

## New Supplier Email Instructions

To pre-qualify for an ITQ, there is a two-step process. Attached are two (2) guides to assist you:

Doing Business with the Commonwealth; and  
Registering as A Supplier

**Step 1:** Suppliers must apply for a six (6)-digit Commonwealth of PA Supplier Vendor Number. The attached "Registering as a Supplier" will assist you in completing your online registration.

**NOTE:** You must use Internet Explorer and a non-apple product device to complete your registration.

You may [click here](#) to begin your registration. If you have issues with completing the online registration, please contact 1.877.435.7363, choose option 1.

**Step 2:** Register for a JAGGAER account. This is the electronic application the commonwealth uses for ITQs, RFQs, and RFPs. It's best if you research the [ITQ contracts](#) Statement of Work (SOW), prior to registering. Pay close attention to the "Service Categories" listed in the SOW. Those are the commodity code(s) you will select, under the Business Details tab, during the registration process. Once you've completed selecting commodity code(s), you will need to answer the "Additional Question" as "Yes". This will trigger the pre-qualification questions associated with ITQ.

You may [click here](#) to begin your JAGGAER register. If you have issues with accessing the online registration, please contact 1.800.233.1121, choose option 2.

Upon completion of Step 2, your registration will go in a "pending" status until its reviewed. Once your documents are reviewed and we deem your registration as responsive, a contract will be created for you under the ITQ you selected. When an agency needs a service in the commodity code(s) you selected, you will receive and respond to solicitations in the JAGGAER application.

If you should have further questions or concerns, I can be reached at 717-346-2679 or by email at [kworley@pa.gov](mailto:kworley@pa.gov). Thank you.

Keith Worley, Department of General Services, Bureau of Procurement