

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.](#)

Contents


Invitation.....	2
Create Your Jaggaer Network Account.....	3
Complete and Submit Registration Information.....	7
Welcome	8
Individual Overview.....	9
Addresses	11
Contacts.....	15
Payment Information	17
Payment via Wire Transfer	18
Tax Information	22
Certify & Submit.....	26
Registration Approval.....	28
Continue Registration.....	29





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.



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.



INDIANA UNIVERSITY

[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

Welcome to the Indiana University supplier portal! (TEST)

Thank you for doing business with us. Indiana University has made a major investment in redesigning our process for procuring goods and services. Our improvements will touch each step from quote, purchase order, delivery, and payment. Our implementation of JAGGAER, IU's electronic procurement system, will allow IU to easily source and purchase products and services. Our goal is to make it easier to do business with Indiana University.

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 log in information will be able to

- Maintain valid contact information
- Review the status of payments
- Update and review banking information

Important Registration Information:

Please ensure that your legal name matches the legal name of the entity as listed on the tax form provided to the University.


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 via our [Support Form](#), or by phone at 812.855.3720.

[Continue With Registration](#)

English ▾

- [English](#)
- [français](#)
- [Deutsch](#)
- [Italiano](#)
- [Español](#)
- [中国](#)

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**.



INDIANA UNIVERSITY

Supplier Registration [Registration Tutorial](#)

English ▼

Your Contact Info

Jean-Luc Picard
First Name ★ Last Name ★

Title

8555555555 ext.
Phone Number ★

International phone numbers must begin with +

EDT/EST - Eastern Standard Time (US/Eastern) ▼
Preferred Time Zone ★

Your Login


jipgoiu@proton.me
Email ★

jipgoiu@proton.me
Confirm Email ★

I am a user in need of accessibility assistance

Terms and Conditions

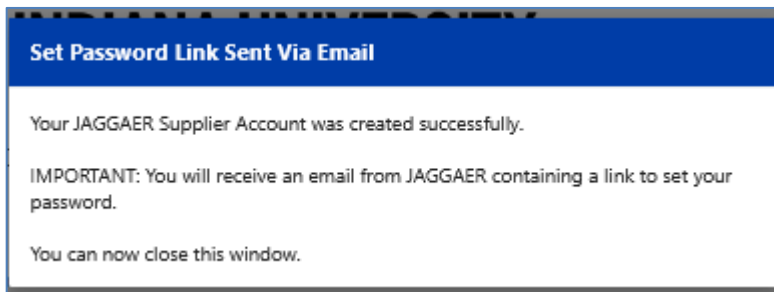
I have read and accepted JAGGAER's [Terms and Conditions](#)

I am human 

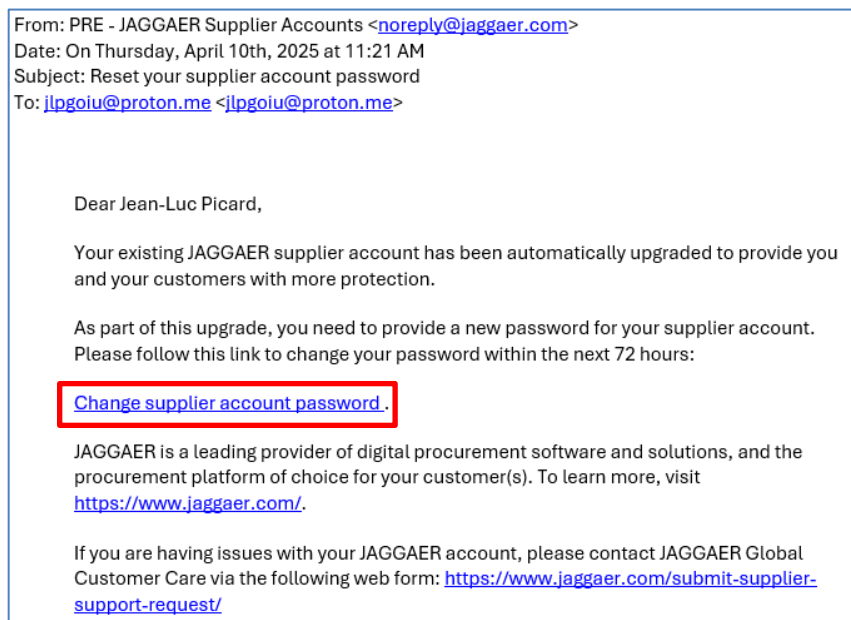
Create Account

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.

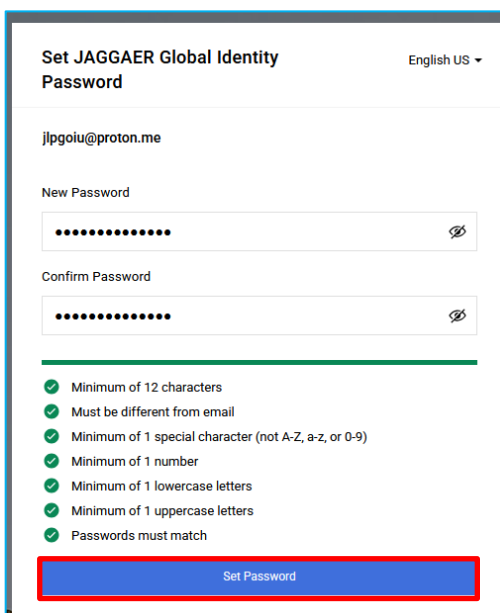
After selecting **Create Account**, you will receive a notification that your account was created and that a link has been sent to the email address provided to set up a password.



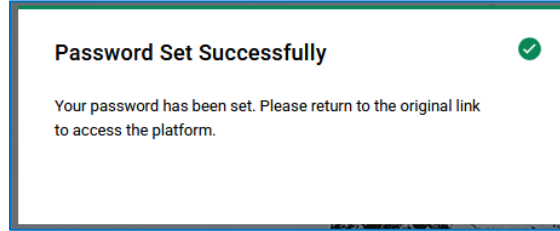
Locate the password setup message in your email inbox. Select **Change supplier account password**.



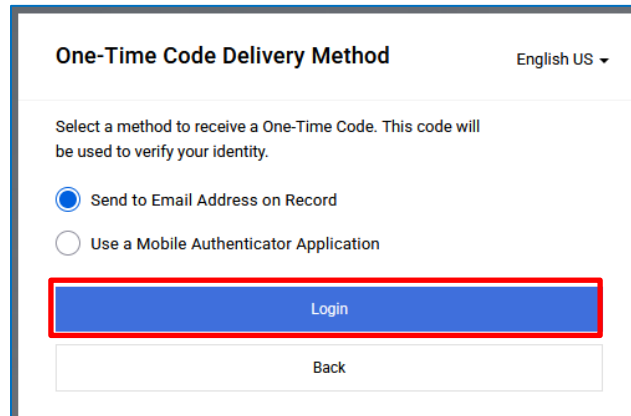
Create a password which meets the required criteria. Select **Set Password**.



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 

Tyler Nichols	Welcome to Supplier Registration ?
Registration In Progress for: Indiana University TEST SITE 0 of 5 Steps Complete	Welcome to the Indiana University supplier portal! (TEST)
Welcome	Thank you for doing business with us. Indiana University has made a major investment in redesigning our process for procuring goods and services. Our improvements will touch each step from quote, purchase order, delivery, and payment. Our implementation of JAGGAER, IU's electronic procurement system, will allow IU to easily source and purchase products and services. Our goal is to make it easier to do business with Indiana University.
Individual Overview 	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.
Addresses 	Registered suppliers with active log in information will be able to
Contacts 	<ul style="list-style-type: none"> • Maintain valid contact information • Review the status of payments • Update and review banking information
Payment Information 	Important Registration Information:
Tax Information 	Please ensure that your legal name matches the legal name of the entity as listed on the tax form provided to the University.
Certify & Submit	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 via our Support Form , or by phone at 812.855.3720.
Required to Start Registration	
First Name *	<input type="text" value="Tyler"/>
Last Name *	<input type="text" value="Nichols"/>
★ Required to Complete Registration	
<input type="button" value="Next >"/> <input type="button" value="Save Changes"/>	

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**.

INDIANA UNIVERSITY Kathryn Janeway

Registration > Manage Registration Profile > Welcome

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.

Kathryn Janeway
Registration **In Progress** for:
Indiana University
0 of 5 Steps Complete

Welcome

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

Registration FAQ | View History

Welcome to Supplier Registration

Welcome to the Indiana University supplier portal!

