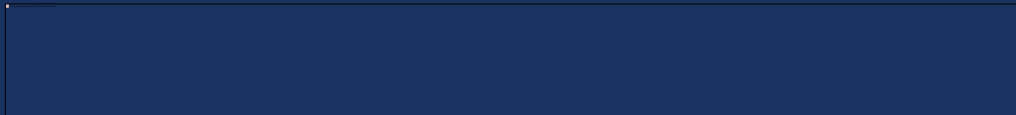




VENDOR REGISTRATION GUIDE

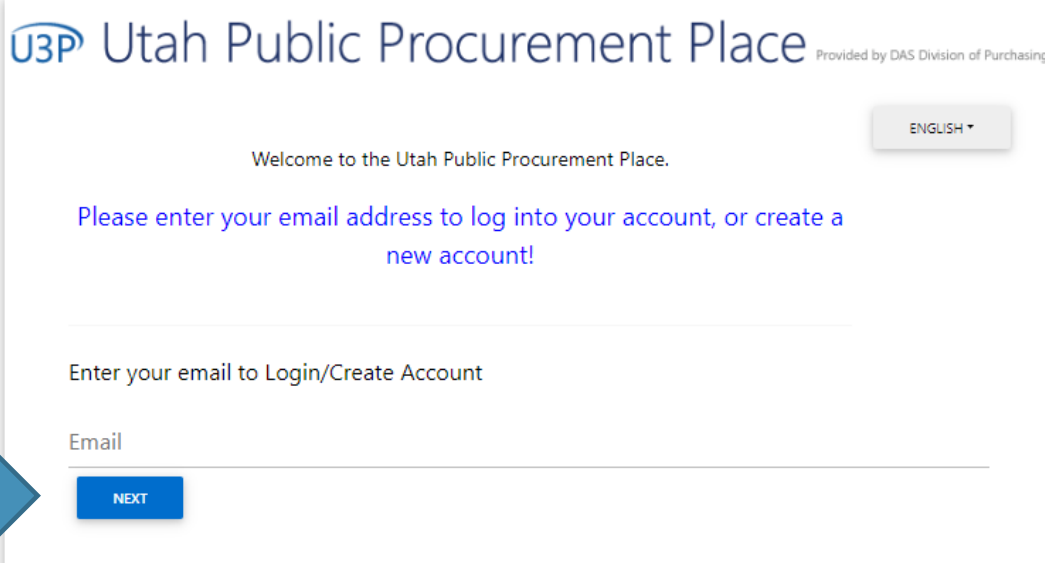
UPDATED 08/22/2019



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

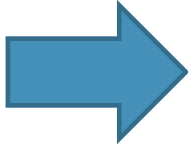
Email

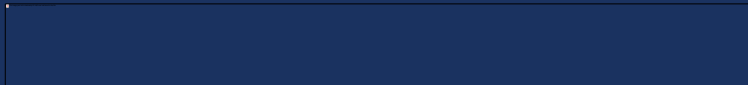
Looks like you don't have an account yet. Click 'Create Account' to register.

[BACK](#)

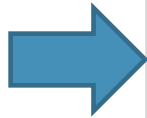
Forgotten your password or having trouble accessing your account?

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”



U3P Utah Public Procurement Place Provided by DAS Division of Purchasing

Registration Checklist

[Registration FAQ](#)

[Registration Tutorial](#)

Welcome to Supplier 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](#)

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

What company are you with?



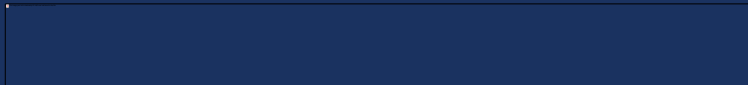
Legal Company Name *

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

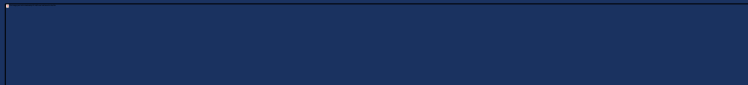
Your Contact Info

 First Name [★]  Last Name [★] Title

 Phone Number [★]

