

CSU The California State University

CSUBUY 

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

User Management



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User Management Overview

Suppliers may add users to their CSUBUY profile

Who can add users?

- The individual who completed registration is considered the **Profile Owner**. The **Profile Owner** is (initially) the only individual who can add users to the profile.
- The **Profile Owner** can opt to add users with various access levels up to and including the same level of access as themselves (Manage All Portal Activities) which would make the added user a **Profile Administrator** who can also add/modify/remove users (*including the Profile Owner!*).

Common reasons for adding users:

- Different individuals responsible for different tasks (i.e., W-9 maintenance vs. invoicing)
- Backup coverage for PTO or potential future staffing changes

Things to consider:

- When adding new users, the Profile Owner should carefully consider what information and functions the user should have access to. User roles and their related permissions can be found on the following page.
- When users leave their position or leave your company, they will retain access to the portal *unless you deactivate their access*.

Can CSUBUY Supplier Support add/remove/modify users for me?

CSUBUY Supplier Support does not have access to user accounts. We can see the names and emails addresses of added users, but we cannot view their assigned roles. Any questions regarding user role assignments must be directed to the Profile Owner or Jaggaer Supplier Support at 800-233-1121.

User Roles	Permissions
Manage All Portal Activities	Grants user full access to the CSUBUY supplier portal and all editable fields, including: <ul style="list-style-type: none"> • Add/modify/remove users • Update profile information including tax forms and banking information • Manage contracts • Create invoices
Manage Bid Opportunities	User can respond to CSU sourcing events and event-related questions.
Manage Company Profile	Allows the user to update supplier profile information, including tax forms and banking information.
Manage Content/Pricing	Used by Jaggaer catalog-enabled suppliers. Allows the user to update/add catalog items and pricing.
Manage Contracts	Allows users to view and manage contracts CSU has shared in the portal.
Manage Orders/Invoices	User can view and create Sales Invoices/Credit Memos, and review and close Sales Orders (Purchase Orders).
Support Customer Questions	User may edit their individual Jaggaer account profile information only; they do not have access to edit The CSU's supplier profile. They are able to respond to questions from CSU regarding general supplier profile information, Sales Orders (Purchase Orders), and Invoices.
View Reports Only	User may edit their individual Jaggaer account profile information only; they do not have access to edit The CSU's supplier profile. They can access supplier customer portal reports but has no edit or creation permissions.

Getting Started

Login to [The CSU portal](#).

CSU **The California State University**

Welcome to The California State University's (CSU) secure CSUBUY Supplier Portal!

Use this portal to:

- CREATE an account after receiving an invitation from The CSU via noreply@jaggaer.com
 - The account can only be created using the email address that received the invitation
 - The invitation cannot be forwarded to a different email address
 - If the email address needs to be changed, please contact csubuy-suppliersupport@calstate.edu with the correct contact's name and email address
- LOGIN using your existing credentials

Bookmark this page and log back in at any time to maintain profile information, view purchase orders, [create invoices](#), and check payment status.

If you have forgotten your login credentials, [reset your password](#) or contact [Jaggaer Support](#) for assistance.

Enter your email to Login/Create Account

English ▾

Next

Email

Enter the email address that you use as the CSUBUY Profile Owner , then click **Next** to enter your password.

From the CSU Customer Portal Home page:

- Click the user profile icon in the top right corner of the page

The screenshot shows the CSU Customer Portal Home page. The top navigation bar includes the CSU logo and the text "The California State University" and "Home Customer Portal Home". A red box highlights the user profile icon in the top right corner. The main content area is divided into several sections:

- Welcome to the California State University's Supplier Portal!**

All suppliers can view and access sourcing events for all campuses including the Chancellor's office.

