

## How to Pre-Qualify as an ITQ Supplier

Once registered on the Commonwealth of Pennsylvania JAGGAER Supplier Management System, you can then pre-qualify as an ITQ supplier.

**An ITQ Contract** is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

**To prequalify as an ITQ supplier**, review each ITQ Contract's Statement of Work (SOW) to identify the appropriate contract and commodity code. [Click here](#) to view all ITQ contracts.

**Select the commodity code** identified with an "ITQ-###" extension (ex. 53100000-ITQ1). The commodity codes are defined under the *Material/Service Categories*. If you need further assistance, please contact the Issuing Officer listed on the SOW.

**The screenshots displayed within this training document are used for example purposes only.**

1. From the Supplier Home Page, select the Manage Registration Profile

The screenshot displays the Pennsylvania Supplier Management System interface. The left navigation menu includes Home, Documents, Sourcing, Reporting, Administer, and Registration. The main content area features a 'Quick Links to Common Tasks' section with a 'Manage Registration Profile' link highlighted by a red box. Below this is a 'Sourcing Events' section with a 'Show' dropdown set to 'Opening or Closing Soon' and a 'Go to Public Opportunities' link. A table lists a single event: 'Food Procurement and Management Services Project' with status 'Open' and dates from 8/16/2017 to 9/29/2017. A summary table at the bottom shows counts for My Events, Public Events, and Auction Events across Released, Open, Closed, Awarded, and All categories.

Event Number	Status	Event Title	Dates	Action
6100042025	Open	Food Procurement and Management Services Project	Open: 8/16/2017 4:30:00 PM EST Close: 9/29/2017 4:00:00 PM EST	<a href="#">View Event</a>

Events	Released	Open	Closed	Awarded	All
My Events	0	1	0	0	1
Public Events	0	2	0	0	2
Auction Events	0	0	0	0	0

2. Select the Business Details link in the left navigation under Welcome.
3. Select the "Click Here" link to view all the ITQ contracts to review the Statement of Work, Terms and Conditions and any other pertinent documentation related to the ITQ. Review the Statement of Work to familiarize yourself with the process, procedures, and Commodity Codes related to particular ITQs.

### Public Advertising Supplier

Registration **Complete** for: Commonwealth of PA

Welcome

Company Overview ✔

**Business Details** ✔

Addresses ✔

Contacts ✔

ITQ Terms and Conditions ✔

ITQ Pre-Qualification Que... ✔

[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.

**Invitation to Qualify**  
 Additionally, if you are interested in pre-qualifying to become an ITQ supplier, ensure you select the ITQ categories you would like to apply to qualify. Invitation to Qualify (ITQ) is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

ITQ categories will be identified with ITQ within the Commodity code. Ex. 53100000-ITQ-1 Clothing - Commissary Products - Apparel  
 To see all ITQ categories, you can search for keyword "ITQ"; [Click here](#) to view all ITQ contracts.

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### Products and Services

Commodity Codes \*

92120000-ITQ-219 (Security and personal safety - Level 1 Unarmed Guard)	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
92120000-ITQ-220 (Security and personal safety - Level 2: Armed Guard)		<input type="button" value="Remove"/>
92120000-ITQ-221 (Security and personal safety - Level 3: Armed Enhanced)		<input type="button" value="Remove"/>
92120000-ITQ-222 (Security and personal safety - Level 4: K-9 Guard)		<input type="button" value="Remove"/>
92120000-ITQ-223 (Security and personal safety - Level 5: Site Supervisor Guard)		<input type="button" value="Remove"/>

★ Required to Complete Registration

1. In the Products and Services section, select the Edit button to choose the appropriate ITQ Commodity Codes.
2. You must select Yes or No for the Additional Questions
  - a. Select Yes, if adding a commodity code with an ITQ extension (86000000-ITQ-82);
  - b. Select No, if adding a commodity code without an ITQ extension (86000000)
3. Select the Save Changes button.

**PA** pennsylvania

Cynthia Anderson

Registration > Manage Registration Profile > Business Details

ITQ Terms and Conditions ✔

ITQ Pre-Qualification Que... ✔

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

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.

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### Products and Services

Commodity Codes \*

10110000 (Domestic pet products)	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
15100000-ITQ-138 (Fuels - Fuels, Tank Wagon Delivery - Unleaded Gasoline)		<input type="button" value="Remove"/>
70110000-ITQ-180 (Horticulture - Trimming and Stump Removal - 2. Basic Tree Removal/ Trimming and Stump Cutting Services non-roadway)		<input type="button" value="Remove"/>
86000000-ITQ-82 (Education and Training Services - Personnel - Communication)		<input type="button" value="Remove"/>
86000000-ITQ-86 (Education and Training Services - Personnel - Organizational Development)		<input type="button" value="Remove"/>
86000000-ITQ-87 (Education and Training Services - Personnel - Specialized Professional Skills Development Training)		<input type="button" value="Remove"/>
86000000-ITQ-89 (Education and Training Services - Professional Continuing Education Services)		<input type="button" value="Remove"/>
86000000-ITQ-90 (Education and Training Services - Professional Education Services)		<input type="button" value="Remove"/>

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### Additional Questions

Did you add any commodity codes with an "ITQ-XXX" extension (i.e. 8210000-ITQ-XXX) above? If yes, answer the question as "Yes". If no, please answer as "no" \*

