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# Registration Quick Start Guide





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# Introduction

This registration guide shows new and existing suppliers the necessary steps to start and complete the vendor portal registration process.

Greene Tweed's vendor portal is powered by Jaggaer a leading Procure to Pay solution.

- 1 [Invitation to Register](#)
- 2 [Review Primary Date](#)
- 3 [Complete Supplier Profile](#)
- 4 [Account Settings](#)

# Table of Contents

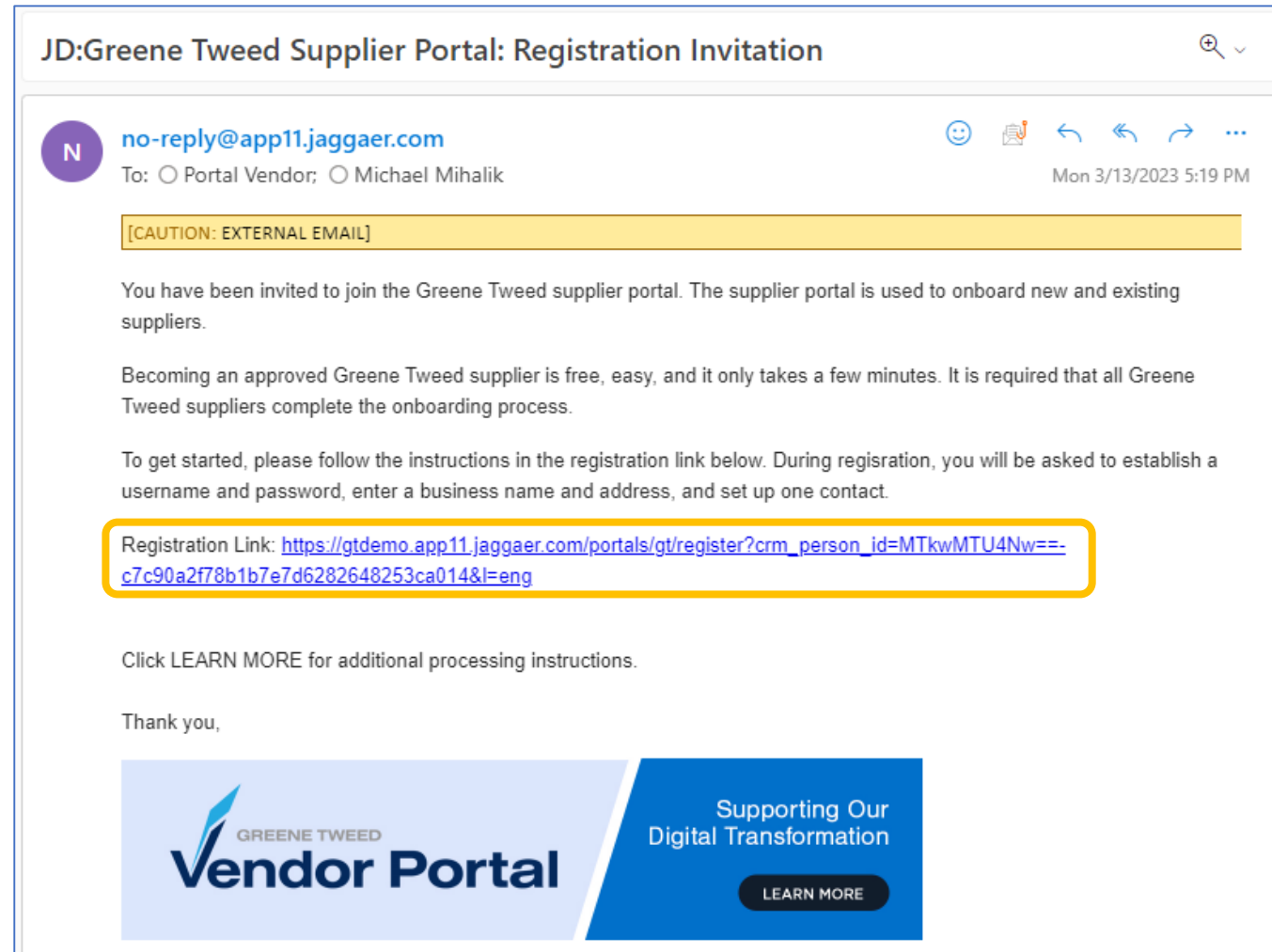


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# 1 Invitation to Register

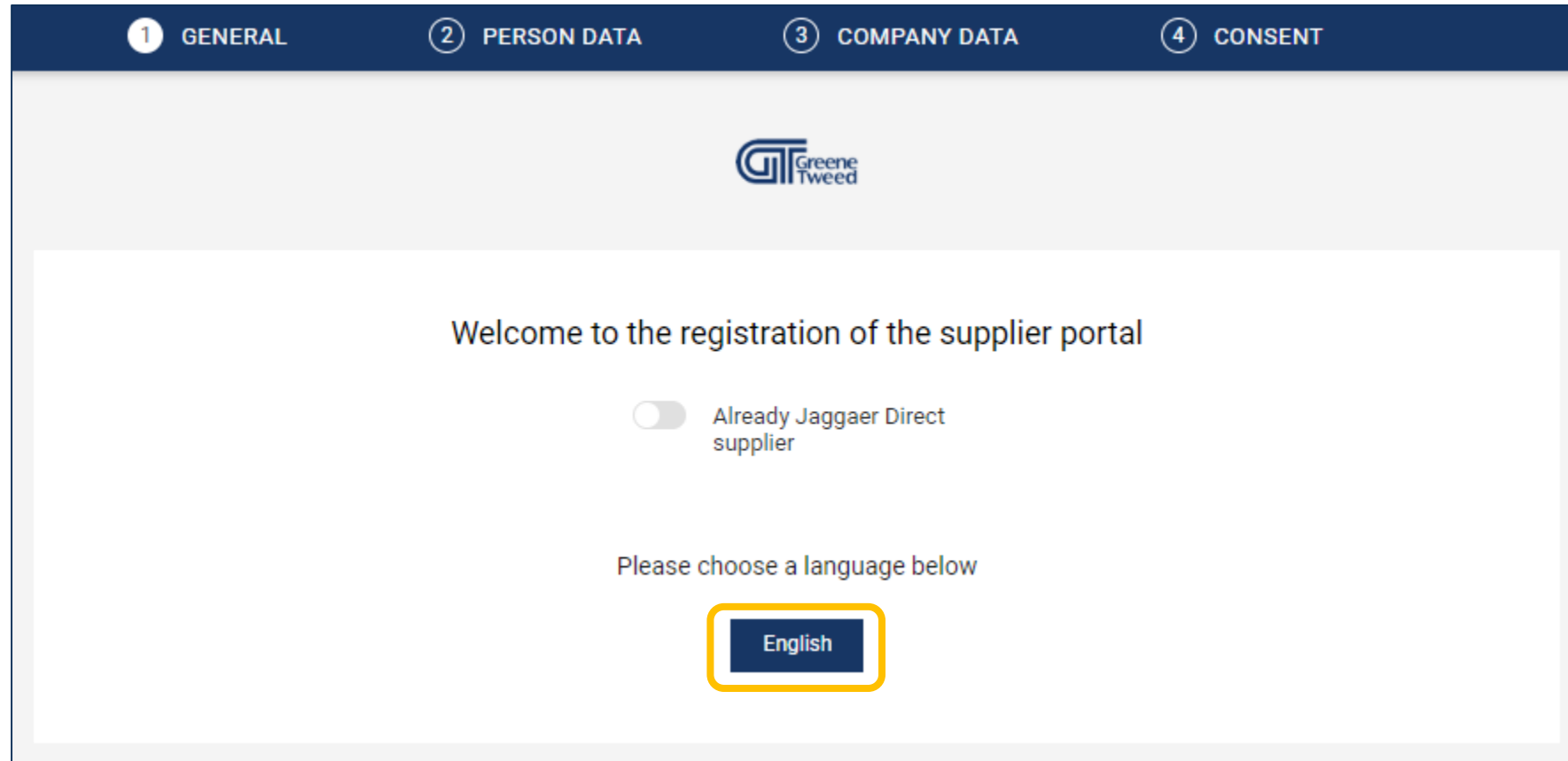


1 | In the **Registration Invitation** email from GT, click the link to access the vendor portal.

