

SUPPLIER REGISTRATION

To view solicitations or to register your company on the Public Procurement Portal, please visit the following link:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=FSU>

From there, you will see Public Notice links, along with a listing of Business Opportunities and their status:

The screenshot displays the Florida State University's Public Procurement Portal. At the top, the FSU Procurement Services logo is visible. Below the logo, a welcome message reads "Welcome to Florida State University's Public Procurement Portal".

Two main sections are highlighted with red boxes:

- Public Notice Links:** This section contains four links: "Cancellation Notices", "Notice of Intended Decision", "Sole Source Exemptions", and "Sponsored Research Exemptions".
- Business Opportunities:** This section includes a "Back to FSU Procurement Services" link, a filter menu with options "Open for Bid", "Upcoming", "Closed", "Awarded", and "All", and a search bar with the placeholder text "Search by event title, number, contact, short description, or commodity code description". Below the search bar is a "Sort by" dropdown menu set to "Close date descending".

The results section shows "1-7 of 7 Results" and "20 Per Page". Two business opportunities are listed:

Status	Details
Open	<p>Liquid Helium Refrigerator for the FSU Superconducting Linac Respond Now</p> <p>Respondent to provide FSU's Department of Physics a Liquid Helium Refrigerator for the FSU Superconducting Linac.</p> <p>Open 8/19/2024 5:00 PM EDT Type ITN</p> <p>Close 10/31/2024 3:00 PM EDT Number ITN 6650-3</p> <p>Contact Stephen J. Talevich sjt22d@fsu.edu</p> <p>Details View as PDF</p>
Open	<p>Travel Management Services for FSU Athletics Respond Now</p> <p>The objective of this Invitation to Negotiate is to enable Florida State University (FSU) to enter into a contract with a single Respondent to provide travel management services for FSU Athletics.</p> <p>Open 9/30/2024 12:00 AM EDT Type ITN</p> <p>Close 10/28/2024 3:00 PM EDT Number ITN 6662-6</p> <p>Contact Natalie Mize nll20e@fsu.edu</p>

To view or respond to a solicitation, please click on the "Respond Now" button:

1-7 of 7 Results 20 Per Page ▾

Status	Details
Open	<p>Liquid Helium Refrigerator for the FSU Superconducting Linac Respondent to provide FSU's Department of Physics a Liquid Helium Refrigerator for the FSU Superconducting Linac.</p> <p>Open 8/19/2024 5:00 PM EDT Type ITN Close 10/31/2024 3:00 PM EDT Number ITN 6650-3 Contact Stephen J. Talevich sjt22d@fsu.edu Details View as PDF</p>

Respond Now

From there, you will be taken to the following page. You can either log in with an existing account, OR you can create a new account:

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



Welcome to the FSU Supplier Management System.

Registering with our database does not guarantee our business with your company.

After you complete the short registration process, we will review your information and keep on file until one of the following occurs:

1. If you are a new supplier, once an opportunity has been identified, you will be invited back into the system to provide additional information before payments can be initiated.
2. If you are requesting any updates, our supplier relations team will confirm that the information successfully updated.

If you have any questions regarding solicitation event details please contact us at sourcing@fsu.edu or 1-850-644-6850.
 Any issues related to logging in or technical issues, including attachments, questions can be submitted to our third party software host, Jaggaer via a Support Form: <https://go.jaggaer.com/SupplierSupportRequest.html>
 or via (800) 233-1121, option 1 then option 1.

Enter your email to Login/Create Account English ▾

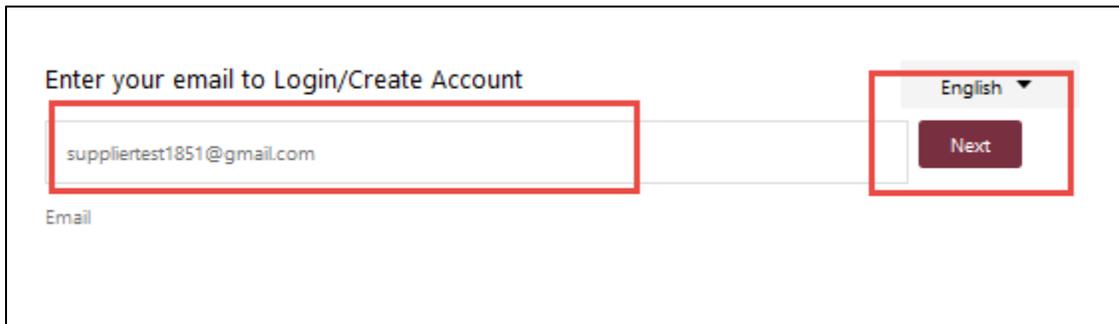
Email

If you do not already have an account with FSU after providing your email address and click "Next" (above), please click the button "Create Account" below to begin account creation. Note: the "Create Account" button will only appear if the system did not find a match for your email address.

