



December 2024

Jaggaer Supplier Purchase Order Management

Mettler Toledo Job Aid for Supplier

METTLER TOLEDO

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

- The JAGGAER POM module enables suppliers to monitor, update and confirm POs in real-time. POs from SAP are automatically transferred to the procurement portal, and the supplier is notified via email to confirm the order. This facilitates effective and transparent communication between the buyer and supplier.
- The job aid provides step-by-step instructions on using the PO dashboard in JAGGAER and its available functionalities for suppliers.

Benefits:

- Improved communication and collaboration between suppliers and buyers
- Better visibility and transparency of PO information and changes
- No need for confirmation via mail or phone, all through procurement portal
- Supplier can reconfirm anytime with latest details
- Confirmation seamlessly integrated into SAP without manual input
- MT Buyer is immediately notified of discrepancies.



New Purchase Order:

When a new purchase is transmitted to the Portal, a notification is sent to the vendor. This notification includes a link that can be used to directly open the PO in Jaggaer.

PO Changes & Cancellation:

If there are any modifications made to the PO, output is triggered to JAGGAER, while the designated supplier is also informed of the adjustments made.

PO Reminder:

If a Purchase Order isn't opened by supplier within 96 hours, first automatic reminder is sent to the Vendor contacts.

If no action is taken within 24 hours, reminders are sent to supplier and buyer every 24 hours until the PO is confirmed.

Confirming orders promptly is crucial to avoid delivery issues.

Dear Sir or Madam,

Mettler-Toledo has sent you an order for your further handling via the Mettler-Toledo supplier portal.

Order no.: [REDACTED]

Plant: [REDACTED]

MT Buyergroup [REDACTED]

In order to further process this order, please login to the Mettler-Toledo supplier portal with your user account:

https://mtdemo.app11.jaggaer.com/order_request.php?id=277012

Loginname: [REDACTED]

Password: [REDACTED]

Best regards

Mettler-Toledo supplier portal

Dear Mr.

You have not yet viewed an order sent to you by the Mettler-Toledo supplier portal.

Order no.: [REDACTED]

In order to further process this order, please login to the Mettler-Toledo supplier portal with your user account:

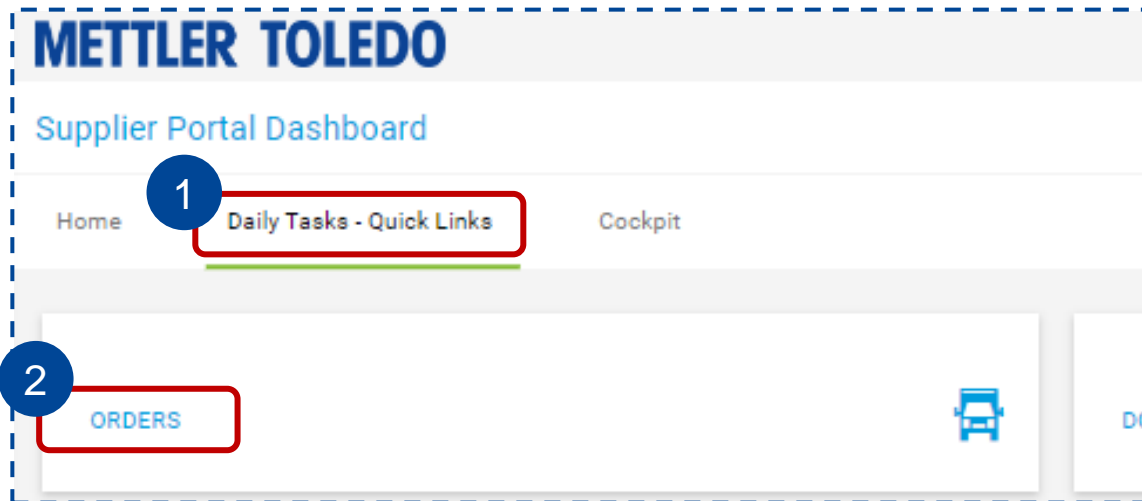
https://mtdemo.pool4tool.com/order_request.php?id=123730

