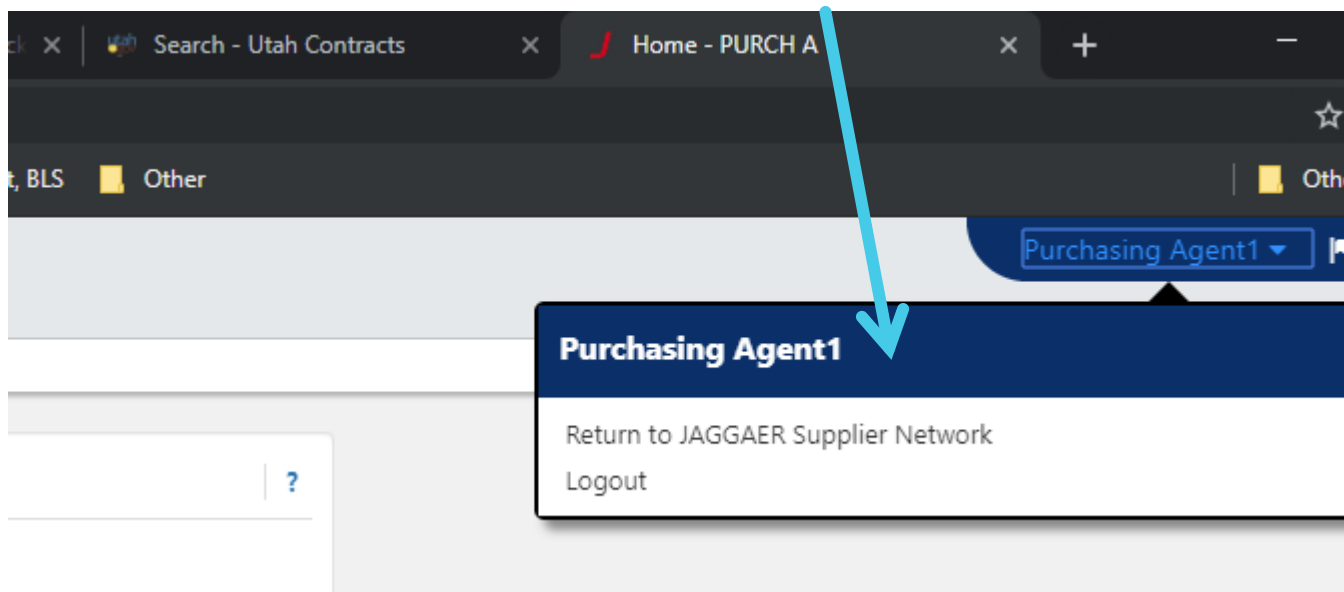

CHANGING YOUR TIME ZONE

UPDATE THE TIME ZONE IN YOUR VENDOR PROFILE TO REFLECT THE TIME ZONE YOU ARE IN. UPDATED 08/05/2019

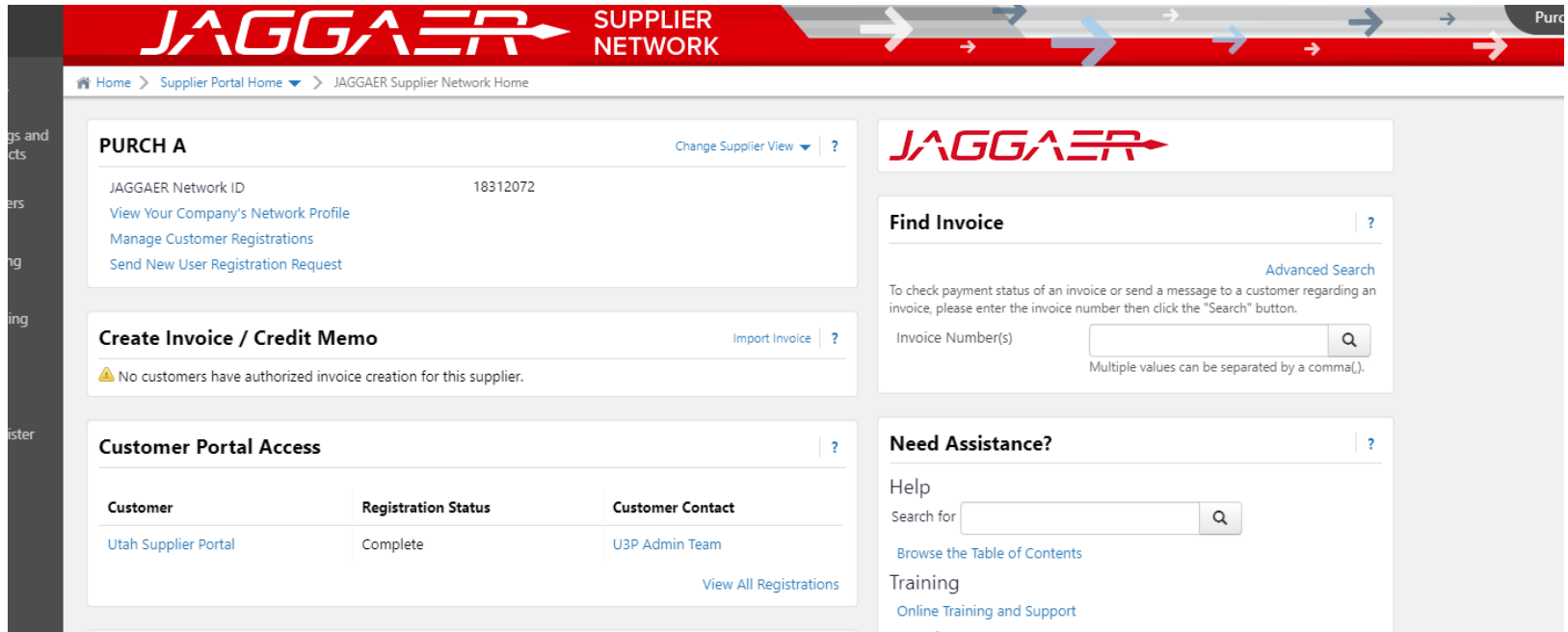


Utah Division of Purchasing
and General Services

- Login to your U3P Account using this link:
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>
- Go to the top right corner and click on your company name and select “Return to Jaggaer Supplier Network”



