



2025 年 6 月

Jaggaer 供应商文档管理

Mettler Toledo 供应商工作指南

METTLER TOLEDO

The logo graphic for Mettler Toledo, featuring a green arrow pointing upwards and to the right, composed of multiple parallel lines.

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：

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

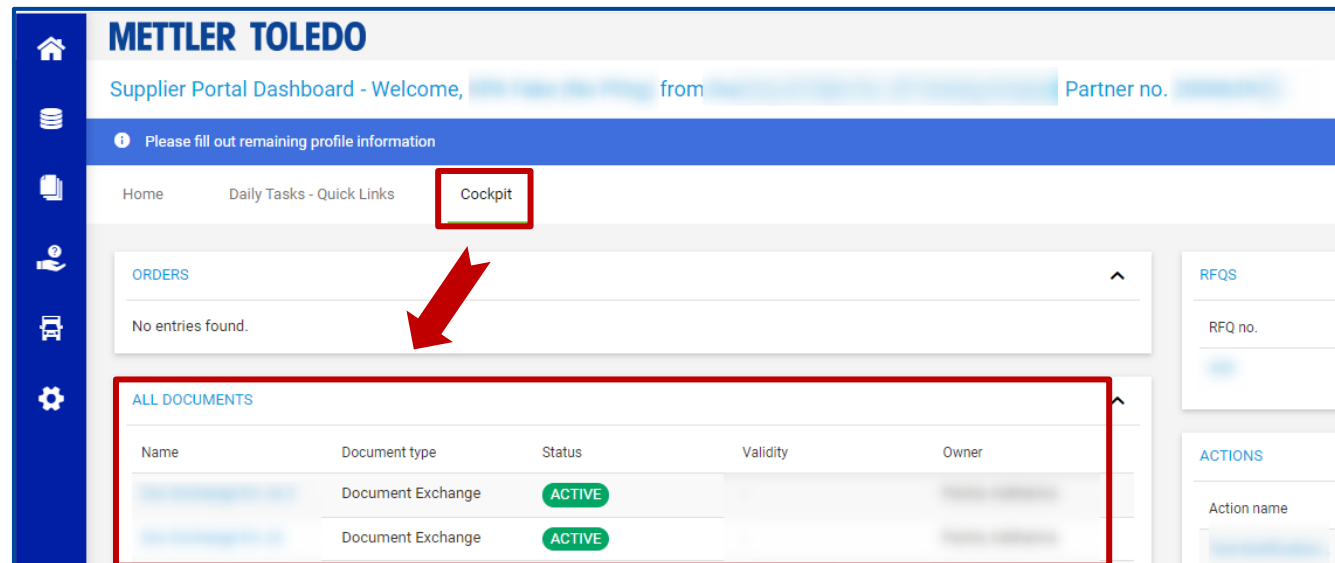
Document type: [REDACTED]

Document name [REDACTED]

