BRIGGS & STRATTON SUPPLIER PORTAL

USER MANUAL

APRIL 16, 2018 – VERSION 1

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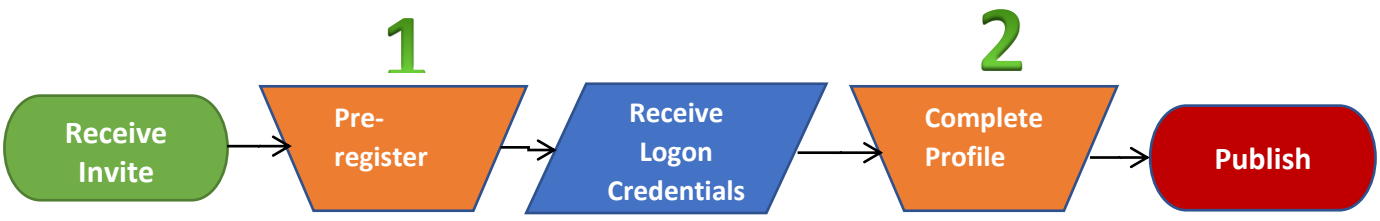
Registration

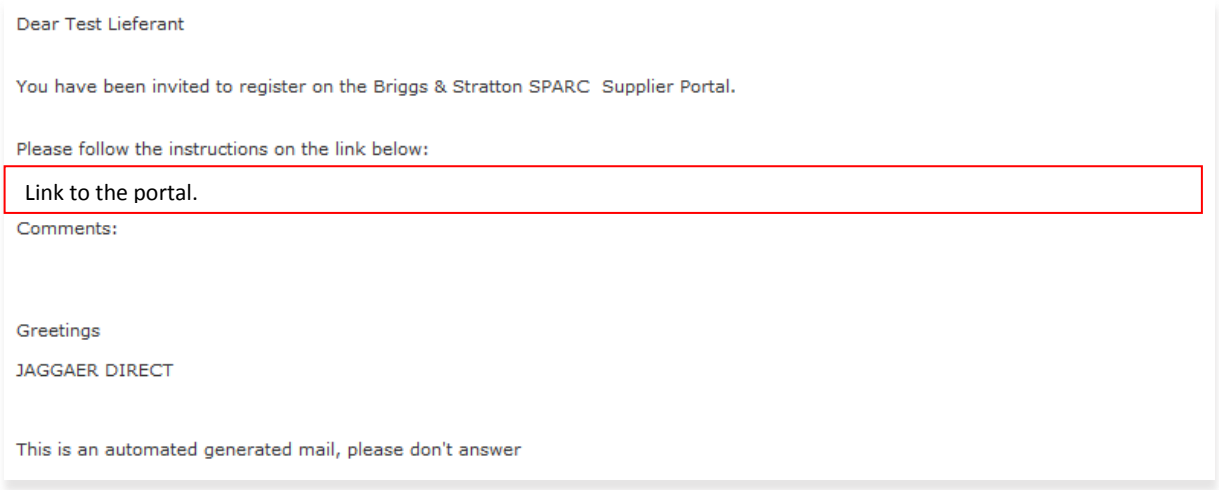
The SPARC registration will be completed in TWO parts. 1: Pre-registration 2: Company Profile (see graph). **To complete the process, you need to complete BOTH steps and PUBLISH the profile to Briggs & Stratton.**



Part 1: Complete the PRE-REGISTRATION.

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

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


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:

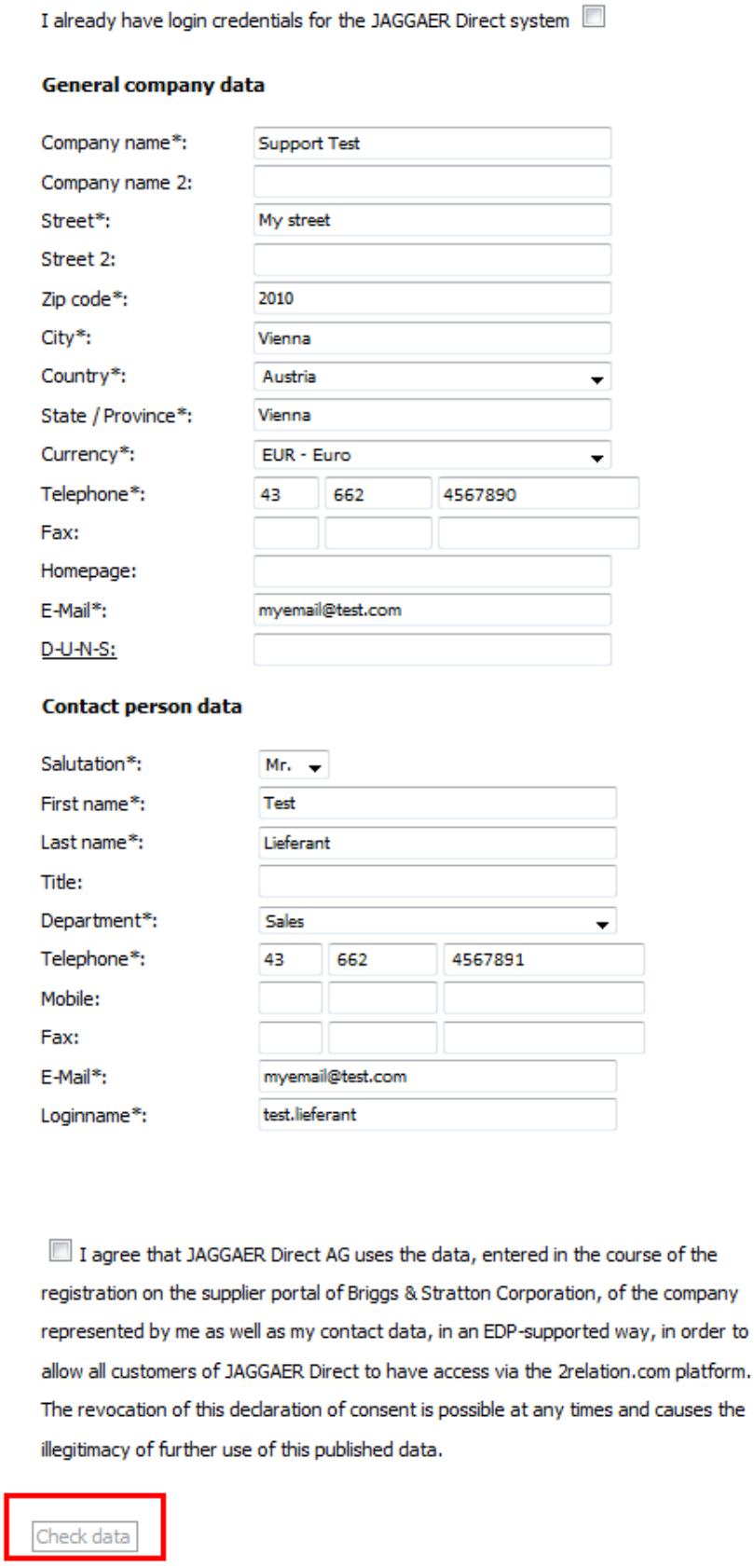
Greetings

JAGGAER DIRECT

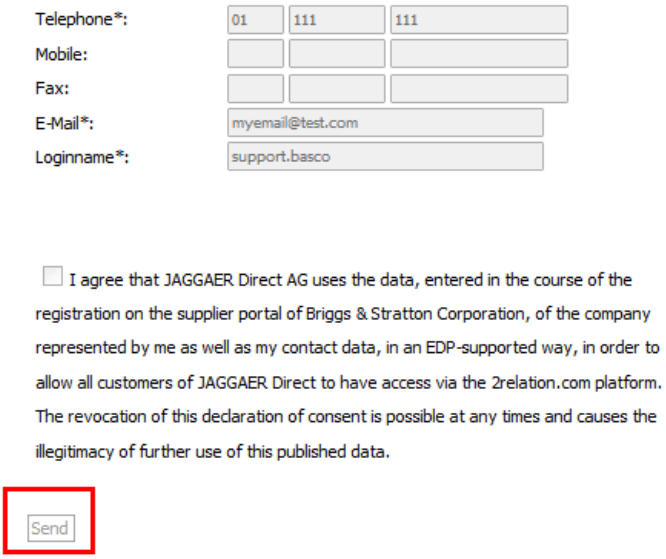
This is an automated generated mail, please don't answer