Suppliers invited by the first wave Procure-to-Pay (P2P) campuses can update and/or maintain information, review purchase orders and create or submit electronic invoices. The first wave P2P Campuses include:

 - Bakersfield
 - Chico
 - Chancellor's Office
 - Fresno
 - Humboldt
 - San Marcos
 - San Luis Obispo
 - Sonoma
- Quick Links to Common Tasks**
 - Manage Registration Profile
- Sourcing Events**
 - Show: Opening or Closing Soon
 - No Results
 - No Results
 - Go to Public Opportunities
 - View All Events
- Contracts**
 - No Results
 - View All Contracts
- Customer Contact**

Name	CSUBUY
Email	csubuy-suppliersupport@calstate.edu
- Create Invoice / Credit Memo**
 - Type: Invoice Credit Memo
 - Invoice No.:
 - Invoice Date: 08/01/2024 (mm/dd/yyyy)
 - PO Number: Optional PO Number
 - Currency: US Dollar
 - Create

Welcome to the California State University's Supplier Portal!

All suppliers can view and access sourcing events for all campuses including the Chancellor's office.

Suppliers invited by the first wave Procure-to-Pay (P2P) campuses can update and/or maintain information, review purchase orders and create or submit electronic invoices. The first wave P2P Campuses include:

- Bakersfield
- Chico
- Chancellor's Office
- Fresno
- Humboldt
- San Marcos
- San Luis Obispo
- Sonoma

Customer Contact

Name CSUBUY
Email csubuy-suppliersupport@calstate.edu

Quick Links to Common Tasks

Manage Registration Profile

Sourcing Events

Show Opening or Closing Soon

No Results

No Results

Contracts

No Results

Create Invoice / Credit Memo

Type Invoice Credit Memo

Invoice No.

Invoice Date 08/01/2024
mm/dd/yyyy

PO Number Optional PO Number

Currency US Dollar

Create

From the menu:

- Select **Return to JAGGAER Supplier Network**.

This will bring you to the *JAGGAER* Supplier Portal Home Page.

Adding New Users

After following the steps on slides 7-9, you should be on the *JAGGAER* Supplier Portal Home page and can now proceed.

TOPICS

(click to jump)

[For Profile Owner & Profile Administrators - Reviewing users](#)

[For Profile Owner & Profile Administrators - Adding users](#)

[For Profile Owner & Profile Administrators - Resending or Canceling Invitations for Pending Users](#)

[For the added user – Accepting the request](#)

Reviewing users

The screenshot shows the 'JAGGAER SUPPLIER NETWORK' user profile page. The left sidebar contains navigation options: 'Administer' (with a gear icon), 'Administration', and 'Manage Users'. The 'Manage Users' option is expanded to show 'Search for Users', 'Send New User Request', and 'View Pending User Registrations'. The main content area is titled 'User's Name, Phone Number, Email, etc.' and contains a form for editing user details. The form includes fields for 'First Name', 'Last Name', 'Title' (set to 'Vice President'), and 'Phone Number'. A 'Save Changes' button is visible at the bottom right.

Annotations:

- A red box highlights the 'Administer' menu item in the sidebar.
- A red box highlights the 'Manage Users' menu item in the sidebar.
- A red box highlights the 'Search for Users' sub-item under 'Manage Users'.
- A red box highlights the 'Search for Users' sub-item in the main content area.
- A red box highlights the 'Save Changes' button.

Text Box:

To view all users and their roles, navigate to:

- **Administer**
- **Manage Users**
- **Search for Users**

Reviewing users

All users will be listed here along with their assigned roles, status, last login date, etc. If you do not see the name of the person who should be a user, you may add them.

The screenshot displays the 'User Search' page in the JAGGAER SUPPLIER NETWORK. The page includes a navigation sidebar on the left, a top navigation bar with search and user management options, and a main content area with a search filter and a table of users.

