

Supplier Onboarding – International Company

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. 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 of the supplier onboarding process for a non-US based company.

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

- Indiana University supplier invitation email.
- Wire Transfer banking information.
- Scanned image of completed and signed W-8BEN-E or other tax form.

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.

 Indiana U TEST Site <buyiu.noreply@iu.edu>
To

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

[↩ Reply](#) | [↩ Reply All](#) | [→ Forward](#) |  | [⋮](#)

Wed 8/24/2022 10:35 AM



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 contact the IU department 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.

Ψ **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.

Ψ **INDIANA UNIVERSITY**

Supplier Registration [Registration Tutorial](#) ENGLISH ▾

Your Contact Info

First Name ★ James Last Name ★ Kirk Title _____

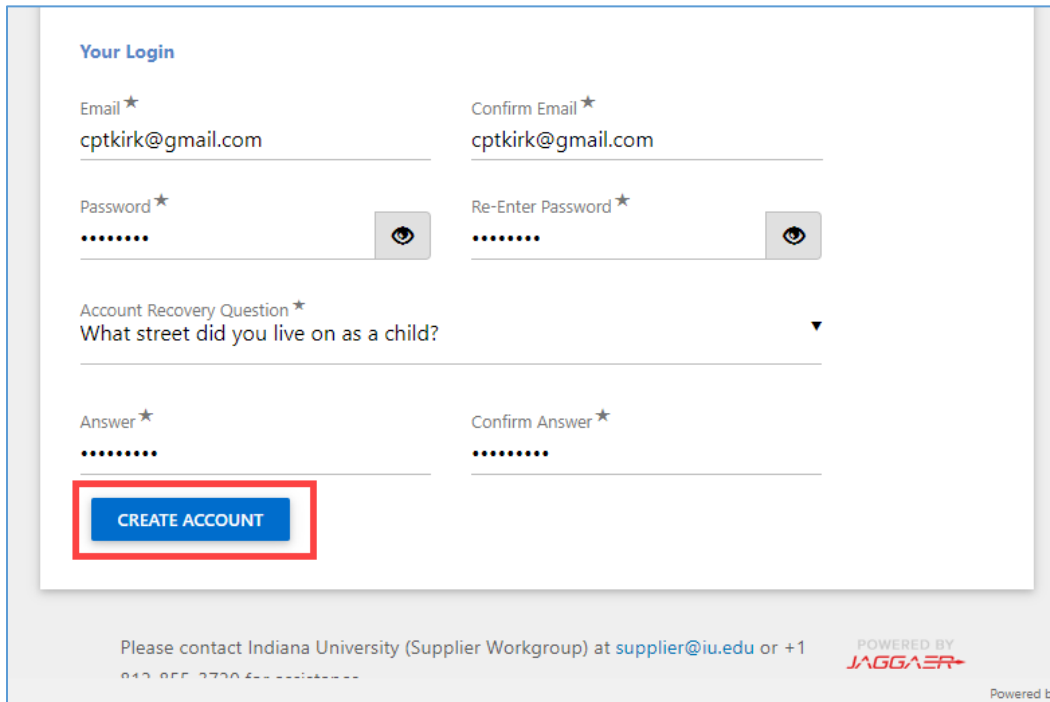
Phone Number ★ 8128564574 ext. _____
International phone numbers must begin with +

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.

