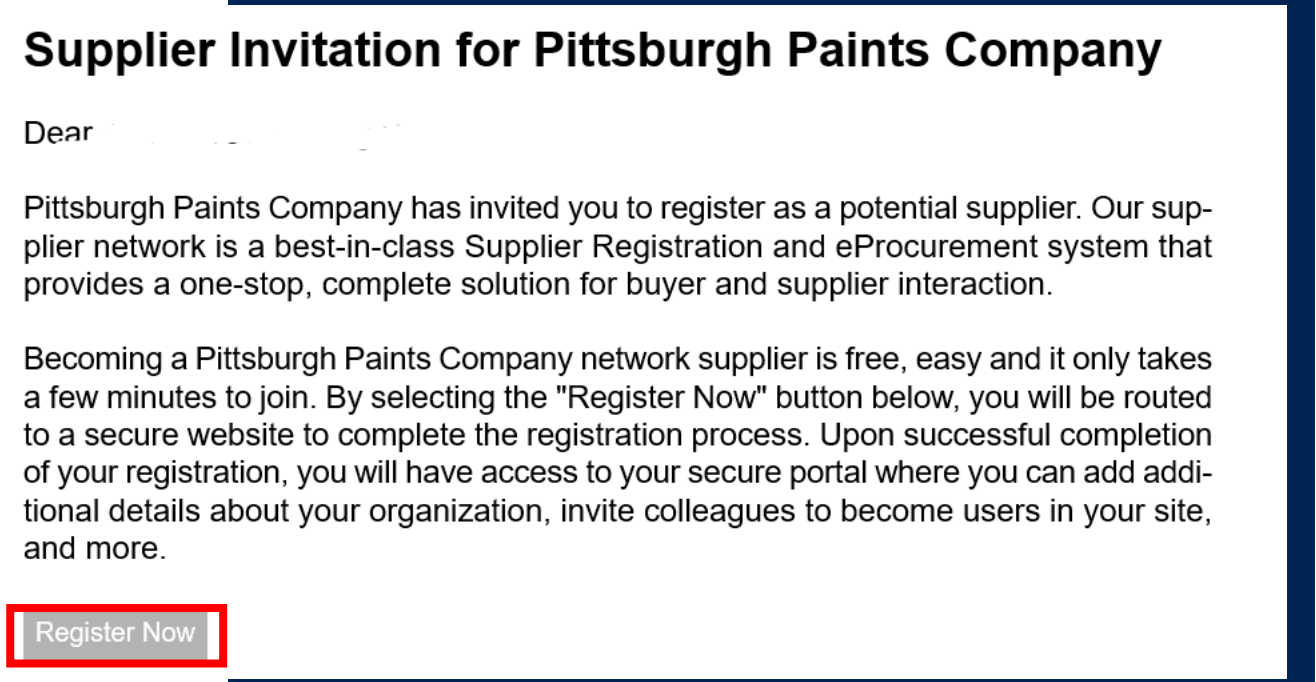
Pittsburgh Paints Co.

Registration & Account Activation

PITTSBURGH
PAINTS CO.

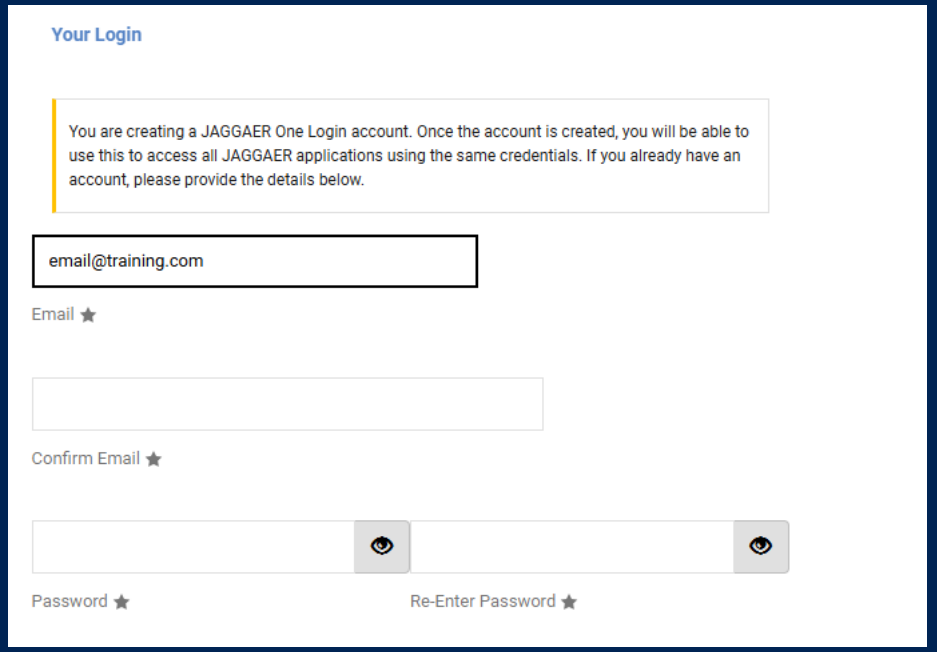
Step 1: Follow the link from your invitation email to login