Name	Phone	Email	Role	Status	Last Login Date
Jack Almanac	+1 967-	@gmail.com	Manage All Portal Activities	Inactive	4/17/2025 1:53:03 PM
Kathryn	+1 732-		Manage All Portal Activities	Active	4/18/2025 8:02:59 AM
Jackie k	+1 302-	@aol.com	Manage Bid Opportunities	Pending	
Margot	+1 302-		Manage Bid Opportunities Manage Company Profile Manage Contracts	Active	3/5/2025 8:22:22 AM

Reviewing Users

The screenshot shows the JAGGAER SUPPLIER NETWORK interface. The breadcrumb trail is: Administrator > Manage Users > Search for Users > Margot McBride > User's Name, Phone Number, Email, etc. The left sidebar contains navigation options: User Profile and Preferences, User's Name, Phone Number, Email, etc. (highlighted), Language, Time Zone and Display Settings, Update Security Settings, User Roles and Access (highlighted), Assigned Roles, Fulfillment Center Access, Customer Access, Ordering and Approval Settings, Permission Settings, Notification Preferences, User History, and Administrative Tasks. The main content area shows the user profile for Margot McBride with fields for First Name, Last Name, and Title (COO). A blue button labeled 'Assign As Primary Contact' is highlighted with a red box.

The blue **Assign As Primary Contact** button will be visible to:

- the **Profile Owner** when they select another user's profile from their search results.
- any other profile user that has been assigned the role **Manage All Portal Activities** (aka Profile Administrator) when viewing their own profile.

When a user is assigned as the **Primary Contact**, it will be their email address that receives **all** profile correspondence from CSUBUY.

Adding users

The screenshot shows the Jaggaer Supplier Network home page. The page header includes the Jaggaer logo and navigation options. A sidebar on the left contains various icons. The main content area features several sections: 'JAGGAER Network ID', 'Find Invoice', 'Create Invoice / Credit Memo', 'Customer Portal Access', 'Sourcing Events', and 'JAGGAER Support'. A red box highlights the 'Send New User Registration Request' link in the 'JAGGAER Network ID' section. A red arrow points from the 'Adding users' title to this link. A 'Did you know?' tooltip is visible over the 'Customer Portal Access' table.

Customer	Registration Status	Customer Contact
The California State University	In Progress	CSUBUY

To add a new user to the profile:

1. Return to Jaggaer Supplier Network Home
2. Click **Send New User Registration Request**

Adding users



Sending a user registration request

To send a registration request to a new user, please enter the user's contact information. Select the role that you would like the user to be assigned. An email will be sent to the email address below with instructions on how to register. Pending registrations can be viewed on the [registrations](#) page.

User Identification

First Name *

Last Name *

Title

Phone Number * ext.
International phone numbers must begin with +

Mobile Phone Number
International phone numbers must begin with +

E-mail Address *

Role

★ Required

- Manage All Portal Activities
- Manage Bid Opportunities
- Manage Company Profile
- Manage Content / Pricing
- Manage Contracts
- Manage Orders / Invoices
- Support Customer Questions
- View Reports Only

- **Enter** the required information (marked with an *) in the User Identification Fields:
 - First Name
 - Last Name
 - Title
 - Phone Number
 - Email Address
- **Assign** a role for the new user from the pull-down menu. See next page for a detailed description of the roles and permissions.
- **Select** the Send User Request button

Send User Request

Adding users

The table below describes the permissions associated with each role.

User Roles	Permissions
Manage All Portal Activities	Grants user full access to the CSUBUY supplier portal and all editable fields, including: <ul style="list-style-type: none">• Add/modify/remove users• Update profile information including tax forms and banking information• Manage contracts• Create invoices
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Resending or Cancelling Invitations for Pending Users

The screenshot shows the JAGGAER SUPPLIER NETWORK user profile page. The left sidebar contains a navigation menu with the following items: Home, My Profile, User Profile and Preferences, **User's Name, Phone Number, Email, etc.** (highlighted), Language, Time Zone and Display Settings, Update Security Settings, User Roles and Access, Ordering and Approval Settings, and Permission Settings. Below the menu, the 'Administer' and 'Manage Users' options are highlighted with red boxes. The 'Manage Users' dropdown menu is open, showing 'Search for Users', 'Send New User Request', and 'View Pending User Registrations', with the last option also highlighted by a red box. A red callout box on the right contains the text: 'To review all users, navigate to: Administer, Manage Users, View Pending User Registrations'. The main content area shows the user's profile information, including fields for First Name, Last Name, Title (Vice President), and Phone Number. A 'Save Changes' button is visible at the bottom right.

