JAGGAER

BRIGGS & STRATTON SUPPLIER PORTAL
USER MANUAL

百力通供应商系统

用户指南

Contents 内容

Introduction （简介）

Dear Briggs & Stratton Supplier:

尊敬的百力通供应商:

As a valued business partner, you have been invited to register on the Briggs & Stratton SPARC Supplier Portal.

作为一个我们宝贵的的商业伙伴，您被邀请百力通 SPARC 供应商系统进行注册。

SPARC is the new *SUPPLIER PORTAL AND RESOURCE CENTER*, provided as a cost-free cloud-based application hosted by our technology partner, JAGGAER DIRECT.

SPARC 是新的供应商系统和资源中心，是作为基于云计算的免费应用程并由我们的技术合作伙伴 JAGGAER DIRECT 托管。

The new SPARC portal is currently being phased in and provides functionality not available on the existing Briggs "Power Portal":

新的 SPARC 门户目前正在逐步实施，并提供了现有 Briggs"Power portal"上无法提供的功能:

- Supplier master database where you maintain your own supplier profile
- Document Exchange System
- RFQ and quotation collaboration platform

- 供应商主数据数据库，您可以保存自己的供应商资料

- 文件交换系统

- rfq 和报价协作平台

How does this affect you as a Briggs & Stratton supplier?

这对作为百力通供应商的你有什么影响?

- All Briggs & Stratton suppliers are expected *to register a free* account on the SPARC portal and *complete the supplier profile*.
- You will have separate logon credentials for both SPARC and the existing Power Portal.
- Future supplier communication will be managed via the SPARC portal, including RFQs, with more functionality being introduced over the next year. Therefore, it is imperative that the information on the profile is kept up to date.

- 所有百力通供应商都需要在 SPARC 系统上注册一个免费帐户，并完成供应商资料。

- 对于 SPARC 和现有的 Power 系统，您将被提供分开的登录凭据。

- 未来的供应商沟通将通过 SPARC 系统，并包括 RFQs，明年将引入更多功能。因此，供应商资料必须保持最新。

Why do you need to use two portals, SPARC and the existing Briggs & Stratton POWER Portal?

为什么需要使用两个门户，SPARC 和现有百力通 POWER Portal?

- Both portals support different types of activities.
- All transactions that you are currently performing on the POWER Portal will continue to function as before, and we ask that you continue to use the power portal for those activities.

The existing POWER PORTAL will remain in operation until further notice, while we are working to consolidate our portals in the future. Any changes to the Power Portal will be communicated at that time.

•两个系统都支持不同类型的活动。

•您当前在 POWER Portal 上执行的所有操作将继续像以前一样运行，我们要求您继续使用

POWER Portal 进行这些操作。

•现有的 POWER PORTAL 将继续运行，直至另行通知，同时我们正在努力在未来整合我们的系

统。对 Power Portal 的任何更改都将在此期间进行通知。

You will receive an invitation email from Briggs & Stratton's technology partner, JAGGAER DIRECT, to begin the registration process.