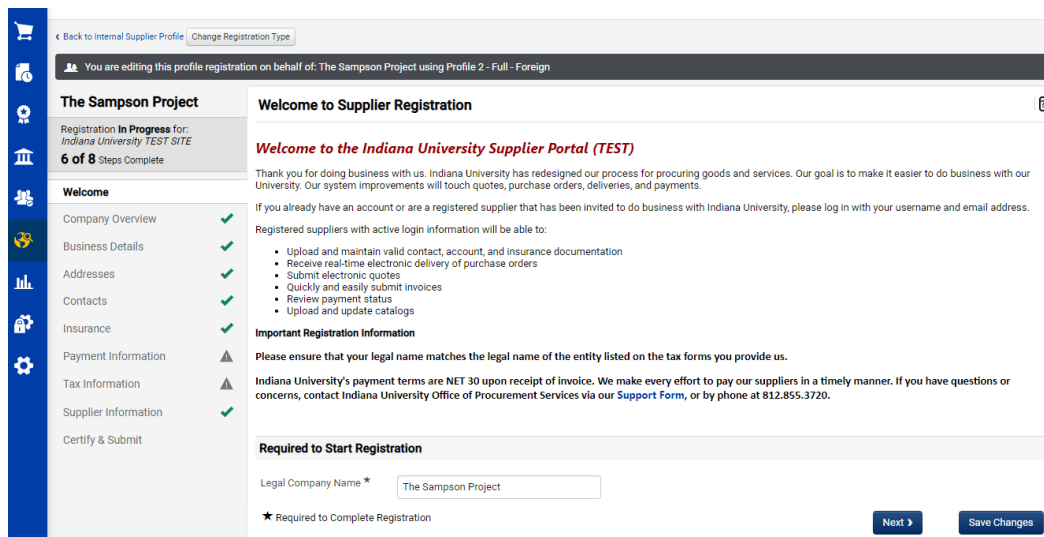
Answer the Account Recovery Question and click **Create Account** to establish your account.



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 triangles 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 legal company name in the appropriate fields, then click **Next**.

The screenshot shows the 'Welcome to Supplier Registration' page for 'The Sampson Project'. The page is titled 'Welcome to Supplier Registration' and includes a sub-header 'Welcome to the Indiana University Supplier Port T)'. The main content area contains a welcome message, a list of benefits for registered suppliers, and important registration information. A 'Required to Start Registration' section is highlighted with a red box, containing a text input field for 'Legal Company Name *' with the value 'The Sampson Project'. Below this field is a red asterisk indicating it is required. To the right of the input field are two buttons: 'Next >' and 'Save Changes'. The left sidebar shows a navigation menu with 'Welcome' selected, and a progress indicator showing '6 of 8 Steps Complete'.

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

In the Company Overview section, fill in the **Country of Origin**, **DUNS number (if applicable)**, **Legal Structure**, **US Tax ID Number (if applicable)**, and **Legal Structure (Non-US Based Entity)**.

Next, select 'Non-US Based Entity' from the **Legal Structure** drop-down menu.

If you have a US-IRS assigned EIN, enter your Employee Identification Number in the **Tax ID Number** field. Click **Save Changes** to save your work and **Next** to complete the Individual Overview section.

The left-hand menu updates to reflect a green checkmark once the section is complete.

Business Details

This area is mainly comprised of optional information about the company. The only required information is **Commodity Codes**. There may be a Commodity Code already present. If so, click **Next**

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

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

0 Selected Codes

Showing 1 - 20 of 192 results

Results Per Page: 20 | Sort by: Commodity Code | Page 1 of 10

Commodity Code	Description
----------------	-------------

You can search keywords to locate the company commodity area. You can also manually search through the provided list.

Helpful Search Tip: Use simple keywords such as “food”, “equipment”, “books”.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

0 Selected Codes

Showing 1 - 5 of 5 results

Results Per Page: 20 | Sort by: Commodity Code | Page 1 of 1

Commodity Code	Description
IT7	Computer (Hardware) - Enterprise & Research & Services
PRO22	Marketing Services, Surveys, Market Research, Student Recruitment
PRO44	Research agreements, collaboration agreements, and internally funded research agreements
SCI2	Chemicals, Gases & Elements - Research & Laboratory
SCI24	Research agreements, collaboration agreements, and internally funded research agreements

Click the commodity code that best describes your business area.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

1 Selected Codes

Showing 1 - 5 of 5 results

Results Per Page: 20 | Sort by: Commodity Code | Page 1 of 1

Commodity Code	Description
IT7	Computer (Hardware) - Enterprise & Research & Services
PRO22	Marketing Services, Surveys, Market Research, Student Recruitment
PRO44	Research agreements, collaboration agreements, and internally funded research agreements
SCI2	Chemicals, Gases & Elements - Research & Laboratory
SCI24	Research agreements, collaboration agreements, and internally funded research agreements

