



Department  
for Education

# **JAGGAER Commercial System Supplier Registration Guidance**

**February 2023**

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# 1. Introduction

This document will take the user through the steps required to register as a supplier.

## 2. How to register as a supplier

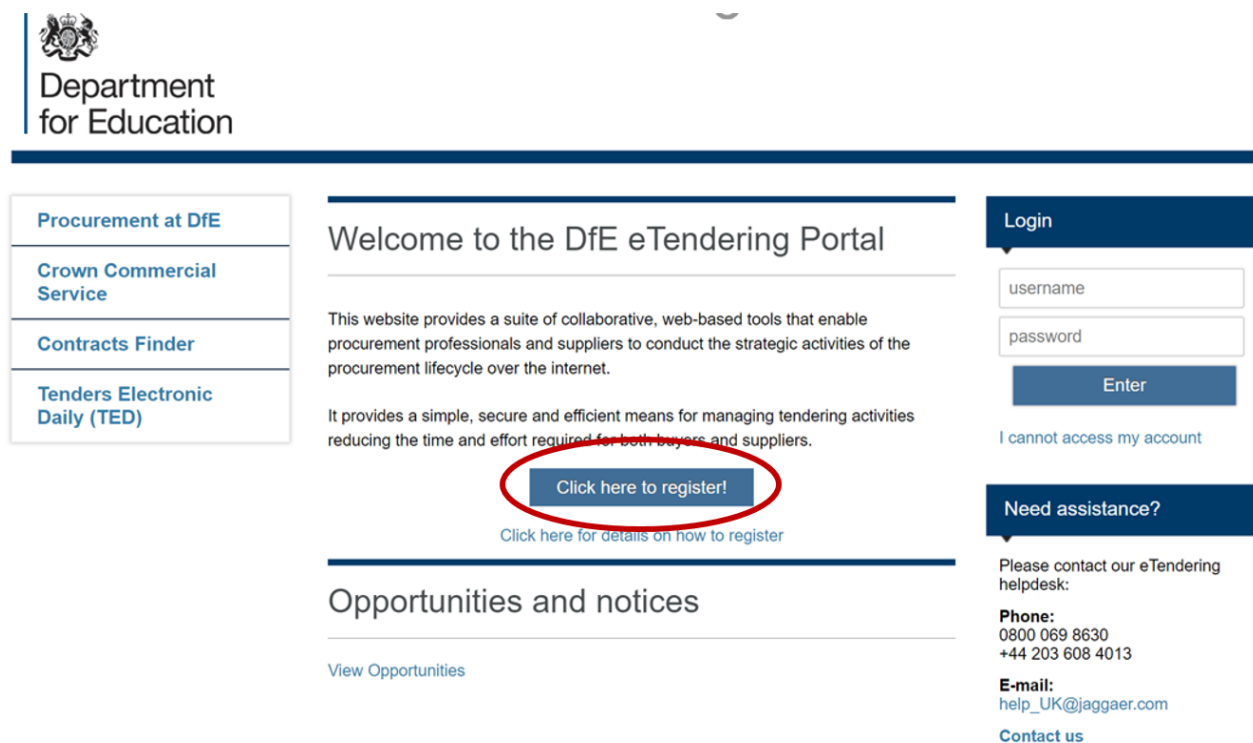
### 2.1 How to access the Supplier Registration page

1. Navigate to the Jaggaer log in page

**url for Jaggaer registration**

<https://education.app.jaggaer.com/web/login.html>

Click the 'Click here to register!' button



**Department for Education**

**Procurement at DfE**

- Crown Commercial Service
- Contracts Finder
- Tenders Electronic Daily (TED)

### Welcome to the DfE eTendering Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

**Click here to register!**

[Click here for details on how to register](#)

### Opportunities and notices

[View Opportunities](#)

**Login**

username

password

**Enter**

[I cannot access my account](#)

**Need assistance?**

Please contact our eTendering helpdesk:

**Phone:**  
0800 069 8630  
+44 203 608 4013

**E-mail:**  
[help\\_UK@jaggaer.com](mailto:help_UK@jaggaer.com)

[Contact us](#)

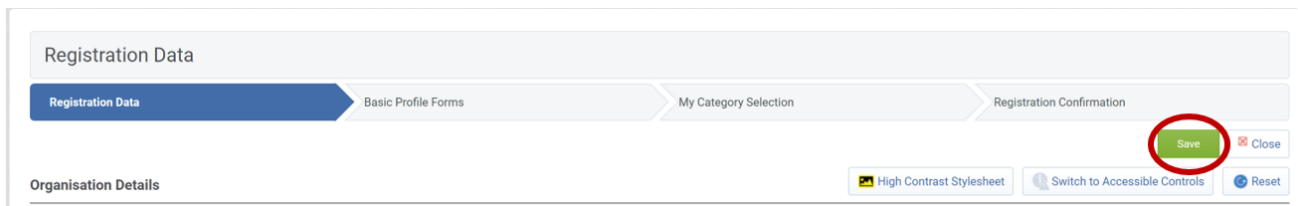
## 2.2 Registration Data

To register as a supplier on Jaggaer it is necessary to complete the information in the three tabs shown below:

'Registration data', 'Basic Profile Forms', 'My Category Selection'

### 1. Registration Data tab

The mandatory fields should be completed for 'Organisational Details' and 'User Details'. Once satisfied with your answers click the 'Save' button.



