

The background image shows a woman with dark hair looking into a large, circular industrial machine, possibly a vacuum furnace or a similar high-precision manufacturing equipment. The machine is made of stainless steel and has various components like a handle, a viewing window, and internal mechanisms. The scene is brightly lit, highlighting the metallic surfaces and the woman's focused expression.

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

Sign up for Jaggaer / E2L



Please sign up via our website <https://www.leybold.com/en/leybold/supplier/> or directly on <https://app11.jaggaer.com/portal/lb/register.php?l=eng>

Leybold

I'm already a supplier for POOL4TOOL

General company data

Company name*:
Street*:
Street-number:
Zip code*:
City*:
Country*:
E-Mail:
Telephone*:
Fax:
Homepage:
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](#)

More about Leybold GmbH
Homepage
English
Deutsch

	description
1	Please enter your company details in the registration form. Fields marked with an asterisk (*) are required.
2	To confirm the uniqueness of your company address, you can enter the D-U-N-S number of your company into 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 your personal contact details .
4	While you can provide a general email address for your company , you must enter your personal business email address with your personal contact details .
5	Under Loginname 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 is now completed.
7	You will now receive an email with your initial login details .

Registration

Receiving your initial login details

- Please open the supplier portal via this link or copy it into your browser
<https://app11.jaggaer.com/portal/lb>

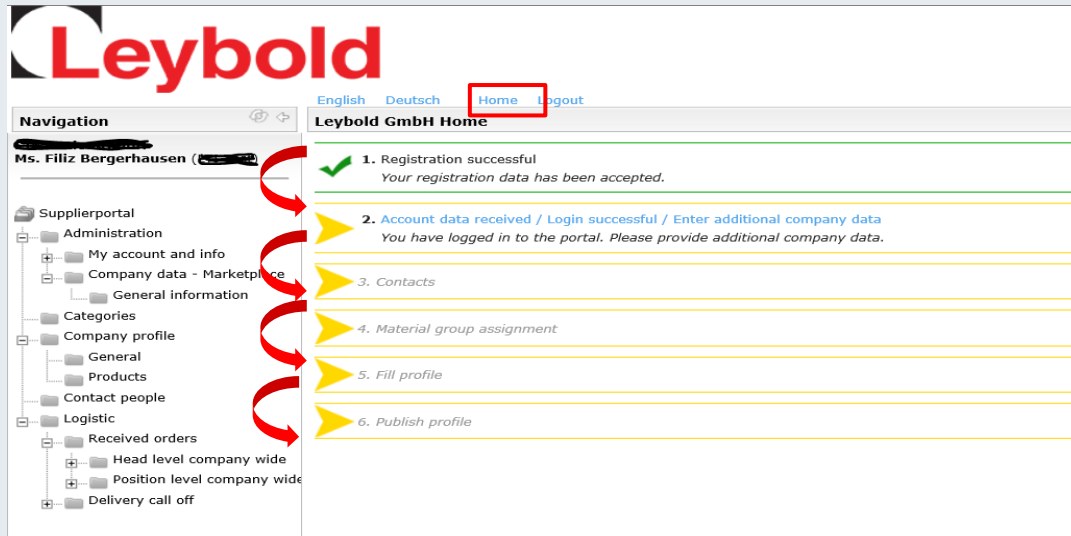


The screenshot shows a login interface for E2L. At the top center is the E2L logo in red. Below it are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. At the bottom of the interface, there is a footer with the text 'Powered by JAGGAER Direct V4 — © 1999-2020 JAGGAER' and a red link that says 'I forgot my password'.

- 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.
- **Please remember your login details!**

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 your company data again.
3	Step 3 – please enter other contact persons or portal users (check box “portal user”), if needed.
4	Step 4 – please select your product groups and one main category .
5	Step 5 – please enter further information on your company , especially where fields are required and marked with an asterisk (*).
6	Step 6 – please save and publish your profile .

Company data

Please complete the company data

Description	
1	Please complete the company data (1) . If possible, please use only standard letters A-Z .
2	Please enter the VAT No. without blanks (2) .
3	Click on Save (3) to save this process step and return to the process overview.
4	In the process overview, the Step 2 is now completed and marked green (4) .