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

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)



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”:



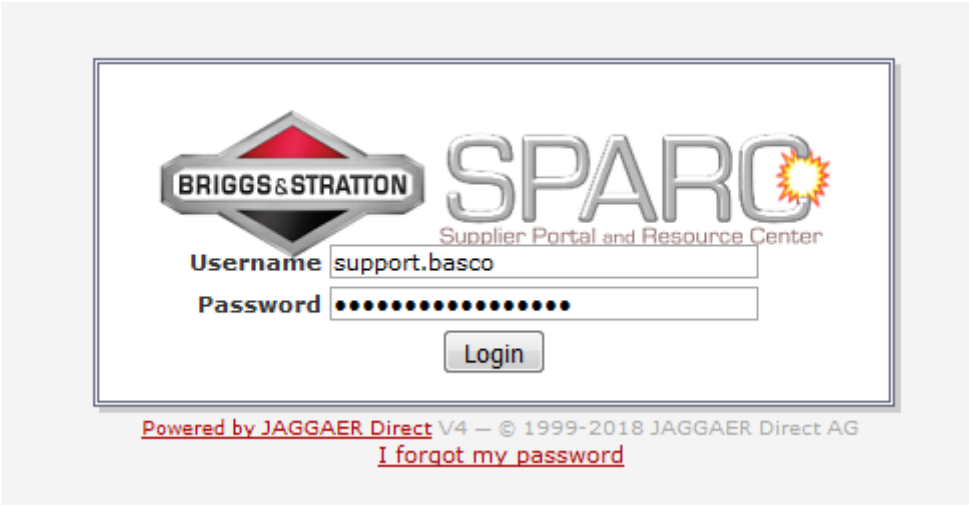
Checking the "I agree" box above is NOT mandatory to move on with the process.

Part 2: Complete the Supplier Portal Information including the COMPANY PROFILE.

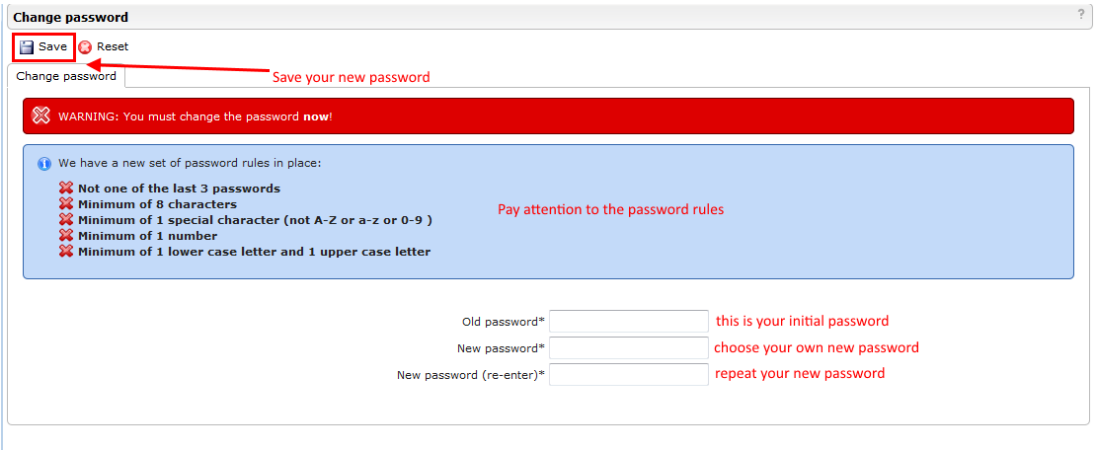
Now an e-mail containing your user credentials and a link to the supplier portal will be sent to you in an email titled "Briggs&Stratton SPARC Supplier Portal: Action required: Supplier profile incomplete":

Please follow the link and login to the portal.

*****THIS URL IS THE ACTUAL LINK TO THE SPARC PORTAL. PLEASE SAVE THIS LINK FOR FUTURE ACCESS****



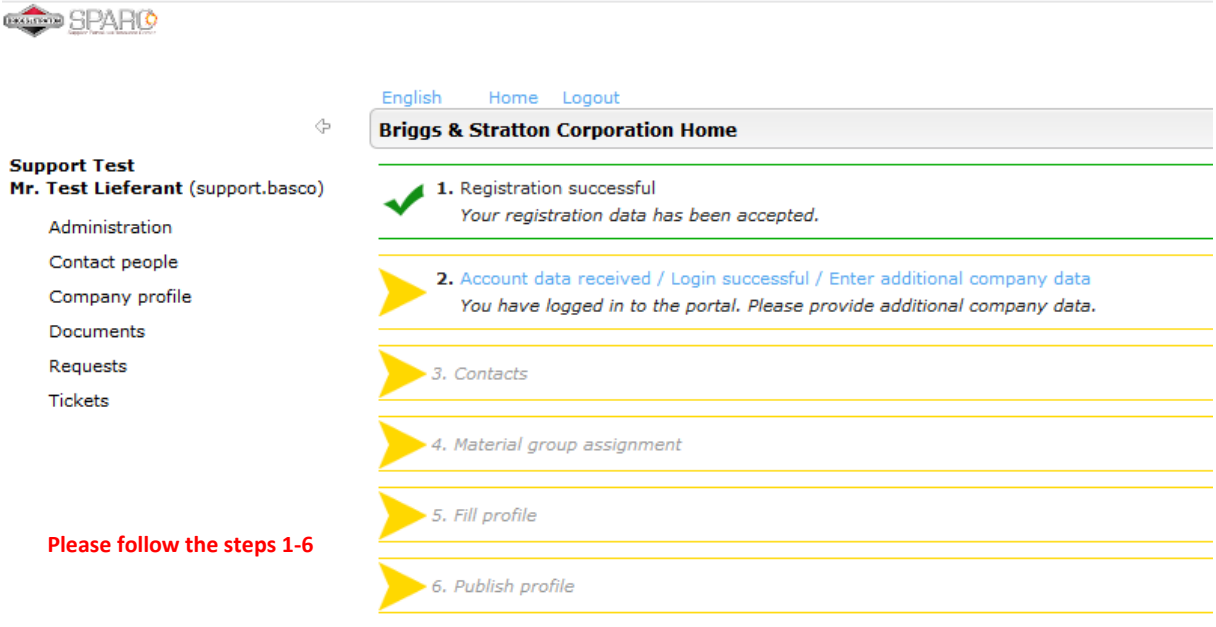
Once logged in using the temporary password from the email, you need to change your password:



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

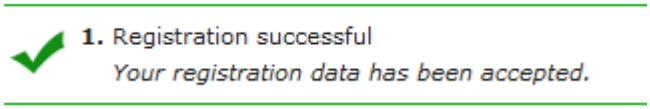
Six Steps to your Supplier Profile

The home page of the supplier portal will have six steps that need to be processed in order for your supplier profile to be completed.



