The purpose of this guide is to instruct suppliers on how to change the time zone in their profile from Eastern Standard Time (EST) to Pacific Standard Time (PST). It is important that all suppliers are referencing PST—regardless of their geographic location—in order to meet bid event deadlines.

1. Click the username in the top banner of the USC Supplier Portal and select Return to SciQuest Supplier Network.

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		Return to SciQue	est Supplier Network		
2	Welcome to the USC Supplier Portal!	Welcome to the USC Supplier Portal! Quick Links to Common Tasks			
	University of Southern California values the quality of its suppliers and the strength of its collaborative partnerships. We encourage you to check this message	Manage Registration Profile			
€ }ŧ	board for information and updates about the supplier portal.	Sourcing Events	?		
0	Training materials are available in the Supplier section of the USC Business Services website.	Show Opening or Closing Soon •			
	In September, USC will launch a new platform for bid events that will replace the university's former bidding system. BidSunc. The new platform is powered by	No Results No Results			
	SciQuest and accessible via the USC Supplier Portal. On the home page of this site, you will see a new section titled surging Exercise highlights open hid		View All Events		
	events for which you have been invited to participate. Bid events can also be accessed via the new Sourcing icon in the left navigation bar. All bid events are by	Create Invoice / Credit Memo	?		
	invitation only. For more information on how to qualify	Please use the form below to create an invoice or a credit memo. Leave the PO number blank if no PO number provided.			

2. In the SciQuest Supplier Network click the username and select View My Profile.

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	test dv 666		Change Supplier View 👻 📍	SCIQUEST	View My Profile Logout
1	SciQuest Network ID 9695714 View Your Company's Network Profile 9695714 Manage Customer Registrations 9695714 Send New User Registration Request 9695714			NEX 16	
*	Customer Portal Access			Boost your visibility and leverage Next Level to make your h Click here to learn more about sponsorship packages.	business soar!
9,	Customer	Registration Status	Customer Contact	SCIQUEST	lick here for
٥	University of Southern California Supplier Portal	complete	View All Registrations	further details about this release.	lick here for
	- [Benchmarking	?

Set Profile Time Zone Quick Reference Guide

- 3. In the profile menu, click on Language, Time Zone, and Display Settings.
- 4. Select PDT/PST Pacific Standard Time from Time Zone drop-down.
- 5. Click on the Save Changes button
- 6. Click on the Home icon in the upper right corner to navigate back to USC Supplier Portal.

Nina PukonenTEST		Language, Time Zone and Displa	III ?	
Jser Name ninaatUSC@gmail.com		Select a Language	•	
User Profile and Preferences	~	Country	v	
User's Name, Phone Number, Email, e	tc.	Currency	T	
Language, Time Zone and Display Set Update Security Settings	tings >	Time Zone	PDT/PST - Pacific Standard Time 🔻	
User Roles and Access	>	Color Theme	CEST/CET - Central European Time (CET)	
Ordering and Approval Settings Permission Settings	>	Enable Accessibility Mode	BST/GMT - Greenwich Mean Time (Europe/London) EDT/EST - Eastern Standard Time (US/East-Indiana)	
Notification Preferences	>	Help on mouse over	CDT/CST - Central Standard Time (US/Castern) MDT/MST - Mountain Standard Time (US/Central)	
User History	~	Dreferred amail format	Motrivist - Mountain standard time (os/Mountain)	

7. Click University of Southern California Supplier Portal link under Customer Portal Access section to return to the USC Supplier Portal.

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¢	SciQuest Network ID View Your Company's Network Profile Manage Customer Registrations Send New User Registration Request	9695714		NEXT16 LEVEL16	
*	Customer Portal Access		?	Boost your visibility and leverage Next Level to make your business soar! Click here to learn more about sponsorship packages.	
ar ⊃	Customer University of Southern California Supplier Portal	Registration Status Complete	Customer Contact USC Supplier Data Management	SCIQUEST The 16.2 Product Release is available as of July 31, 2016! Click here for further details about this release.	