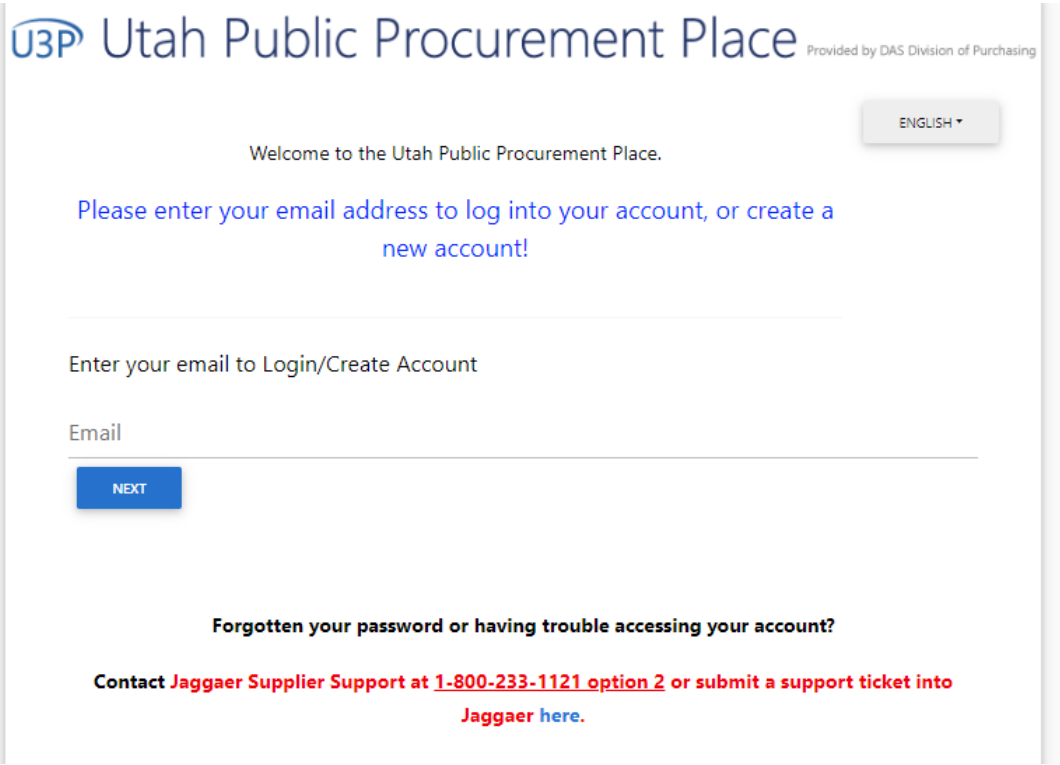
HOW TO SET UP A VENDOR ACCOUNT IN SCIQUEST/JAGGAER

ADDITIONAL INFORMATION

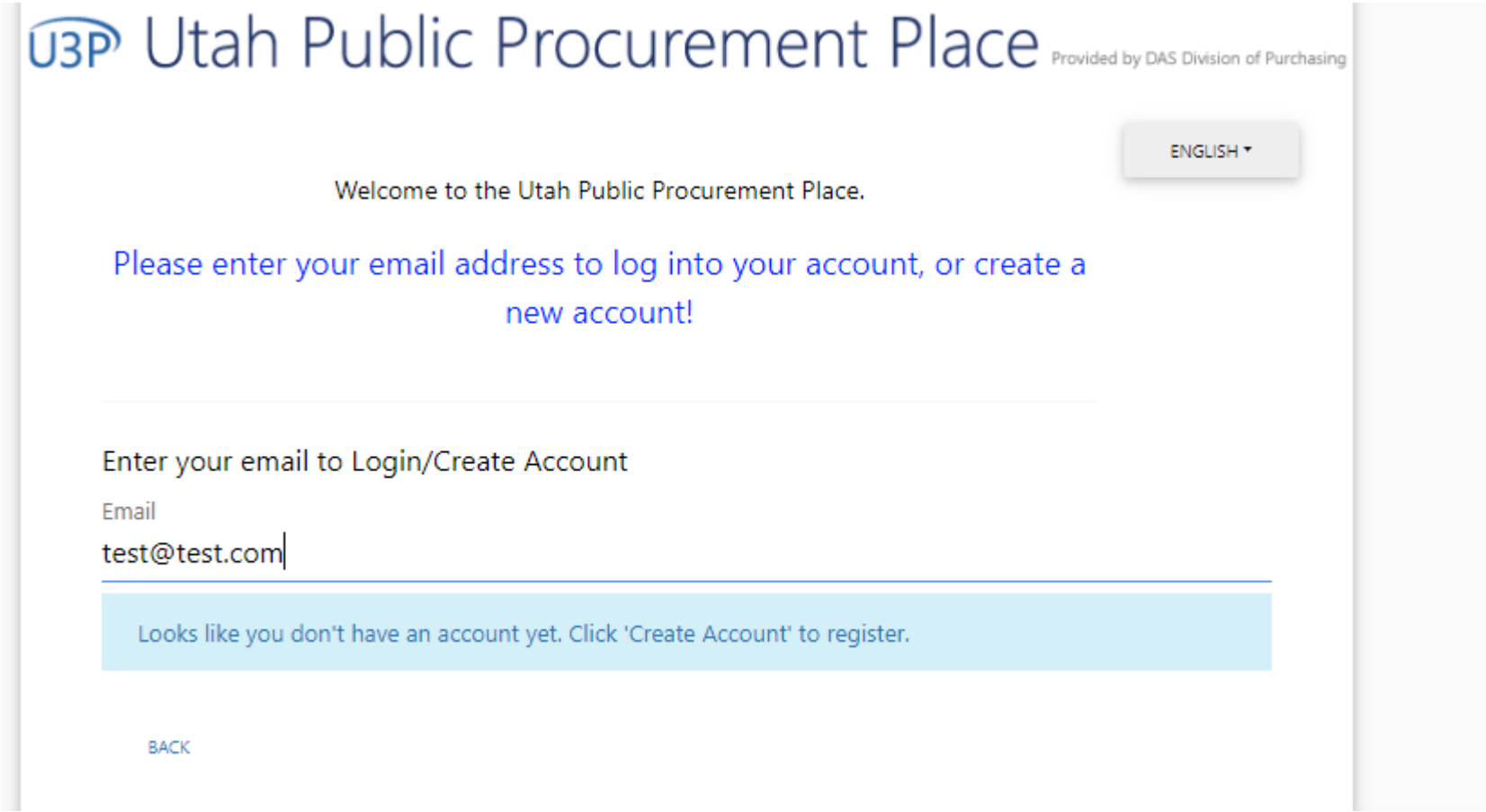
UPDATED 7/31/2019

Utah Division of Purchasing
and General Services

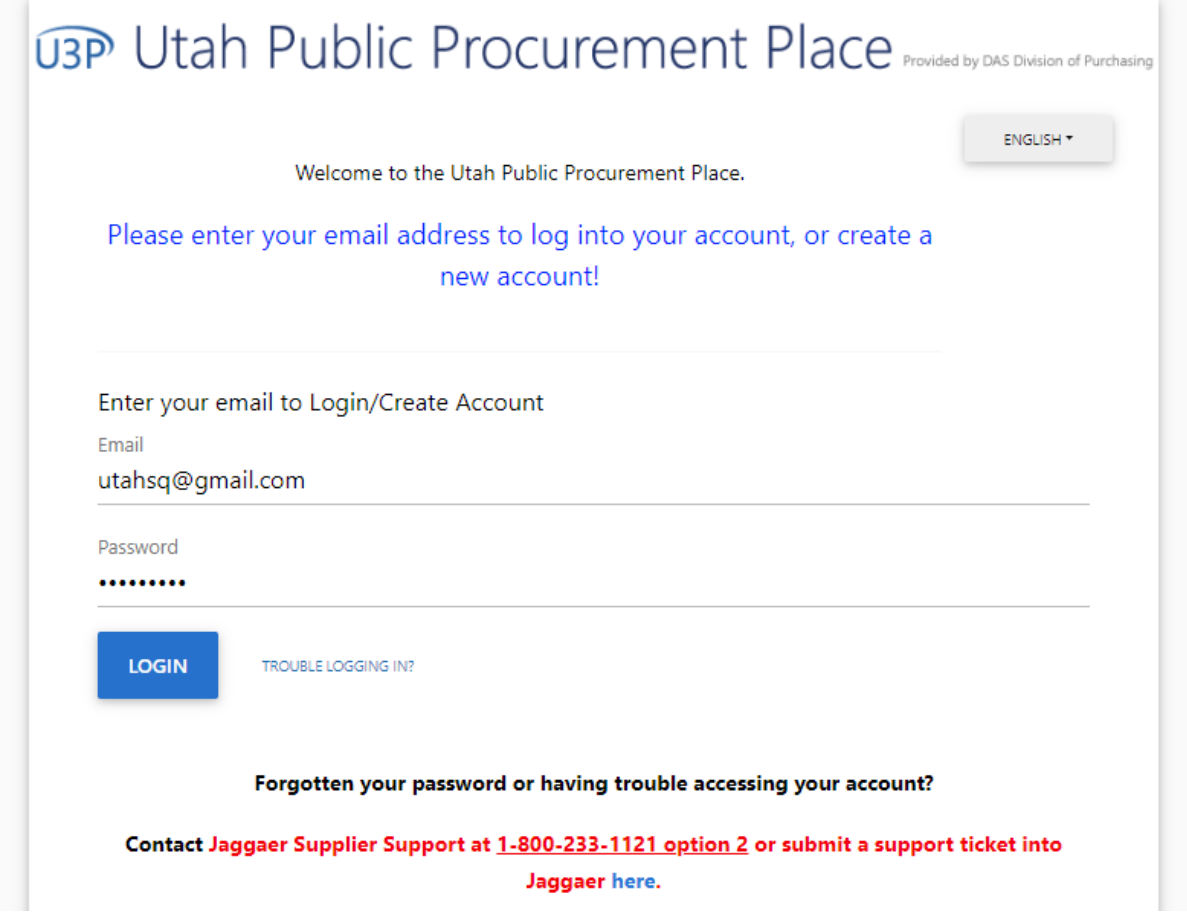
