



VENDOR REGISTRATION

Salt Lake County
Supplier Portal

VENDOR REGISTRATION

STEP 1:

Go to SciQuest's **UTAH SUPPLIER PORTAL**

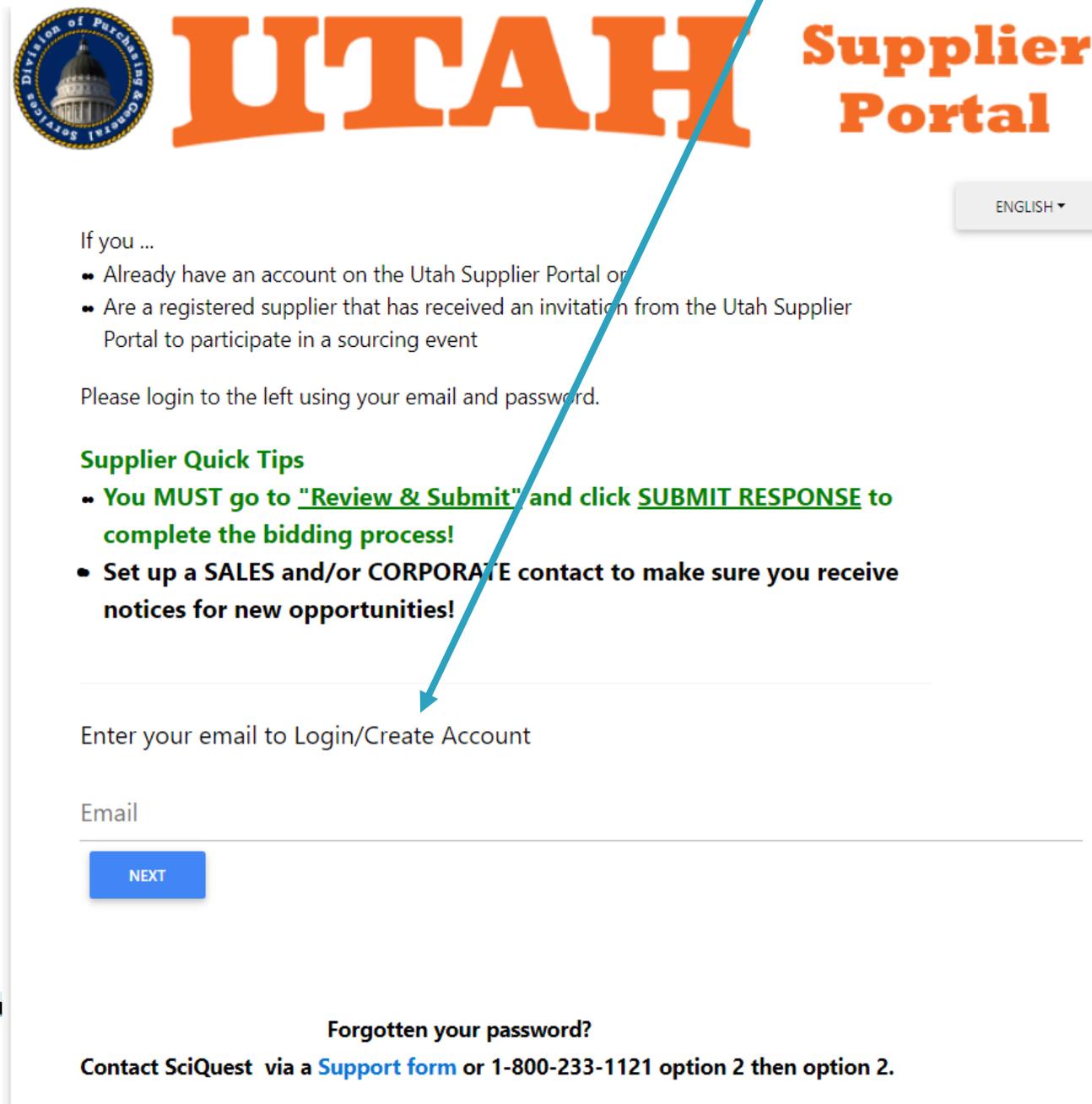
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>



VENDOR REGISTRATION

STEP 2

- ▶ Enter your email address to Create Account



 **UTAH** **Supplier Portal**

ENGLISH ▾

If you ...

- Already have an account on the Utah Supplier Portal or
- Are a registered supplier that has received an invitation from the Utah Supplier Portal to participate in a sourcing event

Please login to the left using your email and password.

