

Supplier Onboarding – Domestic Company

Indiana University (IU) is a member of the Jaggaer supplier network. To receive payment from IU, payees, referred to as “suppliers” in Jaggaer, must complete the supplier onboarding process and join the network. Once established, your supplier portal is used to manage payment information, addresses, tax forms, and more.

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

BUY.IU must be accessed from a desktop computer.

This document provides a step-by-step walkthrough of the supplier onboarding process for a US-taxed Company.

Before you follow the steps in this document, locate the following items:

- Indiana University supplier invitation email.
- Direct deposit (ACH) banking information.
- Scanned image or digital copy of completed and signed W-9 tax form.

Already started the process and need to pick up where you left off? [Click here.](#)

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Invitation

The onboarding process begins when an IU staff member requests your addition to the supplier network. IU Purchasing reviews the request, and, once approved, invites you to begin the onboarding process via email. This email invitation will come from the email address buyiu.noreply@iu.edu, have a sender name of “Indiana University,” and will look like the example below.


Click **Register Now** to establish your username and password.

Action Required: Complete Registration for Indiana University



Indiana U TEST Site <buyiu.noreply@iu.edu>

To Nichols, Tyler



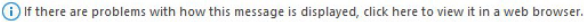
↩ Reply


↩ Reply All

→ Forward

⋮

Thu 3/7/2024 4:35 PM





INDIANA UNIVERSITY

Individual Invitation for Indiana University TEST SITE

Dear James Kirk,

TEST ENVIRONMENT

You are receiving this message because a department at Indiana University has invited you to do business with IU. You must complete the registration process to receive payment from IU.

To get started, click the “Register Now” button below.

Register Now

For assistance completing the registration process, call (812) 855-6101 or email helpmeiu@iu.edu. An IU Onboarding Consultant will address any questions you may have.

We look forward to working with you!

Thank You,

TEST ENVIRONMENT

Indiana University TEST SITE

*You will receive an email from Jaggaer Supplier Network confirming your initial registration. Jaggaer Supplier Network hosts BUY.IU, Indiana University Supplier Portal. Indiana University will be listed under [Customer Portal Access](#) on the Jaggaer Supplier Network Home page.

You will also receive reminder emails from Jaggaer directly. These messages come from support@sciquest.com and contain contact information for Jaggaer’s support team.

Please contact the IU department you are working with for assistance first before contacting Jaggaer.


Supplier Onboarding – Domestic Company

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Last Updated: 4/14/2025

Create Your Jaggaer Network Account

After clicking Register Now in the email invitation, the registration page opens in a browser window. Click the drop-down in the upper right-hand corner to select a language, if desired, then **Continue with Registration** to proceed.



INDIANA UNIVERSITY

[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

Welcome to the Indiana University supplier portal! (TEST)

Thank you for doing business with us. Indiana University has made a major investment in redesigning our process for procuring goods and services. Our improvements will touch each step from quote, purchase order, delivery, and payment. Our implementation of JAGGAER, IU's electronic procurement system, will allow IU to easily source and purchase products and services. Our goal is to make it easier to do business with Indiana University.

If you already have an account or are a registered supplier that has been invited to do business with Indiana University, please log in with your username and email address.

Registered suppliers with active log in information will be able to

- Maintain valid contact information
- Review the status of payments
- Update and review banking information

Important Registration Information:

Please ensure that your legal name matches the legal name of the entity as listed on the tax form provided to the University.

Indiana University's payment terms are NET 30 upon receipt of invoice. We make every effort to pay our suppliers in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via via our [Support Form](#), or by phone at 812.855.3720.

Continue With Registration

English ▼

[English](#)
[français](#)
[Deutsch](#)
[Italiano](#)
[Español](#)
[中国](#)

Fields marked with a star ★ are required. Add your contact info, confirm your email (which will become your Jaggaer username), review and accept the terms and conditions, and complete the Captcha checkbox. Once completed, select **Create Account**.

INDIANA UNIVERSITY

Supplier Registration
[Registration Tutorial](#)

English ▼

Your Contact Info

Jean-Luc

Picard

First Name ★

Last Name ★

Title

8555555555

ext.

Phone Number ★

International phone numbers must begin with +

EDT/EST - Eastern Standard Time (US/Eastern) ▼

Preferred Time Zone ★

Your Login

jipgoiu@proton.me

Email ★

jipgoiu@proton.me

Confirm Email ★

☐ I am a user in need of accessibility assistance

Terms and Conditions

☒ I have read and accepted JAGGAER's [Terms and Conditions](#)

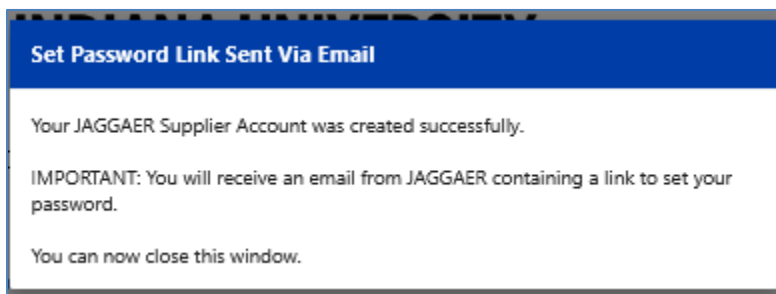
☒ I am human

hCaptcha
Privacy - Terms

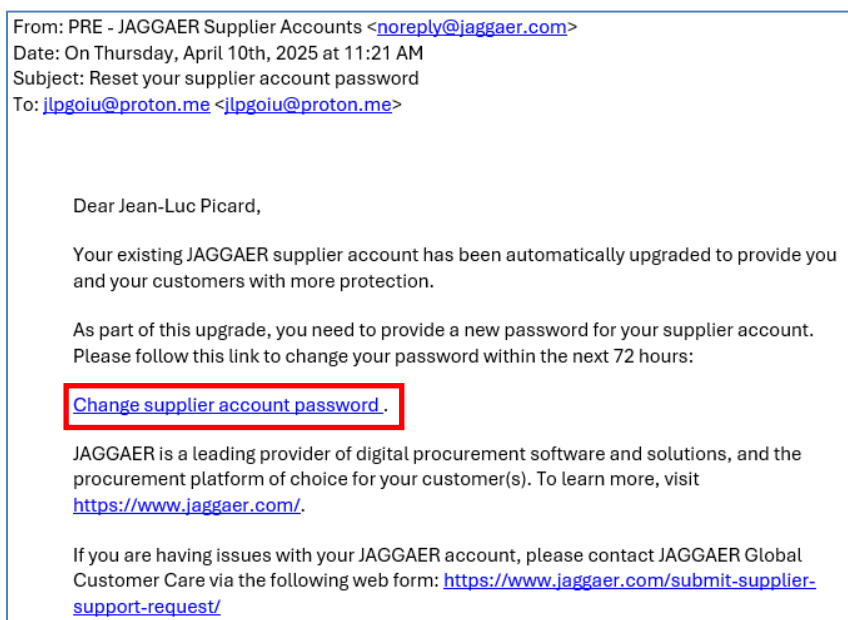
Create Account

Your email address acts as your username when accessing the supplier portal. Store your username and password in a safe place! You will need this information to login to the portal and make changes in the future.

