



Iowa Management of Procurement and Contracts System

# Vendor Registration Guide

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# Background

The Iowa Management of Procurement and Contracts System (IMPACS) uses Jaggaer e-procurement software. You may see references to both IMPACS and Jaggaer when doing business with the State of Iowa. 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.sciquest.com/apps/Router/SupplierLogin?CustOrg=DASlowa>

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

[Solicitation User Registration](#)

Link to Business Opportunities (list of posted solicitations):

<https://bids.sciquest.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. 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 can access 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 from 7:00 am to 7:00 pm Central 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.

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

Guidance on beginning the Vendor registration process.

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

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

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

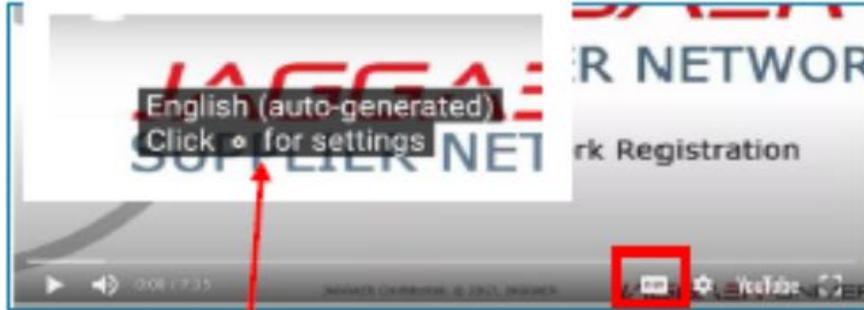
Highlights key functionality available through the Vendor (Supplier) portal. How you can interact with Jaggaer.

[Jl-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.



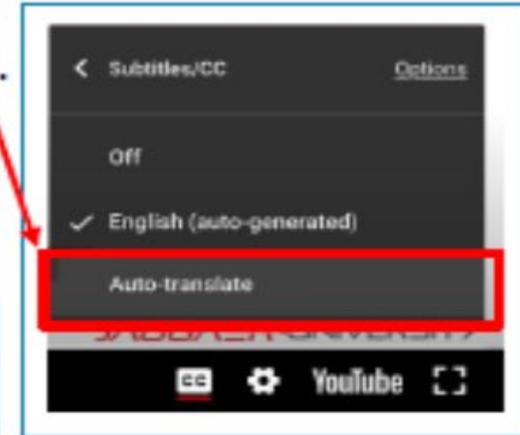
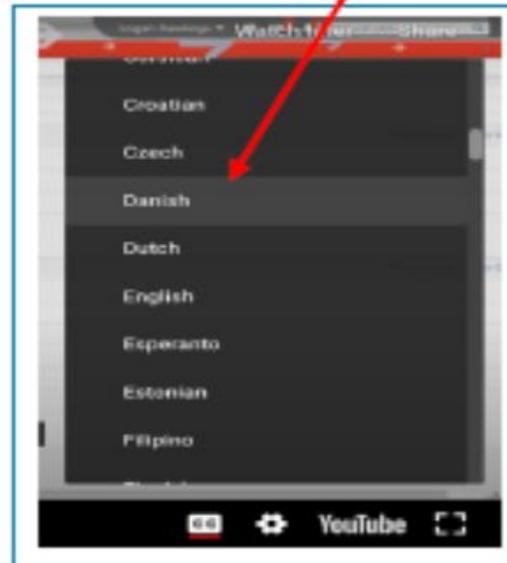
You will see this message appear, "English (auto-generated). Click  for settings."

- 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.

# Registration Wizard

## In Four Easy Steps

# Vendor Registration

After logging into your vendor portal, click **Registration** on the menu.

Then click **Manage Registration Profile**.

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 Opening or Closing Soon [Go to Public Opportunities](#)

No Results

| Events    | Released | Open | Closed | Awarded | All |
|-----------|----------|------|--------|---------|-----|
| My Events | 0        | 0    | 3      | 3       | 6   |
|           | 0        | 16   | 83     | 169     | 268 |
|           | 0        | 0    | 0      | 0       | 0   |

[View All Events](#)

**Contracts**

No Results

[View All Contracts](#)

# Vendor Necessary Fields

Enter the Legal Company name.

