

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**.

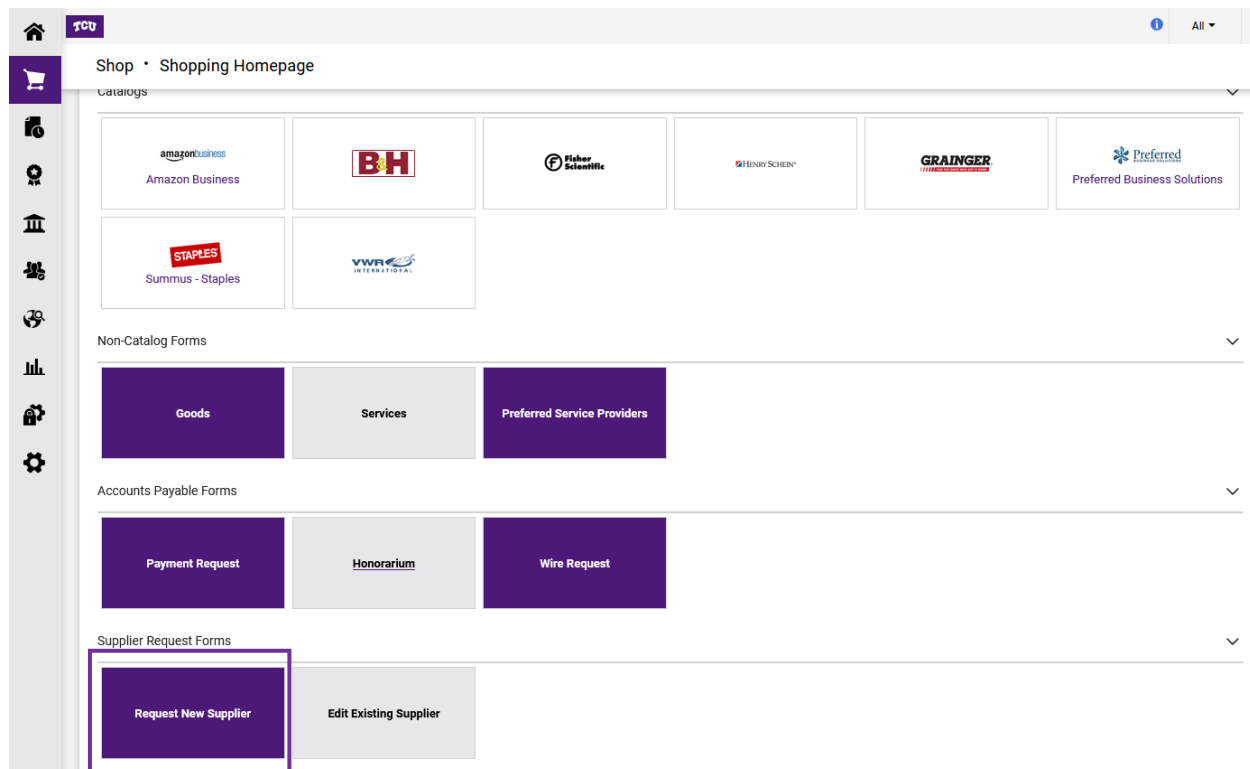
A **new supplier** is one that is not currently registered in the Jaggaer system. If you are unsure if the supplier already exists, please use the Search Existing Suppliers feature (found in the Request New Supplier tile) prior to requesting a new supplier.

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. 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 using the Request New Tile form.
2. Procurement then sends an email invitation to the vendor via Jaggaer.
3. The vendor's representative completes the supplier registration form.
4. TCU Procurement reviews the supplier's registration and provides the final approval.
5. Once TCU approves the registration, you'll receive an email notification.



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 along with the last 4 digits of the individual's Social Security Number. If "Company" is selected, the companies Tax ID Number will be required. *This information is necessary to ensure duplicate suppliers are not created.*

Requesters will be asked if the supplier is a current student or employee. If the answer is Yes, users should STOP. The supplier portal is NOT used for creating students or employees. Send your payment request to apinvoices@tcu.edu and AP will work with Procurement to create the supplier. DO NOT submit student or employee supplier requests in Jaggaer.