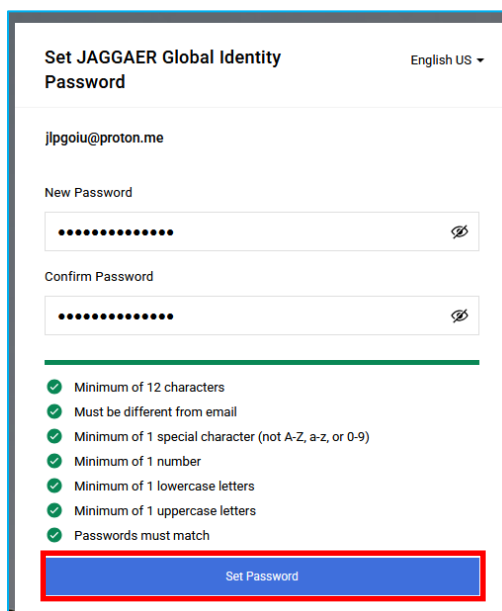
After selecting **Create Account**, you will receive a notification that your account was created and that a link has been sent to the email address provided to set up a password.



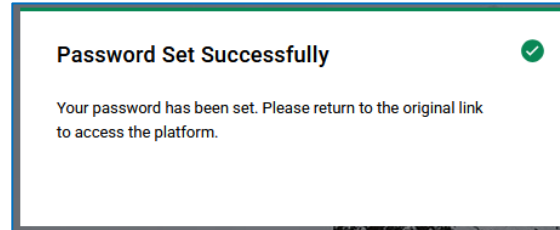
Locate the password setup message in your email inbox. Select **Change supplier account password**.



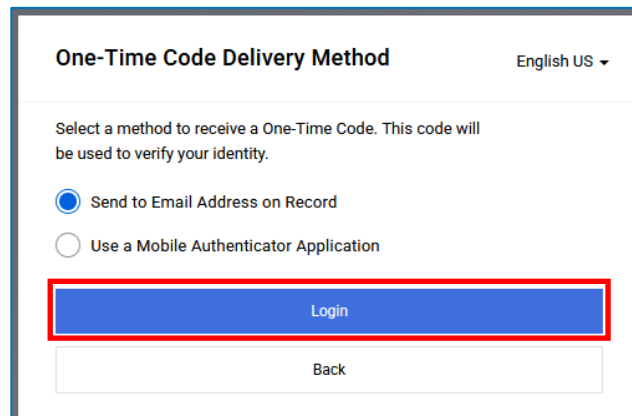
Create a password which meets the required criteria. Select **Set Password**.



Once your password is set, you will be prompted to return to the **original registration link** (sent from buyiu.noreply@iu.edu). Click once more on the **Register Now** button and follow the prompts to log in using the username and password you had created.



Finally, select how to receive your one-time login code. We recommend using the **Send to Email Address on Record** option. Click **Login** to continue.

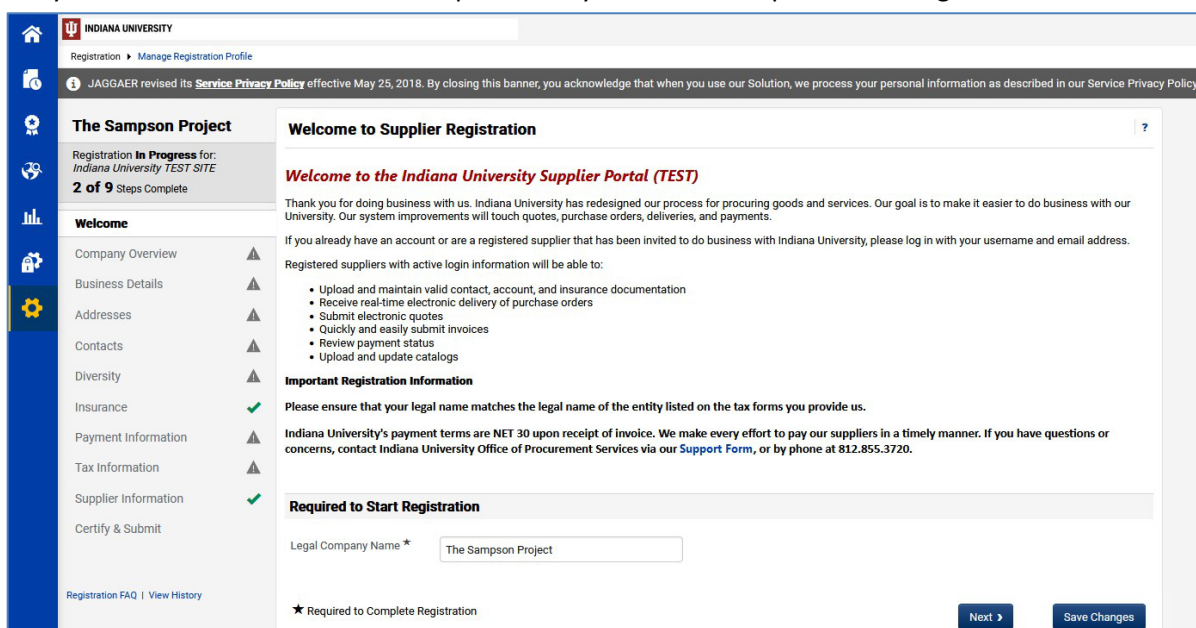


Locate the one-time code email from Jaggaer to access BUY.IU. Upon login you should automatically be transferred to the BUY.IU supplier portal. **Before continuing**, ensure you see Indiana University branding and a “Welcome to Indiana University” supplier portal banner.

- Logged in but do not see IU branding? [Click here](#).

Complete and Submit Registration Information

The supplier registration page is made up a series of sections, visible in the left-hand menu. Each section is followed by an attention symbol ⚠. Once the section is complete the symbol will be replaced with a green checkmark ✓.

