

Frequently Asked Questions (FAQs)

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

Visit UT Southwestern'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.

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

Please check your spam and/or junk folder to make sure you did not receive the registration invitation. If you have still not received the email, please contact the [Strategic Sourcing](#) Department.

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 in order to complete the Jaggaer profile. You may request a DUNS number for your business on www.dnb.com.

5. Have I completed registration?

In Jaggaer, you are able to 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, who do I contact?

Please email the Strategic Sourcing Department for help, questions or concerns.