Updating the Default Time Zone in Your Supplier Profile

1. Log into your Jaggaer Supplier Profile by following the link in your email.
2. Enter your password as normal and click “Login”.

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

Please login to view the sourcing event.

Email

testsupplier@test.com

Password

Login
3. You will now need to “Return to Jaggaer Supplier Network”.
   a. Click the 🗝
   b. From the dropdown, click “Return to JAGGAER Supplier Network”.
4. Hover over the icon on the left of your screen.
   a. Then go to “General Site Settings”, to “System Settings and Configuration”.
5. Click on “International Settings”, then click the “Edit” button.

6. Click the drop-down next to “Default Time Zone” and select your desired time zone from the list.
7. Once you have selected your desired time zone, click the “Save” button.