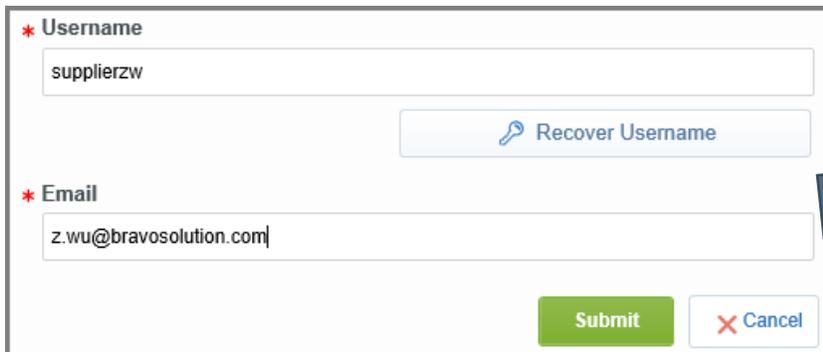
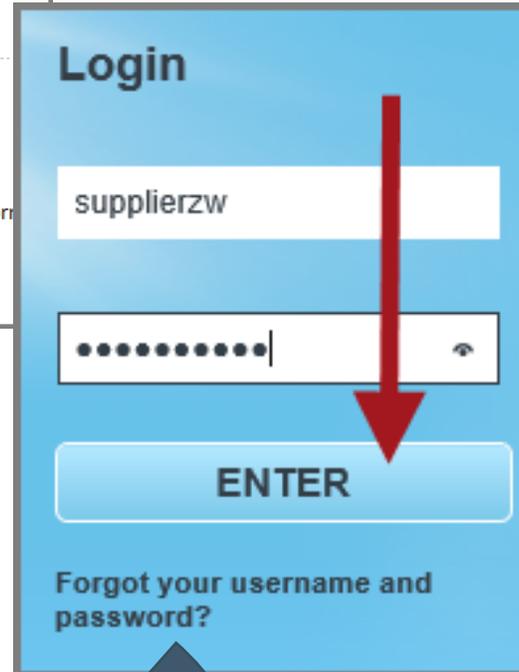
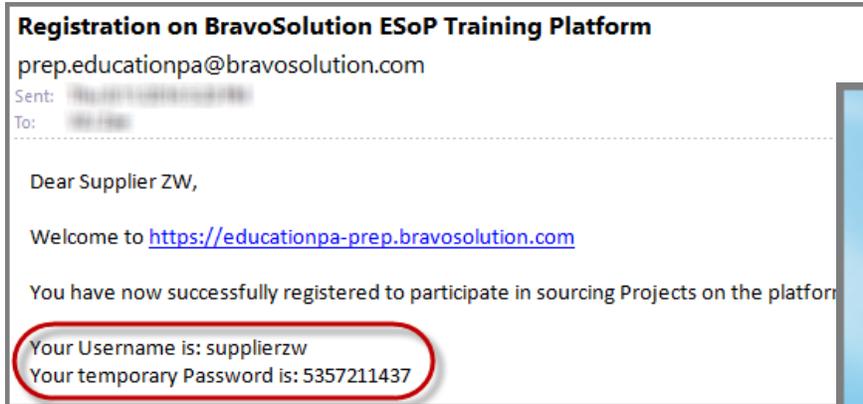




