

# 供应商注册： 开始注册

**KOHLER**<sup>®</sup>

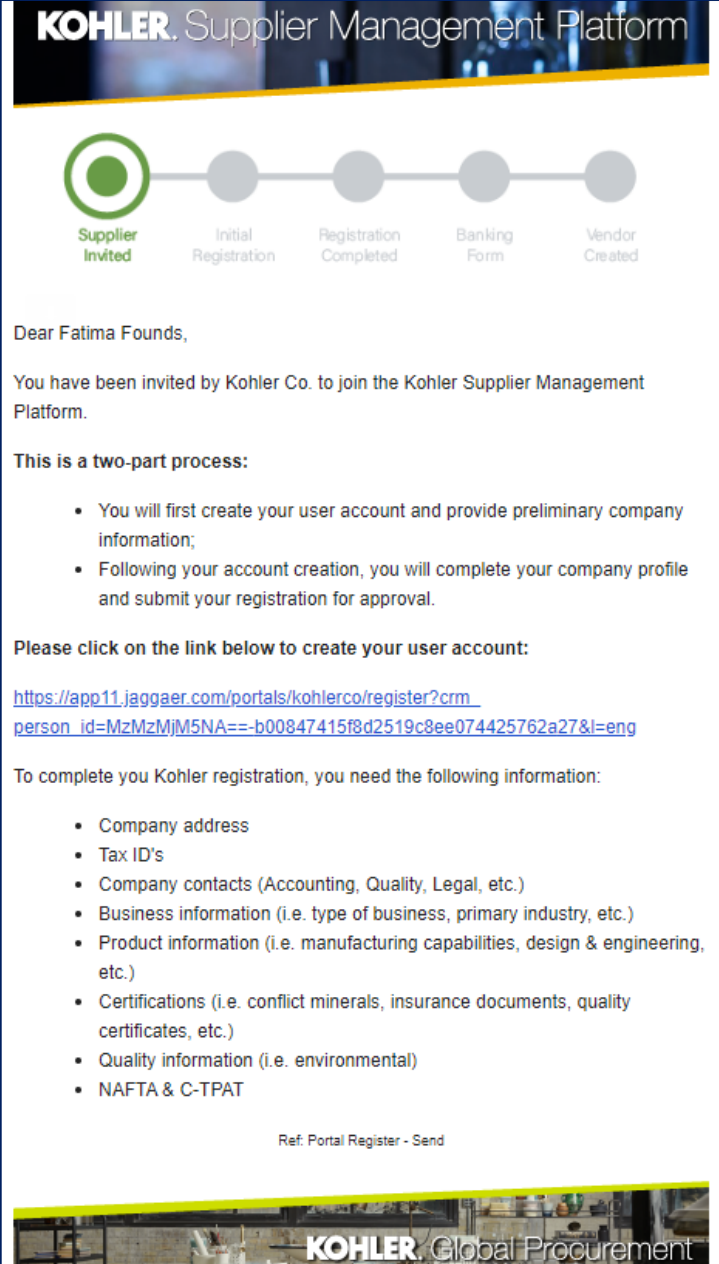
Supplier Management Platform

powered by **JAGGAER** 

# 开始

要成为 Kohler Co 的注册供应商，您需要在 Kohler 新建的供应商管理平台 (SMP) 上完成注册。

要开始注册，您需要通过 Kohler 网站 ([kohlercompany.com](http://kohlercompany.com)) 访问注册页面，或者接受 Kohler 同事发来的电子邮件注册邀请 (如图所示)。



**KOHLER** Supplier Management Platform

Supplier Invited Initial Registration Registration Completed Banking Form Vendor Created

Dear Fatima Founds,

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

This is a two-part process:

- You will first create your user account and provide preliminary company information;
- Following your account creation, you will complete your company profile and submit your registration for approval.