Best regards

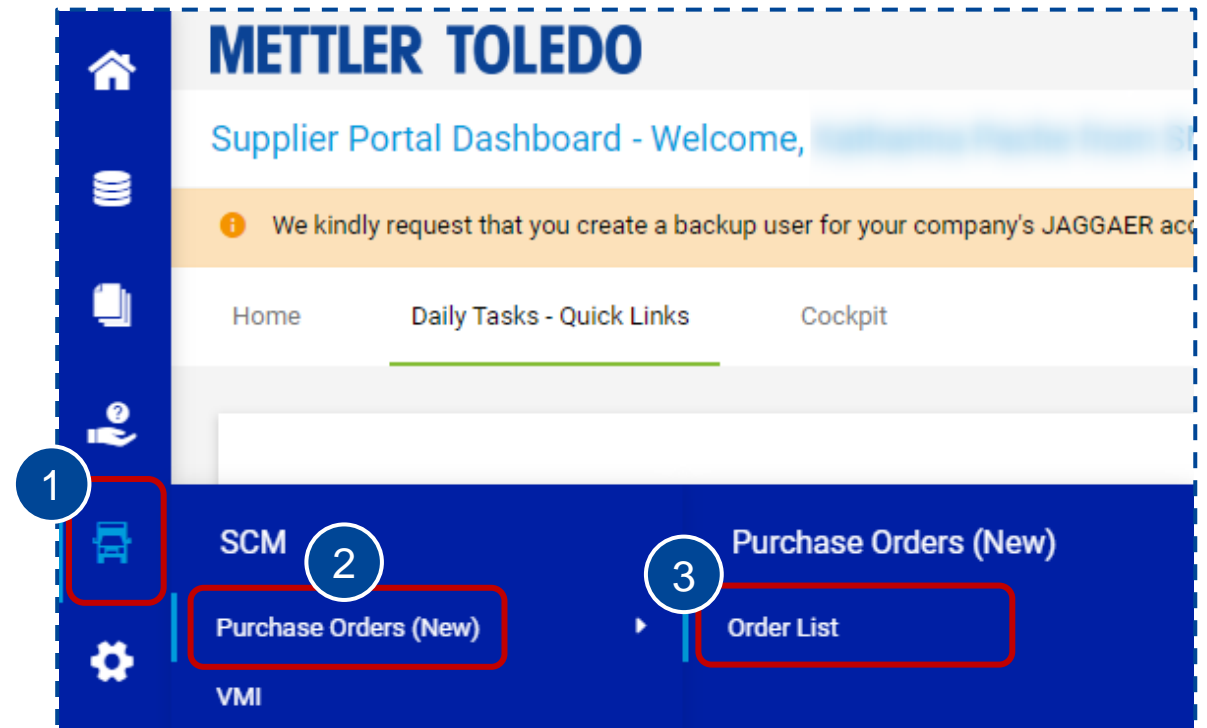
Mettler-Toledo supplier portal

You can access the order dashboard showing all your assigned POs through the following paths:

- Via Daily Task – Quick Links



- Via the Menu bar on the left



Order List shows only one line reflecting the header level plus indicates the number of order lines

Purchase Order Management • Default

Orders Items

Showing Results 1 – 40 of 40 Display 100

ORDER NO.	ORDER TY...	ORDER STATUS	NO. ITEMS	PO CREATION DATE	LAST MODIFIED	CHANGES	TOTAL	DELIVERY COMPLETE	OPENED	FILE
<input type="checkbox"/>	ZD	Confirmed	1			0	No			1
<input type="checkbox"/>	ZD	Sent	1			0	No			1
<input type="checkbox"/>	ZD	Confirmed	1			1	No			1
<input type="checkbox"/>	ZD	Delivered	1			0	Yes			1

Export list of Pos (Excel or CSV)

Export Excel

Export CSV

PO reference

Tick box for fast confirmation

Number of lines in the PO

Number of changes
→ Click here to see the details changed

PDF was not yet opened

Possible to view and download pdfs from here

Change Log • Order

Showing Results 1 – 10 of 10 Display 25

POS.	LEVEL	CHANGED ITEM	CHANGED BY	CHANGED BY USER	DATE	OLD VALUE	NEW VALUE
00010	Disposition	Quantity	Supplier				
00010	Disposition	Delivery date	Supplier				
00010	Position	Quantity	Supplier				
00010	Position	Costs	Supplier				
00010	Position	Remarks	Supplier				
00010	Disposition	Delivery date	Customer				

The Item List displays a single line for each purchase order line, with the details at the line level.

