

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.



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.

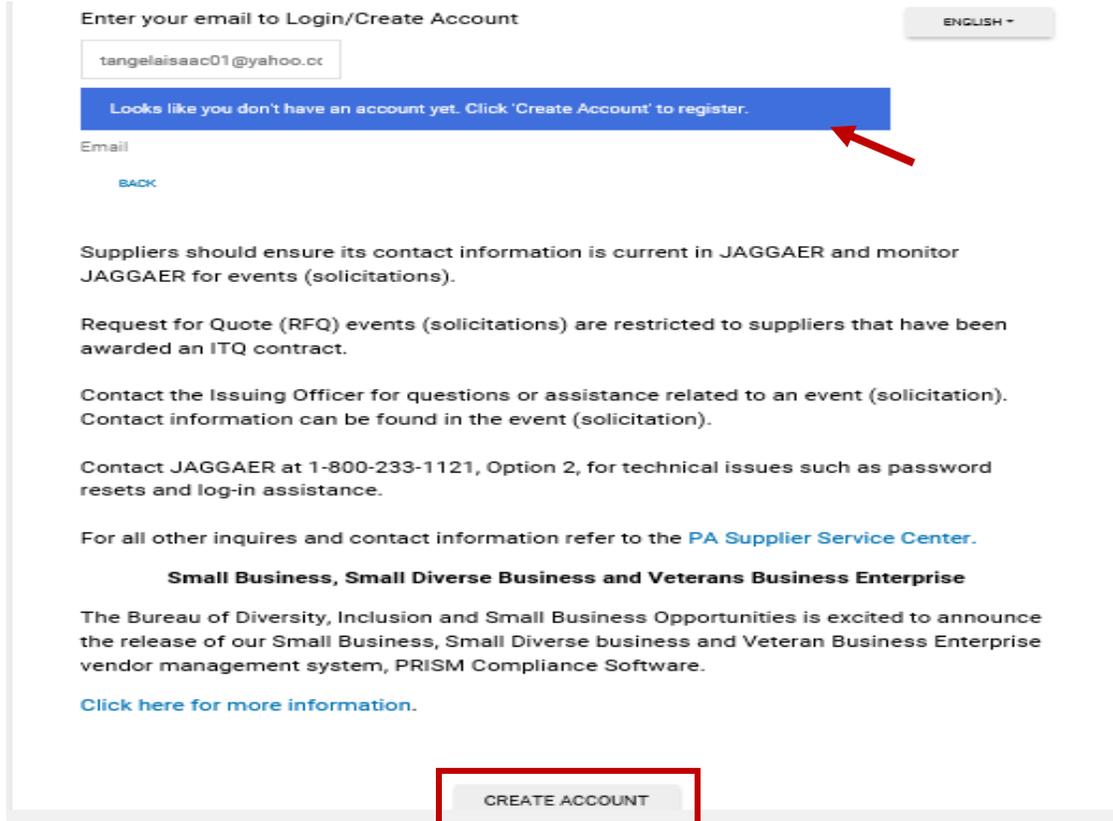
Existing Suppliers - Enter your login credentials and click to access your profile.

Enter your email to Login/Create Account

English ▼

Next

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.



Enter your email to Login/Create Account ENGLISH ▾

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](#).

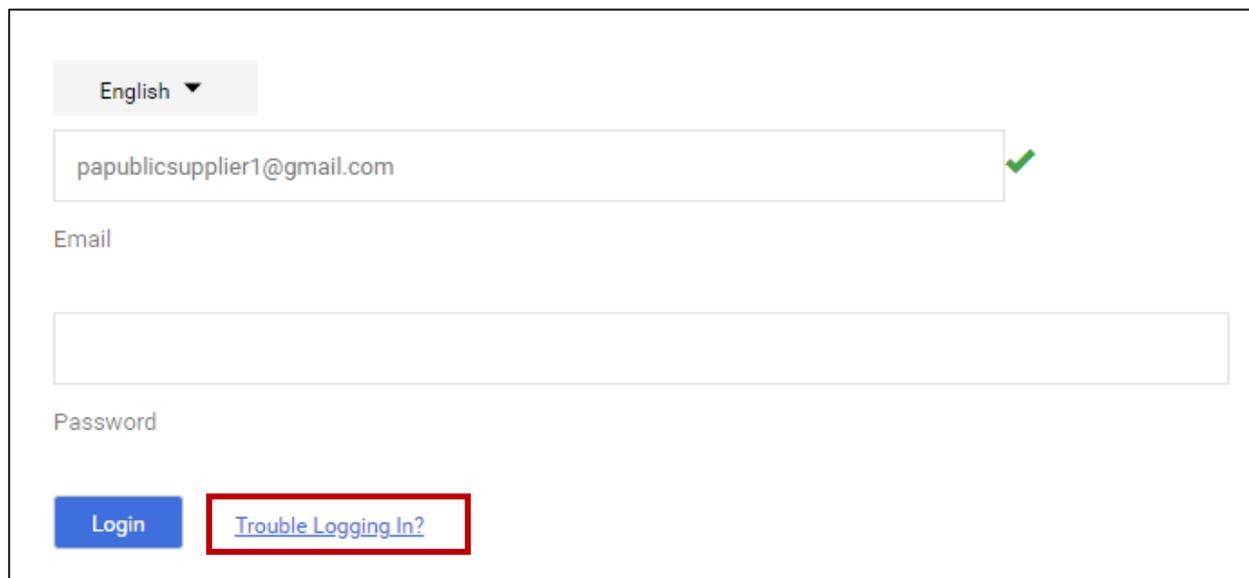
Small Business, Small Diverse Business and Veterans Business Enterprise

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

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.



English ▾

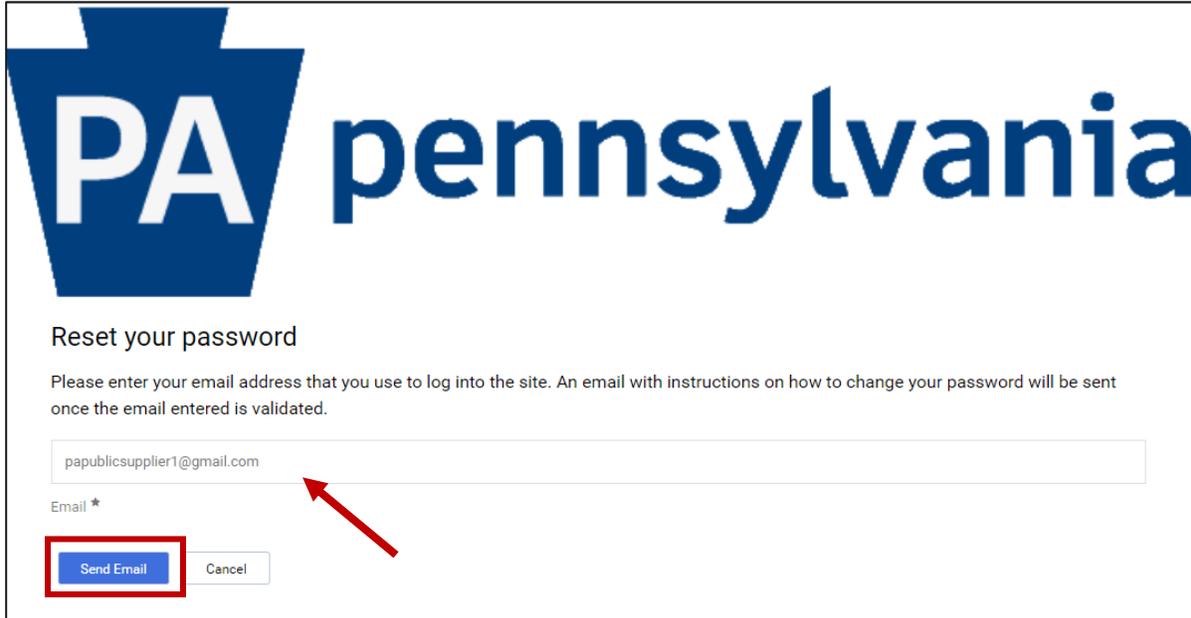
✓

Email

Password

[Trouble Logging In?](#)

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.



