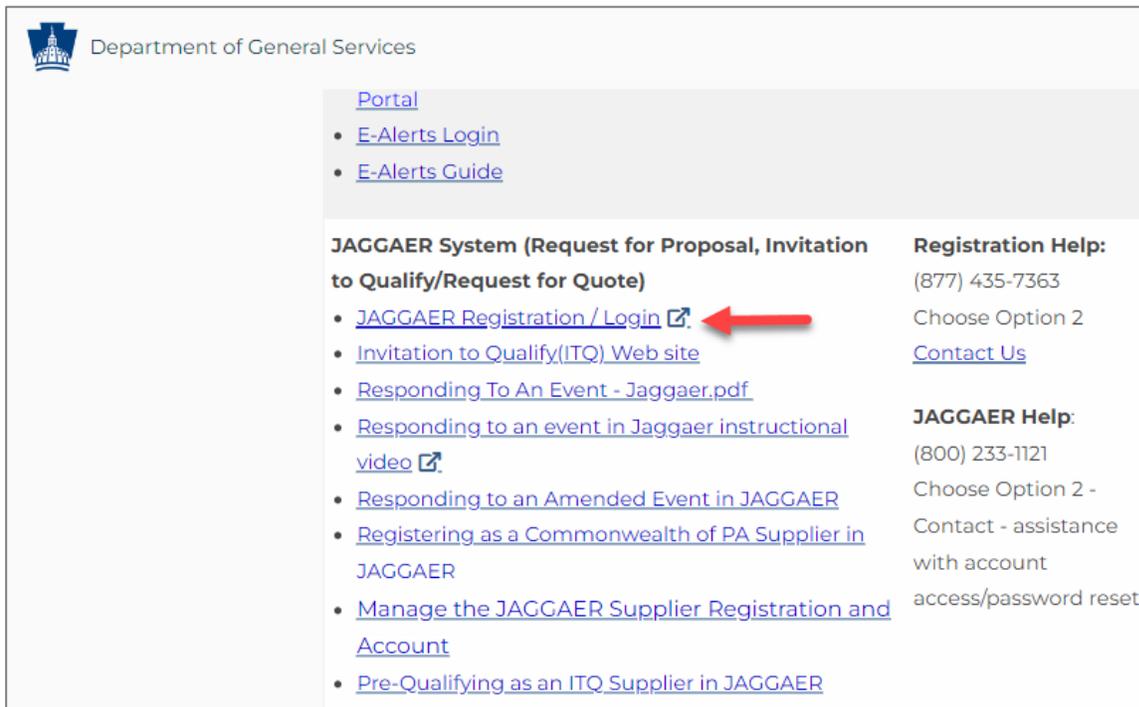


## Manage the JAGGAER Supplier Registration and Account

The purpose of this guide is to assist suppliers with managing their **Commonwealth of Pennsylvania’s JAGGAER Supplier Management System** registration and account. 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.

1. Access the Commonwealth of Pennsylvania’s JAGGAER Supplier Management System by selecting the link provided on the [Department of General Services Supplier Service Center page](#).



Department of General Services

[Portal](#)

- [E-Alerts Login](#)
- [E-Alerts Guide](#)

**JAGGAER System (Request for Proposal, Invitation to Qualify/Request for Quote)**

- [JAGGAER Registration / Login](#) 
- [Invitation to Qualify\(ITQ\) Web site](#)
- [Responding To An Event - Jaggaer.pdf](#)
- [Responding to an event in Jaggaer instructional video](#) 
- [Responding to an Amended Event in JAGGAER](#)
- [Registering as a Commonwealth of PA Supplier in JAGGAER](#)
- [Manage the JAGGAER Supplier Registration and Account](#)
- [Pre-Qualifying as an ITQ Supplier in JAGGAER](#)

**Registration Help:**  
(877) 435-7363  
Choose Option 2  
[Contact Us](#)

**JAGGAER Help:**  
(800) 233-1121  
Choose Option 2 -  
Contact - assistance with account access/password reset

2. You will be routed to the Commonwealth of Pennsylvania’s JAGGAER Supplier Management System landing page to enter your login credentials (e.g., email address and password). First, you must the **email address** and select the **Next** button. Next, you will be required to **enter your password** and select the **Login** button.



**PA** pennsylvania

Welcome to the Commonwealth of Pennsylvania

Supplier Management System

All Suppliers must adhere to the Commonwealth's COVID vaccination testing requirements which can be accessed [Here](#).

**New Suppliers** - If you are a new supplier, please enter your email address, click on the **Next** button, and follow the instructions to register.

**Existing Suppliers** - Enter your login credentials and click to access your profile.

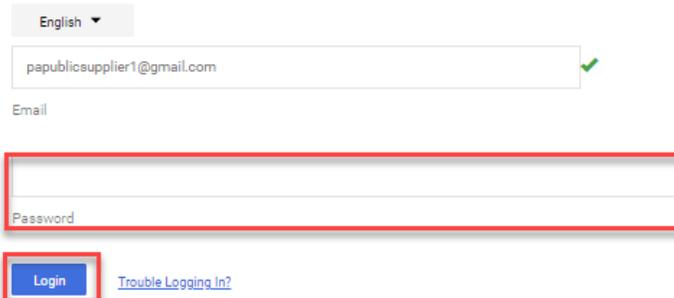
Enter your email to Login/Create Account English ▾

papublicsupplier1@gmail.com Next

Email

**All Suppliers:**

- Suppliers should ensure its contact information is current in JAGGAER and monitor



