FEDRIGONI

Jaggaer SRM Vendor Master Data Module

SUPPLIER MANUAL SUPPLIER

Index

1 Registration invitation and portal access

2 Mandatory data compiling for activation (onboarding)-for new suppliers

3 Credential activation

4 Access after credential activation

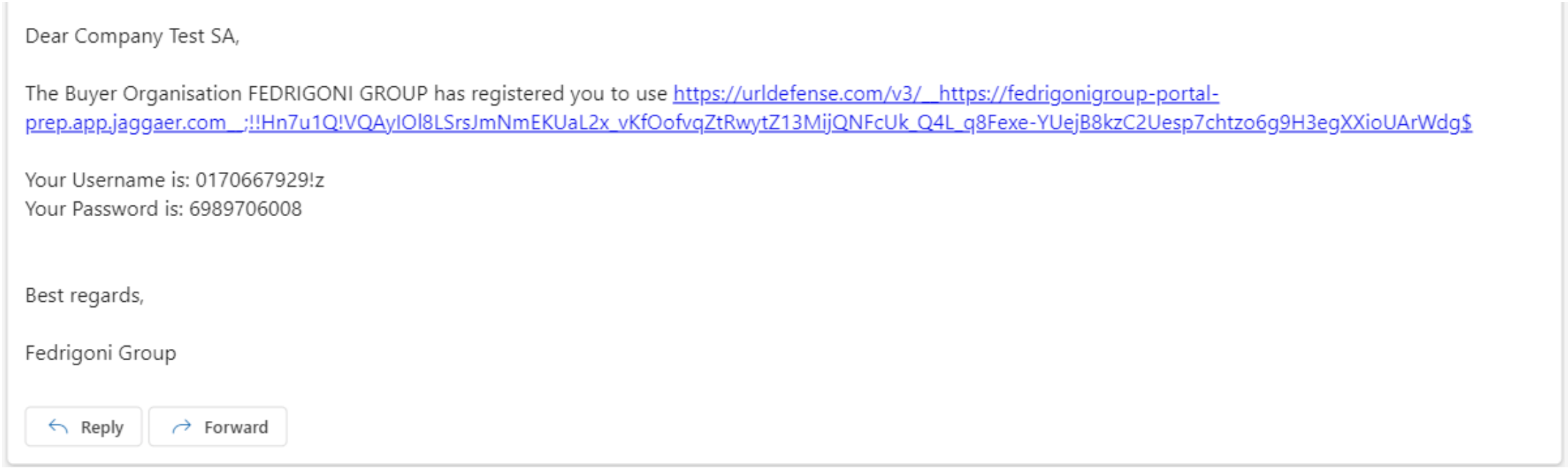
5 Message area

6 Completion of commodity questionnaires

7 Modification of dataset (for Supplier already in the platform)

1. Registration invitation and portal access- for new suppliers

- In order to access the Fedrigoni procurement portal you will receive an email inviting you to register on the portale with the assignment of a username and password that can be changed at the first login.



Dear Company Test SA,

The Buyer Organisation FEDRIGONI GROUP has registered you to use https://urldefense.com/v3/__https://fedrigonigroup-portal-prep.app.jaggaer.com__;!!Hn7u1Q!VQAyIOl8LSrsJmNmEKUaL2x_vKfOofvqZtRwytZ13MijQNFcUk_Q4L_q8Fexe-YUejB8kzC2Uesp7chtzo6g9H3egXXioUArWdg$

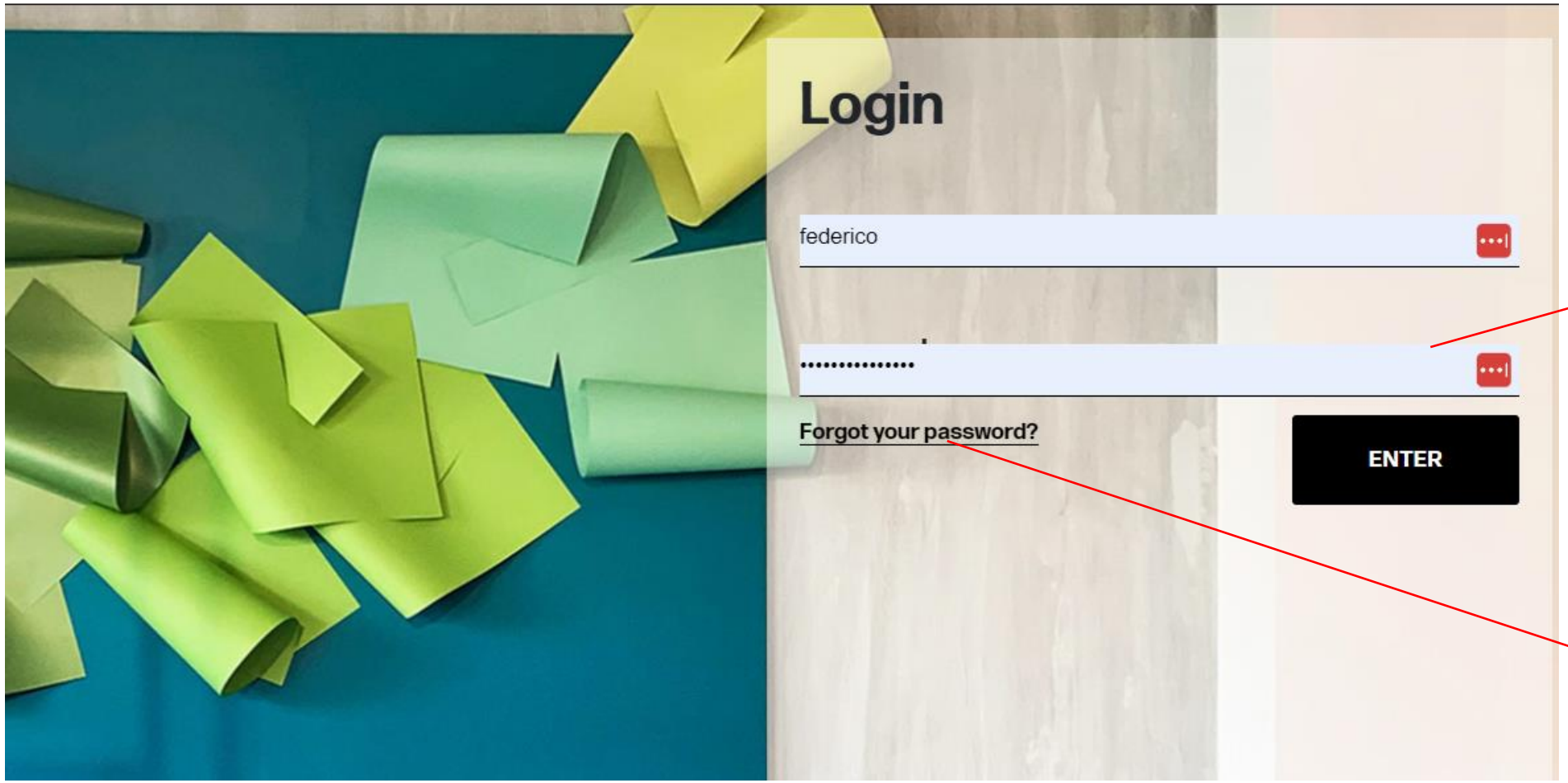
Your Username is: 0170667929!z
Your Password is: 6989706008

Best regards,

Fedrigoni Group

Reply Forward

FEDRIGONI

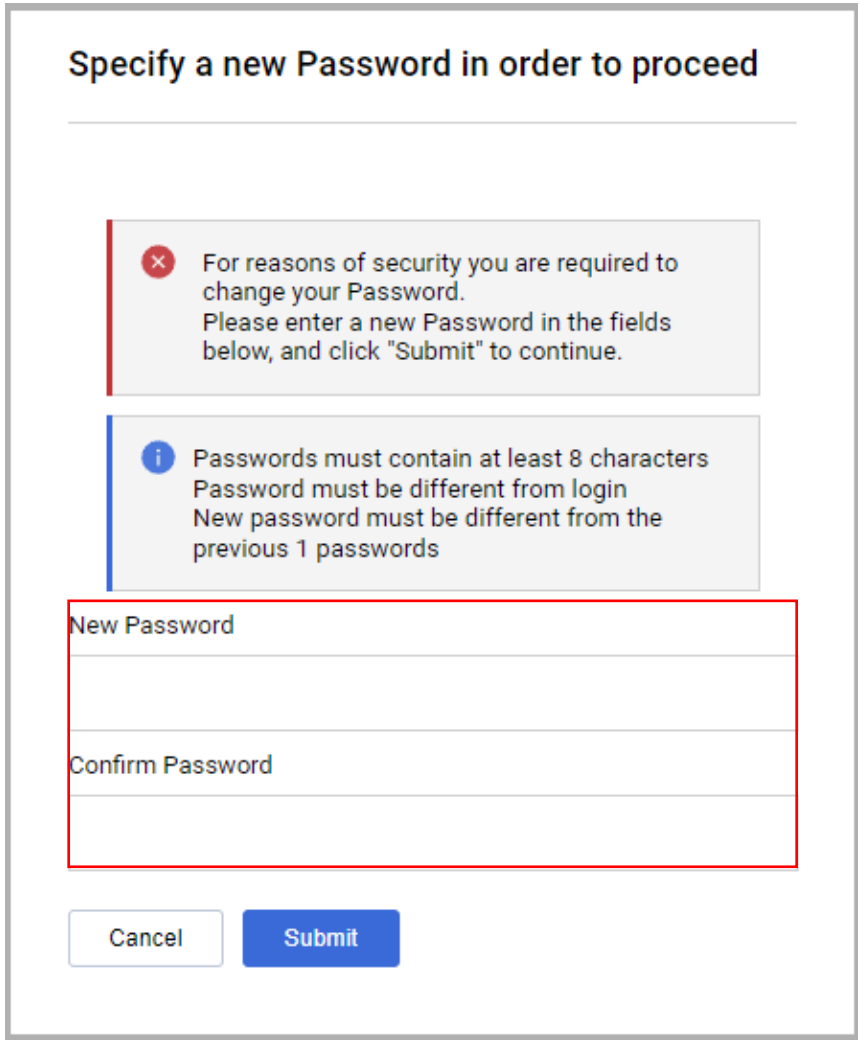


LANGUAGE SELECTION

CREDENTIALS INSERTION

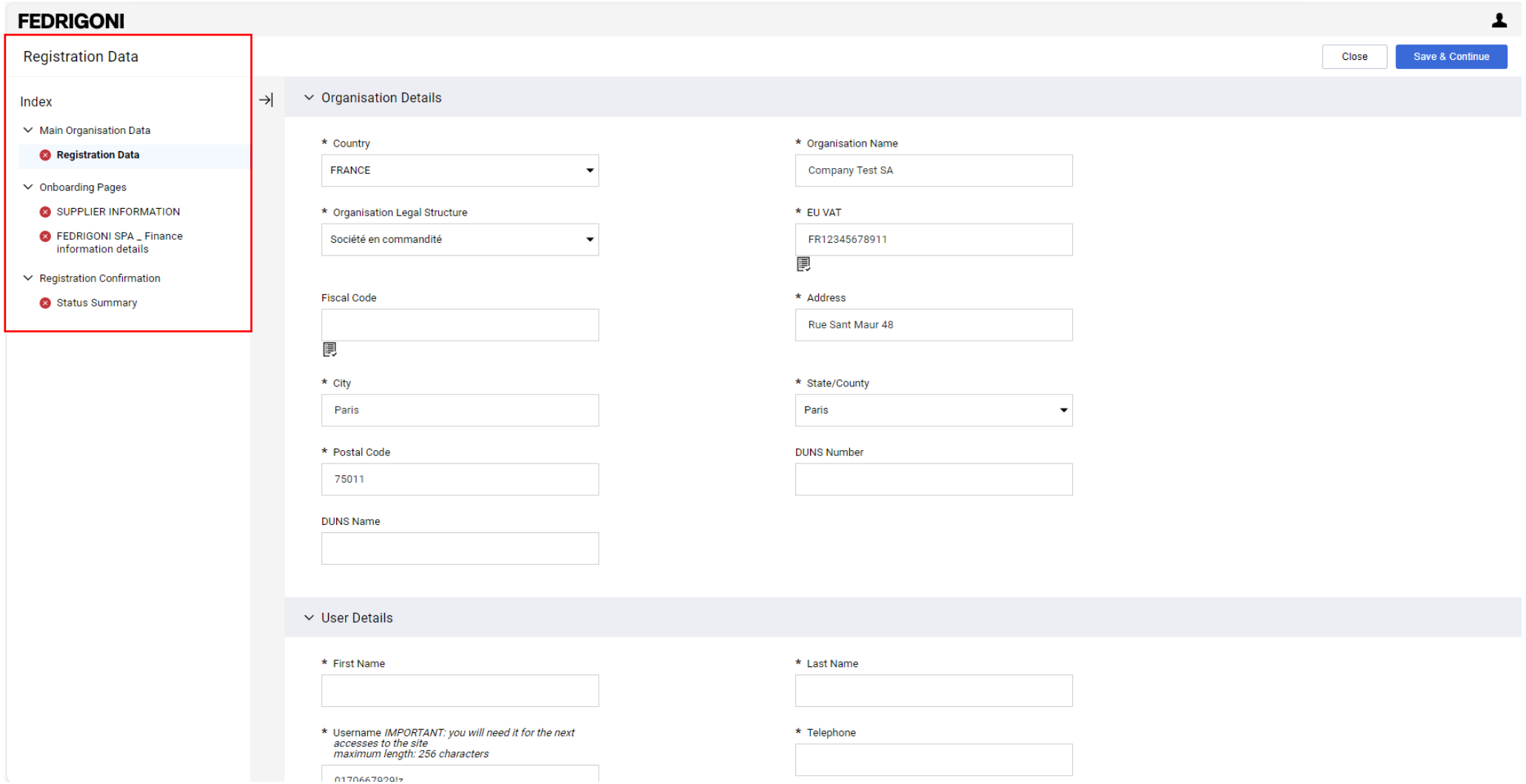
CREDENTIALS RECOVERY

- Change password during first access.
- You will receive a confirmation mail after the password change was performed successfully.

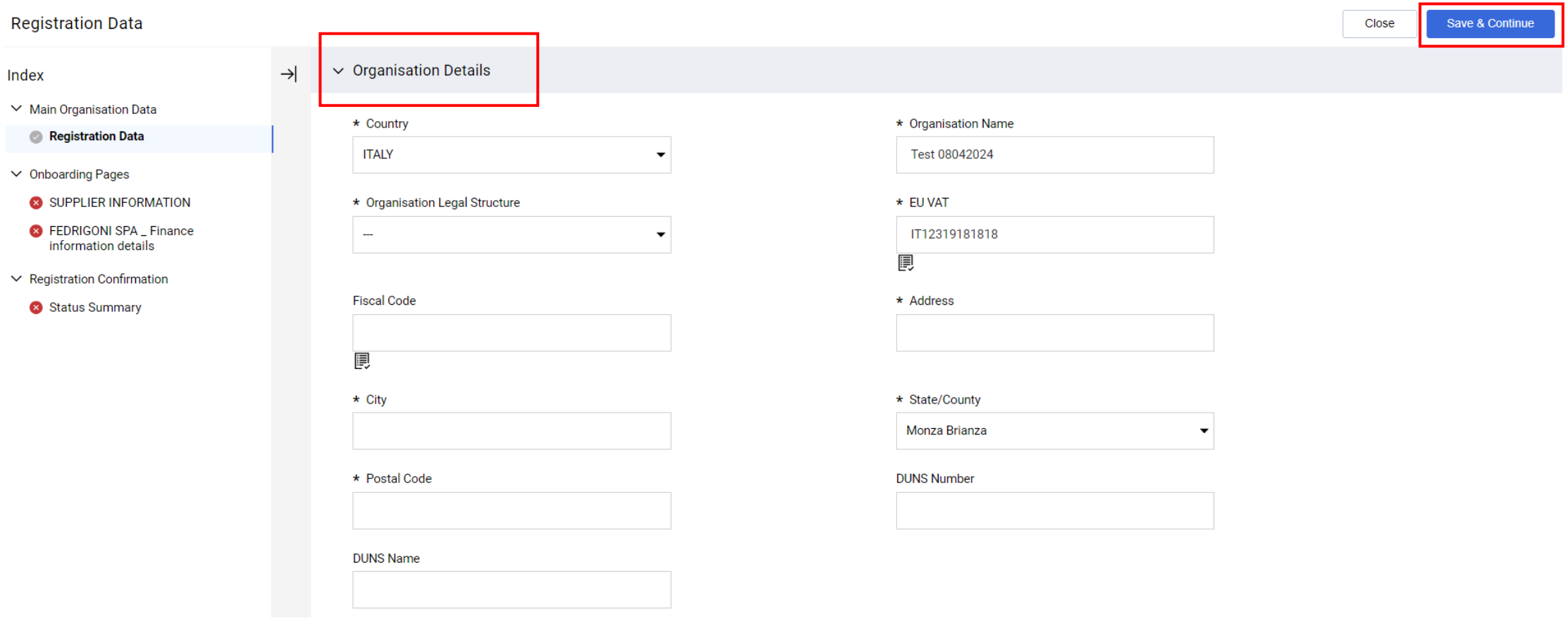


2. Mandatory data compiling for first activation (onboarding)

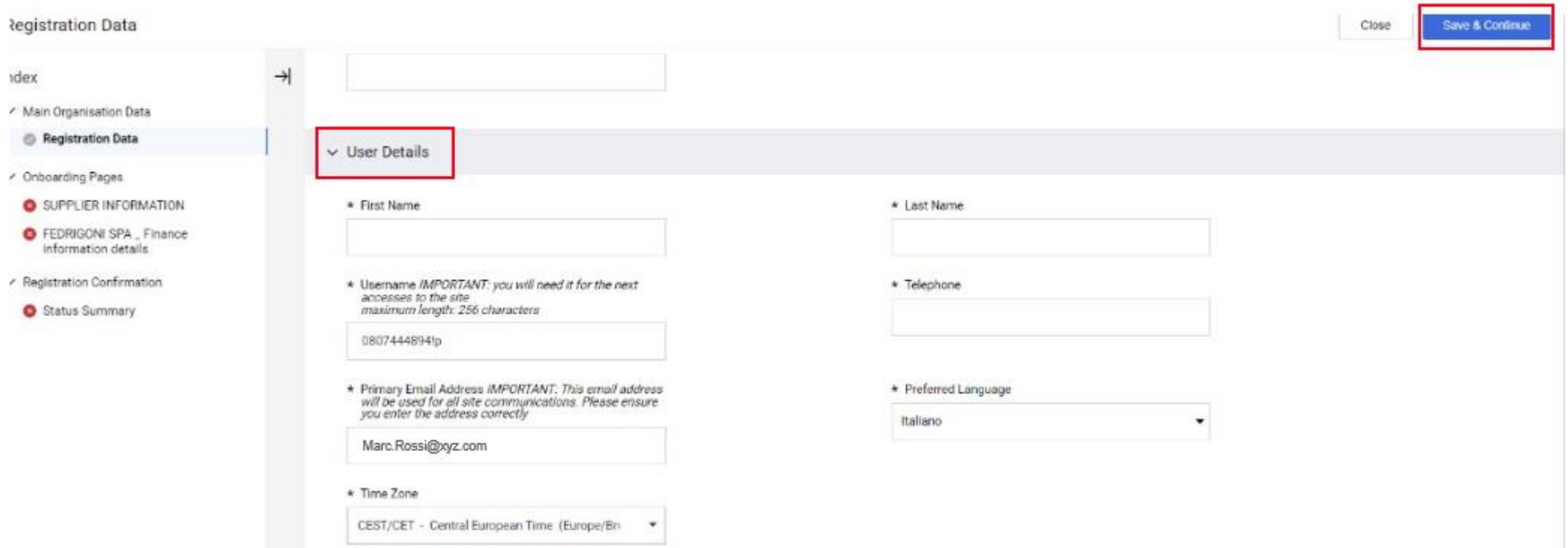
- Navigation index with indication of data completion.



