



June 2025

Jaggaer Supplier Registration

Mettler Toledo Job Aid for Supplier

METTLER **TOLEDO**

The logo graphic for Mettler Toledo, featuring a series of parallel green lines that form a stylized, elongated shape. The lines are arranged in a way that suggests movement or a dynamic structure, with a central vertical line that is slightly thicker and more prominent.

The MT Buyer initiates the registration process, leading to an email sent to you with the link to register on JAGGAER.

- 1 Open the link
- 2 Choose system language, **English is recommended**

EXTERNAL - MT :: Registration Supplier Portal

no-reply@app11.jaggaer.com
To
Retention Policy: Inbox Items Older Than 60 Days (60 days) Expires: 04/02/2024 Wed 06/12/2023 10:05

Dear [redacted]

You were invited to join the METTLER TOLEDO Supplier Portal.

Please follow the instructions on the link below:

1 https://app11.jaggaer.com/portals/mt/register?crm_person_id=NjQ1NDUwNTQz-5e5eef5a47abf395908bf3349bf31bf4&l=eng

After that, you will receive your login data and will be able to use the Supplier Portal.

Comment:

Best regards
Mettler-Toledo supplier portal

The information in this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

1 GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT

METTLER TOLEDO

Welcome to the registration of the supplier portal

2 Please choose a language below

Chinese English German

Please complete the information needed in the "Person Data" tab. Remember that any questions marked with * are mandatory and must be answered.

- 1 Please provide your department along with any other mandatory information
- 2 Press Continue

The screenshot shows a web form with a dark blue header containing four tabs: 'GENERAL' (with a checkmark), 'PERSON DATA' (highlighted with a red box and a circled '2'), 'COMPANY DATA' (with a circled '3'), and 'CONSENT' (with a circled '4').

On the left side of the form, there is a 'Website URL' field with the text 'https://www.mt.com/supplierpor...'. Below it, a dashed box contains the text 'Link to MT supplier Webpage', with a blue circle containing an 'i' icon pointing to it.

The main section is titled 'CONTACT PERSON' in blue. It contains several fields:

- 'Salutation*' with a dropdown menu showing 'Mx.' and a downward arrow.
- 'First name*' with a text input field.
- 'Last name*' with a text input field.
- 'Department' with a dropdown menu showing '---' and a downward arrow.
- 'Mobile*' with a '+' sign, a dropdown menu showing '---', and two adjacent text input fields labeled 'Area' and 'Number'.
- 'E-Mail*' with a text input field.

At the bottom of the form, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a red box and a circled '2'. A blue circle with the number '1' is positioned between the 'Link to MT supplier Webpage' box and the 'Continue' button.

Provide your company details.

- 1

Review already provided data and correct if needed
- 2

Provide additional data like DUNS-, VAT-Number or EORI-Number
- 3

Press Continue

2

GENERALPERSON DATACOMPANY DATACONSENT

METTLER TOLEDO

COMPANY DATA

Company name*

Street*1

Zip code*

City*

Country*

State / Province

Telephone*

E-Mail*

Homepage*

D-U-N-S2

VAT code*

Currencyi

Incotermsi

Payment termsi

EORI

BackContinue3

i

Currency, Incoterms, and Payment Terms are for display only. Contact MT if they don't match agreed conditions.

The DUNS number is a unique 9-digit code issued by Dun & Bradstreet (D&B) to identify companies. You can find your DUNS number by clicking the link next to the D-U-N-S field.

To complete your registration, you have to agree and accept the Supplier and JAGGAER Access Terms

- 1 Tick both fields
- 2 Press "Accept and Submit"
- 3 Company registration is complete. Follow the next slide to finish your user registration and set up your login.

1

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

☐ I agree and accept [Supplier Access Terms](#).

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

☐ I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Mettler-Toledo in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.

[Back](#) [Accept and Submit](#)

2

i Company registration is also confirmed by email. To log in, complete user identification as shown in the next slide.

3

Congratulations!

Thank you for registering your company. You will shortly receive two emails:

1. An email from JAGGAER containing a link to define a new password. This more secure password is needed for your new JAGGAER Global Identity, which you can use to authenticate to this customer portal going forward.
2. An email from your customer confirming your company registration and providing more information about your account.

You may now close this window.

