

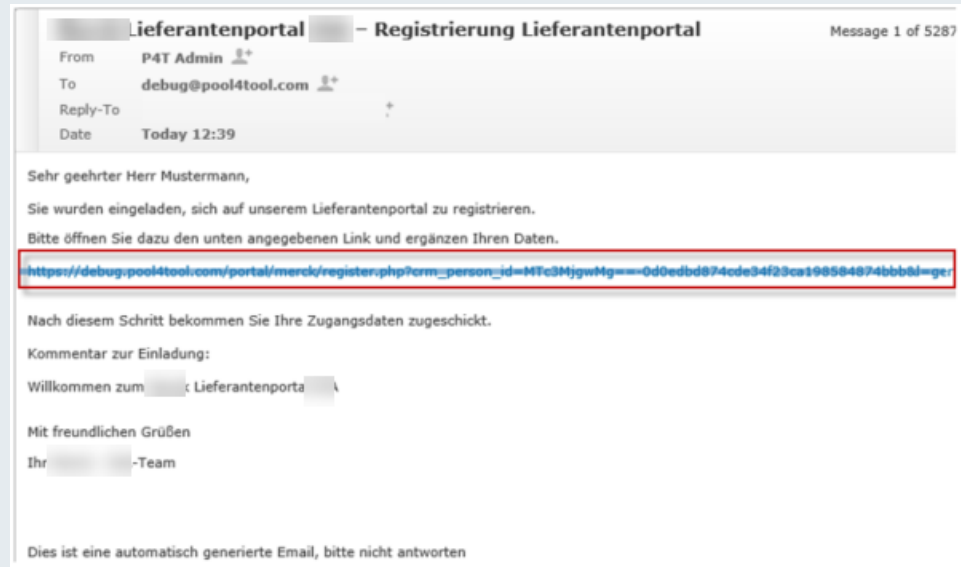
The background image shows a woman with dark hair looking into a large, industrial machine. The machine has a circular opening and various mechanical components. The scene is brightly lit, and the woman appears to be focused on her work.

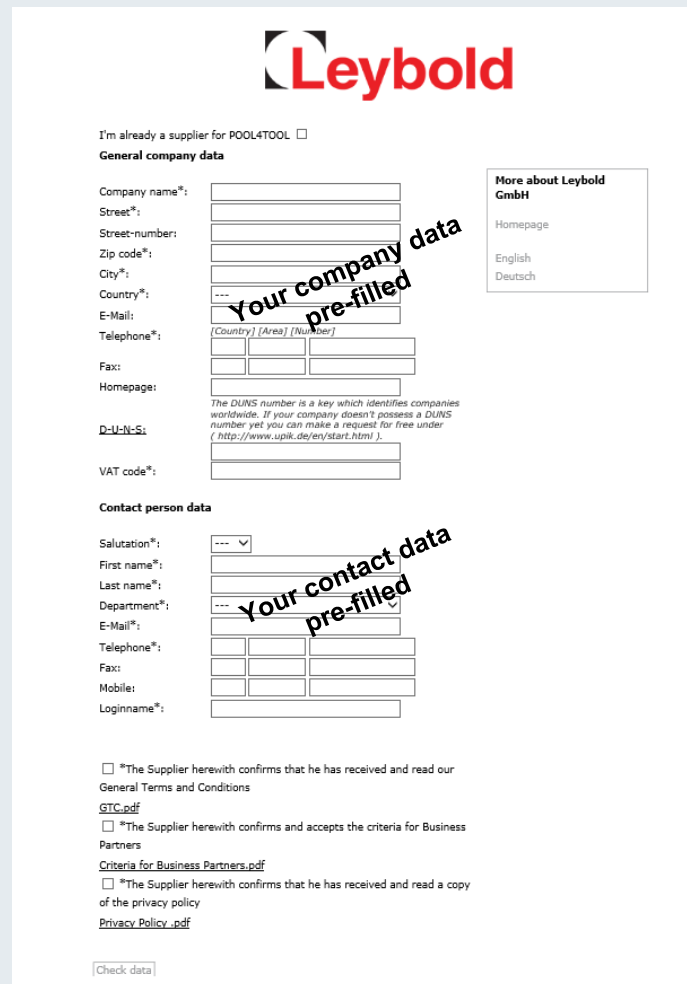
**Quick Guide
Portal Registration – Listed Supplier
Jaggaer / E2L (Pool4Tool) – Leybold's
Supplier Portal**

Invitation to register for Jaggaer / E2L (former Pool4Tool)

If you received an invitation to register with Jaggaer / E2L,...

