


Respond to an Access Request

Individuals within your company are able to grant access to the Jaggaer supplier portal to individuals other than themselves. After they have initiated the invitation, the invitee, will receive an email like the one shown below.

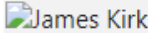
Click **Register Now** to gain access to your company's supplier portal.



support@sciquest.com
Wed 11/27/2019 1:43 PM

Mark as unread

To: Commander Spock



James Kirk

Register as a James Kirk User

Dear Commander Spock,

James Kirk has invited you to become a user for their JAGGAER Supplier Network account. As a member of the JAGGAER Supplier Network, James Kirk serves JAGGAER customers with sourcing and procurement needs through an online supplier portal. As a portal user, you can help manage their information.

Becoming a user is easy and it only takes a few minutes to register. By selecting the "Register Now" button below, you will be routed to a secure website to create a password and enter some basic information about yourself.

Ready to get started?

Register Now

James Kirk
James Kirk
+1 812-856-4574
cptkirk@gmail.com

Is this email difficult to read? You may choose to receive plain text emails instead by logging into your organization's site and updating your preferred email format on the user identification tab under User Settings in your profile.

After clicking Register Now in the email invitation, the registration page opens in a browser window. Click the drop-down in the upper right-hand corner to select a language, if desired.

Fields marked with a star are required. Verify your first and last name and enter your phone number in the appropriate field. Update your time zone if needed.

The screenshot shows the 'New User Registration' page for the JAGGAER Supplier Network. The page has a red header with the JAGGAER logo and 'Supplier Network' text. Below the header, there is a 'New User Registration' title and a 'Registration Tutorial' link. A language dropdown menu is set to 'ENGLISH'. The main content area contains a welcome message and a form with the following fields: 'First Name' (filled with 'Commander'), 'Last Name' (filled with 'Spock'), 'Title' (filled with 'Strategic Lead'), 'Phone Number' (filled with '+1 812-855-5551' and an 'ext.' field), and 'Preferred Time Zone' (filled with 'EDT/EST - Eastern Standard Time (US/Eastern)').

Proceed to the **Your Login** section of the page. Confirm your email address and establish a password.

Your email address acts as your username when accessing the supplier portal. Store your username and password in a safe place! You will need this information to login to the portal and make changes in the future.

Answer the Account Recovery Question and click **Create Account** to establish your account.

The screenshot shows the 'Your Login' page. It contains the following fields: 'Email' (filled with 'cmdrspock@gmail.com'), 'Password' (masked with dots), 'Re-Enter Password' (masked with dots), 'Account Recovery Question' (filled with 'What was the name of your elementary school?'), 'Answer' (masked with dots), and 'Confirm Answer' (masked with dots). A blue 'CREATE ACCOUNT' button is highlighted with a red border.

You may now login to the supplier portal by accessing the [Jaggaer login page](#).