

Supplier Registration: Starting Your Registration

KOHLER[®]

Supplier Management Platform

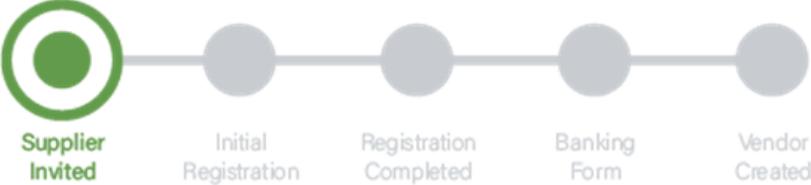
powered by **JAGGAER** 

Getting Started

To become a Registered Supplier of Kohler Co, you will need to complete the registration process on Kohler's new **Supplier Management Platform (SMP)**.

To start the registration, you will either need to access the registration through Kohler's website (*kohlercompany.com*), or receive an invitation request in your email from a Kohler associate (*pictured here*).

KOHLER. Supplier Management Platform powered by JAGGAER



Supplier Invited Initial Registration Registration Completed Banking Form Vendor Created

Dear Test Contact,

You have been invited by Kohler Co. to join the Kohler Supplier Management Platform.

Please register through the link below to create your user account:

https://kohlercodemo_pool4tool.com/portal/kohlerco/register.php?crm_person_id=MTlwNjg3NA==7b3ccdb5b7c83c7f1929b5dd87186f38&l=eng

Prior to beginning the registration process, please have the following information available:

- Company address
- Tax ID's
- Company contacts (Accounting, Quality, Legal, etc.)
- Business information (i.e. type of business, primary industry, etc.)
- Product information (i.e. manufacturing capabilities, design & engineering, etc.)
- Certifications (i.e. conflict minerals, insurance documents, quality certificates, etc.)
- Quality information (i.e. environmental)
- NAFTA & C-TPAT

Ref: Portal Register - Send

This is an automated generated mail, please do not reply to this message.



Initial Registration

Clicking the link to start you supplier registration will bring you to this screen

1 GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT

KOHLER

Welcome to the Kohler Supplier Management Platform Registration

Already have a Jaggaer account

Please choose a language below

Chinese English Spanish French German Italian

Select your preferred language

Initial Registration

1 GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT

KOHLER.

CONTACT PERSON

Salutation
Mr. ▾

First Name*
Test

Last Name*
Contact

Department
--- ▾

Telephone
+ Country Area Number

Mobile
+ Country Area Number

E-Mail*

Loginname*

Back **Continue**

Fill out your Contact Information

Try to fill out as much information as you can, as this will save you time later in your registration

Pick a unique Login Name – this can be anything you choose

Click continue to move onto the next section

Initial Registration

Fill out your Company Data Information

Again, try to fill out as much information as you can, as this will save you time later in your registration

Click continue to move onto the next section

The screenshot shows the 'COMPANY DATA' section of the KOHLER registration process. At the top, there are four progress indicators: 'GENERAL' (checked), 'PERSON DATA' (checked), '3 COMPANY DATA' (active), and '4 CONSENT'. Below the KOHLER logo is a 'D&B Lookup' button. The 'COMPANY DATA' section contains the following fields:

- Company Name* (with an information icon): Test Company
- Company Name 2 (with an information icon):
- Street*: 100
- Street 2 (with an information icon):
- Postal Code*: 12345
- City*: Test City
- Region* (with an information icon):

At the bottom of the form are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a red box, and a red arrow points from the text box 'Click continue to move onto the next section' to it. Another red arrow points from the text box 'Fill out your Company Data Information' to the 'D&B Lookup' button.

Initial Registration

✓ GENERAL ✓ PERSON DATA ✓ COMPANY DATA 4 CONSENT

KOHLER.

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 JAGGAER 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 Kohler Co., 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 time. Please contact us for further use of this published data. [Service Privacy Policy](#)

[Kohler Terms of Use](#)

[Back](#) **Accept and Submit**

Please read and agree to the Jaggaer & Kohler Terms & Conditions

Check the boxes next to each set of Terms & Conditions if you agree with them, and then Click **Accept and Submit** to continue

Initial Registration

At this time, you may get a notification that your Login Name is already in use.

