MDM and Supplier Search

Master Data Management
What does Master Data Management do?

- Review new supplier records for tax, purchasing, accounts payable, and system compliance.
- Assist suppliers with registration questions and issues.
- Assist departments with supplier record questions.
- Complete edit/invitation requests.
- Review edits submitted by suppliers via their portal.
- Review foreign invoices for procedural compliance.
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A team of 2 does all of this!
Communication and MDM

Before you send an email:

- Visit the Support Form

- Use a Supplier Edit Request form:
  - Request a supplier invitation be resent.
  - Add a new fulfillment center.
  - Activate an inactive supplier.
  - Request an “Approved” supplier be activated for use.
  - Invite an out of network supplier.
  - Change a supplier’s registration type.
Priorities and response time

- Supplier request forms are MDM’s top priority.
  - New supplier requests or edits are reviewed within 24 hours of receipt.
  - Supplier initiated edits are also reviewed within 24 hours of receipt.

- Email turn around time is 7 business days.
  - Only one staff member fields phones and email at a time.
  - **Remember:** this team supports departments and our entire supplier base.
What’s in the works?

• The supplier registration process is under review.
  • Continuous Improvement initiative comprised of UA and campus staff.
  • Goal: to streamline and simplify the registration process.

• Training and documentation development.
  • Creation of a supplier-focused training.
  • Publication of additional resources for departments and suppliers.
  • Reorganization of online resources.
Searching for Suppliers
Search for a supplier

• Always search for the supplier before submitting a request!

• Checking to see:
  • If a supplier already exists.
  • The status of a supplier record (active or inactive).
  • If address information is accurate.
PLEASE NOTE! This is test.

This environment defaults to Jaggaer’s new search tool which will be mandatory for all users in August of 2020. Until then, it will remain off in Production, and on by default in UIT. Please note; you will still have the ability to revert UIT to the current/old search experience as needed until this becomes mandatory across all instances. To do so, go to your profile icon and click the View My Profile option. From there you will have an option to edit your Early Access Participation selections. Leaving it as an old/current search.

For questions and request support from the Purchasing, Accounts Payable, or Master Data Management (MDM) team. Please contact the SAP Helpdesk at 1-800-573-9999.
Active supplier

Inactive supplier
Active suppliers

- An active supplier is likely ready to use if it has a registration status of “Approved”

- Even if the record has a registration status of “Approved,” confirm the fulfillment center you need is on the supplier record.
Fulfillment centers

• A fulfillment center is composed of two parts:
  • A fulfillment address – the supplier location which will complete the order.
  • A remit address – where payments made will be sent.

• Supplier records contains addresses and fulfillment centers – they aren’t one and the same.
Addresses can be mixed and matched in different fulfillment centers.
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Order Fulfillment

Payment Remittance
Updating fulfillment centers

• Ideally, the supplier logs into their portal and updates appropriately.

• If the supplier is unable to update profile themselves, submit a supplier edit request form.
Inactive suppliers

- Review internal notes on inactive suppliers.
- MDM notes why a record was rejected and inactivated.
- MDM also notes which supplier record should be used instead.
Internal Notes

DO NOT USE DUPLICATE OF P3324302

Approved KFS vendor 4502-1. Parent vendor 4502-0. W9 on file in Onbase. LB 10/30/19
Corrected tax ID per W9 in Onbase. Uploaded W9 from Onbase. LB 3/27/20

Supplier Details

Inactive
Non-Catalog

PURDUE UNIVERSITY

Legal Name
DBA
Aliases
Supplier No.
3rd Party Ref No.
MBU IDs
Date of Last Order
Registration Status
Business Description

There is no business description available for this supplier.
Out of network suppliers

- A supplier may have worked with another organization who uses Jaggaer.
- These suppliers must still register with IU but are invited differently.
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Out of network suppliers

- Submit a supplier edit request form to invite.
  - On the request form, enter the supplier’s Jaggaer Supplier ID in place of a BUY.IU supplier number.
  - ID is in the Summary section of the supplier record.
Kahoot quiz #5
Supplier support

- MDM will do as much as they can – but in some situations direct contact with Jaggaer support is necessary.
- MDM does not have the ability to locate or reset supplier login information.
Wrap up & Resources
Resources

- Searching for Suppliers in BUY.IU
- How to Read a Supplier Record
- Supplier Edit Request form guide
- New Supplier Flyer
- Supplier resource tile (for departments)
- Supplier resources (for suppliers)
THANKS A BUNCH!