International phone numbers must begin with +

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




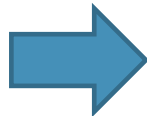
STEP 5: COMPLETE ALL FIELDS WITH A STAR NEXT TO THE FIELD NAME – ADDITIONAL FIELDS ARE OPTIONAL – CONTINUED

Your Login

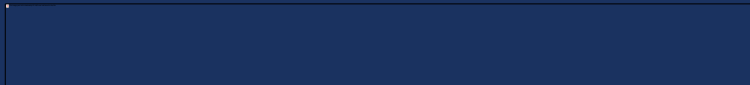
<input type="text"/>	<input type="text"/>
<input type="password"/>	<input type="password"/>
Account Recovery Question * What was the name of your elementary school?	
<input type="text"/>	<input type="text"/>

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](#)

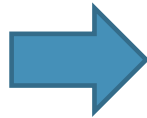
Please remember, your vendor profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your 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

 Utah Public Procurement Place Provided by DAS Division of Purchasing

Create Account

Email address validated. Proceed to create your account.



Submit

STEP 8: FOLLOW THE REGISTRATION WIZARD TO COMPLETE YOUR PROFILE INFORMATION.

WHEN ALL THE GREY CHECKMARKS TURN GREEN, YOUR PROFILE IS COMPLETE

The screenshot displays the Utah Public Procurement Portal (U3P) registration wizard. The left sidebar contains navigation options: Home, Catalogs and Contracts, Sourcing, Reporting, Administer, and Registration (highlighted). The main content area shows the 'COMPANY NAME' section with a progress bar indicating '1 of 4 Steps Complete'. Below this, a 'Welcome' section lists five items: Company Overview, Business Details, Addresses, Contacts, and Certify & Submit. A blue box highlights the progress indicators for the last three items, which are green checkmarks, while the first two are grey checkmarks. To the right, a 'Welcome to Supplier Registration' message provides instructions on the registration process and lists information requested during registration.

U3P Utah Public Procurement P
Provided by DAS Division of Purchasing

Registration > Manage Registration Profile > Welcome

JAGGAER revised its **Service Privacy Policy** effective May 25, 2018. By closing this banner, you acknowledge

COMPANY NAME

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

1 of 4 Steps Complete

Welcome

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

Welcome to Supplier Registration

Browse the topics below to learn more about registering and to l

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 fo
4. You will receive your Login ID and Password via email onc
5. Login when needed to update your profile or to add addi

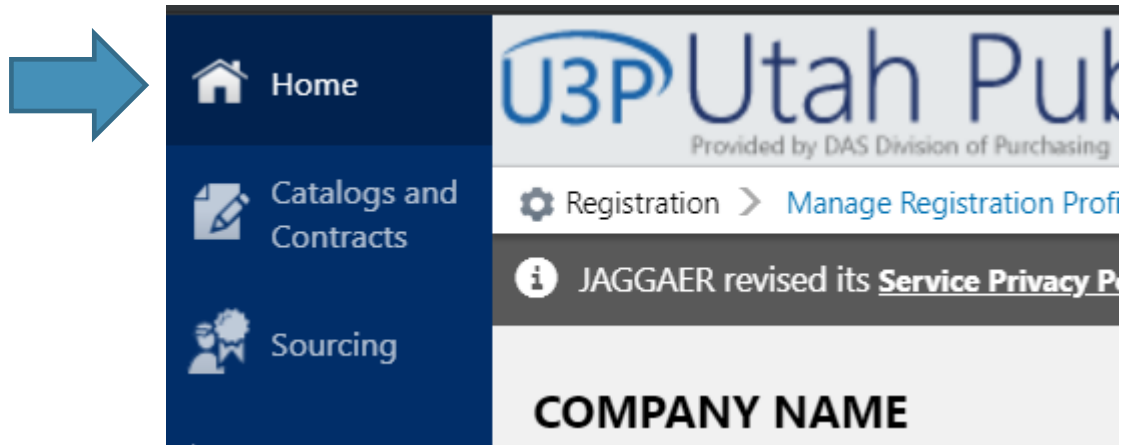
Before you begin registering

Compiling the necessary information prior to beginning the regi

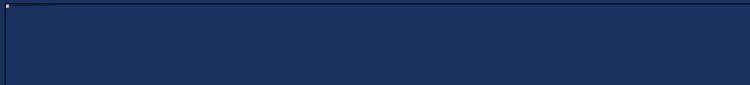
The following information will be requested during the registrati

