

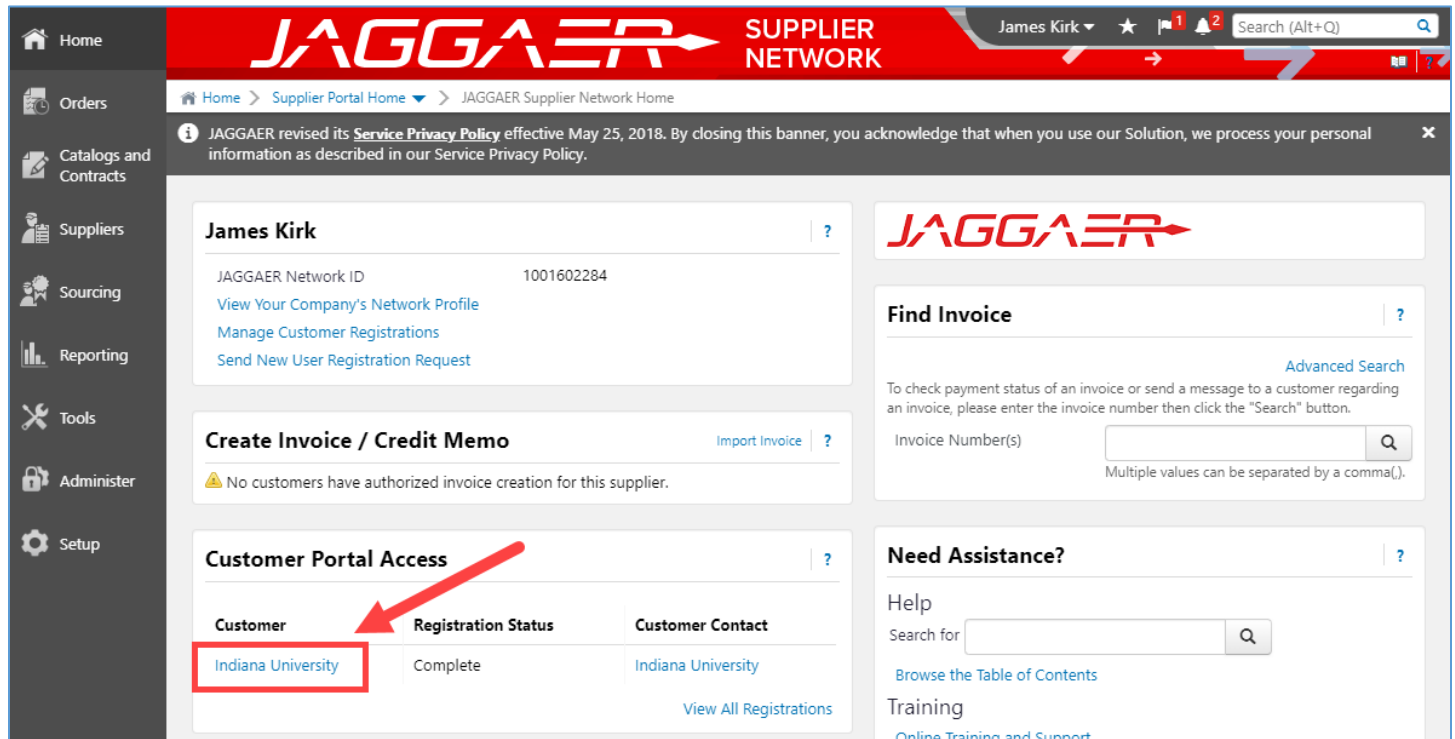
# Managing your Direct Deposit

Add, remove, or update direct deposit information in your supplier portal.

The Jaggaer portal is not accessible on mobile devices such as smartphones or tablets.

It must be accessed from a desktop computer.

