



2025 年 6 月

# Jaggaer 供应商文档管理

## Mettler Toledo 供应商工作指南

METTLER TOLEDO

本工作指南为如何在供应商门户中交互各种文档提供了分步说明。通过遵循本指南，我们可以与供应商合作以实现更顺畅的文件交换流程，提升可视化功能并加快响应时间。

我们简化了文档交换流程，从而更有效地管理我们与供应商的信息共享。文档确认、文档请求和文档交换等功能都将使我们能在安全的环境中轻松传输和查阅文件，从而增强各方的沟通和协作。

**文件确认：**供应商收到梅特勒-托利多的文件，并要求供应商确认接收

**文件请求：**要求供应商提交文件，这些文件将由梅特勒-托利多负责审阅

**文件交换：**供应商从 MT 接收文件，完成填写后返回以供验证

**文件下载：**供应商从 MT 接收文件仅用于下载和告知信息的目的。

好处：

加强供应商与梅特勒-托利多之间的沟通和协作

提高文档交换的透明度

高效处理，无需电子邮件或电话确认

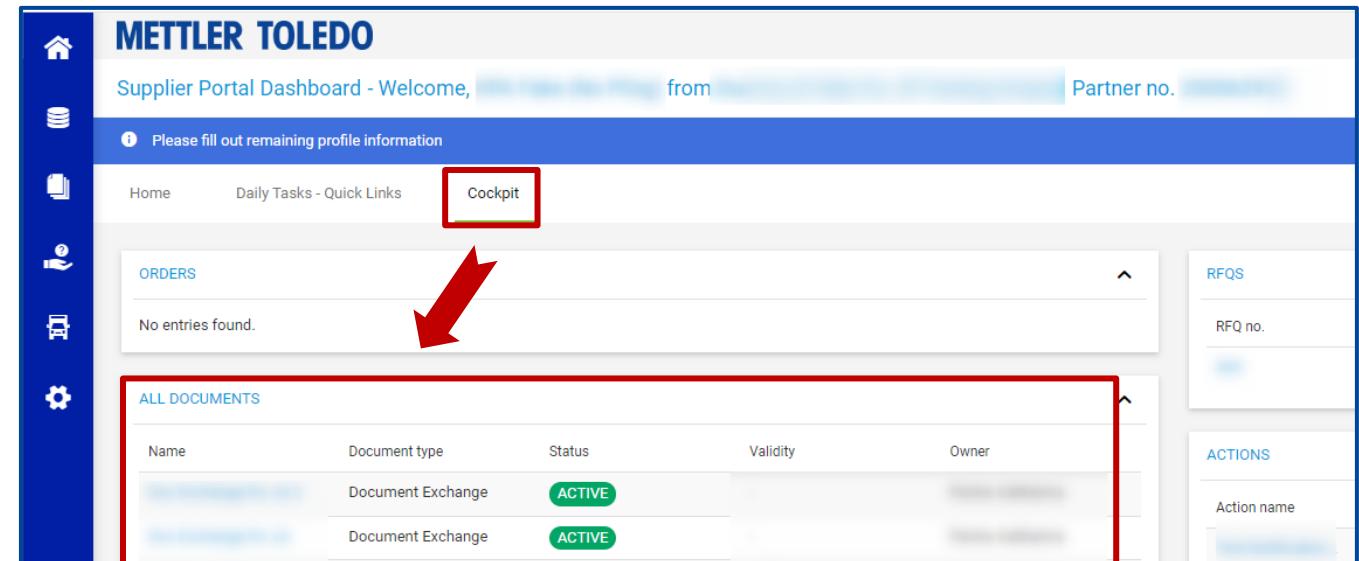
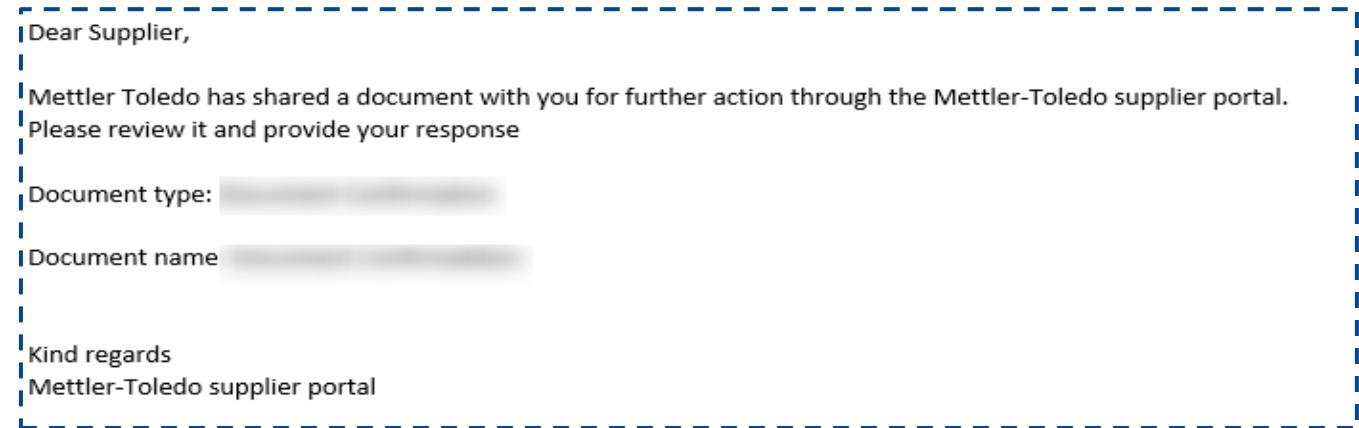
供应商可以选择在方便的时候来审查和修改文件

