can independently change user data (e.g. surname), delete users from the portal or reset their password.

This is possible in the supplier portal via the "Administration" area:

**ACPS AUTOMOTIVE**

Supplier Portal Dashboard - Welc

Please verify that all responsibilities have

We kindly request that you create a back

**Administration**

**User Management**

Department Responsibilities

Then select the corresponding button for the user:

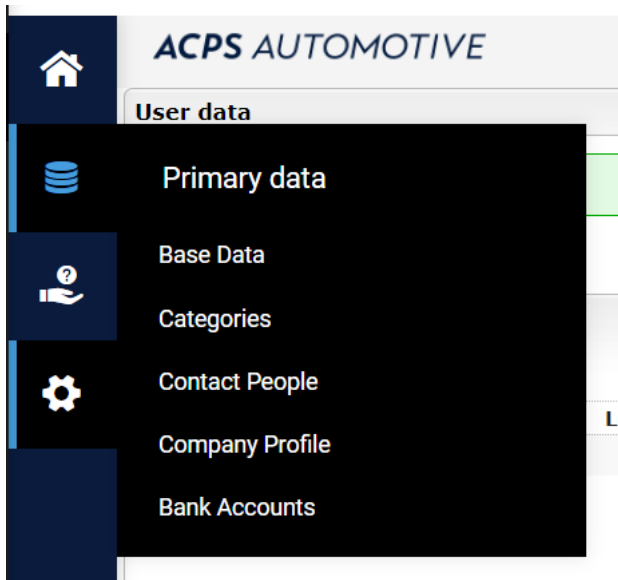
Name	Loginname	E-mail	Menu
Test, Test	Flosse1	melanie.schrenk@acps-automotive.com	

1. Change user data
2. Delete user
3. Reset password

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## 12. How can I update / change my master data?

Master data can be changed via the "Master data" area after successful registration:



### 12.1. What changes does the tool inform the responsible ACPS employee about?

- Change to the basic data
- Changes to the product groups
- Changes to the bank accounts

### 12.2. For which changes does the tool not inform the responsible ACPS employee?

- Changes to the contact persons
- Changes to the company profile

In this case, please contact your responsible contact person.

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## 13. Support / What if I have questions?

### 13.1. Technical questions

The following button can be found in every system mail:

ACPS Demo: Your registration in the Supplier Portal



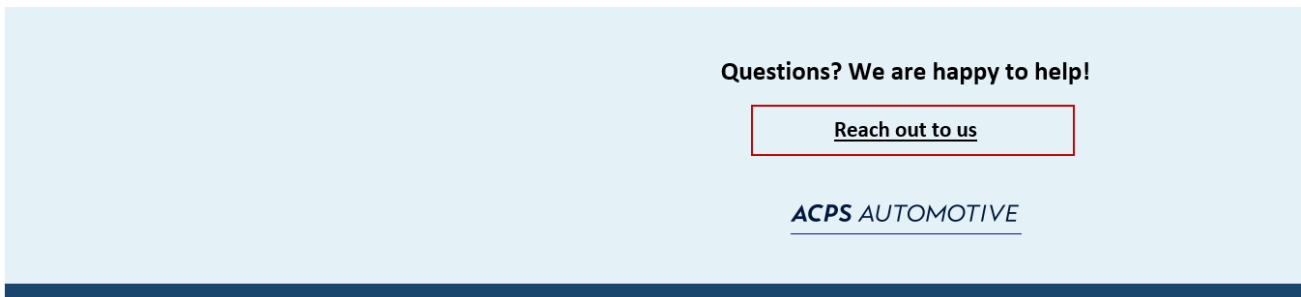
Dear User,

thank you for your registration!

You can log in using the following link: <https://demo.app11.jaggaer.com/portals/acps/>

Username: Testmanual  
 Password: f14aKn3!3\_!gaudi#

Please fill in all additional required data to complete the registration process.



Click on it to open an e-mail with the following e-mail address: [Info.ePros@acps-automotive.com](mailto:Info.ePros@acps-automotive.com)

If you have any technical questions that have not been answered with the help of this manual, you are welcome to send them to us by e-mail.

### 13.2. Technical questions

If you have any technical questions (e.g. regarding product groups, certificates, etc.), please get in touch with your responsible ACPS contact. If you do not know this contact, you can also send your enquiry by email to [Info.ePros@acps-automotive.com](mailto:Info.ePros@acps-automotive.com).

The following button can be found in every system mail:



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ACPS Demo: Your registration in the Supplier Portal



no-reply@app11.jaggaer.com  
An ● Melanie Schrenk; ○ David Mihalkovitsch



[Nachricht übersetzen in: Deutsch](#) | [Nie übersetzen aus: Englisch](#) | [Übersetzungseinstellungen](#)

Dear User,

thank you for your registration!

You can log in using the following link: <https://demo.app11.jaggaer.com/portals/acps/>

Username: Testmanual

Password: f14aKn3!3\_!gaudi#

Please fill in all additional required data to complete the registration process.

**Questions? We are happy to help!**

[Reach out to us](#)

ACPS AUTOMOTIVE

Click on it to open an e-mail with the e-mail address [Info.ePros@acps-automotive.com](mailto:Info.ePros@acps-automotive.com)