

## Responding to an Event in JAGGAER

The following steps will guide suppliers in responding to Events in the Commonwealth of Pennsylvania's JAGGAER Supplier Management System. Suppliers will be able to respond to Events such as Request for Proposals (RFPs) and/or Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contract.

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

**Note:** You must be registered in the Commonwealth of Pennsylvania Jaggaer Supplier Management system prior to responding to an Event. To register, [click here](#) for the guide to assist you in the process.

**Disclaimer:** These steps are for example purposes only. The creation of this End-User Procedure was developed in a test environment some screens may slightly vary in production.

1. Login to your JAGGAER account.

**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!

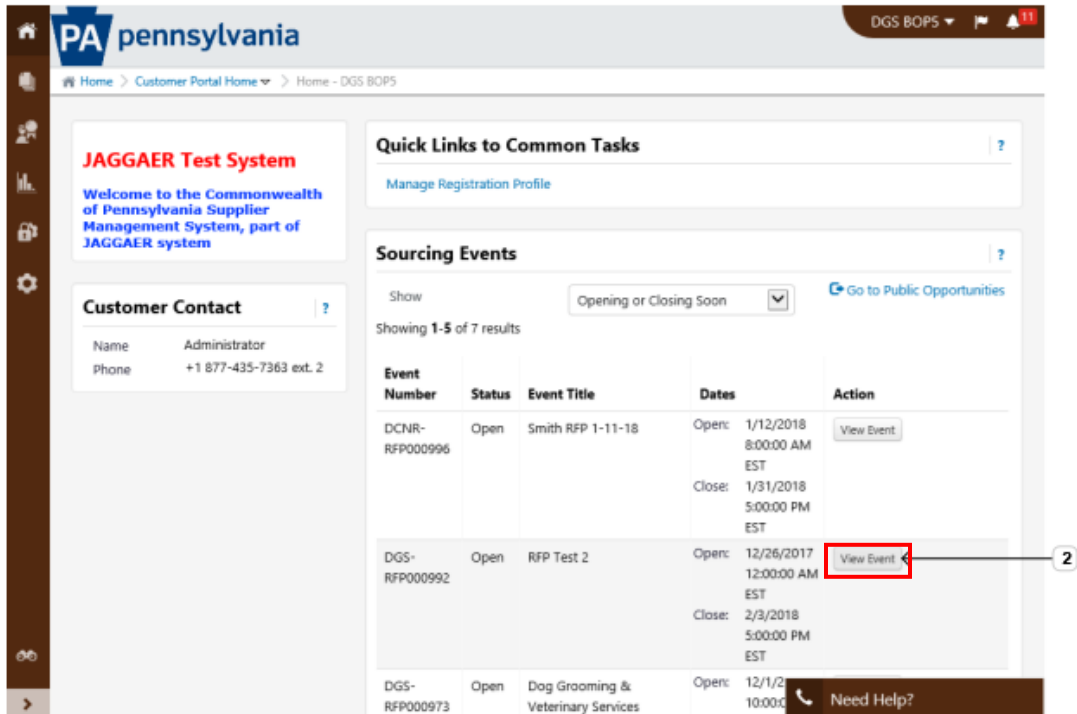
Please login to your account to complete the registration process. If you have not already created an account in JAGGAER, please select "CREATE ACCOUNT" below.

