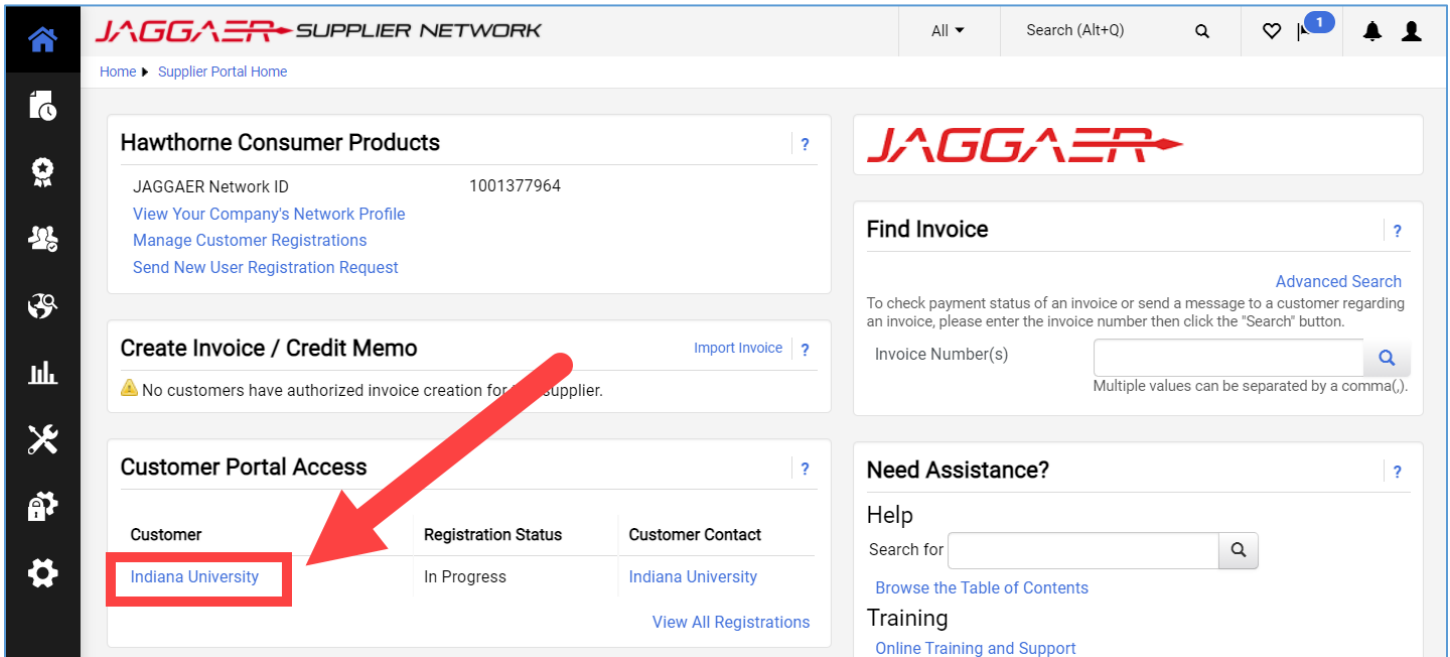


Update PO Distribution

Access your supplier portal to edit PO distribution information to ensure orders are sent to the correct email address or fax number.

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

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



JAGGAER SUPPLIER NETWORK

Home ▶ Supplier Portal Home

Hawthorne Consumer Products

JAGGAER Network ID: 1001377964

[View Your Company's Network Profile](#)
[Manage Customer Registrations](#)
[Send New User Registration Request](#)

Create Invoice / Credit Memo [Import Invoice](#) ?

No customers have authorized invoice creation for this supplier.

Customer Portal Access ?

Customer	Registration Status	Customer Contact
Indiana University	In Progress	Indiana University

[View All Registrations](#)

Find Invoice ?

[Advanced Search](#)

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s) [Q](#)

Multiple values can be separated by a comma(,).

Need Assistance? ?

