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# Signify BOM 以及 System & Services 供应 商的 Jaggaer 供应商关系 管理手册

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Signify Procurement

October, 2022

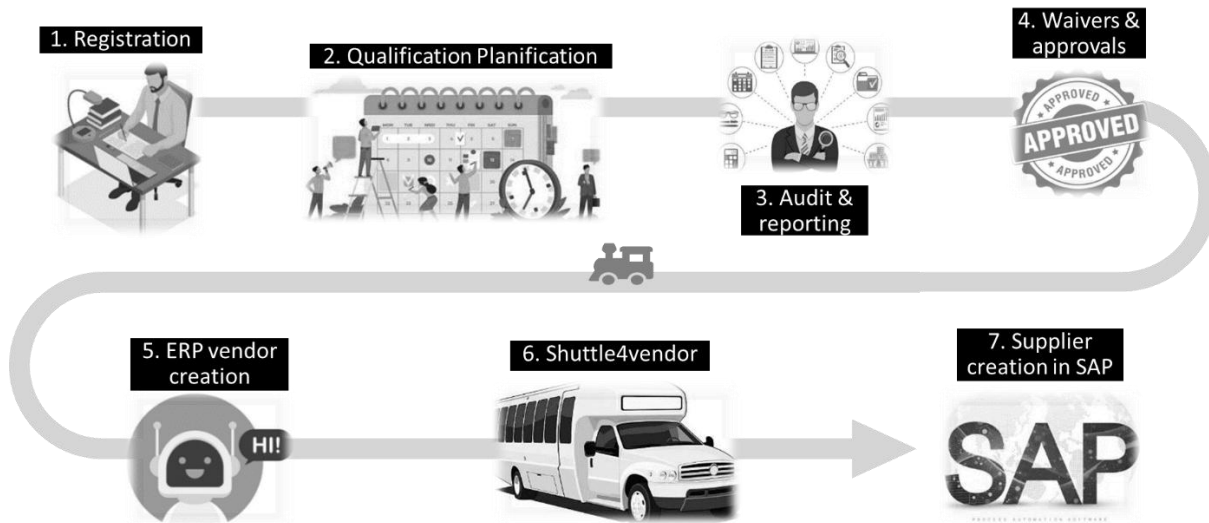
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## 预注册要求

请接受此电子邮件地址为可信赖发件人 [no-reply@app11.jaggaer.com](mailto:no-reply@app11.jaggaer.com) 并将 jaggaer.com 设置为可信赖域，以避免通知电子邮件最终进入垃圾邮件邮箱或被阻止。.

## 昕诺飞供应商关系管理流程



### 1. 供应商注册

SAM 通过 SRM 平台向供应商发出邀请。收到邀请后，供应商应通过电子邮件中的链接登录供应商门户。受邀供应商在供应商门户中自行填写资料和主数据——这些数据对于以后在 SAP 中创建供应商至关重要。

### 2. 策划资质

请求者触发供应商资格，其中自动生成链接到多个审核票的资格票（中央 SQM 将根据内部资格标准选择哪种审核类型）。现在由中央 SQM 进一步计划并与内部或第三方审核员和供应商联系以执行审核。

### 3. 审计和跟进

捕获审计结果、报告和行动项目。审计票甚至可以满足豁免和循环审批的需求（以防万一）。

### 4. 审计和豁免批准

审核员、中央 SQM 和豁免批准人可以在同一个审核单平台上提供他们的裁决，所有信息都可用或附加在单据中。

## 5. RPA 完成 S4V 表格

SAM 需要回到 SRM 模块，通过“新主数据票据”触发供应商创建 ERP 流程，以触发帮助将主数据从 SRM 传输到 WinShuttle 的 BOT。

## 6. 供应商班车 (s4v)

WinShuttle 表单 (s4v) 通过 BOT 接收主数据并在允许将供应商创建到 SAP 之前开始验证。

## 7. 在 SAP 中创建供应商

最后，在 SAP 中创建了供应商，您现在可以开始与供应商开展业务 - 电子采购、电子合同、采购订单签发、交付、开票等功能现在可以与供应商一起使用。

## 供应商注册

### 1. 基础资料登记

1. 您将收到一封来自 [no-reply@app1.jaggaer.com](mailto:no-reply@app1.jaggaer.com) 的注册邀请邮件。点击链接：

SIGNIFY DEMO: Invitation for Registration in the Supplier Portal



**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Maestro Lee,

you are nominated and invited to register yourself in the Jaggaer Supplier Portal from Signify ([www.signify.com](http://www.signify.com))

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

[https://i. .app11.jaggaer.com/portals/sig/register?crm\\_person\\_id=MTczNjc2OQ==52c6e48ff1ee79bd892bf873a5df4067&l=eng](https://i. .app11.jaggaer.com/portals/sig/register?crm_person_id=MTczNjc2OQ==52c6e48ff1ee79bd892bf873a5df4067&l=eng)

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

Please assure that the data provided including documents uploaded are complete.

Please refer to the [Privacy Notice | Signify Company Website](#)

Kind regards



2. 或者你可以去链接：<https://app11.jaggaer.com/>
3. 会弹出一个新窗口，如下图，选择“English”。  
除非您之前在 Jaggaer 注册过，否则请忽略“已经是 Jaggaer 直接供应商”



Welcome to the registration of the supplier portal

Please choose a language below



4. 填写人员数据选项卡中的所有必填\*字段。在这种情况下：称呼、名字、姓氏、电子邮件，并为自己创建一个登录名。点击继续：

The image shows the 'PERSON DATA' registration form. The navigation bar at the top indicates the current step is 'PERSON DATA'. The form is titled 'CONTACT PERSON' and contains several fields: 'Salutation\*' (dropdown menu with 'Mr.' selected), 'First name\*' (text input with 'John'), 'Last name\*' (text input with 'Doe'), 'Telephone' (with area and number sub-inputs), 'Mobile' (with area and number sub-inputs), 'E-Mail\*' (text input with a masked email address), and 'Loginname\*' (text input). At the bottom, there are 'Back' and 'Continue' buttons. Red rectangular boxes highlight the 'Salutation\*', 'First name\*', 'Last name\*', 'E-Mail\*', and 'Loginname\*' fields, as well as the 'Continue' button.

5. 填写公司数据选项卡中的所有必填\*字段。在这种情况下：公司名称、街道、邮政编码、城市、国家和货币以及 DUNS:

The screenshot shows a registration form for Signify. The 'COMPANY DATA' section is highlighted with a red box. The following fields are also highlighted with red boxes: 'Company name\*' (Wedel 123), 'Street\*' (Wigury 77), 'Zip code\*' (75260), 'City\*' (Lodz), 'Country\*' (Poland), and 'DUNS'. Other fields include 'State / Province', 'Continent', 'PO Box', 'Zip PO Box', 'Currency\*', 'Telephone', 'Fax', and 'Homepage'.

- 如果您不知道自己的 DUNS 编号，则可以按照以下步骤进行搜索：
- 转到 <https://www.dnb.com/de-de/upik-en/>
- 向下滚动直到你看到这个：

The screenshot shows a search interface for companies. The main heading is 'Search for your company'. Below it is a search bar with the placeholder text 'Enter company name/D-U-N-S® number' and a 'Search' button. Below the search bar are two tabs: 'Advanced search' and 'Germany'. Below the tabs are two input fields: 'Enter street' and 'Enter location'.

- 请输入您的公司详细信息（包括地址），然后单击“搜索”
- 应显示公司列表或仅显示公司列表供您选择。
- 单击您的选择，DUNS 编号应该出现在您面前。
- 但是，如果您找不到它，则可以使用此链接联系您当地的代表：  
<https://www.dnb.com/de-de/upik-en/contact-upik/>

6. 点击页面底部的“继续”：

7. 勾选所有选项并单击“接受并提交”

The screenshot shows a registration page for Signify. At the top, there is a navigation bar with four steps: GENERAL, PERSON DATA, COMPANY DATA, and CONSENT (highlighted with a '4'). The Signify logo is centered below the navigation bar. The main content area contains the following text:

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 Signify 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.

At the bottom, there are two buttons: "Back" and "Accept and Submit".

8. 点击“打开供应商门户”:

The screenshot shows a "Successful Registration" page. At the top, there is a navigation bar with four steps: GENERAL, PERSON DATA, COMPANY DATA, and CONSENT. The Signify logo is centered below the navigation bar. The main content area contains the following text:

### Successful Registration

Thank you for your registration. You may now log into the Portal.  
The password has been sent to your email address.

At the bottom, there is a button with a link icon and the text "Open Supplier Portal".

9. 进入邮箱，打开 Jaggaer 发送的邮件。在这里您可以找到登录帐户的临时密码:

## SIGNIFY DEMO:Your registration in the Supplier Portal



Signify Supplier Portal <no-reply@app11.jaggaer.com>

To [redacted]

**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Maestro Lee,

thank you for your registration!

You can log in using the following link: [https://\[redacted\].app11.jaggaer.com/portals/sig/](https://[redacted].app11.jaggaer.com/portals/sig/)

Username: [redacted]

Password: [redacted]

Please fill in all additional required data to complete the registration process.