Thank you for doing business with us. Indiana University has made a major investment in redesigning our process for procuring goods and services. Our improvements will touch each step from quote, purchase order, delivery, and payment. Our implementation of JAGGAER, IU's electronic procurement system, will allow IU to easily source and purchase products and services. Our goal is to make it easier to do business with Indiana University.

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 log in information will be able to

- Maintain valid contact information
- Review the status of payments
- Update and review banking information

Important Registration Information:

Please ensure that your legal name matches the legal name of the entity as listed on the tax form provided to the University.

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 e-mail at iu_supplier_workgroup@list.iu.edu, or by phone at 812.856.3057.

Required to Start Registration

First Name *

Last Name *

★ Required to Complete Registration

Next > **Save Changes**

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.

The screenshot shows the 'Individual Information' form for Kathryn Janeway. The 'Country of Origin' dropdown menu is highlighted with a red box and set to 'Germany'. The 'Legal Structure' dropdown menu is empty. The 'Tax ID Number' field is empty. The 'Save Changes' button is visible at the bottom right.

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

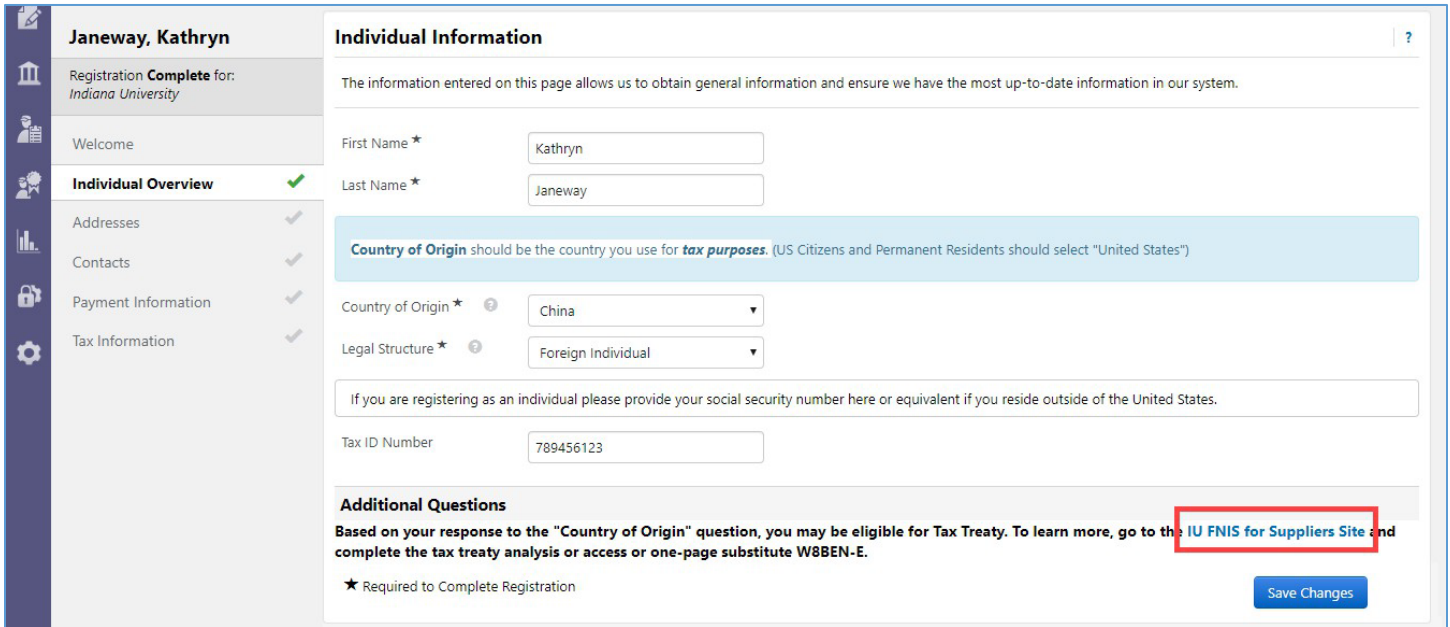
- If you own a business and will be compensated as such, select “**Non-US Based Entity**” from the drop-down. Please notify helpmeiu@iu.edu of this change.

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.

The screenshot shows the 'Individual Information' form for Kathryn Janeway. The 'Legal Structure' dropdown menu is highlighted with a red box and set to 'Foreign Individual'. The 'Tax ID Number' field is highlighted with a red box and contains the value '789456123'. The 'Save Changes' button is highlighted with a red box at the bottom right.

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.



Janeway, Kathryn

Registration **Complete** for:
Indiana University

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Individual Information

The information entered on this page allows us to obtain general information and ensure we have the most up-to-date information in our system.

First Name *

Last Name *

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

Country of Origin *

Legal Structure *

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

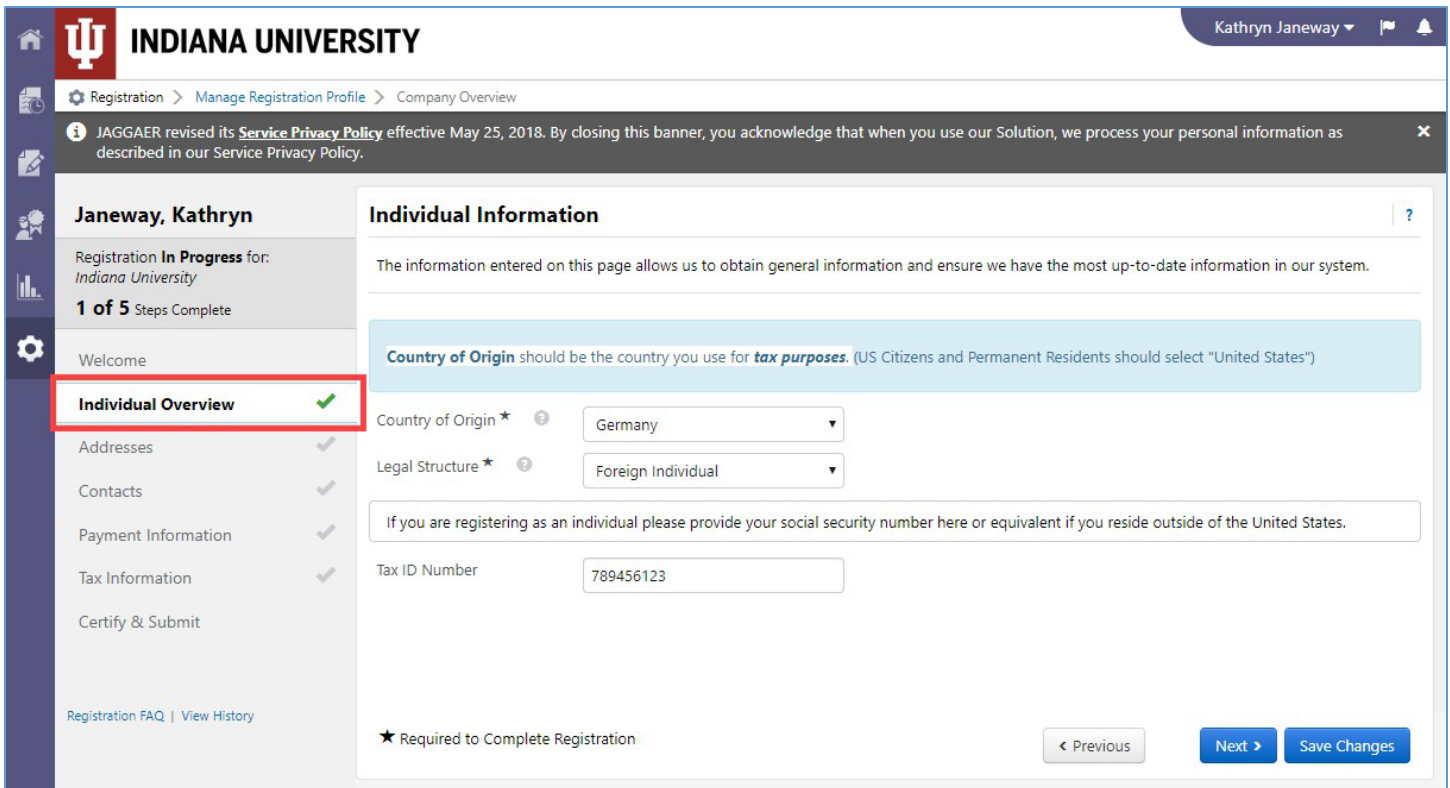
Additional Questions

Based on your response to the "Country of Origin" question, you may be eligible for Tax Treaty. To learn more, go to the [IU FNIS for Suppliers Site](#) and complete the tax treaty analysis or access or one-page substitute W8BEN-E.

