Registering as a Commonwealth of PA Supplier in JAGGAER

The purpose of this Registration Guide is to assist suppliers in registering in the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System** and outline the process to respond to Requests for Proposals (RFPs) and Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contract.

If you already have a JAGGAER account and need assistance with resetting your password, please contact the JAGGAER Supplier Support at 1-800-233-1121 Opt. 2. **Do not** create a duplicate account!

Preliminary instructions are listed below:

- **Prior** to registering in the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System,** suppliers should first register as a supplier in the *PA Supplier Portal* to obtain a six-digit Vendor Number.
  - New Vendor Registration Guide will assist with the registration process in the *PA Supplier Portal*.

- **Once** a supplier is registered in the *PA Supplier Portal*, follow the steps in this document to register in the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System**.

If you are interested in becoming a qualified supplier for an Invitation to Qualify (ITQ) Contract, general information is provided below:

- An **ITQ Contract** is a type of multiple award contract issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

- **To identify the qualifications required for an ITQ supplier** review the ITQ Contract Statement of Work (SOW) and other related documents. Click here to view all ITQ contracts on the DGS website.

- **See the Pre-Qualifying as an ITQ Supplier in JAGGAER** guide to assist with completing the pre-qualification requirements in the registration process. Click here to access this guide on the DGS Supplier Service Center page.

Disclaimer: All information contained within this document is for example purposes only. Screenshots are from a test client and may differ slightly from what is shown in the actual production system.

1. Enter an **email address** to start creating the account. **Note:** The account created will be an Administrative User account for the company. Additional users can be created once the account is created and the registration process is completed.
   a. Select the **Next** button

Rev. May 2020

2. A message will display confirming no current account exist for the company.
   a. Select the **CREATE ACCOUNT** button to proceed.
   b. If you **did not** receive the message, this means there is an account for the company. You will need to enter your password. If you do not know the password, contact the JAGGAER Supplier Support at 1-800-233-1121 Opt. 2 to reset the password. **Do Not** create a new account.

Enter your email to Login/Create Account   ENGLISH ▾

    tangelaisaac01@yahoo.cc

    Looks like you don't have an account yet. Click 'Create Account' to register.
Email
    BACK

Suppliers should ensure its contact information is current in JAGGAER and monitor JAGGAER for events (solicitations).

Request for Quote (RFQ) events (solicitations) are restricted to suppliers that have been awarded an ITQ contract.

Contact the Issuing Officer for questions or assistance related to an event (solicitation). Contact information can be found in the event (solicitation).

Contact JAGGAER at 1-800-233-1121, Option 2, for technical issues such as password resets and log-in assistance.

For all other inquires and contact information refer to the PA Supplier Service Center.

Small Business, Small Diverse Business and Veterans Business Enterprise

The Bureau of Diversity, Inclusion and Small Business Opportunities is excited to announce the release of our Small Business, Small Diverse business and Veteran Business Enterprise vendor management system, PRISM Compliance Software.

Click here for more information.

CREATE ACCOUNT

3. Select the **CONTINUE WITH REGISTRATION** button.
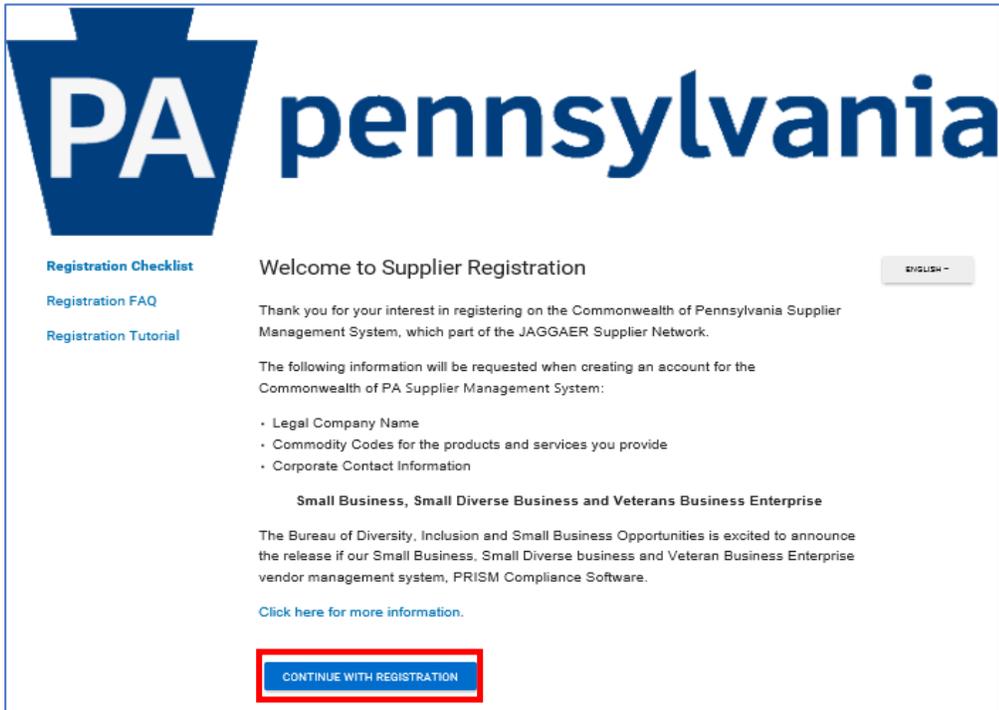
4. Enter the **applicable information** in the required fields. The required fields are marked with a red asterisk (*).
    c. Select the Security **Checkbox**.
    d. Select the **CREATE ACCOUNT** button.

