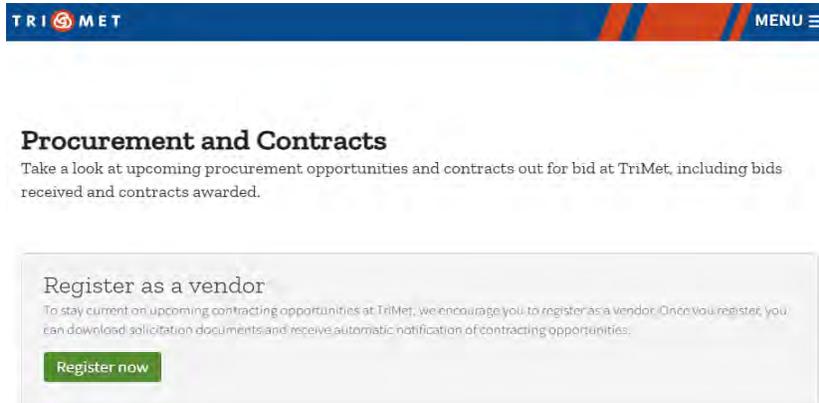


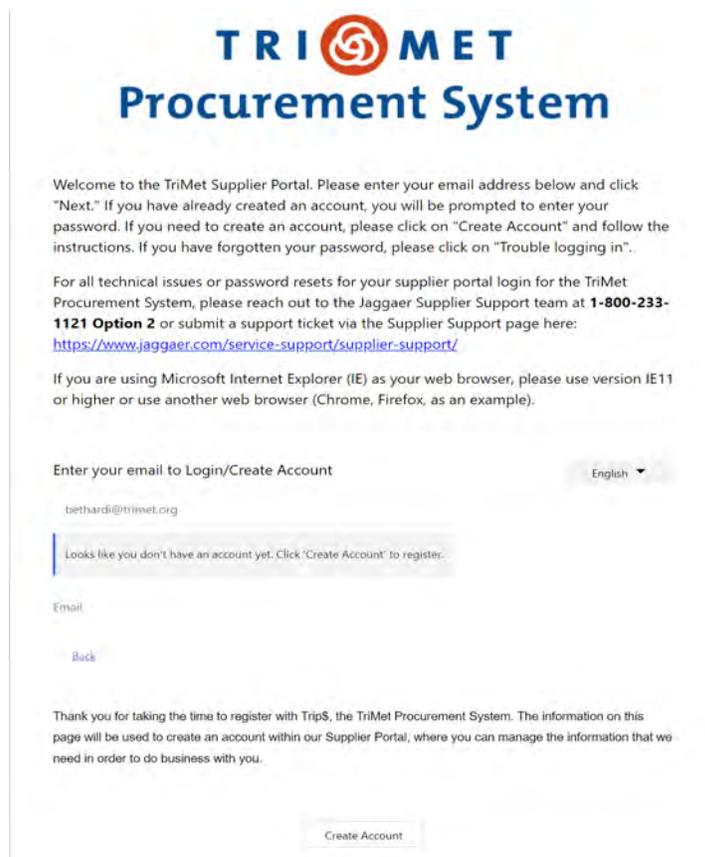


## Registration Guide

- 1) To get registered in TriP\$ visit <https://trimet.org/procurement/index.htm> and click “Register now” (green button below).



- 2) Enter your business email. If you do not have an account you'll be prompted to click on “Create Account” at the bottom of the page.



- 3) Enter your company information on the following page. Please note that the fields marked with an asterisk (\*) are required fields.

If you do not have the information needed, feel free to skip or return later. For Example - you may not have a DUNS number. After you've entered the required information, accepted the terms and conditions as well as selected the hCaptcha, click the "Create Account" button.

The image shows a registration form for the TRI MET Procurement System. The form is titled "Create Account" and includes a "Registration Tutorial" link and a language dropdown set to "English". A note states: "Fields marked with a \* are required to complete registration".

**What company are you with?**

- Legal Company Name \*
- Employer Identification Number (dropdown)
- Tax ID Number Type (US Only) (radio button)
- Tax ID
- DUNS Number

**Your Contact Info**

- First Name \*
- Last Name \*
- Title
- Phone Number \* (with ext. field)
- International phone numbers must begin with +
- Preferred Time Zone \* (dropdown menu showing EDT/EST - Eastern Standard Time (US/Eastern))

**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 \*
- Password \* (with eye icon)
- Re-Enter Password \* (with eye icon)
- 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 (with hCaptcha logo)

**Create Account** (button)

- 4) After you've clicked create account, the page will refresh. Enter your new login information and click "Login" (blue button).

## TRIMET Procurement System

Welcome to the TriMet Supplier Portal. Please enter your email address below and click "Next." If you have already created an account, you will be prompted to enter your password. If you need to create an account, please click on "Create Account" and follow the instructions. If you have forgotten your password, please click on "Trouble logging in".

