

Search for and Request Supplier to be Invited to Register Using the Request Form

Beginning in October, 2018, UVA's Procurement and Supplier Diversity Services will be implementing the Total Supplier Manager (TSM) system. Through TSM, suppliers will be able to provide all of the pertinent information that is needed in order to do business with the University of Virginia, and update their information through their own secured supplier portal.

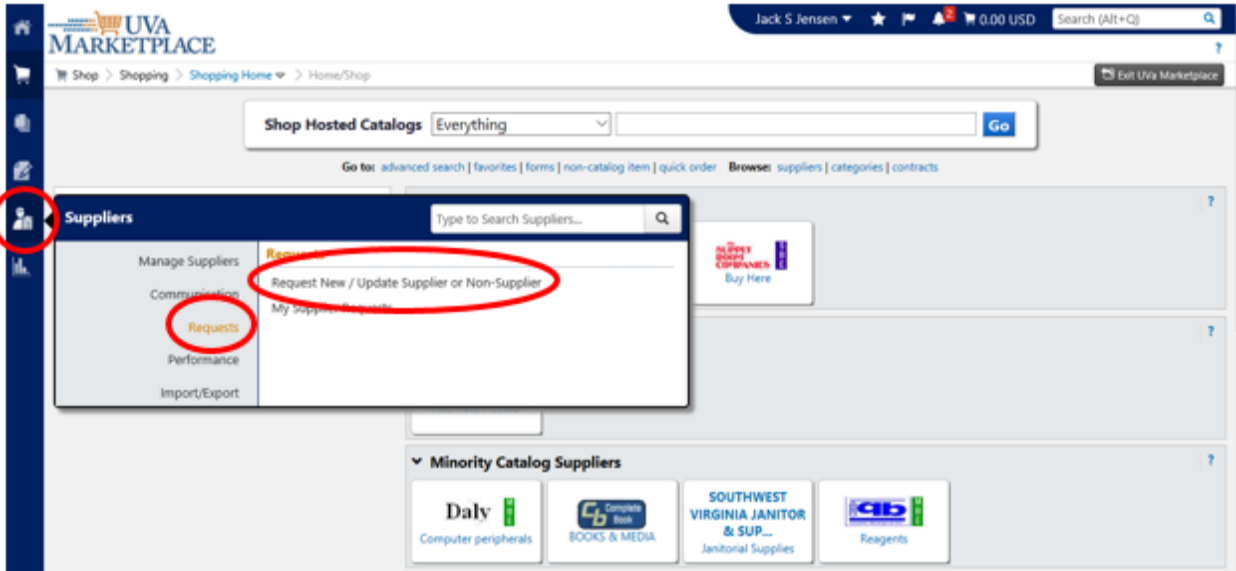
As you are looking to place an order with a supplier, you will first need to verify whether or not the supplier is active within the UVA Marketplace. If the supplier is active, you can proceed with creating the order as normal. If the supplier is not present, or present but not active, in the UVA Marketplace, you may request that they be invited to register their information within our TSM system.

Note: Suppliers which are paid strictly by a method other than a purchase order or a payment voucher, such as through our Travel & Expense Card, do not need to be registered in the TSM system.

