



Document Suppliers - Manual for Sourcing process

Customer [Aquanima](#)

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1 Introduction

The objective of this manual is to explain the registration process in the Aqunima Sourcing platform, necessary to be able to answer the RfQ processes and participate in the auctions.

2 Start of Registration for new Suppliers

In order to access the Aqunima sourcing platform and participate on its events, you must be registered in the system. There are two registration methods:

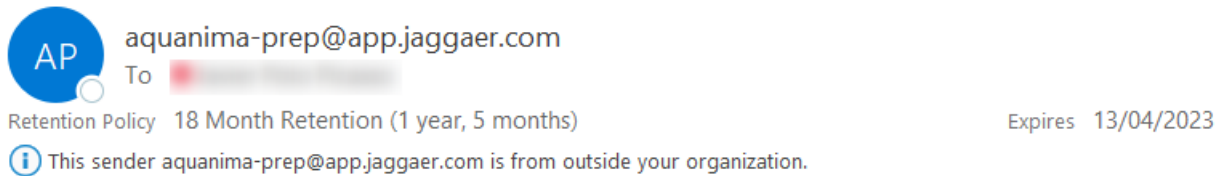
2.1 Registration by Link

If you have received a link from an authorized Aqunima member, you can access it to begin your registration process.

2.2 Registration by Aqunima

If an authorized Aqunima member has pre-registered you as a supplier in the system. In this second case, you will have received an automatic email from the system with your Username and a temporary access Password:

Registration on Aqunima



AP aquanima-prep@app.jaggaer.com
 To [Redacted]
 Retention Policy 18 Month Retention (1 year, 5 months) Expires 13/04/2023
 ⓘ This sender aquanima-prep@app.jaggaer.com is from outside your organization.

Dear ProveedorENG,

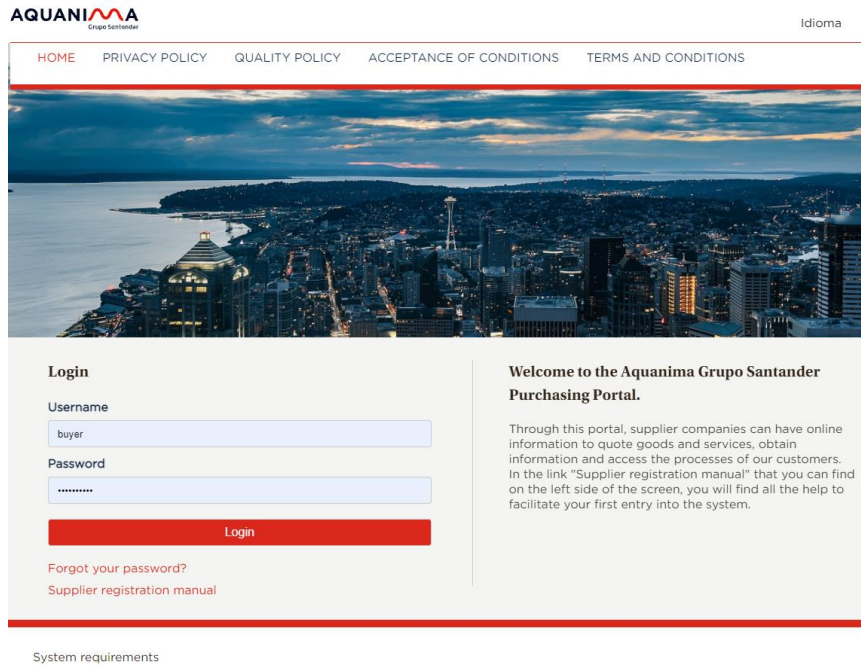
The Buyer Organisation buyer has registered you to use <https://aquanima-prep.app.jaggaer.com>

Your Username is: proveedor[Redacted]

Your Password is: 9684056 [Redacted]

With this information you can access the Aqunima Sourcing platform:

<https://aquanima.app.jaggaer.com/web/login.html>



And use your username and temporary password to access the platform:

Login

Username

Password

Login

3 Registration process

3.1 Gatekeeper acceptance

Suppliers who wish to register must accept the Aquanima Terms and conditions and Privacy Policy in order to start the registration, if they do not accept it, they will not be able to access the platform. For its acceptance, the supplier must read the document and at the bottom of the screen click on "I accept".

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GENERAL TERMS AND CONDITIONS OF THE EVO GROUP/CONDITIONS OF USE OF THE AQUANIMA PURCHASING PORTAL AND PRIVACY POLICY

A. CONDITIONS OF USE OF THE AQUANIMA PURCHASING PORTAL

1. PURPOSE AND OWNER OF THE WEBSITE

These General Conditions of Use ("GCU") govern the use of the Aquanima purchasing website or portal <https://aquanima.app.jaggaer.com> ("the Website" or "Purchasing Portal") owned by Ibérica de Compras Corporativas S.L. ("Aquanima"), a company incorporated by articles of incorporation authorised by the Madrid notary Antonio Fernández-Gólfm Aparicio on 29 September 2000, under number 2.931 of his records. The company's registered office is at Edificio Arceife, Planta 0, Ciudad Grupo Santander, Avda. de Cantabria s/n, 28660, Boadilla del Monte, entered in the Madrid Mercantile Registry in Volume 15.946, Book 0, Folio 151, Section 8, Sheet M-269630, and holds tax no. B-82797713. These GCU also govern the conditions under which registered users ("users") can access the services on the Aquanima platform.