Von: no-reply@app11.jaggaer.com
 Datum:
 An:
 Betreff: MT TESTSYSTEM! :: Registration Supplier Portal
 Antwort an: "no-reply@app11.jaggaer.com" <no-reply@app11.jaggaer.com>

Dear Sir or Madam,

You were invited to join our Supplier Portal.

Please follow the instructions on the link below:

https://demo.app11.jaggaer.com/portals/mt/register?crm_person_id=MjI3OTkzMA==1617bb84cf8f0cf7e81f54e4a93a188b&l=eng

After that you will get your login data and are able to use the Portal

Comment:

Best regards
 Mettler-Toledo supplier portal

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Jaggaer has upgraded Supplier Identity Management with Multi-Factor Authentication for better security. To complete your user registration and set up your login, please follow the instructions in the upgraded login notification.

- 1 Password reset instructions have been sent to the registered email address
- 2 Click the link to set your login password and complete user registration

Von: PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com>
Datum: 20. Juni 2025 um 13:24:54 MESZ
An: [REDACTED]
Betreff: **Reset your supplier account password**
Antwort an: PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com>

Dear [REDACTED]

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection.

As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 72 hours:

2 [Change supplier account password.](#)

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>



For more details consult the instructions provided by Jaggaer [Link to Jaggaer documentation](#)

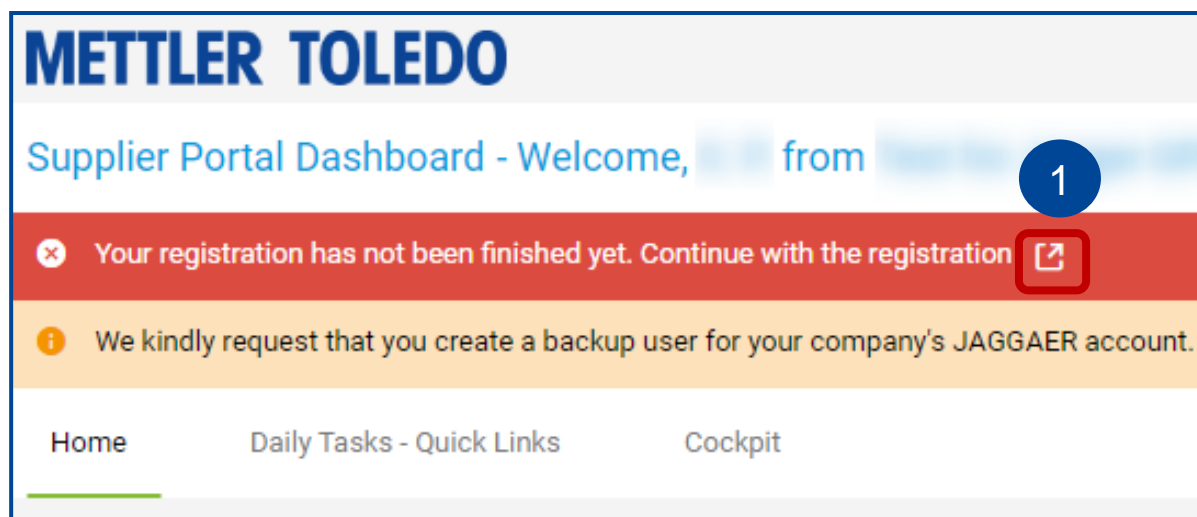
Finalize the registration by reviewing the Data, Contacts, Category, and profile details.



This process involves assigning a responsible contact for each mandatory role.

As highlighted in the warning, please note that we strongly advise to maintain at least two active users with login credentials at all times.

- 1 Click on the link
- 2 Review already provided data and correct if needed
- 3 Press "Continue"



You can add new contacts and assign them to their respective area of responsibility by accessing the "contacts" tab. It is recommended to have at least two users with active JAGGAER Login defined.



Adjust role assignment - see following slides

Create new contact - see next slide

The screenshot displays the METTLER TOLEDO web application interface for the 'Registration - Contacts' section. The top navigation bar includes the METTLER TOLEDO logo, the page title 'Registration - Contacts', and a navigation menu with tabs: DATA, CONTACTS (highlighted with a red box), CATEGORIES, and PROFILE. The 'Add New Contact' button is also highlighted with a red box. The main content area shows a grid of roles with edit icons. The roles are organized into two rows: Orders, Ratings, Supplier Portal, ERFQs in the first row, and Documents, Order Response, Tickets, MT-PAP in the second row. Each role card has a pencil icon for editing. The interface is clean and professional, with a blue and white color scheme.

