



June 2025

# Jaggaer Supplier Data Maintenance

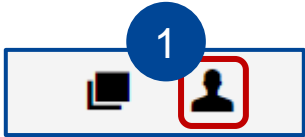
## Mettler Toledo Job Aid for Supplier

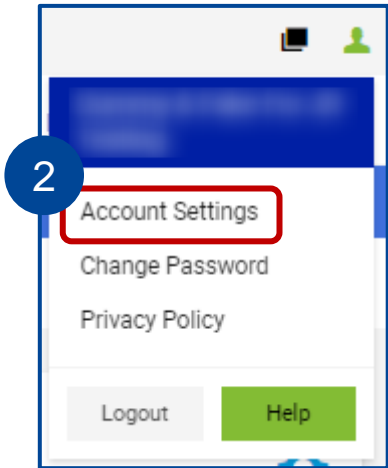
METTLER TOLEDO

The logo graphic for Mettler Toledo, consisting of a series of parallel green lines that form a stylized, elongated shape. The lines are arranged in a way that they appear to be converging towards the right, creating a sense of motion or a stylized 'M' and 'T' combined.

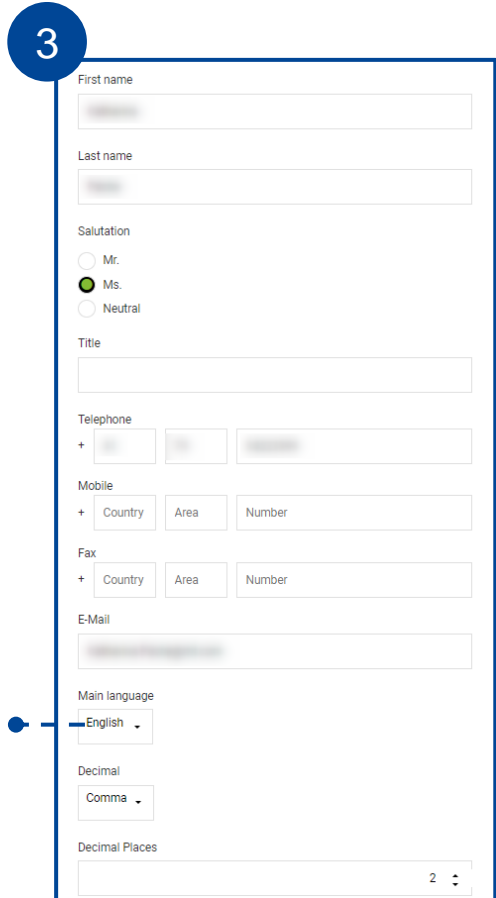
Via Account Settings you can update your contact details and add your job title and department

- 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.





