




Service Provider to **Ontario** 



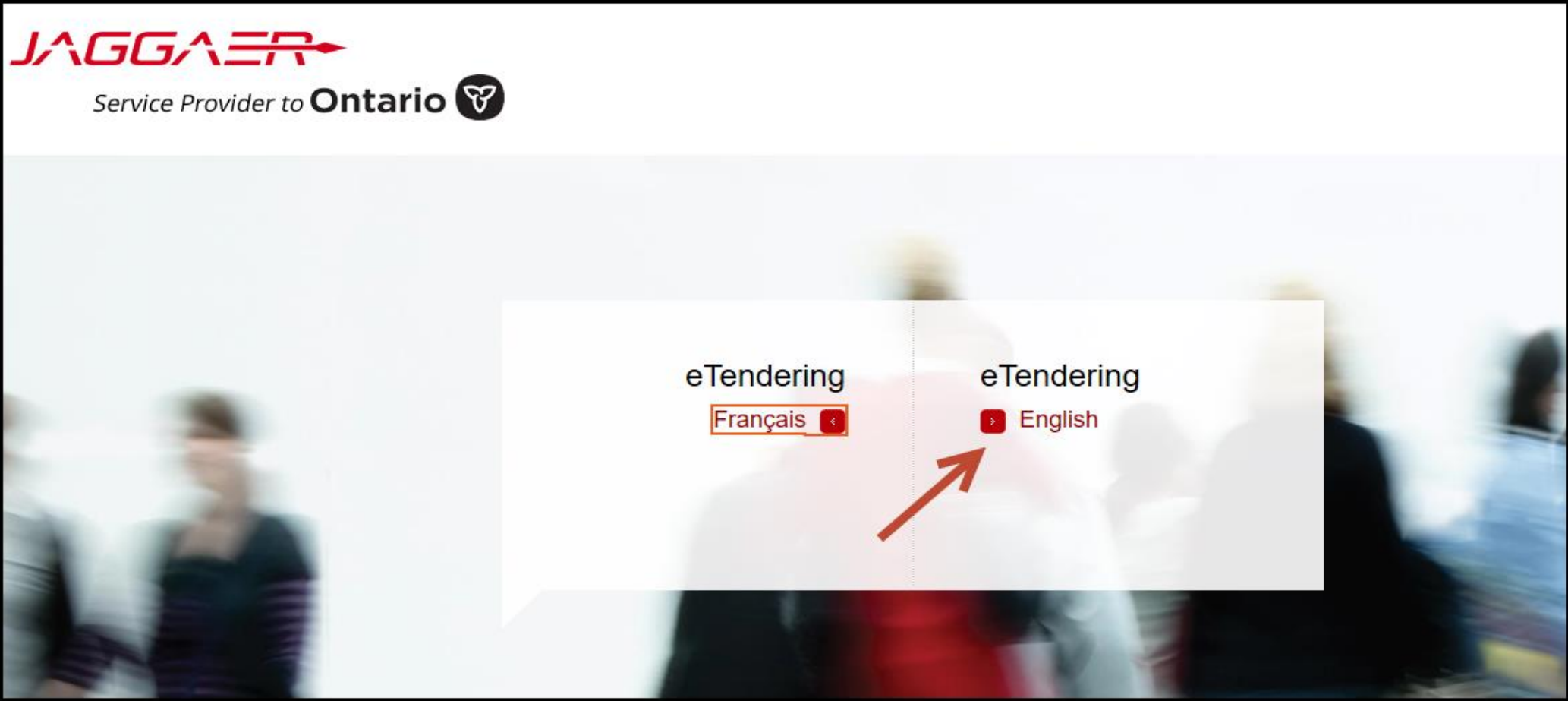
JAGGAER Advantage

eTendering: Supplier Registration Guide

August 1, 2023

Language Selection

Select local language:



New Supplier User Registration

Users of the eTendering solution can view procurement opportunities and awards at any time. Registering with the eTendering solution provides users the ability to customize their company's profile for easier and faster access to upcoming opportunities. Registration allows you to identify the goods or services your company can provide and be automatically notified of matching procurement opportunities. This information is used to automatically populate your bid responses and streamline your response effort. Registration will be required to submit bid opportunities.

