

# Manage the JAGGAER Supplier Registration and Account

This guide will assist suppliers on how to manage their companies **Commonwealth of Pennsylvania's JAGGAER Supplier Management System** and **JAGGAER Supplier Network** account and users. Administrators are the only users that have permission to manage the company's registration and account. The Administrator is the person who completed the initial registration process for the company; has full access and permissions to manage the company information; add/remove users, and assign user roles for the account.

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

**Disclaimer:** All information contained within this document is for example purposes only.

1. On the PA JAGGAER Portal Home page, select the **Manage Registration Profile** link to make any changes to the registration.

PA pennsylvania

Home ▶ Customer Portal Home

Welcome to the Commonwealth of Pennsylvania Supplier Management System, which is part of JAGGAER system

**Customer Contact**

Name PA Supplier Service Center  
Phone +1 877-435-7363 ext. 2

**Quick Links to Common Tasks**

[Manage Registration Profile](#)

**Sourcing Events**

Show Opening or Closing Soon [Go to Public Opportunities](#)

Event Number	Status	Event Title	Dates	Action
Trn-RVA001711	Open	RFP Trashcan Liners BAFO Reverse Auction	Open: 6/30/2020 12:00:00 AM EDT Close: 7/3/2020 5:00:00 PM EDT	<a href="#">Launch Auction Console</a>
DHS-RFP1218	Open	RFP 12-18 Business Planning Services	Open: 5/1/2020 12:00:00 PM EDT Close: 7/16/2020 12:00:00 PM EDT	<a href="#">View Event</a>

Events Released Open Closed [Need Help?](#)

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2. **Make changes** in any of the applicable section(s) of the registration. **Note:** Navigate to the *Business Details* section to add or remove commodity code(s). If you are adding commodity codes associated with an Invitation to Qualify (ITQ) Contract (i.e. 86000000-ITQ-82), please review the [ITQ Application Guide](#) page on the DGS website for instructions.
- a. Select the **Edit** button to search and add commodity codes. Choose the **Edit** button to remove a code.
  - b. Select the **Save Changes** button before navigating to any other section.

**papublicsupplier1**

Registration **Complete** for:  
*Commonwealth of PA Supplier Management System*

- Welcome
- Company Overview ✓
- Business Details** ✓
- Addresses ✓
- Contacts ✓

Registration FAQ | View History

### Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide.

Select the Commodity Codes (by code or description) by clicking the "EDIT" button for the products and services you provide.

**NOTE:**  
If you are interested in **pre-qualifying to become an ITQ supplier**, ensure you select the commodity code identified with an "ITQ" extension (ex. 53100000-ITQ-1). It is recommended to view each ITQ contracts Statement of Work, prior to selecting a commodity code. This will ensure you select the appropriate codes. [Click here](#) to view all ITQ contracts. To view the appropriate contracts Statement of Work, click on "Statement of Work". The commodity codes are defined under the Material/Service Categories. If you need further assistance, you can contact the Issuing Office listed on the Statement of Work.

### Products and Services

Commodity Codes *	Edit	Remove
10110000 (Domestic pet products)	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