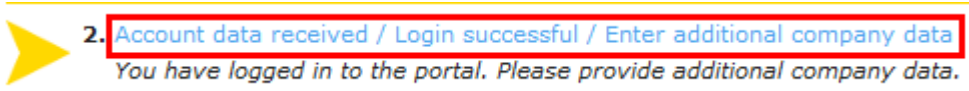
Below the individual steps are described in detail:

1. Registration successful

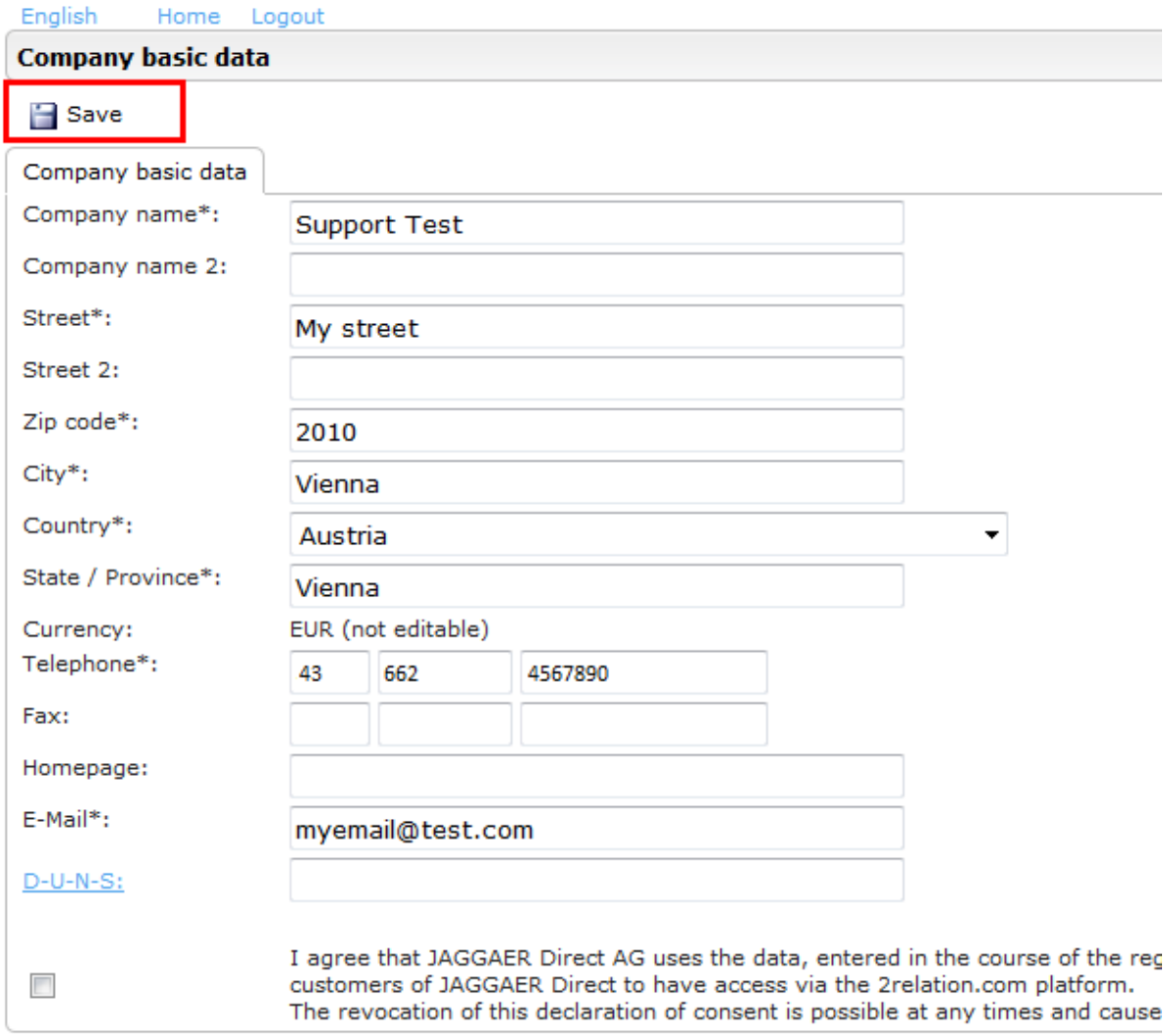


Congratulations! This one is done already.

2. Account data received / Login successful / Enter additional company data

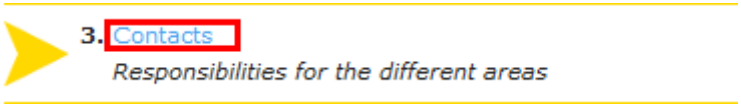


Please click on the link (highlighted in blue). Now your company details are displayed. Please verify the information and add any additional information if necessary and complete hitting SAVE.