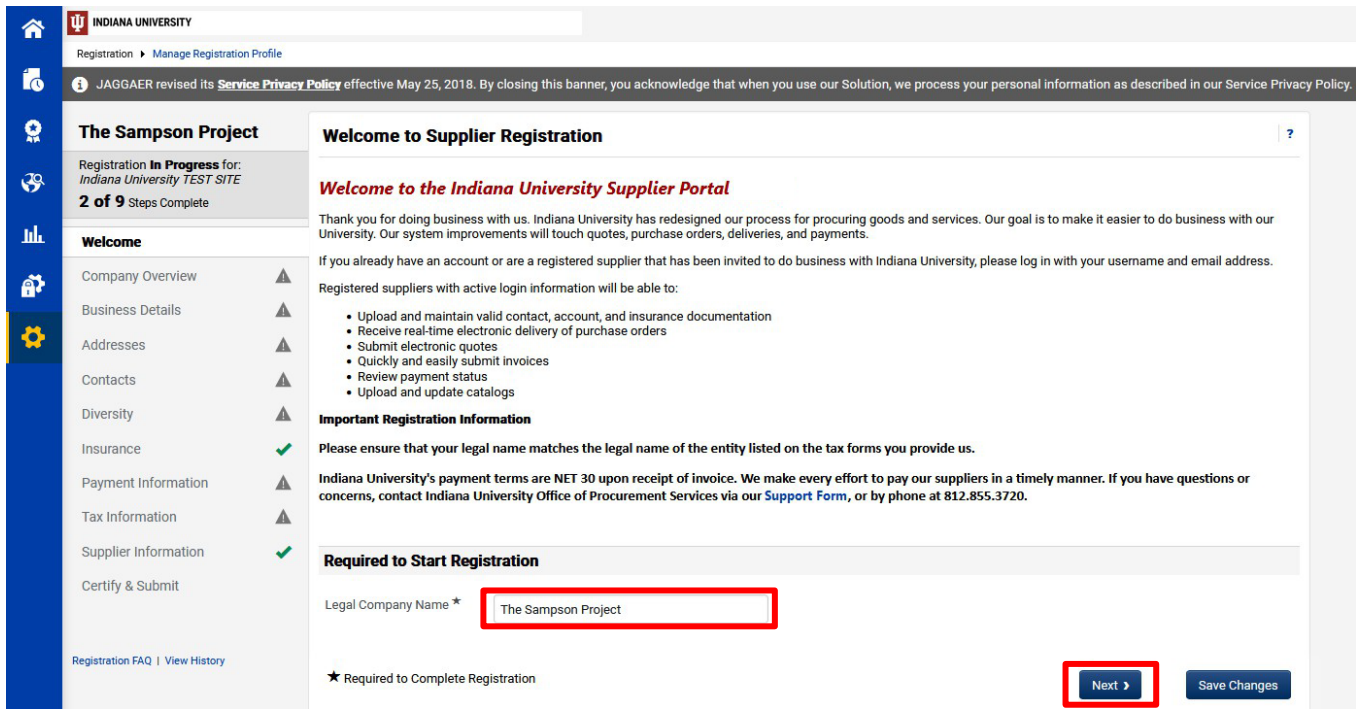


Throughout the registration process you will see fields marked with a star.

These fields are required and must be satisfied to complete your registration. All other fields are optional.

Welcome

On the Welcome page, enter the company name in the appropriate fields then click **Next**.



INDIANA UNIVERSITY

Registration > Manage Registration Profile

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.

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE
2 of 9 Steps Complete

Welcome

Company Overview ▲
Business Details ▲
Addresses ▲
Contacts ▲
Diversity ▲
Insurance ✓
Payment Information ▲
Tax Information ▲
Supplier Information ✓
Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

Welcome to the Indiana University Supplier Portal

Thank you for doing business with us. Indiana University has redesigned our process for procuring goods and services. Our goal is to make it easier to do business with our University. Our system improvements will touch quotes, purchase orders, deliveries, and payments.

If you already have an account or are a registered supplier that has been invited to do business with Indiana University, please log in with your username and email address.

Registered suppliers with active login information will be able to:

- Upload and maintain valid contact, account, and insurance documentation
- Receive real-time electronic delivery of purchase orders
- Submit electronic quotes
- Quickly and easily submit invoices
- Review payment status
- Upload and update catalogs

Important Registration Information

Please ensure that your legal name matches the legal name of the entity listed on the tax forms you provide us.

Indiana University's payment terms are NET 30 upon receipt of invoice. We make every effort to pay our suppliers in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via our [Support Form](#), or by phone at 812.855.3720.

Required to Start Registration

Legal Company Name ★

★ Required to Complete Registration

Next Save Changes

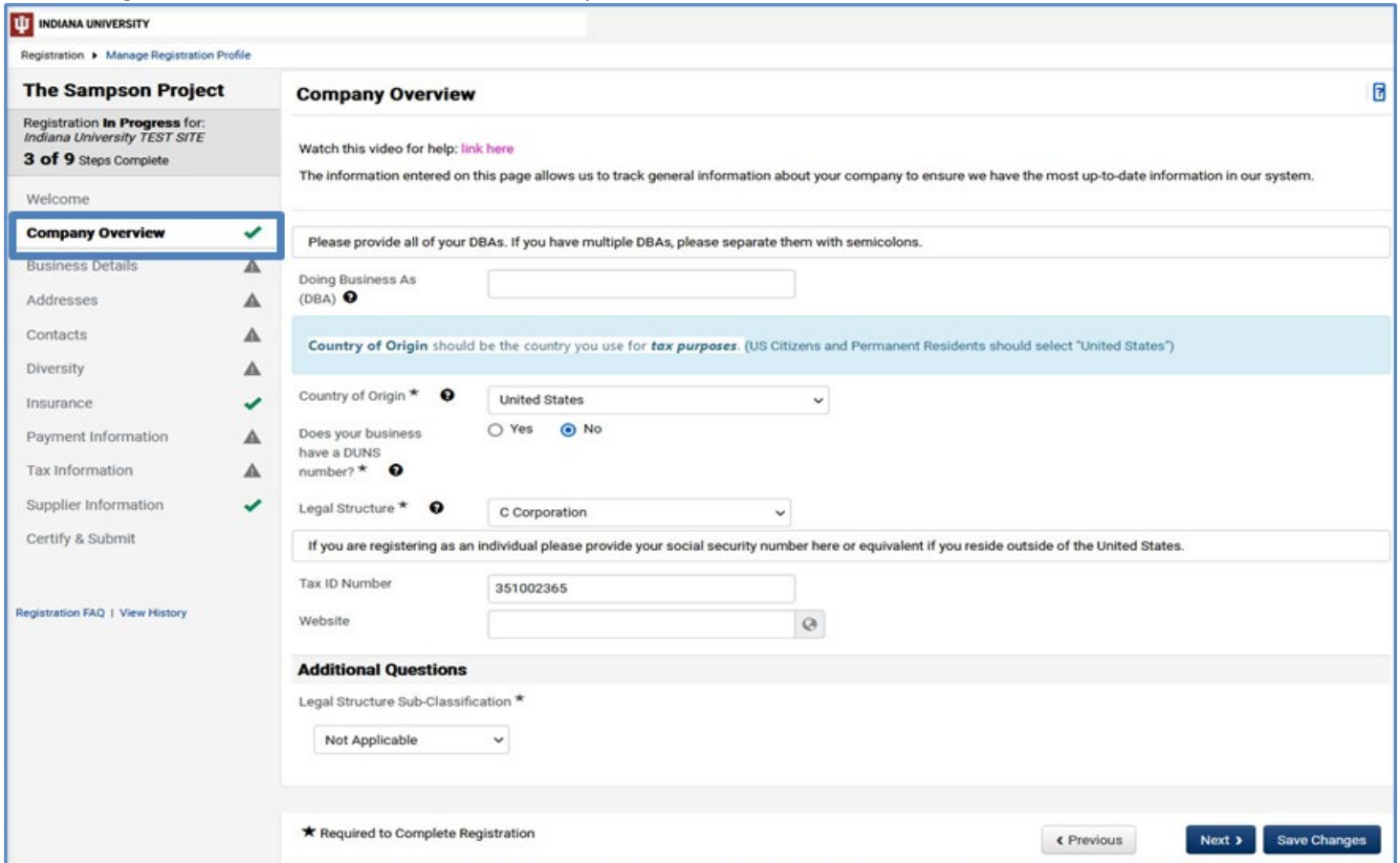
You are not required to complete the supplier onboarding process in one sitting. At any time, click **Save Progress** to save your work and return later.