PA pennsylvania

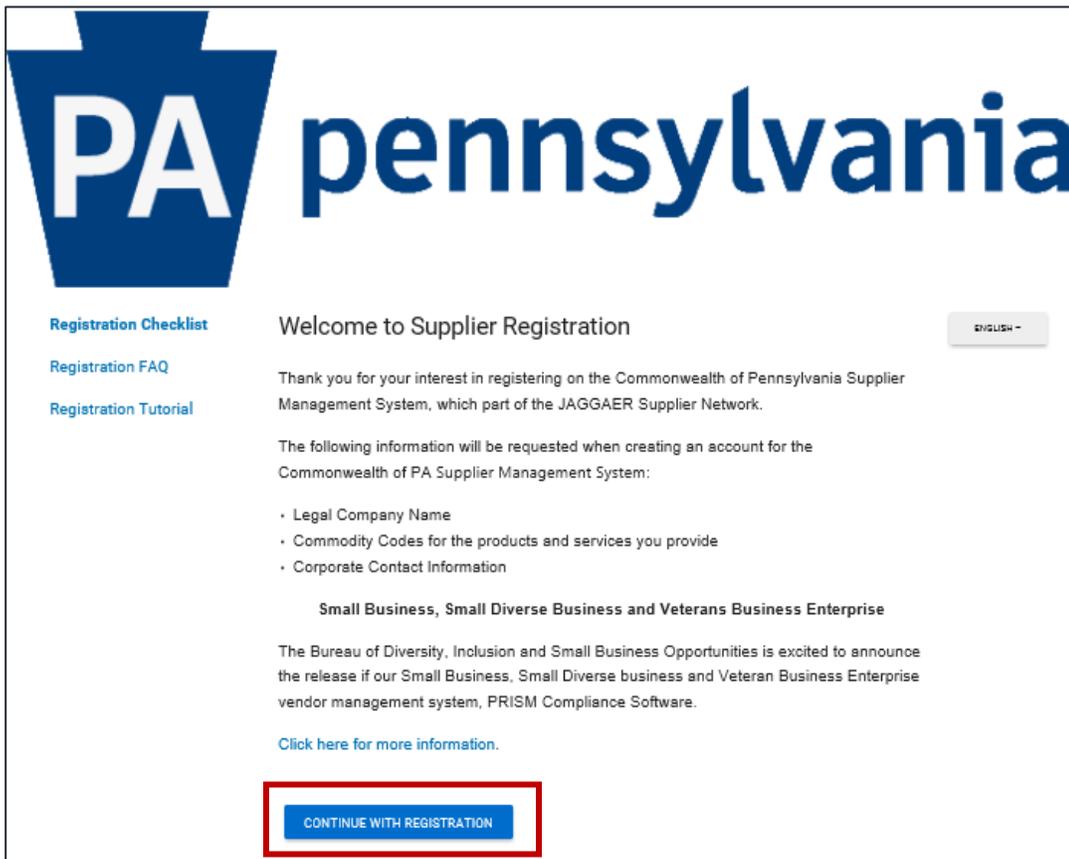
Reset your password

Please enter your email address that you use to log into the site. An email with instructions on how to change your password will be sent once the email entered is validated.

Email *

Send Email Cancel

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



PA pennsylvania

[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

Thank you for your interest in registering on the Commonwealth of Pennsylvania Supplier Management System, which part of the JAGGAER Supplier Network.

The following information will be requested when creating an account for the Commonwealth of PA Supplier Management System:

- Legal Company Name
- Commodity Codes for the products and services you provide
- Corporate Contact Information

Small Business, Small Diverse Business and Veterans Business Enterprise

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[Click here for more information.](#)

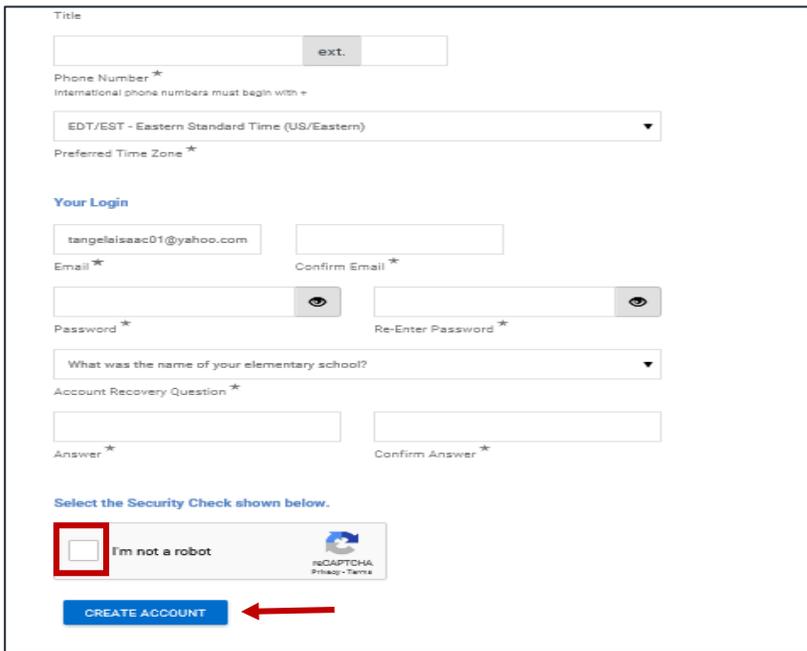
CONTINUE WITH REGISTRATION

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.



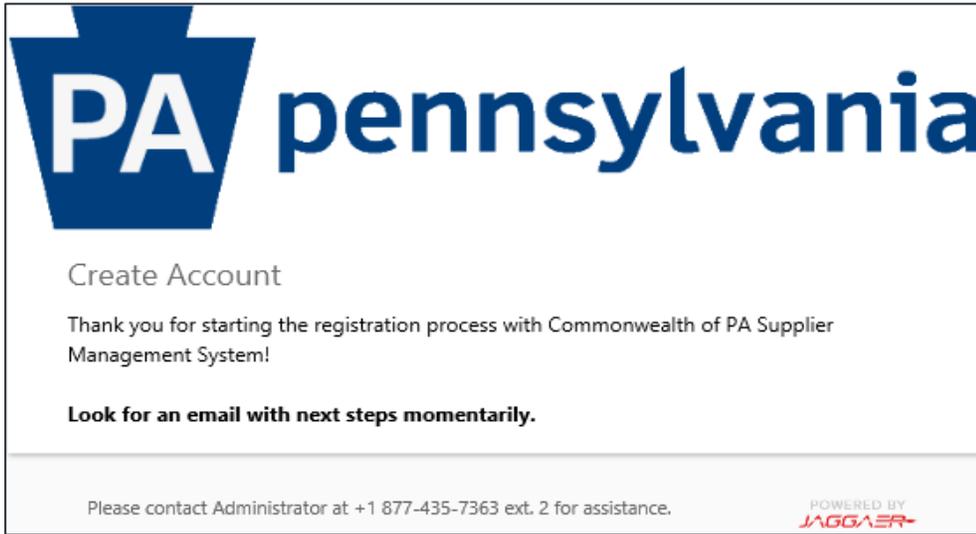
The screenshot shows the top portion of the 'Create Account' form. At the top left is the 'PA pennsylvania' logo. To the right of the logo are the links 'Create Account' and 'Registration Tutorial', and a language dropdown menu set to 'ENGLISH'. Below this is a brief introduction: 'After registering as a supplier, you will be able to search and respond to solicitations such as Request for Proposals (RFP) and Request for Quotes (RFQ). Please enter the following information necessary to create an account.'