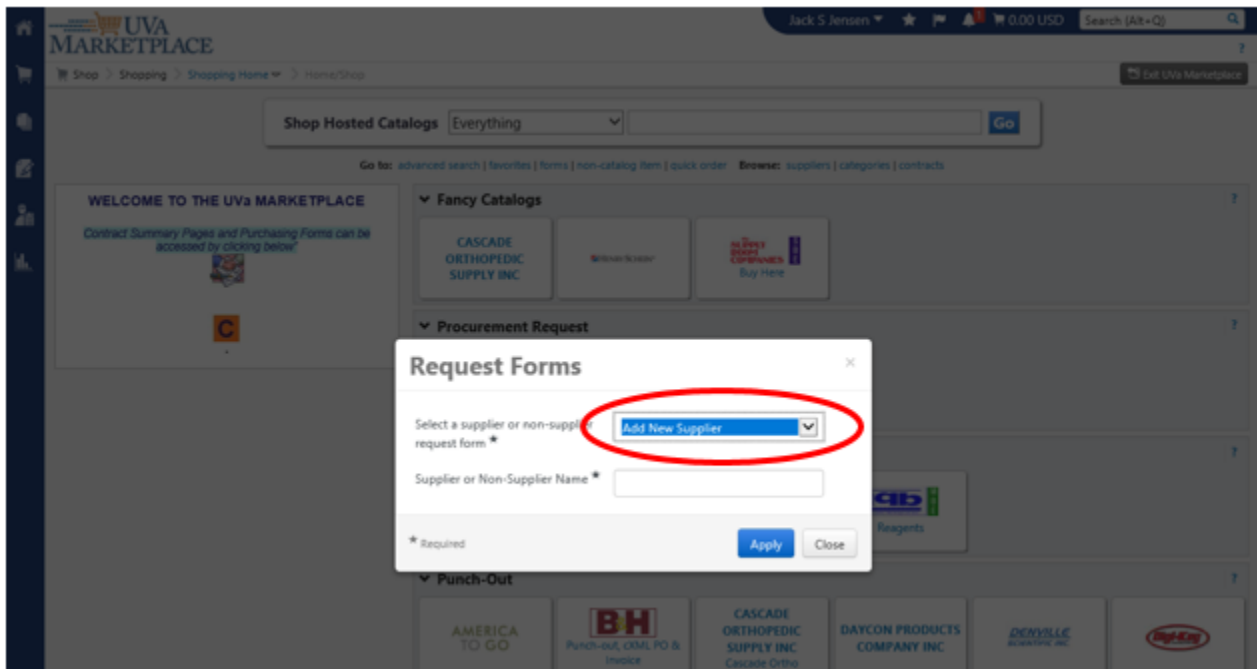
[For instructions on how to perform a supplier search, see the bottom of this job aid under the bolded heading "Supplier Search Process". **It is important that you search for verify that the desired supplier does not already exist in the system prior to requesting that they be invited to register.**]

TSM Supplier Invitation Request Process

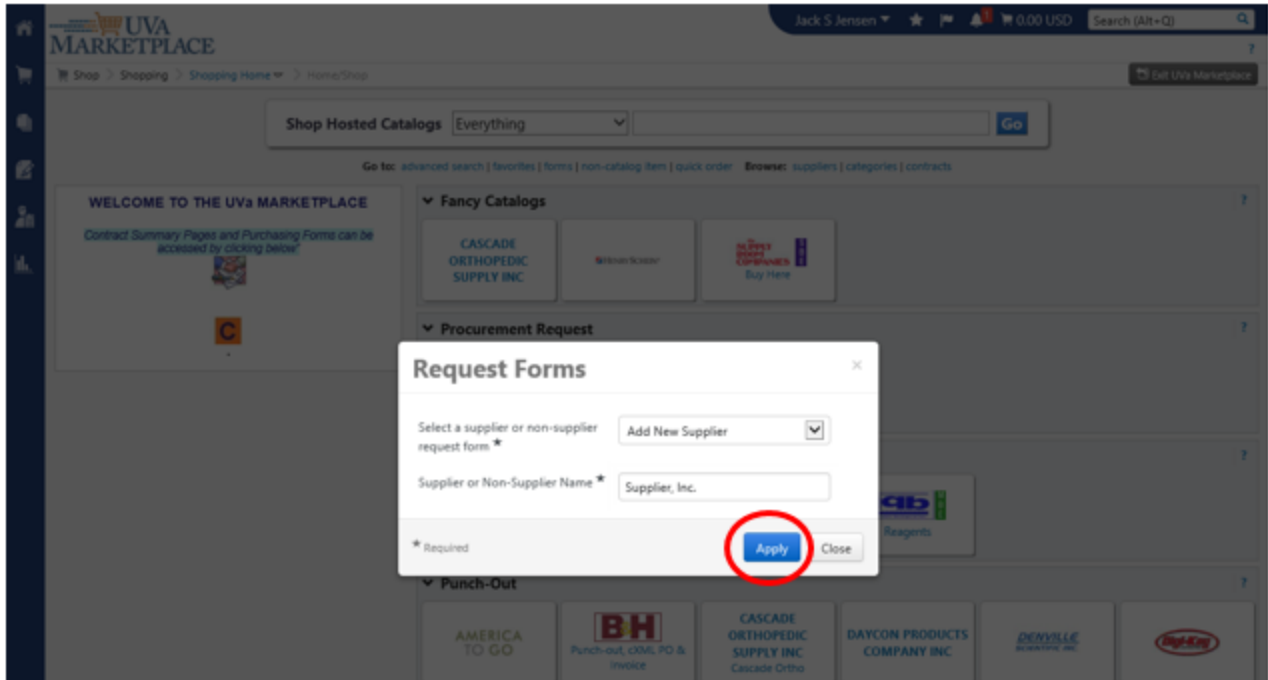
If the supplier's name does not appear in the search list, close the search screen. Click on the Suppliers icon on the left, click on "Requests", and then click on "Request New / Update Supplier or Non-Supplier".



