



JAGGAER MANUAL - SUPPLIERS

MARCH 2026

Executive Summary

Welcome to the **Supplier Manual** for Verisure and its affiliated entities. As a valued supplier, your role is pivotal in our dynamic procurement ecosystem. The manual provides a concise guide for Verisure suppliers on how to register, complete required qualification forms, manage users, and navigate the platform to participate efficiently in procurement processes, ensuring transparency, compliance, and a smooth end-to-end onboarding experience.



Contents

0	INTRODUCTION	3
1	REGISTRATION	4
2	QUALIFICATION	9
3	USER CREATION	15
4	FREQUENTLY ASKED QUESTIONS	17



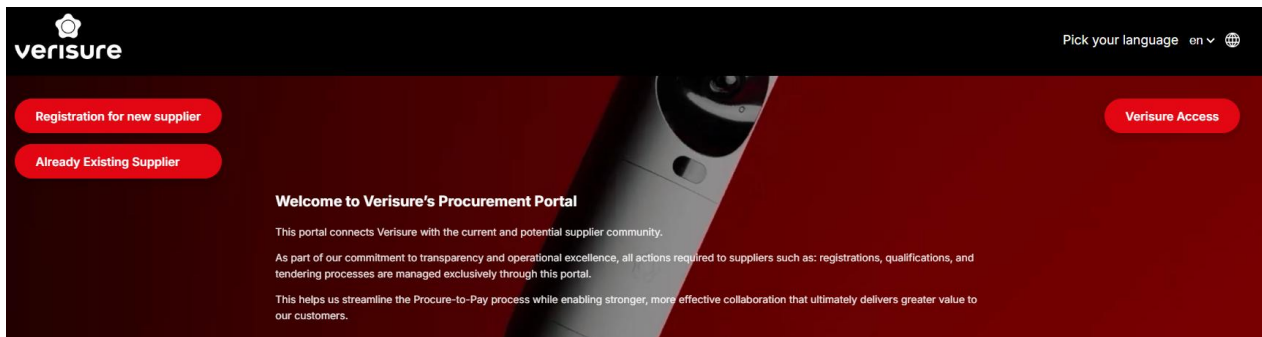
0 Introduction

Welcome to the Supplier Qualification and RFQ/RFP Manual for Verisure. As a partner within our business, your participation is essential to our success. This manual outlines the processes and best practices necessary for seamless collaboration within our procurement ecosystem.

At Verisure, we leverage cutting-edge tools, and Jaggaer serves as the backbone of our supplier interactions. By centralizing all supplier interactions within the JAGGAER platform, suppliers can experience significant advantages. These include time savings, as manual paperwork is eliminated, and a boost in agility. Additionally, our unique supplier network and around-the-clock support ensure seamless connectivity for direct suppliers.

1 Registration

Through this link (<https://verisure.bravosolution.com>) you will be sent to the Jaggaer Portal for Verisure. To get registered, select "Registration", as shown in the screenshot below.



The form below will appear. Please consider the importance of adding the right "Company Registration Number", which stands for the VAT number and its many names around the world. Specifically, we ask for the SIRET number in France, the Spanish CIF, Argentinian CUIT, Brazilian CNPJ, German Handelsregisternummer, Peruvian RUC, among others.

First of all, to begin the registration process, we need you to accept the Terms and Conditions.

Terms and Conditions of Use – Verisure Group Procurement Portal

By registering on this platform, the supplier declares under their responsibility that:

- The information provided during the registration process is truthful, complete, and up to date.
- They commit to keeping the registered information updated and to notifying them of any relevant changes.
- They comply with applicable legal, tax, labor, and social security obligations, and understand that Verisure may request supporting documentation at any time.
- They are not disqualified from contracting with public or private entities, nor involved in legal proceedings that may affect their ability to fulfill contractual commitments.
- They commit to acting with integrity, transparency, and in accordance with the ethical and sustainability principles promoted by Verisure.

Acceptance of this declaration implies the supplier's commitment to the aforementioned points.

- I agree
- I do not agree

Next

Now you will find the questions required for the registration process.