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

STEP 9: CLICK “HOME” TO GO BACK TO THE HOME PAGE



The image shows a screenshot of the U3P Utah Purchasing portal. On the left is a dark blue navigation sidebar with three main menu items: 'Home' (with a house icon), 'Catalogs and Contracts' (with a document icon), and 'Sourcing' (with a person and gear icon). A large blue arrow points from the left towards the 'Home' menu item. The main content area on the right features the 'U3P Utah Purchasing' logo at the top, followed by the text 'Provided by DAS Division of Purchasing'. Below the logo are two links: 'Registration > Manage Registration Profile' and a notice 'JAGGAER revised its Service Privacy Policy'. At the bottom of the main content area, the text 'COMPANY NAME' is displayed.



YOUR REGISTRATION WITH THE STATE OF UTAH IS COMPLETE!

The screenshot displays the State of Utah Supplier Management Portal. The main navigation bar includes 'Home', 'Customer Portal Home', and 'Home - Mystery Inc.'. The left sidebar contains icons for home, user profile, analytics, and settings. The main content area is divided into several sections:

- Welcome to State of Utah Supplier Management Portal**
- Customer Contact**
- Quick Links to Common Tasks** (Manage Registration Profile)
- Sourcing Events** (Opening or Closing Soon filter, Go to Public Opportunities link)

The Sourcing Events section contains a table with the following data:

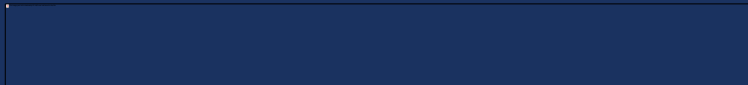
Event Number	Status	Event Title	Dates	Action
SLCO2016119	Open	SLCo Happy Software Consulting	Release: 3/15/2016 2:00:00 AM EST Open: 3/18/2016 2:00:00 AM EST Close: 4/4/2016 2:00:00 AM EST	View Event

Below the table is a summary table:

Events	Released	Open	Closed	Awarded	All
My Events	0	1	3	3	7
Public Events	0	5	21	8	34

A blue arrow points to the 'Go to Public Opportunities' link in the Sourcing Events section.

Click here to see current solicitations!





OPTIONAL STEPS IN REGISTRATION

CHANGING YOUR TIME ZONE

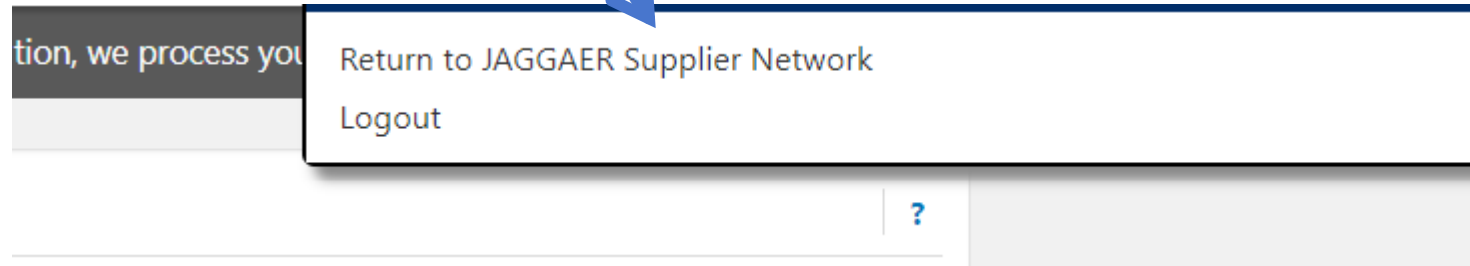
MAKING YOUR VENDOR PROFILE PUBLIC

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”



VENDOR REGISTRATION

- Your screen will look something like this:

The screenshot displays the JAGGAER Supplier Network interface. On the left is a dark sidebar with navigation icons for Home, Orders, Catalogs and Contracts, Suppliers, Sourcing, Reporting, Tools, Administer, and Setup. The main content area features a red header with the JAGGAER logo and 'SUPPLIER NETWORK'. Below the header is a breadcrumb trail: Home > Supplier Portal Home > JAGGAER Supplier Network Home. A privacy policy banner is visible, stating: '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.' The main content is divided into several sections:

- Test - Delete**: Shows 'JAGGAER Network ID' as 1002867211. It includes links for 'View Your Company's Network Profile', 'Manage Customer Registrations', and 'Send New User Registration Request'.
- Create Invoice / Credit Memo**: Includes an 'Import Invoice' link and a warning: 'No customers have authorized invoice creation for this supplier.'
- Customer Portal Access**: A table with columns for Customer, Registration Status, and Customer Contact.

Customer	Registration Status	Customer Contact
Utah Supplier Portal	In Progress	U3P Admin Team

Below the table is a 'View All Registrations' link.
- Sourcing Events**: Shows 'No Results'.
- Find Invoice**: A section for checking payment status, with a text input for 'Invoice Number(s)' and a 'Multiple val' dropdown.
- Need Assistance?**: A 'Help' section with a search input, 'Browse the Table of Contents' link, 'Training' section with 'Online Training and Support' link, and 'Supplier Contact' section with 'Name: Kaitee Hall' and a 'Title:' label.

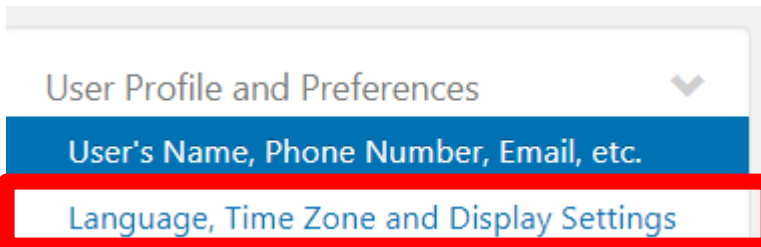


VENDOR REGISTRATION: TIME ZONE

- 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

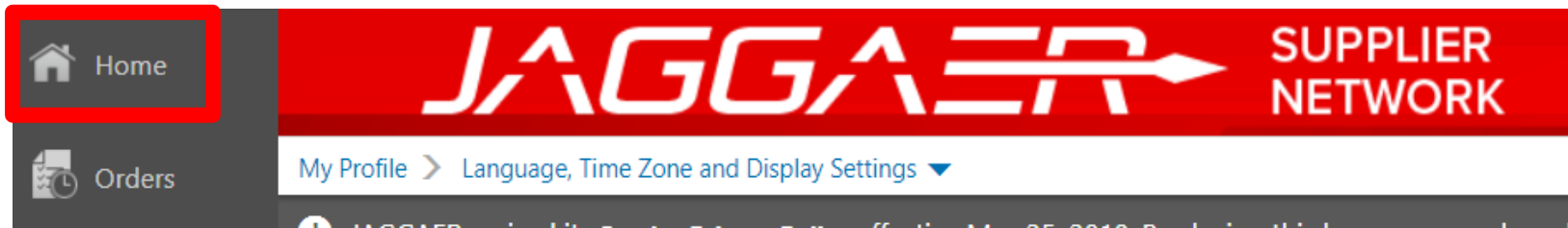
- Find the “Time Zone” and click in the drop down box
 - The System defaults all registrations to Eastern Time.
 - Select the Time Zone you would like ALL sourcing event times to show in.
 - The State of Utah is **MDT/MST MOUNTAIN STANDARD TIME**

The screenshot shows a user profile page for 'Tow Mater' with the email 'sciquestutah2@gmail.com'. The 'Language, Time Zone and Display Settings' section is active. The 'Time Zone' dropdown menu is open, displaying a list of time zones. The option 'MDT/MST - Mountain Standard Time (US/Mountain)' is highlighted with a red box. Other visible options include 'CEST/CET - Central European Time (CET)', 'BST/GMT - Greenwich Mean Time (Europe/London)', 'EDT/EST - Eastern Standard Time (US/East-Indiana)', 'EDT/EST - Eastern Standard Time (US/Eastern)', 'PDT/PST - Pacific Standard Time (US/Pacific)', and 'HST - Hawaii Standard Time (US/Hawaii)'. A 'Save Changes' button is located at the bottom right of the settings panel.

