

# Supplier Portal eCONN: Supplier's Guide

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March 22<sup>th</sup>, 2023

Leadership in Filtration

**MANN +  
HUMMEL**

# MANN+HUMMEL Supplier Portal

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Dear supplier of MANN+HUMMEL,

MANN+HUMMEL Procurement is using a supplier portal called eCONN for onboarding of new suppliers. This portal offers MANN+HUMMEL the possibility to collect data on quality standards, customer specific requirements and certificates from suppliers via self-assessment.

As a trusted filtration partner to industries across the globe, we're using digital and transparent processes to meet the needs of our customers. Up-to-date company information and contact data of our suppliers is essential for an efficient collaboration. Thus, we're expecting you to enter and update your contact data of contact persons, defined company information and the validity of quality and environmental certificates regularly.

This manual will guide you through the supplier portal and its features.

In case of technical issues please contact our helpdesk: [jdsupport@jaggaer.com](mailto:jdsupport@jaggaer.com)

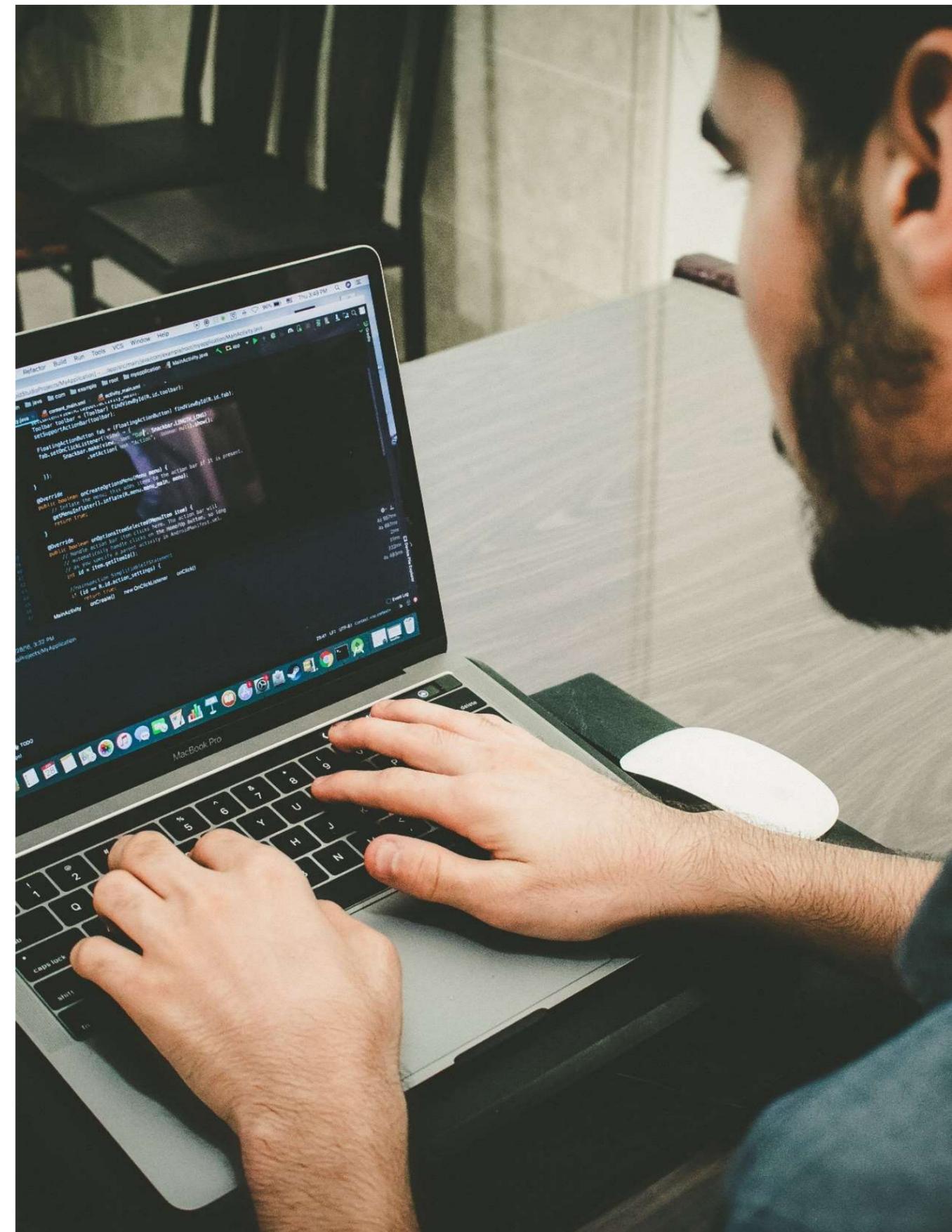
For further questions, please contact your responsible buyer within MANN+HUMMEL.

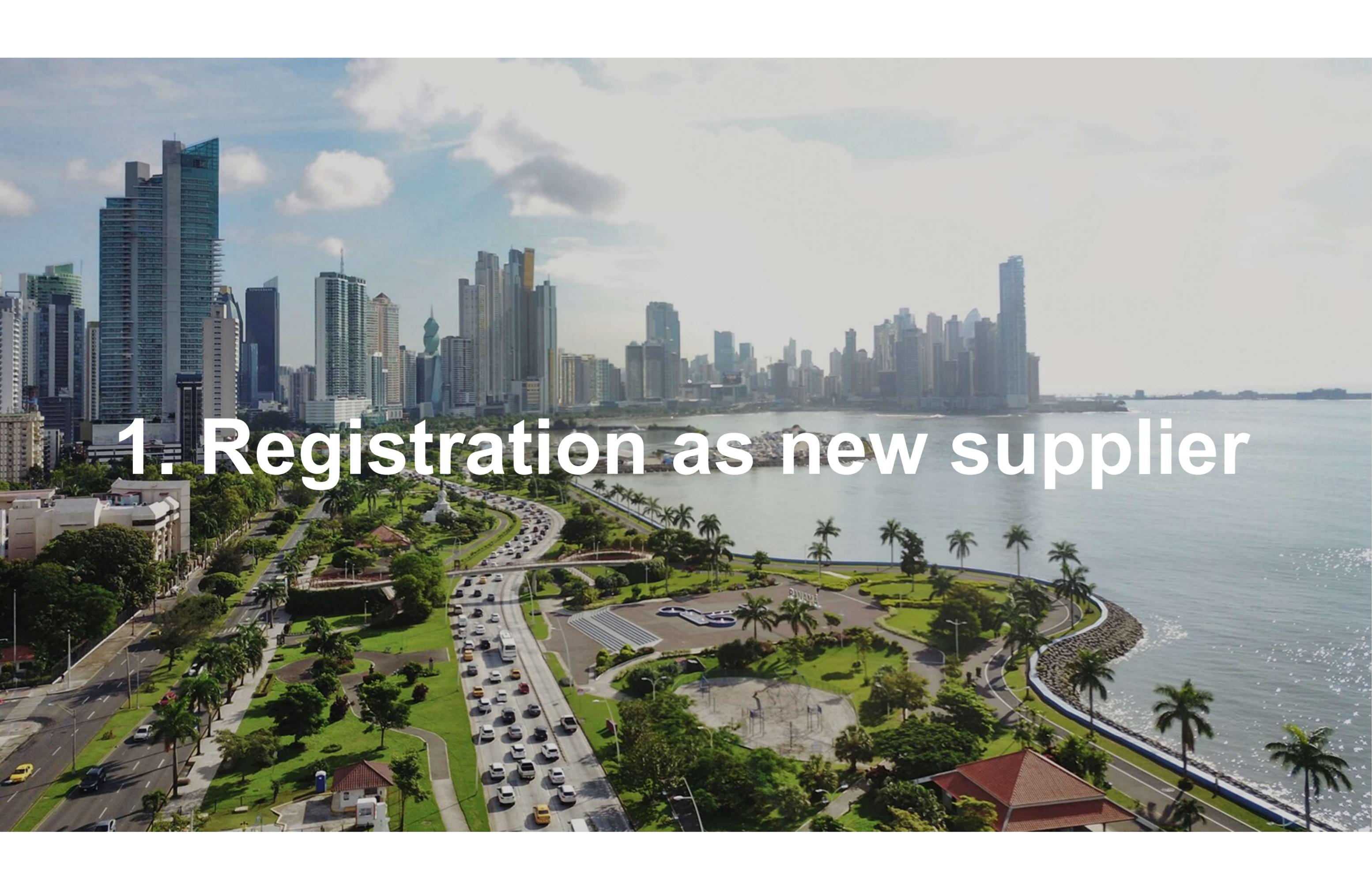
We're look forward start working with you and are expectant regarding the use of our supplier portal eCONN within your organization.

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# 1. Registration as new supplier

## Invitation eMail

- As soon as any M+H employee has started your registration you will receive an eMail from [no-reply@app11.jaggaer.com](mailto:no-reply@app11.jaggaer.com)
- Please check your spam folder in case you haven't received the eMail.
- Click on the included link to start with the registration.

Registration Supplier Portal Mann+Hummel



SRM-Portal MANN+HUMMEL <no-reply@app11.jaggaer.com>  
Komu



[Přeložit zprávu do: Čeština](#) | [Nikdy nepřekládat z: Angličtina](#)

Dear

MANN+HUMMEL uses a supplier portal for a better and more efficient collaboration. Your registration is necessary in order to be able to communicate via this platform.

Please open the following link and complete the self questionnaire carefully.