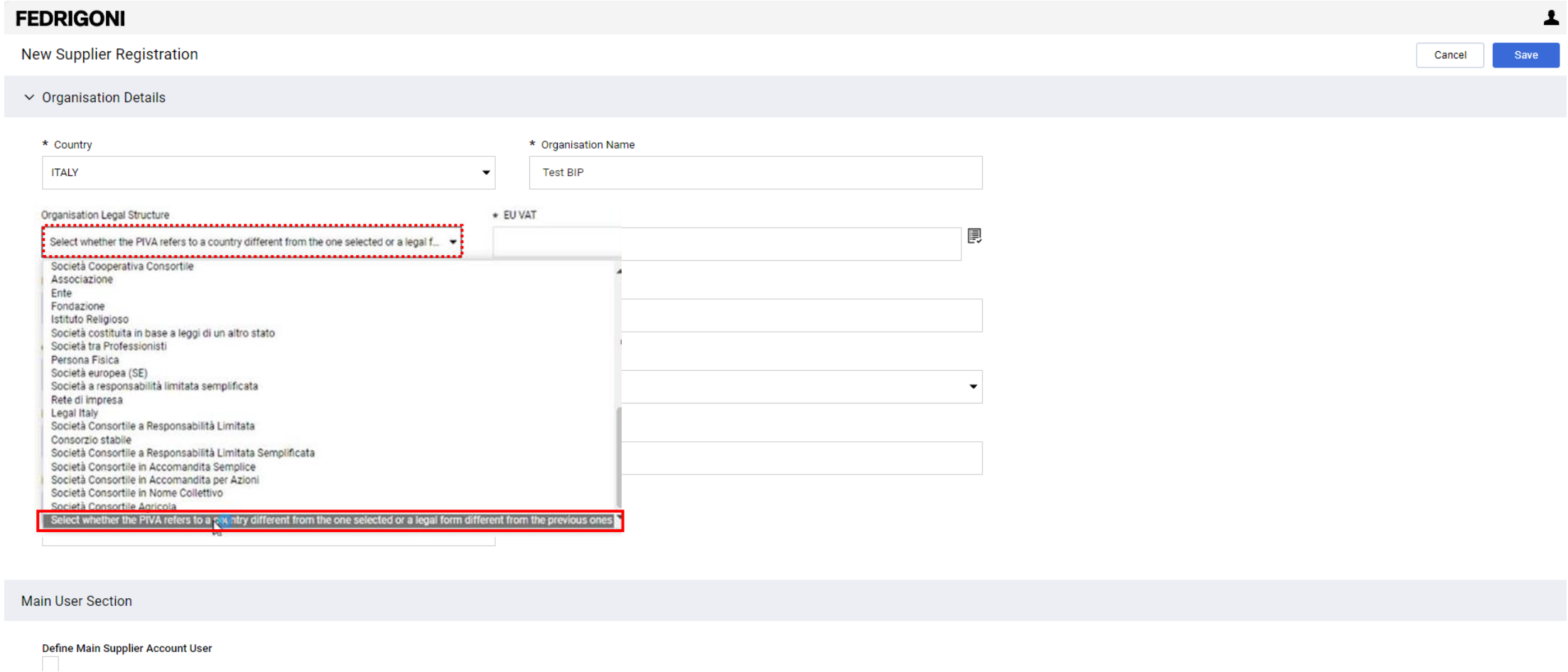
- Pre-filled data provided by Fedrigoni already filled in and editable (e.g. Country, EUVAT).
- You have to fill in mandatory data "*" of Organization to finalize the registration.
- Click "Save &Continue".



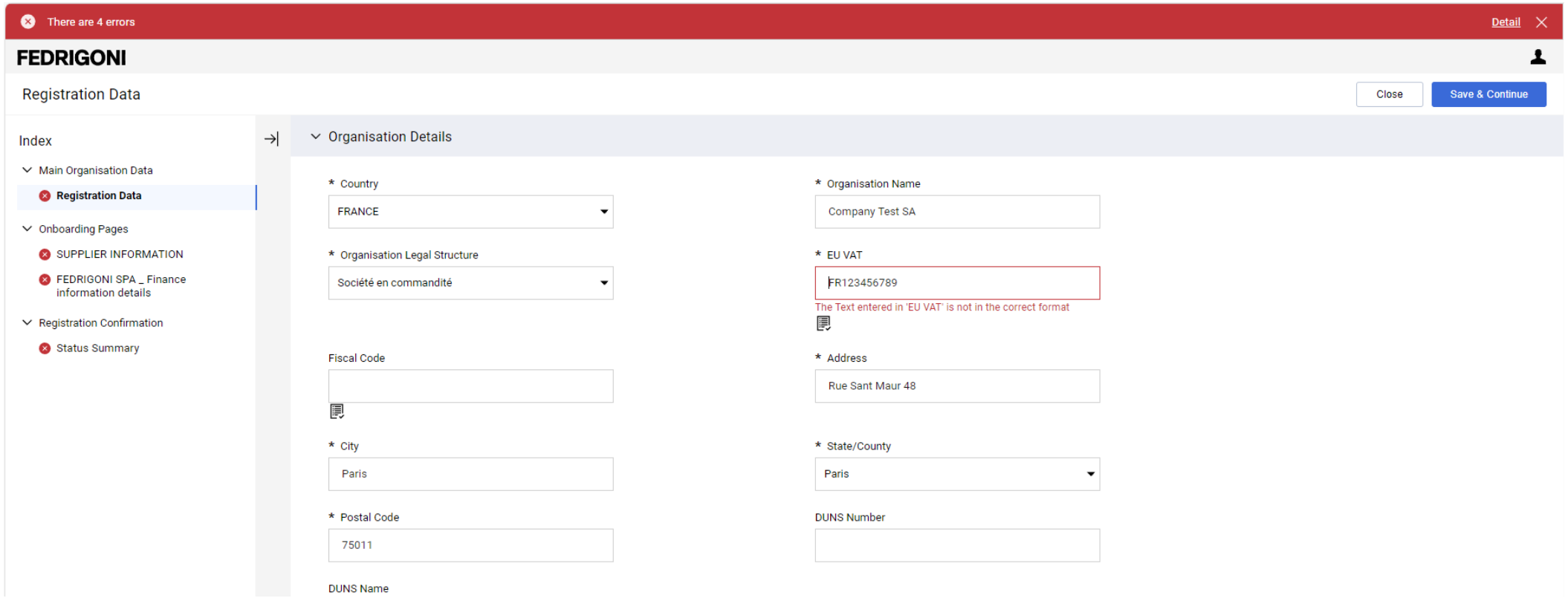
- Pre-filled data provided by Fedrigoni already filled in and editable (e.g. username, email).
- You have to fill in mandatory data "*" of User to finalize the registration.
- Click "Save&Continue".



N:B if needed, In the case of a country belonging to the EU, you can enter an EUVAT number of a country other than the one selected by selecting the option highlighted.

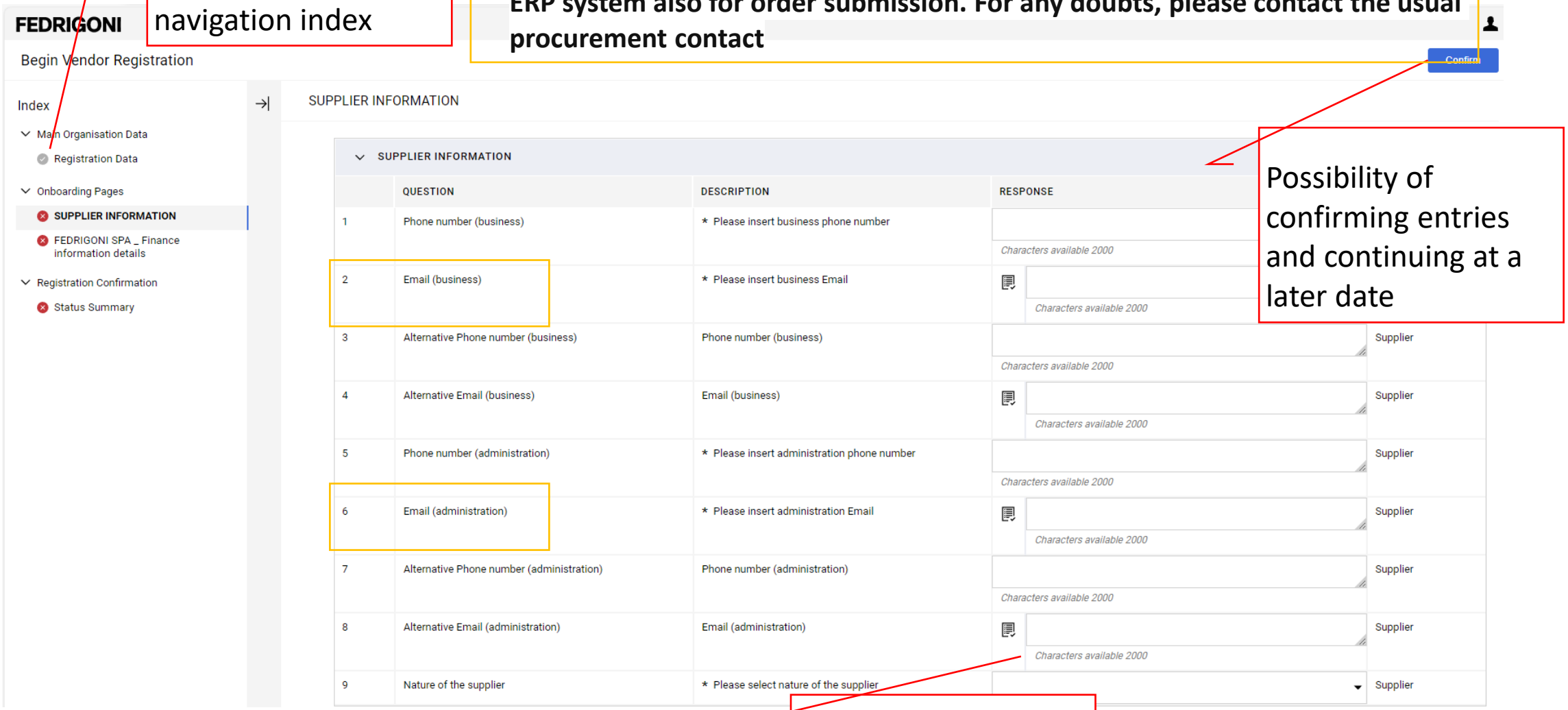


- Example of error reporting during data entry.



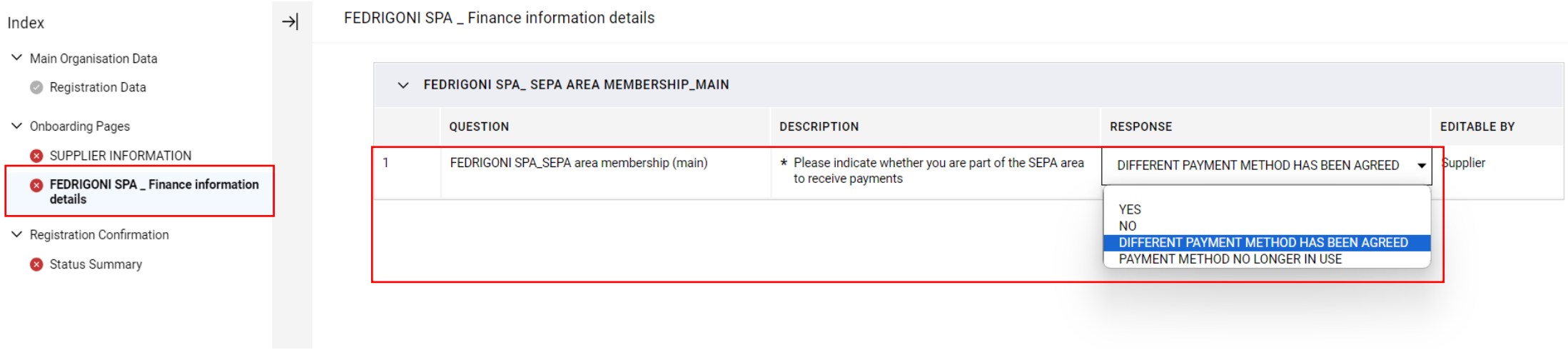
Updating the navigation index

- **Attention to e-mail(business) and e mail (administration), fields used in the ERP system also for order submission. For any doubts, please contact the usual procurement contact**



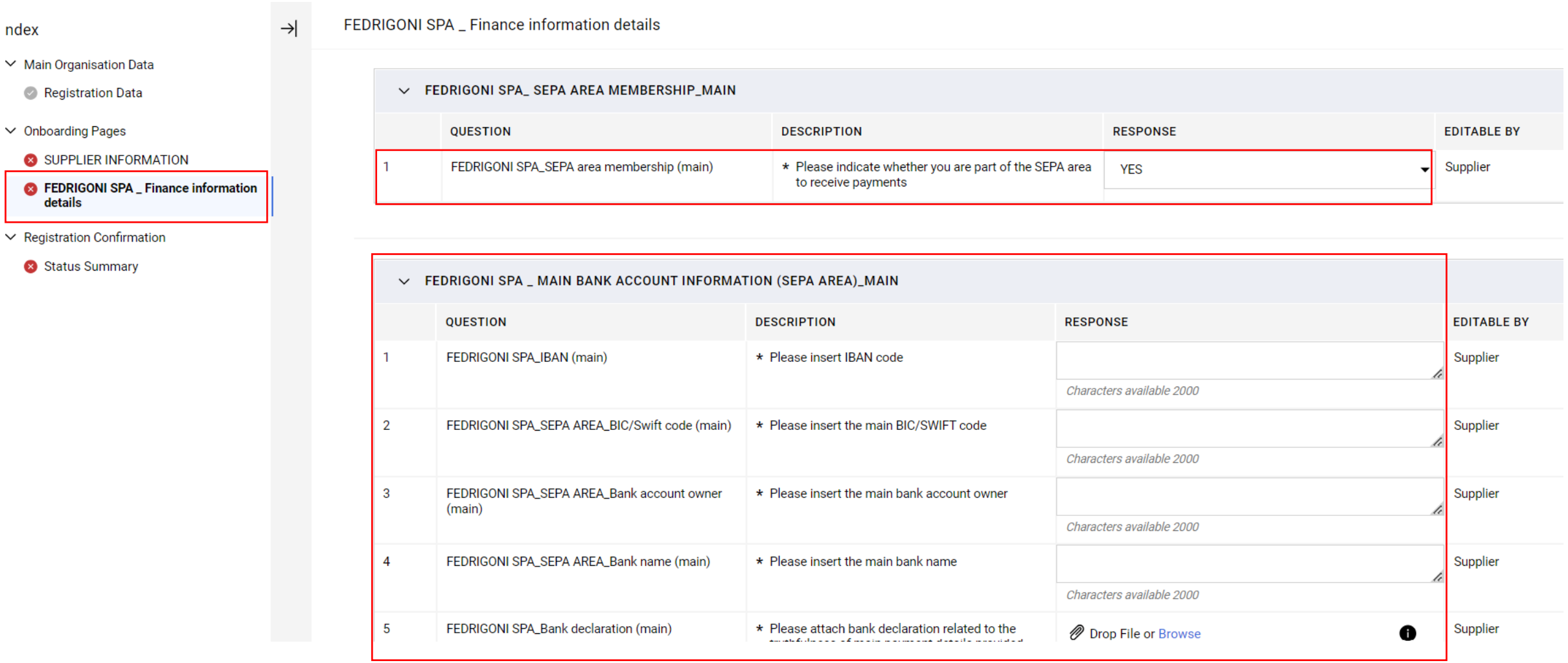
Possibility of confirming entries and continuing at a later date

