

Supplier Onboarding – Self-Governed Student Org (SGSO)

Once an SGSO is active and registered in the Indiana University database, BeInvolved, there are several more steps needed to become a “supplier” in BUY.IU to receive payments. Indiana University (IU) is a member of the Jaggaer supplier network. To receive payment from IU, payees, referred to as “suppliers” in Jaggaer, must complete the supplier onboarding process and join the network. IU’s Jaggaer registration portal is called BUY.IU. Once established, your supplier portal is used to manage payment information, addresses, tax forms, and more.

The Jaggaer portal is not accessible on mobile devices such as smartphones or tablets. It must be accessed from a desktop computer.

This document provides a step-by-step walkthrough to register an IU-SGSO in BUY.IU

Before you follow the steps in this document, locate the following items:

- **Indiana University supplier invitation email.** Reach out to your Student Life coordinator to let them know you are ready to set up a supplier profile. You will receive an invitation to register as a supplier.
- **Direct deposit (ACH) banking information.** Set up a bank account under the SGSO name with IU Credit Union IUCU is the recommended bank, but you can use another bank if preferred.
- **Scanned image of completed and signed W-9 tax form.** [Apply for an EIN with the IRS.](#) Legal Structure = Community or Volunteer Group
- **Org shared/group email address.** Though this is not required, it is strongly recommended to have an email address that future members of your org can easily obtain access to.

Already started the process and need to pick up where you left off? [Click here.](#)

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Invitation

The onboarding process begins when an IU staff member requests your addition to the supplier network. IU Purchasing reviews the request, and, once approved, invites you to begin the onboarding process via email. This email invitation will come from the email address buyiu.noreply@iu.edu, have a sender name of “Indiana University,” and will look like the example below.

Click **Register Now** to establish your username and password



Supplier Invitation for Indiana University

Dear The Sampson Project,

A staff member at Indiana University has requested your addition to the IU supplier network. IU uses Jaggaer, a best-in-class procure-to-pay system. To join our network and do business with IU, you must establish your identity in our supplier portal. In this portal, you will be prompted to enter information such as tax forms and payment details.

Important: Indiana University uses Purchase Orders for securing goods and services. For all purchases, an invoice must be submitted with the Indiana University PO Number included before payment will be issued.

To get started, click the “Register Now” button below.

[Register Now](#)

You can learn more about the onboarding process by reviewing our [New Supplier Registration video](#) which provides an overview of the process. Additional resources are available on our [For Suppliers page](#).

If you have any questions please contact the Supplier Data Management Team using our [support form](#).

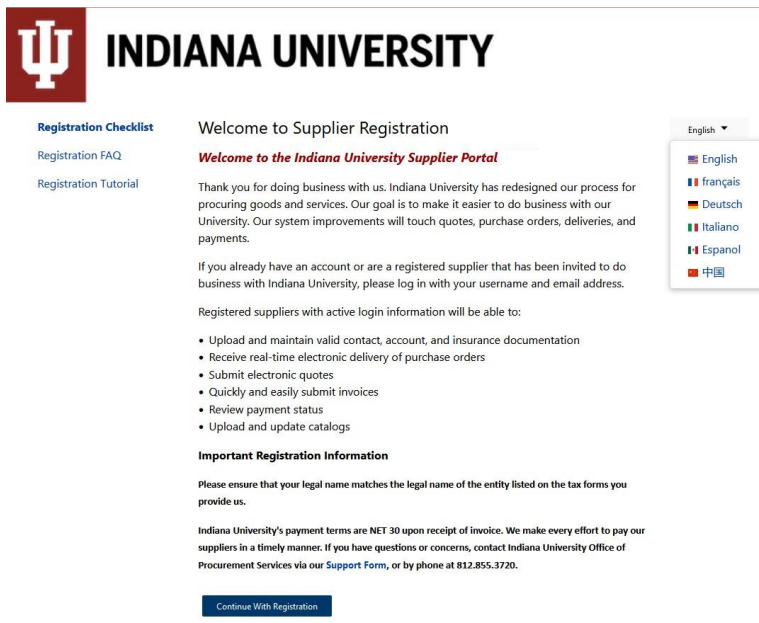
We look forward to working with you!

Thank you.

You will also receive reminder emails from Jaggaer directly. These messages come from support@sciquest.com and contain contact information for Jaggaer’s support team.
Please Reach out to your Student Life coordinator you are working with for assistance first before contacting Jaggaer.

Create Your Jaggaer Network Account

After clicking **Register Now** in the email invitation, the registration page opens in a browser window. Click the drop-down in the upper right-hand corner to select a language, if desired, then **Continue with Registration** to proceed.



INDIANA UNIVERSITY

Registration Checklist

- Registration FAQ
- Registration Tutorial

Welcome to Supplier Registration

Welcome to the Indiana University Supplier Portal

Thank you for doing business with us. Indiana University has redesigned our process for procuring goods and services. Our goal is to make it easier to do business with our University. Our system improvements will touch quotes, purchase orders, deliveries, and payments.

If you already have an account or are a registered supplier that has been invited to do business with Indiana University, please log in with your username and email address.

Registered suppliers with active login information will be able to:

- Upload and maintain valid contact, account, and insurance documentation
- Receive real-time electronic delivery of purchase orders
- Submit electronic quotes
- Quickly and easily submit invoices
- Review payment status
- Upload and update catalogs

Important Registration Information

Please ensure that your legal name matches the legal name of the entity listed on the tax forms you provide us.