Please click on the link below to create your user account:

[https://app11.jaggaer.com/portals/kohlerco/register?crm\\_person\\_id=MzMzMjMjM5NA==b00847415f8d2519c8ee074425762a27&l=eng](https://app11.jaggaer.com/portals/kohlerco/register?crm_person_id=MzMzMjMjM5NA==b00847415f8d2519c8ee074425762a27&l=eng)

To complete you Kohler registration, you need the following information:

- 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

**KOHLER** Global Procurement

# 发起注册

单击链接，即可开始供应商注册，  
系统将带您进入此界面

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

选择您的首选语言

# 发起注册

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

填写您的联系方式

尽量详细填写，以便在之后的注册过程中节省时间

选择一个唯一的登录名，您可以自行选定

单击继续，进入下一部分

# 发起注册

填写您的公司情况信息

此处也要尽量详细填写，以便在之后的注册过程中节省时间

单击继续，进入下一部分

The screenshot shows the 'COMPANY DATA' step of a registration process for KOHLER. The progress bar at the top indicates that 'GENERAL' and 'PERSON DATA' are completed, while 'COMPANY DATA' is the current step, and 'CONSENT' is the final step. The form contains the following fields:

- D&B Lookup**: A button to perform a data lookup.
- COMPANY DATA**: Section header.
- Company Name\***: Input field containing 'Test Company'.
- Company Name 2**: Empty input field.
- Street\***: Input field containing '100'.
- Street 2**: Empty input field.
- Postal Code\***: Input field containing '12345'.
- City\***: Input field containing 'Test City'.
- Region\***: Empty input field.
- Navigation**: 'Back' and 'Continue' buttons at the bottom.

The 'Continue' button is highlighted with a red box, and a red arrow points from the text '单击继续，进入下一部分' to it.

# 发起注册

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. For more information on the further use of this published data, [Service Privacy Policy](#)

[Kohler Terms of Use](#)

