

Registering as a Commonwealth of PA Supplier in JAGGAER

The purpose of this Registration Guide is to assist suppliers in registering in the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System**. This Registration Guide is for those suppliers that wish to respond to Requests for Proposals (RFPs) and Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contract.

Preliminary instructions are listed below:

- **Suppliers that previously registered in JAGGAER's Supplier Management System**, must contact JAGGAER Supplier Support at 1-800-233-1121 Opt. 2. You will receive a link to JAGGAER Supplier Management via email.
- **Prior to registering in the Commonwealth of Pennsylvania's JAGGAER Supplier Management System**, suppliers must first be registered as a supplier in the **Commonwealth of Pennsylvania's PA Supplier Portal**.
 - **To assist** with the registration process in the **Commonwealth of Pennsylvania's PA Supplier Portal**, a guide may be accessed at the following link: [New Vendor Registration Guide](#).
- **Once** a supplier is registered in the **Commonwealth of Pennsylvania's PA Supplier Portal**, follow the steps in this document to register in the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System**.

NOTE: information specific to the Invitation to Qualify (ITQ) Contracts is provided in the two paragraphs below:

- **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 on the DGS ITQ website.
- **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.

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. 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.
 - a. Select the CREATE ACCOUNT button and proceed to Step 4
 - b. If you did not receive the message about not having an account, then apparently you have an account. You will need to enter your password. If you do not know your password, it will need to be reset. contact JAGGAER Supplier Support at 1-800-233-1121 Opt. 2. Disregard the remainder of this document.

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Enter your email to Login/Create Account

Email
BluConsulting@gmail.com ✖ ✖

Looks like you don't have an account yet. Click 'Create Account' to register.

[BACK](#)

CREATE ACCOUNT

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

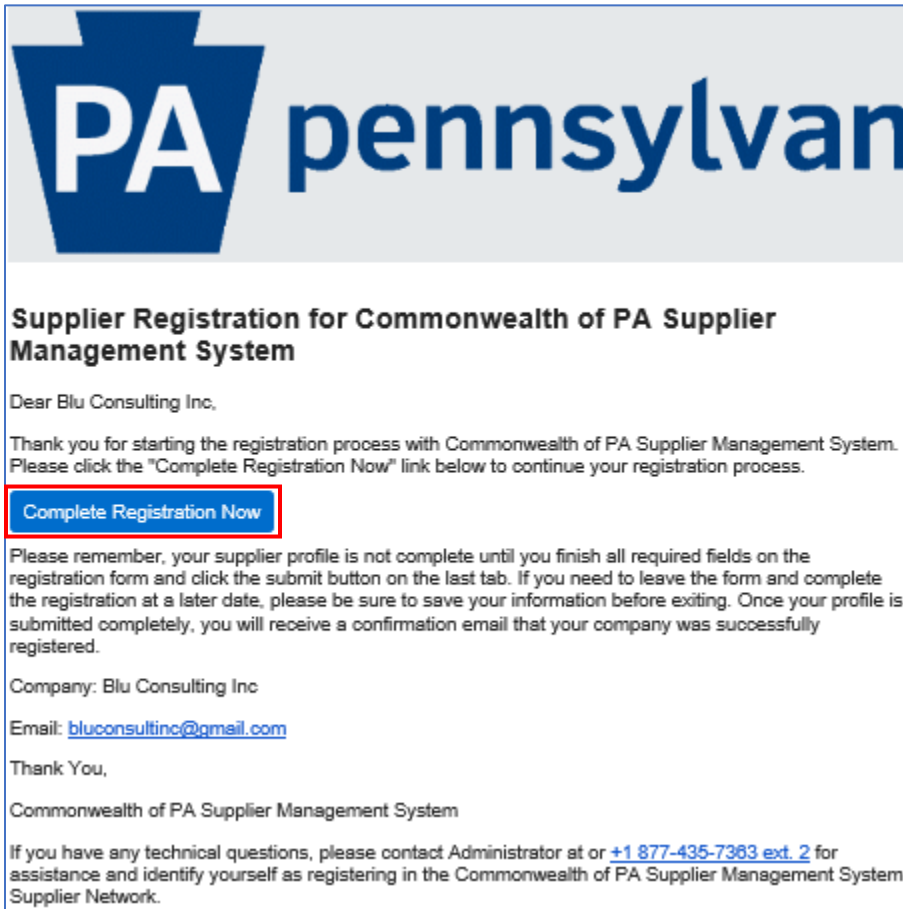
The screenshot shows the 'Create Account' page for the Pennsylvania Supplier Management System. At the top left is the 'PA pennsylvania' logo. Below the logo, there are links for 'Create Account' and 'Registration Tutorial', and a language dropdown menu set to 'ENGLISH'. A paragraph explains that after registration, users can search and respond to solicitations like RFPs and RFQs. Below this, it asks the user to enter necessary information. The 'What company are you with?' section includes fields for 'Legal Company Name' (filled with 'Blu Consulting Inc'), 'Tax ID Number Type' (dropdown), 'Tax Id' (filled with '232456987'), and 'DUNS Number'. The 'Your Contact Info' section has fields for 'First Name' (Sinclair), 'Last Name' (Anders), 'Title' (Owner), 'Phone Number' (1-717-214-5555), and 'Preferred Time Zone' (EDT/EST - Eastern Standard Time (US/Eastern)). At the bottom left, there is a 'Your Login' link.

