

2025 年 1 月

# Jaggaer 供应商文档管理

# Mettler Toledo 供应商工作指南



**此工作指南提供了在供**应商门户中交互管理各种文档的分步说明。通过遵循本指南,我们可以与供应商合作,以实现更顺畅的文 件交换流程,从而提高可视化并缩短响应时间。

**我**们简化了文档交换流程,以有效地管理我们与供应商的信息共享。文档确认、文档请求和文档交换等功能将在安全的环境中轻 **松**传输和查看,从而增强各方的沟通和协作。

**文件确**认:供应商收到梅特勒-托利多的文件,并要求供应商确认接受 文件请求:要求供应商提交文件,这些文件将由梅特勒-托利多负责审核 文件交换:供应商从梅特勒-托利多接收文件,并应填写并返回其版本以供验证。

#### 好处:

加强供应商与梅特勒-托利多之间的沟通和协作 提高文档交换的透明度 高效处理,无需电子邮件或电话确认 提供给供应商的机会,让其在自己方便的时候审查和修改文件 将供应商相关文档无缝集成到一个平台中





Dear Supplier,
Mettler Toledo has shared a document with you for further action through the Mettler-Toledo supplier portal. I Please review it and provide your response
Document type:
I Document name
I I Kind regards I Mettler-Toledo supplier portal I

创建新的交互式文档时,指定的供应商联系人将收到电 **子**邮件通知。

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# 此外,点击Cockpit您可以查看所有已j交互的文档。另请参阅下一张幻灯片,了解如何从供应商导航主页访问文档列表

## 打开文档概览

#### METTLER TOLEDO 4

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## **您收到梅特勒托利多**发送的文件,并要求确认接受:

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