



Switzerland
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Supplier Purchase Order Management

Mettler Toledo Jobaid

METTLER TOLEDO



- The JAGGAER POM Module enables suppliers to monitor, update and confirm POs in real-time. POs from SAP are automatically transferred to the procurement portal, and the supplier is notified via email to confirm the order. This facilitates effective and transparent communication between the buyer and supplier.
- The Job Aid provides step-by-step instructions on using the PO Dashboard in JAGGAER and its available functionalities for suppliers.

Benefits:

- Improved communication and collaboration between suppliers and buyers
- Better visibility and transparency of PO information and changes
- No need for confirmation via mail or phone, all through procurement portal
- Supplier can reconfirm anytime with latest details
- Confirmation seamlessly integrated into SAP without manual input
- MT Buyer is immediately notified of discrepancies.



New Purchase Order:

When a new purchase is transmitted to the Portal, a notification is sent to the vendor. This notification includes a link that can be used to directly open the PO in Jaggaer.

PO Changes & Cancellation:

If there are any modifications made to the PO, output is triggered to JAGGAER, while the designated supplier is also informed of the adjustments made.

PO Reminder:

If a Purchase Order isn't opened by a supplier within 96 hours, first automatic reminder is sent to the supplier. If no action is taken within 24 hours, reminders are sent to supplier and Buyer every 24 hours until the PO is confirmed.

Confirming orders promptly is crucial to avoid delivery issues.

Dear Sir or Madam,

Mettler-Toledo has sent you an order for your further handling via the Mettler-Toledo supplier portal.

Order no.: [REDACTED]

Plant: [REDACTED]

MT Buyer group: [REDACTED]

In order to further process this order, please login to the Mettler-Toledo supplier portal with your user account:

https://mtdemo.app11.jaggaer.com/order_request.php?id=277012

Loginname: [REDACTED]

Password: [REDACTED]

Best regards

Mettler-Toledo supplier portal

Dear Mr.

You have not yet viewed an order sent to you by the Mettler-Toledo supplier portal.

Order no.: [REDACTED]

In order to further process this order, please login to the Mettler-Toledo supplier portal with your user account:

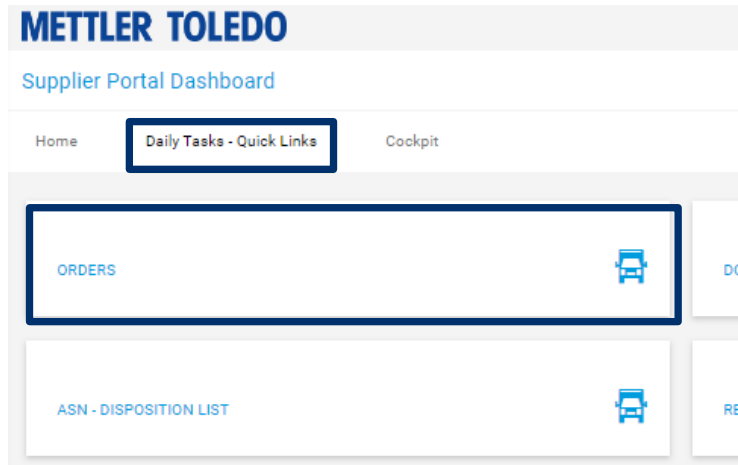
https://mtdemo.pool4tool.com/order_request.php?id=123730

Best regards

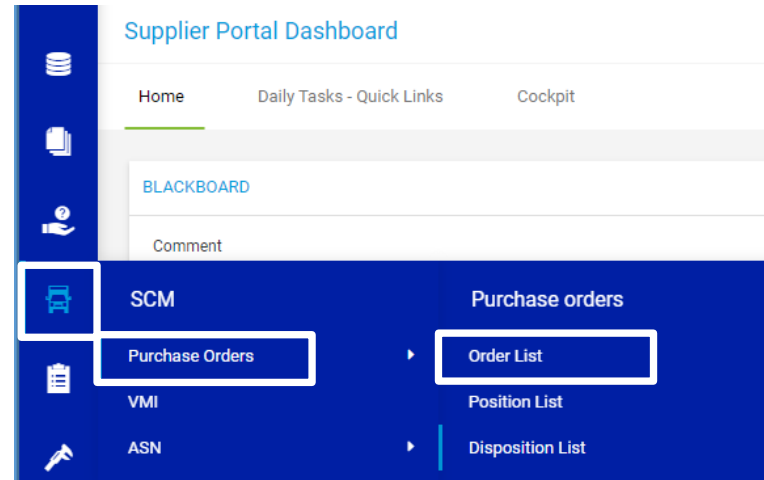
Mettler-Toledo supplier portal

Suppliers can access the Order Dashboard showing all their assigned POs through the following paths:

- Via Daily Task – Quick Links



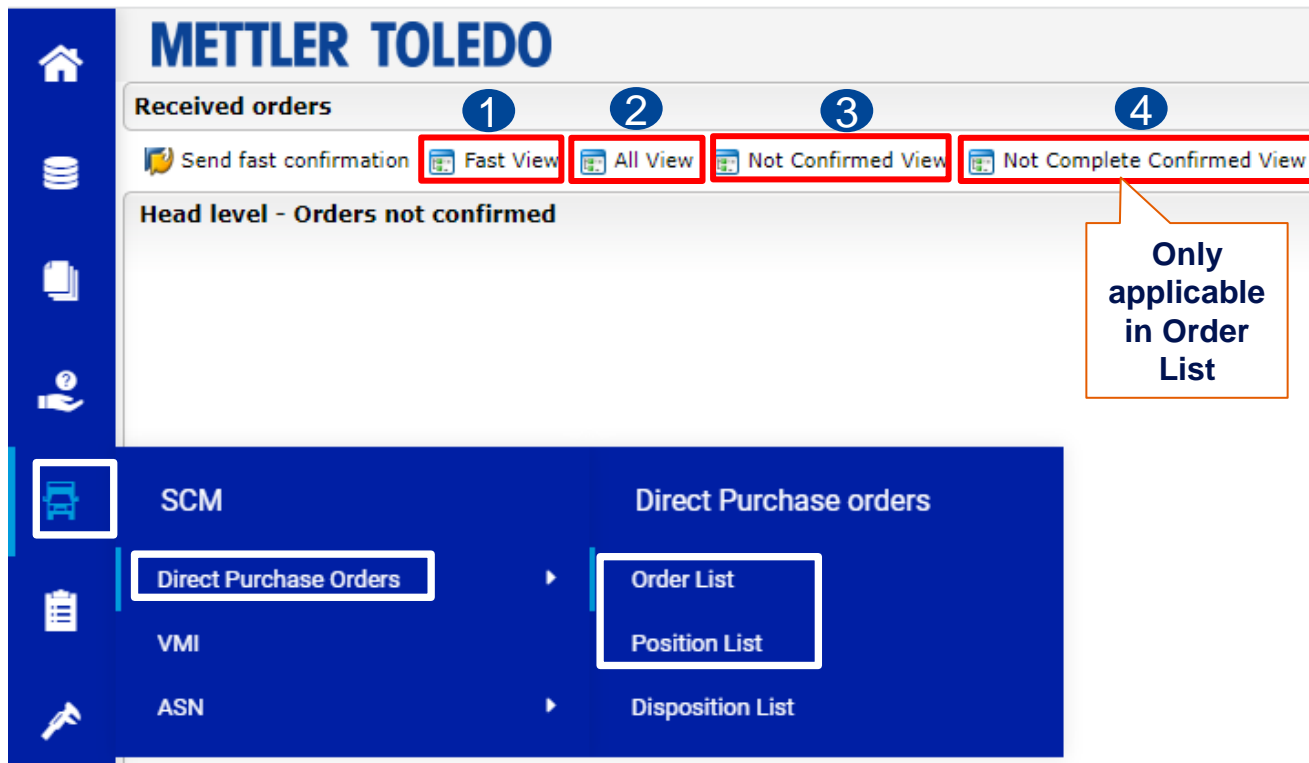
- Via taskbar on the left



There are 3 available views:
Order List
Position List
(Disposition List)

The **Order List** allows you to view the purchase order header. The **"Position List"** view provides a more detailed breakdown of POs by each line item.

1. The **"Fast View"** feature displays the most recent purchase orders, resulting in reduced loading time.
2. The **"All View"** displays all purchase orders assigned to a particular supplier. However, if there is a large amount of data, it may take some time for the system to load this view.
3. By using the **"Not Confirmed View"**, you can see all purchase orders that have not yet been confirmed
4. **"Not Completely Confirmed View"** displays all POs that have not been fully confirmed or not confirmed at all.



