

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 on hand 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.](#)

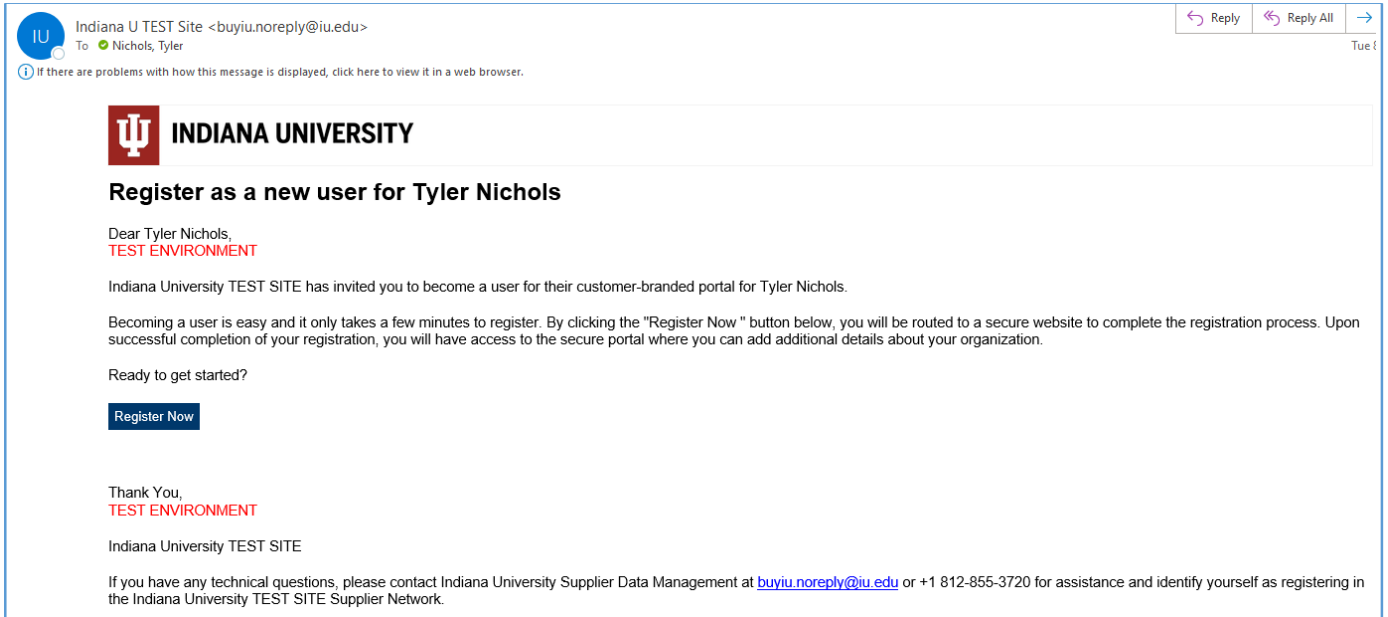
Contents

Invitation	2
Create Your Jaggaer Network Account	3
Complete and Submit Registration Information	4
Welcome	5
Individual Overview	6
Addresses	8
Contacts	12
Payment Information	14
Payment via Wire Transfer	15
Tax Information	19
Certify & Submit	23
Registration Approval	25
Continue Registration	26

Invitation

The onboarding process begins when an IU staff member requests your addition to the supplier network. IU Purchasing will invite you to begin the onboarding process via an email from buyiu.noreply@iu.edu, have a sender name of "Indiana University," and will appear similar the example below.

Click **Register Now** to establish your username and password.

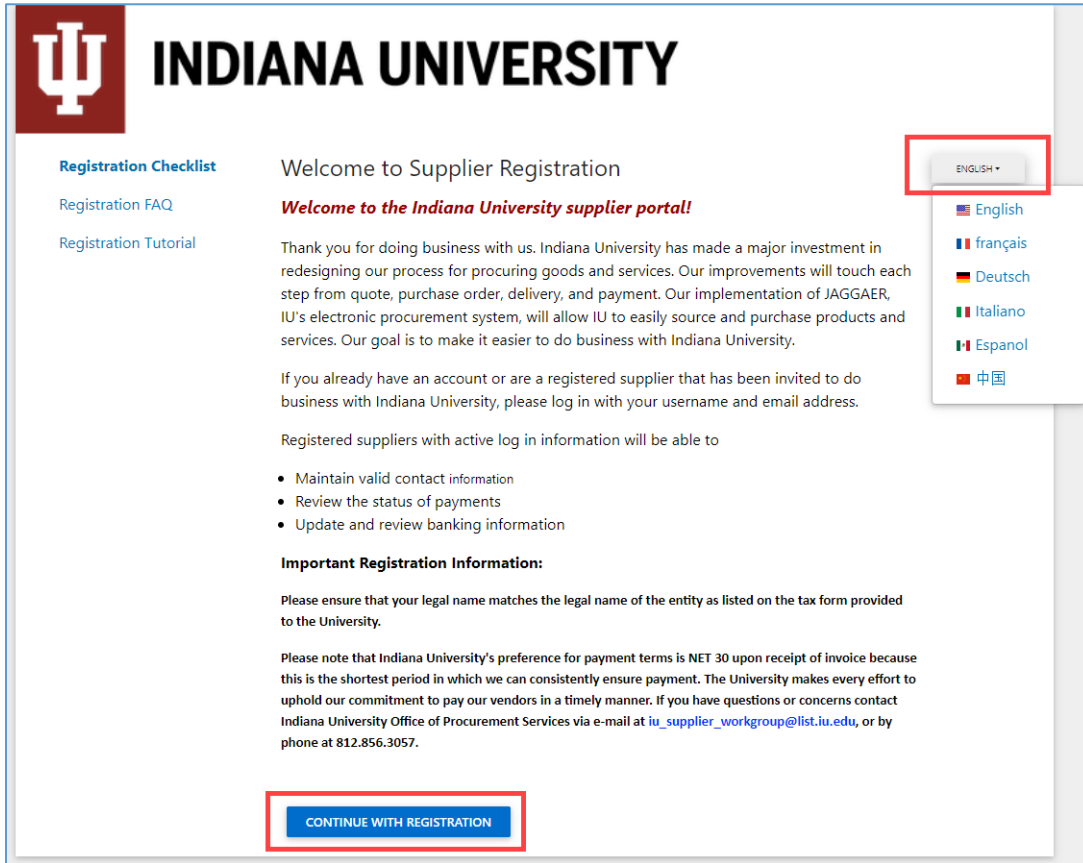


You will also receive reminder emails from Jaggaer directly. These messages come from support@sciquest.com and contain contact information for Jaggaer’s support team.

Please contact the IU department you are working with for assistance prior to contacting Jaggaer.

Create Your Jaggaer Network Account

After clicking Register Now in the email invitation, the registration page opens in a browser window. The supplier portal is available in 6 languages: English, French, German, Italian, Spanish, and Mandarin. Click the drop-down in the upper right-hand corner to select another 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!

