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

Čeština	Dansk	Nederlands	Français (CA)	Français (EU)	Deutsch
Ελληνικά	magyar	Bahasa	Italiano	日本語	한국어
Polski	Português do Brasil	Português (Europeu)	Română	Русский	简体中文
Slovenština	Español (España)	Español (México)	繁體中文	Türkçe	Tiếng Việt

Dear Acme Widgets,

You are invited to register to do business with PPG via the PPG Supplier Portal. Using the PPG Supplier Portal is free, easy to use, and required for all PPG suppliers. Upon completing your registration, you can maintain your company information, setup colleagues as users and more.

What you need to know to complete registration?

- Enter as much information as possible, as this will help us better manage our relationship with you. All required fields are noted with an asterisk (*).
- If you are an existing PPG supplier, we have already prepopulated some of your information. Please review your data and make sure it is accurate. Make any necessary updates and please complete all required fields.
- New suppliers should complete all required sections of the registration process.

The following information will be requested during the registration process:

- Contact name, phone number, and email information
- Address Information
- Tax and Payment Information, including documentation (W9, VAT certificate, Business License, bank statement, voided check, etc.)
- Certificates as applicable - including (but not limited to) diversity, insurance, ISO, etc.

Click the Register Now button below to route to a secure website. Set a password for your account and complete / review the required information. We look forward to working with you!

Register Now

Where to go for help?
Visit our Supplier Information Center for information on:

- Registration
- Support contacts
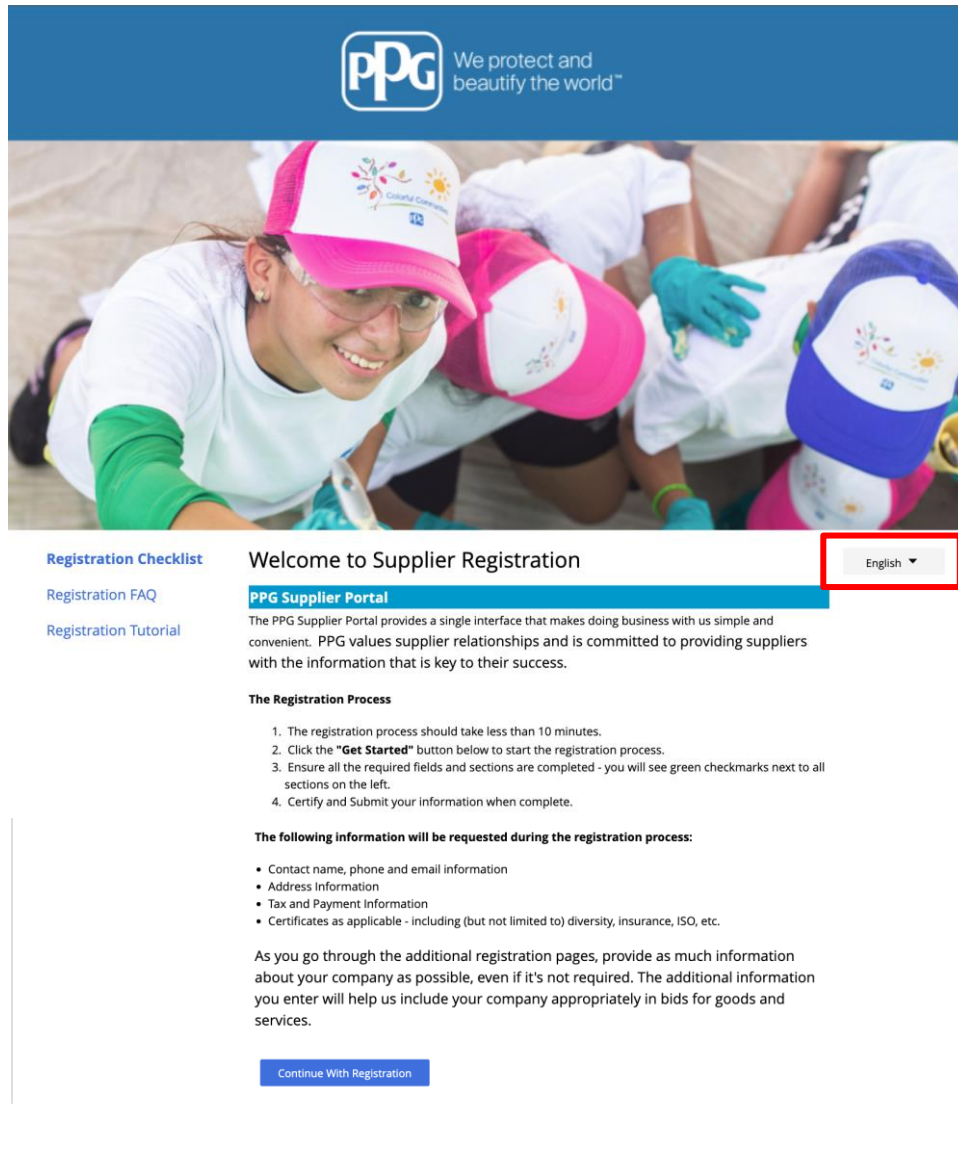- Transacting POs and invoices via the portal (indirect suppliers only)

