

# VENDOR REGISTRATION

State of Utah  
Supplier Portal

# VENDOR REGISTRATION

## STEP 1:

Go to SciQuest's **UTAH SUPPLIER PORTAL**

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>



# UTAH

**Supplier  
Portal**

# VENDOR REGISTRATION

## ▶ STEP 2

- ▶ Click the  button at the bottom of the screen



# UTAH

## Supplier Portal



### Secure Account Login

Email

Password

[Trouble logging in?](#)

If you already have an account or are a registered supplier that has been invited to participate in a sourcing event, please login by entering your e-mail address, password and then click on the "Login" button.

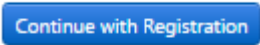
Registered suppliers with up-to-date information have the ability to:

- Maintain payment & banking information
- Update contact information

If you are a supplier that has not yet registered, click the button below to create your account.

# VENDOR REGISTRATION


## ▶ STEP 3

- ▶ a. This is the Supplier (Vendor) Registration Page – Registration Checklist, letting you know what information you will need to complete your registration.
- ▶ b. There is also a Registration FAQ that is continuously being updated as new FAQs arise.
- ▶ c. Click  to move forward once you have all your information



# UTAH

## Supplier Portal



[Registration Checklist](#)

[Registration FAQ](#)

### Welcome to Supplier Registration

Browse the topics below to learn more about registering and to begin the registration process:

#### The registration process

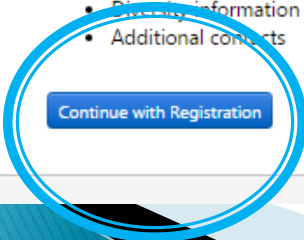
1. Click the button, below, to begin the registration process.
2. Ensure all the required fields and sections are completed.
3. Attest to the validity of the information and submit the form electronically.
4. You will receive your Login ID and Password via email once you have submitted your completed form.
5. Login when needed to update your profile or to add additional contact information.

#### Before you begin registering

Compiling the necessary information prior to beginning the registration process will ensure a smooth and trouble-free registration.

The following information will be requested during the registration process:

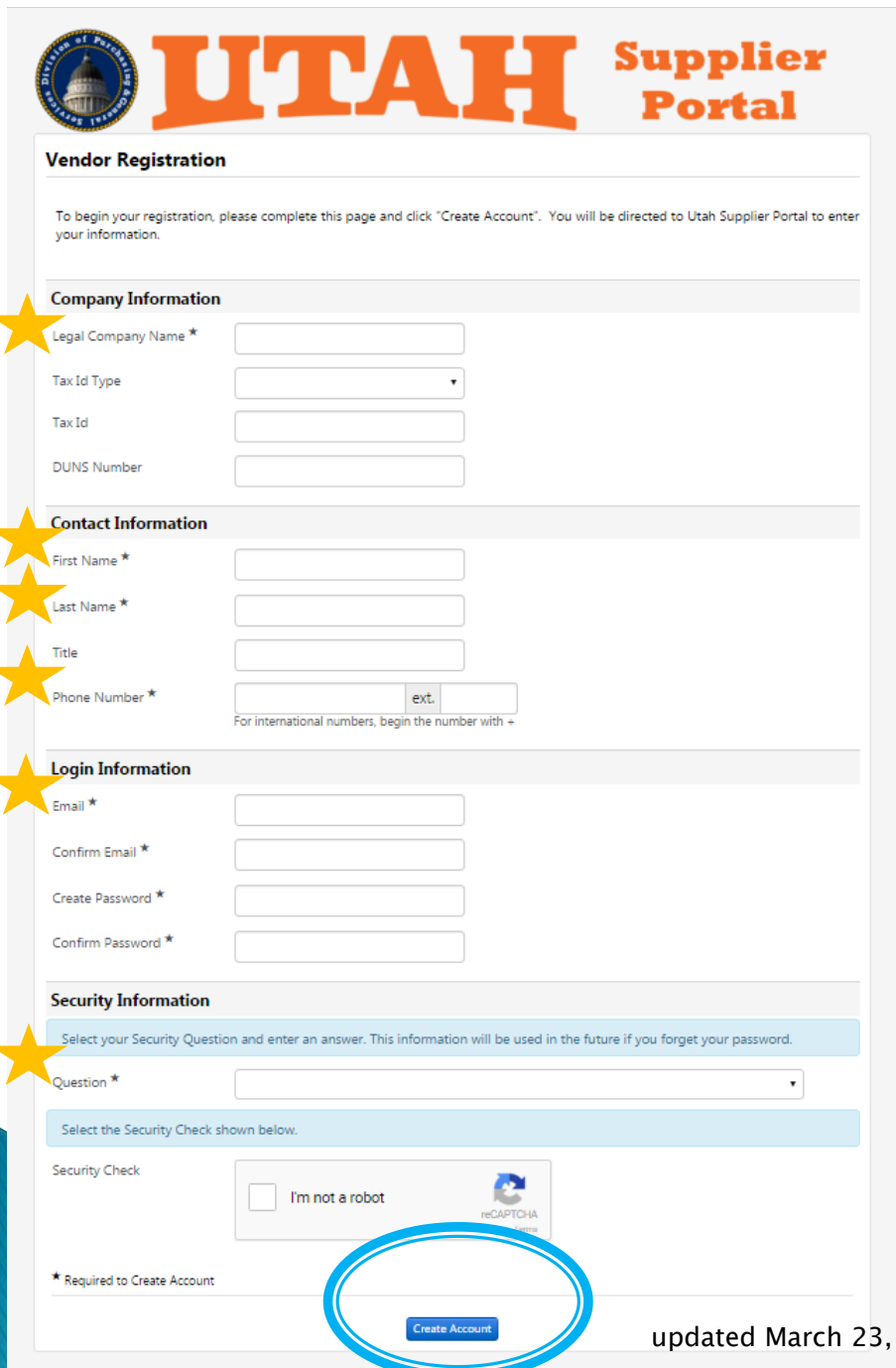
- Address, phone, and email information
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts



[Continue with Registration](#)

# VENDOR REGISTRATION

- ▶ STEP 4
- ▶ Complete all fields with a \* next to the field name. Additional fields are optional



The image shows a screenshot of the Utah Supplier Portal Vendor Registration form. The form is titled "Vendor Registration" and includes instructions: "To begin your registration, please complete this page and click 'Create Account'. You will be directed to Utah Supplier Portal to enter your information." The form is divided into several sections, each marked with a yellow star on the left side of the page:

- Company Information:** Includes fields for "Legal Company Name \*", "Tax Id Type" (dropdown), "Tax Id", and "DUNS Number".
- Contact Information:** Includes fields for "First Name \*", "Last Name \*", "Title", and "Phone Number \*". The phone number field has a sub-field for "ext." and a note: "For international numbers, begin the number with +".
- Login Information:** Includes fields for "Email \*", "Confirm Email \*", "Create Password \*", and "Confirm Password \*".
- Security Information:** Includes a "Select your Security Question and enter an answer. This information will be used in the future if you forget your password." section with a "Question \*" dropdown, and a "Select the Security Check shown below." section with a "Security Check" area containing an "I'm not a robot" checkbox and a reCAPTCHA logo.

At the bottom of the form, there is a "Create Account" button, which is circled in blue. A note at the bottom left states: "\* Required to Create Account".

Click on:

[Create Account](#)

when finished

# VENDOR REGISTRATION

- ▶ STEP 5
- ▶ Once you've created your account, you will receive an email with a link to "complete" your registration.

## Vendor Registration

Thank you for starting the registration process with State of Utah Supplier Portal.

Please check your email inbox for instructions on how to complete the registration process.

**sciQUEST** SUPPLIER NETWORK



## Vendor Registration for State of Utah Supplier Portal

Dear Vendor Training,

Thank you for starting the registration process with State of Utah Supplier Portal. Please click the "Complete Registration Now" link below to continue your registration process.

[Complete Registration Now](#)

Please remember, your vendor profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your profile is submitted completely, you will receive a confirmation email that your company was successfully registered.

Company: Vendor Training


Email: [\[redacted\]@gmail.com](#)

Thank You,

State of Utah Supplier Portal

If you have any technical questions, please contact at or for assistance and identify yourself as registering in the State of Utah Supplier Portal Vendor Network.

# VENDOR REGISTRATION

- ▶ STEP 6
- ▶ Clicking on the link in the email will validate your email address.
- ▶ Click  to continue



# UTAH

## Supplier Portal

### Supplier Registration

Email address validated. Proceed to create your account.



Submit

# VENDOR REGISTRATION

- ▶ STEP 7
- ▶ Follow the registration wizard to complete your profile information
  - When you have all green checks, your profile is complete

**UTAH Supplier Portal**

Registration > Manage Registration Profile > Welcome

**Mystery Inc.**

Registration **Complete** for:  
State of Utah Supplier Portal

**Welcome**

- Company Overview
- Business Details
- Addresses
- Contacts

Registration FAQ | View History

**Welcome to Supplier Registration**

Browse the topics below to learn more about registering and to begin the registration process.

**The registration process**

1. Click the button, below, to begin the registration process.
2. Ensure all the required fields and sections are completed.
3. Attest to the validity of the information and submit the form electronically.
4. You will receive your Login ID and Password via email once you have successfully registered.
5. Login when needed to update your profile or to add additional contact information.

**Before you begin registering**

Compiling the necessary information prior to beginning the registration process.