Recommended language is English



First name

Last name

Salutation

☐ Mr. ☒ Ms. ☐ Neutral

Title

Telephone

Mobile

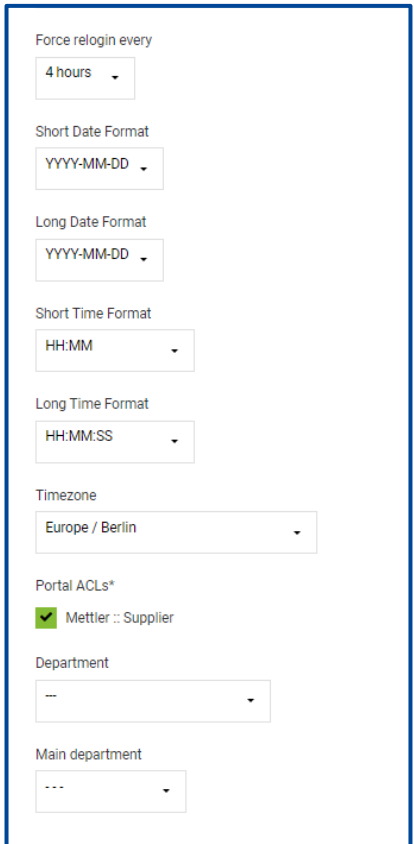
Fax

E-Mail

Main language

Decimal

Decimal Places



Force relogin every

Short Date Format

Long Date Format

Short Time Format


Long Time Format

Timezone

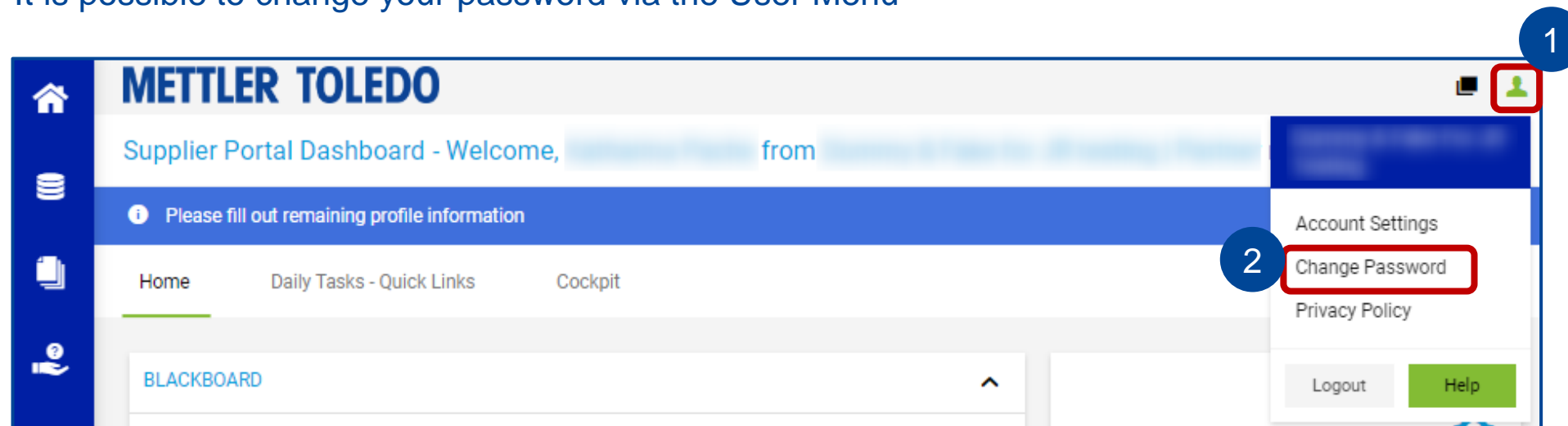
Portal ACLs\*

Department

Main department



It is possible to change your password via the User Menu



- 1 Go to Account
- 2 Change Password

The screenshot shows the 'Login Using JAGGAER Global Identity' form. It includes fields for Email and Password. A 'Forgot Password?' link is highlighted with a red box. Below the password field is a 'Login' button. The language is set to 'English UK'.

! 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](#)

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.



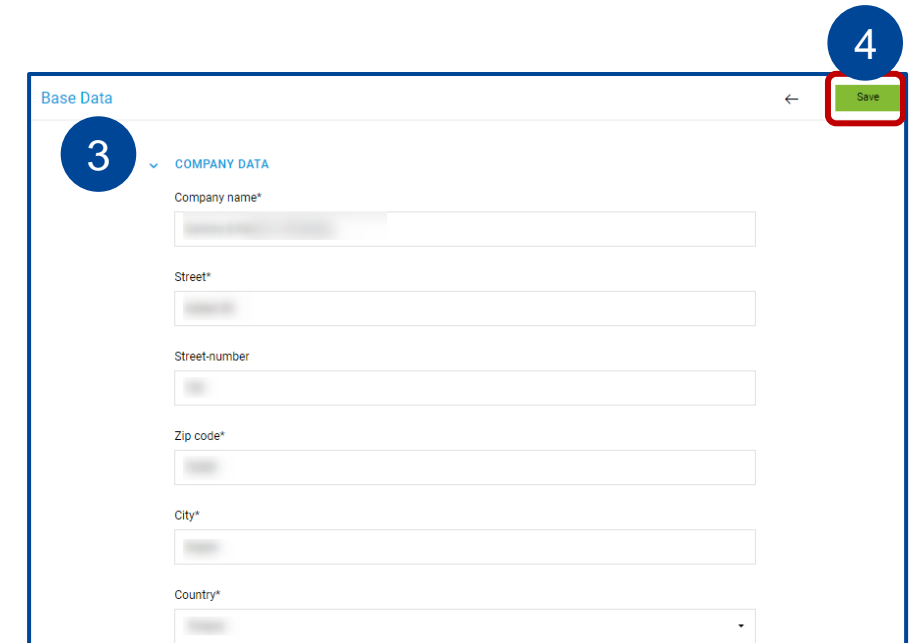
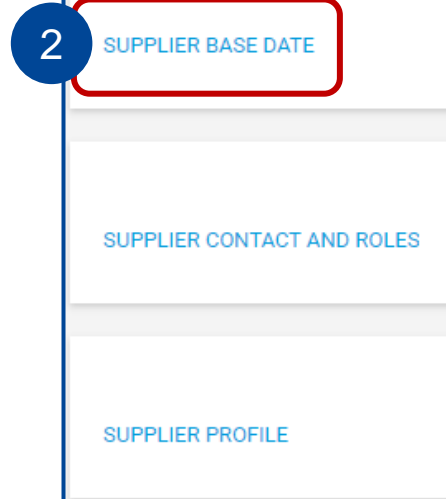
MT cannot modify supplier database information for registered suppliers. We therefore provide guidelines for assistance.