[ENGLISH](#) [FRENCH](#)

The screenshot displays the Ontario Tenders Portal homepage. At the top, the text "Ontario Tenders Portal" is prominently displayed in green and black, with the JAGGAER logo below it, which includes the tagline "Service Provider to Ontario". To the right of the header is a collage of images related to procurement and business. Below the header, there are three main navigation buttons: "USER LOGIN", "PUBLIC SECTOR OPPORTUNITIES", and "NEW SUPPLIER REGISTRATION". The "NEW SUPPLIER REGISTRATION" button is highlighted with a red border. Under "PUBLIC SECTOR OPPORTUNITIES", there are three links: "Current Opportunities", "Past Opportunities", and "Global Opportunities", all of which are also highlighted with a red border. Under "NEW SUPPLIER REGISTRATION", there is a text block that says "Looking for new business with Ontario Public Sector?" followed by "Register for **FREE** to receive email alerts and bid for opportunities tailored to your business." Below this text is a link "New Supplier? Register Now" with an external link icon, which is highlighted with a red border. At the bottom of the page, there are three footer buttons: "About Ontario Tenders Portal", "Doing Business with Ontario", and "Supplier Registration Instruction".

[Forgot your password?](#)

[Request BUYER Support](#)

[Request SUPPLIER Support](#)

[About Ontario Tenders Portal](#)

[Doing Business with Ontario](#)


[Supplier Registration Instruction](#)

Questions? Use the Support links above or call Toll Free 866-722-7390 | Direct 484-335-4586

New Supplier User Registration Continued

Click on “**New Supplier? Register Now**” link to register as a supplier:

[ENGLISH](#) [FRENCH](#)



Ontario Tenders Portal
JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

PUBLIC SECTOR OPPORTUNITIES

[Current Opportunities](#)

[Past Opportunities](#)

[Global Opportunities](#)

[Request BUYER Support](#)

NEW SUPPLIER REGISTRATION

Looking for new business with Ontario Public Sector?

Register for **FREE** to receive email alerts and bid for opportunities tailored to your business.

[New Supplier? Register Now](#)

[Request SUPPLIER Support](#)

[About Ontario Tenders Portal](#) | [Doing Business with Ontario](#) | [Supplier Registration Instruction](#)

Questions? Use the Support links above or call Toll Free 866-722-7390 | Direct 484-335-4586

Supplier Registration

Before Terms and Agreement shows, the system is advising you to reset your password if you already have an account. If not, click “Register” to open the registration form.



[Important Note To Suppliers](#)

Warning! Before proceeding to register on this site, please ensure that you

DO NOT duplicate your registration.

If your Company already has an existing account, please contact support:

866 722 7390 or submit a [Request Supplier Support webform](#) for assistance.

Use [Forgot Password](#) to retrieve your password.

[Close](#) [Register](#) 

User Agreement

Read and review the user agreement and select “I Agree” and “Next” in order to move forward:

User Agreement [Page Actions List](#) [Adobe PDF File](#) [Switch To Standard Controls](#) [Close](#)

7. INDUSTRIAL AND INTELLECTUAL PROPERTY RIGHTS

7.1. The contents and information provided to the Supplier through the Websites, the Platform and the software are BravoSolution's property, or licensed from a third party, and are protected by copyright or other intellectual property rights (inclusive of database rights).

7.2. The Supplier shall not download, reproduce, transmit, sell or distribute, in whole or in part, in any form or fashion, the contents and the information available on the Website or received via the Platform without BravoSolution's specific written authorisation and for any other purpose other than that of permitting access to the Portal and use of the Platform.

7.3. The Registration Data shall remain the exclusive property of the Supplier. Supplier hereby grants BravoSolution a nonexclusive, perpetual, royalty-free license to use the Registration Data for all purposes in connection with the Portal.

7.4. During the term of this agreement, the Supplier grants to BravoSolution, free of charge and without geographical limitation, the nonexclusive right to use one of more of its distinctive marks in order to perform the obligations hereunder.

