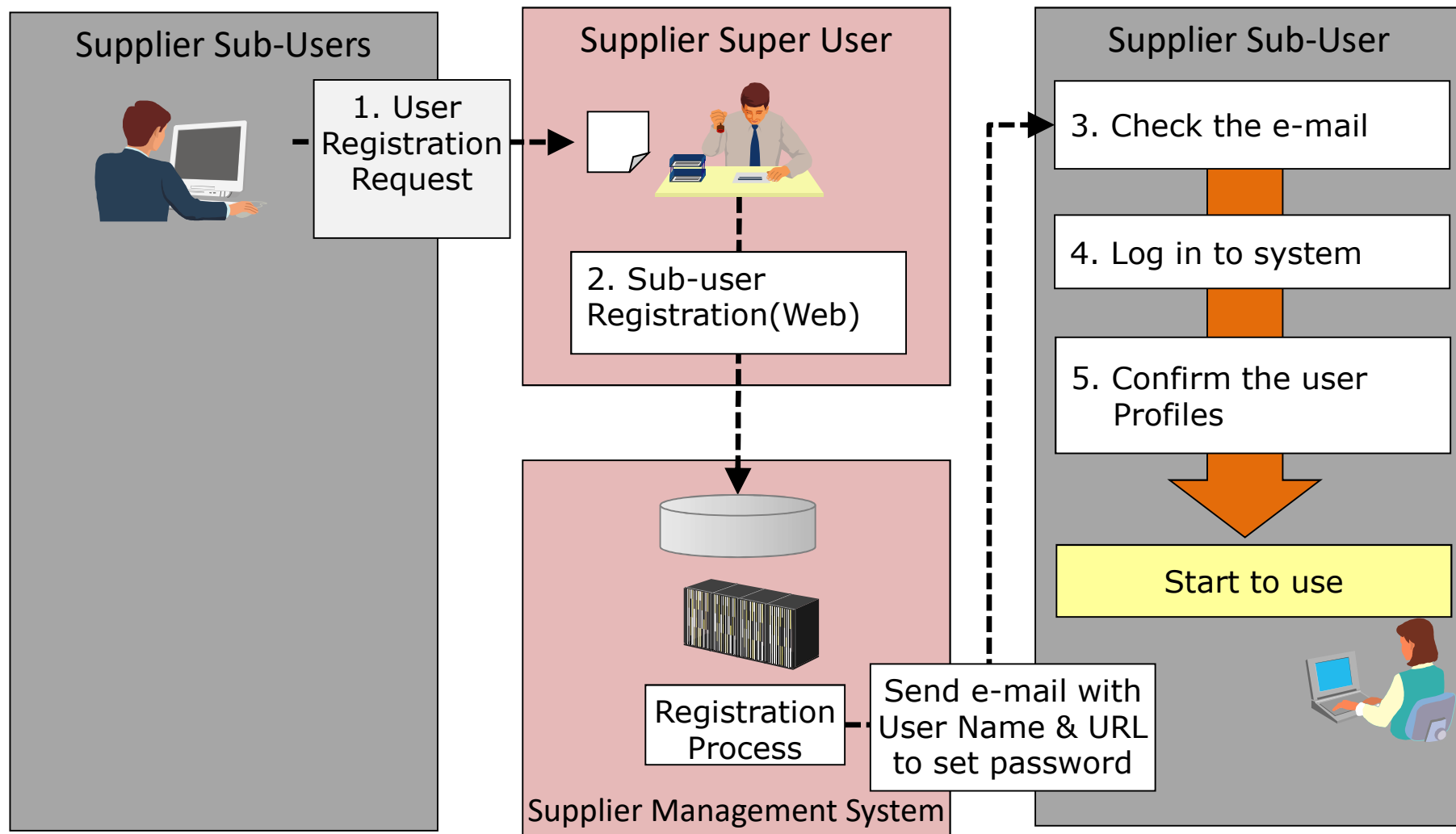# HITACHI
Inspire the Next

Hitachi Sourcing Platform

User Management

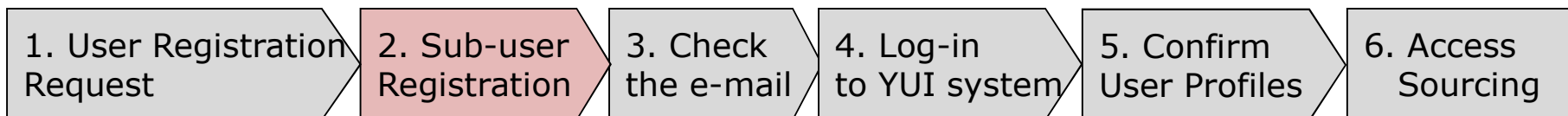JAGGAER Supplier Management