Organisation Details

* Registered Company Name

* Commercial Name

* VAT Registration Number

Bureau van Dijk ID

* Address

* Postal Code

* City

* Country

* State/Country

* Main Activity

* Phone

* Web

User Details

* Name

* Surname

* Username

* Role

i Management of the Username is not required, the Email Address of this Account will be used

* Email *Email is used as Username. Only one email address is allowed.*

* Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)*

* Default language

* Timezone

Bear in mind that you might have several users for a single profile, a password resetting in case you forgot your data, Jaggaer in different languages and the chance to change your registration data if you detect any mistake.

Additionally, you will find several questions related to diversity within your company. These questions are not mandatory; however, we would greatly appreciate it if you could take the time to answer them, as they help us improve our internal reporting and strengthen our commitment to diversity and inclusion.

✓ SUPPLIER DIVERSITY - NO PONDERATION (The procurement team in the sourcing activity will work proactively with regard to identifying and participating in tenders from diverse suppliers who can meet our requirements in terms of service, quality, diversity and price)				
	Question	Description	Response	Editable By
1	Owned Business	Does your company have a Diversity Policy in place (Gender, Ethnicity, Age, disability, LGBTQI+...) and/or equal pay policy between men a women?	Select Options (Multi selection possible)	Supplier
2	Strong Diversity Program	Does your company have Governance and procedures to support Diversity in the workplace?		Supplier
3	Strong Diversity Program	Does your company have targets and reports in place about % or women in staff and management positions?		Supplier
4	Attachment	Please, attach the documents supporting the previous answers.	Drop File or Browse	Supplier
5	Attachment	Please, attach the documents supporting the previous answers.	Drop File or Browse	Supplier
6	Attachment	Please, attach the documents supporting the previous answers.	Drop File or Browse	Supplier

You will then be asked to select a category, which will depend on the service you will be providing. Selecting the correct material category is essential for ensuring an efficient and compliant purchasing process. If you are unsure about which category to select, please contact your responsible buyer so they can guide you and indicate the most suitable category for your request.

To select a category, you must click on the symbol to display the category tree: In order to select a category, you must select the small white box that appears right next to the name of the preferred category.

Please avoid selecting the "Others" category unless it is strictly necessary.

Categories

- D1 - Direct Costs
 - D10 - Core Direct
 - D11 - Non-Core Direct
- I2 - Indirect Costs
 - I20 - Telecom Expenses
 - I21 - Technology Indirect
 - I22 - Office Costs
 - I23 - Fleet
 - I24 - Travel
 - I25 - Marketing
 - I26 - Human Resources
 - I27 - Field Services
 - I28 - Logistics
 - I29 - Other Indirect

Search or Navigate the Tree

Selected Items: 0

Categories

- D1 - Direct Costs
- I2 - Indirect Costs
 - I20 - Telecom Expenses
 - T2001 - Office telecommunication
 - T2002 - Surveillance (GSM) telecom costs
 - T2099 - Other Telecom Expenses

After selecting the category, you will see a Registration Summary. This overview shows the different sections of the registration process and clearly indicates which forms have already been completed and which ones are still pending.

Registration Summary	
	Completion Status (Mandatory Questions for Registration)
Registration Data	✔ Missing Responses: Optional 1
Qualification Form - All	✘ Missing Responses: Mandatory 4 / Optional 4
Select Categories	✔ Categories selected 1

If you attempt to exit the page without completing all mandatory sections, the system will display a warning message informing you that the registration process is still incomplete. You will be asked to confirm whether you truly want to leave the page before proceeding.

verisure.bravosolution.com dice

The registration process is incomplete because of missing mandatory data and will need to be completed. Are you sure you want to close the page?

Aceptar

Cancelar

Once you have completed all the initial forms correctly, the Registration Summary page will display a confirmation message indicating that the registration process is finished.

✔ The Registration Process is complete. Your account has been activated and an email sent to confirm this.
Log in with your Username and Password to access the platform.

Once you have filled in all the questions and finalized the registration process, you should receive the following emails:

Dear Supplier,

Your account has been activated on VERISURE

You can now use your Username and Password to access all the available areas of the platform.

As a reminder the Username you selected is: marcve02@ucm.es

The site address is: <https://verisure-prep.bravosolution.com>



JAGGAER MANUAL FOR SUPPLIERS

March 2026

Dear Marc Velasco,

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection.