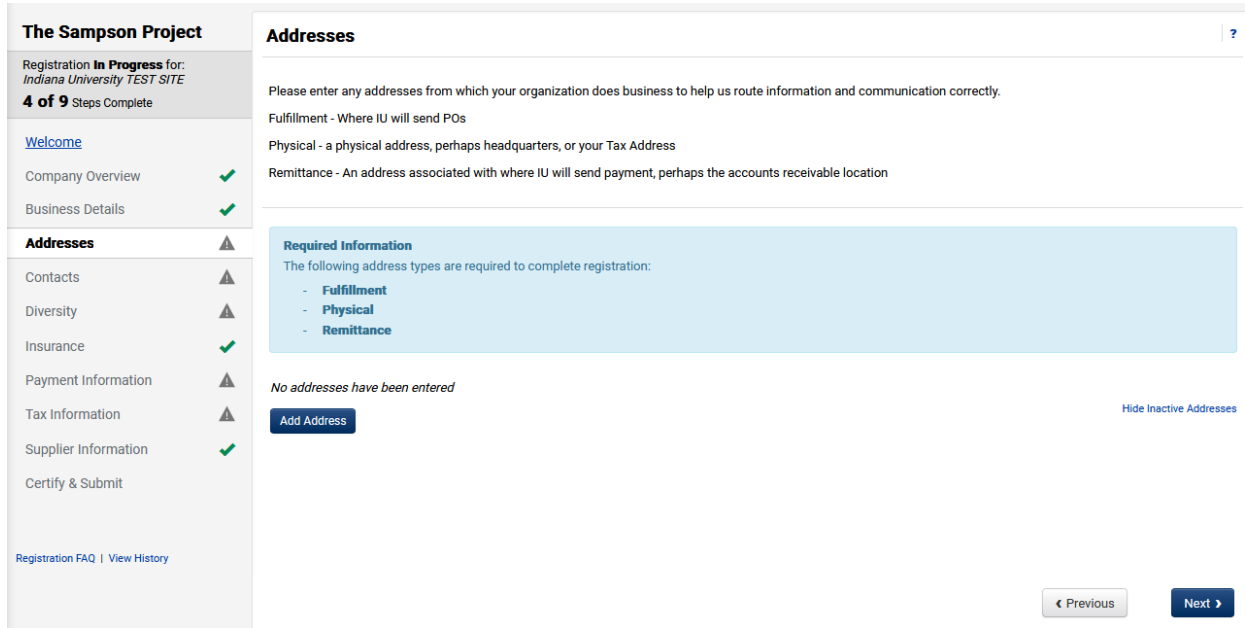
Click **Done** to Continue.

Your selection will populate.

Click **Next** to continue

Addresses

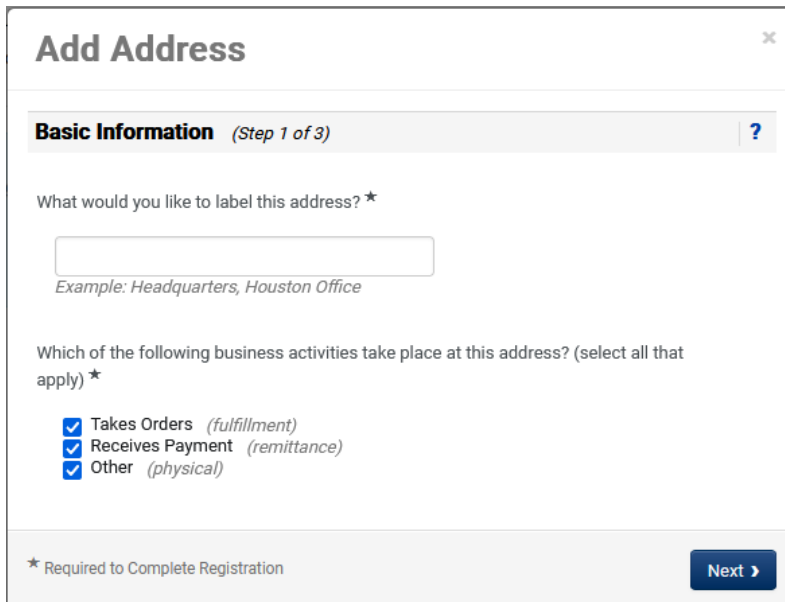
We require **three** types of addresses: Fulfillment, Physical, and Remittance. They may be all the same or distinct addresses