English ▾

papublicsupplier1@gmail.com ✓

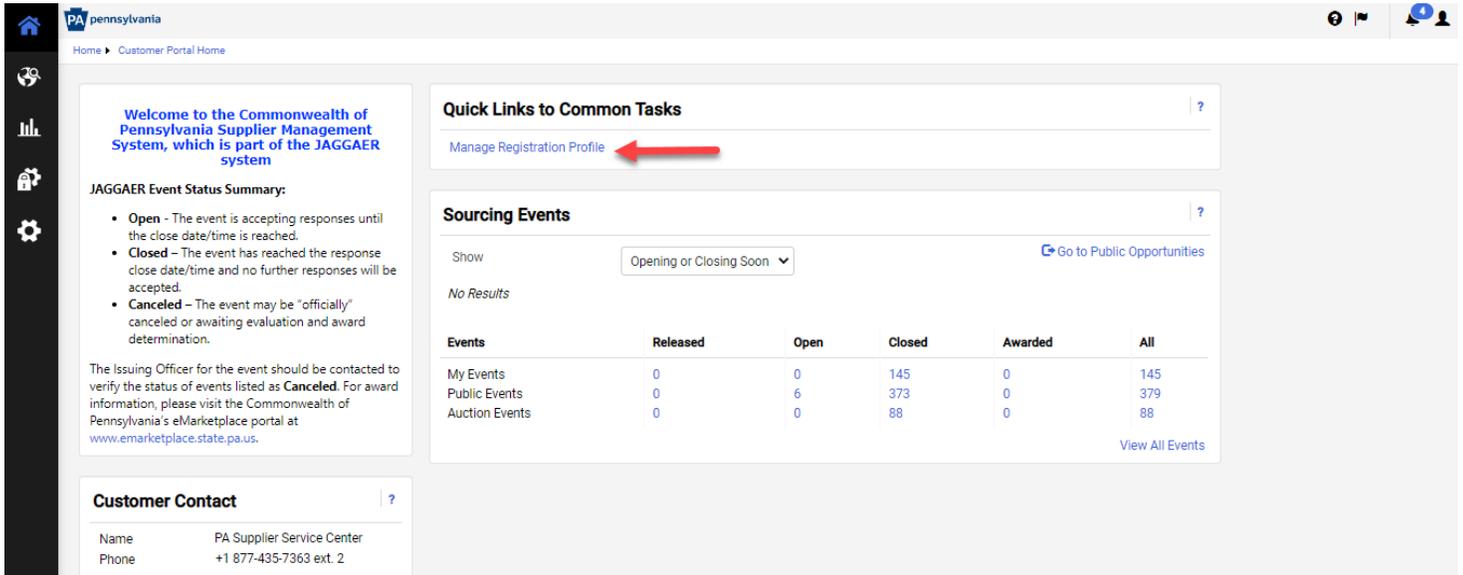
Email

Password

Login [Trouble Logging In?](#)

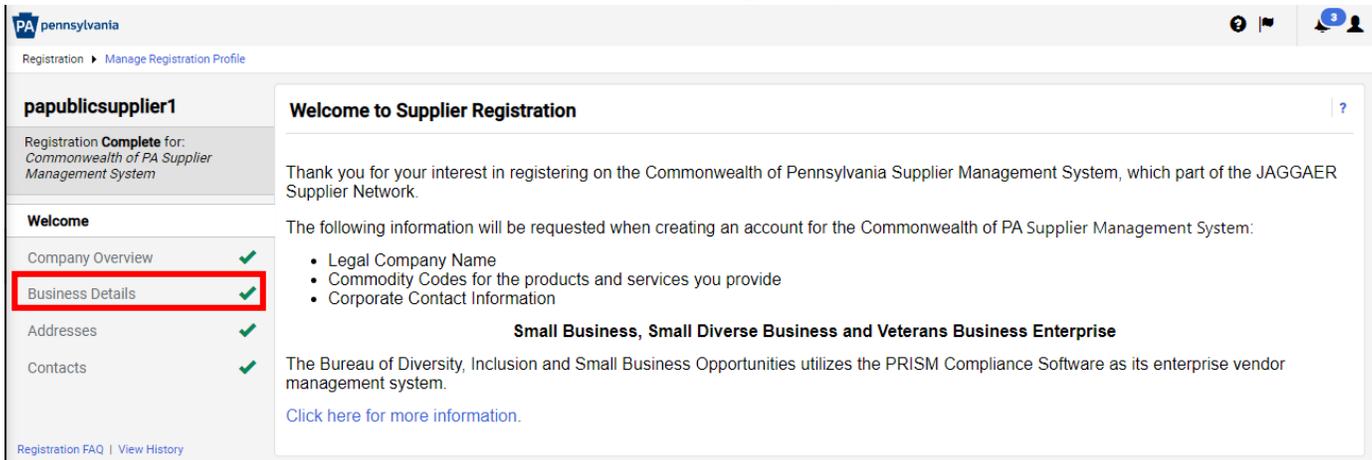
If you already have a JAGGAER account and need assistance with resetting your password, please contact the JAGGAER Supplier Support at 1-800-233-1121 or create a ticket online using the following link <https://www.jaggaer.com/submit-supplier-support-request/> for assistance.

- On the user homepage, select the **Manage Registration Profile** link to make any changes to the registration.



**Note:** In the registration, you can make changes in any of the applicable sections of the registration. 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 (e.g., 86000000-ITQ-82)**, please review all documents for the ITQ. [Click here](#) to search and review ITQ Contracts.

- Select the **Business Details** section in the left navigation pane.



5. Select the **Edit** button to add or removed commodity codes.

**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 ★

92120000 (Security and personal safety)	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
---	-------------------------------------	---------------------------------------

Keywords

★ Required to Complete Registration

6. Enter a **search term** (e.g., consulting, IT) or **scroll through the list** to choose codes. **Note:** Expand the search results by choosing the number displayed per page or move through the results page by selecting the next page arrow.

**Commodity Codes**

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

**1 Selected Codes**

Showing 1 - 20 of 681 results

Results Per Page 20 Sort by: Commodity Code Page 1 of 35

Commodity Code	Description
10110000	Domestic pet products
10120000	Animal feed
10130000	Animal containment and habitats
10140000	Saddlery and harness goods
10150000	Seeds and bulbs and seedlings and cuttings
10160000	Floriculture and silviculture products
10170000	Fertilizers and plant nutrients and herbicides
10190000	Pest control products
11100000	Minerals and ores and metals

### Commodity Codes

Search

**2 Selected Codes**

Showing 1 - 20 of 97 results

Results Per Page: 20 | Sort by: Commodity Code | Page 1 of 5

Commodity Code	Description
80100000-ITQ-15	IT Services - Consulting Services - IT Project Management
80100000-ITQ-375	Consulting Services - Contractor Workforce Analysis Service - DGS CERTIFIED SMALL BUSINESS ONLY
80100000-ITQ-384	Consulting Services - Management - Business Case Development and Modeling - DGS CERTIFIED SMALL BUSINESS ONLY
80100000-ITQ-385	Consulting Services - Management General Government Operations - Best Practice Analysis DGS CERTIFIED SMALL BUSINESS ONLY
80100000-ITQ-386	Consulting Services - Management General Government Operations - Data Mining DGS CERTIFIED SMALL BUSINESS ONLY
80100000-ITQ-387	Consulting Services - Management General Government Operations - Operations Analysis DGS CERTIFIED SMALL BUSINESS ONLY

Done Close

- a. Choose the applicable commodity code(s) and select the **Done** button. To remove codes, select the Remove button by the code(s).
- b. Add keywords to describe the products or services offered by your company. (Optional)
- c. Select the **Save Changes** button to save all changes made.

