



November 2024

Jaggaer Supplier Data Maintenance

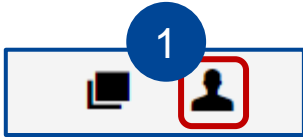
Mettler Toledo Job Aid for Supplier

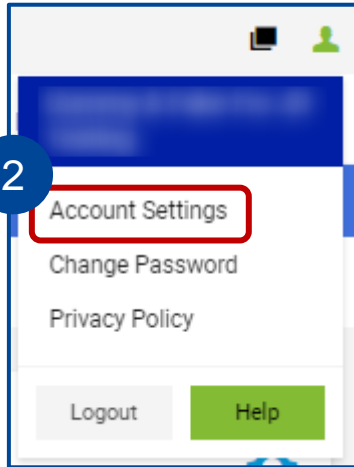
METTLER **TOLEDO**

The logo graphic for Mettler Toledo, consisting of a series of parallel green lines that form a stylized arrow pointing upwards and to the right.

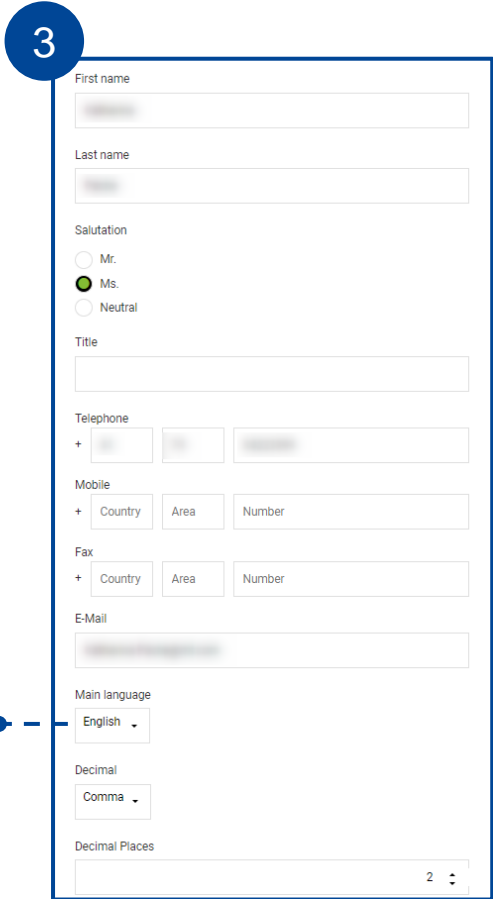
Via Account Settings you can update your contact details and add your job title and department

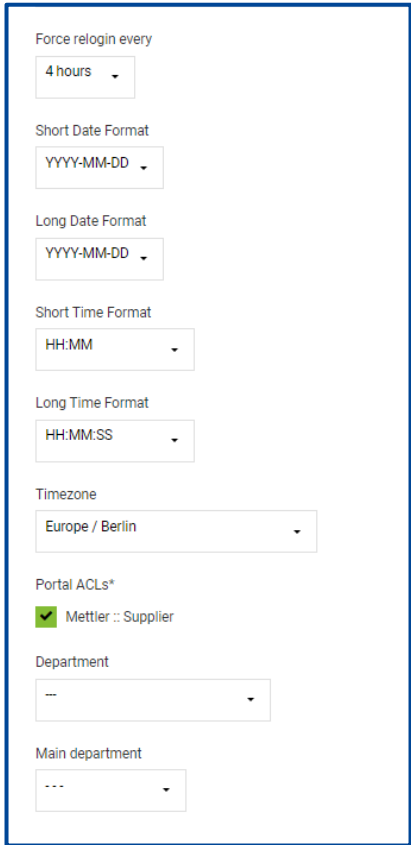
- 1 Go to Account
- 2 Account Settings
- 3 Enter or modify the information
- 4 Remember to save any changes by clicking the button in the top right corner.

