

ePro for Suppliers:

What is changing



What is ePro (Jaggaer)?

A single, easy to use, global system for managing supplier relationships, shopping for indirect goods or services and performing approvals

Impacted Supplier Groups

All Suppliers

Indirect Suppliers
(office supplies, consulting, etc.)

ePro

Key Benefits

- A standard global process to interact with PPG to
 - Quickly update your supplier information or certification documents
 - Participate in sourcing events
 - Redline and sign contracts
- No fees to interact
- Automated processes to improve compliance and cycle times

- More catalogs \ pricing contracts so requesters can easily find your goods or services
- View your POs on the portal and flip them into invoices (ensures matching and should improve approval times)
- Electronic transmission and delivery of invoices
- Ability to view the status of your invoices on the portal

ePro

Standardize. Optimize. Globalize.



What is in scope for the ePro Project?

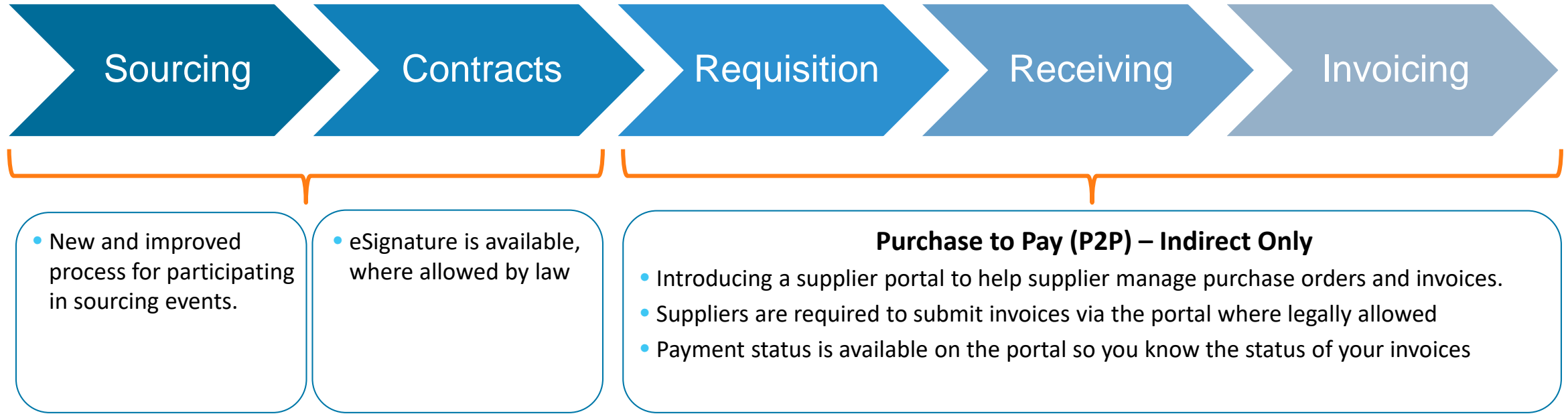
ePro is a single platform that will improve efficiencies in the Source to Settle (S2S) process. This includes all the activities that occur from the time PPG sources a good or service with a supplier until the payment for those goods and services is officially settled from an accounting perspective.

Processes	Source to Settle (S2S)	
	Source to Contract (S2C) -Upstream	Procure to Pay (P2P) - Downstream
Description	Source to Contract includes all the activities involved in onboarding suppliers, holding sourcing events and negotiating and awarding contracts	Procure to Pay includes the activities associated with buying goods and services from suppliers, including shopping, ordering, approvals and payment for those goods and services
PPG Spend Categories	Direct Goods / Services (Raw Materials) Indirect Goods/Services Inventory (Items for Resale) Logistics	Indirect Goods/Services
		Direct Goods / Services (Raw Materials) Inventory (Items for Resale) MRO / Goods for Resale Logistics

In Scope

Out of scope

What are the big changes for suppliers?



