

## Contents

In this guide, we will introduce you to the JAGGAER Advantage Platform including the process of registering as a Supplier and navigation within the platform.

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**Note:** This is a BHE guide to assist in registering on the JAGGAER Advantage platform. It is not specific to any industry or buying activities.

## JAGGAER Advantage Platform

The eSourcing platform is a secure web based collaborative tool used by Berkshire Hathaway Energy procurement professionals to conduct strategic procurement activities online.

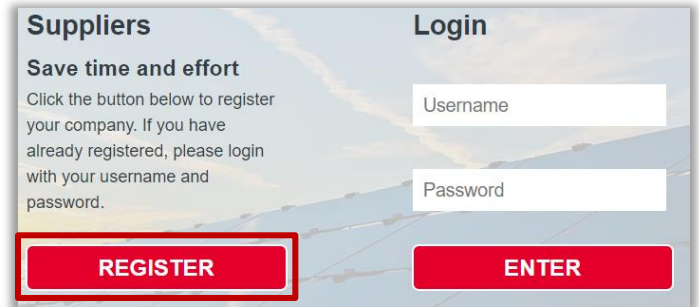
## Supplier Registration & Activation

New Suppliers must register on the Berkshire Hathaway Energy JAGGAER Advantage platform to be considered for sourcing events.

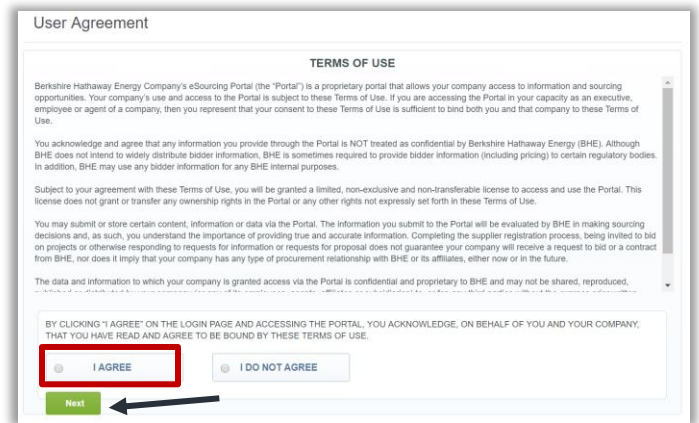
Suppliers who self-register will be activated and therefore able to view sourcing events once they complete the registration, profile and category information. Suppliers that are invited to the platform by BHE will be automatically activated.

## Register as a Supplier

1. Access the eSourcing Platform at <https://berkshirehathawayenergy.app.jagg aer.com>
2. Click **'Register'** on the Login page to create an account.



3. Accept the User Agreement by clicking on **'I Agree'** and then click **'Next'**



4. Complete the Registration form with your organization's details and contact information for the main procurement professional within your organization.
  - Mandatory fields are marked with a red asterisk.
  - Ensure the email address is correct in order to receive the registration confirmation email
  - To register multiple email addresses, use a semicolon to separate them.

**Organization Details**

- Country: UNITED STATES
- Organization Name: [Text Field]
- Address: [Text Field]
- City: [Text Field]
- State/County: [Dropdown]
- Postal Code: [Text Field]
- Dun & Bradstreet: [Text Field]
- Tax ID Number/VAT Number/GST Number: [Text Field]
  - Note: US = Tax ID
  - Note: Canada GST = 15 digit number
  - Note: France = 9 digit SIREN code
  - Note: All other countries = VAT Number (see link at top of page for guidance on formatting)
- Main Organization Phone Number: [Text Field]
- Web site: [Text Field]

- Once the form is complete, click **Save** and you will receive a registration confirmation email. If you do not receive an email, check your spam.

Dear Organization,

Welcome to BHE.

You have now successfully registered to use <https://berkshirehathawayenergy.app.jaggaer.com>.

Your Password is: 1174195144

- You will then be required to select the goods and services your company provides in the **'My Category Selection'** section. Click on the listed categories within the section to view the associated sub-categories. Use the checkbox next to the sub-categories to complete your selection and then click **'Confirm Current Selection'**

**Categories**

Registration Data → Basic Profile Forms → **My Category Selection** → Registration Confirmation

Free Text Search: [Text Field] Search

Display Selected Only | Expand All | Collapse All

- Categories (Selected Item)
  - 1000000 - Live Plant and Animal Material and Accessories and Supplies
  - 1300000 - Mineral and Tackle and Hardware Parts and Animal Materials
  - 1300000 - Chemicals including Bio Chemicals and Gas Materials
  - 1300000 - Fossil and Fossil and Rubber and Fossil and Film and Elastomer Materials
  - 1400000 - Paper Materials and Products
  - 1500000 - Fuels and Fuel Additives and Lubricants and Anti Corrosive Materials
  - 2000000 - Mining and Metal Drilling Machinery and Accessories

- The system will then inform you that your registration is complete.

