Login & Registration – Supplier portal

Angie Ai

January 2025, version 0.1

Atlas Copco Group

Agenda

1. Supplier Registration
2. Supplier Log in
3. Supplier Profile Registration

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Registration

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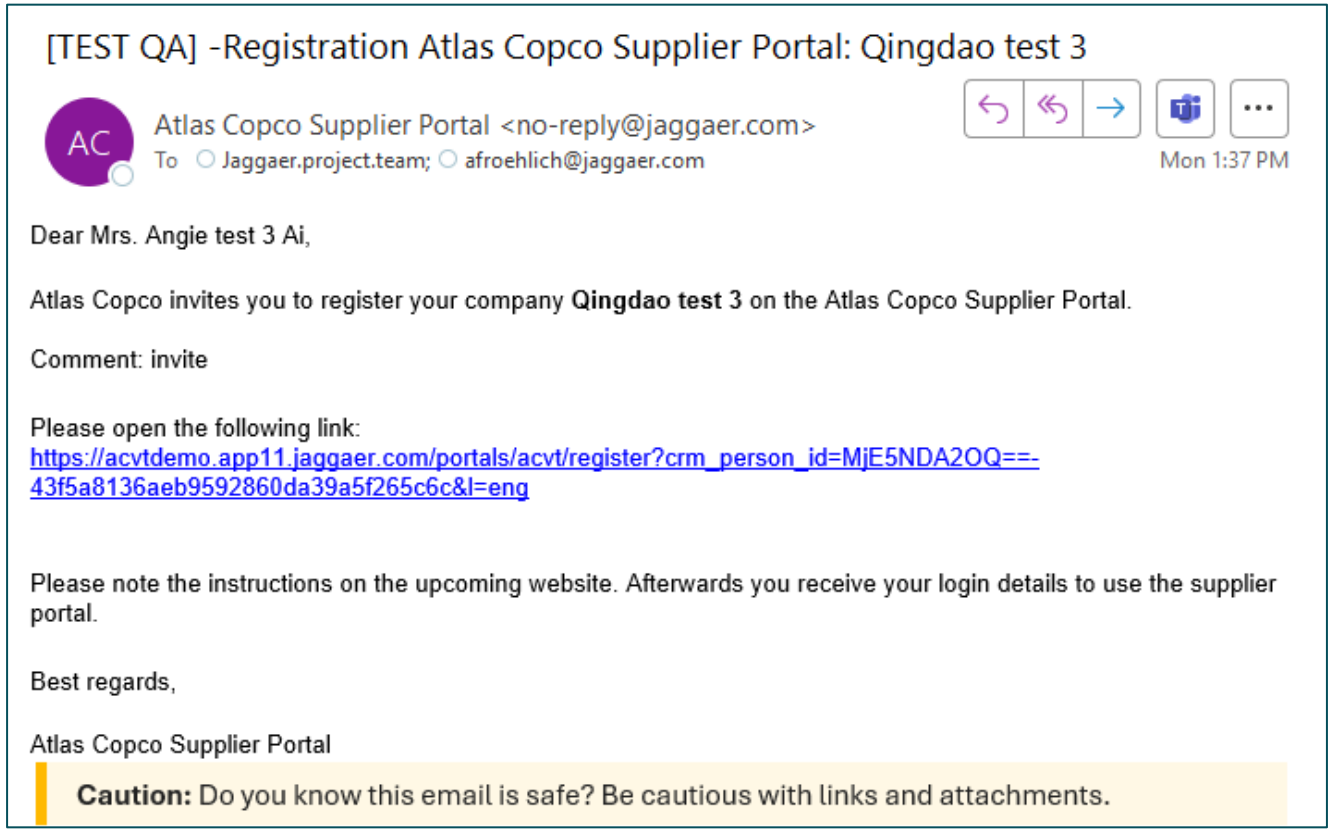
Supplier Registration

Invitation

- After AC Group user send the invitation, the supplier contact will get an invitation email automatically. The contact will need to follow the steps to finish the registration.

1. Click link in the Invitation email



[TEST QA] -Registration Atlas Copco Supplier Portal: Qingdao test 3

AC

Atlas Copco Supplier Portal <no-reply@jaggaer.com>

To Jaggaer.project.team; afroehlich@jaggaer.com

Mon 1:37 PM

Dear Mrs. Angie test 3 Ai,

Atlas Copco invites you to register your company **Qingdao test 3** on the Atlas Copco Supplier Portal.

Comment: invite

Please open the following link:
https://acvtdemo.app11.jaggaer.com/portals/acvt/register?crm_person_id=MjE5NDA2OQ==-43f5a8136aeb9592860da39a5f265c6c&l=eng

Please note the instructions on the upcoming website. Afterwards you receive your login details to use the supplier portal.

Best regards,

Atlas Copco Supplier Portal

Caution: Do you know this email is safe? Be cautious with links and attachments.

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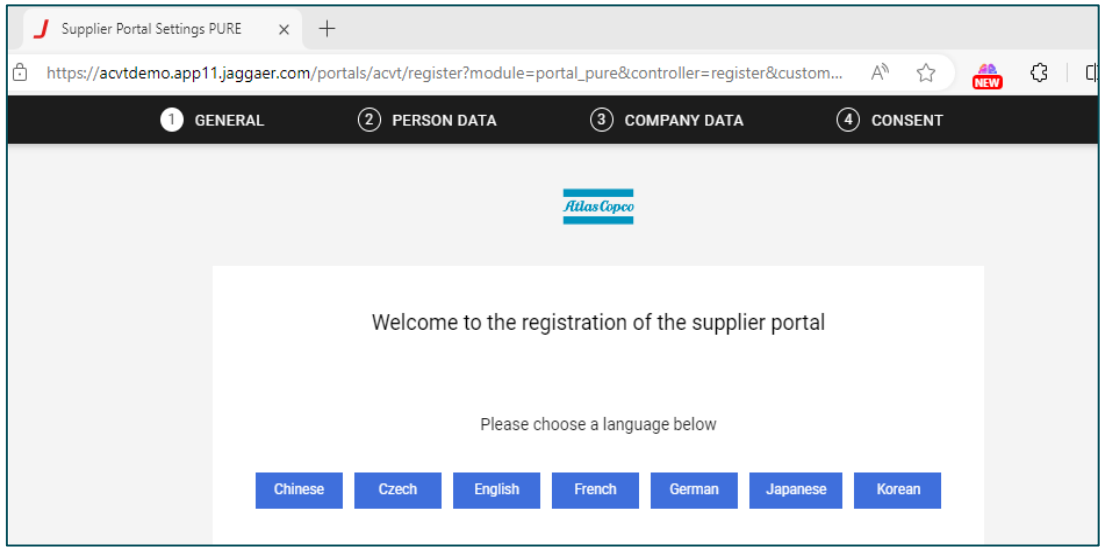
Supplier Registration

