REQUEST NEW VENDOR / VENDOR CHANGE

Description: This process describes how to request a new vendor or a change to vendor information in Jaggaer.

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Step 1. TCAT Requestor Requests New Vendor or Vendor Information Change

A. Request New Vendor or Vendor Change in Jaggaer

1. Go to the Jaggaer TBR eShop
2. Enter your User Name and Password
3. Select the Suppliers icon on the left-hand navigation bar
4. Hover over Requests
5. Select Request New Supplier
6. In the Request New Supplier pop up menu:
   a. Enter the Supplier Name
   b. Select Submit
7. When the **Instructions** screen populates, select **Next**
8. When the **Questions – Company Overview** screen populates, fill in:
   a. **Supplier Address**
   b. **Entity Contact Name**
   c. **Entity Contact Phone Number**
   d. **Entity Contact Email**
   e. In the **Entity Additional Comments** box, indicate the type of request
      i. If you are requesting a new vendor, enter “New vendor request”
      ii. If you are requesting a change to an existing vendor, enter “Change to existing vendor” and specify the change requested
   f. Select **Next**
9. When the **Review and Complete** screen populates:
   a. Check the **Certification** box
   b. Select **Complete Request** button

10. In the **Confirm** pop up window, select **Yes**

    ![Confirm pop up window]

**Note:** You have submitted your vendor request or vendor change request

11. View your request in the populated **My Supplier Requests** screen

    ![My Supplier Requests screen]

**Step 2. Service Center Accounts Payable Receives and Processes Request**

This step is completed by the Service Center.
Step 3. TCAT Requestor Receives Approval Notification

A notification will appear on the user task bar when your request has been approved.

1. Select the **Bell** icon to view the **Approval Notification**

![Notification Image]

**Note:** The approval notification means that the Service Center has sent a request to the vendor to register.