Supplier Quick Tips

- **You MUST go to "Review & Submit" and click SUBMIT RESPONSE to complete the bidding process!**
- **Set up a SALES and/or CORPORATE contact to make sure you receive notices for new opportunities!**

Enter your email to Login/Create Account

Email

Forgotten your password?
Contact SciQuest via a [Support form](#) or 1-800-233-1121 option 2 then option 2.

VENDOR REGISTRATION

- ▶ **STEP 3**
- ▶ a. This is the Supplier (Vendor) Registration Page – Registration Checklist, letting you know what information you will need to complete your registration.
- ▶ b. There is also a Registration FAQ that is continuously being updated as new FAQs arise.
- ▶ c. Click  to move forward once you have all your information



 **UTAH** **Supplier Portal**

Welcome to Supplier Registration

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:

- Address, phone, and email information
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts



VENDOR REGISTRATION

STEP 4.A.

- ▶ Complete all fields with a * next to the field name. Additional fields are optional

The screenshot shows the 'Sourcing Event User Registration' page on the Utah Supplier Portal. The page includes a header with the Utah state seal and 'UTAH Supplier Portal' logo. Below the header, there is a 'Registration Tutorial' link and an 'ENGLISH' dropdown menu. A paragraph of instructions explains the registration process. The form is divided into sections: 'What company are you with?' and 'Your Contact Info'. The 'What company are you with?' section contains fields for 'Legal Company Name *', 'Tax ID Number Type' (with a dropdown menu), 'Tax Id', and 'DUNS Number'. The 'Your Contact Info' section contains fields for 'First Name *', 'Last Name *', 'Title', 'Phone Number *' (with an 'ext.' field and a note about international numbers), and 'Preferred Time Zone *' (with a dropdown menu). Below this is the 'Your Login' section, which includes 'Email *' and 'Confirm Email *' fields, 'Password *' and 'Re-Enter Password *' fields, and an 'Account Recovery Question *' dropdown menu. At the bottom, there is a 'Select the Security Check shown below.' section with a 'I'm not a robot' checkbox and a reCAPTCHA logo. A blue 'CREATE ACCOUNT' button is located at the bottom right of the form.

1. Legal Company Name
2. First Name
3. Last Name
4. Phone Number
5. Preferred Time Zone - *this is the time zone you want your company's account set up in - Utah is MDT/MST - Mountain Standard Time (US/Mountain)*
6. Email / Confirm Email
7. Password / Confirm Password - 6 character limit, no other requirements
8. Account Recovery Question - If you forget your password, you will need to answer this question to reset your account
9. Confirm that you're not a robot (it may ask you select specific pictures)
10. Click "Create Account" button

VENDOR REGISTRATION

STEP 4.B.

- ▶ Once you've created your account, you will receive an email with a link to "complete" your registration.



UTAH

Supplier Portal

Sourcing Event User Registration

Thank you for starting the registration process with State of Utah Supplier Portal!

Look for an email with next steps momentarily.

Please contact Salt Lake County Purchasing at slco-purchasing@slco.org for assistance

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JAGGAER

VENDOR REGISTRATION

- ▶ STEP 4.C.
- ▶ Once you've created your account, you will receive an email with a link to "complete" your registration.

● **SciQuest Support UserTest** <support@sciquest.com>
To UTSQAD@yahoo.com



Sourcing Event Vendor Registration for State of Utah Supplier Portal

Dear Squad U3P,
Thank you for starting the registration process with State of Utah Supplier Portal. Please click the link provided below to continue your registration process.

[Complete Registration Now](#)

Once your registration has been verified you can log in and access the Sourcing Event

