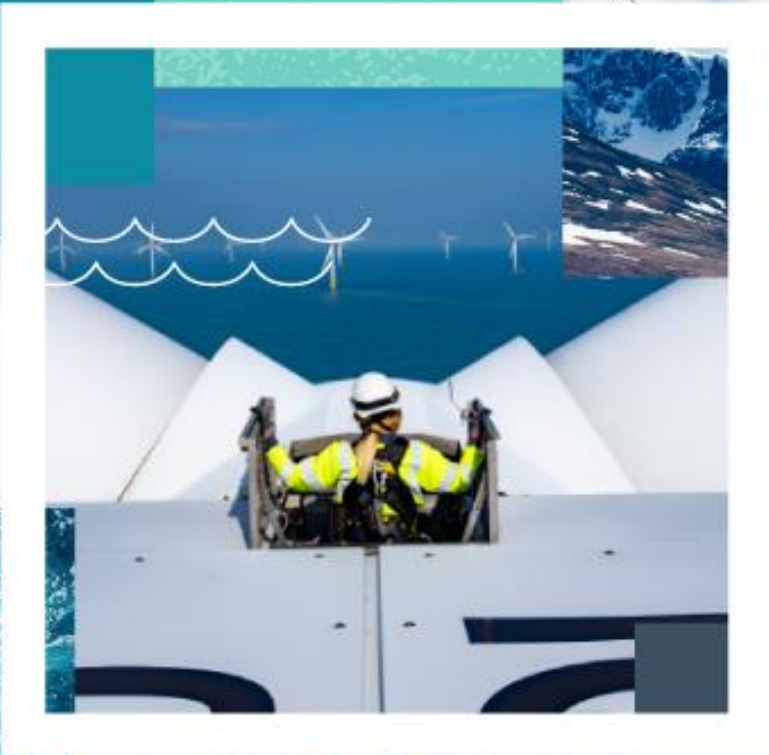


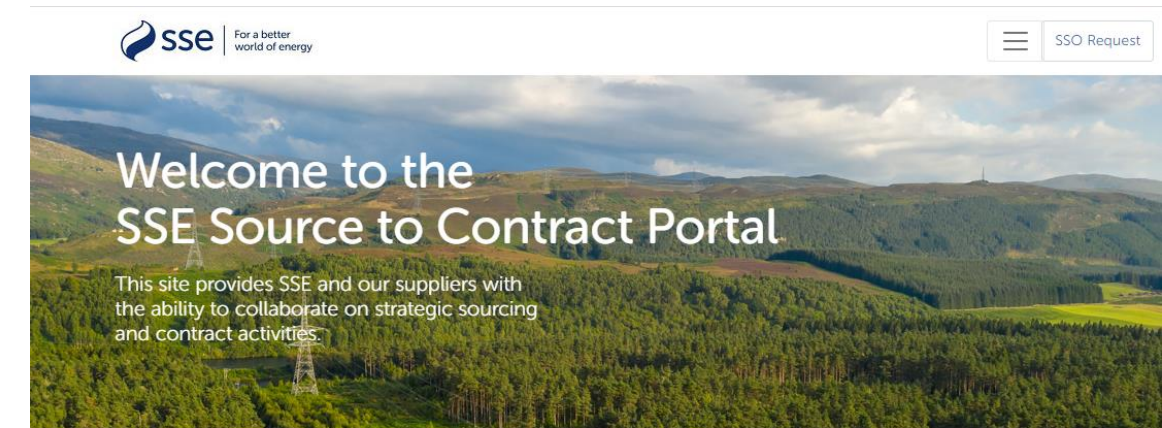
Creating New Supplier Users

