



November 2024

Jaggaer Supplier Registration

Mettler Toledo Job Aid for Supplier

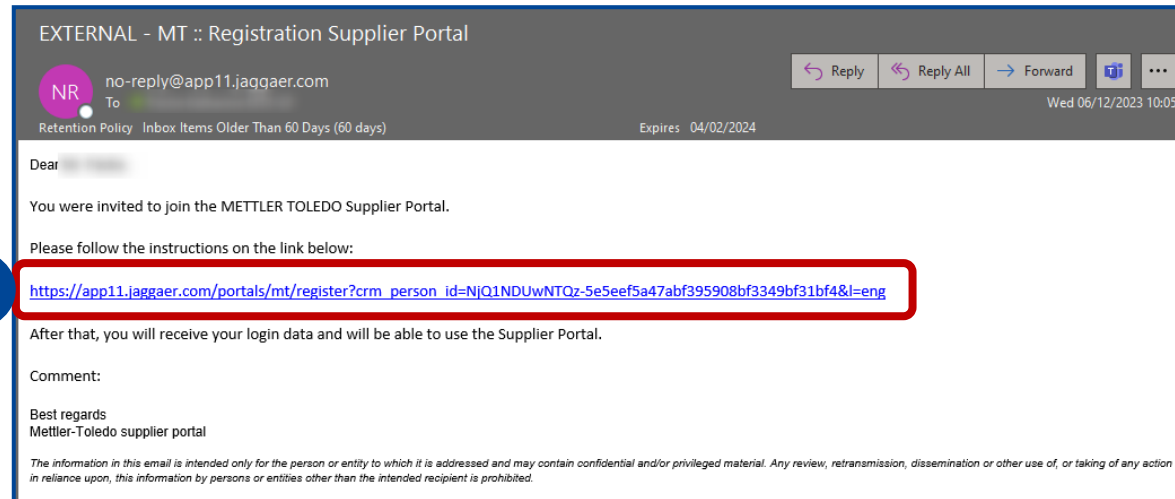
METTLER **TOLEDO**

The logo for Mettler Toledo, featuring the words "METTLER" and "TOLEDO" in a bold, blue, sans-serif font. Below the text is a graphic consisting of several parallel, diagonal lines in a light green color, with a central vertical line that is slightly thicker and darker green.

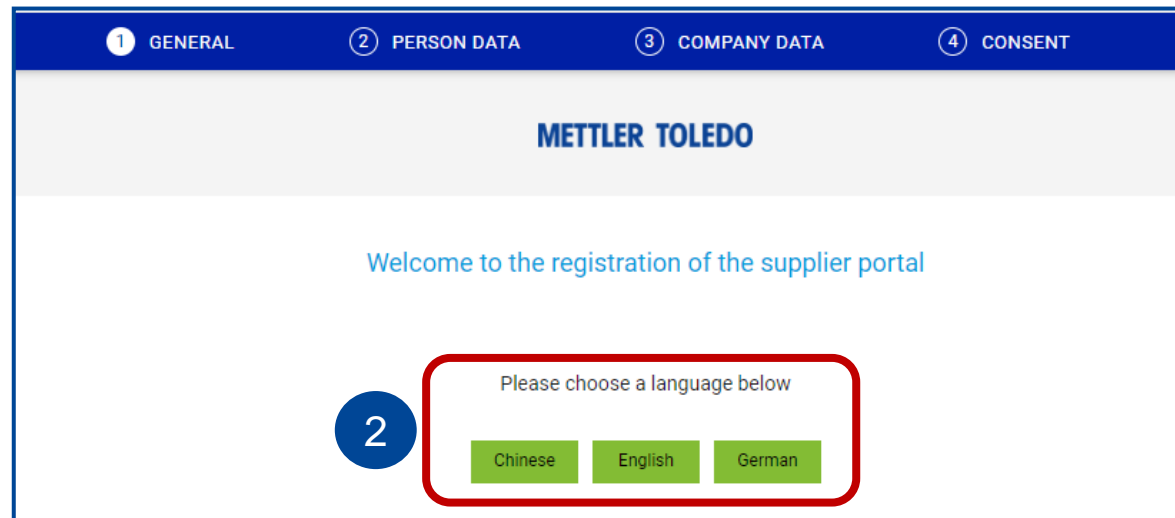
The MT Buyer initiates the registration process, leading to to an email sent to you with the link to register on JAGGAER.

