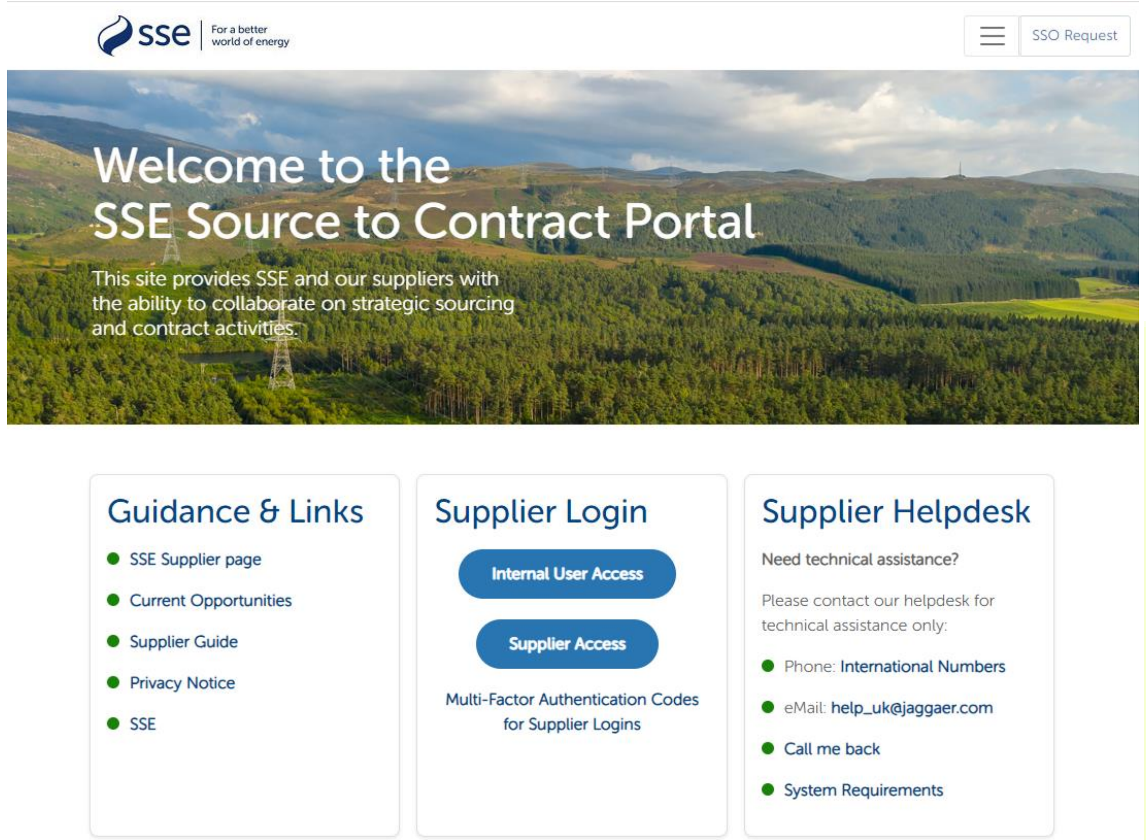
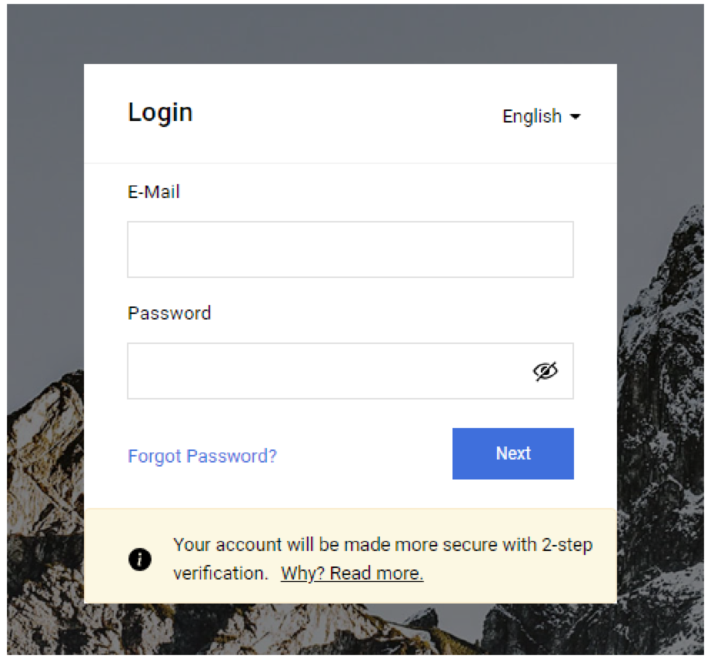
Creating New Supplier Users