您将收到百力通的技术合作伙伴 JAGGAER DIRECT 发来的邀请电子邮件，并开始注册过程。

If you have additional questions or concerns, please contact our team at sparc@basco.com.
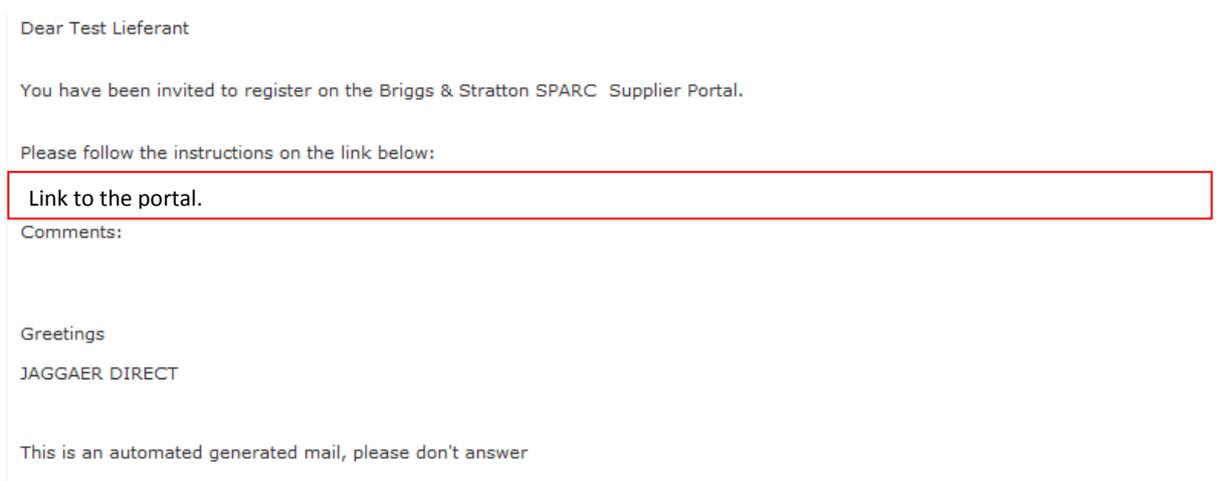
如果您有其他问题或顾虑，请通过 sparc@basco.com 联系我们的团队。

Registration

The pre-registration will be completed using the link you received in the email titled "Briggs&Stratton SPARC Supplier Portal Registration".

预登入将通过您收到邮件名称为"Briggs&Stratton SPARC Supplier Portal Registration"中的链接来进行完成

Please click on the link in that email to open the pre-registration:

请点击此邮件内的链接进入预登入

Dear Test Lieferant

You have been invited to register on the Briggs & Stratton SPARC Supplier Portal.

Please follow the instructions on the link below:

Link to the portal.

Comments:

Greetings

JAGGAER DIRECT

This is an automated generated mail, please don't answer

In the registration form please fill in all mandatory fields (marked with *) and check your entries by clicking on the button "Check Data":

在报名表格中，请填写所有必须填写的栏位(以*标示)，并按下"核对资料（check data）"按钮，核对你的资料:

Note: Please enter the phone number in international format: Country code + Area code + Number (example: Austria = 43, Salzburg = 662, Number = 4567890; Enter as 43 662 4567890)

注意点：请根据国际通用模式输入电话号码：国家区号 + 地区区号 + 电话号码

（例如：奥地利 =43, 萨尔斯堡 = 662，电话号码 = 4567890， 输入为 43 662 4567890

If your entries are OK the screen will reload and now a "SEND" button will appear. To complete this portion, please click the button "Send":

当你输入信息正确后屏幕会重新加载并出现"SEND"键。请点击按键"Send"完成这一步。

Checking the "I agree" box above is NOT mandatory to move on with the process.

勾选上面"我同意"框不是进入下一步的强制要求

部分 2：完成 Supplier Portal Information 要包含公司资料

Now an e-mail containing your user credentials and a link to the supplier portal will be sent to you in an email titled "Briggs&Stratton SPARC Supplier Portal: Action required: Supplier profile incomplete":

当前将会有一封含有用户认证以及链接到供应商门户的邮件发送给你，邮件名称为
"Briggs&Stratton SPARC Supplier Portal: Action required: Supplier profile incomplete"

Please follow the link and login to the portal:

请点击链接登入网站:

***THIS URL IS THE ACTUAL LINK TO THE SPARC PORTAL. PLEASE SAVE THIS LINK FOR FUTURE ACCESS**
该链接是实际进入 SPARC 的链接，请保存以备将来使用。

Once logged in using the temporary password from the email, you need to change your password:

一旦您使用电子邮件中的临时密码登陆后，请务必修改您的密码

After the password is saved the system will forward you automatically to the supplier portal.

