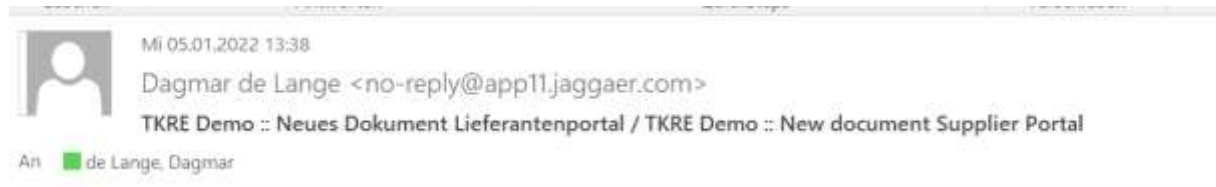


# Document Approval Exchange via the thyssenkrupp rothe erde SRM system (Jaggaer)

This handout describes how suppliers can receive documents from thyssenkrupp rothe erde via the SRM System (Jaggaer).



1. Once you received an e-mail stating that you have been sent a document, login to Jaggaer.  
<https://app11.jaggaer.com/portals/tksp/login#home/dashboard/1046990>

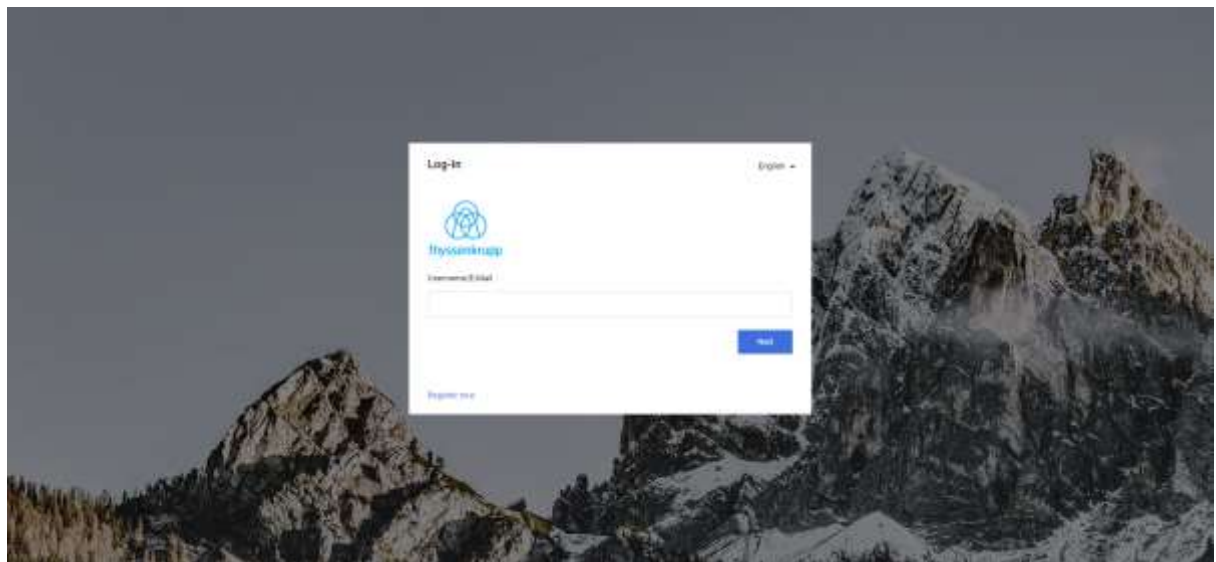


Dear Ms./Mr. de Lange,

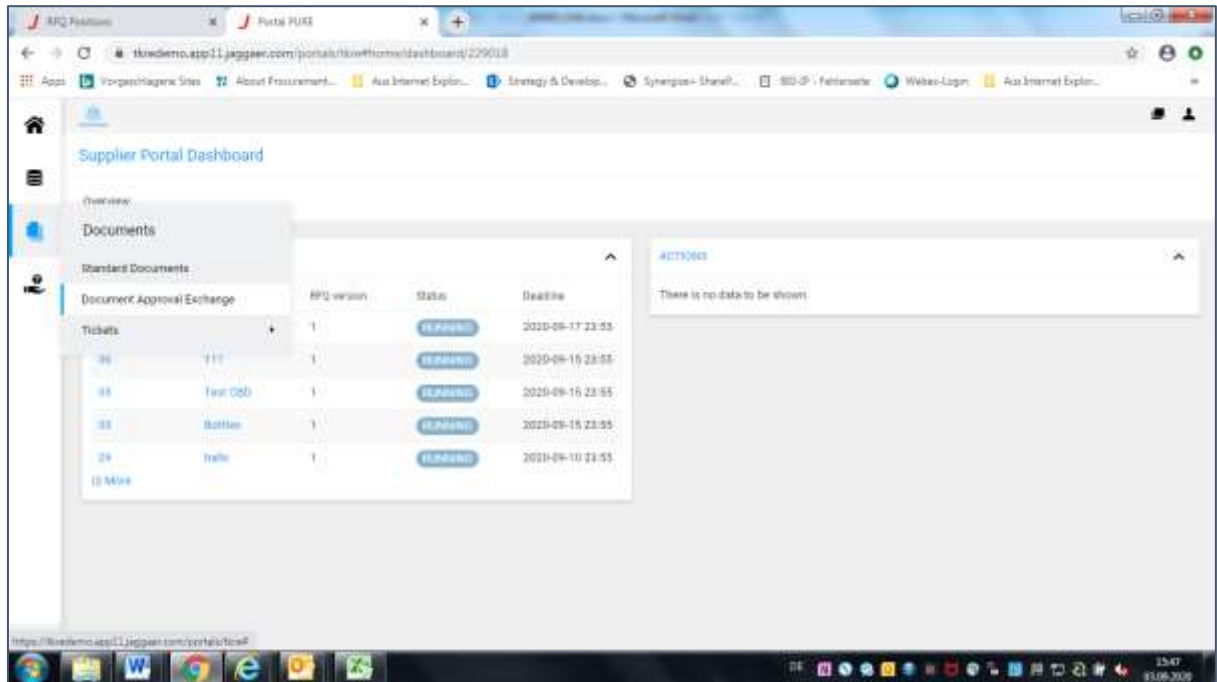
There is a new document Code of Conduct available on the portal.  
Please review the document and take action.  
You can access your documents in the portal under "Documents".

Best regards,  
Your Supplier Portal

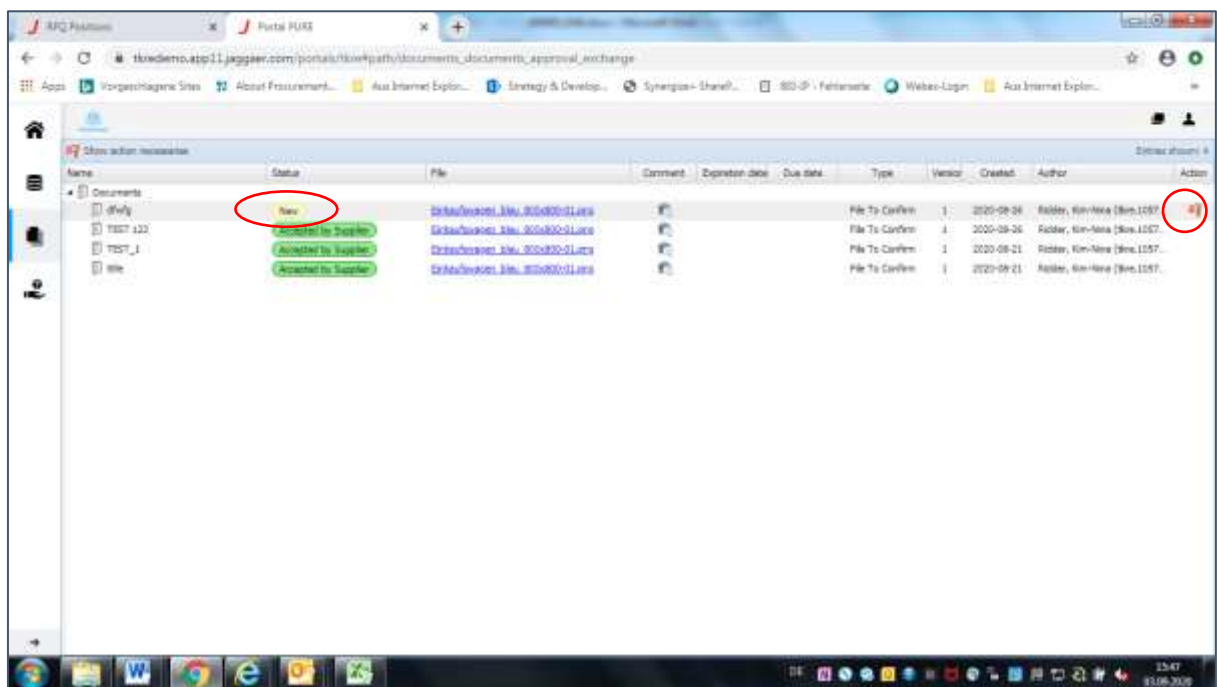
2. Type in your credentials and login.