1. Operation Overview

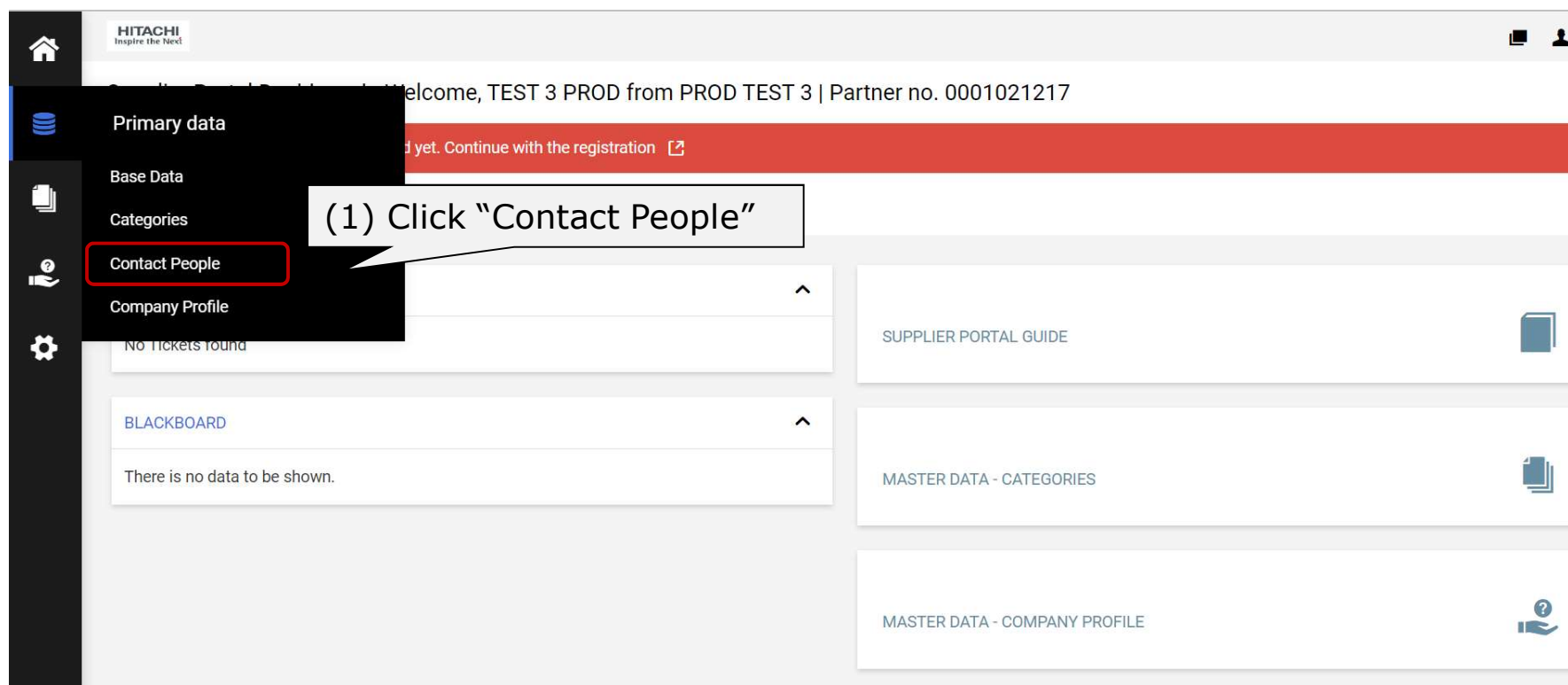Proceed supplier sub-user registration according to the following flow.

