

**1. How can I do business with UT Southwestern Medical Center?**

Visit UT Southwestern Medical Center's [Supplier Bid Portal](#) and register as a supplier. This will allow you to monitor and bid on all open RFP events. If your profile is complete, you will be included automatically to bid on new events based on your commodity code. You may check the portal periodically for new posted events.

**2. What is Jaggaer?**

Jaggaer, formerly known as SciQuest, is a software application used by UT Southwestern Medical Center. It encompasses our Supplier Bid Portal, Supplier Registration and Procurement Portal. For more information on this application, please visit [www.Jaggaer.com](http://www.Jaggaer.com).

**3. What do I do if I did not receive the registration email?**

Please ensure your registration invitation did not deliver to your junk/spam folder. If you have confirmed you did not receive the email, please contact the Purchasing department via [email](#).

**4. What is a DUNS number and where can I get one?**

A DUNS number allows users to check the reliability and financial stability of a business before proceeding with a product and/or service. The DUNS number is required to complete the Jaggaer profile. You may request a DUNS number for your business on [www.dnb.com](http://www.dnb.com).

**5. Have I completed registration?**

In Jaggaer, you can determine if you have completed registration by Registration Status. In addition, once your profile has been completed, you will receive an email notification. If the status of your profile reads anything other than "Profile Complete" then, your supplier profile is incomplete.

**6. If I need help, whom should I contact?**

Please [email](#) the Sourcing and Contracting department for help, questions or concerns.