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Systeme für Mobilität und Technik WIR ÖFFNEN HORIZONTE

Instructions for Registration on a Purchasing Platform

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1. Introduction

ODW-ELEKTRIK is introducing a new communication platform based on the electronic purchasing platform JAGGAER. JAGGAER is an internet platform for collaboration in industrial manufacturing and serves as an interface between industrial enterprises with unstandardised production needs and suppliers of the industry with various manufacturing processes and specialisations.

JAGGAER enables us and our suppliers to:

- standardise the exchange of information,
- secure the offer process,
- increase the speed of communication

As soon as you have registered to the platform, you can participate in calls for tenders from ODW-ELEKTRIK, contact our buyers, submit offers and manage your company information. The registration and use of JAGGAER is free of charge.

Process overview for registration:



Profile:

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You will be asked to answer questions when creating the supplier profile. The supplier profile comprises questions regarding motivation as well as product group specific questions on your company and your products. Your answers to these questions are the basis of the decision of the buyer responsible to bring you into the ODW-ELEKTRIK supplier pool.



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2. Supplier registration

If you would like to apply as a supplier, you can start the registration process via the following link:

https://app11.jaggaer.com/portal/odw/register.php?l=eng

The link leads you directly to the registration site of our purchasing platform in JAGGAER. Please fill out the details of your company (e.g. telephone number, address, homepage) and details of your contact person.

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		ODW ELEKTRIK				
Willkommen zur Registrierung am Lieferantenportal Bereits Jaggaer Direct Lieferant						
Bitte wählen Sie hier die Sprache aus						
		Englisch Deutsch				

The contact you define here will be the administrator of your company in JAGGAER. Only the administrator can edit, add or delete people or company data in the purchasing platform. The username will be automatically created from your surname and first name (e.g. Surname, First Name). You can change the username within the contact details only at this point. It is not possible to change the username later.

Click on "Review" and then on "Submit" in the following window to confirm the information about your company and your contact person. You will receive an email with login details for JAGGEAR. As you only receive an initial password in the email, you will be prompted to change your password after the first login.



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3. Supplier profile

Please manage the supplier profile in the next step. When you log on to the purchasing platform, you will see an overview of the required steps. These are necessary to complete your registration as an ODW-ELEKTRIK supplier.

conflictent"	
Lieferantenportal Dashboard	
💿 Sie haben die Regiestierung noch nicht beendet. Fahren Sie mit der Regiestierung fort [2]	
General	
BLACKBOARD	RFQS A
Keine Daten gefunden.	Keine Einträge gefunden.
DOKUMENTE	TICKETS
Nichts gefunden.	Kaine Tickets gefunden

Make sure that all tabs of your company profile are filled in. After saving, you still need to publish the profile.

3.1. Registration successful

You have already completed this step by entering your company and contact details, as outlined in chapter 2.

3.2. Managing company data further

The company data input during your registration will already be shown here. Please check the details and click on "Save" in order to complete this step.

Basisdaten			← Speichern
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	Muster Land*		
	Deutschland -		

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Profil i	im JAGG/ len Erkläru	AER Supplier N	etwork sichtbar zu machen, damit Sie Geschäftstransaktionen tätigen können, geben Sie bitte an, dass Sie de N

3.3. Contact person

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The roles tickets and RFQ are currently assigned to the contact person and administrator of your company. You can add more contacts and assign respective roles now. This is also possible later.

3.4. Allocation of product groups

Click on the link "Allocation of product groups". The products groups are organised into several different product sub-groups. There are 2 types of selection fields for the selection of product sub-groups/product groups, Radio buttons and Checkboxes.

Please select your main product group, which you have defined as your core competency, using the radio button. You can only specify ONE product group as your core competency. You can select additional product sub-groups using the checkboxes.

arengruppen			5
Nach Warengruppe suchen			
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warengruppen obersicht	Alle Autklappen Alle Schlieden	Ausgewanne warengruppen	
Automation & Anlagenbau	•	Primarwarengruppe warisen*	
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Vollautomatische Montagesysteme		Kunststofforanulate	
Meß - & Prüfanlagen		Kunststofforanulate	
Schweißanlagen			
Crimper		Dreh- / Frästelle	
Crimpmaschinen		Mehrspindeldrehteile	
Crimpvollautomaten		CNC- Drehteile	
Crimphalbautomaten		Drehteile	
Schneid-und Abisoliermaschine		Frästelle	
Bestückungsautomaten			
Büro- und Betriebseinrichtungen	•	Kabel und Leitungen	
Büromöbel		Einadrige Leitungen ≥ 125 °C	
Regale		Daten- & Koaxialleitungen	
Lagereinrichtungen		Mantelleitungen	
Werkbänke		Einadrige-Ltgen	
Büromaterial			
Büromaterial			
Dienstleistungen			
Konstruktionsarbeiten			
Instandhaltung			
Maschinen- und Gebäudereinigung			

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3.5. Managing the profile

In order to gain a good first impression of your company, we ask that you fill out the supplier profile. The profile is divided into 5 subject areas. Please answer all questions, as you cannot complete this step otherwise. All compulsory fields are marked with an asterisk *.

In the navigation menu, you can switch between the different subjects in the supplier profile. The profile does not have to be filled in all at once. You can save your answers and publish your profile on another day.

Profil								Speichern Veröffentlichen
Allgemein	Produkte	Technik	Qualität	Logistik				
Bitte füllen Fortschritt l	Bitte füllen Sie ALLE Pflichtfelder in ALLEN Kategorien aus und klicken Sie anschließend auf Veröffentlichen' Fortschnitt beim Pflegen der Pflichtfelder: 100%							

If you have answered all questions within one subject area, you can click "Save" and select the next topic in the navigation menu yourself or click "Save & Continue" in order to automatically go to the next topic.

If you possess up-to-date certificates such as ISO 9001, ISO 14001 or ISO TS 16949, you can mark the respective certificate with "yes" under "Quality" and indicate the expiry date of these certificates using the calendar (marked in green). Then click on the "Browse" field (marked in red).

3.6. Publishing the profile

When the profile is complete, click on "Send profile". The relevant buyer will be informed of the completed profile and will decide on the next steps of the process.

The "Send profile" button will always be shown in the last subject area and is only available when ALL compulsory fields have been filled. Should the button not be available at the end of the supplier profile, please check your answers again.

3.7. Portal address

You can reach the ODW-ELEKTRIK portal under the following link. You can edit master data, receive pending requests, submit offers and see the status of your offers here.

https://app11.jaggaer.com/portal/odw