**PA Public Supplier 1**

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 \*

92120000 (Security and personal safety)	Edit
80100000-ITQ-15 (IT Services - Consulting Services - IT Project Management)	Remove
	Remove

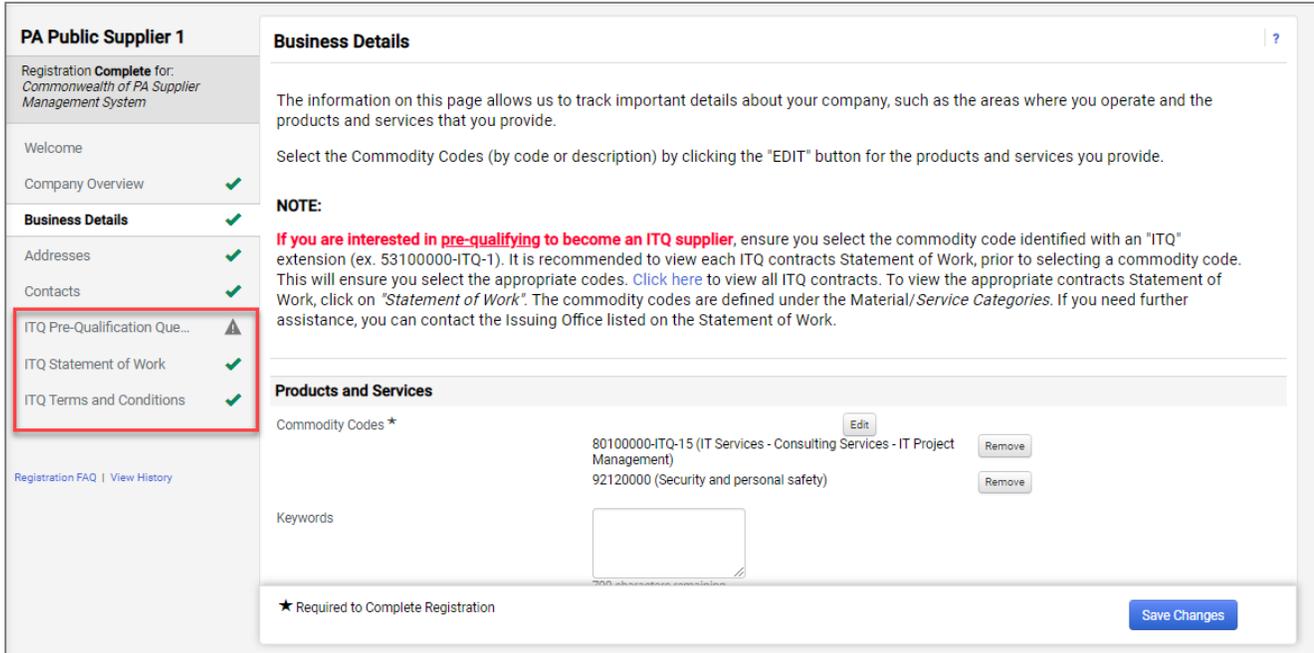
Keywords

★ Required to Complete Registration

**Save Changes**

**Note:** If you added ITQ commodity codes, you will be required to review/complete the *ITQ Pre-Qualification* sections for the code(s).

For assistance with completing the pre-qualification sections, reference the [Pre-Qualifying as an ITQ Supplier Guide](#).



**PA Public Supplier 1**

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

Welcome

Company Overview

**Business Details**

Addresses

Contacts

ITQ Pre-Qualification Que...

ITQ Statement of Work

ITQ Terms and Conditions

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 \*

80100000-ITQ-15 (IT Services - Consulting Services - IT Project Management)

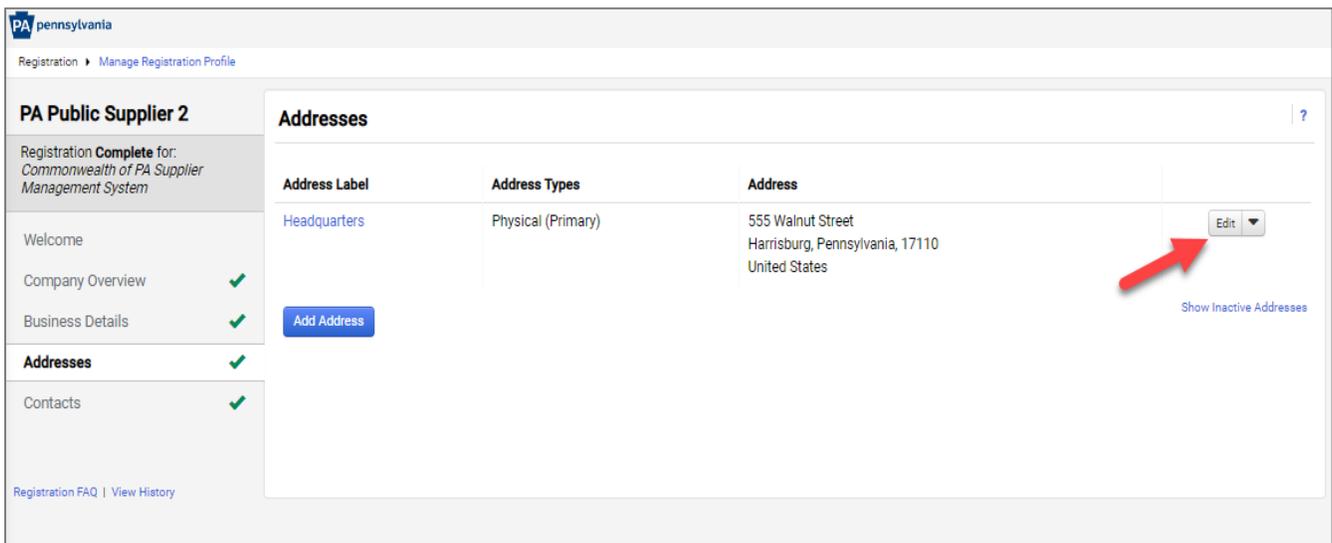
92120000 (Security and personal safety)

