



Jaggaer

Supply Chain Management

for Signify Suppliers

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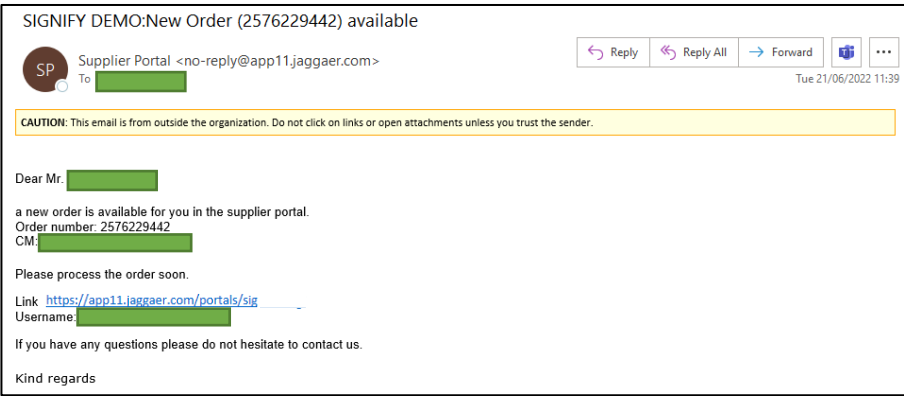
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MANDO support Team
Version 1
2022

1. Email Notification

You should receive an email with the link to Jaggaer platform. If you do not see it - **please check the SPAM mailbox.**

- **SUBJET: New Order (Order number) available**
- **SENDER: NO-REPLY@APP11.JAGGAER.com**



2. Login

Log in by clicking on the link in the email to your Jaggaer account. The Username is mentioned in the email. Use the password you set previously during registration.

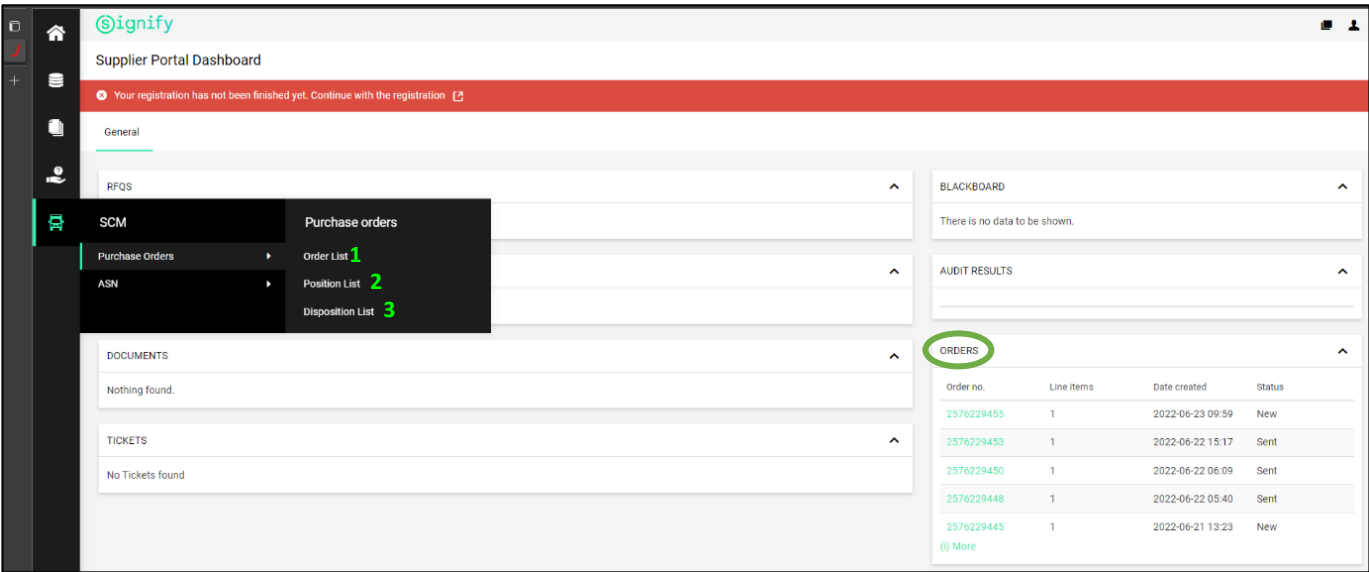


3. Purchase Orders list

You can quick access purchase orders from the home page in ORDERS section

OR

- Go to SCM -> Purchase Orders ->
- 1. Order List
 - 2. Position List
 - 3. Disposition List