Thank You,

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Step 2: Continue with Registration

- Select a different language in the upper right to complete the registration as desired

- Click the **Continue with Registration** button

Step 3: 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

One-Time Code Delivery Method English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

◯ Send to Email Address on Record

◯ Use a Mobile Authenticator Application

Login

Back

One-Time Code English US ▾

Enter the one-time code sent to your email and click on Submit to continue.

One-Time Code *

Submit

Use Other Authentication Method

Back to Login

Login English ▾

email@totaltraining.com

Password

Forgot Username or Password?   Next
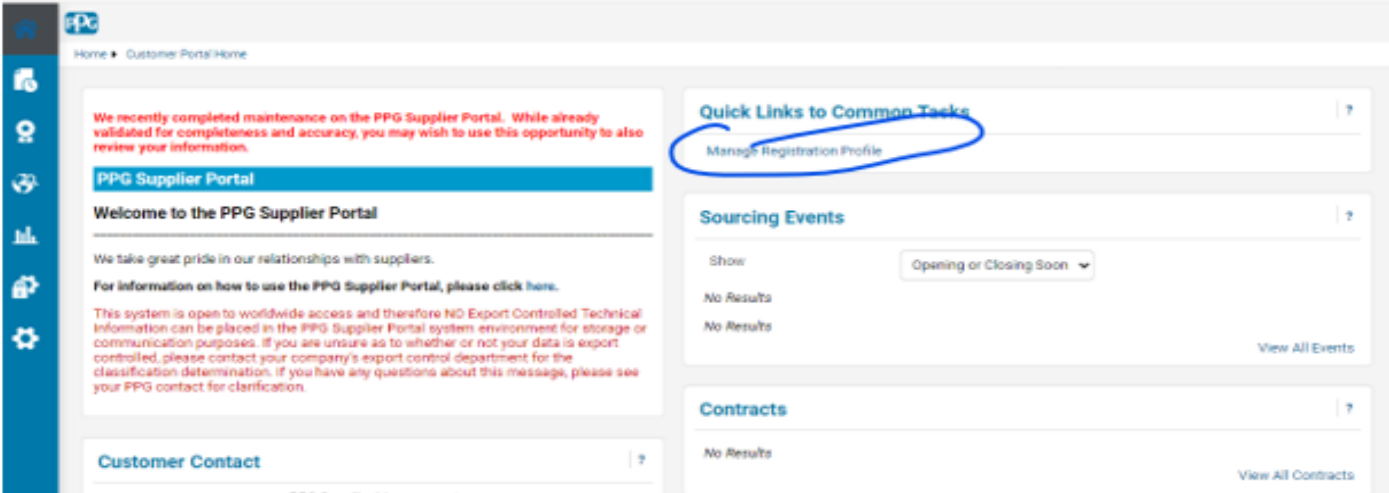
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Step 4: Welcome

- Go to **Quick Links to Common Tasks** then select **Manage Registration Profile**

- On the **Welcome to Supplier Registration** page, click on the **Next** button

Note: Green checkmarks on the left menu indicate that the section has all of the *required* information entered. However, always check to make sure *optional* information is entered as desired.

If a gray triangle is displayed, click on the section title to navigate back to the section to complete any missing required data.

- Click on the ? in the upper right for help on the page
- Click on the ? next to the field name for more details

Step 5: 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

All fields marked with „***** " are mandatory

- Click on the ? in the upper right for help on the page
- Click on the ? next to the field name for more details

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Step 6: 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

- Click on the ? in the upper right for help on the page
- Click on the ? next to the field name for more details

Step 7: Addresses

Complete the **Addresses** details:

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

All fields marked with „* " are mandatory

ⓘ Suppliers are required to have a primary address and remittance address on file even if they are the same.