★ Required to Complete Registration

[Save Changes](#)

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



INDIANA UNIVERSITY

Kathryn Janeway

Registration > Manage Registration Profile > Company Overview

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

1 of 5 Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

Individual Information

The information entered on this page allows us to obtain general information and ensure we have the most up-to-date information in our system.

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

Country of Origin *

Legal Structure *

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

★ Required to Complete Registration

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

Addresses

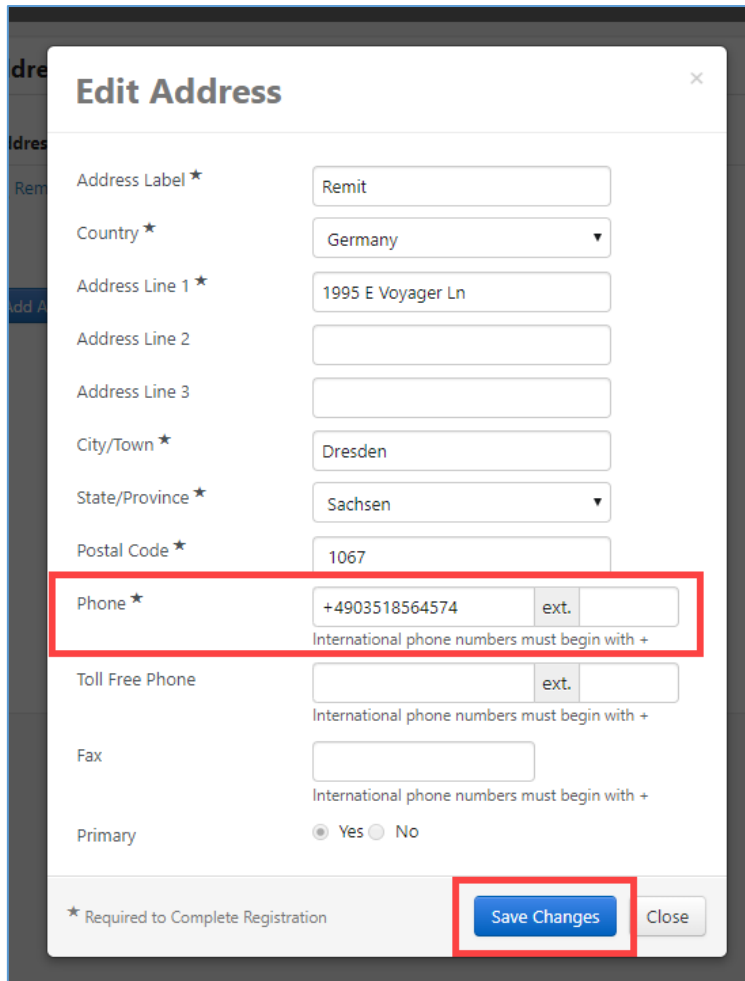
A remit address was entered on your behalf by IU staff when requesting your registration invitation. A phone number must be associated with your address. Click the text in the **Address Label** column to add this information.

The screenshot shows the 'INDIANA UNIVERSITY' registration portal for Kathryn Janeway. The left sidebar lists navigation options: 'Registration In Progress for: Indiana University' (1 of 5 Steps Complete), 'Welcome', 'Individual Overview' (checked), 'Addresses' (checked), 'Contacts' (checked), 'Payment Information' (checked), 'Tax Information' (checked), and 'Certify & Submit'. The main content area is titled 'Addresses' and contains a table with the following data:

Address Label	Address	
⚠ Remit	1995 E Voyager Ln Dresden, Sachsen 1067 DE	Edit

Below the table is an 'Add Address' button. At the bottom right of the main content area are 'Previous' and 'Next' navigation buttons. A banner at the top of the page states: '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.'

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.



Edit Address

Address Label * Remit

Country * Germany

Address Line 1 * 1995 E Voyager Ln

Address Line 2

Address Line 3

City/Town * Dresden

State/Province * Sachsen

Postal Code * 1067

Phone * +4903518564574 ext. International phone numbers must begin with +

Toll Free Phone ext. International phone numbers must begin with +

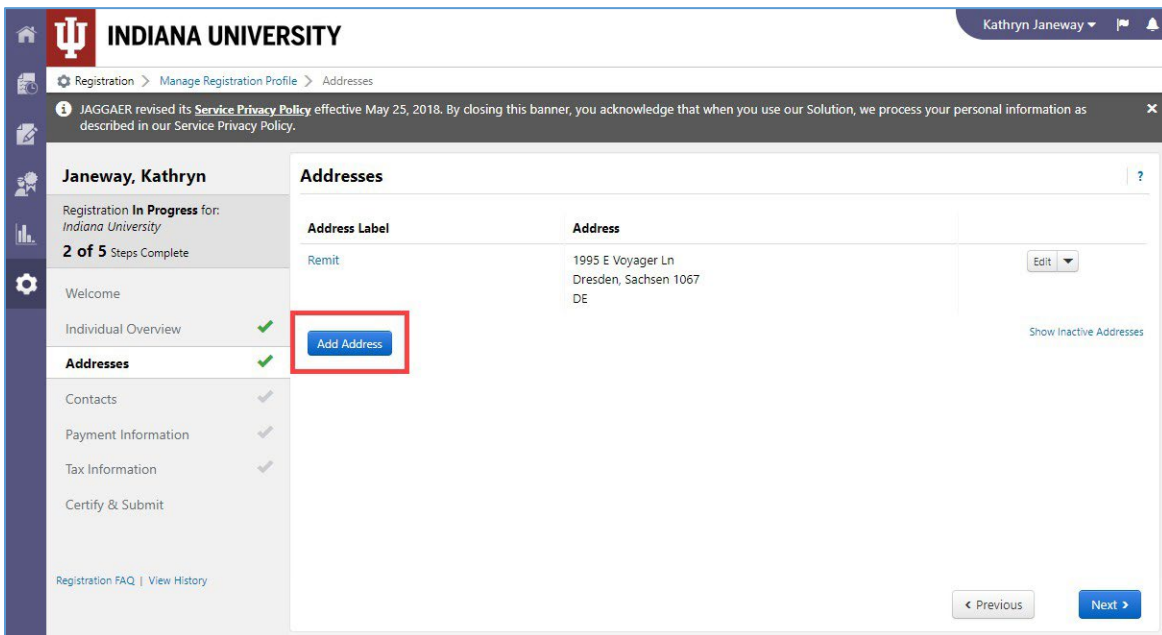
Fax International phone numbers must begin with +

Primary Yes No

* Required to Complete Registration

[Save Changes](#) [Close](#)

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



INDIANA UNIVERSITY Kathryn Janeway

Registration > Manage Registration Profile > Addresses

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
 2 of 5 Steps Complete

Welcome

Individual Overview

Addresses [Add Address](#)

Contacts

Payment Information

Tax Information

Certify & Submit

Registration FAQ | View History

Address Label	Address	
Remit	1995 E Voyager Ln Dresden, Sachsen 1067 DE	Edit

Show Inactive Addresses

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

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.

Edit Address ✕

Address Label [★]

Country [★]

Address Line 1 [★]

Address Line 2

Address Line 3

City/Town [★]

State/Province [★]

Postal Code [★]

Phone [★]
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

Primary Yes No

[★] Required to Complete Registration

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.

The screenshot shows a modal window titled "Add Address" with a close button (X) in the top right corner. Below the title is a header "Primary Contact For This Address (Step 2 of 2)" with a help icon (?). A light blue banner contains the text: "You can also update and add Contacts later from the Contacts page." Below this are two radio buttons: "Enter New Contact" (selected) and "Not Applicable". The form fields are as follows:

- Contact Label *: Self
- First Name *: Kathryn
- Last Name *: Janeway
- Position Title: (empty)
- Email *: k.janeway@gmail.com
- Phone *: +49 351 8564574 ext. (empty) - Note: International phone numbers must begin with +
- Toll Free Phone: ext. (empty) - Note: International phone numbers must begin with +
- Fax: (empty) - Note: International phone numbers must begin with +

At the bottom left, there is a note: "* Required to Complete Registration". At the bottom right, there are two buttons: "< Previous" and "Save Changes" (highlighted with a red box).

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.

INDIANA UNIVERSITY Kathryn Janeway

Registration > Manage Registration Profile > Addresses

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*
3 of 5 Steps Complete

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

Registration FAQ | View History

Addresses

Address Label	Address	
Physical Address	2003 S. Foxhole Dr Suite 7 Dresden, SN 1277 DE	Edit ▾
Remit	1995 E Voyager Ln Dresden, Sachsen 1067 DE	Edit ▾

[Add Address](#) [Show Inactive Addresses](#)

< Previous **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. 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.