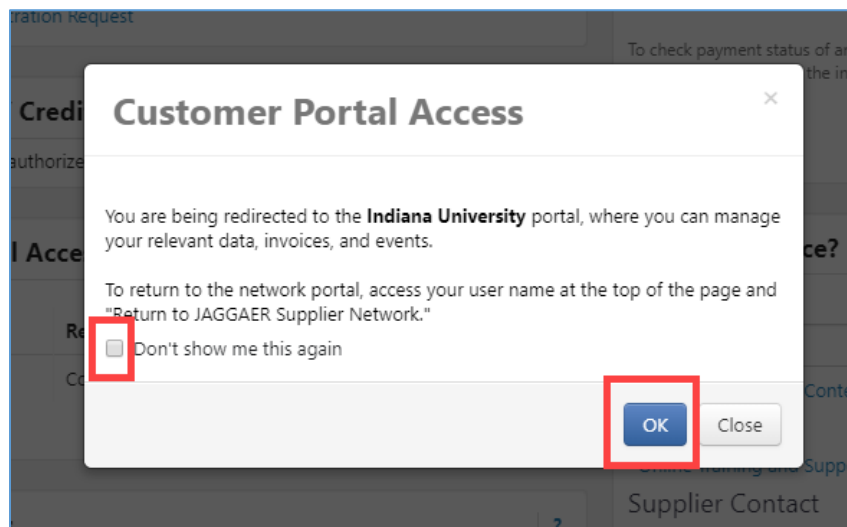
First, access your supplier registration by [logging in on the Jaggaer supplier portal](#). Once logged in, click **Indiana University** in the **Customer Portal Access** section.



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

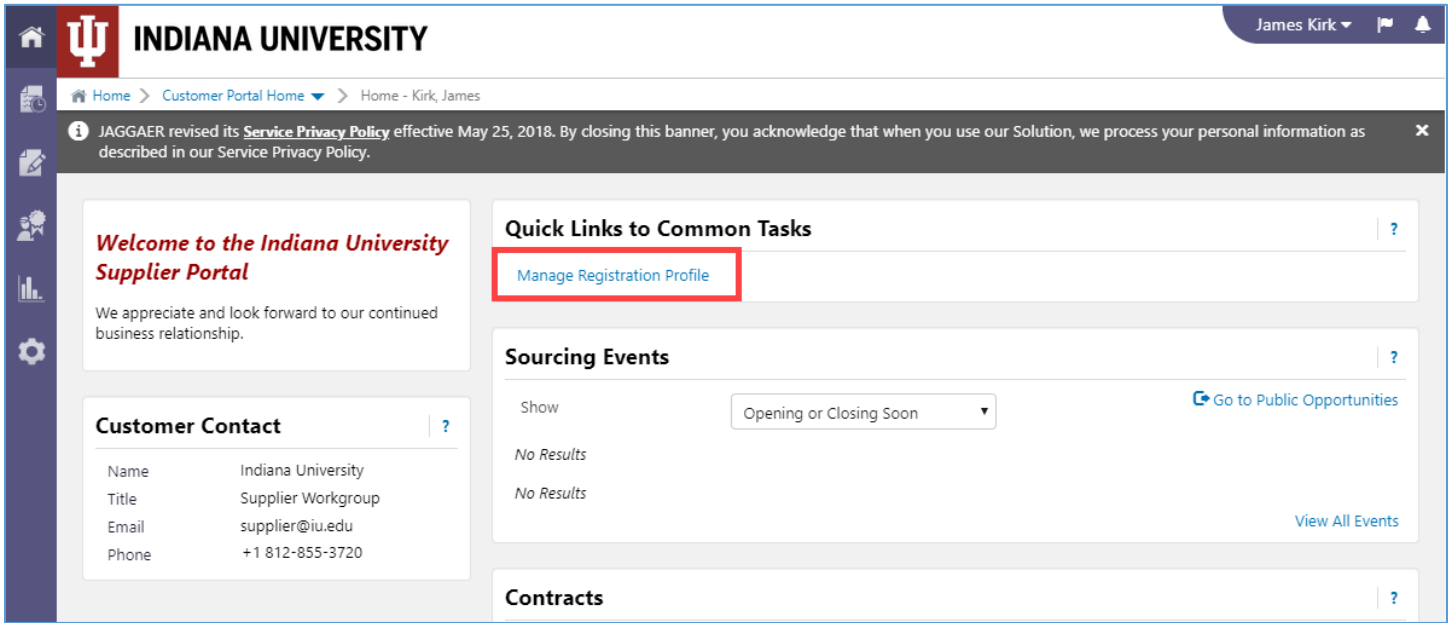
If it's the first time you're accessing your portal after your initial login, a pop-up window will appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

**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. The window contains 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.'" Below the text, there is a checkbox labeled "Don't show me this again" which is checked and highlighted with a red box. At the bottom right of the window, there are two buttons: "OK" (highlighted with a red box) and "Close".