[https://demo.app11.jaggaer.com/portals/mannhummel/register?crm\\_person\\_id=MTczODE5Nw==93774cfde70751311fc7f63daaec5fbd&l=eng](https://demo.app11.jaggaer.com/portals/mannhummel/register?crm_person_id=MTczODE5Nw==93774cfde70751311fc7f63daaec5fbd&l=eng)

Registration instructions and further information can be found here:

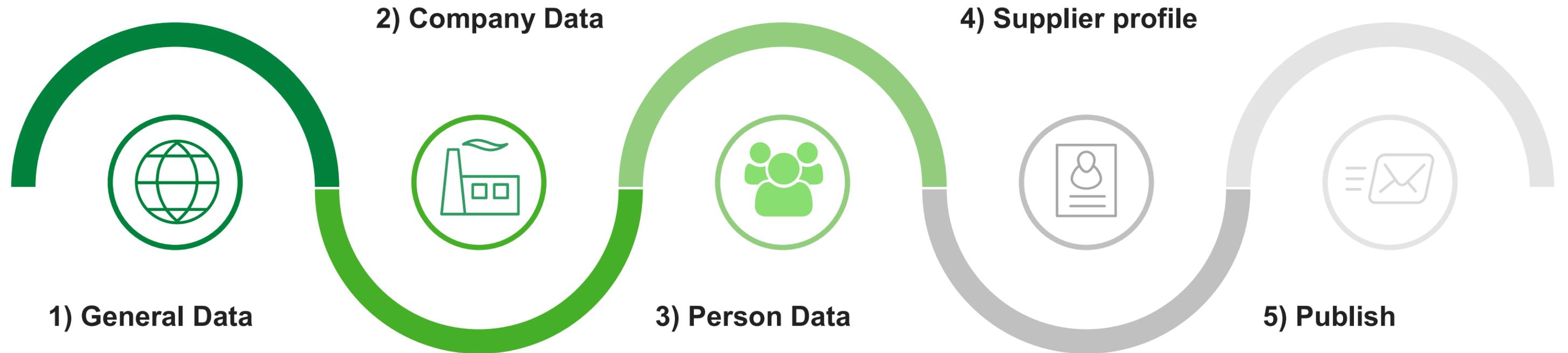
<https://mhdemo.mann-hummel.com/purchasing/index.html?iKeys=51.1.1529.1.1>

Afterwards you will get login information so you can use the supplier portal in future.

If you have any questions please contact our hotline at 07141-98 9900 or via mail at [jdsupport@jaggaer.com](mailto:jdsupport@jaggaer.com)

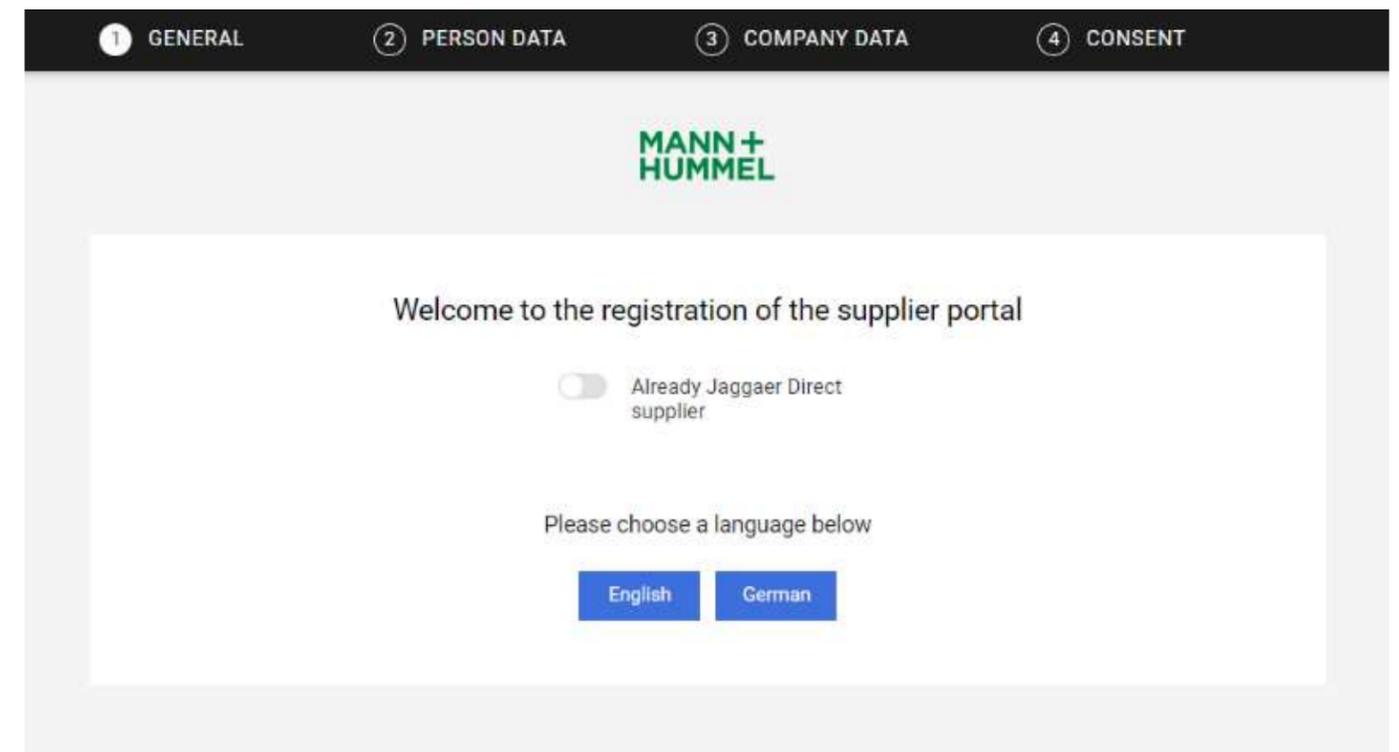
Kind regards

# Registration in just 5 steps



# 1) General Data

- Select the language you want to register
- Fill in the contact details and choose a login name
- Continue with the Company data (address and DUNS)
- Every potential supplier of MANN+HUMMEL should have a DUNS Number. Suppliers of direct materials are not able to see their vendor rating without a DUNS number.
- A free DUNS number can be requested here: [DUNS](#)



## 2) Company Data

- Confirm your acceptance of the stated terms
- A link to open the supplier portal will appear
- At the same time you will receive an email with your login data and link to the system. Thereby you can return to complete the process later on as well as login at any time to change your data
- To open your profile use link from the email and **click on the icon in the red notification**
- Before you continue to registration process, please check your data again
- If everything is fine, confirm the agreement below and click on „Continue“ (upper right corner)

The screenshot shows the 'COMPANY DATA' step of the registration process. At the top, a progress bar indicates the steps: GENERAL, PERSON DATA, COMPANY DATA (current), and CONSENT. The MANN+HUMMEL logo is centered at the top. Below the logo, there is a text area with the following content:

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

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

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of MANN + HUMMEL 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.

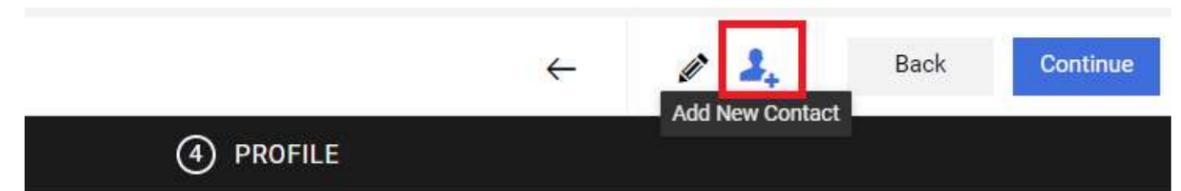
[Terms & Conditions of Purchasing](#)

At the bottom, there are two buttons: 'Back' and 'Accept and Submit'.

⊗ Your registration has not been finished yet. Continue with the registration 

## 3) Person Data

- By default the administrator of the supplier portal is assigned to all functions
- Additional users should be created and assigned to particular functions
- Once the contacts are in order, click on Continue.
- Check the selected Categories
- If everything is fine, click on Continue.



## 4) Supplier Profile

- The following pages have to be completed to be able to evaluate your registration (General; Customer Specific Requirements; Certificates etc.)
- Please fill all mandatory fields, marked with the star \*
- Finish every registration step by clicking „Save“

Registration - Profile

Back Save Publish

DATA CONTACTS CATEGORIES 4 PROFILE

General Technical Certifications

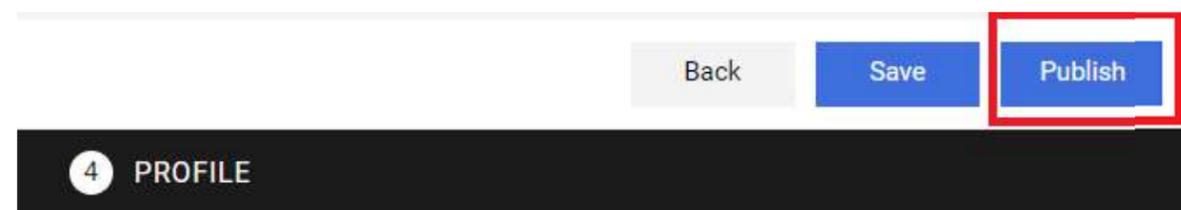
✓ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!  
Mandatory fields filling progress: 100%

- If you have quality certificates please attach them (e.g. ISO 9001; ISO 14001; IATF 16949)  
→ Incomplete registrations may be rejected so please provide as much information as possible.

## 5) Publish Profile

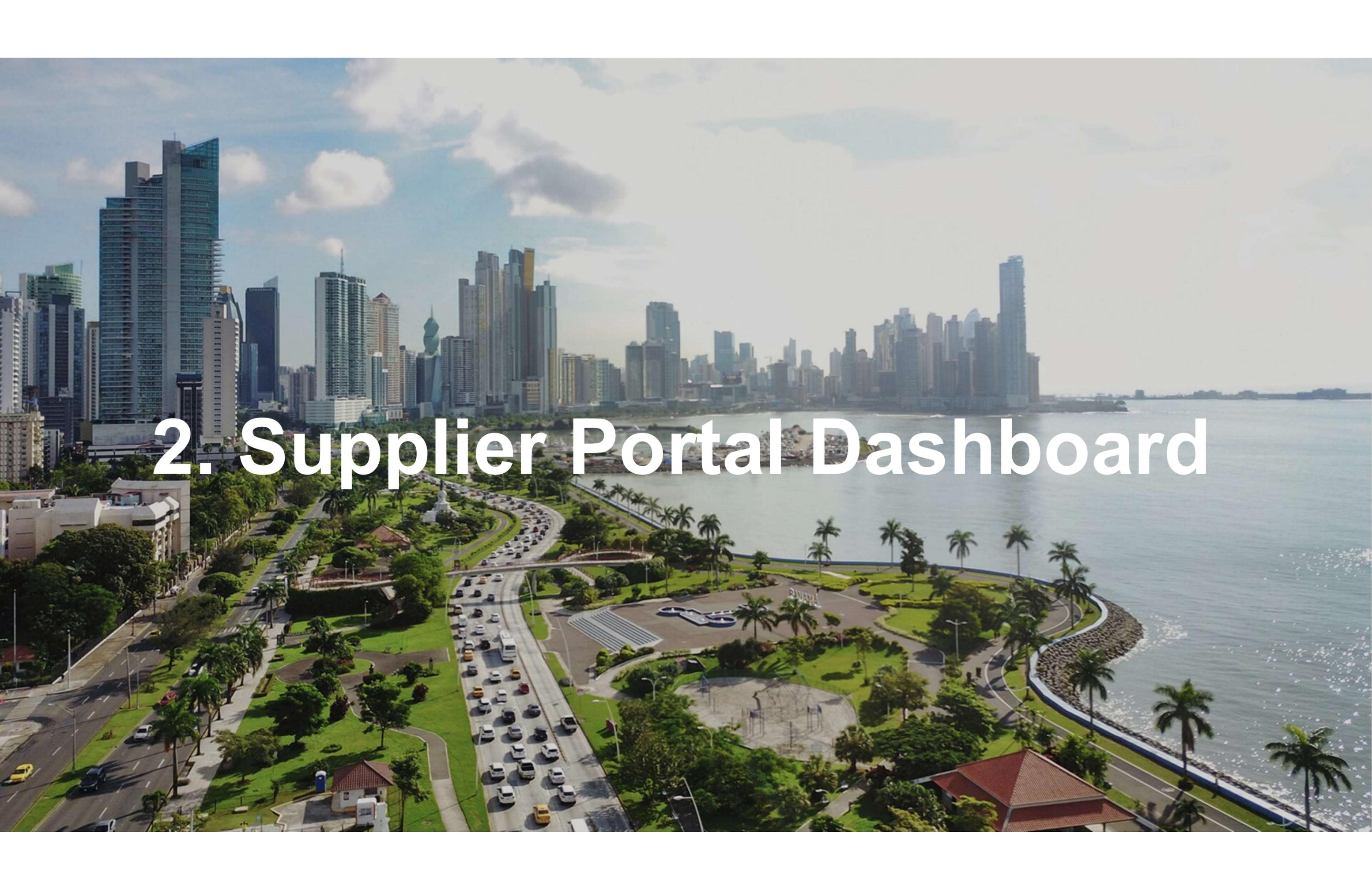
**Important: Please click 'Publish' as soon as you've completed all data!**

