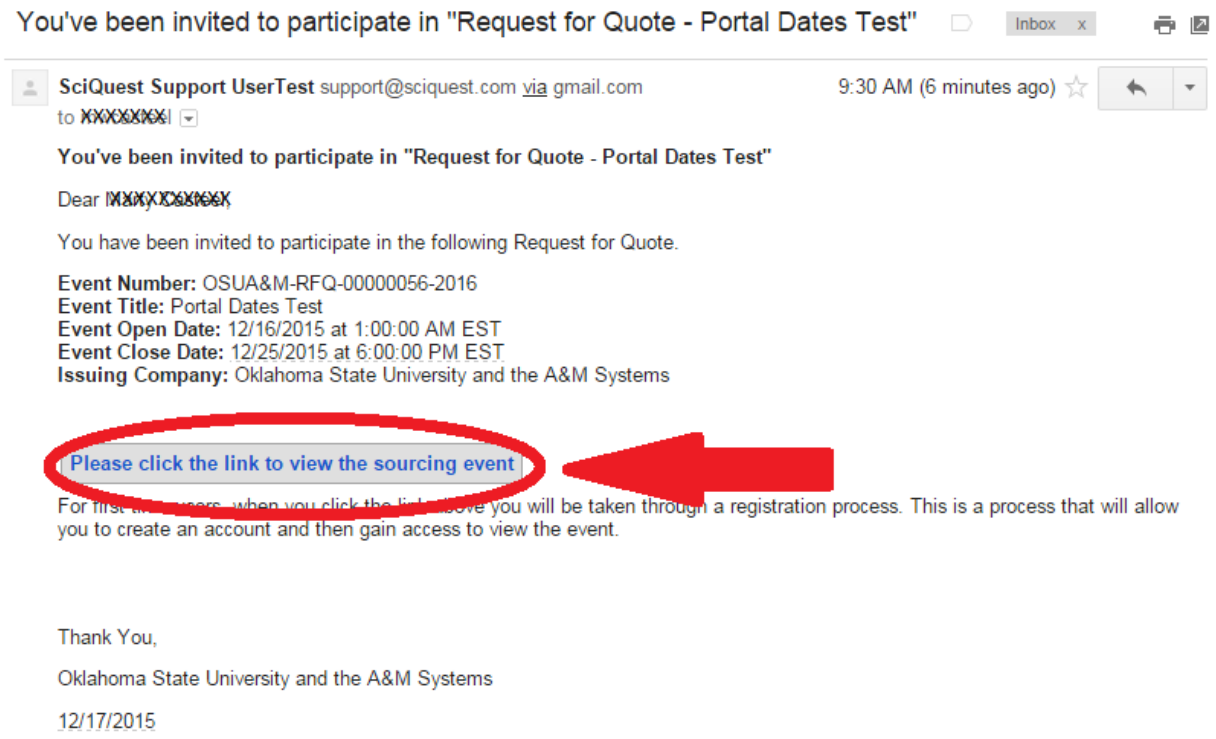
HOW TO UPDATE YOUR SUPPLIER PROFILE SO YOUR EMAILS WILL INDICATE CENTRAL STANDARD TIME

1. Log into the SciQuest Supplier Profile



You've been invited to participate in "Request for Quote - Portal Dates Test" Inbox x

SciQuest Support UserTest support@sciquest.com via gmail.com 9:30 AM (6 minutes ago)
to [redacted]

You've been invited to participate in "Request for Quote - Portal Dates Test"

Dear [redacted],

You have been invited to participate in the following Request for Quote.

Event Number: OSUA&M-RFQ-00000056-2016
Event Title: Portal Dates Test
Event Open Date: 12/16/2015 at 1:00:00 AM EST
Event Close Date: 12/25/2015 at 6:00:00 PM EST
Issuing Company: Oklahoma State University and the A&M Systems

Please click the link to view the sourcing event

For first time users, when you click the link above you will be taken through a registration process. This is a process that will allow you to create an account and then gain access to view the event.

