

# 面向供应商的 ePro: 有何变化



# 什么是 ePro (Jaggaer)?

一个简单易用的全球系统，用于管理供应商关系、购买间接产品/服务以及执行审批

## 受影响的供应商群体

所有供应商

间接采购供应商  
(办公用品、咨询服务等)

ePro

## 主要优势

- 与 PPG 进行交互的标准全球流程，可
  - 快速更新您的供应商信息或认证文件
  - 参与寻源事件
  - 红线标示和签署合同
- 无交互费用
- 自动化流程，可改善合规性和周期性

- 更多产品目录/定价合同，因此请求人可以轻松找到您的产品或服务
- 在门户网站上查看您的采购订单并将其转录为发票（可确保匹配，且应该能够缩短审批时间）
- 电子传输和交付发票
- 能够在门户网站上查看发票的状态

# ePro 项目涉及哪些流程？

ePro 是一个可提高寻源到结算 (S2S) 流程效率的平台。  
这包括从 PPG 向供应商采购产品或服务到从会计角度正式结算这些产品和服务的付款为止所发生的所有活动。

流程	寻源到结算 (S2S)	
	寻源到合同 (S2C) - 上游	采购到付款 (P2P) - 下游
说明	寻源到合同包括准入供应商、举行寻源事件以及谈判和授予合同中涉及的所有活动	采购到付款包括与从供应商处购买产品和服务相关的活动，其中包括对这些产品和服务进行购买、订购、审批和付款
PPG 支出类别	间接产品/服务	
	直接产品/服务（原材料） 间接产品/服务 库存（转售物品） 物流	直接产品/服务（原材料） 库存（转售物品） MRO/转售产品 物流

■ 范围内 ■ 范围外

# 对供应商来说，最大的变化是什么？



- 参与寻源事件的全新改进流程。
- 在法律允许的情况下，可以使用电子签名
- 购买到付款 (P2P) – 仅限间接采购**
  - 引入供应商门户网站，可帮助供应商管理采购订单和发票。
  - 在法律允许的情况下，供应商需要通过门户网站提交发票
  - 门户网站上提供付款状态，因此您可以掌握发票的状态

## 供应商管理

- 所有供应商活动都将在 **ePro** 中发起。因此，作为供应商，您需要使用 ePro 更新您的供应商信息
- 自动化工作流程应能够缩短在 ePro 中创建供应商或更改信息的周期
- 您可以上传自己所需的表单、证书和其他文档，以加快流程。
- 供应商使用 **ePro** 无需支付任何费用

# 重要日期和消息

时间安排	消息
3 月 - 5 月	<p>目标供应商每周将收到通讯，直到注册和准入活动完成为止。</p> <p><b>预期会有什么？</b></p> <ul style="list-style-type: none"><li>• 跟进电子邮件，其中包含相关信息、说明和帮助文档的链接</li><li>• 来自 <a href="mailto:eProPPG@jaggaer.com">eProPPG@jaggaer.com</a> 的电子邮件，带有注册链接（此链接将在 72 小时后失效，因此请迅速采取行动）</li><li>• 注册后，您将收到来自 <a href="mailto:eProPPG@jaggaer.com">eProPPG@jaggaer.com</a> 的另一封电子邮件，以验证您在 ePro 中的信息（准入）<ul style="list-style-type: none"><li>• 请检查是否已准确填写所有必填字段</li><li>• 未能正确填写这些字段可能会影响您通过 ePro 与 PPG 进行交易的能力</li></ul></li></ul>
3 月 23 日 4 月 6 日	<p>当您与之互动的地点上线后，即可以开始通过 ePro 门户网站管理交易</p> <ul style="list-style-type: none"><li>• <b>3 月 23 日</b> - 比利时、加拿大、捷克、丹麦、芬兰、爱尔兰、荷兰、挪威、波兰、斯洛伐克、瑞典、英国、美国</li><li>• <b>4 月 6 日</b> - 奥地利、法国、德国、匈牙利、意大利、葡萄牙、西班牙、瑞士、土耳其</li></ul>

