

Supplier Requests

How to request the addition of a new company or individual record, or an update to an existing record.

- Steps 1-12 Independent Contractor (Individual)
- Steps 13-24 Vendor/Supplier (Company)
- Steps 25-34 Changes to Existing Supplier

Requesting the Addition of an Individual (Independent Contractor)



You will see the words "supplier," "vendor" and "company" used interchangeably. They all mean the same thing (and an Independent Contractor is considered to be a "vendor" or "supplier" also).

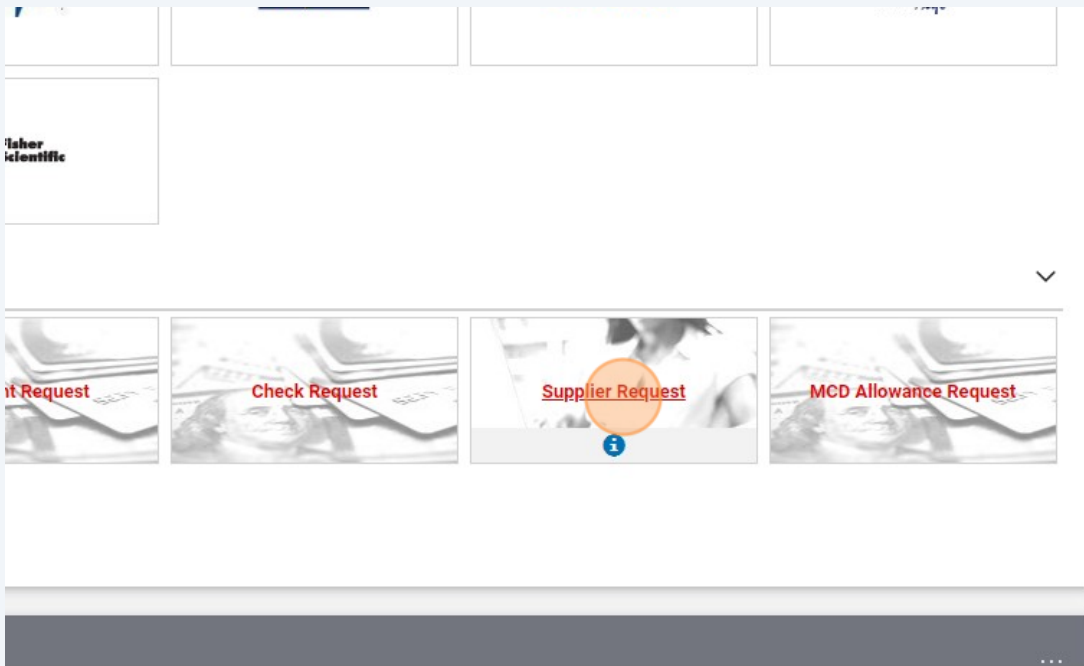
1

To request the addition of an individual (Independent Contractor), you will need to obtain their W-9 first and then do the following:

2

Navigate to your Jaggaer dashboard.

3 Click "Supplier Request."



4 Click "Next."



5

Select "Request new supplier" and type the person's name.

Status **Incomplete**

Instructions

Questions ▲

Review and Submit

Discussion

Form Approvals

Request Details

What action would you like to complete? *

Request new supplier ▼

Supplier Name *

Supplier Email Address *

W-9 *

No File Attached

6

Type the person's email address.

Review and Submit

Discussion

Approvals

Supplier Name *

Theo Higgins

Supplier Email Address *

W-9 *

No File Attached

Uploaded attachment will be copied to the invoice.

7

Click "Upload" to attach the W-9.

Theo Higgins

Supplier Email Address *

theo@gmail.com

W-9 *

No File Attached Upload

Uploaded attachment will be copied to the invoice.

