Supplier Onboarding – International Individual

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 foreign-taxed individual.

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

- Indiana University supplier invitation email.
- Wire transfer information.
- Scanned image of completed and signed W-8BEN tax form. If you do not have a completed W-8BEN tax form the system will generate one for you to sign and submit.

Already started the process and need to pick up where you left off? Click here.

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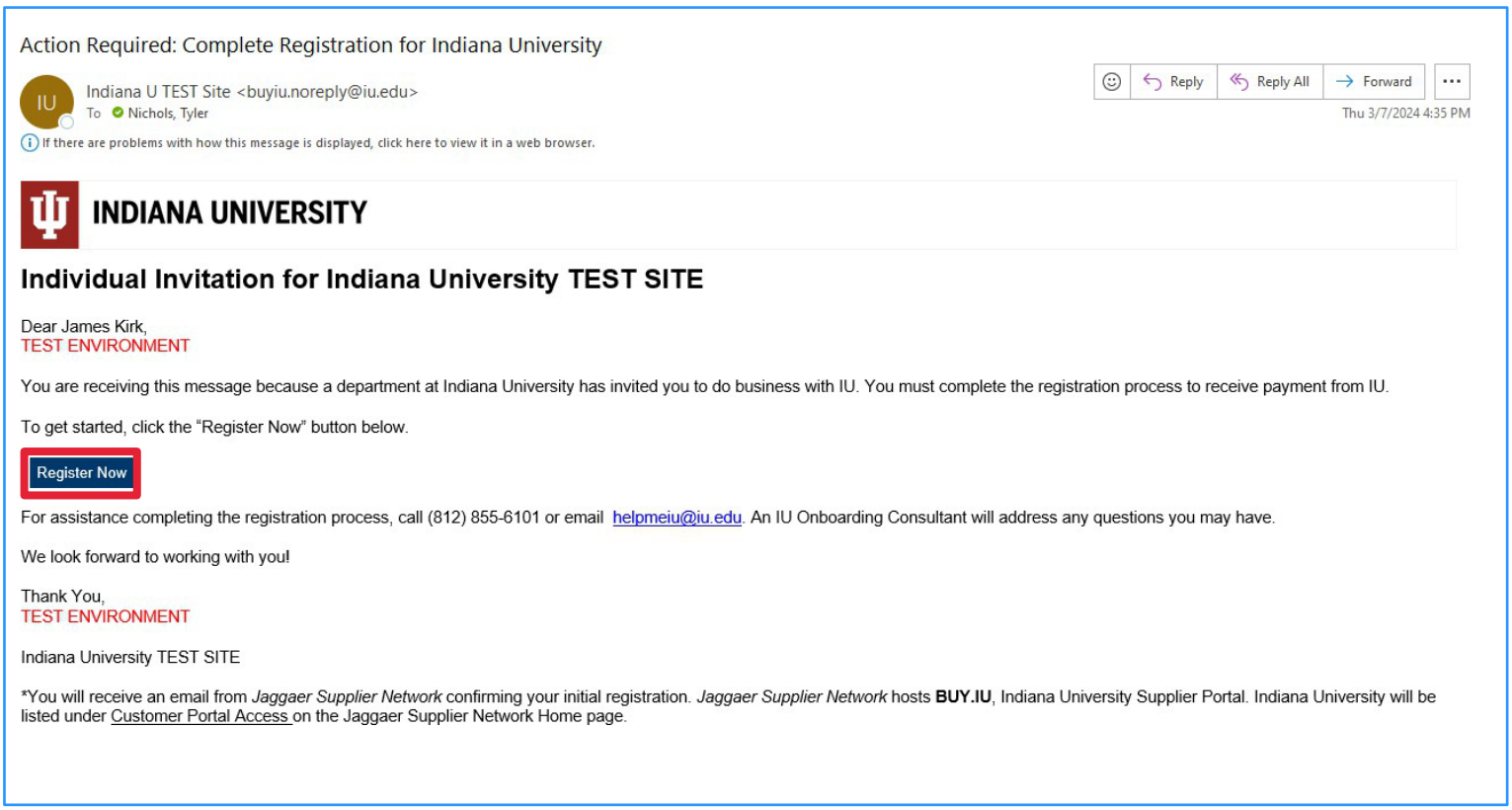
Invitation

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.



Action Required: Complete Registration for Indiana University

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

Reply | Reply All | Forward
Thu 3/7/2024 4:35 PM

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

INDIANA UNIVERSITY

Individual Invitation for Indiana University TEST SITE

Dear James Kirk,
TEST ENVIRONMENT

You are receiving this message because a department at Indiana University has invited you to do business with IU. You must complete the registration process to receive payment from IU.

To get started, click the "Register Now" button below.

Register Now

For assistance completing the registration process, call (812) 855-6101 or email helpmeiu@iu.edu. An IU Onboarding Consultant will address any questions you may have.

We look forward to working with you!

Thank You,
TEST ENVIRONMENT

Indiana University TEST SITE

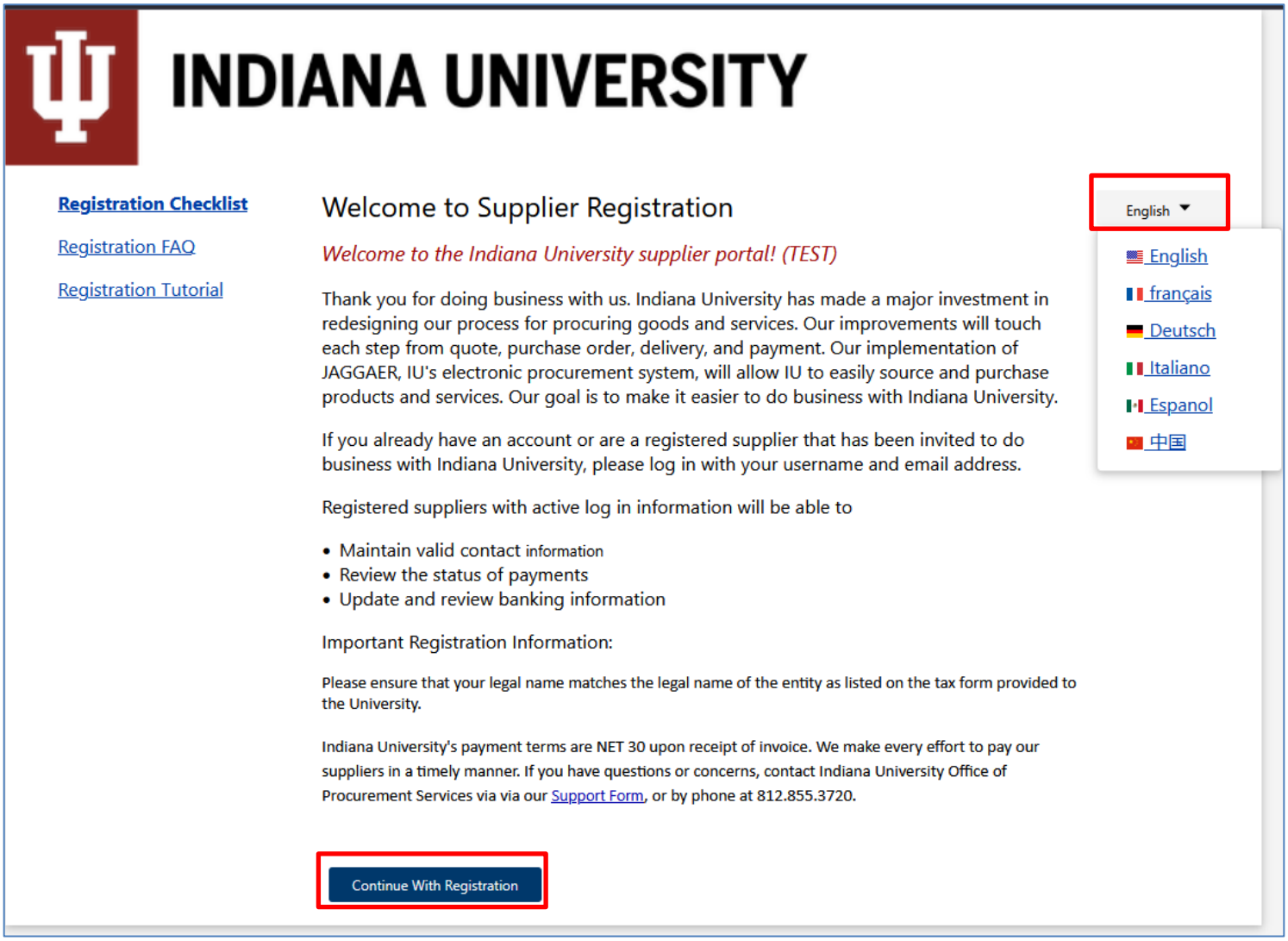
*You will receive an email from *Jaggaer Supplier Network* confirming your initial registration. *Jaggaer Supplier Network* hosts **BUY.IU**, Indiana University Supplier Portal. Indiana University will be listed under Customer Portal Access on the Jaggaer Supplier Network Home page.

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.

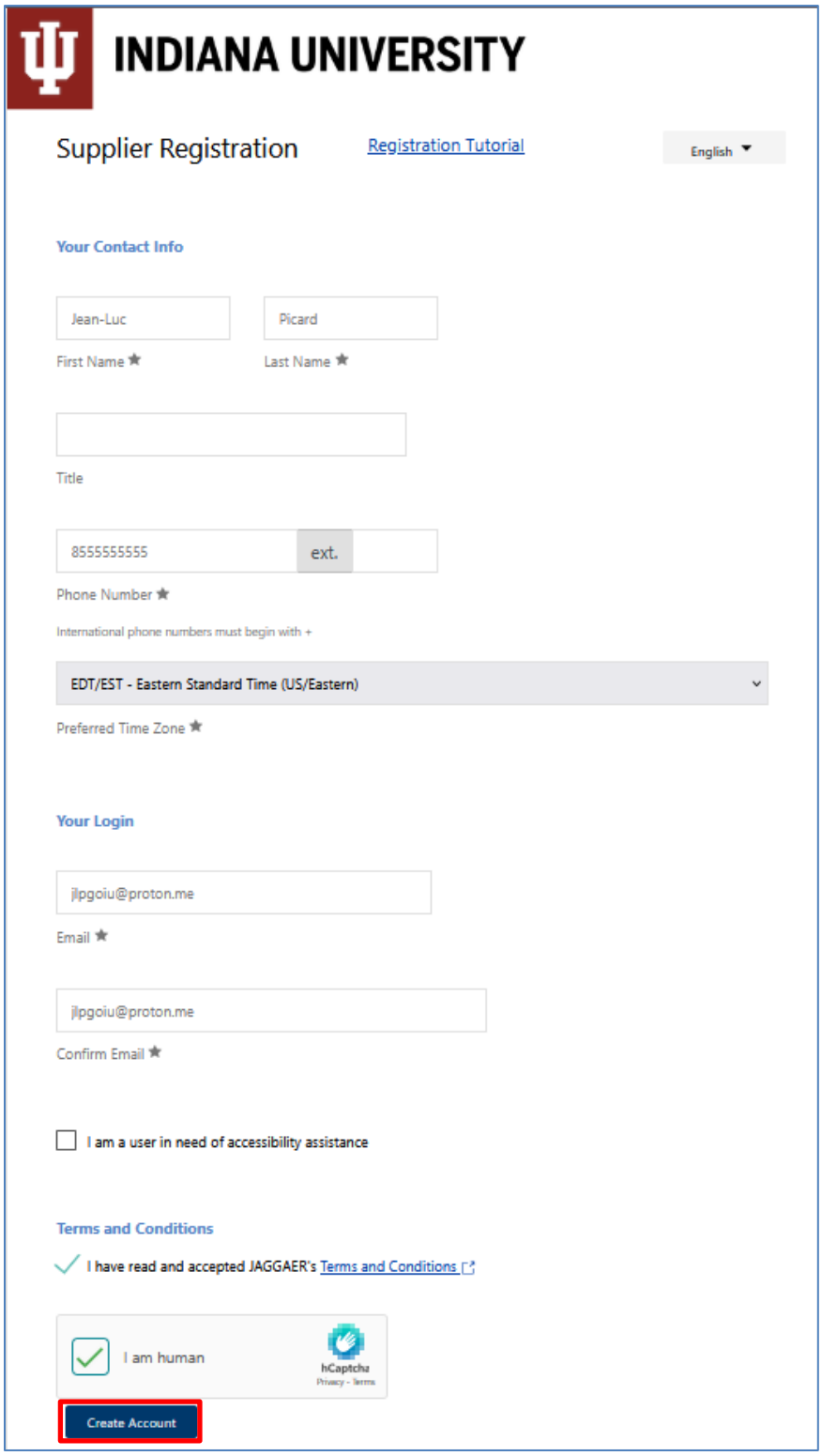
Please contact the IU department you are working with for assistance first before contacting Jaggaer.

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.

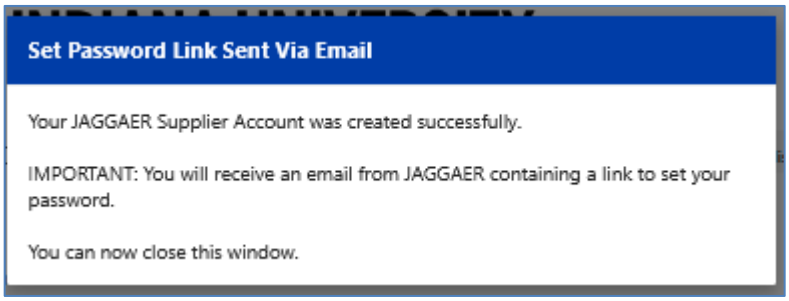


Fields marked with a star ★ are required. Add your contact info, confirm your email (which will become your Jaggaer username), review and accept the terms and conditions, and complete the Captcha checkbox. Once completed, select **Create Account**.

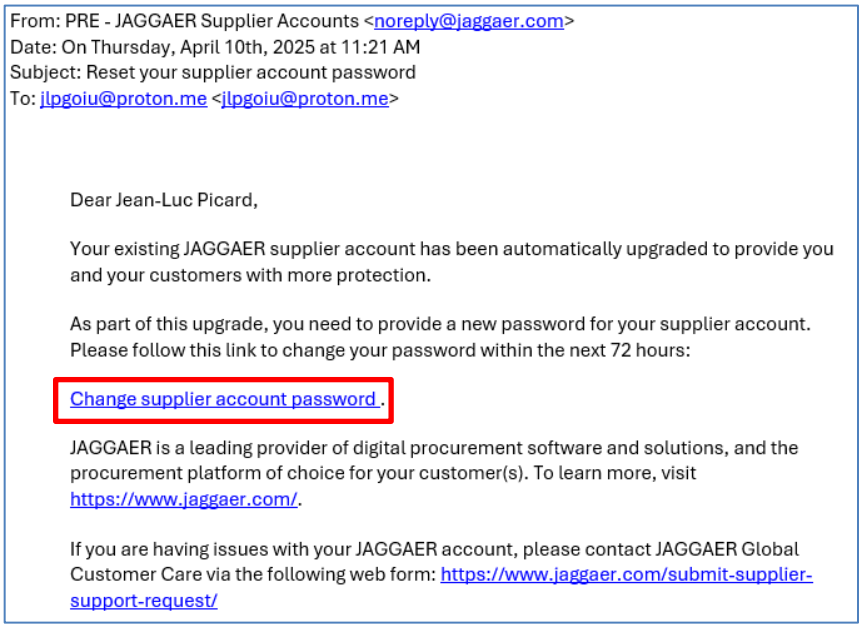


Your email address acts as your username when accessing the supplier portal. Store your username and password in a safe place! You will need this information to login to the portal and make changes in the future.

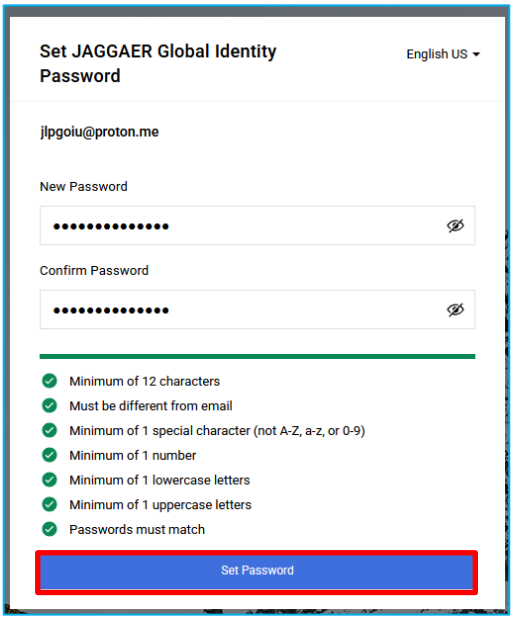
After selecting **Create Account**, you will receive a notification that your account was created and that a link has been sent to the email address provided to set up a password.



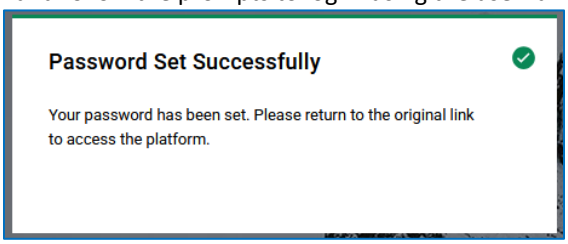
Locate the password setup message in your email inbox. Select **Change supplier account password**.



