



# BRIGGS & STRATTON SUPPLIER PORTAL USER MANUAL

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APRIL 16, 2018 - VERSION 1



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# Registration

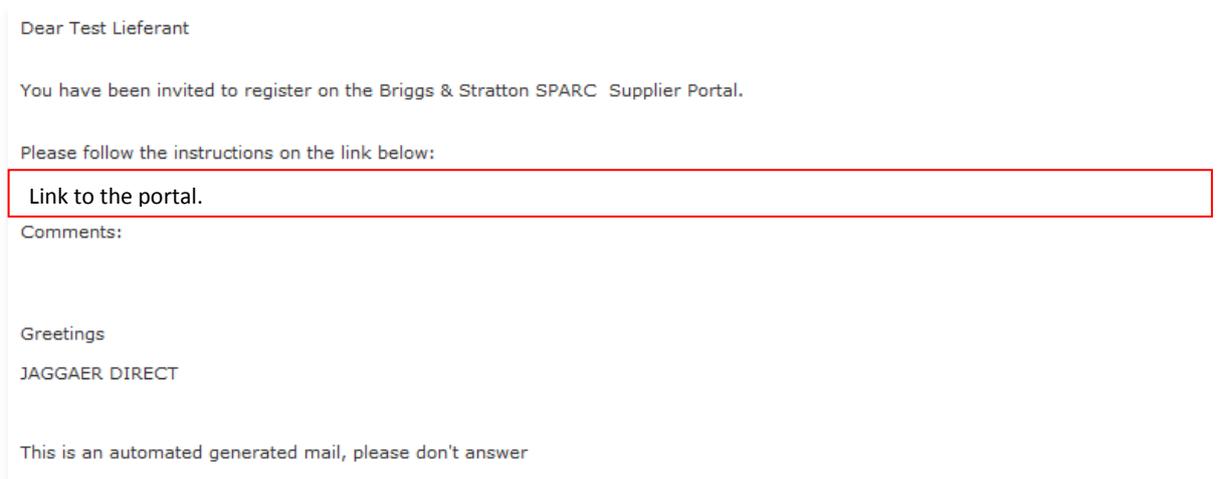
The SPARC registration will be completed in TWO parts. 1: Pre-registration 2: Company Profile (see graph). **To complete the process, you need to complete BOTH steps and PUBLISH the profile to Briggs & Stratton.**



## 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:



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)

I already have login credentials for the JAGGAER Direct system

### General company data

Company name*:	<input type="text" value="Support Test"/>
Company name 2:	<input type="text"/>
Street*:	<input type="text" value="My street"/>
Street 2:	<input type="text"/>
Zip code*:	<input type="text" value="2010"/>
City*:	<input type="text" value="Vienna"/>
Country*:	<input type="text" value="Austria"/>
State / Province*:	<input type="text" value="Vienna"/>
Currency*:	<input type="text" value="EUR - Euro"/>
Telephone*:	<input type="text" value="43"/> <input type="text" value="662"/> <input type="text" value="4567890"/>
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>
Homepage:	<input type="text"/>
E-Mail*:	<input type="text" value="myemail@test.com"/>
D-U-N-S:	<input type="text"/>

### Contact person data

Salutation*:	<input type="text" value="Mr."/>
First name*:	<input type="text" value="Test"/>
Last name*:	<input type="text" value="Lieferant"/>
Title:	<input type="text"/>
Department*:	<input type="text" value="Sales"/>
Telephone*:	<input type="text" value="43"/> <input type="text" value="662"/> <input type="text" value="4567891"/>
Mobile:	<input type="text"/> <input type="text"/> <input type="text"/>
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>
E-Mail*:	<input type="text" value="myemail@test.com"/>
Loginname*:	<input type="text" value="test.lieferant"/>

I agree that JAGGAER Direct AG uses the data, entered in the course of the registration on the supplier portal of Briggs & Stratton Corporation, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of JAGGAER Direct to have access via the 2relation.com platform. The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

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":

Telephone\*: 01 111 111  
 Mobile:   
 Fax:   
 E-Mail\*: myemail@test.com  
 Loginname\*: support.basco

I agree that JAGGAER Direct AG uses the data, entered in the course of the registration on the supplier portal of Briggs & Stratton Corporation, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of JAGGAER Direct to have access via the 2relation.com platform. The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

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":

Loginname: support.basco  
 Password: Ire.AApFerdac7ca3  
 Login:  
<https://www.pool4tool.com/portal/basco>

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:

Change password

Save Reset

Change password Save your new password

**WARNING: You must change the password now!**

We have a new set of password rules in place:

- ✘ Not one of the last 3 passwords
- ✘ Minimum of 8 characters
- ✘ Minimum of 1 special character (not A-Z or a-z or 0-9)
- ✘ Minimum of 1 number
- ✘ Minimum of 1 lower case letter and 1 upper case letter

Pay attention to the password rules

Old password\*  this is your initial password

New password\*  choose your own new password

New password (re-enter)\*  repeat your new 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.