Keywords

★ Required to Complete Registration

## Adding/Editing Addresses and Contacts:

1. To edit an existing address, navigate to the **Address section** and select the **Edit** button.



**PA Public Supplier 2**

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

Welcome

Company Overview

Business Details

**Addresses**

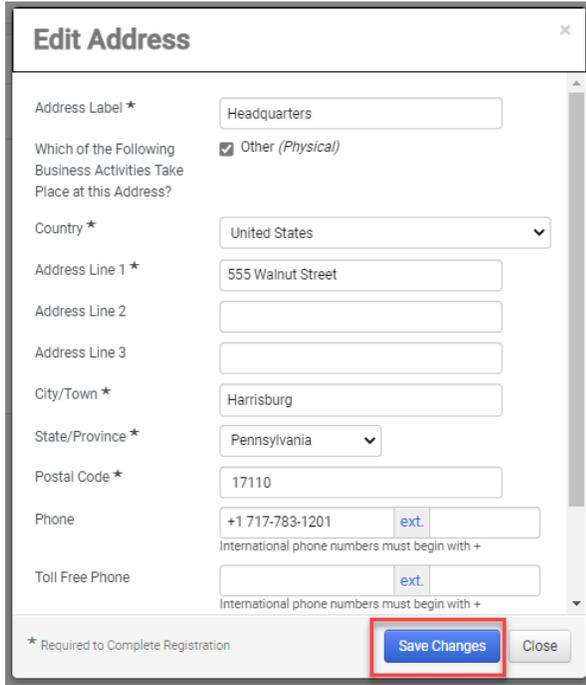
Contacts

Registration FAQ | View History

**Addresses**

Address Label	Address Types	Address
Headquarters	Physical (Primary)	555 Walnut Street Harrisburg, Pennsylvania, 17110 United States

2. Make the necessary updates and select the **Save Changes** button.

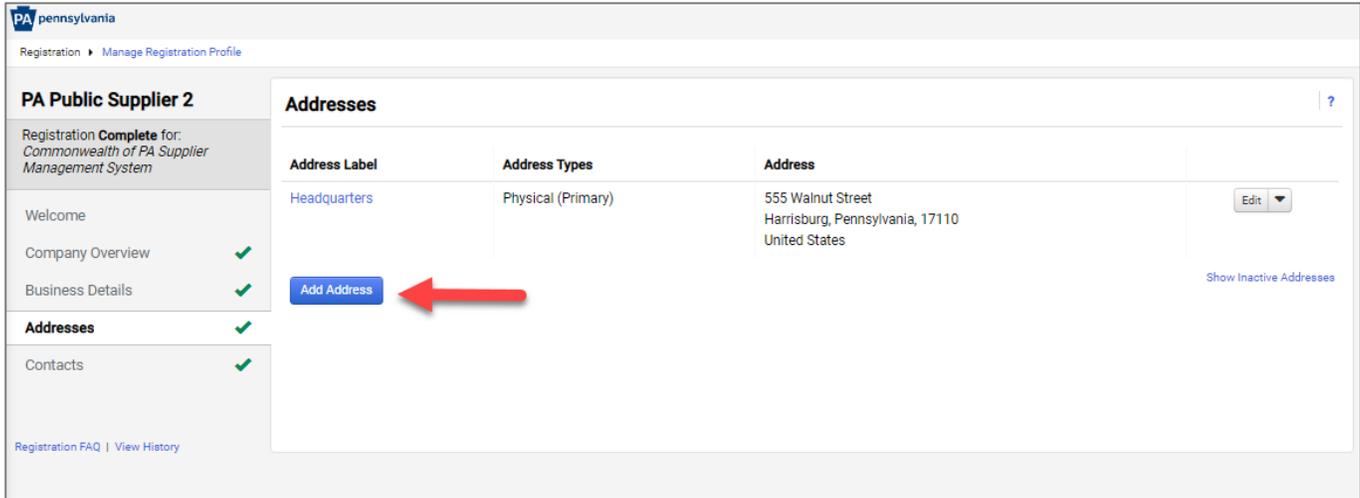


**Note:** To inactivate an existing address, select the drop-down arrow and choose the *Make Inactive* option. If there is only one address listed, the system will not allow you to inactivate the address until a new address is added.

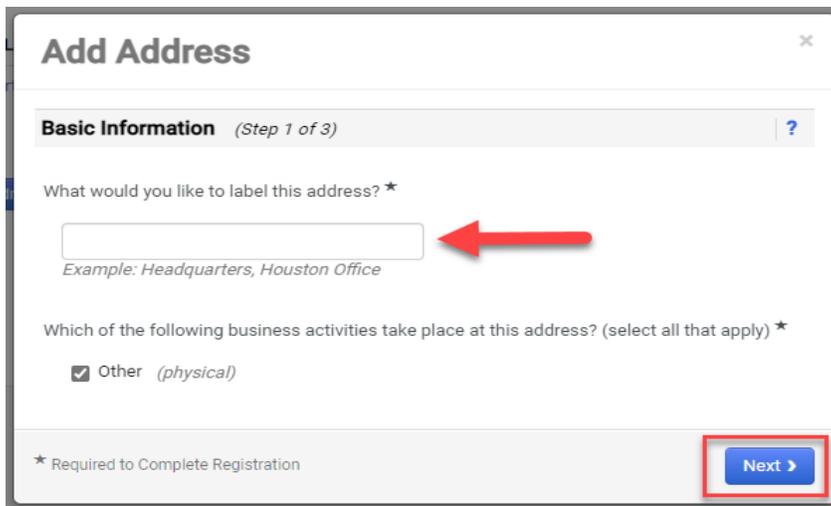
Addresses			?
Address Label	Address Types	Address	
Headquarters	Physical (Primary)	555 Walnut Street Harrisburg, Pennsylvania, 17110 United States	Edit  Edit <b>Make Inactive</b>

[Add Address](#) [Show](#)

3. To add a new address, select the **Add Address** button.



4. **Enter a label** (name) for the address and select the **Next** button. **Note:** The checkbox for “Other (physical)” is required to remain checked.



5. Complete all required fields and select the **Next** button.

**Add Address** (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 ▶**

6. Next, you will be prompted to add a primary contact for the address. **Note:** Select the “Not Applicable” if you do not have a new contact for the new address being added. You can associate an existing contact to the new address in the **Contacts** section.

- a. If applicable, choose the additional contact type(s).
- b. Complete all required fields.
- c. Select the Save Changes button.

**Add Address** (Step 3 of 3)

You can also update and add Contacts later from the Contacts page.