To avoid processing congestion, please wait for us to initiate further contact.

We appreciate your interest in doing business with FSU.

To proceed, please enter your company email address and click next:



Enter your email to Login/Create Account

English

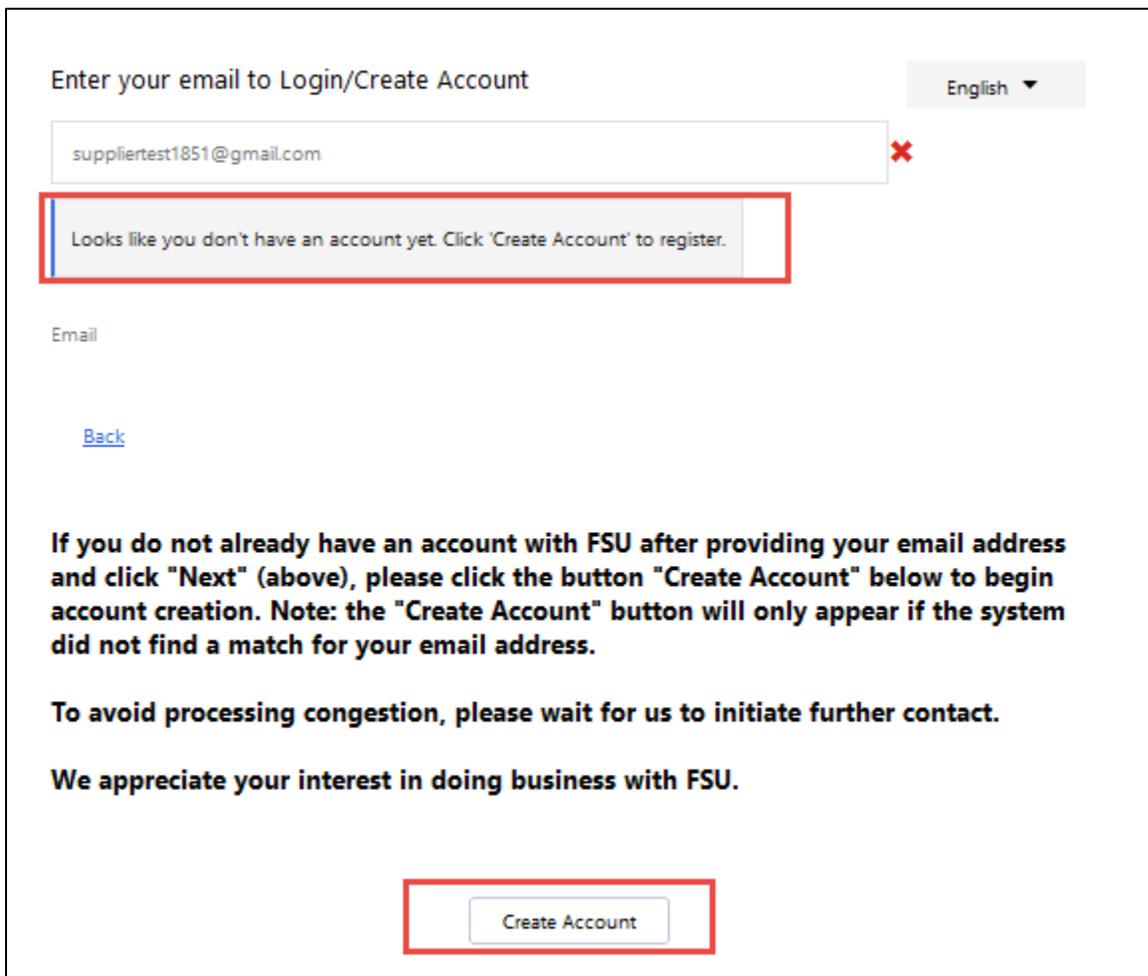
supplierstest1851@gmail.com

Next

Email

Detailed description: This screenshot shows a web form titled "Enter your email to Login/Create Account". At the top right, there is a language dropdown menu set to "English". Below the title is a text input field containing the email address "supplierstest1851@gmail.com". To the right of the input field is a dark red button labeled "Next". A red rectangular box highlights the input field and the "Next" button. Below the input field, the word "Email" is written in a smaller font.