逐步上线期间，如需了解从 Ariba 过渡至 ePro 的相关信息，请查看我们的[供应商信息门户网站](#)

# 注册时需要了解什么？

## 提供信息

- 并非所有字段都是必填字段，但是您填写的字段越多，PPG 越有可能联系您提供产品和服务。
- 请填写尽可能多的信息。

## 验证您的数据

- 我们已从 **ERP** 系统加载数据。 请检查以确认所有信息正确无误，并在需要时更新您的信息

## 审查您的个人资料

- 您可以设置将收到的通知（安全通知、采购订单收据等）
- 设置您的帐户，以支持您想与 **PPG** 开展业务的方式

# 面向供应商的 ePro:

## 注册和帐户激活





# 步骤 1：通过邀请电子邮件中的链接登录

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%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAilCJQIjoIV2luMzIiLCJBTiI6Iik1haWwILCjXVCi6Mn0%3D%7C1000&data=PpS6kTaV9YQu%2B5zS7roBqaU95UIXA9qflrGEuKzt6KU%3D&reserved=0>


Your Username is: webinarconsulting  
Your Password is: 9740187664

- 输入您的用户名和密码
- 点击 “Enter（进入）” 按钮

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

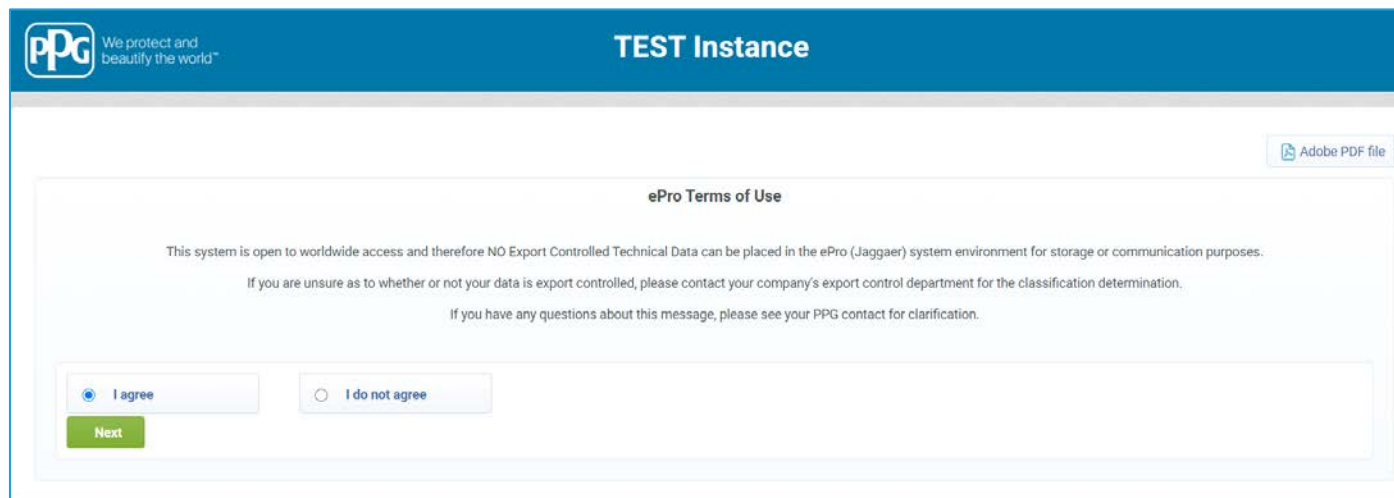


## 步骤 2：接受使用条款

- 选择 “**I agree**（我同意）” 单选选项
- 点击 “**Next**（下一步）” 按钮

## 步骤 3：创建全球身份帐户

- 如果您的电子邮件地址尚未在 Jaggaer 中记录，请填写 “**Global Identity Password**（全球身份密码）” 字段，然后点击 “**Create Global Identity Account**（创建全球身份帐户）” 按钮