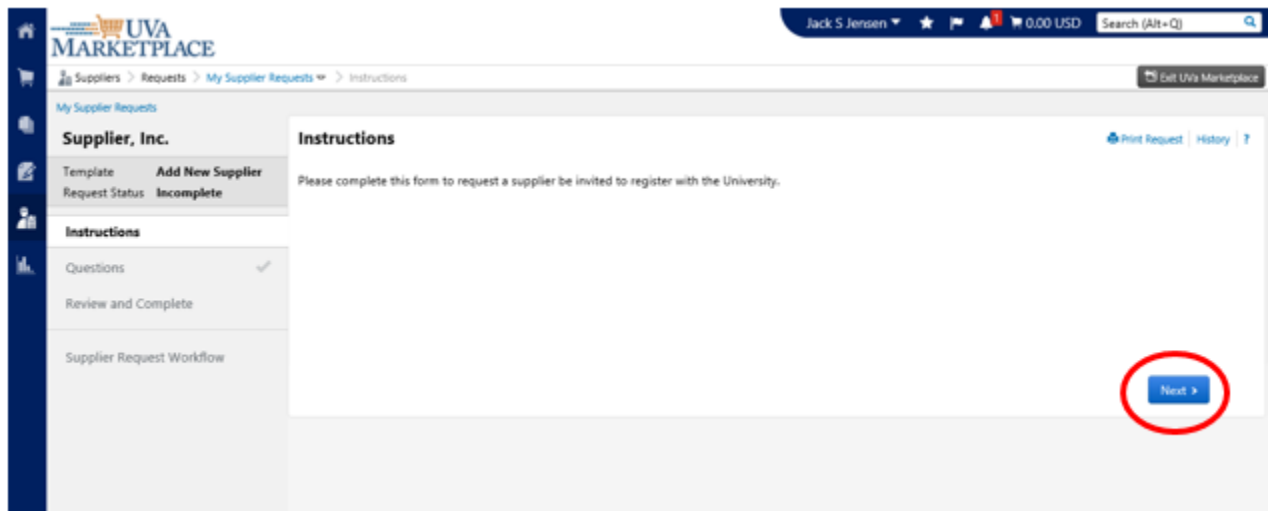
Make sure that the dropdown menu is set at “Add New Supplier”.



Enter the Supplier’s name and click on “Apply”.



The Instructions screen will appear. Click on “Next >”.