- Don't forget to publish your profile at the end of the registration process otherwise MANN+HUMMEL won't receive your registration



- The button appears as soon as all mandatory fields are filled out.
- If the Publish button is not active, somewhere a mandatory field has been left unfilled
- By clicking „Save“ data are stored but not transferred to MANN+HUMMEL.
- By clicking this button registration is finished and data are transferred to MANN+HUMMEL. Afterwards the MANN+HUMMEL approval workflow will start
- Please keep the login data for future changes in your profile





# 2. Supplier Portal Dashboard

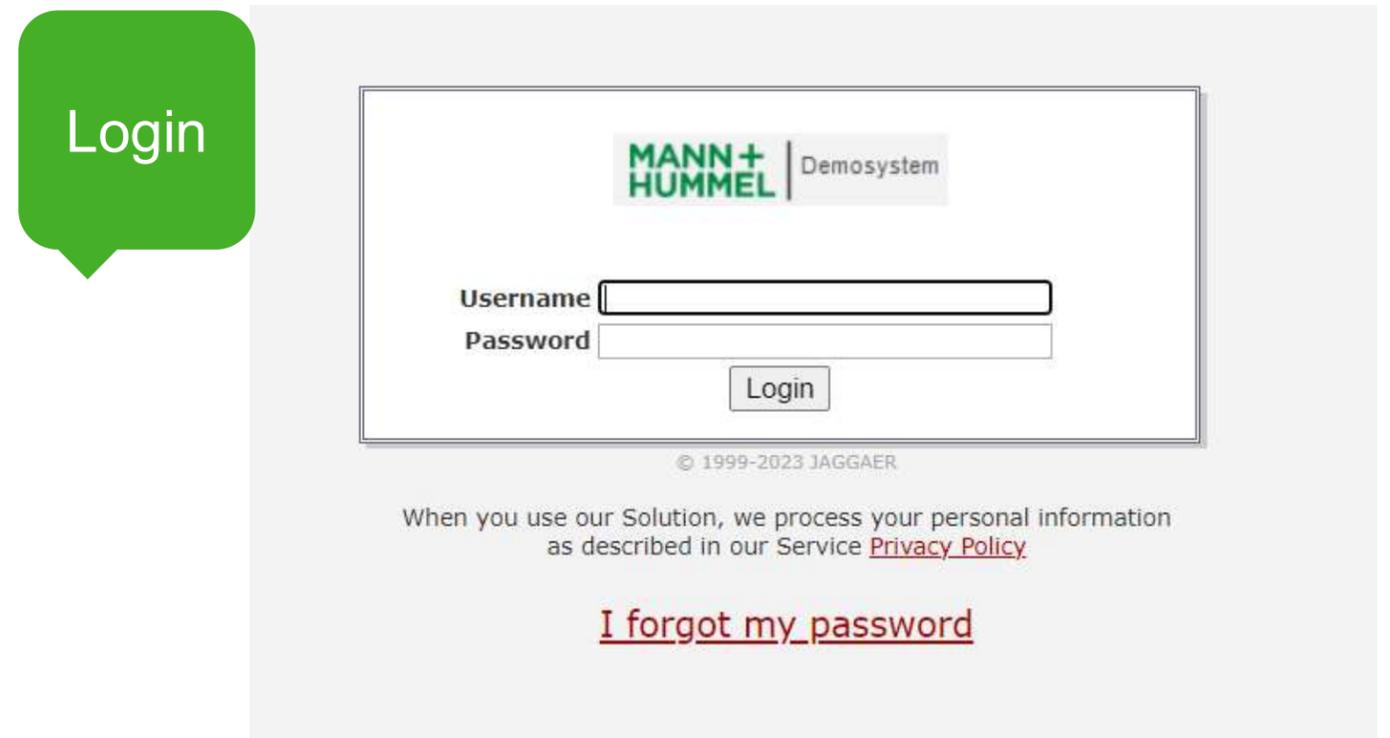
# Login

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MANN+HUMMEL has implemented the supplier portal **eCONN** (electronic **connection**) to improve communication and collaboration with suppliers worldwide.

After log in to the MANN+HUMMEL Supplier portal you'll see the introductory Dashboard where the all chapters of your profile are displayed.

If the profile opens on another page, use the „Home“ icon.