Kind regards

Signify Supplier Portal

### 10. 进入供应商门户并输入用户名和密码:

© 1999-2021 JAGGAER

When you use our Solution, we process your personal information as described in our Service [Privacy Policy](#)

[I forgot my password](#)

### 11. 更改密码，进入:

- 一个，旧密码（电子邮件中的 1 次登录密码）
- 新密码
- 确认密码

点击保存(SAVE)

### Change Password

Your password has expired. Please change it now

Old password

New password

Confirm password

- ✗ Not one of the last 3 passwords
- ✗ Minimum of 8 characters
- ✗ Minimum of 1 special character (not A-Z or a-z or 0-9)
- ✗ Minimum of 1 number
- ✗ Minimum of 1 lower case letter and 1 upper case letter

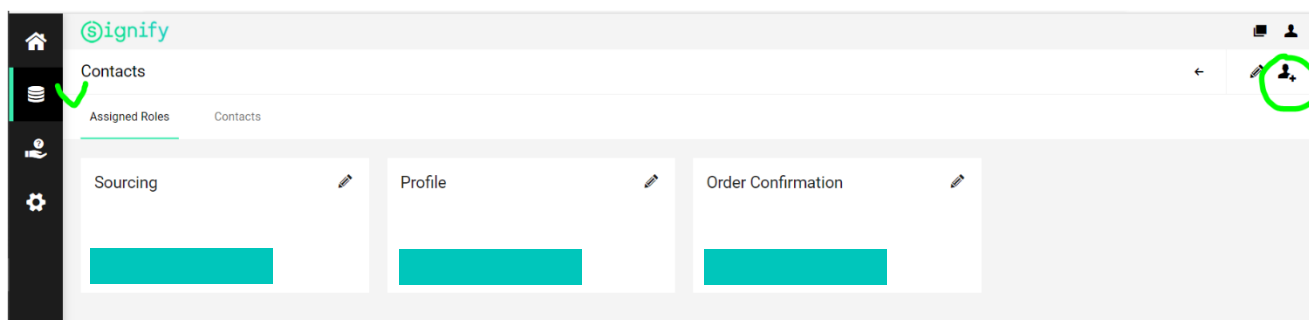
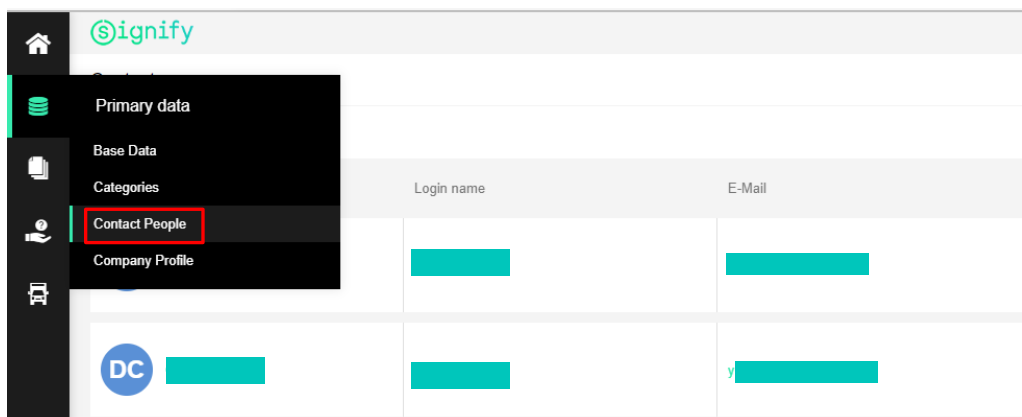
[Password forgotten?](#)

## 2. 帐户管理

12. 在左手边的 Primary Data 选项里，你可以在 Base Data 里更新公司资料例如地址、DUNS 编号、邮件地址、主页链接等。更新后请点击右上角的“Save”。

The screenshot shows the Signify user interface. On the left, there is a dark sidebar with a home icon and a menu. The menu items are: Primary data (highlighted with a green bar), Base Data (highlighted with a red box), Categories, Contact People, and Company Profile. The main content area shows a table with columns for RFQ name and RFQ version. The table contains two rows of data: 'TEST: Test value' with version '1' and 'TEST: Test value CDD' with version '1'.

13. 当你打开 Primary Data → Contact People, 你将能够看到公司的所有联系人。你也可以通过点击右上角的添加图标向你的公司添加新的联系人。



14. 如果你想为你的公司添加 一个新用户并为他/她提供门户访问权限 ，请点击如上图所显示的“添加新联系人”按钮，填写所有必要信息后 ，开启“门户访问权限 (Portal Access)”的选项，然后提供用户的登录名并勾选“权限 (P99 Portal:: Admin)”框 。然后点击右上角的“保存 (Save)”按钮。

E-Mail\*

Portal Access ⓘ


Login name\*

permissions\*

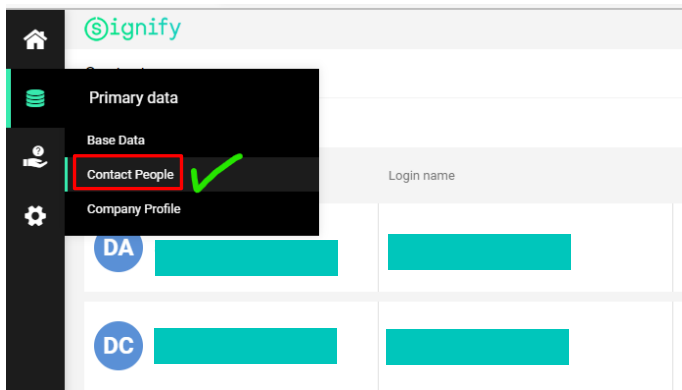
P99 Portal :: Admin

点击“保存”后，该用户将会收到一封包含用户名和一次性密码的电子邮件。

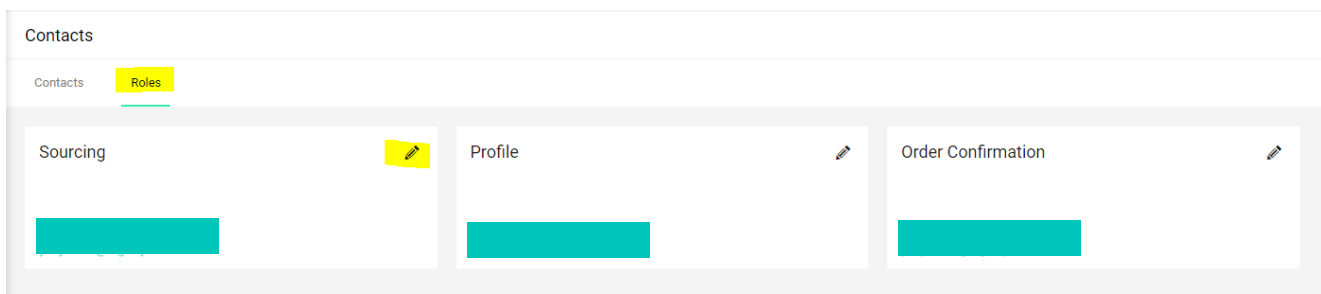
15. 如果你需要更改联系人的个人资料(例如，姓名、电话号码、邮件地址等等)，你可以点击 Contacts 里的编辑按钮(edit button)。

Contacts					
Name	Login name	E-Mail	Telephone	Portal Access	
DA				✓	
DC				✓	
J				✗	

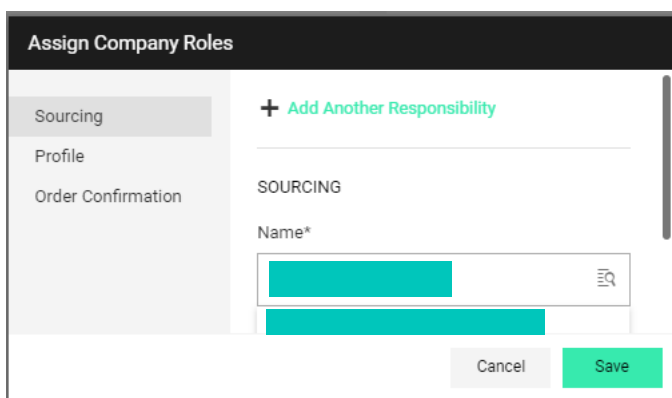
16. 如果其他人将处理采购活动(Sourcing events)、采购订单-订单确认(Purchase orders - Order confirmations)和提前发货通知(Advanced Shipping Notifications)，请添加他们到公司帐户(添加联系人)。添加新联系人后，请确保你将他们分配到了正确的角色：对于询价活动(RFQ)和竞标(Auction)，你需要分配“Sourcing”角色；对于订单确认(Purchase order confirmation)，你需要分配“Order Confirmation”角色。要为不同的联系人分配角色，请去到 Primary Data → Contact People。