As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 72 hours:

[Change supplier account password.](#)

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

Dear MARC S.L,

Thank you for registering to VERISURE.

You have now successfully registered to use <https://verisure-prep.bravosolution.com>, a procurement solution running on JAGGAER technology.

Your username is the same as the email address you have provided during registration.

Please expect another email from JAGGAER with instructions on how to set up the password for your supplier account.

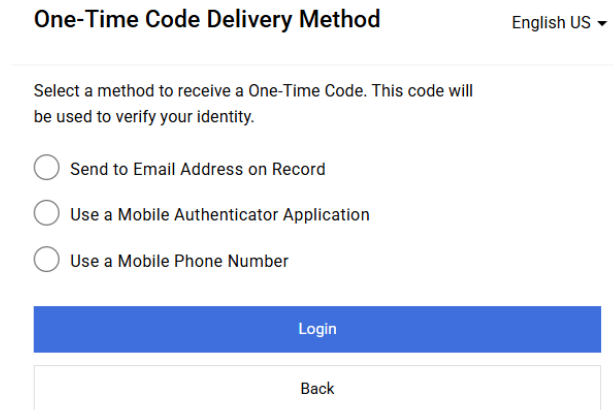
JAGGAER is a leading provider of digital procurement software and solutions. To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

2 Qualification

2.1 Logging in for the first time

When you log in for the first time, you will be asked to select how you want to receive your One-Time Verification Code. This code is required to confirm your identity and keep your account secure.



The screenshot shows a web form titled "One-Time Code Delivery Method" with a language selector "English US" and a dropdown arrow. Below the title, there is a instruction: "Select a method to receive a One-Time Code. This code will be used to verify your identity." Three radio button options are listed: "Send to Email Address on Record", "Use a Mobile Authenticator Application", and "Use a Mobile Phone Number". At the bottom of the form, there are two buttons: a blue "Login" button and a white "Back" button.

You can choose between three options:

1. Send to Email Address on Record

If you choose this option, the system will send the verification code to the email address already associated with your account.

2. Use a Mobile Authenticator Application

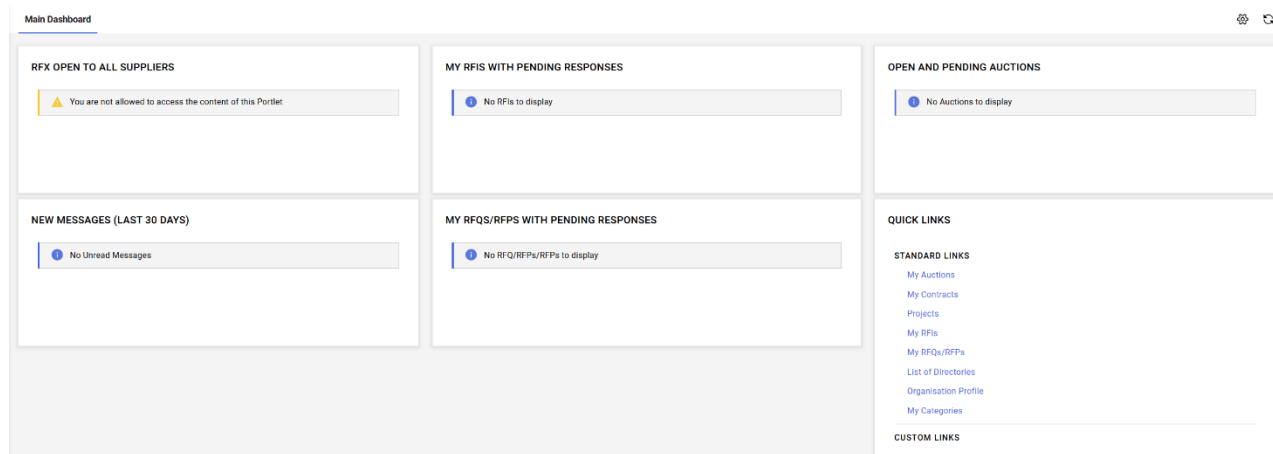
This option lets you receive verification codes through an authenticator app (e.g., Microsoft Authenticator, Google Authenticator).

