



Jaggaer

Supply Chain Management for Signify Suppliers

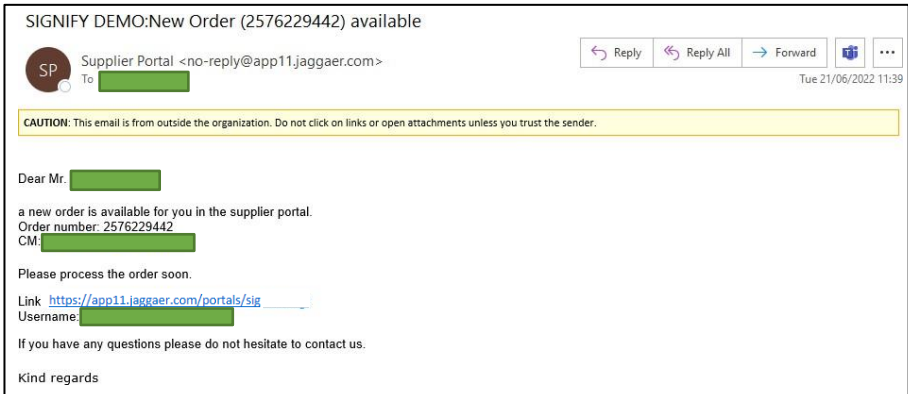
Table of Contents

- 1. Email Notification2
- 2. Login2
- 3. Purchase Orders list3
- 4. Page and Icons explanation4
- 5. Open PO.....4
- 6. Purchase Order explanation5
- 7. What to check on the Purchase Order5
- 8. Order Confirmation.....6
 - 1) Order Confirmation without changes:6
 - 2) Order Confirmation with changes:6
 - 3) Partially:.....7
- 9. Advanced Shipping Notification (ASN)8
- 10. Purchase Order Amendment 11
 - a. Amend a PO that is not yet been confirmed by Supplier:11
 - b. Amend a PO that has already been confirmed by Supplier:12
 - c. Amend a PO that has already been Advised or completely Delivered:.....13
- 11. Support 13
- 12. FAQ..... 13

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. If you have forgotten your password, you can reset it by clicking “I forgot my password”.



