Partner Portal Supplier Quick Start Guide

MADE **POSSIBLE.**
MADE **BETTER.**

SUPPLIER
ONBOARDING INVITATION

Supplier Representative,

At Jabil, our vision is to be the most technologically advanced and trusted manufacturing solutions provider. Our supplier partners play an integral role in successfully achieving this vision every day. We greatly value our partner relationships and thank you for your support.

Our goal is to ensure a high level of excellence in our partnerships. Our Partner Lifecycle solution enables this through a consistent, governed, and efficient process for establishing and managing these relationships. Receiving and maintaining up-to-date information from our partners is key to reaching this goal. We are asking for your timely cooperation and participation in providing this information. We must update our systems with your most current company information.

THANK YOU for engaging in our global Partner On-Boarding process and providing us with your organization's information in a way that ensures accurate and secure data and communication. We ask these questions to meet our legal obligations aligned with data privacy laws and principles. Your responses will not be shared with anyone outside of Jabil.

We kindly ask that you complete the Partner On-Boarding data collection and verification process within two business days before we issue your Jabil Purchase Orders. You are receiving this request because you have been identified as the primary contact for your organization by Jabil's purchasing organization.

Please refer to this **Quick Start Guide** below to walk you through the process of creating your Supplier Partner account with Jabil and the Supplier Registration Form. Should you have questions or require additional information, please contact your Buyer Representative.

We are excited to begin this journey together and appreciate your prompt reply.

Thank you,

Erick Prause
Senior Director
Risk Office & Regulatory Compliance

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To help you quickly find the information you need in this Quick Start Guide, use the hyperlinks in the Table of Contents to go directly to that subject.

The Supplier Partner Onboarding Process

Welcome to the Jabil Partner Portal

Hello Supplier Representative,

A Jabil purchasing representative recently contacted you regarding the next steps to become a Jabil Supplier Partner, or your company was recognized as a potential future partner to Jabil.

To begin the Supplier onboarding process, we need to obtain essential information about your company. Once you supply this information, we may request additional details.

The information you provide is required before Jabil can issue a Purchase Order.

User Guide

This User Guide will assist you in completing the Supplier Partner Registration and Onboarding Process in the Jabil Partner Portal.

The Jabil Partner Portal is an automated web-based system designed to capture essential information about your company. Jabil uses this information to complete the necessary due diligence required as part of the Onboarding Process.

To help you quickly find the information you need in this Guide, use the hyperlinks in the *Table of Contents* to go directly to that subject.

The Supplier Partner Onboarding Process

These are the stages of the onboarding process:

Stage	Description
1	The Supplier contact authenticates their account with Jabil.
2	The Supplier contact completes the Business Partner Registration in the Jabil Partner Portal.
3	The Supplier contact completes the electronic Non-Disclosure Agreement.
4	The Partner Portal will return the completed registration to the Jabil Buyer representative assigned to the account for review and acceptance.
5	The Jabil Buyer will contact the Supplier Partner's representative if additional information is needed and/or provide the status of the Business Partner registration.

Before You Begin

Appropriate Authority

The person completing the survey should have the authority to answer the survey questions on behalf of the company and serve as the main point of contact for Jabil.

Preparing to Complete the Survey

Review this Guide before you begin to identify the information and documents you may need to gather to complete the survey.

DUNS Number

The onboarding form will ask for your company's Dun & Bradstreet DUNS (Data Universal Numbering System) number.

The DUNS (Data Universal Numbering System) number is a corporate digital fingerprint that sets the foundation for Live Business Identity and is unique to an organization.

If you do not have a DUNS number, please check the box in the form that you do not currently have one. After submitting your registration form, Jabil will provide you with additional information.

We are excited to begin this journey together and appreciate your prompt reply.

Pausing the Survey

If you need to complete the survey later, make sure to save your work before exiting. Just click the **"Save and Exit"** button at the bottom of the registration form to retain your work.

When you are ready to return to the registration form, return to your **Task Inbox** in the Jabil Partner Portal and select the task for the Supplier Onboarding Process.

Help

Please contact your Jabil Buyer Representative if you need assistance while completing the survey.

