

CRIF Group Procurement Portal

Jaggaer One - First Login Guidelines

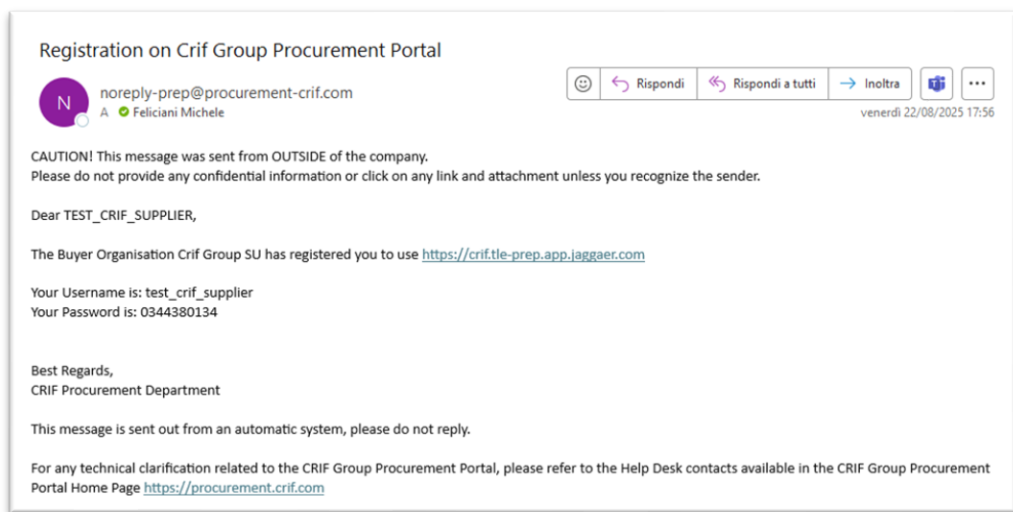


Follow the steps below to correctly perform the first login to the CRIF Group Procurement platform and become a supplier for our company.

Please note that you will need your smartphone to complete the login process, as illustrated in steps 5 to 14.

Here are the steps in detail:

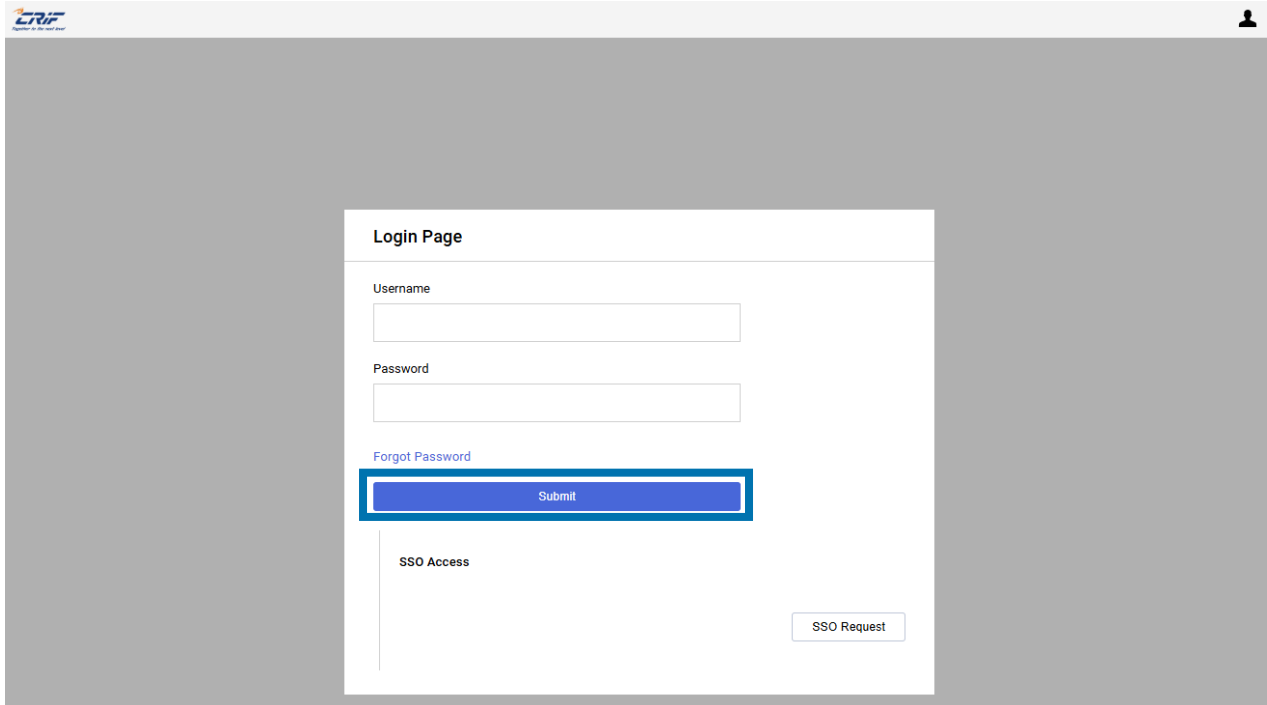
1. Check your email inbox at the address provided during registration on the platform to confirm that you have received the automatic registration confirmation email. The email contains:
 - a. Access link to the platform
 - b. Username to be used for every login
 - c. Temporary password to be used only for the first login (you will be required to change it later during the procedure)