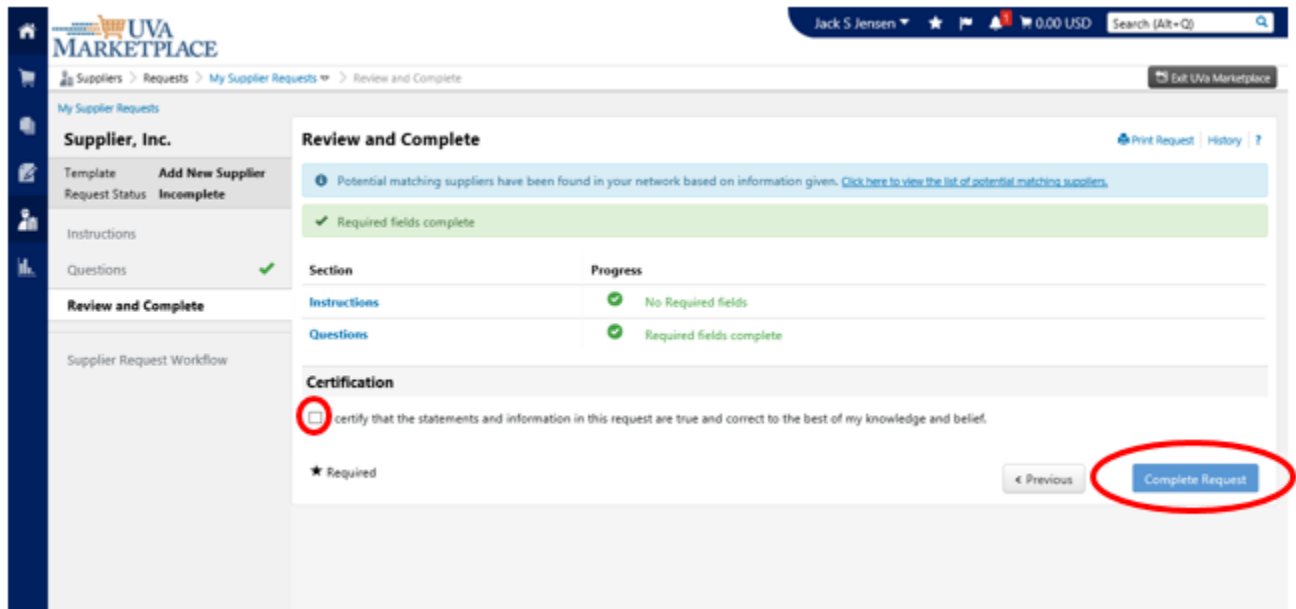
The program will check within the system to see if there is a potential name match in the supplier database. If there is a potential match, a blue message bar will appear. Because you have already verified through the Catalog search and the Non-Catalog order form supplier search that your desired supplier did not exist, or is not active, in our system, you can ignore this blue message bar.

Fill in all appropriate information. The “★” indicates required information. The Supplier Name is self-populated. You will be asked to enter the supplier’s Tax ID

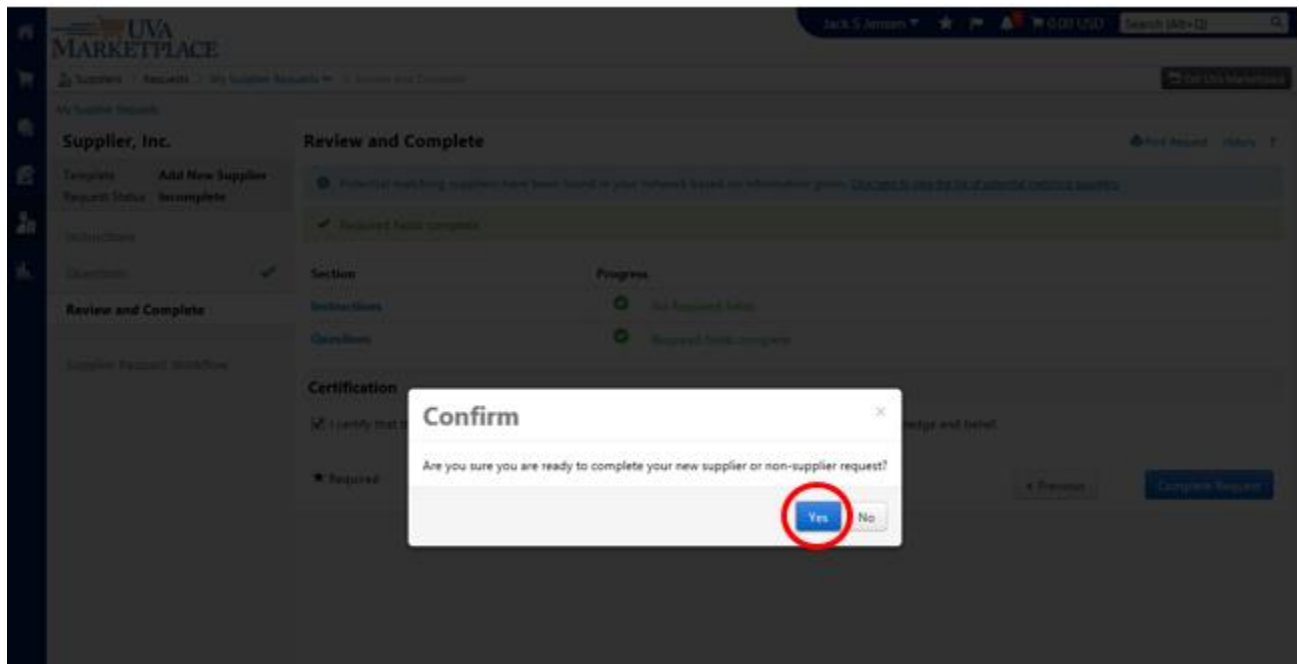
Number, if known, the email address for the supplier’s primary contact, and your User ID. You are also able to add any additional information that Procurement should know prior to inviting the supplier to register.