Presence of a formal validation rule for the data entered

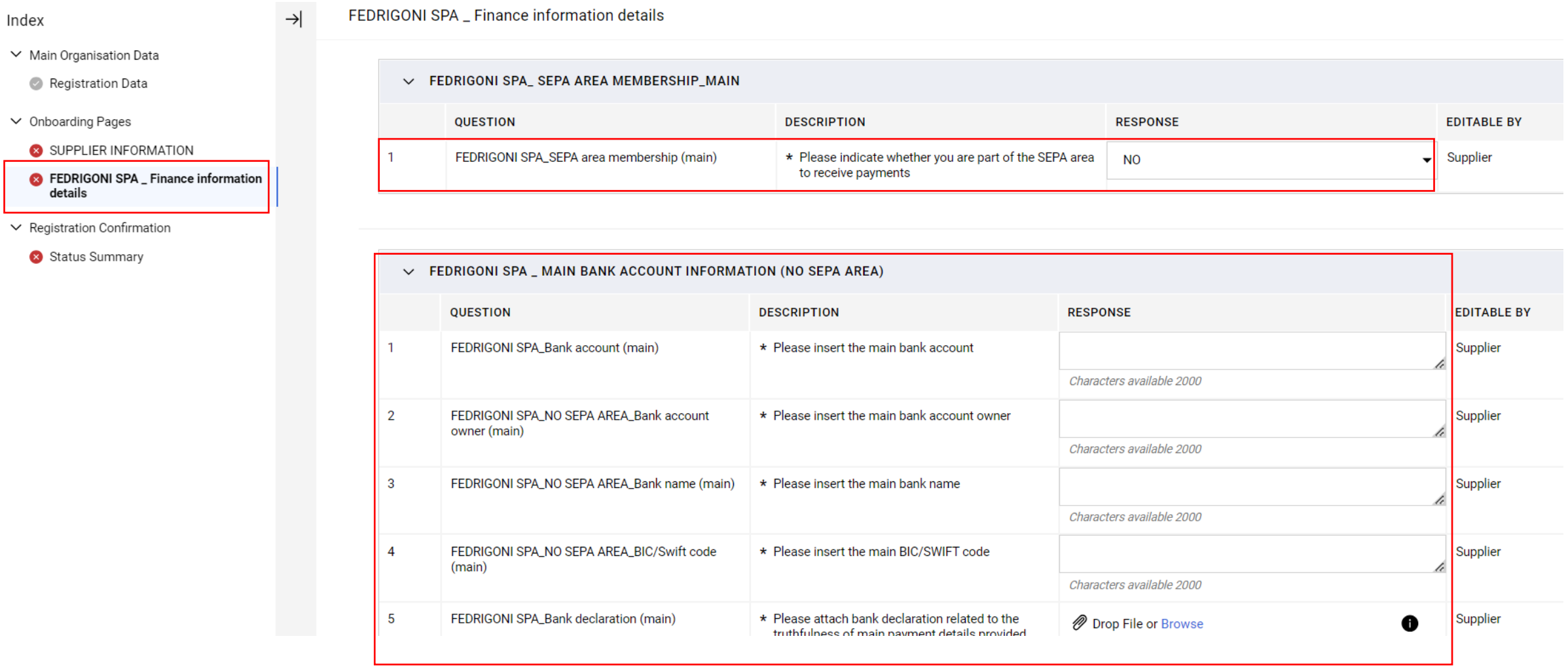


- Regarding financial information, you need to declare using a single choice menu :
  - if you are part of SEPA area, choosing option "YES" or "NOT", and fulfil relevant dataset;
  - if different payment method (not a bank transfer) are been agreed with Fedrigoni choosing option "DIFFERENT METHOD HAS BEEN AGREED ";
  - potential validity end of financial information previously fulfilled choosing option "PAYMENT METHOD NO LONGER IN USE".

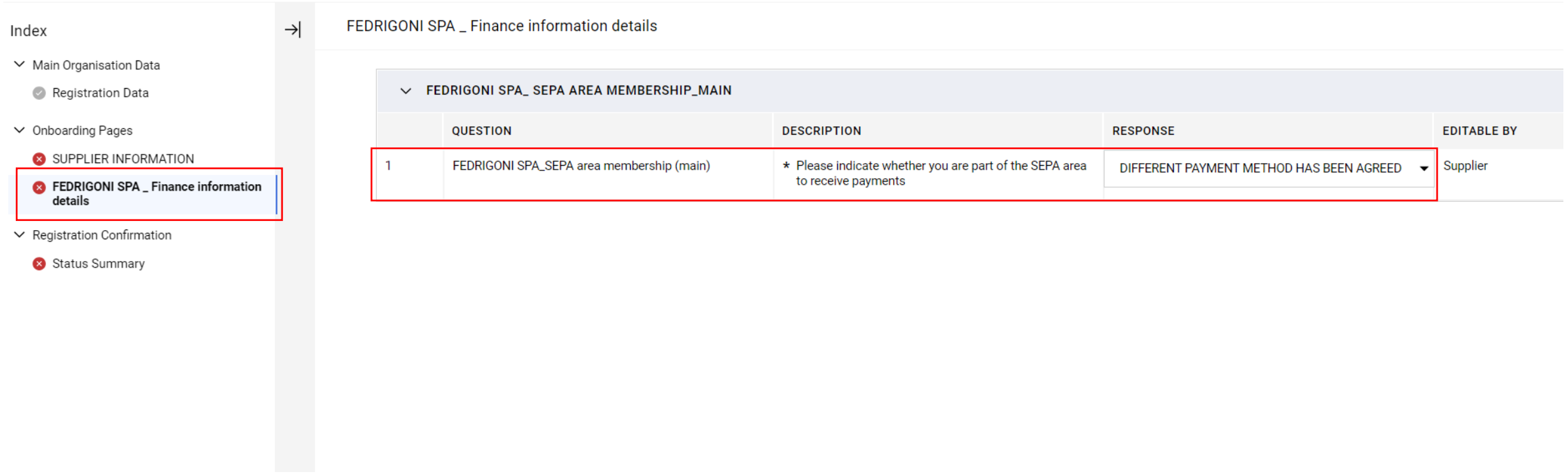
- Option "YES" chosen and relevant information requested.



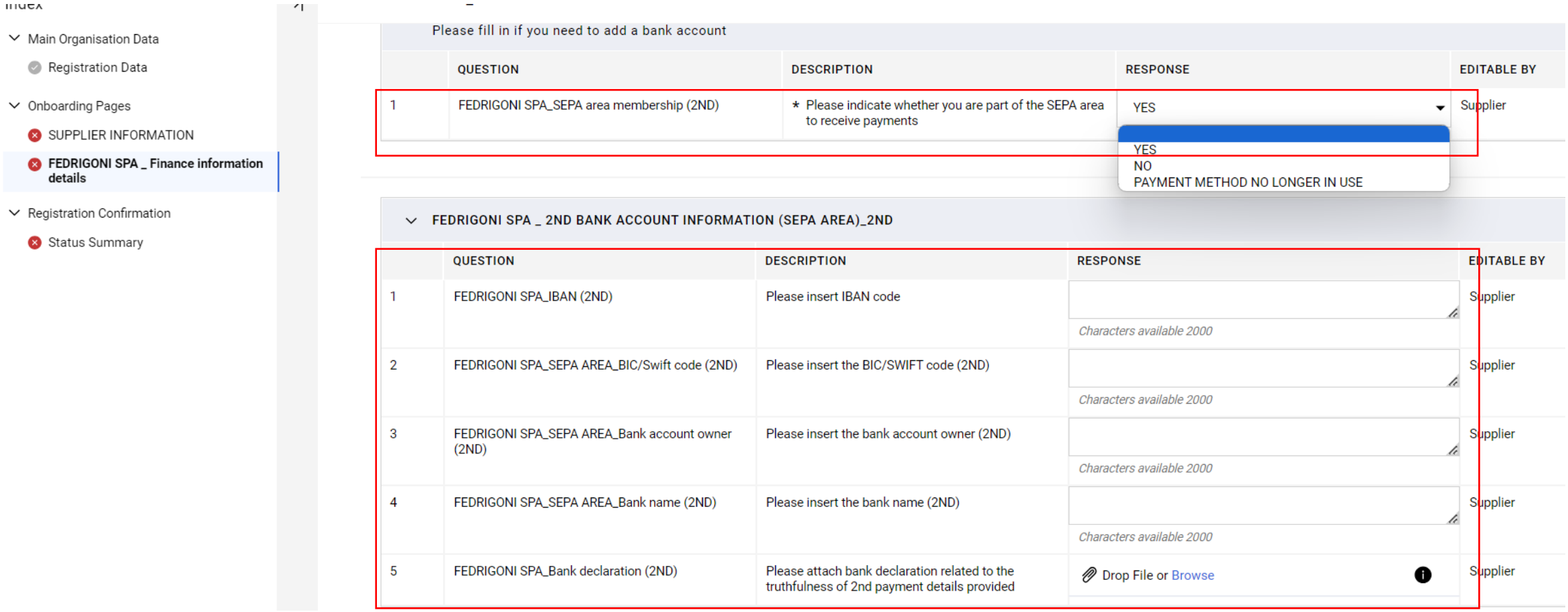
- Option "NO" chosen and relevant information requested.



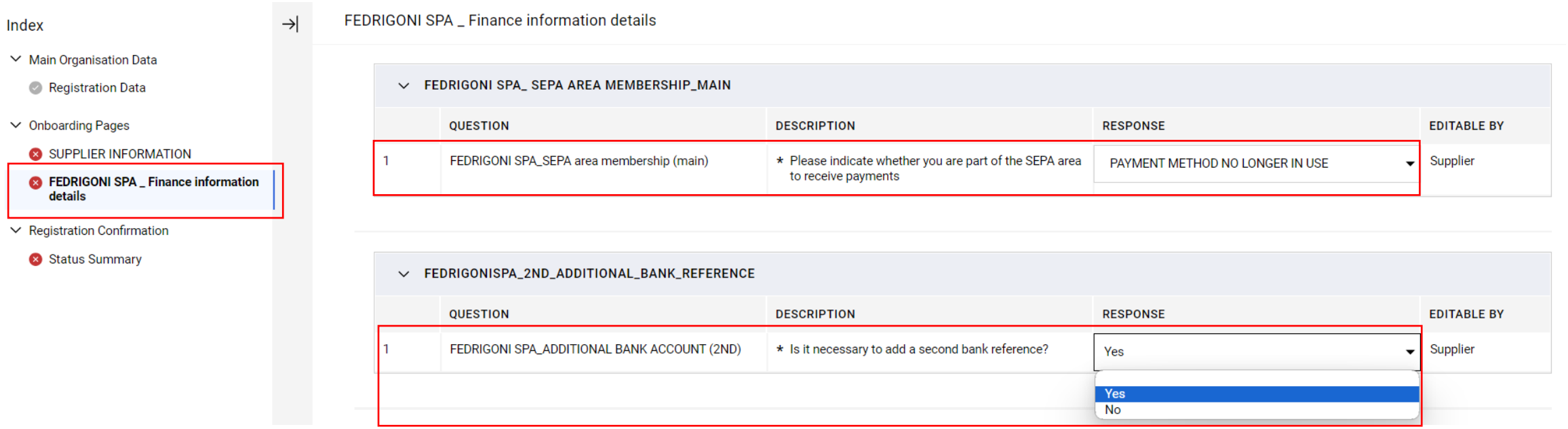
- By selecting «DIFFERENT METHOD HAS BEEN AGREED« it's not necessary to fill other data



- First set of financial information must be filled in. In any case you can add further financial information choosing option "YES" and fill in the data that will appear subsequently.



- Choosing option "PAYMENT METHOD NO LONGER IN USE" the mandatory financial information previously filled in for the SEPA circuit or the NON-SEPA circuit will be deleted and you could add, if necessary, an alternative set of financial data.

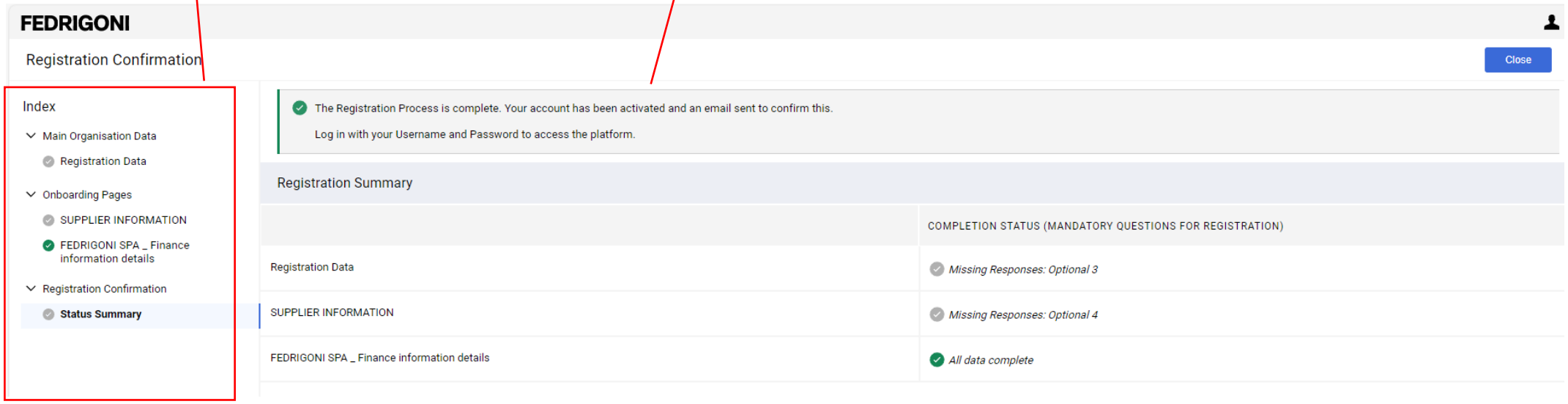


3. Credential activation

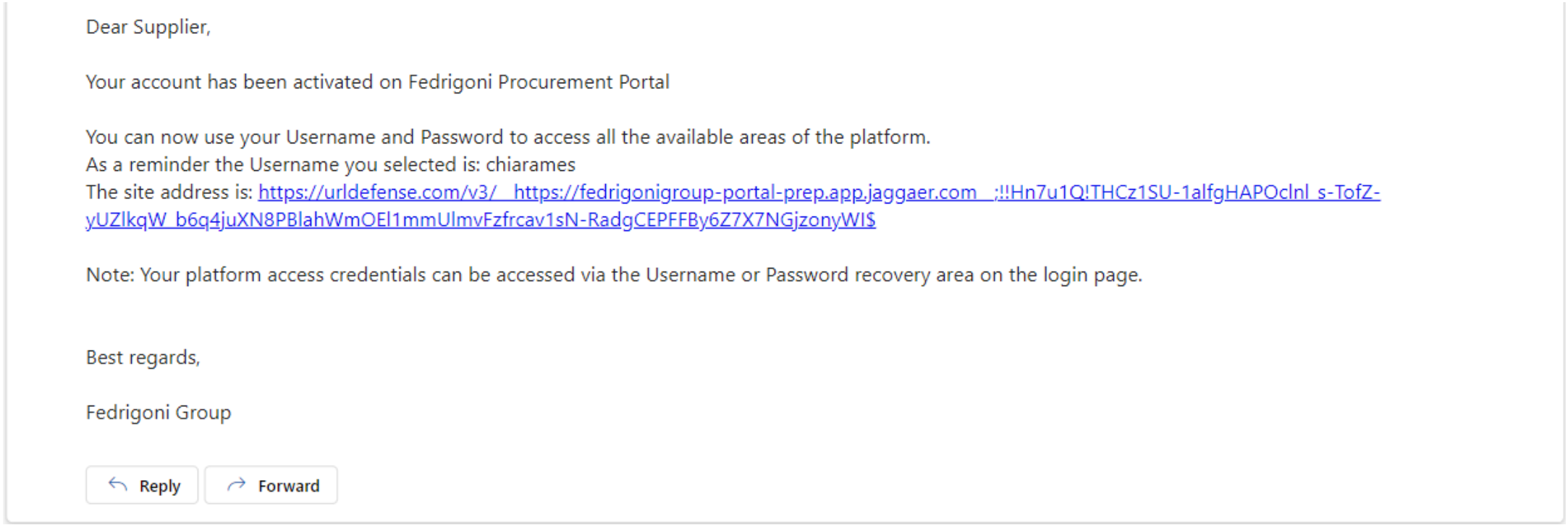
- Once all the mandatory data has been filled in, registration is completed and your credentials are activated.

Completion of registration with the entry of all data "*"

Reporting through specific notification



- Mail of activation or credentials enabling access to all areas of competence on the Fedrigoni portal will be send to email address inserted in "User" area of registration.
- Follow the link and log in with your updated registration data.