Enter New Contact  Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Other (physical)
  - Corporate
  - Sales

Contact Label \*

First Name \*

Last Name \*

Position Title

Email \*

Phone \*

\* Required to Complete Registration

◀ Previous **Save Changes**

The address is successfully added. Repeat the steps to continue to add more addresses for your company.

**PA Public Supplier 2**

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

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

[Registration FAQ](#) | [View History](#)

**Addresses** ?

Address Label	Address Types	Address	
<a href="#">Headquarters</a>	Physical (Primary)	555 Walnut Street Harrisburg, Pennsylvania, 17110 United States	Edit ▾
<a href="#">Mechanicsburg Office</a>	Physical	9256 Crossing Road Mechanicsburg, Pennsylvania, 17055 United States	Edit ▾

[Show Inactive Addresses](#)

[Add Address](#)

- To update and/or add new contacts only for your company, navigate to the **Contacts** section. Select the **Add Contact** button and **choose the appropriate contact type**. **Note:** Corporate type is the primary contact for the account.

**Note:** Diversity is not used in the JAGGAER system. All diversity classifications or address related to a company’s diversity classification is maintained in the DGS Bureau of Diversity, Inclusion and Small Business Opportunities (BDISB) Prism System. [Click here](#) for more information.

**PA Public Supplier 2**

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

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

[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	
<a href="#">Corporate</a>	Corporate (Primary)	Doe, Mickey	papublicsupplier2@gmail.com	Edit ▾
<a href="#">Mechanicsburg Office</a>	Corporate Other (Primary)	Jackson, Lisa	papublicsupplier2@gmail.com	Edit ▾

[Show Inactive Contacts](#)

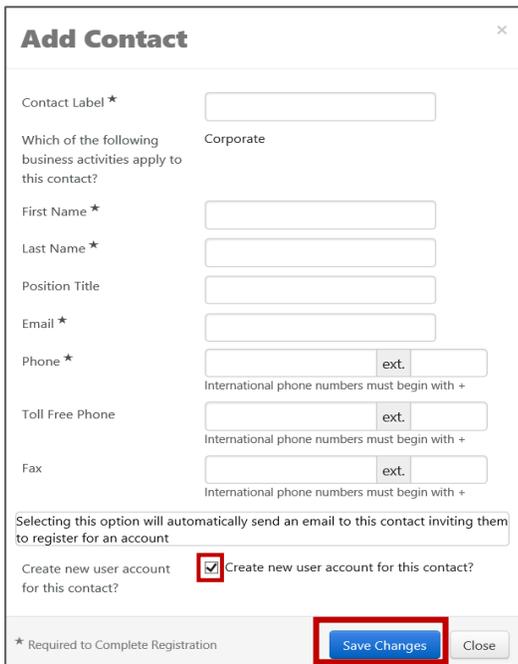
[Add Contact ▾](#)

- Corporate
- Diversity
- Fulfillment
- Sales
- Other

8. Enter information in all the required fields.
  - a. 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.

9. Select the **SAVE CHANGES** button.

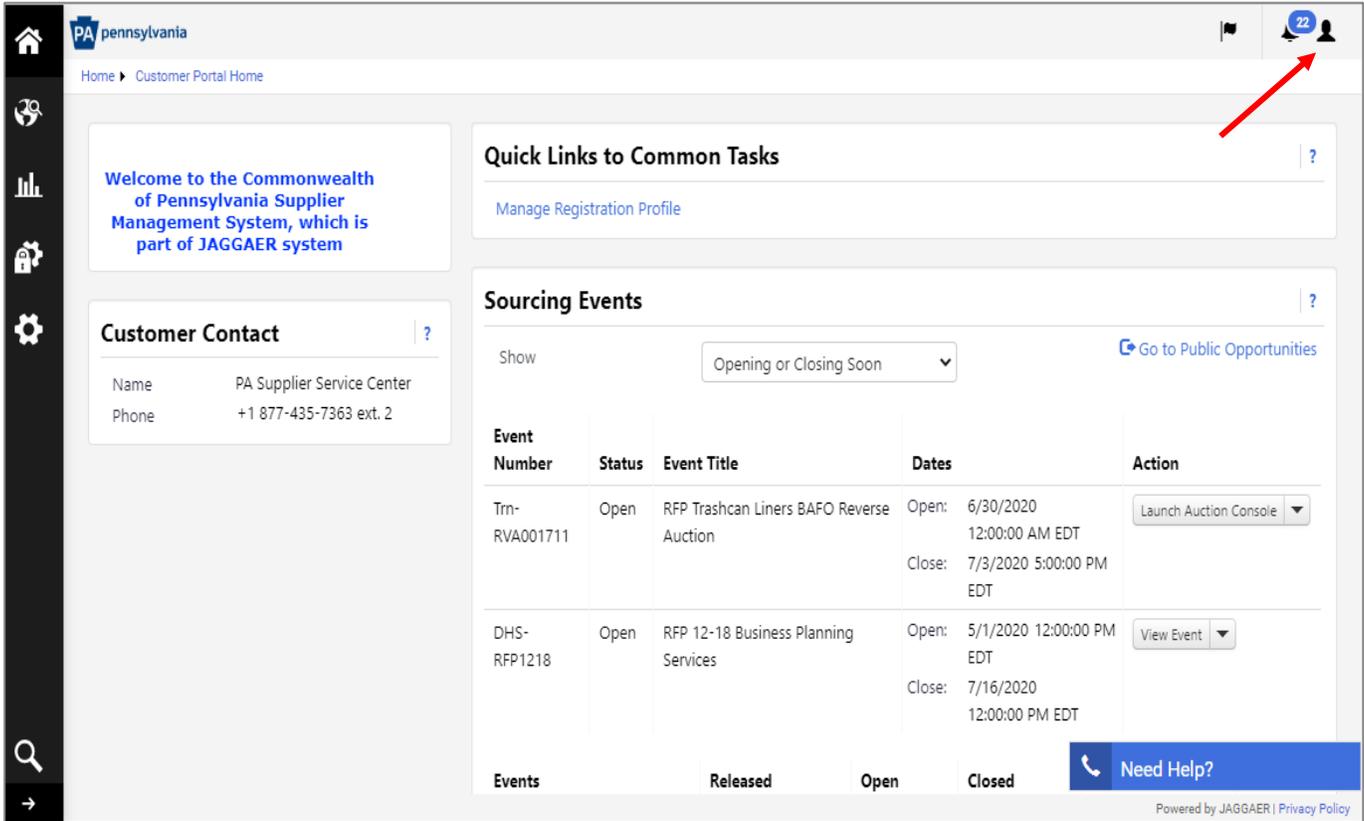


The screenshot shows a web form titled "Add Contact" with a close button (X) in the top right corner. The form contains several input fields: "Contact Label \*", "Which of the following business activities apply to this contact?" (with "Corporate" selected), "First Name \*", "Last Name \*", "Position Title", "Email \*", "Phone \*", "Toll Free Phone", and "Fax". Each phone field has an "ext." input and a note: "International phone numbers must begin with +". Below the phone fields is a checkbox labeled "Create new user account for this contact?" which is checked. At the bottom left, there is a note: "\* Required to Complete Registration". At the bottom right, there are two buttons: "Save Changes" (highlighted with a red box) and "Close".