SSE Jaggaer Procurement Portal

Logging In

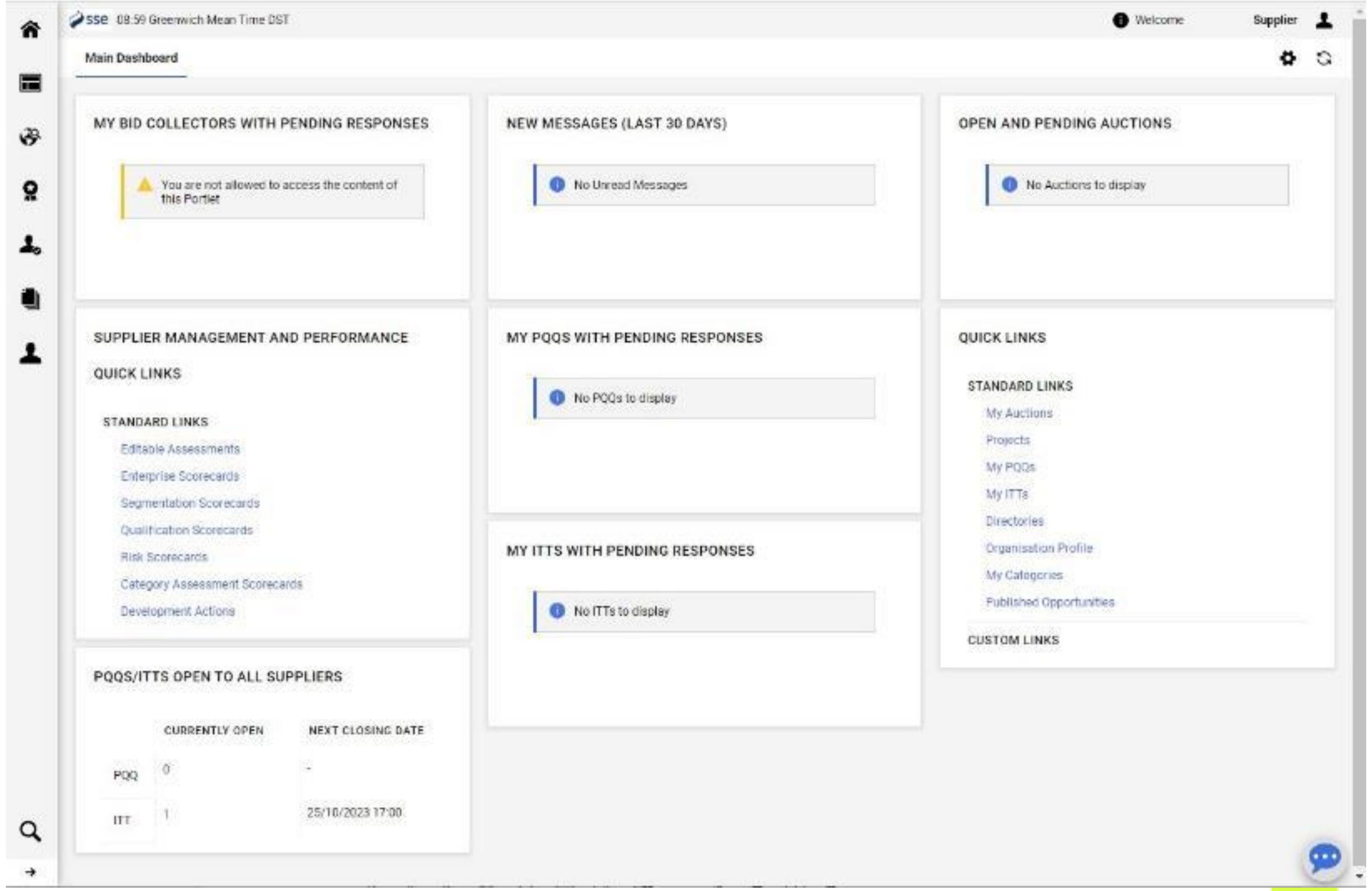
- Navigate to the SSE Jaggaer portal homepage at
- https://sse.app.jaggaer.com
- Click the blue “Supplier Access” button
- On the next screen enter your email and password details and click “Next” to log in
- Note: You may receive a multi-factor authentication code to your registered email – enter this code if prompted
- Visit this site to learn more about 2 step verification
- https://www.jaggaer.com/solutions/supplier-identity-management/