Dear Supplier,

Your account has been activated on Fedrigoni Procurement Portal

You can now use your Username and Password to access all the available areas of the platform.
As a reminder the Username you selected is: chiarames
The site address is: https://urldefense.com/v3/__https://fedrigonigroup-portal-prep.app.jaggaer.com__;!!Hn7u1Q!THCz1SU-1alfgHAPOclnl_s-TofZ-yUZlkqW_b6q4juXN8PBlahWmOEl1mmUlmvFzfrcav1sN-RadgCEPFFBy6Z7X7NGjzonyWI$

Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.

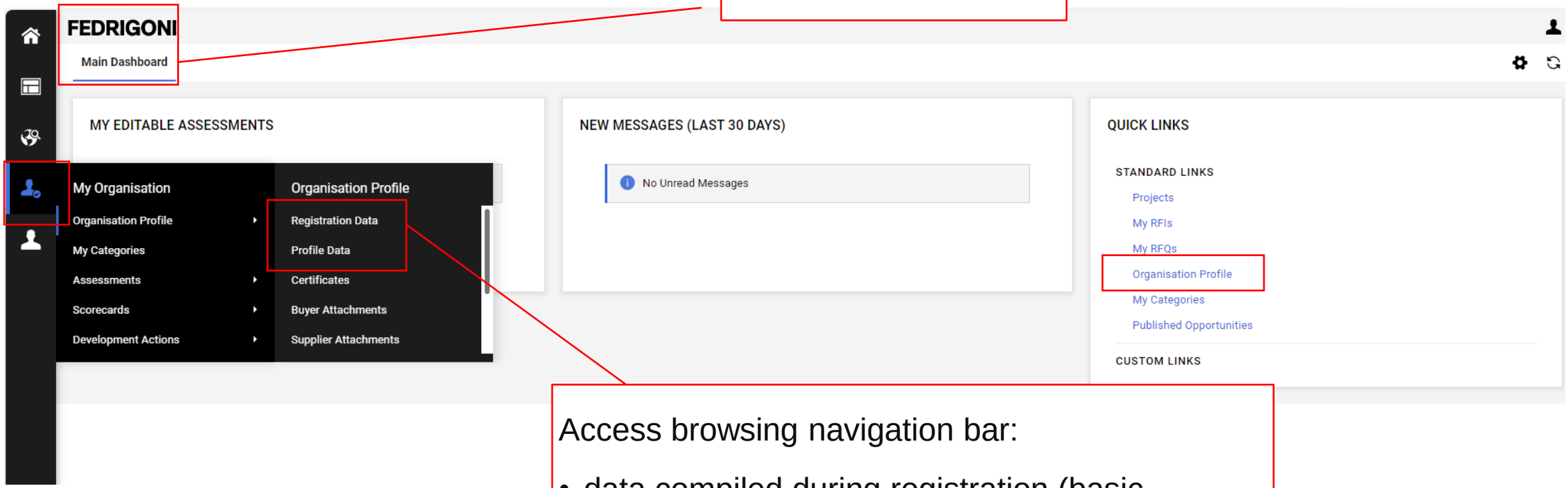
Best regards,

Fedrigoni Group

Reply Forward

4. Access after credential activation

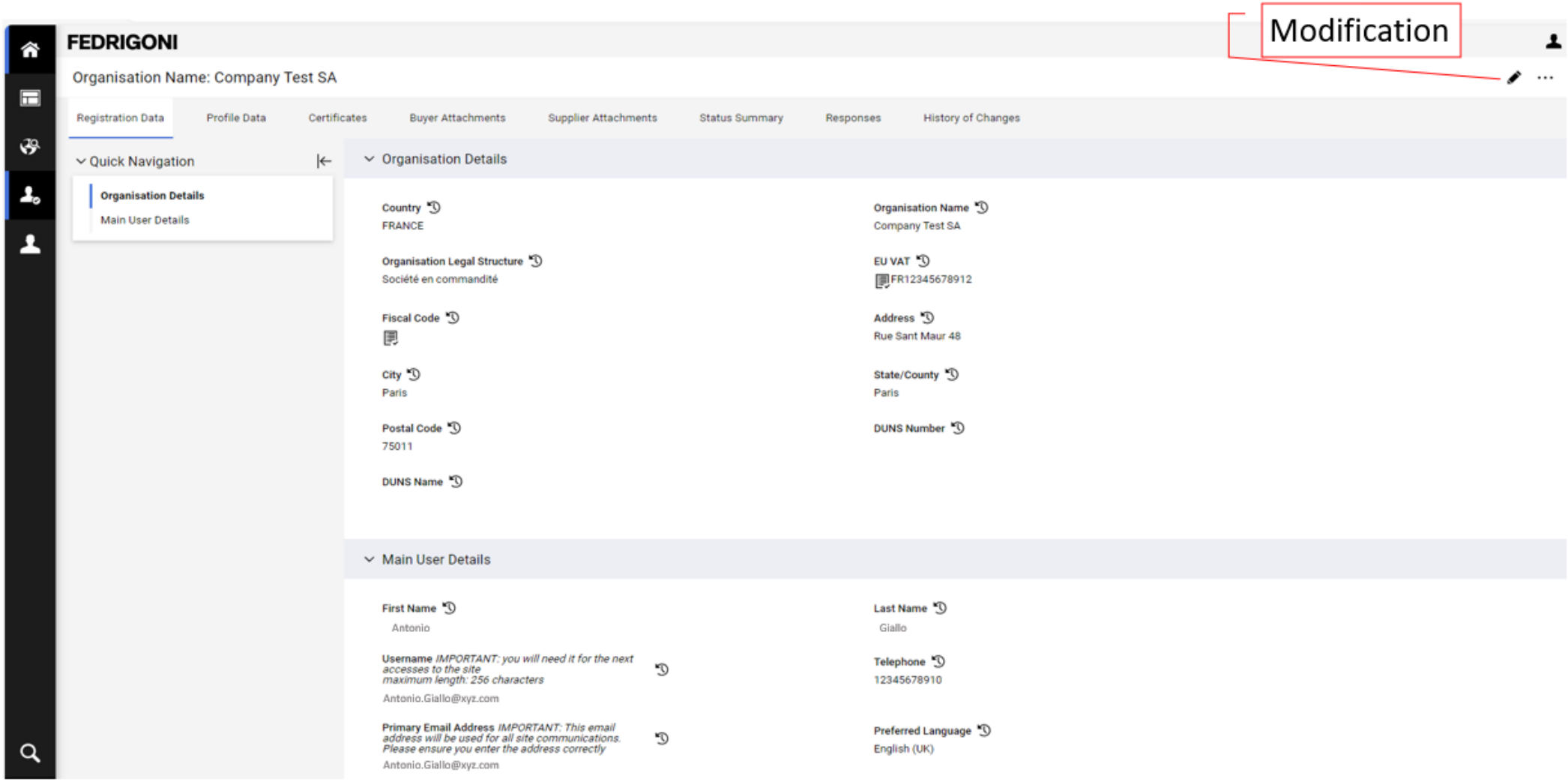
Access trough “Main Dashboard” and link to access data



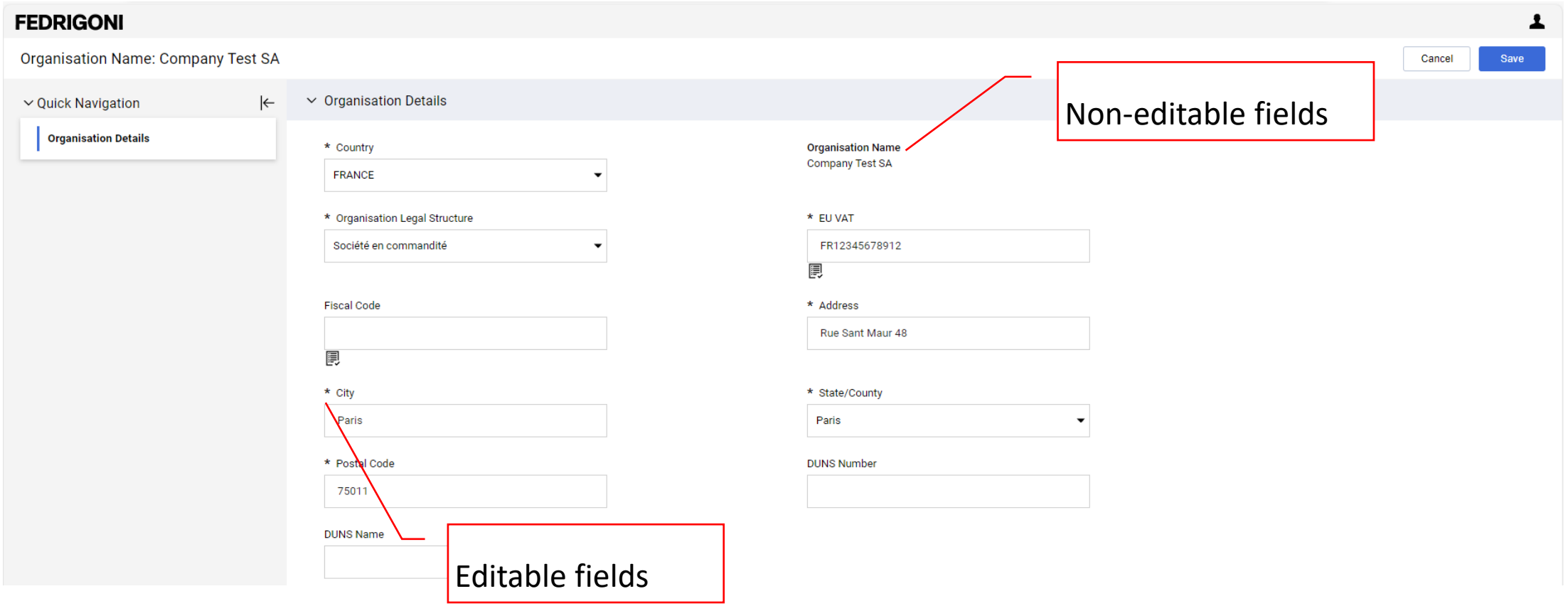
Access browsing navigation bar:

- data compiled during registration (basic information as organisation name, address etc.)
- data compiled during registration (additional information as financial data)

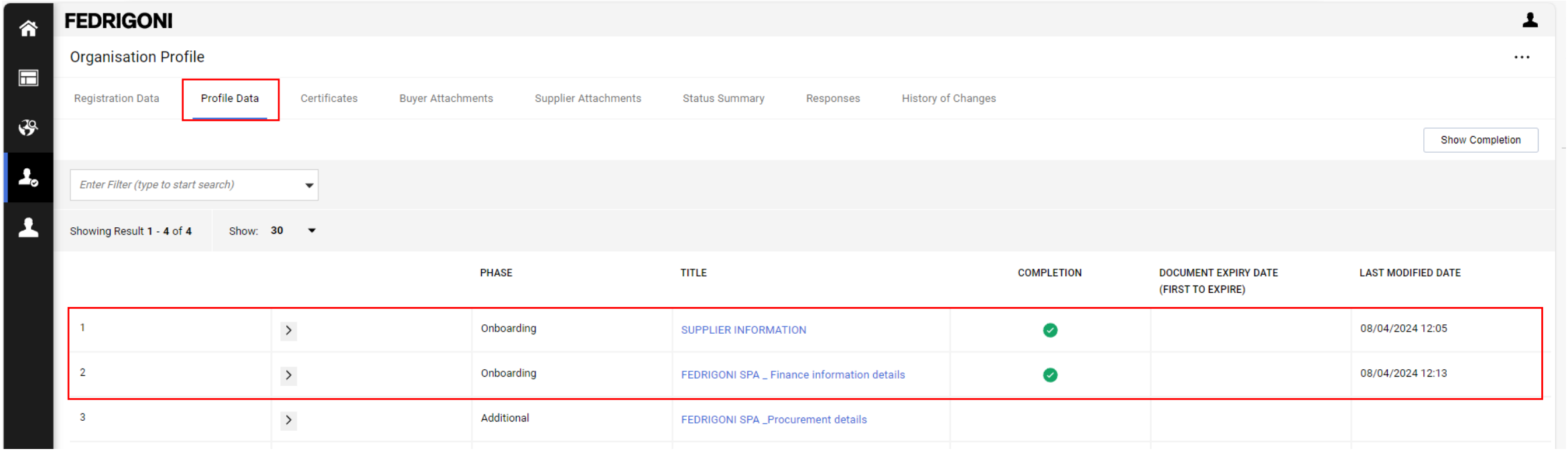
- "Registration Data" page.
- Chance to switch in edit mode.



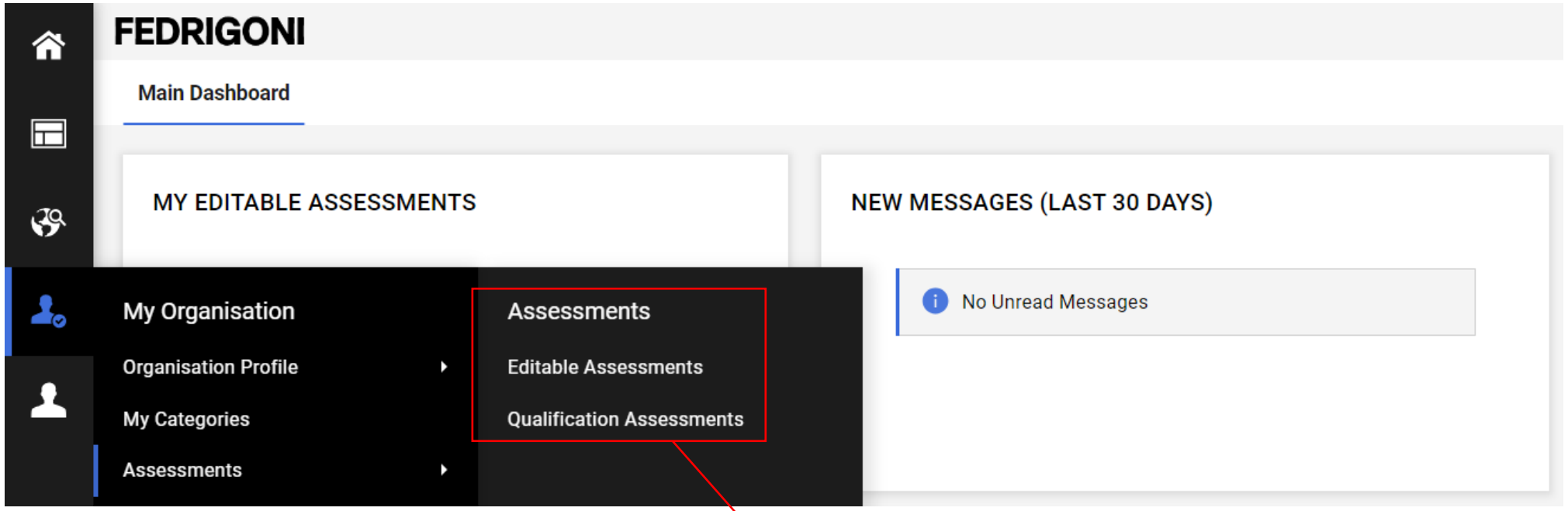
- Difference between editable registration data and non-editable data (Organisation name) for which it is necessary to request Fedrigoni authorization.



- Additional profile data.
- Click on form title to access specific profile data.



- Assessments area to manage profile data changes and messages with Fedrigoni.