For all technical issues or password resets for your supplier portal login for the TriMet Procurement System, please reach out to the Jaggaer Supplier Support team at **1-800-233-1121 Option 2** or submit a support ticket via the Supplier Support page here: <https://www.jaggaer.com/service-support/supplier-support/>

If you are using Microsoft Internet Explorer (IE) as your web browser, please use version IE11 or higher or use another web browser (Chrome, Firefox, as an example).

### ✔ Account created successfully.

Please log in to complete registration.

English ▾

Email

Password

Login

[Trouble Logging In?](#)

Thank you for taking the time to register with TriP\$, the TriMet Procurement System. The information on this page will be used to create an account within our Supplier Portal, where you can manage the information that we need in order to do business with you.

Create Account

- 5) Once you've logged in, you'll be taken to your account page. From here you'll enter your legal company name. Click Save Changes and click 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.

### Vendor Demo

### Welcome to Supplier Registration

Registration In Progress for: **TriMet**  
0 of 5 Steps Complete

Welcome

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

Disclaimer: While TriMet is extremely confident in the full functionality of this system, as a legal matter, notification services offered through the site are not guaranteed and users of the notification service are ultimately responsible for reviewing postings to the site. TriMet disclaims all liability for damages from use of this site or the information it contains.

#### Required to Start Registration

Legal Company Name \*

★ Required to Complete Registration

Next > Save Changes

- 6) Next, enter your company's DBA (if applicable), the company's legal structure, and website. A DUNS number is not required but you will still have to select "Yes" or "No" to proceed.

The screenshot shows the 'Company Overview' page in the TriPS system. The left sidebar indicates '0 of 5 steps Complete'. The main content area includes a 'Doing Business As (DBA)' field, a 'Does your business have a DUNS number?' question with 'Yes' and 'No' radio buttons, a 'Legal Structure' dropdown menu, and a 'Website' field. A note states: 'Your "Doing Business As (DBA)" company name, if different than your Legal company name, is the name you invoice under (i.e., the business name on your invoice). Failure to register your company's correct DBA will delay any payments your company may be owed.' Navigation buttons for 'Previous', 'Next', and 'Save Changes' are at the bottom right.

- 7) Next, enter the year the business was established and select your annual gross receipts range. You'll also need to select from TriMet's list of commodity codes. You'll receive notifications of new opportunities based on the codes you've selected. If you have a statement of qualifications or capability statement, be sure to upload it for TriMet staff to view on your profile and better understand your firm's capabilities.

The screenshot shows the 'Business Details' page. The left sidebar indicates '1 of 5 steps Complete'. The main content area includes a 'Year Established' field with '2022' entered, a 'Products and Services' section with 'NAICS Codes' and 'Commodity Codes' (20080 (Personal Services - Regional Consulting)), and an 'Additional Questions' section with a dropdown for 'What are the most recent annual gross receipts of your firm?' set to 'Less than \$500,000'. There is also a 'Statement of Qualifications / Company Resume' upload area. A 'Save Changes' button is at the bottom right.

- 8) Enter physical or mailing addresses and company contacts.

The screenshot shows the 'Addresses' page. The left sidebar indicates '2 of 5 steps Complete'. The main content area includes a 'Required information' section listing 'Fulfillment', 'Physical', and 'Remittance' as required address types. A note states: 'Please enter any physical or mailing addresses from which your organization does business, in order to help TriMet route information and communications correctly. Any required address types are listed below. DO NOT include your company's name in the address line fields!'. There is an 'Add Address' button and a 'Hide Inactive Addresses' link. Navigation buttons for 'Previous' and 'Next' are at the bottom right.

9) Enter any applicable federal and state diversity classifications for your business.

Registration > Manage Registration Profile

### Vendor Demo

Registration In Progress for: *TriMet*  
4 of 5 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts
- Diversity**
- Certify & Submit

### 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](#)

**Additional Questions**

Diversity Certification Numbers

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

[← Previous](#) [Next >](#) [Save Changes](#)

10) After you've filled in all the information, go to the Certify & Submit page. Here you'll enter the name of yourself or the qualified personnel who filled out the account details. After you check the Certification line, click submit.

### Vendor Demo

Registration In Progress for: *TriMet*  
5 of 5 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts
- Diversity
- Certify & Submit**

### Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials \*

Preparer's Name \*

Preparer's Title \*

Preparer's Email Address \*

Today's Date 7/31/2023

Certification \*  I certify that all information provided is true and accurate.

★ Required to Complete Registration

[Submit](#)

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

11) You'll then be taken to the completion page. After this you'll have successfully registered for TriP\$, allowing you to submit to the various procurement opportunities posted by TriMet.

### Thank You for Registering

Registration Complete for Vendor Demo!

**Next Steps**

- 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