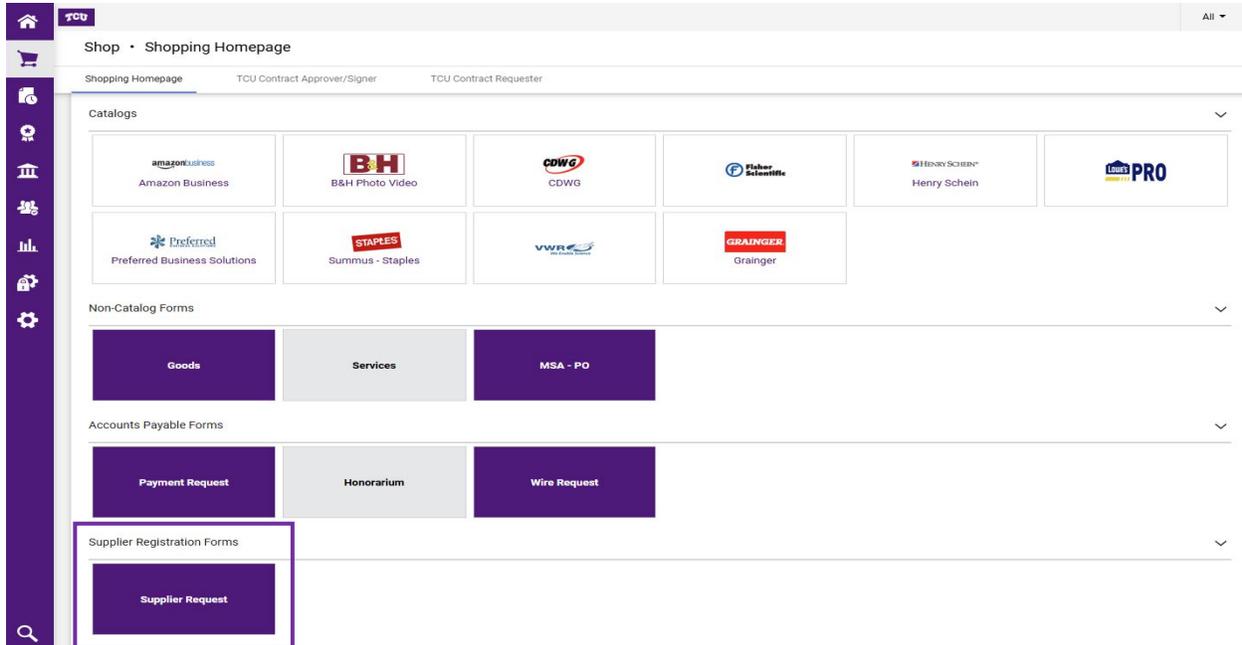


SUPPLIER REQUEST TRAINING

Go to your Jaggaer landing page and select the Supplier Registration/Request form tile.



Select "Click Here to Start a New Supplier Request" for a new supplier. There is also an option also to confirm whether or not a supplier is already in the system by searching for existing supplier.

Form • New Request Supplier

The screenshot shows the "Request a New Supplier" form. The form is titled "Request a New Supplier" and includes a help icon. Below the title, there is a button labeled "Click Here to Start a New Supplier Request" with an external link icon. Below this, there is a section titled "Search Existing Suppliers" with a help icon. Underneath, there is a sub-section titled "Existing Supplier" with a search bar labeled "Enter Supplier" and a "Select Supplier" button with a search icon.

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.

Once all information is filled in select "next".

My Supplier Requests

Stark Industries

Template Basic Supplier Request
Request Status Incomplete

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Questions - Company Overview Print Request | History | ?

▼ **Company Information**

Is the Supplier an Individual or Company? *

Individual ▾

Supplier Name *

Stark Industries

Email Address *

Payment Type: *

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

▼ **Individual Information**

Last Name *

First Name *

★ Required Save Progress Next >

If Company is selected, all information with a “star” must be completed.

Once completed select Next.

My Supplier Requests

Stark Industries

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

Questions ✓

Requester Contact Inform...
Review and Complete

Supplier Request Workflow

Questions - Company Overview

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

Company Information

Is the Supplier an Individual or Company? *

Company ▾

Supplier Name *

Stark Industries

Email Address *

Payment Type: *

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

★ Required

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

Requester's Name, Email and Department will be automatically populated.

Select Next

My Supplier Requests

Stark Industries

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

Questions ✓

Requester Contact Infor...

Review and Complete

Supplier Request Workflow

Requester Contact Information

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

Requester Name:
Requester Email:
Requester Department:

[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](#)

After confirming, the request will go to Supplier Registration desk for approval and will send out invitation to supplier for to provide all information to register.