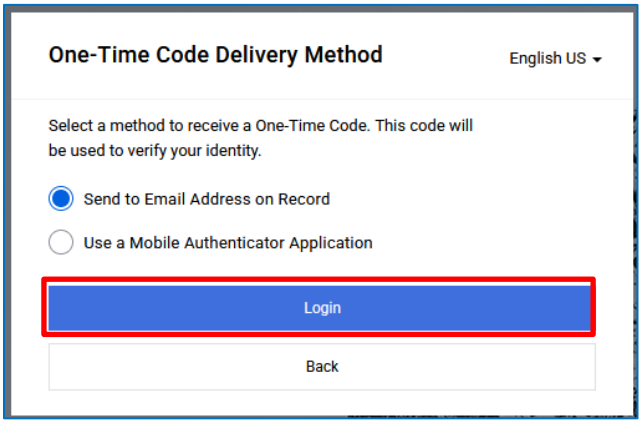
Create a password which meets the required criteria. Select **Set Password**.



Once your password is set, you will be prompted to return to the **original registration link** (sent from buyiu.noreply@iu.edu). Click once more on the **Register Now** button and follow the prompts to log in using the username and password you had created.



Finally, select how to receive your one-time login code. We recommend using the **Send to Email Address on Record** option. Click **Login** to continue.

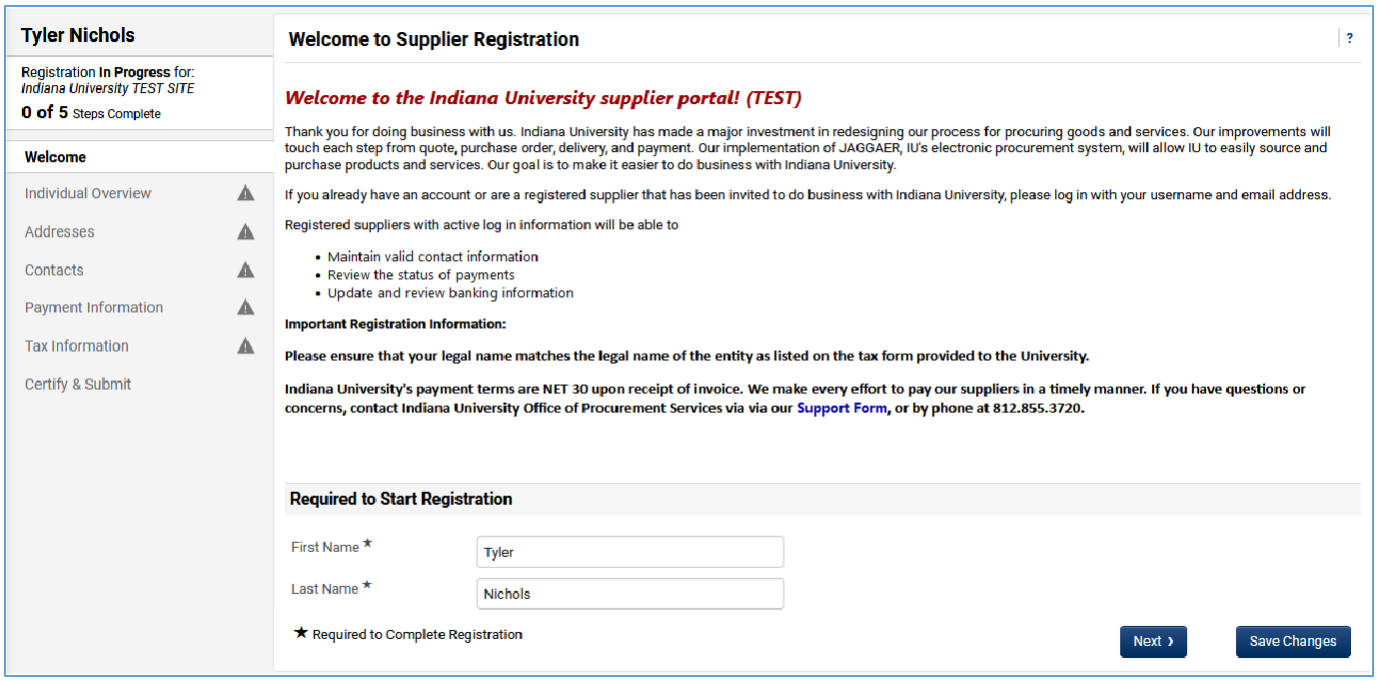


Locate the one-time code email from Jaggaer to access BUY.IU. Upon login you should automatically be transferred to the BUY.IU supplier portal. **Before continuing**, ensure you see Indiana University branding and a "Welcome to Indiana University" supplier portal banner.

- Logged in but don't see IU branding? Click here.

Complete and Submit Registration Information

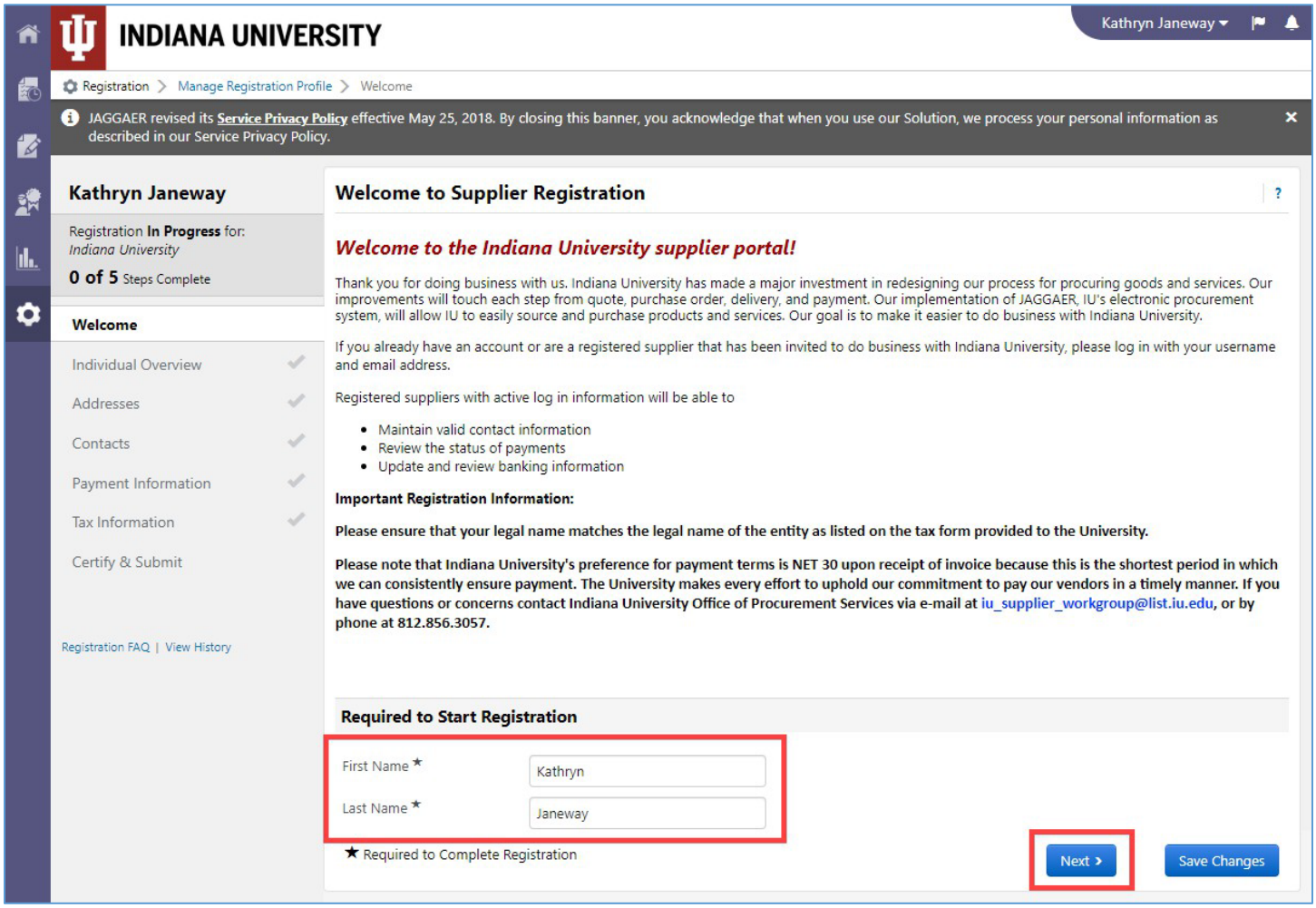
The supplier registration page is made up a series of sections, visible in the left-hand menu. Each section is followed by an attention symbol ⚠. Once the section is complete the symbol will be replaced with a green checkmark ✓



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

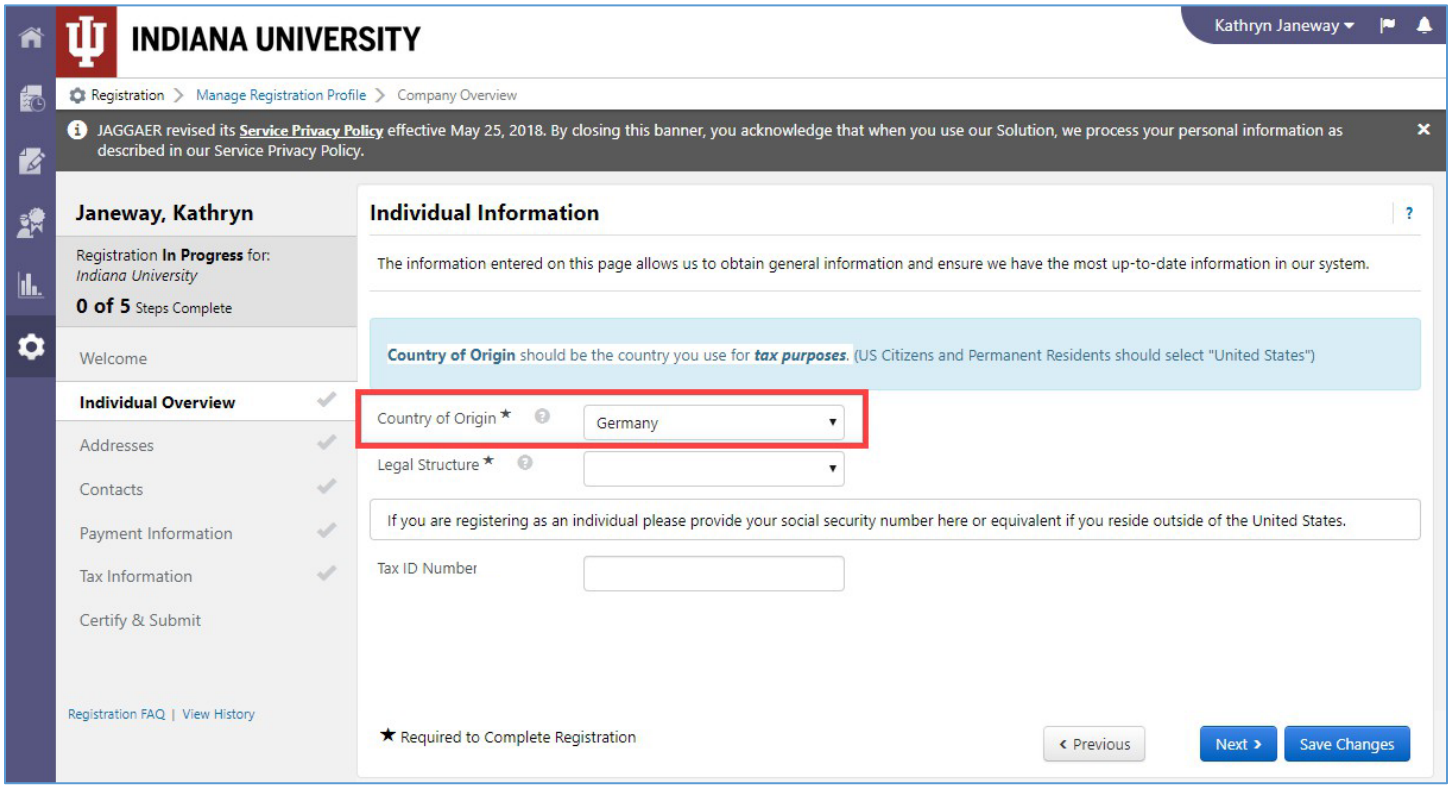
Enter your first and last name(s) in the appropriate fields then click **Next**.



You are not required to complete the supplier onboarding process in one sitting. However, payment will not be issued until this process is complete. Click **Save Changes** to save your work and return later.

Individual Overview

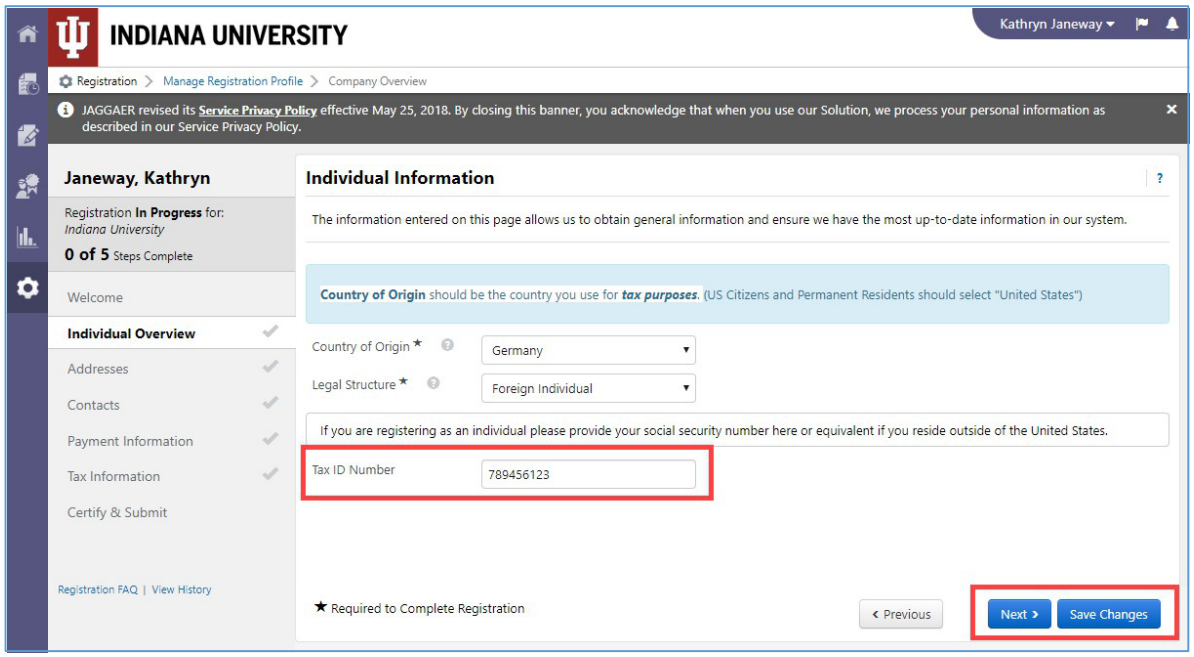
In the Individual Overview section, verify your Country of Origin. **This should be the country you use for tax purposes**. This information was entered by IU staff when requesting your invitation. Verify that the country listed reflects the country you use for tax purposes.



Next, select your legal structure from the Legal Structure drop-down menu. Select "Foreign Individual."

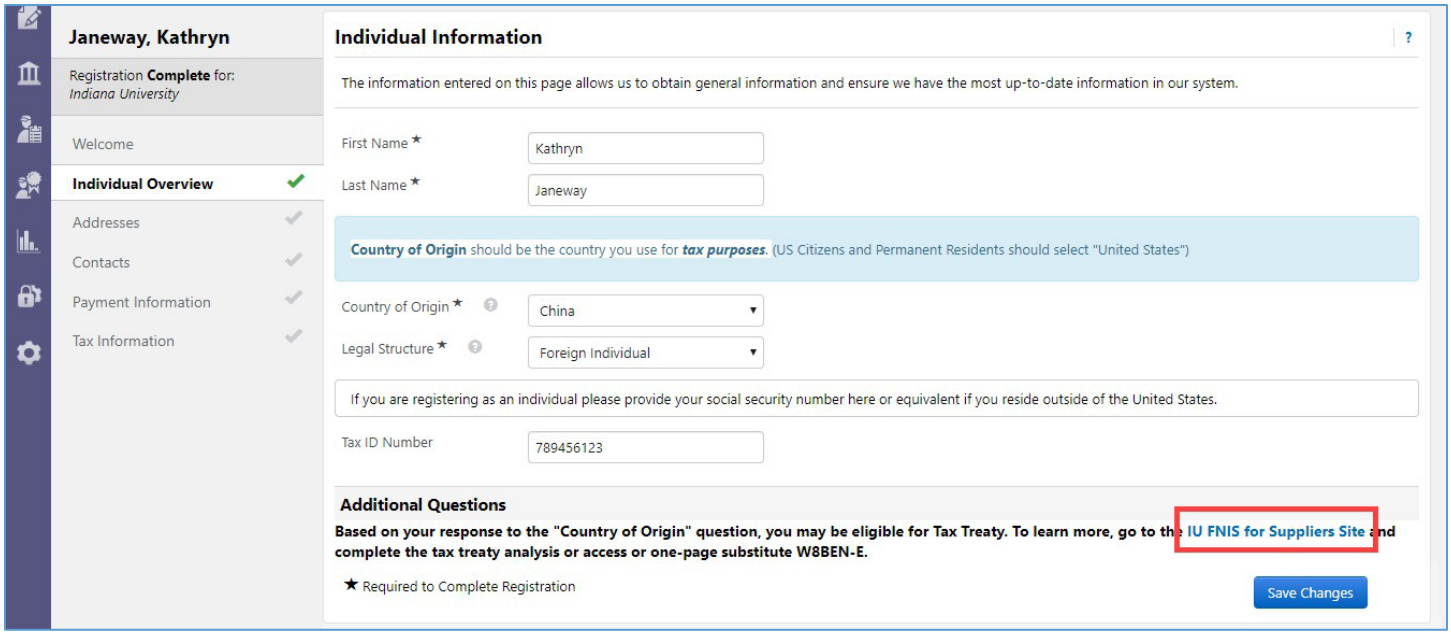
- If you own a business and will be compensated as such, select "**Non-US Based Entity**" from the drop-down. Please notify helpmeiu@iu.edu of this change.

