

Individual (Non-Supplier) Information Self Update Process

After self-registering as an individual non-supplier in the UVA Total Supplier Manager (TSM) system, you will have received an email similar to the one shown below. By clicking on the blue box, which is the Customer Portal Login Link, you will be able to access your account and update your information as needed. We recommend that you bookmark this link within your browser for easy access.

Confirmation that the University of Virginia has received your UVA Portal request

Dear Fellow, Jack,

Thank you for completing and submitting your registration profile for the University of Virginia.

- Your information is now being reviewed and processed by the UVA Supplier Registration team. If there are no issues, your registration will be approved within 2 to 3 business days.

- Once 'Approved' the University will be able to create Purchase Orders and/or make payments.

As a reminder, you can log into your secure account by visiting the University of Virginia's [Customer Portal Login Link](#). It is recommended that you bookmark this link within your browser.

Please contact a Supplier Registration Coordinator at prs-vend@virginia.edu or +1 434-924-4212 for assistance and identify yourself as registering in the University of Virginia Supplier Network.

You will be taken to the University of Virginia's Supplier Portal. You will be required to log in by entering your email and password.



ENGLISH ▾

Welcome to the University of Virginia's Supplier Portal, providing our suppliers with 24/7 visibility into their account.

If you already have an account please log in by entering your email address and password, and then clicking on the "Login" button.

If you have forgotten your password, click "Trouble logging in?" Instructions will be sent to your registered email address.

Enter your email to Login/Create Account

Email

NEXT

Please contact Supplier Registration Coordinator at prs-vend@virginia.edu or +1 434-924-4212 for assistance.

POWERED BY
JAGGAER

Depending on your role, you may or may not see all of the sections that are shown below. However, to update your information, you will need to click on "Manage Registration Profile".

UNIVERSITY of VIRGINIA

Home > Customer Portal Home > Home - Fellow, JACK

Welcome to the UVA Supplier Portal - where suppliers:

- Register online to become a supplier with UVA
- Self-manage their information, such as addresses, contacts, and diversity classifications.
- Participate in University Sourcing events (coming Winter 2018)

Important Note, in regards to editing an existing address: You should not change / edit an already existing address. Instead you should create a new address from scratch and inactive the old address being replaced - even if it's just a small change. If you do submit a change request to an existing address, it will be rejected.

Quick Links to Common Tasks

- [Manage Registration Profile](#)

Sourcing Events

Show: Opening or Closing Soon

No Results

No Results

[Go to Public Opportunities](#)

[View All Events](#)

Contracts

No Results

[View All Contracts](#)

Find Invoice

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s):

[Search](#)

[Advanced Search](#)

Customer Contact

| | |
|-------|-----------------------------------|
| Name | Supplier Registration Coordinator |
| Email | prs-vend@virginia.edu |
| Phone | +1 434-924-4212 |

[Need Help?](#)

You will be taken to the same screen that was shown when you went through the self-registration process. Notice, however, the green checkmarks next to the various sections shown on the left. To update any of these sections, simply click on them. For example, to update your address, click on "Addresses".

UNIVERSITY of VIRGINIA

Registration > Manage Registration Profile > Welcome

FELLOW, JACK
Supplier Number: 276008
[Change Supplier](#)

Registration **Complete** for:
University of Virginia

Welcome

- Individual Overview
- [Addresses](#)
- Contacts
- Payment Information
- Tax Information

[Registration FAQ](#) | [View History](#)

Welcome to Supplier Registration

Only Non-Suppliers should be registering via this process. Non-Suppliers include:

- Research Participants
- Individuals seeking reimbursement (including Medical Center employees)
- Individuals to whom the University is providing a monetary gift
- Pre / Post Doctorate Fellows

If you match one of these descriptions, proceed with the registration.

The registration process:

1. Click the 'Continue with Registration' button below to begin the registration process.
2. Ensure all the required fields and sections are completed. **Note:** A green check mark indicates that a section is completed.
3. Certify the validity of the information and submit the registration.
4. You will receive an email confirmation of your registration.
5. Individuals are responsible for maintaining accurate and current information. Login when needed to update your account information.

