

## **NEW SUPPLIER ELECTRONIC REGISTRATION PROCESS**

**Revised - AUGUST 31, 2023**

**Effective August 15, 2023, UCM will be utilizing a fully electronic system for onboarding new Suppliers. *This process will replace the use of the Supplier Information Form that was previously used.* If you have any questions regarding the process, please contact [procurement@ucmo.edu](mailto:procurement@ucmo.edu).**

1. Department requesting products or services from a new Supplier shall provide the following information to the Procurement Office prior to issuing a requisition in UCMarket:

- A. Legal Company Name
- B. Company Contact Person
- C. Email for Contact Person
- D. Department Issuing Request
- E. Department Contact Name
- F. Department Contact Email

2. Email this information to [procurement@ucmo.edu](mailto:procurement@ucmo.edu). Title the Subject as NEW SUPPLIER.

3. Following receipt of this information, Procurement will utilize the Supplier Management system in UCMarket to send out the following email to the Supplier contact provided by the department:

### **UCM Supplier Portal Invitation**

Dear ABC Company,

The University of Central Missouri has invited you to register as a potential supplier in our UCM Supplier Portal. The UCM supplier network is a best-in-class Registration and eProcurement system that provide a one-stop, complete solution for buyer and supplier interaction.

Becoming a UCM Supplier Portal network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users on your site, and more.

### **Register Now**

Thank you,  
Procurement and Materials Management

If you already have a JAGGAER supplier account, please use that email and password. If you are running into issues logging in please reach out to Jaggaer support at <https://www.jaggaer.com/supplier-support/> or Call 822-233-1121

After you have logged in, if you have any questions, please contact Procurement at [procurement@ucmo.edu](mailto:procurement@ucmo.edu) or 660-543-4001 for assistance and identify yourself as registering in the UCM Supplier Portal Network

4. The system will enter the company in Jaggaer and Banner. It will also perform the TIN Match by looking at the Taxpayer ID Number and associated name. If the TIN Match fails, Jaggaer has identified that the TIN and name combination provided by the Supplier doesn't match the database it's searching on. No other information seems to be verified by that check; if it fails, the TIN/name combo is the issue.

The TIN Match check isn't done in real-time, but only after a submission is completed, so the Supplier does not get an immediate warning that it's produced an error; the notification to Procurement of a TIN Match failure is the first indication of a problem. If a problem occurs in registration with the TIN match or any other errors, Procurement will notify the individual via email or phone and ask the Supplier to verify their information and to log back in to make corrections.

5. Once the new Supplier has completed the registration and it has been approved by Jaggaer it will be sent to OT to enter into Banner and if all is acceptable, returned back to Jaggaer. A notification is then sent by email from OT to Procurement that the Supplier is fully registered. Procurement will then notify the department that the Supplier is registered, and the department may enter the requisition into UCMarket. Do not enter the req as a New Supplier.

**NOTE:**

A. If Procurement does not receive the registration approval from Supplier within 7 days of email notification by Jaggaer, Procurement will email the contact person (cc the department contact) and remind them to complete the registration process.

B. If the company does not respond to Procurement within five (5) days from the second notification date, Procurement will again contact the Supplier directly and inform them that an order cannot be placed with UCM unless they register in the Jaggaer system.

C. If company fails to submit the registration following the original notification from Jaggaer and the two notifications by Procurement, the department will be notified by Procurement and the department may cancel the requisition and find another company who is willing to complete the registration process.

DD. In the event a company refuses to submit the registration and the cost is under \$1000, the department may make the purchase using the BPC software procurement process or find another supplier.

DDD. If the company refuses to submit the registration and the cost is over \$1000, the department may email the Procurement Director for approval to purchase software using BPC software procurement process or find another supplier.

6. Procurement will approve the requisition and a PO is issued.

**NOTE:** The timeline for completion of the registration process is based on the Supplier completing the form and submitting the proper information. If Supplier does not respond to the requests to register, the requisition cannot be entered.

When you select a new Supplier and get their information (Quote, EULA, etc), please inform them that they will be getting the UCM Supplier Portal Invitation email from Jaggaer and to complete the information and submit ASAP or you may have to go to another supplier.

**Modifications to current supplier profiles using Jaggaer Supplier Management**

If a Supplier is already registered with UCM and needs to make any type of change to their profile such as name change, bank account, etc. they shall contact Procurement at [procurement@ucmo.edu](mailto:procurement@ucmo.edu). Procurement will then send an email through the Supplier Management System to the Supplier which instructs them on how to modify their account.

***If you have any questions regarding the process, please contact [procurement@ucmo.edu](mailto:procurement@ucmo.edu).***

***Thank you!***

***The UCM Procurement Office***