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.

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.
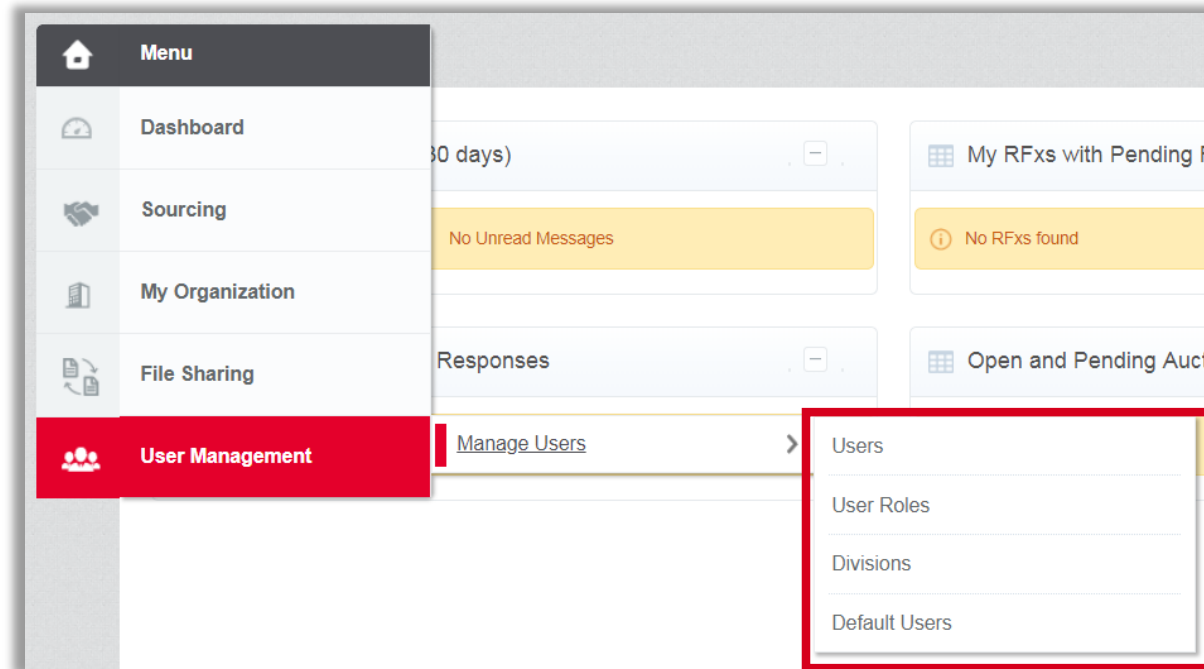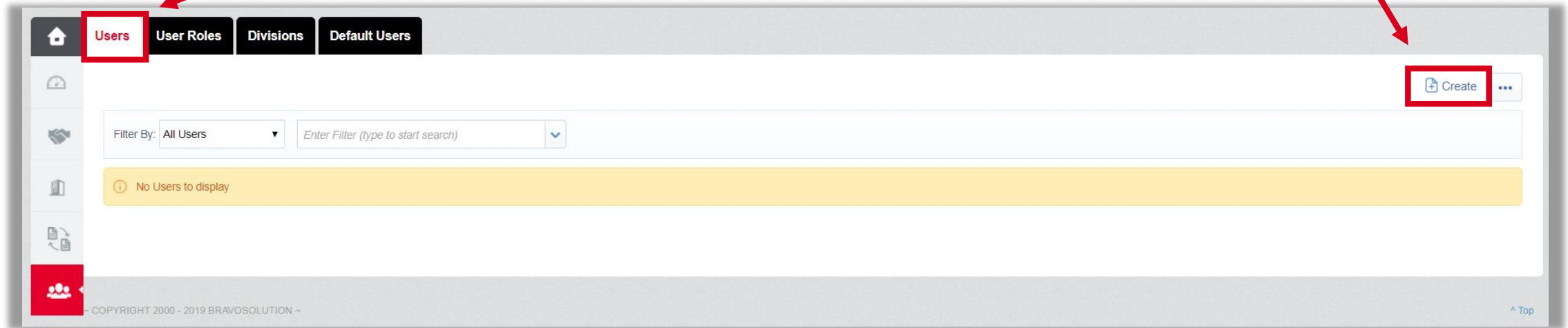

Sharing login information and/or working in the same user account from different web browsers and devices is NOT advised. This will create an error when the two users are making changes at the same tie and the updates may not be saved.

Add Users

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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.

User Rights

Select **"Edit"** to adjust all User Rights simultaneously.

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.

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.
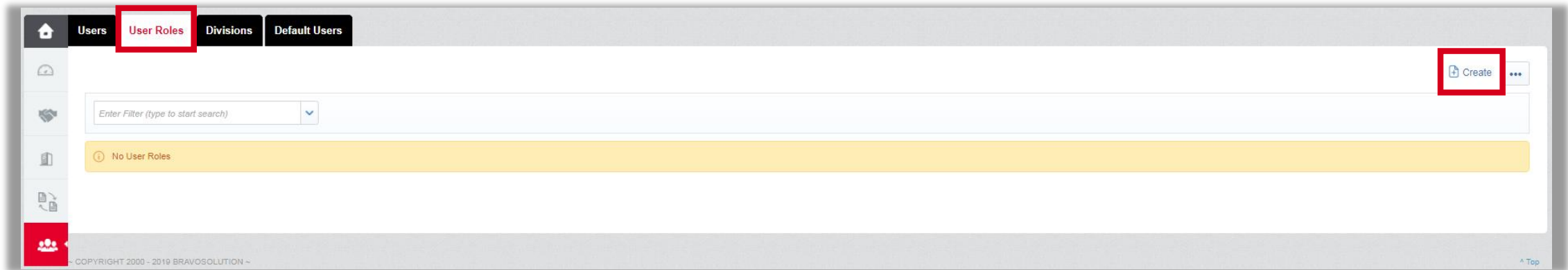
User Role Rights

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.

Edit User Role Rights

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

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.

Add Divisions

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

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   X 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.

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.

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.

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.

Division Verification

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

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.