

## 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

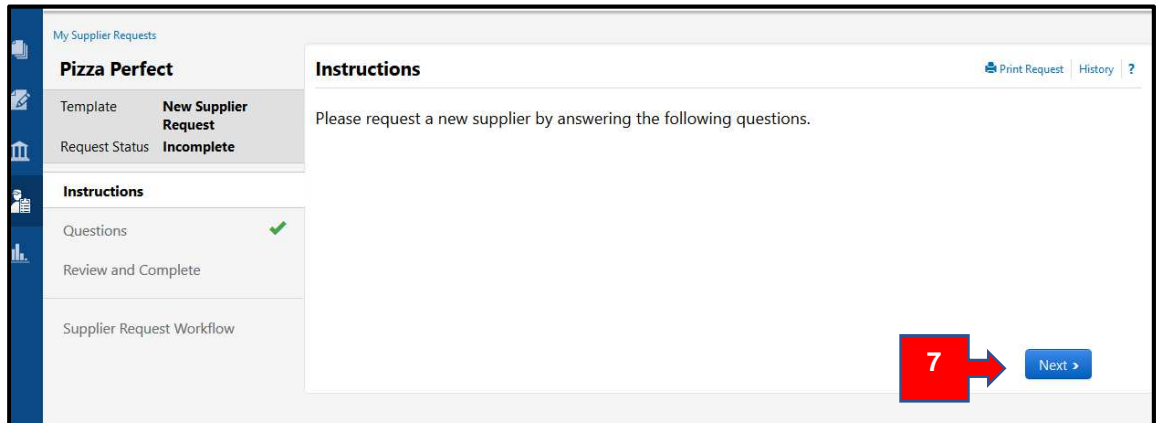
A. Request New Vendor or Vendor Change in Jaggaer

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**



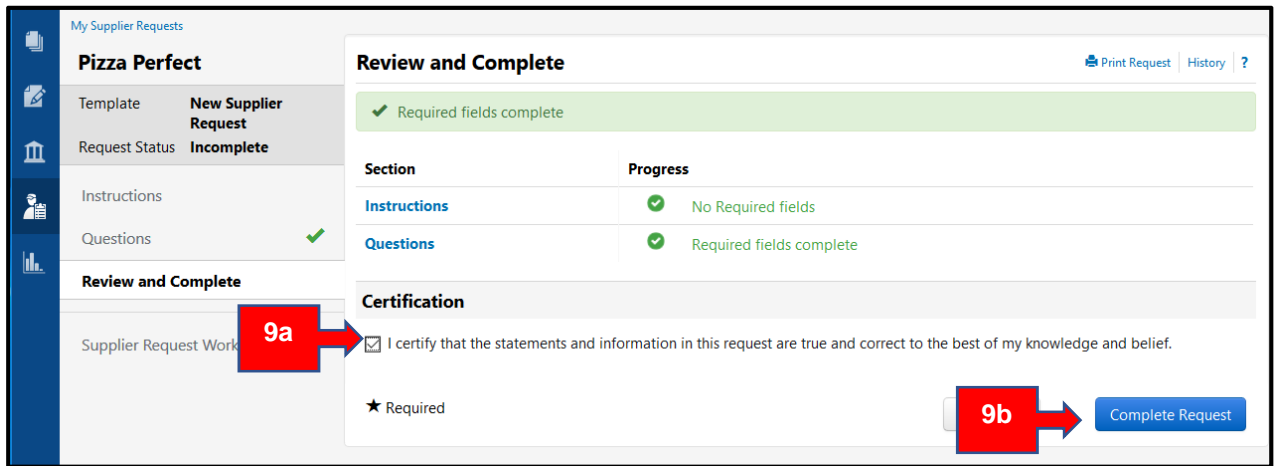
8. When the **Questions – Company Overview** screen populates, fill in:
  - a. **Supplier Address**
  - b. **Entity Contact Name**
  - c. **Entity Contact Phone Number**
  - d. **Entity Contact Email**
  - e. In the **Entity Additional Comments** box, indicate the type of request
    - i. If you are 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**

The screenshot shows the 'Questions - Company Overview' form in the TBR Service Center. The left sidebar indicates the current step is 'Questions' (marked with a green checkmark). The form fields are as follows:

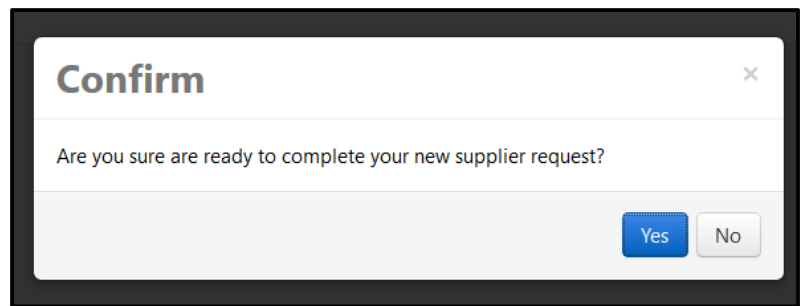
- Supplier Name \***: Pizza Perfect
- What is the supplier's address?**: 456 State St, Nashville TN 37221 (1968 characters remaining)
- Entity Contact Name**: John Dough
- Entity Contact Phone Number**: 555-555-5555
- Entity Contact Email**: nobody@sciqest.com
- Please enter any additional comments here:** Reason for vendor request (1975 characters remaining)

At the bottom right, there are buttons for '< Previous', 'Save Progress', and 'Next >'. A red arrow labeled '8f' points to the 'Next >' button.

9. When the **Review and Complete** screen populates:
  - a. Check the **Certification** box
  - b. Select **Complete Request** button

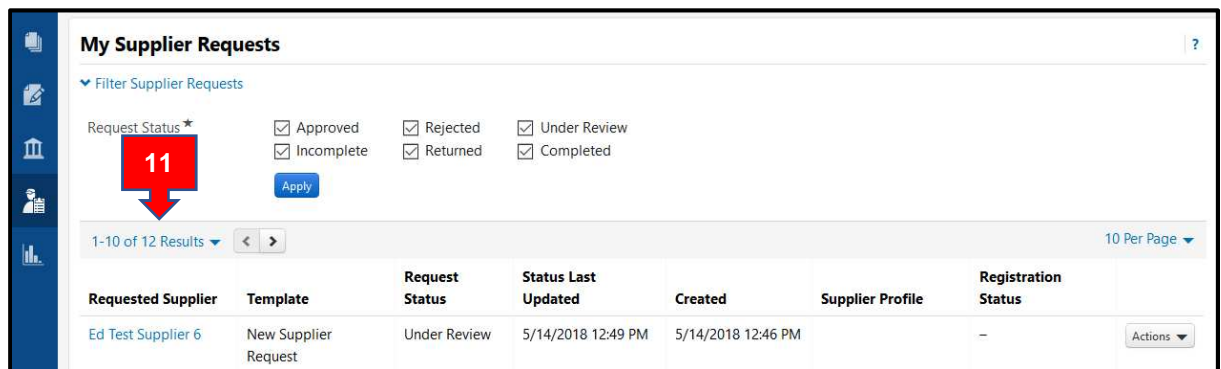


10. In the **Confirm** pop up window, select **Yes**



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

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



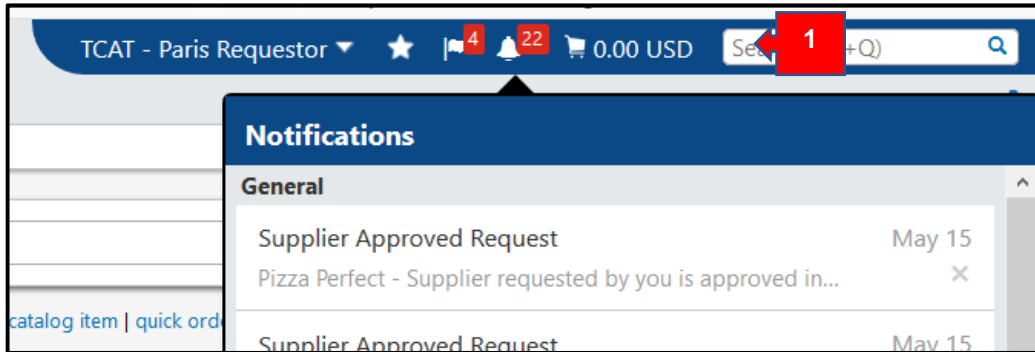
## Step 2. Service Center Accounts Payable Receives and Processes Request

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**



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