- 1 Open the link
- 2 Choose system language, **English is recommended**

1



2



Please complete the information needed in the "Person Data" tab. Remember that any questions marked with * are mandatory and must be answered.

- 1 Please provide your department along with any other mandatory information
- 2 Choose a for you logical Loginname
- 3 Press Continue

The screenshot shows the 'PERSON DATA' tab of the METTLER TOLEDO registration process. The form includes the following fields and annotations:

- Website URL:** A text field containing 'https://www.mt.com/supplierpor...'. An information icon (i) points to a callout box that says 'Link to MT supplier Webpage'.
- CONTACT PERSON:** A section header above the contact details.
- Salutation*:** A dropdown menu with 'Mr.' selected.
- First name*:** A text input field.
- Last name*:** A text input field.
- Department:** A dropdown menu with '---' selected. An annotation '1' points to this field.
- Telephone*:** A form with a '+' sign, a dropdown for country code, and separate fields for 'Area' and 'Number'.
- E-Mail*:** A text input field. An information icon (i) points to this field.
- Loginname*:** A text input field. An annotation '2' points to this field, which is also enclosed in a red dashed box. A callout box points to this field with the text: 'We advise using "first name.last name" as your login username, but you have the option to select any preferred username'.
- Buttons:** 'Back' and 'Continue' buttons. The 'Continue' button is highlighted with a red box and an annotation '3'.

Provide your company details.

- 1 Review already provided data and correct if needed
- 2 Provide additional data like DUNS-, VAT-Number or EORI-Number
- 3 Press Continue

GENERAL PERSON DATA **COMPANY DATA** CONSENT

METTLER TOLEDO

COMPANY DATA

Company name*

Street* 1

Zip code*

City*

Country*

State / Province

Telephone*

E-Mail*

Homepage*

D-U-N-S [?](#) 2

VAT code* 3

Currency ⓘ

Incoterms ⓘ

Payment terms ⓘ

EORI

Back **Continue** 3

The DUNS number is a unique 9-digit code issued by Dun & Bradstreet (D&B) to identify companies. You can find your DUNS number by clicking the link next to the D-U-N-S field.

To complete your registration, you have to agree and accept the Supplier and JAGGAER Access Terms

- 1 Tick both fields
- 2 Press "Accept and Submit" -> New email will be triggered for your first login as a user
- 3 Click the link in the email for your first log in. The system will prompt you to change your password.

GENERAL PERSON DATA COMPANY DATA **4 CONSENT**

METTLER TOLEDO

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

I agree and accept [Supplier Access Terms](#).

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Mettler-Toledo in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.

Back **Accept and Submit**

EXTERNAL - MT :: Registration JAGGAER Supplier Portal

no-reply@app11.jaggaer.com
To

Retention Policy | Inbox Items Older Than 60 Days (60 days)

Dear Mrs. Pache,

We welcome you to the Supplier Portal of METTLER TOLEDO - thank you for registering.

You can log in by using the link <https://app11.jaggaer.com/portals/mt/>

Please use the following login data:

Username: [blurred]
Password: [blurred]

During the first login, you will be asked to change your password. Please make sure to fill out all the required data so we can consider you to become a METTLER TOLEDO supplier.

NOTE! Keep your credentials in a safe place. You are the admin now and you are responsible for the user data management.
Feel free to nominate other contacts within your company to grant them access to the portal.

Thank you.