**TEST Instance**

PPG We protect and beautify the world™

Adobe PDF file

**ePro Terms of Use**

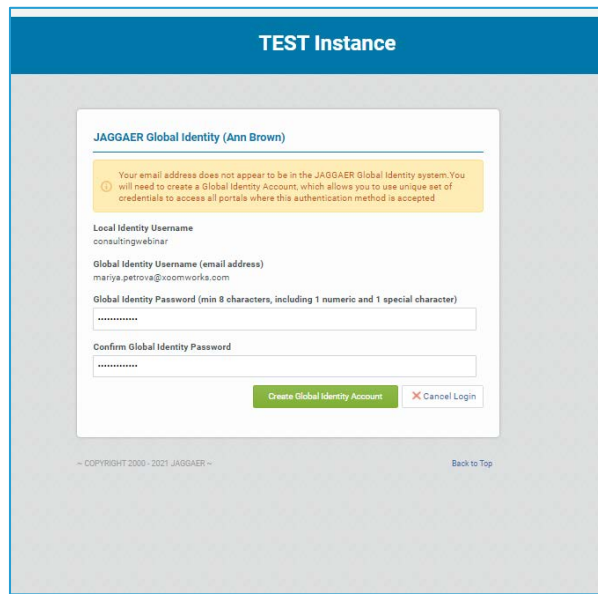
This system is open to worldwide access and therefore NO Export Controlled Technical Data can be placed in the ePro (Jaggaer) system environment for storage or communication purposes.

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)  
maria.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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# 步骤 4a: 注册数据

供应商操作

标有红色星号 (\*) 的字段为必填字段:

- **Legal Organization Name** (法定组织名称) \* - 公司注册证书中显示的组织名称
- **Tax ID Number** (纳税识别号) \* - 纳税识别号是美国国税局 (IRS) 根据税法使用的九位数跟踪号码
- **Corporate Country** (公司所在国家/地区) \* - 供应商总部所在国家/地区
- **Corporate Address** (公司地址) \* - 供应商总部地址
- **Corporate City** (公司所在城市) \* - 供应商总部所在城市
- **Corporate State/Region** (公司所在州/省/地区) \* - 供应商总部所在州/省/地区
- **Corporate Postal/Zip Code** (公司邮政编码) \* - 供应商总部邮政编码
- **Corporate Phone Number** (公司电话号码) \* - 供应商总部电话号码

Registration Data

Registration DataBasic Profile FormsMy Category SelectionRegistration 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 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

## 步骤 4b: 注册数据

供应商操作

填写 **User Details**（用户详细信息）部分中标有红色星号 (\*) 的所有必填字段，然后点击页面顶部的“**Save & Continue**（保存并继续）”按钮

- **First Name**（名字）\* - 供应商的名字
- **Last Name**（姓氏）\* - 供应商的姓氏
- **Username**（用户名）\* - 唯一识别供应商的名称
- **User Email Address**（用户电子邮件地址）- 将采用默认信息
- **Preferred Language**（首选语言）\* - 供应商将用于交流的语言
- **Time Zone**（时区）\* - 供应商所在国家/地区的本地时间

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 &amp; Canada), New York, Indianapolis"/>

# 步骤 5a: 基本资料表单

供应商操作

填写 **Supplier Organization Profile**（供应商组织资料）中的所有相关信息，然后点击“**Save & Continue**（保存并继续）”按钮：