If you do not have an account, you will see the following screen and will then need to click "Create Account"



Enter your email to Login/Create Account

English

supplierstest1851@gmail.com

Looks like you don't have an account yet. Click 'Create Account' to register.

Email

[Back](#)

If you do not already have an account with FSU after providing your email address and click "Next" (above), please click the button "Create Account" below to begin account creation. Note: the "Create Account" button will only appear if the system did not find a match for your email address.

To avoid processing congestion, please wait for us to initiate further contact.

We appreciate your interest in doing business with FSU.

Create Account

Detailed description: This screenshot shows the same web form as above, but with a different state. The email input field now has a red "X" icon on its right side. Below the input field, a grey message box with a red border contains the text: "Looks like you don't have an account yet. Click 'Create Account' to register." Below this message box, the word "Email" is written. Further down, there is a blue link labeled "Back". A large block of bold text provides instructions: "If you do not already have an account with FSU after providing your email address and click 'Next' (above), please click the button 'Create Account' below to begin account creation. Note: the 'Create Account' button will only appear if the system did not find a match for your email address." Below this is another line of bold text: "To avoid processing congestion, please wait for us to initiate further contact." followed by "We appreciate your interest in doing business with FSU." At the bottom center, there is a button labeled "Create Account" which is highlighted with a red rectangular box.

From there, you will see this screen and will need to click "Continue with Registration"

Please note that there is a video tutorial link provided if needed



PROCUREMENT SERVICES

[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

Welcome to Supplier Registration

English ▾

Supplier Registration is required as a prerequisite for doing business with FSU, and should not be interpreted as a method of becoming a preferred supplier.

When Supplier Registration is Needed

New suppliers (not currently in our supplier database) being paid through purchase orders. **A purchase order is required before any goods or services are provided.** Click [here](#) for additional details.

Suppliers that were previously registered with FSU but have had their information deleted due to lack of use (supplier information is removed from our system if the supplier is not used within 18 months)

[Continue With Registration](#)

From there, you will see the Create Account page, where you will need to fill in all the fields marked with a * & click “Create Account”

Sample provided below



PROCUREMENT SERVICES

Create Account

[Registration Tutorial](#)

English ▼

When a new supplier is added to the FSU supplier system, we are verifying with the IRS that the information provided on the supplier registration form matches their database. If it does not match, we will hold the supplier registration (along with any payments) until the correct information is received and confirmed. FSU is making every effort to ensure that the information we report to the IRS is a match prior to making any payments. Please refer to the instructions at www.irs.gov/pub/irs-pdf/iw9.pdf for more information on the information that should be provided.

Fields marked with a ★ are required to complete registration

What company are you with?

TEST SUPPLIER

Legal Company Name ★

Employer Identification Number ▼

Tax ID Number Type (US Only) ●

867530900

Tax Id

DUNS Number

Your Contact Info

First Name ★

Last Name ★

Title

Phone Number ★

International phone numbers must begin with +

EDT/EST - Eastern Standard Time (US/Eastern)

Preferred Time Zone ★

Your Login

You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below.