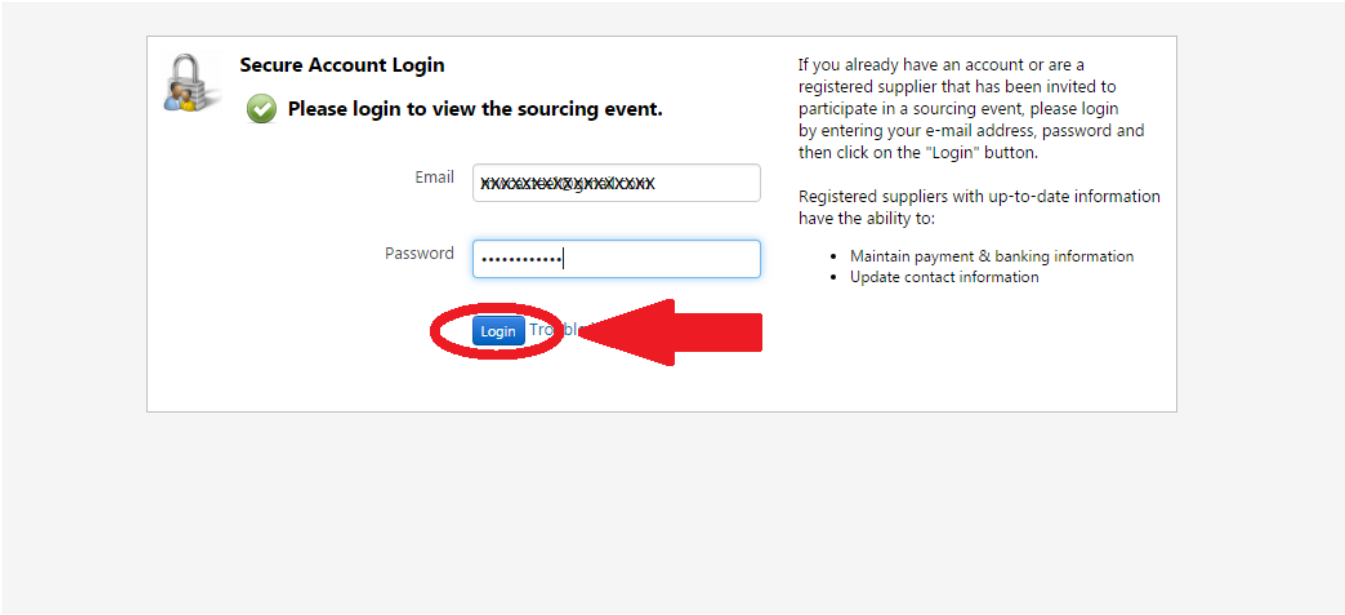
Thank You,

Oklahoma State University and the A&M Systems

12/17/2015

   a. You can do this by clicking on the link in your email as indicated above

2. Enter your password as normal and click login



Secure Account Login

Please login to view the sourcing event.

Email [redacted]