EVID20161129194602586

Company: Squad U3P

Email: UTSQAD@yahoo.com

Thank You,

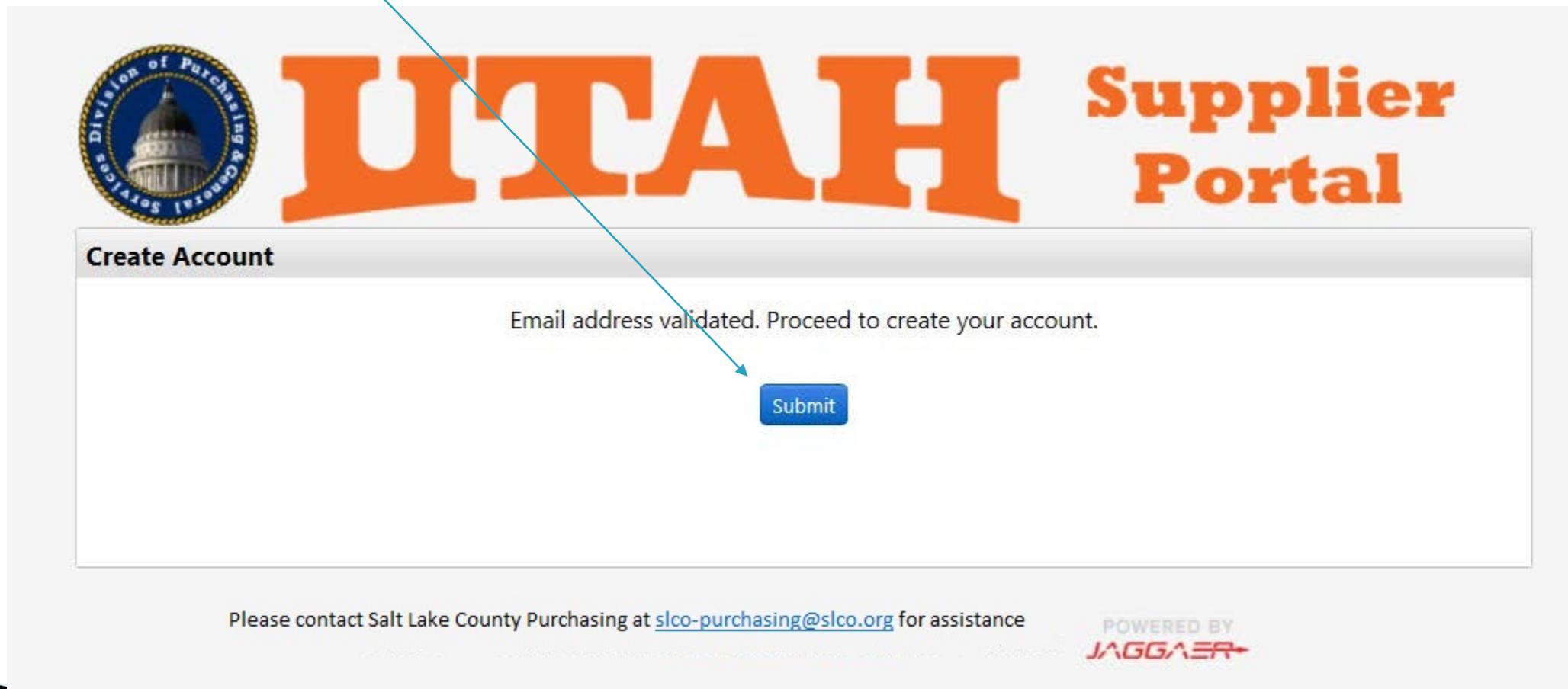
State of Utah Supplier Portal

If you have any technical questions, please contact SLCo Purchasing at slco-purchasing@slco.org for assistance and identify yourself as registering in the State of Utah Supplier Portal Vendor Network.

VENDOR REGISTRATION

STEP 5

- ▶ Clicking on the link in the email will validate your email address.
- ▶ Click Submit to continue
- ▶ This may take a few moments



 **UTAH** **Supplier Portal**

Create Account

Email address validated. Proceed to create your account.

