

SUPPLIER'S GUIDE

Tetra Tech's e-procurement platform was introduced to manage the process of soliciting and evaluating bids, selecting vendors and issuing contract awards. The system is developed on a third-party platform called "Jaggaer". It has been customized to meet Tetra Tech's requirements.

ARE YOU A SUPPLIER?

Any organization or legal person who intends to participate in a tender administered by Tetra Tech is eligible to register as a supplier or service provider in the system.

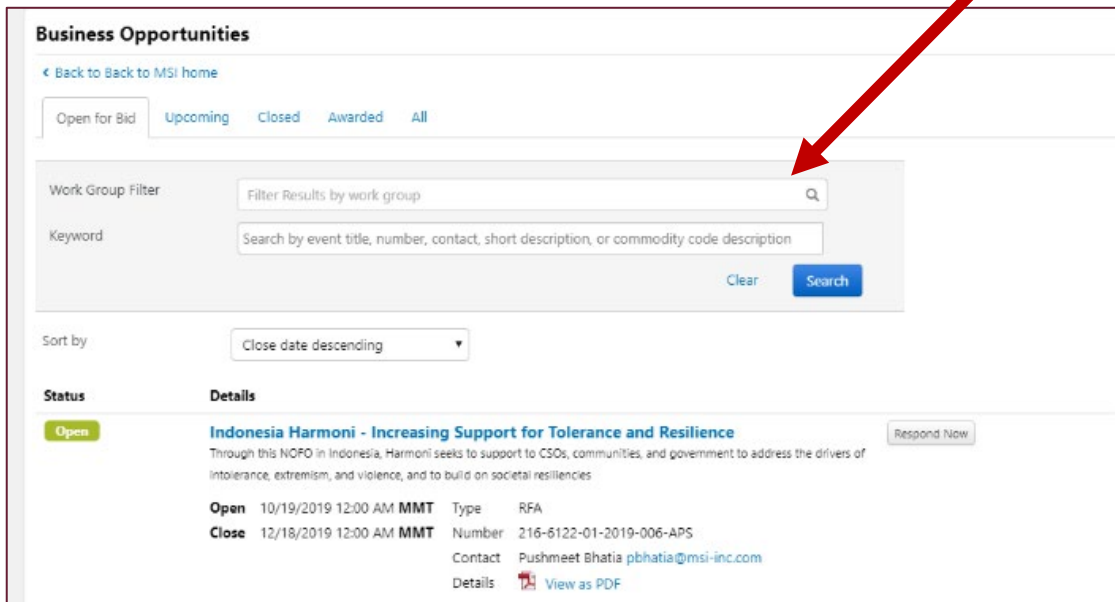
HOW TO ACCESS THE SYSTEM?

There are two ways to access the system to explore business opportunities with Tetra Tech on our various projects around the world.

THROUGH A TETRA TECH OR PROJECT WEBSITE

The first and easiest way to access the system is to visit the Tetra Tech website or a specific project (for example, the Ukraine Energy Security Project can be viewed [here](#)). Current opportunities will be linked to the Tetra Tech opportunities page specific to the project that is connected to the site.

You can search through all opportunities posted online or limit your view to specific opportunities in a given country ("keyword") or under a specific project ("work group") of interest to you.



Business Opportunities

[Back to MSI home](#)

Open for Bid Upcoming Closed Awarded All

Work Group Filter: Filter Results by work group


Keyword: Search by event title, number, contact, short description, or commodity code description

Sort by: Close date descending

Status **Details**

Open **Indonesia Harmoni - Increasing Support for Tolerance and Resilience** Respond Now

Through this NOFO in Indonesia, Harmoni seeks to support to CSOs, communities, and government to address the drivers of intolerance, extremism, and violence, and to build on societal resiliencies

Open	10/19/2019 12:00 AM MMT	Type	RFA
Close	12/18/2019 12:00 AM MMT	Number	216-6122-01-2019-006-APS
		Contact	Pushmeet Bhatia pbhatia@msi-inc.com
		Details	 View as PDF

You may click the "Respond Now" button next to the opportunity that interests you, and you will be directed to enter your login information or to register in the system as a supplier.



BY RESPONDING TO AN INVITATION RECEIVED FROM TETRA TECH

Tetra Tech may add your contact information to a sourcing event and invite you directly to respond. In such a case, you will receive an email such as below. You can access this opportunity by clicking on the link provided in the email which will take you to the Tetra Tech login page to either sign in or create an account. (**Note** that you will need to have an account on the platform before you are able to view any opportunity in full.)

Mon, Aug 1



You've been invited to participate in "Request for Quotation - Catering request"

Dear Tea Ward,

You have been invited to participate in the following Request for Quotation.

Event Number: 6113-01-2019-006-RFQ

Event Title: Catering request

Event Open Date: 8/19/2019 at 12:00 AM EDT

Event Close Date: 8/21/2019 at 8/21/2019 12:00 AM EDT

Issuing Company: MSI

Please click the link to view the sourcing event

For first time users, when you click the link above you will be taken through a registration process. This is a process that will allow you to create an account and then gain access to view the event.

Thank You,

Tetra Tech

8/19/2019

Once you register as a supplier, you can track open solicitations, be directly invited to solicitations, and respond to solicitations – all with just a few clicks. If you have any difficulties in registering, you may use the contact information provided for the corresponding opportunity, or send an email to System Administrator (admin.scquest@tetrattech.com).

REGISTERING IN THE SYSTEM AS A SUPPLIER

Registering in the system starts by logging in to the supplier access page (https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=TETRA_TECH). Enter your email address, click next, and then click on the “create account” button at the bottom of the page. You will then be able to work through a simple process to create your supplier account in the system.



TETRA TECH

If you already have an account please login by entering your e-mail address, password and then click on the "Login" button.

