June 2025

Jaggaer Supplier Data Maintenance

Mettler Toledo Job Aid for Supplier

Account Settings

Via Account Settings you can update your contact details and add your job title and department

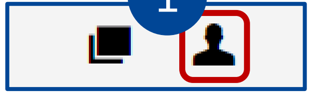
1 Go to Account

2 Account Settings

3 Enter or modify the information

4 Remember to save any changes by clicking the button in the top right corner.

1



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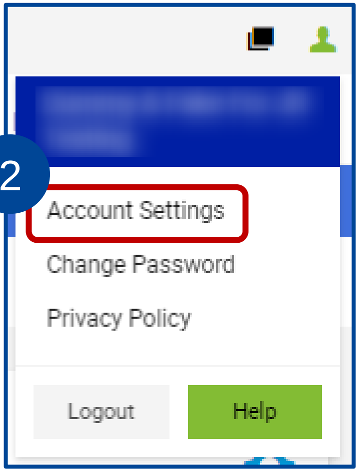

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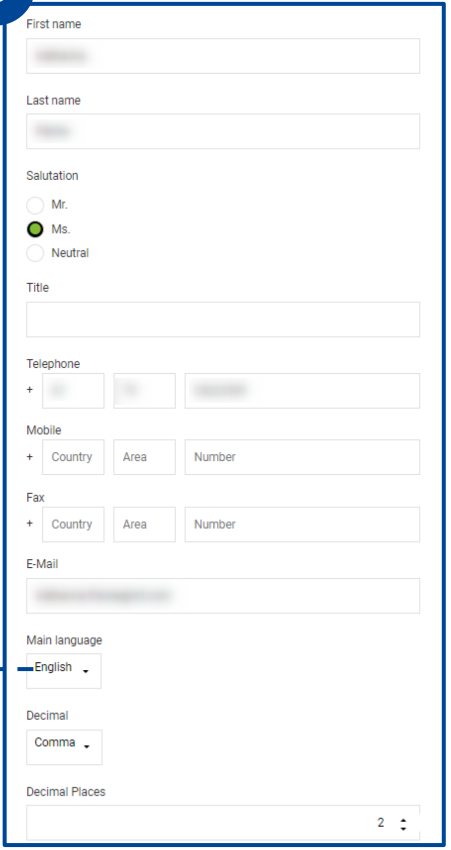
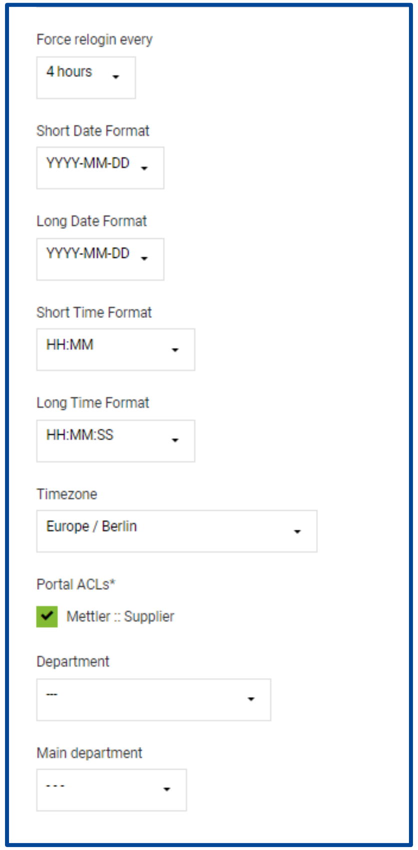


