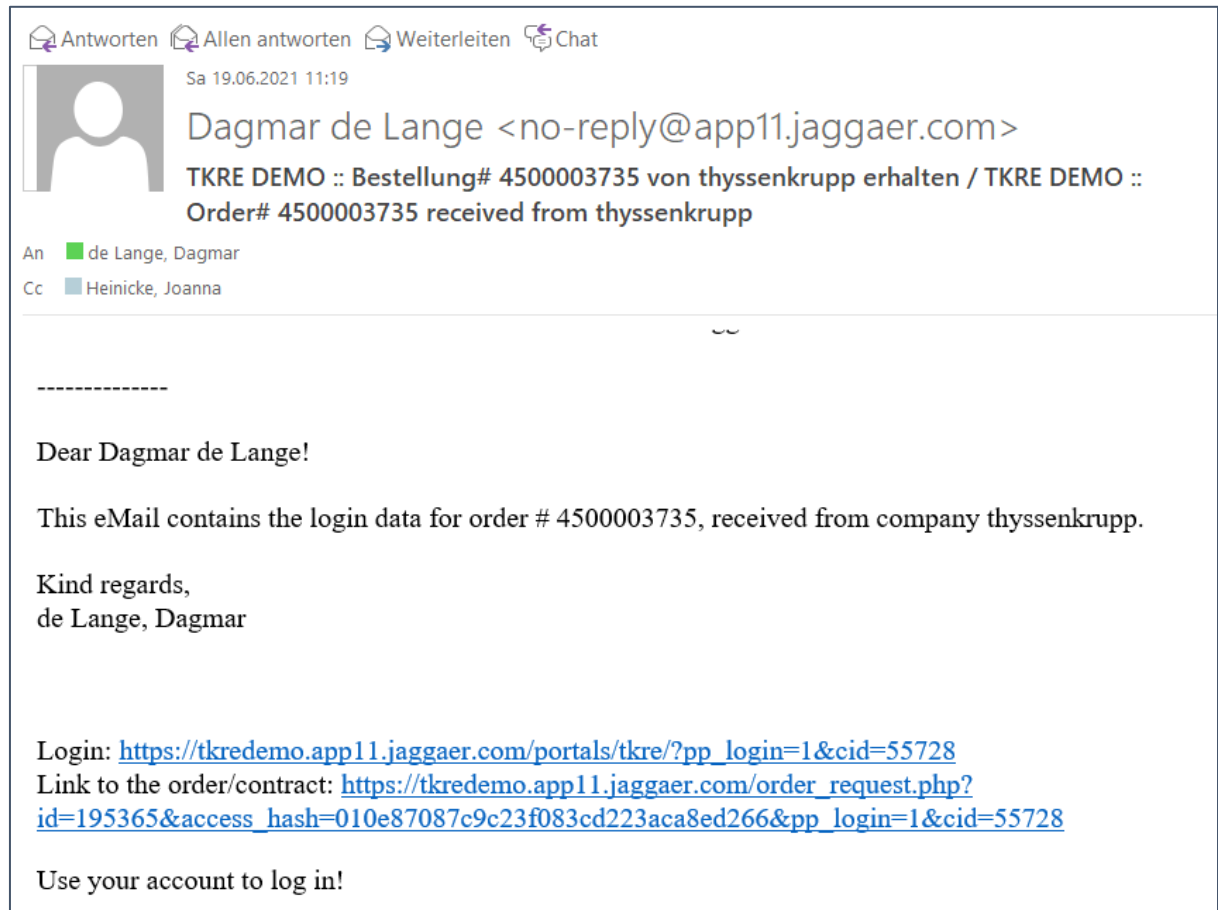


Order confirmation process via thyssenkrupp rothe erde SRM system (Jaggaer)

This process describes how suppliers confirm received purchase orders via thyssenkrupp rothe erde SRM System (Jaggaer).



1. As soon as you receive a new order from us, you will receive an email alerting you about the new order. The email contains two links. The first link will take you to the login page, the second link will take you directly to the new order.



2. You can navigate to the order via the dashboard or you can use the link in the email to go directly to the new order. You can find the overview of all orders in your dashboard as well as from the menu.