Enter your US Tax ID in the **Tax ID Number** field. If you do not have a US Tax ID leave this field blank. Click **Save Changes** to save your work and **Next** to complete the Individual Overview section.

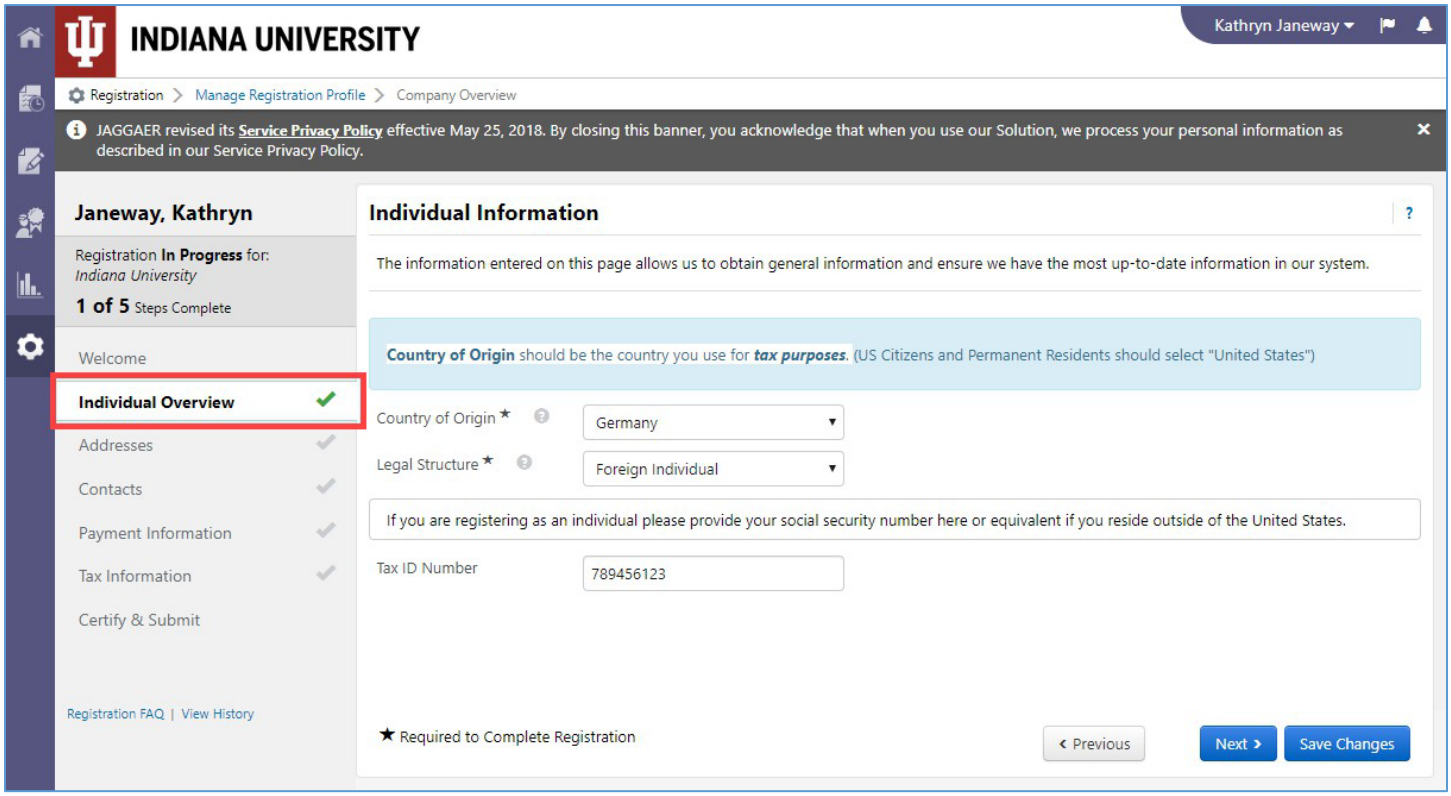


Depending on your Country tax residency, you may be eligible for Tax Treaty. Applying for Tax Treaty may reduce the amount of tax withheld from your payment. To claim this benefit, you must complete the Foreign National Information System, or FNIS, questionnaire. Review the FNIS Information Page for more details.

If your country has a Tax Treaty with the United States, the Additional Questions section will appear. Click the **IU FNIS for Suppliers Site** link located in this section to learn more about how to apply for Tax Treaty.

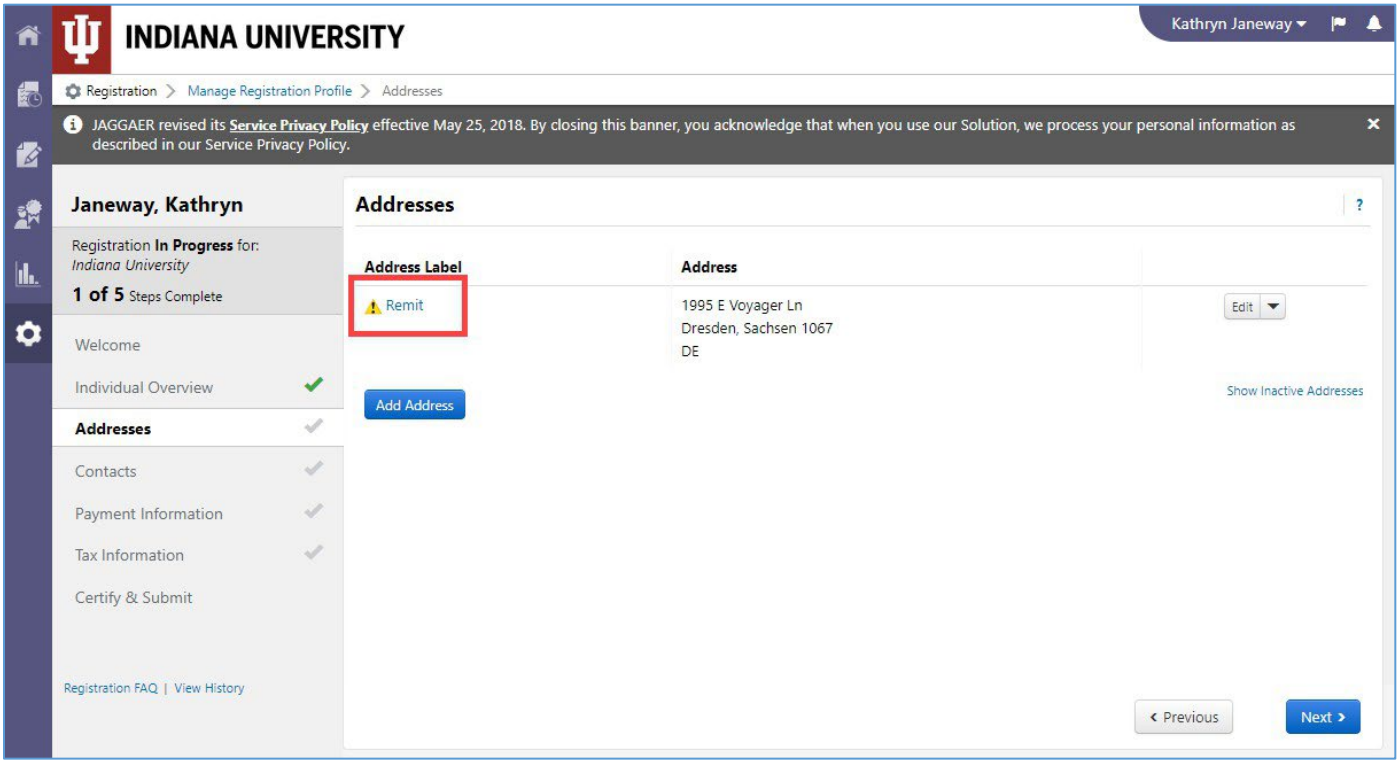


The left-hand menu updates to reflect a green checkmark once the section is complete.

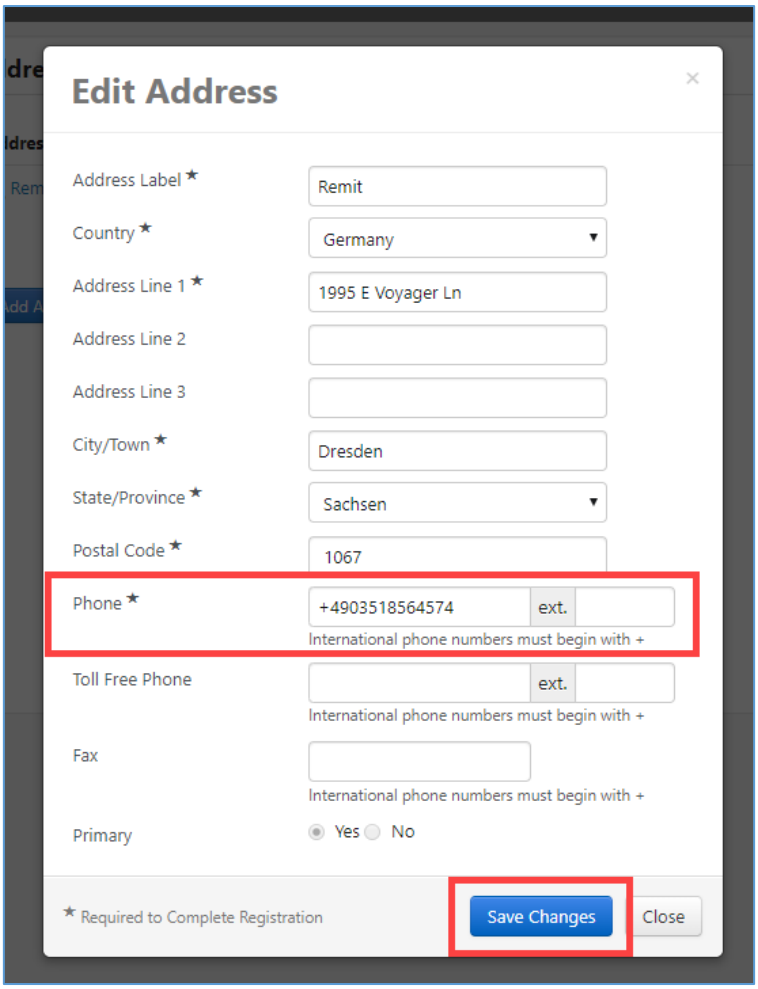


Addresses

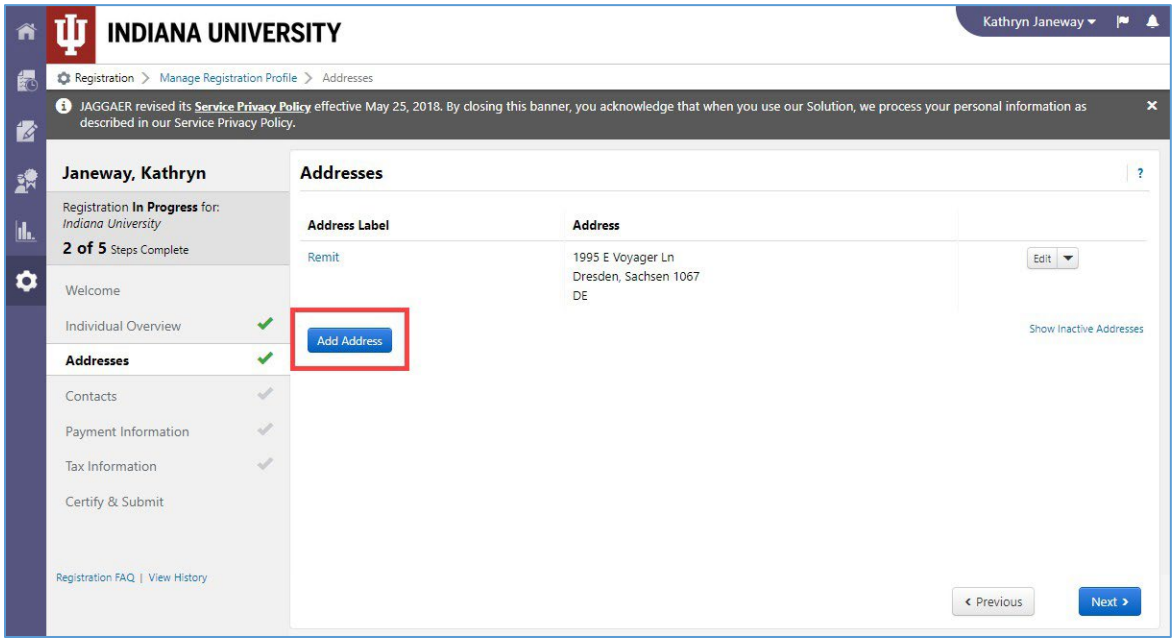
A remit address was entered on your behalf by IU staff when requesting your registration invitation. A phone number must be associated with your address. Click the text in the **Address Label** column to add this information.



A new window opens which allows you to edit address information and add a phone number. International phone numbers must begin with a "+". Click **Save Changes** to save your work and exit the window.

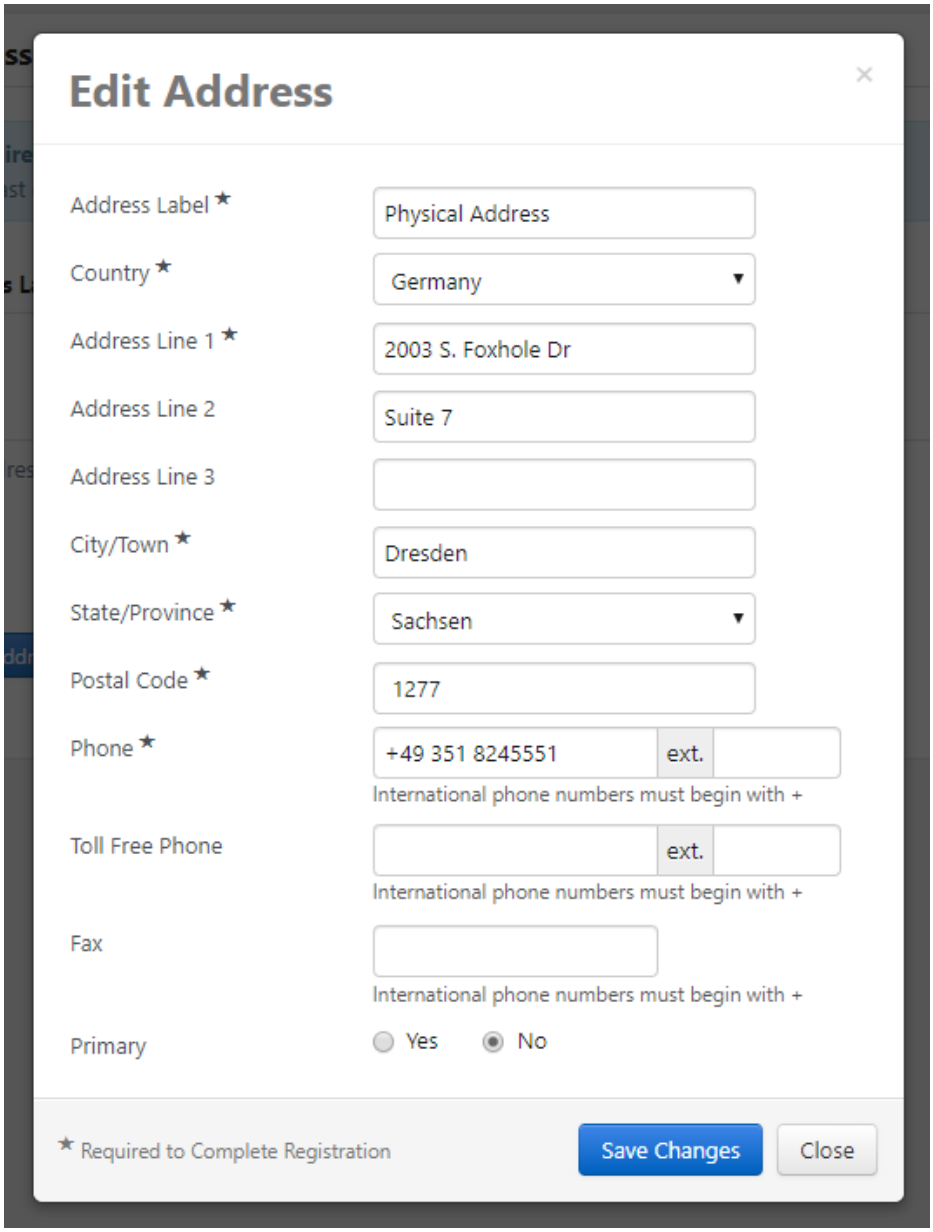


A physical address ***may*** be required if you do not reside in your Country of tax residency. Click **Add Address** to add another entry.