- Order List – allows you to check all orders available in your inbox along with the status of each
- Position List – allows you to check Purchase orders by PO Lines View
- Disposition List – allows you to check all orders that has been already confirmed by you

4. Page and Icons explanation

Supplier Can open the PO to start the Confirmation Process

Access the Position Level

Status of the Order
Sent: Just Received from Customer ERP, no Actions yet from the supplier
Confirmed: Supplier confirmation process Done, confirmation sent to Customer Portal And ERP
Prepared for Delivery: ASN Document Generated

Advised: Under Transportation process, Inbound Number and ASN Doc Number already transferred to The ERP

Order not opened by Supplier

Order Viewed by Supplier

Order confirmed by Supplier

Traffic Light for the order confirmation (Black, Yellow, Red)

Black - No Action
Yellow - Attention
Red - Delayed

Menu	Order number	No. pos.	State	Open	Confirmation	Order value	Currency	Files	Confirmation Number	Delivery complete	Rescind	Changes	Customer	Buyergroup	Last modified	Created
	2576229021	1	Sent		***	111,89 EUR	EUR	1		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-05-03 09:11	2022-05-03 06:46
	2576228956	1	Sent		***	111,89 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-26 17:39	
	2576228955	1	Sent		***	111,89 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-05-03 09:04	2022-04-26 17:38
	2576228803	1	Sent		***	111,89 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-25 13:00	
	2576228770	1	Sent		***	111,89 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-22 09:22	
	2576228725	1	Sent		***	27,522,00 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 14:02	
	2576228708	1	Sent		***	19,54 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	7	Signify	EPP	2022-04-25 11:11	2022-04-19 09:56
	2576228705	200	Sent		***	22,378,00 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:26	
	2576228704	200	Sent		***	22,378,00 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:25	
	2576228703	200	Sent		***	22,378,00 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:25	
	2576228702	200	Sent		***	22,378,00 EUR	EUR	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:24	

Purchase Order Number

Number of PO Lines

Total Cost: Qty * Unit Price

Documents Monitoring

Order Changes Monitoring

Notice the "state" of your PO. There can be several different states, and this is governed by the client.

- Sent: New Order
- Confirmed: When Supplier Confirm the PO
- Prepared for delivery: When ASN is Created
- Advised: When order is collected and shipment in Transit
- Partially Advised: When order has been partially shipped
- Delivered: When Order Received by client and GR'd

When Order is deleted or cancelled by the client
The line will be **STRIKETHROUGH**

Click on the file folder on the line of your PO. You are now going to view the Purchase.

5. Open PO

Open the order by clicking "folder" icon

Menu

Order number

No. pos.

State

2576229453

1

Sent

Menu

Order number

No. pos.

State

2576229450

1

Sent

6. Purchase Order explanation

Supplier name (your company name)

Delivery address

Incoterms

Requested material number and description

Order number

Order date

Supplier number in Signify SAP

Contact person from Signify

Email of contact person

Responsible person from supplier

Print PO – more details provided in the attachment, download before PO confirmation

Supplier (your) confirmation number

Signify Netherlands B.V., Entrepreneur Lighting - NL (NL06), High Tech Campus 48, 5656 AE Eindhoven, Netherlands

Order

Order number / Date
2576229453 / 2022-06-22

Supplier number

Contact person

Telephone

Fax

eMail Address

Your person responsible

Delivery conditions: DAP Pila/Eindhoven (Delivered at place)

Diese Bestellung unterliegt unserem Lieferantenhandbuch, unseren Einkaufsbedingungen und Liefervorschriften (jeweils in der aktuellen Version). Der Lieferant ist verantwortlich für das Vorliegen dieser Unterlagen, damit eine fachgerechte Durchführung dieser Beauftragung sichergestellt ist. Im Bedarfsfall können diese Dokumente über den zuständigen Einkäufer angefordert werden.

Documents:

Please open the order PDF!!

