

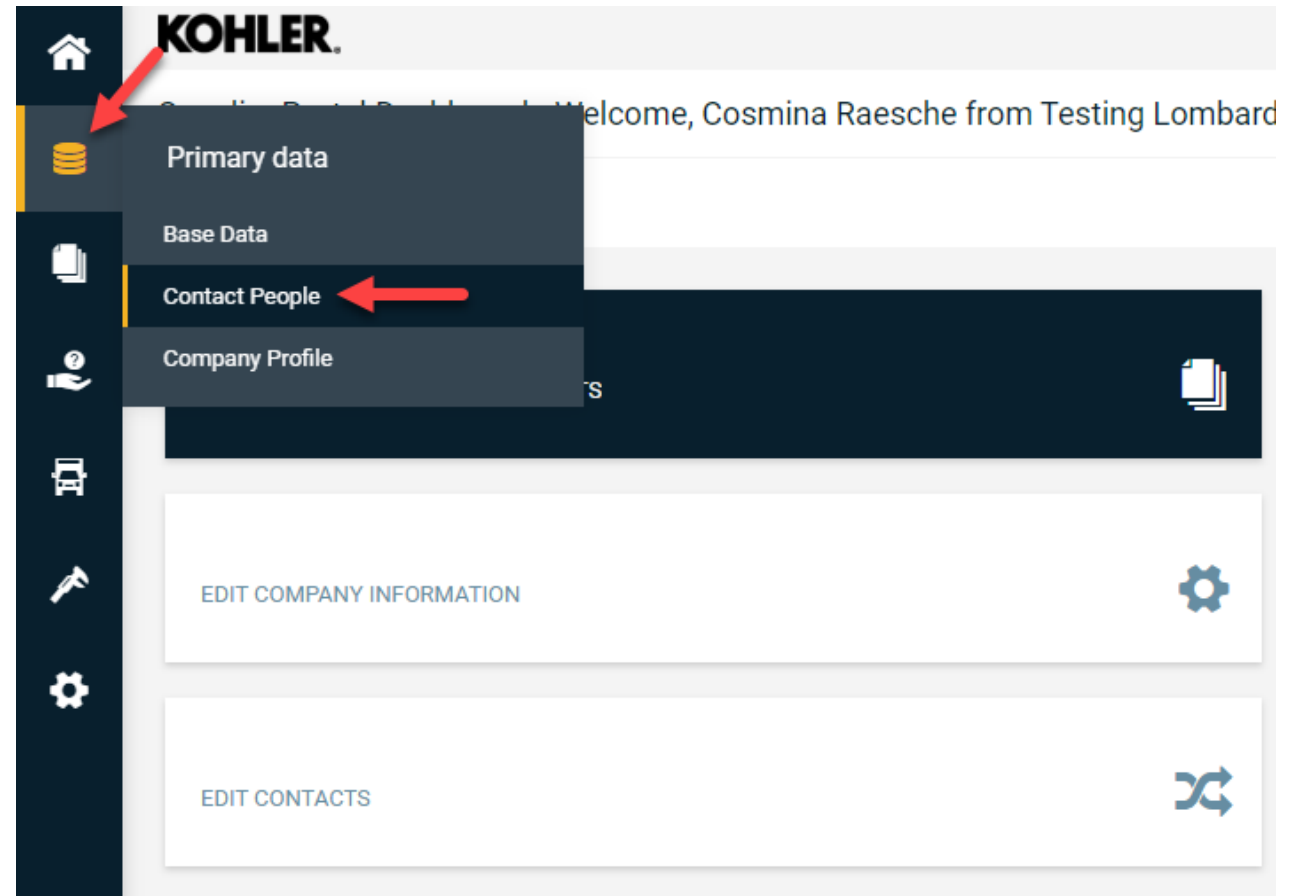


Adding a new user to access the
Supplier Management Platform

Adding New Users

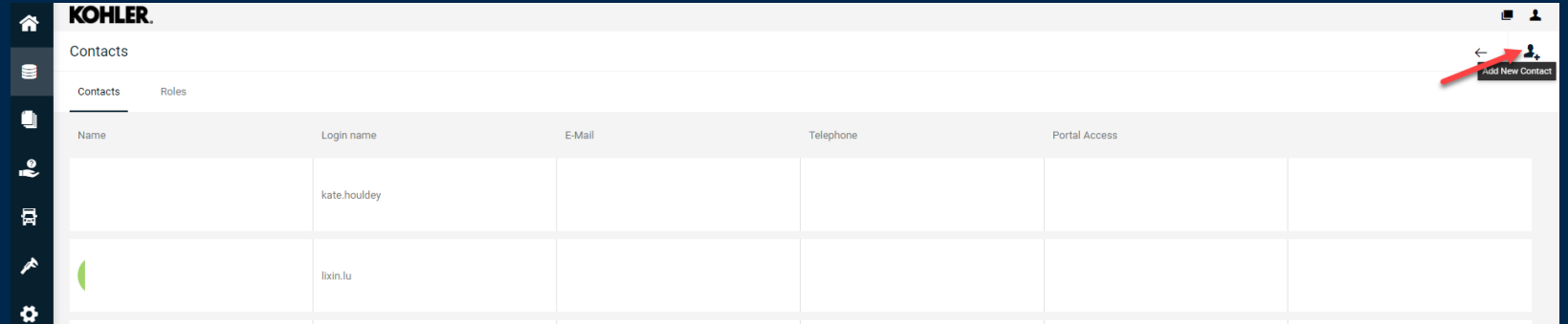
To add new users to access Kohler's SMP
Navigate to the **Contact People** option under the master data section of the side bar.

This section can be used to add new contacts to your company profile, edit existing contacts, or provide login access to others



