

## Invite a Supplier to Register in JAGGAER

This document outlines the process on inviting a supplier to register in the **Commonwealth's Portal in JAGGAER**. When a supplier is invited to register, the contact for the supplier will receive an email notification to complete the registration process. Suppliers **must** register to view and respond to events.

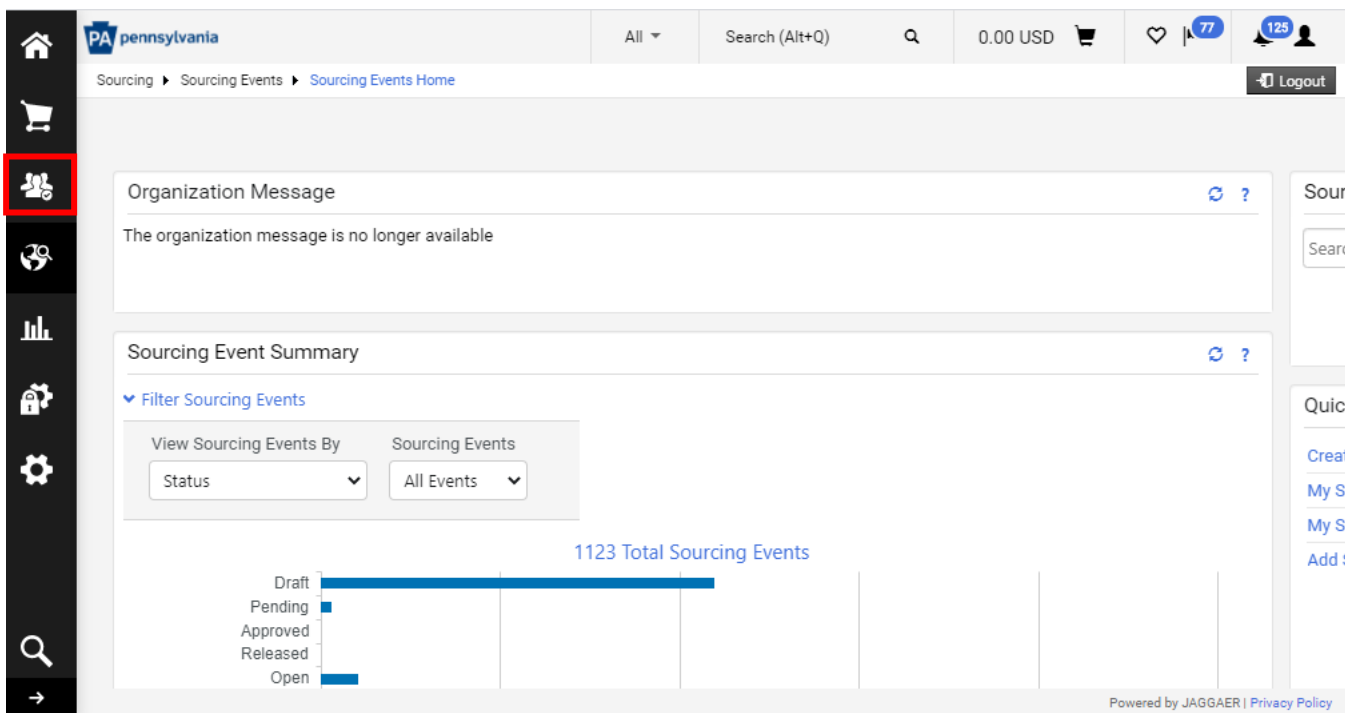
A solicitation is known as an event in JAGGAER. Within JAGGAER the terms solicitation and event are interchangeable. A **Request for Proposal (RFP)** and **Request for Quote (RFQ)** solicitations are issued in JAGGAER.