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/>

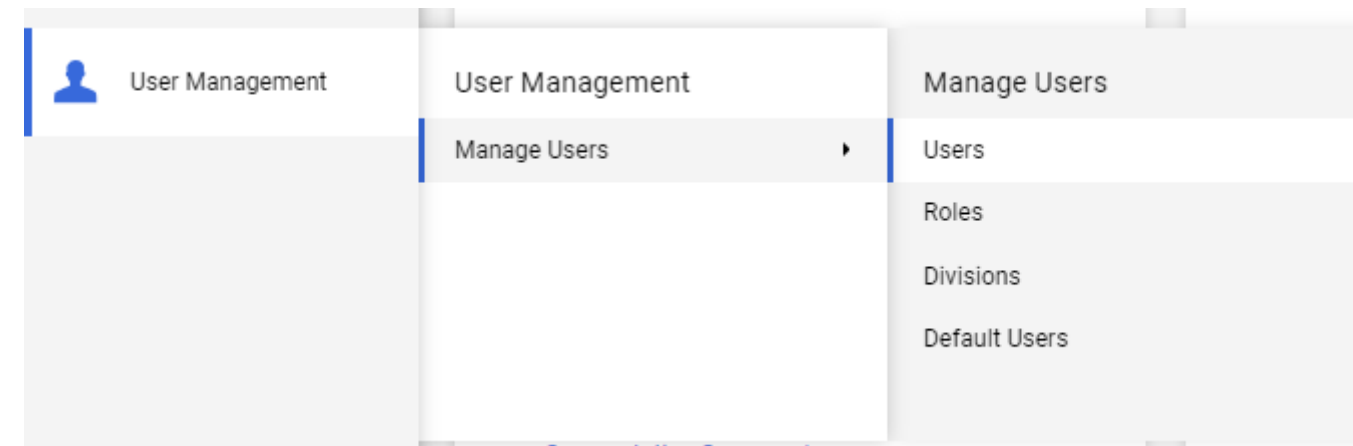
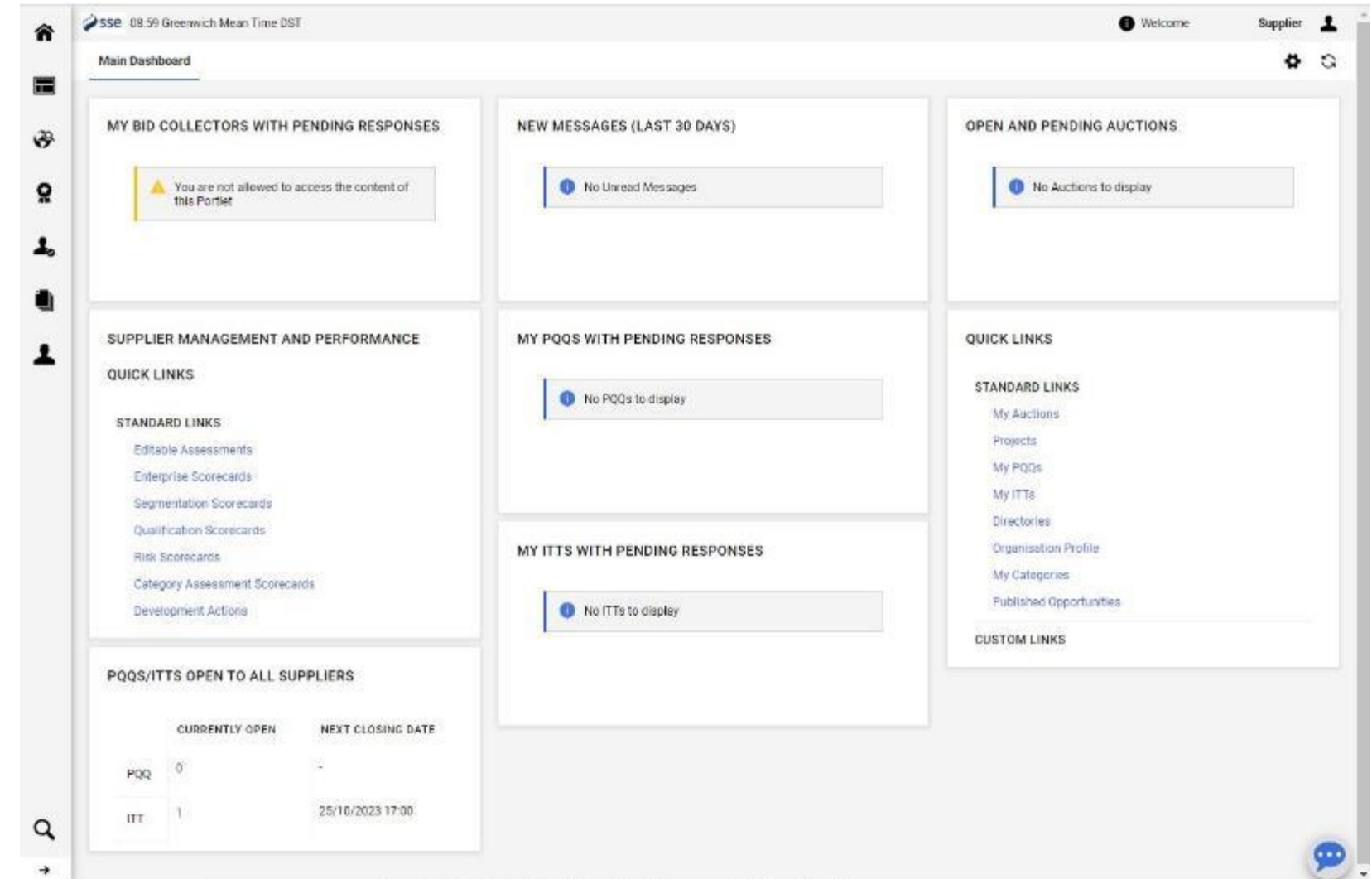


