

# 面向供应商的 ePro: 有何变化

Listen  
Understanding  
Improvement  
Leadership  
Feedback  
Action  
Knowledge  
Inclusive  
Resource  
Creative  
Impact  
Change  
Time  
Considerate  
Thoughts  
Teamwork  
Empower  
Experience  
Responsibility  
Lean

ePro

Future

# 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)



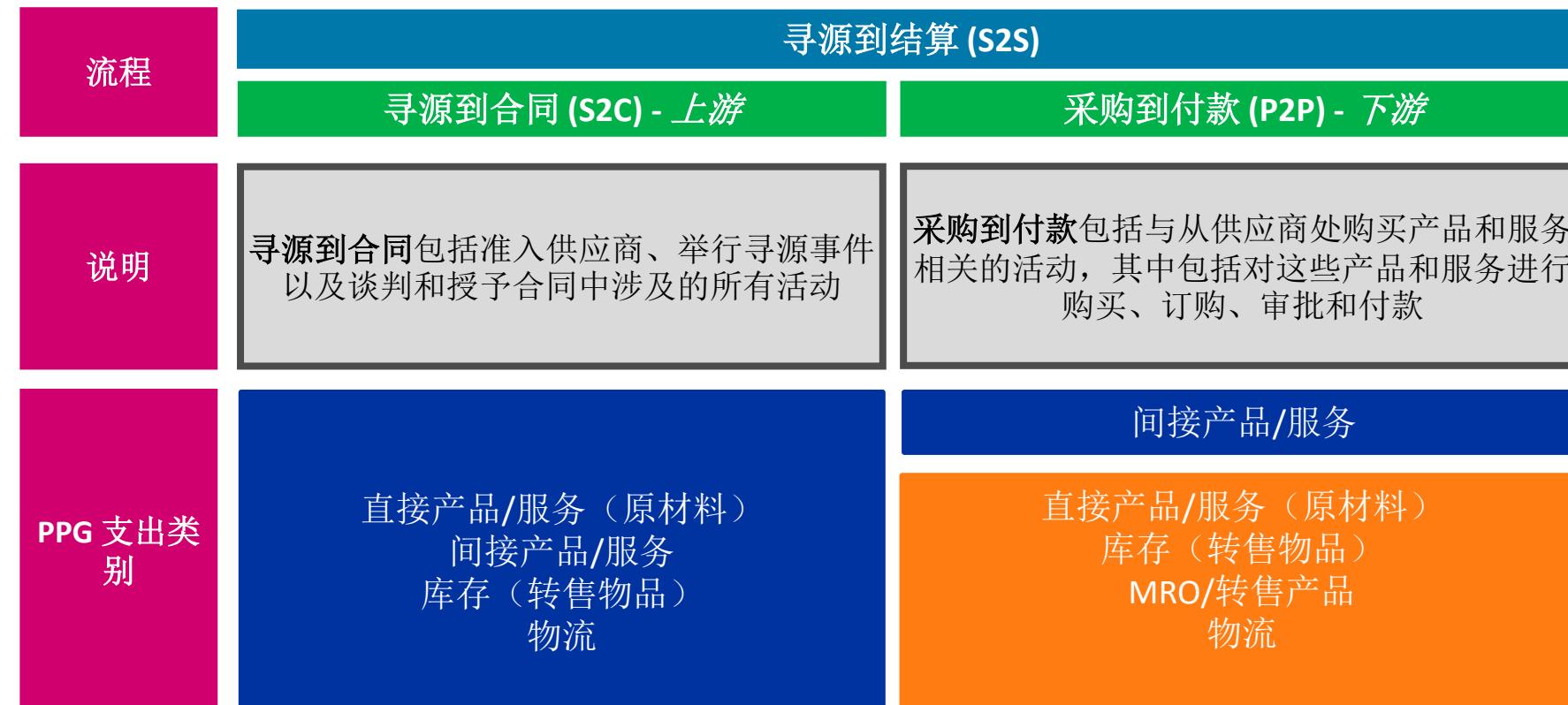
## 主要优势

- 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。

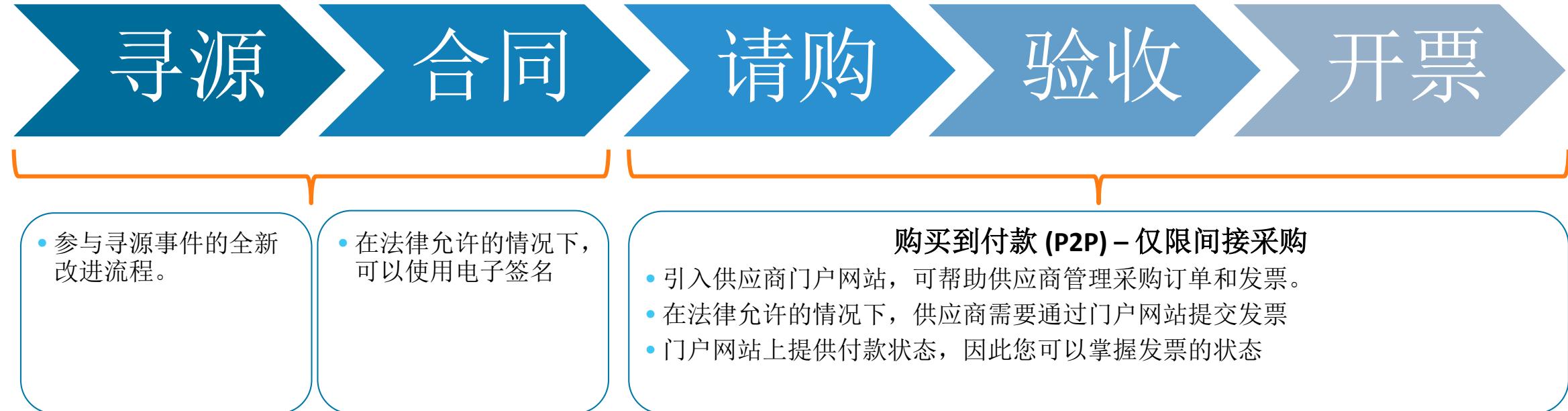


■ 范围内 ■ 范围外

ePro | Standardize. Optimize. Globalize.



# 对供应商来说，最大的变化是什么？



## 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



The image features the 'ePro' logo in large, bold, blue letters. Surrounding the logo are various words in different colors and sizes, representing core values or concepts: 'Listen' (light blue), 'Understanding' (light blue), 'Improvement' (light blue), 'Leadership' (light blue), 'Feedback' (light blue), 'Action' (dark blue), 'Inclusive' (light blue), 'Resource' (light blue), 'Creative' (light blue), 'Impact' (dark blue), 'Change' (dark blue), 'Time' (light blue), 'Considerate' (light blue), 'Thoughts' (dark blue), 'Empower' (light blue), 'Experience' (light blue), 'Responsibility' (light blue), and 'Lean' (light blue). The background is a diagonal gradient from dark blue at the top left to white at the bottom right.

Listen  
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Future

# 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%7CTWFpbGzs3d8eyiWijoiMC4wLiAwMDAilCIQjoiV2lUuZliiCJBtil6ik1haWwiLCIXVCi6Mn0%3D%7C1000&sdata=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

**TEST Instance**



**LOGIN**

[I CANNOT ACCESS MY ACCOUNT](#)

