



June 2025

Jaggaer Supplier Registration

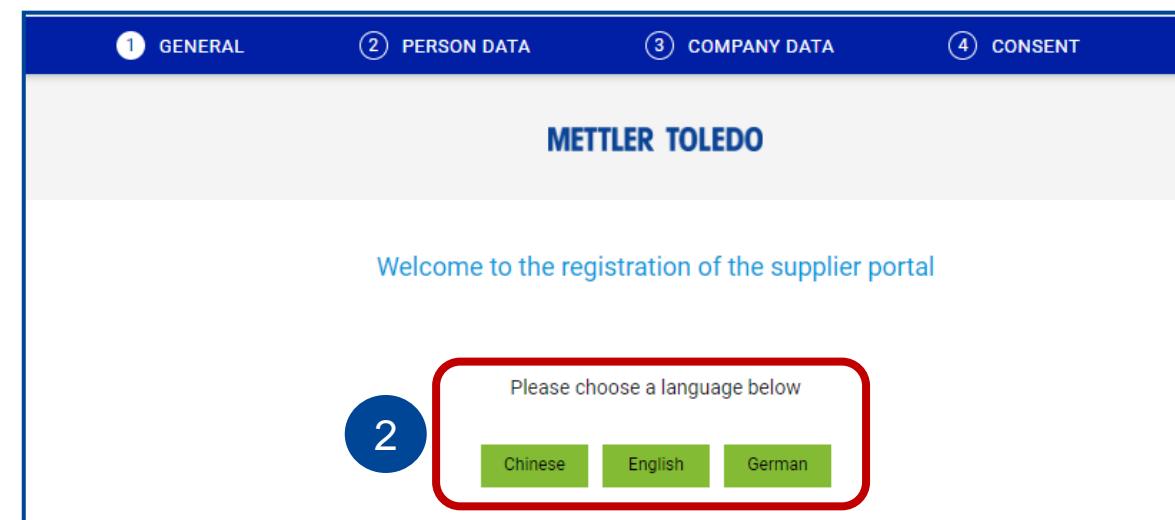
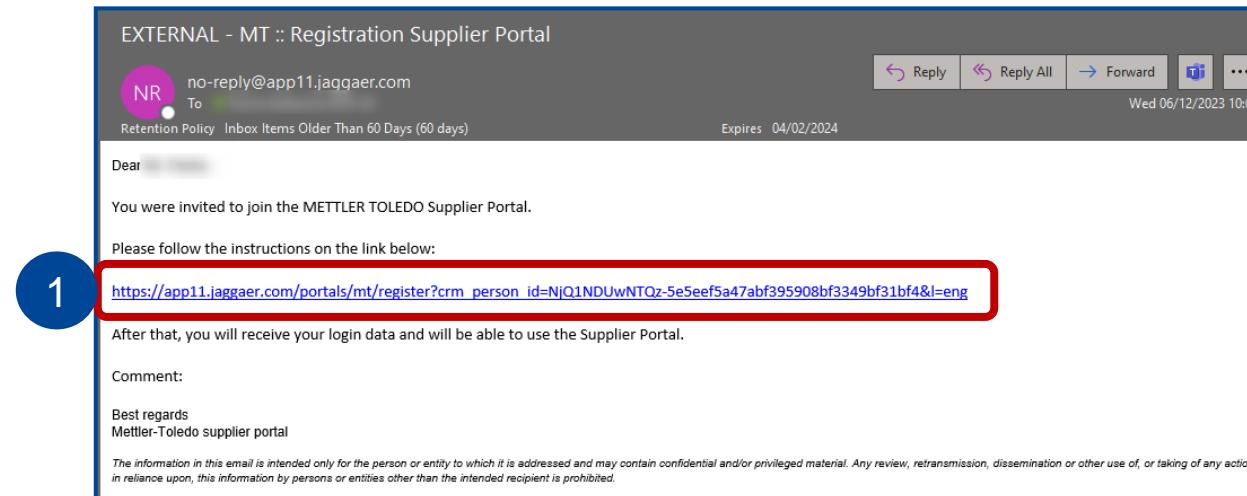
Mettler Toledo Job Aid for Supplier

METTLER TOLEDO

Invite for Registration

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



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



Website URL
<https://www.mt.com/supplierpor...>

1

2

PERSON DATA

GENERAL

CONTACT PERSON

Salutation*

Mx.