**Registration Confirmation**

Registration Data → Basic Profile Forms → My Category Selection → **Registration Confirmation**

The Registration Process is complete. Your account has been activated and an email sent to confirm this. Login with your Username and Password to access the platform.

- You will then receive an email confirming your account activation. If you do not receive the email, check your spam.

Dear Supplier,

Your account has been activated on BHE

You can now use your Username and Password to access all the available areas of the platform. As a reminder the Username you selected is: tools  
The site address is: <https://berkshirehathawayenergy.app.jaggaer.com>

Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.

**Note:** After you are registered as a supplier you should update your Profile as needed to ensure the most current information is available in the system. You can navigate to your profile by accessing **My Organization → Organization Profile → Registration Data** on the navigation menu.

## Complete Basic Profile Form

- You will be directed to a Basic Profile Form to provide additional organization information.
- You must complete this information to be considered for sourcing events.
- You should update your profile as needed to ensure the most up-to-date information is available in the system. When complete, click **Save & Continue**.

**Basic Profile Form: Basic Profile**

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

Save & Continue | Cancel

**Basic Profile**

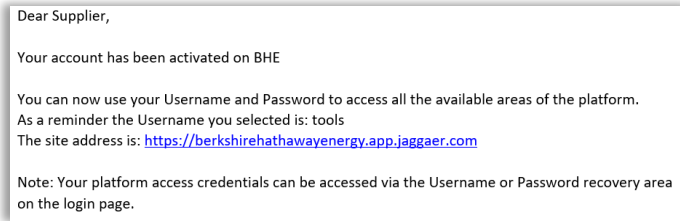
BHE Businesses to Supply: [List of checkboxes]

- AltaLink (Alberta Canada)
- MidAmerican Energy Company (Midwest US)
- PacificCorp (Western/Mountain/West US)
- NVEnergy (Nevada)
- Northern Natural Gas (Midwest US)
- Kerr-River-Cas (Western/Mountain/West US)
- BHE Renewables (US Wide)
- MidAmerican Energy Services (US Wide)
- BHE US Transmission (US and Canada)
- Northern Powergrid (UK)
- Home Services of America (US Wide)

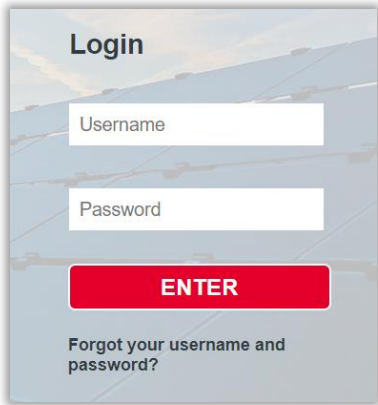
## Login as Supplier

### Login

1. Click the link in the Registration Confirmation email (or go to the platform URL noted above) to access the Login Page



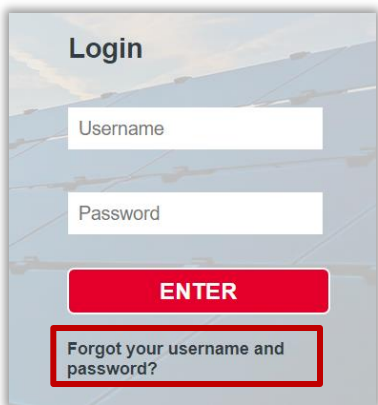
2. Log in with the Username and Temporary password, found in the email



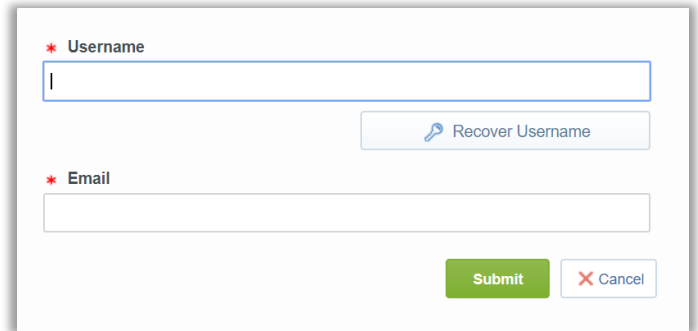
3. As a security measure, you are required to enter and confirm a new password