Recommended language is English



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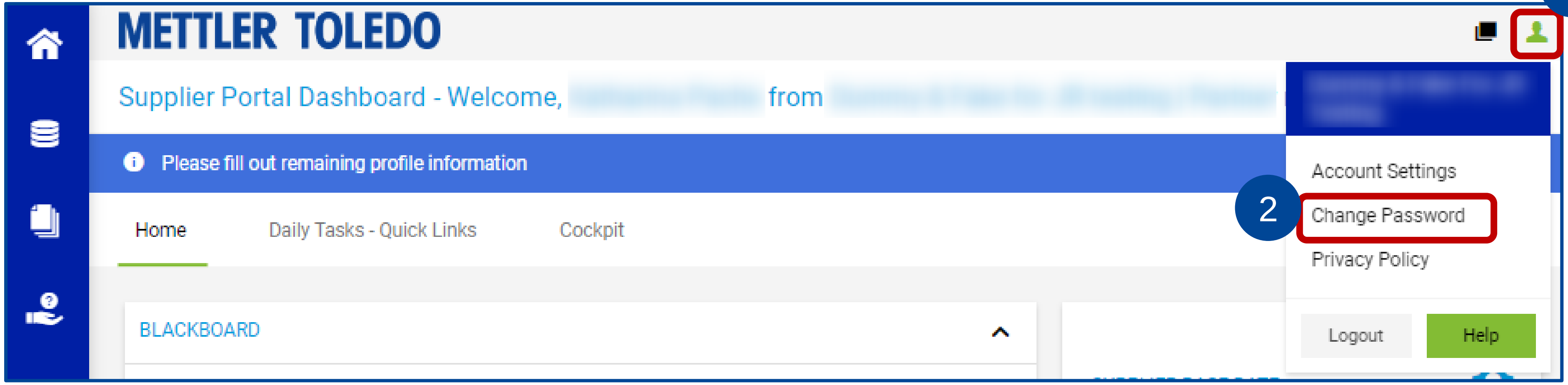
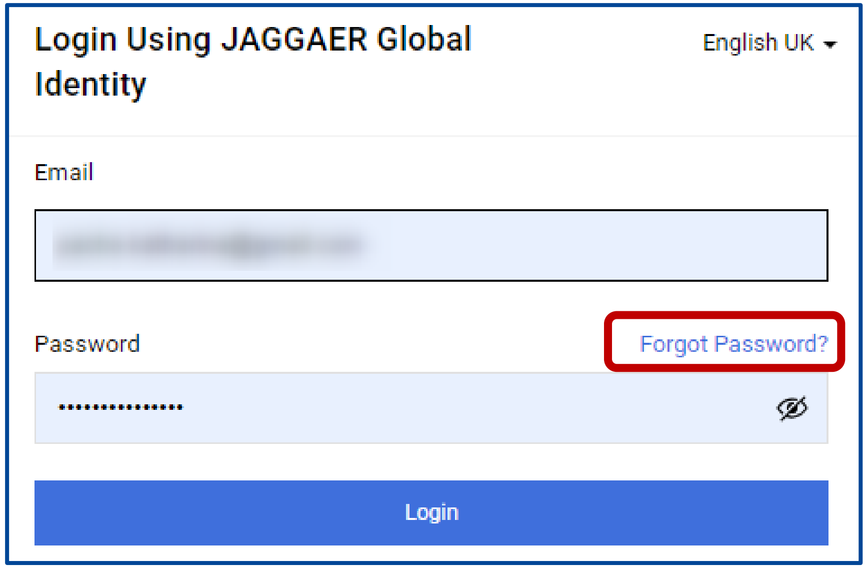
Change Password

It is possible to change your password via the User Menu



1 Go to Account
2 Change Password



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If you haven't upgraded to the new email login yet, follow these steps as per below instructions.
Use "Forgot Password" only with a registered email. To correct your email, update within personal data as shown on the previous slide first.

Impact-for-Suppliers.pdf

Company Data Management Responsibilities

With the registration to the JAGGAER procurement portal, the supplier is taking over the full responsibility for company data and user management, including the ability to add, edit, and delete users, as well as manage their portal access.

MT cannot modify supplier database information for registered suppliers. We therefore provide guidelines for assistance.