8. PERSONAL INFORMATION

8.1. The Supplier's use of the Portal is deemed Supplier's consent to the processing of all personal information and its use by Buyer and BravoSolution for the objectives stated.

9. NOTIFICATIONS

9.1. All communications pertinent to the Agreement shall be submitted via e-mail, to the address the Supplier has provided to BravoSolution upon registration.

9.2. Notifications may also be sent by fax or by registered mail with acknowledgement of receipt, concerning the Supplier, to the address the Supplier has provided to BravoSolution.

10. AMENDMENTS TO GENERAL CONDITIONS

10.1. The Supplier acknowledges that BravoSolution (may amend the General Terms and Conditions at any point in time through a notification via fax or via email to the Supplier.

10.2. Any amendment of the General Terms and Conditions shall be deemed accepted by the Supplier unless BravoSolution receives, within 15 days of the notification made according to Article 10.1 above, a communication from the Supplier expressing his refusal of the amendments. Supplier's right to use the Portal shall terminate upon notification of refusal of the amendments.

10.3. It is understood that the Supplier's acceptance of amendments shall not be partial and shall refer to them as a whole.

11. CONFIDENTIALITY OF COMMERCIAL INFORMATION / INFORMATION TECHNOLOGY SECURITY

11.1. BravoSolution shall treat the data and commercial information relating to the implementation of each Event as strictly confidential, subject only to applicable laws and Article 11.3 herein.

11.2. BravoSolution shall adopt the most suitable technical and procedural measures in order to guarantee information technology security during the course of the Events.

11.3. All Registration Data collected by BravoSolution may be provided to the Ministry of Government Services for its collection and use in administering and carrying out its procurement, business planning and information analysis obligations.

12. APPLICABLE LEGISLATION AND COURT OF LAW

12.1. This Agreement shall be governed in all respects by and construed in accordance with the laws of the Commonwealth of Pennsylvania, United States of America as applied to agreements entered into and to be performed entirely within Pennsylvania between Pennsylvania residents without reference to its conflicts of law rules. The United Nations Convention on Contracts for the International Sale of Goods is specifically excluded from application to this Agreement. In any action arising out of or relating to this Agreement, both parties hereto hereby consent to the jurisdiction of the federal and state courts located in the County of Philadelphia, Pennsylvania.

By clicking the "I Agree" button below, I represent that I have the authority to bind the Supplier to this Agreement.

I Agree

Next

Registration – Organization Details

Fields marked with an asterisk are mandatory. **NOTE:** Although the **HST Number**, the **Company Registration Number**, and the **Dun & Bradstreet Number** are not mandatory, they are unique identifiers that help to eliminate duplication of accounts from the same company. It is highly encouraged to complete these fields.

[Navigation Menu](#)

Registration Data

[Page Actions List](#)

...

Close

Save

Edit - Registration Data (Ontario Tenders Portal / Portail Des Appels D'offres De L'Ontario)

Main Content

[Main Content](#)

Organization Details

* Organization Name

JGR Services

Doing Business As

* Address

123 Main Street

* City

Morrisville

* Province/State

Ontario

* Postal Code/Zip Code

27517

* Country

CANADA

Go

Main Organization Phone Number

Organization Fax Number

Web site

Organization Legal Structure

Partnership / Partenariat

Go

Company Registration Number

111222333

HST Number

JA 46185

Dun & Bradstreet

111222333

Registration – User Details

Choosing the correct **time zone** is critical as it determines your deadline for submitting bids.

Fax Number

* Primary Email Address *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.*

* Preferred Language

* Username *(please do not forget your username)*

Answer to Your User Verification Question *(The helpdesk may request this information in order to verify your identity).*

Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)*

Role within Organization

* Time Zone

User Verification Question *Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)*

Use Accessible Controls by default

Registration – Additional Information

These additional fields diminish redundancy when responding to an eTendering opportunity as they will auto-populate into your company's tender responses. These fields are always available to update at anytime within your company's profile.