The screenshot displays the 'Questions - Supplier Overview' page in the UVA Marketplace. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links: 'My Supplier Requests', 'Supplier, Inc.', 'Template', 'Request Status', 'Instructions', 'Questions' (which is selected and has a checkmark), 'Review and Complete', and 'Supplier Request Workflow'. The main content area has a header 'Questions - Supplier Overview' with 'Print Request' and 'History' links. Below the header is a blue notification box stating: 'Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)' The main form section is titled 'Basic Supplier Information' and contains the following fields: 'Supplier Name *' (text input with 'Supplier, Inc.'), 'Tax ID Number' (text input), 'Email Address *' (text input), 'Additional Information' (text area with a 2000 character limit), and 'Requester's User (Computing) ID *' (text input). A legend indicates that an asterisk (*) denotes a required field. At the bottom right of the form are three buttons: '< Previous', 'Save Progress', and 'Next >'.

You will then need to certify that the information you provided is true and correct by checking the checkbox, and clicking on “Complete Request”.



You will then need to confirm that you indeed are ready to submit the Supplier Request form.

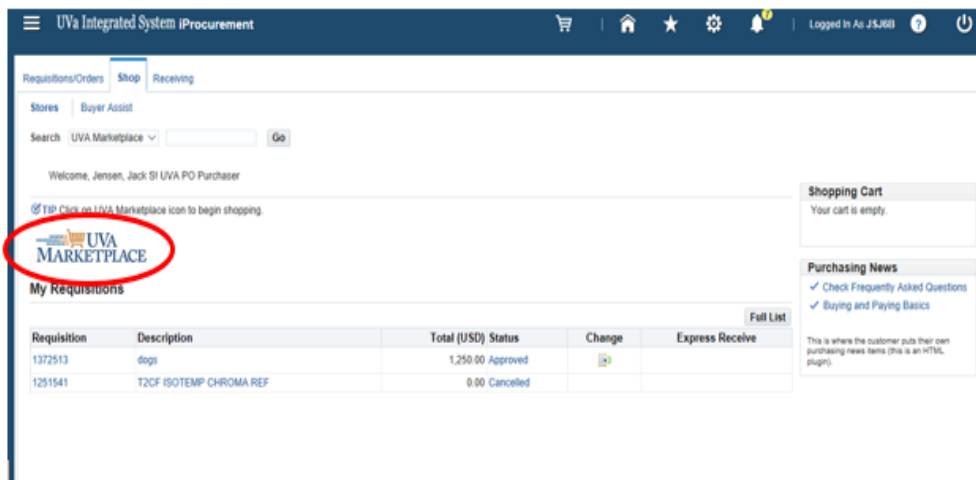


The completed form will be sent to Accounts Payable, who will review the information, verify that the supplier does not already exist in the system, and, if appropriate, proceed with inviting the supplier to self-register in our TSM system.