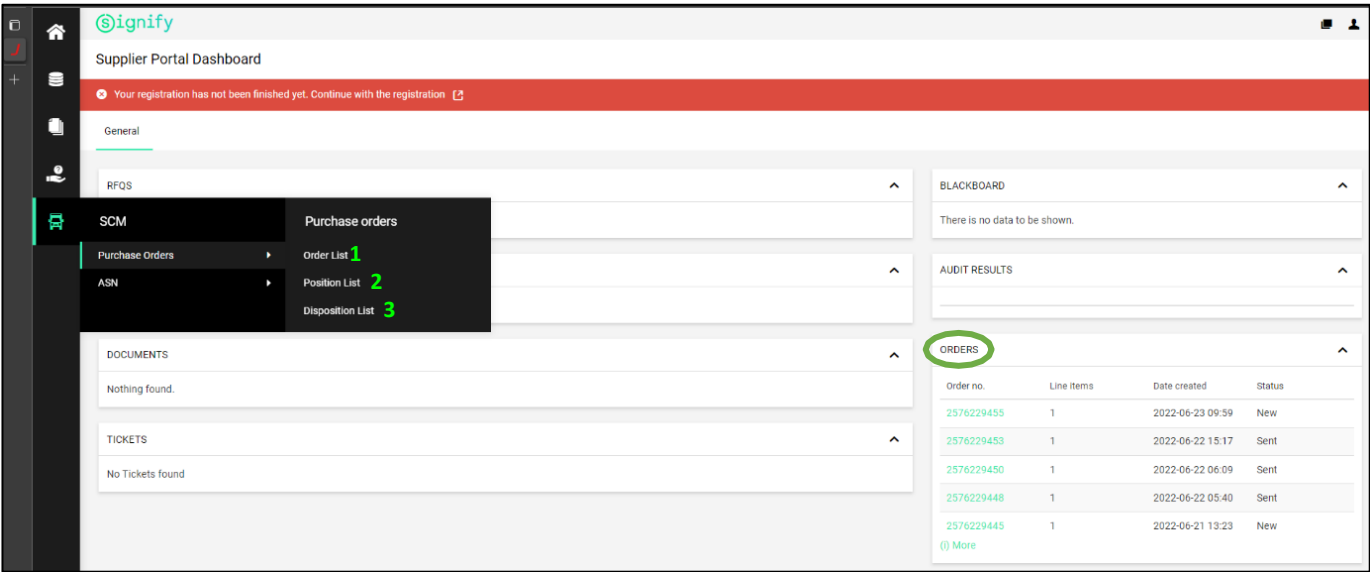
3. Purchase Orders list

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	0	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	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-26 17:39	
	2576228955	1	Sent		***	111,89 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-05-03 09:04	2022-04-26 17:38
	2576228803	1	Sent	<input type="checkbox"/>	***	111,89 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-25 13:00	
	2576228770	1	Sent	<input type="checkbox"/>	***	111,89 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-22 09:22	
	2576228725	1	Sent		***	27,522,00 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 14:02	
	2576228708	1	Sent		***	19,54 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	7	Signify	EPP	2022-04-25 11:11	2022-04-19 09:56
	2576228705	200	Sent	<input type="checkbox"/>	***	22,378,00 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:25	
	2576228704	200	Sent	<input type="checkbox"/>	***	22,378,00 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:25	
	2576228703	200	Sent	<input type="checkbox"/>	***	22,378,00 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:25	
	2576228702	200	Sent	<input type="checkbox"/>	***	22,378,00 EUR	0	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

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	0	1		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-05-03 09:11	2022-05-03 06:46
	2576229020	1	Confirmed		***	111,89 EUR	0	AB-3 May 22		<input type="checkbox"/>	<input type="checkbox"/>	2	Signify	EPP	2022-05-03 19:07	2022-05-03 06:44
	2576228970	1	Confirmed		***	73,82 EUR	0	AB 29-04-22		<input type="checkbox"/>	<input type="checkbox"/>	2	Signify	EPL	2022-04-29 18:17	2022-04-27 10:06
	2576228969	1	Confirmed		***	111,89 EUR	0	4567		<input type="checkbox"/>	<input type="checkbox"/>	1	Signify	EPP	2022-05-02 15:51	2022-04-27 09:19
	2576228956	1	Sent		***	111,89 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-26 17:39	
	2576228955	1	Sent		***	111,89 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-05-03 09:04	2022-04-26 17:38
	2576228803	1	Sent	<input type="checkbox"/>	***	111,89 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-25 13:00	
	2576228772	1	Delivered		***	111,89 EUR	0	0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-22 10:39	
	2576228770	1	Sent		***	111,89 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-22 09:22	
	2576228756	1	Sent	<input type="checkbox"/>	***	0,99 EUR	0	0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-21 11:58	2022-04-21 11:46
	2576228741	1	Delivered	<input type="checkbox"/>	***	111,89 EUR	0	0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-20 12:43	
	2576228736	2	Confirmed		***	17,76 EUR	0	JACNF1		<input type="checkbox"/>	<input type="checkbox"/>	4	Signify	EPP	2022-04-21 04:47	2022-04-20 07:57
	2576228729	1	Confirmed		***	8,88 EUR	0	POC_2004		<input type="checkbox"/>	<input type="checkbox"/>	2	Signify	EPP	2022-04-20 03:20	2022-04-19 16:25
	2576228725	1	Sent		***	27,522,00 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 14:02	
	2576228708	1	Sent		***	19,54 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	7	Signify	EPP	2022-04-25 11:11	2022-04-19 09:56
	2576228707	200	Partly advised		***	22,378,00 EUR	0	POC_2004.4		<input type="checkbox"/>	<input type="checkbox"/>	200	Signify	EPP	2022-05-02 15:37	2022-04-19 09:28
	2576228706	200	Partly advised		***	22,378,00 EUR	0	1234321		<input type="checkbox"/>	<input type="checkbox"/>	200	Signify	EPP	2022-05-02 18:42	2022-04-19 09:27
	2576228705	200	Sent	<input type="checkbox"/>	***	22,378,00 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:26	
	2576228704	200	Sent	<input type="checkbox"/>	***	22,378,00 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:25	
	2576228703	200	Sent	<input type="checkbox"/>	***	22,378,00 EUR	0	0		<input type="checkbox"/>	<input type="checkbox"/>	0	Signify	EPP	2022-04-19 09:25	