[Begin Vendor Registration](#)

[Page Actions List](#)

Cancel

Save & Continue

[Ontario Tenders Portal / Portail Des Appels D'offres De L'Ontario](#)

[Main Content](#)

[Main Content](#)

[Additional Registration Details](#)

▼ ADDITIONAL REGISTRATION DETAILS				
After providing the requested information below please complete the registration process by selecting 'SAVE AND CONTINUE' to categorize your organization.				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Organization Legal Name	Please state your Organization Legal Name, if different than the Organization Name provided.	<input type="text" value="JAG Servoces"/> <small>Characters available 1988</small>	Supplier
2	Number of Employees	* Please provide the number of employees in your organization.	<input type="text" value="5"/>	Supplier
3	Contact Address	If different than the Organization Address please provide: Street Address City Province/ State Postal Code/Zip Code Country	<input type="text" value="123 Main Street"/> <small>Characters available 1985</small>	Supplier
4	Do you have a Canadian Revenue Agency Business Number?	* Do you have a Canadian Revenue Agency (CRA) Business Number? If you have a CRA Business Number (BN), please enter it in the next question. If you do not have a BN, please go to the CRA website to create one: www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/business-registration-online-overview.html Please be aware that once awarded a contract with the Ontario Government, you will be required to provide a BN in order to finalize the contractual process.	<input type="text" value="No, my organization does not have a CRA BN, and are aware that we will be required t..."/>	Supplier

Registration – Save and Continue

Begin Vendor Registration

Page Actions List

Cancel

Save & Continue

Use “**Save & Continue**” to move forward to select your company’s products and services.

Ontario Tenders Portal / Portail Des Appels D'offres De L'Ontario

Main Content

[Main Content](#)

Additional Registration Details

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4	Do you have a Canadian Revenue Agency Business Number?	* Do you have a Canadian Revenue Agency (CRA) Business Number? If you have a CRA Business Number (BN), please enter it in the next question. If you do not have a BN, please go to the CRA website to create one: www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/business-registration-online-overview.html Please be aware that once awarded a contract with the Ontario Government, you will be required to provide a BN in order to finalize the contractual process.	<input type="text" value="No, my organization does not have a CRA BN, and are aware that we will be required t..."/>	Supplier



Classifying your Organization's Products and Services



- The category tree enables you to provide detailed information about the products and services your organization can provide.
- Enabling categories and subcategories will automatically send your company E-mail notifications when a matched opportunity is published.
- Selecting the correct category tree products and services provides suppliers with greater visibility into more opportunities than ever before and guides you to the optimal opportunities for your organization.
- Should your company expand your product or service offerings, your category tree selections can be updated at any time in your organization's profile.

Category Tree – Self-classify your organization Continued

The Category Tree enables you to provide detailed information about the services your organization provides.

Begin Vendor Registration [Page Actions List](#)

Ontario Tenders Portal / Portail Des Appels D'offres De L'Ontario
Main Content
[Main Content](#)

Search or Navigate the Tree

Selected Items: 1

0 – UNSPSC

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
This segment includes live, wild and domesticated, seeds and plants and animals. This segment also includes materials and equipment used in the care, containment and feeding of live plants and animals.
 - 10101500 - Livestock
 - 10101600 - Birds and fowl
 - 10101700 - Live fish
 - 10101800 - Shellfish and aquatic invertebrates
 - 10101900 - Insects
 - 10102000 - Wild animals
 - 10102100 - Birds and fowl hatching eggs
 - 10111300 - Domestic pet treatments and accessories and equipment
 - 10121500 - Livestock feed
 - 10121600 - Bird and fowl food
 - 10121700 - Fish food
 - 10121800 - Dog and cat food



The Category Tree can be expanded to view sub-categories under high level categories by clicking on relevant categories.

Category Tree Search

- Use the “Free Text Search” to find specific categories.
- Search using a “Category Code” or “Category Description”
- To ensure optimal results, use key words like: “office” instead of “office supplies”, “computer” instead of “computer accessories”, “consult” instead of “consulting” etc. To return relevant search results.

NOTE:

By checking the boxes, you can select all appropriate sub-categories. Multiple selections are allowed and encouraged to accurately reflect all products or services your organization can provide.