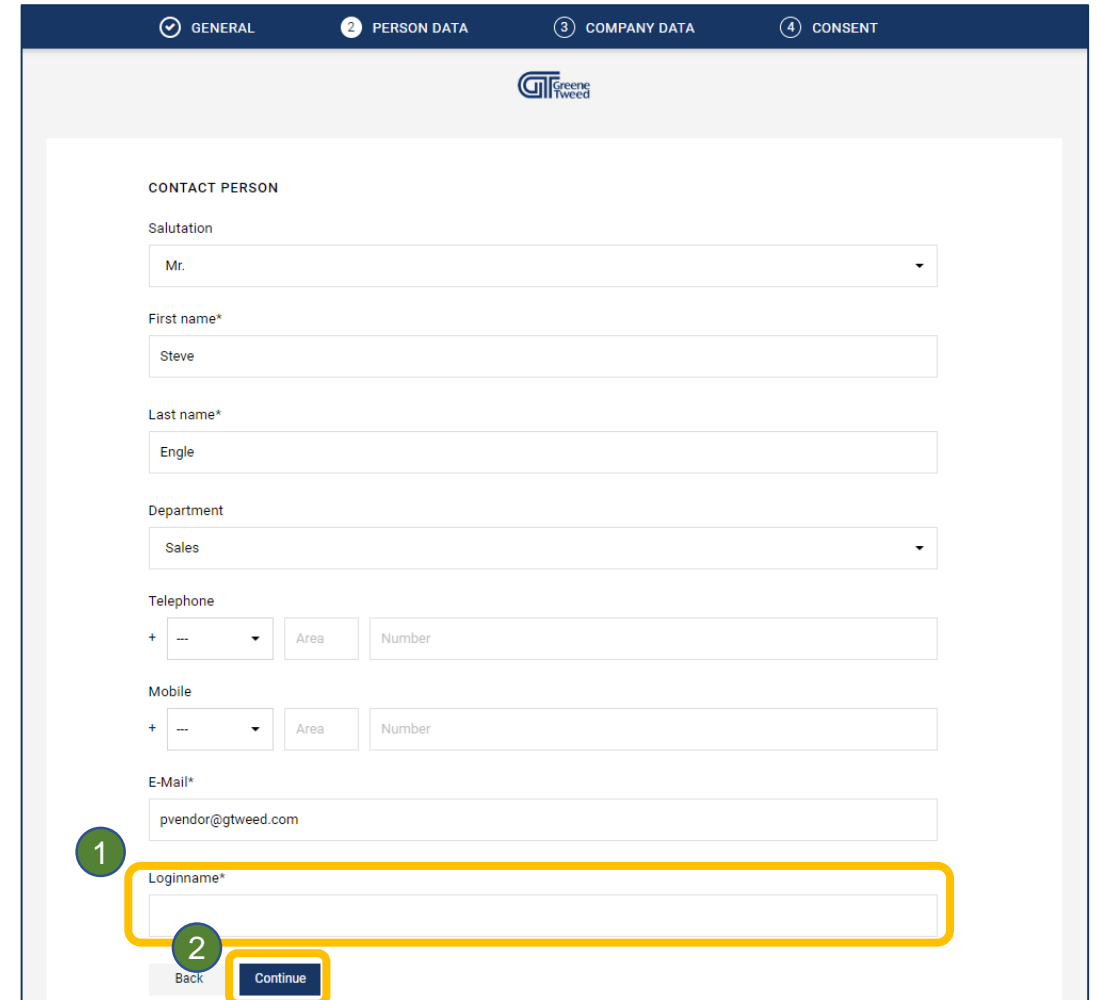




2 | The **Welcome** screen will appear, select a language.



- 3
- The **Personal Data** screen will appear.
  - Review the information and make necessary changes.
  - In the **Loginname** field, establish your user name.
  - Click **Continue**.



GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT

GT Greene Tweed

CONTACT PERSON

Salutation  
Mr.

First name\*  
Steve

Last name\*  
Engle

Department  
Sales

Telephone  
+ --- Area Number

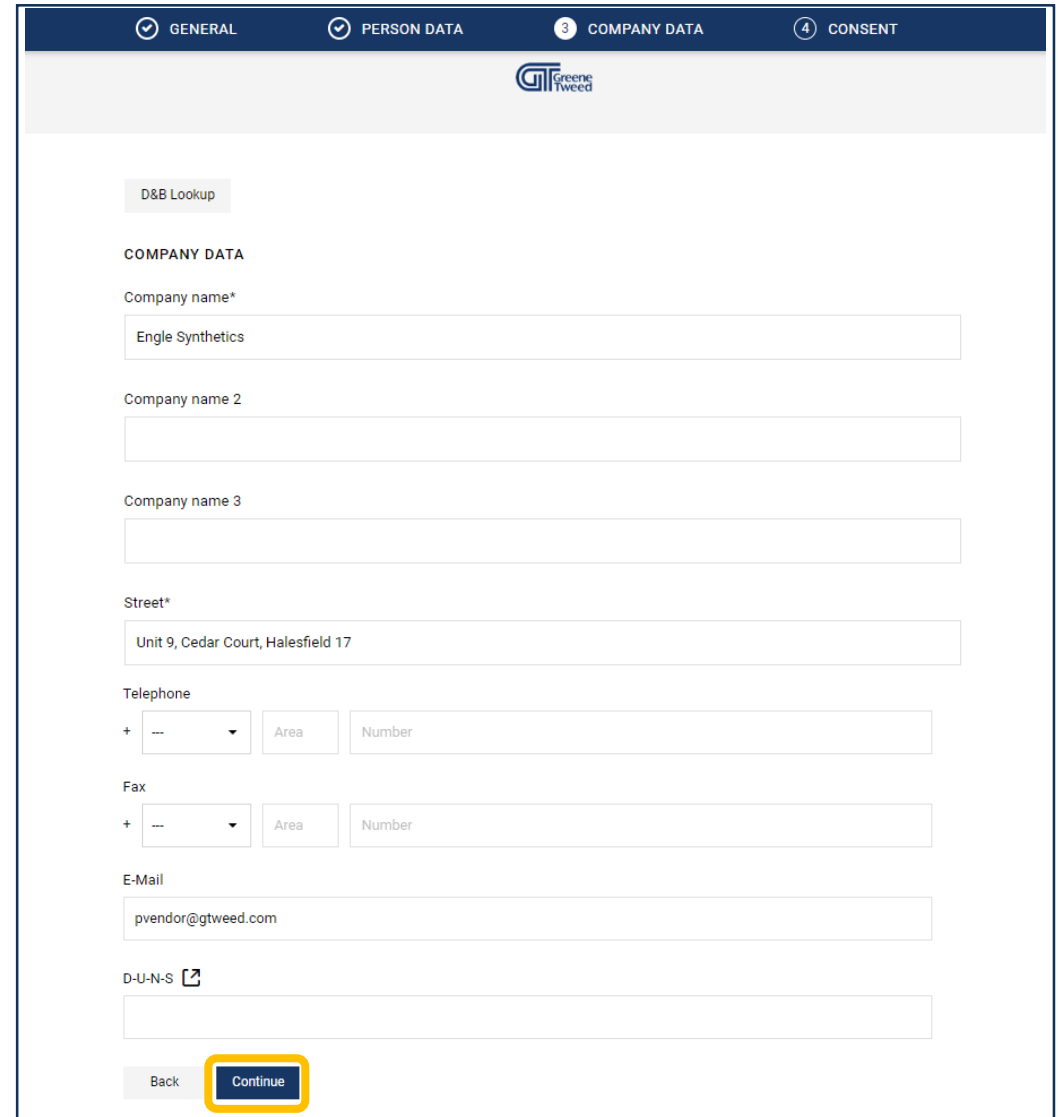
Mobile  
+ --- Area Number

E-Mail\*  
pvendor@gtweed.com

1 Loginname\*

2 Back Continue

- 4
- The **Company Data** screen will appear.
  - Review and update the name and address information.
  - Required fields have an \*.
  - Click **Continue**.