JAGGAER SUPPLIER NETWORK

All Search (Alt+Q) 3

My Profile ▶ User's Name, Phone Number, Email, etc.

User's Name, Phone Number, Email, etc.

Assigned as Primary Contact
Primary Contact can be reassigned by selecting another user as the Primary Contact.

First Name ★
Last Name ★
Title Vice President
Phone Number ★ ext.
International phone numbers must begin with +

Change E-mail Address

Local

★ Required

Activate Window Save Changes

To review all users, navigate to:

- **Administer**
- **Manage Users**
- **View Pending User Registrations**

Resending or Cancelling Invitations for Pending Users

View Pending User Registrations

Create User Request Actions

Name	Phone	Email	Role	
Jackie	+1 302-	@aol.com	Manage Bid Opportunities	<input type="checkbox"/>
Margot	+1 302-		Manage Company Profile	<input checked="" type="checkbox"/>

Once the User Request has been sent, the *View Pending User Registrations* screen will display the names of pending users.

- Check the box next to the invited user's name, and click the **Actions** menu to resend or reject the new user request

For the added user: Accepting the request

The new user will receive an email from the JAGGAER Supplier Network prompting them to click the **Register Now** link that will direct them to Jaggaer.

Register as a Kathryn's Custom Closets Inc User

Dear Margot [REDACTED]

Kathryn's Custom Closets Inc has invited you to become a user for their JAGGAER Supplier Network account. As a member of the JAGGAER Supplier Network, Kathryn's Custom Closets Inc 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](#)

Kathryn's Custom Closets Inc
[REDACTED]
[REDACTED]

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.

For the added user: Accepting the request

The new user must complete the required fields (marked with an *) on the New User Registration page, then click **Create Account**.

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's a navigation bar with 'New User Registration' and a link to 'Registration Tutorial'. A language dropdown menu is set to 'English'. The main content area starts with a welcome message: 'Welcome, You have been invited to help manage a supplier's data. Please fill out the fields below to register a new user in the JAGGAER Supplier Portal.' Below this is a section titled 'Your Contact Info' with several form fields: 'First Name' (containing 'Margot'), 'Last Name', 'COO', 'Title', 'Phone Number' (with an 'ext.' field), and 'Preferred Time Zone' (a dropdown menu set to 'EDT/EST - Eastern Standard Time (US/Eastern)').

The screenshot shows the 'Your Login' page for creating a JAGGAER One Login account. It features a blue header with the text 'Your Login'. Below the header is a yellow-bordered box with the following text: 'You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below.' Below this is a form with fields for 'Phone Number' (with an 'ext.' field) and 'Preferred Time Zone' (a dropdown menu set to 'EDT/EST - Eastern Standard Time (US/Eastern)'). Below the form is another 'Your Login' section with a yellow-bordered box containing the same text as above. Below this is a form with fields for 'Email', 'Password', and 'Re-Enter Password'. At the bottom of the page, there are two checkboxes: 'I am a user in need of accessibility assistance' and 'I am human'. The 'I am human' checkbox is checked, and there is a red box around the 'Create Account' button with a red arrow pointing to it.

For the added user: Accepting the request

JAGGAER SUPPLIER NETWORK

My Profile ▸ User's Name, Phone Number, Email, etc.

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Margot

User Name

User Profile and Preferences <

User's Name, Phone Number, Email, etc.

Language, Time Zone and Display Settings

Update Security Settings >

User Roles and Access >

Ordering and Approval Settings >

Permission Settings >

Notification Preferences >

User History >

User's Name, Phone Number, Email, etc.