INDIANA UNIVERSITY Kathryn Janeway

Registration > Manage Registration Profile > Contacts

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*
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
---------------	------	-------

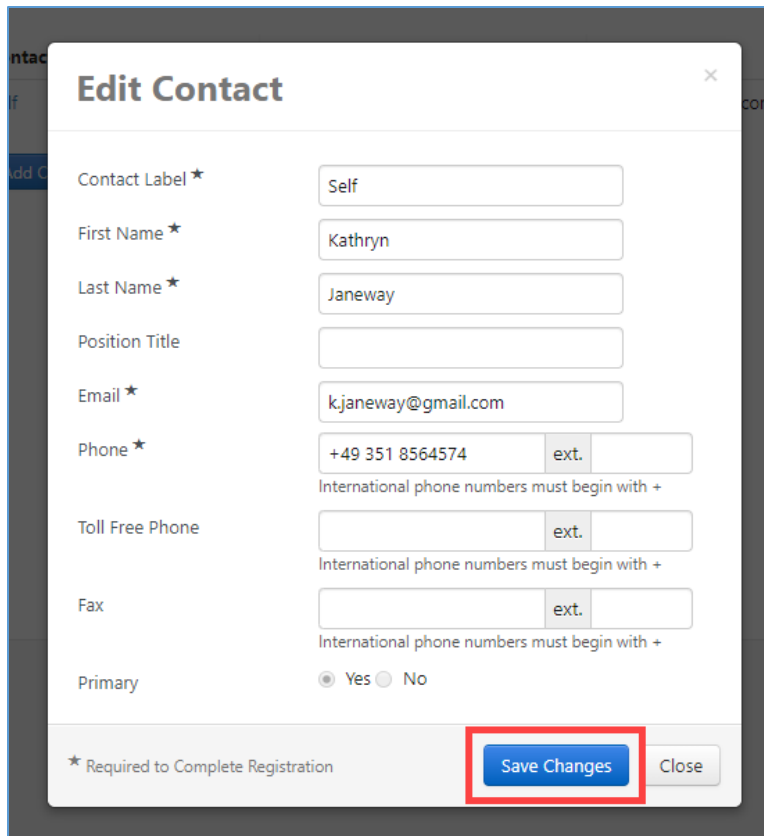
[Add Contact](#)

< Previous **Next >**

Enter 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.



Edit Contact

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *

International phone numbers must begin with +

Toll Free Phone

International phone numbers must begin with +

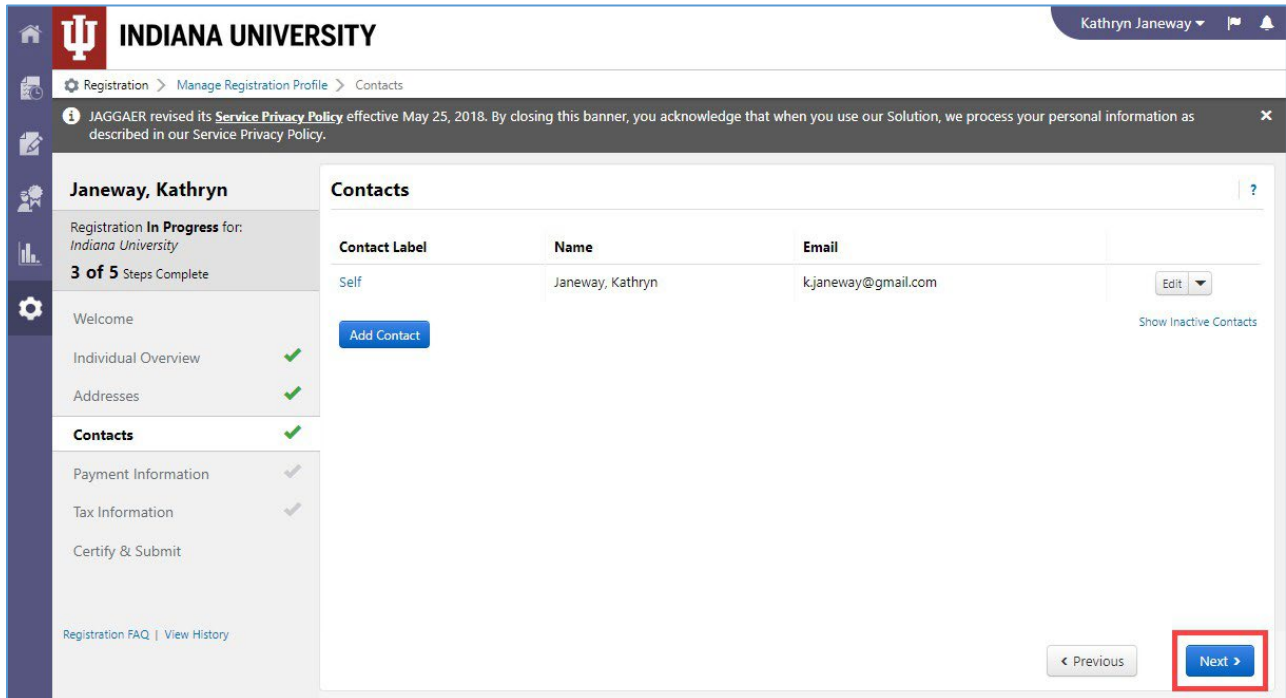
Fax

International phone numbers must begin with +

Primary Yes No

* Required to Complete Registration Save Changes

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



INDIANA UNIVERSITY | Kathryn Janeway

Registration > Manage Registration Profile > Contacts

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
 3 of 5 Steps Complete

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

Registration FAQ | View History

Contact Label	Name	Email	
Self	Janeway, Kathryn	k.janeway@gmail.com	<input type="button" value="Edit"/>

Show Inactive Contacts

< Previous Next >

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.

INDIANA UNIVERSITY Kathryn Janeway

Registration > Manage Registration Profile > Payment Information

Janeway, Kathryn
Registration **In Progress** for: *Indiana University*
3 of 5 Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Payment Information

Information on this page is used to determine how and where you will receive payment. Please ensure all information entered is carefully checked for accuracy. 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**
 - Setup between IU and US Bank is required to properly receive payment. Method will not be activated until setup is complete. Contact supplier@iu.edu.
- **Direct Deposit (ACH)**
 - Payments are made based upon information entered into the supplier portal by the supplier.
 - IU sends ACH payments in CCD format.
 - 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 approval before wire transfer will be sent.

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

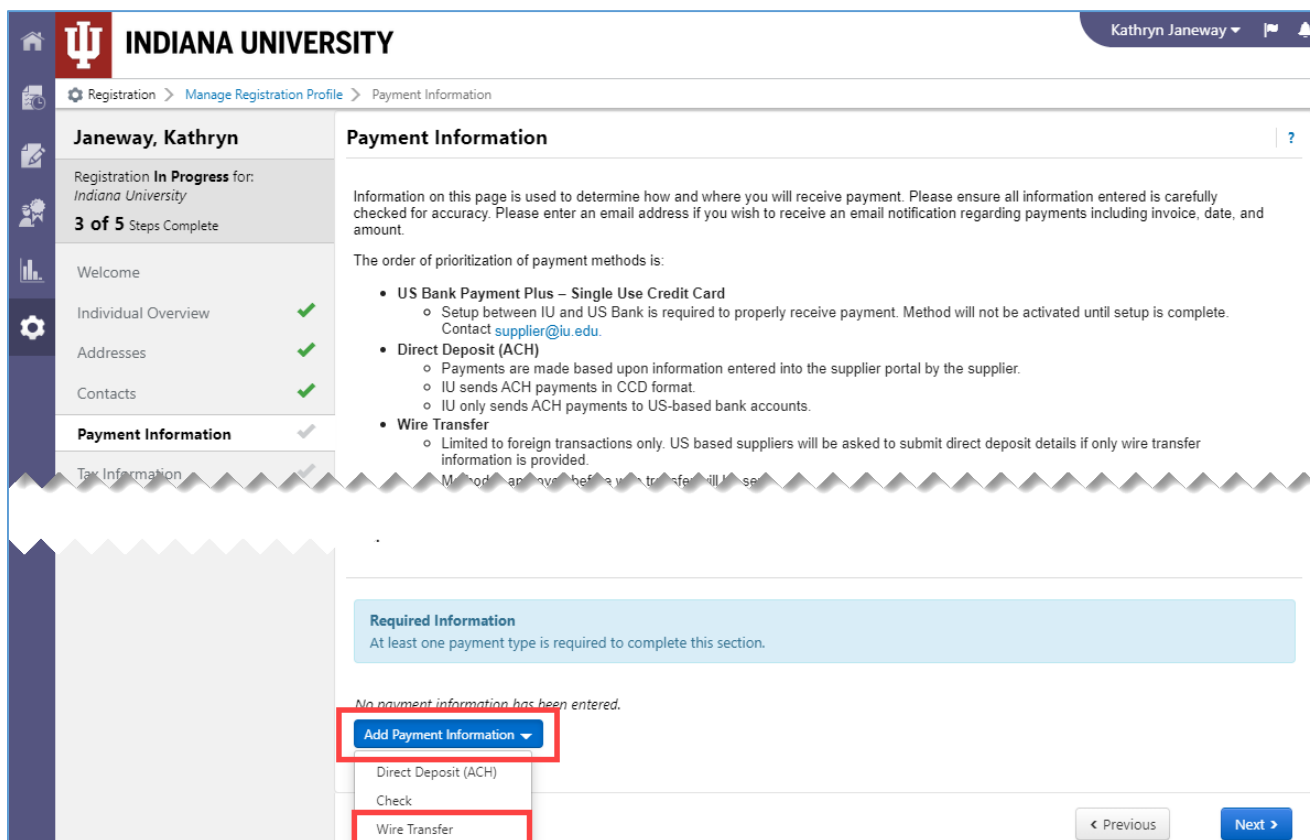
No payment information has been entered.