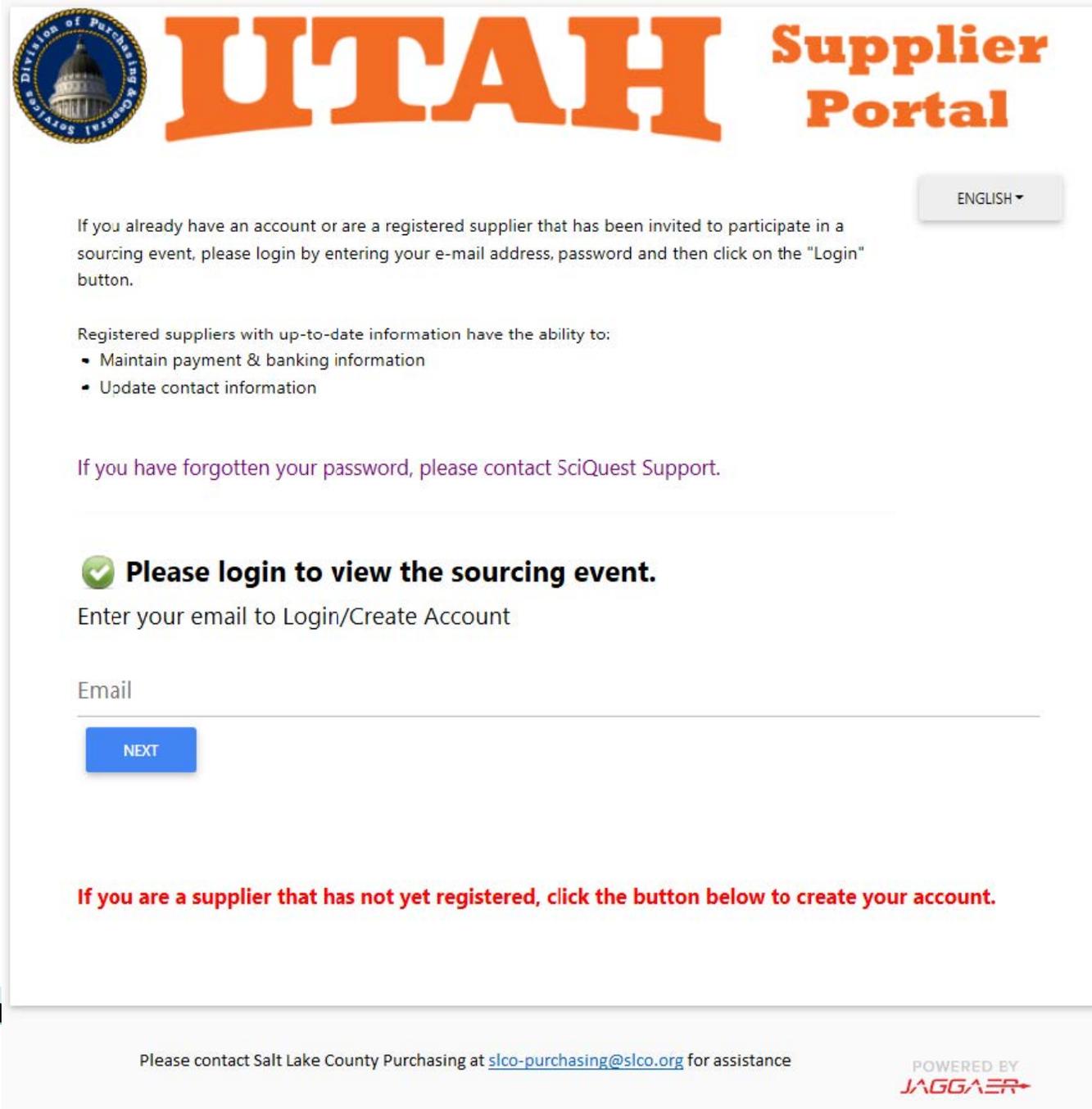
Please contact Salt Lake County Purchasing at slco-purchasing@slco.org for assistance

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VENDOR REGISTRATION

STEP 6

- ▶ Sign in using your login information



The screenshot shows the Utah Supplier Portal login page. At the top left is the Utah State Seal. To its right is the word "UTAH" in large orange letters, followed by "Supplier Portal" in orange. A language dropdown menu shows "ENGLISH". Below this is a paragraph of instructions for existing users. A bulleted list describes the benefits of being a registered supplier. A link for forgotten passwords is provided. A green checkmark icon precedes the instruction to login. Below is an email input field and a blue "NEXT" button. A red instruction for new suppliers is at the bottom. The footer contains contact information and the Jaggaer logo.

 **UTAH** **Supplier Portal**

ENGLISH ▾

If you already have an account or are a registered supplier that has been invited to participate in a sourcing event, please login by entering your e-mail address, password and then click on the "Login" button.

Registered suppliers with up-to-date information have the ability to:

- Maintain payment & banking information
- Update contact information

If you have forgotten your password, please contact SciQuest Support.

 **Please login to view the sourcing event.**

Enter your email to Login/Create Account

Email

NEXT

If you are a supplier that has not yet registered, click the button below to create your account.

Please contact Salt Lake County Purchasing at slco-purchasing@slco.org for assistance

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VENDOR REGISTRATION

STEP 7

- ▶ Follow the registration wizard to complete your profile information
 - When you have all green checks, your profile is complete
 - If you are missing any information, the system will not allow you to Certify & Submit, but will display what information you are missing

Squad U3P

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

2 of 4 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts

Certify & Submit

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

Certify & Submit

The list below needs to be addressed before your registration can be submitted.

Addresses

- [Click here to identify missing required items](#)

Contacts

- [Click here to identify missing required items](#)

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.

Preparer's Name

Preparer's Title

Preparer's Email Address

Today's Date 10/23/2017

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

Required to Complete Registration

VENDOR REGISTRATION

Add Contact ×

Contact Label ★

Which of the following business activities apply to this contact? Corporate

First Name ★

Last Name ★

Position Title

Email ★

Phone ★
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

Selecting this option will automatically send an email to this contact inviting them to register for an account

Create new user account for this contact? Create new user account for this contact?