Email ★

Confirm Email ★



I am a user in need of accessibility assistance

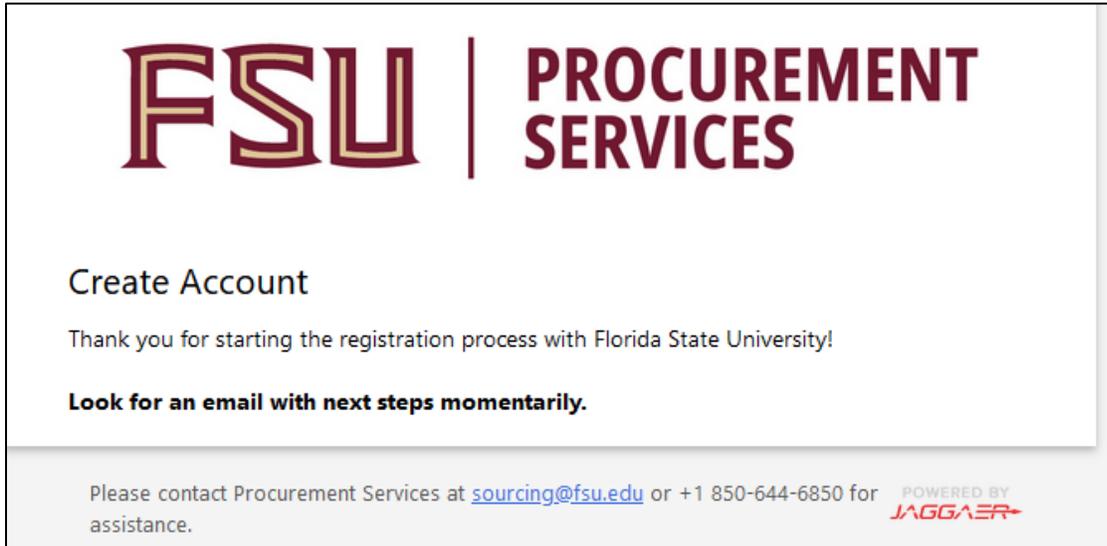
Terms and Conditions

✓ I have read and accepted JAGGAER's [Terms and Conditions](#) [↑]

I am human  [Privacy - Terms](#)

Create Account

You will then see this screen and will need to check your company email:



FSU | PROCUREMENT SERVICES

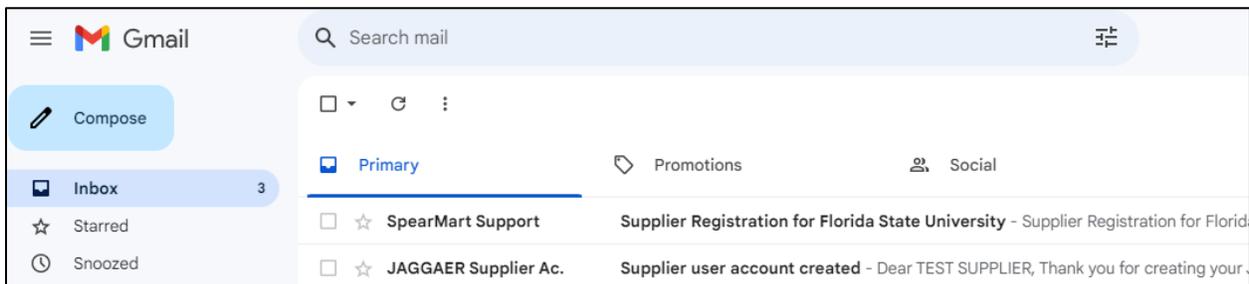
Create Account

Thank you for starting the registration process with Florida State University!

Look for an email with next steps momentarily.

Please contact Procurement Services at sourcing@fsu.edu or +1 850-644-6850 for assistance. POWERED BY JAGGAER

You will receive the following emails:



Gmail Search mail

Compose

Inbox 3

Starred

Snoozed

Primary Promotions Social

★ SpearMart Support Supplier Registration for Florida State University - Supplier Registration for Florida State University

★ JAGGAER Supplier Ac. Supplier user account created - Dear TEST SUPPLIER, Thank you for creating your account.

Please select the email from SpearMart Support & Click the Complete Registration now link to validate your company email:

Supplier Registration for Florida State University

Dear TEST SUPPLIER,

Thank you for starting the registration process with Florida State University. Please click the "Complete Registration Now" link below to continue your registration process.

[Complete Registration Now](#)

Please remember, your supplier 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: TEST SUPPLIER

Email: suppliertest1851@gmail.com

Thank You,

Florida State University

If you have any technical questions, please contact Procurement Services at sourcing@fsu.edu or +1 850-644-6850 for assistance and identify yourself as registering in the Florida State University Supplier Network.

Then click Submit:



Create Account

Email address validated. Proceed to create your account.

[Submit](#)

From there, you will sign in to complete registration:

FSU | PROCUREMENT SERVICES

Welcome to the FSU Supplier Management System.

Registering with our database does not guarantee our business with your company.

After you complete the short registration process, we will review your information and keep on file until one of the following occurs:

1. If you are a new supplier, once an opportunity has been identified, you will be invited back into the system to provide additional information before payments can be initiated.
2. If you are requesting any updates, our supplier relations team will confirm that the information successfully updated.