Password ••••••••••••

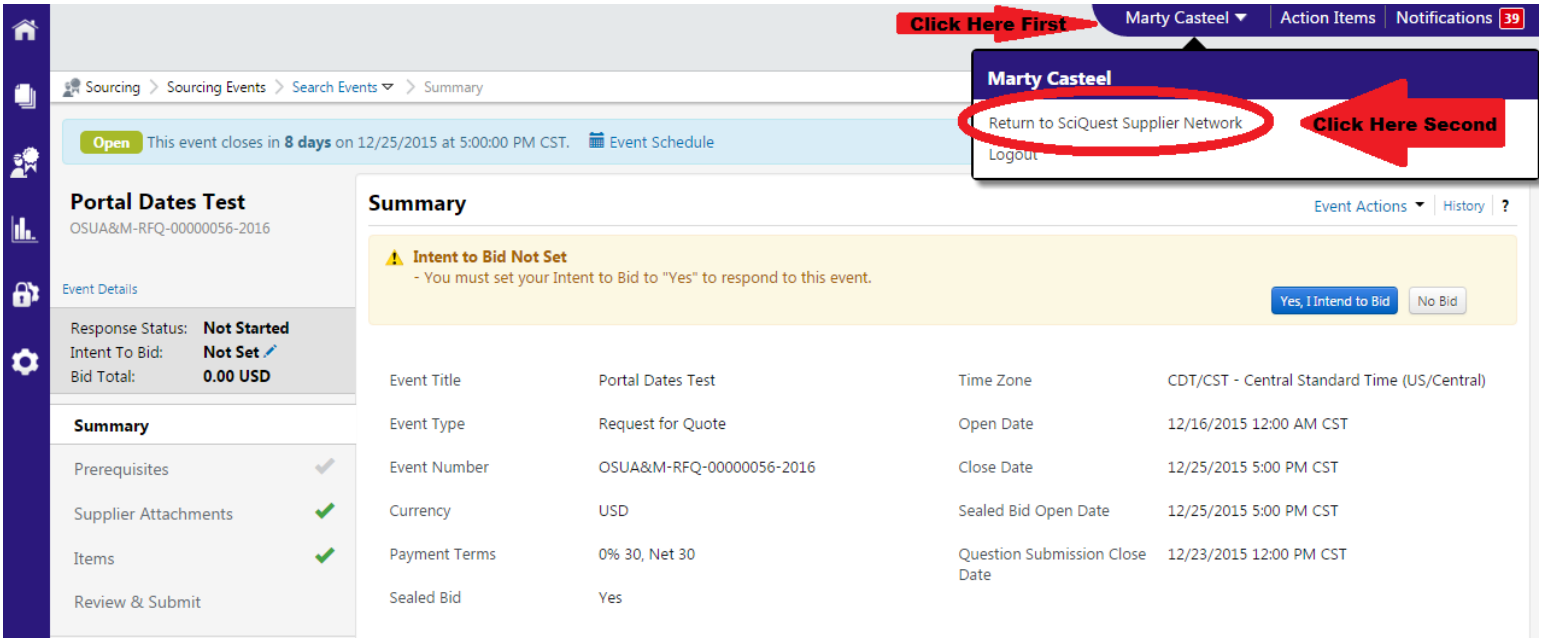
Login Trouble

If you already have an account or are a registered supplier that has been invited to participate in a sourcing event, please login by entering your e-mail address, password and then click on the "Login" button.

Registered suppliers with up-to-date information have the ability to:

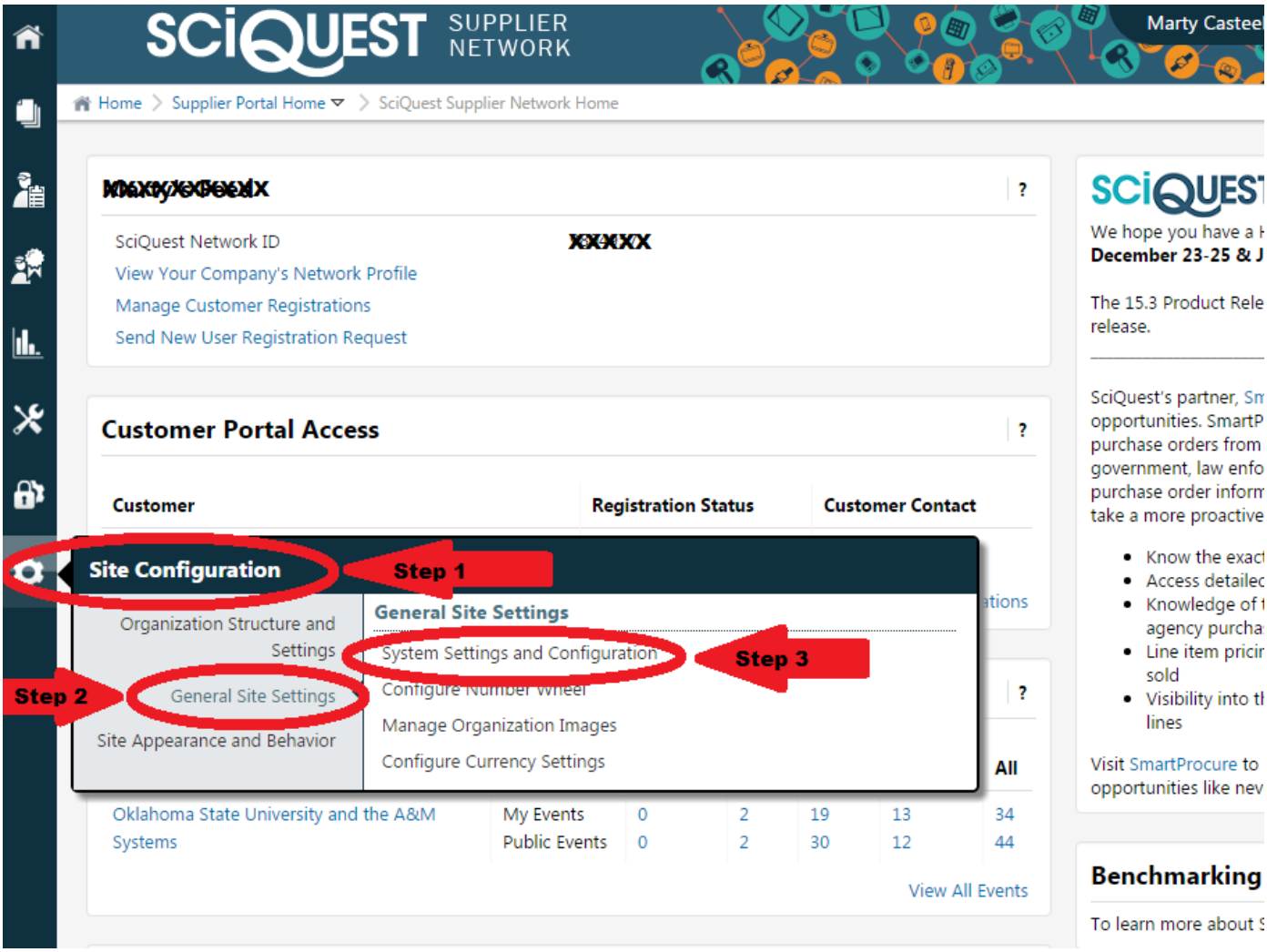
- Maintain payment & banking information
- Update contact information

