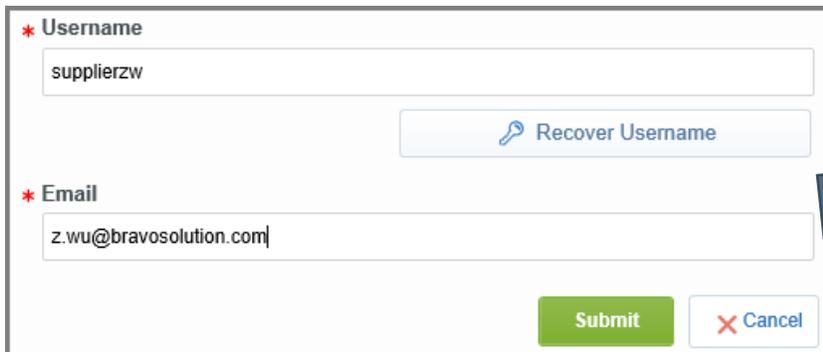# JAGGAER

Supplier Navigation Guide

Login as Supplier

Registration on BravoSolution ESoP Training Platform

prep.educationpa@bravosolution.com

Sent:
To:

Dear Supplier ZW,

Welcome to https://educationpa-prep.bravosolution.com

You have now successfully registered to participate in sourcing Projects on the platform

Your Username is: supplierzw
Your temporary Password is: 5357211437

Login

supplierzw

•••••••••

ENTER

Forgot your username and password?

