



June 2025

Jaggaer Supplier Document Management

Mettler Toledo Job Aid for Supplier

METTLER TOLEDO

This Job Aid provides step-by-step instructions for navigating the various document interactions within the Supplier Portal. By following this guide, we can collaborate with our suppliers for a smoother document exchange process, leading to improved visibility and faster response times.

We streamline our document exchange process to effectively manage our information sharing with suppliers. Features like Document Confirmation, Document Request, and Document Exchange allow for easy file transfer and review of documents in a secure environment, enhancing communication and collaboration for all parties.

Document Confirmation: Suppliers receive documents from MT and requested to provide their acceptance

Document Request: Suppliers are requested to submit documents, which will be reviewed by MT responsible

Document Exchange: Suppliers receive documentation from MT and shall complete and return their version for validation

Document Download: Suppliers receive documents from MT solely for downloading and informational purposes.

Benefits:

- Enhanced communication and collaboration between suppliers and METTLER TOLEDO
- Increased transparency in document exchanges
- Efficient processing without the need for email or phone confirmations
- Opportunity for suppliers to review and revise documents at their convenience
- Seamless integration of supplier related documents into a single platform



When a new interactive document is created, assigned supplier contacts will receive an email notification:

Dear Supplier,

Mettler Toledo has shared a document with you for further action through the Mettler-Toledo supplier portal.

Please review it and provide your response

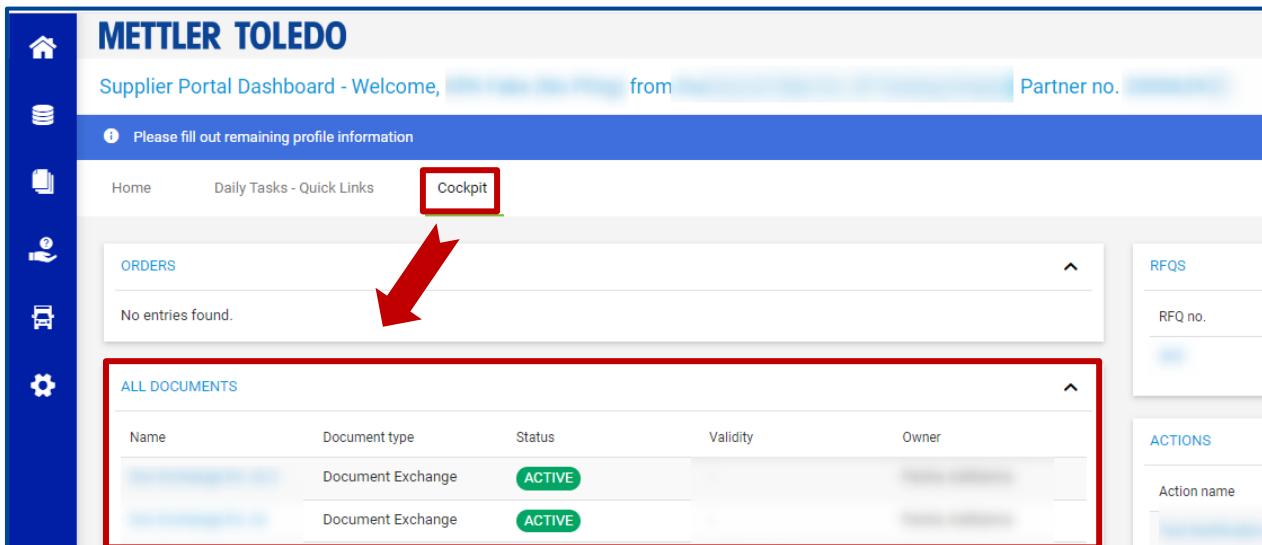
Document type: [REDACTED]

Document name [REDACTED]

Kind regards

Mettler-Toledo supplier portal

Upon receiving such a message, please open the document through the supplier cockpit.
Refer to the next slide for instructions on how to access the document from the supplier dashboard.



The image shows a screenshot of the Mettler-Toledo Supplier Portal Dashboard. The top navigation bar includes a home icon, a user profile icon, and a search bar with placeholder text 'Supplier Portal Dashboard - Welcome, [REDACTED] from [REDACTED] Partner no. [REDACTED]'. Below the bar, a blue header bar displays a message: 'Please fill out remaining profile information'. The main content area features a sidebar with icons for Home, Daily Tasks - Quick Links, and Cockpit (which is highlighted with a red box and a red arrow pointing to it). The 'ORDERS' section shows a message 'No entries found.' The 'ALL DOCUMENTS' section is highlighted with a red box and contains a table with two rows of data. The first row shows 'Document Exchange' and 'ACTIVE'. The second row shows 'Document Exchange' and 'ACTIVE'. To the right of the 'ORDERS' and 'ALL DOCUMENTS' sections are 'RFQS' and 'ACTIONS' sections, each with a text input field. The left sidebar has icons for Home, Tasks, Orders, RFQs, and Help.