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

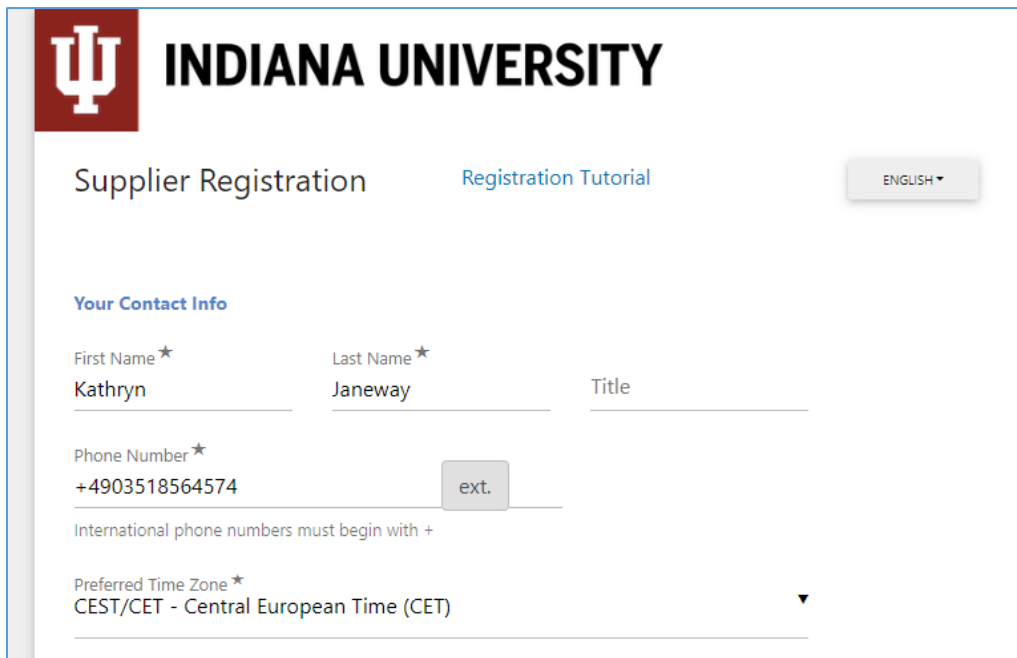
Important Registration Information:

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.

CONTINUE WITH REGISTRATION

Fields marked with a star are required. Verify your first and last name and enter your phone number in the appropriate field. International phone numbers must begin with a "+". Update your time zone to reflect your local time zone.



INDIANA UNIVERSITY

Supplier Registration [Registration Tutorial](#) ENGLISH ▾

Your Contact Info

First Name * Last Name * Title

Phone Number *

International phone numbers must begin with +

Preferred Time Zone * ▾

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.

Your Login

Email [★]

Confirm Email [★]

Password [★]
 

Re-Enter Password [★]
 

Account Recovery Question [★]
 What was the name of your elementary school? ▼

Answer [★]

Confirm Answer [★]

CREATE ACCOUNT

Upon creating your account you will automatically be transferred to the supplier portal.






Complete and Submit Registration Information

The supplier registration page is made up of 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 exclamation marks require additional information.

Tyler Nichols

Registration In Progress for:
 Indiana University TEST SITE
0 of 5 Steps Complete

Welcome

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

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

Required to Start Registration

First Name [★]

Last Name [★]

[★] Required to Complete Registration

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 your first and last names 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 *

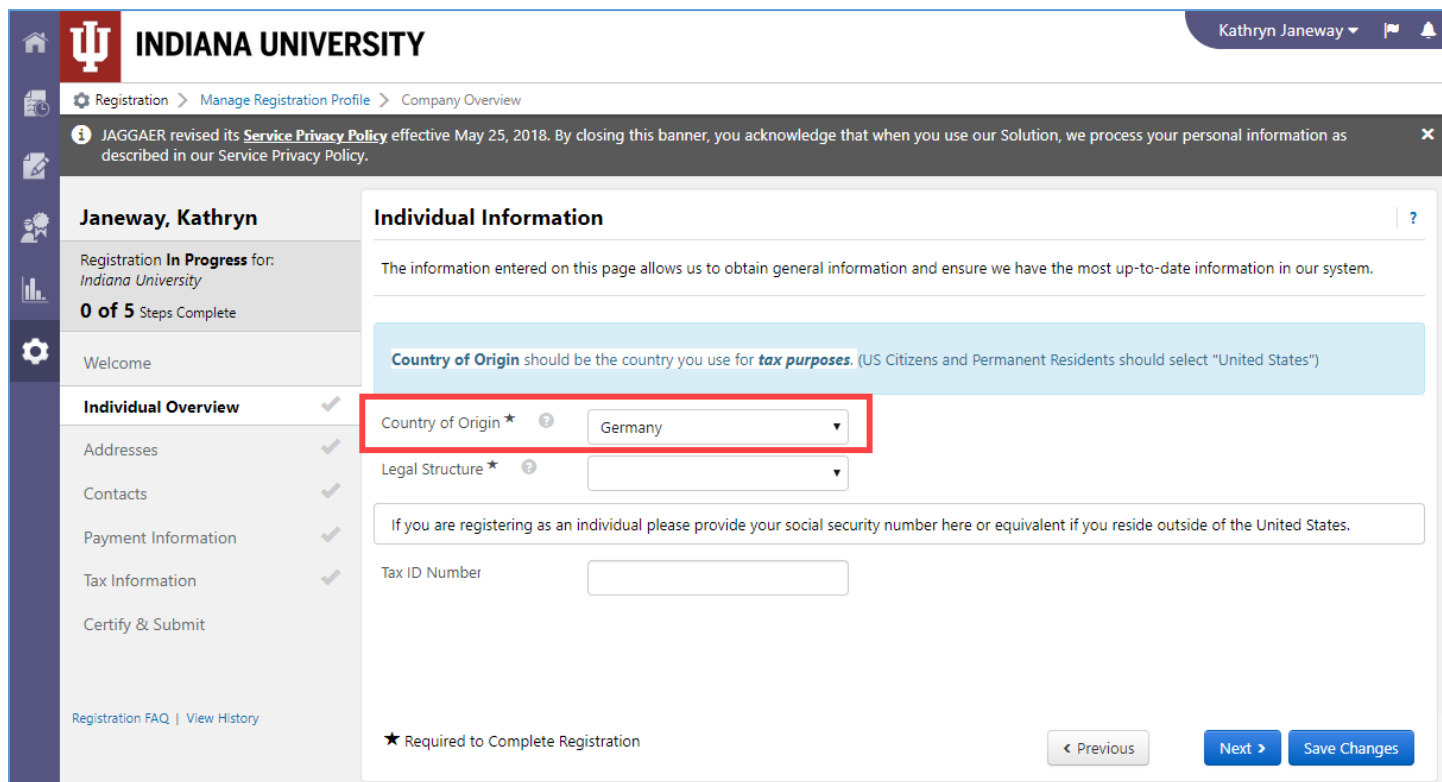
★ Required to Complete Registration

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.

