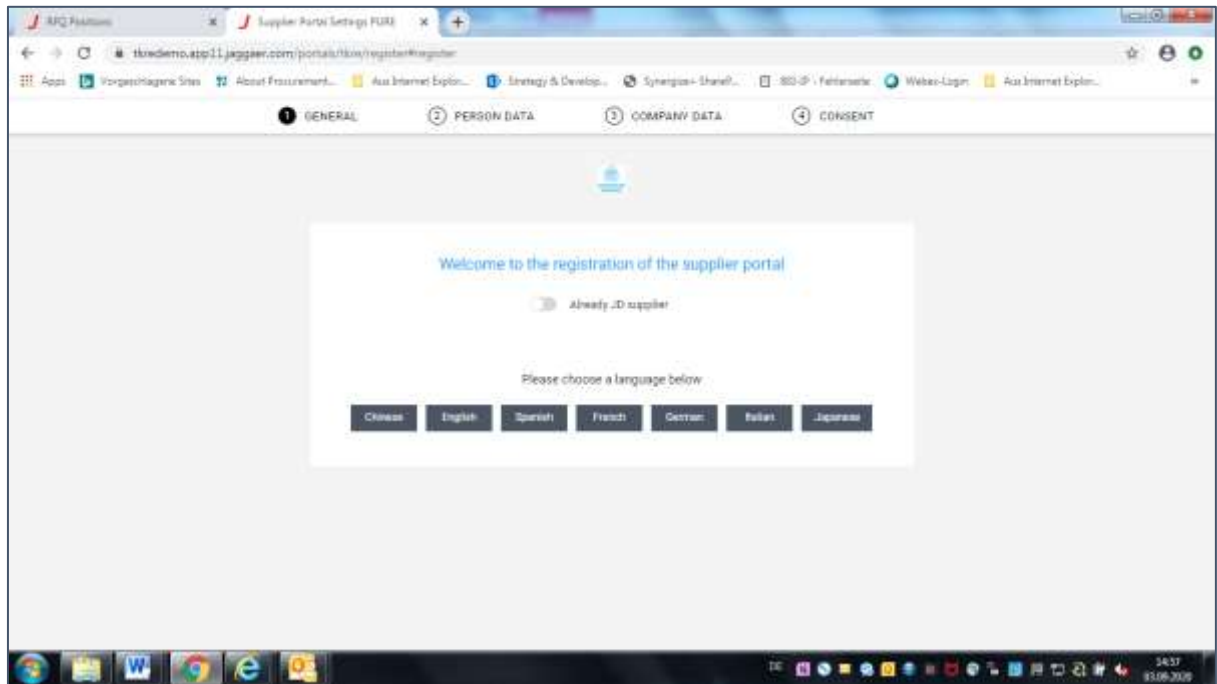


First login at the thyssenkrupp rothe erde SRM system (Jaggaer)