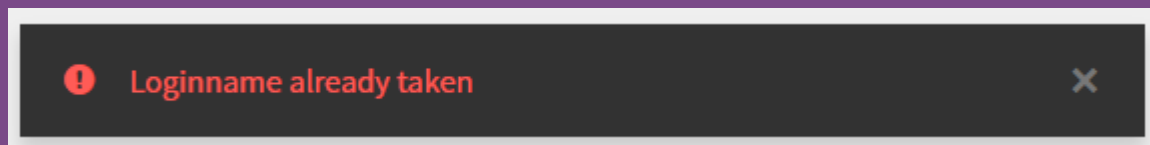
Back **Accept and Submit**

请阅读并同意 Jaggaer 和 Kohler 的条款与条件

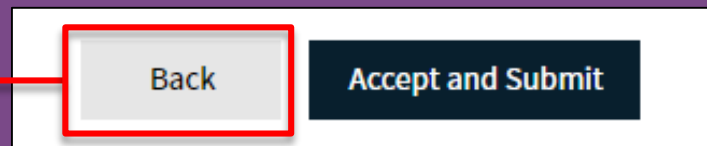
如果您同意，请选中每组条款与条件旁边的方框，然后单击接受并提交以继续

# 发起注册

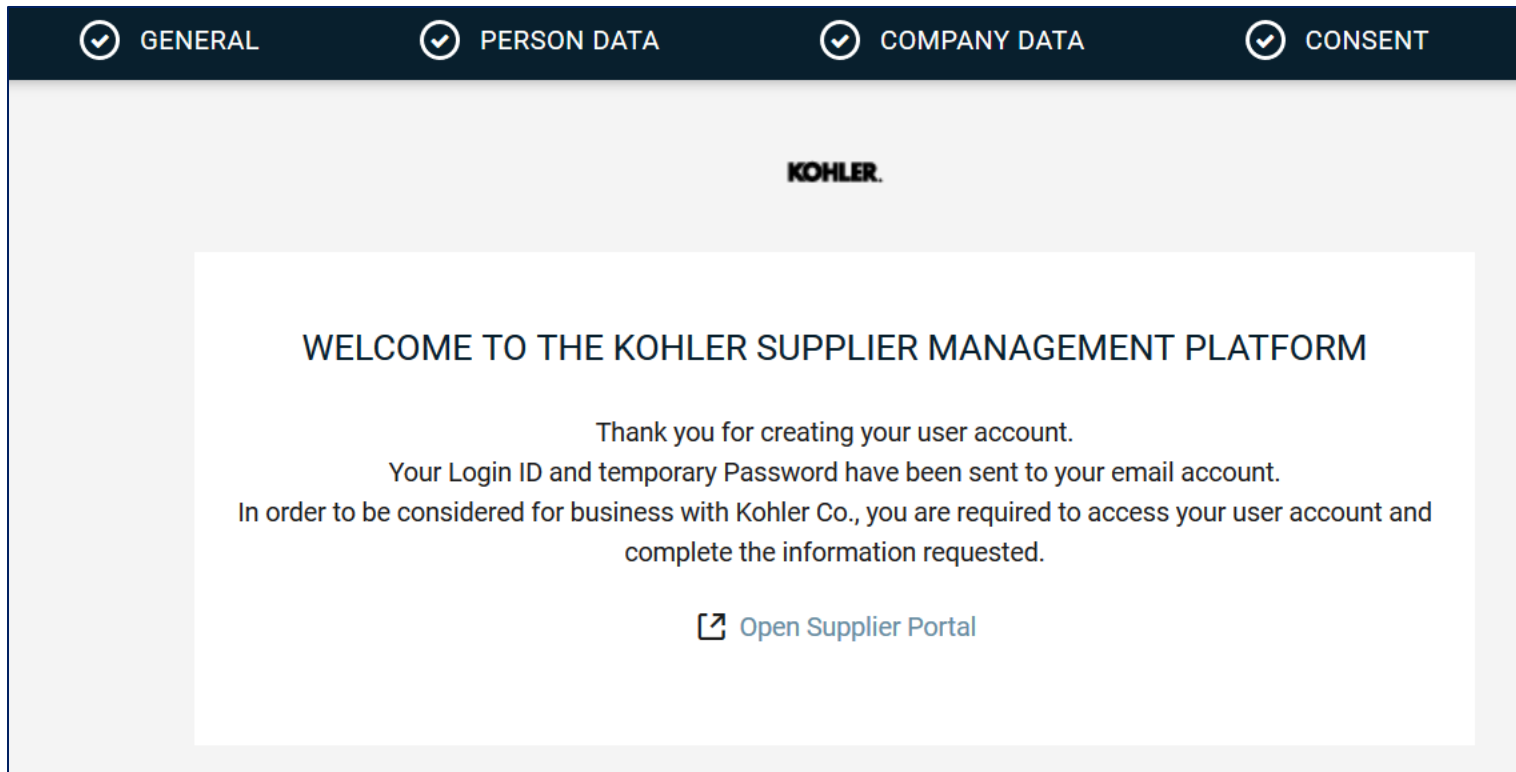
此时，您有可能收到通知，称您的登录名已被占用。



若是如此，请单击后退按钮，返回到初始“联系资料”页面，然后填写新的登录名



# 发起注册



现在，您已完成注册过程的第一步

您需要等待接收电子邮件，再按其中的后续步骤完成注册



# 在系统上注册

很快您会收到一封电子邮件，提示您使用临时密码登录

单击链接，使用该密码登录，然后设置您自选的新的永久密码

**KOHLER.** Supplier Management Platform

Supplier Invited   **Login**   Registration Published   Banking Form   Vendor Created

Dear xxxx,

Thank you for completing **part 1** and creating an account on our Supplier Management Platform. Your login ID and temporary password are provided below.

*Before you can be considered for business with Kohler you are required to complete part 2.*

You are now requested to complete part 2 by logging into your profile to **complete and publish** your supplier registration to Kohler.

You will see a message box as per image below. Please Click on the area identified by the circle below to take you through the rest of the registration process.

Please **Save** you progress when switching between tabs and be sure to click on **Publish** when you have fully completed your profile and are ready to submit your registration to Kohler.

Your login: RT0804

Your password: 4a(rasta#hxV)

You can login by using following link: <http://supplier.kohlercompany.com>

Ref. Portal Register - Registration Successful

**KOHLER.** Global Procurement

# 在系统上注册

现在，您必须为账户创建一个新密码。将您收到的邮件中的密码作为旧密码，创建符合指定条件的新密码

**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?](#)

如果所有内容填写正确，此处将显示绿色对号。

单击“保存”后继续

**Change Password**  
Your password has expired. Please change it now

.....