From your dashboard:

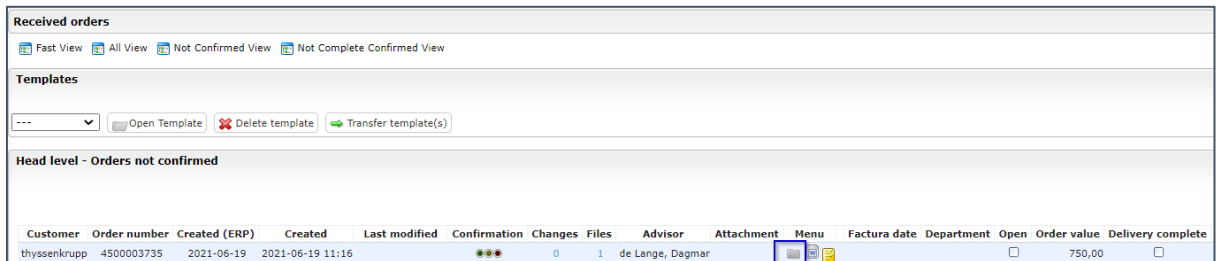
The screenshot shows the 'Supplier Portal Dashboard' with two tabs: 'Overview' (selected) and 'New tab'. Below the tabs are three sections: 'RFQS', 'ACTIONS' (with the message 'There is no data to be shown.'), and 'DOCUMENTS' (with the message 'Nothing found.'). At the bottom, there is a button labeled 'ORDERS/CONTRACTS' which is highlighted with a blue border.

From your menu:

The screenshot shows a navigation menu with a sidebar on the left containing icons for Home, Dashboard, Documents, and Help. The main menu items are: 'Supplier Portal Dashboard' (with sub-items 'Overview' and 'New tab'), 'SCM' (with sub-item 'Purchase orders/Contracts'), and 'Purchase Orders/Contracts' (with sub-items 'Order/Contract List' and 'Position List'). A blue box highlights the 'Purchase Orders/Contracts' menu item and its sub-items.

3. You can choose between different layouts 'fast view', 'all view', 'not confirmed view' and 'not complete confirmed view'. The layout 'all view' will show a list of all orders, including orders that have been completed.

Orders that have been confirmed with deviations will not be shown in any list, as long as tkre is checking on the deviations. Once you receive an email from us in regards to accepting/denying the deviation, you will see the respective order again in the overview.





Received orders

Fast View All View Not Confirmed View Not Complete Confirmed View

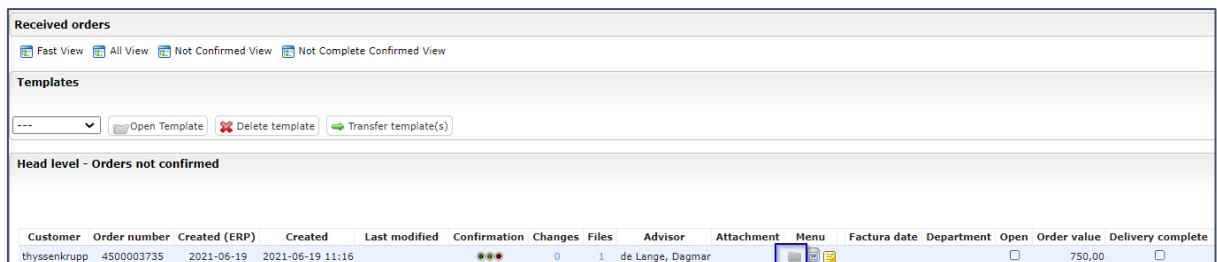
Templates

--- Open Template Delete template Transfer template(s)

Head level - Orders not confirmed

Customer	Order number	Created (ERP)	Created	Last modified	Confirmation	Changes	Files	Advisor	Attachment	Menu	Factura date	Department	Open	Order value	Delivery complete
thyssenkrupp	4500003735	2021-06-19	2021-06-19 11:16		●●●	0	1	de Lange, Dagmar		 			<input type="checkbox"/>	750,00	<input type="checkbox"/>

