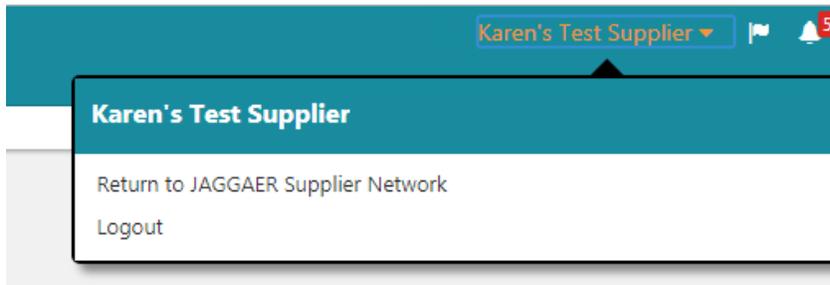


Adding Insurance to Jaggaer Supplier Profile

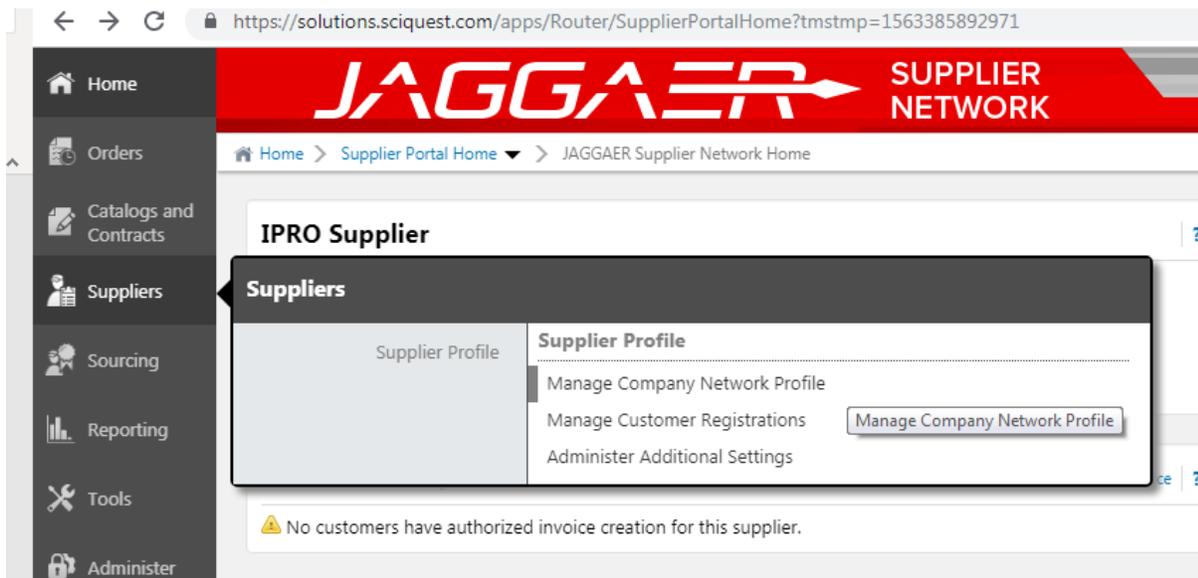
If you are NOT on the JAGGAER SUPPLIER NETWORK screen start with step 1, otherwise skip to step 2.



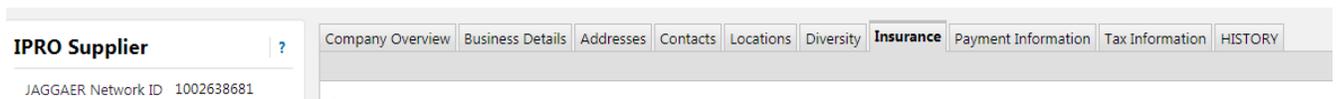
1. In the upper right corner select the drop-down arrow next to your supplier name. Select 'Return to JAGGAER Supplier Network'



2. From the Left Navigation, select 'Suppliers' > 'Manage Company Network Profile'



3. From the Top Tab Navigation, select 'Insurance'



4. Click the blue 'Add Insurance' drop-down, select the appropriate option. Complete the form and upload any desired information.
5. Repeat step 4 to add additional insurance.