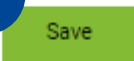




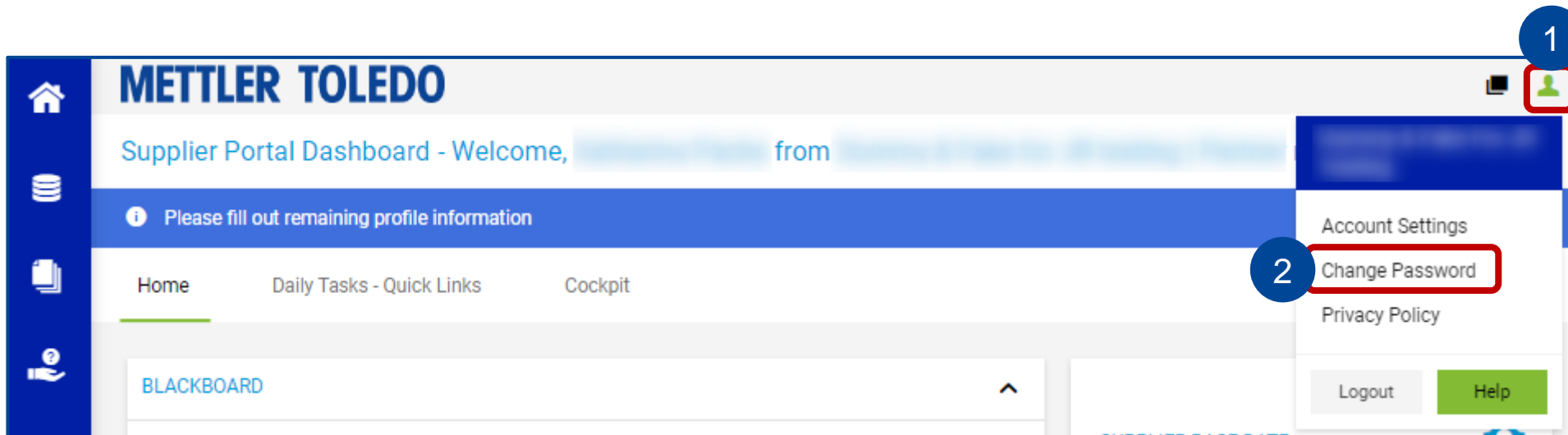
Recommended language is English







It is possible to change your password via the User Menu



- 1 Go to Account
- 2 Change Password

With the registration to the JAGGAER procurement portal, the supplier is taking over the full responsibility for company data and user management, including the ability to add, edit, and delete users, as well as manage their portal access.



MT cannot modify supplier database information for registered suppliers. We therefore provide guidelines for assistance.

Supplier managed master data

Basic data (Company name, address, email, homepage, registration numbers, etc.)

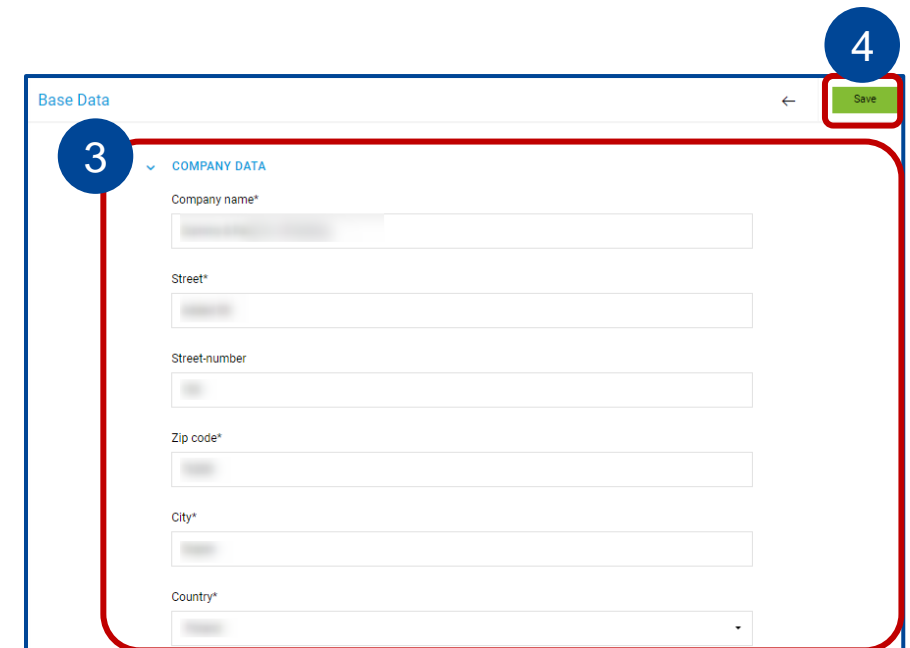
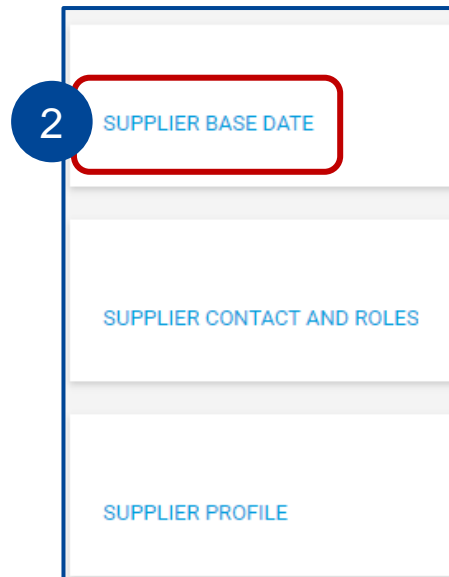
User & contact management incl. access and role assignment

