June 2025

Jaggaer Supplier Registration
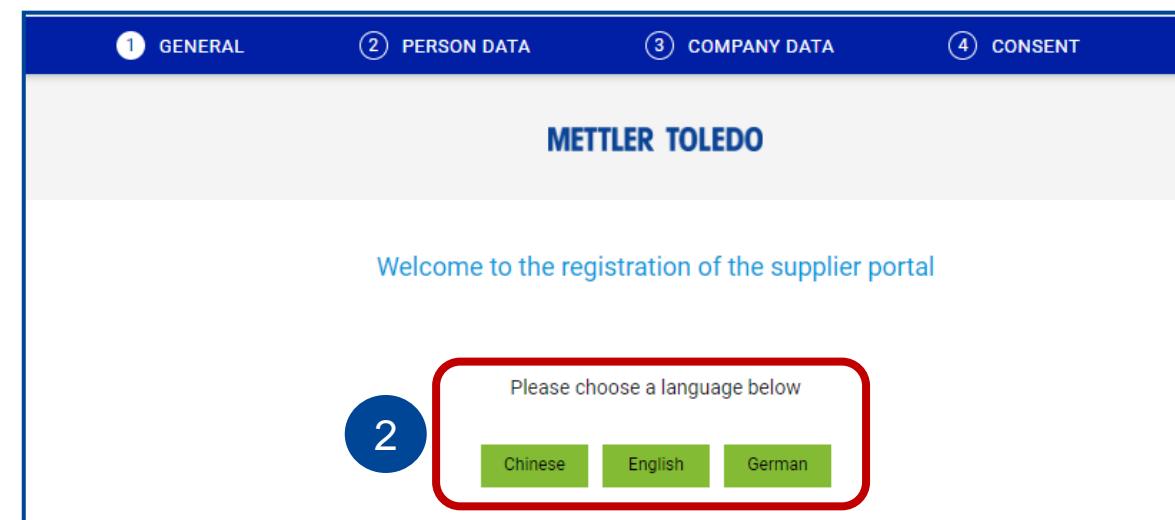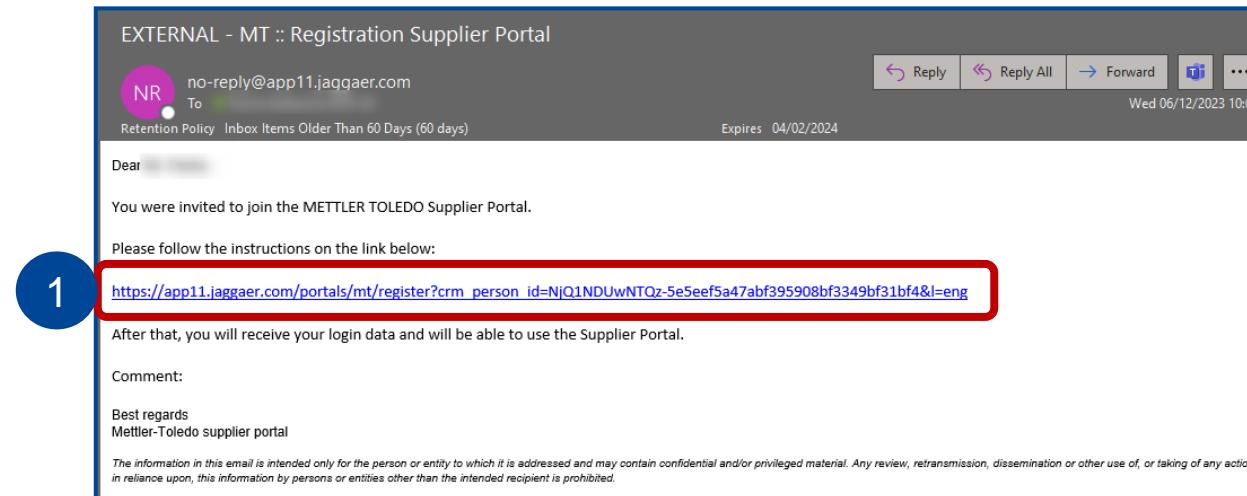## Mettler Toledo Job Aid for Supplier