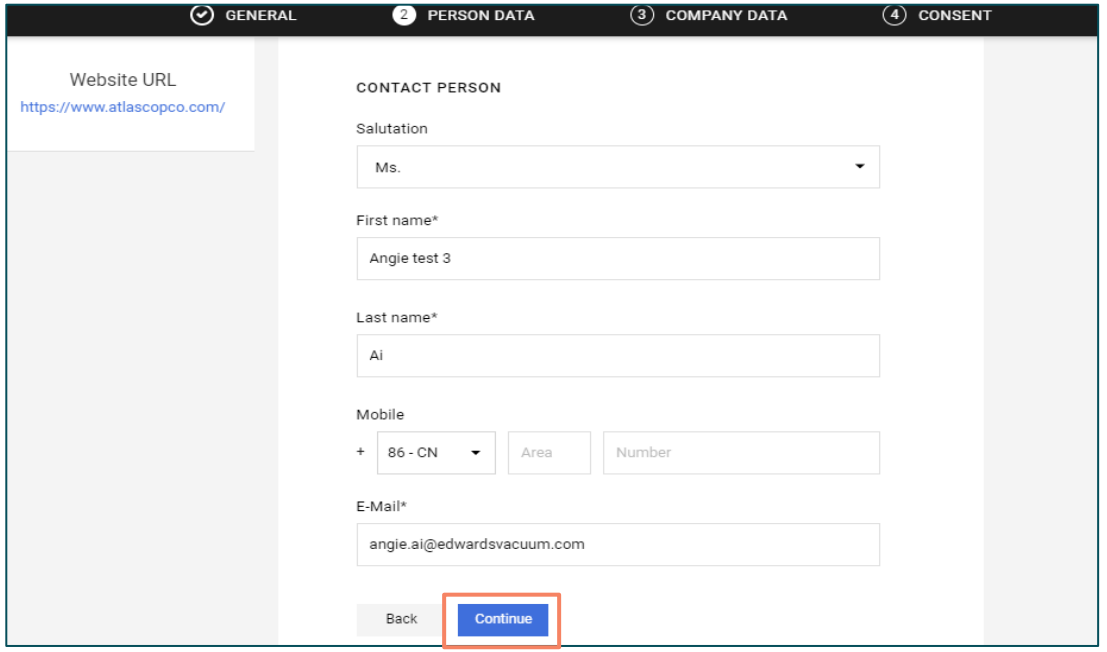
Basic information setting

- After AC Group user send the invitation, the supplier contact will get an invitation email automatically. The contact will need to follow the steps to finish the registration.

2. Select a language to continue



3. Check contact data and click Continue button



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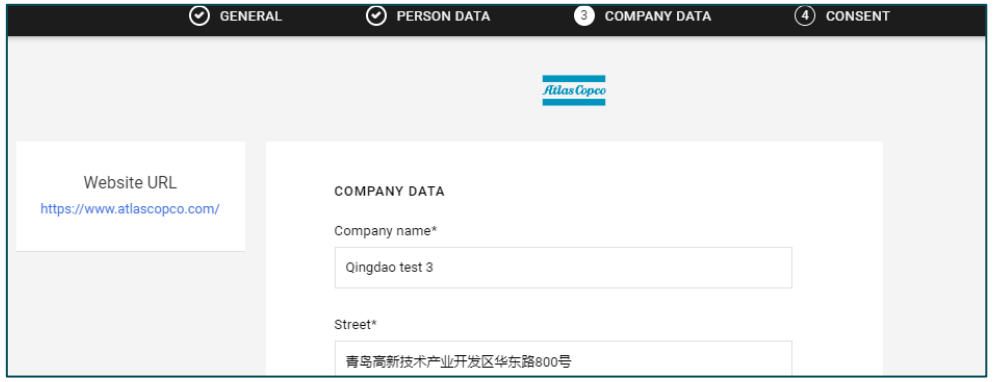
Supplier Registration

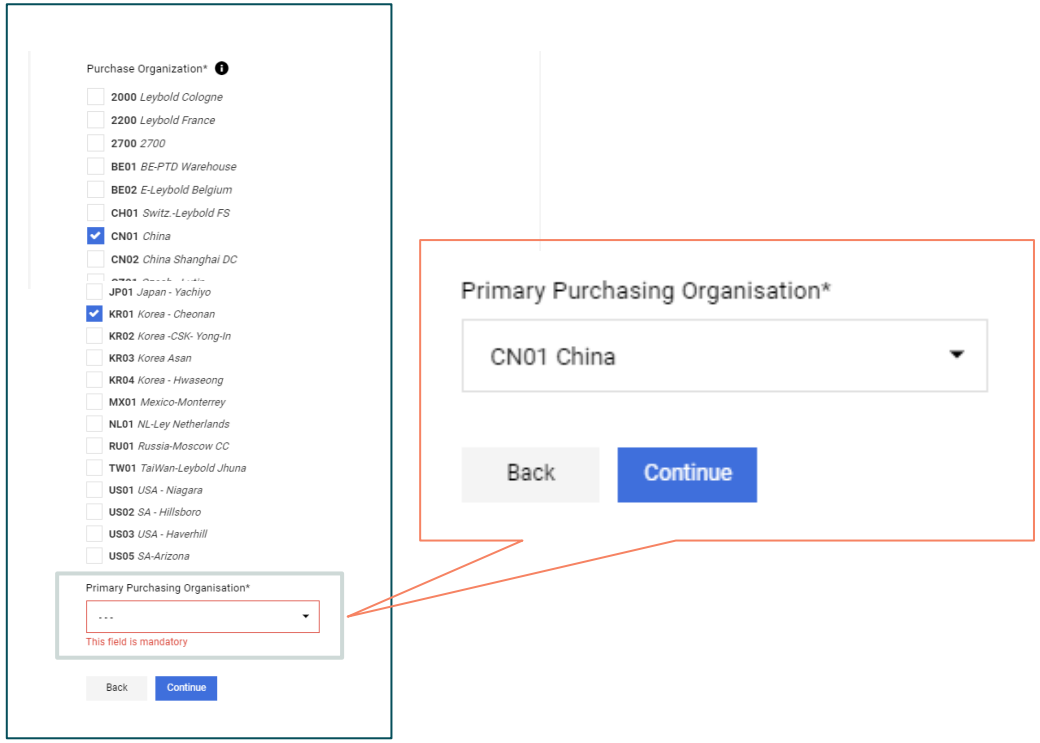
Basic information setting

- After AC Group user send the invitation, the supplier contact will get an invitation email automatically. The contact will need to follow the steps to finish the registration.

4. Check and complete the supplier company information



5. Choose Purchase organization and define a Primary purchasing organization, click on Continue

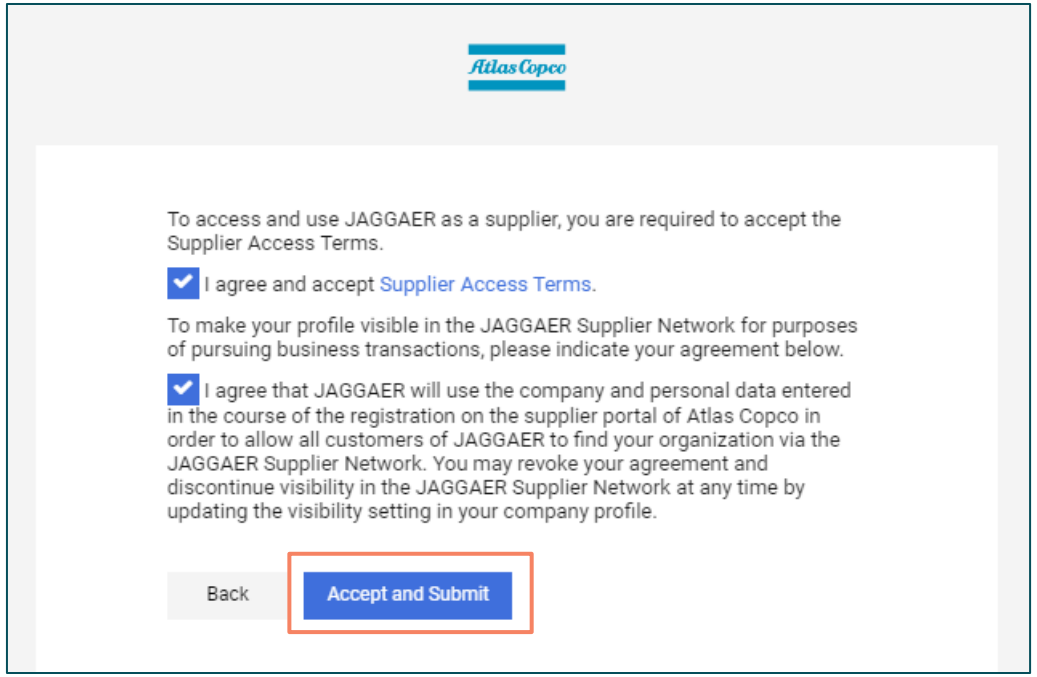


Supplier Registration

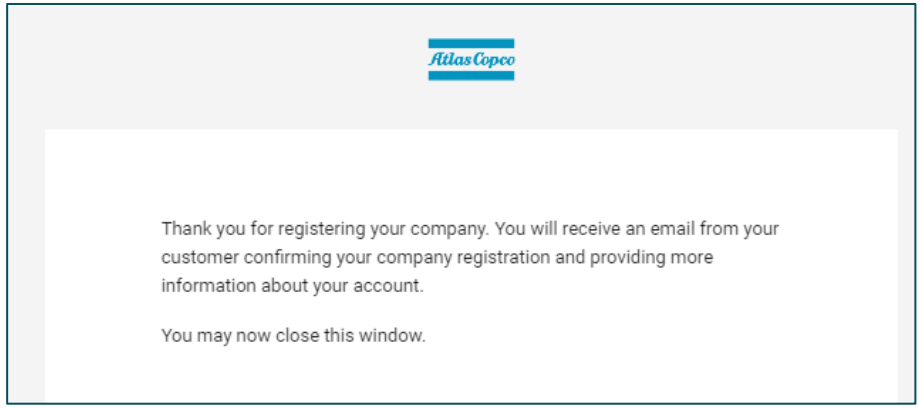
Basic information setting

- After AC Group user send the invitation, the supplier contact will get an invitation email automatically. The contact will need to follow the steps to finish the registration.