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

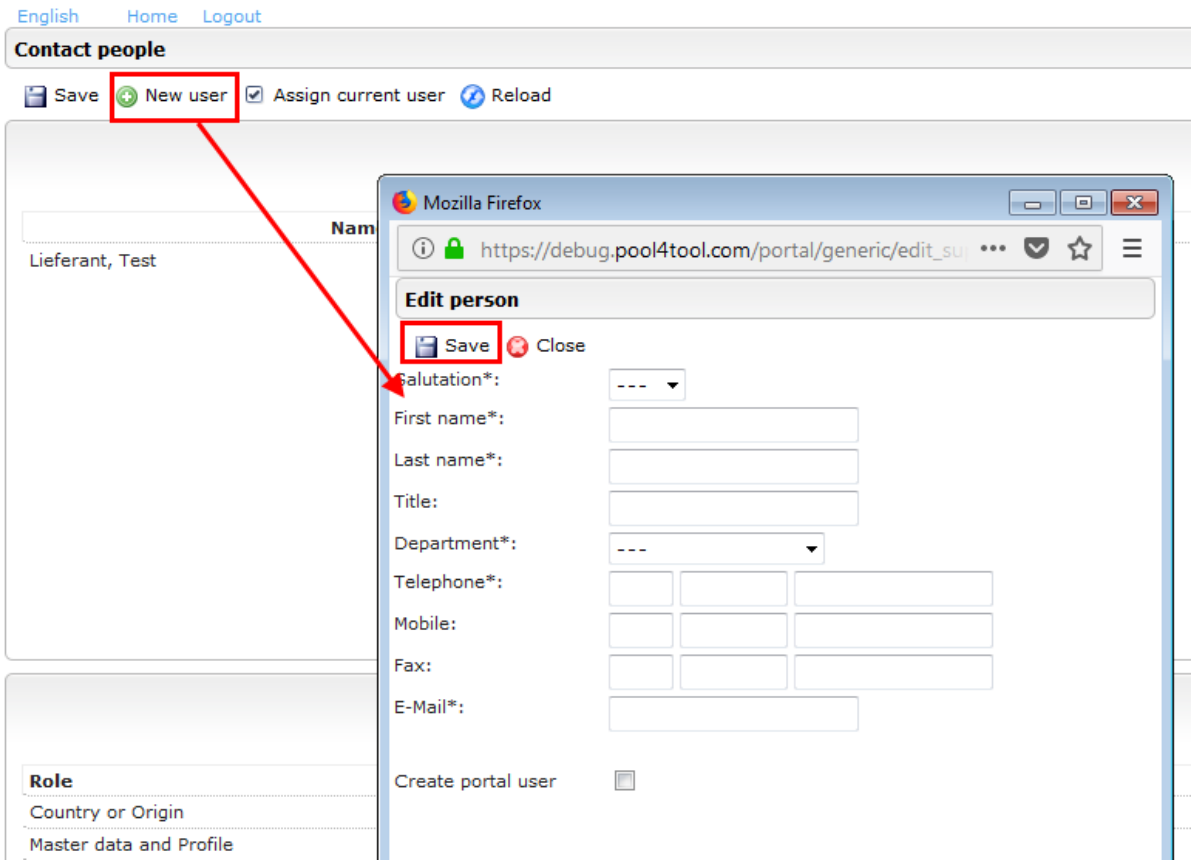
3. Contacts



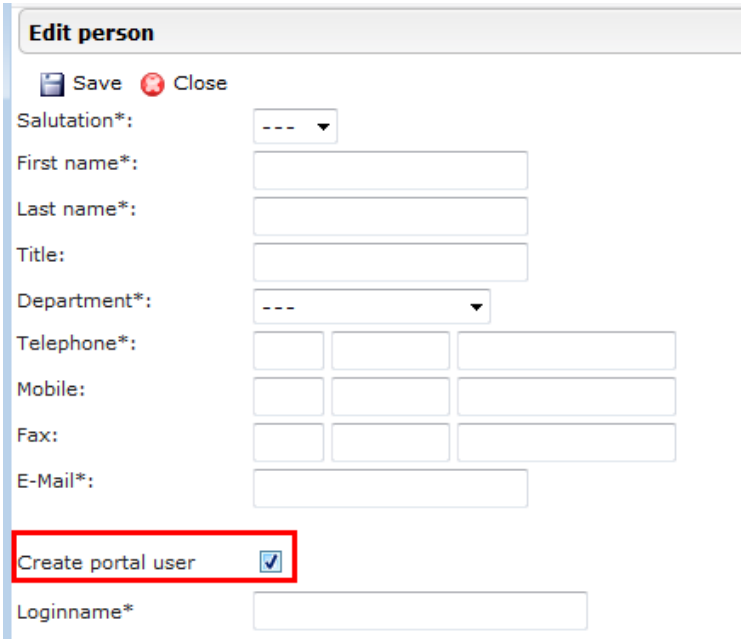
Please open the “Contacts”-area by clicking on the link (highlighted in blue).
Here you can add new contacts, portal accounts for users, and assign role responsibilities.

3.1. Add a new contact / user

To add a new contact / portal user please click on the button “New User”:



Fill in all mandatory data (marked with *):
Please enter telephone numbers in international format: Country Code + Area Code + Number.



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.

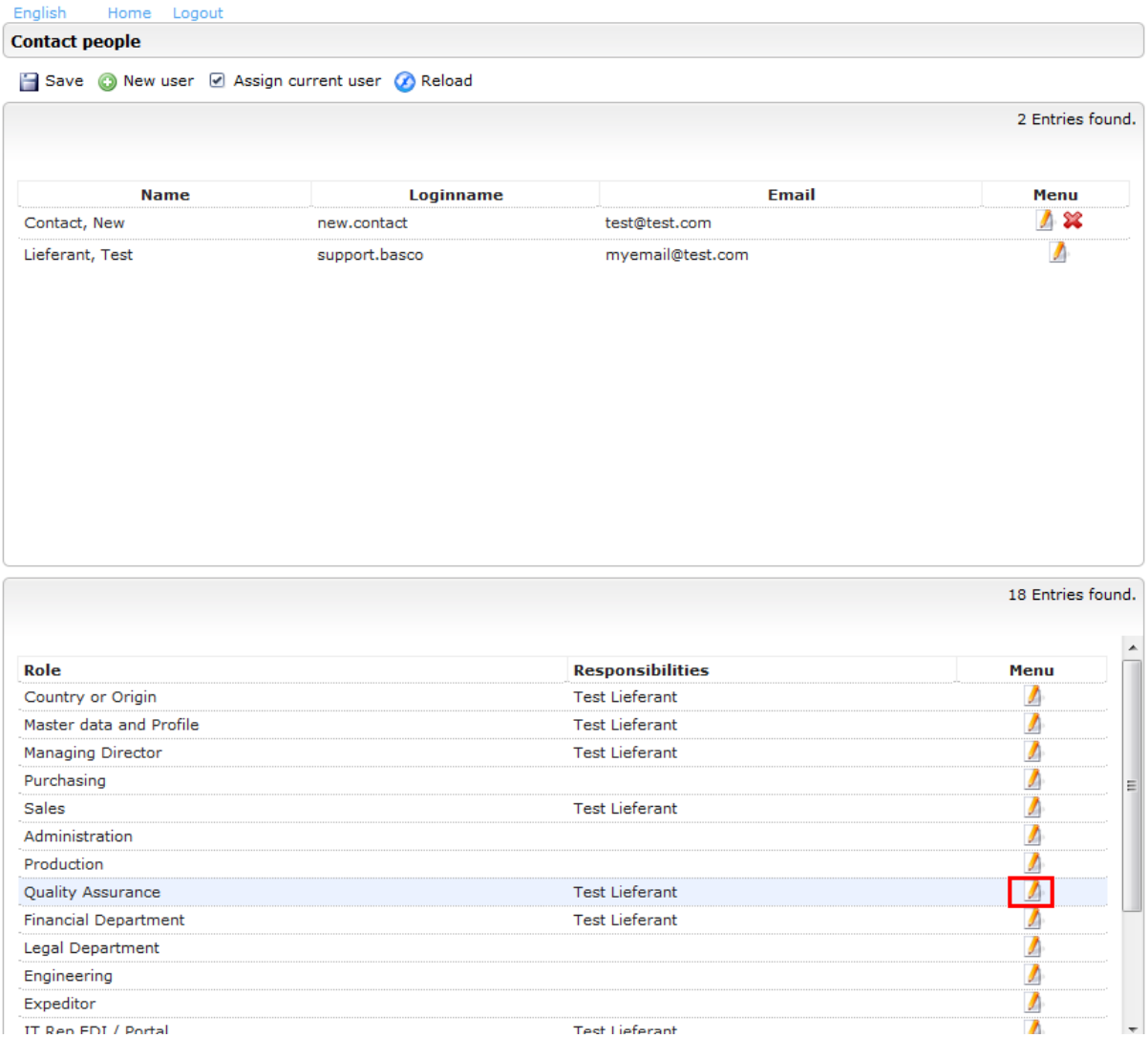
If the option “Create portal user” is checked you need to enter a login name. Upon saving, the new user will receive an email containing his/her user credentials and can use SPARC.

SAVE your entries when complete.