Best regards
Mettler-Toledo supplier portal

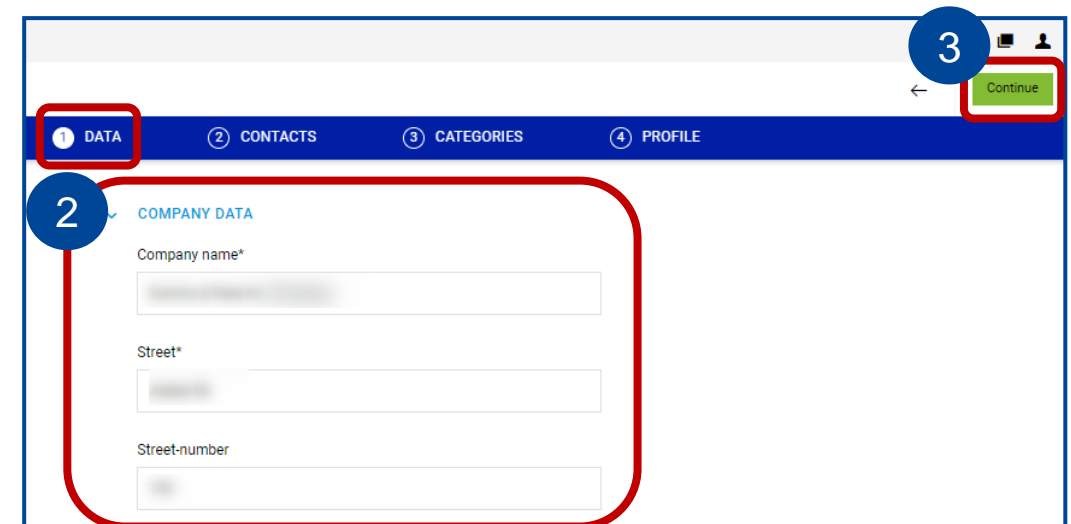
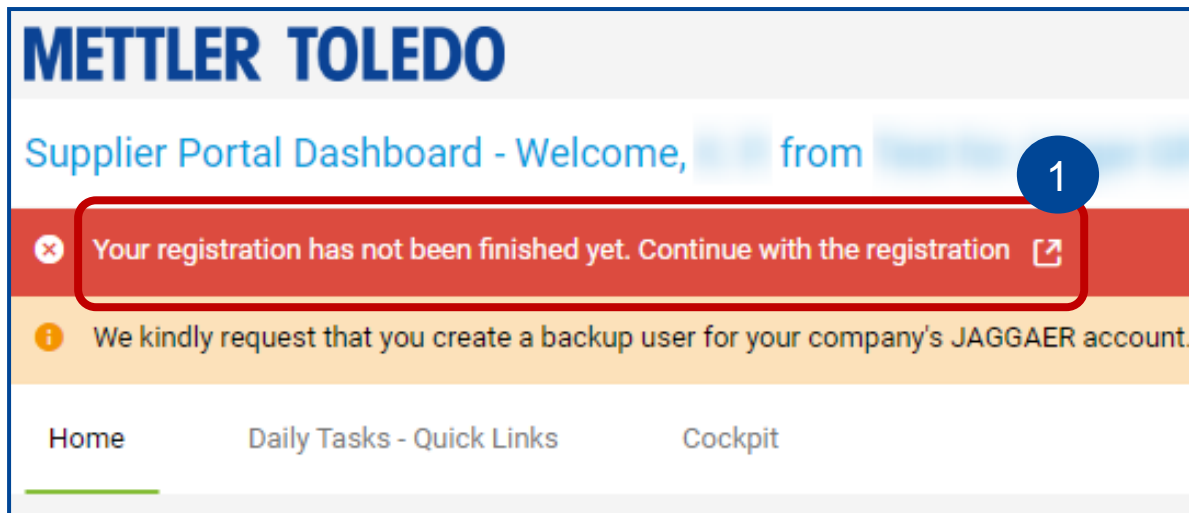
Finalize the registration by reviewing the Data, Contacts, Category, and profile details.



This process involves assigning a responsible contact for each mandatory role.

As highlighted in the warning, please note that we strongly advise to maintain at least two active users with login credentials at all times.

- 1 Click on the link
- 2 Review already provided data and correct if needed
- 3 Press "Continue"



You can add new contacts and assign them to their respective area of responsibility by accessing the "contacts" tab. It is recommended to have at least two users with active JAGGAER Login defined.

