Manage the JAGGAER Supplier Registration and Account

This guide will assist suppliers on how to manage their companies **Commonwealth of Pennsylvania's JAGGAER Supplier Management System** and **JAGGAER Supplier Network** account and users. Administrators are the only users that have permission to manage the company's registration and account. The Administrator is the person who completed the initial registration process for the company; has full access and permissions to manage the company information; add/remove users, and assign user roles for the account.

Supplier Help: For system navigation questions, please contact the DGS Bid Room at 1-877-435-7363 ext. 2 or RA-GSJAGGAERHELP@pa.gov; For Jaggaer technical issues (i.e. problems logging in and password related issues), please contact the Jaggaer Customer Support Team at 1-800-233-1121 opt 2.

Disclaimer: **All information contained within this document is for example purposes only.**

1. On the PA JAGGAER Portal Home page, select the **Manage Registration Profile** link to make any changes to the registration.

2. **Make changes** in any of the applicable section(s) of the registration. **Note**: 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 (i.e. 86000000-ITQ-82)**, please review the ITQ Application Guide page on the DGS website for instructions.

   a. Select the **Edit** button to search and add commodity codes. Choose the **Edit** button to remove a code.
   b. Add keywords to describe the products or services offered by your company. (Optional)
   c. Select the **Save Changes** button before navigating to any other section.

You will be required to complete the *ITQ Prequalification* sections for the new ITQ Commodity Code(s) you are applying for.

3. Select the **Title link (i.e., ITQ Statement of Work)** for each section to review and complete required fields. **Note**: Make sure you select the **Save Changes** button after making any edits to the registration.

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

Welcome

Company Overview ✔

Business Details ✔

Addresses ✔

Contacts ✔

ITQ Statement of Work ✔

ITQ Pre-Qualification Que... ✔

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 *   [Edit]

80100000-ITQ-67 (Consulting Services - Management General   [Remove]
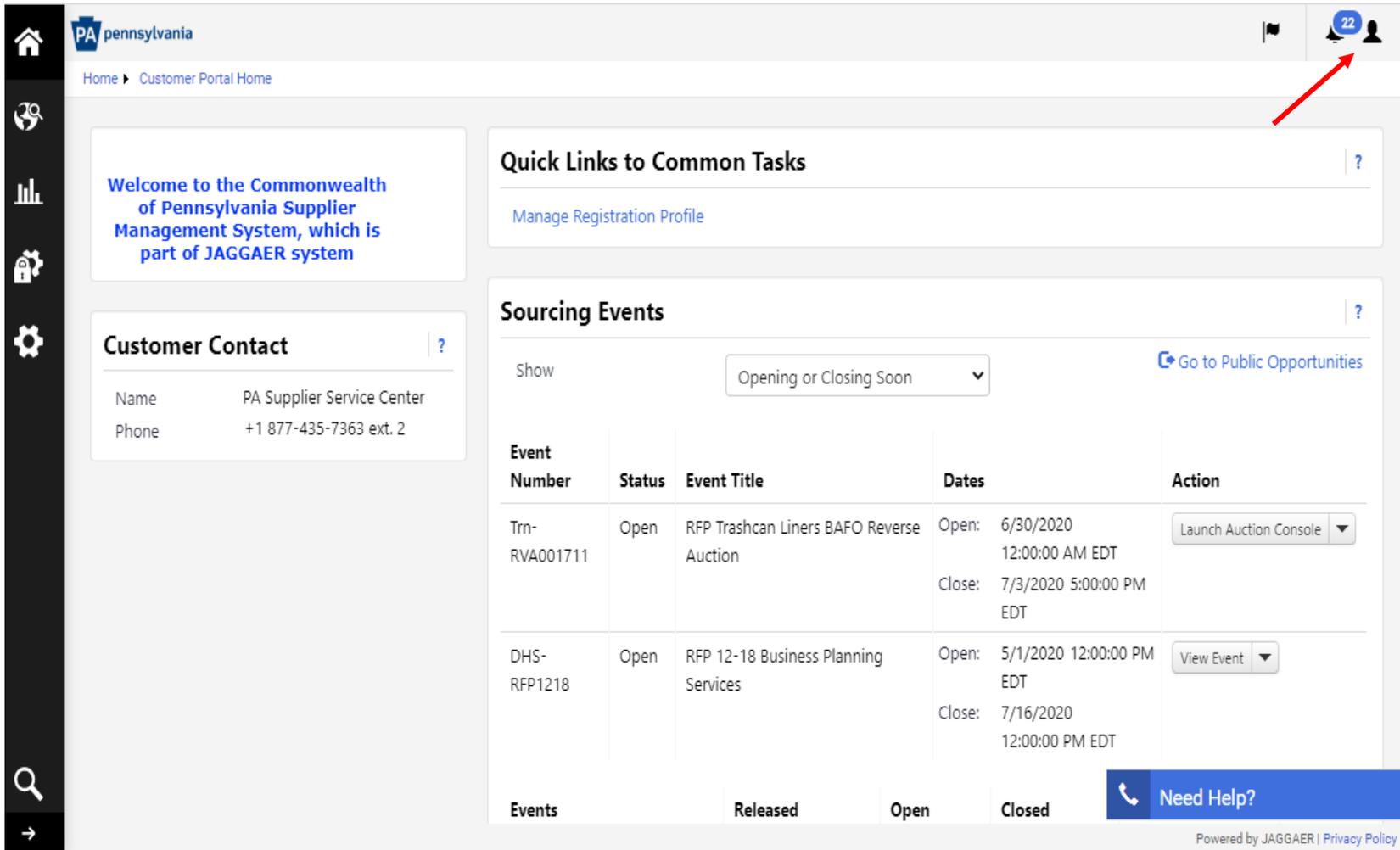Government Operations - Strategic Planning)

