

Becoming a

**KOHLER**<sup>®</sup> Supplier

Creating Login and Password at the  
Supplier Management Platform

# Getting Started

To become a Registered Supplier of Kohler, you will need to complete the registration process on the Supplier Management Platform [SMP].

A Kohler Purchasing associate will send you an invite for the registration. The e-mail will come from [Kohler Strategic Sourcing no-reply@jaggaer.com](mailto:Kohler Strategic Sourcing no-reply@jaggaer.com)

Email notification example →

The image shows a screenshot of an email notification for Kohler Supplier Registration. The email header includes the Kohler logo and the title "Supplier Registration". A progress bar at the top shows six steps: Invitation, Password Setup, Profile Completion, Kohler Approval, Bank Information, and Complete. The main body of the email is addressed to "Dear Mr. TEST POWER Engineering Private Limi" and states that the recipient has been invited to join the Kohler Supplier Management Platform. It includes a warning to read the details carefully and an overview of the registration process. The email is divided into five steps: 1. Invitation (with a link to create a user account), 2. Password Setup (with instructions on how to set a password and a note about multi-factor authentication), 3. Profile Completion (with instructions to log in and provide details), 4. Kohler Profile Approval (with instructions to review and approve the profile), and 5. Banking Information (with instructions to provide banking data). The email concludes with a support link, a sign-off from Kohler Strategic Sourcing, and a reference number "Ref: Portal Register - Send". The footer includes the Kohler logo and the text "Supplier Management Platform".

**KOHLER.**  
Supplier Registration

Invitation — Password Setup — Profile Completion — Kohler Approval — Bank Information — Complete

Dear Mr. TEST POWER Engineering Private Limi

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

**Please read the below details carefully to ensure your registration does not get delayed.**

This e-mail provides an overview of what to expect throughout this process:

**Step 1. Invitation:**

Create your user account following the link below to provide initial information about your company.  
[https://app11.jaggaer.com/portal/kohlerco/register.php?crm\\_person\\_id=NjQ2NzEwOTQw-b7513108d1356d470c71a9ceff1d41ba&f=eng](https://app11.jaggaer.com/portal/kohlerco/register.php?crm_person_id=NjQ2NzEwOTQw-b7513108d1356d470c71a9ceff1d41ba&f=eng)

**Step 2. Password Setup:**

Following completion of the above you'll receive an e-mail from **JAGGAER Supplier Accounts** <[noreply@jaggaer.com](mailto:noreply@jaggaer.com)> to set up your password. You'll need to click on the "Change supplier account password" hyperlink. We want to maintain your data security, so we'll also ask you to go through Multi-factor authentication.

**IMPORTANT** – Company registration is **NOT COMPLETE** after user account and basic company registration.

**Step 3. Profile Completion:**

Once you've got your password set up, please login to your account to finalize the registration process [Kohler Supplier Portal Link](#). We'll need you to provide details such as tax information, business practices, certifications, etc. If you need any help or an overview, we recommend clicking the "New User" & "Need Help" pop-up icons when you log in.

**Step 4. Kohler Profile Approval:**

After publishing your profile, Kohler will review your information and approve or request further details if necessary.

**Step 5. Banking Information:**

If Kohler proceeds forward transacting with your organization, you will receive a further e-mail invitation to collect your banking data " KOHLER | Bank Information Requested".

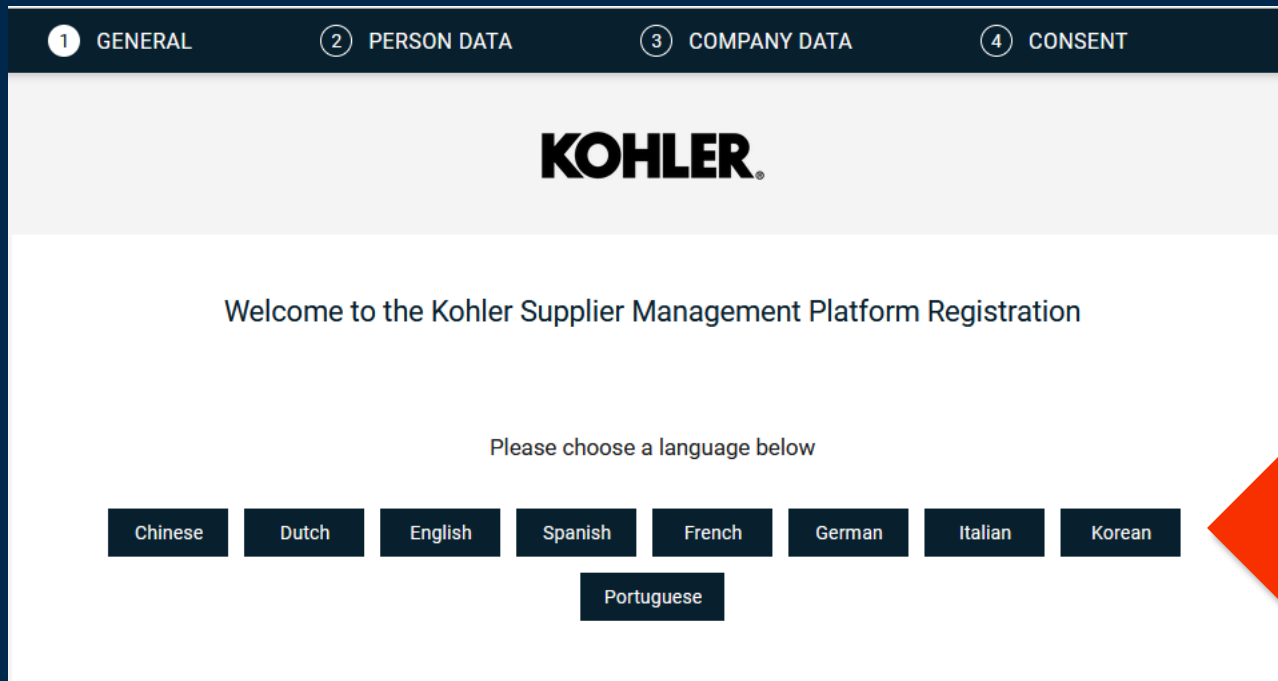
For additional support please visit: <https://www.kohlercompany.com/suppliers/instructions/>