## Adding/Managing Users:

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.

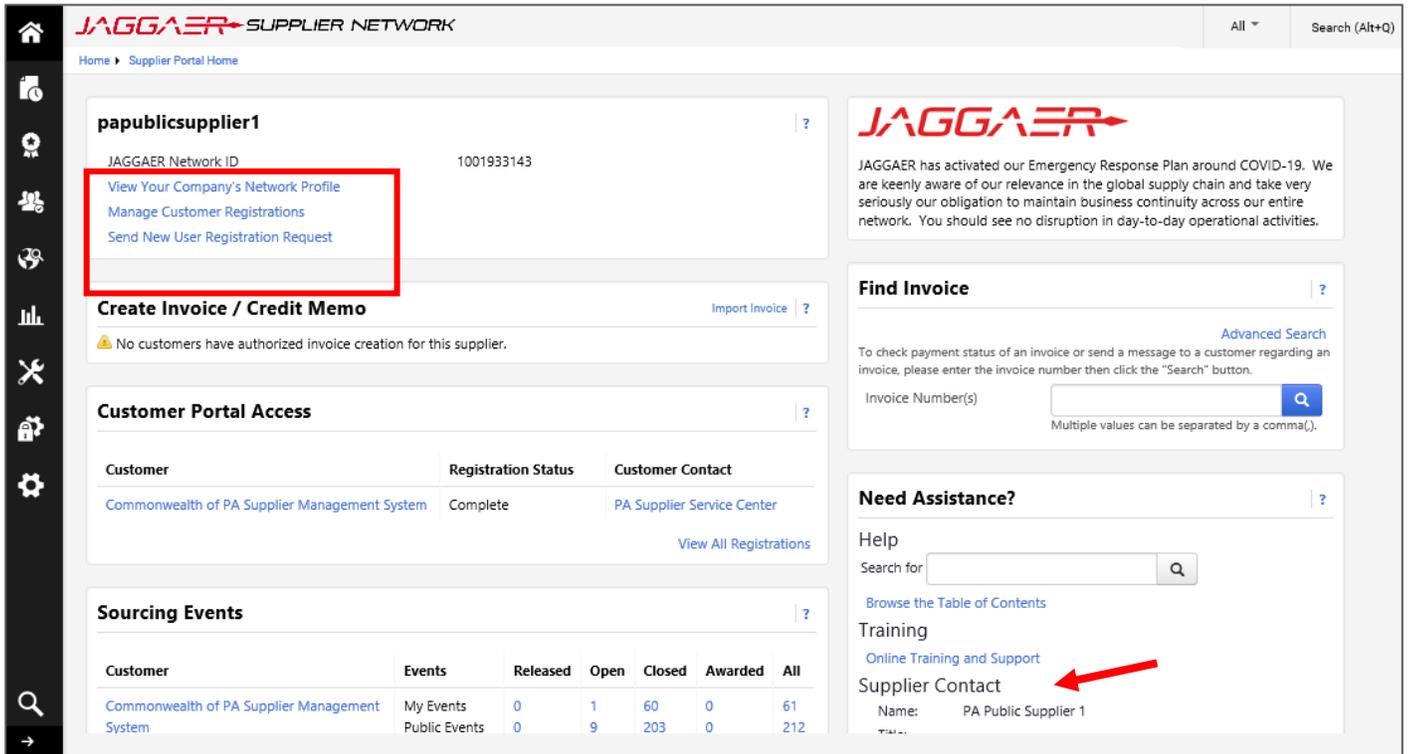
1. Select the **User** icon to navigate to the JAGGAER Supplier Network page.



2. 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.

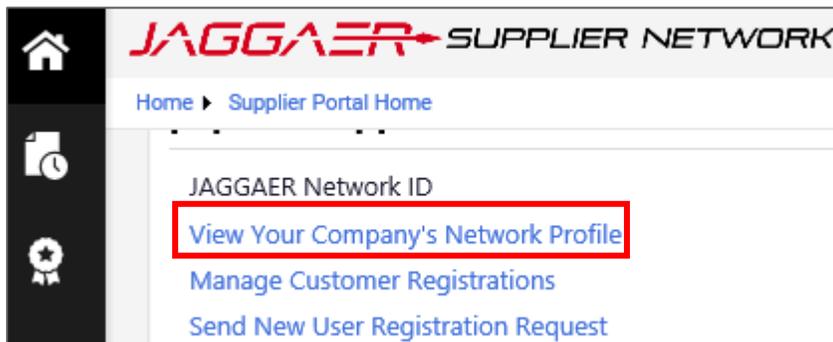


The screenshot shows the JAGGAER Supplier Network interface. The main content area for user 'papublicsupplier1' (JAGGAER Network ID: 1001933143) includes a red-bordered box around the following links: [View Your Company's Network Profile](#), [Manage Customer Registrations](#), and [Send New User Registration Request](#). Other sections include 'Create Invoice / Credit Memo' (with a warning that no customers have authorized invoice creation), 'Customer Portal Access' (showing registration status as 'Complete' for the Commonwealth of PA Supplier Management System), and 'Sourcing Events' (a table with columns for Customer, Events, Released, Open, Closed, Awarded, and All).

Customer	Events	Released	Open	Closed	Awarded	All
Commonwealth of PA Supplier Management System	My Events	0	1	60	0	61
	Public Events	0	9	203	0	212

On the right side, there are sections for 'Find Invoice' (with an 'Advanced Search' option and an input field for 'Invoice Number(s)'), 'Need Assistance?' (with a search bar and links for 'Browse the Table of Contents', 'Training', and 'Online Training and Support'), and 'Supplier Contact' (showing 'Name: PA Public Supplier 1'). A red arrow points to the 'Online Training and Support' link.

