

2025 年 6 月

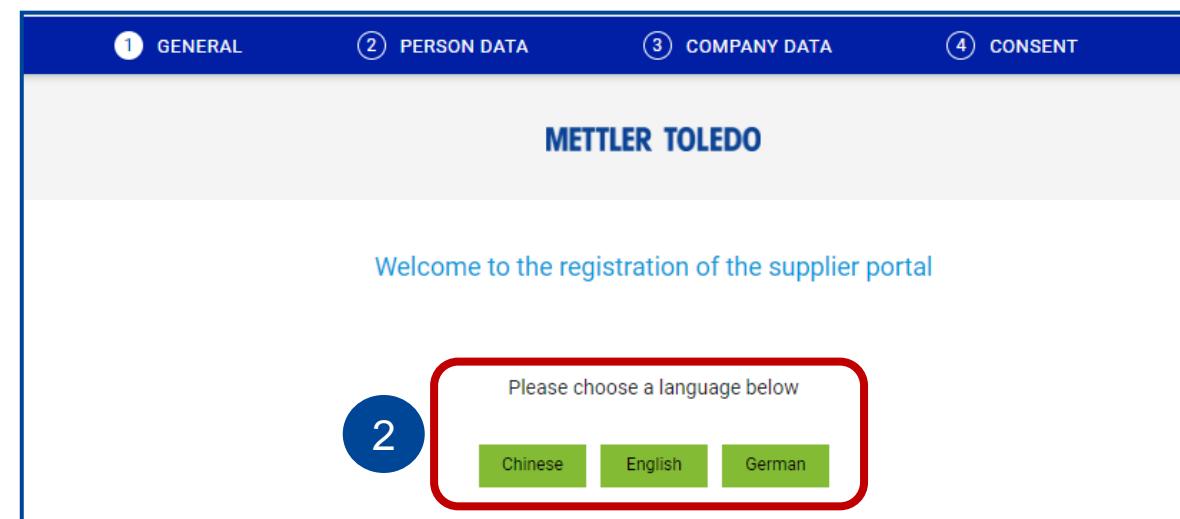
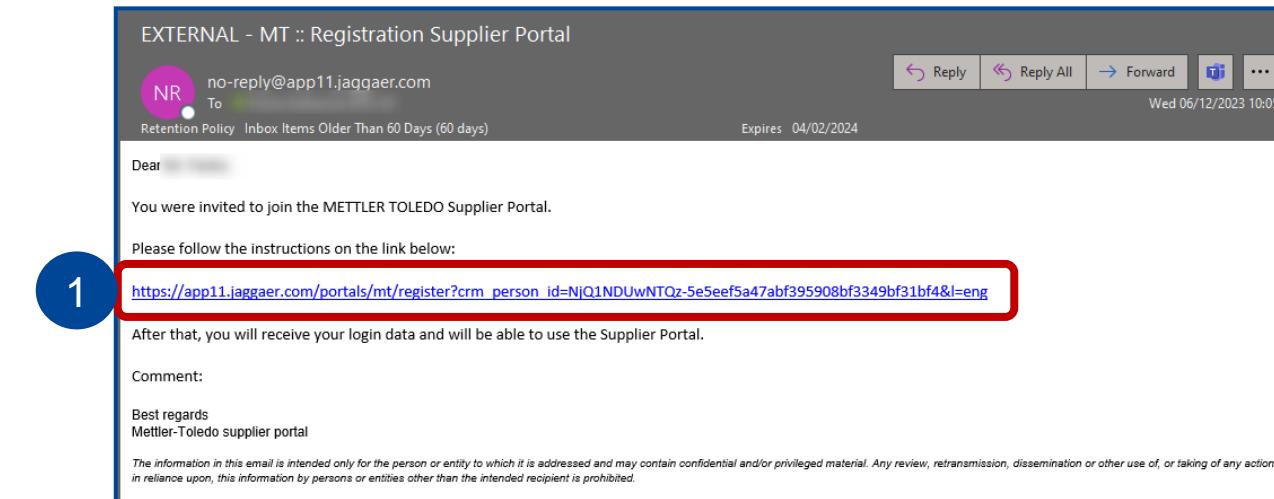
Jaggaer 供应商注册

Mettler Toledo 供应商工作指南

METTLER TOLEDO

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



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

1

2

GENERAL PERSON DATA COMPANY DATA CONSENT

CONTACT PERSON

Salutation*

Mx.

