



SRM Profile Creation

Introduction

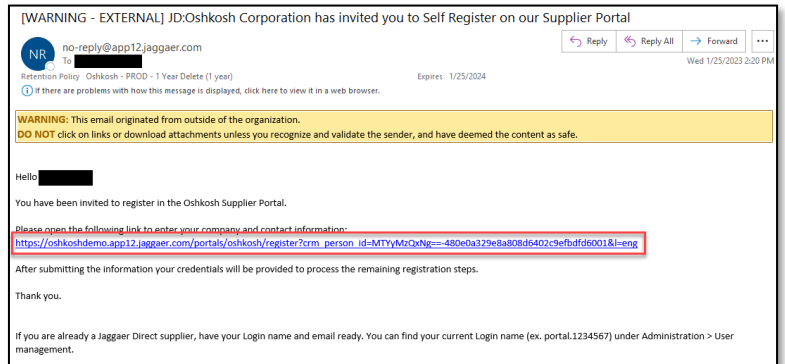
In 2022 Oshkosh Corporation went live with a new Supplier Portal, Jaggaer. All purchase orders are being sent through this portal so it is a requirement that every Oshkosh Corporation supplier onboard on to Jaggaer. Non-compliance will prevent Oshkosh from being able to conduct business with the supplier.

Initial Supplier Setup	Pages 1-11
Adding, Editing, & Removing Contacts	Pages 11-12
Roles & Responsibilities	Page 13

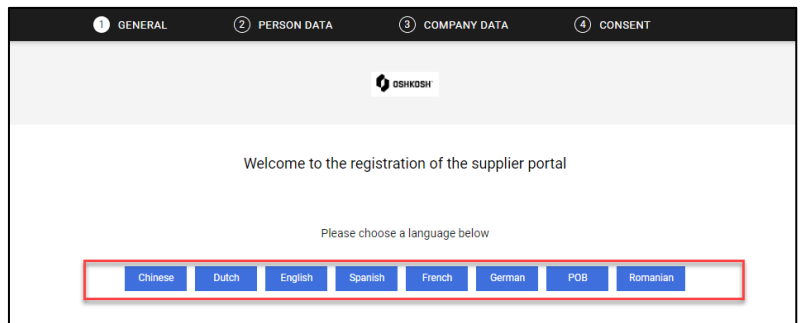
On-boarding Process

This section will walk through the step-by-step process to getting the profile created within the JAGGAER Direct Supplier Portal.

1. You will be em an email link for registration, follow this link to do the initial profile set up



2. Select the Language you would prefer to use for the supplier portal.





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- 3. Complete and verify your **Contact Information**. Fields marked with an astericks (*) are mandatory.
- 4. Click **Continue**.

CONTACT PERSON

Salutation
Mx.

First name*

Last name*

Department
...

Telephone*
+ Area Number

Mobile
+ Area Number

E-Mail*
kgrace@oshkoshcorp.com



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5. Complete the required company data indicated by astericks (*) and then proceed by selecting continue

COMPANY DATA

Company name*

Company name 2

Street*

Street 2

City*

Country*

State / Province

Zip code*

Telephone

+ Area Number

Homepage

Currency

D-U-N-S

6. Next window is a disclaimer noting Jaggaer's supplier access terms. Only the first box is required to move on.

- Note – These terms state it is your responsibility to handle and manage the data as accurately as possible

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

I agree and accept [Supplier Access Terms.](#)

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Oshkosh in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.