Rev. May 2020

A message will display directing you to watch for an email.
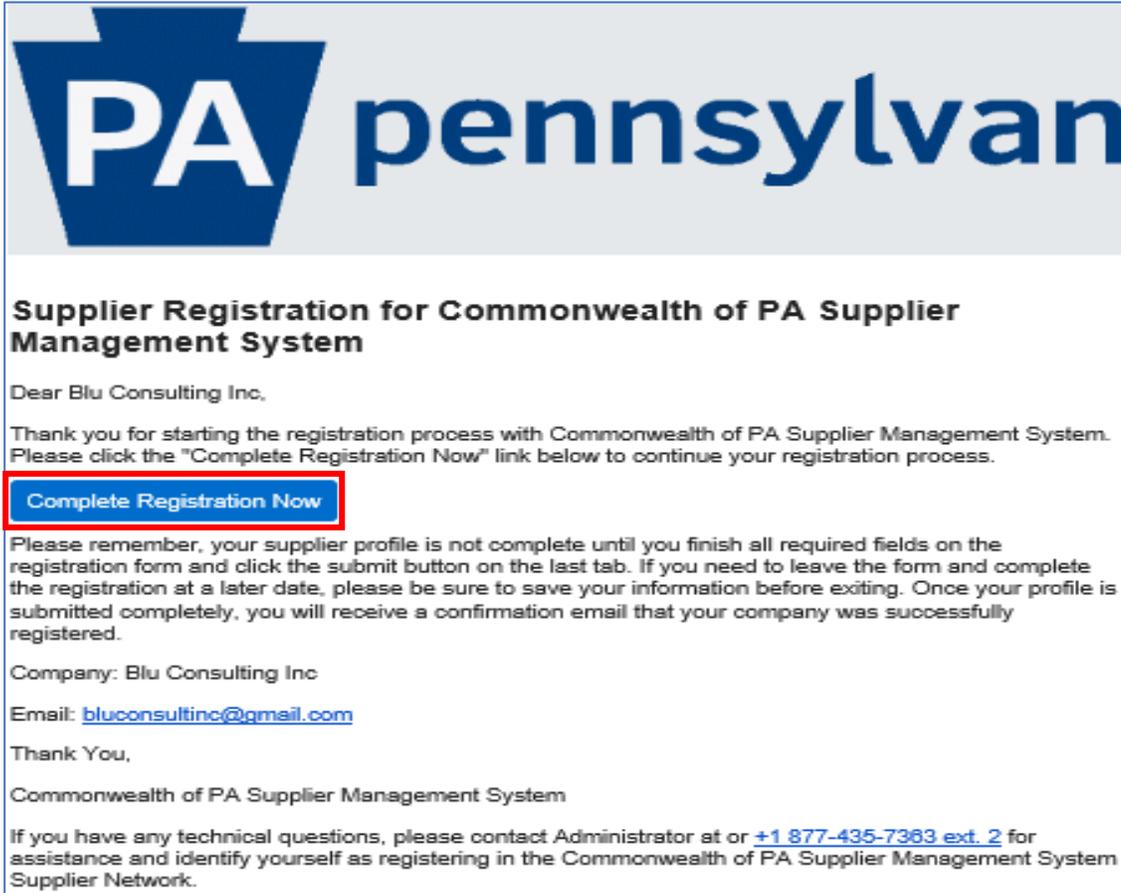

Create Account

Thank you for starting the registration process with Commonwealth of PA Supplier Management System!