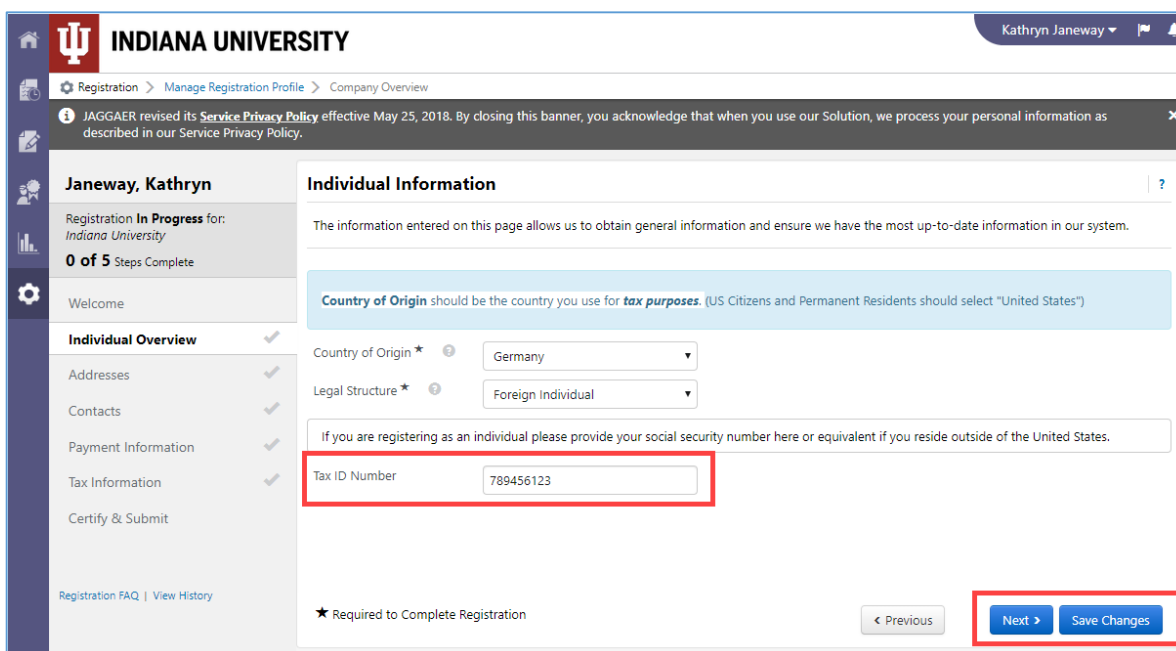


The screenshot shows the 'Individual Information' form in the JAGGAER system. The 'Country of Origin' dropdown menu is highlighted with a red box and contains the value 'Germany'. Other fields include 'Legal Structure', 'Tax ID Number', and a note about social security numbers. The 'Country of Origin' field is marked with an asterisk, indicating it is required.

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 so we may send you the correct guide.

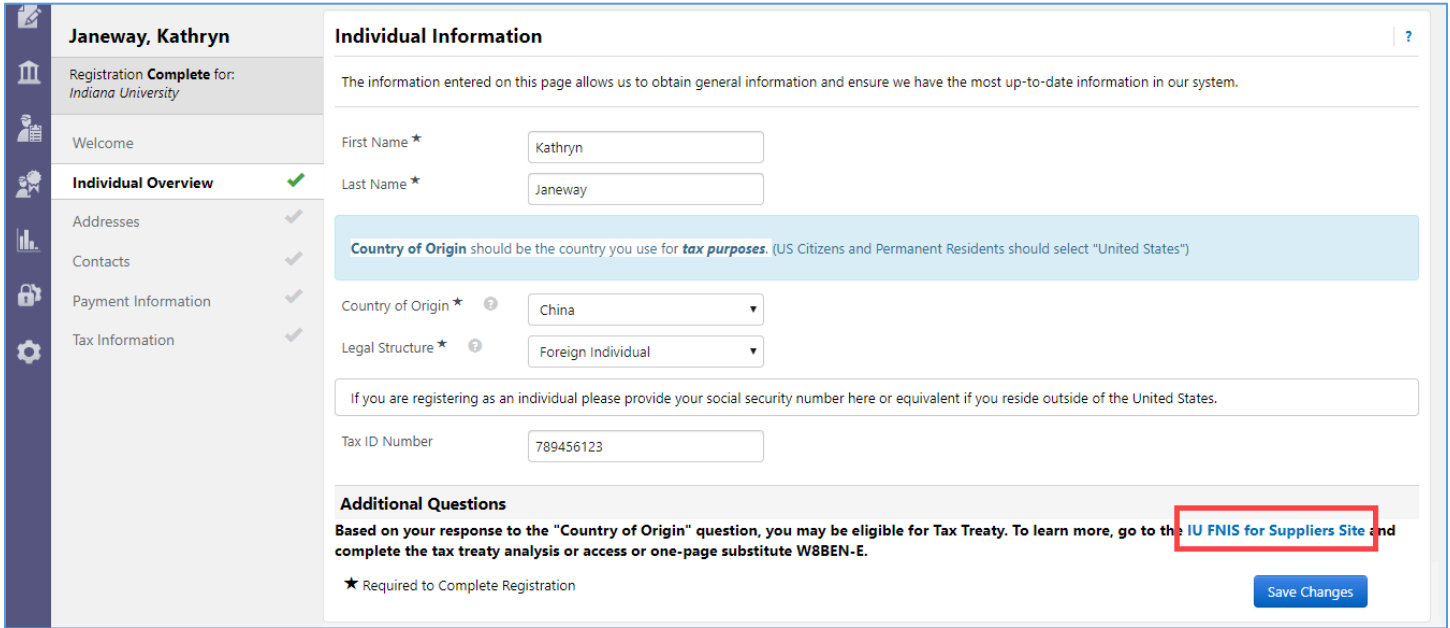
Enter your US Tax ID in the **Tax ID Number** field. If you do not have a US Tax ID leave this field blank. Click **Save Changes** to save your work and **Next** to complete the Individual Overview section.



The screenshot shows the 'Individual Information' form with the 'Legal Structure' dropdown menu set to 'Foreign Individual' and the 'Tax ID Number' field containing '789456123'. Both the 'Legal Structure' dropdown and the 'Tax ID Number' field are highlighted with red boxes. The 'Country of Origin' field remains 'Germany'. The 'Next' and 'Save Changes' buttons at the bottom right are also highlighted with a red box.

Depending on your Country of Origin, 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