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<p>7. Once you have accepted and submitted you will be greeted with this message.</p> <ul style="list-style-type: none"> An email will also be sent with a link to the set password Note – Passwords are not sent via email and are managed by the supplier. In the event you forget the password you will need to work with Jaggaer directly. 	<div style="text-align: center;"> <p>Congratulations!</p> </div> <p>Thank you for registering your company. You will shortly receive two emails:</p> <ol style="list-style-type: none"> An email from JAGGAER containing a link to define a new password. This more secure password is needed for your new JAGGAER Global Identity, which you can use to authenticate to this customer portal going forward. The link in this email expires in 24 hours. An email from your customer confirming your company registration and providing more information about your account. <p>You may now close this window.</p>
<p>8. Check your inbox for an email providing you with your login name (email address) and follow the link</p> <ul style="list-style-type: none"> You will receive two emails, either one will work 	<p>From: no-reply@app12.jaggaer.com <no-reply@app12.jaggaer.com> Date: Wed, May 1, 2024 at 1:27 PM Subject: JD:DEMO: Oshkosh Corporation thanks you for registering on our Supplier Portal To: [REDACTED]</p> <p>Dear [REDACTED],</p> <p>Thank you for successfully registering with the Oshkosh Supplier Portal. We have no record of you registering another Jaggaer account with this email address and so you will need to set a password using the following link: https://demo.app12.jaggaer.com/modules/portal/jintLogin/createIntSetPassword?reg_hash=69175d141e36d839e4d43aa30f5b9801f2ec317e53ade0050c49657f97a095f [demo.app12.jaggaer.com]</p> <p>Please note, your email address is your user name.</p> <p>NOTE: If you did NOT request this email, please contact idsupport@jaggaer.com</p>
<p>9. You will be brought to a page to request a password. Select Continue.</p>	<div style="text-align: right;"> <p>English ▾</p> </div> <h3>Your Account Has Been Upgraded To JAGGAER Global Identity</h3> <p>Your account has been upgraded to JAGGAER Global Identity.</p> <p>You will receive an email containing a link to define a new password. This link will be valid for 24 hours.</p> <p>Going forward, you will be able to securely authenticate using your email address as the username and your newly defined password.</p> <div style="text-align: right; margin-top: 20px;"> <p style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #007bff; color: white; text-decoration: none;">Continue</p> </div>



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<p>10. Check your inbox for another email that will provide you with a link to set a password</p>	<p>JAGGAER Lost Password <no-reply@jaggaer.com> To: [Redacted] Expires: 7/17/2024 Retention Policy: Oshkosh - PROD - 1 Year Delete (1 year) Dear JAGGAER User, you requested a new password at 13:37, on 18-07-2023, by following the link below, you will activate your new password for your JAGGAER account. https://app12.jaggaer.com/login_lostpass.php?key=e070dbe367f67fb4ebc9246e0b349c70b84612b8&back=login.php?cid=78&lang=eng&cid=78 After 24 hours, this link will be rendered inactive. You may request a new one if needed. If it is impossible to open the link directly, please copy it to your favourite browser to open it. Best regards, Your JAGGAER Team</p>
<p>11. Password should meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum of 8 characters • Minimum of 1 of the following character: !@#%\$%^&*()? • Minimum of one number • Minimum of one alphabetic character 	<p>WARNING: You must change the password now!</p> <p>We have a new set of password rules in place:</p> <ul style="list-style-type: none"> ✘ Not one of the last 3 passwords ✘ Minimum of 8 characters ✘ Minimum of 1 special character (not A-Z or a-z or 0-9) ✘ Minimum of 1 number ✘ Minimum of 1 lower case letter and 1 upper case letter <p>New password* <input type="password"/></p> <p>New password (re-enter)* <input type="password"/></p>
<p>12. Login with your credentials.</p>	<p>Log In English ▾</p> <p>OSHKOSH</p> <p>Portal Username</p> <p><input type="text"/></p> <p><input type="button" value="Next"/></p> <p>Register now</p>




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13. If you have multiple accounts please select which one you are trying to log into.


Select User English ▾

Multiple JAGGAER Direct users were found to be associated with your Jaggaer Supplier Account. Please choose the user you would like to proceed with.

- Green Tree (footloose, United States of America)
- Green Tree (bellair, United States of America)
- Green Tree (Blair Waldorf Designs, United States of America)
- Green Tree (serenavdesigns, United States of America)
- Green Tree (Irving company, United States of America)
- Green Tree (OSHTEST, United States of America)
- Green Tree (Message test, United States of America)
- Green Tree (Test supplier 1, United States of America)
- Green Tree (JonesGJI, United States of America)
- Green Tree (Cert test, United States of America)
- Green Tree (Greentree, United States of America)

14. Click the  to the right of "Your registration has not been finished yet. Continue with the registration."

Supplier Portal Dashboard - Welcome, [redacted] from [redacted] | Partner no. [redacted]

Your registration has not been finished yet. Continue with the registration 

Home

BLACKBOARD

Title	Comment
JLG Holiday Announcement	JLG Holiday Announcement https://osn.oshkoshcorp.com/
JLG Holiday Announcement	Valued JLG supplier,

As a result of strong demand and previous intermittent supply chain disruptions, JLG will be operating...

