

Becoming a
KOHLER[®]
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 Global Procurement no-reply@app11.jaggaer.com](mailto:Kohler.Global.Procurement.no-reply@app11.jaggaer.com)

Email notification example →



KOHLER DEMO
Supplier Registration

invitation — username and password — profile — bank information — complete

Dear @%recipient_name%@,

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:

@%crm_person_id_hash_link%@

Company Name: @%supplier_company%@

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

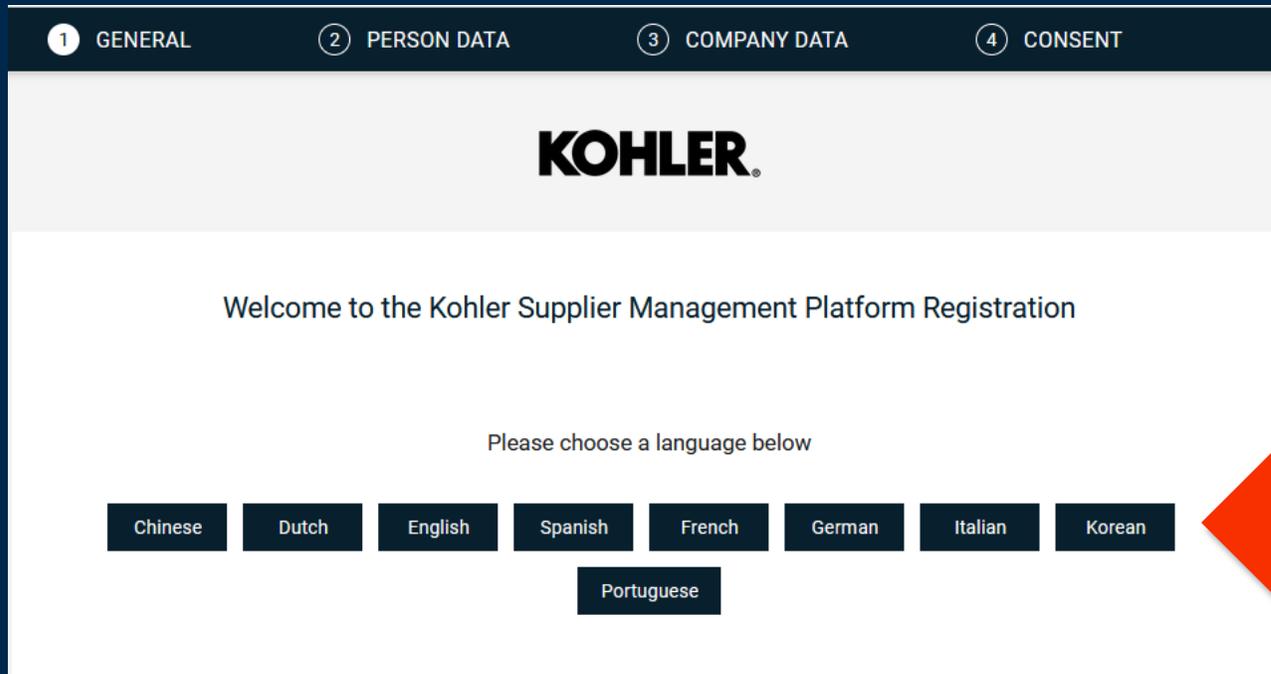
- Company address
- Tax ID's
- Company contacts (Accounting, Quality, Legal, etc.)
- Business information (i.e. type of business, primary industry, etc.)
- Certifications (i.e. conflict minerals, insurance documents, quality certificates, etc.)
- Quality information (i.e. environmental)

See instruction at: <https://www.kohlercompany.com/suppliers/instructions/>

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. Below the logo, the text reads "Welcome to the Kohler Supplier Management Platform Registration". The main instruction is "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.