6. Accept and Submit



7. Register success confirmation



Login

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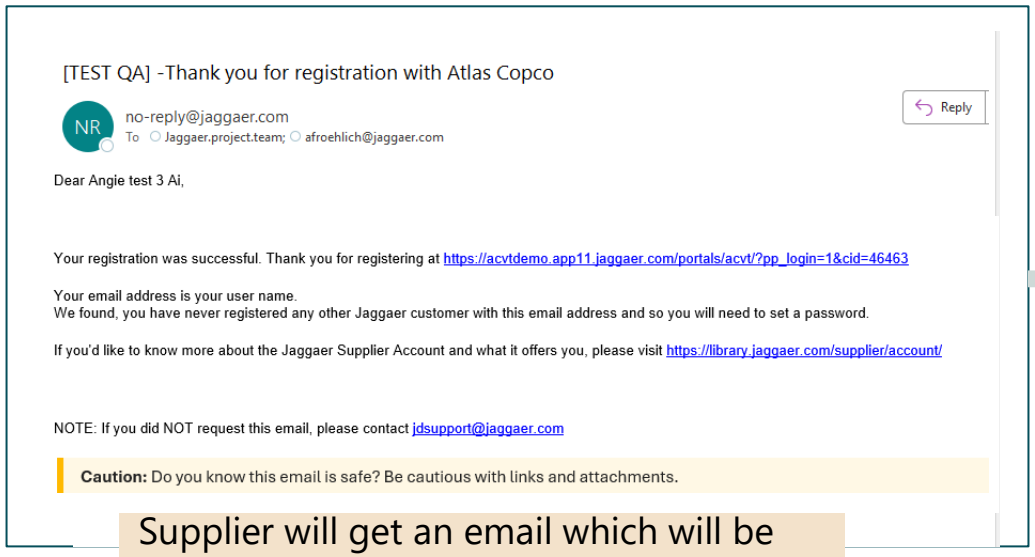
Supplier Login

Supplier Setting up password

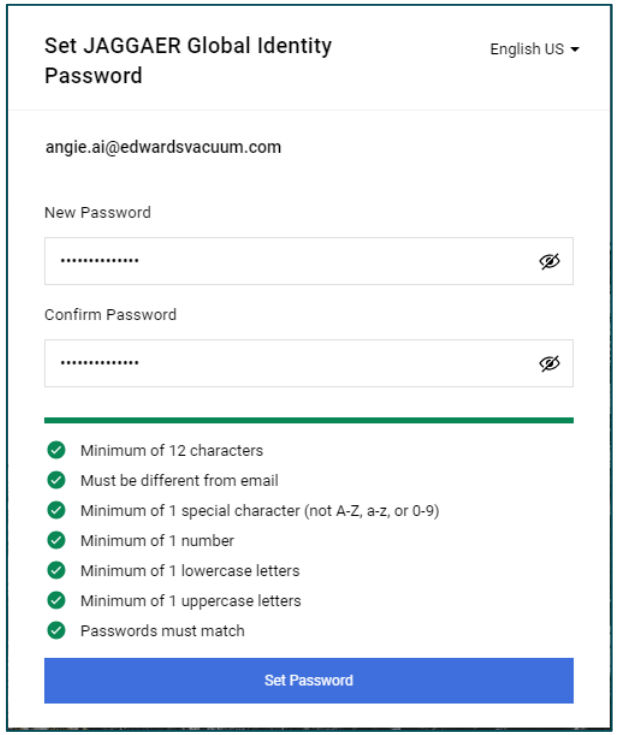
- After registration, supplier will get another auto email to be asked to set up the password

1. Click on the link in the email

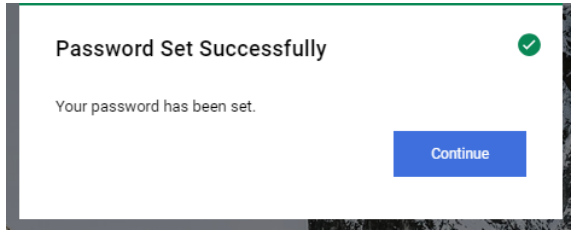


Supplier will get an email which will be required to reset the password within 72 hours

2. Following the rule and resetting the password



3. Password ret successfully



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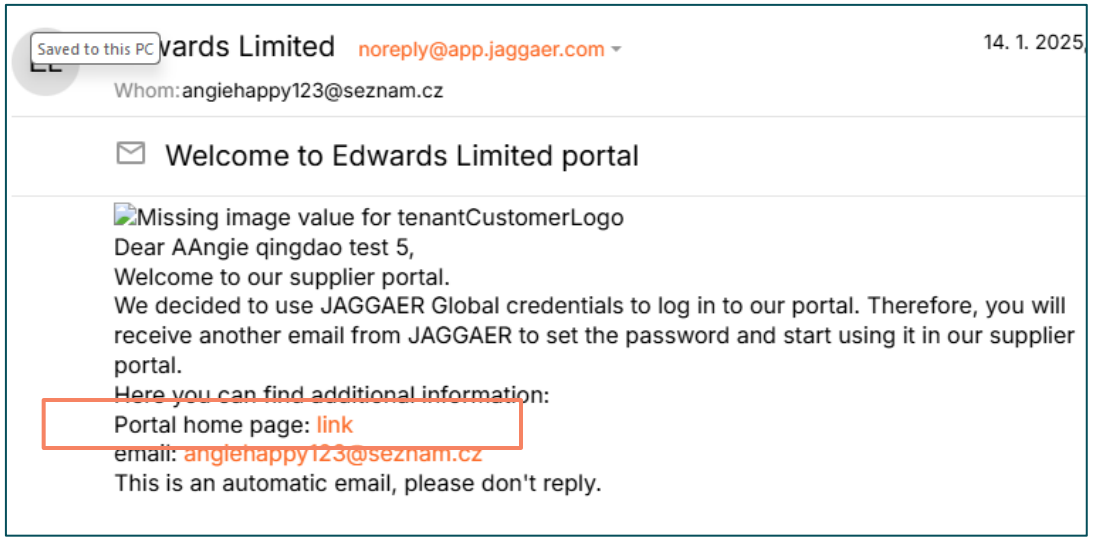
Supplier Login

