

Responding to an Amended Event in JAGGAER

The purpose of this guide is to provide steps to assist suppliers in responding to amended Events in the Commonwealth of Pennsylvania's JAGGAER Supplier Management System. Suppliers respond to Events such as Request for Proposals (RFPs) and/or Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contract within the system. Suppliers will review the amendment changes to Events, make edits to their bid responses, and resubmit their responses.

Information regarding bid response below:

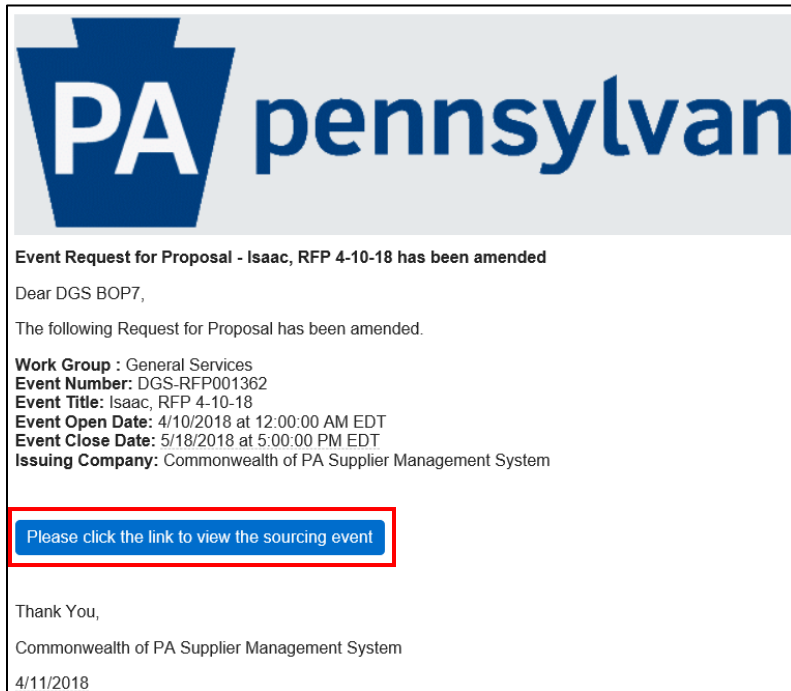
- Each supplier that submitted a bid response prior to the amendment of the Event will receive an email notification. The email notification will inform the suppliers of the amended Event and provide a link to access. The suppliers must verify all sections are completed and resubmit their bid responses.
- Suppliers that have not submitted a bid response prior to the amendment will be viewing and responding to the Event that includes all amended changes made.

Supplier Help: For system navigation questions contact the DGS Bid Room at 1-877-435-7363 ext. 2 or RA-GSJAGGAERHELP@pa.gov; For Jaggaer technical issues (i.e. problems logging in and password related issues) contact the Jaggaer Customer Support Team at 1-800-233-1121 opt 2.