80400000-ITQ-61 (Consulting Services - Management General   [Remove]
Government Operations -Safety and Health Services)

Keywords

700 characters remaining

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.
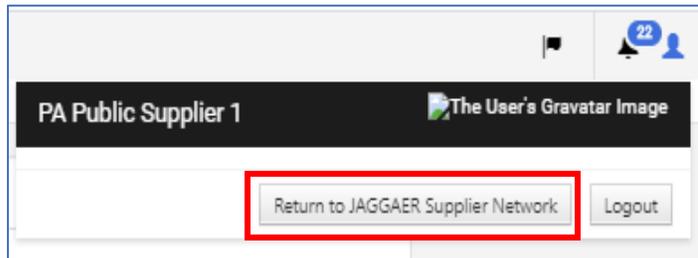
The *JAGGAER Supplier Network* account allows Administrators to update the company's network profile, manage customer registrations, add users, and access online help support.

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

The basic information sections are **not required** to be completed by the Commonwealth of Pennsylvania. This information is relevant to the *JAGGAER Supplier Network*'s 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.

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JAGGAER Network ID   1001933143

Basic Network Profile

Please provide the information below, which will be visible to the JAGGAER customer community:

Business Details
- Sales Territories
- NAICS Codes

Percentage Complete:

33%

Manage Profile Visibility

Company Overview | Business Details | Addresses | Contacts | Locations | Diversity | Insurance | Payment Information | Tax Information | HISTORY

?

Company Overview

Registration Guide

Every day, JAGGAER customers source and transact with thousands of suppliers. By completing your Supplier Network profile, you can become a part of the JAGGAER community. Information on this page will become part of your organization's JAGGAER Network profile and may be used by JAGGAER customers to identify if your organization qualifies for future business opportunities.

Legal Company Name *   papublicsupplier1

Doing Business As (DBA) ?

Country of Origin ?

Does your business have a DUNS number? ?   ◯ Yes   ◯ No

The Data Universal Numbering System or DUNS Number is a nine-digit identification number assigned to over 100 million businesses worldwide.

Need a DUNS Number?
Visit Get a D&B Number to obtain more detailed instructions on applying for your DUNS Number.