* Username

supplierzw

🔑 Recover Username

* Email

z.wu@bravosolution.com

Submit   ✕ Cancel
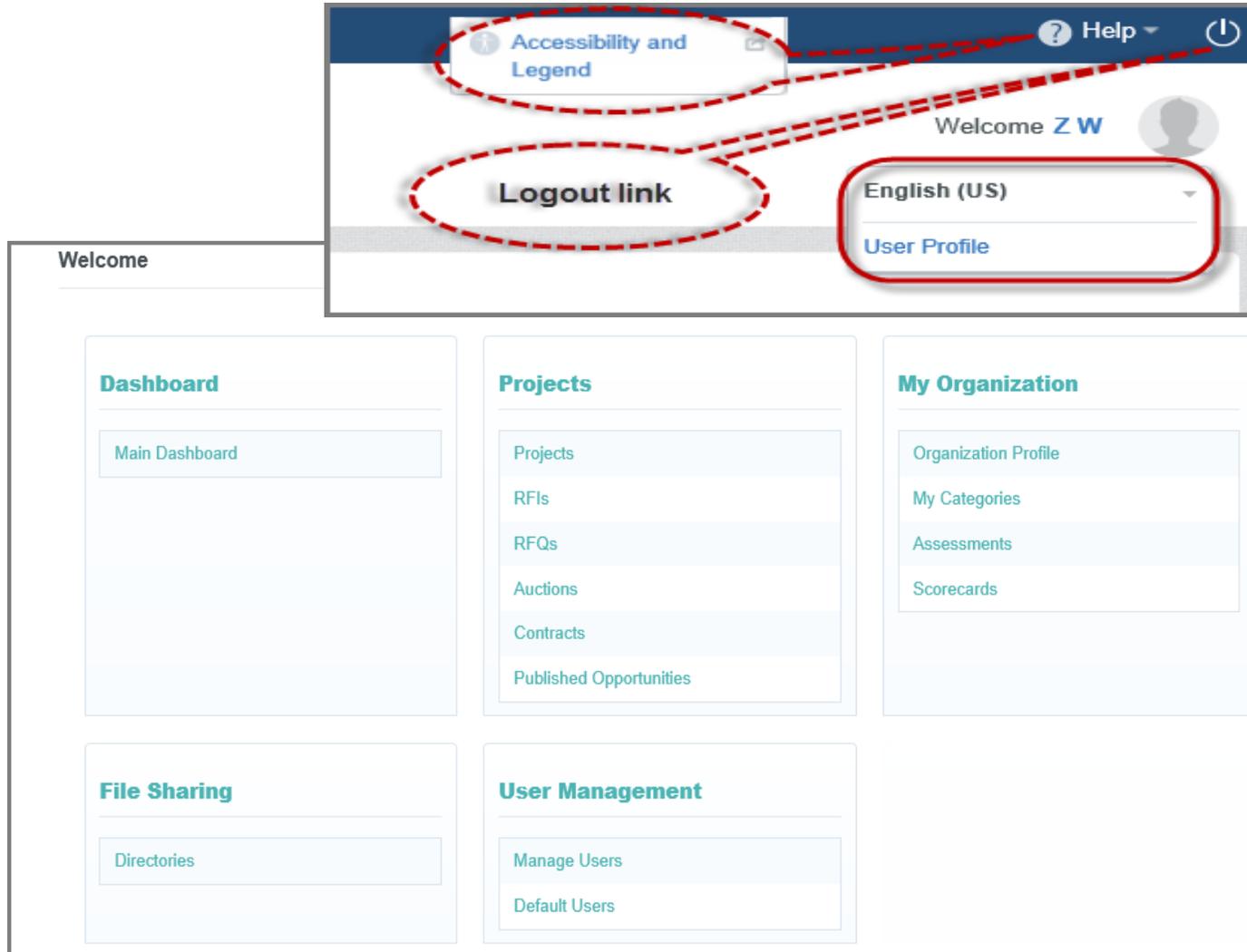
- ▪ **Login**

- • Click the link in the Registration Confirmation email to access the Login page.

- • Log in with the Username and Temporary password, found in the email.

- • As a security measure, you will be required to enter and confirm a new password.

- ▪ **Forgot your Password?**

- • Click on the "**Forgot your username and password?**" link (text may be different on your platform)

- • Fill in your username and email address.

- • You will receive a temporary password via email.

JAGGAER

Login as Supplier – Forgot Username

Dear User,

This email contains a link to be used if you have forgotten your username to access the site BravoSolution ESoP Training Platform at URL
https://educationpa.bravosolution.com

The link is temporary and will expire after a few hours, if still required after that time you will need to request a new Username reminder link.

Click the following link to access your Username:
https://educationpa.bravosolution.com/esop/guest/login.do?qvu=256981120156A39D1C12

After you have used this link you can delete this email as the link can be used only once.

NOTE: If you did not request this Username reminder, please disregard this message. Nothing will happen to your account and you will be able to log in using your login details as usual.

- **Forgot your Username?**

- On the Login page, click **Forgot your username and password?** (text may vary)

- Click **Recover Username**.

- Fill in your email address and a validation value.

- You will receive an email with a link to access your Username.

- Please use the second link in the email to access your Username.

- The Username reminder link will expire after a few hours and can only be used once.

JAGGAER

Access the Supplier Home Page

- The Supplier Home Page is usually the default page displayed after successful login.*

- **Universal Links**

- On the upper right corner of the page, you can find links to Logout, and to view Accessibility guidance.

- You can also find links to access your User Profile to change your language, user details and/or password.

- **Modules & Link**s

- The main area of the page displays links to the available modules, so you can use this page to reach any part of the platform.

- *On some platforms, the Dashboard may be the default page that is displayed after you login.

Access the Dashboard

- **Dashboard Module**

- The Dashboard contains portlets that provide an overview of your sourcing activities and gives you access to them.

- **Access Dashboard**

- The Dashboard module can be accessed from the Supplier Home page, or by clicking the **Home** icon on the Navigation Menu.