If you have any questions regarding solicitation event details please contact us at sourcing@fsu.edu or 1-850-644-6850.

Any issues related to logging in or technical issues, including attachments, questions can be submitted to our third party software host, Jaggaer via a Support Form:

<https://go.jaggaer.com/SupplierSupportRequest.html>

or via (800) 233-1121, option 1 then option 1.

✔ **Account created successfully.**

Please log in to complete registration.

Enter your email to Login/Create Account

English

supplier1851@gmail.com

Next

Email

Login Using JAGGAER Global Identity

English US

supplier1851@gmail.com

Password

[Forgot Password?](#)

.....



Login

From where, you will have the following options to proceed:

One-Time Code Delivery Method English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

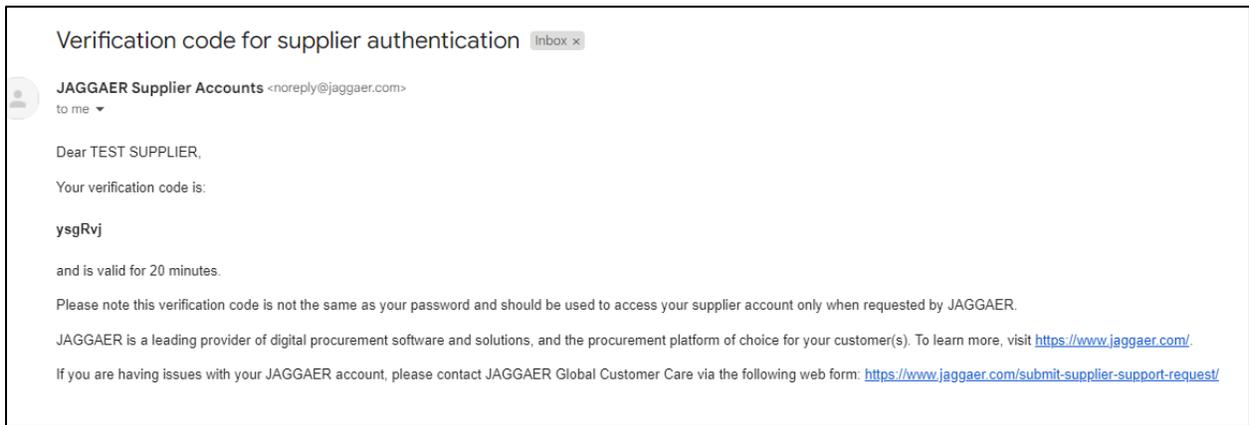
Send to Email Address on Record

Use a Mobile Authenticator Application

Login

Back

Check your email for the code, enter it in the box and click submit:



One-Time Code English US ▾

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code *

ysgRvj

Submit

Use Other Authentication Method

Back to Login

This signs you into the Jaggaer portal, and from there, you will complete the instructions as noted, clicking “next” and “save changes” as you move through the screens:

TEST SUPPLIER System Shopping Showcase Home

Registration > Manage Registration Profile

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

TEST SUPPLIER

Registration In Progress for:
Florida State University
0 of 4 Steps Complete

Welcome

Company Overview ▲
Business Details ▲
Contacts ▲
Diversity ▲
Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

Supplier Registration is required as a prerequisite for doing business with FSU, and should not be interpreted as a method of becoming a preferred supplier.

When Supplier Registration is Needed

New suppliers (not currently in our supplier database) being paid through purchase orders. **A purchase order is required before any goods or services are provided.** [Click here for additional details.](#)

Suppliers that were previously registered with FSU but have had their information deleted due to lack of use (supplier information is removed from our system if the supplier is not used within 18 months)

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

Next > Save Changes

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TEST SUPPLIER

Registration In Progress for:
Florida State University
0 of 4 Steps Complete

Company Overview

Business Details ▲
Contacts ▲
Diversity ▲
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)

Does your business have a DUNS number? Yes No

*

Website

< Previous Next > Save Changes

Make sure to enter commodity codes you would like associated with your account by clicking the edit button:

TEST SUPPLIER

Registration In Progress for:
Florida State University

1 of 4 Steps Complete

Welcome

Company Overview ✔

Business Details ▲

Contacts ▲

Diversity ▲

Certify & Submit

[Registration FAQ](#) | [View History](#)

