

SUPPLIER REQUEST TRAINING GUIDE

New Supplier Request Instructions

To request registration of a **NEW** supplier, click the link below to Start a **New Supplier Request**.

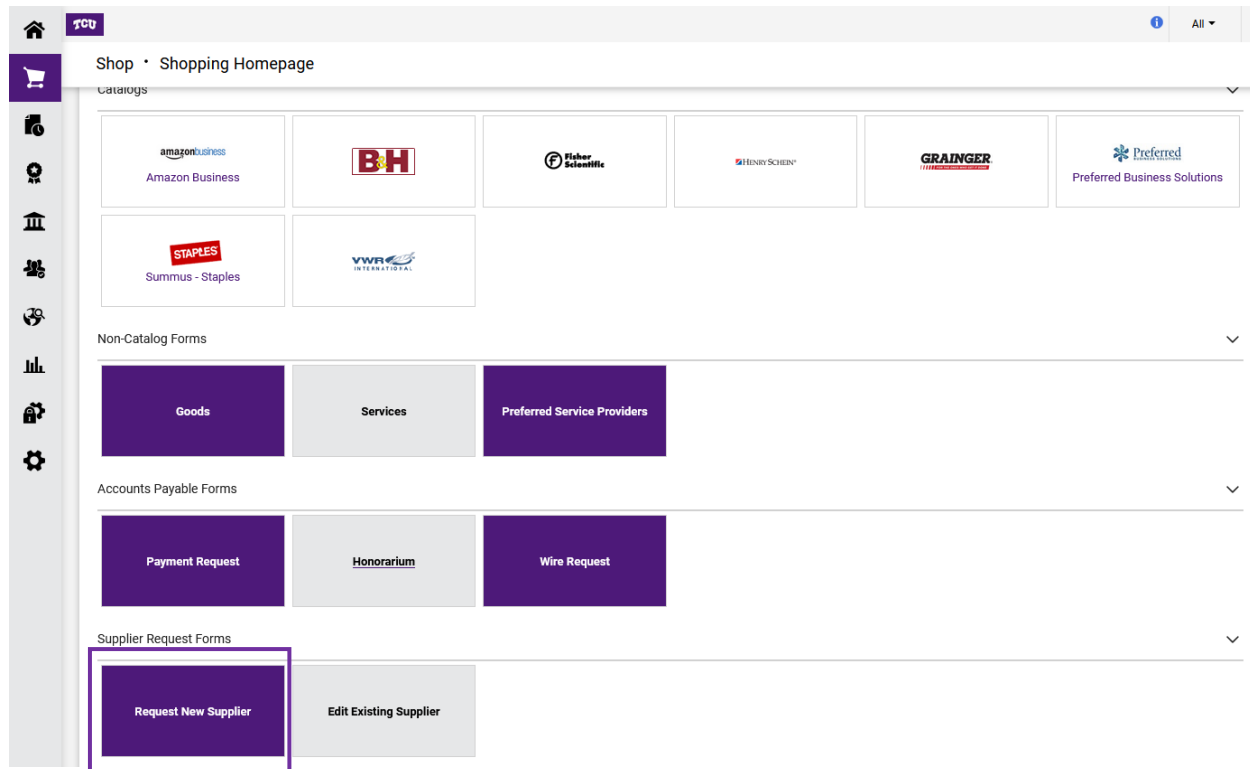
A **new supplier** is one that is not currently registered in the Jaggaer system. If you are unsure whether or not the supplier already exists, please use Search Existing Suppliers feature prior to submitting requesting a new supplier set up.

ATTENTION: If you receive a blue bar pop warning about a potential duplicate supplier, please refer to the **Edit Existing Supplier** tile for further action.

If the supplier **already exists** and you need to make changes, use the **Edit Existing Supplier** tile instead. If the supplier **does not exist** then proceed with the link to **Start a New Supplier Request**.

The request process is not automatic. **The process is as follows:**

1. You initiate the vendor request in Jaggaer, as you've already done.
2. Procurement then sends an invitation to the vendor via Jaggaer.
3. The vendor's representative completes the supplier registration form.
4. Once registration is complete, you'll receive an email notification confirming it.



Form • New Request Supplier

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

Enter the individual's or company's name then click on "Submit".

Request New Supplier

Supplier request form

Basic Supplier Request

Supplier name

Submit

All information with a "star" must be completed. Toggle between Individual or Company as appropriate.

If "Individual" is selected, Last and First Name will be required. Tax Number is required on both.

There is an option for "Priority Request" although will require VC approval.

Once all information is filled in select "next".

June 30 Test 1

Template **New Supplier Request**
Request Status **Incomplete**

Questions

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Questions - Company Overview

▼ Company Information

Is the Supplier an Individual or Company? *

Supplier Name *

June 30 Test 1

Email Address *

Tax ID Number *

Payment Type: *

- | | | | |
|---------------------------------|--|---|---|
| <input type="checkbox"/> Awards | <input type="checkbox"/> Education | <input type="checkbox"/> Medical Services | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Other | <input type="checkbox"/> Purchase of Goods | <input type="checkbox"/> Royalty Payment | <input type="checkbox"/> Services Performed |

Priority Supplier Request ?

