

# Supplier Portal Registration

## Global Procurement

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# Manual Supplier Registration and Application Instruction on Supplier Portal

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## 1 Intent and Purpose

This instruction manual is intended to help companies who register as potential Mettler-Toledo suppliers on the supplier portal. It describes how the registration process works on the portal and how the data are maintained for the portal, if the supplier has been approved as a potential Mettler-Toledo supplier.

## 2 General Information

Registration is a multi-step process.

The first step involves entering the contact data before you fill in the brief supplier profile. This profile includes general questions about the company and is evaluated by the particular Mettler-Toledo buyer after the supplier has published it.

If the buyer approves the profile, you will be invited to fill in the extended supplier profile. In turn, the particular buyer evaluates that profile once it has been published. The extended profile includes more in-depth questions about the company.

If the results meet Mettler-Toledo's expectations, you will be accepted as a potential supplier and entered in our database.

Mandatory questions are marked with an "\*" and must be answered. Optional questions do not have to be answered; however, the completeness of the supplier profile will be assessed and does have a decisive effect on the final decision.

If any questions or problems come up, please send your questions any time to the following e-mail address:  
[global.procurement@mt.com](mailto:global.procurement@mt.com)

## 3 Portal Registration

You may upload the following page if you wish to register as a potential supplier to Mettler-Toledo. Please fill in the data as completely as possible.

**METTLER TOLEDO**

I'm already a supplier for POOL4TOOL

**General company data**

Company name\*:

Street\*:

Street-number:

Zip code\*:

City\*:

State / Province:

Country\*:

Currency\*:

E-Mail:

Telephone:

Homepage:

D-U-N-S:

Purchasing Organisation\*:

**More about Mettler-Toledo International Inc.**

[Homepage](#)

Deutsch

The "DUNS" number is issued by Dun & Bradstreet (D&B) and is a 9-digit code that allows companies to have a unique identification. You can find your DUNS number by clicking on the link that is stored in the D-U-N-S field.

You also have to choose the relevant regions you can deliver to (globally and/or regional). You can tick one "primary region" (circle) only, and have to additionally select one or more "secondary regions" (square box).

Check the information about your company and your personal contact information, and adjust it as needed.

**Contact person data**

Salutation*:	---	
First name*:		
Last name*:		
Department:	---	
E-Mail*:		
Telephone:		
Mobile:		
Loginnname:		

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of Mettler-Toledo International Inc., of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of POOL4TOOL to have access via the 2relation.com platform.  
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.



As a rule, we suggest you use "first name.last name" as your log-in name; however, you may choose any name you wish to use.

In order to complete your registration, you must confirm that you have read the general terms of purchase.

Now click on "Check data".

Please check the data on the next page again. If all of the information is correct, click on "Send". You may correct any incorrect information by using the "Back" button.

access via the 2relation.com platform.  
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.



You will now be redirected to the following page:



**Registration finished successfully.**

We thank you for your registration. You may now log into the Portal.  
Your personal password has been sent to your email address.

**More about Mettler-Toledo International Inc.**

[Homepage](#)  
[Deutsch](#)

## 4 Simple Supplier Portal

You will now receive an e-mail message from POOL4TOOL. This message contains your access data and the link to the POOL4TOOL portal.

Enter your username and the password that was sent to you.



Username

Password

After you have registered successfully, you will be prompted to select a new password. Please comply with the set password rules.

**Change password**

Change password

 **WARNING: You must change the password now!**

 We have a new set of password rules in place:

-  **Not one of the last 3 passwords**
-  **Minimum of 8 characters**
-  **Minimum of 1 special character (not A-Z or a-z or 0-9 )**
-  **Minimum of 1 number**
-  **Minimum of 1 lower case letter and 1 upper case letter**

New password\*

New password (re-enter)\*

You will now be automatically redirected to the simple supplier profile in the POOL4TOOL portal:

Process each of the steps shown and save your entries by clicking on "Save". You will then be automatically redirected to the overview page.