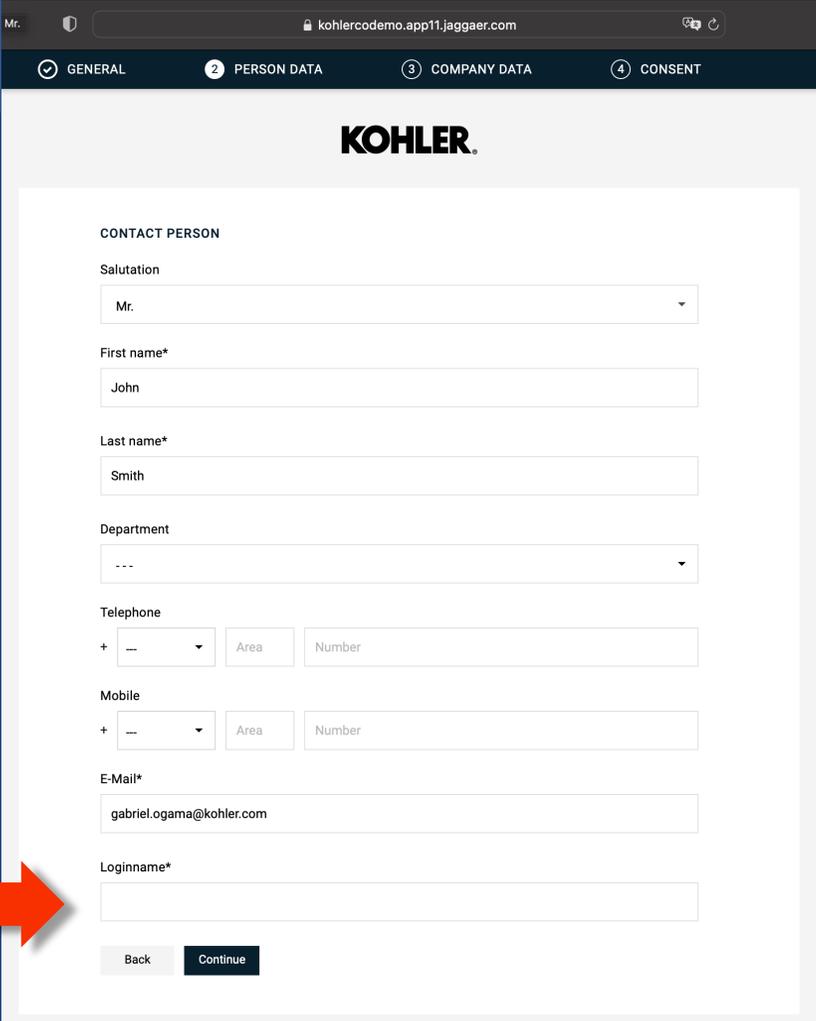
Creating the Login Credentials

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

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

At the **Loginname** field, you must create a unique username that will be used to enter for login into platform.

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



The screenshot shows a web browser window with the URL `kohlercodemo.app11.jaggaer.com`. The page has a dark navigation bar with four steps: 1. GENERAL, 2. PERSON DATA, 3. COMPANY DATA, and 4. CONSENT. The Kohler logo is centered at the top. Below it is a form titled "CONTACT PERSON" with the following fields: Salutation (dropdown menu with "Mr." selected), First name* (text input with "John"), Last name* (text input with "Smith"), Department (dropdown menu with "..."), Telephone (two input fields for Area and Number), Mobile (two input fields for Area and Number), E-Mail* (text input with "gabriel.ogama@kohler.com"), and Loginname* (empty text input). At the bottom of the form are "Back" and "Continue" buttons. A large red arrow points from the text on the left to the Loginname* field.

Creating the Login Credentials

The screenshot shows a registration form for KOHLER, currently on the 'COMPANY DATA' step (indicated by a '3' in a circle). The navigation bar at the top shows 'GENERAL', 'PERSON DATA', 'COMPANY DATA', and 'CONSENT'. The KOHLER logo is prominently displayed. Below the logo, there is a 'D&B Lookup' button. The 'COMPANY DATA' section includes the following fields:

- Company's Legal Name (Only 35 characters Allowed)*** with an information icon (i). The input field contains the text 'Legal Company Name'.
- Company's Legal Name Overflow (if over 35 Characters above)** with an information icon (i). The input field is empty.
- Street***. The input field is empty.
- Street 2** with an information icon (i). The input field is empty.

