



June 2025

Jaggaer Supplier Document Management

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 suggests a sense of movement or a stylized letter 'M'.

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

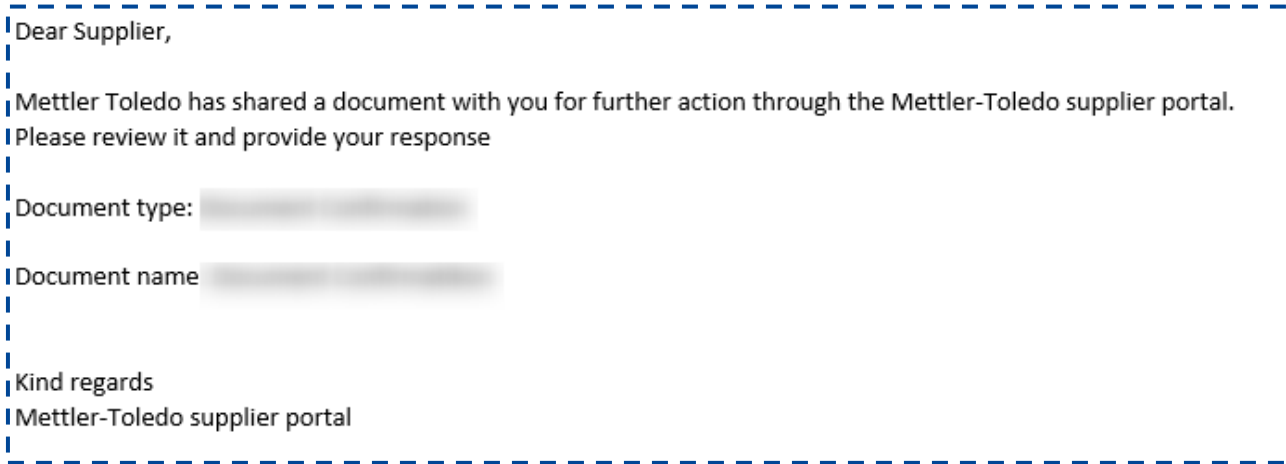
Document Download: Suppliers receive documents from MT solely for downloading and informational purposes.

Benefits:

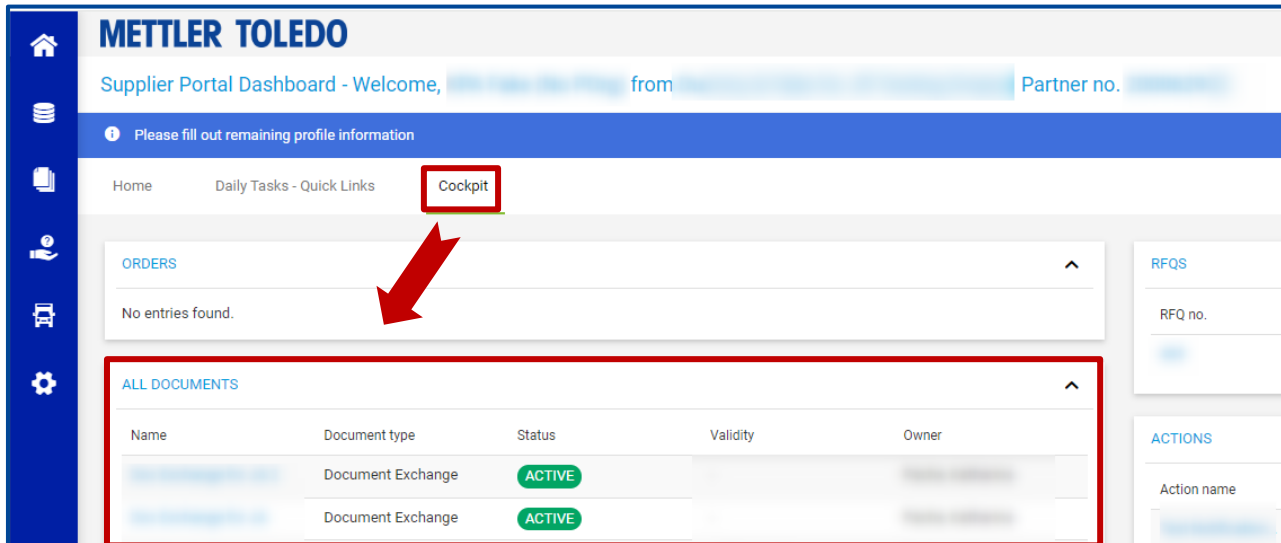
- Enhanced communication and collaboration between suppliers and METTLER TOLEDO
- Increased transparency in document exchanges
- Efficient processing without the need for email or phone confirmations
- Opportunity for suppliers to review and revise documents at their convenience
- Seamless integration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



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



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.



