TSM Overview:
Provides a standard process for onboarding Suppliers across UC and allows suppliers to input and update their own information in one tool. TSM replaces the UC Business Information Forms (BIF) for suppliers onboarded in TSM.

TSM VIEWER

Searching for Suppliers:

Simple and Advanced Search:
Search the entire database of suppliers based on different criteria

Exporting Suppliers:
Based on search results, select Export All Suppliers or Export Selected Suppliers.

Browsing Suppliers:

By Commodity Code:

Question? Please contact your Supplier Registration & Sourcing (SRS) Campus Primary Representative (CPR) if you have any questions.
RFx VIEWER
Same permission as the TSM Viewer above, plus RFx

RFx Information:
• To see a list of events you are associated with and information associated with the events go to Sourcing Director tab -> RFx Explorer

Access Log:
• From the Sourcing Director tab, select RFx Explorer to see a list of RFx events
• Go to the Action dropdown and select RFx Access Log to see each supplier’s activity associated with the selected RFx event
• RFx Access Log list: Supplier Name and Contact, Prerequisite Acceptance Progress, Attachment Download Progress, Question Response Progress, Bidding Progress, Attachment Response Progress, Intent to Bid, Bid Submitted, Activity
  o From Activity tab, select Activity Log to see a pop up window of details for each supplier’s activity in the system: Page name, url, Access Date and Time

RFx History
• From the Sourcing Director tab, select RFx Explorer to see a list of RFx events
• Go to the Action dropdown and select RFx History to a history of actions associated with the selected RFx event

Helpful Links:
To review the RFx/TSM Viewer training: RFx/TSM Viewer Training Recording
For technical Assistance: support@ucprocure@zendesk.com

Question? Please contact your Supplier Registration & Sourcing (SRS) Campus Primary Representative (CPR) if you have any questions.