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
	2576229450	1	Sent

6. Purchase Order explanation

Supplier name (your company name)

Delivery address

Incoterms

Order number

Order

Order number / Date
2576229453 / 2022-06-22

Supplier number

Contact person

Telephone

Fax

eMail Address

Your person responsible

Order date

Supplier number in Signify SAP

Contact person from Signify

Email of contact person

Responsible person from supplier

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

Requested material number and description

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

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

Supplier (your) confirmation number

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</div> <div>[Redacted]</div> <div>Poland</div> <div>Net total without VAT EUR</div> <div>111,89 EUR</div>							
<div>Supplier confirmation number: <input type="text" value="ab iel"/> <input type="button" value="Save and send back"/></div>							

Keep this field empty, use the one at the bottom for confirmation

Provide your confirmation reference here

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


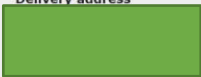
2) Order Confirmation with changes:

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**


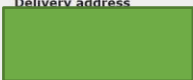

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (EUR)
10	[Redacted]	226 ST	2023-02-02	2023-02-02	888,00/ 1.000,00 ST		200,69
<div>Remarks</div>							

Split

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (EUR)
10		226 ST	2023-02-02	2023-02-02	888,00/ 1.000,00 ST	<input type="checkbox"/>	200,69
		0 ST	2023-02-02			<input type="checkbox"/>	
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		100 ST	2022-08-21	2022-08-21	888,00/ 1.000,00 ST	<input checked="" type="checkbox"/>	88,80
Remarks							
Delivery address							
							
20		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 (ASN)

The ASN or Advise Shipping Notification is a very crucial and important step in our Digital PO process.

To ensure all Data is accurate and properly transmitted between Our Vendors and Signify/ CLS, we kindly request you to ensure to check the ETA date once ASN is created (Before advising it) in order to have the correct Information transmitted and have smooth reception of the orders upon receiving then in our premises.

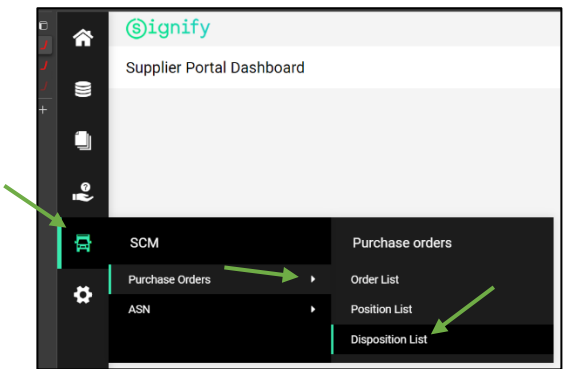
To do so, kindly follow the below Instructions:

- a. Create ASN when the order is ready to be shipped:
 - i. Open **Disposition List**
 - ii. **Select** the Purchase Order
 - iii. Click on “+” and **Create Delivery Note**
 - iv. **Update ETA**