# Start Page

MANN+HUMMEL

Supplier Portal Dashboard - Welcome, Lutz Dominik from PML Test 30Jan 3

Home Vendor Rating Request For Quotations EDI Documents

COMPANY BASIC DATA

SUPPLIER PROFILE

CONTACT PERSONS

RFQS

QUICK LINKS BOX

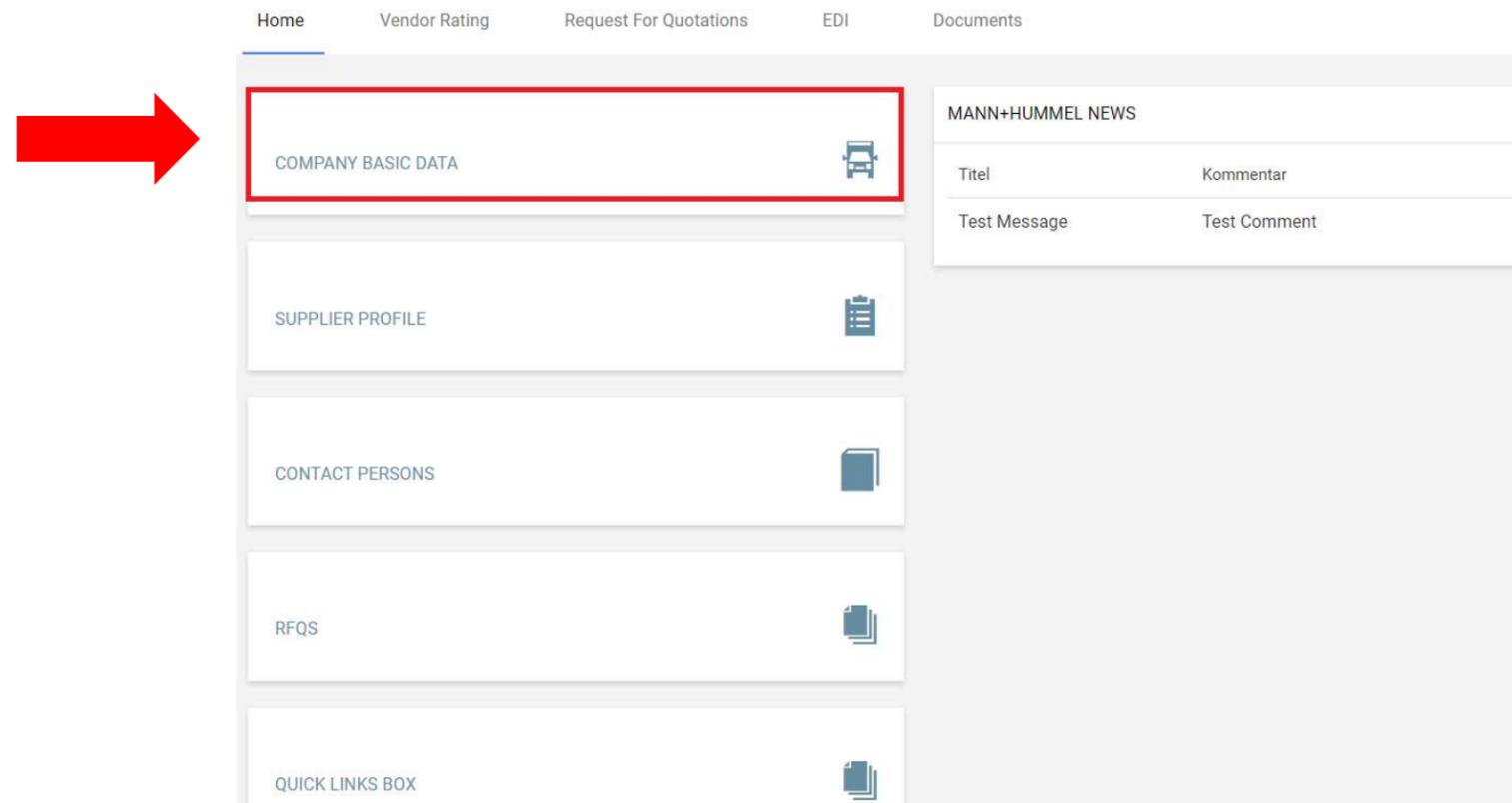
MANN+HUMMEL NEWS

Title	Comment	Created date
Test Message	Test Comment	2022-07-26 13:13

# Company Basic Data

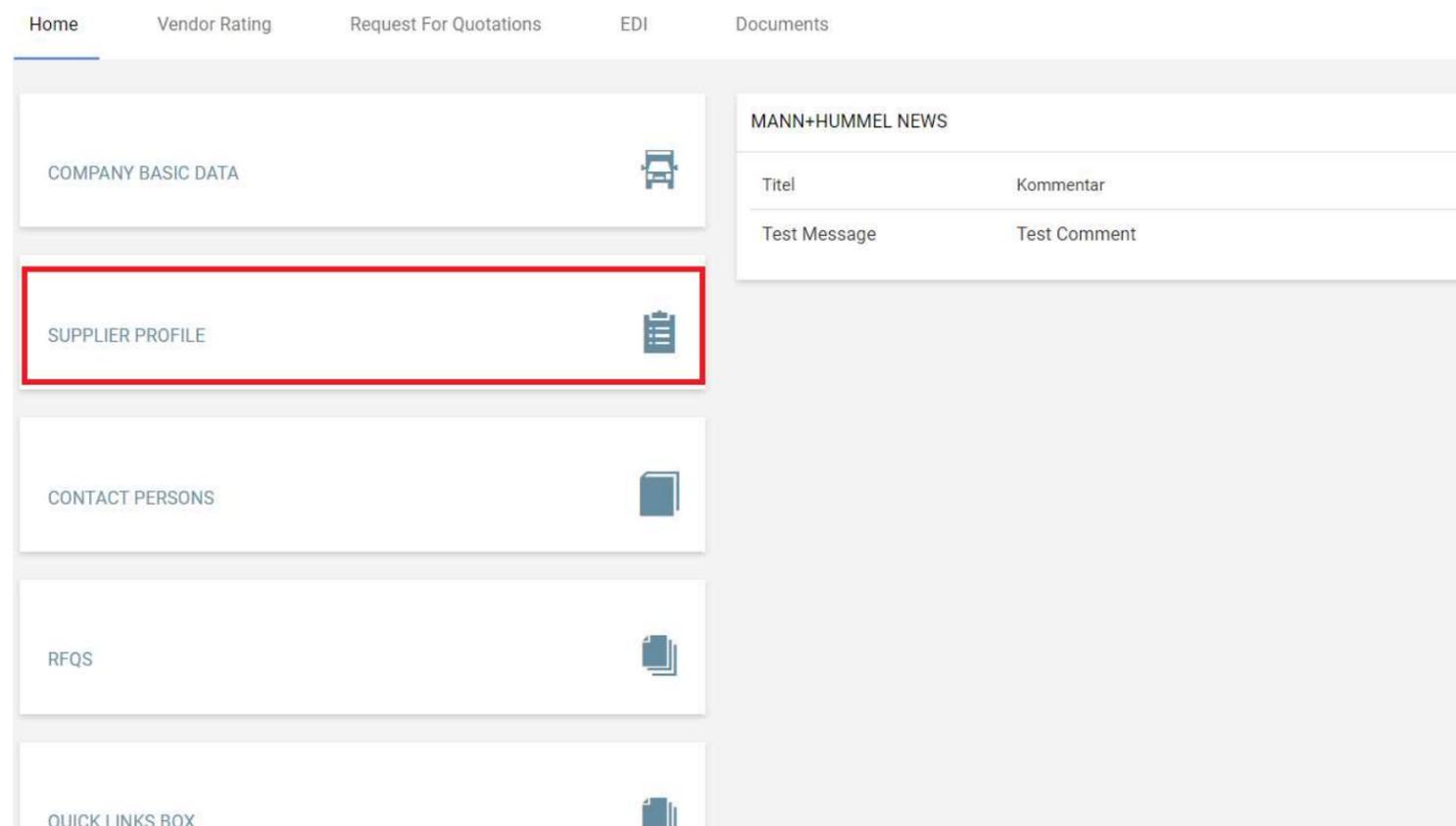
Company name, address, DUNS number = that's what you can find in this chapter.

No matter if you are a new supplier or have business relations with MANN+HUMMEL for years:  
**Keep MANN+HUMMEL up-to-date!** You will be asked for checking and updating your data regularly.



# Supplier Profile

As the master data of suppliers and required Quality and Environment certificates are managed through the supplier portal **eCONN**, all suppliers of MANN+HUMMEL are obliged to keep their latest certification(s) up-to-date. This includes the upload and update of required certificates, as well as the promptly notification in case certificates are revoked.

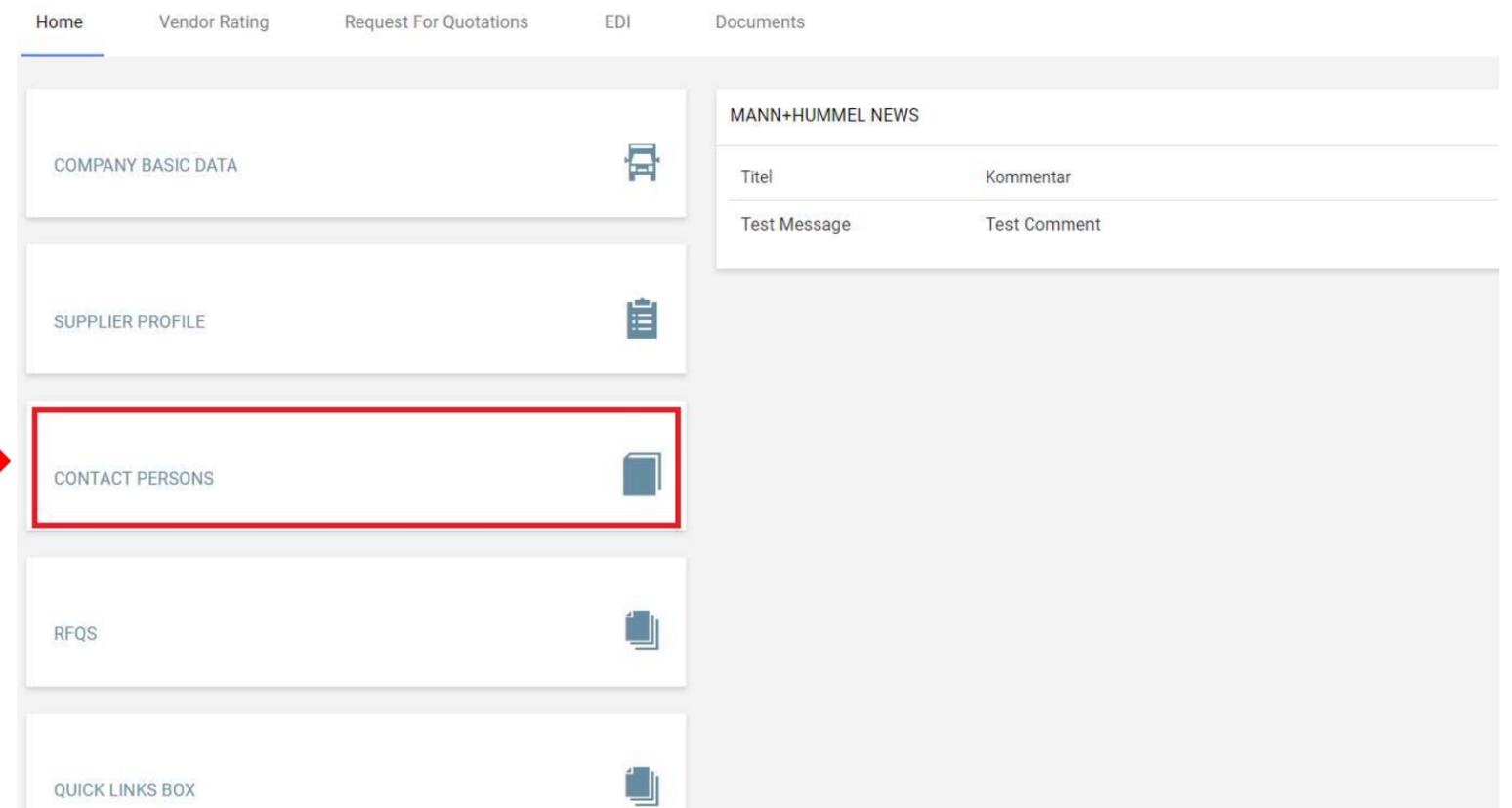


# Contact Persons

Each profile has its own administrator (login data is sent to him if necessary).

Several people can have access to the profile. Individual contact settings are made in the „Contact persons“ chapter.

This ensures that MANN+HUMMEL always has the latest contact information of your company.