Email  
DGSBOP5@gmail.com

Password

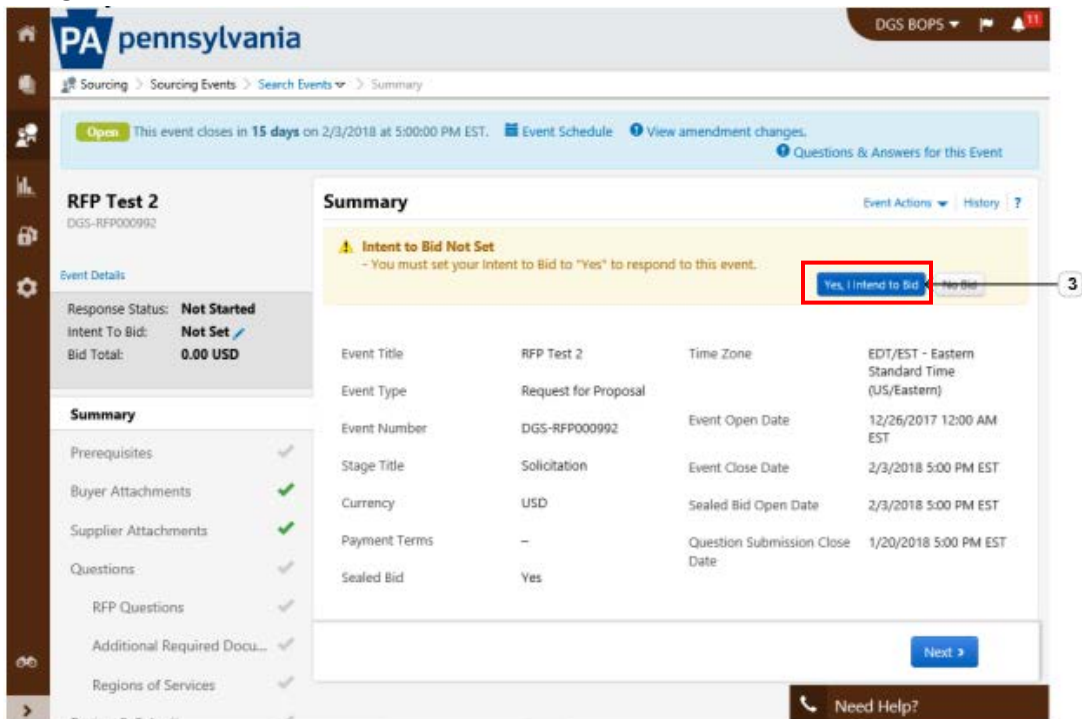
**LOGIN** TROUBLE LOGGING IN?