Authenticating Your Account with Jabil

The Partner Portal Interface

The Partner Portal utilizes a common web-form-driven interface. This interface will be consistent throughout the Partner registration process.

This Quick Start Guide was developed as a resource to provide the Supplier Partner Representative with the basic knowledge required to navigate the Partner Portal and complete the registration process.

Please contact the Jabil Buyer Representative assigned to the account if you need assistance to answer questions about the information requested during the registration process.

Beginning the Onboarding Process

Refer to the email you received from your Buyer Representative with the Subject Line: Action Required - Supplier Onboarding Process.

By selecting the **"CLICK HERE"** link in the email, you will be directed to our Okta security platform, where you can update the temporary password that has been provided.

Next, you will be directed to accept our End User Licensing Agreement. Then, you can access our form for onboarding in the Jabil Partner Portal.

Protection of Data

Cybersecurity and fraud prevention is of the utmost importance to Jabil. To ensure the authenticity, proper use, and protection of data within the Partner Portal, Jabil requires all Partner Portal accounts to be validated via Multifactor Authentication (MFA) and acceptance of the End User License Agreement (EULA) for the Partner Portal

Step 1: Account Registration

a. Access the Partner Portal Registration page by clicking the link included in the invitation email you received from your Jabil Buyer Representative.

b. Use your email address as your Username and the temporary password included in the invitation to log into the Partner Portal to begin the registration process.
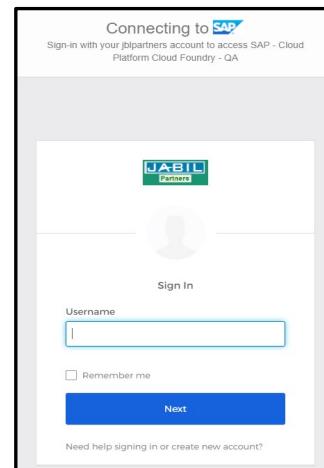
Continued on next page

Authenticating Your Account with Jabil, Continued

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Step 2: Multifactor Authentication	Jabil requires Supplier Partners to set up Multifactor Authentication to increase the security of your account and information.

a. Setup your Multifactor Authentication.

The Partner Portal supports Google Authenticator, Okta Verify, and SMS Authentication for Multifactor Authentication.

The following link contains information on how to set up each service. *Okta Help Center: Setting Up and Authenticating with Multi-factor Authentication (MFA)*

b. Change your password.

c. Select a security question and provide your security answer.

**Result:** The **Partner Lifecycle Management Landing Page** appears.
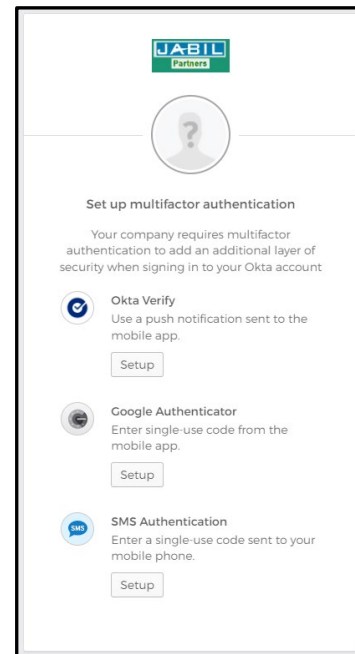
Step 3: Security Password

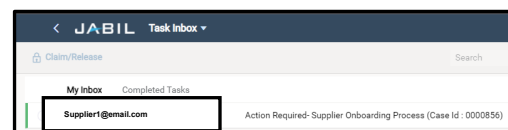Click on the **Task Inbox Tile** to begin the Business Partner Registration.

The **Partner Lifecycle Management Page** and the **Task Inbox** will be your starting point every time you enter the Partner Portal.