Supplier Sub-Users

1. User Registration Request

Supplier Super User

2. Sub-user Registration(Web)

Registration Process

Send e-mail with User Name & URL to set password

Supplier Management System

Supplier Sub-User

3. Check the e-mail

4. Log in to system

5. Confirm the user Profiles

Start to use

2. Operation Manual

Super User

HITACHI
Inspire the Next

1. User Registration Request → 2. Sub-user Registration → 3. Check the e-mail → 4. Log-in to YUI system → 5. Confirm User Profiles → 6. Access Sourcing

2-1. Supplier Super User Log-in to Supplier Management system

HITACHI
Inspire the Next

Welcome, TEST 3 PROD from PROD TEST 3 | Partner no. 0001021217

...d yet. Continue with the registration

Primary data

Base Data

Categories

(1) Click "Contact People"

Contact People

Company Profile

No Tickets found

SUPPLIER PORTAL GUIDE

BLACKBOARD

There is no data to be shown.

MASTER DATA - CATEGORIES

MASTER DATA - COMPANY PROFILE

2. Operation Manual

HITACHI
Inspire the Next

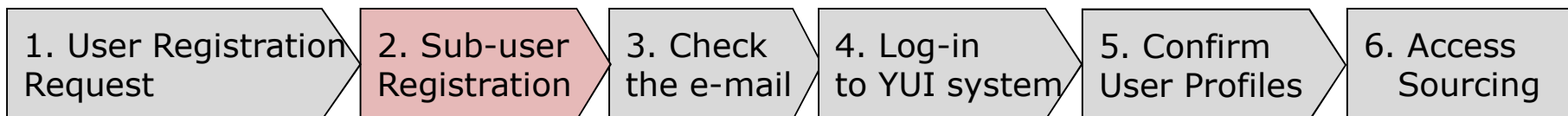| 1. User Registration Request | 2. Sub-user Registration | 3. Check the e-mail | 4. Log-in to YUI system | 5. Confirm User Profiles | 6. Access Sourcing |

2-2. Enabling a sub-user - Existing

Please check the existing users on your profile and their portal access status, if the user you want to enable exists you can edit to enable access.

2. Operation Manual

Super User

1. User Registration Request | 2. Sub-user Registration | 3. Check the e-mail | 4. Log-in to YUI system | 5. Confirm User Profiles | 6. Access Sourcing

2-3. Update of user information

(3) Input the user information

(5) Click "Save"

(4) Select Portal Access & Supplier_Hitachi Rail permission

2. Operation Manual

HITACHI
Inspire the Next

1. User Registration Request	2. Sub-user Registration	3. Check the e-mail	4. Log-in to YUI system	5. Confirm User Profiles	6. Access Sourcing

2-4. Enabling a sub-user – New

Please check the existing users on your profile and their portal access status, if the user you wish to enable does NOT exist follow the below steps.
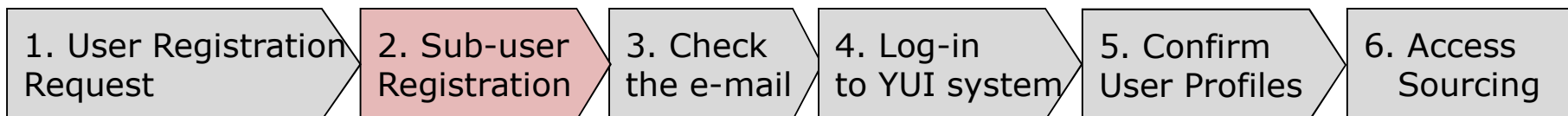

(6) Click "Add New"

2. Operation Manual

Super User

HITACHI
Inspire the Next

| 1. User Registration Request | 2. Sub-user Registration | 3. Check the e-mail | 4. Log-in to YUI system | 5. Confirm User Profiles | 6. Access Sourcing |

2-5. Adding a New User

Add New Contact

(7) Input the user information

(9) Click "Save"

Cancel   Save

CONTACT PERSON

First name*

Lauren

Last name*

Cammell

Department
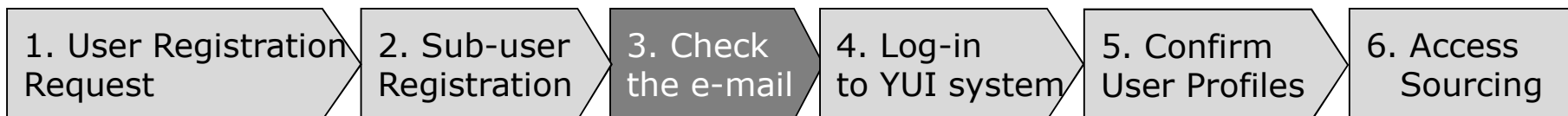
- - -

Telephone

+ ---   Area   Number

E-Mail*

lauren.cammell@hitachirail.com

Portal Access

permissions*

☑ Supplier_Hitachi Rail - Admin Role

(8) Select Portal Access &
Supplier_Hitachi Rail permission

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2. Operation Manual

HITACHI
Inspire the Next

| 1. User Registration Request | 2. Sub-user Registration | 3. Check the e-mail | 4. Log-in to YUI system | 5. Confirm User Profiles | 6. Access Sourcing |