In the IU portal, click **Manage Registration Profile** to update your information.



**INDIANA UNIVERSITY** James Kirk

Home > Customer Portal Home > Home - Kirk, James

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

**Welcome to the Indiana University Supplier Portal**

We appreciate and look forward to our continued business relationship.

**Customer Contact**

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

**Quick Links to Common Tasks**

[Manage Registration Profile](#)

**Sourcing Events**

Show:  [Go to Public Opportunities](#)

No Results

No Results

[View All Events](#)

**Contracts**

## Contents

Add Direct Deposit.....	3
Update Direct Deposit.....	5
Remove Direct Deposit .....	7

## Add Direct Deposit

First, click **Payment Information** in the left-hand menu, then **Add Payment Information**.

**Kirk, James**

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](mailto: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.

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

No payment information has been entered.

**Add Payment Information** ▼

Select **Direct Deposit (ACH)** from the drop-down menu. A new window opens where you can enter your banking information.

**Kirk, James**

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](mailto: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 is approved before wire transfer will be sent.
  - Payment must be made to a bank account in the same name as the supplier.

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

No payment information has been entered.

**Add Payment Information** ▼

- Direct Deposit (ACH)**
- Check
- Wire Transfer
- Foreign Draft

< Previous    Next >

Need Help?

Fields marked with a star are required. All other fields are optional.

If you wish to receive an email notification when payment is issued via ACH, enter your email address in the **Electronic Remittance Email** field.

**Add Payment Information**

Only associated countries are displayed.

Payment Title *	Direct Deposit
Country *	United States
Payment Type *	Direct Deposit (ACH)
Direct Deposit Format	ACH
Electronic Remittance Email	cptkirk@gmail.com
Currency *	USD
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No

Next, enter your bank account information in the **Bank Account** section. Click the **What is this?** link for help locating your routing and account numbers.

Routing and account numbers are not the same as debit or credit card numbers.