★ Required to Complete Registration

STEP 7.A.

- ▶ When Adding a Contact, if you are adding information for a contact other than yours that has created the company's account, you may also select "Create new user account for this contact" for a new account to be created for your additional user.

VENDOR REGISTRATION

▶ IMPORTANT NOTES:

- A vendor's registration does not need to be complete in order to submit responses to open bid opportunities – however it **MUST** be a confirmed account (complete through STEP 5 of this vendor registration guide).
- To receive push notifications from the Utah Public Procurement Place, vendors **MUST** have a Sales and/or Corporate contact listed in the Contacts section of the vendor registration profile

VENDOR REGISTRATION

- ▶ At any point during/after the registration, vendors may click the House icon to return to the home page:
 - If you are the administrator for your company's account, you may update information here, or approve new user accounts
 - All users will have this link to view current public bid opportunities

The screenshot shows the Utah Supplier Portal interface. A vertical sidebar on the left contains several icons, including a house icon at the top. A blue arrow points from the house icon in the sidebar to the 'Manage Registration Profile' link in the 'Quick Links to Common Tasks' section. Another blue arrow points from the 'Go to Public Opportunities' link in the 'Sourcing Events' section to the text 'All users will have this link to view current public bid opportunities' in the list above. The interface includes a header with the 'UTAH Supplier Portal' logo, a breadcrumb trail, and a 'Utah Squad' dropdown menu. The main content area features a welcome message, a customer contact table, and a 'Sourcing Events' section with a filter dropdown and a 'Go to Public Opportunities' button.

UTAH Supplier Portal

Utah Squad

Home > Customer Portal Home > Home - Squad U3P

Welcome to the Utah Public Procurement Place Supplier Portal
powered by **SciQuest**

Customer Contact

Name	Salt Lake County Purchasing
Email	slco-purchasing@slco.org

Quick Links to Common Tasks

[Manage Registration Profile](#)

Sourcing Events

Show

[Go to Public Opportunities](#)

No Results

No Results

[View All Events](#)

Optional Steps in Registration

Changing/confirming 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”

The screenshot displays the Utah Supplier Portal interface. At the top left, the logo reads "UTAH Supplier Portal". The top right corner features a dark blue header with the text "Utah Squad" and icons for a flag and a bell. Below this, a dropdown menu is open, showing the following options: "Utah Squad", "Return to JAGGAER Supplier Network", and "Logout". A blue arrow points from the text "Return to JAGGAER Supplier Network" in the list above to the corresponding option in the dropdown menu. The main content area includes a breadcrumb trail: "Home > Customer Portal Home > Home - Squad U3P". Below the breadcrumb, there are two sections: "Welcome to the Utah Public" and "Quick Links to Common Tasks".

VENDOR REGISTRATION

- ▶ Your screen will look something like this:

The screenshot displays the JAGGAER Supplier Network interface. At the top, there is a red header with the JAGGAER logo and 'SUPPLIER NETWORK'. Below the header, a navigation bar shows 'Utah Squad' and a search bar. The main content area is divided into several sections:

- Squad U3P**: Displays 'JAGGAER Network ID' as 1000099814. It includes links for 'View Your Company's Network Profile', 'Manage Customer Registrations', and 'Send New User Registration Request'.
- Create Invoice / Credit Memo**: Features an 'Import Invoice' link and a warning message: 'No customers have authorized invoice creation for this supplier.'
- Customer Portal Access**: Contains a table with columns for 'Customer', 'Registration Status', and 'Customer Contact'.

Customer	Registration Status	Customer Contact
State of Utah Supplier Portal	In Progress	SciQuest Admin

A 'View All Registrations' link is located below the table.
- Sourcing Events**: Shows 'No Results' and a 'View All Events' link.
- Find Invoice**: Includes an 'Advanced Search' link, instructions on how to search for invoices, an input field for 'Invoice Number(s)', and a 'Search' button.
- Need Assistance?**: Features a 'Help' section with a search bar, a 'Browse the Table of Contents' link, and a 'Training' section with an 'Online Training and Support' link.

A vertical sidebar on the left contains icons for home, documents, user profile, help, analytics, tools, security, and settings.