[PPG SSO](#) [ENTER](#)

**HELPDESK**

Phone 844-217-0017  
Email [customersupport@bravosolution.com](mailto: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

## 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

The screenshot shows the 'Registration Data' page of the ePro system. The top navigation bar includes tabs for 'Registration Data', 'Basic Profile Forms', 'My Category Selection', and 'Registration Confirmation'. A green 'Save & Continue' button is located in the top right corner. The main section, titled 'Organization Details', contains the following fields:

Field	Description	Value Entered
* Legal Organization Name	Webinar Consulting, Inc.	
* Tax ID Number	9998889999	
EU VAT Number	(empty)	
* Corporate Country	UNITED STATES	
* Corporate Address	700 Brickyard Dr Ithaca	
* Corporate City	New York	
* Corporate State/Region	NY	
* Corporate Postal/Zip Code	14858	
* Corporate Phone Number	+1 412 774 9760	
Dun & Bradstreet	(empty)	
Web site	(empty)	
MDM ID	(empty)	
Preferred Currency	(empty)	

## 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	Anna
* Last Name	Brown
* Username <small>(please do not forget your username)</small>	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>	anna.brown@gmail.com
User Phone Number	
* Preferred Language	English (USA) ▾
* Time Zone	(GMT - 5:00) Eastern Time (US & 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 Selection      Registration Confirmation