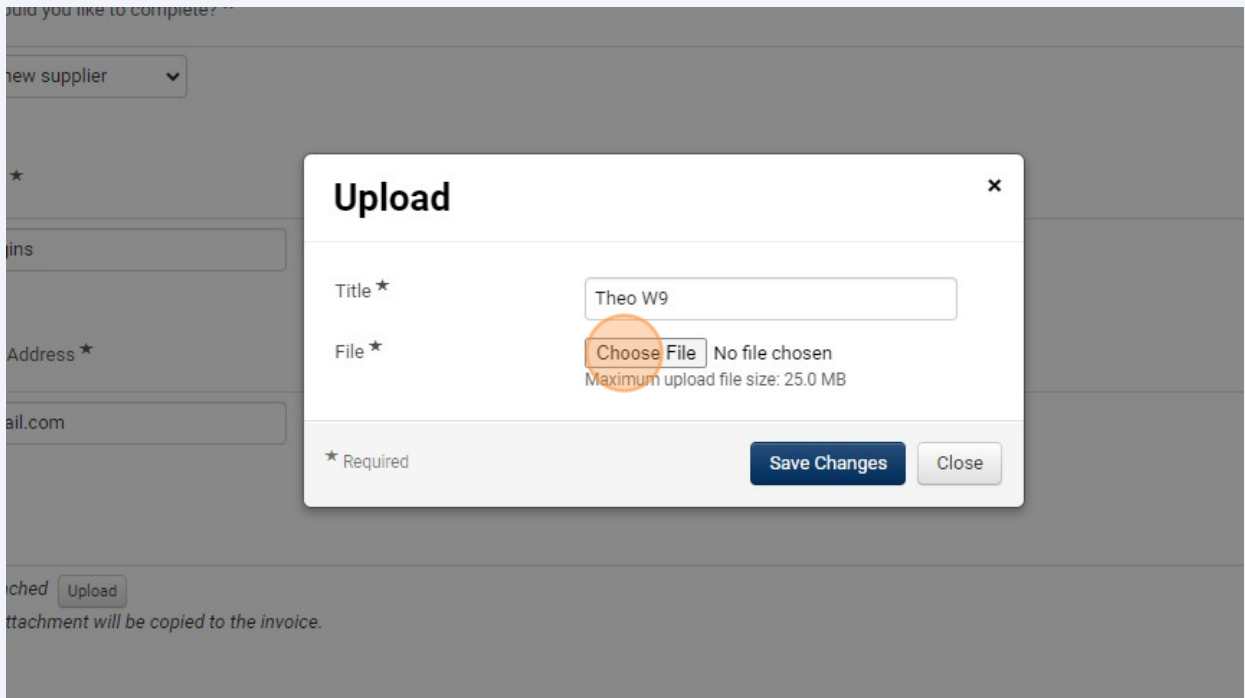
Upload

The screenshot shows a web form with three main sections. The first section contains a text input field with the name 'Theo Higgins'. The second section is labeled 'Supplier Email Address *' and contains a text input field with the email address 'theo@gmail.com'. The third section is labeled 'W-9 *' and contains a file upload area. The upload area shows 'No File Attached' and an 'Upload' button. Below this, there is a message: 'Uploaded attachment will be copied to the invoice.' and another 'Upload' button. The 'Upload' button in the second section is highlighted with a red circle.