The first section is titled 'What company are you with?' and contains several input fields: 'Legal Company Name *', 'Employer Identification Number' (with a dropdown arrow), 'Tax ID Number Type' (with a help icon), 'Tax Id', and 'DUNS Number'. The second section is titled 'Your Contact Info' and contains two input fields: 'First Name *' and 'Last Name *'.



The screenshot shows the bottom portion of the 'Create Account' form. It starts with a 'Title' field and a 'Phone Number *' field with an 'ext.' button. Below the phone number is a note: 'International phone numbers must begin with +' and a dropdown menu for 'Preferred Time Zone *' set to 'EDT/EST - Eastern Standard Time (US/Eastern)'. The next section is 'Your Login', which includes an 'Email *' field (containing 'tangelisaac01@yahoo.com'), a 'Confirm Email *' field, a 'Password *' field with an eye icon, and a 'Re-Enter Password *' field with an eye icon. Below these is an 'Account Recovery Question *' dropdown menu (containing 'What was the name of your elementary school?') and two input fields for 'Answer *' and 'Confirm Answer *'. At the bottom, there is a 'Select the Security Check shown below.' section with a red-bordered checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. Below this is a blue 'CREATE ACCOUNT' button with a red arrow pointing to it from the right.

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

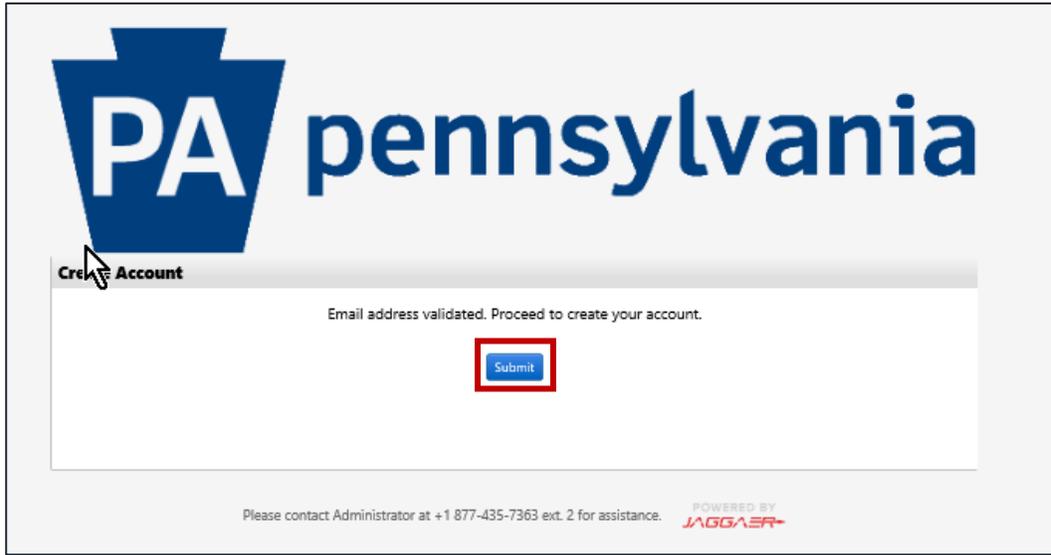
Email: papublicsupplier4@gmail.com

Thank You,

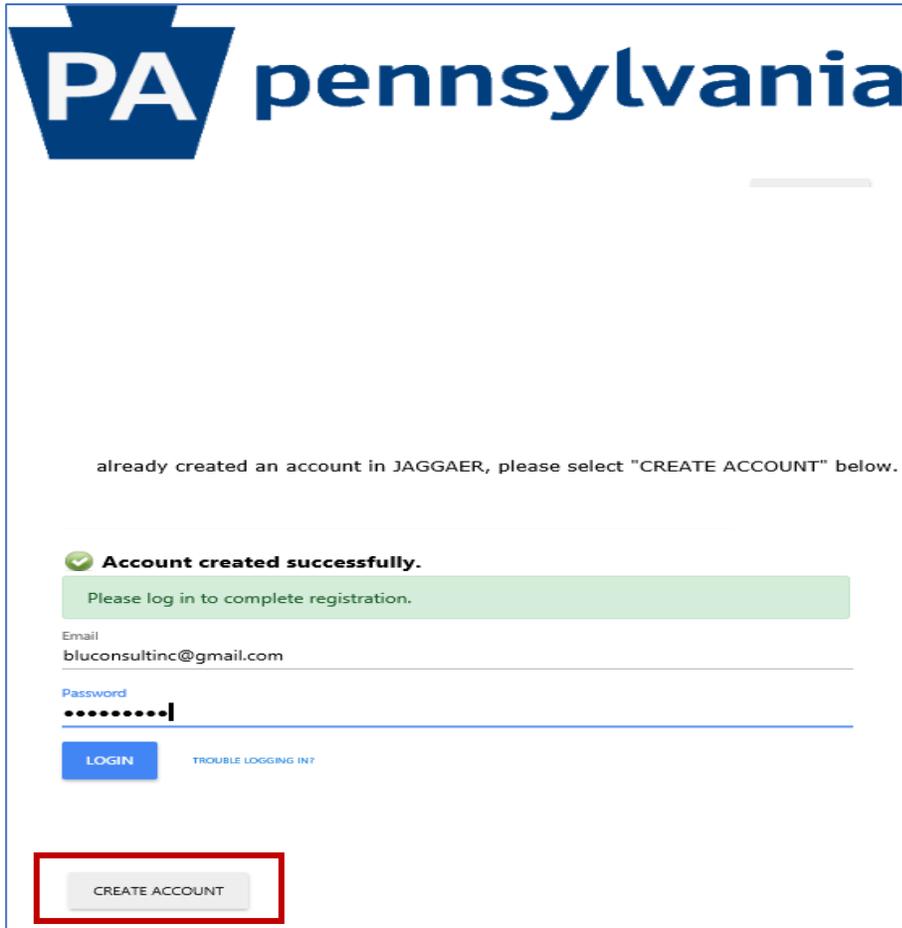
Commonwealth of PA Supplier Management System

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.