In this section you will complete the form with your company's information. If your company's **Legal name exceeds 35 characters**, please use the Company's Legal Name Overflow field.

If your **Street Address exceeds 35 characters**, please use "Street 2" for the remaining characters.

This close-up screenshot shows the bottom portion of the registration form, including the following fields and buttons:

- D-U-N-S** with an information icon (i) and an external link icon. The input field is empty.
- EORI** with an information icon (i). The input field is empty.
- VAT code** with an information icon (i). The input field is empty.
- At the bottom, there are two buttons: a light grey 'Back' button and a dark grey 'Continue' button.

Creating the Login Credentials

Read and agree with the terms of the platform →

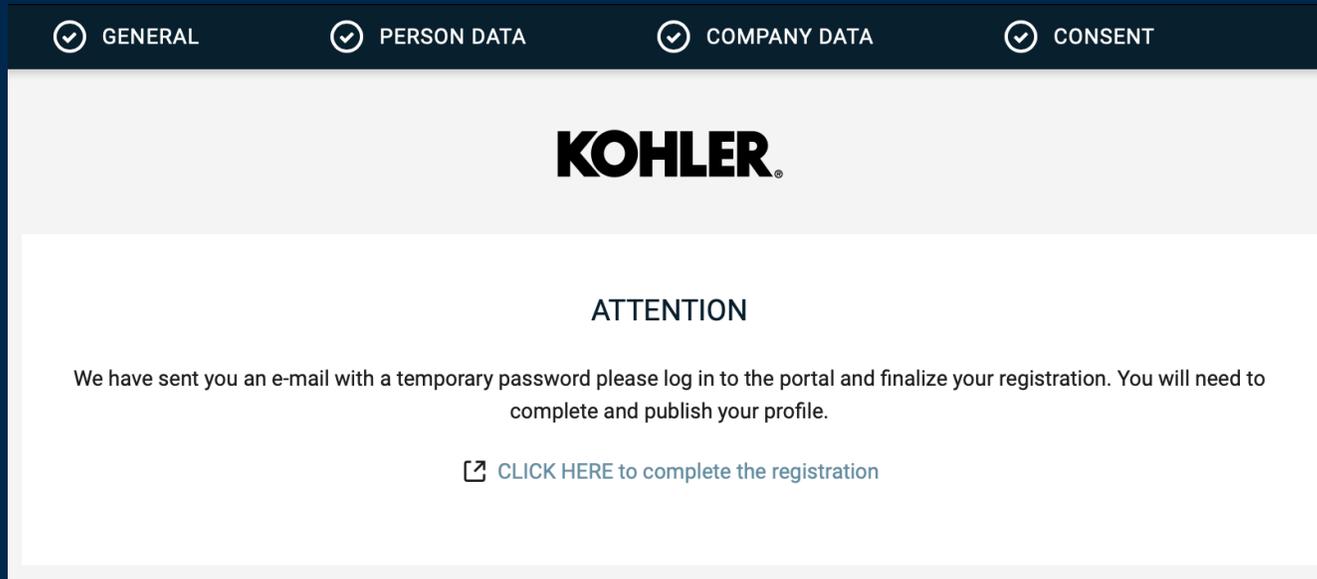
After accepting the terms, you might find the following error message:



Click on the **Back** button to jump on the first page and change your **Loginname** on the bottom of the page. This error means that someone is already using this specific Loginname.

A screenshot of a web browser displaying the registration page for JAGGAER. The browser address bar shows "kohlercodemo.app11.jaggaer.com". The page has a dark navigation bar with four steps: "GENERAL", "PERSON DATA", "COMPANY DATA", and "4 CONSENT". The main content area features the "KOHLER" logo at the top. Below the logo, there is a text block: "To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms." followed by a checked checkbox and the text "I agree and accept Supplier Access Terms." Below this, another text block reads: "To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below." 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 grey "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.