The screenshot shows a web interface for 'Purchase Order Management'. At the top, there are tabs for 'Orders' and 'Items', with 'Items' selected. Below the tabs, it says 'Showing Results 1 - 100 of 2104' and 'Display 100'. On the right, there is a search icon and an 'Export Ex...' button. The main content is a table with the following columns: 'ORDER NO. / ITE...', 'ITEM STATUS', 'ORDER STATUS', 'MATERIAL', 'QUANTITY REQUESTED', 'CHANGES', 'MATERIAL NUMBER', 'DELIVERY COMPLETE', and 'REQUESTED DELIVER...'. The 'ITEM STATUS' column contains buttons labeled 'Sent' and 'Confirmed'. The 'ORDER STATUS' column contains buttons labeled 'Sent' and 'Confirmed'. The 'QUANTITY REQUESTED' column shows values like 0. The 'DELIVERY COMPLETE' column shows 'No'. The 'REQUESTED DELIVER...' column shows dates. Annotations with dashed lines point to various elements: 'Status on order line level' points to the 'ITEM STATUS' column; 'Overall order status' points to the 'ORDER STATUS' column; 'PO reference' points to the 'ORDER NO. / ITE...' column; 'Tick box for fast confirmation' points to a column of checkboxes on the left; 'Material description' points to the 'MATERIAL' column; 'Requested Quantity on orderline level' points to the 'QUANTITY REQUESTED' column; and 'Requested delivery date' points to the 'REQUESTED DELIVER...' column. There is also an annotation 'Export list of Pos (Excel or CSV)' pointing to the 'Export Ex...' button.

ORDER NO. / ITE...	ITEM STATUS	ORDER STATUS	MATERIAL	QUANTITY REQUESTED	CHANGES	MATERIAL NUMBER	DELIVERY COMPLETE	REQUESTED DELIVER...
<input type="checkbox"/>	Sent	Sent			0		No	
<input type="checkbox"/>	Confirmed	Confirmed			0		No	
<input type="checkbox"/>	Confirmed	Confirmed			0		No	
<input type="checkbox"/>	Sent	Sent			0		No	

At MT, we offer the following saved views providing list of purchase orders with predefined filters:

All orders with status partially confirmed

All orders with status with sent and decline as well as delivery not yet complete

The screenshot shows the 'Purchase Order Management' interface. At the top, there is a 'Default' dropdown menu. Below it, a 'SAVED VIEW' dropdown menu is open, showing two options: 'Partially Confirmed Orders' and 'Unconfirmed & Undelivered Orders'. An 'Apply' button is visible next to the 'Partially Confirmed Orders' option. Below the dropdowns, there is a table with columns 'ORDER NO.', 'ORDER TYPE', and 'ORDER STATUS'. The table contains two rows of data, both with 'ZD' as the order type. The first row has a 'Confirmed' status, and the second row has a 'Sent' status. The interface also shows 'Showing Results 1 - 40 of 40' and a 'Display' button.

1 Click on "Default"

2 Hover over the required view and press "Apply"

At item level report, we only provide saved view for "unconfirmed & undelivered orders"

The screenshot shows the 'Purchase Order Management' interface at the item level. It features a 'Default' dropdown menu and a 'SAVED VIEW' dropdown menu. The 'SAVED VIEW' dropdown menu is open, showing the option 'Unconfirmed & Undelivered Orders'. Below the dropdowns, there is a table with columns 'ORDER NO.', 'ORDER TYPE', and 'ORDER STATUS'. The table contains two rows of data, both with 'ZD' as the order type. The first row has a 'Confirmed' status, and the second row has a 'Sent' status. The interface also shows 'Showing Results 1 - 100 of 2104' and a 'Display' button.

You can use quick or advanced filter criteria to find specific orders. Use "Quick Filters" to search by Order Status or Creation Date. Additional criteria are available in "Advanced Filters"

The screenshot displays the Purchase Order Management interface. On the left, the 'Quick Filters' panel is open, showing 'Order Status' and 'PO Creation Date' sections. The 'Order Status' section has a list of checkboxes for various statuses: New, Advised, Sent, Changed, Partly Advised, Confirmed, Partly Confirmed, Delivery Prepared, Partly Delivered, Delivered, Delivery Partly Prepared, Declined, Pending, Seen, Hidden, and Deleted. The 'PO Creation Date' section has 'From' and 'TO' date pickers. The main area shows 'Purchase Order Management • Default' with 'Orders' and 'Items' tabs. A table at the top right shows 'Quick Filters' and 'Advanced Filters' counts. An 'Advanced Filters' dialog is open, showing a search bar with 'Order No.' selected, a dropdown for 'Select Operator', and an 'Enter Value' field. A dropdown menu is open below the search bar, listing 'Order No.', 'Jaggaer Direct Order ID', 'PO Creation Date', and 'Last Modified'. The 'Apply' button is highlighted.