Profile management (Questionnaire with request for information)

Suppliers must identify a specific contact for each topic, who needs to get the particular role assigned to receive relevant notifications. Responsibilities for roles can be added or removed, but each mandatory role must have at least one assigned contact.

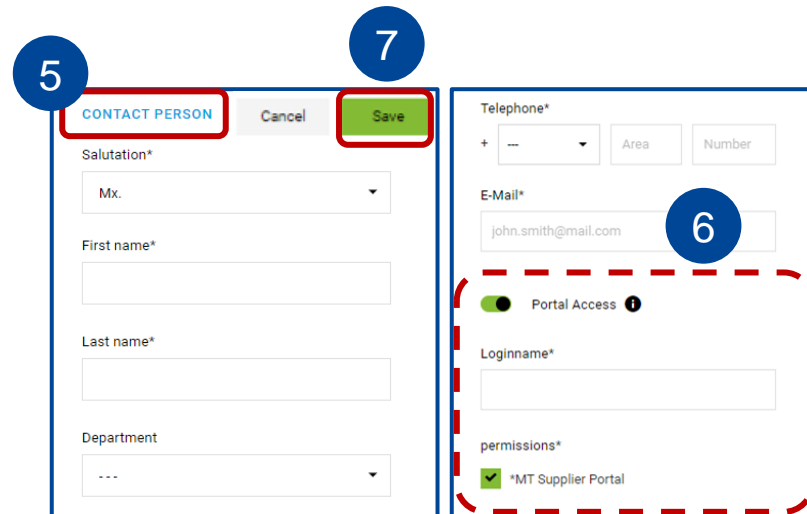
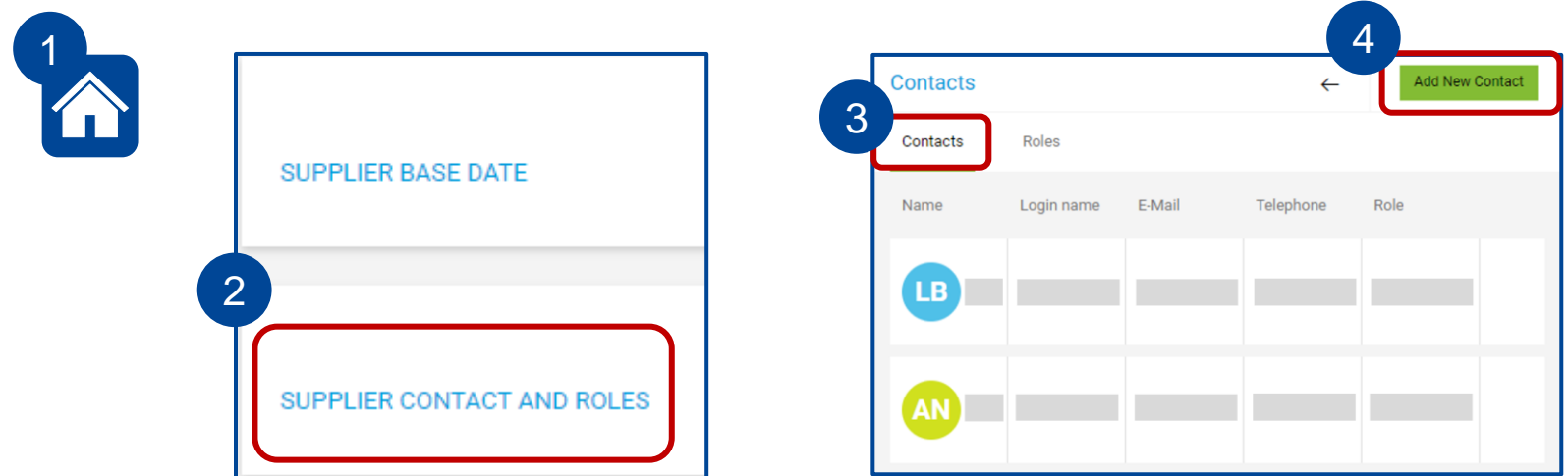
Via "Supplier Base Date" you can update company address details and registration references like VAT Code, DUNS- and EORI-Number