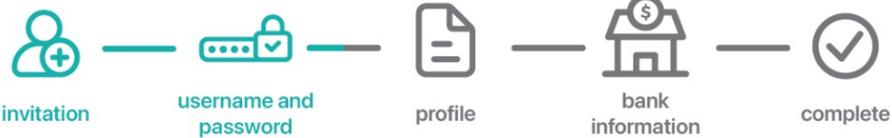
Check your email inbox for the temporary password and link to the portal.

Creating the Profile

After completing the first step you will receive the email with your login and temporary password →

Use the link in the email to access the SMP, reset your password and continue your registration by creating your profile.

KOHLER DEMO Supplier Registration



invitation — username and password — profile — bank information — complete

Dear @%recipient_first_name%@ @%recipient_last_name%@,

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: @%loginname%@

Your password: @%password%@

Please use above credentials to log on our supplier portal, then complete the remaining part of supplier registration process.

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

Kohler Global Procurement

Ref: Portal Register - Registration Successful

KOHLER Supplier Management Platform

Creating the Profile

Use the **Loginname** that you have created in the first step and the temporary password you have received in the email to create a new password and log in the SMP.

Change Password

Your password has expired. Please change it now

This field is mandatory

This field is mandatory

- ✗ Minimum of 8 characters
- ✗ Minimum of 1 special character (not A-Z or a
- ✗ Minimum of 1 number
- ✗ Minimum of 1 lower case letter and 1 upper c

[Password forgotten?](#)