1 Quick Filters 0

3 Advanced Filters 0

2

4

5

6

1 Select "Quick Filters" to search by status and/or creation date only

2 Tick the necessary status options and/or add creation date filter -> Criteria is applied immediately

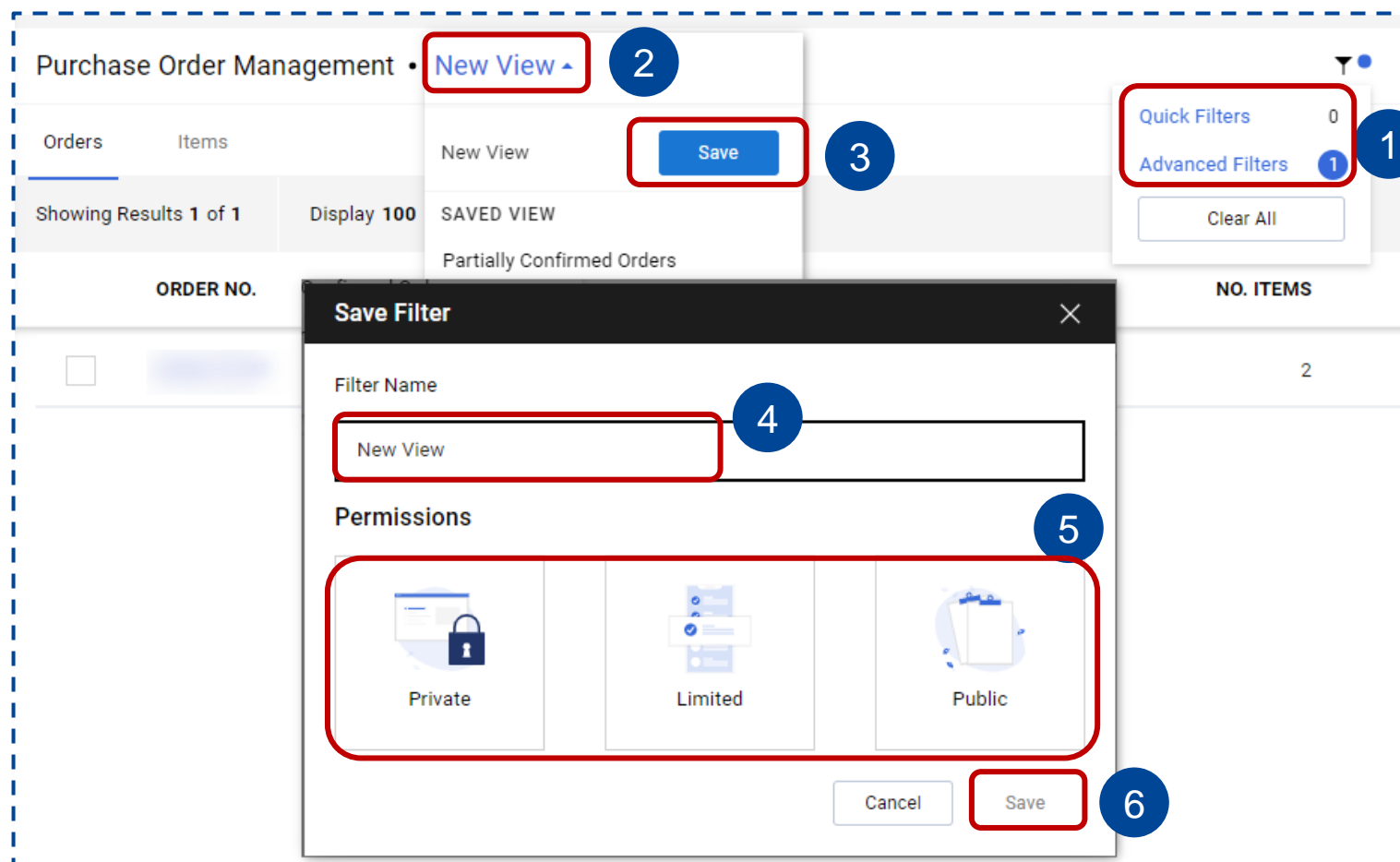
3 Select Advanced Filters if you want to search with more complex criteria

4 Choose first criteria and define filter value

5 Add additional filter criteria if needed

6 Apply

If you frequently use specific filters, you can save them. If you enable public permissions, this view will be shared globally.