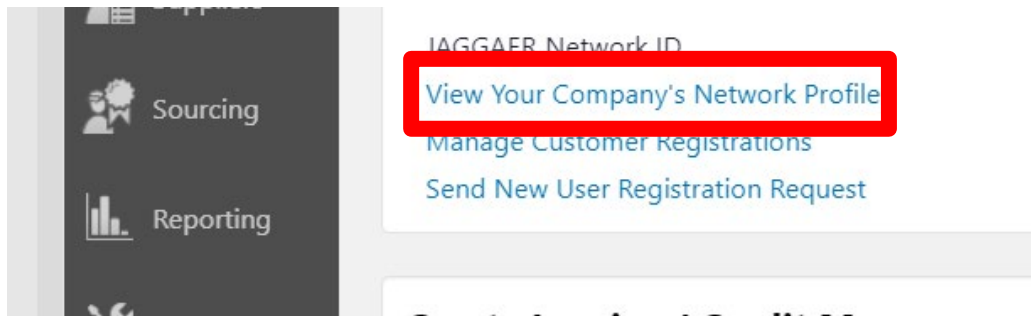
Click “Save Changes”

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”

The screenshot shows a user interface for managing a vendor's public profile. On the left is a dark sidebar with navigation options: Reporting (bar chart icon), Tools (wrench icon), Administer (lock icon), and Setup (gear icon). The main content area has a yellow background and is titled "Basic Network Profile". Below the title, it asks the user to provide information visible to the JAGGAER customer community. Under "Business Details", there are two links: "Sales Territories" and "NAICS Codes". A progress bar shows "Percentage Complete: 50%". At the bottom, a blue link "Manage Profile Visibility" is highlighted with a red rectangular box.

Basic Network Profile

Please provide the information below, which will be visible to the JAGGAER customer community:

- Business Details
 - [Sales Territories](#)
 - [NAICS Codes](#)

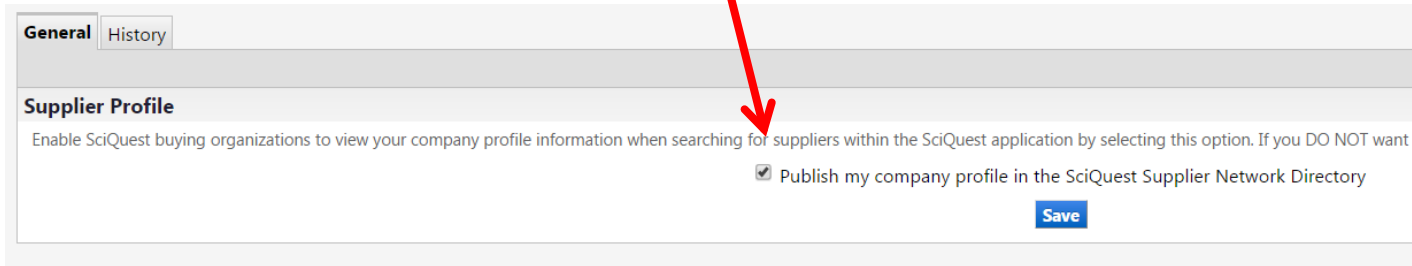
Percentage Complete: 50%

[Manage Profile Visibility](#)



VENDOR REGISTRATION: PUBLIC PROFILE

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



The screenshot shows a web form with two tabs: "General" and "History". The "General" tab is active. Below the tabs is a section titled "Supplier Profile". Under this section, there is a line of text: "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". Below this text is a checked checkbox followed by the text "Publish my company profile in the SciQuest Supplier Network Directory". To the right of this checkbox is a blue "Save" button. A red arrow points from the text in the list above to the checkbox.