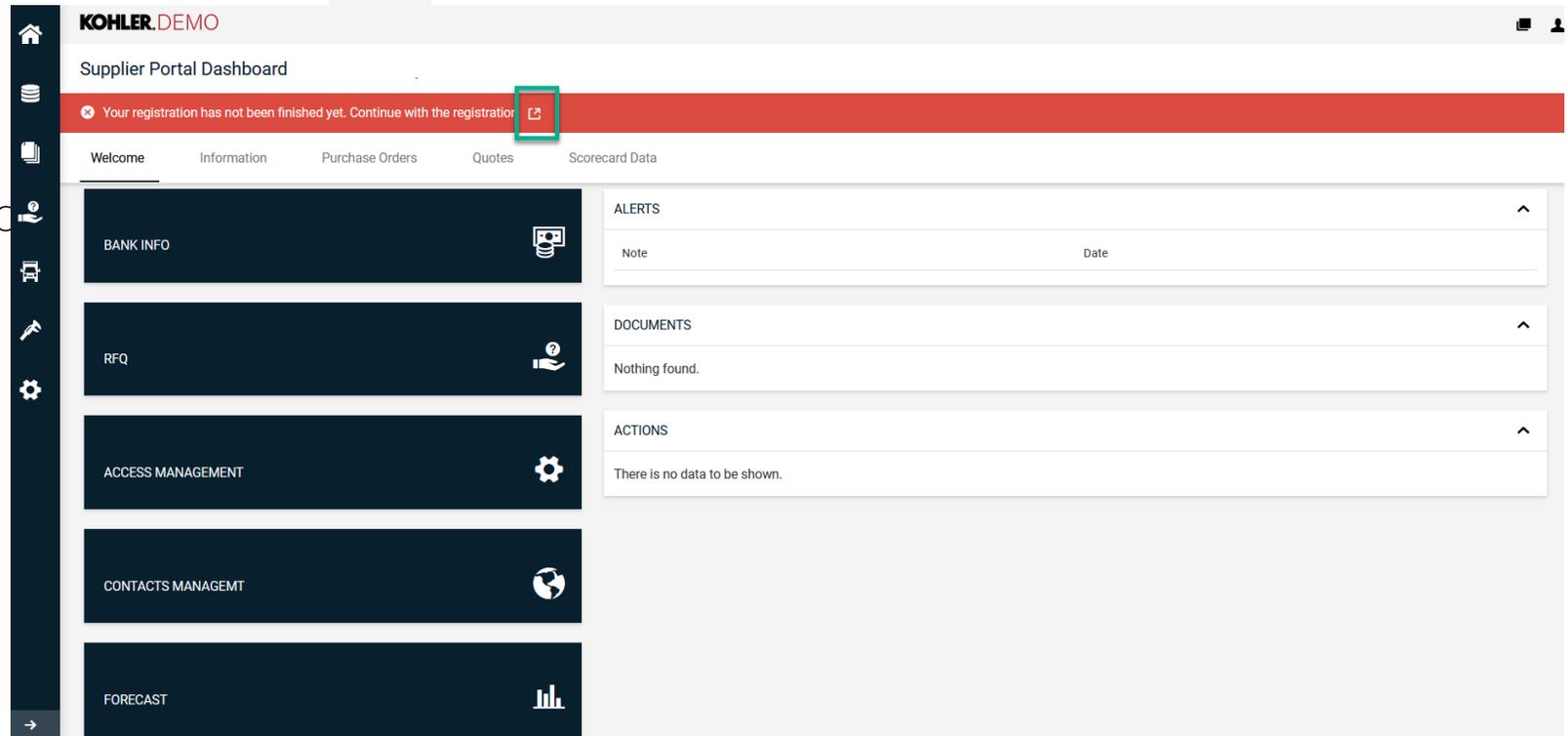
Change Password

Your password has expired. Please change it now

Creating the Profile

Now you should have access to the SMP Dashboard!