The following information must be maintained:

## 4.1 Account data received / Login successful / Enter additional company data

This is where you can check and complete the data that was already recorded during registration. When you have saved the information, you will be automatically redirected to the overview page.

Company basic data	
<input type="button" value="Save"/>	
Company name*:	TestManufacturer Inc.
Street*:	Test Street
Street-number:	999
Zip code*:	999
City*:	FakeCity
State / Province:	
Country*:	Sweden
Currency:	USD (not editable)
E-Mail:	global.procurement@mt.com
Telephone:	
Homepage:	www.mt.com
D-U-N-S:	987654321

## Contacts

In step 3, define the contacts and communications staff. This will determine who your contact is for each role.

You have the option on this page to record additional contacts. Use the "New User" field.

There are two options at your disposal. If you fill in the required fields and do not enter a check mark for "Create Portal User", this contact will only be recorded in the system as an informational item and can be assigned to different business roles. For the roles of "Orders", "Supplier Portal", "Ratings" and "Quality", you may only record users with a portal user since notifications for these roles are sent.

## 4.2 Material Group Assignment

Deutsch English Home Logout

### Categories

Save  Expand all  Collapse all

Categories

search categories:

- Indirect Material
- Direct-Material-Assembly
  - Direct-Material-Assembly
  - E-Assembly
  - M-Assembly
  - P-Assembly
    - Computer Hardware
    - Density/Refractometers
    - P-Assembly-Others
    - Transmitters
    - Wrappers
  - EM-Assembly
- Direct-Material-Electronics
- Direct-Material-Mechanical

This is where you can indicate the material groups or services you are able to supply. In order to redirect you to the appropriate contact at Mettler-Toledo, you have to select a main commodity group. You can make this selection by navigating to the lowest level and clicking on the round button. If you are unable to find an appropriate material group, please select the commodity group that fits the best.

### 4.3 Inserting a Profile

Deutsch English Home Logout

### Change supplier profile - Products

Save  Print

**⚠ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!**  
Sections containing empty mandatory fields:

- Products

Mandatory fields filling progress: 0%

Products

Do you sell your products globally (USA, Europe and Asia combined):\*

Which products / technologies are you concentrating on today:\*

Which products / technologies will you be working on in the future:\*

Pricing behavior: Do you agree to have an "open book calculation" as a basis for our mutual monitoring cost structure:\*

You can publish the profile as soon as you have filled in all of the required fields. This means that your information will be visible to Mettler-Toledo from that point onwards.

## 4.4 Publish Your Profile

The “Publish” button appears after you have backed up the data. After that, you will not be able to make any more changes to your supplier profile. Once you have published the profile, the approval process begins at Mettler-Toledo and you will be informed by e-mail whether your registration has been accepted or not.

Deutsch English Home Logout

Change supplier profile - Products

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

Products

Do you sell your products globally (USA, Europe and Asia combined):\*  Yes  No

Which products / technologies are you concentrating on today:\*

Which products / technologies will you be working on in the future:\*

Pricing behavior: Do you agree to have an "open book calculation" as a basis for our mutual monitoring cost structure:\*

Yes  No

Deutsch English Home Logout

Mettler-Toledo International Inc. Home

1. Registration successful  
*Your registration data has been accepted.*

2. Account data received / Login successful / Enter additional company data  
*You have logged in to the portal. Please provide additional company data.*

3. Contacts  
*Responsibilities for the different areas*

4. Material group assignment  
*Click here to get the list of material groups.*

5. Fill profile  
*Please give the demanded information in the supplier profile.*

6. Publish profile  
*Please publish the supplier profile after entering all information.*

OK!! Registered successfully, buyer is checking conditions... Thank you very much!

If the buyer responsible for your account still has some questions pending, you will be notified by e-mail. You will then be able to edit your profile and revise questions.