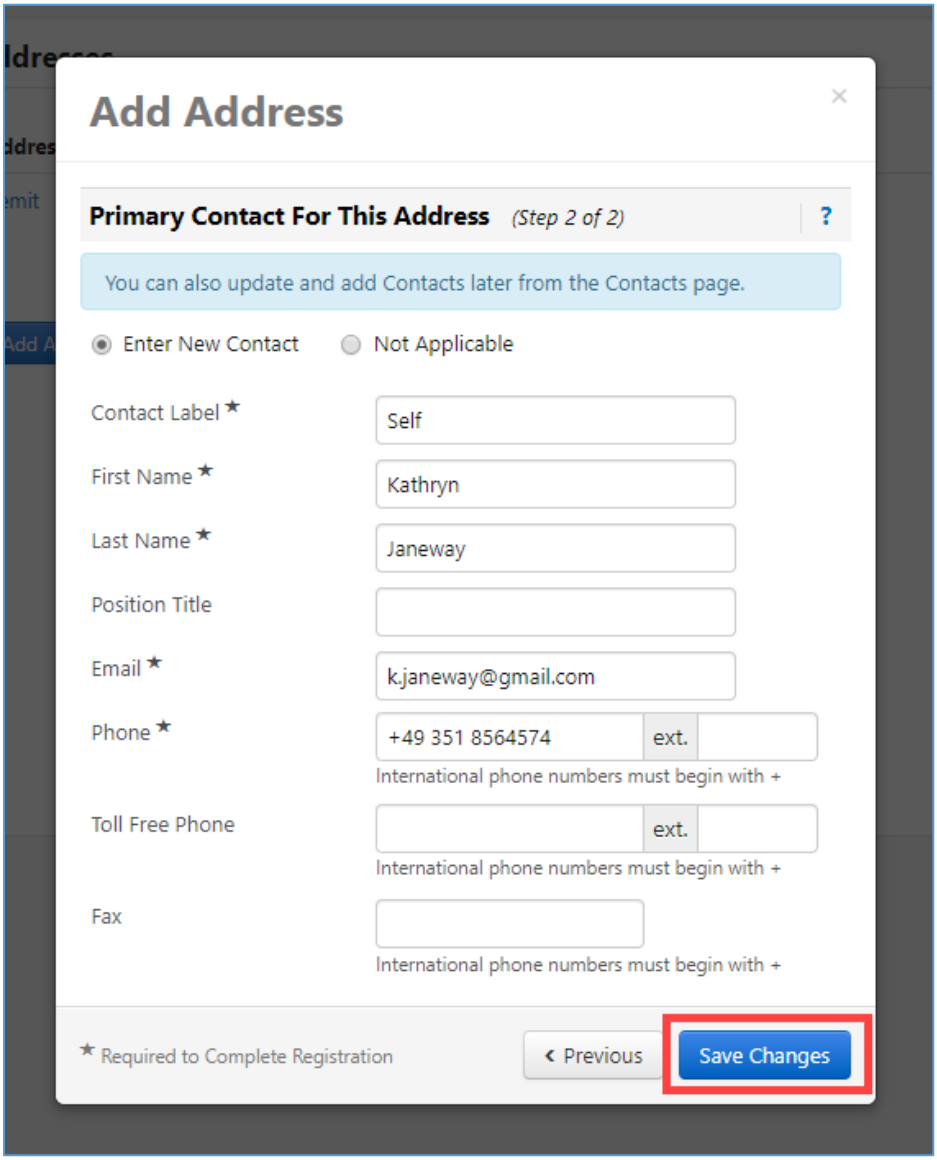


Reminder: fields marked with a star are required. All other fields are optional.

Enter your physical address information and click **Next** to continue to step 2.

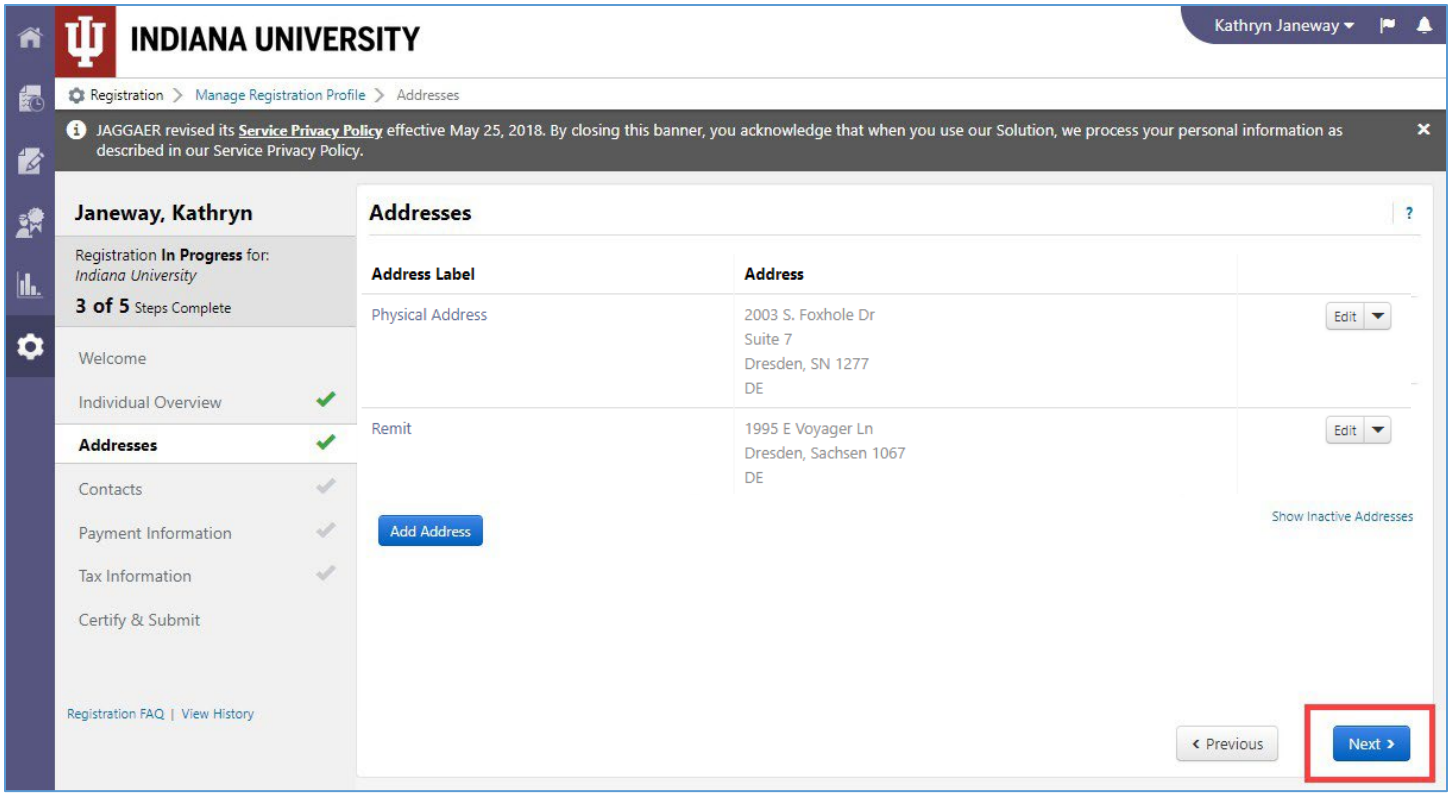


If desired, associate your contact information with the address, or choose the radio button next to **Not Applicable** to skip this step. Click **Save Changes** to save your work. Contacts receive notifications related to orders and payments from IU.



Repeat the steps outlined above until all relevant addresses are added to your profile.

Click **Next** to save your work and continue to the next section.

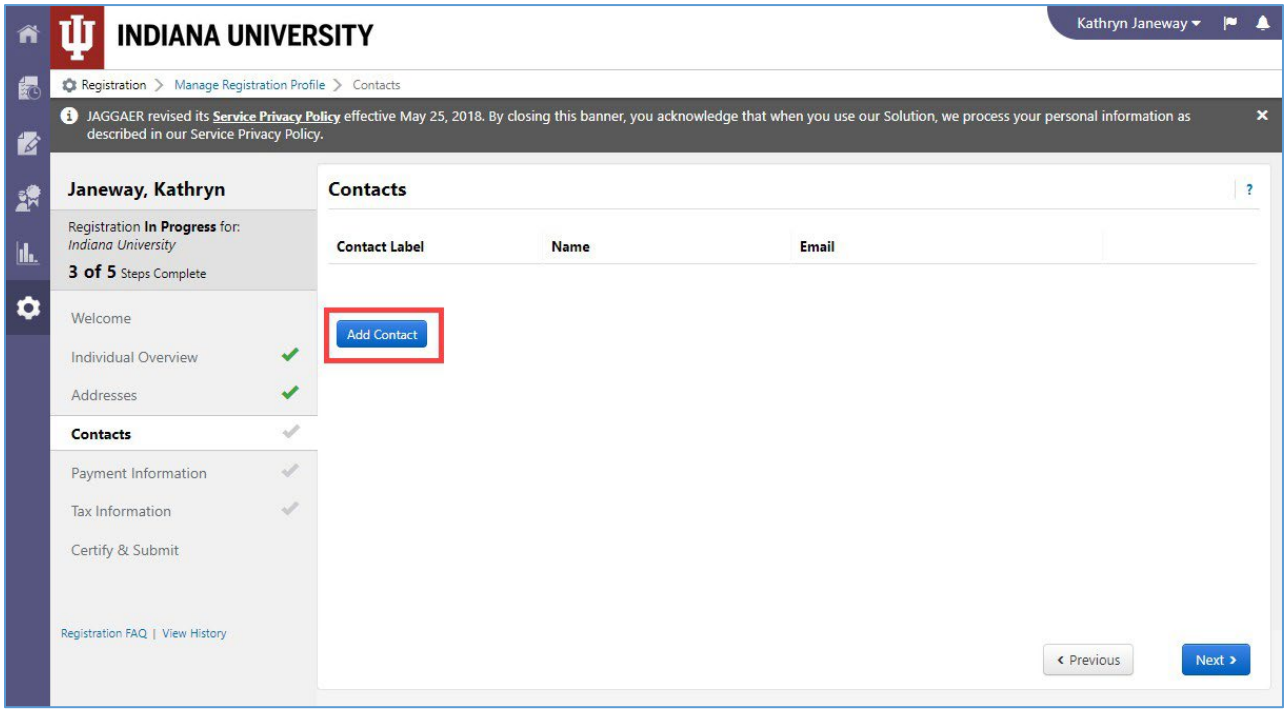


Contacts

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. In most cases, this should be your own contact information.

This section will already be complete if you added a contact while completing the address section.

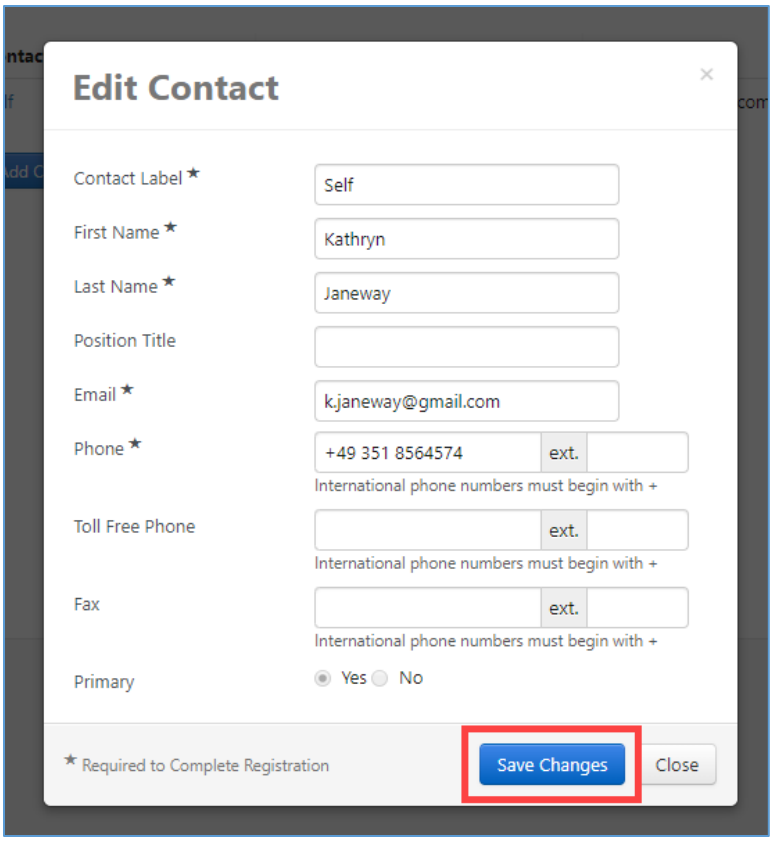
Click **Add Contact** to establish yourself as a contact.



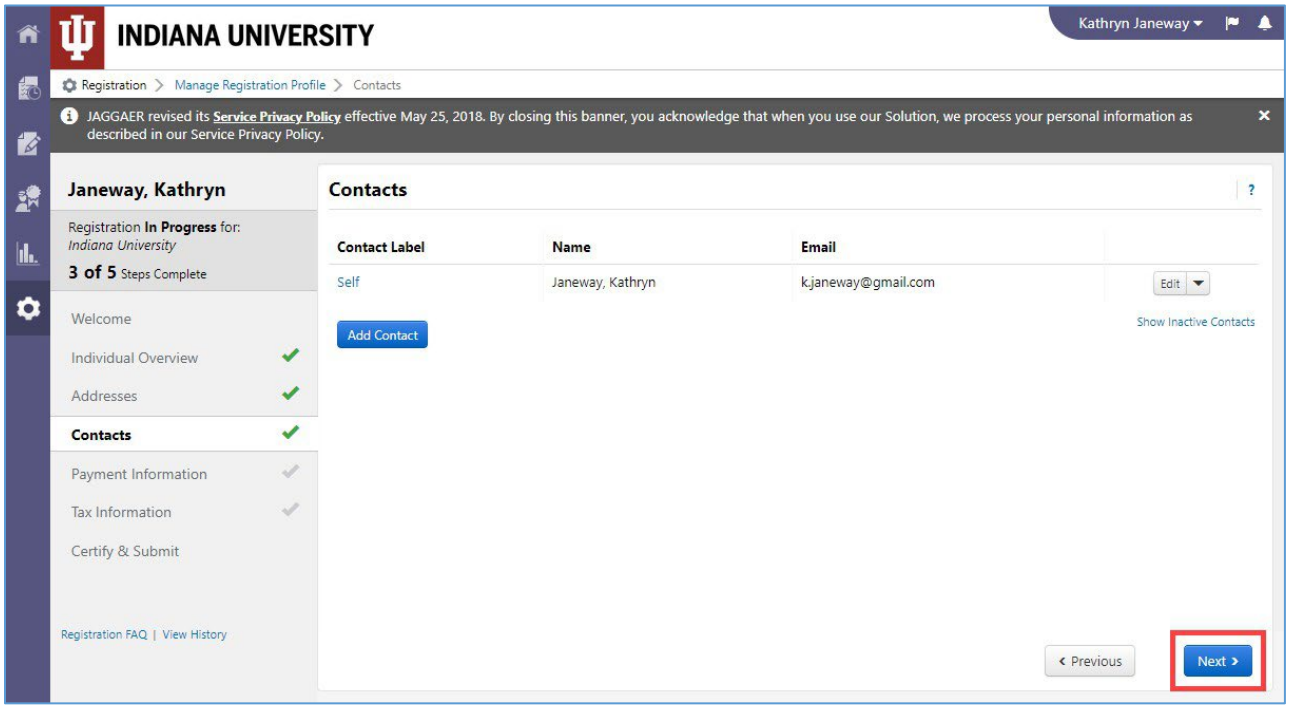
Enter your contact information in the appropriate fields.