MEOORDER_2576229453.PDF (2022-06-24 08:15:29) MEOORDER_2576229453.PDF (2022-06-24 08:15:32)

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (EUR)
10		99 ST	2022-08-21	2022-08-21	888,00/ 1.000,00 ST		87,91

Remarks

Delivery address

Net total without VAT EUR 87,91 EUR

Supplier confirmation number: Save and send back

Upload confirmation as CSV No file chosen

7. What to check on the Purchase Order

1. Your company name
2. Requested Delivery Address
3. SAP PO Number
4. Signify Contact Person / Buyer
5. Incoterms
6. Extract the PO in PDF (This is a Mandatory Step to allow you to confirm PO)
7. The Purchase Order Line-item details along with Quantity and Required Delivery date.

8. Order Confirmation

You can confirm orders in 3 different scenarios:

- 1) Without changes
- 2) With changes
- 3) Partially

1) Order Confirmation without changes:

If you agree to all requirements of Signify, provide your **confirmation reference number** and click **“Save and send back”** without making any changes.

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (EUR)
10	[Redacted]	126 ST	2022-08-21	2022-08-21	888,00/ 1.000,00 ST	2022-07-04	111,89
<div>Remarks</div> <div>Delivery address: [Redacted]</div> <div>Poland</div>							
Net total without VAT EUR							111,89 EUR
<div>Supplier confirmation number: [ab iel] Save and send back</div>							

Annotations:

- Keep this field empty, use the one at the bottom for confirmation (pointing to the Confirmation number field)
- Provide your confirmation reference here (pointing to the Supplier confirmation number field)

Once confirmed, you will receive a **notification** on top of the screen, and the **order status** will change to **“confirmed”**.

2) Order Confirmation with changes:

If you cannot fulfill the requirements requested by Signify, you have the option to change **delivery date** or even **split the delivery**

- a. Click on **“Split”** Icon on item level
- b. Change the **Quantity** on both lines to match the total ordered Quantity by Signify
- c. Change **Delivery Date**
- d. Add **confirmation number** and **submit**

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (EUR)
10	[Redacted]	226 ST	2023-02-02	2023-02-02	888,00/ 1.000,00 ST		200,69
<div>Remarks</div>							

Annotation:

- Split (pointing to the Split icon in the Value (EUR) column)

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (EUR)
10	<div></div>	226 ST	2023-02-02	2023-02-02	888,00/ 1.000,00 ST	<input checked="" type="checkbox"/>	200,69
		0 ST	2023-02-02				
Remarks							
Delivery address							
Net total without VAT EUR 200,69 EUR							
Supplier confirmation number: <input type="text"/> Save and send back							

3) Partially:

If you have an order with multiple line items, and you need to **partially confirm**, **uncheck** the line which you do not confirm.

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (EUR)
10	<div></div>	100 ST	2022-08-21	2022-08-21	888,00/ 1.000,00 ST	<input checked="" type="checkbox"/>	88,80
Remarks							
Delivery address							
20	<div></div>	100 ST	2022-08-21	2022-08-21	888,00/ 1.000,00 ST	<input type="checkbox"/>	88,80
Remarks							

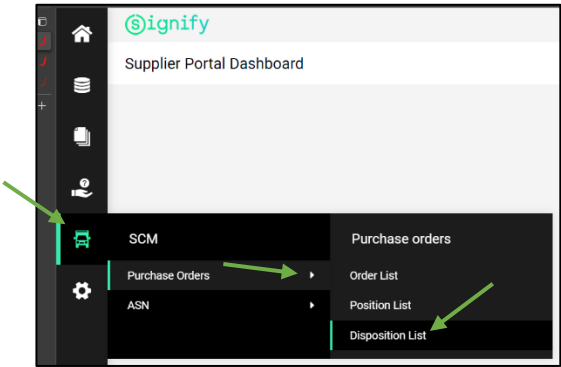
When completed, the order status will change to **“Partially confirmed”**.

If any changes are required on the PO, contact responsible person from Signify for PO update.

9. Advanced Shipping Notification

a. Create ASN when the order is ready to be shipped:

- a. Open **Disposition List**
- b. **Select** the Purchase Order
- c. Click on “+” and **Create Delivery Note**