15. There will four sections, DATA, CONTACTS, CATEGORIES, and PROFILE

- DATA should be complete from initial registration but here you can verify it's accuracy
- CONTACTS – See page 11, you can add and edit additional contacts, otherwise all roles default to user setting up account
- CATEGORIES – Primary Category is mandatory, select best fitting options
- PROFILE – See next step

Registration - Contacts

Assigned Roles: Sourcing, Profile, Order Confirmation, Company President, Payment, Defense Sourcing Contact

Registration - Categories

Search for category:

Categories Overview: Fabrications, Castings, Machining, Composites/Plastics, Wheels and Tires, Electrical, Hydraulic, Gaskets, Flanges

Selected Categories: (Choose Primary Category)

Facilities/Office and Operations Supplier: Industrial Supplies, MRO Supplies, Tool and Power Tools, Safety Supplies, Office Supplies



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16. First Section is "General." Each section indicated with an astericks is mandatory to answer Yes or No.

- Oshkosh Supplier Expectations
 - i. Supplier Code of Conduct – **Mandatory**
 - ii. Supplier Standards Guide – **Mandatory**
 - iii. FRDM – **Preferred**, not mandatory

Oshkosh Supplier Expectations

I have read, understand and agree to follow the Oshkosh Corporation Supplier Code of Conduct?*

[Supplier Code of Conduct](#)

Código de Conducta del proveedor

???????

I have read and understand the Oshkosh Corporation Supplier Standards Guide *

<https://osn.oshkoshcorp.com/en/supplier-resources/standards-guide>

To join forces with Oshkosh Corporation to help combat the reality of modern-day slavery, I have created a profile and completed the supplier questionnaire within FRDM.*

<https://app.frdm.co/assessments/49>

- General Profile Questions
 - i. All sections are mandatory except the comments section and the "Remit To" address question

General Profile Questions

Manufacturing

Private

1) \$0-\$10 million

2) 100-999

No

Yes

Yes

Yes

Comments

No

<https://cage.dla.mil/>

Is the Remit To address different than base address provided?

- Production Calendar
 - i. Preferred but not required

Production Calendar

Please upload completed production calendar

No file chosen

[Production Calendar](#)

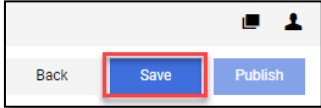
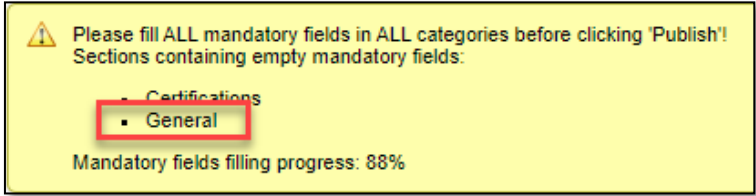
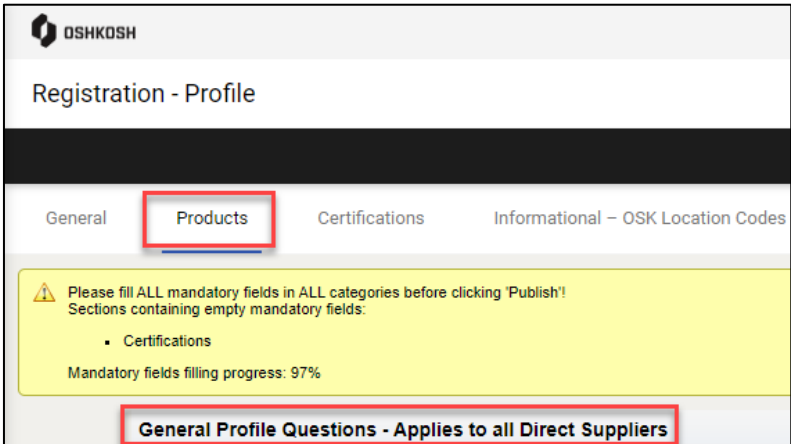
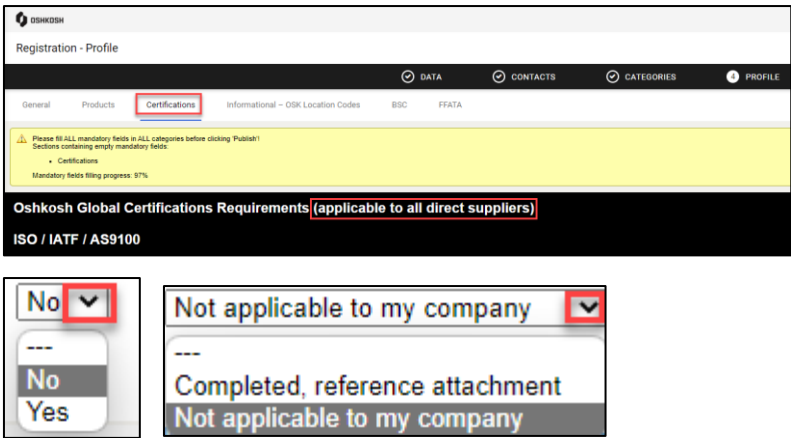


