



2025 年 6 月

Jaggaer 供应商注册

Mettler Toledo 供应商工作指南

METTLER TOLEDO

The logo graphic for Mettler Toledo, consisting of a series of parallel green lines that form a stylized, elongated shape. The lines are arranged in a way that suggests a sense of movement or a stylized letter 'M'.

MT 采购启动注册流程，并向您发送一封电子邮件，其中包含在 JAGGAER 上注册的链接。

- 1 打开链接
- 2 选择系统语言，建议使用英语

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

请在“个人数据”选项卡中填写所需的信息。请记住，任何标有 * 的问题都是强制性的，必须回答。

- 1 请提供您的部门以及其它强制性信息
- 2 按继续

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

链接到 MT 供应商网页

CONTACT PERSON

Salutation*
Mx.

First name*

Last name*

Department

Mobile*
+ --- Area Number

E-Mail*

Back Continue

提供您的公司详细信息。

- 1

查看已提供的数据，并在需要时进行更正
- 2

提供其他数据，如 DUNS-、VAT-ID 或 EORI-Number
- 3

按继续

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

BackContinue

3

邓氏号码是由邓白氏公司（D&B）发行的唯一9位代码，用于识别公司。您可以通过单击 D-U-N-S 字段旁边的链接找到您的 DUNS 编号。

要完成注册，您必须确认并接受供应商和 JAGGAER 的访问条款

- 1 勾选两个字段
- 2 按 “Accept and Submit”
- 3 公司注册已完成。按照下一张幻灯片完成您的用户注册并设置您的登录。

GENERAL PERSON DATA COMPANY DATA **4 CONSENT**

METTLER TOLEDO

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



公司注册也是通过电子邮件确认的。完成用户注册后才能登录，具体如下一张幻灯片所示。

GENERAL PERSON DATA COMPANY DATA **3 CONSENT**

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 已使用多因素身份验证升级了供应商身份管理来提升安全性。要完成您的用户注册并设置您的登录，请按照升级后的登录说明进行操作。

- 1 密码重置说明已发送到注册的电子邮件地址
- 2 点击链接设置您的登录密码并完成用户注册

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/>



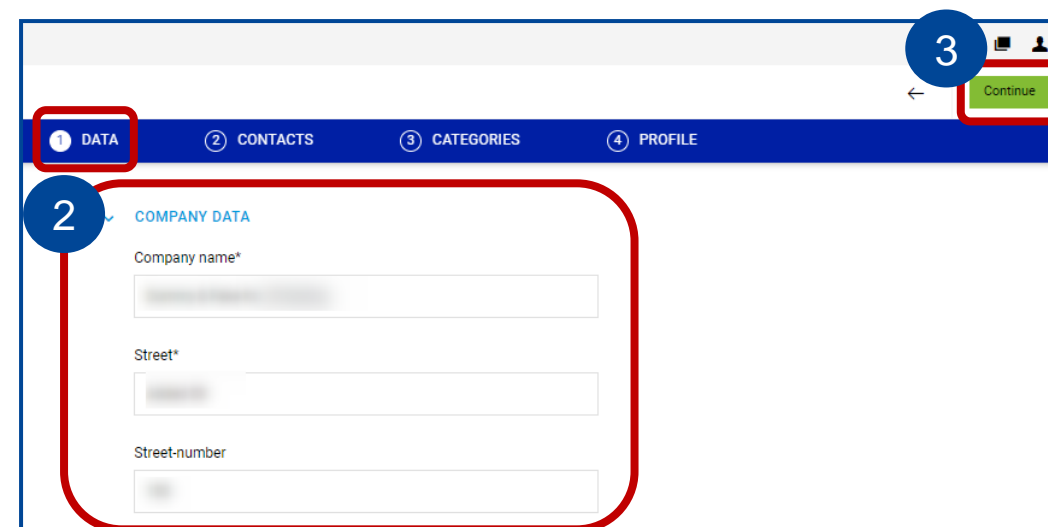
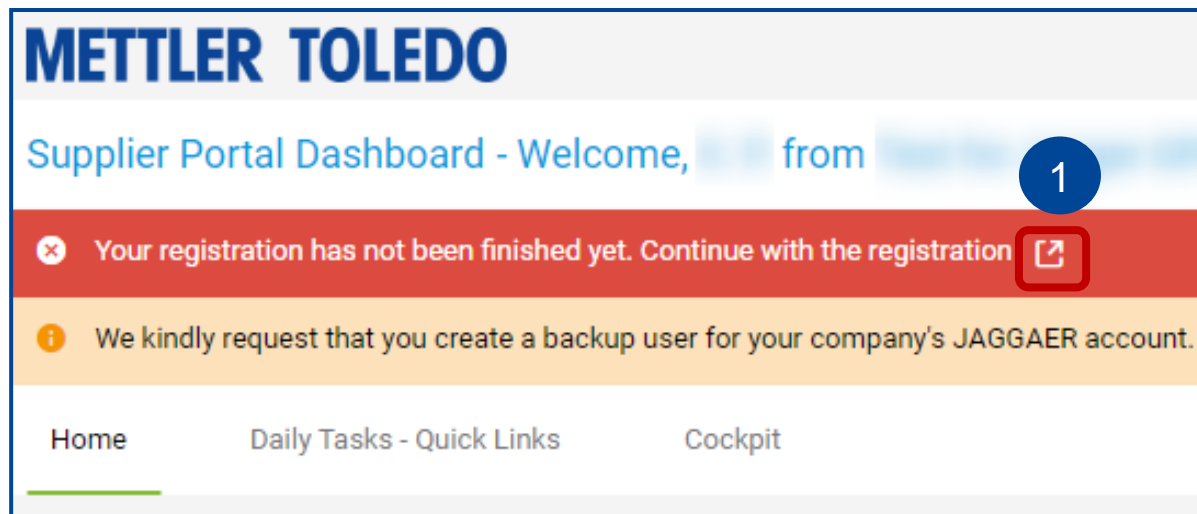
有关更多详细信息，请参阅
Jaggaer 提供的说明
链接到 Jaggaer 文档