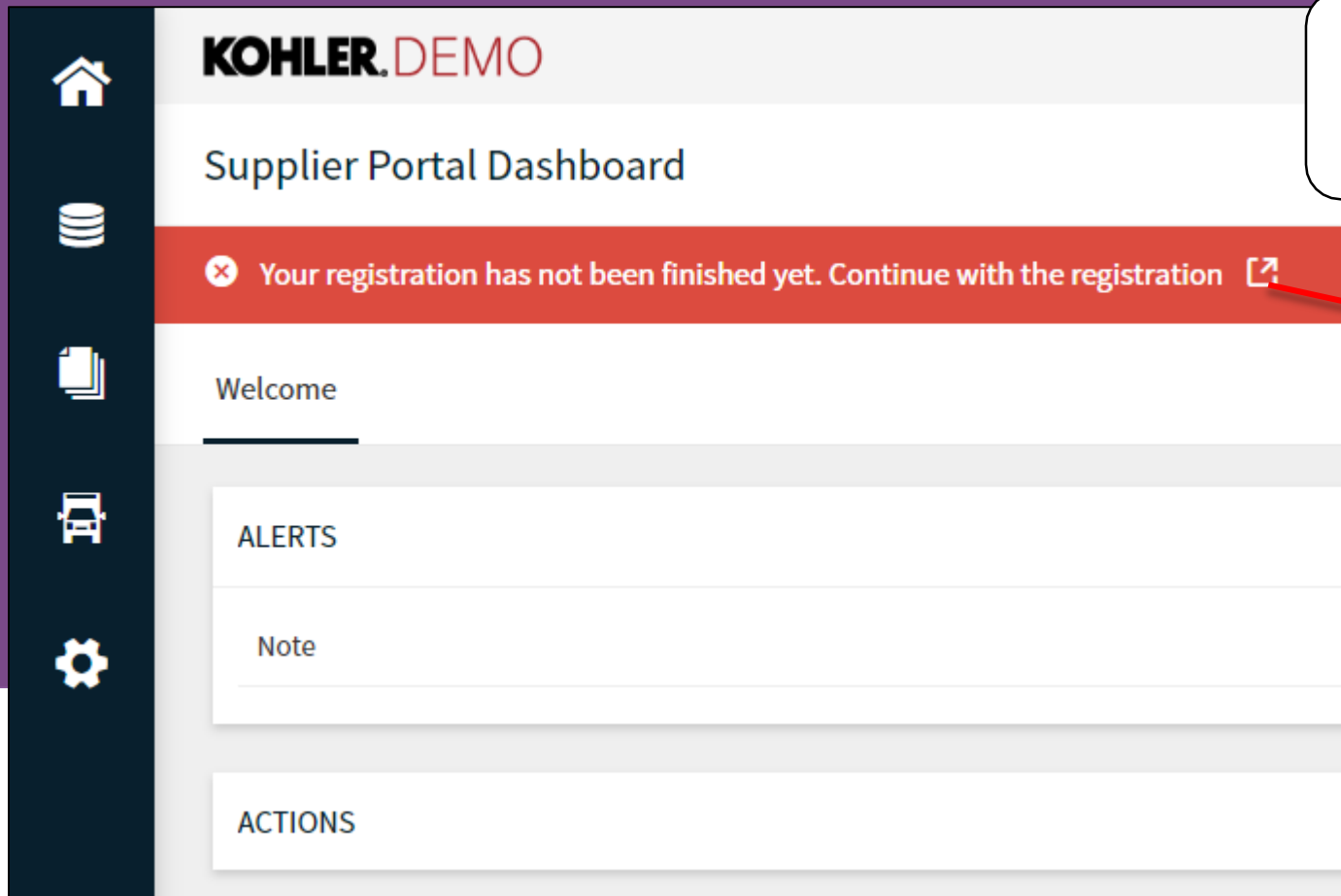
.....

.....