METTLER TOLEDO

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**

Person Data

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

Company Data

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

GENERAL   PERSON DATA   **COMPANY DATA**   CONSENT

METTLER TOLEDO

COMPANY DATA

Company name*

Street*

Zip code*

City*

Country*

State / Province

Telephone*

E-Mail*

Homepage*

D-U-N-S

VAT code*

Currency

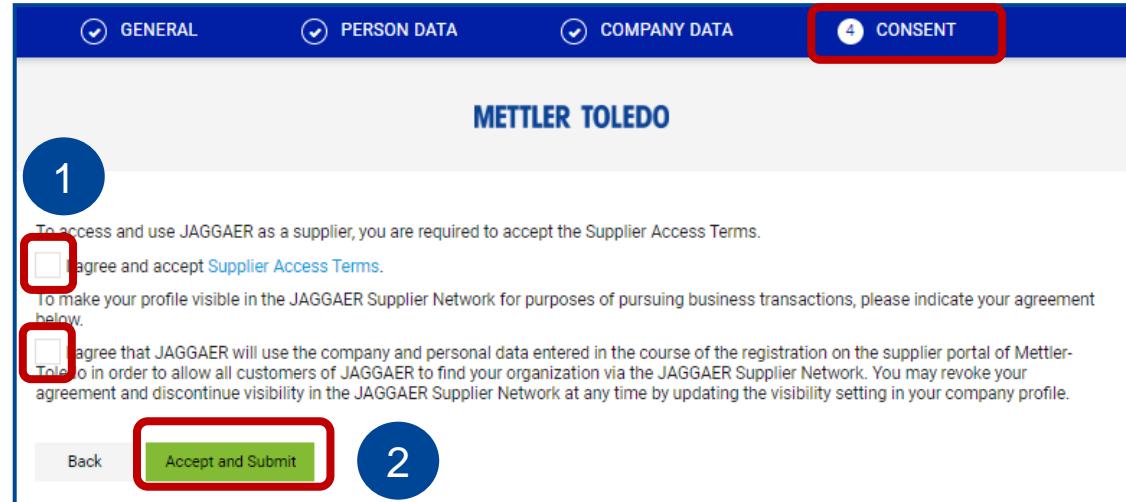Incoterms

Payment terms

EORI

Back   Continue

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.

Consent

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.
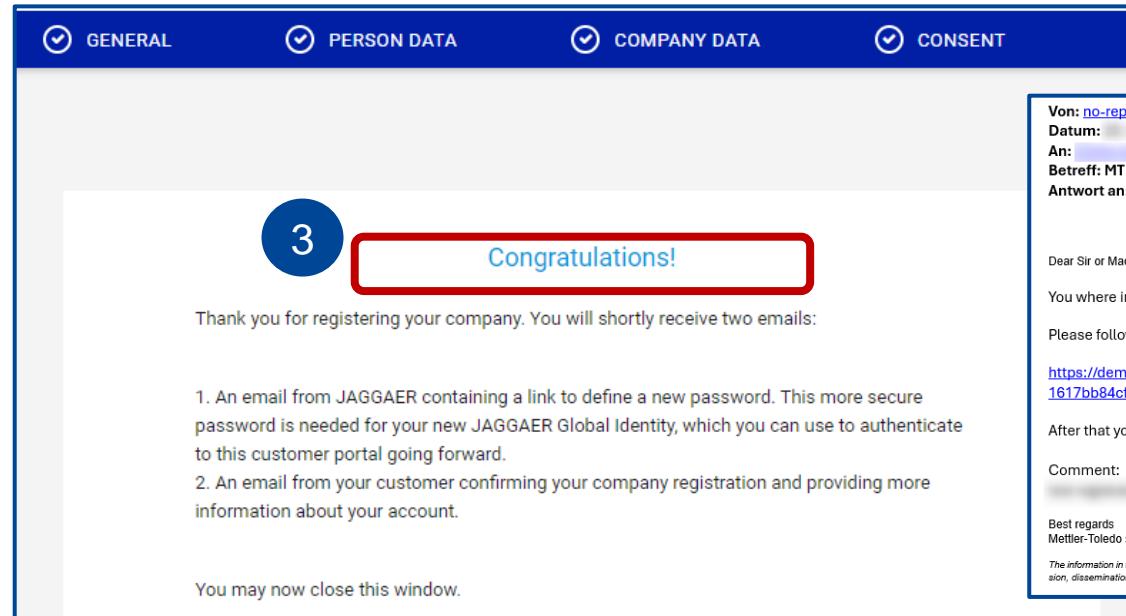

Company registration is also confirmed by email. To log in, complete user identification as shown in the next slide.

