

# JEO supplier portal

Welcome









# How to Update Organization Profile and Data

- 1<sup>st</sup> connexion
- Password modification at 1st connexion
- Categories & registration
- Navigate in the dashboard

# 1<sup>st</sup> connexion



Connect: <u>https://JEO-Supplier-Portal.bravosolution.com/supplier</u>



3 JTEKT Europe Group

# **Registration for NEW supplier**



# Organization & user

7 CET - Central Europe Time		English 👻 🕜 Help
TEKT		
Registration Data		
		Save 🛛 Save
Organisation Details		Reset
* Organisation Name		
* Country	FRANCE	T
* Address		
Postal Code		
City		
State/County	🔻	
Organisation Legal Structure		•
* SIRET Number		
EU VAT Number		
Local Registration Number		
Dun & Bradstreet Number		
Main Organisation Phone Number		
Organisation Fax Number		
Web site		

	Save 🛛 Close	
User Details		
* Title		
* Last Name		
* First Name		
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	Save data registration &	
* Phone Number	check your mailbox	
<ul> <li>Email Address</li> <li>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.</li> </ul>		
* Username (please do not forget your username)		
* Preferred language for use in system interface	•	
* Time Zone	(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome	
* User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)		
<ul> <li>Answer to Your User Verification Question         (The helpdesk may request this information in order to verify your identity).     </li> </ul>		

### Password modification at 1<sup>st</sup> connexion





#### How to register your activities





# How to Update Organization Profile and Data

Registration confirmation



#### **Registration Confirmation**

The Registration phase of your account is not complete. Please log in to complete the missing data.
The Activation of your account will be evaluated once all required fields and Category information have been provided



Your registration is now finished

You can log in later to complete some missing data

# **Dashboard nagivation**



• Once JEO buyer will have activated your Login, you will have access to the dashboard :