Yes

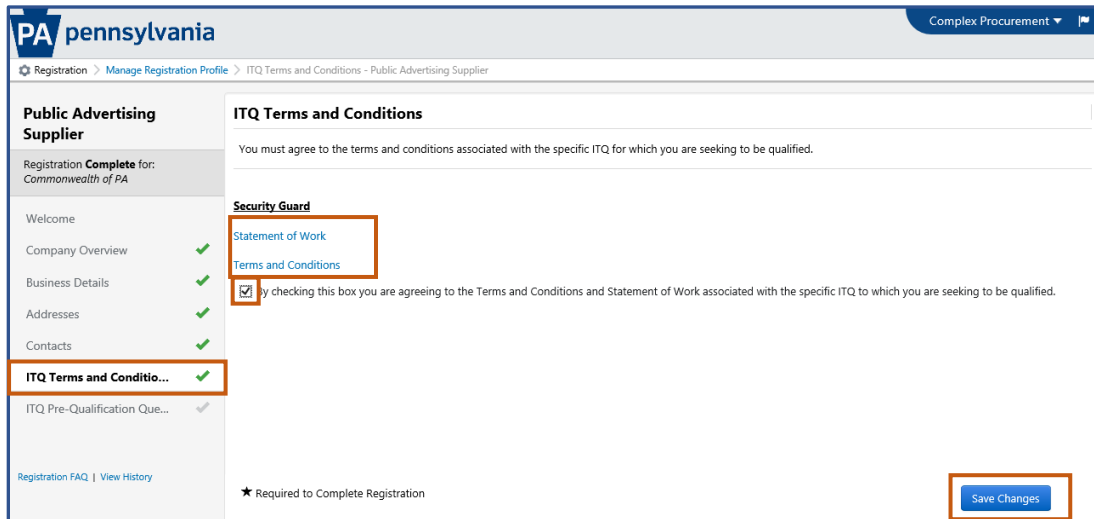
No

★ Required to Complete Registration

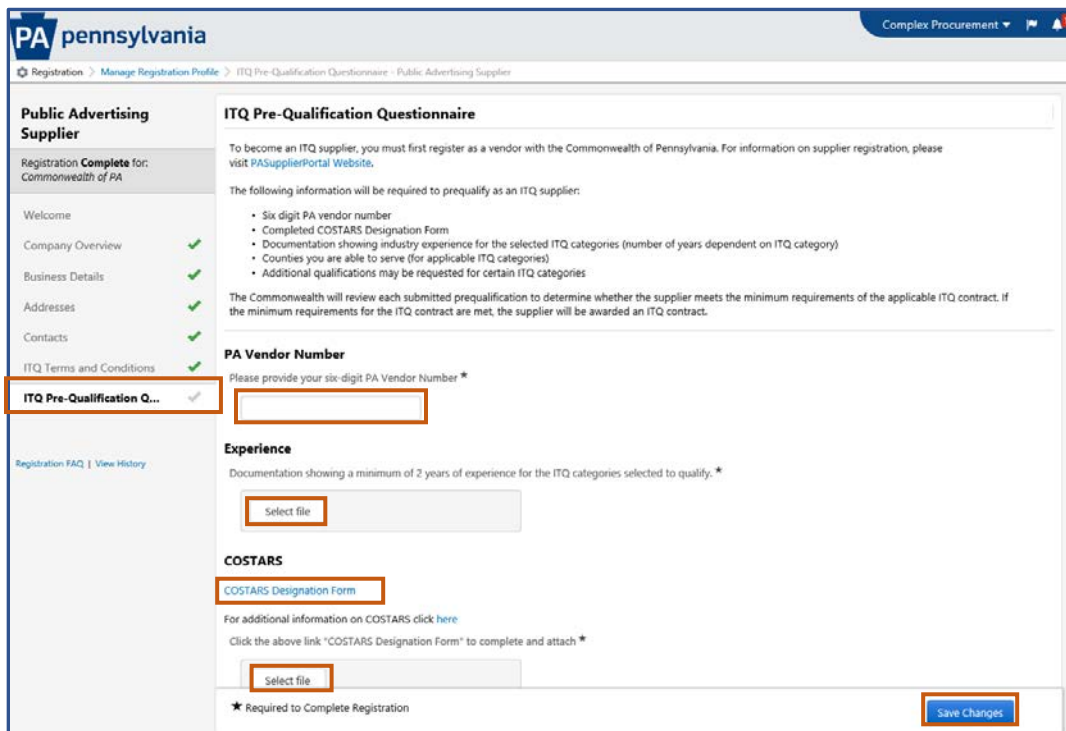
6. Select the ITQ Terms and Conditions link in the left navigation.

You must agree to the terms and conditions associated with the specific ITQ for which you are seeking to be qualified. Links to the Terms and Conditions and Statement of work are provided for your review.

7. Select the check box next to the statement, "By checking this box you are agreeing to the Terms and Conditions and Statement of Work associated with the specific ITQ to which you are seeking to be qualified."
8. Select the Save Changes button.



9. Select the ITQ Pre-Qualification Questions link in the left navigation.
10. You must answer all questions completely and attach all required documentation to become qualified.
11. Select the Save Changes button.



When finished, the document should look like the image below. All sections should have green checks to show that they have been completed.