2. Select the Event you intend to submit a bid response.

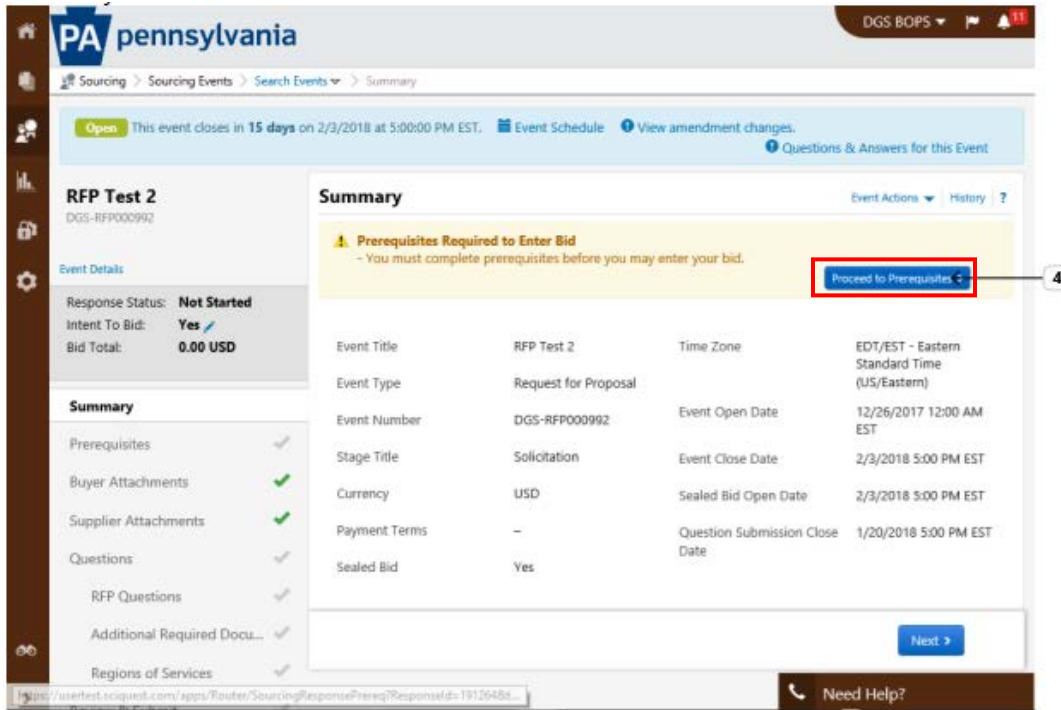


3. Select the "Yes, I Intent to Bid" button.

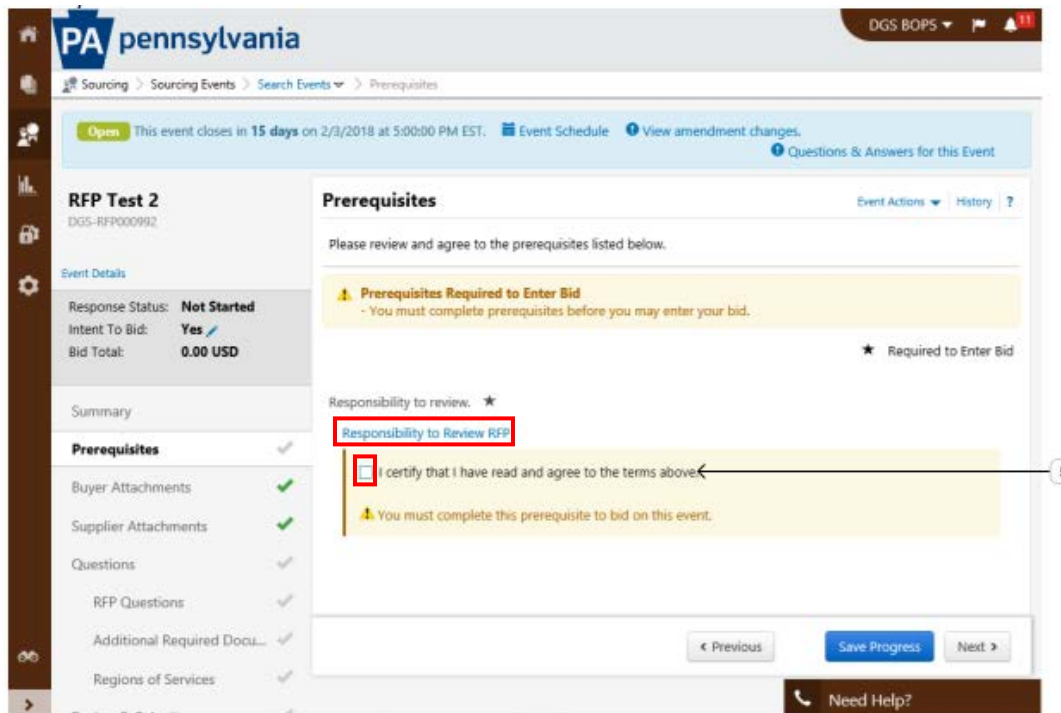
**Note:** The message banner will display links to view the Event Schedule and any Amendment changes.