GENERAL PERSON DATA 3 COMPANY DATA 4 CONSENT

GT Greene Tweed

D&B Lookup

COMPANY DATA

Company name\*

Engle Synthetics

Company name 2

Company name 3

Street\*

Unit 9, Cedar Court, Halesfield 17

Telephone

+ --- Area Number

Fax

+ --- Area Number

E-Mail

pvendor@gtweed.com

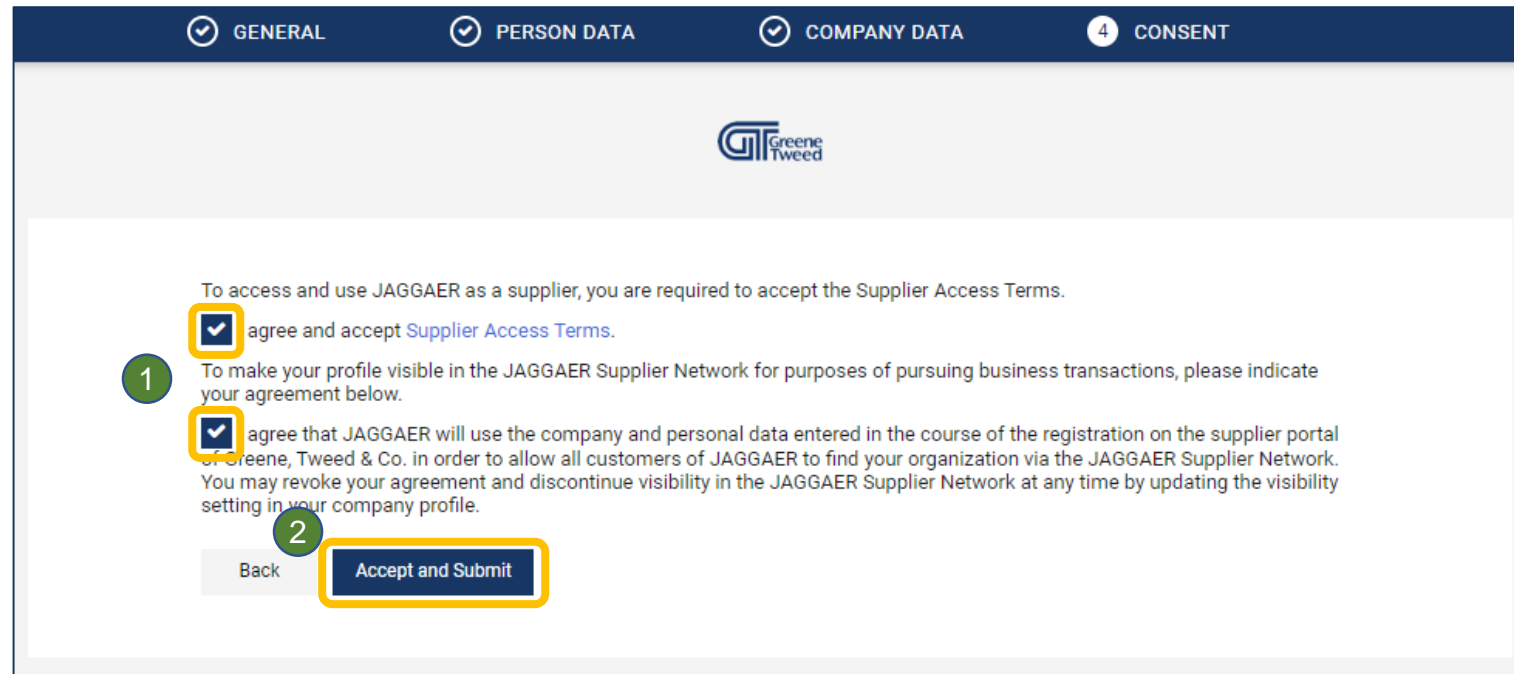
D-U-N-S ↻

Back Continue






- 5
- The **Consent** screen will appear.
  - Review and accept the **Supplier Access Terms**.
  - Click **Accept** and **Submit**.



GENERAL   
  PERSON DATA   
  COMPANY DATA   
  4 CONSENT



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

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

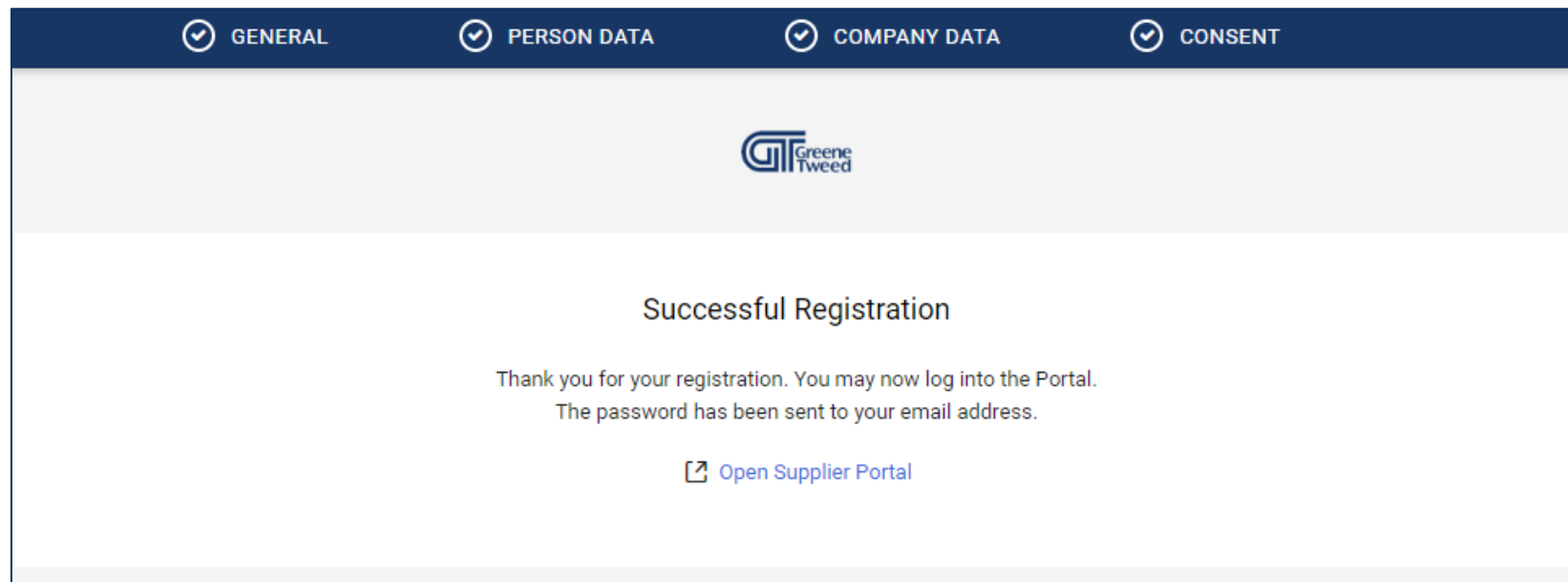
2  agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Greene, Tweed & Co. in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility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