First Name * Margot

Last Name * [Redacted]

Title COO

Phone Number * [Redacted] ext. [Redacted]
International phone numbers must begin with +

Mobile Phone Number [Redacted]
International phone numbers must begin with +

E-mail Address * [Redacted] [Change E-mail Address](#)

Authentication Method Local

★ Required

[Save Changes](#)

The user profile will be pre-populated with the name and contact information for the new user.

- Review/edit for accuracy, then click **Save Changes**

Maintenance of Existing Users

After following the steps on slides 7-9, you should be on the *JAGGAER* Supplier Portal Home page and can now proceed.

TOPICS

(click to jump)

[For Profile Owner & Profile Administrators - Reviewing users](#)

[For Profile Owner & Profile Administrators - Modifying user access/role](#)

[For Profile Owner & Profile Administrators - Removing users](#)

Reviewing users

The screenshot shows the 'JAGGAER SUPPLIER NETWORK' user profile page. The left sidebar contains a navigation menu with the following items: Home, My Profile, User Profile and Preferences, **User's Name, Phone Number, Email, etc.** (highlighted), Language, Time Zone and Display Settings, Update Security Settings, User Roles and Access, Ordering and Approval Settings, and Permission Settings. Below the menu, there are buttons for 'Administer' (with a gear icon), 'Administration', and 'Manage Users'. The 'Manage Users' button is highlighted with a red box. A red line points from the 'Search for Users' option in the 'Manage Users' dropdown to a callout box. The main content area shows the user's profile details: 'User Name', 'First Name', 'Last Name', 'Title' (Vice President), and 'Phone Number'. A 'Change E-mail Address' button is visible. At the bottom right, there is an 'Activate Window' button and a 'Save Changes' button.

Administer

Administration

Manage Users

Search for Users

Send New User Request

View Pending User Registrations

To view all users and their roles, navigate to:

- **Administer**
- **Manage Users**
- **Search for Users**

★ Required

Activate Window Save Changes

Reviewing users

All users will be listed here along with their assigned roles, status, last login date, etc. You can review this list to determine if you need to *modify* a user's access or *remove* them from the supplier profile.

The screenshot displays the 'User Search' interface in the JAGGAER SUPPLIER NETWORK. The page title is 'User Search' and the breadcrumb trail is 'Administer > Manage Users > Search for Users'. The interface includes a search bar, filter options, and a table of users. The table has the following columns: Name, Phone, Email, Role, Status, and Last Login Date. The users listed are Jack Almanac, Kathryn, Jackie K, and Margot. Red arrows point from the text above to the Name, Role, and Status columns in the table.

Name	Phone	Email	Role	Status	Last Login Date
Jack Almanac	+1 967-...	...@gmail.com	Manage All Portal Activities	Inactive	4/17/2025 1:53:03 PM
Kathryn	+1 732-...	...	Manage All Portal Activities	Active	4/18/2025 8:02:59 AM
Jackie K	+1 302-...	...@aol.com	Manage Bid Opportunities	Pending	
Margot	+1 302-...	...	Manage Bid Opportunities Manage Company Profile Manage Contracts	Active	3/5/2025 8:22:22 AM

Modifying user access/role

The screenshot shows the JAGGAER SUPPLIER NETWORK user profile page. The left sidebar contains a navigation menu with the following items: Home, My Profile, User Profile and Preferences, **User's Name, Phone Number, Email, etc.** (highlighted), Language, Time Zone and Display Settings, Update Security Settings, User Roles and Access, Ordering and Approval Settings, and Permission Settings. Below the menu, there are buttons for **Administer**, Administration, and **Manage Users**. The **Manage Users** button is expanded to show a sub-menu with **Search for Users**, Send New User Request, and View Pending User Registrations. The main content area is titled "User's Name, Phone Number, Email, etc." and contains a form for editing user information. The form includes fields for First Name, Last Name, Title (set to Vice President), and Phone Number. A note indicates the user is "Assigned as Primary Contact" and provides instructions on how to reassign. At the bottom right, there is a "Save Changes" button.

