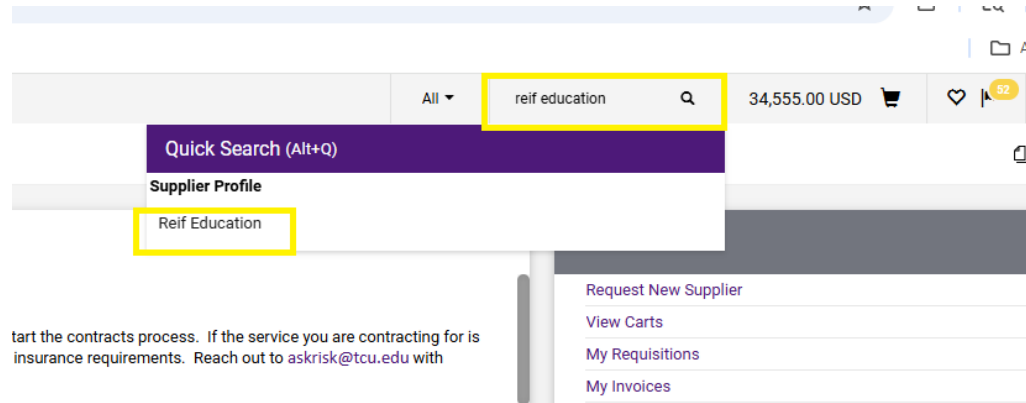


HOW TO IDENTIFY STATUS OF SUPPLIER REGISTRATION

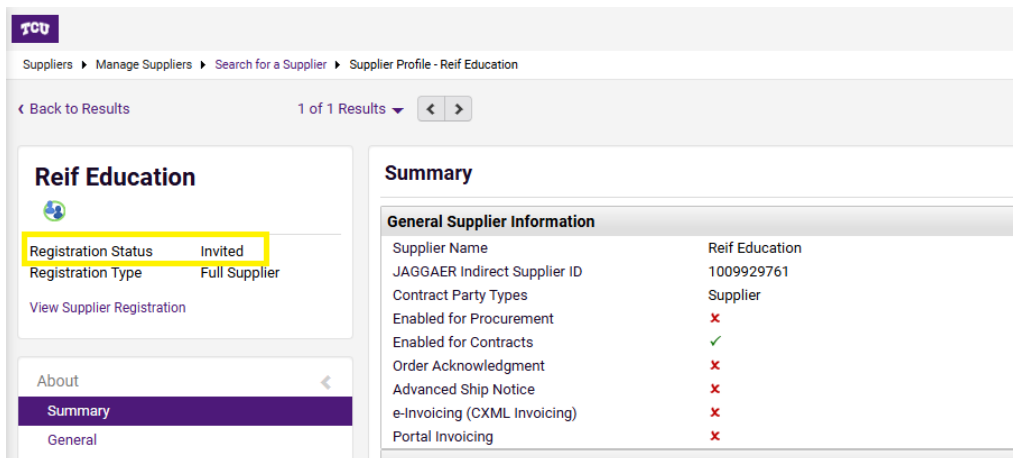
After submitting a Request New Supplier form, in addition to receiving Jaggaer update emails, requesters can track the status in Jaggaer.

- 1) Locate the search field in the upper tool bar and enter the supplier's name. Click on the supplier's name from the Quick Search results



- 2) On the results page, there are several areas you can review to understand the status of the supplier's registration.

A) Registration Status :



There are four registration statuses:

