

TCU<sup>®</sup>

# JAGGAER SUPPLIER PORTAL

MAY 19, 2025

**LEAD ON.<sup>SM</sup>**



# AGENDA

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Supplier Changes Overview

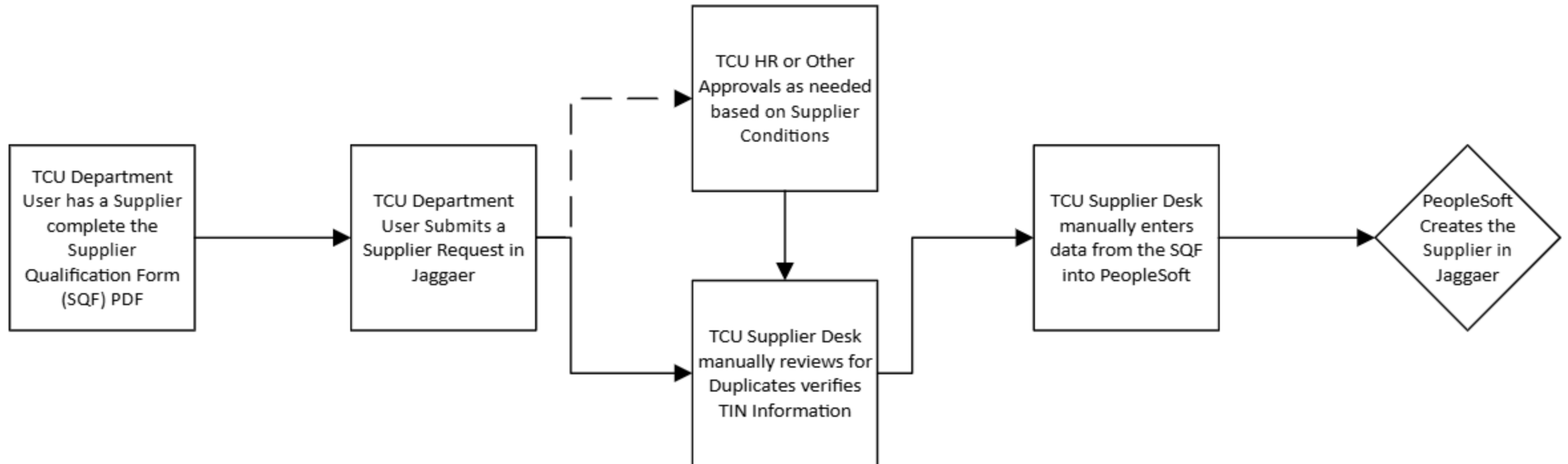
Requesting a Supplier

Tracking Status of a Supplier Request

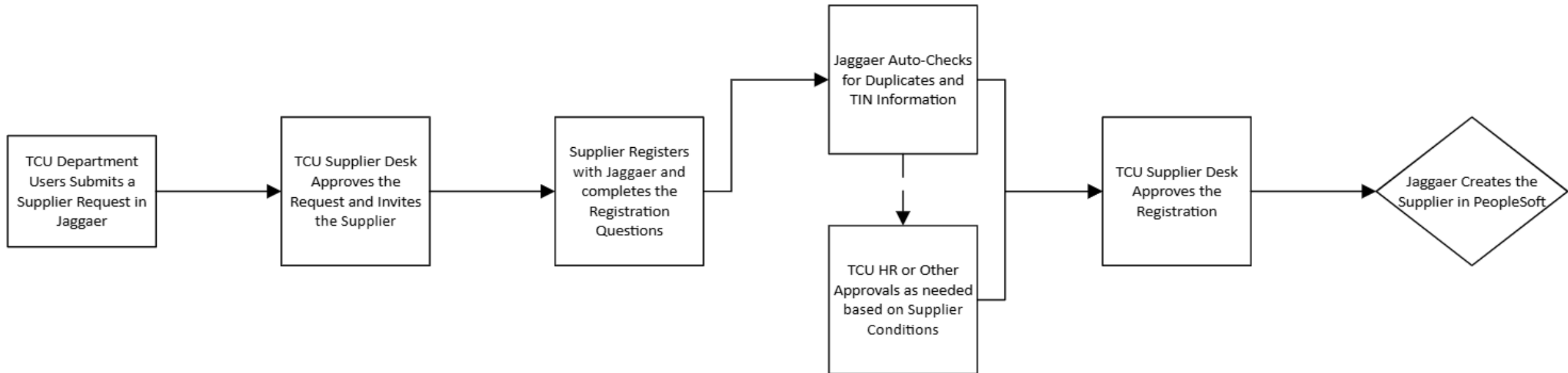
Supplier Experience

# *Supplier Changes Overview*

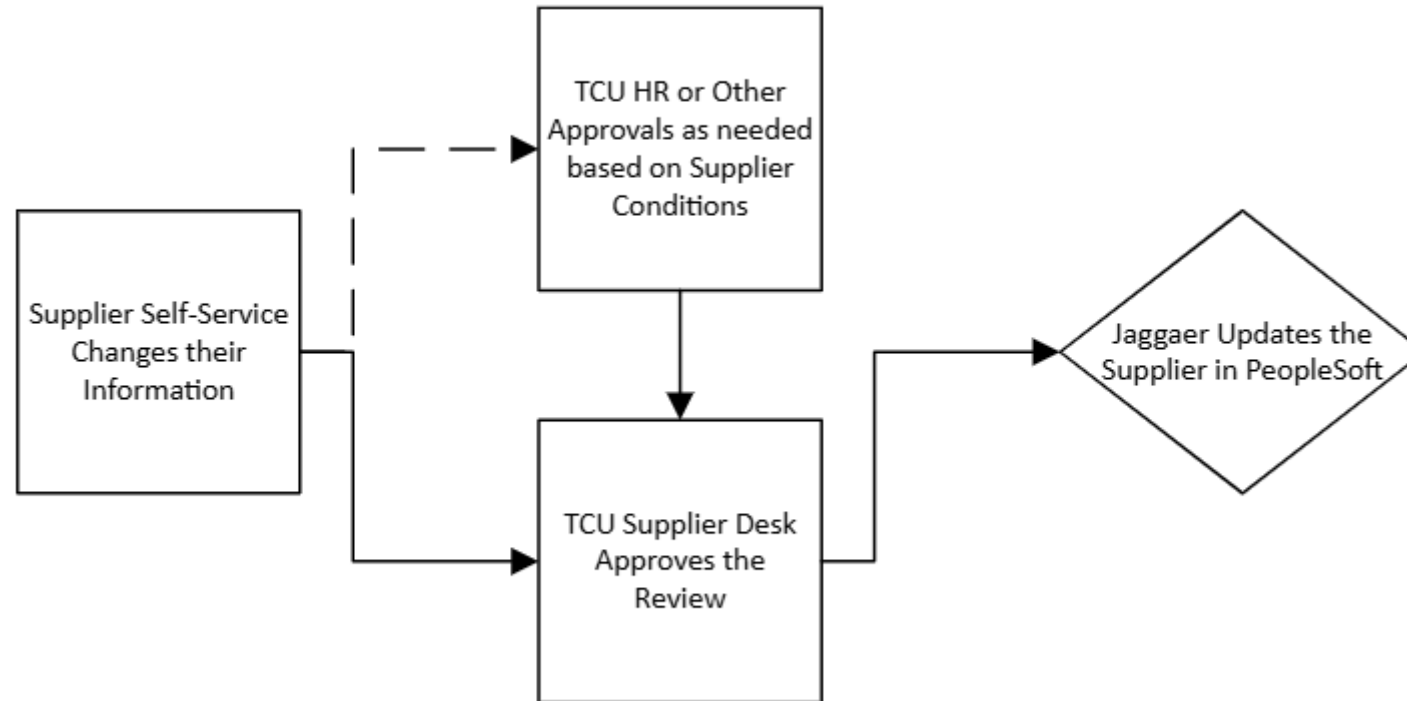
# Old Supplier Process



# New Supplier Process



# Supplier Update Process



# *Requesting a Supplier*



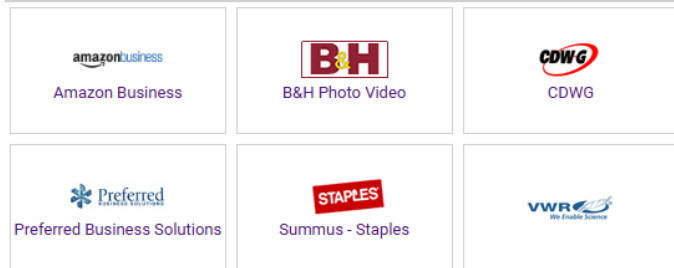
Requesting a Supplier