Company Overview

Select your legal structure from the **Legal Structure** drop-down menu. Enter your Employee Identification Number (EIN) in the **Tax ID Number** field.

Define your company's Legal Structure Sub-Classification or select 'Not Applicable.'

Click **Save Changes** to save your work and **Next** to complete the Individual Overview section. The left-hand menu updates to reflect a green checkmark once the section is complete.



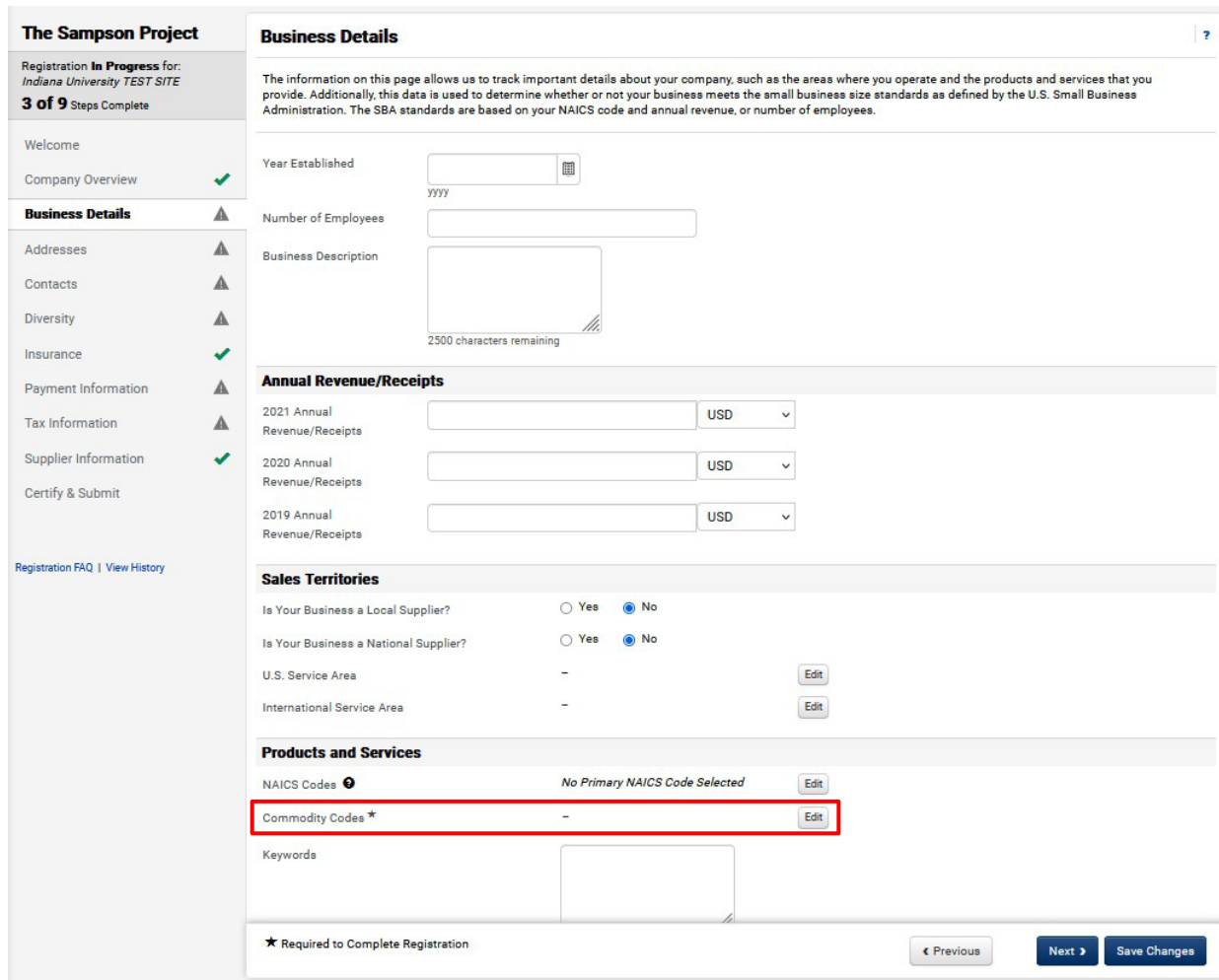
The screenshot shows the 'Company Overview' form within the Indiana University Supplier Onboarding system. The left-hand navigation menu is titled 'The Sampson Project' and shows 'Registration In Progress for: Indiana University TEST SITE' with '3 of 9 Steps Complete'. The 'Company Overview' step is highlighted with a green checkmark. The main content area is titled 'Company Overview' and includes a video link for help. The form fields are as follows:

- Doing Business As (DBA):** A text input field.
- Country of Origin:** A dropdown menu set to 'United States'. A note states: 'Country of Origin should be the country you use for *tax purposes*. (US Citizens and Permanent Residents should select "United States")'.
- Does your business have a DUNS number? *** Radio buttons for 'Yes' and 'No' (selected).
- Legal Structure *** A dropdown menu set to 'C Corporation'.
- Tax ID Number:** A text input field containing '351002365'.
- Website:** A text input field with a refresh icon.
- Additional Questions:** A section titled 'Legal Structure Sub-Classification *' with a dropdown menu set to 'Not Applicable'.

At the bottom, there is a legend: '★ Required to Complete Registration'. Navigation buttons include 'Previous', 'Next', and 'Save Changes'.

Business Details

This area is comprised of optional information about the company. The only required information is **Commodity Codes**. If this area is pre-completed, click **Next**.



The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE
3 of 9 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

Payment Information

Tax Information

Supplier Information

Certify & Submit

Registration FAQ | View History

Business Details ?

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Year Established

Number of Employees

Business Description

2500 characters remaining

Annual Revenue/Receipts

2021 Annual Revenue/Receipts USD

2020 Annual Revenue/Receipts USD

2019 Annual Revenue/Receipts USD

Sales Territories

Is Your Business a Local Supplier? ☐ Yes ☒ No

Is Your Business a National Supplier? ☐ Yes ☒ No

U.S. Service Area -

International Service Area -

Products and Services

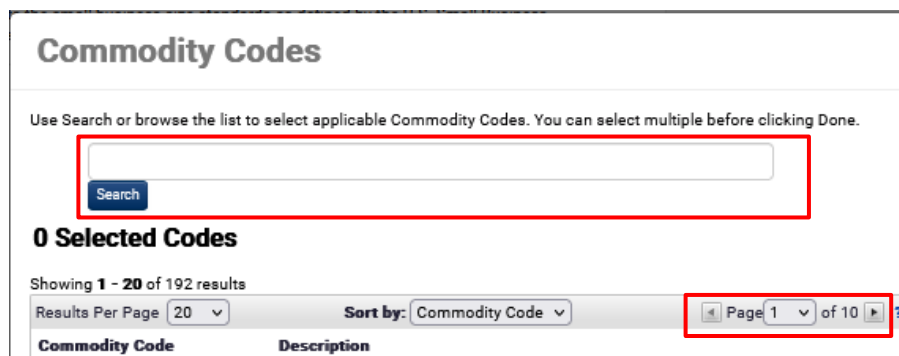
NAICS Codes No Primary NAICS Code Selected

Commodity Codes * -

Keywords

★ Required to Complete Registration

Click **Edit**. A new window will open with a search box.