Difference Order list versus Position List:
Purchase order has 4 lines
-> Order List shows only one line reflecting the header level plus indicates the number of order lines
-> Position list will display all four lines separately in the report

Received orders

Send fast confirmation Fast View All View Not Confirmed View Not Complete Confirmed View Bundle ZIP download

Head level 9 Entries found

Menu	Order Type	Order number	No. pos.	Changes	State	Open	Files	Confirmation	Fast confirmation	Confirmation No	Download last	Buyergroup	Advisor	Purch.Org.	Plant	Order value	Currency	
	ZD		2	4	Delivered		0		<input type="checkbox"/>									
	ZD		1	0	Delivered	<input checked="" type="checkbox"/>	+											
	ZD		1	0	Delivered	<input checked="" type="checkbox"/>												
	ZD		1	0	Delivered	<input checked="" type="checkbox"/>												
	ZD		1	1	Delivered		1		<input type="checkbox"/>									2020-03
	ZD		1	13	Delivered	<input checked="" type="checkbox"/>												2017-09
	ZD		1	8	Delivered	<input checked="" type="checkbox"/>												2018-08
	ZD		1	9	Delivered	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>									2017-06
	ZD		1	6	Delivered	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>									2018-12

Export List of POs

Tig Box for Fast Confirmation

Filter

Number of lines in the PO

Tig = Latest PDF was opened

PDF must be opened first

Possible to download latest pdf from here


Open PO

Number of Changes -> Click here to see the details changed

Changes in Order number:

Pos.	Changes	Order was changed by	Level	Changed item	Old value	New value
00010	2017-04-03 16:51:56	Customer	Position	Costs		
00010	2017-04-03 16:51:56	Customer	Position	Price per unit		
00010	2017-06-12 08:10:45	Customer	Disposition	Delivery date [YYYY-MM-DD]		
00010	2017-06-22 09:35:32	Customer	Position	delivered completely		
00010	2018-08-27 15:47:35	Customer	Disposition	Delivery date [YYYY-MM-DD]		
00010	2018-12-19 12:16:56	Customer	Disposition	Delivery date [YYYY-MM-DD]		

You can apply various filters to the orders using different criteria. By using the "Filter expand" feature, additional options can be accessed.



Top right corner, above order list

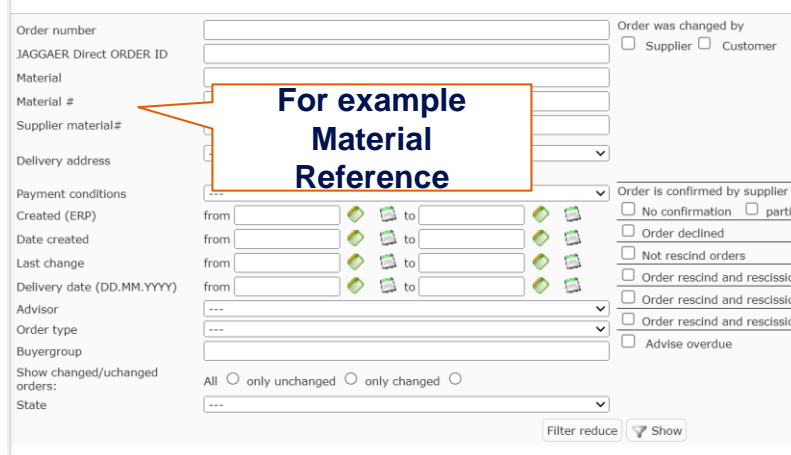
Order number
JAGGAER Direct ORDER ID
State

Filter expand **Show**

To get results press button "show"