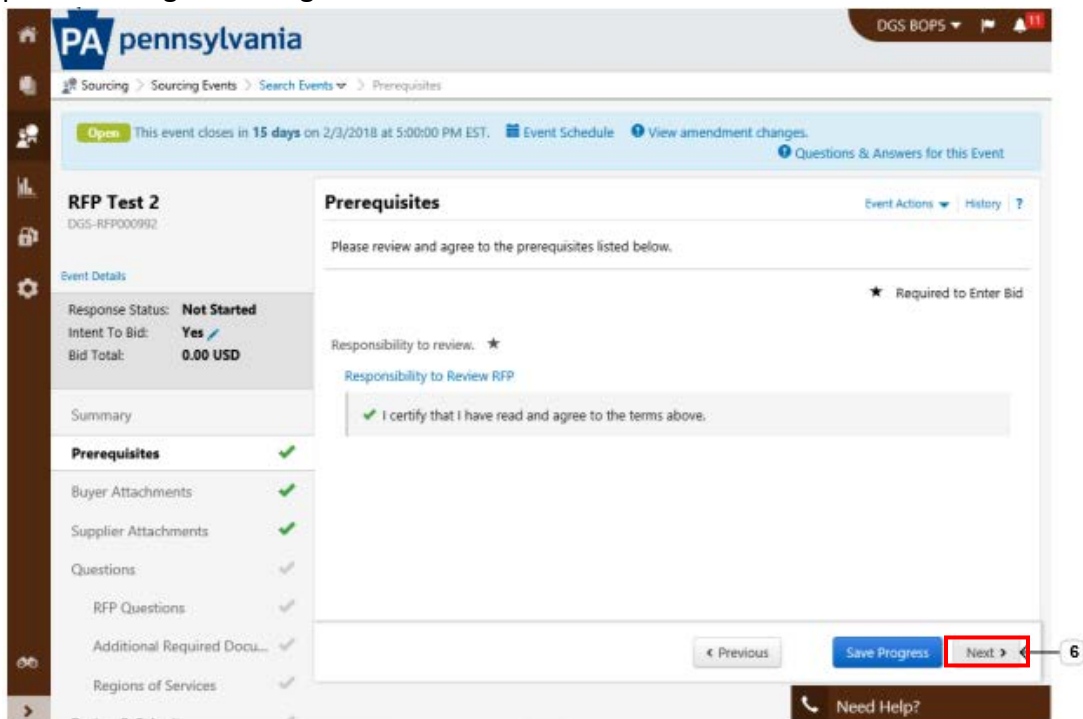
4. Select the "Proceed to Prerequisites" button to review and agree to the terms before you can start entering your bid response.



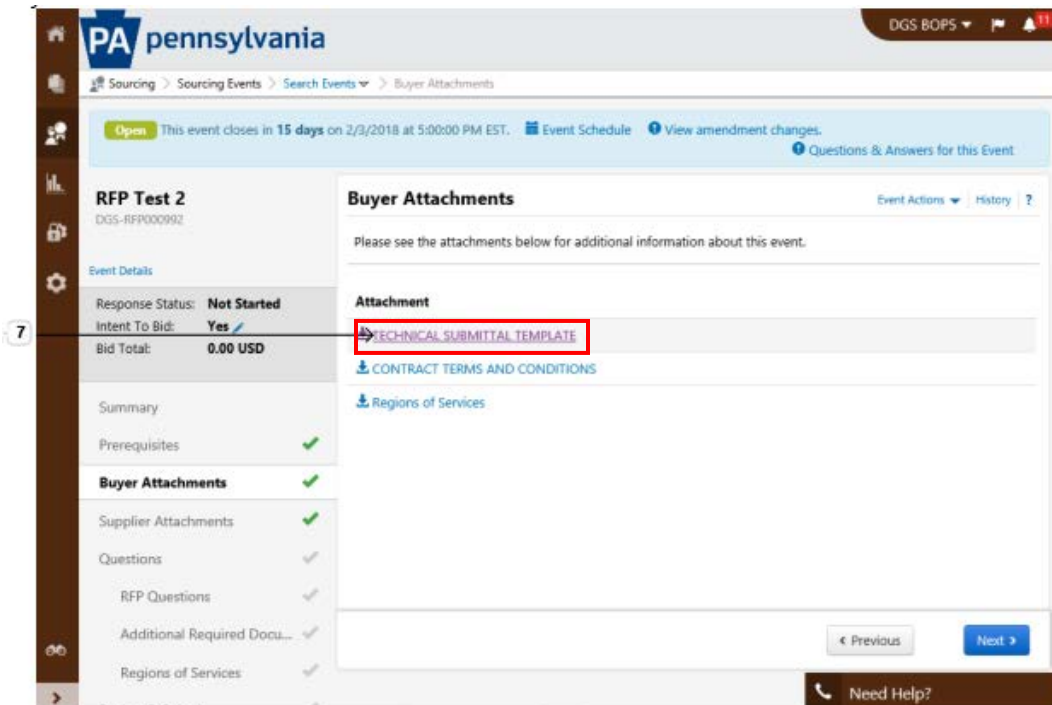
5. Select the "hyperlink title" to review the prerequisite(s).
  - a. Select the "Checkbox" by the statement to agree to the terms.