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.

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.



4

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

1

2

SUPPLIER BASE DATE

SUPPLIER CONTACT AND ROLES

3

Contacts

Contacts Roles

Name	Login name	E-Mail	Telephone	Role
LB				
AN				

4

5

CONTACT PERSON

Cancel Save

Salutation\*

Mx.

First name\*

Last name\*

Department

Telephone\*

+ -- Area Number

E-Mail\*

john.smith@mail.com

6

Portal Access

permissions\*

\*MT Supplier Portal

7

!

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.

i

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

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

1

2

SUPPLIER BASE DATE

SUPPLIER CONTACT AND ROLES

3

Contacts

Roles

Orders

4

Add New Contact

5

Assign Company Roles

Orders

Ratings

Supplier Portal

ERFQs

Documents

Order Response

Tickets

MT-PAP

6

+ Add Another Responsibility

RATINGS

Name

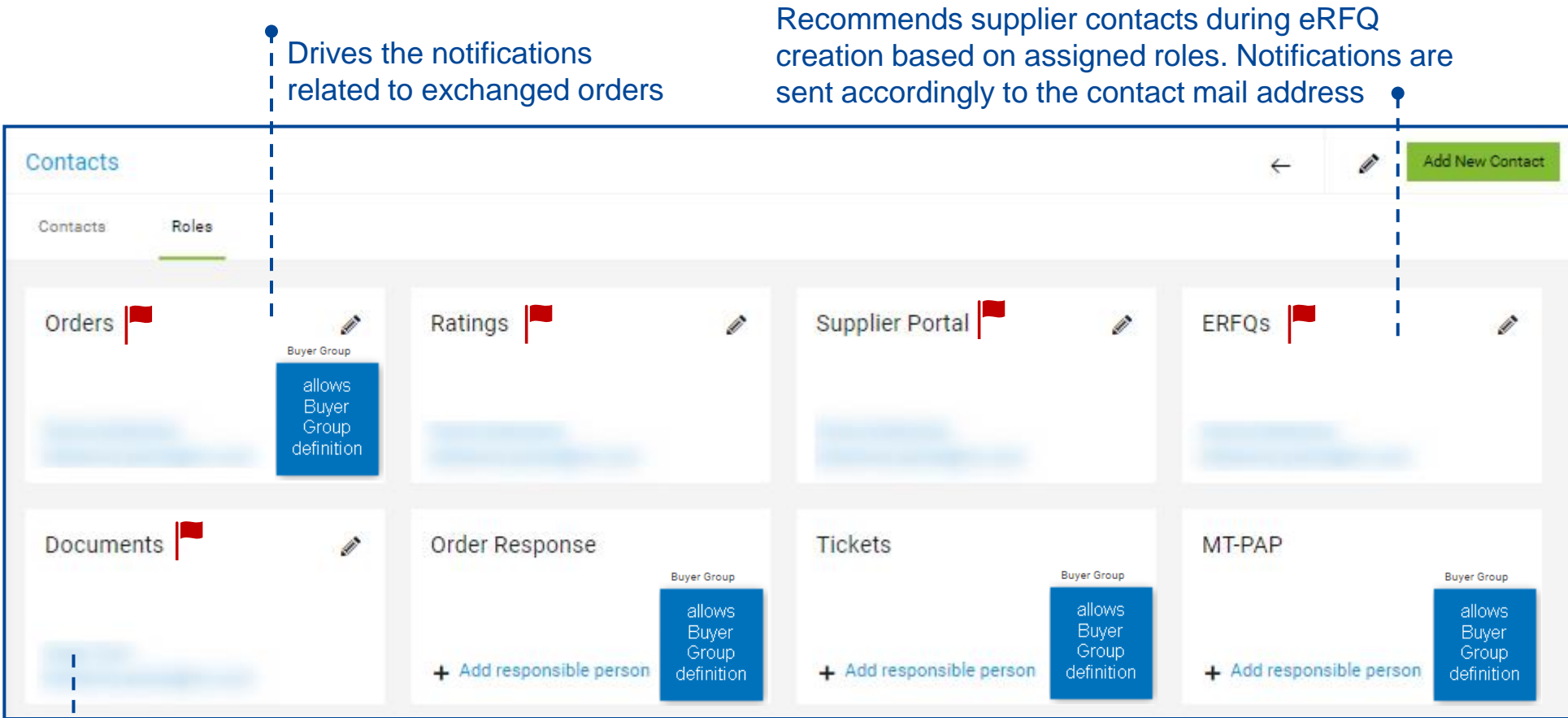
Buyer Group


Some roles allow assignments based on Buyer Group. "----" means no restrictions

7

Cancel

Save



 Mandatory roles requires at least one assigned responsible contact





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

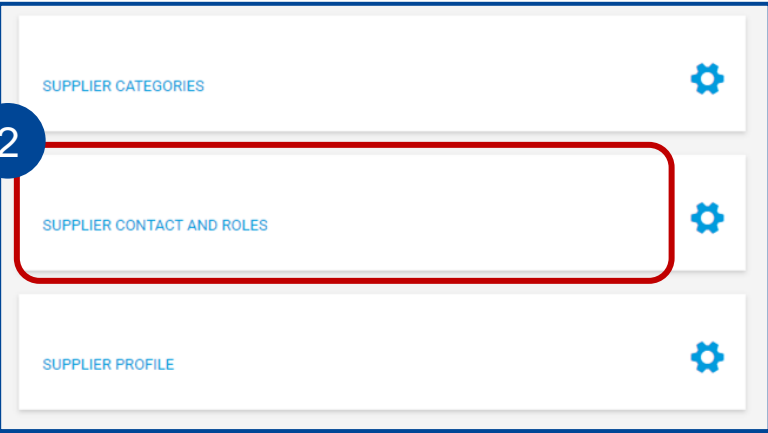
2 Supplier Contact and Roles

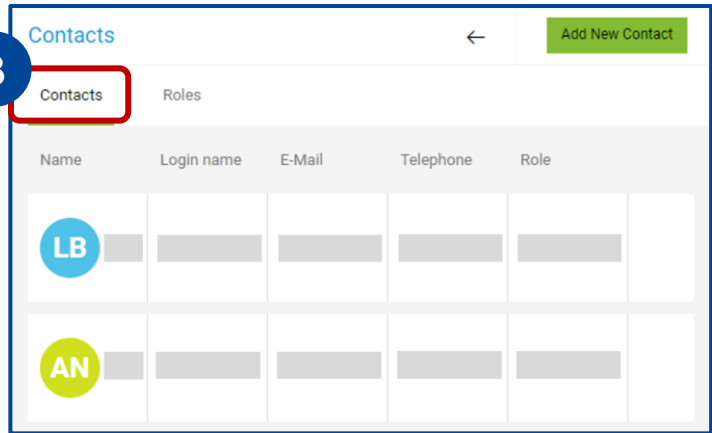
3 Contacts Tab

4 Hover over the line and press the "pen" icon

5 Edit Information

1 

2 



3 

Contacts

←

Add New Contact

Contacts Roles

Name	Login name	E-Mail	Telephone	Role
				
				