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

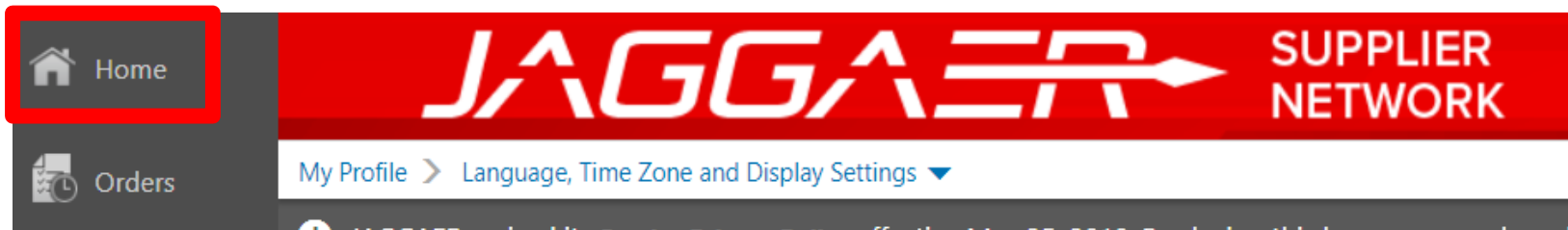
Publish my company profile in the SciQuest Supplier Network Directory

Save

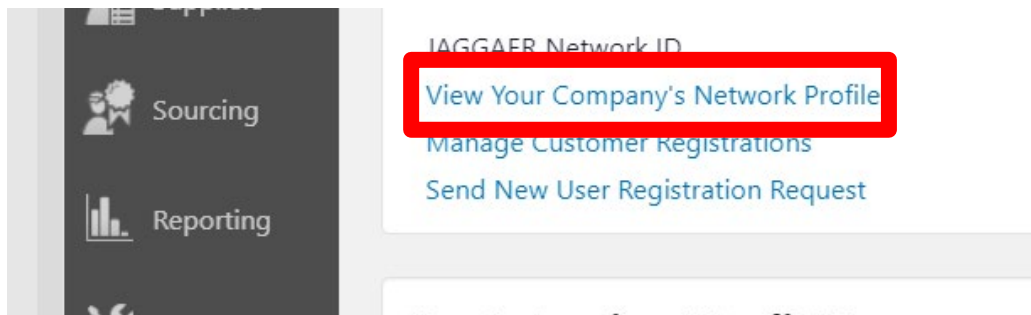


VENDOR REGISTRATION: NAICS CODES

- Click on the House icon in the top left to return to your main profile page.