First name*

Last name*

Department

Mobile*

E-Mail*

Back Continue

2

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

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

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。

The screenshot shows the fourth step of a four-step registration process titled "CONSENT". At the top, there are tabs for GENERAL, PERSON DATA, COMPANY DATA, and CONSENT, with CONSENT being the active tab and highlighted with a red box. Below the tabs, the METTLER TOLEDO logo is displayed. Step 1 is shown above the first checkbox, which is currently unchecked. Step 2 is shown above the second checkbox, which is also currently unchecked. Both checkboxes have a red square box drawn around them. A green button labeled "Accept and Submit" is highlighted with a red box. Step 3 is shown below the "Accept and Submit" button.

The screenshot shows the completion message after step 3. It displays a large blue circle containing the number 3 and the word "Congratulations!". Below this, a message says "Thank you for registering your company. You will shortly receive two emails:" followed by two numbered points: 1. An email from JAGGAER containing a link to define a new password. 2. An email from your customer confirming your company registration and providing more information about your account. At the bottom, it says "You may now close this window."



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。

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==_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 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
点击链接设置您的登录密码
- ② 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] 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/>



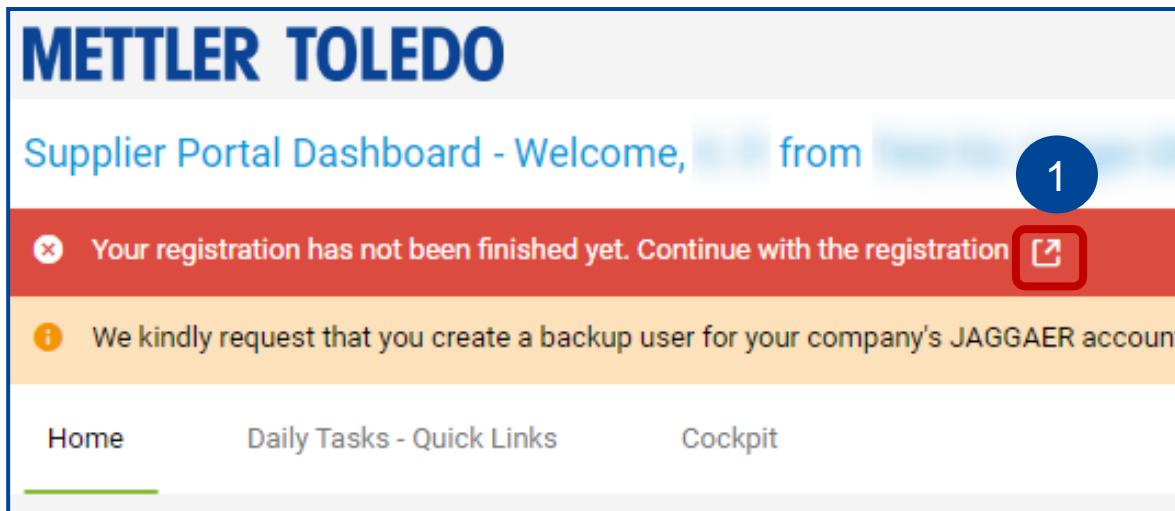
有关更多详细信息，请参阅
Jaggaer 提供的说明
[链接到 Jaggaer 文档](#)

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”



The screenshot shows the "COMPANY DATA" section of the registration form. It includes fields for "Company name*", "Street*", and "Street-number". Above the form, a blue circle with "1" highlights the "DATA" tab in the navigation bar. A large red rectangle surrounds the entire form area, and a blue circle with "2" is placed near the top left of this red box. In the top right corner of the page, there is a "Continue" button with a blue circle and the number "3" above it, which is also enclosed in a red box.