Once you have revised any pending questions, the profile is republished which then triggers the approval process again.

## 5 Extended Supplier Profile

As soon as the simple supplier profile has been approved, you will receive a message by e-mail with a request to fill in the extended profile. In case of the responsible buyer not being interested in pursuing this further, you will be informed via a rejection e-mail. The extended profile, on the other hand, contains in-depth questions that have to be answered.

	<b>1. Registration successful</b> <i>Your registration data has been accepted.</i>
	<b>2. Account data received / Login successful / Enter additional company data</b> <i>You have logged in to the portal. Please provide additional company data.</i>
	<b>3. Contacts</b> <i>Responsibilities for the different areas</i>
	<b>4. Material group assignment</b> <i>Click here to get the list of material groups.</i>
	<b>5. Fill profile</b> <i>Please give the demanded information in the supplier profile.</i>
	<b>6. Publish profile</b> <i>Please publish the supplier profile after entering all information.</i>
	<b>7. Fill extended profile</b> <i>Please give the demanded information in the extended supplier profile.</i>
	<b>8. Publish extended profile</b>

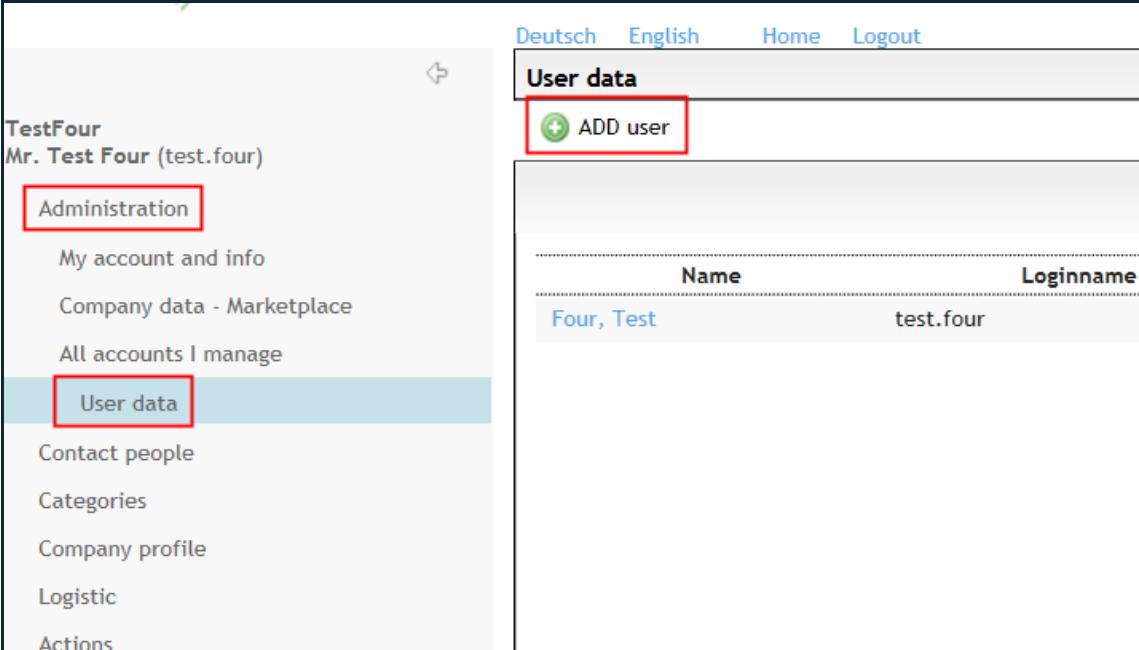
## 6 Data Maintenance

### 6.1 Areas of Responsibility

Suppliers are responsible for maintaining their data. The first user created is automatically defined as the Admin. This Admin may add additional users (also Admins) which will allow multiple people to access the portal.