This screenshot shows the security check section. It prompts the user to 'Select the Security Check shown below.' There is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA widget. Below the checkbox and widget is a blue 'CREATE ACCOUNT' button.

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

The screenshot shows a confirmation message from the Pennsylvania Supplier Management System. It features the 'PA pennsylvania' logo at the top. Below the logo, it says 'Create Account' and 'Thank you for starting the registration process with Commonwealth of PA Supplier Management System!'. A bold message states 'Look for an email with next steps momentarily.' At the bottom, there is contact information for the Administrator: 'Please contact Administrator at +1 877-435-7363 ext. 2 for assistance.' and a logo for 'POWERED BY JAGGAER'.

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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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.

✔ **Account created successfully.**

Please log in to complete registration.

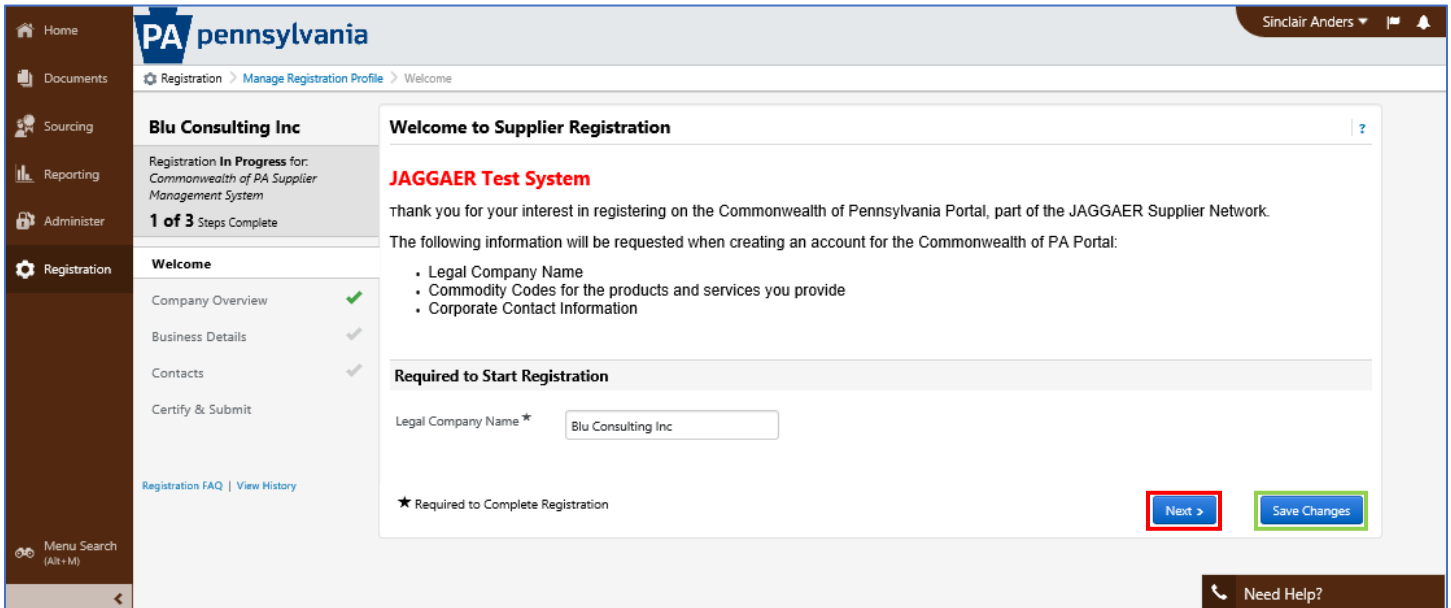
Email
bluconsultinc@gmail.com

Password
●●●●●●●●

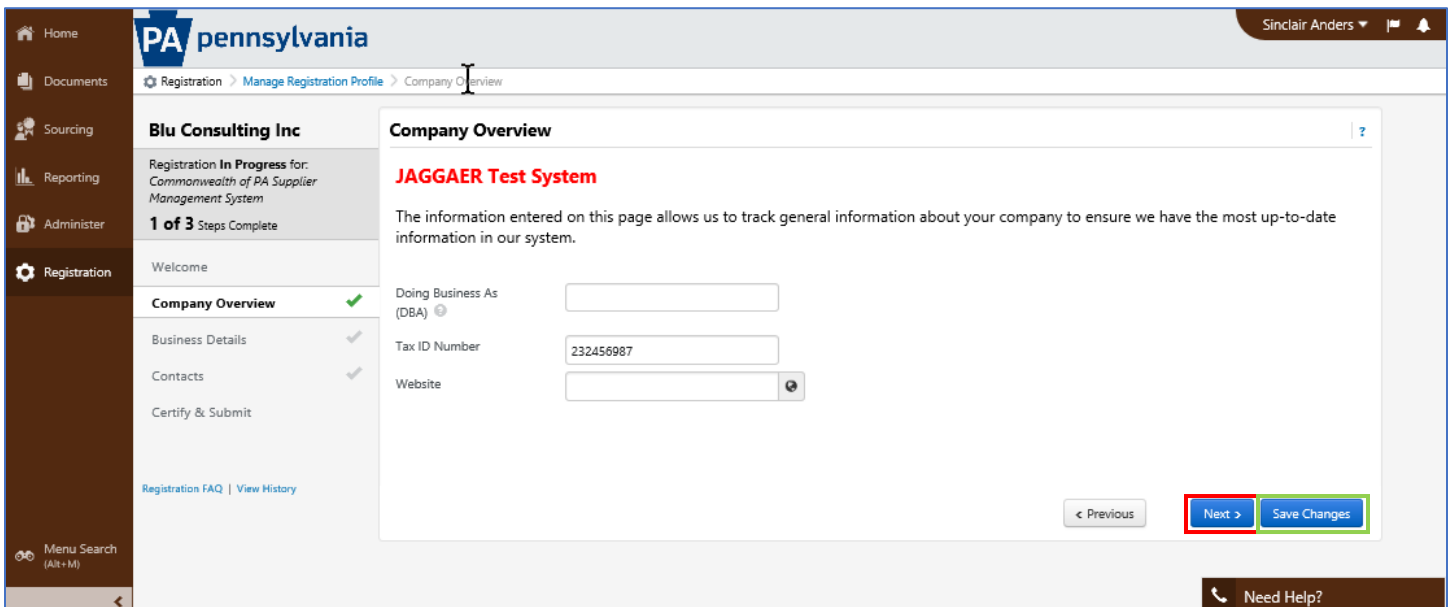
LOGIN [TROUBLE LOGGING IN?](#)

CREATE ACCOUNT

11. Once logged into the system, complete the **Company Overview**, **Business Details**, **Contacts** and finalize everything on **Certify and Submit**. Complete the fields on each page. 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.