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<ul style="list-style-type: none"> Quality <ul style="list-style-type: none"> i. Selecting "I have read the Supplier Quality Manual" is required ii. Supplier Quality Audit is required for suppliers of direct manufactured products; it is not required for indirect products and services iii. CDAAS is only required if you are providing Electronic Components 	<div style="background-color: #f0f0f0; padding: 5px;"> <p>Quality</p> <p>Please read the Supplier Quality Manual here</p> <p><input checked="" type="checkbox"/> I have read the Supplier Quality Manual</p> <p>Please complete the quality self-audit and attach below a copy of the completed form.</p> <p>Global Supplier Quality Manual (For Reference) Supplier Quality Audit Form (Download and Complete)</p> <p>Choose File No file chosen</p> <p>Please select <input type="text" value="Not applicable (I am a provider of indirect services to Oshkosh Corporation)"/></p> <p>Does your organization provide electronic parts (i.e. internal components) as defined in DFARS 252.246-7007. Also Referenced in Section F, Attachment 2 in the Supplier Standards Guide*</p> <p>Attach CDAAS / Counterfeit Detection Audit Template</p> <p>Please select* <input type="text" value="Not applicable (I am not a provider of electronic parts)"/></p> </div>
<ul style="list-style-type: none"> Tax Information <ul style="list-style-type: none"> i. All fields mandatory, you will need to attach a copy of your W9 for the last section 	<div style="background-color: #f0f0f0; padding: 5px;"> <p>Tax Information</p> <p>Sales Tax Exemption Status* <input type="text" value="Yes"/></p> <p>Tax organization Type* <input type="text" value="Individual"/></p> <p>Please select your Tax Country/Region* <input type="text" value="US"/></p> <p>Taxpayer ID* <input type="text" value=""/></p> <p>1099 Reportable?* <input type="text" value="Yes"/></p> <p>W9 attachment* <input type="text" value="Screenshot_20230126_102318.png"/></p> </div>
<ul style="list-style-type: none"> Accounts Payable Information <ul style="list-style-type: none"> i. Mandatory – you will set up contacts in a later step, if there will only be one contact you are the default payment contact 	<div style="background-color: #f0f0f0; padding: 5px;"> <p>Accounts Payable Information</p> <p>Did you confirm that your Payment contact information is correct? *</p> <p>Link to update payment contact</p> <p><input type="text" value="Yes"/></p> </div>



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<ul style="list-style-type: none"> Once complete select "Save" from the top-right corner <ul style="list-style-type: none"> If you missed any fields you will be notified via a warning message. If you completed the section incorrectly it will show up in the list. 	 
<p>17. Second section is "Products;" this section is geared specifically to direct suppliers, please complete as much of this section as you can. This section goes into further analysis of quality specifications and engineering capabilities.</p> <ul style="list-style-type: none"> If you are not supplying components/assemblies for our final products you can move on to the next step 	
<p>18. Third section is "Certifications;" this section is also geared specifically to direct suppliers but require answers for each question</p> <ul style="list-style-type: none"> If indirect or a question is not applicable to your company select "No" or "Not Applicable" from the drop-down option 	



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19. Fourth section is only informational, it provides our location codes; these are referenced on Purchase Orders and Forecasts.