Commodity Codes ?

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

0 Selected Codes

Showing 1 - 20 of 192 results

Results Per Page 20 Sort by: Commodity Code

Page 1 of 10 ?

Commodity Code	Description
----------------	-------------

You can search keywords to locate the company commodity area. You can also manually search through the provided list.

Helpful Search Tip: Use simple keywords such as 'food,' 'equipment,' or 'books'.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

0 Selected Codes

Showing 1 - 5 of 5 results

Results Per Page 20 Sort by: Commodity Code Page 1 of 1

Commodity Code	Description
IT7	Computer (Hardware) - Enterprise & Research & Services
PRO22	Marketing Services, Surveys, Market Research, Student Recruitment
PRO44	Research agreements, collaboration agreements, and internally funded research agreements
SCI2	Chemicals, Gases & Elements - Research & Laboratory
SCI24	Research agreements, collaboration agreements, and internally funded research agreements

Click the commodity code(s) that best describes your business area.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

1 Selected Codes

Showing 1 - 5 of 5 results

Results Per Page 20 Sort by: Commodity Code Page 1 of 1

Commodity Code	Description
IT7	Computer (Hardware) - Enterprise & Research & Services
PRO22	Marketing Services, Surveys, Market Research, Student Recruitment
PRO44	Research agreements, collaboration agreements, and internally funded research agreements
SCI2	Chemicals, Gases & Elements - Research & Laboratory
SCI24	Research agreements, collaboration agreements, and internally funded research agreements

Click **Done** to Continue.

Products and Services

NAICS Codes ⓘ
No Primary NAICS Code Selected
Edit

Commodity Codes ★
Edit

PRO22 (Marketing Services, Surveys, Market Research, Student Recruitment)
Remove

Keywords

700 characters remaining

★ Required to Complete Registration

Previous
Next
Save Changes

Your selection will populate.

Click **Next** to continue.

Addresses

BUY.IU requires three types of addresses: Fulfillment, Physical, and Remittance.

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE
4 of 9 Steps Complete

[Welcome](#)
Company Overview ✓
Business Details ✓
Addresses ⚠️
Contacts ⚠️
Diversity ⚠️
Insurance ✓
Payment Information ⚠️
Tax Information ⚠️
Supplier Information ✓
Certify & Submit

Registration FAQ | View History

Addresses

Please enter any addresses from which your organization does business to help us route information and communication correctly.
Fulfillment - Where IU will send POs
Physical - a physical address, perhaps headquarters, or your Tax Address
Remittance - An address associated with where IU will send payment, perhaps the accounts receivable location

Required Information
The following address types are required to complete registration:
- Fulfillment
- Physical
- Remittance

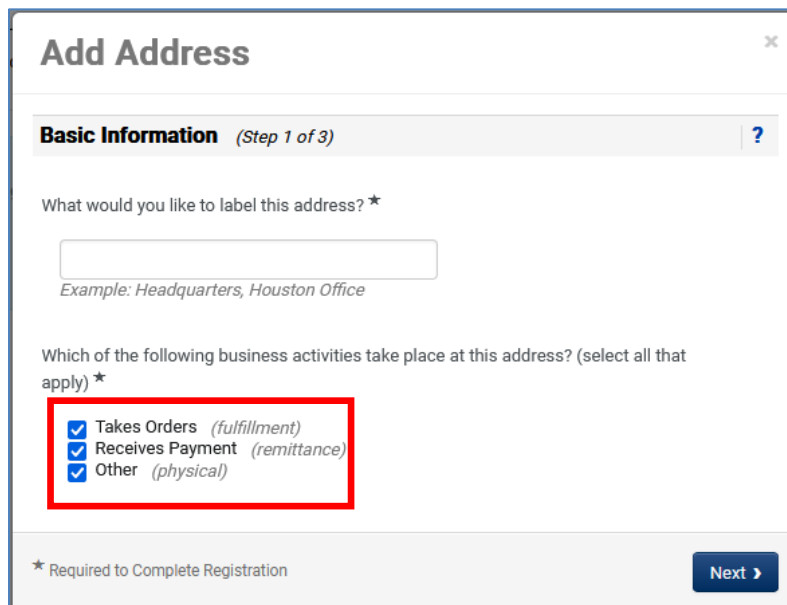
No addresses have been entered
Add Address

Hide Inactive Addresses

Previous
Next

Click **Add Address**

A new window will appear.



Add Address

Basic Information (Step 1 of 3) ?

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- ☒ Takes Orders (fulfillment)
- ☒ Receives Payment (remittance)
- ☒ Other (physical)

* Required to Complete Registration

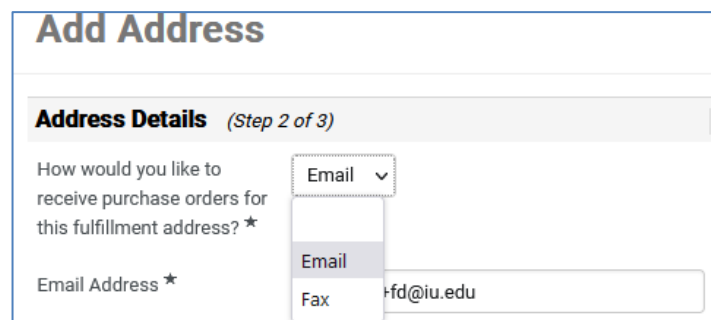
Next

Add a title for this address. Check the corresponding boxes for this address.

Click **Next**

Reminder: fields marked with a star are required. All other fields are optional.

Define how purchase orders should be distributed: email or fax.



Add Address

Address Details (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address? *

Email

Email Address *

fd@iu.edu

Next

Complete the rest of the required information. Click **Next**

Add Address

Address Details (Step 2 of 3) ?

How would you like to receive purchase orders for this fulfillment address? *

Email

Email Address *

johnsoag+fd@iu.edu

Confirm Email *

johnsoag+fd@iu.edu

Country *

United States

Address Line 1 *

123 Main street

Address Line 2

Address Line 3

City/Town *

Bloomington

State/Province *

Indiana

Postal Code *

47403

Phone *

8128556101

ext.

International phone numbers must begin with +

Toll Free Phone

ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

* Required to Complete Registration

Previous

Next

Enter a company contact. If you click **Not Applicable**, you will be required to enter a contact on the next screen.

Add Address

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

☒ Enter New Contact
☐ Not Applicable

Select additional contact type(s) to apply

Takes Orders (fulfillment)

Receives Payment (remittance)

Other (physical)

☐ Catalog
☐ Corporate
☐ Customer Care
☐ Sales
☐ Technical
☐ PO Failure

Contact Label *

Administrative

First Name *

Jerry

Last Name *

Taylor

Position Title

Email *

johnsoag+sp@iu.edu

Phone *

8128556101

ext.

