JAGGAER Issuing Officer

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
Invite a 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. **Note**: 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 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.

SOURCING

Sourcing Event Permissions

Permission	Permission Description
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. **Note**: User cannot create Events in any other agency's project folder.
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. **Note**: User must choose a Template during the Event creation process.
Amend	Allows the user to amend a Sourcing Event in Open status.
Copy Events	Allows the user to copy existing Sourcing Events in various statuses such as Closed, Open, Cancelled, Draft, Pending Approval, or Withdrawn to create new Events.
Close Events Early	Allows the user to close a Sourcing Event before the set Close Date.
Manage Q&A Board	Allows the user to post answers to Supplier submitted questions on the Q and A Board.
View Events	Allows the user to view Sourcing Events created by other users within their agency's project folder. **Note**: 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.
Cancel Events	Allows the user to cancel a Sourcing Event before being published and Open to suppliers. **Note**: Event must be in the Pending Approval status.
Withdraw Events	Allows the user to withdraw a Sourcing Event. **Note**: Withdrawing a Sourcing Event will close it and prevent suppliers from responding. Event must be in Open status to withdraw it.