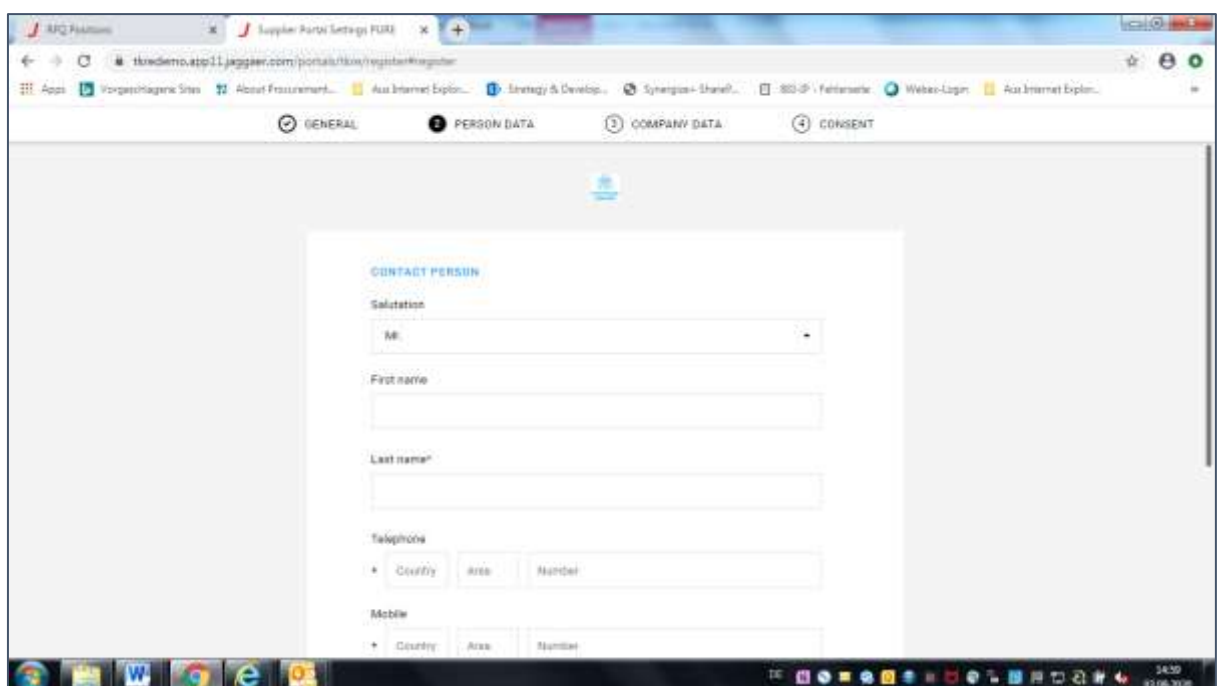
This handout describes how suppliers can login for the first time at the thyssenkrupp rothe erde SRM System (Jaggaer) as well as how to change the password.



1. Click on the link in the invitation e-mail or use the link from our website. Both options will end up on the same landing page. This process will take approximately 20-30 min.
First, select the language in which you would like to continue.



2. Next, please fill in general information, like personal data, company data and our consent form.



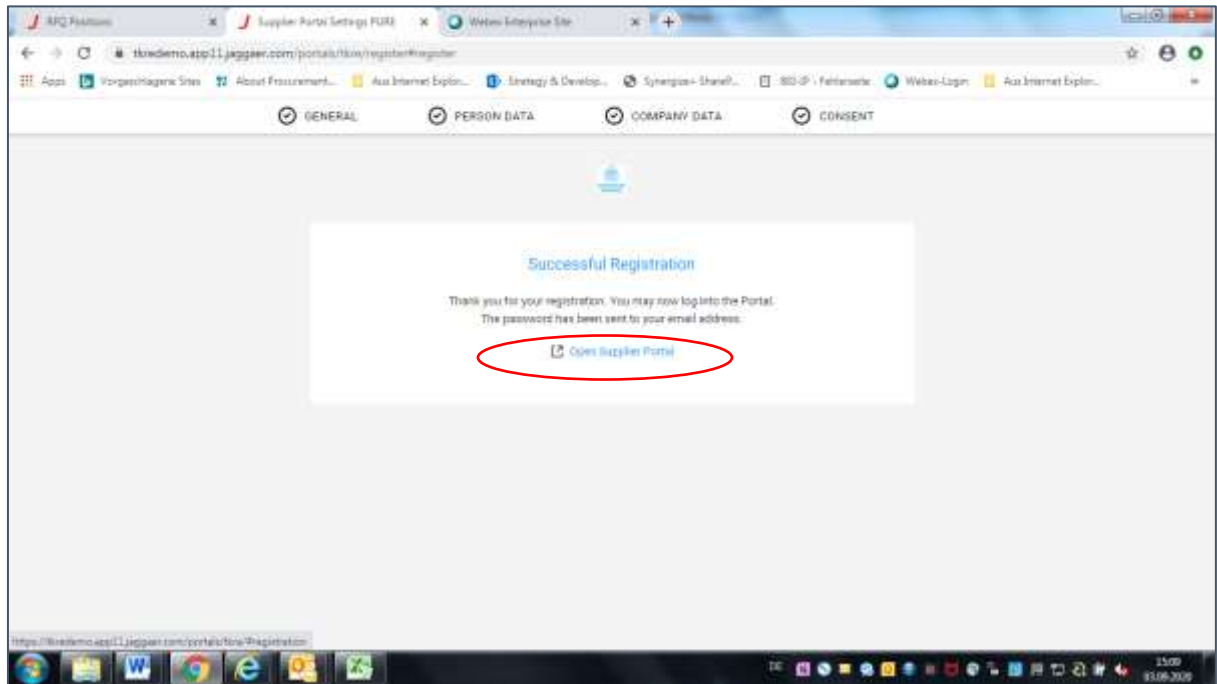
3. Please select the purchasing organizations (e.g. locations) that you work or would like to work with. Please also select the main purchasing organization as the primary contact point.