! Loginname already taken

In this case, use the back button to return to the initial **Contact Profile** page, and enter a new login name

Back

Accept and Submit

Initial Registration

✓ GENERAL

✓ PERSON DATA

✓ COMPANY DATA

✓ CONSENT

KOHLER®

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](#)

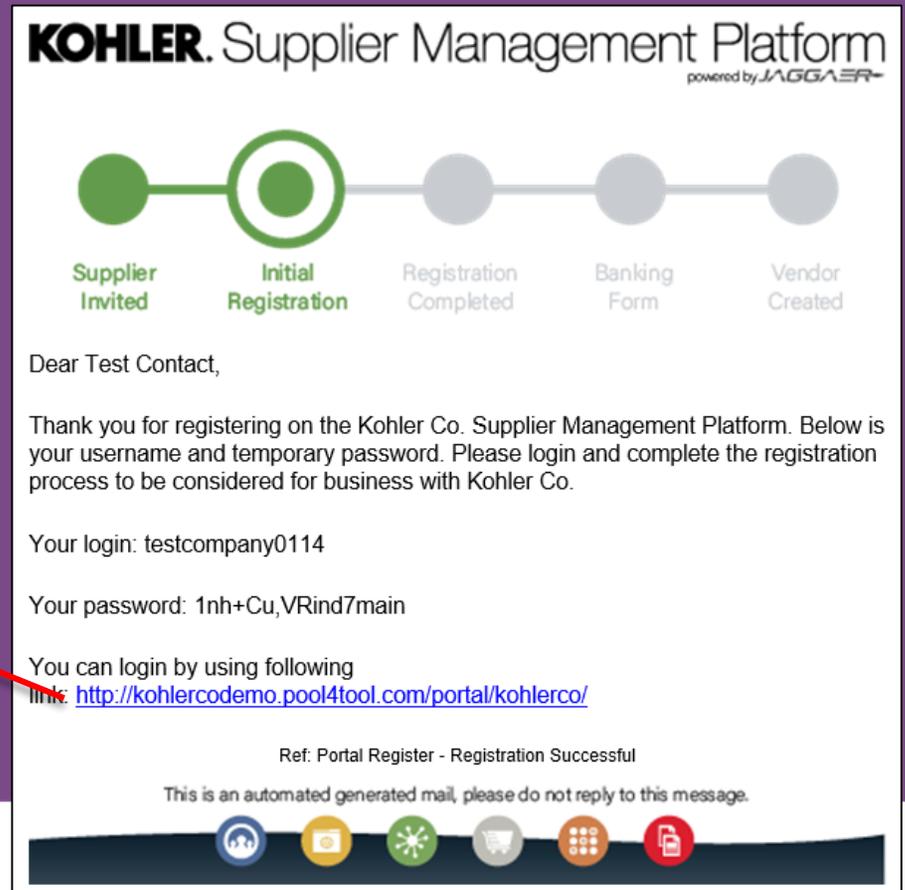
You are now done with the first step of the registration process

You will need to wait until you receive an email for the next steps you can take to complete your registration

Registering on the System

You should receive an email shortly that prompts you to login using a temporary password

Click on the link to login in with this password, and then set a new permanent password of your choice



KOHLER. Supplier Management Platform
powered by JAGGAER

Supplier Invited **Initial Registration** Registration Completed Banking Form Vendor Created

Dear Test Contact,

Thank you for registering on the Kohler Co. Supplier Management Platform. Below is your username and temporary password. Please login and complete the registration process to be considered for business with Kohler Co.

Your login: testcompany0114

Your password: 1nh+Cu,VRind7main

You can login by using following link: <http://kohlercodemo.pool4tool.com/portal/kohlerco/>

Ref: Portal Register - Registration Successful

This is an automated generated mail, please do not reply to this message.



Registering on the System

Change Password

Your password has expired. Please change it now

Old password

New password

Confirm password

- ✗ Not one of the last 3 passwords
- ✗ Minimum of 8 characters
- ✗ Minimum of 1 special character (not A-Z or a-z or 0-9)
- ✗ Minimum of 1 number
- ✗ Minimum of 1 lower case letter and 1 upper case letter

[Password forgotten?](#)

Now you must create a new password for you account. Use the password in the email you were sent as the **Old Password**, and create a new password that fits the specified criteria

If everything was entered correctly, the green checkmarks will appear.

Click **Save** to continue

Change Password

Your password has expired. Please change it now

.....

.....

.....

[Password forgotten?](#)

Registering on the System

You should now have access to the **Supplier Portal Dashboard**

The screenshot displays the 'Supplier Portal Dashboard' for 'KOHLER.DEMO'. On the left is a dark sidebar with icons for home, database, documents, a truck, and settings. The main content area has a header with the logo and title. Below the header is a prominent red banner with a white 'x' icon and the text: 'Your registration has not been finished yet. Continue with the registration' followed by an external link icon. Underneath the banner is a 'Welcome' message, followed by an 'ALERTS' section containing a 'Note' field, and finally an 'ACTIONS' section.