Assigned Roles			
Orders	Ratings	Supplier Portal	ERFQs
Documents	Order Response	Tickets	MT-PAP

 We highly recommend having at least two active users with access, therefore please add a back up user with login credentials during your registration completion.



METTLER TOLEDO

Registration - Contacts

←

1

Add New Contact

5

Back

Continue

DATA

4

CONTACTS

3

CATEGORIES

4

PROFILE

2

CONTACT PERSON

Cancel

4

Save

Salutation*

Mx.

First name*

Last name*

Department

Telephone*

+ ---

Area

Number

E-Mail*

john.smith@mail.com

3

Portal Access

permissions*

✓

*MT Supplier Portal

i

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.

Once contacts have been created, it is important to assign appropriate roles based on their specific areas of responsibility.

METTLER TOLEDO

Registration - Contacts

1 1 Add New Contact Back 6 Continue

DATA CONTACTS CATEGORIES PROFILE

Assigned Roles Contacts

- 1 Use the Edit Button to add or change role assignments
- 2 Go to the respective role area (see more details on the next slide)
- 3 Most areas allow multiple responsibilities. In such case add other users via "Add another responsibility"
- 4 Some roles allow assignment based on Buyer Group
- 5 Remember to save after adding or modifying user assignments
- 6 Once role assignments are complete, press "Continue" to proceed to the next registration step

