

# JAGGAER Supplier Enablement terms



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# JAGGAER eProcurement

Note: These services are not included in Subscriptions for JAGGAER Direct eProcurement. Clients should discuss such services with their account representative.

## Hosted Catalog and Punchout Catalog Administration and Enablement

**Hosted catalog enablement.** Suppliers must provide Supplier data to JAGGAER via the CMT unless otherwise agreed by JAGGAER. Updates to Supplier data shall be performed by the Suppliers via the JAGGAER Supplier portal (“Supplier Portal”). JAGGAER and Suppliers will perform such updates only upon approval by Client and as soon as is commercially reasonable upon receipt of same, provided it has been submitted in the proper format.

**Punchout catalog enablement.** Suppliers must adhere to the cXML punch out standard protocol as set forth at: <http://www.cxml.org> which protocol may be updated from time to time. Suppliers are responsible for the functionality that they offer on their punch out site as well as the versions of Internet browsers that they support and the level of Internet browser security required by Client for punch out access.

**Order delivery integration.** JAGGAER provides for cXML; facsimile; EDIINT X12; and email transmissions as supported methods of order delivery, which order delivery method shall be at the Supplier’s discretion. In the event Supplier does not designate a specific order delivery method, order delivery method shall be at JAGGAER’s discretion. For cXML or EDIINT order delivery, Suppliers must adhere to the cXML Confirmation Request standard protocol as set forth at: <http://www.cxml.org> or the EDIINT X12 standard protocols. Both protocols may be updated from time to time.

**Order status integration.** JAGGAER is able to accept electronic order confirmations from Suppliers. Suppliers must adhere to the cXML confirmation request standard protocol as set forth at: <http://www.cxml.org> or the EDIINT X12 standard protocols. Both protocols may be updated from time to time. Confirmations may contain an estimated ship date, shipping/handling and tax, as provided by the Supplier.

## Electronic Invoicing

JAGGAER eProcurement and Invoicing are able to accept electronic invoices from Suppliers. Suppliers must adhere to the cXML invoicing standard protocol as set forth at: <http://www.cxml.org> or the EDIINT X12 standard protocols. Both protocols may be updated from time to time. Electronic invoicing is also possible using the purchase order to invoice flip functionality and/or bulk load functionality in the Supplier Portal. The contents of the invoices (e.g. payment terms, shipping/handling, tax) are dependent on the Suppliers’ individual system capabilities. Any invoice discrepancies (e.g. missing invoices, un-invoiced lines, price discrepancies) shall be handled between the Client and the Supplier.

## Responsibilities

<u>Supplier Catalog Enablement and Purchase Order / Invoice Connections Roles and Responsibilities</u>	<u>Client</u>	<u>JAGGAER</u>
Project managing the enablement of Client’s Suppliers	Support	Lead
Provide the technical configurations that enable Clients to purchase from their Suppliers using the JAGGAER Applications		Lead
Finalizing all pricing and other terms and conditions between Client and Supplier related to the products and/or services purchased by Client from Supplier	Lead	
Providing JAGGAER all Supplier contact information necessary for JAGGAER to perform JAGGAER’s responsibilities	Lead	
Facilitating Client’s Suppliers’ participation in the enablement process	Lead	Support
Testing the technical configurations provided by JAGGAER to ensure a Supplier has been successfully enabled	Lead	Support

**Further clarification of the Roles and Responsibilities are below:**

Conduct supplier enablement planning session with team members to review the supplier enablement process and schedule (“ <b>Supplier Enablement Kickoff Meeting</b> ”).	Support	Lead
Evaluate, prioritize, and select suppliers for go-live. The list of suppliers must be finalized no later than three (3) weeks after <b>Supplier Enablement Kickoff Meeting</b> .	Lead	Support

Initiate contact with each supplier and introduce them to JAGGAER	Lead	
Schedule and conduct supplier kick-off calls	Support	Lead
Configure punch-out/hosted catalogs and PO/Invoice connections for each supplier in the test environment.		Lead
Format ship to/bill to addresses based on JAGGAER's recommendations	Lead	Support
Test punch-out/hosted catalogs and PO/Invoice connections for each supplier in the test environment.	Lead	Support
Sign-off on move to Production for each supplier	Lead	Support
Configure punch-out/hosted catalogs and PO/Invoice connections for each supplier in the production environment		Lead
Approve hosted catalog price files in the production environment	Lead	Support
Complete live order tests for each supplier	Lead	Support

## Enablers timing

### Implementation Phase

#### Supplier Catalog Enablement and Purchase Order / Invoice Connections

For JAGGAER eProcurement, JAGGAER will setup catalog enablement configurations, supplier purchase order and/or invoice connections, and provide guidance to Client on best practice configurations during the implementation phase per the scope detailed below.

## Implementation Supplier Enablement Timeline and Numbers

<u>Overall eProcurement &amp; Invoicing Project Duration [1]</u>	<u>Enablement Count [2]</u>
<p>&lt; 3 months</p>	<p>Up to six (6) supplier catalog enablements with associated PO and invoice connections, using industry standard cXML. One (1) of the six (6) can be standard EDI PO and invoice connection with no customization.</p>
<p>3 – 5 months</p>	<p>Up to fifteen (15) supplier catalog enablements, with associated PO and invoice connections, using industry standard cXML. Up to three (3) of the fifteen (15) can be standard EDI PO and invoice connections with no customization.</p>
<p>&gt; 5 months</p>	<p>Up to twenty-five (25) supplier catalog enablements, with associated PO and invoice connections, using industry standard cXML. Up to five (5) of the twenty-five (25) can be standard EDI PO and invoice connections with no customization. Due to Supplier requirements, work to start no sooner than six (6) months from planned project go-live.</p>
<p>[1] As defined in the overall implementation SOW regarding project or phase duration that contains the eProcurement and Invoicing applications.</p> <p>[2] A supplier catalog enablement and its associated PO and invoice connections represent a single enablement to a supplier. Based on region, products, or pricing, it is possible that one supplier entity may require multiple enablements.</p>	

## Post Implementation Phase

Please refer to the **Global Customer Care (GCC) — Support Packages for Supplier Enablement Numbers**.