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

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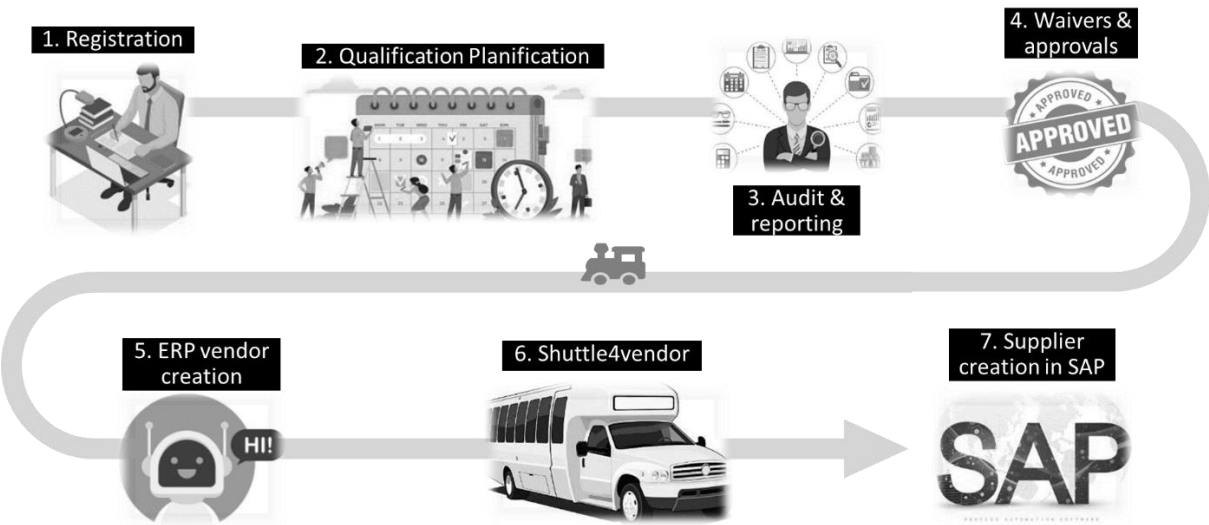
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预注册要求

请接受此电子邮件地址为可信赖发件人 no-reply@app11.jaggaer.com 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 and 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** 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)


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

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”

1

GENERAL

2


PERSON DATA

3

COMPANY DATA

4

CONSENT



Welcome to the registration of the supplier portal

Please choose a language below

Chinese

English

Spanish

German

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：

1

GENERAL

2


PERSON DATA

3

COMPANY DATA

4

CONSENT



CONTACT PERSON

Salutation*

Mr.

First name*

John

Last name*

Doe

Telephone

+

Area

Number

Mobile

+

Area

Number

E-Mail*

Loginname*

Back

Continue

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 the 'COMPANY DATA' section of a registration form. The following fields are highlighted with red boxes:

- Company name* (Wedel 123)
- Street* (Wigury 77)
- Zip code* (75260)
- City* (Lodz)
- Country* (Poland)
- D-U-N-S (empty field)

Other visible fields include State / Province, Continent, PO Box, Zip PO Box, Currency*, Telephone, and Fax.

- 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 the 'Search for your company' page. The search bar is highlighted with a red box. The text inside the search bar is 'Enter company name/D-U-N-S® number'. The search button is labeled 'Search'.

- 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”

✓ GENERAL

✓ PERSON DATA

✓ COMPANY DATA

4 CONSENT

signify

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.

Back

Accept and Submit

8. 点击 “打开供应商门户”:

✓ GENERAL

✓ PERSON DATA

✓ COMPANY DATA

✓ CONSENT

signify

Successful Registration

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

[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:

JAGGAER

Username

Password

Login

© 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?

Save

Reset

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”。

signify

Primary data

Base Data

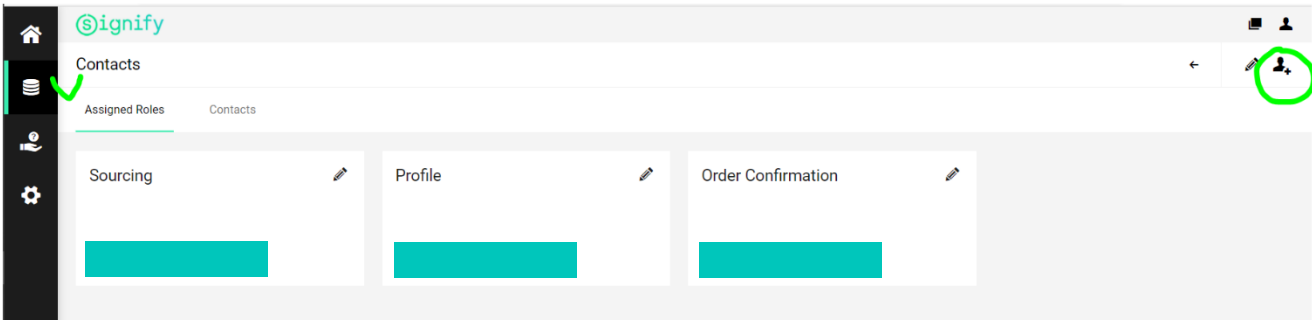
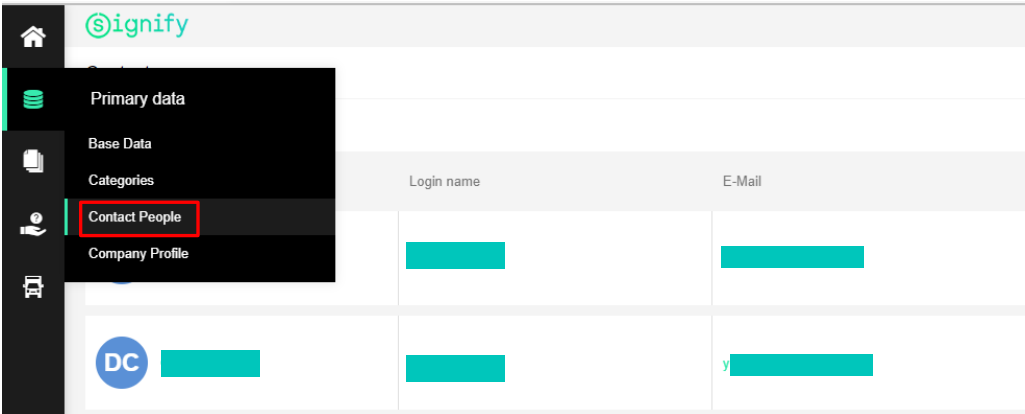
Categories