First name*

Last name*

Department

Mobile*

E-Mail*

Back Continue

3 COMPANY DATA

4 CONSENT

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

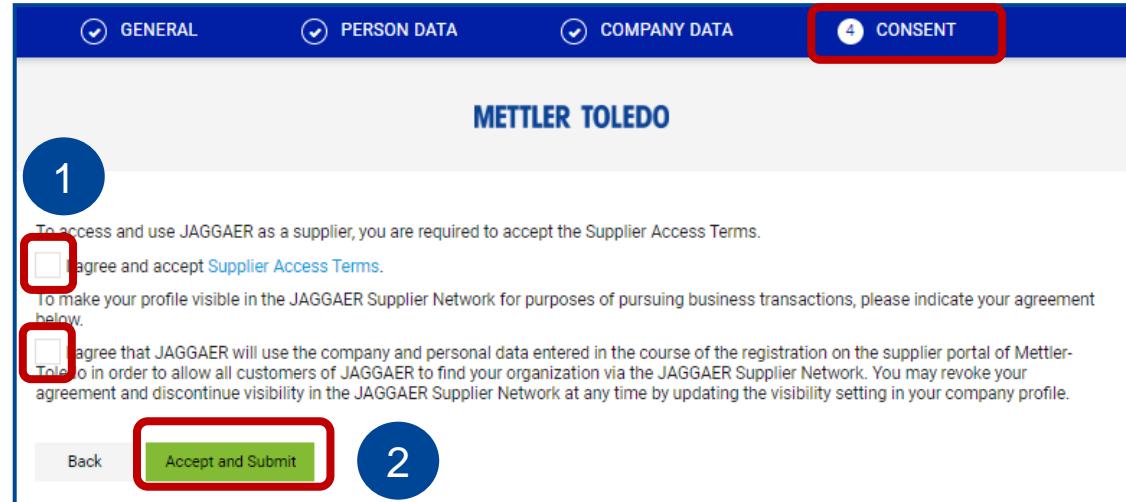
Back Continue

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.

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

2

3

METTLER TOLEDO

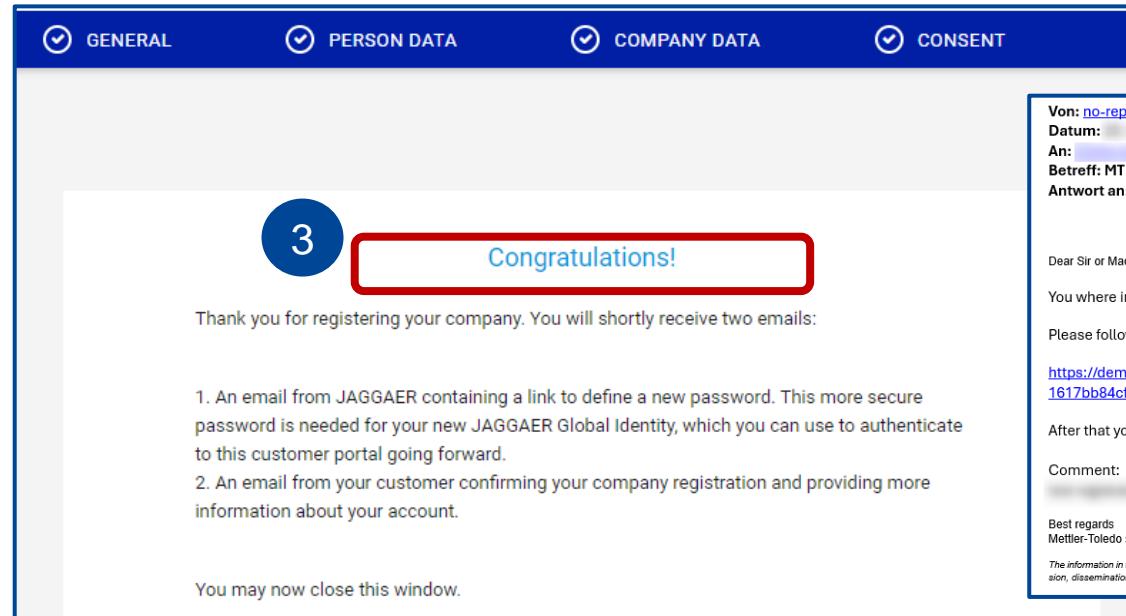
To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

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



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.