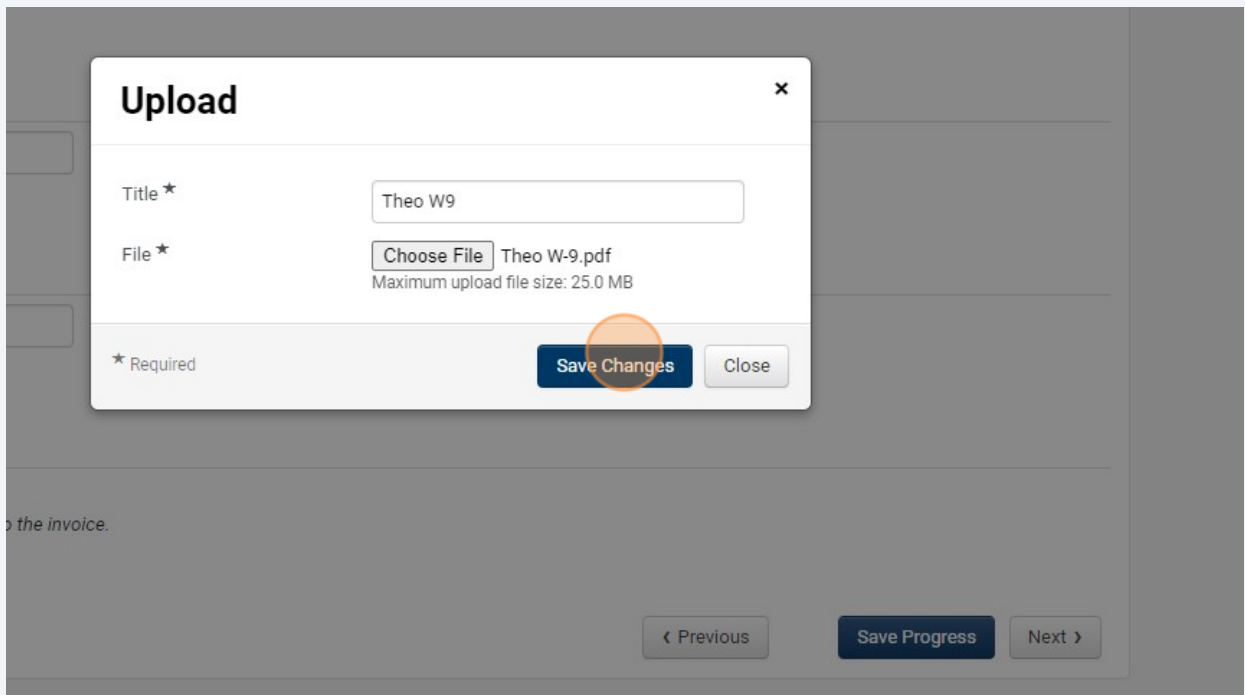


Please do not email W-9s or other documents with social security numbers.

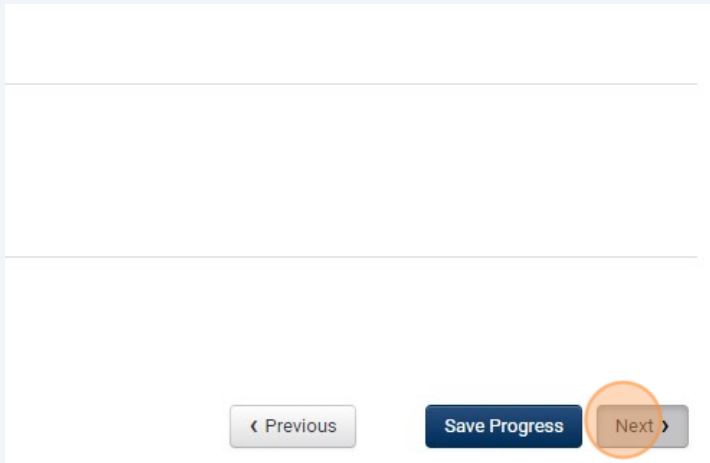
8 Click "Choose file."



9 Click "Save Changes."



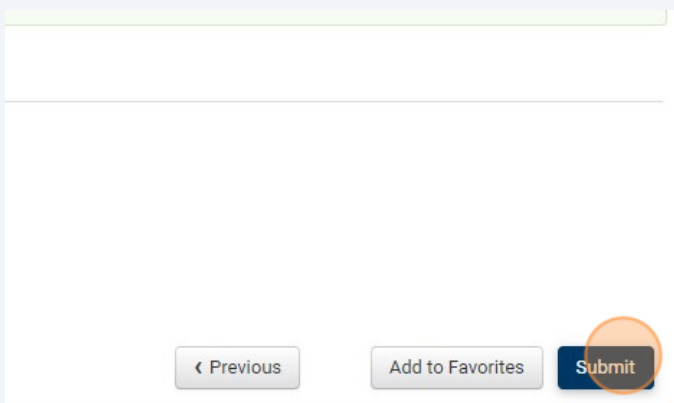
10 Click "Next."



A screenshot of a web form with three empty text input fields. At the bottom of the form, there are three buttons: a grey button with a left arrow and the text "Previous", a dark blue button with the text "Save Progress", and a grey button with the text "Next" and a right arrow. The "Next" button is highlighted with an orange circle.

