Suppliers requested using the Check Request (Tax ID Required) supplier request form are contact by Supplier Onboarding Consultants, part of the Supplier Data Management (SDM) team. We strongly encourage departments to use the text below to notify suppliers ahead of time that they will be contacted and offered support completing the registration process.

Hello, [supplier contact first name],

To receive payment from Indiana University, you must join our supplier network. This consists of creating an online profile where you will provide your tax information, payment details, and more. You will receive a registration email from [buyiu.noreply@iu.edu](mailto:buyiu.noreply@iu.edu) to begin the registration process.

IU’s Onboarding Consultants are here to help you complete the process as quickly and easily as possible and will be contacting you soon. They will try to reach you by phone or email using the number (812) 855-6101 or email [helpmeiu@iu.edu](mailto:helpmeiu@iu.edu).

Either way they’re the best resources to help you complete the registration process.

We’re excited to work with you! Please don’t hesitate to contact the Supplier Onboarding Consultants with any questions about the registration process.

Thank you,

[department representative’s signature]