VENDOR REGISTRATION

The screenshot displays the JAGGAER Supplier Network interface. At the top, there is a red header with the JAGGAER logo and 'SUPPLIER NETWORK'. Below the header, a breadcrumb trail shows 'Home > Supplier Portal Home > JAGGAER Supplier Network Home'. The main content area is divided into several sections:

- Squad U3P**: Shows the JAGGAER Network ID as 1000099814. Below this are links for 'View Your Company's Network Profile', 'Manage Customer Registrations', and 'Send New User Registration Request'.
- Create Invoice / Credit Memo**: Includes a warning icon and the message 'No customers have authorized invoice creation for this supplier.' and an 'Import Invoice' link.
- Customer Portal Access**: A table with columns for Customer, Registration Status, and Customer Contact. The table contains one entry: State of Utah Supplier Portal, In Progress, and SciQuest Admin. A 'View All Registrations' link is located below the table.
- Sourcing Events**: Shows 'No Results' and a 'View All Events' link.

A vertical sidebar on the left contains various icons for navigation and settings.

▶ Link highlights:

- You may view your company's profile in the JAGGAER network here
- If you are registered with multiple Jaggaer/SciQuest customers, you will see the portals listed here
- If your company has recently viewed or submitted to open bids (sourcing events) they will be visible here

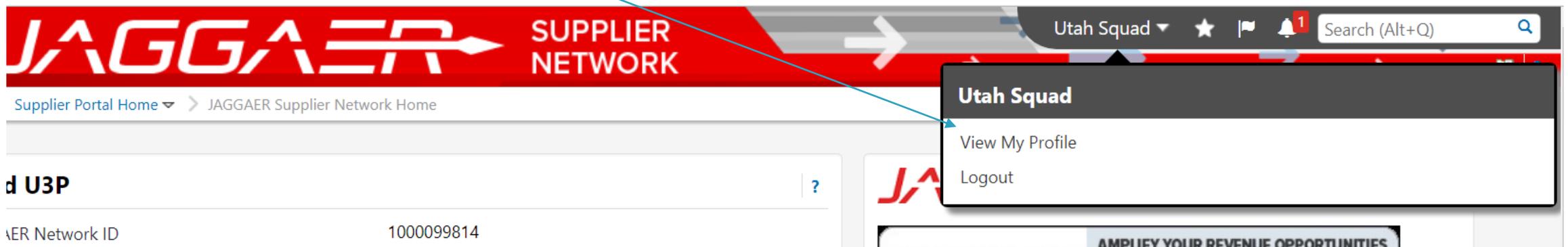
VENDOR REGISTRATION

- ▶ Vendors may find assistance from JAGGAER/SciQuest Supplier Support here
 - Type in a help term to search
 - Find online training guides that can provide overview information
 - Submit a support request directly to JAGGAER/SciQuest Supplier Support

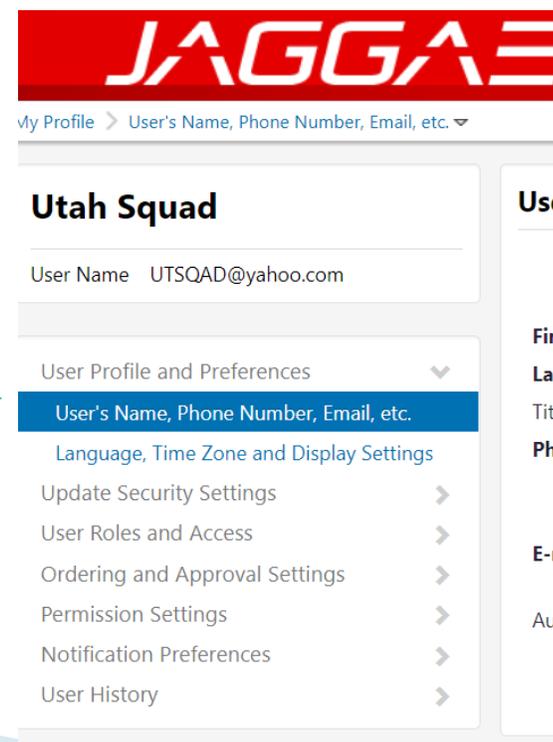
The screenshot shows the JAGGAER supplier support website. At the top, there is a navigation bar with "Utah Squad" and a search bar labeled "Search (Alt+Q)". Below the navigation bar is a red banner with the JAGGAER logo and a call to action: "AMPLIFY YOUR REVENUE OPPORTUNITIES JOIN THE PLATINUM SUPPLIER PROGRAM" with a "GET MORE INFORMATION" button. The main content area is divided into two sections. The first section is titled "Find Invoice" and includes a search form for "Invoice Number(s)" with a "Search" button. The second section is titled "Need Assistance?" and includes a "Help" search bar, a "Browse the Table of Contents" link, and a "Training" link with the subtext "Online Training and Support".