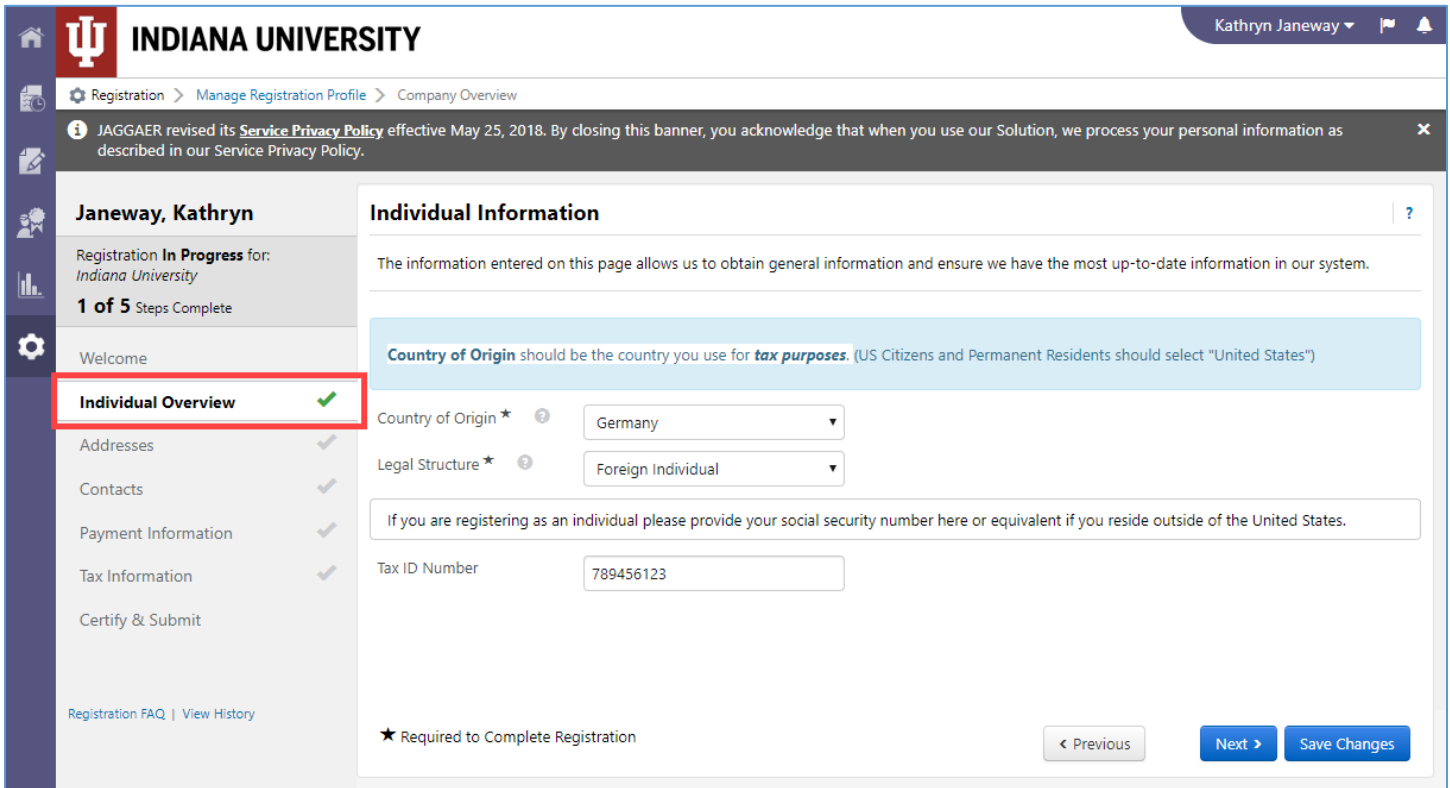
Additional Questions

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

When requesting your invitation to register, a remit address was entered on your behalf by IU staff.

A phone number must be associated with your address. Click the text in the **Address Label** column to add this information.

The screenshot displays the 'Addresses' management page for Kathryn Janeway. The page header includes the Indiana University logo and the user's name. The breadcrumb trail shows 'Registration > Manage Registration Profile > Addresses'. A privacy policy banner is visible at the top. The left sidebar indicates the user is '1 of 5 Steps Complete' in their registration process. The main content area shows a table with one address entry:

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

Below the table is an 'Add Address' button and a 'Show Inactive Addresses' link. At the bottom of the page, there are 'Previous' and 'Next' navigation buttons.


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 *	<input type="text" value="Remit"/>
Country *	<input style="border-bottom: 1px solid gray;" type="text" value="Germany"/>
Address Line 1 *	<input type="text" value="1995 E Voyager Ln"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City/Town *	<input type="text" value="Dresden"/>
State/Province *	<input style="border-bottom: 1px solid gray;" type="text" value="Sachsen"/>
Postal Code *	<input type="text" value="1067"/>
Phone *	<input type="text" value="+4903518564574"/> <input type="text" value="ext."/> <small>International phone numbers must begin with +</small>
Toll Free Phone	<input type="text"/> <input type="text" value="ext."/> <small>International phone numbers must begin with +</small>
Fax	<input type="text"/> <small>International phone numbers must begin with +</small>
Primary	<input checked="" type="radio"/> Yes <input type="radio"/> No

* Required to Complete Registration

A physical address *may* be required if you do not reside in your Country of Origin.
 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** ✓
- Contacts ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

Addresses

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.

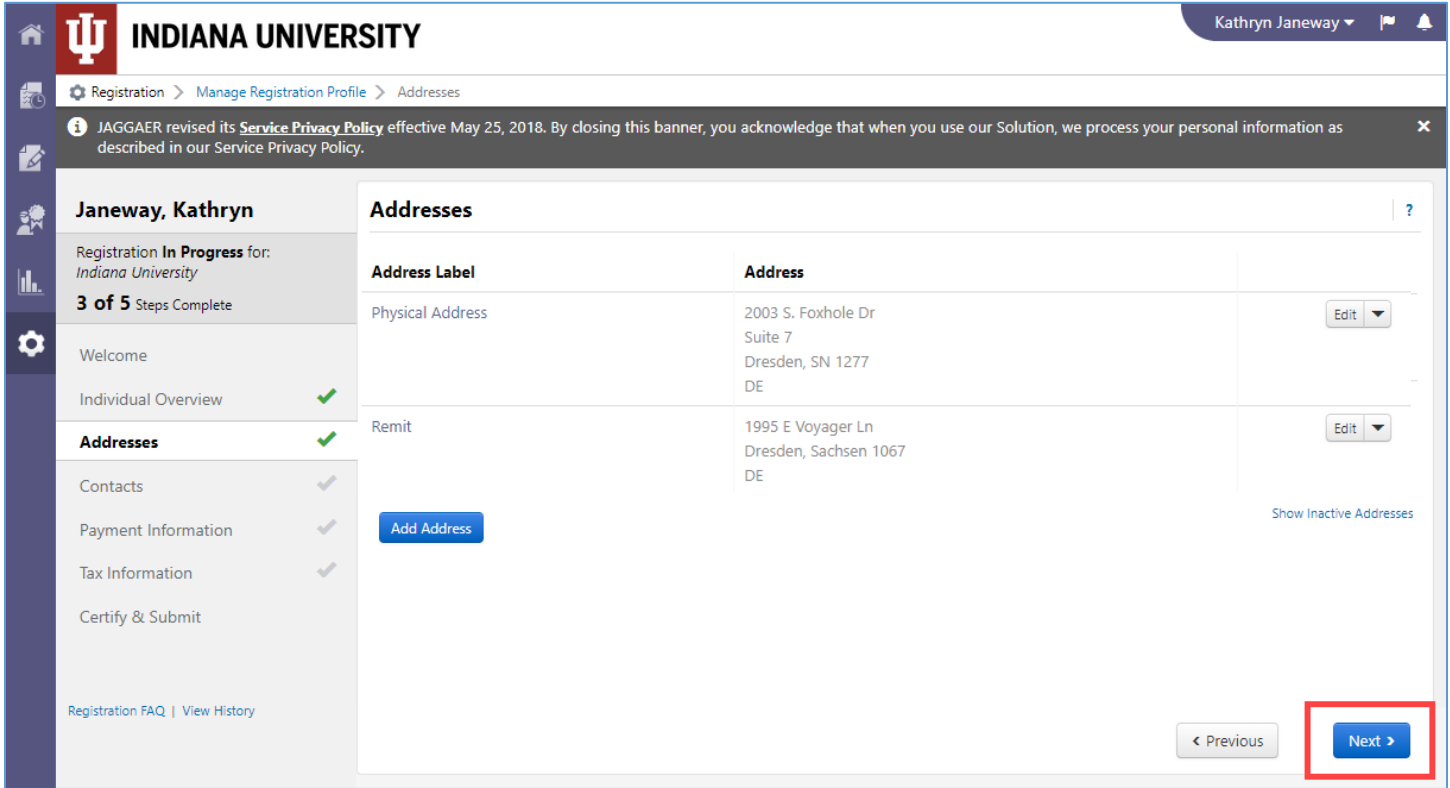
The screenshot shows a modal window titled "Add Address" with a close button (X) in the top right corner. Below the title is a header "Primary Contact For This Address (Step 2 of 2)" with a help icon (?). A light blue banner contains the text: "You can also update and add Contacts later from the Contacts 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

