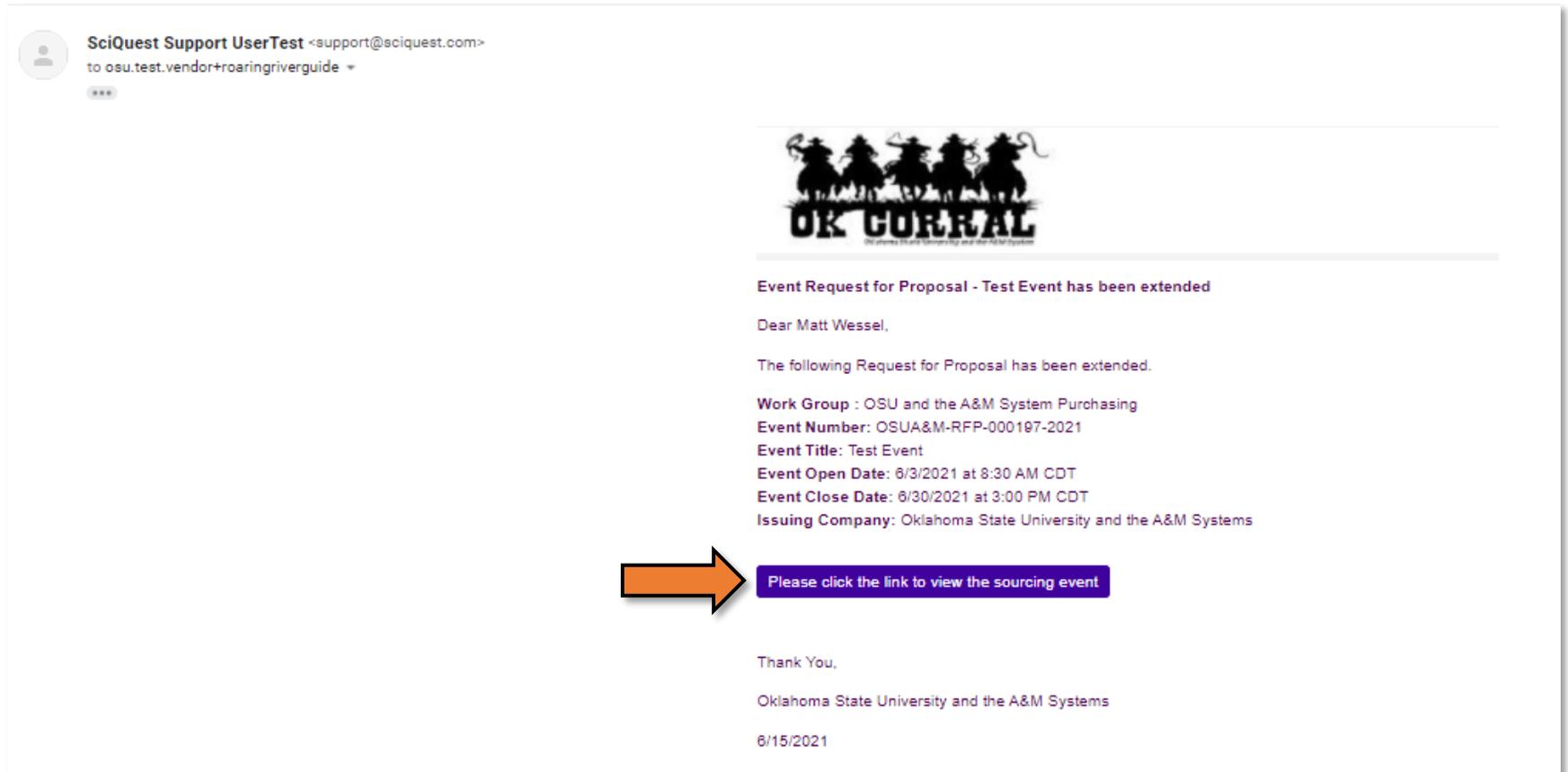


Updating the Default Time Zone in Your Supplier Profile

1. Log into your Jaggaer Supplier Profile by following the link in your email.



2. Enter your password as normal and click “Login”.



If you already have an account or are a registered supplier that has been invited to participate in a sourcing event, please login by entering your e-mail address, password and then click on the “Login” button.

Registered suppliers with up-to-date information have the ability to:

- Maintain payment & banking information
- Update contact information

 **Please login to view the sourcing event.**

English ▼

testsupplier@test.com

Email

.....

