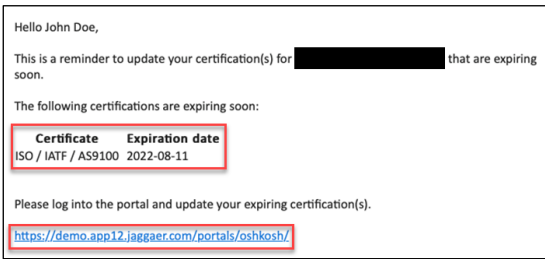
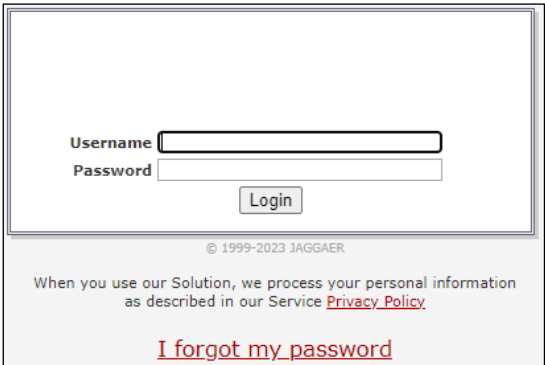
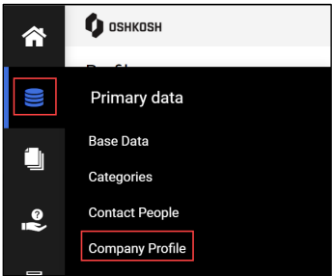
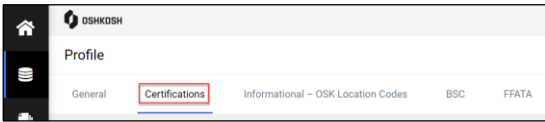


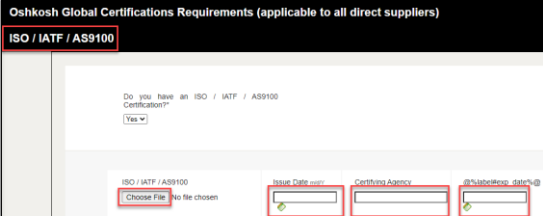
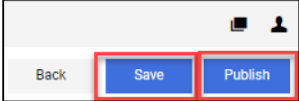


# Updating Expired Certificates

<b>Instructions</b>	
<p>This Job aid will assist external users in updating expired certificates within the Oshkosh Jaggaer Supplier Portal.</p>	
<p>1. Jaggaer will send an automated email when one or more certificates are expiring</p> <ul style="list-style-type: none"> <li>• Click on the link to navigate to the Jaggaer Portal</li> </ul>	
<p>2. Log into the portal with your credentials</p>	
<p>3. From the home screen, on the left menu panel:</p> <ol style="list-style-type: none"> <li>i. Click on the four stacked disks (<b>Primary data</b>)</li> <li>ii. Select <b>Company Profile</b></li> </ol>	
<p>4. Select the second tab labelled <b>Certifications</b> to view all certificates</p>	



## Updating Expired Certificates

<p>5. Find the section of the expired certificate and update the information along with uploading the updated certificate</p>	 <p>Oshkosh Global Certifications Requirements (applicable to all direct suppliers)</p> <p>ISO / IATF / AS9100</p> <p>Do you have an ISO / IATF / AS9100 Certificate? Yes</p> <p>ISO / IATF / AS9100 Choose File No file chosen</p> <p>Issue Date Certifying Agency</p> <p>Issue Date Certifying Agency</p>
<p>6. Once complete, hit save and publish.</p>	 <p>Back Save Publish</p>
<p><i>End Job Aid.</i></p>	