



JAGGAER Advantage

Supplier User Management

Overview



Supplier organizations can create multiple users that help manage different tasks and respond to different sections or events within the portal.

- RFxs
- Auctions
- Contracts

Login



After you registered as a Supplier, you can login with your “**Username**” and “**Password**”. Once logged in, the Supplier Super User has the ability to create new users and edit their rights.

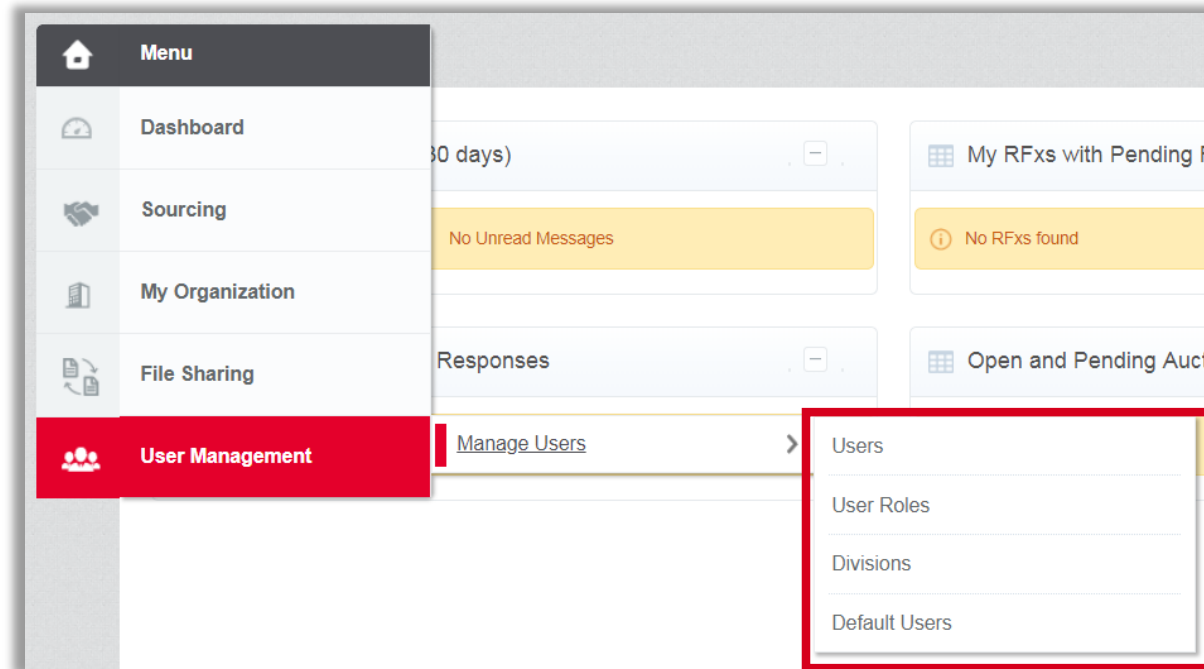
The screenshot shows the JAGGAER Supplier Login page. On the left, there are logos for several energy companies: BERKSHIRE HATHAWAY ENERGY, PACIFICORP, MIDAMERICAN ENERGY COMPANY, NVEnergy, BHE RENEWABLES, Northern Natural Gas, and Kern River. The main content area is titled "Suppliers" and includes the text "Save time and effort" and "Click the button below to register your company. If you have already registered, please login with your username and password." Below this text is a red "REGISTER" button. To the right of the "Suppliers" section is a "Login" section, which is highlighted with a red border. It contains two input fields: "Username" and "Password", followed by a red "ENTER" button. Below the "ENTER" button is a link that says "Forgot your username and password?". At the bottom of the page, there is a "Help Desk Contact" section with phone numbers for US/Canada, Philippines, and UK, and an email address. There is also a "Live Support" button with a speech bubble icon. At the bottom left, it says "Powered by JAGGAER". At the bottom right, there is a list of links: "Basic Navigation", "RFx Response", "Subuser guide", and "System Requirements".

Manage Users

Selecting “**Manage User**” within User Management allows the Supplier Super User to create new “**Users, User Roles, & User Divisions**”, as well as setting their “**Default User**”.

For successful use of the portal, it is recommended that each user have their own account and login credentials. Creating additional users gives supplier organizations the ability to access the tool and their respective RFX’s from multiple accounts.

Note: only one account can respond to an RFX at a time. Other user accounts will be directed to a read-only view if a user is currently responding.