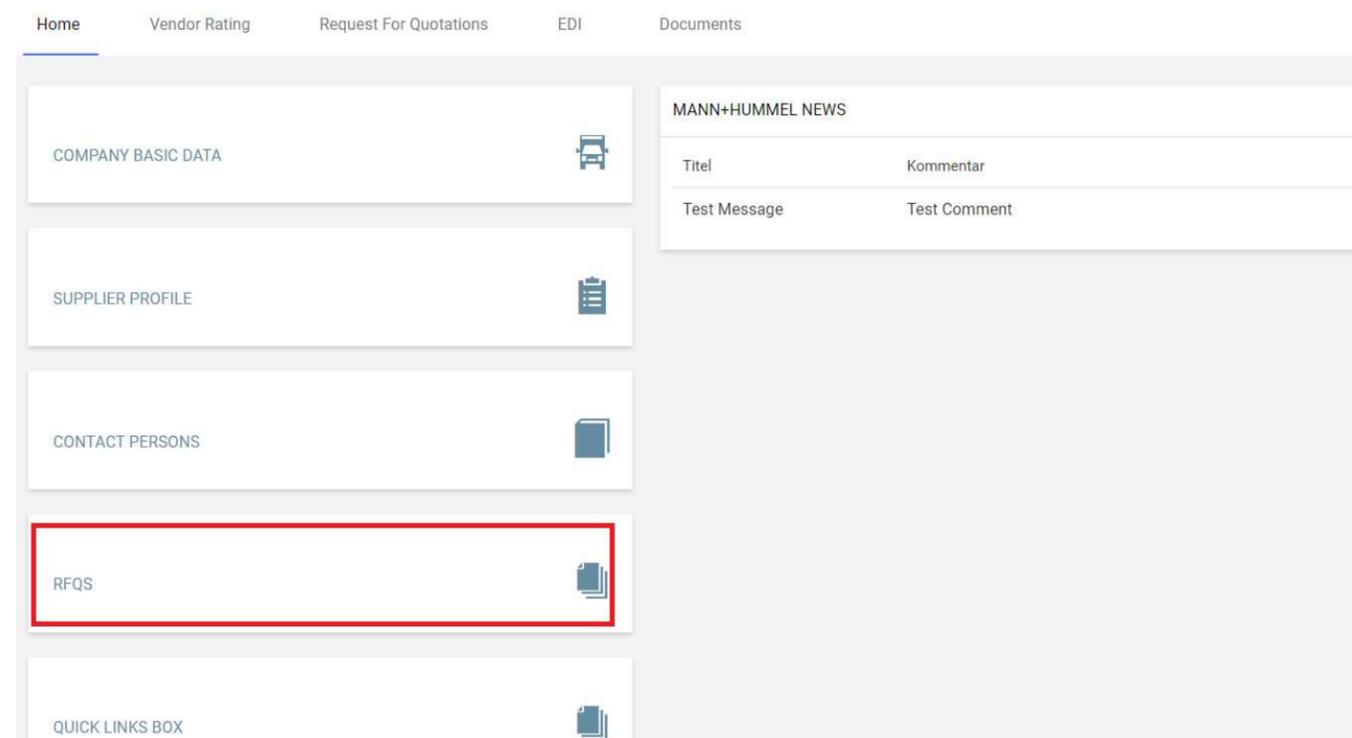
# RFQs

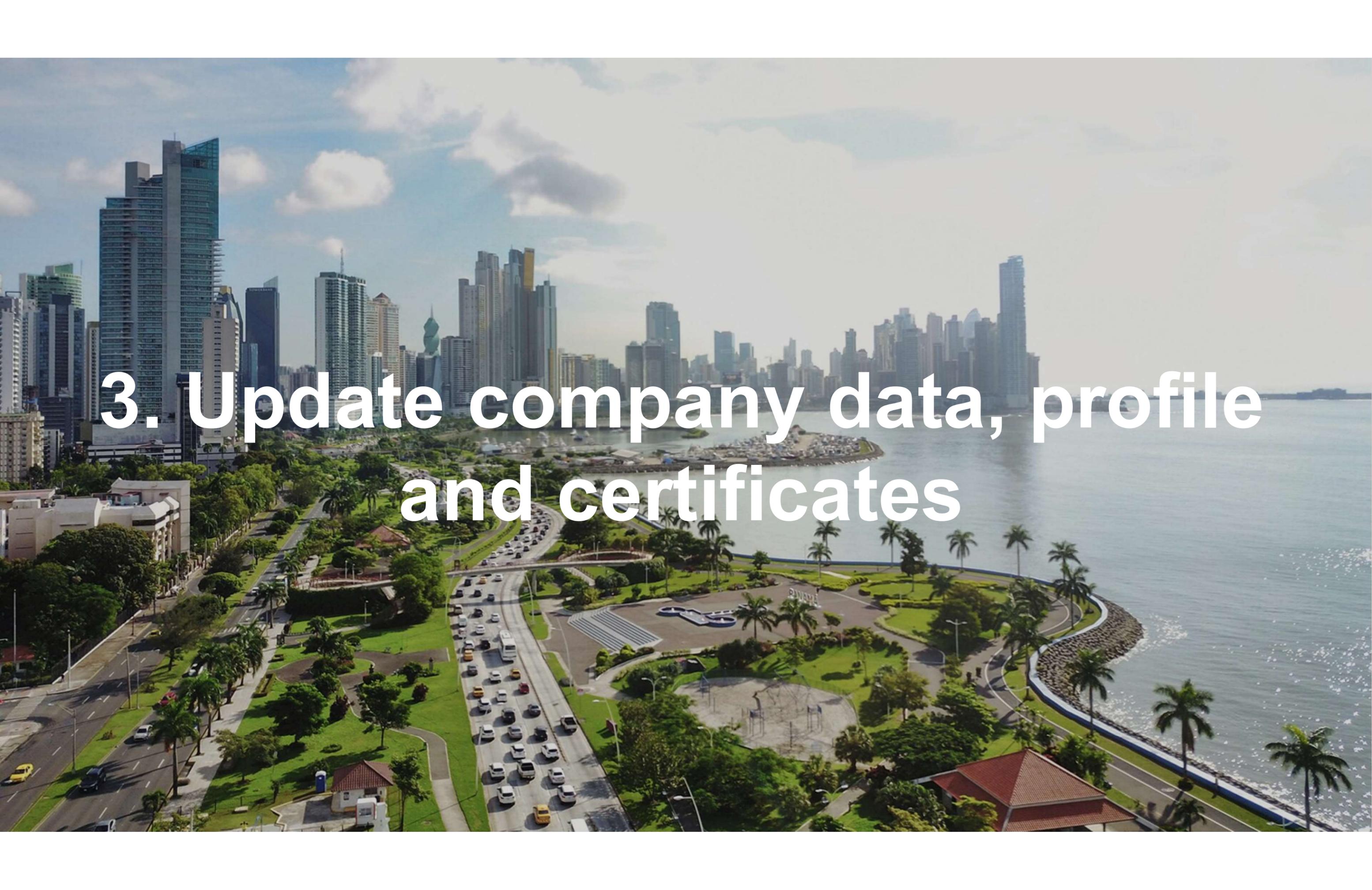


**eCONN** helps our worldwide locations to identify available and approved suppliers for a RFQ very easily.

They will be informed via email as soon as MANN+HUMMEL has decided to invite them to participate in an eRFQ. This means that the quote is sent via our internet-based supplier portal **eCONN**. Even though this is a standardized process you still have the flexibility to enter comments and add attachments.

All RFQs – invitation to RFQ; RFQs in progress or completed RFQs – you can find them in the RFQs chapter



An aerial photograph of a city skyline, likely Singapore, featuring numerous skyscrapers and a waterfront park. A multi-lane road with traffic runs through the park area, which is lush with greenery and palm trees. The water is visible on the right side of the image. The text '3. Update company data, profile and certificates' is overlaid in white on the image.

# 3. Update company data, profile and certificates

# LOGIN

- Log in to our supplier portal
- In case you forgotten your password, click on „I forgot my password“ and
- enter your username and email
- If you don't know your username, please contact [srm-portal@mann-hummel.com](mailto:srm-portal@mann-hummel.com) or [jdsuppor@jaggaer.com](mailto:jdsuppor@jaggaer.com)



# FIRST – TIME LOGIN



In case that you login the first time, you´ll have To go through all steps to make your data available to MANN+HUMMEL (General; Technical; Certifications...) Don´t forget click on Save and Publish.



UPDATE OF SUPPLIER MASTER DATA

# PROFILE ALREADY PUBLISHED

If your company is already available to MANN+HUMMEL, click on Home icon and you can edit general company data



MANN+HUMMEL

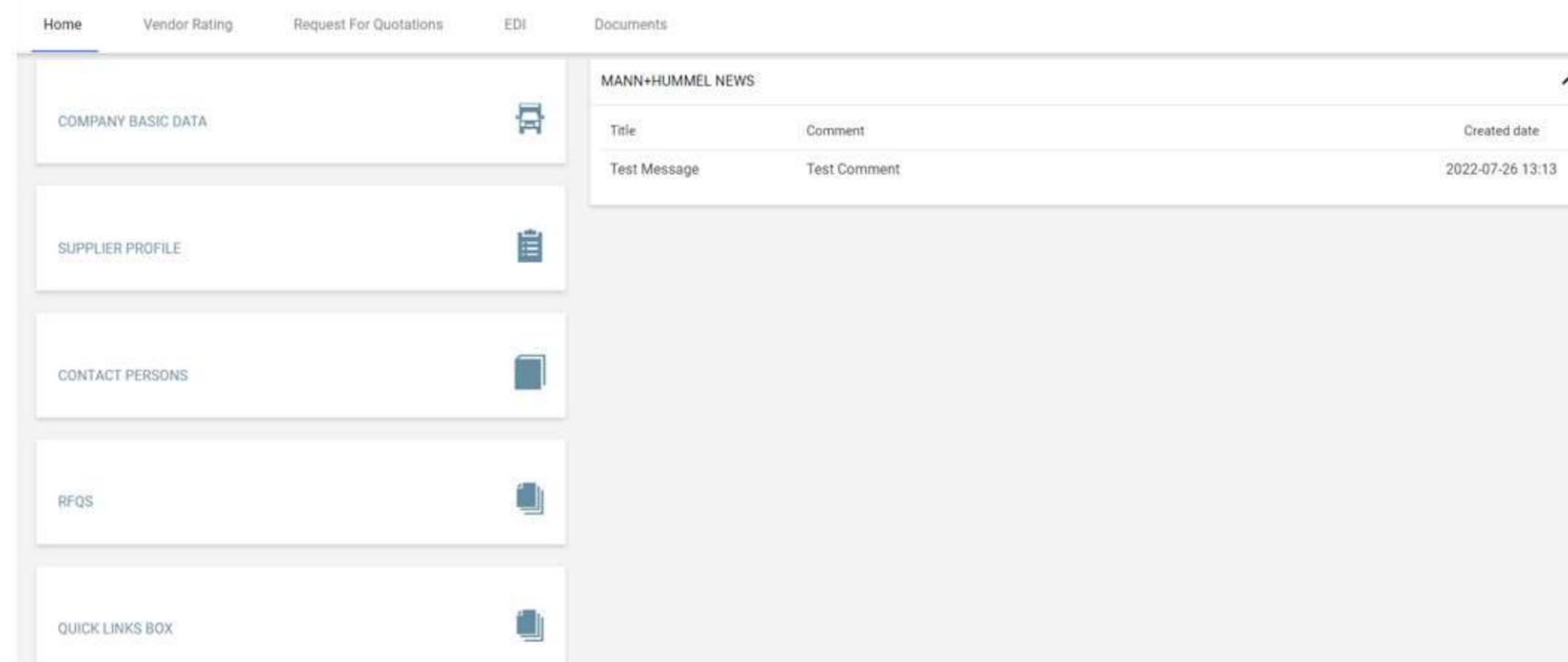
Profile

General Technical Certifications

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

# PROFILE ALREADY PUBLISHED

- Company basic data need to be checked (all mandatory fields \* needs to be filled)
- To update data, change appropriate field(s) and click on „Save“
- MANN+HUMMEL will be automatically informed about the change(s)