Please see Registration FAQ's for additional helpful information.

You will be taken to the Addresses section of your Registration Profile. Even though there is an Edit button to the right of your address, **DO NOT USE IT TO UPDATE/CHANGE YOUR INFORMATION.** Using it to update your information will cause problems in how our various systems interact with each other. Instead, you will need to Click “Add Address” and add your full corrected address. , and then use the Edit button to inactive the old, incorrect address.

The screenshot shows the 'Addresses' section of a user's registration profile. The user is identified as 'FELLOW, JACK' with a supplier number of 275008. The page includes a navigation sidebar on the left with options like 'Welcome', 'Individual Overview', 'Addresses', 'Contacts', 'Payment Information', and 'Tax Information'. The main content area features an 'Important Note on how to handle future address changes' which states that users should not edit existing addresses but instead add new ones and deactivate old ones. Below the note is a table with one address entry: 'Home' with the address '456 Oak Avenue, Anytown, VA 22963, US'. A red circle highlights the 'Add Address' button at the bottom left, and another red circle with a slash through it highlights the 'Edit' button at the bottom right of the address entry.

| Address Label | Address |
|---------------|-------------------------------------------|
| Home | 456 Oak Avenue Anytown, VA 22963 US |

You can then enter your updated address information. When done, click “Next >”. You will then be taken to the Contact Information screen for this updated address. When done, click “Save Changes”.

UNIVERSITY of VIRGINIA

Registration > Manage Registration Profile > Addresses

FELLOW, JACK
Supplier Number: 276008
Change Supplier

Registration Complete for University of Virginia

Addresses

Add Address

Address Details (Step 1 of 2)

What would you like to label this address? *
Example: Headquarters, Houston Office

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone ext.
International phone numbers must begin with +

Toll Free Phone ext.
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration

Next >

UNIVERSITY of VIRGINIA

Registration > Manage Registration Profile > Addresses

FELLOW, JACK
Supplier Number: 276008
Change Supplier

Registration Complete for University of Virginia

Addresses

Add Address

Primary Contact For This Address (Step 2 of 2)

You can also update and add Contacts later from the Contacts page.

