



Supplier Registration Process PURE PORTAL

TECHNICAL SUPPORT

For questions regarding the supplier portal and the registration process in general, contact your contact person within ANDRITZ.

In case technical problems arise, contact our provider JAGGAER:

jdsupport@jaggaer.com

NA & SA +1-800-233-1121 OR +1-248-434-1268

Europe & Africa +43-1-80 410 50

Asia & Australia +65-656 280 60

INITIAL REGISTER ON THE ANDRITZ SUPPLIER PORTAL

The registration is a two step process.

1. Company registration on the portal [create account and user]
2. Supplier self assessment

1 COMPANY REGISTRATION:

1. Open the email invitation 'Registration ANDRITZ Supplier Collaboration Platform'. Read the instructions and click on the link to start the supplier self assessment.

The screenshot shows an email invitation with the following content:

To: [Redacted]
Cc: [Redacted]

External Supplier registration process_04.12.2015_V4.pdf
449 KB

Dear Ms. [Redacted],

To build and enforce a cooperative and sustainable business relationship, ANDRITZ hereby invites you to join the ANDRITZ Supplier Portal.

YOUR COOPERATION IS HIGHLY APPRECIATED.

Completion of the boarding process, providing correct and complete information, and legally binding signing the ANDRITZ Supplier Code of Conduct and Ethics are the minimum requirements for a business relationship with ANDRITZ, in addition to quality aspects, delivery performance, and similar criteria.
In addition, please be aware that the data you provide will also be considered in an annual Supplier Rating process.
If you do not complete the boarding procedure by providing data of the quality requested, ANDRITZ will be obliged to rethink the business relationship with your company.

The boarding process performs in two steps:

1st step: registration: complete basic data to receive user account and password
2nd step: boarding: complete ANDRITZ specific supplier questionnaires

Please follow the instructions on the link below:

https://demo.app11.jaggaer.com/portals/andritz/register?cm_person_id=MTM4ODUwNw==&lang=en

Afterwards you will get your login data to use the portal. Please read the attached manual before you start the registration.
For SRM user manuals and video documentation please review [ANDRITZ Supplier helpsite](#), for any technical questions please contact Poc find at [Poc4Tool homepage](#).

Kind regards,
ANDRITZ procurement

This is an automatically generated mail, please don't answer



2. Select a language


The screenshot shows the registration process for the Supplier Collaboration Platform. At the top, there is a progress bar with four steps: 1. GENERAL, 2. PERSONAL DATA, 3. COMPANY DATA, and 4. CONSENT. The ANDRITZ logo is prominently displayed. Below the logo, the text reads "Welcome to the Supplier Collaboration Platform Registration". There is a toggle switch for "Already Jaggaer Direct supplier" which is currently turned off. Below this, the instruction "Please choose a language below" is followed by a row of six buttons: Chinese, English, Spanish, French, German, and Portuguese. The "English" button is highlighted with a yellow border.

3. Complete the personal data and click 'Continue'

The screenshot displays the "CONTACT PERSON" form. It includes the following fields: "Salutation*" with a dropdown menu showing "Ms."; "First name*" with the text "Stephanie"; "Last name*" with the text "Example"; "Department*" with a dropdown menu showing "Sales"; "Telephone" with a country code dropdown set to "43 - AT", a city code field with "316", and a phone number field with "69020"; and "Loginname*" with the text "Example". At the bottom, there are two buttons: "Back" and "Continue", with the "Continue" button highlighted by a yellow border.



4. Complete the company data and click 'Continue'

NOTE: DUNS is a unique 9-digit number issued by the company Duns & Bradstreet. Click on 'D&B Lookup' to verify if the DUNS entered is correct.

If you don't have a DUNS please use the link  to apply for a new number. The application is free of charge.

[D&B Lookup](#)



COMPANY DATA

D-U-N-S*  

123456789





COMPANY DATA

D-U-N-S*  

Company name*

Street*



Homepage 

Telephone

+

Fax

+

5. Review the Service Privacy Policy, Code of Business Conducts and Ethis and Terms of Use carefully. Click 'Accept & Submit'

Dear Supplier

As you are aware, the European Union ("EU")'s General Data Protection Regulation ("GDPR"), effective May 25, 2018, imposes new requirements on organizations that process personal data of EU residents to comply with GDPR's requirements and to ensure the privacy and security of all personal data entrusted to us by our customers and users.

Please read our updated [Service Privacy Policy](#).

Please take your time to read and accept this policy by clicking the 'Accept' button, which will automatically appear once you have scrolled down to the bottom of the document. Afterwards you will be forwarded to the requested page.

- I agree to all terms and conditions [Service Privacy Policy](#)
- I agree that JAGGAER uses the data, entered in the course of the registration on the supplier portal of Andritz AG, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of JAGGAER Direct to have access via the JAGGAER Supplier Network.
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data. [Service Privacy Policy](#)
- I have read and accept [Code of Business Conduct and Ethics](#)
- [Terms of Use](#)



2 SUPPLIER SELF ASSESSMENT QUESTIONNAIRE

1. After registering your company, you will receive an e-mail with your login data.



Successful Registration

Thank you for your registration. You may now log into the Portal.
The password has been sent to your email address.

[Open Supplier Portal](#)



Dear Ms. Ella Example,

The registration was successful - now we kindly invite you to complete the boarding process by finalizing the next steps. Please read the attached manual before you start the boarding process. All provided information shall be in English language only.