标有红色星号 (\*) 的字段为必填字段：

- **Business Type**（业务类型）\* - 最能描述您的公司的选项（合伙、法人、独资）
- **Supplier Regions**（供应商地区）\* - 供应商能够提供产品/服务的地区（例如：美国与加拿大地区以及欧洲、中东和非洲地区）
- **Supplier Activities**（供应商活动）\* - 如果公司参与以下任何活动
  - 涉及放射性材料的活动
  - 化学武器或生物武器活动
  - 军事活动
  - 以上都没有
- **Supplier Code of Conduct Indicator**（供应商行为准则指标）\* - 阅读并说明是否符合 PPG 的全球供应商行为准则 - “是/否”选项
- **Supplier Sustainability**（供应商可持续性）- 阅读并说明是否符合 PPG 的供应商可持续发展政策 - “是/否”选项
- **Supplier Data Privacy**（供应商数据隐私）- 说明是否符合数据隐私法 - “是/否”选项

Basic Profile Form: Supplier Onboarding Questionnaire

Registration

Registration Data

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.	<div>Character available 2000</div> <div>Corporation</div>
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		<input type="text"/>
Year Established		<input type="text"/>
Supplier Regions		<input type="text"/>
Supplier Activities	Is your company involved in any of the following activities?	<div><input type="checkbox"/> Activities that involve radioactive materials</div> <div><input type="checkbox"/> Chemical or biological weapons activities</div> <div><input type="checkbox"/> Military activities</div> <div><input type="checkbox"/> None of the Above</div>
Company Type	Please check all that apply	<div><input type="checkbox"/> Distributor</div> <div><input type="checkbox"/> Manufacturer</div> <div><input type="checkbox"/> Trader</div> <div><input type="checkbox"/> Logistics Provider</div> <div><input type="checkbox"/> Service Provider</div> <div><input type="checkbox"/> Other</div>
Company Type Other	If Other selected, please specify.	<input type="text"/>
Union Employees	Are any of your employees represented by a Union?	<div>Character available 2000</div> <div></div>
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.	<div><input type="checkbox"/> Alternative manufacturing location(s)</div> <div><input type="checkbox"/> Alternative method/route for transportation</div> <div><input type="checkbox"/> Authorization to transport dangerous material</div> <div><input type="checkbox"/> Back up for computer systems</div> <div><input type="checkbox"/> Communication plan</div> <div><input type="checkbox"/> Contingency inventory levels</div> <div><input type="checkbox"/> Contingency plan for tier 2/3 suppliers</div> <div><input type="checkbox"/> Other</div> <div><input type="checkbox"/> Over transportation line</div>
Disaster Plans Other		<input type="text"/>
Currencies		<input type="text"/>

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 ( <a href="http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/Supplier-Code-of-Conduct.aspx">http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/Supplier-Code-of-Conduct.aspx</a> ).	<div></div>
Supplier Sustainability	All Suppliers - Please carefully read and indicate compliance with PPG's Supplier Sustainability Policy ( <a href="http://corporate.ppg.com/Purchasing/Supplier-Sustainability.aspx">http://corporate.ppg.com/Purchasing/Supplier-Sustainability.aspx</a> ).	<div></div>
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 ( <a href="http://corporate.ppg.com/Purchasing/Supplier-Data-Privacy/GDPR.aspx">http://corporate.ppg.com/Purchasing/Supplier-Data-Privacy/GDPR.aspx</a> ).	<div></div>
Conflict Minerals	Raw Material Suppliers - Please carefully read and indicate compliance with PPG's Conflict Minerals Policy ( <a href="http://sustainability.ppg.com/business/conflict-minerals.aspx">http://sustainability.ppg.com/business/conflict-minerals.aspx</a> ).	<div></div>
RM Introduction Process	Raw Material Suppliers - Please carefully read and indicate compliance with PPG's Raw Material Introduction Process ( <a href="http://corporate.ppg.com/Purchasing/Raw-Material-Introduction-Process.aspx">http://corporate.ppg.com/Purchasing/Raw-Material-Introduction-Process.aspx</a> ).	<div></div>
Automotive Quality Indicator	Automotive Suppliers (if unsure, please answer) - Please carefully read and indicate compliance with PPG's Automotive Coatings Supplier Quality Requirements ( <a href="http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/PPG-Auto-OEM-Supplier-Quality.aspx">http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/PPG-Auto-OEM-Supplier-Quality.aspx</a> ).	<div></div>
Nondiscrimination & Affirmative Action	U.S. Suppliers - Please indicate commitment to and compliance with nondiscrimination and affirmative action requirements ( <a href="http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/Notice-to-Suppliers-Vendors-Subcontractors.aspx">http://corporate.ppg.com/Purchasing/PPG-Supplier-Network/Notice-to-Suppliers-Vendors-Subcontractors.aspx</a> ).	<div></div>
CA Transparency in Supply Chains Indicator	California Suppliers - Please indicate compliance with the California Transparency in Supply Chains Act of 2010 ( <a href="http://corporate.ppg.com/Purchasing/Supplier-Sustainability.aspx">http://corporate.ppg.com/Purchasing/Supplier-Sustainability.aspx</a> ).	<div></div>