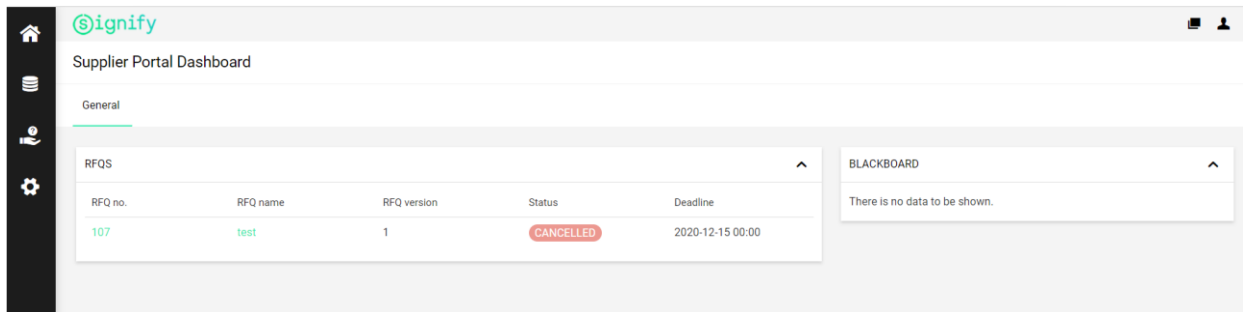
点击“Roles”的选项卡，然后点击每个角色的编辑按钮。



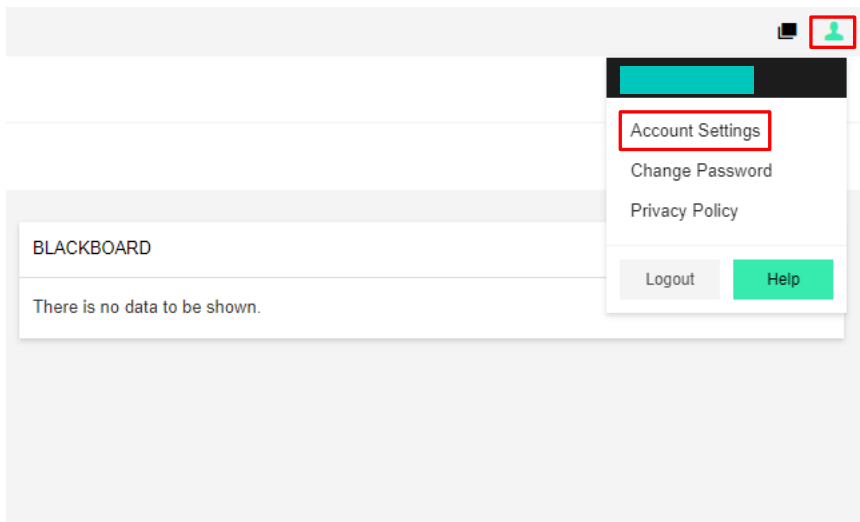
你可以输入/搜索负责此任务的联系人名字来添加并点击保存。请对其他角色执行相同操作。



17. 访问听诺飞 Jaggaer 平台后，你将能够看到听诺飞买家发送给你的活动邀请，例如询价活动（RFQ）、竞标(auction)等。



18. 请记得检查你的帐户设置。  
请点击右上角的人物图标并选择“Account settings”：



19. 请检查你的时区设置(Time zone settings)和十进制格式 (Decimal format)。
- 时区更新将确保你查看正确的活动开始和结束日期/时间。
  - 小数分隔符将决定在分隔小数点时该使用哪个符号（点或逗号）（注意！具有不同分隔符的同一组数字可能显示为不同的数量！）：

---

Mobile  
+ Country Area Number

Fax  
+ Country Area Number

E-Mail  
[Redacted]

Main Language  
English

Decimal  
Comma

Decimal Places  
2

Force Relogin Every  
30 mins

Short Date Format  
YYYY-MM-DD

Long Date Format  
YYYY-MM-DD

Short Time Format  
HH.MM

Long Time Format  
HH.MM:SS

Timezone  
Europe / Berlin

Portal ACLs\*  
 P99 Portal :: Admin

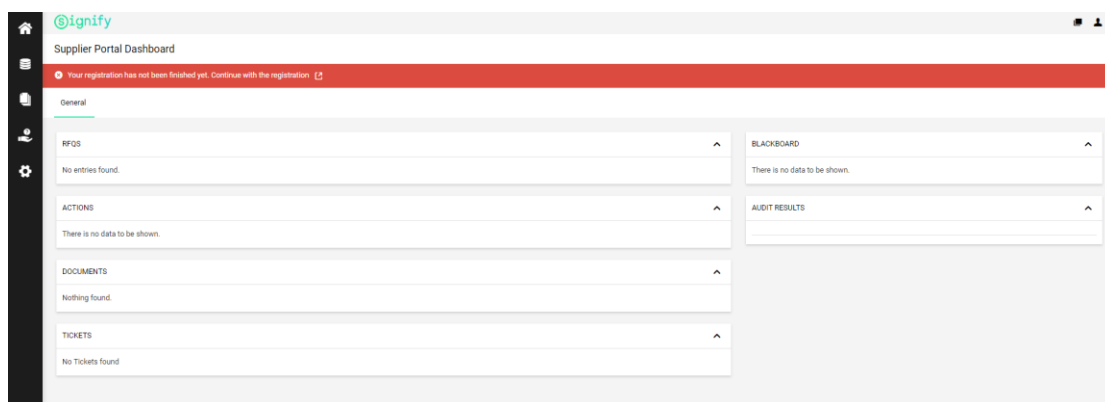
Department  
---

Main Department  
---

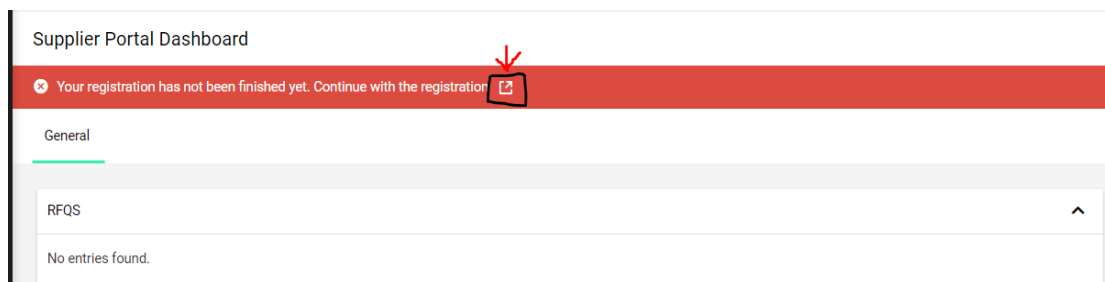
### 3. 小档案注册

**！ 注意：**如果您是现有的 Signify 供应商，将自动跳过小档案注册或初始注册。

20. 登录后你会看到这个页面：



21. 点击此按钮进入注册页面：



22. 数据选项卡：该信息之前已填充。请检查是否填写了所有必填字段：

- a. 公司名称
- b. 街名
- c. 邮政编码
- d. 城市
- e. 国家
- f. 货币

1 DATA 2 CONTACTS 3 CATEGORIES 4 PROFILE

COMPANY DATA

Company name\*  
Wedel 123

Street\*  
Wigury 77

Street 2

Street-number

Zip code\*  
75260

City\*  
Lodz

Country\*  
Singapore

23. 点击继续:

← Continue

1 DATA 2 CONTACTS 3 CATEGORIES 4 PROFILE

COMPANY DATA

Company name\*  
Wedel 123

Street\*  
Wigury 77

Street 2

24. 联系人选项卡: 请检查这些功能的电子邮件地址是否正确, 如果正确, 请继续单击“继续”:

**! 注意: 确保“订单确认”电子邮件地址是正确的人至关重要, 因为这将链接到 SCC 平台, 以便通过 Signify 确认采购订单行。**

Registration - Contacts

DATA CONTACTS CATEGORIES PROFILE

Assigned Roles Contacts

Sourcing Profile Order Confirmation Tickets

Park Hubert Park Hubert Park Hubert Park Hubert

25. 类别选项卡：无需进行任何更改。采购员已经为您分配了类别。点击继续：

Registration - Categories

DATA CONTACTS CATEGORIES PROFILE

outsourcing

Categories Overview Expand All | Close All

L1-Outsourcing

L2-Outsourcing

L3-Outsourcing Lamps

L3-Outsourcing Luminaires

L3-Outsourcing System

L3-Outsourcing Electronics

Selected Categories

Choose Primary Category\*

L1-Outsourcing - L2-Outsourcing - L3-Outsourcing Luminaires - Outsourcing Conventional Luminaire

L1-Outsourcing - L2-Outsourcing - L3-Outsourcing Luminaires

Outsourcing Conventional Luminaire

26. 从“常规”选项卡开始填写信息。带星号 (\*) 的问题是必填问题。填写 1 个选项卡后，单击“保存”并转到另一个选项卡（业务、认证等）：

Registration - Profile

DATA CONTACTS CATEGORIES PROFILE

General Business Certifications Quality Environment

Company Identification

Where is your company located? ...

PO Box City

PO email address

VAT number

Additional VAT number

Please provide your Domestic Tax Number

Please provide your company homepage URL

What is your company's annual turnover?

How much is your Balance Sheet - Assets?

How much is your Balance Sheet - Liabilities & Shareholder's Equity?

How many employees does your company have?

Please select the currency for the following fields

Detailed Information

Shareholders

Ultimate Beneficial Owners("UBO")

Please provide your org. Chart

Are you a member of a Group?