Supplier Management

- **All supplier activities will originate in ePro.** So you as the supplier are **required** to use ePro to make updates to your supplier information
- Automated workflows should reduce cycle times to create suppliers in ePro or make changes to information
- You can upload your own required forms, certificates and other documentation to speed up the process.
- **Suppliers will pay no fees** to use ePro

Key Dates and Messages

Timing	Message
March - May	<p>Targeted suppliers will receive communications weekly until the registration and onboarding activities are complete.</p> <p>What to expect?</p> <ul style="list-style-type: none">• Follow-up emails with information, instructions, and links to help documents• E-mail from eProPPG@jaggier.com with a link to register (this link expires in 72 hours so take action quickly)• After registering, you will receive a separate e-mail from eProPPG@jaggaer.com to validate your information in ePro (Onboarding)<ul style="list-style-type: none">• Please check that all required fields are accurately populated• Failure to populate these fields correctly may impact your ability to transact with PPG via ePro
March 23 April 6	<p>When the location you interact with goes live, you can begin managing transactions via the ePro portal</p> <ul style="list-style-type: none">• March 23 – Belgium, Canada, Czech Republic, Denmark, Finland, Ireland, Netherlands, Norway, Poland, Slovakia, Sweden, United Kingdom, United States• April 6 – Austria, France, Germany, Hungary, Italy, Portugal, Spain, Switzerland, Turkey

Check our [Supplier Information Portal](#) as we approach Go-Live for information on the transition from Ariba to ePro

What to know when you register?

Provide Information

- Not all fields are required, but the more fields you fill out, the more likely it is that PPG will engage you to provide goods and services.
- Please fill out as much as possible.

Validate your data

- We have loaded data from our ERP system. Please check to verify that all information is correct and update your information, where needed

Review your profile

- You can set notifications you will receive (for security, PO receipt, etc)
- Set up your account to support the way you want to do business with PPG

ePro for Suppliers:

Registration & Account Activation



Step 1: Follow the link from your invitation email to login

Registration on PPG Industries 2

NP

noreply-prep@jaggaer.com

To Mariya Petrova

↩ Reply

↩ Reply All

→ Forward

⋮

Thu 07/01/2021 08:07

Dear Webinar Consulting, Inc.,

The Buyer Organization PPG Industries 2 has registered you to use <https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fppg2-prep.app.jaggaer.com%2F&data=04%7C01%7Cmariya.petrova%40xoomworks.com%7Ce2d0f56db180412da05b08d8b2d277fa%7C1c491264ed964c6f8c5227407d680c2a%7C0%7C0%7C637455964337139257%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDA1LCJQIjoiV2luMzIiLCJBTiI6Iik1haWwILCjVXVC6Mn0%3D%7C1000&data=PpS6kTaV9YQu%2B5zS7roBqaU9SUIXA9qflrGEuKzt6KU%3D&reserved=0>


Your Username is: webinarconsulting
Your Password is: 9740187664

- Enter your **Username** and **Password**
- Click on the **“Enter”** button

ppg

We protect and beautify the world™

TEST Instance



LOGIN

I CANNOT ACCESS MY ACCOUNT

PPG SSO

ENTER

HELPDESK

Phone 844-217-0017

Email customersupport@bravosolution.com

SUPPLIER REGISTRATION

Please fill-in the registration form and insert the information related to your company and its activities.

