VENDOR REGISTRATION

Salt Lake County Supplier Portal
STEP 1:
Go to SciQuest’s **UTAH SUPPLIER PORTAL**

STEP 2

- Enter your email address to Create Account

![Utah Supplier Portal](image)

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

Next

Forgotten your password?
Contact SciQuest via a Support form or 1-800-233-1121 option 2 then option 2.
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.
VENDOR REGISTRATION

STEP 4.A.

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

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.
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
EVID20161129194602588
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.
STEP 5

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

STEP 6
- Sign in using your login information
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
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.
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
Optional Steps in Registration

Changing/confirming your time zone
Making your vendor profile public
Adding a NAICS code
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:
VENDOR REGISTRATION

- 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
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.
Go to the top right corner and click on your company name
  ◦ Select “View My Profile”
  ◦ Select “Language, Time Zone and Display Settings”
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

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”
Click on “Manage Profile Visibility”
Make sure the box beside “Publish my company profile in the JAGGAER Supplier Network Directory” is checked.
VENDOR REGISTRATION: NAICS Codes

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

- Click on “Edit”

- A searchable list appears
VENDOR REGISTRATION: NAICS Codes

- Type in keywords for your PRIMARY commodity and click “Done” or hit Enter.
Select the NAICS code that best represents your PRIMARY commodity.
VENDOR REGISTRATION: NAICS Codes

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

- Type in your keywords for your Secondary commodity and click “Done” or hit Enter
Select all the commodity codes that apply and click “Done”
You are now registered under these additional commodity codes in the SciQuest Supplier Network

<table>
<thead>
<tr>
<th>Products and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAICS Codes</td>
</tr>
<tr>
<td>336380 - Other Motor Vehicle Parts Manufacturing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Secondary NAICS Codes Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>483211 - Inland Water Freight Transportation</td>
</tr>
<tr>
<td>484220 - Specialized Freight (except Used Goods) Trucking, Local</td>
</tr>
<tr>
<td>484230 - Specialized Freight (except Used Goods) Trucking, Long-Distance</td>
</tr>
</tbody>
</table>

Additional Product/Service Information

700 characters remaining
Questions or Concerns?

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