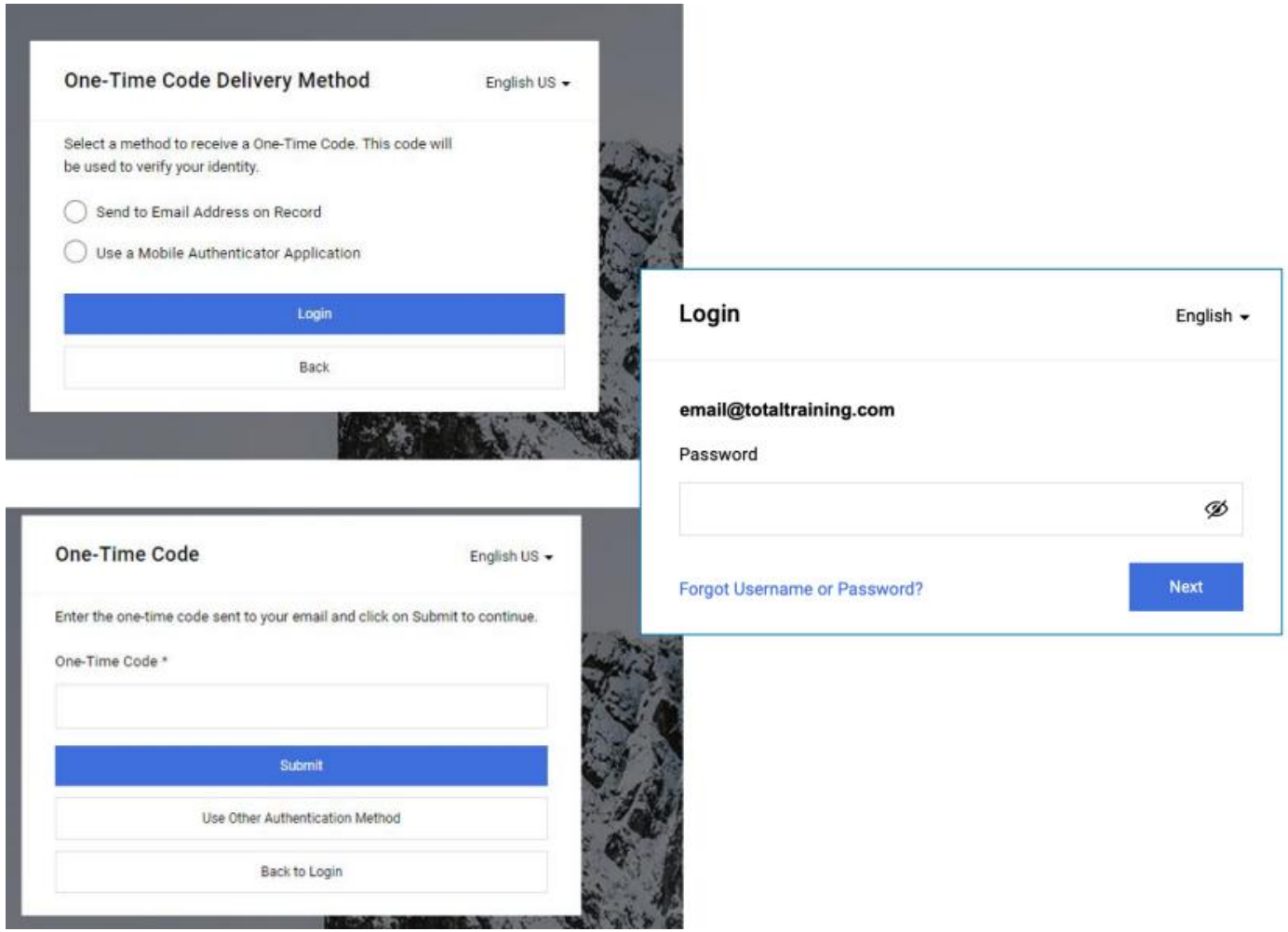
- To view the email in local language, select the language from the table at the top of the email
- Click the **Register Now** button
- You will be directed to the supplier portal after that. From there you can click the **Continue with Registration** button



Step 2: Create an Account

- Review the **Privacy notices**
- Enter your **First Name and Last Name**
- Enter your **Phone Number**
- Select your **Preferred Time Zone**
- Enter your **Email**
- Enter a **Password**
- Re-Enter the **Password**
- Read and accept the **Terms and Conditions**
- **Click the Create Account button**





- A Verification process will then take place
- Select how you want to **receive your one-time code**
- **Enter the one-time code** you get via Mobile Authenticator Application or Email Address
- Enter in **your password** again to access the platform
- **Press Next to enter ePro**
- **Press Accept** to access JAGGAER ONE as a supplier