 English Home Logout

**Briggs & Stratton Corporation Home**

**Support Test**  
**Mr. Test Lieferant** (support.basco)

- Administration
- Contact people
- Company profile
- Documents
- Requests
- Tickets

**Please follow the steps 1-6**

-  **1. Registration successful**  
Your registration data has been accepted.
-  **2. Account data received / Login successful / Enter additional company data**  
You have logged in to the portal. Please provide additional company data.
-  **3. Contacts**
-  **4. Material group assignment**
-  **5. Fill profile**
-  **6. Publish profile**

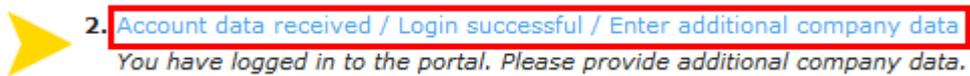
Below the individual steps are described in detail:

### 1. Registration successful

 **1. Registration successful**  
Your registration data has been accepted.

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.

[English](#)   [Home](#)   [Logout](#)

### Company basic data

Company basic data

Company name\*:

Company name 2:

Street\*:

Street 2:

Zip code\*:

City\*:

Country\*:

State / Province\*:

Currency: EUR (not editable)

Telephone\*:

Fax:

Homepage:

E-Mail\*:

[D-U-N-S:](#)

I agree that JAGGAER Direct AG uses the data, entered in the course of the reg customers of JAGGAER Direct to have access via the 2relation.com platform. The revocation of this declaration of consent is possible at any times and cause

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

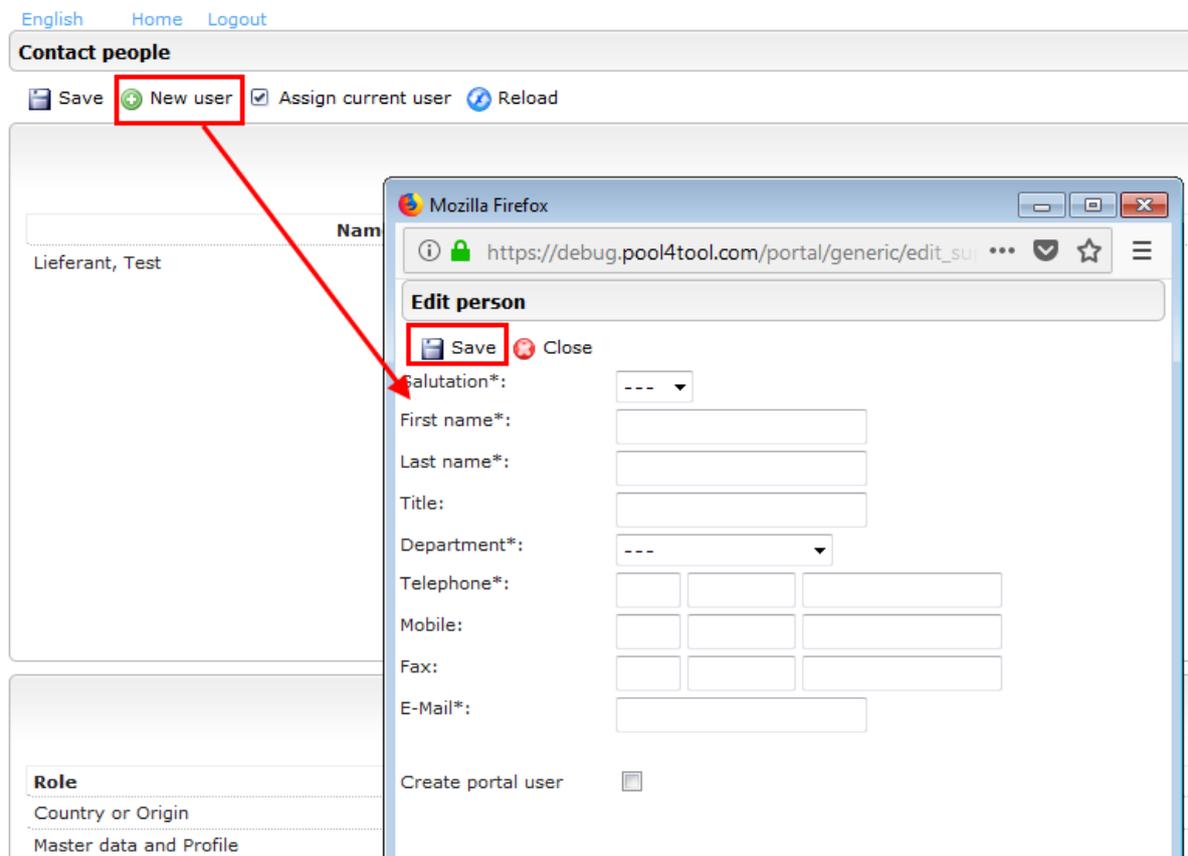
## 3. Contacts



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.

