ITQ Supplier Registration Instructions

Thank you for showing interest in becoming an 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.

> **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. You must use Internet Explorer and a non-apple product device to complete your registration; and
>
> For guidance on supplier registration, below is where you can you find assistance on the Supplier Service Center website.

PA Supplier Portal Registration:	Registration Help:
• New Vendor Registration Guide.pdf	Online Vendor Help
• PA Supplier Portal	(877) 435-7363
• PA SUPPLIER Administrative Support	Choose option 1
• Reset Password/Find User ID	Contact Us
• e-Alerts	

> You may click here to begin your registration.
>
> If you have issues with completing the online registration vendor registration, please contact 1.877.435.7363, choose option 1 – any technician that answers can assist you.

Step 2: **Apply for a JAGGAER Account.** JAGGAER is the electronic application the commonwealth uses for ITQs, RFQs, and RFPs. Please make sure you read the Statement of Work (SOW). The SOW explains the scope of the service/material. To make the registration process easier, pay close attention to the following:

> 1. **Service/Material Categories.** These are the commodity code(s) you will select, under the **Business Details** tab, during the registration process; and

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For guidance on the JAGGAER registration, below is where you can you find assistance on the [Supplier Service Center](#).

Request for Proposal (RFP, ITQ/RFQ)(Jaggaer System)
- JAGGAER Registration / Login ↗
- Invitation to Qualify(ITQ) Web site
- Locating Bid Opportunities in JAGGAER
- Responding To An Event - Jaggaer.docx
- Responding to an event in Jaggaer instructional video ↗
- Responding to an Amended Event in JAGGAER
- Registering as a Commonwealth of PA Supplier in JAGGAER
- Pre-Qualifying as an ITQ Supplier in JAGGAER

RFP HELP:
(877) 435-7363
Choose Option 2
Contact Us

You may [click here](#) to begin your JAGGAER register. If you receive a message when registering, please do not duplicate your account. Please call the ITQ Contact at the number listed on the SOW.

Upon completion of Step 1 and Step 2, your registration will go in a "pending" status until its reviewed. The review process takes 30-60 days to complete. Once your documents are reviewed and approved, you will receive notification of your approval.

Thank you.