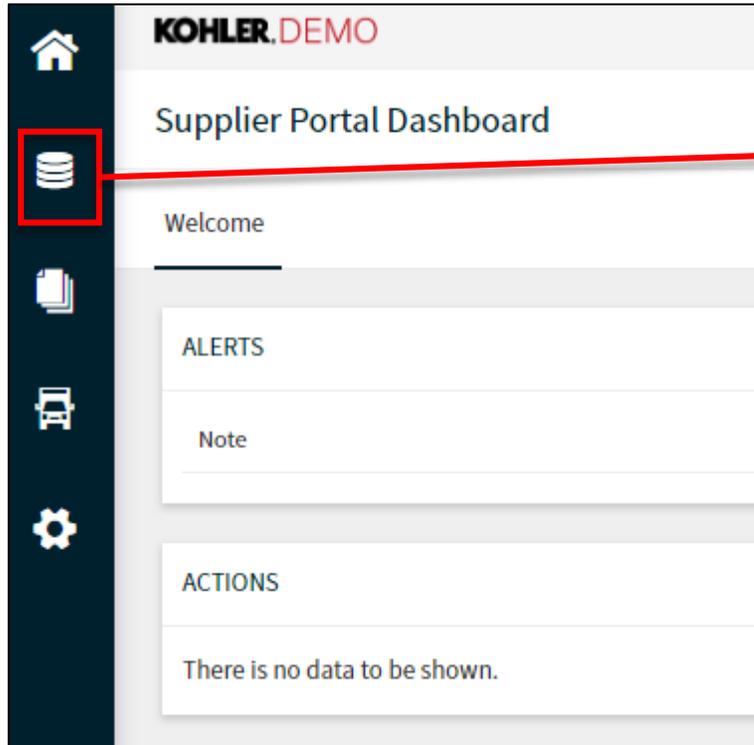


Supplier Registration: General

KOHLER[®]
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"

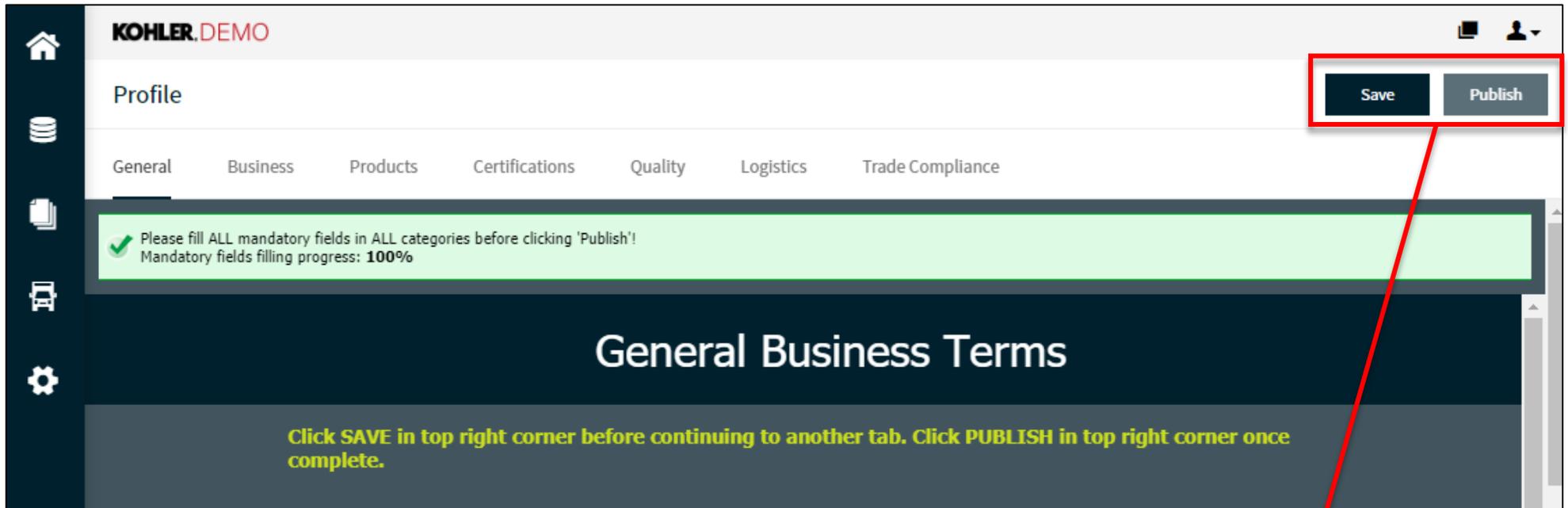
Getting Started

The screenshot shows the KOHLER.DEMO Profile page. The 'General' tab is highlighted with a red box. A green notification bar at the top indicates that all mandatory fields are filled (100% progress). The main content area is titled 'General Business Terms' and includes a yellow instruction: 'Click SAVE in top right corner before continuing to another tab. Click PUBLISH in top right corner once complete.' The 'Save' and 'Publish' buttons are visible in the top right corner.

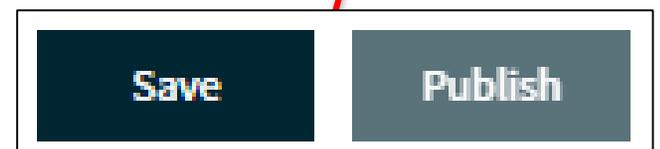
From here, you can choose the **General** tab to navigate to the General Business Terms section.