The screenshot shows a search interface with a search bar containing the word 'Office'. Below the search bar, the text 'Search or Navigate the Tree' is displayed. A section titled 'Selected Items: 4' shows a tree structure of categories. The root is '0 - UNSPSC', which is expanded to show '44000000 - Office Equipment and Accessories and Supplies'. This category is further expanded to show several sub-categories, each with a checkbox and a description. The sub-categories are: '44102900 - Office machine accessories' (checked), '44103200 - Office time recording machines and accessories' (checked), '441040000 - Cleaning Equipment and Supplies' (unchecked), '56000000 - Furniture and Furnishings' (unchecked), and '56101700 - Office furniture' (checked). Below these are '56111500 - Workstations and office packages' (unchecked) and '72000000 - Building and Facility Construction and Maintenance Services' (unchecked). The '72000000' category is expanded to show '72121100 - Commercial and office building construction services' (unchecked). Red arrows point from the text boxes in the left column to the search bar and the checked checkboxes in the tree.

Office

Search or Navigate the Tree

Selected Items: 4

0 - UNSPSC

44000000 - Office Equipment and Accessories and Supplies

This segment includes office machines, equipment, accessories and supplies commonly desk organizers.

44102900 - Office machine accessories

44103200 - Office time recording machines and accessories

441040000 - Cleaning Equipment and Supplies

This segment includes the equipment and supplies used in environmental protection and

56000000 - Furniture and Furnishings

This Segment includes furniture used in domestic as well as office or business settings.

56101700 - Office furniture

56111500 - Workstations and office packages

72000000 - Building and Facility Construction and Maintenance Services

This segment includes services associated with the construction and maintenance of fa

72121100 - Commercial and office building construction services

NOTE:

The search feature is instantaneous and will require a scroll down to see the highlighted results.

Category Tree – Select

Navigation Menu

Begin Vendor Registration

Ontario Tenders Portal / Portail Des Appels D'offres De L'Ontario

Main Content

Main Content

Consult

Search or Navigate the Tree

Selected Items: 2

0 - UNSPSC

80000000 - Management and Business Professionals and Administrative Services

This segment includes services associated with the management and administrative functions of an organization or business. This segment also includes business administration, human resources, marketing, management consulting, legal, and real estate services.

80101500 - Business and corporate management consultation services

91000000 - Personal and Domestic Services

This segment includes services associated with personal care and assistance such as domestic service and day and elderly care providers as well as hairdressers, manicurists, and pedicurists.

91101900 - Fashion consultants

Ensure that all relevant categories are selected for system alerts of all opportunities in those categories via email. Then, click “Confirm”.

Page Actions List

Cancel

Confirm



Registration Email

After you complete the registration process, you will see the following E-mail. This email will include your “**Username**” and “**Temporary Password**”

Note: Please **do not** reply to this E-mail.

Dear Organization,

Welcome to Ontario Tenders Portal / Portail des appels d'offres de l'Ontario .

You have now successfully registered to use <https://ontariotenders.app.jaggaer.com> for Government of Ontario Procurements.

Your Username is: robobby

Your temporary Password is: 0127078791


Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.


For assistance please contact our Helpdesk operated by JAGGAER:
Freephone: 1-866-722-7390

New Password

Clicking on the link in the registration E-mail will take you to the login page.

Please enter your username and temporary password. The system will prompt you to create a new password for security reasons.

 For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

 Passwords must contain at least 8 character
Password must be different from login
New password must be different from the previous 6 passwords
Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!£\$%&/()=?'^*€[]#@,;.:_-><*+
The Password must contain lower and upper case characters

New Password

Confirm Password

Confirmation Email

Once you update your password, you will see the following E-mail.

Note: Please **do not** reply to this E-mail.

Dear User,

This email is to confirm that your password has been successfully changed for Ontario Tenders Portal / Portail des appels d'offres de l'Ontario on the 28 Oct., 2022 10:32 (EST - North America Eastern Time DST) at <https://ontariotenders.app.jaggaer.com>.

This is an automated notification. If you have not recently changed your password, or you suspect that your User account may have been compromised, please contact our Market Operations Centre immediately.


Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.

For assistance please contact our Helpdesk operated by JAGGAER:
Freephone: 1-866-722-7390

User Login

Once you have registered and created a password, you will be able to login and submit responses to procurement opportunities.