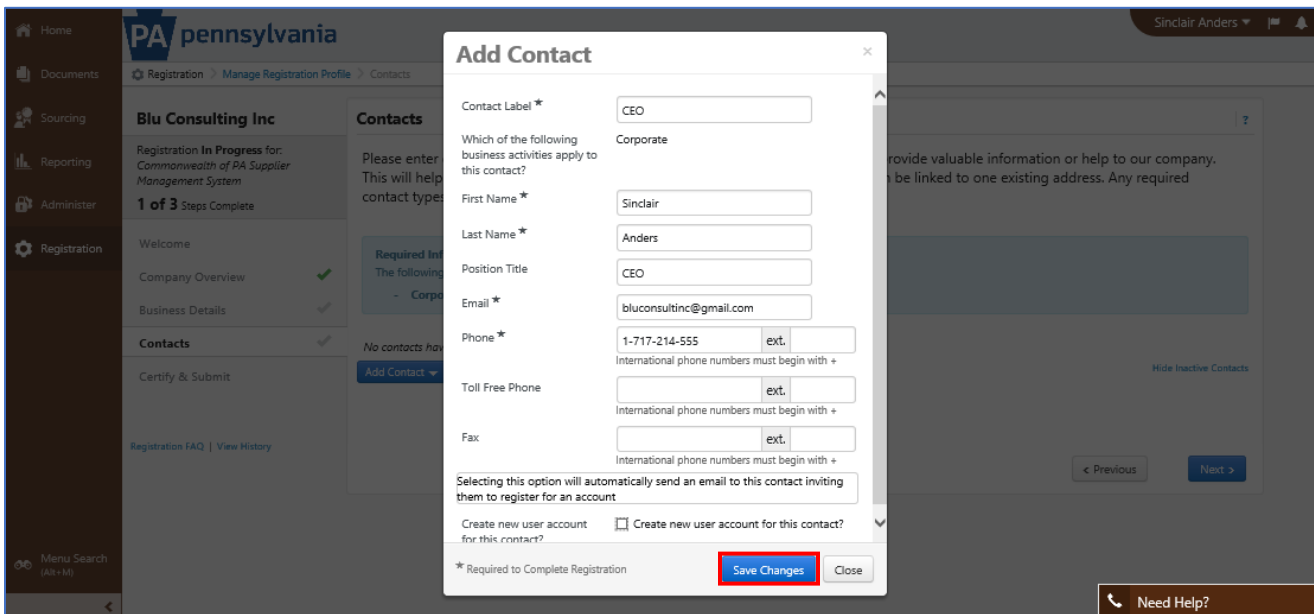
12. Enter any applicable fields in the Company Overview page.
a. Select the Next button, this will save changes and advance to the next page.
b. Or, Save Changes and use left navigation pane to move to the next selection.



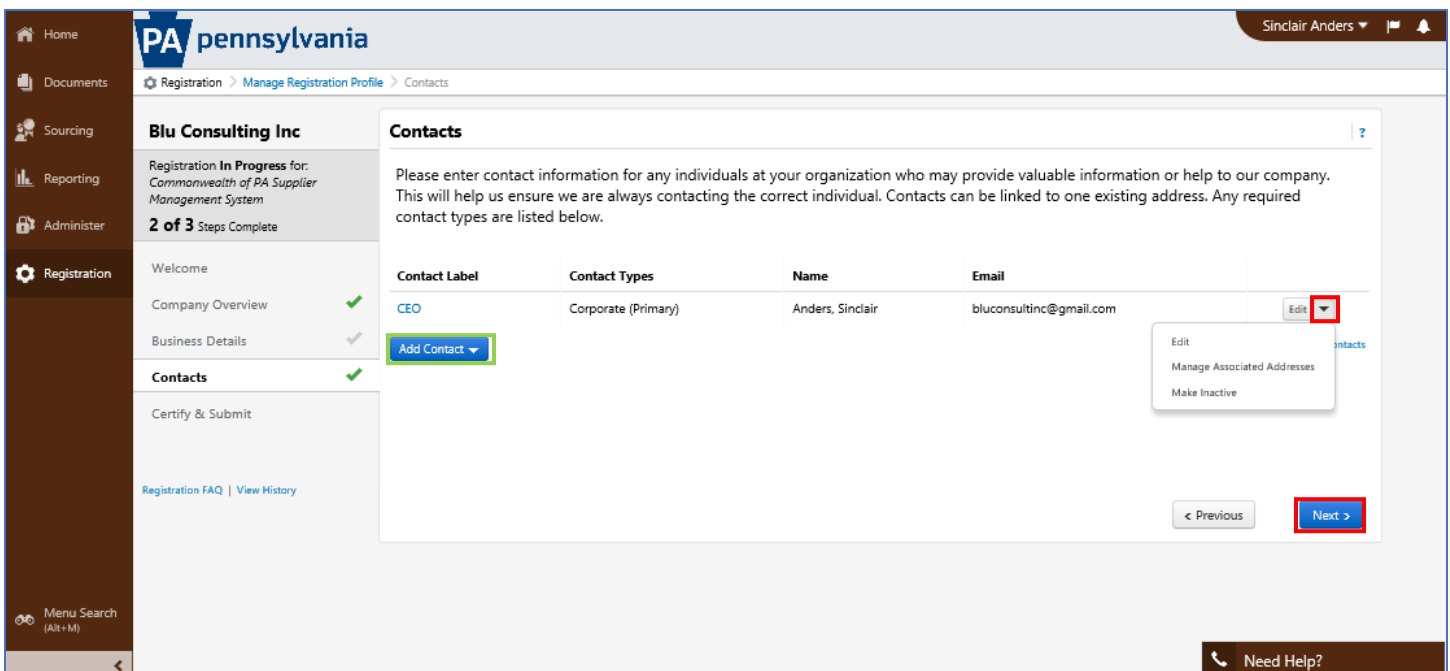
13. The information on the Business Details page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide.
 - a. Select the Commodity Codes (by code or description) by selecting the EDIT button for the products and services you provide.
 - b. **You must select Yes or No for the Additional Question.**
 - i. **Select Yes, if adding a commodity code with an ITQ extension (86000000-ITQ-82);**
 - ii. **Select No, if adding a commodity code without an ITQ extension (86000000)**