3-1. Sub-User receives email

Wed 15/02/2023 12:44
no-reply@app11.jaggaer.com
[EXTERNAL] Thank you for registration with HITACHI RAIL EUROPE LIMITED
To   Cammell, Lauren

Dear Lauren Cammell,

5. Your registration was successful. Thank you for registering at https://app11.jaggaer.com/portals/hr/?pp_login=1&cid=439168
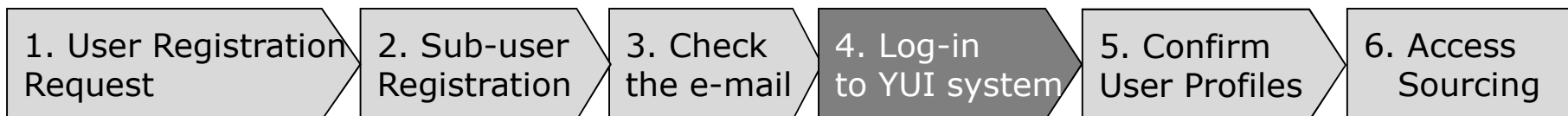
We found, you have never registered any other Jaggaer customer with this email address and so you will need to set a password. Please follow this link to do so:
https://app11.jaggaer.com/modules/portal/jintLogin/createJintSetPassword/?reg_hash=06541b899e0eed5027792eb6b71e7e3bd3089f98b5d8279b50d5da343d3326f1

Your email address is your user name.

(10) Click the URL to set password

If you'd like to know more about the Jaggaer Supplier Account and what it offers you, please visit https://library.jaggaer.com/supplier/account/

NOTE: If you did NOT request this email, please contact jdsupport@jaggaer.com

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2. Operation Manual

Sub-User

1. User Registration Request	2. Sub-user Registration	3. Check the e-mail	4. Log-in to YUI system	5. Confirm User Profiles	6. Access Sourcing

4-1. Reset the new password

Set your Jaggaer Supplier Account password

JAGGAER is updating the login process for all users. You are required to update your password.

ⓘ You can get more information at
https://library.jaggaer.com/supplier/account

lauren.cammell@hitachirail.com

New password 🚫

Confirm password 🚫

(11) Input the new PW

✖ Minimum of 8 characters
✖ Minimum of 1 number
✖ Minimum of 1 lower case letter and 1 upper case letter
✖ Password must not be identical to loginname
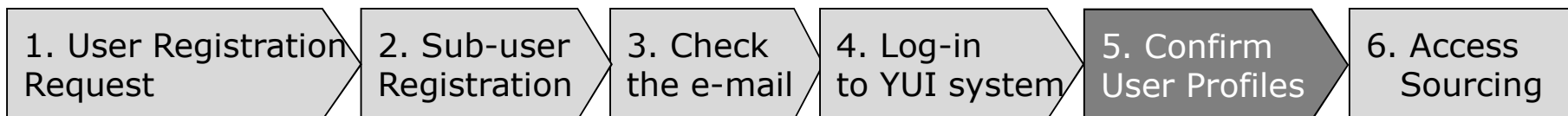✖ Minimum of 1 special character (not A-Z or a-z or 0-9)