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

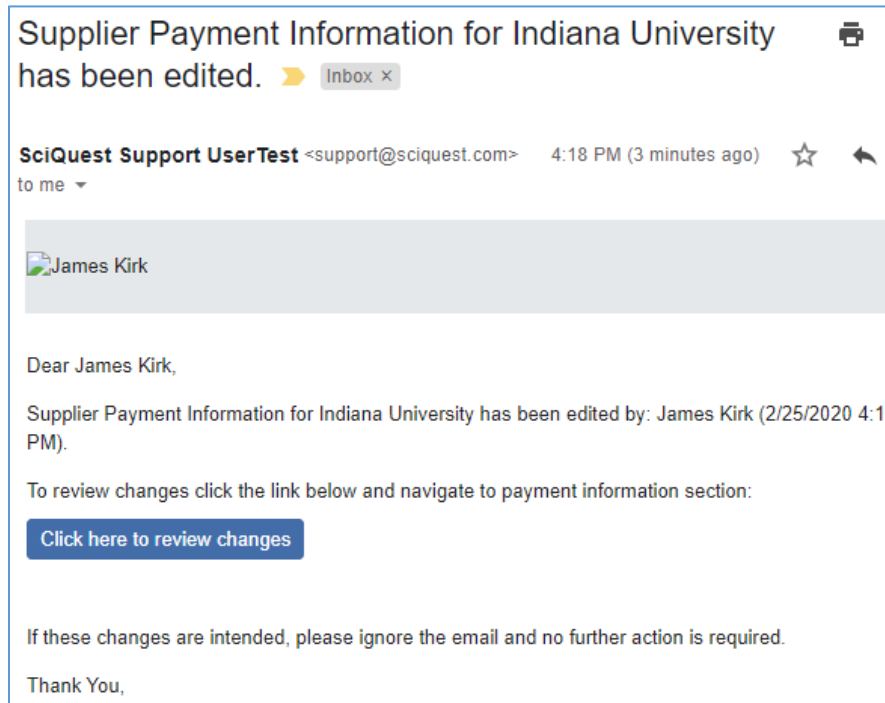
**Bank Account**

Country *	United States
Bank Name *	Iowa Credit Union
Account Holder's Name *	James Kirk
Account Type *	Checking
Routing/Transit Number *	Your Routing Number <a href="#">What is this?</a> US BANK INA
Account Number *	Your Account Number
Confirm Account Number *	Your Account Number
Address Line 1	
Address Line 2	
Address Line 3	
City/Town	
State/Province/Region	
Postal Code	

\* Required to Complete Registration

**Save Changes** Close

You will receive an email notifying you changes were made to your account. If additional information is needed you will be contacted by [supplier@iu.edu](mailto:supplier@iu.edu).



## Update Direct Deposit

First, click **Payment Information** in the left-hand menu, then **Edit** next to the information you wish to update.

**Kirk, James**  
Supplier Number: 15350353

Registration **Complete** for:  
*Indiana University*

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](mailto: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 is approved before wire transfer will be sent.
  - Payment must be made to a bank account in the same name as the supplier.
- **Foreign Draft**

---

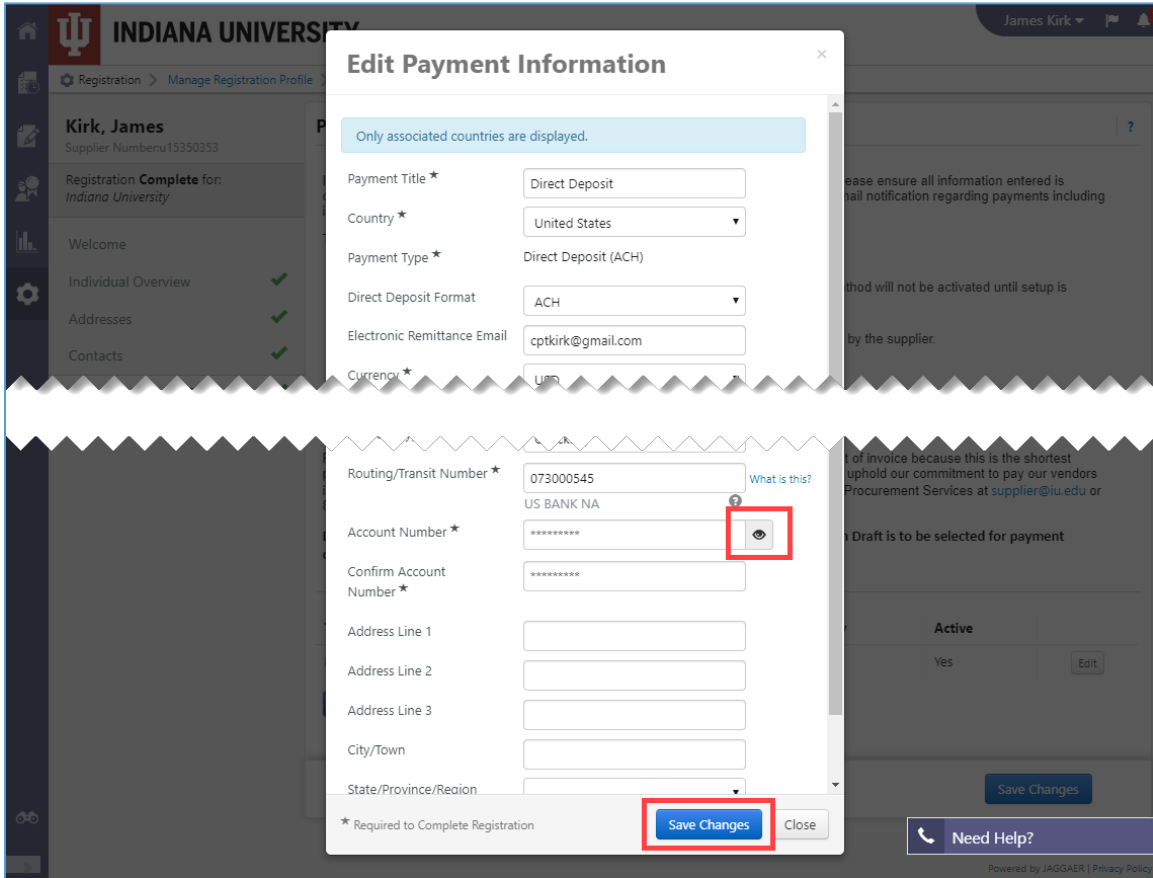
outside of the U.S.