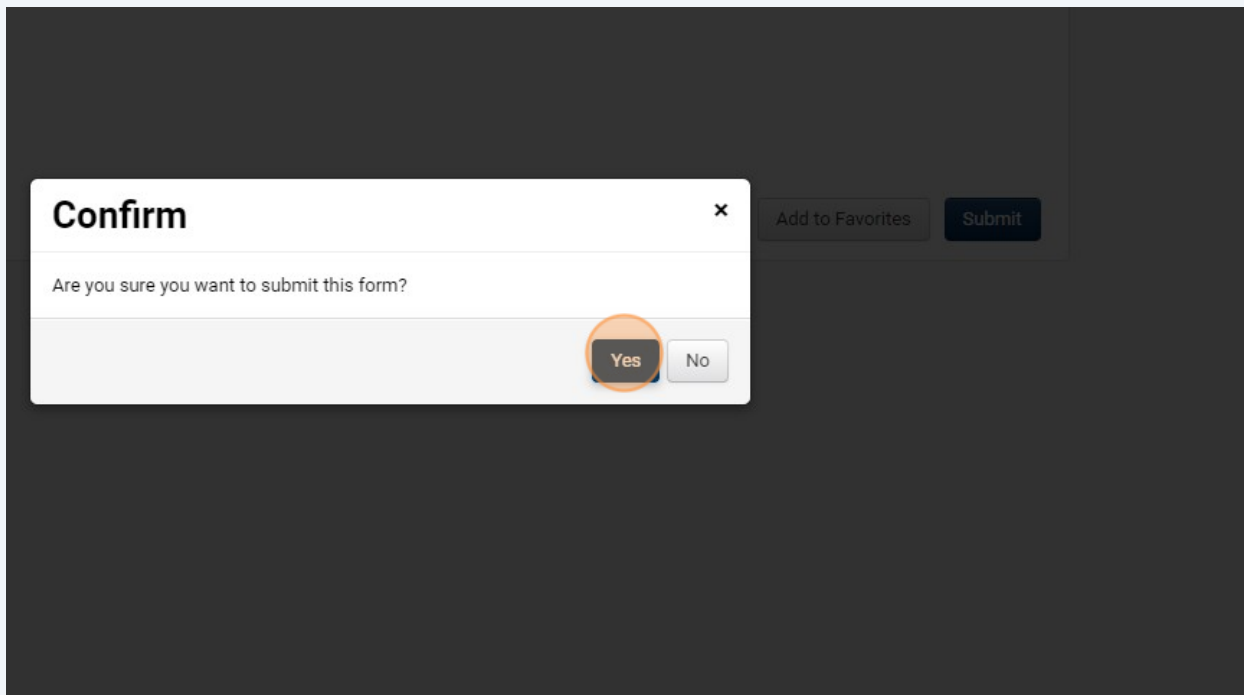
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11 Click "Submit."



A screenshot of a web form with two empty text input fields. At the bottom of the form, there are three buttons: a grey button with a left arrow and the text "Previous", a grey button with the text "Add to Favorites", and a dark blue button with the text "Submit". The "Submit" button is highlighted with an orange circle.

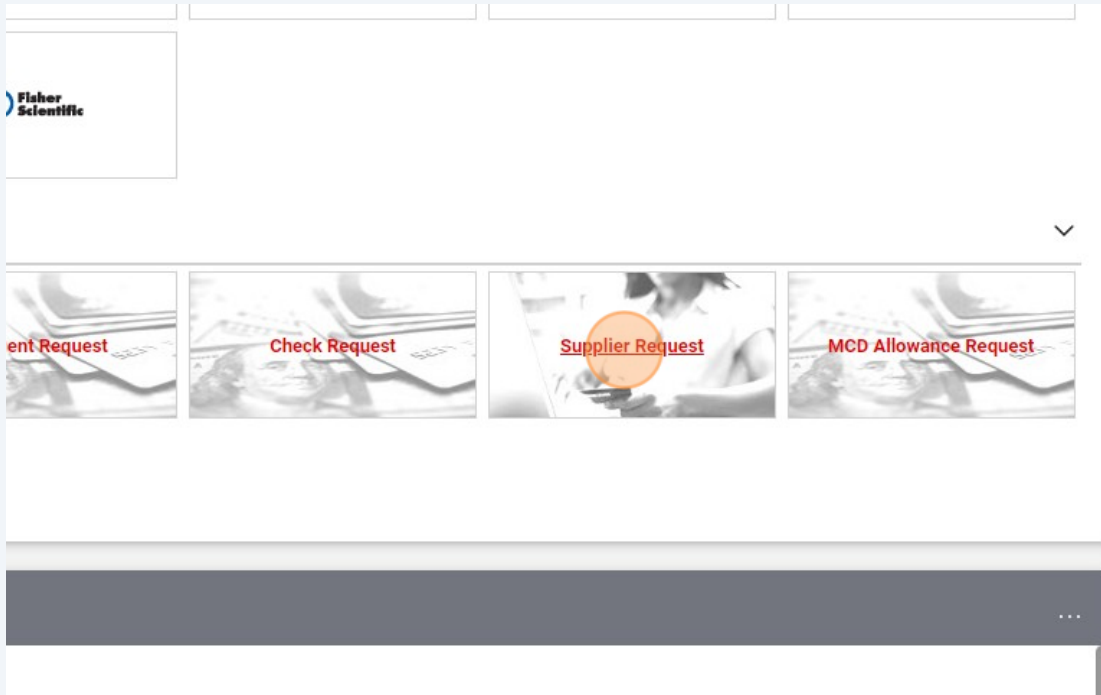
12 Click "Yes."