There will be a **Red Banner** letting you know that your registration is not yet finished

Click the **Icon** to continue the registration

Registering on the System

You should see a page similar to your initial Supplier Registration.

Fill out any additional information you have.

REMEMBER to click Continue to move onto the next section

The screenshot displays the 'KOHLER.DEMO' registration interface. The page title is 'Registration - Base Data'. A navigation bar at the top includes a home icon, the logo 'KOHLER.DEMO', and user profile icons. Below the title, there is a '< Back to dashboard' link and a 'Continue' button, which is highlighted with a red box. The main content area features a progress indicator with four steps: 1 DATA, 2 CONTACTS, 3 CATEGORIES, and 4 PROFILE. Under the 'DATA' step, there is a section titled 'COMPANY DATA' with a dropdown arrow. It contains two input fields: 'Company Name*' with an information icon and the text 'Test Company', and 'Company Name 2' with an information icon and an empty input field.

Registering on the System

If you ever want to access this information again, use the **Master Data** Icon to navigate back here

The screenshot displays the KOHLER.DEMO system interface. The top navigation bar includes a home icon, the text 'KOHLER.DEMO', and a user profile icon. A secondary navigation bar contains '2 CONTACTS', '3 CATEGORIES', and '4 PROFILE'. The left sidebar features a 'Master data' icon (highlighted with a red box and arrow), 'Base Data', 'Categories', 'Contact People', and 'Company Profile'. The main content area shows a 'COMPANY DATA' section with a dropdown arrow and two input fields: 'Company Name*' (containing 'Test Company') and 'Company Name 2'.

Registering on the System

The next section allows you to add & edit your Company's contacts

Assigned Roles Contacts

Accounting Contact M.D./C.E.O.

Contact Test Contact Test

Assign Company Roles

+ Add Another Responsibility

ACCOUNTING CONTACT

Name*

- Contact, Test

Cancel Save

Here you can assign your contacts to their assigned roles in your organization.

Use the **Edit** icon to make changes to that role

REMEMBER to click **SAVE**

Registering on the System

The screenshot shows the 'Registration - Contacts' page in the KOHLER.DEMO system. The page has a dark sidebar on the left with icons for home, data, contacts, categories, profile, and settings. The main content area has a header with 'KOHLER.DEMO' and a navigation bar with 'Registration - Contacts', '< Back to dashboard', 'Back', and 'Continue' (highlighted with a red box). Below the navigation bar is a progress indicator with four steps: 1. DATA, 2. CONTACTS (active), 3. CATEGORIES, and 4. PROFILE. Under 'Assigned Roles', there is a 'Contacts' button (highlighted with a red box) and a table with columns: Name, Login name, E-Mail, Telephone, and Portal Access. The table contains one row with a blue circle containing 'TC', 'Contact, Te', 'testcompany0114', 'daniel.held@kohler...', and a key icon.

Name	Login name	E-Mail	Telephone	Portal Access
 Contact, Te	testcompany0114	daniel.held@kohler...		

You can also control your contacts list using the **Contacts** button

REMEMBER to click **CONTINUE** when you are ready to move on

Registering on the System

Now you must select the **Categories** that your organization operates in.

REMEMBER to click **CONTINUE**

The screenshot shows a web application interface with a dark sidebar on the left containing icons for home, data, contacts, categories, and profile. The main content area is titled '3 CATEGORIES' and features a search bar at the top. Below the search bar is a 'Categories Overview' section with a list of categories. A red box highlights this list, which includes 'Animal & Farm Supplies' and 'Capital Equipment' (both checked). To the right, the 'Selected Categories' section shows a dropdown menu set to 'Animal & Farm Supplies - FARM Supplies'. Below this, there are three input fields: 'Animal & Farm Supplies' (containing 'FARM Supplies'), 'Capital Equipment' (containing 'Manufacturing (Purchase, Lease, Rent)'), and 'PPAP & Sample Parts' (containing 'PPAP & Sample Parts'). A 'Continue' button is highlighted with a red box and a red arrow pointing to it from the 'REMEMBER' callout. Another red arrow points from the 'Make sure to Choose a Primary Category.' callout to the dropdown menu.

Search for...