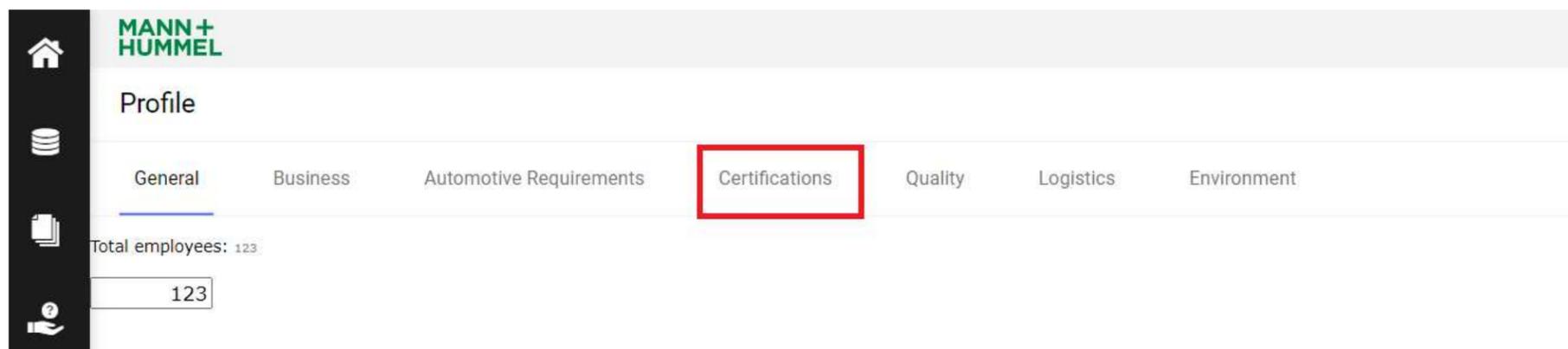
# CERTIFICATES

Please use your login name and password to enter the MANN+HUMMEL Supplier Portal:

<https://app11.jaggaer.com/portal/mann-hummel/>



After logging in you'll directly see the division of your profile – to update certificates please select the „Certificates“ chapter



# Publish

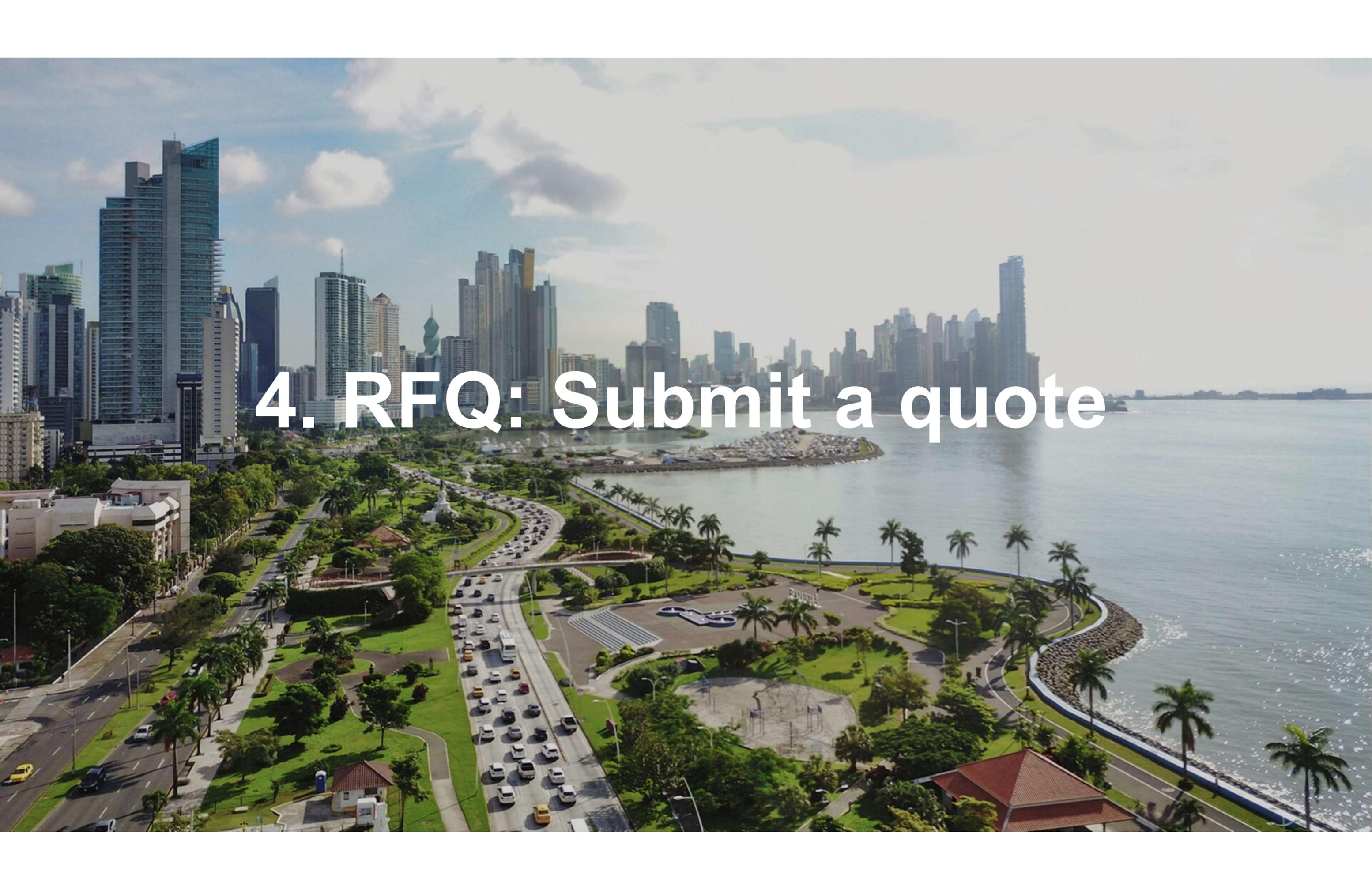
To update information, please change the corresponding fields and click „Save & Publish“

Profile [Save](#) [Publish](#)

General Business Automotive Requirements **Certifications** Quality Logistics Environment

**Please upload the certificate if it is available!**  
**Bitte stellen Sie Ihre verfügbaren Zertifikate hier als Datei ein!**

Certificate:	Certificate available:	Validity:	Number of certificate:	Certification company:	Certificate:
ISO 9001	No ▾	from: Y-m-d to: Y-m-d	<input type="text"/>	<input type="text"/>	<input type="button" value="Zvolit soubor"/> Nevybrán žádný soubor
Certificate_IATF_16949_2016_avalible	No ▾	<input type="text"/>  <input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="button" value="Zvolit soubor"/> Nevybrán žádný soubor
--					

An aerial photograph of a coastal city. In the background, a dense skyline of modern skyscrapers is visible under a blue sky with scattered white clouds. In the foreground, a wide, multi-lane road curves along a green park area. The park is filled with palm trees and other lush vegetation. To the right of the road, a body of water is visible, with a curved stone or concrete barrier separating the park from the water. The overall scene is bright and clear, suggesting a sunny day.

# 4. RFQ: Submit a quote

HOW TO SUBMIT A QUOTE

# LOGIN

Use the link given in the e-mail you received to get to login page of the MANN+HUMMEL supplier portal eCONN.



Dear Sir or Madam,

Herewith we'd like to invite you to participate in a R

Offer deadline: 2017-10-01 23:59 (Europe/Berlin)

[https://app11.jaggaer.com/login\\_lostpass.php?cid=20360&back=portal/mann-hummel/](https://app11.jaggaer.com/login_lostpass.php?cid=20360&back=portal/mann-hummel/)

Login Information:

User name: john.doe.30  
Password: IRKF35

You can also find your username and initial password in this email. If you've already received permanent login data your personal password won't be displayed in the email anymore.

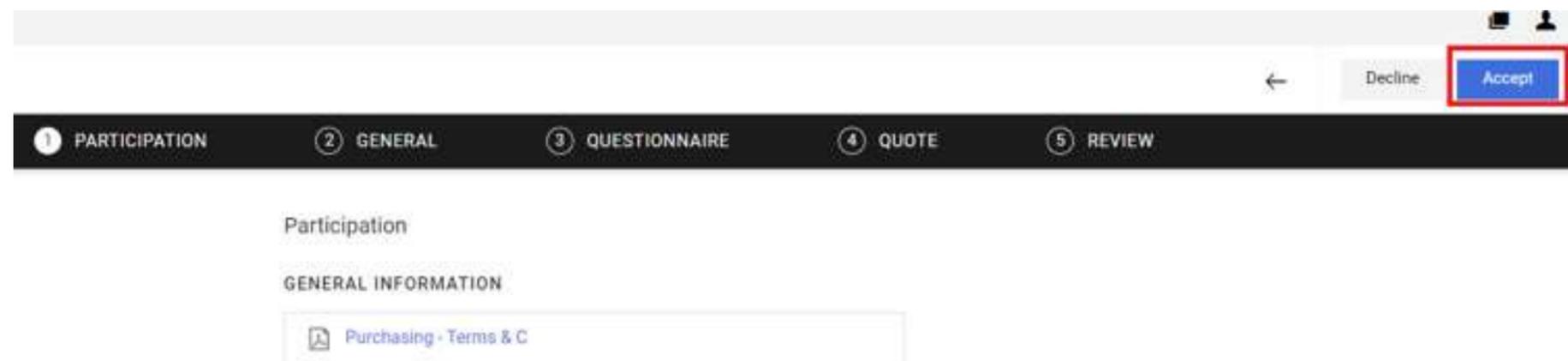
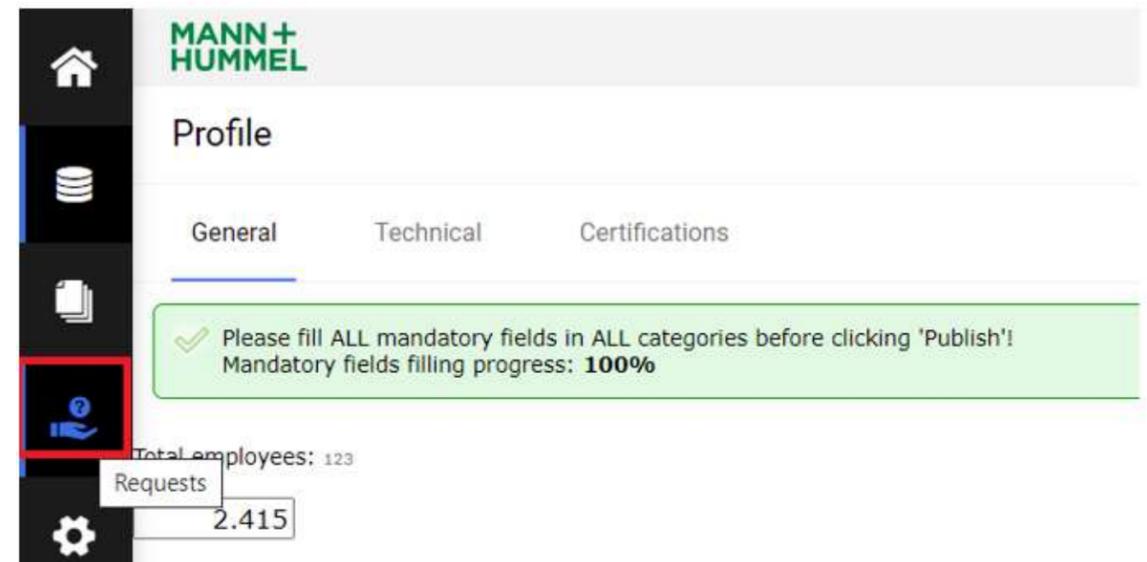
A screenshot of the MANN+HUMMEL login page. The page features the MANN+HUMMEL logo in green. Below the logo, there are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. At the bottom of the page, there is a copyright notice '© 1999-2023 JAGGAER', a privacy policy link, and a link that says 'I forgot my password'. A red curved arrow points from the top right towards the login form.

