Registering as a Commonwealth of PA Supplier in JAGGAER

The purpose of this guide is to assist suppliers with the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System** registration process. The Commonwealth utilizes the JAGGAER system for suppliers to respond to Requests for Proposals (RFPs); apply to become a prequalified Invitation to Qualify (ITQ) Contractor; and to respond to 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 or create a ticket online using the following link **https://www.jaggaer.com/submit-supplier-support-request/** for assistance. **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.
    - Commonwealth of Pennsylvania Procurement 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 pre-qualified supplier for an Invitation to Qualify (ITQ) Contract, complete the general registration process first. Once your company is registered, you can update the registration to complete the ITQ Pre-Qualification application process.

Important information is provided below:

- An **Invitation to Qualify (ITQ) Contract** is a type of multiple award contract issued by the Commonwealth of Pennsylvania pursuant to Section 517 of Title 62 Procurement Code.
    - A prequalification process for multiple-award contracts. Award of a contract is given to a supplier that meets the minimum qualification requirements. Award of a contract is not a guarantee of business.
- **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. Click here to review the ***ITQ Application Guide*** to understand application process.

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

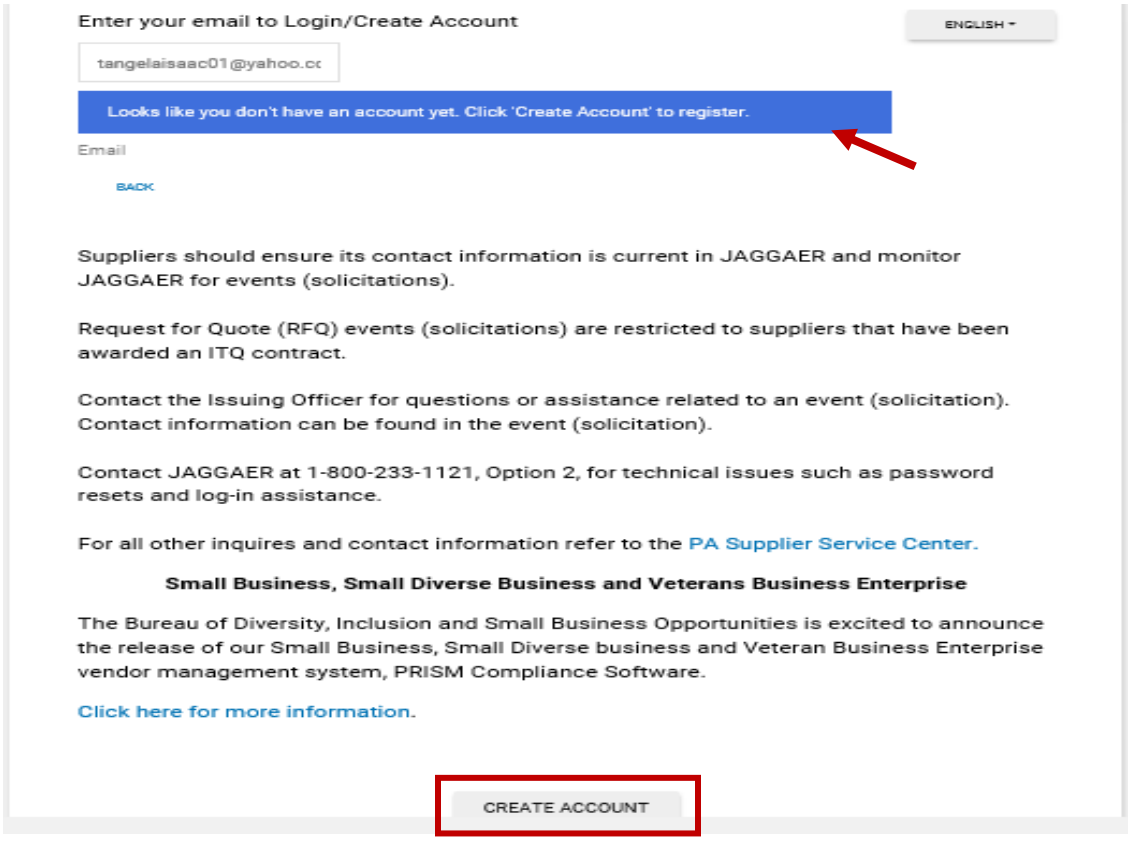
Disclaimer: All information contained within this document is for example purposes only. Screenshots are from a test client and may differ slightly from what is shown in the actual production system.

1. Access the **Commonwealth of Pennsylvania JAGGAER Supplier Management System** by using this link https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=CommonwealthPA.

2. Enter an **email address** to start the registration process. **Note:** The account created will be an Administrative User account for the company. You may add more Administrative Users once the account is created, and the registration process is completed. It is recommended to add two to three Administrative Users for the company account.

   a. Select the **Next** button.

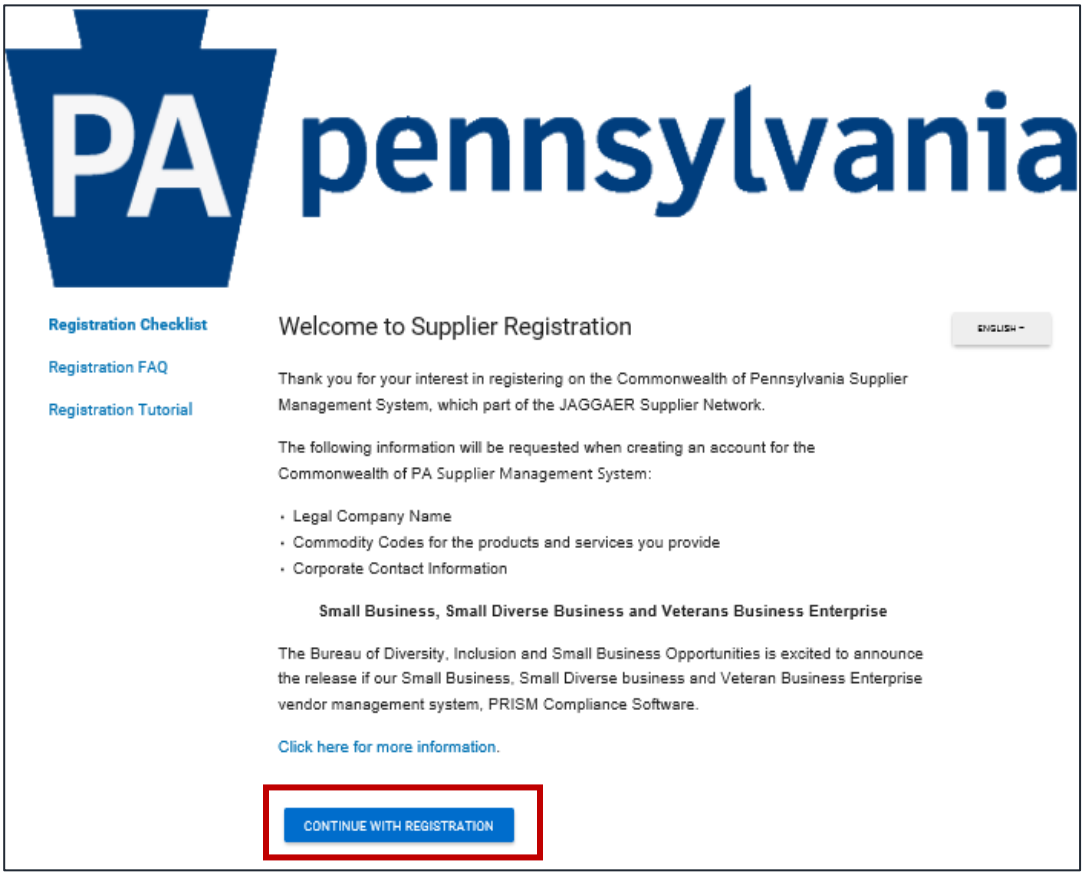
3. If there is no existing account, a message will display confirming no current account exist for the company.
    a. Select the **CREATE ACCOUNT** button to proceed.
    b. If you **did not** receive the message, this means there is an account for the company. You will need to enter your password.