For more criterias

Head level -> Filteroptions in Orderlist



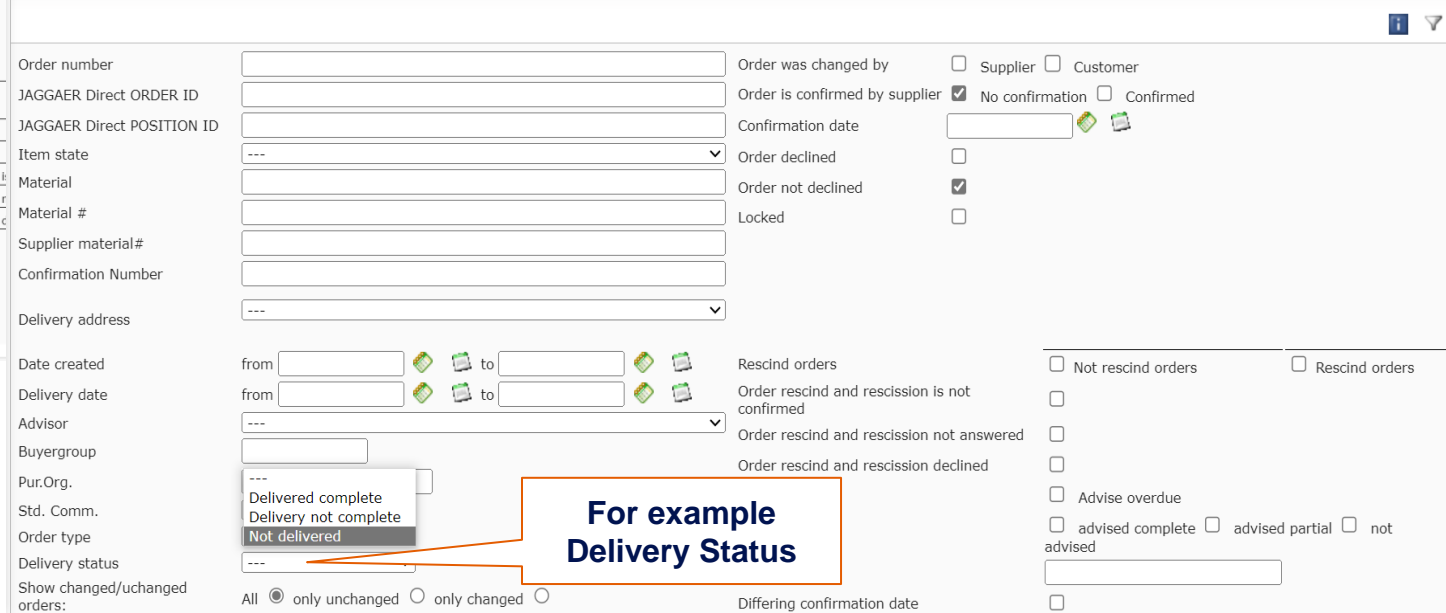
For example Material Reference

Order number
JAGGAER Direct ORDER ID
Material
Supplier material#
Delivery address
Payment conditions
Created (ERP) from to
Date created from to
Last change from to
Delivery date (DD.MM.YYYY) from to
Advisor
Order type
Buyergroup
Show changed/unchanged orders: All only unchanged only changed
State

Order was changed by Supplier Customer
Order is confirmed by supplier No confirmation partial
 Order declined
 Not rescind orders
 Order rescind and rescission is not confirmed
 Order rescind and rescission not answered
 Order rescind and rescission declined
 Advise overdue

Filter reduce **Show**

Position level -> Filteroptions available in Position list



For example Delivery Status

Order number
JAGGAER Direct ORDER ID
JAGGAER Direct POSITION ID
Item state
Material
Material #
Supplier material#
Confirmation Number
Delivery address
Date created from to
Delivery date from to
Advisor
Buyergroup
Pur.Org.
Std. Comm.
Order type
Delivery status
Show changed/unchanged orders: All only unchanged only changed
Differing confirmation date

Order was changed by Supplier Customer
Order is confirmed by supplier No confirmation Confirmed
Confirmation date
Order declined
Order not declined
Locked
Rescind orders Not rescind orders Rescind orders
Order rescind and rescission is not confirmed
Order rescind and rescission not answered
Order rescind and rescission declined
Advise overdue
advised complete advised partial not advised

Delivered complete
Delivery not complete
Not delivered

If no adjustments are necessary, the **"Send fast confirmation"** feature can be used to confirm multiple POs simultaneously.

Please note: Ensure that all delivery dates are set in the future as any past dates will result in an error.