Any tasks or requests from Jabil about your Business Partner Registration will be in the Task Inbox.
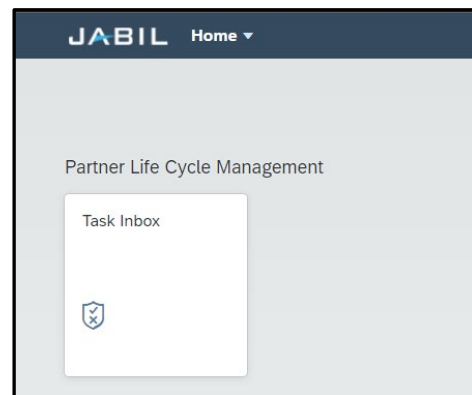
Step 4: Opening a Task

Open a task by clicking on the line item you want to open.

Authenticating Your Account with Jabil, Continued

Step 5: Acceptance of the End User License Agreement

Acceptance of the End User License Agreement (EULA) is required for using the Partner Portal.

a. Access the EULA by clicking the link on the screen, or you can request a copy sent to your email address on record.

b. Select your preferred language.

c. Read the EULA and click the **Accept Button**.

Note: If you decline the EULA, the Business Registration will terminate. Please contact your Jabil Buyer for further assistance and next steps.
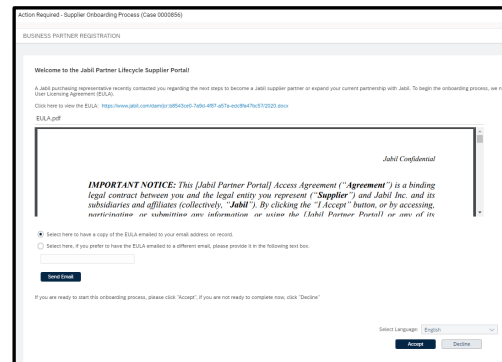
Business Partner Registration

Supplier Partner Business Information

The Supplier Partner Registration consists of ten pages. Each page requires vital business information that must be provided to complete the registration process.

Navigating the System

Use the following navigation buttons to progress through the Supplier Partner Registration:

Button	Description
Save as Draft	Saves your work to be completed later. You can return to the registration form by accessing your **Task Inbox**.
Back	Returns to the previous page.
Next	Advances to the next page.
Submit	**Final Page only.** Before selecting the Submit Button, check the box to certify that the information provided is accurate and complete.
	☐ Please certify the information entered is accurate and complete by checking the box on the left.

Completing the Business Partner Registration Form

After accepting the EULA, the **Business Partner Registration Form** appears.

Follow the directions on the screen to complete each page with your company information and upload the necessary documents.

Required fields are identified with a red asterisk *. This mandatory information is needed before moving forward to the next page. Some fields require information to be specifically formatted for acceptance. **Examples:** Tax ID information, email address, etc.

If any information is missing or does not match the format, the **Partner Portal** will bring it to your attention with a notification, and the form field will be outlined with a red box.

Tips for Completing the Registration Form

Page	Title	Tips
1	**Company Contact Information**	If you do not have the authority to answer this form on behalf of your company, you will be able to forward the form to someone else in your organization. If you do not have a DUNS number, please check the box in the form that you do not currently have one. After submitting your registration form, Jabil will provide you with additional information.
2	**Business Partner Information**	You are required to upload and attach certain documents to support your registration. **Examples:** • International Companies, please provide your W8. • Domestic Companies, please provide your W9. **Note:** Files must be less than 8 MB, and the file name cannot be more than 60 characters. File types accepted are doc, docx, xls, xlsx, pdf, jpeg, png, and gif. **Brazil Companies Only:** If applicable, check the **Natural Person Box** located in the **Site (location) Tax ID # or Company Registration ID # and Type** section of this page.
3	**Additional Company Contacts Information**	Hover over the **Contact Type** name with your mouse for more information. The contact should be the highest-level person responsible for the related category.
4	**Ownership Information**	For the Registration Form, the term "Ownership" means the entity is owned 50 percent or more in the aggregate by one or more Blocked Person. **Example:** If Blocked Person X owns 25 percent of the entity, and Blocked Person Y owns another 25 percent, entity A is considered blocked. This is because Entity A is owned 50 percent or more in the aggregate by one or more Blocked Persons. The ownership interests of persons blocked under different OFAC sanctions programs are aggregated for calculating ownership.
5	**Company Information**	Complete this section if your organization ships products from an address different from the main address or requires payment to be sent to a different address than the main address.