- Select the next section (BSC) to continue on

Location Code	Description	Address Line 1	Address Line 2	Address Line 3	City
CAL599989	OSHKOSH CORPORATION CALIFORNIA RLC	27731 DIAZ ROAD			TEMECULA
CBS603654	DFAS - COLUMBUS CENTER	DFAS - Columbus Center	West Entrance	PO Box 182381	Columbus
DCMA1010950	OSHKOSH DEFENSE AFTERMARKET-DCMA	South Plant DCMA	2815 Oregon Street		Oshkosh
DEF599977	OSHKOSH DEFENSE KSA WAREHOUSE	3rd Industrial Area Exit 12			Riyadh

20. Fifth section is the Business Status Certification portion and the following fields are required:

- Address
- City
- State
- Zip Code (9-digit format, no dash)
- Country
- Principal Products/Service
- NAICS Code (North American Classification System, six-digit code describing principal products/service provided, multiple codes can be provided)

- The second portion on this section is declaration of business size, foreign-owned status, as well as other various concern options that may apply
 - Only the sections with asterisks (*) are required
 - Foreign-owned suppliers will need to further indicate if any subcontract performance occurs within the United States
 - For the most part, size standards are based on the average annual receipts or the average employment of a supplier
 - For more information on these size standards, please visit <https://www.sba.gov/federal-contracting/contracting-guide/size-standards>



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- Final requirement of this section is at the bottom which is to sign and certify accuracy

The offeror represents and certifies that the information provided is true and understands that Under 15 U.S.C., any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged woman-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, or 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall:

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

Authorized Signature of Contact Certifying the Above Information* Title*

Phone* Date* m/d/Y

I certify that the above information is accurate.*

21. The Sixth and final section is the FFATA (Federal Funding Accountability and Transparency Act) tab.

- The first question is required for everyone:
 - If **Yes**; you will need to complete the rest of this section
 - If **No**; you are complete and select save from the top-right corner. If all mandatory fields are complete you can also select Publish from the top-right corner.

DATA CONTACTS CATEGORIES PROFILE

General Products Certifications Informational - OSK Location Codes BSC **FFATA**

✓ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Mandatory fields filling progress: 100%

FAR 52.204-10 Requirement

Are you or will you be a supplier to Oshkosh Defense?

In accordance with Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Sub-Contract Awards), Prime Contractors awarded a federal contract or order are required to file a FFATA sub-award report. To be compliant with this FAR clause you will be required to complete information fields and answer questions below. The following information may be made public regarding Oshkosh Corporations first tier subcontracts/purchase orders, in accordance with FAR 52.204-10.

Back

- If you are supplying Oshkosh Defense; Section one will be to meet the FAR 52.204-10 requirement
 - All sections (excluding Parent Vendor Name & Parent Unique Entity ID) are required
 - Note: Zip code is 9-digit, no dash, space, or special characters
 - There is a link to instructions on obtaining a Unique Entity ID from SAM.gov below that field
 - Note: UEI is 12 alphanumeric characters

FAR 52.204-10 Requirement

Are you or will you be a supplier to Oshkosh Defense?

In accordance with Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Sub-Contract Awards), Prime Contractors awarded a federal contract or order are required to file a FFATA sub-award report. To be compliant with this FAR clause you will be required to complete information fields and answer questions below. The following information may be made public regarding Oshkosh Corporations first tier subcontracts/purchase orders, in accordance with FAR 52.204-10.

Unique Entity ID (SAM)

Instructions: Sam.gov - <https://sam.gov/content/duns-uei>

Supplier Name

Parent Vendor Name

Parent Unique Entity ID (SAM) (if applicable enter number if not N/A)

Place of Performance

Street Address

City

State

Zip Code + 4

Country



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- Second section will be to satisfy the FFATA Information; use the drop down option next to each applicable option to select yes or no.
 - The final question will require the names, titles, and compensation of the highest compensated executives if not reported through SEC

FFATA Information

In your organization's preceding completed fiscal year, did the organization (the legal entity to which the DUNS number belongs) have gross income, from all sources, under \$300,000?