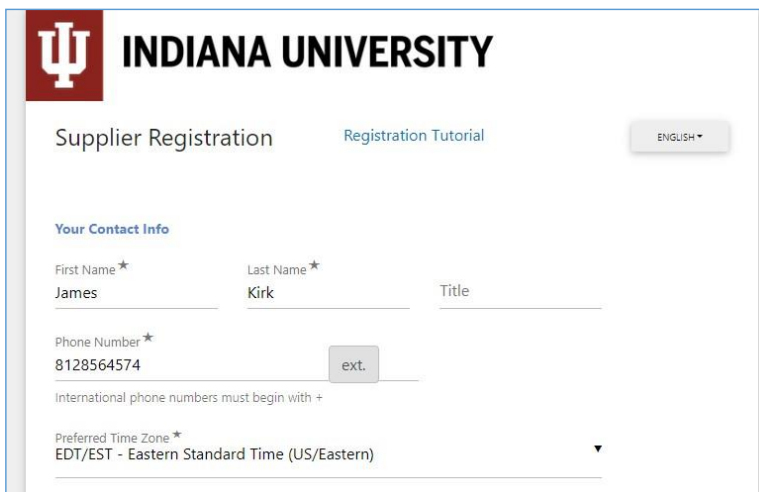
Indiana University's payment terms are NET 30 upon receipt of invoice. We make every effort to pay our suppliers in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via our [Support Form](#), or by phone at 812.855.3720.

[Continue With Registration](#)

English ▾

- English
- français
- Deutsch
- Italiano
- Espanol
- 中国

Fields marked with a star are required. Verify your first and last name and enter your phone number in the appropriate field. Update your time zone if needed.



INDIANA UNIVERSITY

Supplier Registration [Registration Tutorial](#) ENGLISH ▾

Your Contact Info

First Name * Last Name * Title

James Kirk

Phone Number * ext.

8128564574

International phone numbers must begin with +

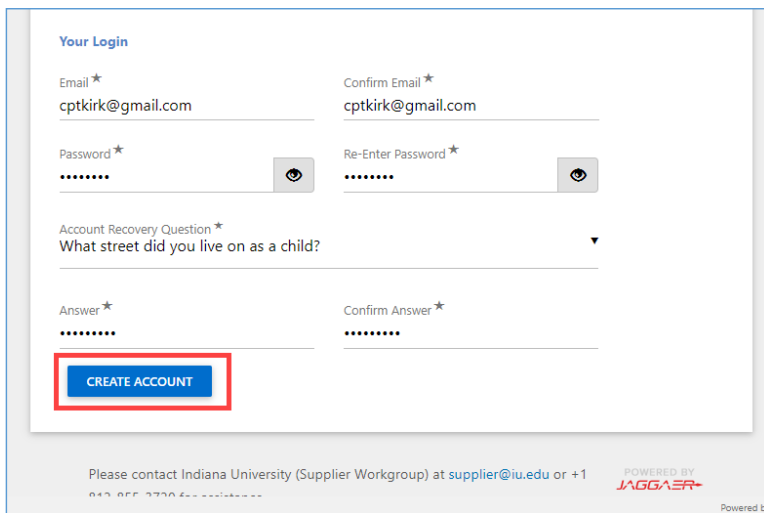
Preferred Time Zone * ▾

EDT/EST - Eastern Standard Time (US/Eastern)

Proceed to the **Your Login** section of the page. Confirm your email address and establish a password.

Your email address acts as your username when accessing the supplier portal. **Store your username and password in a safe place!** You will need this information to login to the portal and make changes in the future.

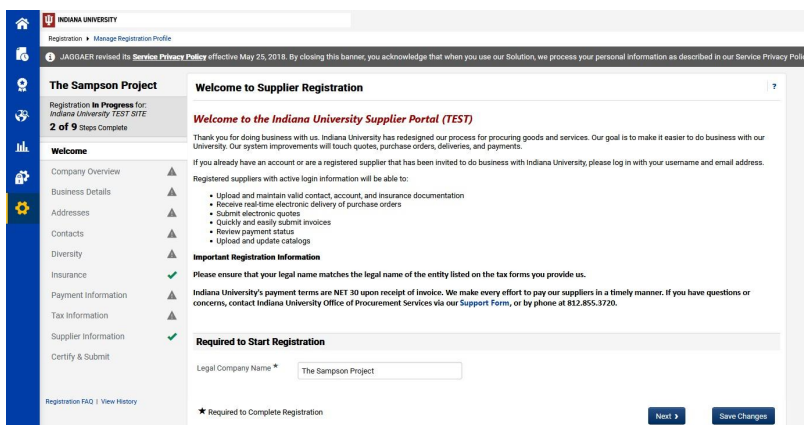
Answer the Account Recovery Question and click **Create Account** to establish your account.



Upon creating your account you will automatically be transferred the supplier portal.

Complete and Submit Registration Information

The supplier registration page is made up a series of sections, visible in the left-hand menu. Each section is followed by a checkmark. Completed sections are represented by green checkmarks. Sections with gray checkmarks require additional information.



Throughout the registration process you will see fields marked with a star.

These fields are required and must be satisfied to complete your registration. All other fields are optional.

Welcome

On the Welcome page, enter the SGSO name in the "Legal Company Name" Field, then click **Next**.

INDIANA UNIVERSITY
Registration | Manage Registration Profile

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our [Service Privacy Policy](#).

The Sampson Project

Registration In Progress for:
Indiana University TEST SITE
2 of 9 Steps Complete

Welcome

- Company Overview ▲
- Business Details ▲
- Addresses ▲
- Contacts ▲
- Diversity ▲
- Insurance ✓
- Payment Information ▲
- Tax Information ▲
- Supplier Information ✓
- Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

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Thank you for doing business with us. Indiana University has redesigned our process for procuring goods and services. Our goal is to make it easier to do business with our University. Our system improvements will touch quotes, purchase orders, deliveries, and payments.

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Please ensure that your legal name matches the legal name of the entity listed on the tax forms you provide us.

Indiana University's payment terms are NET 30 upon receipt of invoice. We make every effort to pay our suppliers in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via our [Support Form](#), or by phone at 812.855.3720.