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

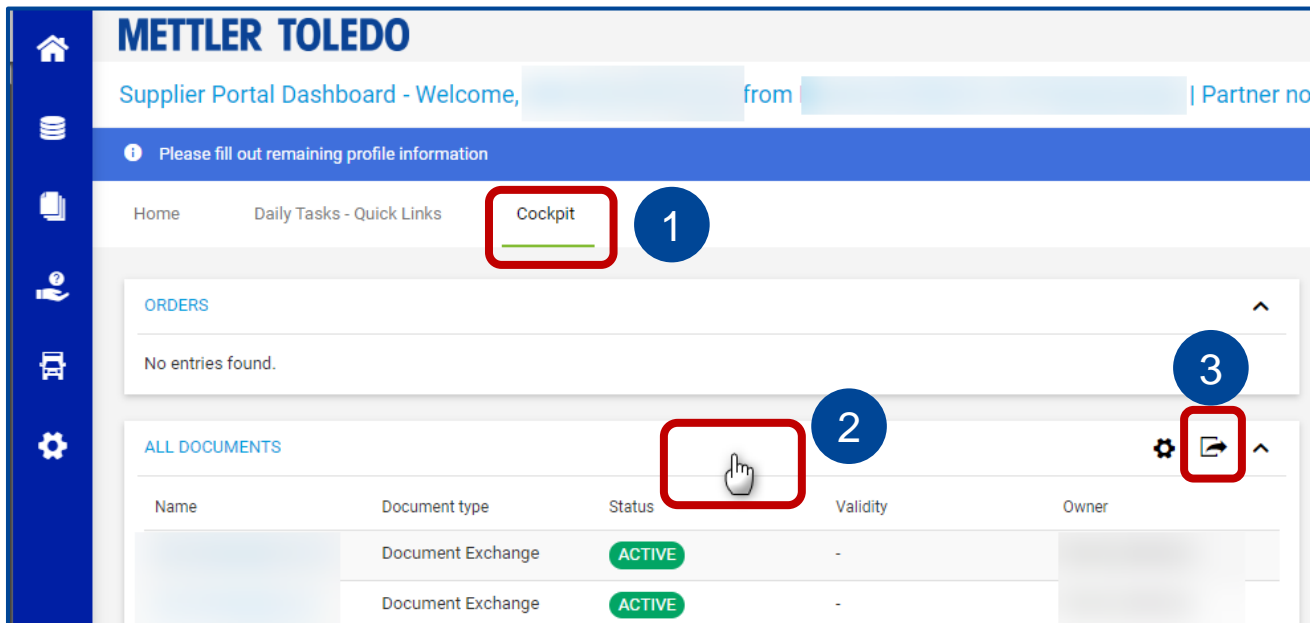
1 Go to "Cockpit" tab

2 Click on the blue highlighted Document Name

3 You will then be in the document

The screenshot shows the METTLER TOLEDO Supplier Portal Dashboard. The top navigation bar includes "Home", "Daily Tasks - Quick Links", and "Cockpit" (highlighted with a red box and labeled 1). Below the navigation bar, there are sections for "ORDERS" and "ALL DOCUMENTS". The "ALL DOCUMENTS" section contains a table with columns: Name, Document type, Status, Validity, and Owner. A document named "Document Download" is highlighted with a blue box (labeled 2) and a red box. A blue arrow points from this document to a second screenshot showing the document details page. The second screenshot shows the document details page with a "New" button and a "Download" button. The document details page also includes a "BASE DATA" section with fields for "Name*" and "Custom ID".

