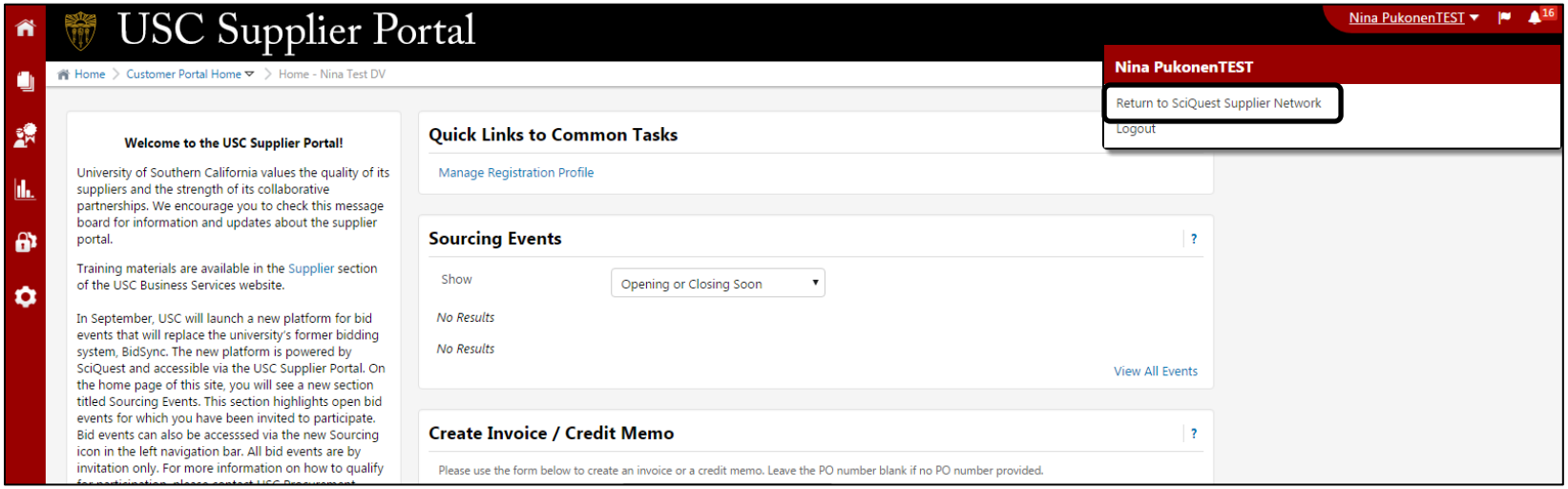
Set Profile Time Zone Quick Reference Guide

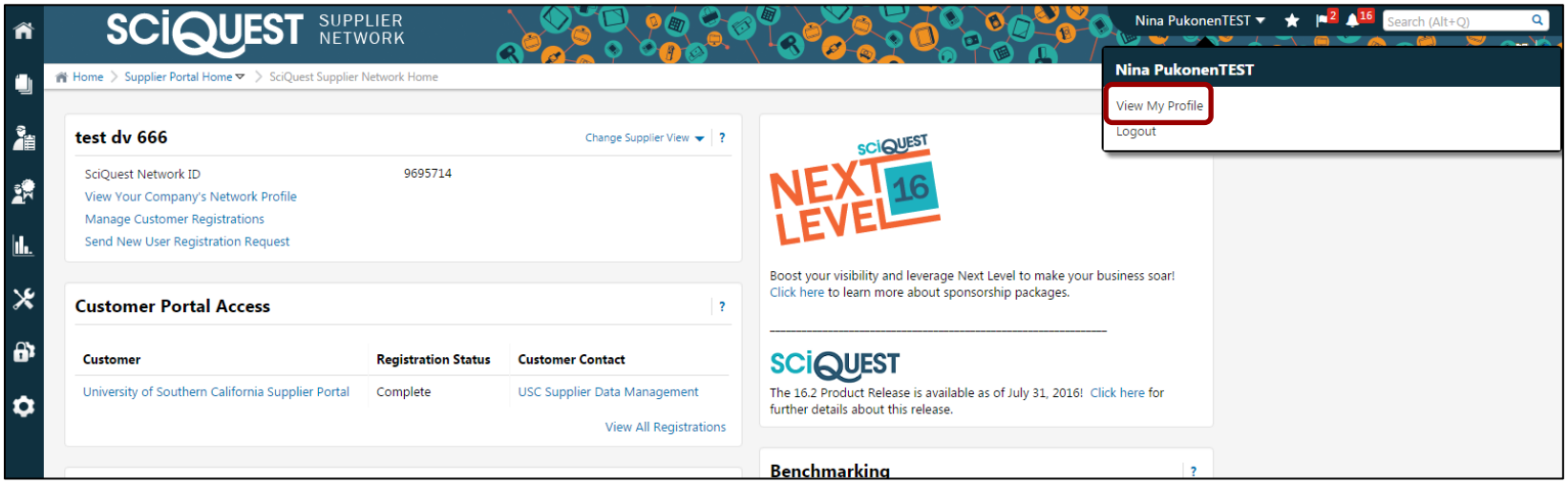
USC Supplier Portal

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**.