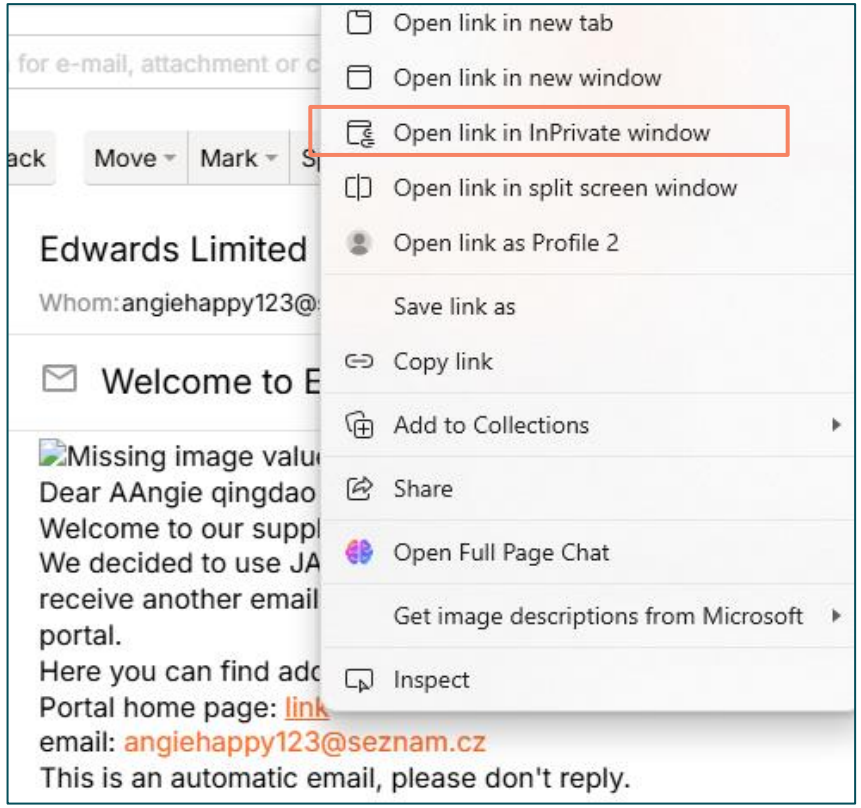
Login

- After setting up the password, the supplier contact can login with the supplier portal.

1. Use the link on the email “welcome to Edwards Limited portal”



2. Right-click on the link and open the link in InPrivate window



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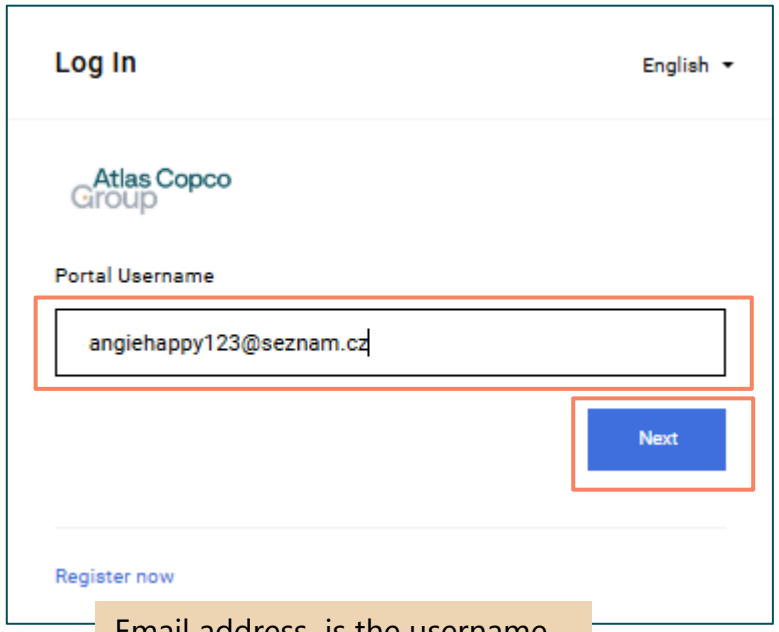
Supplier Login

Login

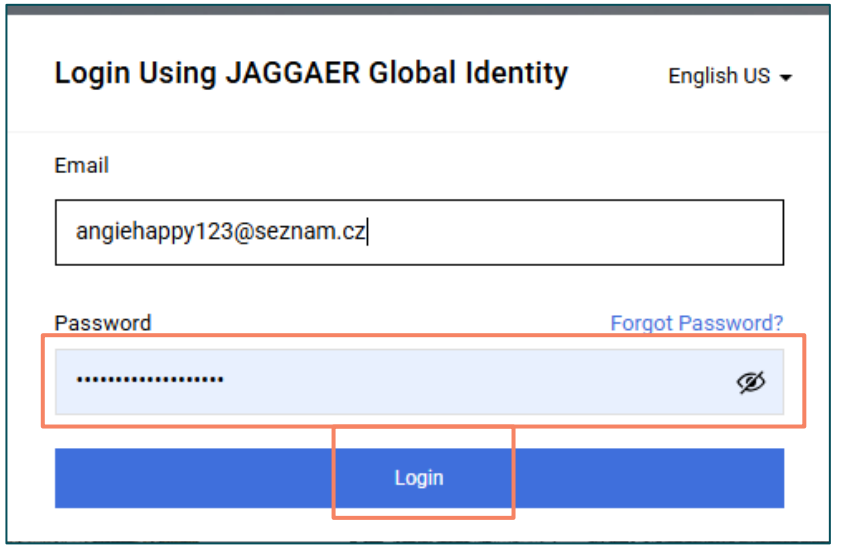
- After setting up the password, the supplier contact can login with the supplier portal.

3. Fill in contact email address and click on Next



Email address is the username.

4. Input password and click on Login



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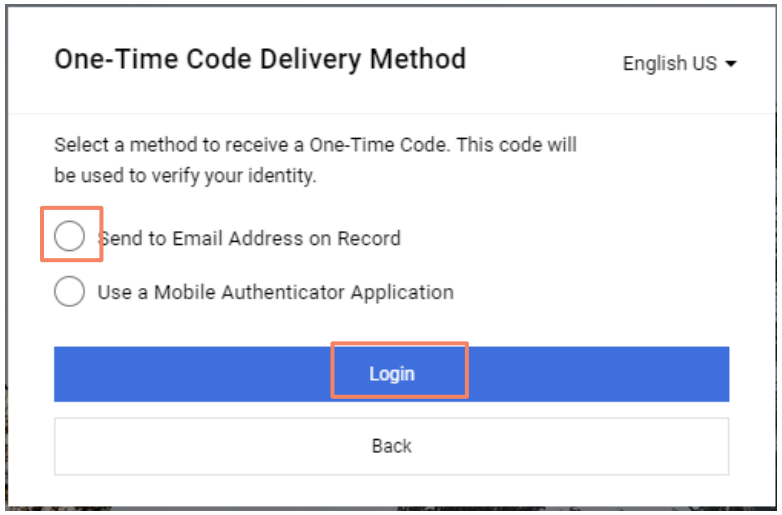
Supplier Login

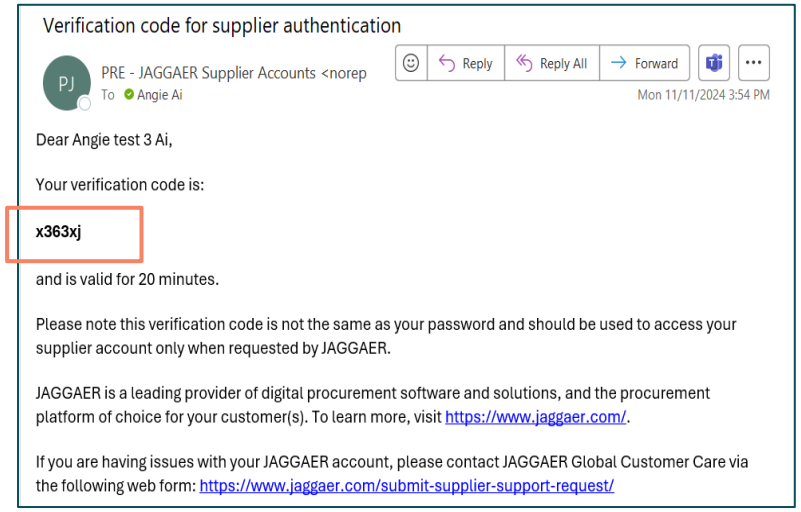
Login

- After setting up the password, the supplier contact can continue with login.

