VENDOR REGISTRATION GUIDE
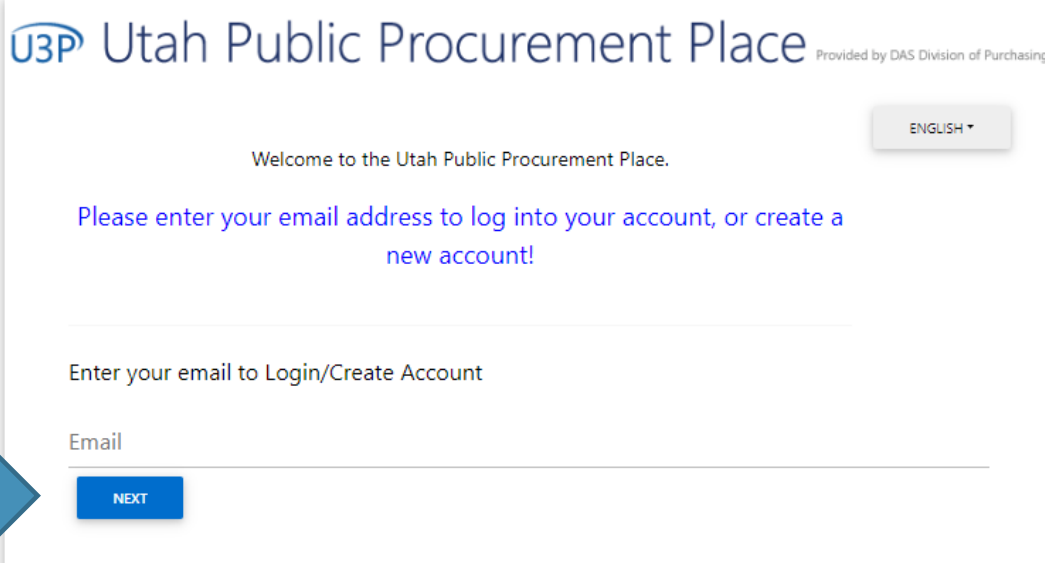
UPDATED 08/22/2019
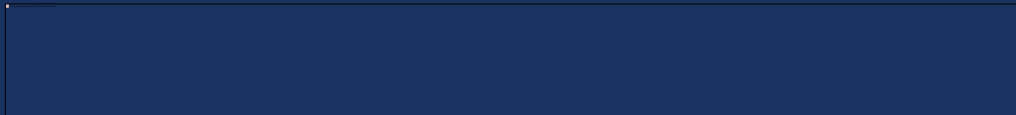
STEP 1: GO TO THE U3P LOGIN PAGE AT THE FOLLOWING URL:

https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah

STEP 2: ENTER YOUR EMAIL ADDRESS AND CLICK "NEXT."

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

NEXT

STEP 3: CLICK THE "CREATE ACCOUNT" BUTTON AT THE BOTTOM OF THE SCREEN
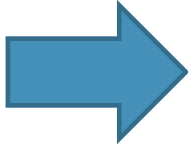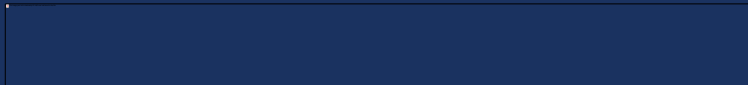
Enter your email to Login/Create Account

Email

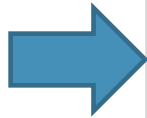Looks like you don't have an account yet. Click 'Create Account' to register.

BACK

Forgotten your password or having trouble accessing your account?

Contact Jaggaer Supplier Support at 1-800-233-1121 option 2 or submit a support ticket into Jaggaer here.

CREATE ACCOUNT

STEP 4: REVIEW REGISTRATION CHECKLIST AND ADDITIONAL REGISTRATION RESOURCES, THEN "CONTINUE WITH REGISTRATION

STEP 5: COMPLETE ALL FIELDS WITH A STAR NEXT TO THE FIELD NAME – ADDITIONAL FIELDS ARE OPTIONAL
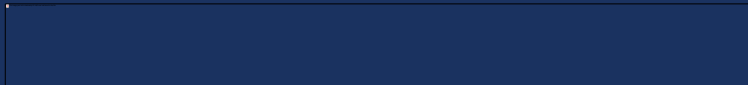
What company are you with?