During the boarding process you will be guided through these steps:

Phase 1:

1. Maintenance of the company data
2. Maintenance of the contact persons
3. Selection of commodities
4. Answering the questionnaire "supplier profile"
5. Publish profile
6. Acceptance of the "supplier profile" by the responsible purchaser (ANDRITZ)

Phase 2:

7. Answering the "extended supplier profile"
8. Publish extended supplier profile
9. Acceptance of the "extended supplier profile" by the responsible purchaser (ANDRITZ)
10. Take over in the supplier pool and approval for request for quotations (ANDRITZ)

Important note: In case you got invited by Andritz, phase 1 and phase 2 are merged.

Your username: ella.example
Your password: Jflo;TrfordSB,

You can login, by using the following link:
<https://app11.jaggaer.com/login.php>

For SRM user manuals and video documentation please review [ANDRITZ Supplier helpsite](#), for any technical questions please contact [Pool4Tool homepage](#).

Kind regards,

ANDRITZ procurement



2. Log into the supplier portal and complete the supplier self assessment.
Password error: Please note that a whitespace is added as last digit of the password when the password is copied from the e-mail. Either delete the whitespace (last digit) or enter the password manually.

3. Change the password and click 'Save'

4. Complete the supplier self assessment. Click 'Continue with the registration'




- 5. Review the company data again and click 'Continue'



- 6. Edit the contact persons.
The admin user is automatically stored as contact for each position.

Click on to add further contact persons. NOTE: additional contact can also be granted access to the portal. In the contact profile select 'Portal Access' and add a login name. It is highly recommended to add at least one further portal user.




7. Click on edit  to assign a new contact for a position.

Assigned Roles Contacts

Supplier Profile 	Quality Document 
Example Stephanie stephanie.neubauer@andritz.com	Example Stephanie stephanie.neubauer@andritz.com

1. Select the position
2. Select the contact person
3. Click on 'Save'

Assign Company Roles

Supplier Profile	QUALITY DOCUMENT
Quality Document	Name*
Order	Example, Peter (1485851 - Company Exar 
RFQ	Example, Peter (1485851 - Company Example)
Email	
Managing Director	
Sales Manager	
QM-Manager	
After Sales Service	
Purchasing	
Production	


Cancel Save

8. To proceed with the registration, click 'Continue'.

←   Back **Continue**

FILE



9. Select the main categories you are able to provide as a supplier
 1. Select the main categories (max. 10). The selection will be displayed on the right side of the screen. Use the arrow  to see the sub categories.
 2. Select your primary category on the right side.
 3. Click 'Continue'.

Registration - Categories

Back 3 Continue

DATA CONTACTS 3 CATEGORIES 4 PROFILE

Search for category...

Select your main categories (max. 10) Expand All | Close All

Plates, Sheets, Bars, Profiles, Rolls

Plates

1

- ✓ Plates carbon steel (eg S235xx, S355xx, etc.)
- ✓ Plates stainless austenitic (eg 1.4301,1.4307,1.4404,1.4432)
- ✓ Plates stainless duplex (eg 1.4162, 1.4362, 1.4410, 1.4462)
- ✓ Plates stainless steel others
- ✓ Plates non-ferrous (eg copper, aluminium, ...)

2

Selected Categories

Choose Primary Category*

Plates, Sheets, Bars, Profiles, Rolls - Plates - Plates carbon steel (eg ...

Plates, Sheets, Bars, Profiles, Rolls - Plates

Plates carbon steel (eg S235xx, S355xx, etc.)

Plates stainless austenitic (eg 1.4301,1.4307,1.4404,1.4432)

Plates stainless duplex (eg 1.4162, 1.4362, 1.4410, 1.4462)

10. Complete the profile questions.
 1. Select a sheet and fill in all mandatory fields.
 2. **ATTENTION:** Click on **SAVE** before switching to the next sheet. The profile can be saved at any stage and continued at a later time.
 3. The current progress and tabs with missing mandatory information are displayed at the top. All mandatory fields are marked with an asterisk *.

Profile

Save Publish

General Products & Services Certificates Logistics Compliance & Sustainability

⚠ SAVE YOUR WORK BEFORE CHANGING TABS! You must fill ALL mandatory fields in ALL categories before clicking 'Publish!'
Sections containing empty mandatory fields:

- Compliance & Sustainability
- Logistics
- Products and Service
- Certificates


Mandatory fields filling progress: 80%

4. Click on 'Publish' after completing all the sheets.
5. Confirm publication.



11. Afterwards your data will be sent to ANDRITZ for confirmation.

12. Review and edit the data.

Click on the Menu  'Master Data' to review and edit your profile.
IMPORTANT: Don't forget to publish the profile after making changes to also inform ANDRITZ.



A screenshot of the ANDRITZ software interface. On the left is a dark blue vertical navigation bar with icons for Home, Master data, Company Data, Categories, Contacts, Company Profile, and Tickets. The 'Master data' menu item is highlighted with a yellow box. A dark blue dropdown menu is open, listing 'Master data', 'Company Data', 'Categories', 'Contacts', and 'Company Profile'. A mouse cursor is hovering over 'Categories'. The main content area shows a 'TICKETS' section with the text 'No Tickets found'.