Registration Data

Registration Data Basic Profile Forms My Category Selection Registration Confirmation

Organisation Details

High Contrast Stylesheet Switch to Accessible Controls Reset

Save Close

#### Organisation Details

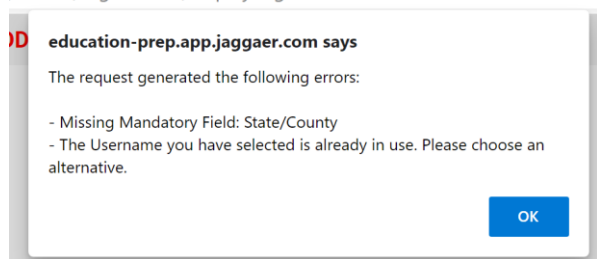
* Organisation Name	<input type="text"/>
* Country	<input type="text"/>
* Address line 1	<input type="text"/>
* City	<input type="text"/>
* State/County	<input type="text"/>
* Postal Code	<input type="text"/>
UK Provider Reference Number (UKPRN)	<input type="text"/>
* Main Organisation Phone Number	<input type="text"/>

## User Details

Title	--
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Telephone	<input type="text"/>
Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
* Email <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</i>	<input type="text"/>
* Username (please make note of your username and do not forget)	<input type="text"/>
* Preferred Language	English (UK) ▾
* Time Zone	(GMT 0:00) Western Europe Time, London, Lisbon ▾
Use High Contrast Stylesheet (for visually impaired users)	No ▾

If any mandatory fields have been missed there will be a pop-up message stating the error. Revisit the answers and check for blank answers in the form, then click save when completed.

/tookit/registration/displayregistration.sis?isUnivModification=true&



## 2. Basic Profile Forms

There are 3 mandatory questions to answer in the 'Basic Profile Forms'.

Once complete click the 'Save & Continue' button.

Basic Profile Form: Basic Information

Registration

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Save & Continue

Cancel

Label	Description	Response
Number of employees	* Please state the number of employees in your organisation	More than 250 ▾
UKPRN	* Department for Education will require all suppliers to register for a UK Provider Reference Number (UKPRN) prior to receiving a contract award. Does your organisation currently have a UKPRN?	No, we will obtain a UKPRN prior to receiving a contract award ▾
SQ-1.1(c)	* Trading status	d) other partnership ▾

### 3. My Category Selection

You will receive alerts to any open opportunities published by the DfE that align to categories you have selected. Please add categories to your profile that describe the services your organisation delivers.

The screenshot shows the 'My Category Selection' step in the registration process. The top navigation bar has four tabs: 'Registration Data', 'Basic Profile Forms', 'My Category Selection' (which is highlighted with a red circle and a blue arrow), and 'Registration Confirmation'. Below the navigation bar, there is a search bar labeled 'Search or Navigate the Tree' with a placeholder 'Enter filter (type to start search)'. Below the search bar, it says 'Selected Items: 0'. To the right of this are two buttons: 'Expand All' and 'Collapse All'. Below these buttons is a tree view of categories. The tree is expanded, showing the following structure:

- Categories
  - 01 - Procurement
    - 24000000 - Materials Handling, Accessories and Supplies
    - 24120000 - Packaging materials
      - ☒ 24120000 - Packaging boxes and bags and pouches
      - ☒ 24121500 - Packaging materials - Unclassified
    - 30000000 - Building and Construction Products
      - 30140000 - Insulation
        - ☒ 30140000 - Insulation - Unclassified
        - ☒ 30141500 - Thermal insulation
        - ☐ 30141600 - Specialty insulation
      - 30150000 - Exterior finishing materials
      - 30160000 - Interior finishing materials
  - 02 - Non Procurement
    - DPS - DPS
      - ☐ X - Web Form Import
      - ☐ Z - Not in use

An example of the drop-down menu when opened is shown below:

The screenshot shows a drop-down menu for category selection. The menu is open, showing a list of categories and sub-categories. The '30140000 - Insulation' category is highlighted in yellow. The list of categories and sub-categories is as follows:

- 01 - Procurement
  - 24000000 - Materials Handling, Accessories and Supplies
  - 24120000 - Packaging materials
    - ☒ 24120000 - Packaging boxes and bags and pouches
    - ☒ 24121500 - Packaging materials - Unclassified
  - 30000000 - Building and Construction Products
    - 30140000 - Insulation
      - ☒ 30140000 - Insulation - Unclassified
      - ☒ 30141500 - Thermal insulation
      - ☐ 30141600 - Specialty insulation
    - 30150000 - Exterior finishing materials
    - 30160000 - Interior finishing materials

### 4. Registration Complete

Once all the information is complete, the final tab is 'Registration Confirmation'. You will receive an email with your username and password, which you can use to log into Jaggaer, please notify us by reply to this email and you will be added to the opportunity.

The screenshot shows the 'Registration Confirmation' step in the registration process. The top navigation bar has four tabs: 'Registration Data', 'Basic Profile Forms', 'My Category Selection', and 'Registration Confirmation' (which is highlighted with a blue arrow). Below the navigation bar, there is a green box with a checkmark icon and the following text:

The Registration Process is complete. Your account has been activated and an email sent to confirm this.  
Log in with your Username and Password to access the platform.

To the right of the green box is a 'Close Window' button.