Legal Company Name *

Tax ID Number Type
Employer Identification Number ▼

Tax Id

DUNS Number

STEP 5: COMPLETE ALL FIELDS WITH A STAR NEXT TO THE FIELD NAME – ADDITIONAL FIELDS ARE OPTIONAL – CONTINUED
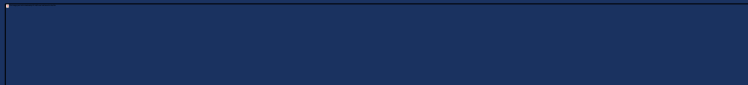
Your Contact Info

First Name ★   Last Name ★   Title

Phone Number ★   ext.

International phone numbers must begin with +

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

STEP 5: COMPLETE ALL FIELDS WITH A STAR NEXT TO THE FIELD NAME – ADDITIONAL FIELDS ARE OPTIONAL – CONTINUED
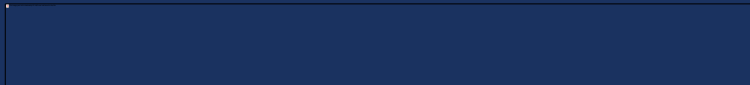
Your Login

Email ★

Confirm Email ★

Password ★

Re-Enter Password ★

Account Recovery Question ★
What was the name of your elementary school?

Answer ★

Confirm Answer ★

Select the Security Check shown below.

I'm not a robot
reCAPTCHA
Privacy - Terms
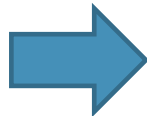
CREATE ACCOUNT

STEP 6: WATCH FOR A SYSTEM EMAIL WITH "VENDOR REGISTRATION FOR UTAH SUPPLIER PORTAL" AS THE TITLE. SELECT "COMPLETE REGISTRATION NOW."

Thank you for starting the registration process with Utah Supplier Portal. Please click the "Complete Registration Now" link below to continue your registration process.
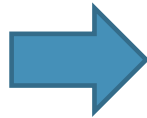
Complete Registration Now

Please remember, your vendor profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your profile is submitted completely, you will receive a confirmation email that your company was successfully registered.

STEP 7: ONCE YOUR EMAIL ADDRESS IS VALIDATED, HIT SUBMIT

STEP 8: FOLLOW THE REGISTRATION WIZARD TO COMPLETE YOUR PROFILE INFORMATION.
WHEN ALL THE GREY CHECKMARKS TURN GREEN, YOUR PROFILE IS COMPLETE

STEP 9: CLICK "HOME" TO GO BACK TO THE HOME PAGE

YOUR REGISTRATION WITH THE STATE OF UTAH IS COMPLETE!

Click here to see current solicitations!
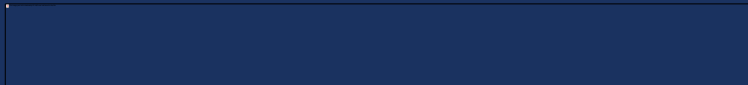
OPTIONAL STEPS IN REGISTRATION

CHANGING YOUR TIME ZONE

MAKING YOUR VENDOR PROFILE PUBLIC

ADDING A NAICS CODE

VENDOR REGISTRATION

- Review your vendor profile

    - Go to the top right corner and click on your company name

        - Select "Return to JAGGAER Supplier Network"

tion, we process you

Return to JAGGAER Supplier Network

Logout

?
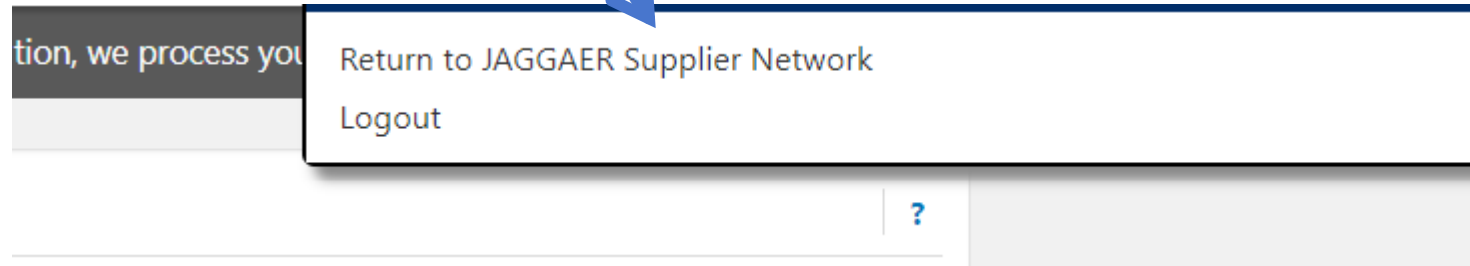
VENDOR REGISTRATION

- Your screen will look something like this:

VENDOR REGISTRATION: TIME ZONE

- Go to the top right corner and click on your company name.
    - Select "View My Profile

- Click on "Language, Time Zone and Display Settings
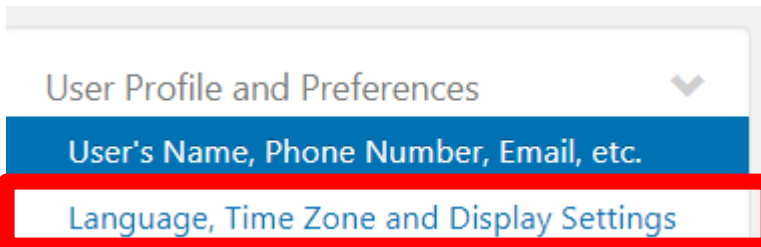
VENDOR REGISTRATION: TIME ZONE

- Find the "Time Zone" and click in the drop down box

  - The System defaults all registrations to Eastern Time.

  - Select the Time Zone you would like ALL sourcing event times to show in.

  - The State of Utah is **MDT/MST MOUNTAIN STANDARD TIME**

Click "Save Changes"

VENDOR REGISTRATION: PUBLIC PROFILE

- Click on the House icon in the top left to return to your main profile page.
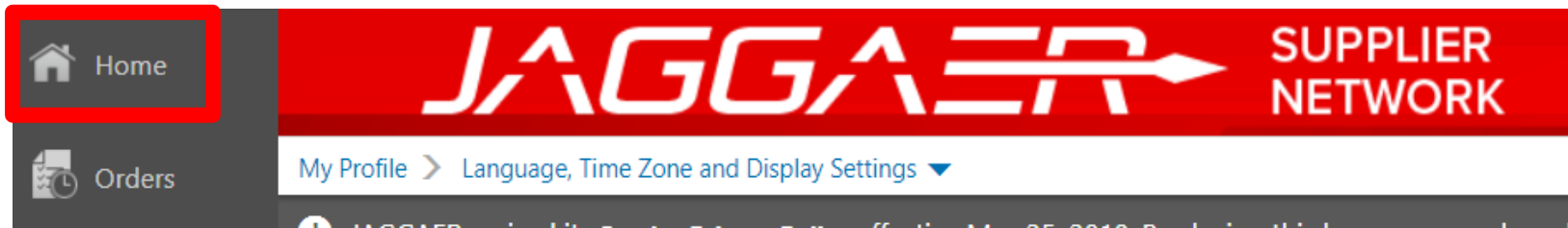
- Click on "View Your Company's Network Profile"
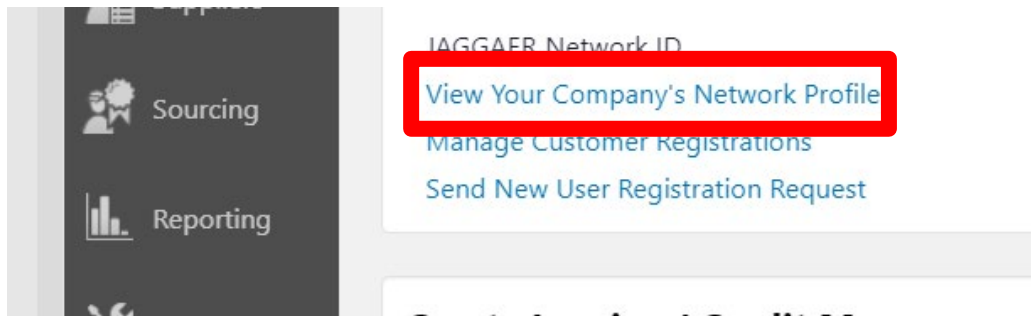
VENDOR REGISTRATION: PUBLIC PROFILE

- Click on "Manage Profile Visibility"

VENDOR REGISTRATION: PUBLIC PROFILE

- Make sure the box beside "Publish my company profile in the SciQuest Supplier Network Directory" is checked.