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

For assistance completing the required fields, see **How To Request a New Supplier or Edit An Existing Supplier in Jaggaer** <https://finance.tcu.edu/jaggaer-resources/managing-suppliers.php>

My Supplier Requests

Test AR 8-28

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

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Questions - Company Overview

▼ Supplier Type

Is the Supplier an Individual or Company? ★

Is the Supplier a current student or employee? ★

☐ Yes ☐ No

Priority Supplier Request ?

☐ Yes

★ Required

Information with a “star” will need to be provided if Individual is selected. Individual:

questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Is the Supplier an Individual or Company? ^

Is the Supplier a current student or employee? ★

☐ Yes ☒ No

Priority Supplier Request ?

☐ Yes

▼ Company Information

Supplier Name ★

Email Address ★

▼ Individual Information

First Name ★

Last Name ★

Last 4 of SSN ★

Company:

My Supplier Requests

Test AR 8-28

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

Questions ✓

Requester Contact Inform...
Review and Complete

Supplier Request Workflow

Questions - Company Overview

▼ **Supplier Type**

Is the Supplier an Individual or Company? *

Company ▼

Is the Supplier a current student or employee? *

☐ Yes ☒ No

Priority Supplier Request ⓘ

☐ Yes

▼ **Company Information**

Supplier Name *

Test AR 8-28

Email Address *

Tax ID Number *

▼ **Individual Information**

✚ Required

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:

Review and Complete

Supplier Request Workflow

Print Request | History | ?

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 [Print Request](#) [History](#) [?](#)

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

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. The top navigation bar includes a home icon, the TCU logo, and a user profile icon with the name 'All'. Below the navigation bar, the page is titled 'Shop • Shopping Homepage'. The main content area is divided into several sections:

- Catalogs:** A row of six supplier logos: Amazon Business, B&H, Fisher Scientific, Henry Schein, Grainger, and Preferred Business Solutions.
- Non-Catalog Forms:** A row of three tiles: Goods, Services, and Preferred Service Providers.
- Accounts Payable Forms:** A row of three tiles: Payment Request, Honorarium, and Wire Request.
- Supplier Request Forms:** A row of two tiles: 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. The left sidebar contains the following sections:

- Form Number:** 1141724
- Purpose:** Generic Request
- Status:** Incomplete
- Instructions:** A list of steps: Details (with a green checkmark), Questions (with a warning icon), Review and Submit, Discussion, and Form Approvals.

The main content area is titled 'Instructions' and contains the following text:

Edit Existing Supplier Instructions

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, there is a red 'Next >' button.

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

Form Name *

Purpose: Generic Request

Template Title: Supplier's Individual or Company Name

Form Type: Supplier Request

★ Required

[Request Actions](#) | [History](#) | [?](#)

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

All information with a "star" must be completed. See [HOW TO LOCATE SUPPLIER NUMBER IN JAGGAER](#) and/or [HOW TO REQUEST A NEW SUPPLIER OR EDIT AN EXISTING SUPPLIER IN JAGGAER](#) <https://finance.tcu.edu/jaggaer-resources/managing-suppliers.php> for assistance locating the supplier number, more information regarding the PO Distribution email field and attachments.

Company Information

Supplier Name ★

Supplier Number ★ 🔍 ⓘ

Priority Supplier Request? ⓘ

☐ Yes

Supplier Change(s) Requested

What Needs to be Edited/Updated? ★

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

Attachments

Upload an [Invoice](#) when requesting a change while processing a manual invoice. Upload a [Quote](#) when requesting a change while processing a Goods or Services form.

Attachment ★

No File Attached

[Upload](#)

Attachment 2 (Optional)

No File Attached

[Upload](#)

After confirming, the request will go to Supplier Registration desk for editing. Requesters will receive an email from support@sciquest.com when the edit is completed. Allow 3 business days.