通过查看 Data、Contacts、Category 和 Profile 详细信息来完成注册。

此过程包括为每个必需角色分配一个责任联系人。

如提示信息中所强调的，我们强烈建议始终保持至少两个具有登录账号的活跃用户。

- 1 点击链接
- 2 查看已提供的数据，并在需要时进行更正
- 3 按“继续”



您可以通过访问“联系人”选项卡添加新联系人并将其分配到各自的职责区域。建议至少有两个具有访问JAGGAER权限的活动用户。

调整角色分配 - 请参阅以下幻灯片

创建新联系人 - 请参阅下一张幻灯片

METTLER TOLEDO

Registration - Contacts

← Add New Contact Back Continue

DATA CONTACTS CATEGORIES PROFILE

Assigned Roles Contacts

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

我们强烈建议至少有两个具有访问权限的活动用户，因此请在注册完成期间添加一个具有登录权限的备份用户。

METTLER TOLEDO

Registration - Contacts

1

Add New Contact

5

Continue

DATA

CONTACTS

CATEGORIES

PROFILE

2

CONTACT PERSON

Cancel

Save

Salutation*

Mx.

First name*

Last name*

Department

4

Telephone*

+

Area

Number

E-Mail*

john.smith@mail.com

3

Portal Access

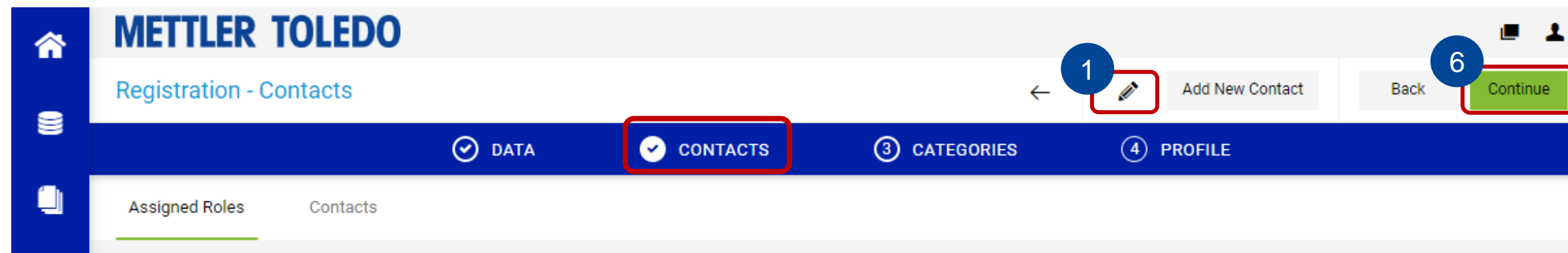
permissions*

*MT Supplier Portal

1

要授予用户访问门户的权限，请激活门户访问按钮并勾选 MT 权限。将根据分配的角色生成邮件通知。有关角色分配的更多信息，请参见下面的幻灯片。

创建联系人后，根据其特定职责范围分配适当的角色非常重要。



1 点击编辑按钮进行添加或修改角色分配

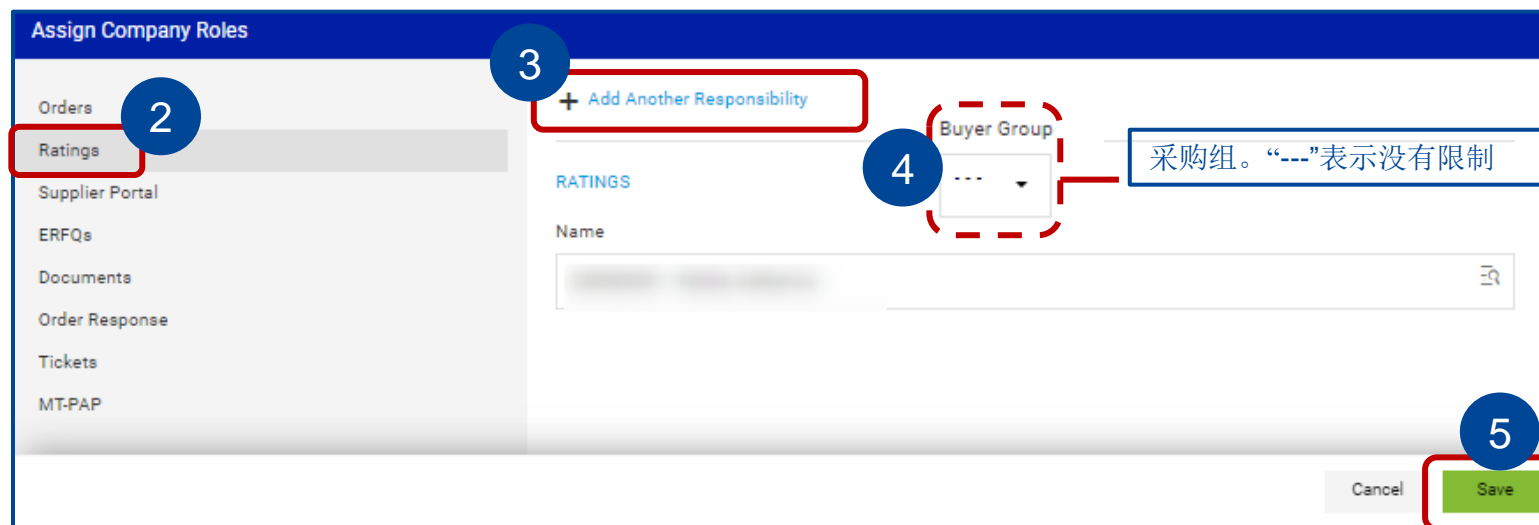
2 转到相应的角色区域

3 大多数角色区域允许多重职责。在这种情况下，通过“添加其他责任”添加其他用户

4 某些角色允许根据 Buyer Group 进行分配

5 保存

6 完成角色分配后点击“继续”进入下一步注册



触发已发送的订单的相关通知

在创建eRFQ 期间，根据分配的角色推荐供应商联系人。通知将发送到相关联系人的邮箱地址

Contacts Roles

Orders Buyer Group allows Buyer Group definition

Ratings

Supplier Portal

ERFQs

Documents

Order Response Buyer Group allows Buyer Group definition + Add responsible person