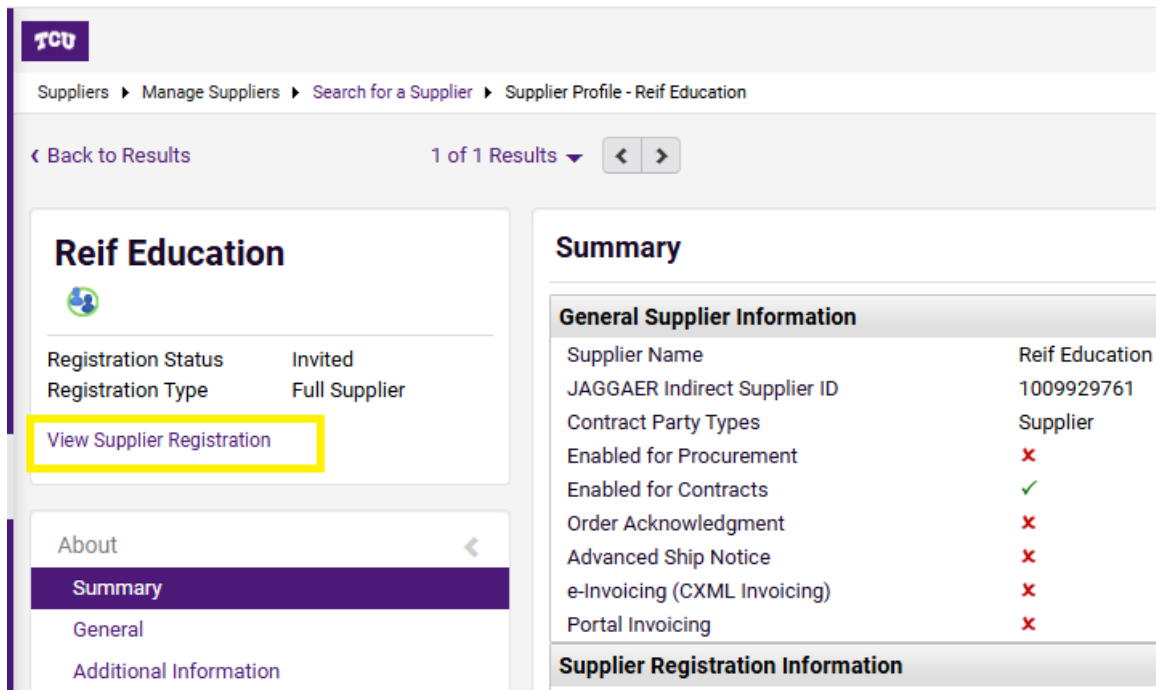
Invited = TCU has sent an invitation to the supplier however they have not begun the registration process.

In Progress = The supplier has created a portal account, but they have not completed the registration process.

Completed = The supplier has completed their registration, but TCU Procurement has not yet approved.

Approved = The supplier has registered, and Procurement has approved the supplier. The supplier is now visible in Jaggaer.

B) View Supplier Registration form



TCU

Suppliers > Manage Suppliers > Search for a Supplier > Supplier Profile - Reif Education

< Back to Results 1 of 1 Results < >

Reif Education

Registration Status: Invited
Registration Type: Full Supplier


View Supplier Registration

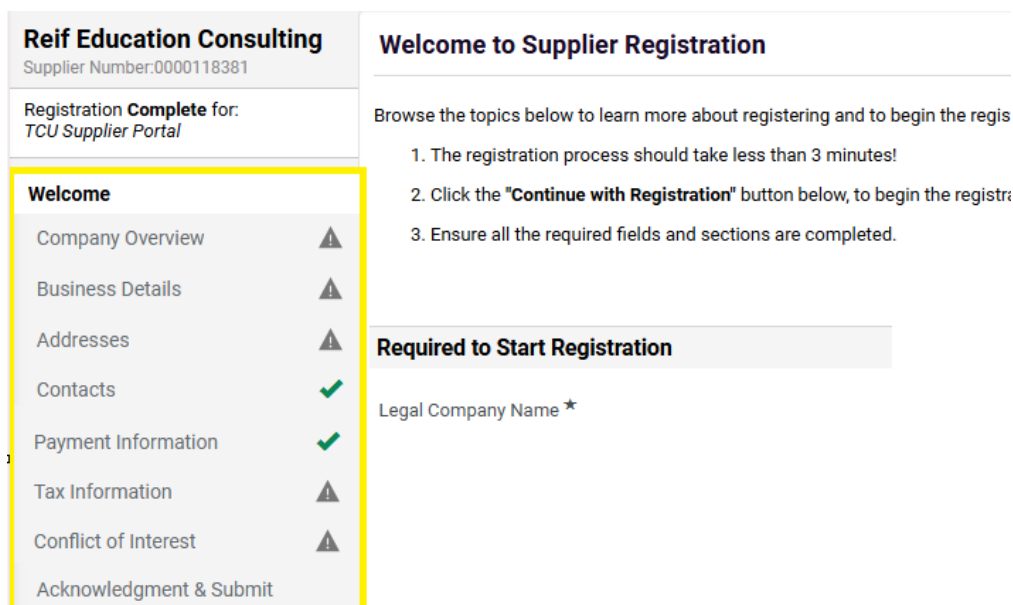
About Summary General Additional Information

Summary

General Supplier Information	
Supplier Name	Reif Education
JAGGAER Indirect Supplier ID	1009929761
Contract Party Types	Supplier
Enabled for Procurement	X
Enabled for Contracts	✓
Order Acknowledgment	X
Advanced Ship Notice	X
e-Invoicing (CXML Invoicing)	X
Portal Invoicing	X

Supplier Registration Information	
-----------------------------------	--

Requesters can review the steps completed by the supplier. All steps must have a  next to each step for the registration to be completed.