4. Select the **Administer** icon in the left navigation to view the options.
   a. Choose the **Manage Users** menu item.
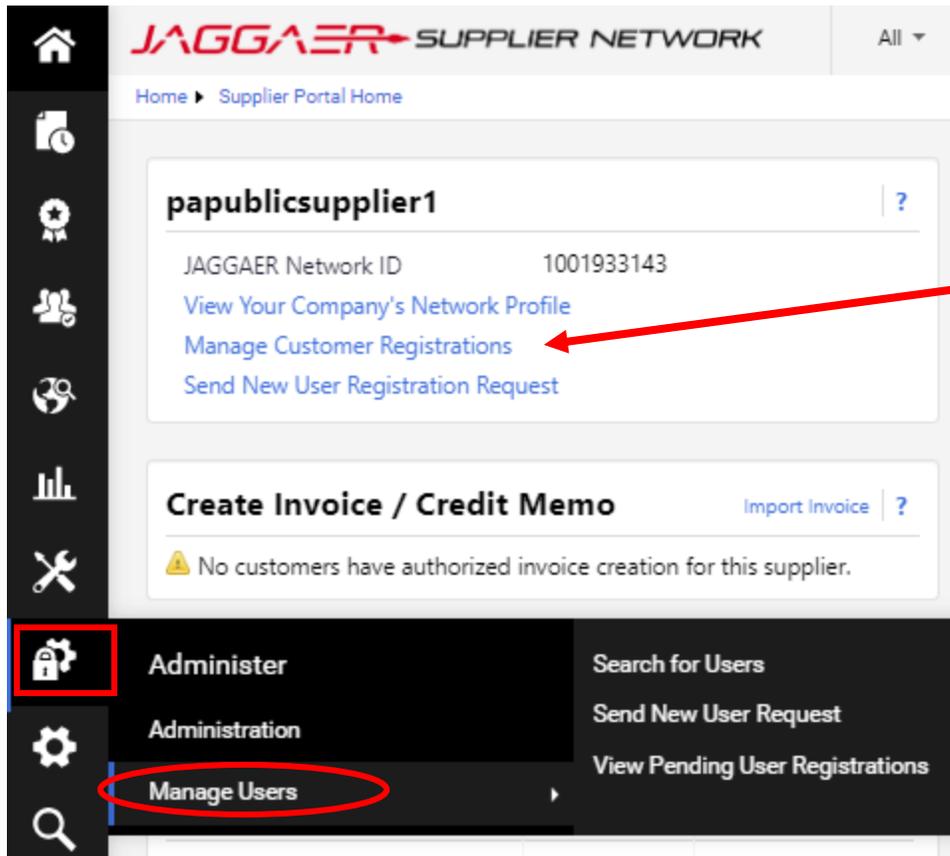
Note: Choose the *Manage Customer Registrations* link to access and view registrations for other organizations.

5. Select the **Search for Users** menu item to search and view a list of active or deactivated users.
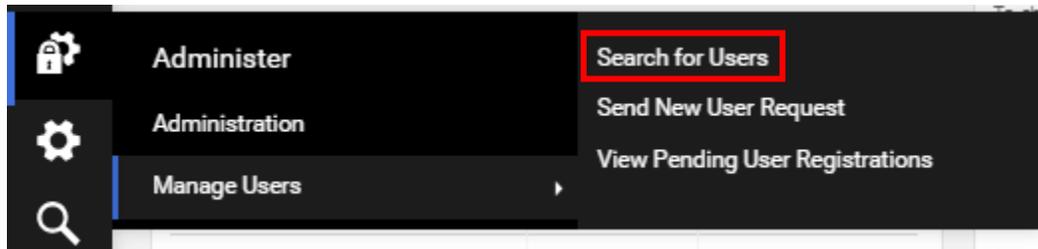
6. Enter **username** in the Quick Search field or select the **Add Filter** tab to search by certain criteria.

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.

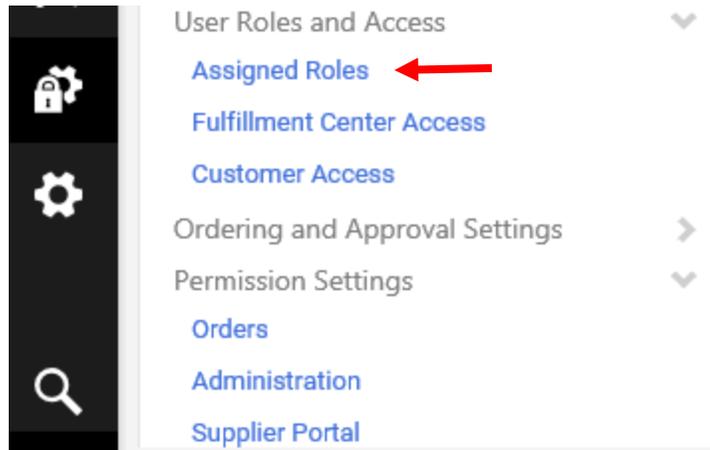   a. Make **any necessary changes** to the user's information and select the **Save Changes** button.