将供应商相关文档无缝集成到一个平台中



创建新的交互式文档时，指定的供应商联系人将收到一封电子邮件通知：

收到此类消息后，请通过供应商门户主页打开文档。  
有关如何从供应商门户主页访问文档的说明，请参阅下一张幻灯片。

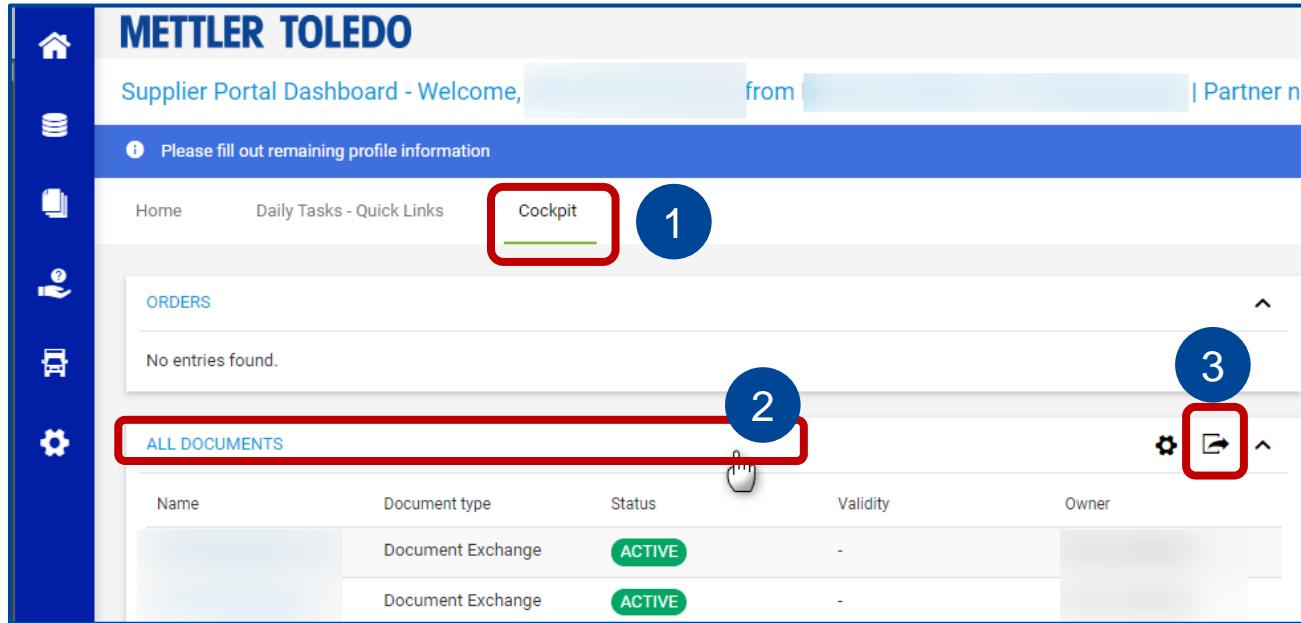


请按照以下步骤快速打开分配给你的文档

The screenshot shows the METTLER TOLEDO Supplier Portal Dashboard. On the left, a vertical sidebar contains icons for Home, Documents, Orders, Tasks, and Settings. 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 this table is highlighted with a red box and a blue circle containing the number 2. The "Name" column shows a blue link "Document Download" and a green button "ACTIVE". A blue arrow points from this row to a detailed view of the document, which is shown in a separate window on the right. The detailed view window has a header "METTLER TOLEDO" and a sub-header "New". It contains a message: "Please download the provided files from the customer by activating the 'Download' button." Below this are sections for "BASE