

## JAGGAER FREQUENTLY ASKED QUESTIONS

### What is JAGGAER?

The procurement tool the Commonwealth uses for ITQ Qualification and electronic bidding.

### How do I log on?

Go to <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=CommonwealthPA>.

Enter your email address and select "Next".

### Who do I call if I'm having problems logging in?

1-877-435-7363, choose option 2 and let the customer service representative know what type of problem you are having.

### How do I register?

Please see instructions "[Registering as a PA Supplier in JAGGAER](#)" on the [PA Supplier Service Center](#) website.

### How do I manage my profile?

Go to <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=CommonwealthPA> and login to your profile. You can use the Menu bar to navigate the site and perform various tasks such as managing your supplier registration or administer users.

### How do I qualify for an ITQ contract?

Please see "[Pre-Qualifying as an ITQ Supplier in JAGGAER](#)" on the [PA Supplier Service Center](#) website.

### How do I add a Commodity Code to my existing registration?

Please see instructions "[Pre-Qualifying as an ITQ Supplier in JAGGAER](#)" on the [PA Supplier Service Center](#) website.

### How do I know I'm an approved ITQ Contractor?

You will receive an email, through JAGGAER, with a copy of your fully executed contract.

### Who do I contact regarding my registration?

You will contact the individual ITQ Contract Manager. [Click here](#) to find a full listing of the ITQ Contract Manager.

### How do I respond to an event in JAGGAER?


Please see instructions "[Responding to an Event in JAGGAER](#)" on the [PA Supplier Service Center](#) website.

### Where do I submit my question to an event?

Questions must be submitted using the Q&A Board within this event. Questions must be submitted as individual questions. Questions must be submitted by the posted deadline. All questions and responses are considered an addendum to and part of this Request for Quote/Request for Proposal (RFQ/RFP). The Issuing Office shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFQ/RFP or formally issued by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or the solicitation.

### **How do I know I have the most recent version of an event?**

Ensure you view any amendments to the event (see example below).

 [View amendment changes.](#)