Addresses **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

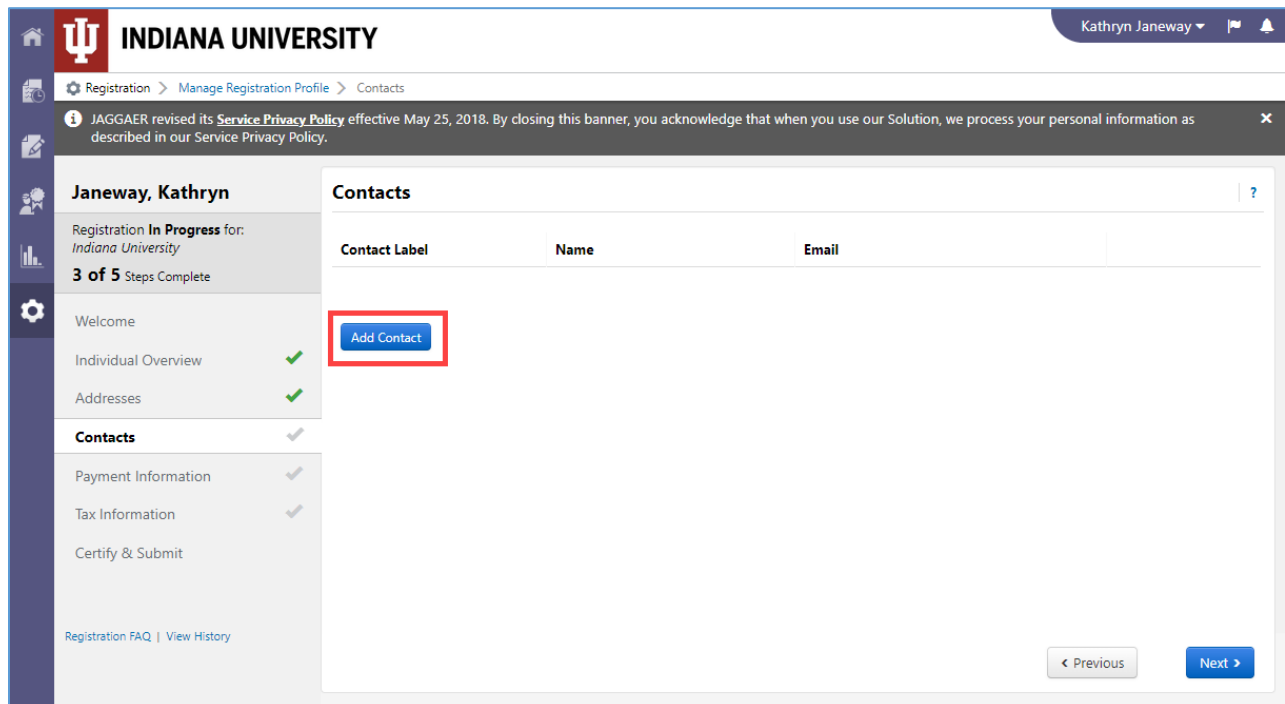
[< Previous](#) [Next >](#)

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.

If you added a contact when adding another address this section will already be complete.

Click **Add Contact** to establish yourself or another individual 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

Contacts **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.

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

Contact Label	Name	Email
Self	Janeway, Kathryn	k.janeway@gmail.com

Payment Information

Individuals may elect to receive payment via wire transfer. A wire transfer is an electronic transfer of money to a foreign 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 approved before wire transfer will be set.

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

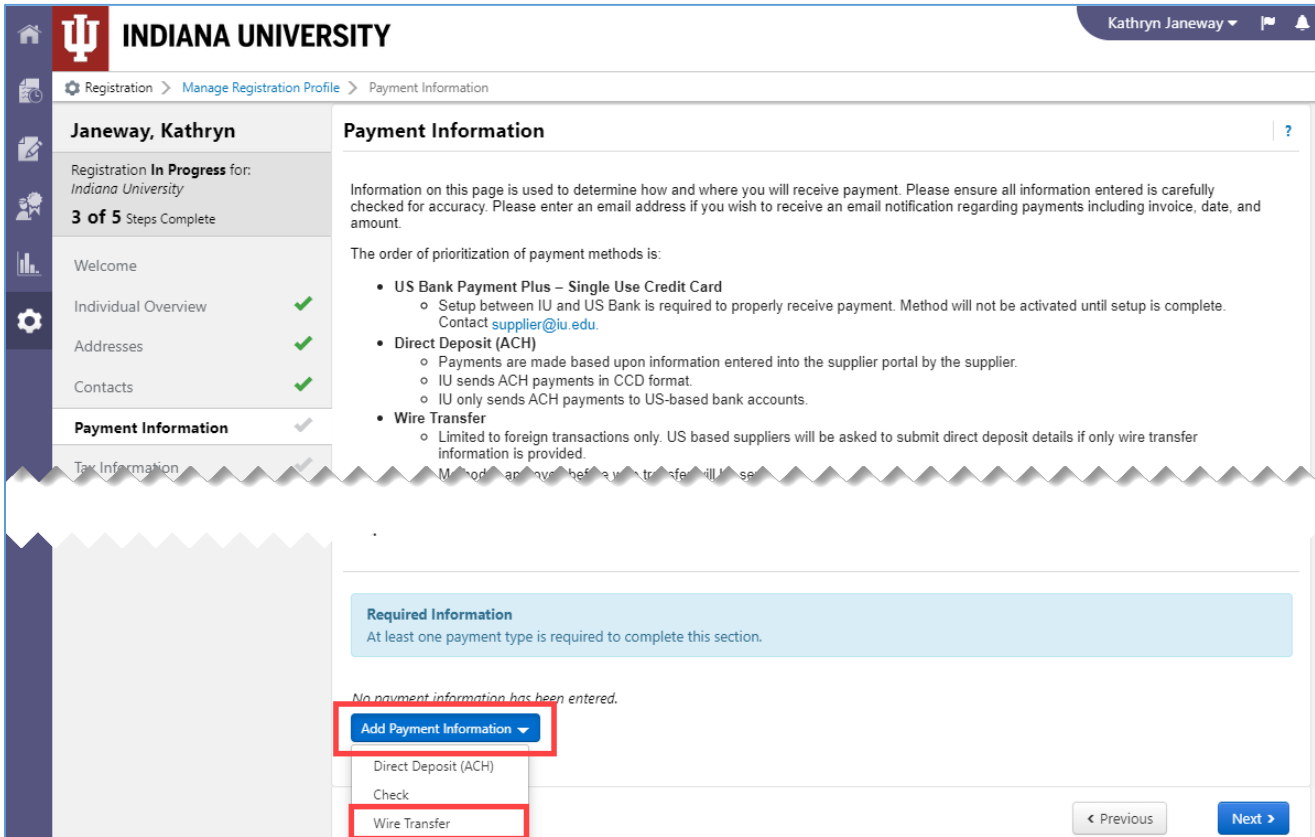
No payment information has been entered.

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.