Adding New Users

The User that already has access to the profile will need to login into and go to the **Contact People** section under Settings and click in **ADD user** top right corner of the page.



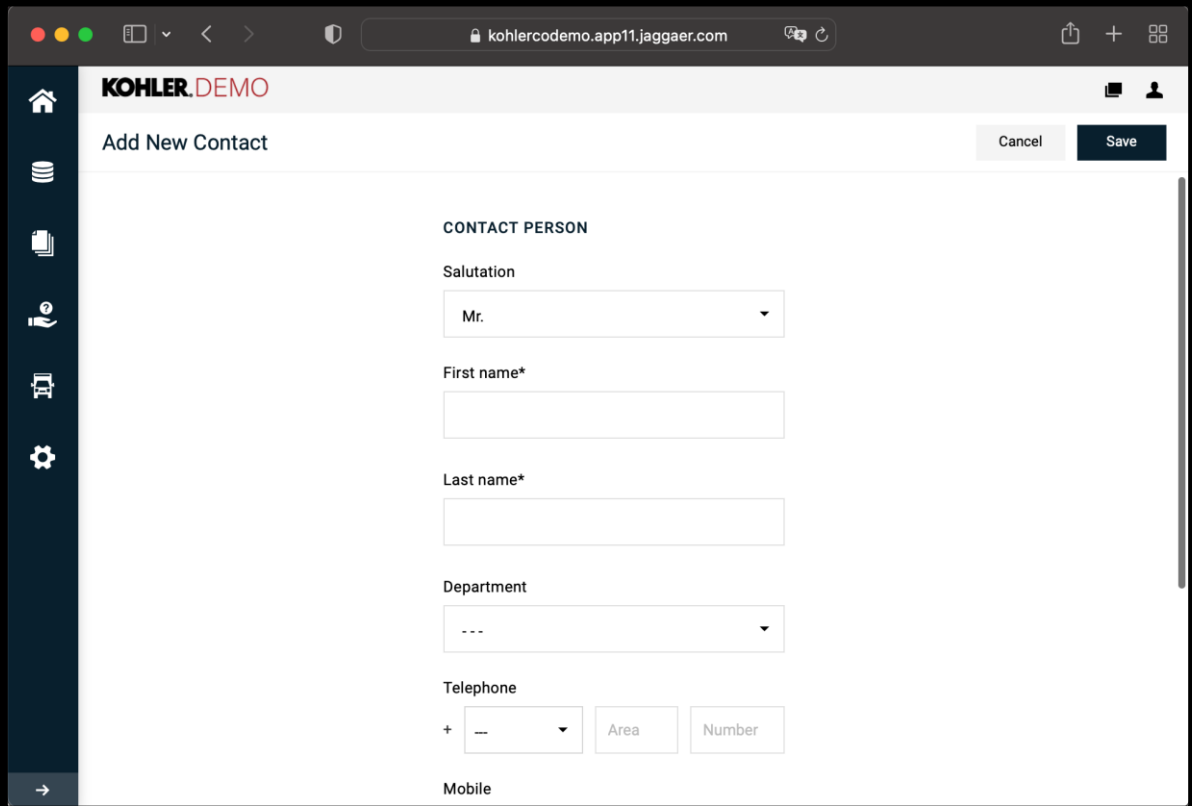
Adding New Users

Fill out all the contact information here Note that fields marked with “*” are required.