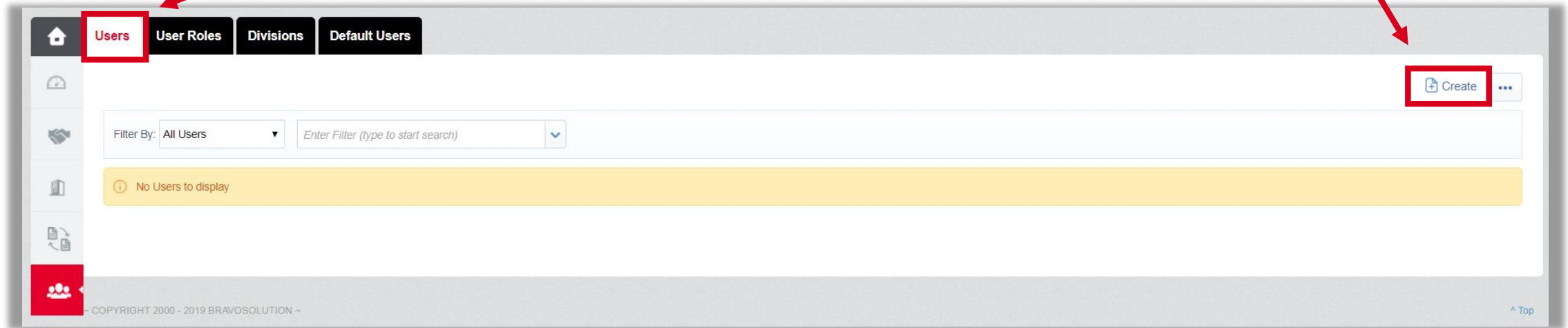


Sharing login information and/or working in the same user account from different web browsers and devices is NOT advised. This will create an error when the two users are making changes at the same time and the updates may not be saved.

Add Users



To add a new User, click the **“Users”** section, followed by **“Create”**.



New User



Enter the “**User Details**” information into the respective fields & select “**Save**”. Note: fields with a (*) are mandatory.

If User Roles have been created, select the respective “**Role Name**” & their rights will be auto-populated once User Details is saved.

The screenshot shows a web form for creating a new user. The form is titled "New User" and has a yellow header bar. Below the header, there are "Save" and "Cancel" buttons. The main section is "User Details". It contains several fields: Last Name, First Name, User Tag for Codes, E-mail, Telephone Number, Division Name, Department, Role Name, Choose your Username and check it is not already in use., Preferred Language, and Time Zone. A red box highlights the input fields for Last Name, First Name, User Tag for Codes, E-mail, Telephone Number, and the dropdown menus for Division Name, Department, Role Name, Preferred Language, and Time Zone.

User Rights



Select **“Edit”** to adjust all User Rights simultaneously.

Back To List

User: John Smith
Division: Division

Details

User Details User Rights

RFIs / RFxs

Visibility of RFX Lists	No
Access RFX Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, pricing etc)	No

Auctions

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No

Select the respective section’s **“Edit”** button, such as **“Edit RFX Rights”** to adjust only that section.

Back to List



Once the Supplier Super User has made and saved the appropriate User Rights, select **“Back to List”** to be directed back to the User Management page.

Back To List

User: John Smith
Division: Division

Details

User Details User Rights

RFIs / RFxs

Visibility of RFx Lists	No
Access RFx Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, pricing etc)	No

New User Login



New Users will receive an email containing their “**Username**” and Temporary “**Password**”. They will create their permanent password following their initial login.

Dear John Smith,

Welcome to BHE Platform.

Your User Name is: exampleuser

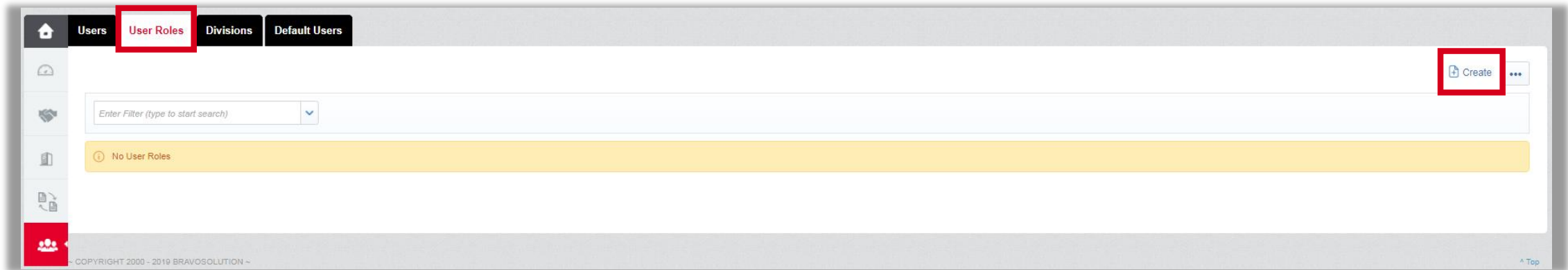
Your Password is: 0827841341

To log in to your account to access the functions associated with your account, click the following link and enter your Username and Password

Add User Roles



To add a new User Role, select the **“User Roles”** section, followed by **“Create”**. This allows the Supplier Super User to quickly assign permissions to users by selecting the user’s role.



User Role Rights



The Supplier Super User will be directed to the “**User Role**” page. Set the rights for the role. Note: once created these rights can be modified by selecting “**Edit**”, similar to editing a single user’s rights.