VENDOR REGISTRATION: Time Zone

- ▶ Go to the top right corner and click on your company name
 - Select “View My Profile”



- Select “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**

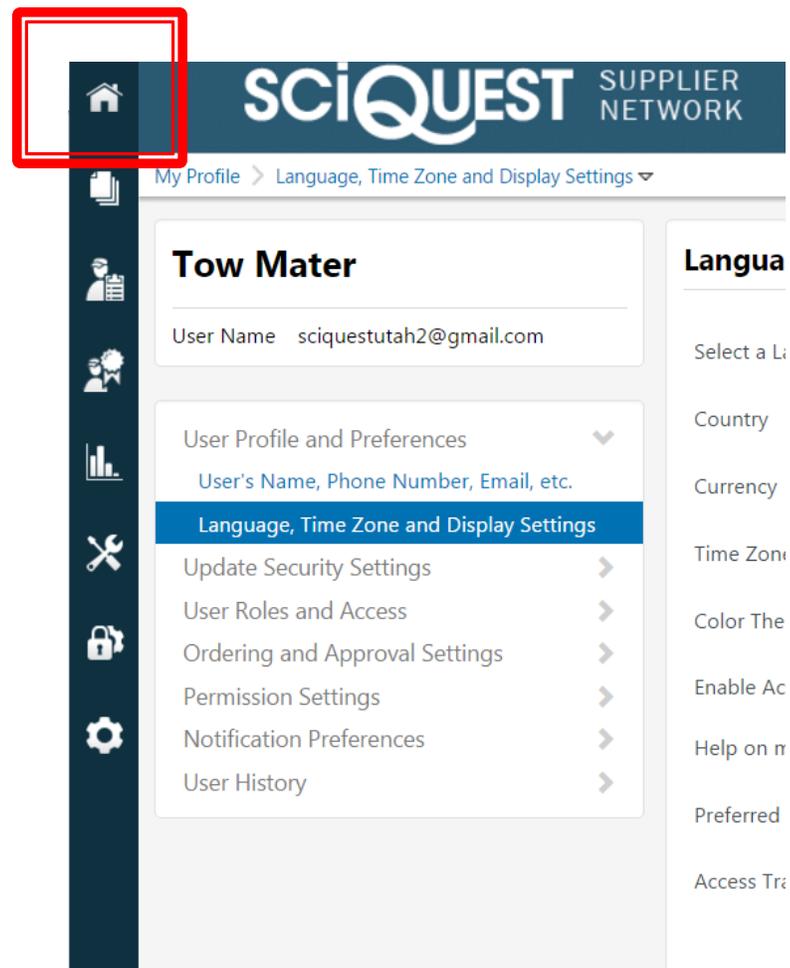
The screenshot displays the 'Language, Time Zone and Display Settings' page for a user named 'Utah Squad' with the email 'UTSQAD@yahoo.com'. The page is divided into two main sections: a left sidebar with navigation options and a main content area for settings. The 'Time Zone' setting is currently set to 'MDT/MST - Mountain Standard'. A blue arrow points to the 'Time Zone' dropdown menu.

Setting	Value
Select a Language	English
Country	
Currency	
Time Zone	MDT/MST - Mountain Standard
Color Theme	
Enable Accessibility Mode	<input type="radio"/> Yes <input checked="" type="radio"/> No
Help on mouse over	
Preferred email format	

- ▶ Click “Save Changes”

VENDOR REGISTRATION: Public Profile

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



VENDOR REGISTRATION: Public Profile

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

The screenshot displays the JAGGAER Supplier Portal interface. At the top, there is a red header with the JAGGAER logo and the text 'SU NE'. Below the header, a breadcrumb trail shows 'Home > Supplier Portal Home > JAGGAER Supplier Network Home'. The main content area is divided into two sections. The first section, titled 'Squad U3P', contains a table with the following data:

JAGGAER Network ID	1000099814
--------------------	------------

Below the table, there are four links: 'View Your Company's Network Profile', 'Manage Customer Registrations', and 'Send New User Registration Request'. The second section, titled 'Create Invoice / Credit Memo', contains a warning message: '⚠ No customers have authorized invoice creation for this supplier.'

VENDOR REGISTRATION: Public Profile

- ▶ Click on “Manage Profile Visibility”

JAGGAER

Suppliers > Supplier Profile > Manage Company Network F

Squad U3P ?