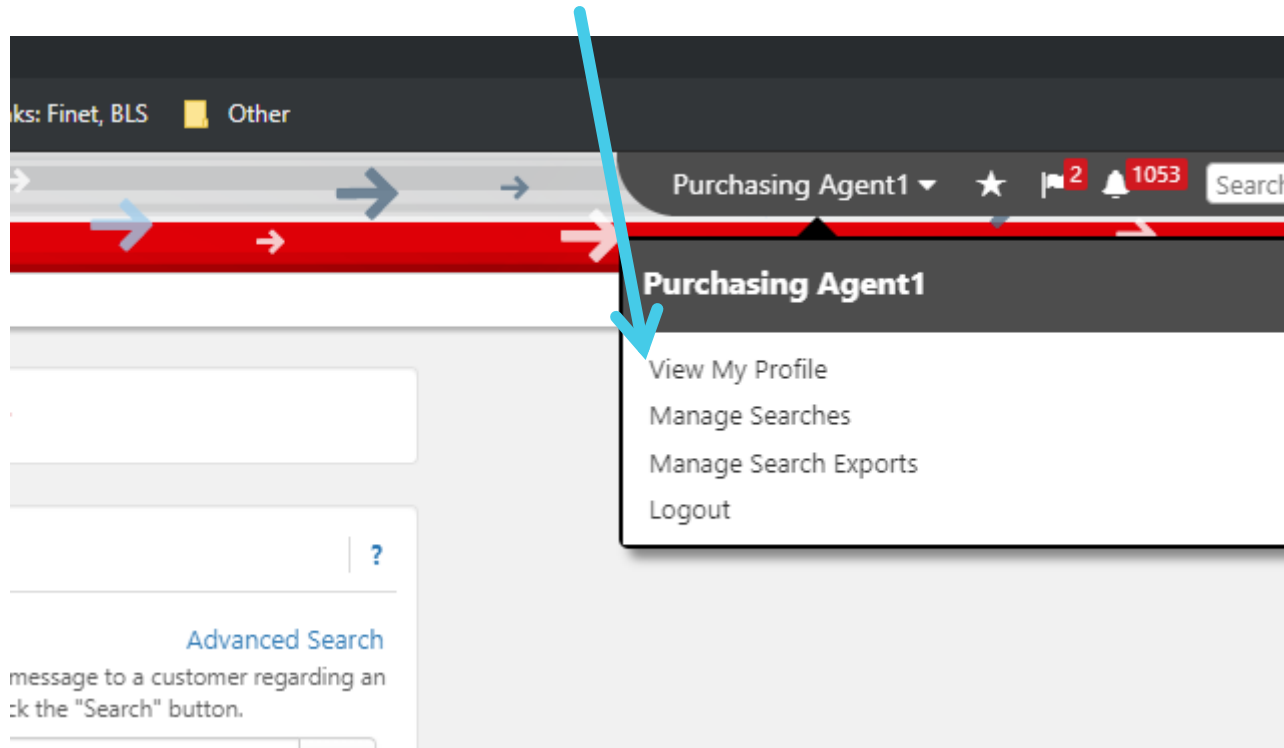
Your screen will look something like this:



The screenshot displays the JAGGAER Supplier Network interface. At the top, there is a red header with the JAGGAER logo and 'SUPPLIER NETWORK'. Below the header, a breadcrumb trail shows 'Home > Supplier Portal Home > JAGGAER Supplier Network Home'. The main content area is divided into several sections:

- PURCH A**: Includes 'JAGGAER Network ID' (18312072) and links for 'View Your Company's Network Profile', 'Manage Customer Registrations', and 'Send New User Registration Request'. A 'Change Supplier View' dropdown is also present.
- Create Invoice / Credit Memo**: Features an 'Import Invoice' button and a warning message: 'No customers have authorized invoice creation for this supplier.'
- Customer Portal Access**: Contains a table with columns for 'Customer', 'Registration Status', and 'Customer Contact'. The table lists 'Utah Supplier Portal' with a 'Complete' status and 'U3P Admin Team' as the contact. A 'View All Registrations' link is at the bottom.
- Find Invoice**: Includes an 'Advanced Search' link and a search box for 'Invoice Number(s)'. A note states: 'Multiple values can be separated by a comma(,).'.
- Need Assistance?**: Features a 'Help' section with a search box, a 'Browse the Table of Contents' link, and a 'Training' section with a link to 'Online Training and Support'.

- Go to the top right corner and click on your company name. Select “View My Profile”.



- Select “Language, Time Zone, and Display Settings” under “User Profile and Preferences”. Then select “Time Zone” and select the appropriate time zone that you would like **all** sourcing even times to show in and click “Save Changes”. The State of Utah is MDT/MST Mountain Standard Time.

The screenshot displays the JAGGAE user interface. At the top, the JAGGAE logo is visible. Below it, the user's profile information is shown, including the name 'Purchasing Agent1' and the email address 'utahsq@gmail.com'. A navigation menu on the left lists various settings options, with 'Language, Time Zone and Display Settings' highlighted. The main content area shows the settings for this category, including dropdown menus for 'Select a Language', 'Country', 'Currency', and 'Time Zone'. A blue arrow points to the 'Time Zone' dropdown menu.

If you have issues, please contact the U3P Team at SciQuestAdmin@Utah.gov.