Reif Education Consulting

Supplier Number:0000118381

Registration **Complete** for:
TCU Supplier Portal

Welcome to Supplier Registration

Browse the topics below to learn more about registering and to begin the registration process.

1. The registration process should take less than 3 minutes!
2. Click the "Continue with Registration" button below, to begin the registration process.
3. Ensure all the required fields and sections are completed.

Required to Start Registration

Legal Company Name *

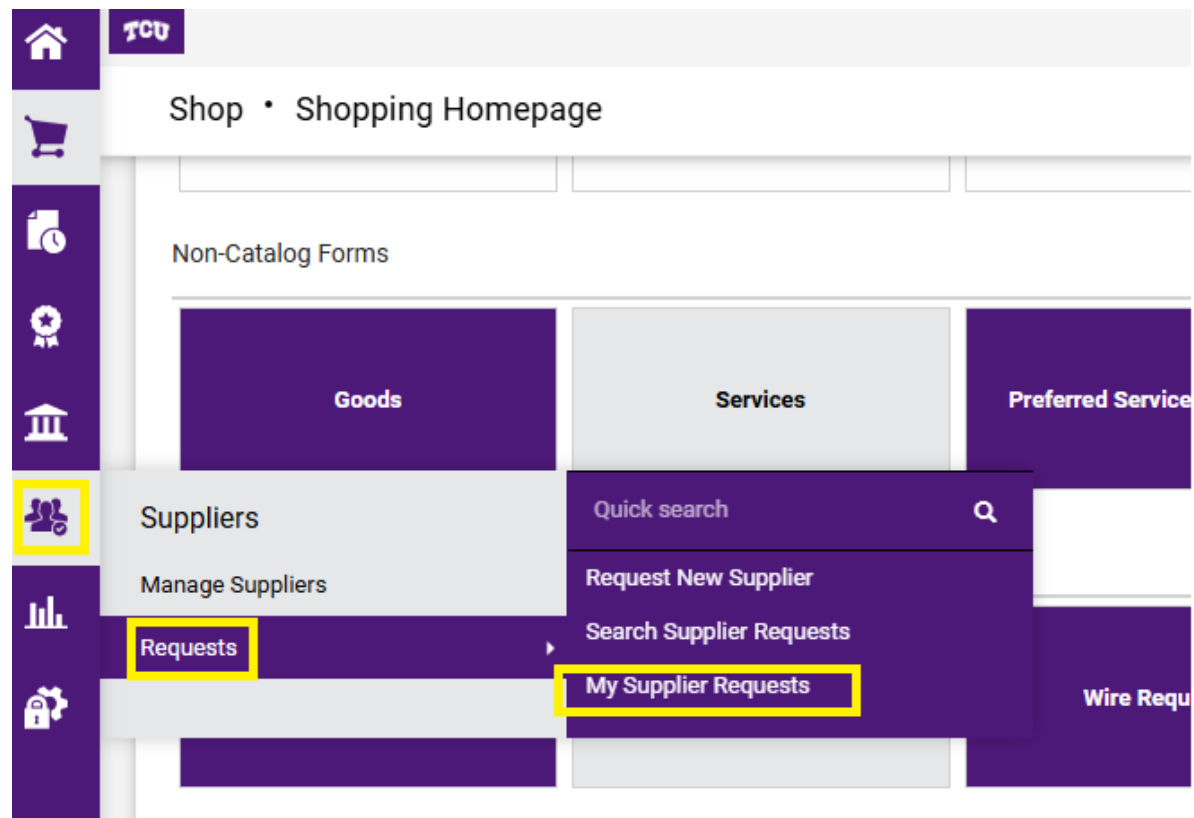
Welcome

- Company Overview ⚠
- Business Details ⚠
- Addresses ⚠
- Contacts ✓
- Payment Information ✓
- Tax Information ⚠
- Conflict of Interest ⚠
- Acknowledgment & Submit

