



Supplier Request & Registration Reference Guide

Supplier Invite Resources	Supplier Registration Resources
<p>BuyWays Supplier Request Form The Supplier Request Form can be used to request a new supplier, request a change on an existing supplier, or request a supplier proxy for the following groups:</p> <ul style="list-style-type: none"> • Domestic individuals • Domestic entities • Foreign (individual and entities) • Employees and Students * (See Employee & Student section below) 	<p>Supplier Registration Quick Tips (inform your supplier):</p> <ul style="list-style-type: none"> • Suppliers should expect an email from UMass (suppliermanagement@umassp.edu) to start their registration • Suppliers should also check their spam/junk folders for the UMass email, as some email platforms may automatically move it there • The Supplier Registration invite email should not be forwarded to another member of their company (creates a duplicate supplier issue)
<p>Information Needed Prior to Starting the Supplier Request Form</p> <ul style="list-style-type: none"> • If the supplier is foreign or domestic • The supplier's email address • If the supplier is an existing UMass supplier • If we will be using the supplier more than once • What the department is trying to purchase or pay the supplier for 	<p>Supplier Registration Video</p> <p>Use the links below to view what your suppliers see when they receive your UMass Supplier Registration invite:</p> <ul style="list-style-type: none"> • Domestic Entity Supplier Registration • Domestic Individual Supplier Registration
<p>Employees & Students:</p> <p>Employees:</p> <ul style="list-style-type: none"> • Before you initiate a supplier request for an individual that may be a current or recently retired employee, complete the Determination of Independent Contractor Status and receive your campus HR feedback before starting the process with UPST. <p>Students:</p> <ul style="list-style-type: none"> • Before you start, use the Payments to Students Decision Tool to determine the best course of action. 	<p>BuyWays (Jaggaer) / UPST Support Information</p> <ol style="list-style-type: none"> 1. The contact details for both UPST and Jaggaer (BuyWays) technical support are listed on the registration welcome page and provided in multiple areas for ease of use. 2. If a supplier has questions regarding UMass Supplier Registration, please have them contact UPST: <ul style="list-style-type: none"> • UPST- (774) 545-8778 or upst@umassp.edu 3. If the supplier has technical questions relating to logging into the Portal, adding attachments or other technical issues, please refer them to Jaggaer Technical Support using the following: <ul style="list-style-type: none"> • IT Jaggaer Account Support- (800) 233-1121 or https://www.jaggaer.com/service-support/supplier-support/
<p>Supplier Registration Status</p> <p>To determine the status of your supplier request /registration:</p> <ul style="list-style-type: none"> • Refer to the Supplier Registration Status Guide. • Log into BuyWays and use the My Supplier Request page 	<p>Frequently Asked Questions (FAQs) Supplier Requester:</p> <ul style="list-style-type: none"> • Requesters FAQs
<p>Frequently Asked Questions (FAQs) Supplier Requester:</p> <ul style="list-style-type: none"> • Requesters FAQs 	<p>Frequently Asked Questions _ UMass Suppliers:</p> <ul style="list-style-type: none"> • Supplier FAQs