DATA" (Name\* and Custom ID) and "FILE DOWNLOAD" (a large blue "Download" button). A blue circle containing the number 3 is placed near the bottom right of the detailed view window.

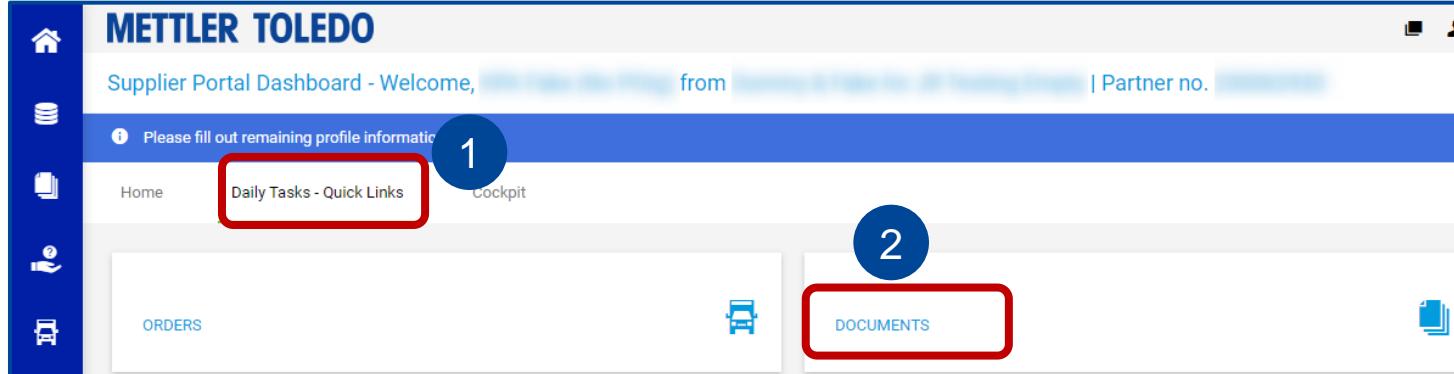
- 1 转到“Cockpit”选项卡
- 2 单击蓝色突出显示的文件名称
- 3 然后, 您将进入文档

以下是几种访问所有已分配文档的方法：



The screenshot shows the Supplier Portal Dashboard. On the left, there is a vertical sidebar with icons for Home, Documents, Orders, and Settings. The main content area has a blue header bar with the text 'Supplier Portal Dashboard - Welcome, [redacted] from [redacted] | Partner no. [redacted]'. Below the header, there is a message: 'Please fill out remaining profile information'. The '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 is highlighted with a red box and a blue circle containing the number 2. The 'DOCUMENTS' button in the footer is highlighted with a red box and a blue circle containing the number 3.