JAGGAER

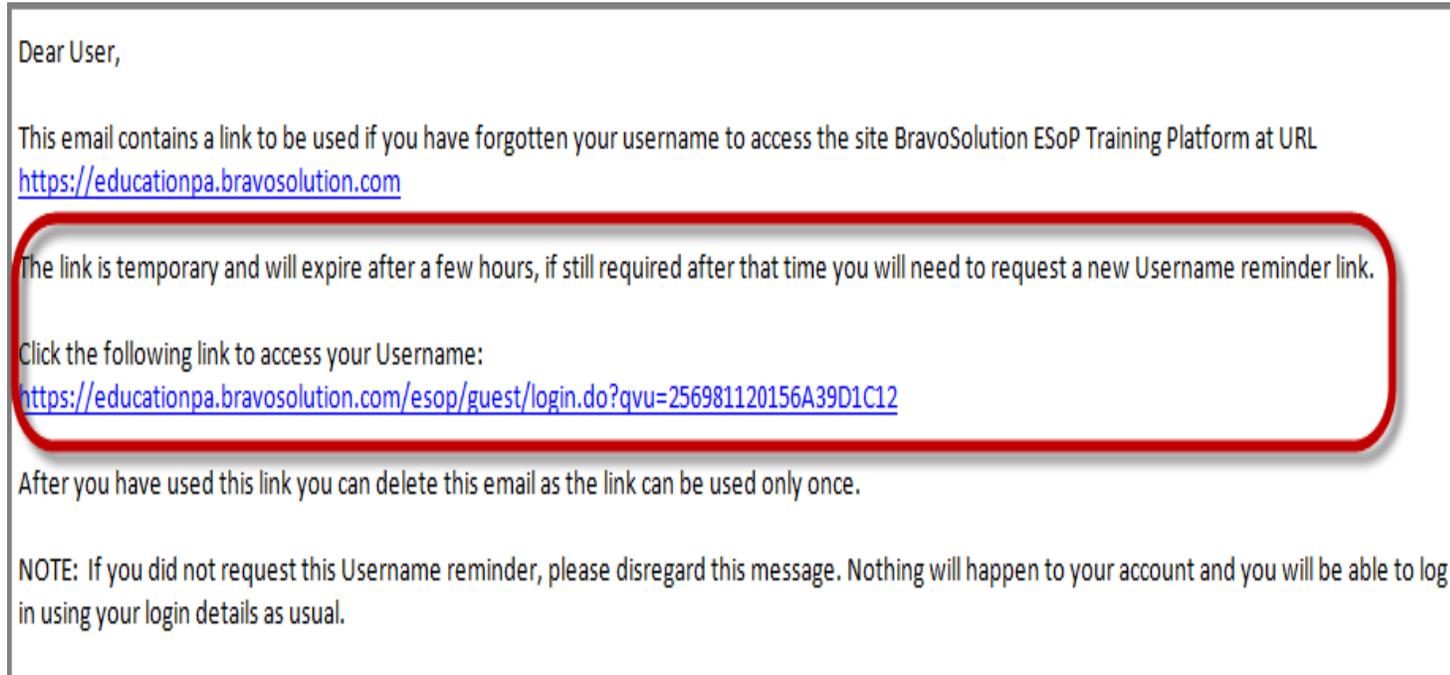
Supplier Navigation Guide

Login as Supplier



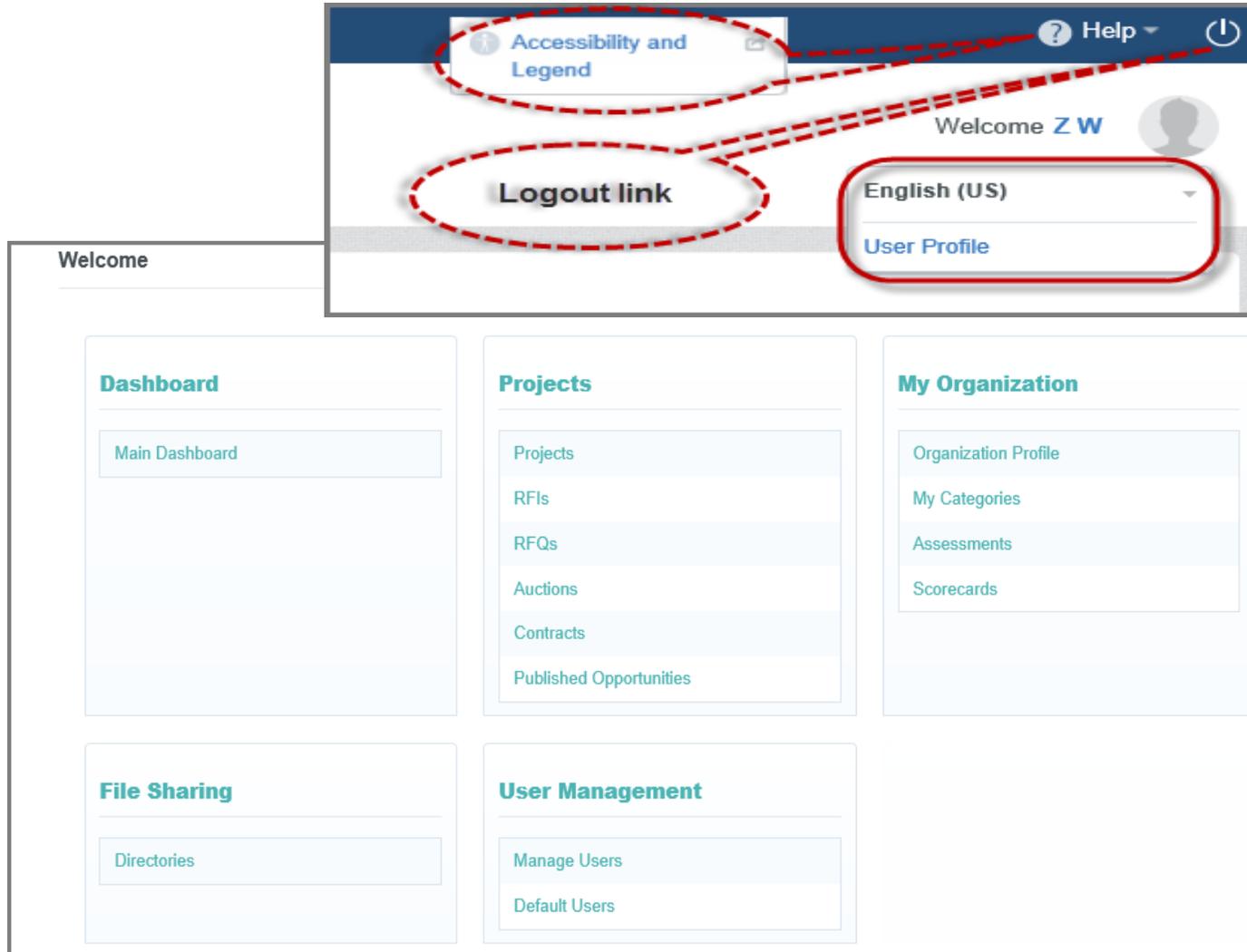
- **Login**
- Click the link in the Registration Confirmation email to access the Login page.
- Log in with the Username and Temporary password, found in the email.
- As a security measure, you will be required to enter and confirm a new password.
- **Forgot your Password?**
- Click on the "**Forgot your username and password?**" link (text may be different on your platform)
- Fill in your username and email address.
- You will receive a temporary password via email.