保存密码后，系统将自己跳转到供应商用户界面

Six Steps to your Supplier Profile

设置供应商资料的六个步骤

On the home page of the supplier portal you can see six steps that need to be processed in order for your supplier profile to be completed.

在供应商门户的主页上，您可以看到需要处理的六个步骤，以便完成供应商资料。

Below the individual steps are described in detail:

具体步骤如下:

1. Registration successful 注册成功！
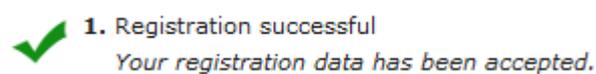
Congratulations! This one is done already.

成功注册！

恭喜你!这个已经做完了。

2. Account data received / Login successful / Enter additional company data 账户数据接收/登录成功/输入其他公司数据

Please click on the link (highlighted in blue). Now your company details are displayed. Please verify the information and add any additional information if necessary and complete hitting SAVE.

请点击链接(蓝色突出显示)。现在你的公司详细信息显示出来了。请验证信息，如有需要请填写任何额外信息，点击"SAVE"后完成

After saving the system will take you back to the home page.

保存系统后，您将回到主页。

3. Contacts 联系方式

3. **Contacts**
Responsibilities for the different areas

Please open the "Contacts"-area by clicking on the link (highlighted in blue).
Here you can add new contacts, portal accounts for users, and assign role responsibilities.