Best regards,  
Kohler Strategic Sourcing

Ref: Portal Register - Send

**KOHLER.**  
Supplier Management Platform

# Creating the Login Credentials



The screenshot shows a registration page for the Kohler Supplier Management Platform. At the top, there is a progress bar with four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. The Kohler logo is prominently displayed in the center. Below the logo, the text reads "Welcome to the Kohler Supplier Management Platform Registration". Underneath, it says "Please choose a language below". There are two rows of language selection buttons: the first row contains Chinese, Dutch, English, Spanish, French, German, Italian, and Korean; the second row contains Portuguese. A large red arrow points from the right towards the language selection buttons.

Click the link provided in the email to kick off your registration.

Please select your preferred language by clicking on the blue box which is desired.

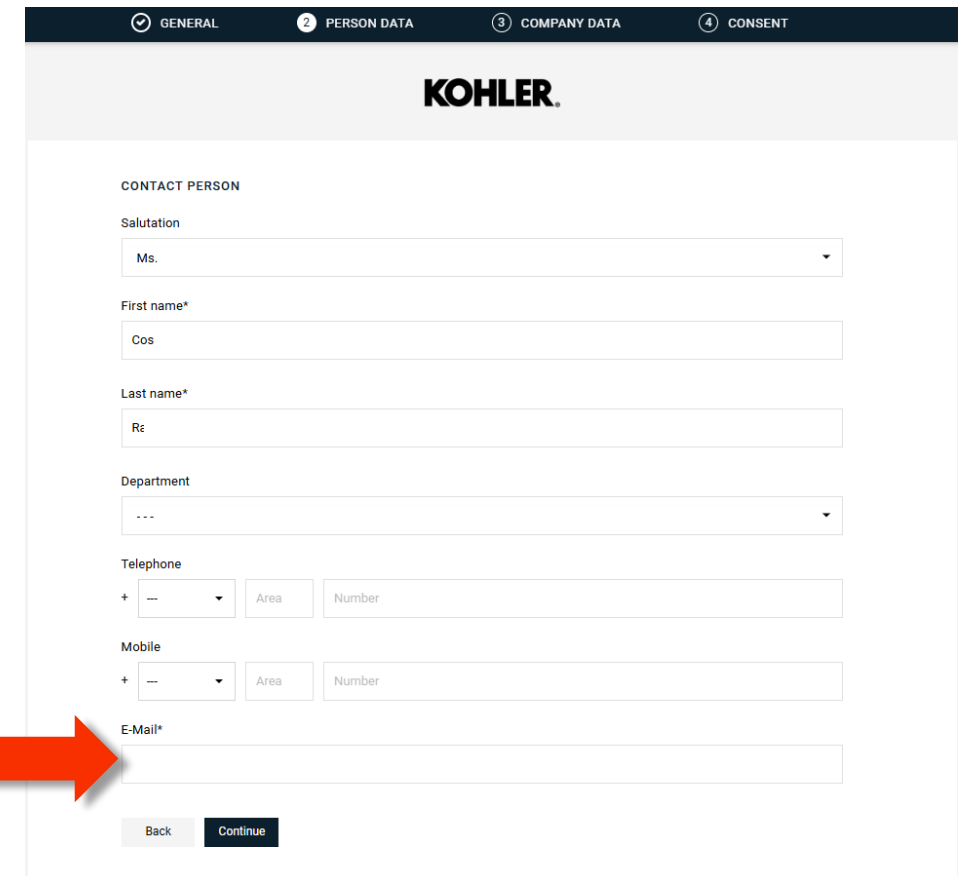
# Creating the Login Credentials

This first form is for you to fill out your contact information.

The information here will be used by Kohler Sourcing Team to contact you about updates of the system and/or purchasing related queries.

Your e-mail address will be your username for login into platform.

Click on **Continue** to move to the next page.



The screenshot displays the 'PERSON DATA' step of a registration process. At the top, a progress bar shows four steps: 1. GENERAL (checked), 2. PERSON DATA (active), 3. COMPANY DATA, and 4. CONSENT. Below the progress bar is the 'KOHLER.' logo. The main section is titled 'CONTACT PERSON' and contains the following fields:

- Salutation: A dropdown menu with 'Ms.' selected.
- First name\*: A text input field containing 'Cos'.
- Last name\*: A text input field containing 'R'.
- Department: A dropdown menu with '...' selected.
- Telephone: A field with a '+' sign, a dropdown menu with '...' selected, and a sub-field labeled 'Area'.
- Mobile: A field with a '+' sign, a dropdown menu with '...' selected, and a sub-field labeled 'Area'.
- E-Mail\*: A text input field.

At the bottom of the form are two buttons: 'Back' and 'Continue'. A large red arrow points from the text 'Click on Continue to move to the next page.' to the 'Continue' button.

