

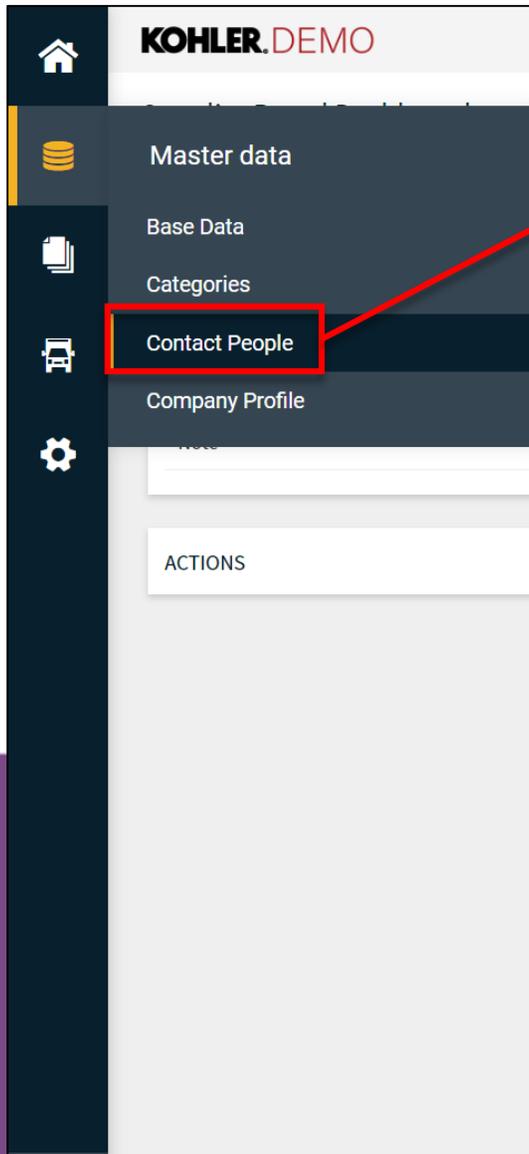
Supplier Registration: Adding a Company Contact

KOHLER[®]

Supplier Management Platform

powered by **JAGGAER** →

Getting Started



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 a New Contact

Click the **Add New Contact**

The screenshot displays the KOHLER.DEMO interface. At the top left, there is a dark sidebar with icons for home, database, documents, a monitor, and settings. The main header area shows 'KOHLER.DEMO' on the left and user profile icons on the right. Below the header, the page title is 'Contacts'. A navigation bar includes 'Assigned Roles' and 'Contacts' (which is underlined). A '< Back to dashboard' link is visible on the right. A table lists contact information with columns for Name, Login name, E-Mail, Telephone, and Portal Access. The table contains one entry: 'New Contact' with login name 'NewContact' and email 'New.Contact@kohler.com'. To the right of the table, there is a key icon and a button with a plus sign and a person icon, which is highlighted by a red box and a red arrow from the text above. Below the table, there are icons for editing and deleting the contact.

Name	Login name	E-Mail	Telephone	Portal Access
New Contact	NewContact	New.Contact@kohler.com		

Contact Information

Fill out all the contact information here

Note that fields marked with "" are required*

Click this button 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

Choose a login name for this contact.
This can be anything you choose.

Make sure to check and agree to all required permissions

CONTACT PERSON

Salutation
Mr. ▾

First Name*

Last Name*

Department
--- ▾

Telephone
+

Mobile
+

E-Mail*

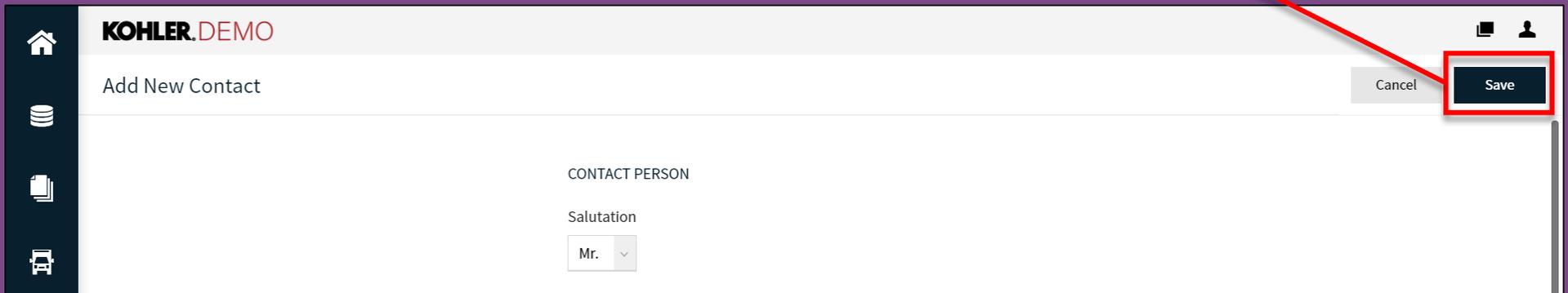
Portal Access ⓘ

Loginnname*

Permissions*
 Kohler :: Supplier

Saving the Contact

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



The screenshot shows a web interface for 'KOHLER.DEMO' with a sidebar on the left containing icons for home, database, documents, and a printer. The main content area is titled 'Add New Contact' and contains a form for 'CONTACT PERSON'. The 'Salutation' field is a dropdown menu currently set to 'Mr.'. In the top right corner of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box, and a red arrow points from the text above to it.

Once you click save, the new contact will be created
and will be able to be found in your contact list.

Note: You will be able to go back and edit contact information

Contacts List

Under the **Contacts** tab, you will be able to see a list all of your current contacts

Name	Login name	E-Mail	Telephone	Portal Access	
New Contact	NewContact	New.Contact@kohler.com			

Here, you can edit or delete your contacts

This completes the guide on: Adding a Company Contact

KOHLER[®]
Supplier Management Platform
powered by **JAGGAER**→