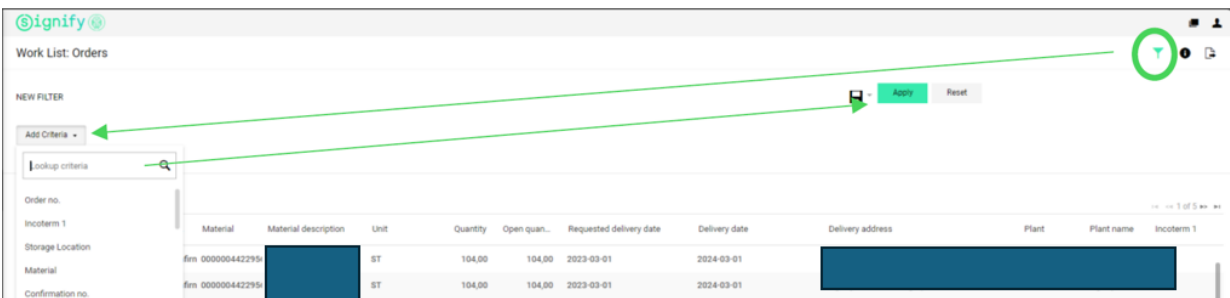
First, PO needs to be confirmed to see it in Disposition list and create ASN.

Upon order readiness, and based on the agreed incoterm, you are requested to Create the ASN and advise it. To complete the same, you will need to:

- i. Go to Disposition List where you will be able to find all PO lines that you have already confirmed.



- ii. Once in the Disposition List screen, you can use the Filter to help you easily find the PO lines you are searching for, the search can be done by PO number, Material number or description , delivery address , etc.



- iii. Select the PO or PO lines you are about to deliver and click on the + sign to create the ASN
- iv. Once you create the ASN, a new page will open with Delivery Note number (DN number can remain the same or can be changed to another reference if needed)

Edit Delivery Note

General | Items

BASE DATA

Delivery note no.: JD_1297854 Delivery note number is generated automatically. Supplier can change the Delivery Note number and add the reference agreed upon with Signify.

Delivery address: [Redacted]

Vendor no.: [Redacted]

Plant: [Redacted]

Delivery date (ETA): 2022-08-21 Delivery date & Shipping instructions. Ensure to update the ETA date before Advising ASN (refer to instructions below)

Handover date (ETD): 2022-07-14

DELIVERY HANDLING

Incoterm 1: DAP

Incoterm 2: [Redacted]

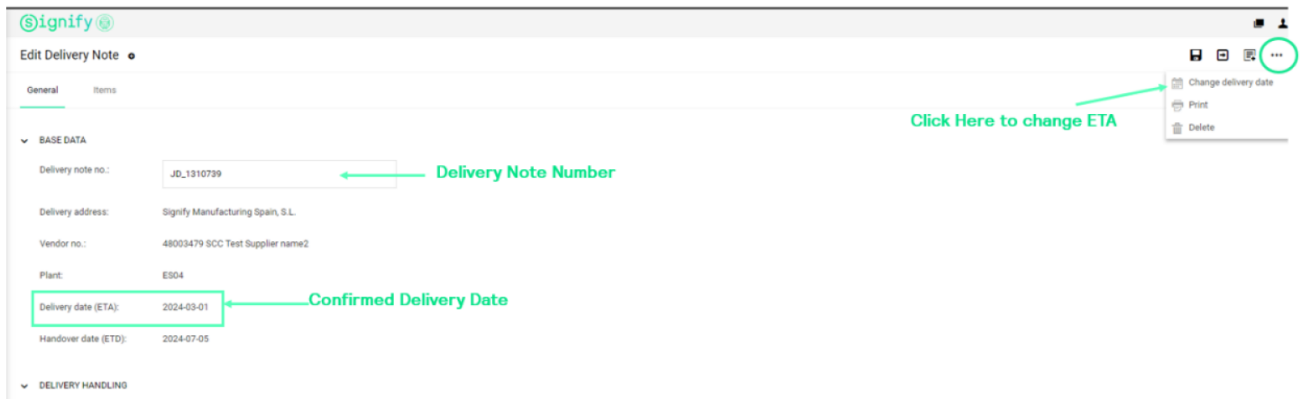
ADDITIONAL DATA

Additional Text: [Redacted] Leave additional details such as vessel details, truck details etc...