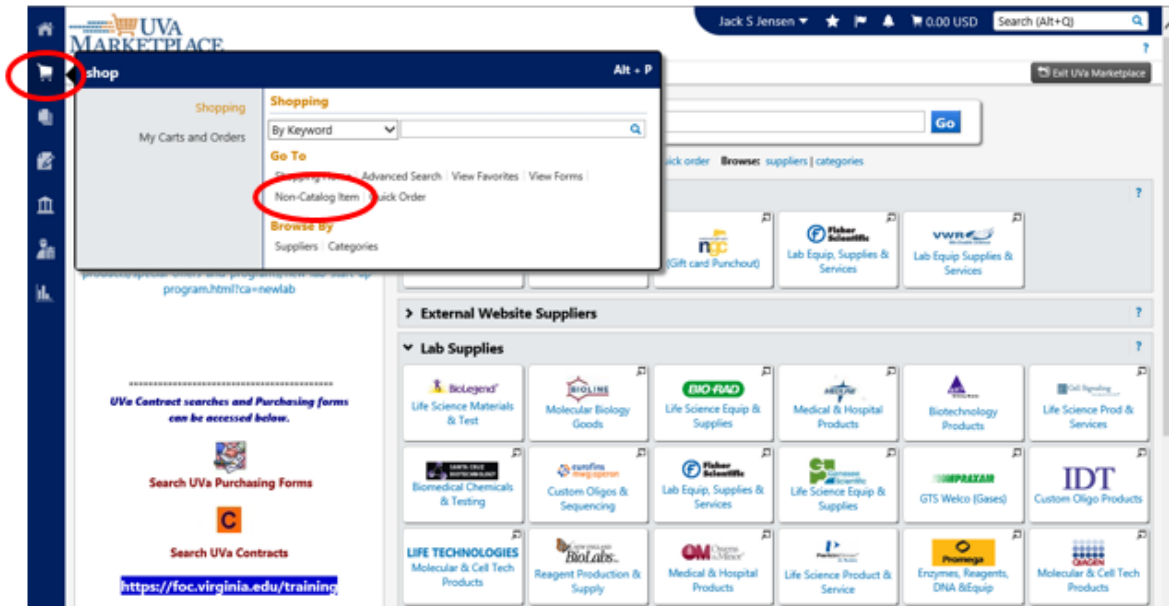
The supplier will be invited within 24-48 hours. After 48 hours, check in Oracle to see if the supplier is set up. If not, feel free to email the supplier and ask for action so that an order can be placed. Once the supplier submits their information form, and Accounts Payable has verified that the information is accurate and complete, they should be entered into the system within 48 hours.

Supplier Search Process

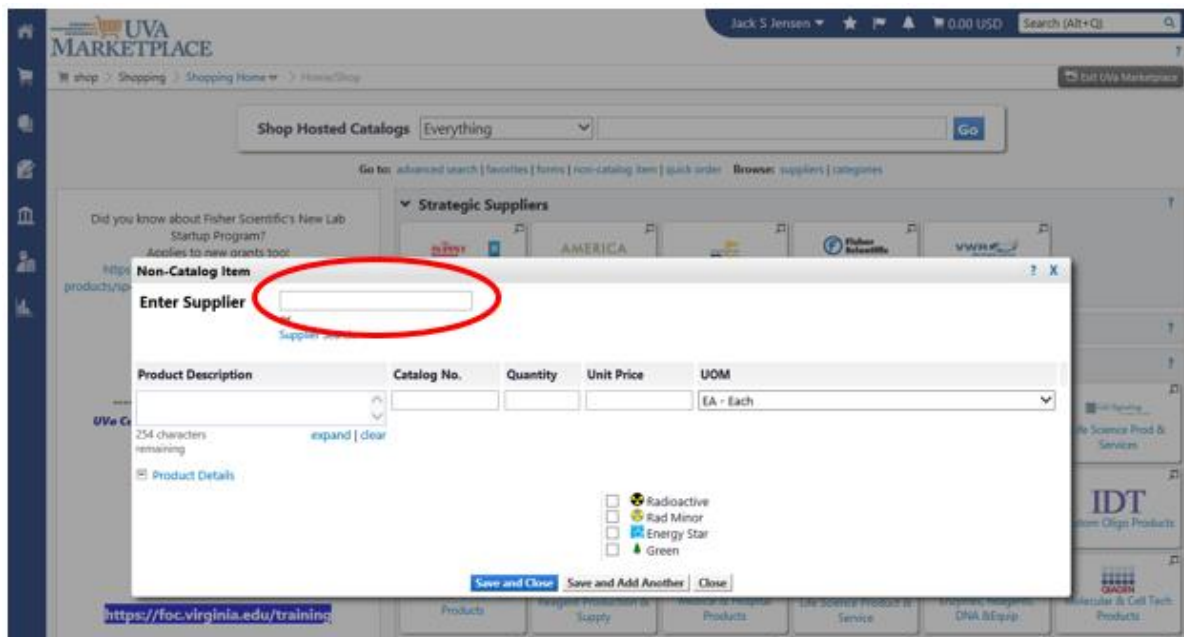
In order to perform a supplier search, you would first click on the UVA Marketplace.



