

# 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 <u>logging in on the Jaggaer supplier portal</u>. Once logged in, click **Indiana University** in the **Customer Portal Access** section.

🎢 Home		
Orders	☆ Home > Supplier Portal Home  > JAGGAER Supplier Network Home	
Catalogs and Contracts	<ol> <li>JAGGAER revised its <u>Service Privacy Policy</u> effective May 25, 2018. By closing this banner, you information as described in our Service Privacy Policy.</li> </ol>	I acknowledge that when you use our Solution, we process your personal X
Suppliers	James Kirk ?	J^GG^ <del>_R•</del>
Sourcing	JAGGAER Network ID 1001602284 View Your Company's Network Profile Manage Customer Registrations	Find Invoice ?
I. Reporting	Send New User Registration Request	Advanced Search To check payment status of an invoice or send a message to a customer regarding
🗶 Tools		an invoice, please enter the invoice number then click the "Search" button.
Ŭ.	Create Invoice / Credit Memo Import Invoice ?	Invoice Number(s)
🔂 Administer	A No customers have authorized invoice creation for this supplier.	Multiple values can be separated by a comma(,).
-		
📮 Setup	Customer Portal Access ?	Need Assistance? ?
	Customer Registration Status Customer Contact	Help Search for Q
	Indiana University Complete Indiana University	Browse the Table of Contents
	View All Registrations	Training
		Online Training and Support

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.

	quest	To check	payment sta	tus of an
Credi	Customer Portal Access		×	the inv
authorize	You are being redirected to the Indiana University portal, wh	nere you ca	in manage	
l Acce	your relevant data, invoices, and events. To return to the network portal, access your user name at the	top of the	page and	ce?
Re	"Return to JAGGAER Supplier Network."			
		ок	Close	Conte
	2	Suppl	ier Conta	act



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

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50 1	i JAGGAER revised	r Portal Home  → Home - Ki its <u>Service Privacy Policy</u> effect Service Privacy Policy.			ou acknowledge that when you use our Solution, v	ve process your personal information as
# ■ \$	We appreciate and look forward to our continued business relationship			Quick Links to Commo Manage Registration Profile	on Tasks	?
	Customer Co Name Title Email Phone	Indiana University Supplier Workgroup supplier@iu.edu +1 812-855-3720	?	Show No Results No Results	Opening or Closing Soon 🔹	Go to Public Opportunities View All Events
				Contracts		?

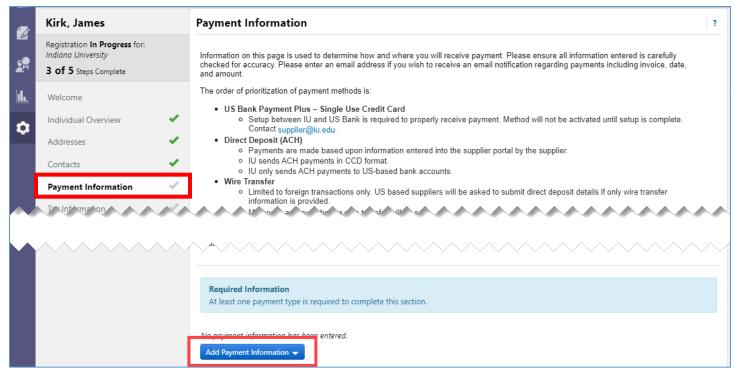
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# Add Direct Deposit