3. Use a Mobile Phone Number

With this method, you will receive the code via SMS (text message) on your mobile phone.

2.2 Dashboard

The Main Dashboard is the first screen you will see when accessing the platform. It provides a quick overview of all the activities, invitations, and messages relevant to your supplier account. Each section is designed to help you easily track pending actions, access key documents, and navigate to the most important areas of the system. Below, you will find a description of each panel and what information or functionality it offers.



1. RFX Open to All Suppliers

This section displays any **publicly available RFX** (Requests for Information, Quotation, or Proposal) that are open to all suppliers on the platform.

2. My RFIs with Pending Responses

Here you will find all **RFIs (Requests for Information)** that are assigned to you and still **await your response**.

3. Open and Pending Auctions

This section shows all **eAuctions** in which you have been invited to participate and that are either currently open or pending.

4. New Messages (Last 30 Days)

This area displays the **messages you have received within the last 30 days** inside the platform (e.g., notifications from buyers, system alerts, updates).

5. My RFQs/RFPs with Pending Responses

In this panel, you will find your **pending RFQs (Request for Quotation)** and **RFPs (Request for Proposal)** that require your response.

6. Quick Links










This section gives you fast access to the most relevant parts of the platform. Common links include:

- **My Auctions** — View and manage your auctions.
- **My Contracts** — Access your assigned contracts.
- **Projects** — Projects linked to your organization.
- **My RFIs / My RFQs / My RFPs** — Full overview of your invitations.
- **List of Directories** — Access directories available in the system.
- **Organisation Profile** — Information about your company.
- **My Categories** — Categories assigned to your supplier profile.

You may also see **Custom Links**, depending on your setup.

2.3 Qualification Form – All

The first Form that will appear after you register is called **Qualification Form – All**. You can leave it for later or fill it out as you go.

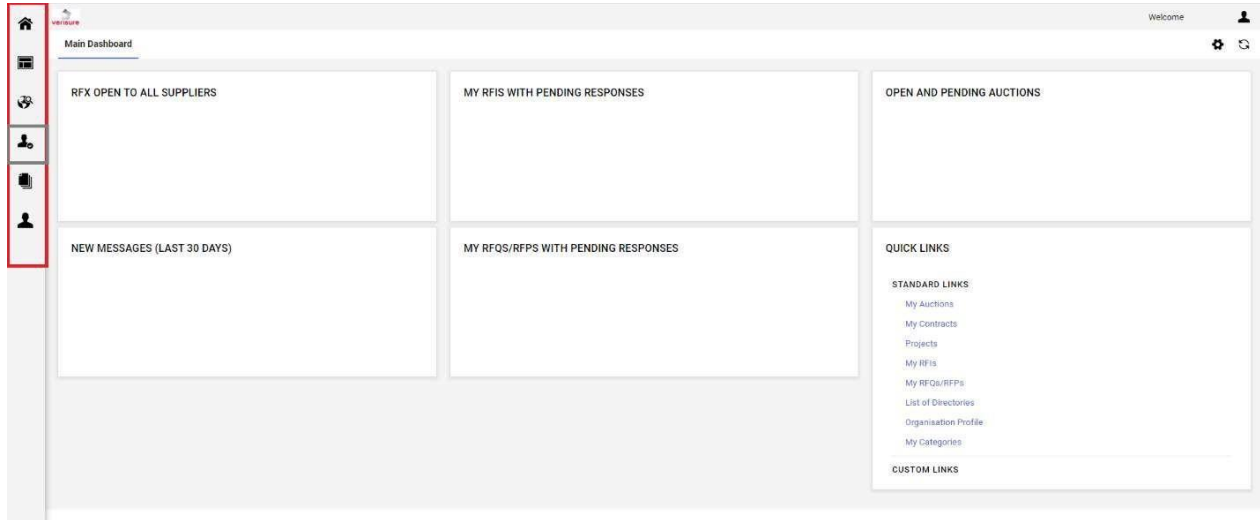
▼ VERISURE QUALIFICATION				
▼ ADDITIONAL COMPANY DETAILS				
	Question	Description	Response	Editable By
1	 VAT number change	* Did this company change its VAT number in the last 5 years?	No	Supplier
2	 VAT number change	If the answer is "Yes", state the content thereof		Supplier
▼ FINANCIAL INFORMATION				
IMPORTANT NOTICE: In the case of being duly qualified and becoming part of our supplier database, we will need as a prerequisite a receipt or certificate proving the ownership of the bank account into which payments will be made for the contracted services / goods.				
	Question	Description	Response	Editable By
1	 % Turnover Verisure Securitas Direct Group	* What percentage of its turnover is accounted for by the Verisure Securitas Direct Group? (if not currently a supplier, put 0%)		Supplier
▼ CORPORATE RELATIONSHIP				
	Question	Description	Response	Editable By
1	 Tax administration	* Is your company up to date with payments with the Tax Administration? If the answer is affirmative, attach the certificate		Supplier
2	 Social Security	* Is your company up to date with the payment of social security contributions?		Supplier
3	 Casualty Insurance	* Does your company have Casualty Insurance that covers the responsibilities arising from your operations?		Supplier
▼ DIVERSITY				
	Question	Description	Response	Editable By
1	 Owned Business	Does your company have a Diversity Policy in place (Gender, Ethnicity, Age, disability, LGBTQ+...) and/or equal pay policy between men and women?		Supplier
2	 Strong Diversity Program	Does your company have Governance and procedures to support Diversity in the workplace?		Supplier
3	 Strong Diversity Program	Does your company have targets and reports in place about % of women in staff and management positions?		Supplier