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

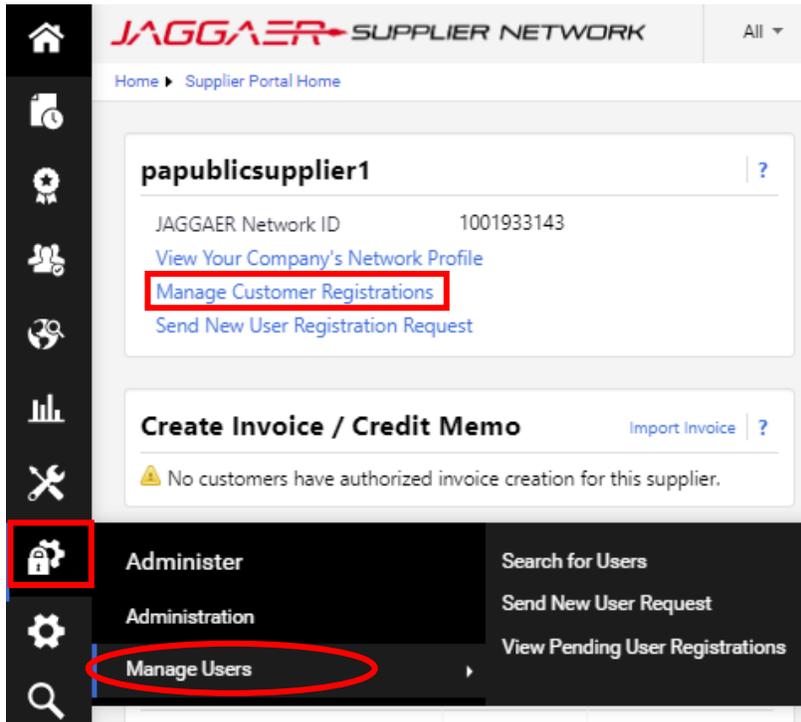


This close-up screenshot shows the 'View Your Company's Network Profile' link highlighted with a red box. The surrounding interface includes the JAGGAER logo, the user name 'papublicsupplier1', and the JAGGAER Network ID '1001933143'.

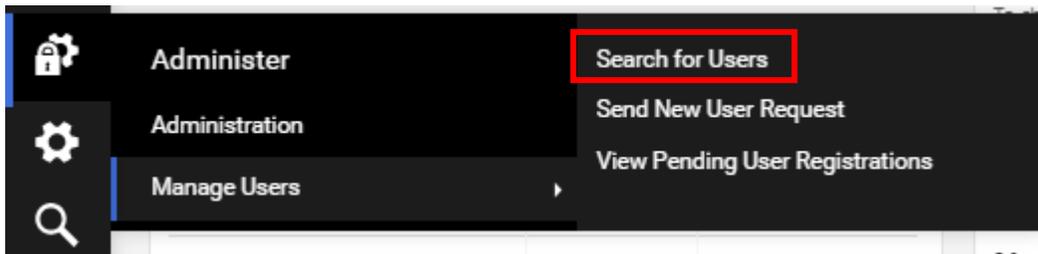
The basic information sections are **not required** to be completed by the Commonwealth of Pennsylvania. This information is relevant to the **JAGGAER Supplier Network** global view and maybe required if your company is registered with other customer portals. **Note:** The **History** tab provided details of changes made to the company’s network profile.

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

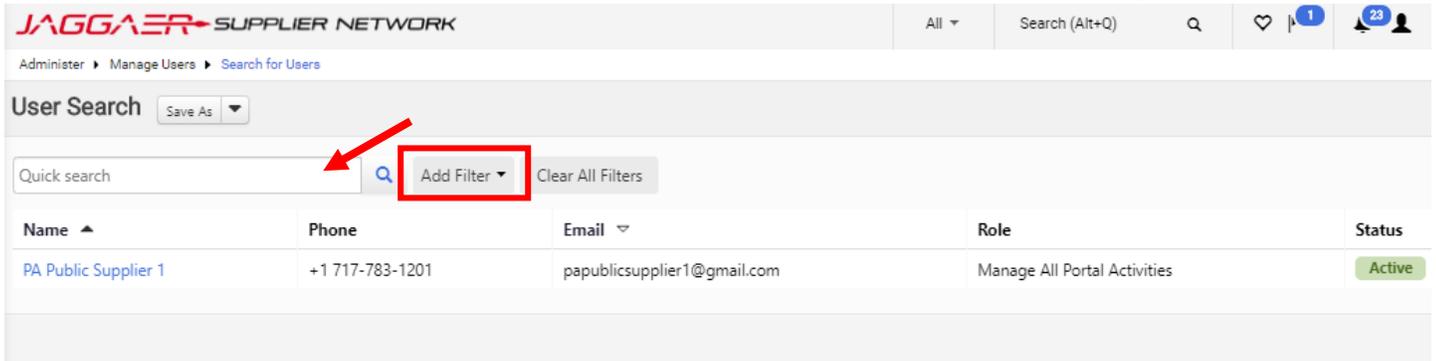
**Note:** Choose the **Manage Customer Registrations** link to access and view registrations for other organizations.



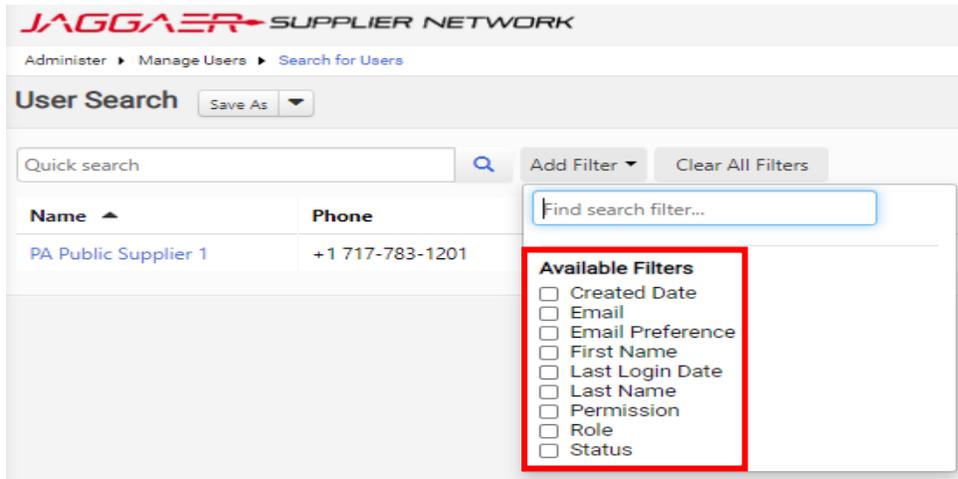
5. Select the **Search for Users** menu item to search and view a list of active or deactivated users.



