

# **Jaggaer Instructions**

### **Supplier Profile and ITT Access**

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# 1. Purpose

Instructions on how to submit a Tender on Jaggaer are provided for reference only. Tenderers should contact Jaggaer for help if they experience any issues or are unsure how to use the system when submitting a response.

# 2. Creating a Supplier Profile

1. Go to <u>Jaggaer</u> and click 'Register' (if not already registered)

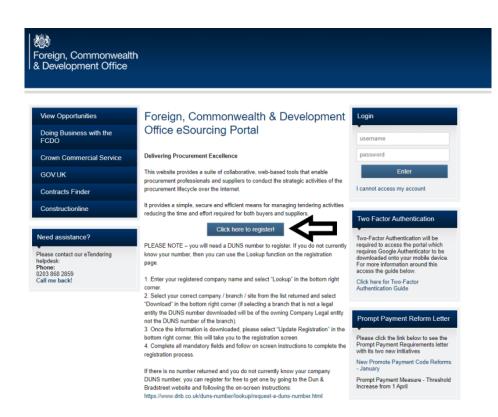
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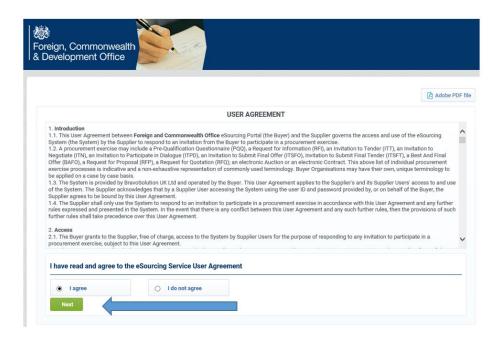
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- 2. Complete all Mandatory details (those marked with a \*). Remember to make a note of the Username you choose, then click 'Save'
- 3. You will shortly receive an email with your unique password (please keep this secure)
- 4. Return to the login page and enter your Username and Password
- 5. Complete the two stage authentication process using an app such as MS Authenticator on a smart phone and scanning the QR code
- 6. Read the User Agreement select "I Agree" and "Next"



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- 7. Once your account is activated FCDO Services Procurement team can invite you to tender opportunities and/or you can search for opportunities open to all suppliers under the relevant ITT or PQQ tabs
- 8. If you require any further assistance, please consult the online help or contact the Jaggaer helpdesk

# 3. Submitting a Tender on Jaggaer

#### 3.1 Registering and Expressing an Interest to the ITT

- 1. Go to <u>Jaggaer</u> and click 'Register' (if not already registered)
- 2. Tick 'I Agree' to accept the terms and conditions and click 'Next'
- 3. Complete all Mandatory details (those marked with a \*). Remember to make a note of the Username and then click 'Save'
- 4. You will shortly receive an email with your unique Password (please keep this secure)
- 5. Login to Jaggaer with the Username and Password
- 6. Click the 'ITTs' Open To All Suppliers' link. (These are opportunities open to any registered supplier)
- 7. Click on the relevant ITT to access the contents
- 8. Click the 'Express Interest' button at the top of the page. This will move the ITT to 'My ITTs' page
- 9. Click 'My ITTs' (this is your own area reserved for your projects only). You can now access any attachments by clicking 'Buyer Attachments'

## 3.2 Responding to the ITT

- 1. Click 'My Response'
- 2. Click either 'Create Response' or 'Decline to Respond' (please provide a reason if declining)
- 3. You can now use the 'Messages' function to communicate with the Authority and seek any clarification
- 4. Note the Closing Date for completion and then follow the onscreen instructions to complete your Tender response
- 5. To complete your Tender response, click 'Edit Response' for each section. Click 'Save Changes' when any changes are made otherwise these will be lost
- 6. You can edit your response at any time up until the ITT Deadline, but you must click 'Submit Response' to ensure that the Authority receives your Tender
- 7. If you require any further assistance please consult the online help, or contact the Jaggaer Helpdesk