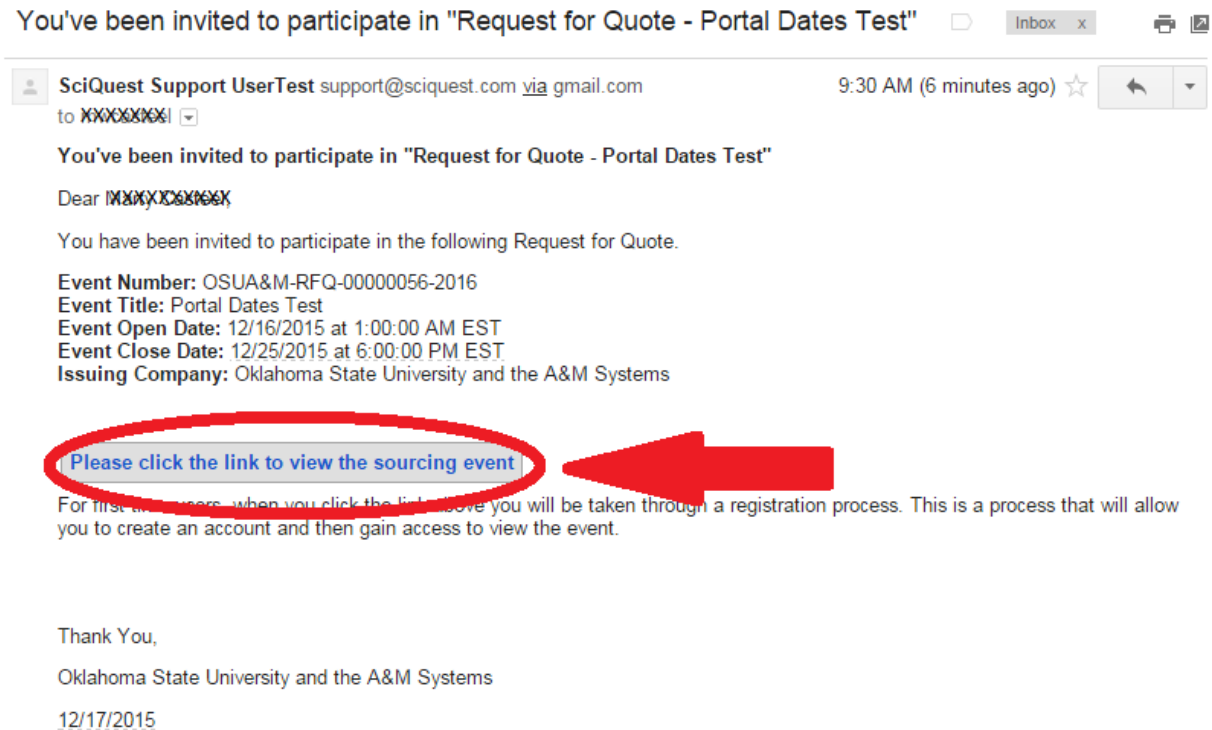


# HOW TO UPDATE YOUR SUPPLIER PROFILE SO YOUR EMAILS WILL INDICATE CENTRAL STANDARD TIME

## 1. Log into the SciQuest Supplier Profile



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

This is a screenshot of the "Secure Account Login" page. It features a lock icon and the text "Please login to view the sourcing event." Below this, there are input fields for "Email" (containing XXXXXXXX) and "Password" (containing dots). A red circle highlights the "Login" button, with a red arrow pointing to it. To the right of the login fields, there is a note: "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." Below this note, it states "Registered suppliers with up-to-date information have the ability to:" followed by a bulleted list:

- Maintain payment & banking information
- Update contact information

### 3. Now you will need "Return to SciQuest Supplier Network"

**Click Here First** Marty Casteel Action Items Notifications 39

Sourcing > Sourcing Events > Search Events > Summary

**Open** This event closes in **8 days** on 12/25/2015 at 5:00:00 PM CST. Event Schedule

**Portal Dates Test**  
OSUA&M-RFQ-00000056-2016

Event Details

Response Status: **Not Started**  
Intent To Bid: **Not Set** ✓  
Bid Total: **0.00 USD**

**Summary**

Prerequisites ✓  
Supplier Attachments ✓  
Items ✓  
Review & Submit

**Summary**

⚠ **Intent to Bid Not Set**  
- You must set your Intent to Bid to "Yes" to respond to this event.