Password

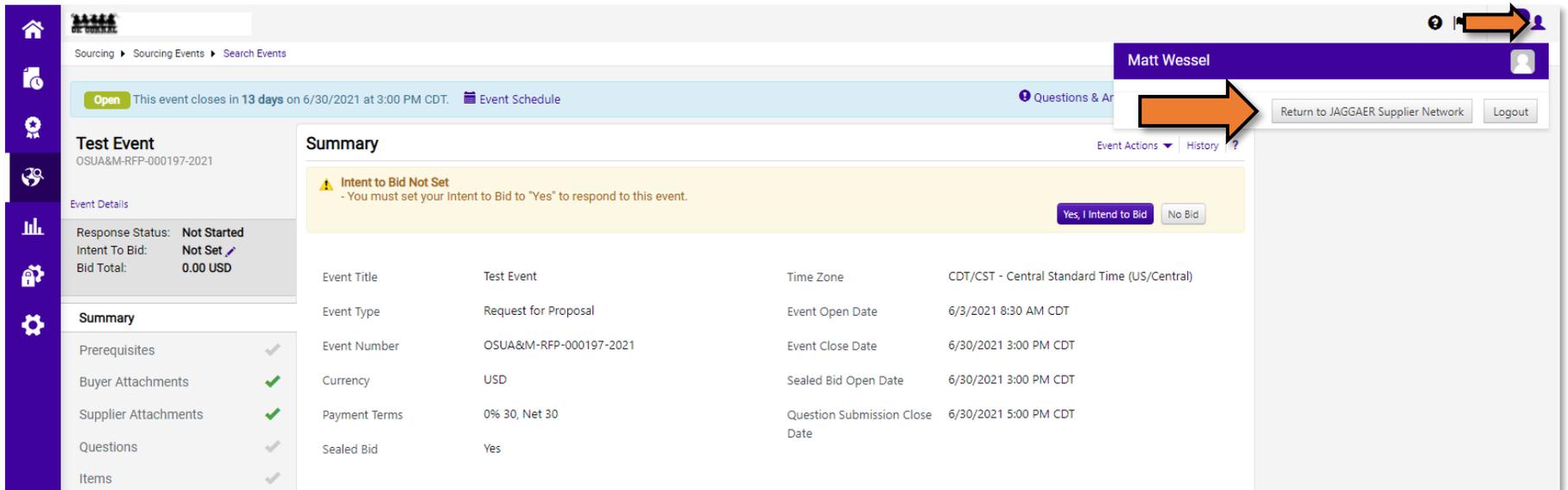
Login



Log In?

3. You will now need to “Return to Jaggaer Supplier Network”.

- a. Click the 
- b. From the dropdown, click “Return to JAGGAER Supplier Network”.



Sourcing > Sourcing Events > Search Events

Open This event closes in 13 days on 6/30/2021 at 3:00 PM CDT. [Event Schedule](#) [Questions & Answers](#)

Test Event
OSUA&M-RFP-000197-2021

Event Details

Response Status: **Not Started**
Intent To Bid: **Not Set** [✎](#)
Bid Total: **0.00 USD**