Login as Supplier – Forgot Username



- **Forgot your Username?**
- On the Login page, click **Forgot your username and password?** (text may vary)
- Click **Recover Username.**
- Fill in your email address and a validation value.
- You will receive an email with a link to access your Username.
- Please use the second link in the email to access your Username.
- The Username reminder link will expire after a few hours and can only be used once.

Access the Supplier Home Page



- The Supplier Home Page is usually the default page displayed after successful login.*
- **Universal Links**
 - On the upper right corner of the page, you can find links to Logout, and to view Accessibility guidance.
 - You can also find links to access your User Profile to change your language, user details and/or password.
- **Modules & Links**
 - The main area of the page displays links to the available modules, so you can use this page to reach any part of the platform.
- *On some platforms, the Dashboard may be the default page that is displayed after you login.

Access the Dashboard

Dashboard

Main Dashboard

RFx Open to All Suppliers

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

New Messages (last 30 days)

No Unread Messages

Open and Pending Auctions

Auction Title	Buyer Organization	Start Date/Time	End Date/Time
Multi_Currency	Astor	07/07/2013 10:46 PM	07/09/2013 10:46 PM
Sugar_Auction_2013_John_Smith	Astor	07/07/2013 10:15 PM	07/10/2013 10:30 PM

My RFIs with Pending Responses

No RFIs to display

My RFQs with Pending Responses

No RFQs to display

Quick Links

- Standard Links
- [Organization Profile](#)
- [Published Opportunities](#)
- [My Auctions](#)
- [My RFIs](#)
- [My RFQs](#)
- [My Contracts](#)
- [List of Directories](#)