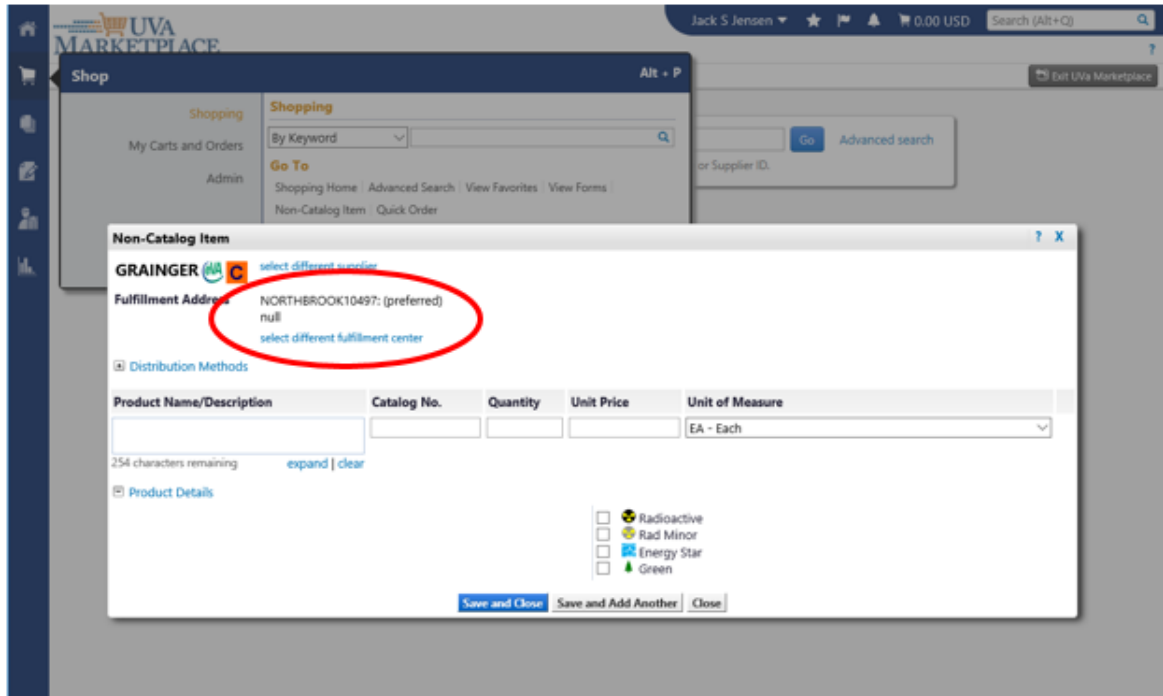
Once in the UVA Marketplace, search the listed catalogs to see if your desired supplier is one of our catalog suppliers. If not, click on the Shopping Cart icon on the far left side of the screen. And then click on Non-Catalog Item.




Enter the name of your desired supplier into the Enter Supplier field. If their name appears in the list, they are an active supplier and you may proceed with placing your order.



If the supplier appears, you may need to verify that the supplier fulfillment address is your desired location.