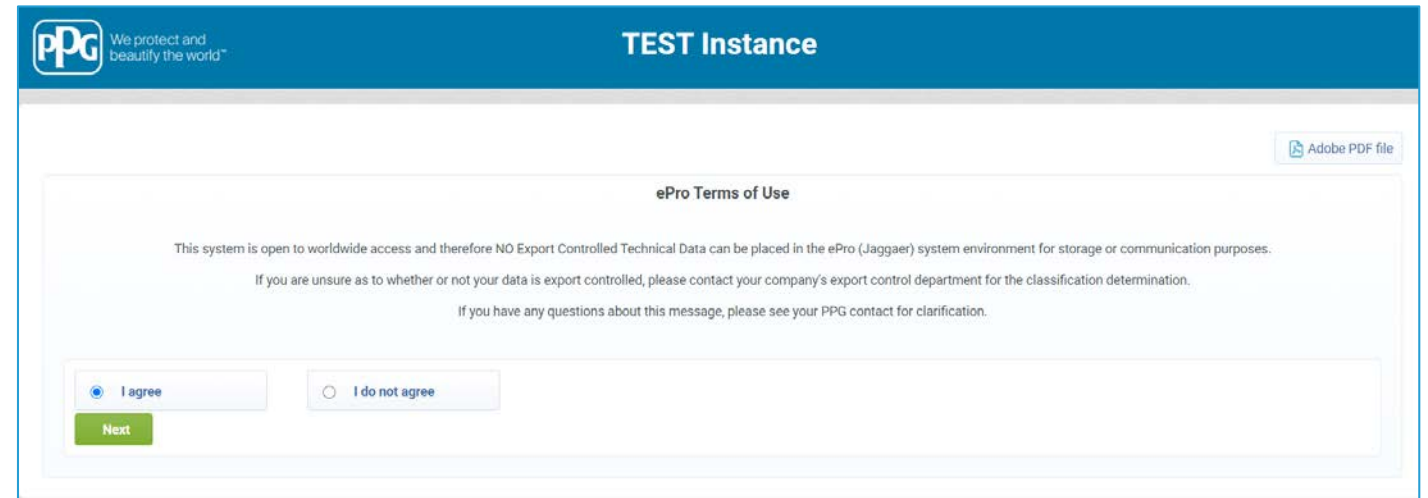
REGISTER

Step 2: Accept the Terms of Use

- Select the “**I agree**” radio option
- Click on the “**Next**” button

Step 3: Create Global Identity Account

- In case your email address is not already in Jaggaer, fill in the Global Identity Password fields and click on the „**Create Global Identity Account**“ button



TEST Instance

PPG We protect and beautify the world™

Adobe PDF file

ePro Terms of Use

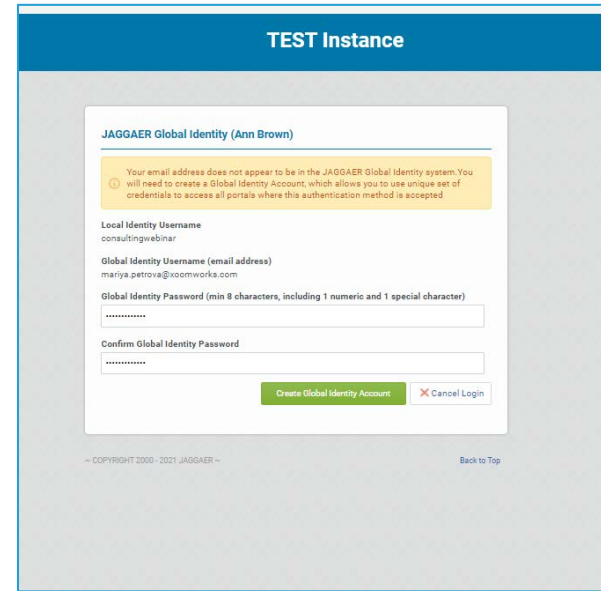
This system is open to worldwide access and therefore NO Export Controlled Technical Data can be placed in the ePro (Jaggaer) system environment for storage or communication purposes.

If you are unsure as to whether or not your data is export controlled, please contact your company's export control department for the classification determination.

If you have any questions about this message, please see your PPG contact for clarification.

☒ I agree ☐ I do not agree

Next



TEST Instance

JAGGAER Global Identity (Ann Brown)

Your email address does not appear to be in the JAGGAER Global Identity system. You will need to create a Global Identity Account, which allows you to use unique set of credentials to access all portals where this authentication method is accepted.

Local Identity Username
consultingwebinar

Global Identity Username (email address)
marja.petrova@roomworks.com

Global Identity Password (min 8 characters, including 1 numeric and 1 special character)

Confirm Global Identity Password

Create Global Identity Account **Cancel Login**

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Step 4a: Registration Data

Supplier Action

Fields marked with a red asterisk (*) are required:

- **Legal Organization Name*** - organization's name as it appears in the certificate of incorporation
- **Tax ID Number*** - tax identification numbers are nine-digit tracking numbers used by the IRS following tax laws
- **Corporate Country*** - supplier's headquarter country
- **Corporate Address*** - supplier's headquarter address
- **Corporate City*** - supplier's headquarter city
- **Corporate State/Region*** - supplier's headquarter state/region
- **Corporate Postal/Zip Code*** - supplier's headquarter postal/zip code
- **Corporate Phone Number*** - supplier's headquarter phone number

The screenshot shows the 'Registration Data' form in the PPG ePro system. The form is part of a multi-step process, with 'Registration Data' being the first step. The form is titled 'Organization Details' and contains several fields for supplier information. The fields are: Legal Organization Name (Webinar Consulting, Inc.), Tax ID Number (99988899999), EU VAT Number, Corporate Country (UNITED STATES), Corporate Address (700 Brickyard Dr Ithaca), Corporate City (New York), Corporate State/Region (New York), Corporate Postal/Zip Code (NY 14858), Corporate Phone Number (+1 412 774 97680), Dun & Bradstreet, Web site, MDM ID, and Preferred Currency. The Tax ID Number field has a red asterisk and a warning icon, indicating it is required and has a validation error. The form is set against a light blue background with a white border.