Summary

Prerequisites

Buyer Attachments

Supplier Attachments

Questions

Items

Summary

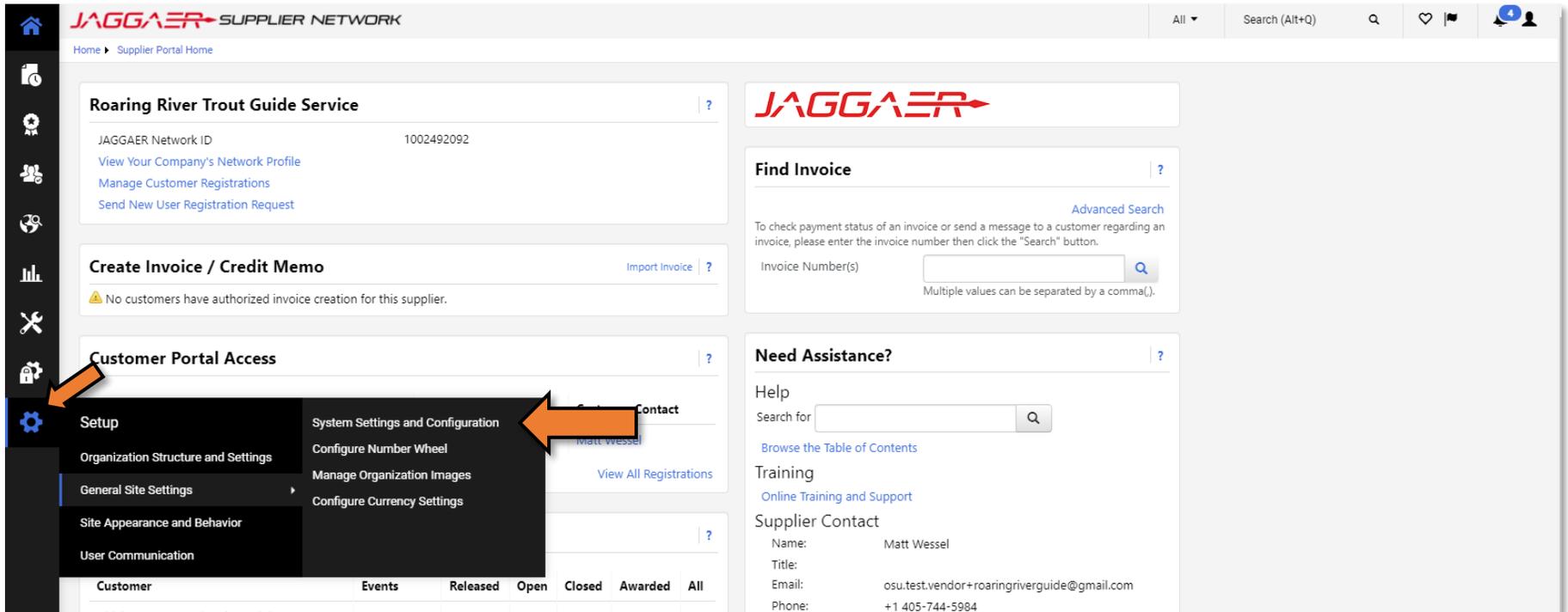
⚠ Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event. [Yes, I Intend to Bid](#) [No Bid](#)

Event Title	Test Event	Time Zone	CDT/CST - Central Standard Time (US/Central)
Event Type	Request for Proposal	Event Open Date	6/3/2021 8:30 AM CDT
Event Number	OSUA&M-RFP-000197-2021	Event Close Date	6/30/2021 3:00 PM CDT
Currency	USD	Sealed Bid Open Date	6/30/2021 3:00 PM CDT
Payment Terms	0% 30, Net 30	Question Submission Close Date	6/30/2021 5:00 PM CDT
Sealed Bid	Yes		

Matt Wessel

[Return to JAGGAER Supplier Network](#) [Logout](#)

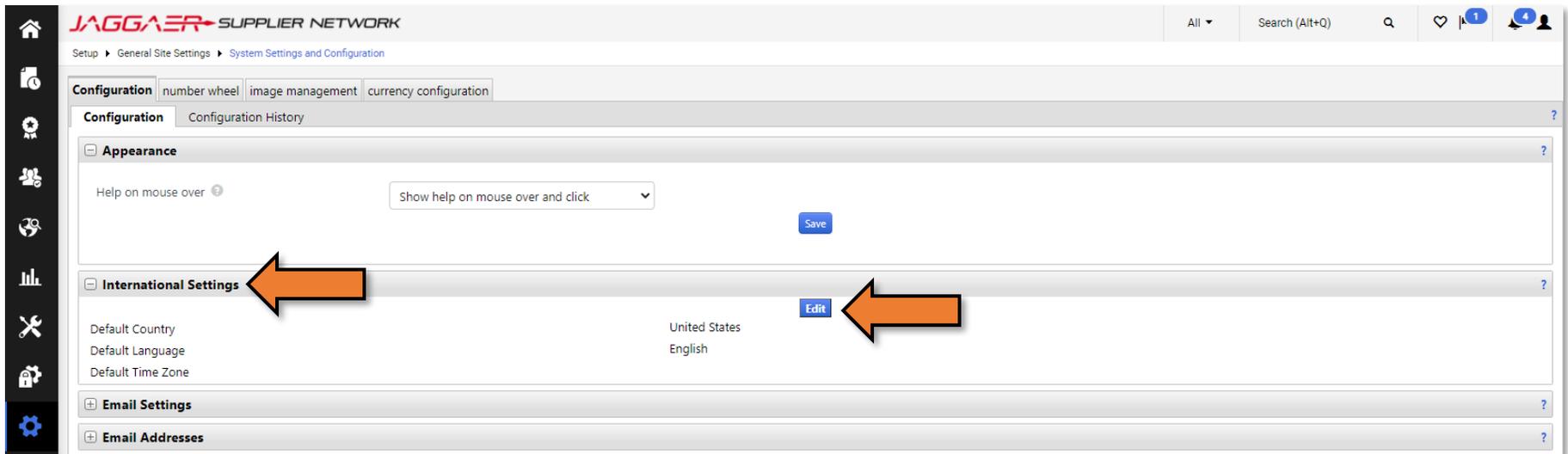
4. Hover over the  icon on the left of your screen.
 - a. Then go to “General Site Settings”, to “System Settings and Configuration”.