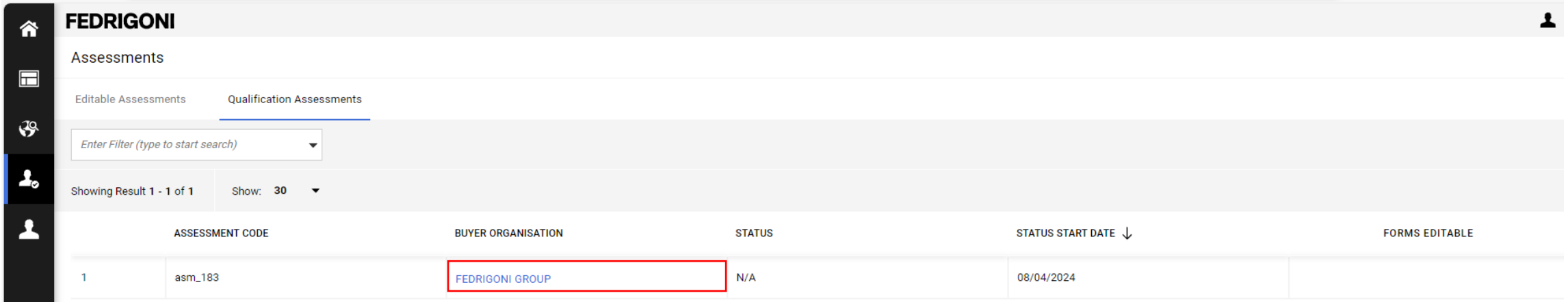


Access Assessments:

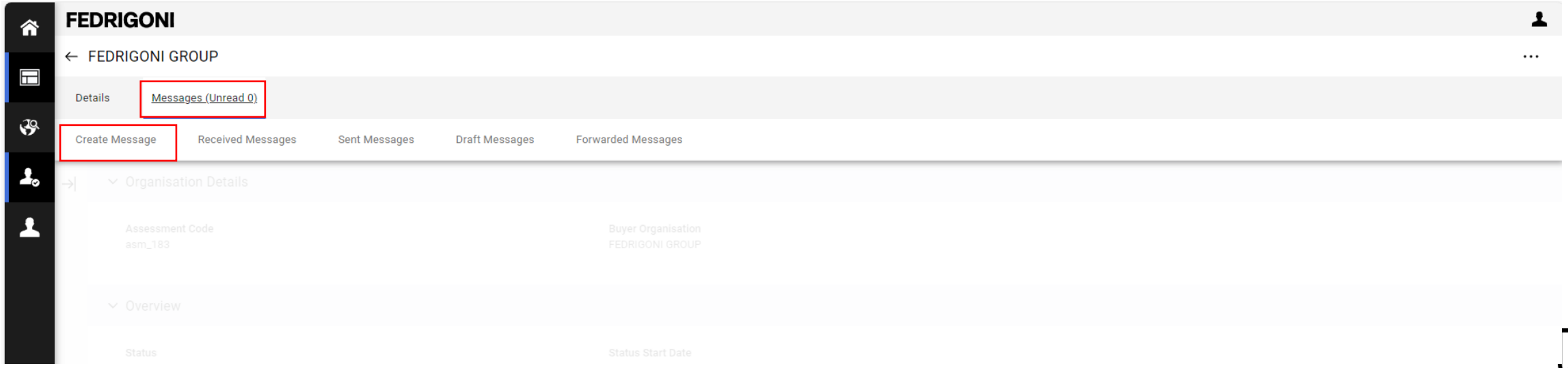
- Qualification Assessments (messages management)
- Editable Assessments (specific area for modifications made available by Fedrigoni or requested)

5. Message area

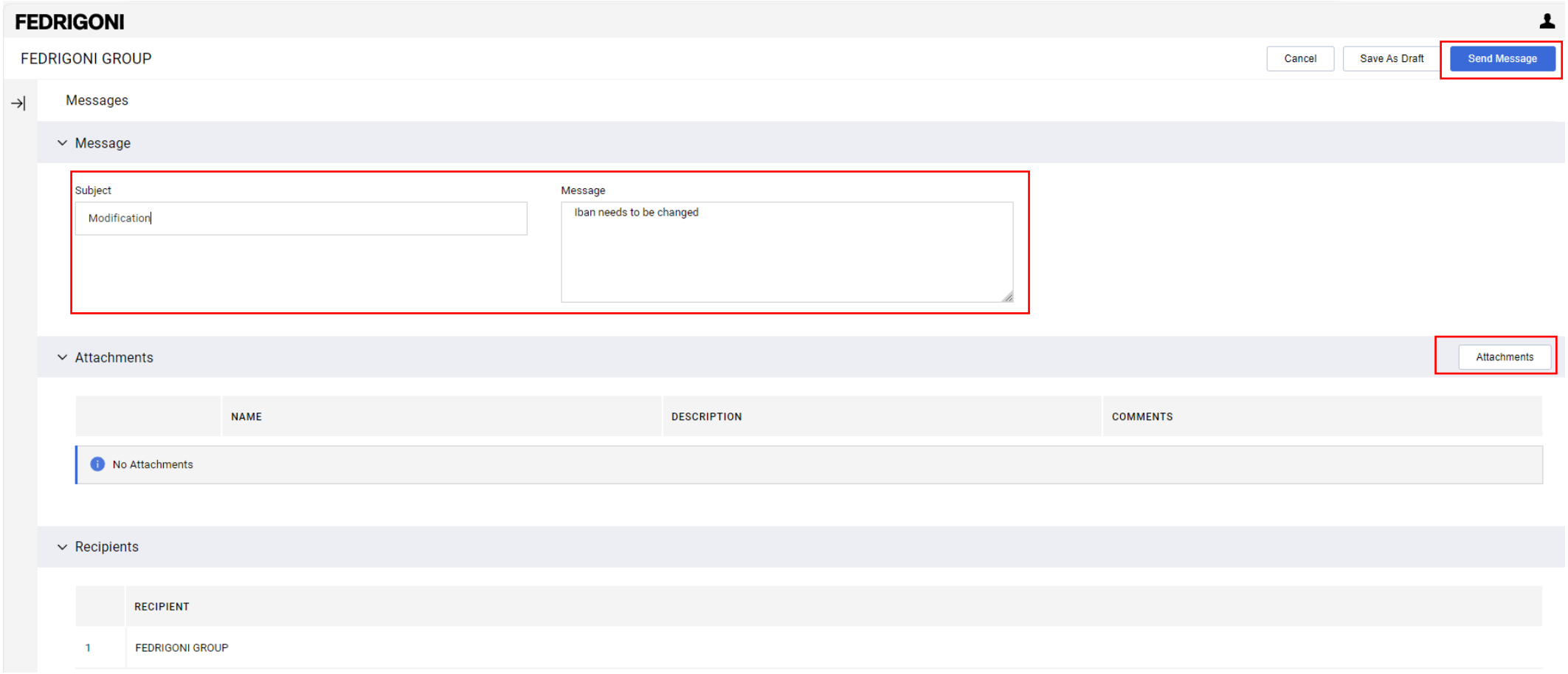
- Access the "Qualificatione Assessment".



Access "Messages" (Received, Sent, Draft, Forwarded) and then on "Create message" in order to create a new message.



- Sending a message to Fedrigoni:
  - Fill out the subject and the message.
  - Add attachments if you need.
  - Click on "Sent message".



6. Completion of category questionnaires

- If Fedrigoni requests the compilation of specific data relating to product categories, a classification notification will be sent.

Dear Pia Schuhmann (Test BIP),

A Buyer authorised to update your Classifications has made the following changes on Fedrigoni Procurement Portal:
Category Selected GMD0701 - Liner Film - PET Not Siliconized Category Selected GMD0702 - Liner Film - PET Siliconized

To access your Profile:

- Connect to https://urldefense.com/v3/__https://fedrigonigroup-portal-prep.app.jaggaer.com__;!!Hn7u1Q!Qm_TORw8NB2Lac-I6aTc2agFSaKOafXY7AiPvt1jsj0B8YFipp0pgQ-QgBLqyahYx2qyp5XHElHbWaDwMhxcoptAo85AMXHdng$
- Enter your Username and Password
- Go to My Categories in the My Organisation area

Best regards,

Fedrigoni Group

- As well as a notification on how to access the specific area where the data must be filled in:

Dear Test BIP,

The Buyer Organisation FEDRIGONI GROUP has requested that you verify and update data in the Category Specific Forms on Fedrigoni Procurement Portal

Assessment Code: asm_162
Dimension: Qualification
Assessment Group Name: Qualification Assessment

Buyer Comment (optional):

To access the questions (provided your access allows you) click the following link and enter your Username and Password https://urldefense.com/v3/__https://fedrigonigroup-portal-prep.app.jaggaer.com/esop/guest/login.do?qvu=19097738018F28C96ADD__;!!Hn7u1Q!UqME3B7DiFnb_QrS5CONKKiJh_GqpjfDNryrb29ufn8-5EUkNsW4jNDSUETcM_CaO9PY4dyFAzEN0QmH6EICT8P0j3ebgkqBRJQ$

Or browse as follows:

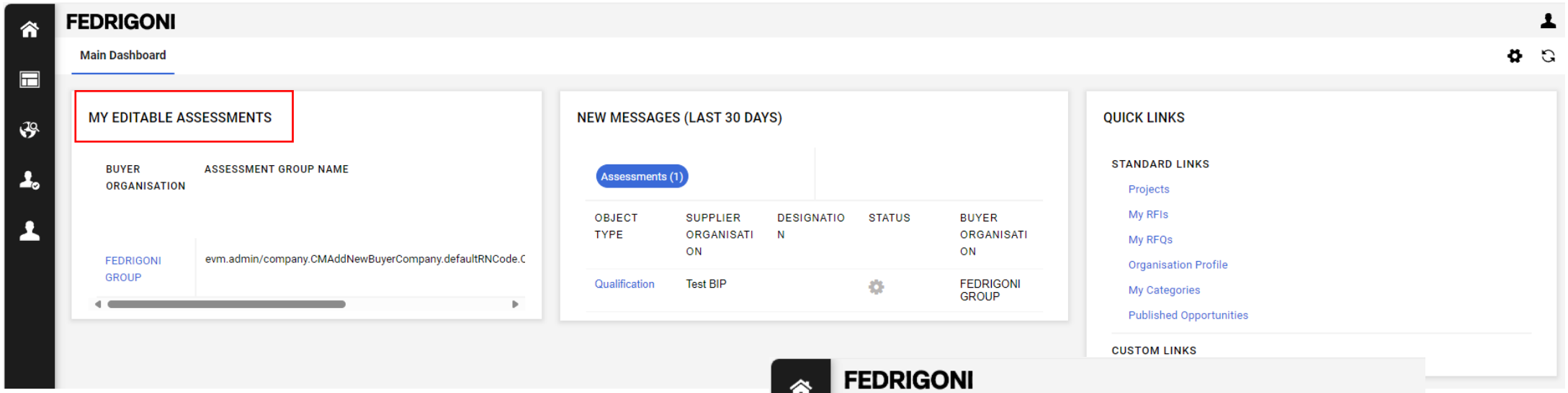
- Connect to https://urldefense.com/v3/__https://fedrigonigroup-portal-prep.app.jaggaer.com__;!!Hn7u1Q!UqME3B7DiFnb_QrS5CONKKiJh_GqpjfDNryrb29ufn8-5EUkNsW4jNDSUETcM_CaO9PY4dyFAzEN0QmH6EICT8P0j3ebbRTKtbs$
- Enter your Username and Password
- Go to Assessments in the My Organisation Area
- Click Editable Assessments
- Select the required Forms complete and review
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer

GMD0701 Liner Film - PET Not Siliconized
GMD0702 Liner Film - PET Siliconized

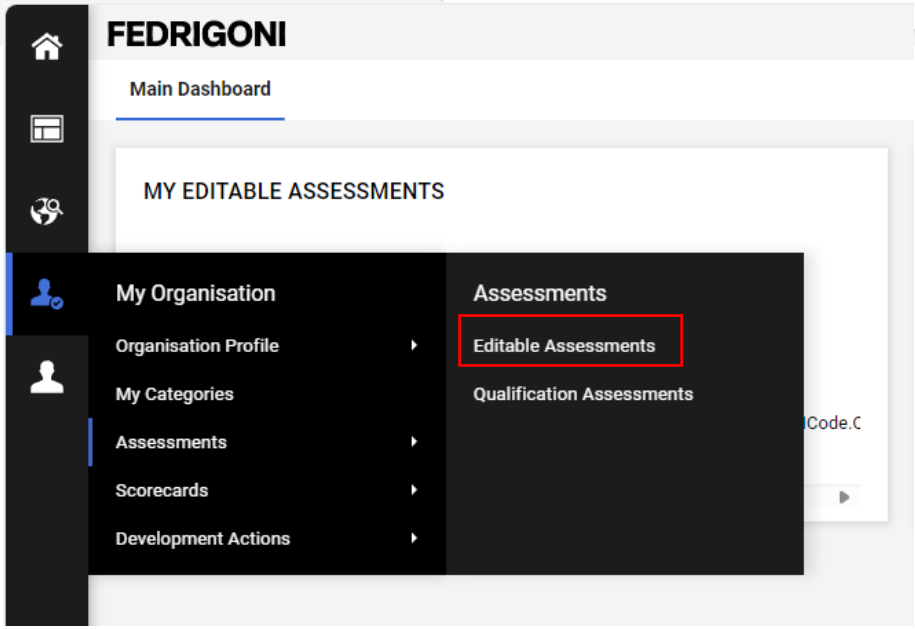
Best regards,

Fedrigoni Group

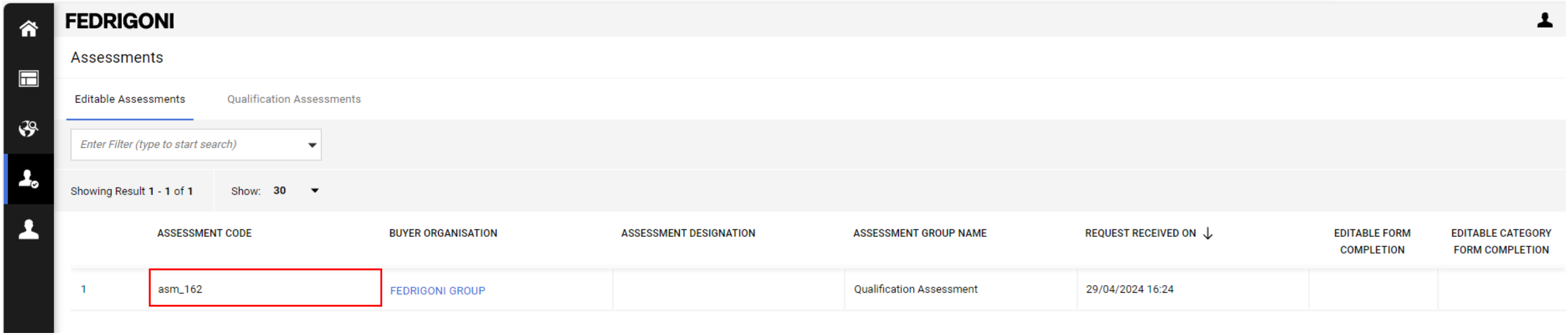
- To access the compilation area, log in via the dashboard in the "My Editable Assessments" area:



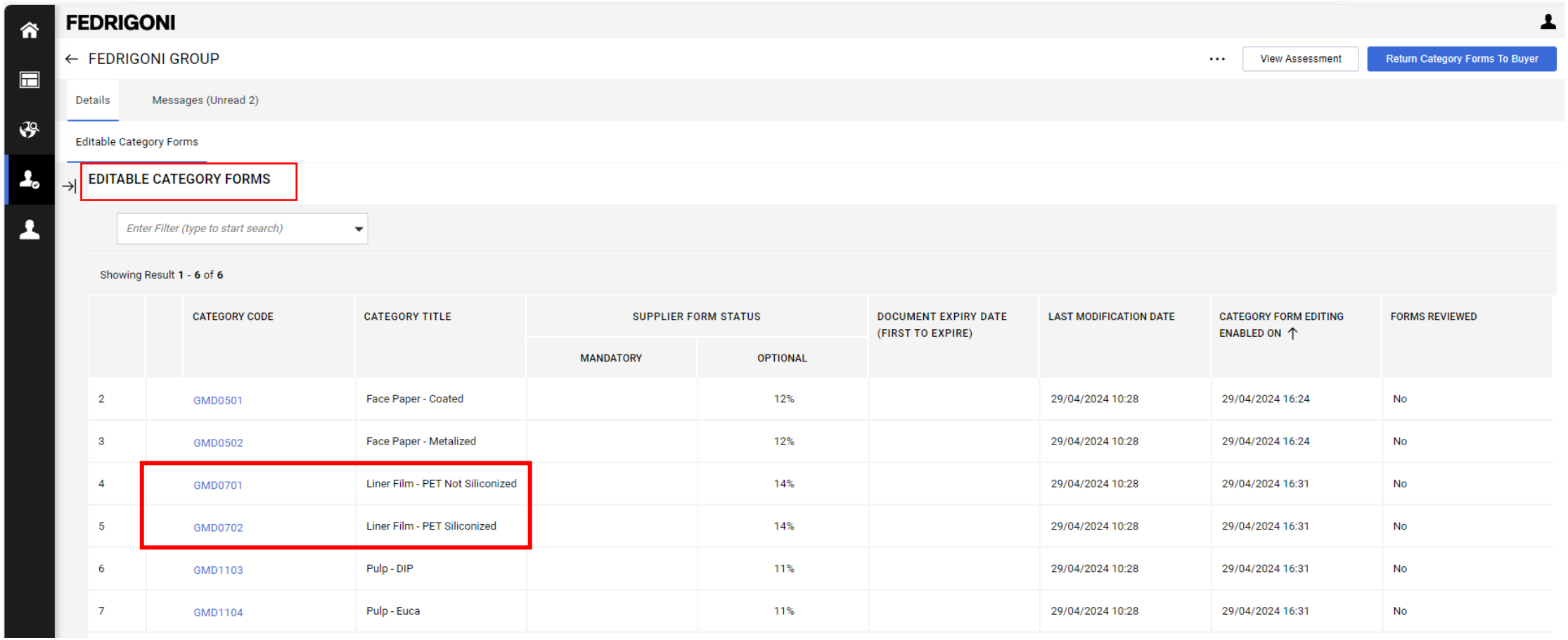
- Or by navigating from the menu on the left "Editable Assessments".



- If you used «Editable Assessments» area to acess now click on the assessment code.