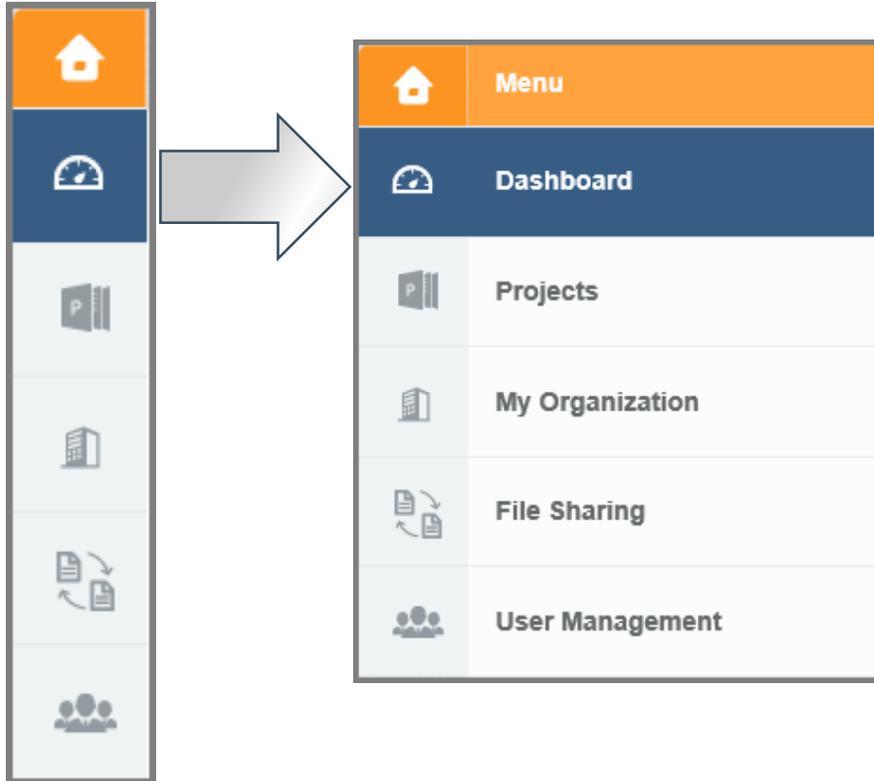
- **Dashboard Module**

- The Dashboard contains portlets that provide an overview of your sourcing activities and gives you access to them.

- **Access Dashboard**

- The Dashboard module can be accessed from the Supplier Home page, or by clicking the **Home** icon on the Navigation Menu.

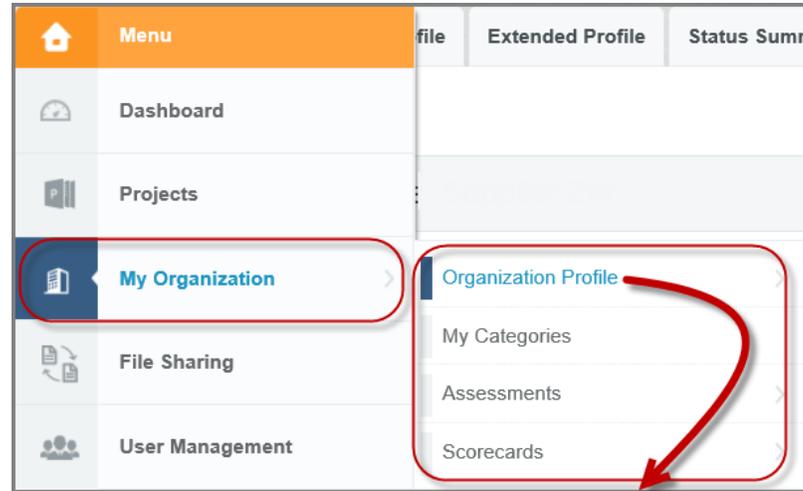
Access the Navigation Menu



Access the Navigation Menu

- The navigation menu is located on the left side of each page.
- It allows you to move quickly from one module to another.
- To do so, click on a module to expand the menu and then select a link, to be directed to the section you want to access.

Access My Organization



My Organization Module

In this module, you can view and manage your Registration data, Profile Forms, Category Classifications, Assessments and Scorecards.

Access My Organization

The module can be accessed from the Navigation Menu or the Supplier Home page.

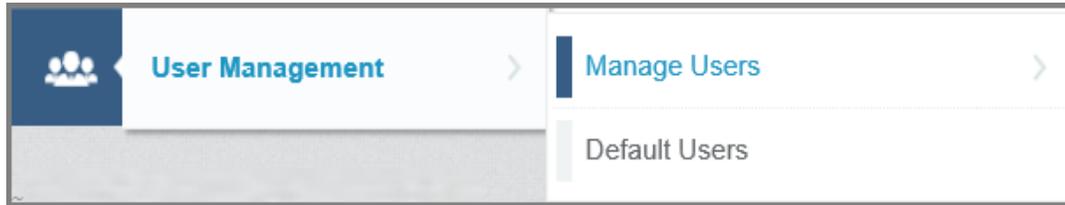
1. Click **Edit** to update information.
2. Once the information is complete, click **Save**.

Note: Some Sourcing portals will not contain Extended Profile forms, Assessments or Scorecards.