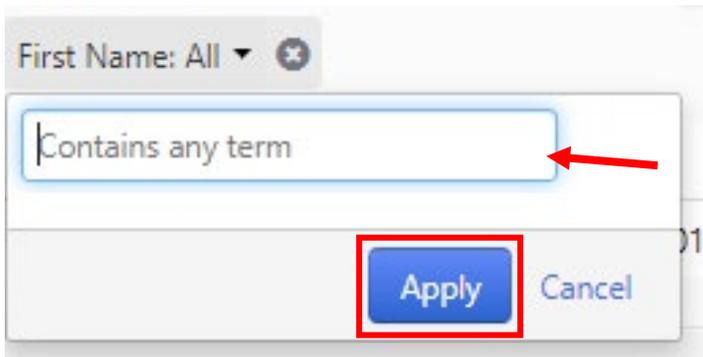
6. Enter **username** in the Quick Search field or select the **Add Filter** tab to search by certain criteria.



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



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



7. 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 \*

Last Name \*

Title

Phone Number \*    
International phone numbers must begin with +

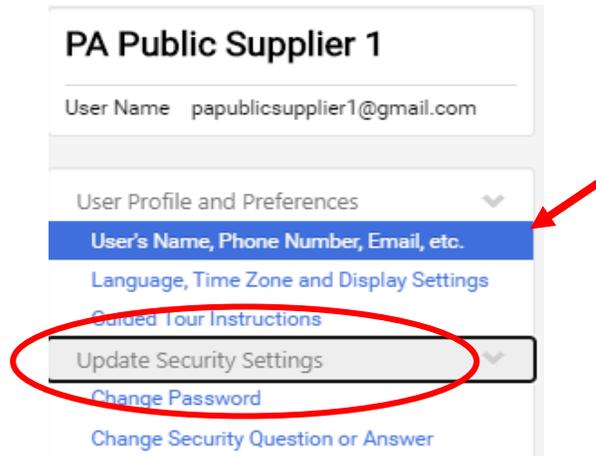
Mobile Phone Number   
International phone numbers must begin with +

E-mail Address \*

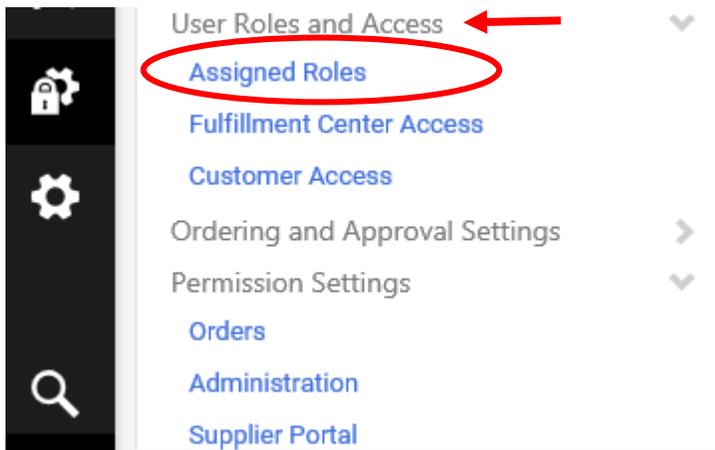
Authentication Method  ▾

★ Required

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



- 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.

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

**Assigned Roles**

**Available Roles**

- Manage Bid Opportunities
- Manage Company Profile
- Manage Content / Pricing
- Manage Contracts
- Manage Orders / Invoices
- Support Customer Questions
- View Reports Only

**Assigned Roles**

- Manage All Portal Activities

**Save Changes**

- 8. 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

**Permissions: Administration**

**System Administration** [Edit Section](#) [Show Details](#)

Permission	Value
Administration	✓
Manage Shared Workflow Folders	✗
System Configuration	✓
License	✗
Administer Shared Document Searches	✓
Create Shared Document Search Folders	✓

**Administration**

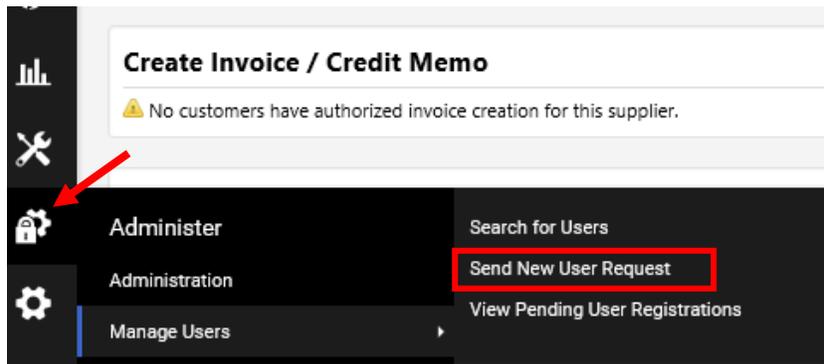
Default permissions are automatically set and configured for the assigned user role. It is recommended to leave as defaulted however it is at the discretion of the Administrator to change if necessary. Select the **Save Changes** button if any updates are made.

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 type="radio"/> (✗)	<input checked="" type="radio"/>	<input type="radio"/> (✗)
System Configuration	<input checked="" type="radio"/> (✓)	<input checked="" type="radio"/>	<input type="radio"/> (✗)
License	<input 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"/> (✗)

9. 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.

**User Identification**

First Name \*

Last Name \*

Title

Phone Number \*

International phone numbers must begin with +

Mobile Phone Number

International phone numbers must begin with +

E-mail Address \*

Role

- Manage All Portal Activities
- Manage Bid Opportunities
- Manage Company Profile
- Manage Content / Pricing
- Manage Contracts
- Manage Orders / Invoices
- Support Customer Questions
- View Reports Only

★ Required

Powered by JAGGAER | Privacy Policy

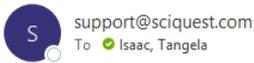
Once the user request is sent, the system will automatically navigate to the *View Pending User Registrations* page to verify and/or act on the request. Administrators have the option to create a new user request or reject a request (use Actions button) on this page.

**View Pending User Registrations**

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

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

[External] New User Registration for JAGGAER Supplier Account



**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?



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