4. Click on the folder icon to open the details of the order.





Received orders

Fast View All View Not Confirmed View Not Complete Confirmed View

Templates

--- Open Template Delete template Transfer template(s)

Head level - Orders not confirmed

Customer	Order number	Created (ERP)	Created	Last modified	Confirmation	Changes	Files	Advisor	Attachment	Menu	Factura date	Department	Open	Order value	Delivery complete
thyssenkrupp	4500003735	2021-06-19	2021-06-19 11:16		●●●	0	1	de Lange, Dagmar		 			<input type="checkbox"/>	750,00	<input type="checkbox"/>

5. The order will open in a new window. Marked in blue you will find the order printout. The printout must be open for you to insert your order confirmation.

Only this pdf file contains the complete terms and conditions of the contract and is the basis of the supply relationship.

<p>Delivery address: thyssenkrupp rothe erde Germany GmbH Werk Dortmund Tremoniastraße 5-11 44137 Dortmund Germany</p>		<p>Order number/Date 4500003735 / 2021-06-19</p> <hr/> <p>Supplier number [redacted]</p> <p>Contact person de Lange, Dagmar</p> <p>Telephone 0049/231/1862285</p> <p>Fax N/A//</p> <p>eMail Address dagmar.delange@thyssenkrupp.com</p> <p>Your person responsible Dagmar de Lange</p>				
<p>Delivery conditions: FCA Lieferadr., Incoterms 2020 b (Free Carrier)</p> <p>Payment conditions: within 14 days due net</p>						
<p>Documents: Please insert your confirmation data. In order to do so you first have to open the following file. Only this pdf file contains the complete terms and conditions of the contract and is the basis of the supply relationship.</p>						
<p>MEORDER_4500003735.PDF (2021-06-19 11:16:32)</p>						
Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
1	Test	5,00 PCE	2021-10-10	150,00 EUR/1,00 PCE		750,00
	Bruttopreis				150 EUR	750,00
Net total without VAT EUR						750,00 EUR
<p>(Last sent back: 0000-00-00 00:00:00)</p>						

6. After downloading and reviewing the pdf order you will be able to insert your confirmation data. You have the option to confirm the order for every line item (1) or you can confirm the entire order (2). By clicking on 'save and send back' your order confirmation data will be submitted to US.

Delivery address:
thyssenkrupp rothe erde Germany GmbH
Werk Dortmund
Tremoniastraße 5-11
44137 Dortmund
Germany

Order number/Date
4500003735 / 2021-06-19

Supplier number
[REDACTED]

Contact person
de Lange, Dagmar

Telephone
0049/231/1862285

Fax
N/A//

eMail Address
dagmar.delange@thyssenkrupp.com

Your person responsible
Dagmar de Lange

Delivery conditions: FCA Lieferadr., Incoterms 2020 b (Free Carrier)

Payment conditions: within 14 days due net

Documents:
Please insert your confirmation data. In order to do so you first have to open the following file.
Only this pdf file contains the complete terms and conditions of the contract and is the basis of the supply relationship.
[MEORDER_4500003735.PDF \(2021-06-19 11:16:32\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
1	Test	5,00 PCE	2021-10-10	150,00 EUR/1,00 PCE	<input style="width: 100%;" type="text"/>	750,00
					<input checked="" type="checkbox"/>	Split
						Decline
	Bruttopreis					150 EUR 750,00
Net total without VAT EUR						750,00 EUR

Supplier confirmation number

Below comment will be copied to all positions in case of rejection of the entire purchase order.

7. In case you are unable to meet the delivery date or need to adjust the order quantity, you can do so by modifying the marked fields. By clicking on 'save and send back' your order confirmation data will be submitted to us.

