

Registering as a Commonwealth of PA Supplier in JAGGAER

The purpose of this End-User Procedure is to assist you (the supplier) in registering on the Commonwealth of Pennsylvania's JAGGAER Supplier Management System. **To do this, you must first be registered as a supplier in the Commonwealth of Pennsylvania's PA Supplier Portal.** Provided is a link to the [Registration Guide](#) which will provide you with a step-by-step assistance on registering in the PA Supplier Portal. Once you are registered in the PA Supplier Portal, you will then be able to follow this process to register in the Commonwealth of Pennsylvania's JAGGAER Supplier Management System.

If you are already registered in JAGGAER Supplier Management System, you will need to contact JAGGAER Supplier Support at 1-800-233-1121 Opt. 2. Once Customer Service answers, you will need to let them know you already have an account and you need to have it connected to the Commonwealth of Pennsylvania's JAGGAER Supplier Management System.

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

1. You will receive a link to JAGGAER Supplier Management via email.
2. Open the link and enter your Email address.
 - a. Select the next button

PA pennsylvania

ENGLISH

JAGGAER Test System
Welcome to the Commonwealth of Pennsylvania
Supplier Management System

Important System Notice to Suppliers

JAGGAER will be undergoing system maintenance on Monday, September 25, 2017 between 9:00 PM and 10:00 PM EST. Thank you for your patience while we work to make Jaggaer better for you!

Please login to your account to complete the registration process. If you have not already created an account in JAGGAER, please select "CREATE ACCOUNT" below.

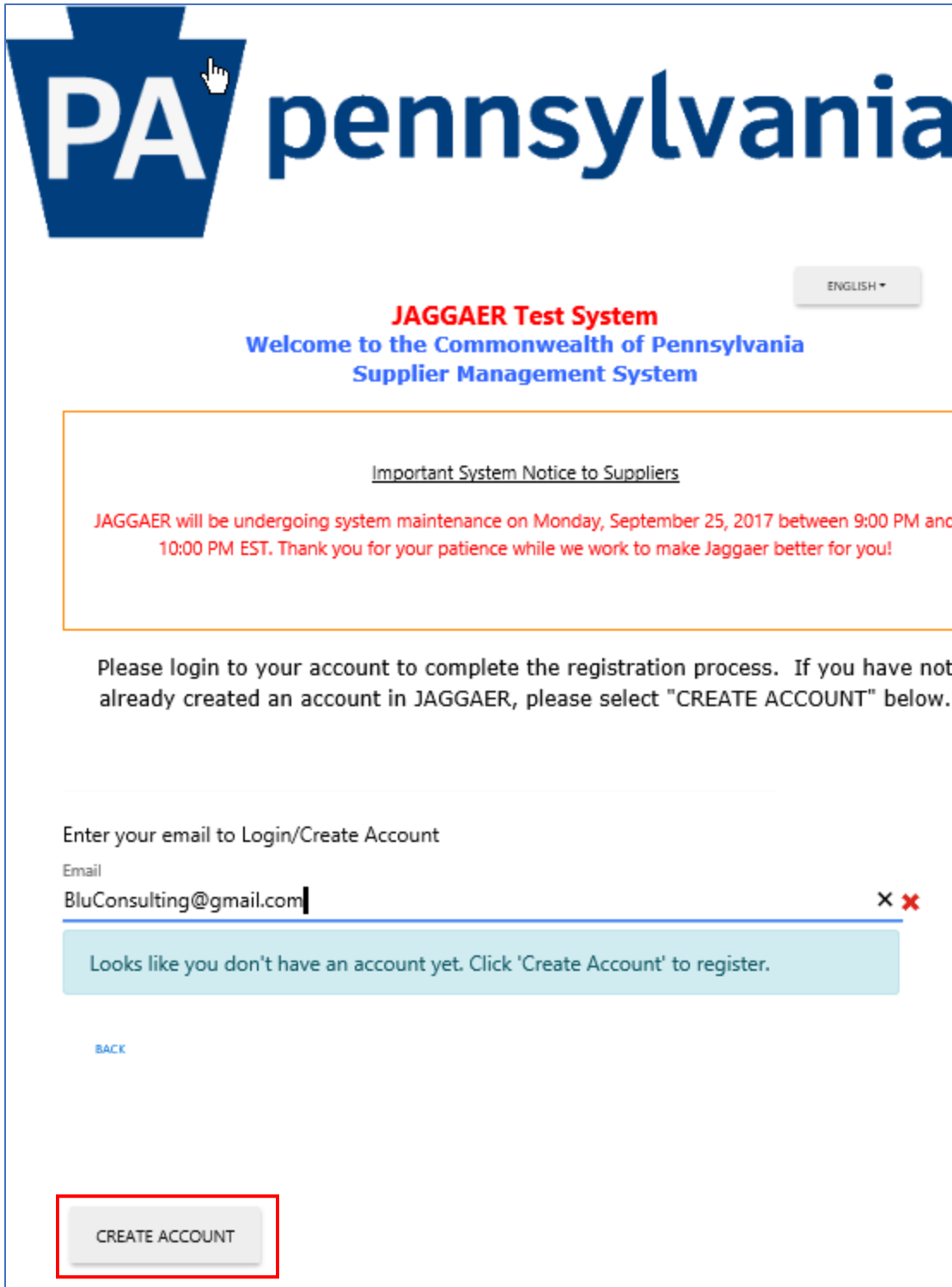
Enter your email to Login/Create Account