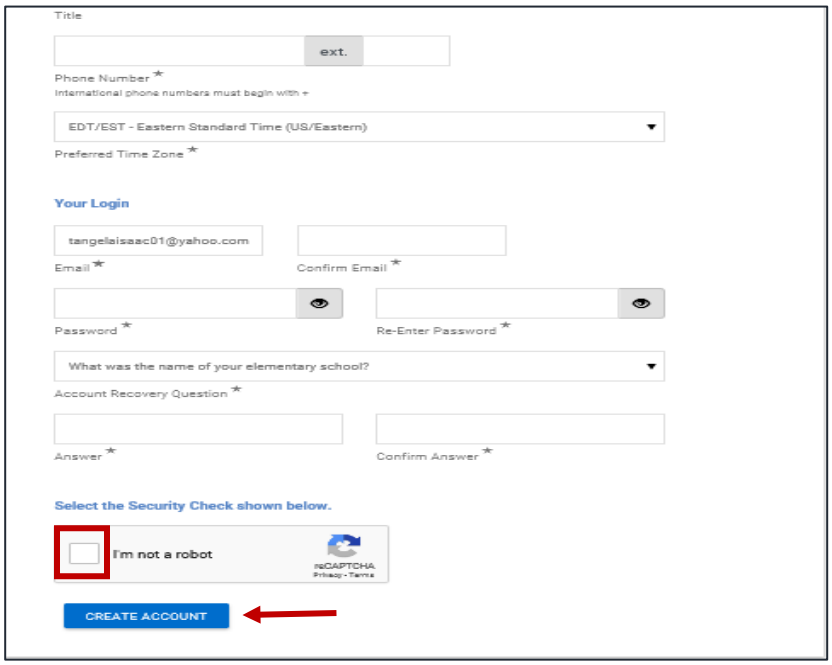
Note: If you do not know the password, select Trouble Logging In? link to use the reset password option. **DO NOT** create a new account.

You must **enter the same email address** the account was registered with and select the **Send Email** button. If you are still having issues with logging in, contact the **JAGGAER Supplier Support at 1-800-233-1121** or create a ticket online using the following link **https://www.jaggaer.com/submit-supplier-support-request/** for assistance.

4. Select the **CONTINUE WITH REGISTRATION** button.



5. Enter the **applicable information** in the required fields. **Note:** The required fields are marked with a red asterisk (*).
    a. Select the **Security Checkbox**.
    b. Select the **CREATE ACCOUNT** button.



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

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

Supplier Registration for Commonwealth of PA Supplier Management System

Dear DGS BOP Training Team,

Thank you for starting the registration process with Commonwealth of PA Supplier Management System. Please click the "Complete Registration Now" link below to continue your registration process.

Complete Registration Now

Please remember, your supplier profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your profile is submitted completely, you will receive a confirmation email that your company was successfully registered.

Company: DGS BOP Training Team

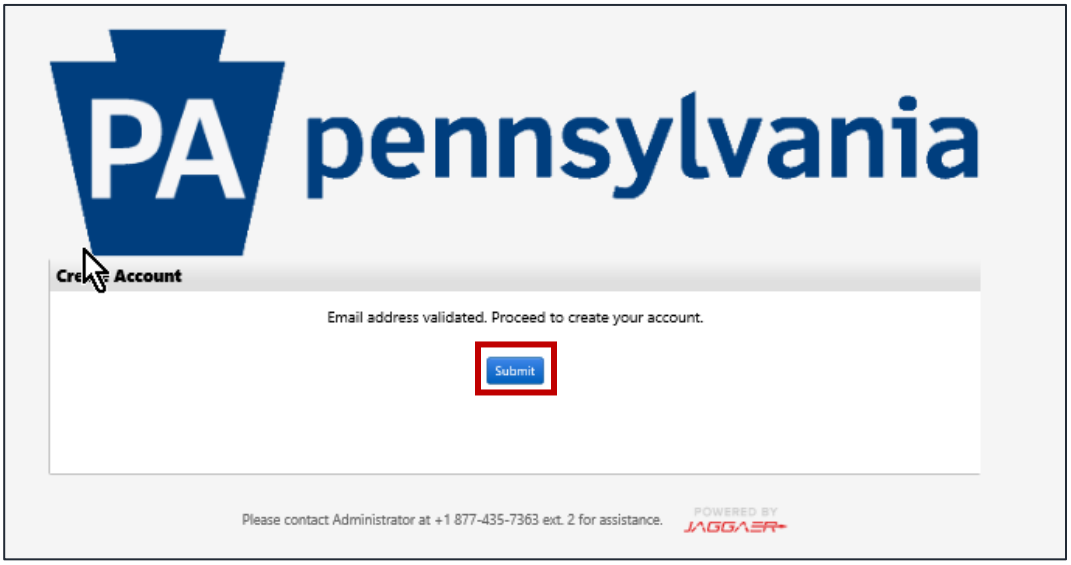
Email: papublicsupplier4@gmail.com

Thank You,

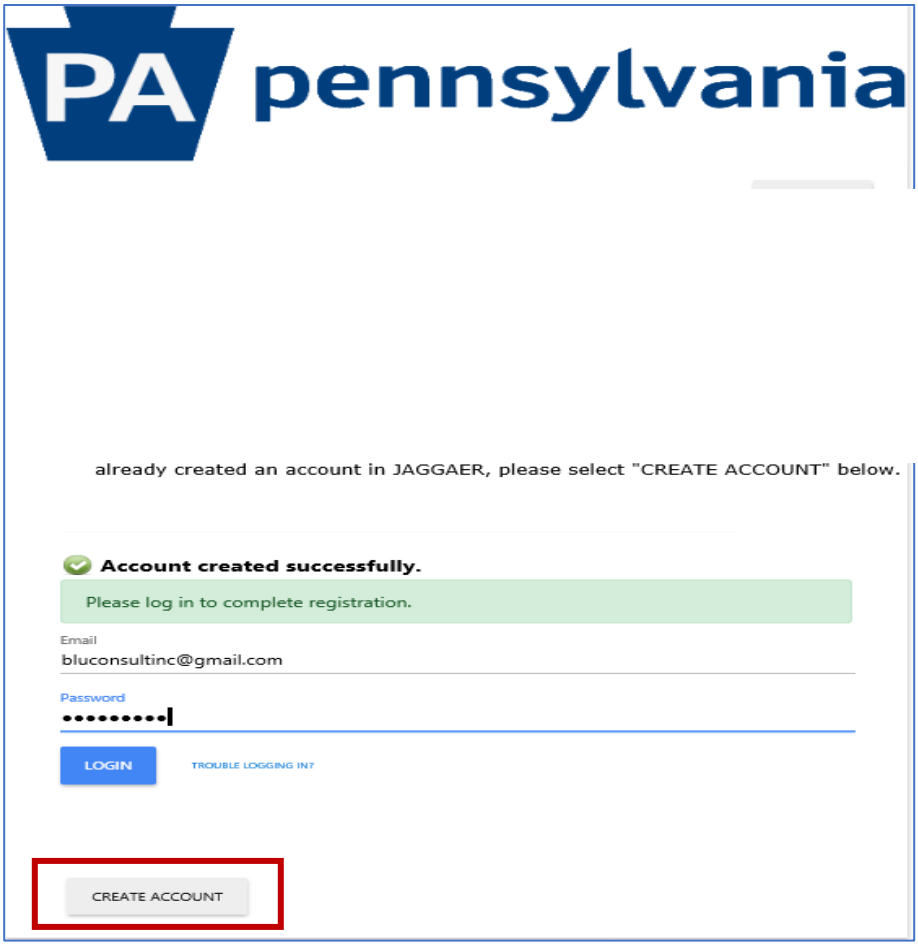
Commonwealth of PA Supplier Management System

If you have any technical questions, please contact PA Supplier Service Center at or +1 877-435-7363 ext. 2 for assistance and identify yourself as registering in the Commonwealth of PA Supplier Management System Supplier Network.