Supplement

What is your state? (US/CA only)

27. 将贵公司的国际名称和地址作为个人资料的一部分至关重要。如果您之前填写的是非拉丁字符，那么您需要将下面红色框中的“否”更改为“是”，这样就会出现额外的字段，让您可以输入您公司的国际版本名称和地址：

Address Information

Is your PO box city different from your company's city?\*

What is your state? (United States of America/Canada only)

Did you enter your address in non-latin languages? (For example 中文, русский, ไทย etc.)\*  (only LATIN characters!)

International Address Version

Name \* (INT)

Street \* (INT)

House number \* (INT)

City \* (INT)

PO Box City \* (INT)

28. 继续填写所有剩余选项卡中旁边带“\*”的必填字段：

Registration - Profile

DATA CONTACTS CATEGORIES PROFILE

General Business Certifications Environment

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!  
Sections containing empty mandatory fields:  
• Environment  
Mandatory fields filling progress: 87%

Safety & Environment

Do you commit to register to www.BoMCheck.com? ( DUNS number needed)\*  [Link](#)

Do you commit to our Signify Regulated Substances List Policy?\*

Do you commit to our Signify Supplier Sustainability Declaration?\*

Please, could you justify why you cannot commit to one of the policies above if you have chosen "no" in one of the fields? (Please put N/A if you have chosen YES for all the above)\*

Are you audited on Sustainability by any 3rd party?

Please click "Publish" once you have completed the questionnaire.

**！注意：**作为 Signify 的供应商，您必须同意我们的所有政策和我们的立场，然后再继续进行，这一点至关重要。

29. 如果您没有填写某些必填字段，您将看到此错误消息（在黄色框中）告诉您哪些部分（一般/业务/认证等）包含空的必填字段。请转到指定部分并填写必填字段：

General Business Certifications Environment

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!  
Sections containing empty mandatory fields:  
• General  
Mandatory fields filling progress: 97%

Address Information

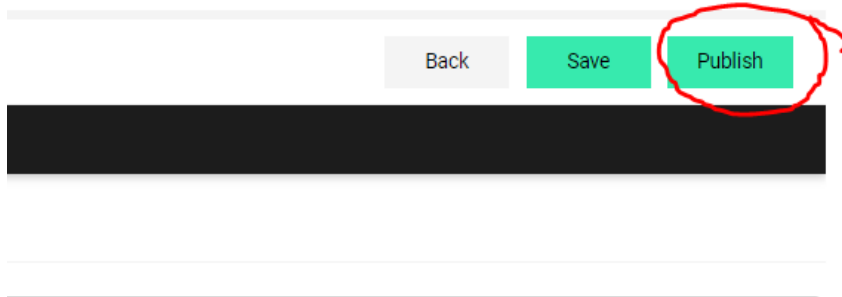
Where is your company located?\*

Is your PO box city different from your company's city?\*

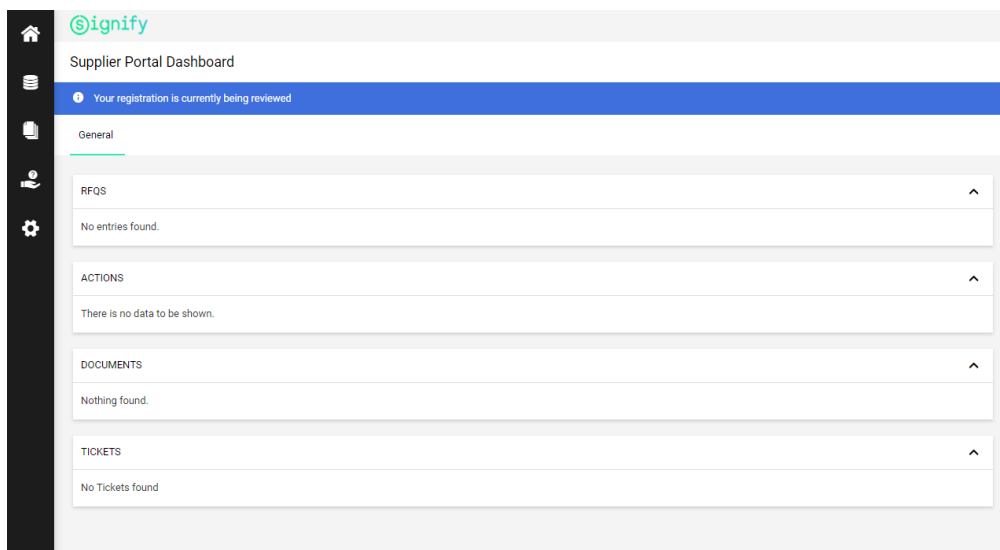
What is your state? (United States of America/Canada only)

Did you enter your address in non-latin languages? (For example 中文, русский, ไทย etc.)\*

30. 填写完所有信息后，没有关于空必填字段的错误消息，点击发布：



31. 发布后，供应商将看到以下状态（蓝色）：



32. 您将收到一封电子邮件，确认您的初始注册已获得 Signify 的批准：

SIGNIFY DEMO:Approval of the small profile



1:42 PM

**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. JJ Richard,

Your initial registration has been checked and approved by Signify.

You can now login to the supplier portal by using the following link:

[https://\[redacted\].app11.jaggaer.com/portals/sig/](https://[redacted].app11.jaggaer.com/portals/sig/)

Kind regards

33. 您的注册也有可能未完成，因此您将被要求再次参加您的小档案注册，并触发以下电子邮件:

SIGNIFY DEMO:Approval of your initial registration



**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mrs. Test Notifi 3 Supplier,

Your initial registration has been checked and approved by Signify.

You can now login to the supplier portal by using the following link with your existing credentials.

[https://\[redacted\].app11.jaggaer.com/portals/sig/](https://[redacted].app11.jaggaer.com/portals/sig/)

Kind Regards,



34. 或者您的注册根本不被接受，并通过电子邮件通知如下:

## SIGNIFY DEMO:Your registration for the Supplier Portal



4:11 PM

**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Win Mark,

thank you for your registration.

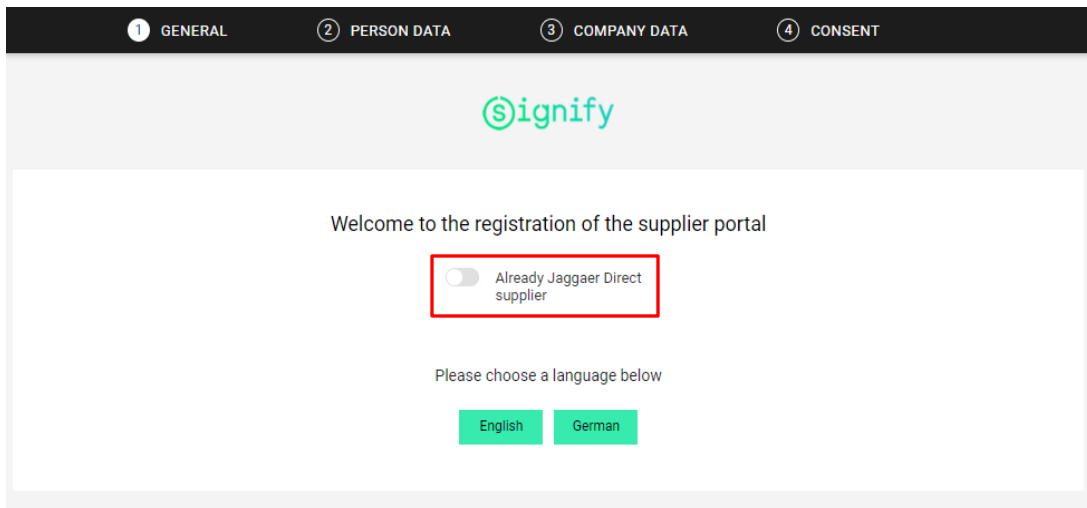
Unfortunately, your application for admission to the Supplier Portal has been declined.

Below you can find some additional:  
asdas

Kind regards

### 4. 大档案注册

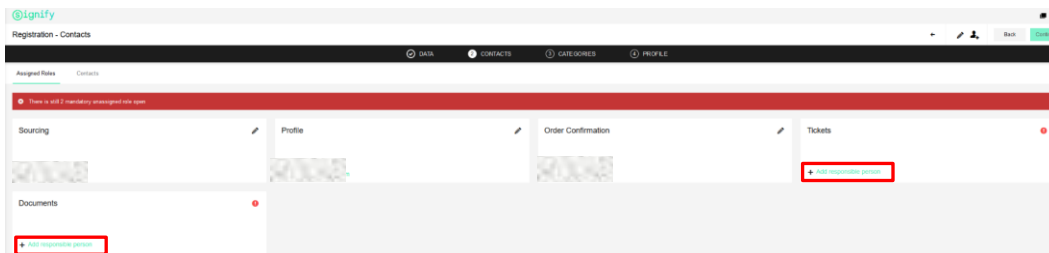
35. 33. 如果供应商已经通过供应商 ID 连接到 Signify 供应商门户。该供应商可以为另一个供应商 ID 重复使用相同的登录名，他或她需要做的只是选中“已经是 Jaggaer Direct 供应商”复选框:



36. 对于已经在 SRM 上注册的供应商，您将在登录后看到此屏幕:



37. 26. 您需要点击红色按钮（黄色圆圈）以提供更多信息以进行大档案注册。在此之前，系统还会提示您提供“Tickets”和“Documents”的联系方式，如屏幕截图所示：



38. 您将收到一封电子邮件，说明您被邀请向供应商门户注册更多信息。单击链接转到您的供应商门户：

SIGNIFY DEMO:Request to register more information



**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Test Not assigned Supplier,

You are requested to register further information to the supplier portal.

