How to Pre-Qualify as an ITQ Supplier

Once registered on the Commonwealth of Pennsylvania JAGGAER Supplier Management System, you can then pre-qualify as an ITQ supplier.

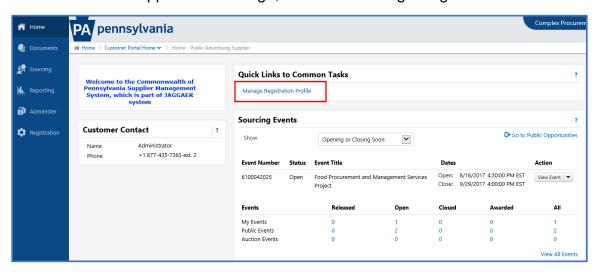
An ITQ Contract is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

To prequalify as an ITQ supplier, review each ITQ Contract's Statement of Work (SOW) to identify the appropriate contract and commodity code. <u>Click here</u> to view all ITQ contracts on the DGS ITQ website.

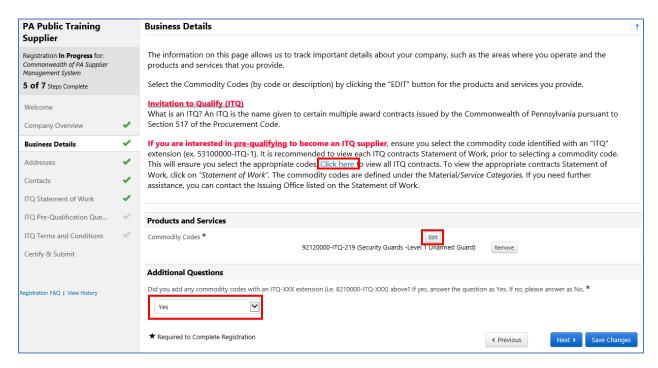
Select the commodity code identified with an "ITQ-###" extension (ex. 53100000-ITQ1). The commodity codes are defined under the *Material/Service Categories*. If you need further assistance, please contact the Issuing Officer listed on the SOW.

The screenshots displayed within this training document are used for example purposes only.

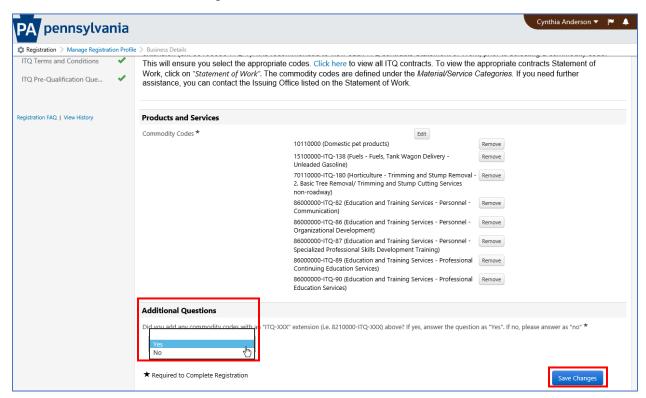
1. From the Supplier Home Page, select the Manage Registration Profile



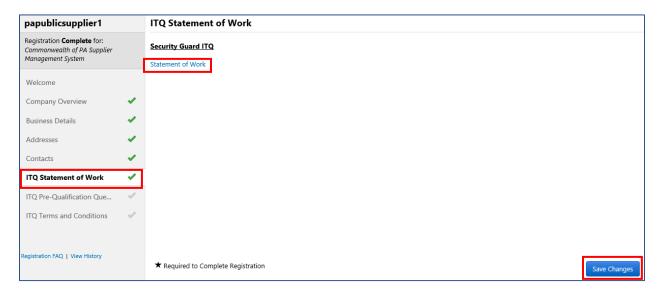
- 2. Select the Business Details link in the left navigation under Welcome.
- 3. Select the "Click Here" link to view all the ITQ contracts to review the Statement of Work, Terms and Conditions and any other pertinent documentation related to the ITQ. Review the Statement of Work to familiarize yourself with the process, procedures, and Commodity Codes related to the ITQ.
 - a. At this point, you use the information compiled from the ITQ contracts to choose the appropriate Commodity Code(s) for your type of procurement.
- 4. In the Products and Services section, select the Edit button to choose the appropriate ITQ Commodity Codes.



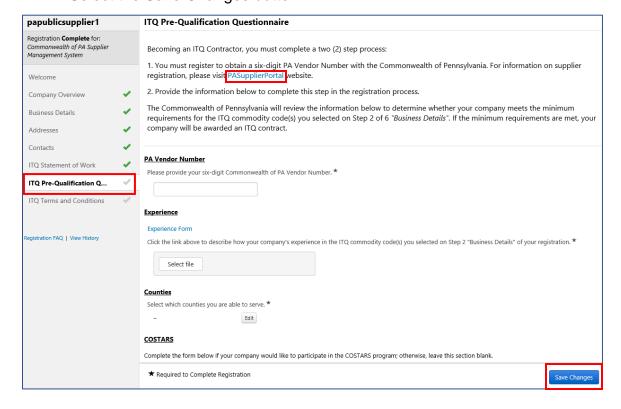
- 5. You must select Yes or No for the Additional Questions
 - Select Yes, if adding a commodity code with an ITQ extension (86000000-ITQ-82);
 - Select No, if adding a commodity code without an ITQ extension (8600000)
- 6. Select the Save Changes button.



- 6. Select the ITQ Statement of Work link in the left navigation.
- 7. Select the Statement of Work link to review.
- 8. Select the Save Changes button.



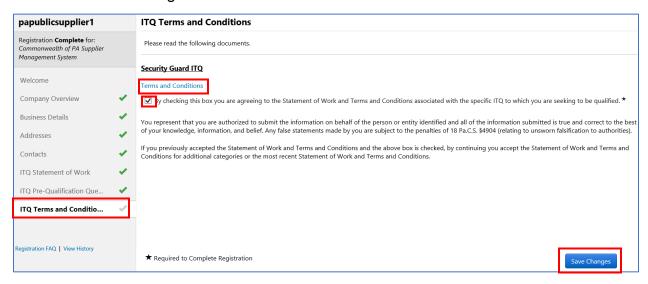
- 9. Select the ITQ Pre-Qualification Questions link in the left navigation.
- Select the PA Supplier Portal link to register for a six-digit PA Vendor Number (if applicable)
- 11. You must answer all required questions completely and attach documentation.
- 12. Select the Save Changes button.



- 13. Select the ITQ Terms and Conditions in the left navigation.
- 14. Select the Terms and Conditions link to review.

You must agree to the terms and conditions associated with the specific ITQ for which you are seeking to be qualified.

- 15. Select the check box next to the statement, "By checking this box you are agreeing to the Statement of Work and Terms and Conditions associated with the specific ITQ to which you are seeking to be qualified".
- 16. Select the Save Changes button.



All sections should have green checks to verify they are completed. The registration will workflow for the ITQ Manager's approval review.