Click the “**Portal Access**” option on if you would like to give this contact access to your supplier portal. If you do so, they will receive an invite to the email address you provided.

Make sure to check and agree to all required **permissions**.

Remember to click **Save** when you are done!



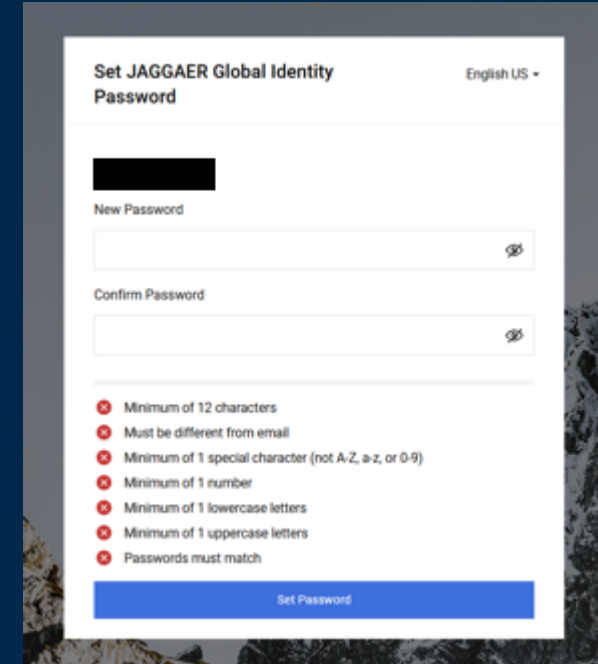
The screenshot shows a web browser window with the URL `kohlercodemo.app11.jaggaer.com`. The page title is **KOHLER.DEMO**. The main heading is **Add New Contact**, with **Cancel** and **Save** buttons to the right. A sidebar on the left contains icons for home, database, documents, user management, and settings. The form fields are as follows:

- CONTACT PERSON** (Section Header)
- Salutation**: A dropdown menu with **Mr.** selected.
- First name***: A required text input field.
- Last name***: A required text input field.
- Department**: A dropdown menu with **---** selected.
- Telephone**: A section containing a country code dropdown (showing **+** and **---**), an **Area** input field, and a **Number** input field.
- Mobile**: A label for the next section, which is partially visible at the bottom.

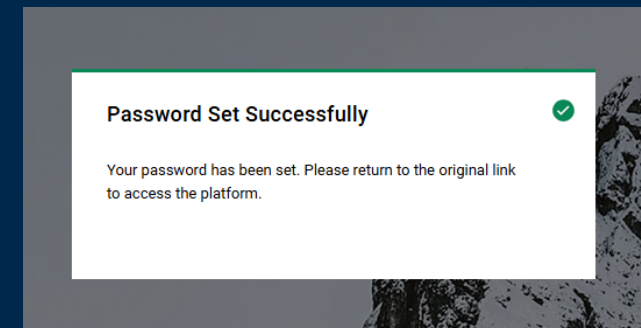
Adding New Users

For the first-time login, the system will require the user to create the password.

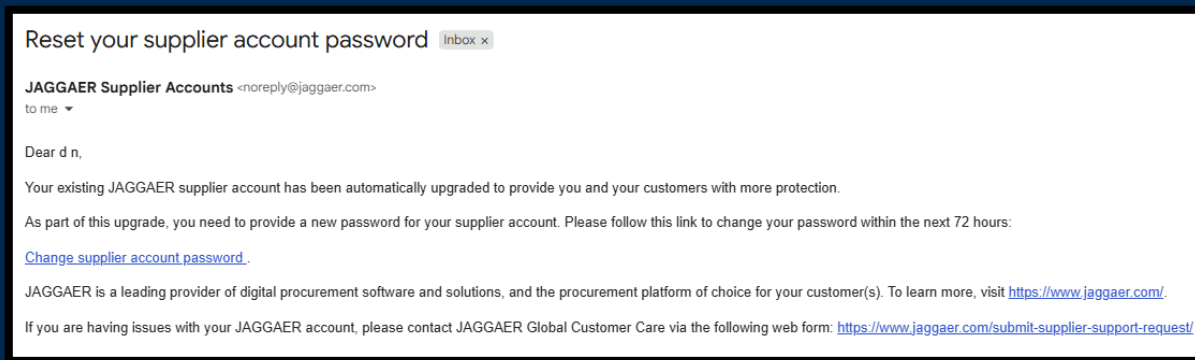
User will receive an e-mail from JAGGAER Supplier Accounts <noreply@jaggaer.com> to set up the password. They will need to click on the “Change supplier account password” hyperlink. We want to maintain your data security, so we’ll also ask you to go through Multi-factor authentication.