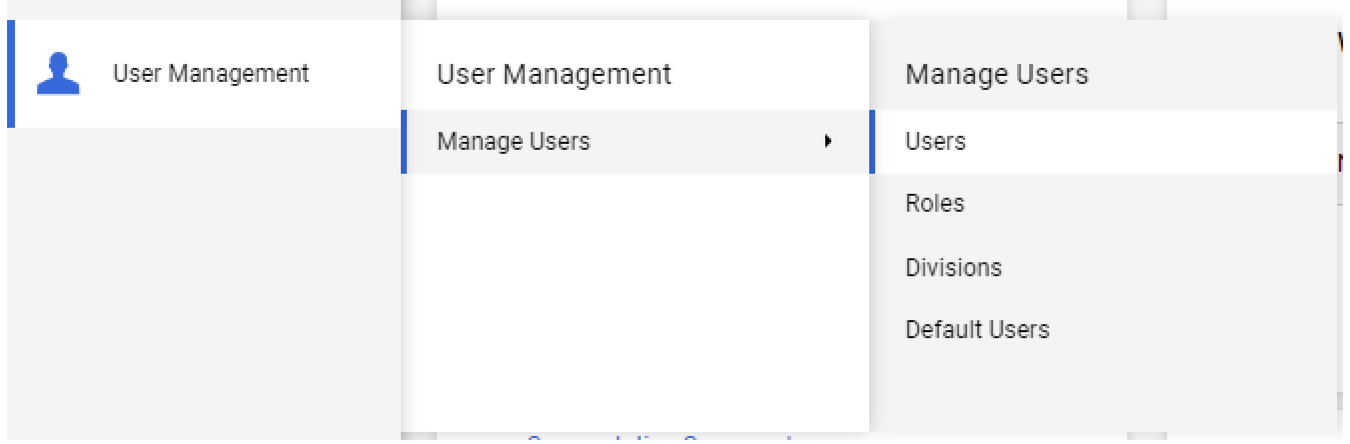




Supplier Homepage

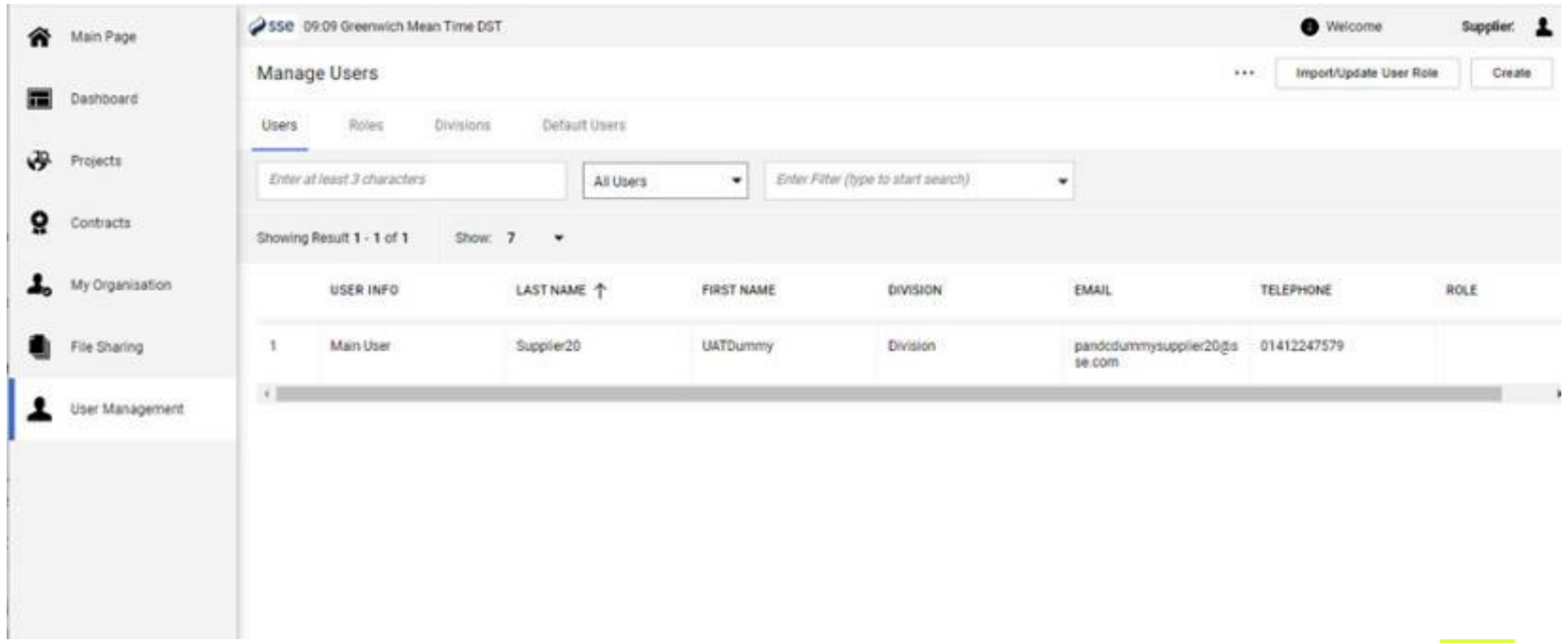
- The Portal homepage contains a main menu on the left and several widgets on the screen (these may vary from the picture shown, depending on site configuration)
- You can expand the left hand menu using the arrow at the bottom to view text headings for ease of use.
- To register an additional user, click “User Management” -> “Manage Users” -> “Users” to open the user list.