Priority Instructions

Priority registration request requires Vice Chancellor approval. All approvals are required before processing.

The information with a “star” will need to be provided if Individual is selected.

Frog Testing 8.22

TemplateNew Supplier Request

Request StatusIncomplete

Questions✔

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Questions - Company Overview

Print RequestHistory

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

▼ Company Information

Is the Supplier an Individual or Company? *

Individual▼

Supplier Name *

Frog Testing 8.22

Email Address *

Tax ID Number *

Payment Type: *

☐ Awards☐ Education☐ Medical Services☐ Non-Profit☐ Other☐ Purchase of Goods☐ Royalty Payment☐ Services Performed

Priority Supplier Request ⓘ

☐ Yes

▼ Individual Information

Last Name

First Name

Last 4 of SSN *

▲▼

Requester's Name, Email and Department will be automatically populated. If not, enter information. Select "Next".

My Supplier Requests

Stark Industries

Template **Basic Supplier Request**
Request Status **Incomplete**

Questions ✓

Requester Contact Information

Requester Name:
Requester Email:
Requester Department:

Print Request | History | ?

Review and Complete

Supplier Request Workflow

Previous Next

Ensure two sections are complete (will have a green check mark). Select the Certification box and then select Complete Request.

My Supplier Requests

Stark Industries

Template **Basic Supplier Request**
Request Status **Incomplete**

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Review and Complete

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

Select "Yes" to confirm

Confirm x

Are you sure you are ready to complete your new supplier request?

Yes No

Edit Existing Supplier Instructions

This tile is only to be used to edit/update an existing Jaggaer supplier for example their E-mail, Remit/other addresses, Supplier's Name/DBA or Other.

The screenshot shows the Jaggaer Shopping Homepage. On the left is a vertical navigation bar with icons for home, shopping, and various settings. The main content area is titled 'Shop • Shopping Homepage'. It features several sections: 'Catalogs' with tiles for Amazon Business, BH, Fisher Scientific, Henry Schein, Grainger, and Preferred Business Solutions; 'Non-Catalog Forms' with tiles for Goods, Services, and Preferred Service Providers; 'Accounts Payable Forms' with tiles for Payment Request, Honorarium, and Wire Request; and 'Supplier Request Forms' with tiles for Request New Supplier and Edit Existing Supplier. The 'Edit Existing Supplier' tile is highlighted with a red border.

To proceed select “Next”.

The screenshot shows the 'Edit Existing Supplier' form. On the left is a sidebar with the title 'Edit Existing Supplier' and a 'Back to Shopping Home' link. Below the title are fields for Form Number (1141724), Purpose (Generic Request), and Status (Incomplete). The main content area is titled 'Instructions' and contains the text: 'This tile is only to be used to edit/update an existing Jaggaer supplier. Examples include changes to E-mail, Remit/other addresses, Supplier's Name/DBA or Other.' At the bottom right of the form is a red 'Next >' button, which is highlighted with a red border.

In the Form Name field, be sure to insert the Supplier's individual or company name. The select "Next".

Shop > Shopping > View Forms

[Back to Shopping Home](#)

Edit Existing Supplier

Form Number: 1141095
Purpose: Generic Request
Status: Incomplete

Instructions

Details ✓

Questions ⚠

Review and Submit

Discussion

Form Approvals

Details

Request Actions | History | ?

Form Name *

Purpose: Generic Request

Template Title: Supplier's Individual or Company Name

Form Type: Supplier Request

★ Required

[Previous](#) [Save Progress](#) [Next](#)

All information with a "star" must be completed. Toggle between Individual or Company as appropriate.

▼ Company Information

Is the Supplier an Individual or Company? ★

Supplier Name ★

Supplier Email Address ★

Payment Type: ★

☐ Awards ☐ Education ☐ Medical Services ☐ Non-Profit
☐ Purchase of Goods ☐ Royalty Payment ☐ Services Performed ☐ Other

Priority Instructions

Priority registration request requires Vice Chancellor approval. All approvals are required before processing.

Priority Supplier Request?

☐ Yes

Information needed for “Individual”. All information with a “star” must be completed.

▼ Individual Information

First Name *

Last Name *

Last 4 of SSN *

▼ Supplier Change(s) Requested

What Needs to be Edited/Updated? *

☒ PO Distribution Email ☒ Remit Address ☒ Supplier Name/DBA ☒ Other

New Email Address for PO Distribution *

New Remit Address *

Name/DBA Change *

After confirming, the request will go to Supplier Registration desk for approval and will send out invitation to supplier for to provide all of Supplier’s information to finalize the registration.