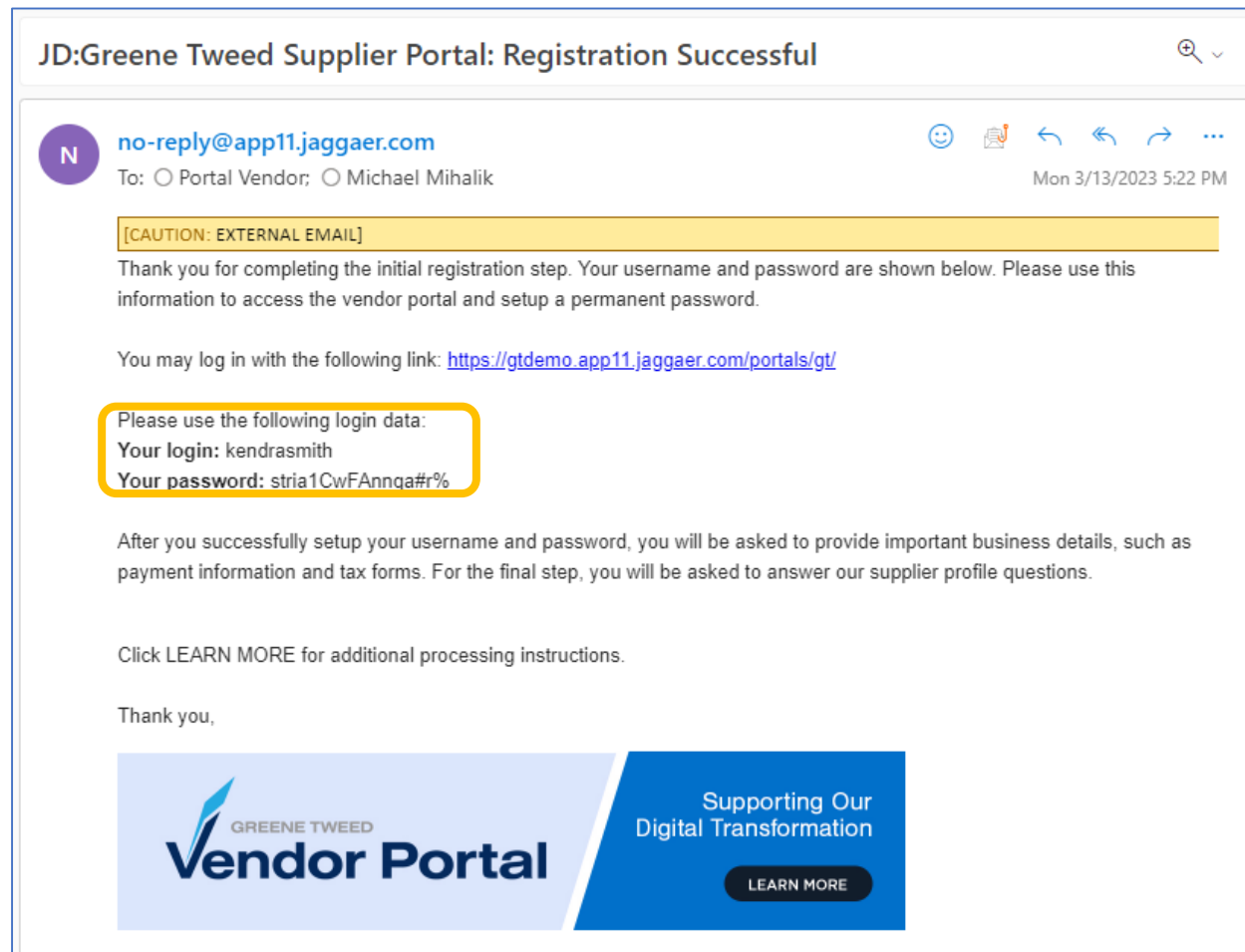


6 | The **Successful Registration** screen will appear.

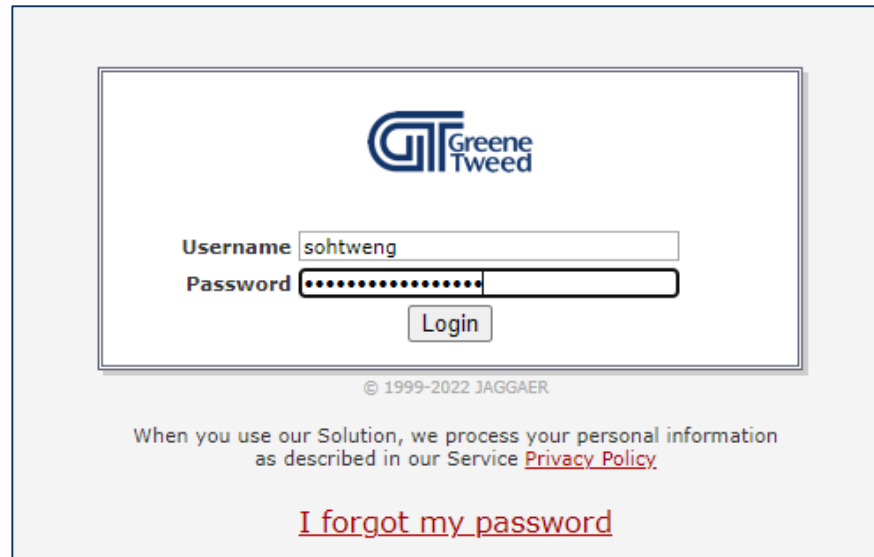




- 7
- In the **Successful Registration** email, you'll find your user name and initial password.
  - Use this information to access the portal and set a permanent password.



- 8
- Click the provided link: <https://app11.jaggaer.com/sso/gt>
  - A user name and password prompt will appear.
  - Populate the fields and click **Login**.

A screenshot of the Greene Tweed login interface. At the top center is the Greene Tweed logo. Below it are two input fields: 'Username' with the text 'sohtweng' and 'Password' with a masked password of ten dots. A 'Login' button is positioned below the password field. At the bottom of the form area, there is a copyright notice '© 1999-2022 JAGGAER' and a privacy statement: 'When you use our Solution, we process your personal information as described in our Service [Privacy Policy](#).' Below the privacy statement is a red link that says 'I forgot my password'.



- 9 • The **Change Password** screen will appear.
- Populate the **Old Password**, the **New password**, and **Confirm Password** fields.
- Click **Save**.

### Change Password

Your password has expired. Please change it now

- ✘ 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

Password forgotten?

Save
Reset

### Change Password

Your password has expired. Please change it now

✔
✘

✔
✘

Password forgotten?

Save
Reset




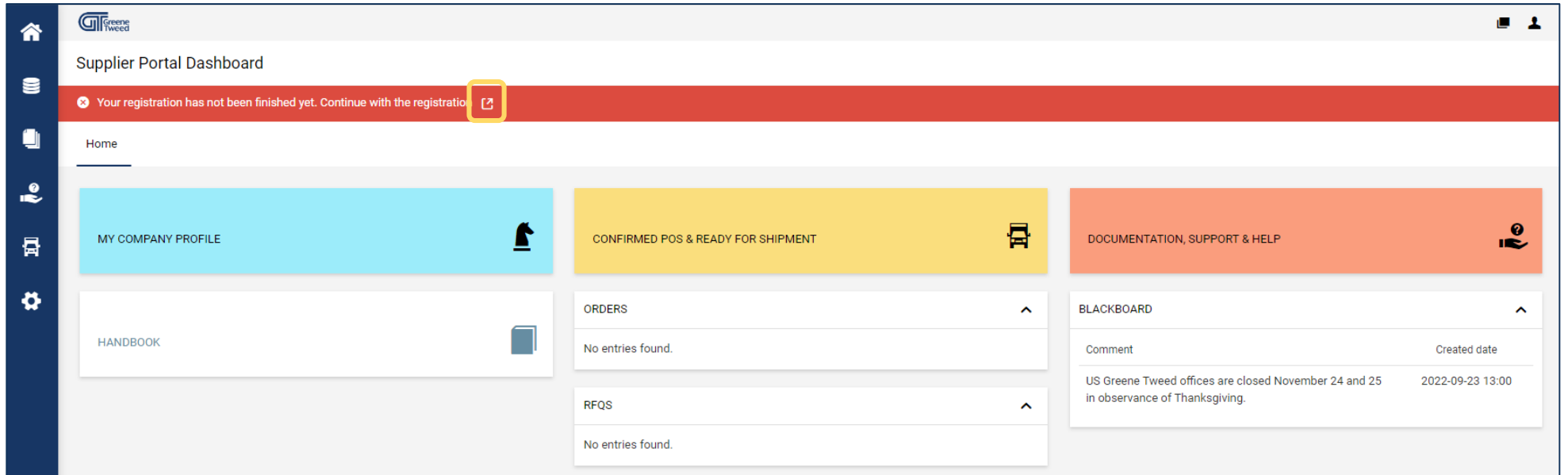


## 2 Review Primary Data

Primary data includes the supplier's name, address, and all contacts.



- 10
- The **Supplier Portal Dashboard** screen will appear.
  - Click  to review your primary data and complete the supplier profile.