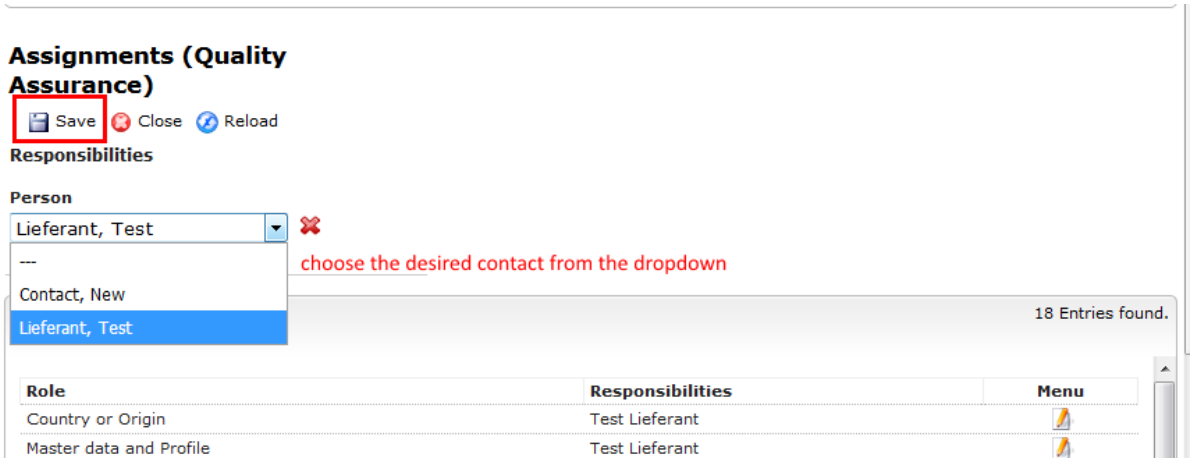
3.2. Maintain message responsibilities

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

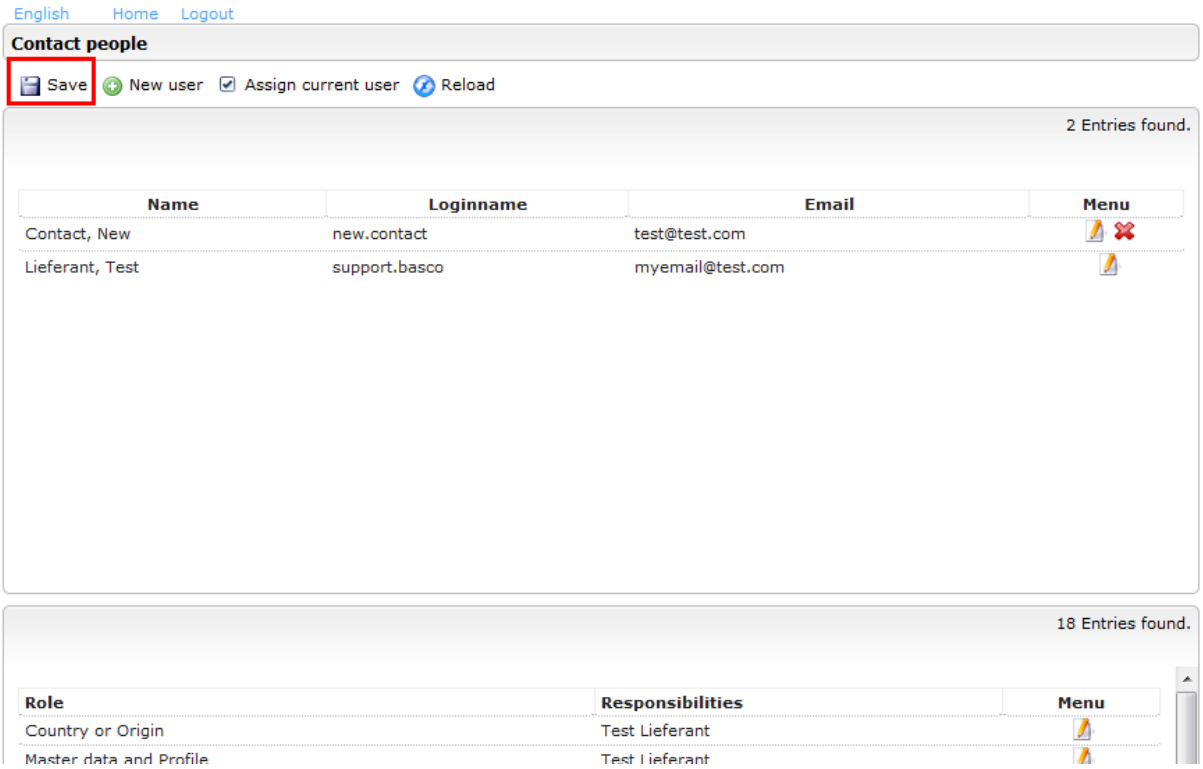
In order to add /change responsibilities please click on the “edit”-button (pencil and paper icon):



This opens a new area below:



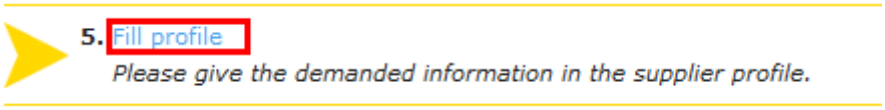
Please choose the desired contact from the dropdown. Once you're done, please click the "Save" the button on the top of the page:



4. Material Group Assignment

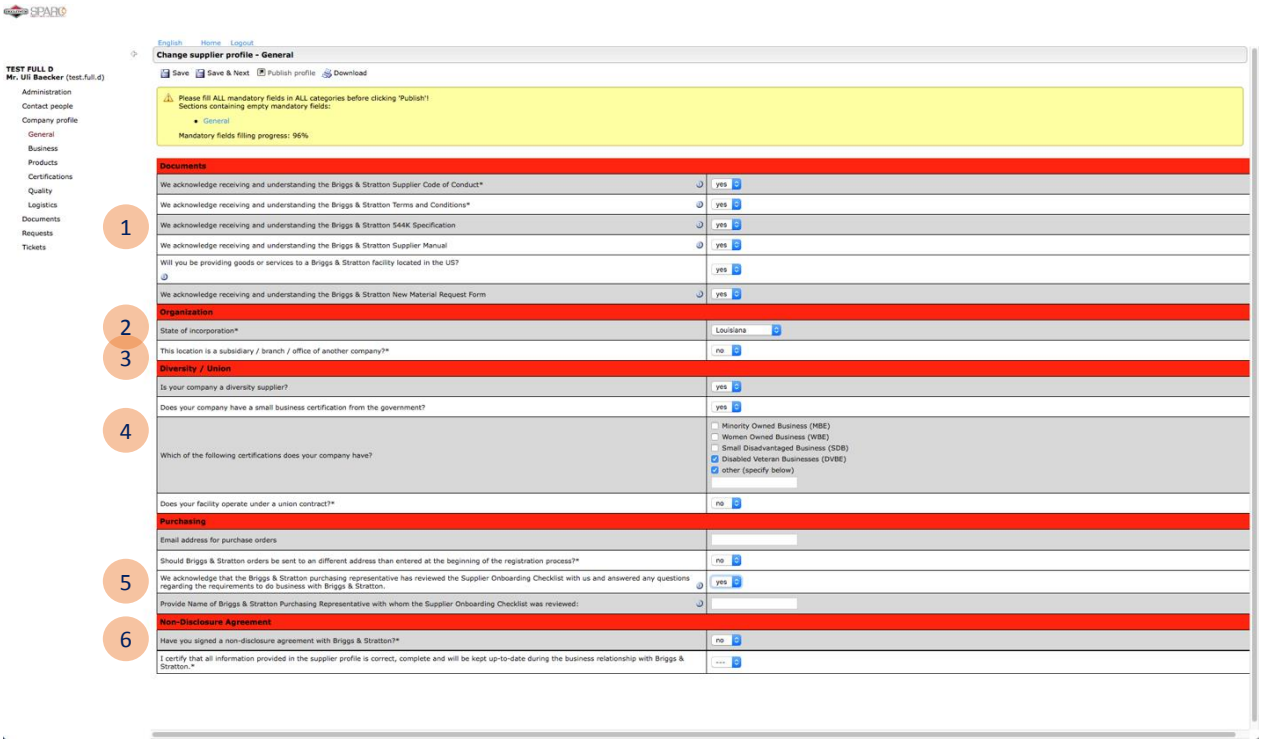
Back on the homepage you can see that the 4th Step has been skipped. This is because the commodity assignment will be done by Briggs and Stratton.