Email
BluConsulting@gmail.com

NEXT

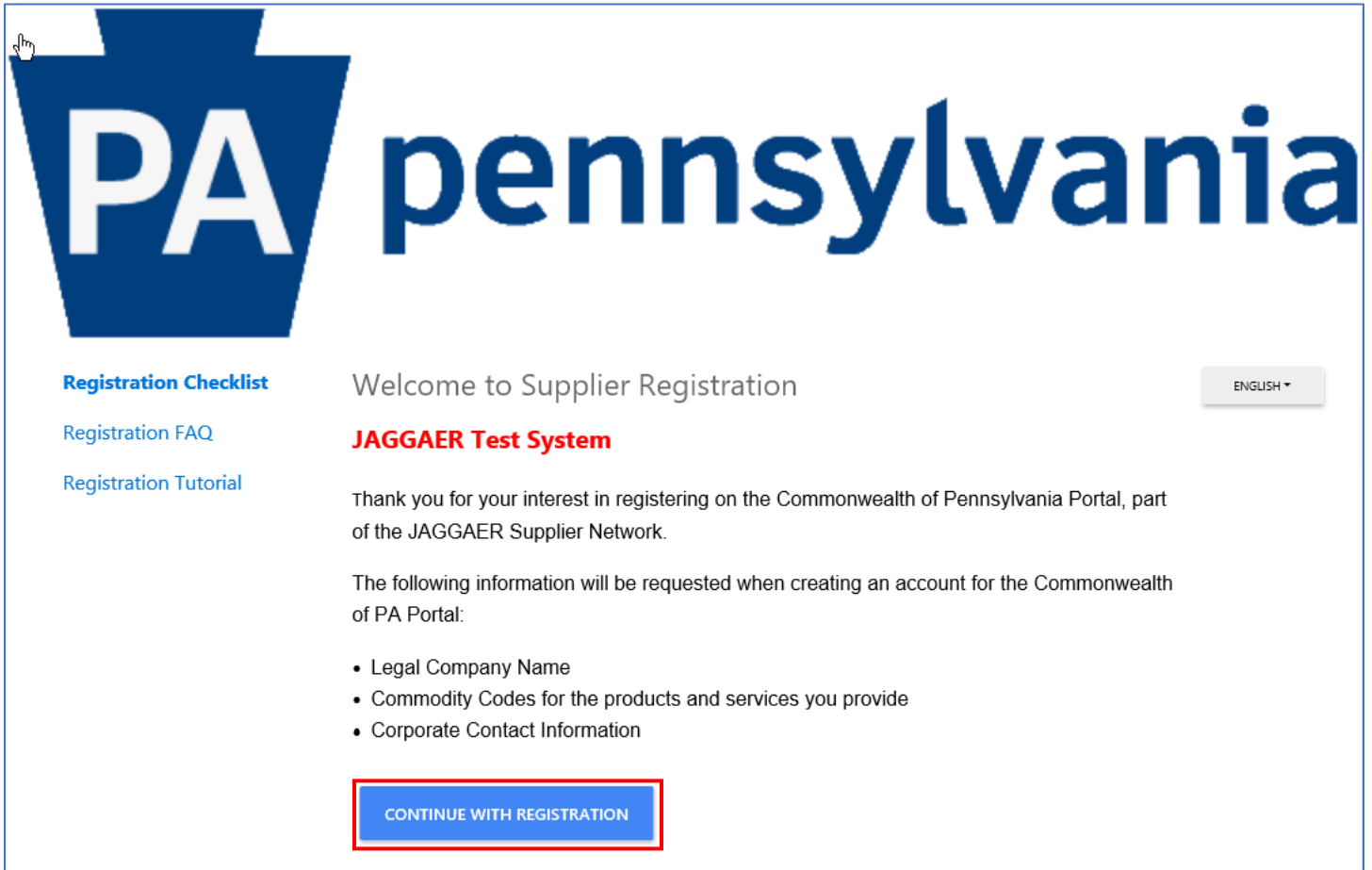
Please contact Administrator at +1 877-435-7363 ext. 2 for assistance. POWERED BY JAGGAER

3. A screen should display stating that you do not have an account yet.
 - a. Select the CREATE ACCOUNT button
 - b. If you didn't receive the message about not having an account, then you apparently have an account. You will then need to enter your password. If you do not know your password, it will need to be reset.
 - i. Once the password is reset, you can login and review your account information for accuracy.
 - ii. Once the account is updated, you can proceed with bidding.



4. Select the CONTINUE WITH REGISTRATION button

- a. On the left navigation are three links, a Registration Checklist, a Registration FAQ and a Registration Tutorial that will assist you in the Registration process.