Registration Data	
Legal Organization Name	Webinar Consulting, Inc.
Tax ID Number <small>Please exclude any spaces or special characters.</small>	99988899999
EU VAT Number <small>Please exclude any spaces or special characters.</small>	
Corporate Country	UNITED STATES
Corporate Address	700 Brickyard Dr Ithaca
Corporate City	New York
Corporate State/Region	New York
Corporate Postal/Zip Code	NY 14858
Corporate Phone Number	+1 412 774 97680
Dun & Bradstreet	
Web site	
MDM ID	
Preferred Currency	---

Step 4b: Registration Data

Supplier Action

Fill in all the required fields marked with a red asterisk (*) in the **User Details** section and click on the “**Save & Continue**” button at the top of the page

- **First Name*** - supplier's first name
- **Last Name*** - supplier's last name
- **Username*** - the name that uniquely identifies the supplier
- **User Email Address** – will be defaulted
- **Preferred Language*** - the language in which the supplier will communicate
- **Time Zone*** - local time of supplier's country

User Details	
* First Name	<input type="text" value="Anna"/>
* Last Name	<input type="text" value="Brown"/>
* Username <small>(please do not forget your username)</small>	<input type="text" value="webinarconsulting"/>
* User Email Address <small>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.</small>	<input type="text" value="anna.brown@gmail.com"/>
User Phone Number	<input type="text"/>
* Preferred Language	<input type="text" value="English (USA)"/>
* Time Zone	<input type="text" value="(GMT - 5:00) Eastern Time (US & Canada), New York, Indianapolis"/>

Step 5a: Basic Profile Forms

Supplier Action

Fill in all the relevant information from the **Supplier Organization Profile** and click on the “**Save & Continue**” button:

Fields marked with a red asterisk (*) are required:

- **Business Type*** - option that best describes your company (Partnership, Corporation, Sole Proprietor)
- **Supplier Regions*** - the regions where suppliers are able to provide goods/services (ex. USCA, EMEA)
- **Supplier Activities*** - if company is involved in any of the following activities
 - Activities that involve radioactive materials
 - Chemical or biological weapons activities
 - Military activities
 - None of the Above
- **Supplier Code of Conduct Indicator*** - read and indicate compliance with PPG's Global Supplier Code of Conduct - Yes/No options
- **Supplier Sustainability** - read and indicate compliance with PPG's Supplier Sustainability Policy- Yes/No options
- **Supplier Data Privacy** - indicate compliance with data privacy laws - Yes/No options

Basic Profile Form: Supplier Onboarding Questionnaire

Registration

Registration Date **Basic Profile Form** My Category Selector Registration Confirmation **Save & Continue** **Cancel**

Supplier Organization Profile

Label	Description	Response
Doing Business As (DBA)	Doing Business As (DBA)	<input type="text"/>
Other Names	Does your organization go by any additional names or aliases?	<input type="text"/>
Business Type	* Please pick the option that best describes your company.	<input type="text" value="Corporation"/>
Business Type Other	If Other selected, please specify your business type	<input type="text"/>
Business Owner	If Private, please list the owner(s).	<input type="text"/>
Annual Sales	Please indicate your total annual sales for the last completed year.	<input type="text"/>
Number of Employees	Supplier Activities * Is your company involved in any of the following activities?	<input type="checkbox"/> Activities that involve radioactive materials <input type="checkbox"/> Chemical or biological weapons activities <input type="checkbox"/> Military activities <input type="checkbox"/> None of the Above
Year Established	Company Type Please check all that apply	<input type="checkbox"/> Distributor <input type="checkbox"/> Manufacturer <input type="checkbox"/> Trader <input type="checkbox"/> Logistics Provider <input type="checkbox"/> Service Provider <input type="checkbox"/> Other
Supplier Regions	Company Type Other If Other selected, please specify.	<input type="text"/>
Union Employees	Are any of your employees represented by a Union?	<input type="text"/>
Union Expiration Date	Please indicate the closed expiration date for any Union contract.	<input type="text"/>
Disaster Plans	Please indicate all that apply for which you have established plans in case of disaster.	<input type="checkbox"/> Alternative manufacturing location(s) <input type="checkbox"/> Alternative method/route for transportation <input type="checkbox"/> Authorization to transport dangerous material <input type="checkbox"/> Back up for computer systems <input type="checkbox"/> Communication plan <input type="checkbox"/> Contingency inventory levels <input type="checkbox"/> Contingency plan for tier 2/3 suppliers <input type="checkbox"/> Other <input type="checkbox"/> Over transportation line
Disaster Plans Other		<input type="text"/>
Currencies		