The screenshot shows a web browser window with the URL <https://tkredemo.asp11.jaggaer.com/portals/tksw/register/#register>. The page has four tabs: GENERAL, PERSON DATA, COMPANY DATA, and CONSENT. The 'COMPANY DATA' tab is active. Under the heading 'Purchase Organization*', there is a list of countries with checkboxes. The first item, '0001 Germany', is checked. Other items include '001010 China, Xuzhou (XAGZ)', '001012 China, Xuzhou (XAGM)', '001018 India', '001240 Slovakia', '001260 Brazil', '001277 Japan', '001280 CN', '001282 USA', '001284 Italy', '001285 France', '001286 China, Qingdao', and '001287 Spain'. Below this list, the 'Primary Purchasing Organization*' is set to '0001 Germany'.

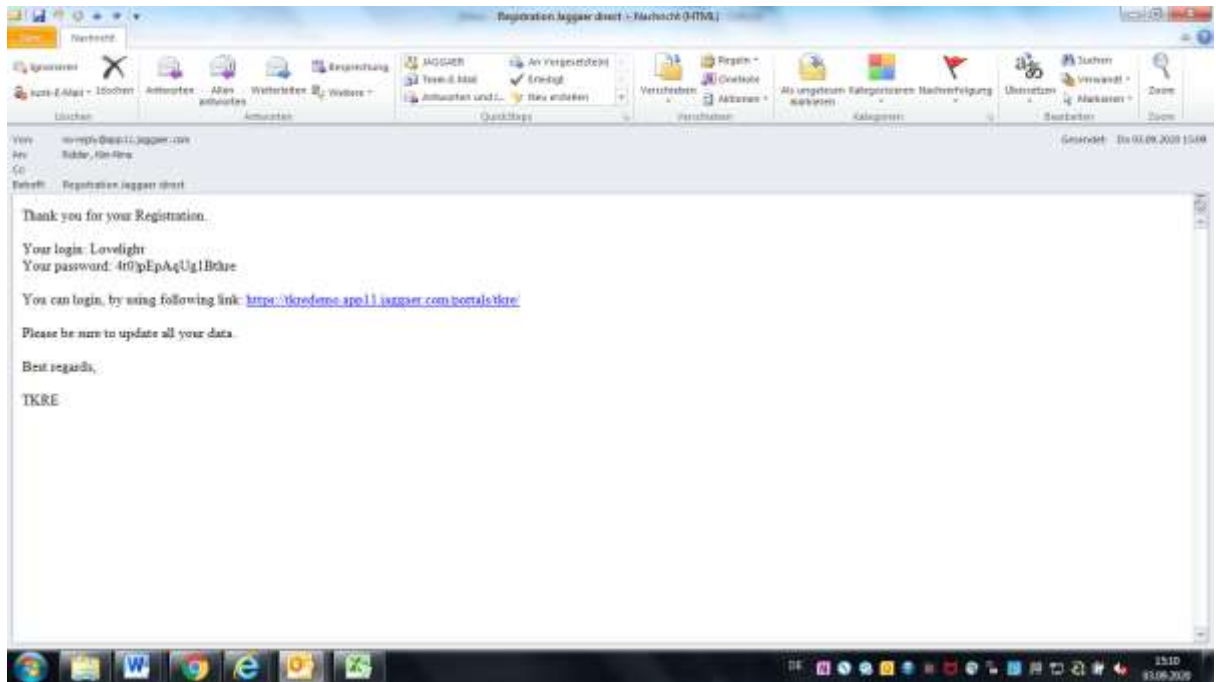
4. Please accept and agree to the general data protection regulation and click on accept and submit to proceed.