Requesting the Addition of a Company

13 To request a new company record, you will follow the same steps:

14 Click "Supplier Request."



15 Click "Next."



16


Click this dropdown and select "Request new supplier."

[Link to Shopping Home](#)

Supplier Request

Request Number: 9725713
Request Type: Generic Request
Status: Incomplete

Instructions

Questions 

Review and Submit

Discussion

Form Approvals

Questions - Supplier Details

Request Details

What action would you like to complete? *

Supplier Name *


Supplier Email Address *

17

Type the company name.

Status: Incomplete

Instructions

Questions 

Review and Submit

Discussion

Form Approvals

Request Details

What action would you like to complete? *

Supplier Name *

Supplier Email Address *

W-9 *

18 Type the email address you would like POs to be emailed to.

Discussion
Form Approvals

Supplier Name *

ABC Software

Supplier Email Address *

|

W-9 *

No File Attached

Uploaded attachment will be copied to the invoice.

19 Click to upload the W-9.

ABC Software

Supplier Email Address *

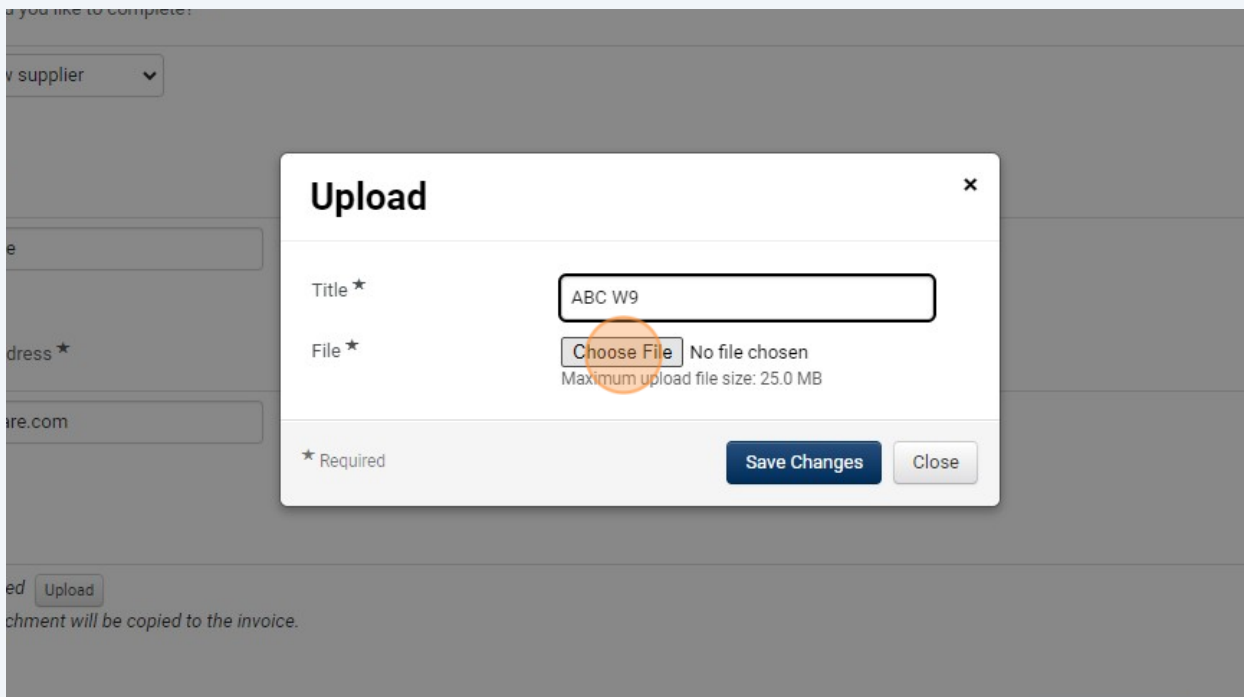
ABC@software.com

W-9 *

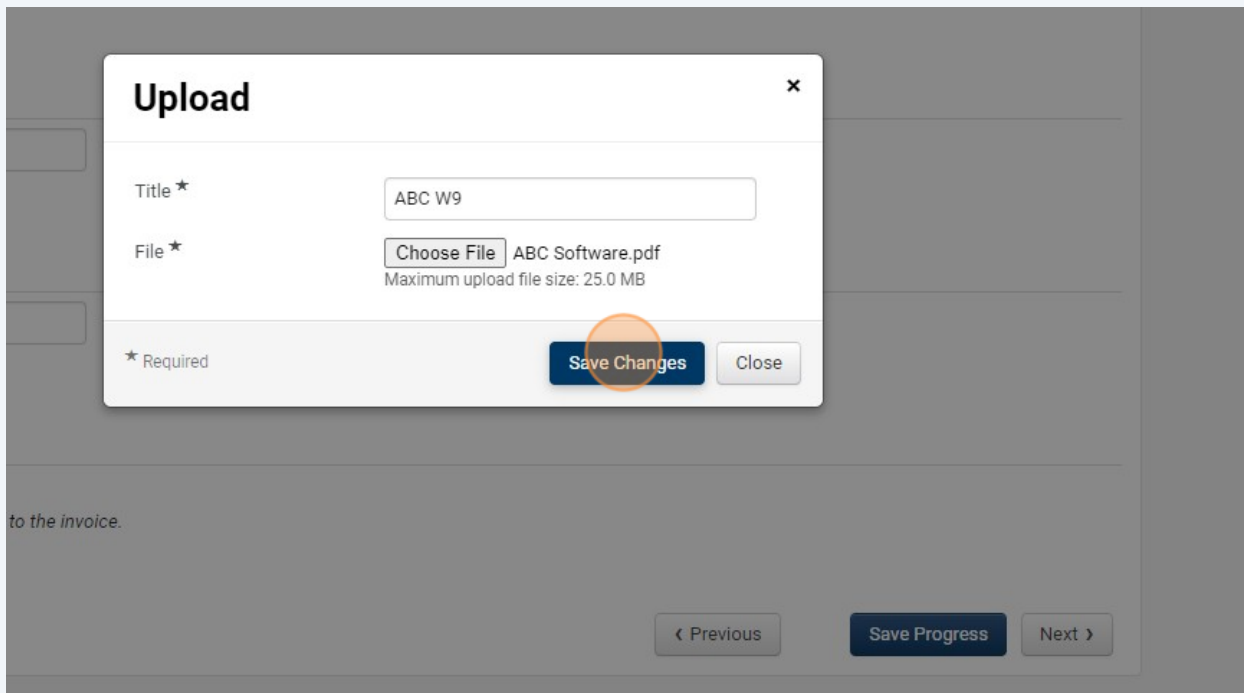
No File Attached

Uploaded attachment will be copied to the invoice.