The screenshot shows a registration progress page for 'The Sampson Project'. The left sidebar lists various steps: Welcome, Company Overview, Business Details, Addresses (highlighted), Contacts, Diversity, Insurance, Payment Information, Tax Information, Supplier Information, and Certify & Submit. The main content area is titled 'Addresses' and includes instructions on how to enter addresses. A 'Required Information' box lists Fulfillment, Physical, and Remittance as required address types. A 'No addresses have been entered' message is displayed with an 'Add Address' button. Navigation buttons for 'Previous' and 'Next' are at the bottom right.

Click **Add Address**

A new window will appear.



The 'Add Address' modal window is titled 'Add Address' and shows 'Basic Information (Step 1 of 3)'. It contains a text input field for labeling the address, with an example: 'Headquarters, Houston Office'. Below this is a list of business activities with checkboxes: 'Takes Orders (fulfillment)', 'Receives Payment (remittance)', and 'Other (physical)'. All three are checked. A note at the bottom states '* Required to Complete Registration' and a 'Next >' button is present.

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.

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 Address *

Email
▼

Email
 Fax

Add Address ✕

Address Details (Step 2 of 3) ?

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

Email Address *

Confirm Email *

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province *

Postal Code *

Phone *

Toll Free Phone

Fax

* Required to Complete Registration

 < Previous
 Next >

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.

Add Address ✕

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact
 Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)
 - Catalog
 - Corporate
 - Customer Care
 - Sales
 - Technical
 - PO Failure

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *

Toll Free Phone

Fax

* Required to Complete Registration

 < Previous
 Save Changes

Click **Save Changes**

If you added a contact here, the Address and Contact sections

The Sampson Project

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

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

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/Tax (Primary)	123 Main street Bloomington, Colima, 47403 Mexico	Edit ▾

[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 "Remittance" contact on file to satisfy this section of the registration process.

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 ?

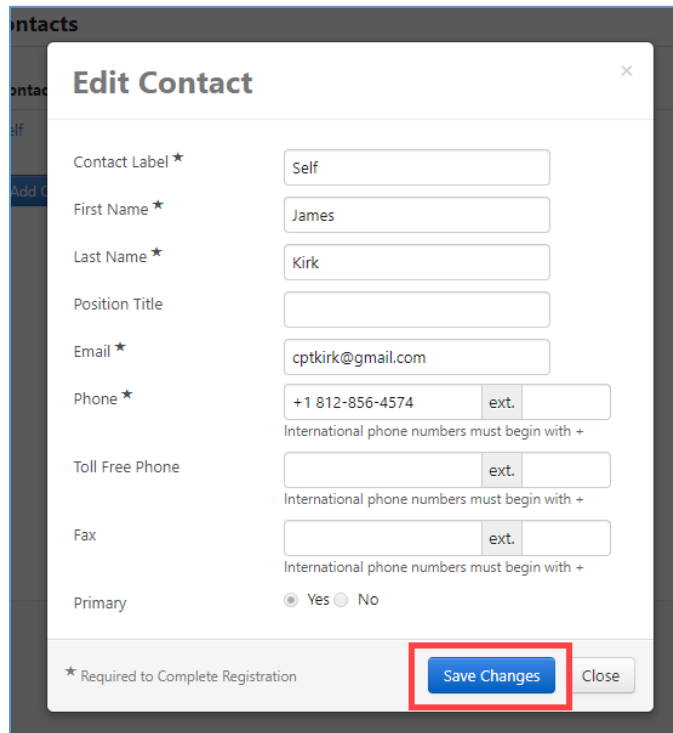
Contact Label	Name	Email	
<div style="border: 2px solid red; display: inline-block; padding: 5px 15px; background-color: #0056b3; color: white; border-radius: 3px;">Add Contact</div>			

← 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 Payment Information section.

The Sampson Project

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**

Insurance

Certain services may require liability insurance. Check with your IU customer if you are unsure.

If insurance is needed, click **Add Insurance** and upload supporting documents. 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

Non-US companies can only be paid via wire transfer. Click **Add Payment Information** and select Wire Transfer.

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.