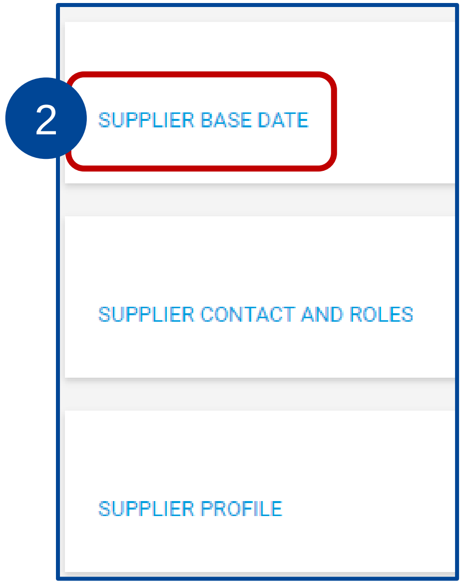
Supplier managed master data
Basic data (Company name, address, email, homepage, registration numbers, etc.)
User & contact management incl. access and role assignment
Profile management (Questionnaire with request for information)

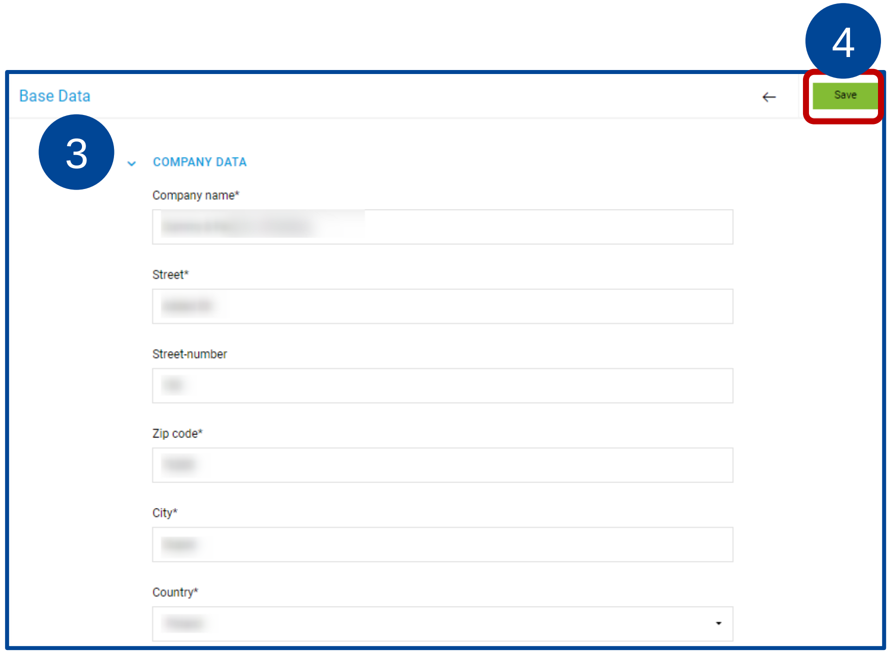
Suppliers must identify a specific contact for each topic, who needs to get the particular role assigned to receive relevant notifications. Responsibilities for roles can be added or removed, but each mandatory role must have at least one assigned contact.

Supplier Company Data

Via "Supplier Base Date" you can update company address details and registration references like VAT Code, DUNS- and EORI-Number

1. Go to the Home Screen
2. Supplier Base Date
3. Enter or modify the information
4. Remember to save any changes by clicking the button in the top right corner.