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

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



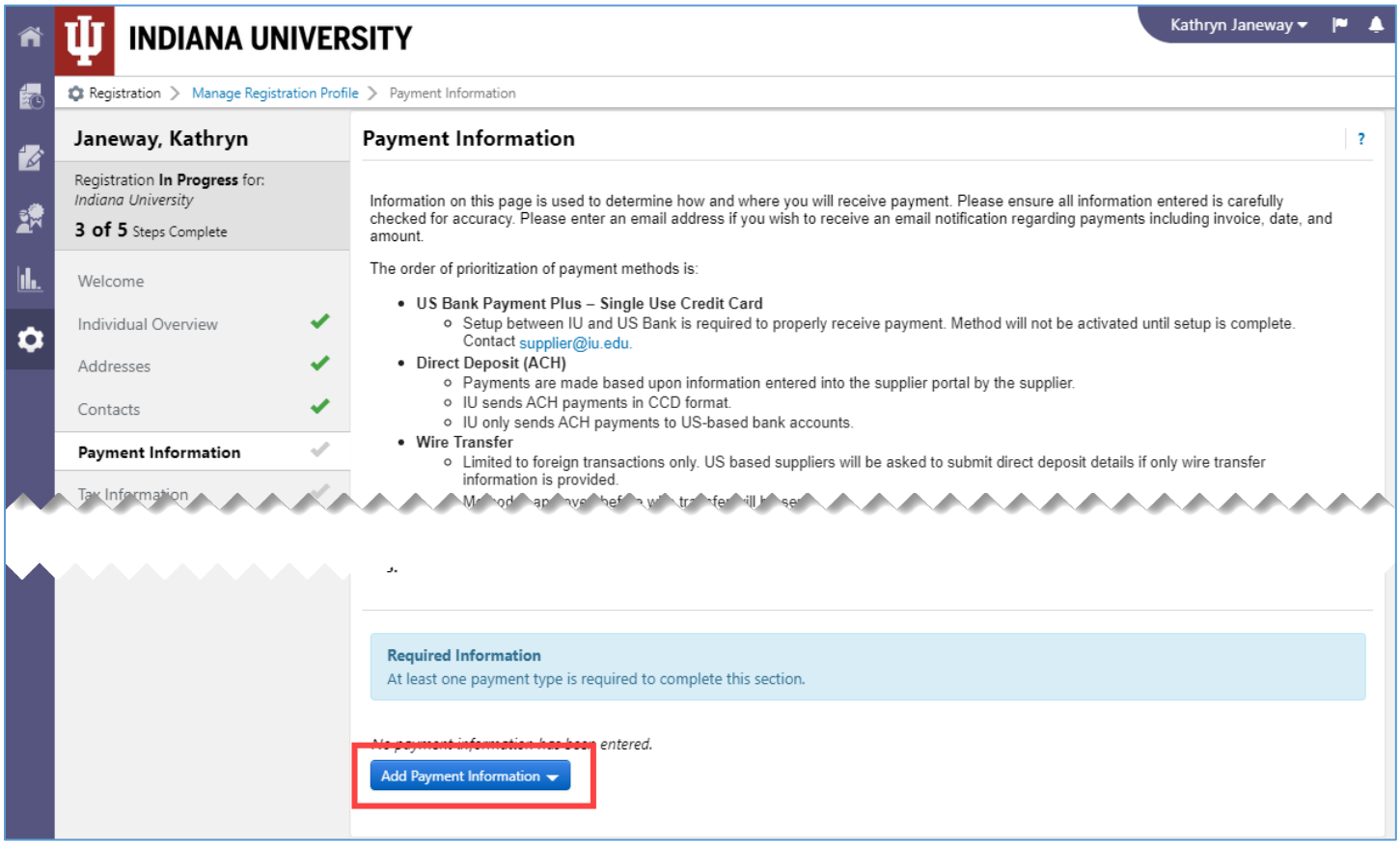
Repeat these steps as many times as desired to add additional contacts to your profile. Click **Next** to continue to the Payment Information section.



Payment Information

Individuals outside the US must receive payment via wire transfer. A wire transfer is an electronic transfer of money to a non-US bank account. You may select ACH if you have a US bank account, or Check if you have a US or Canadian mailing address.

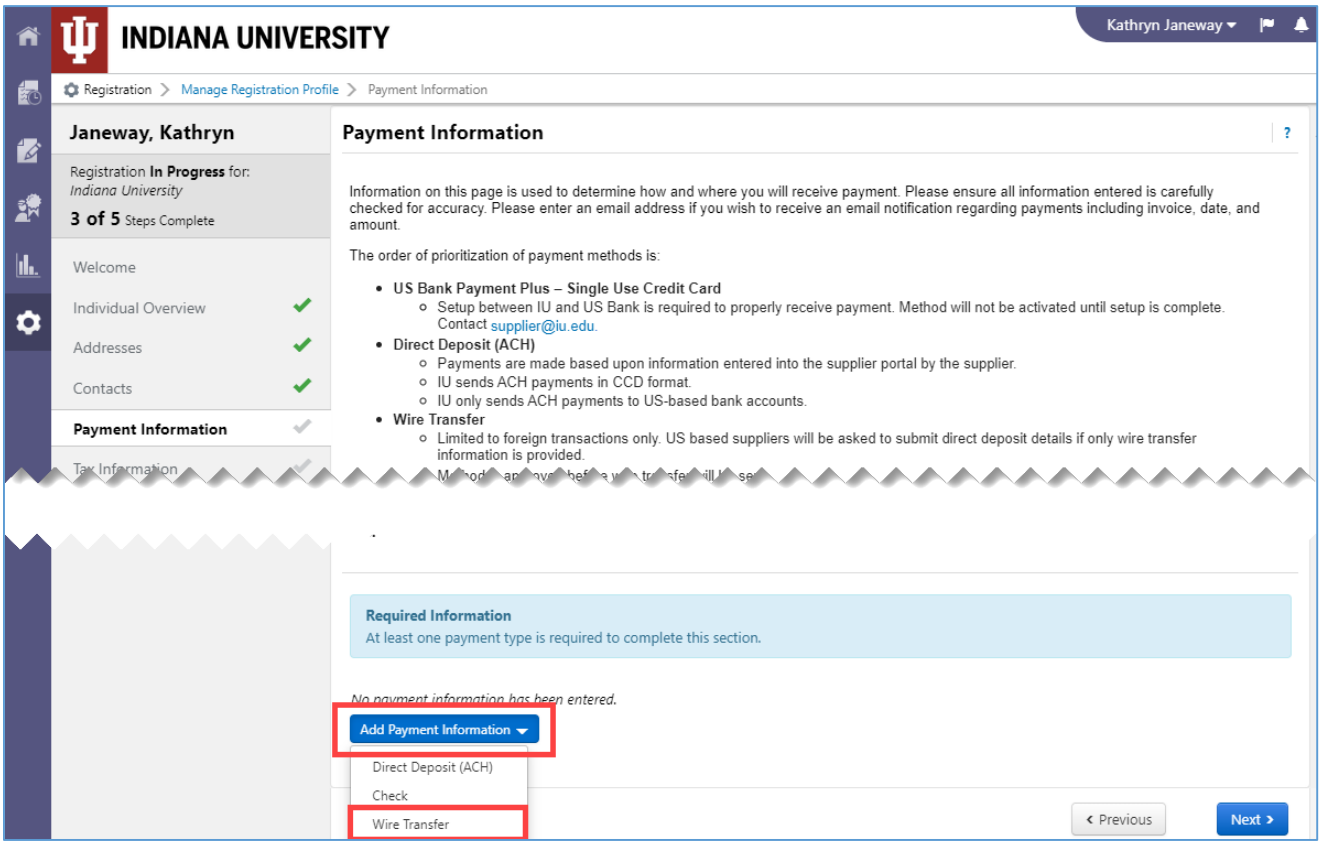
Click **Add Payment Information** and select your preferred method of payment.



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.

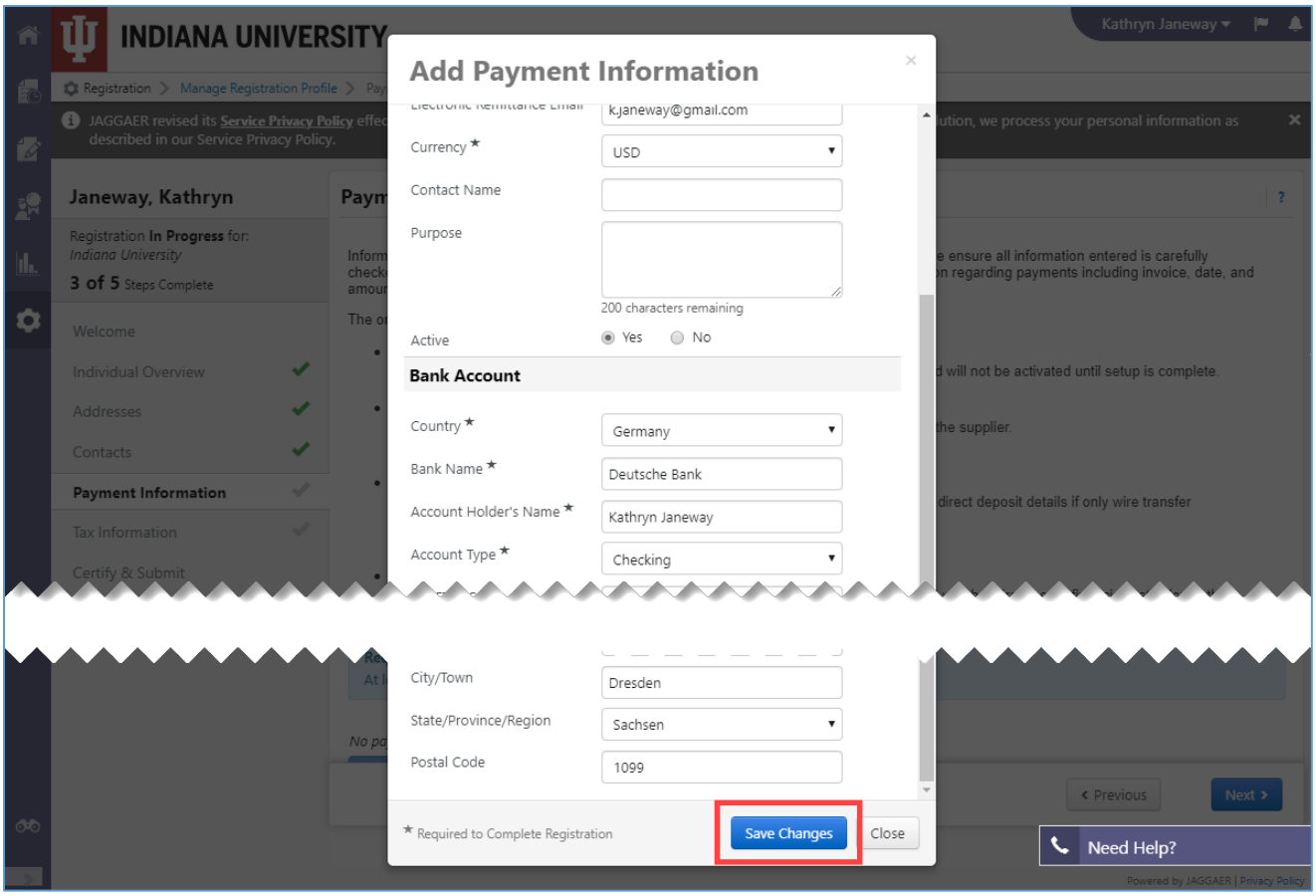


A new window opens where you can enter your payment details. The table below describes what information should be entered in each field.

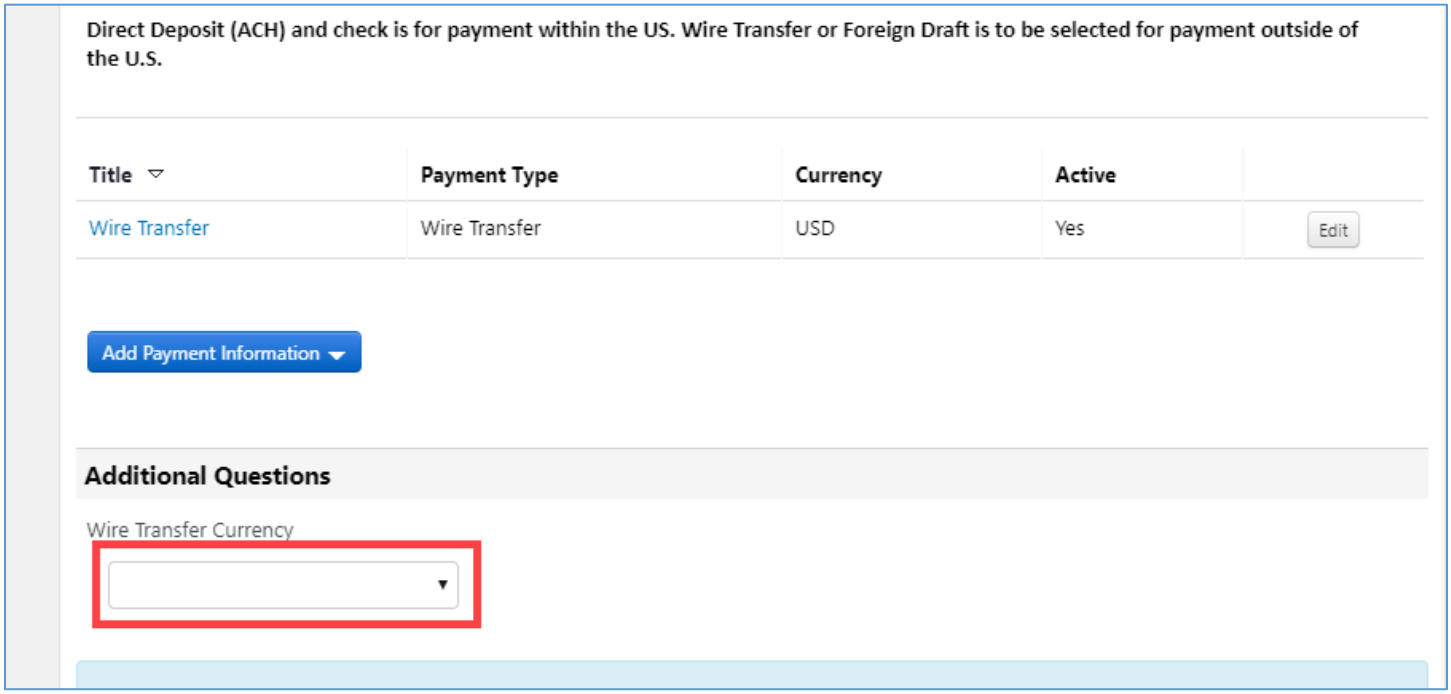
Field	Description
Payment Title	Enter "Wire Transfer" in this field.
Country	Select the country in which your bank is located from the drop-down menu.
Electronic Remittance Email	Enter an email address in this field if you wish to be notified when a payment is made using this information.
Currency	Select your preferred currency from the drop-down menu. **If your preferred currency is not listed, choose USD.**
Contact Name	The name of the individual associated with this payment information.
Purpose	If you are entering multiple payment methods, include a description of the type of payments received via this method.
Active	Defaulted to "Yes." Do not change this field.
Country	Select the country in which your bank is located from the drop-down menu.
Bank Name	Enter the name of your financial institution. Ensure the name entered here matches your institution's full name. Discrepancies may result in delay of payment.
Account Holder's Name	Full name of the individual to which the account belongs - **this must be your name**
Account Type	Choose the appropriate option, Checking or Savings, from the drop-down menu.

SWIFT/BIC	This information is provided by your financial institution and is used to transfer funds.
International Routing Code (IRC)	Some financial institutions use IRCs in combination with SWIFT/BIC codes. Contact your institution for details.
IBAN (International Bank Account Number)	This field may be required. This depends on the country in which your financial institution resides.
Confirm IBAN	Re-enter the IBAN number from the previous field to verify its accuracy.
Address fields	Enter the address of your financial institution, if desired.

Once all required fields are complete, click **Save Changes** to save your work.

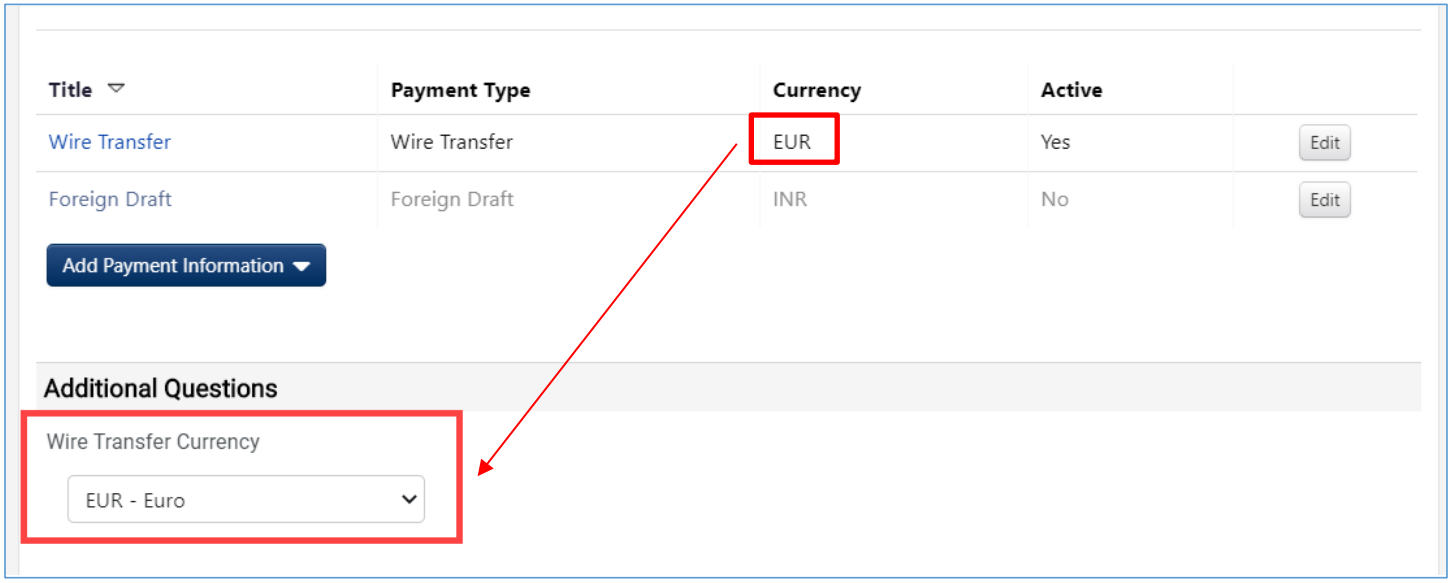


Next, specify your preferred currency in the **Additional Questions** section from the **Wire Transfer Currency** drop-down menu. This currency selection must match your earlier selection.

