January 2025

Jaggaer Supplier Document Management
Mettler Toledo Job Aid for Supplier

This Job Aid provides step-by-step instructions for navigating the various document interactions within the Supplier Portal. By following this guide, we can collaborate with our suppliers for a smoother document exchange process, leading to improved visibility and faster response times.

We streamline our document exchange process to effectively manage our information sharing with suppliers. Features like Document Confirmation, Document Request, and Document Exchange allow for easy file transfer and review of documents in a secure environment, enhancing communication and collaboration for all parties.

Document Confirmation: Suppliers receive documents from MT and requested to provide their acceptance
Document Request: Suppliers are requested to submit documents, which will be reviewed by MT responsible
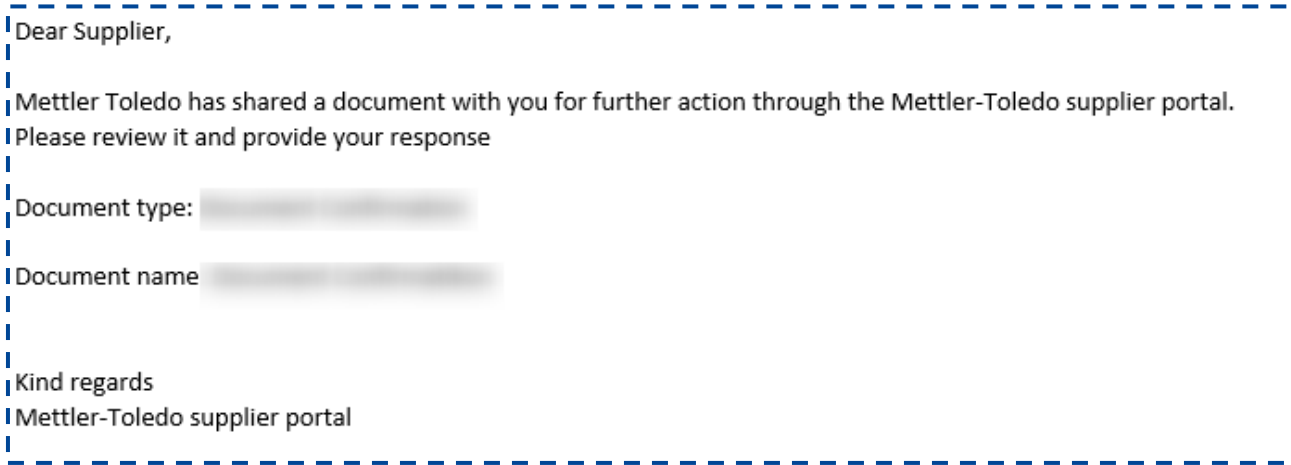**Document Exchange:** Suppliers receive documentation from MT and shall complete and return their version for validation.

Benefits:

- Enhanced communication and collaboration between suppliers and METTLER TOLEDO
- Increased transparency in document exchanges
- Efficient processing without the need for email or phone confirmations
- Opportunity for suppliers to review and revise documents at their convenience
- Seamless integration of supplier related documents into a single platform

When a new interactive document is created, assigned supplier contacts will receive an email notification.

Dear Supplier,

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

Document type:

Document name

Kind regards
Mettler-Toledo supplier portal

In addition, you can see all assigned document exchanges in the supplier cockpit. See also next slide how to access the list of documents out of the supplier dashboard
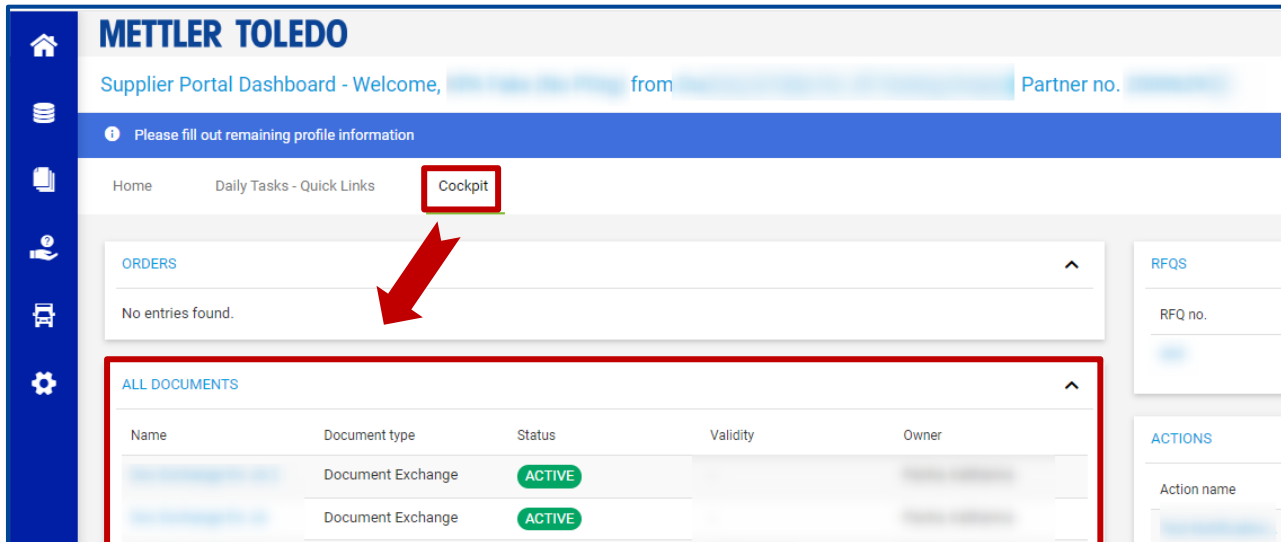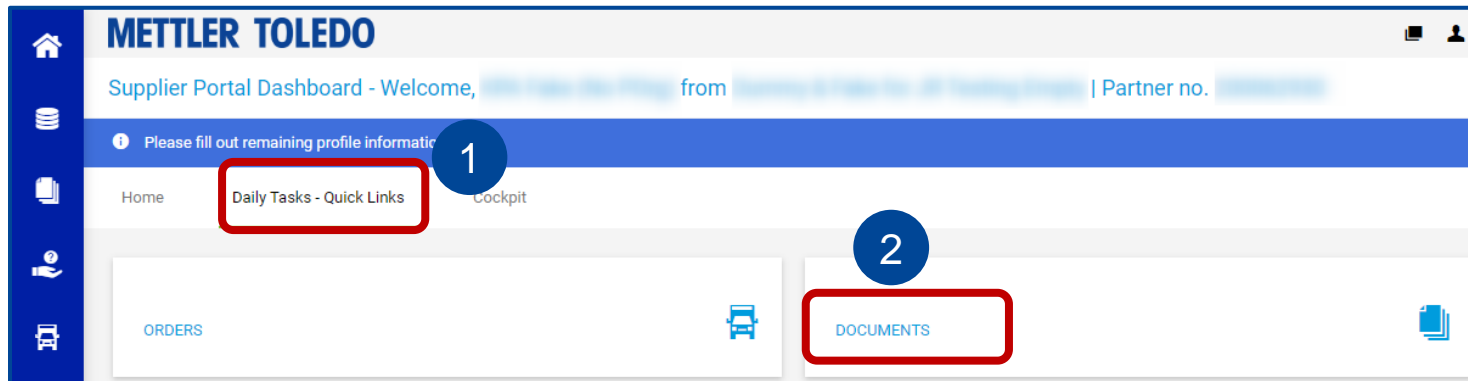
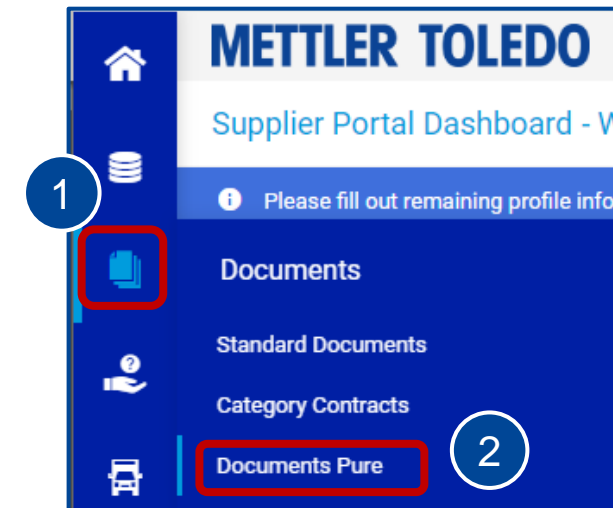Here are the available options for accessing your assigned documents:
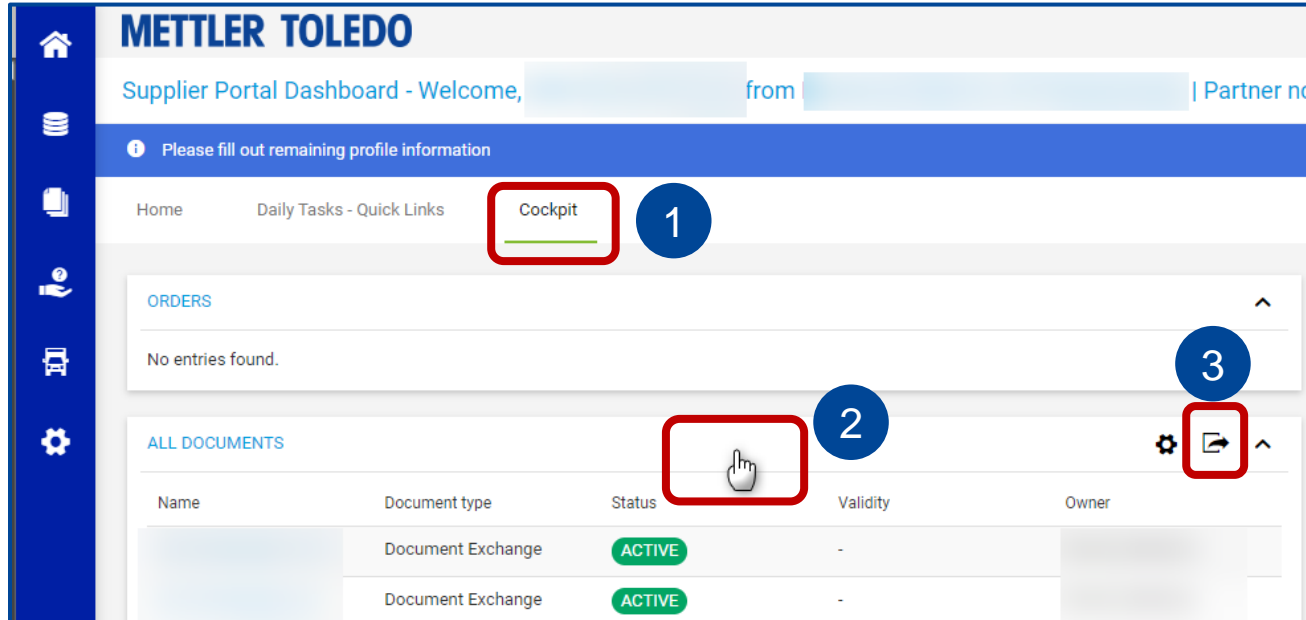
Variant 1: Via Supplier Cockpit