# Where to Start?

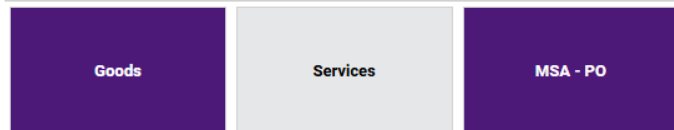
Showcases

Catalogs

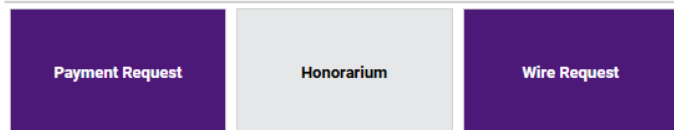
## OLD LOOK



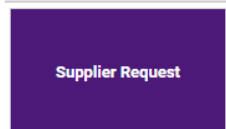
Non-Catalog Forms



Accounts Payable Forms



Supplier Registration Forms



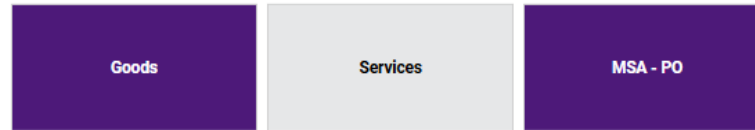
Showcases

Catalogs

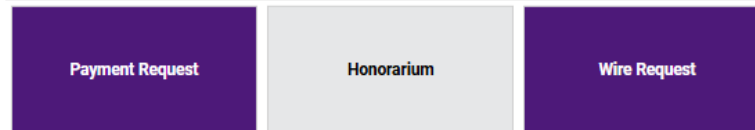
## NEW LOOK



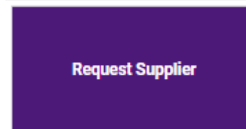
Non-Catalog Forms



Accounts Payable Forms



Supplier Request Form



Form • New Request Supplier



Close

Add And Go To Cart

Request a New Supplier



Request a New Supplier [Click Here to Start a New Supplier Request](#)

Search Existing Suppliers



Existing Supplier

Enter Supplier ★

Select Supplier



Suppliers ▶ Requests ▶ Request New Supplier

### Request New Supplier

Supplier request form

Basic Supplier Request

Supplier name ★

Submit

LEAD ON.™



# What is Needed?

1. Supplier Name
2. Individual or Company
  - Individual's Require a First & Last Name
3. Email Address
4. Payment Type

Suppliers > Requests > My Supplier Requests

My Supplier Requests

**Super Frog**

Template **Basic Supplier Request**

Request Status **Incomplete**

Questions

Requester Contact Inform...