Yes, I Intend to Bid No Bid

Event Title	Portal Dates Test	Time Zone	CDT/CST - Central Standard Time (US/Central)
Event Type	Request for Quote	Open Date	12/16/2015 12:00 AM CST
Event Number	OSUA&M-RFQ-00000056-2016	Close Date	12/25/2015 5:00 PM CST
Currency	USD	Sealed Bid Open Date	12/25/2015 5:00 PM CST
Payment Terms	0% 30, Net 30	Question Submission Close Date	12/23/2015 12:00 PM CST
Sealed Bid	Yes		

- First Click your Name in the at the Top Right hand side of the screen.
- Next Click "Return to SciQuest Supplier Network" As indicated above

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

**sciQUEST SUPPLIER NETWORK** Marty Casteel

Home > Supplier Portal Home > SciQuest Supplier Network Home

**My Profile**

SciQuest Network ID XXXXX  
View Your Company's Network Profile  
Manage Customer Registrations  
Send New User Registration Request

**Customer Portal Access**

Customer	Registration Status	Customer Contact
Oklahoma State University and the A&M Systems	My Events 0 Public Events 0	2 19 13 34 2 30 12 44

**Site Configuration**

Organization Structure and Settings  
General Site Settings  
Site Appearance and Behavior

**General Site Settings**

System Settings and Configuration  
Configure Number wheel  
Manage Organization Images  
Configure Currency Settings

**Benchmarking**  
To learn more about S

- 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”

The screenshot shows the SciQuest Supplier Network interface. The breadcrumb trail is: Site Configuration > General Site Settings > System Settings and Configuration > System Configuration. The 'configuration' tab is selected, showing sub-tabs for 'number wheel', 'image management', and 'currency configuration'. The 'configuration' sub-tab is active, displaying 'Configuration History'.

The 'Security and Sessions' section is expanded, showing various settings:

- Password expiration interval (days): 0
- Notify of password expiration (days): 14
- Show reset password: ☒
- Minimum Password Length: 6
- Password must meet complexity requirements: ☐
- Number of old passwords to remember to prevent password reuse: 0
- Max No. of failed login attempts: 3
- Time to wait before resetting the failed login count (sec): 60
- Session idle timeout (sec): 0
- Session max lifetime (sec): 0
- Registration: ☒
- User Registrations Automatically Approved: ☐
- Send New Users to Profile: ☒
- Force users to change password on login after password reset by Admin: ☐
- Allow users to define their own security question: ☒
- Automatically send new user request when creating new Sales or Corporate Contacts: ☒
- Show session timer during PunchOut: ☐
- Prevent saving credit card information to a user profile: ☐

A 'Save' button is located at the bottom right of the 'Security and Sessions' section.

The 'Appearance' section is expanded, showing the 'International Settings' sub-section. The 'International Settings' sub-section is highlighted with a red circle and a red arrow labeled 'Step 1'. The 'Edit' button in the 'International Settings' sub-section is also highlighted with a red circle and a red arrow labeled 'Step 2'.