The screenshot shows the 'CONSENT' tab of the registration form. It features a 'Dear Supplier' heading and a paragraph explaining the GDPR requirements. Below this, there is a link to the 'Service Privacy Policy'. A paragraph instructs the user to accept the policy by clicking the 'Accept' button. Two checkboxes are present, both circled in red. The first checkbox is labeled 'I agree to all terms and conditions Service Privacy Policy'. The second checkbox is labeled 'I agree that JAGGAER uses the data, entered in the course of the registration on the supplier portal of TR Rotke Erbs GmbH, 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.' Below the checkboxes are 'Back' and 'Accept and Submit' buttons.

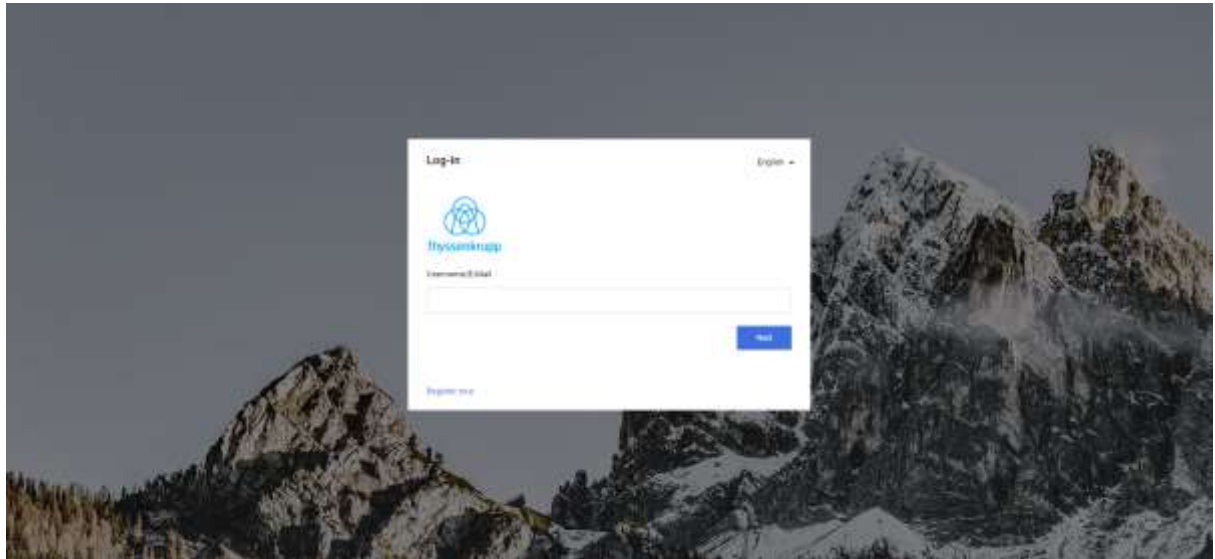
5. Next, you can open the supplier portal by following this extension:



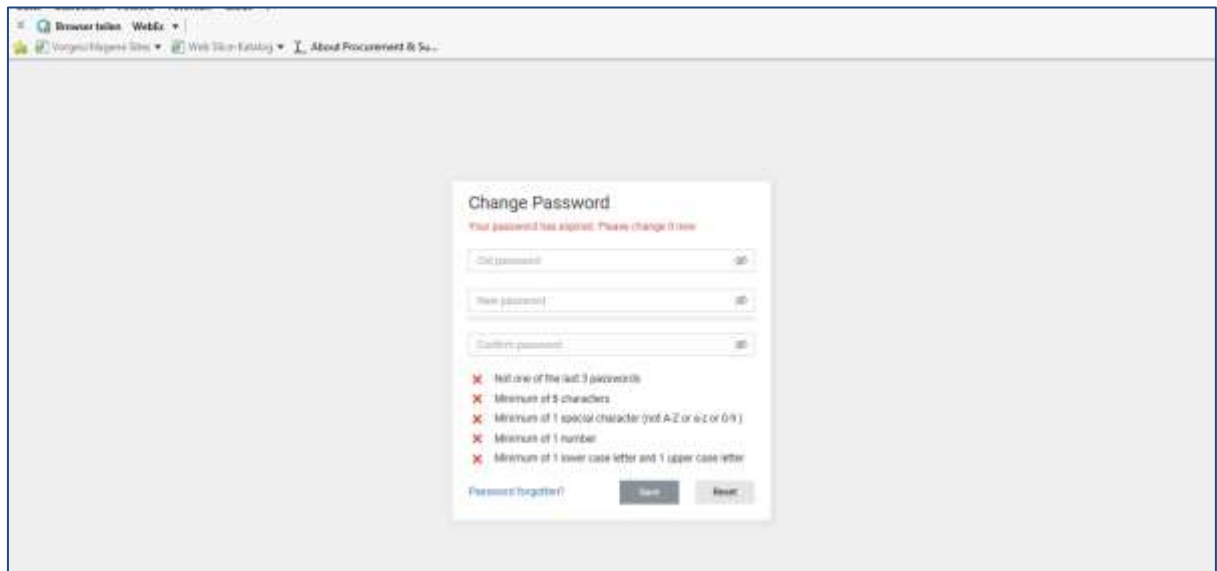
6. At this time you will also receive an email with your login information (login name & password).



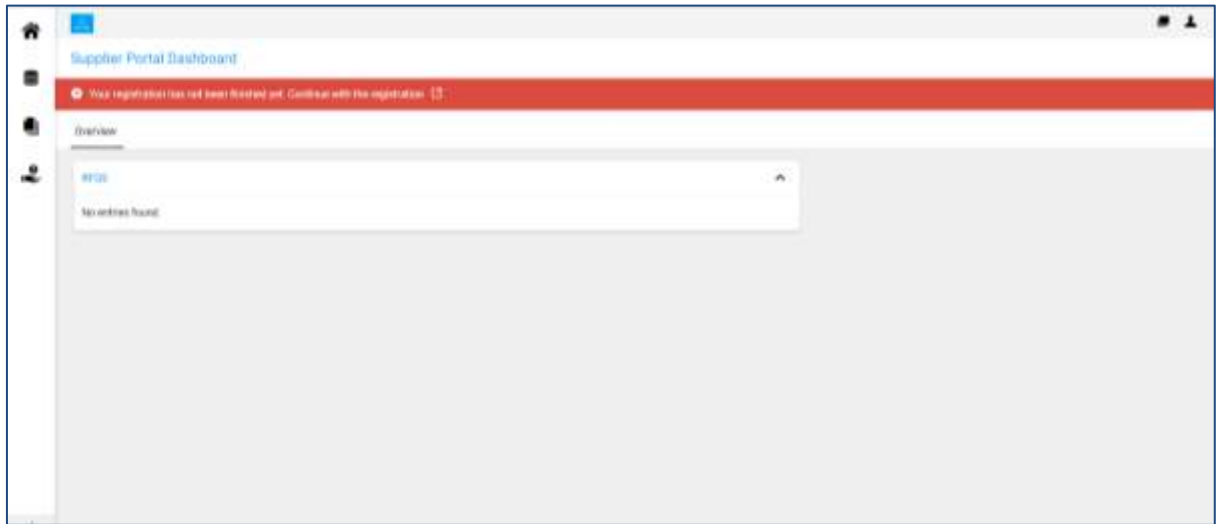
7. Please follow the link in the email to login with the login credentials provided for the first time.