## ▪ 方法2：通过每日任务 – 快速链接

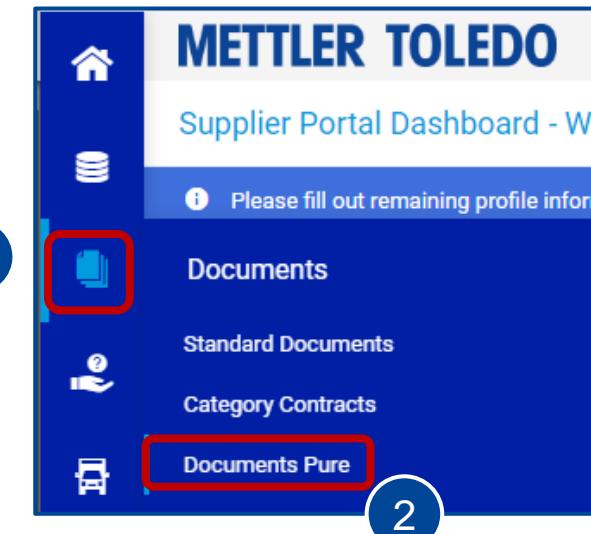


The screenshot shows the Supplier Portal Dashboard. The sidebar on the left is identical to the previous screenshot. The main content area has a blue header bar with the text 'Supplier Portal Dashboard - Welcome, [redacted] from [redacted] | Partner no. [redacted]'. Below the header, there is a message: 'Please fill out remaining profile information'. The 'Daily Tasks - Quick Links' button is highlighted with a red box and a blue circle containing the number 1. The 'ORDERS' section shows 'No entries found.' The 'DOCUMENTS' button in the footer is highlighted with a red box and a blue circle containing the number 2.

## ▪ 方法1：通过 Supplier Cockpit

- 1 点击“Cockpit”
- 2 找到“All Documents”并将鼠标悬停在标题行上，此时会出现菜单选项
- 3 点击“转至”

## ▪ 方法3：通过左侧的菜单栏



The screenshot shows the Supplier Portal Dashboard. The sidebar on the left has icons for Home, Documents, Orders, and Settings. The 'Documents' button is highlighted with a red box and a blue circle containing the number 1. The 'Standard Documents' and 'Category Contracts' buttons are also visible. The 'Documents Pure' button is highlighted with a red box and a blue circle containing the number 2.

您收到梅特勒托利多发送的文件，并要求您确认接受：

← Document Confirmation    New    Ⓜ

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

**BASE DATA**

Name\* Document Confirmation

Custom ID

Keywords

Purchasing organization

Plant

Purchasing group

Category

Category cluster

Notice

Responsible Supplier Contacts

Files example dox for testing.xlsx

1  Check Download

2  2

3  3 Continue Decline Cancel Save

4  4 Save

如果您无法接受附加的文档，请选择“decline”并在评论中添加原因。

## 需要您提供以下文件:

Document Request

• New

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 **Drag and Drop files or Browse**

3 **Valid to\***

4 **Upload**

1 上传  
2 附加您的文档  
3 提供有效期  
4 点击“上传”

Quick Navigation

Base Data

Upload Files

Files\* **Drag and Drop files or Browse**

Valid to\* **Valid to\***

Comment

Comment\* Write a comment here

Decline

Comment\* Write a comment here

Cancel Save

如果您无法提供所需的文件,请选择“decline”并在评论中添加原因。

## 您收到梅特勒-托利多发送的文件，要求提交修订版

← 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

1 File Available

Cancel Download All Files

1 2 下载提供的文件  
3 4 通过在弹出窗口中附加文件来上传修订后的文档  
5 提供有效期  
6 点击“上传”