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

i For more details consult the instructions provided by Jaggaer
Link to Jaggaer documentation

Von: PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com>
Datum: 20. Juni 2025 um 13:24:54 MESZ
An:
1
Betreff: Reset your supplier account password
Antwort an: PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com>

Dear

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/

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"
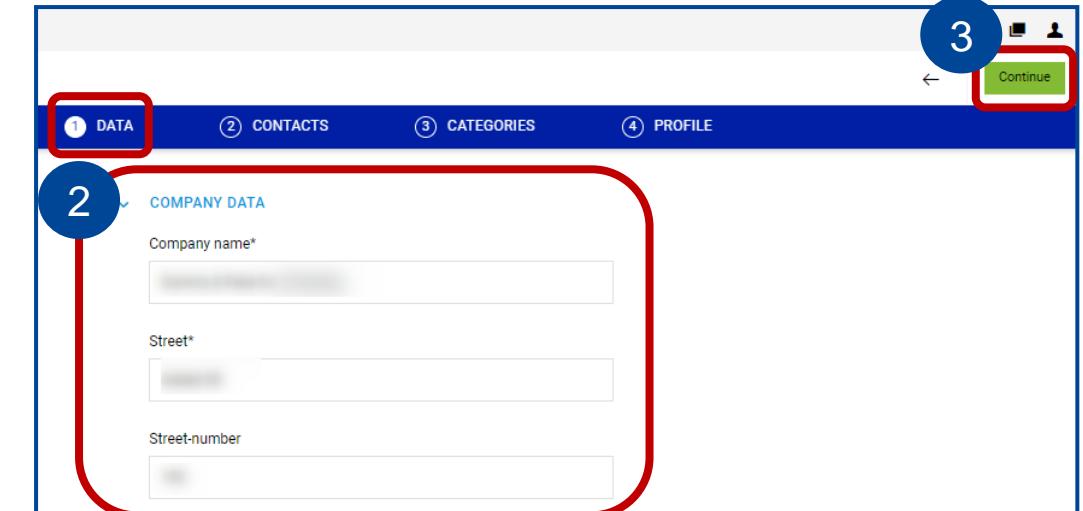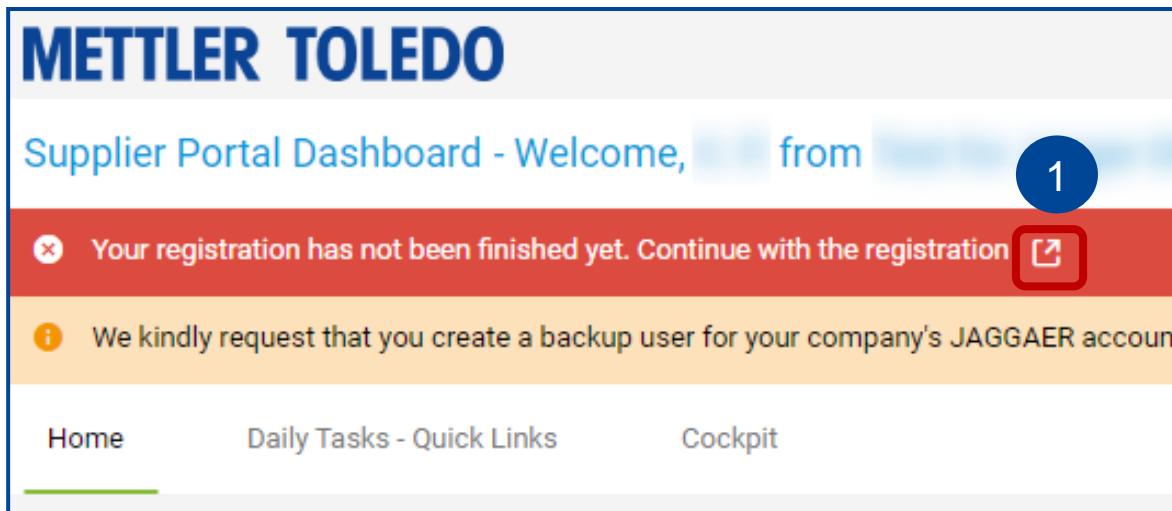
Complete Registration – Contacts

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

! 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 · CONTACTS · 3 CATEGORIES · 4 PROFILE

1 Add New Contact
2 Fill in Information
3 Add Portal Access
4 Remember to Save
5 Press "Continue"

2

CONTACT PERSON · Cancel · Save

4

Salutation*

Mx.