### Forgot your password?

1. Click on the 'Forgot your username and password' link



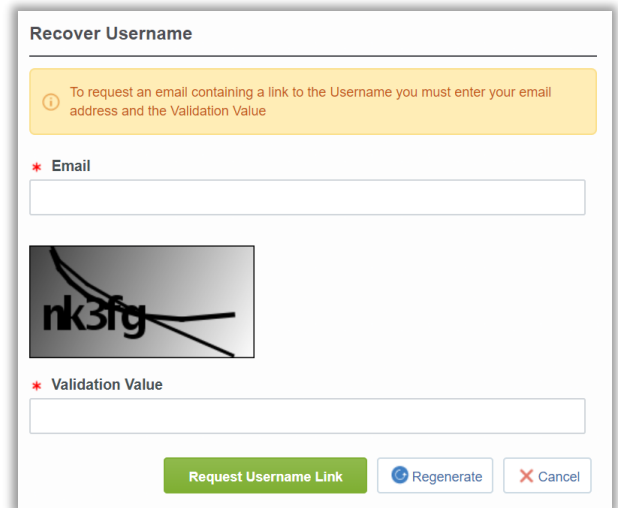
2. Fill in your username and email address



3. You will receive a link in your email to reset your password

### Forgot your username?

1. On the login page, click 'Forgot your username and password'
2. Click on **Recover Username**
3. Fill in your email address and validation value, then click **Request Username Link**

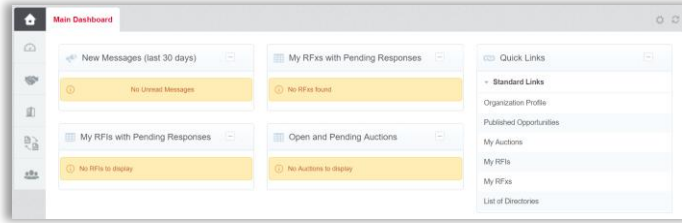


4. You will receive an email with a link to access your Username
5. Use the second link in the email to access your Username

The Username reminder link will expire after a few hours and can only be used once.

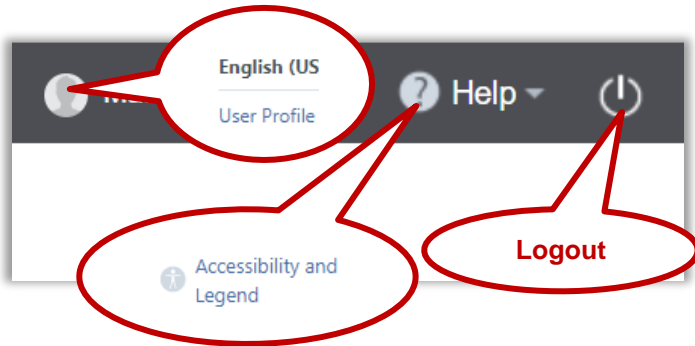
## Access the Supplier Home Page

Once you have logged in, a **Main Dashboard** will be visible as your Home Page. The Main Dashboard contains portlets that display an overview of your system activities and provides you access to the various modules.



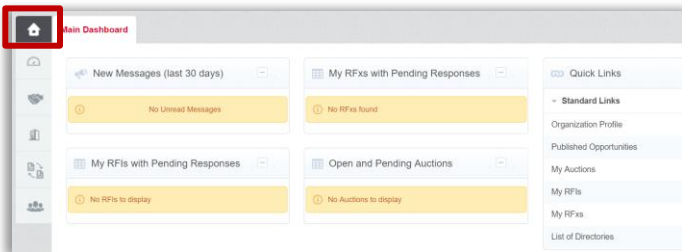
## Universal Links

- On the upper right corner of the page you can find links to view Accessibility guidance and Log Out.
- You can also find a link to access your User Profile.
- You may change your language, user details and/or password within the User Profile.



## Access the Dashboard

The Main Dashboard can always be accessed from the Supplier Home page or by clicking the House icon on the Navigation menu.

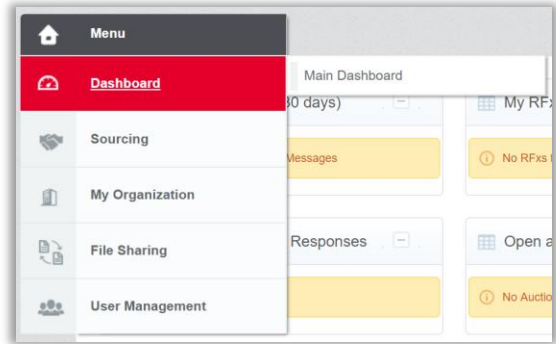


## Access the Navigation Menu

The navigation menu is located on the left side of each page.

It allows you to navigate from one module to another

To do so, click on a module icon to expand the menu and then select a link, to be directed to the page you want to access.



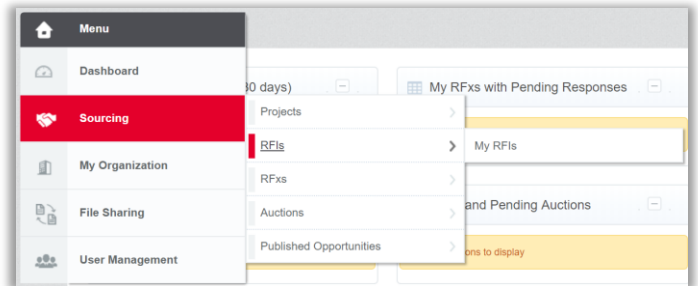
## Access Projects and Sourcing Activities

### Sourcing Module

Sourcing Projects are containers for sourcing events such as RFIs/RFQs, Auctions and Contracts.