### First, click Payment Information in the left-hand menu, then 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	Payment Information ?
2	Registration <b>In Progress</b> for: <i>Indiana University</i> <b>3 of 5</b> Steps Complete	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.
<u>lh.</u>	Welcome	The order of prioritization of payment methods is:
\$	Individual Overview	<ul> <li>US Bank Payment Plus – Single Use Credit Card</li> <li>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.</li> </ul>
	Addresses	Direct Deposit (ACH)         O Payments are made based upon information entered into the supplier portal by the supplier.         O IU sends ACH payments in CCD format.
	Payment Information	<ul> <li>IU only sends ACH payments to US-based bank accounts.</li> <li>Wire Transfer         <ul> <li>Limited to foreign transactions only. US based suppliers will be asked to submit direct deposit details if only wire transfer</li> </ul> </li> </ul>
	Tax Information	information is provided.   Method is approved before wire transfer will be sent.
		<ul> <li>Payment must be made to a bank account in the same name as the supplier.</li> </ul>
	~~~~~~	
		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  Vire Transfer Next >
æ		Foreign Draft Need Help?

Last Updated: 3/25/2021



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.

IT)	,		_
> Pa	Add Payment	Information	×
			<b>^</b>
'ayı	Only associated countries an	e displayed.	- 88
Infor chec	Payment Title *	Direct Deposit	e ens n reg
and a	Country *	United States 🔻	- 88
	Payment Type *	Direct Deposit (ACH)	Level 1
	Direct Deposit Format	ACH	l will
	Electronic Remittance Email	cptkirk@gmail.com	he si
	Currency *	USD 🔹	
	Active	Yes ONO	direc

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.

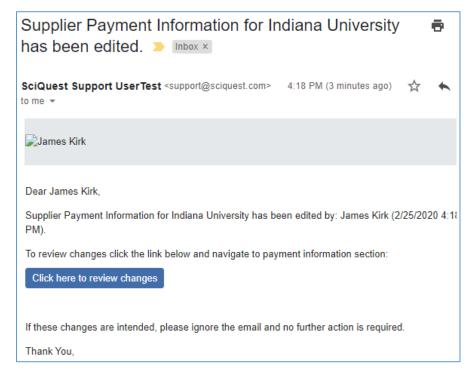
Routing and a	account numbers	are not the same a	as debit or cred	it card numbers.
---------------	-----------------	--------------------	------------------	------------------

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

	Bank Account			U.
	Country *	United States		dire
	Bank Name *	Iowa Credit Union		U.
	Account Holder's Name *	James Kirk		wh
	Account Type *	Checking		opro
	Routing/Transit Number *	Your Routing Number		up
f no Pleas	L	What is this?	)	ires
vhick	Account Number *	Your Account Number		omr
Direc J.S.	Confirm Account Number *	Your Account Number	]	aft i
	Address Line 1			E.
Re	Address Line 2			
At	Address Line 3			E
Vo p	City/Town			U.
Add	State/Province/Region			U.
	Postal Code			•
	* Required to Complete Registrat	ion Save Chang	es 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.



## 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:u15350353		Payment Informa	tion			
	Registration <b>Complete</b> for: Indiana University			is used to determine how and where you v uracy. Please enter an email address if yo tt.			
	Welcome		The order of prioritization	of payment methods is:			
	Individual Overview		<ul> <li>Setup betw</li> </ul>	nt Plus – Single Use Credit Card veen IU and US Bank is required to proper Contact supplier@iu.edu.	ly receive payment. Method wi	II not be activated unt	til setup is
	Addresses	× .	<ul> <li>Direct Deposit (A</li> </ul>	(CH)			
	Contacts			are made based upon information entered CH payments in CCD format.	into the supplier portal by the	supplier.	
Г	Payment Information	~	<ul> <li>IU only ser</li> <li>Wire Transfer</li> </ul>	nds ACH payments to US-based bank acco	ounts.		
	Tax Information	~	information • Method is a	foreign transactions only. US based suppli i is provided. approved before wire transfer will be sent.		ct deposit details if or	nly wire transfer
	~~~~~		• Foreian Ďiaft	nust be made to a bank account in the sam	~~~~~		
			Title ▽	Payment Type	Currency	Active	
			Direct Deposit	Direct Deposit (ACH)	USD	Yes	Edit
							Edit



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.