20 Click "Choose File."



21 Click "Save Changes"



22 Click "Next."

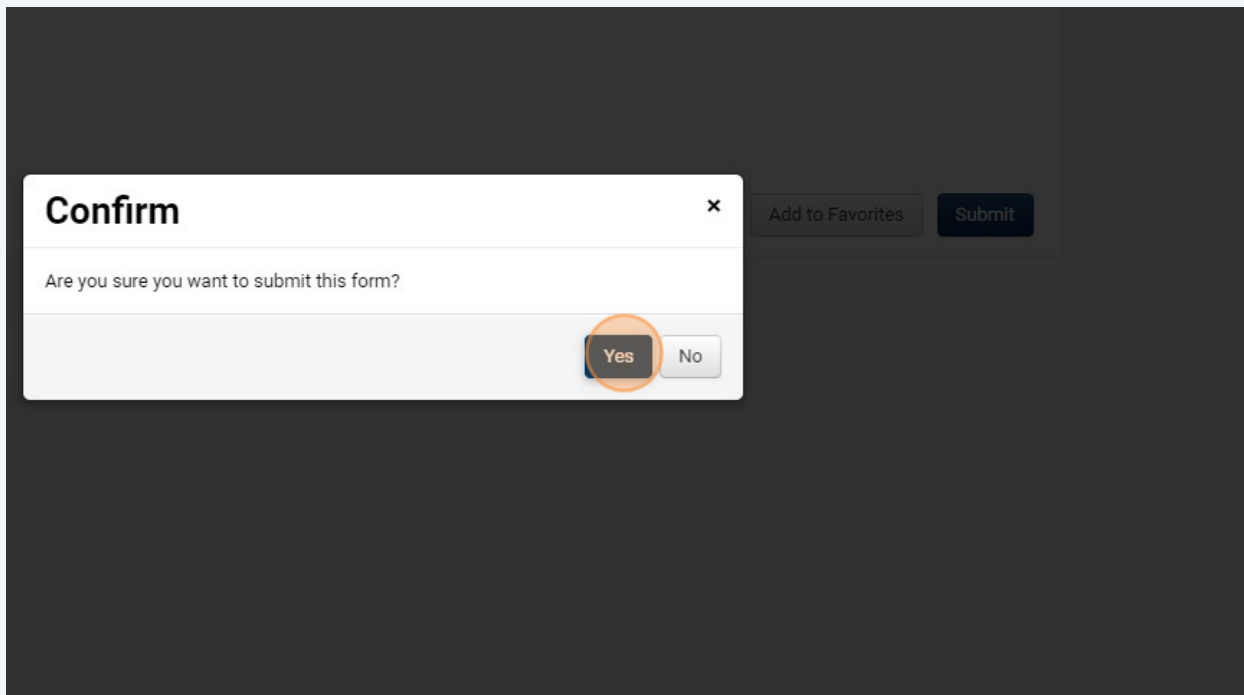
A screenshot of a form interface. It features three empty input fields stacked vertically. At the bottom of the form, there are three buttons: a light gray button with a left arrow and the text "Previous", a dark blue button with the text "Save Progress", and a light gray button with the text "Next" and a right arrow. The "Next" button is highlighted with an orange circle.

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23 Click "Submit"

A screenshot of a form interface. It features two empty input fields stacked vertically. At the bottom of the form, there are three buttons: a light gray button with a left arrow and the text "Previous", a light gray button with the text "Add to Favorites", and a dark blue button with the text "Submit". The "Submit" button is highlighted with an orange circle.

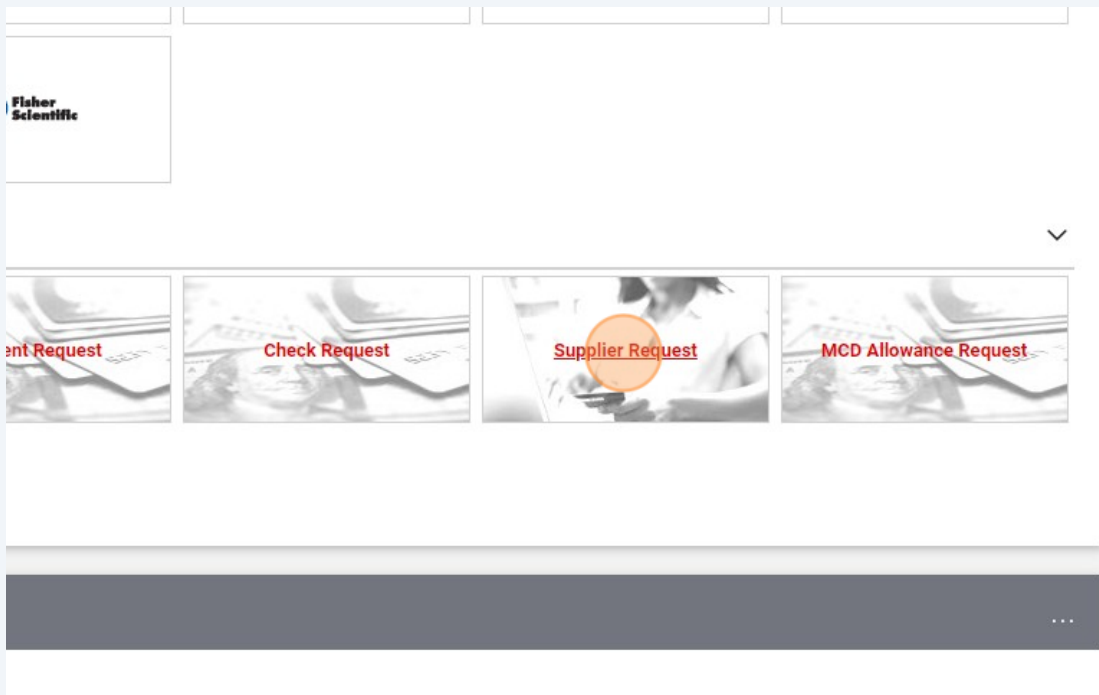
24 Click "Yes"