# Creating the Login Credentials

GENERAL PERSON DATA **3 COMPANY DATA** 4 CONSENT

COMPANY DATA

Company Legal Name\*

Street\*

Postal code\*

City\*

Region\*

Country\*

Telephone\*

+

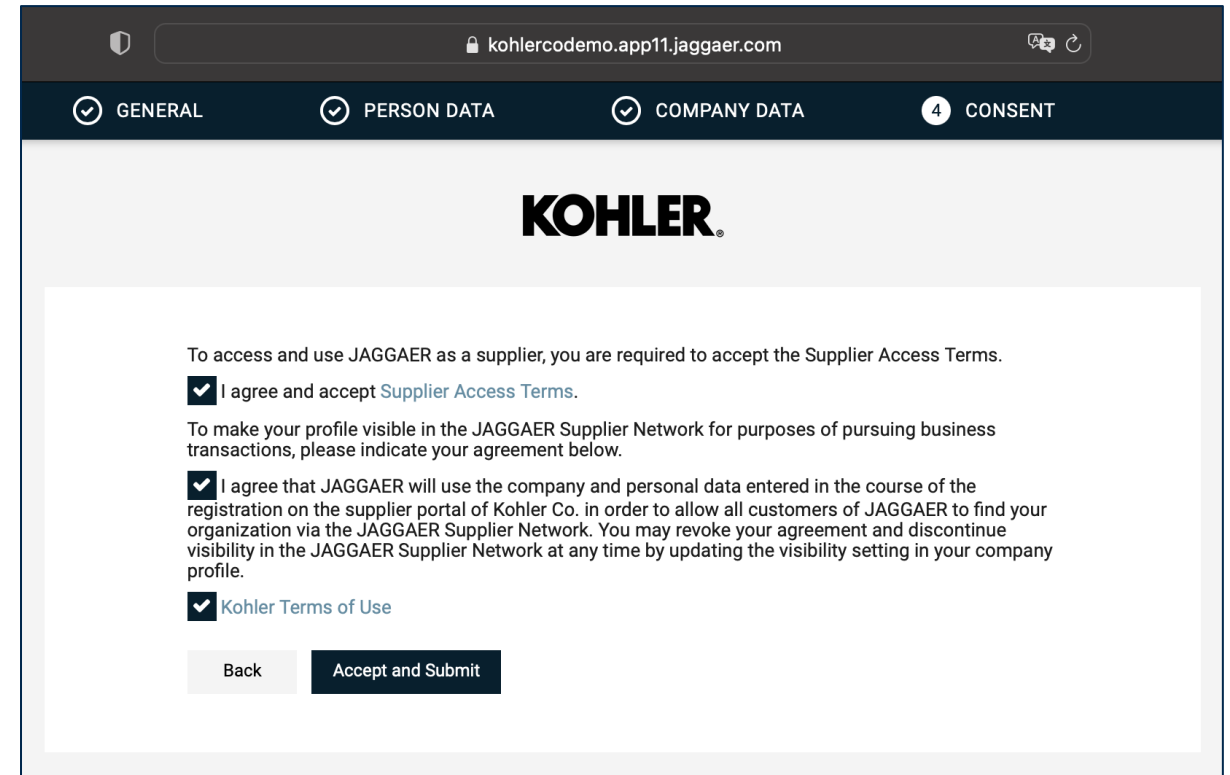
Homepage

In this section you will complete the form with your company's information. Enter your company's full legal name exactly as it appears on official registration documents (e.g. certificate of incorporation, business registry extract).

Please ensure you fill in all mandatory information to be able to continue with your registration.

