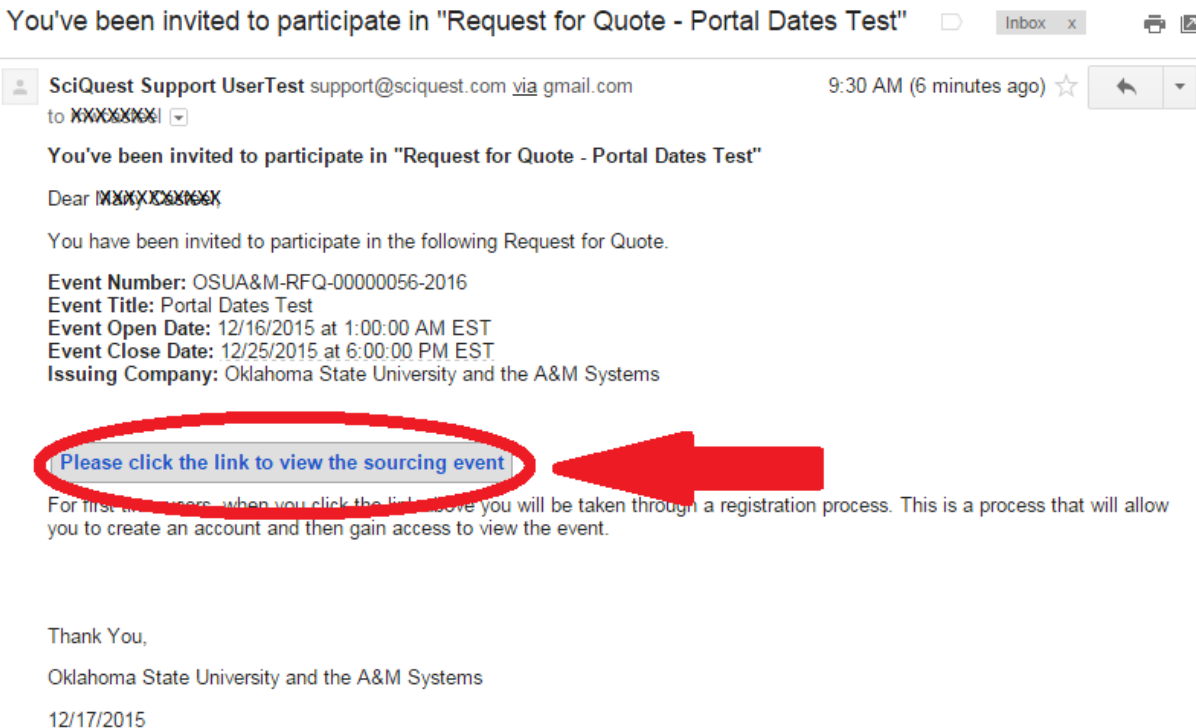


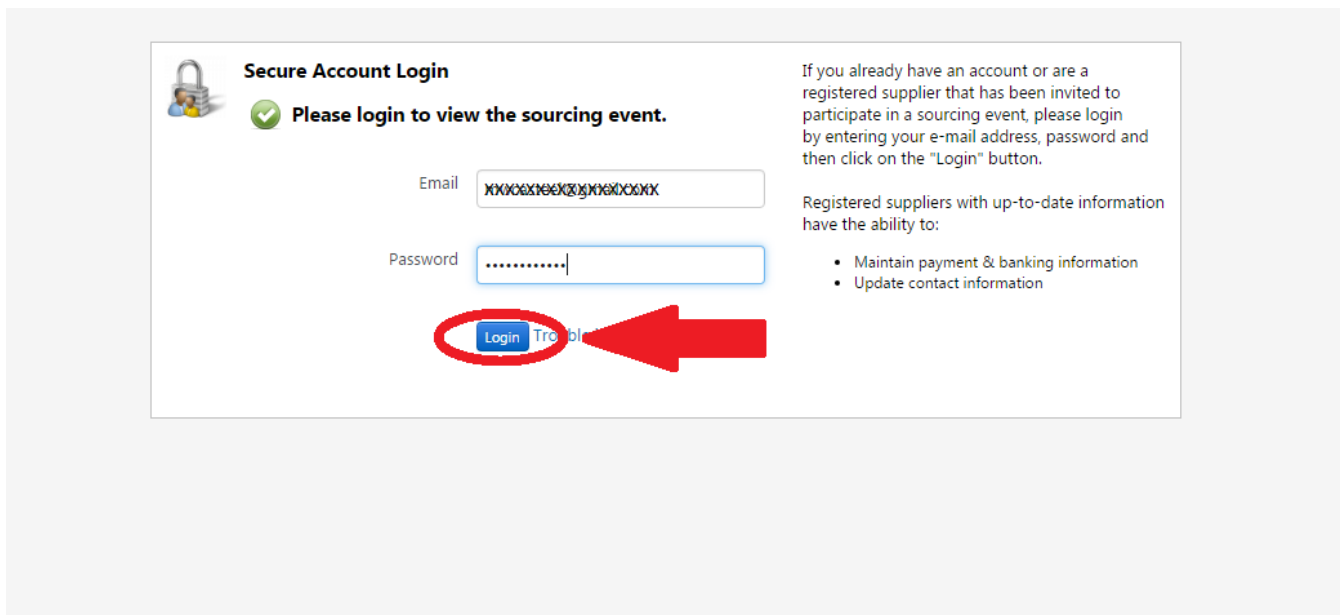
# HOW TO UPDATE YOUR SUPPLIER PROFILE SO YOUR EMAILS WILL INDICATE CENTRAL STANDARD TIME