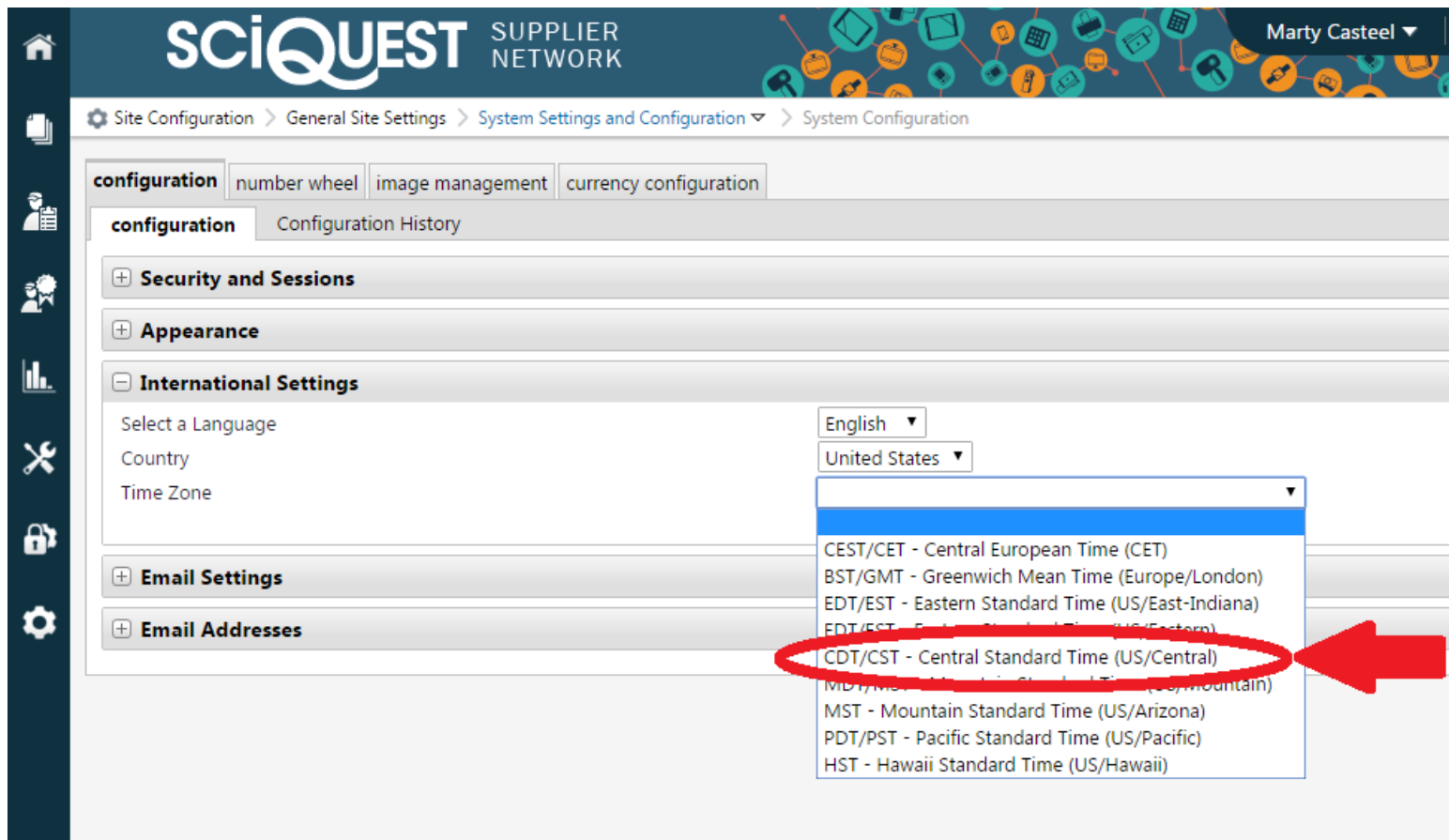
The 'International Settings' sub-section shows the following settings:

- Select a Language: English
- Country: United States
- Time Zone: (empty)

The 'Email Settings' and 'Email Addresses' sections are also visible at the bottom of the page.

- 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.



The screenshot shows the SciQuest Supplier Network interface. The breadcrumb trail is: Site Configuration > General Site Settings > System Settings and Configuration > System Configuration. The left sidebar contains icons for Home, Documents, Users, Reports, Tools, Security, and Settings. The main content area has tabs for configuration, number wheel, image management, and currency configuration. Under the configuration tab, there are sections for Security and Sessions, Appearance, International Settings, Email Settings, and Email Addresses. The International Settings section is expanded, showing fields for Select a Language (English), Country (United States), and Time Zone. The Time Zone dropdown menu is open, displaying a list of time zones. The option "CDT/CST - Central Standard Time (US/Central)" is highlighted with a red circle and a red arrow pointing to it.

SciQUEST SUPPLIER NETWORK

Marty Casteel

Site Configuration > General Site Settings > System Settings and Configuration > System Configuration