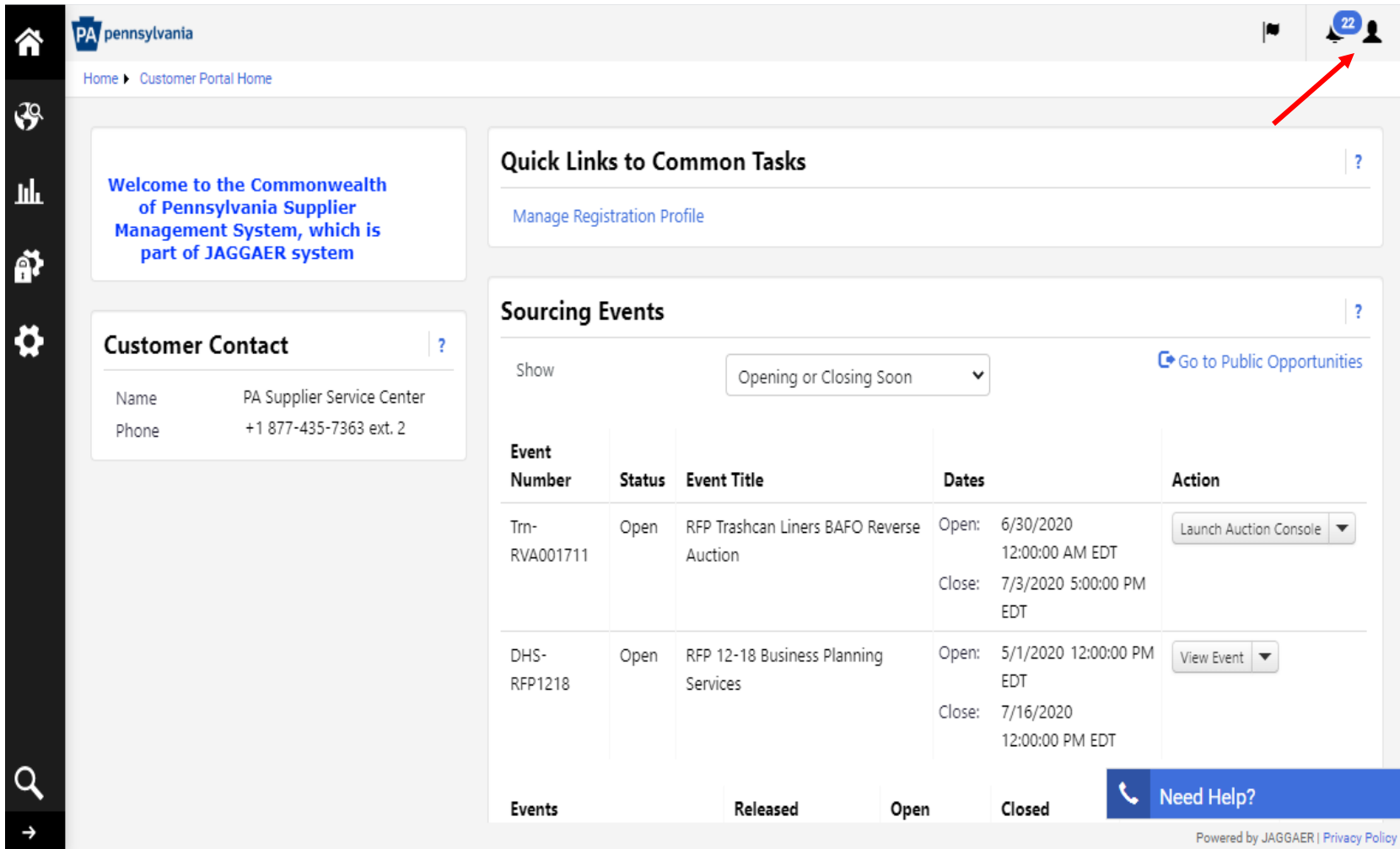
### Additional Questions

Did you add any commodity codes with an ITQ-XXX extension (i.e. 8210000-ITQ-XXX) above? If yes, answer the question as Yes. If no, please answer as No. \*

★ Required to Complete Registration

Administrators should navigate to the *JAGGAER Supplier Network* to manage users and any other customer registrations. Follow the below steps to search, add, delete, or inactivate users.

3. Select the **User** icon to navigate to the JAGGAER Supplier Network page.



PA pennsylvania

Home ▶ Customer Portal Home

Welcome to the Commonwealth of Pennsylvania Supplier Management System, which is part of JAGGAER system

**Customer Contact** ?

Name PA Supplier Service Center  
Phone +1 877-435-7363 ext. 2

**Quick Links to Common Tasks** ?

[Manage Registration Profile](#)

**Sourcing Events** ?

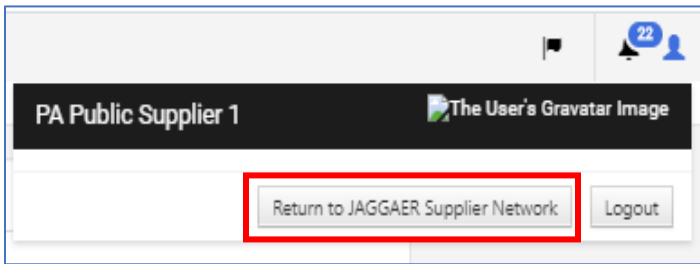
Show  [Go to Public Opportunities](#)

Event Number	Status	Event Title	Dates	Action
Trn-RVA001711	Open	RFP Trashcan Liners BAFO Reverse Auction	Open: 6/30/2020 12:00:00 AM EDT Close: 7/3/2020 5:00:00 PM EDT	<a href="#">Launch Auction Console</a>
DHS-RFP1218	Open	RFP 12-18 Business Planning Services	Open: 5/1/2020 12:00:00 PM EDT Close: 7/16/2020 12:00:00 PM EDT	<a href="#">View Event</a>

Events Released Open Closed [Need Help?](#)

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4. Select the **Return to JAGGAER Supplier Network** button.



The *JAGGAER Supplier Network* account allows Administrators to update the company's network profile, manage customer registrations, add users, and access online help support.

