

Overview pure
Dashboard

Supplier Data pure
Relationship

RFQ pure
Sourcing

Ratings pure
Quality

Documents pure
Dashboard

Orders
Erp

MT PAP
Project

VMI
Erp

Actionpoints Deluxe
Dashboard

Search for contacts
Relationship

Material datab...
Sourcing

Switzerland
Dec 2023/Katharina Pache

Jaggaer Supplier Data Maintenance

Jobaid for Supplier

METTLER TOLEDO



Via Account Settings you can update your contact details and add your job title and Department

Supplier Portal Dashboard

Please fill out remaining profile information

Home Daily Tasks - Q1

BLACKBOARD

First name

Last name

Salutation

Mr.

Ms.

Neutral

Title

Telephone

+ [Country] [Area] [Number]

Mobile

+ [Country] [Area] [Number]

Fax

+ [Country] [Area] [Number]

E-Mail

Main language

English

Decimal

Comma

Decimal Places

Force relogin every

4 hours

Short Date Format

YYYY-MM-DD

Long Date Format

YYYY-MM-DD

Short Time Format

HH:MM

Long Time Format

HH:MM:SS

Timezone

Europe / Berlin

Portal ACLs*

Mettler :: Supplier

Department

Main department

Account Settings

Change Password

Privacy Policy

Logout

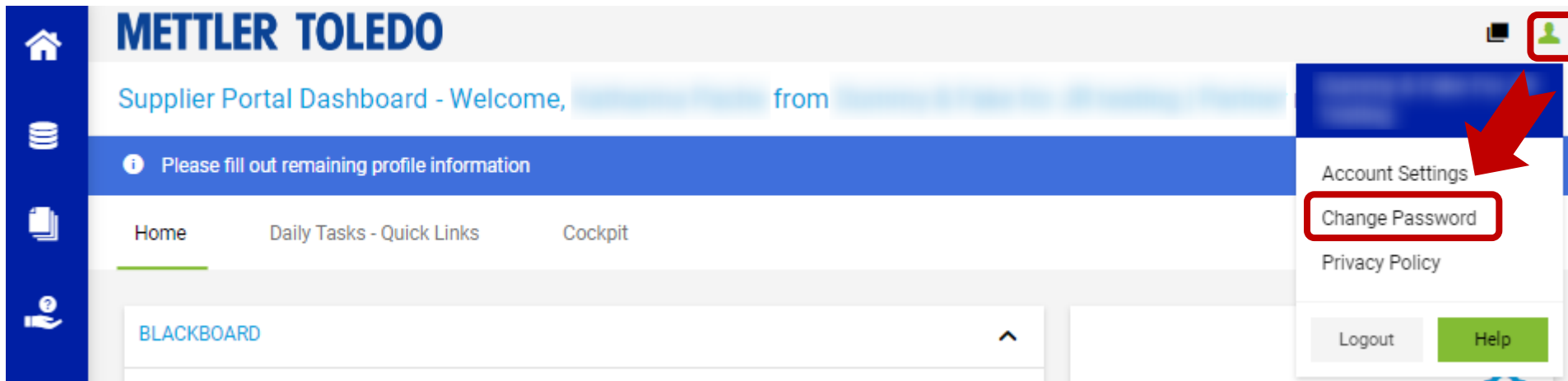
Help

Save

Recommended language is english

Don't forget to save any changes via this button in top right corner

It is possible to change your password via the User Menu



Via "Supplier Base Date" you can update company address details and DUNS Number

The screenshot displays the METTLER TOLEDO Supplier Portal interface. At the top, a navigation bar includes the METTLER TOLEDO logo, a home icon, and a user profile icon. Below this, a welcome message reads "Supplier Portal Dashboard - Welcome, [redacted] from [redacted] 200062442".

The main content area is titled "Base Data" and features a "Save" button. Under the "COMPANY DATA" section, there are several input fields for company information:

- Company name*
- Street*
- Street-number
- Zip code*
- City*
- Country*

On the right side, a sidebar contains four menu items, each with a gear icon for settings:

- SUPPLIER BASE DATE (highlighted with a red arrow)
- SUPPLIER CATEGORIES
- SUPPLIER CONTACT AND ROLES
- SUPPLIER PROFILE

Via "Supplier Categories" you can update your provided material groups or services.