Look for an email with next steps momentarily.

Please contact Administrator at +1 877-435-7363 ext. 2 for assistance.

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5. You will receive an email with a link to complete the registration process.
    a. Select the **Complete Registration Now** button.

6. Once the email is validated, select the **SUBMIT** button to proceed with the creation of the account.

Rev. May 2020

7. The account has now been created. You will be required to login to the account to complete the registration process.
    e. Enter **Email** address and **Password**.
    f. Select the **LOGIN** button.

The **Welcome** screen will display providing details of the information that will be requested to complete the registration process. To complete the registration process, enter the applicable information in the required fields in the **Company Overview**, **Business Details**, **Contacts, Addresses** and **Certify & Submit** sections. **Note:** The **SAVE CHANGES** button will save the edits made and keep you on the current screen. The **NEXT** button will save the edits made and advance you to the next screen.
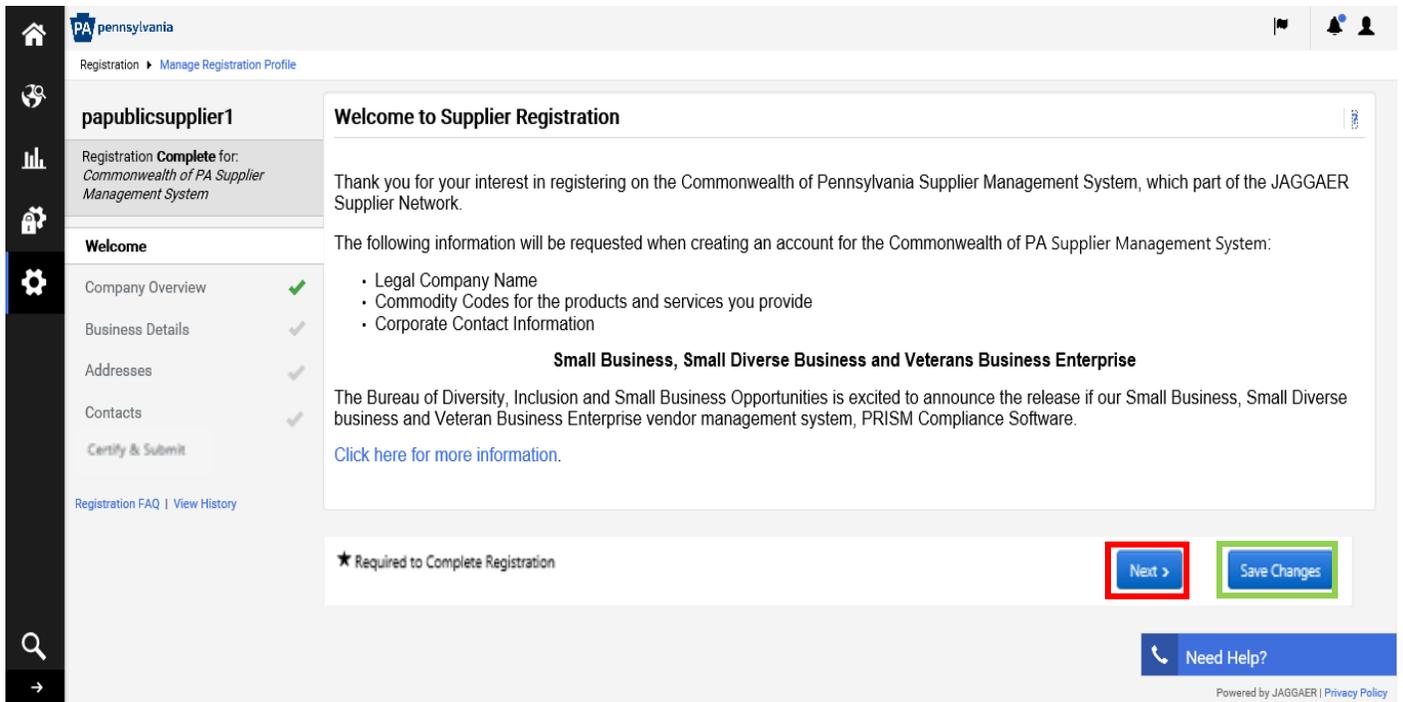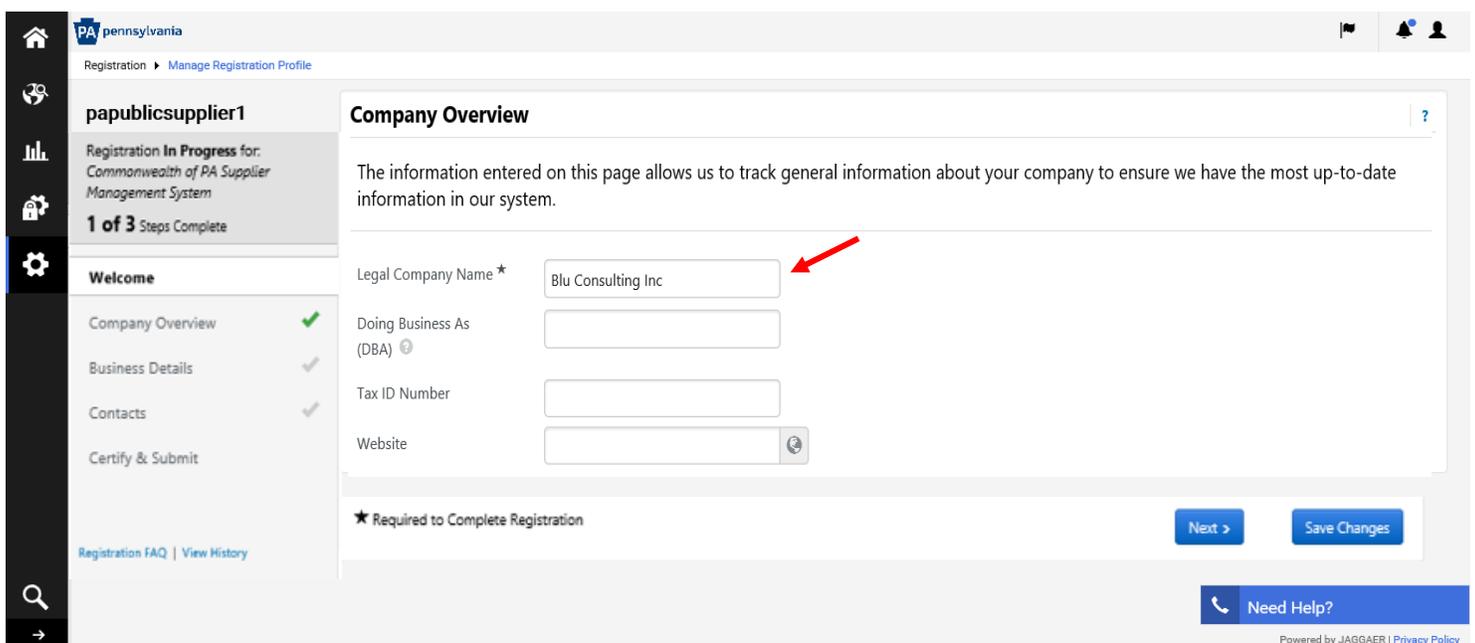