Add Payment Information ▼

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.

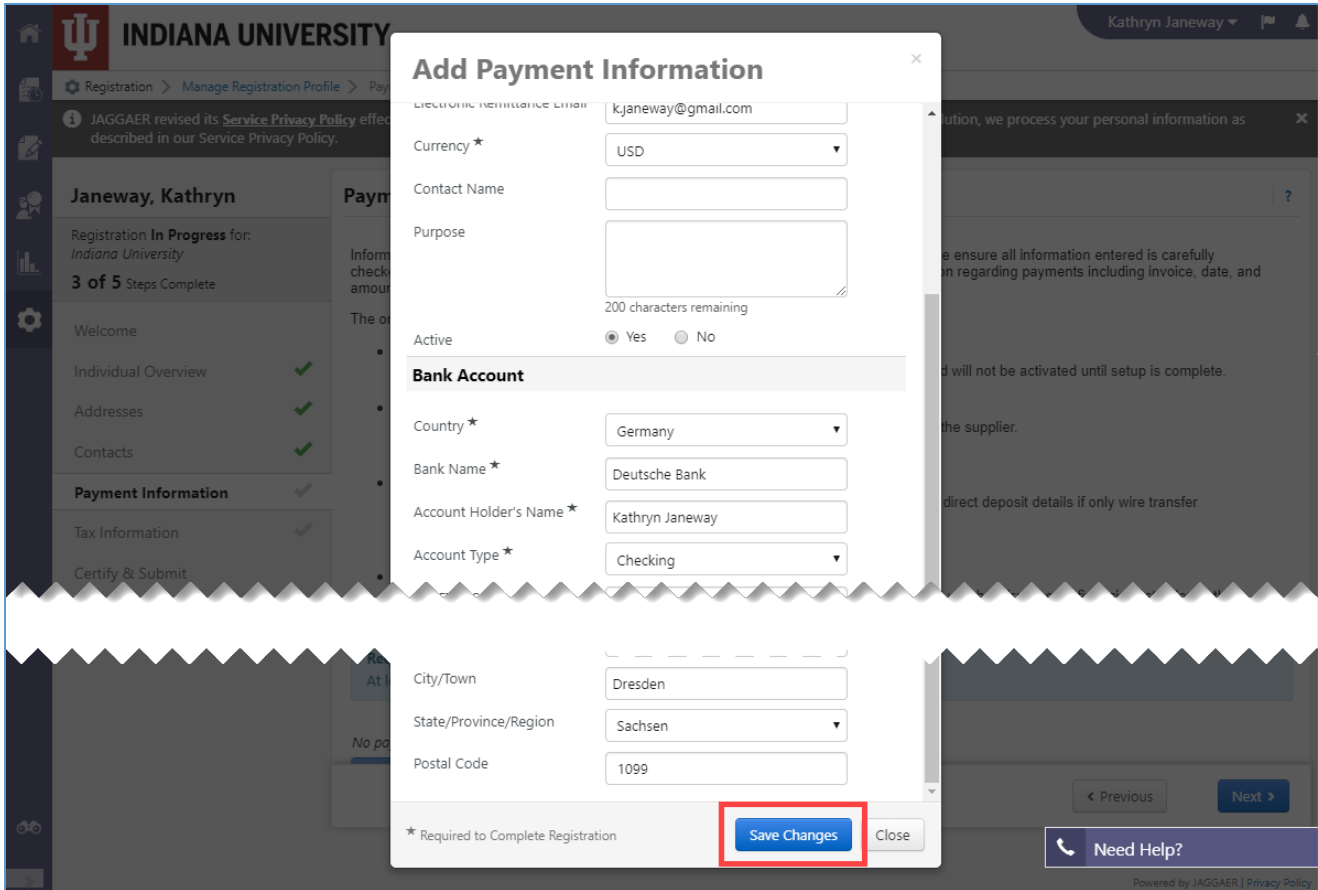


A new window opens where you can enter your payment details. The table below describes what information should be entered in each field.

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 - <u>this must be your name</u>
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.

Direct Deposit (ACH) and check is for payment within the US. Wire Transfer or Foreign Draft is to be selected for payment outside of the U.S.

Title ▾	Payment Type	Currency	Active	
Wire Transfer	Wire Transfer	USD	Yes	<input type="button" value="Edit"/>

Additional Questions

Wire Transfer Currency

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.

Title ▾	Payment Type	Currency	Active	
Wire Transfer	Wire Transfer	EUR	Yes	<input type="button" value="Edit"/>
Foreign Draft	Foreign Draft	INR	No	<input type="button" value="Edit"/>

Additional Questions

Wire Transfer Currency

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.

Title ▾	Payment Type	Currency	Active	
Wire	Wire Transfer	USD	Yes	<input type="button" value="Edit"/>

Additional Questions

Wire Transfer Currency

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

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.

For Wire Payments, IU requires an uploaded attachment, preferably on bank or company letterhead. 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 *

Drop file to attach, or browse.

Intermediary Bank Upload (if applicable)

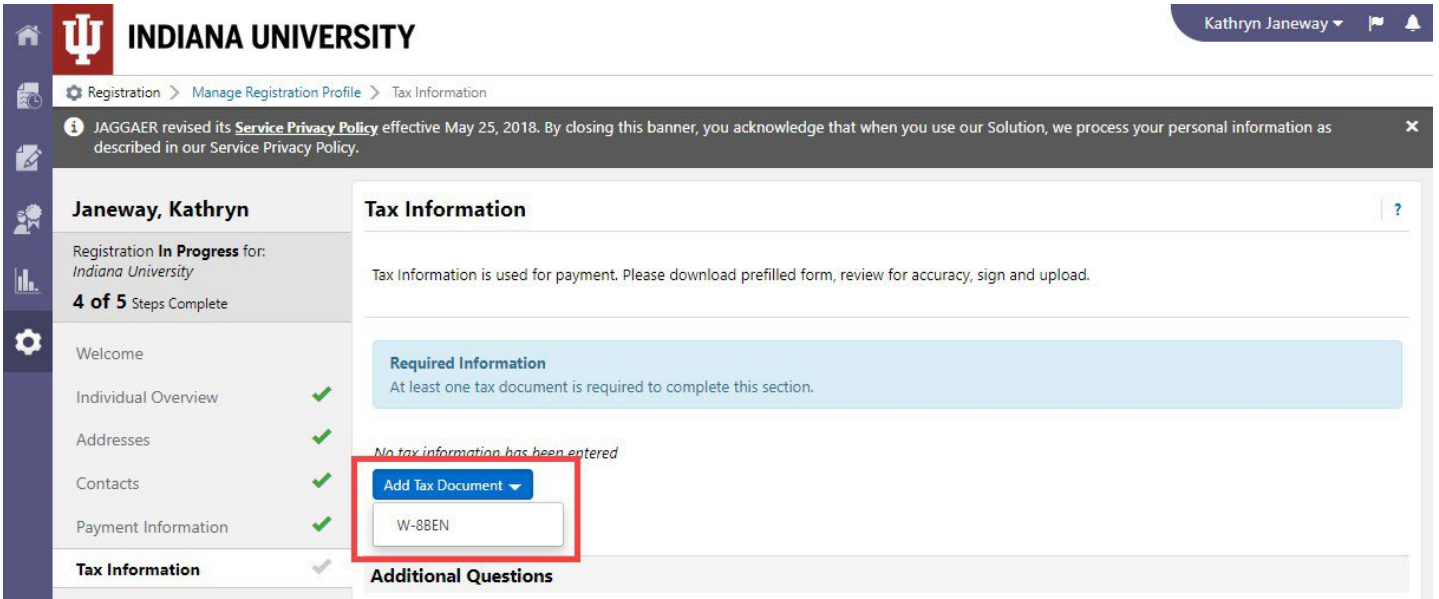
Drop file to attach, or browse.