The screenshot shows a web form titled "Set JAGGAER Global Identity Password" with a language selector "English US" in the top right. Below the title is a redacted email address. The form contains two input fields: "New Password" and "Confirm Password", each with a password strength icon to its right. Below these fields is a list of password requirements, each preceded by a red 'x' icon: "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", and "Passwords must match". At the bottom of the form is a blue button labeled "Set Password".



The screenshot shows a confirmation message box with a green checkmark icon in the top right corner. The title is "Password Set Successfully". The text inside the box reads: "Your password has been set. Please return to the original link to access the platform."



The screenshot shows an email interface with the title "Reset your supplier account password" and a tab labeled "Inbox x". The email is from "JAGGAER Supplier Accounts <noreply@jaggaer.com>" to "me". The body of the email starts with "Dear d n," followed by a paragraph: "Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection. As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 72 hours: [Change supplier account password](#)." Below this is another paragraph: "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/>." The final paragraph states: "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/>".

Creating the Profile

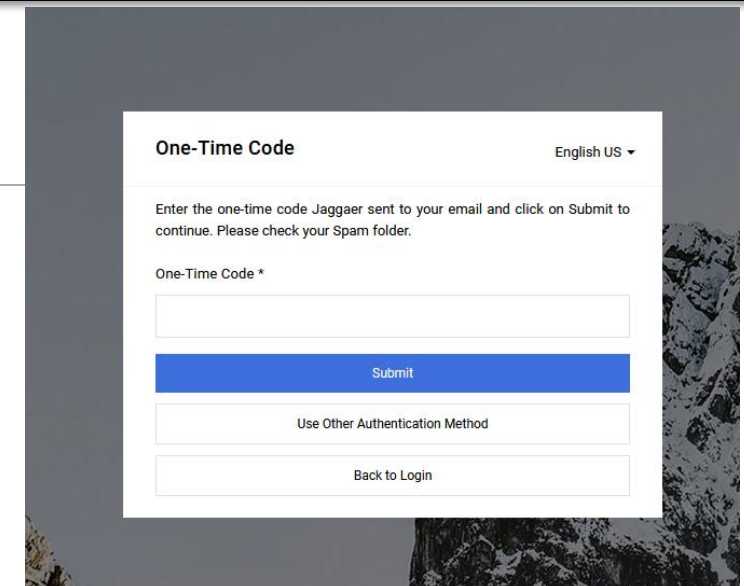
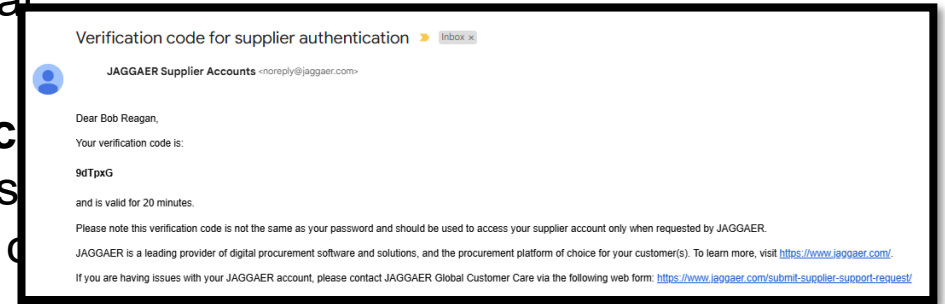
Navigate to the Kohler Supplier Portal:

<https://app11.jaggaer.com/portals/kohlerco/>

The new authentication uses a 2-step verification process, which relies on a one-time code that is valid for 20 minutes. You can use either e-mail or an authenticator mobile application as the method of receiving the one-time code, with e-mail being the default.

1. If using e-mail (the default), go to your inbox and look for an e-mail with the subject line “Verification code for supplier authentication”. Please make sure you also check your Spam or Junk e-mail folders.

2. Enter the verification code from the e-mail message above into the interface below, by either using copy-paste or manually typing the code



Adding New Users

After resetting the password, the user will have access to the SMP.

If you have any questions, please contact SMPsupport@kohler.com

