



Quick Guide LEIFHEIT supplier portal

date: 10.01.2020



I'm already a supplier for JAGGAER Direct

General company data

Company name*:

Street*:

Zip code*:

City*:

Country*:

Currency*:

Telephone*:

Fax:

Homepage:

D-U-N-S:

Contact person data

Salutation*:

First name*:

Last name*:

Telephone*:

Fax:

Mobile:

E-Mail*:

Loginame*:

I agree that JAGGAER uses the data, entered in the course of the registration on the supplier portal of LEIFHEIT AG, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of JAGGAER Direct to have access via the JAGGAER Supplier Network.
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

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

Do you already have a JAGGAER Direct software account? Then please use the checkbox above and log in.

You do not have an account? Then please fill in the registration form with your company data. Mandatory fields are marked with "*". Telephone and fax numbers must be filled in as follows:

Country

Area Code

Extension

e.g. +49 / 2604 / 977-0

Please select a personal login name under "Login name" with which you want to log in to the supplier portal in the future. It is recommended to use a combination of first and last name or a company ID. Since each login name in our supplier portal must be unique, you may have to adjust the name (e.g. max.mustermann1).

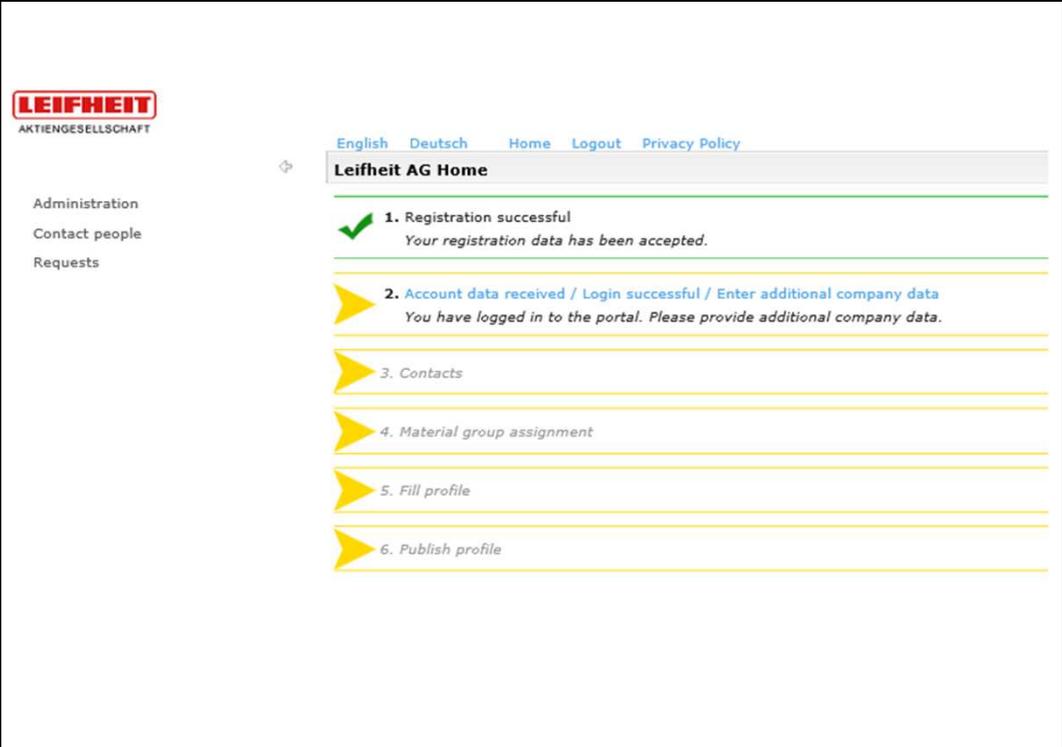
Confirm the checkbox and click on the "Check data" button. Should an error occur, e.g. if the login name has already been assigned, you will now receive information about this. If your entries were successfully checked by the system, you can transfer the information to the system with the "Send" button.

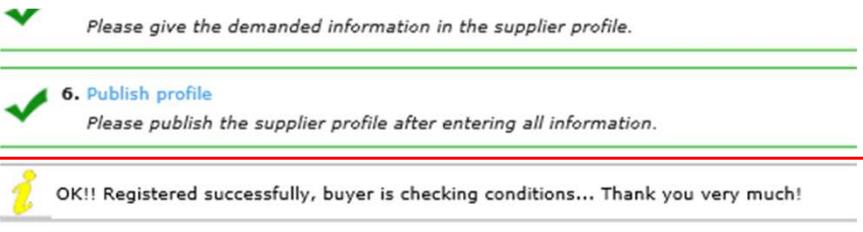
You will then receive an email with a link that you can use to enter your company data. In this mail you will also find your initial password for the supplier portal, which must be changed the next time you log in. If you have not received an email, please check your spam folder.



<p>Dear [redacted]</p> <p>thank you for your registration!</p> <p>You can log in using the following link: [redacted]</p> <p>Username: [redacted] Password: [redacted]</p> <p>Please fill in all additional required data to complete the registration process.</p> <p>Kind regards</p>	<p>In the systemically generated email you will find a link that you should follow.</p> <p>Now enter the user name and your initial password given by the system.</p>
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<p>Change Password</p> <p>Your password has expired. Please change it now</p> <p>Old password <input type="password"/></p> <p>New password <input type="password"/></p> <p>Confirm password <input type="password"/></p> <ul style="list-style-type: none">✘ 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 <p>Password forgotten? <input type="button" value="Save"/> <input type="button" value="Reset"/></p>	<p>Then change your password. Please follow the rules for the creation of your new password. These restrictions serve the security of your account.</p>
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	<p>Please follow the registration steps and gradually enter your data.</p> <p>As soon as you have successfully processed a step, please save</p>  <p>and edit the next step.</p> <p>At point 4, select the material group that you would like to offer as a supplier. You can also select several material groups for this (square checkbox). However, only one main material group (round checkbox) can be selected.</p> <p>In step 5, enter the complete information about your company. Required fields are marked with „*“.</p>
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	<p>Once you have entered all the data, save it and - VERY IMPORTANT - PUBLISH your profile by clicking on the corresponding button.</p> <p>Your application will be sent to the appropriate purchaser.</p> <p>The purchaser checks your profile and gives you feedback via the system. You will receive this in form of an email.</p>
	<p>If your profile comes into consideration, the purchaser may ask you to provide further information with this email. Please follow the link of the mail again, enter your detailed information and publish it again.</p> <p>If your data has been entered correctly and your profile fits our needs, we hereby congratulate you as a potential supplier for the LEIFHEIT AG!</p>



Thank you very much. If you have any questions, please send an email to:
einkauf@leifheit.com

Your purchasing team,
LEIFHEIT AG