Help

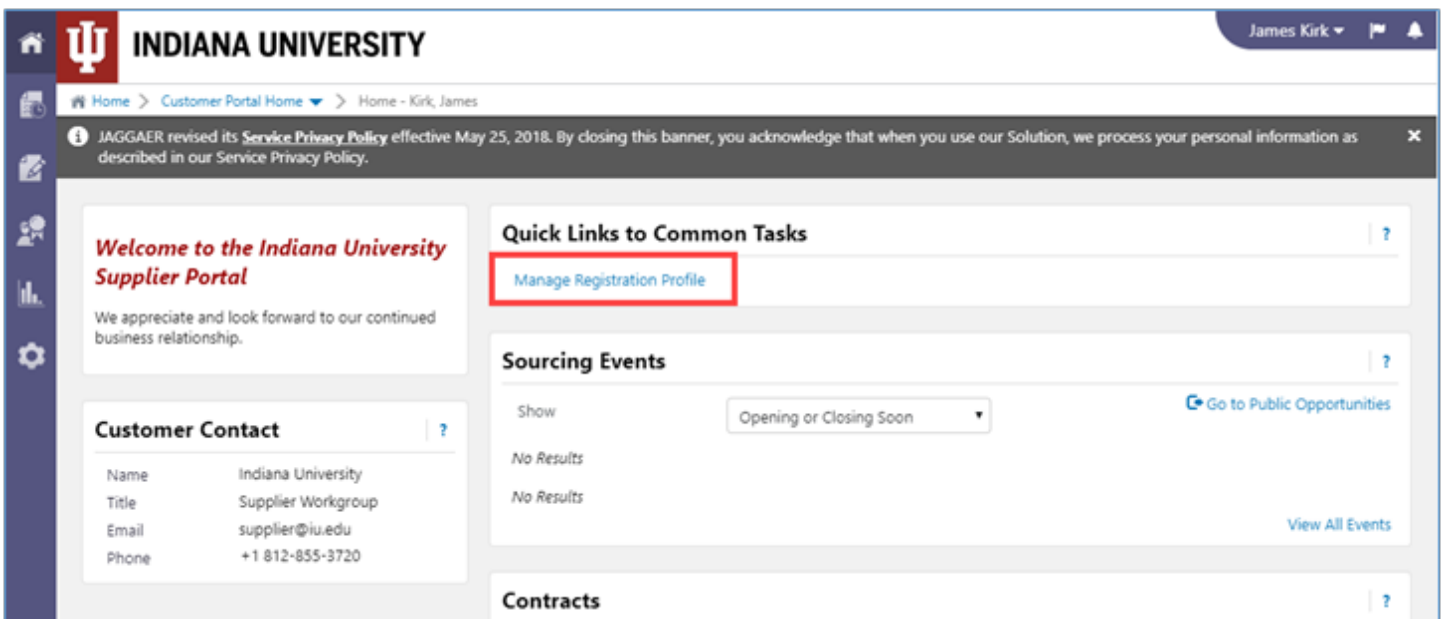
Search for [Q](#)

[Browse the Table of Contents](#)

Training

[Online Training and Support](#)

In your IU portal, click **Manage Registration Profile** to make changes.



INDIANA UNIVERSITY

James Kirk

Home > Customer Portal Home > Home - Kirk, James

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.

Welcome to the Indiana University Supplier Portal

We appreciate and look forward to our continued business relationship.

Customer Contact ?

Name	Indiana University
Title	Supplier Workgroup
Email	supplier@iu.edu
Phone	+1 812-855-3720

Quick Links to Common Tasks ?

[Manage Registration Profile](#)

Sourcing Events ?

Show: [Go to Public Opportunities](#)

No Results
No Results

[View All Events](#)

Contracts ?

Navigate to the Addresses section in the left-hand menu, then click Edit next to the fulfillment center whose PO Distribution method needs updated.

Hawthorne Consumer Products

Registration In Progress for: Indiana University TEST SITE
 4 of 8 Steps Complete

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	
City College Extension	Fulfillment Physical Remittance	0900 E Britta Way Greendale, Colorado, 80015 United States	Edit
Greendale Headquarters	Fulfillment (Primary) Physical (Primary) Remittance (Primary)	600 Jeffrey St Greendale, Colorado, 80219 United States	Edit

Add Address

Show Inactive Addresses

Previous Next

Select the appropriate **distribution method**, Email or Fax, from the drop-down menu, then enter the updated information in the following fields. Click **Save Changes** to save your work.

Edit Address

Address Label * City College Extension

Which of the Following Business Activities Take Place at this Address?
 Takes Orders (Fulfillment) Other (Physical)
 Receives Payment (Remittance)

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

Email Address * cityorders@hawthorne.com

Confirm Email * cityorders@hawthorne.com

Country * United States

Address Line 1 * 0900 E Britta Way

Address Line 2

Address Line 3

City/Town * Greendale

State/Province * Colorado

* Required to Complete Registration

Save Changes Close