

## ITQ Supplier Registration Instructions

Thank you for showing interest in becoming an Invitation to Qualify (ITQ) supplier. Below are the steps in completing ITQ Registration Process. Before getting started, there are resources on our [Supplier Service Center](#) website that can assist with the process.

**Step 1: Apply for a six-digit Vendor Number.** Suppliers must apply for a six (6)-digit Commonwealth of PA Supplier Vendor Number. If you already have a vendor number, please proceed to Step 2. You will need your six (6) digit vendor number for Step 2. Note: You must use Microsoft Edge or a Non-Apple product device to complete the registration process.

### PLEASE NOTE

1. The Commonwealth of PA REQUIRES all suppliers to have an Employer Identification Number (EIN) issued by the IRS. If you do not have an EIN number, go to the IRS website <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein> . **Once you've obtained an EIN number, suppliers are must wait 7-10 business days to apply for a vendor number in the PA Supplier Portal.**
2. Reference the Office of Budget website [Vendor Registration \(pa.gov\)](#) to view instructions and tips for the registration process.



## Vendor Registration

To begin, select the option that best describes you or your organization. Only one registration is permitted.

### Foreign (Based outside the U.S.)


### Liquor Supplier to PA Liquor Control Board (PDF)

### Non-Procurement






Non-Procurement vendors **cannot** self-certify as a small, diverse business or place bids.



Choose Non-Procurement for the following descriptions: Borrower/Loan Recipient, Day Care, Fire Company, Grantee or Grant Recipient, Government Entities, Other Non-Procurement, Real Estate Leasing or Lessor, School District or Cyber School, Service Provider to Victim of Crime or Victim of Crime, Utility Provider.

For additional assistance, please refer to the [Non-Procurement Registration Guide](#) (PDF). Also available is a recorded version of the [Non-Procurement Registration Guide](#)  (14 minutes) with transcript (MP4).

### Procurement



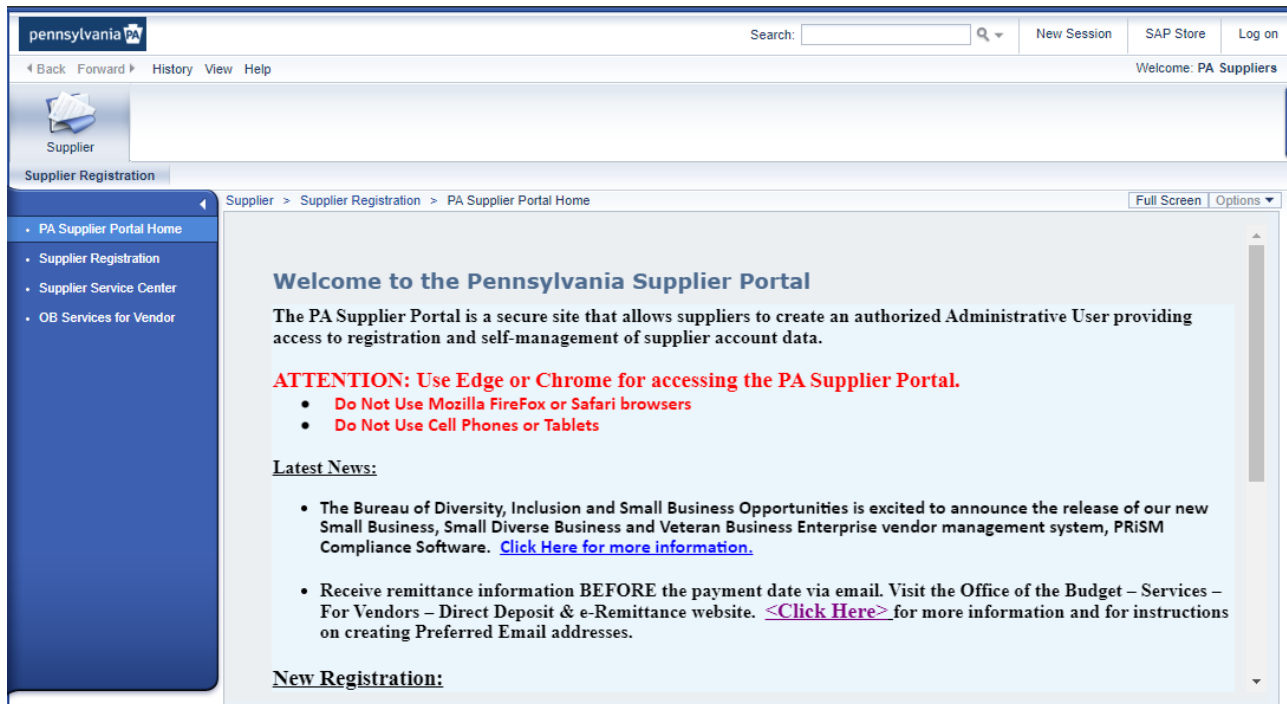
[Procurement Registration Guide](#) (PDF) - Tips and step-by-step instructions. 

[Recorded Procurement Registration Guide](#)  (14 minutes) (MP4) - Recorded tips and step-by-step instructions. 

Descriptions: Procurement, COSTARS, Bids, IFB, ITQ, R3-RFQ, RFA, RFGA, RFI, RFP, RFQUAL-P3, SFP, Small Diverse Business, Small Business, Woman-owned Business, Veteran-owned Business, Contracts, Auto ITQ, Construction, eMarketplace.

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3. You may [click here](#) to begin your registration for the **PA Supplier Portal**.



4. The Office of Budget makes payments via the Automated Clearing House (ACH) as of January 1, 2020, per standard Terms and Conditions. Therefore, suppliers are required to supply ACH information. For guidance and more information [click here](#).

If you have issues with completing the online registration, please contact 1.877.435.7363, choose option 1 – any technician that answers can assist you.

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**Step 2: Apply for a JAGGAER Account.** JAGGAER is the electronic application the Commonwealth uses for Invitation to Qualify (ITQs), Request for Quotes (RFQs), and Request for Proposals (RFPs). The Statement of Work (SOW) explains the scope of the service/material. [Click here](#) to view the current ITQs and related documents. For guidance on the JAGGAER registration, below is where you can find assistance on the [Supplier Service Center](#).

1. You may [click here](#) to begin your JAGGAER register. Upon completion, your registration will go in a “pending” status until its reviewed. Once your documents are reviewed and approved, a contract will be created.



The screenshot shows the Pennsylvania Supplier Management System registration page. At the top is the Pennsylvania state logo with the letters 'PA' in white on a blue shield, followed by the word 'pennsylvania' in a large, blue, lowercase sans-serif font. Below the logo, the text 'Welcome to the Commonwealth of Pennsylvania' is centered in a blue font. Underneath that, 'Supplier Management System' is also centered in blue. A bold black notice states: 'All Suppliers must adhere to the Commonwealth's COVID vaccination testing requirements which can be accessed [Here](#).' Below this, two instructions are provided: 'New Suppliers - If you are a new supplier, please enter your email address, click on the [Next](#) button, and follow the instructions to register.' and 'Existing Suppliers - Enter your login credentials and click to access your profile.' At the bottom, there is a registration form. It includes a label 'Enter your email to Login/Create Account' above a text input field. To the right of the input field is a language dropdown menu currently set to 'English' with a downward arrow. To the right of the input field and below the language menu is a blue button with the text 'Next' in white.

If you have issues with accessing the online registration, please contact 1.800.233.1121, choose option 2.