Contact People

Company Profile

RFQ name	RFQ version
TEST: Test value	1
TEST: Test value CDD	4

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）。

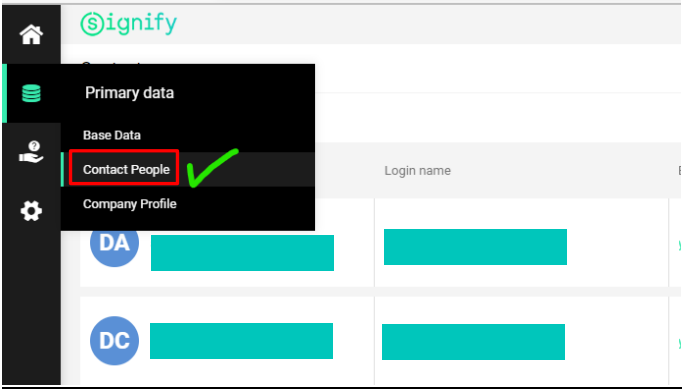
Contacts

Contacts

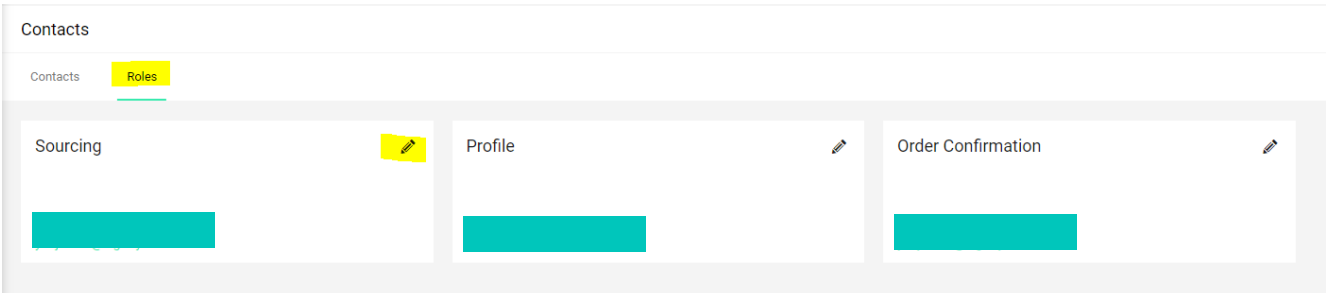
Roles

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

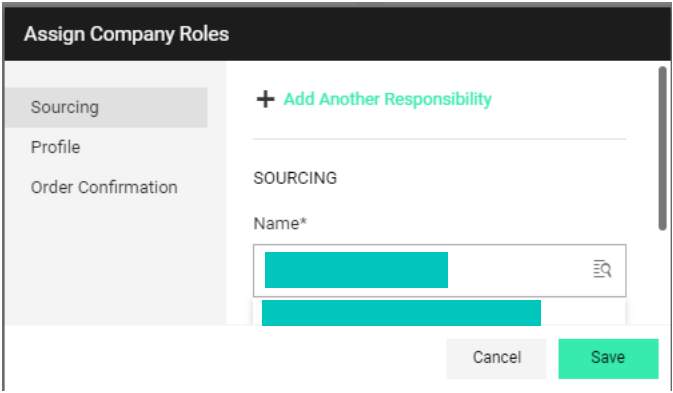
16. 如果其他人将处理采购活动(Sourcing events)、 采购订单-订单确认 (Purchase orders - Order confirmations) 和提前发货通知(Advanced Shipping Notifications)， 请添加他们到公司帐户（添加联系人）。 添加新联系人后， 请确保你将他们分配到了正确的角色： 对于询价活动(RFQ) 和 竞标(Auction)，你需要分配 “Sourcing” 角色； 对于订单确认 (Purchase order confirmation)，你需要分配 “Order Confirmation” 角色。 要为不同的联系人分配角色，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