Policies & Compliance

Label	Description	Response
Supplier Code of Conduct Indicator	* All Suppliers - Please carefully read and indicate compliance with PPG's Global Supplier Code of Conduct (http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/Supplier-Code-of-Conduct.aspx).	<input type="text"/>
Supplier Sustainability	* All Suppliers - Please carefully read and indicate compliance with PPG's Supplier Sustainability Policy (http://corporate.ppg.com/Purchasing/Supplier-Sustainability.aspx).	<input type="text"/>
Supplier Data Privacy	* All Suppliers - Please indicate compliance with data privacy laws as they pertain to any (potential) relationship you may have with PPG, particularly regarding data sharing (http://corporate.ppg.com/Purchasing/Supplier-Data-Privacy/GDPR.aspx).	<input type="text"/>
Conflict Minerals	Raw Material Suppliers - Please carefully read and indicate compliance with PPG's Conflict Minerals Policy (http://sustainability.ppg.com/business/conflict-minerals.aspx).	<input type="text"/>
RM Introduction Process	Raw Material Suppliers - Please carefully read and indicate compliance with PPG's Raw Material Introduction Process (http://corporate.ppg.com/Purchasing/Raw-Material-Introduction-Process.aspx).	<input type="text"/>
Automotive Quality Indicator	Automotive Suppliers (if unsure, please answer) - Please carefully read and indicate compliance with PPG's Automotive Coatings Supplier Quality Requirements (http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/PPG-Auto-OEM-Supplier-Quality.aspx).	<input type="text"/>
Nondiscrimination & Affirmative Action	U.S. Suppliers - Please indicate commitment to and compliance with nondiscrimination and affirmative action requirements (http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/Notice-to-Suppliers-Vendors-Subcontractors.aspx).	<input type="text"/>
CA Transparency in Supply Chains Indicator	California Suppliers - Please indicate compliance with the California Transparency in Supply Chains Act of 2010 (http://corporate.ppg.com/Purchasing/Supplier-Sustainability.aspx).	<input type="text"/>

Step 5b: Basic Profile Forms

Supplier Action

- Fill in all the relevant information related to Certifications, add Certificate Attachments and click on the **“Save & Continue”** button

Basic Profile Form: Certificates

Registration

Registration Data Basic Profile Forms My Category Selection Registration Confirmation

Save & Continue Cancel

Certifications

Label	Description	Response
Current Certifications:	Please check all certifications that apply. Note that a current, valid certificate is required.	<input type="checkbox"/> Cleaning Industry Management Standard <input checked="" type="checkbox"/> ISO 9001 (Quality) <input checked="" type="checkbox"/> ISO 14001 (Environmental) <input checked="" type="checkbox"/> ISO 26000 (Social Responsibility) <input checked="" type="checkbox"/> ISO 27001/27002 (Information Security) <input type="checkbox"/> IATF 16949 <input type="checkbox"/> Free Trade and Trade Promoting <input type="checkbox"/> O-TPAT <input type="checkbox"/> Other

Certificate Attachments

Label	Description	Response
Free Trade Certificate	Please upload a valid copy of your Free Trade certificate.	+ Click to attach file Expiring on: MM/DD/YYYY
Insurance Certificate	Please upload a valid copy of your Certificate of Insurance.	+ Click to attach file Expiring on: MM/DD/YYYY
IATF 16949 Certificate	Please upload a valid copy of your IATF 16949 certificate.	+ Click to attach file Expiring on: MM/DD/YYYY
ISO 9001 Certificate	Please upload a valid copy of your ISO 9001 certificate.	+ Click to attach file Expiring on: MM/DD/YYYY
ISO 14001 Certificate	Please upload a valid copy of your ISO 14001 certificate.	+ Click to attach file Expiring on: MM/DD/YYYY
ISO 26000 Certificate	Please upload a valid copy of your ISO 26000 certificate.	+ Click to attach file Expiring on: MM/DD/YYYY
ISO 27001/27002 Certificate	Please upload a valid copy of your ISO 27001/27002 certificate.	+ Click to attach file Expiring on: MM/DD/YYYY
IATF 16949 Requirements	Do you meet all IATF 16949 requirements even if not certified?	<input type="checkbox"/>
MAQMSR Requirements	Do you meet the Minimum Automotive Quality Management System (MAQMSR) requirements if not currently IATF 16949 certified?	<input type="checkbox"/>
Other Certifications	Please list other certifications as applicable - except Diverse Supplier, which is covered elsewhere.	<input type="text"/> Characters available: 2000
Other Certificates	Please upload any other applicable certificates (excluding Diverse Supplier). For multiple attachments, please ZIP before uploading.	+ Click to attach file