Adjust role assignment - see following slides

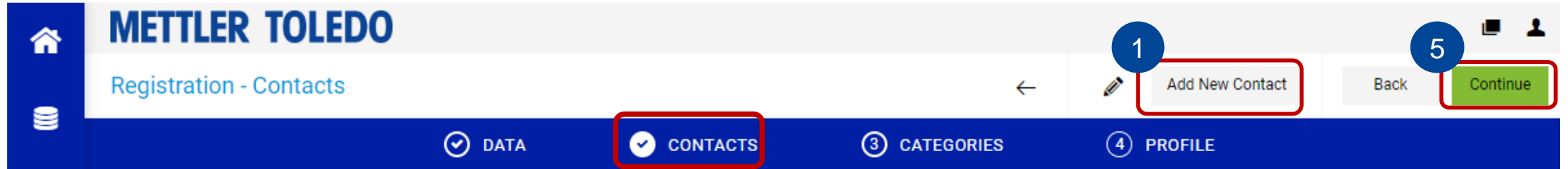
Create new contact - see next slide

The screenshot shows the METTLER TOLEDO user interface for the 'Registration - Contacts' section. The top navigation bar includes the METTLER TOLEDO logo, the page title 'Registration - Contacts', and navigation buttons: a back arrow, an edit icon (pencil), 'Add New Contact', 'Back', and 'Continue'. Below this is a horizontal menu with four tabs: 'DATA', 'CONTACTS' (highlighted with a red box), 'CATEGORIES', and 'PROFILE'. The main content area is titled 'Assigned Roles' and 'Contacts'. It displays a grid of eight role assignment cards, each with a name and an edit icon (pencil). The roles are: Orders, Ratings, Supplier Portal, ERFQs, Documents, Order Response, Tickets, and MT-PAP. The 'Add New Contact' button and its edit icon are highlighted with red boxes. Dashed lines with dots point from the text 'Adjust role assignment - see following slides' to the edit icon in the 'Add New Contact' button, and from 'Create new contact - see next slide' to the 'Add New Contact' text.

Assigned Roles	Contacts
Orders	Ratings
Supplier Portal	ERFQs
Documents	Order Response
Tickets	MT-PAP



We highly recommend having at least two active users with access, therefore please add a back up user with login credentials during your registration completion.



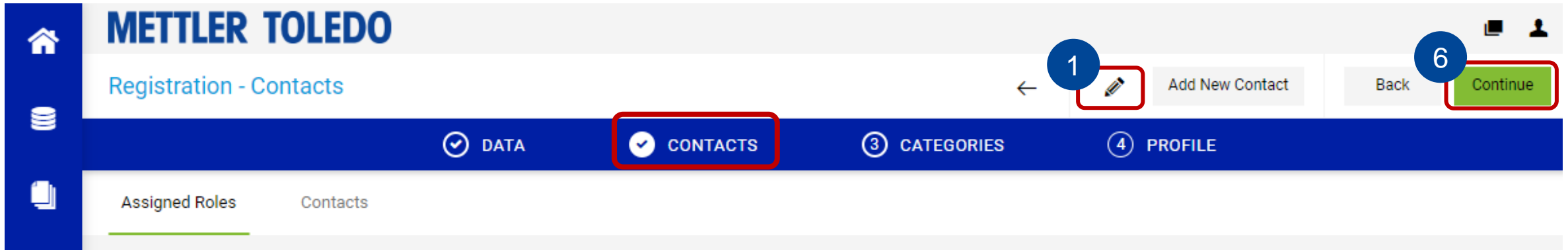
- 1 Add New Contact
- 2 Fill in Information
- 3 Add Portal Access
- 4 Remember to Save
- 5 Press "Continue"