- From any browser except Internet Explorer, please go to this link below to access the Utah Public Procurement Place.
- https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah
- Enter your email and select "Next".



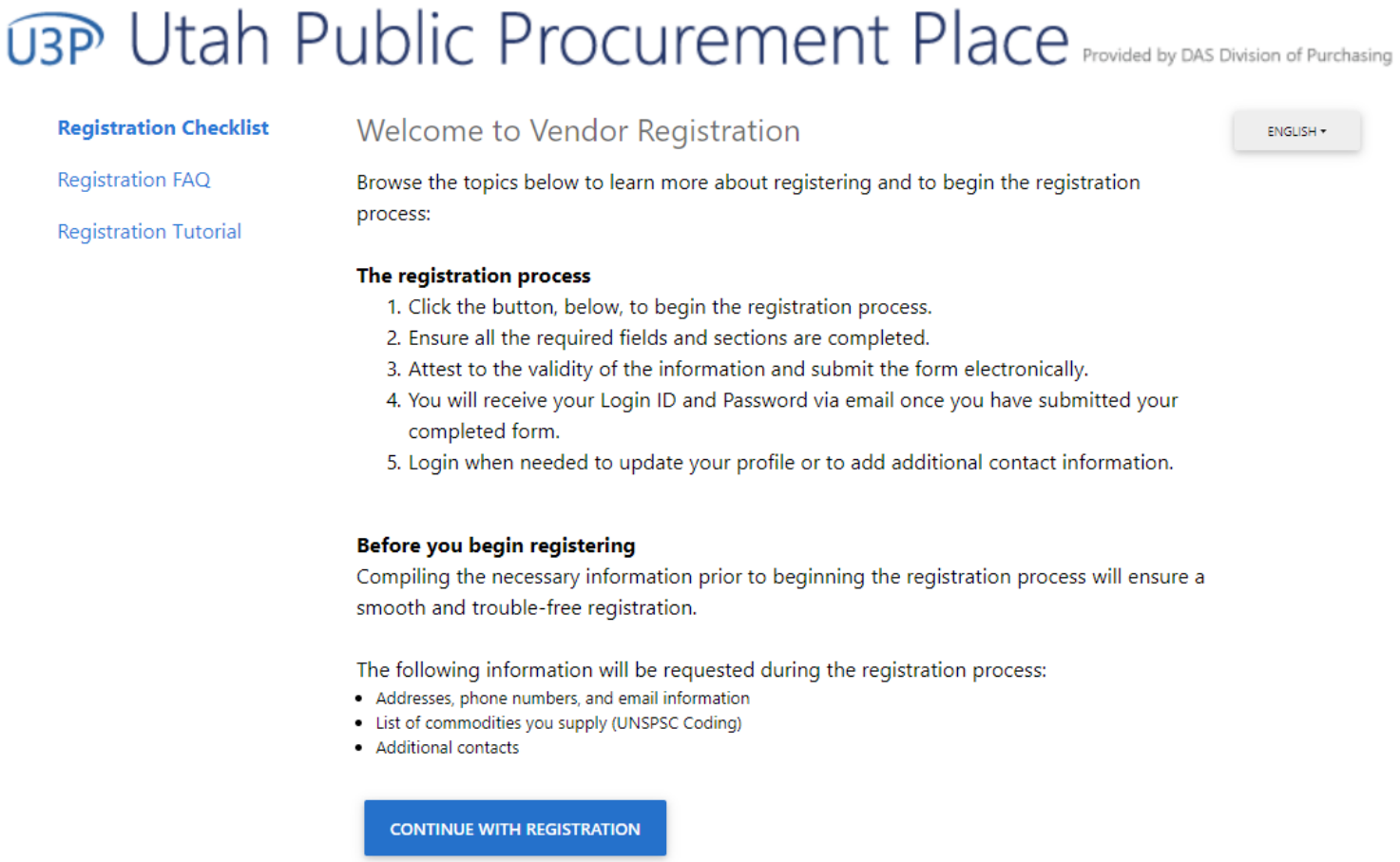
- If you have never had an account before, you will see the message in blue below.