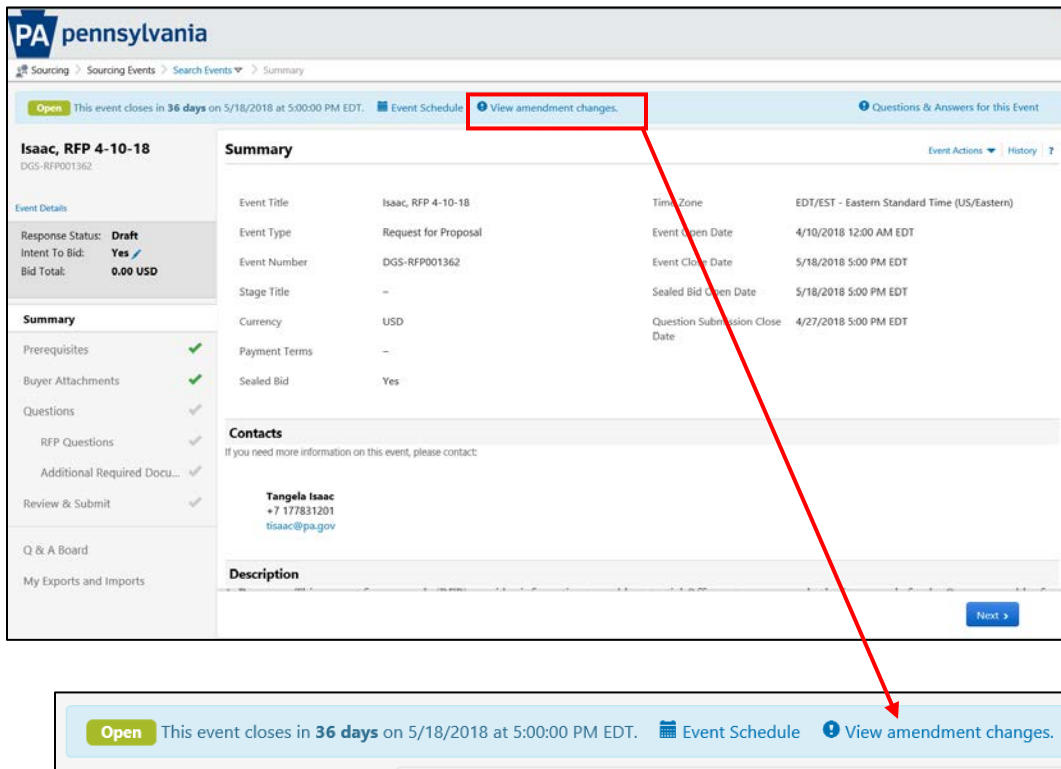
Note: You must be registered in the Commonwealth of Pennsylvania Jaggaer Supplier Management system prior to responding to an Event. To register, [click here](#) for the guide to assist you in the process.

Disclaimer: These steps are for example purposes only. The creation of this End-User Procedure was developed in a test environment some screens may slightly vary in production.

1. Select the **link** provided in the email notification to access the Event.



2. In the top message banner, select the **View amendment changes** link to view all the changes to the Event.



- The amendment history will display in a separate window. Select the **Questions** dropdown menu link to expand the details.

Amendment History

Amendment # 1(Made on 4/11/2018)

Previous [View Different Amendment](#) ▼

▶ Questions		
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[Need Help?](#)

- The history displays the specific section(s) of the Event that changed. It provides a contrast of what previously was verses the current version. Select the **View Different Amendment** to see additional amendments (if applicable).

Amendment History

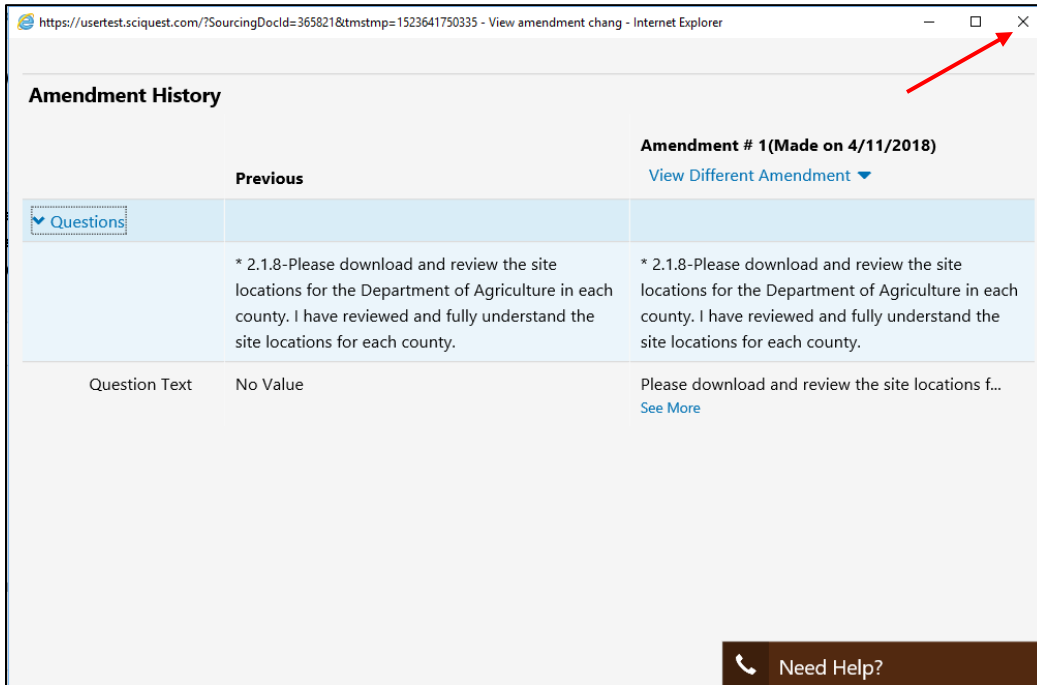
Amendment # 1(Made on 4/11/2018)