Bear in mind that, as much as you can always go back to editing, **you must press save** every time you change something. All the questions marked with an asterisk are required to be answered.

2.4 Completing the forms after registration

Some of the questions included in the forms are not mandatory. However, providing this information is highly recommended, as it helps us better understand your company's profile and ensures a smoother registration experience and reduces the need for follow-up requests.

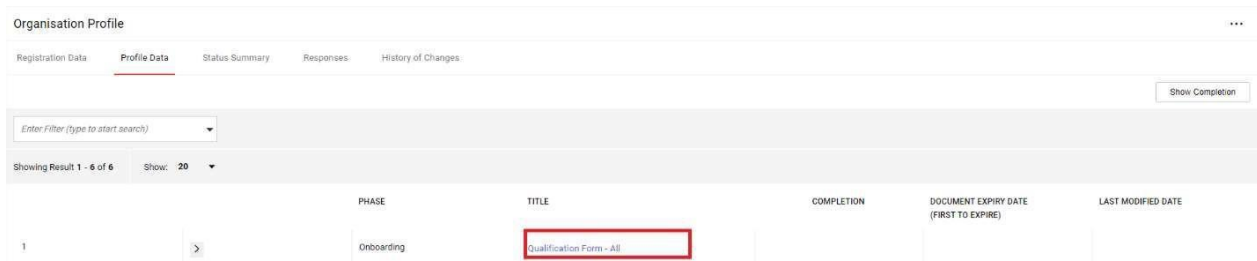
In case you want to go back to it, just select "My Organisation" (the fourth icon on the left of your main dashboard).



Then, click on "Organisation Profile" and "Profile Data".



Select Qualification Form – All:



Select the small pencil to edit the Form:



2.5 Additional Forms and Mandatory Documents

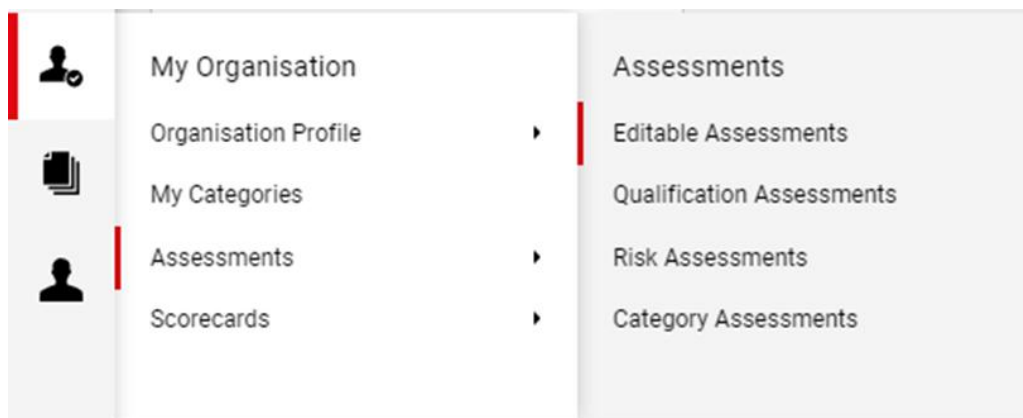
Now, after completing the registration and the initial forms, we will request some additional information. This is necessary for us to properly evaluate the company from a compliance perspective.