(4)

English Deutsch Home Logout

Leybold GmbH Home

- ✓ 1. Registration successful
Your registration data has been accepted.
- ✓ 2. Account data received / Login successful / Enter additional company data
You have logged in to the portal. Please provide additional company data.
- 3. Contacts
As a new supplier, you are pre-selected as the main contact. As an already existing supplier, you have to define the responsible contact persons and assign them to the corresponding roles.
- 4. Material group assignment
- 5. Fill profile
- 6. Publish profile

Contact data

Please complete your contact data

(6) (3)

(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	
LTD	Ted Tester	
General Manager	Ted Tester	
Delivery Call Off	Ted Tester	

(5)

(4)

Salutation*:

First name*:

Last name*:

Department*:

E-Mail*:

Telephone*:

Fax:

Mobile:

Create portal user

Loginname*:

Description	
1	In the contact section you can enter further contact persons 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) to save this process 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
- (3) Logistics
 - Freight
 - (2) Packaging
 - Cardboard Packaging - Cardboard Packaging
 - Foam Packaging - Foam Packaging
 - Packing Material - Packing Material
 - Returnable Packaging - Returnable Packaging
 - Wooden Packaging - Wooden Packaging
- Marketing
- Services
- Tools

Product groups

Main product group

Description	
1	Please choose your product groups (check <input type="checkbox"/> on the left) (1) and one main category (check <input type="radio"/> on the right) (2). To see and choose the main category please open the relevant category tree by clicking on the + sign (3).
2	Click on save (4) to close this step and return to the process overview.

Update your profile

Please enter further information on your company

(2)

(1)

(3)

Screenshot not available in English

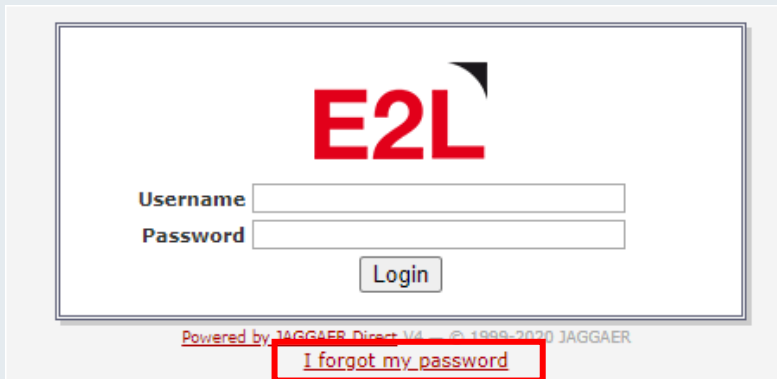
Description

- 1 The **profile section (1)** contains further questions about your company which are listed in **two categories: General & Products**. Required fields are marked with an asterisk (*). Please enter all relevant information.
- 2 First you will be asked to fill out the General category. Click **Save (2)** to cache the current status for later editing.
- 3 **Save your profile (2)** at least once before publishing and complete this step by clicking on **Publish profile (3)**.
- 4 Leybold is now checking your information. If your data fits our strategy, you will receive another email asking you to enter further details into your profile.
- 5 Please **review the general section** of your profile, **save it** and **continue to the product section** of your profile. Once you have finished entering at least all required fields marked with an asterisk (*), please **save and publish your profile**.
- 6 Leybold is now checking the second part of your profile. You will receive confirmation by email, once your data has been accepted into our database.

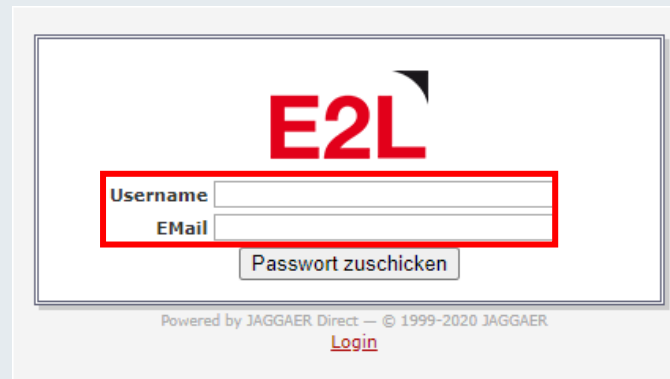
Forgotten password / questions

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](#)



Powered by JAGGAER Direct — © 1999-2020 JAGGAER
[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.