8. In the *Company Overview* section, you will be required to confirm your company name and enter your PA Vendor Number. **Note**: Please go to the DGS Supplier Service Center to access the site and guides to assist you in the registration process.
    a. Confirm the name listed is accurate in the **Legal Company Name**.

Rev. May 2020

b. In the *Additional Questions* sub-section, enter your **PA Vendor Number** in the field.

c. Select the **NEXT** or **SAVE CHANGES** button.

9. In the **Business Details** section, you are required to select the commodity codes for the product and services your company can provide.

a. Select the **EDIT** button to search and choose the commodity codes.

b. You **must** select **Yes** or **No** for the *Additional Questions* sub-section.

    i. **Select Yes, if adding a commodity code <u>with</u> an ITQ extension (86000000-ITQ-82).** Please see the **Pre-Qualifying as an ITQ Supplier** guide to assist with completing the prequalification process and submitting your registration. Access the guide on the DGS Supplier Service Center page.

    ii. **Select No, if adding commodity codes <u>without</u> an ITQ extension (86000000) only.** Please continue with this guide to assist with completing and submitting your registration.

    iii. **If you add both types** of commodity codes, you **must** select **Yes** and complete the prequalification process before submitting your registration. See the guide **Pre-Qualifying as an ITQ Supplier** for assistance. Access the guide on the DGS Supplier Service Center page.

c. Select the **NEXT** or **SAVE CHANGES** button.