- 1 Go to the Home Screen
- 2 Supplier Base Date
- 3 Enter or modify the information
- 4 Remember to save any changes by clicking the button in the top right corner.



Any active user can add new contacts and grant portal access via the "Supplier Contact and Roles" section.

- 1 Home
- 2 Supplier Contact and Roles
- 3 Contacts Tab
- 4 Add New Contact
- 5 Fill in Information
- 6 Add Portal Access
- 7 Remember to save



i If user should get notifications and have access to the portal, tick Access button & MT permission. Assign also a Loginname

We recommend using "first name.last name" as your login username, but you are free to choose any username you prefer.

Once a new contact has been created, it is important to assign appropriate roles based on their specific areas of responsibility. To add or change roles for your active users, please utilize the Roles Tab located next to the Contacts.

- 1 Home
- 2 Supplier Contact and Roles
- 3 Roles Tab
- 4 Add or change role assignment
- 5 Go to the respective role area (see more details on the next slide)
- 6 Add Another Responsibility
- 7 Remember to save

The first screenshot shows a home screen with a house icon (1) and a button labeled 'SUPPLIER CONTACT AND ROLES' (2). The second screenshot shows a 'Contacts' page with a 'Roles' tab (3) and an 'Add New Contact' button (4). The third screenshot shows the 'Assign Company Roles' dialog with a list of roles (5), a '+ Add Another Responsibility' button (6), a 'Buyer Group' dropdown menu, and a 'Save' button (7). An information box explains that some roles allow assignments based on Buyer Group, and '----' means no restrictions.

Contacts

Contacts Roles

Orders

Buyer Group
allows Buyer Group definition

Ratings

Supplier Portal

ERFQs

Documents

Order Response

Buyer Group
allows Buyer Group definition

+ Add responsible person

Tickets

Buyer Group
allows Buyer Group definition

+ Add responsible person

MT-PAP

Buyer Group
allows Buyer Group definition

+ Add responsible person

Add New Contact

Drives the notifications related to exchanged orders

Recommends supplier contacts during eRFQ creation based on assigned roles. Notifications are sent accordingly to the contact mail address

Document Exchange Notifications are sent to mail address of the assigned contacts

Mandatory roles requires at least one assigned responsible contact



To update a colleague's contact details, go to the "Supplier Contact and Roles" section. For your own details, refer to slide 2.

- 1 Home
- 2 Supplier Contact and Roles
- 3 Contacts Tab
- 4 Hover over the line and press the "pen" icon
- 5 Edit Information

1

SUPPLIER CATEGORIES ⚙️

SUPPLIER CONTACT AND ROLES ⚙️

SUPPLIER PROFILE ⚙️

Contacts←Add New Contact

ContactsRoles

Name	Login name	E-Mail	Telephone	Role
LB				
AN				

Contacts←Add New Contact

ContactsRoles

Name	Login name	E-Mail	Telephone	Portal Access	Role
LB				✓	
AN				✓	

4

CONTACT PERSON5

Salutation*

First name*

Last name*

Department

Telephone*

E-Mail*

Portal Access ⓘ

Loginname*

permissions*
 *MT Supplier Portal

i

The Login Name is visible but cannot be modified.

You can edit your supplier profile answers anytime under "Supplier Profile", navigate to the section you want to modify, and republish the profile once you have finished making changes.

- 1 Home
- 2 Supplier Profile
- 3 Edit Your Supplier Profile
- 4 Certificates (see below)
- 5 Publish updated profile

In the tab 'Certificates' you can upload latest ISO certificates

- > Go to the tab
- > Scroll down
- > Hover over the certificate line
- > Press change button
- > Choose and upload new file
- > Update expiration date