Step 6: My Category Selection

Supplier Action

- Select the relevant categories* and click on the “**Confirm**” button

The screenshot shows a web interface for 'My Category Selection'. At the top, a progress bar indicates the current step is 'My Category Selection', with previous steps being 'Registration Data', 'Basic Profile Forms', and 'Registration Confirmation'. Below the progress bar, there are 'Confirm' and 'Cancel' buttons. A search bar labeled 'Search or Navigate the Tree' with the placeholder 'Enter filter (type to start search)' is present. Below the search bar, a section shows 'Selected Items: 1' with a 'Remove All' button. The main area displays a hierarchical tree of categories. The tree is expanded to show the following structure:

- Categories
 - D - Direct
 - I - Indirect
 - E - Operations Equipment
 - L - Logistics
 - N - Non-Sourceable
 - O - Operation Services
 - P - Products and Supplies
 - PG - Goods For Resale
 - PI - IT and Telecoms
 - 058 - IT Products
 - 05810 - Generic IT Hardware
 - ☒ 05810100 - Data Center Hardware
 - ☐ 05810110 - Desktop Hardware

At the bottom right of the category tree, there are 'Expand All' and 'Collapse All' buttons.

*Mandatory to select Commodity code – all direct/indirect categories that apply to the supplier

Step 7: Registration Confirmation

Supplier Action

- Once you confirm the Categories you will be redirected to the **Registration Confirmation** page

The screenshot shows the PPG ePro Registration Confirmation page. At the top left is the PPG logo with the tagline "We protect and beautify the world™". Below the logo is a horizontal progress bar with four steps: "Registration Data", "Basic Profile Forms", "My Category Selection", and "Registration Confirmation". The "Registration Confirmation" step is highlighted in dark blue. To the right of the progress bar are two buttons: "Close Window" with a red X icon and "Main Page" with a house icon. Below the progress bar is a green message box with a checkmark icon, containing the text: "The Registration Process is complete. Your account has been activated and an email sent to confirm this. Login with your Username and Password to access the platform." The message box is highlighted with a red border. At the bottom left of the page is the copyright notice "© COPYRIGHT 2000 - 2021 JAGGAER -" and at the bottom right is a "Back to Top" link.

PPG We protect and beautify the world™

Registration Confirmation

Registration Data Basic Profile Forms My Category Selection **Registration Confirmation**

Close Window

Main Page

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this. Login with your Username and Password to access the platform.

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Step 8: Email Confirmation - Account Activation

Supplier Action

- You will receive an email confirming your account activation

Supplier Account Activation on PPG Industries



eProPPG@jaggaer.com

To Mariya Petrova



We removed extra line breaks from this message.



Reply



Reply All



Forward



Wed 20/01/2021 20:13

Dear Supplier,

Your account has been activated on PPG Industries

You can now use your Username and Password to access all the available areas of the platform.

As a reminder the Username you selected is: mariya.petrova@xoomworks.com The site address is: <https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fppg-prep.app.jaggaer.com%2F&data=04%7C01%7Cmariya.petrova%40xoomworks.com%7C84981ffabae481cb03a08d8bd6f021a%7C1c491264ed964c6f8c5227407d680c2a%7C0%7C637467631785699290%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6I1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=vTMXMksspmJUTH9BN6gSuF33h6yUpNKgWmfBE7x28A%3D&reserved=0>

Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.

Step 9: Begin the onboarding process

The right team will take action internally and then you will receive a second email asking you to complete the onboarding process.

- From your email, click on the **“Register Now”** button
- On the **“Welcome to Supplier Registration”** page, click on **“Continue with Registration”** and follow the instructions
- Complete the **“Company Overview”** required fields:
 - **Legal Structure*** - a business ownership structure or business form, choices include LLCs, partnerships, sole proprietorships, corporations etc.
- Click on the **“Next”** button
- Complete the **“Business Details”**
- Click on the **“Next”** button

Supplier Action



Registration Checklist
Registration FAQ
Registration Tutorial

Welcome to Supplier Registration

Browse the topics below to learn more about registering and to begin the registration process:

The Registration Process

1. The registration process should take less than 10 minutes.
2. Click the **“Continue with Registration”** button below, to continue the registration process.
3. Ensure all the required fields and sections are completed.