This screenshot shows three main navigation panels. The first panel, "Guidance & Links", contains a list of links: "SSE Supplier page", "Current Opportunities", "Supplier Guide", "Privacy Notice", and "SSE". The second panel, "Supplier Login", features two prominent buttons: "Internal User Access" and "Supplier Access". Below these buttons, it mentions "Multi-Factor Authentication Codes for Supplier Logins". The third panel, "Supplier Helpdesk", asks "Need technical assistance?" and provides contact information: "Please contact our helpdesk for technical assistance only:", "Phone: International Numbers", "eMail: help_uk@jaggaer.com", "Call me back", and "System Requirements".

The screenshot shows a "Login" form. At the top right of the form is a language selector set to "English". Below this are two input fields: "E-Mail" and "Password". The password field has an eye icon to toggle visibility. Below the input fields are two links: "Forgot Password?" and a blue "Next" button. At the bottom of the form, there is a yellow information banner that reads: "Your account will be made more secure with 2-step verification. Why? Read more."

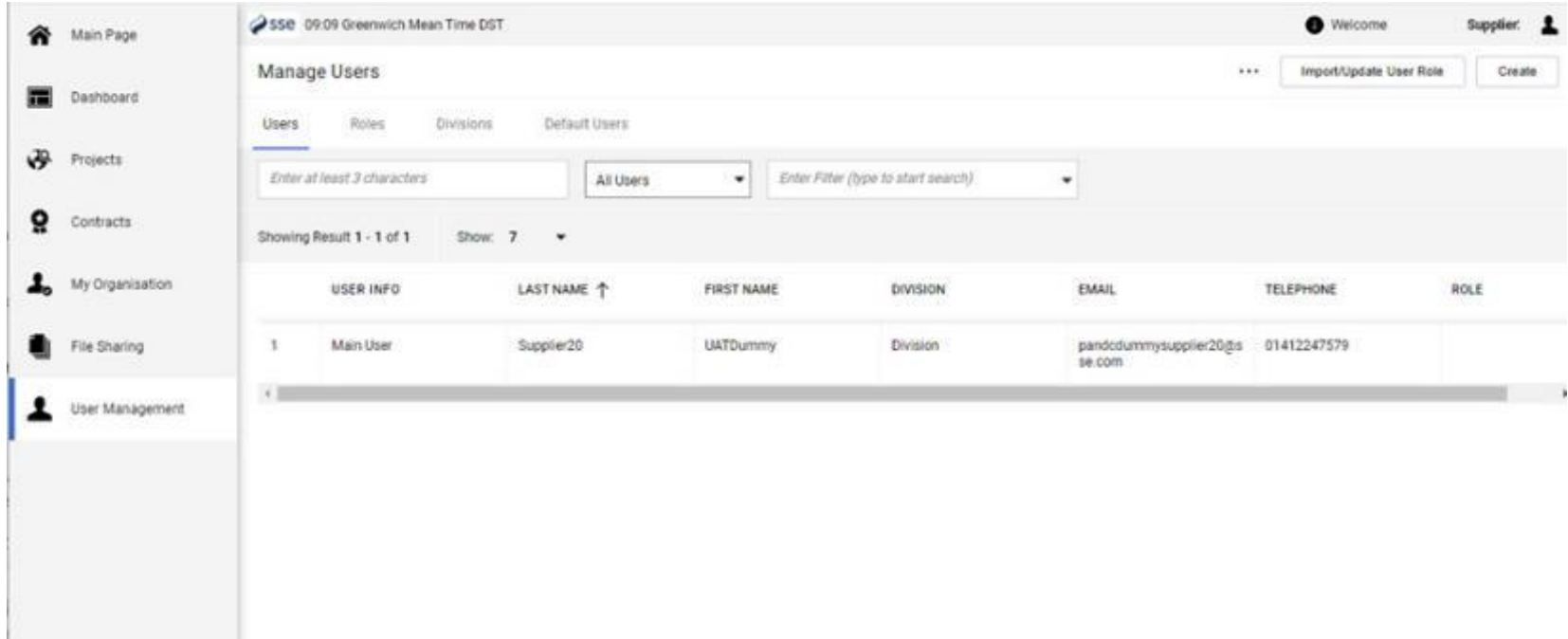
Supplier Homepage

- 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

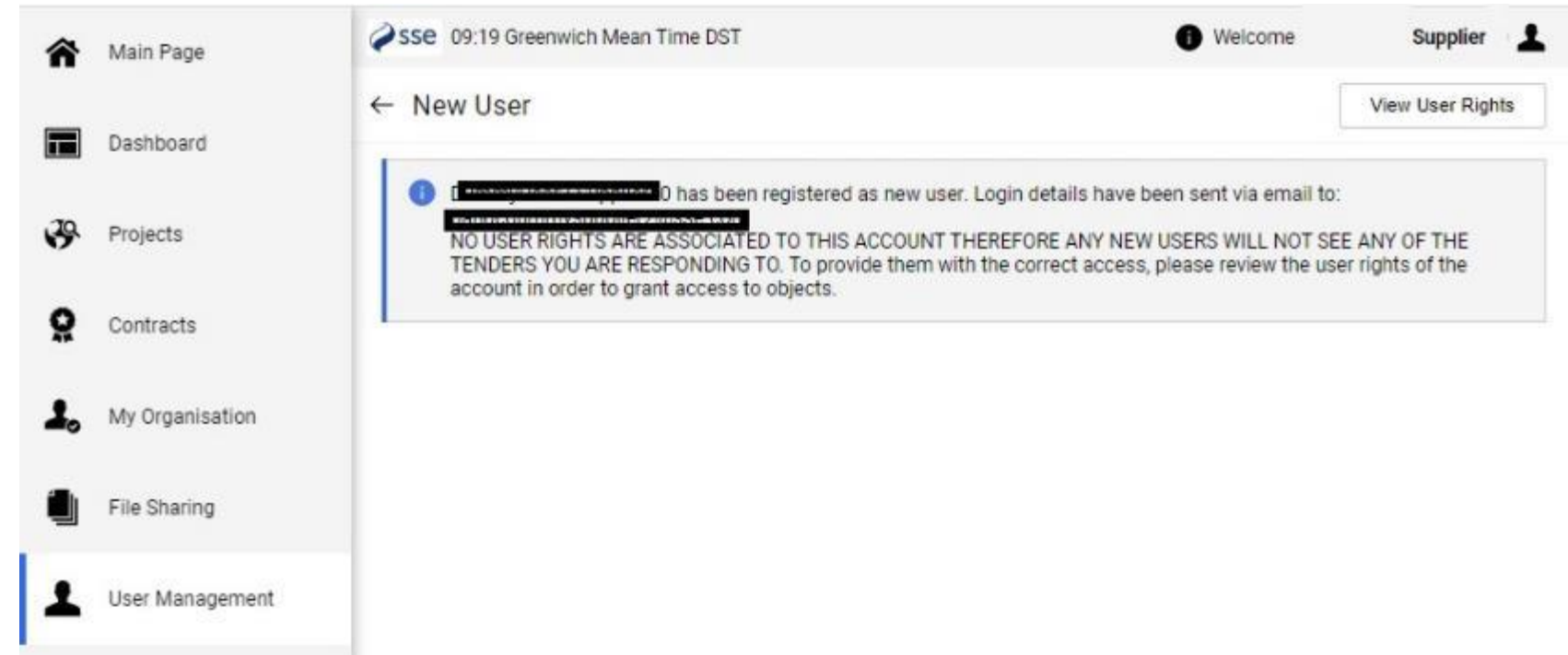
- All existing users for your company profile will be shown in the list.
- To add a new user simply click the “Create” button at the top right.
- On the next “New User” screen enter the required user details in the mandatory fields (marked with an asterisk).
- Other fields may be left blank or left with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



The screenshot shows the 'New User' form. At the top, it says 'SSE 09:11 Greenwich Mean Time DST' and 'New User'. A message states: 'After confirming this page, the Email Address will be used as the Username'. The form is divided into sections: 'User Details' and 'Mobile Phone Number'. The 'User Details' section includes fields for Last Name, First Name, User Tag for Codes, Email (with a note: 'Email is used as Username. Only one email address is allowed.'), and Telephone Number. The 'Mobile Phone Number' section includes a field for the number (with instructions: 'please enter "+" "country code" and "your mobile phone number" with no spaces'). Below this are dropdown menus for Division, Department, Role, Username (with a note: 'Management of the Username is not required, the Email Address of this Account will be used'), Preferred Language, Time Zone (set to 'BST/GMT - Greenwich Mean Time (Europe/London)'), and Use Accessible Controls by default (set to 'No'). At the bottom is a field for User External Code.