PA pennsylvania

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

Welcome to Supplier Registration ENGLISH ▾

JAGGAER Test System

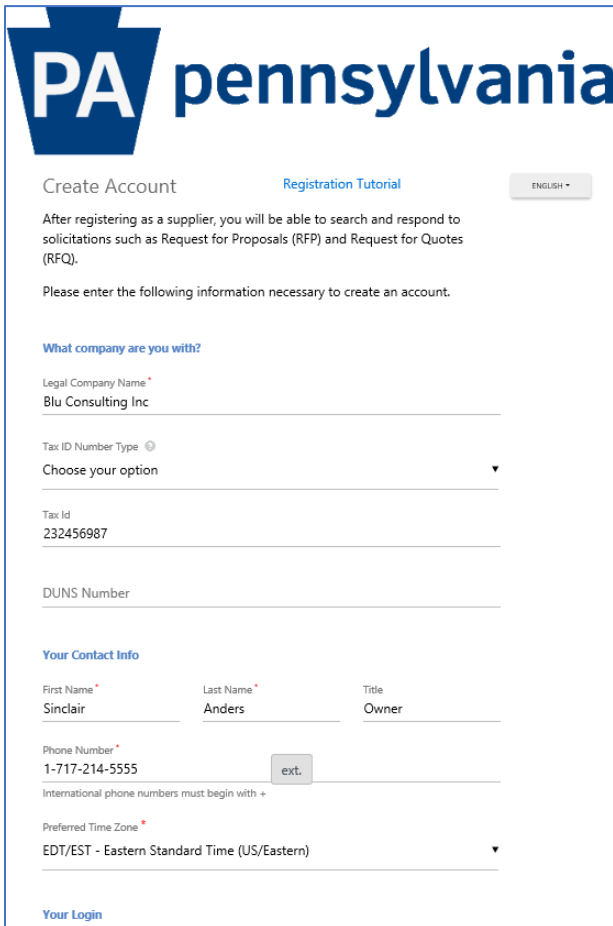
Thank you for your interest in registering on the Commonwealth of Pennsylvania Portal, part of the JAGGAER Supplier Network.

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

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

[CONTINUE WITH REGISTRATION](#)

5. Start by entering the at minimum the mandatory information. This will be marked with a red asterisk (*).
 - a. Select the Security Check.
 - b. Select the CREATE ACCOUNT button



The screenshot shows the Pennsylvania Supplier Registration form. At the top left is the PA logo and the word "pennsylvania". Below this is the "Create Account" heading with a "Registration Tutorial" link and an "ENGLISH" language selector. The main text explains that after registration, users can search and respond to solicitations like RFPs and RFQs. It asks the user to enter necessary information to create an account.

What company are you with?

Legal Company Name *
Blu Consulting Inc

Tax ID Number Type ⓘ
Choose your option ▼

Tax Id
232456987

DUNS Number

Your Contact Info

First Name *	Last Name *	Title
Sinclair	Anders	Owner

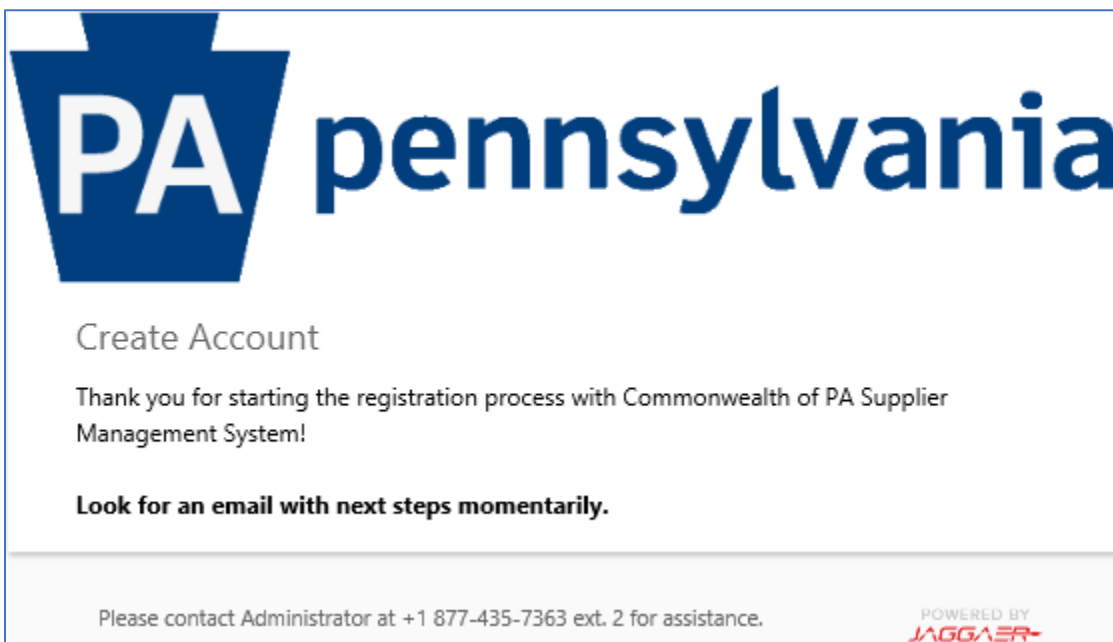
Phone Number *
1-717-214-5555 ext.