### 6.2 Adding a New User

Navigate to the Administration and go to: Managing all users / list of users. You will be able to see a list of all POOL4TOOL users at your company. Click on the "Add Users" button to add a new user.



The screenshot shows the POOL4TOOL Administration interface. On the left, a sidebar menu is visible with the following items: TestFour, Mr. Test Four (test.four), Administration (highlighted with a red box), My account and info, Company data - Marketplace, All accounts I manage, User data (highlighted with a red box), Contact people, Categories, Company profile, Logistic, and Actions. On the right, the 'User data' section is displayed. At the top of this section, there is a 'Deutsch English Home Logout' menu. Below the menu, there is a button labeled 'ADD user' with a green plus sign icon. A table lists users with columns for Name and Loginname. One user is listed: Name: Four, Test and Loginname: test.four.

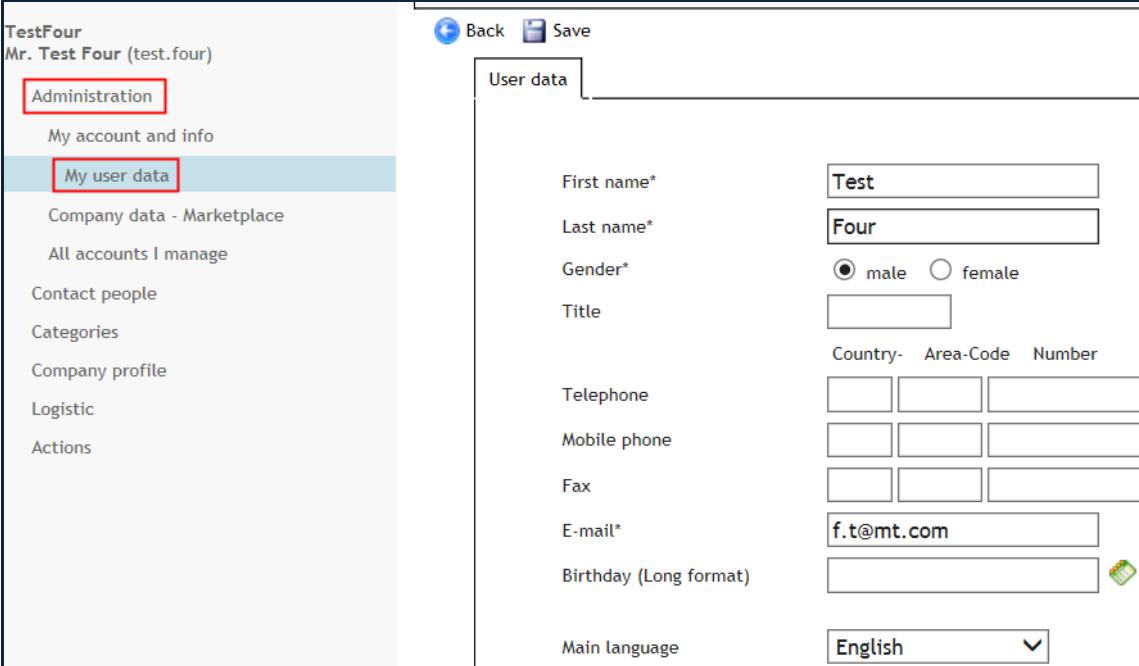
Name	Loginname
Four, Test	test.four

Provide all of the required information and then click on "Add".

Portal user can also be added through the section 'Contact people'. Refer to the 'Contacts' section to get more details.

## 6.3 My User Data

You will be able to manage your own user data, such as your password or e-mail address under "My Account and Info/ My User Data".