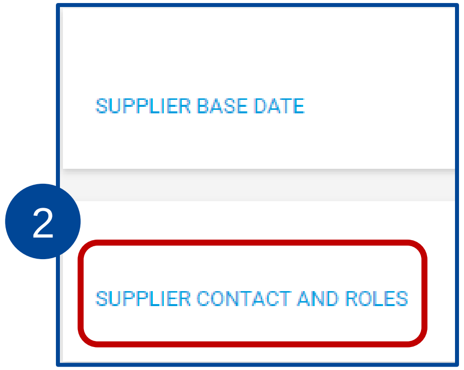


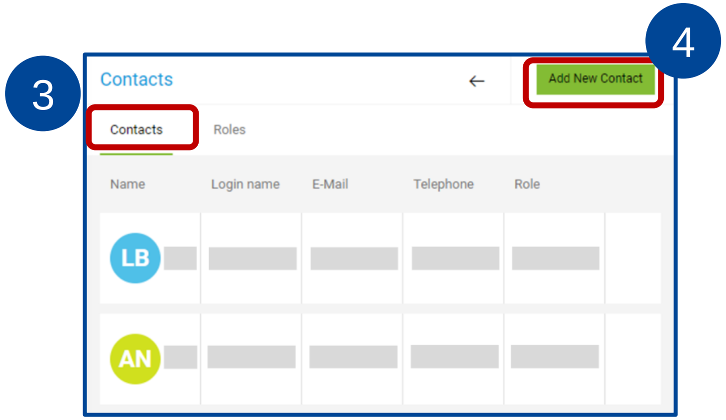


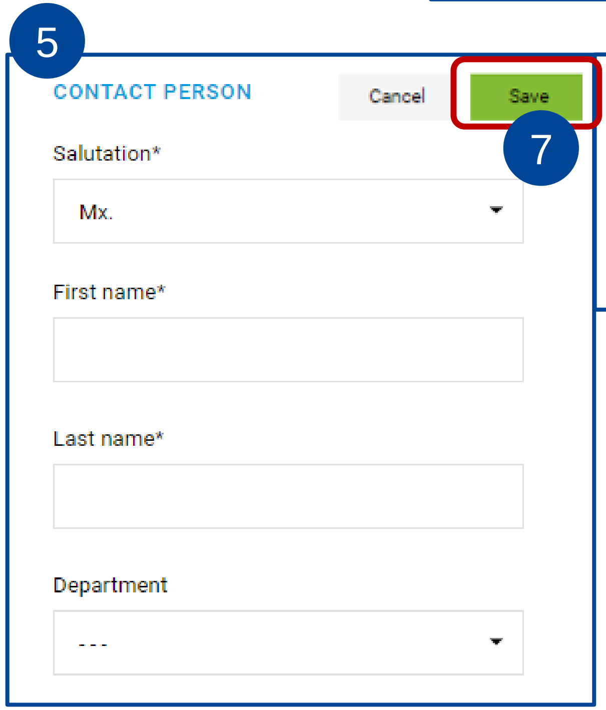
Add New Contact

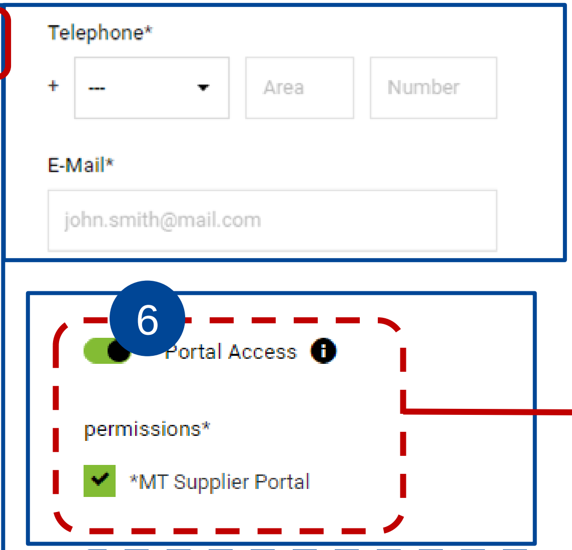
Any active user can add new contacts and grant portal access via the "Supplier Contact and Roles" section.

1. Home
2. Supplier Contact and Roles
3. Contacts Tab
4. Add New Contact
5. Fill in Information
6. Add Portal Access
7. Remember to save









Login Name is no longer shown in Contact Edit mode as it is replaced by IDM login with email address