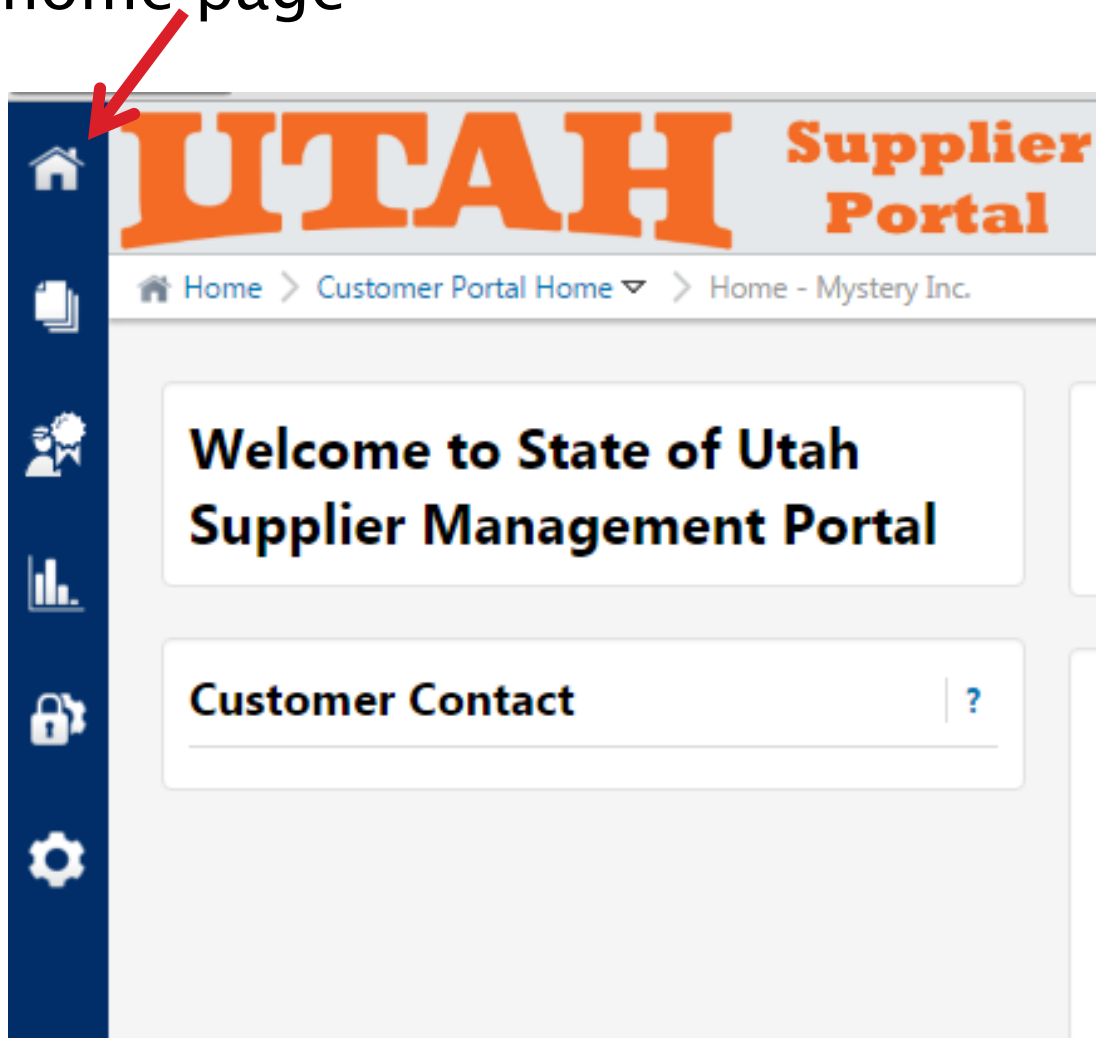
The following information will be requested during the registration process:

- Address, phone, and email information
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts



# VENDOR REGISTRATION

- ▶ STEP 8
- ▶ Click the house to go back to the home page



# VENDOR REGISTRATION

- ▶ Your registration with the State of Utah is complete!

The screenshot shows the UTAH Supplier Portal interface. The header includes the UTAH logo and 'Supplier Portal'. The main content area is divided into several sections:

- Welcome to State of Utah Supplier Management Portal**
- Quick Links to Common Tasks**: Includes a link for 'Manage Registration Profile'.
- Customer Contact**: A search bar with a question mark icon.
- Sourcing Events**: A section with a 'Show' dropdown set to 'Opening or Closing Soon' and a link to 'Go to Public Opportunities'. Below this is a table of events and a summary table.

| Event Number | Status | Event Title                    | Dates   | Action     |
|--------------|--------|--------------------------------|---|------------|
| SLCO2016119  | Open   | SLCo Happy Software Consulting | Release: 3/15/2016 2:00:00 AM EST<br>Open: 3/18/2016 2:00:00 AM EST<br>Close: 4/4/2016 2:00:00 AM EST | View Event |

| Events        | Released | Open | Closed | Awarded | All |
|---------------|----------|------|--------|---------|-----|
| My Events     | 0        | 1    | 3      | 3       | 7   |
| Public Events | 0        | 5    | 21     | 8       | 34  |

Click here to see current solicitations!

Questions? Contact  
sciquestadmin@utah.gov