

## Quick Reference Guide

### Supplier Guide – Local Language Support

**Background:** Jaggaer (the host of PPG’s ePro application) provides access to numerous help videos for suppliers. These videos are recorded in English, but viewers can add subtitles in local language. This guide provides instructions on how to view subtitles in your language as you view the help videos. We have also included links for the videos you will find helpful as you register and begin using the portal.

#### Helpful Training Videos

| Video Link  | Description  |
|---|--|
| <a href="#">JI-SN-AV01: JAGGAER Indirect Supplier Network Overview</a>  | Basic overview of the Jaggaer Network and how suppliers use it                                     |
| <a href="#">JI-SN-AV03: Beginning the Supplier Network Registration</a> | Guidance on beginning the registration process   |
| <a href="#">JI-SN-AV04: Completing a Customer-Specific Registration</a> | Explanation of how and why registration differs for each customer (PPG has specific requirements)  |
| <a href="#">JI-SN-AV05: Navigating the Supplier Portal</a>              | Highlights key functionality available through the supplier portal. How you can interact with PPG. |
| <a href="#">JI-SN-AV06: Managing the Network Profile</a>                | Setting notifications, adding users and assigning user permissions                                 |
| <a href="#">JI-SN-AV18: Creating an Invoice from a Sales Order</a>      | Explains the process of creating an invoice from a Purchase Order / Sales Order                    |
| <a href="#">JI-SN-AV19: Managing Invoices</a>                           | Check the status of invoices submitted to PPG  |

#### How to add subtitles to Jaggaer training videos in any language?

- 1 Click the Closed Caption (CC) icon.



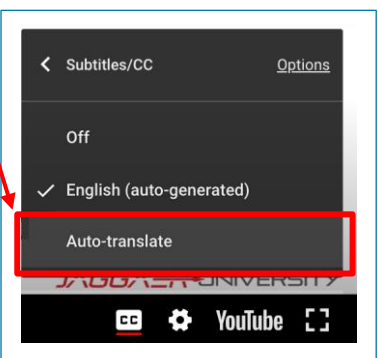
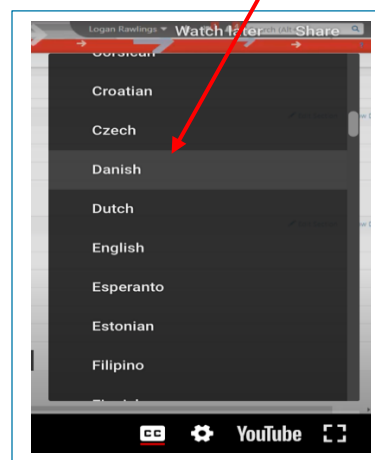
You will see this message appear, “English (auto-generated). Click ⚙️ for settings.”

- 2 Click the **Settings** icon.



- 3 Select **Auto-translate**.

- 4 Select your preferred language from the menu.



The subtitles will appear across the bottom of the video.