[Password forgotten?](#)

# 在系统上注册

现在您可以访问供应商门户仪表板



界面将显示红色横幅，提示  
您注册尚未完成

单击图标继续注册

# 在系统上注册

您将看到与初始供应商注册页面相似的页面。

填写您掌握的其他信息。

务必单击“继续”，  
进入下一部分

The screenshot shows a web interface for 'KOHLER.DEMO'. The page title is 'Registration - Base Data'. There are navigation icons on the left (home, database, documents, truck, gear) and a top navigation bar with four steps: 1 DATA, 2 CONTACTS, 3 CATEGORIES, and 4 PROFILE. The main content area is titled 'COMPANY DATA' and contains two input fields: 'Company Name\*' with the value 'Test Company' and 'Company Name 2'. A 'Continue' button is highlighted with a red box, and a red arrow points from the text above to it. A '< Back to dashboard' link is also visible.

下一部分允许您添加和编辑  
公司联系人

# 在系统上注册

如果您想再次访问这些信息，可单击  
“主数据”图标返回此处

The screenshot displays the KOHLER.DEMO system interface. The top navigation bar includes a home icon, the text 'KOHLER.DEMO', and user profile icons. A secondary navigation bar contains 'Back to dashboard' and a 'Continue' button. The main sidebar on the left lists several menu items: 'Master data' (highlighted with a red box and arrow), 'Base Data', 'Categories', 'Contact People', 'Company Profile', and a settings gear icon. The main content area features a progress indicator with steps 2 (CONTACTS), 3 (CATEGORIES), and 4 (PROFILE). Under the 'CONTACTS' step, there is a 'COMPANY DATA' section with a dropdown arrow. Below this, there are two input fields: 'Company Name\*' with an information icon and a value of 'Test Company', and 'Company Name 2' with an information icon.

# 在系统上注册

KOHLER.DEMO

Registration - Contacts

< Back to dashboard

Back

Continue

DATA 1 CONTACTS 2 CATEGORIES 3 PROFILE 4

Assigned Roles

Contacts

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

您可以将公司内与 Kohler 员工往来的所有联系人添加到此通讯录。



添加联系人的方法见下页

准备继续操作时，单击“继续”

# 添加新联系人

单击“添加新联系人”

The screenshot shows the KOHLER.DEMO interface. The top navigation bar includes a home icon, the text 'KOHLER.DEMO', and user profile icons. The main content area is titled 'Contacts' and features a 'Back to dashboard' link. Below this, there are tabs for 'Assigned Roles' and 'Contacts'. A table displays contact information with columns for Name, Login name, E-Mail, Telephone, and Portal Access. A single contact is listed with a blue circular icon containing 'NC'. A red box highlights the 'Add New Contact' button (a person icon with a plus sign) in the top right corner of the table area.