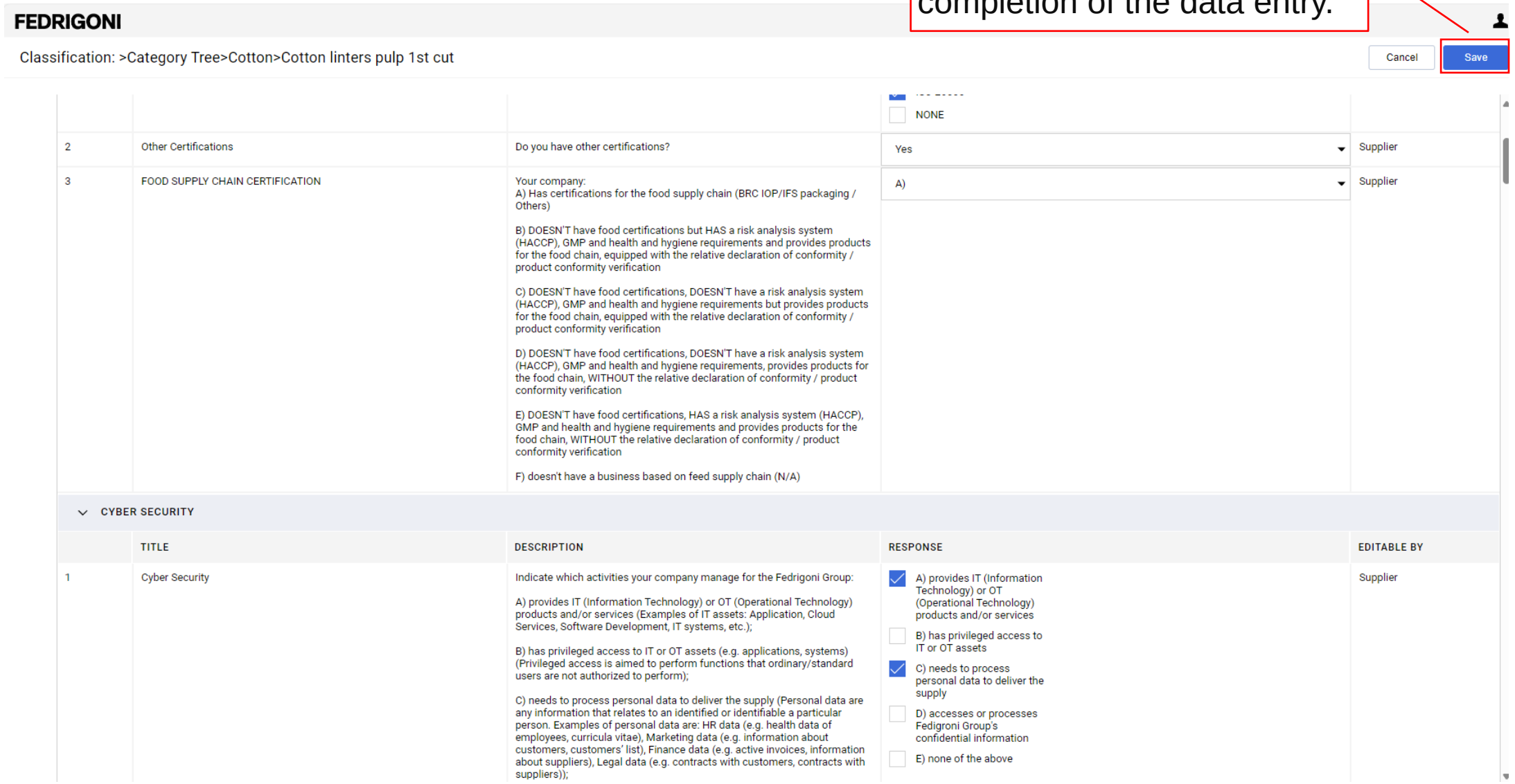


- Click on the category code to start filling in the questionnaire with the data requested by Fedrigoni.

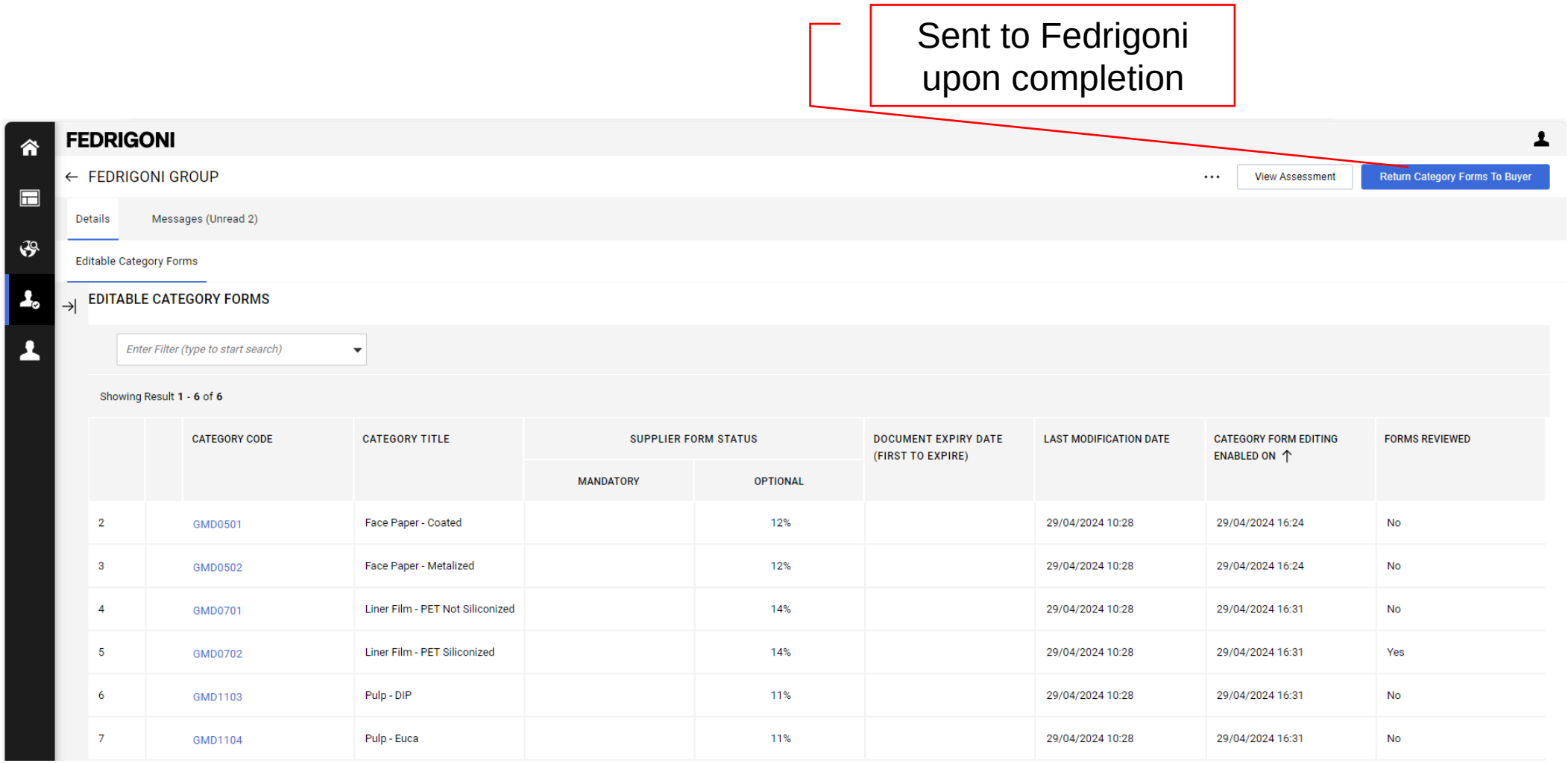


- Data entry - All fields optional. Then click on "Save".

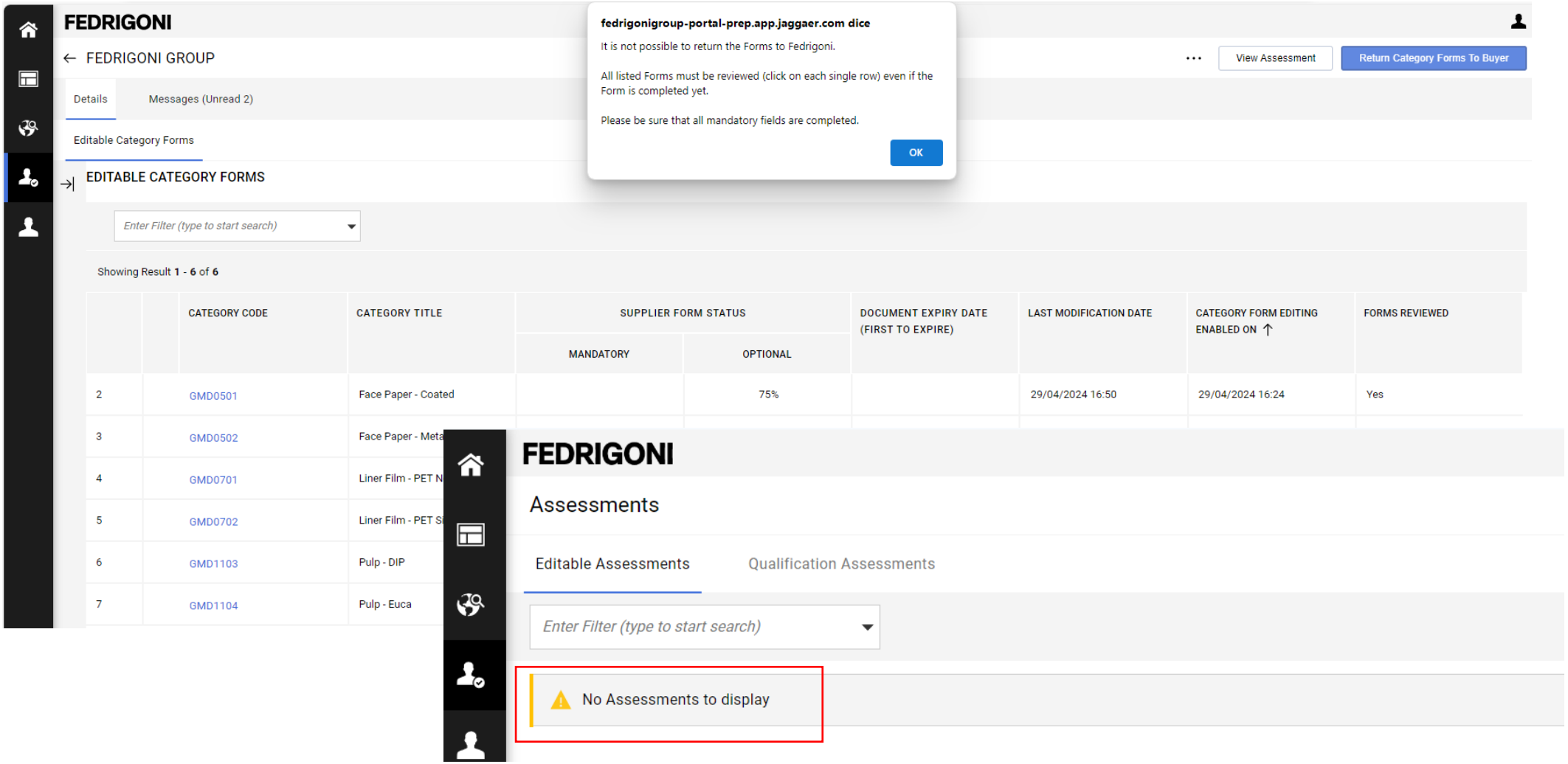
Submission to Fedrigoni upon completion of the data entry.



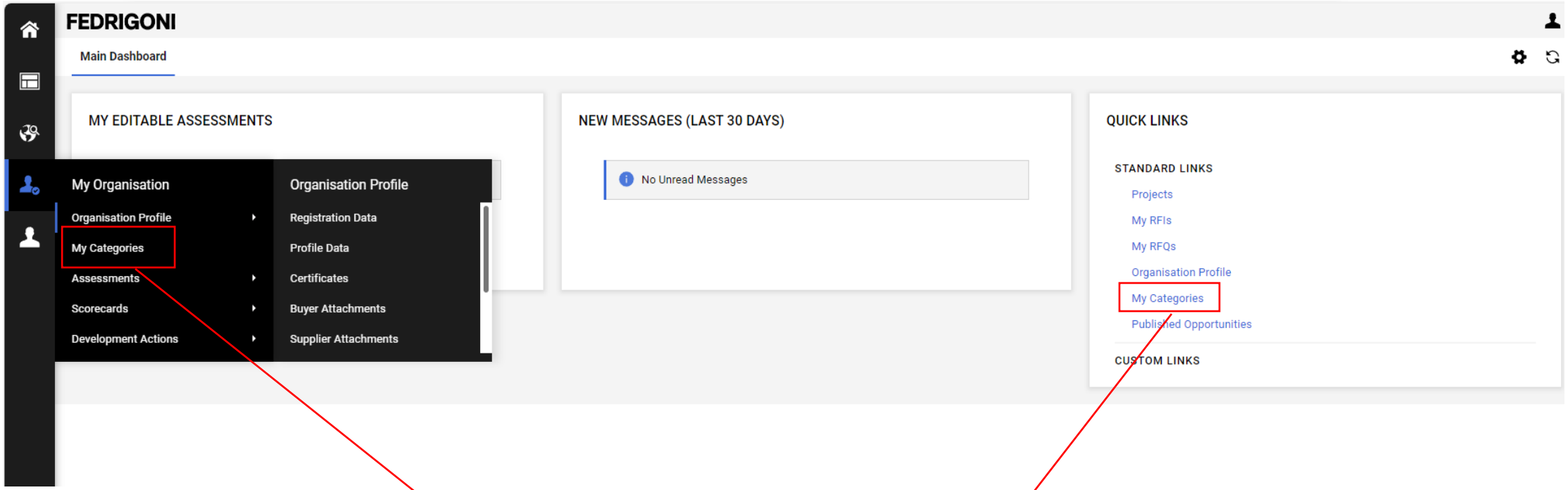
- To send the data to Fedrigoni, click on the appropriate send button.



- To proceed, you must click "OK" on the warning pop-up.
- Once the forms have been submitted, the "Editable Assessments" will no longer be available.



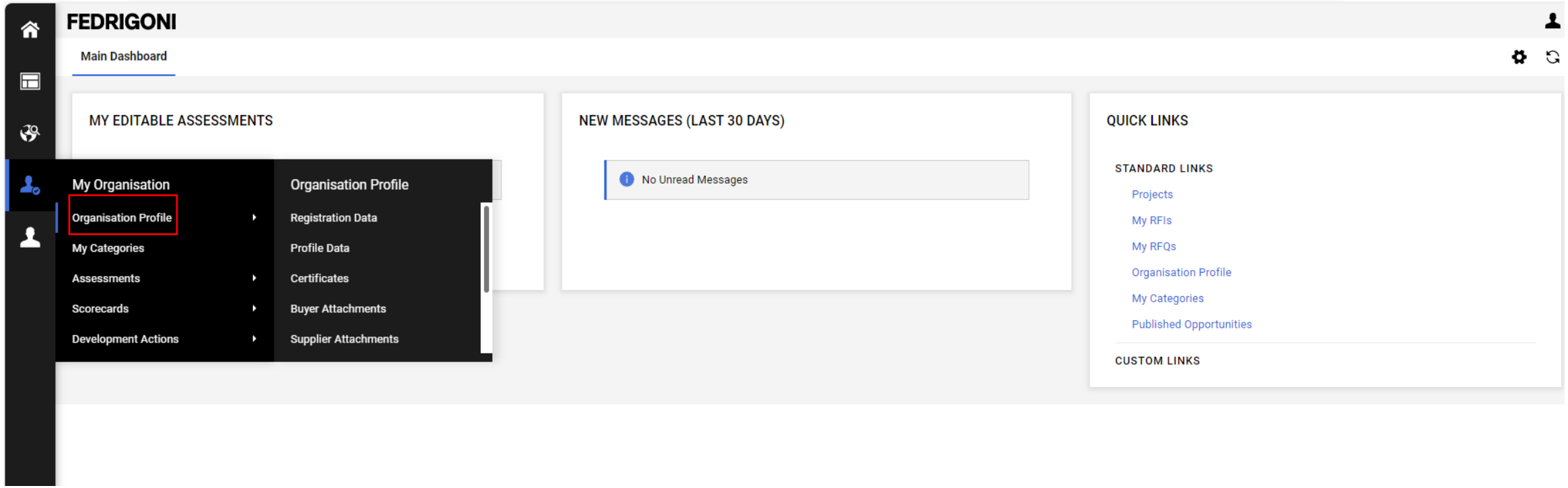
- When the compilation via the "Editable Assessments" area is no longer available, access to the product categories via the "My Categories" area.