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

[Next >](#) [Save Changes](#)

You are not required to complete the supplier onboarding process in one sitting. At any time, click **Save Progress** to save your work and return later.

Company Overview

Watch this video for help: [link here](#)

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Please provide all of your DBAs. If you have multiple DBAs, please separate them with semicolons.

Doing Business As (DBA)

Country of Origin should be the country you use for *tax purposes*. (US Citizens and Permanent Residents should select "United States")

Country of Origin *

Does your business have a DUNS number? * Yes No

Legal Structure *

**** Legal Structure shown is an example. Please Select "Other" for IU SGSO's**

If you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States.

Tax ID Number

Website

Additional Questions

Legal Structure Sub-Classification *

★ Required to Complete Registration

← Previous

Next →

Save Changes

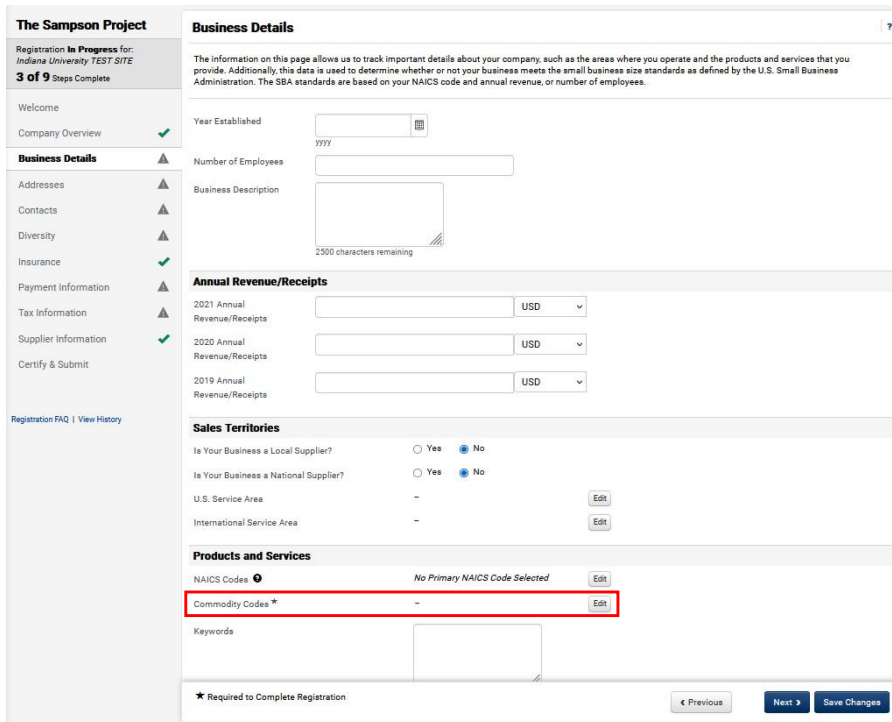
Company Overview

In the Company Overview section:

- Fill in the Doing Business As (DBA) if different from legal business name (example: Legal SGSO name is "IU Biology Club", but DBA is "IUBC") -- If there is no DBA name, please leave blank
- List Country of Origin as 'United States'
- Select "NO" for DUNS number (unless one has been assigned--usually not the case for SGSO's),
- Select Legal Structure as "Other"
- Tax ID Number is the EIN assigned by IRS ([Apply for an EIN with the IRS](#))
- Select "Not Applicable" for Legal Structure Sub-Classification.

Business Details

This area is mainly comprised of optional information about the company. The only required information is **Commodity Codes**.

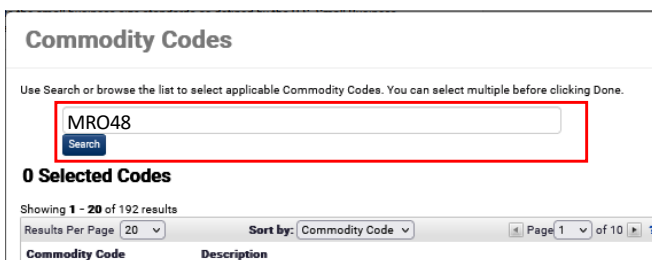


The screenshot shows the 'Business Details' section of a registration form. On the left is a navigation sidebar with 'Business Details' selected. The main content area includes sections for:

- Year Established**: A text input field with a calendar icon and a 'YYYY' placeholder.
- Number of Employees**: A text input field.
- Business Description**: A text area with a '2500 characters remaining' indicator.
- Annual Revenue/Receipts**: Three rows for 2021, 2020, and 2019, each with a text input and a 'USD' dropdown menu.
- Sales Territories**: Radio buttons for 'Local Supplier?' and 'National Supplier?' (both set to 'No'), and text input fields for 'U.S. Service Area' and 'International Service Area'.
- Products and Services**: A section with 'NAICS Codes' (set to 'No Primary NAICS Code Selected') and 'Commodity Codes *' (set to '-'). The 'Commodity Codes *' row is highlighted with a red box. Below it is a 'Keywords' text area.

 At the bottom right, there are 'Previous', 'Next', and 'Save Changes' buttons. A star icon indicates that 'Commodity Codes' is a required field.

Click Edit. A new window will open with a search box.



The screenshot shows a search window titled 'Commodity Codes'. It contains the instruction: 'Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.' Below this is a search input field containing 'MRO48' and a 'Search' button. Underneath, it shows '0 Selected Codes'. At the bottom, there is a table with columns 'Commodity Code' and 'Description'. The table shows 'Showing 1 - 20 of 192 results' and 'Page 1 of 10'.

Search "MRO48" and select commodity code. SGOs always use MRO48.

Click **Done** to Continue.

Your selection will populate.

