VENDOR NOTIFICATION PREFERENCES

UPDATED 08/15/2019



- After logging in and you are in the U3P Utah Public Procurement Place Supplier Portal
 - Go to the dropped down under your name in on the top right hand side and select, Return to JAGGAER Supplier Network

Home	U3P Utah Public Procurement Place								
Catalogs and Contracts	Provided by DAS Division of Functualing W Home > Customer Portal Home ~ > Home - PURCH B Purchasing Agent2								
🕺 Sourcing	Welcome to the Utah Public	Quick Links to	ck Links to Common Tasks			Return to JAGGAER Supplier Network Logout			
I. Reporting	Procurement Place.	Manage Registration Profile							
Administer	On July 15, 2019 the Division of Purchasing was made aware of an email spoofing attempt using the contact information of Division Director Christopher Hughes.	Sourcing Event	s				?		
Registration	The subject line of this spooled email is shown below: Bidding Opportunities (UTAH State Purchasing If you or anyone in your organization receives this	Show Showing 1-5 of 165 re	sults	Opening or Closing Soon					
	email, please delete it immediately. If you have clicked on any links in this email, please contact your IT team. The Division of Durchasing is working with the State's	Event Number	Status	Event Title	Dates		Action		
	Department of Technology Services to resolve this issue. If you have any questions or concerns on this notice, please contact the U3P Admin Team at	DOT200058MP	Open	Brake Press for UDOT Equipment Operations	Open: 8/6/20 Close: 8/16/2	19 12:00:00 PM EST 019 12:00:00 PM EST	View Event		
	sciquestadmin@utah.gov.	CF19072	Open	State Sensitive Document Printing And Copying Services	g Open: 7/10/2 Close: 8/16/2	019 2:00:00 PM EST 019 2:00:00 PM EST	View Event		
	Customer Contact ?	DS20017	Open	Mattress Ticking for Utah Department of Corrections	Open: 8/6/20 Close: 8/16/2	19 1:00:00 PM EST 019 3:00:00 PM EST	View Event		
	Name U3P Admin Team Email sciquestadmin@utah.gov	DS20019	Open	Manti Meadows Grass Plugs 2020	Open: 8/9/20 Close: 8/16/2	19 1:00:00 PM EST 019 3:00:00 PM EST	View Event		
		DOT200073MPSS	Open	Notice of Sole Source- ATSSA Training, Supplies, and Certification	Open: 8/8/20 Close: 8/16/2	19 3:30:00 PM EST 019 3:30:00 PM EST	View Event		
👀 Menu Search		Events		Released Open Clo	osed A	warded	All	Need Help?	
<								Powered by JAGGA	AER Privacy Policy



After logging into the supplier portal, select Online Training and Support on the right side of the screen, under Need Assistance?

JAGGABR Network ID View Your Company's Network Profile Manage Customer Registrations Send New User Registration Request		Are you prepared for JAODAEX Security Up;	BEVENUE OPPORTUNITIES INUM SUPPLIER PROCESSIN STET INFORMATION grade to TLS LL/L2T
Customer Portal Access		T Need Assistance?	
Customer Registration Statu	s Customer Contact	Help	
	View All Regist	Search for Browse the Table of Contents Training Online Training and Support Supplier Contact Name Trile Email Phone: JAGGAER Support Still have questions? Contact US #	Q



After selecting Online Training and Support, you will be taken to a new screen with several options for training. On the left side of the screen, under Training Videos, select 'Navigating the Supplier Portal'. The training video will open up in a new window.





- To change your personal preferences, go to the upper right hand corner of your screen where your name is and select the downward facing arrow.
 - Then select 'View my Profile'

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ightarrow Tools $ ightarrow$ Online Training and Support $ ightarrow$ View Online Training and	Support > Online Training and Support			Alan Jones
	Help Search the online help using terms such as catalog, invoicing, repo Browse the Table of Contents	Q rts, etc.		View My Profile
Supplier Network Overview and Managing your Registration Profile	Buyer Relationship Management: Sourcing, Invoicing, 2nd Tier Reporting	Hosted Catalog Management	2	

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🛱 Administer 🗦 Manage Users 🗦 Search fo	or Users 🔻 >	> Notification Preferences 🗢 > Sourcing Directo	r 🗸	
and the second second		Notification Preferences: Sourcing D	Virector	?
User Name		V Sourcing Director		Edit Section
User Profile and Preferences	>	Response to a Sourcing Event-related question received	Email & Notification	1
Update Security Settings	>	Buyer Has Submitted An Event-Related Question 🚱	Email & Notification	
User Roles and Access	>	Draw Rid has been received by the buyer	Nere	
Ordering and Approval Settings	>	Proxy Bid has been received by the buyer 🐨	None	
Permission Settings	>	Sourcing - Exports 💿	None	
Notification Preferences	~ ~ .	Sourcing - Imports 😡	None	
Administration & Integration				
Accounts Payable		Sourcing - validation @	None	
Supplies Manager		Upcoming launch of Event Auction phase 💿	Email & Notification	
Sourcing Director				
Supplier Management				
User History	>			
Administrative Tasks	>			



After selecting 'Edit Section' you will be given the option to override your settings.

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Administer > Manage Users > Search for Users マ > > Notification Preferences マ > Sourcing Director マ						
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User Name		✓ Sourcing Director				
User Profile and Preferences	>	Response to a Sourcing Event-related question received	efault	Override	Email & Notification	
Update Security Settings	5	Buyer Has Submitted An Event-Related Question 😡	Default	Override	Email & Notification	
User Roles and Access	>		200 200	21.2		
Ordering and Approval Settings	>	Proxy Bid has been received by the buyer 🔞	Default	Override	None	
Permission Settings	>	Sourcing - Exports 💿	Default	Override	None	
Notification Preferences	~					
Administration & Integration		Sourcing - Imports 💿	Default	Override	None	
Accounts Payable		Sourcing - Validation	Default	Override	None	
Supplies Manager		Sourcing Valuation of	e Deladit	overnae	Hone	
Sourcing Director		Upcoming launch of Event Auction phase 📵	Default	Override	Email & Notification	
Supplier Management						Sava Changer Cancel
User History	>					dave changes Cancer
Administrative Tasks	>					