A screenshot of the 'My Organization' module. The page has a header with tabs: 'Registration Data', 'Basic Profile', 'Extended Profile', 'Status Summary', and 'Response History'. The 'Basic Profile' tab is selected. Below the header, there is a section for 'Organisation Name: Primrose Inc.' with an 'Edit' button. Below that, there is a section for 'Organisation Details' with a table of information:

Organisation Name	Primrose Inc.
Address	1 Primrose Street
City	London
State/County	Greater London
Postal Code	EC2A2EX
Country	UNITED KINGDOM
Dun & Bradstreet	445915572
Main Organisation Phone Number	

Access User Management



User Management Module

This module is available to users who are given the rights to manage users, roles and divisions within your organization.

Access User Organization

You can access the module from the Supplier Home page, or the Navigation Menu.

A screenshot of the User Management interface. At the top, there is a navigation bar with three tabs: 'Users', 'User Roles', and 'Divisions'. The 'Users' tab is highlighted with a red circle and a red arrow pointing to it from the bottom left. Below the navigation bar is a 'Filter By' section with a dropdown menu set to 'All Users' and a search box labeled 'Select a Filter'. Below this is a table with the following columns: 'Last Name', 'First Name', 'Division Name', 'Email', 'Phone', and 'Role Name'. The table contains one row with the following data: 'One', 'Supplier', 'Division', 'z.wu@bravosolution.com', 'enter', and an empty cell. Below the table is a 'Total 1' row and a pagination section with '10' and 'Page 1 of 1'.

Last Name	First Name	Division Name	Email	Phone	Role Name
1	One	Supplier	Division	z.wu@bravosolution.com	enter
Total 1				10	Page 1 of 1

Create User Roles

New Role

Save **Cancel**

General Settings

* Role Name: Commodity Manager

* Shared Role: **Yes** (Selectable by all Divisions?)

Auctions

* Visibility of Auction Lists: Yes

* Access Auction Details: Yes, if I'm added to the User Rights list in the Object

* Access to Auction Monitor: Yes, if I'm added to the User Rights list in the Object