**Review and Complete**

Supplier Request Workflow

**Review and Complete** [Print Request](#) [History](#) [?](#)

Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

Required fields complete

Section	Progress
Questions	Required fields complete
Requester Contact Information	No Required fields

**Certification**

☒ I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required [< Previous](#) [Complete Request](#)

Payment Type: ★

☐ Awards ☐ Education ☐ Medical Services ☐ Non-Profit

☐ Purchase of Goods ☐ Royalty Payment ☒ Services Performed

★ Required [Save Progress](#) [Next >](#)

Frog

First Name

Super

★ Required [Save Progress](#) [Next >](#)

# *Tracking Status of a Supplier Request*

# Supplier Workflow

## Request Workflow

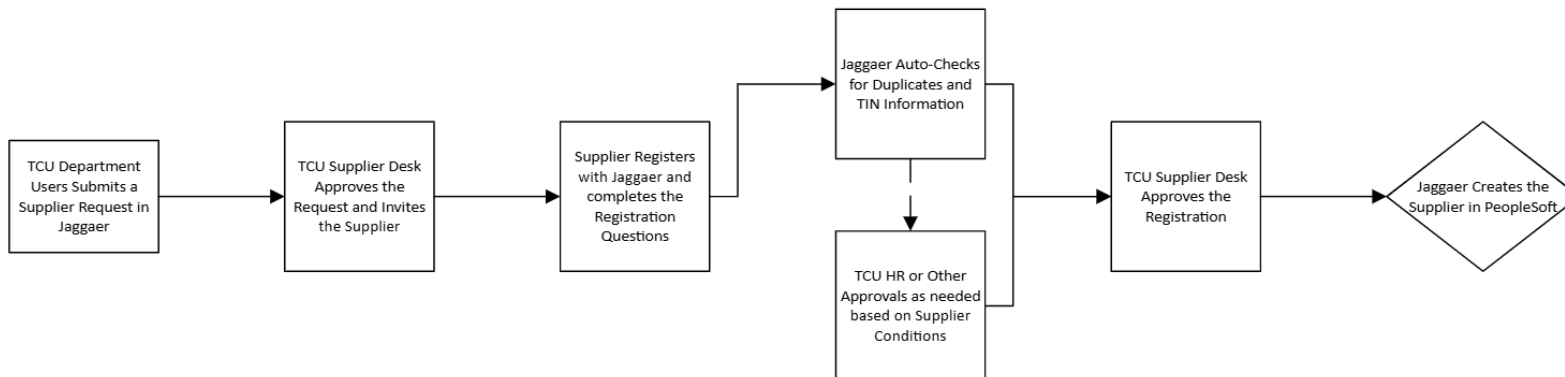
- Supplier Desk Approval
- Invitation Sent to Supplier

## Supplier Self -Service

- Register with Jaggaer
- Complete TCU Questions
- Submit Completed Registration

## Registration Workflow

- Validation and Duplicates
  - OFAC Check
  - TIN Check
  - Duplicate TIN/DUNS
  - Duplicate Supplier Name
- TCU Approval
  - IC Review
  - HR Review
  - Conflict of Interest
  - Supplier Desk Review
- Sync to PeopleSoft



# My Supplier Requests

## Request Status

- Incomplete
- Under Review
- Approved

## Registration Status

- None
- Invited
- In Progress
- Profile Complete
- Approved

Suppliers ► Requests ► My Supplier Requests

### My Supplier Requests

Filter Supplier Requests










Requested Supplier, Template Name

Request Status \* ☒ Approved ☒ Incomplete ☐ Rejected  
☒ Returned ☒ Under Review ☐ Completed

