

FAQ SHEET FOR JAGGAER TOTAL SUPPLIER MANAGEMENT SYSTEM

1. What is Jaggaer Total Supplier Management?

- a. Jaggaer Total Supplier Management (TSM) is a procurement systems for registering new suppliers in an online database available for the buyers to use when seeking suppliers in different commodities.

2. Where can I locate the Jaggaer Total Supplier Management registration site to become a supplier in the DCCCD system?

- a. The online registration is located on the DCCCD website under the Purchasing Department site. www.dcccd.edu/purchasing

3. Can I register my company without being invited?

- a. Yes, you can register your company without an invitation by clicking on the Purchasing website -Total Supplier Manager link and begin the process by creating a login and password as a new user. These fields are case-sensitive. This registration will require basis information about your company, i.e. contact information, business information, and login information.
- b. Without being invited, you will complete the registration for a “Potential Supplier.”

4. Once I have registered, how will I be notified that my registration is complete in the system?

- a. You will receive an email confirmation for your company’s status from the Jaggaer TSM system. Once there is a NEED for your commodity, you will be notified to complete the full registration information and receive a sourcing notification to receive the bid, proposal or quote.

5. What information will I need to register as a domestic, foreign or individual supplier for DCCCD after I receive an invite to complete the full registration?

a. Supplier Registration includes the following fields:

- i. Company Information
- ii. Contact Information
- iii. Legal Structure
- iv. Tax ID Number
- v. Business Details
 1. Number of Employees
 2. Business Description
 3. W-9 form for Domestic/Individual or W-8 form for foreign (required)
 4. Annual Revenue/Receipts
 5. Products/Services Description
 6. Commodity Code & NAIC code
 7. Diverse Supplier Classification (if Applicable)

8. Payment Information

6. How can I avoid issues with my W-9?

- a. Please make sure you use the most revised version (October 2018), that it is signed, dated, either a SSN or a EIN is provided (not both) and the federal tax classification box matches what you selected in the TSM system. Written, digital, and typed signatures will be accepted.

7. How will I be notified if there is a bid opportunity for my company to bid on?

- a. The person who registered the company will be notified by email based on your commodity code.

8. Can my company be identified as a diverse supplier, i.e. small, minority or woman-owned company and what type of documents will I need to submit?

- a. You will be able to select your firm's diversity classifications from a list and directed to a site to answer questions and upload your certification letter or certificate in the system.

9. As a Foreign supplier, will I go through the same process of registration?

- a. Any foreign supplier will be able to register their company by checking the section to indicate that they are foreign entity and the company of origin once you have been invited to complete the supplier registration.

10. I am an Individual and not a company, do I still register in the Total Supplier Management system?

- a. Yes, an individual who is not a legal business but rather is a sole proprietor/individual that performs a service will still need to register in the TSM system.

11. Will I be able to update my company's information, i.e., contact name, address or edit incorrect information?

- a. Yes, if at any time there is a change in your company's information, you will be able to go online by using your user name and password and edit the information or make corrections using the registration site.

12. If I have questions, who should I get in contact with in the purchasing department?

- a. Total Supplier Management Administrator: Darcel Webb at JaggaerTSM@dccd.edu or 972-860-7917