

## Memo

# Barco Supplier Portal - Jaggaer

## Supplier registration manual

### 1. Introduction

This guide is intended to help you, as a supplier, to apply at our Barco Supplier Portal. Here you can find out how the registration process works. Registration via the supplier portal offers you the opportunity to apply quickly, easily and above all in a structured manner at the Barco procurement department. Through the direct connection via the platform, operative processes can be made more effective in the future.

### 2. General information

The entire registration process is divided into two stages.

In the first step you register with your contact details.

After sending login data with which you log on to the portal interface for the first time, you will be asked general questions about your company profile in an extended questionnaire.

After you have published your profile, your data is visible to the Barco purchasing department and is transferred to our system database.

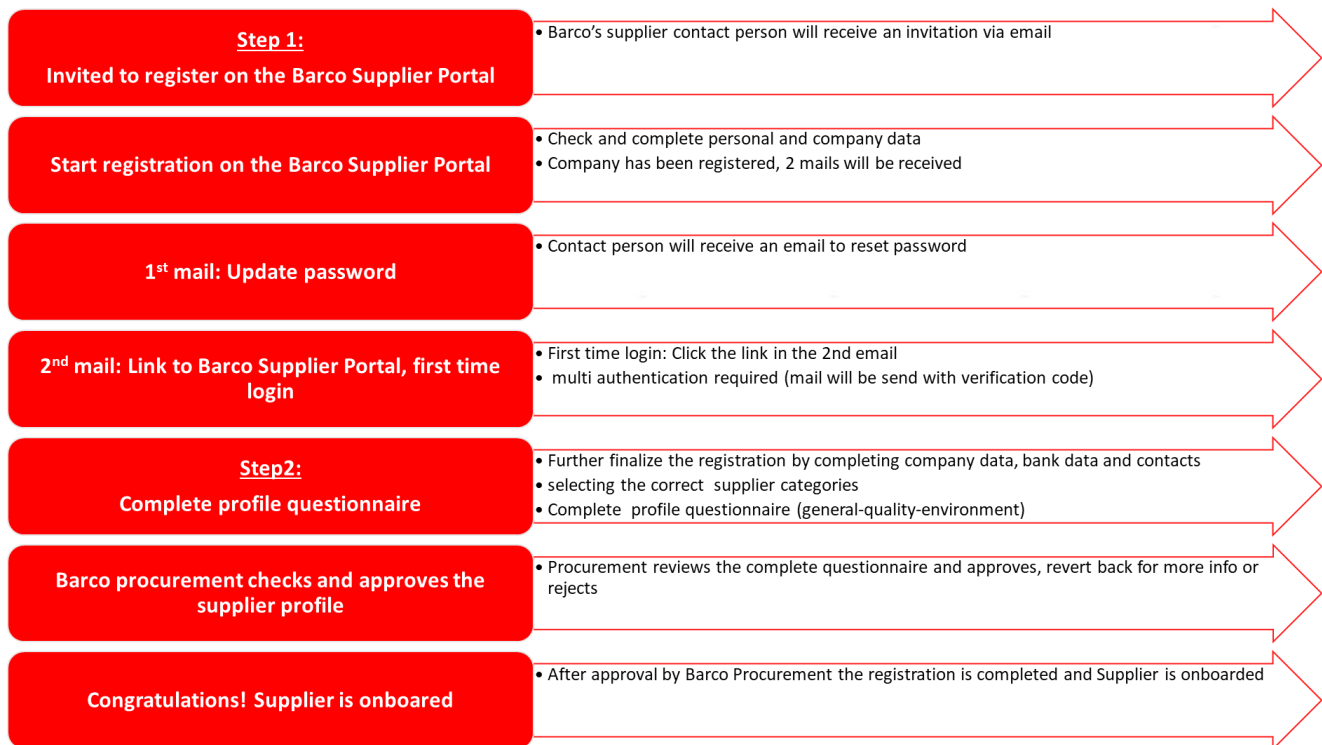
In the questionnaires mandatory fields are marked with an "\*". These must be answered. On the other hand, subsequent elected fields do not have to be completed.

If you have questions or problems, please get in touch with your contact person at Barco.

All emails will be sent from a "app11.jaggaer.com" email address (name: Barco).

Summary of the process:

## Memo



### 3. Registration

#### **Step 1:**

A Barco buyer will invite you to register yourself on the supplier portal. You will receive the following mail:

# Memo

## Your registration for the Barco Supplier Portal

Delete



BARCO <no-reply@app11.jaggaer.com>

to I

31.10.2023 - 10:57 am

Dear User,

You are invited to register yourself in the Barco Supplier Portal.