If you would like to reach out to the supplier to remind them to complete their registration, you may need to provide them the webpage where they can log into their portal account. Please provide the following link:

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=TCU>

To see a listing of all Request New Supplier submissions, as well as status, go to Suppliers, Requests, My Supplier Requests



Status Key

Request Status of Approved = An invite to register in the portal was sent to the potential supplier

Registration Status:

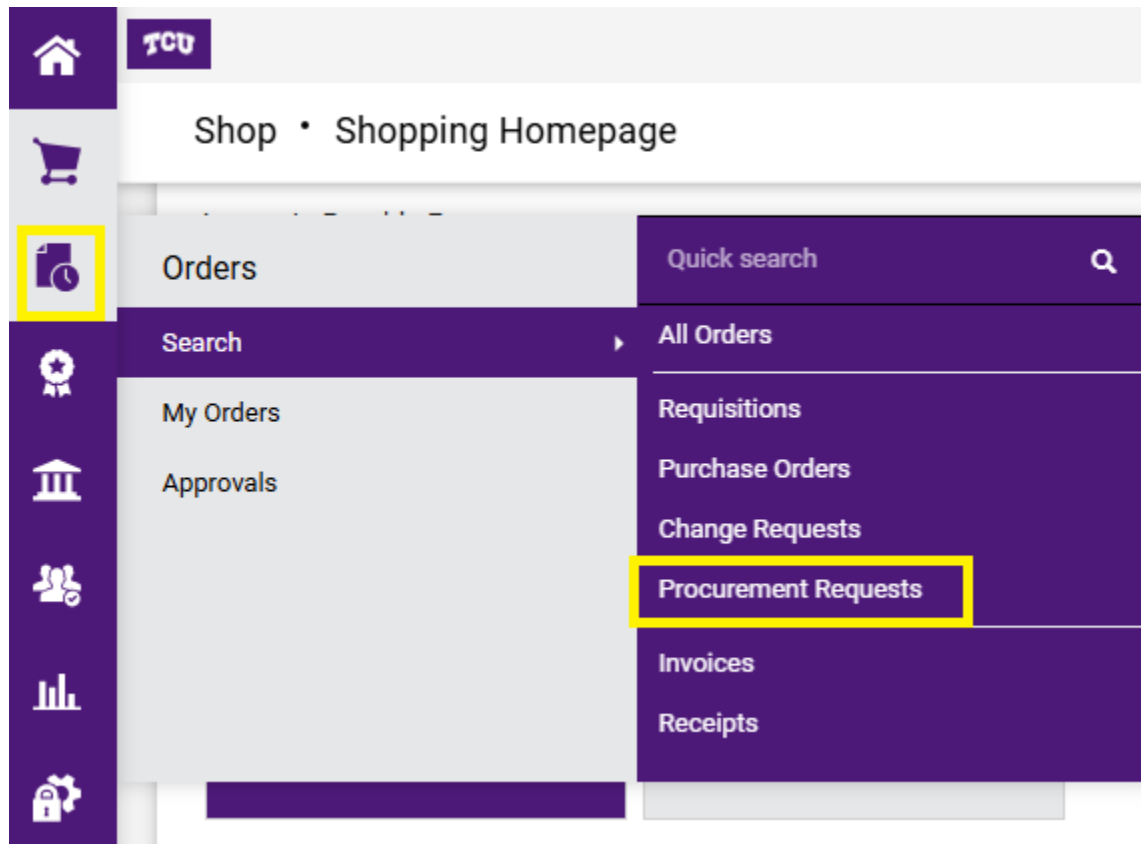
None = Supplier has been invited, but has not started the registration

In Progress = Supplier started the registration but has not completed

Profile Complete = Supplier has completed the registration, but TCU Procurement has not yet approved

Approved = Approved by TCU Procurement and supplier is visible in Jaggaer

To see a listing of all Edit Existing Supplier submissions, as well as status, go to Orders, Procurement Requests



Status Key

Form Status:

Under Review = Procurement desk has received your request, and will make the edit. Requests are worked first in, first out.

Completed = Edit has been made, requester should have received an email from Support@sciquest.com indicating the edit has been completed.