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

The screenshot shows the 'Registration - Contacts' page of the METTLER TOLEDO software. On the left is a vertical navigation menu with icons for Home, Data, Categories, Profile, Help, and Settings. The main header says 'METTLER TOLEDO' and 'Registration - Contacts'. Below the header is a blue navigation bar with tabs: DATA (unchecked), CONTACTS (checked and highlighted with a red box), CATEGORIES (number 3), and PROFILE (number 4). To the right of the tabs are buttons for 'Back' and 'Continue'. In the center, there are two tabs: 'Assigned Roles' (selected) and 'Contacts'. Below these tabs are eight cards representing different assigned roles: Orders, Ratings, Supplier Portal, ERFQs, Documents, Order Response, Tickets, and MT-PAP. Each card has a pencil icon to its right. At the top right of the page, there is a 'Add New Contact' button, which is also highlighted with a red box.



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。

The screenshot shows the 'Registration - Contacts' page. The top navigation bar includes a home icon, the METTLER TOLEDO logo, and a registration progress indicator. The main content area has tabs for DATA, CONTACTS (highlighted with a red box), CATEGORIES, and PROFILE. A sub-menu on the right shows 'Add New Contact' (with a red box), 'Back', and 'Continue' (highlighted with a green box). The central form is titled 'CONTACT PERSON' and includes fields for Salutation*, First name*, Last name*, Department, Telephone*, and E-Mail*. Below the form is a 'permissions*' section with a 'Portal Access' toggle (set to on) and a checked checkbox for '*MT Supplier Portal'. A large dashed blue box on the left contains numbered steps 1 through 5. Step 1 points to the 'Add New Contact' button. Step 2 points to the 'Save' button. Step 3 points to the 'permissions*' section. Step 4 points to the 'Telephone*' field. Step 5 points to the 'Continue' button. A callout on the right, indicated by a blue circle with an 'i', provides instructions for granting portal access.

1 点击“添加新的联系人”

2 填信息

3 添加门户方位权限

4 保存

5 点击“继续”

1 Add New Contact

2 Save

3 permissions*

4 Telephone*

5 Continue

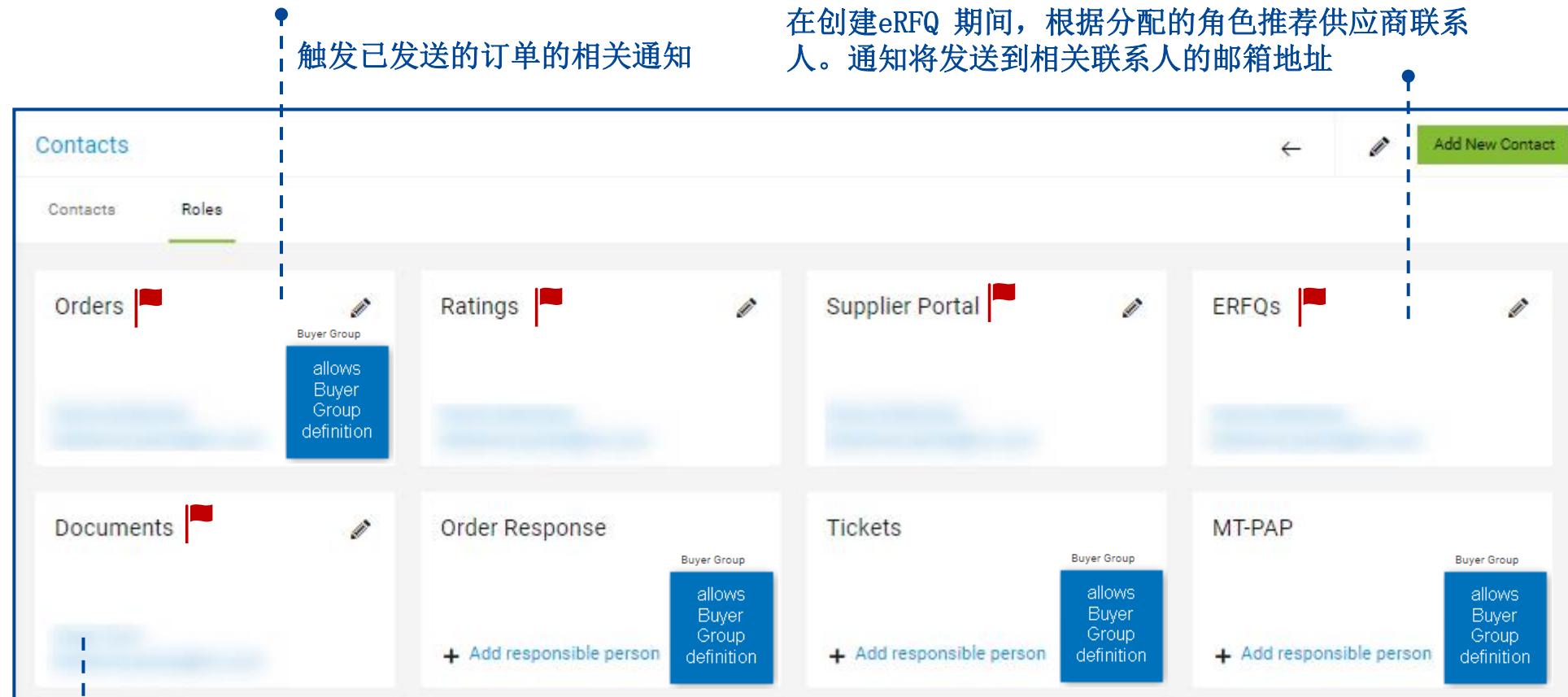
要授予用户访问门户的权限，请激活门户访问按钮并勾选 MT 权限。将根据分配的角色生成邮件通知。有关角色分配的更多信息，请参见下面的幻灯片。