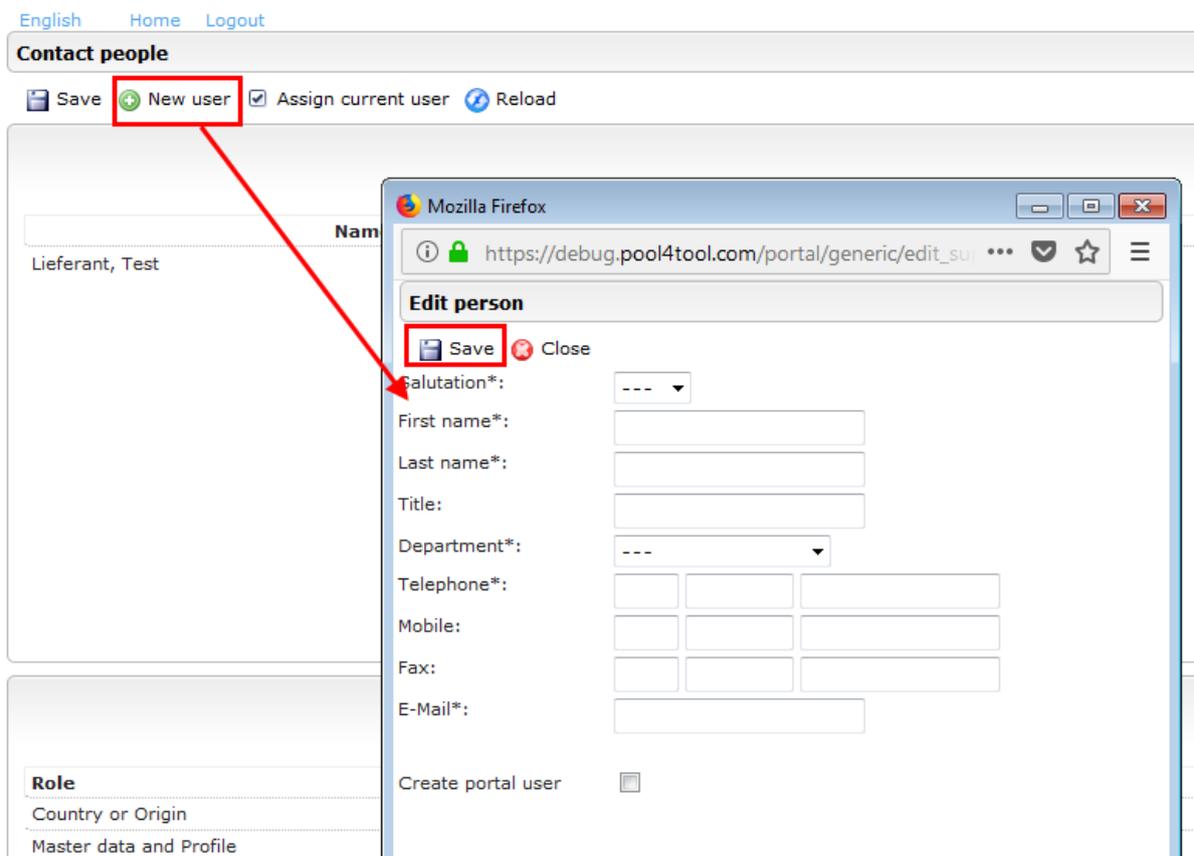请**点**击链**接**(蓝**色高亮显示**)打开"**联系人**"区域。

在这里您可以添加新联**系人**，门户网站账号以及分配用户职责。

3.1. Add a new contact / user

添加一个新的联系人/用户

In order to add a new contact / user please click on the button "New User":

为了添加新的联系人/用户，请点击"新用户（New User）"按钮:

Fill in all mandatory data (marked with *)

Please enter telephone numbers in international format: Country Code + Area Code + Number.

请按照国际通用模式进行电话号码输入：国家区号 + 地区区号 + 电话号码

NOTE: If you don't activate the option "Create portal user", a contact will be created. A contact is a simple entry in your contact list but NOT a SPARC user.

If the option "Create portal user" is checked you need to enter a login name. Upon saving, the new user will receive an email containing his/her user credentials and can use SPARC.

SAVE your entries when complete.

注意：如果您没有勾选"Create portal user"，系统将会创建一个联系人。而此联系人只是联系列表中的一个登入名，但不是 SPARC 用户。

如果选中"Create portal user"选项，则需要输入登录名。保存后，新用户将收到一封含有他/她用户认证的电子邮件，并可以开始使用 SPARC。

完成后保存您的输入。

3.2. Maintain message responsibilities

保持信息的责任

By maintaining message responsibilities you can define which contact / user will be notified depending on the role assigned.

通过维护信息职责，您可以根据职责分配定义联系人或用户

In order to add /change responsibilities please click on the "edit"-button:

为了增加/改变职责，请点击"编辑（edit）"按钮:

This opens a new area: 这打开了一个新窗口:

Please choose the desired contact from the dropdown and save. Once you're done please click the "Save" the button on the top of the page:

请从下拉菜单中选择所需的联系人并保存。完成后，请点击页面顶部的"保存（save）"按钮:

4. Material Group Assignment 物料分组分配（无需操作）

Back on the homepage you can see that the 4. Step has been skipped. This is because the commodity assignment will be done by Briggs and Stratton.

回到主页你可以看到 4。步骤已经被省略。这是本步骤将由百力通完成。

5. Fill Profile:填补信息

The company profile is divided into seven areas: "General", "Business", "Products", "Certifications", "Quality", "Logistics" and "Ship-from addresses". Please fill in all mandatory fields (marked with a *) in each area. By clicking on the button "Save & Next" the system will take you to the next area.

公司简介分为"基本"、"企业"、"产品"、"认证"、"质量"和"物流"六大板块。请在每个区域填写所有的必填项(标有*)。通过点击"保存和下一步"按钮，系统将带您到下一个区域。

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Screen 1: General 基本

1. Confirm review of these documents that are hyperlinked by the question. By answering YES, you are acknowledging that you have read and reviewed the attached documents.

