Jaggaer Supplier Registration
Mettler Toledo Job Aid for Supplier

November 2024
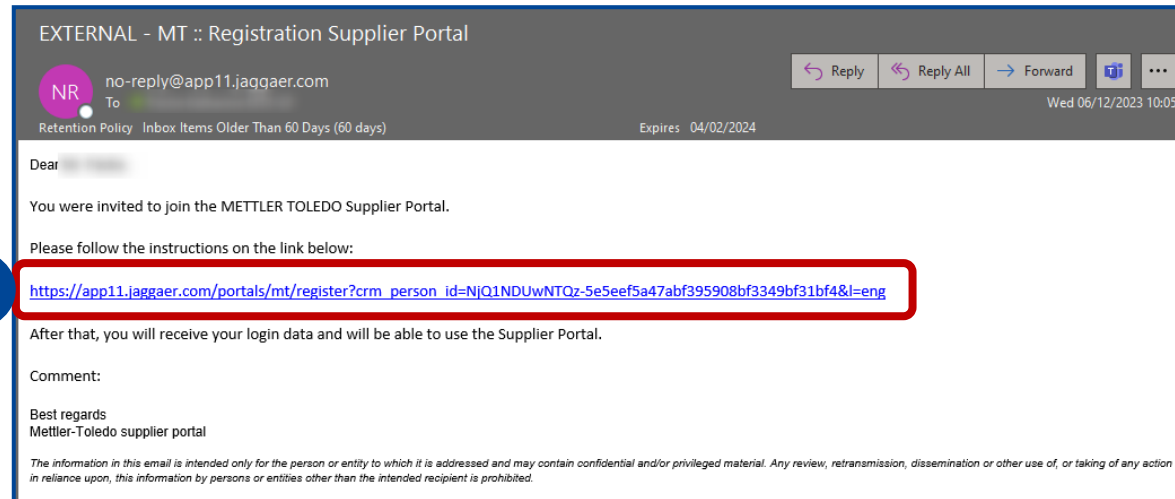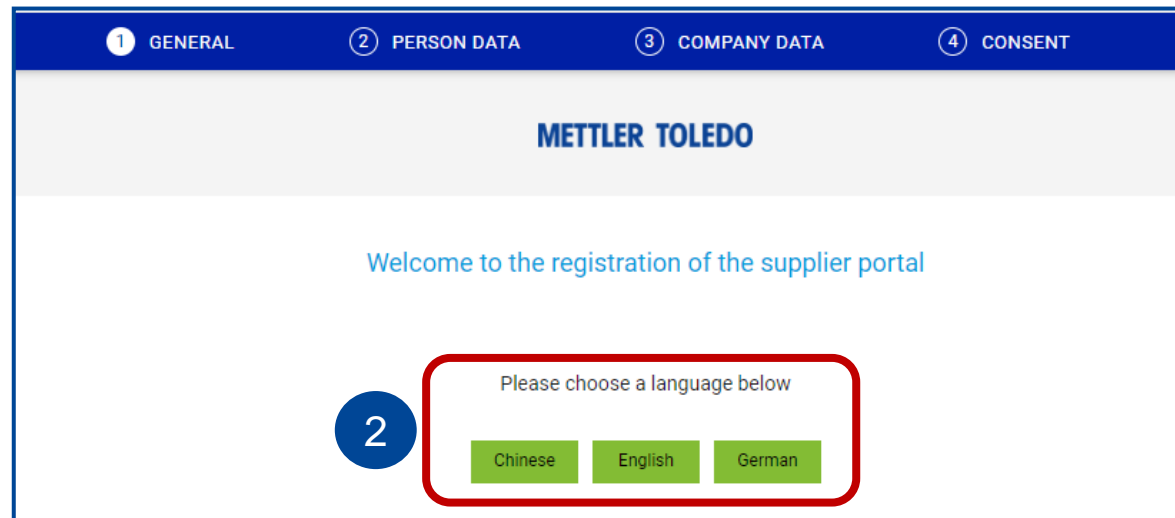
The MT Buyer initiates the registration process, leading to to an email sent to you with the link to register on JAGGAER.