?
mation entered is ding payments including
ated until setup is
this is the shortest ent to pay our vendors
s at supplier@iu.edu or
ted for payment
e
Save Changes
eed Help?

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.

Supplier Payment Information for Indiana University has been edited. > Inbox ×	5
SciQuest Support UserTest <support@sciquest.com> 4:18 PM (3 minutes ago) to me ▼</support@sciquest.com>	•
James Kirk	
Dear James Kirk,	
Supplier Payment Information for Indiana University has been edited by: James Kirk (2/25/2020 PM).	) 4:18
To review changes click the link below and navigate to payment information section:	
Click here to review changes	
If these changes are intended, please ignore the email and no further action is required.	
Thank You,	



## 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.

1	Kirk, James Supplier Number:u15350353	Payment Information				?	
<b>2</b>	Registration <b>Complete</b> for: Indiana University		I to determine how and where you Please enter an email address if y				
<u>u.</u>	Welcome	The order of prioritization of pay	ment methods is:				
۵	Individual Overview		<ul> <li>Single Use Credit Card</li> <li>and US Bank is required to prope t supplier@iu.edu.</li> </ul>	rly receive payment. Method will r	not be activated until :	setup is	
	Addresses 🗸	<ul> <li>Direct Deposit (ACH)</li> </ul>		d into the supplier portal by the su	Innlier		
	Contacts 🗸	<ul> <li>IU sends ACH page</li> </ul>	<ul> <li>Payments are made based upon information entered into the supplier portal by the supplier.</li> <li>IU sends ACH payments in CCD format.</li> <li>IU only sends ACH payments to US-based bank accounts.</li> </ul>				
	Payment Information 🛛 🗸	Wire Transfer					
	Tax Information	information is prov Method is approv	information is provided. Method is approved before wire transfer will be sent.				
		• Payment must be • Corelan Draft outsible of the U.s.	made to a bank account in the sa	me name as the supplier.	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
		Title ▽	Payment Type	Currency	Active		
		Direct Deposit	Direct Deposit (ACH)	USD	Yes	Edit	
		Add Payment Information 🗸					



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

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	T	Edit Payment	Information	×
É0	Registration > Manage Registration Prof	ile )		-,
	Contacts 🗸			
1 de	Payment Information 🛛 🗸	Only associated countries a	are displayed.	mit direct deposit details if only wire transfer
		Payment Title *	Direct Deposit	
hh.		Country *	United States	
<u>III.</u>		Payment Type *	Direct Deposit (ACH)	Iraft which is drawn on a financial institution
٥		Direct Deposit Format	ACH	e approved separately.
		Electronic Remittance Email	cptkirk@gmail.com	tion up to date.
			cptkirk@gmail.com	address on file.
		Currency *	USD 🔹	t of invoice because this is the shortest
		Active	○ Yes ● No	uphold our commitment to pay our vendors Procurement Services at supplier@iu.edu or
		Bank Account		
			~~~~~~	1 Draft is to be selected for payment
		<b>A</b> \ \ \ \ \ \ \ \ \		
		Address Line 2		Please note that Wire Transfer is a faster and
		Address Line 3		ant method your payment may be delayed
		City/Town		
		State/Province/Region		Save Changes
00		* Required to Complete Registra	stion Save Changes Cl	ose Need Help?
>				Powered by JAGGAER   Privacy Policy

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 <u>supplier@iu.edu</u>.

Supplier Payment Information for Indiana University has been edited. > Intervention	ē			
SciQuest Support UserTest <support@sciquest.com> 4:18 PM (3 minutes ago) to me 👻</support@sciquest.com>	☆ ◆			
James Kirk				
Dear James Kirk,				
Supplier Payment Information for Indiana University has been edited by: James Kirk (2/25/2020 PM).				
To review changes click the link below and navigate to payment information section:				
Click here to review changes				
If these changes are intended, please ignore the email and no further action is required.				
Thank You,				