Jaggaer Supplier Data Maintenaince
Jobaid for Supplier

Switzerland
Dec 2023/Katharina Pache

Account Settings

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

First name

Last name

Salutation
- Mr.
- Ms.
- Neutral

Title

Telephone

Mobile
Country | Area | Number

Fax
Country | Area | Number

E-Mail

Main language
English

Recommended language is 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

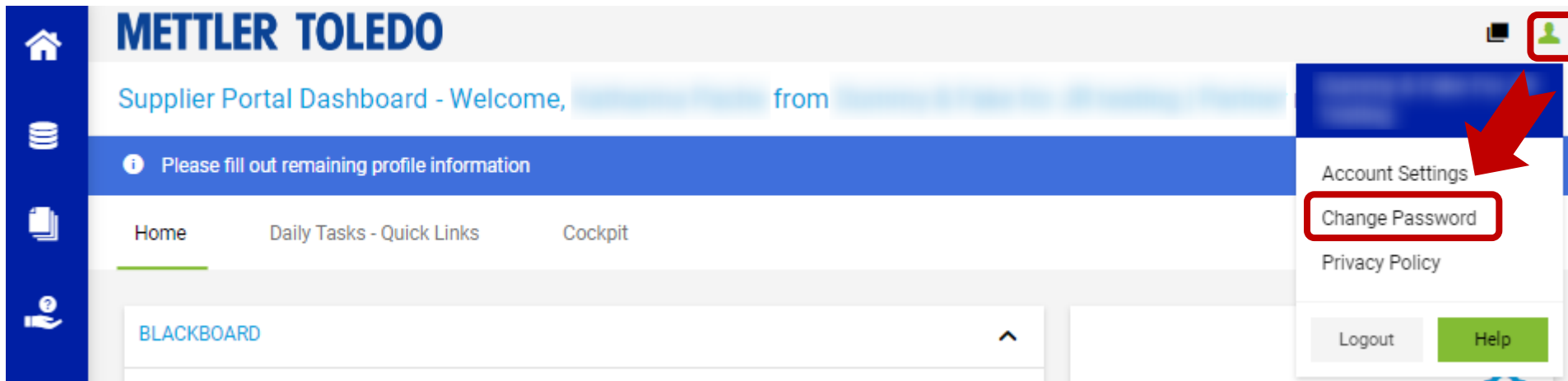Account Settings
Change Password
Privacy Policy

Logout | Help

Save

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

Change Password

It is possible to change your password via the User Menu

Supplier Company Data

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

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

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.

Add New Contact

Cancel   Save

CONTACT PERSON

Salutation*

Mx.

First name*

d - Welcome, _____ from _____   200062442

e information

k Links   Cockpit

Add new contact

Contacts   ← 👤₊ ⌃

Contacts   Roles

Name	Login name	E-Mail	Telephone	Portal Access	
KP				✓	

nd make

kbar on

SUPPLIER BASE DATE ⚙

SUPPLIER CATEGORIES ⚙

SUPPLIER CONTACT AND ROLES ⚙

SUPPLIER PROFILE ⚙

john.smith@mail.com

🔘 Portal Access ⓘ

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

METTLER TOLEDO contact person will reach out to you to discuss the
n case you are interested to accelerate your onboarding to one of the

Loginname*

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

permissions*

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Assign User Roles

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

METTLER TOLEDO

Supplier Portal Dashboard - Welcome, ███████ from ███████ 200062442

Contacts

Contacts | **Roles**

Assign to process areas

Orders | Ratings | Supplier Portal | Quality

Sales

Assign Company Roles

Orders
Ratings
Supplier Portal
Quality
Sales

+ Add Another Responsibility

Press this button to get a new contact field

ORDERS

Name*

200062442 - ███████

ORDERS 🗑

Name*

███████ (645453427 - ███████

Add the name of the additional contact

Cancel | **Save**

Save

interface from August 22nd!
...ore information in the future and make
...ck Links" or as usual on the taskbar on

...son will reach out to you to discuss the
...celerate your onboarding to one of the

SUPPLIER BASE DATE ⚙

SUPPLIER CATEGORIES ⚙

SUPPLIER CONTACT AND ROLES ⚙

SUPPLIER PROFILE ⚙

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.

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