3. Now you will need “Return to SciQuest Supplier Network”



a. First Click your Name in the at the Top Right hand side of the screen.
b. Next Click “Return to SciQuest Supplier Network” As indicated above

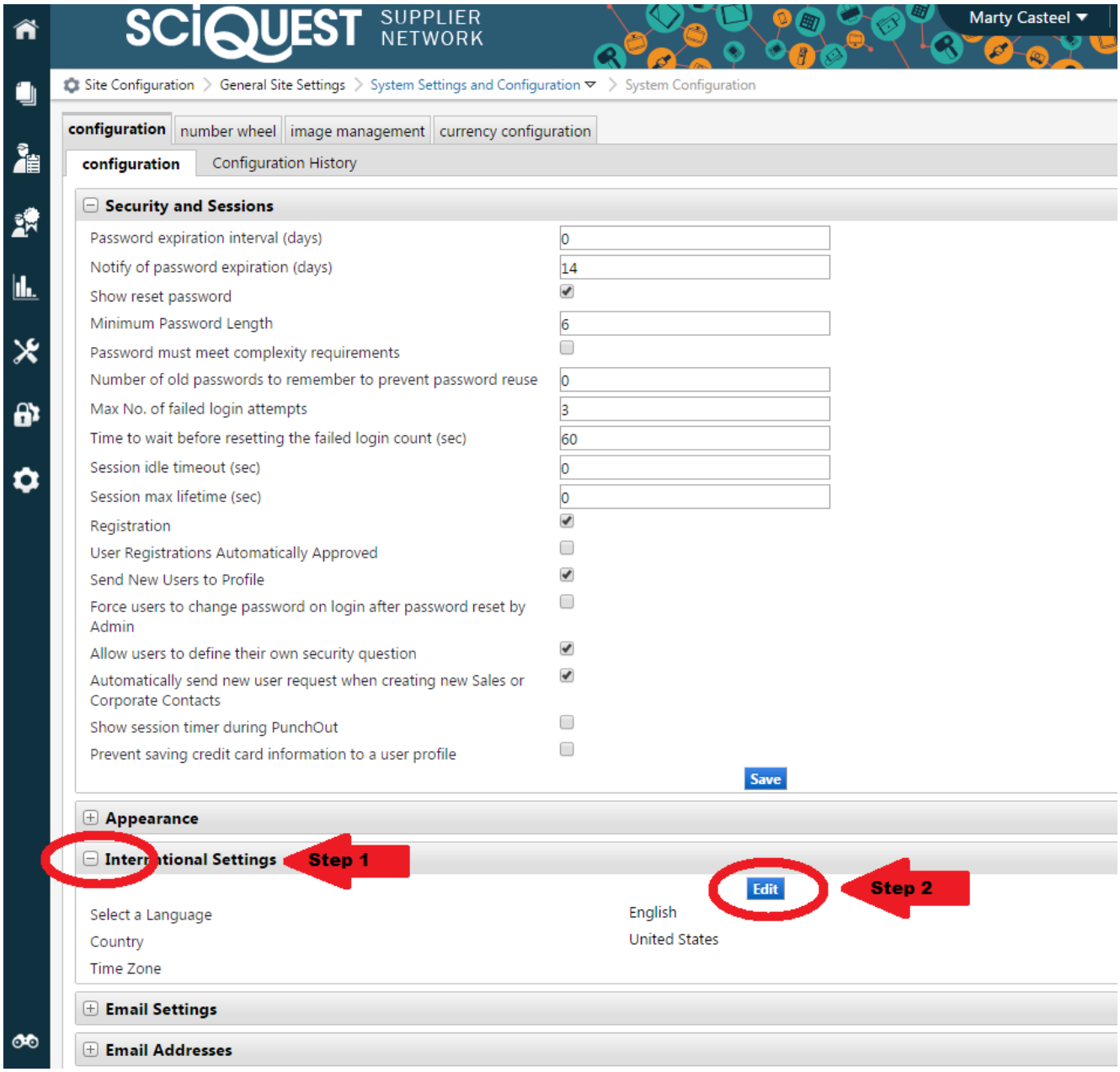
4. To Access Your Site Configuration Settings to change your Time Zone



