



**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Vendor Registration

IMPACS Quick Guide

Background

The Iowa Management of Procurement and Contracts System (IMPACS) uses the Jaggaer e-procurement software system. You may see references to both IMPACS and Jaggaer when doing business with the State of Iowa.

IMPACS is not processing payments for goods and services acquired through the e-procurement software. Only Purchase Requisitions and Purchase Orders will process through IMPACS. Accounts Payable and Invoicing will use the method currently in place for existing vendors.

New Vendors must fill out the Remittance information for their company when registering. This will direct the accepted payment type to the appropriate location.

If basic vendor information is used to respond to a solicitation and the result is that the Vendor is awarded, the Vendor must return to their Vendor Portal to complete their Vendor Registration.



Definitions

“Customer” - State of Iowa - Iowa Management of Procurement & Contracts System (IMPACS)

“DBA” - Doing Business As

“DUNS” - Dun & Bradstreet Number (not needed for registration)

“Supplier” – Vendor, Entity or Company doing business in the State of Iowa

“VAT ” - Value-added Tax (not applicable in Iowa and not needed for registration)

Links

Link to register as a Vendor or complete Vendor registration with the State of Iowa:

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=DASlowa>

Link to respond to a Solicitation (Basic Vendor Registration Information):

[Solicitation User Registration](#)

Link to Business Opportunities (public list of solicitations):

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=DASlowa>



Vendor Registration FAQ

Someone else in my company will complete the registration, not me. Can I forward my invitation?

Yes, you may forward the invite to anyone you would like in your company. We find in most cases a sales rep or account manager is best equipped to complete this activity. Please note, however, that once a username and password have been created, the invitation can no longer be forwarded. In this case, please contact the Purchasing Agent to reissue your invitation.

Our organization's primary contact is no longer with the company and I need to gain access to the portal – What do I do?

Submit a support ticket here to our online host JAGGAER at: <https://www.jaggaer.com/submit-supplier-support-request/>
Please include your company's Tax ID Number. This information is used to verify that you are with the company and that the correct company profile is being edited.

What does JAGGAER do with the information I enter into my profile? Will it be sold or used for any purpose not described in this registration process?

JAGGAER securely saves your company's information in its database; only select JAGGAER administrators and JAGGAER customer procurement specialists have access to your information. Your information will not be sold or used for any other purpose.

What is "DBA"?

"Doing Business As." A name under which a corporation conducts business that is not the legal name of the corporation as shown in its Articles of Incorporation.

What is a Diversity Classification?

A Diversity Classification is a form that confirms that your company is certified by the government to be a Diverse Supplier.

I have questions that this FAQ and the help "?" in the portal cannot answer - Who can I contact?

You can review the information we have on the web here: <https://www.jaggaer.com/supplier-support/>
Or you can contact Jaggaer Supplier Support with a support ticket here: <https://www.jaggaer.com/submit-supplier-support-request/>

Or via telephone 8:00am to 8:00pm Eastern Time, Monday through Friday, at 1-800-233-1121 option 3. Please indicate to the representative that you are calling about the "DAS Iowa Supplier Portal".



Vendor Training Videos from Jaggaer

Jaggaer provides access to numerous help videos for Vendors (suppliers). These videos are recorded in English, but viewers can add subtitles in various languages. This guide provides instructions on how to view subtitles in your language as you view the help videos (see next page). We have also included links for the videos you will find helpful as you register and begin using the portal.

Basic overview of the Jaggaer Network and how Vendors (Suppliers) use it.

[JI-SN-AV01: JAGGAER Indirect Vendor \(Supplier\) Network Overview](#)

Guidance on beginning the Vendor registration process.

[JI-SN-AV03: Beginning the Vendor \(Supplier\) Network Registration](#)

Explanation of how and why registration differs for each customer. (customer = State of Iowa).

[JI-SN-AV05: Navigating the Vendor \(Supplier\) Portal](#)

Highlights key functionality available through the Vendor (Supplier) portal. How you can interact with Jaggaer.

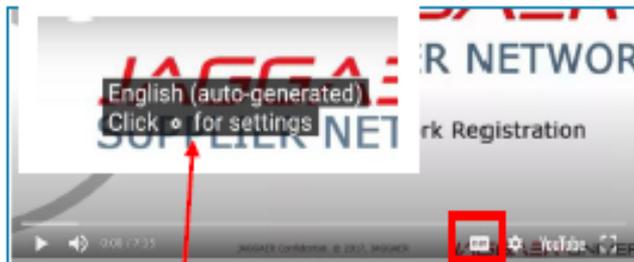
[JI-SN-AV06: Managing the Network Profile](#)



How to Add Subtitles to Jaggaer Training Videos

How to add subtitles to Jaggaer training videos in any language?

- 1 Click the Closed Caption (CC) icon.



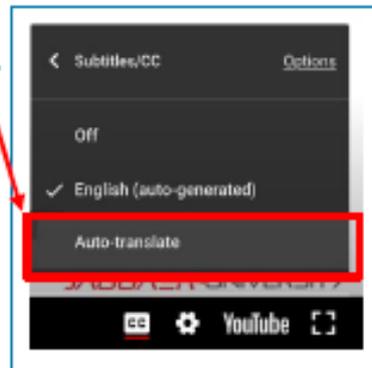
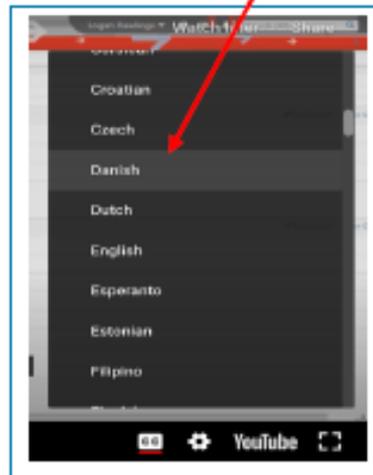
You will see this message appear, "English (auto-generated). Click  for settings."