* Participate: Yes, if I'm added to the User Rights list in the Object

* Contact Visible to Buyer: Yes

* Manage Messages: Yes, if I'm added to the User Rights list in the Object

RFIs / RFQs

* Visibility of RFx Lists: Yes

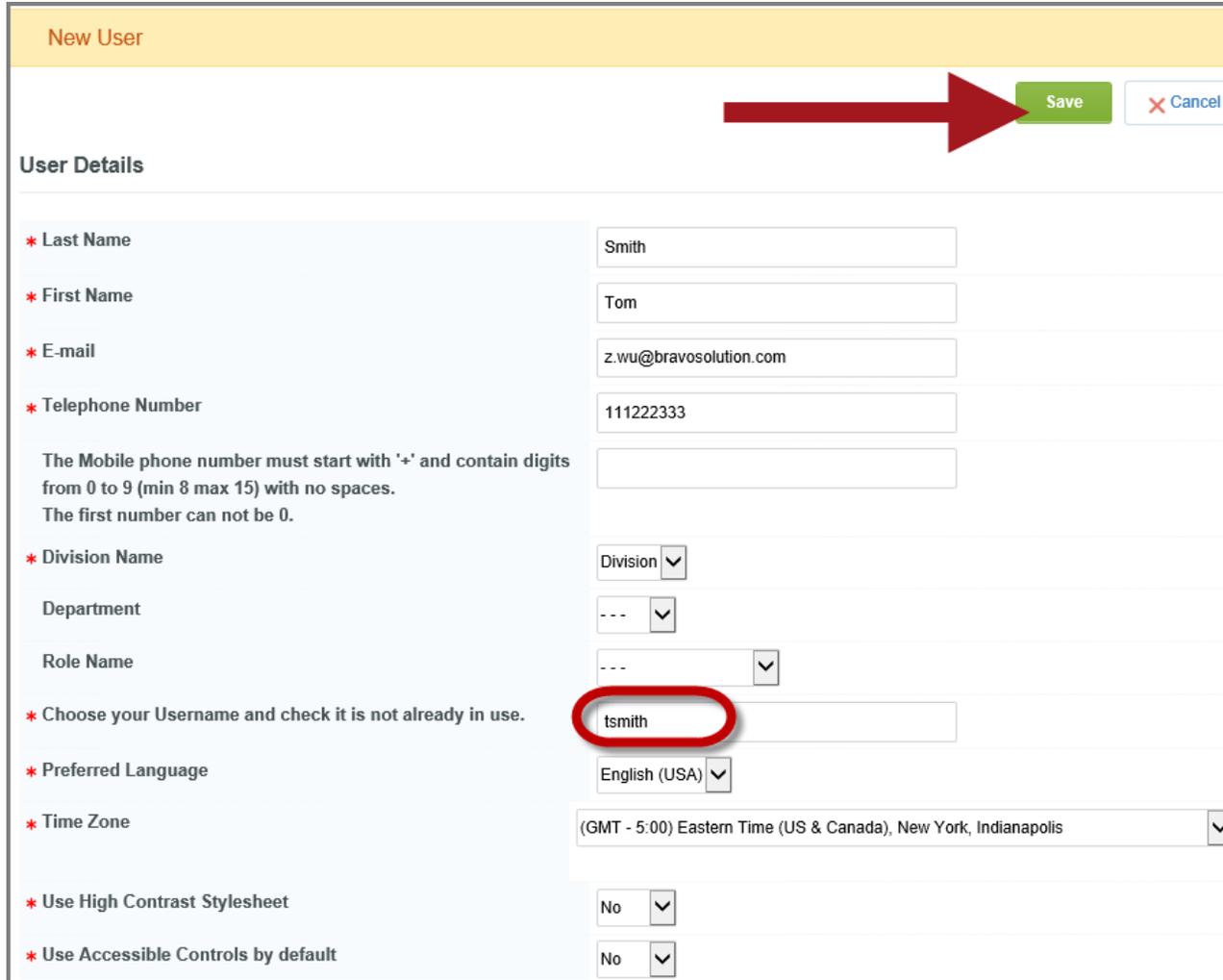
User Roles

Allow you to define a specific set of user rights to assign to users in your organisation. The rights for each user account can still be manually revised after the role assignment.

Create User Role

1. Select **User Management, Manage Users, User Roles** from the Navigation Menu.
2. Click '**Create**' to turn the page into edit mode.
3. Give the User Role a name. It has to be unique. Decide whether it's a shared role that is visible and selectable by all divisions.
4. Amend user rights.
5. Once complete, click '**Save**' to create the new User Role.

Create New Users



New User

Save **Cancel**

User Details

* Last Name

* First Name

* E-mail

* Telephone Number

The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

* Division Name

Department

Role Name

* Choose your Username and check it is not already in use.

* Preferred Language

* Time Zone

* Use High Contrast Stylesheet

* Use Accessible Controls by default

■ Create New User Accounts

1. Select **User Management, Manage Users, Users** from the Navigation menu.
2. Click '**Create**' and enter the details for the new account.
3. Complete all mandatory fields and choose a username that will be memorable to the new user, e.g. a combo of first initial and last name.
4. It is recommended that you use a similar naming convention for all usernames.
5. Click **Save** to create the new user account.

■ Note:

- If User Roles were not created, you will need to assign user rights.
- By default, new users are not assigned any rights.

Access Projects and Sourcing Activities

The screenshot displays the Jaggaer system interface. At the top, there is a navigation menu with the following items: Dashboard, Projects, My Organization, File Sharing, and User Management. The 'Projects' menu item is highlighted with a red box, and its sub-menu is also highlighted with a red box, showing the following options: Projects, RFIs, RFQs, Auctions, Contracts, and Published Opportunities. Below the navigation menu, there is a section titled 'My RFQs' with a sub-header 'RFQs Open to All Suppliers'. This section contains a table with the following columns: RFQ Code, RFQ Title, Project Code, RFQ Status, RFQ Closing Date/Time, Buyer Organization, and Response Status. The table contains two rows of data:

	RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	Buyer Organization	Response Status
1	rfq_5498	Test Super Envelope RFQ ZW	tender_3384	Closed: To Be Evaluated	03/15/2016 12:00 AM	Astor Training	Response Submitted To Buyer
2	rfq_5497	Test Super Envelope RFQ	tender_3384	Closed: To Be Evaluated	03/14/2016 04:19 PM	Astor Training	Response Submitted To Buyer

- **Projects Module**

- Projects are containers for sourcing events such as RFQs, Auctions and Contracts.

- **Access Projects**

- You can access Projects and sourcing events via the Navigation Menu, Supplier Home page, or the Quick Links on the Dashboard.

Get Help – Global Customer Care



- **Need help with registration, navigation, or technical issues?**
- Please send an email to the Jaggaer Helpdesk at:
- **help_uk@jaggaer.com**