



# 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>



# UTAH

**Supplier  
Portal**

# VENDOR REGISTRATION

## ▶ STEP 2

- ▶ Click the  button at the bottom of the screen



# UTAH

## Supplier Portal



### Secure Account Login

Email

Password

[Trouble logging in?](#)

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.

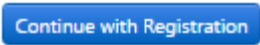
Registered suppliers with up-to-date information have the ability to:

- Maintain payment & banking information
- Update contact information

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

# 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



[Registration Checklist](#)

[Registration FAQ](#)

### Welcome to Supplier Registration

Browse the topics below to learn more about registering and to begin the registration process:

#### The registration process

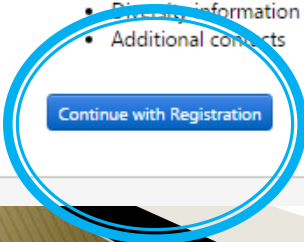
1. Click the button, below, to begin the registration process.
2. Ensure all the required fields and sections are completed.
3. Attest to the validity of the information and submit the form electronically.
4. You will receive your Login ID and Password via email once you have submitted your completed 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:

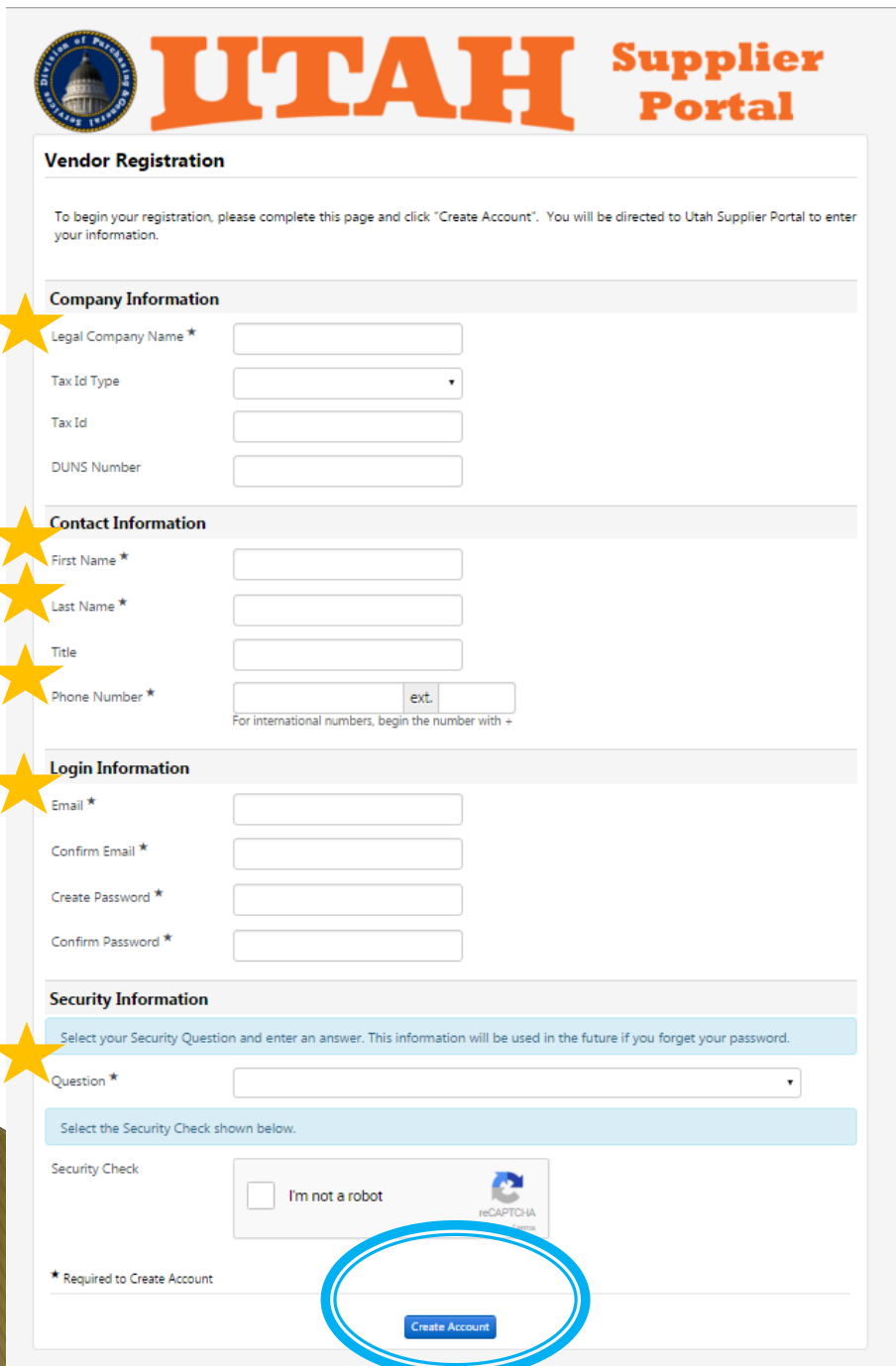
- Address, phone, and email information
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts




[Continue with Registration](#)

# VENDOR REGISTRATION

- ▶ STEP 4
- ▶ Complete all fields with a \* next to the field name. Additional fields are optional



 **UTAH** Supplier Portal

### Vendor Registration

To begin your registration, please complete this page and click "Create Account". You will be directed to Utah Supplier Portal to enter your information.

#### Company Information

Legal Company Name \*

Tax Id Type

Tax Id

DUNS Number

#### Contact Information

First Name \*

Last Name \*

Title

Phone Number \*  ext.   
For international numbers, begin the number with +

#### Login Information

Email \*

Confirm Email \*

Create Password \*


Confirm Password \*

#### Security Information

Select your Security Question and enter an answer. This information will be used in the future if you forget your password.

Question \*

Select the Security Check shown below.

Security Check  I'm not a robot 

\* Required to Create Account

Click on:

when finished

# VENDOR REGISTRATION

- ▶ STEP 5
- ▶ Once you've created your account, you will receive an email with a link to "complete" your registration. You will be given additional directions that allows you to identify commodities you'd like to be associated with. *\*Please note that it may take up to 24 hours to receive this email.*

## Vendor Registration

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

Please check your email inbox for instructions on how to complete the registration process.

**SCIQUEST** SUPPLIER  
NETWORK



## Vendor Registration for State of Utah Supplier Portal

Dear Vendor Training,

Thank you for starting the registration process with State of 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.

Continuing


Email: [aphayrathfamily@gmail.com](mailto:aphayrathfamily@gmail.com)

Thank You,

State of Utah Supplier Portal

If you have any technical questions, please contact at or for assistance and identify yourself as registering in the State of Utah Supplier Portal Vendor Network.

# VENDOR REGISTRATION

- ▶ STEP 6
- ▶ Clicking on the link in the email will validate your email address.
- ▶ Click  to continue



# UTAH

## Supplier Portal

### Supplier Registration

Email address validated. Proceed to create your account.



Submit

# VENDOR REGISTRATION

## ▶ STEP 7

- ▶ Follow the registration wizard to complete your profile information
  - When you have all green checks, your profile is complete
    - **PUT A SALES AND/OR CORPORATE CONTACT TO RECEIVE NOTICES FOR SOURCING EVENTS**
- *Please be aware that SciQuest defaults to Pacific Time. Salt Lake County operates in Mountain Standard Time. It is important that you override this default upon setting up your profile.*

**UTAH Supplier Portal**

Registration > Manage Registration Profile > Welcome

**Mystery Inc.**

Registration **Complete** for:  
State of Utah Supplier Portal

**Welcome**

- Company Overview ✓
- Business Details ✗
- Addresses ✓
- Contacts ✓

Registration FAQ | View History

### 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 successfully registered.
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.

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 8
- ▶ Click the house to go back to the home page



# VENDOR REGISTRATION

- ▶ Your registration with Salt Lake County is complete!

The screenshot shows the UTAH Supplier Portal interface. The header includes the UTAH logo and 'Supplier Portal'. The navigation bar shows 'Home > Customer Portal Home > Home - Mystery Inc.'. 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** (Go to Public Opportunities)

The Sourcing Events section features 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

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!

Questions? Contact  
[slco-purchasing@slco.org](mailto:slco-purchasing@slco.org) or  
385.468.0300