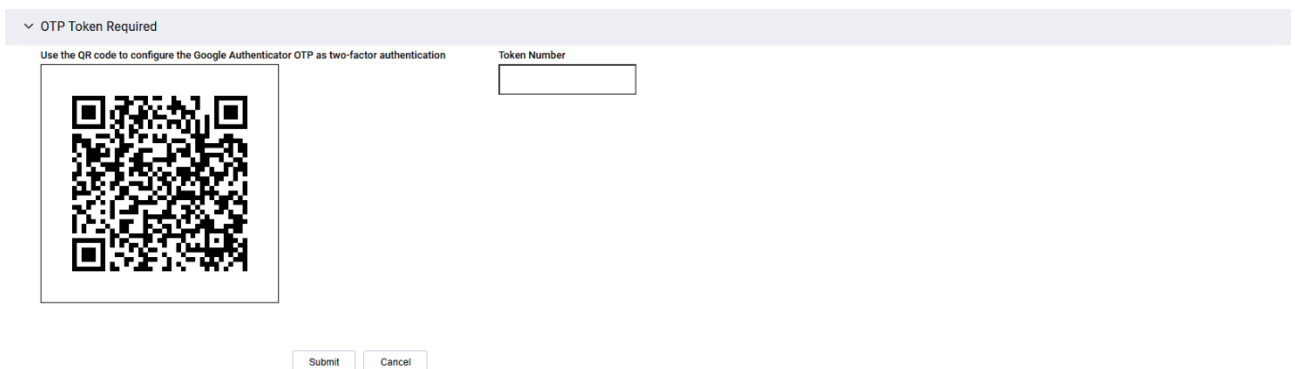
2. Click on the link provided in the email <https://procurement.crif.com/> to start the process.




3. After clicking the button dedicated to supplier access (“SUPPLIER ACCESS”), the login screen will appear. Enter the credentials received via email as described in step 1, then click “Submit.”

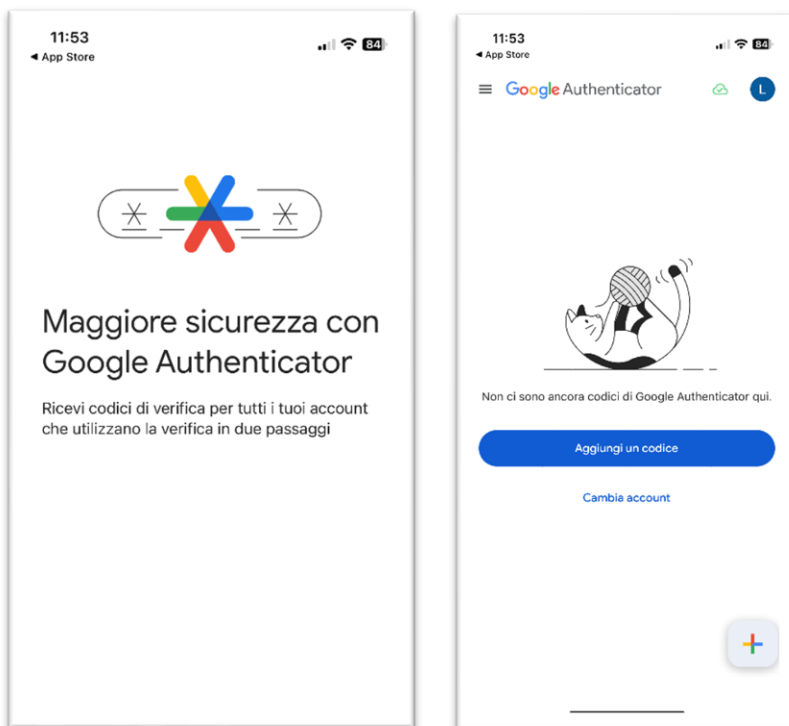
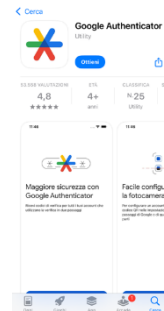



4. The procedure requires two-factor authentication to enhance the security of your account. To complete the process, you must now follow the instructions using your smartphone and proceed to step 5. Please note that the QR code displayed on the screen MUST NOT be scanned using your smartphone’s camera or any third-party applications other than Google Authenticator,  which is the only authorized application for this purpose. Below is a screenshot showing the QR code displayed on the screen



STEPS TO BE PERFORMED USING YOUR SMARTPHONE

5. Take your smartphone and open the store (Google Play or Apple Store) to download the following application, required to complete the two-factor authentication described above: Google Authenticator 
 - iOS: Google Authenticator for iOS
 - Android: Google Authenticator for Android
 - Download and then open the application
 - Please note that the application is completely free of charge
6. When opening the Google Authenticator application, follow the process indicated in the in-app guide, as shown in the following screenshots.



