

# JAGGAER Sourcing Approver

**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 Profile Administration*

Permission	Permission Description
Supplier Profile View Only	Allows the user to search for and view supplier profiles. <b>Note:</b> 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. <b>Note:</b> 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

### *Sourcing Event Approval*

Permission	Permission Description
Approve	Allows user to approve a Sourcing Event within the agency's shared evaluation workflow folder.
Assign	Allows the user to assign a Sourcing Event from the agency's shared evaluation workflow folder to the user's approval folder to act on.
Forward	Allows the user to forward a Sourcing Event to another Approver within the agency's shared evaluation workflow.
Return to Draft	Allows the user to return a Sourcing Event to Draft status from the Pending Approval status.
Return to Shared Folder	Allows the user to return a Sourcing Event from the user's approval folder back to agency's shared evaluation folder.

Reject (Do Not Use)	Action should <b>not</b> be used. This action will prevent the Sourcing Event from being edited. <b>Note:</b> No reverse action can be taken. Event is view-only to the Event Creator and Event Owner. New creation of Sourcing Event must be done by copying the Event.
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**SOURCING**

*Sourcing Event Permissions*

<b>Permission</b>	<b>Permission Description</b>
View Events	Allows the user to view Sourcing Events created by other users within their agency’s project folder.