The screenshot displays the JAGGAER Supplier Network dashboard for a user named 'papublicsupplier1'. The dashboard includes a navigation sidebar on the left, a main content area with several sections, and a right-hand sidebar with additional information and search options.

**Navigation Sidebar:** Home, Supplier Portal Home, and various icons for profile, settings, and help.

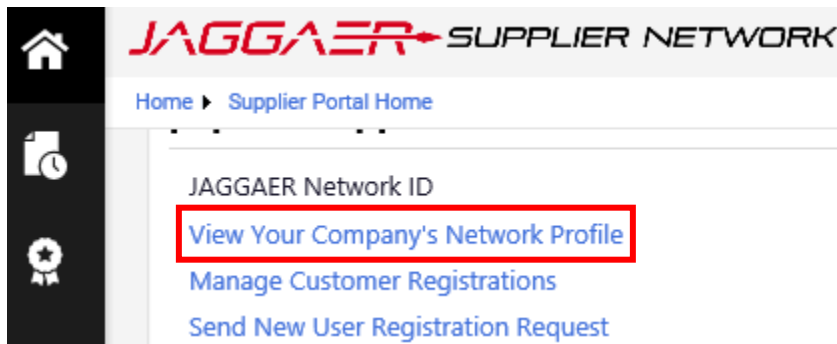
**Main Content Area:**

- Supplier Profile:** 'papublicsupplier1' with JAGGAER Network ID '1001933143'. A red box highlights the links: 'View Your Company's Network Profile', 'Manage Customer Registrations', and 'Send New User Registration Request'.
- Create Invoice / Credit Memo:** Includes an 'Import Invoice' link and a warning: 'No customers have authorized invoice creation for this supplier.'
- Customer Portal Access:** A table showing customer registration details.
- Sourcing Events:** A table showing event statistics for the Commonwealth of PA Supplier Management System.

**Right-Hand Sidebar:**

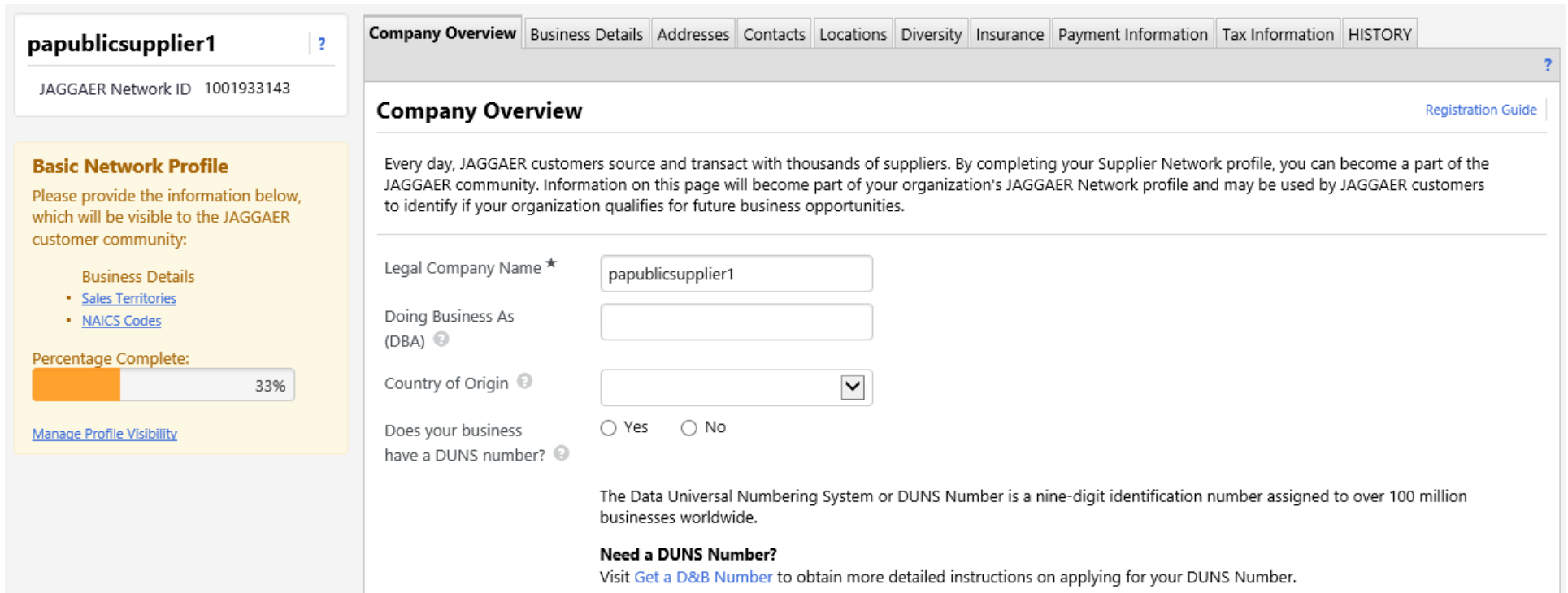
- JAGGAER Logo and Message:** A message regarding COVID-19 and business continuity.
- Find Invoice:** A search section with an 'Advanced Search' link and an 'Invoice Number(s)' input field.
- Need Assistance?:** A help section with a search box and links for 'Browse the Table of Contents', 'Training', and 'Supplier Contact'. A red arrow points to the 'Online Training and Support' link under the Training section.