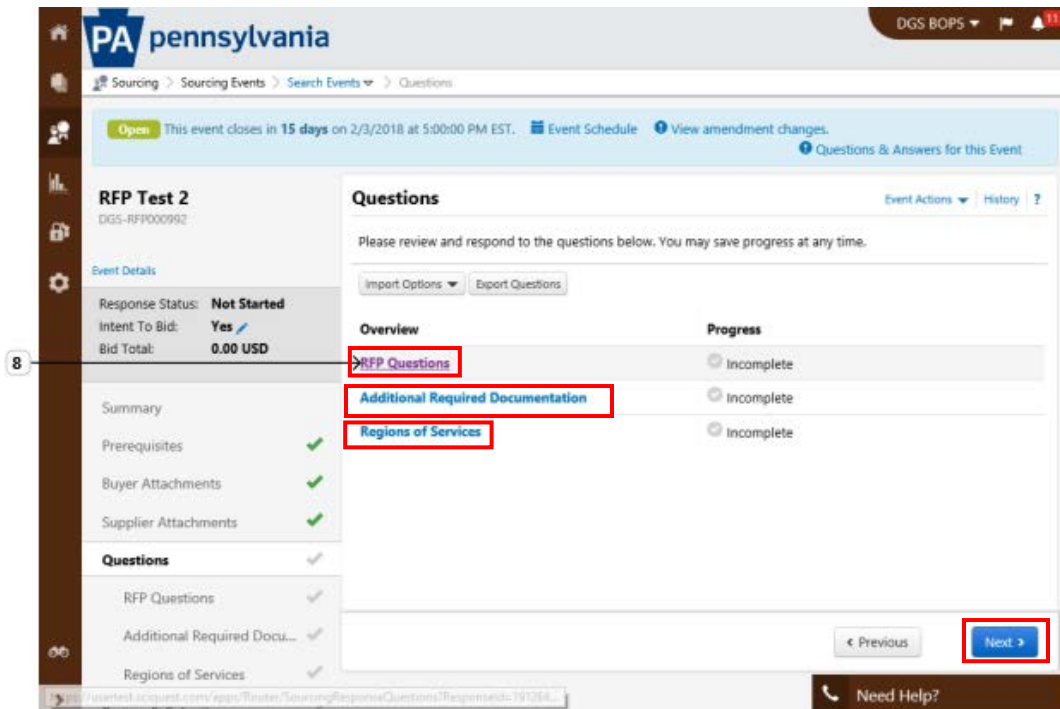
- You will need to select the “Next” button to proceed through the screens of the Event. **Note:** You must select the “Save Progress” button to save changes if you use the left pane to navigate through screens.