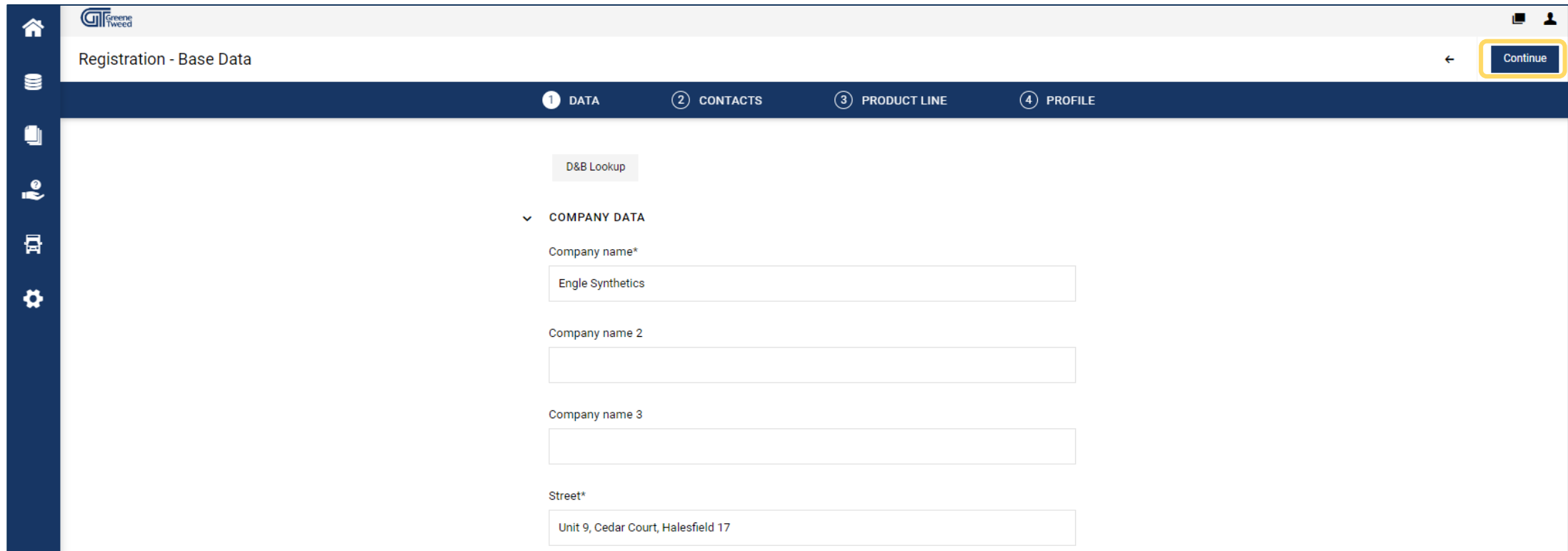
The screenshot shows the Supplier Portal Dashboard interface. At the top left is the Greene Tweed logo. The main header area displays "Supplier Portal Dashboard" and a red notification banner with the text "Your registration has not been finished yet. Continue with the registration" and an external link icon. Below the banner is a "Home" link. The dashboard is organized into three columns of widgets:

- Left Column:**
  - "MY COMPANY PROFILE" widget with a chess knight icon.
  - "HANDBOOK" widget with a book icon.
- Middle Column:**
  - "CONFIRMED POS & READY FOR SHIPMENT" widget with a truck icon.
  - "ORDERS" widget showing "No entries found."
  - "RFQS" widget showing "No entries found."
- Right Column:**
  - "DOCUMENTATION, SUPPORT & HELP" widget with a person icon.
  - "BLACKBOARD" widget showing a comment: "US Greene Tweed offices are closed November 24 and 25 in observance of Thanksgiving." with a "Created date" of "2022-09-23 13:00".

A dark blue sidebar on the left contains navigation icons for home, dashboard, documents, user profile, settings, and a gear icon.



- 12
- The **Registration – Base Data** screen will appear.
  - Review the name and address information, make changes if necessary, and click **Continue**.



Registration - Base Data

← Continue

1 DATA 2 CONTACTS 3 PRODUCT LINE 4 PROFILE

D&B Lookup

▼ COMPANY DATA

Company name\*

Engle Synthetics

Company name 2

Company name 3

Street\*

Unit 9, Cedar Court, Halesfield 17





- 13
- The **Registration – Contacts** screen will appear.
  - Review contacts information and click **Continue**.

Switch between Assigned Roles and Contacts to change the view.

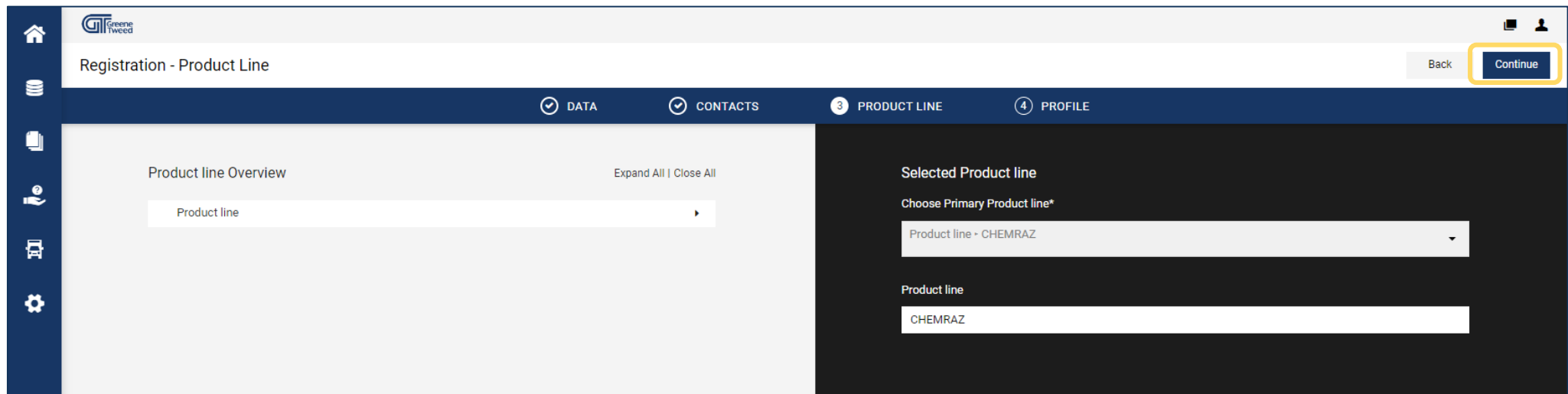
Use the Add/Edit button to manage contacts.

The top screenshot shows the 'Assigned Roles' view. The 'Assigned Roles' tab is selected. Below the navigation bar, there are four cards representing different roles: 'Orders', 'Accounting', 'Supplier Profile', and 'Request / ERFQ'. Each card displays the name 'Engle Steve' and the email 'pvendor@gtweed.com'. An edit icon is visible on each card.

The bottom screenshot shows the 'Contacts' view. The 'Contacts' tab is selected. Below the navigation bar, there is a table with the following columns: Name, Login name, E-Mail, Telephone, and Portal Access. The table contains one entry for 'Engle, Steve' with the login name 'steveengle' and email 'pvendor@gtweed.com'. A green checkmark is visible in the Portal Access column.



- 13
- The **Registration – Product Line** screen will appear.
  - Click **Continue**.





# 3 Complete Supplier Profile

The supplier profile is used to record your business details such as payment information and tax forms. You may be asked to upload documentation such as:

- W8/9
- Certificate of Insurance
- Quality Manual
- ISO Quality Certification

Gather these documents before you start.





- 14
- The **Registration – Profile** screen will appear.
  - Some or all of the sections will be expanded.

**Registration - Profile** [Back] [Save] [Publish]

DATA CONTACTS PRODUCT LINE **PROFILE**

**Collapsed**

Please fill ALL mandatory fields in before clicking 'Publish!'  
 Sections containing empty mandatory fields:  
 • Supplier Profile  
 Mandatory fields filling progress: 0%

Supplier Information  
 Supplier Data  
 Operations  
**Ethics**

**Expanded**

Ethics	Detail/Explanation for 'No'
a) Is your company familiar with and reviewed the Responsible Business Alliance Code of Conduct? ( <a href="http://www.responsiblebusiness.org/standards/code-of-conduct/">http://www.responsiblebusiness.org/standards/code-of-conduct/</a> )*	--- <input type="text"/>
i.) Does your company commit to abide by the Responsible Business Alliance Code of Conduct and flow these commitments down to your employees, subcontractors, & supply chain as they relate to use of labor practices, health & safety, environmental responsibility, business ethics, and management systems?*	--- <input type="text"/>
ii.) Does your company commit to monitoring compliance of your Supply Chain to the Responsible Business Alliance Code of Conduct?*	--- <input type="text"/>
b) Is your company familiar with and reviewed the United Kingdom Modern Slavery Act and the California Transparency in Supply Chains Act?*	--- <input type="text"/>
i.) Does your company commit to abide by the United Kingdom Modern Slavery Act and the California Transparency in Supply Chains Act and flow these commitments down to your employees, subcontractors, & supply chain?*	--- <input type="text"/>
ii.) Does your company commit to developing a policy and measures aimed to prevent the use of forced labor, servitude, human trafficking, forced & bonded labor, and child labor within your supply chain?*	--- <input type="text"/>
iii.) Does your company commit to monitoring compliance of your supply chain to the United Kingdom Modern Slavery Act and the California Transparency in Supply Chains Act?*	--- <input type="text"/>
iv.) In the event that a non-compliance in your supply chain is discovered, do you have suitable processes in place to rectify the issue?*	--- <input type="text"/>