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



KOHLER.DEMO

Supplier Portal Dashboard

Your registration has not been finished yet. Continue with the registration 

Welcome Information Purchase Orders Quotes Scorecard Data

BANK INFO

RFQ

ACCESS MANAGEMENT

CONTACTS MANAGEMT

FORECAST

ALERTS

| Note | Date |
|------|------|
|------|------|

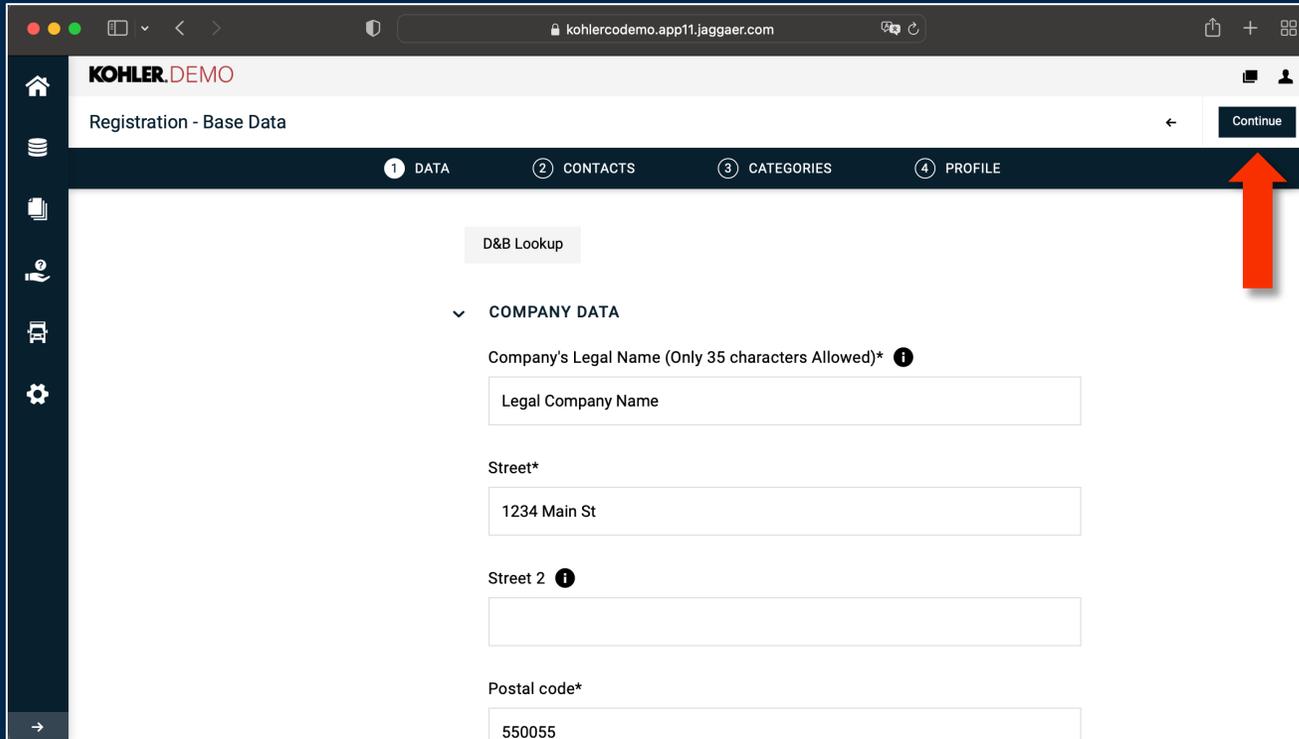
DOCUMENTS

Nothing found.

ACTIONS

There is no data to be shown.

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 "Registration - Base Data". A navigation bar at the top contains four tabs: "1 DATA", "2 CONTACTS", "3 CATEGORIES", and "4 PROFILE". The "DATA" tab is active. Below the navigation bar, there is a "D&B Lookup" button and a "COMPANY DATA" section. The "COMPANY DATA" section includes the following fields:

- Company's Legal Name (Only 35 characters Allowed)* **i**
- Street*
- Street 2 **i**
- Postal code*

A red arrow points to the "Continue" button in the top right corner of the form.

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 “Add New Contact” button available at the top right corner.

The screenshot shows the 'KOHLER.DEMO' web application interface. The page title is 'Registration - Contacts'. At the top right, there are navigation buttons: 'Add New Contact', 'Back', and 'Continue'. Below the title bar, there are four tabs: 'DATA', 'CONTACTS', 'CATEGORIES', and 'PROFILE'. The main content area is titled 'Assigned Roles' and 'Contacts'. It displays a grid of roles assigned to a contact. Each role is associated with the user 'Tawadare Deepak DEEPAK.TAWADARE@kohler.com' and has an edit icon.

| Assigned Roles | Contacts | | |
|--|--|--|--|
| M.D./C.E.O. Tawadare Deepak DEEPAK.TAWADARE@kohler.com | Head Of Quality Tawadare Deepak DEEPAK.TAWADARE@kohler.com | Primary Contact Tawadare Deepak DEEPAK.TAWADARE@kohler.com | Secondary Contact Tawadare Deepak DEEPAK.TAWADARE@kohler.com |
| Head Of Engineering Tawadare Deepak DEEPAK.TAWADARE@kohler.com | Head Of Manufacturing Tawadare Deepak DEEPAK.TAWADARE@kohler.com | Import / Export Contact Tawadare Deepak DEEPAK.TAWADARE@kohler.com | Head Of Sales / Marketing Tawadare Deepak DEEPAK.TAWADARE@kohler.com |
| EDI Contact Tawadare Deepak DEEPAK.TAWADARE@kohler.com | R&D Contact Tawadare Deepak DEEPAK.TAWADARE@kohler.com | Legal Counsel Tawadare Deepak DEEPAK.TAWADARE@kohler.com | Purchase Order Recipient Tawadare Deepak DEEPAK.TAWADARE@kohler.com |
| Invoice | Accounting Contact | Documents Pure Contact | ASN Contact |

Creating the Profile

The image 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**. The form contains the following fields:

- CONTACT PERSON**
- Salutation:
- First name*:
- Last name*:
- Department:
- Telephone:
- Mobile:

An **E-Mail*** modal is overlaid on the form, containing:

-
- Portal Access** ⓘ
- Loginname***:
- permissions***: Kohler :: Supplier

When creating the new user, make sure to check the Portal Access toggle and give a unique **Loginname** to the user.

The user will receive an email with a temporary password for first access and will need to reset it like you have done at the first step.