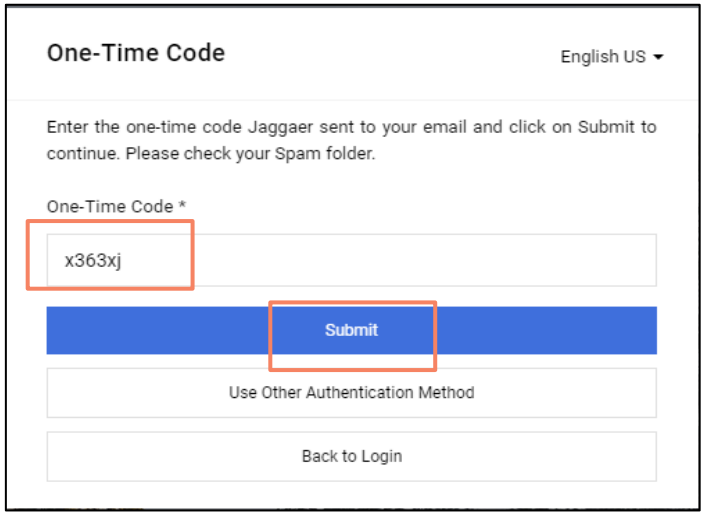
5. It requires a one-time code for security: Click on send to Email -> click on Login



6. Copy the one-time code received in the email



7. Enter the verify code and Submit



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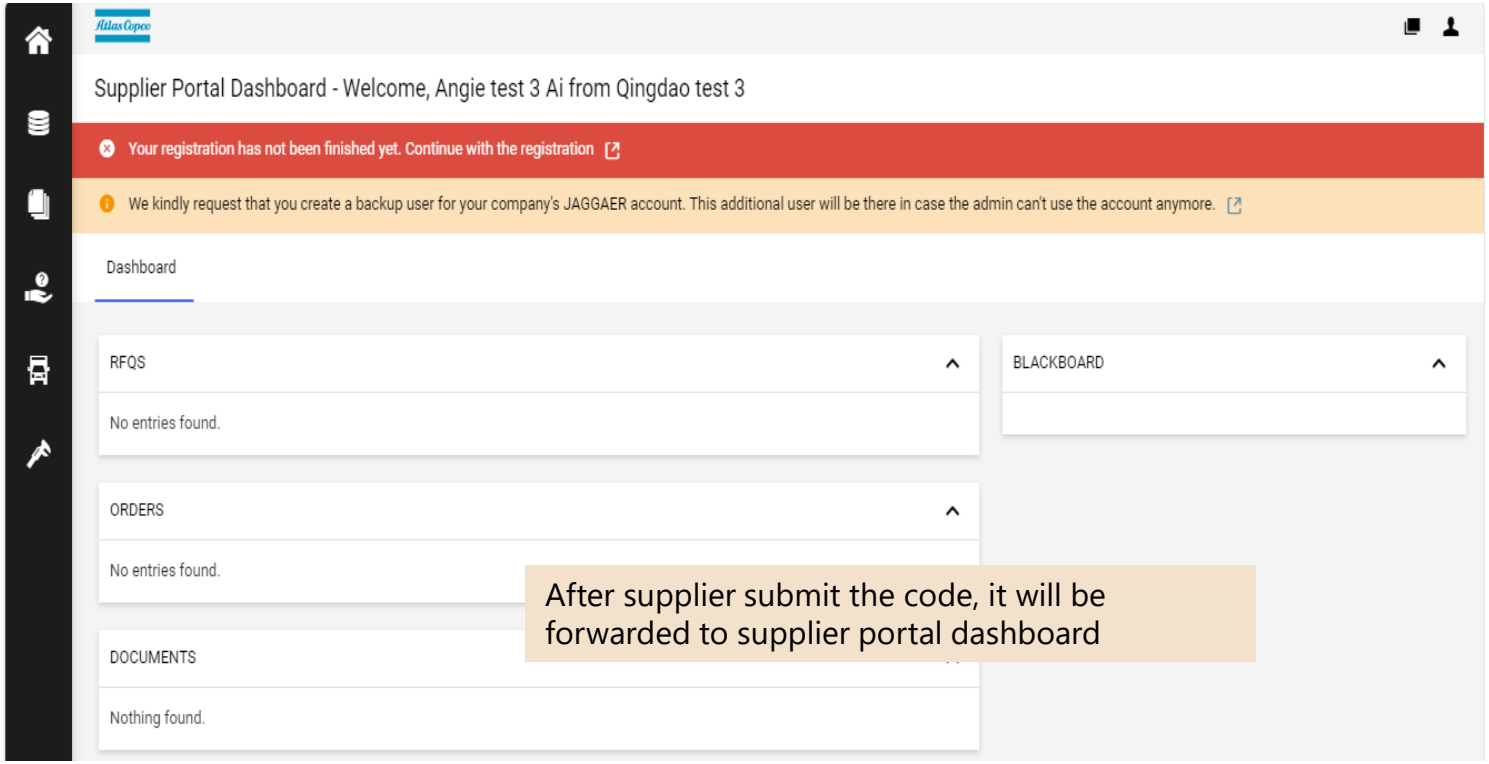
Supplier Login

Login

- After setting up the password, the supplier contact can continue with login.

8. Land in supplier portal dashboard



Supplier profile registration

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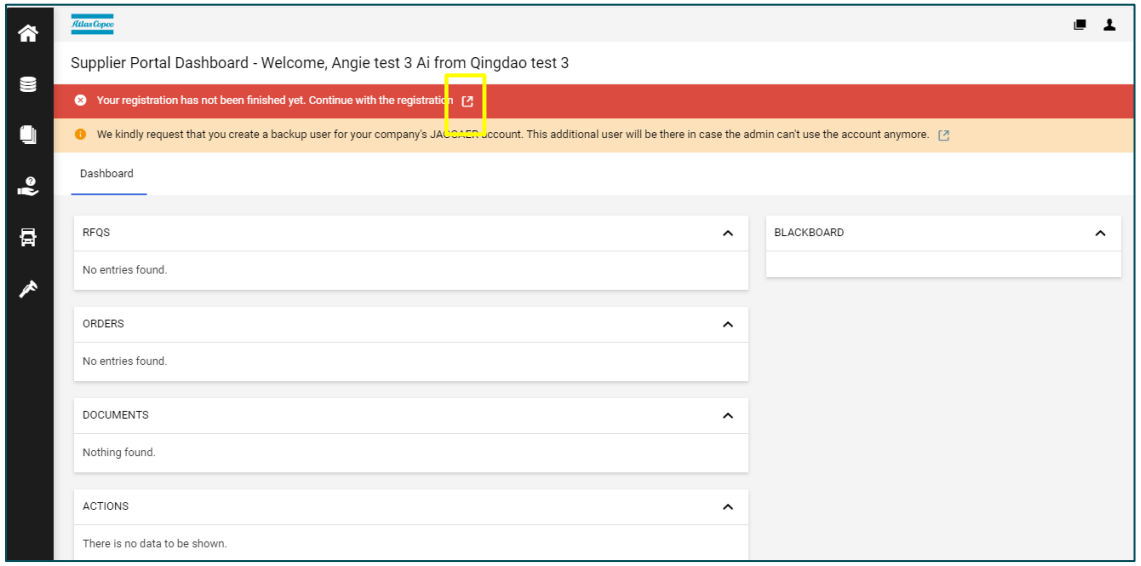
Supplier profile registration