The **General** tab contains agreements on Kohler's Code of Conduct, Terms & Conditions, and Supplier Quality Manual, all of which are required agreements for Supplier of Kohler.

Getting Started



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

Supplier Code of Conduct

All suppliers that do business with Kohler must read and agree to the Supplier Code of Conduct

Supplier Code of Conduct

Kohler Co. is committed to lawful, ethical and fair practices in all operations, and we conduct business with suppliers who share that commitment. We expect our suppliers to obey minimum international fair labor practices that require them to treat workers fairly, provide a safe and healthy work environment and protect environmental quality as set forth in the Supplier Code of Conduct. Certification is required once every five years.

[Open Code of Conduct](#)

I have read and agreed to Supplier Code of Conduct*

Yes ▼

Click here to read about
Kohler's Code of Conduct

Once you have read and agreed to the Supplier Code of Conduct, you must select "Yes" from the drop down menu.

Terms & Conditions

All suppliers that do business with Kohler must read and agree to the Kohler Co. Terms & Conditions

Kohler Co. Terms & Conditions

Each business transaction is governed by the terms and conditions specific to the site to which goods or services are provided. Refer to link below for list of relevant terms and conditions.

[Terms & Conditions](#)

I have read and agreed to Kohler Co. Terms & Conditions*

Yes ▼

Click here to read about
Kohler's Terms & Conditions

Once you have read and agreed to the Kohler Co. Terms & Conditions, you must select "Yes" from the drop down menu.

Global Supplier Quality

All suppliers that do business with Kohler must read and agree to the Global Supplier Quality Manual

Global Supplier Quality Manual

The manual conveys core minimum quality requirements and expectations for all suppliers of production materials, products and services to the family of businesses owned directly or indirectly by Kohler Co. Agreement is required every five years.

[Supplier Quality Manual](#)

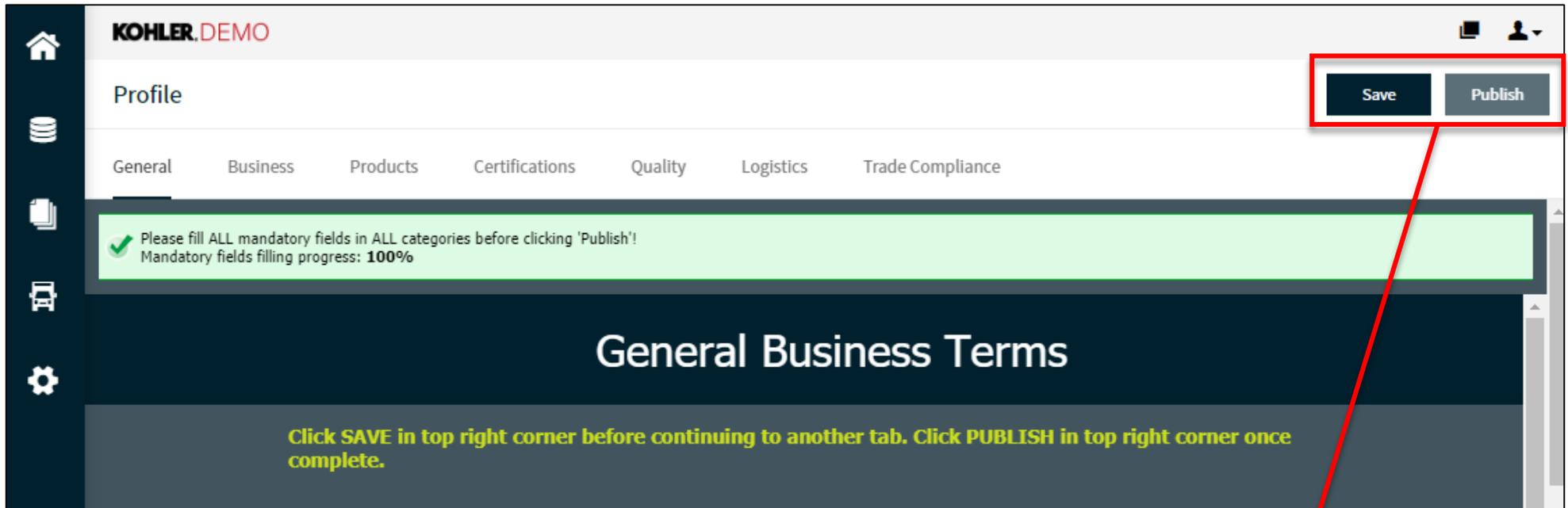
I have read and agreed to Supplier Quality Manual*

Yes ▼

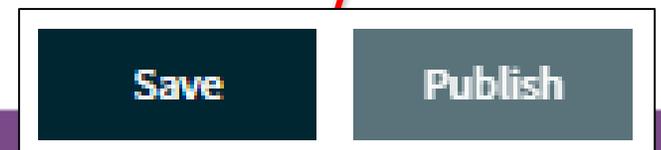
Click here to read about Kohler's **Global Supplier Quality Manual**

Once you have read and agreed to the Global Supplier Quality Manual, you must select "Yes" from the drop down menu.

Save & Publish



Remember to Click **Save** or **Publish** to make sure your data is either saved for next time (**Save**) or saved and sent to Kohler (**Publish**)



This completes the guide on: Supplier Registration: General

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