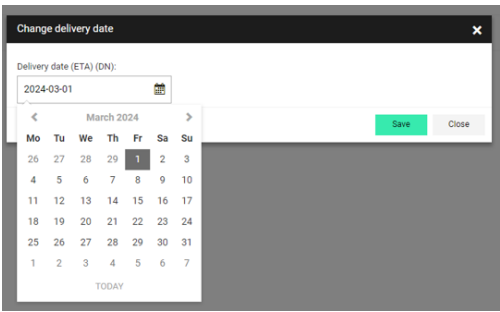
- v. Once Delivery Note is created and before advising it you are kindly requested (**Mandatory step**) to ensure that the **ETA date** is the correct one.

The ETA date on the delivery note is automatically selected based on the Confirmed Delivery Date you selected when you initially confirmed the PO.

- vi. If you are delivering the PO at a different date from what you originally confirmed, you should update that date by following these steps
 - Click on the 3 Dots on the top right of the screen
 - Click on Change Delivery Date



- Select The new / correct Estimated Time of Arrival (ETA)
- Click on Save

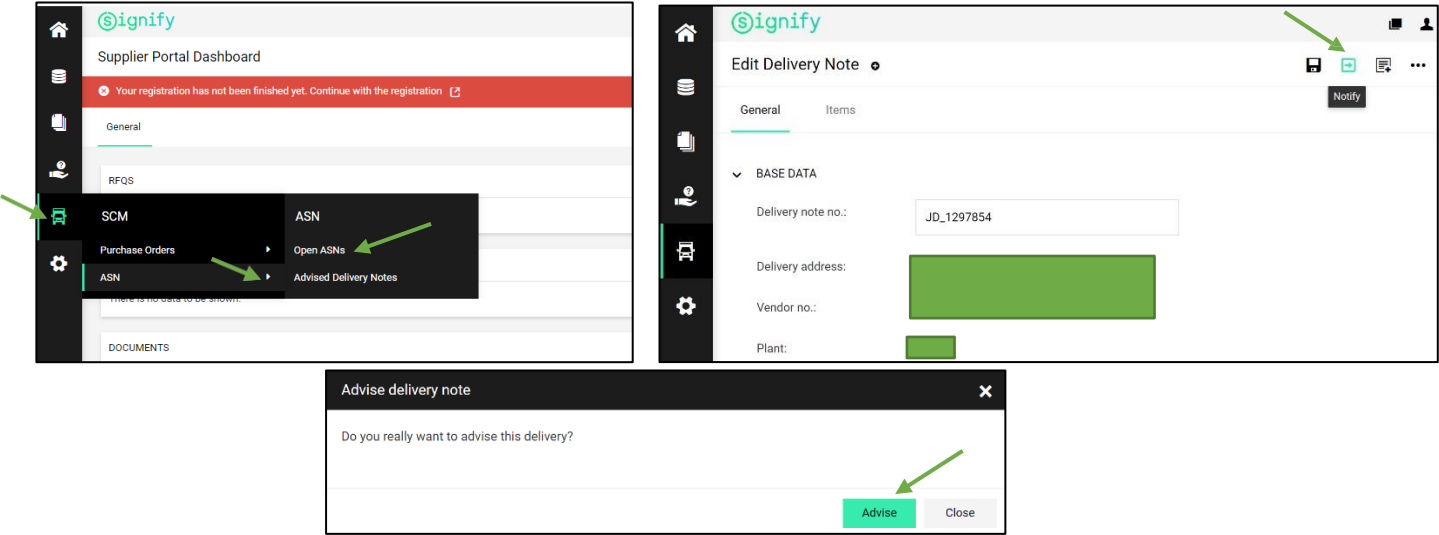


At this stage, the order status will change from “Confirmed” to “Order prepared for Delivery”.