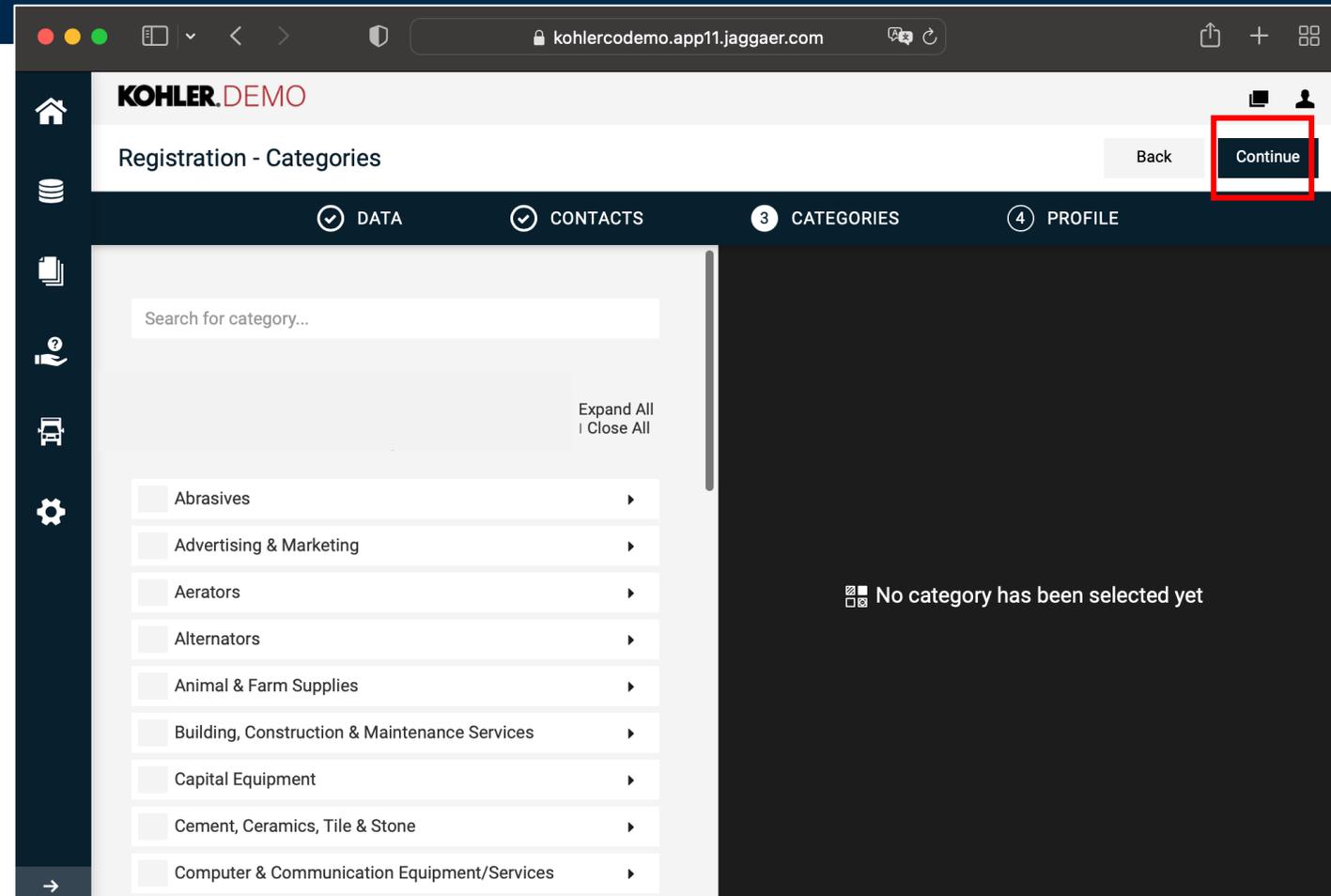
Please note if you do not want a contact to have access to the Portal you will need to make sure not to select "Portal Access".

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.