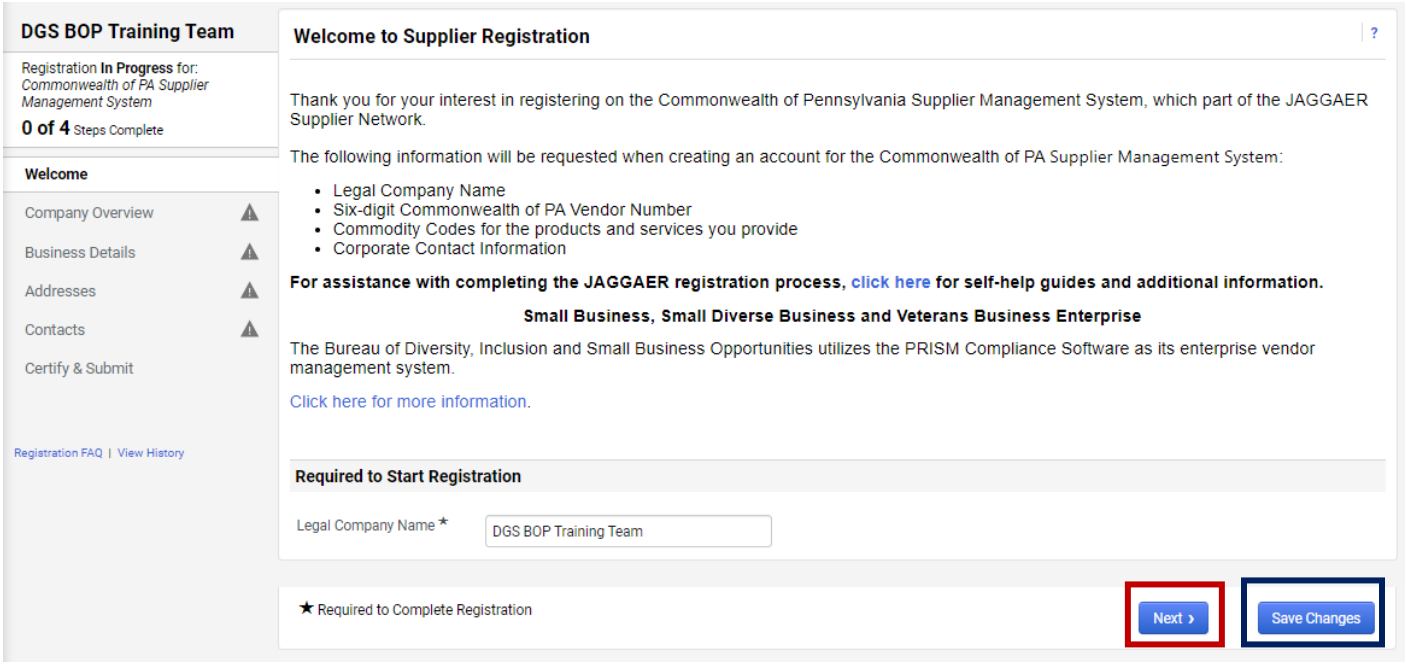
7. Once the email is validated, select the **SUBMIT** button to proceed with the creation of the account.



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

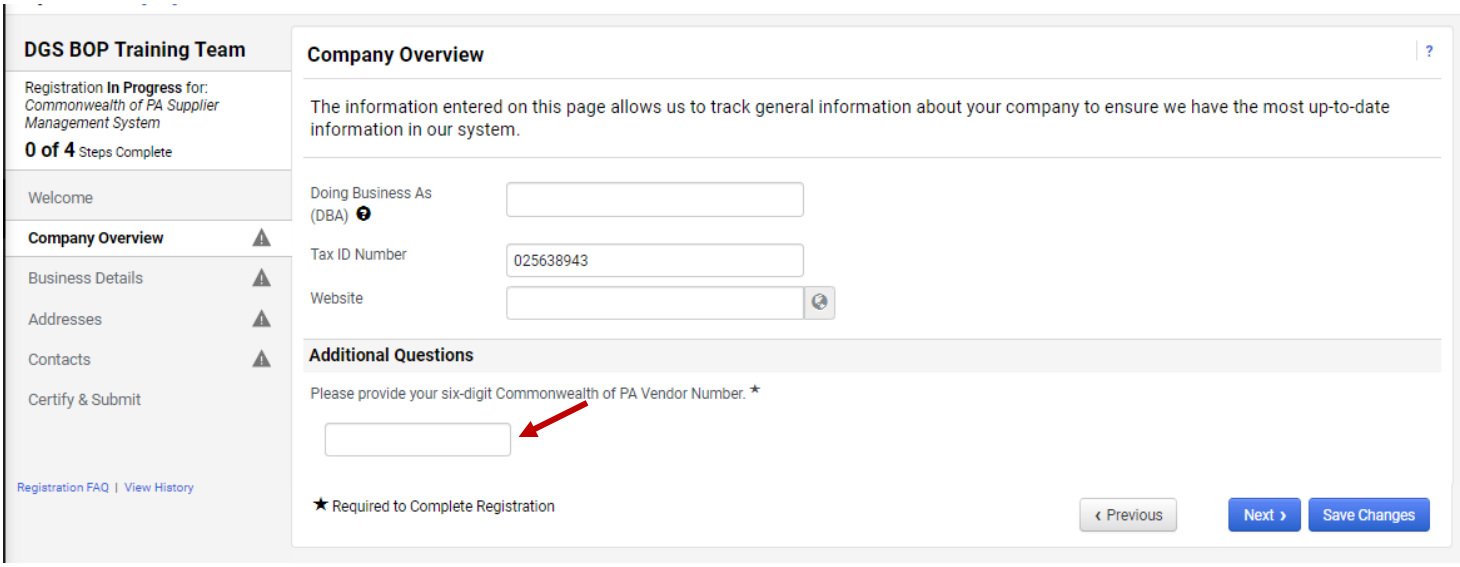


The **Welcome** screen displays general information about the registration process. You must enter all applicable information in the required fields in the **Company Overview**, **Business Details**, **Contacts, Addresses** and **Certify & Submit** sections to complete the registration process. **Note:** The ITQ Pre-Qualification sections will populate to complete if any ITQ Commodity Codes are added to the Business Details section.