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.

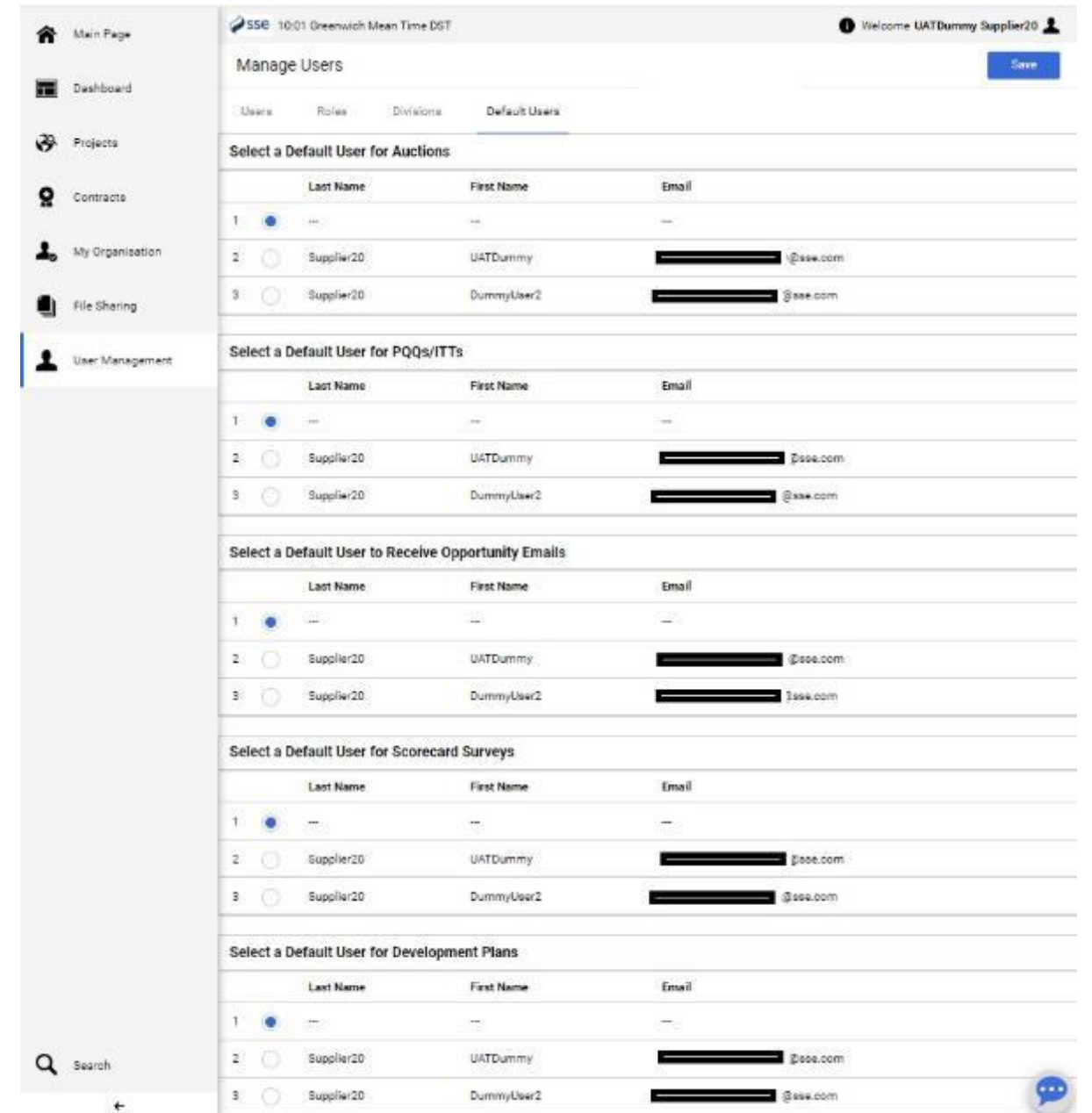
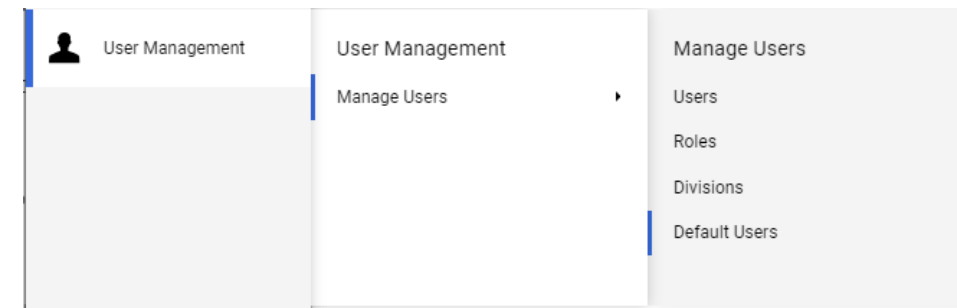
The screenshot shows the 'User Rights' page for an active user. The page is divided into two main sections: 'User Details' and 'User Rights'. The 'User Rights' section is expanded to show a list of permissions under the 'PQQs/ITTs' category. Each permission has a dropdown menu to select a value. The 'Visibility of PQQ/ITT Lists' dropdown is currently open, showing options: 'No', 'Yes, if I'm associated to the Object', and 'Yes'. The 'Create Response' dropdown is set to 'No', and the 'Modify Before Publishing' dropdown is also set to 'No'. At the top right of the page, there are buttons for 'Cancel' and 'Save'. Below the main content area, there are buttons for 'Set Minimum Rights' and 'Set Full Rights' for both the overall 'User Rights' and the 'PQQs/ITTs' category.