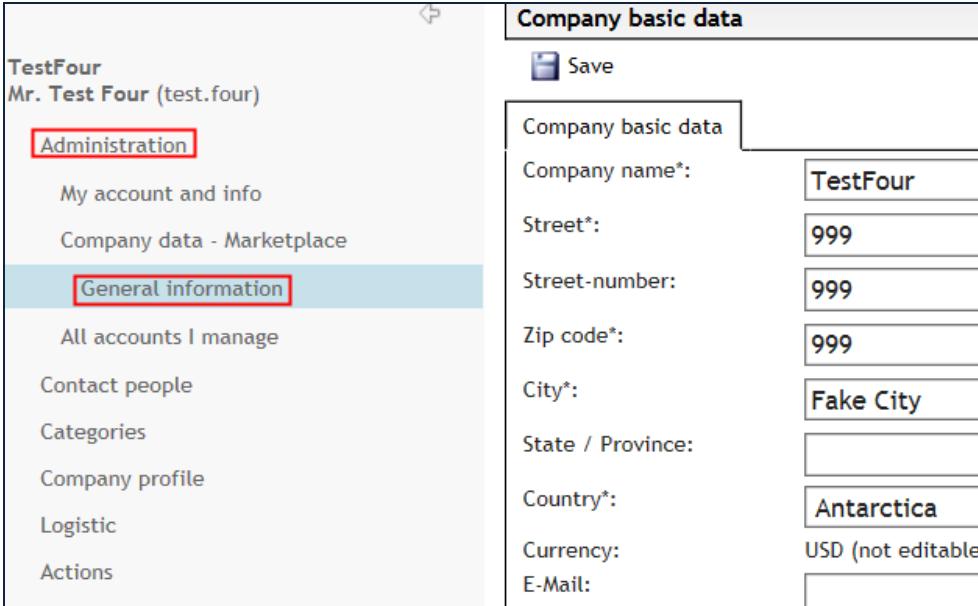


The screenshot shows the 'User data' form within the 'My User Data' section. The left sidebar lists various account management options, and the 'My user data' option is highlighted with a red box. The main form contains fields for First name\*, Last name\*, Gender\* (with 'male' selected), Title, Telephone, Mobile phone, Fax, E-mail\* (containing 'f.t@mt.com'), Birthday (Long format), and Main language (set to English). There are also buttons for 'Back' and 'Save' at the top.

First name*	Test
Last name*	Four
Gender*	<input checked="" type="radio"/> male <input type="radio"/> female
Title	
Telephone	
Mobile phone	
Fax	
E-mail*	f.t@mt.com
Birthday (Long format)	
Main language	English

## 6.4 Company Data

You will be able to manage your company's data under "Company Data – Marketplace / Basic Data".

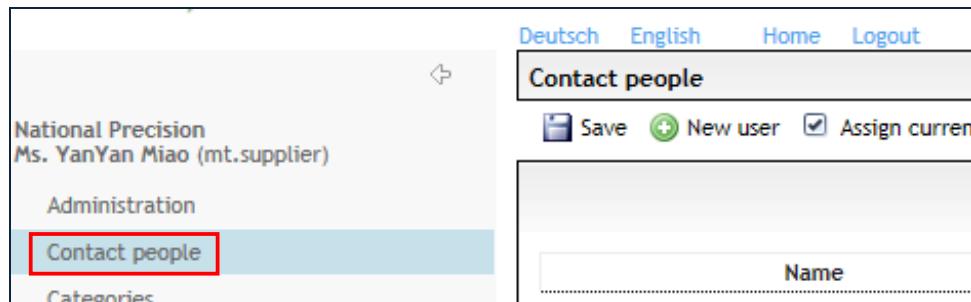


The screenshot shows the 'Company basic data' form within the 'General information' section. The left sidebar lists various company management options, and the 'General information' option is highlighted with a red box. The main form contains fields for Company name\*, Street\*, Street-number, Zip code\*, City\*, State / Province, Country\*, Currency (set to USD (not editable)), and E-Mail. There are also buttons for 'Save' and a 'Company basic data' button at the top.