Name	Document type	Status	Validity	Owner
[REDACTED]	Document Exchange	ACTIVE	[REDACTED]	[REDACTED]
[REDACTED]	Document Exchange	ACTIVE	[REDACTED]	[REDACTED]

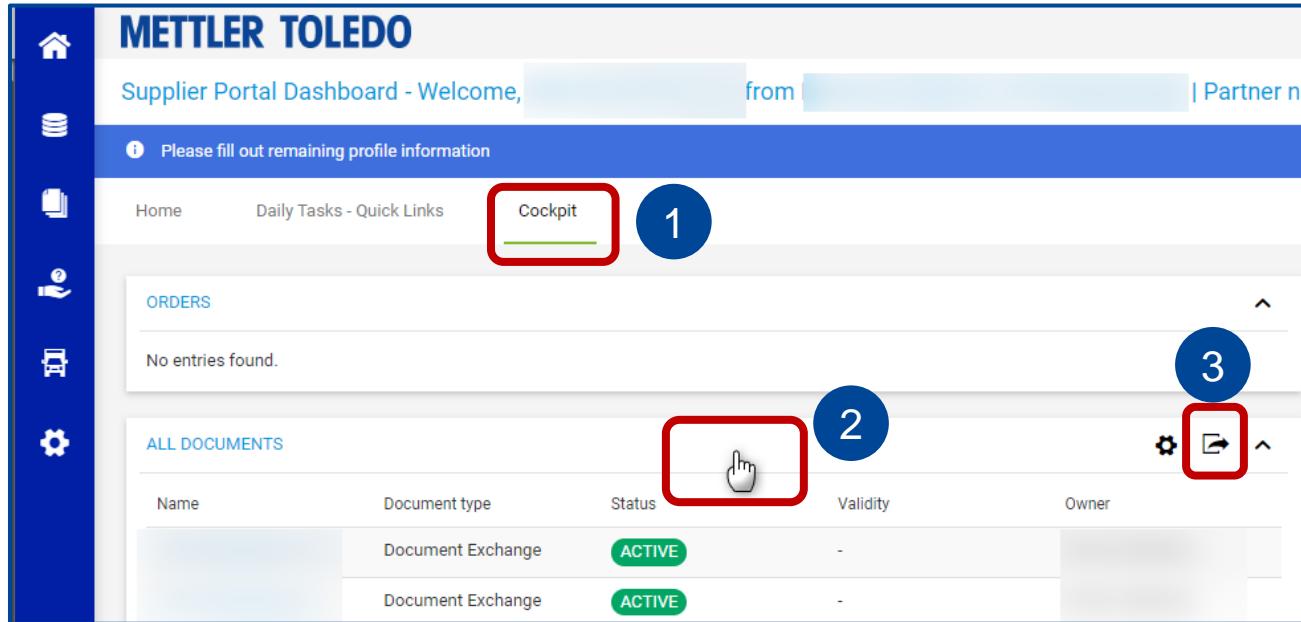
Access newly shared Document

To quickly open your assigned document, please follow the steps below:

The image shows the METTLER TOLEDO Supplier Portal Dashboard. On the left, a vertical sidebar contains icons for Home, Orders, All Documents, Help, and Logout. The main content area has a header 'Supplier Portal Dashboard - Welcome' and a sub-header 'from'. Below this are 'Home' and 'Daily Tasks - Quick Links' buttons, and a 'Cockpit' button which is highlighted with a red box and a blue circle containing the number 1. The 'ORDERS' section shows 'No entries found.' The 'ALL DOCUMENTS' section has a table with columns: Name, Document type, Status, Validity, and Owner. A row in the table is highlighted with a red box and a blue circle containing the number 2. A blue arrow points from this row to a detailed view of a document on the right. The detailed view shows the METTLER TOLEDO logo and a message: 'Please download the provided files from the customer by activating the "Download" button.' It also shows sections for 'BASE DATA' with fields for 'Name*' and 'Custom ID'.