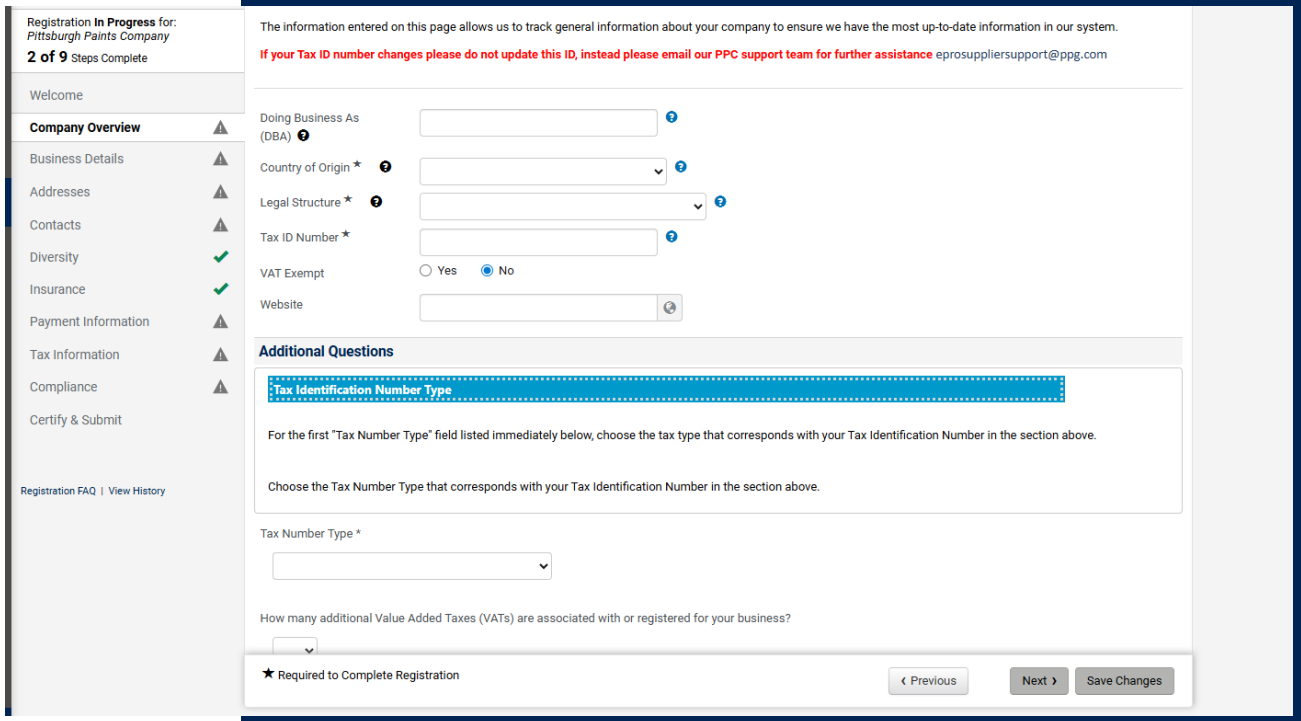
Step 3: Company Overview

Complete the Company Overview details:

- Complete the Company Overview required fields:
  - **Country of Origin*** - country where your company is located. This will determine additional information that may be required, which will appear in the Additional Questions section
  - **Does your business have a DUNS number?*** - a nine-digit identifier for business issued by Dun & Bradstreet
  - **Legal Structure*** - a business ownership structure or business form; choices include LLCs, partnerships, sole proprietorships, corporations etc.
    - Tax ID Number*

Complete any optional information as desired

Click on the Next button



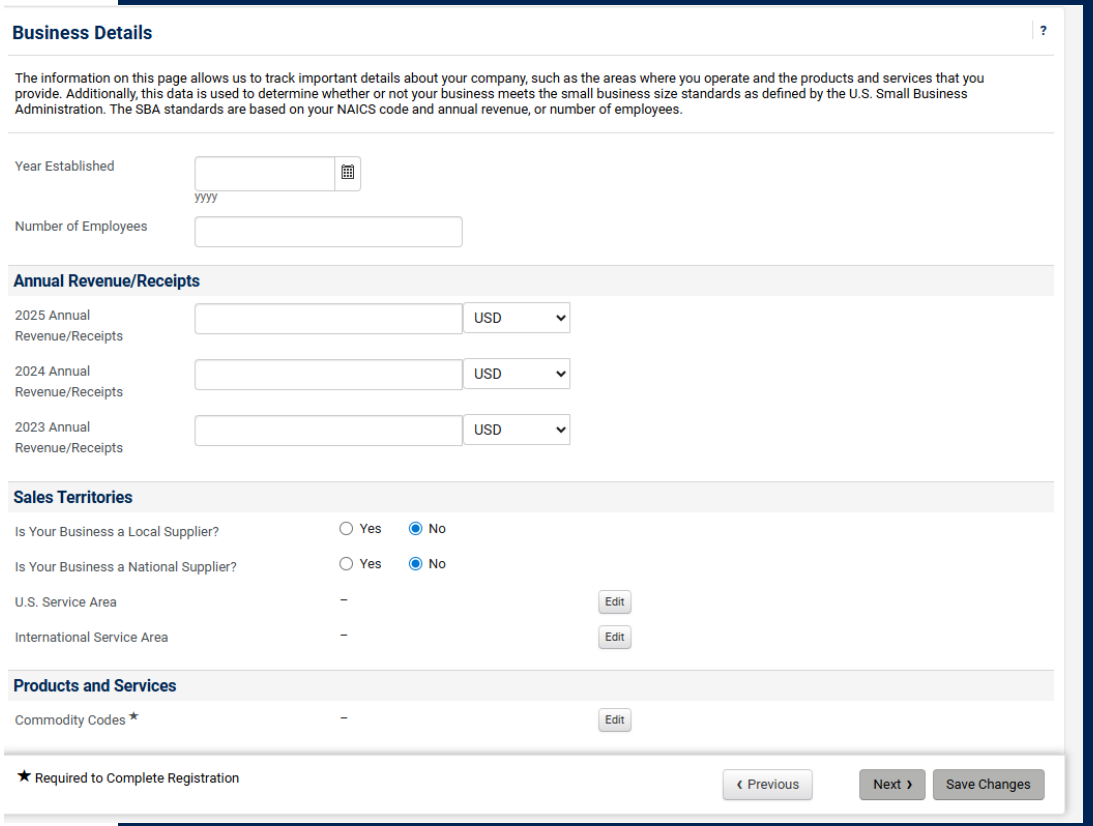
Step 4: Business Details

Complete the **Business Details**:

- Complete the **Business Details** required fields:
  - **Commodity Codes*** - code that identifies the type of goods or service your company provides
  - **Please select any currencies supported by your organization*** - click Edit and then select all that apply
  - **Is your company involved in any of the following activities?*** - click Edit and then select all that apply