Title	Payment Type	Currency	Active	
Direct Deposit	Direct Deposit (ACH)	USD	Yes	<b>Edit</b>

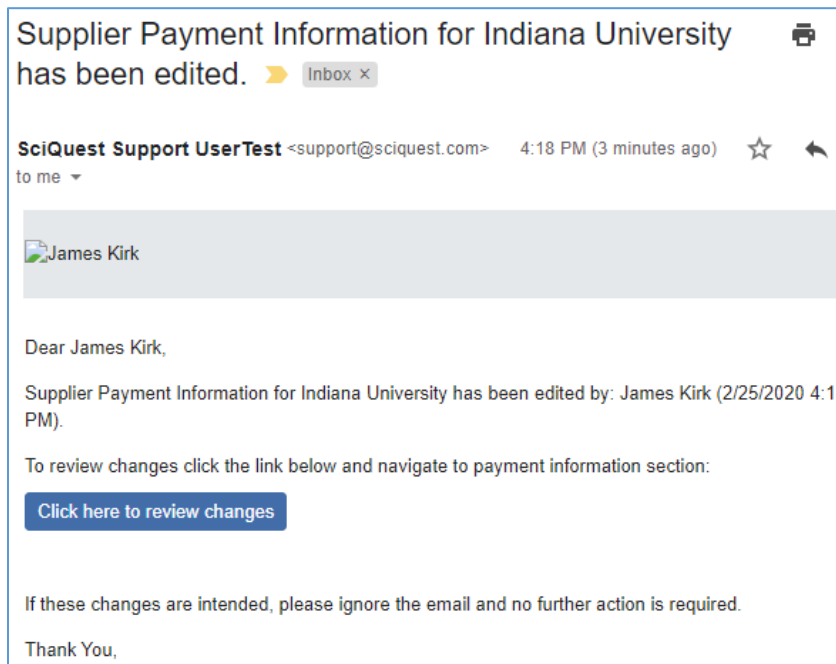
[Add Payment Information](#)

A new window opens which displays your current direct deposit information. Update the appropriate field(s) and click **Save Changes** when done to save your work.

Click the “eye” icon next to the **Account Number** field to see your current direct deposit account number.



Your direct deposit has been updated. You will receive an email notifying you changes were made to your account. If additional information is needed you will be contacted by [supplier@iu.edu](mailto:supplier@iu.edu).



## Remove Direct Deposit

It is not possible to completely remove banking information from your supplier profile. Instead, the direct deposit record is inactivated. Inactivating direct deposit information means it will not be used for future payments.

**If no active direct deposit record is on file, payments will be mailed to your remit address.**

We strongly encourage you to establish a new direct deposit account using the instructions in this document. Direct deposit is a faster, more secure way to receive payments from IU.

First, click **Payment Information** in the left-hand menu, then **Edit** next to the information you wish to inactivate.

**Kirk, James**  
Supplier Number: 15350353

Registration **Complete** for:  
Indiana University

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](mailto: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 is approved before wire transfer will be sent.
  - Payment must be made to a bank account in the same name as the supplier.
- **Foreign Draft**