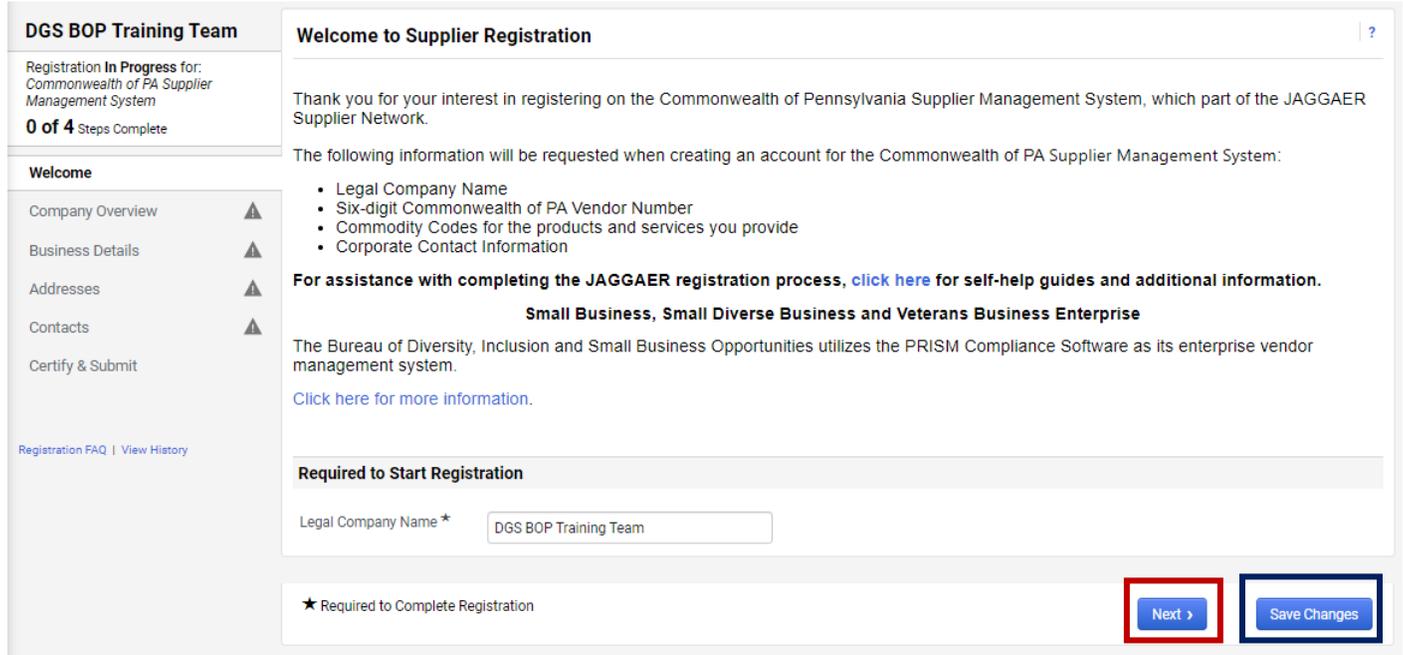
7. Once the email is validated, select the **SUBMIT** button to proceed with the creation of the account.



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.



DGS BOP Training Team

Registration **In Progress** for:
Commonwealth of PA Supplier Management System
0 of 4 Steps Complete

Welcome

Company Overview ▲
Business Details ▲
Addresses ▲
Contacts ▲
Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

Thank you for your interest in registering on the Commonwealth of Pennsylvania Supplier Management System, which part of the JAGGAER Supplier Network.

The following information will be requested when creating an account for the Commonwealth of PA Supplier Management System:

- Legal Company Name
- Six-digit Commonwealth of PA Vendor Number
- Commodity Codes for the products and services you provide
- Corporate Contact Information

For assistance with completing the JAGGAER registration process, [click here](#) for self-help guides and additional information.

Small Business, Small Diverse Business and Veterans Business Enterprise

The Bureau of Diversity, Inclusion and Small Business Opportunities utilizes the PRISM Compliance Software as its enterprise vendor management system.
[Click here for more information.](#)

Required to Start Registration

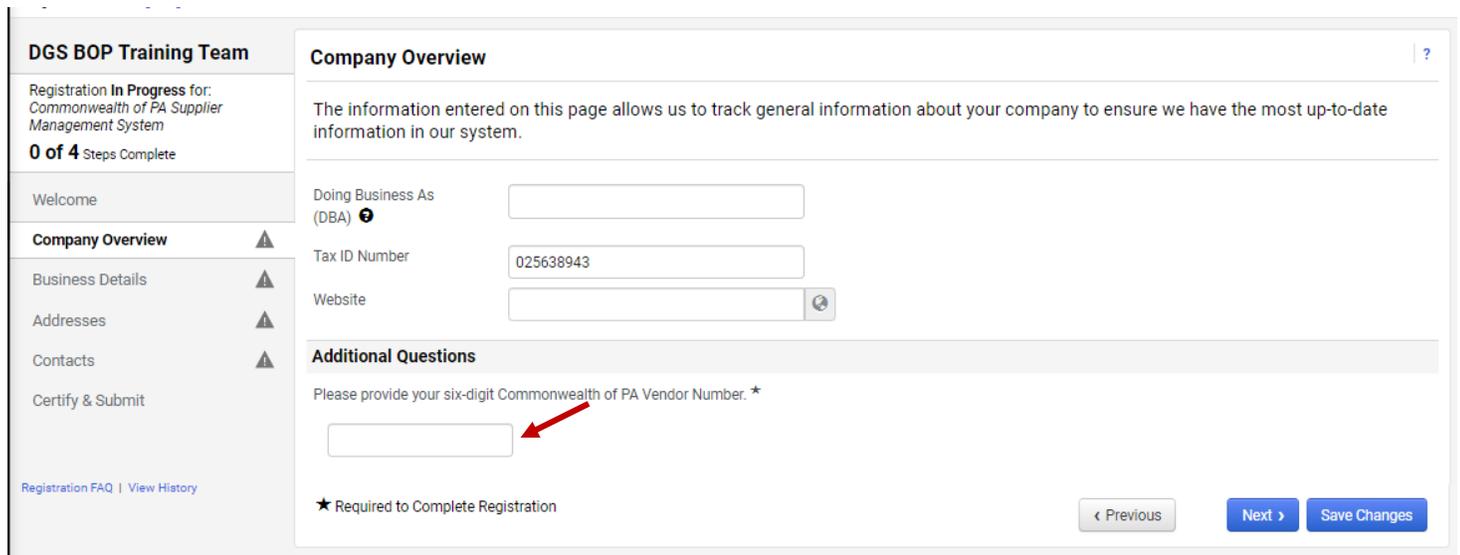
Legal Company Name *

★ Required to Complete Registration

[Next >](#) [Save Changes](#)

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.

- 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.



DGS BOP Training Team

Registration **In Progress** for:
Commonwealth of PA Supplier Management System
0 of 4 Steps Complete

Welcome

Company Overview ▲
Business Details ▲
Addresses ▲
Contacts ▲
Certify & Submit

Registration FAQ | View History

Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA)

Tax ID Number

Website

Additional Questions

Please provide your six-digit Commonwealth of PA Vendor Number. *

★ Required to Complete Registration

[< Previous](#) [Next >](#) [Save Changes](#)

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

Additional Questions

PA Vendor Number

Participation requires your business to complete the Commonwealth's PA Supplier Portal registration to receive a PA SAP Vendor Number. On the [Commonwealth's Supplier Service Center](#) site, you can find instructions on how to complete this process (see the New Vendor Registration Guide), additional opportunities that may be available for your business, and contact information for the PA Supplier Portal Help Desk.

Please Note: If completing the Supplier Registration via a phone versus on the [PA Supplier Portal](#), please make sure to follow the steps for a SAP Procurement Vendor Number.

Please provide your six-digit Commonwealth of PA Vendor Number. ★

123568



★ Required to Complete Registration

< Previous

Next >

Save Changes

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.