# 步骤 5b: 基本资料表单

供应商操作

- 填写所有认证相关信息，添加证书附件，然后点击“**Save & Continue**（保存并继续）”按钮

Basic Profile Form: Certificates

Registration

Registration DataBasic Profile FormsMy Category SelectionRegistration Confirmation

Save & ContinueCancel

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?	
MAQMSR Requirements	Do you meet the Minimum Automotive Quality Management System (MAQMSR) requirements if not currently IATF 16949 certified?	
Other Certifications	Please list other certifications as applicable - except Diverse Supplier, which is covered elsewhere.	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

## 步骤 6：我的类别选择

供应商操作

- 选择相关类别\*，然后点击“**Confirm**（确认）”按钮

The screenshot shows a web interface for 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' is present. Below the search bar, a summary bar shows 'Selected Items: 1' and a 'Remove All' button. The main area displays a hierarchical tree of categories. The tree structure is as follows:

- 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

On the right side of the category tree, there are 'Expand All' and 'Collapse All' buttons.

\*必须选择商品代码 - 适用于供应商的所有直接采购/间接采购类别

## 步骤 7：注册确认

供应商操作

- 确认类别后，您将被重定向至 **Registration Confirmation**（注册确认）页面

The screenshot shows the PPG ePro Registration Confirmation page. At the top 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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## 步骤 8: 电子邮件确认 - 帐户激活

供应商操作


- 您将收到一封电子邮件，确认您的帐户激活

### 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](mailto: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=vTMXMksspmDJUTH9BN6gSuF33h6yUpNKgWmfBE7x28A%3D&reserved=0>

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

## 步骤 9: 开始准入流程

相应的团队将在内部采取行动，然后您会收到第二封电子邮件，要求您完成准入流程。

- 在您的电子邮件中，点击“**Register Now**（立即注册）”按钮
- 在“**Welcome to Supplier Registration**（欢迎使用供应商注册）”页面中，点击“**Continue with Registration**（继续注册）”并按照说明进行操作
- 填写“**Company Overview**（公司概况）”的必填字段：
  - **Legal Structure\***（法律结构\*）- 企业所有权结构或业务形态，选项包括有限责任、合伙、独资、法人等
- 点击“**Next**（下一步）”按钮
- 填写“**Business Details**（业务详细信息）”
- 点击“**Next**（下一步）”按钮