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



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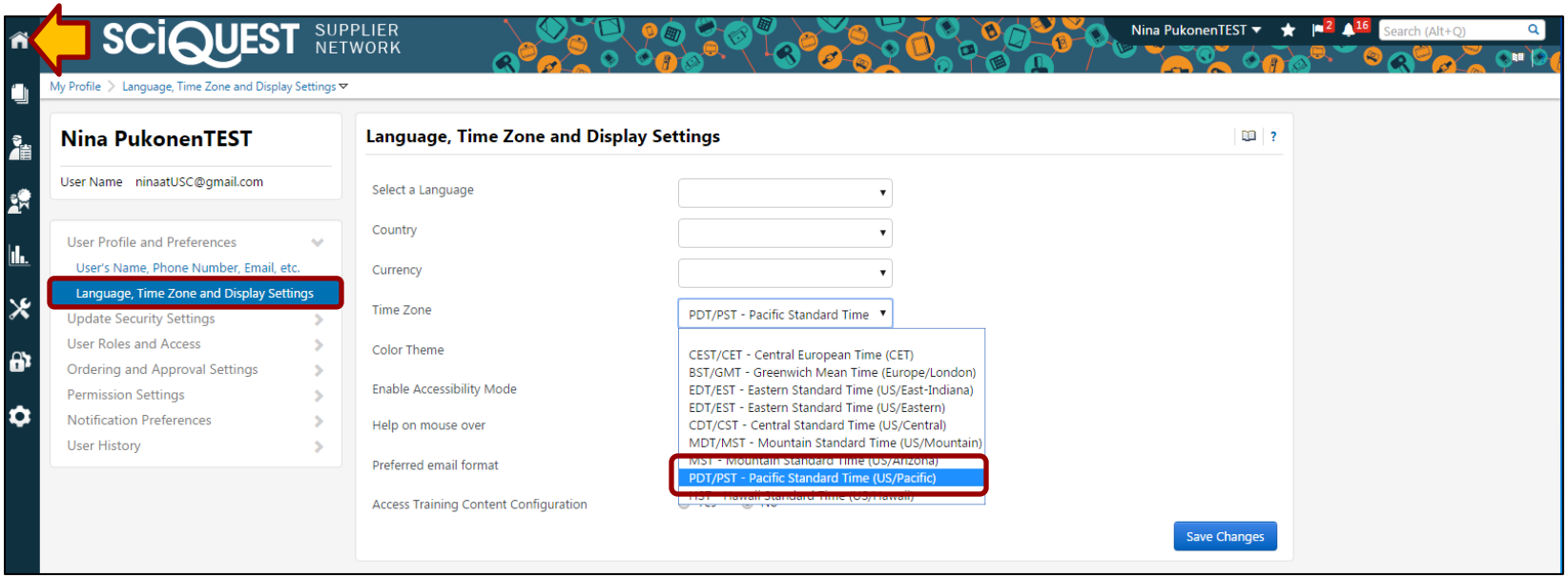
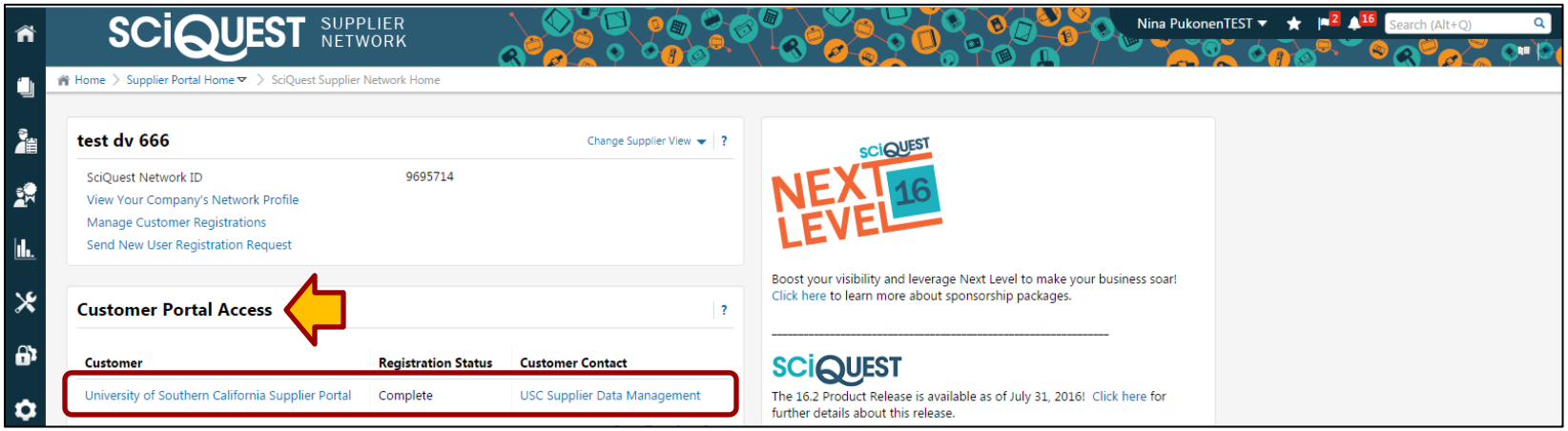
3. In the profile menu, click on **Language, Time Zone, and Display Settings**.
4. Select **PDT/PST – Pacific Standard Time** from Time Zone drop-down.
5. Click on the **Save Changes** button
6. Click on the **Home icon** in the upper right corner to navigate back to **USC Supplier Portal**.



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