Products and Services

NAICS Codes No Primary NAICS Code Selected [Edit](#)

Commodity Codes * PR022 (Marketing Services, Surveys, Market Research, Student Recruitment) [Edit](#) [Remove](#)

Keywords 700 characters remaining

★ Required to Complete Registration [Previous](#) [Next](#) [Save Changes](#)

Click **Next** to continue

Addresses

We require three types of addresses: Fulfillment, Physical, and Remittance. If there is only one address for all of these types, please ensure all three sections are checked in the “Add Address” box (see below)

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE
4 of 9 Steps Complete

[Welcome](#)

Company Overview ✓

Business Details ✓

Addresses ▲

Contacts ▲

Diversity ▲

Insurance ✓

Payment Information ▲

Tax Information ▲

Supplier Information ✓

Certify & Submit

Registration FAQ | View History

Addresses ?

Please enter any addresses from which your organization does business to help us route information and communication correctly.

Fulfillment - Where IU will send POs

Physical - a physical address, perhaps headquarters, or your Tax Address

Remittance - An address associated with where IU will send payment, perhaps the accounts receivable location

Required Information

The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

No addresses have been entered

[Add Address](#) Hide Inactive Addresses

[Previous](#) [Next](#)

Click **Add Address**

A new window will appear.

Add Address ✕

Basic Information ? (Step 1 of 3)

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

* Required to Complete Registration

Next >

Add a title for this address. Check the corresponding boxes for this address.

Click **Next**

Reminder: fields marked with a star are required. All other fields are optional.

Complete all relevant and required fields.

This is where you indicate how you want purchase order distributed: email or fax.

Add Address

Address Details ? (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address? *

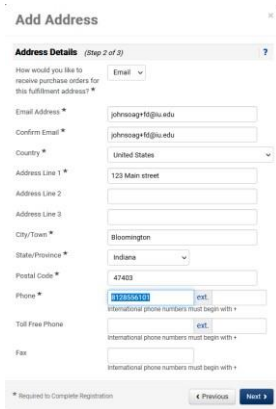
Email

Email

Fax

Email Address *

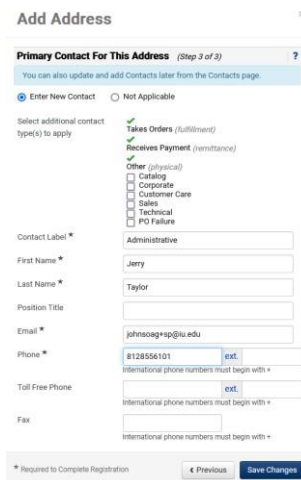
fd@iu.edu



Click **Next**

A new screen will appear.

Enter a company contact. If you click **Not Applicable**, you will be required to enter a contact on the next screen.



Click **Save Changes**. If additional addresses are necessary, repeat this process for each distinct address.

The Address and Contact sections are now complete.

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Registration In Progress for:
Indiana University 1237 SITE
6 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓**
- Contacts ✓
- University ▲
- Insurance ✓
- Payment Information ▲
- Tax Information ▲
- Supplier Information ✓
- Certify & Submit

Registration FAQ | View History

Addresses

Please enter any addresses from which your organization does business to help us route information and communication correctly.

Fulfillment - Where IU will send POs
Physical - a physical address, perhaps headquarters, or your Tax Address
Remittance - An address associated with where IU will send payment, perhaps the accounts receivable location

Address Label	Address Types	Address
Business	Remittance (Primary) Fulfillment (Primary) Physical (Primary)	123 Main street Bloomington, Indiana, 47403 United States

[Add Address](#)

Show Inactive Addresses

◀ Previous Next ▶

Click **Next**

Contacts

Contacts receive notifications related to orders established with IU. You are required to have one contact on file to satisfy this section of the registration process. This should be a contact within your SGSO (treasurer, president, adviser, etc).

If you added a contact when adding another address this section will already be complete.

Click **Add Contact**

Kirk, James

Registration In Progress for:
Indiana University
3 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts**
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

Contacts

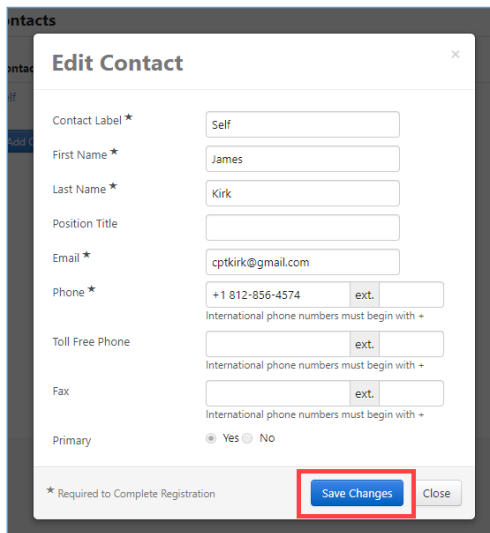
Contact Label	Name	Email
Add Contact		

◀ Previous Next ▶

Enter contact information relevant to the company.

Reminder: fields marked with a star are required. All other fields are optional.

Click **Save Changes** to save the contact to your profile.



Repeat these steps as many times as desired to add additional contacts to your profile. Click **Next** to continue to the **Diversity** section.

