Supplier Purchase Order Management

Mettler Toledo Jobaid

Switzerland
Oct 2023/Katharina Pache

▪ 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.

POM = Purchase Order Management, PO = Purchase Order

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.

Dear Sir or Madam,

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

Order no.:
Plant:
MT Buyergroup:

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:
Password:

Best regards
Mettler-Toledo supplier portal

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 Mr.

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

Order no.:

In order to further process this order, please login to the Mettler-Toledo supplier portal with your user account:
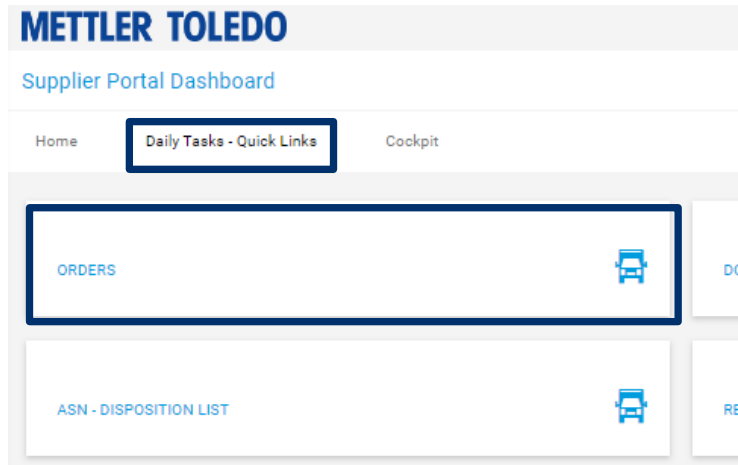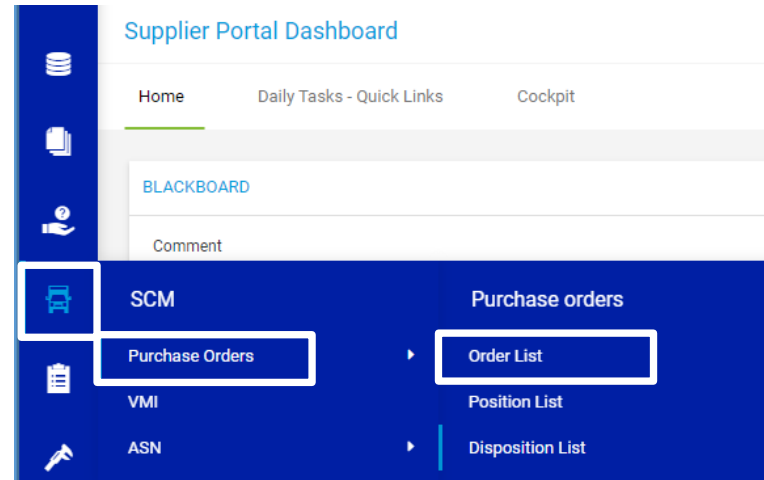https://mtdemo.pool4tool.com/order_request.php?id=123730

Best regards
Mettler-Toledo supplier portal

PO = Purchase Order

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)