Requesting a change to a vendor or individual record

25 To request a minor update to an already existing vendor (adding or changing an address), perform these steps:

26 Click "Supplier Request."



27 Click "Next."



28 Select "Update existing supplier" and type in vendor name.

Status Incomplete	Request Details
Instructions	What action would you like to complete? *
Questions ▲	<input type="text" value="Update existing supplier"/>
Review and Submit	Supplier Name *
Discussion	<input type="text"/>
Form Approvals	Supplier Email Address *
	<input type="text"/>
	Supplier ID *
	<input type="text"/>

29 Type email address where you want POs to be sent.

Review and Submit	<input type="text" value="Update existing supplier"/>
Discussion	Supplier Name *
Form Approvals	<input type="text" value="Abila"/>
	Supplier Email Address *
	<input type="text"/>
	Supplier ID *
	<input type="text"/>
	Change Details *
	<input type="text"/>

30 Type the vendor/supplier number. (See below).

Supplier Email Address *

info@abila.com

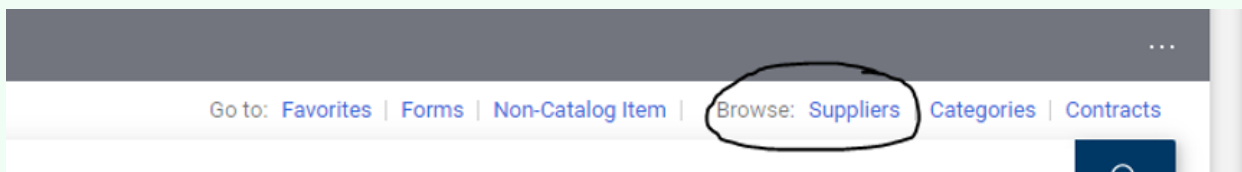
Supplier ID *

Change Details *

2000 characters remaining

The form contains three main sections. The first is 'Supplier Email Address' with a text input field containing 'info@abila.com'. The second is 'Supplier ID' with an empty text input field, which is highlighted with a black border and an orange circle. The third is 'Change Details' with a text area and a '2000 characters remaining' indicator.

i You can find the Supplier ID in Jaggaer (Browse: Suppliers) or Colleague (VENI).



31 Type in the changes you want added to the record (updated address, etc.).

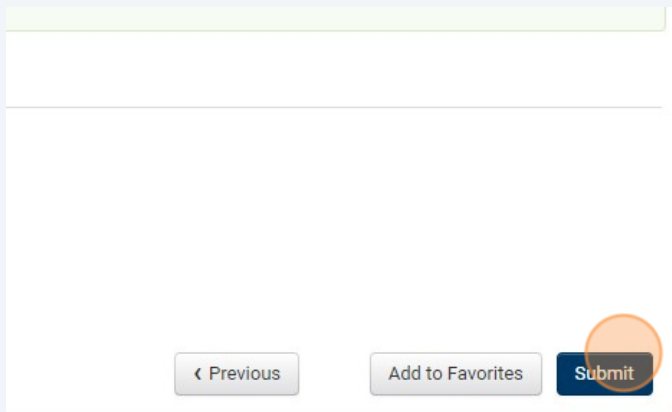
The screenshot shows a form with three sections. The first section is labeled "Supplier Email Address" with a star icon, and contains a text input field with the value "info@abila.com". The second section is labeled "Supplier ID" with a star icon, and contains a text input field with the value "0161476". The third section is labeled "Change Details" with a star icon, and contains a large text area with a character count indicator "2000 characters remaining". An orange circle highlights the text area in this section. On the left side of the form, there is a vertical bar with a blue top section and a red bottom section, with the letter "ch" visible in the blue section.

32 Click "Next."

The screenshot shows a form with a large empty text area. At the bottom of the form, there are three buttons: "Previous" with a left arrow, "Save Progress" in a dark blue box, and "Next" with a right arrow. An orange circle highlights the "Next" button.

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33 Click "Submit."



34 Click "Yes."