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Registration In Progress for:
Indiana University TEST SITE
6 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts** ✓
- Diversity ▲
- Insurance ✓
- Payment Information ▲
- Tax Information ▲
- Supplier Information ✓
- Certify & Submit

[Registration FAQ](#) | [View History](#)

Contacts ?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Contact Label	Contact Types	Name	Email	
Administrative	Fulfillment (Primary) Remittance (Primary) Other (Primary)	Taylor, Jerry	johnsoag+sp@iu.edu	Edit ▾

[Add Contact ▾](#) [Show Inactive Contacts](#)

◀ Previous
Next ▶

Click **Next**

Diversity

Click **Add Diversity Classification**

The Sampson Project Diversity

Registration in Progress for Indiana University / IUSTE OFTE
6 of 9 Steps Complete

Welcome

- [Company Overview](#) ✓
- [Business Details](#) ✓
- [Addresses](#) ✓
- [Contacts](#) ✓
- Diversity** ▲
- [Insurance](#) ✓
- [Payment Information](#) ▲
- [Tax Information](#) ▲
- [Supplier Information](#) ✓
- [Certify & Submit](#)

[Registration FAQ](#) | [View History](#)

We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization. A response is required. For additional explanation of all the diversity classifications listed below please visit our website at <https://www.indiana.edu/~busdiv/certification.shtml>.

Important: Do not combine critical data documents such as SSN or Bank information with an uploaded Diversity Certificate.

Refer to Indiana University's page on how to properly redact information from documents before uploading - <https://kh.iu.edu/isdgl>.

Required Information

Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

Click the button below to choose the diversity classifications that apply to your business.

Add Diversity Classifications

Additional Questions

Do you have a designation that is not listed above?

Yes
 No

Do you have a certifying agency not mentioned above?

Yes
 No

[Previous](#) [Next](#) [Save Changes](#)

A new window will appear. Select **Does Not Qualify**.

Small Business Status and Diversity Classifications ✕

No Classification

Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)

Federal Diversity Classifications

<input type="checkbox"/> Small Business	<input type="checkbox"/> 8(a) Business Development Program (8a)
<input type="checkbox"/> HUBZone Small Business (HUBZ)	<input type="checkbox"/> Service-Disabled Veteran-Owned Small Business (SDVOSB)
<input type="checkbox"/> Small Disadvantaged Business (SDB)	<input type="checkbox"/> Veteran-Owned Small Business (VOSB)
<input type="checkbox"/> Woman-Owned Small Business (WOSB)	<input type="checkbox"/> Disabled Veteran Owned Business (DVBE)
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/> Minority Business Enterprise (MBE)
<input type="checkbox"/> Service Disabled Veteran (SDVB)	<input type="checkbox"/> Veteran Owned Business (VBE)
<input type="checkbox"/> Woman Business Enterprise (WBE)	

State Diversity Classifications

State of Indiana Minority Business Enterprise (IN-MBE) State of Indiana Woman Business Enterprise (IN-WBE)

State of Indiana Veteran Owned Business (IN-VBE)

Done Close

Click **Done**

Click **Next**

[Insurance](#)

Most SGSOs do not require insurance. If insurance is needed, click **Add Insurance** and upload supporting document of Liability insurance.

If insurance is not required, click Next

INSURANCE CARRIERS

All insurance carriers selected by supplier must be rated "A-" or above in the most recent edition of the "A.M. Best's Key Rating Guide."

Important: Do not combine critical data documents such as SSN or Bank Information with an uploaded Insurance Certificate.

Refer to Indiana University's page on how to properly redact information from documents before uploading - <https://kb.iu.edu/d/adgl>

No Insurance has been entered.

Add Insurance ▾

◀ Previous

Next ▶

Payment Information

SGSOs are required to receive payment via ACH/Direct Deposit

Please do not select Check or Wire Transfer options

The Sampson Project

Registration in Progress for Indiana University TEST SITE

7 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information** ▲
- Tax information ▲
- Supplier Information ✓
- Certify & Submit

Registration FAQ | View History

Payment Information

IMPORTANT: Currency on all invoices must match the currency stated on Indiana University issued purchase orders.

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.

The order of prioritization of payment methods is:

- **US Bank Payment Plus – Single Use Credit Card**
 - Sign up at US Bank is required to properly receive payment. Option will not be activated until setup is complete. Contact iu@supplier-services.com.
- **Direct Deposit (ACH)**
 - IU sends ACH payments only in CCD format in USD.
 - IU only sends ACH payments to US-based bank accounts.
- **Wire Transfer**
 - Limited to foreign transactions only. US based suppliers will be asked to submit direct deposit details if only wire transfer information is provided.
 - Method is approved before wire transfer will be sent.
 - Payment must be made to a bank account in the same name as the supplier.
- **Check**
 - Payment is made to the remittance address on file. Please keep this information up to date.

If no payment method is selected the default payment method is a check to the remittance address on file.

If you have a Sub-Award Contract with Indiana University requiring payment in US Dollars, set USD (United States Dollar) as the preferred currency for payments.

Please note that Indiana University's preference for payment terms is NET 30 upon receipt of invoice because this is the shortest period in which we can consistently ensure payment. The University makes every effort to uphold our commitment to pay our vendors in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via our [Support Form](#), or by phone at 812.855.3720.

Required Information

At least one payment type is required to complete this section.

Payment information has been entered.

Add Payment Information ▾

◀ Previous

Next ▶

You may enter multiple payment methods but may only have one active payment method.

Payment via Direct Deposit (ACH)

Select **Direct Deposit (ACH)** from the drop-down menu. A new window opens where you can enter your banking information.

Supplier Onboarding – IU SGSO

Page | 15

Last Updated: 10/30/2023

Required Information
 At least one payment type is required to complete this section.

No payment information has been entered.

Add Payment Information ▾

- Direct Deposit (ACH)
- Check
- Wire Transfer

Reminder: fields marked with a star are required. All other fields are optional.

Electronic Remittance Email field is required. This email will receive a summary of the payment made to the provided ACH/Direct deposit account. Ideally, this should be a group email for your org.

Add Payment Information

Only associated countries are displayed.