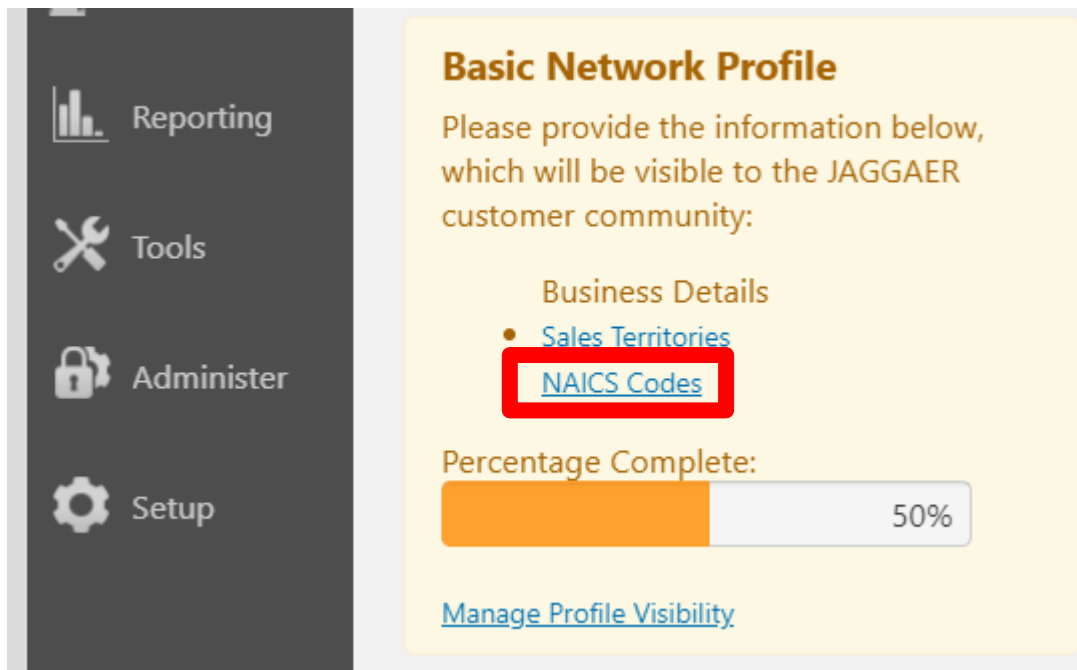


- Click on “View Your Company’s Network Profile”



VENDOR REGISTRATION: NAICS CODES

- Click on “NAICS Codes”



The screenshot displays a user interface for a vendor registration profile. On the left is a dark sidebar with navigation options: Reporting (bar chart icon), Tools (wrench icon), Administer (lock icon), and Setup (gear icon). The main content area has a yellow background and is titled "Basic Network Profile". Below the title, it asks the user to provide information visible to the JAGGAER customer community. Under the heading "Business Details", there is a list of links: "Sales Territories" and "NAICS Codes". The "NAICS Codes" link is highlighted with a red rectangular box. Below the links, a progress bar shows "Percentage Complete: 50%". At the bottom of the main area is a link for "Manage Profile Visibility".



VENDOR REGISTRATION: NAICS CODES

- Click on “Edit”

Products and Services

NAICS Codes *No Primary NAICS Code Selected*

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)

VENDOR REGISTRATION: NAICS CODES

- Click on “Edit”

Products and Services

NAICS Codes *No Primary NAICS Code Selected*

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)

VENDOR REGISTRATION: NAICS CODES

- Type in keywords for your PRIMARY commodity and click “Done” or hit Enter.

The screenshot shows a dialog box titled "NAICS Codes" with a search bar and a list of codes. The search bar contains a magnifying glass icon. Below the search bar, the text "NAICS Code/Description/Keyword" is displayed. The list of codes is titled "0 Selected Codes" and "NAICS Code". The list includes the following items:

- 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)

At the bottom of the dialog box, there are two buttons: "Done" and "Close".

VENDOR REGISTRATION: NAICS CODES

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

NAICS Codes

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

NAICS Code/Description/Keyword

0 Selected Codes

Showing 1 - 5 of 5 Results

Results Per Page: 20 Sort by: Best Match Page 1 of 1

NAICS Code	Description
336390	Other Motor Vehicle Parts Manufacturing
483211	Inland Water Freight Transportation
484220	Specialized Freight (except Used Goods) Trucking, Local
484230	Specialized Freight (except Used Goods) Trucking, Long-Distance
488410	Motor Vehicle Towing

VENDOR REGISTRATION: NAICS CODES

- Click “Edit” beside *No Secondary NAICS Codes Selected*

Products and Services

NAICS Codes

Primary NAICS Code Selected	<input type="button" value="Edit"/>	
336390 - Other Motor Vehicle Parts Manufacturing		<input type="button" value="Remove"/>

No Secondary NAICS Codes Selected

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”

NAICS Codes

Use search or the tree view to select secondary NAICS codes. You can select multiple before clicking done.

NAICS Code/Description/Keyword

3 Selected Codes

Showing 1 - 4 of 4 Results

Results Per Page 20 ▾ Sort by: Best Match ▾ Page 1 of 1 ?

NAICS Code	Description
483211	Inland Water Freight Transportation
484220	Specialized Freight (except Used Goods) Trucking, Local
484230	Specialized Freight (except Used Goods) Trucking, Long-Distance
488410	Motor Vehicle Towing

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

336390 - Other Motor Vehicle Parts Manufacturing

3 Secondary NAICS Codes Selected

483211 - Inland Water Freight Transportation

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

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

Additional Product/Service Information

700 characters remaining



QUESTIONS OR CONCERNS?

PLEASE CONTACT SCIQUESTADMIN@UTAH.GOV