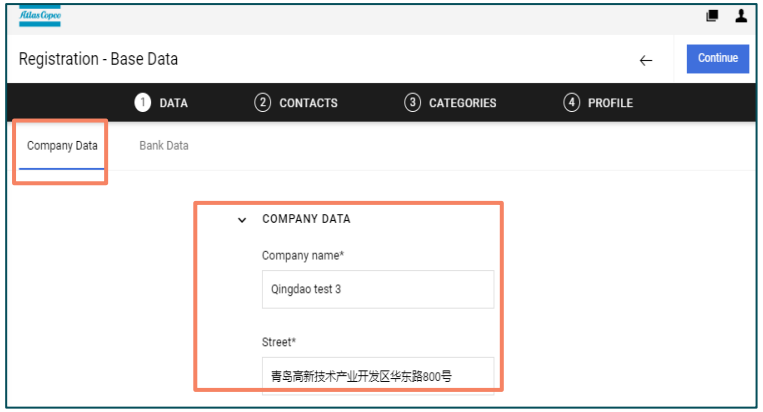
Supplier register with full information

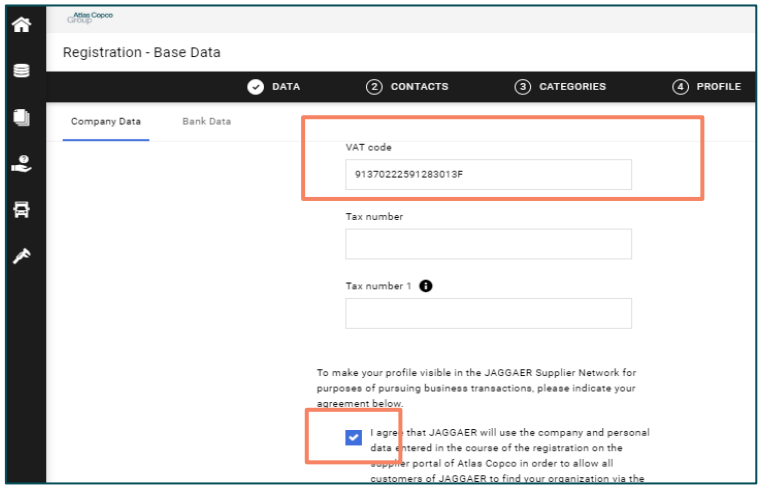
- After supplier login, the supplier will be required to continue with the registration.

1. Click on the icon to fill in company profile



2. Double check company information, add VAT code and click on Agree



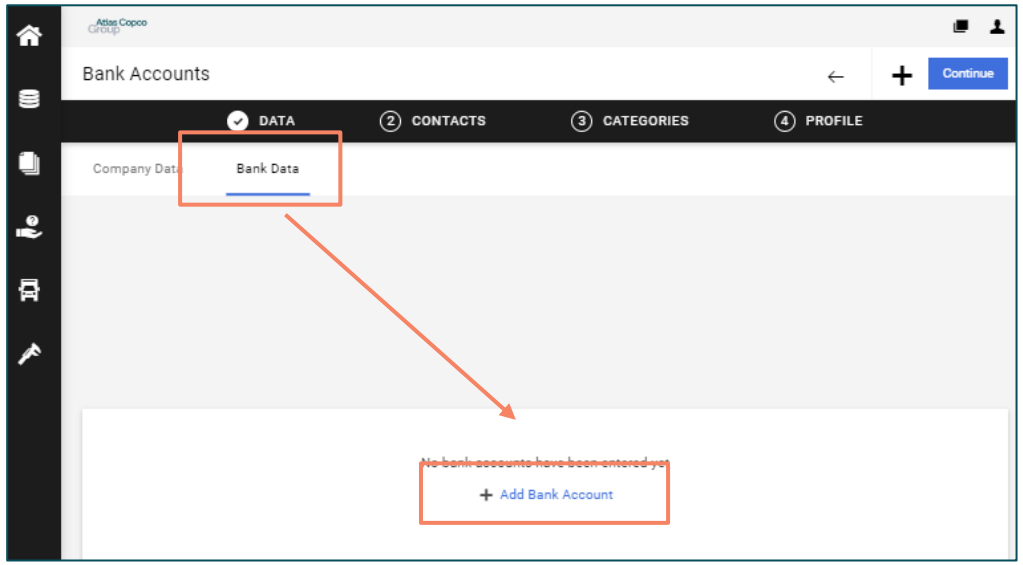


Supplier profile registration

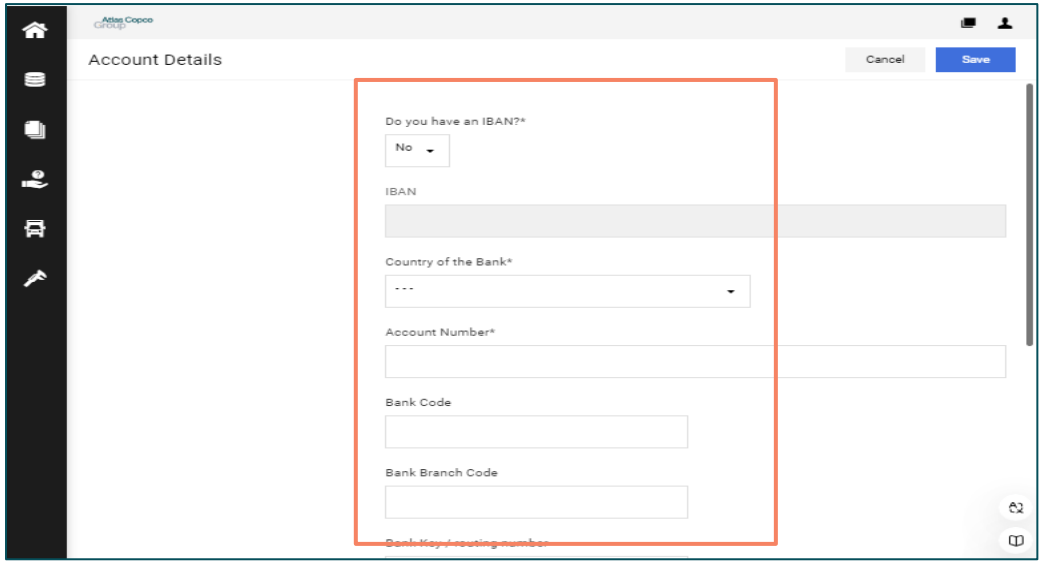
Supplier register with full information

- After supplier login, the supplier will be required to continue with the registration.

3. Click on Bank Data on the same page to add the bank account



4. Fill in information required

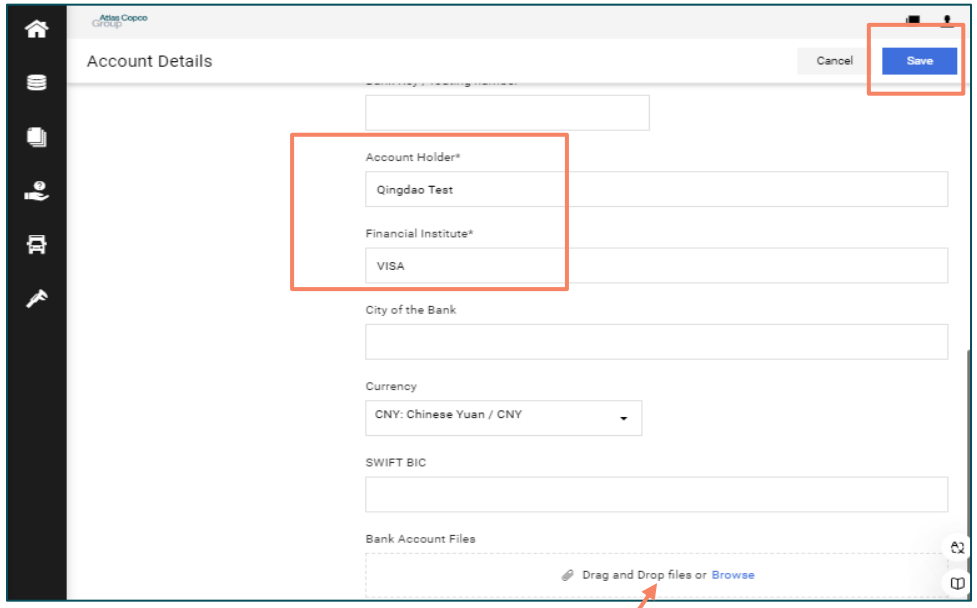


Supplier profile registration

Supplier register with full information

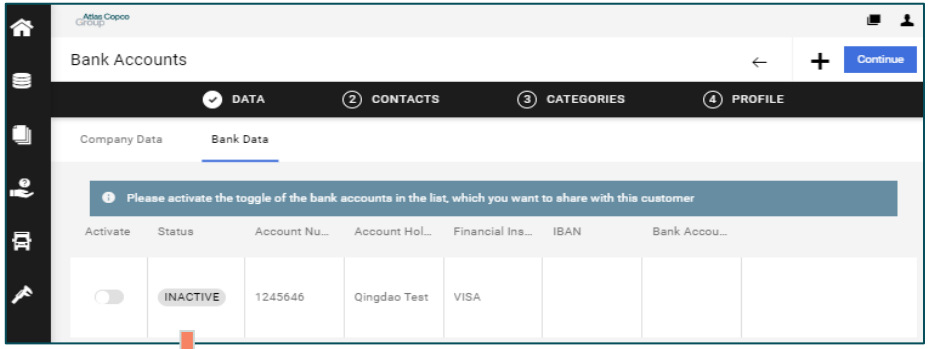
- After supplier login, the supplier will be required to continue with the registration.