### Access Sourcing Projects

You can access Sourcing Projects and events via Supplier Home page, Quick Links portlet on the Dashboard, or the Navigation Menu (as shown).



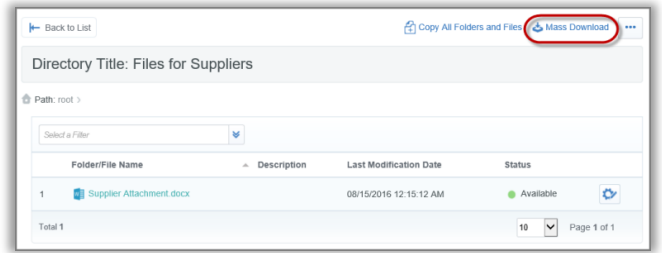
RFx Code	RFx Title	Project Code	RFx Status	RFx Closing Date/Time	Response Status
1 rfx_38	Equipment Bid	ps_72	Running	12/31/2018 11:00 AM	Response Closed
2 rfx_49	Training RFx - Zack Mann V2	ps_12	Closed: To Be Evaluated	06/13/2018 08:02 AM	Response Submitted to Buyer
3 rfx_41	Training RFx - Monica	ps_52	Closed: To Be Evaluated	06/12/2018 01:54 PM	Response Submitted to Buyer
4 rfx_42	Training RFx - Chad Koehler	ps_58	Closed: Awarded	06/12/2018 01:51 PM	Response Evaluated

## Access My Organization

### My Organization Module

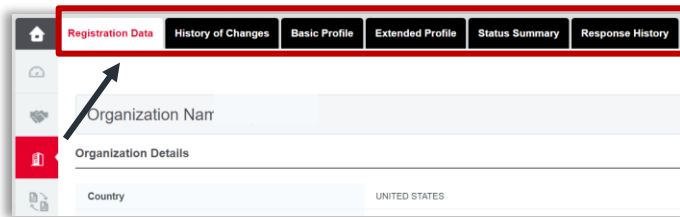
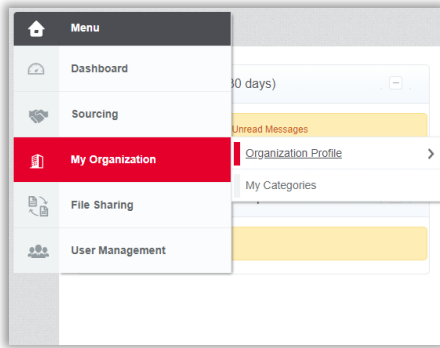
In this module, you can view and manage your Profile and Category Classifications.

**Note:** Only activities BHE has engaged you to participate in will be available for you to view.



## Access My Organization

The module can be accessed from the Navigation Menu or the Supplier Home page.



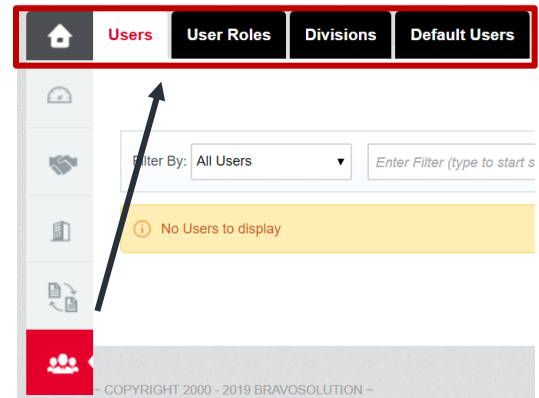
## Access User Management

### User Management Module

This Module is available to users who are given the rights to manage users, roles and divisions within your organization.

### Access User Management

You can access the module from the Supplier Home Page or the Navigation Menu.



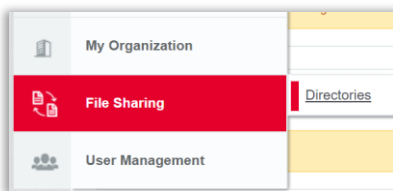
## Access File Sharing

### File Sharing Module

This is a BHE managed module. If activated by BHE, you will have read-only access to files that have been made available to you. This will include guides.

### Access File Sharing

You can access the module from the Supplier Home page or the Navigation Menu.



## Need Help?

Helpdesk contact information is on the login page: <https://berkshirehathawayenergy.app.jaggaer.com>

The login page also includes links to videos and guides:

