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# 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”.



The screenshot shows the login page for the Utah Public Procurement Place. At the top left is the U3P logo, followed by the text "Utah Public Procurement Place" and "Provided by DAS Division of Purchasing". In the top right corner, there is a button labeled "ENGLISH" with a downward arrow. The main heading reads "Welcome to the Utah Public Procurement Place." Below this, a blue instruction says "Please enter your email address to log into your account, or create a new account!". A horizontal line separates this from the input field, which is labeled "Enter your email to Login/Create Account". Below the input field, there is a blue button labeled "NEXT". At the bottom, there is a link for "Forgotten your password or having trouble accessing your account?" and contact information for Jaggaer Supplier Support: "Contact Jaggaer Supplier Support at 1-800-233-1121 option 2 or submit a support ticket into Jaggaer here."

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

U3P Utah Public Procurement Place Provided by DAS Division of Purchasing

ENGLISH ▾

Welcome to the Utah Public Procurement Place.

Please enter your email address to log into your account, or create a new account!

Enter your email to Login/Create Account

Email  
test@test.com

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

BACK

- 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.

# U3P Utah Public Procurement Place Provided by DAS Division of Purchasing

[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

## Welcome to Vendor Registration

ENGLISH ▾

Browse the topics below to learn more about registering and to begin the registration process:

### The registration process

1. Click the button, below, to begin the registration process.
2. Ensure all the required fields and sections are completed.
3. Attest to the validity of the information and submit the form electronically.
4. You will receive your Login ID and Password via email once you have submitted your completed form.
5. Login when needed to update your profile or to add additional contact information.

### Before you begin registering

Compiling the necessary information prior to beginning the registration process will ensure a smooth and trouble-free registration.

The following information will be requested during the registration process:

- Addresses, phone numbers, and email information
- List of commodities you supply (UNSPSC Coding)
- Additional contacts

[CONTINUE WITH REGISTRATION](#)



Utah Division of Purchasing  
and General Services

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

**What company are you with?**

Legal Company Name \*

Tax ID Number Type ⓘ  
Employer Identification Number ▼

Tax Id

DUNS Number

**Your Contact Info**

First Name \*      Last Name \*      Title

Phone Number \*      ext.

International phone numbers must begin with +

Preferred Time Zone \*  
EDT/EST - Eastern Standard Time (US/Eastern) ▼

- 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](mailto:sciquestadmin@Utah.gov).



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

### Cat Company

Registration **In Progress** for:  
*Utah Supplier Portal*

**0 of 4** Steps Complete

#### Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Certify & Submit

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

## Welcome to Supplier Registration

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### Required to Start Registration

Legal Company Name ★

★ Required to Complete Registration

[Next >](#) [Save Changes](#)

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

Registration > Manage Registration Profile > Company Overview

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

### Cat Company

Registration **In Progress** for:  
*Utah Supplier Portal*

**0 of 4** Steps Complete

Welcome

- Company Overview** ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Certify & Submit

Registration FAQ | View History

### Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA)

Legal Structure ★  

Website

★ Required to Complete Registration

[< Previous](#) [Next >](#) [Save Changes](#)



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

**Cat Company**

Registration **In Progress** for:  
*Utah Supplier Portal*

**1 of 4** Steps Complete

Welcome

Company Overview ✓

**Business Details** ✓

Addresses ✓

Contacts ✓

Certify & Submit

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. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

#### Products and Services

Commodity Codes ★	-	<a href="#">Edit</a>
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★ Required to Complete Registration

[< Previous](#) [Next >](#) [Save Changes](#)

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

### Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

  
  
**1 Selected Codes**  
Showing 1 - 4 of 4 Results  
Results Per Page 20 Sort by: Commodity Code Page 1 of 1 ?

Commodity Code	Description
10140	Animal saddlery and harness goods and pet bands and labels and tags
15100	Fuels including petroleum and distillates and solid and gel fuels and fuel oils and plant-based liquid fuels or biofuels and gaseous fuels and fuel additives and propane
30160	Interior finishing materials including wallboard and drywall and ceiling materials and molding and millwork and cabinetry and flooring materials including carpet and vinyl and stone or tile flooring
76110	Cleaning and janitorial services including building cleaning services and window cleaning services and interior plant landscaping services and air duct cleaning and floor waxing or carpet cleaning

### Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

  
  
**2 Selected Codes**  
Showing 1 - 4 of 4 Results  
Results Per Page 20 Sort by: Commodity Code Page 1 of 1 ?

Commodity Code	Description
10140	Animal saddlery and harness goods and pet bands and labels and tags
15100	Fuels including petroleum and distillates and solid and gel fuels and fuel oils and plant-based liquid fuels or biofuels and gaseous fuels and fuel additives and propane
30160	Interior finishing materials including wallboard and drywall and ceiling materials and molding and millwork and cabinetry and flooring materials including carpet and vinyl and stone or tile flooring
76110	Cleaning and janitorial services including building cleaning services and window cleaning services and interior plant landscaping services and air duct cleaning and floor waxing or carpet cleaning

# Enter Addresses for “Physical” and “Other” at a minimum.

The image shows a two-part interface. On the left is a sidebar for 'Cat Company' registration, with 'Addresses' highlighted. On the right is the main 'Addresses' page, which includes a 'Required Information' box listing 'Physical' as a mandatory address type. Below this, a message states 'No addresses have been entered' and an 'Add Address' button is highlighted with a red arrow. A modal window titled 'Add Address' is overlaid on the right, showing a form with three steps. The first step, 'Basic Information', asks for a label for the address (with an example: 'Headquarters, Houston Office') and which business activities occur there. The activities listed are 'Takes Orders (fulfillment)', 'Receives Payment (remittance)', and 'Other (physical)', all of which are checked. A 'Next >' button is at the bottom right of the modal, also highlighted with a red arrow.