First name*

Last name*

Department

Telephone*

+ · --- · Area · Number

E-Mail*

john.smith@mail.com

3

⬤ Portal Access ⓘ

permissions*

✔ *MT Supplier Portal

ⓘ 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.
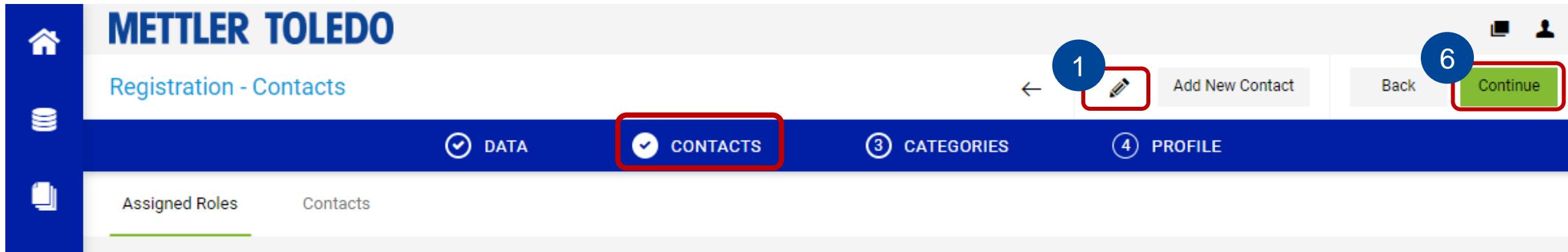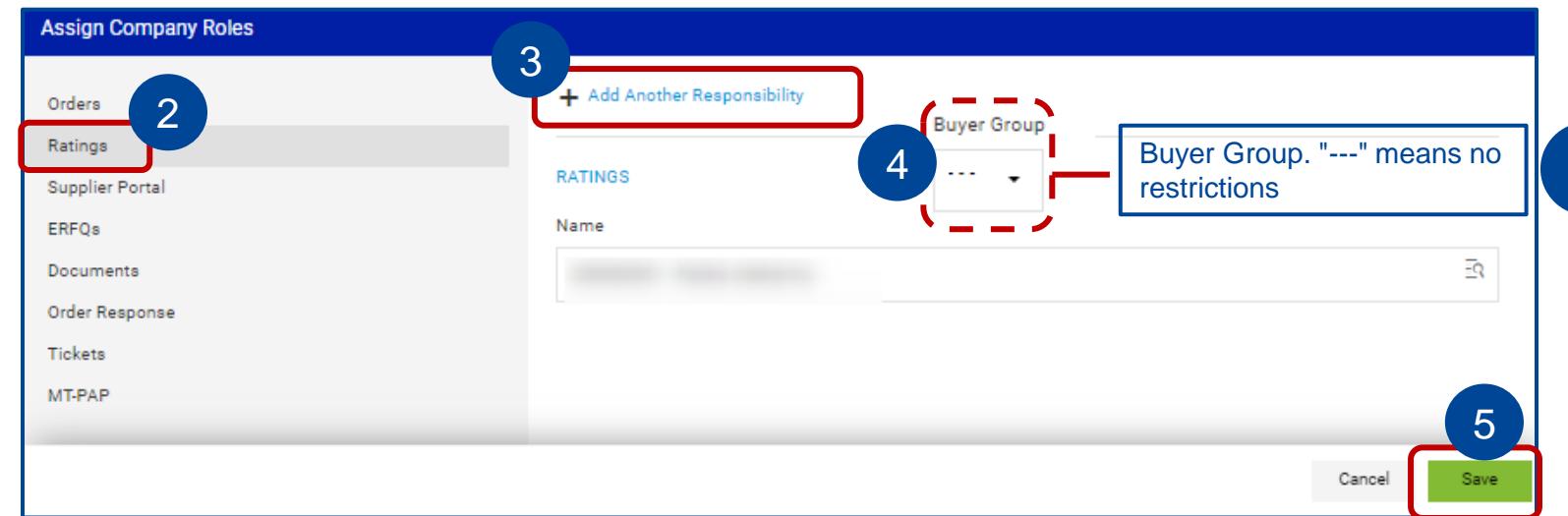

1. Use the Edit Button to add or change role assignments
2. Go to the respective role area (see more details on the next slide)
3. Most areas allow multiple responsibilities. In such case add other users via "Add another responsibility«
4. Some roles allow assignment based on Buyer Group
5. Remember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

Drives the notifications related to exchanged orders

Recommends supplier contacts during eRFQ creation based on assigned roles. Notifications are sent accordingly to the contact mail address

Document Exchange Notifications are sent to mail address of the assigned contacts

Mandatory roles requires at least one assigned responsible contact

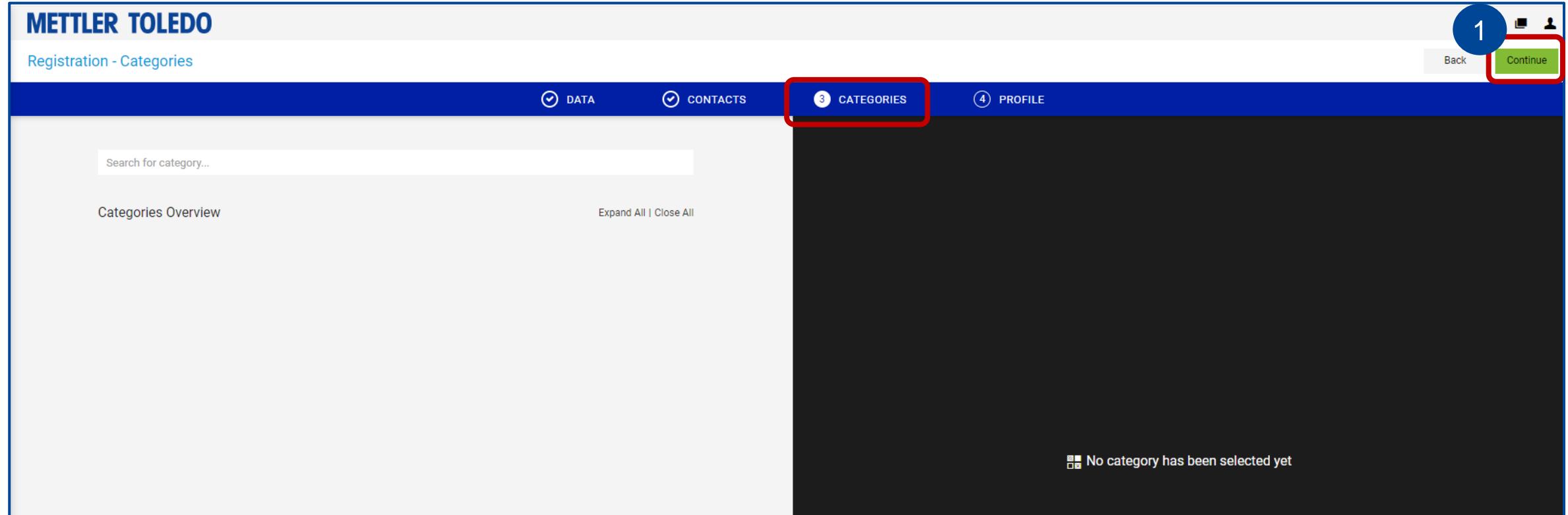RFQ = Request for Quote, PAP = Part approval Process

Categories / Material groups

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%

METTLER TOLEDO

Registration - Profile   Back   Save   Publish

⊘ DATA   ⊘ CONTACTS   ⊘ CATEGORIES   4 PROFILE

General   Business   Technical   Certifications   Quality   Environment

⚠ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Sections co... ...mpty mandatory fields:

- General
- Business
- Quality
- Certificates
- Technical
- Environment

Mandatory fields filling progress: 0%

Annual report (if available):   Choose file No file chosen

Published on (Year):

Company Brochures, Service Offering, Product/services overview, Equipment   Choose file No file chosen
Overview (where possible with photos)

+++

If you uploaded a document, please provide the publishing date.

Back   Save   Publish

4 PROFILE

Quality   Logistics   Environment

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