- ...please open your personal link in your invitation email.





Leybold

I'm already a supplier for POOL4TOOL

General company data

Company name*:

Street*:

Street-number:

Zip code*:

City*:

Country*:

E-Mail:

Telephone*: (Country) (Area) (Number)

Fax:

Homepage:

The DUNS number is a key which identifies companies worldwide. If your company doesn't possess a DUNS number yet you can make a request for free under (<http://www.upik.de/en/start.html>).

D-U-N-S:

VAT code*:

Contact person data

Salutation*:

First name*:

Last name*:

Department*:

E-Mail*:

Telephone*:

Fax:

Mobile:

Loginname*:

*The Supplier herewith confirms that he has received and read our General Terms and Conditions
[GTC.pdf](#)

*The Supplier herewith confirms and accepts the criteria for Business Partners
[Criteria for Business Partners.pdf](#)

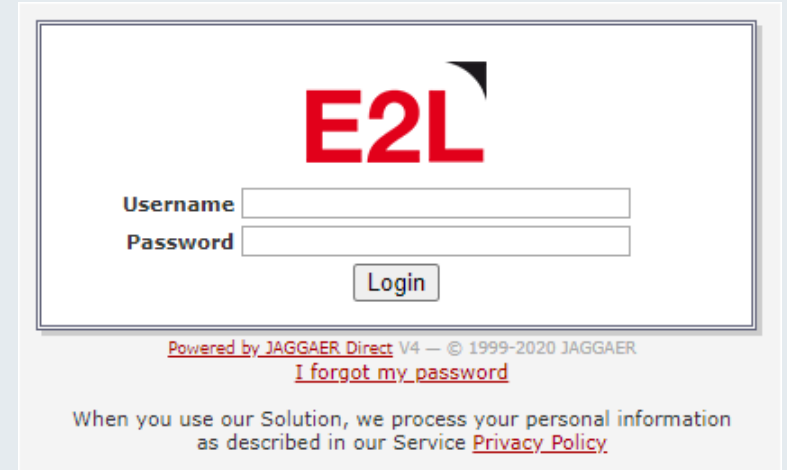
*The Supplier herewith confirms that he has received and read a copy of the privacy policy
[Privacy Policy .pdf](#)

Description	
1	Please enter your company details in the registration form. Fields marked with an asterisk (*) are required.
2	To determine the uniqueness of your company address, you can enter the D-U-N-S number of your company in the form. If necessary, please look up your number under https://www.upik.de/en/dunsanfordern.html and enter it into the form.
3	Please enter or check and update your personal contact details .
4	While you can provide a general e-mail address for your company , you must enter your personal business e-mail address with your personal contact details .
5	Under Login name please choose a personal login with which you want to log in to the suppliers' portal in the future.
6	After clicking on Check data your details will be validated. If any required fields are missing or if your login name is already assigned, you will be taken to the form again. If everything is fine, please submit your data by clicking on Send . To edit your data again click on back/return. Step 1 has now been completed successfully.
7	You will now receive and email with your initial login details .