PO = Purchase Order

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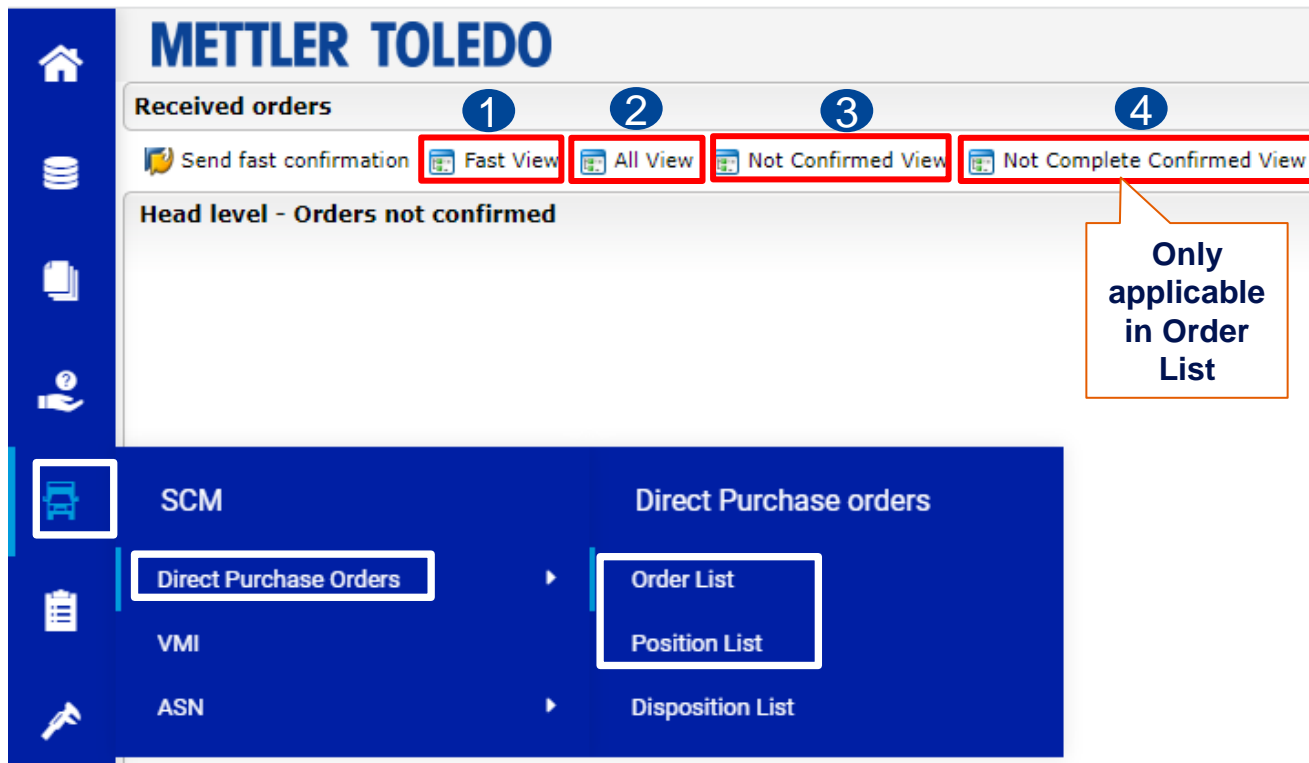
Difference Order list versus Position List:
Purchase order has 4 lines
-> Order List shows only one line reflecting the header level plus indicates the number of order lines
-> Position list will display all four lines separately in the report

PO = Purchase Order

PO = Purchase Order

You can apply various filters to the orders using different criteria. By using the "Filter expand" feature, additional options can be accessed.
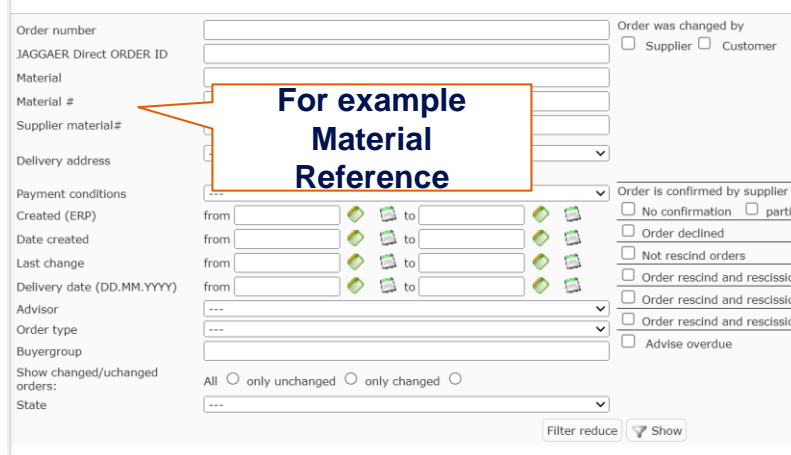
Top right corner, above order list