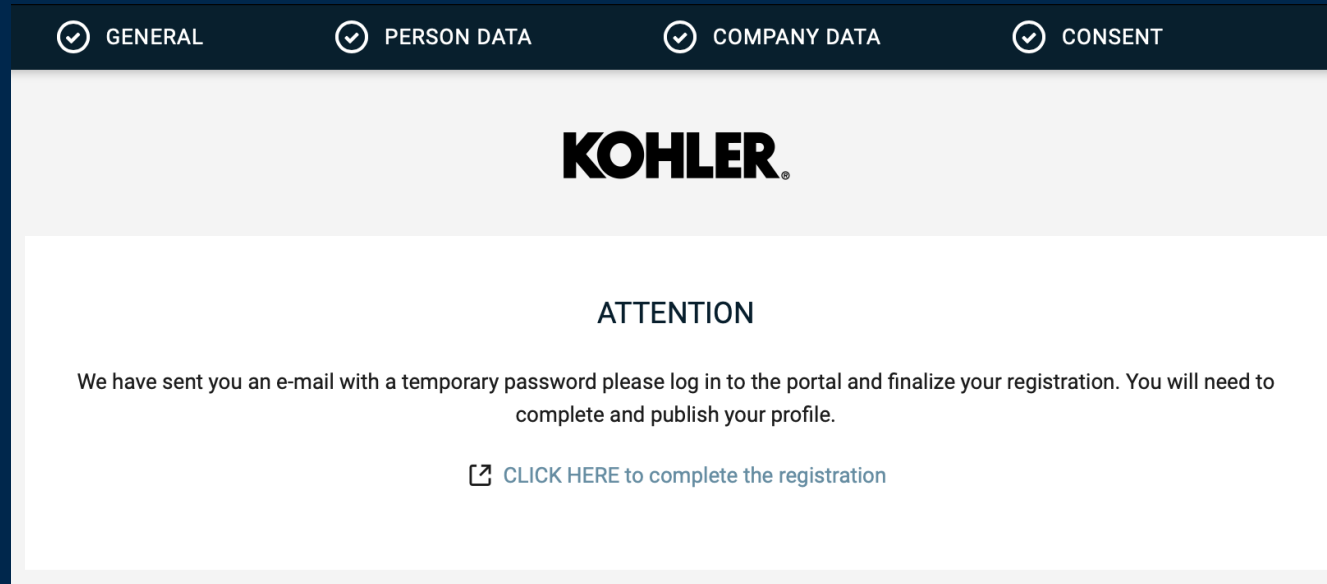
# Creating the Login Credentials

Read and agree with the terms of the platform →



The screenshot shows a web browser window with the URL `kohlercodemo.app11.jaggaer.com`. The page has a dark navigation bar with four tabs: **GENERAL**, **PERSON DATA**, **COMPANY DATA**, and **4 CONSENT**. The **CONSENT** tab is active. The main content area features the **KOHLER** logo at the top. Below the logo, there is a text block stating: "To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms." This is followed by a checked checkbox and the text "I agree and accept [Supplier Access Terms](#)". Another text block follows: "To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below." This is followed by a checked checkbox and the text "I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Kohler Co. in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile." Below this is another checked checkbox and the text "[Kohler Terms of Use](#)". At the bottom of the form, there are two buttons: a light gray "Back" button and a dark blue "Accept and Submit" button.

# Creating the Login Credentials

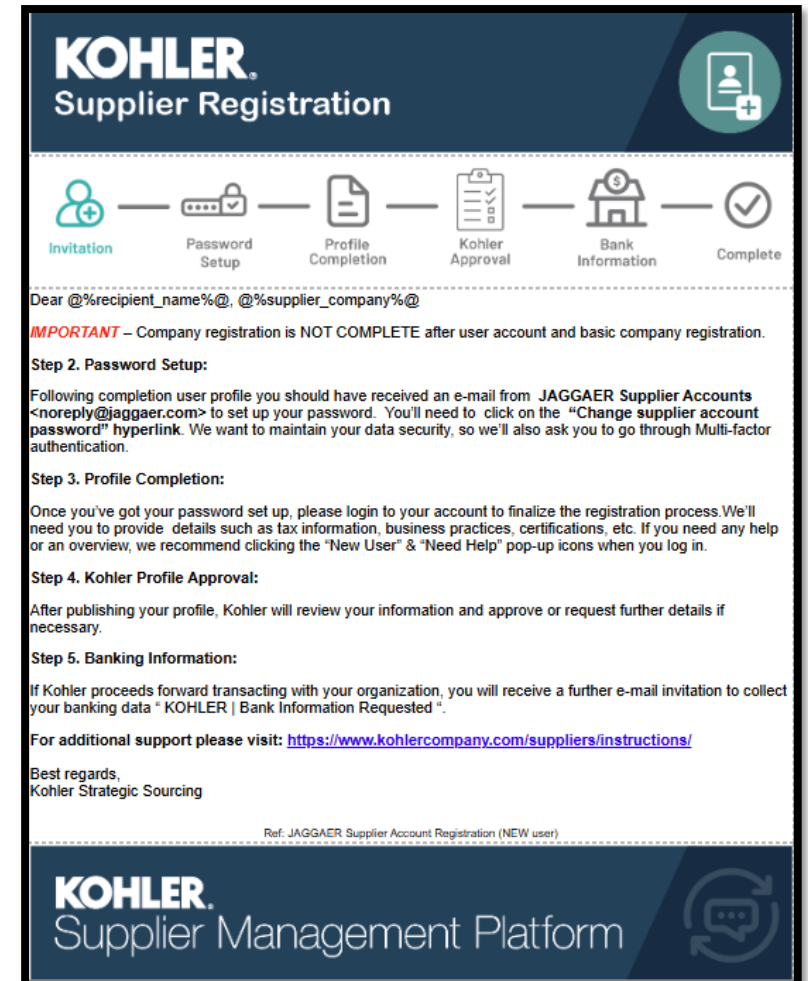
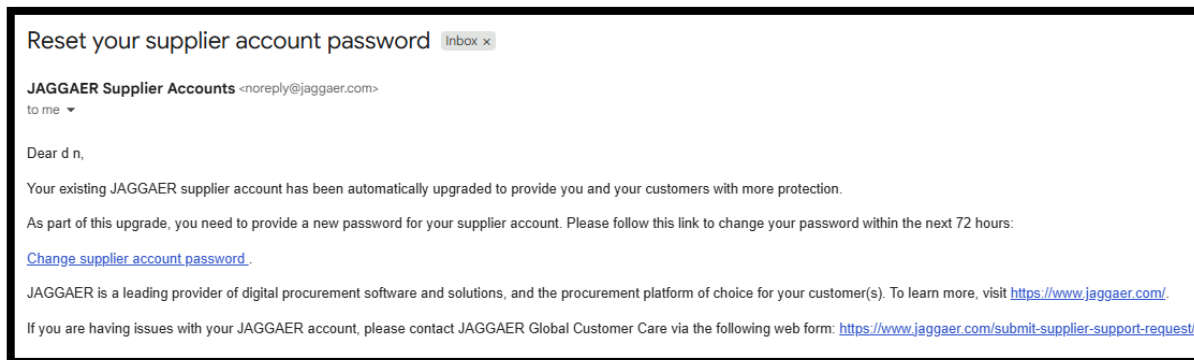


**ATTENTION!** This is not the end of the registration. After this you will receive an email to continue the creation of your profile.

Check your email inbox for the temporary password and link to the portal.

# Creating the Profile

Following completion user profile you should have received an e-mail from **JAGGAER Supplier Accounts <noreply@jaggaer.com>** to set up your password. You'll need to click on the **“Change supplier account password” hyperlink**. We want to maintain your data security, so we'll also ask you to go through Multi-factor authentication.