- 2 Click the **Settings** icon.



- 3 Select **Auto-translate**.

- 4 Select your preferred language from the menu.



The subtitles will appear across the bottom of the video.

Awarded Vendor Registration Wizard



Awarded Vendor Registration

Home Management of Procurement and Contracts System

Home ▶ Customer Portal Home

Welcome to the Iowa Management of Procurement and Contracts System Vendor Portal!

Customer Contact ?

Email Purchasing.Mailbox@iowa.gov

Quick Links to Common Tasks ?

Manage Registration Profile

Sourcing Events ?

Show [Go to Public Opportunities](#)

No Results

Events	Released	Open	Closed	Awarded	All
Mv Evente		0	3	3	6
		16	83	169	268
		0	0	0	0

[View All Events](#)

Contracts ?

No Results

[View All Contracts](#)



Awarded Vendor Necessary Fields

SOIJAGGAERTEST

Registration **In Progress** for:
Iowa Management of Procurement & Contracts System

0 of 4 Steps Complete

Welcome

- Company Overview ▲
- Business Details ▲
- Addresses ▲
- Contacts ▲
- Certify & Submit

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

Welcome to Supplier Registration

Welcome to the State of IOWA Vendor Portal. Please register in order to participate in solicitation opportunities.

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration



Awarded Vendor Necessary Fields

SOIJAGGAERTEST

Registration **In Progress** for:
*Iowa Management of Procurement &
Contracts System*

1 of 4 Steps Complete

Welcome

Company Overview ✓

Business Details ⚠

Addresses ⚠

Contacts ⚠

Certify & Submit

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

Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA) ⓘ

Country of Origin * ⓘ

United States ▼

Tax ID Number

420000000

Are you exempt from backup withholding? ⓘ

Yes No

Website

<https://das.iowa.gov/procurement>

★ Required to Complete Registration

◀ Previous

Next ▶

Save Changes



Awarded Vendor Necessary Fields

Top of Business Details Page

Business Details



The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Business Description

Test Business
Description

2475 characters remaining

Sales Territories

Is Your Business a Local Vendor?

Yes No

Is Your Business a National Vendor?

Yes No

U.S. Service Area

Iowa

Edit

International Service Area

-

Edit



Awarded Vendor Necessary Fields

Bottom of Business Details Page

Products and Services

Please select the appropriate commodity codes for the products and services your organization offers.

Commodity Codes *

10011 (Crates, Plywood)

Edit

Remove

Keywords *

Test

696 characters remaining

Please provide keywords that describe the Goods and/or Services your business provides.

Diversity Classifications

The system cannot determine whether this vendor qualifies as a Small Business as defined by the U.S. Small Business Administration.

Diversity Classifications

2 Diversity Classifications Selected

Edit

★ Required to Complete Registration

< Previous

Next >

Proceed to Certify and Submit >>

Save Changes



Awarded Vendor Necessary Fields

SOIJAGGAERTEST

Registration **In Progress** for:
Iowa Management of Procurement & Contracts System

4 of 4 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

[Certify & Submit](#)

Addresses

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. The required address types are listed below. PLEASE FILL OUT ALL ADDRESS TYPES REQUESTED EVEN IF IT IS THE SAME ADDRESS.

Address Label	Address Types	Address	
SOIJAGGAERTEST Contact	Fulfillment (Primary) Physical Remittance (Primary)	1305 East Walnut St. Level 3 Des Moines, Iowa, 50319 United States	Edit ▼

[Add Address](#)

[Show Inactive Addresses](#)

Add Address

Basic Information (Step 1 of 3) ?

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

* Required to Complete Registration

[Next >](#)

[Previous](#) [Next >](#) [Proceed to Certify and Submit >>](#)

Provide addresses for Physical, Fulfillment and Remittance (they may all be the same address). You may add additional addresses by selecting the **Add Address** button.



Awarded Vendor Necessary Fields

SOIJAGGAERTEST

Registration **In Progress** for:
Iowa Management of Procurement & Contracts System

4 of 4 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

[Certify & Submit](#)

Contacts

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below. Please enter the contact information for each type, even if it is the same person. **Please enter the email address where the Purchase Order will be delivered in the Fulfillment Contact section.**

Contact Label	Contact Types	Name	Email	
JAGGAERTEST, SOI	Corporate (Primary)	JAGGAERTEST, SOI	SOIJAGGAERTEST@gmail.com	Edit ▼
PO Failure	Sales (Primary) PO Failure (Primary) Remittance (Primary) Fulfillment (Primary)	Shannon, Laura	laura.shannon@iowa.gov	Edit ▼

[Add Contact ▼](#)

Show Inactive Contacts

◀ Previous Next ▶ **Proceed to Certify and Submit ▶▶**



Add Contact ▼

- Corporate
- Fulfillment
- PO Failure
- Remittance
- Sales

Please provide contact information for the categories listed (all contacts might be the same person).



Awarded Vendor Necessary Fields

SOIJAGGAERTEST

Registration **In Progress** for:
Iowa Management of Procurement & Contracts System

4 of 4 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Certify & Submit

Please enter your information in the boxes below acknowledging that you are a company official and that all information is correct. It is the Vendor'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 Email Address ★

Today's Date

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

★ Required to Complete Registration

After you certify and submit the Vendor registration, you will receive an email verifying the registration. Please reach out to purchasing.mailbox@iowa.gov to notify the State of Iowa that you have completed your initial registration. Someone will reach out to you to finalize the process.



Questions?

Please contact purchasing.mailbox@iowa.gov

Or call 515-330-7325