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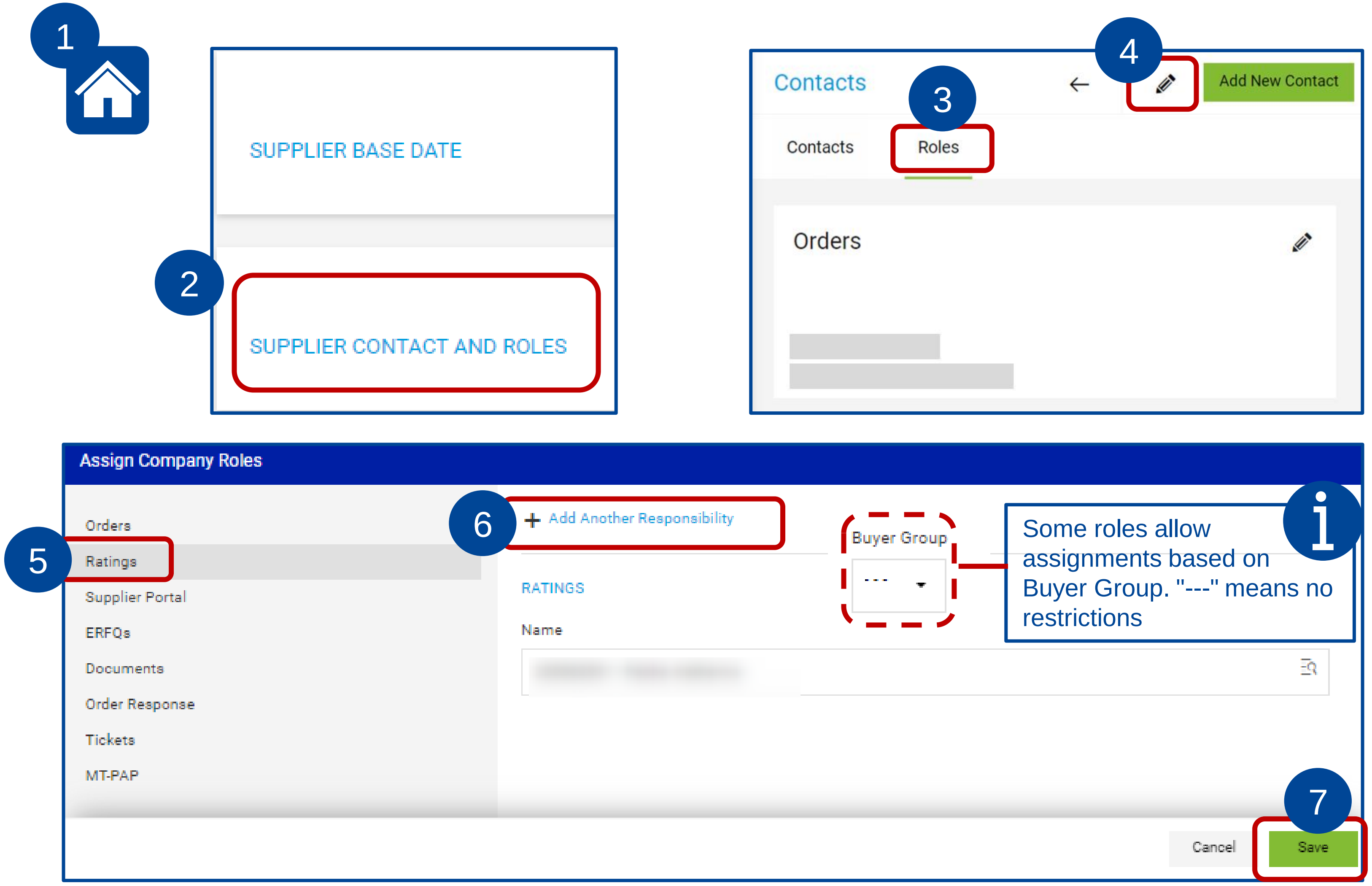
To grant a user access to the portal, please activate the Portal Access button and flag MT permissions. Notifications will be generated based on the assigned role. More information about role assignment can be found in the following slides.

Role Assignment – New or Change

Once a new contact has been created, it is important to assign appropriate roles based on their specific areas of responsibility. To add or change roles for your active users, please utilize the Roles Tab located next to the Contacts.