My Profile ▶ User's Name, Phone Number, Email, etc.

User's Name, Phone Number, Email, etc.

Assigned as Primary Contact
Primary Contact can be reassigned by selecting another user as the Primary Contact.

First Name ★
Last Name ★
Title
Vice President
Phone Number ★
International phone numbers must begin with +

International phone numbers must begin with +

Local ▼

★ Required

Activate Windows Save Changes

To review all users, navigate to:

- **Administer**
- **Manage Users**
- **Search for Users**

Modifying user access/role

Search the Individual's name or select it from list below

Quick Filters My Searches

Quick search Add Filter Clear All Filters

Name	Phone	Email	Role	Status	Last Login Date
Jack Almanac	+1 967	@gmail.com	Manage All Portal Activities	Inactive	4/17/2025 1:53:03 PM
Kathryn	+1 732		Manage All Portal Activities	Active	4/18/2025 8:02:59 AM
Jackie I	+1 302	@aol.com	Manage Bid Opportunities	Pending	
Margot	+1 302		Manage Bid Opportunities Manage Company Profile Manage Contracts	Active	3/5/2025 8:22:22 AM

Current role(s) for the individual

Modifying user access/role

The screenshot displays the JAGGAER SUPPLIER NETWORK user management interface. The breadcrumb trail is: Administrator > Manage Users > Search for Users > Margot McBride > User's Name, Phone Number, Email, etc. The left-hand navigation menu includes: User Profile and Preferences, User's Name, Phone Number, Email, etc. (highlighted), Language, Time Zone and Display Settings, Update Security Settings, User Roles and Access (highlighted with a red box), Assigned Roles, Fulfillment Center Access, Customer Access, Ordering and Approval Settings, Permission Settings, Notification Preferences, User History, and Administrative Tasks. The main content area shows the user profile for Margot McBride with fields for First Name, Last Name, Title (COO), Phone Number, Mobile Phone Number, E-mail Address, and Authentication Method (Local). A red arrow points from the 'User Roles and Access' menu item to a text box on the right.

Next, click **User Roles and Access** from the left-hand menu, then **Assigned Roles**.

Modifying user access/role

The table below describes the permissions associated with each role.

User Roles	Permissions
Manage All Portal Activities	Grants user full access to the CSUBUY supplier portal and all editable fields, including: <ul style="list-style-type: none">• Add/modify/remove users• Update profile information including tax forms and banking information• Manage contracts• Create invoices
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Manage Contracts	Allows users to view and manage contracts CSU has shared in the portal.
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View Reports Only	User may edit their individual Jaggaer account profile information only; they do not have access to edit The CSU's supplier profile. They can access supplier customer portal reports but has no edit or creation permissions.

Modifying user access/role

Select a role from the **Available Roles** or **Assigned Roles** column, then use the arrows in the center column to assign or unassign the role, respectively. Click **Save Changes** to update the user's permissions.

The screenshot displays the JAGGAER SUPPLIER NETWORK interface. The breadcrumb trail is: Administer > Manage Users > Search for Users > Margot McBride > Assigned Roles. The user profile for Margot is shown on the left. The main area is titled "Assigned Roles" and contains two columns: "Available Roles" and "Assigned Roles".

Available Roles	Center Column	Assigned Roles
Manage All Portal Activities	»	Manage Bid Opportunities
Manage Content / Pricing	>	Manage Company Profile
Support Customer Questions	<	Manage Contracts
View Reports Only	«	Manage Orders / Invoices

The "Assigned Roles" column is currently empty. A "Save Changes" button is located at the bottom right of the interface.