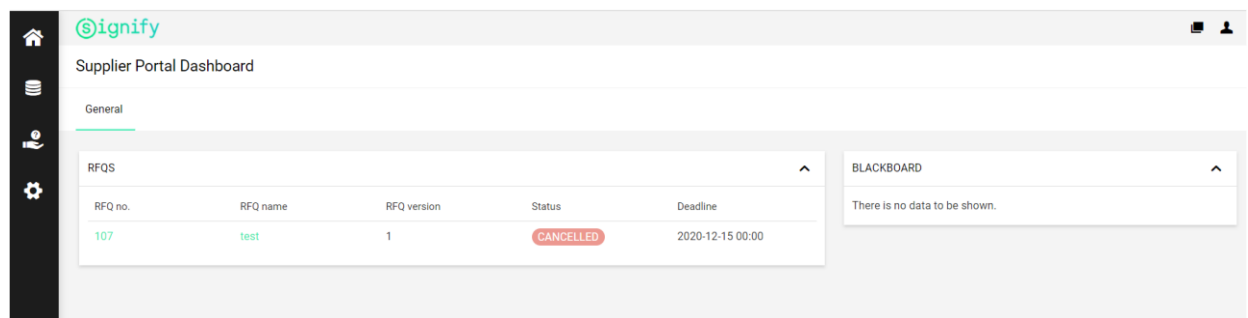
点击“Roles”的选项卡，然后点击每个角色的编辑按钮。



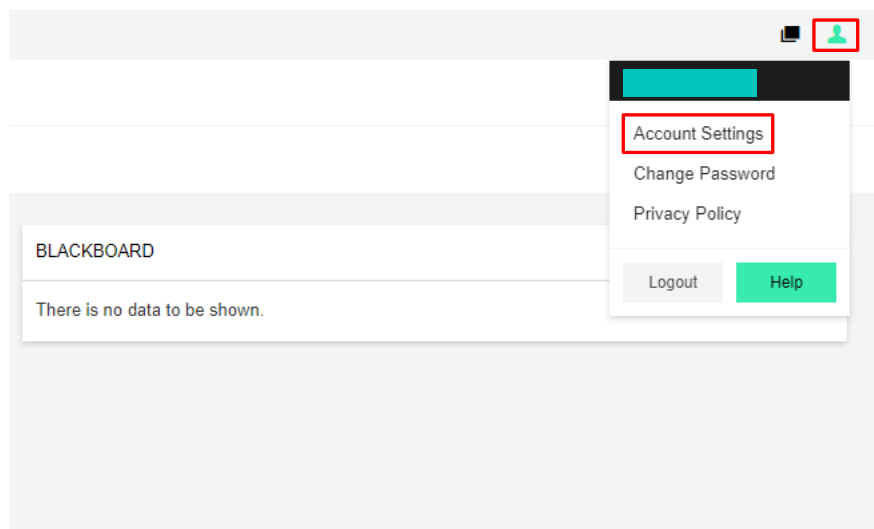
你可以输入/搜索负责此任务的联系人名字来添加并点击保存。请对其他角色执行相同操作。



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

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

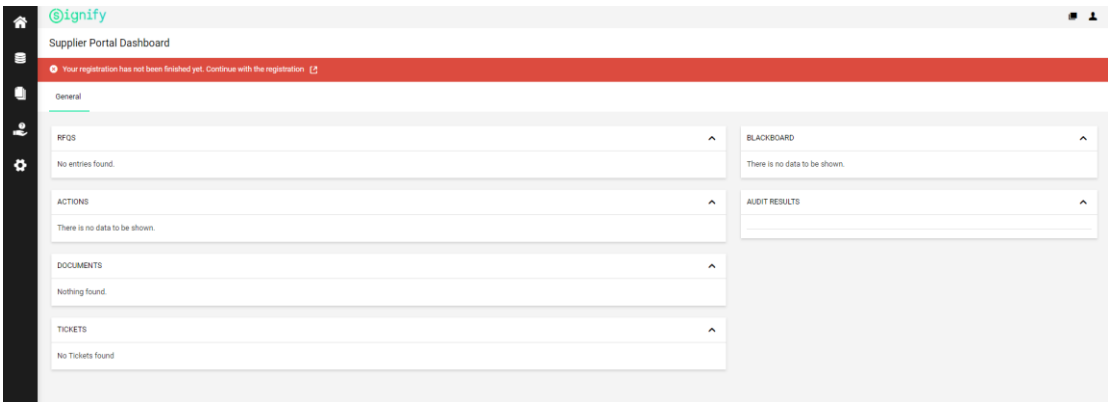
Department

Main Department

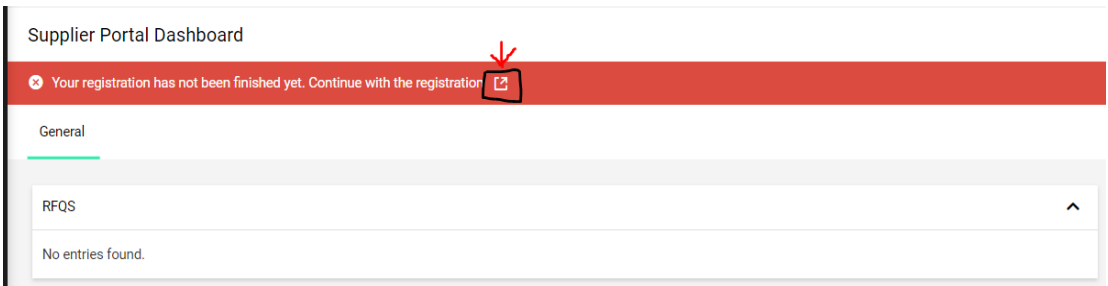
3. 小档案注册

！ 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 DATA2 CONTACTS3 CATEGORIES4 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 DATA2 CONTACTS3 CATEGORIES4 PROFILE