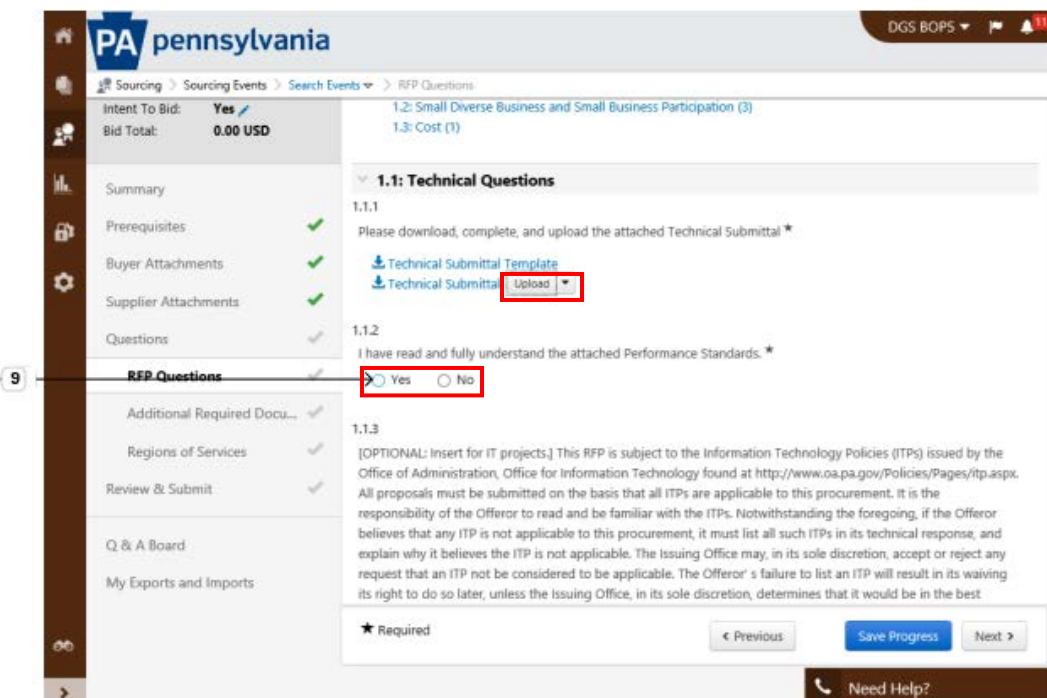
- In the Buyer Attachments section, there will be important documents for you to download and review. Select the “hyperlink title” for each to download the documents.



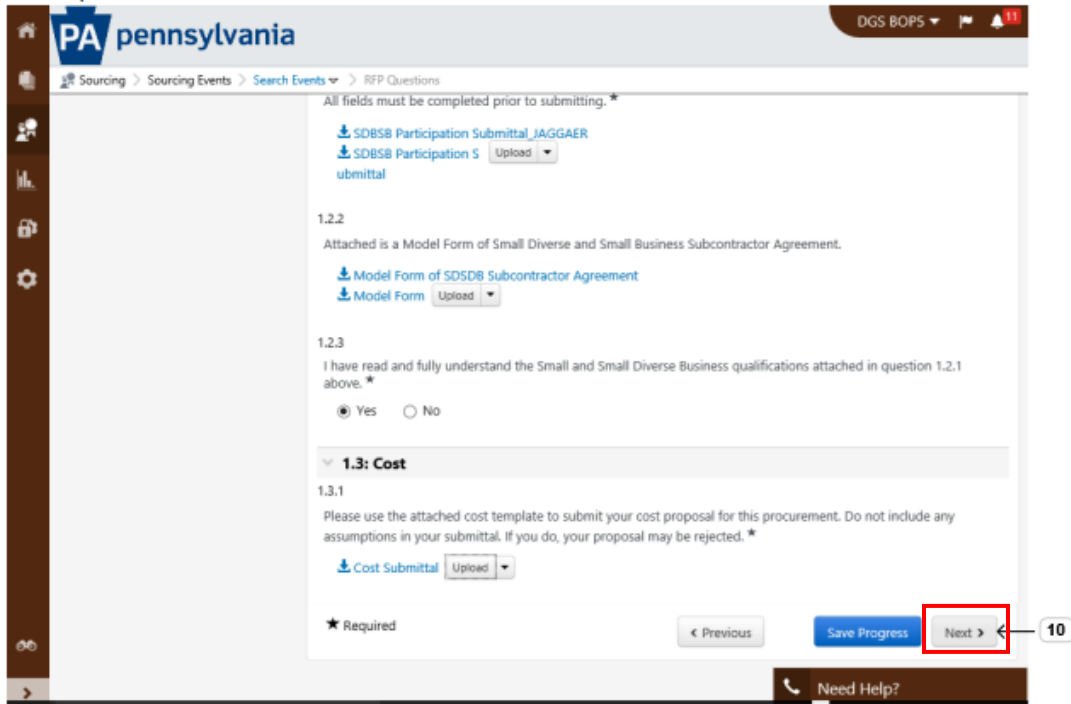
- In the Questions section, there are questions and required documentation that will need to be completed. Select the “hyperlink title” or “Next” button to view the content.