5. Select the **View Your Company's Network Profile** link to access basic profile information.

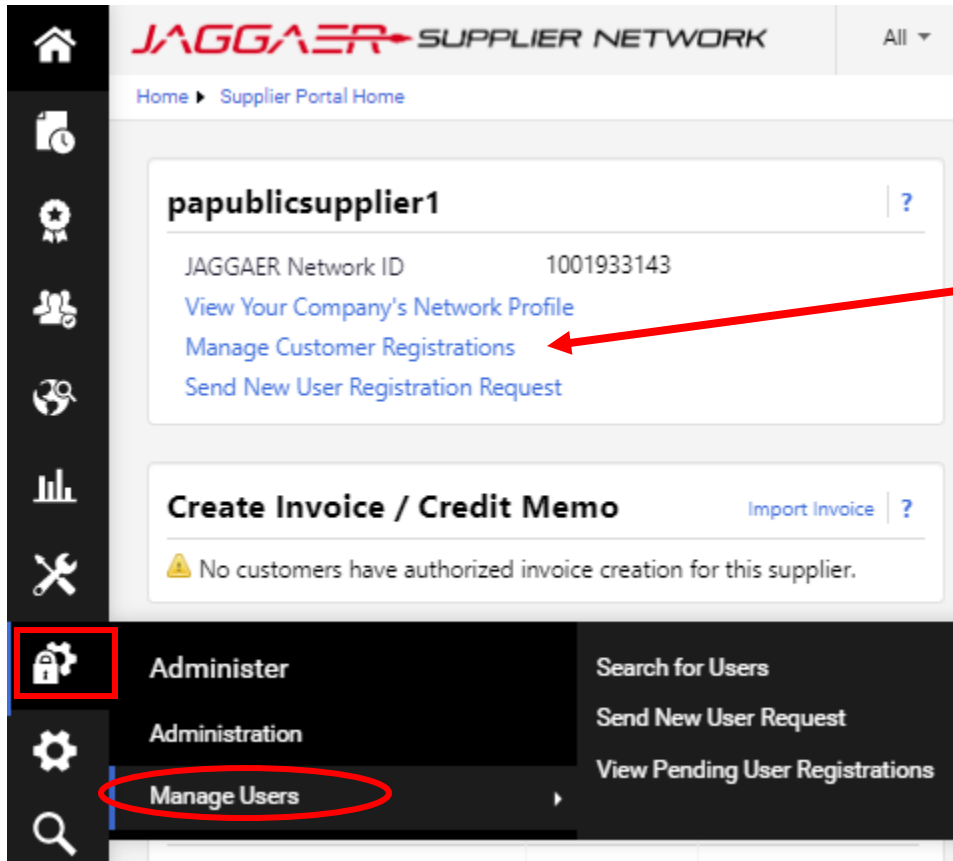


The basic information sections are **not required** to be completed by the Commonwealth of Pennsylvania. This information is relevant to the *JAGGAER Supplier Network's* global view and maybe required if your company is registered with other customer portals.

**Note:** The *History* tab provided details of changes made to the company's network profile.

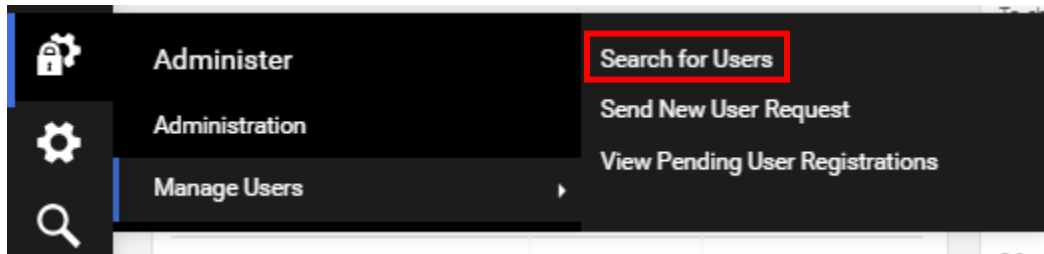


6. Select the **Administer** icon in the left navigation to view the options.
  - c. Choose the **Manage Users** menu item.