## 1. Log into the SciQuest Supplier Profile



a. You can do this by clicking on the link in your email as indicated above

## 2. Enter your password as normal and click login



### 3. Now you will need "Return to SciQuest Supplier Network"

The screenshot shows the 'Portal Dates Test' event summary page. At the top right, the user name 'Marty Casteel' is displayed. Below it, a dropdown menu is open, showing 'Return to SciQuest Supplier Network' and 'Logout'. A red circle highlights the 'Return to SciQuest Supplier Network' option, with a red arrow pointing to it from the right. Another red arrow points to the user name 'Marty Casteel' from the left. The event details on the left show 'Response Status: Not Started', 'Intent To Bid: Not Set', and 'Bid Total: 0.00 USD'. The summary table on the right lists event details such as 'Event Title: Portal Dates Test', 'Event Type: Request for Quote', and 'Event Number: OSUA&M-RFQ-00000056-2016'.

- First Click your Name in the at the Top Right hand side of the screen.
- Next Click "Return to SciQuest Supplier Network" As indicated above

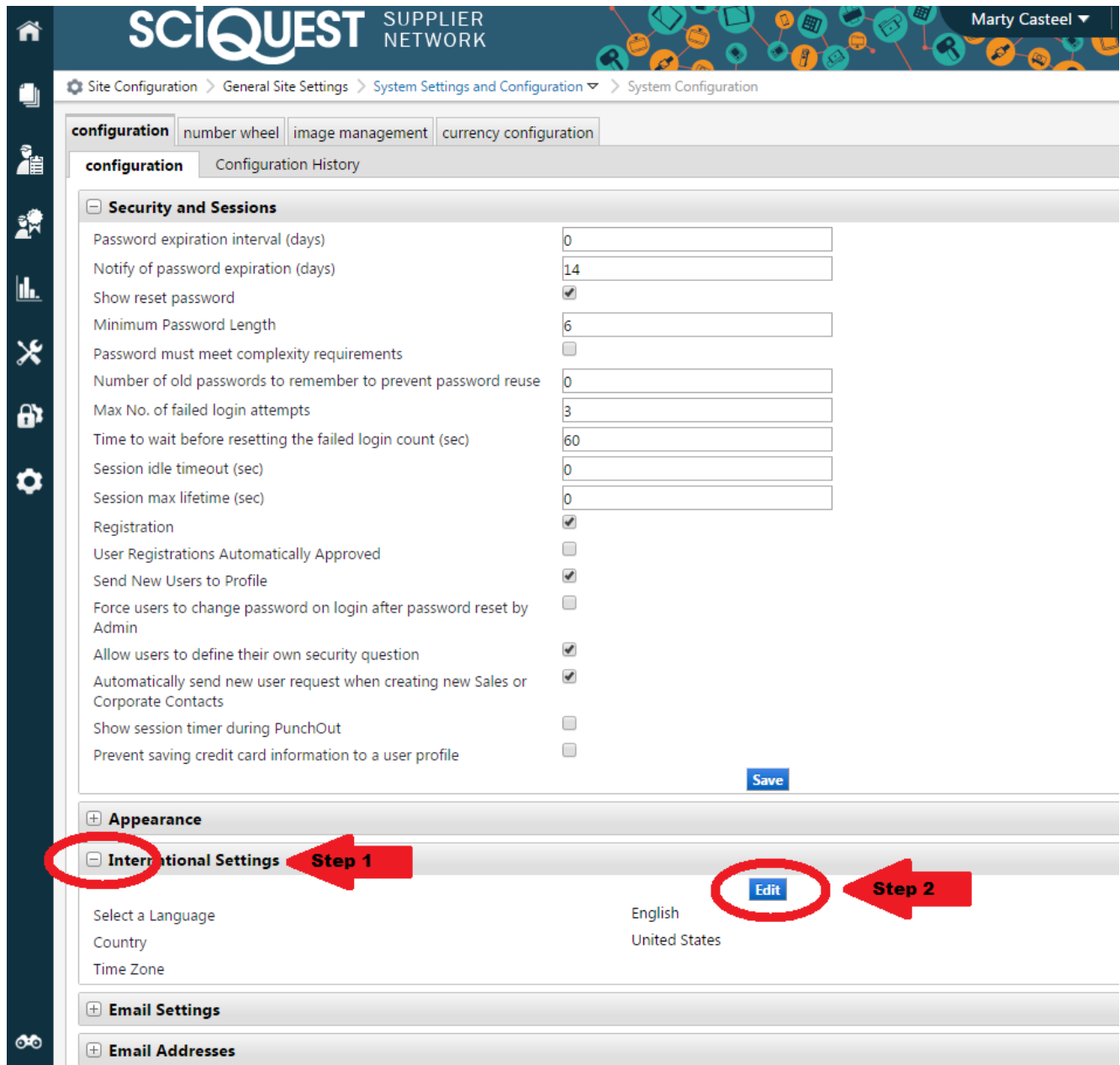
### 4. To Access Your Site Configuration Settings to change your Time Zone

The screenshot shows the 'Customer Portal Access' page. A red circle highlights the 'Site Configuration' menu item in the left-hand navigation bar, with a red arrow labeled 'Step 1' pointing to it. Another red circle highlights the 'General Site Settings' sub-menu item, with a red arrow labeled 'Step 2' pointing to it. A third red circle highlights the 'System Settings and Configuration' sub-menu item, with a red arrow labeled 'Step 3' pointing to it. The main content area shows a table with columns for 'Customer', 'Registration Status', and 'Customer Contact'. The table lists 'Oklahoma State University and the A&M Systems' with various event counts. A 'View All Events' link is at the bottom right of the table.