- If you have an account, the login will prompt you to enter your password. If you do not know your password, please contact Jaggaer Supplier Support.



This page will appear and let you know what information you need prior to registering.



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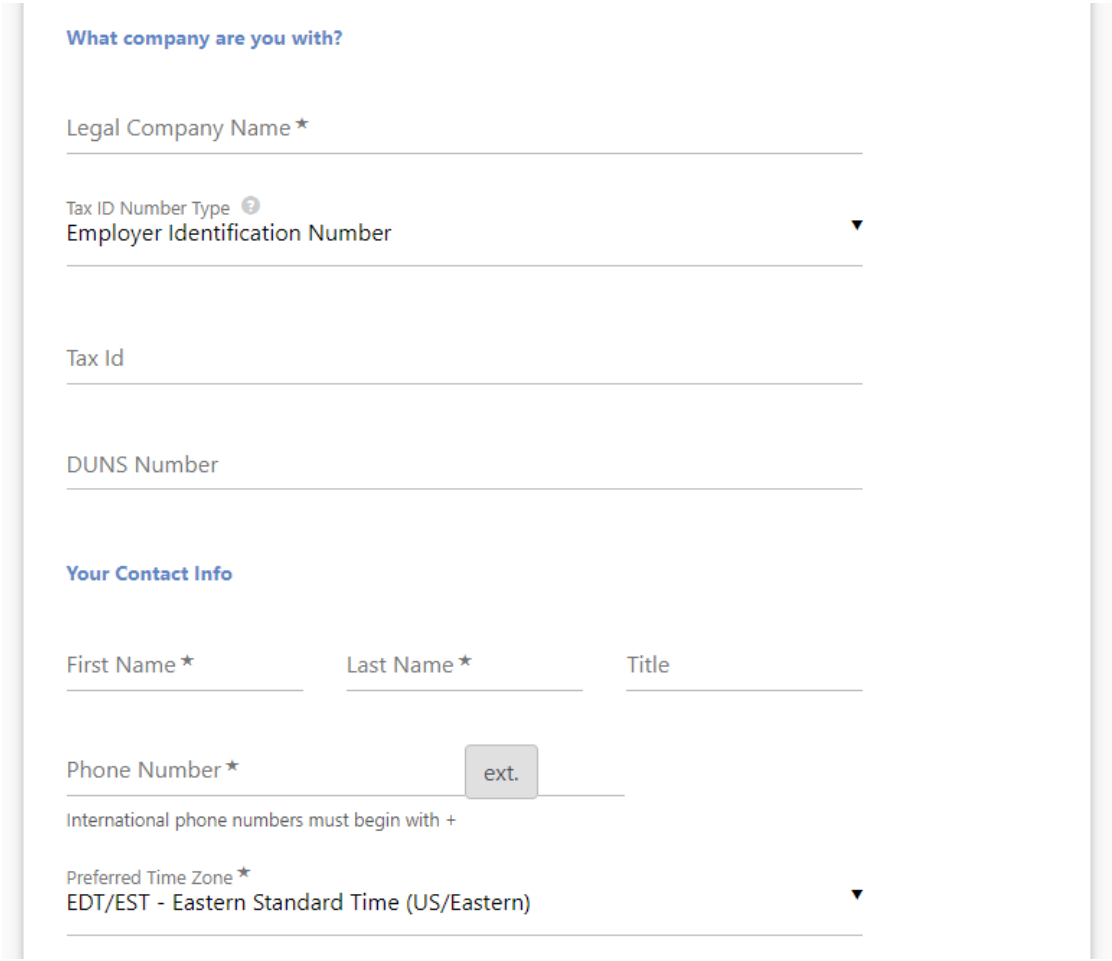
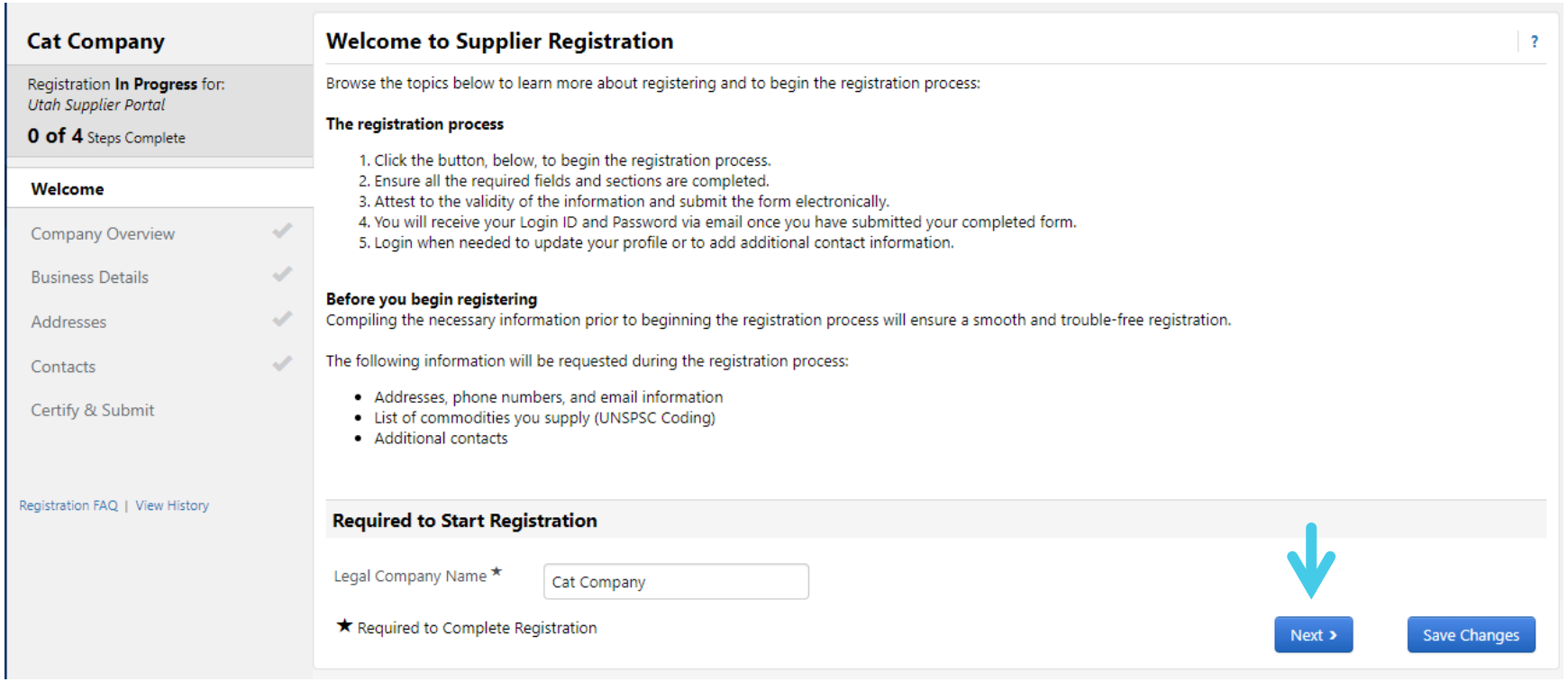
Complete the fields that are mandatory. Both the Tax Id and DUNS number are not mandatory fields.