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

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=MjI3OTkzMAs=1617bb84cf80cf7e81f54e4a93a188b&lang=eng

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

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] 1
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](#)

Complete Registration – Company Data

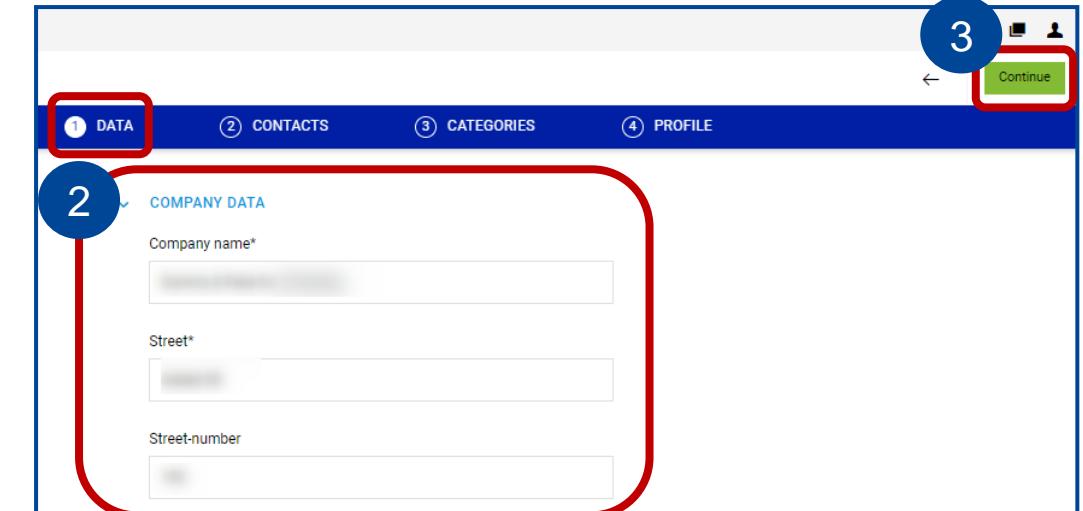
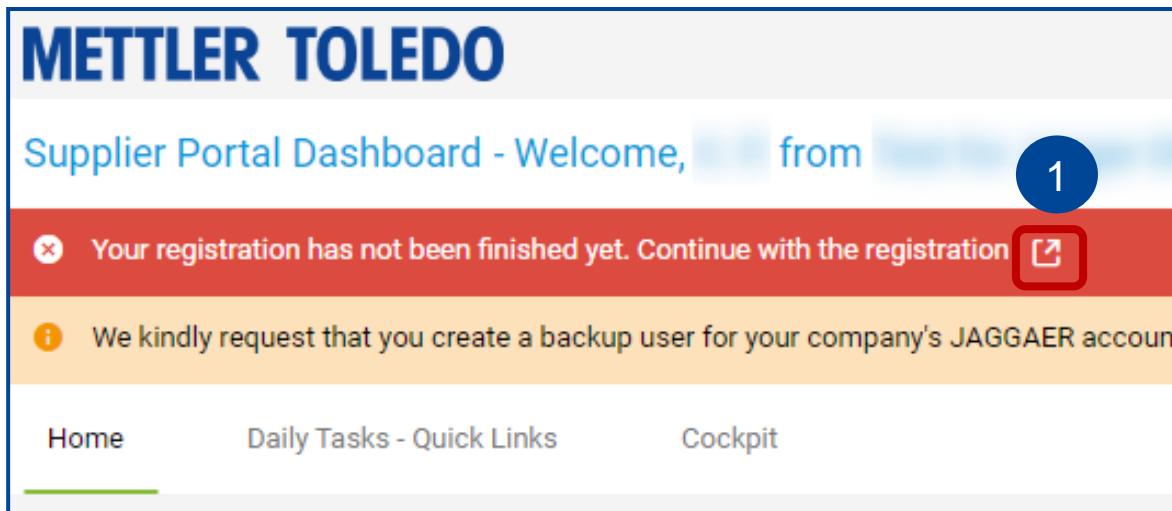
Finalize the registration by reviewing the Data, Contacts, Category, and profile details.



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

METTLER TOLEDO

Registration - Contacts

DATA CONTACTS CATEGORIES PROFILE

Add New Contact

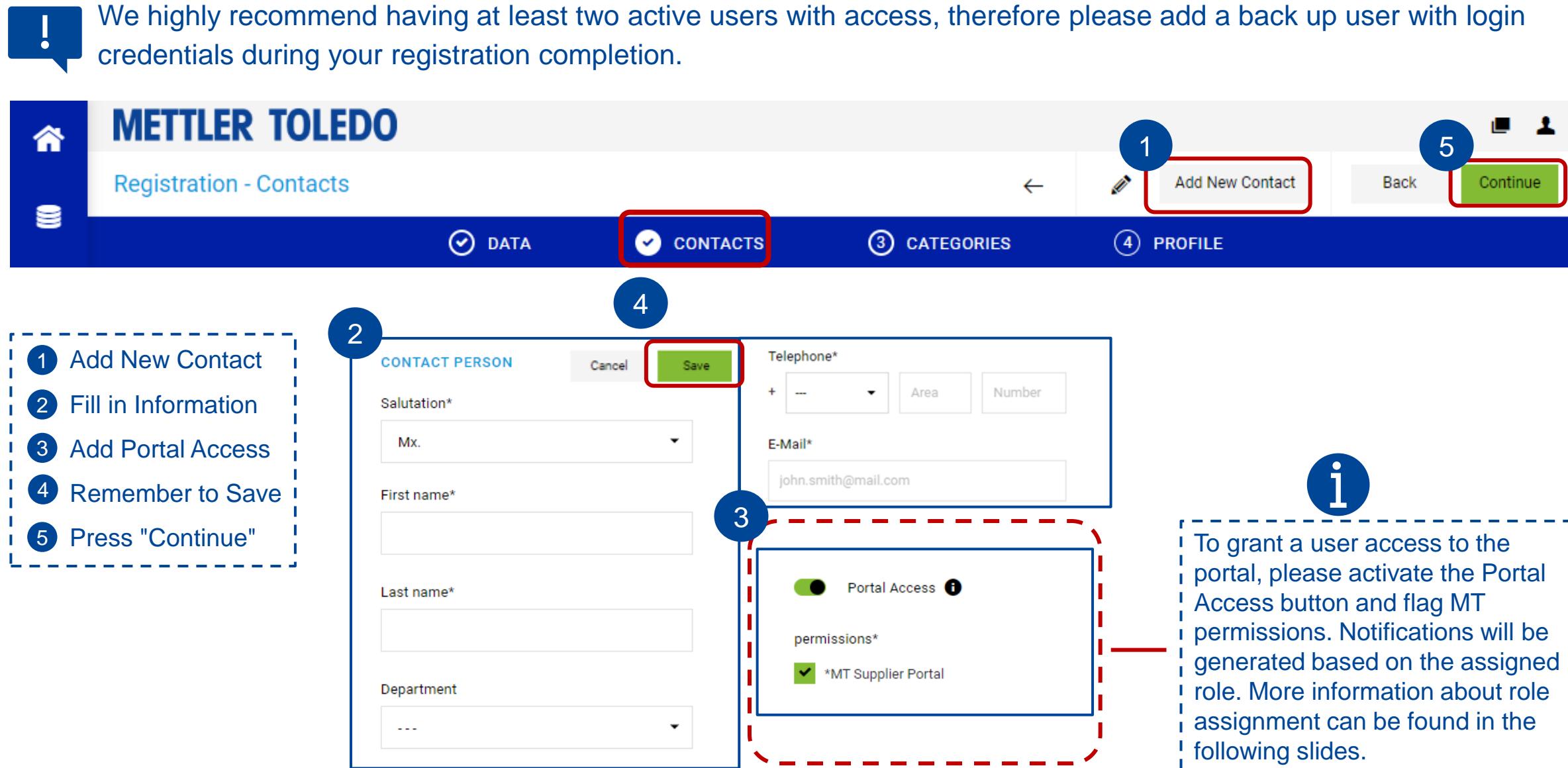
Back Continue

Assigned Roles Contacts

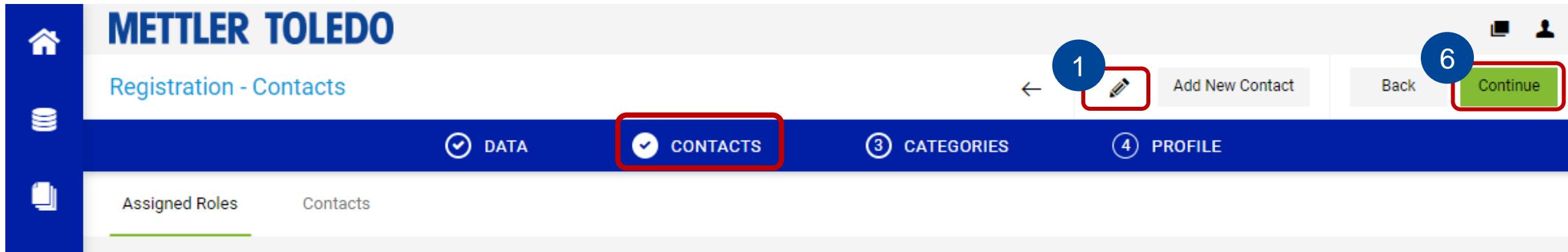
Orders Ratings Supplier Portal ERFQs

Documents Order Response Tickets MT-PAP

Complete Registration – Contacts - Add back up



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



METTLER TOLEDO

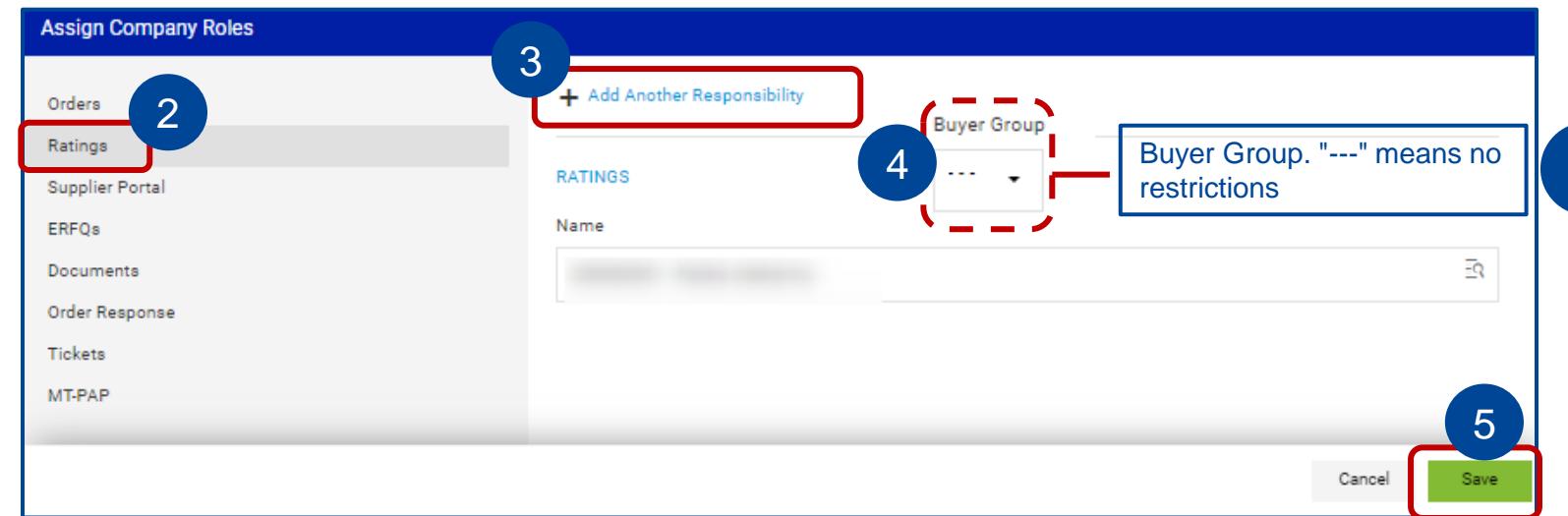
Registration - Contacts

DATA CONTACTS CATEGORIES PROFILE

Assigned Roles Contacts

Add New Contact Back Continue

- 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

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

+ Add Another Responsibility