Save & Continue      Cancel

**Supplier Organization Profile**

Label	Description	Response	
Doing Business As (DBA)	Doing Business As (DBA)	Character available 2000	
Other Names	Does your organization go by any additional names or aliases?	Character available 2000	
Business Type	* Please pick the option that best describes your company.	Corporation	
Business Type Other	If Other selected, please specify your business type	Character available 2000	
Business Owner	If Private, please list the owner(s).	Character available 2000	
Annual Sales	Please indicate your total annual sales for the last completed year.	Character available 2000	
Number of Employees	Supplier Activities: * Is your company involved in any of the following activities?	Activities that involve radioactive materials Chemical or biological weapons activities Military activities None of the Above	
Year Established	Company Type Please check all that apply	Distributor Manufacturer Processor Logistics Provider Service Provider Other	
Supplier Regions	Company Type Other If Other selected, please specify.	Character available 2000	
Union Employees	Are any of your employees represented by a Union?	Character available 2000	
Union Expiration Date	Please indicate the closest expiration date for any Union contract.	Character available 2000	
Disaster Plans	Please indicate all that apply for which you have established plans in case of disaster.	Character available 2000	
Disaster Plans Other	Policies & Compliance	Character available 2000	
Currencies	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> ).		
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> ).		
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> ).		
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> ).		
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> ).		
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> ).		
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> ).		
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> ).		

## 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 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"/> IATF 16949 (Quality Management Standard) <input checked="" type="checkbox"/> ISO 9001 (Quality Management System) <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"/> C-TPAT <input type="checkbox"/> Other

**Certificate Attachments**

Label	Description	File Attachment	Expiring on:
Insurance Certificate	Please upload a valid copy of your Certificate of Insurance.	+ Click to attach file	MM/dd/yyyy
IATF 16949 Certificate	Please upload a valid copy of your IATF 16949 certificate.	+ Click to attach file	MM/dd/yyyy
ISO 9001 Certificate	Please upload a valid copy of your ISO 9001 certificate.	+ Click to attach file	MM/dd/yyyy
ISO 14001 Certificate	Please upload a valid copy of your ISO 14001 certificate.	+ Click to attach file	MM/dd/yyyy
ISO 26000 Certificate	Please upload a valid copy of your ISO 26000 certificate.	+ Click to attach file	MM/dd/yyyy
ISO 27001/27002 Certificate	Please upload a valid copy of your ISO 27001/27002 certificate.	+ Click to attach file	MM/dd/yyyy
IATF 16949 Requirements	Do you meet all IATF 16949 requirements even if not certified?	Yes      No	
MAQMSR Requirements	Do you meet the Minimum Automotive Quality Management System (MAQMSR) requirements if not currently IATF 16949 certified?	Yes      No	
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 the 'My Category Selection' step of a registration process. At the top, there is a navigation bar with four steps: 'Registration Data', 'Basic Profile Forms', 'My Category Selection' (which is highlighted in blue), and 'Registration Confirmation'. Below the navigation bar is a search bar labeled 'Search or Navigate the Tree' with a placeholder 'Enter filter (type to start search)'. Underneath the search bar is a section titled 'Selected Items: 1' with a 'Remove All' button. The main area displays a hierarchical tree structure under the heading 'Categories'. The tree includes nodes such as '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' (which has a checked checkbox), and '05810110 - Desktop Hardware' (which has an unchecked checkbox). At the bottom right of the interface 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 left is the PPG logo with the tagline "We protect and beautify the world™". Below the logo, the page title is "Registration Confirmation". A navigation bar at the top has four items: "Registration Data", "Basic Profile Forms", "My Category Selection", and "Registration Confirmation" (which is highlighted in blue). On the right side of the header are two buttons: "Close Window" and "Main Page". A green message box in the center contains 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." This message box is outlined in red. At the bottom left, there is copyright information: "~ COPYRIGHT 2000 - 2021 JAGGAER ~". At the bottom right, there is a "Back to Top" link.

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.

~ COPYRIGHT 2000 - 2021 JAGGAER ~

[Back to Top](#)

## 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%7C84981ffabaef481cb03a08d8bd6f021a%7C1c491264ed964c6f8c5227407d680c2a%7C0%7C637467631785699290%7CUnknown%7CTWFpbGZsb3d8eyJWIjoIMC4wLjAwMDAiLCJQIjoIV2luMzliLCJBII6Ik1haWwiLCJVCI6Mn0%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

供应商操作

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**（公司概述）”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



This screenshot shows the 'Company Overview' step of the registration process. On the left, a sidebar shows a navigation menu with 'TEST2' selected. The main area shows 'Total Training Time' (Supplier Number: JA\_395189) and 'Registration In Progress for: PPG Supplier Portal\_2'. A progress bar indicates '1 of 6 Steps Complete'. The 'Company Overview' section contains fields for 'Country of Origin' (United States), 'Legal Structure' (dropdown), 'Supplier Tax Representative' (dropdown), 'Business Details' (checkbox checked), 'Addresses' (checkbox checked), 'Contacts' (checkbox checked), 'Payment Information' (checkbox checked), 'Tax Information' (checkbox checked), and 'Certify & Submit' (button). At the bottom, there's a note: '★ Required to Complete Registration'.

