SUPPLIER REGISTRATION PROCESS
Revised-MARCH 5, 2025

Effective August 15, 2023, UCM began using an electronic system for onboarding new Suppliers. This process replaced the use of the Vendor Information Forms for domestic companies. This process will be used to onboard suppliers into our electronic system. If you have any questions regarding the process, please contact [procurement@ucmo.edu.](mailto:procurement@ucmo.edu)

INDIVIDUALS AND FOREIGN ENTITIES

The electronic system will not be used to register Foreign Entities, or Individuals. To register an Individual, please submit a completed Supplier Registration Form and W9 form to Accounts Payable. To register a Foreign Entity, please submit a completed Supplier Registration Form and W8BEN or WBEN-E form to Accounts Payable. If you have any questions regarding the process, please contact [accountspayable@ucmo.edu.](mailto:accountspayable@ucmo.edu)

STANDARD REGISTRATION PROCESS All Other Entities

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
G.   Product or Service to be Provided by this Vendor
H.   Estimated Cost

2. Email this information to 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 requires all domestic companies to register in the UCM Supplier Portal to be paid for services rendered or products purchased. The UCM supplier network is a best-in-class Registration and eProcurement system that provides 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 866-233-1121

After you have logged in, if you have any questions, please contact Procurement at 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 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.

    4.   Once the new Supplier has completed the registration and it has been approved by Jaggaer it will be sent to OT to enter 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 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 (cc the department contact) 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 that the registration will be canceled. The department may 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 will be 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. 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.

Thank you!

The UCM Procurement Office