Removing users

The screenshot shows the Jaggaer Supplier Network user profile page. The page title is "User's Name, Phone Number, Email, etc.". The left sidebar contains a navigation menu with the following items: "User Profile and Preferences", "User's Name, Phone Number, Email, etc." (highlighted), "Language, Time Zone and Display Settings", "Update Security Settings", "User Roles and Access", "Ordering and Approval Settings", and "Permission Settings". The "Administer" module is selected in the sidebar, and its sub-menu is open, showing "Administration" and "Manage Users" (highlighted). The "Manage Users" sub-menu is also open, showing "Search for Users" (highlighted), "Send New User Request", and "View Pending User Registrations". The main content area shows the user profile form with fields for "First Name", "Last Name", "Title", and "Phone Number". The "Phone Number" field is marked as required and has a "Change E-mail Address" button next to it. A red box highlights the "Administer" module and the "Manage Users" sub-menu, with a red arrow pointing to the "Search for Users" option. A red box also highlights the "Search for Users" option in the sub-menu.

Administer

- Administration
- Manage Users**
 - Search for Users**
 - Send New User Request
 - View Pending User Registrations

★ Required

Activate Windows Save Changes

The **Profile Owner** or **Profile Administrator** can completely remove a user's access to the supplier portal by **inactivating** their profile.

- Locate the user in the Jaggaer Supplier Network by navigating to the **Administer** module, **Manage Users**, and select **Search for Users**.

Removing users

Enter the individual's name in the search field at the top of the page or select their name from the list.

The screenshot shows the 'User Search' interface in the JAGGAER SUPPLIER NETWORK. The breadcrumb trail is 'Administer > Manage Users > Search for Users'. The page title is 'User Search'. There are options to 'Save As', 'Pin Filters', and 'Create User Request'. On the left, there are 'Quick Filters' and 'My Searches' sections. The main content is a table of users with columns: Name, Phone, Email, Role, Status, and Last Login Date. The user 'Jack Almanac' is highlighted in the table, and his name is also entered in the 'Quick search' field.

Name	Phone	Email	Role	Status	Last Login Date
Jack Almanac	+1 967-...	...@gmail.com	Manage All Portal Activities	Inactive	4/17/2025 1:53:03 PM
Kathryn	+1 732-...	...	Manage All Portal Activities	Active	4/18/2025 8:02:59 AM
Jackie k	+1 302-...	...@aol.com	Manage Bid Opportunities	Pending	
Margot	+1 302-...	...	Manage Bid Opportunities Manage Company Profile Manage Contracts	Active	3/5/2025 8:22:22 AM

Removing users

JAGGAER SUPPLIER NETWORK

Administer ▶ Manage Users ▶ Search for Users ▶ Jack Almanac ▶ User's Name, Phone Number, Email, etc.

Jack Almanac

User Name [redacted]@gmail.com

[Assign As Primary Contact](#)

First Name ★ Jack

Last Name ★ Almanac

Title CFO

Phone Number ★ [redacted] ext. [redacted]
International phone numbers must begin with +

Mobile Phone Number [redacted]
International phone numbers must begin with +

E-mail Address ★ [redacted]@gmail.com [Change E-mail Address](#)

Authentication Method Local ▼

Administrative Tasks

- [Export User Information](#)
- [Inactivate User](#)

On the user's profile, navigate to **Administrative Tasks**, then **Inactivate User**.

Removing users

JAGGAER SUPPLIER NETWORK

Administrator > Manage Users > Search for Users > Jack Almanac > User's Name, Phone Number, Email, etc.

Jack Almanac

User Name [redacted]@gmail.com
User Status **Inactive**

- User Profile and Preferences <
- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks <
 - Export User Information
 - Activate User**

User's Name, Phone Number, Email, etc.

First Name * Jack
Last Name * Almanac
Title CFO
Phone Number * [redacted] ext. [redacted]
International phone numbers must begin with +
Mobile Phone Number [redacted]
International phone numbers must begin with +
E-mail Address * [redacted]@gmail.com

★ Required

Save Changes

The user's record is now inactive. You may reactivate their access at any time by following these same steps and instead choosing **Activate User**.

RESOURCES

Login issues, technical problems: [JAGGAER support](#)

Assistance with registration related issues: csubuy-suppliersupport@calstate.edu

[Reset your password](#)

[The CSU Supplier Portal](#)