a. Step One: Click the Gear on the Left Hand Menu Icon Bar

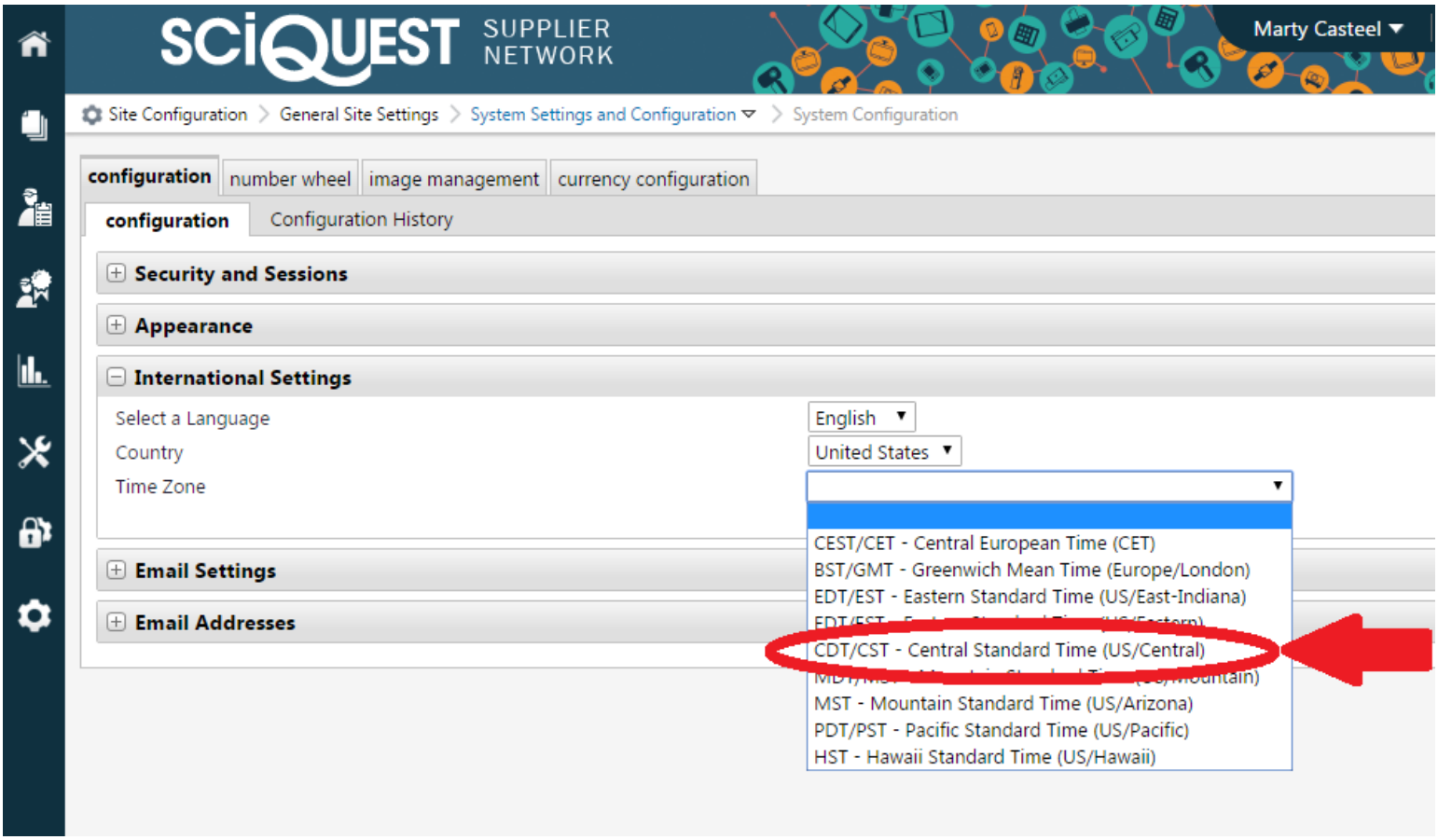
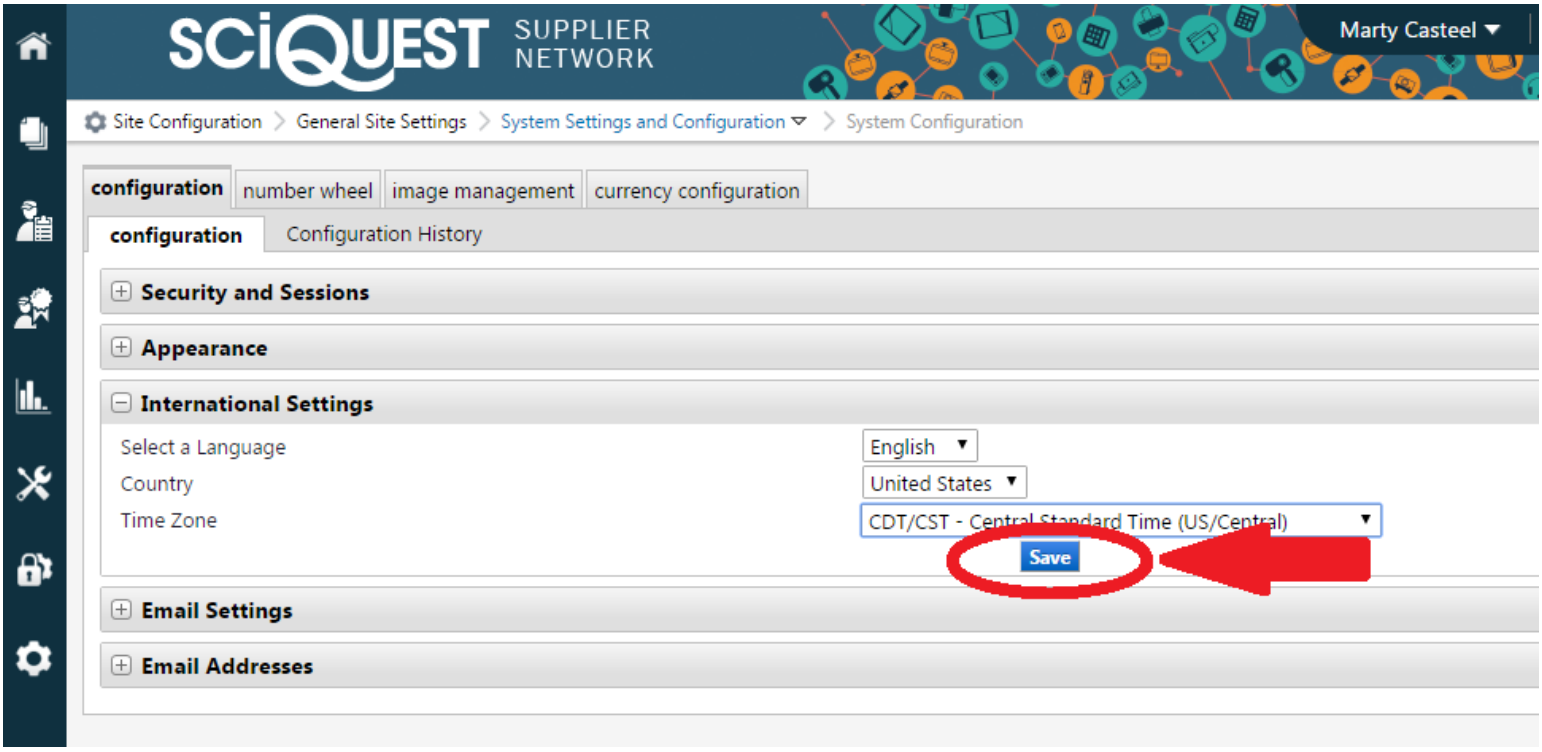
b. Step Two: Hover your mouse over “General Site Settings”
c. Step Three: Click the “System Settings and Configuration” Option

5. To Change your Time Zone you will need to Expand the “International Settings”



a. Step One: Click the Plus (+) Sign next to the “International Settings” Menu Option
b. Step Two: Click the “Edit” Button

6. Choose “CDT/CST – Central Standard Time (US/Canada)” From the Time Zone Drop down list.



7. Click the “Save” Button and you are done. All future emails you receive should indicate the proper Time/Time Zone. If you require any further assistance please email us at purchase@okstate.edu