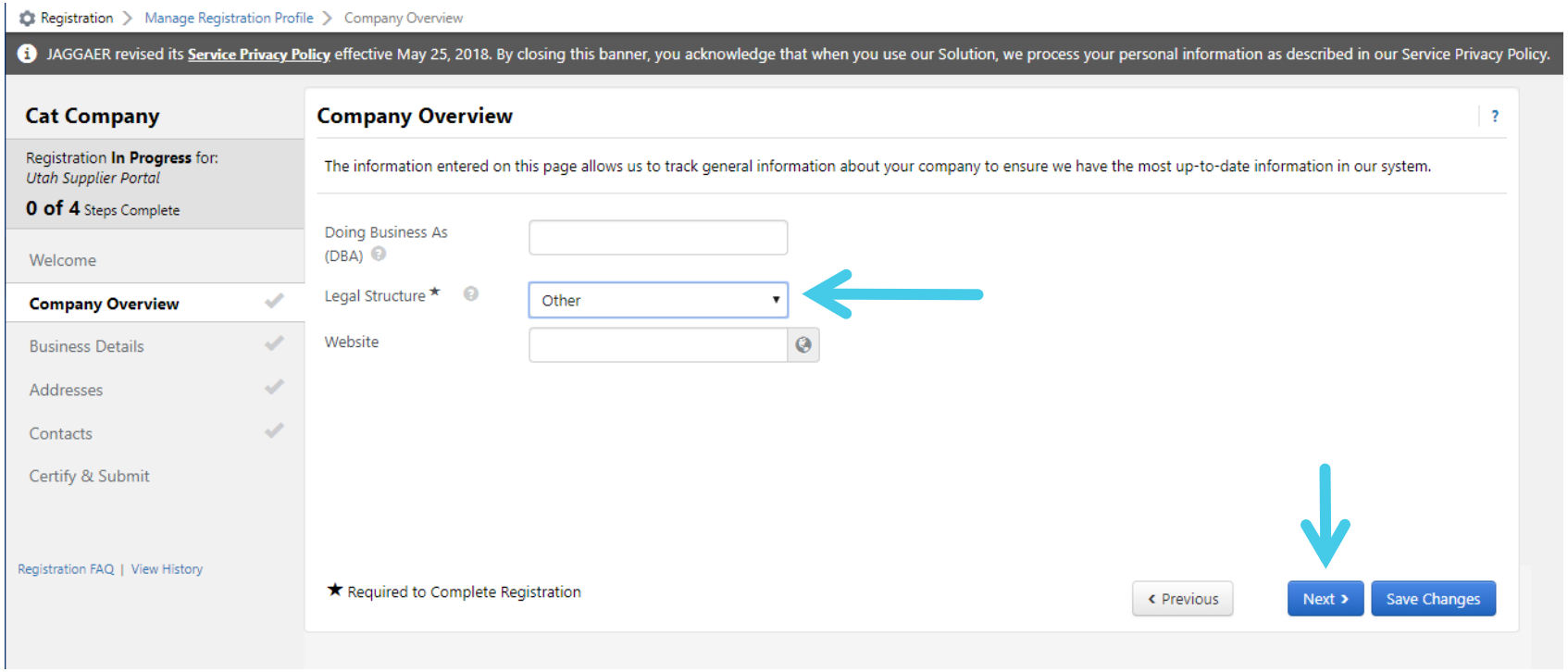


- If someone has already created an account for your company, the following screen will appear. Please contact your admin to create an account for you.
- If you are a separate location or division and need your own account, please contact the U3P Admin Team at sciquestadmin@Utah.gov.