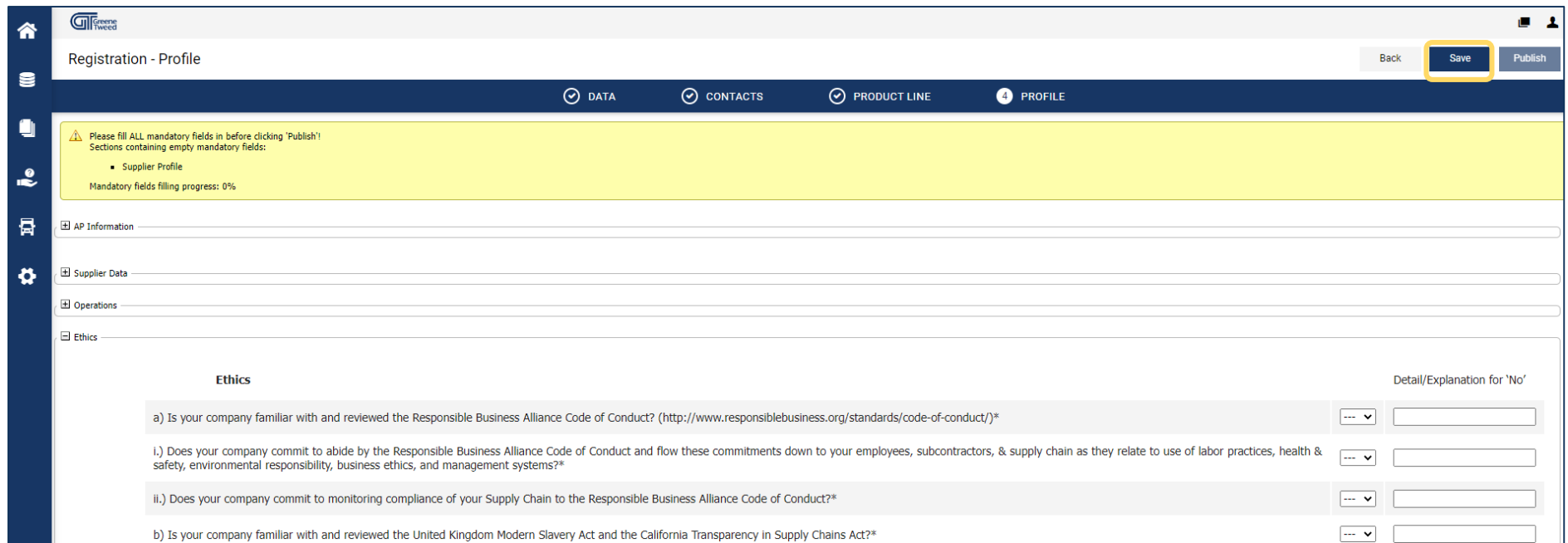


- 15 • Complete all of the mandatory fields. Required fields have an \*.

**NOTE:**

You may be asked to upload documentation such as a certificate of insurance, ISO certificate, and accounts payable documentation.

- When finished, click **Save**.



Registration - Profile

Back Save Publish

DATA CONTACTS PRODUCT LINE PROFILE

⚠ Please fill ALL mandatory fields in before clicking 'Publish!'  
Sections containing empty mandatory fields:  
▪ Supplier Profile  
Mandatory fields filling progress: 0%

AP Information

Supplier Data

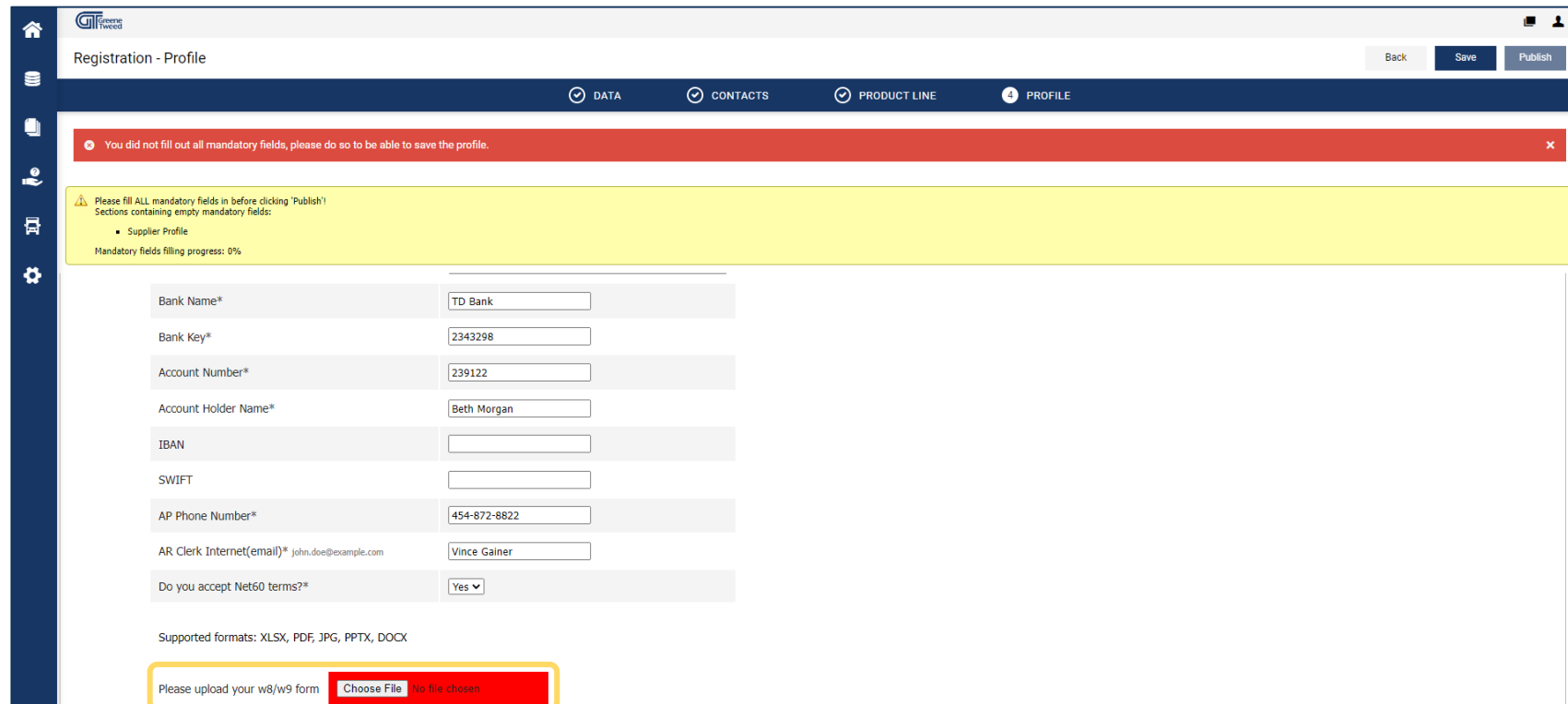
Operations

Ethics

Ethics	Detail/Explanation for 'No'
a) Is your company familiar with and reviewed the Responsible Business Alliance Code of Conduct? ( <a href="http://www.responsiblebusiness.org/standards/code-of-conduct/">http://www.responsiblebusiness.org/standards/code-of-conduct/</a> )*	<input type="text"/>
i.) Does your company commit to abide by the Responsible Business Alliance Code of Conduct and flow these commitments down to your employees, subcontractors, & supply chain as they relate to use of labor practices, health & safety, environmental responsibility, business ethics, and management systems?*	<input type="text"/>
ii.) Does your company commit to monitoring compliance of your Supply Chain to the Responsible Business Alliance Code of Conduct?*	<input type="text"/>
b) Is your company familiar with and reviewed the United Kingdom Modern Slavery Act and the California Transparency in Supply Chains Act?*	<input type="text"/>



- After clicking **Save**, missed mandatory fields will be highlighted in red. You must answer all required questions.
- Complete the **Registration - Profile** in one session, if you exit before answering all required fields, you will have to start again.



Registration - Profile

DATA CONTACTS PRODUCT LINE PROFILE

You did not fill out all mandatory fields, please do so to be able to save the profile.