Access the Navigation Menu
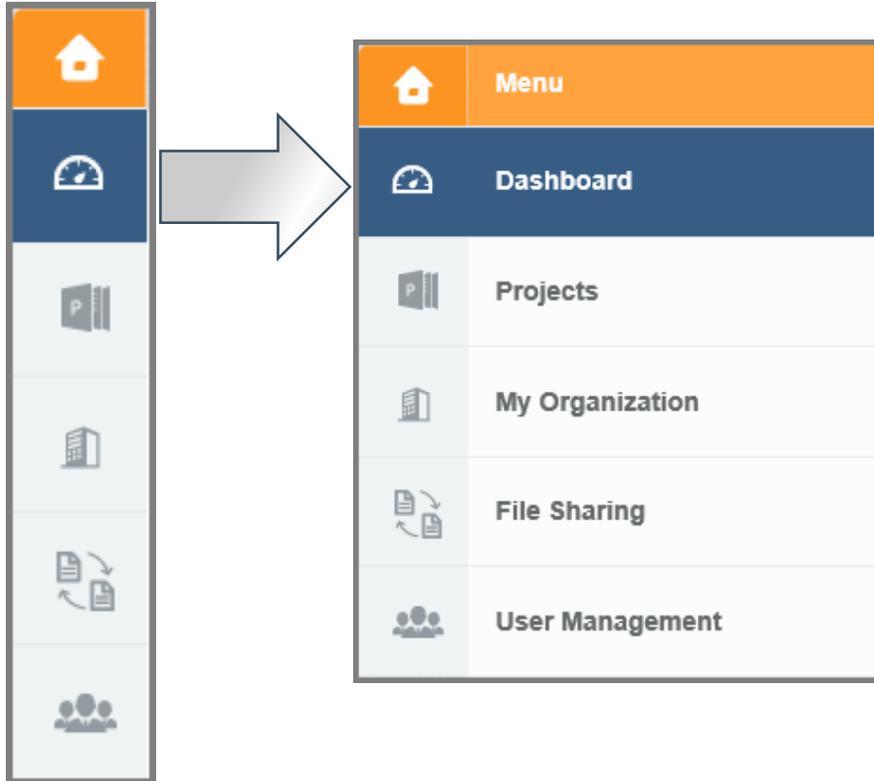
Access the Navigation Menu
- The navigation menu is located on the left side of each page.
- It allows you to move quickly from one module to another.
- To do so, click on a module to expand the menu and then select a link, to be directed to the section you want to access.

Access My Organization
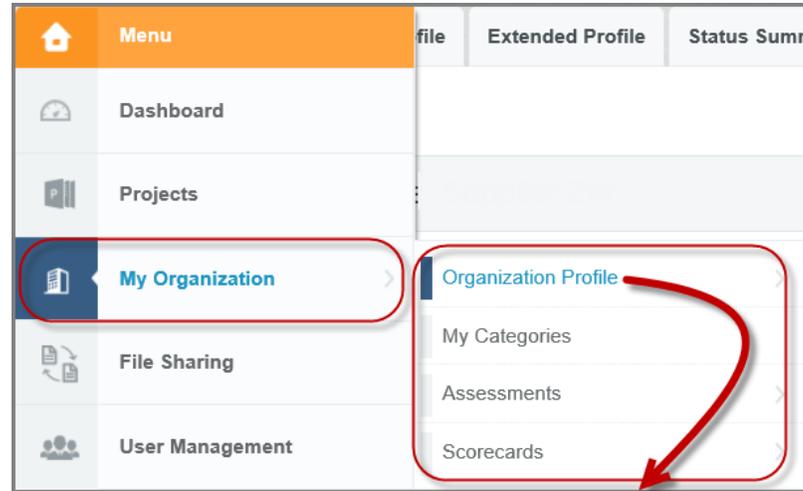
My Organization Module

In this module, you can view and manage your Registration data, Profile Forms, Category Classifications, Assessments and Scorecards.

Access My Organization

The module can be accessed from the Navigation Menu or the Supplier Home page.

1. Click **Edit** to update information.
2. Once the information is complete, click **Save**.

Note: Some Sourcing portals will not contain Extended Profile forms, Assessments or Scorecards.

Access User Management

User Management Module

This module is available to users who are given the rights to manage users, roles and divisions within your organization.

Access User Organization

You can access the module from the Supplier Home page, or the Navigation Menu.

Create User Roles

User Roles
Allow you to define a specific set of user rights to assign to users in your organisation. The rights for each user account can still be manually revised after the role assignment.

Create User Role
1. Select **User Management, Manage Users, User Roles** from the Navigation Menu.
2. Click '**Create**' to turn the page into edit mode.
3. Give the User Role a name. It has be unique. Decide whether if it's a shared role that is visible and selectable by all divisions.
4. Amend user rights.
5. Once complete, click '**Save**' to create the new User Role.