No 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 Wire Transfer

Select **Wire Transfer** from the drop-down menu. A new window opens where you can enter your banking information. You may select Check if your company has a US mailing address, or Direct Deposit (ACH) if your company has a US banking account. **Most international suppliers should select Wire Transfer**

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**

If you wish to receive an email notification when payment is issued via this method, enter your email address in the **Electronic Remittance Email** field. Preferred Currency is also selected here.

Invoices received must be in the currency chosen during registration to ensure proper payment.

Add Payment Information ✕

Only associated countries are displayed.

Payment Title *	<input type="text" value="Wire"/>
Country *	<input type="text" value="Mexico"/>
Payment Type *	Wire Transfer
Remittance Address	<input type="text" value="Business (Primary Remittance)"/>
Electronic Remittance Email	<input type="text" value="AR@SP.me"/>
Currency *	<input type="text" value="MXN"/>

Next, enter your bank account information in the **Bank Account** section.

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

Bank Account

Country *	<input type="text" value="Mexico"/>
Bank Name *	<input type="text" value="Bank of Mexico"/>
Account Holder's Name *	<input type="text" value="Sampson Project"/>
Account Type *	<input type="text" value="Checking"/>
Account Number Type *	<input type="text" value="Account Number"/>
SWIFT/BIC *	<input type="text" value="SWIFTXXX"/>
International Routing Code (IRC)	<input type="text"/>
Account Number *	<input type="text" value="XXXXXXXXXXXX"/>
Confirm Account Number *	<input type="text" value="XXXXXXXXXXXX"/>

Next, Complete required questions under Additional Questions.

Additional Questions

Wire Transfer Currency

MXN - Mexican Peso

Please confirm the Payment Method you have selected: *

- Check (Paper check sent to selected remit address)
- ACH
- Wire Transfer
- IU INTERNAL ONLY - DO NOT USE

- **Check (Paper check sent to selected remit address)**
- **ACH (Direct deposit electronically deposited into account provided - Domestic US entities and Individuals)**
- **Wire Transfer (Electronic transfer of funds to bank account provided - NON US entities and Individuals)**

Once payment information is entered, click **Save Changes**.

At the bottom of the **Payment Information** section, you will upload supporting bank document(s) that verify the wire details. Click **Select File** under 'Wire Attachment Upload'. An additional, optional field for intermediary bank information is also present.

For Wire Payments, IU requires an uploaded attachment (preferably on bank or company letterhead) so that the banking information can be verified. The attachment should include the following:

- Swift Code
- Account Holder's Name
- Bank name
- Account number
- IBAN (if applicable)
- Sort code (if applicable)
- Intermediary Bank information (if applicable)

Wire Attachment Upload *

Select file Drop file to attach, or browse.

Intermediary Bank Upload (if applicable)

Select file Drop file to attach, or browse.

After selecting and uploading your bank information document, Click **Save Changes**.

A document verifying Wire Transfer bank information is REQUIRED. If this is missing, the process will be delayed.

Tax Information

A completed and signed W-8BEN-E tax form is required to complete registration. Click **Add Tax Document** and select the **appropriate W-8BEN tax form**.

*If you do not see the option to add a tax document, ensure "Non-US Based Entity" is selected as legal classification on the Company Overview section.

Enter a name for the tax form in the **Tax Document Name** 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 **with a REV date of 2021 or newer**, click **Select file** to upload the document.

If you do not have a completed W-8 form saved to your computer, click **Download Pre-populated Tax Document**. Jaggaer generates a W-8 tax form which contains information previously entered during the registration process.

You must print and sign the pre-populated document, then upload.

The screenshot shows a web form titled "Add Tax Document". The form has the following fields and options:

- Tax Type ***: W-9
- Tax Document Name ***: Sampson Project
- Tax Document Year**: 2021 (dropdown menu)
- Tax Documentation ***: Select file (button) with the text "Drop file to attach, or browse." below it.

A red rectangular box highlights the link: [Download Pre-populated Tax Document](#). At the bottom of the form, there is a note: "★ Required to Complete Registration" and two buttons: "Save Changes" and "Close".

Print the tax form, sign and date, and scan the document. The signed document can then be uploaded by clicking **Select file**.