供应商操作

## 步骤 10: 公司概况

## 步骤 11: 业务详细信息

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# 步骤 11：地址

- 点击 “Add Addresses（添加地址）” 按钮
- 填写 “Address Details（地址详细信息）” 必填字段：
  - What would you like to label this address?\*(您希望如何标记此地址？\*) - 地址名称；例如：总部、休斯敦办公室
  - Which of the following business activities take place at this address? (select all that apply)\*（在此地址进行以下哪些业务活动？[请选择所有适用项]\*）- 选项：接受订单、接收付款等
  - How would you like to receive purchase orders for this fulfillment address?\*(您想如何接收此履单地址的采购订单？\*) - 例如：电子邮件
  - Country\*（国家/地区\*）- 地址所在的国家/地区
  - Address Line 1\*（地址行 1\*）- 街道名称/编号
  - City/Town\*（城/镇\*）- 地址所在城/镇
  - Contact Label\*（联系人标签\*）- 主要联系人标签
  - First Name\*（名字\*）- 主要联系人名字
  - Last Name\*（姓氏\*）- 主要联系人姓氏
  - Email\*（电子邮件\*）- 主要联系人电子邮件地址
  - Phone\*（电话\*）- 主要联系人电话号码
- 点击 “Save Changes（保存更改）” 按钮
- 点击 “Next（下一步）” 按钮

TEST2  
Registration > Manage Registration Profile  
Logout

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

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? (select all that apply)  
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  
International phone number  
\* 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  
International phone numbers must begin with +  
\* Required to Complete Registration  
Previous Save Changes

供应商操作



供应商必须在记录中提供主要地址和汇款地址，即使两个地址相同。

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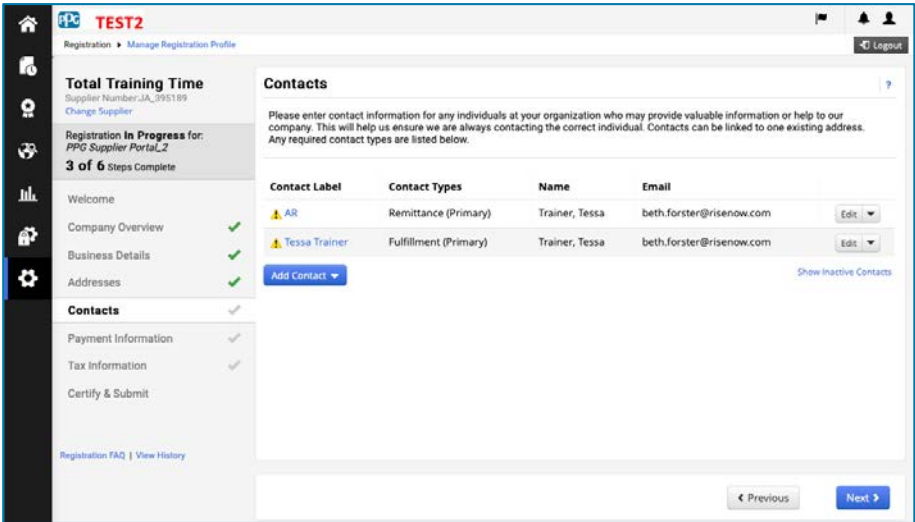


# 步骤 12: 联系人

供应商操作

填写 “Contacts（联系人）” 详细信息:

- 点击 “Add Contact（添加联系人）” 按钮
- 填写 “Contact Details（联系人详细信息）” 必填字段:
  - Contact Label\*（联系人标签\*）- 联系人所属的特定组别（例如：服务提供商）
  - First Name\*（名字\*）- 联系人名字
  - Last Name\*（姓氏\*）- 联系人姓氏
  - Email\*（电子邮件\*）- 联系人电子邮件地址
  - Phone\*（电话\*）- 联系人电话号码
- 点击 “Save Changes（保存更改）” 按钮
- 点击 “Next（下一步）” 按钮



### Add Contact

Contact Label \*

Which of the following business activities apply to this contact?

Remittance

First Name \*

Last Name \*

Position Title

Email \*

Phone \*

ext.

International phone numbers must begin with +

Toll Free Phone

ext.

International phone numbers must begin with +

Fax

ext.

