

Supplier Instructions for Jaggaer, the Online Supplier Management and RFx Tool

Creating a supplier profile in Irving Shipbuilding's Online Supplier Management and RFx Tool Jaggaer, is a simple, four-step process that requires approximately 10-15 minutes to complete:

Step 1: Follow the link on the Irving Shipbuilding Inc. website to open Jaggaer, the Online Supplier Management and RFx Tool

Once open in Jaggaer, the following screen is shown:


ENGLISH ▾

If you already have an account or are a registered vendor and you have been invited to update your entity information, please remember changes to your entity name or address require the uploading of a current GST / HST account number (Canada) or a current W-9 form (USA).

If you have been invited to participate in a sourcing event, please login by entering your e-mail address, password and then click on the "Login" button.

<p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="LOGIN"/> Trouble logging in?</p>	<p>The Vendor Portal is J. D. Irving, Ltd.'s ("JDI's") method to request and gather confidential data securely from individuals, companies, and organizations (domestic and foreign) who wish to participate in sourcing JDI sourcing events or who will receive a payment from JDI.</p> <ul style="list-style-type: none">• Maintain key aspects of your profile such as:<ul style="list-style-type: none">• Legal entity name; d/b/a entity name• Addresses• Contacts• Payment Method• Tax Information• Insurance and Other Relevant Certifications• Marketplace-enabled suppliers will be able to:<ul style="list-style-type: none">• Receive invitations to sourcing events electronically• Submit proposals and quotes and participate in reverse auctions electronically <p>New individuals, companies and organizations who have not yet registered, please click below to create an account.</p> <p style="text-align: center;"><input type="button" value="CREATE ACCOUNT"/></p>
--	--

In order to register with Irving Shipbuilding, click the “Create Account” button near the bottom of the page. This starts the supplier registration process.

The next screen outlines the information that will be collected during this process:

IRVING
J.D. IRVING, LIMITED

[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

To begin the registration process, click the '**Continue with Registration**' or '**Get Started**' button below.

Before you begin the registration, please have the following information available.

1. Business and Remittance Address, phone / fax number, and contact email information
2. Dun & Bradstreet ("DUNS") Number
3. Tax information (GST/HST Number in Canada or W-9 in the US)
4. Basic business information
5. List of commodities you supply
6. Liability and Workers Compensation Insurance information and certifications (if applicable)
7. Additional contacts

The registration process

1. Click the 'Continue with Registration' button below to begin the registration process.
2. Ensure all the required fields and sections are completed. **Note:** A green check mark indicates that a section is completed.
3. Attest to the validity of the information and submit the registration.
4. Login when needed to update your profile or to add additional contact information.

Please see Registration FAQ's for additional helpful information.

[CONTINUE WITH REGISTRATION](#)

Please contact JD Irving at sourcing.support@jdirving.com for assistance.

POWERED BY
JAGGAER

If you are unclear as to the information being requested, please see the “Registration FAQ” on the left-hand side of the page, which answers a number of common questions. Questions not listed here can be directed to purchasing@halifaxshipyard.com.

Once you are ready to proceed, click “Continue with Registration”.

Step 2: Start the registration process



IRVING
J.D. IRVING, LIMITED

Create Account [Registration Tutorial](#) ENGLISH ▾

What company are you with?

Legal Company Name *

Tax ID Number Type ⓘ
Choose your option ▾

Tax Id

DUNS Number

Your Contact Info

First Name * Last Name * Title

Phone Number * ext.

International phone numbers must begin with + (look here's an update to the text)