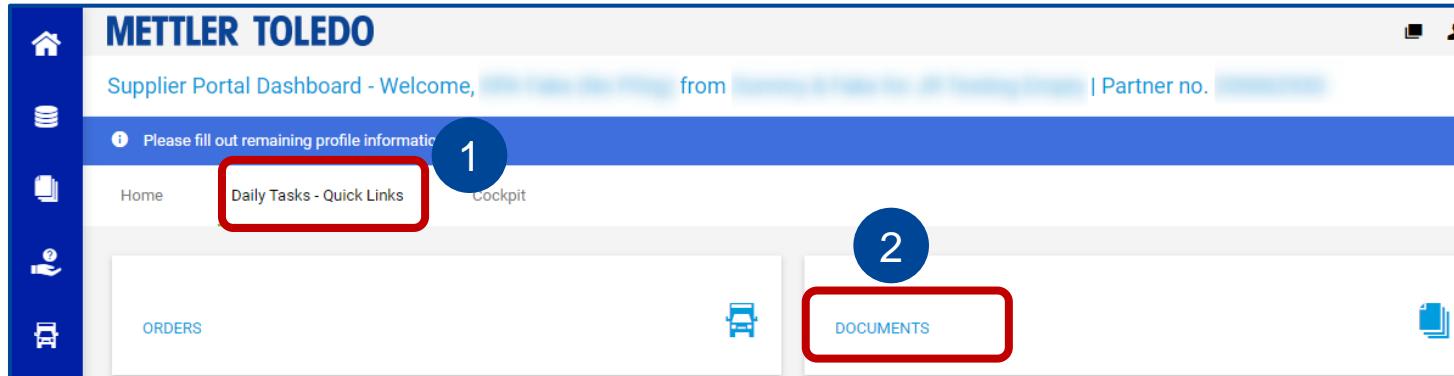
- 1 Go to "Cockpit" tab
- 2 Click on the blue highlighted Document Name
- 3 You will then be in the document

Here are the available options for accessing the list of all your assigned documents:



The screenshot shows the METTLER TOLEDO Supplier Portal Dashboard. On the left, a vertical sidebar contains icons for Home, Documents, Standard Documents, Category Contracts, and Documents Pure. The main content area displays the 'Supplier Portal Dashboard - Welcome' with a 'from' field and a 'Partner no.' field. A blue bar at the top says 'Please fill out remaining profile information'. Below this, there are 'Home' and 'Daily Tasks - Quick Links' buttons. A 'Cockpit' button is highlighted with a red box and a blue circle containing the number '1'. The 'ORDERS' section shows 'No entries found.' The 'ALL DOCUMENTS' section has columns for Name, Document type, Status, Validity, and Owner. A table row shows 'Document Exchange' with 'ACTIVE' status. A 'Documents' button is highlighted with a red box and a blue circle containing the number '2'. A gear icon and a refresh icon are also present. A blue circle containing the number '3' points to the 'Documents' button.

▪ Variant 2: Via Daily Task – Quick Links

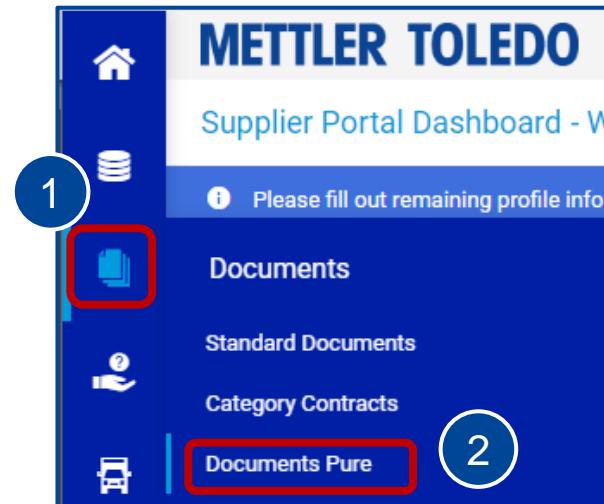


The screenshot shows the same Supplier Portal Dashboard as the previous image, but with a different focus. The 'Daily Tasks - Quick Links' button is highlighted with a red box and a blue circle containing the number '1'. The 'ORDERS' section is visible at the bottom. A 'DOCUMENTS' button is highlighted with a red box and a blue circle containing the number '2'.

▪ Variant 1: Via Supplier Cockpit

- 1 Go to "Cockpit"
- 2 Hover over the Title line of the "All Documents" Section in order to see the menu option
- 3 Enter List

▪ Variant 3: Via the Menu bar on the left



The screenshot shows the Supplier Portal Dashboard with a dark blue sidebar. The sidebar icons are: Home (highlighted with a red box and a blue circle containing the number '1'), Documents (highlighted with a red box and a blue circle containing the number '2'), Standard Documents, Category Contracts, and Documents Pure. The main content area shows the 'Supplier Portal Dashboard - Welcome' with a 'from' field and a 'Partner no.' field. A blue bar at the top says 'Please fill out remaining profile information'. Below this, there are 'Home' and 'Daily Tasks - Quick Links' buttons. A 'Cockpit' button is visible.