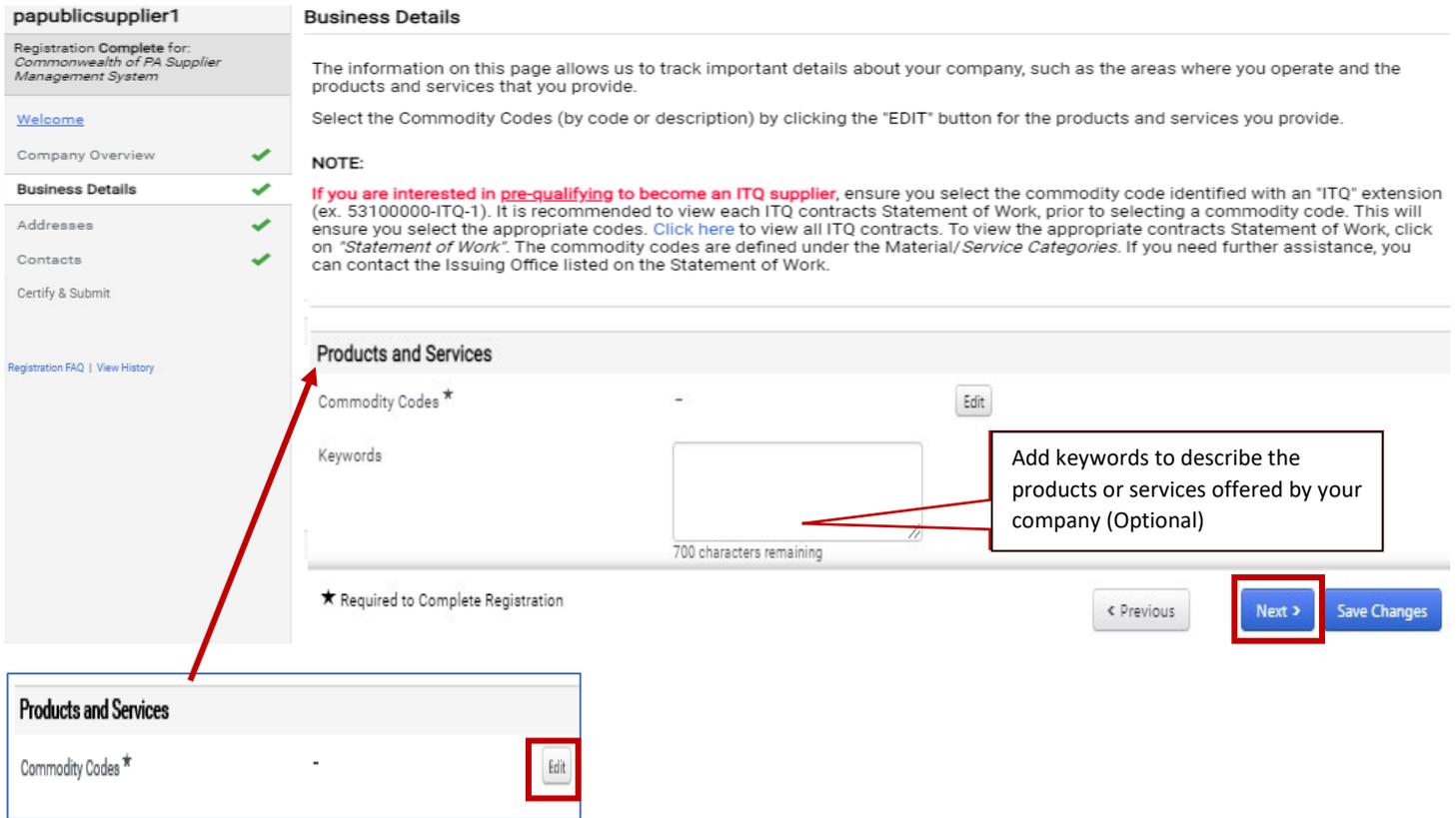
- **General Commodity Codes** – identify a high-level description of the materials and/or services your company can offer (e.g., 80100000).
- **ITQ Commodity Codes** – identify the Invitation to Qualify (ITQ) Contract materials and services categories your company is applying for pre-qualification to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



papublicsupplier1

Registration Complete for: Commonwealth of PA Supplier Management System

Business Details **Business Details**

Addresses

Contacts

Certify & Submit

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

Keywords

700 characters remaining

★ Required to Complete Registration

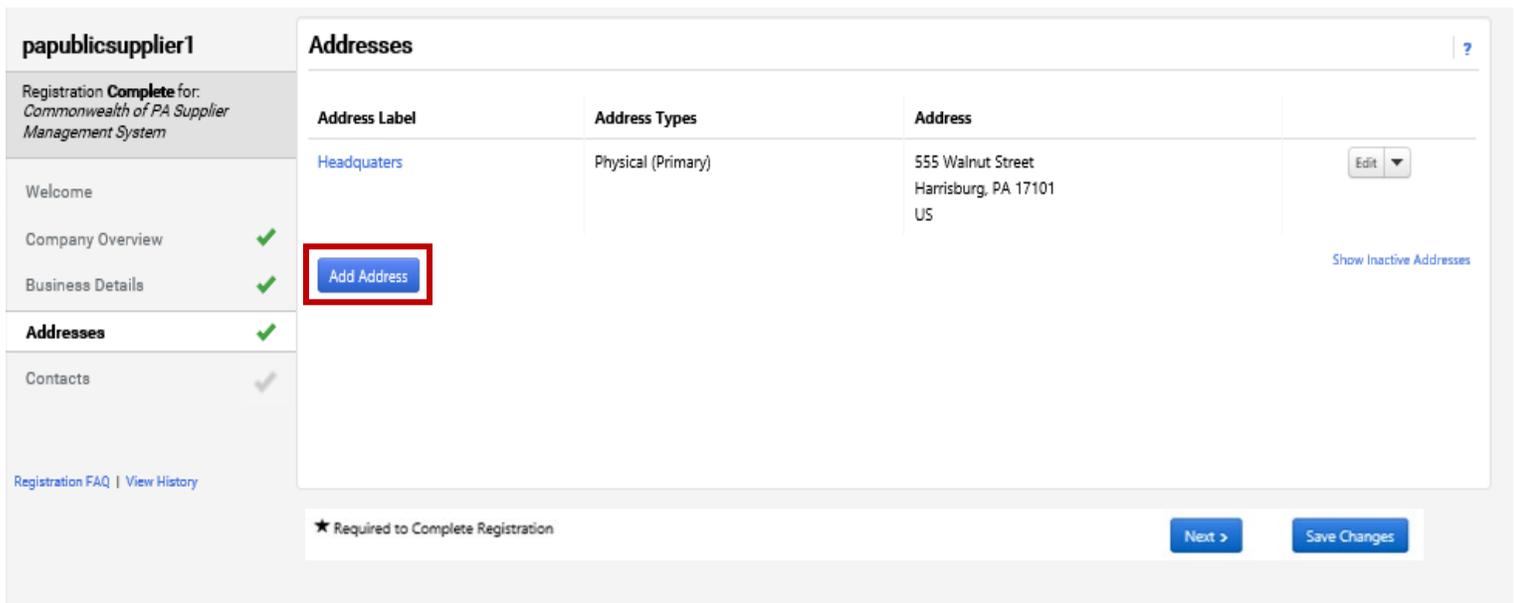
< Previous **Next >** Save Changes

Products and Services

Commodity Codes * - Edit

Add keywords to describe the products or services offered by your company (Optional)

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.



papublicsupplier1

Registration Complete for: Commonwealth of PA Supplier Management System

Addresses **Addresses**

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

★ Required to Complete Registration

Next > Save Changes

Show Inactive Addresses

Add Address

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)