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Tips for Completing the Registration Form, Continued

Page	Title	Tips
6	**Traffic/Shipping Information**	Review the Incoterm and Incoterm Named Location and indicate if you agree with these terms.
7	**Company Products and Services Information**	You can select more than one option for your company's Operation Services and/or Manufacturing Process Supplies and Materials.
8	**Company Compliance Information**	All perspective Partners are requested to acknowledge Jabil's Supplier Manual, Supplier Code of Conduct, Responsible Business Alliance Code of Conduct, and complete the electronic Non-Disclosure Agreement.
9	**Company Cyber/IT Security Information.**	Cybersecurity and fraud prevention is of the utmost importance to Jabil.

Business Registration Review and Completion

Reviewing, Modifying, and Completing Your Registration

After completing all pages of the Registration Form, you will have the opportunity to review your entries and make any necessary changes.

Step 1: Use the Back button to return to the page you need to modify.

Step 2: Check the box in the lower left of the screen of the **Review Page** to certify the information provided is accurate and complete.

☐ Please certify the information entered is accurate and complete by checking the box on the left.

Step 3: Click on the **Submit Button**.

Next Steps

Upon successful completion of the registration form, you are directed to the electronic Non-Disclosure Agreement.

Use this link to learn more: _Non-Disclosure Agreement_

The Jabil Buyer assigned to the account will contact the Partner representative if additional information is needed and/or provide the status of the Business Partner registration.

After the financial information is verified, the Partner Portal will return the completed registration to the Jabil Buyer Representative for review and acceptance. If additional information is required, the Jabil Buyer will contact the Partner Representative and send a specific request to the Partner Representative's Task Inbox.

If nothing further is needed, the registration will be submitted for approval, and the Jabil Buyer will notify the Partner Representative when the approval process is complete.

Non-Disclosure Agreement (NDA)

Electronic Non-Disclosure Agreement (NDA)

After completing and reviewing the registration survey, complete the online electronic Non-Disclosure Agreement. Jabil uses DocuSign to sign the NDA electronically. By using this process, you will not need to print, sign, upload, and attach the executed NDA.

Follow the prompts on the screen to execute the electronic NDA:
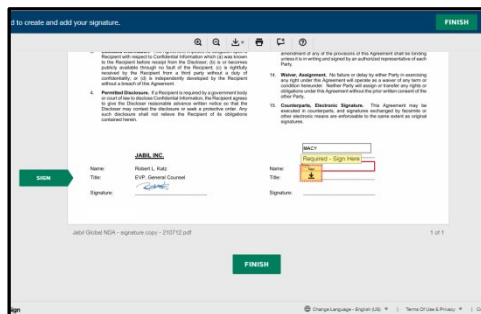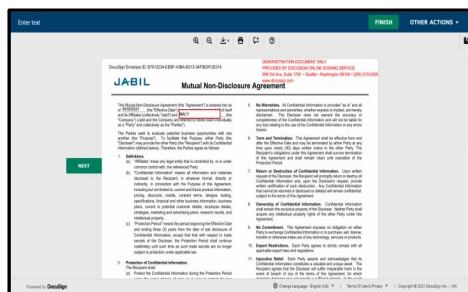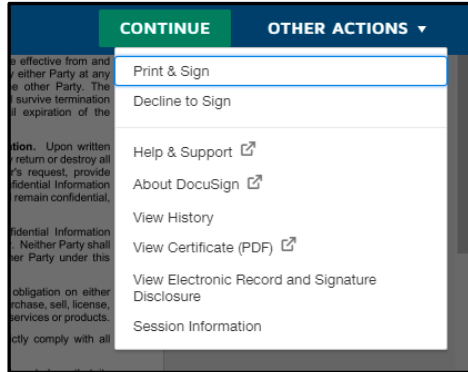
Important: You must Accept and Sign the NDA to complete the Business Partner Registration.

If you fail to sign, you may still submit your registration form.

The Jabil Buyer Representative assigned to your account will continue to negotiate the NDA however, a Jabil Business Partner ID will not be assigned to this account until the NDA is fully executed.

You will not be able to receive a Purchase Order from Jabil without a Business Partner ID.