

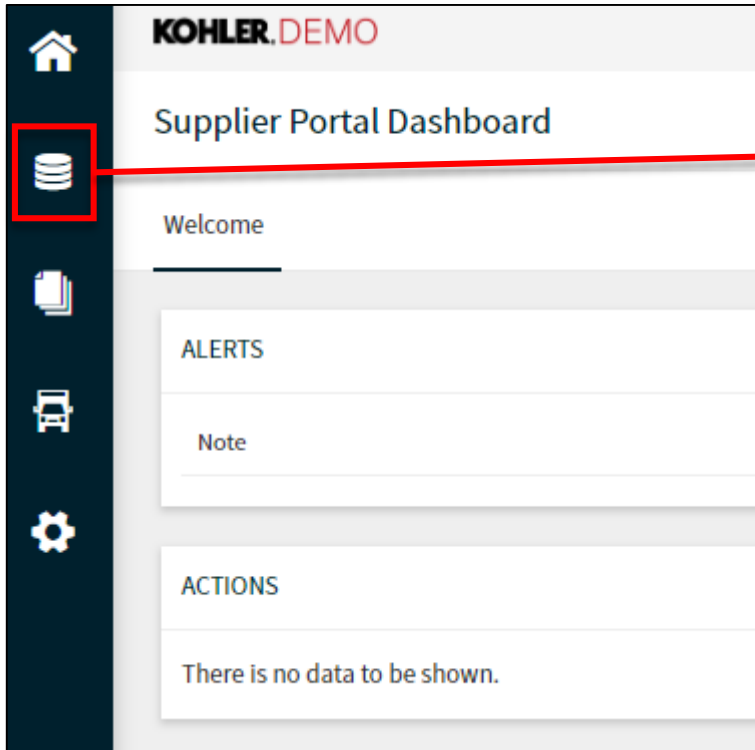
# Supplier Registration: Business

**KOHLER**<sup>®</sup>

Supplier Management Platform

powered by **JAGGAER** →

# Getting Started



From the Home Page of the Supplier Portal Dashboard, Click the Master Data symbol.

Select "Company Profile"

# Getting Started

KOHLER.DEMO

Registration - Profile

Back Save Publish

DATA CONTACTS CATEGORIES 4 PROFILE

General Business Products Certifications Quality Logistics Trade Compliance

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!  
Sections containing empty mandatory fields:

- Business
- Certificates
- Trade Compliance
- General

Mandatory fields filling progress: 0%

Business

From here, you can choose the **Business** tab to navigate to the certifications section.

The **Business** tab contains basic information about your company, such as address, industry, regions of operation, and employee demographics.

# Reminder

Yes ▾

Yes ▾

**ALL QUESTIONS REQUIRE AN ANSWER:**

**Yes**

*or*

**No**

*or*

**N/A**

*(if this question does not apply to your company or you are unsure)*

**If you leave any questions blank or unanswered you will not be able to complete the registration!**

# Company Information

Company Information in Local Language (If different than English)

Company Name

Street Address

City

Region / State / Province

Parent Company Information

Is the parent company the same as the company registering?  No  Yes

Parent / Head Office Company

Street Address

City

Region / State / Province

Postal / Zip Code

Country

Insert company information as specified

If you are the parent company, select **“YES”**, no further information is required

If you are a subsidiary of another Company, select **“NO”** and fill in the information of your Parent Company


# Company Information Cont.

## Company Information

Please enter the district your company is located in, if different than region / city / province.

Please enter the name of your contact within Kohler, if applicable.

When was the company founded? 123

**What is the type of business?\*** 

Has the company operated under a different name before?

Has the company ever gone through liquidation?

**Is there any type of Government ownership?\***

**Will your company be handling any Kohler personally identifiable information (PII) data that could potentially identify a specific individual or group?\***

What is your primary industry?

What is the company's official business language globally?

Has the company worked with Kohler or any subsidiary in the past?

**Does the company have any union affiliations?\***

Feel free to provide any additional documentation that you would like to share with Kohler, including but not limited to, sales presentations, equipment lists, etc.

Click here to attach:

Please Describe

  
  
  
LLC  
  

No

No

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No

Choose File No file chosen

[+++]

Fill in all information, if not applicable type "N/A"

If you answered Yes:  
A tab might appear asking for a description, give a brief description elaborating the answer

Attach any additional documents you would like to share by clicking "Choose File" and searching for it in your computer, provide a description in the tab

# Supplying Regions

**Supplying Regions**

Select all regions you will supply FROM

- EMEA
- North America
- South America
- ASPAC
- India

Select all regions you will supply TO

- EMEA
- North America
- South America
- ASPAC
- India

What is the PRIMARY region you will supply To\*

EMEA ▼

Select: All that apply to your company

# Employee Demographics

Employee Demographics

What is the percentage of each gender?

Male 50%  
Female 30%

Click **SAVE** in top right corner before continuing to another tab. Click **PUBLISH** in top right corner once complete.

**Type:** Insert the percentage of each gender represented in your company, just like the example provided



# Save and Publish

The screenshot shows the KOHLER.DEMO profile page. At the top right, there are two buttons: 'Save' and 'Publish', both highlighted with a red box. A red line connects this box to a text box below. The text box contains the instruction: 'Click SAVE in top right corner before continuing to another tab. Click PUBLISH in top right corner once complete.' Below the text box, another red line connects to a larger white box containing the text: 'Confirm that ALL your company's information is correct'. A final red line connects this box to a third white box at the bottom containing the text: 'Click SAVE and PUBLISH'.

KOHLER.DEMO

Profile

General Business Products Certifications Quality Logistics Trade Compliance

- EMEA
- North America
- South America
- ASPAC
- India

Select all regions you will supply TO

- EMEA
- North America
- South America
- ASPAC
- India

What is the PRIMARY region you will supply To\*

### Employee Demographics

What is the percentage of each gender?

Male 50%  
Female 30%

Click SAVE in top right corner before continuing to another tab. Click PUBLISH in top right corner once complete.

Confirm that ALL your company's information is correct

Click SAVE and PUBLISH

# Reminder

KOHLER.DEMO

Registration - Profile

Back Save Publish

DATA CONTACTS CATEGORIES 4 PROFILE

General Business Products Certifications Quality Logistics Trade Compliance

Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'  
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Mandatory fields filling progress: 0%

Business

**Save** – Clicking Save does not send any data to Kohler, it simply saves your entries so you don't lose your progress next time you login.



**Publish** - Clicking Publish will save your entries to your profile and send this data over to Kohler. You will still be able to make changes after clicking publish.

**YOU MUST CLICK PUBLISH if you want Kohler to receive any of your information**

# This completes the guide on: Supplier Registration: Business

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