The tax form MUST be signed to satisfy this requirement. Please double check and verify the form is signed and complete prior to uploading.

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

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. Select a **Chapter 3 Status Code**.

W-8 tax forms are only valid for 3 years from the **Signature Date**.

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
7 of 8 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

Tax Information ⚠

Supplier Information ✓

Certify & Submit

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-8BEN-E	2022	View Document

[Add Tax Document](#)

Additional Questions

As a non-US based entity, you may upload a shortened one-page version of the W-8BEN-E form instead of the eight page form. You may access a partially completed shortened form using our [tax treaty application](#). You can find a blank one page form [here](#).

Download and upload it as part of our registration process.

Tax Form Signature Date *

08/24/2022
mm/dd/yyyy

LOB Code (W8BEN-E Part III 14 b. Claim of Tax Treaty Benefits)

Chapter 3 Status Code *

Chapter 4 Status Code

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

Supplier Information

This section is *optional* for **Shipping Terms**

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](#)

Supplier Information

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

Shipping Payment Terms

IU Pays, Part of PO ("Prepaid and Add")

IU Pays, Part of PO ("Prepaid and Add")

IU Pays, Separate Bill ("Collect")

Vendor Pays ("Allowed")

Paid by 3rd Party

* Required to Complete Registration

[Previous](#) [Next](#) [Proceed to Certify and Submit](#) [Save Changes](#)

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.

Submit

* 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 below.


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



Indiana U
To

<buyiu.noreply@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

Dear The Sampson Project,

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, we encourage you to 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 Customer Portal page](#).