Preferred Time Zone *
EDT/EST - Eastern Standard Time (US/Eastern) ▾

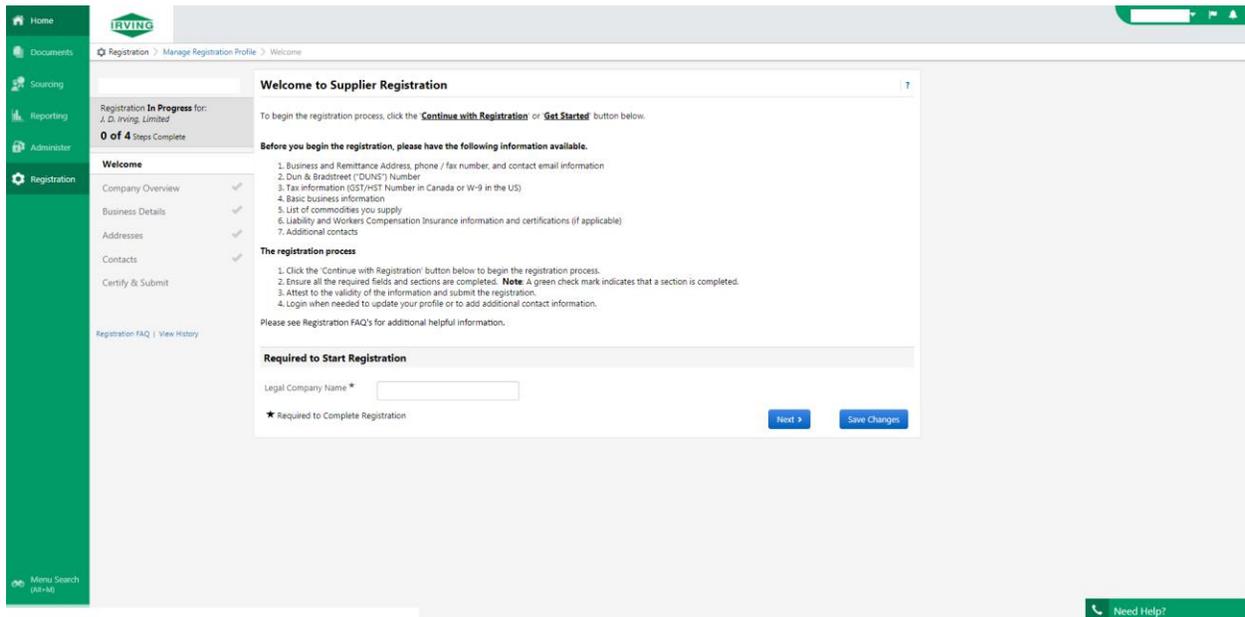
The supplier registration starts with some basic company and contact information. At the end of the form, you are prompted to provide an email address and password combination – *this will become your login credentials for the supplier registry.* Once you have decided on a strong password for your account, and all other information has been filled, please click “Submit” to continue.

Step 3: Provide details about your business

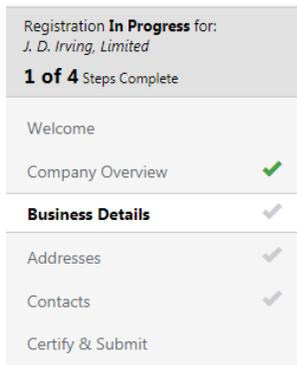
Once you have completed the initial registration page, an email is sent to the address you provided during setup. Please check your email, open the “Supplier Registration” message and click the “Complete Registration Now” button.

This will prompt you to login to the registry using your new email address and password. Once you are logged in, you may proceed to the rest of the registration process.

The new supplier registry website is shown below:



Each step of the registration process is listed on the left-hand side, underneath the name of your company. You can navigate through each step either by clicking each heading, or using the “Previous” and “Next” buttons shown at the bottom of each page. Once a section is completed, you will see a green checkmark beside the relevant heading. All sections must be completed to submit your profile.



IMPORTANT: In the Business Details section, you must select “Irving Shipbuilding Inc.” for the question “Please indicate which Company invited you to register?”.

Business Details ?