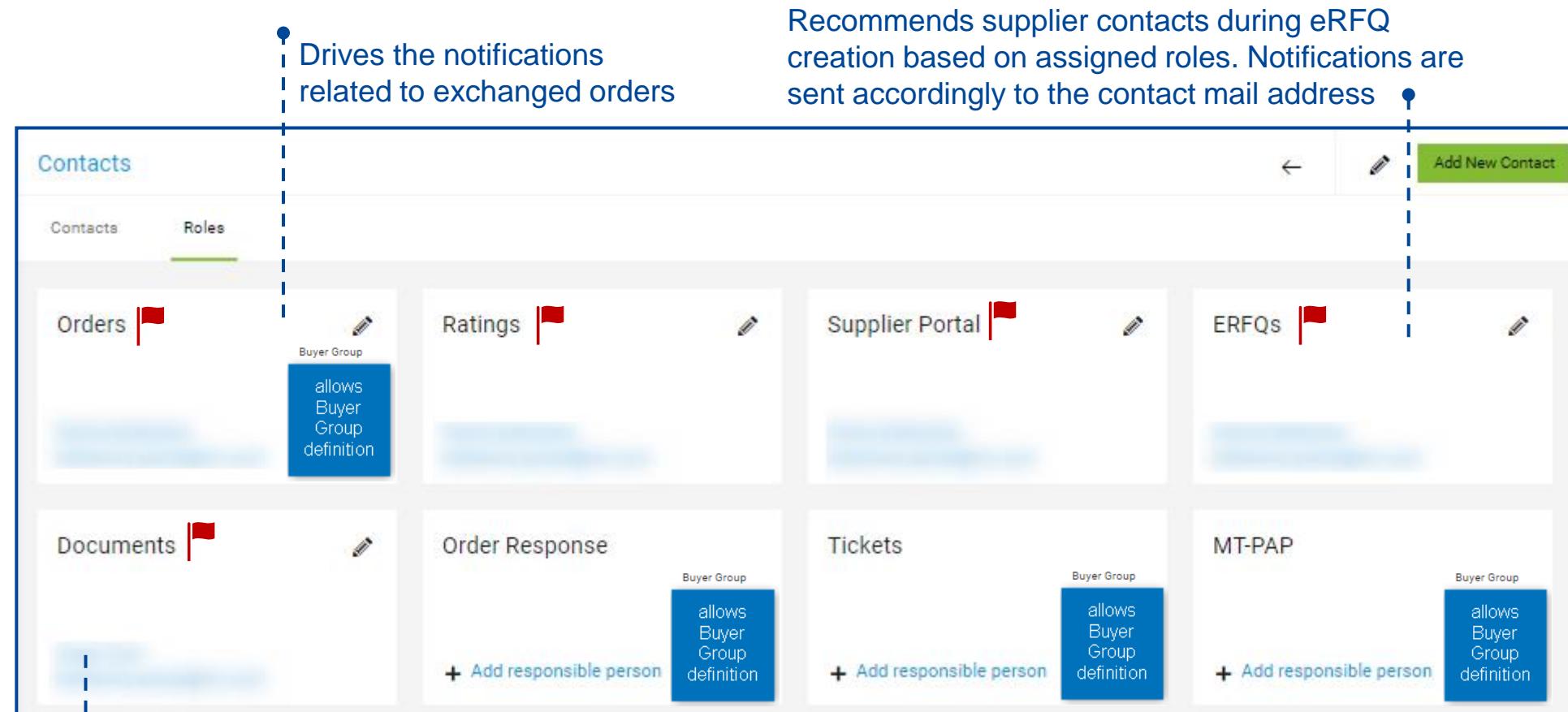
RATINGS
Name

Buyer Group

Buyer Group. "---" means no restrictions

Cancel Save

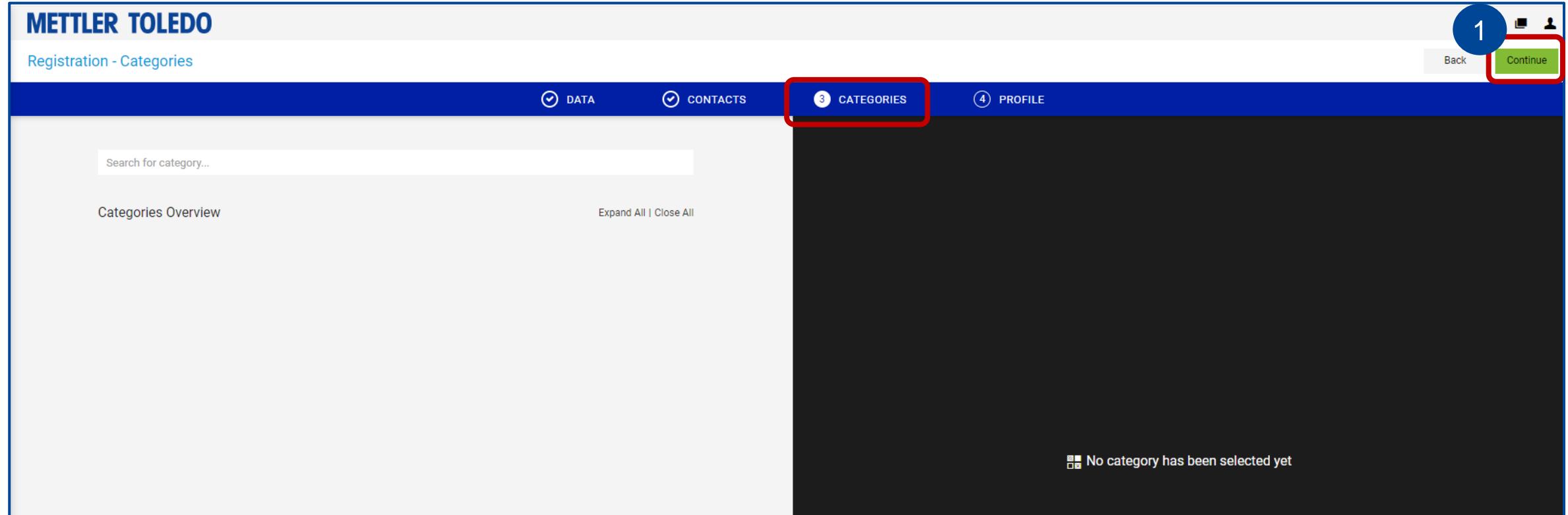
i



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"



The screenshot shows a registration interface for 'Categories' with the following details:

- Header:** METTLER TOLEDO
- Page Title:** Registration - Categories
- Top Navigation:** DATA, CONTACTS, CATEGORIES (highlighted with a red box and step 3), PROFILE
- Left Sidebar:** Search for category...
- Center Content:** Categories Overview, Expand All | Close All
- Right Content:** A large black area with the message "No category has been selected yet".
- Footer:** Step 1 (Back, Continue)

A blue circle with the number 1 is positioned above the 'Continue' button, which is highlighted with a red box.

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.

The screenshot shows the METTLER TOLEDO Registration - Profile interface. The top navigation bar includes a home icon, a sidebar with various icons, and the text 'METTLER TOLEDO' and 'Registration - Profile'. Below the navigation, there are four tabs: DATA (selected), CONTACTS, CATEGORIES, and PROFILE. The PROFILE tab is highlighted with a red box and a blue circle containing the number 4. The main content area shows a yellow warning message: 'Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Sections containing empty mandatory fields: General, Business, Quality, Certifications, Technical, Environment'. Below this, there are sections for 'Annual report (if available)' and 'Published on (Year)'. At the bottom, there is a section for 'Company Brochures, Service Offering, Product/services overview, Equipment Overview (where possible with photos)' with a 'Choose file' button and a note: 'If you uploaded a document, please provide the publishing date.' A blue circle with the number 1 points to the 'General' section in the warning message. A blue circle with the number 2 points to the 'Save' button, which is highlighted with a red box. A blue circle with the number 3 points to the 'Publish' button, which is also highlighted with a red box. A blue circle with the number 4 points to the 'PROFILE' tab.



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