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

* Required to Complete Registration

Next >

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

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

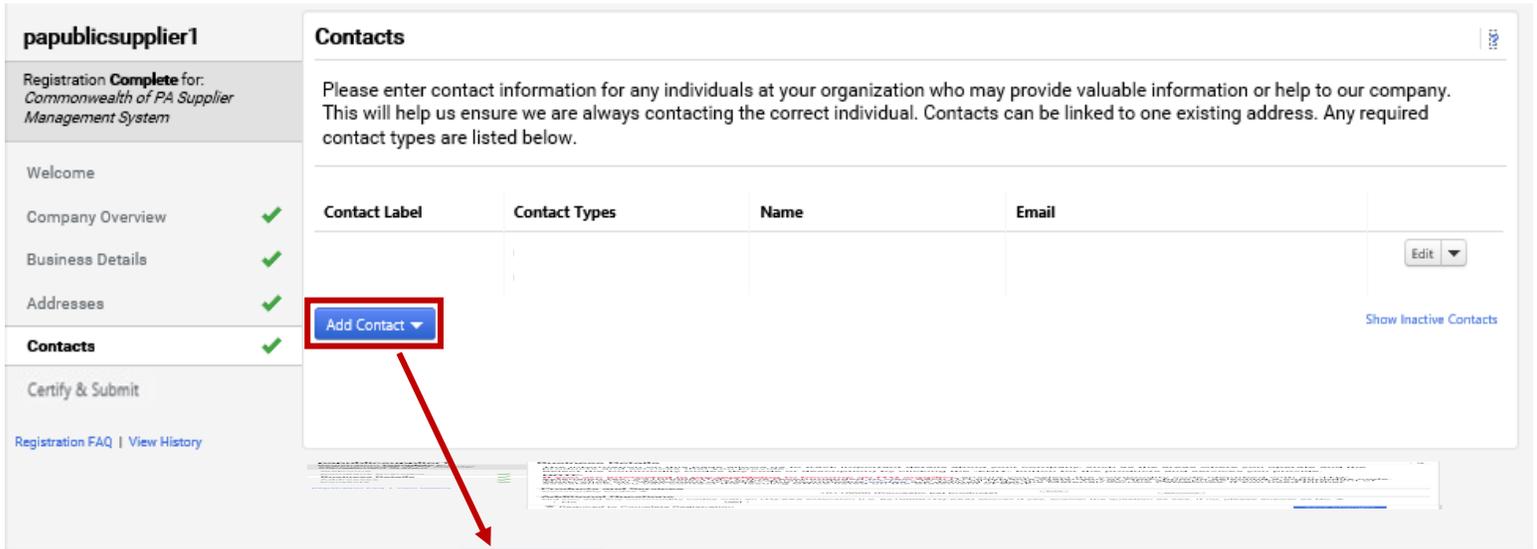
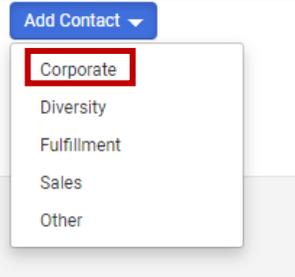
< Previous

Next >

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.

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 +

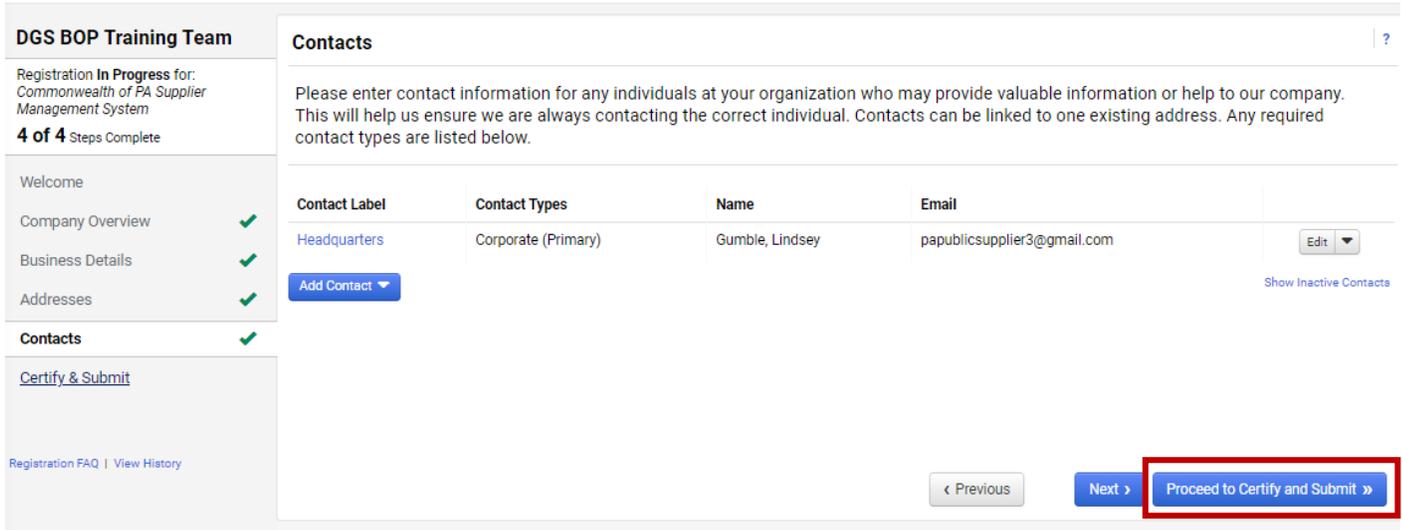
Selecting this option will automatically send an email to this contact inviting them to register for an account

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

* Required to Complete Registration

- 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.



DGS BOP Training Team

Registration **In Progress** for:
Commonwealth of PA Supplier
Management System

4 of 4 Steps Complete

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.

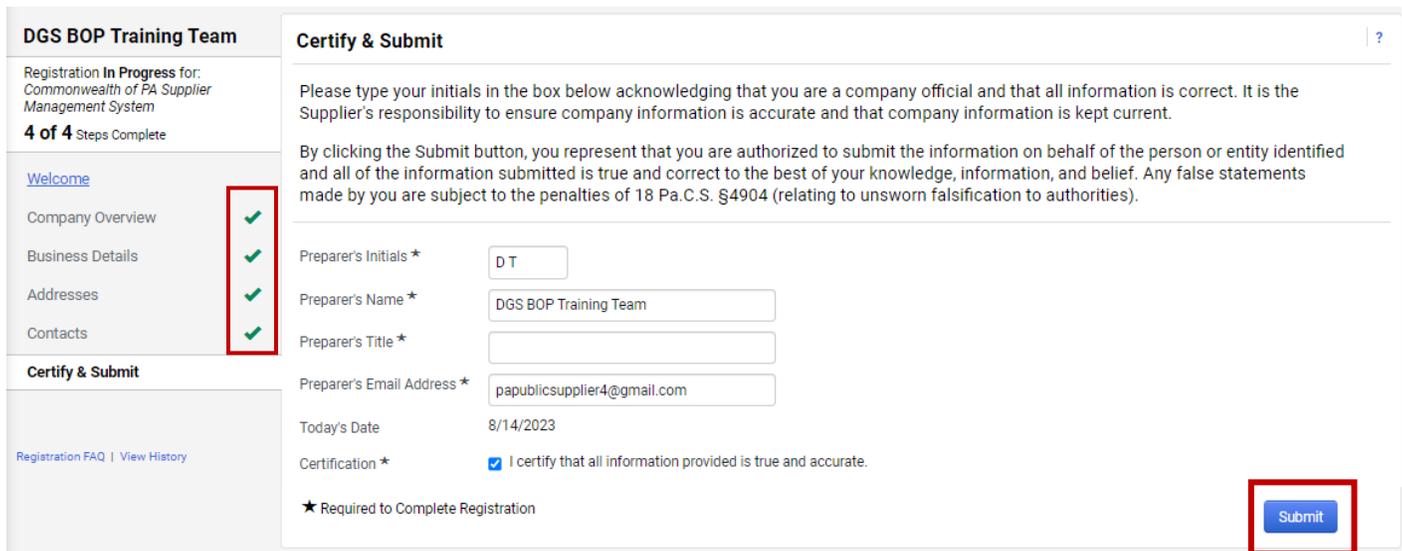
Contact Label	Contact Types	Name	Email
Headquarters	Corporate (Primary)	Gumble, Lindsey	papublicsupplier3@gmail.com

[Add Contact](#) Show Inactive Contacts Edit

[Previous](#) [Next](#) **[Proceed to Certify and Submit](#)**

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.