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Year Established *
yyyy

Products and Services

NAICS Codes No Primary NAICS Code Selected

Commodity Codes * -

Keywords
700 characters remaining

Additional Questions

Is your company publicly traded
 Yes No

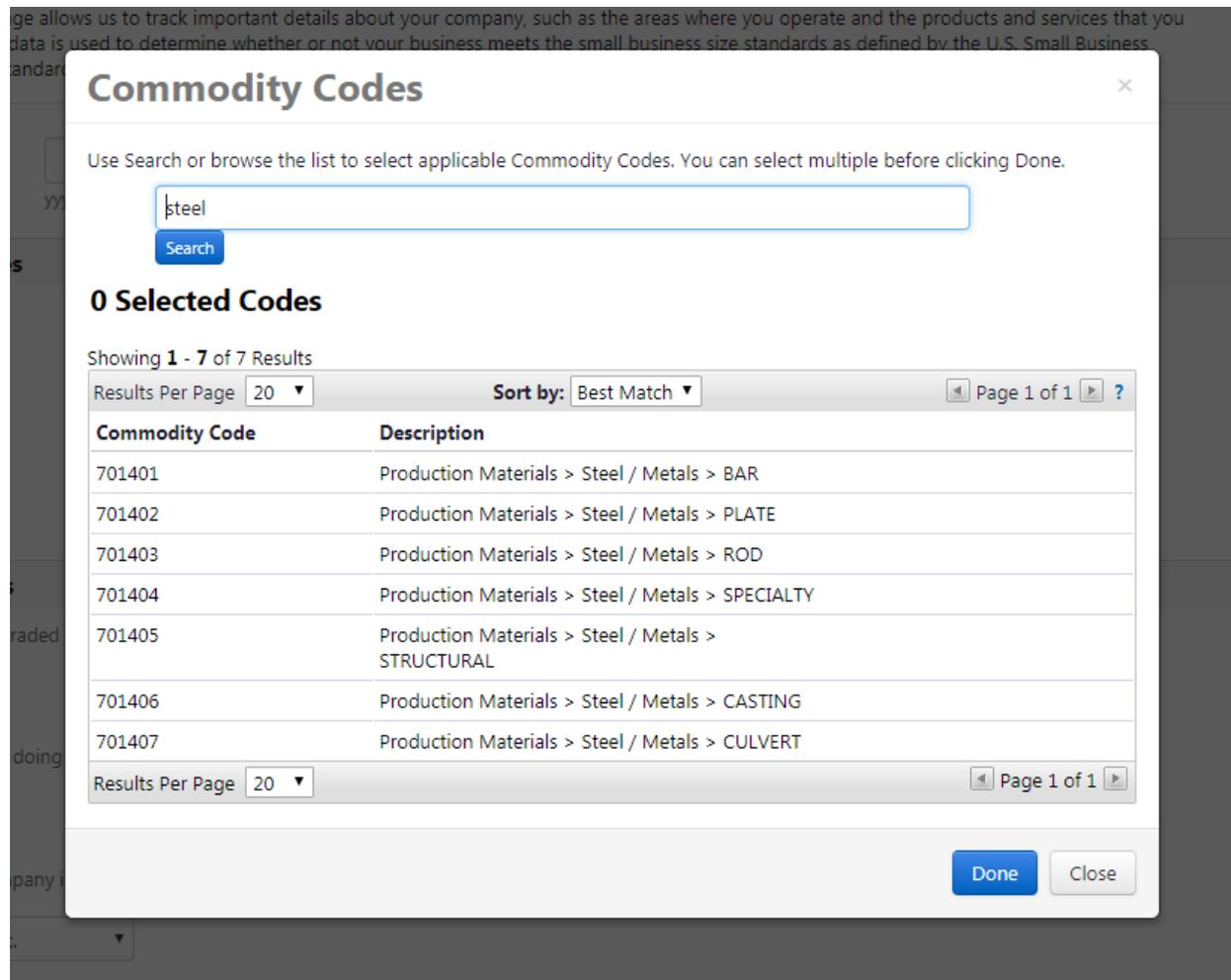
Is your company currently doing business with any Irving company
 Yes No

Please indicate which Company invited you to register? *
 ▼

e-Business Readiness

★ Required to Complete Registration

Another very important section of the application is the “Commodity Codes” field within your “Business Details” section, as shown above. Commodity codes allow you to define the types of products and services your company can offer to Irving Shipbuilding. To add commodity codes to your profile, please click the “Edit” button to the right of the Commodity Codes field. Once the Commodity Codes menu has appeared, you can search for the types of products and services you offer using keywords - for example:



Using keywords, you can narrow down to exactly which products and services you offer. You may select as many commodity codes as are relevant to your business. When you have selected all applicable commodity codes, please click the “Done” button to continue with your registration.

As you complete the various sections, please be as detailed as possible – this ensures that your business can be accurately considered by Irving Shipbuilding when sourcing events and requests take place.

Step 4: Completing your registration

At any point in the process, you may click the “Save Changes” button to save your profile changes *without* finishing and submitting your profile. This allows you to finish your profile at a later date, **but your registration is not active until this registration is completely submitted.**

Once you have completed each informational section, please proceed to the “Certify & Submit” section. Here you will be asked to certify that all information you have included in your registration is correct before the final submission process. As well, if you are missing any information this page will outline what is required to proceed:

Certify & Submit ?

✘ The list below needs to be addressed before your registration can be submitted.

Business Details

- [Year Established](#)
- [Commodity Codes](#)

Addresses

- [Click here to identify missing required items](#)

Contacts

- [Click here to identify missing required items](#)

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials *	<input type="text"/>
Preparer's Name *	<input type="text"/>
Preparer's Title *	<input type="text"/>
Preparer's Email Address *	<input type="text"/>
Today's Date	9/15/2017
Certification *	<input checked="" type="checkbox"/> I certify that all information provided is true and accurate.

★ Required to Complete Registration

Once all information has been provided, and you are satisfied that all included information is correct, please click the final “Submit” button at the bottom of the form. This completes your supplier registration for Irving Shipbuilding, Inc.