Tickets Buyer Group allows Buyer Group definition + Add responsible person

MT-PAP Buyer Group allows Buyer Group definition + Add responsible person

Add New Contact

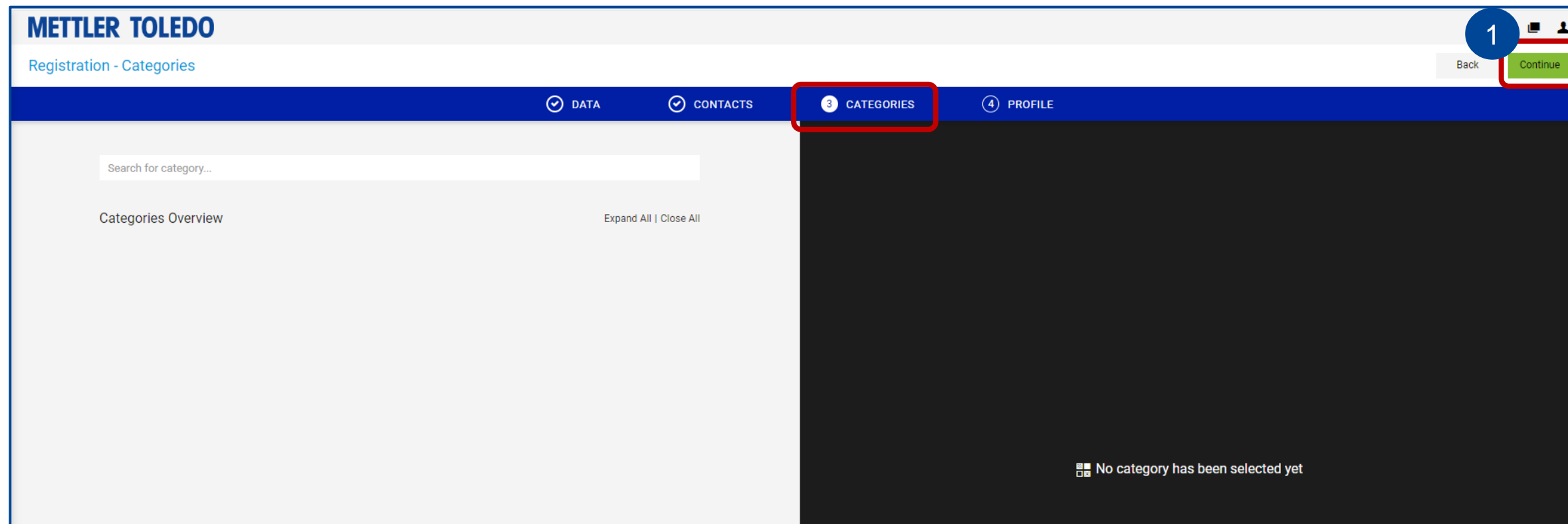
文档交换的通知将发送到已分配的联系人的邮箱地址

这些必要的角色要求至少分配一个责任联系人

我们正在将品类分配的责任从供应商转移到梅特勒-托利多。
因此，您可以跳过该步骤，通过单击“继续”按钮进入下一部分。

无需作

① 按“继续”



请在调查问卷中填写所需信息。请注意，标有 * 的问题是强制性的，必须回答。

- 1 转到每个选项卡并回答问题
- 2 在移动到下一个选项卡之前按“Save”
- 3 按下“发布”按钮完成注册

绿色消息表示已输入所有必需的信息，点击“发布”按钮以完成注册。

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

The screenshot displays the 'Registration - Profile' page on the METTLER TOLEDO website. The page has a dark blue header with the company logo and navigation icons. Below the header, there's a navigation bar with tabs: DATA, CONTACTS, CATEGORIES, and PROFILE (selected). Under the PROFILE tab, there are sub-tabs: General, Business, Technical, Certifications, Quality, and Environment. A yellow warning box is present, stating: 'Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Sections completed: 0% empty mandatory fields: General, Business, Quality, Certificates, Technical, Environment. Mandatory fields filling progress: 0%'. A green 'Save' button is highlighted with a red circle and a blue '2'. A green 'Publish' button is highlighted with a red circle and a blue '3'. A blue '1' points to the sub-tabs. A blue '4' points to the PROFILE tab. A blue '5' points to an information icon in the footer section.



将鼠标悬停在右侧的信息符号上可查看详细信息
上传文件时，请同时按信息符号上要求的提供所需信息