- Make sure the **box** next to the *Certification Statement* is selected.
- Select the **SUBMIT** button to complete the registration process.



DGS BOP Training Team

Registration **In Progress** for:
Commonwealth of PA Supplier
Management System

4 of 4 Steps Complete

[Welcome](#)

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Certify & Submit

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

Certify & Submit ?

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).

Preparer's Initials *

Preparer's Name *

Preparer's Title *

Preparer's Email Address *

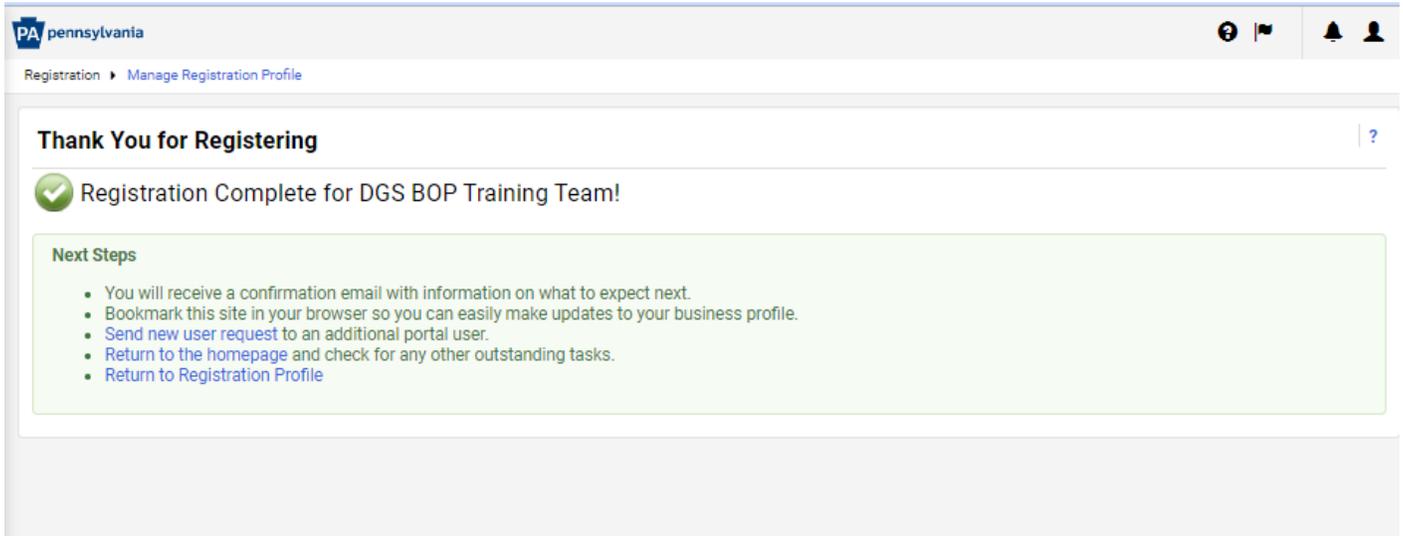
Today's Date 8/14/2023

Certification * I certify that all information provided is true and accurate.

★ Required to Complete Registration

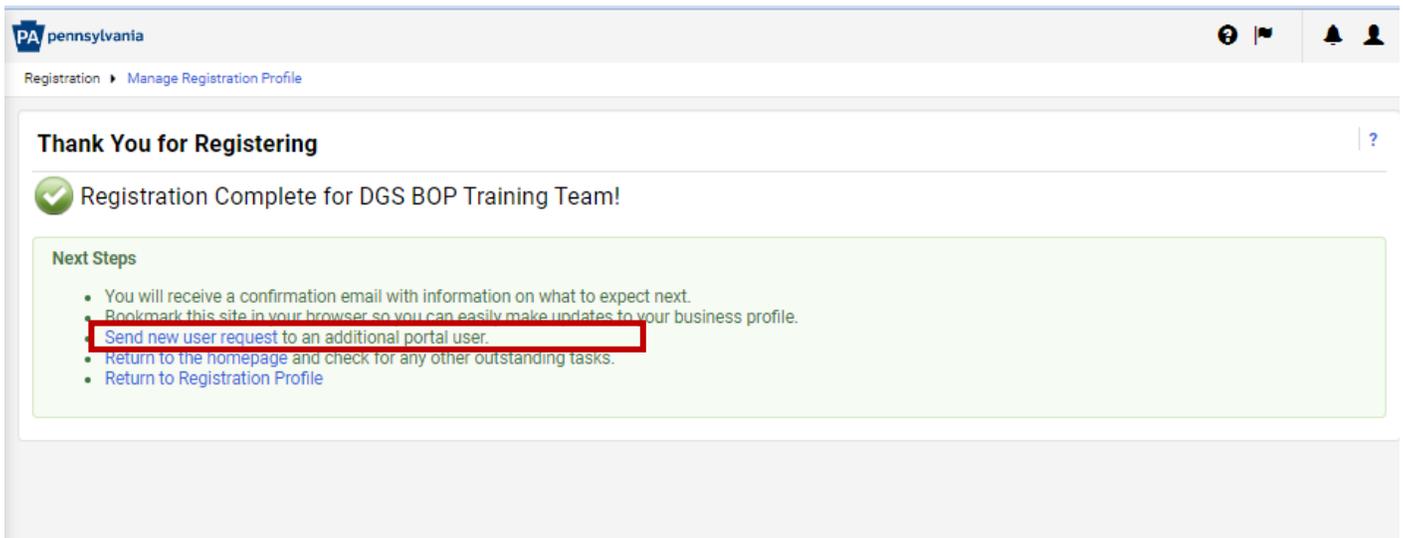
[Submit](#)