Previous [View Different Amendment](#) ▼

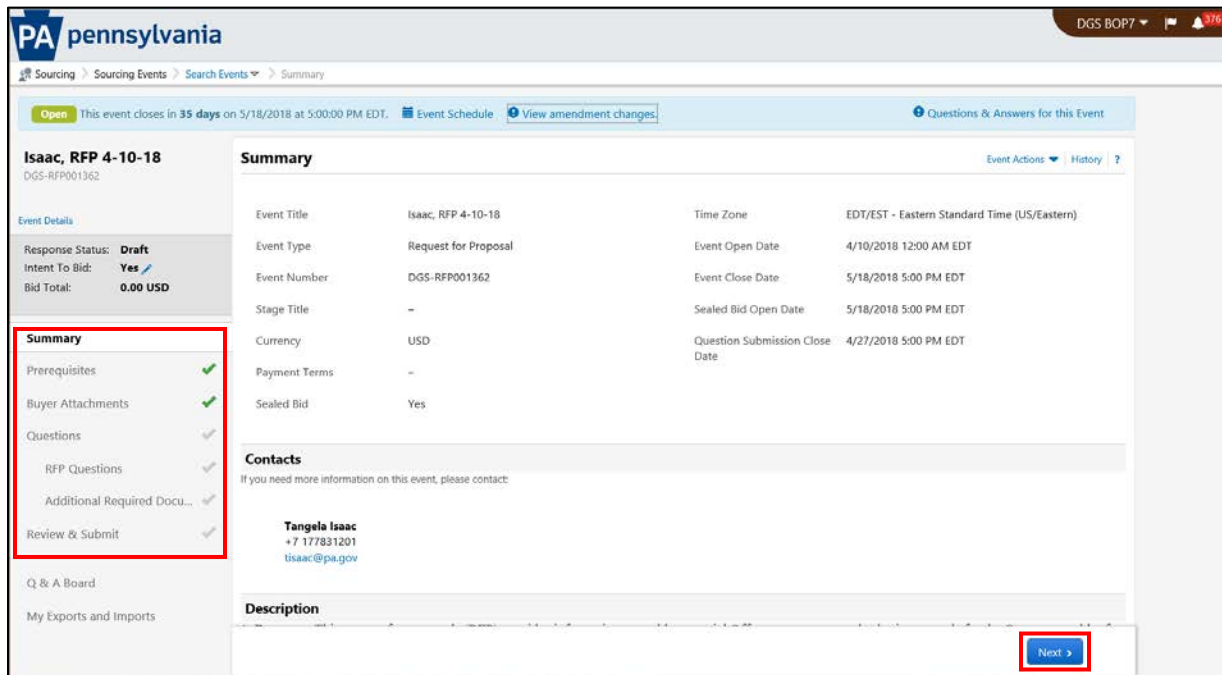
▼ Questions		
	* 2.1.8-Please download and review the site locations for the Department of Agriculture in each county. I have reviewed and fully understand the site locations for each county.	* 2.1.8-Please download and review the site locations for the Department of Agriculture in each county. I have reviewed and fully understand the site locations for each county.
Question Text	No Value	Please download and review the site locations f... See More