COMPANY DATA

Company name*

Wedel 123

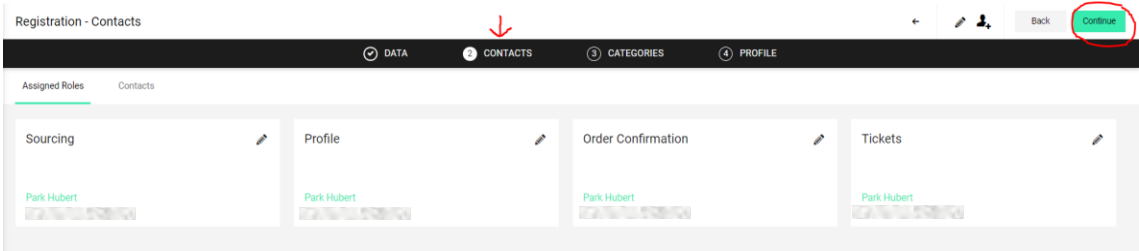
Street*

Wigury 77

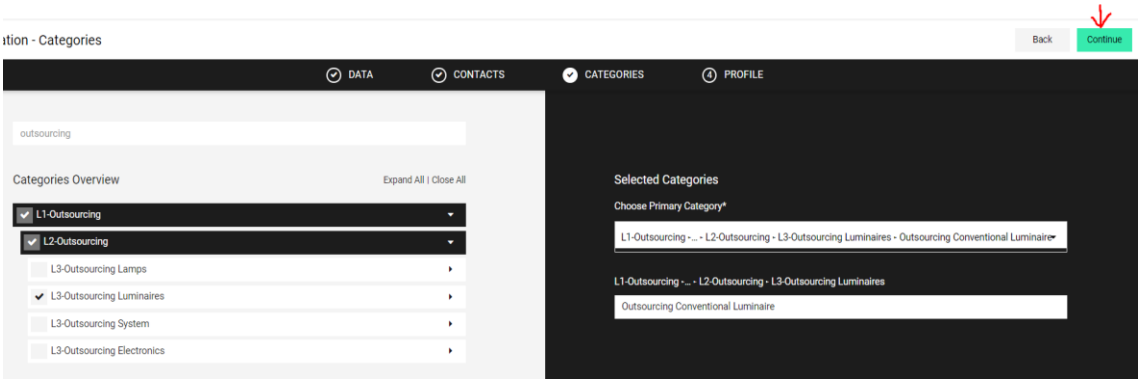
Street 2

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”：

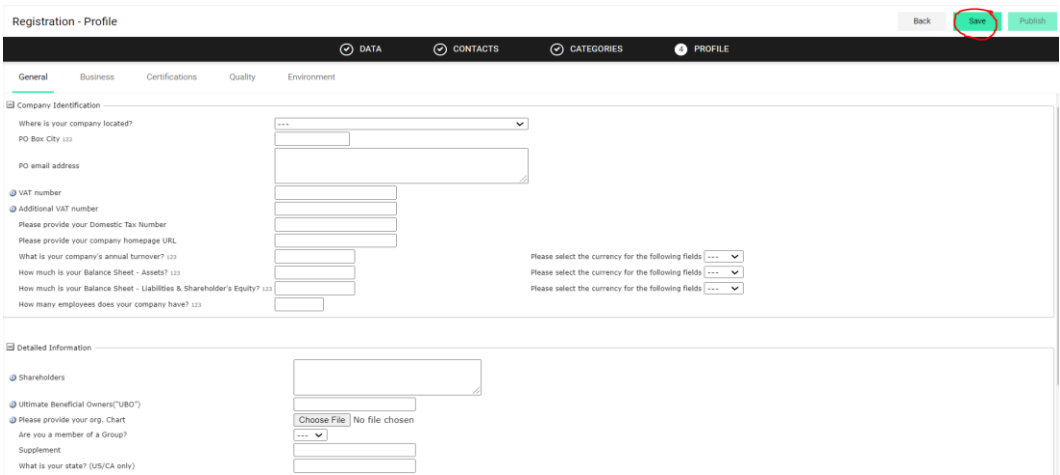
！ 注意：确保“订单确认”电子邮件地址是正确的人至关重要，因为这将链接到 scc 平台，以便通过 Signify 确认采购订单行。



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:



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）：



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?*

No

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.)*

Yes

International Address Version

(only LATIN characters!)

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)*

Yes

Link

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

Yes

Link

Do you commit to our Signify Supplier Sustainability Declaration?*

Yes

Link

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?

No

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?*

China

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

No

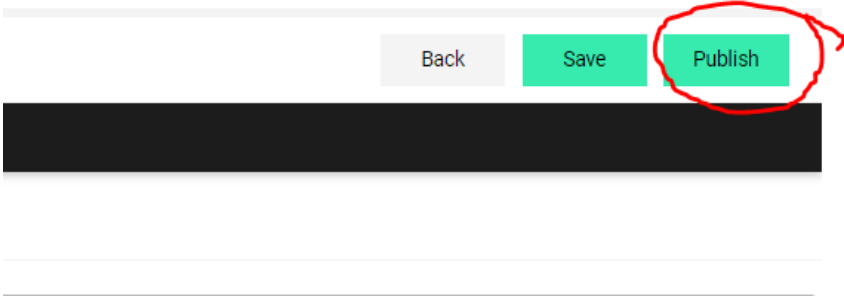
What is your state? (United States of America/Canada only)