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 We are a company that sells widgets

2465 characters remaining

Products and Services

Commodity Codes * - Edit

Keywords widget

693 characters remaining

★ Required to Complete Registration

← Previous
Next →
Save Changes

Example search:

Commodity Codes ×

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

Search

0 Selected Codes

Showing 1 - 20 of 1608 results

Results Per Page 20 Sort by: Commodity Code Page 1 of 81

Commodity Code	Description
00000000	Commodity Code not known (740231)
10000000	Live Plant and Animal Material and Accessories and Supplies (741271)
10100000	Live animals (741282)
10101700	Live fish (741282)
10101800	Shellfish (741282)
10101900	Insects (741282)
10120000	Animal feed (741282)
10130000	Animal containment (741282)
10140000	Animal Supplies (741282)
10150000	Seeds/Bulbs/Cuttings (741281)
10160000	Floriculture/silviculture prod (741281)
10170000	Fertilizers/Plant Nutrients (741281)
10190000	Pest Control Products (741372)
10200000	Live Plants (741281)
10300000	Fresh Cut Plants Flowers (741281)
10400000	Dried Cut Plants Flowers (741281)
11000000	Mineral and Textile and Inedible Plant and Animal Materials (741271)
11100000	Minerals/Ores and Metals (741271)
11110000	Earth and Stone (741281)

Done
Close

Click on the code to add to your account and then click done:

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

office supplies

Search

0 Selected Codes

Showing 1 - 1 of 1 results

Results Per Page 20 Sort by: Commodity Code Page 1 of 1

Commodity Code	Description
44120000	Office supplies (741101)

Done Close

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

office supplies

Search

1 Selected Codes

Showing 1 - 1 of 1 results

Results Per Page 20 Sort by: Commodity Code Page 1 of 1

Commodity Code	Description
44120000	Office supplies (741101)

Done Close

This will then show the code as being linked to your account

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

We are a company that sells widgets

2465 characters remaining

Products and Services

Commodity Codes *

44120000 (Office supplies (741101))	Edit	Remove
-------------------------------------	------	--------

Keywords

widget

★ Required to Complete Registration

Previous Next Save Changes

Include Contacts for your company. These can be sales or diversity contacts and click Save Changes when done:

The screenshot shows the 'TEST SUPPLIER' registration profile page. The left sidebar indicates 'Registration In Progress for: Florida State University' and '1 of 4 Steps Complete'. The 'Contacts' section is highlighted in the sidebar. The main content area shows a message: '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.' Below this, a blue box titled 'Required Information' states 'The following contacts are required to complete registration: - Sales'. A red box highlights the 'Add Contact' button and the dropdown menu showing 'Diversity' and 'Sales' options. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

The 'Add Contact' form is displayed. It includes the following fields and options:

- Contact Label ***: Sales
- Which of the following business activities apply to this contact?**: Sales
- First Name ***: TEST
- Last Name ***: SUPPLIER
- Position Title**: LEAD SALES
- Email ***: suppliertest1851@gmail.com
- Phone ***: 850-555-0555 (with an 'ext.' field)
- Mobile Number**: (empty field)
- Toll Free Phone**: (empty field)
- Fax**: (empty field)

Below the form, there is a checkbox labeled 'Create new user account for this contact?' which is checked. A note states: 'Selecting this option will automatically send an email to this contact inviting them to register for an account'. At the bottom, there is a legend for '*' Required to Complete Registration and two buttons: 'Save Changes' and 'Close'.

*****Please make sure to save as you move through the screens.**

When you are done entering contacts, move to next:

Registration > Manage Registration Profile

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy

TEST SUPPLIER

Registration In Progress for: **Florida State University**
2 of 4 Steps Complete

Welcome

Company Overview ✓

Business Details ▲

Contacts ✓

Diversity ▲

Certify & Submit

Registration FAQ | View History

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.

Contact Label	Contact Types	Name	Email	
Sales	Sales (Primary)	SUPPLIER, TEST	suppliertest1851@gmail.com	Edit ▼

Hide Inactive Contacts

◀ Previous **Next >**

Include any Diversity classifications as needed:

TEST SUPPLIER

Registration In Progress for: **Florida State University**
2 of 4 Steps Complete

Welcome

Company Overview ✓

Business Details ▲

Contacts ✓

Diversity ▲

Certify & Submit

Registration FAQ | View History

Diversity

We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.