configuration number wheel image management currency configuration

configuration Configuration History

+ Security and Sessions

+ Appearance

- International Settings

Select a Language English

Country United States

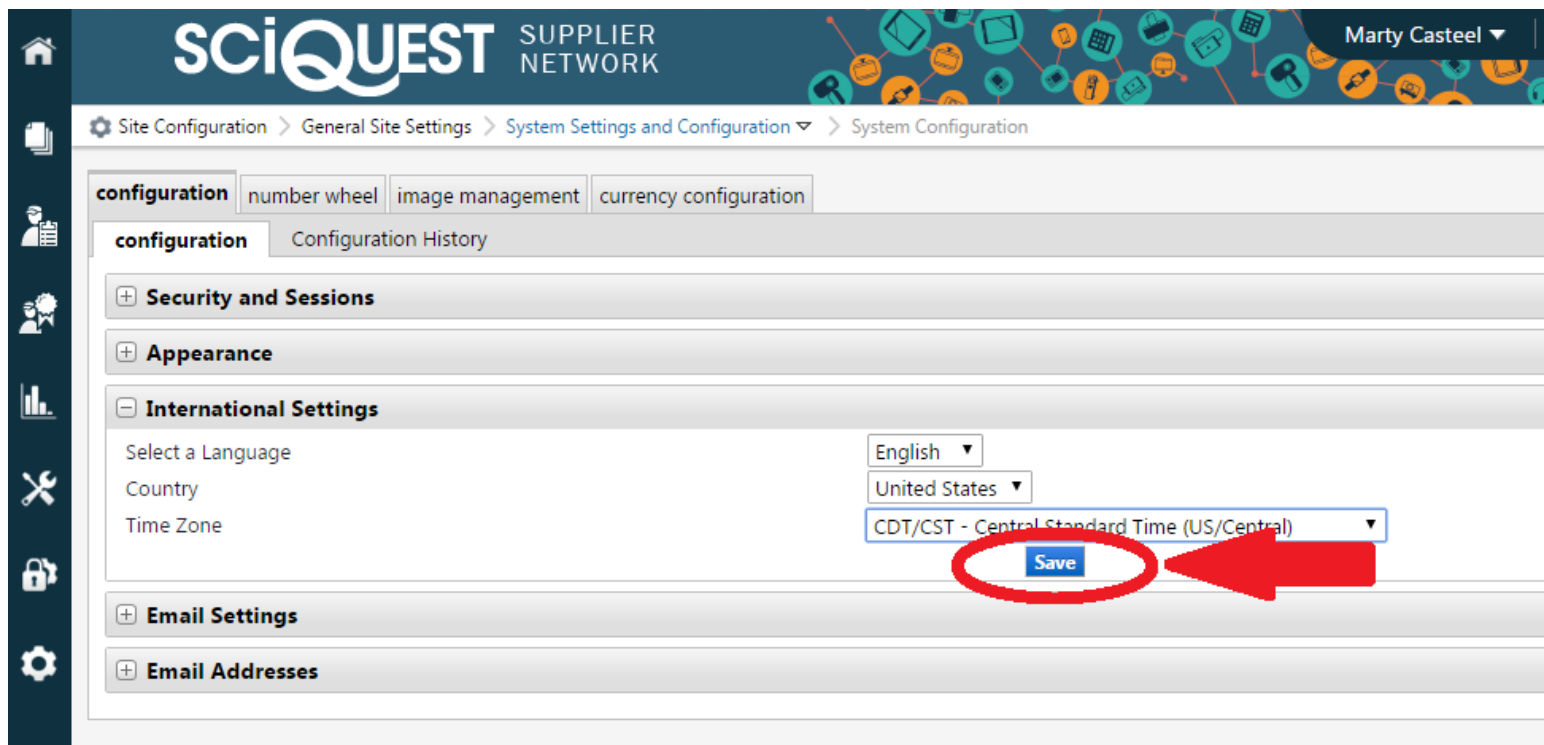
Time Zone

+ Email Settings

+ Email Addresses

CDT/CST - Central Standard Time (US/Central)

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](mailto:purchase@okstate.edu)



This screenshot shows the same SciQuest Supplier Network interface as the previous one, but with the Time Zone dropdown menu closed. The "CDT/CST - Central Standard Time (US/Central)" option is now selected and displayed in the dropdown field. The "Save" button, located below the dropdown, is circled in red with a red arrow pointing to it.

SciQUEST SUPPLIER NETWORK

Marty Casteel

Site Configuration > General Site Settings > System Settings and Configuration > System Configuration

configuration number wheel image management currency configuration

configuration Configuration History

+ Security and Sessions

+ Appearance

- International Settings

Select a Language English

Country United States

Time Zone CDT/CST - Central Standard Time (US/Central)

+ Email Settings

+ Email Addresses

Save