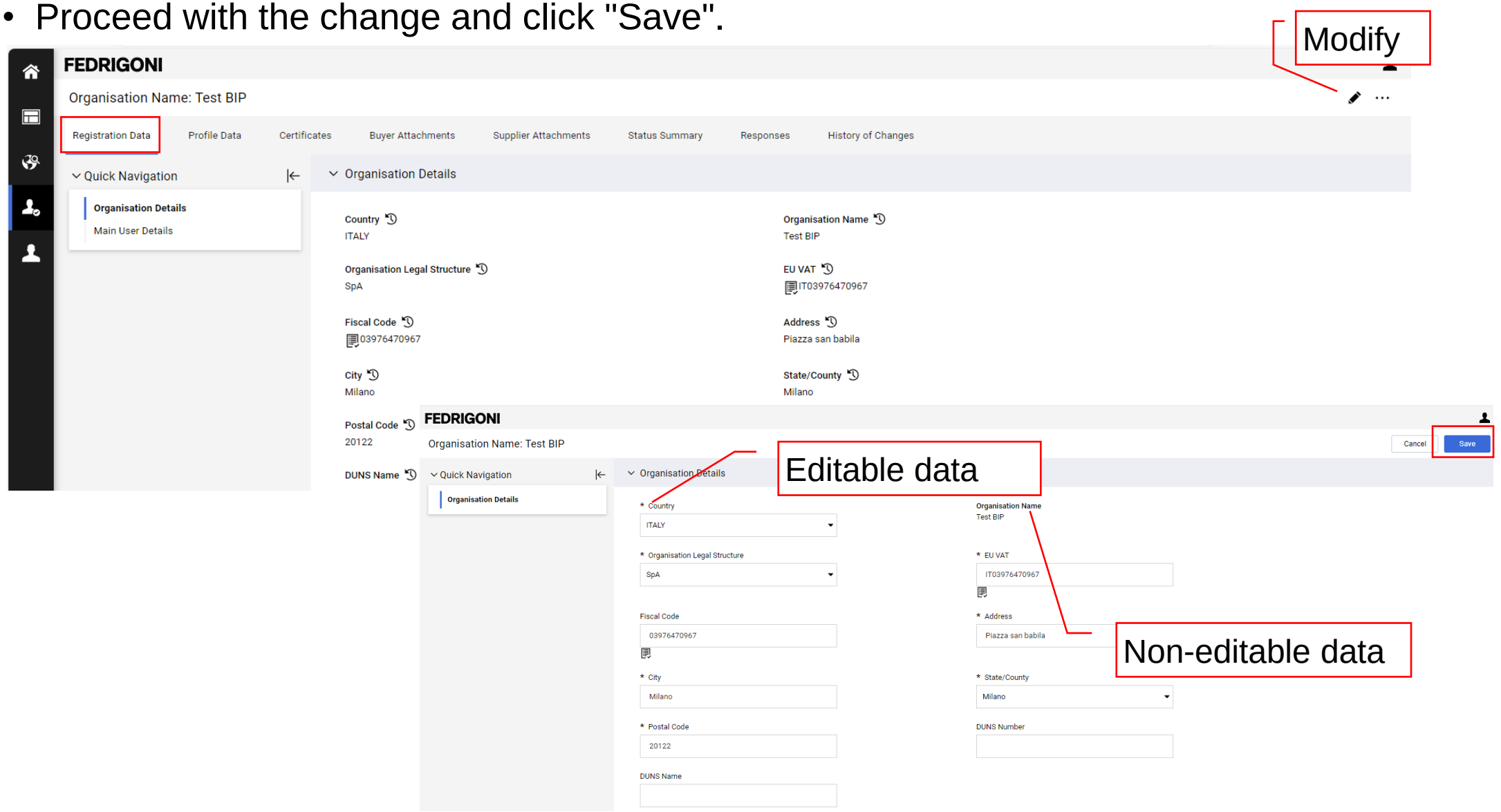
Access to the Category area and associated data

7. Modification of dataset (for supplier already in the platform)

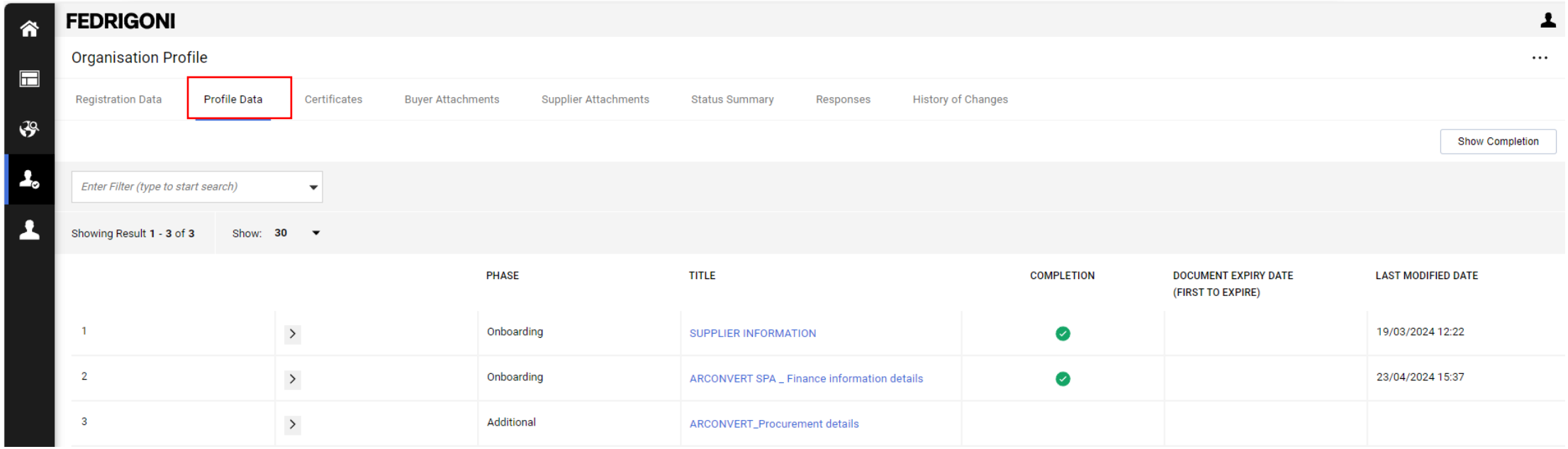
- Following activation on the portal, general data can be accessed and edited using the "Organisation Profile" area.
- Many data can be modified independently, for some the authorisation of Fedrigoni is required.



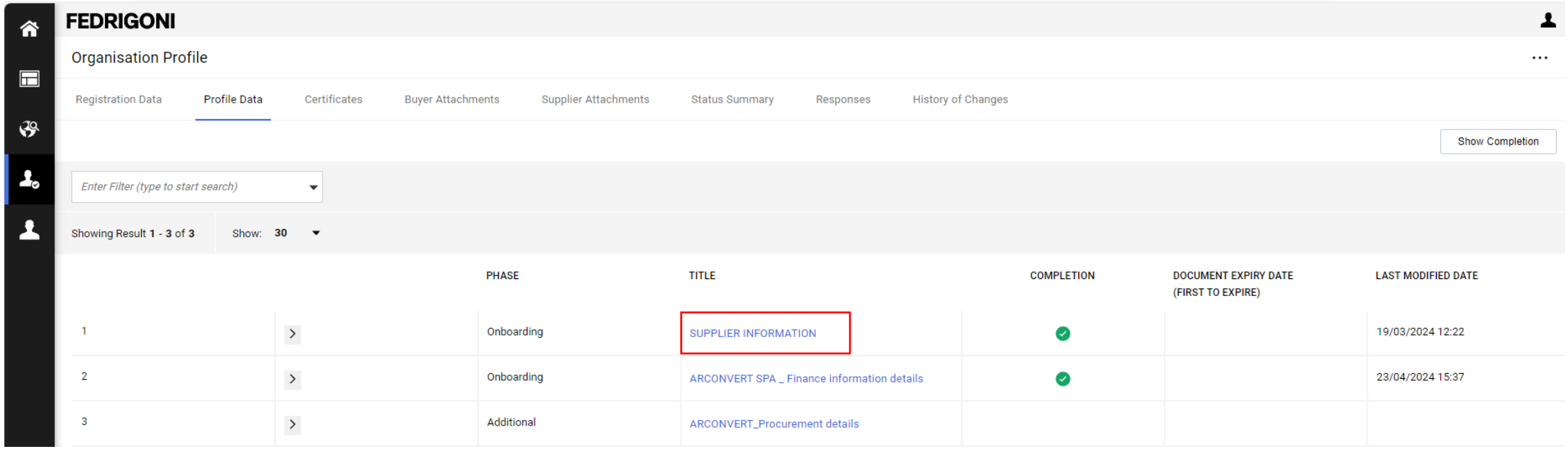
- All "Registration Data" is editable except for the Organisation Name.
- Proceed with the change and click "Save".



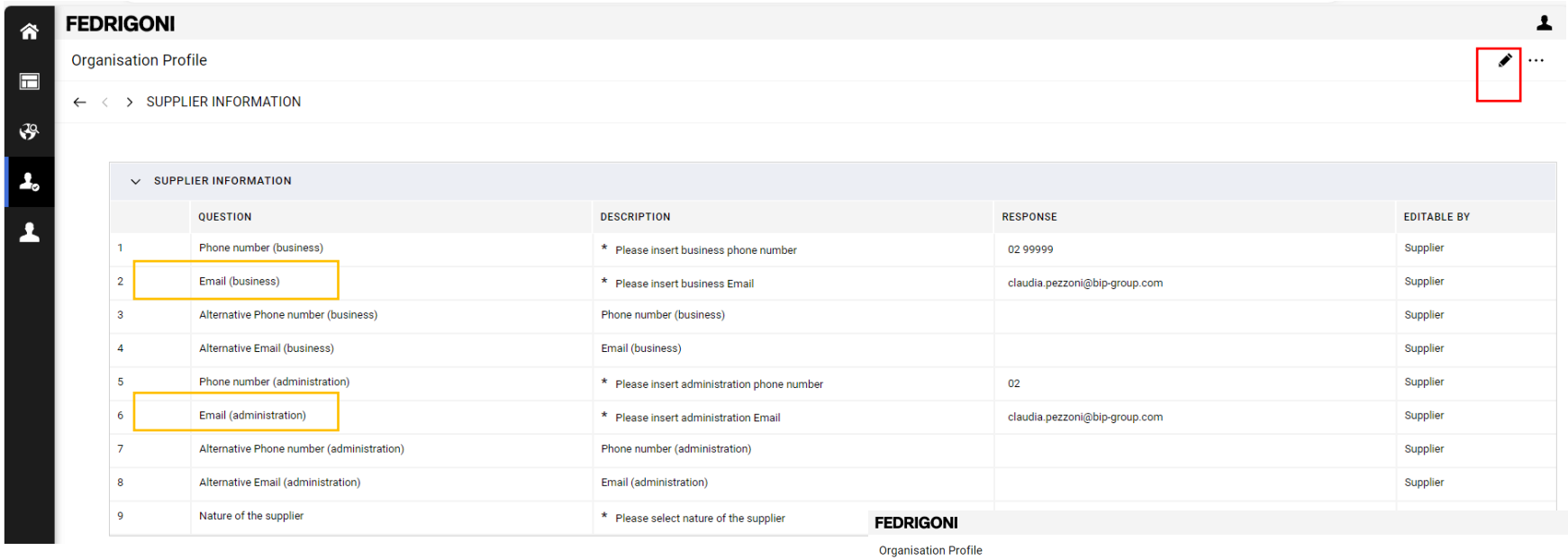
- The "Profile Data" can only be changed independently through the "Supplier Information" form.
- Modification of financial data requires the authorisation of Fedrigoni.

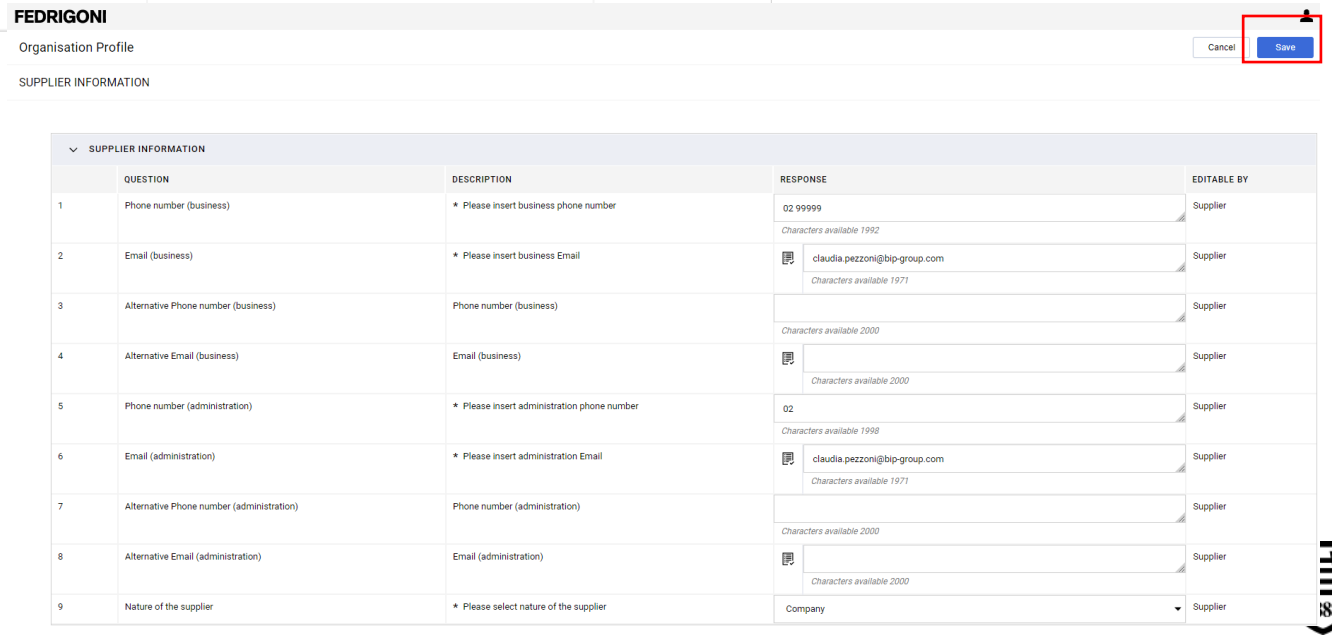


- Click on "Supplier Information" to open the modification area of the generic information.



- Edit the Form with generic information. Proceed with the modification and click "Save".



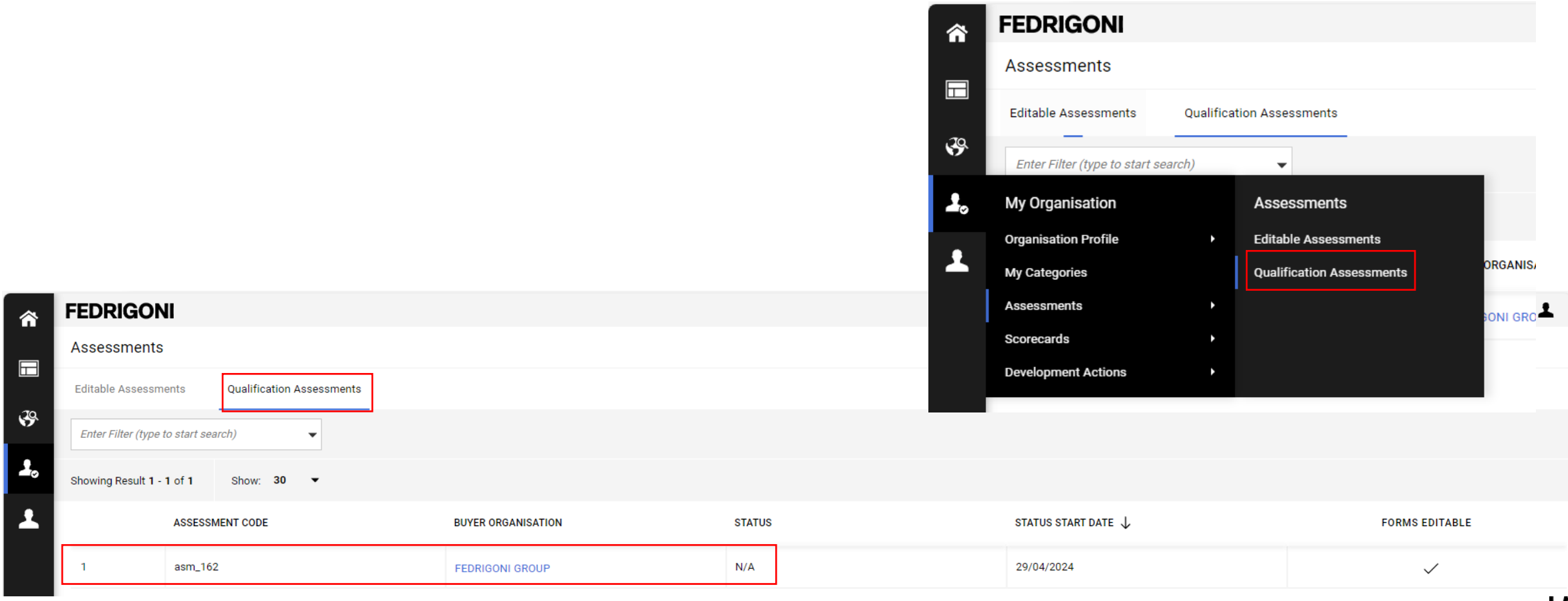


- **Attention to e-mail(business) and e-mail (administration), fields used in the ERP system also for order submission. For any doubts, please contact the usual procurement contact**

- Modification of financial data is not permitted on a stand-alone basis.