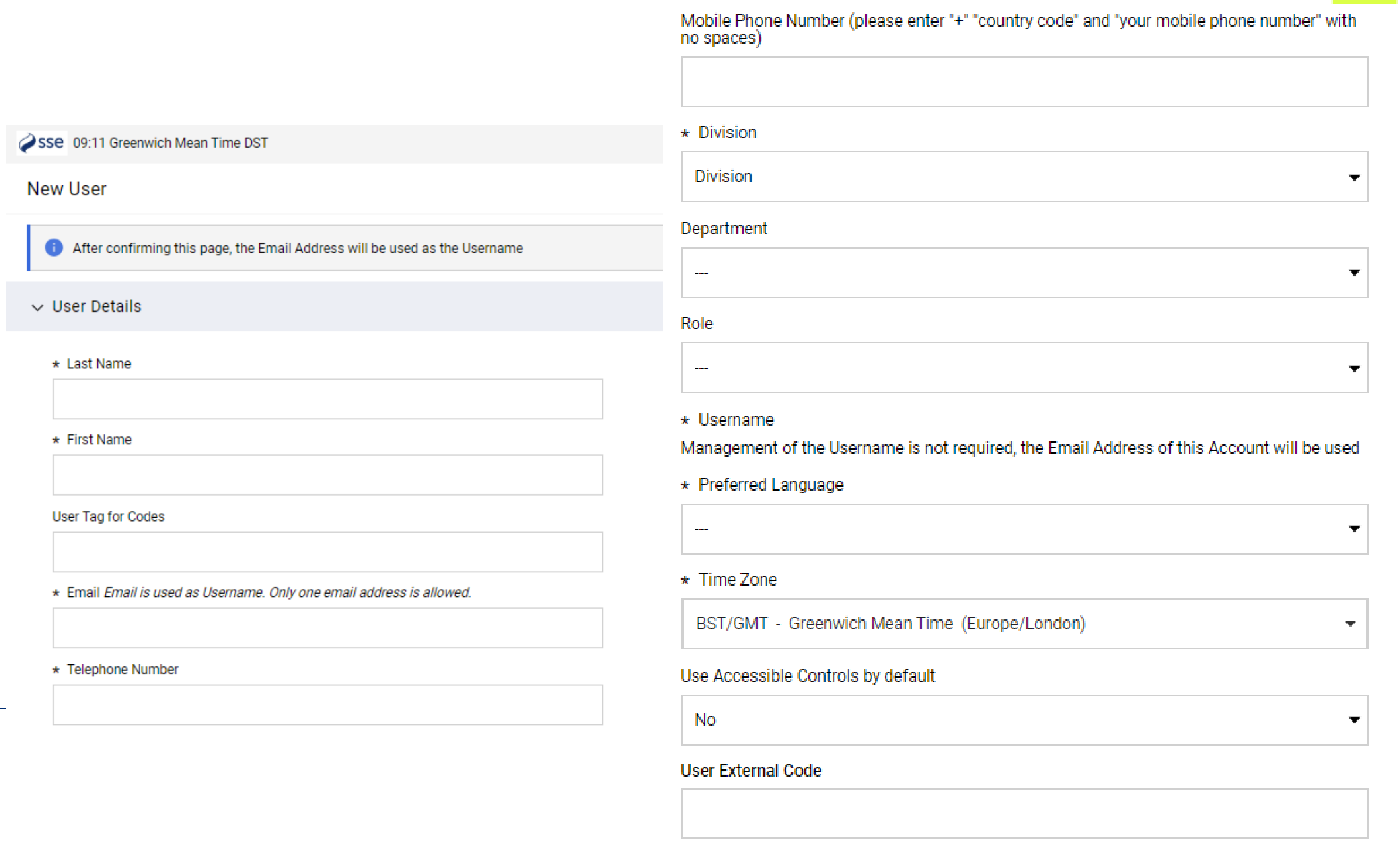




Manage Users

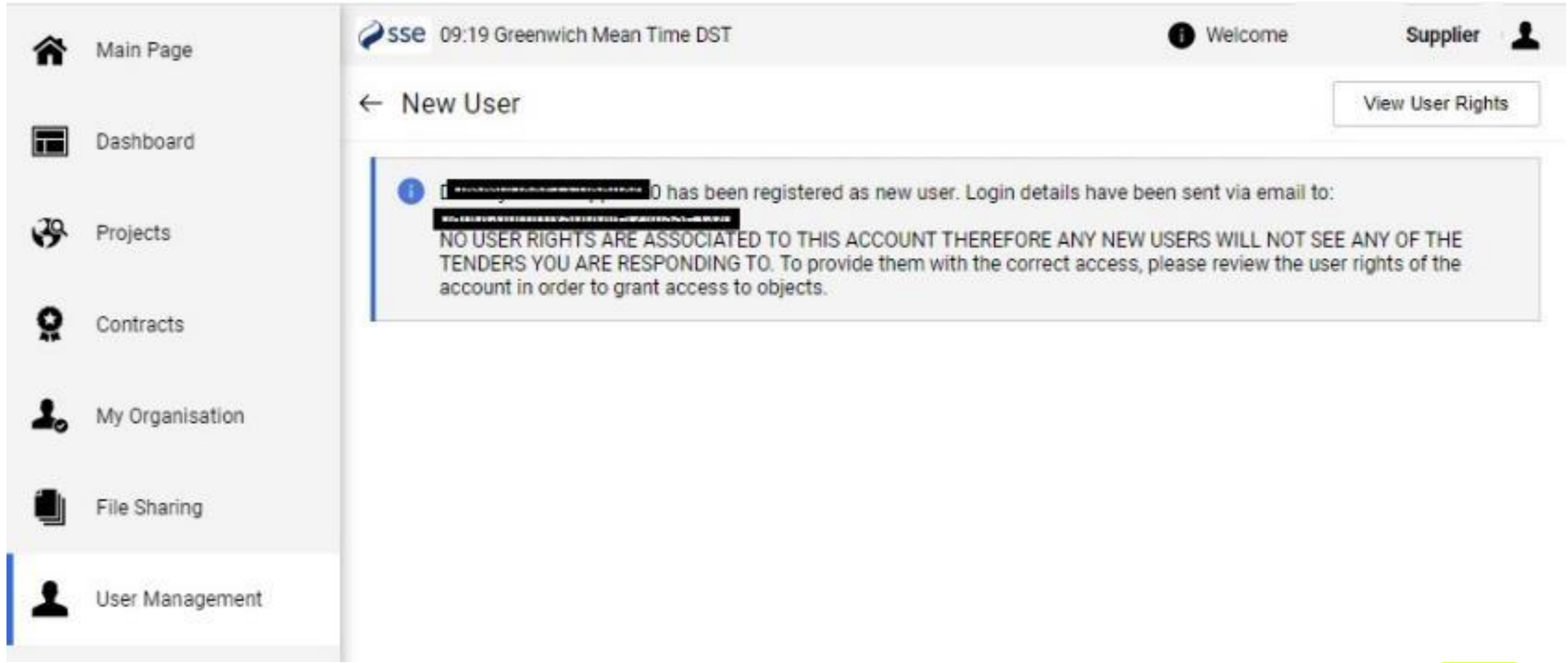
- All existing users for your company profile will be shown in the list.
- To add a new user simply click the “Create” button at the top right.
- On the next “New User” screen enter the required user details in the mandatory fields (marked with an asterisk).
- Other fields may be left blank or left with the default settings.
- Note the email address must be unique as it will act as the Username for login.