Please fill ALL mandatory fields in before clicking "Publish!"  
Sections containing empty mandatory fields:  
• Supplier Profile  
Mandatory fields filling progress: 0%

Bank Name\* TD Bank

Bank Key\* 2343298

Account Number\* 239122

Account Holder Name\* Beth Morgan

IBAN

SWIFT

AP Phone Number\* 454-872-8822

AR Clerk Internet(email)\* john.doe@example.com Vince Gainer

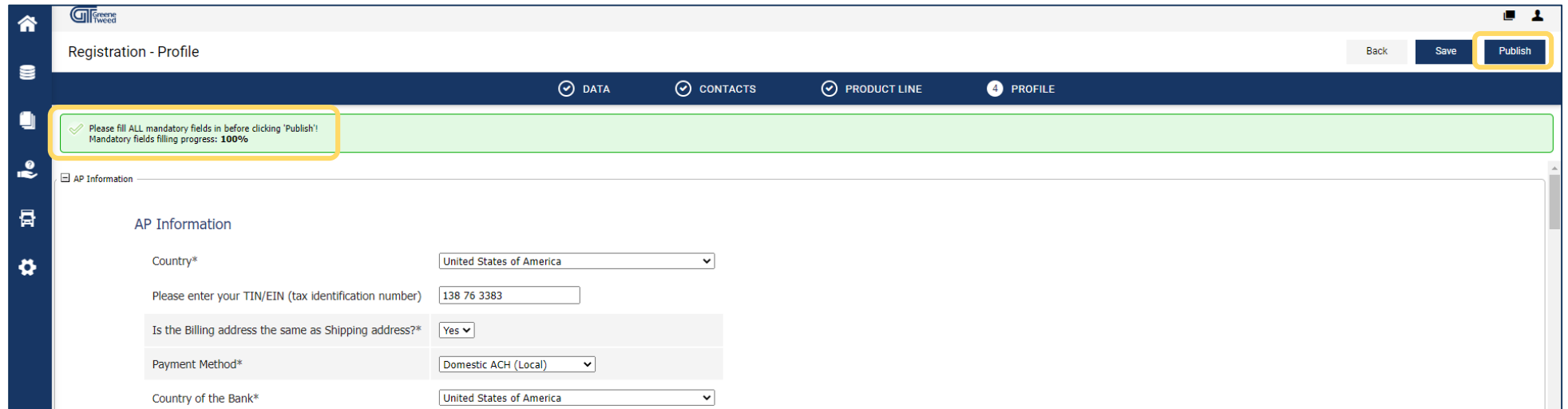
Do you accept Net60 terms?\* Yes

Supported formats: XLSX, PDF, JPG, PPTX, DOCX

Please upload your w8/w9 form Choose File No file chosen



- 16
- When all required fields have been populated and you have saved the information, the **Registration – Profile** screen will update.
  - Click **Publish**.



Registration - Profile

Back Save **Publish**

DATA CONTACTS PRODUCT LINE **4** PROFILE

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

AP Information

Country\* United States of America

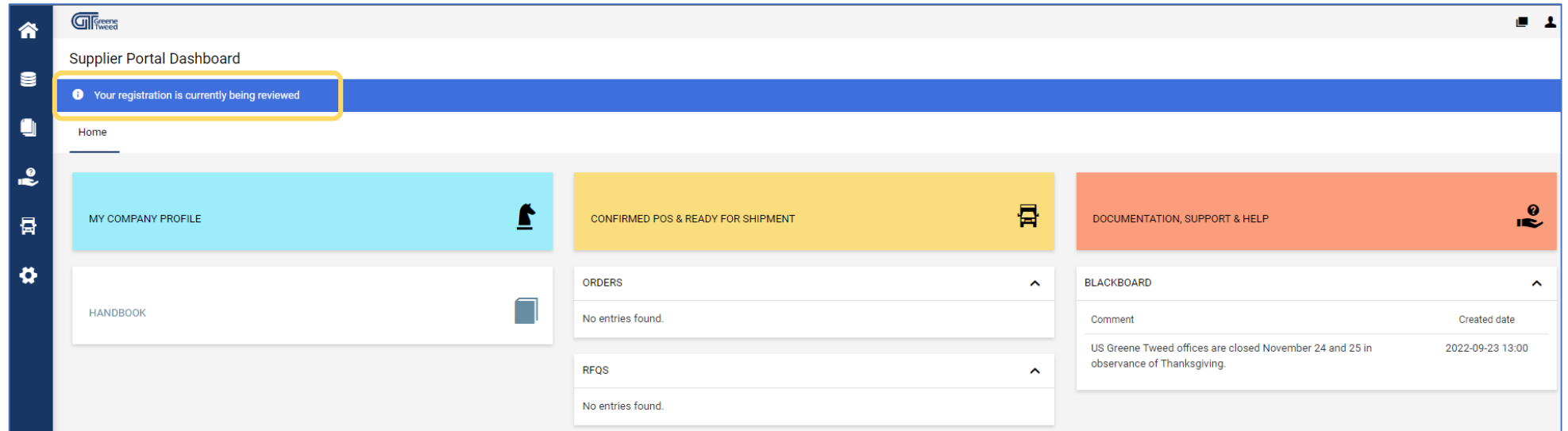
Please enter your TIN/EIN (tax identification number) 138 76 3383

Is the Billing address the same as Shipping address?\* Yes

Payment Method\* Domestic ACH (Local)

Country of the Bank\* United States of America

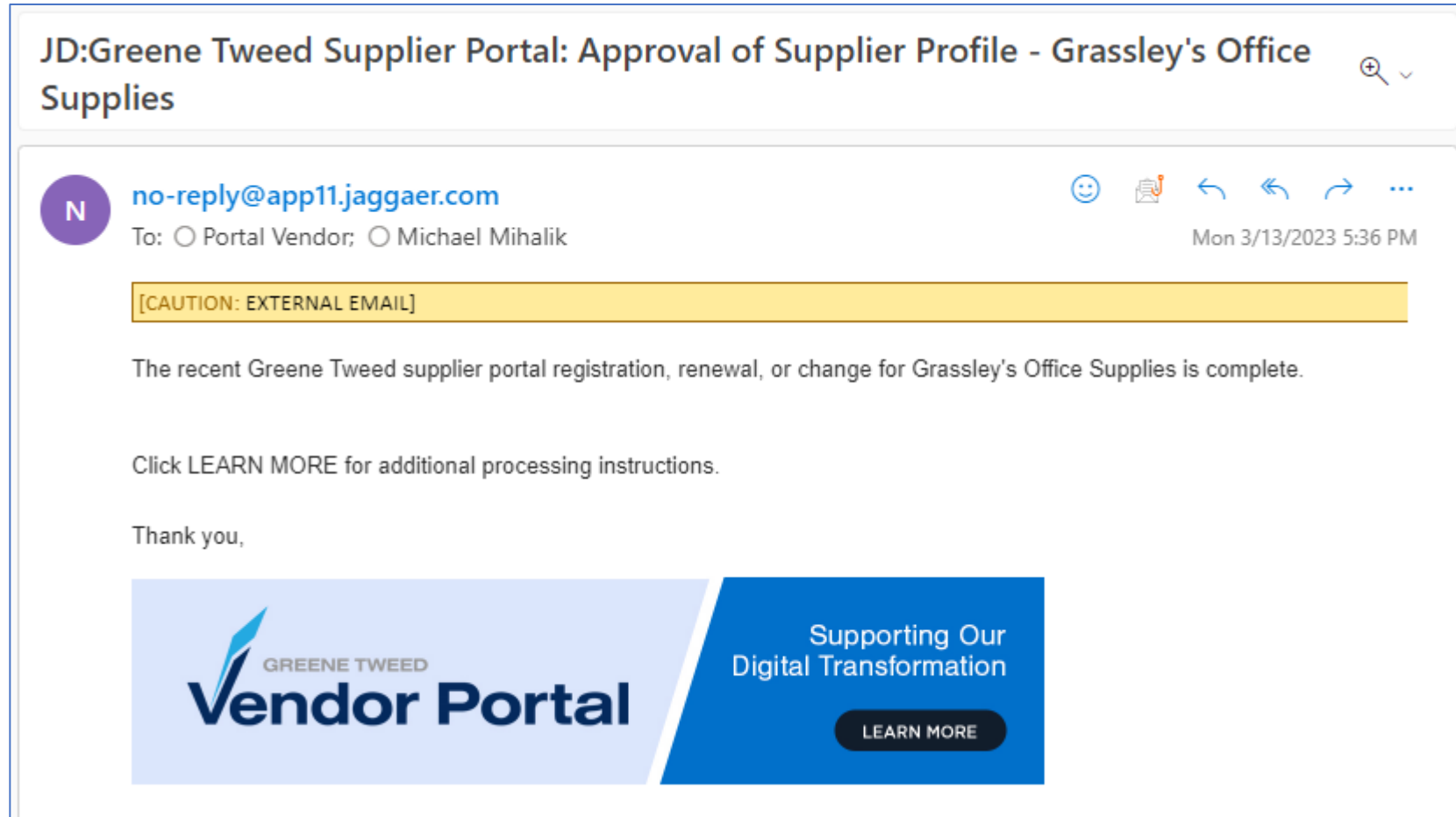
17 | You will return to the **Home** screen and the message Your registration is currently being reviewed will appear.