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]

10110000 (Domestic pet products)   [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. *

[No ▼]

★ Required to Complete Registration   [Next >] [Save Changes]

Products and Services

Commodity Codes *   -   [Edit]

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. *

[No ▼]

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10. In the **Addresses** section, you are required to add a primary (physical) address such as a *Headquarters* or *Corporate* location for the company. Additional addresses for the company can be added (if necessary).
    a. Select the **Add Addresses** button.

Addresses

Address Label	Address Types	Address
Headquaters	Physical (Primary)	555 Walnut Street Harrisburg, PA 17101 US

[Edit ▼]

Show Inactive Addresses

[Add Address]

★ Required to Complete Registration   [Next >] [Save Changes]

Rev. May 2020

Add Address

Basic Information *(Step 1 of 3)*   ?

What would you like to label this address? ★

Harrisburg Office

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) ★

☑ Other *(physical)*

★ Required to Complete Registration   Next ›

> b. Enter the **type of address** (i.e. Headquarters) and verify the applicable box is selected for activities.
> c. Select the **Next** button.

Add Address

Address Details *(Step 2 of 3)*   ?

Country ★	▼
Address Line 1 ★	
Address Line 2	
Address Line 3	
City/Town ★	
State/Province	
Postal Code	
Phone	ext.

International phone numbers must begin with +

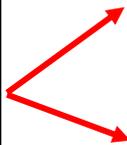|	
Toll Free Phone	ext.

International phone numbers must begin with +

★ Required to Complete Registration   ‹ Previous   Next ›

> d. Complete all the **required fields**.
> e. Select the **Next** button to complete adding the address.

11. In the **Contacts** section, you are required to add a *Corporate Contact* for the company. Additional contacts for the company can be added (if necessary).
    a. Select the **Add Address** button.

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

- Welcome
- Company Overview ✔
- Business Details ✔
- Addresses ✔
- **Contacts** ✔
- Certify & Submit

Registration FAQ | View History

Contacts

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Contact Label	Contact Types	Name	Email	
				Edit ▼

Add Contact ▼

Show Inactive Contacts

★ Required to Complete Registration   Next ›   Save Changes

11

Add Contact

Contact Label ★ _____

Which of the following business activities apply to this contact?   Corporate

First Name ★ _____

Last Name ★ _____

Position Title _____

Email ★ _____

Phone ★ [_____] [ext. ___]
International phone numbers must begin with +

Toll Free Phone [_____] [ext. ___]
International phone numbers must begin with +

Fax [_____] [ext. ___]
International phone numbers must begin with +

Selecting this option will automatically send an email to this contact inviting them to register for an account

Create new user account for this contact?   ☑ Create new user account for this contact?

★ Required to Complete Registration   [Save Changes]   [Close]

b. Enter information in all the **required fields**.
c. Select the **Checkbox** if you would like to create a new user account for the contact. If you **do not** wish to create a new user account for the contact unselect the checkbox.
   Note: If you are the Administrative User of the account, **do not** create a new user account for yourself. The Administrative User is the person registering the company for the first time and has permissions to add other users to the account.
d. Select the **SAVE CHANGES** button.

12. The last section to complete is the **Certify & Submit**. If any required fields were **not** answered in the previous sections, an error message will appear. Below is an example of an error message identifying the section and field that is incomplete.

    Note: In the left navigation pane, the **Business Details** section does not have a **green check** next to it which indicates a required field has not been completed.

papublicsupplier1

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

Welcome
Company Overview ✔
Business Details ✔
Addresses ✔
Contacts ✔
Certify & Submit

Certify & Submit

❌ The list below needs to be addressed before your registration can be submitted.

Business Details
• 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"

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current.

By clicking the Submit button, you represent that you are authorized to submit the information on behalf of the person or entity identified and all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

12

Verify all sections have a **green check** in the left navigation pane before submitting.

    a. Select the **box** next to the *Certification Statement* to certify that all information provided is true and accurate.

    b. Select the **SUBMIT** button to complete the registration process.

A confirmation screen will display verifying the registration is complete and what to expect next. This completes the Commonwealth of PA Supplier Registration process for JAGGAER.

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