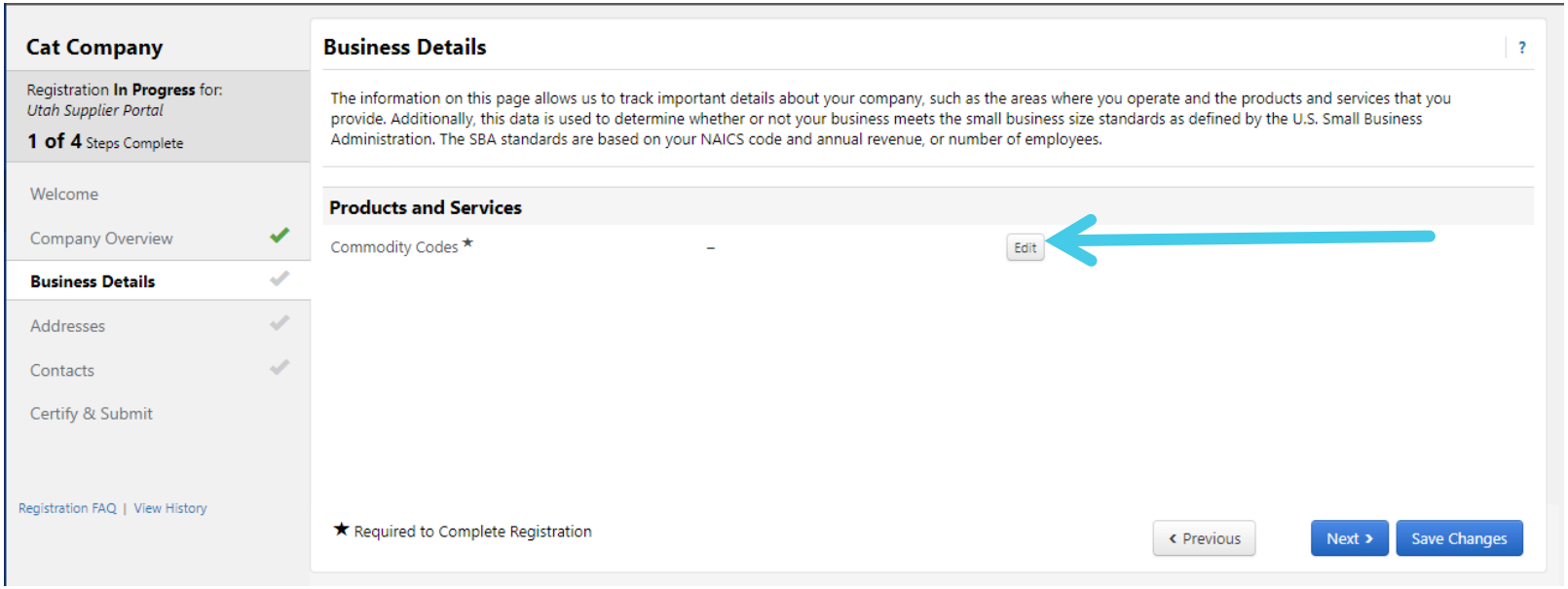
This screen will appear letting you know what information is required to complete the registration.



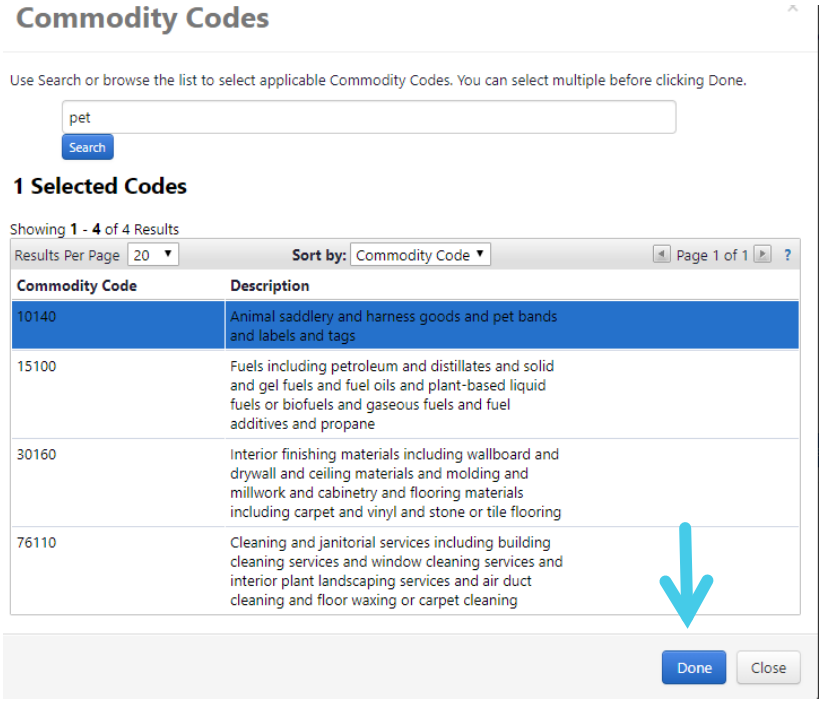
Enter any applicable DBA information, legal structure, and website. Then select "Next".

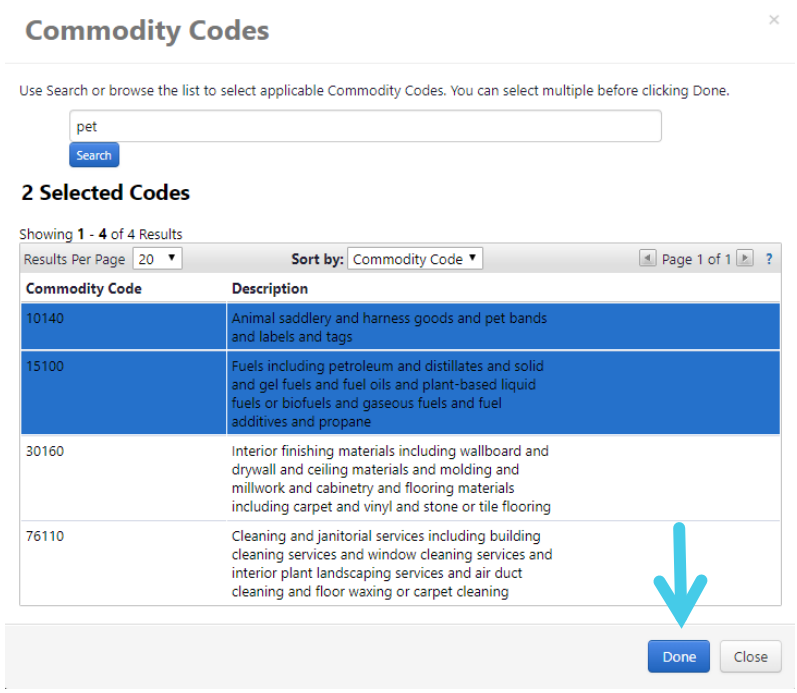


Select Commodity Codes for the services or items that your company provides.