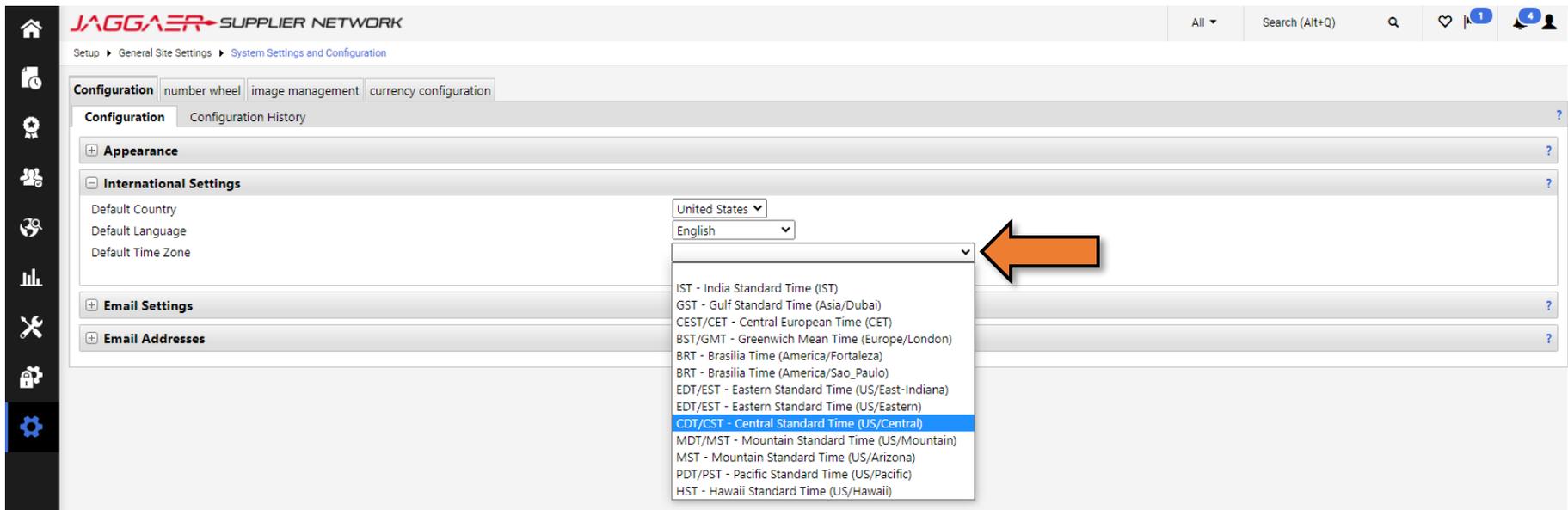
The screenshot displays the JAGGAER Supplier Network interface. On the left, a vertical navigation menu is open, showing the 'Setup' section. An orange arrow points to the gear icon in the menu, and another orange arrow points to the 'System Settings and Configuration' option. The main content area includes sections for 'Roaring River Trout Guide Service', 'Create Invoice / Credit Memo', 'Customer Portal Access', 'Find Invoice', 'Need Assistance?', and 'Supplier Contact'. A table with columns 'Customer', 'Events', 'Released', 'Open', 'Closed', 'Awarded', and 'All' is partially visible at the bottom.

Customer	Events	Released	Open	Closed	Awarded	All

5. Click on “International Settings”, then click the “Edit” button.



6. Click the drop-down next to “Default Time Zone” and select your desired time zone from the list.



7. Once you have selected your desired time zone, click the “Save” button.

The screenshot displays the JAGGAER SUPPLIER NETWORK configuration interface. The breadcrumb trail is Setup > General Site Settings > System Settings and Configuration. The main configuration area is titled 'Configuration' and includes tabs for 'number wheel', 'image management', and 'currency configuration'. Under the 'Configuration' tab, there are sections for 'Appearance', 'International Settings', 'Email Settings', and 'Email Addresses'. The 'International Settings' section is expanded, showing 'Default Country' (United States), 'Default Language' (English), and 'Default Time Zone' (CDT/CST - Central Standard Time (US Central)). A blue 'Save' button is located below the time zone dropdown, and a large orange arrow points to it.