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

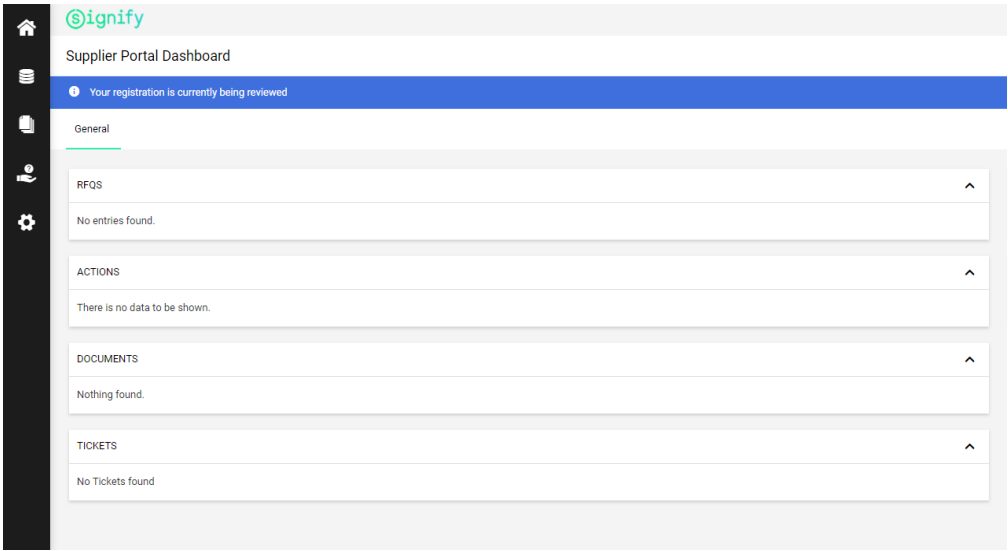
No

19

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.

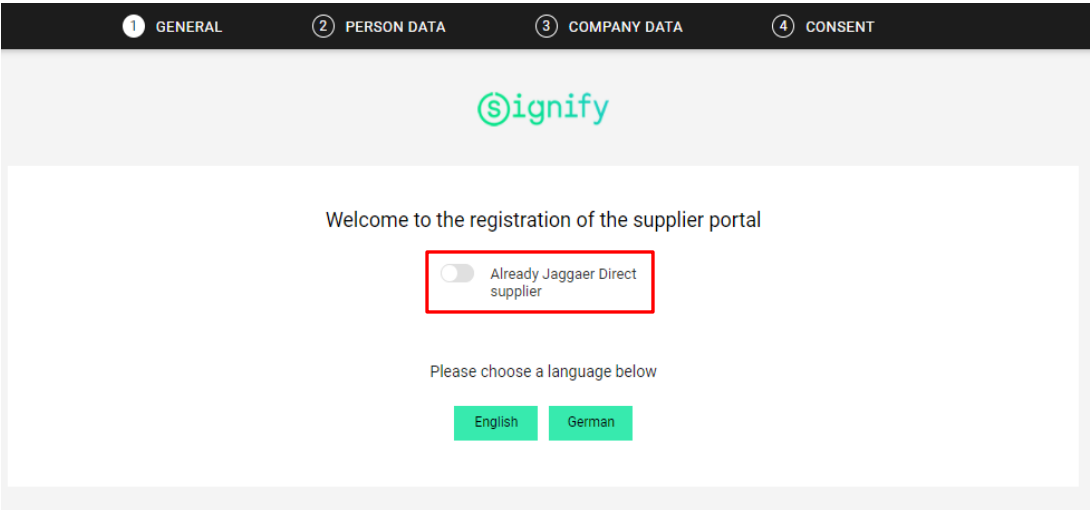
Unfortunately, your application for admission to the Supplier Portal has been declined.

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:

signify

Supplier Portal Dashboard

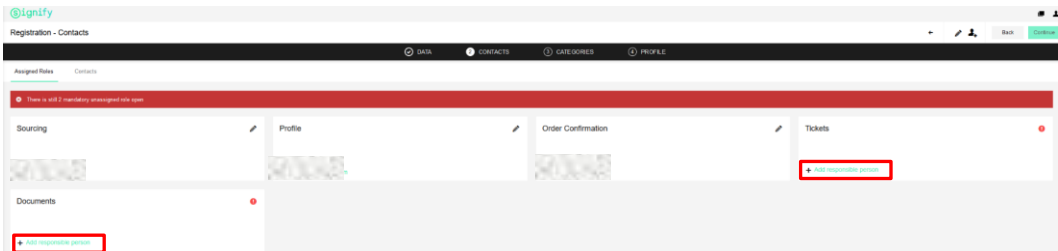
Your registration has not been finished yet. Continue with the registration

General

RFQS

RFQ no.	RFQ name	RFQ version	Status	Deadline
1087	Anna test CBD 19-4-2021	1	CANCELLED	2021-05-31 12:35
971	Anna test CBD 7-3-2021 (1)	1	CHECKING	2021-03-22 12:35
970	Anna test CBD 7-3-2021 (1)	2	CANCELLED	2021-03-22 12:35

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://iapp11.jaggaer.com/portals/sig/>

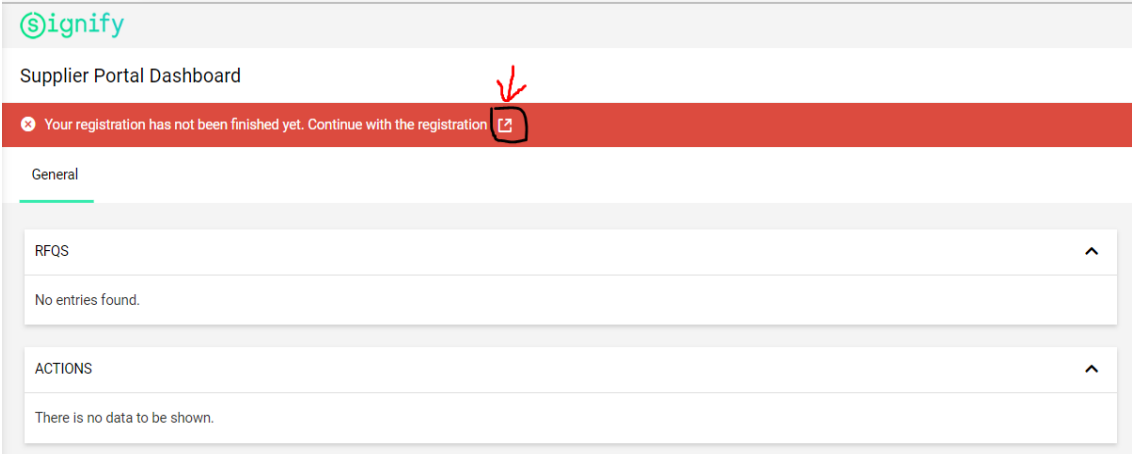
This step is applicable to both new & existing supplier.