Work List: Orders

Displaying 1-40 of 644 (1 selected) | 40

1 of 17

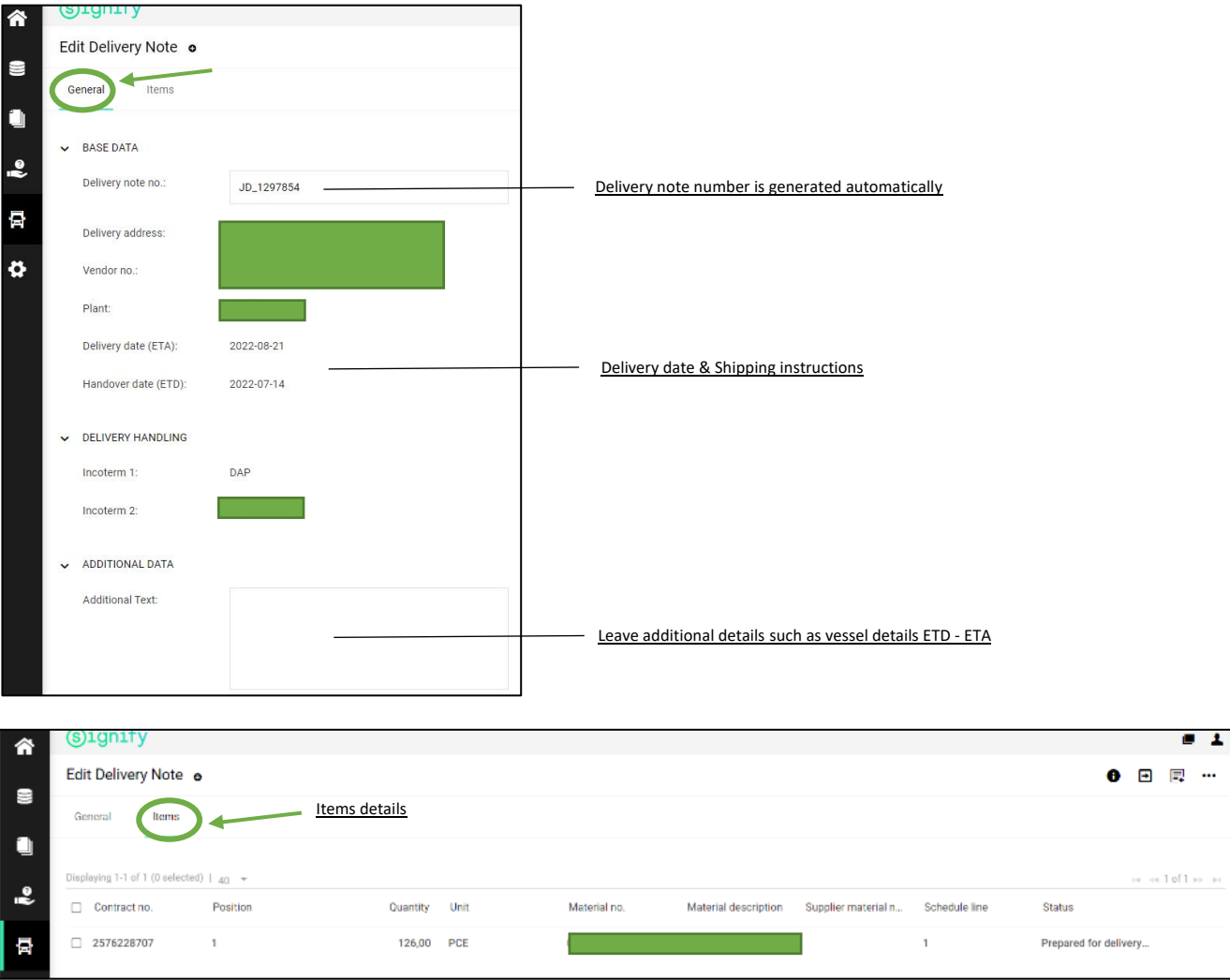
<input type="checkbox"/>	Status	Order no.	Confirmati...	Position	Delivery address	Shi...	Incoterm 2	Advised qu...	Latest ASN...	Material	Quantity	Open quant...
<input checked="" type="checkbox"/>	Confirmed	2576228707	POC_2004.4	01740				0,00			126,00	126,00
<input type="checkbox"/>	Confirmed	2576228706	1234321	01190				0,00			126,00	126,00
<input type="checkbox"/>	Confirmed	2576228707	POC_2004.4	01750				0,00			126,00	126,00
<input type="checkbox"/>	Confirmed	2576228736	JACNF1	00010				0,00			10,00	10,00
<input type="checkbox"/>	Confirmed	2576228706	1234321	01200				0,00			126,00	126,00
<input type="checkbox"/>	Confirmed	2576228707	POC_2004.4	01760				0,00			126,00	126,00
<input type="checkbox"/>	Confirmed	2576228706	1234321	01210				0,00			126,00	126,00
<input type="checkbox"/>	Confirmed	2576228707	POC_2004.4	01770				0,00			126,00	126,00

Create delivery note

Are you sure that you want to create a delivery note?