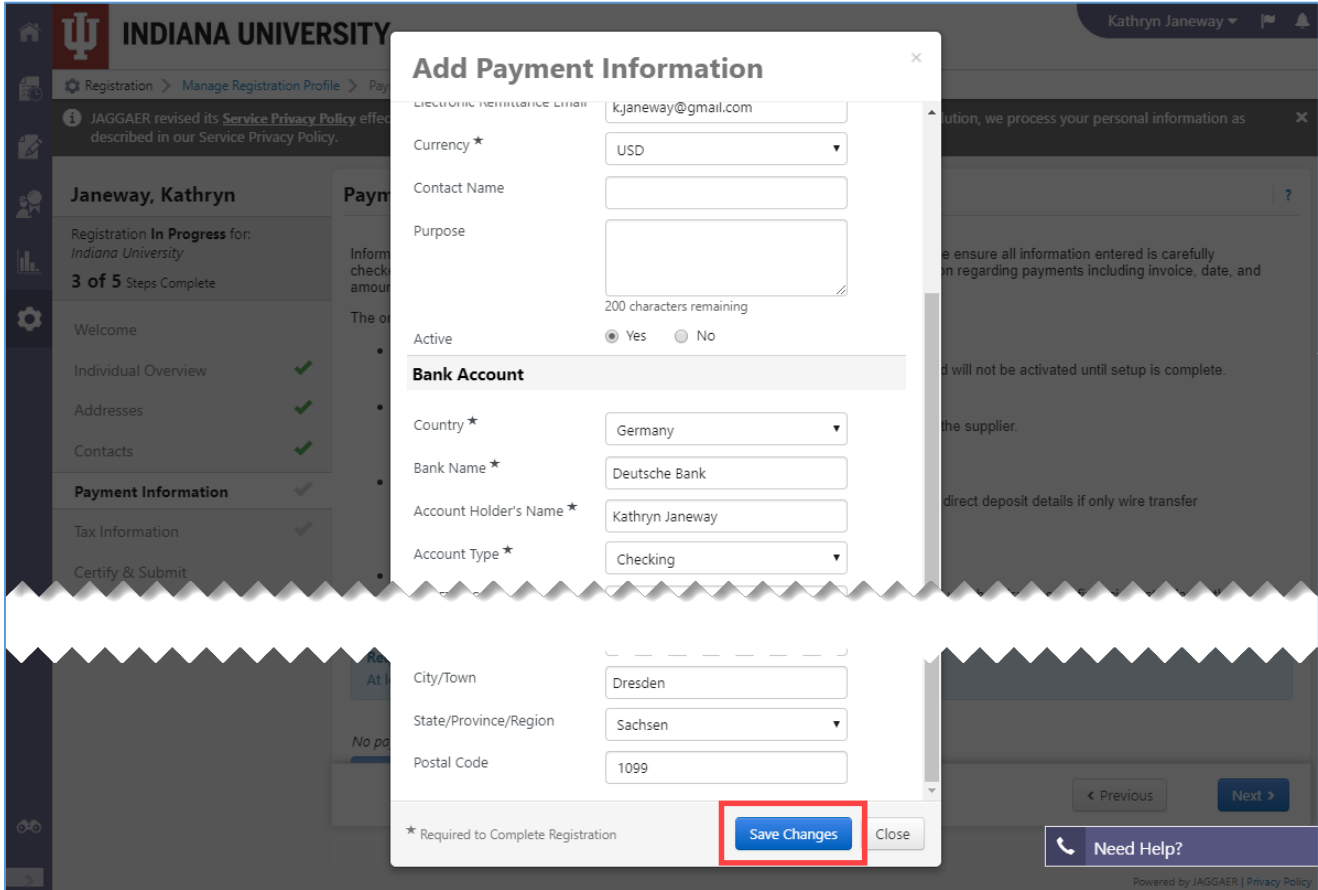


A new window opens where you can enter your payment details. The table below describes what information should be entered in each field.

Field	Description
Payment Title	Enter "Wire Transfer" in this field.
Country	The country in which you reside.
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. You can select from a broader list of options in the next step.
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.

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	Edit

[Add Payment Information ▾](#)

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	Edit
Foreign Draft	Foreign Draft	INR	No	Edit

[Add Payment Information ▾](#)

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

USD - US Dollar ▾

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 is a document on bank or company letterhead indicating the account information of the payee. This should include **Swift code, account holders name, and account number or IBAN number depending on country.**

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 *

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, the registration process will be 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 'Tax Information' page in the JAGGAER BUY.IU system. The user is Kathryn Janeway. The page is part of a registration process that is 4 of 5 steps complete. The 'Tax Information' section is currently active and shows a message: 'Tax Information is used for payment. Please download prefilled form, review for accuracy, sign and upload.' Below this, a 'Required Information' box states: 'At least one tax document is required to complete this section.' A red box highlights the 'Add Tax Document' button, which has a dropdown menu showing 'W-8BEN' selected. The page also includes a navigation sidebar with options like 'Welcome', 'Individual Overview', 'Addresses', 'Contacts', 'Payment Information', and 'Tax Information'. A banner at the top indicates a privacy policy update from May 25, 2018.

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 **must have a REV. date of 2021 or later**, click **Select file** to upload the document.

The screenshot shows a web form 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.
- Below the upload area is a link: [Download Pre-populated Tax Document](#)
- At the bottom left, there is a note: ★ Required to Complete Registration
- At the bottom right, there are two buttons: "Save Changes" and "Close".

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 version, 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

Tax Form Signature Date *

mm/dd/yyyy

Birthdate

mm/dd/yyyy

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

Certify & Submit

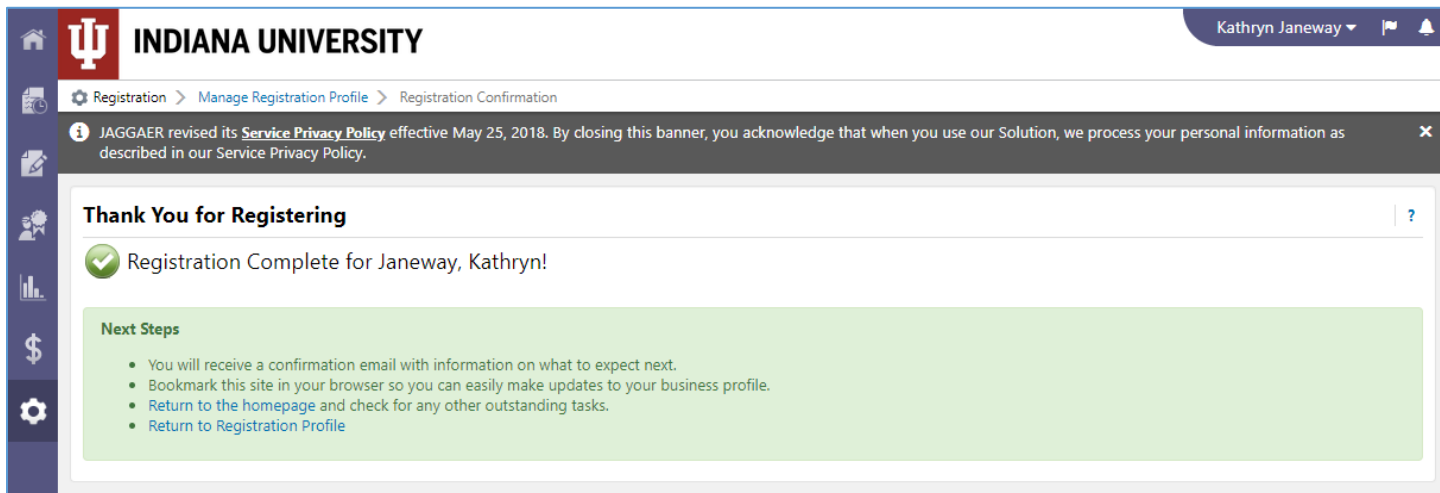
Finally, verify your name and email address in the appropriate fields. Prior to submission, you can review or update a section by selecting it from the left hand menu.

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), and Tax Information (with a green checkmark). 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 (with an unchecked checkbox). 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**.