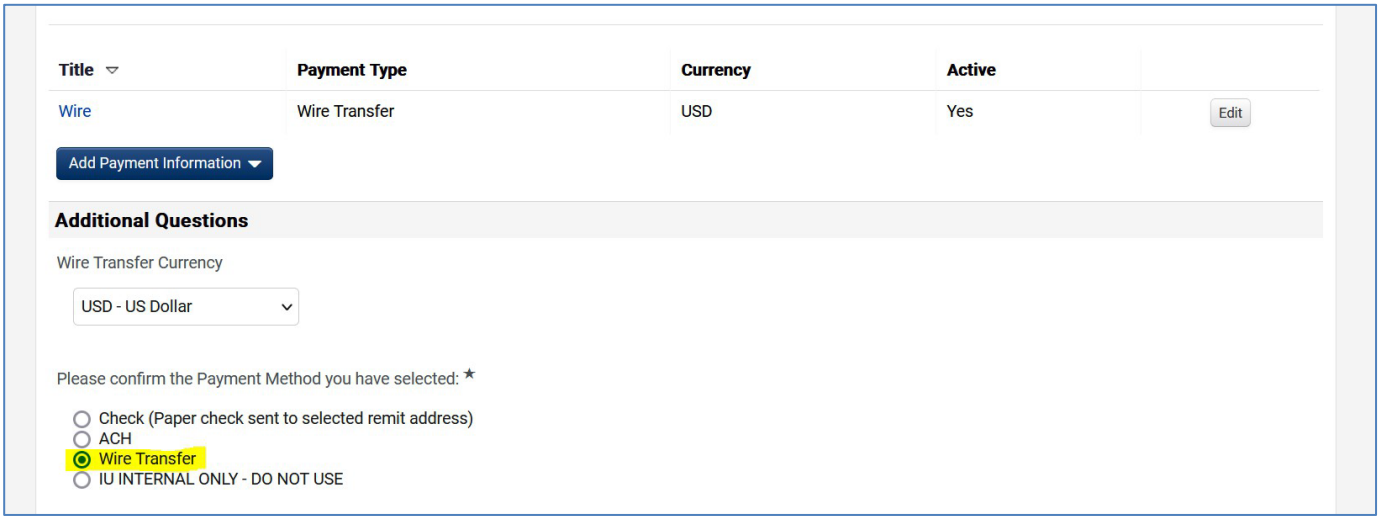


In this example, we are requesting payment in Euros, so we will select "EUR – Euro" from the drop-down menu.

If your preferred currency is not listed, select USD – US Dollars.

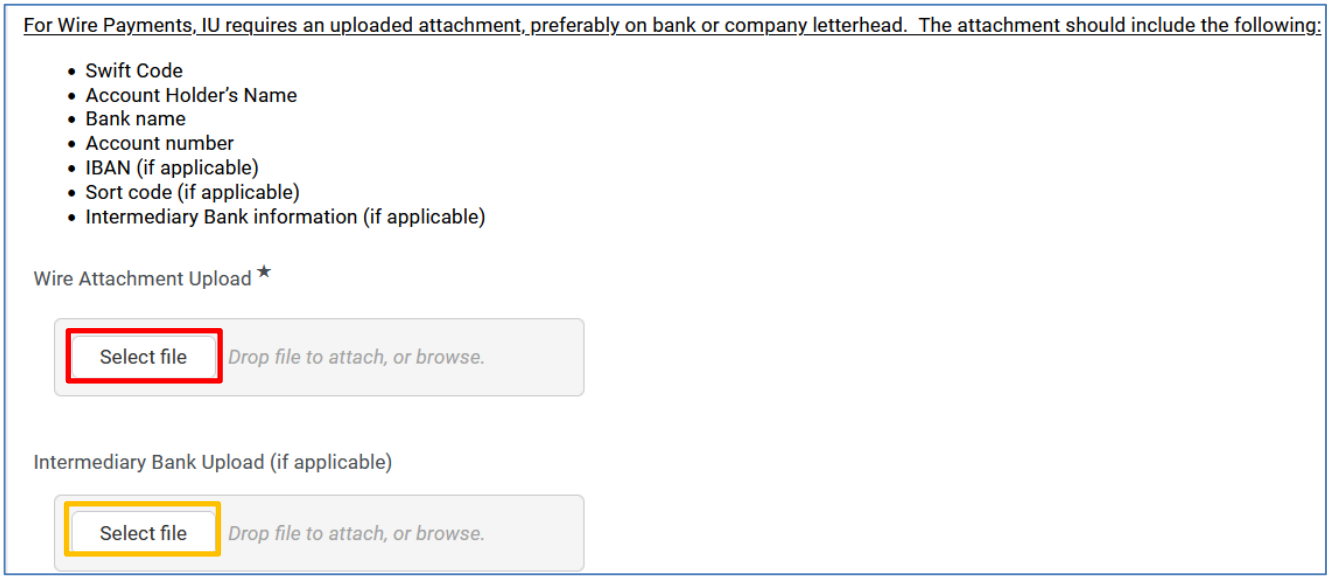


Next, confirm your payment method by selecting the radio button next to **Wire Transfer**. Once this option is selected, upload a copy of your wire transfer information by clicking **Select file**. Click **Save Changes** to save your work.



At the bottom of the Payment Information section, upload a supporting bank document that verifies the wire details you previously input. This should be a document on bank or company letterhead indicating the account information of the payee. The document must include the **Swift code, account holders name, and account number or IBAN**.

Click **Select File** under Wire Attachment Upload. An additional, optional field for intermediary bank information is also present. Upload the intermediary bank information if applicable.

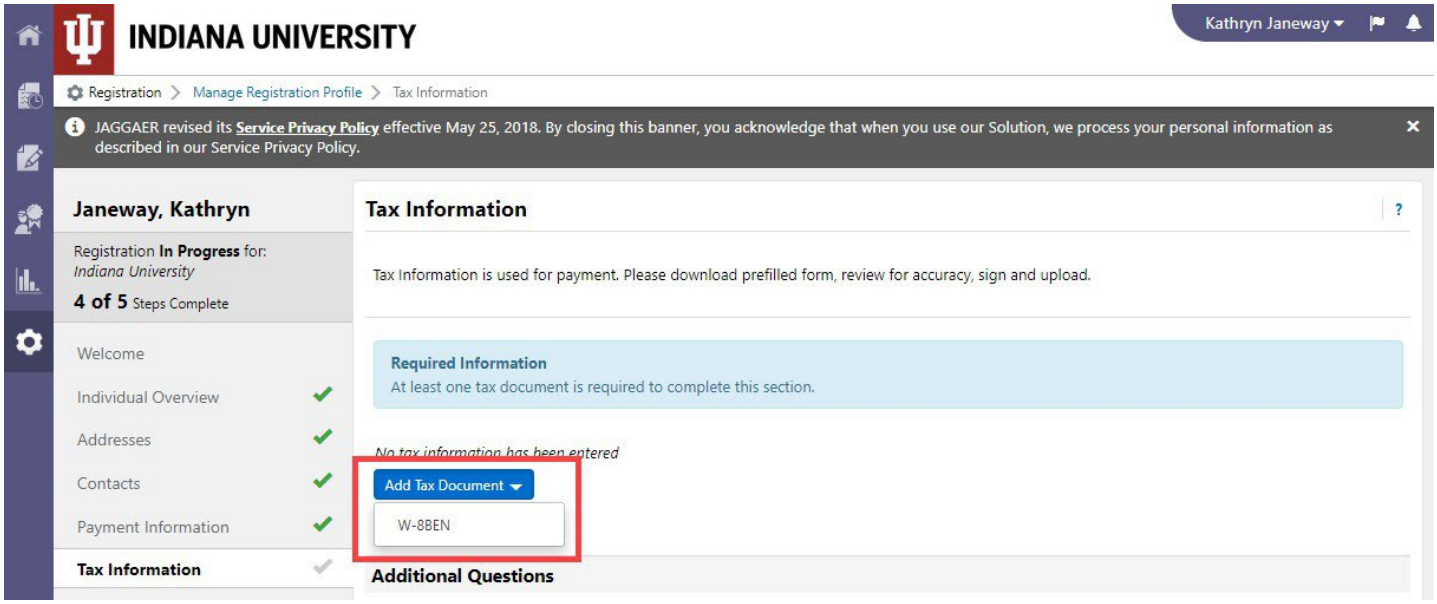


After selecting and uploading your bank information document, Click **Save Changes**.

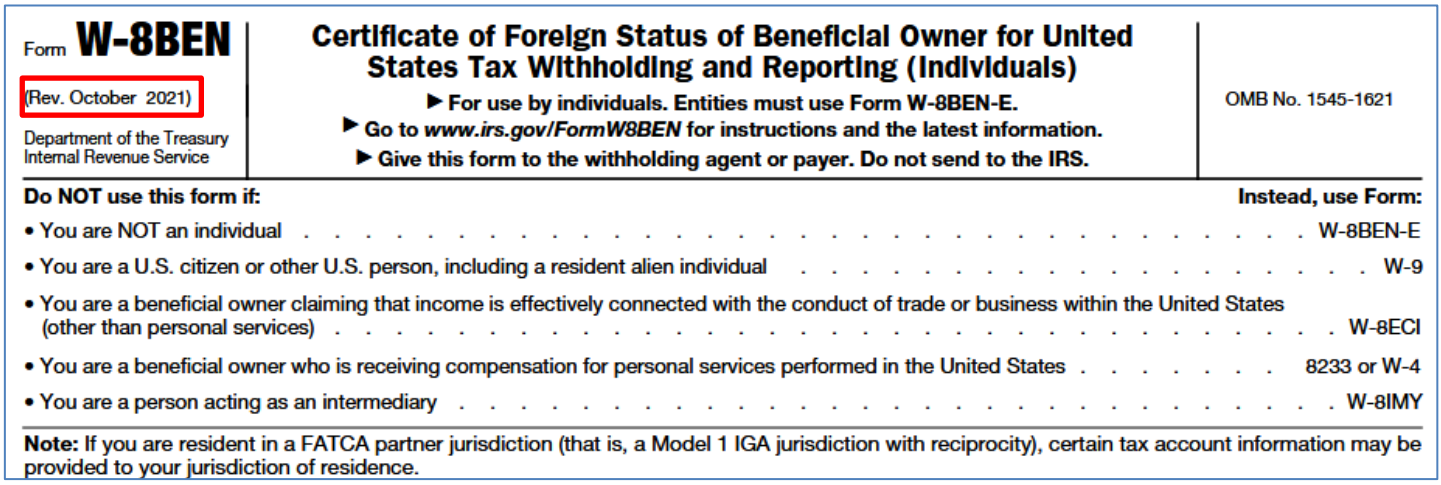
A document verifying bank information is *REQUIRED*. If this is missing, your registration will be returned, and payment delayed.

Tax Information

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



Enter a name (e.g., "W-8") for the tax form in the **Tax Document Name** field and select the tax document's revision date (top-left corner of page 1. See example below) as the **Tax Document Year.**



Form **W-8BEN**

(Rev. October 2021)

Department of the Treasury
Internal Revenue Service

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

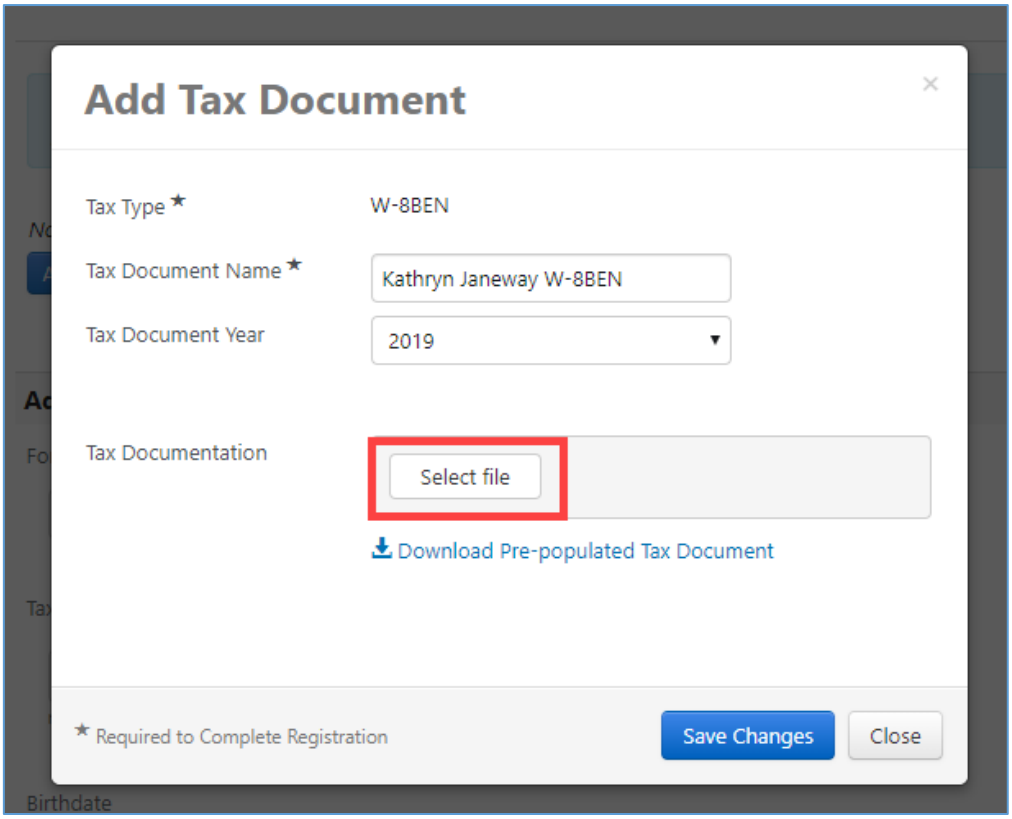
▶ For use by individuals. Entities must use Form W-8BEN-E.
▶ Go to *www.irs.gov/FormW8BEN* for instructions and the latest information.
▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

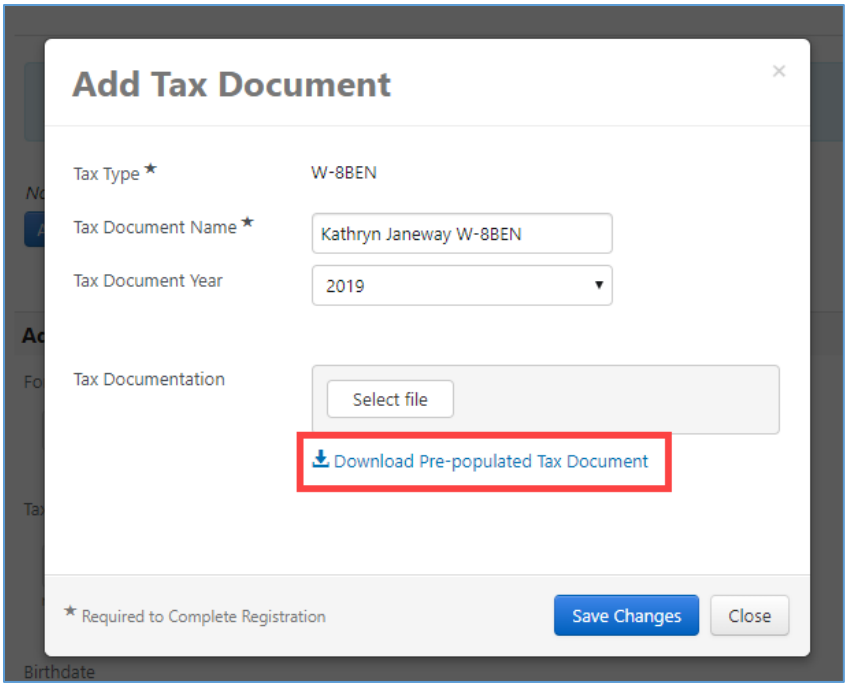
Do NOT use this form if:	Instead, use Form:
• You are NOT an individual	W-8BEN-E
• You are a U.S. citizen or other U.S. person, including a resident alien individual	W-9
• You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services)	W-8ECI
• You are a beneficial owner who is receiving compensation for personal services performed in the United States	8233 or W-4
• You are a person acting as an intermediary	W-8IMY

Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

If you already have a completed tax document on hand (**must have a REV. date of 2021 or later**), click **Select file** to upload the document.