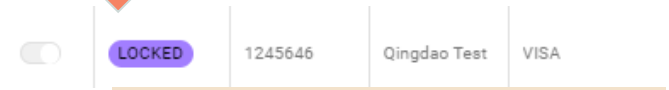
5. Fill in Account Holder and Financial Institute, then click on Save to continue.



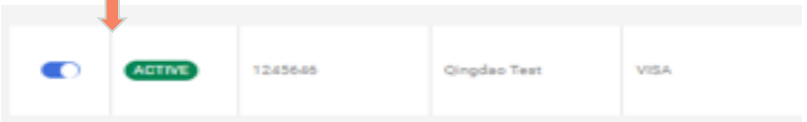
It's also possible to attach the Bank Account files

6. Active the bank information and be waiting for AC user's approval





Active the back information triggered a ticket in AC Group user side



After AC Group user side approve the ticket, it will turn to Active in Supplier portal

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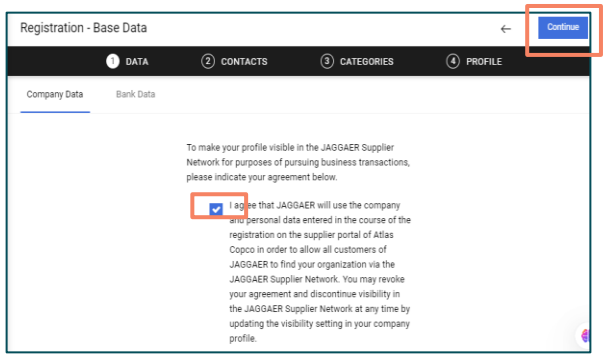
Supplier profile registration

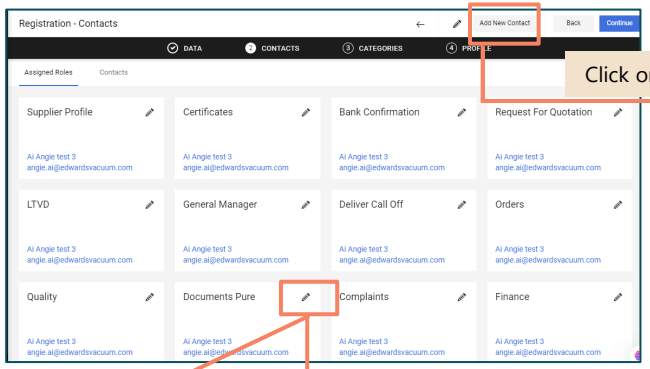
Supplier register with full information

➢ After supplier login, the supplier will be required to continue with the registration.

7. Back to Company Data page -> Click agree -> Click continue



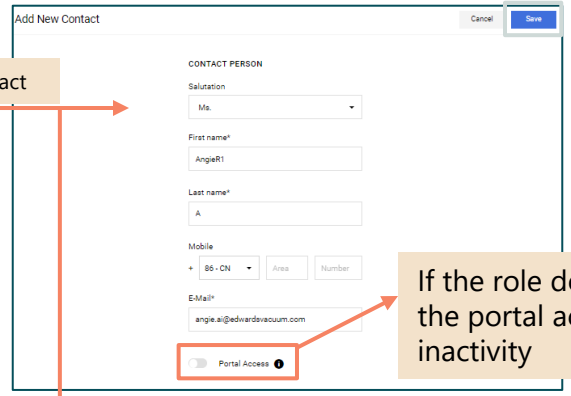
8. Add and Set up the contact for each role



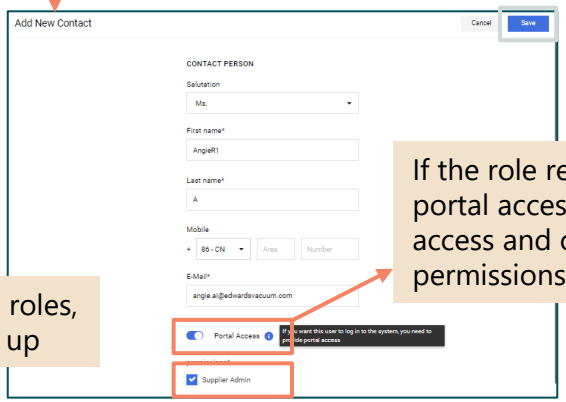
Click on Add new contact

Click on Edit icon

9. Fill in information required and click on Save

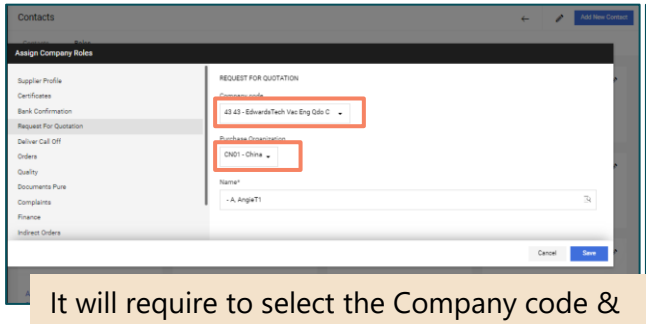


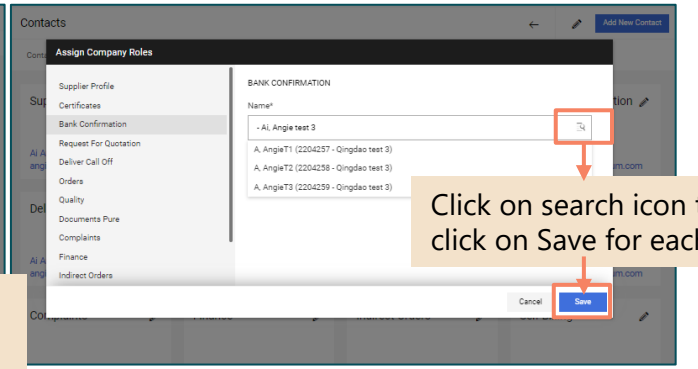
If the role does not require the portal access, leave this inactivity



If the role requires the portal access, activity the access and click on Admin permissions(Mandatory)

10. Select the contact for each role





Click on search icon to set up roles, click on Save for each setting up

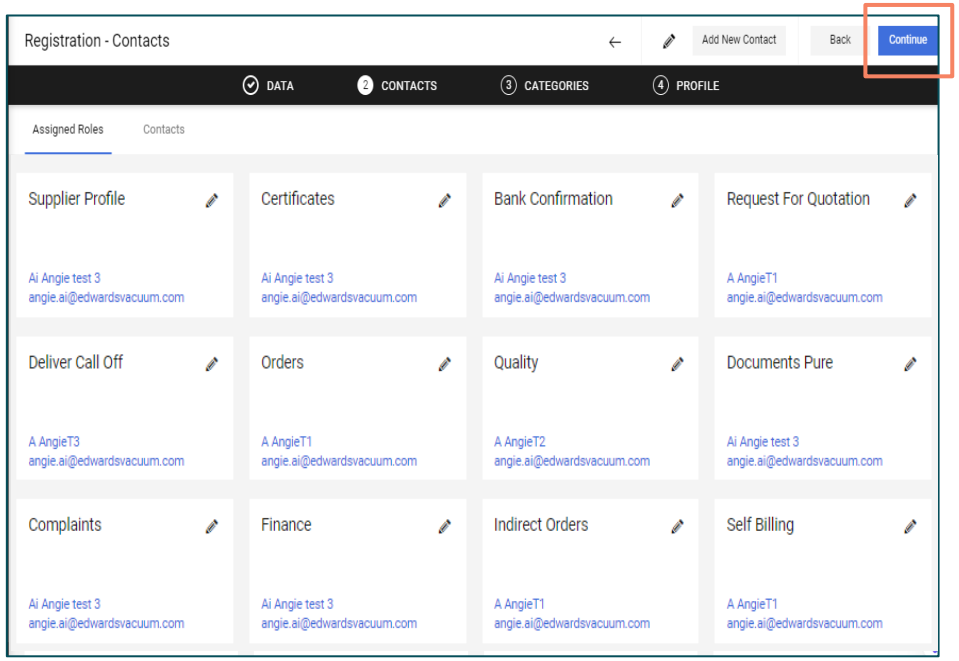
It will require to select the Company code & Purchase Organization for Request For Quotation & Orders & Quality