Categories Overview Expand All | Close All

- Abrasives
- Advertising & Marketing
- Aerators
- Alternators
- ✓ Animal & Farm Supplies
- Building, Construction & Maintenance Services
- ✓ Capital Equipment
 - ✓ Manufacturing (Purchase, Lease, Rent)
 - On Premise (not expendable)
 - ✓ Refractories-Kiln
 - At Supplier & Kohler Owned
 - ✓ PPAP & Sample Parts

Selected Categories

Choose Primary Category

Animal & Farm Supplies - FARM Supplies

Animal & Farm Supplies

FARM Supplies

ANIMAL Supplies

Services (Veterinary, Ferrier)

Capital Equipment

Manufacturing (Purchase, Lease, Rent)

Refractories-Kiln

PPAP & Sample Parts

Back Continue

Make sure to Choose a Primary Category.

Registering on the System

This final section has a variety of questions to answer.
You will need to switch between these tabs to access all of the questions

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:

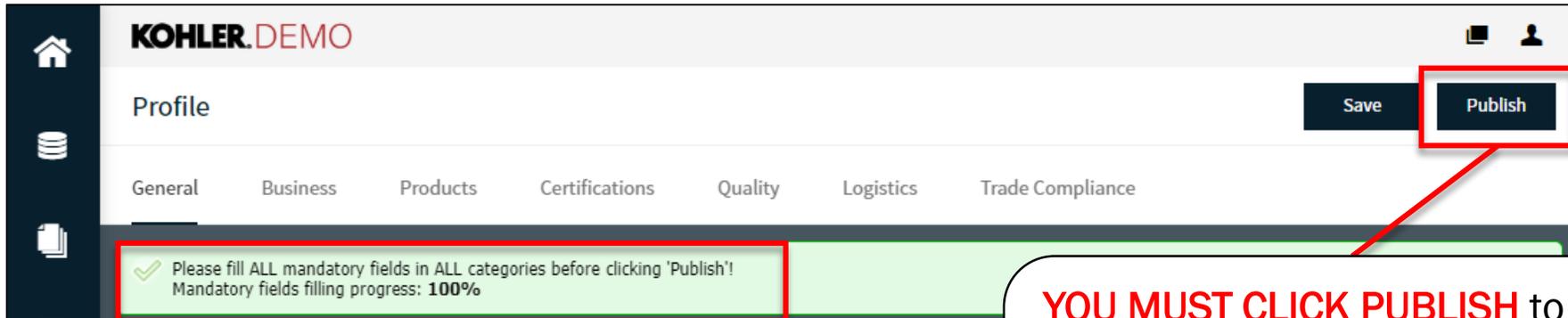
- Business
- Certificates
- General

Mandatory fields filling progress: 0%

YOU MUST CLICK SAVE ON EVERY PAGE
if you want the system to store the
information you have already entered.

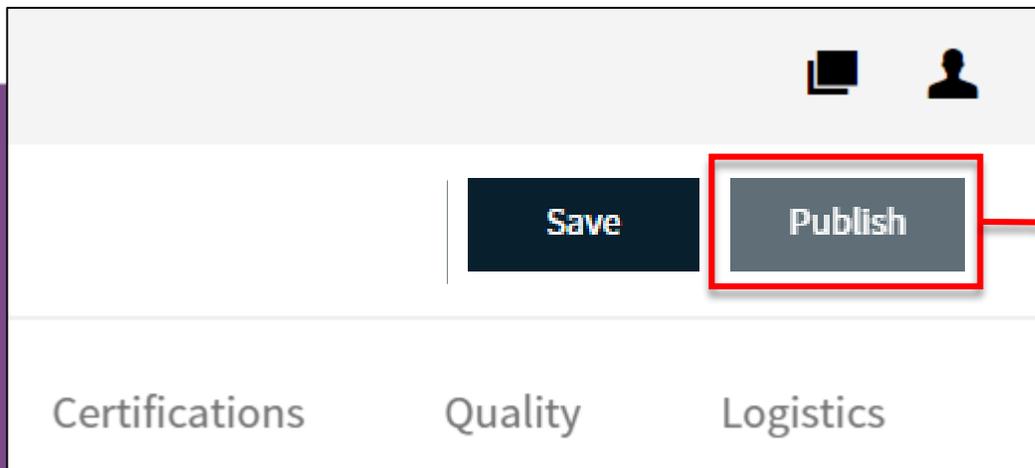
NOTE: If you have further concerns about the questions in these tabs, there will be separate guides on each of the Tabs

Registering on the System



Once the registration is complete, you should see that the Mandatory fields are 100% complete

YOU MUST CLICK PUBLISH to have your registration sent to Kohler. If you do not click publish, Kohler will not receive notification that your registration has been completed.



NOTE: If the **Publish** button is grayed out, then you have more mandatory fields to fill out!

This completes the guide on: Starting Your Registration

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