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。

The screenshot shows the 'Registration - Contacts' page. At the top, there are four tabs: DATA, CONTACTS (which is highlighted with a red box), CATEGORIES, and PROFILE. Below the tabs, there are two buttons: 'Assigned Roles' and 'Contacts'. On the right side, there are several buttons: a pencil icon (labeled 1), 'Add New Contact', 'Back', and 'Continue' (which is highlighted with a green box and labeled 6). The main area displays the 'Assigned Roles' section.

- ① 点击编辑按钮进行添加货修改角色分配
- 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

This screenshot shows the 'Assign Company Roles' dialog box. On the left, there is a list of roles: Orders, Ratings (which is highlighted with a red box and labeled 2), Supplier Portal, ERFQs, Documents, Order Response, Tickets, and MT-PAP. In the center, there is a 'Ratings' section with a 'Name' input field and a 'Buyer Group' dropdown menu (labeled 4). A tooltip for the dropdown says '采购组。"---"表示没有限制' (Purchasing group. "--" indicates no restriction). On the right, there is a button labeled '+ Add Another Responsibility' (labeled 3). At the bottom right, there are 'Save' (labeled 5) and 'Cancel' buttons.



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”

The screenshot shows the METTLER TOLEDO registration process at step 3: CATEGORIES. The top navigation bar includes links for DATA, CONTACTS, CATEGORIES (which is highlighted with a red box), and PROFILE. A progress indicator on the right shows step 1 completed (blue circle with '1') and step 2 pending (grey circle with '2'). The main content area displays a search bar labeled 'Search for category...' and a message stating 'No category has been selected yet'. A large black rectangular area is present on the right side of the screen.

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。

The screenshot illustrates the registration process through four main stages:

- Step 1:** The user is on the "General" tab of the "DATA" category. A red box highlights the "Categories" tab, which contains five other tabs: General, Business, Technical, Certifications, Quality, and Environment. A yellow callout bubble labeled "1" points to a message: "Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Sections containing empty mandatory fields:
 - General
 - Business
 - Quality
 - Certificates
 - Technical
 - EnvironmentMandatory fields filling progress: 0%".
- Step 2:** The user has moved to the "Business" tab. A red box highlights the "Save" button. A blue circle labeled "2" is positioned above the "Save" button.
- Step 3:** The user has moved to the "Quality" tab. A red box highlights the "Publish" button. A blue circle labeled "3" is positioned above the "Publish" button.
- Step 4:** The user has completed the registration. A green message box displays: "Please fill ALL mandatory fields in ALL categories before clicking 'Publish'! Mandatory fields filling progress: 100%".



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