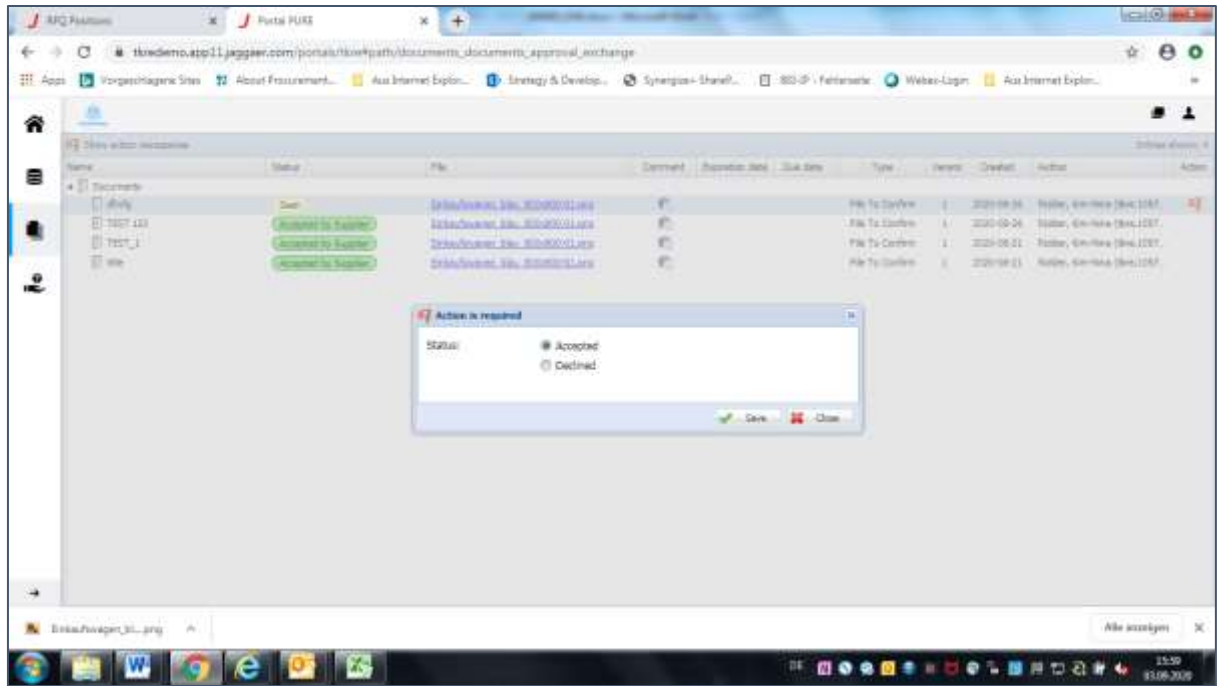
3. From the menu bar navigate to the Document Approval Exchange Module.



