January 2025

Jaggaer Actions Processing

Mettler Toledo Job Aid for Supplier

Introduction to Actions Module

This Job Aid provides step-by-step instructions for navigating the Actions module within the Supplier Portal. By following this guide, we aim to enhance the efficiency of task exchanges with our suppliers, resulting in improved workflow visibility and expedited turnaround times.

We systemize our task exchange process to foster effective collaboration with suppliers.
The portal enables clear communication and progress tracking within a secure environment for all parties involved.

Benefits:

- Enhanced communication and collaboration between suppliers and METTLER TOLEDO
- Increased transparency in task management and accountability
- Efficient processing without the need for email or phone confirmations
- Flexibility for suppliers to manage and report on tasks at their convenience
- A secure environment for all task related interactions

New Actions

You will receive an email notification when a new task is assigned to you as a supplier contact.

Dear Supplier,

Mettler Toledo has shared a new task with you for further action through the Mettler Toledo supplier portal.
Please review it and provide your response.

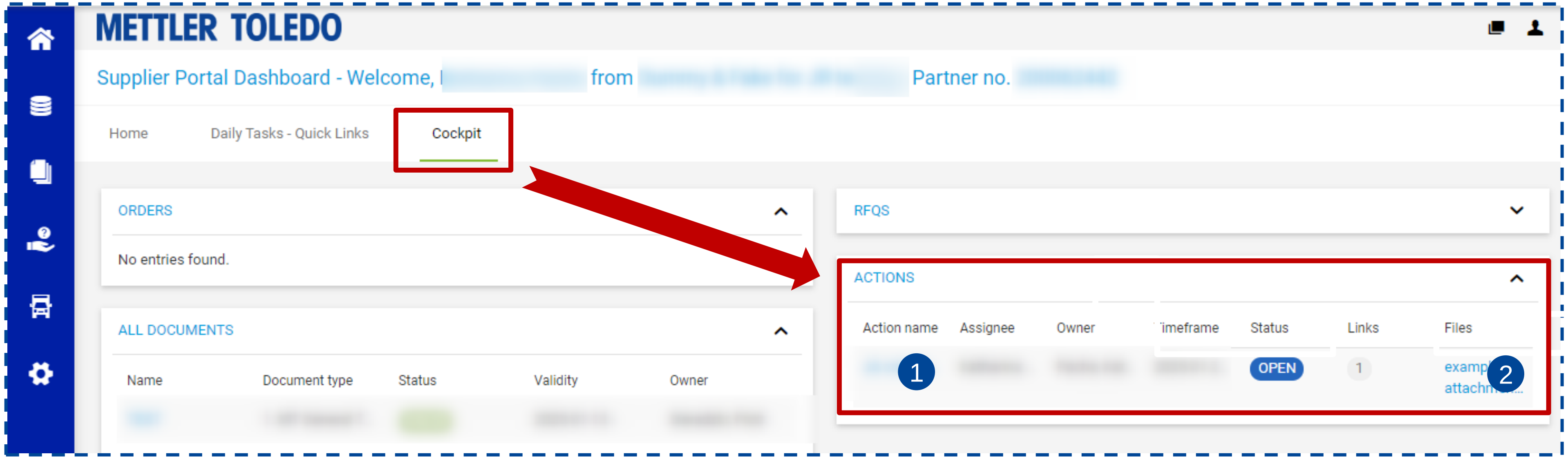
To process the action please use the following link.

Action name:
Link:

Kind regards
Mettler-Toledo supplier portal

Message sent by Jaggaer external Notification Service

In addition, you can see all open actions in the supplier cockpit. See also next slide how to access the list of actions out of the supplier dashboard