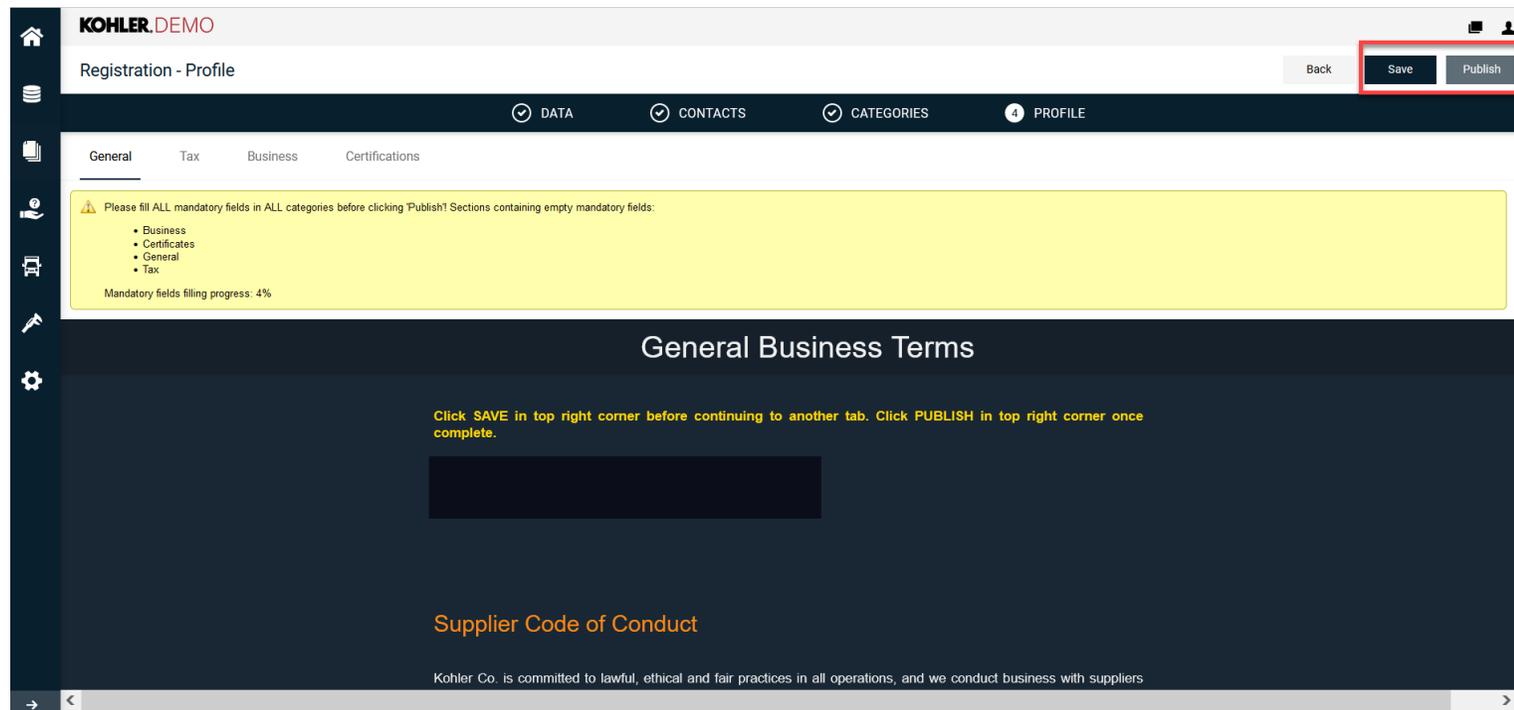


Creating the Profile

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** 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.



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 navigation tabs: DATA, CONTACTS, CATEGORIES, and PROFILE (with a '4' icon). Below this, there are sub-tabs: General, Tax, Business (selected), and Certifications. The main heading is 'Business'. Underneath, the section is titled '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 rectangular 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', along with their respective dropdown menus.

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 Global Procurement no-reply@app11.jaggaer.com or Kohler Purchasing Team will be in touch with you.

The screenshot shows the KOHLER.DEMO web application interface. The top navigation bar includes the logo, a home icon, and user profile icons. The main header displays "Registration - Profile" with "Back", "Save", and "Publish" buttons. A secondary navigation bar shows progress indicators for "DATA", "CONTACTS", "CATEGORIES", and "PROFILE" (4). Below this, a sub-navigation bar highlights the "Certifications" tab among "General", "Tax", and "Business". Two green notification boxes are present: "Successfully saved!" and "Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Mandatory fields filling progress: 100%". The bottom of the page features a dark header with the text "Certifications".

Becoming a
KOHLER[®]
Supplier

For more info visit:

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

Thank you!