   **If you have separate terms and conditions with Briggs & Stratton, please select "Terms apply per negotiated agreement" and enter the expiration date of that agreement

   确认对问题超链接的文件进行查看。回答是"是"，即表示您已经阅读并查看了所附文档

   **如果您与 Briggs & Stratton 有单独的条款和条件，请选择"Terms apply per negotiated agreement"并输入协议的到期日期

2. Select your US state of incorporation, or OUTSIDE OF US if not based in the USA.

   选择您在美国的注册州，如果不在美国，请选择非美国

3. Please complete this question if you are a subsidiary of another company

   如果您是一家公司的子公司，请填写此问题

4. Please indicate any ordering address that is different from your company address, if applicable.
   Please confirm that the Briggs & Stratton purchasing representative has reviewed the Briggs & Stratton onboarding checklist.

   请注明任何与贵公司地址不同的订购地址，如适用。

   请确认百力通采购代表已经审核了百力通培训清单。

5. Please indicate if a nondisclosure agreement has been signed between your company and Briggs & Stratton, and upload if applicable.
Please confirm that all information provided is accurate and will be kept up to date after registration. Your profile cannot be approved if you do not certify.

请注明贵公司与百力通是否签署了保密协议，并在适用的情况下上传。

请确认所提供的资料是准确的，并在注册后保持更新。如果您不认证，您的个人资料将不能被批准。

Screen 2: Business 企业

1. Please select the applicable payment term. If your negotiated terms differ from the standard terms offered, please select "Per existing supply agreement".

请选择适用的付款方式。如果您的谈判条款与标准条款不同，请选择"根据现有供应协议"。

2. A) Please indicate if your remittance address differs from the company address indicated in your profile. If so, select YES and enter in that address in the newly populated text box.

B) Enter other remittance information such as: e-mail for remittance advice and phone number for accounts receivable contact

A) 请指出您的汇款地址是否与您公司资料中的公司地址不同。如果是，请选择"YES"并在新填充的文本框中输入新地址。

B) 输入关于汇款的其他信息，例如：汇款通知邮箱和应收账款账户的联系电话

3. Please complete your banking information. The required fields vary by region.

请填写您的银行信息。所需字段因地区而异。

4. Please complete the tax information. US-based suppliers must select YES and complete the applicable questions.

请填写税务信息。在美国的供应商必须选择 YES 并完成适用的问题。

5. Please provide your authorization to submit payments via electronic funds transfer. Failure to do so will result in payment delays.

请提供您的授权，通过电子转账方式提交付款。不这样做，将导致付款延迟。

Screen 3: Products 产品

1. Please check all boxes to indicate the types of goods/services your company offers. THIS IS HIGHLY RECOMMENDED because Briggs & Stratton buyers use this information when sourcing new business. By identifying the types of products you offer, you will have more opportunities for new business.

请选择所有的选项可以说明贵司提供的产品或者服务类型。<mark>这是强烈建议的</mark>，以为百力通采购在采购新业务时会使用这一信息。通过识别贵司提供的产品，您可以得到更多的机会开展新业务

2. Please provide additional information about your company (voluntary).

请提供更多有关贵公司的资料(自愿)。

Screen 4: Certifications 认证

1. Certificate of Insurance naming Briggs & Stratton and all direct and indirect wholly owned subsidiaries as an additional insured is required. Coverage should include $5 million General/Excess Liability, $1 million Auto Liability, and Statutory Limits for Worker's Comp. Purchases of goods need to include Product Liability coverage. Purchases of professional services need to include Errors and Omission coverage.
You have the option to upload additional certifications or documents here. If there are multiple additional certifications, those will have to be attached with a zip file.

需要一份保险认证，此保险认证**将**百力通和所有直接和间**接的全**资**子公司列**为**附加被保险人**。**保险范**围应**包括** 500 万美元的一般/超额责任险，100 万美元的汽车责任险，**以及工人工资的法定限制。**购买货**物需要包括**产品责任保**险。购买专业服务的保险范还应**包括**产品出现的错误**和遗漏。您可以在这**里上**传其他**证书**或文档。如果有多个附加的**证书，**那么**这些**证书必**须附带成**一个** zip 文件。

2. Please complete the section about your environmental system. Based on your answers, you will be asked a series of follow-up questions.

