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