International phone numbers must begin with +

\* Required to Complete Registration

Save Changes

Close



# 步骤 13: 付款信息

供应商操作

填写 “**Payment Information**（付款信息）” 详细信息:

- 点击 “**Add Payment Information**（添加付款信息）” 按钮，然后选择以下选项之一：直接存款、信用卡、支票等
- 根据您选择的付款方式，填写 “**Payment Details**（付款详细信息）” 必填字段（例如：直接存款 [ACH]）
  - **Payment Title\***（付款标题\*）- 付款名称
  - **Country\***（国家/地区\*）- 付款国家/地区
  - **Payment Type\***（付款方式\*）- 默认使用先前的选择
  - **Remittance Address\***（汇款地址\*）- 可以选择先前创建的地址
  - **Currency\***（货币\*）- 付款货币
- 填写 “**Bank Account**（银行账户）” 必填详细信息：
  - **Country\***（国家/地区\*）- 银行账户所在国家/地区
  - **Bank Name\***（银行名称\*）- 银行账户的银行名称
  - **Account Holder's Name\***（账户持有人姓名\*）- 账户持有人的名字和姓氏
  - **Account Type\***（账户类型\*）- 例如：支票、储蓄
- 点击 “**Save Changes**（保存更改）” 按钮
- 点击 “**Next**（下一步）” 按钮



直接存款是 PPG 的首选付款方式。

根据银行所在国家/地区，要求提供相关的银行账户详细信息。

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## 步骤 14: 税务信息

供应商操作

填写“**Tax Information**（税务信息）”必填详细信息：

- 点击“**Add Tax Document**（添加税务文件）”按钮
- 填写“**Tax Document**（税务文件）”必填详细信息：
  - **Tax Type\***（税务类型\*）- 例如：W-9
  - **Tax Document Name\***（税务文件名称\*）- 文件名称

填写“**Additional Questions**（其他问题）”必填详细信息：

- **Articles or Certificate of Association/Incorporation**（公司章程或注册证书）- 上传文件附件
- 点击“**Save Changes**（保存更改）”按钮
- 点击“**Next**（下一步）”按钮



根据供应商地址所在的国家/地区，某些税务文件默认选项可能会显示。

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## 步骤 15: 认证并提交

供应商操作

- 填写“**Certify & Submit**（认证并提交）”必填详细信息：
  - Preparer's Initials\***（填表人姓名首字母\*）- 名字 + 姓氏的首字母缩写，例如：BF
  - Preparer's Name\***（填表人姓名\*）- 名字 + 姓氏
  - Preparer's Title\***（填表人头衔\*）- 例如：顾问
  - Preparer's Email Address\***（填表人电子邮件地址\*）- 电子邮件地址
  - Certification\***（认证\*）- 确认所提供的信息准确无误的复选框
- 点击“**Submit**（提交）”按钮
- 您会收到准入已完成的**电子邮件通知**

### 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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在系统中，此步骤也称为“供应商注册”，但 PPG 将其称为“供应商准入”，以和先前的“供应商注册”步骤进行区分。



# 谢谢！

# 齐心协力 = 成功

变更于 2 月 16 日生效。请在 3 月 31 日之前完成注册。

## 供应商 您需要做什么：

- 自 2 月 16 日起，您与 PPG 开展业务的方式将会改变！（查看来自 Jaggaer.com 的电子邮件）
- 请完成注册和准入流程，以便您可以继续与 PPG 进行交易
- 如果您的供应商信息发生变化，请登录 ePro 维护您的数据
  - 请谨记：ePro 将包含您的所有供应商数据，包括银行信息！管理您的用户权限，以提供适当的访问权限
- 通过 ePRO 提交发票（没有 ePro 采购订单 = 无法付款）

## PPG 我们将提供什么：

- ePro 使用帮助！
- 我们的[供应商信息门户网站](#)包含常见问题、上线信息、PPG 供应商支持详细信息以及将为您提供以下一线支持的 Jaggaer 支持人员的联系信息：
  - 注册和准入流程中的技术问题
  - 产品目录支持
  - 寻源响应
  - 拍卖问题