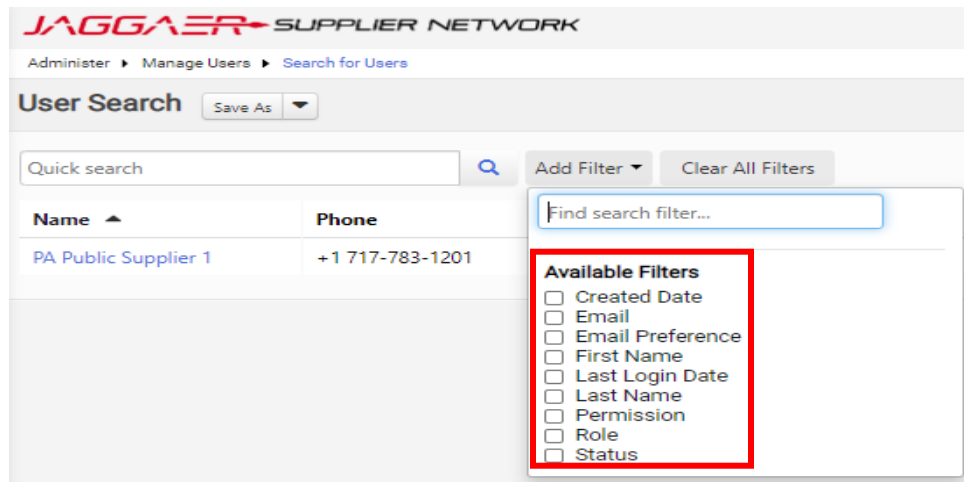
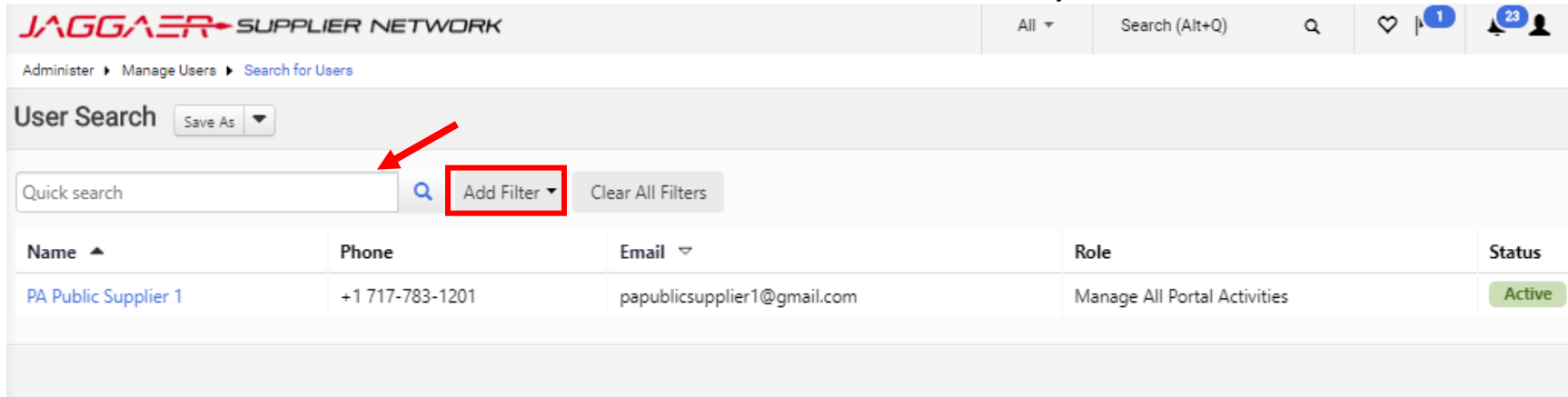


**Note:** Choose the *Manage Customer Registrations* link to access and view registrations for other organizations.

7. Select the **Search for Users** menu item to search and view a list of active or deactivated users.

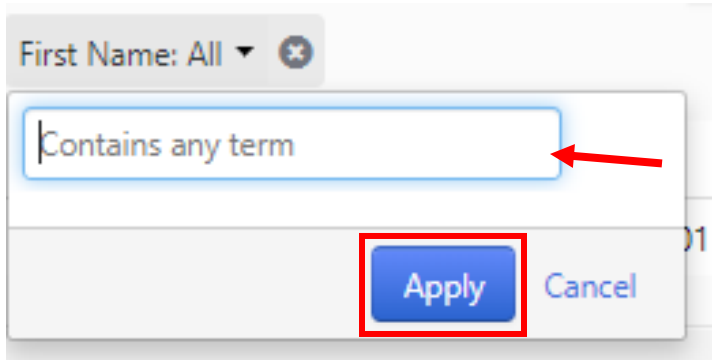



8. Enter **username** in the Quick Search field or select the **Add Filter** tab to search by certain criteria.




a. Choose a **Filter** from the list to apply.

b. Enter a **search term** and select the **Apply** button for results.