The screenshot displays the 'Business Details' page for 'Blu Consulting Inc.' on the PA Pennsylvania portal. The page is titled 'Business Details' and includes a sub-header 'JAGGAER Test System'. Below this, there is explanatory text about the page's purpose and instructions for selecting commodity codes. A section titled 'Invitation to Qualify (ITQ)' explains what an ITQ is and provides instructions for pre-qualifying as an ITQ supplier. The 'Products and Services' section lists four commodity codes with their descriptions and 'Remove' buttons, and an 'Edit' button is visible. The 'Additional Questions' section contains a question about ITQ extensions and a dropdown menu. At the bottom, there are navigation buttons: '< Previous', 'Next >' (highlighted with a red box), and 'Save Changes'. A 'Need Help?' link is also present in the footer.

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.

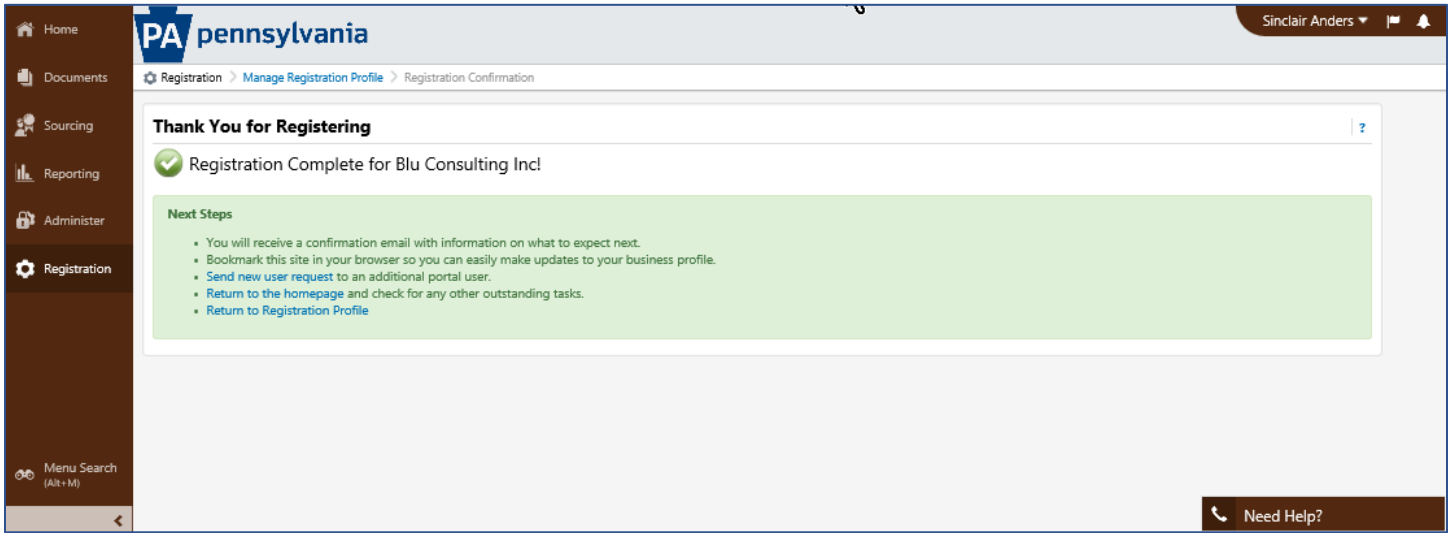


16. The last screen is the Certify and Submit screen. If any items were not answered, an error message will appear requesting that you answer them prior to finishing.
- a. Notice that not only is there an error message, but the Business Details does not have a green check next to it.

17. Once this issue is addressed, make sure all fields on the Certify & Submit page are complete.
- a. Select the box next to 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