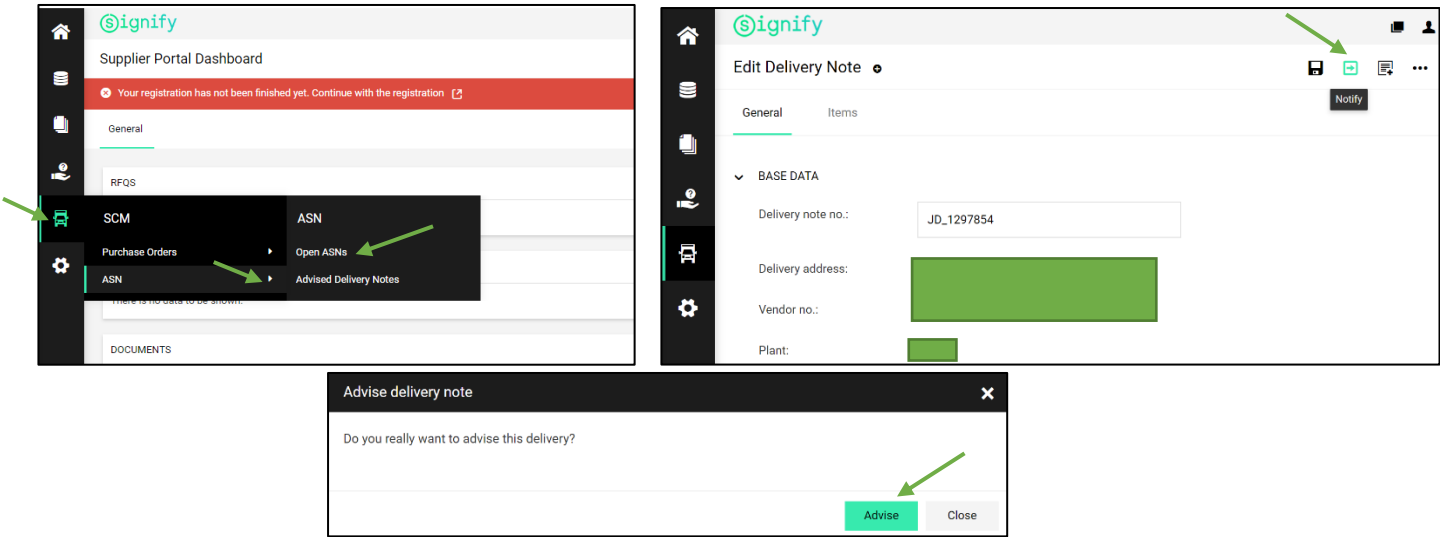
Create Cancel

The order status will change from “Confirmed” to “Order prepared for Delivery”.



b. Advise ASN when the order is delivered:

- a. Open **SCM -> ASN -> Open ASNs**
- b. Open the **Delivery note**
- c. Click on **“Notify”** icon
- d. **“Advise”** the delivery



10. Purchase Order Amendment

a. Amend a PO that is not yet been confirmed by Supplier:

If signify Planners amend a PO that has not yet Been confirmed by a supplier,

- 1- the status of the order remains the same “Sent”
- 2- the date when the PO is amended will appear under column “Last modified”

Order number	Files	Created	Last modified	State	Confirmation	Supplier notification	Changes	Advisor	Open
2563023269	1	2022-08-29 22:01	2022-08-30 18:00	Sent		0	3	Name of PO creator	<input type="checkbox"/>

Date when order was amended by Signify Planner

Count of reminders sent to supplier to confirm the order by

Original Date when order was created

PO Status Remains “Sent” – new PO that requires confirmation

Number of changes done to the PO

Order not opened by Supplier

Order Viewed by Supplier

Order confirmed by Supplier

- 3- Supplier will receive a Notification to Confirm the order
- 4- Supplier should review and confirm PO

Order number	Files	Created	Last modified	State	Confirmation	Supplier notification	Changes	Advisor	Open
2563023269	1	2022-08-29 22:01	2022-09-11 14:16	Confirmed		0	4		<input checked="" type="checkbox"/>

b. Amend a PO that has already been confirmed by Supplier:

Order number	Files	Created	Last modified	State	Confirmation	Supplier notification	Changes	Advisor	Open
2563023405	1	2022-09-07 02:01	2022-09-07 22:01	Sent		0	2	Name of PO creator	<input checked="" type="checkbox"/>

In cases when Signify Planners Amends a PO After being Confirmed by the supplier, the order status in Jaggaer will change from Confirmed to “Sent” and it will require **to be reconfirmed by Supplier one more time.**

To identify such cases, we will need to look at the 3 Combinations highlighted above

- 1- State is “sent”
- 2- Confirmation Traffic light is “Yellow “ Color
- 3- Open Status has a Check Mark ☒

c. Amend a PO that has already been Advised or completely Delivered:

After a PO is advised or delivered, no amendment should be done at this stage as supplier has already moved the shipment

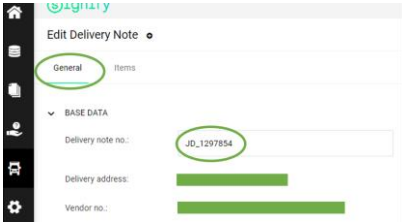
11. Support

1. In case of tool **technical** support needed (like login failures) you can contact the **Jaggaer Support Team**.
<https://www.jaggaer.com/service-support/supplier-support/>
2. In case of **content** questions, please reach out to your **contact person** (buyer) in **Signify**.

12. FAQ

#	Question	Answer
1	As Signify’s supplier, can we reconfirm Open PO and make changes on Delivery dates?	Yes, supplier can still adjust and amend confirmed orders by adjusting Delivery date or splitting quantities of a specific Line item into multiple deliveries. The same will be updated in Jaggaer & SAP for the planners to review.
2	As Signify’s supplier, can we cancel an ASN that has been created but not yet Advised?	If ASN is only created but still not yet advised, hence no IBD has been created in SAP, then the supplier can cancel that ASN and resubmit it.
3	As Signify’s supplier, can we cancel an ASN that Has already been Advised / Notify?	If ASN is created and advised, hence IBD is also created in SAP, then the supplier cannot make any changes.
5	As Signify’s supplier, can we login to Jaggaer using the same account credentials at the same time?	No. As per security Policy, every user needs to maintain his own credentials confidentiality.
6	As Signify’s supplier, can we create multiple users account under one Vendor ID?	Yes, supplier key account manager can create multiple user IDs and assign Purchase order confirmation role to those users accordingly.

7	As Signify's supplier, can we do Mass PO confirmation?	NO. each PO needs to be opened and reviewed by the supplier prior to being confirmed. Supplier can confirm all line items of a specific PO in one shot or even partially by ensuring that the lines items are selected accordingly.
8	As Signify's supplier, can we do Mass ASN Creation?	YES. One ASN can be created for multiple Purchase orders based on the following criteria a) All Purchase orders needs to be confirmed b) Purchase orders need to be submitted from same Purchasing Org c) Purchase orders needs to have exact delivery address d) All Items need to have same Mode Of Transport
9	As Signify's supplier, can we create ASN for a Purchase order that is not confirmed?	If Purchase order has not been confirmed by supplier, it will not be visible in disposition list, hence it won't be possible to create ASN. Suppliers need to ensure to confirm all Purchase orders submitted to them.
10	As Signify's supplier, can we reject a New Purchase order submitted?	Suppliers has the ability of either Confirming the PO without changes or confirming the PO with changes such as adjusting delivery dates or splitting quantities per Line item. Moreover, Suppliers can Partially confirm a Purchase order by making sure to check mark the lines they need to confirm prior signing the PO. in case supplier requires any amendments to the PO, kindly refer to Question 11.
11	in case of required changes on the PO, how can a Supplier communicate the message to Signify?	In cases any changes are required to the Purchase orders, such as: a) adjust MOQ b) Wrong Price c) Wrong Unit of measure Supplier will need to request the same via email from Signify Buyer (Buyer name available on the PO) to adjust Purchase order accordingly and resend them the new amended PO

12	<p>Can The Supplier change the Delivery not number automatically generated by the platform?</p> <div data-bbox="339 297 743 517"></div>	<p>Yes, Supplier can change the automated Delivery note number and replace it by a custom code. However kindly note that there is a limit of 35 Characters for the Delivery note number.</p>
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