Logging into E2L / Jaggaer

Receiving your personal login details

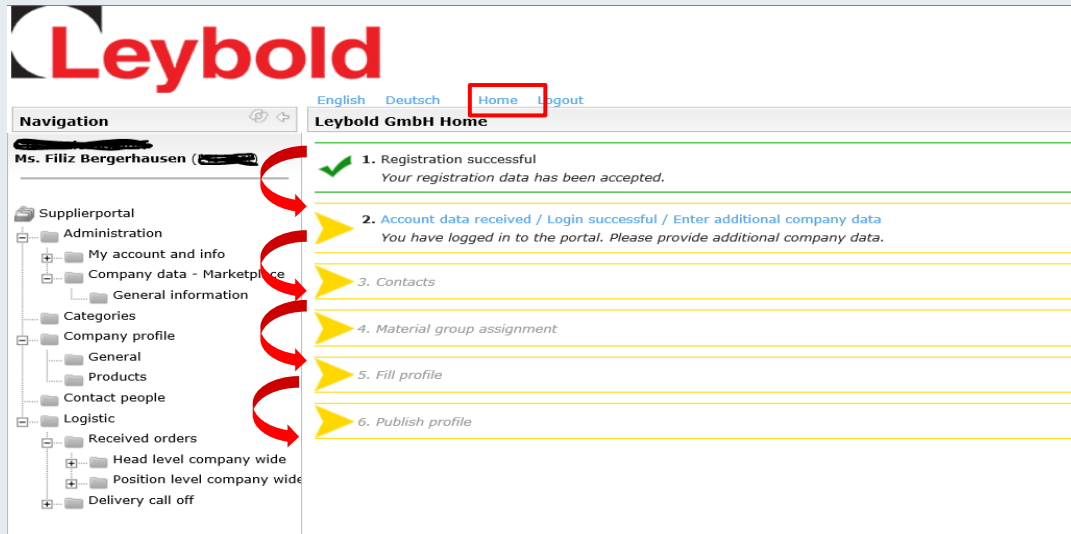
- After registration, you will receive your personal login details via email.
- To log on to the portal, go to this link:
<https://app11.jaggaer.com/portal/lb>
- Please enter your **user name** and **password** and click on **Login**.
- As a next step, you must **set a new personal password**. Please regard the password rules.
- After setting your new password, you will be taken to the next registration step.
- **You will have to complete another five onboarding steps, before you are fully boarded!**
- **Please remember your login details!**



The screenshot shows the E2L login interface. At the top center is the E2L logo in red. Below it are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. At the bottom of the form area, there is a small red link that says 'I forgot my password'. Below the form area, there is a footer with the text 'Powered by JAGGAER Direct V4 — © 1999-2020 JAGGAER' and another red link 'I forgot my password'. At the very bottom, there is a privacy notice: 'When you use our Solution, we process your personal information as described in our Service [Privacy Policy](#)'.

Entering your supplier profile

To complete your registration, 5 more steps are required



- Please complete the registration process **quickly**.
- Return to this overview anytime via **Home**.
- All **completed steps** are marked **green**.
- **Update your details** anytime after registration.

description	
1	Step 1 – is now successfully completed.
2	Step 2 – please check the company data again.
3	Step 3 – please enter further contact details , if necessary.
4	Step 4 – please add further categories , if necessary.
5	Step 5 – please provide further information on your company.
6	Step 6 – please save and publish your profile.

Company data

Please complete the company data

Description	
1	Please check and update the company data (1) . If possible, please use only standard letters A-Z .
2	Please note the VAT No. should be written without blanks .
3	Click on Save (2) to close this step and return to the process overview.
3	In the process overview, the step 2 is now completed (3) and marked green .

Contact data

Please complete your contact data

(3)

(6)

(1)

(2)

Name	Loginname	Email	Menu
Doe, John	johndoe3	alexandra.badke@leybold.com	
Tester, Ted	tedtester	alexandra.badke@leybold.com	

Role	Responsibilities	Menu
Orders	Ted Tester	
Supplier profile	Ted Tester	
Certificates	Ted Tester	
Bank confirmation	Ted Tester	
Request for quotation	Ted Tester	
Quality	John Doe	
LTV/D	Ted Tester	
General Manager	Ted Tester	
Delivery Call Off	Ted Tester	

(5)

(4)

Salutation*: Mr.