International phone numbers must begin with +

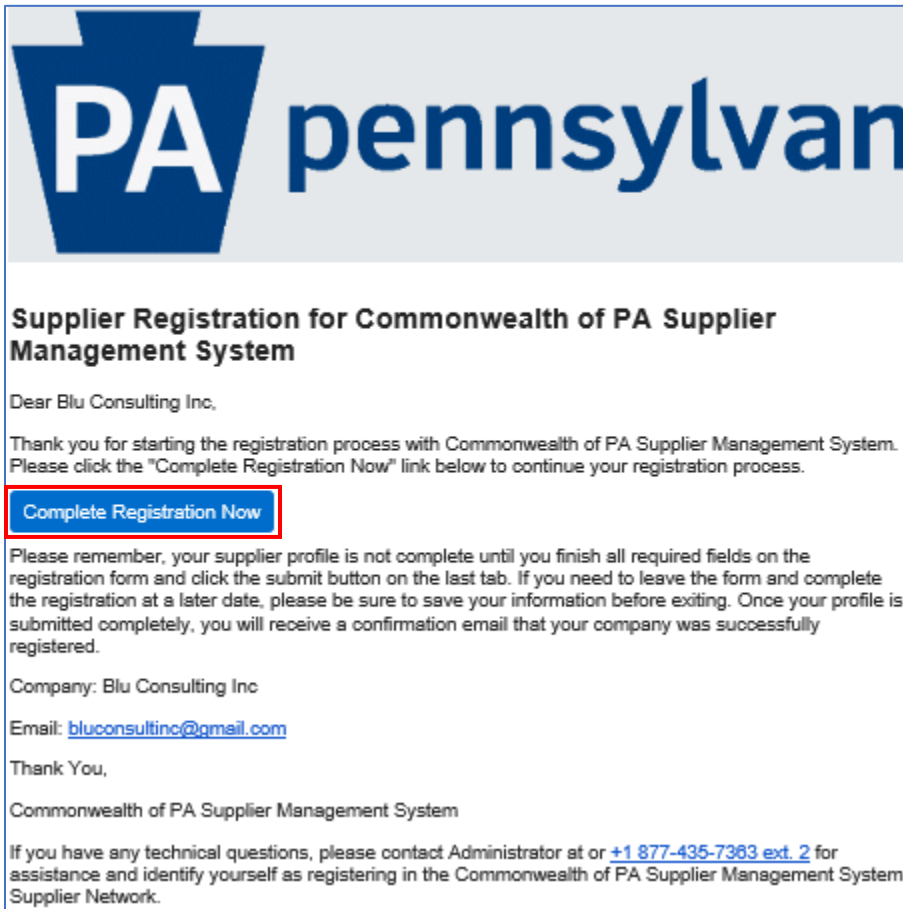
Preferred Time Zone *
EDT/EST - Eastern Standard Time (US/Eastern) ▼

Your Login

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



7. You will receive an email with a link to complete the Registration process.



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



9. Log into the Commonwealth of Pennsylvania's JAGGAER Supplier Management System to complete the registration process.
 - a. Enter Email address
 - b. Enter Password
10. Select the LOGIN button

PA pennsylvania

ENGLISH ▾

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✔ **Account created successfully.**

Please log in to complete registration.