Payment Title *	<input type="text" value="ACH"/>
Country *	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="United States"/> ▾
Payment Type *	Direct Deposit (ACH)
Direct Deposit Format	<input style="border: 1px dashed #ccc;" type="text" value="ACH"/> ▾
Remittance Address	<input type="text" value="Business (Remittance)"/> ▾
Electronic Remittance Email	<input type="text" value="AR@SP.com"/>
Currency *	<input type="text" value="USD"/> ▾

Next, enter your bank account information in the **Bank Account** section. Click the **What is this?** link for help locating your routing and account numbers.

Routing and account numbers are not the same as debit or credit card numbers.

Click **Save Changes** to save your work.

Bank Account

Country *	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="United States"/> ▾
Bank Name *	<input type="text" value="Indiana Credit Union"/>
Account Holder's Name *	<input type="text" value="The Sampson Project"/>
Account Type *	<input type="text" value="Checking"/> ▾
Routing/Transit Number *	<input type="text" value="xxxxxxx"/> What is this?
Account Number *	<input type="text" value="xxxxxxxxxxx"/>
Confirm Account Number *	<input type="text" value="xxxxxxxxxxx"/>

Once payment information is entered, click **Next**.

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE

8 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information** ✓
- Tax Information ⚠
- Supplier Information ✓
- Certify & Submit

Registration FAQ | View History

Payment Information ?

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Title ▾	Payment Type	Currency	Active	
ACH	Direct Deposit (ACH)	USD	Yes	Edit

[Add Payment Information ▾](#)

◀ Previous
Next ▶

Tax Information

A completed and signed W-9 tax form is required to complete registration. Click **Add Tax Document** and select **W-9**.

Kirk, James

Registration **In Progress** for:
Indiana University

4 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information** ✓

Tax Information ?

Tax Information is used for payment. Please download prefilled form, review for accuracy, sign and upload.

Required Information

At least one tax document is required to complete this section.

No tax information has been entered

Add Tax Document ▾

W-9

Additional Questions

Enter a name for the tax form in the **Tax Document Name (Example: SGSO W9)** field and select the year the form was signed from the **Tax Document Year** drop-down menu.

If you already have a completed tax document on hand, click **Select file** to upload the document.

The screenshot shows a web form titled "Add Tax Document" with a close button (X) in the top right corner. The form contains the following fields:

- Tax Type ***: W-9
- Tax Document Name ***: Sampson Project
- Tax Document Year**: 2021 (dropdown menu)
- Tax Documentation ***: A file upload area containing a "Select file" button (highlighted with a red box) and the text "Drop file to attach, or browse." Below this area is a blue link: "Download Pre-populated Tax Document".

At the bottom of the form, there is a note: "* Required to Complete Registration". To the right of this note are two buttons: "Save Changes" (dark blue) and "Close" (light grey).

If you do not have a completed W-9 form saved to your computer, click **Download Pre-populated Tax Document**. Jaggaer generates a W-9 tax form which contains information previously entered during the registration process.

This screenshot is identical to the one above, showing the "Add Tax Document" form. In this version, the "Download Pre-populated Tax Document" link is highlighted with a red box, indicating the recommended action for users who do not have a W-9 form saved on their computer.

On your W9 form: Ensure that Tax Classification is 'Other' and please fill in "Community or Volunteer Group" in the blank space to the right

Once uploaded, click **Save Changes** to upload the document to your profile.

Add Tax Document ✕

Tax Type * W-9

Tax Document Name *

Tax Document Year

Tax Documentation *

Select file Drop file to attach, or browse. Done

5. W-9.pdf 100% ✕

[Download Pre-populated Tax Document](#)

* Required to Complete Registration

Save Changes
Close

Enter the date the form was signed in the **Tax Form Signature Date** field. You may also select the date using the calendar widget to the right of the field.

Click **Save Changes** to save your progress and **Next** or **Proceed to Certify and Submit** to continue.

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE
9 of 9 Steps Complete

Welcome

[Company Overview](#) ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Supplier Information ✓

[Certify & Submit](#)

Registration FAQ | View History

Tax Information ?

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
Sampson Project	W-9	2021	View Document

[Add Tax Document](#)

Additional Questions

Tax Form Signature Date * ?

📅
mm/dd/yyyy

← Previous
Next →
Proceed to Certify and Submit ▶
Save Changes

Supplier Information

This section is optional for **Shipping Terms**. Please leave blank. Click "Next"

Supplier Onboarding – IU SGSO

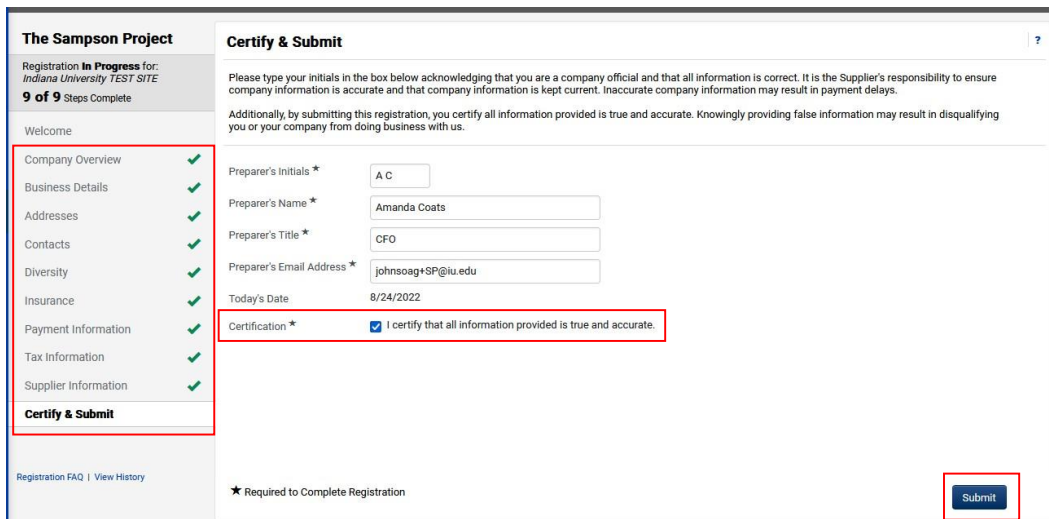
Page | 19

Last Updated: 10/30/2023

Click **Proceed to Certify and Submit**

Certify & Submit

Finally, verify your name, title, and email address in the appropriate fields. Prior to submission, you can review or update a section by selecting it from the left-hand menu.



