

## HOW TO OPT OUT OF JAGGAER NEW SUPPLIER UPDATE EMAILS

Requesters submitting a Request New Supplier form in Jaggaer, will receive an email when TCU Procurement sends a potential supplier an electronic invitation to our portal. *Requesters cannot opt out of this email.*

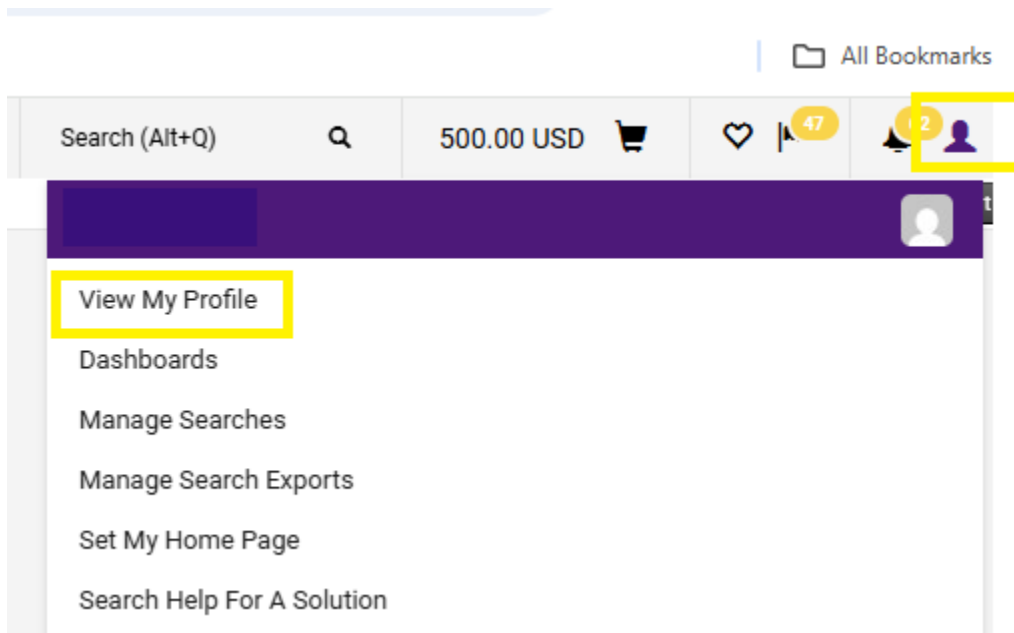
In addition to the email discussed above, requesters will receive status update emails as the potential supplier progresses through the registration process.

You may receive 5 emails in total:

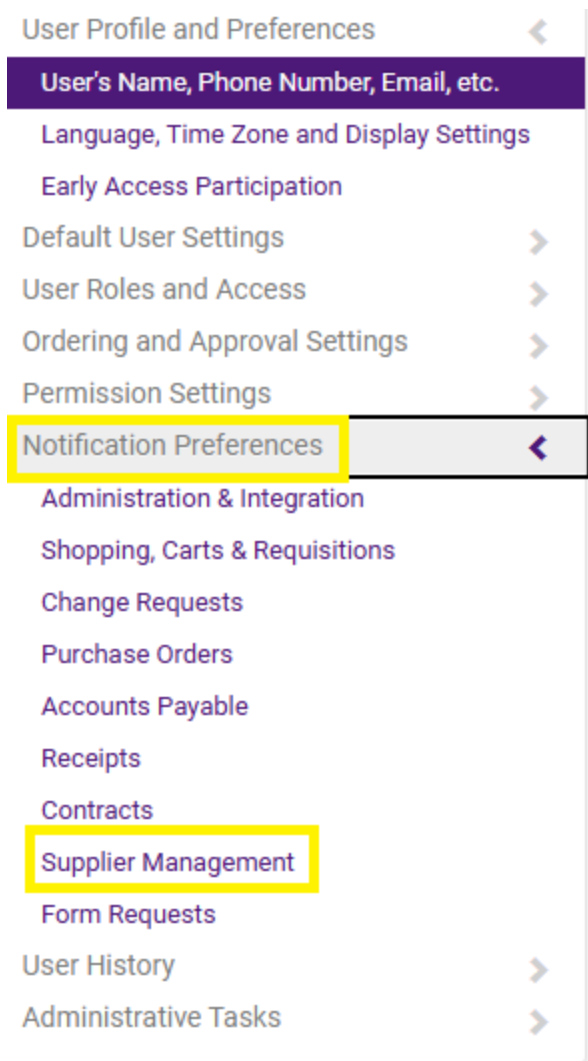
- Invited (x2),
- In Progress (supplier has started the registration),
- Profile Complete (supplier has completed the registration),
- Approved (TCU Procurement has approved the registration and the supplier is now visible in Jaggaer).

You may opt out of the status update emails, however doing so means you will not be notified when the supplier is visible in Jaggaer.

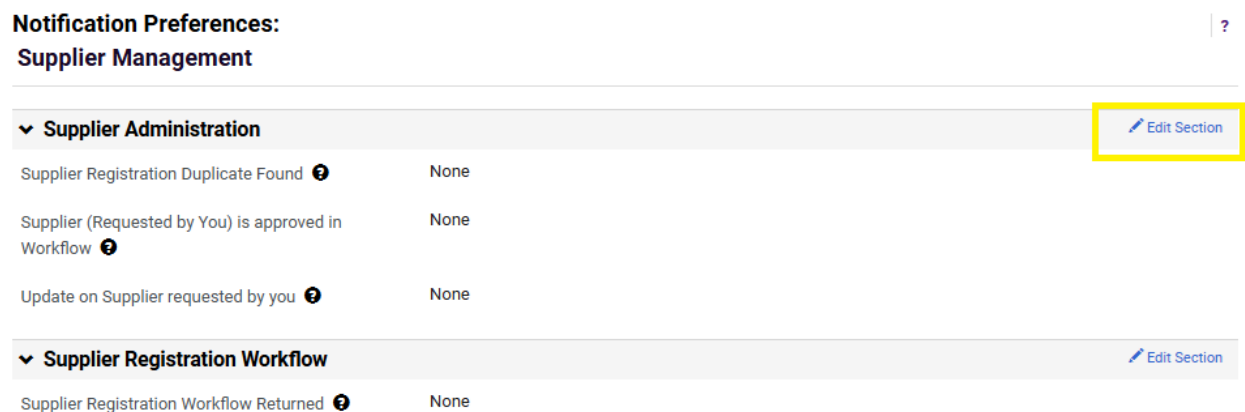
- 1) To opt out of the status emails, select Profile, then View My Profile in Jaggaer:



- 2) On the left-hand side, select Notification Preferences, and then Supplier Management:



3) In Supplier Management, select Edit Section:



- 4) On the Update on Supplier requested by you line, select Override and then Email from the dropdown (this will turn off the emails). Select Save Change

Update on Supplier requested by you ⓘ

☐ Default ☒ Override

None ▼

Save Changes Cancel

You will now receive only one email (when invite is sent to potential supplier) regarding the status of your New Supplier Request.