Kind regards

Mettler-Toledo supplier portal

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

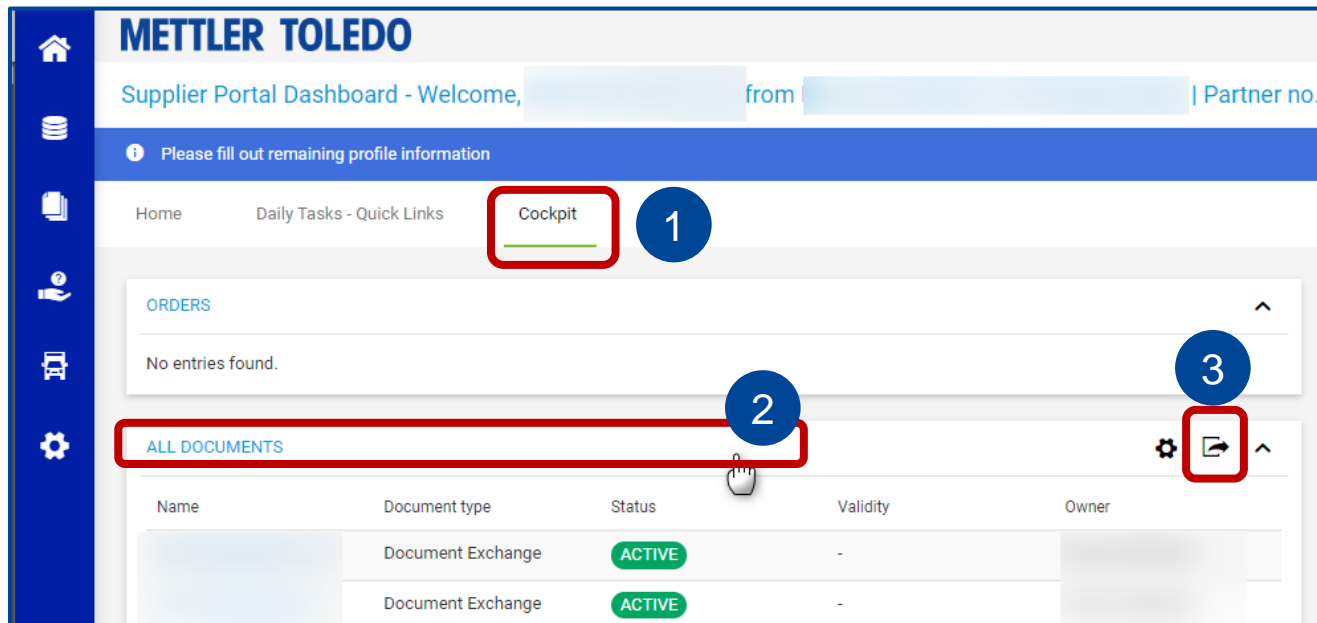
1 转到 “Cockpit” 选项卡

2 单击蓝色突出显示的文件名称

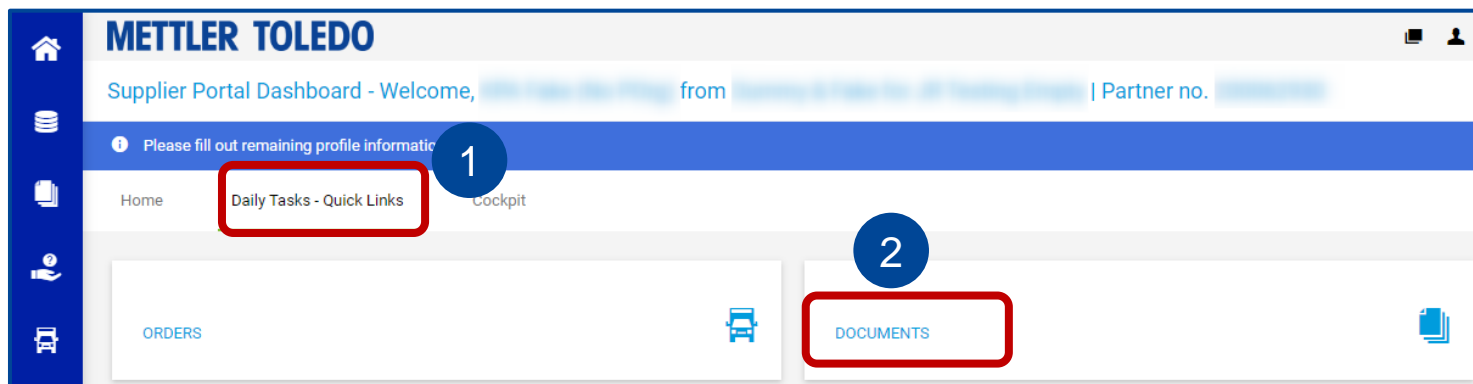
3 然后，您将进入文档

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' (No entries found) 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 and labeled 2. A blue arrow points from this document to a detailed view of the document, which is shown in a separate window. The detailed view shows the document's name, custom ID, and a 'Download' button.

以下是几种访问所有已分配文档的方法：



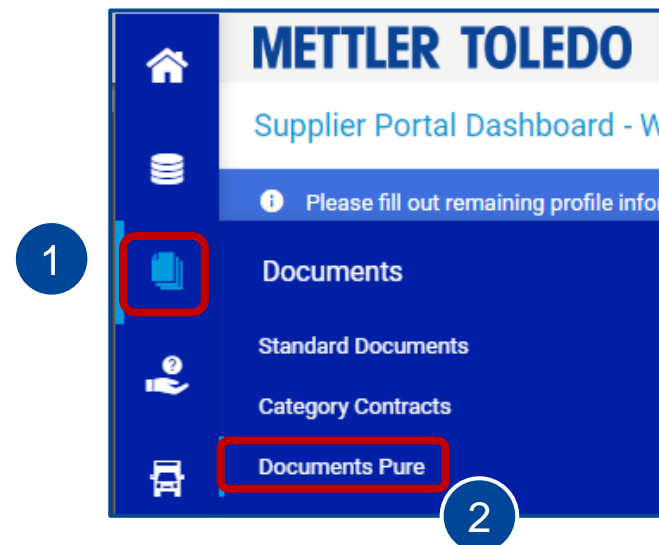
■ 方法2：通过每日任务 – 快速链接



■ 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



您收到梅特勒托利多发送的文件，并要求您确认接受：

1 检查

2 下载和查看附件

3 通过选项“继续”确认附件

4 使用 “Save” 完成作

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

Document Confirmation

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

Quick Navigation

Base Data

Document Fields

Supplier Fields

Comments

Check

Files

example dox for testing.xlsx

1 File Available

Continue

Decline

Cancel

Save

Check

Files

example dox for testing.xlsx

1 File Available

Continue

Decline

Comment*

Type Comment ...

Cancel

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

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

1

2

3

4

1 上传

2 附加您的文档

3 提供有效期

4 点击“上传”

! 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，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

Download Files

Files are valid until 2025-12-19

example dox for testing.xlsx

1 File Available

CancelDownload All Files

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

← 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

!

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，并要求您确认接受：

The screenshot displays the 'Test For JA Update' interface. At the top, there is a 'Download' button highlighted with a red box and a blue circle with the number 1. Below this, a message bar states: 'Please download the provided files from the customer by activating the "Download" button.' The main form contains various fields for data entry, including 'Name*', 'Custom ID', 'Keywords', 'Purchasing organization', 'Plant', 'Purchasing group', 'Category', 'Category cluster', 'Notice', 'Responsible Supplier Contacts', and 'Files'. The 'Files' field shows a file named '00_1 Jobaid_JAGGAER_supplier_assistance.pdf'. To the right, a 'Quick Navigation' sidebar is visible. Overlaid on the bottom right is a 'Download Files' dialog box. This dialog box has a blue header with a close button. It contains the text 'Files are valid until 2025-09-03' and a list of files, including '00_1 Jobaid_JAGGAER_supplier_assistance.pdf'. Below the file list, it says '1 File Available'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Download All Files', with the latter highlighted by a red box and a blue circle with the number 2.

1 点击 “Download” 按钮

2 下载和查看附件