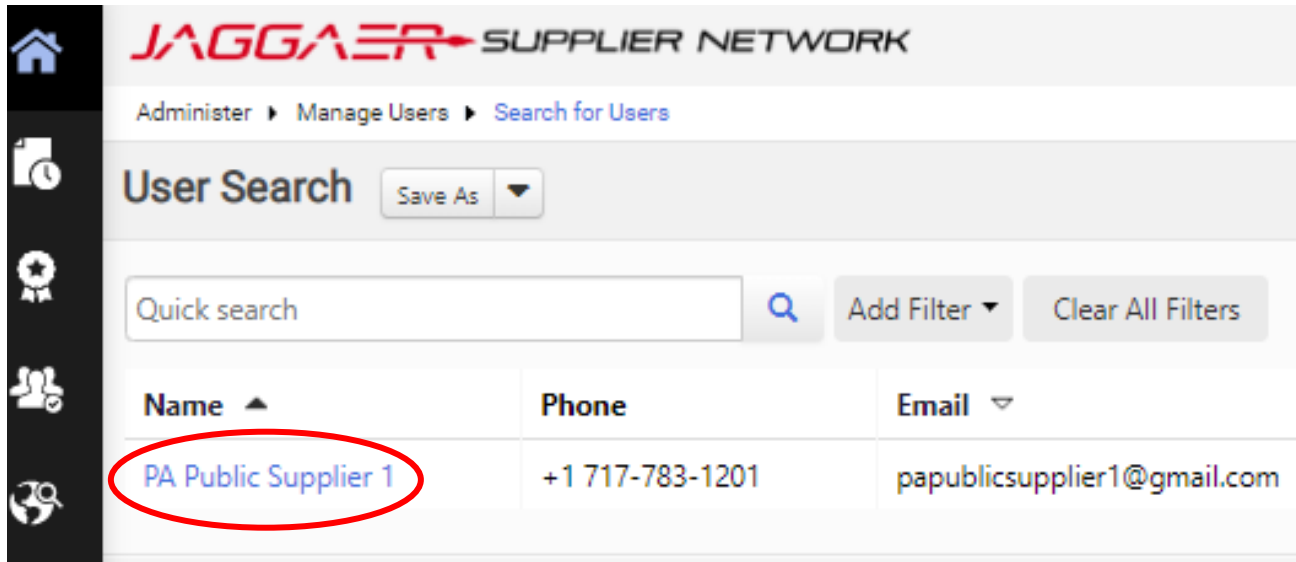


First Name: All 

Contains any term 


**Apply** Cancel



9. Select the **Username** link to view and manage the user's profile.





**JAGGAER SUPPLIER NETWORK**

Administer > Manage Users > Search for Users

**User Search** Save As 

Quick search  Add Filter  Clear All Filters

Name 	Phone	Email 
<a href="#">PA Public Supplier 1</a>	+1 717-783-1201	papublicsupplier1@gmail.com



a. Make **any necessary changes** to the user's information and select the **Save Changes** button.

**PA Public Supplier 1**  
User Name papublicsupplier1@gmail.com

User Profile and Preferences  
**User's Name, Phone Number, Email, etc.**  
Language, Time Zone and Display Settings  
Guided Tour Instructions  
Update Security Settings  
User Roles and Access  
Ordering and Approval Settings  
Permission Settings  
Notification Preferences  
User History

**User's Name, Phone Number, Email, etc.** ?

Assigned as Primary Contact  
Primary Contact can be reassigned by selecting another user as the Primary Contact.

