JAGGAER ITQ Manager

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, approvals, and sourcing.

ADMINISTRATION

Supplier Administration

Permission	Permission Description
Email Suppliers	Allows the user to send ad-hoc emails to the supplier contact via supplier search results or from the supplier profile.
Invite a Supplier	Allows access to invite suppliers to register in the Commonwealth of Pennsylvania Supplier Management System.

Supplier Profile Administration

Permission	Permission Description
Accept/Decline Pending Supplier Profile Changes	Allows the user to accept or decline supplier profile changes.
Manage Supplier Profiles	Allows the user to search for and edit supplier profiles.
View Pending Supplier Profile Changes	Allows the user to view supplier profile changes awaiting approval.

ADMINISTRATION

User Administration

Permission	Permission Description
View My Profile	Allows the user to access and view own user profile.
Edit My Profile	Allows the user to access, edit, and update the information submitted in own user profile.
Edit Personal Information	Allows the user access to the Personal Settings sub-menu under the profile > User Settings tab. Information such as Language, Country, Time Zone, Font Size and Color Theme are all managed from this screen. **Note**: user's department cannot be changed with this permission.
Set My Homepage	Allows the user to select a specific Homepage instead of using the default Homepage setting.

APPROVALS

Supplier Registration Approval

Permission	Permission Description
Approve Supplier Registrations	Allows the user to approve a supplier registration that contains ITQ commodity codes.