Section	Field Name	Value
General Settings	Role Name	[Empty]
	Shared Role	No
RFIs / RFxs	Visibility of RFx Lists	No
	Access RFx Details	No
	Create Response	No
	Modify Before Publishing	No
	Modify and Submit	No
	Contact Visible to Buyer	No
	Messages Management	No
	View Sensitive Data (including; attachments, response, pricing etc)	No

Edit User Role Rights



Select one of the User Roles to be directed to the User Rights page.

Role Name	Division Name	Created By	Date Created	Shared Role
1 Administrator	Division	Smith John	02/18/2019 01:18:53 PM	Yes

Total 1 Page 1 of 1

Role: Administrator
Division: Division

Details
User Rights Verification

General Settings

Role Name	Administrator
Shared Role	Yes

RFIs / RFxs

Visibility of RFx Lists	Yes
Access RFx Details	Yes

Within each User Role, the Supplier Super User can **“Edit”** that specific role’s “User Rights”.

User Role Verification



Within each User Role, the “**Verification**” section shows “**Users**” with rights that differ from their assigned role.

Role Name	Division Name	Created By	Date Created	Shared Role
1 Administrator	Division	Smith John	02/18/2019 01:18:53 PM	Yes

Role: Administrator
Division: Division

User Rights: **Verification**

No Users assigned this Role have modified Rights

Add Divisions



To add a new Division, click **“Divisions”**, followed by **“Create”**.

Division Name	Division Manager	Division Created
1 Division	Smith John	01/21/2019 03:54:22 PM

Total 1

Page 1 of 1

Divisions can be used to segregate supplier users into separate business units, divisions, etc., but are not required.

Division Details



Enter the Division Details. Note: fields with a (*) are mandatory.

New Division

Save Cancel

Division Details

* Division Name

Division Title

Division Tag for Codes

* Division Manager
Smith John ▼

Divisions



Select one of the Divisions to be directed to the “**Divisions Details**” page.

Division Name	Division Manager	Division Created
1 Division	Smith John	01/21/2019 03:54:22 PM
2 Division 2	Smith John	02/18/2019 04:09:56 PM

Division: Division 2
Manager: John Smith

Details

Division Details **Users** Visibility Departments Verification

Division Details

Within each Division, the Supplier Super User can view the “**Users**”, “**Visibility**”, “**Departments**”, and “**Verification**” for that specific Division.

Division Users



Within each Division, the Supplier Super User can view the “**Users**” for that specific Division.

The screenshot displays a web interface for managing users within a specific division. At the top, there is a 'Back To List' button and a dropdown menu for 'Division: Division 2' with 'Manager: John Smith' listed below it. A 'Details' tab is active, showing a navigation bar with 'Division Details', 'Users', 'Visibility', 'Departments', and 'Verification'. The 'Users' tab is highlighted with a red box. Below the navigation bar is a search filter input field with the placeholder text 'Enter Filter (type to start search)'. An 'Export List' button is located on the right side. The main content area contains a table with the following columns: 'Last Name', 'First Name', and 'Role Name'. The table has one row with the following data: '1', 'Smith', 'John', and 'Role Name'. At the bottom left, it says 'Total 1', and at the bottom right, it says 'Page 1 of 1'.

	Last Name	First Name	Role Name
1	Smith	John	Role Name

Division Visibility



Within each Division, the Supplier Super User can view and set the “**Visibility**” for that specific Division. Divisions can be set to be visible to other specific divisions.

Back To List

Division: Division 2
Manager: John Smith

Details

Division Details Users **Visibility** Departments Verification

Enter Filter (type to start search)

Division Name	Is the current division able to see this Division and related Users?
1 Division	No

Total 1

Page 1 of 1

Division Departments



Within each Division, the Supplier Super User can add “**Departments**” into that specific division. This will allow the Suppler to further segregate and organize its users. Creating “**Departments**” is not required.

A screenshot of a web application interface. At the top, it shows a dropdown menu for 'Division: Division 2' with 'Manager: John Smith' below it. Below this is a navigation bar with tabs: 'Details', 'Division Details', 'Users', 'Visibility', 'Departments', and 'Verification'. The 'Departments' tab is highlighted with a red rectangular box. To the right of the navigation bar is a '+ Add' button. Below the navigation bar is a table with one row: '1 Department 1'. To the right of the table are two icons: a trash can and a document with a pencil.

Division Verification



Within each Division, the “**Verification**” section shows “**Users**” with rights that exceed the Division Manager.

A screenshot of a web application interface. At the top left, there is a "Back To List" button with a left-pointing arrow. Below it, a grey header bar displays "Division: Division 2" with a dropdown arrow and "Manager: John Smith". A "Details" tab is active, showing a navigation menu with "Division Details", "Users", "Visibility", "Departments", and "Verification". The "Verification" tab is highlighted with a red rectangular box. Below the navigation menu, a yellow banner contains a warning icon and the text "No Users in this Division have modified Rights".

Further Help



- For further help, please check out the online help for suppliers.
- Alternatively you can email the JAGGAER helpdesk at customersupport@jaggaer.com or call 844-217-0017.