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**.



The screenshot shows the 'INDIANA UNIVERSITY' registration portal. The user is Kathryn Janeway. The 'Tax Information' section is active, showing a progress bar for 'Registration In Progress for: Indiana University' at '4 of 5 Steps Complete'. A message states: 'Tax Information is used for payment. Please download prefilled form, review for accuracy, sign and upload.' Below this, a 'Required Information' box says 'At least one tax document is required to complete this section.' A red box highlights the 'Add Tax Document' button and the 'W-8BEN' selection in the dropdown menu. The text 'No tax information has been entered' is visible above the dropdown.

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**.

<p>Form W-8BEN (Rev. October 2021) Department of the Treasury Internal Revenue Service</p>	<p>Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)</p> <p>► 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.</p>	<p>OMB No. 1545-1621</p>
<p>Do NOT use this form if:</p> <ul style="list-style-type: none"> 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 		<p>Instead, use Form:</p>
<p>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.</p>		

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.

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

- Tax Type ***: W-8BEN
- Tax Document Name ***: Kathryn Janeway W-8BEN
- Tax Document Year**: 2019 (dropdown menu)
- Tax Documentation**: A file upload area with a "Select file" button highlighted by a red box.
- A link: [Download Pre-populated Tax Document](#)
- Footer: *** Required to Complete Registration**, **Save Changes** button, and **Close** button.

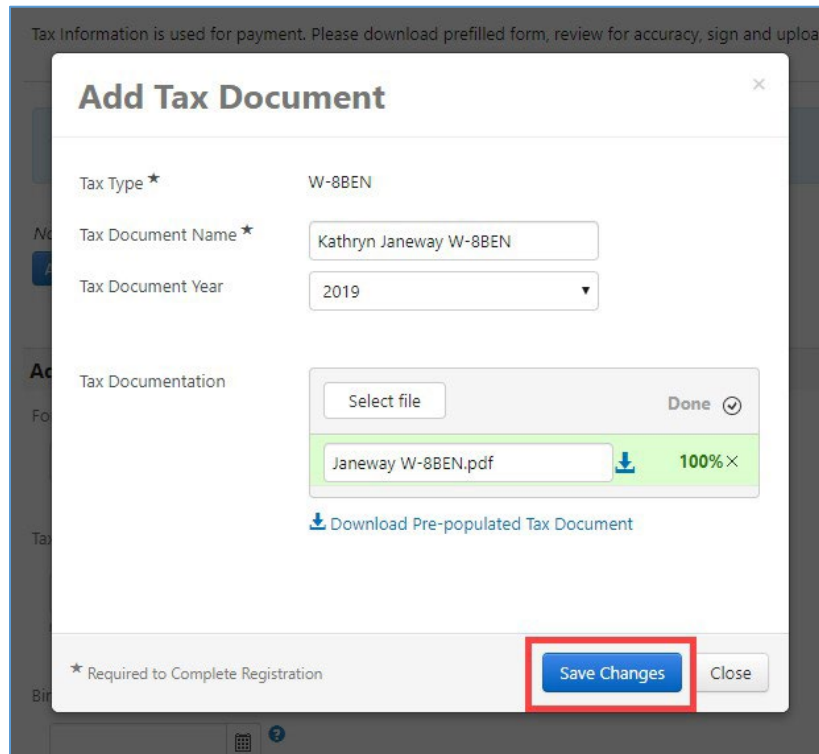
If you do not have a completed W-8BEN on hand, click **Download Pre-populated Tax Document**. Jaggaer generates a W-8BEN tax form which contains information previously entered during the registration process.

This screenshot is identical to the one above, showing the "Add Tax Document" form. In this instance, the "Download Pre-populated Tax Document" link is highlighted with a red box, indicating the recommended action for users who do not have a completed tax document on hand.

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.



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

Add Tax Document

Tax Type * W-8BEN

Tax Document Name * Kathryn Janeway W-8BEN

Tax Document Year 2019

Tax Documentation

Select file Done ✓

Janeway W-8BEN.pdf 100% ×

Download Pre-populated Tax Document

* Required to Complete Registration


Save Changes Close

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

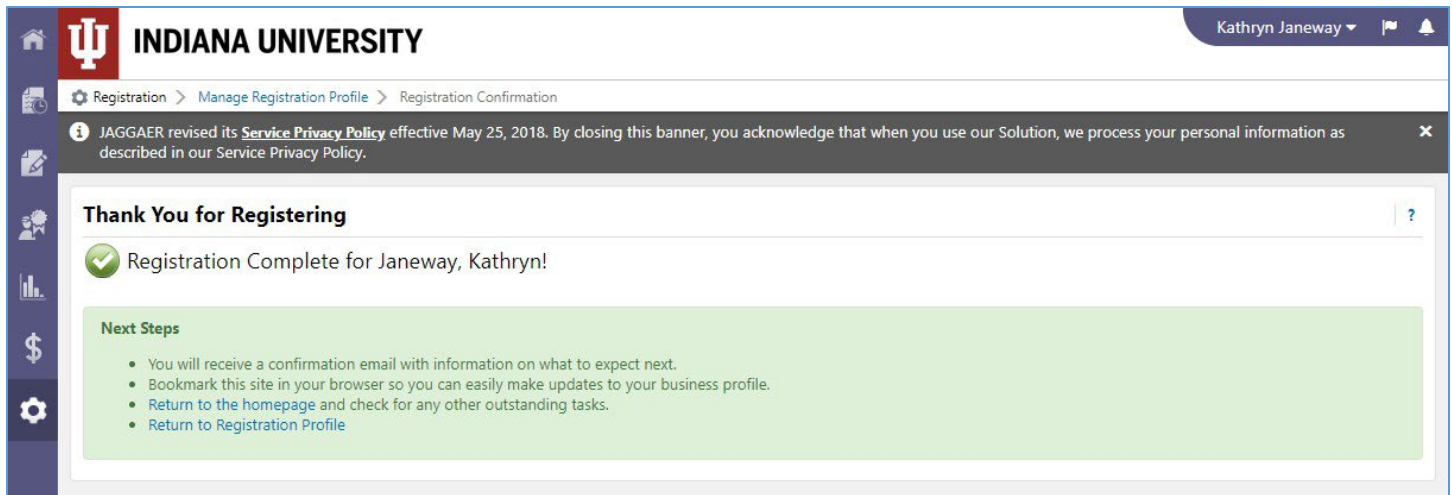
Finally, verify your name and email address in the appropriate fields. Prior to submission, you can review or update a section by selecting it from the left-hand menu.

The screenshot shows the 'Certify & Submit' page for Kathryn Janeway. The left-hand menu is highlighted with a red box, showing the following items: Individual Overview (with a green checkmark), Addresses (with a green checkmark), Contacts (with a green checkmark), Payment Information (with a green checkmark), Tax Information (with a green checkmark), and Certify & Submit. The main content area contains the following fields: Preparer's Name * (Kathryn Janeway), Preparer's Email Address * (k.janeway@gmail.com), Today's Date (11/27/2019), and Certification * (checkbox is unchecked). A 'Submit' button is located at the bottom right.

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

The screenshot shows the 'Certify & Submit' page for Kathryn Janeway. The left-hand menu is visible but not highlighted. The main content area contains the following fields: Preparer's Name * (Kathryn Janeway), Preparer's Email Address * (k.janeway@gmail.com), Today's Date (11/27/2019), and Certification * (checkbox is checked). A 'Submit' button is located at the bottom right, highlighted with a red box.

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



INDIANA UNIVERSITY Kathryn Janeway

Registration > Manage Registration Profile > Registration Confirmation

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 Janeway, Kathryn!

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.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration Profile](#)

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](#).

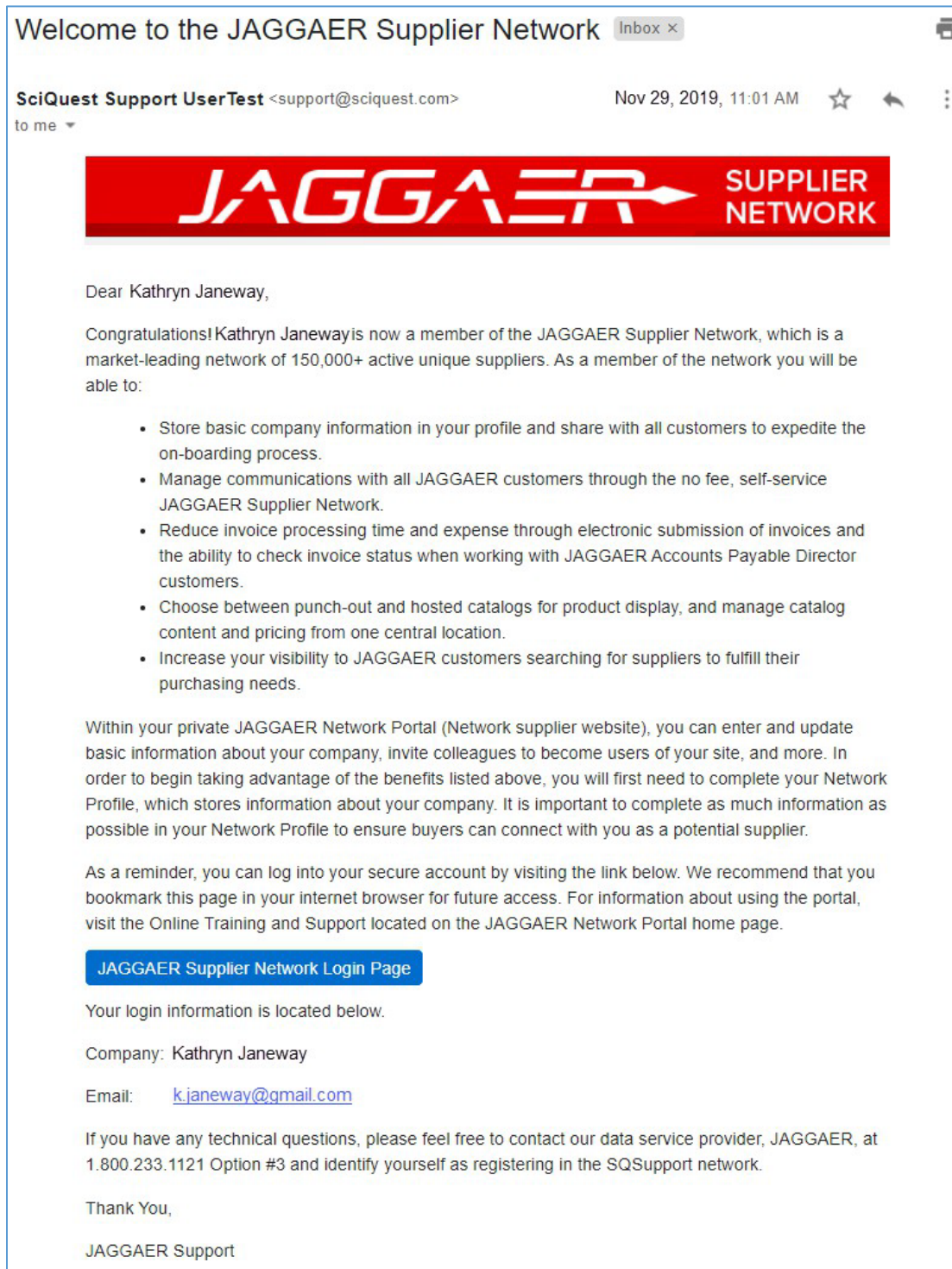
Please contact the IU Supplier Workgroup with any questions by emailing helpmeiu@iu.edu or calling (812) 855-3720, option 1.

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.

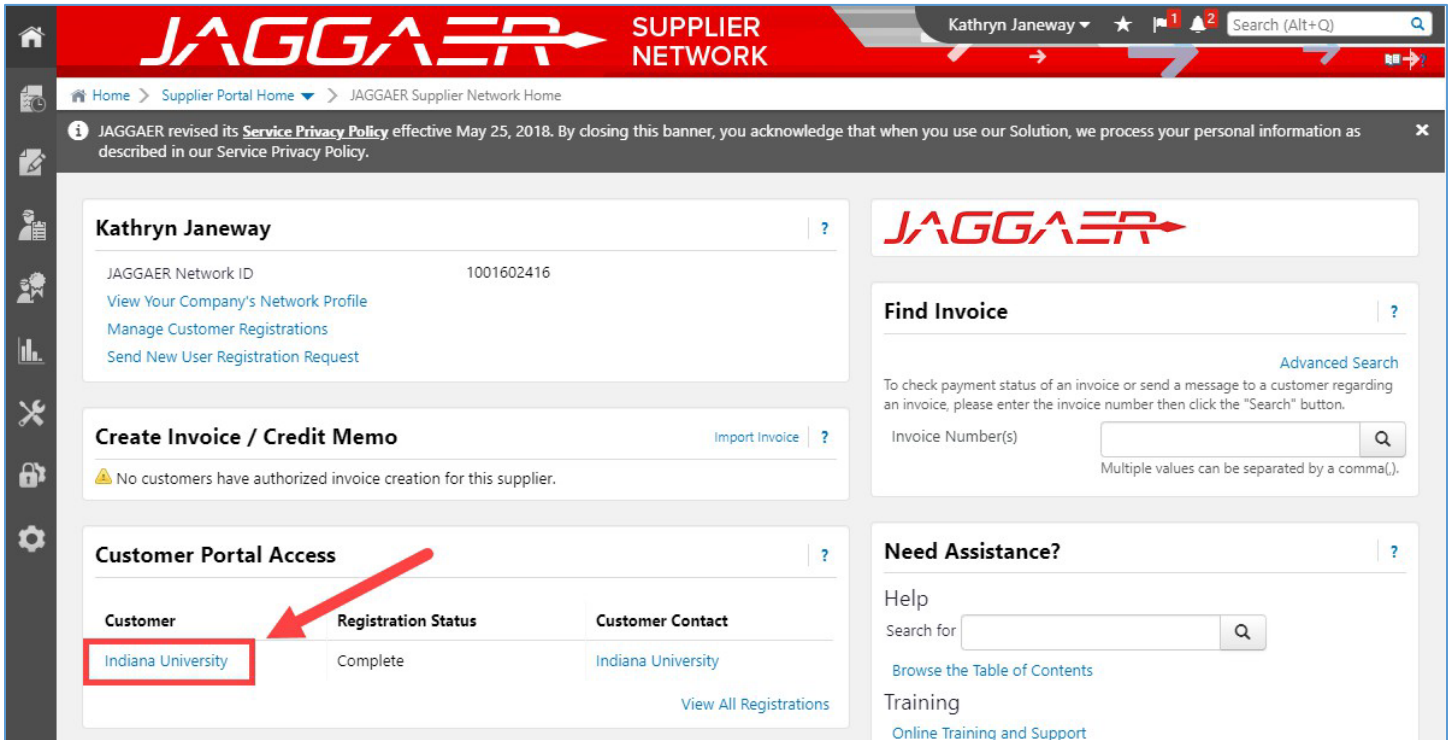
Once your registration is approved, you will receive a confirmation email like the one below. This message will come from support@sciqquest.com. This confirmation notice may take up to 48 hours to arrive.