If it is not, check to see if your desired location is listed in the “select different fulfillment center” list. If your desired location is not in this list, request that your desired site be added to the supplier profile by completing the “Change Supplier/Non-Supplier Information” form. (See the “Change Supplier/Non-Supplier Information” job aid)

Supplier Name/Address	Select
 CHARLOTTESVI 01: Not eVA Registered,User Must Deliver PO, 1 DEV2 TEST VENDOR SYNCH DRIVE CHARLOTTESVILLE, VA 22902 US	Select
CHARLOTTESVI 01: Not eVA Registered,User Must Deliver PO, 123 SPRING STREET CHARLOTTESVILLE, VA 22902 US	Select
LINCOLNSHI C037: eVA Registered,URL, 455 Knightsbridge Pkwy Lincolnshire, IL 60069-3614 US	Select
LINCOLNSHI C037: eVA Registered,, 455 Knightsbridge Pkwy Lincolnshire, IL 60069-3614 US	Select
LINCOLNSHI C037: eVA Registered,URL, 455 Knightsbridge Pkwy Lincolnshire, IL 60069-3614 US	Select
MADISON: Not eVA Registered,SciQuest Will Deliver PO by eMail, PO BOX 44993 MADISON, WI 53744-4993 US	Select
NORFOLK 01: Not eVA Registered,User Must Deliver PO, 1401 SEWELLS POINT RD NORFOLK, VA 23502 US	Select
Northbrook10490: eVA Registered,User Must Deliver PO, 1657 Shermer Rd Northbrook, IL 60062-5362 US	Select
No Address	Select
PALATINE 01: ,, DEPT 670 828754192 PALATINE, IL 60038-0001	Select
PALATINE 02: ,, DEPT 640 809114754 PALATINE, IL 60038-0001	Select
PALATINE 03: ,, DEPT 640 826839474 PALATINE, IL 60038-0001	Select
PALATINE 04: ,, DEPT 640 823136221 PALATINE, IL 60038-0001	Select
PALATINE 05: ,, DEPT 640 809048598 PALATINE, IL 60038-0001	Select
PALATINE 06: ,, DEPT 640 821673118 PALATINE, IL 60038-0001	Select
PALATINE 07: ,, DEPT 640 832744171 PALATINE, IL 60038-0001	Select
PALATINE 08: ,, DEPT 640 827472234 PALATINE, IL 60038-0001	Select
PALATINE 09: ,, DEPT 648 809094410 PALATINE, IL 60038-0001	Select
PALATINE 10: ,, DEPT 640 809036841 PALATINE, IL 60038-0001	Select
PALATINE 11: ,, DEPT 640 852909233 PALATINE, IL 60038-0001	Select
PALATINE 12: ,, DEPT 640 809061633 PALATINE, IL 60038-0001	Select
PALATINE 13: ,, DEPT 640 816044697 PALATINE, IL 60038-0001	Select
PALATINE 14: ,, DEPT 640 821703139 PALATINE, IL 60038-001	Select
PALATINE 15: ,, DEPT 648 834285660 PALATINE, IL 60038-0001	Select
PALATINE 16: ,, DEPT 640 821991213 PALATINE, IL 60038-0001	Select
PALATINE 17: ,, DEPT 648 860266337 PALATINE, IL 60038-0001	Select
PALATINE 18: ,, DEPT 648 809043656 PALATINE, IL 60038-0001	Select
PALATINE 19: ,, DEPT 648 809037336 PALATINE, IL 60038-0001	Select
PALATINE 20: ,, DEPT 648 809080914 PALATINE, IL 60038-0001	Select
PALATINE 21: ,, DEPT 640 834261711 PALATINE, IL 60038-0001	Select
PALATINE 22: ,, DEPT 640 829248723 PALATINE, IL 60038-0001	Select
PALATINE 23: ,, DEPT 648 809083819 PALATINE, IL 60038-0001	Select
PALATINE 24: ,, DEPT 640 854313186 PALATINE, IL 60038-0001	Select
PALATINE 25: ,, DEPT 640 819697053 PALATINE, IL 60038-0001	Select