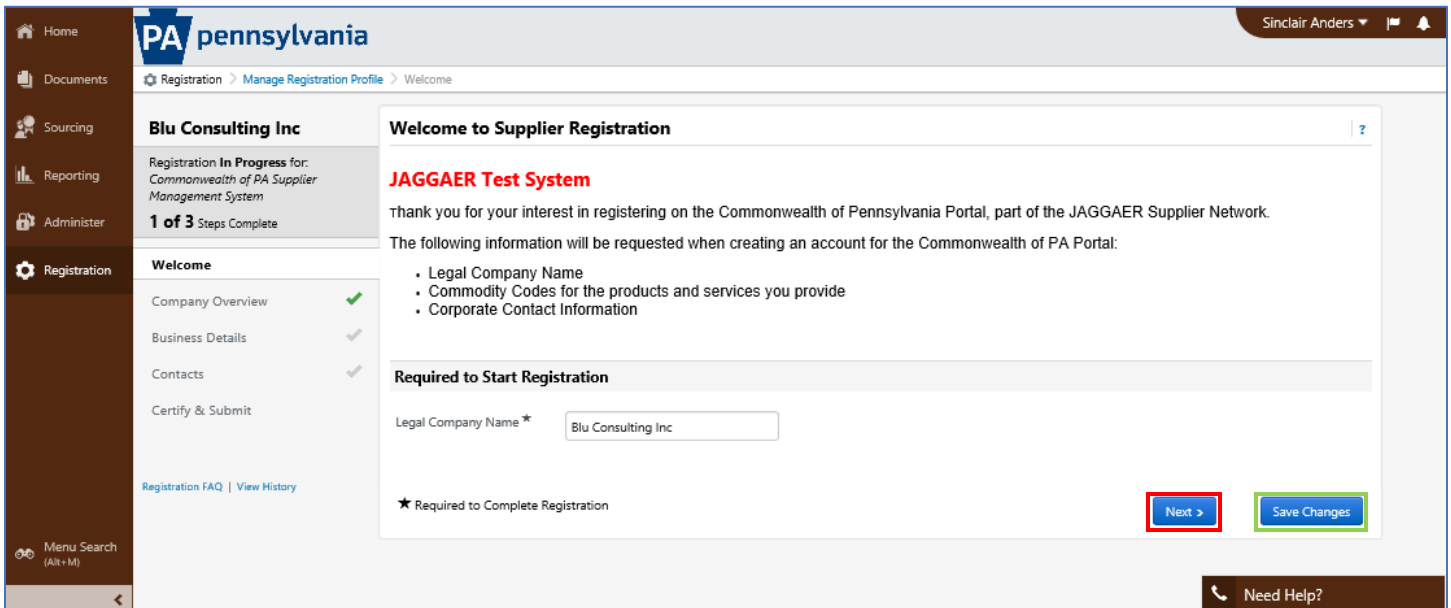
Email
bluconsultinc@gmail.com

Password
●●●●●●●●

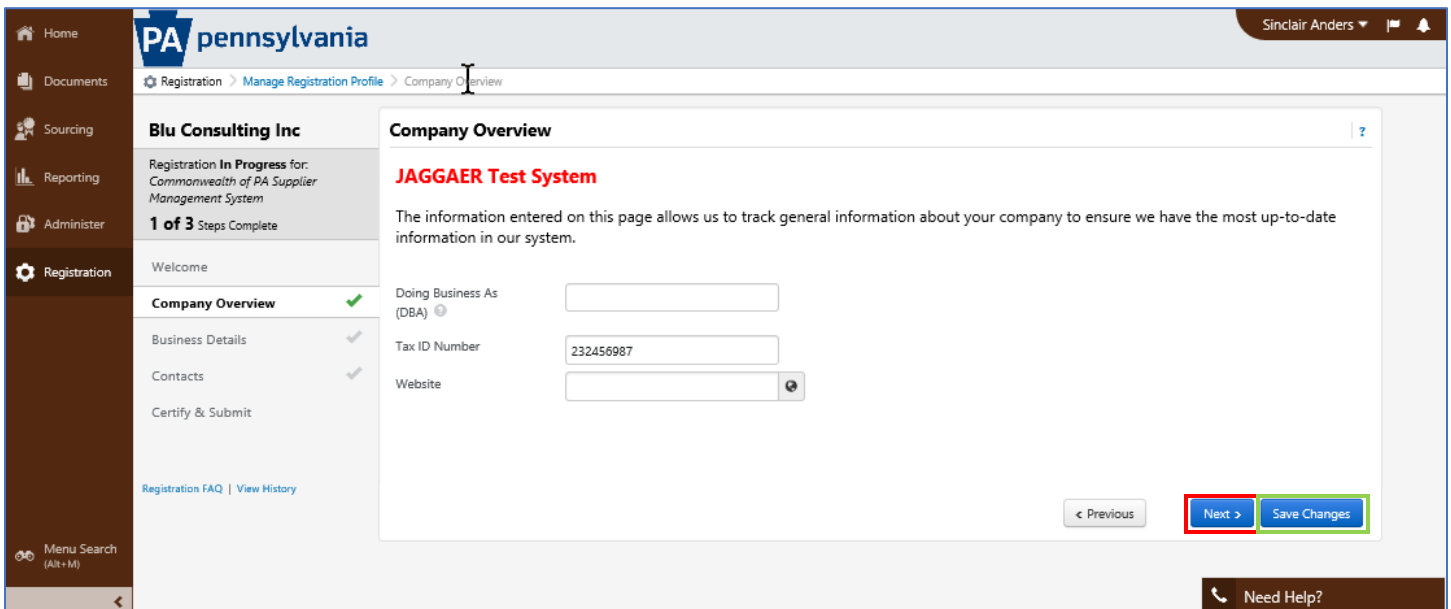
LOGIN [TROUBLE LOGGING IN?](#)

CREATE ACCOUNT

11. Once logged into the system, complete the **Company Overview, Business Details, Contacts** and finalize everything on **Certify and Submit**. The steps are simple by completing the fields on each page and then select the **SAVE CHANGES** button to save changes and stay on the current page or select the **NEXT** button to save changes and advance to the next page.



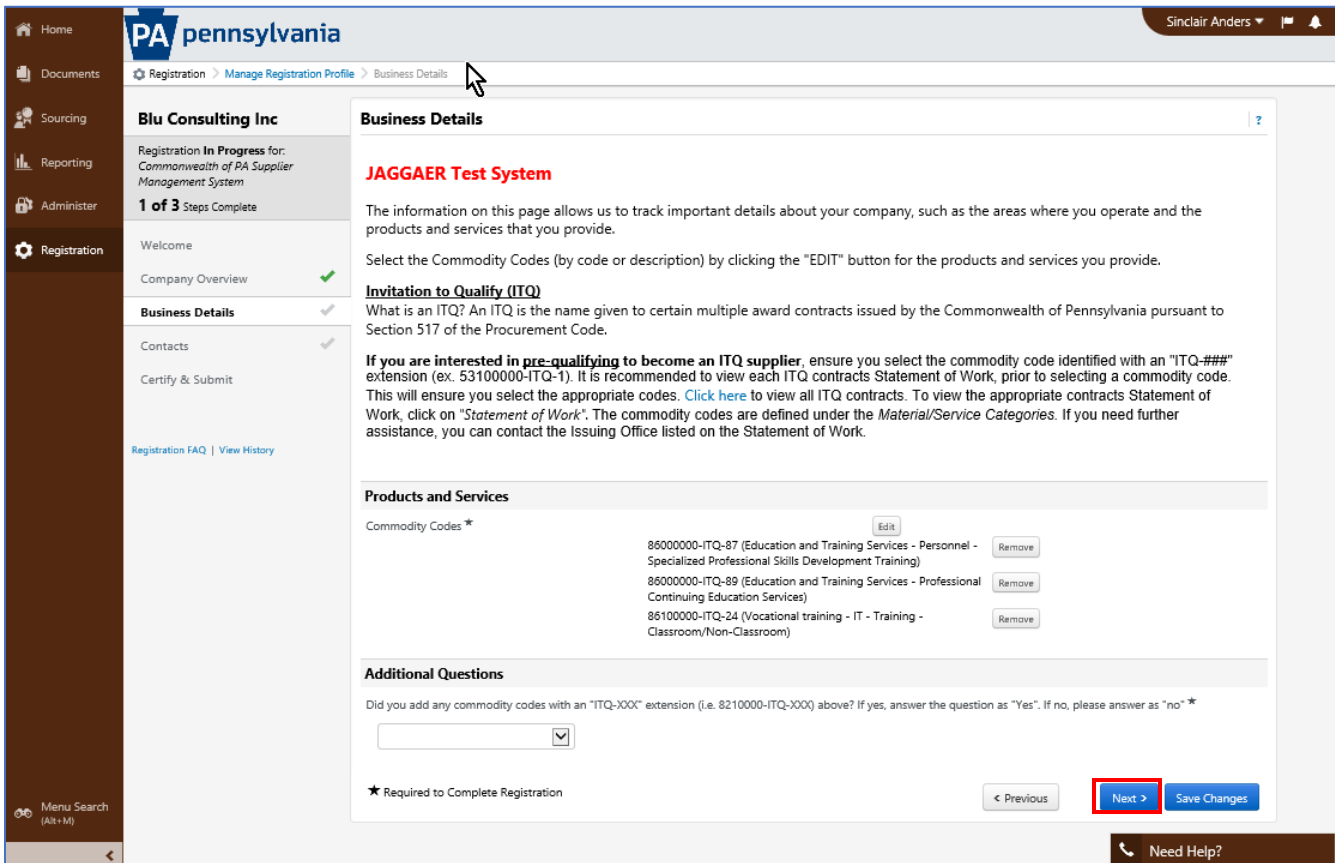
12. Enter any applicable fields in the Company Overview page.
 - a. Select the Next button, this will save changes and advance to the next page.
 - b. Or, Save Changes and use left navigation pane to move to the next selection.