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

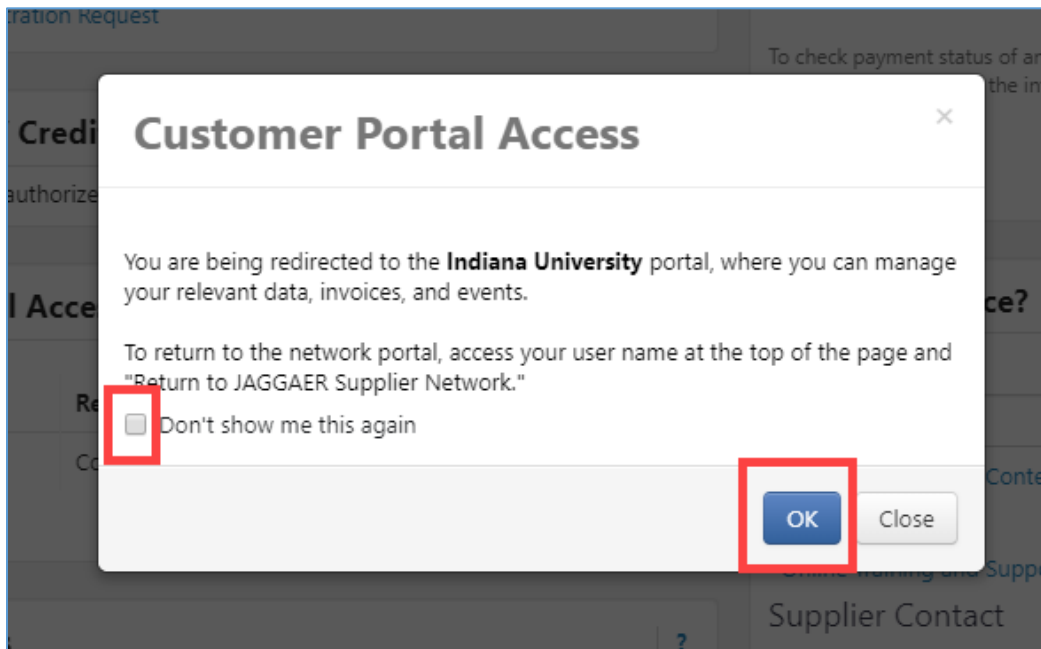
Continue Registration

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

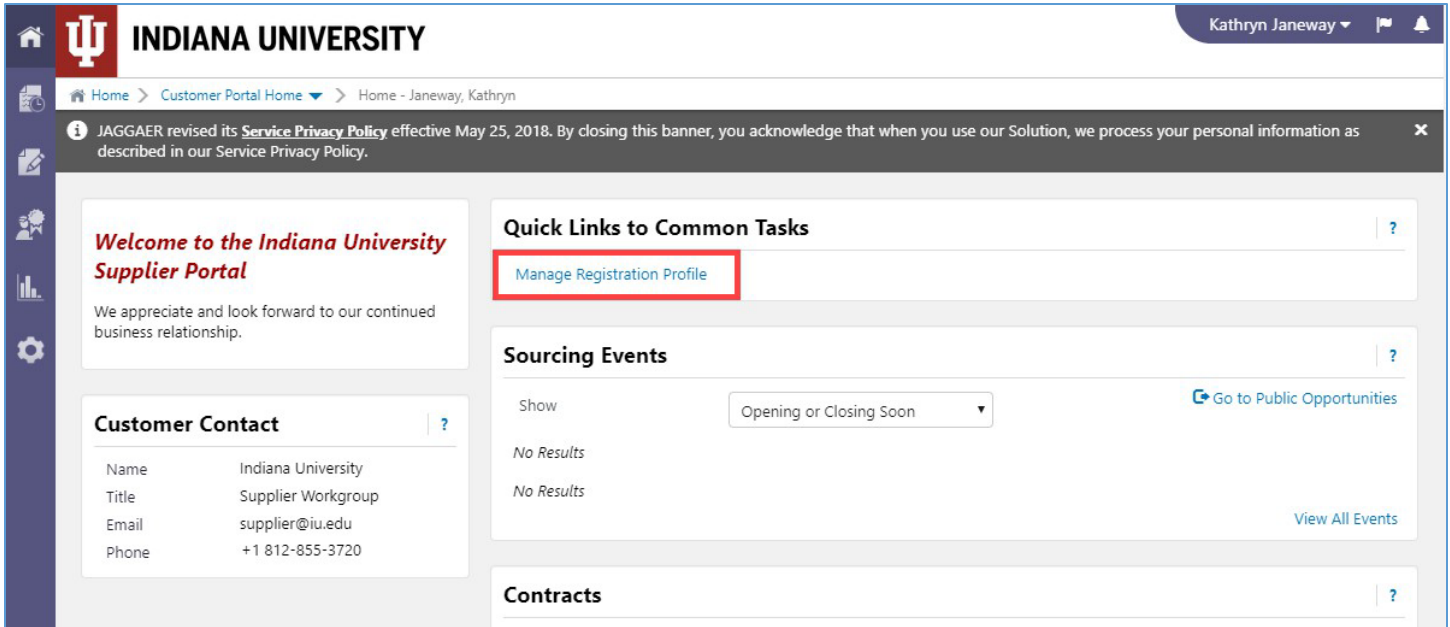


If it is the first time you're accessing your portal after your initial login, a pop-up window will appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

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.



INDIANA UNIVERSITY Kathryn Janeway

Home > Customer Portal Home > Home - Janeway, Kathryn

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](#)

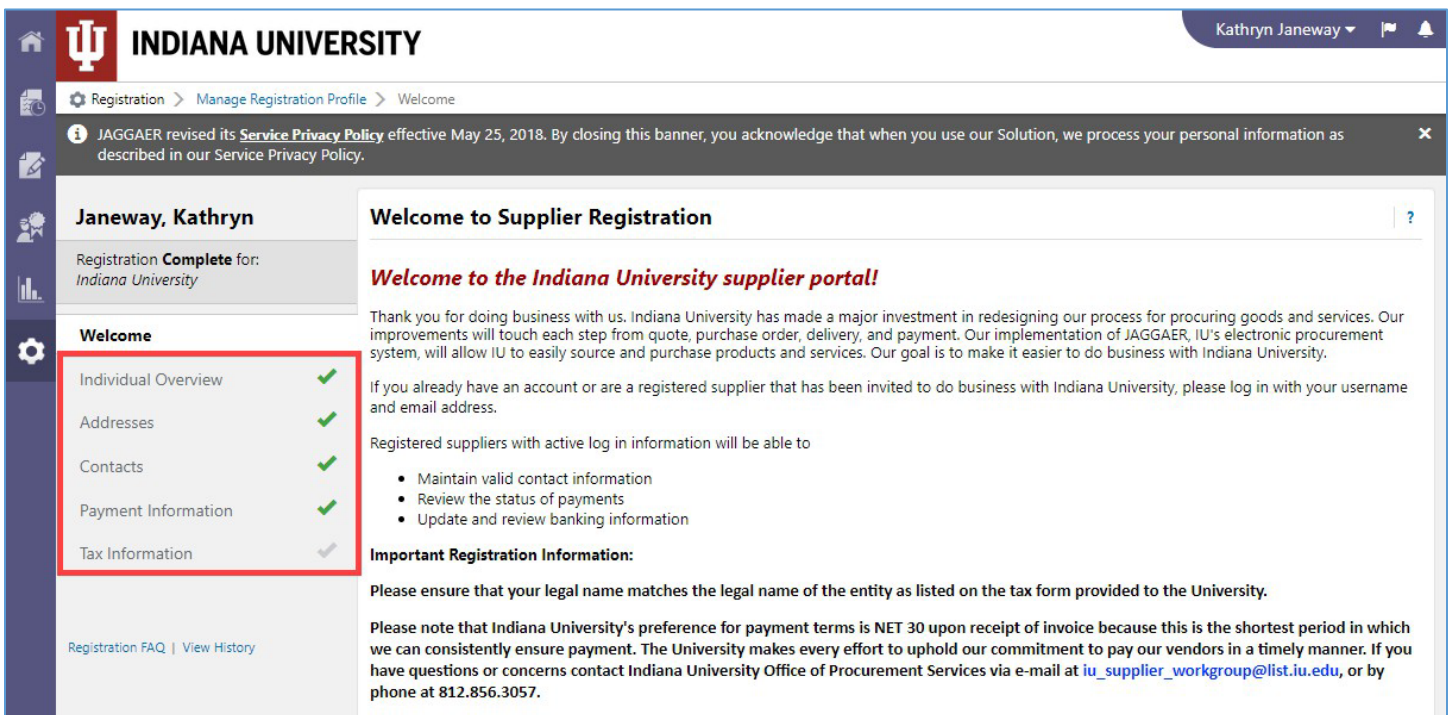
No Results

No Results

[View All Events](#)

Contracts

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 Kathryn Janeway

Registration > Manage Registration Profile > Welcome

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 **Complete** for:
Indiana University

Welcome

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

Welcome to Supplier Registration

Welcome to the Indiana University supplier portal!

Thank you for doing business with us. Indiana University has made a major investment in redesigning our process for procuring goods and services. Our improvements will touch each step from quote, purchase order, delivery, and payment. Our implementation of JAGGAER, IU's electronic procurement system, will allow IU to easily source and purchase products and services. Our goal is to make it easier to do business with Indiana University.

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 log in information will be able to

- Maintain valid contact information
- Review the status of payments
- Update and review banking information

Important Registration Information:

Please ensure that your legal name matches the legal name of the entity as listed on the tax form provided to the University.

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 e-mail at iu_supplier_workgroup@list.iu.edu, or by phone at 812.856.3057.

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