[ENGLISH](#) [FRENCH](#)



Ontario Tenders Portal
JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

PUBLIC SECTOR OPPORTUNITIES

[Current Opportunities](#)

[Past Opportunities](#)

[Global Opportunities](#)

[Request BUYER Support](#)

NEW SUPPLIER REGISTRATION

Looking for new business with Ontario Public Sector?

Register for **FREE** to receive email alerts and bid for opportunities tailored to your business.

[New Supplier? Register Now](#)

[Request SUPPLIER Support](#)

[Forgot your password?](#)

[About Ontario Tenders Portal](#) | [Doing Business with Ontario](#) | [Supplier Registration Instruction](#)

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Welcome Page

LOGOUT

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER PROFILE

- ▶ Manage Your Profile
- ▶ Manage Password
- ▶ Manage Users

MY PROCUREMENT PROJECTS

- ▶ Opportunities Open to All Suppliers
- ▶ Projects
- ▶ RFI Open to All Suppliers
- ▶ RFx Open to All Suppliers
- ▶ My RFI
- ▶ My RFx
- ▶ Mv Auctions

Welcome to the Ontario Government Tender Portal

This service provides a secure and efficient means for you to engage in procurement tenders with our Buyers.

The "Opportunities Open to All Suppliers" page allows you to review open tender opportunities.

New procurement projects are available by clicking on "RFI Open to All Suppliers or RFx Open to All Suppliers"

Once you have expressed interest in a new procurement it will move to your "My RFI or My RFx" page, where you can download any documentation and submit your response.

If you require any assistance then please contact the free Technical Support as soon as possible.

Announcements:

- This notice is to inform all interested parties that the Ontario Government and its agencies have the option to leverage the Ontario Education Collaborative Marketplace (OECM) Office Space Furniture and Related Services buying agreement. OECM's procurement opportunities are posted on this tender portal.
- **Ontario is eliminating user fees for the Ontario Tenders Portal.** As of April 1, 2018, vendors will no longer be required to pay user fees for their online bid submissions on the Ontario Tenders Portal. For more information, please see [Frequently Asked Questions](#).

Questions? Contact Jaggaer by submitting the [Request Supplier Support webform](#) or call Toll Free 866 722 7390 | Direct 484 335-4586

This area is for Suppliers to navigate and find opportunities →

Manage Users

LOGOUT

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER PROFILE

- ▶ Manage Your Profile
- ▶ Manage Password
- ▶ **Manage Users**

MY PROCUREMENT PROJECTS

- ▶ Opportunities Open to All Suppliers
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Selecting the "Manage Users" link will allow you to manage sub-users with an account.

Manage Users – Add New User

Manage Users ... Import/Update User Role **Create**

Users User Roles Divisions Default Users

Enter at least 3 characters All Users Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 50

	USER INFO	LAST NAME ↑	FIRST NAME	DIVISION	EMAIL	TELEPHONE
1	Super User	Sovilj	Goran	Division	gsovilj@jaggaer.com	+1360995254

Click on the “**Create**” button to add new users.

Manage Users – View User Rights

← New User

View User Rights

i Duck Donald was registered as new user. The Users access codes have been sent via email to the following email address: none@none.com . The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.

Selecting the “**View User Rights**” button allows you to set what the user is or is not allowed to do within the system.

Please consider that it is best practice to assign only one super user to own and manage your account.