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

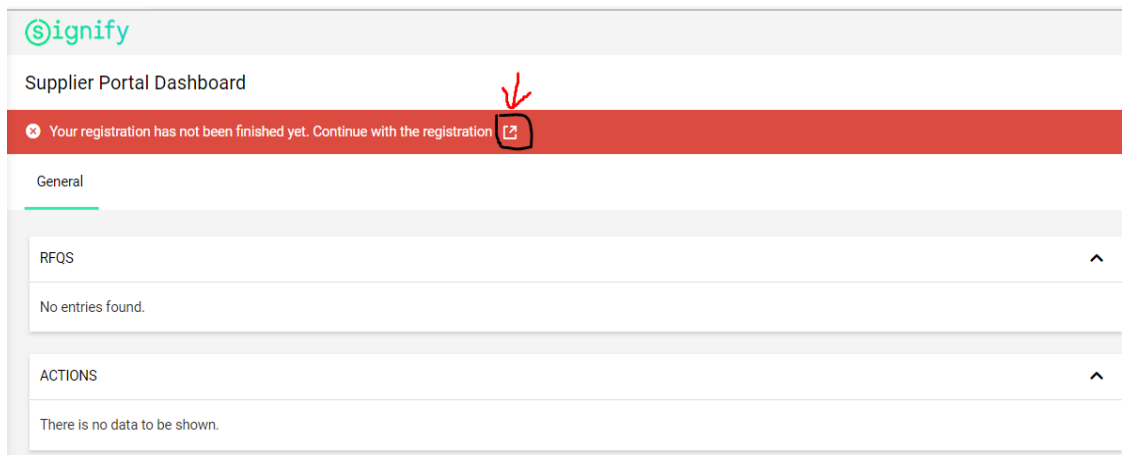
This step is applicable to both new & existing supplier.

It would help us to ensure that you meet our qualification requirements for any further activities with Signify as a supplier.

Kind Regards,



39. 点击按钮进入大档案：



#### 40. 填写贵公司大人物问卷时的几个重要注意事项：

##### a. General tab:

##### i. 请对以下所有 Signify 要求填写“是”，以防止您被阻止：

Acceptance of Signify Requirements

Please answer yes or no based on your acceptance status with regards to the below policies.

<a href="#">Signify's General Conditions of Purchase (GCoP)?*</a>	<a href="#">Link</a> <input type="button" value="No"/>
<a href="#">Signify's Integrity Code?*</a>	<a href="#">Link</a> <input type="button" value="No"/>
<a href="#">Working with Signify's Supplier Sustainability Management System? *</a>	<a href="#">Link</a> <input type="button" value="No"/>
<a href="#">Signify's Privacy and Data rules?*</a>	<a href="#">Link</a> <input type="button" value="No"/>
<a href="#">Signify's Supplier Quality policy?*</a>	<a href="#">Link</a> <input type="button" value="No"/>
<a href="#">Signify's Supply Chain Security Requirements?*</a>	<a href="#">Link</a> <input type="button" value="No"/>
<a href="#">Signify's Health and Safety Regulations*</a>	<a href="#">Link</a> <input type="button" value="No"/>

##### b. Business tab:

##### i. 请从下面快照中的链接下载财务模板。

##### ii. 完成模板并在继续之前再次上传：

Signify Financial Questionnaire

Financial Questionnaire is required for audit purpose. Please select your preferred language for the questionnaire, click on the link to download the Excel file, enter the information, and upload it.

What is your preferred language for the Financial Questionnaire?\*

Signify Financial Questionnaire - English

[Link](#)

##### c. Logistic tab:

##### i. 如果您的工厂地址与您最初放入个人资料中的办公地址不同，那么您可以在此处指定它们：

General Business Certifications Quality **Logistics** Environment

✓ Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'  
Mandatory fields filling progress: **100%**

Factory Location 1

Street

Additional to address

ZIP

City

State/Province

Country

41. 为每个选项卡填写大配置文件中的其余字段：常规、业务、技术、认证、质量等。请记住在完成每个选项卡后单击“保存”（在右上角）：

Ignify Registration - Profile

DATA CONTACTS CATEGORIES PROFILE

General Business Technical Certifications Quality Logistics Environment

✓ Successfully saved!

Company Identification

Where is your company located?

PO Box City

PO email address

VAT number

Additional VAT number

Please provide your Domestic Tax Number

Please provide your company homepage URL

What is your company's annual turnover?

How much is your Balance Sheet Assets?

How much is your Balance Sheet Liabilities & Shareholder's Equity?

42. 如果您未填写某些必填字段，您将看到此错误消息（在黄色框中），告诉您哪些部分（常规/业务/认证/质量/环境）包含空的必填字段。请转到指示部分并填写必填字段：

General Business Certifications Quality Environment

⚠ Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'  
Sections containing empty mandatory fields:

- General

Mandatory fields filling progress: 92%

Address Information

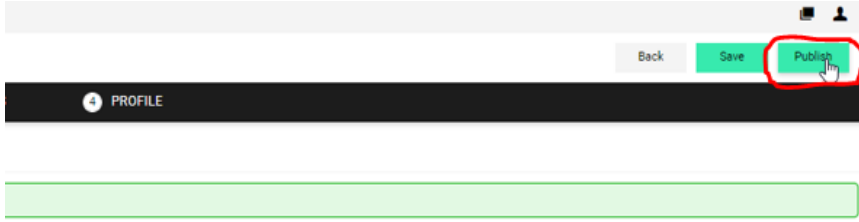
Where is your company located?

Is your PO box city different from your company's city?

What is your state? (United States of America/Canada only)

Did you enter your address in non-latin languages? (For example 中文, русский, etc.)

43. 填写完所有字段后，点击发布：



44. 您将收到一封最终确认电子邮件，说明大档案已通过审核并成功通过:

SIGNIFY DEMO:Approval of the big profile



Reply Reply All

CAUTION: This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Maestro Lee,

Congratulations, the full registration has been checked and approved by Signify.

You can now use the Supplier Portal for further processes following link with your existing credentials:

[https://\[redacted\].app11.jaggaer.com/portals/sig/](https://[redacted].app11.jaggaer.com/portals/sig/)

Kind Regards,



45. 或者由于未完成以下电子邮件触发，您需要再次参加完整注册:

SIGNIFY DEMO:Revision of the big profile



Reply Reply Forward Share More

6:19 PM

CAUTION: This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. xxx S&S Service,

you are asked to revise the big profile concerning the following comment:

Comment: sadasd

Please open the link below to update and publish the profile again:

[https://\[redacted\].app11.jaggaer.com/portals/sig/](https://[redacted].app11.jaggaer.com/portals/sig/)

Kind regards

46. 在某些情况下，Signify 根本不接受您的完整注册，您将收到以下电子邮件通知:

SIGNIFY DEMO:Your registration in the Supplier Portal



5:58 PM

**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. xxx S&S Products,  
thank you for your registration.  
Unfortunately, your application for admission to the Supplier Portal has been declined.  
  
Kind regards

## 供应商审核

### 5. 供应商合格条件

47. 完成完整注册后，下一步就是获得资格，您将收到一封来自 [no-reply@app11.jaggaer.com](mailto:no-reply@app11.jaggaer.com) 的电子邮件。点击链接:

SIGNIFY DEMO:Upcoming Audit - Date for Confirmation



no-reply@app11.jaggaer.com  
To [Redacted]



11:19 AM

**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Hubert Park,

The date for an upcoming audit needs to be confirmed.  
Please open the ticket and confirm the proposed date. Alternatively propose another date.

Link:  
[https://\[Redacted\]app11.jaggaer.com/portals/sig/#iframe/tickets/index.php?cid=55950&controller=ticket&ticket=432031&jumpto=ticketsDeluxe](https://[Redacted]app11.jaggaer.com/portals/sig/#iframe/tickets/index.php?cid=55950&controller=ticket&ticket=432031&jumpto=ticketsDeluxe)

Best regards,  
[Redacted]

The information in this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

48. 在公开票中，供应商可以选择建议不同的日期或确认建议的日期。请在下一步操作中选择“确认建议的日期”，然后单击保存：

Supplier Audit - Audit for Wedel 123

ID: #AU000086 (Revision: < 2 )

Ticket Subject\*: Audit for Wedel 123

Status:

Created By: @ 2021-12-29 10:59  
 Revised by: @ 2021-12-29 11:19  
 Responsible Group: Suppliers  
 Assigned To: Park Hubert ( Reassign To... )  
 CRM Company: Wedel 123

**Supplier Data**

Commodity: LAA000 Steel - Raw Material

Project:

**Audit Planning Details**

Audit Type: Initial risk assessment

Proposed Audit Date - SIGNIFY: 2021-12-29

Alternative Dates: alt-date1 alt-date2 alt-date3 alt-date4 alt-date5

Instructions:

Comments to Supplier:

Alternative Audit Date - Supplier:

Comments from Supplier:

**Actions**

Next Action\*: Confirm proposed date

Draft Auto-Saved @ 2021-12-29 11:23

49. 在所有工单中观察到的“评论”字段允许您在墙上发表评论并将文件附加到墙上，以便与下一个人交流 - 无需额外的电子邮件或电话：

Comment:

Sure! You've got it boss!