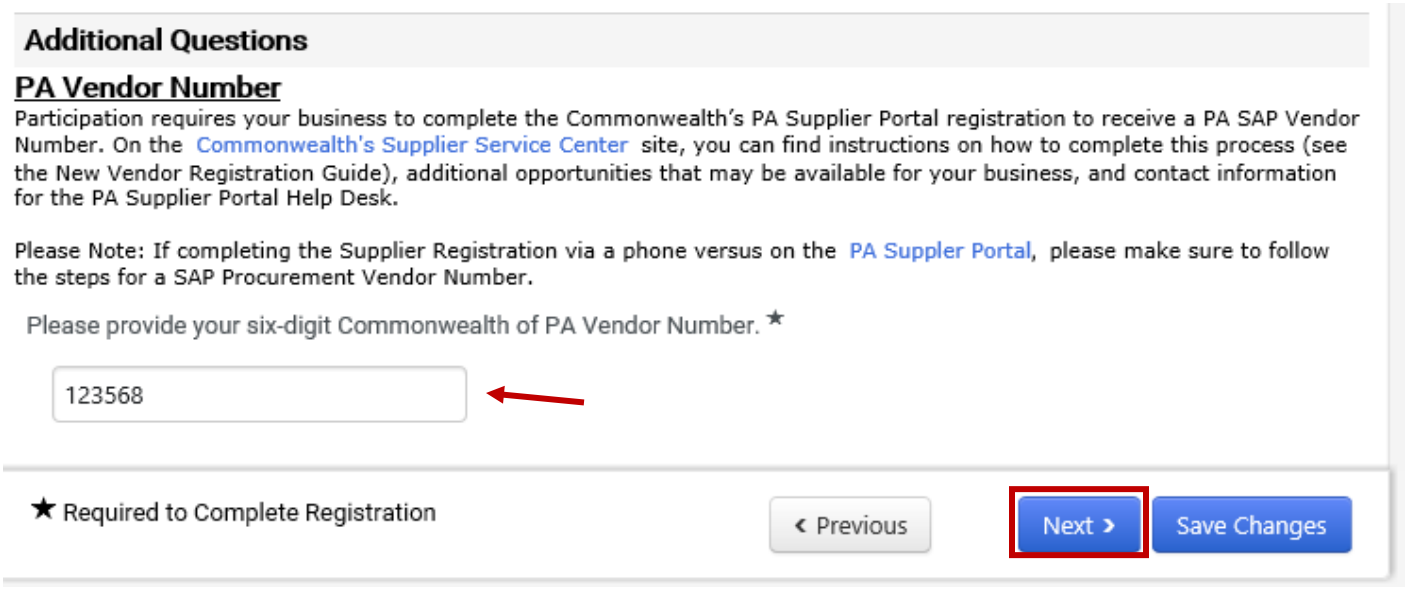


Note: The **SAVE CHANGES** button will save the edits made and keep you on the current screen. The **NEXT** button will save the edits made and advance you to the next screen.

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



10. In the **Business Details** section, you are required to select the commodity codes for the product and services your company can provide. There are two types of commodity codes to choose from, general codes and ITQ (Invitation to Qualify) codes.

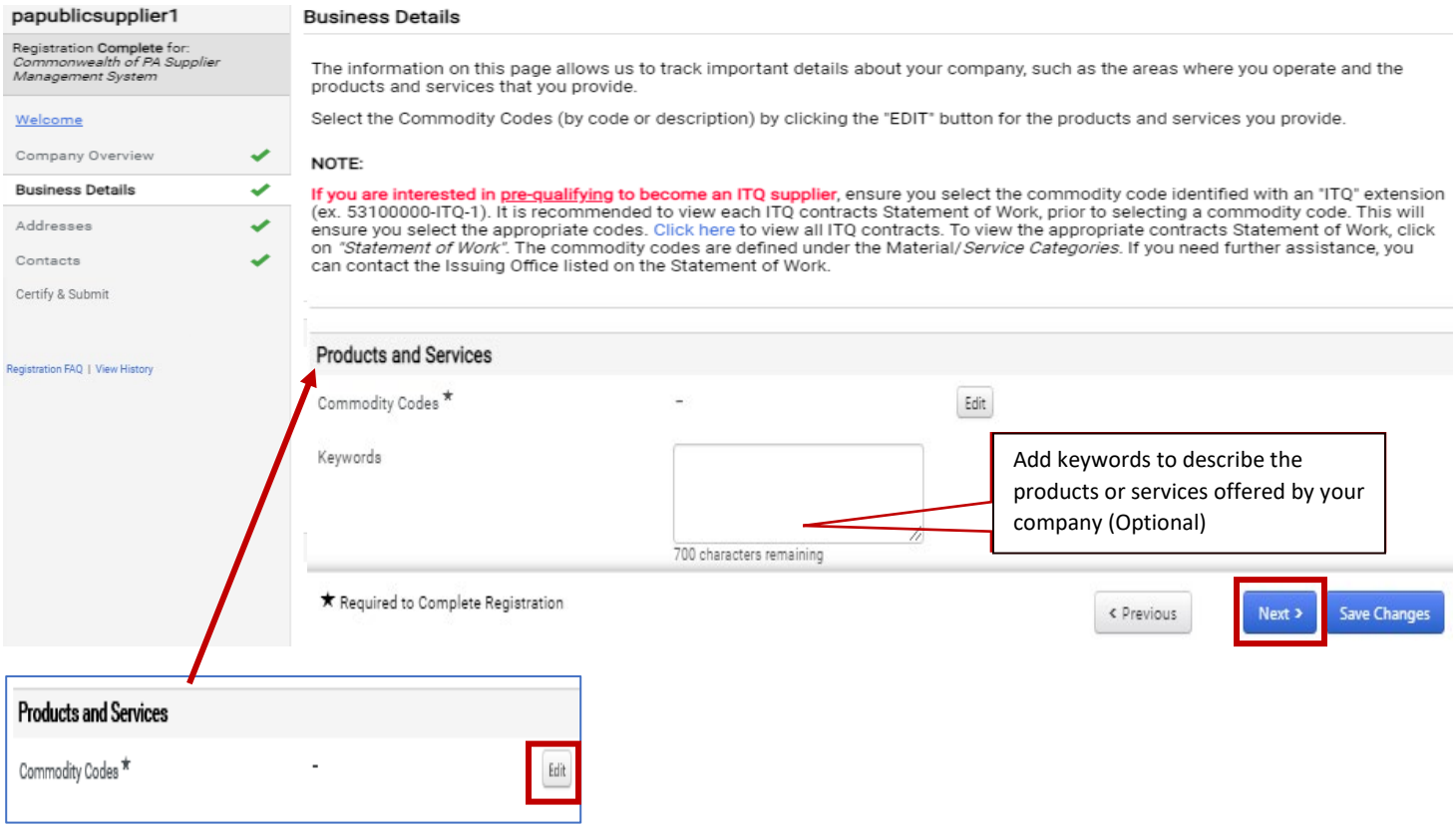
    - **General Commodity Codes** – identify a high-level description of the materials and/or services your company can offer (e.g., 80100000).
    - **ITQ Commodity Codes** – identify the Invitation to Qualify (ITQ) Contract materials and services categories your company is applying for pre-qualification to provide (e.g., 86000000-ITQ-82).

    Note: If adding an ITQ Commodity Code (86000000-ITQ-82), you will be required to complete additional sections related to the pre-qualification process. When the ITQ Manager is satisfied with the registration it may take 30 to 90 days from that point for a contract to be executed. During this period, your company will not be able to respond to any open Request for Proposal (RFP) in JAGGAER while your registration is pending review by an ITQ Manager.

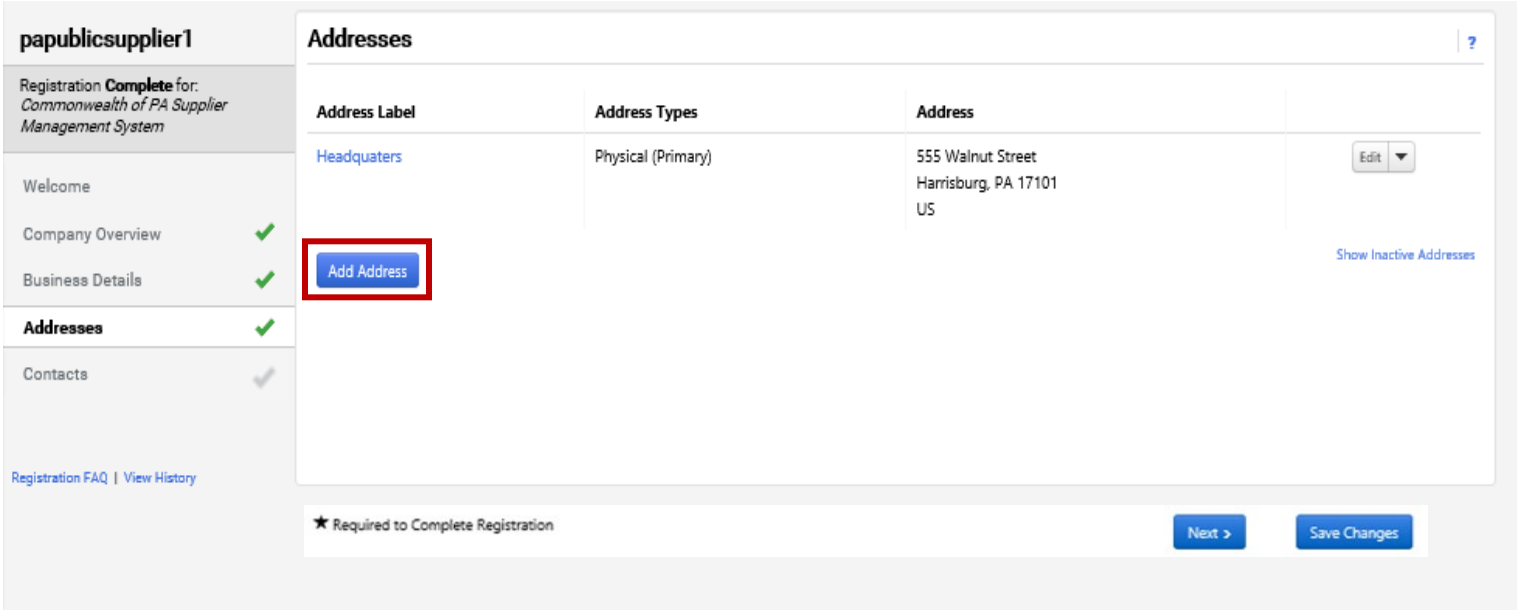
    It is recommended you complete a general registration by only selecting general codes. Once the general registration process is completed, you can edit your registration at any time to select ITQ codes to start the pre-qualification process.

