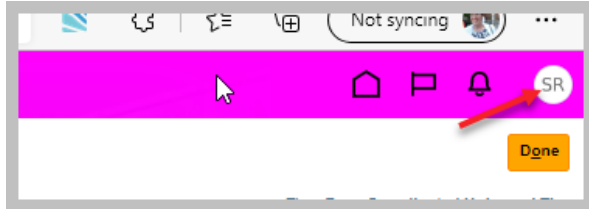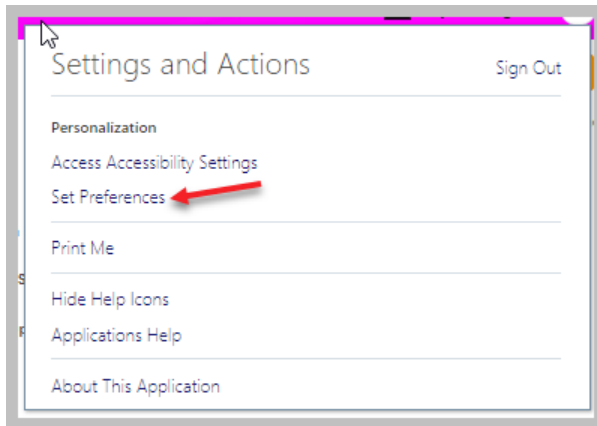## Setting Time Zone in Supplier Portal

When you connect to the Supplier Portal, the time zone is defaulted to Universal Coordinated Time (UTC) which is 6 or 7 hours ahead (depending on daylight savings) of Alberta's time zone (MDT). If you have the wrong time zone in the Supplier Portal, the Close Date could show as 10:00 pm (UTC) but it is actually 4:00 pm (MST).
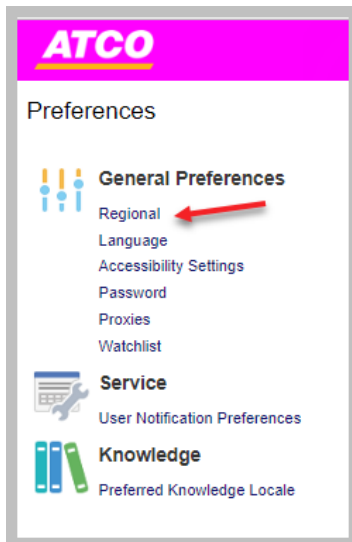
To update the Time Zone to Alberta's time zone, select your initials in the top right hand corner of the screen.

Then select Set Preferences

Now select Regional

Update the Time Zone option to (UTC-07:00) Denver – Mountain Time (MT)

General Preferences: Regional

Territory | United States

Date Format | yyyy-MM-dd (2022-07-06)

Time Format | h:mm a (7:45 PM)

Number Format | -1,234.567

Currency | US Dollar

Time Zone | (UTC+00:00) Coordinated Universal Time (UTC)

(UTC-11:00) Pago Pago - Samoa Time (ST)
(UTC-10:00) Honolulu - Hawaii Time (HT)
(UTC-09:00) Alaska Time (AKT)
(UTC-08:00) Los Angeles - Pacific Time (PT)
(UTC-07:00) Phoenix - Mountain Time (MT)
(UTC-07:00) Denver - Mountain Time (MT)
(UTC-06:00) Regina - Central Time (CT)
(UTC-06:00) Chicago - Central Time (CT)
(UTC-05:00) Indianapolis, Indiana - Eastern Time (ET)
(UTC-05:00) New York - Eastern Time (ET)
(UTC-04:00) Canada Atlantic Time (AT)
(UTC-04:00) Santiago - Chile Time (CLT)
(UTC-03:30) St Johns - Newfoundland Time (NT)
(UTC-03:00) Godthab - Western Greenland Time (WGT)
(UTC-03:00) Sao Paulo - Brasilia Time (BRT)
(UTC-02:00) Noronha - Fernando de Noronha Time (FNT)
(UTC+00:00) London - Greenwich Mean Time (GMT)
(UTC+00:00) Coordinated Universal Time (UTC)
(UTC+01:00) Belgrade - Central European Time (CET)
(UTC+01:00) Tunis - Central European Time (CET)

(UTC-07:00) Denver - Mountain Time (MT)

You can also see which time zone is currently set up when you are on the Active Negotiation screen.

ATCO

Active Negotiations

Done

Time Zone **Coordinated Universal Time**

◢ **Search**

Manage Watchlist | Saved Search | Open Invitations

** At least one is required

** Negotiation | 180*-

** Title

** Negotiation Close By | yyyy-mm-dd

** Invitation Received

Response Submitted

Negotiation Open Since | yyyy-mm-dd

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