

# JAGGAER Agency Administrator

**Purpose/Definition:** The purpose of this role is to provide Agency procurement professionals with the below permissions in the JAGGAER Procurement System. Permissions determine what a user can do in the site. They are broken down by related topic such as Administration and Sourcing.

## ADMINISTRATION

### *Supplier Administration*

Permission	Permission Description
Invite Supplier	Allows access to invite Suppliers to register in the Commonwealth of Pennsylvania Supplier Management System.

### *Supplier Profile Administration*

Permission	Permission Description
Supplier Profile View Only	Allows the user to search for and view Supplier profiles. <b>Note:</b> This permission does not provide the ability to edit Supplier profiles.

### *User Administration*

Permission	Permission Description
View My Profile	Allows the user to access and view their user own profile.
Edit My Profile	Allows the user to access, edit, and update the information submitted in own user profile.
Set My Homepage	Allows the user to select a specific Homepage instead of using the default Homepage setting.

## SOURCING

### *Sourcing Event Permissions*

Permission	Permission Description
Create Events with Templates / Own Events	Allows the user to create Sourcing Events from Templates. User is identified as the Event Creator and Event Owner on the Sourcing Events. <b>Note:</b> User <u>must</u> choose a Template during the Event creation process.
Create/Own Events	Allows the user to create Sourcing Events without using Templates within the agency's project folder. User is identified as the Event Creator and Event Owner on the Sourcing Events. <b>Note:</b> User cannot create Events in any other agency's project folder.
Create New Template	Allows users to create new Templates for their Agency Project folder without using an existing Event or Template.

Copy an existing Event to create an Event Template	Allows the user to create an Event Template from an existing Event.
View Events	Allows the user to view Sourcing Events created by other users within their agency's project folder. <b>Note:</b> The user can be added as a Stakeholder in the Users section of the Event. As a Stakeholder, the user gains access to search for the Event and view-only all sections of the Event.
Close without Awarding	Allows the user to close a Sourcing Event without making an award.