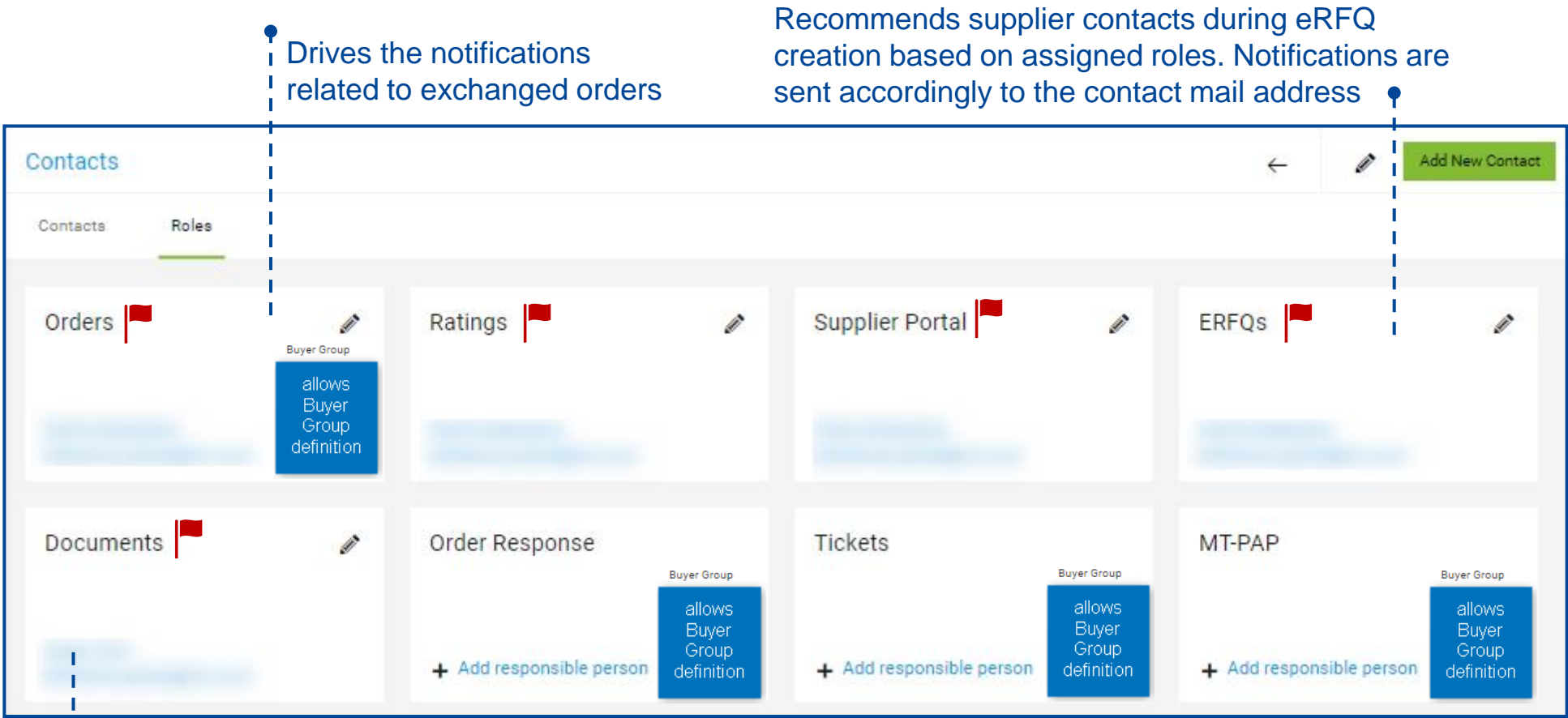
Assign Company Roles

2 + Add Another Responsibility (3)

4 Buyer Group

Buyer Group. "---" means no restrictions

5 Save



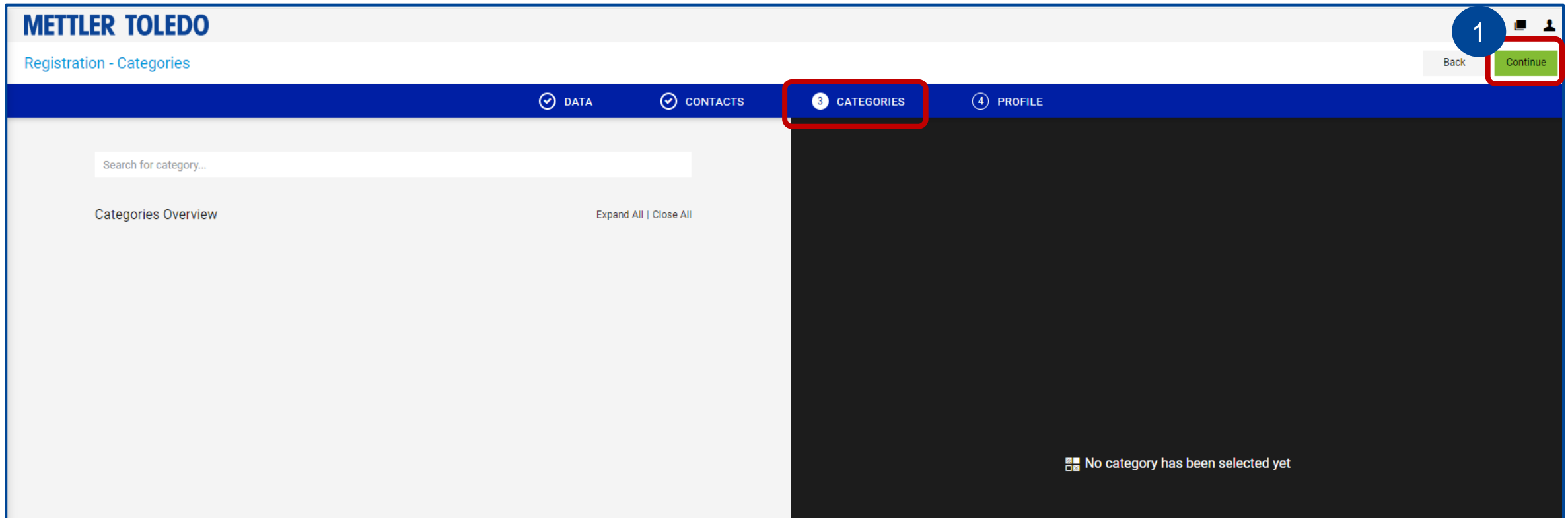
 Mandatory roles requires at least one assigned responsible contact



We are in the process of transferring the responsibility for Category assignment from our suppliers to MT. Therefore, you can bypass that step and move on to the next section by clicking the "continue" button.

No action needed

1 Press "Continue"



Please fill out the profile questionnaire with the required information. Please note that questions marked with * are mandatory and must be answered.

- 1 Go to each tab and answer the questions
- 2 Press "Save" before moving to next tab
- 3 Finish registration by pressing button "Publish"

The green message indicates that all required information has been entered, activating the "Publish" button to complete the registration.

✓ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!
Mandatory fields filling progress: 100%



Hover over the info symbol on the right to see details
Please also provide with requested details when uploading documents