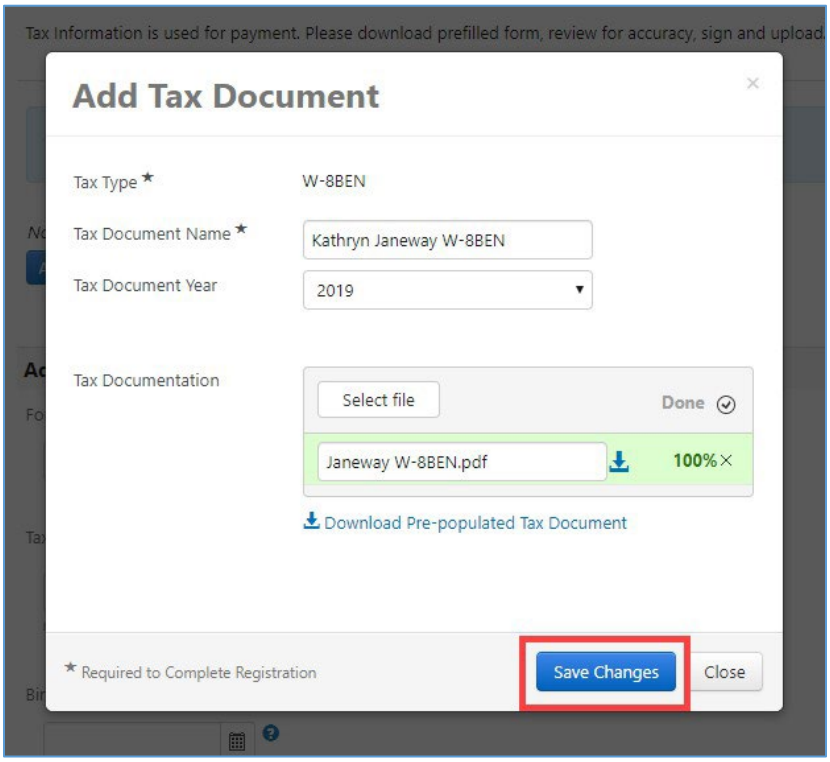
If you do not have a completed W-8BEN on hand, click **Download Pre-populated Tax Document**. Jaggaer generates a W-8BEN tax form which contains information previously entered during the registration process.



Print the tax form, sign and date (MM/DD/YYYY), and scan the document. The signed document can then be uploaded by clicking **Select file**. Alternatively, you may sign the document with a digital signature, such as AdobeSign.

The tax form MUST be signed and dated MM/DD/YYYY to satisfy this requirement.

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

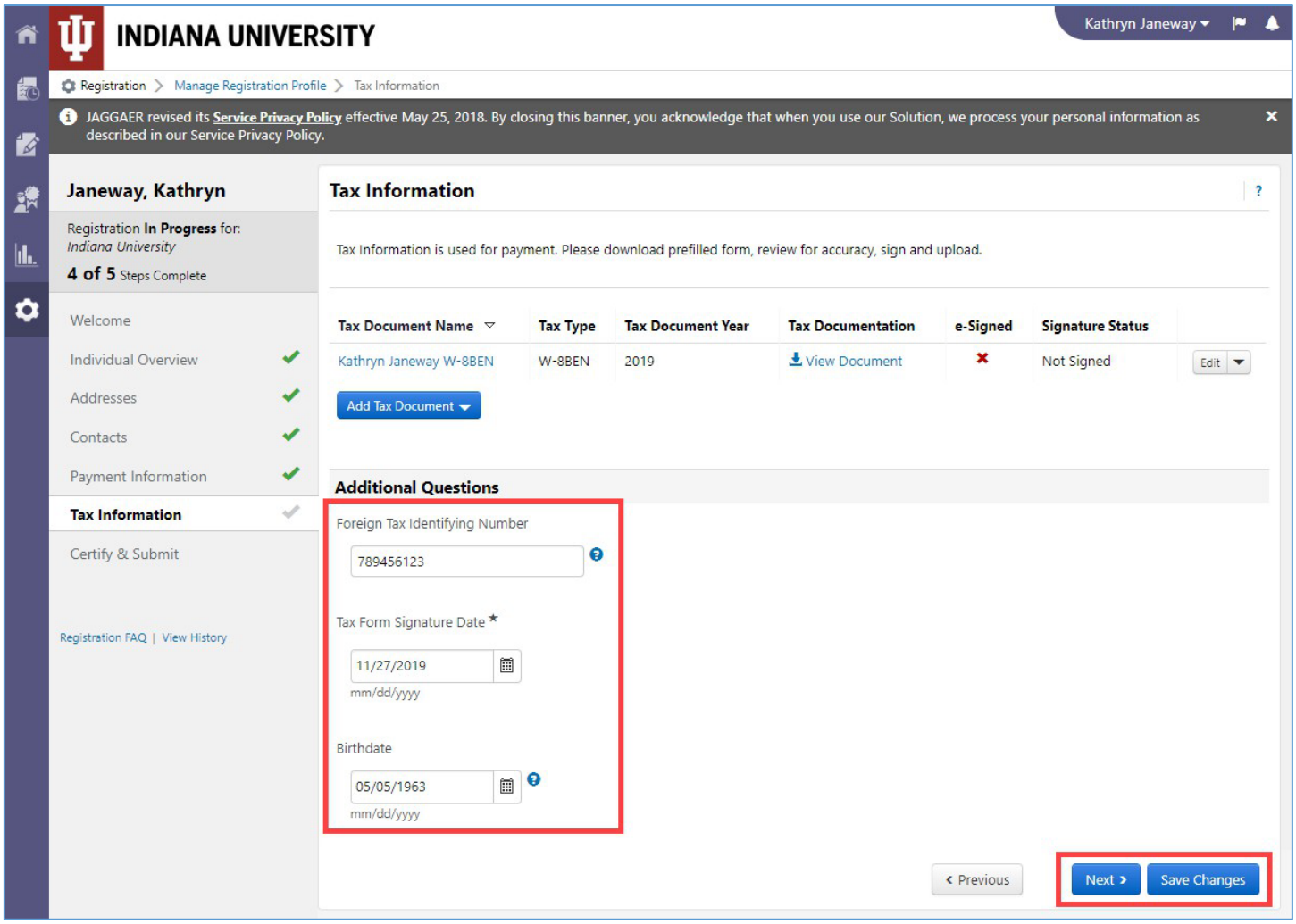


Enter the date the tax form was signed in the **Tax Form Signature Date** field. You may also select a date using the calendar widget to the right of the field.

Next, enter your foreign tax ID number in the **Foreign Tax Identifying Number** field and your date of birth in the **Birthdate** field. An example of a foreign tax ID number is the number you use to file taxes in your home country. This information should match what is reflected on the tax form you just uploaded.

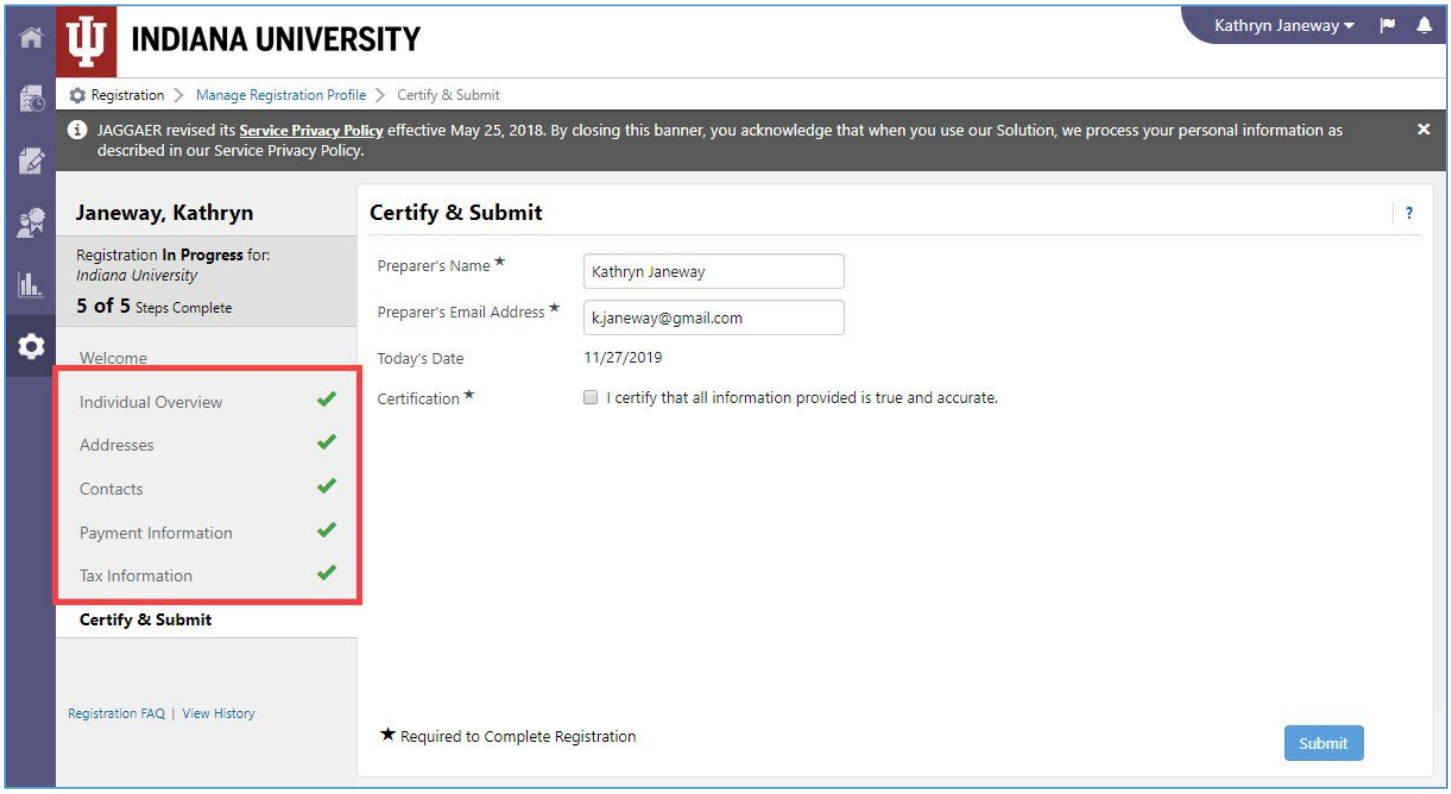
The Foreign Tax Identifying Number (if assigned) and Birthdate fields are required for foreign-taxed individuals, even though not marked with a star.

Click **Save Changes** to save your progress and **Next** to continue to the last section of the registration process.

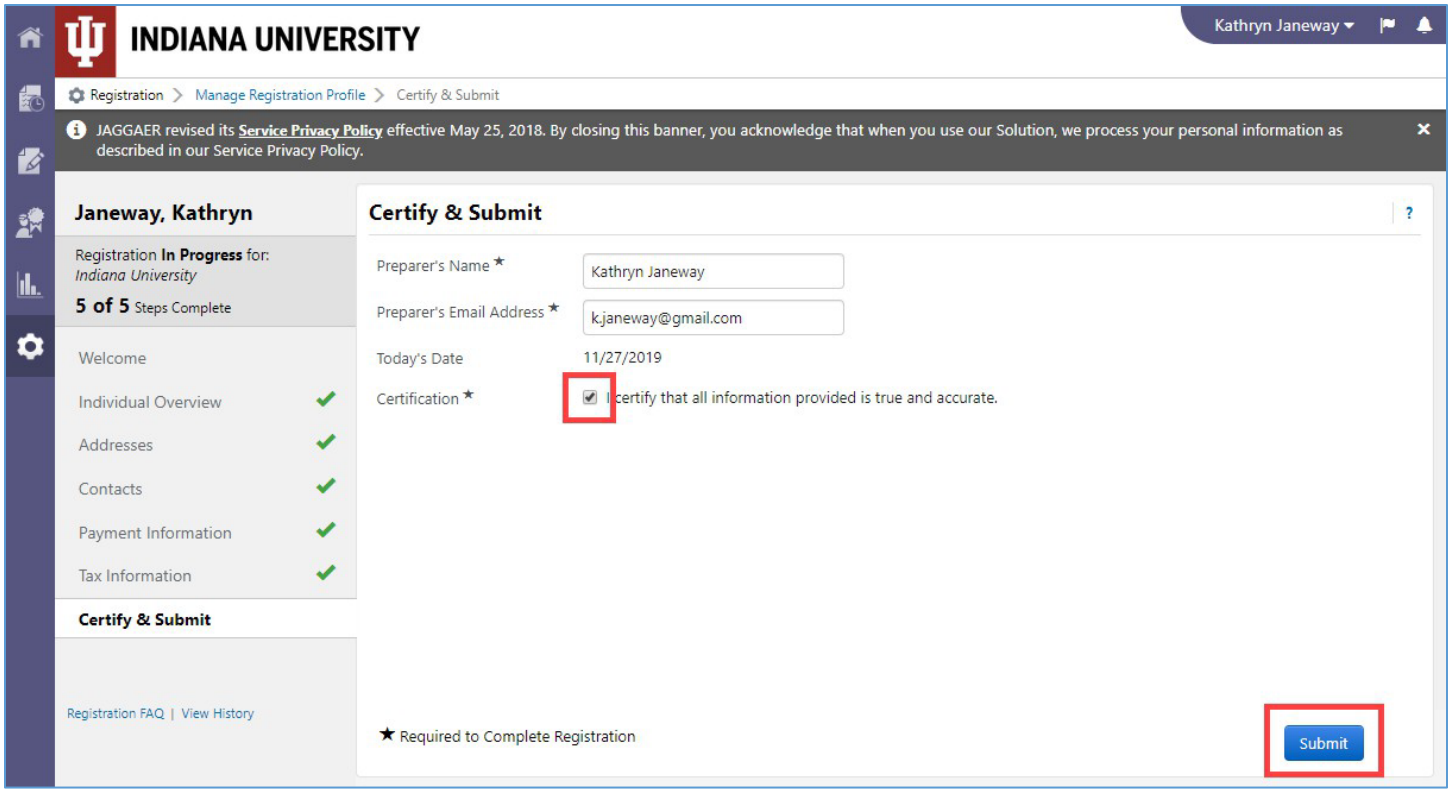

INDIANA UNIVERSITY
Kathryn Janeway
Registration > Manage Registration Profile > Tax Information
JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.
Janeway, Kathryn
Registration In Progress for:
Indiana University
4 of 5 Steps Complete
Welcome
Individual Overview
Addresses
Contacts
Payment Information
Tax Information
Certify & Submit
Registration FAQ | View History
Tax Information
Tax Information is used for payment. Please download prefilled form, review for accuracy, sign and upload.
Tax Document Name
Tax Type
Tax Document Year
Tax Documentation
e-Signed
Signature Status
Kathryn Janeway W-8BEN
W-8BEN
2019
View Document
Not Signed
Edit
Add Tax Document
Additional Questions
Foreign Tax Identifying Number
789456123
Tax Form Signature Date *
11/27/2019
mm/dd/yyyy
Birthdate
05/05/1963
mm/dd/yyyy
Previous
Next
Save Changes

Certify & Submit

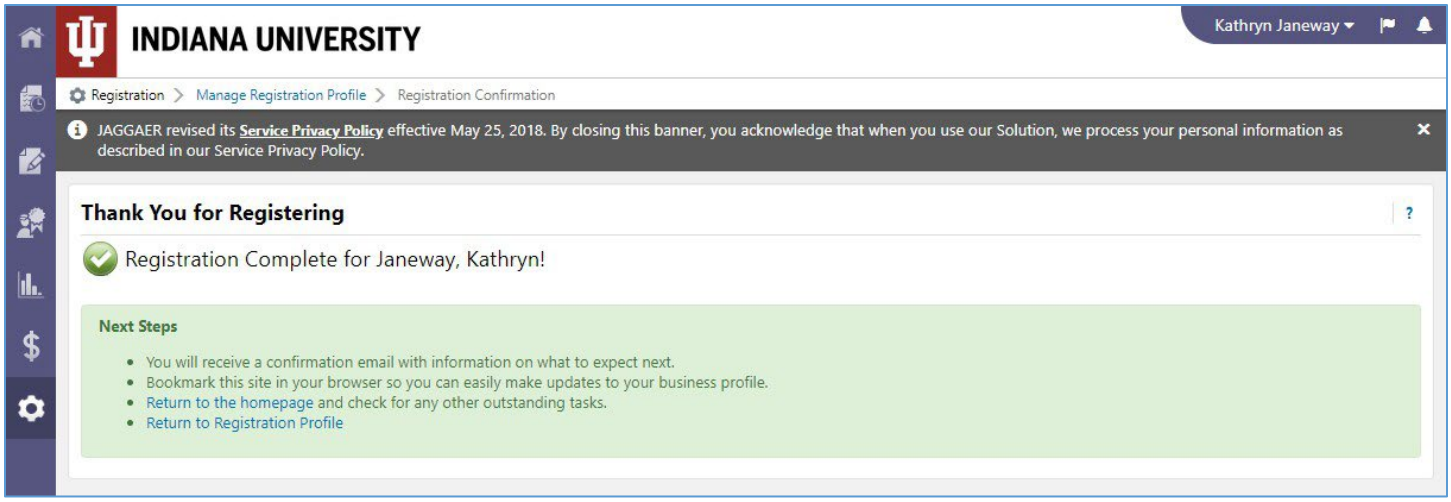
Finally, verify your name and email address in the appropriate fields. Prior to submission, you can review or update a section by selecting it from the left-hand menu.



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.



Additionally, you will receive an email confirming your submission.

From: Indiana U TEST Site <buyiu.noreply@iu.edu>
Sent: Thursday, April 3, 2025 9:59 AM
To:
Subject: Supplier Registration Complete for Indiana University TEST SITE

INDIANA UNIVERSITY

Supplier Registration Complete for Indiana University

Dear Bolden, Bryce,

Thank you for completing your Jaggaer registration profile. Your information has been submitted to Indiana University 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'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 helpmeiu@iu.edu or calling (812) 855-3720, option 1.