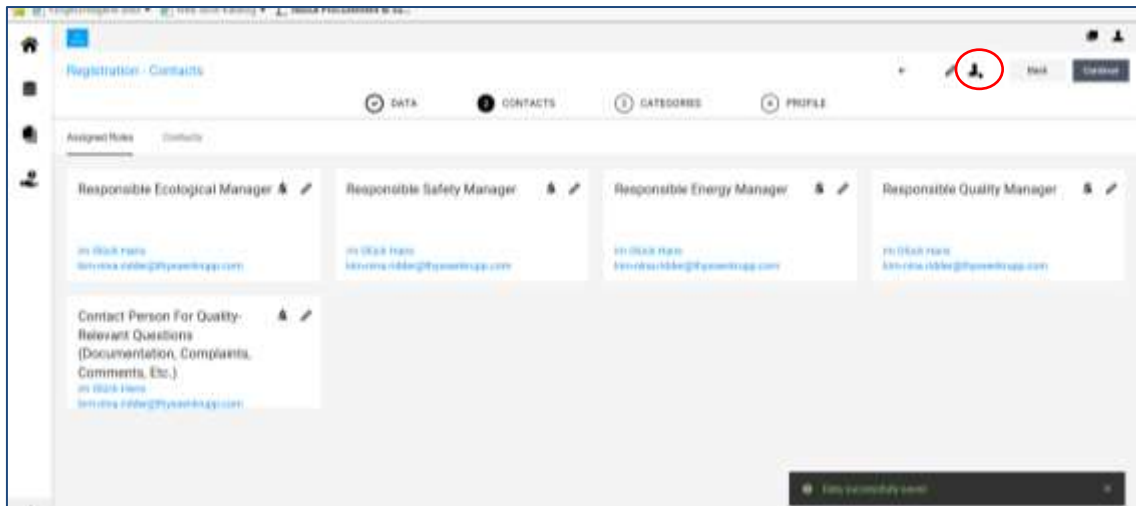
8. Now you are being asked to change the provided password and set your own password:



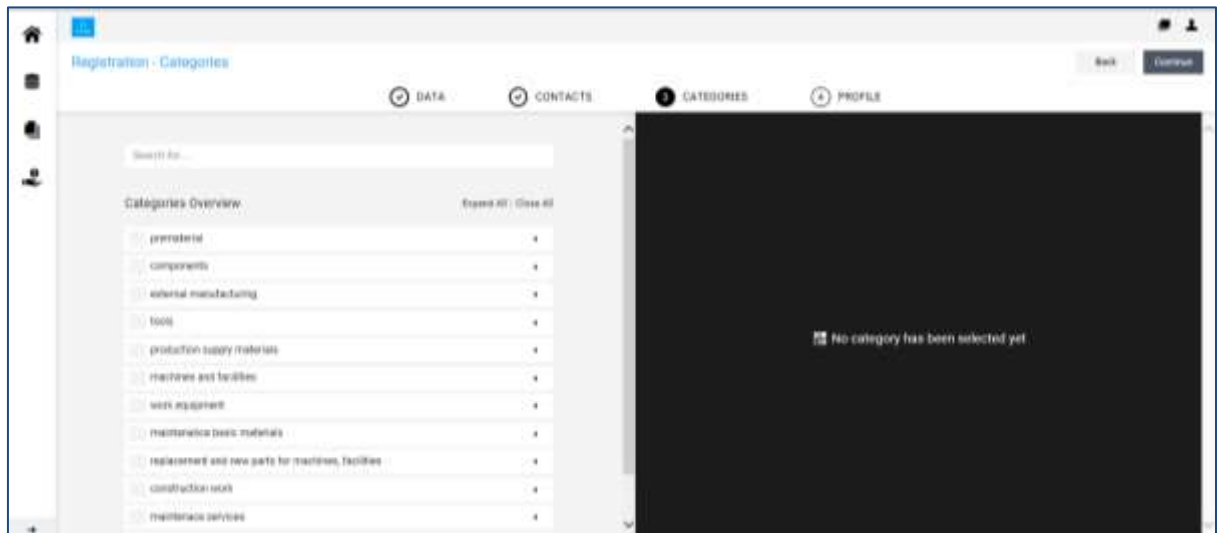
9. After completing this step, you are now logged in to the supplier portal and the landing page is the supplier portal dashboard. To continue, please start the registration to add more details about your company to the profile. Follow the extension of the the highlighted red bar.