# Creating the Profile

Set JAGGAER Global Identity Password English US -

New Password

Confirm Password

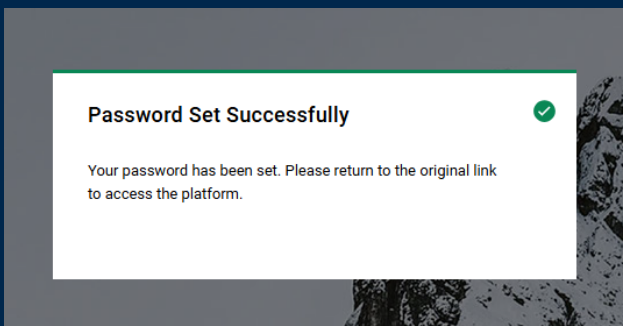
- Minimum of 12 characters
- Must be different from email
- Minimum of 1 special character (not A-Z, a-z, or 0-9)
- Minimum of 1 number
- Minimum of 1 lowercase letters
- Minimum of 1 uppercase letters
- Passwords must match

Set Password

You will be required to change your password. Please enter a password that meets the requirements on the screen:

- Minimum of 12 characters
- Minimum of 1 uppercase letter
- Minimum of 1 lowercase letter
- Minimum of 1 special character.
- Minimum of 1 number
- Email must be different from password.

Select “Set Password” when done.



# Creating the Profile

Navigate to the Kohler Supplier Portal:

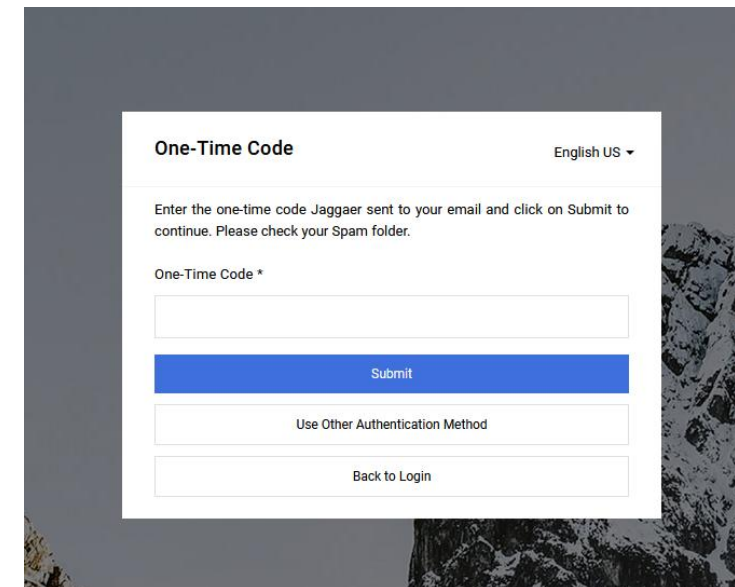
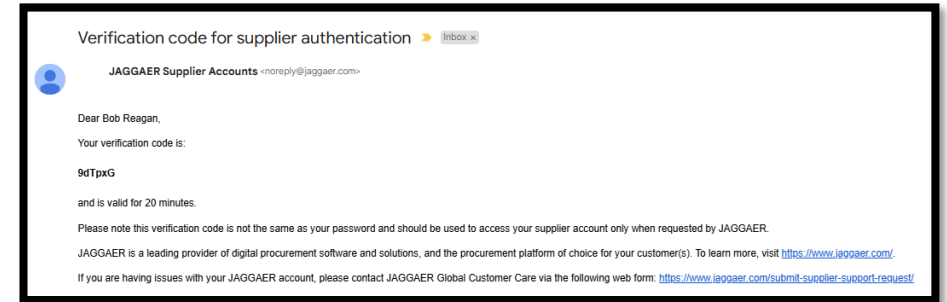
<https://app11.jaggaer.com/portals/kohlerco/>

**The new authentication uses a 2-step verification process, which relies on a one-time code that is valid for 20 minutes.**

You can use either e-mail or an authenticator mobile application as the method of receiving the one-time code, with e-mail being the default.


**1. If using e-mail (the default),** go to your inbox and look for an e-mail with the subject line “Verification code for supplier authentication”. Please make sure you also check your Spam or Junk e-mail folders.

**2. Enter the verification code from the e-mail message above** into the interface below, by either using copy-paste or manually typing the code



# Creating the Profile

Now you should have access to the SMP Dashboard!

To continue completing your profile click at the top  of the dashboard.


Please note that we have inbuilt guides at every step of the registration. If you need any help click on the “Need help?Click HERE!” badges to get access to the instructions.


**KOHLER.**  
Supplier Portal Dashboard - Welcome, c r from TEST IDM 2


Your registration has not been finished yet. Continue with the registration [↗](#)


We kindly request that you create a backup user for your company's JAGGAER account. This additional user will be there in case the admin can't use the account anymore. [↗](#)