Enter New Contact Not Applicable

Contact Label *

First Name * Jack

Last Name * Fellow

Position Title

Email * j813681@gmail.com

Phone * +1 434-962-1111 ext.
International phone numbers must begin with +

Toll Free Phone ext.
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration

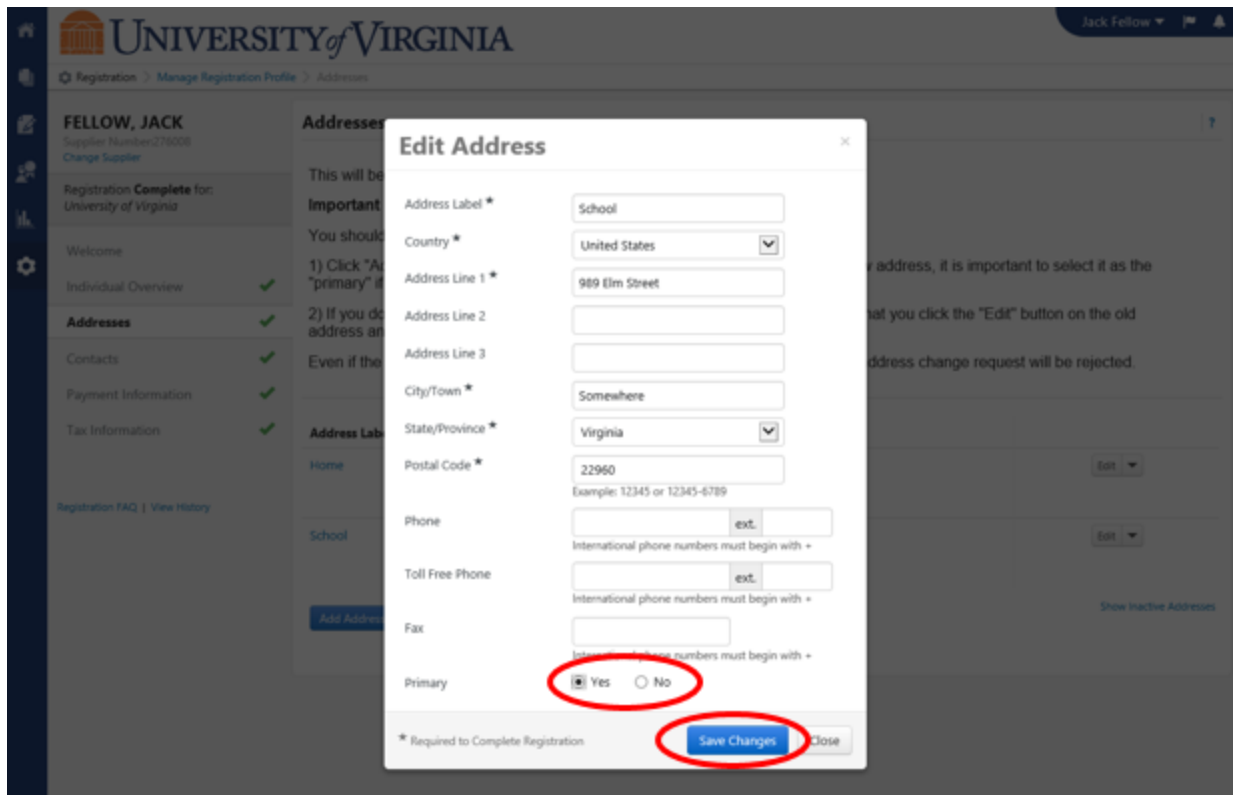
< Previous Save Changes

Your Addresses information now show both the initial and the updated address. **If the newly entered address is the address that should be used to mail payments,** you will need to mark it as the Primary address. To do so, click on the new Address Label.

The screenshot shows the 'Addresses' page for Jack Fellow. The page includes a navigation sidebar on the left with options like 'Welcome', 'Individual Overview', 'Addresses', 'Contacts', 'Payment Information', and 'Tax Information'. The main content area is titled 'Addresses' and contains instructions on how to handle future address changes. Below the instructions is a table with two columns: 'Address Label' and 'Address'. The table lists two addresses: 'Home' (456 Oak Avenue, Anytown, VA 22963, US) and 'School' (909 Elm Street, Somewhere, VA 22960, US). The 'School' address label is circled in red. There are 'Edit' buttons next to each address. At the bottom of the table, there is an 'Add Address' button and a 'Show Inactive Addresses' link.

| Address Label | Address | |
|---------------|---------------------------------------------|------|
| Home | 456 Oak Avenue Anytown, VA 22963 US | Edit |
| School | 909 Elm Street Somewhere, VA 22960 US | Edit |

Mark the new address as Primary by selecting “Yes”. When done, click “Save Changes”.



This will automatically change the initial address to “No” as the Primary address.

If you do not intend to ever use the initially entered address again, it is suggested the you click the “Edit” button on the old address and select the “Make Inactive” button.

UNIVERSITY of VIRGINIA

Registration > Manage Registration Profile > Addresses

FELLOW, JACK
Supplier Number: 276008
Change Supplier

Registration **Complete** for:
University of Virginia

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Registration FAQ | View History

Addresses

This will be the address that UVA uses to mail payments.

Important Note on how to handle future address changes:

You should not edit an already existing address. Instead you need to:

- 1) Click "Add Address" and enter new address information. When creating the new address, it is important to select it as the "primary" if this is the address that should be used.
- 2) If you do not intend to use a previously created address again, it is suggested that you click the "Edit" button on the old address and select the "Make inactive" option

Even if the change is a small one, you need to follow this process, otherwise the address change request will be rejected.

| Address Label | Address |
|------------------------|---------------------------------------------|
| Home | 456 Oak Avenue Anytown, VA 22963 US |
| School | 989 Elm Street Somewhere, VA 22960 US |

[Add Address](#) [Show Inactive Addresses](#)

If you make your previous address inactive it will no longer display. Your future payments will be mailed to the address that you have selected as Primary.

You are able to update other areas of your information profile by clicking on the specific section on the left.