The 'Edit person' form contains the following fields: Salutation\* (dropdown), First name\* (text), Last name\* (text), Title (text), Department\* (dropdown), Telephone\* (three text boxes), Mobile (three text boxes), Fax (three text boxes), E-Mail\* (text), and a checkbox for 'Create portal user'. The 'Create portal user' checkbox is highlighted with a red box. Below this checkbox is a text field for 'Loginname\*'.

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):

English Home Logout

**Contact people**

Save New user Assign current user Reload

2 Entries found.

Name	Loginname	Email	Menu
Contact, New	new.contact	test@test.com	 
Lieferant, Test	support.basco	myemail@test.com	

18 Entries found.

Role	Responsibilities	Menu
Country or Origin	Test Lieferant	
Master data and Profile	Test Lieferant	
Managing Director	Test Lieferant	
Purchasing		
Sales	Test Lieferant	
Administration		
Production		
Quality Assurance	Test Lieferant	
Financial Department	Test Lieferant	
Legal Department		
Engineering		
Expeditor		
IT Ren EDI / Portal	Test Lieferant	

This opens a new area below:

### Assignments (Quality Assurance)

Save Close Reload

#### Responsibilities

##### Person

Lieferant, Test 

---

Contact, New

Lieferant, Test

choose the desired contact from the dropdown

18 Entries found.

Role	Responsibilities	Menu
Country or Origin	Test Lieferant	
Master data and Profile	Test Lieferant	

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

English Home Logout

**Contact people**

 Save  New user  Assign current user  Reload

2 Entries found.

Name	Loginname	Email	Menu
Contact, New	new.contact	test@test.com	 
Lieferant, Test	support.basco	myemail@test.com	

18 Entries found.

Role	Responsibilities	Menu
Country or Origin	Test Lieferant	
Master data and Profile	Test Lieferant	

## 4. Material Group Assignment

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

## 5. Fill Profile:

- 
-  5. **Fill profile**  
Please give the demanded information in the supplier 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

**TEST FULL D**  
Mr. UII Baecker (test.full.d)

Administration  
Contact people  
Company profile  
General  
Business  
Products  
Certifications  
Quality  
Logistics  
Documents  
Requests  
Tickets

English Home Logout

**Change supplier profile - General**

Save Save & Next Publish profile Download

**Please fill ALL mandatory fields in ALL categories before clicking "Publish!"**  
Sections containing empty mandatory fields:  
\* General  
Mandatory fields filling progress: 96%

**Documents**

We acknowledge receiving and understanding the Briggs & Stratton Supplier Code of Conduct\*  yes  no

We acknowledge receiving and understanding the Briggs & Stratton Terms and Conditions\*  yes  no

**1** We acknowledge receiving and understanding the Briggs & Stratton 544K Specification  yes  no

We acknowledge receiving and understanding the Briggs & Stratton Supplier Manual  yes  no

Will you be providing goods or services to a Briggs & Stratton facility located in the US?  yes  no

We acknowledge receiving and understanding the Briggs & Stratton New Material Request Form  yes  no

**Organization**

**2** State of incorporation\* Louisiana

**3** This location is a subsidiary / branch / office of another company?\* no

**Diversity / Union**

**4** Is your company a diversity supplier?  yes  no

Does your company have a small business certification from the government?  yes  no

Which of the following certifications does your company have?  
 Minority Owned Business (MBE)  
 Women Owned Business (WOB)  
 Small Disadvantaged Business (SDB)  
 Disabled Veteran Businesses (DVB)  
 other (specify below)

Does your facility operate under a union contract?\* no

**Purchasing**

Email address for purchase orders

**5** Should Briggs & Stratton orders be sent to an different address than entered at the beginning of the registration process?\* no

We acknowledge that the Briggs & Stratton purchasing representative has reviewed the Supplier Onboarding Checklist with us and answered any questions regarding the requirements to do business with Briggs & Stratton.  yes  no

Provide Name of Briggs & Stratton Purchasing Representative with whom the Supplier Onboarding Checklist was reviewed:

**6** **Non-Disclosure Agreement**

Have you signed a non-disclosure agreement with Briggs & Stratton?\* no

I certify that all information provided in the supplier profile is correct, complete and will be kept up-to-date during the business relationship with Briggs & Stratton.\*

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

**Change supplier profile - Business**

Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'.  
Sections containing empty mandatory fields:  
• General  
Mandatory fields filling progress: 96%

**1** **Payment Terms**  
Payment Terms\* v999 - Per existing supply agreement

**2** **Remittance Address**  
Is the address for remitting payments different than the address entered during registration?\* no  
*Notice: Payments are generally processed via EFT / Direct Deposit. Remittance details will be issued via email.*

**3** **Banking Data**  
Select Supplier Bank Region\* other  
Country\* United States of America  
Bank Name / Branch TEST BANK  
Bank Routing Number / Bank Key # 123456  
Bank Account Holder Name  
Bank Account # 123456  
Account type  
SWIFT / BIC

**4** **Tax Information**  
Are you a US-based supplier? no  
VAT registration number

**5** **Authorization**  
Authorization - We hereby request and authorize Briggs & Stratton Corporation to pay by electronic funds transfer directly into the bank account named above, the entire amount of any payment due for goods or services our business supplies to Briggs & Stratton Corporation? no

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

**Change supplier profile - Products**

Please fill ALL mandatory fields in ALL categories before clicking "Publish"! Sections containing empty mandatory fields:

- General

Mandatory fields filling progress: 96%

**Products**

Do you have multiple manufacturing locations making products for Briggs & Stratton?

1

Please list the technologies/services that your company provides (AT LEAST ONE TECHNOLOGY OR SERVICE MUST BE SELECTED FOR YOUR PROFILE TO BE APPROVED):

2

Please upload your company equipment list

Please list the industries that your company serves

Please indicate your top customers:

Please indicate what share of your total sales is business with Briggs & Stratton

Please upload your company brochure / presentation

Please upload your company Org Chart

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

English Home Logout

Change supplier profile - Certifications

Save Save & Next Publish profile Download

Please fill ALL mandatory fields in ALL categories before clicking Publish!  
Sections containing empty mandatory fields:  
• General  
Mandatory fields filing progress: 96%

Certification	
Do you have a certificate of insurance?	yes
Certificate of insurance	B&S Official Conflict Minerals Report - 2017 Draft.docx
Expiration date	2018-04-30
Do you have other certifications that are relevant?	yes
Other Certification	Choose File no file selected
Do you have an environmental system established?	yes
Is your environmental system certified?	yes
Describe Environmental certification	111
Environmental certification file upload	B&S Official Conflict Minerals Report - 2017 Draft.docx

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.
  - Please 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](mailto: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

The screenshot displays the SAP Vendor Test 1 interface for 'Mr. Test Supplier(SAPTest1)'. The left-hand navigation menu includes sections like Administration, Contact people, Company profile, General, Business, Products, Certifications, Quality, Logistics, Ship-from Addresses (highlighted), Documents, Requests, and Tickets. The main content area is titled 'Change supplier profile - Ship-From Addresses' and features a 'Save' button and a 'Download' button. A prominent yellow warning box states: 'Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Sections containing empty mandatory fields: General. Mandatory fields filling progress: 95%'. Below this, a red header reads 'Ship-From Addresses'. Three numbered callouts are present: 1 points to the warning box; 2 points to the question 'Is the provided address the only physical location where the purchased goods are being shipped from?' which has a dropdown menu; 3 points to the 'I certify that all Ship-from Addresses have been identified correctly\*' statement, which includes an 'I Certify' checkbox.

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

English Home Logout Privacy Policy

**Change supplier profile - Ship-from Addresses**

Save Download

**Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!**  
Sections containing empty mandatory fields:

- General

Mandatory fields filling progress: 95%

---

**Ship-from Addresses**

You provided an address when registering on the SPARC portal (in the Administration/Company data/General Information section).

This address will be used for purchase orders.

Is the provided address the only physical location where the purchased goods are being shipped from?	No ▾
<b>Ship-From Address: Physical location where purchased goods are being shipped from. This can be a factory, warehouse, subsidiary, subcontractor etc.</b>	<b>Part number list Upload: Completed Excel file indicating which Briggs &amp; Stratton part numbers are shipped from this location (please upload in each respective line); Upload Template: Ship-From Address Part List Template.</b>
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p style="text-align: center;">ii</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">i</p> <p>Choose File No file chosen</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">iii</p> <p>Choose File No file chosen</p> </div>

- 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.

**Change supplier profile - Products**

Save Save & Next **Publish profile** Download

✓ Please fill ALL mandatory fields in ALL categories before clicking. Mandatory fields filling progress: **100%**

**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!**