

Supplier Information Self Update Process

After self-registering as a 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

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 having registered into 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.

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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 - RETIREMENT COMPANY

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.

Customer Contact

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

Quick Links to Common Tasks

- Manage Registration Profile

Sourcing Events

Show: Opening or Closing Soon

No Results

No Results

View All Events

Contracts

No Results

View All Contracts

Create Invoice / Credit Memo

Type: Invoice Credit Memo

Invoice No.:

Invoice Date: 09/20/2018

PO Number: Optional PO Number

Currency: US Dollar

Create

You will be taken to the same screen that was shown when you went through the self-registration / edit 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

RETIREMENT COMPANY

Registration Complete for: University of Virginia

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information ✓

Welcome to Supplier Registration

Suppliers registering will need to provide the following information:

- Legal business name
- Fulfillment and remittance addresses
- Tax Identification Number (TIN) or Social Security Number (SSN)

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 then receive email confirmation of your registration.
5. **Information Maintenance!** It is critical that suppliers maintain accurate and current information! Login when needed to update your firm's account information.

Please see Registration FAQ's for additional helpful information.

If you have registration questions, please contact a University Supplier Registration Coordinator at prs-vend@virginia.edu or 434-924-4212 for assistance. If you have technical questions in regards to accessing the registration portal, contact Jaggaer support at: 1-800-233-1121 (option 2 then 3)

You will be taken to the Addresses section of your Registration Profile.
Please read the bolded Important Note carefully.

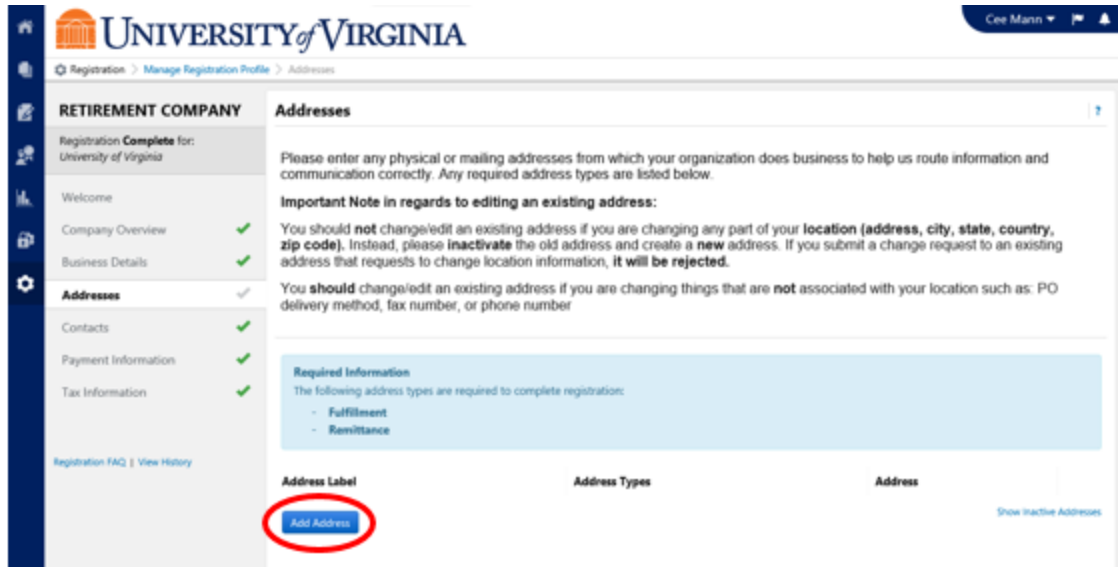
- If you are adding a new address, completely separate from the address shown, you can proceed by clicking on “Add Address”.
- If you are changing/editing an existing address you must follow the noted procedure. To change any location information (address, city, state, country, zip code), **do not** use the “Edit” button to make these changes. Instead, click “Edit” and then “Make Inactive” on the current address, and then proceed to enter your new information by clicking on “Add Address”.
- If you are changing/editing non-location information, such as PO delivery method, fax number, or phone number, please use the “Edit” button, and then the “Edit” option, and proceed to make your changes to the non-location information.

For this example, you will be making a change to the address of the listed address. To do so, first inactivate the listed address by clicking on “Edit” and then the “Make Inactive” option.

The screenshot shows the 'Addresses' section of a registration profile for a 'RETIREMENT COMPANY' at the University of Virginia. The page includes a sidebar with navigation options like 'Welcome', 'Company Overview', 'Business Details', 'Addresses', 'Contacts', 'Payment Information', and 'Tax Information'. The main content area features an 'Important Note in regards to editing an existing address' and a table of addresses. The table has columns for 'Address Label', 'Address Types', and 'Address'. A red circle highlights the 'Make Inactive' button, and another red circle highlights a dropdown menu next to the address entry.

Address Label	Address Types	Address
Office	Remittance (Primary) Fulfillment (Primary)	9897 Jefferson Drive Hometown, VA 12345 US

You will then add your corrected/updated address by clicking “Add Address”.



You can then enter your corrected/updated address information, going through all three steps. Click on “Next >” after the first two steps, and click on “Save Changes” at the final step.



Your corrected/updated address information is now shown.

UNIVERSITY of VIRGINIA

Registration > Manage Registration Profile > Addresses

RETIREMENT COMPANY

Registration **Complete** for:
University of Virginia

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Registration FAQ | View History

Addresses

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Important Note in regards to editing an existing address:
You should **not** change/edit an existing address if you are changing any part of your **location (address, city, state, country, zip code)**. Instead, please **inactivate** the old address and create a **new** address. If you submit a change request to an existing address that requests to change location information, **it will be rejected**.
You **should** change/edit an existing address if you are changing things that are **not** associated with your location such as: PO delivery method, fax number, or phone number

Address Label	Address Types	Address	
Office	Fulfillment Remittance	450 Easy Street Somewhere, VA 12345 US	Edit ▾

Add Address

Show Inactive Addresses

You will be able to change/update other aspects of your profile information by clicking on the specific section on the left.