13. The information on the Business Details 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.
 - a. Select the Commodity Codes (by code or description) by selecting the EDIT button for the products and services you provide.
 - b. If you are interested in pre-qualifying to become a supplier on an Invitation to Qualify (ITQ), ensure you select the commodity code identified with an "ITQ-####" extension (ex. 53100000-ITQ-1). It is

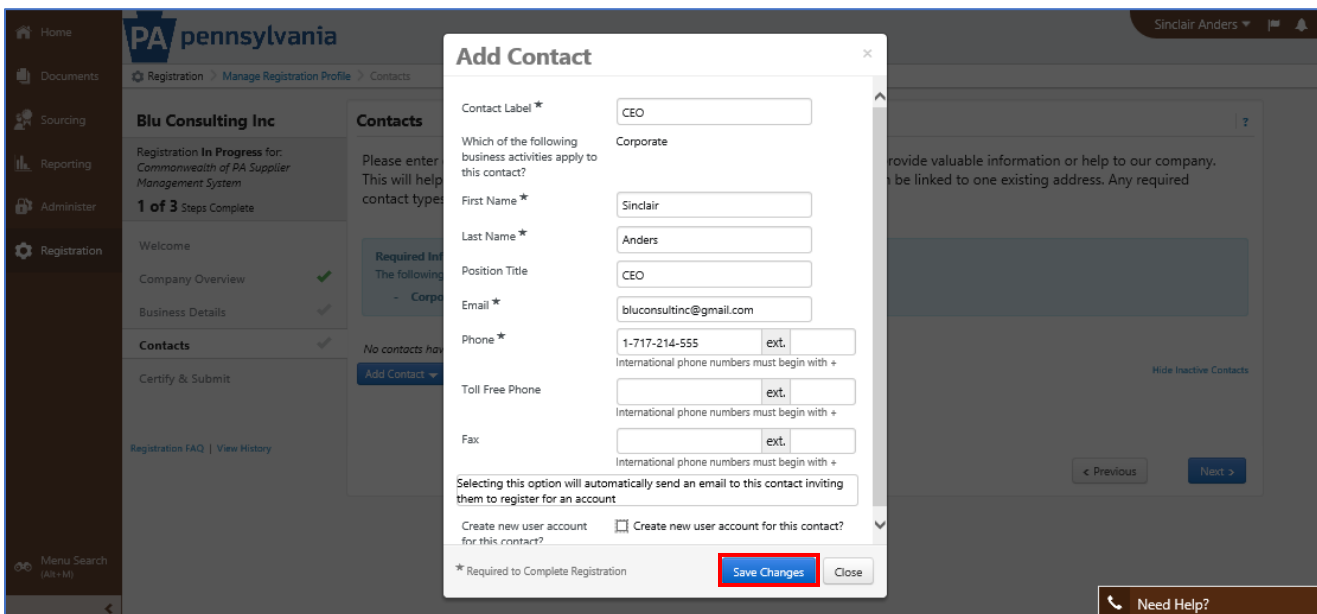
recommended to view the Statement of Work for each ITQ prior to selecting a commodity code. The commodity codes are defined under the Material/Service Categories. If you need further assistance, you can contact the Issuing Officer listed on the Statement of Work.

- c. You must select Yes or No for the Additional Question.