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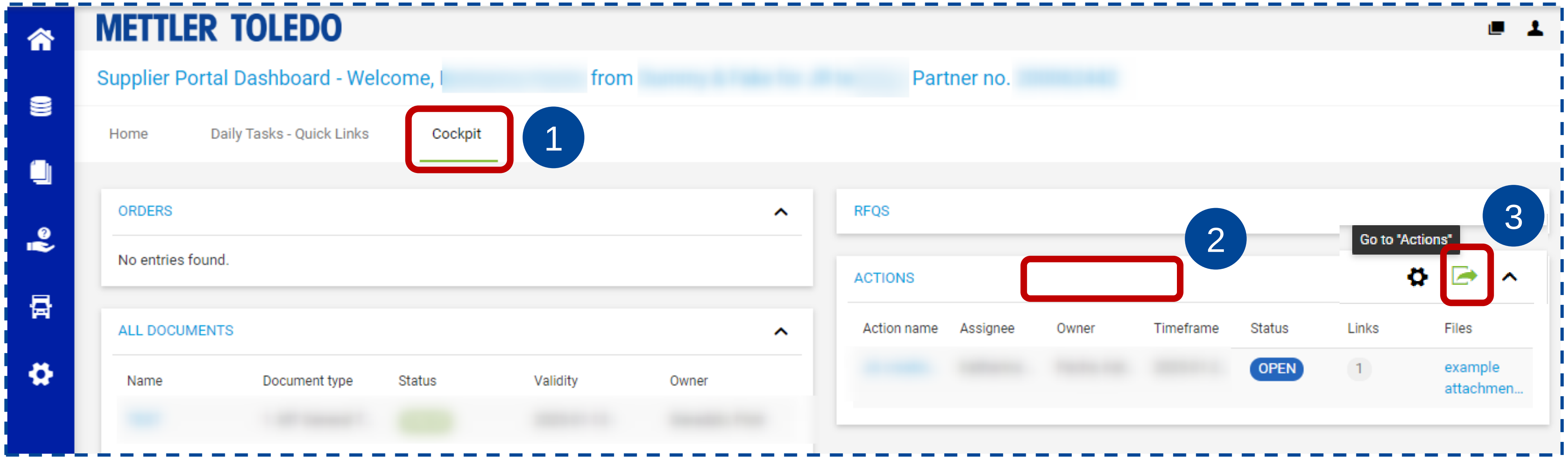
You can enter open actions 1 or download attachments 2 directly through hyperlinks in the cockpit

Open List of Actions

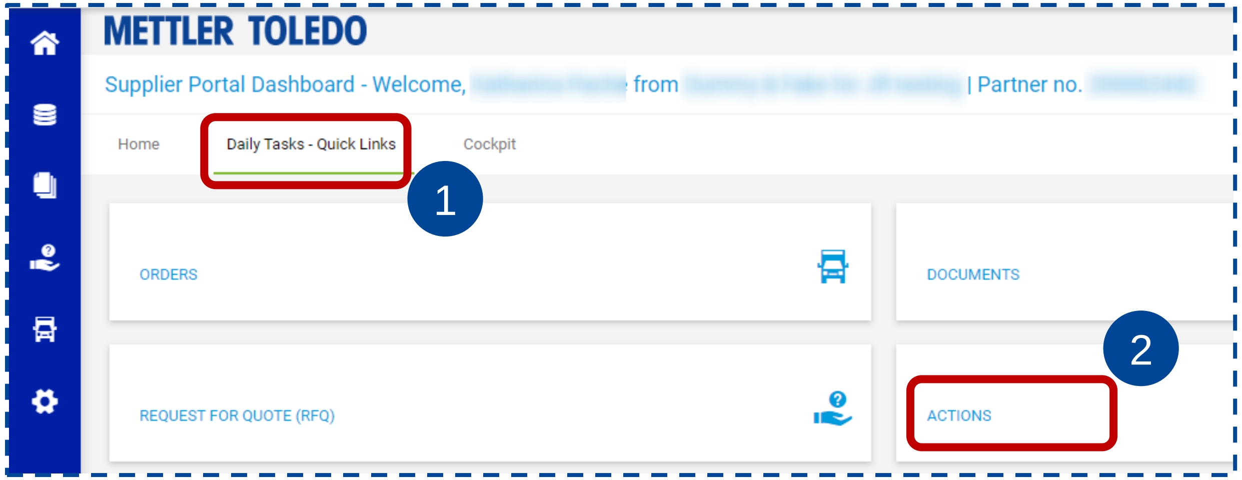
Here are the available options for accessing your assigned actions:



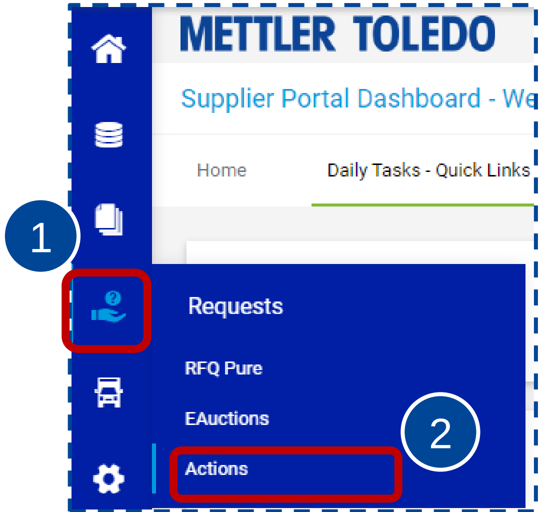
- **Variant 1:** Via Supplier Cockpit

1. Go to "Cockpit"
2. Hover over the Title line of the "Actions" Section in order to see the menu option
3. Enter List

- **Variant 2:** Via Daily Task – Quick Links

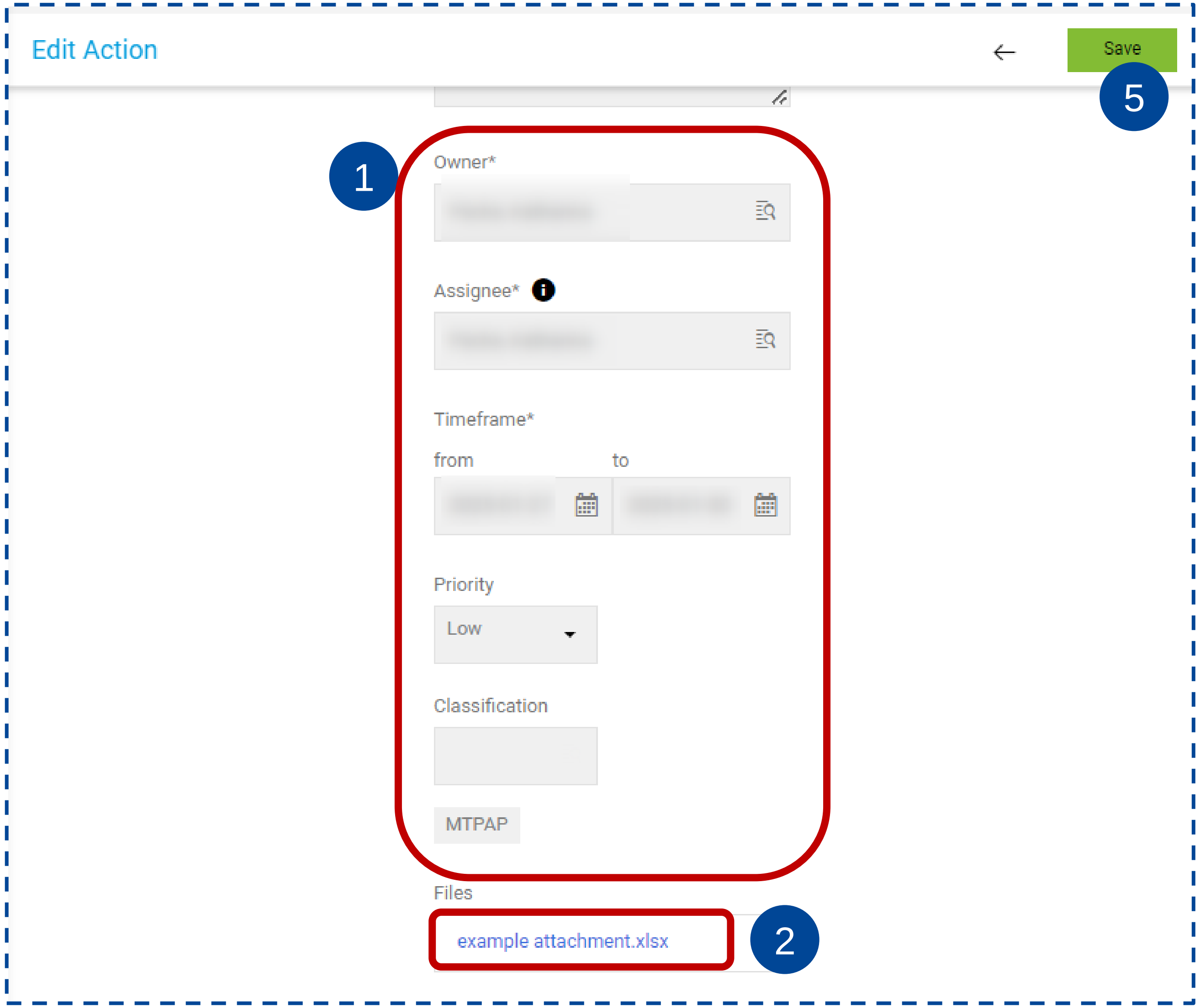


- **Variant 3:** Via the Menu bar on the left

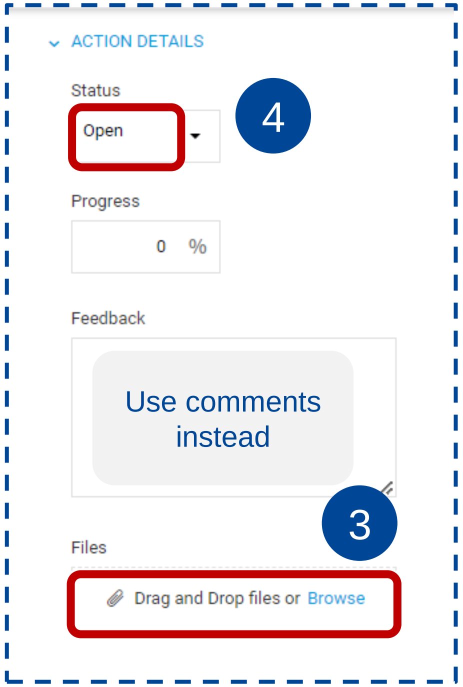


Actions – Processing Steps

Please review the requested action and share your input within the designated timeframe.



1. Check the provided details
2. Download and view attachments
3. Upload your attachment in the "Files" section
4. Update Status to "Check"