Manage Users – Default Settings

← User: Duck Donald ● Active

Details

User Details **User Rights**

Quick Navigation

- RFIs / RFxs
- Auctions
- Supplier Management
- User Management
- File Sharing

Details

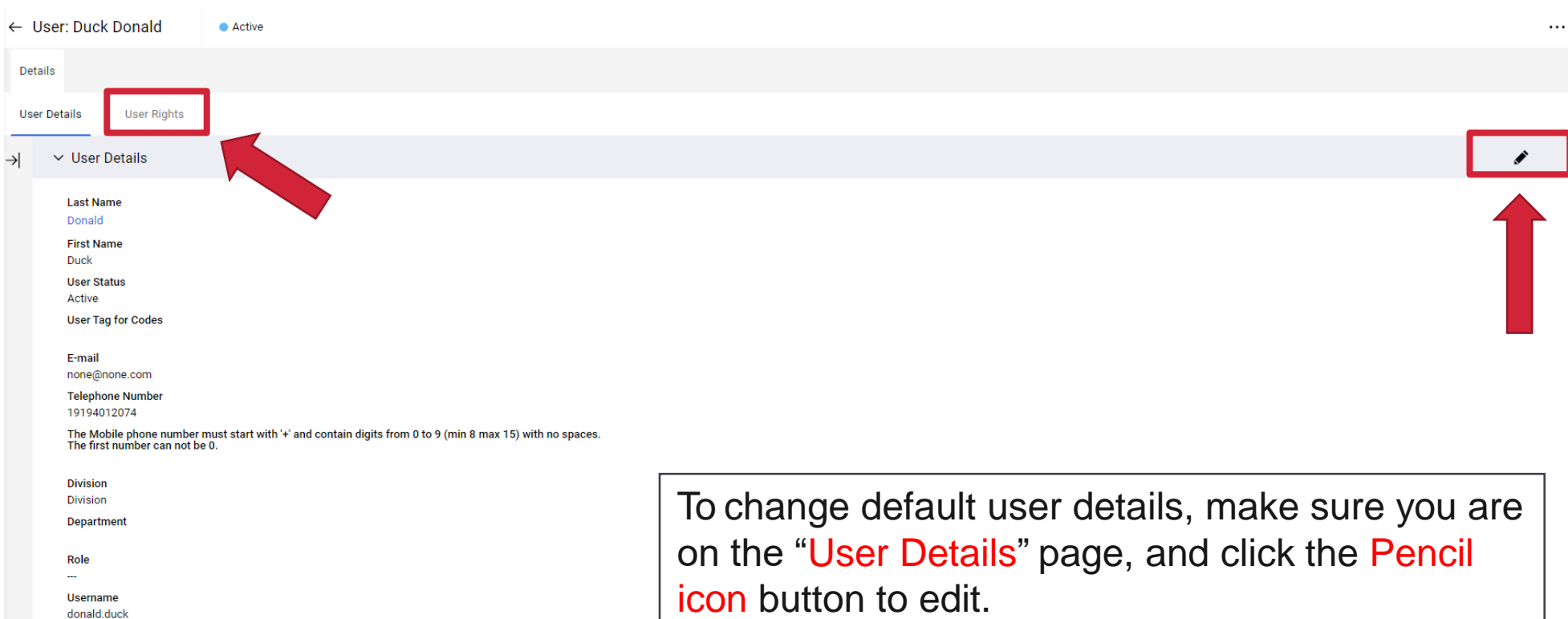
- Division
- Division

User Rights

- RFIs / RFxs
 - Visibility of RFX Lists
No
 - Access RFX Details
No
 - Create Response
No
 - Modify Before Publishing
No
 - Modify and Submit
No
 - Contact Visible to Buyer
No
 - Messages Management
No
 - View Sensitive Data (including; attachments, response, pricing etc)
No

By default, all rights are set to "No" until edited.

Manage Users – Edit Details



← User: Duck Donald ● Active ...

Details

User Details **User Rights**

→| ▾ User Details ✎

Last Name
Donald

First Name
Duck

User Status
Active

User Tag for Codes

E-mail
none@none.com

Telephone Number
19194012074

The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces.
The first number can not be 0.

Division
Division

Department

Role

Username
donald.duck

To change default user details, make sure you are on the “**User Details**” page, and click the **Pencil icon** button to edit.

Manage Users – Save New User

User: Duck Donald ● Active

Cancel **Save**

>| **▼ User Details**

* Last Name

Donald

* First Name

Duck

User Status

Active

User Tag for Codes

* E-mail

none@none.com

* Telephone Number

19194012074

The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces.
The first number can not be 0.

* Division

Division ▼

Department

--- ▼

Role

Once you press **“Save”** the new account with the requested level of access will be created.

Further Help

- For further help, please check out the online help for suppliers
- Alternatively, you can contact Jaggaer by submitting the [Request Supplier Support webform](#) or call toll free (866) 722 7390