Homepage Order Management Scorecard


OPEN BANK INFORMATION REQUESTS 


EDIT COMPANY INFORMATION 


EDIT CONTACTS 

COMPANY PROFILE INFORMATION 

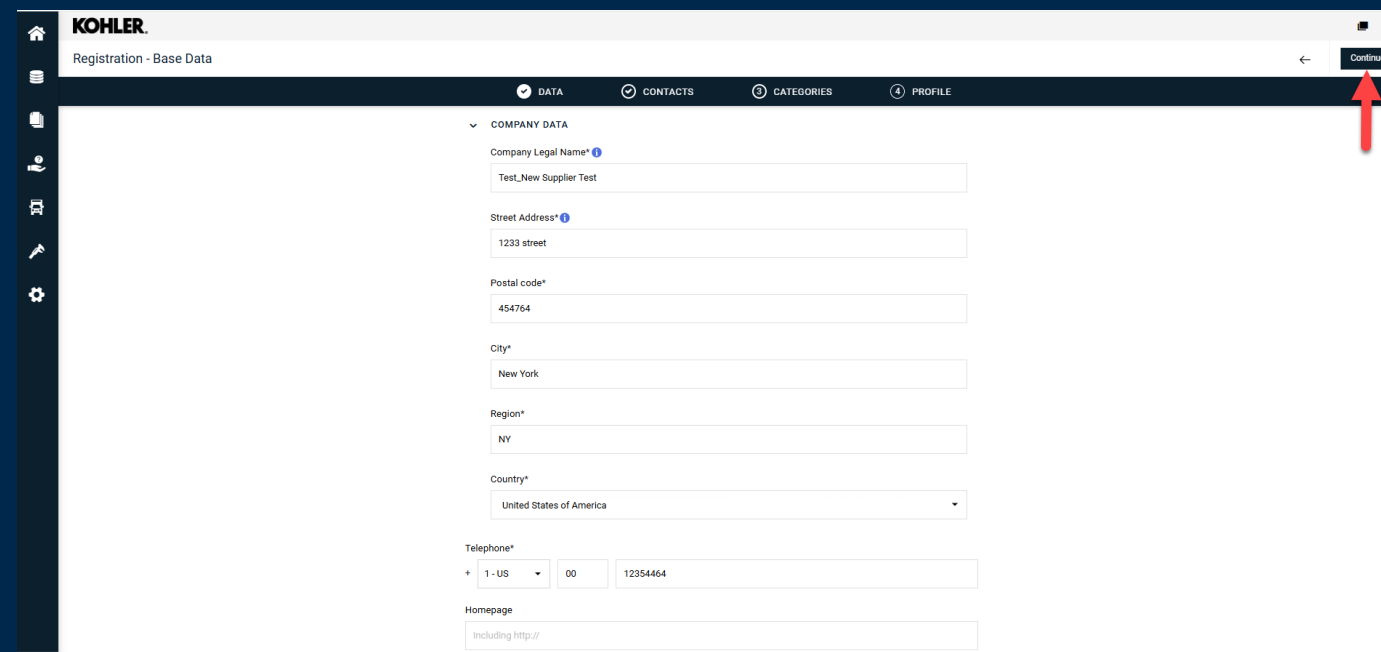
**Need Help? Click HERE!** 

EAUCTION 

FORECAST 

ORDERS   
No entries found.

# Creating the Profile



The screenshot shows the KOHLER registration interface. The top navigation bar includes the KOHLER logo, the page title "Registration - Base Data", and a "Continue" button in the top right corner. Below the navigation bar, there are four tabs: "DATA", "CONTACTS", "CATEGORIES", and "PROFILE". The "DATA" tab is active, displaying a form for "COMPANY DATA". The form fields are as follows:

- Company Legal Name\*: Test\_New Supplier Test
- Street Address\*: 1233 street
- Postal code\*: 454764
- City\*: New York
- Region\*: NY
- Country\*: United States of America
- Telephone\*: + 1 - US 00 12354464
- Homepage: Including http://


Please review the information in “Data” tab you previously provided and make corrections if it is needed.

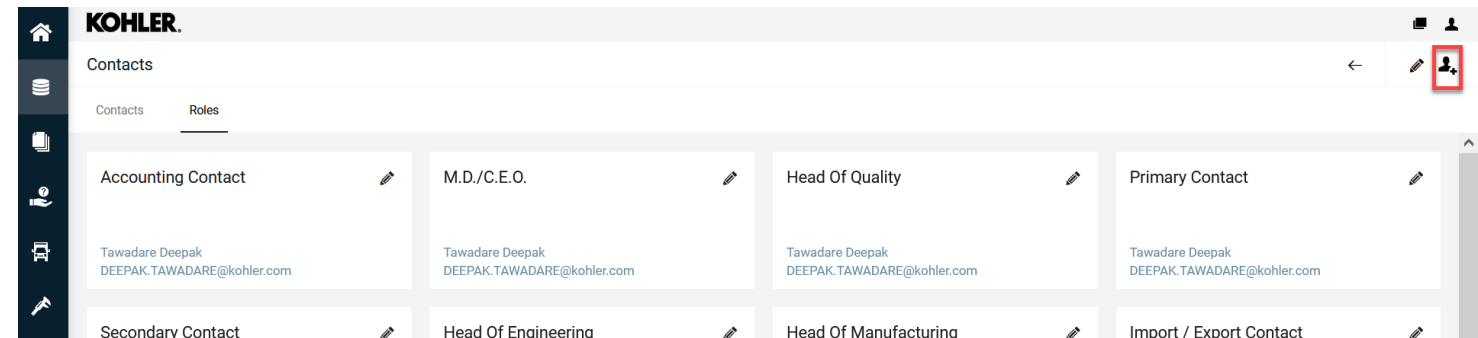
Use the “Continue” button on the top right corner to move to the next step