CONTACT PERSON

Salutation\*

First name\*

Last name\*

Department

Telephone\*

E-Mail\*

Portal Access permissions\*

MT Supplier Portal

Information

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

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

The screenshot displays the 'Supplier Profile' interface. On the left, a sidebar contains a home icon (1) and a 'SUPPLIER PROFILE' link (2) which is highlighted with a red box. The main content area is titled 'Profile' (3) and features tabs for General, Business, Technical, Certifications, Quality, and Environment. A yellow warning banner states 'The profile has already been finished!'. Below this, the 'Proof of Certificate' section is visible. It includes a table with columns for 'Certificate' and 'Certificate valid until'. Two rows are shown: one for 'ISO 9001 quality certificate?' with a valid until date of '2021-08-31', and another for 'ISO 14001 quality certificate?' with a valid until date of '2022-11-30'. The 'ISO 14001' row is highlighted in blue, and its 'Certificate' column contains a document icon and a red box (4) with a change button. At the bottom, the 'Published on (Year):' field is highlighted in blue (5), and a tooltip indicates that a publishing date must be provided if a document is uploaded. Other fields include 'Annual report (if available):', 'Company Brochures, Service Offering, Product/services overview, Equipment Overview (where possible with photos)', and 'Languages spoken by contact persons\*' with a dropdown menu.