First Name \* PA  
Last Name \* Public Supplier 1  
Title  
Phone Number \* +1 717-783-1201 ext.  
International phone numbers must begin with +  
Mobile Phone Number  
International phone numbers must begin with +  
E-mail Address \* papublicsupplier1@gmail.com Change E-mail Address  
Authentication Method Local

★ Required

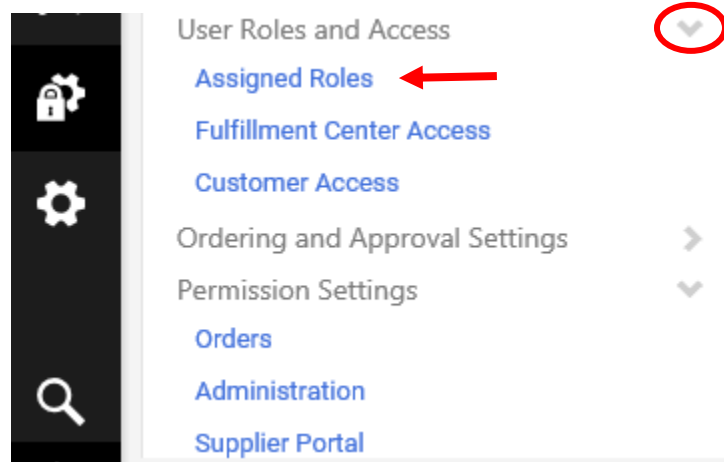
Save Changes

b. Expand the **Update Security Settings** section to access and change the user's password and/or security question(s).

**PA Public Supplier 1**  
User Name papublicsupplier1@gmail.com

User Profile and Preferences  
**User's Name, Phone Number, Email, etc.**  
Language, Time Zone and Display Settings  
Guided Tour Instructions  
**Update Security Settings**  
Change Password  
Change Security Question or Answer

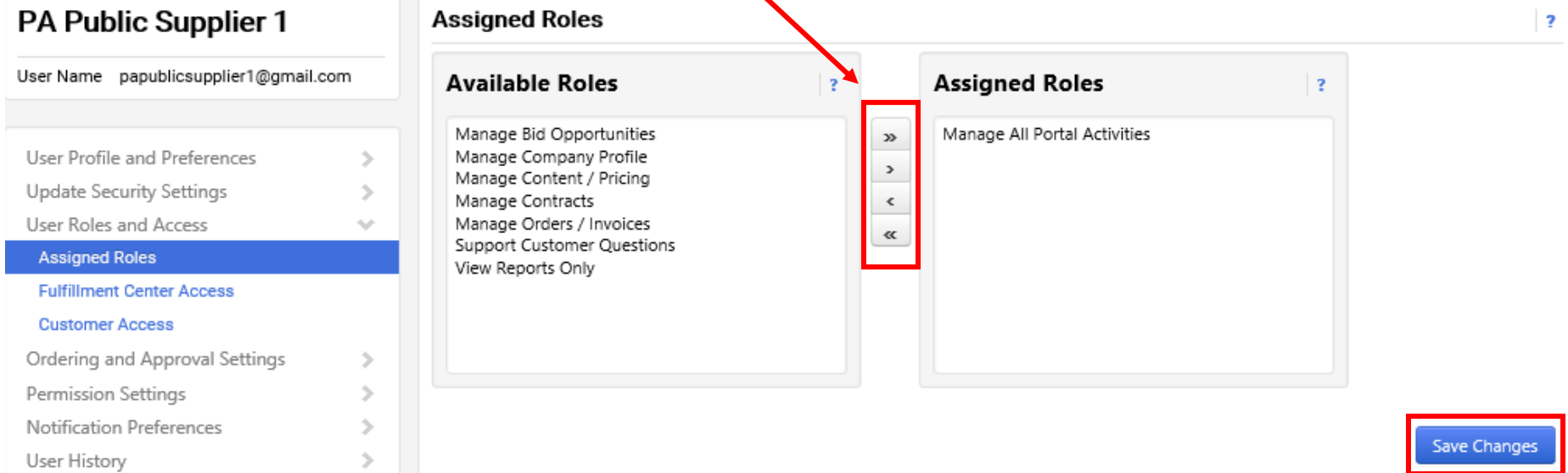
c. Expand the **User Roles and Access** section to assign and/or remove roles available to the user.



d. Select the **Assigned Roles** link.

e. Select the **Arrows** to add or remove roles.

f. Select the **Save Changes** button.



10. Choose the **Administration** or **Supplier Portal** link to view the user permissions.
  - a. Select the **Edit Section** link to make changes to the assigned permissions.

### PA Public Supplier 1

User Name papublicsupplier1@gmail.com

- User Profile and Preferences >
- Update Security Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Orders
- Administration
- Supplier Portal

### Permissions: Administration

[Edit Section](#)
[Show Details](#)

Permission	Value
Administration	✔
Manage Shared Workflow Folders	✘
System Configuration	✔
License	✘
Administer Shared Document Searches	✔
Create Shared Document Search Folders	✔

Default permissions are automatically set and configured for the assigned user role. It is recommended to leave as defaulted however it is at the discretion of the Administrator to change if necessary. Select the **Save Changes** button if any updates are made.