- To request the modification of data that cannot be changed, **it is necessary to send a request to your Fedrigoni Point of contact , that will ask to open the module to be edited**

- Alternatively, you can send a request to Fedrigoni using the "Qualification Assessments" area and send a message using the methods described in the relevant chapter.(see slide 31)



- If Fedrigoni agrees to the requested change, a notification will be sent regarding the possibility of proceeding on the portal according to the instructions indicated. (see slide 14 how to fill financial information

Dear Test BIP,

The Buyer Organisation FEDRIGONI GROUP has requested that you verify and update data in the Category Specific Forms on Fedrigoni Procurement Portal

Assessment Code: asm_162
Dimension: Qualification
Assessment Group Name: Qualification Assessment

Buyer Comment (optional):

To access the questions (provided your access allows you) click the following link and enter your Username and Password https://urldefense.com/v3/__https://fedrigonigroup-portal-prep.app.jaggaer.com/esop/guest/login.do?qvu=19097738018F28C96ADD__;!!Hn7u1Q!UbMTHumcNHtinLW7I8TsgTB7sg1jPuoh0FVud4FpcQ3yJW418SCKjc863aXE_YTF1NEHqUyMzTBLX52yFdB-vqq0YfzeSnhEkjY$

Or browse as follows:

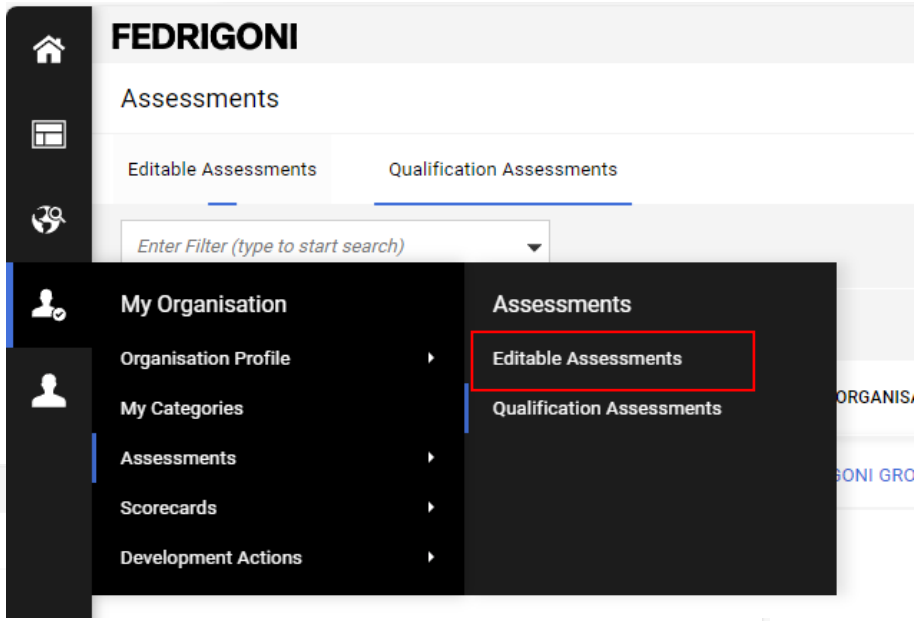
- Connect to https://urldefense.com/v3/__https://fedrigonigroup-portal-prep.app.jaggaer.com__;!!Hn7u1Q!UbMTHumcNHtinLW7I8TsgTB7sg1jPuoh0FVud4FpcQ3yJW418SCKjc863aXE_YTF1NEHqUyMzTBLX52yFdB-vqq0YfzeArkF3ko$
- Enter your Username and Password
- Go to Assessments in the My Organisation Area
- Click Editable Assessments
- Select the required Forms complete and review
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer

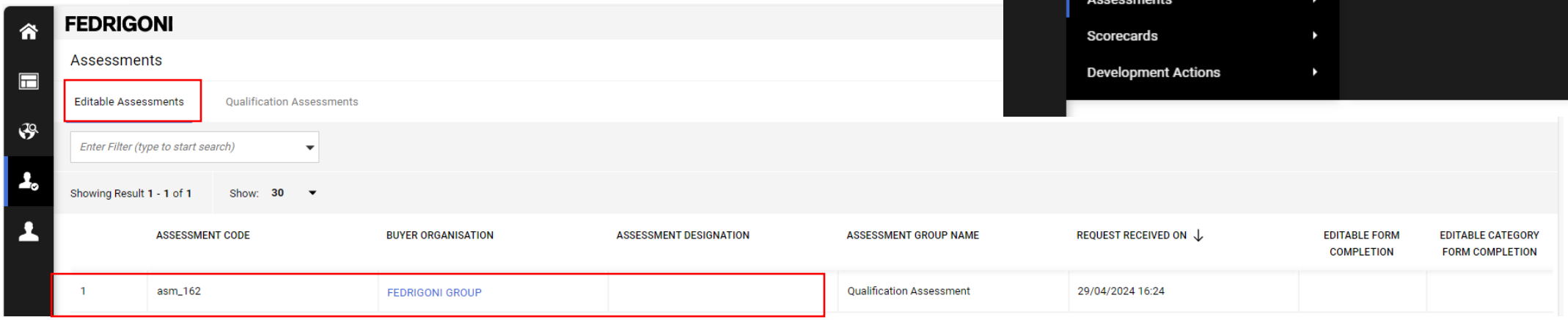
GMD1103 Pulp - DIP
GMD1104 Pulp - Euca

Best regards,

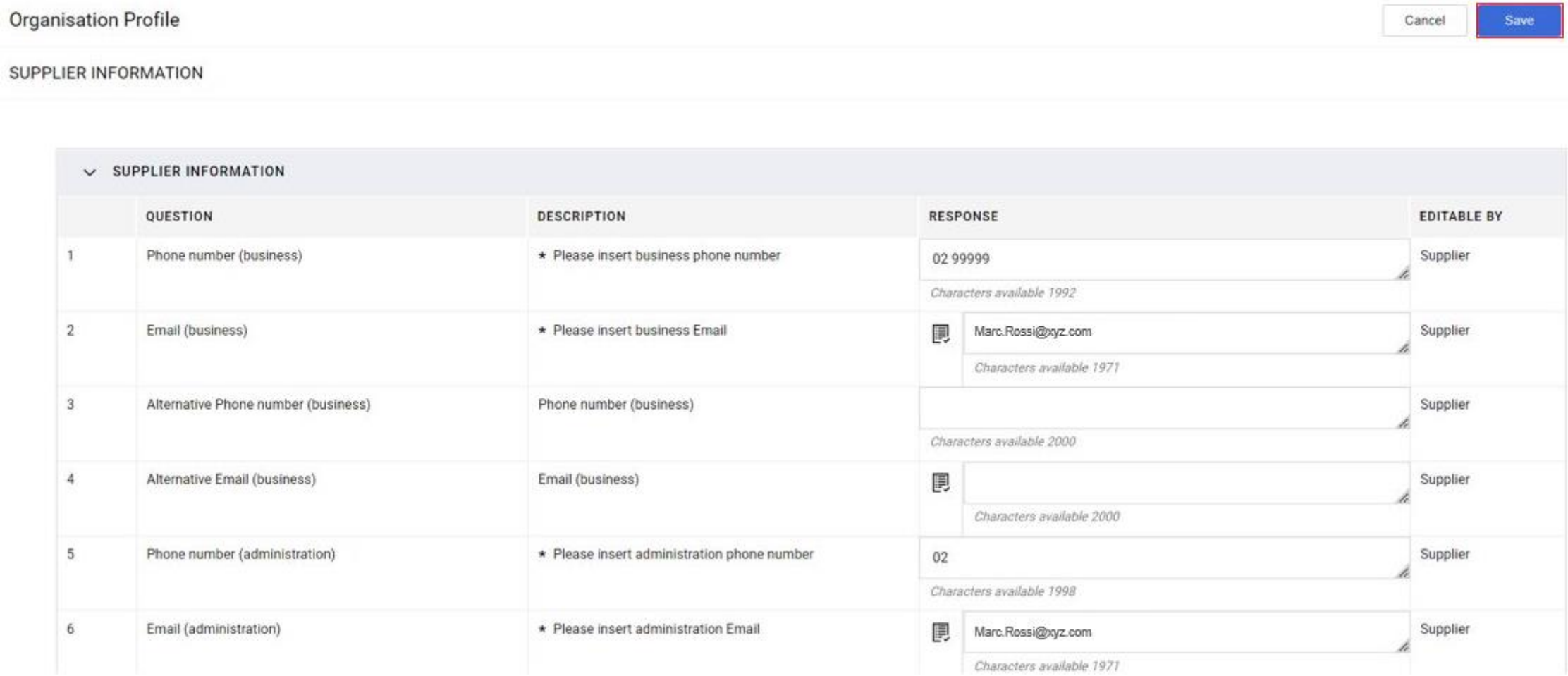
Fedrigoni Group

- To access the compilation area, go via the dashboard to the "Editable Assessments" area or navigate to the menu on the left.
- Click on the Editable Forms to proceed with changes.

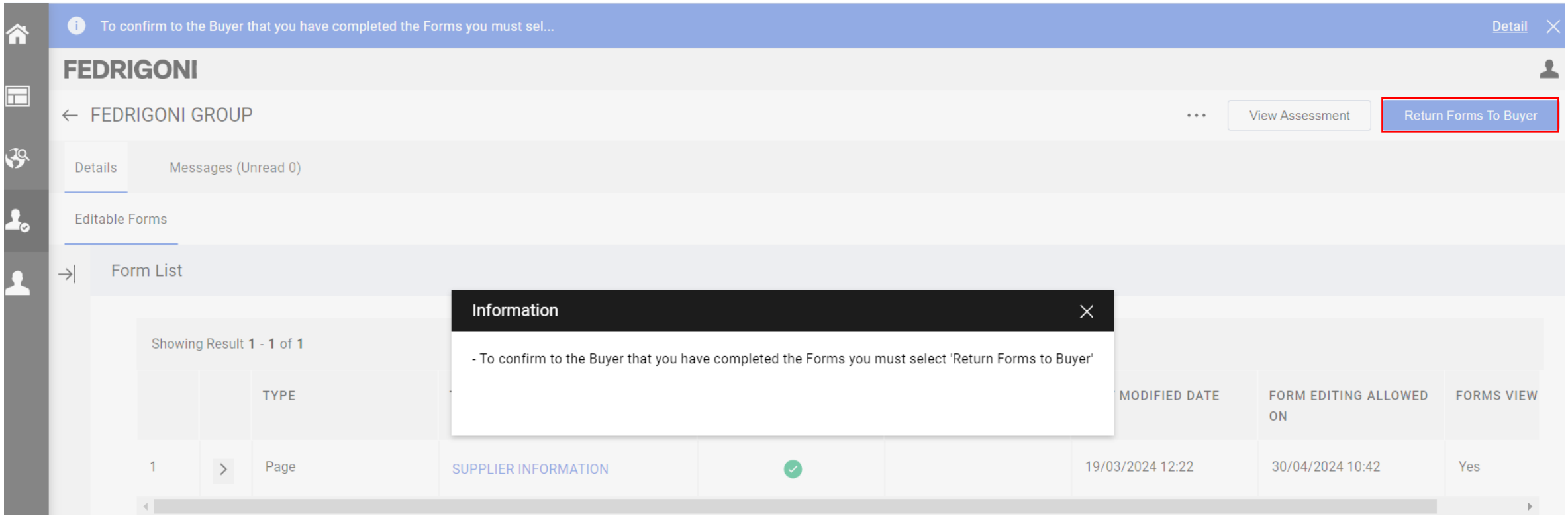




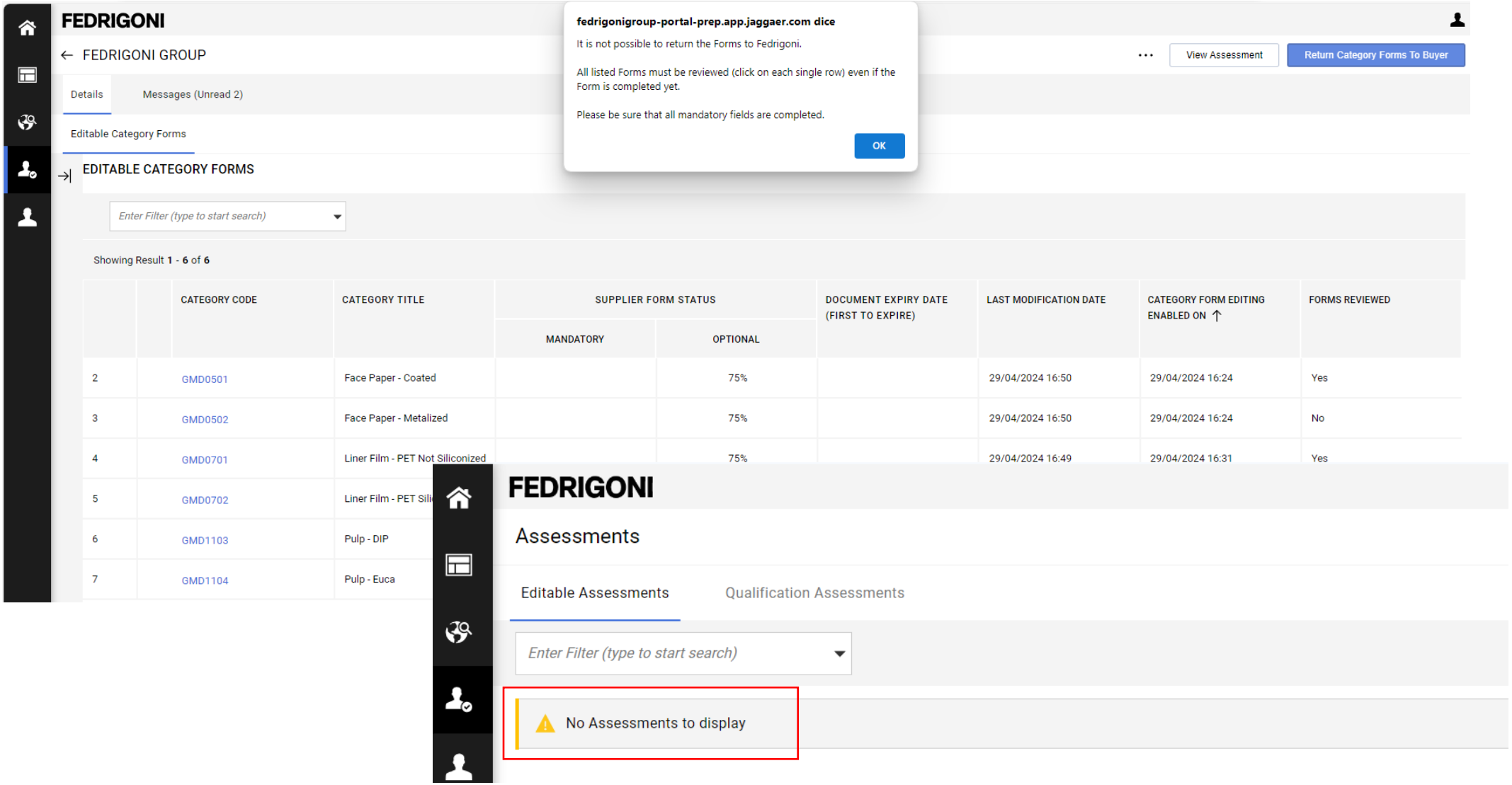
- Enter the necessary changes and click "Save & Exit" or "Save & Next" if there is more than one form.



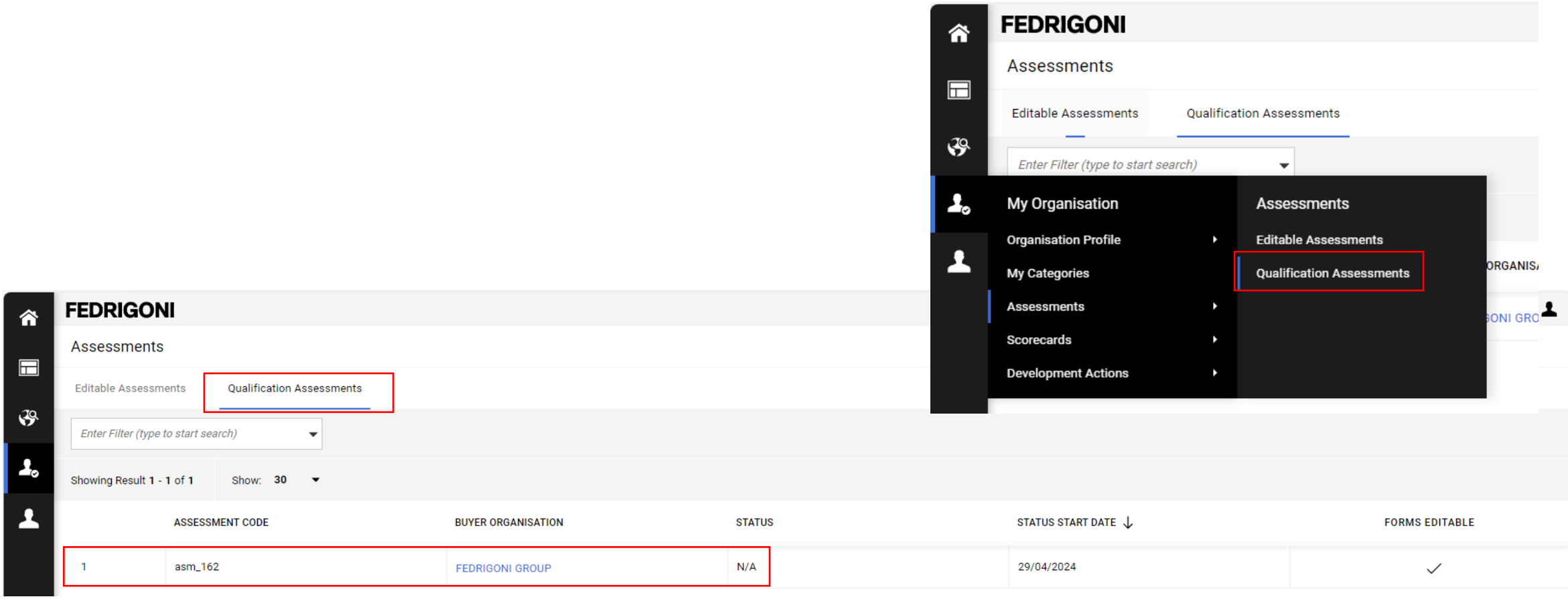
- To complete the submission to Fedrigoni, it is necessary to click on the corresponding button as indicated in the portal notice.



- Confirm the operation by clicking on "OK". The forms will then no longer be available in the "Editable Evaluations" area.



- When the compilation via the "Modifiable Assessments" area is no longer available, access to data consultation can take place in the "Qualification Assessments" area.



For further questions: your usual Fedrigoni contact and **srmsupport@fedrigoni.com**

FEDRIGONI

Thank you!