请完成关于您的环境系统的部分。根据你的回答，你将被问及一系列后续问题。

Screen 5: Quality 质量

1. Please complete the section about quality system.

   请完成质量体系部分。

   - Upload an ISO certificate if applicable.

     如果适用，请上传 ISO 证书

   - Upload a Briggs & Stratton supplier quality self-survey if applicable

     如果适用，请上传百力通供应商质量自我调查

2. Please check the "I certify" box to continue.

   请勾选"I certify"框以继续

   - PLEASE NOTE: If you are providing samples or are a MRO, Service, or Logistics supplier, you will NOT see any quality questions. Please check "I certify" and SAVE to complete this page.
     请注意：如果您是提供样件,MRO 产品,服务或者物流供应商，您将看不到任何有关质量的问题。请勾选"I certify"并保存完成此页

Screen 6: Logistics 物流

1. Please select the applicable Incoterm (terms of delivery) including the location to which these apply. For example, FCA Milwaukee if you are shipping from Milwaukee and Briggs & Stratton pays for transportation from your facility.
For international freight shipped via ocean (FOB), enter the port where the goods are loaded onto the ship.

   请选择适用的国际贸易术语解释通则(交货条款)，包括适用的地点。例如， FCA Milwaukee，FOB 上海。对于通过海运的国际货运 (FOB)，进请输入货物登船的港口。

2. Please complete the section on international trade. Depending on your answers, a series of questions will be asked. Please follow the instructions below carefully:

   请完成关于国际贸易的部分。根据你的回答，将会提出一系列的问题。请注意以下说明:

   Q: Do you import any of the goods provided to Briggs & Stratton?
   Answer yes if any of the products you are supplying to Briggs & Stratton are imported from outside the destination country.

   问:你们是否进口百力通公司提供的货物?

   如果您提供给百力通的任何产品是从目的地国家进口的，请回答 yes。

   Q: Is Briggs & Stratton the importer of record for these imported goods?
   The importer of record is the company (Briggs or your company) that files customs entry documents in the destination country.

   问:百力通的进口商会这些进口货物的进口记录吗?

   进口商的进口记录是公司(百力通或您的公司)在目的国的报关文件。

   Q: Which country are the goods imported in?
   If you ship to multiple countries and one of them is the US, select the US. Otherwise, select the destination country you ship the most to.

   问:这些货物是从哪个国家进口的?

如果你发货到多个国家，其中一个是美国，请选择**美国**。否则，选择**运送最多的目的地国家**。

Q: Are you C-TPAT certified?
Customs- Trade Partnership Against Terrorism (C-TPAT) is a security program through US customs. Respond Yes if you are certified in the program.

问:你有 C-TPAT 认证吗?

反恐海关贸易伙伴关系(C-TPAT)是通过**美国海关**实施的一**项安全计划**。**如果你在程序中**

获得认证，**请回答** Yes。

Q: Please provide your company name as indicated in C-TPAT SVI monitoring partner portal.
Enter your company name as registered with CBP.

问:请**提供您公司在** c - tpat SVI **监测合作伙伴**系统**显示**的名称。

输入您在 CBP 注册的公司名称。

Q: Please check box to confirm that you will contact basco.ctpat@basco.com for instructions on completing C-TPAT questionnaire.
Contact us at the listed email address for further instructions.