5. Press button "Save"



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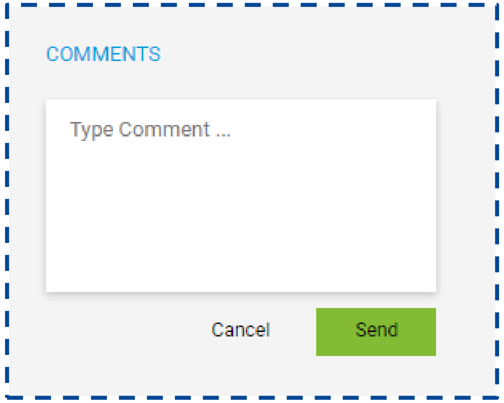
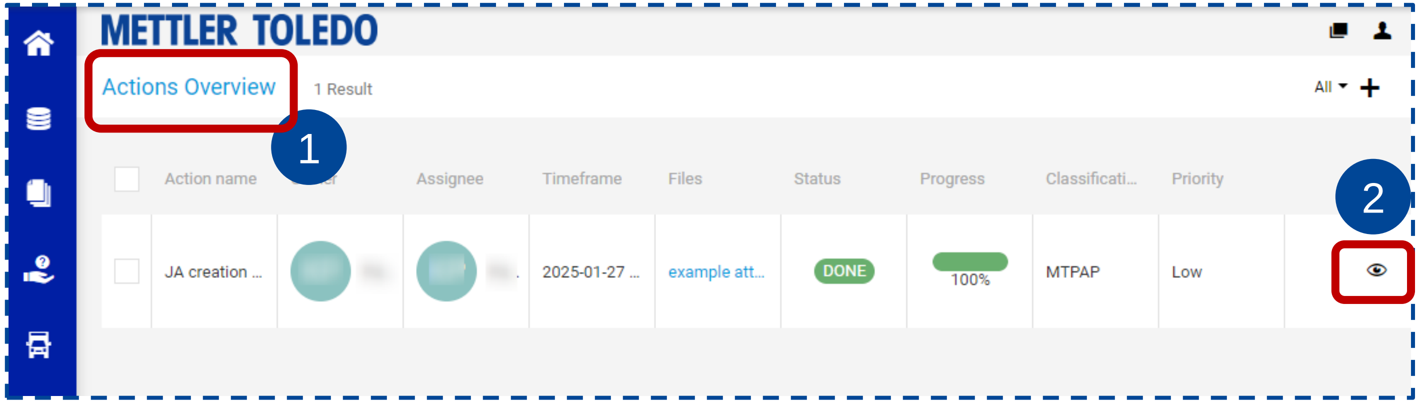
For any additional information use the comment functionality. Don't forget to press "Send"



Actions – Request Re-opening

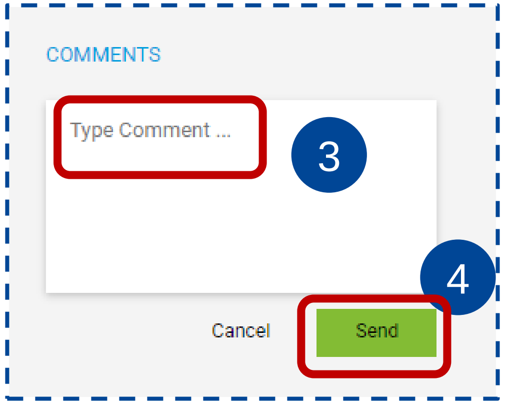
If you find that the uploaded documentation for a closed action needs to be changed, please request reopening through the comments.



1. Access List of Actions

   (see details Slide "open List of Actions")

2. Open Task
3. Enter comment
4. Press button "Send"



Email notification is sent to you and the owner of the action.