These GCU will also apply to the arrangement of services requested by users from companies in the Aquanima Group ("Aquanima Group") listed below:

AQUANIMA SPAIN	Ibérica de Compras Corporativas, S.L.
AQUANIMA GERMANY	Ibérica De Compras Corporativas, S.L. Niederfassung Deutschland
AQUANIMA UNITED KINGDOM	Ibérica De Compras Corporativas, S.L. UK Branch

I agree
 I do not agree

[Next](#)

3.2 Setting or changing password

You must establish a password for your account (if you have accessed through the registration link provided by Aquanima) or change your temporary access password to a personal one (if Aquanima has pre-registered you and you have accessed with the credentials received by email).

Specify a new Password in order to proceed

⚠ For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

ⓘ Passwords must contain at least 8 characters
ⓘ Password must be different from login
 New password must be different from the previous 1 passwords

New Password

Confirm Password

[Submit](#)

[Cancel](#)

3.3 Basic Registration Form

Once accepted, you can complete the following registration form (or modify the necessary data, if you have been pre-registered by Aquanima). The fields that are included in the basic registration form include fields related to the details of the company and the user who will use the platform. Remember that the fields marked with * They are mandatory.

Registration Data

Save & Continue

Organisation Details

* Organisation Name	ProveedorENG
Organisation Legal Structure	--
Commercial brand	123456789
* Company Registration Number	<i>i</i> 123456789
* Address	Fox Street 12
* Postal Code	34532
* City	London
* Country	UNITED KINGDOM
* State/Country	Ballymoney
* Main Organisation Phone Number	+32640079424
* Organisation Email Address	jpolo@jaggaer.com
Preferred Currency	--
Web site	ProveedorENG

User Details

* First Name	ProveedorENG
* Last Name	ProveedorENG
* Mobile <i>(please enter "+*" "country code" and "your mobile phone number" with no spaces)</i>	+345645645675
* Email <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</i>	
* Username <i>(please do not forget your username)</i>	proveedor
* Preferred Language	English (UK)
* Time Zone	(GMT 0:00) Western Europe Time, London, Lisbon
Role within Organisation	Legal representative
User Verification Question <i>Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)</i>	
Answer to Your User Verification Question <i>(The helpdesk may request this information in order to verify your identity).</i>	
* Telephone	123456789
Preferred Contact Method	--
* Use Accessible Controls by default	No

Save & Continue

After completing these fields, click "Save and Continue" in the upper right corner.

3.4 Additional Fields

The following are a series of additional optional fields that you are encouraged to complete:

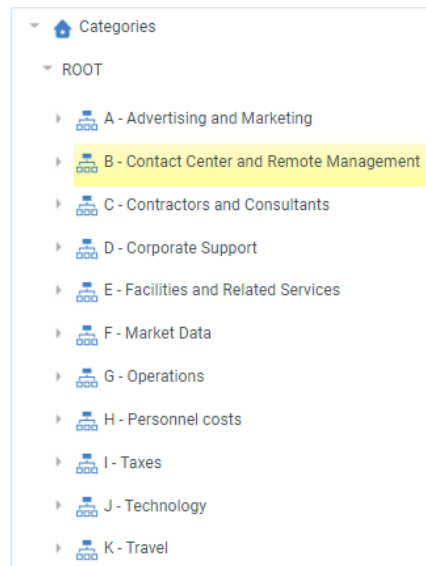
Additional data		
Question	Description	Response
1 Entity type	Entity type	<input type="text" value="v"/>
2 Company overview	Visión general de la empresa	 <input type="text"/> <i>Characters available 2000</i>
3 Constitution date	Data de constituição	dd/MM/yyyy
4 Economic sector	Economic sector	 <input type="text"/> <i>Characters available 2000</i>
5 Type of tax identification	Type of tax identification	 <input type="text"/> <i>Characters available 2000</i>
6 DUN's code	DUN's code	<input type="text" value="123"/>
7 Commercial presentation	Commercial presentation	<input type="text"/> <input type="text"/>
8 Number of employees	Number of employees	<input type="text" value="123"/>
9 Business group (if applicable)	Business group (if applicable)	 <input type="text"/> <i>Characters available 2000</i>
10 Annual turnover	Annual turnover	<input type="text" value="v"/>
11 Attached Documents	Attached Documents	(no file attached)

After completing these fields, click "Save and Continue" in the Upper right corner.

Save & Continue

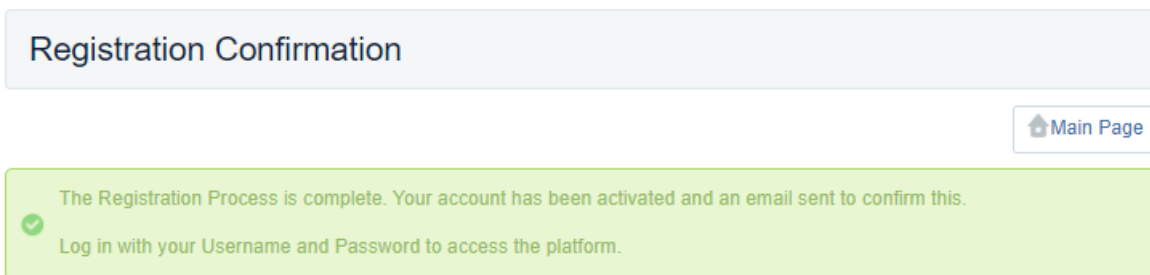
3.5 Classification in the Category tree

Finally, suppliers must select the purchase categories to which they wish to be classified, being able to choose one or more, which apply to their activity. These will be defined by Aquanima:



To register in your categories, you must unfold the category tree or use the search engine to navigate through the tree.

When you have finished, press "Confirm" to finalize your registration.



The Registration process is complete. From this moment you can access the platform with your username and password.