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

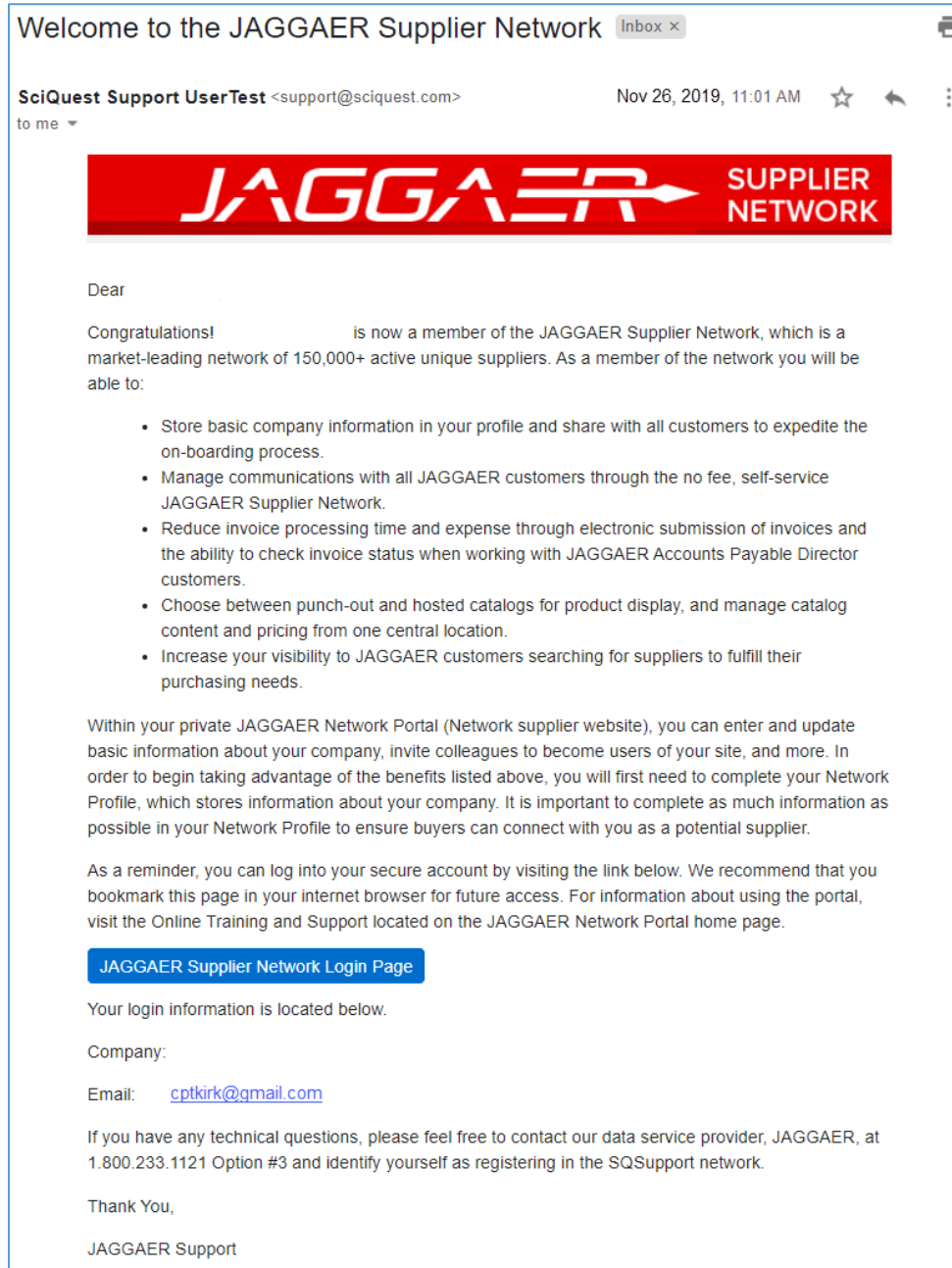
Thank You,

Indiana University

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@sciqest.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 main navigation menu on the left includes Home, Orders, Catalogs and Contracts, Suppliers, Sourcing, Reporting, Tools, Administer, and Setup. The main content area features several sections: a user profile for James Kirk with network ID 1001602284, a 'Create Invoice / Credit Memo' section with a warning that no customers have authorized invoice creation, and a 'Customer Portal Access' table. The table has columns for Customer, Registration Status, and Customer Contact. The 'Indiana University' entry is highlighted with a red box and a red arrow. Other sections include 'Find Invoice', 'Need Assistance?', and 'Help'.

Customer	Registration Status	Customer Contact
Indiana University	Complete	Indiana University

If it is the first time you're 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 'Don't show me this again' and click **OK** to dismiss the message and continue.

The screenshot shows a 'Customer Portal Access' dialog box. 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."' Below the text is a checkbox labeled 'Don't show me this again' and two buttons: 'OK' and 'Close'. The 'Don't show me this again' checkbox and the 'OK' button are highlighted with red boxes.

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

The screenshot shows the Indiana University Supplier Portal home page. The header includes the JAGGAER logo and 'INDIANA UNIVERSITY'. A navigation bar shows 'Home' and 'Customer Portal Home'. A banner at the top mentions a 'Service Privacy Policy' update. The main content area is divided into several sections:

- Welcome to the Indiana University Supplier Portal:** A message of appreciation and a link to the 'Support Form'.
- Quick Links to Common Tasks:** A list of links, with 'Manage Registration Profile' highlighted in a red box.
- Sourcing Events:** A section with a 'Show' dropdown menu set to 'Opening or Closing Soon' and a 'Go to Public Opportunities' link. It currently shows 'No Results'.
- Customer Contact:** A table with contact information for Indiana University.
- Contracts:** A section with a question mark icon.

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

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.

The screenshot shows the 'Manage Registration Profile' page. The left-hand menu is expanded, showing the following items with their completion status:

- The Sampson Project:** Registration Complete for Indiana University TEST SITE.
- Welcome:** (Section header)
- Company Overview:** Green checkmark (complete).
- Business Details:** Green checkmark (complete).
- Addresses:** Green checkmark (complete).
- Contacts:** Green checkmark (complete).
- Diversity:** Green checkmark (complete).
- Insurance:** Green checkmark (complete).
- Payment Information:** Gray checkmark (needs info).
- Tax Information:** Gray checkmark (needs info).
- Supplier Information:** Gray checkmark (needs info).

The main content area is titled 'Welcome to Supplier Registration' and includes a 'Welcome to the Indiana University Supplier Portal (TEST)' message. It provides instructions for new and existing suppliers, lists requirements for registered suppliers (e.g., upload valid contact info, submit quotes), and includes 'Important Registration Information' regarding legal name matching and payment terms (NET 30).