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.**
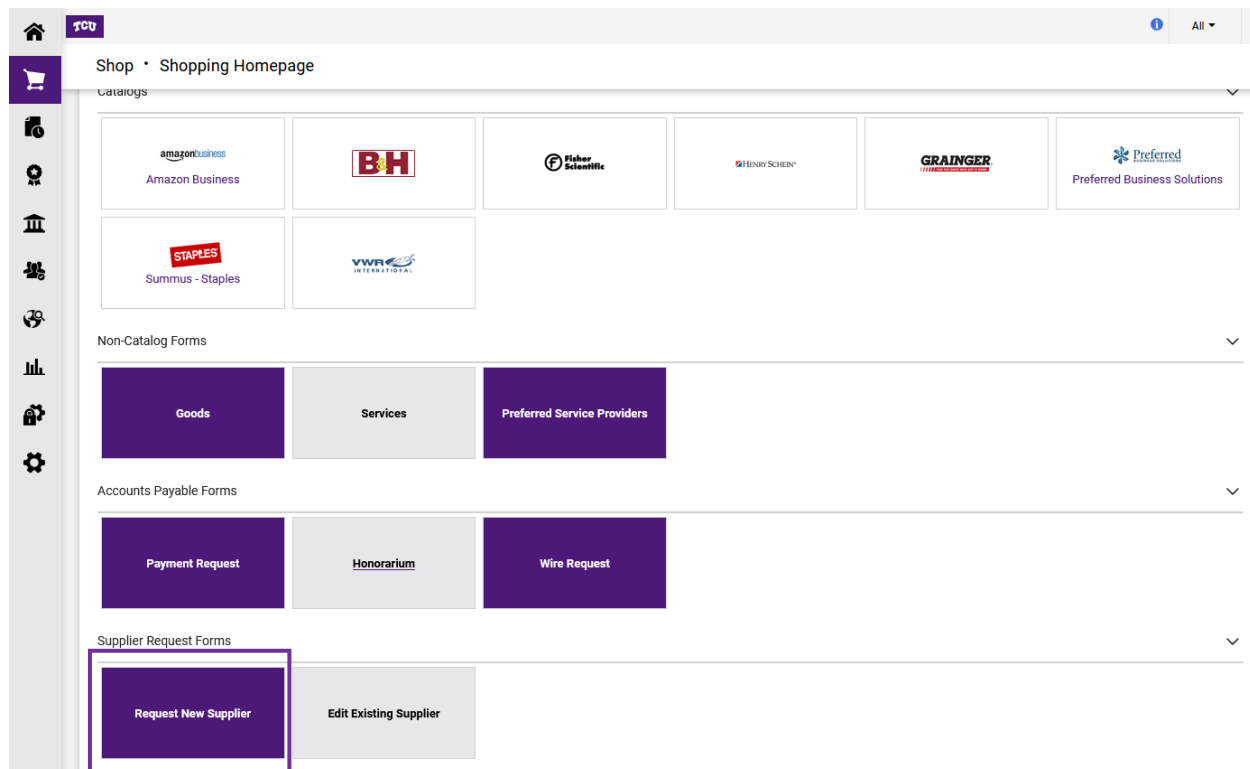
Form · New Request Supplier

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

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? ★

[dropdown ⌄]

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? ★

[Individual ⌄]

Is the Supplier a current student or employee? ★

◯ Yes   ● No

Priority Supplier Request ❓

☐ Yes

⌄ Company Information

Supplier Name ★

[Test AR 8-28]

Email Address ★

[ ]

⌄ Individual Information

First Name ★

[ ]

Last Name ★

[ ]

Last 4 of SSN ★

[ ]

Company:

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

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

Select "Yes" to confirm

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.

To proceed select "Next".

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

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.