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## Contact Us

### Purchasing Office

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**TO:** Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans, and Vice Presidents, Departmental Administrators, Departmental Requesters

**FROM:** Andrea M. Marks, MBA, CPA  
Vice President and Chief Financial Officer

**SUBJECT:** Jaggaer Expands Direct Connect

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### JAGGAER

Business Affairs is pleased to introduce Jaggaer, a new tool to enhance our procurement process, to the campus buying community on May 16, 2017. Jaggaer, a product formerly known as SciQuest, will expand the number of catalogs in our Direct Connect system from the current six to thirteen catalogs from preferred suppliers, many with which UT System has negotiated best pricing and best value.

### IMPORTANT TRANSITION CONSIDERATIONS

Transitioning to Jaggaer will require downtime for Direct Connect beginning Thursday, May 11<sup>th</sup> at 1 p.m. until Tuesday, May 16<sup>th</sup> at 8 a.m. During this timeframe, other requisition types will remain available. **All Direct Connect requisitions pending approval must be approved by 1 p.m. on May 11<sup>th</sup>. Unapproved Direct Connect requisitions will be programmatically canceled.**

### TWO WAYS TO SHOP

The new Jaggaer ordering system offers two ways to shop. Existing PeopleSoft requesters will automatically become requesters in Jaggaer. All HSC users will have the ability to shop the catalogs in Jaggaer. The following chart compares and contrasts the two Jaggaer roles.

<b>JAGGAER ROLES</b>	<b>Who has this role?</b>	<b>Accesses Jaggaer from the...</b>	<b>Can return a cart to PeopleSoft?</b>
<b>Requester</b>	PeopleSoft Requesters (i.e. can create a requisition)	PeopleSoft Financials requisition	Yes
<b>Shopper</b>	<u>Anyone</u> who has a UTHSCSA domain username	Shibboleth login page	No; assigns cart to a Requester

The new Shopper role can be a useful alternative means of accessing the Direct Connect catalogs. Examples of where the Shopper role might be used include:

- Faculty/Researchers who want to browse the catalogs without having to learn how to create a requisition.
- Requesters who want to browse the catalogs without having to create a requisition.
- Departments seeking to reduce the number of departmental requesters, yet still allow employees a way to research product alternatives.

## NEW SUPPLIERS

Jaggaer will more than double the number of Direct Connect catalogs available from preferred suppliers. In addition, two new Historically Underutilized Business (HUB) suppliers are being added: Possible Missions and Summus Industries. Below is a complete list of the suppliers and the products/services they provide:

<b>Supplier</b>	<b>Products/Services</b>
Airgas	Compressed gasses, dry ice, liquid nitrogen
Cell Signaling Technology	Antibodies, ELISA kits, ChiP kits, proteomics
EMD Millipore	Scientific supplies and equipment
Eppendorf	Scientific supplies and equipment
Fisher Scientific* (Possible Missions)	Scientific supplies and equipment
Grainger (Burgoon)*	Maintenance, repair and operational supplies
Henry Schein	Dental equipment and supplies
McKesson*	Medical Supplies
Qiagen	Molecular samples and assays
SHI Government Solutions*	Technology equipment and supplies
Sigma-Aldrich*	Scientific supplies and equipment
Summus Industries	Scientific supplies and equipment
Today's Business Solutions*	Office Supplies

\*Existing Direct Connect catalogs

**INFORMATIONAL VIDEOS**

No training will be needed to begin using Jaggaer; however, two informative videos have been developed, one for Requesters and another for Shoppers. Each video illustrates how these roles access Jaggaer and use its features. The videos will be available in the Knowledge Center (KC) later this week. Look for these KC courses: *Using Jaggaer as a Requester* and *Using Jaggaer as a Shopper*.