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

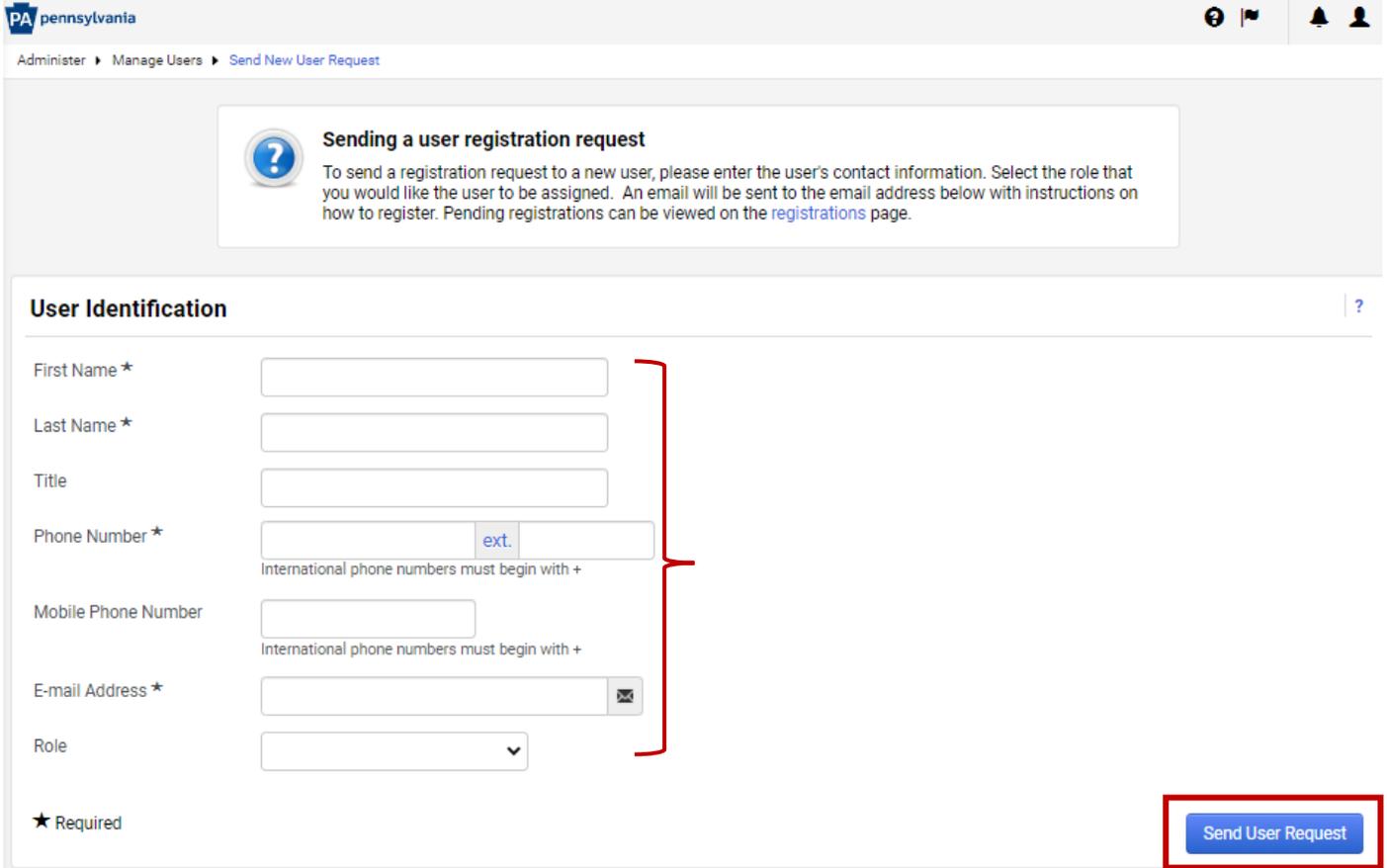


Setting Up Additional Portal Users

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.



PA pennsylvania 🔍 🏠 🔔 👤
 Administrator > Manage Users > Send New User Request

? **Sending a user registration request**

To send a registration request to a new user, please enter the user's contact information. Select the role that you would like the user to be assigned. An email will be sent to the email address below with instructions on how to register. Pending registrations can be viewed on the [registrations](#) page.

User Identification ?

First Name *
 Last Name *
 Title
 Phone Number * ext.
International phone numbers must begin with +
 Mobile Phone Number
International phone numbers must begin with +
 E-mail Address * 
 Role ▼

★ Required

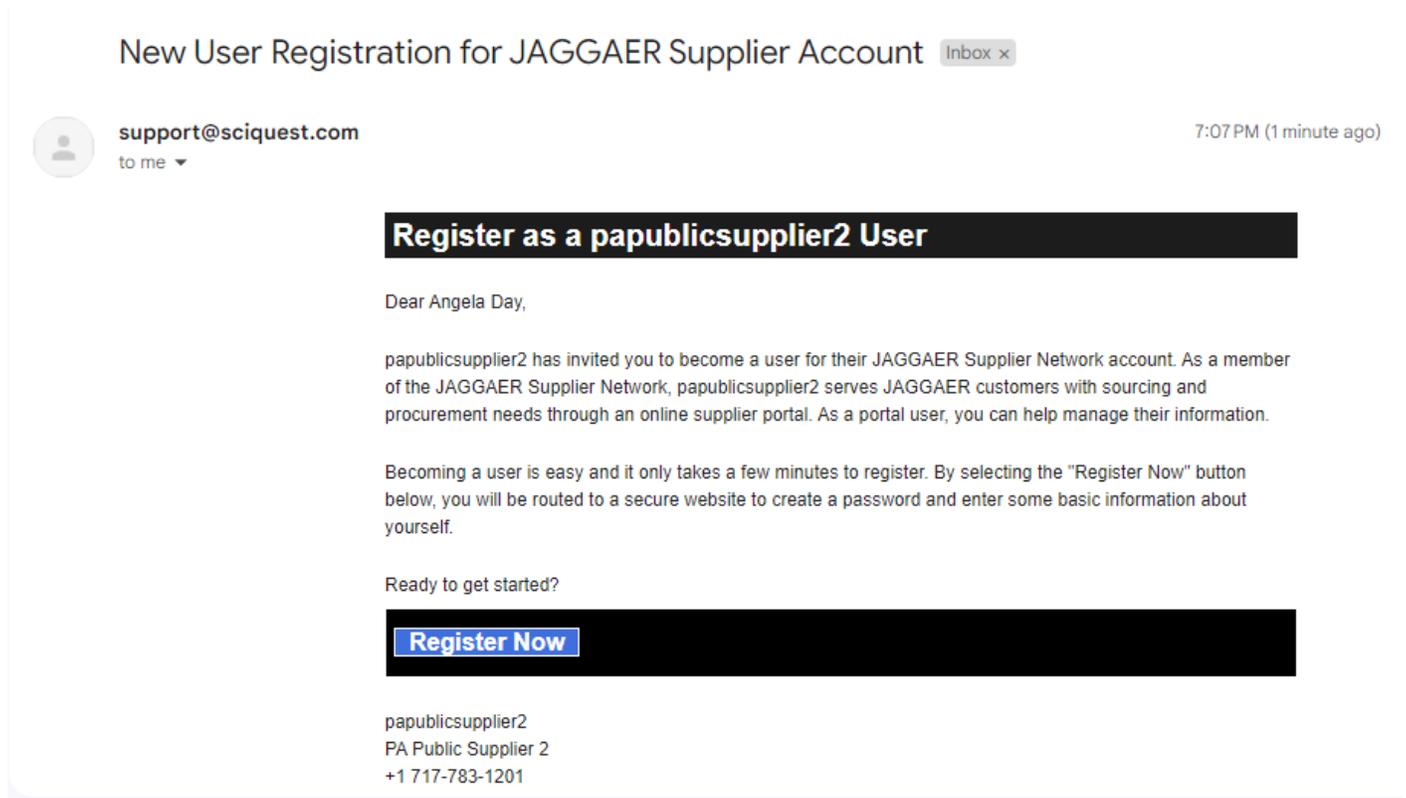
Send User Request

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

View Pending User Registrations ?

Name ▲	Phone	Email ▲	Role	□
Isaac, Tangie	+1 717-783-1201	tisaac@pa.gov	Manage Bid Opportunities	□

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



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.