Company name*:	TestFour
Street*:	999
Street-number:	999
Zip code*:	999
City*:	Fake City
State / Province:	
Country*:	Antarctica
Currency:	USD (not editable)
E-Mail:	

## 6.5 Contacts

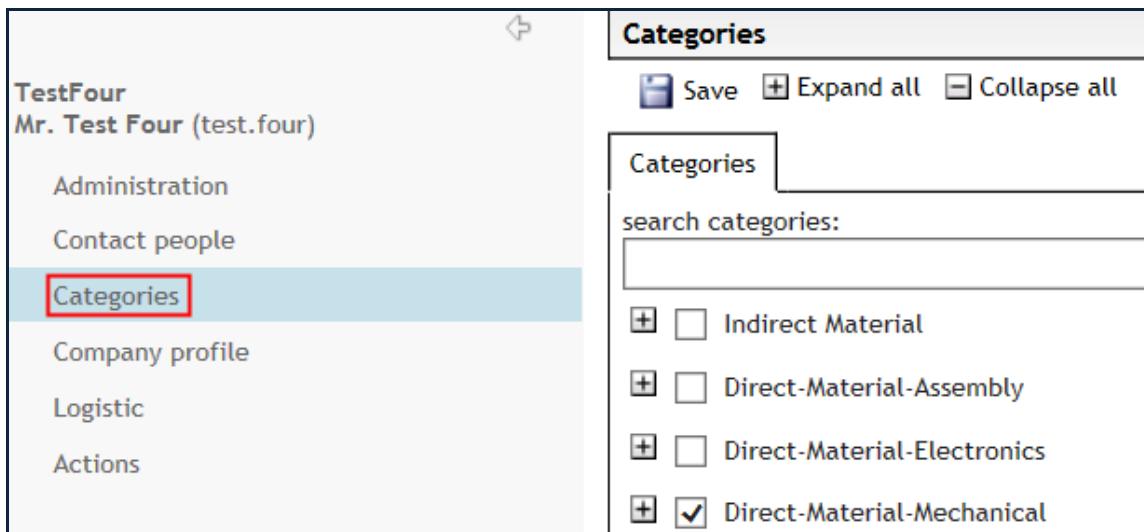
If your contacts at Mettler-Toledo should change, please adjust the information under "Contacts" accordingly.



The screenshot shows a software interface for managing contacts. The top right corner has links for 'Deutsch', 'English', 'Home', and 'Logout'. Below that is a header 'Contact people' with buttons for 'Save', 'New user', and 'Assign current'. The main area is titled 'Name'. On the left, there's a sidebar with 'National Precision' and 'Ms. YanYan Miao (mt.supplier)'. Below that are 'Administration', 'Contact people' (which is highlighted with a red box), and 'Categories'. The 'Contact people' tab is currently active.

## 6.6 Material Groups (Categories)

You will be able to update the assignment to the particular material group under "Categories".



The screenshot shows a software interface for managing categories. The top right corner has buttons for 'Save', 'Expand all', and 'Collapse all'. Below that is a header 'Categories'. The main area is titled 'Categories' and includes a 'search categories:' input field. On the left, there's a sidebar with 'TestFour' and 'Mr. Test Four (test.four)'. Below that are 'Administration', 'Contact people', 'Categories' (which is highlighted with a red box), 'Company profile', 'Logistic', and 'Actions'. The 'Categories' tab is currently active.

Category	Selected
Indirect Material	
Direct-Material-Assembly	
Direct-Material-Electronics	
Direct-Material-Mechanical	

## 6.7 Company Profile

You may edit and update your answers on the supplier profile under "Company Profile" anytime. You may navigate directly to the subject area you wish to work on. Once you have made all the changes you wanted to, you may republish the profile.

Change supplier profile - Products

Save Publish profile Print

The profile has already been finished

Products

Do you sell your products globally (USA, EU, ...)

Which products / technologies are you con...

Which products / technologies will you be...

Pricing behavior: Do you agree to have an...