



June 2025

Jaggaer Supplier Data Maintenance

Mettler Toledo Job Aid for Supplier

METTLER TOLEDO

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

1

2

3

4

Save

First name

Last name

Salutation

Mr.

Ms. (selected)

Neutral

Title

Telephone

Mobile

Fax

E-Mail

Main language

English (selected)

Decimal

Comma (selected)

Decimal Places

Force relogin every

4 hours

Short Date Format

YYYY-MM-DD

Long Date Format

YYYY-MM-DD

Short Time Format

HH:MM

Long Time Format

HH:MM:SS

Timezone

Europe / Berlin

Portal ACLs*

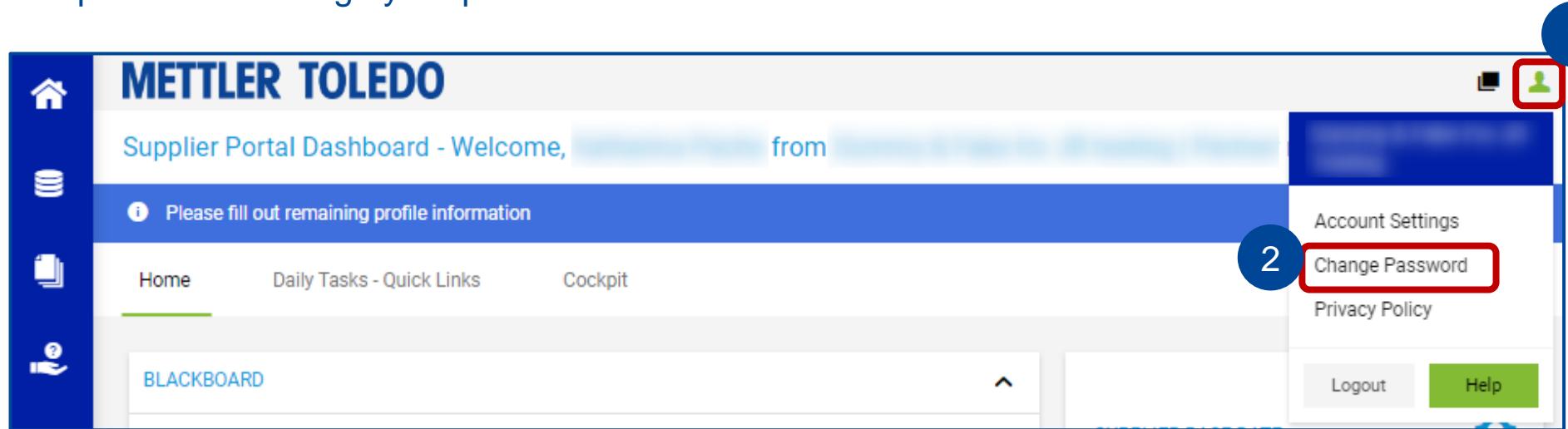
Mettler :: Supplier

Department

Main department

Change Password

It is possible to change your password via the User Menu



- 1 Go to Account
- 2 Change Password

The image shows a 'Login Using JAGGAER Global Identity' form. It includes a language selection dropdown set to 'English UK', an 'Email' input field (containing a blurred email address), a 'Password' input field (containing a blurred password), and a 'Forgot Password?' link (which is highlighted with a red box). At the bottom is a 'Login' button.

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.

1

2

3

4

SUPPLIER BASE DATE

SUPPLIER CONTACT AND ROLES

SUPPLIER PROFILE

Base Data

COMPANY DATA

Company name*

Street*

Street-number

Zip code*

City*

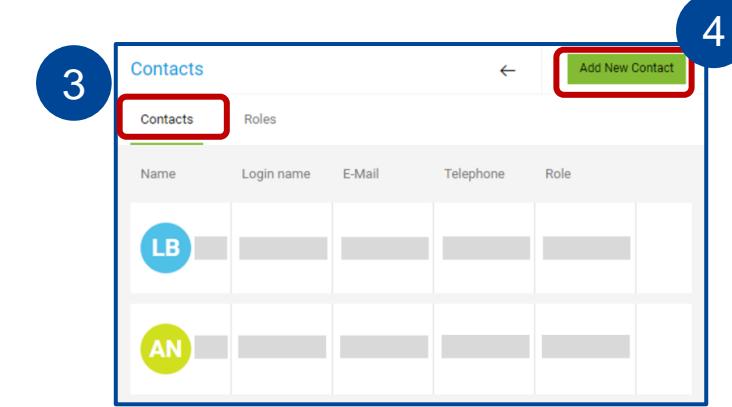
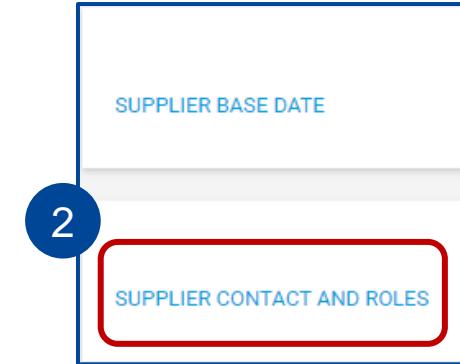
Country*