# Creating the Profile

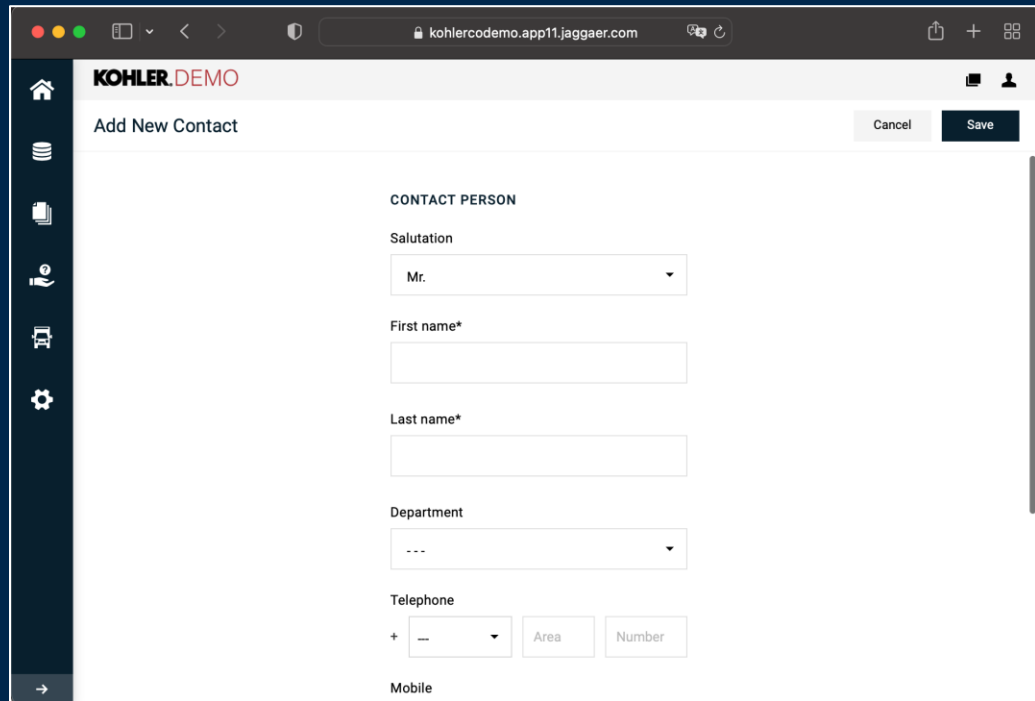
“Contacts” section allows you to add other users from your company into the platform.

It is recommended to have more than one user per company to avoid losing access to the portal.

New user will need to be added by using  button available at the top right corner.



# Creating the Profile



The screenshot shows a web browser window with the URL `kohlercodemo.app11.jaggaer.com`. The page title is "KOHLER.DEMO" and the main heading is "Add New Contact". There are "Cancel" and "Save" buttons at the top right. The form is titled "CONTACT PERSON" and includes the following fields:

- Salutation: A dropdown menu with "Mr." selected.
- First name\*: A text input field.
- Last name\*: A text input field.
- Department: A dropdown menu with "..." selected.
- Telephone: A section with a "+" sign, a dropdown menu, and two input fields labeled "Area" and "Number".
- Mobile: A text input field.

When creating the new user, make sure to check the Portal Access toggle.

The user will receive an email to set up their first access and will need to reset it like you have done at the first step.

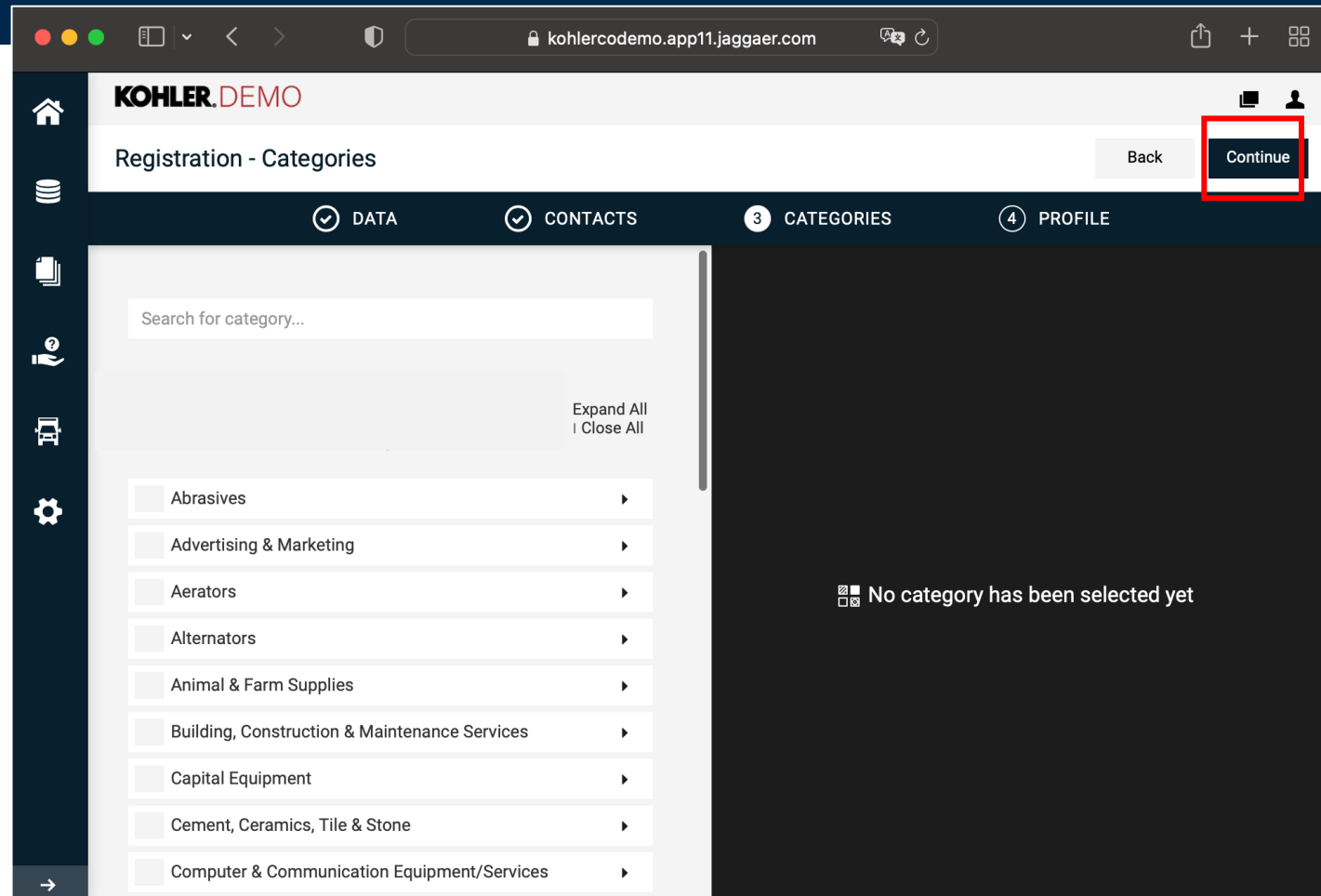
Please note if you do not want a contact to have access to the Portal you will need to make sure not to select "Portal Access".