The Sampson Project

Registration **In Progress** for:
Indiana University *TEST SITE*
9 of 9 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Supplier Information ✓
- Certify & Submit**

Registration FAQ | View History

Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials *

Preparer's Name *

Preparer's Title *

Preparer's Email Address *

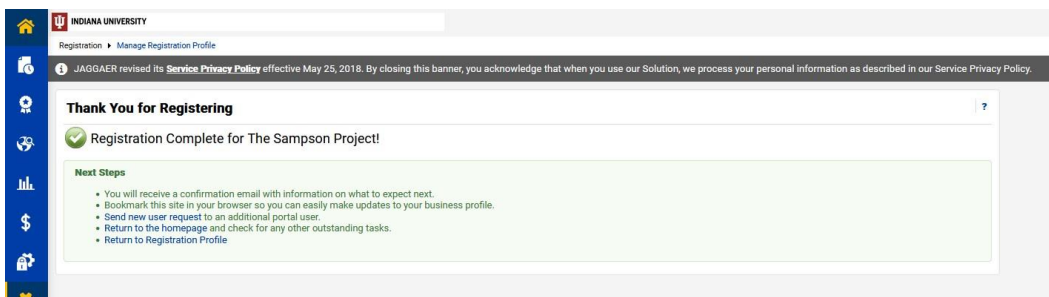
Today's Date

Certification * I certify that all information provided is true and accurate.

★ Required to Complete Registration

Once you are satisfied that the information you have entered is correct, **check the box next to Certification** and click **Submit**.

After submission, you will see a confirmation screen like the one



INDIANA UNIVERSITY

Registration > Manage Registration Profile

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Thank You for Registering

Registration Complete for The Sampson Project!

Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- Send new user request to an additional portal user.
- Return to the homepage and check for any other outstanding tasks.
- Return to Registration Profile

Additionally, you will receive an email confirming your submission.

Supplier Registration Complete for Indiana University TEST SITE



Indiana U TEST Site <buyiu.noreply@iu.edu>
To: johnsoag+5P@iu.edu

If there are problems with how this message is displayed, click here to view it in a web browser.

Supplier Registration Complete for Indiana University TEST SITE

Dear The Sampson
TEST ENVIRONMENT

Thank you for completing your Jaggaer registration profile. Your information has been submitted to Indiana University TEST SITE and is awaiting review. The IU Supplier Workgroup will contact you with any questions they may have. As a reminder, you can log into your secure account by visiting Indiana University TEST SITE's [Customer Portal Login Link](#)

In the meantime, review our [For Suppliers page](#) for additional information regarding the features of your new portal, including invoice submission and payment tracking. You may login to your portal at any time by visiting the [Jaggaer](#)

Please contact the IU Supplier Workgroup with any questions by emailing supplier@iu.edu or calling (812) 855-3720, option 1.

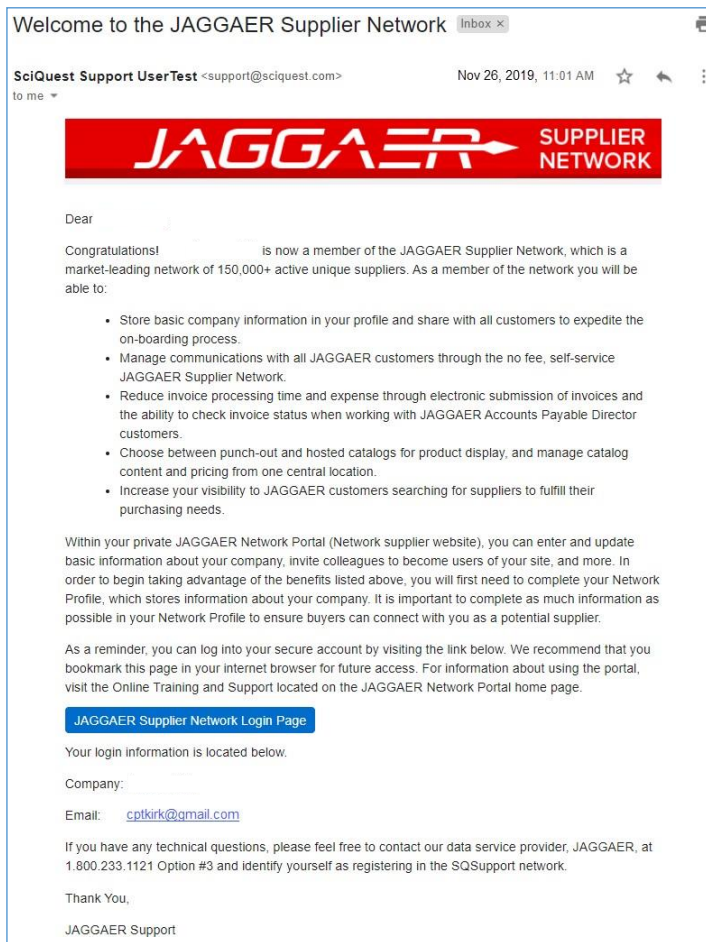
Thank You
TEST ENVIRONMENT

Indiana University TEST SITE

Registration Approval

IU Purchasing will review your information and contact you if any additional information is needed. Communication will be sent via email from the address buyiu.noreply@iu.edu or helpmeiu@iu.edu

Once your registration is approved, you will receive a confirmation email like the one below. This message will come from support@sciquest.com. This confirmation notice may take up to 48 hours to be delivered.