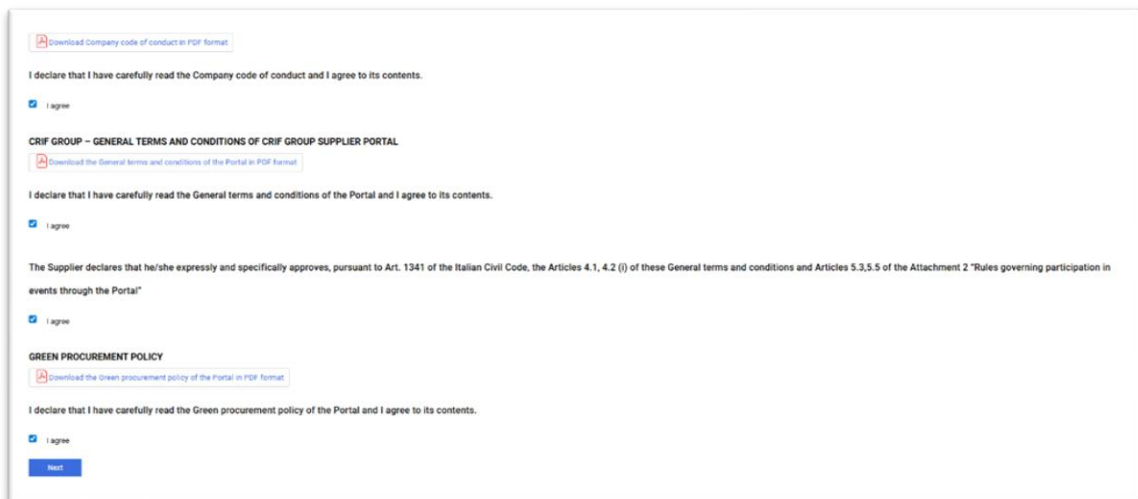
7. To scan the QR code displayed on the screen, press the button 
8. Select the second entry from the menu:
"Scan a QR code"
9. Allow the use of the camera to scan the QR code

Scan the QR code; the camera will instantly close, and the token to be entered on the screen will be displayed.

10. From this point onward, the application will automatically generate a six-digit code without any further user action.
11. For every future login to the application, the user will be required to open the Google Authenticator app and enter the code displayed. Tokens will never be sent via email or SMS; this application will be the only tool to obtain the six-digit code



12. Enter the token as indicated in step 12 and click the "Submit" button.
13. The system will prompt you to accept **ALL** four displayed clauses.



The screenshot shows a web form with four sections, each requiring agreement. Each section has a "Download" link for a PDF format and a "I agree" checkbox.

- Section 1:** "Download Company code of conduct in PDF format". Below it, "I declare that I have carefully read the Company code of conduct and I agree to its contents." and a checked "I agree" checkbox.
- Section 2:** "CRIF GROUP - GENERAL TERMS AND CONDITIONS OF CRIF GROUP SUPPLIER PORTAL". Below it, "Download the General terms and conditions of the Portal in PDF format", "I declare that I have carefully read the General terms and conditions of the Portal and I agree to its contents.", and a checked "I agree" checkbox.
- Section 3:** "The Supplier declares that he/she expressly and specifically approves, pursuant to Art. 1341 of the Italian Civil Code, the Articles 4.1, 4.2 (i) of these General terms and conditions and Articles 5.3,5.5 of the Attachment 2 'Rules governing participation in events through the Portal'". Below it, a checked "I agree" checkbox.
- Section 4:** "GREEN PROCUREMENT POLICY". Below it, "Download the green procurement policy of the Portal in PDF format", "I declare that I have carefully read the Green procurement policy of the Portal and I agree to its contents.", and a checked "I agree" checkbox.

A "Next" button is located at the bottom of the form.

14. Create a new personal password that complies with the constraints displayed on the screen. After entering and confirming the new password, click the "Submit" button.

Login Page

Username

Password

[Forgot Password](#)

SSO Access

By clicking the button, you will be asked to enter your login email and complete the Captcha "I'm not a robot."

The system will send an email containing a link valid for 8 hours to complete the operation. Please note that the link is valid for one-time use only.