Complete any optional information as desired

Click on the Next button



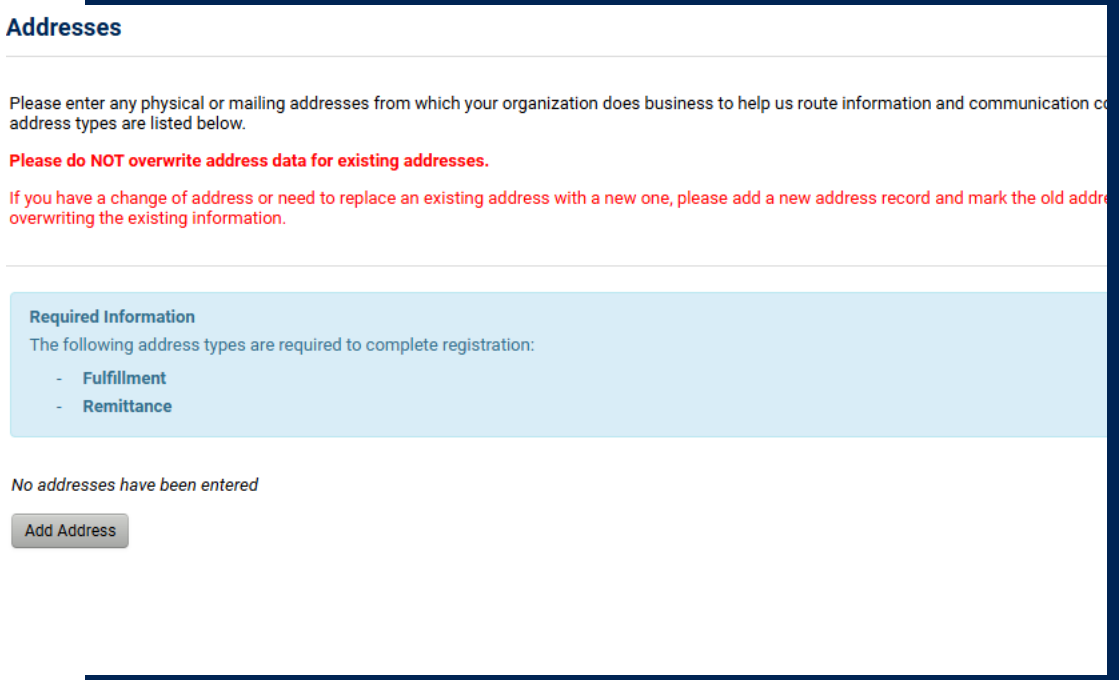
Step 5 : Addresses

Complete the **Addresses** details:

- Click on the **Add Address** button
- Complete the required **Address Details**:
  - **What would you like to label this address?*** - address name; ex. Headquarters, Houston Office
  - **Which of the following business activities take place at this address?** (select all that apply)* - options: Takes Orders, Receives Payment, etc.
  - **How would you like to receive purchase orders for this fulfillment address?* -** ex. email
    - Country* - address country o
    - Address Line 1* - street name/number o
    - City/Town* - address city/town o Contact Label* - primary contact label
    - First Name* - primary contact first name
    - Last Name* - primary contact last name o Email* - primary contact email address
    - Phone* - primary contact phone number

Click on the Save Changes button

Click on the Next button



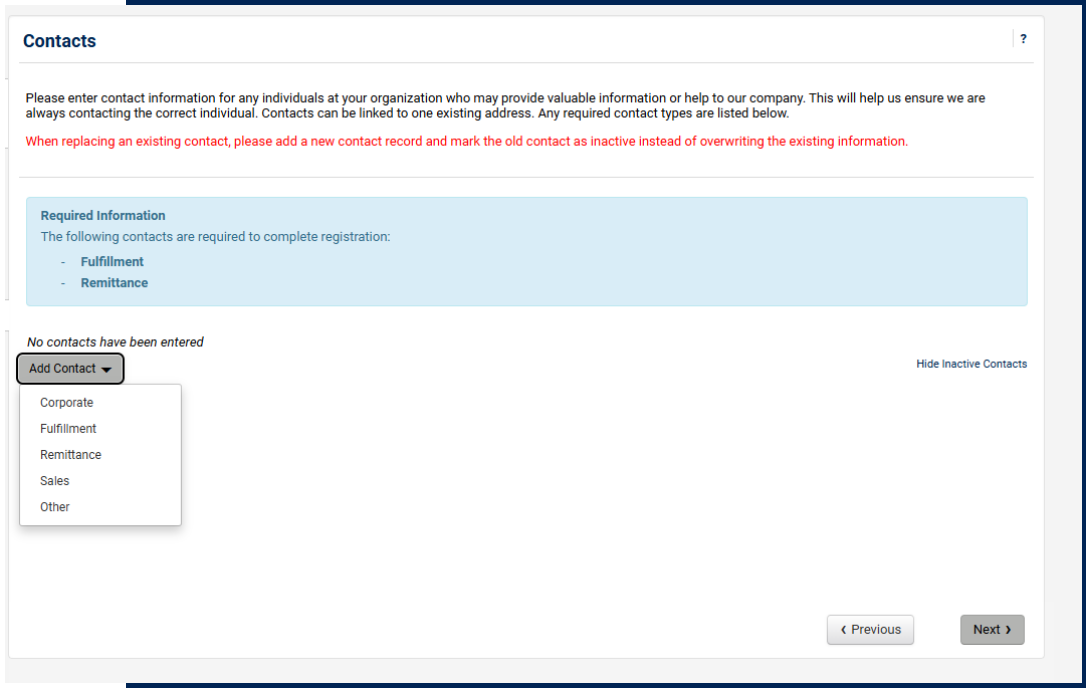
Step 6: Contacts

Complete the **Contacts** details:

- Click on the **Add Contact** button
- Complete the **Contact Details** required fields:
  - **Contact Label*** - a specific group the contact is part of (ex. service provider)
  - **First Name*** - contact first name
  - **Last Name*** - contact last name
  - **Email*** - contact email address
  - **Phone*** - contact phone number