Fast Confirmation Error (1):
Date has to be greater than today!!
Order number: 4501919272

The screenshot shows a software interface with a menu bar at the top containing "Send fast confirmation", "Fast View", "All View", "Not Confirmed View", "Not Complete Confirmed View", and "Bundle ZIP download". Below the menu bar is a "Head level" section with "11 Entries for". A table below contains the following data:

Menu	Order Type	Order number	No. pos.	Changes	State	Buyergroup	Open	Files	Confirmation	Fast confirmation	Confirmation No	Download last
	ZI	4700335997	1	0	Sent	600		1		<input checked="" type="checkbox"/>	12345	

Four numbered callouts are present:

- 1. Download PDF & Refresh Screen (points to the download icon)
- 2. Tick all POs that should be confirmed (points to the checked checkbox)
- 3. Add Confirmation Reference (points to the confirmation number field)
- 4. Press "Send fast confirmation" (points to the menu item)

Please confirm the system prompt to approve the confirmation by clicking on the button yes, all positions

Menu	Order Type	Order number	No. pos.	Changes	State	Open	Fi
	ZD		1	6		<input checked="" type="checkbox"/>	
	ZD		1	9		<input checked="" type="checkbox"/>	

1. Open PO

If tigged the PDF was opened and order is ready to be confirmed

Documents:

Please open the order PDF!!

ZSCPORDER2_4501919384.PDF (2018-01-04 14:35:10)

2. Open PDF via link (if not yet done)

A new window will appear containing all PO data and attachments.

Supplier address

Delivery address

Payment terms & Incoterms

Order

Order number/Date: PO number and date

Supplier number: Supplier number in MT system

Contact person

Telephone

Fax

E-Mail

Your person responsible

MT contact details

Item line shows Material details, Quantity, requested Delivery Date, Price & confirmation Number

Please use the "Split" feature to confirm partial delivery of the requested items.

Pos.	Mat.No/Details	Quantity	Delivery date	Stat. Delivery Date	Pri	split	confirmation number	Value (EUR)
100					EUR/ 1,00	<input checked="" type="checkbox"/>		

Split

Pos.	Mat.No/Details	Quantity	delivery date
10		3 EA	2018-02-14
		2 EA	2018-02-23
		1 EA	2018-03-15

3b. Add Quantity and Dates for partial delivery

Pos.	Mat.No/Details	Quantity	delivery date	Stat. Delivery Date	Price/Unit	Confirmation number
10		EA				

3. Adjust Quantity and Date if applicable

4a. Add Confirmation Reference here, if different per line

Confirmation Number can be either added on line level or via field "Supplier confirmation number" if same reference is applicable for all lines

Pos. 10

Remarks

5. Include comments for extra details

Supplier confirmation number:

4b. Add confirmation code here, if same reference for all lines

6. Press "Save and send back"

Save and send back

Please Note:

- If the "Save and send back" button is not visible, it means that the most recent PDF has not been opened yet.
- If you do not have confirmation reference, please enter "n/a" or add "blank" to proceed
- Confirm all items in an order together. Individual item confirmation is not permitted, even for split deliveries.

- To send an order confirmation, the supplier must open the PDF. It's crucial to open all PDFs, including those generated due to changes in the PO. To open PDF click on the link below "Please open the order PDF!"

Documents:

Please open the order PDF!!

ZSCPORDER2_4501919384.PDF (2018-01-04 14:35:10) 

- All items in an order must be confirmed together. Individual confirmation of items is not allowed. Even with a delivery split, the entire purchase order must be confirmed.
- Price changes: In the order confirmation the supplier can modify quantity and delivery date in the respective fields. However, the supplier cannot execute price changes as part of the Jaggaer order confirmation. In the event of a necessary price change, suppliers must contact the MT buyer directly to discuss the details.

In case of supplier confirmation with a deviation to the PO, a notification is instantly sent to the designated contact of the PO Purchasing Group.

The notification displays the old and new values for Delivery Date, Quantity and Remarks.

Dear Mr

Through the Mettler-Toledo supplier portal a confirmation has been transmitted that differs from the order.

Order number: [REDACTED]
Supplier [REDACTED]

Changes position 00010: [REDACTED]

Field	Old value	New value
Delivery date	[REDACTED]	[REDACTED]

The MT buyer holds the responsibility of reviewing the changes and determining whether further alignment or negotiation is necessary or if the new details can be accepted.