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

# 填写联系方式

在此处填写所有联系方式

注意标有“\*”的字段为必填项

选择已添加联系人隶属的部门

如果您想给予此联系人供应商门户的访问权限，单击此按钮。如此操作后，他们将收到您提供的邮箱地址的访问邀请

选择此联系人的登录名。  
您可以自行选定。

务必选中并同意所有必须权限

CONTACT PERSON

Salutation  
Mr. ▾

First Name\*

Last Name\*

Department  
--- ▾

Telephone  
+

Mobile  
+

E-Mail\*

Portal Access ⓘ

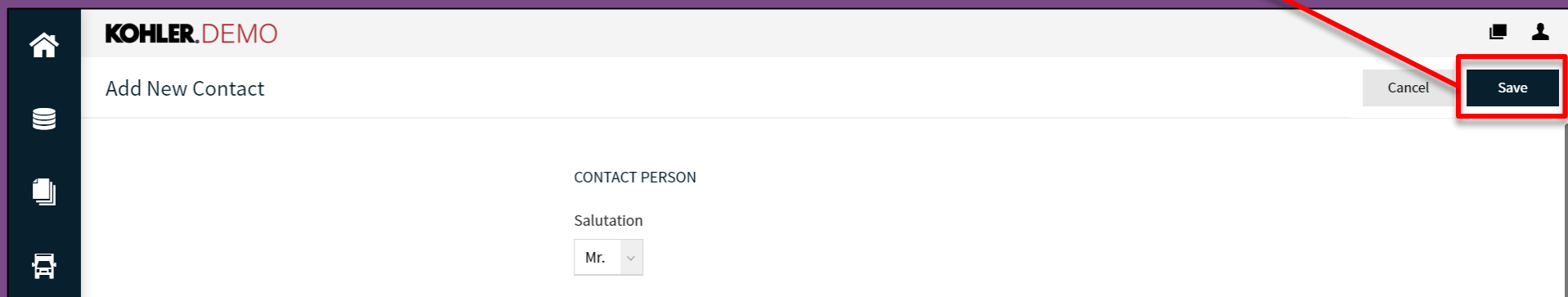
Loginname\*

Permissions\*  
 Kohler :: Supplier



# 保存联系人

完成后务必单击  
“保存”！



KOHLER.DEMO

Add New Contact

CONTACT PERSON

Salutation

Mr. ▾

Cancel Save

单击“保存”后，新联系人创建完毕，您可以在通讯录中找到他/她。

*注意：您可以返回并编辑联系方式*

# 编辑或删除联系人

“联系人”选项卡显示了  
现有全体联系人的名单

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

您可以在这里编辑或删除联系人

# 编辑担任角色

The screenshot shows the 'KOHLER.DEMO' interface. At the top, there's a navigation bar with 'Registration - Contacts' and buttons for 'Back to dashboard', 'Back', and 'Continue'. Below this is a progress indicator with four steps: 'DATA', 'CONTACTS' (active), 'CATEGORIES', and 'PROFILE'. The main content area shows a list of contacts under 'Assigned Roles' and 'Contacts' tabs. Two contact cards are visible: 'Accounting Contact' and 'M.D./C.E.O.'. The 'Accounting Contact' card has an edit icon (pencil) highlighted with a red box. A red line connects this icon to a callout box. The 'Assign Company Roles' dialog box is open, showing a list of roles on the left and a form on the right. The form has a 'Name\*' field with '- Contact, Test' entered. At the bottom right of the dialog, the 'Save' button is highlighted with a red box. A red line connects this button to another callout box.

在这里您可以指定联系人在组织中担任的角色。

单击“编辑”图标，更改角色

务必单击“保存”

# 在系统上注册

KOHLER.DEMO

Registration - Contacts

< Back to dashboard

Back

Continue

DATA

2 CONTACTS

3 CATEGORIES

4 PROFILE

Assigned Roles

Contacts

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

准备继续操作时，  
单击“继续”

# 在系统上注册

现在，您必须选择组织所属的“类别”。

务必单击“继续”

The screenshot displays a registration interface with a dark sidebar on the left containing navigation icons. The main content area is divided into two sections. The left section, titled 'Categories Overview', features a search bar and a list of categories. The 'Capital Equipment' category is selected and expanded, showing sub-options like 'Manufacturing (Purchase, Lease, Rent)', 'On Premise (not expendable)', 'Refractories-Kiln', 'At Supplier & Kohler Owned', and 'PPAP & Sample Parts'. The right section, titled 'Selected Categories', shows 'Animal & Farm Supplies - FARM Supplies' as the chosen primary category, with a list of sub-categories including 'FARM Supplies', 'ANIMAL Supplies', 'Services (Veterinary, Ferrier)', 'Capital Equipment', 'Manufacturing (Purchase, Lease, Rent)', 'Refractories-Kiln', and 'PPAP & Sample Parts'. At the top right, there are 'Back' and 'Continue' buttons, with the 'Continue' button highlighted by a red box. A red line connects the 'Continue' button to the instruction '务必单击“继续”'. Another red line connects the 'Capital Equipment' category to the instruction '务必选择一个主要类别。'. A third red line connects the 'Categories Overview' section to the instruction '现在，您必须选择组织所属的“类别”。'. The top navigation bar includes 'DATA', 'CONTACTS', '3 CATEGORIES', and '4 PROFILE'.