Required Information
Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

Click the button below to choose the diversity classifications that apply to your business.

Add Diversity Classifications

◀ Previous **Next >**

Example:

Click the button below to choose the diversity classifications that apply to your business.

Small Business Status and Diversity Classifications

✕

▼ **No Classification**

Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify) Decline to Answer (DeclineAnswer)

▼ **Federal Diversity Classifications**

Small Business Minority Business Enterprise (MBE)

Done Close

NOTE: Once you have completed sections, the steps will appear as green check marks to show that each section has been completed. You will need to check the certification box and then submit to complete your registration.

The screenshot shows a web browser window with the URL "TEST SUPPLIER System Shopping Browse Home". The page title is "Registration > Manage Registration Profile". A banner at the top states: "JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy".

The main content area is titled "TEST SUPPLIER" and "Certify & Submit". It indicates "Registration In Progress for: Florida State University" and "4 of 4 Steps Complete". A sidebar on the left lists navigation options: "Welcome", "Company Overview", "Business Details", "Contacts", and "Diversity", each with a green checkmark. The "Certify & Submit" section contains the following fields and text:

- Preparer's Initials: Text box containing "TS".
- Preparer's Name *: Text box containing "TEST SUPPLIER".
- Preparer's Title *: Text box containing "SALES LEAD".
- Preparer's Email Address *: Text box containing "suppliertest1851@gmail.com".
- Today's Date: 10/1/2024.
- Certification *: A checked checkbox followed by the text "I certify that all information provided is true and accurate."

A "Submit" button is located at the bottom right. A red box highlights the certification checkbox and the "Submit" button. A legend at the bottom indicates "★ Required to Complete Registration".

You are done registering!

The screenshot shows a confirmation page titled "Thank You for Registering". It features a green checkmark icon and the text "Registration Complete for TEST SUPPLIER!". Below this, a section titled "Next Steps" contains a list of instructions:

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Send new user request to an additional portal user.](#)
- [Return to the homepage and check for any other outstanding tasks.](#)
- [Return to Registration Profile](#)

If you return to the homepage as noted above, you can view and respond to quoting and competitive solicitation opportunities.

TEST SUPPLIER System Shopping Showcase Home

Home Customer Portal Home

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our S

FSU Supplier Portal

[Frequently Asked Questions](#)
[Training Materials](#)
[Feedback](#)

Customer Contact

Name	Procurement Services
Email	sourcing@fsu.edu
Phone	+1 850-644-6850

Quick Links to Common Tasks

[Manage Registration Profile](#)

Sourcing Events

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

No Results
No Results

[View All Events](#)

Contracts

No Results

[View All Contracts](#)

PROCUREMENT SERVICES

Welcome to Florida State University's Public Procurement Portal

[Public Notice Links](#)

- [Cancellation Notices](#)
- [Notice of Intended Decision](#)
- [Sole Source Exemptions](#)
- [Sponsored Research Exemptions](#)

Business Opportunities

[Back to FSU Supplier Portal](#)

Open for Bid
Upcoming
Closed
Awarded
All

Keyword

[Clear](#) Search

Sort by Close date descending

1-7 of 7 Results [20 Per Page](#)

Status	Details
Open	<p>Liquid Helium Refrigerator for the FSU Superconducting Linac Respond Now</p> <p>Respondent to provide FSU's Department of Physics a Liquid Helium Refrigerator for the FSU Superconducting Linac.</p> <p>Open 8/19/2024 5:00 PM EDT Type ITN</p> <p>Close 10/31/2024 3:00 PM EDT Number ITN 6650-3</p> <p>Contact Stephen J. Talevich sjt22d@fsu.edu</p> <p>Details View as PDF</p>
Open	<p>Travel Management Services for FSU Athletics Respond Now</p> <p>The objective of this Invitation to Negotiate is to enable Florida State University (FSU) to enter into a contract with a single Respondent to provide travel management services for FSU Athletics.</p> <p>Open 9/30/2024 12:00 AM EDT Type ITN</p> <p>Close 10/28/2024 3:00 PM EDT Number ITN 6662-6</p>

For assistance with submitting a response, please view the "How to Complete a Solicitation" job aid on the Procurement website: <https://procurement.fsu.edu/suppliers>