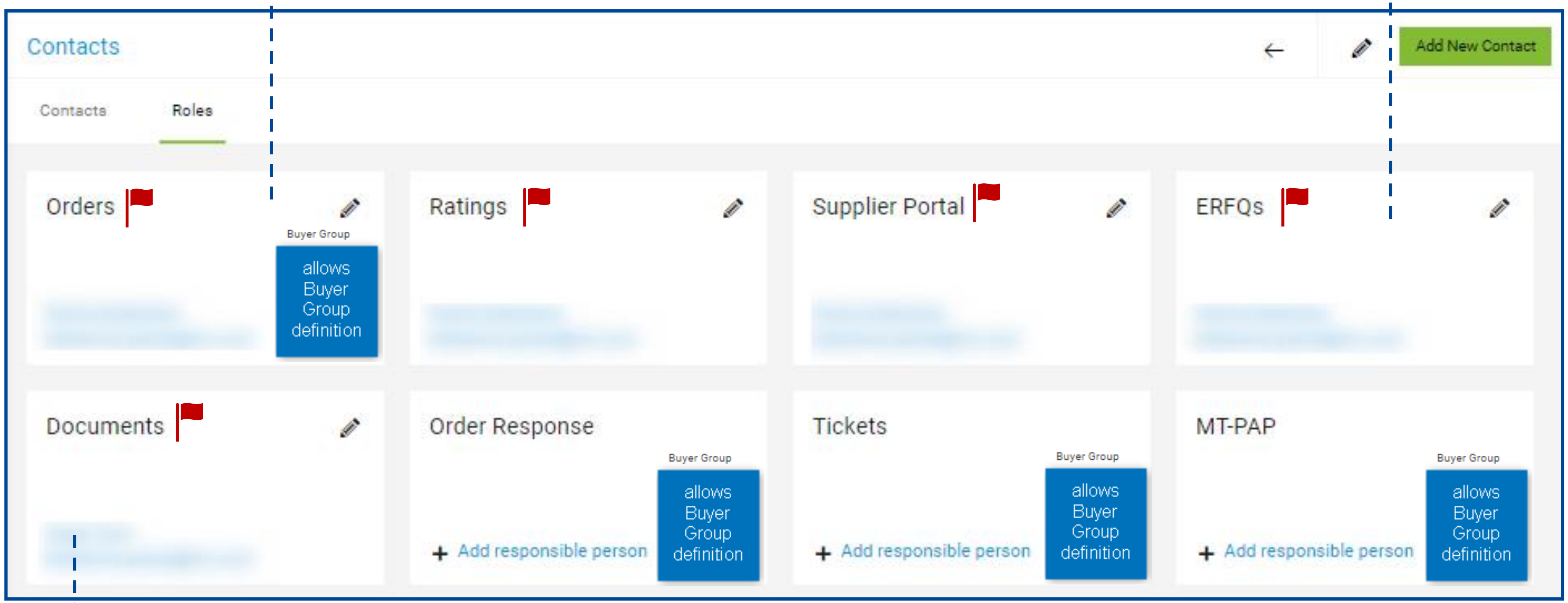
1. Home
2. Supplier Contact and Roles
3. Roles Tab
4. Add or change role assignment
5. Go to the respective role area (see more details on the next slide)
6. Add Another Responsibility
7. Remember to save



Overview Roles Functionalities

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

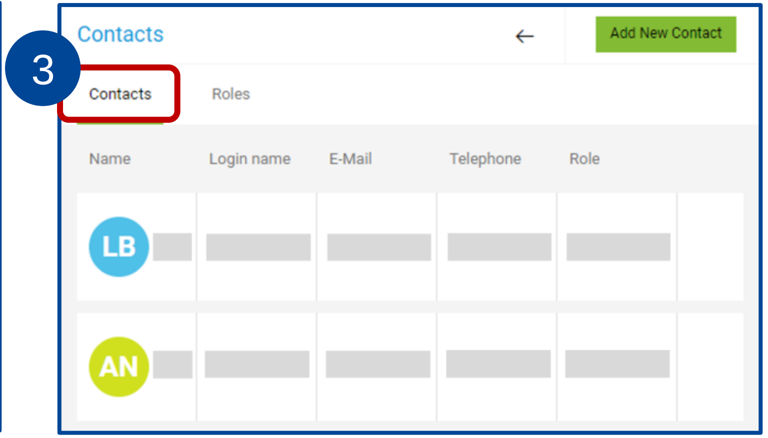
Mandatory roles requires at least one assigned responsible contact