In your organization's preceding completed fiscal year, did your company receive 80% or more of your annual gross revenues from U.S. Federal contracts (and subcontracts), loans, grants (subgrants), cooperative agreements, and other forms of U.S. Federal financial assistance, with those annual gross revenues being \$25M or greater?

Total Compensation and names of top five executives is available through reporting to the SEC

Provide the following information for the five (5) most highly compensated executives in your business or organization for the previously completed fiscal year

	Name	Position Title	Total Compensation Amount for the Entity's last completed fiscal year
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Final step will be to Sign, Certify, Save, and Publish
 - All Fields are required
 - Save & Publish are at the top of the screen

The supplier certifies that the above information provided in this request is accurate and complete:

Authorized Signature of Contact Certifying the Above Information Title

Email john.doe@example.com Date m/d/y

I certify that the above information is accurate.

This section is complete; after hitting publish the profile submission will go to an internal gate keeper for review. You will get a notification email once completed and approved.


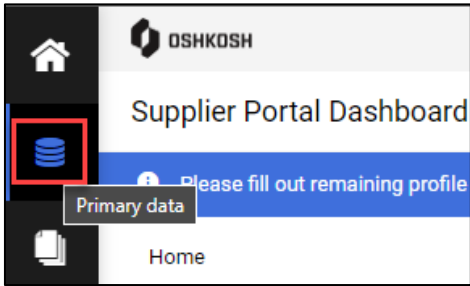
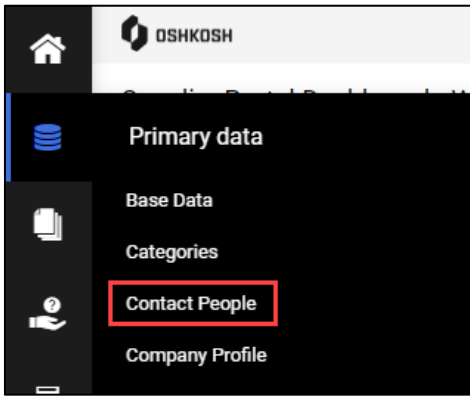



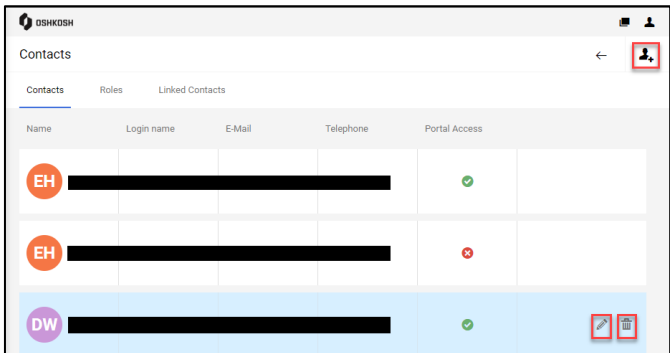
Adding, Editing, and Removing

The purpose of this job aid is to walk through the steps of adding additional contacts, removing no-longer valid contacts, as well as a description of the different roles and responsibilities within the Jaggaer portal.

Pages 11-12	Adding, editing, and deleting contacts
Page 13	Assigning/Changing Roles and Responsibilities





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<p>1. Once logged into Jaggaer; select the  icon from the left menu to access Primary data</p>	
<p>2. When you click on “Primary Data” four options will appear. Select the third option “Contact People”</p>	
<p>3. You will be brought to the contacts home where you can view, edit, and delete contacts.</p> <ol style="list-style-type: none"> If you want to add a contact, select the  icon in the top right If you want to edit a contact (update name, phone, or email) select the  icon on the far right side when hovering over a specific contact If you would like to delete a contact, select the  icon on the far right side when hovering over a specific contact 	