- Step One: Click the Gear on the Left Hand Menu Icon Bar

- b. Step Two: Hover your mouse over “General Site Settings”
- c. Step Three: Click the “System Settings and Configuration” Option

5. To Change your Time Zone you will need to Expand the “International Settings”



- a. Step One: Click the Plus (+) Sign next to the “International Settings” Menu Option
- b. Step Two: Click the “Edit” Button

6. Choose “CDT/CST – Central Standard Time (US/Canada)” From the Time Zone Drop down list.

The screenshot shows the SciQuest Supplier Network interface. The breadcrumb trail is: Site Configuration > General Site Settings > System Settings and Configuration > System Configuration. The 'International Settings' section is expanded, showing 'Select a Language' (English), 'Country' (United States), and 'Time Zone'. The Time Zone dropdown menu is open, displaying a list of time zones. The option 'CDT/CST - Central Standard Time (US/Central)' is highlighted in blue and circled in red. A red arrow points to this option from the right side of the screen.

7. Click the “Save” Button and you are done. All future emails you receive should indicate the proper Time/Time Zone. If you require any further assistance please email us at [purchase@okstate.edu](mailto:purchase@okstate.edu)

This screenshot shows the same SciQuest Supplier Network interface as the previous one, but with the 'Save' button circled in red. The Time Zone dropdown menu is now closed, and the selected option 'CDT/CST - Central Standard Time (US/Central)' is visible in the dropdown arrow. A red arrow points to the 'Save' button from the right side of the screen.