The following information is required:

- Your name, phone
- Address Information
- Accounts Payable

Continue With Registration

Step 10: Company Overview

Step 11: Business Details

ePro

Standardize. Optimize. Globalize.



Step 11: Addresses

- Click on the **“Add Addresses”** button
- Complete the required **“Address Details”**:
 - What would you like to label this address?*** - address name; ex. Headquarters, Houston Office
 - Which of the following business activities take place at this address? (select all that apply)*** - options: Takes Orders, Receives Payment, etc.
 - How would you like to receive purchase orders for this fulfillment address?*** - ex. email
 - Country*** - address country
 - Address Line 1*** - street name/number
 - City/Town*** - address city/town
 - Contact Label*** - primary contact label
 - First Name*** - primary contact first name
 - Last Name*** - primary contact last name
 - Email*** - primary contact email address
 - Phone*** - primary contact phone number
- Click on the **“Save Changes”** button
- Click on the **“Next”** button

Supplier Action

TEST2
Registration - Manage Registration Profile

Total Training Time
Supplier Number: 00105189
Change Supplier

Registration in Progress for: PPG Supplier Portal_2
2 of 6 Steps Complete

Welcome
Company Overview
Business Details
Addresses
Contacts
Payment Information
Tax Information
Certify & Submit

Registration FAQ | View History

Addresses
Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Required Information
The following address types are required to complete registration:
- Remittance

Address Label	Address Types	Address
1234 Training Dr	Fulfillment (Primary)	1234 Training Dr Trainburgh, Pennsylvania, 12345 United States

Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? *

☒ Takes Orders (fulfillment)
☒ Receives Payment (remittance)
☒ Other (physical)

* Required to Complete Registration

Add Address

Address Details (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address? *

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone

Toll Free Phone

Fax

* Required to Complete Registration

Add Address

Primary Contact For This Address (Step 3 of 3)

You can also update and add Contacts later from the Contacts page.

☒ Enter New Contact ☐ Not Applicable

Select additional contact type(s) to apply

☒ Takes Orders (fulfillment)
☒ Receives Payment (remittance)
☒ Other (physical)
☐ Corporate
☐ Sales

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *

Toll Free Phone

Fax

* Required to Complete Registration

Previous Save Changes



Suppliers are required to have a primary address and remittance address on file even if they are the same.

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Step 12: Contacts

Supplier Action

Complete the “**Contacts**” details:

- Click on the “**Add Contact**” button
- Complete the “**Contact Details**” required fields:
 - **Contact Label*** - a specific group the contact is part of (ex. service provider)
 - **First Name*** - contact first name
 - **Last Name*** - contact last name
 - **Email*** - contact email address
 - **Phone*** - contact phone number
- Click on the “**Save Changes**” button
- Click on the “**Next**” button

Contact Label	Contact Types	Name	Email
AR	Remittance (Primary)	Trainer, Tessa	beth.forster@risenow.com
Tessa Trainer	Fulfillment (Primary)	Trainer, Tessa	beth.forster@risenow.com

Contact Label *

Which of the following business activities apply to this contact? Remittance

First Name *

Last Name *

Position Title

Email *

Phone * ext.

Toll Free Phone ext.

Fax ext.

* Required to Complete Registration

Save Changes Close



Each address record must have a contact associated with it. They can be the same contact.

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Step 13: Payment Information

Complete the “**Payment Information**” details:

- Click on the “**Add Payment Information**” button and select one of the options : Direct Deposit, Credit Card, Check etc.
- Complete the required “**Payment Details**” depending on the Payment type you select (ex. Direct Deposit (ACH))
 - Payment Title*** - payment name
 - Country*** - payment country
 - Payment Type*** - defaulted from previous selection
 - Remittance Address*** - selection from previously created addresses is available
 - Currency*** - payment currency
- Complete the “**Bank Account**” required details :
 - Country*** - bank account country
 - Bank Name*** - bank account bank name
 - Account Holder's Name*** - first and last name of the account holder
 - Account Type*** - ex. Checking, Savings
- Click on the “**Save Changes**” button
- Click on the “**Next**” button

The screenshot shows the 'Payment Information' section of a registration profile. On the left, a sidebar lists various sections: Welcome, Company Overview, Business Details, Addresses, Contacts, Payment Information (highlighted), Tax Information, and Certify & Submit. The main content area is titled 'Payment Information' and includes a 'Required Information' section with a message: 'At least one payment type is required to complete this section.' Below this is a button 'Add Payment Information'. There is also an 'Additional Questions' section with a note about attaching documentation. Two 'Banking Document' upload areas are visible, each with a 'Select file' button and a 'Drop file to attach, or browse.' instruction. At the bottom, there are 'Previous', 'Next', and 'Save Changes' buttons.