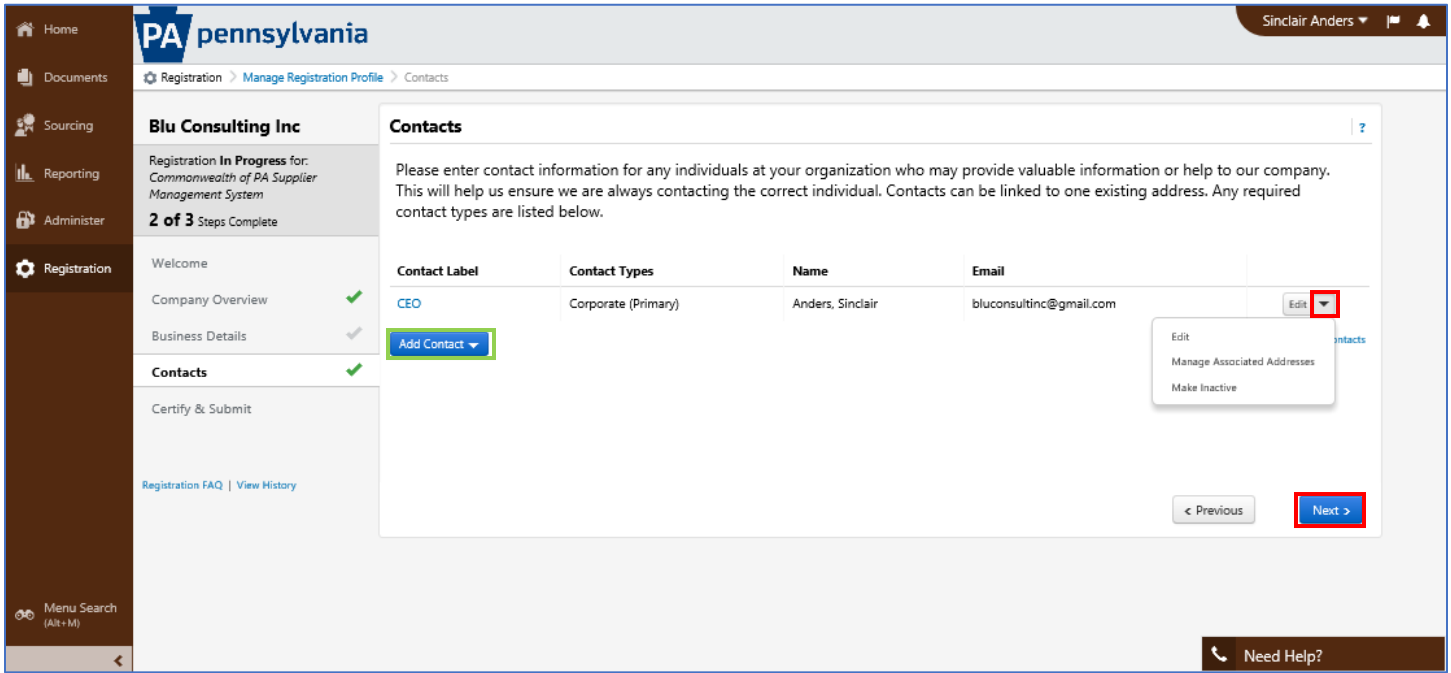
14. Add any contacts from your company. Be sure to add yourself as a contact, but remove the check for creating a new account.

- a. Select the SAVE CHANGES button.



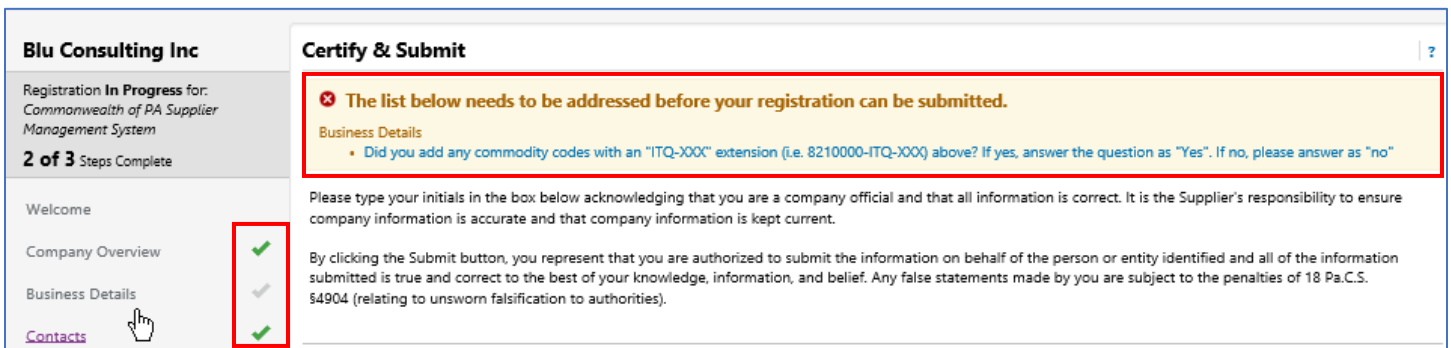
15. The contact information will display.

- a. Select the EDIT button to Edit the contact, Manage Associated Addresses, or Make Inactive.
- b. Select the ADD CONTACT button to add additional contacts
- c. Select the NEXT button to save changes and advance to the next page.