JAGGAER Network ID 1000099814

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](#)

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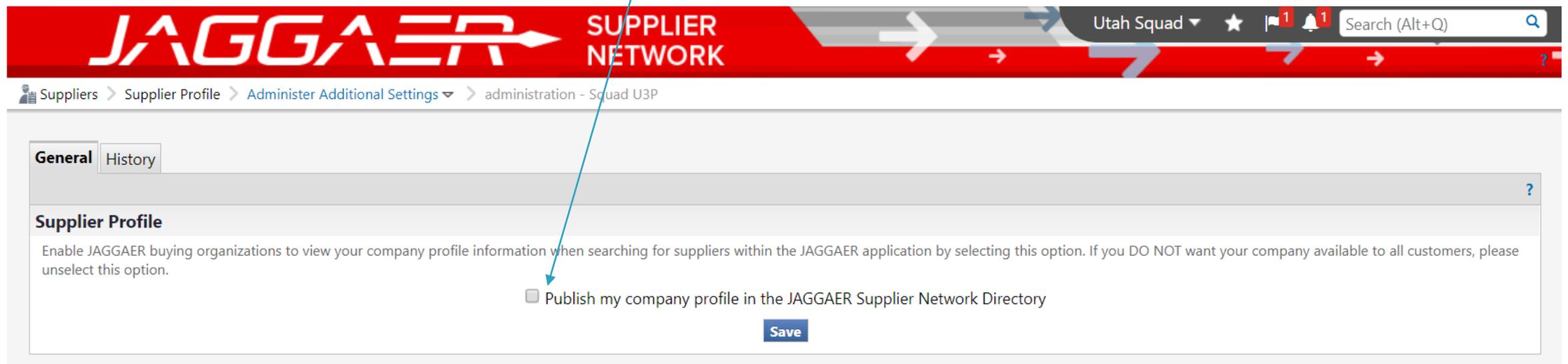
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Coun

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VENDOR REGISTRATION: Public Profile

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



The screenshot displays the JAGGAER Supplier Network interface. At the top, there is a red header with the JAGGAER logo and 'SUPPLIER NETWORK' text. Below the header, a navigation breadcrumb shows 'Suppliers > Supplier Profile > Administer Additional Settings > administration - Squad U3P'. The main content area has two tabs: 'General' (selected) and 'History'. Under the 'General' tab, the 'Supplier Profile' section contains the following text: 'Enable JAGGAER buying organizations to view your company profile information when searching for suppliers within the JAGGAER application by selecting this option. If you DO NOT want your company available to all customers, please unselect this option.' Below this text is a checkbox labeled 'Publish my company profile in the JAGGAER Supplier Network Directory'. A blue arrow points from the text in the bullet point above to this checkbox. At the bottom of the form is a blue 'Save' button.

VENDOR REGISTRATION: NAICS Codes

- ▶ Return to Home and select “View Your Company’s Network Profile”
 - Click on “NAICS Codes”

The screenshot displays the JAGGAER Supplier Profile interface. At the top, the JAGGAER logo is prominent. Below it, a breadcrumb trail reads: Suppliers > Supplier Profile > Manage Company Network F. The main content area is titled "Squad U3P" and includes the JAGGAER Network ID 1000099814. A section titled "Basic Network Profile" contains instructions to provide information visible to the customer community. A list of items to be completed includes "Business Details", "Sales Territories", and "NAICS Codes". A progress bar below this list shows 50% completion. A link for "Manage Profile Visibility" is located at the bottom of the section. On the right side, a sidebar lists various categories: Compa, Com, Every the S custc, Legal, Doing (DBA, Coun, Does have. A blue arrow from the text above points to the "NAICS Codes" link in the list.

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 web interface titled "NAICS Codes" with a search bar and a list of codes. The search bar contains the text "Use Search or drill down in the tree view to select a Primary NAICS Code." and a search icon. Below the search bar is a table with the following columns: "NAICS Code/Description/Keyword". The table is currently empty, with "0 Selected Codes" displayed above it. The list of codes is as follows:

NAICS Code/Description/Keyword
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 right of the interface 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 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*

The screenshot shows a web form titled "Products and Services". On the left, there are two labels: "NAICS Codes" and "Additional Product/Service Information". Under "NAICS Codes", there is a section for "Primary NAICS Code Selected" with the value "336390 - Other Motor Vehicle Parts Manufacturing" and an "Edit" button. To the right of this is a "Remove" button. Below this is a section for "Secondary NAICS Codes Selected" with the value "No Secondary NAICS Codes Selected" and an "Edit" button. Under "Additional Product/Service Information", there is a large text input field with a "700 characters remaining" indicator below it.

- ▶ 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.

towing List All

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

Done Close

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?

Questions? Contact
slco-purchasing@slco.org or
385.468.0300