- 1 Set filter criteria via Quick or Advanced Filters
- 2 Click on "New View"
- 3 Press "Save"
- 4 Give a meaningful Name
- 5 Define permissions
- 6 Remember to Save

To enhance readability, you have the option to temporarily pin columns.

The screenshot shows the 'Purchase Order Management' report interface. At the top, there are tabs for 'Orders' and 'Items', and a 'Display' dropdown menu with options: 'SAVED VIEW', 'Partially Confirmed Orders', and 'Unconfirmed & Undelivered Orders'. Below this is a table with columns: 'ORDER NO.', 'ORDER TYPE', 'ORDER STATUS', 'NO. ITEMS', 'PO CREATION DATE', 'LAST MODIFIED', 'CHANGES', and 'TOTAL'. The 'CHANGES' column is highlighted with a red box and a blue circle '1'. A column menu is open over the 'CHANGES' column, with 'Pin Columns' highlighted by a red box and a blue circle '2'. The 'Pin Columns' menu has three options: 'Pin Left', 'Pin Right', and 'No Pin'. 'Pin Right' is highlighted with a red box and a blue circle '3'. The table contains four rows of data with various order statuses like 'Confirmed' and 'Sent'.

- 1 Press the icon to access the column menu
- 2 Hover over the option "Pin Columns"
- 3 Select "Pin Right" if you want this column to appear on the right edge of the report, regardless of your scroll position. Select "Pin Left" if you want to display it on the left edge.
You can pin multiple columns, as well as a combination of columns on the left and right sides.

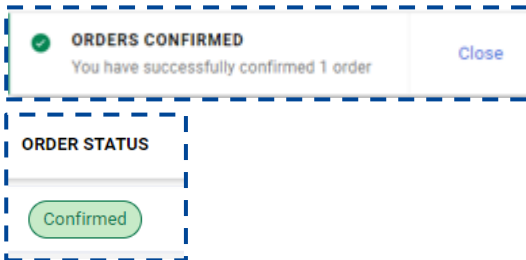


Please note that this setup cannot be saved and will be lost once you exit the report.

If no adjustments are necessary, the "Fast confirmation" feature can be used to confirm multiple POs simultaneously.

Attention: Ensure that all delivery dates are set in the future as any past dates will result in an error.

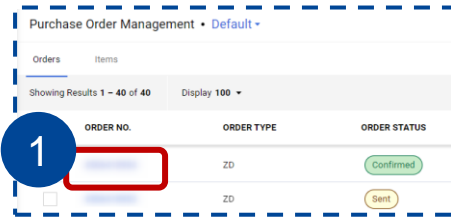
- 1 Mark all orders that you want to confirm as requested
 - 2 Press button "Fast Confirmation"
 - 3 Add your confirmation reference. If you do not have confirmation reference, please enter "n/a" or add "blank" to proceed
 - 4 Press button "Confirm"
- Confirmation was only successful if green message "orders confirmed" is shown as well as status change to confirmed



The screenshot shows the METTLER TOLEDO Purchase Order Management interface. At the top, there's a header with the company name and a "Purchase Order Management • Default" dropdown. Below that, there are tabs for "Orders" and "Items", and a "Showing Results 1 - 100 of 723" indicator. A table lists purchase orders with columns for "ORDER NO.", "ORDER TYPE", "ORDER STATUS", "NO. ITEMS", "PO CREATION DATE", and "LAST MODIFIED". Two rows are selected, with checkboxes in the first column circled in red and labeled "1". A "Fast Confirmation" dialog box is open, showing "ORDER NUMBER" and "CONFIRMATION NUMBER" fields. The first field contains "4506420928" and the second contains "e.g.100050", both circled in red and labeled "3". A "Confirm" button is circled in red and labeled "4". At the bottom of the interface, a "Fast Confirmation" button is circled in red and labeled "2", and a "2 ITEMS SELECTED" indicator is visible.

ORDER NO.	ORDER TYPE	ORDER STATUS	NO. ITEMS	PO CREATION DATE	LAST MODIFIED
4506420928	ZD	Sent	1	10.12.2024 09:44	10.12.2024 13:45
4506420927	ZD	Sent	1	10.12.2024 09:43	10.12.2024 13:45
	ZD	Sent	1		
	ZD	Sent	1		
	ZD	Sent	1		
	ZD	Sent	1		
	ZD	Sent	1		
	ZD	Sent	1		
	ZD	Sent	1		
	ZD	Sent	1		
	ZD	Sent	1		
	ZD	Sent	1		

1 Open PO by clicking on PO reference



2 New window appears showing all PO data and attachments

3 Open PDF via link (if not yet done)

4 Adjust delivery date if necessary

5 Add confirmation reference here, if different per line. Use field "Supplier confirmation number" if same reference is applicable for all lines (8)

6 For split delivery see next slide

7 Include comments for extra details

8 Add confirmation code here, if same reference is applicable for all lines

9 Press "Save and send back"

- If the "Save and send back" button is not visible, it means that the most recent PDF has not been opened yet.