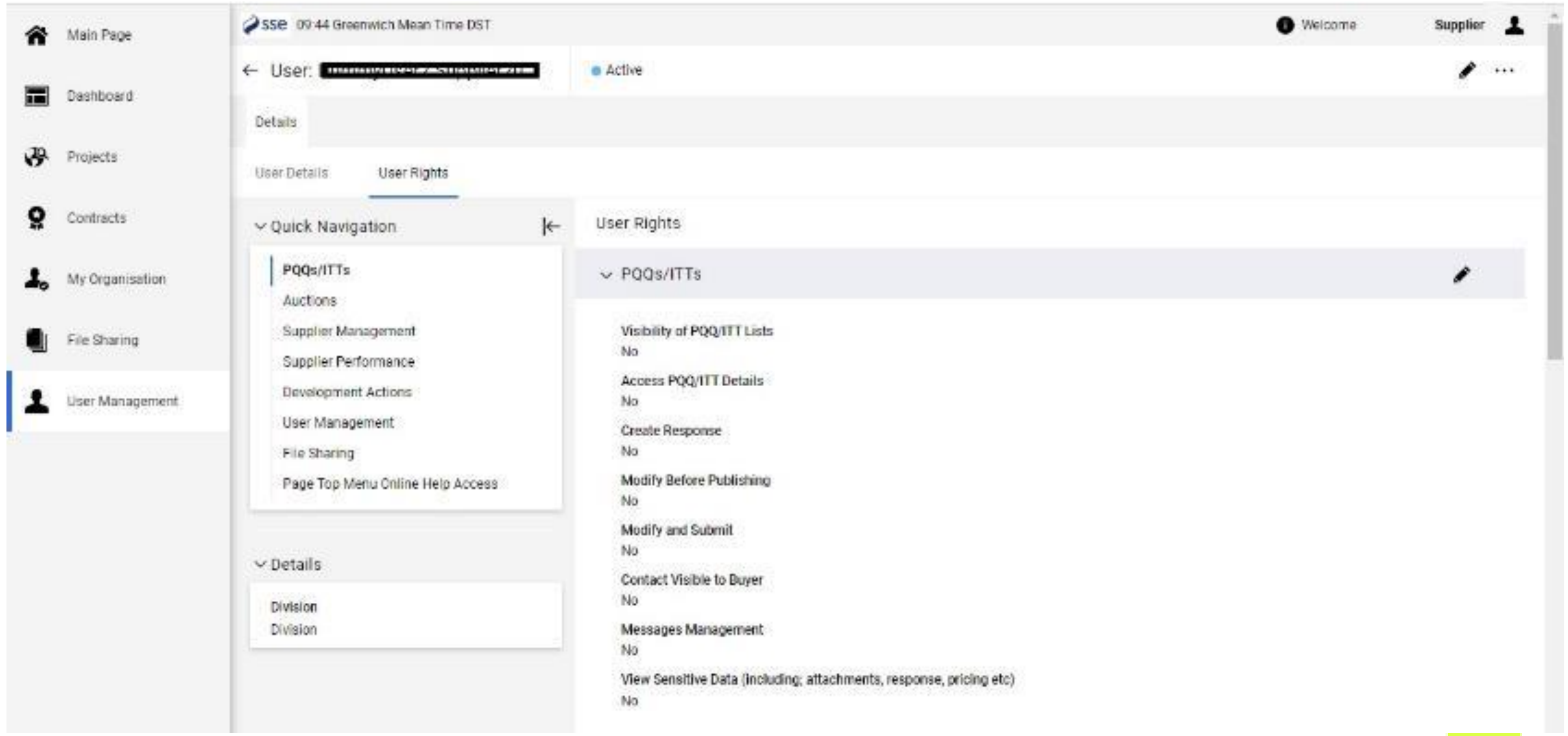
User Rights

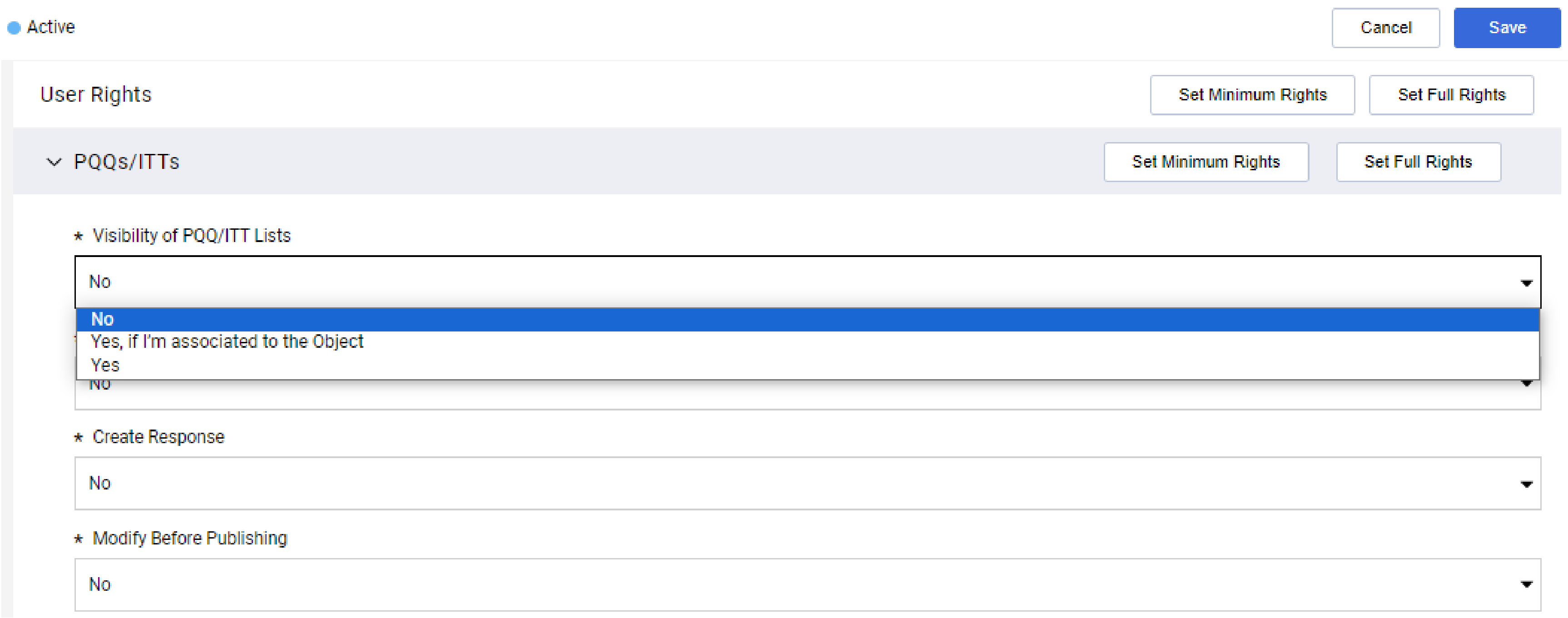
- Once the new user is registered you will see a reminder stating that no user rights are granted automatically to the account (example shown).
- These rights need to be added by clicking the “View User Rights” button at the top right of the message screen.
- For security reasons, new users added can log into the system but will not be able to see any events or activities until the main user has granted the rights.



Editing Permissions

- At the top right of the User Rights page click the top pencil icon to edit all the user rights sections.
- Alternately click the pencil icon beside a single section to edit that one section only.
- You can click the “Set Full Rights” button to grant all permissions or edit each one individually if required.
- In edit mode each permission has a dropdown usually with 2 or 3 choices depending on the options available.
- We recommend to set the final “Access to Online Help” option to “Yes” for all users to allow viewing of the help screens.