Please note that some countries may have specific requirements or alternative documentation formats. Bear in mind that the forms displayed to you may vary and might not match the examples shown in the images. This is completely normal, as the required forms can differ depending on your company's profile and the information provided. There is no need to worry, simply complete the forms that appear in your registration.

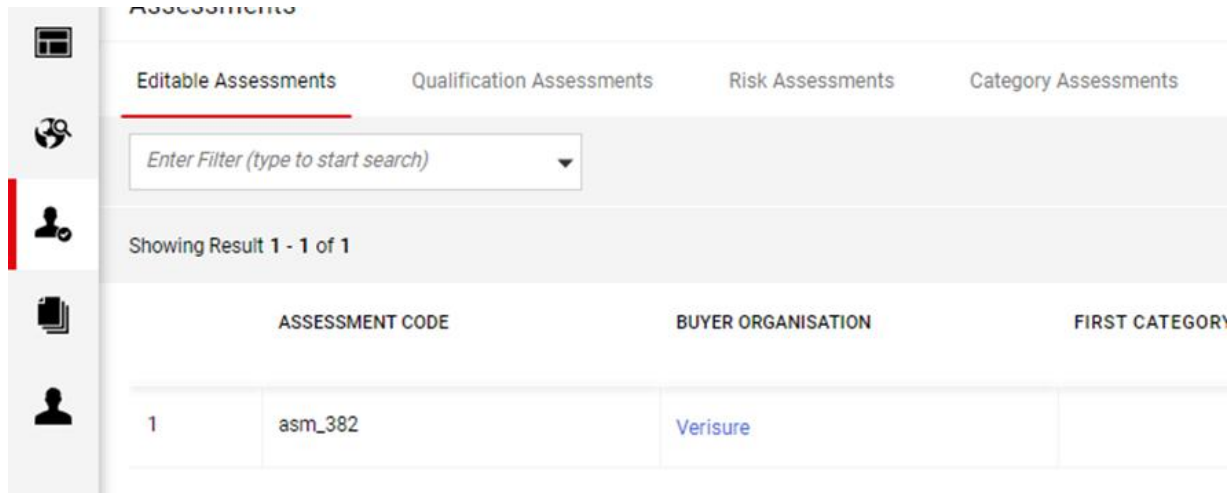
This is the way to attach files to the available fields:

1. Enter <https://verisure.bravosolution.com/web-en/login.html> and log in with your username and password.

2. Go to My Organization - Assessments – Editable Assessments



3. Click on the assessment code (asm_xx)



ASSESSMENTS

Editable Assessments Qualification Assessments Risk Assessments Category Assessments

Enter Filter (type to start search)

Showing Result 1 - 1 of 1

	ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY
1	asm_382	Verisure	

4. Click on the forms shown.

5. Edit via the pencil at the top right of the screen and don't forget to press save. Then, do likewise with the other missing forms.



Supplier: Active Standard Manage Supplier Organization

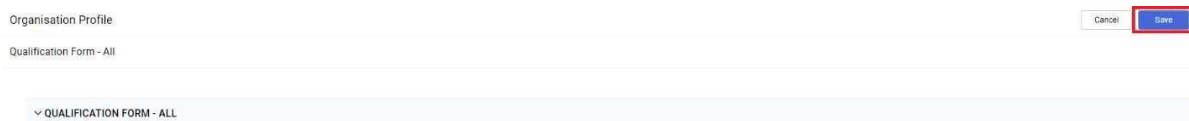
Organisation Users Categories History of Changes

Status Registration Data Supplier Organisation Structure Profile Data Responses

6. One of the forms that must be completed in most cases is the Verisure Qualification Form. This form is essential for us to gather the key information needed to properly assess your company during the qualification process. Some questions will require you to upload supporting documentation, particularly those related to:

- Proof that your company is up to date with tax administration payments
- Proof of current Social Security payments
- A valid insurance policy

7. Scroll down until you find the question that relates to the requested document. Select yes on the drop-down list, and don't forget to save (the blue button in the upper right side of the screen).