1 Go to "Cockpit"

2 Hover over the Title line of the "All Documents" Section in order to see the menu option
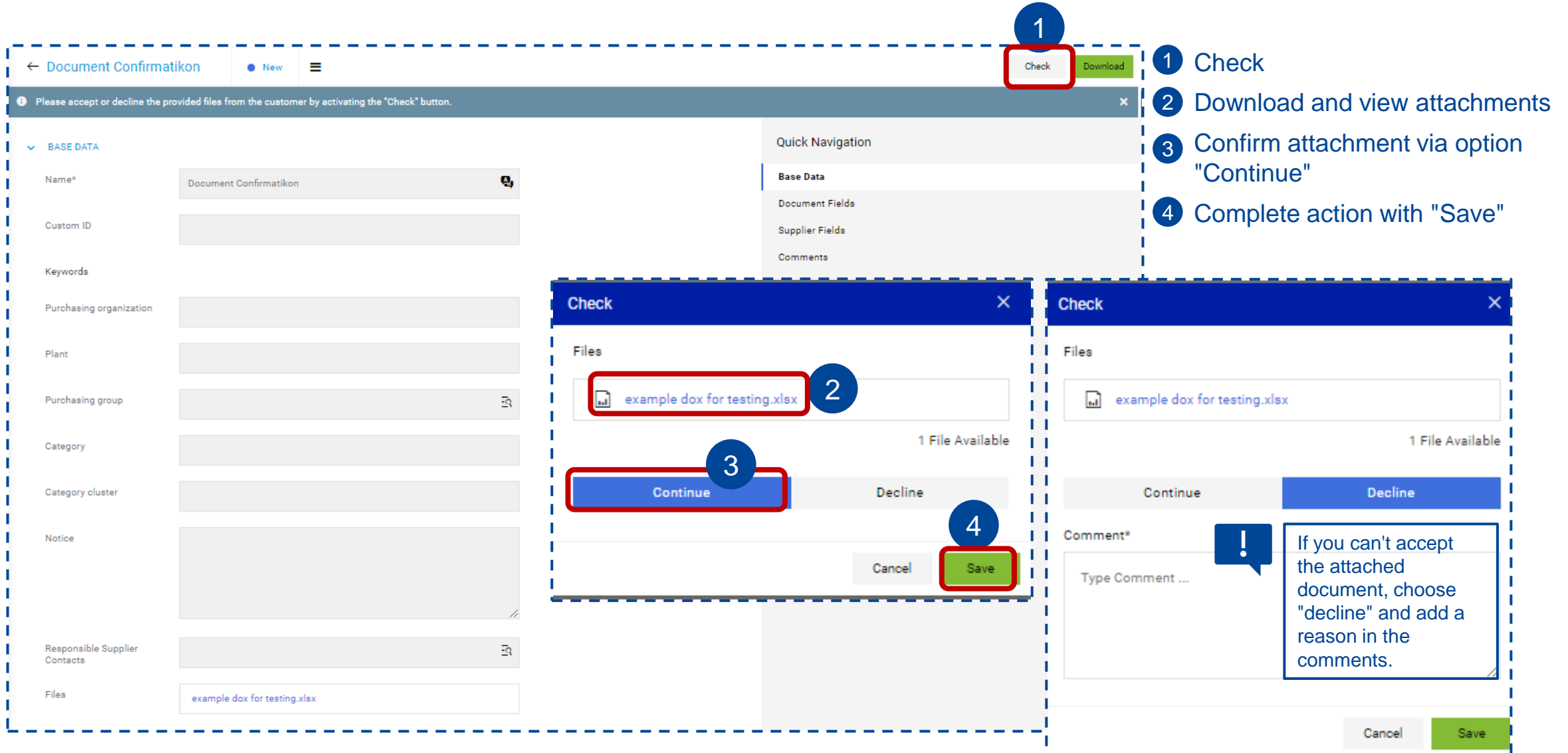
3 Enter List

Variant 2: Via Daily Task – Quick Links

Variant 3: Via the Menu bar on the left

You receive documents from MT with request to provide your acceptance:

1. Check
2. Download and view attachments
3. Confirm attachment via option "Continue"
4. Complete action with "Save"

If you can't accept the attached document, choose "decline" and add a reason in the comments.

You are requested to provide documents:

1. Upload
2. Attach your documents
3. Provide validity date
4. Complete action with "Upload"

If you can't provide requested documents, choose "decline" and add a reason in the comments.

You receive documents from MT with request to submit revised versions

① ← Document Exchange ● New ≡ Download

ⓘ Please download the provided files from the customer by activating the "Download" button.

∨ BASE DATA

Name* Document Exchange

Download Files ✕

Files are valid until 2025-12-19

📊 example dox for testing.xlsx

1 File Available

② Cancel Download All Files

③ ← Document Exchange ● Downloaded ≡ Decline Download Upload

ⓘ Please upload the requested files with a validity date by activating the "Upload" button or decline the exchange by activating the "Decline" button. ✕

∨ BASE DATA

Name* Document Exchange

Custom ID

Keywords

Purchasing organization

Quick Navigation

Base Data

Document Fields

Supplier Fields

Comments

Upload Files ✕

Files*

④ 📎 Drag and Drop files or Browse

Valid to* ⑤ 📅

Comment

Write a comment here

⑥ Cancel Upload

① ② Download provided attachment

③ ④ Upload revised document by attaching the file within the popup window

⑤ Provide validity date

⑥ Complete action with "Upload"

! If you can't provide requested documents, choose "decline" and add a reason in the comments.