务必选择一个主要类别。

# 在系统上注册

最后一部分有很多问题需要回答。  
您需要切换选项卡，访问所有问题

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:

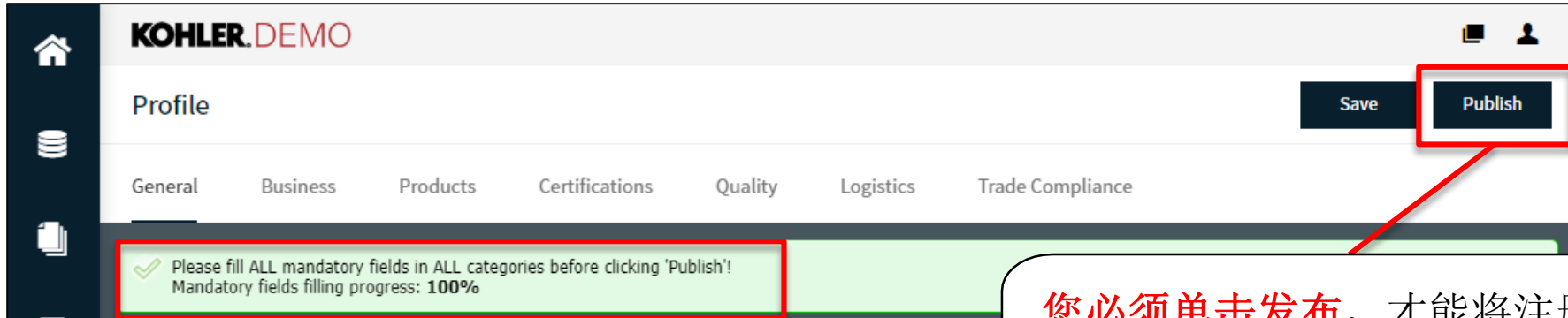
- Business
- Certificates
- General

Mandatory fields filling progress: 0%

每一页都必须单击保存  
系统才能存储您已  
经填妥的信息。

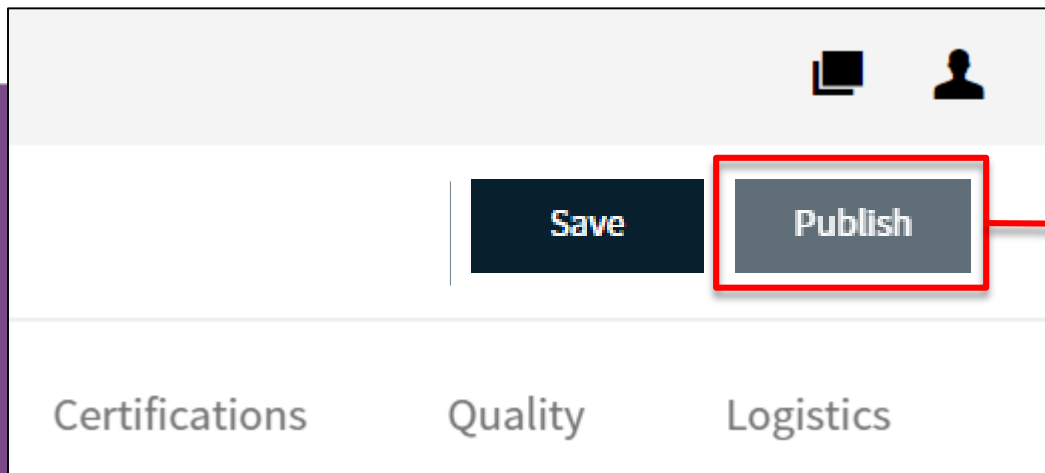
注意：如果您对这些选项卡中的问题还有疑问，每个选项卡均对应单独的指南

# 在系统上注册



注册完成后，您可以看到必填字段已完成 100%

**您必须单击发布**，才能将注册信息发送给 Kohler。若不单击发布，Kohler 无法收到注册已完成通知。



**注意：**若“发布”按钮显示为灰色，则表明您**尚未填妥**所有必填字段。请检查并填写完毕，以便单击**发布**。

以下指南到此结束：  
开始注册

**KOHLER**<sup>®</sup>

Supplier Management Platform

powered by **JAGGAER** 