First name*:

Last name*:

Department*:

E-Mail*:

Telephone*:

Fax:

Mobile:

Create portal user

Loginname*:

- | Description | |
|-------------|---|
| 1 | In the contact section, please update the contact persons of your company and assign roles to your staff (1) .
Edit or delete existing contacts by clicking on the pen symbol. There must always be at least one contact person listed . |
| 2 | In the role overview (2) , you can assign roles to portal users , who will start to receive portal emails relevant to their role. |
| 3 | If a contact person is not yet listed, create them via New user (3) . If the contact person is supposed to be an active portal user and take on a role, please check the box portal user (4) and enter a Login name (4) . Don't forget to save the new user (5) . |
| 4 | Click on Save (6) this step and return to the process overview.
Step 3 is now completed and marked green. |

Categories

Define your portfolio as part of the product group assignment

(4) Save Expand all Collapse all

Please choose only categories that meet with your core business (checkbox on the left) as well as the main category (radiobox on the right).

Categories

- Castings / Forgings / Raw Material
- Electrical Equipment
- Mechanicals
- Standard / Catalog Parts etc.
- Vacuum
- Indirect

(1)

Categories

- Castings / Forgings / Raw Material
- Electrical Equipment
- Mechanicals
- Standard / Catalog Parts etc.
- Vacuum
- Indirect
 - Facility Management
 - Factory Equipment
 - Human Resources
 - IT / Telecommunication
 - Logistics
 - Freight
 - Packaging
 - Cardboard Packaging - Cardboard Packaging
 - Foam Packaging - Foam Packaging
 - Packing Material - Packing Material
 - Returnable Packaging - Returnable Packaging
 - Wooden Packaging - Wooden Packaging
 - Marketing
 - Services
 - Tools

(2)

Product groups

(3)

Main product group

description

- 1 As existing supplier, you may **already** have some **product groups assigned**. Add more, if necessary (**check on the left**) (1). To see all **product groups**, please open the relevant **category tree** by clicking on the **+ -sign** (2).
Attention! Please do not modify existing assignments, especially the main category (on the right) (3).
- 2 Click on **Save** (4) and return to the process overview.

Update your profile

Please enter further information on your company

(2)

(1)

Description

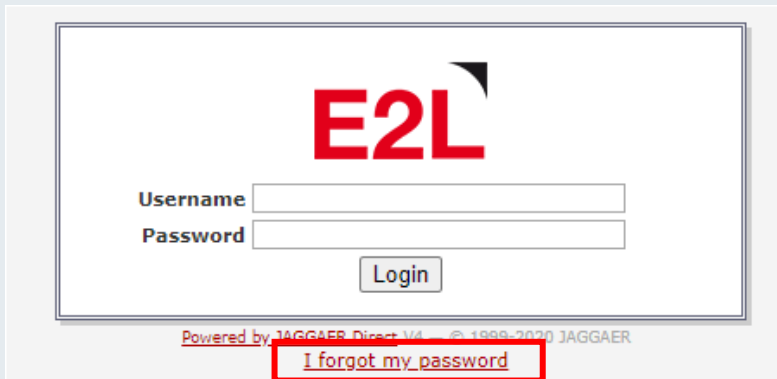
- 1 The **profile** section contains further questions about your company, which are listed in **2 categories** (general and products) **(1)**. Required fields are marked with an asterisk (*). Please enter all relevant information.
- 2 Click on **Save (2)** to cache the current status for later editing or **Save & Next** to go to the next section.
- 3 **Save your profile (2)** again before publishing and complete this step by clicking on **publish profile (3)**.
- 4 After your profile has been published, the registration is completed.
- 5 Leybold is now checking your data. You will receive confirmation by email, once your profile has been accepted.

Screenshot not available in English

Forgotten password / questions

Reset your password by yourself

- To reset your password go to the login page <https://app11.jaggaer.com/portal/lb> and click on the link **I forgot my password** to open the password request form.



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[I forgot my password](#)



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[Login](#)

- Enter your **login name** and your **email address** and click on **Passwort zuschicken** (German for Send password).
- You will receive an email with a link to setback your password.**
- For all further questions, please refer to the suppliers' handbook or contact us directly.
- Registration and profiles: Please contact your relevant buyer.