International phone numbers must begin with +

Toll Free Phone

ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

* Required to Complete Registration

Previous

Save Changes

Click **Save Changes**

The Address and Contact sections are now complete.

The Sampson Project

Registration **In Progress** for:
Indiana University **TEST SITE**
6 of 9 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses**
- Contacts
- Diversity
- Insurance
- Payment Information
- Tax Information
- Supplier Information
- Certify & Submit

[Registration FAQ](#) | [View History](#)

Addresses

Please enter any addresses from which your organization does business to help us route information and communication correctly.

Fulfillment - Where IU will send POs

Physical - a physical address, perhaps headquarters, or your Tax Address

Remittance - An address associated with where IU will send payment, perhaps the accounts receivable location

Address Label	Address Types	Address
Business	Remittance (Primary) Fulfillment (Primary) Physical (Primary)	123 Main street Bloomington, Indiana, 47403 United States

[Add Address](#)

[Show Inactive Addresses](#)

[Previous](#) [Next](#)

Click **Next**

Contacts

Contacts receive notifications related to orders established with IU. You are required to have one remittance contact on file to satisfy this section of the registration process.

If you added a contact when adding another address this section will already be complete.

Click **Add Contact**

Kirk, James

Registration **In Progress** for:
Indiana University
3 of 5 Steps Complete

- Welcome
- Individual Overview
- Addresses
- Contacts**
- Payment Information
- Tax Information
- Certify & Submit

[Registration FAQ](#) | [View History](#)

Contacts

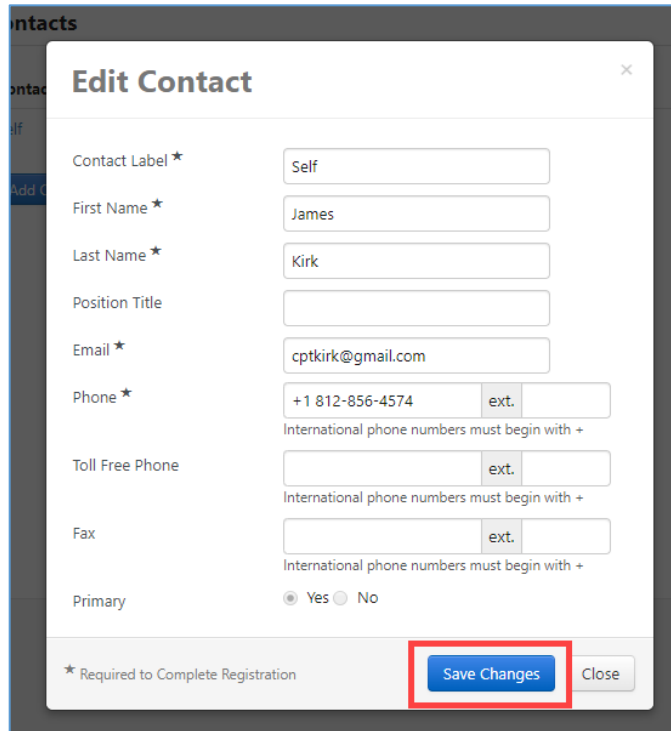
Contact Label	Name	Email
Add Contact		

[Previous](#) [Next](#)

Enter contact information relevant to the company.

Reminder: fields marked with a star are required. All other fields are optional.

Click **Save Changes** to save the contact to your profile.



Edit Contact

Contact Label ★

First Name ★

Last Name ★

Position Title

Email ★

Phone ★
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

Primary ☒ Yes ☐ No

* Required to Complete Registration **Save Changes**

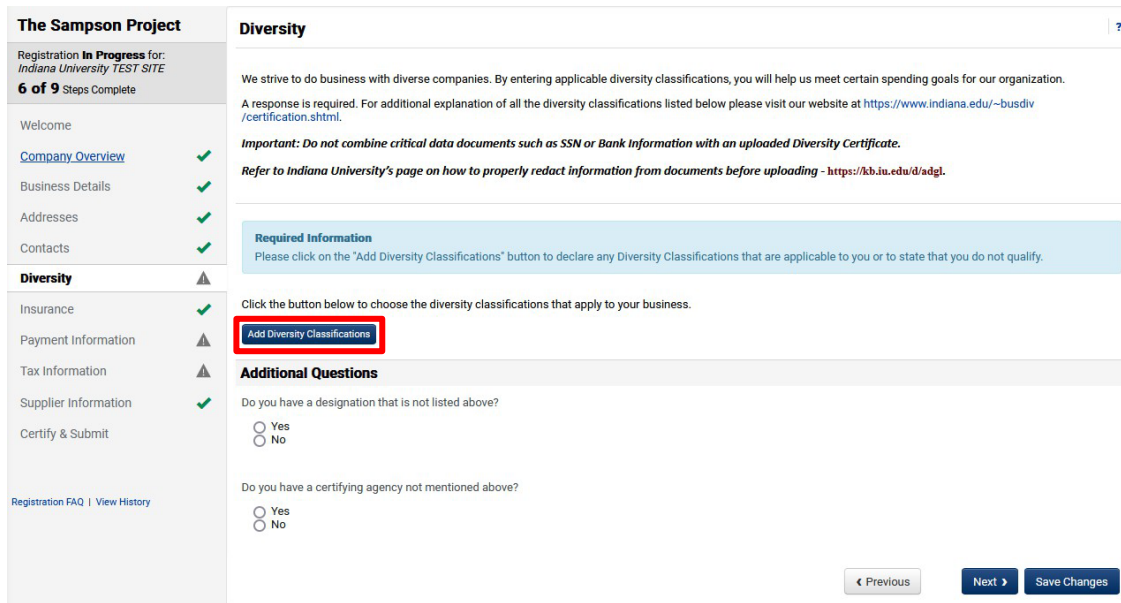
Repeat these steps as many times as desired to add additional contacts to your profile. Click **Next** to continue to the Payment Information section.

The Sampson Project		Contacts			
Registration In Progress for: <i>Indiana University TEST SITE</i> 6 of 9 Steps Complete		Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.			
Welcome Company Overview ✓ Business Details ✓ Addresses ✓ Contacts ✓ Diversity ⚠ Insurance ✓ Payment Information ⚠ Tax Information ⚠ Supplier Information ✓ Certify & Submit		Contact Label Administrative <input type="button" value="Add Contact"/>	Contact Types Fulfillment (Primary) Remittance (Primary) Other (Primary)	Name Taylor, Jerry	Email johnsoag+sp@iu.edu <input type="button" value="Edit"/>
Registration FAQ View History		<input type="button" value="Show Inactive Contacts"/>			
		<input type="button" value="Previous"/> <input type="button" value="Next"/>			

Click **Next**

Diversity

Click **Add Diversity Classification**, even if you are not certified as a diverse supplier.