[ Attach File ]

Comment for Revision 5 @ 2022-06-03 21:08 by [Avatar]  
 Ok, good supplier! We want them!

Comment for Revision 3 @ 2022-06-03 20:11 by [Avatar]  
 Hi [Avatar], please approve me!

6. 审计完成

50. 在完成我们的 Signify 审核流程后，您将收到以下电子邮件，通知您审核已完成：

### SIGNIFY DEMO:Audit Completed



**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. xxx S&S Service,

The Audit has been completed by SIGNIFY.  
You can still access the ticket by clicking the link below or opening the list of "Open Tickets". Please check "Show All Historical Tickets" then.

Link:  
<https://app11.jaggaer.com/portals/sig/#iframe/tickets/index.php?cid=55950&controller=ticket&ticket=860513&jump=ticketsDeluxe>

Best regards,

The information in this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

## 51. 审核结果准备好后，您将收到一封电子邮件:

### SIGNIFY DEMO:Qualification status



Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. This is the most recent version, but you made changes to another copy. [Click here to see the other versions.](#)  
We converted this message into plain text format.

**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Test Not assigned Supplier,

We are happy to inform you that your status in the Signify Supplier Portal is now set to 'Qualified'!


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

Kind Regards,

## 52. 可能存在这样一种情况，不幸的是您未通过审核，但已获准放弃继续与您开展业务，因此您将收到如下电子邮件通知:

### SIGNIFY DEMO:Partially Qualified



 Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. The Outlook Junk Email filter marked this message as spam. We converted this message into plain text format.

CAUTION: This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Test No category Supplier,

Congratulations! You've achieved partially qualified status from the qualification process.

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

Best Regards,



53. 无论您通过或未通过审核，但在获得豁免后，您将需要采取一些措施，您将收到以下电子邮件通知，以便您检查需要采取的纠正措施。该链接将带您到供应商门户 Action Point:

SIGNIFY DEMO:Action Point assigned



8:27 AM

CAUTION: This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. xxx S&S Service,

New measures have been defined for you within the Signify Supplier Audit process.

Test action xxx

You can see the Action(s) here

<https://app11.jaggaer.com/action#overview>

Kind regards

54. 您还将收到另一封电子邮件，以查看审核员在审核单中创建的您的操作 - 但这些纠正措施应与 Action Point 中的相同:

**! 注意:** 这是因为电子邮件通知是从 2 个不同的来源生成的——审计票和行动点，但它们是相同的。即使在审核票关闭后，操作点也允许您继续处理打开的操作。

SIGNIFY DEMO:Audit completed, actions available



**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. T

The Audit has been completed by Signify.  
Some actions will be/are already created due to findings in the audit. Once created you will receive an email notification.

Please implement respective actions as soon as possible.

[https://\[redacted\].app11.jaggaer.com/portals/sig/](https://[redacted].app11.jaggaer.com/portals/sig/)

Kind Regards,




## 评分、行动与文档 Pure


### 7. 评分 Pure

**55.** 评分 Pure 子模块属于 SRM 的一部分。它包含您的（供应商）绩效结果，这些结果会在每个月第 2 周之后，根据 ELEVATE 评分周期进行刷新。


**56.** 在供应商门户中浏览，您将看到 Rating Pure 模块:

General   Sourcing   Orders   Invoices

MANUALS AND TRAININGS -> CLICK HERE 

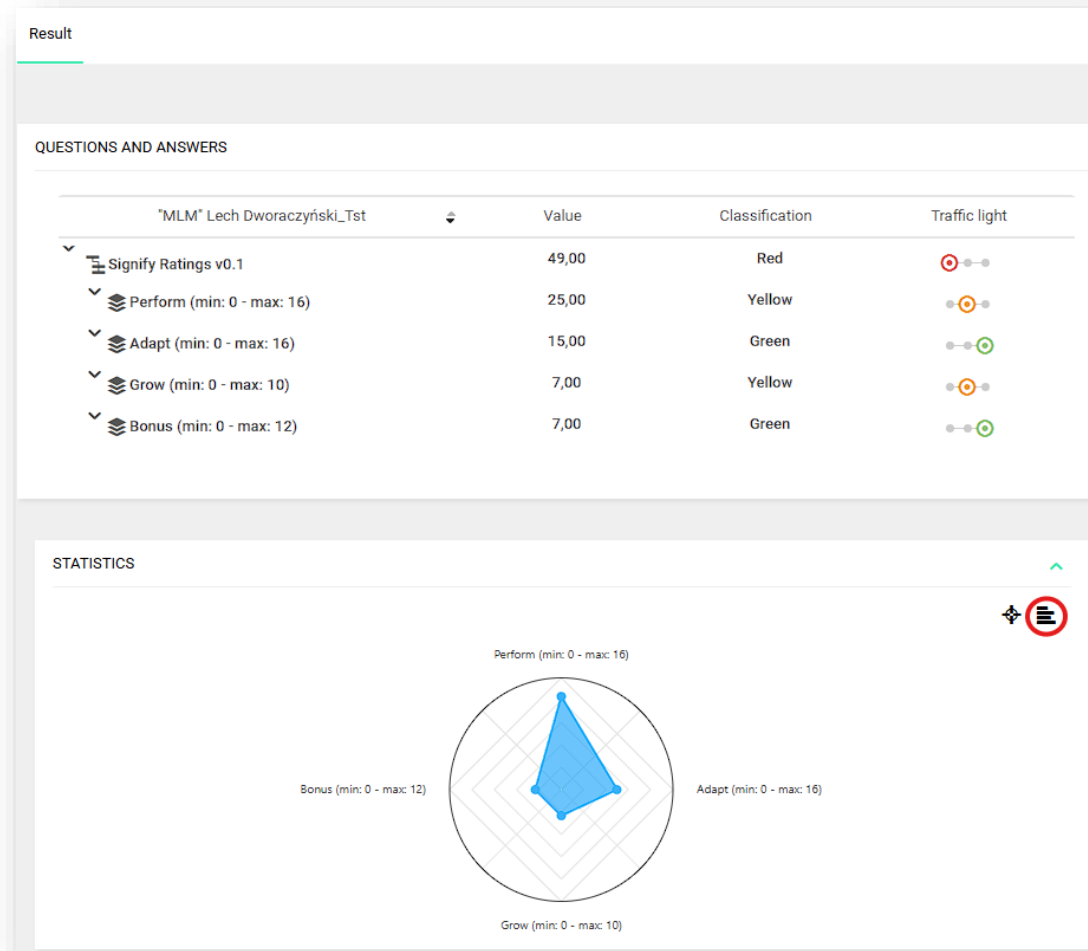
BLACKBOARD 

Title	Comment
Supplier manuals link	Dear supplier,  Please access this link <a href="https://www.signify.com/global/contact/suppliers/portal">https://www.signify.com/global/contact/suppliers/portal</a> to refer to our manuals.

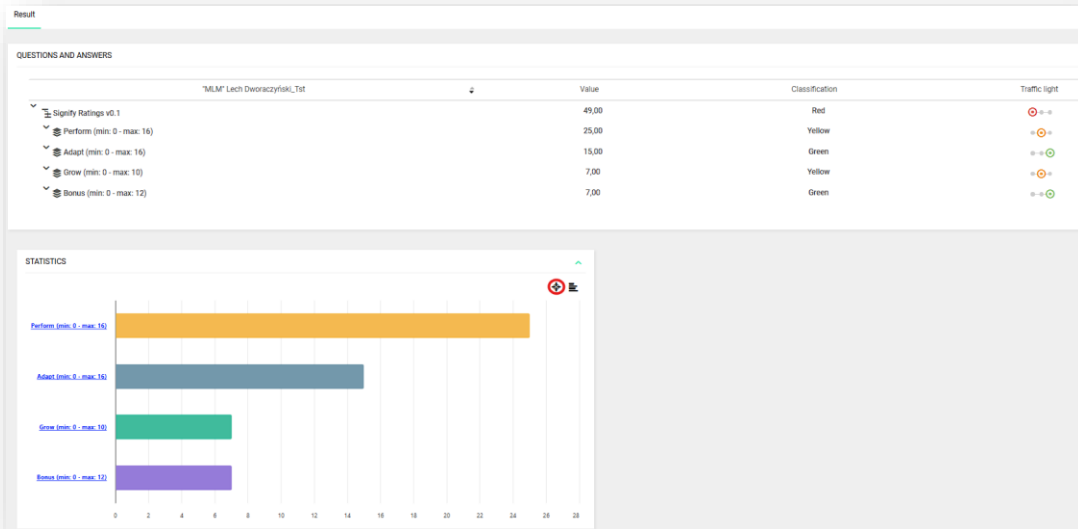
RATINGS 

Name	Time period	Result	Number of cycles
<a href="#">Signify Ratings v0.1</a>	June 2026 - June 2026	49,00	2

57.- 点击名称 (绿色文字) 即可查看评分明细:

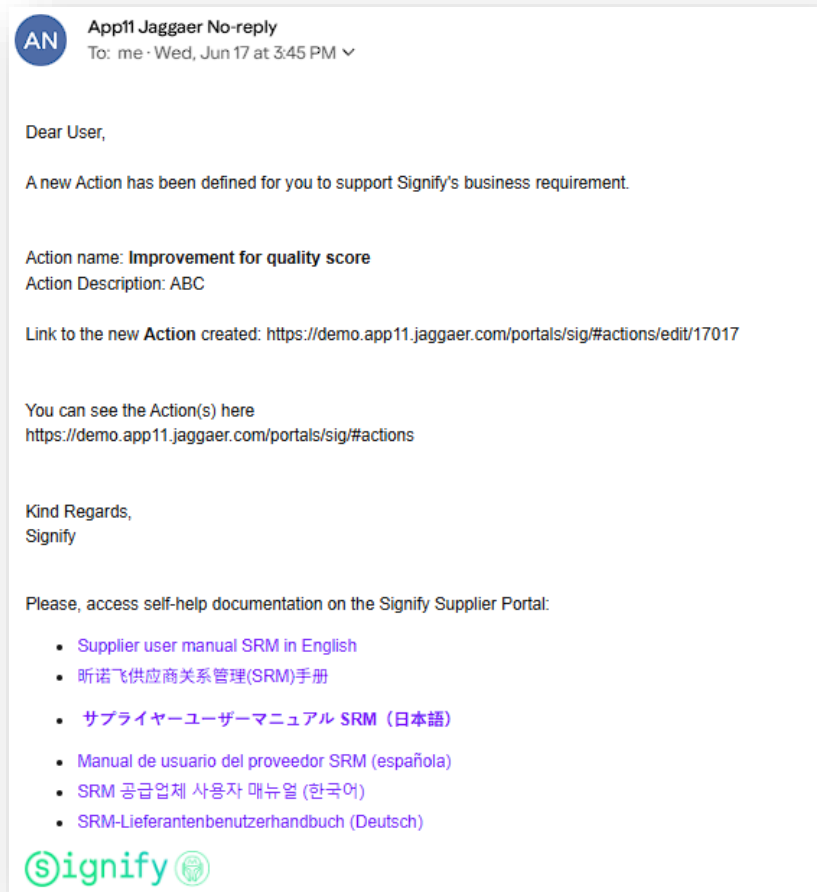


58. 您可以通过右上角的图表图标在雷达图和柱状图之间切换:

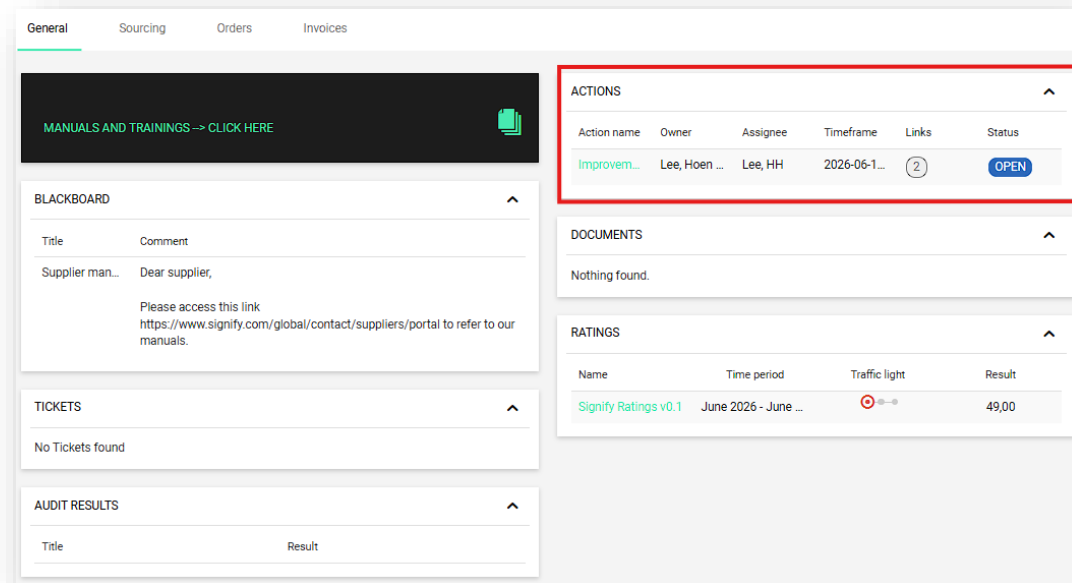


59. 如果您发现某些 KPI 表现较弱，则很可能 Signify 的 SAM 已为您创建了改善行动要求，

60. 您将通过电子邮件收到通知，



61. 或者，您也可以返回主页进行查看，



62. 点击 “Action name” （行动名称） 下的绿色文字，可查看改善请求的详细信息：

**Edit Action**

← Save

▼ ACTION TASK

Name\*  
Improvement for quality score

Description  
Your quality score appears to be in red - please come back with improvement proposal.

Owner\*  
Lee, Hoen Hwa

Timeframe\*  
from 2026-06-17 To 2026-06-30

Classification

Links

Rating  
Signify Ratings v0.1

Supplier  
48003030 - \*MLM\* Lech Dworaczyński\_Tst

▼ ACTION DETAILS

Status  
Open

Progress  
100 %

Assignee\*  
Lee, HH

Priority  
Medium

Files  
-

Feedback  
Yes, I recognized the issue and I'm going to improvement with my team.

Assignee Files  
Drag and Drop files or [Browse](#)

COMMENTS  
Type Comment ...

**63.** 如果您被设为联系人，该行动将分配给您（“Assignee” 字段）。您可以编辑以下内容：

- a. Feedback（反馈）：填写您对改善行动的说明或评论
- b. Assignee Files（附件）：上传支持性文件或改善方案资料
- c. Status（状态）：
  - i. Open：表示您仍在进行改进
  - ii. Check：提交给 Signify SAM/SQM 审核您的改善方案
- d. Comments（评论）：如有疑问可在此提出，我们将给予回复

**64.** 点击右上角“Save”保存并提交您的输入。

**65.** 当您的改善方案被 Signify 接受后，“Action” 状态将更新为“Done”：

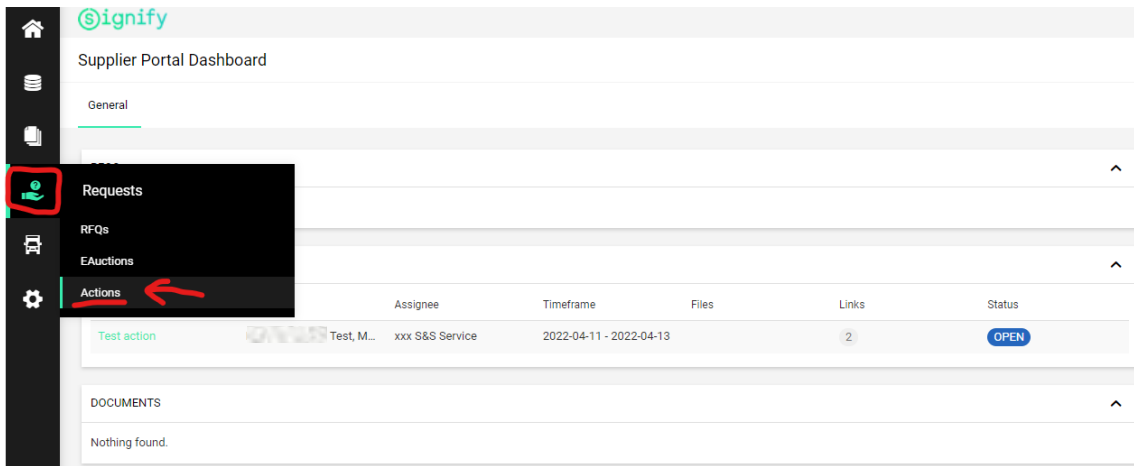
ACTIONS					
Action name	Owner	Assignee	Timeframe	Links	Status
Improvem...	Lee, Hoen ...	Lee, HH	2026-06-1...	(2)	DONE