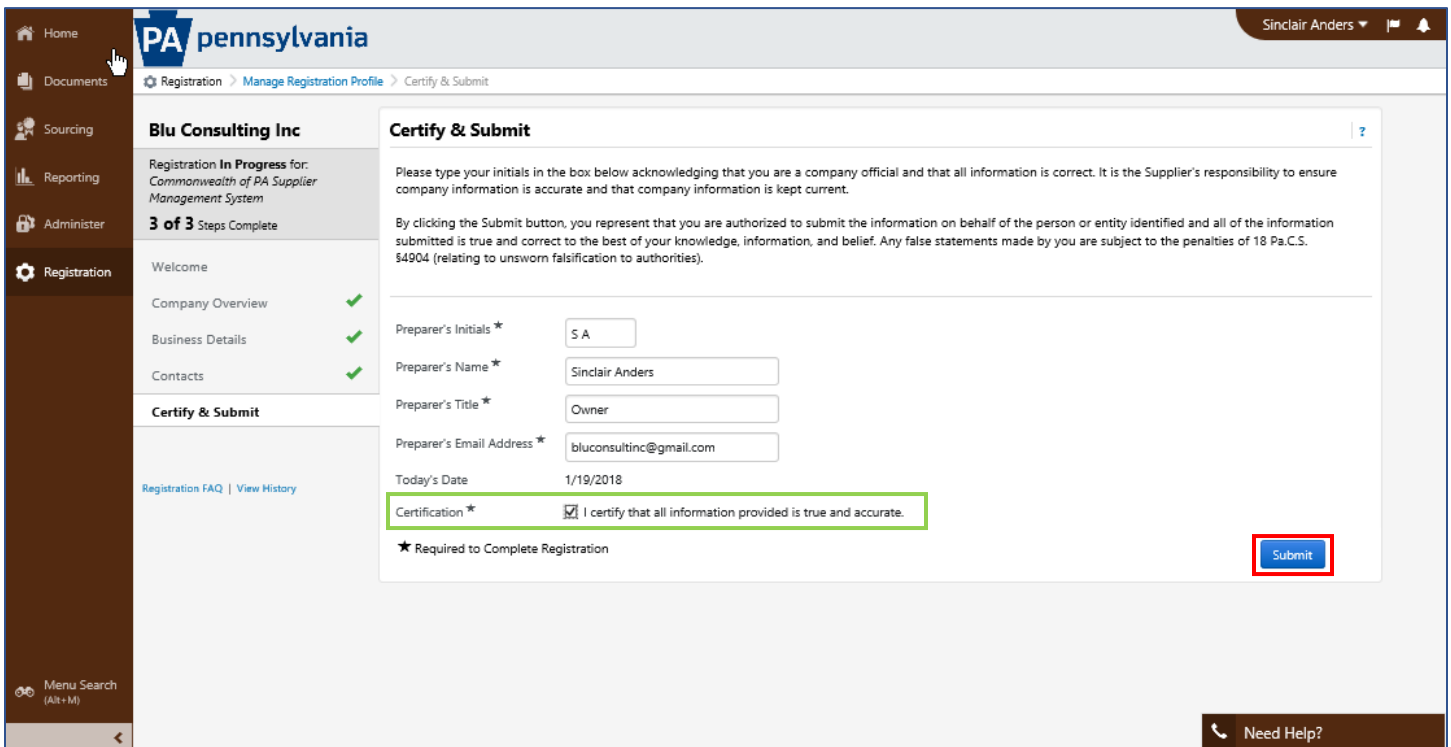


16. The last screen is the Certify and Submit screen. If any items were not answered, an error message will appear requesting that you answer them prior to finishing.

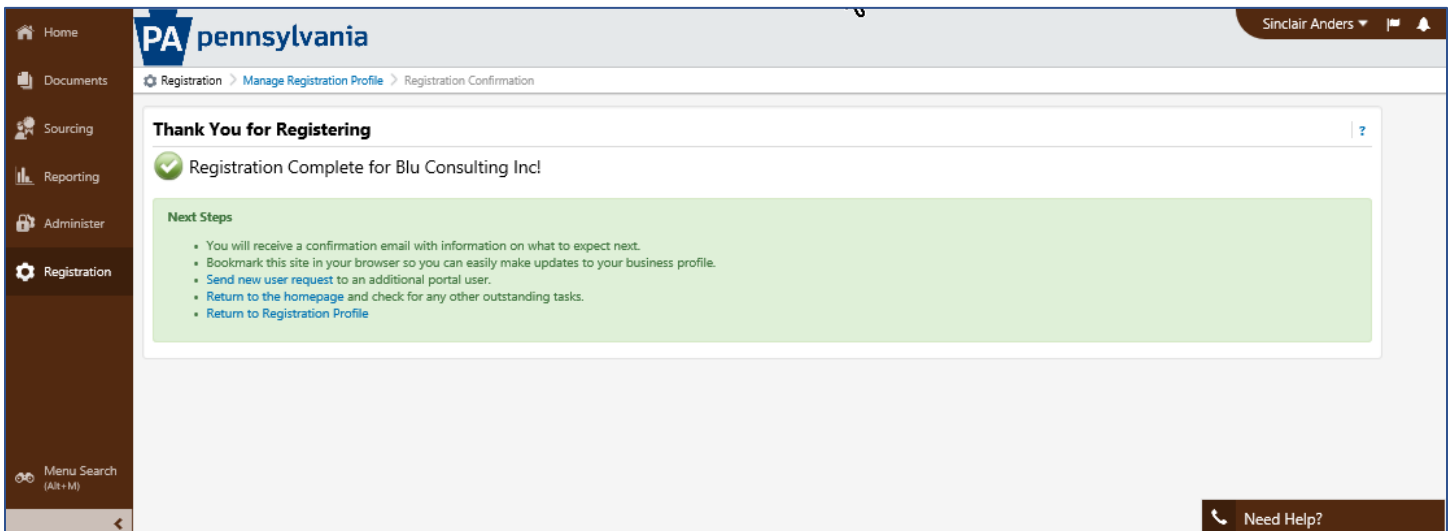
- a. Notice that not only is there an error message, but the Business Details does not have a green check next to it.



17. Once this issue is addressed, make sure all fields on the Certify & Submit page are complete.
 - a. Select the box next the Certification to certify that all information provided is true and accurate.
 - b. Select the SUBMIT button.



18. A summary screen will display.
 - a. From here, you can send a new user request, return to the homepage, or return to Registration Profile.



END