HOW TO SUBMIT A QUOTE

# Documents

When the home page of your profile appears, you'll find the RFQ in Requests tab

The first step is to accept the displayed documents – click the Accept button



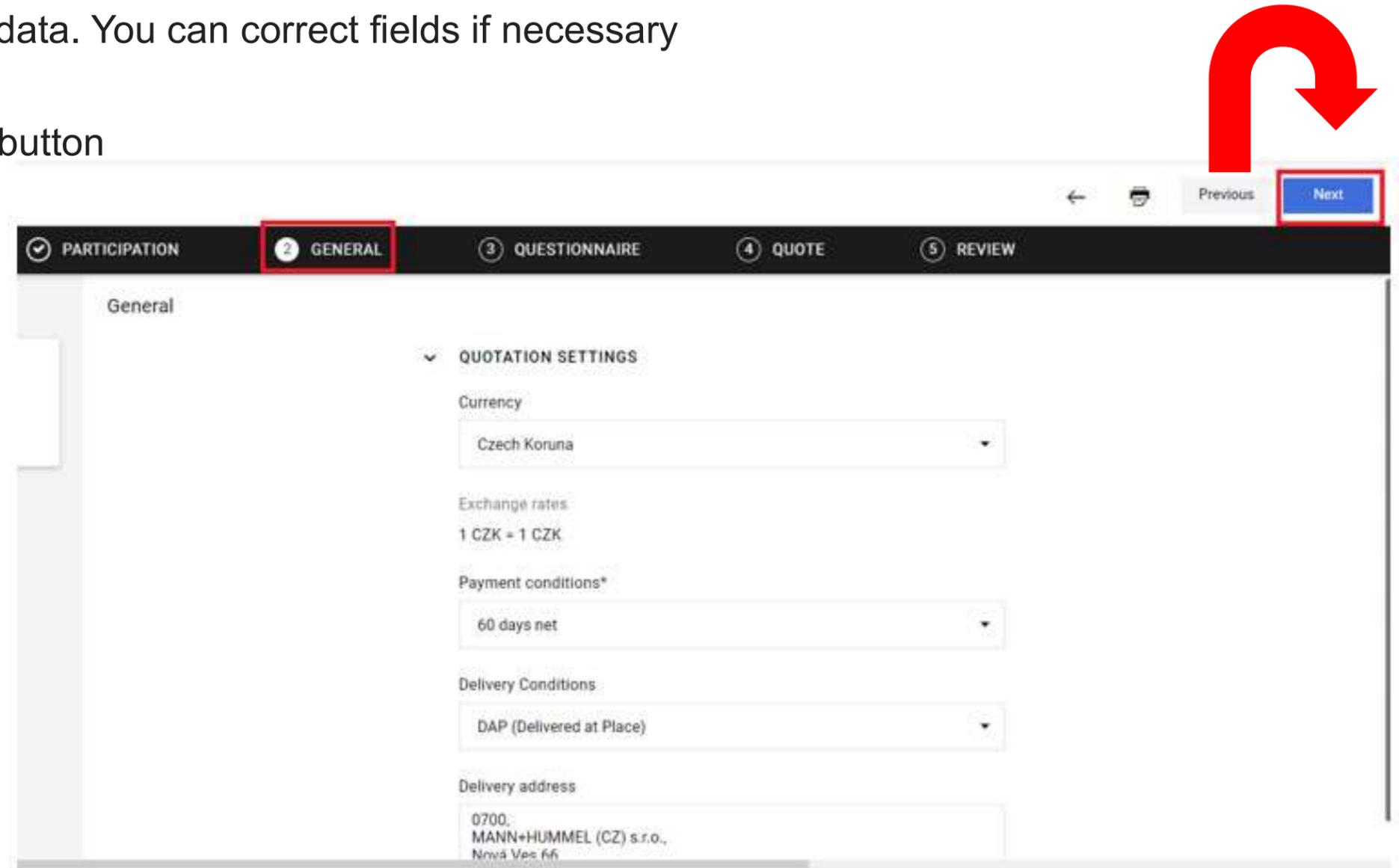
accepted

HOW TO SUBMIT A QUOTE

## GENERAL (basic data)

This page shows a summary of your basic data. You can correct fields if necessary

If everything is fine, continue with the Next button



The screenshot shows a web interface for submitting a quote. At the top, there is a navigation bar with five steps: 1. PARTICIPATION, 2. GENERAL (highlighted with a red box), 3. QUESTIONNAIRE, 4. QUOTE, and 5. REVIEW. Below the navigation bar, the 'General' section is displayed. It includes a 'QUOTATION SETTINGS' section with the following fields:

- Currency: Czech Koruna
- Exchange rates: 1 CZK = 1 CZK
- Payment conditions\*: 60 days net
- Delivery Conditions: DAP (Delivered at Place)
- Delivery address: 0700, MANN+HUMMEL (CZ) s.r.o., Nová Ves 66

At the top right of the form, there are navigation buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box, and a large red arrow points to it from the right side of the page.

HOW TO SUBMIT A QUOTE

# QUESTIONNAIRE

Fill the field(s) and click on Next

The screenshot shows a web interface for a questionnaire. At the top, there is a navigation bar with five steps: 1. PARTICIPATION, 2. GENERAL, 3. QUESTIONNAIRE (highlighted with a red box), 4. QUOTE, and 5. REVIEW. Above the navigation bar, there are navigation buttons: a back arrow, a refresh icon, a 'Previous' button, and a 'Next' button (highlighted with a red box). The main content area is titled 'Questionnaire' and contains two fields: 'Delivery time (in days)\*' with a text input field containing 'e.g. 1.000' and a dropdown arrow, and a checkbox labeled 'BMECat 1.2, eClass 4.0 or higher possible?'.

# Quote

You'll find a list of requested positions/parts. In this example, just one position is available. Click on „Open“

PARTICIPATION GENERAL QUESTIONNAIRE <b>4</b> QUOTE <b>5</b> REVIEW						
STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE
● Open	0	100	PC		1	

  
Open



## QUOTE via Excel (Cost Break Down)

Here you can see the detail information of the position. This is the page where you enter your quote.

In case you have to fill a cost break down please quote via Excel file like this:

- 1) Click on the attached Export Excel File
- 2) Open the file you just saved with Excel and fill the template according to your quotation.
- 3) Save the file and close Excel - The Format must stay as you downloaded !
- 4) Click on the „Drag and Drop file or Browse“-button and choose the file you just saved (upload file)
- 5) You can leave a comment related to the item
- 6) Warning will appear if the file is filled in incorrectly (example see next slide)

Click „Save“ when done.

Step 1, 4 and 5

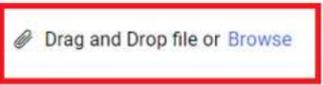
Quote Details

▼ QUOTE

Export

 Export Excel File

Import\*

 Drag and Drop file or Browse

▼ ADDITIONAL INFORMATION

 Comment

# QUOTE via Excel: Error Messages

In case of errors please delete the old file and import a new version.

Step 6

Import\*

20220823\_RFQ 27904.xlsx 

**✖** Following errors occurred in your file:

1. Quantity/year (C4): The type of the field is 'Integer'. Your entered value (Fuel spin on/inline filter) will not be transfered correctly.
2. Project life (C5): The type of the field is 'Decimal'. Your entered value (Air filter) will not be transfered correctly.

**!** Following defects were detected:

1. Material number (F3): The type of the field is 'Integer'. Your entered value (23390-YZZA3) will not be transfered correctly.
2. DUNS-no. (J3): The type of the field is 'Integer'. Your entered value (MANN\_FILTER) will not be transfered correctly.
3. Quantity/year (C4): The type of the field is 'Integer'. Your entered value (Fuel spin on/inline filter) will not be transfered correctly.
4. Project life (C5): The type of the field is 'Decimal'. Your entered value (Air filter) will not be transfered correctly.

**i** Please delete the old file in order to import a new version

## HOW TO SUBMIT A QUOTE

# Send Quote

Click on ,Send‘ to submit your quote and confirm by pushing ,Send‘ in the new window ,Send Quote‘

MANN+HUMMEL

RFQ #567 (2022-11-07 10:50) · 567

Previous Send

GENERAL QUOTE REVIEW

Accepted Items 1,00 EUR

#	MATERIAL NUMBER	MATERIAL NAME	ITEM PLANT	COMMENT	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	!!!\$	ag			1	1	PC	1,00 EUR	1,00 EUR

1,00 EUR  
Total Price Offer

1 / 1

10:45

**Send Quote**

Offer Number  
e.g. 2983102

Sign  
Enter your sign

Are you sure, that you would like to submit the quotation? After sending the quotation back you will not be able to alter it anymore!

Cancel Send

An aerial photograph of a coastal city. In the background, a dense skyline of modern skyscrapers is visible under a blue sky with scattered white clouds. In the foreground, a multi-lane road with traffic curves along a green park area. To the right, a body of water is visible, bordered by a stone wall and palm trees. The text "5. Vendor Ratings" is overlaid in the center of the image.