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4. If Adding contacts; after selecting “add” with the  icon, fill in all of the required fields (marked with *) and click “save”
 - a. If you intend for the contact to be able to access Jaggaer for any reason you must toggle the **Portal Access** button, it will appear blue and below a loginname field will appear
 - i. Usernames are unique and as general rule of thumb we recommend using the first part of your email (joe.smith@example.com = joe.smith)


5. If deleting a contact, after selecting “delete” with the  icon, you will be prompted with a warning message

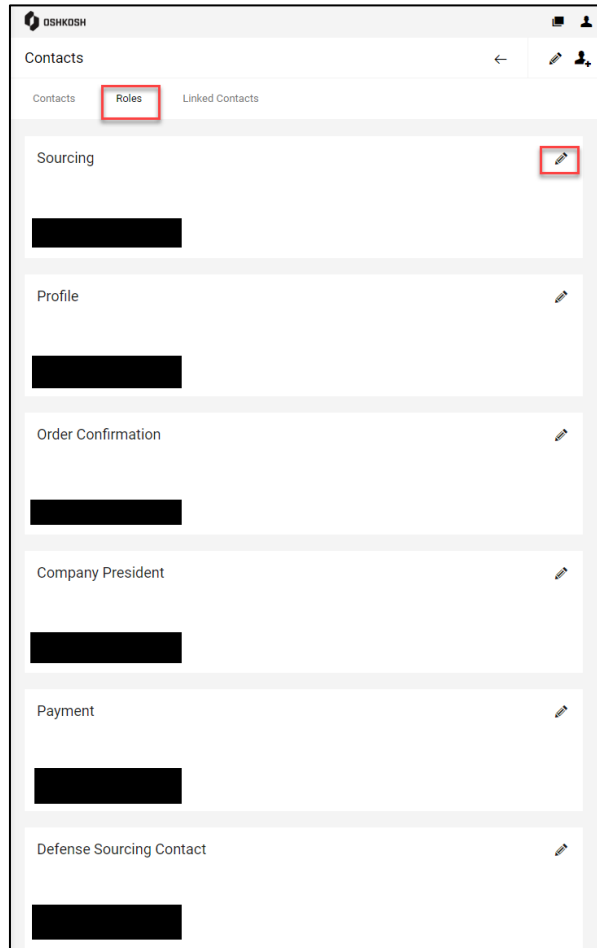
Note: Editing a contact in this section is limited to name, email, and phone numbers. Roles is covered in next section.



Roles and Responsibilities

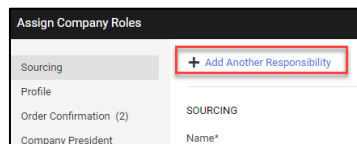
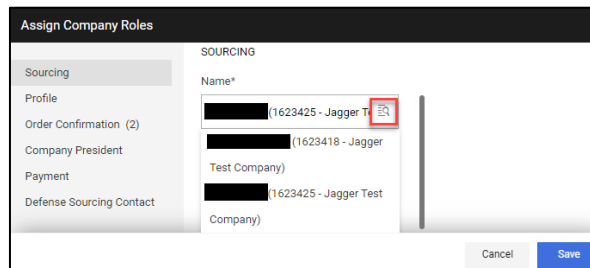


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- After you have all of your contacts added, you can assign roles by selecting the second tab from the top menu, below are description of each option
 - **Sourcing** – Answer and respond to any electronic RFQs regardless of segment (*multiple contacts*)
 - **Profile** – Maintain and adjust supplier profile for your company (*one contact*)
 - **Order Confirmation** – Contact will confirm and change PO's (*multiple contacts*)
 - **Company President** – Name of company president (*one contact*)
 - **Payment** – View payments, receipts, & invoices (*multiple contacts*)
 - **Defense Sourcing Contact** – Answer and respond to any electronic RFQs for Defense only. Can only be one person but if they are not available will move to main sourcing list of names (*one contact*)
- To edit the roles, select the edit  icon next to anyone of the roles



- After selecting the  icon, an “assign company roles” window will pop up
 - You are able to pick any role and assign from this window
 - Some roles you can assign to multiple while some are restricted to a single user as noted above in blue
- To assign a person, select the  icon
- If its a role that can be multiple, select add another responsibility to add additional contact



6. End Job Aid