The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE
6 of 9 Steps Complete

Welcome

[Company Overview](#) ✓

[Business Details](#) ✓

[Addresses](#) ✓

[Contacts](#) ✓

Diversity ▲

[Insurance](#) ✓

[Payment Information](#) ▲

[Tax Information](#) ▲

[Supplier Information](#) ✓

[Certify & Submit](#)

[Registration FAQ](#) | [View History](#)

Diversity ?

We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization. A response is required. For additional explanation of all the diversity classifications listed below please visit our website at <https://www.indiana.edu/~busdiv/certification.shtml>.

Important: Do not combine critical data documents such as SSN or Bank Information with an uploaded Diversity Certificate.

Refer to Indiana University's page on how to properly redact information from documents before uploading - <https://kb.iu.edu/d/adgl>.

Required Information

Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

Click the button below to choose the diversity classifications that apply to your business.

Add Diversity Classifications

Additional Questions

Do you have a designation that is not listed above?

☐ Yes
☐ No

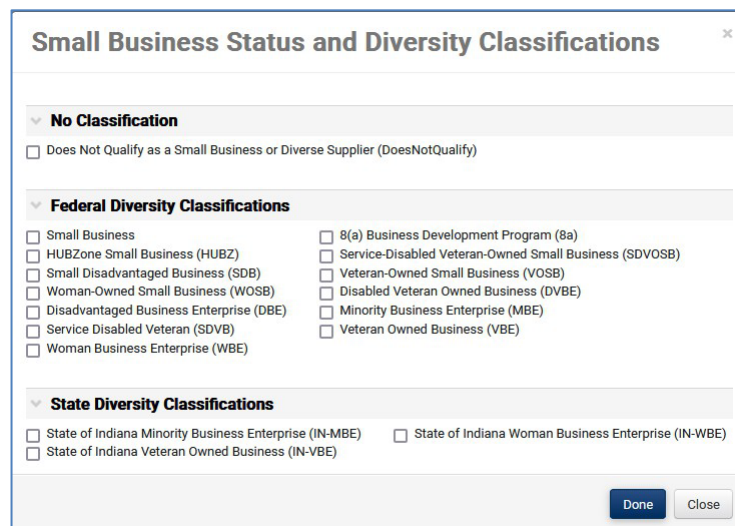
Do you have a certifying agency not mentioned above?

☐ Yes
☐ No

[Previous](#) [Next](#) [Save Changes](#)

A new window will appear. Select the diversity classification as it relates to the company or “Does not Qualify . . .”

Selecting a classification will require you to upload supporting documents.



Small Business Status and Diversity Classifications ✕

No Classification

☐ Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)

Federal Diversity Classifications

<input type="checkbox"/> Small Business	<input type="checkbox"/> 8(a) Business Development Program (8a)
<input type="checkbox"/> HUBZone Small Business (HUBZ)	<input type="checkbox"/> Service-Disabled Veteran-Owned Small Business (SDVOSB)
<input type="checkbox"/> Small Disadvantaged Business (SDB)	<input type="checkbox"/> Veteran-Owned Small Business (VOSB)
<input type="checkbox"/> Woman-Owned Small Business (WOSB)	<input type="checkbox"/> Disabled Veteran Owned Business (DVBE)
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/> Minority Business Enterprise (MBE)
<input type="checkbox"/> Service Disabled Veteran (SDVB)	<input type="checkbox"/> Veteran Owned Business (VBE)
<input type="checkbox"/> Woman Business Enterprise (WBE)	

State Diversity Classifications

☐ State of Indiana Minority Business Enterprise (IN-MBE) ☐ State of Indiana Woman Business Enterprise (IN-WBE)

☐ State of Indiana Veteran Owned Business (IN-VBE)

[Done](#) [Close](#)

Upload any requested documents.

Click **Done**

Click **Next**

Insurance

Certain services may require liability insurance. Check with your customer if you are unsure.

If insurance is needed, click **Add Insurance** and upload supporting documents.

INSURANCE CARRIERS

All insurance carriers selected by supplier must be rated "A-" or above in the most recent edition of the "A.M. Best's Key Rating Guide."

Important: Do not combine critical data documents such as SSN or Bank Information with an uploaded Insurance Certificate.

Refer to Indiana University's page on how to properly redact information from documents before uploading - <https://kb.iu.edu/d/adgl>

No Insurance has been entered.

Add Insurance

PreviousNext

If insurance is not required, click **Next**.

Payment Information

US-taxed companies may elect to receive payment via direct deposit, also known as ACH, or paper check. In either case, click **Add Payment Information** and select your preferred method of payment. Paper checks will be mailed to the remit address entered earlier in the registration process. **Wire Transfer payments are reserved for payments outside the US.**

The Sampson Project
Registration **In Progress** for:
Indiana University TEST SITE
7 of 9 Steps Complete

Welcome
Company Overview
Business Details
Addresses
Contacts
Diversity
Insurance
Payment Information
Tax Information
Supplier Information
Certify & Submit

Registration FAQ | View History

Payment Information

IMPORTANT: Currency on all invoices must match the currency stated on Indiana University issued purchase orders.

Information on this page is used to determine how and where you will receive payment. 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**
 - Sign up at US Bank is required to properly receive payment. Option will not be activated until setup is complete. Contact iu@supplier-services.com.
- Direct Deposit (ACH)**
 - IU sends ACH payments only in CCD format in USD.
 - 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.
- Check**
 - Payment is made to the remittance address on file. Please keep this information up to date.

If no payment method is selected the default payment method is a check to the remittance address on file.

If you have a Sub-Award Contract with Indiana University requiring payment in US Dollars, set USD (United States Dollar) as the preferred currency for payments.

Please note that Indiana University's preference for payment terms is NET 30 upon receipt of invoice because this is the shortest period in which we can consistently ensure payment. The University makes every effort to uphold our commitment to pay our vendors in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via our [Support Form](#), or by phone at 812.855.3720.

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

No payment information has been entered.

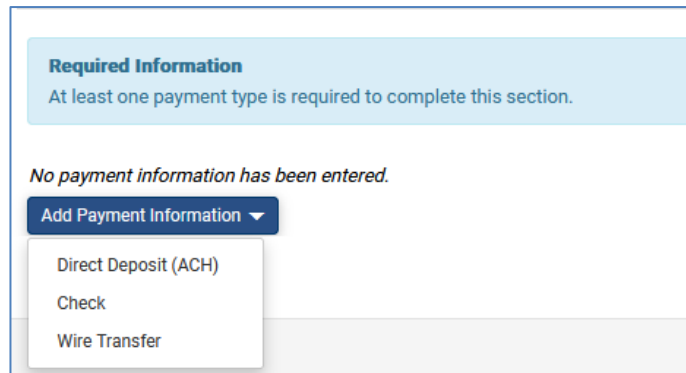
Add Payment Information

PreviousNext

You may enter multiple payment methods but may only have **one active** payment method.