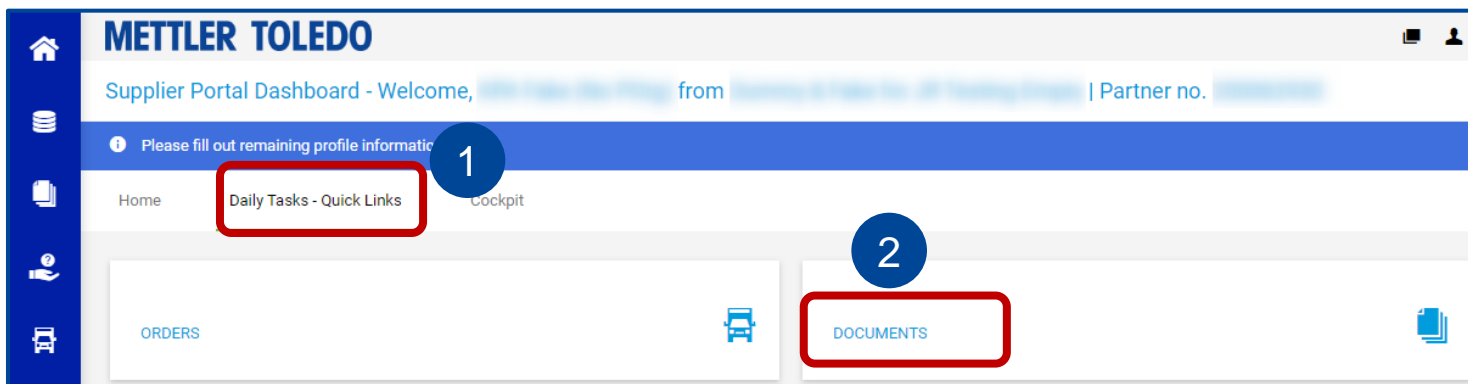
Here are the available options for accessing the list of all your assigned documents:



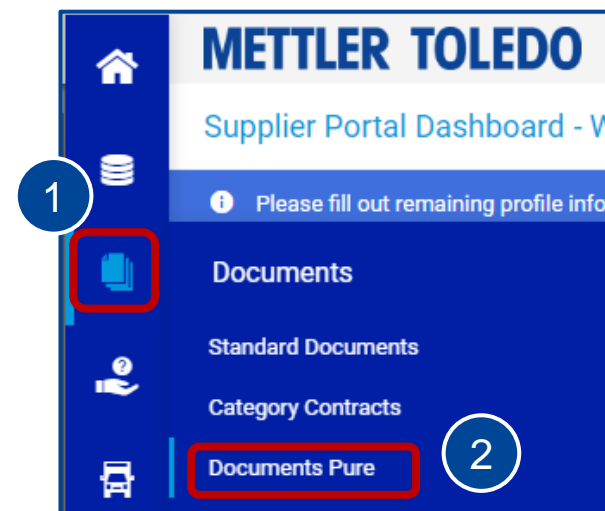
■ Variant 1: Via Supplier Cockpit

- 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 2: Via Daily Task – Quick Links



■ Variant 3: Via the Menu bar on the left



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

The screenshot shows the 'Document Confirmation' interface. On the left is a form with fields for Name*, Custom ID, Keywords, Purchasing organization, Plant, Purchasing group, Category, Category cluster, Notice, Responsible Supplier Contacts, and Files. The 'Check' button in the top right is highlighted with a red box and a blue circle with the number 1. A dashed blue box encloses the main content area. To the right of the interface, a list of steps is provided: 1 Check, 2 Download and view attachments, 3 Confirm attachment via option "Continue", and 4 Complete action with "Save". Below the main interface, two 'Check' dialog boxes are shown. The first dialog box shows a file 'example dox for testing.xlsx' with a red box around it and a blue circle with the number 2. Below the file list, the 'Continue' button is highlighted with a red box and a blue circle with the number 3. The 'Save' button is highlighted with a red box and a blue circle with the number 4. The second dialog box shows the same file list, but the 'Decline' button is highlighted with a blue circle with the number 1. A callout box with an exclamation mark icon and text explains: 'If you can't accept the attached document, choose "decline" and add a reason in the comments.'

1 Check

2 Download and view attachments

3 Confirm attachment via option "Continue"

4 Complete action with "Save"

You are requested to provide documents:

← Document Request

New

Decline

Upload

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

Quick Navigation

Base Data

Upload Files

Files*

Drag and Drop files or Browse

Valid to*

Comment

Write a comment here

Cancel

Upload

Decline

Comment*

Write a comment here

Cancel

Save

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

1

2

3

4

1 Upload

2 Attach your documents

3 Provide validity date

4 Complete action with "Upload"

For internal use - Confidential

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

Download Files

Files are valid until 2025-12-19

example dox for testing.xlsx

1 File Available

CancelDownload All Files

← Document Exchange

Downloaded

⋮

DeclineDownloadUpload

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

Upload Files

Files*

4

Drag and Drop files or Browse

Valid to*

5

Comment

Write a comment here

CancelUpload

- 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"

!

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

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

Test For JA Update

New

Download

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

Download Files

Files are valid until 2025-09-03

00_1 Jobaid_JAGGAER_supplier_assistance.pdf

1 File Available

Cancel

Download All Files

1

2

1 Press Button "Download"

2 Download and view attachments