Click **Next** or **Save Changes** if stopping on this page.

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 \*

SOIJAGGAERTEST

★ Required to Complete Registration

Next >

Save Changes

# Vendor Necessary Fields – Company Overview

Enter the **Doing Business As** name (if applicable).

Enter the **Tax ID Number**.

If you have a W9 to upload, click the **YES** radio button by **Are you exempt from backup withholding?** field and upload the W9.

Fill in the company website.

Click **Next** or **Save Changes** if stopping on this page.

**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 \* ⓘ

Tax ID Number

Are you exempt from backup withholding? ⓘ  Yes  No

Website

★ Required to Complete Registration

◀ Previous **Next ▶** **Save Changes**

# Vendor Necessary Fields – Business Details

Enter a description for the company. **TIP:** You may expand the text box by dragging the lower right corner of the box.

Click the appropriate radio buttons for Sales Territories and add the States and countries where your company does business.

Continue to the next section of the 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

International Service Area -

# Vendor Necessary Fields – Business Details

Enter the commodity codes that apply to your company. By clicking the edit button, you will be able to search for the codes by description and select the appropriate codes. NOTE: You will be notified by email of open solicitations that contain the same commodity codes.

Enter the **Keywords** that describe the products or services you offer.

If applicable, enter any diversity classifications for your company.

Click **Next**, or **Save Changes**. Do not Proceed to Certify and Submit.

### Products and Services

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

Commodity Codes <sup>★</sup> Edit Remove

10011 (Crates, Plywood)

Keywords <sup>★</sup>  696 characters remaining

### 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

<sup>★</sup> Required to Complete Registration

< Previous Next > Proceed to Certify and Submit >> Save Changes

# Vendor Necessary Fields - Addresses

Provide addresses for Physical, Fulfillment, and Remittance (they may all be the same address).

If that is the case, check all three boxes at the bottom of the pop-up window. Click **Next**.

You may add additional addresses by selecting the **Add Address** button.

Click the **Next** button.

**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)<br>Physical<br>Remittance (Primary) | 1305 East Walnut St. Level 3<br>Des Moines, Iowa, 50319<br>United States |

[Add Address](#)

[Edit](#)

[Show Inactive Addresses](#)

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

### 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](#)

# Vendor Necessary Fields - Contacts

Please provide contact information for the categories listed (Corporate, Fulfillment, PO Failure, Remittance, and Sales (all contacts may be the same person)).

You may add additional contacts by selecting the **Add Contact** button.

Click the **Next** or **Proceed to Certify and Submit** button.

**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)<br>PO Failure (Primary)<br>Remittance (Primary)<br>Fulfillment (Primary) | Shannon, Laura   | laura.shannon@iowa.gov   | Edit ▼ |

[Show Inactive Contacts](#)

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

**Add Contact** ▼

- Corporate
- Fulfillment
- PO Failure
- Remittance
- Sales

# Vendor Necessary Fields – Certify & Submit

Fill in the Preparer's information, click the **Certification** checkbox, then click the **Submit** button.

After you certify and submit the Vendor registration, you will receive an email verifying the registration. Please contact [purchasing.mailbox@iowa.gov](mailto: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.

| SOIJAGGAERTEST   |   | Certify & Submit <span>?</span>  |  |
|--|---|--|--|
| Registration <b>In Progress</b> for:<br><i>Iowa Management of Procurement &amp; Contracts System</i> |   | 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. |  |
| <b>4 of 4</b> Steps Complete   |   | 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.   |  |
| Welcome  |   |  |  |
| Company Overview   | ✓ | Preparer's Name *  | <input type="text" value="Laura Shannon"/>   |
| Business Details   | ✓ | Preparer's Email Address *   | <input type="text" value="laura.shannon@iowa.gov"/>                                  |
| Addresses  | ✓ | Today's Date   | 3/7/2023   |
| Contacts   | ✓ | Certification *  | <input type="checkbox"/> certify that all information provided is true and accurate. |
| <b>Certify &amp; Submit</b>  |   | ★ Required to Complete Registration  |  |
|  |   | <input type="button" value="Submit"/>  |  |

Questions?

Please contact [purchasing.mailbox@iowa.gov](mailto:purchasing.mailbox@iowa.gov)

Or call 515-330-7325