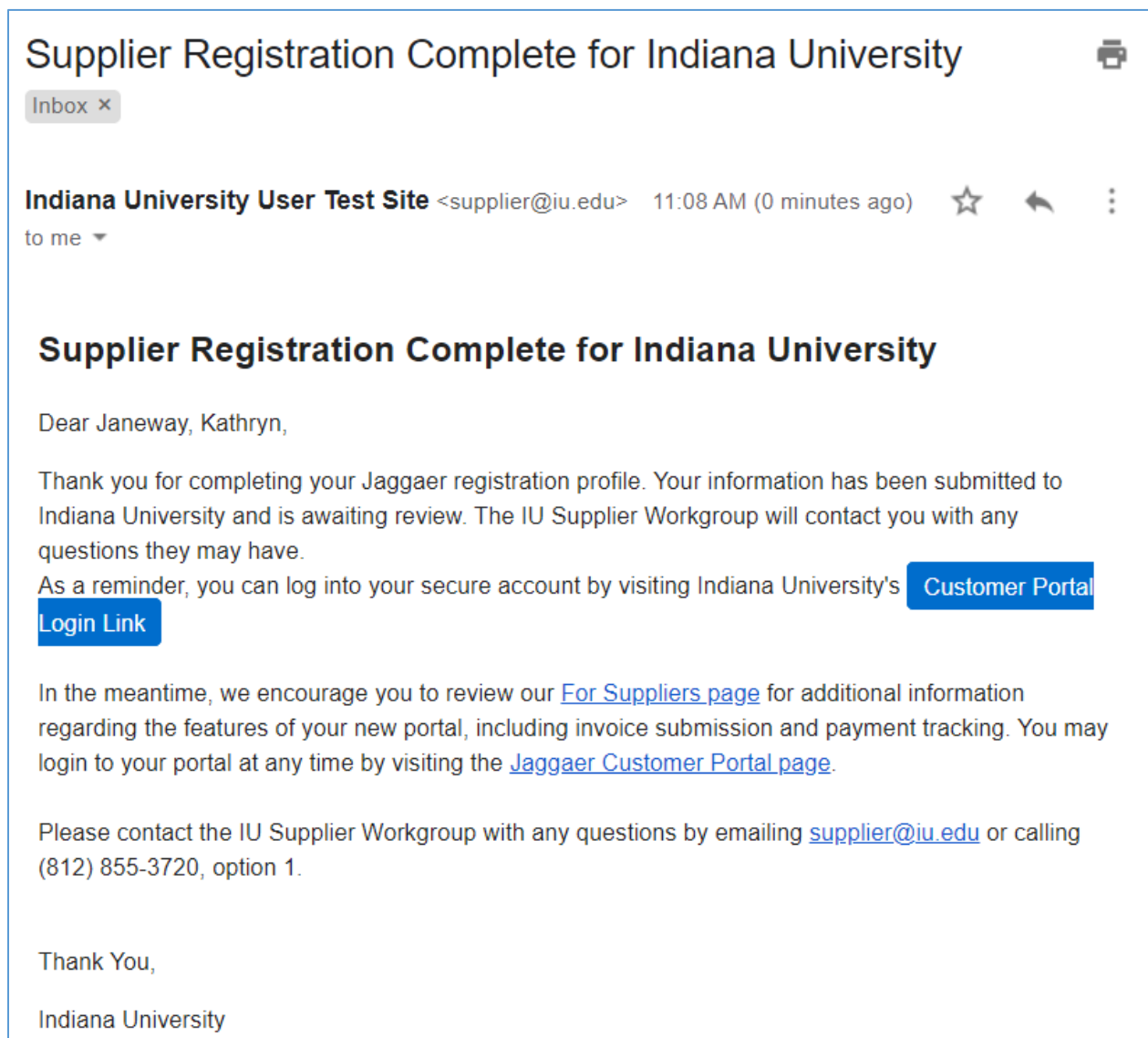
The screenshot shows the 'Certify & Submit' page for Kathryn Janeway. The left-hand menu is highlighted with a red box, showing the following items: Individual Overview (with a green checkmark), Addresses (with a green checkmark), Contacts (with a green checkmark), Payment Information (with a green checkmark), and Tax Information (with a green checkmark). 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 (with a checked checkbox). A 'Submit' button is located at the bottom right and is highlighted with a red box.

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



The screenshot shows the Indiana University website interface. At the top, the user is logged in as Kathryn Janeway. The navigation bar includes 'Registration > Manage Registration Profile > Registration Confirmation'. A privacy policy banner is visible. The main content area is titled 'Thank You for Registering' and features a green checkmark icon with the text 'Registration Complete for Janeway, Kathryn!'. Below this, a 'Next Steps' section lists three items: receiving a confirmation email, bookmarking the site, and returning to the homepage or registration profile.

Additionally, you will receive an email confirming your submission.



The screenshot shows an email titled 'Supplier Registration Complete for Indiana University' from 'Indiana University User Test Site <supplier@iu.edu>'. The email body contains the following text:

Dear Janeway, Kathryn,

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](#).

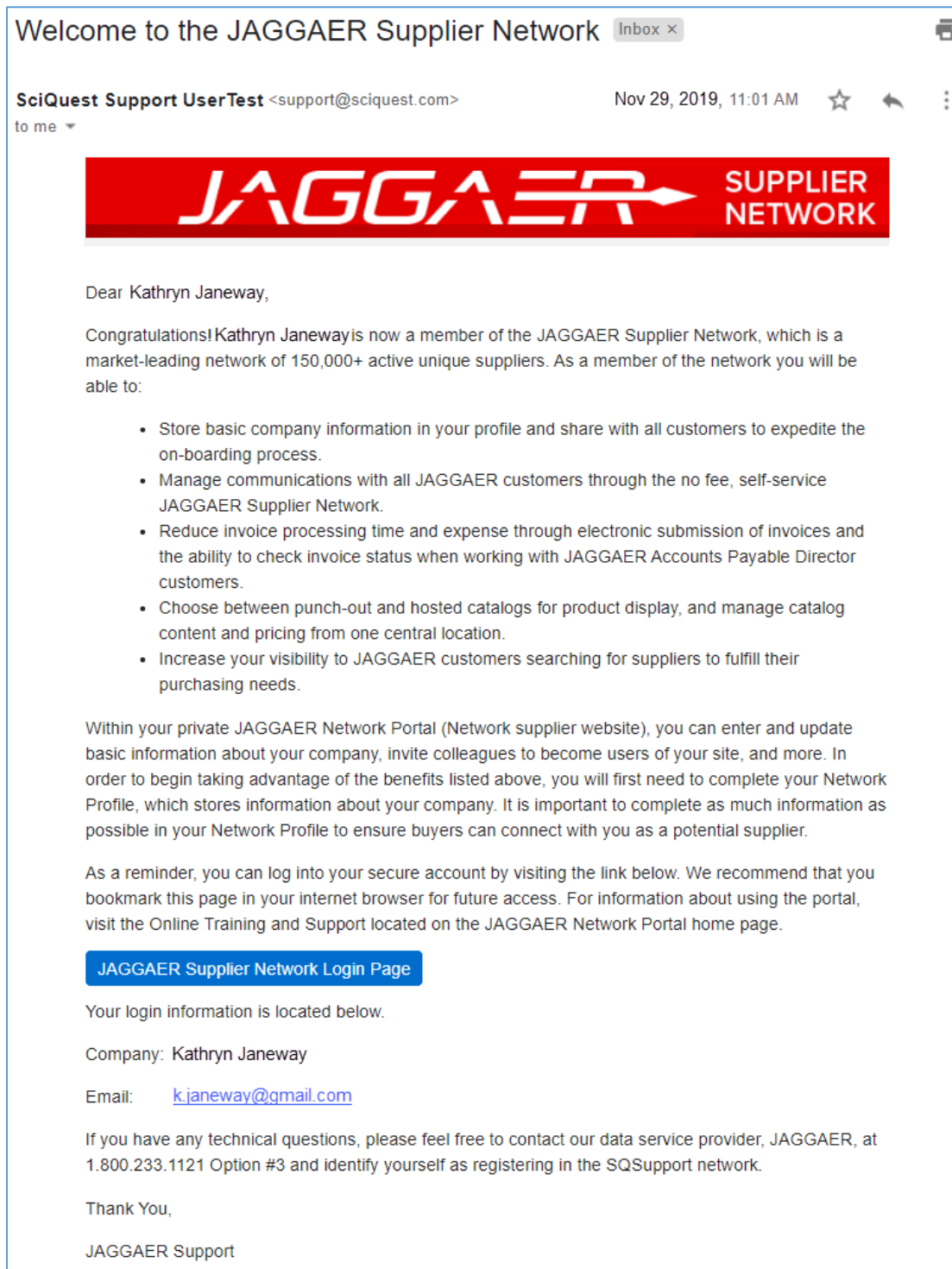
Please contact the IU Supplier Workgroup with any questions by emailing supplier@iu.edu or calling (812) 855-3720, option 1.