Supplier Action

The 'Add Payment Information' form is displayed. It starts with a message: 'Only associated countries are displayed.' The form fields include: 'Payment Title *' (text input), 'Country *' (dropdown), 'Payment Type *' (dropdown, currently set to 'Direct Deposit (ACH)'), 'Direct Deposit Format' (dropdown), 'Remittance Address *' (dropdown), 'Electronic Remittance Email' (text input), 'Currency *' (dropdown), and 'Active' (radio buttons for 'Yes' and 'No'). Below these is a 'Bank Account' section with fields for 'Country *' (dropdown), 'Bank Name *' (text input), 'Account Holder's Name *' (text input), 'Account Type *' (dropdown), 'Address Line 1' (text input), 'Address Line 2' (text input), 'Address Line 3' (text input), and 'City/Town' (text input). At the bottom, there is a legend: '* Required to Complete Registration', and two buttons: 'Save Changes' and 'Close'.



Direct Deposit is the preferred payment method of PPG.

Based on bank country, relevant bank account details are requested.

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Step 14: Tax Information

Complete the “**Tax Information**” required details:

- Click on the “**Add Tax Document**” button
- Complete the “**Tax Document**” required details:
 - **Tax Type*** - ex. W-9
 - **Tax Document Name*** - document name

Complete the „**Additional Questions**“ required details:

- **Articles or Certificate of Association/Incorporation** - upload document attachment
- Click on the “**Save Changes**” button
- Click on the “**Next**” button

Supplier Action



Some tax document default options may display based on the supplier's address country.

Step 15: Certify & Submit

- Complete the “**Certify & Submit**” required details:
 - Preparer’s Initials*** - first name + last name initials, ex. BF
 - Preparer’s Name*** - first name + last name
 - Preparer’s Title*** - ex. Consultant
 - Preparer’s Email Address*** - email address
 - Certification*** - check box confirming that the information provided is accurate
- Click on the “**Submit**” button
- You will receive an **email notification** that onboarding is complete



In the system, this step is also called Supplier Registration, but PPG refers to it as Supplier Onboarding to differentiate it from the previous Supplier Registration steps.

Supplier Action

TEST2

Registration > Manage Registration Profile

Total Training Time
Supplier Number: JA_295189
[Change Supplier](#)

Registration In Progress for: PPG Supplier Portal_2
6 of 6 Steps Complete

Welcome

Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ✓
Payment Information ✓
Tax Information ✓

Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials *
Preparer's Name *
Preparer's Title *
Preparer's Email Address *
Today's Date
Certification * ☐ I certify that all information provided is true and accurate.

* Required to Complete Registration

[Submit](#)

Thank You for Registering

✓ Registration Complete for Total Training Time!

Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Send new user request](#) to an additional portal user.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration Profile](#)

Supplier Registration Complete for PPG Supplier Portal_2



PPG ePro Test 2 <eproPPG@jaggaer.com>

Beth Forster

Saturday, January 9, 2021 at 9:28 PM

[Show Details](#)

Supplier Registration Complete for PPG Supplier Portal_2

Dear Total Training Time,

Thank you for completing your registration profile on PPG Supplier Portal_2. PPG Supplier Portal_2 is a best in class Supplier Registration and eProcurement system. Accessible via the world-wide-web, PPG Supplier Portal_2 provides a one-stop, complete solution for Buyer/Supplier communications.

As a reminder, you can log into your secure account by visiting PPG Supplier Portal_2's

[Customer Portal Login Link](#)

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Thank you!

Working TOGETHER = SUCCESS

Changes are effective February 16. Please complete your registration no later than March 31.

Suppliers

What You Need To Do:

- Beginning February 16, the way you do business with PPG will change! (Look for an email from Jaggaer.com)
- Please complete the registration and onboarding process so you can continue transacting with PPG
- If your supplier information changes, login to ePro to maintain your data
 - REMEMBER: ePro will contain ALL of your supplier data, including banking! Manage your user permissions to provide appropriate access
- Submit your invoices through ePRO (No ePro PO = No Payment)

PPG

What We Will Provide:

- Help for using ePro!
- Our [Supplier Information Portal](#) contains FAQs, Go-Live information, PPG supplier support details and contact information for Jaggaer Support who will be your first line of support for:
 - Technical issues during the registration and onboarding process
 - Catalog support
 - Sourcing responses
 - Auction issues