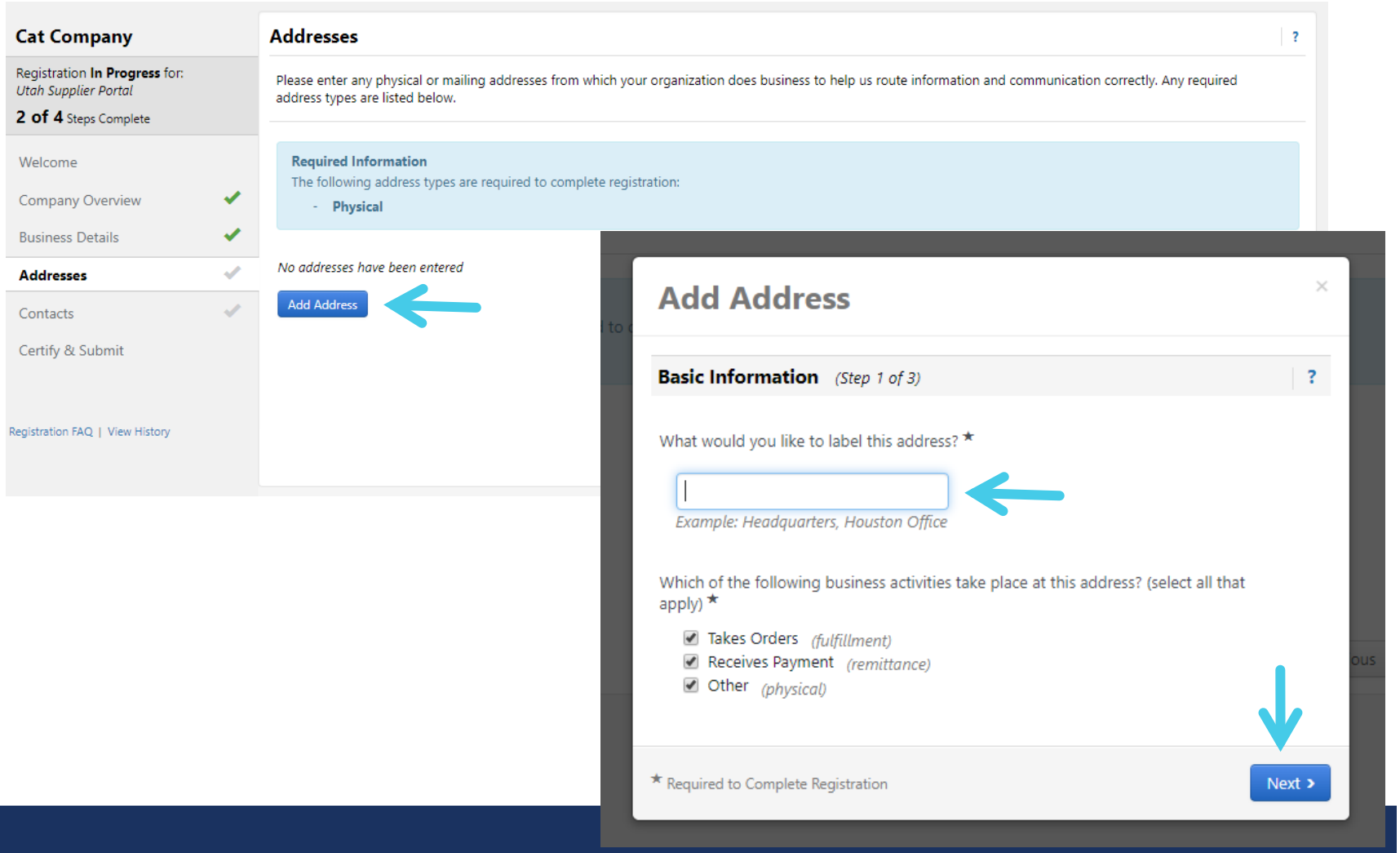


You can select multiple codes if you wish or just one and select “Done”.

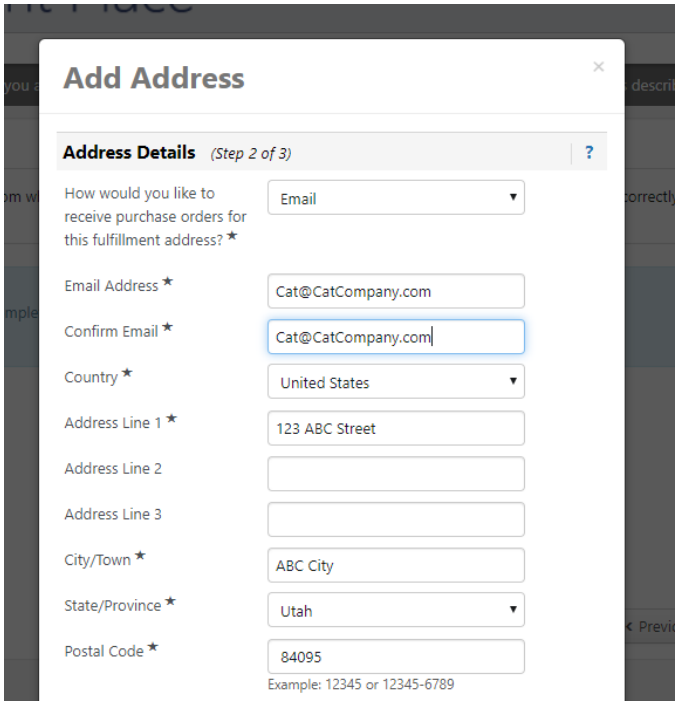


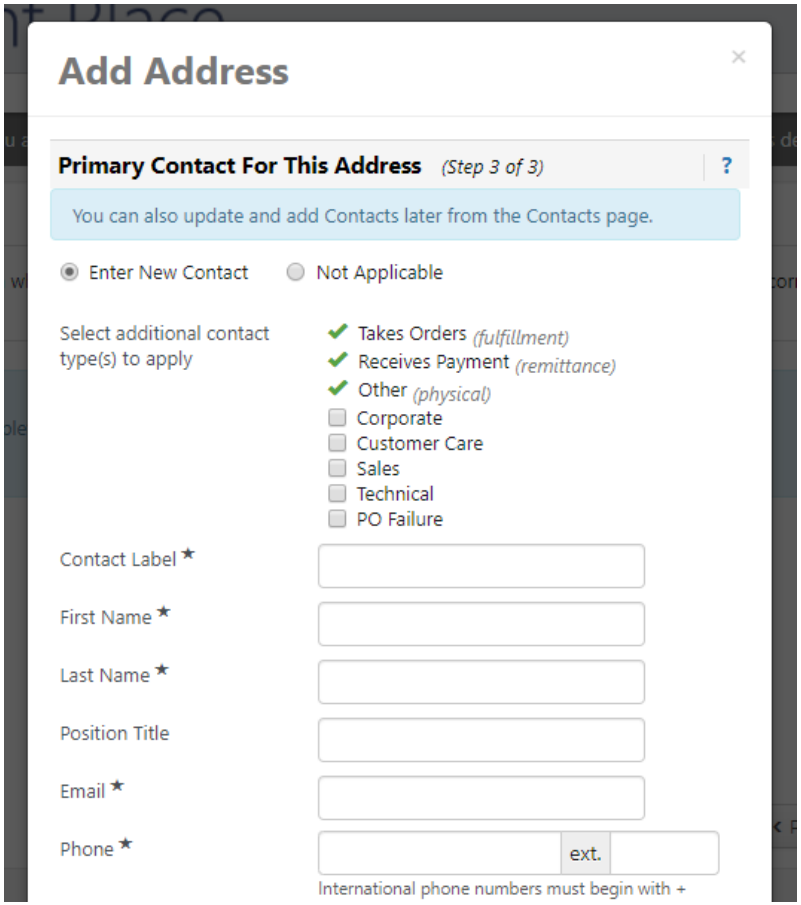


Enter Addresses for "Physical" and "Other" at a minimum.