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 buy.iu.noreply@iu.edu.

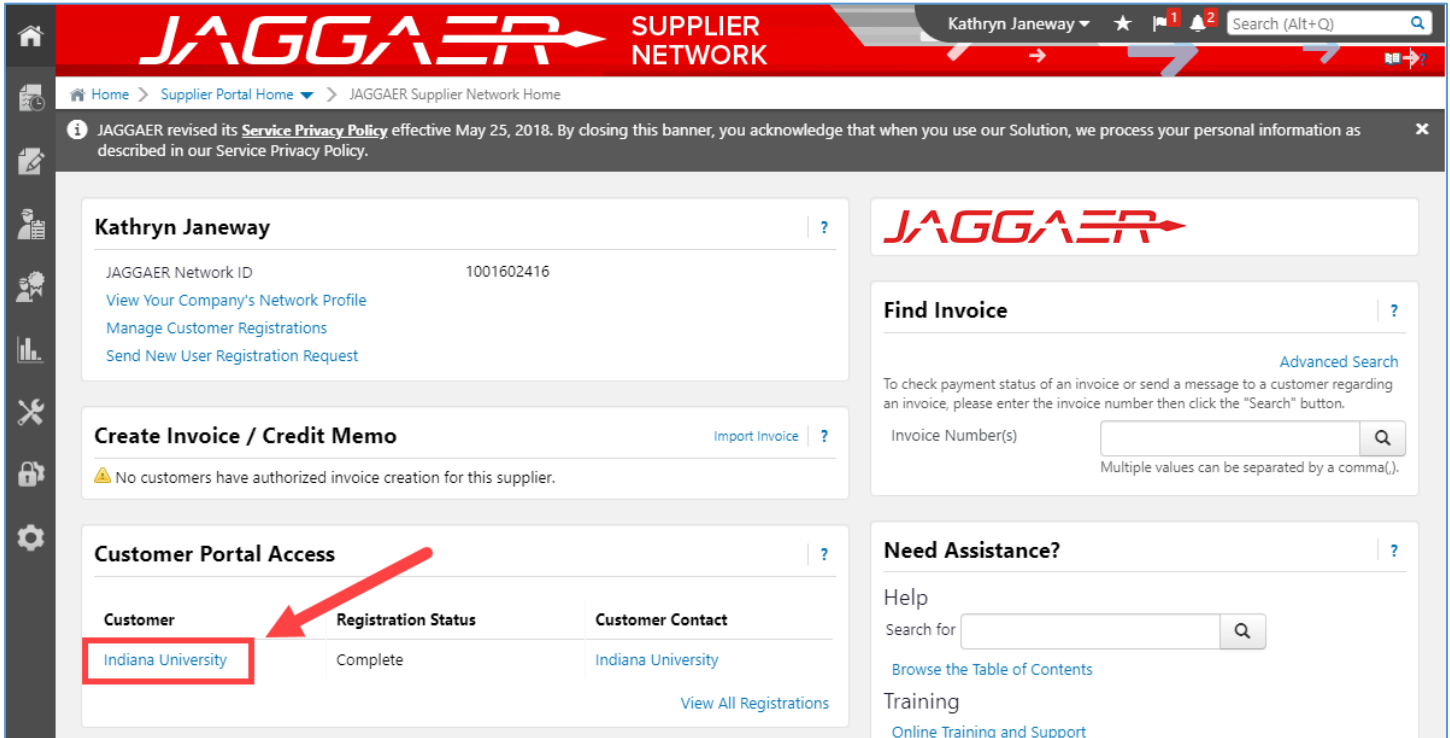
Once your registration is approved, you will receive a confirmation email like the one below. This message will come from support@sciqest.com. This confirmation notice may take up to 48 hours to be delivered.



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.



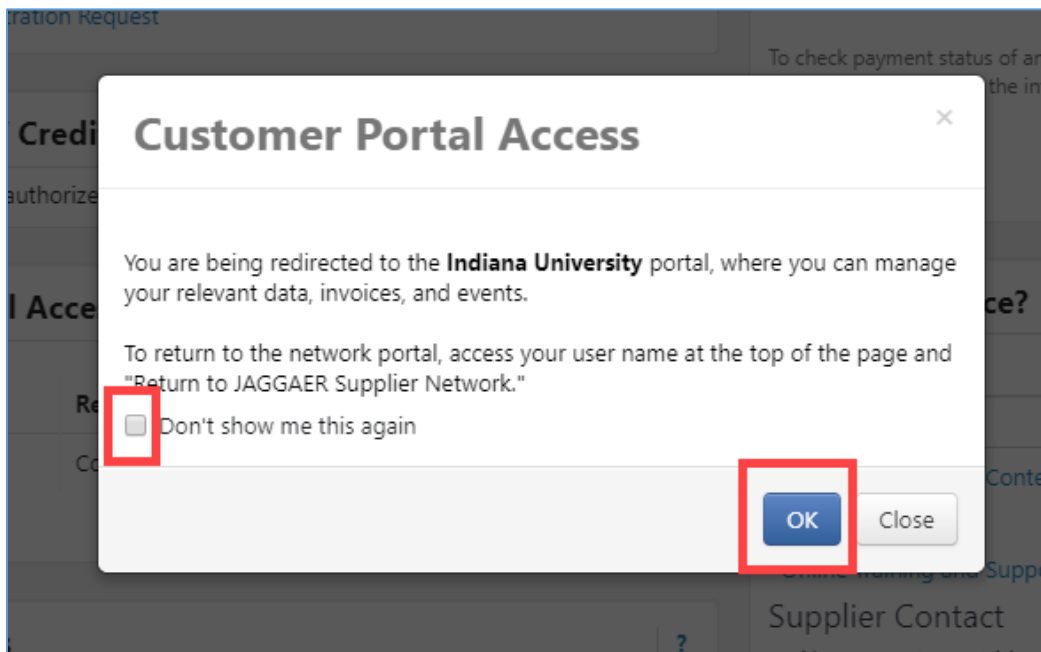
The screenshot shows the Jaggaer Supplier Network portal for user Kathryn Janeway. The 'Customer Portal Access' section contains a table with the following data:

Customer	Registration Status	Customer Contact
Indiana University	Complete	Indiana University

A red arrow points to the 'Indiana University' entry in the table. The 'Customer' column entry is also highlighted with a red box.

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.



The screenshot shows a 'Customer Portal Access' pop-up window with the following text:

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."

Don't show me this again

OK Close

Red boxes highlight the checkbox and the OK button.

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 ✓

[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.