METTLER TOLEDO

Supplier Portal Dashboard - Welcome, [User Name] from [Company Name] 200062442

Please fill out remaining profile information

Home Daily Tasks - Quick Links Cockpit

BLACKBOARD

Save

Categories

Search for category...

Categories Overview Expand All | Close All

- INDIRECT Categories
- Assemblies
- Electronics**
 - Analog (Amplifiers, Comperators, References)
 - Motors (AC, DC, Servo, Steppers)
 - Automation (Control, Switching, Cooling, Sen
 - Computing Systems (CPU's, IP connectivity)

Selected Categories

Choose Primary Category*

Mechanics - Glass (Raw, formed, sheets)

Mechanics

- Glass (Raw, formed, sheets)
- M-Components (Fasteners, screws, mechanical commodities)
- Others (Labels, stickers, manuals, Paints)

SUPPLIER BASE DATE

SUPPLIER CATEGORIES

SUPPLIER CONTACT AND ROLES

SUPPLIER PROFILE

Click on triangle to open the drop-down list and choose the provided categories

You have the option to add new contacts to the portal through "Supplier Contact and Roles".

We suggest assigning at least two users with portal access. Any active user can create a new contact and grant portal access for your company.

CONTACT PERSON

Salutation*
Mx.

First name*

Contacts

Name	Login name	E-Mail	Telephone	Portal Access
KP				✓

Supplier Contact and Roles

Portal Access ⓘ

Loginname*
john.smith@mail.com

permissions*
 Mettler :: Supplier

Add new contact

If user should get notifications and have access to the portal, tick Access button & MT permission. Assign also a Loginname

We advise using "first name.last name" as your login username, but you have the option to select any preferred username

Assign User Roles

Via Roles you can assign the users to their respective area of responsibility

Assign to process areas

Press this button to get a new contact field

Save

Add the name of the additional contact

Save

METTLER TOLEDO

Supplier Portal Dashboard - Welcome, [redacted] from [redacted] 200062442

Contacts

Roles

Orders

Ratings

Supplier Portal

Quality

Assign Company Roles

+ Add Another Responsibility

ORDERS

Name*

200062442 - [redacted]

ORDERS

Name*

(645453427 - [redacted])

Cancel

Save

SUPPLIER BASE DATE

SUPPLIER CATEGORIES

SUPPLIER CONTACT AND ROLES

SUPPLIER PROFILE

You can edit your supplier profile answers anytime under "Supplier Profile", navigate to the section you want to modify, and republish the profile once you've finished making changes.

METTLER TOLEDO
Supplier Portal Dashboard - Welcome, [Name] from [ID] 200062442
Please fill out remaining profile information
Home Daily Tasks - Quick Links Cockpit

METTLER TOLEDO
Profile [Save] [Publish]
General Ownership Business Products Technical **Certifications** Quality Logistics Environment
Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'
Mandatory fields filling progress: 100%

Do you possess a CMRT-File (Conflict-Mineral-Report-Template)?* Yes
Are you capable of granting RoHS-Conformity?.* Yes
Do you possess all relevant documentation in order to prove the RoHS-conformity of your products?.* Yes
Are you willing to sign a customer-specific conformity-declaration regarding RoHS and REACH?.* Yes

Certificates

Certificate	Certificate valid until	Certificate number	Certification body	Name, address
Are you ISO 9001 certified?.* Yes Choose file No	2023-12-23			
Are you ISO 140001 certified?.* Yes DBS Background.j	2023-12-30			

To upload new Certificate

SUPPLIER BASE DATE
SUPPLIER CATEGORIES
SUPPLIER CONTACT AND ROLES
SUPPLIER PROFILE

- In the tab certificates you can upload latest ISO certificates
- > Go to the tab
- > scroll down
- > hover over the certificate line
- > press change button
- > choose and upload new file
- > update expiry date