


Registration Check List for Self-Governed Student Org (SGSO)

Please only provide tax and payment information for the SGSO you are registering for. DO NOT ENTER PERSONAL TAX OR PAYMENT INFORMATION. If you are not an SGSO, stop and notify helpmeiu@iu.edu.

Getting Started: [Click here for Invitation directions](#)

- Follow the registration invite from buyiu.noreply@iu.edu. You should see a  watermark and/or “Welcome to Indiana University...” If you do not see this, you are not in the correct registration portal.
- All fields marked with a star [★] are required. Sections marked with an alert symbol [⚠] are incomplete. Sections marked with a green checkmark [✓] are complete. Note that the Insurance and Supplier Information fields are pre-completed.

Welcome Section: [Click here for Welcome instructions](#)

- Legal Company Name – This must be your SGSO’s legal company name as provided to the IRS.

Company Overview Section: [Click here for Overview instructions](#)

- DBA: Any other names your SGSO may go by (optional). Country of Origin: Select ‘United States’.
- Legal Structure: Select ‘Other’.
- US Tax ID Number: Enter the SGSO’s Employer Identification Number (EIN). You can find this number on the SS-4 form, provided by the IRS upon completion of EIN application.

Addresses Section: [Click here for Addresses instructions](#)

- Address Label: Label this the name of your SGSO.
- Complete all fields, including phone number.

Contacts Section: [Click here for Contacts instructions](#)

- You must enter at least one contact. This should be your group’s contact information.

Business Details: [Click here for Business Details instructions](#)

- Enter Commodity Code ‘PRO36’ on the Commodity Codes section of ‘Products and Services’.

Payment Information Section: [Click here for Payment Information instructions](#)

- An SGSO is required to have an **ACH/Direct Deposit Payment Method**. The ‘Account Holder Name’ field must match the SGSO’s legal name.
- **Do not provide personal banking details.**
- Payment Title: This is a description for the payment type (e.g. “Check” or “PNC Bank ACH”).
- Country: Select ‘United States’.
- Electronic Remittance Email (required for ACH): This email will receive payment notifications.
- Currency: Select ‘USD’

Tax Information Section: [Click here for Tax Information instructions](#)

- A W-9 tax document is required.
 - After clicking ‘Add Tax Document’ > ‘W-9’, select ‘Download Pre-populated Tax Document’, review the document, save, then upload.
 - **Do not** upload any personal tax information.

Certify & Submit Section: [Click here for Certify & Submit instructions](#)

- Once all sections are completed, and green checkmarks [✓] are visible, you can Certify & Submit your registration.
 - If you see an alert symbol [⚠], the section is missing required information. Click on the section to review and complete.
- You **must** Certify & Submit your registration. **Payment cannot be made until your registration is submitted.**

You will receive a notification when your profile is approved. This **does not** mean payment has been issued. If you have questions about payments, contact the IU department you are doing business with.