5. Fill Profile:



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.

Screen 1: General



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

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

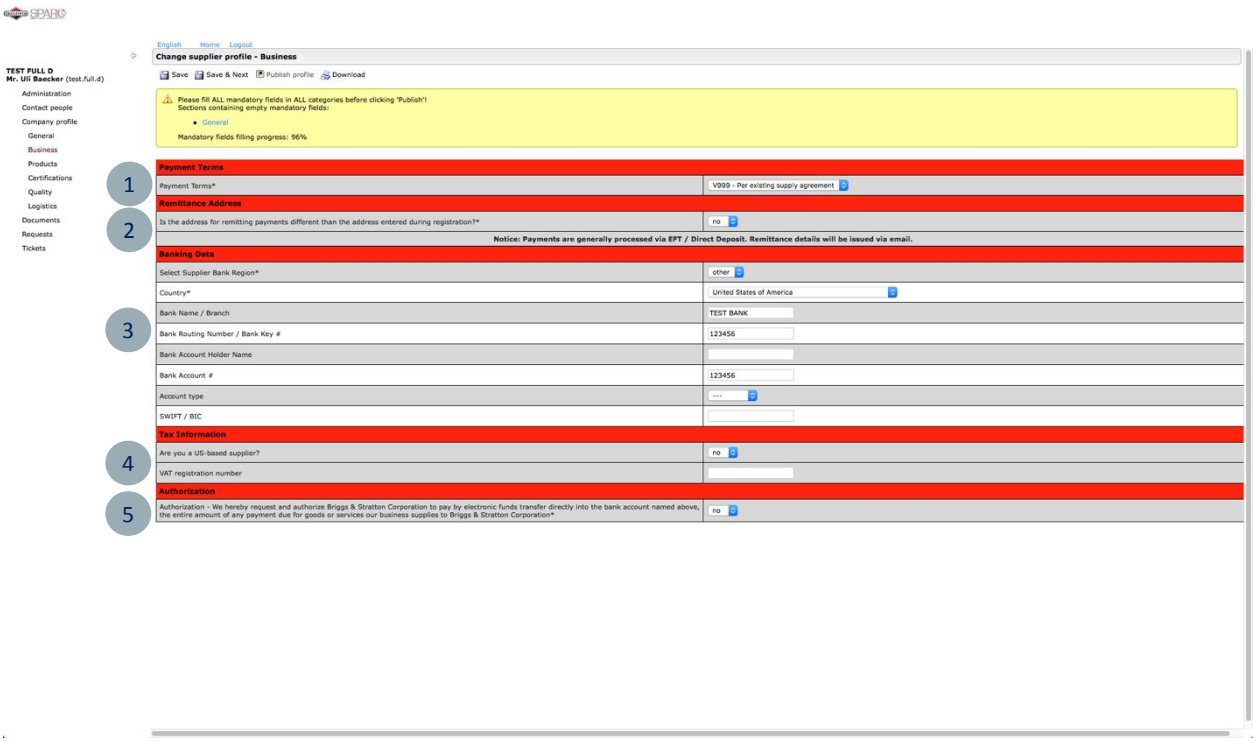
3. Please complete this question if you are a subsidiary of another company

4. For US-based suppliers only: Please complete this section if you are a diversity supplier.
   For non US-based suppliers: Fill in information if applicable. If not, select “No”.

5. 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.

6. 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.

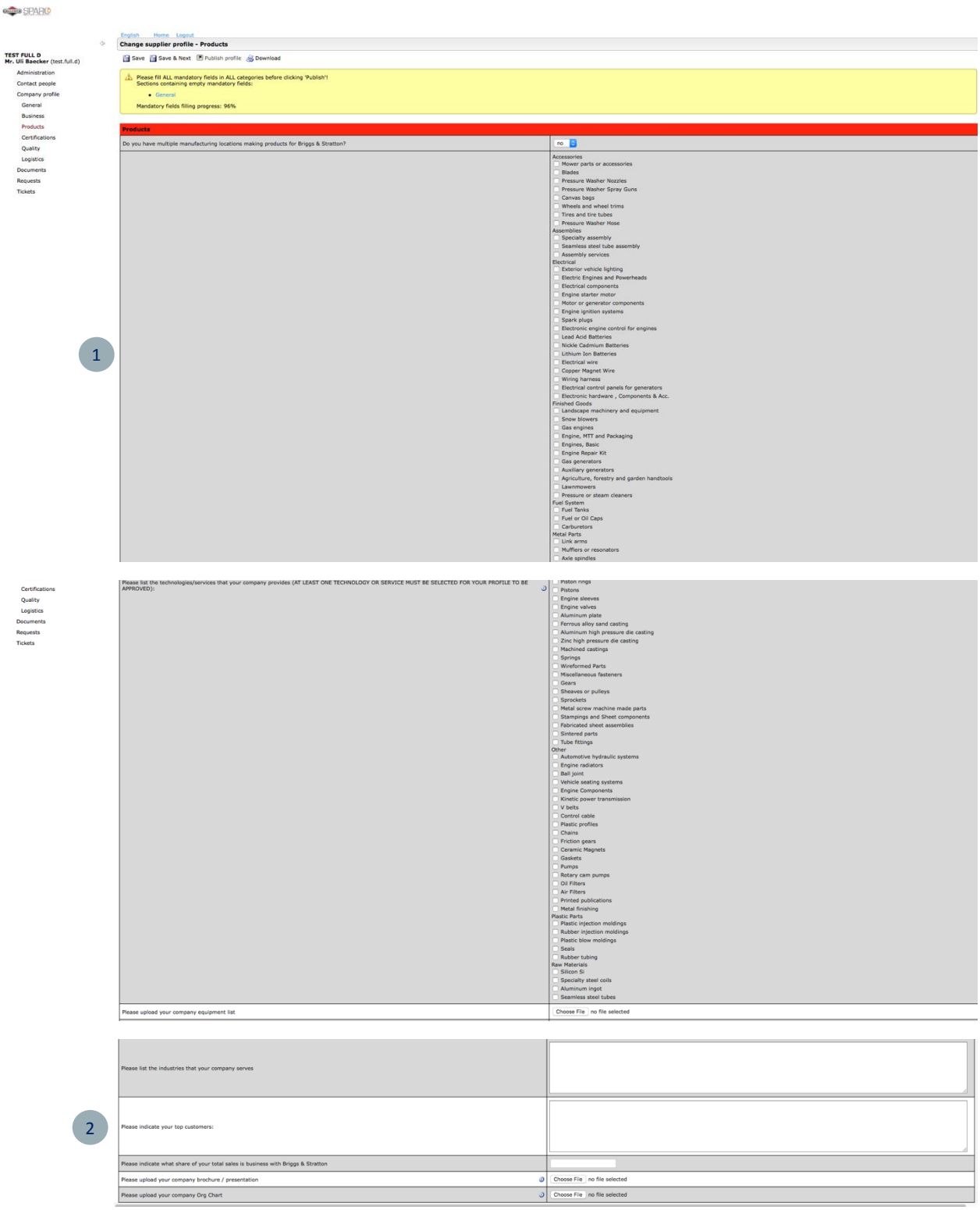
Screen 2: Business



1. Please select the applicable payment term. If your negotiated terms differ from the 2 standard terms offered, please select “Per supply agreement”.
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
3. Please complete your banking information. The required fields vary by region.
4. Please complete the tax information. US-based suppliers must select YES and complete the applicable questions.
5. Please provide your authorization to submit payments via electronic funds transfer. Failure to do so will result in payment delays.