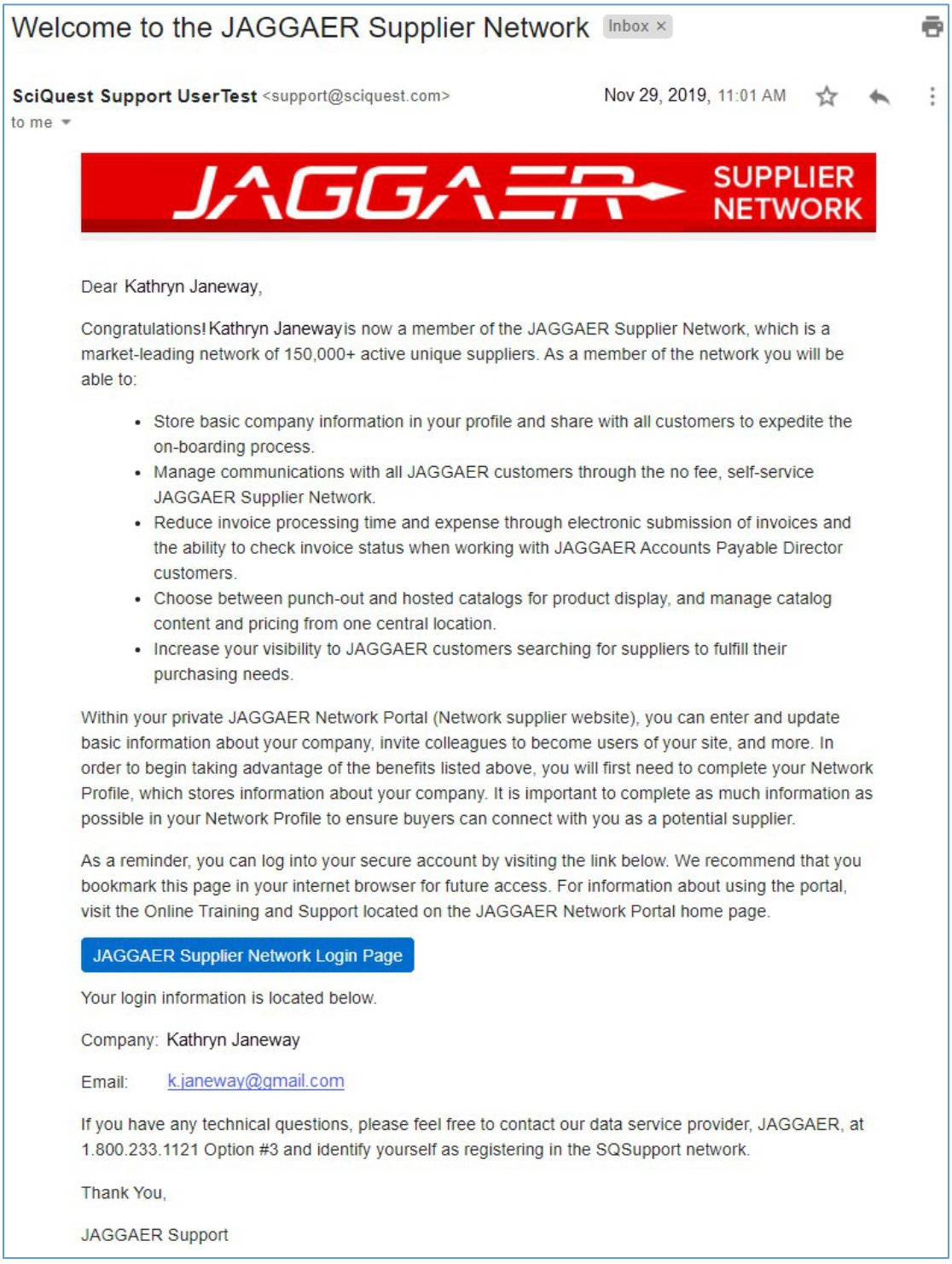
Thank You,

Indiana University

Registration Approval

IU Procurement 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.

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 arrive.



Welcome to the JAGGAER Supplier Network Inbox ×

SciQuest Support UserTest <support@sciquest.com> Nov 29, 2019, 11:01 AM

to me

JAGGAER SUPPLIER NETWORK

Dear Kathryn Janeway,

Congratulations! Kathryn Janeway is now a member of the JAGGAER Supplier Network, which is a market-leading network of 150,000+ active unique suppliers. As a member of the network you will be able to:

- Store basic company information in your profile and share with all customers to expedite the on-boarding process.
- Manage communications with all JAGGAER customers through the no fee, self-service JAGGAER Supplier Network.
- Reduce invoice processing time and expense through electronic submission of invoices and the ability to check invoice status when working with JAGGAER Accounts Payable Director customers.
- Choose between punch-out and hosted catalogs for product display, and manage catalog content and pricing from one central location.
- Increase your visibility to JAGGAER customers searching for suppliers to fulfill their purchasing needs.

Within your private JAGGAER Network Portal (Network supplier website), you can enter and update basic information about your company, invite colleagues to become users of your site, and more. In order to begin taking advantage of the benefits listed above, you will first need to complete your Network Profile, which stores information about your company. It is important to complete as much information as possible in your Network Profile to ensure buyers can connect with you as a potential supplier.

As a reminder, you can log into your secure account by visiting the link below. We recommend that you bookmark this page in your internet browser for future access. For information about using the portal, visit the Online Training and Support located on the JAGGAER Network Portal home page.

JAGGAER Supplier Network Login Page

Your login information is located below.

Company: Kathryn Janeway

Email: k.janeway@gmail.com

If you have any technical questions, please feel free to contact our data service provider, JAGGAER, at 1.800.233.1121 Option #3 and identify yourself as registering in the SQSupport network.

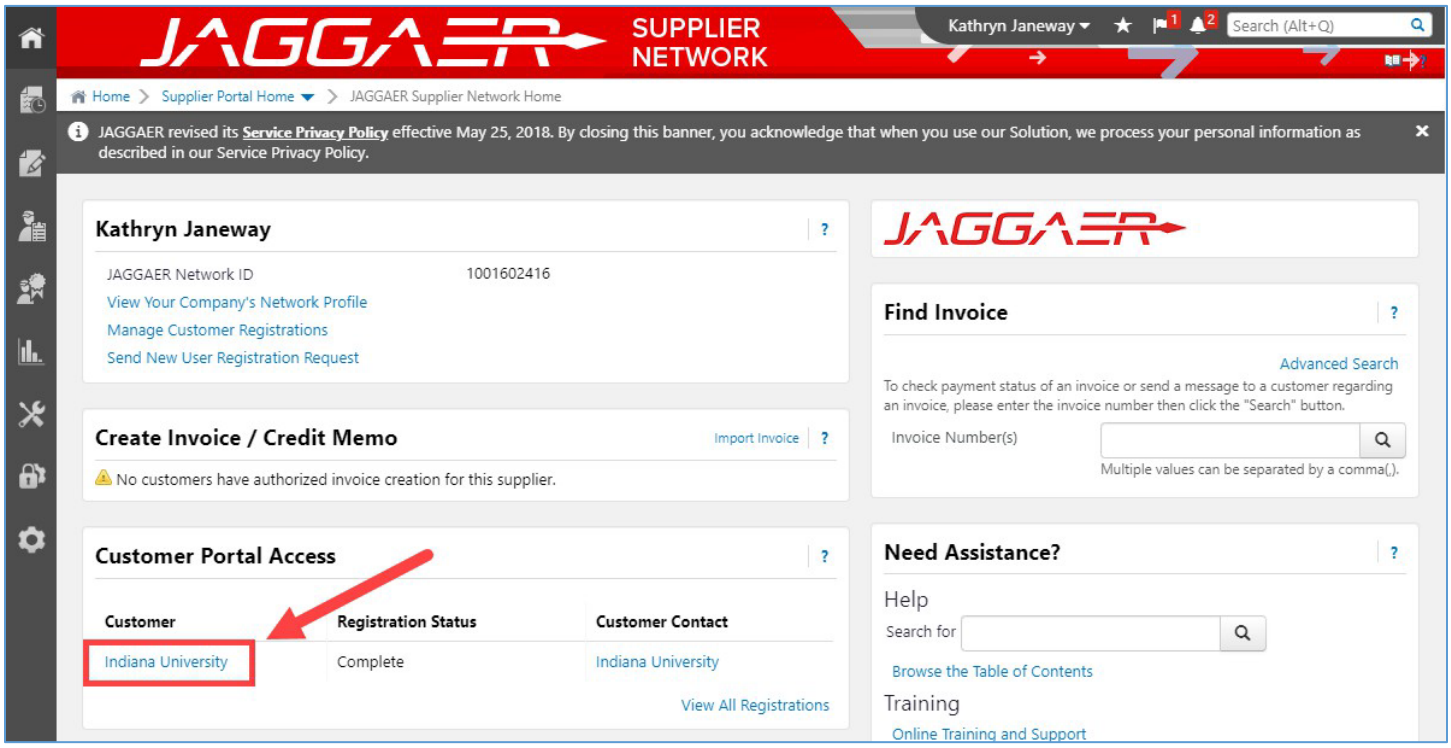
Thank You,

JAGGAER Support

Congratulations! You have completed registration in BUY.IU and may now receive payments from IU.

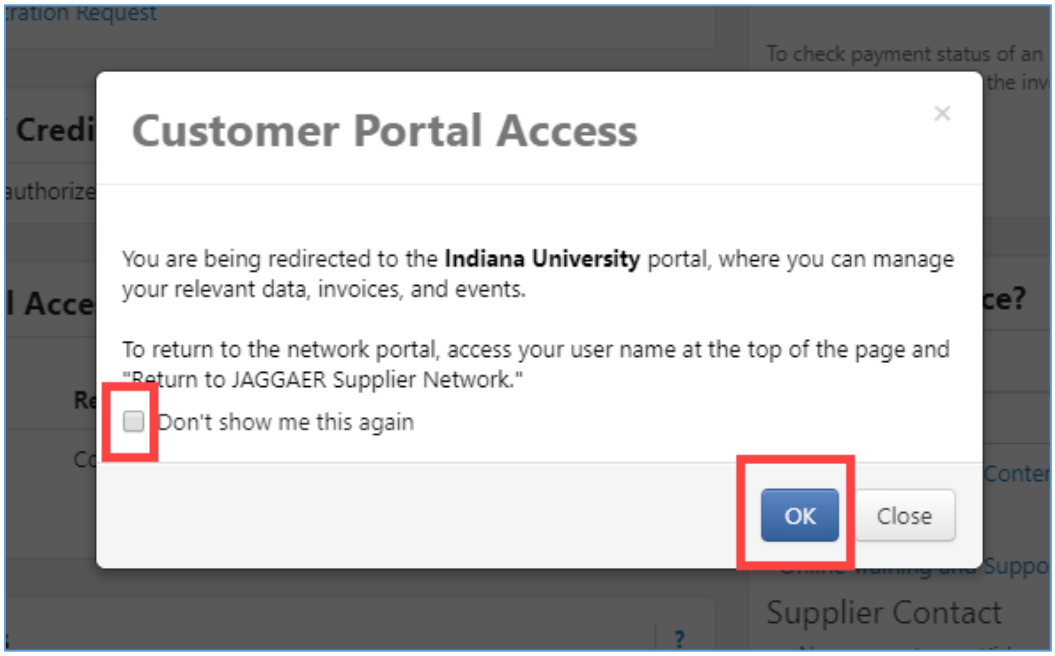
Continue Registration

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

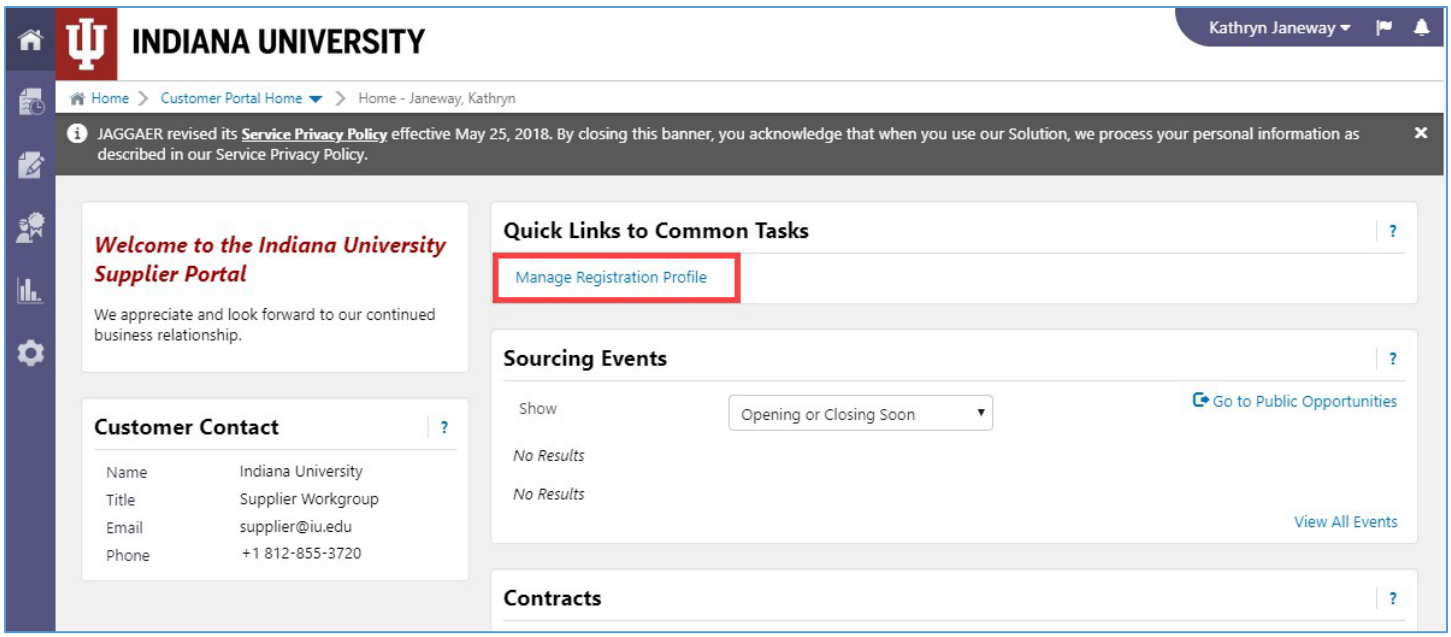
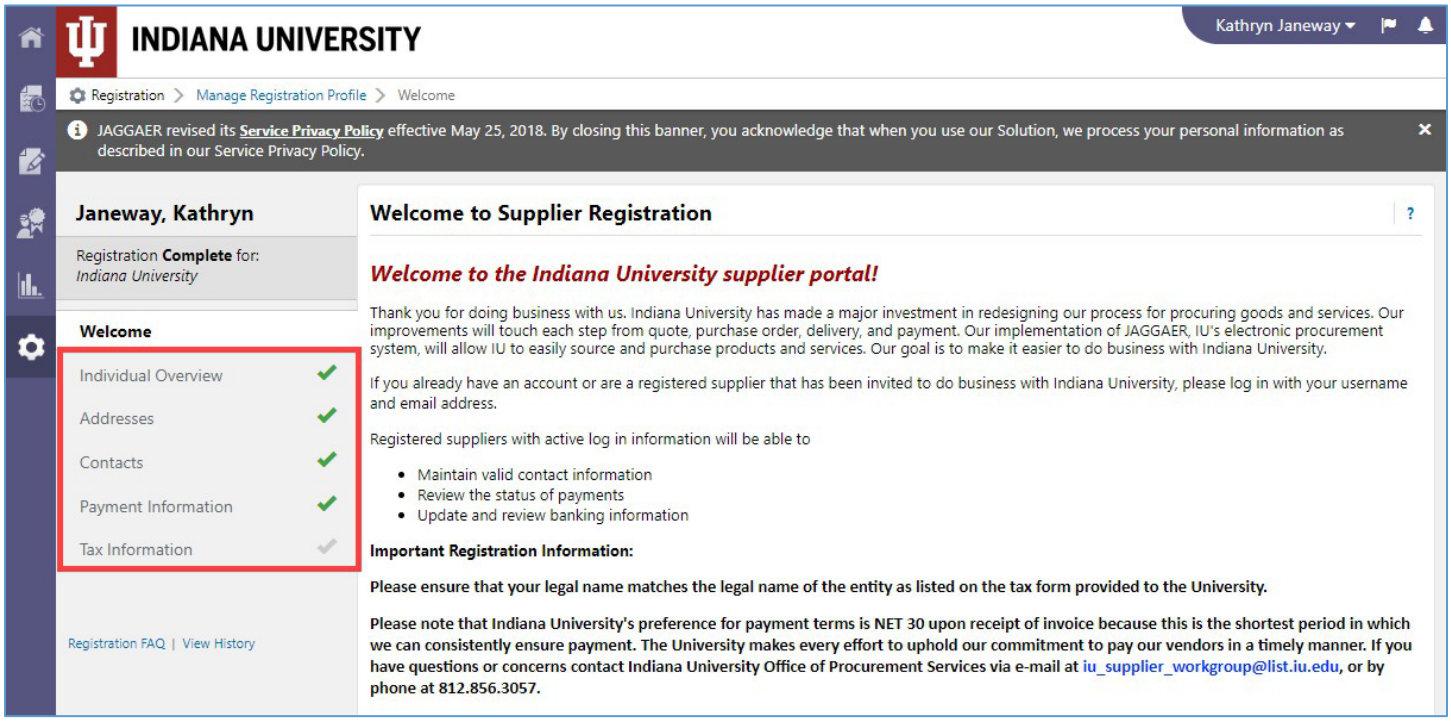


If it is the first time you're accessing your portal after your initial login, a pop-up window will appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

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



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



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.