### **User Roles/Permissions to perform this action:**

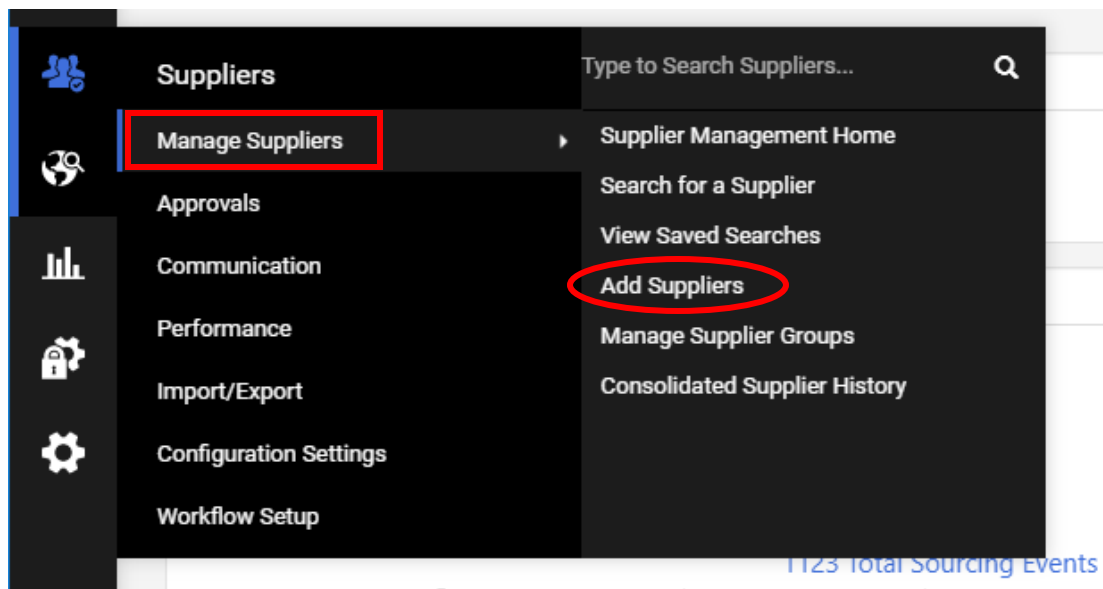
- Issuing Officer (Event Creator or Event Owner)
- Agency Administrator

**Disclaimer:** All screenshots used in this procedure are for example purposes only.

1. Select the **Suppliers** icon in the left navigation pane.



2. Select the **Manage Suppliers** and choose **Add Suppliers**.



3. Enter the **Supplier Name** and choose **Yes** to send an invitation to register.  
a. Select **Add Internally Managed Supplier** button.

A screenshot of the 'Add Supplier' form. The 'Registration Type' dropdown is set to 'Supplier Registration'. The 'Supplier Name' field is empty and has a red arrow pointing to it. Below it are fields for 'SAP Vendor Number', 'Tax ID Number', and 'DUNS', all of which are empty. A red bracket groups these four fields. At the bottom, there is a question 'Do you want to send the supplier an invitation to register?' with 'Yes' and 'No' radio buttons. The 'Yes' button is circled in red. At the very bottom, there is a blue button labeled 'Add Internally Managed Supplier' (circled in red) and a 'Close' button. A legend at the bottom left indicates that fields with an asterisk are required.

**Note:** *Registration Type* remains as defaulted, **do not** change.

Leave the remaining fields (*SAP Vendor Number*, *Tax ID Number*, and *DUNS*) blank, no information is required to be entered.

4. Enter the **First & Last Name** of the contact person for the supplier.
  - a. Enter and confirm **Email Address**.
  - b. Select the **Invite Supplier to Register** button.

Do you want to send the supplier an invitation to register? ☒ Yes ☐ No

First Name

Last Name

Email Address

Confirm Email Address


Comment

800 characters remaining  
Please make sure Invitation Comment place holder is set up in email setting

If there is an exact or potential match for the supplier, a list of the matches will display with the following:

- *Legal Company Name*
- *Registration Status*
- *Primary Contact Email*
- *Matched On* (i.e. Legal Company or Primary Contact Email Address)
- *Actions*

## Duplicate Supplier Found

 The email you want to invite is an exact match to an existing supplier. Check the matches below for available actions.