[Need Help?](#)

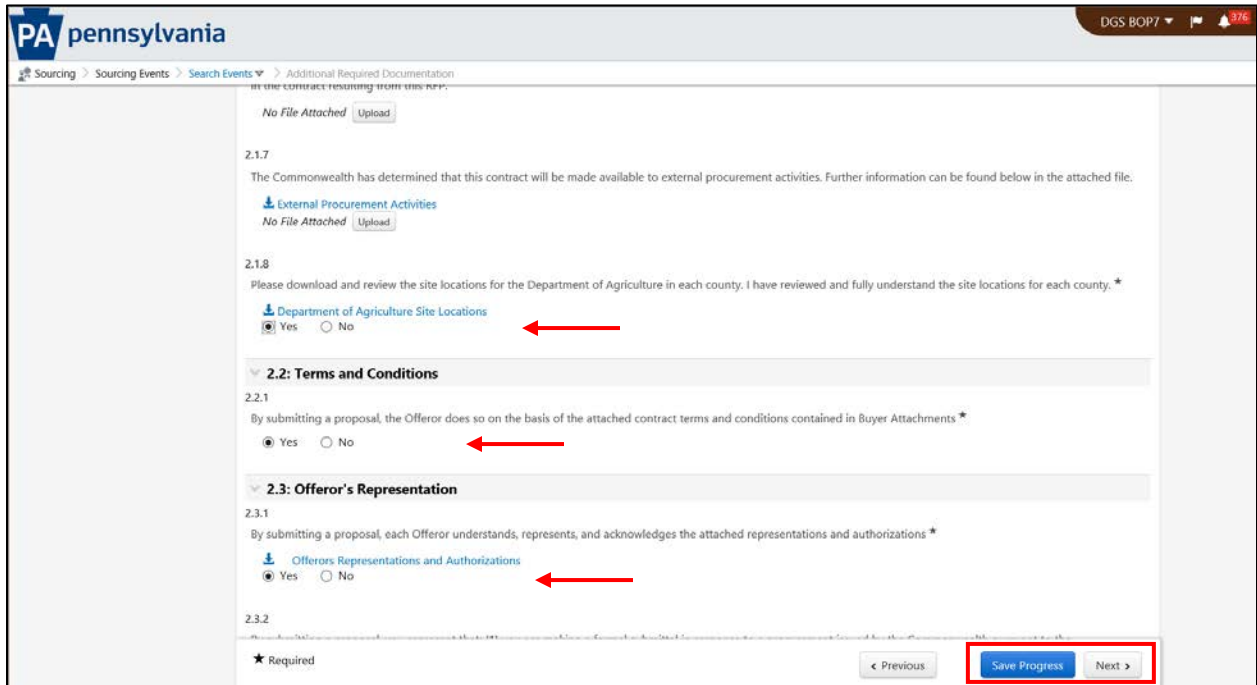
5. Select the **X** to exit the amendment history window and return to your bid response.