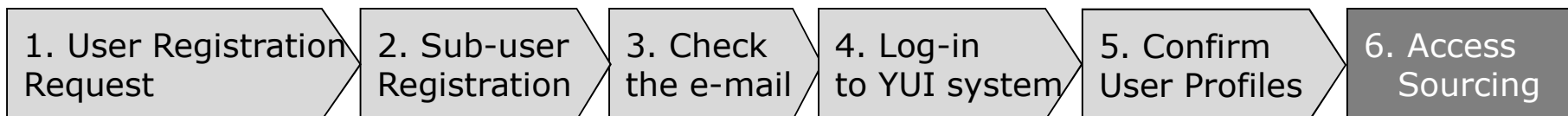Save   Reset

(12) Click "Save"
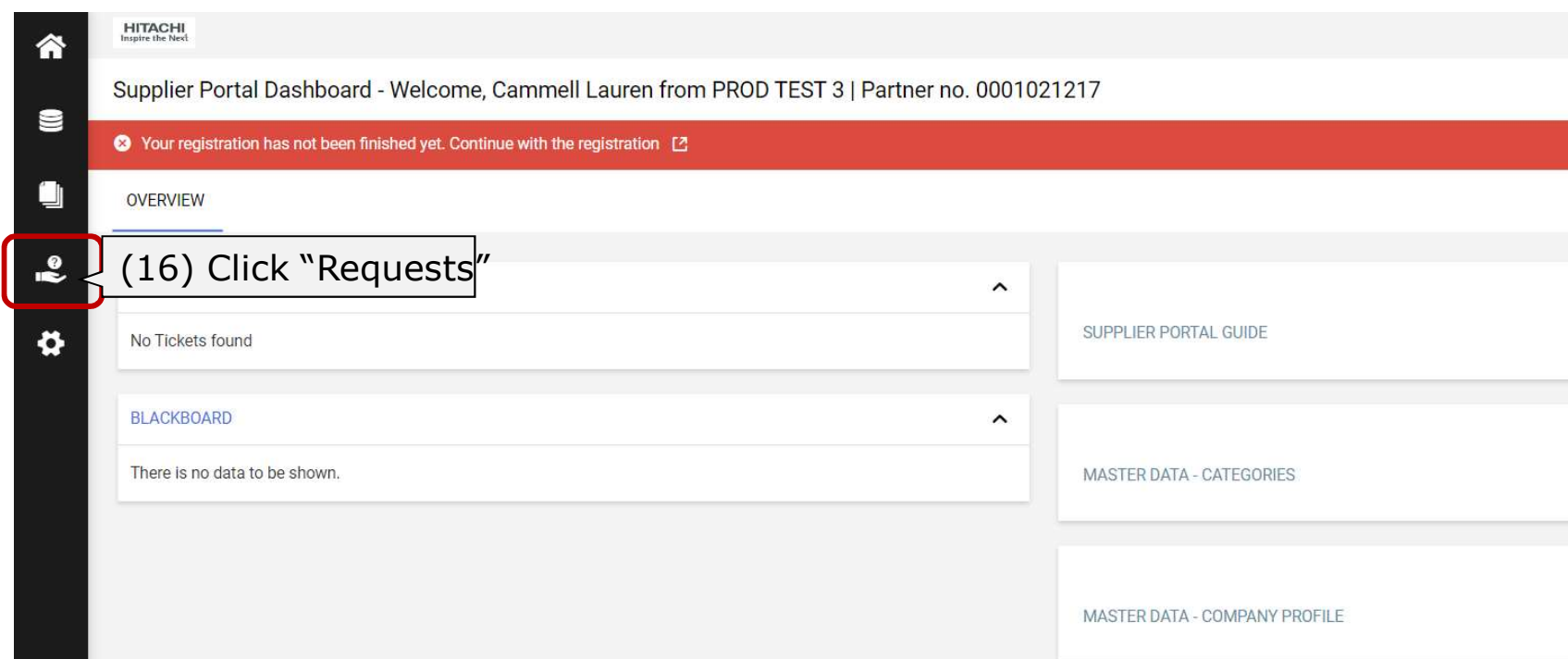
9

2. Operation Manual

HITACHI
Inspire the Next

| 1. User Registration Request | 2. Sub-user Registration | 3. Check the e-mail | 4. Log-in to YUI system | 5. Confirm User Profiles | 6. Access Sourcing |

5-1. Log-in and check the User Profile information

(13) Click "Account Settings" link

(15) Click "Save"

(14) Update information / Set language

10

2. Operation Manual

HITACHI
Inspire the Next

1. User Registration Request	2. Sub-user Registration	3. Check the e-mail	4. Log-in to YUI system	5. Confirm User Profiles	6. Access Sourcing

6-1. To access RFx/Contracts

HITACHI
Inspire the Next

Supplier Portal Dashboard - Welcome, Cammell Lauren from PROD TEST 3 | Partner no. 0001021217

❌ Your registration has not been finished yet. Continue with the registration ↗

OVERVIEW

(16) Click "Requests"

No Tickets found

SUPPLIER PORTAL GUIDE

BLACKBOARD

There is no data to be shown.

MASTER DATA - CATEGORIES

MASTER DATA - COMPANY PROFILE

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