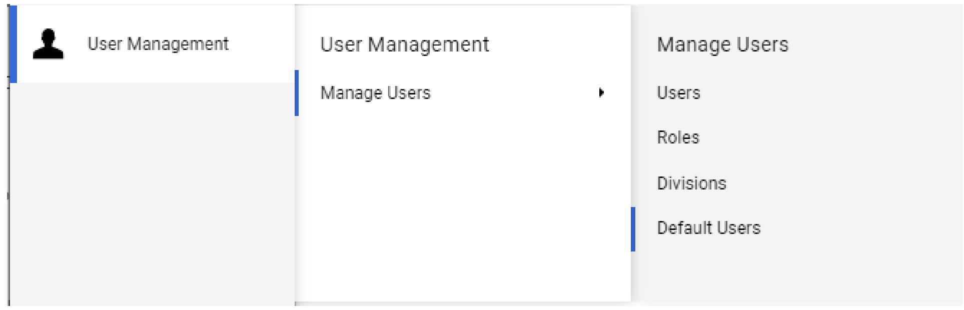
Permission Options

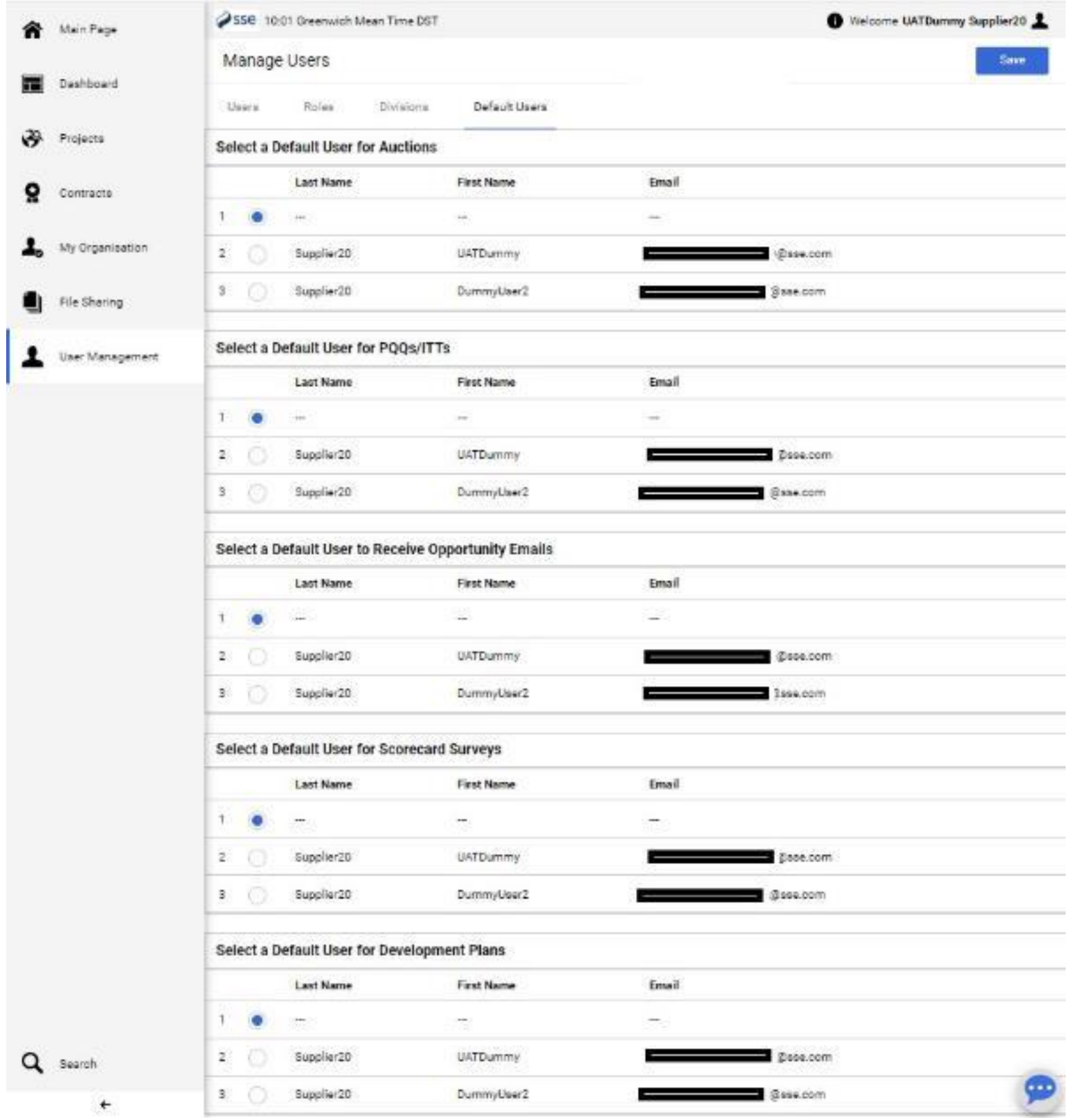
- Standard options for permissions include:
- **No** - User never has this permission
- **Yes** - User always has this permission
- **Yes, if I'm associated to the Object** - User has that permission only if they have been added to that specific PQQ/ITT or auction event

- Other options exist for the Supplier Performance section to access scorecard results and for the Development Actions section for viewing any actions.
- These elements are not in use across all suppliers.

Default Users

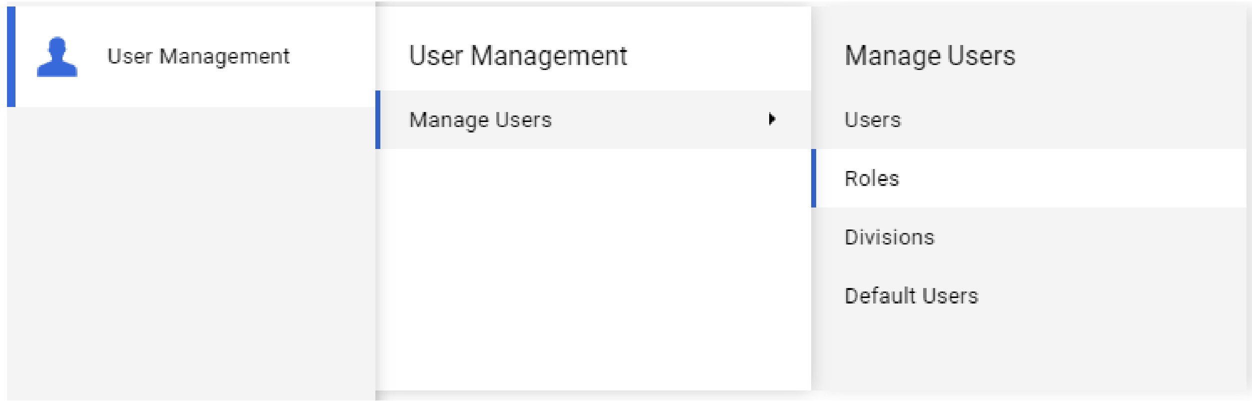
- The initial main supplier user is set by default to receive all notification emails about events.
- With any additional user(s) added you can choose which user receives different types of notifications.
- In the menu click “User Management” -> “Manage Users” -> “Default Users”.
- For each section choose option 1 to notify all users of those activities or select a single user from those listed (dummy examples shown).
- We recommend to select all users for notifications unless your business rules don’t allow. This avoids issues during any staff absence/holidays or when a user leaves your company.