For more criterias

To get results press button "show"

Head level -> Filteroptions in Orderlist
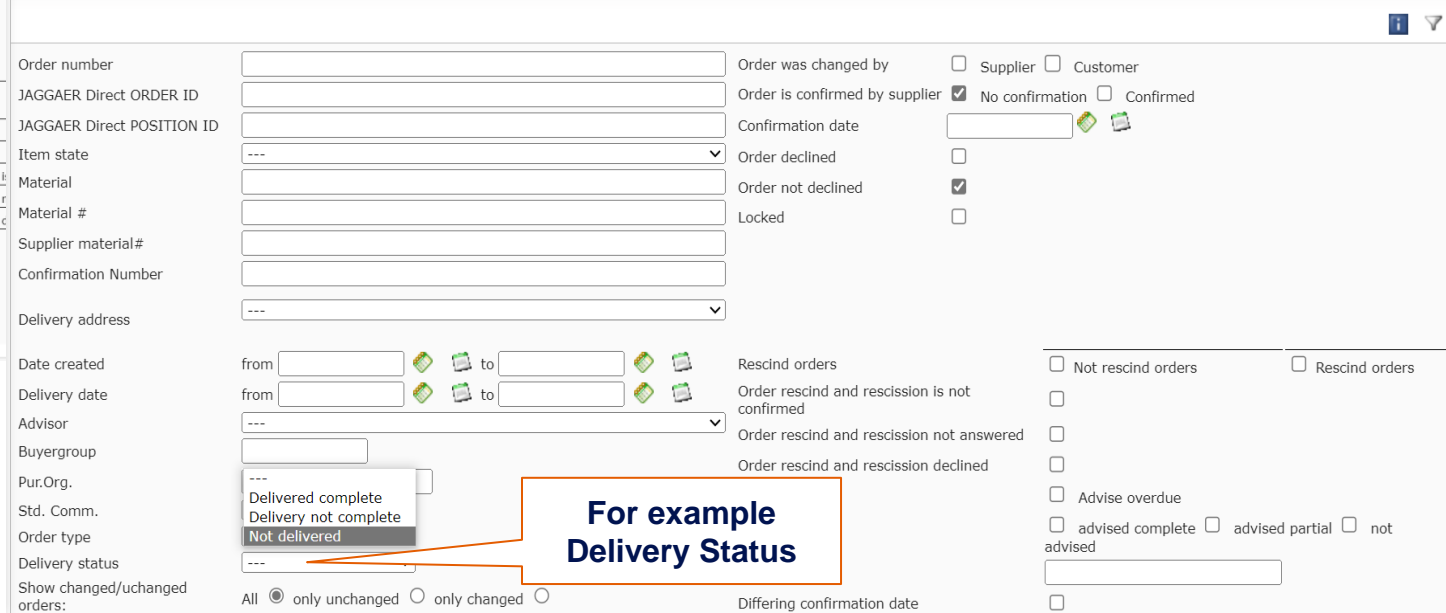
For example Material Reference

Position level -> Filteroptions available in Position list

For example Delivery Status

PO = Purchase Order

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

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

PO = Purchase Order

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

Order

Order number/Date — PO number and date
Supplier number — Supplier number in MT system

Contact person
Telephone
Fax
E-Mail — MT contact details
Your person responsible

Delivery conditions:
Payment conditions: — **Payment terns & Incoterms**

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	Confirmation number	Value (EUR)
100		ST			EUR/ 1,00		

split

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				201

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.	Mat.No/Details
10	

5. Include comments for extra details

Remarks

Supplier confirmation number:

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

6. Press "Save and send back"

Save and send back

PO = Purchase Order

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.

PO = Purchase Order

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:
Supplier

Changes position 00010:

Field	Old value	New value
Delivery date		

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.

PO = Purchase Order