Document Confirmation – Processing Steps

You receive documents from MT with request to provide your acceptance:

← Document Confirmation New

Please accept or decline the provided files from the customer by activating the "Check" button.

BASE DATA

Name*

Custom ID

Keywords

Purchasing organization

Plant

Purchasing group

Category

Category cluster

Notice

Responsible Supplier Contacts

Files

Quick Navigation

Base Data

Document Fields

Supplier Fields

Comments

- 1  Check
- 2 Download and view attachments
- 3 Confirm attachment via option "Continue"
- 4 Complete action with "Save"

Check

Files

 example dox for testing.xlsx 2

1 File Available

Continue Decline

Cancel Save

Check

Files

 example dox for testing.xlsx 1

1 File Available

Continue Decline

Comment* !

If you can't accept the attached document, choose "decline" and add a reason in the comments.

Cancel Save

Document Request – Processing Steps

You are requested to provide documents:

← Document Request • New ⓖ

1 Please upload the requested files with a validity date by activating the "Upload" button or decline the request by activating the "Decline" button.

BASE DATA

Name* Document Request

Notice

Responsible Supplier Contacts

SUPPLIER FIELDS

Validity

Files

COMMENTS

1 Upload

2 Attach your documents

3 Provide validity date

4 Complete action with "Upload"

Quick Navigation

Base Data

Upload Files

Files* Drag and Drop files or Browse

Valid to* 3

Comment Write a comment here

Decline

Comment* ! Write a comment here

If you can't provide requested documents, choose "decline" and add a reason in the comments.

Cancel Save

Cancel Upload

Document Exchange – Processing Steps

You receive documents from MT with request to submit revised versions

← Document Exchange

● New



Please download the provided files from the customer by activating the "Download" button.

▼ BASE DATA

Name*

Document Exchange



Download Files

Files are valid until 2025-12-19

example dox for testing.xlsx

Download

1 File Available

Download All Files

1

2

3

4

5

6

Download provided attachment

Upload revised document by attaching the file within the popup window

Provide validity date

Complete action with "Upload"

← Document Exchange

● Downloaded



Please upload the requested files with a validity date by activating the "Upload" button or decline the exchange by activating the "Decline" button.

▼ BASE DATA

Name*

Document Exchange



Custom ID

Keywords

Purchasing organization

Quick Navigation

Base Data

Document Fields

Supplier Fields

Comments

Decline

Download



Upload



Upload Files

Files*

Drag and Drop files or [Browse](#)