Congratulations! You are now a member of the Jaggaer supplier network and may receive payments from IU.

Continue Registration

Access your supplier registration by [logging in on the Jaggaer supplier portal](#). Once logged in, click **Indiana University** in the Customer Portal Access section.

The screenshot shows the JAGGAER Supplier Network interface. The user is logged in as James Kirk. The 'Customer Portal Access' section contains a table with the following data:

Customer	Registration Status	Customer Contact
Indiana University	Complete	Indiana University

A red box highlights the 'Indiana University' entry, and a red arrow points to it from the left.

If it is the first time you are accessing your portal after your initial login, a pop-up window will appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

Check the box next to “Don’t show me this again” and click **OK** to dismiss the message and continue.

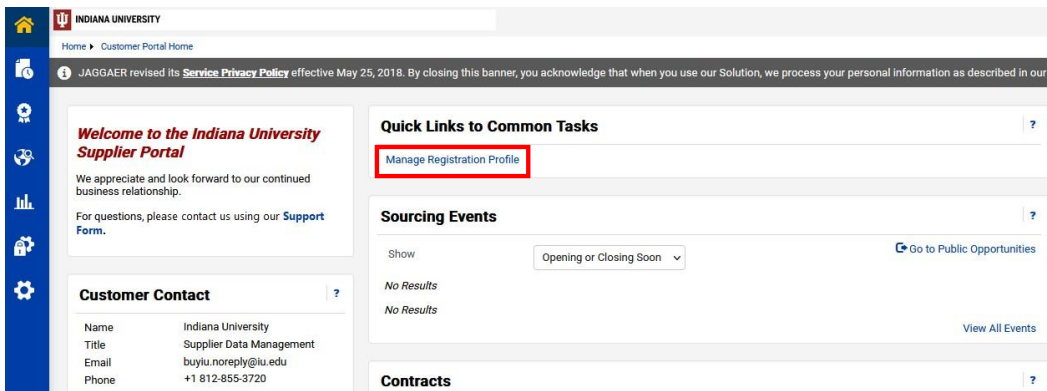
The screenshot shows a pop-up window titled 'Customer Portal Access'. The text inside reads:

You are being redirected to the **Indiana University** portal, where you can manage your relevant data, invoices, and events.

To return to the network portal, access your user name at the top of the page and “Return to JAGGAER Supplier Network.”

At the bottom of the window, there is a checkbox labeled 'Don't show me this again' which is checked and highlighted with a red box. To the right of the checkbox is an 'OK' button, also highlighted with a red box, and a 'Close' button.

In the IU portal, click **Manage Registration Profile** to continue completing the registration process.



INDIANA UNIVERSITY
Home > Customer Portal Home

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our

Welcome to the Indiana University Supplier Portal

We appreciate and look forward to our continued business relationship.

For questions, please contact us using our [Support Form](#).

Quick Links to Common Tasks

[Manage Registration Profile](#)

Sourcing Events

Show: [Go to Public Opportunities](#)

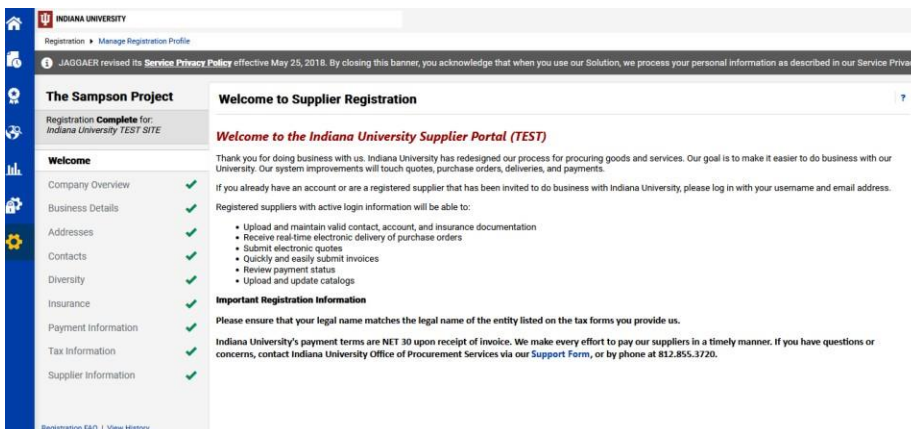
No Results
No Results [View All Events](#)

Customer Contact

Name	Indiana University
Title	Supplier Data Management
Email	buyiu.noreply@iu.edu
Phone	+1 812-855-3720

Contracts

Select a section from the left-hand menu to continue registering. Sections marked with a green checkmark are complete. Gray checkmarks represent sections which require additional information.



INDIANA UNIVERSITY
Registration > Manage Registration Profile

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The Sampson Project

Registration **Complete** for:
Indiana University *TEST SITE*

Welcome to Supplier Registration

Welcome to the Indiana University Supplier Portal (TEST)

Thank you for doing business with us. Indiana University has redesigned our process for procuring goods and services. Our goal is to make it easier to do business with our University. Our system improvements will touch quotes, purchase orders, deliveries, and payments.

If you already have an account or are a registered supplier that has been invited to do business with Indiana University, please log in with your username and email address.

Registered suppliers with active login information will be able to:

- Upload and maintain valid contact, account, and insurance documentation
- Receive real-time electronic delivery of purchase orders
- Submit electronic quotes
- Quickly and easily submit invoices
- Review payment status
- Upload and update catalogs

Important Registration Information

Please ensure that your legal name matches the legal name listed on the tax forms you provide us.

Indiana University's payment terms are NET 30 upon receipt of invoice. We make every effort to pay our suppliers in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via our [Support Form](#), or by phone at 812.855.3720.

Registration FAQ | View History