# 5. Vendor Ratings

# Vendor Ratings

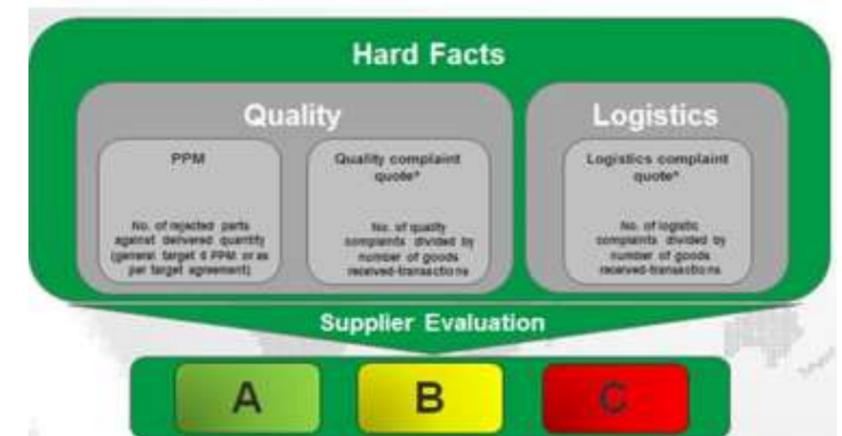
In order to support the continual improvement processes at the supply base MANN+HUMMEL systematically evaluates the performance of its suppliers with regard to quality and delivery reliability.

The supplier evaluation is based on hard facts (PPM, quality complaint quote and logistics complaint quote) and results in an A-, B-, C-rating on Site and Corporate level. VRS also displays special status „CSL1/2“ and „New Business on Hold“, if applicable.

Ratings are calculated automatically every month and provided to the suppliers on the Supplier Portal eCONN.

Suppliers are responsible to check their current ratings on a regular basis. MANN+HUMMEL expects the suppliers to work on continuous improvement and to act pro-actively. Therefore, any access to our portal is tracked (Login Tracking) and monitored.

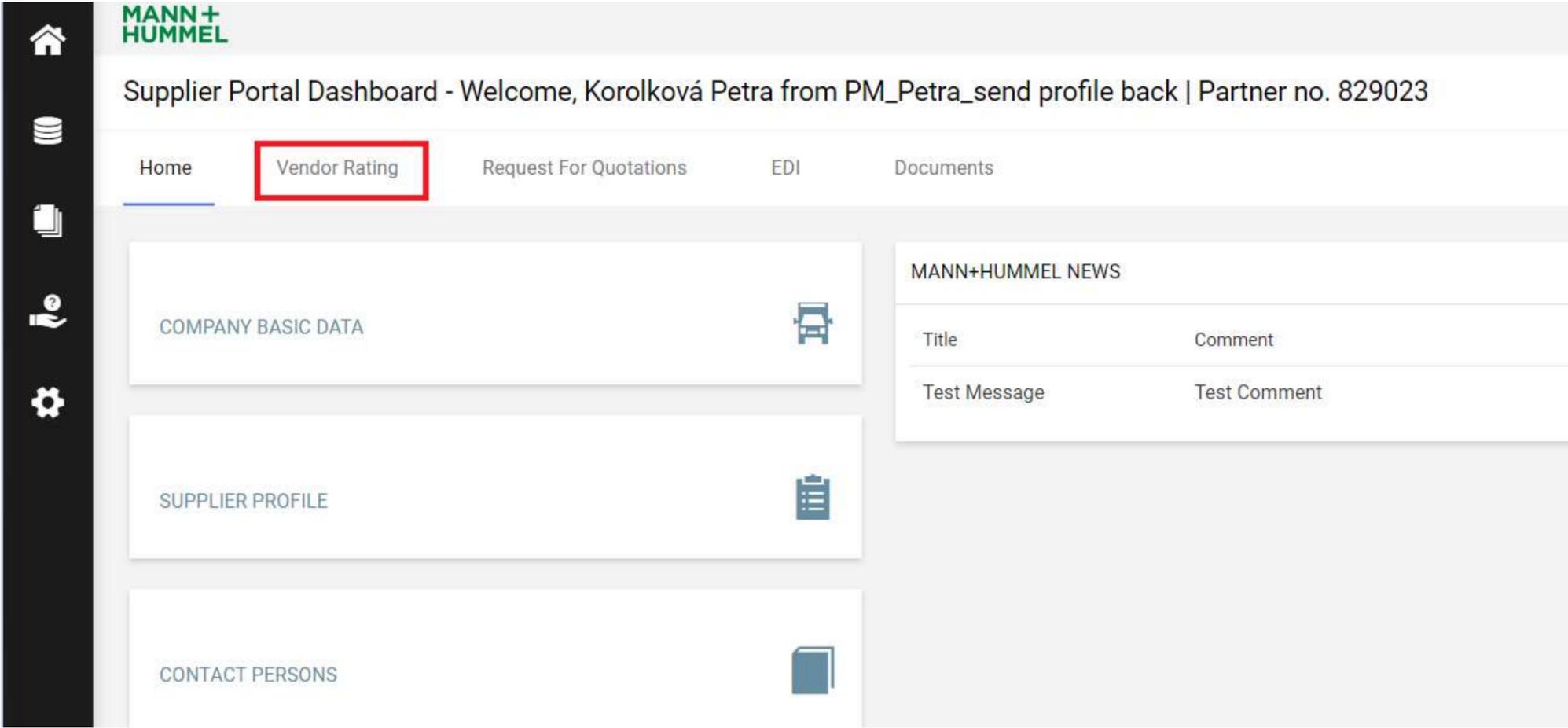
The results of the evaluation will have an impact to the selection process of suppliers for future projects.



# Vendor Ratings

## WHERE TO FIND VENDOR RATING:

Log in to your supplier profile, go on Home page and on the top bar you'll find the Vendor rating tab





# 6. FAQ

# FAQ

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## **Q: Where can I find the eCONN Supplier Portal?**

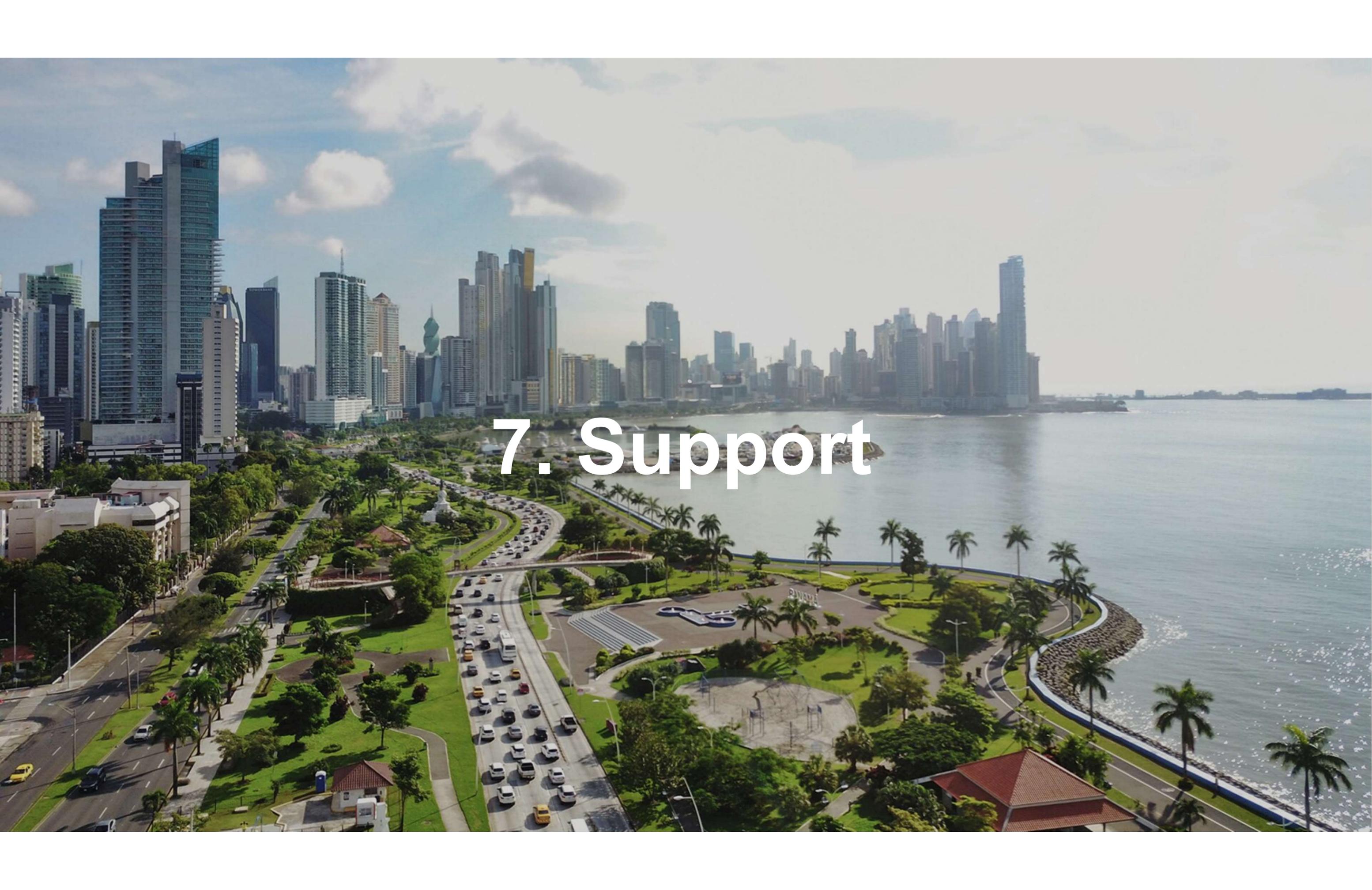
- Please use this link: <https://app11.jaggaer.com/portal/mann-hummel/>

## **Q: Our administrator left the company. How can I change the Administrator?**

- In case your supplier portal administrator left the company, please contact [jdsupport@jaggaer.com](mailto:jdsupport@jaggaer.com). Support can make somebody else the new administrator

## **Q: How can I reset my password?**

- If you don't know your password, please click „I forgot my password“. If your login name is also unknown, please contact the MANN+HUMMEL Support Hotline (contact information see below)

An aerial photograph of a coastal city. The background features a dense skyline of modern skyscrapers under a blue sky with scattered white clouds. In the foreground, a wide, multi-lane highway curves along a green park area. The park is filled with palm trees and other tropical vegetation. To the right, the city meets the water at a curved promenade with a stone wall. The text "7. Support" is overlaid in the center of the image in a large, white, sans-serif font.

# 7. Support

## Support

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- In case of technical issues please contact our helpdesk:



**Europe:** +49 7141 98-99 00  
**Singapore:** +65 65628060  
**China:** +86- (10) 878-33299  
**USA:** +1-248-434-1268



[jdsupport@jaggaer.com](mailto:jdsupport@jaggaer.com)

- For further questions, please contact your responsible buyer within MANN+HUMMEL.