



VENDOR NOTIFICATION PREFERENCES

UPDATED 08/15/2019



Utah Division of Purchasing
and General Services

- 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

The screenshot displays the U3P Utah Public Procurement Place Supplier Portal. The top navigation bar includes the U3P logo and the text 'Utah Public Procurement Place'. A user profile dropdown menu is open, showing the user's name 'Purchasing Agent2' and a notification badge with '1,150'. The dropdown menu contains two options: 'Return to JAGGAER Supplier Network' and 'Logout'. A red arrow points to the 'Return to JAGGAER Supplier Network' option.

The main content area includes a 'Welcome to the Utah Public Procurement Place' message, a 'Quick Links to Common Tasks' section with a 'Manage Registration Profile' link, and a 'Sourcing Events' section. The 'Sourcing Events' section shows a table of events with columns for Event Number, Status, Event Title, Dates, and Action.

Event Number	Status	Event Title	Dates	Action
DOT200058MP	Open	Brake Press for UDOT Equipment Operations	Open: 8/6/2019 12:00:00 PM EST Close: 8/16/2019 12:00:00 PM EST	View Event
CF19072	Open	State Sensitive Document Printing And Copying Services	Open: 7/10/2019 2:00:00 PM EST Close: 8/16/2019 2:00:00 PM EST	View Event
DS20017	Open	Mattress Ticking for Utah Department of Corrections	Open: 8/6/2019 1:00:00 PM EST Close: 8/16/2019 3:00:00 PM EST	View Event
DS20019	Open	Manti Meadows Grass Plugs 2020	Open: 8/9/2019 1:00:00 PM EST Close: 8/16/2019 3:00:00 PM EST	View Event
DOT200073MPSS	Open	Notice of Sole Source- ATSSA Training, Supplies, and Certification	Open: 8/8/2019 3:30:00 PM EST Close: 8/16/2019 3:30:00 PM EST	View Event

At the bottom of the page, there is a 'Need Help?' link and a footer that reads 'Powered by JAGGAER | Privacy Policy'.

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

JAGGAER SUPPLIER NETWORK

Home > Supplier Portal Home > JAGGAER Supplier Network Home

JAGGAER Network ID
View Your Company's Network Profile
Manage Customer Registrations
Send New User Registration Request

Customer Portal Access

Customer	Registration Status	Customer Contact
Utah Supplier Portal	Complete	Utah Supplier Portal Support

[View All Registrations](#)

Need Assistance?

Help
Search for:

Browse the Table of Contents

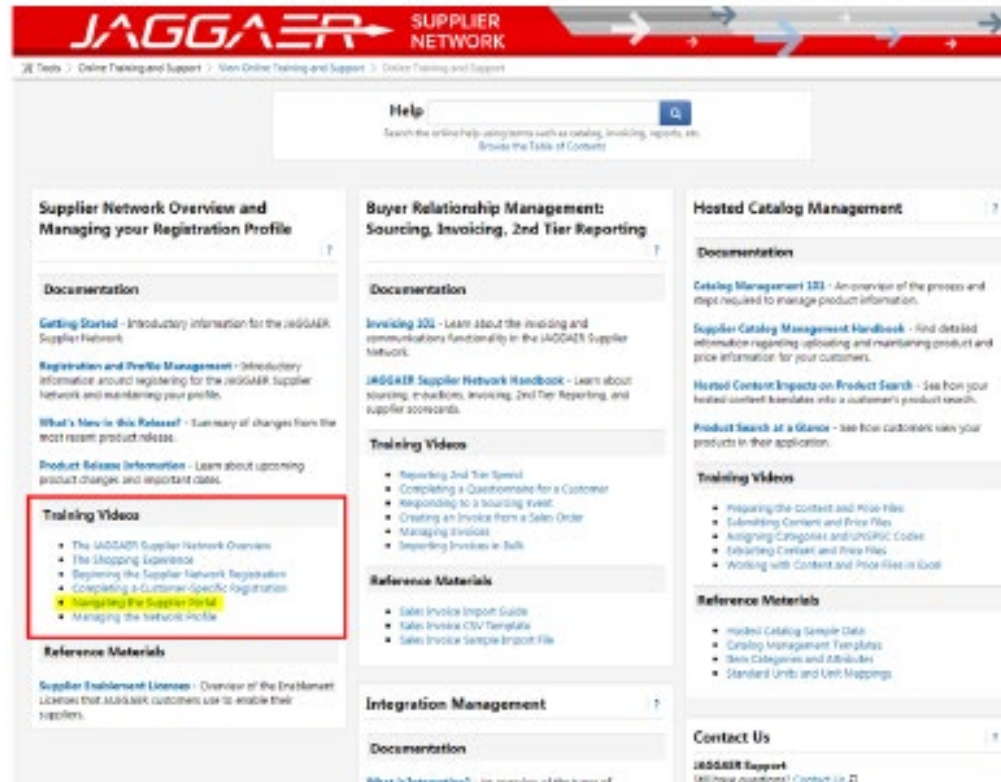
Training
Online Training and Support

Supplier Contact
Name:
Title:
Email:
Phone:

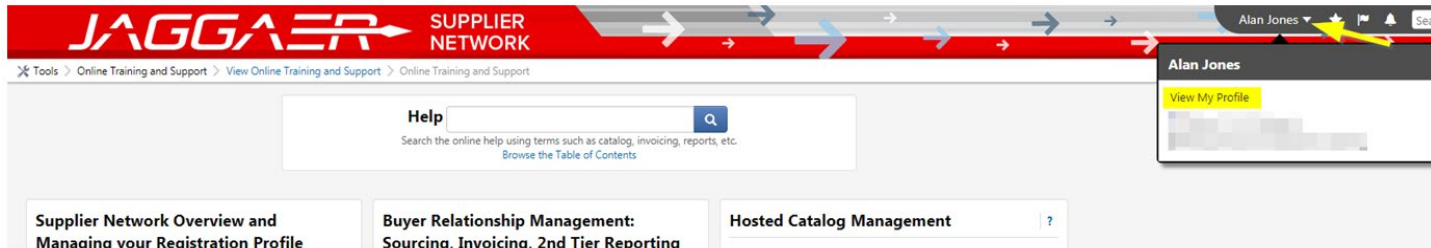
JAGGAER Support
Still have questions? [Contact Us](#)

Benchmarking
To learn more about SmartProcure, [click here](#)

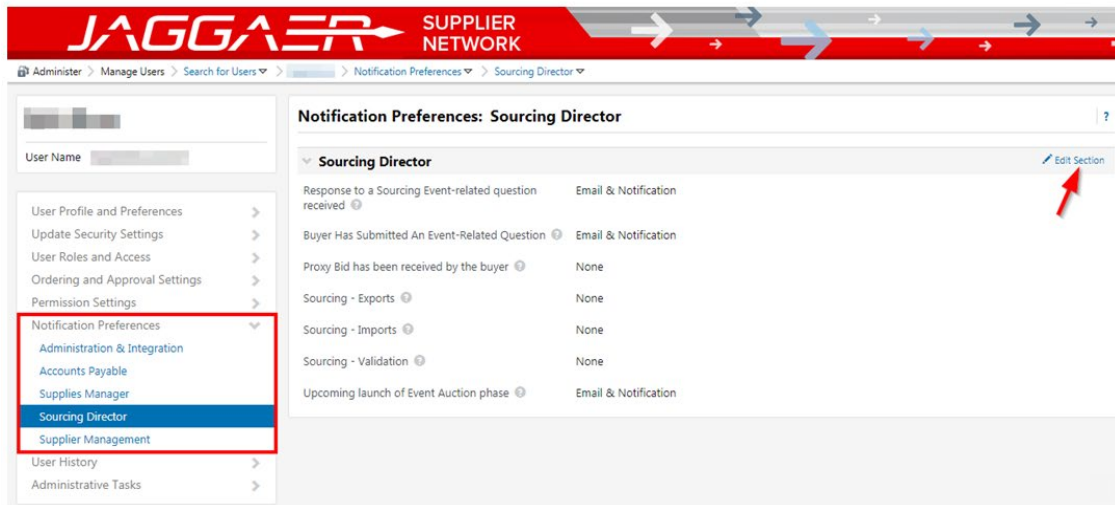
- After selecting Online Training and Support, you will be taken to a new screen with several options for training. On the left side of the screen, under Training Videos, select 'Navigating the Supplier Portal'. The training video will open up in a new window.



- 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'



Select Notification Preferences and the corresponding solutions for which you would like to update. When you are ready to update your preferences, select the 'Edit Section'.



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

The screenshot displays the JAGGAER Supplier Network interface. At the top, there is a red header with the JAGGAER logo and 'SUPPLIER NETWORK' text. Below the header is a breadcrumb trail: 'Administer > Manage Users > Search for Users > [User] > Notification Preferences > Sourcing Director'. The main content area is titled 'Notification Preferences: Sourcing Director'. On the left, there is a sidebar menu with 'Sourcing Director' highlighted. The main area contains a table of notification preferences for the Sourcing Director role.

Notification Event	Default	Override	Notification Type
Response to a Sourcing Event-related question received	<input checked="" type="radio"/>	<input type="radio"/>	Email & Notification
Buyer Has Submitted An Event-Related Question	<input checked="" type="radio"/>	<input type="radio"/>	Email & Notification
Proxy Bid has been received by the buyer	<input checked="" type="radio"/>	<input type="radio"/>	None
Sourcing - Exports	<input checked="" type="radio"/>	<input type="radio"/>	None
Sourcing - Imports	<input checked="" type="radio"/>	<input type="radio"/>	None
Sourcing - Validation	<input checked="" type="radio"/>	<input type="radio"/>	None
Upcoming launch of Event Auction phase	<input checked="" type="radio"/>	<input type="radio"/>	Email & Notification

At the bottom right of the table, there are two buttons: 'Save Changes' and 'Cancel'.