Enter your email to Login/Create Account

English ▾



Next

Email

If you have not yet registered, click the button that appears below to create your account. If no button appears, enter your email address above, click "Next", and then click the "Create Account" button that appears to create your account. If you have any questions about creating an account, please contact our admin at admin.sciquest@tetrattech.com.

Once you have entered your email address and created a password, you will reach the supplier welcome page that summarizes the information needed to complete your registration. This page also includes a navigation bar (on the left) that you can use to answer all questions.



Registration > Manage Registration Profile > Welcome

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](#).

Grumps R Us

Registration In Progress for:
Management Systems International

2 of 6 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Unsolicited Proposals ✓
- Certify & Submit

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 submitted your completed form.
5. Login when needed to update your profile or to add additional contact information.

Before you begin registering

With the necessary data collected, the registration process should not take more than 15 minutes. Compiling the necessary information prior to beginning the 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

If you have any questions or experience problems registering, please contact the MSI System Admin at admin.sciquest@msi-inc.com.

Required to Start Registration

Legal Company Name *

* Required to Complete Registration

While we recommend that you answer and complete all questions, not all are required by the system. **The required questions are marked with an asterisk “*”**. You can choose to complete the non-mandatory questions as you see fit. However the more information you provide, the easier it will be for us to identify your interests and determine your eligibility.

At a minimum, you must provide the following basic information:

- 1) Company legal name
- 2) At least one contact name, address and telephone number
- 3) Country of origin
- 4) Your Unique Entity Identifier (UEI) number – required only for procurement financed by USAID. Additional information on UEI numbers can be found at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/technology-transformation-services/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>¹.
- 5) Confirm that your company or organization is registered in www.sam.gov, required only for procurement financed by USAID. You may consult the [Quick Start Guide For New Foreign Registrations](#) for information on registering!
- 6) Year of establishment, number of employees, type of business, and a description of your operations
- 7) Commodity codes (select the ones that are most relevant to your business)
- 8) Diversity classification, if any (if yours is a non-U.S. entity, please indicate “does not qualify”)

Note that as you fill out the registration, a green checkmark (✓) will appear to the right of each completed item in the sidebar list.

RESPONDING TO A SOURCING EVENT:

Once your account is set up, you can search for public open opportunities or respond to opportunities you have been invited to. In Jaggaer, a procurement opportunity is called a *sourcing event* – this can be for either RFQ or RFP.

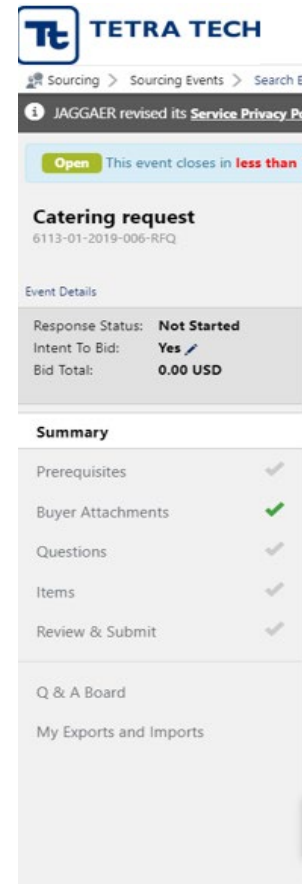
There are two ways to respond to a sourcing event: either by responding to a direct invitation or by searching opportunities listed on the e-procurement portal.

¹ For tenders financed by the Ukraine Energy Support Fund (UESF), **neither** a UEI code nor registration at www.sam.gov are required

UNDERSTANDING SOURCING EVENT SECTIONS IN THE SYSTEM:

Each event in the system has a navigation bar on the left of your screen (“Summary”) which helps you navigate all the pages of the event, review Tetra Tech’s attachments, and respond to the opportunity step by step (refer on next page):

- Summary: The Summary page provides important dates and background information about the sourcing event.
- Prerequisites: The Prerequisites section provides essential information regarding Tetra Tech’s sourcing process. It indicates key conditions you need to meet in order to bid, and requires you to confirm that you have read and understood the information provided.
- Buyer Attachments: This section generally carries downloadable versions of the sourcing event where you get all the required information in printed form. Tetra Tech also uses this section to share templates or other information to assist in your submission.
- Questions: This section either asks targeted questions for your response or provides links for you to upload your submission documents.
- Items: This section is used to enter your cost information directly into the system, which will assist Tetra Tech to compute and compare cost proposals at the evaluation stage.
- Review and Submit: Use this section to ensure that you have completed all the relevant sections of the event, and to certify and submit your proposal.
- Q&A Board: Use this section to submit questions to Tetra Tech at any time while the Q&A period is open. Tetra Tech will use this section to respond with public clarifications during the proposal preparation stage. **Tip:** Review this section often as you prepare your proposal as critical updates or new information may be posted here.
- My exports and imports: This section helps you track the information you have downloaded from or uploaded into the system.



Once you have successfully submitted your proposal/quotation, you can track the status of any opportunity you participated in as the “Status” column will indicate either:

- Open** – while you can still submit/edit a proposal/quotation
- Closed** - once the deadline for submission has passed
- Awarded** – once a contract is signed and the event is completed
- Cancelled** - if the event is cancelled
- On Hold** - if the event is put on hold

WARNING:

Please allow sufficient time to enter and upload your quotation/proposal into the system. Do not wait until the last minute to start filling the various sections of the Sourcing Event – we strongly recommend that you begin the data entry process a few days before the deadline. Once the deadline date and time for submission of proposals has been reached, the system will no longer allow you to “submit” your proposal.

For system questions or assistance, please contact our System Administrator at admin.sciquest@tetrattech.com. We look forward to working with you in the future.