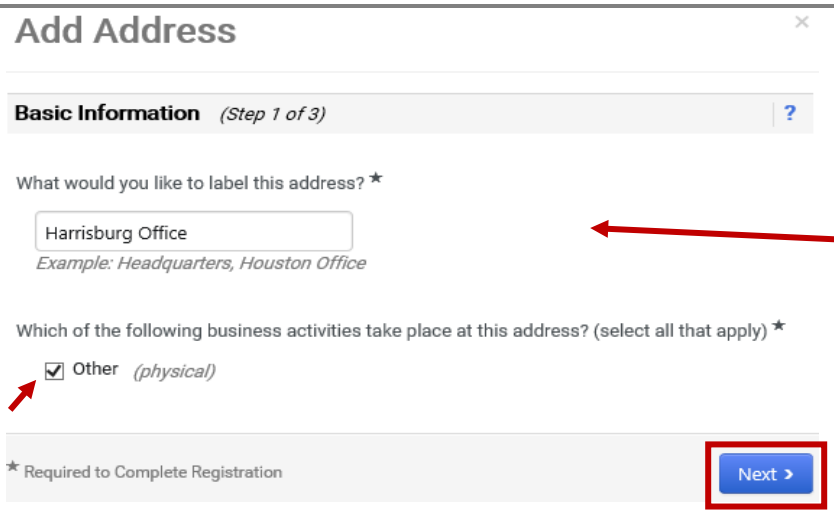
    - Reference the ITQ Application Guide for general information and **Pre-Qualifying as an ITQ Supplier** guide to assist with completing the prequalification process. Access the guide on the DGS Supplier Service Center page.

a. Select the **EDIT** button to search and choose the commodity codes.
b. Select the **NEXT** or **SAVE CHANGES** button.



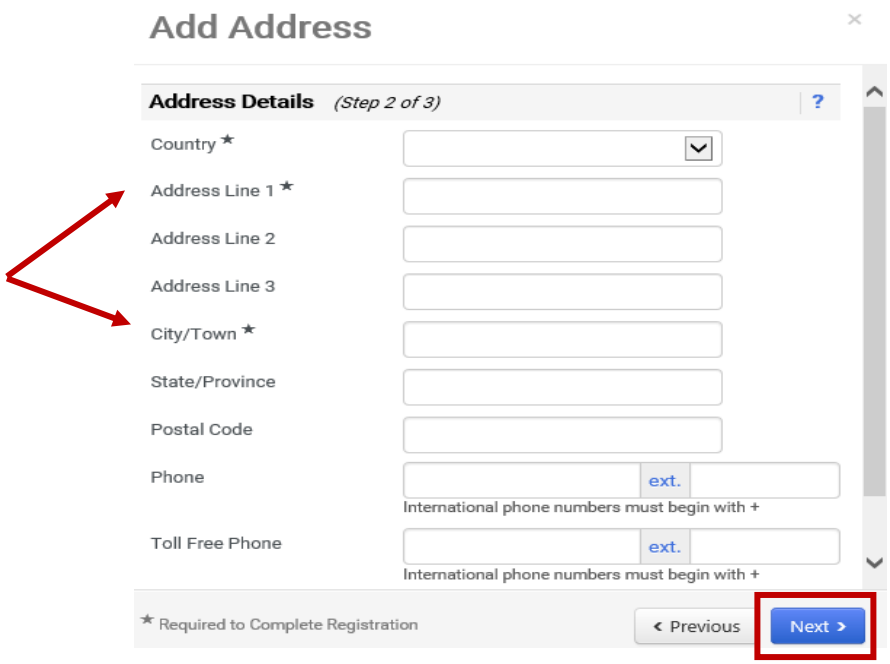
11. In the **Addresses** section, you are required to add a primary (physical) address such as a *Headquarters* or *Corporate* location for the company. Additional addresses for the company can be added (if necessary).
    a. Select the **Add Addresses** button.





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

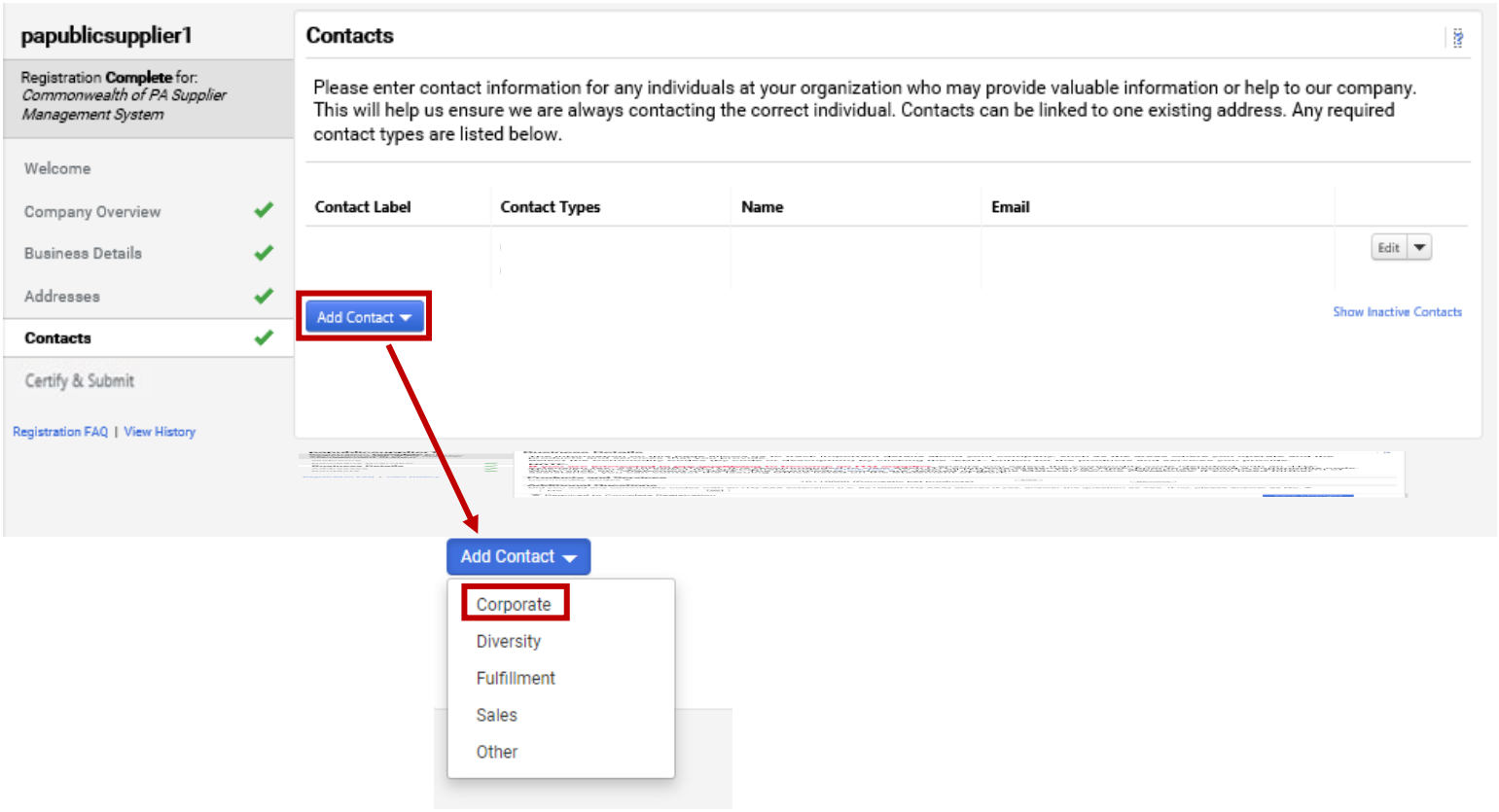
d. Complete all the **required fields**.
e. Select the **Next** button to complete adding the address.