Save

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

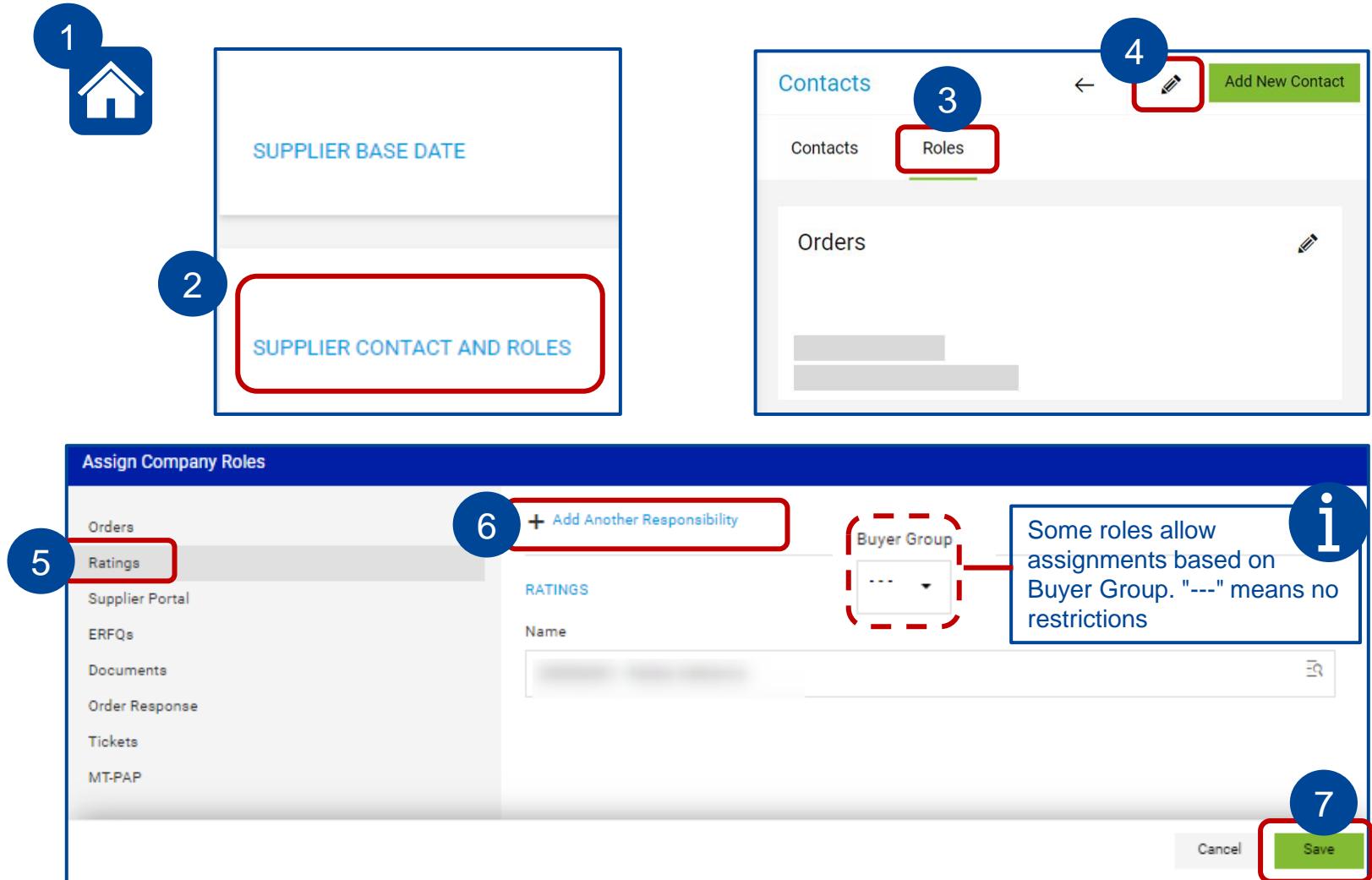
A screenshot of a "CONTACT PERSON" form. The "Save" button is highlighted with a red box. The "Portal Access" section is highlighted with a dashed red box, containing a green checkbox for "MT Supplier Portal". A blue box highlights the "i" icon at the bottom of the "Portal Access" section. A blue box also highlights the "permissions*" section. The number 5 is circled around the "CONTACT PERSON" title, 6 around the "Portal Access" section, and 7 around the "Save" button.