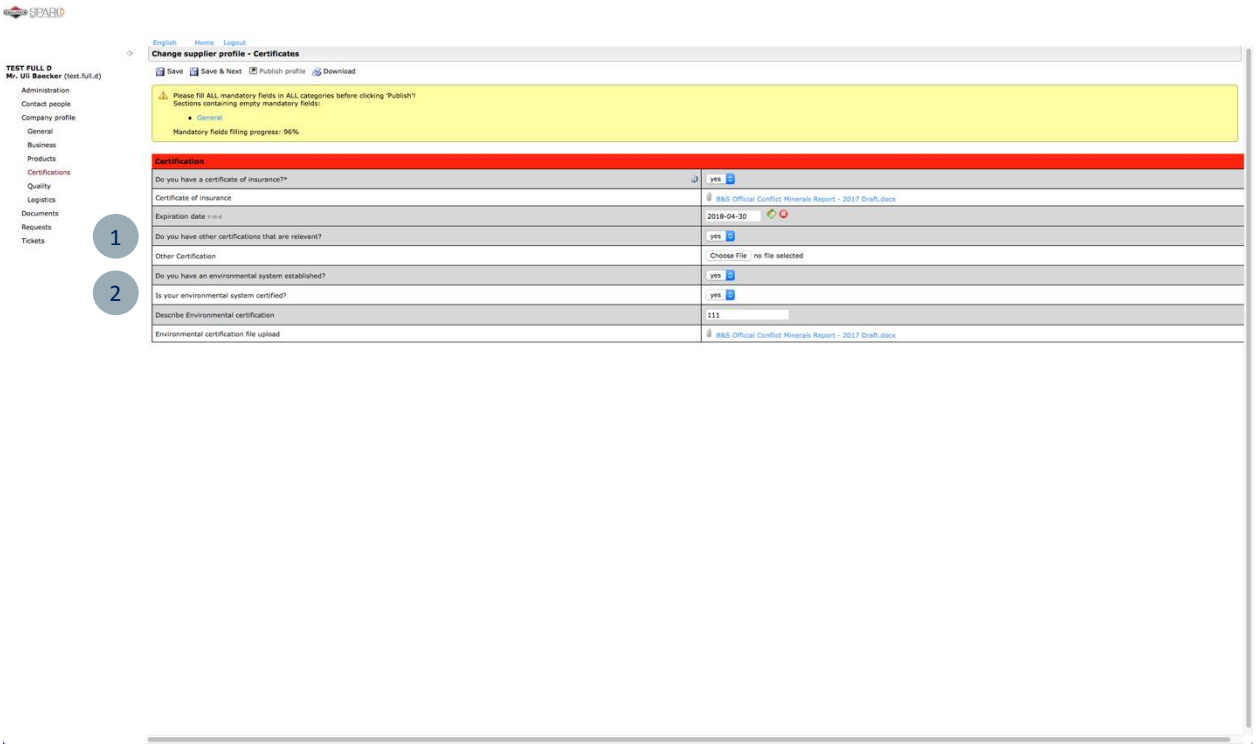
Screen 3: Products



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.

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

Screen 4: Certifications

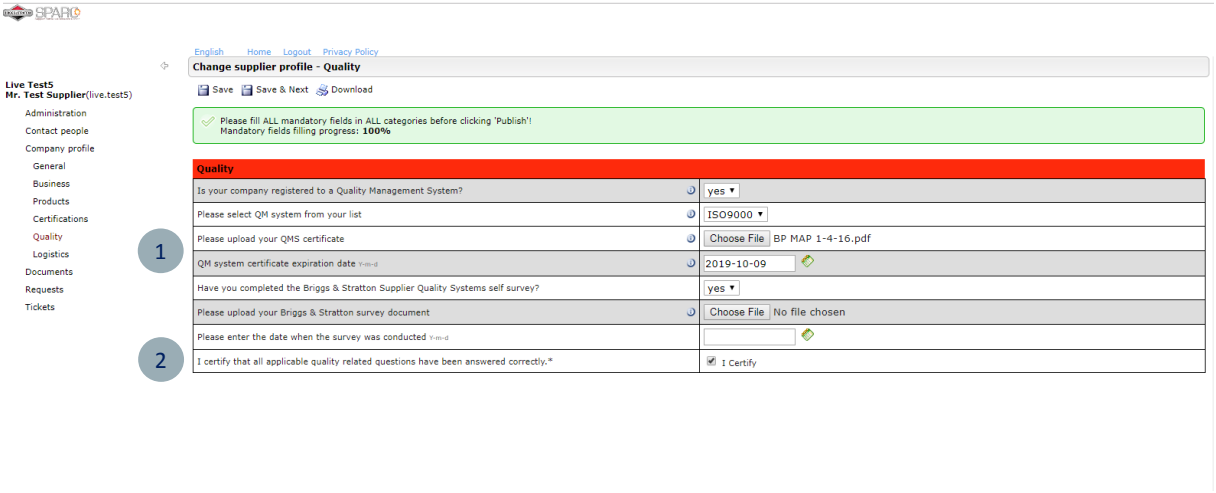


1. Certificate of Insurance naming Briggs & Stratton and all direct and indirect wholly owned subsidiaries as an additional insured is required. Coverage should include $5 million General/Excess Liability, $1 million Auto Liability, and Statutory Limits for Worker's Comp. Purchases of goods need to include 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.

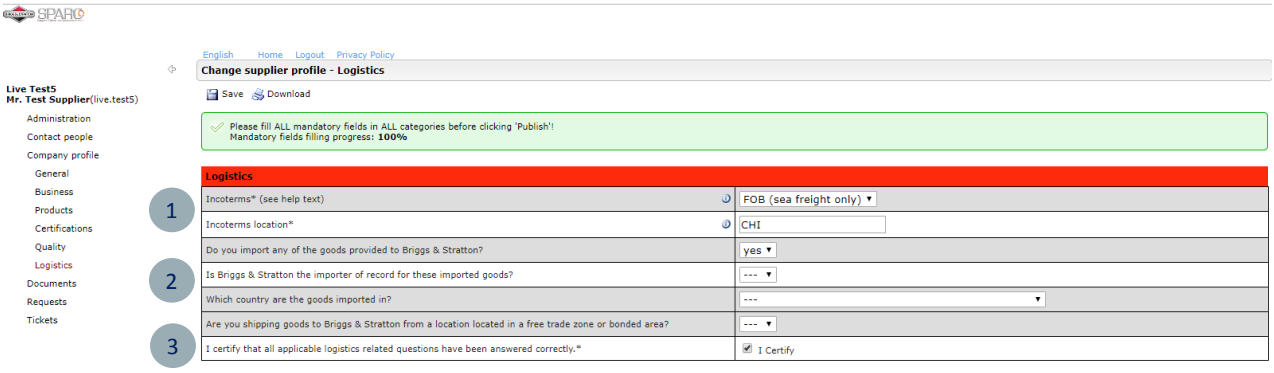
2. Please complete the section about your environmental system. Based on your answers, you will be asked a series of follow-up questions.