← 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

Upload Files

Files\* Drag and Drop files or Browse

Valid to\*

Comment

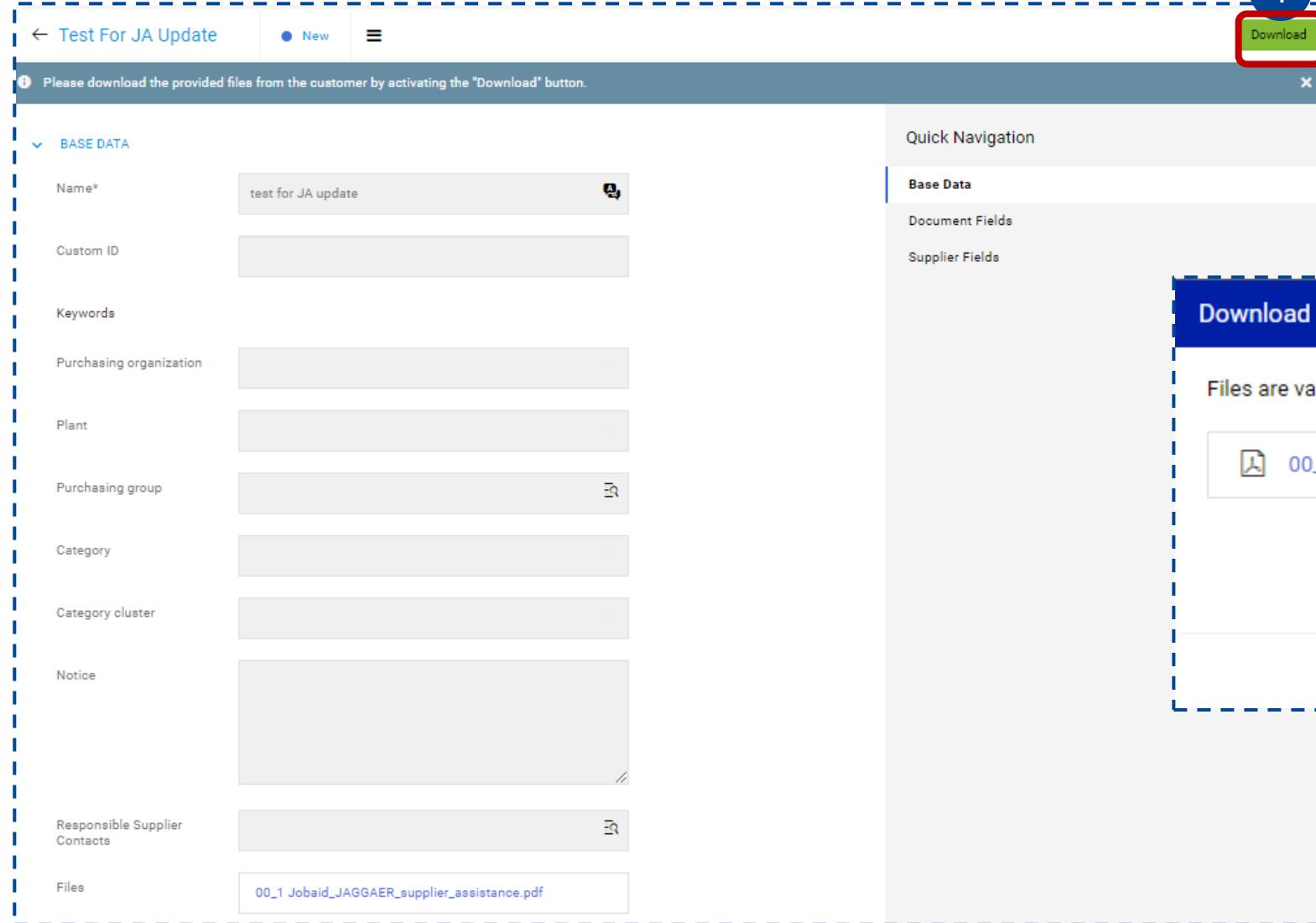
Write a comment here

Cancel Upload

! 如果您无法提供所需的文件，请选择“decline”并在评论中添加原因。

供内部使用 - 机密

您收到梅特勒托利多发送的文件，并要求您确认接受：



← 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

- 1 点击“Download”按钮
- 2 下载和查看附件