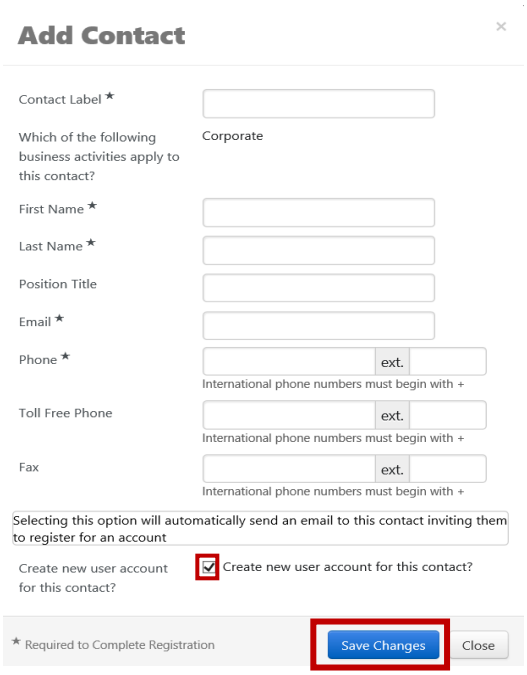


12. In the **Contacts** section, you are required to add a *Corporate Contact* for the company. Additional contacts for the company can be added (if necessary). **Note: Individuals that are listed as Contacts cannot update the registration information, view, or respond to bidding opportunities. Please see Step 13 to add users and assign roles with permissions to manage the registration, view, or respond to bidding opportunities.**

    a. Select the **Add Address** button. Next, choose the **Corporate** option.

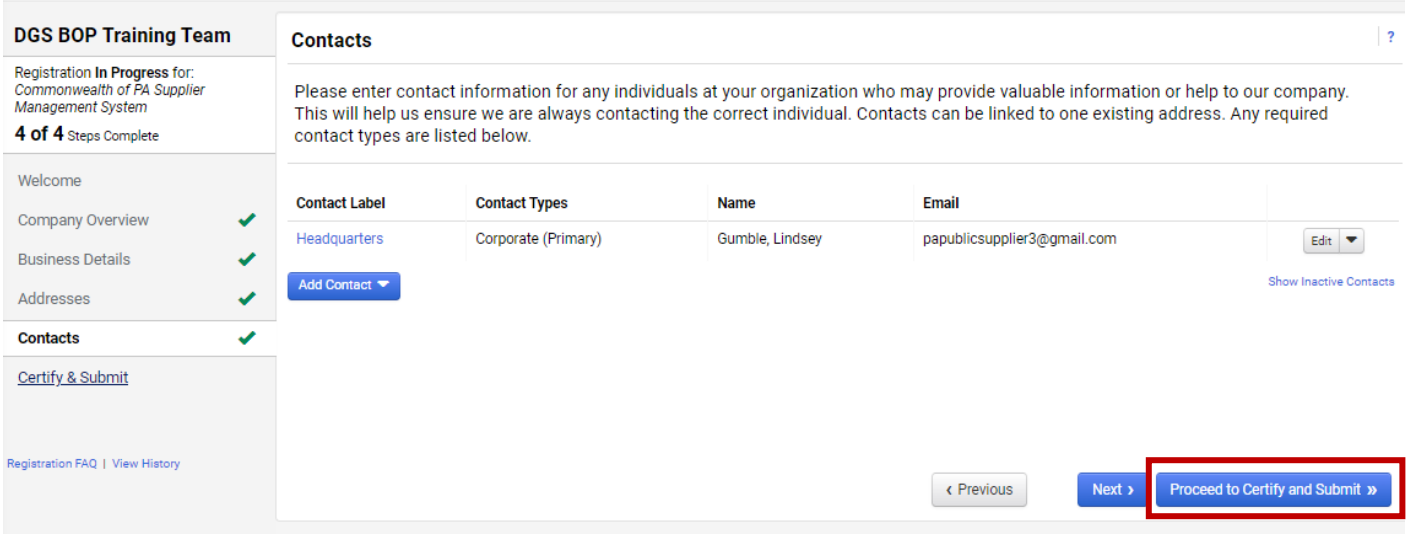
Note: A corporate location must be created as the first contact before adding any other types of contacts.



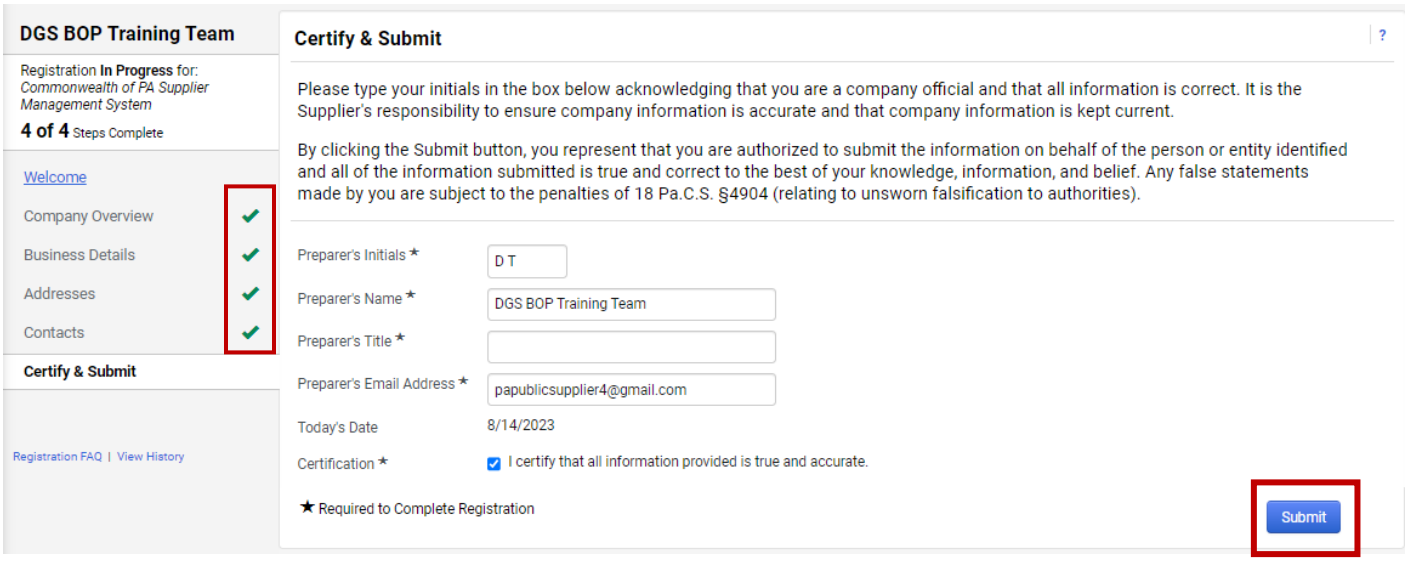


b. Enter information in all the **required fields**.
c. Select the **Checkbox** if you would like to create a new user account for the contact. If you **do not** wish to create a new user account for the contact unselect the checkbox.
   Note: If you are the Administrative User of the account, **do not** 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.