1 Open the link

2 Choose system language, **English is recommended**

Person Data

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

Link to MT supplier Webpage

We advise using "first name.last name" as your login username, but you have the option to select any preferred username

Company Data

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*

Zip code*

City*

Country*

State / Province

Telephone*

E-Mail*

Homepage*

D-U-N-S

VAT code*

Currency

Incoterms

Payment terms

EORI

Back   Continue

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. Tig 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

NR   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:
Password:

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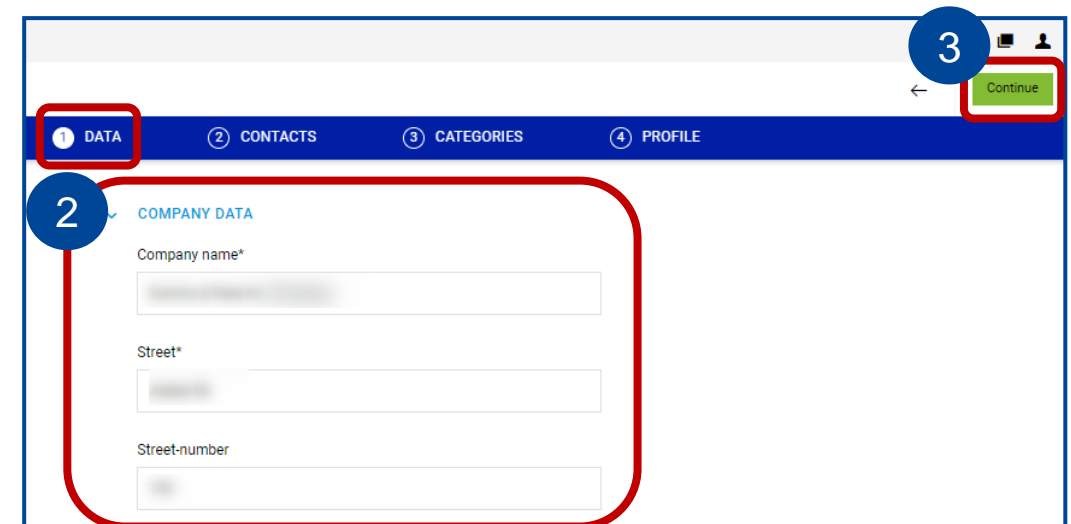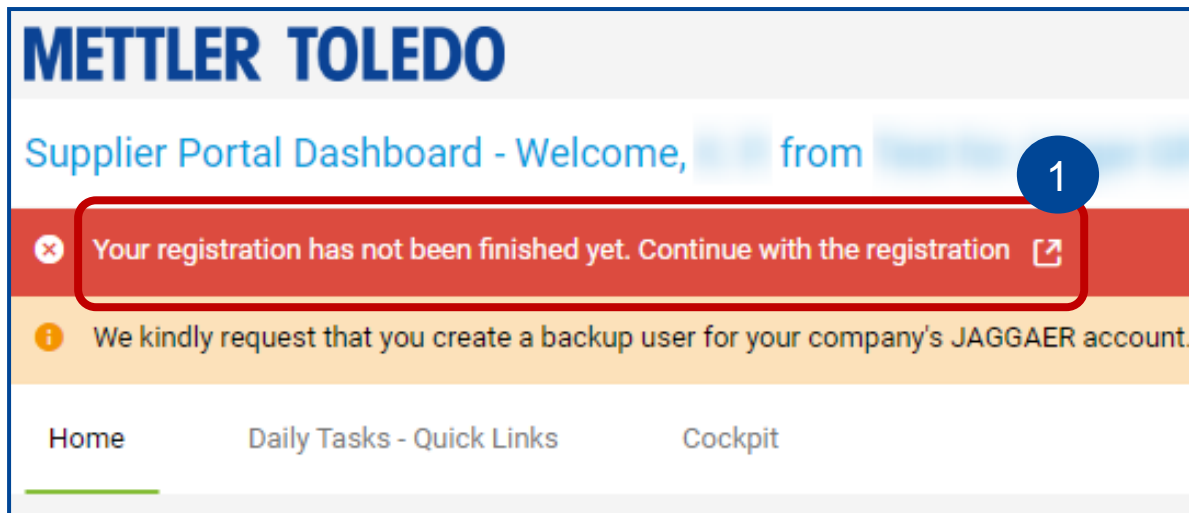
You can add new contacts and assign them to their respective area of responsibility by accessing the "contacts" tab. It is recommended to have at least two users with active JAGGAER Login defined.

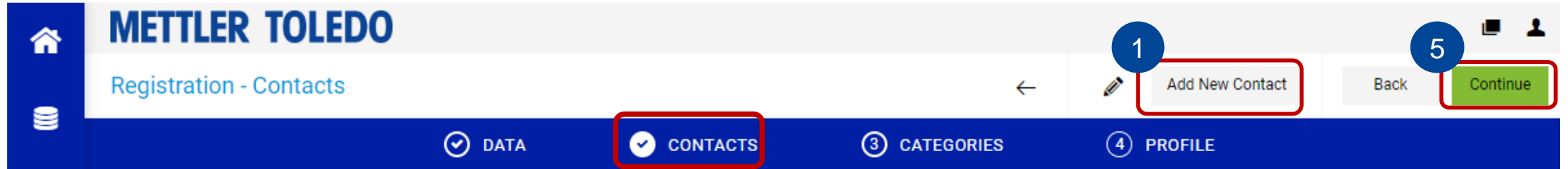Adjust role assignment - see following slides

Create new contact - see next slide

! 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.