Screen 5: Quality



1. Please complete the section about quality system.
    - Upload an ISO certificate if applicable.
    - Upload a Briggs & Stratton supplier quality self-survey if applicable
2. Please check the “I certify” box to continue.
    - 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.

Screen 6: Logistics



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.

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:

   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.

   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.

   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.

   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.

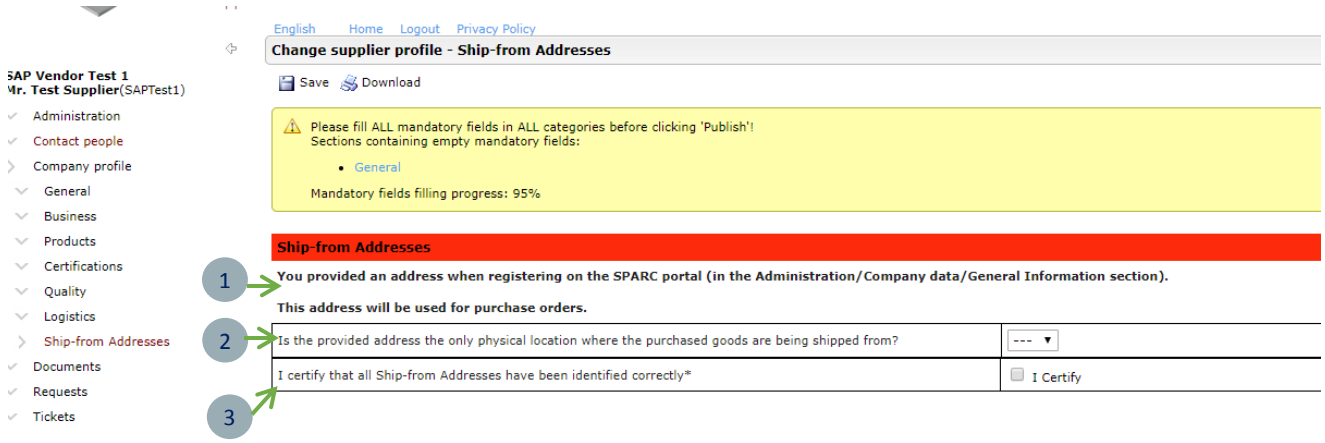
   Q: Please provide your company name as indicated in C-TPAT SVI monitoring partner portal.
   Enter your company name as registered with CBP.

   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.

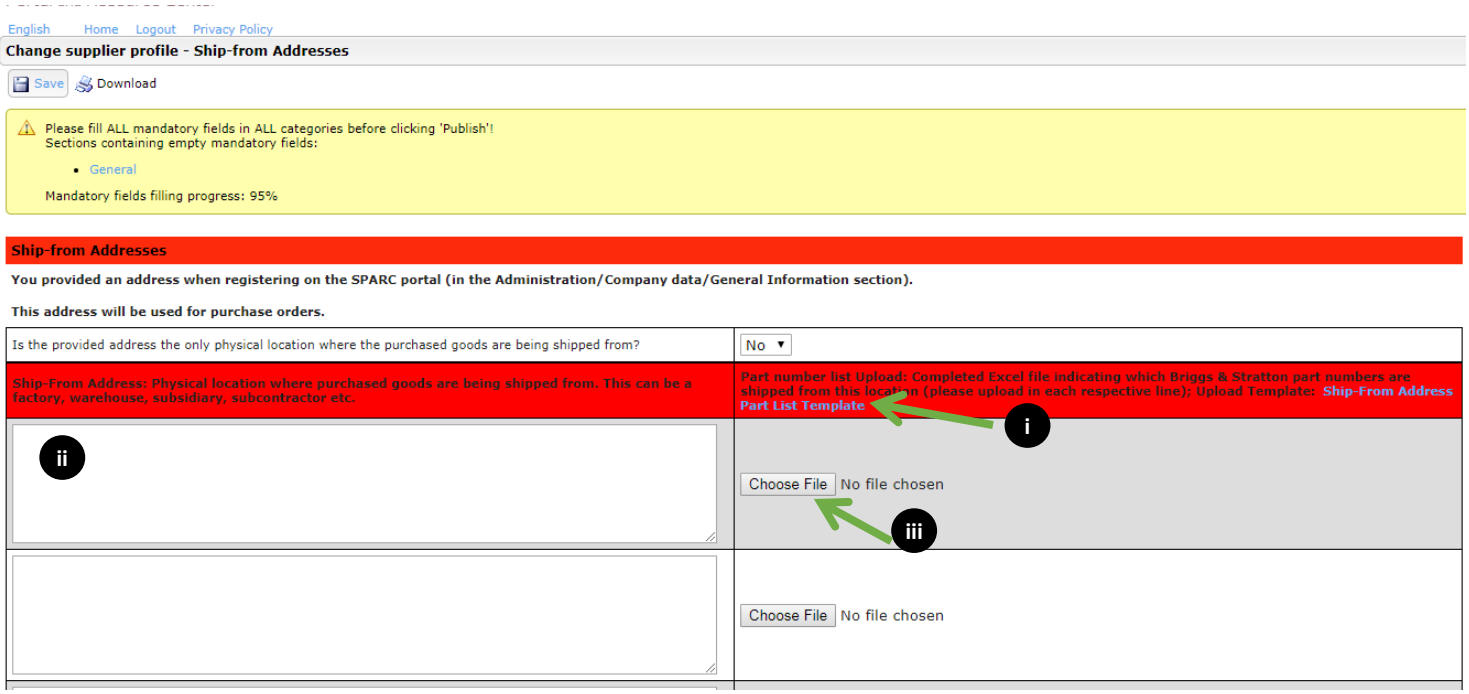
   Q: Are you shipping goods to Briggs & Stratton from a location located in a free trade zone or bonded area?
   Please indicate if your shipping location is in a free trade zone or bonded area (International suppliers only)

3. Please check the “I certify” box to continue.
   - 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.

Screen 7: Ship-From Addresses



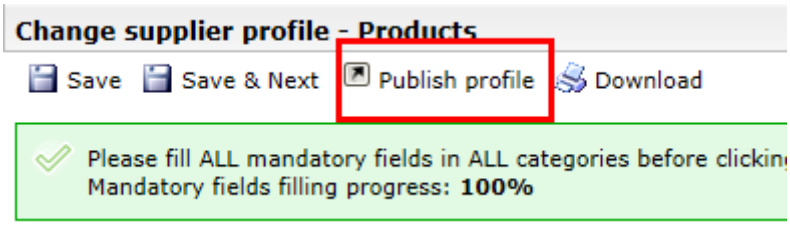
1. Please read the sentences in bold font explaining the use of the address you input at the beginning of registration.
2. Answer the question on if the address you provided is the ONLY location your company will be shipping parts to Briggs & Stratton from.
    - 2A: If YES -- Continue to #3 below
    - 2B: If NO -- Complete table that shows up when the NO selection is made



    i. Download the “Ship-From Address Part List Template” shown above. Save this to your computer and complete the required information
    ii. Input the address in the boxes on the left hand side. (Complete one box per ship-from address)
    iii. Upload your part list to the corresponding address on the right hand side
    iv. Proceed to #3 below
3. Please check the “I certify” box to continue.
    - PLEASE NOTE: If you are a Service provider or Logistics vendor, you will NOT see any ship-from questions. Please check "I certify" and SAVE to complete this page.

6. Publish Profile

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



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

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