Click on the Save Changes button

Click on the Next button

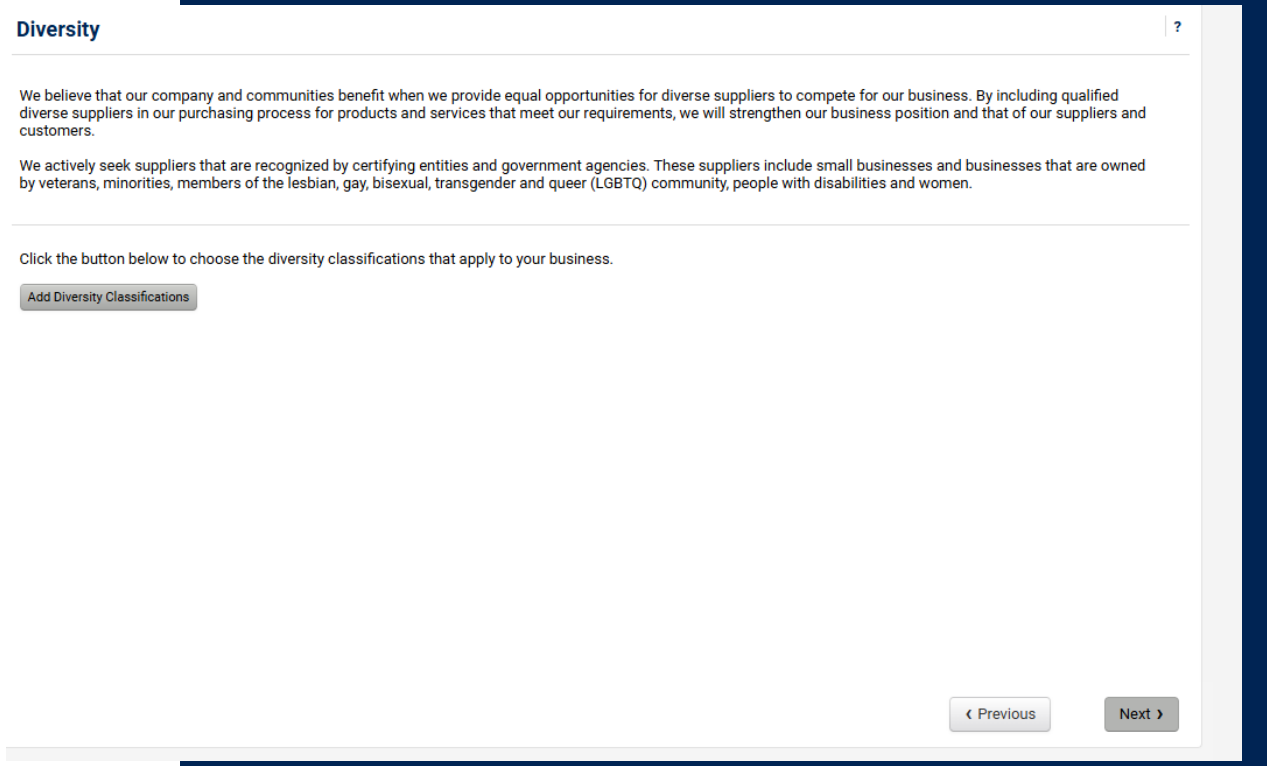


Step 7: Diversity

Complete the **Diversity** details:

- Click on the **Add Diversity Classification** button
- Select the applicable **Small Business Status and Diversity Classification**
- Click on the **Done** button

Click on the Next button



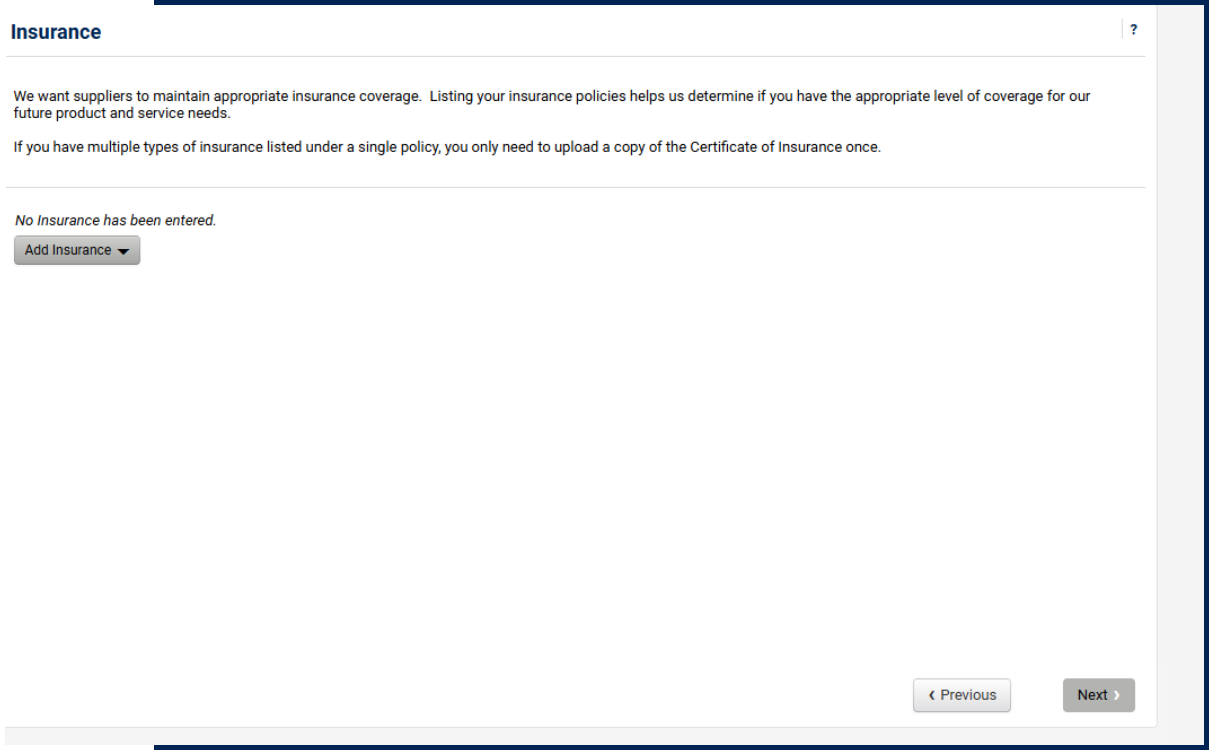
Step 8: Insurance

Complete the **Insurance** details:

- Click on the Add Insurance button
- Select the applicable **Insurance**

- Complete the required **Insurance** details:
  - **Policy Number***
  - **Insurance Limit* • Expiration Date***
  - **Insurance Provider***

Click on the Save Changes button
Click on the Next button



Step 9: Payment Information

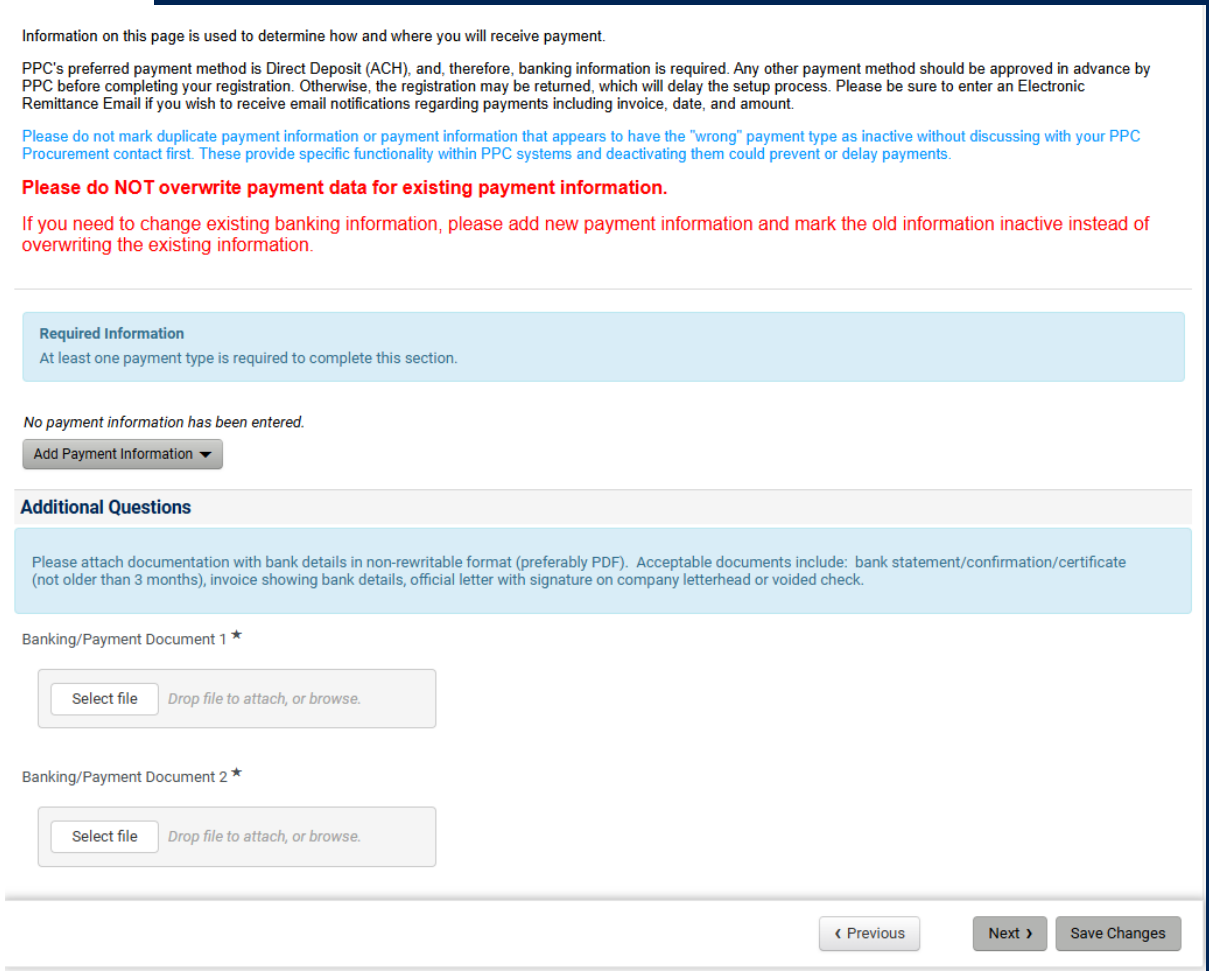
- Click on the **Add Payment Information** button and select one of the options : Direct Deposit, Credit Card, Check etc.
- Complete the required **Payment Details** depending on the Payment type you select (ex. Direct Deposit (ACH))
  - **Payment Title*** - payment name
  - **Country*** - payment country
  - **Payment Type*** - defaulted from previous selection
  - **Remittance Address*** - selection from previously created addresses is available
  - **Electronic Remittance Email*** - email to receive remittance information
  - **Currency*** - payment currency
- Complete **the Bank Account** required details :
  - **Country*** - bank account country
  - **Bank Name*** - bank account bank name
  - **Account Holder's Name*** - first and last name of the account holder
  - **Account Type*** - ex. Checking, Savings

Click on the Save Changes button

Complete the Additional Questions details:

- Add **Banking / Payment Documentation** documents should be in pdf format and include: IBAN, company name, company address, tax
  - For Document 1*, click Select file and upload your documentation
  - For Document 2*, click Select file and upload your documentation