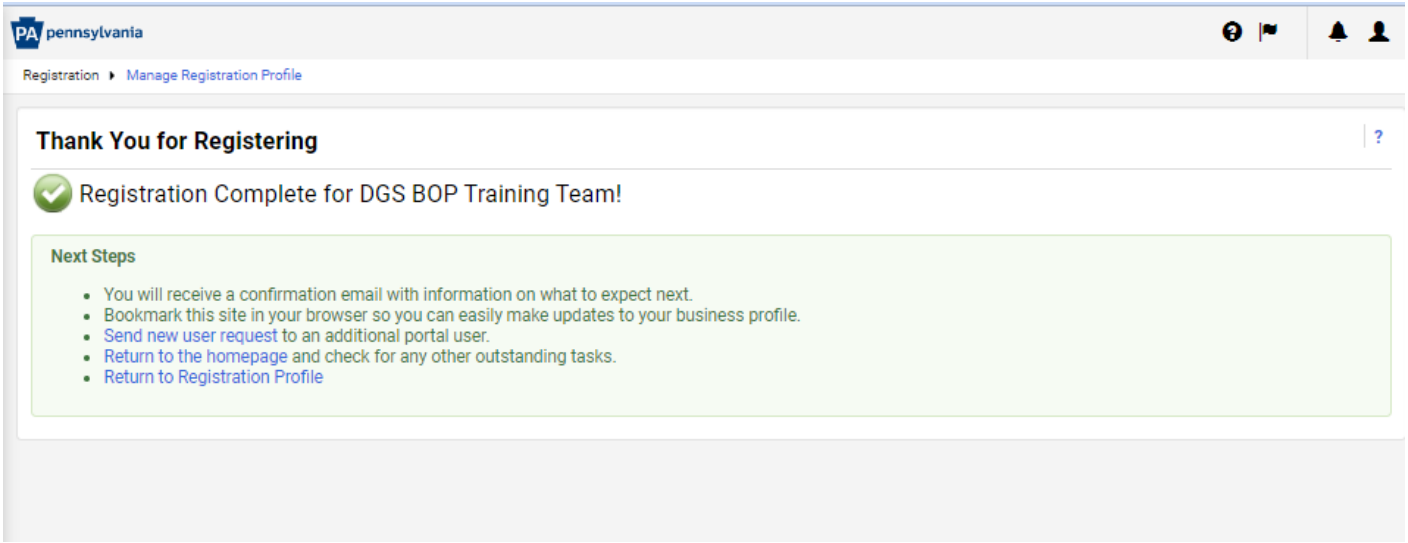
13. Once the contact is created, select the **Proceed to Certify and Submit** button.



14. 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. Verify all sections have a **green check** in the left navigation pane before submitting.
    a. Make sure the **box** next to the *Certification Statement* is selected.
    b. Select the **SUBMIT** button to complete the registration process.

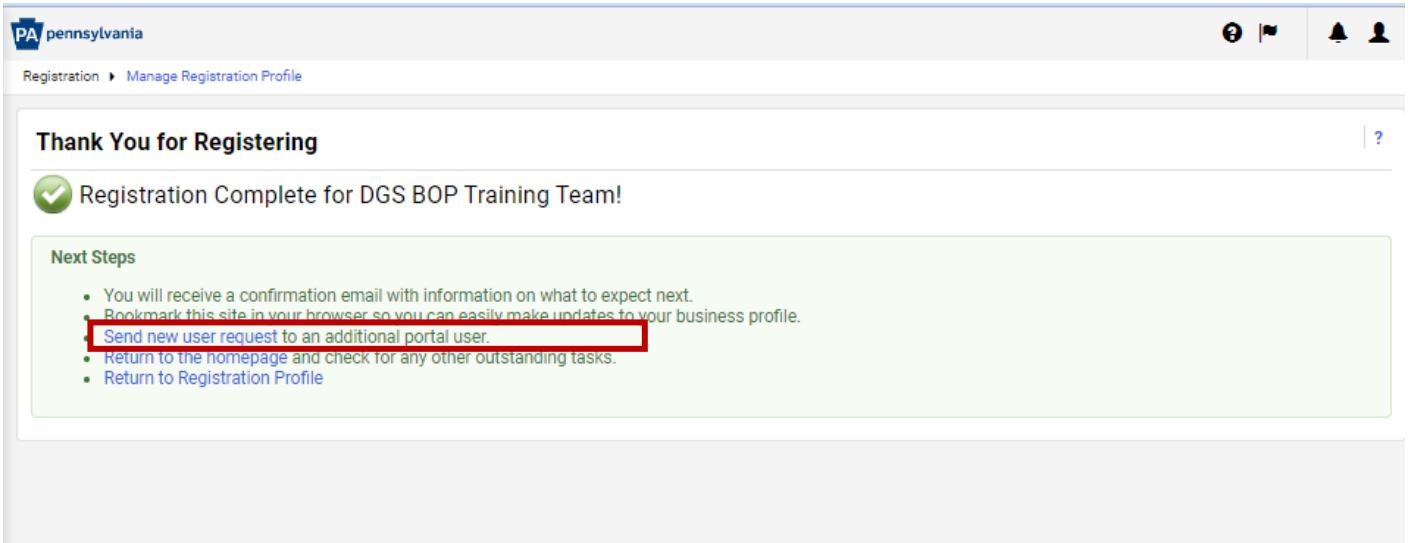


A confirmation message will display verifying the general registration is complete. It is recommended that you setup additional portal users.