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.

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

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：

GeneralBusinessCertificationsQualityLogisticsEnvironment

✔ 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）：

Registration - Profile

DATACONTACTSCATEGORIESPROFILE

GeneralBusinessTechnicalCertificationsQualityLogisticsEnvironment

✔ Successfully saved!

Company Identification

Where is your company located?

PO Box City Loc

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：

GeneralBusinessCertificationsQualityEnvironment

⚠ 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?*

China

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

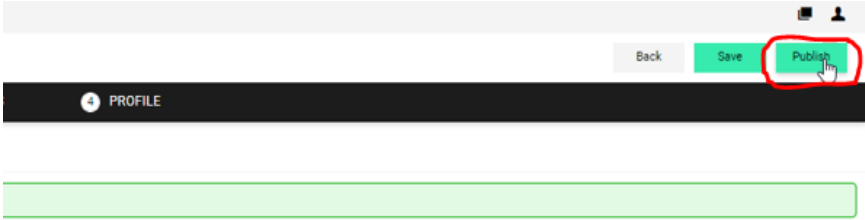
No

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

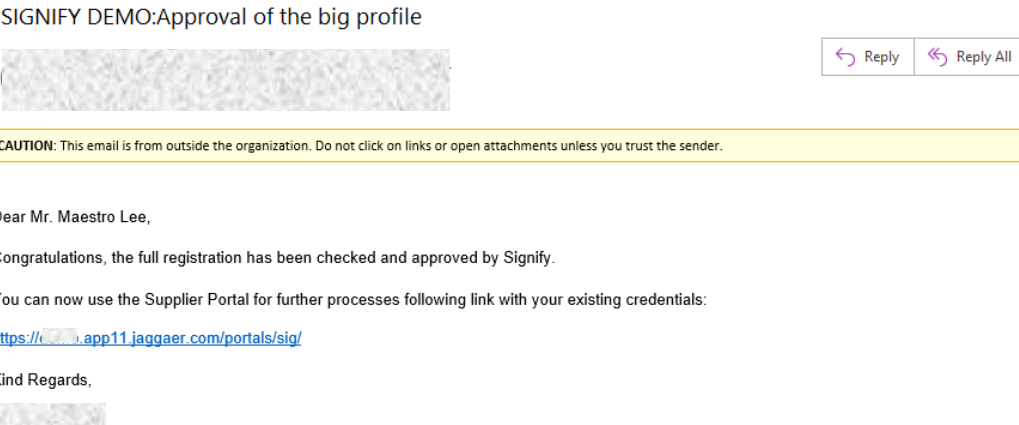
Did you enter your address in non-latin languages? (For example 中文, pyccoull, 1x0 etc.)*

No

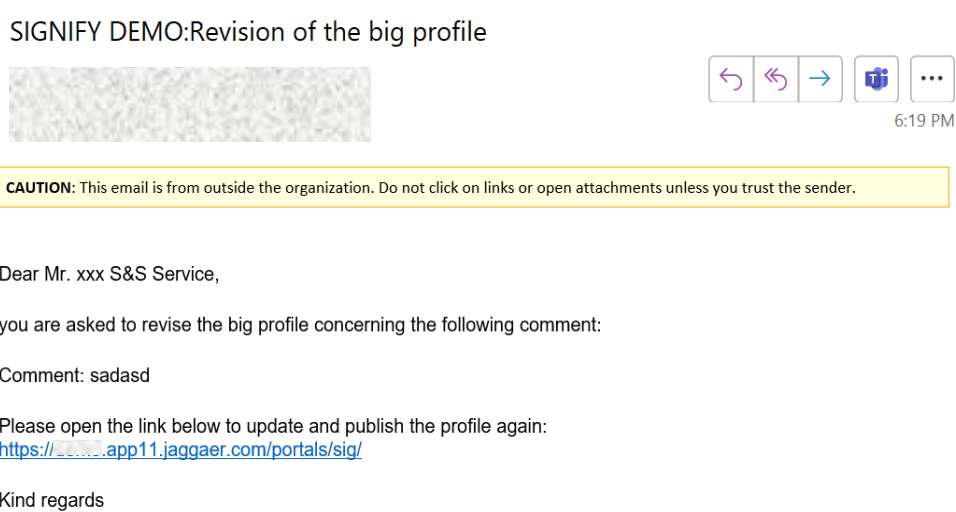
43. 填写完所有字段后，点击发布：



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:

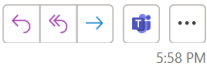


45. 或者由于未完成以下电子邮件触发，您需要再次参加完整注册:



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 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: 1AA000 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

Save

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]

Add Comment

Comment for Revision 5 @ 2022-06-03 21:08 by

Ok, good supplier! We want them!

Comment for Revision 3 @ 2022-06-03 20:11 by

Hi , 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:

28

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://\[redacted\]app11.jaggaer.com/portals/sig/#iframe/tickets/index.php?cid=55950&controller=ticket&ticket=860513&jumpto=ticketsDeluxe](https://[redacted]app11.jaggaer.com/portals/sig/#iframe/tickets/index.php?cid=55950&controller=ticket&ticket=860513&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.

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

Kind Regards,
[redacted]

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. [Redacted]

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.