Organisation Profile Cancel Save

Qualification Form - All

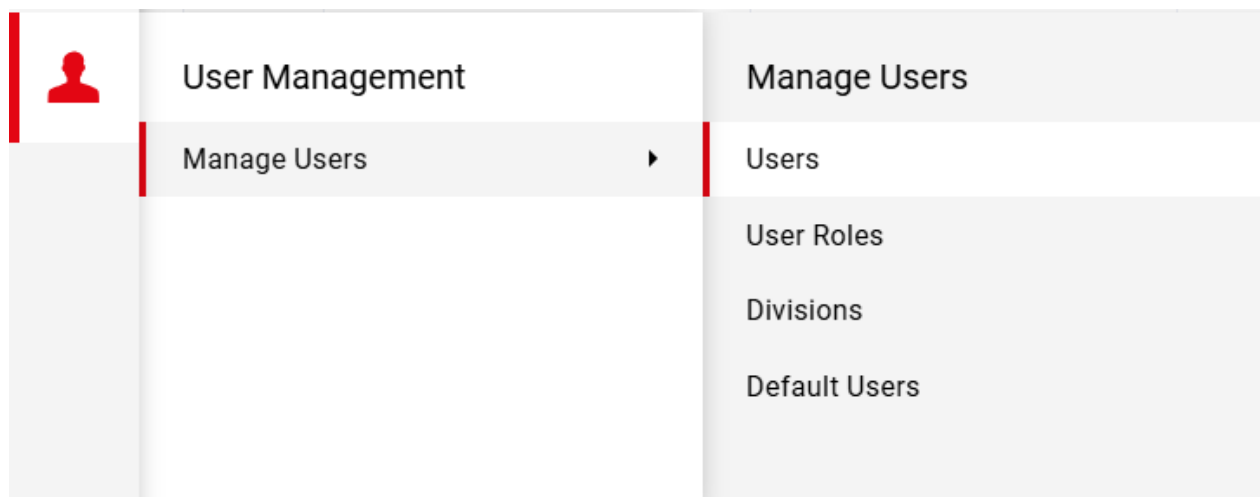
QUALIFICATION FORM - ALL

3 User creation

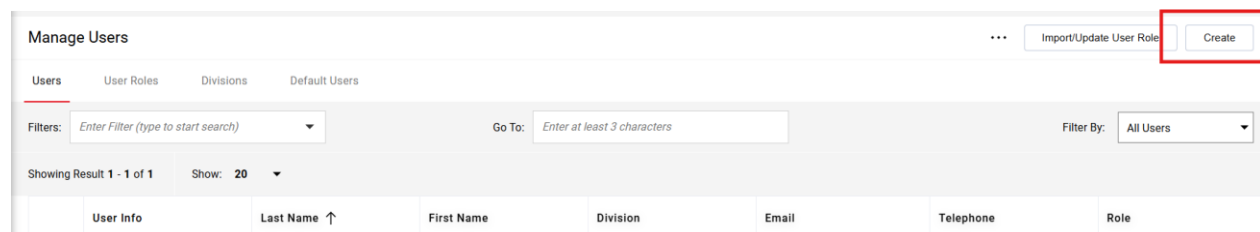
3.1. Managing User Profiles and Permissions

Although multiple users can be added initially, it is strongly recommended to create one individual profile per user. This ensures proper account management and helps maintain continuous access without the need to request new credentials, especially when several people handle the supplier profile or when the manager of the account goes on leave, changes position, or leaves the company.

On the left-hand panel, navigate to the last icon and select "Manage Users", then "Users."



You will then be shown the following screen. Select "Create" and enter the information for the new user, as described in the first section of this guide.

