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

Key Benefits

All Suppliers

ePro

Indirect Suppliers
(office supplies, consulting, etc.)

- 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.
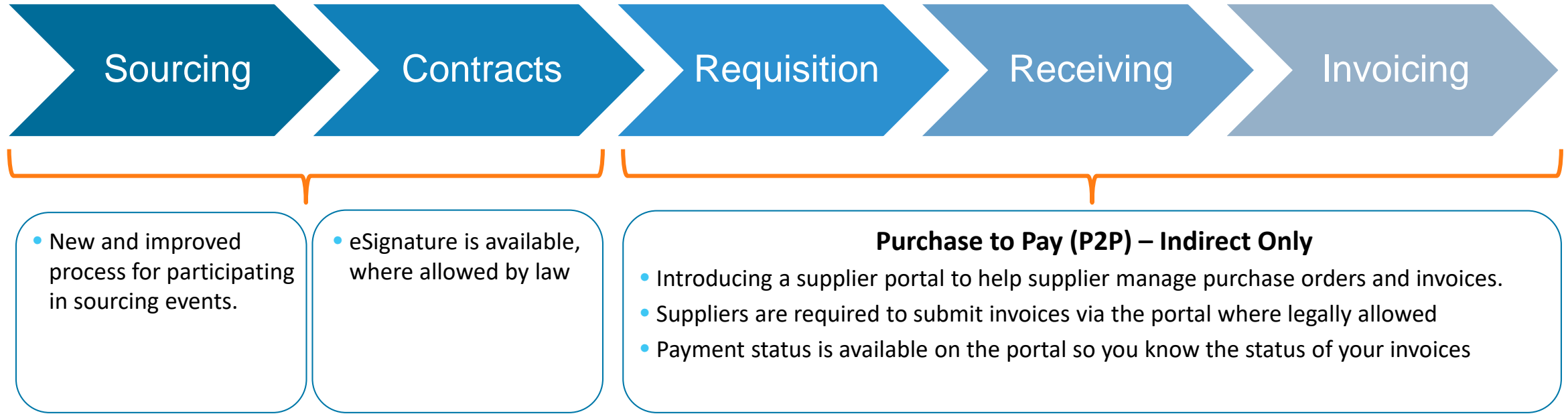
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What is in scope for the ePro Project?

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

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What are the big changes for suppliers?

Sourcing → **Contracts** → **Requisition** → **Receiving** → **Invoicing**

- New and improved process for participating in sourcing events.

- eSignature is available, where allowed by law

Purchase to Pay (P2P) – Indirect Only
- Introducing a supplier portal to help supplier manage purchase orders and invoices.
- Suppliers are required to submit invoices via the portal where legally allowed
- Payment status is available on the portal so you know the status of your invoices

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

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Key Dates and Messages

Timing	Message

March - May	Targeted suppliers will receive communications weekly until the registration and onboarding activities are complete.
	
	What to expect?
	• 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)
	   • 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	When the location you interact with goes live, you can begin managing transactions via the ePro portal • **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

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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

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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%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PpS6kTaV9YQu%2B5zS7roBqaU95UIXA9qfLrGEuKzt6KU%3D&reserved=0

Your Username is: webinarconsulting
Your Password is: 9740187664

- Enter your **Username** and **Password**
- Click on the **"Enter"** button
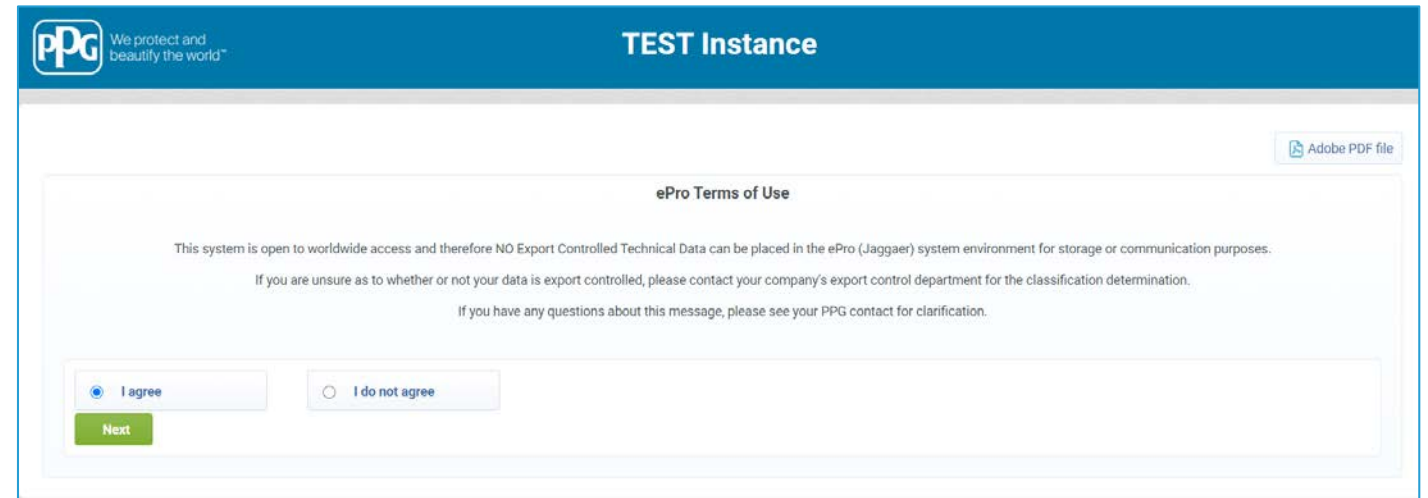
Step 2: Accept the Terms of Use

- 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

Step 4a: Registration Data

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

Registration Data

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

Save & Continue

Organization Details

* Legal Organization Name	Webinar Consulting, Inc.	
* Tax ID Number Please exclude any spaces or special characters.	⚠ 99988899999	
EU VAT Number Please exclude any spaces or special characters.		
* Corporate Country	UNITED STATES	
* Corporate Address	700 Brickyyard 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	---	

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Step 4b: Registration Data

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	Anna
* Last Name	Brown
* Username (please do not forget your username)	webinarconsulting
* User Email Address 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.	anna.brown@gmail.com
User Phone Number	
* Preferred Language	English (USA)
* Time Zone	(GMT - 5:00) Eastern Time (US & Canada), New York, Indianapolis

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Step 5a: Basic Profile Forms

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

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

Step 6: My Category Selection

- Select the relevant categories* and click on the **"Confirm"** button

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

Step 7: Registration Confirmation

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

- You will receive an email confirming your account activation

Supplier Account Activation on PPG Industries

eProPPG@jaggaer.com
To ✓ Mariya Petrova

↩ Reply   ↩↩ Reply All   → Forward   ···

Wed 20/01/2021 20:13

ⓘ We removed extra line breaks from this message.

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%7C84981ffabaef481cb03a08d8bd6f021a%7C1c491264ed964c6f8c5227407d680c2a%7C0%7C0%7C637467631785699290%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=vTMXMksspmdJUTH9BN6gSuF33h6yUpNKgWmfBE7x28A%3D&reserved=0

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

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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:
  - o **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

Step 10: Company Overview

Step 11: Business Details

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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

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

Complete the **"Contacts"** details:

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

- Click on the "**Save Changes**" button
- Click on the "**Next**" button

ℹ 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

ℹ 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

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.

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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! Mange your user permissions to provide appropriate access**

- **Submit your invoices through ePRO (No ePro PO = No Payment)**

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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**

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