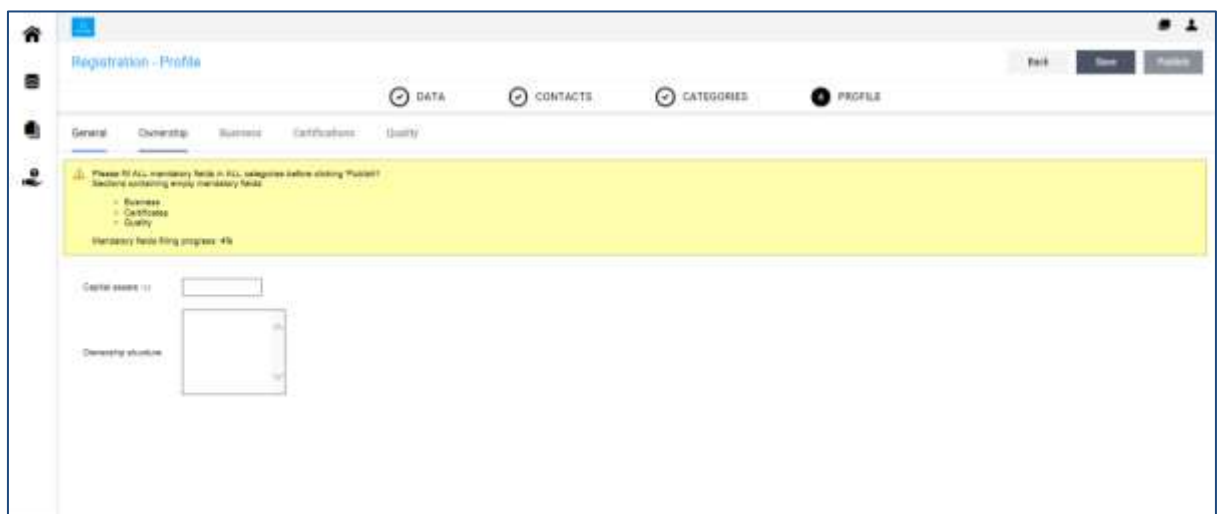
10. During the first step, you can add multiple contacts for your company. Once completed, click on 'continue'.



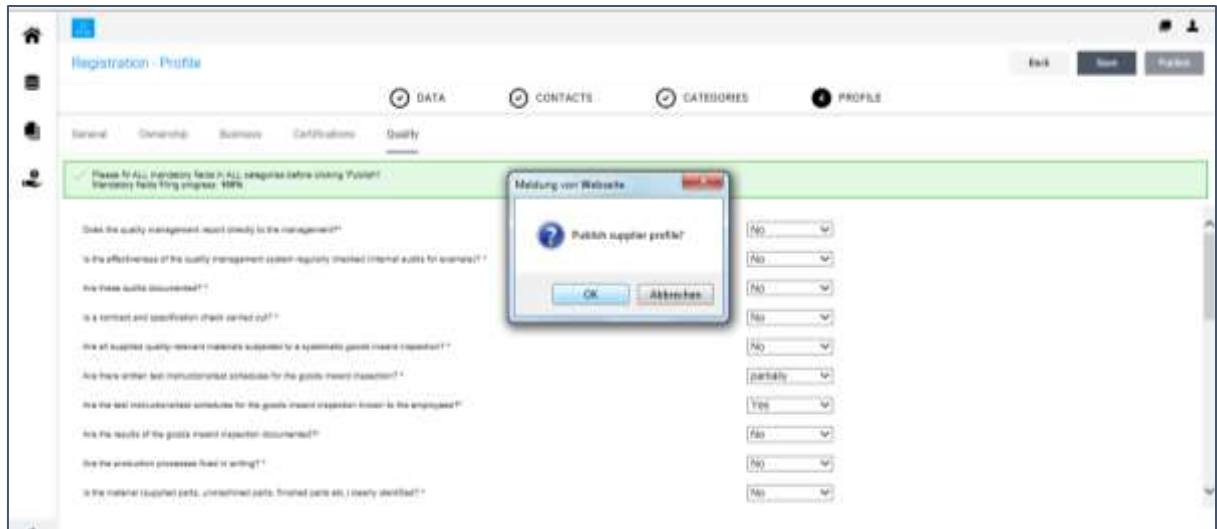
11. Next, you are being asked to select the categories of your products and services that you are offering to us. Please click on the '+' to open up the sub-categories to describe your product offering as specific as possible. On the right portion of your screen, you will select the primary category of your offering, e.g. your core competency. Once completed, click on 'continue'.