General History

Supplier Profile

Enable SciQuest buying organizations to view your company profile information when searching for suppliers within the SciQuest application by selecting this option. If you DO NOT want

☑ Publish my company profile in the SciQuest Supplier Network Directory

Save

VENDOR REGISTRATION: NAICS CODES

- Click on the House icon in the top left to return to your main profile page.
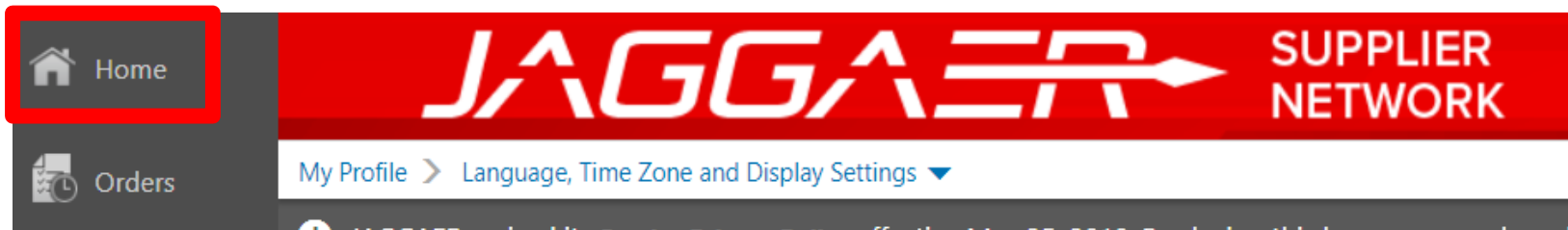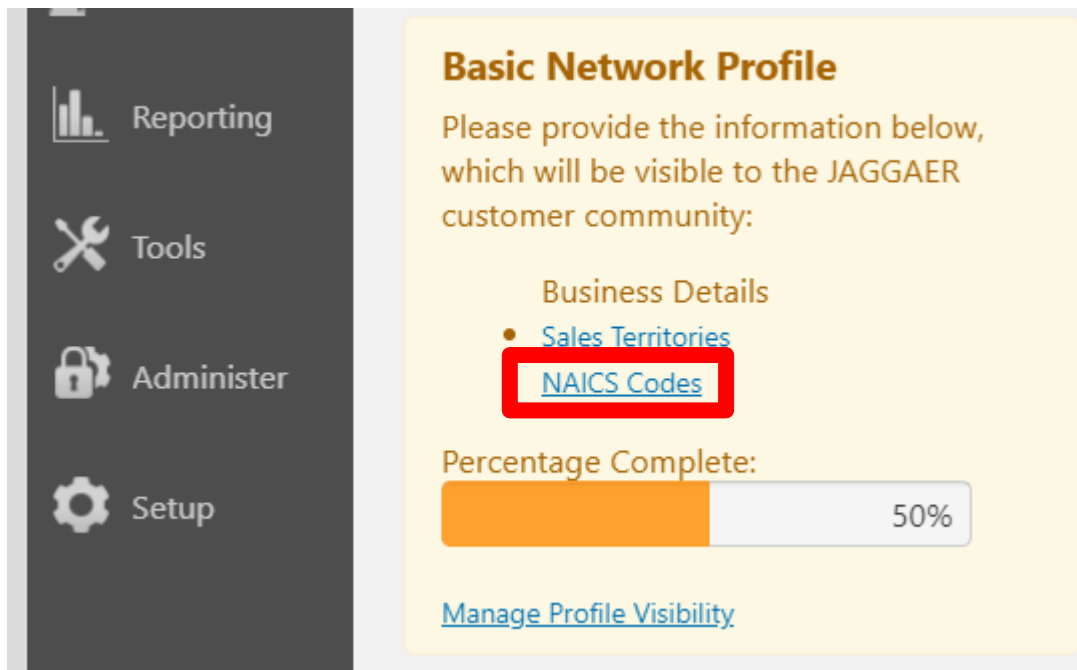
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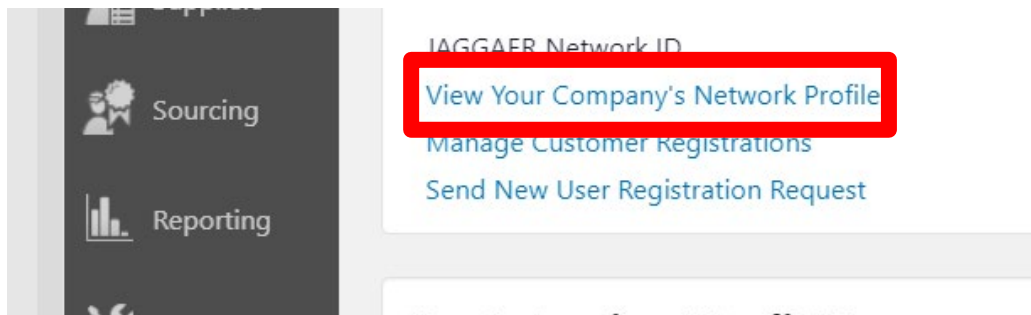
VENDOR REGISTRATION: NAICS CODES