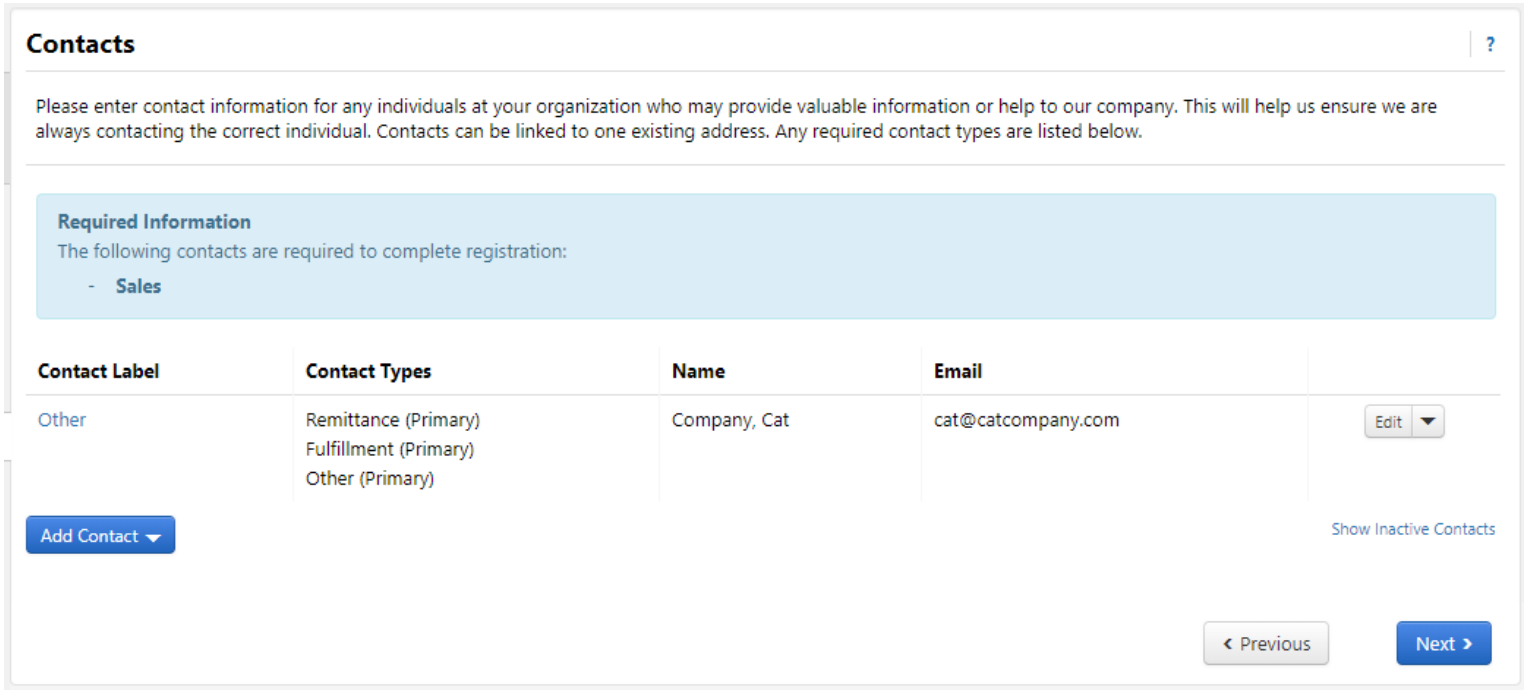


Enter all fields with a mandatory star and select “Next”. Then Enter a primary contact for this address.

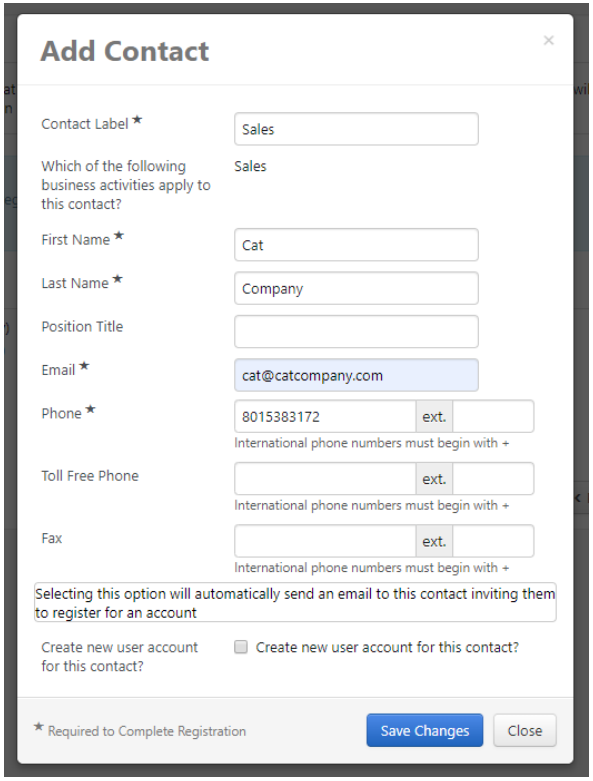




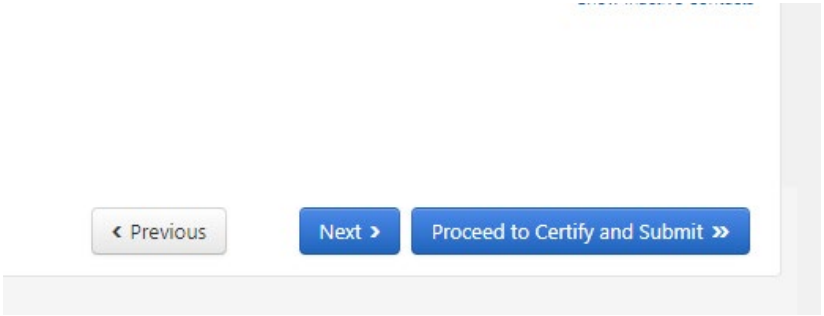
The following message will then appear to add a contact for "Sales". Select "Add Contact" and then "Sales".