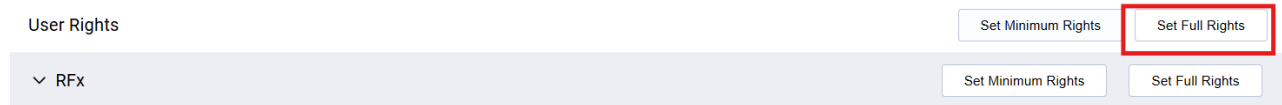


You will receive this message: **A new user has been registered. The login details have been sent via email to the provided email address. The new user account does not have any Role associated with it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.**

Next, go to "View User Rights."

[View User Rights](#)

After clicking on it, you will see all the available permissions for the user. Please select "Set Full Rights" in the upper left corner to grant the user complete access.



You will then receive the following message. Please select "Yes" to apply the new permission settings immediately.

End User Session

Users affected by this action are potentially logged in to the application.
Do you want to end the user sessions immediately, forcing them to login with the new permission settings?

Please, bear in mind that it is your responsibility to keep the list of registered users up to date and to deactivate any accounts that are no longer in use or belong to individuals who may have left the company. Maintaining an accurate and current user list helps ensure proper access control and protects the integrity of the information shared on the platform.

4 Frequently Asked Questions

REGISTRATION QUERIES

4.1. FAQ: I forgot my registration data. Where can I find it?

If you have forgotten your password, you can ask for a reset in the first screen following this link (<https://verisure.bravosolution.com>) and selecting the option "Forgotten your password?". You will be required to include your username and e-mail address. A link will be sent for you to reestablish your password. Always check spam.

If you don't know or don't remember your username, follow the same procedure, and select "forgotten your username?". You'll be required to enter your email address, and a link will be sent to your mail. Always check spam.

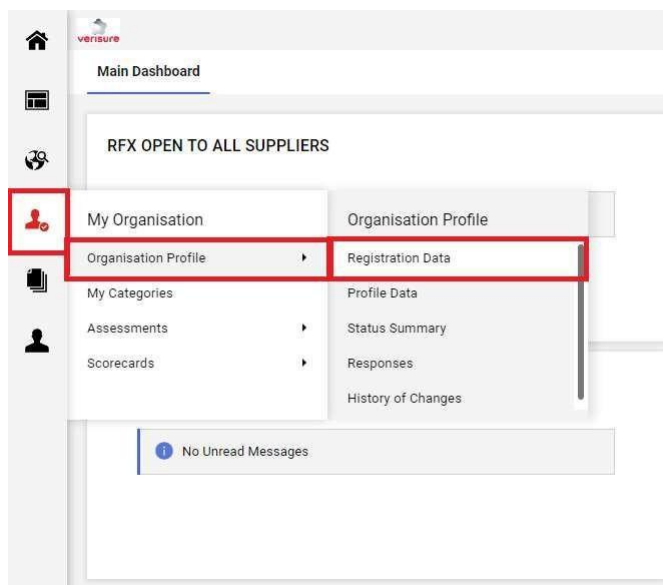
4.2. FAQ: How can I change the language that Jaggaer appears in?

By default, the registration form will appear in English. You can select any of the available languages (English, Spanish, Swedish, German, Finnish, French, Italian and Portuguese) in that moment.

4.3. FAQ: I realised I need to correct my registration data. Do I need to start all over again?

You do not have to start with a new profile; just make sure you are the main user. Enter Jaggaer and follow the next steps:

1. Go to **My Organisation>Organisation Profile>Registration Data**



2. To Edit, select the small pencil at the upper right corner of your screen.



3. Now you can edit any of the registration data mistakes you might have found.

QUALIFICATION QUERIES

4.4. FAQ: Why don't I have a section to attach the requested files?

You must first select "yes" in the Qualification Form – All, in the question that relates to the document, and then save it. Once you have done that, go to **My Organisation > Organisation Profile > Data Profile** and you will see the new section.

SUPPORT QUERIES

4.5. FAQ: Where can I find support if I have problems with the platform?

If you encounter any difficulties while using the platform, there are several support options available to help you resolve issues quickly and continue the registration or qualification process without interruptions. Below you will find the different channels you can use depending on the type of problem you experience.

- [Jaggaer Supplier Support Request](#)
- [Jaggaer Phone Local Support](#)