- Click on "NAICS Codes"

VENDOR REGISTRATION: NAICS CODES

- Click on "Edit"

Products and Services

NAICS Codes — *No Primary NAICS Code Selected* — Edit

Additional Product/Service Information

700 characters remaining

- A searchable list appears

NAICS Codes ×

Use Search or drill down in the tree view to select a Primary NAICS Code.

NAICS Code/Description/Keyword

0 Selected Codes

NAICS Code
- 11 - Agriculture, Forestry, Fishing and Hunting
- 21 - Mining, Quarrying, and Oil and Gas Extraction
- 22 - Utilities
- 23 - Construction
- 31 - Manufacturing
- 32 - Manufacturing
- 33 - Manufacturing
- 42 - Wholesale Trade
- 44 - Retail Trade
- 45 - Retail Trade
- 48 - Transportation and Warehousing
- 49 - Transportation and Warehousing
- 51 - Information
- 52 - Finance and Insurance
- 53 - Real Estate and Rental and Leasing
- 54 - Professional, Scientific, and Technical Services
- 55 - Management of Companies and Enterprises
- 56 - Administrative and Support and Waste Management and Remediation Services
- 61 - Educational Services
- 62 - Health Care and Social Assistance
- 71 - Arts, Entertainment, and Recreation
- 72 - Accommodation and Food Services
- 81 - Other Services (except Public Administration)

Done Close

VENDOR REGISTRATION: NAICS CODES

- Click on "Edit"

Products and Services

NAICS Codes   *No Primary NAICS Code Selected*   Edit

Additional Product/Service Information

700 characters remaining

- A searchable list appears

NAICS Codes   ×

Use Search or drill down in the tree view to select a Primary NAICS Code.

🔍

NAICS Code/Description/Keyword

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  ⊞ 81 - Other Services (except Public Administration)

Done   Close

VENDOR REGISTRATION: NAICS CODES

■ Type in keywords for your PRIMARY commodity and click "Done" or hit Enter.

VENDOR REGISTRATION: NAICS CODES

■ Select the NAICS code that best represents your PRIMARY commodity.

VENDOR REGISTRATION: NAICS CODES

■ Click "Edit" beside *No Secondary NAICS Codes Selected*

Products and Services

NAICS Codes

Primary NAICS Code Selected [Edit]

336390 - Other Motor Vehicle Parts Manufacturing [Remove]

No Secondary NAICS Codes Selected [Edit]

Additional Product/Service Information

700 characters remaining

■ Type in your keywords for your Secondary commodity and click "Done" or hit Enter

VENDOR REGISTRATION: NAICS CODES

■ Select all the commodity codes that apply and click "Done"

VENDOR REGISTRATION: NAICS CODES

- You are now registered under these additional commodity codes in the Sciquest Supplier Network.

Products and Services

NAICS Codes

Primary NAICS Code Selected [Edit]

336390 - Other Motor Vehicle Parts Manufacturing [Remove]

3 Secondary NAICS Codes Selected [Edit]

483211 - Inland Water Freight Transportation [Remove]

484220 - Specialized Freight (except Used Goods) Trucking, Local [Remove]

484230 - Specialized Freight (except Used Goods) Trucking, Long-Distance [Remove]

Additional Product/Service Information

700 characters remaining

QUESTIONS OR CONCERNS?

PLEASE CONTACT SCIQUESTADMIN@UTAH.GOV