## 8. 行动 Pure

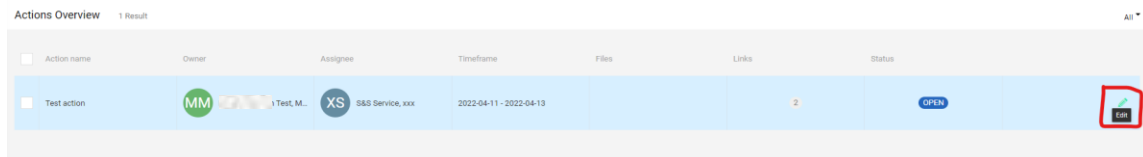
66. 行动 Pure 可用于多个主题的改进，包括但不限于：

- a. 评分（Rating）
- b. 文档（Documentation）
- c. RFQ
- d. 与主题相关的供应商事项

67. 单击步骤#54 中的电子邮件中的链接后，您可以通过单击此处访问操作并在操作详细信息中填写您的回复/附件文件：



68. 点击编辑按钮：



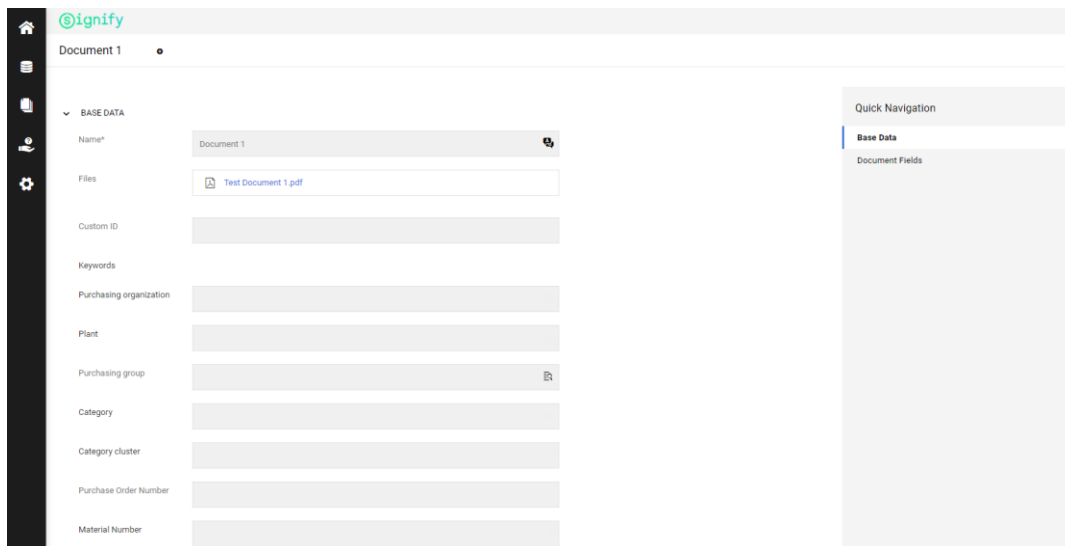
69. 检查操作任务并在操作详细信息下的描述/附加文件中提供您的响应。点击右上角的保存。

## 9. 纯文档

70. 供应商门户上也会有文件，有时需要您采取行动。登录后，“文档”框将显示与您的帐户相关的所有文档：

Name	Document type	Status	Validity	Owner
Document 1	General Test Document	ACTIVE	2021-09-29 - 2021-10-21	

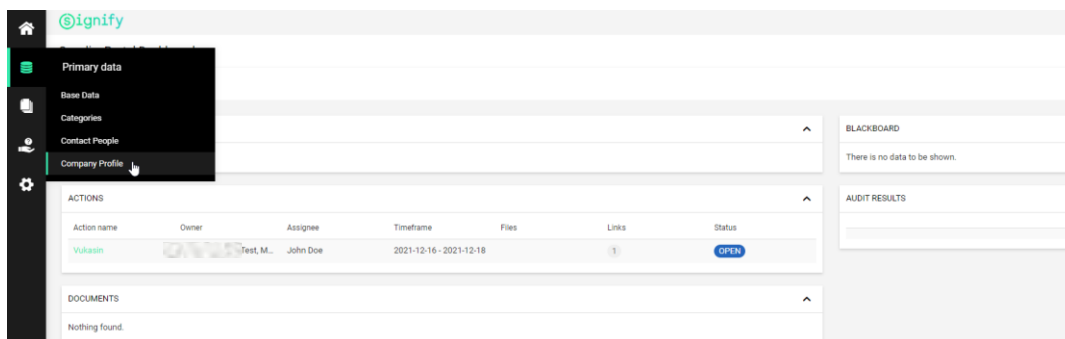
71. 从那里您可以在读取或写入模式下访问文档：



## 变换管理

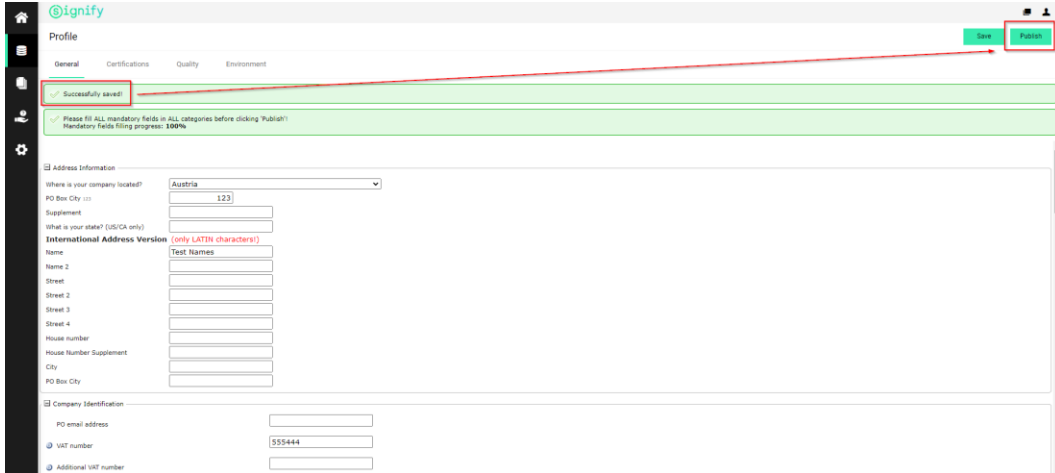
### 10. 主数据和配置文件数据更改

72. 我们的 SRM 平台还有助于改变这些数据。为了启动该过程，您需要更改某些配置文件数据。通过单击公司简介按钮，可以从主仪表板访问数据：

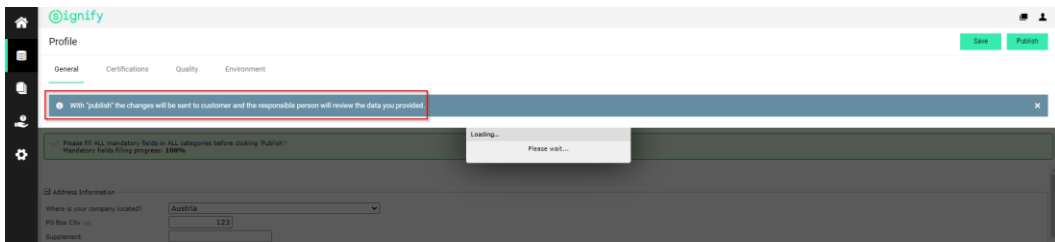


73. 打开新屏幕后，会出现不同的部分，例如：General、Certifications、Quality 和 Environment。出于测试目的，我们将使用 General 部分：

74. 更改字段后，您需要保存（通过单击右上角的按钮），之后您需要发布（该按钮与保存按钮位于同一屏幕部分）：



75. 您将收到一条横幅通知，如下所示：



76. 客户方负责人将收到一张新的 PDC 票据，并进行相应处理。完成后，您将收到以下 2 封电子邮件。

77. 这意味着您的更改请求要么被成功接受，要么存在 IBAN 号码错误的银行帐号，这需要您在供应商门户中进行修改。请从第 48 步开始再次按照这些步骤操作：

SIGNIFY DEMO:Change of profile data accepted

 o-reply@app11.jaggaer.com>

**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Test SI934 Supplier,

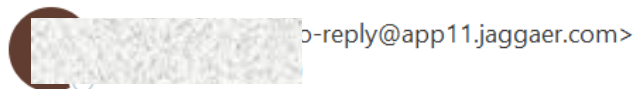
Your Profile Data Change ticket was closed by our system

This means either your changes was successfully created in Shuttle 4 Vendor or Shuttle 4 Vendor request could not be generated due to incorrect bank account number or IBAN number.

Kind Regards,

78. 或者您可能会收到这封电子邮件，在这种情况下，您需要查看电子邮件中的评论并按照从第 48 步开始的步骤开始进行更正：

## SIGNIFY DEMO:Profile Data Change - Declined



**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust

Dear Mr. Test SI934 Supplier,

Your Profile Data Change request have been declined.

This could be due to an error has been identified in your changed data.

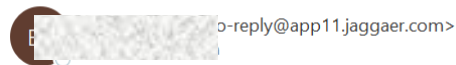
Comment on decision:  
Please do the needfull

Kind Regards,



79. 如果您尝试更改的数据来自主数据（在公司基础数据中），那么您将收到以下电子邮件（如果有错误）。在这种情况下，您需要返回公司基础数据进行修改：

### SIGNIFY DEMO:Change of master data rejected



**CAUTION:** This email is from outside the organization. Do not click on links or open attachments unless you trust the sender.

Dear Mr. Test SI934 Supplier,

You recently changed your master data on the Supplier Portal.

This change has been checked and rejected.

This could be due to the following reasons:

- System has detected an error in your changed data, or
- An attempt to change your company's country address has been identified. (please respond to your Supplier Account Manager for further info.)

Comment on decision:  
Your country was not correct

Kind Regards,



80. 另请到 [Jaggaer 的供应商支持门户网站](#) 以了解有关该工具的更多信息。完成注册后，即可轻松到 [Signify Jaggaer 平台](#)（建议：请加入书签）。

## 支持

**81. 支持:**

- a. 一个。如果需要工具技术支持（如登录失败），您可以联系 Jaggaer 支持团队：  
<https://www.jaggaer.com/servicesupport/suppliersupport/>
- b. 如有内容问题，请联系您在 Signify 中的联系人（买家）。