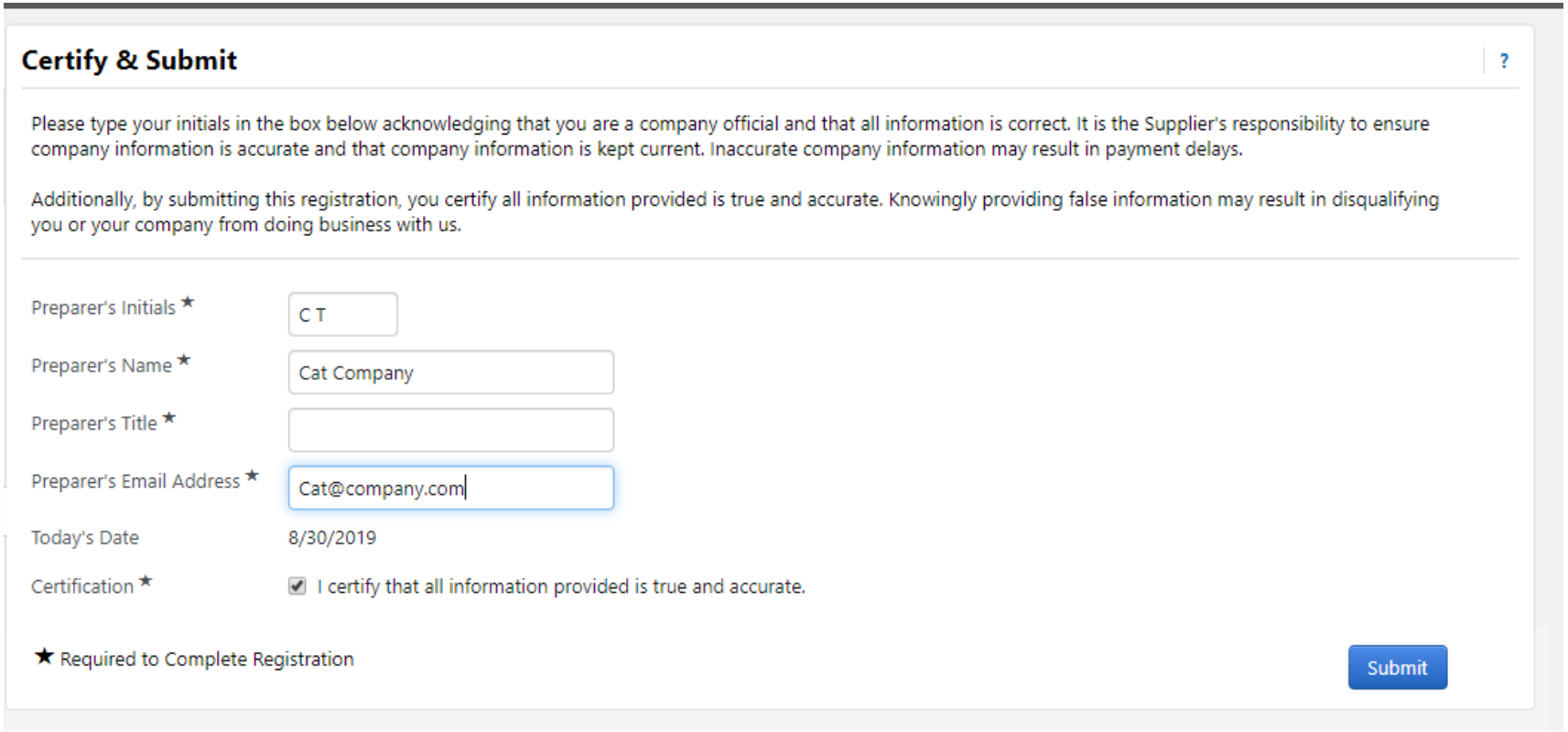
Enter “Sales” under Contact Label and provide the mandatory information and select “Save Changes”.



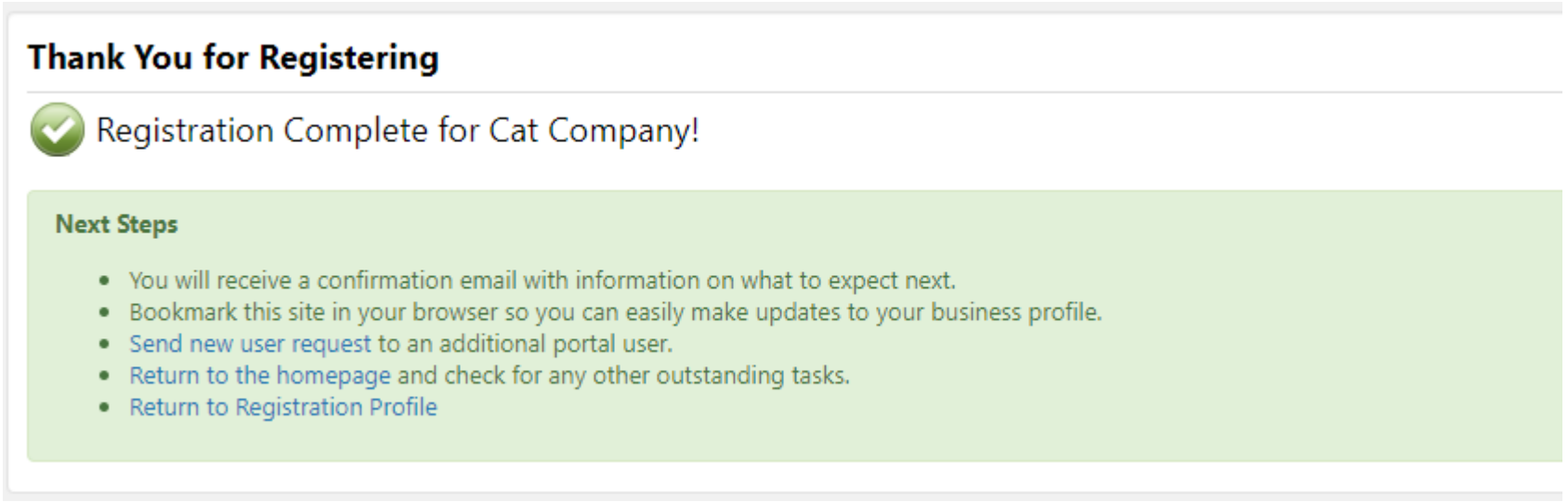
Both “Other” and “Sales” should now appear on the contacts. Then select “Next” or “Proceed to Certify and Submit”.



Then review the information on the page below and select "Submit".



This screen will now appear letting you know your registration was successful.



You will also receive an email letting you know your registration was successful. The email will include a link to your login page.

If you have any questions, please reach out to the U3P Admin Team at sciquestadmin@Utah.gov or contact Jaggaer Support directly at 1-800-233-1121 option 2.