Delivery address:
 thyssenkrupp rothe erde Germany GmbH
 Werk Dortmund
 Tremoniastraße 5-11
 44137 Dortmund
 Germany

Order number/Date
 4500003735 / 2021-06-19

Supplier number
 [REDACTED]

Contact person
 de Lange, Dagmar

Telephone
 0049/231/1862285

Fax
 N/A//

eMail Address
 dagmar.delange@thyssenkrupp.com

Your person responsible
 Dagmar de Lange

Delivery conditions: FCA Lieferadr., Incoterms 2020 b (Free Carrier)

Payment conditions: within 14 days due net

Documents:
 Please insert your confirmation data. In order to do so you first have to open the following file.
 Only this pdf file contains the complete terms and conditions of the contract and is the basis of the supply relationship.
[MEORDER_4500003735.PDF \(2021-06-19 11:16:32\)](#) 📄

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
1	Test	<input type="text" value="5,00"/> PCE	<input type="text" value="2021-10-10"/>	150,00 EUR/1,00 PCE	<input type="text"/>	750,00
					<input checked="" type="checkbox"/>	750,00
	Bruttopreis				150 EUR	750,00
Net total without VAT EUR						750,00 EUR

Supplier confirmation number:

Below comment will be copied to all positions in case of rejection of the entire purchase order.

8. In case you need to decline the order you can do so by clicking on 'decline'. You can either decline an individual line item or the entire order. A comment box will open and needs to be filled with the reason of decline. If you need to decline only one of multiple items of the order, you need to decline the line item first and then confirm the remaining items in a second step.

Delivery address:
thyssenkrupp rothe erde Germany GmbH
Werk Dortmund
Tremoniastraße 5-11
44137 Dortmund
Germany

Order number/Date
4500003735 / 2021-06-19

Supplier number
702648

Contact person
de Lange, Dagmar

Telephone
0049/231/1862285

Fax
N/A//

eMail Address
dagmar.delange@thyssenkrupp.com

Your person responsible
Dagmar de Lange

Delivery conditions: FCA Lieferadr., Incoterms 2020 b (Free Carrier)

Payment conditions: within 14 days due net

Documents:
Please insert your confirmation data. In order to do so you first have to open the following file.
Only this pdf file contains the complete terms and conditions of the contract and is the basis of the supply relationship.
[MEORDER_4500003735.PDF \(2021-06-19 11:16:32\)](#) 📄

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
1	Test	5,00 PCE	2021-10-10	150,00 EUR/1,00 PCE	<input type="text"/>	750,00
						<input type="button" value="Split"/>
						<input type="button" value="Decline"/>
Bruttopreis						150 EUR 750,00
Net total without VAT EUR						750,00 EUR

Supplier confirmation number:

Below comment will be copied to all positions in case of rejection of the entire purchase order.

9. You can print your order confirmation right in this template by clicking on the ,print' icon.

MEORDER_4500003735
 Order number
 Supplier number
 Date

Delivery address:
 thyssenkrupp rothe erde Germany GmbH
 Werk Dortmund
 Tremoniastraße 5-11
 44137 Dortmund
 Germany

Order number/Date 4500003735 / 2021-06-19
Supplier number [REDACTED]
Contact person de Lange, Dagmar
Telephone 0049/231/1862285
Fax N/A//
eMail Address dagmar.delange@thyssenkrupp.com
Your person responsible Dagmar de Lange

Delivery conditions: FCA Lieferadr., Incoterms 2020 b (Free Carrier)

Payment conditions: within 14 days due net

Documents:
 Please insert your confirmation data. In order to do so you first have to open the following file.
 Only this pdf file contains the complete terms and conditions of the contract and is the basis of the supply relationship.
[MEOORDER_4500003735.PDF \(2021-06-19 11:16:32\)](#)

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (EUR)
1	Test	5,00 PCE	2021-10-10	150,00 EUR/1,00 PCE	<input type="text"/>	750,00
	Bruttopreis				150 EUR	750,00
Net total without VAT EUR						750,00 EUR

Supplier confirmation number:

Below comment will be copied to all positions in case of rejection of the entire purchase order.

Decline

Print

10. The confirmation / decline via the portal is sufficient. Please refrain from sending us any additional order confirmation relating to the order via email.

thyssenkrupp rothe erde

thyssenkrupp rothe erde Germany GmbH
Tremoniastraße 5-11
44137 Dortmund, Germany
P: +49 231 186-0
www.thyssenkrupp-rotheerde.com