Click Continue once you are done with contacts section.

# Creating the Profile

Product Category Selection is managed by Kohler while inviting to register on the profile.

No action is required from your side on this tab, click continue.



# Creating the Profile

Now it is time to fill provide additional information to allow Kohler to assess your company's information.

You are required to complete all tabs: General, Tax, Business & Certifications. All the questions from these tabs are mandatory. The yellow bar will warn you what tabs are incomplete. When moving between tabs make sure to save the information before moving to the next tab, by clicking in the **Save&Next** button at the top right corner.

When all tabs are completed, you must publish your profile by clicking in the **Publish** button on the top right corner.

The screenshot displays the KOHLER Registration - Profile interface. At the top, there is a navigation bar with the KOHLER logo and a 'Need Help? Click HERE!' link. Below this, a progress bar shows four steps: DATA, CONTACTS, CATEGORIES, and PROFILE (the current step). The main content area is divided into tabs: General, Tax, Business, and Certifications. A prominent yellow warning bar spans the width of the page, containing a warning icon and the text: 'Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Sections containing empty mandatory fields: Business, Certifications, General, Tax. Mandatory fields filling progress: 0%'. Below the warning bar, the 'General Business Terms' section is visible, including a 'Supplier Code of Conduct' section with a button to 'Open Code of Conduct - KOHLER Co.' and a dropdown menu for 'I have read and agreed to Supplier Code of Conduct\*' with a 'Yes' option selected. In the top right corner, there are buttons for 'Back', 'Save', and 'Publish'. The 'Save & Next' button is highlighted with a red box.

# Creating the Profile

KOHLER.DEMO

Profile Save Publish

General **Tax** Business Certifications

## Supplier Tax Information

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

FOR TEST ONLY The country code for this supplier is: US

### Supplier Tax Information

In this section we are requesting you to complete your company tax information. Please ensure you complete this section with the utmost accuracy.

Should Kohler proceed doing business with your organization, the information you provide here will be used in Kohler Co. payment processes.

Incorrect data may delay the onboarding process or negatively impact our ability execute payment

In this section we are requesting you to complete your company tax information.

**Please ensure you complete this section with the utmost accuracy.**

Incorrect data may delay the onboarding process or negatively impact our ability execute payment

# Creating the Profile

The screenshot shows a web interface for creating a profile. At the top, there are four tabs: DATA, CONTACTS, CATEGORIES, and PROFILE (with a '4' next to it). Below these are four sub-tabs: General, Tax, Business (highlighted), and Certifications. The main heading is 'Business'. Underneath is 'Company Information'. The form contains several fields:

- What is the Company or Business registration date?\* Y-m-d (text input)
- What is your Company's Business license/Certificate of registration number?\* (text input)
- What is the legal form of the Company or Business?\* (dropdown menu)
- Is your company located on China, Korea, or Thailand? (dropdown menu with 'Yes' selected)
- Please select the language of the country where your company is located (dropdown menu with 'Chinese' selected)
- Company Legal Name in Local Language (text input)
- Street Address in Local Language (text input)
- City in Local Language (text input)
- Do you have a Production facility/Warehouse / Assembly line ?\* (dropdown menu)
- Has the company operated under a different name before?\* (dropdown menu)

A red box highlights the questions: 'Is your company located on China, Korea, or Thailand?' and 'Please select the language of the country where your company is located'.

If your company is located on China, Korea or Thailand, then you must fill your company name and address in your local language within “Business” tab.

Per highlighted in RED BOX, please select “Yes” as answer to the first question. Then you can select the language and fill company name and address in your local language.

This is a must for those suppliers located in these three countries, otherwise it will cause payment failure.

# Creating the Profile

Now, you have completed and published your company profile, a Kohler Purchasing Team will review and approve your company profile. If any further information is required from you, you will be contacted via email from Kohler Strategic Sourcing [no-reply@jaggaer.com](mailto:no-reply@jaggaer.com) or Kohler Sourcing Team will be in touch with you.

The screenshot displays the 'Registration - Profile' page in a web application. The top navigation bar includes the 'KOHLER.DEMO' logo and user icons. The main header shows 'Registration - Profile' with 'Back', 'Save', and 'Publish' buttons. A progress bar below the header indicates the completion status of four steps: DATA, CONTACTS, CATEGORIES, and PROFILE (4). The 'Certifications' tab is selected, showing sub-tabs for General, Tax, Business, and Certifications. Two green success messages are visible: 'Successfully saved!' and 'Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Mandatory fields filling progress: 100%'. The main content area is titled 'Certifications'.

Becoming a  
**KOHLER**<sup>®</sup>  
Supplier

For more info visit:

<https://www.kohlercompany.com/suppliers/>

Thank you!