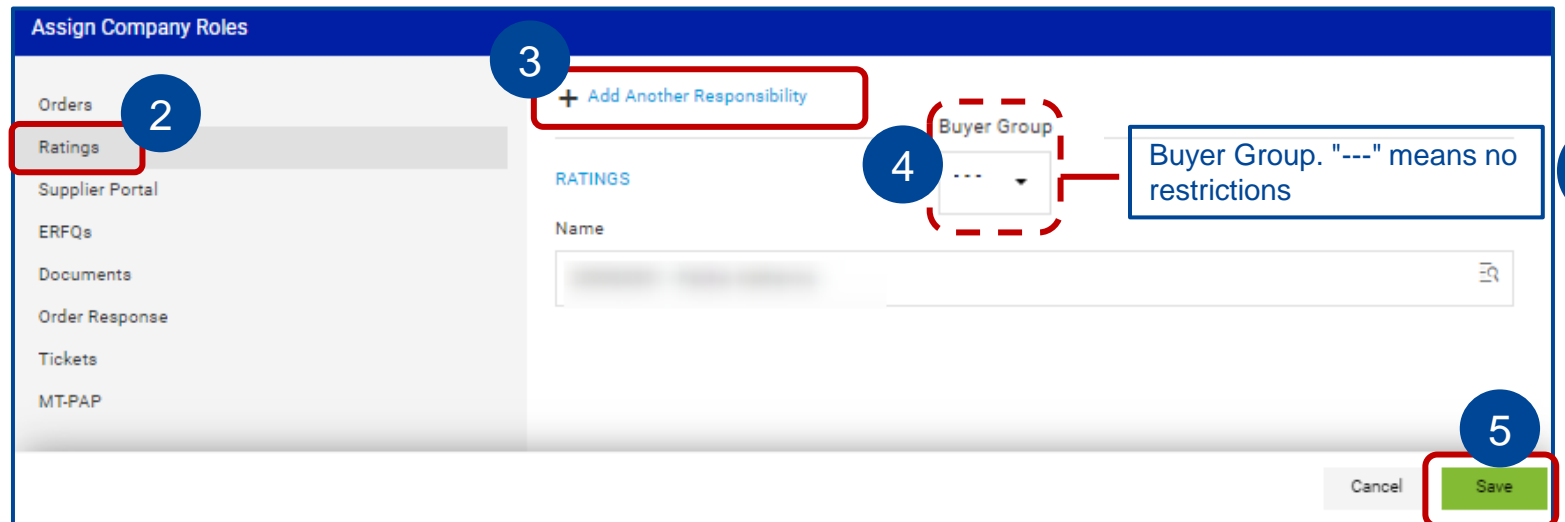
To grant a user access to the portal, please activate the Portal Access button. This action will require a Login Name and MT permissions. Notifications will be generated based on the assigned role. More information about role assignment can be found in the following slides.

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

Once contacts have been created, it is important to assign appropriate roles based on their specific areas of responsibility.



- 1 Use the Edit Button to add or change role assignments
- 2 Go to the respective role area (see more details on the next slide)
- 3 Most areas allow multiple responsibilities. In such case add other users via "Add another responsibility"
- 4 Some roles allow assignment based on Buyer Group
- 5 Remember to save after adding or modifying user assignments
- 6 Once role assignments are complete, press "Continue" to proceed to the next registration step



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



We are in the process of transferring the responsibility for Category assignment from our suppliers to MT. Therefore, you can bypass that step and move on to the next section by clicking the "continue" button.

No action needed

1 Press "Continue"

The screenshot displays the METTLER TOLEDO web application interface. At the top left, the logo 'METTLER TOLEDO' is visible. Below it, the page title is 'Registration - Categories'. In the top right corner, there are navigation icons and a 'Continue' button highlighted with a red box and a blue circle containing the number 1. The main navigation bar features four tabs: 'DATA', 'CONTACTS', 'CATEGORIES' (highlighted with a red box), and 'PROFILE'. The 'CATEGORIES' tab is currently active. Below the navigation bar, there is a search bar with the placeholder text 'Search for category...'. Underneath the search bar, the text 'Categories Overview' is displayed, followed by 'Expand All | Close All'. At the bottom of the page, a message states 'No category has been selected yet'.

Please fill out the profile questionnaire with the required information. Please note that questions marked with * are mandatory and must be answered.

- 1 Go to each tab and answer the questions
- 2 Press "Save" before moving to next tab
- 3 Finish registration by pressing button "Publish"



The green message indicates that all required information has been entered, activating the "Publish" button to complete the registration.