## 步骤 10: 公司概述

This screenshot shows the 'Business Details' step of the registration process. On the left, a sidebar shows a navigation menu with 'TEST2' selected. The main area shows 'Total Training Time' (Supplier Number: JA\_395189) and 'Registration In Progress for: PPG Supplier Portal\_2'. A progress bar indicates '2 of 6 Steps Complete'. The 'Business Details' section contains fields for 'Supplier Capital' (dropdown), 'Supplier Shareholders' (dropdown), 'Annual Revenue/Receipts' (multiple dropdowns for 2020, 2019, 2018), 'Sales Territories' (checkboxes for local and national suppliers), 'U.S. Service Area' (dropdown), 'International Service Area' (dropdown), and 'Products and Services' (checkboxes for commodity codes). At the bottom, there's a note: '★ Required to Complete Registration'.

## 步骤 11: 业务详细信息

ePro

Standardize. Optimize. Globalize.

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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

The screenshot shows the PPG Supplier Portal registration interface. On the left, a sidebar lists registration steps: Welcome, Company Overview, Business Details, Addresses (selected), Contacts, Payment Information, Tax Information, Certify & Submit. The main area shows the 'Addresses' step with a summary: Total Training Time (Supplier Number: JA\_395189), Registration In Progress for: PPG Supplier Portal\_2, 2 of 6 Steps Complete. It includes sections for 'Required Information' (Remittance), 'Address Label' (T234 Training Dr), 'Address Types' (Fulfillment (Primary)), and 'Address' (1234 Training Dr, Trainburgh, Pennsylvania, 12345, United States). A modal window titled 'Add Address' is open, divided into three steps: 1. Basic Information (Step 1 of 3) with fields for address labeling (e.g., Headquarters, Houston Office) and business activities (Takes Orders (fulfillment), Receives Payment (remittance), Other (physical)). 2. Address Details (Step 2 of 3) with fields for Country, Address Lines, City/Town, State/Province, Postal Code, Phone, Toll Free Phone, Fax, and Contact Label. 3. Primary Contact For This Address (Step 3 of 3) with fields for First Name, Last Name, Position Title, Email, Phone, Toll Free Phone, and Fax. At the bottom of each step is a note: \* Required to Complete Registration.



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。

## 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

The screenshot shows the 'Contacts' page in the PPG Supplier Portal. The sidebar indicates '3 of 6 Steps Complete'. The main area lists two contacts under 'Contact Label': 'AR' (Remittance Primary) and 'Tessa Trainer' (Fulfillment Primary). Each contact has a name and an email address. There are 'Edit' buttons for each contact.

The screenshot shows the 'Add Contact' dialog box. It asks for 'Contact Label\*' (Remittance), 'First Name\*', 'Last Name\*', 'Position Title', 'Email\*', 'Phone\*', 'Toll Free Phone', and 'Fax'. Below the phone fields, notes state: 'International phone numbers must begin with +' and 'ext.'. At the bottom, it says '\* Required to Complete Registration' and has 'Save Changes' and 'Close' buttons.



每个地址记录必须有与之关联的联系人。他们可以是同一联系人。

## 步骤 13: 付款信息

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。

## 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

PPG TEST2  
Registration > Manage Registration Profile  
Logout  
Total Training Time  
Supplier Number: JA\_395189  
Change Supplier  
Registration In Progress for:  
PPG Supplier Portal\_2  
4 of 6 Steps Complete  
Welcome  
Company Overview  
Business Details  
Addresses  
Contacts  
Payment Information  
Tax Information  
Certify & Submit  
Registration FAQ | View History

**Tax Information**  
Tax information is used for payment and the tax document should be uploaded using a PDF format.  
**Required Information**  
At least one tax document is required to complete this section.  
No tax information has been entered  
Add Tax Document ▾

**Additional Questions**  
Articles or Certificate of Association/Incorporation \*

Select file Drop file to attach, or browse.

Business or Company Registration Certificate/License

Select file Drop file to attach, or browse.

< Previous Next > Save Changes

Add Tax Document

Tax Type \* W-9  
Tax Document Name \*   
Tax Document Year   
Tax Documentation  
Select file Drop file to attach, or browse.  
Download Pre-populated Tax Document

\* Required to Complete Registration  
Save Changes Close



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。

## 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**

The screenshot illustrates the final steps of the supplier registration process. On the left, the 'Certify & Submit' page shows the user has completed all required fields. The right side shows the successful registration confirmation and a summary of the next steps.

**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 \* BF  
Preparer's Name \* Beth Forster  
Preparer's Title \*  
Preparer's Email Address \* beth.forster@risenow.com  
Today's Date 1/9/2021  
Certification \*  I certify that all information provided is true and accurate.

**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.

**i** 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  
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