Supplier profile registration

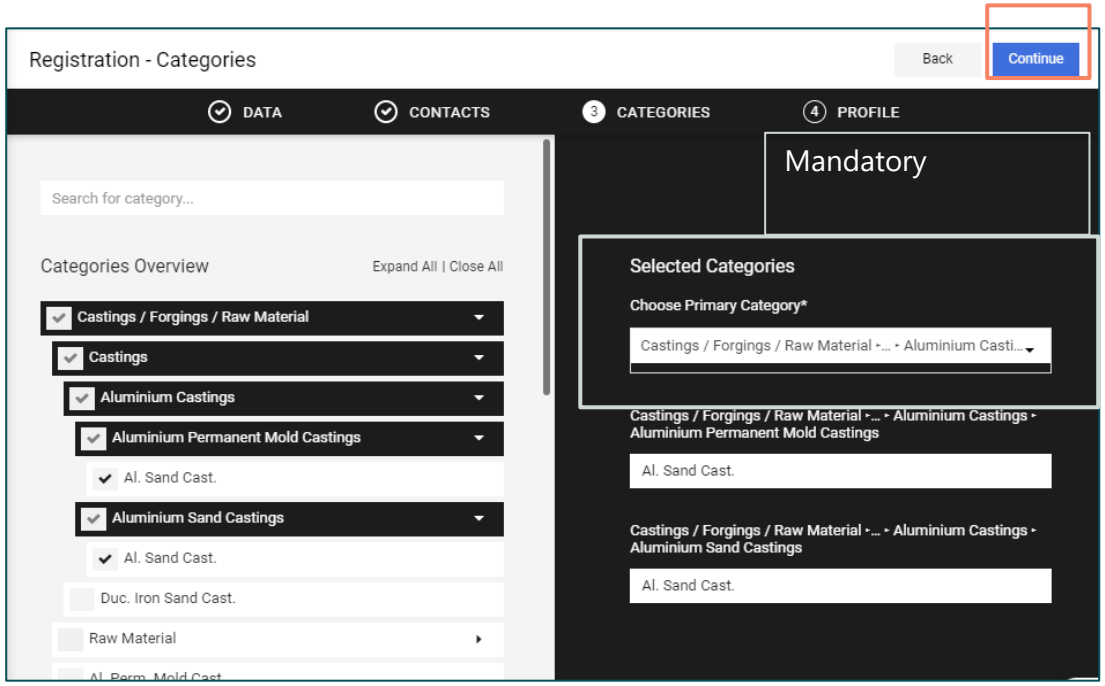
Supplier register with full information

- After supplier login, the supplier will be required to continue with the registration.

11. After set up for each role -> Click on continue



12. Set up Categories -> Click on continue



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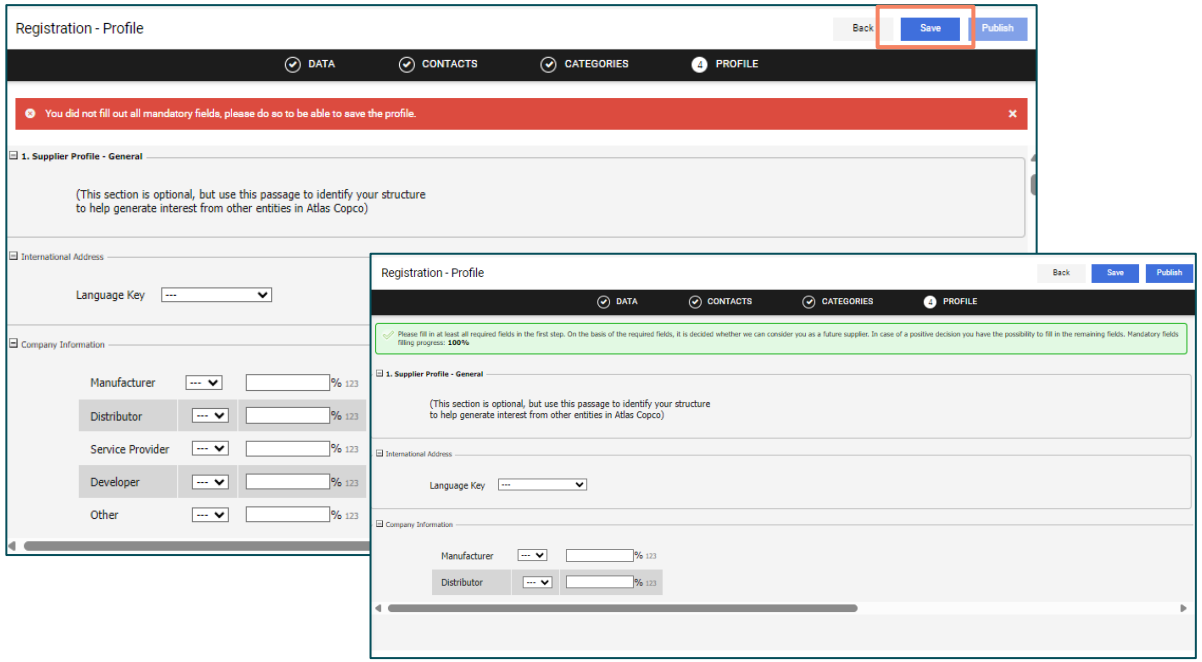
Supplier profile registration

Supplier register with full information

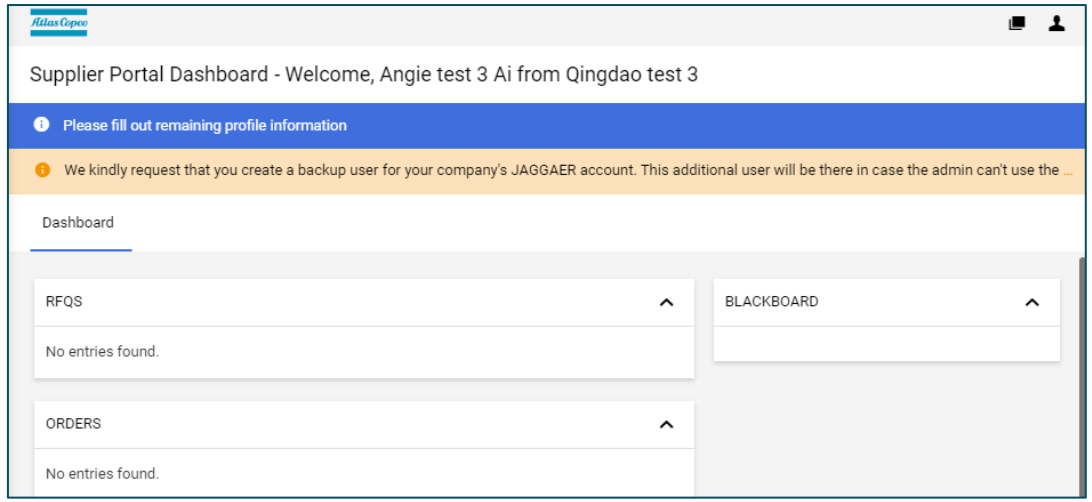
➢ After supplier login, the supplier will be required to continue with the registration.

13. Next step is to complete the supplier profile, fill in all mandatory fields required, click on **Save** and **Publish** to publish the profile, click on Ok to confirm



You can check for the mandatory items by clicking on Save button. And after all mandatory items be filled in, the Publish button will be activated by click on Save

14. After publish it will be forwarded to the supplier portal dashboard. Supplier will need to be waiting for AC Group purchasing organization's approval



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Technology that transforms the future