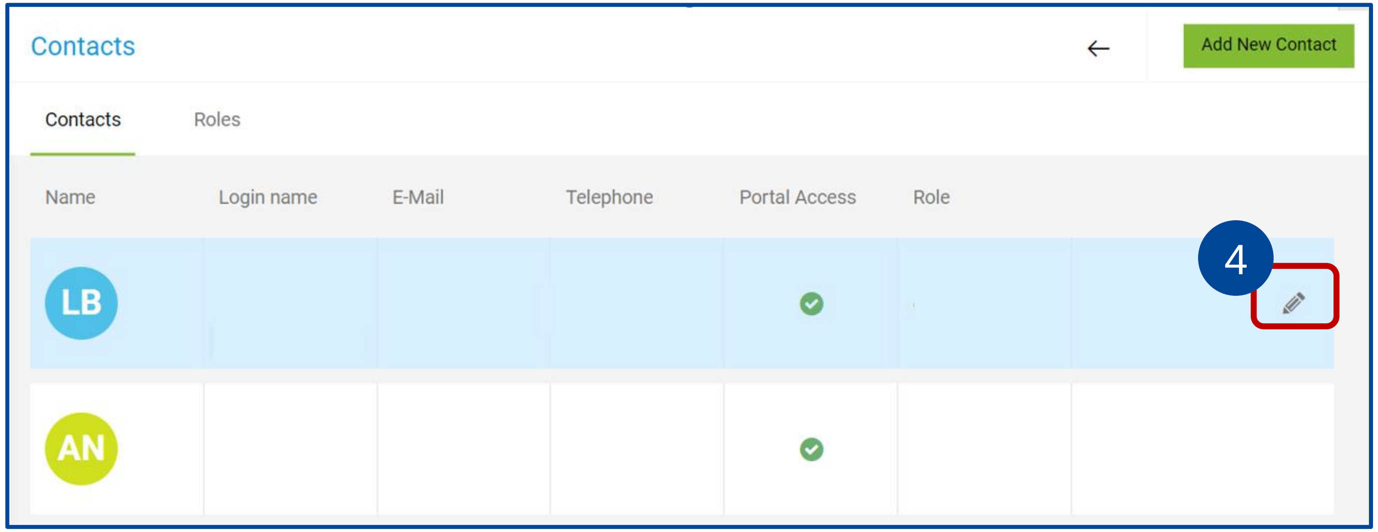
RFQ = Request for Quote, PAP = Part approval Process

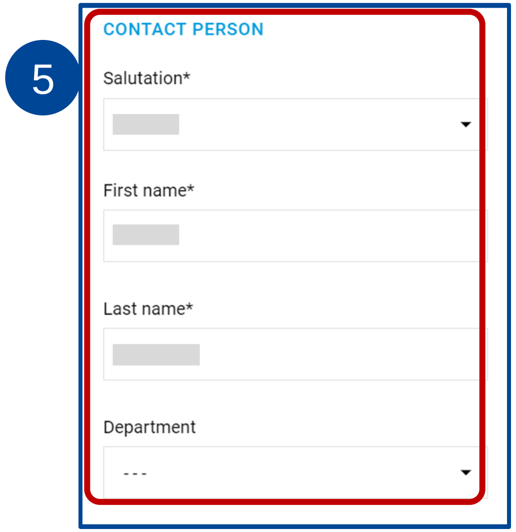
Update Your Colleague's Contact Information

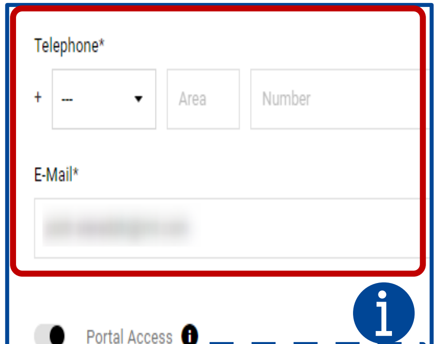
To update a colleague’s contact details, go to the "Supplier Contact and Roles" section. For your own details, refer to slide 2.

1. Home
2. Supplier Contact and Roles
3. Contacts Tab
4. Hover over the line and press the "pen" icon
5. Edit Information









Login Name is no longer shown in Contact Edit mode as it is replaced by IDM login with email address

IDM = Identity Management

You can edit your supplier profile answers anytime under "Supplier Profile", navigate to the section you want to modify. Republish the profile once you have finished the changes.

1. Home
2. Supplier Profile
3. Edit Your Supplier Profile
4. To update uploaded documents, follow steps below
5. Hover over the info symbol on the right to see details.

Replace uploaded document:
-> Hover over document line
-> Press change button
-> Choose and upload new file
-> Update expiration date or any other document related fields