Please open the following link to enter your company and contact data:

[https://demo.app11.jaggaer.com/portals/barco/register?crm\\_person\\_id=MTk3NTg4NA==--3f55943557483456afb4727b1e2cf936&l=eng](https://demo.app11.jaggaer.com/portals/barco/register?crm_person_id=MTk3NTg4NA==--3f55943557483456afb4727b1e2cf936&l=eng)

After submitting the information your credentials will be provided to process the remaining registration steps.

Kind regards

The Barco Procurement team

When you click on the link you will be redirected to the following screen:

The screenshot shows a registration interface with a dark header containing four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. The main content area features the BARCO logo at the top, followed by the text "Welcome to the registration of the supplier portal". Below this, it says "Please choose a language below" and includes a blue button labeled "English".

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You can check your personal and company code data and in the last tab-page you can agree with the terms and conditions of the platform:

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

I agree and accept [Supplier Access Terms](#).

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Barco NV 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.

Back

Accept and Submit

Note that the first checkbox is mandatory, the second one is optional.

When you accept and submit you will receive the following message:

### Congratulations!

Thank you for registering your company. You will shortly receive two emails:

1. An email from JAGGAER containing a link to define a new password. This more secure password is needed for your new JAGGAER Global Identity, which you can use to authenticate to this customer portal going forward. The link in this email expires in 24 hours.
2. An email from your customer confirming your company registration and providing more information about your account.

You may now close this window.

You will receive the following e-mails:

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no-reply@app11.jaggaer.co

Thank you for registration at the Barco Supplier Portal

Dear [redacted], Your registration was successful. Your email address is your username. Please update your password. Check your mailbox for further information.

noreply@jaggaer.com

Reset your supplier account password

Dear [redacted], Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection. As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 24 hours:

First select the e-mail to reset your password. Open the e-mail and click on the link "Change supplier account password":

## Reset your supplier account password

Delete



PR [redacted] noreply@jaggaer.com>  
to barcosuppliertest1@trash-mail.com

31.10.2023 - 11:00 am

Dear Vuk Savic,

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection.

As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 24 hours:

[Change supplier account password](#)

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

### Perform the following action(s)

English ▾

Perform the following action(s): **Update Password**

» [Click here to proceed](#)

Click on "Click here to proceed".

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In the following screen you can define your new password:

Change password

English ▾

barcosupliertest1@trash-mail.com

New Password

Confirm password

Submit

- ✘ Minimum of 12 characters
- ✘ Minimum of 1 uppercase letters
- ✘ Minimum of 1 lowercase letters
- ✘ Minimum of 1 of the following character: !@#\$%&\*()\_+=[?]
- ✘ Minimum of 1 number
- ✘ Email must be different from Password
- ✘ Confirm Password value must match Password

After you have set your new password, the following message will appear:

**Your account has been updated.**

English ▾

Your account has been updated.

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You can now go back to your mailbox and open the second e-mail:

## Thank you for registration at the Barco Supplier Portal

Delete



BARCO <no-reply@app11.jaggaer.com>

to

Dear

Your registration was successful.

Your email address is your username.

Please update your password.

Check your mailbox for further instructions.

Once done, return to this page and use the link:

[LINK](#)

Thank you!

When you click on the link in this e-mail, you will be redirected to the Barco supplier portal login page.

Enter your e-mail and password.

Choose in below screen for "E-mail" as an OTP provider, this is two-factor authentication.

### OTP Provider

English ▾

Provider

Email ▾

[Back to Login](#)

Select

You will receive an e-mail with a verification code. Please fill in this code in below screen.

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## One Time Code

English ▾




Enter the code we sent to your E-mail.

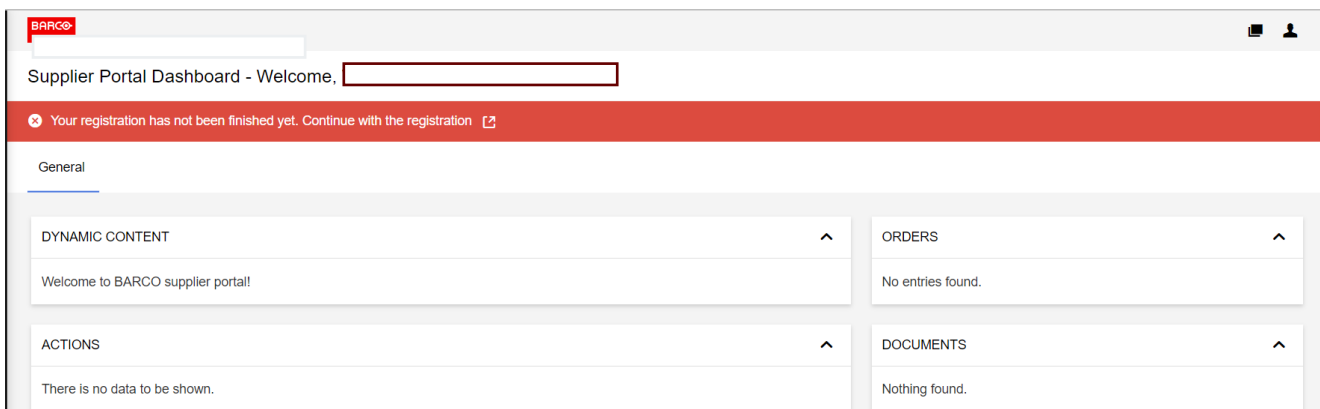
Code

[Back to Login](#)[Log-In](#)[Try Another Way](#)


Your account for the supplier portal is now completely created.