**Cat Company**

Registration **In Progress** for:  
*Utah Supplier Portal*

**2 of 4** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

**Addresses** ✓

Contacts ✓

Certify & Submit

Registration FAQ | View History

**Addresses** ?

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

**Required Information**

The following address types are required to complete registration:

- **Physical**

No addresses have been entered

[Add Address](#)

**Add Address** ×

**Basic Information** (Step 1 of 3) ?

What would you like to label this address? \*

*Example: Headquarters, Houston Office*

Which of the following business activities take place at this address? (select all that apply) \*

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

\* Required to Complete Registration

[Next >](#)

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

**Add Address**

**Address Details** (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address? \*

Email Address \*

Confirm Email \*

Country \*

Address Line 1 \*

Address Line 2

Address Line 3

City/Town \*

State/Province \*

Postal Code \*

Example: 12345 or 12345-6789

**Add Address**

**Primary Contact For This Address** (Step 3 of 3)

You can also update and add Contacts later from the Contacts page.

Enter New Contact  Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)
- Corporate
- Customer Care
- Sales
- Technical
- PO Failure

Contact Label \*

First Name \*

Last Name \*

Position Title

Email \*

Phone \*

International phone numbers must begin with +

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

### Contacts ?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

**Required Information**  
The following contacts are required to complete registration:

- Sales

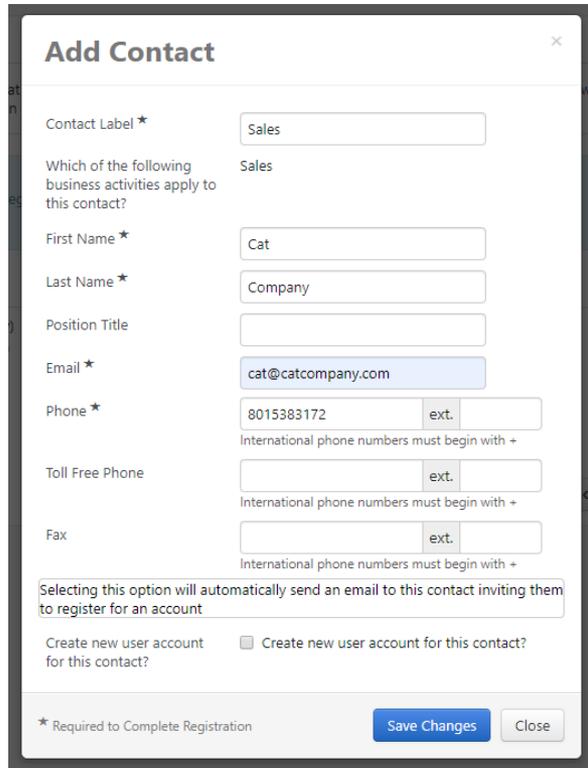
Contact Label	Contact Types	Name	Email	
Other	Remittance (Primary) Fulfillment (Primary) Other (Primary)	Company, Cat	cat@catcompany.com	Edit ▼

[Add Contact ▼](#)

[Show Inactive Contacts](#)

[< Previous](#) [Next >](#)

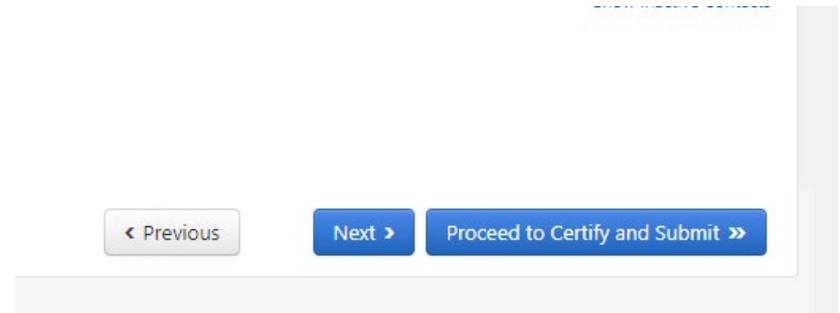
Enter “Sales” under Contact Label and provide the mandatory information and select “Save Changes”.



The screenshot shows a web form titled "Add Contact" with a close button (X) in the top right corner. The form contains the following fields and options:

- Contact Label \***: Text input field containing "Sales".
- Which of the following business activities apply to this contact?**: Text input field containing "Sales".
- First Name \***: Text input field containing "Cat".
- Last Name \***: Text input field containing "Company".
- Position Title**: Empty text input field.
- Email \***: Text input field containing "cat@catcompany.com".
- Phone \***: Text input field containing "8015383172" and a small "ext." field.
- Toll Free Phone**: Text input field and a small "ext." field. Below the field is the text "International phone numbers must begin with +".
- Fax**: Text input field and a small "ext." field. Below the field is the text "International phone numbers must begin with +".
- Account Creation**: A text box containing "Selecting this option will automatically send an email to this contact inviting them to register for an account". Below it is a checkbox labeled "Create new user account for this contact?" which is currently unchecked.
- Footer**: A note "\* Required to Complete Registration" and two buttons: "Save Changes" and "Close".

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”.

**Certify & Submit** ?

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

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Preparer's Initials ★

Preparer's Name ★

Preparer's Title ★

Preparer's Email Address ★

Today's Date 8/30/2019

Certification ★  I certify that all information provided is true and accurate.

★ Required to Complete Registration

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

## Thank You for Registering

 Registration Complete for Cat Company!

### Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Send new user request](#) to an additional portal user.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration Profile](#)

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](mailto:sciquestadmin@Utah.gov) or contact Jaggaer Support directly at 1-800-233-1121 option 2.