Include public Supplier request form? ☐

Apply

1-9 of 9 Results 10 Per Page ▼

Requested Supplier ▲	Template ▲	Request Status ▲	Workflow Step ▲	Workflow Assignee	Status Last Updated ▼	Created ▲	Supplier Profile	Registration Status	
 Super Frog	Basic Supplier Request	Incomplete	–	–	5/6/2025 10:24 AM	5/6/2025 10:24 AM		–	Actions ▼
 Dunder Mifflin	Basic Supplier Request	Approved	–	–	5/5/2025 9:56 AM	5/5/2025 9:53 AM	Dunder Mifflin	Approved	Actions ▼
 Johnny's Jalopies	Basic Supplier Request	Approved	–	–	4/28/2025 9:09 AM	4/8/2025 11:07 AM	Johnny's Jalopies	None	Actions ▼
 Johnny's Nick Nacks	Basic Supplier Request	Approved	–	–	4/14/2025 1:11 PM	4/14/2025 1:09 PM	Johnny's Nick Nacks	In Progress	Actions ▼
 TEST TEST 8.20 TEST TEST	Contracts Supplier Request	Approved	–	–	3/31/2025 3:37 PM	8/20/2024 9:19 AM	TEST TEST 8.20 TEST TEST	None	Actions ▼
 Ali's Bakery	Basic Supplier Request	Approved	–	–	3/25/2025 2:42 PM	3/25/2025 2:37 PM	Ali's Bakery	Profile Complete	Actions ▼
 Buy More Electronics	Basic Supplier Request	Approved	–	–	3/20/2025 11:12 AM	3/20/2025 11:08 AM	Buy More Electronics	Approved	Actions ▼
 Veridian Dynamics	Basic Supplier Request	Approved	–	–	3/6/2025 10:42 AM	3/6/2025 10:41 AM	Veridian Dynamics	Approved	Actions ▼
 Frog Testing 8.22	Contracts Supplier Request	Approved	–	–	8/22/2024 8:35 AM	8/22/2024 8:34 AM	Frog Testing 8.22	In Progress	Actions ▼

1-9 of 9 Results 10 Per Page ▼

Jaggaer Supplier Training

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# *Supplier Experience*

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# Jaggaer Registration

Supplier will receive an Email (at the address you provided in the Request) inviting them to Register with Jaggaer

- If the Supplier has already Registered with Jaggaer the same login information will allow them to access all their Jaggaer Portals



Dear **Dunder Mifflin**,

Welcome to TCU's Supplier Portal!

In order to do business with TCU, all suppliers, both business and individuals, must be registered through TCU's Supplier Portal. The Supplier Portal will allow suppliers to register, update and continuously maintain their registration data, such as Name, Addresses, Payment or Banking Information, Invoices and obtain Payment Activity.

The TCU Supplier Portal registration is free. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process.

[Register Now](#)

Information needed to complete the registration process includes:

1. W9
2. W8 (for international suppliers)
3. Contact Name, Phone, Email and Addresses (Remittance and/or 1099)
4. Certificate of Insurance with coverage limits
5. UNSPSC category codes
6. ACH (Electronic Payment via Direct Deposit)

**NOTE:** The default payment is Check. ACH will be implemented in the future.

7. If applicable, conflict of interest information
8. If applicable, diverse business information

Thank you,

TCU Supplier Portal

If you have any questions, please contact Procurement at [procurement@tcu.edu](mailto:procurement@tcu.edu).

# TCU Registration

## 9 Categories of Questions to Answer

- Company Overview
- Business Details
- Addresses
- Contacts
- Diversity
- Insurance
- Payment Information
- Tax Information
- Conflict of Interest

**Super Frog**  
Supplier Number:TCU001

Registration **Invited** for:  
*TCU Supplier Portal*  
**7 of 9** Steps Complete

**Welcome**

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

Payment Information

Tax Information

Conflict of Interest

Acknowledgment & Submit

**Welcome to Supplier Registration**

Browse the topics below to learn more about registering and to begin the registration process: **The Registration Process**

1. The registration process should take less than 3 minutes!

2. Click the "**Continue with Registration**" button below, to begin the registration process.

3. Ensure all the required fields and sections are completed.

**Required to Start Registration**

Legal Company Name ★

Super Frog



An aerial photograph of the Texas Christian University (TCU) campus. The image shows a dense cluster of buildings with red-tiled roofs, interspersed with green lawns and mature trees. In the background, a large stadium with a blue roof is visible. The entire image is framed by a white diagonal band that runs from the top-left to the bottom-right. The word "QUESTIONS?" is written in large, white, sans-serif capital letters across the center of the image, partially overlapping the campus buildings and the white band.

QUESTIONS?

**TCU**