Create New Users
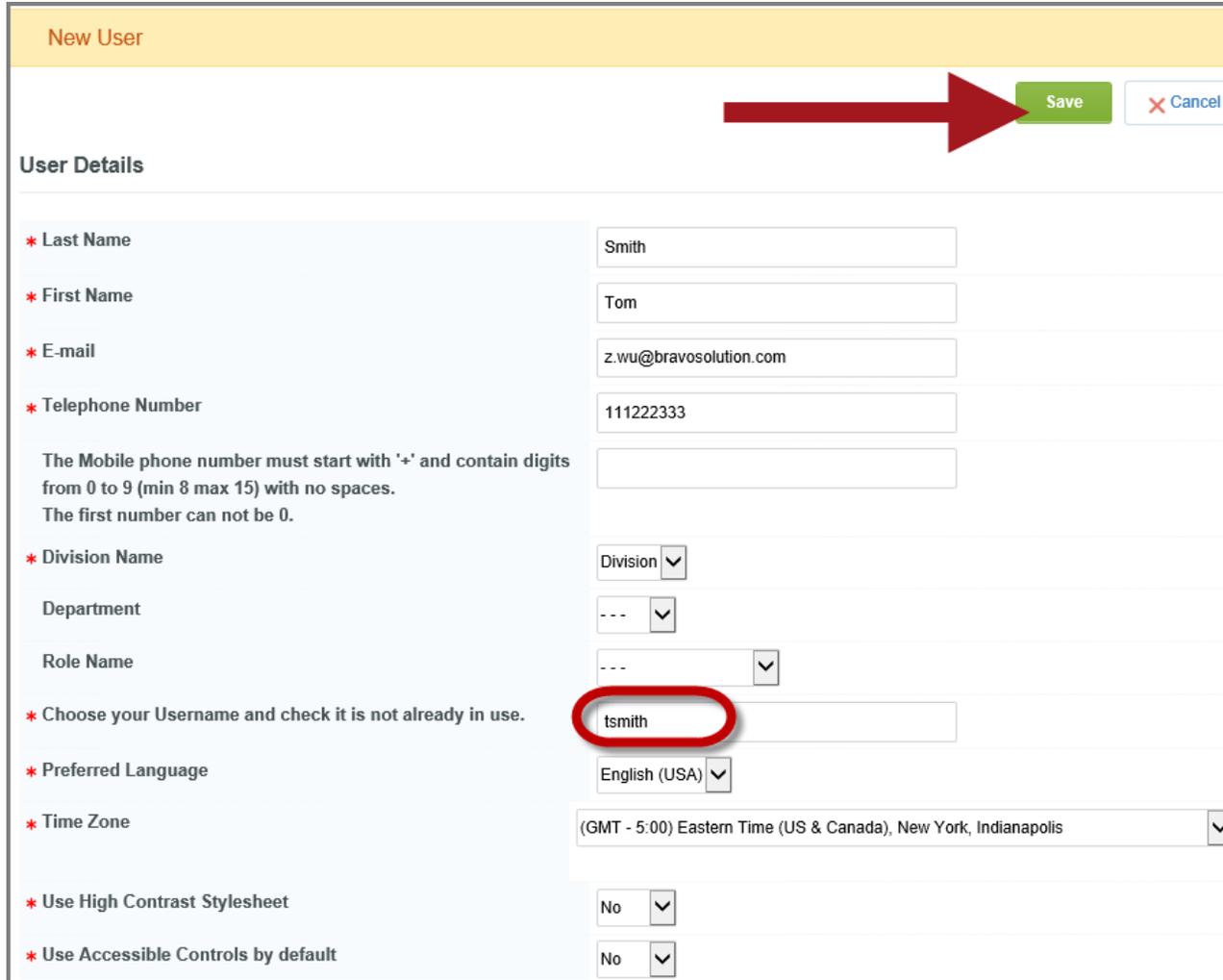
Create New User Accounts

1. Select **User Management, Manage Users, Users** from the Navigation menu.

2. Click '**Create**' and enter the details for the new account.

3. Complete all mandatory fields and choose a username that will be memorable to the new user, e.g. a combo of first initial and last name.

4. It is recommended that you use a similar naming convention for all usernames.

5. Click **Save** to create the new user account.

- Note:

- If User Roles were not created, you will need to assign user rights.

- By default, new users are not assigned any rights.

Access Projects and Sourcing Activities

- **Projects Module**
- Projects are containers for sourcing events such as RFQs, Auctions and Contracts.

- **Access Projects**
- You can access Projects and sourcing events via the Navigation Menu, Supplier Home page, or the Quick Links on the Dashboard.

Get Help – Global Customer Care

- **Need help with registration, navigation, or technical issues?**

- Please send an email to the Jaggaer Helpdesk at:

- **help_uk@jaggaer.com**

JAGGAER