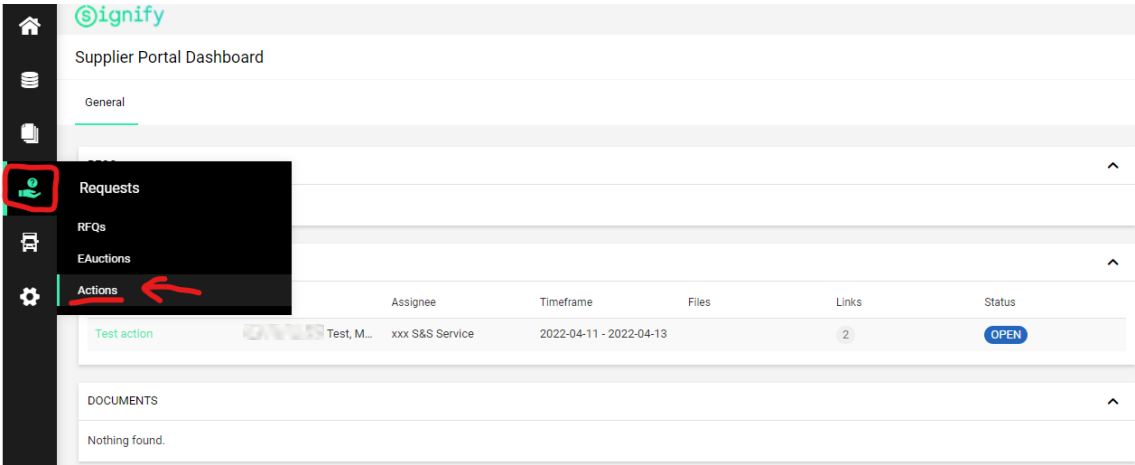
[https://\[Redacted\].app11.jaggaer.com/portals/sig/](https://[Redacted].app11.jaggaer.com/portals/sig/)

Kind Regards,
[Redacted]

行动与纯文档

7. 行动点

55. 单击步骤#38 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：



56. 点击编辑按钮:

Actions Overview1 Result

Action name	Owner	Assignee	Timeframe	Files	Links	Status	
Test action	MM	Test, M...XS	S&S Service, xxx	2022-04-11 - 2022-04-13		2	OPEN

57. 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。

Save

Files

Links

Supplier

S&S Service (small)

Ticket

S&S Service (small) - AU000124

ACTION DETAILS

Status

Open

Progress

0 %

Description

Files

Drag and Drop files or Browse

8. 纯文档

58. 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：

VS Company Test

Account Settings

Change Password

Privacy Policy

Logout

Help

Supplier Portal Dashboard

General

RFQS

No entries found.

ACTIONS

There is no data to be shown.

DOCUMENTS

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

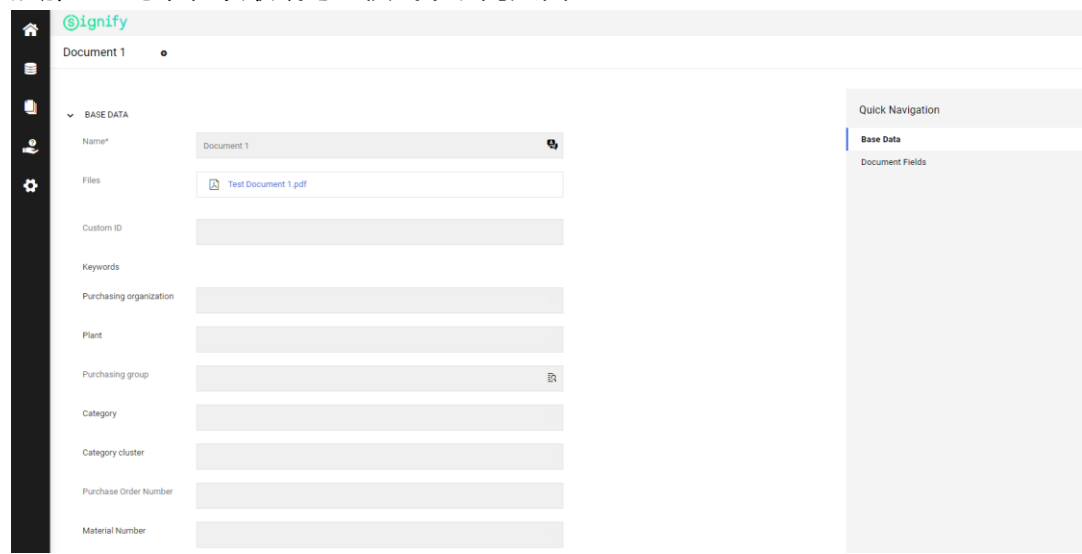
BLACKBOARD

There is no data to be shown.