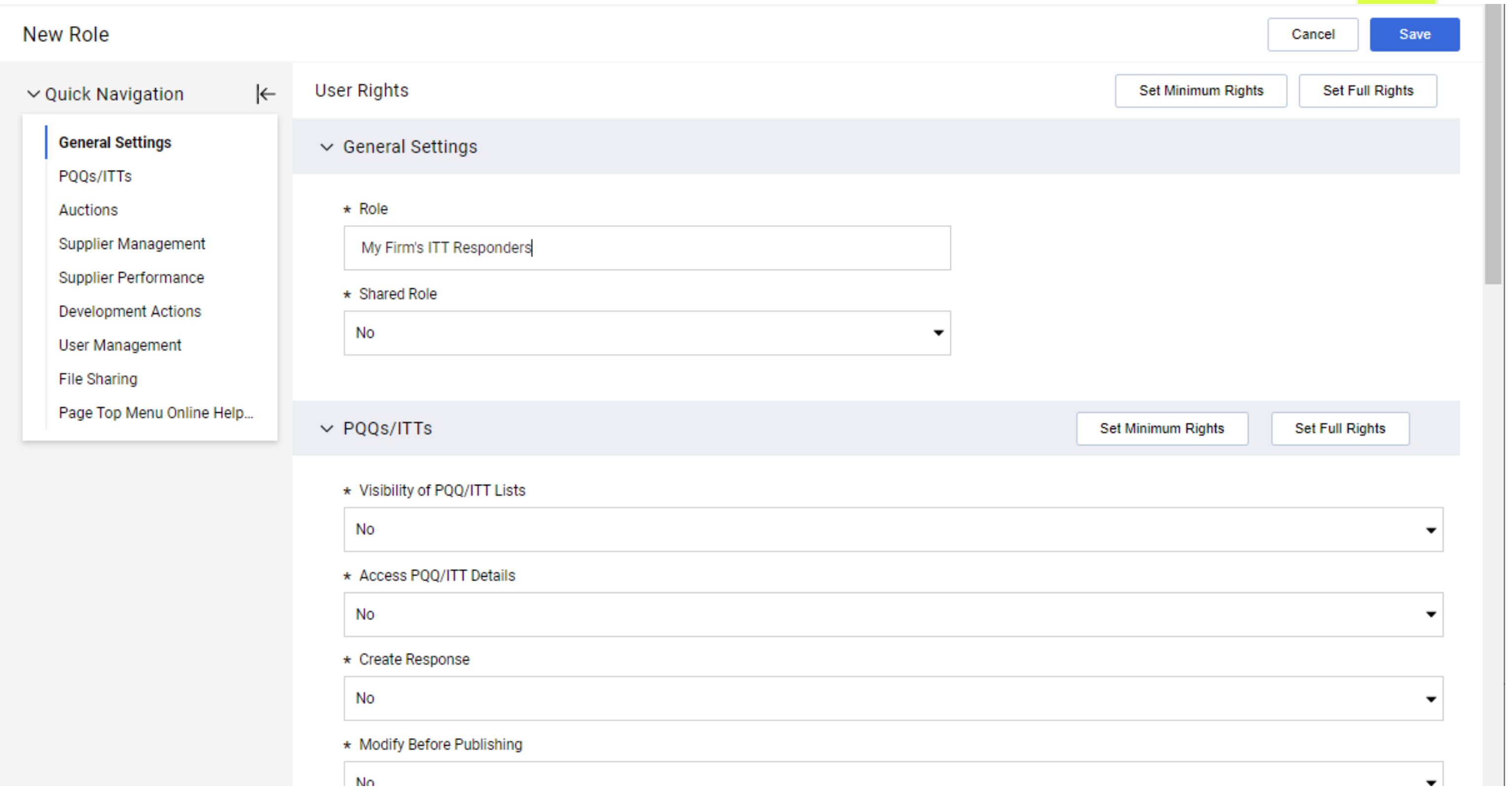




User Roles (OPTIONAL)

- In the event you need to set up a large number of users with varying permissions you can configure bespoke user roles to save time configuring permissions for each user.
- From the menu select “User Management” -> “Manage Users” -> “Roles”.
- Here you can create a new role, provide a title, and set the required permissions for that role in using the dropdown options in each section.
- As before you have the “Set Full Rights” and “Set Minimum Rights” shortcuts if needed.
- Click the “Save” button to complete the role setup.
- Roles can then be assigned to existing users within their profile User Details page or when first creating a new user.





User Divisions (INFO ONLY)

- Each supplier company is created with a default “Division” which controls user access to that firm’s profile. You can see this listed in the User Management menu options.
- While this Division is required for system access, there is no need to modify this or create any new Divisions to segregate different teams or companies.
- SSE requires each registered company to have its own unique profile within the portal for clear identification and selection purposes.
- Company group-wide profiles with different divisions should not be created as this may cause issues when events are being assigned to the different registered company profiles.

Assistance

- Should you need help with setting up new users, permissions or roles, the Jaggaer Customer Helpdesk are available to support.
- Support links and telephone numbers can be found on the portal landing page at https://sse.app.jaggaer.com and are listed below.

- Telephone Numbers: https://www.jaggaer.com/support/phone-numbers/
- Submit a Supplier Support Ticket - https://www.jaggaer.com/submit-supplier-support-request/