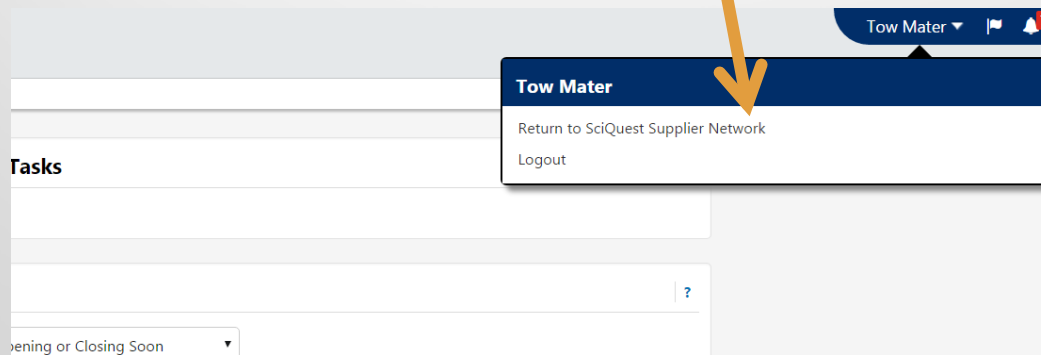


Utah Supplier Portal: Changing Your Time Zone

Update the time zone in your vendor profile
to reflect the time zone you are in.

VENDOR REGISTRATION

- Review your vendor profile
 - Go to the top right corner and click on your company name
 - Select “Return to SciQuest Supplier Network”



VENDOR REGISTRATION

- Your screen will look something like this:

The screenshot displays the SciQuest Supplier Network interface. The header includes the SciQuest logo and 'SUPPLIER NETWORK'. The main content area is divided into several sections:

- Tow Mater Towing**: Shows the SciQuest Network ID (10212571) and links for 'View Your Company's Network Profile', 'Manage Customer Registrations', and 'Send New User Registration Request'.
- Customer Portal Access**: A table showing registration status for the State of Utah Supplier Portal, which is 'Complete'. A link for 'View All Registrations' is provided.
- Sourcing Events**: A table with columns for Customer, Events, Released, Open, Closed, Awarded, and All. Data is shown for 'My Events' and 'Public Events'.
- Benchmarking**: A link to learn more about SmartProcure.
- Need Assistance?**: A search bar for help.

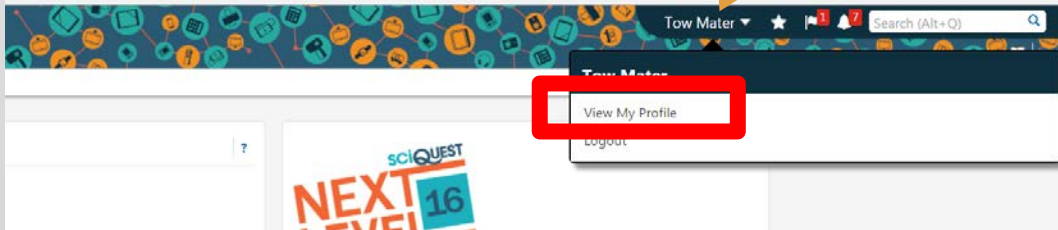
Additional elements include a 'Did you know?' sidebar with an icon explanation, a 'NEXT LEVEL 16' promotional banner, and a 'SciQUEST 16.2 Product Release' announcement.

Customer	Registration Status	Customer Contact
State of Utah Supplier Portal	Complete	

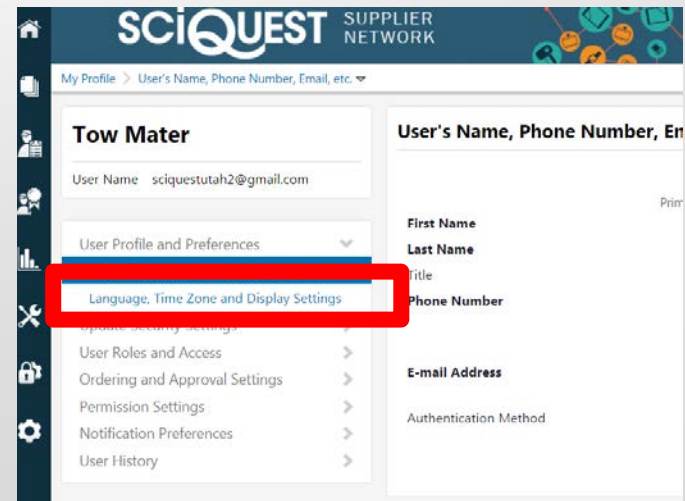
Customer	Events	Released	Open	Closed	Awarded	All
State of Utah Supplier Portal	My Events	0	0	8	7	15
	Public Events	0	5	113	51	169

VENDOR REGISTRATION: Time Zone

- Go to the top right corner and click on your company name
 - Select “View My Profile”
 - Click on “Language, Time Zone, and ...”



- Click on “Language, Time Zone, and ...”



VENDOR REGISTRATION: Time Zone

- Find the “Time Zone” and click in the drop down box
 - The System defaults all registrations to EASTERN TIME
 - Select the Time Zone you would like ALL sourcing event times to show in
 - The STATE OF UTAH is **MDT/MST MOUNTAIN STANDARD TIME**

The screenshot shows the SciQuest Supplier Network user interface. The user is logged in as 'Tow Mater' with the email 'sciquestutah2@gmail.com'. The 'Language, Time Zone and Display Settings' page is displayed. The 'Time Zone' dropdown menu is open, showing a list of time zones. The option 'MDT/MST - Mountain Standard Time (US/Mountain)' is highlighted with a red box, indicating the selected time zone for the user.

▶ Click “Save Changes”



Additional Questions?

Contact:

sciquestadmin@Utah.gov