

SupplierNews - April 2019

Catalog Summary Information

Here is summary information about your hosted catalog(s). The credentials given below are for the SampleSQCustomer site which allows you to view and search products like a JAGGAER customer. [Click here](#) to log into the SampleSQCustomer site.

Supplier Information and Credentials
The "Mailing test - batch A - cat 1" catalog (SupplierID 222210) has 333 products. Last updated on 12/5/2014. (Credentials - (NotAssigned) / (NotAssigned))
The "Mailing test - batch A - cat 2" catalog (SupplierID 222211) has 4444 products. Last updated on 6/15/2014. (Credentials - sqtestuser1 / pwdone)
The "Mailing test - batch A - cat 3" catalog (SupplierID 222212) has 12345678 products. Last updated on 1/1/2005. (Credentials - sqtestuser2 / pwdtwo)

To log into your JAGGAER Portal to manage your catalog(s), [click here](#).

Release 19.1 is Available Now

As indicated in our March issue, the 19.1 Release of JAGGAER Procurement Applications is now available, with pertinent functionality available to you in the JAGGAER Supplier Portal. Here are prominent features in this Release;

- User search in JAGGAER Supplier Portal has new layout. You can now save searches, as personal or shared across your organization, and 'pin' default search parameters to be used when you land on the page
- Sales Order is revised instead of new Sales Order being created, when Purchase Order is changed by customer. A new email notification is available to alert you about such revision
- Communications Center now allows you to exchange messages about a specific contract with the customer within the JAGGAER Supplier Portal, instead of having to use external email messages, thereby keeping all related information when working on a contract in one place

- Improvements for sourcing events and Customer's Branded Portal have been added
- One of the menu option in menu bar, Documents, has been changed to Orders. The menu has been streamlined without loss of any functionality. We will shortly update Supplier Release Notes with details

Details of these features can be accessed by [clicking here](#). You can access Supplier Release Notes for this Release as well as previous Releases.

Be Careful when Specifying Effective Date

When you create a price submission to manage customer specific pricing for your hosted catalog, you can specify an 'Effective Date'. After customer approves such price set, it is not available to the buyers in the customer's JAGGAER Procurement Application till the Effective Date. This feature provides you the convenience of loading customer specific pricing in advance. However, it is critical that the Effective Date is specified in required format – mm/dd/yyyy. Although you can type the date value in the Effective Date field, **the best practice is to use the calendar icon available right next to it to specify the date value accurately**. If you are used to European date format, it is easy to enter a date value incorrectly when typing value. E.g. if you enter 09/05/2019 instead of 05/09/2019, you have specified 5th Sept instead of 9th May of the year. Using the calendar functionality ensures that no matter what date format you are used to, you enter the date value correctly.

Note that;

- When Effective Date is specified, the price set is available starting midnight of the specified date – if the customer has approved the price set.
- If no Effective Date is specified, the price set is available as soon as customer approves it
- Once a price set is loaded with an Effective Date, any price sets loaded subsequently cannot have Effective Date prior to the existing Effective Date. E.g. If you accidentally type 2029 as year when entering Effective Date value, all subsequent price sets cannot be available till the date in 2029!

Emails and Notifications in your JAGGAER Supplier Portal

Depending upon your role when using the JAGGAER Supplier Portal, you might be the one who manages users, catalogs, sourcing events etc. As you work through these processes, you do not necessarily have to log into the Portal every time or visit specific pages to check status of events. Various email and notification choices are available to alert you about such events. E.g. you can choose to receive email alert when your catalog submission has completed validation step. If you are logged into the Portal to work on a sourcing event for

a customer, a notification in upper right area can alert you about a new user registration pending for review.

To configure such alerts, once logged in the Portal, click on your name in upper right corner and select 'View My Profile'. On the page, click on Notification Preferences on left. Choices based on your permissions will be displayed. If you do not have permission to edit the options, please contact the person(s) in your organization who are acting as administrator(s) of your Portal.

For each preference, you can choose only email, only notification or both. Email will be sent to the address specified in you profile. Notification will be accessible in upper right corner once you are logged into the Portal.

Need Support? Call us or Fill in a Web Form

If you need to request Supplier Support for any issue that you might be facing, please reach us using one of the two ways given below and a ticket will be generated:

Telephone: +1 (800) 233-1121, Option 2

Web form: [Request Supplier Support](#)

Note that sending an email DOES NOT automatically generate a ticket for the Support group. Once a ticket has been created, communication related to your case will be handled via email but the ticket itself must originate through either a phone call or our web form.

The information to request Supplier Support is included at the bottom of each SupplierNews issue.

Questions?

For questions about topics in this newsletter, please contact:

Dr. Subodh Joshi

Email: sjoshi@jaggaer.com

Tel: +1 (800) 233-1121, Option 2

[Request Supplier Support >>](#)

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