METTLER TOLEDO

Registration - Contacts

1 Add New Contact   5 Back Continue

DATA   CONTACTS   3 CATEGORIES   4 PROFILE

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

CONTACT PERSON   Cancel   Save

Salutation*
Mx.

First name*

Last name*

Department

Telephone*
+   ---   Area   Number

E-Mail*
john.smith@mail.com

Portal Access ⓘ

Loginname*

permissions*
✓ *MT Supplier Portal

ⓘ 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.
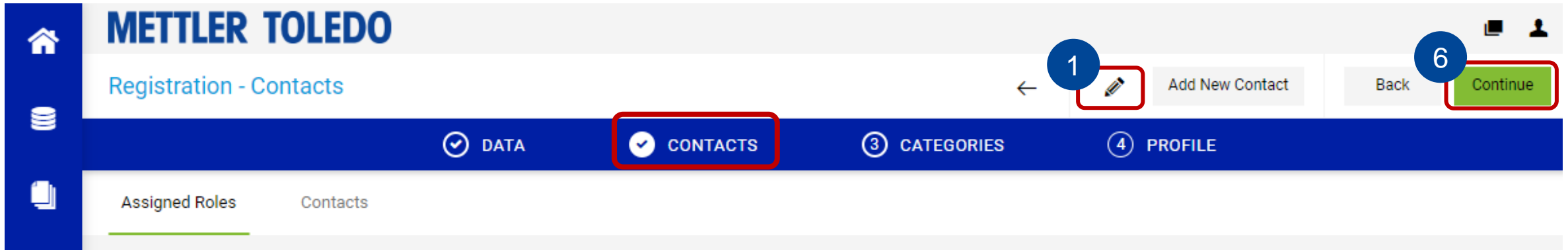
1. Use the Edit Button to add or change role assignments

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
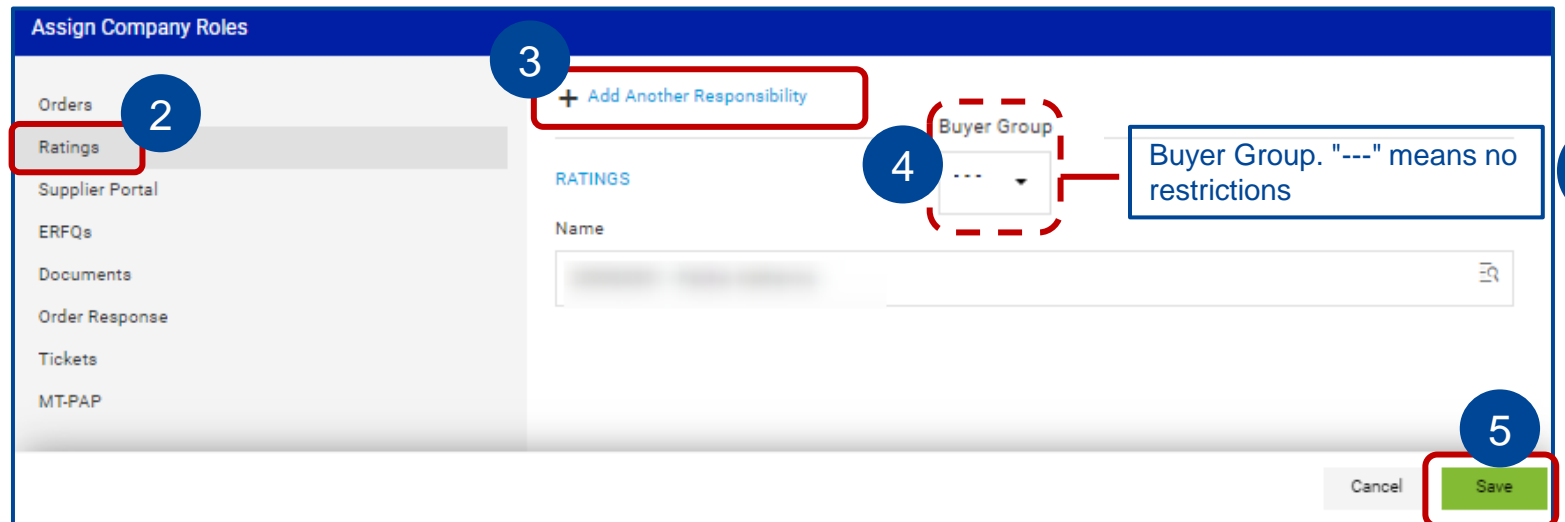
Drives the notifications related to exchanged orders

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

RFQ = Request for Quote, PAP = Part approval Process

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"

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.

✓ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!
Mandatory fields filling progress: **100%**