4

Valid to*

5

Comment

Write a comment here



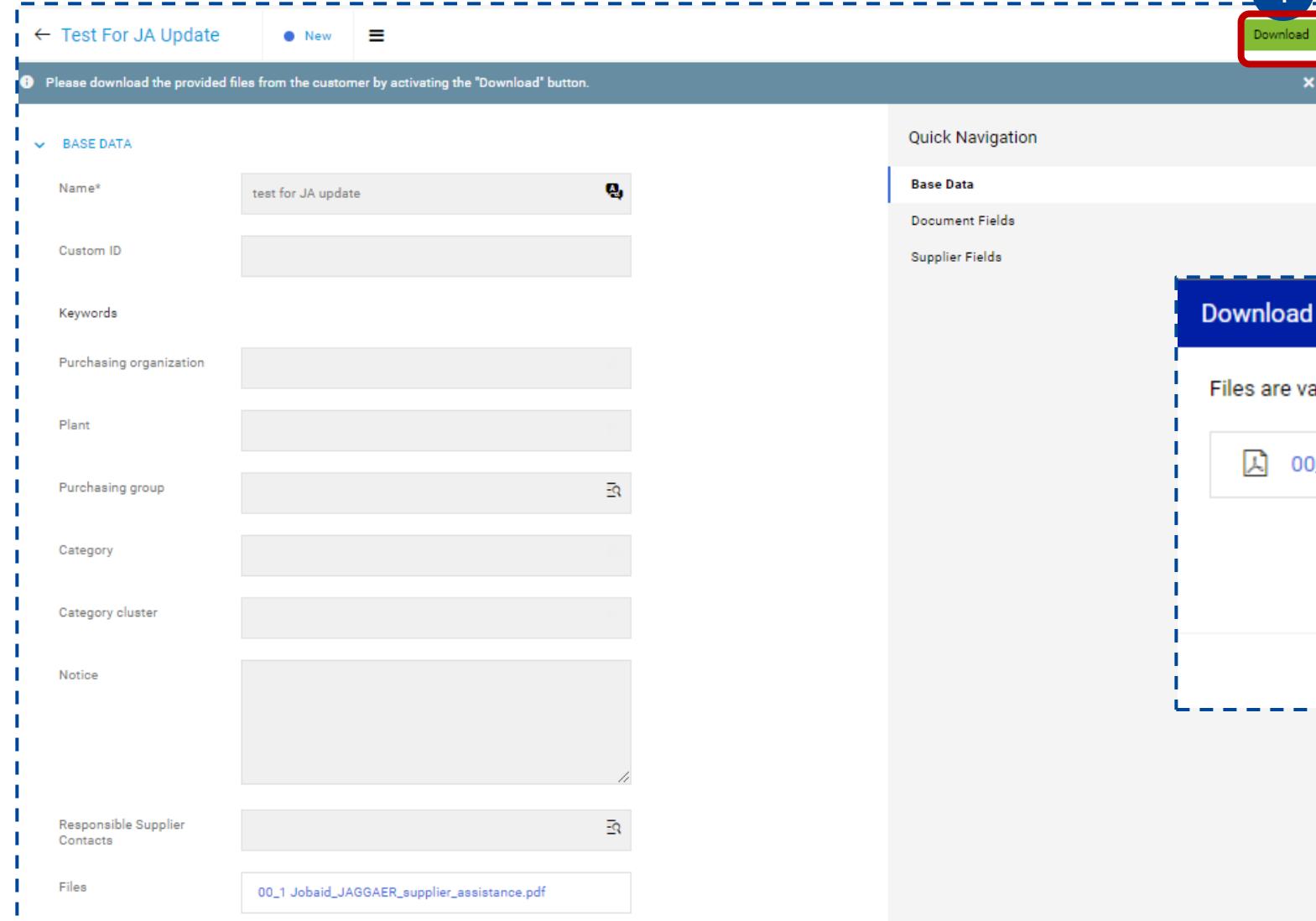
If you can't provide requested documents, choose "decline" and add a reason in the comments.

6



Upload

You receive documents from MT with request to provide your acceptance:



← Test For JA Update ● New ⋮

Please download the provided files from the customer by activating the "Download" button.

BASE DATA

Name* test for JA update

Custom ID

Keywords

Purchasing organization

Plant

Purchasing group

Category

Category cluster

Notice

Responsible Supplier Contacts

Files 00_1 Jobaid_JAGGAER_supplier_assistance.pdf

Quick Navigation

Base Data

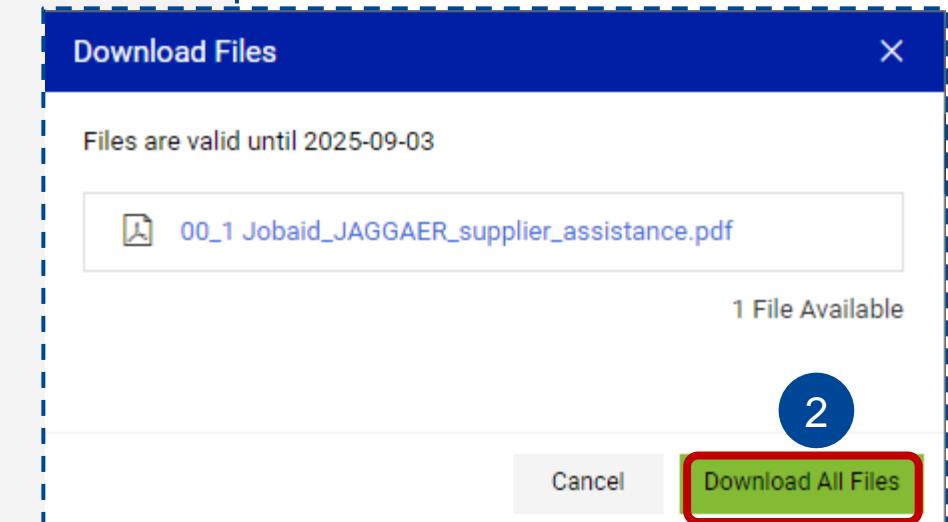
Document Fields

Supplier Fields

1

Download

- 1 Press Button "Download"
- 2 Download and view attachments



2

Download All Files