  Click on the Next button



Step 10: Tax Information

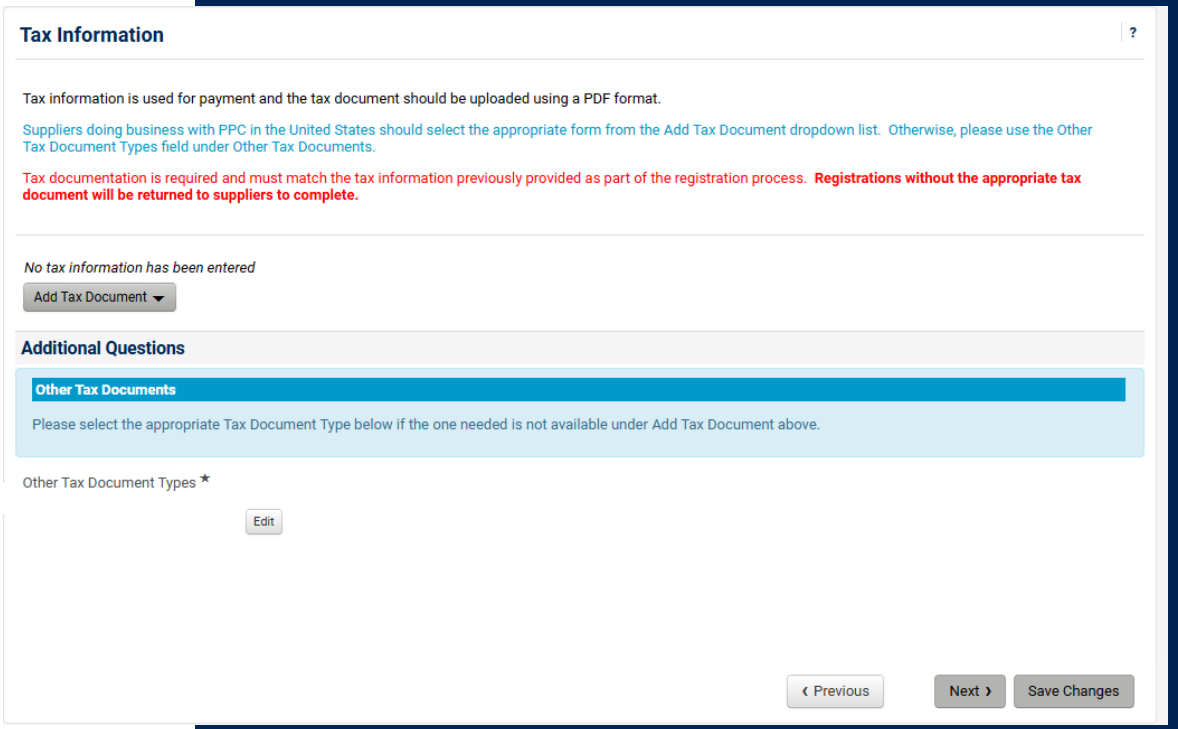
Complete the **Tax Information** details:

- Click on the **Add Tax Document** button
- Complete the Tax Document required details:
  - **Tax Type*** - ex. W-9
  - **Tax Document Name*** - document name
  - Click on the Save Changes button

Click on the Save Changes button

Complete the **Additional Questions** details:

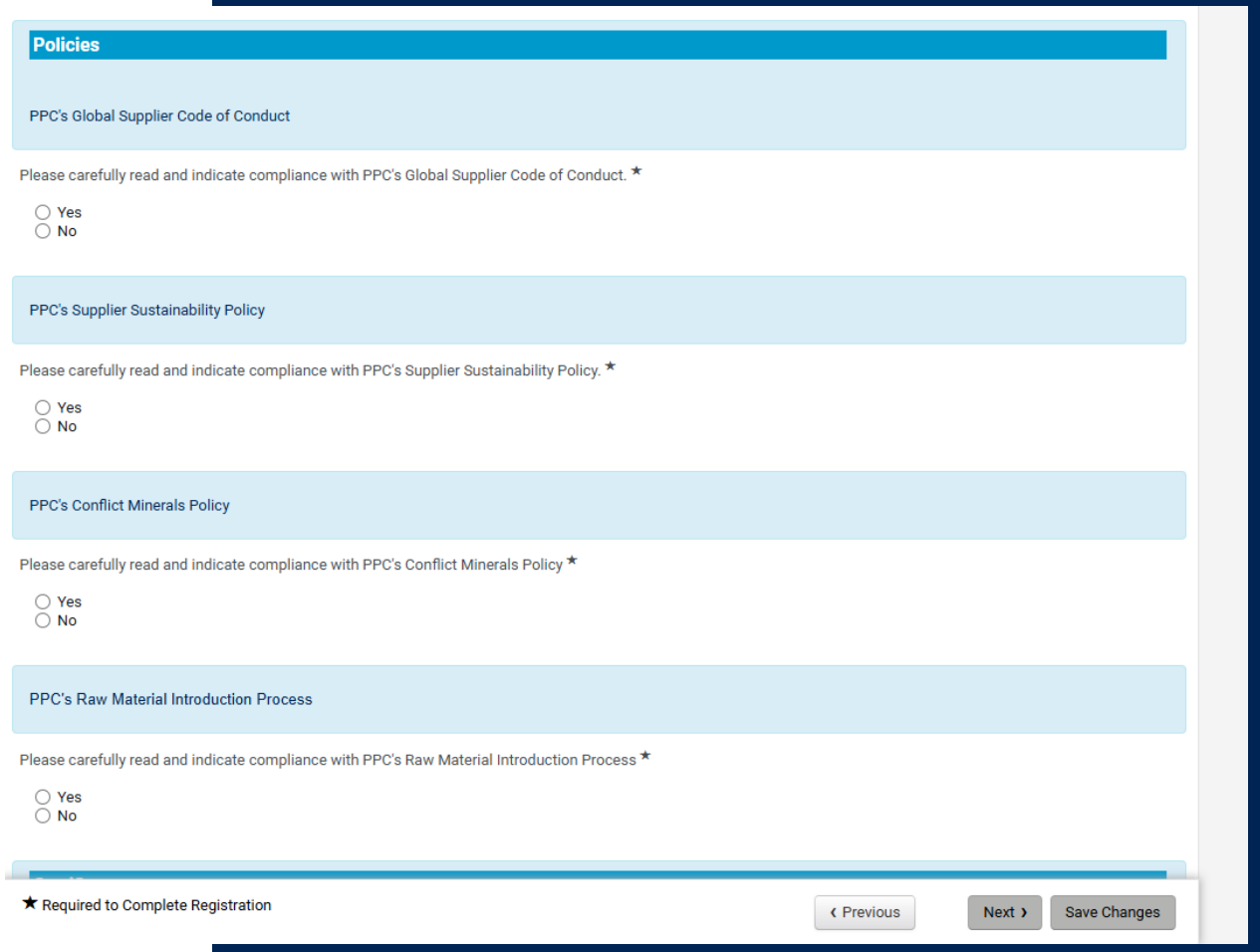
- **Other Tax Document Types*** - click the **Edit** button
  - Select the desired option(s)
  - If document attached in Payment Information has tax/vat id → "**Tax Documents already added above**"
- Click on the **Done** button
- Click on the **Select file** button to upload your documentation
- Click on the Next button