### Permissions: Administration

[?](#)

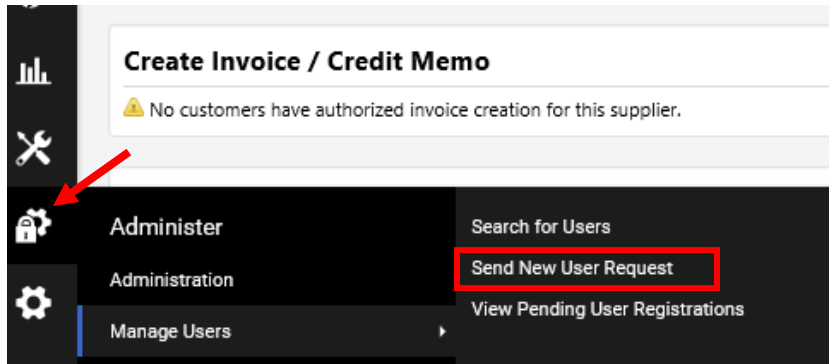
System Administration

Permission	Always Use Role Setting: (Current Role Setting)	Override Role: Set To Always ON	Override Role: Set To Always OFF
Administration	<input checked="" type="radio"/> (✔)	<input checked="" type="radio"/>	<input type="radio"/> ✘
Manage Shared Workflow Folders	<input checked="" type="radio"/> (✘)	<input checked="" type="radio"/>	<input type="radio"/> ✘
System Configuration	<input checked="" type="radio"/> (✔)	<input checked="" type="radio"/>	<input type="radio"/> ✘
License	<input checked="" type="radio"/> (✘)	<input checked="" type="radio"/>	<input type="radio"/> ✘
Administer Shared Document Searches	<input checked="" type="radio"/> (✔)	<input checked="" type="radio"/>	<input type="radio"/> ✘
Create Shared Document Search Folders	<input checked="" type="radio"/> (✔)	<input checked="" type="radio"/>	<input type="radio"/> ✘

Save Changes

11. To create and assign a new user, the Administrator will need to send a new user request. Select the **Administer** icon.

a. Choose the **Send New User Request** menu item.



b. Complete the required fields, assign role, and select the **Send User Request** button.

A screenshot of a 'User Identification' form. The form contains several input fields: 'First Name' (filled with 'Tangela'), 'Last Name' (filled with 'Isaac'), 'Title' (empty), 'Phone Number' (filled with '7177831201'), 'Mobile Phone Number' (empty), and 'E-mail Address' (filled with 'DGSBOP1@gmail.com'). A red bracket on the right side of the form groups the 'First Name', 'Last Name', 'Title', 'Phone Number', and 'Mobile Phone Number' fields. The 'Role' dropdown menu is open, showing a list of roles: 'Manage All Portal Activities', 'Manage Bid Opportunities', 'Manage Company Profile', 'Manage Content / Pricing', 'Manage Contracts', 'Manage Orders / Invoices', 'Support Customer Questions', and 'View Reports Only'. The 'Manage Bid Opportunities' role is highlighted with a red arrow. A 'Send User Request' button is located at the bottom right of the form and is highlighted with a red box. The footer of the page reads 'Powered by JAGGAER | Privacy Policy'.

Once the user request is sent, the system will automatically navigate to the *View Pending User Registrations* page to verify and/or act on the request. Administrators have the option to create a new user request or reject a request (use Actions button) on this page.



### View Pending User Registrations

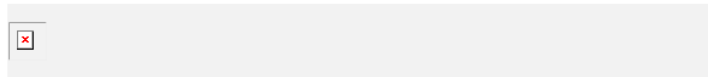
Name ▲	Phone	Email ▲	Role	
<a href="#">Isaac, Tangie</a>	+1 717-783-1201	tisaac@pa.gov	Manage Bid Opportunities	<input type="checkbox"/>

[Create User Request](#) [Actions ▼](#)

Below is a copy of the email the user will receive.

[External] New User Registration for JAGGAER Supplier Account

 support@sciquest.com  
To  Isaac, Tangela



#### Register as a papublicsupplier1 User

Dear Tangie Isaac,

papublicsupplier1 has invited you to become a user for their JAGGAER Supplier Network account. As a member of the JAGGAER Supplier Network, papublicsupplier1 serves JAGGAER customers with sourcing and procurement needs through an online supplier portal. As a portal user, you can help manage their information.

Becoming a user is easy and it only takes a few minutes to register. By selecting the "Register Now" button below, you will be routed to a secure website to create a password and enter some basic information about yourself.

Ready to get started?

[Register Now](#)

papublicsupplier1  
PA Public Supplier 1  
+1 717-783-1201  
[papublicsupplier1@gmail.com](mailto:papublicsupplier1@gmail.com)