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Step 8: 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

Total Training Time

Registration **In Progress** for:
PPG Supplier Portal (Test2)
2 of 9 Steps Complete

Welcome	
Company Overview	⚠
Business Details	⚠
Addresses	⚠
Contacts	⚠
Diversity	✔
Insurance	✔
Payment Information	⚠
Tax Information	⚠
Compliance	⚠
Certify & Submit	

Registration FAQ | View History

Contacts

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Required Information
The following contacts are required to complete registration:
- **Fulfillment**

No contacts have been entered

Add Contact ▾

Hide Inactive Contacts

Add Contact

Contact Label *	[ ]
Which of the following business activities apply to this contact?	Remittance
First Name *	[ ]
Last Name *	[ ]
Position Title	[ ]
Email *	[ ]
Phone *	[ ] ext. [ ] International phone numbers must begin with +
Toll Free Phone	[ ] ext. [ ] International phone numbers must begin with +
Fax	[ ] ext. [ ] International phone numbers must begin with +

★ Required to Complete Registration   Save Changes   Close

ⓘ Each address record must have a contact associated with it. They can be the same contact.

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Step 9: 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

Based on the classification(s) selected, additional fields will display so applicable certificates can be uploaded.

Step 10: 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

Use the Add Insurance button to select additional insurance types and complete the required details.

Step 11: Payment Information

Complete the **Payment Information** details:

- 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

Direct Deposit is the preferred payment method of PPG.

Based on bank country, relevant bank account details are requested.

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Step 11: Payment Information (cont)

Complete the **Additional Questions** details:

- Add **Banking / Payment Documentation** documents should be in pdf format and include: IBAN, company name, company address, tax

  o For **Document 1***, click **Select file** and upload your documentation

  o For **Document 2*,** click **Select file** and upload your documentation

- Click on the **Next** button

Step 12: 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

Some tax document default options may display based on the supplier's address country.

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Step 12: Tax Information (cont)

Complete the **Additional Questions** details:

- o **Other Tax Document Types*** – click the **Edit** button
- o Select the desired option(s)
- o 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

Some tax document default options may display based on the supplier's address country.

Step 13: Compliance

Complete the **Compliance** details:

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

  - **PPG's Global Supplier Code of Conduct***
  - **PPG's Supplier Sustainability Policy***
  - **PPG's Corporate Notice for Nondiscrimination & Affirmative Action Compliance***
  - **California Transparency in Supply Chains Act of 2010**
  - **PPG's Automotive Coatings Supplier Quality Requirements**

- Review the **Certificates** details and answer the related questions; upload a valid copy of certificates

- Click on the **Save Changes** buton, then **Next**

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> ℹ Some policy options may display based on the supplier's address country.

Compliance

At PPG, we believe acting ethically and responsibly is simply the right thing to do and good business. PPG is committed to these principles and expects the same commitment from its suppliers, vendors, contractors, consultants and other providers of goods and services who do business with PPG entities worldwide.

There are three (3) sections on this page: Policies and Certificates. Please make sure you review and answer all three.

Policies

PPG's Global Supplier Code of Conduct

Please carefully read and indicate compliance with PPG's Global Supplier Code of Conduct. *
- ⦿ Yes
- ○ No

PPG's Supplier Sustainability Policy

Please carefully read and indicate compliance with PPG's Supplier Sustainability Policy. *
- ⦿ Yes
- ○ No

PPG's Corporate Notice for Nondiscrimination & Affirmative Action Compliance

Please indicate commitment to and compliance with nondiscrimination and affirmative action requirements *
- ⦿ Yes
- ○ No

California Transparency in Supply Chains Act of 2010

Please indicate compliance with the California Transparency in Supply Chains Act of 2010.
- ○ Yes
- ○ No

PPG's Automotive Coatings Supplier Quality Requirements - Required for Automotive Suppliers (if uns

Please acknowledge that you have read and understand the document.
- ○ Yes
- ⦿ No

Certificates

Note that a current, valid certificate is required.

Please check all certifications that apply. *

ISO 9001 (Quality)   [Edit]

Do you meet all IATF 16949 requirements even if not certified?
- ○ Yes
- ⦿ No

Do you meet the Minimum Automotive Quality Management System (MAQMSR) requirements if not currently IATF 16949 certified?
- ○ Yes
- ⦿ No

ISO 9001 (Quality)

Please upload a valid copy of your ISO 9001 certificate. *

[Select file] *Drop file to attach, or browse.*

Iso Cert expires 2027 .pdf ⬇   ✕

ISO 9001 Certificate Expiration Date *

06/15/2027   📅

mm/dd/yyyy

★ Required to Complete Registration

[Save Changes]

Step 14: 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

ℹ If information is incomplete, a warning message appears displaying the section that needs attention.

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