Step 11: Compliance

Complete the **Compliance** details:

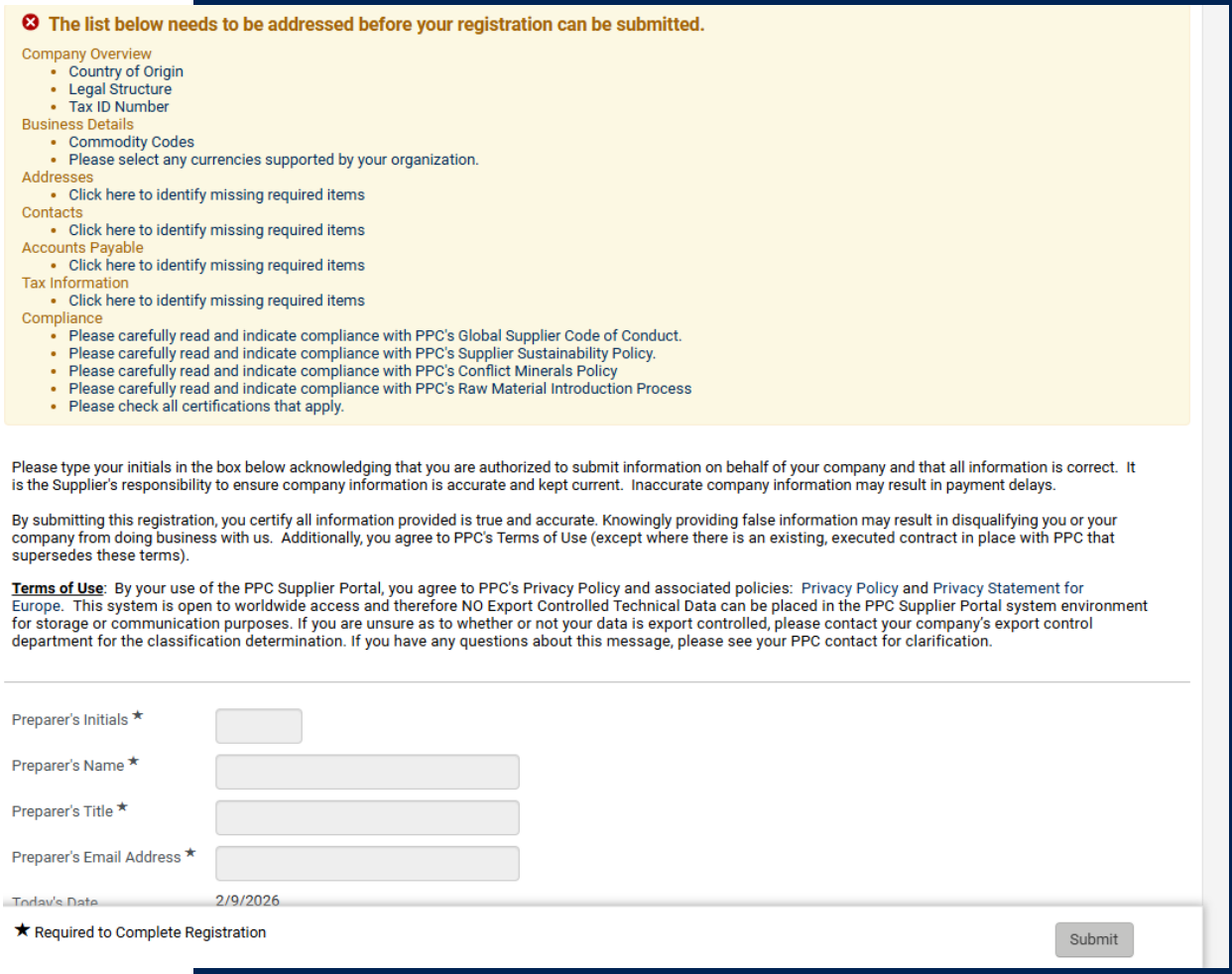
- Click on the link to each Policy, carefully read it and then select Yes or No to indicate compliance



Step 12: Certify & Submit

Green checkmarks on the left menu indicate that all required information has been entered in each section.

- Complete the **Certify & Submit** details:
  - **Preparer's Initials*** - first name + last name initials, ex. BF
  - **Preparer's Name*** - first name + last name
  - **Preparer's Title*** - ex. Owner
  - **Preparer's Email Address*** - email address
  - **Certification*** - check box confirming that the information provided is accurate
- Click on the **Submit** button
- You will receive an **email notification** that onboarding is complete



Thank you!

Registration is now complete!