- If you do not have confirmation reference, please enter "n/a" or add "blank" to proceed

- Confirm all items in an order together. Individual item confirmation or partial confirmation is not permitted, even for split deliveries.

Order

Order number/Date: PO number and date
Supplier number: Supplier number in MT system

Contact person

Telephone: MT contact details
Fax:
eMail Address:
Your person responsible:

Delivery address: Delivery address

Delivery conditions: Payment terms & Incoterms
Payment conditions:

Documents:
Please open the PDF to be able to confirm!
4506419707.PDF (2024-11-18 09:18:07)

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (GBP)
10		3 EA	2025-01-07	2025-01-07			
20		2 EA	2025-01-15	2025-01-15			

Supplier confirmation number:

Save and send back

- 1 See previous slide regarding entry of PO Details
- 2 Open PDF via link (if not yet done)
- 3 Add confirmation reference here, if different per line
- 4 Press the "Split" button as many times as needed for additional delivery lines. For three delivery slots, press it twice to add two lines above the original.
- 5 Reduce quantity on original line to reflect first delivery slot. Add remaining quantity to the additional lines. Adjust delivery dates for each delivery slot.
Important: Sum of split lines must match the overall requested quantity.
- 6 You can delete any obsolete split lines until the split is confirmed
- 7 Include comments for extra details
- 8 Add confirmation code here, if one reference for all
- 9 Press "Save and send back"

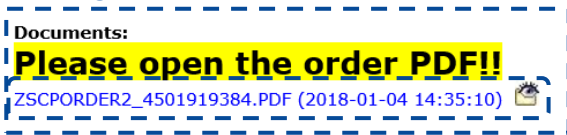
- If the "Save and send back" button is not visible, it means that the most recent PDF has not been opened yet.
 - If you do not have confirmation reference, please enter "n/a" or add "blank" to proceed
 - Confirm all items in an order together. Individual item confirmation or partial confirmation is not permitted, even for split deliveries.

The screenshot shows the 'Order' details and a table of items. Callout 1 points to the 'Supplier address' and 'Delivery address' fields. Callout 2 points to a PDF link in the 'Documents' section. Callout 3 points to the 'Confirmation number' field in the table. Callout 4 points to the 'split' button. Callout 5 points to the 'Quantity' and 'Delivery date' fields in a split line. Callout 6 points to the 'delete' buttons. Callout 7 points to the 'Remarks' field. Callout 8 points to the 'Supplier confirmation number' field. Callout 9 points to the 'Save and send back' button.

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Price/Unit	Confirmation number	Value (GBP)
10	[blurred]	3 EA	2025-01-07	2025-01-07		[input field]	[input field]
Remarks							
10	[blurred]	3 EA	2025-01-07				[input field]
		0 EA	2025-01-07				[input field]
		0 EA	2025-01-07				[input field]
20	[blurred]	2 EA	2025-01-15	2025-01-15			[input field]



- To send an order confirmation, you must open the PDF. It's crucial to open all PDFs, including those generated due to changes in the PO. To open the PDF click on the link below "Please open the order PDF!"



- All items in an order must be confirmed together. Individual confirmation of items is not allowed. Even with a delivery split, the entire purchase order must be confirmed.



- If the delivery is in multiple lines, you can divide the confirmation into different slots via split functionality. Please make sure that the total quantity of all lines matches the original requested quantity.



- Price changes: As a supplier, you can modify quantity and delivery date in the respective fields of the order confirmation. However, it is not permitted to execute price changes through the Jaggaer order confirmation. In the event of a necessary price adjustment, please reach out directly to the MT buyer directly to discuss the details.

In case of supplier confirmation with a deviation to the request, a notification is instantly sent to the designated contact of the Purchase Order.

The notification displays the old and new values for Delivery Date, Quantity and Remarks.

Dear Mr

Through the Mettler-Toledo supplier portal a confirmation has been transmitted that differs from the order.

Order number: [REDACTED]
Supplier [REDACTED]

Changes position 00010: [REDACTED]

Field	Old value	New value
Delivery date	[REDACTED]	[REDACTED]