**Supplier Information**

Supplier Name **Pa Public Supplier**




First Name **-**

Last Name **-**

Email Address **papublicsupplier1@gmail.com**




Registration Type **Supplier Registration**

**Potential Matches**

	Legal Company Name	Registration Status	Primary Contact Email	Matched On	Actions
	papublicsupplier1	Approved	papublicsupplier1@gmail.com	Primary Contact Email: papublicsupplier1@gmail.com	
	PA Public Supplier 2	Invited	papublicsupplier+2@gmail.com	Legal Company Name: PA Public Supplier 2	<input type="button" value="Resend Invitation"/>
	PA Public Training Supplier	In Progress	tangelaisaac01@gmail.com	Legal Company Name: PA Public Training Supplier	

5. If there is a match and the registration status is “Invited”, select the **Resend Invitation** button.
- Note:** If there is a match and the registration status is “Approved” or “In Progress”, the supplier will have to contact JAGGAER Supplier Support to gain access to the account at (800) 233-1121 choose option 2.

## Duplicate Supplier Found

Potential Matches ?					
	Legal Company Name	Registration Status	Primary Contact Email	Matched On	Actions
	papublicsupplier1	Approved	papublicsupplier1@gmail.com	Primary Contact Email: papublicsupplier1@gmail.com	
	PA Public Supplier 2	Invited	papublicsupplier+2@gmail.com	Legal Company Name: PA Public Supplier 2	<b>Resend Invitation</b>
	PA Public Training Supplier	In Progress	tangelaisaac01@gmail.com	Legal Company Name: PA Public Training Supplier	

- a. Scroll down and enter **Contact Name** and select the **Invite Supplier to Register** button.
- Note:** If the contact is requesting the invite be sent to a different email address, direct the contact for the supplier to contact JAGGAER Supplier Support, as indicated above, to gain access to account.

### Invite Supplier

Codes

Contact Information

[Enter Different Contact](#) | [Use Supplier Portal Contact](#)

First Name

←

Last Name

←

Email Address \*

papublicsupplier1@gmail.com

Comment

800 characters remaining

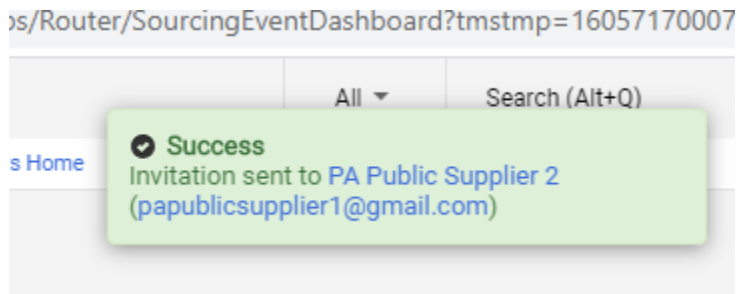
Please make sure Invitation Comment place holder is set up in email setting

★ Required

**Invite Supplier to Register**

Cancel

A **confirmation message** will display verifying the invitation was sent successfully.



- b. If there is no match, enter **Contact First & Last Name** and **Confirm Email Address** then select the **Invite New Supplier to Register** button.

### Add Supplier

Registration Type ★ Supplier Registration ▼

Supplier Name ★ DGS BOP

SAP Vendor Number

Tax ID Number

DUNS

Do you want to send the supplier an invitation to register? ☒ Yes ☐ No

First Name Tangela

Last Name Isaac

Email Address ★ DGSBOP3@gmail.com

Confirm Email Address ★ DGSBOP3@gmail.com

★ Required

**Invite Supplier to Register** Close

A **confirmation message** will display verifying the invitation was sent successfully.