TICKETS

No Tickets found

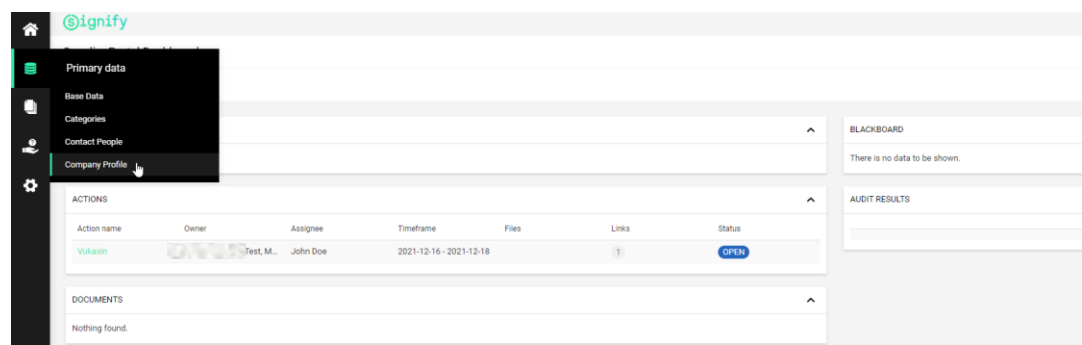
59. 从那里您可以在读取或写入模式下访问文档：



变换管理

9. 主数据和配置文件数据更改

60. 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：



61. 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：
在下面的示例中，您可以更改公司的增值税号：

The screenshot shows the Ignify Profile page with the 'General' tab selected. The 'Save' and 'Publish' buttons in the top right corner are highlighted with red boxes. A green notification bar at the top states: 'Please fill ALL mandatory fields in ALL categories before clicking "Publish"! Mandatory fields filling progress: 100%'. The form fields include 'Where is your company located?' (Austria), 'PO Box City' (123), 'Supplement', 'What is your state? (US/CA only)', 'International Address Version' (only LATIN characters), 'Name', 'Name 2', 'Street', 'Street 2', 'Street 3', 'Street 4', 'House number', 'House Number Supplement', 'City', 'PO Box City', 'Company Identification', 'PO email address', 'VAT number' (555444), and 'Additional VAT number'.

62. 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）：

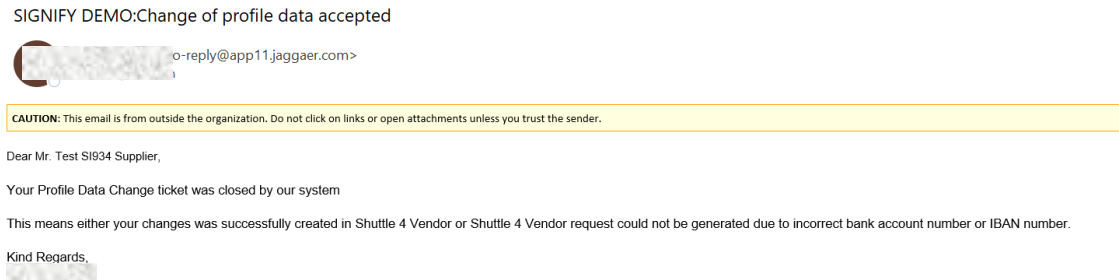
The screenshot shows the Ignify Profile page after saving. The 'Save' and 'Publish' buttons are still highlighted. A green notification bar at the top states: 'Successfully saved!'. A red arrow points from the 'Successfully saved!' message to the 'Publish' button. The form fields are the same as in the previous screenshot.

63. 您将收到一条横幅通知，如下所示：

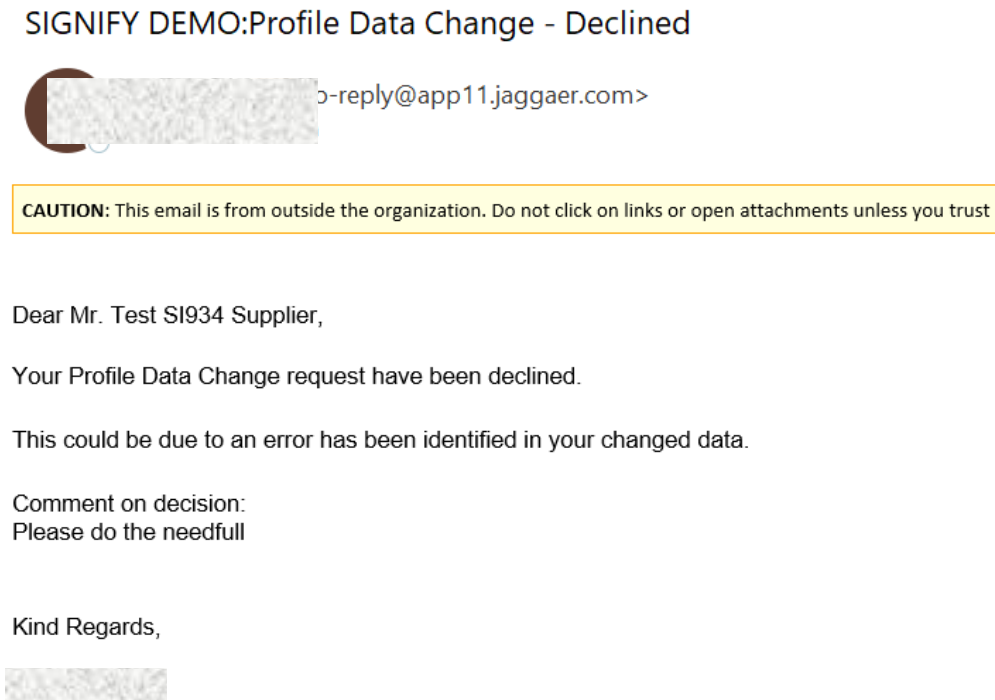
The screenshot shows the Ignify Profile page with a blue notification bar at the top that reads: 'With "publish" the changes will be sent to customer and the responsible person will review the data you provided.' The 'Save' and 'Publish' buttons are still visible in the top right corner. The form fields are the same as in the previous screenshots.

64. 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。

65. 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：

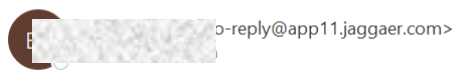


66. 或者您可能会收到这封电子邮件，在这种情况下，您需要查看电子邮件中的评论并按照从第 48 步开始的步骤开始进行更正：



67. 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,



68. 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

69. 支持:

- 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/>
- 如有内容问题，请联系您在 Signify 中的联系人（买家）。