- vii. Advise ASN when the order is delivered (based on Agreed incoterm):
- 1) Open SCM -> ASN -> Open ASNs
 - 2) Open the **Delivery note**
 - 3) Click on “**Notify**” icon

4) “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	<div><div></div><div></div><div></div></div>	0	3	Name of PO creator	<div><div><input type="checkbox"/></div>Order not opened by Supplier</div> <div><div><input type="checkbox"/></div>Order Viewed by Supplier</div> <div><div><input checked="" type="checkbox"/></div>Order confirmed by Supplier</div>

- 3- Supplier will receive a Notification to review and reconfirm the order

Changed Order (2515494273) available



Classified

Dear [Redacted]

a changed order is available for you in the supplier portal.
Order number: 2515494273

Please process the order soon.
Link: <https://app11.jaggaer.com/sig>
Username: [Redacted]

Please, access self-help documentation on Signify Supplier Portal
- [Supplier user manual Supply Chain Management in English](#)

Or access our video library in English or Chinese:

- [How to add your colleague to confirm Purchase order](#)
- [How to confirm a Purchase Order Supply Chain Management](#)
- [How to create Advanced Shipping Notification and advise the delivery Supply Chain Management](#)
- [如何添加您的同事以确认采购订单](#)
- [如何确认采购订单](#)
- [如何创建“提前发货通知”并通知送货](#)

If you have any questions please do not hesitate to contact us.

4- Supplier should review and confirm PO

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

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	[Redacted]	<input checked="" type="checkbox"/>

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

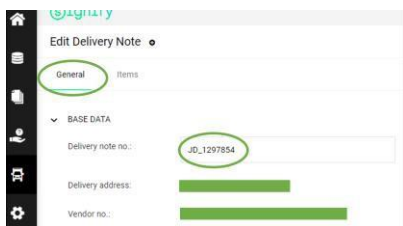
1. In case of tool **technical** support needed (like login failures) you can contact the **Jaggaer Support Team**.


<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?	<p>YES. One ASN can be created for multiple Purchase orders based on the following criteria</p> <ul style="list-style-type: none"> 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?	<p>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.</p> <p>Suppliers need to ensure to confirm all Purchase orders submitted to them.</p>
10	As Signify's supplier, can we reject a New Purchase order submitted?	<p>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.</p> <p>Moreover, Suppliers can Partially confirm a Purchase order by making sure to check mark the lines they need to confirm prior signing the PO.</p> <p>in case supplier requires any amendments to the PO, kindly refer to Question 11.</p>
11	in case of required changes on the PO, how can a Supplier communicate the message to Signify?	<p>In cases any changes are required to the Purchase orders, such as:</p> <ul style="list-style-type: none"> a) adjust MOQ b) Wrong Price c) Wrong Unit of measure <p>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</p>
12	Can The Supplier change the Delivery note number automatically generated by the platform?	<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> 

13	Can Supplier consolidate multiple PO lines for different POs to create and Advise ASN?	<p>Suppliers are now able to consolidate ASNs for multiple PO lines, even if the Confirmed Requested Delivery Date is not the same. This will help you to manage your orders more efficiently. You can consolidate multiple Pos and PO lines if the following criteria are met: - PO belongs to the same Signify/Cooper Purchasing Org and plant - PO lines have the same Incoterm - PO lines have the same Delivery Address.</p> <p>In order to Consolidate the PO lines you need to</p> <ul style="list-style-type: none"> • Go To disposition list where you will be able to find all PO lines that you have already confirmed. • Once in the Disposition List screen, you can use the Filter to help you easily find the PO lines you are searching for , the search can be done by PO number, Material number or description , delivery address , etc... • Select the PO Lines you need to consolidate  <ul style="list-style-type: none"> • The + Sign will appear on the top right of the screen to allow you to create the ASN • Once You create ASN , Delivery Note is automatically generated • Check the ETA date to ensure the correct date is populated and change it if needed. • Advise ASN
14	Can I adjust delivered Quantity in ASN when created and not advised?	<p>Scenario 1: Go to the PO adjust date/Qty of the PO lines where required, then Go to Disposition list , select the needed line and Create the ASN, then Advise it upon delivery based on the Incoterm.</p> <p>Scenario 2: Adjust the Quantity on the Open ASN Screen. ie: for this scenario to work, the Tolerance level should be agreed on with Signify and maintained by Signify in both the Info Records & Material Master</p>