问:请**勾选框确认您将联系** basco.ctpat@basco.com 了解填写 C-TPAT 问**卷的**说明。

如需进一步说**明**，**请与我**们**联系**。

Q: Are you shipping goods to Briggs & Stratton from a location located in a free trade zone or bonded area?
Please indicate if your shipping location is in a free trade zone or bonded area (International suppliers only)

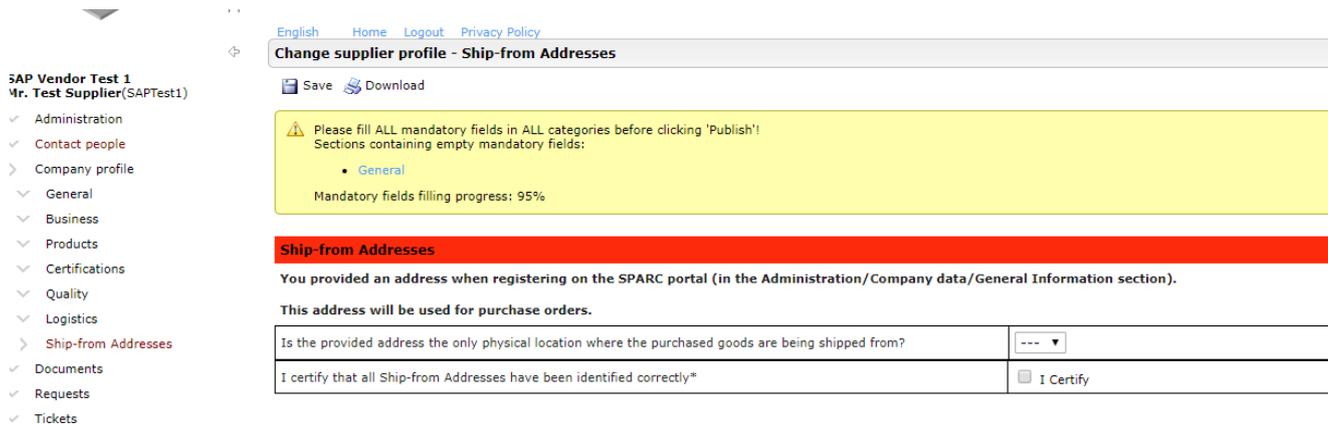问:你们是否将货物从位于自由贸易区或保税区的地点运往百力通?

请注明你的装运地点是否在自由贸易区或保税区(只适用于国际供应商)