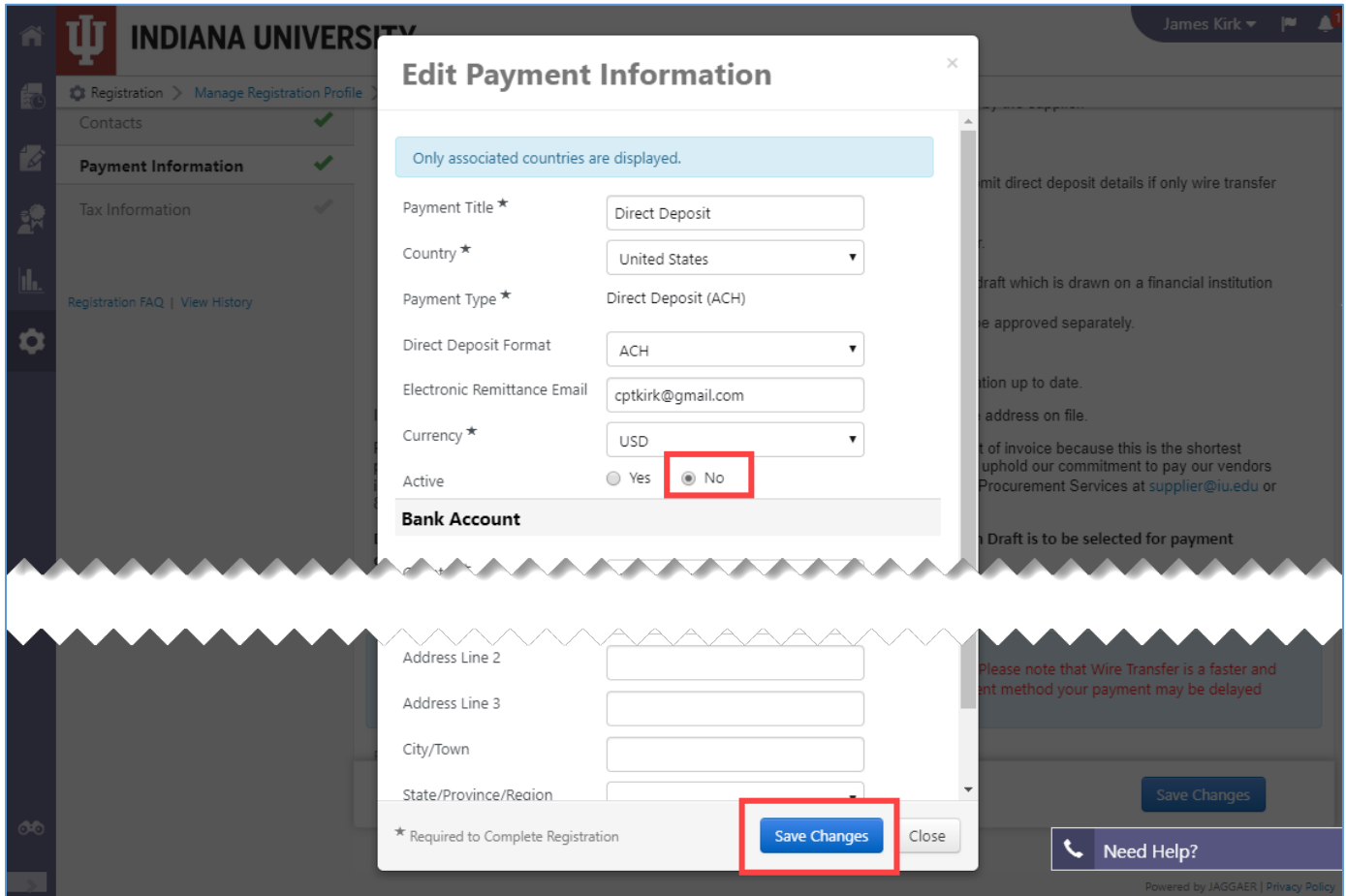
---

outside of the U.S.

Title <span style="font-size: small;">▼</span>	Payment Type	Currency	Active	
Direct Deposit	Direct Deposit (ACH)	USD	Yes	<span style="border: 1px solid red; padding: 2px;">Edit</span>

Add Payment Information ▼

Click the “No” radio button next to Active to inactivate the direct deposit record. Click **Save Changes** to save your work.



Your direct deposit has been inactivated. You will receive an email notifying you changes were made to your account. If additional information is needed you will be contacted by [supplier@iu.edu](mailto:supplier@iu.edu).