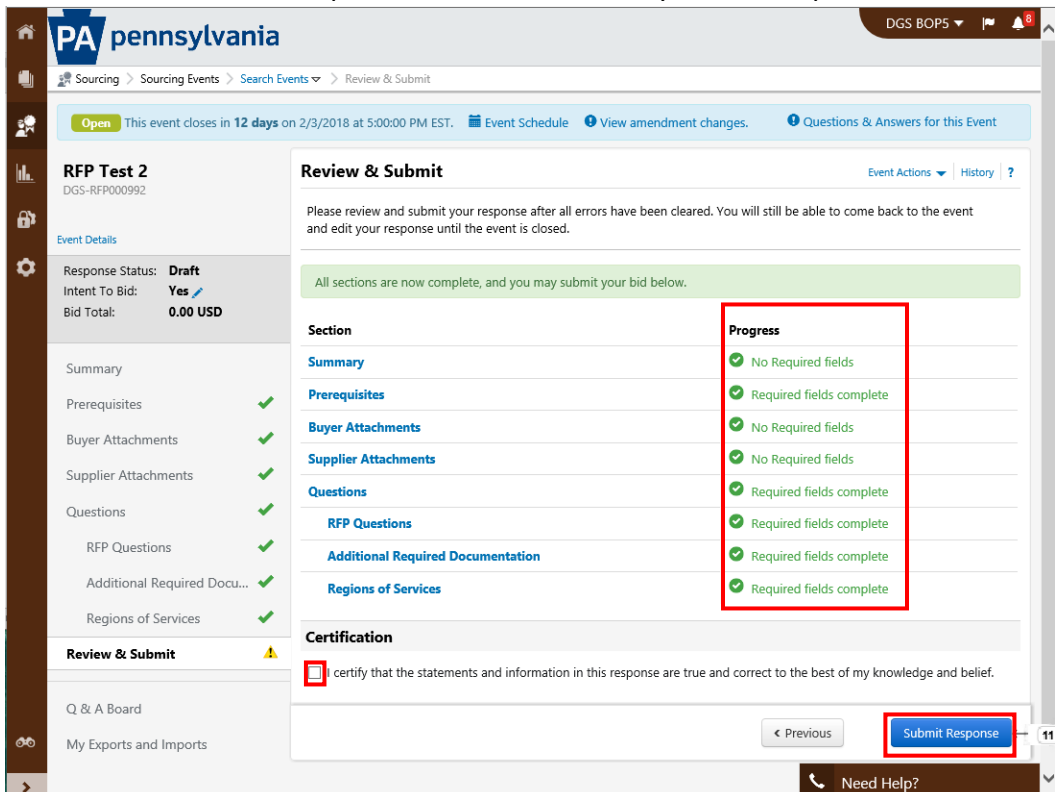
- You will need to complete all required (\*) questions in the Event. Question responses may be in the format of file uploads, text, or Yes/No.



10. Select the "Next" button when all required questions and documentation in the Event have been completed.



11. All sections of the Event **must** be completed to submit. Review the statement in the Certification section and select the "Checkbox".
  - a. Select the "Submit Response" button to submit your bid response.



12. A submission confirmation of your bid response will display with the Event summary.

The screenshot shows the PA Pennsylvania Sourcing Projects interface. The top navigation bar includes 'Home', 'Documents', 'Sourcing', 'Reporting', 'Administer', and 'Registration'. The main content area displays a 'Response Submitted' confirmation with a green background. Below this is an 'Event Summary' table with the following data:

Event Summary			
Event Title	RFP Test 2	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type	Request for Proposal	Event Open Date	12/26/2017 12:00 AM EST
Event Number	DGS-RFP000992	Event Close Date	2/3/2018 5:00 PM EST
Stage Title	Solicitation	Sealed Bid Open Date	2/3/2018 5:00 PM EST
Currency	USD	Question Submission Close Date	1/27/2018 5:00 PM EST
Payment Terms	-		
Sealed Bid	Yes		

**Note:** If an amendment has been made to an Event after your submitted response, you will have to resubmit your response before the Close Date. You will receive an email notification regarding the amended Event. You are responsible for reviewing the amended Event and resubmitting your bid response.

[End]