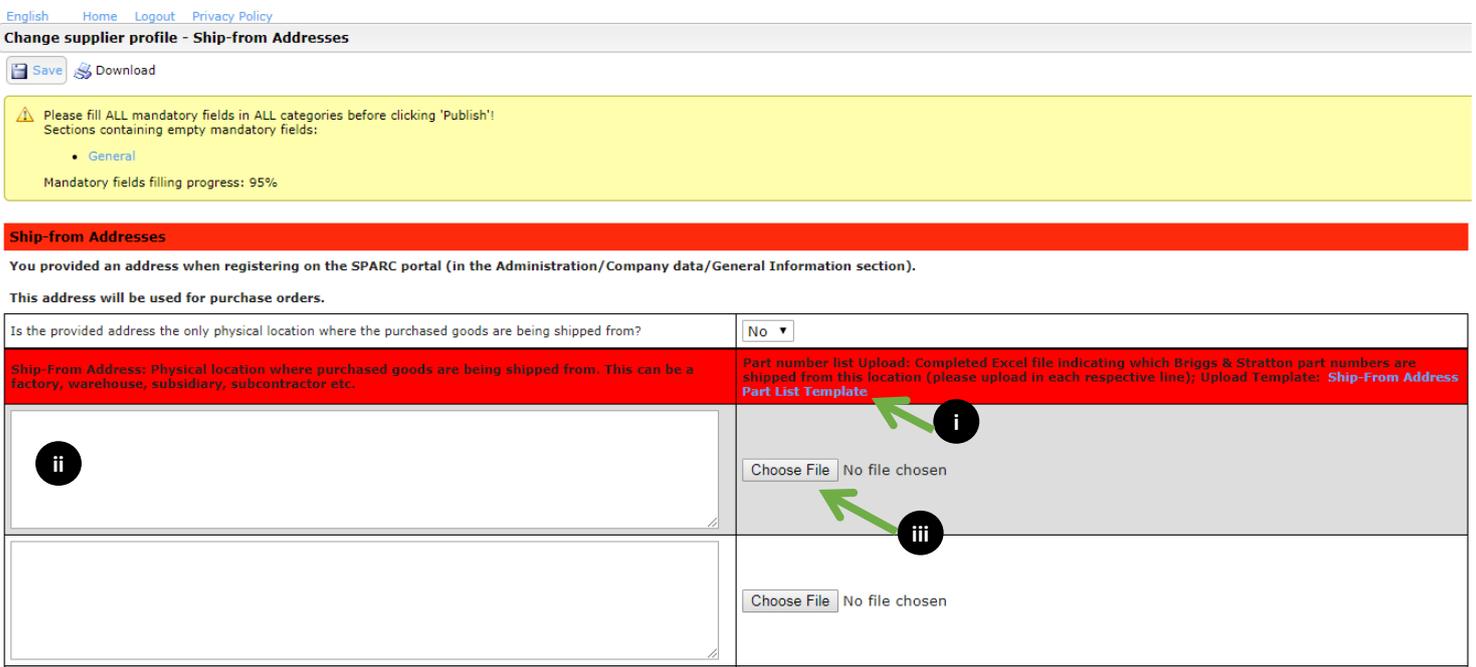3. Please check the "I certify" box to continue.
   请勾选"I certify"框以继续
   a. PLEASE NOTE: If you are a service provider, you will NOT see any logistics questions. Please check "I certify" and SAVE to complete this page.
   请注意: 如果您是服务提供商，您将不会看到任何物流问题。请勾选"I certify"并保存完成此页

Screen 7: Ship-From Addresses 发货地址

1. Please read the sentences in bold font explaining the use of the address you input at the beginning of registration. 请以粗体字阅读句子解释您在注册开始时输入的地址的使用。

2. Answer the question on if the address you provided is the ONLY location your company will be shipping parts to Briggs & Stratton from. 如果您提供的地址是您的公司将从 Briggs & Stratton 运送零件的唯一地点，请回答问题。

   a. 2A: If YES -- Continue to #3 below 如果 YES，继续到三号。

   b. 2B: If NO -- Complete table that shows up when the NO selection is made 如果 NO，填写 NO 的表格。

   i. Download the "Ship-From Address Part List Template" shown above. Save this to your computer and complete the required information

   下载上面显示的 " Ship-From Address Part List Template". 将其保存到您的电脑并王城所需的信息。

   ii. Input the address in the boxes on the left hand side. (Complete one box per ship-from address) 在左侧的框中输入地址 （每个发货地址填写一个方框）

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      iii.   Upload your part list to the corresponding address on the right hand side 在右侧，将您的零件清单上传到相应的地址

      iv.   Proceed to #3 below 继续到三号

3.   Please check the "I certify" box to continue. 请勾选"I certify" 框以继续。

    a.   PLEASE NOTE: If you are a Service or Logistics supplier, you will NOT see any ship-from questions. Please check "I certify" and SAVE to complete this page. 注意：如果您是服务或物流供应商，您将看不到任何出货问题。请勾选 "I certify " 并保存已完成此页面。

6. Publish Profile 公布资料

Once your entries are completed and SAVED, please publish your profile.

一旦完成并保存您的输入，请点击"Publish profile"

PLEASE NOTE THAT THE PROFILE MUST BE PUBLISHED TO COMPLETE THE REGISTRATION PROCESS.

请注意您填写的资料必须被公布才能完成整个注册流程

Thank you for registering and do not forget to update the information when anything changes!

贵司有任何信息变更请务必及时在 SPARC 中进行更新。感谢您参与 SPARC 的注册！