

Non-US Individual Registration Check List

If you are registering a company or organization, contact Supplier Data Management (SDM) at 812-855-6101 / helpmeiu@iu.edu to update your profile type. Do not follow these instructions.

All Fields with a star (★) are required. If you see an alert symbol (⚠), a required section was missed.

Individual Overview Section: [Click here for Overview Instructions](#)

- Legal Name of the person IU is paying. This name must match the name displayed on the W-8BEN.
- Country of Origin/Citizenship: The country you use for tax purposes.
- Legal Structure: Select "Foreign Individual"

Addresses Section: [Click here Address Instructions](#)

- Address Label: This is a description for the address type (ex. "Home" or "Office").
- Complete all required fields, including phone number.

Contacts Section: [Click here for Contacts instructions](#)

- You MUST enter at least one contact. This person will receive system emails related to the supplier profile. We recommend entering your personal contact information.
 - If you enter a spouse or emergency contact they will receive system emails.

Payment Information Section: [Click here for Payment Information instructions](#)

- Choose only **one** payment method: Wire Transfer or US-based ACH/direct deposit.
- Indiana University cannot send ACH/direct deposit payments to banks outside the US.
- When selecting wire transfer, you must upload a bank document with wire account information. This document is required to proceed.
- [Click here to access detailed, step-by-step, instructions on entering or managing wire transfer information.](#)

Tax Information Section: [Click here for Tax Information instructions](#)

- A W-8BEN tax document is required.
 - Jaggaer offers a pre-populated W-8BEN that will use the information you entered previously.
 - Sign and date the W-8BEN form and upload it. The W-8BEN MUST be signed and dated (MM/DD/YYYY)

Certify & Submit - Final Checks: [Click here for Certify & Submit instructions](#)

- Once all check marks are green (✔), your registration can be Certified and Submitted.
 - If you see gray check marks required information is missing. Click on the section to review and complete.
- You MUST Certify and Submit your registration. If this step is missed your registration will NOT be reviewed and you cannot be paid.

You will receive a notification when your profile is approved. **This DOES NOT mean payment has been issued.** If you have questions about payments, contact the IU department you are doing business with.

Helpful Links and Contact Info:

- Indiana University Supplier Data Management: **Email** - helpmeiu@iu.edu **Phone** - +1(812)-855-6101
- Indiana University Purchasing Support Form: <https://purchasing.iu.edu/contact/contact.php>
- Indiana University BUY.IU info page: <https://purchasing.iu.edu/buying/suppliers.php>