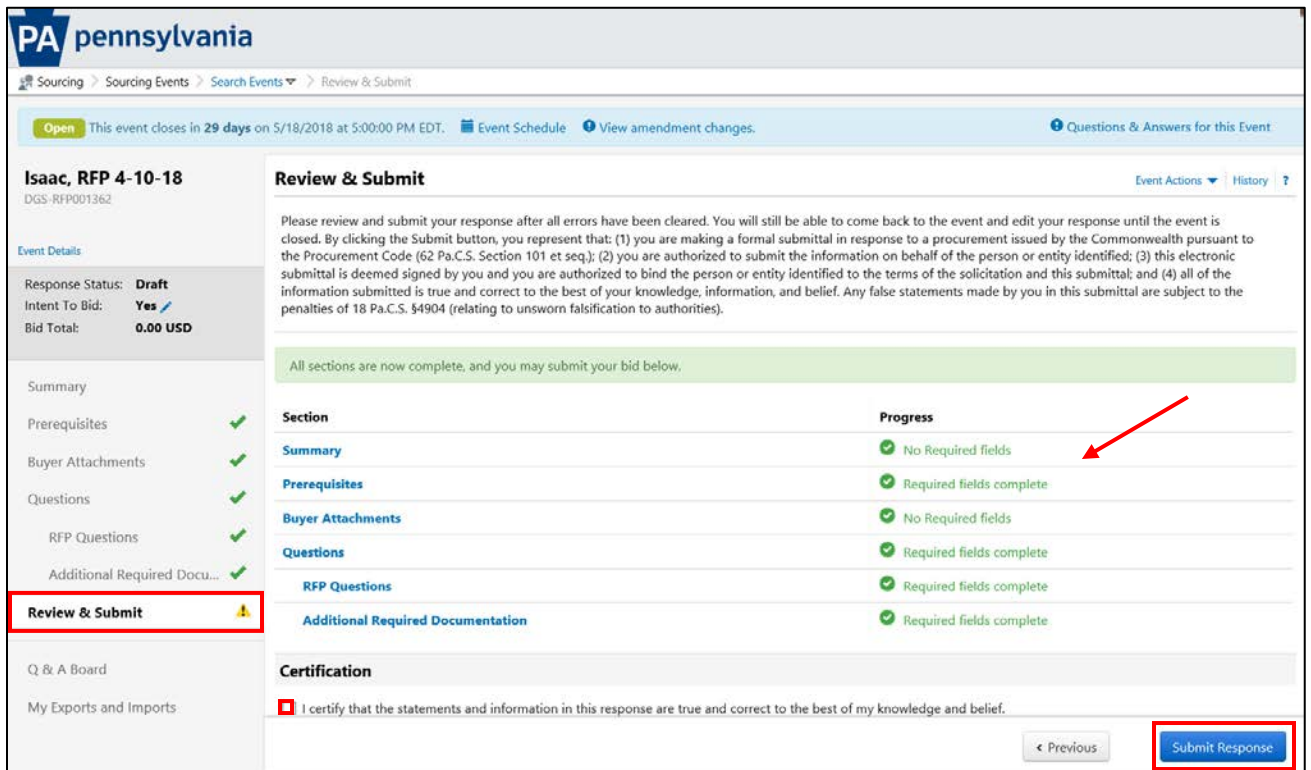
6. **Note:** All sections are not completed. Select the **Next** button to review and complete the applicable sections of your bid response.



7. Make the proper edits to your bid response (if applicable). Select the **Save Progress** or **Next** button to save the changes. **Note:** All required questions must be completed to submit your bid response. ★ Required



8. Confirm each section has a green check to proceed with your submission. Select the **Checkbox** to certify the statement. Select the **Submit Response** button.



9. You will receive a confirmation message that your bid response has been submitted.

The screenshot shows the Pennsylvania Sourcing Work Groups portal. At the top left is the 'PA pennsylvania' logo. The breadcrumb trail reads 'Sourcing > Sourcing Work Groups'. In the top right corner, there is a user profile 'DGS BOP7' and a notification icon with '500'.

A green banner with a checkmark icon and the text 'Response Submitted' is highlighted with a red box. Below this, a 'Next Steps' section contains the text: 'You have submitted a bid of 0.00 USD. You have until 5/18/2018 5:00 PM EDT to withdraw or change your bid.' It includes two links: 'Return to Home Page' and 'Event Summary'.

Below the 'Next Steps' is an 'Event Summary' table with the following data:

Event Title	Isaac, RFP 4-10-18	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type	Request for Proposal	Event Open Date	4/10/2018 12:00 AM EDT
Event Number	DGS-RFP001362	Event Close Date	5/18/2018 5:00 PM EDT
Stage Title	-	Sealed Bid Open Date	5/18/2018 5:00 PM EDT
Currency	USD	Question Submission Close Date	4/27/2018 5:00 PM EDT
Payment Terms	-		
Sealed Bid	Yes		

[End]