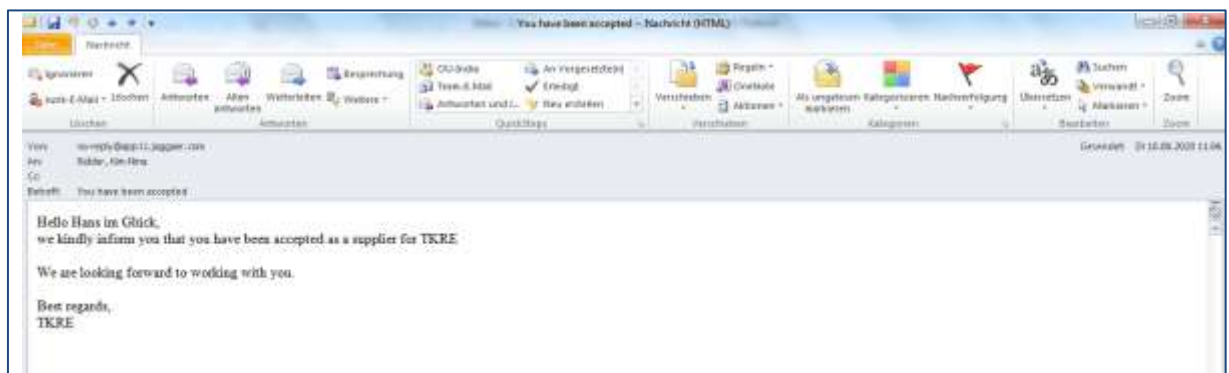
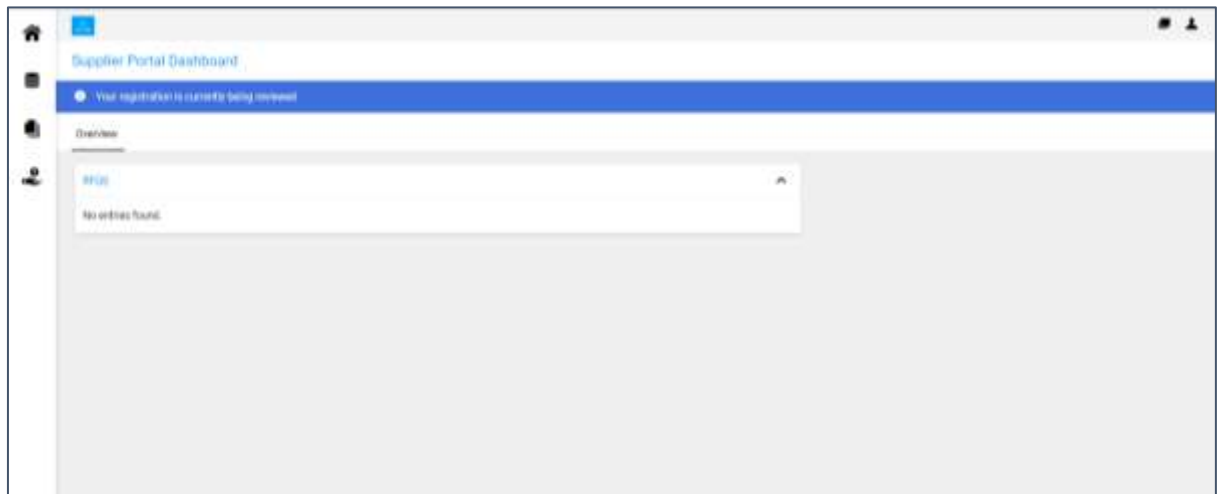
12. Lastly, you are being asked to complete the supplier self-assessment. Mandatory questions are marked with an '*' and need to be completed to move forward. Before switching tabs, please click 'save' to ensure your entries are not lost.



13. Once all mandatory questions have been filled, the yellow box will turn green and you can 'publish' your profile. You can return to this supplier self-assessment at any point and update your data.



14. Now the responsible buyer on our end will review your data. Once your application has been accepted, you will receive an email as well.



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