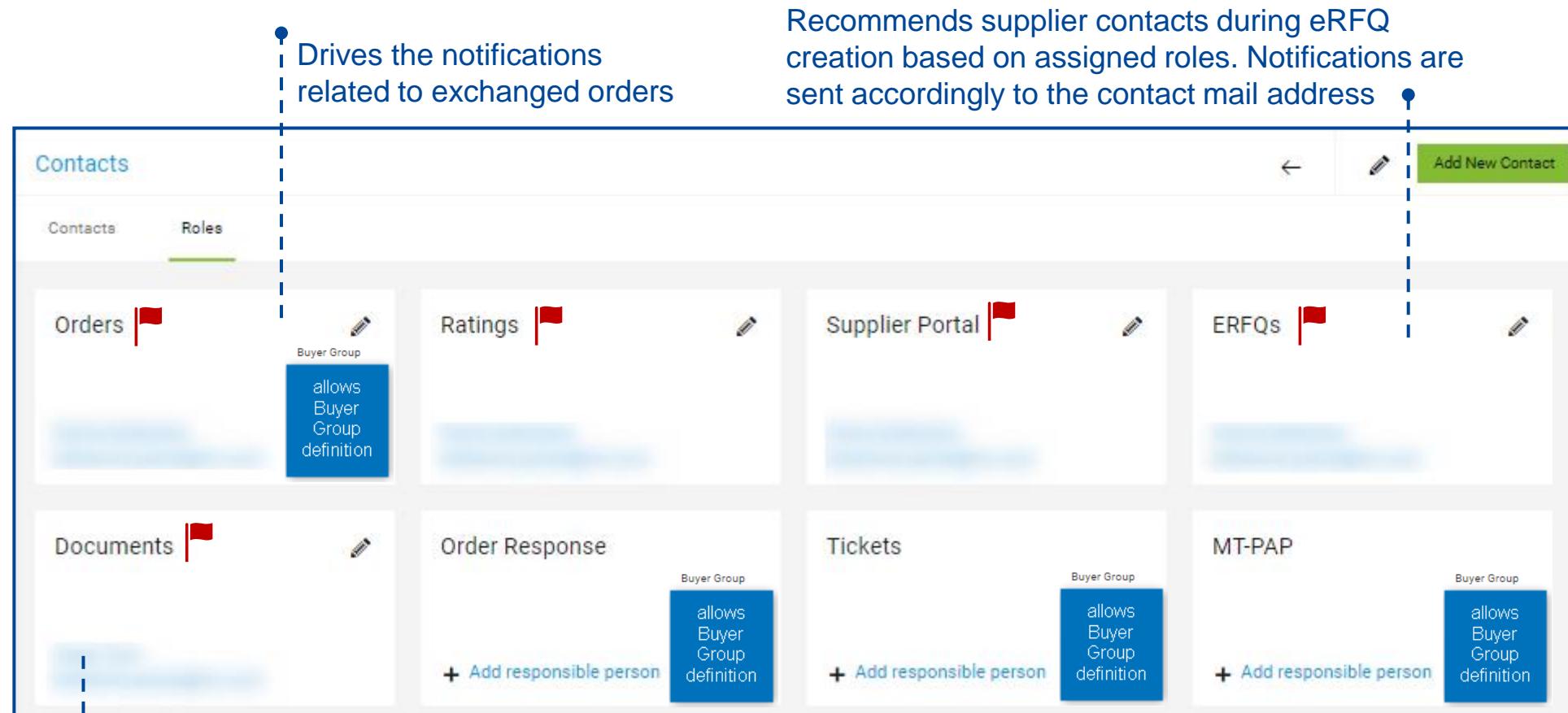
To grant a user access to the portal, please activate the Portal Access button and flag MT permissions. Notifications will be generated based on the assigned role. More information about role assignment can be found in the following slides.

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





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

1

2

3

4

5

Supplier Categories

SUPPLIER CONTACT AND ROLES

SUPPLIER PROFILE

Contacts

Contacts

Roles

Name Login name E-Mail Telephone Role

LB

AN

CONTACT PERSON

Salutation*

First name*

Last name*

Department

Telephone*

E-Mail*

Portal Access

permissions*

*MT Supplier Portal

>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 shows the 'Edit Your Supplier Profile' screen. Step 1 is indicated by a house icon and a red box around the 'SUPPLIER PROFILE' button in the sidebar. Step 2 is indicated by a red box around the 'SUPPLIER PROFILE' button in the sidebar. Step 3 is indicated by a red box around the 'Certifications' tab in the top navigation bar. Step 4 is indicated by a red box around the 'Certificate' section, which includes a file input field, a date selector, and a delete button. Step 5 is indicated by a red box around the 'Choose file' button for an annual report and a tooltip 'If you uploaded a document, please provide the publishing date.'.