18 | When the registration process is complete, an email notification will be sent to you.





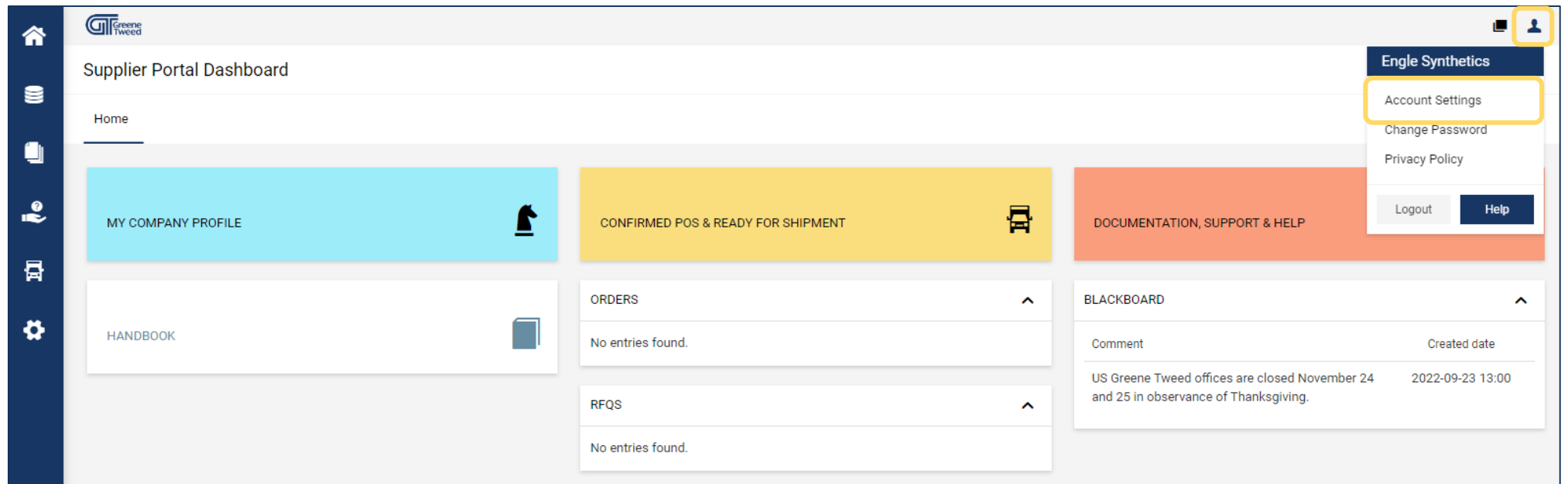
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## 4 Account Settings

Use account setting to maintain user preferences, such as, date format, time zone, and currency.



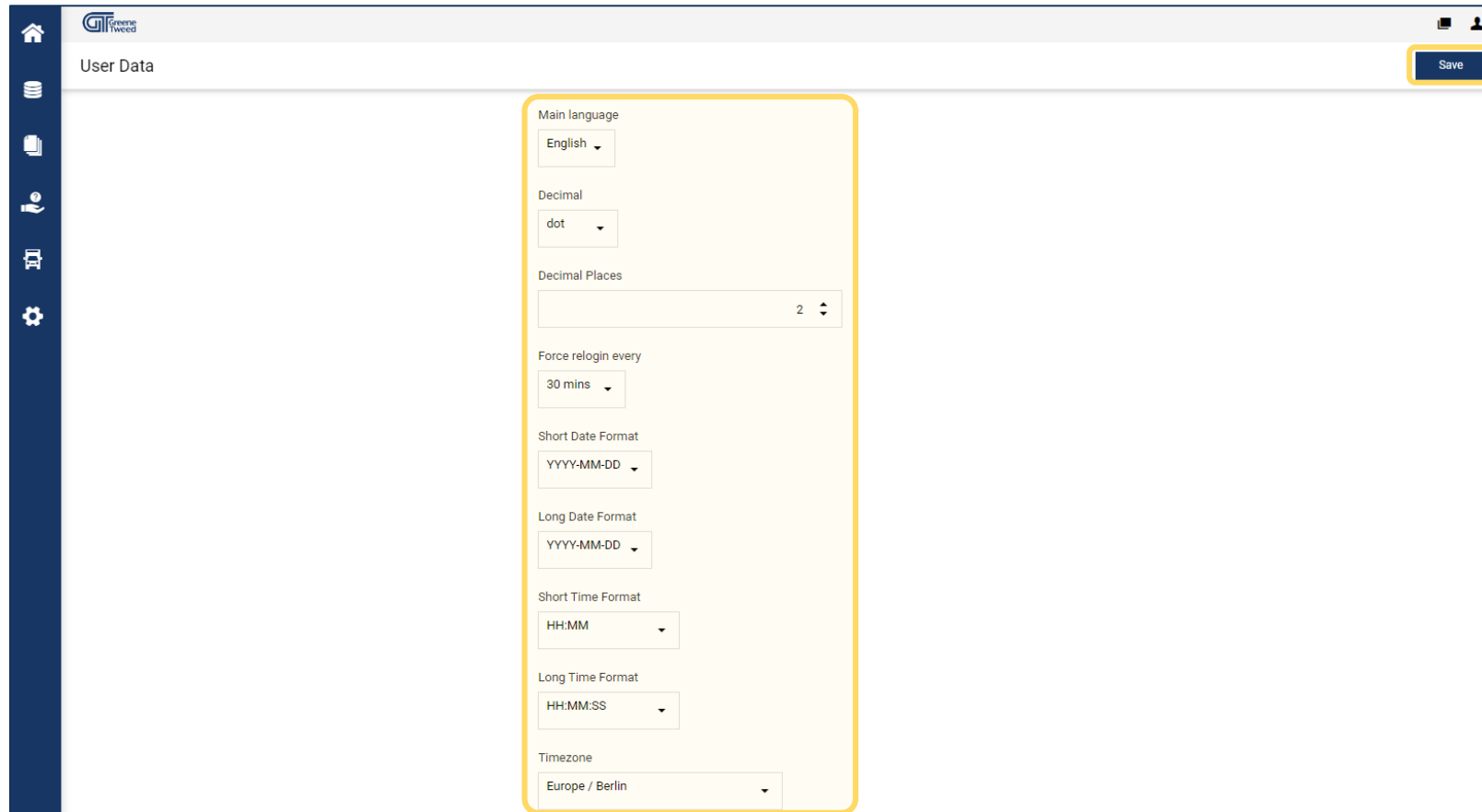
- 1 In the upper right corner of the **Supplier Portal Dashboard**, access **Account Settings**.



The screenshot displays the Supplier Portal Dashboard interface. In the top right corner, a user profile icon is highlighted with a yellow box. A dropdown menu is open, showing the following options: Engle Synthetics (user name), Account Settings (highlighted with a yellow box), Change Password, Privacy Policy, Logout, and Help. The dashboard content includes sections for MY COMPANY PROFILE, CONFIRMED POS & READY FOR SHIPMENT, DOCUMENTATION, SUPPORT & HELP, HANDBOOK, ORDERS, RFQS, and BLACKBOARD.



- 1 • The **User Data** screen will appear.
- Scroll down, review and update the highlighted fields as appropriate, and click **Save**.



The screenshot shows the 'User Data' configuration page. A yellow box highlights the following settings:

- Main language: English
- Decimal: dot
- Decimal Places: 2
- Force relogin every: 30 mins
- Short Date Format: YYYY-MM-DD
- Long Date Format: YYYY-MM-DD
- Short Time Format: HH:MM
- Long Time Format: HH:MM:SS
- Timezone: Europe / Berlin

A 'Save' button is located in the top right corner of the page.





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# The End