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.

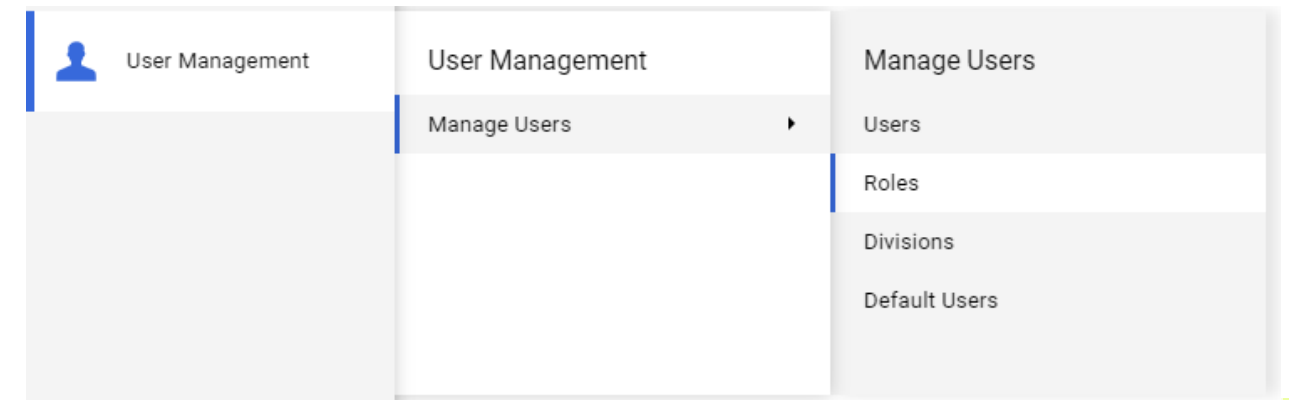
Default Users

- 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.

A screenshot of the 'New Role' configuration page. The page is titled 'New Role' and has 'Cancel' and 'Save' buttons in the top right. On the left, there is a 'Quick Navigation' sidebar with options: General Settings, PQQs/ITTs, Auctions, Supplier Management, Supplier Performance, Development Actions, User Management, File Sharing, and Page Top Menu Online Help... The main content area is titled 'User Rights' and has 'Set Minimum Rights' and 'Set Full Rights' buttons in the top right. It is divided into two sections: 'General Settings' and 'PQQs/ITTs'. The 'General Settings' section has a 'Role' field with the value 'My Firm's ITT Responders', a 'Shared Role' dropdown menu set to 'No', and 'Set Minimum Rights' and 'Set Full Rights' buttons. The 'PQQs/ITTs' section has four dropdown menus: 'Visibility of PQQ/ITT Lists' (set to 'No'), 'Access PQQ/ITT Details' (set to 'No'), 'Create Response' (set to 'No'), and 'Modify Before Publishing' (set to 'No').

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/>