### **Step 2: Your company profile**

The next step in the registration process is to fill in a questionnaire. Barco has made certain fields mandatory. These fields are marked with an (\*), and must always be filled in. To start the process, click on 



Supplier Portal Dashboard - Welcome,

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

General

DYNAMIC CONTENT Welcome to BARCO supplier portal!	ORDERS No entries found.
ACTIONS There is no data to be shown.	DOCUMENTS Nothing found.

The company profile questions are displayed on several screens, click on [Continue](#) to move between the screens:

#### 1) Data

Your registration data is taken over and can be checked:



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Registration - Base Data

1 DATA 2 CONTACTS 3 CATEGORIES 4 PROFILE

Company Data Bank Data

COMPANY DATA

Company name\*  
Jumbo Visma

Street\*  
Dorpstraat

Street-number  
10

Zip code\*  
9700

City\*  
Amsterdam

## 2) Contacts

The contact details of your internal stakeholders can be added to this screen:

Registration - Contacts

1 DATA 2 CONTACTS 3 CATEGORIES 4 PROFILE

Assigned Roles Contacts

Quality Van Aert Wout woutvanaert@you-spam.com	Sales Van Aert Wout woutvanaert@you-spam.com	Internal Sales Contact Van Aert Wout woutvanaert@you-spam.com	Finance Van Aert Wout woutvanaert@you-spam.com
Cybersecurity Officer Van Aert Wout woutvanaert@you-spam.com	Eco Officer Van Aert Wout woutvanaert@you-spam.com		

## 3) Categories

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Registration - Categories Back Continue

DATA CONTACTS **CATEGORIES** PROFILE

Search for category...

Categories Overview Expand All | Close All

- Direct
  - 3rd party Hardware
  - 3rd party Software
  - Active optics
  - Active or Passive Cooling
- Fans
  - Fans
    - Fan accessory (guard, mounting plug, □)
  - Tool bounded Custom mechanics
  - CNC Custom Mechanics
  - Chemicals
  - Cables & Wire harness

Selected Categories

Choose Primary Category\*

---

This field is mandatory

Direct - Fans

Fans

With the selection made in this section you determine the categories/commodities that you can offer and deliver to Barco. The number of assigned categories is not limited.

Please select a primary category, your core competence, and, if necessary, several secondary categories. The specification of the main category is required to assign your application to one of Barco's strategic buyers. Please reach out to your Barco procurement contact if you are not sure which categories to select.

#### 4) Profile

In this screen you can create your individual supplier profile. Mandatory fields are marked with an (\*).

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Registration - Base Data

DATA CONTACTS CATEGORIES PROFILE

General Quality Environment

1. General Information

1 ORGANIZATIONAL & BUSINESS DATA


Address of your operating & manufacturing facility relevant for Barco  info

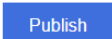
**Number of employees**

Sales: 123	<input type="text"/>	Engineering: 123	<input type="text"/>	Administrative: 123	<input type="text"/>
Production: 123	<input type="text"/>	Quality: 123	<input type="text"/>	Total: 123	<input type="text"/>

**Plant utilization**

Number of shifts: 123

Required fields are marked with an \*. To move between the different screens, click on .

Once you have filled in all questions, you can click on .


Your profile will now be shared with the buyer. After the approval of the buyer you will receive the following email:

Approval of your big profile at the Barco Supplier Portal

Delete

BARCO <no-reply@app11.jaggaer.com>  
to  16.11.2023 - 5:23 pm

Dear User,  
Congratulations, your big profile has been checked and approved.  
You can now use the Barco Supplier Portal - [https://app11.jaggaer.com/portals/barco/?pp\\_login=1&cid=607723](https://app11.jaggaer.com/portals/barco/?pp_login=1&cid=607723) for further processes.  
Kind regards  
The Barco Procurement team



Close

## Memo

You can return to your supplier profile at any point and update your data by using the following link:  
[https://app11.jaggaer.com/portals/barco/?pp\\_login=1&cid=607723](https://app11.jaggaer.com/portals/barco/?pp_login=1&cid=607723)

In case you have questions, you can always reach out to your Barco contact.