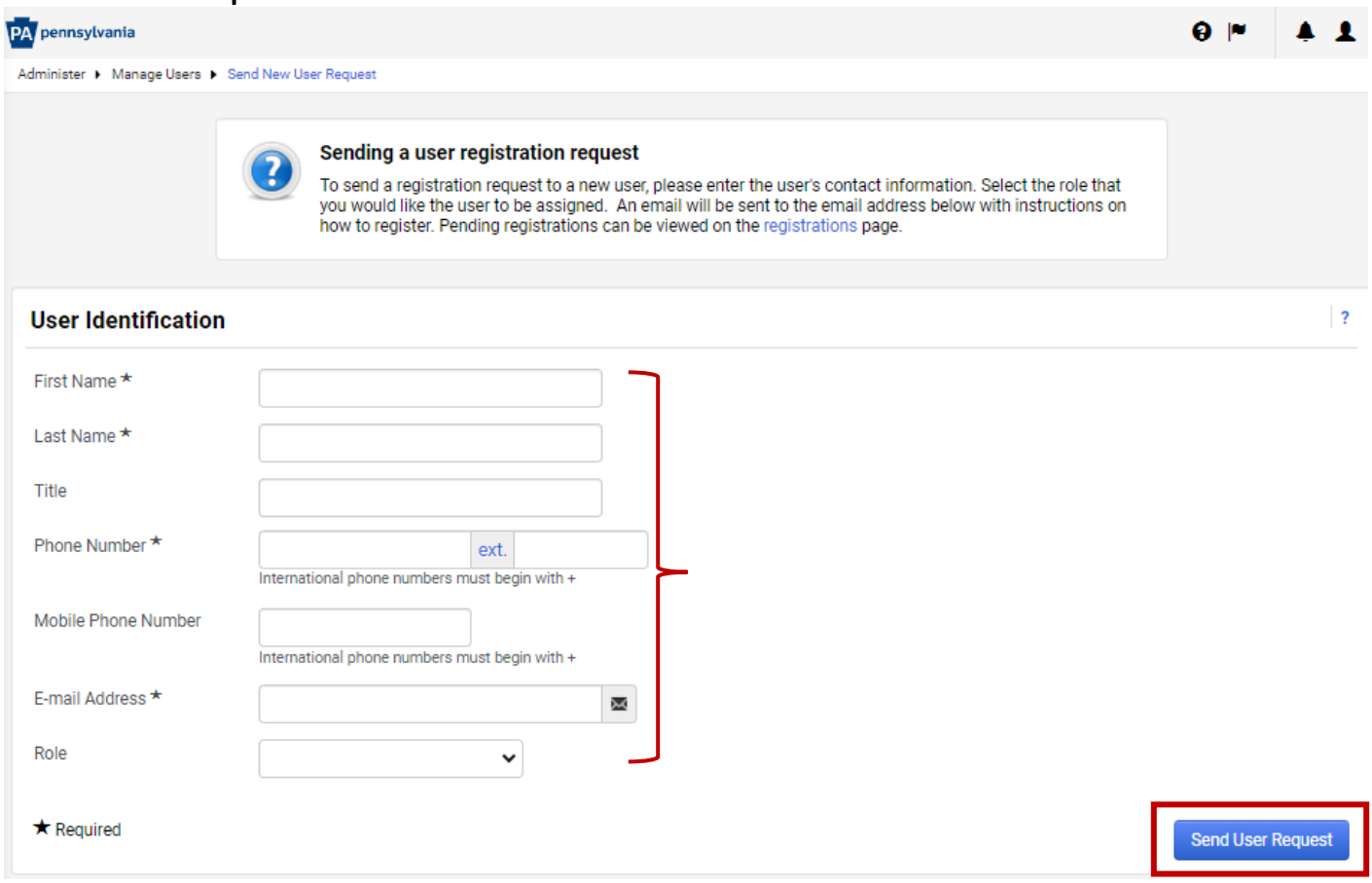


Setting Up Additional Portal Users

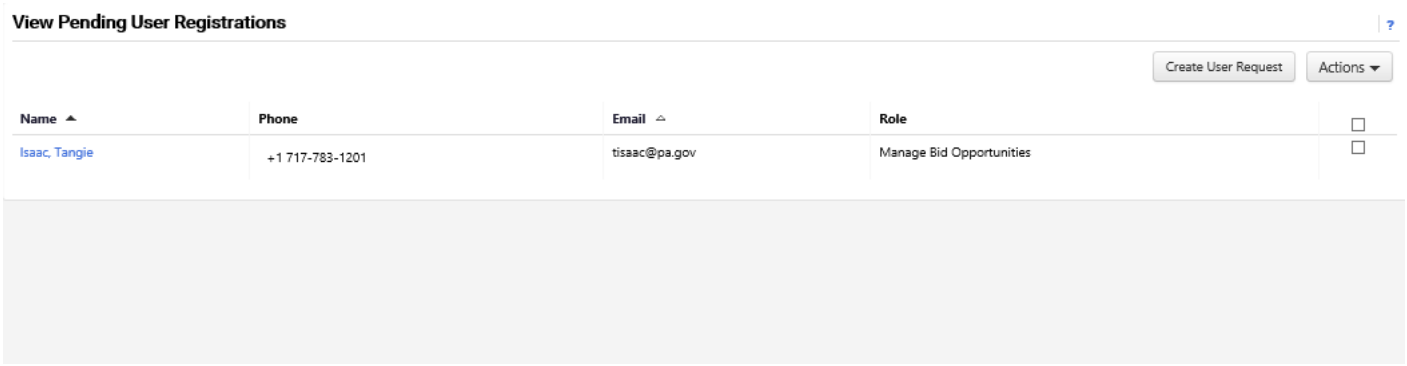
1. In the confirmation message, select the **Send new user request** link.



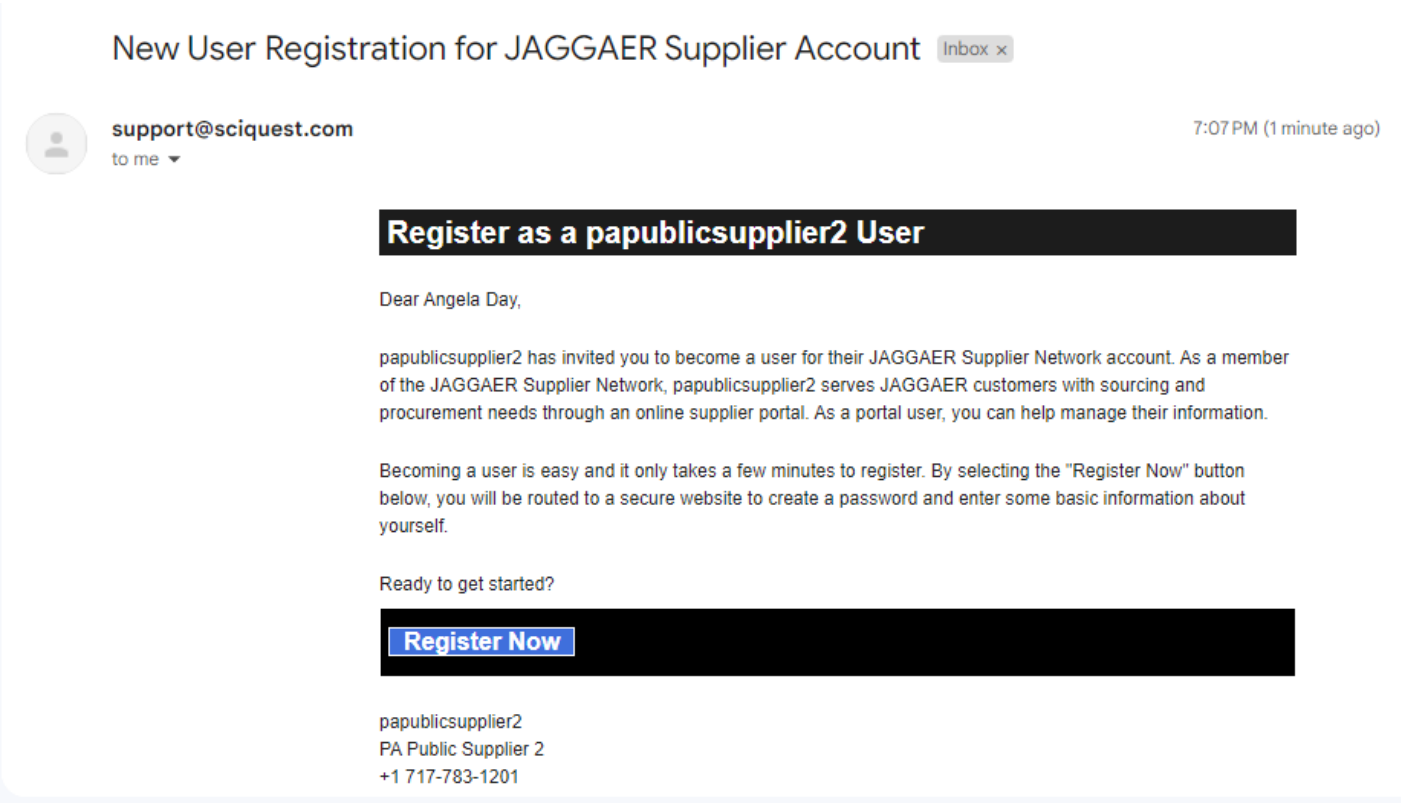
2. **Enter the user's contact information and select the appropriate role for the user**. All required fields must be completed to send the user request. After the information is entered, select the **Send User Request** button.



You will be directed to the *View Pending User Registrations* screen to verify the request was completed.



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



New User Registration for JAGGAER Supplier Account Inbox ×

support@sciquest.com
to me

7:07 PM (1 minute ago)

Register as a papublicsupplier2 User

Dear Angela Day,

papublicsupplier2 has invited you to become a user for their JAGGAER Supplier Network account. As a member of the JAGGAER Supplier Network, papublicsupplier2 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

papublicsupplier2
PA Public Supplier 2
+1 717-783-1201

Note: If the user does not receive the email, have the user check the Spam and Junk mail to verify the email from @sciquest.com is not there. The user may have to check with the company's IT to confirm there is not a security firewall preventing the email from being received.

This concludes the process for registering as a Commonwealth of PA Supplier in JAGGAER. If you have any questions or issues, please Click Here for Assistance or call 1-800-233-1121 option 2.