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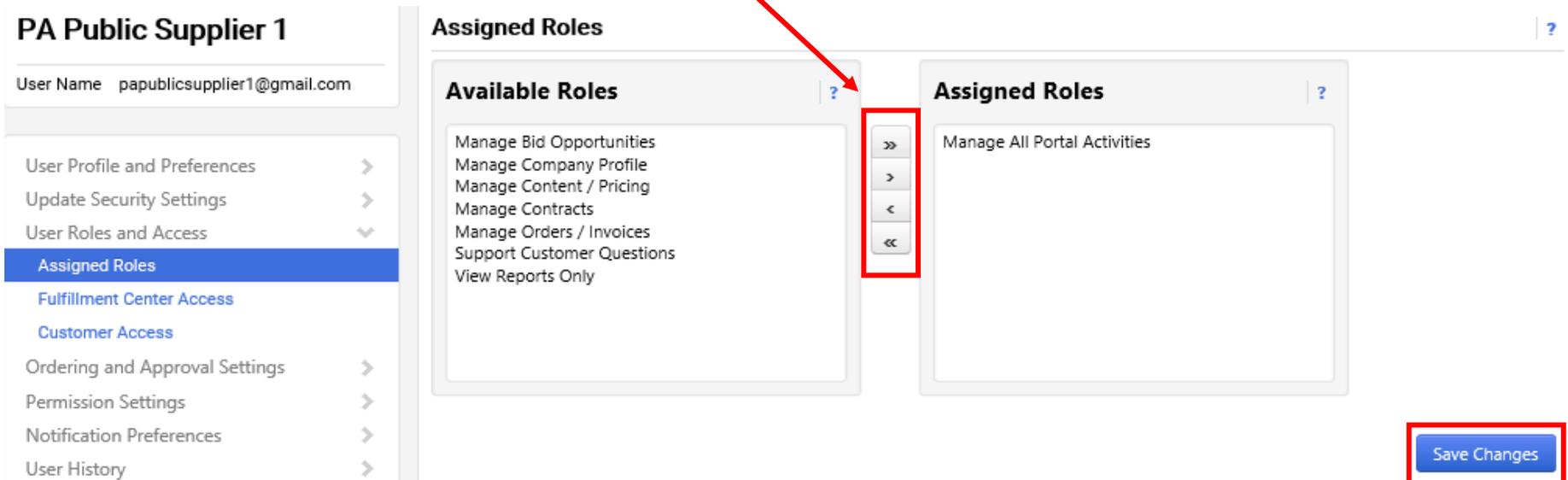

c. Expand the **User Roles and Access** section to assign and/or remove roles available to the user.

d. Select the **Assigned Roles** link.

e. Select the **Arrows** to add or remove roles.

f. Select the **Save Changes** button.

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.

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.

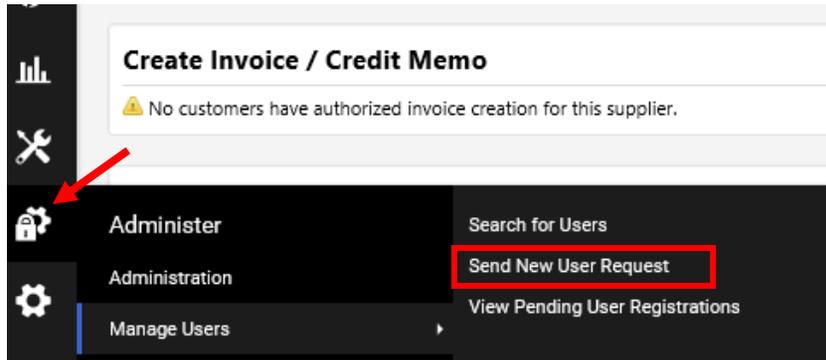9. To create and assign a new user, the Administrator will need to send a new user request. Select the **Administer** icon.

a. Choose the **Send New User Request** menu item.

b. Complete the required fields, assign role, and select the **Send User Request** button.

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.

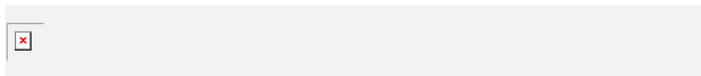February 2021

View Pending User Registrations | ?

Create User Request | Actions ▾

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.

[External] New User Registration for JAGGAER Supplier Account

S support@sciquest.com
To ● Isaac, Tangela

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?

Register Now

papublicsupplier1
PA Public Supplier 1
+1 717-783-1201
papublicsupplier1@gmail.com

February 2021