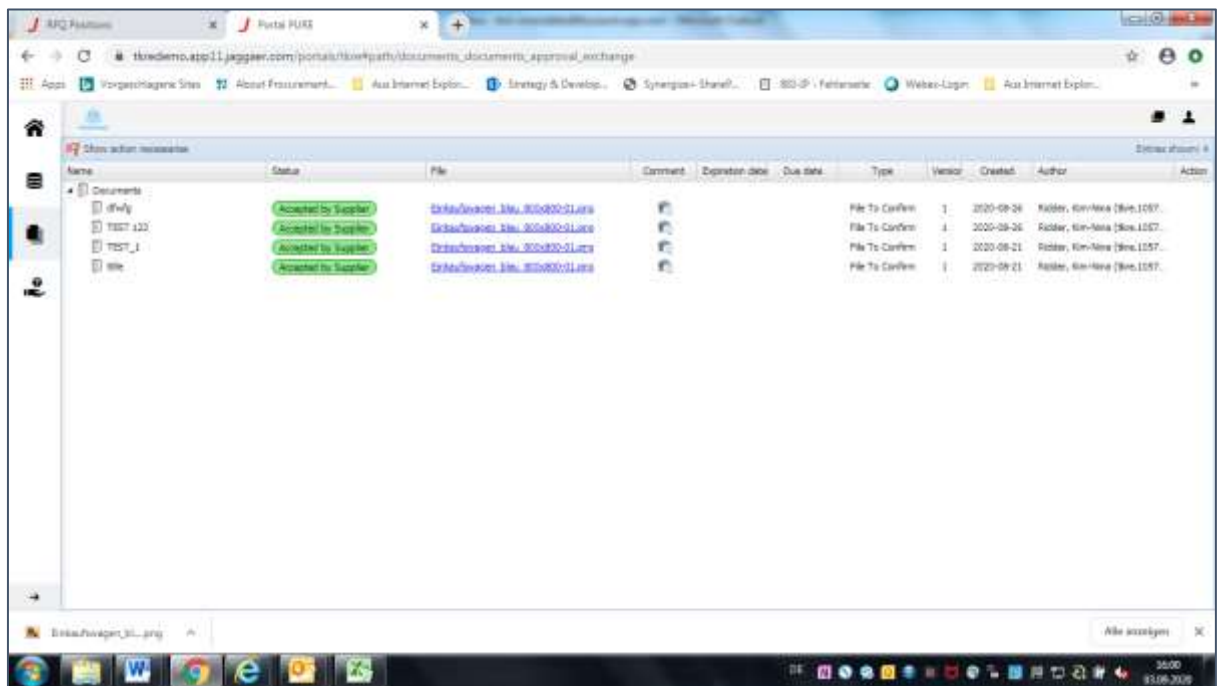
4. Click on the document to open it. In this example, we chose to showcase the document type 'file to confirm', which requires an action on your side: Accept or Deny. To do so click on the red flag.



- Once you have clicked the 'flag' a new window will open and you are asked to accept or decline the file. Once you have selected the status, click on save.



- The status of the document will change to green.



There are three more types of documents that can be provided to you:

- Simple file: a document has been provided to you to read: please open and read it
- Request: thyssenkrupp rothe erde requests you to provide a document. Please upload the document / file that is requested from you.
- File and Upload: thyssenkrupp rothe erde has sent you a document and wants you to upload a document as a response. Please upload your document to close this request.

thyssenkrupp rothe erde

thyssenkrupp rothe erde Germany GmbH  
Tremoniastraße 5-11  
44137 Dortmund, Germany  
P: +49 231 186-0  
[www.thyssenkrupp-rotheerde.com](http://www.thyssenkrupp-rotheerde.com)