Payment via Direct Deposit (ACH)

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



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

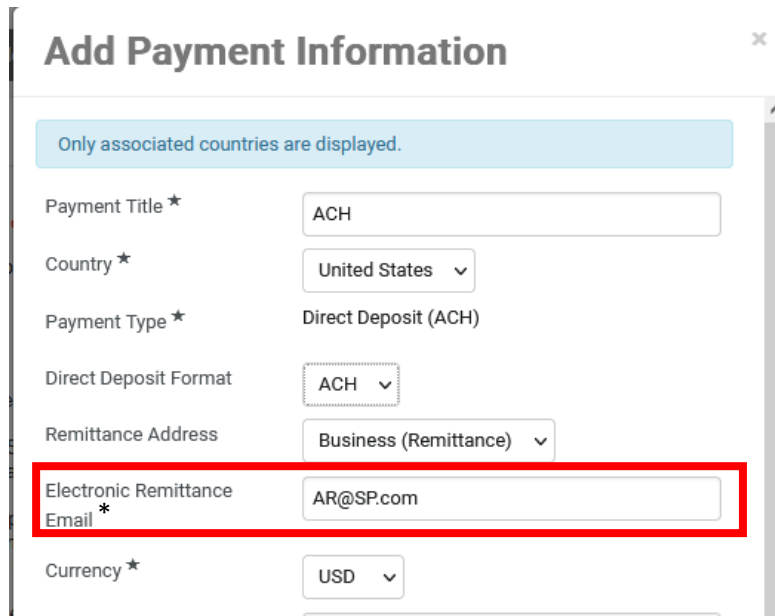
No payment information has been entered.

Add Payment Information ▼

- Direct Deposit (ACH)
- Check
- Wire Transfer

Reminder: fields marked with a star are required. All other fields are optional.

Electronic Remittance Email field (Required): Enter an email address in this field to receive a notification when a payment is made using this banking information.



Add Payment Information

Only associated countries are displayed.

Payment Title ★ ACH

Country ★ United States ▼

Payment Type ★ Direct Deposit (ACH)

Direct Deposit Format ACH ▼

Remittance Address Business (Remittance) ▼

Electronic Remittance Email ★ AR@SP.com

Currency ★ USD ▼

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.

Bank Account

Country *

United States

Bank Name *

Indiana Credit Union

Account Holder's Name *

The Sampson Project

Account Type *

Checking

Routing/Transit Number *

xxxxxxx

What is this?

Account Number *

xxxxxxxxxxx

Confirm Account Number *

xxxxxxxxxxx

Click **Save Changes**.

Payment via Check

Select **Check** from the drop-down menu. A new window opens to collect additional payment details.

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

Reminder: 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 this method, enter your email address in the **Electronic Remittance Email** field. Click **Save Changes** to save your work.

Setup between IU and US Bank is required to properly receive payment. Method will be used to contact supplier@iu.edu.

Direct Deposit (ACH)

Add Payment Information

Only associated countries are displayed.

Payment Title *

Paper Check

Country *

United States

Payment Type *

Check

Electronic Remittance Email

cptkirk@gmail.com

Currency *

USD

Active

☒ Yes
 ☐ No

* Required to Complete Registration

Save Changes

Close

Once payment information is entered, click **Next**.

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE

8 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information** ✓
- Tax Information ⚠
- Supplier Information ✓
- Certify & Submit

[Registration FAQ](#) | [View History](#)

Payment Information

IMPORTANT: Currency on all invoices must match the currency stated on Indiana University issued purchase orders.

Information on this page is used to determine how and where you will receive payment. 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**
 - Sign up at US Bank is required to properly receive payment. Option will not be activated until setup is complete. Contact iu@supplier-services.com.
- Direct Deposit (ACH)**
 - IU sends ACH payments only in CCD format in USD.
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 - 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.
- Check**
 - Payment is made to the remittance address on file. Please keep this information up to date.

If no payment method is selected the default payment method is a check to the remittance address on file.

If you have a Sub-Award Contract with Indiana University requiring payment in US Dollars, set USD (United States Dollar) as the preferred currency for payments.

Please note that Indiana University's preference for payment terms is NET 30 upon receipt of invoice because this is the shortest period in which we can consistently ensure payment. The University makes every effort to uphold our commitment to pay our vendors in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via our [Support Form](#), or by phone at 812.855.3720.

Title ▾	Payment Type	Currency	Active	
ACH	Direct Deposit (ACH)	USD	Yes	Edit

[Add Payment Information ▾](#)

[Previous](#) [Next >](#)

Tax Information

A completed and signed W-9 tax form is required to complete registration. Click **Add Tax Document** and select **W-9**.

Kirk, James

Registration **In Progress** for:
Indiana University

4 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information** ⚠

Tax Information

Tax Information is used for payment. Please download prefilled form, review for accuracy, sign and upload.

Required Information
At least one tax document is required to complete this section.

No tax information has been entered

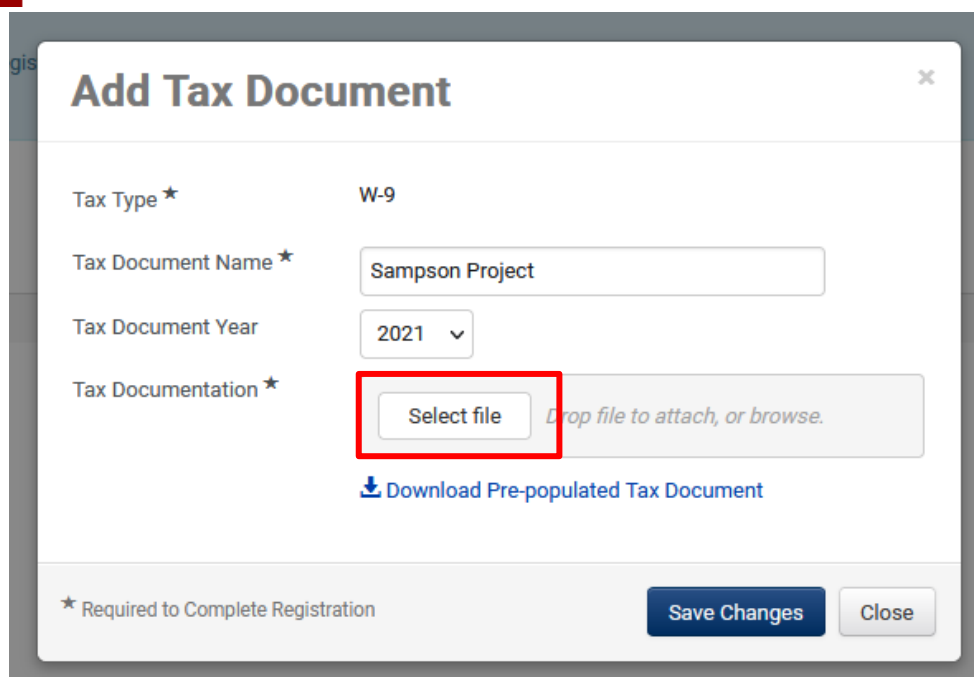
[Add Tax Document ▾](#)

W-9

Additional Questions

Enter a name for the tax form in the **Tax Document Name** field and select the year the form was signed from the **Tax Document Year** drop-down menu.

If you already have a completed tax document on hand, click **Select file** to upload the document.



Add Tax Document

Tax Type ★ W-9

Tax Document Name ★ Sampson Project

Tax Document Year 2021 ▼

Tax Documentation ★

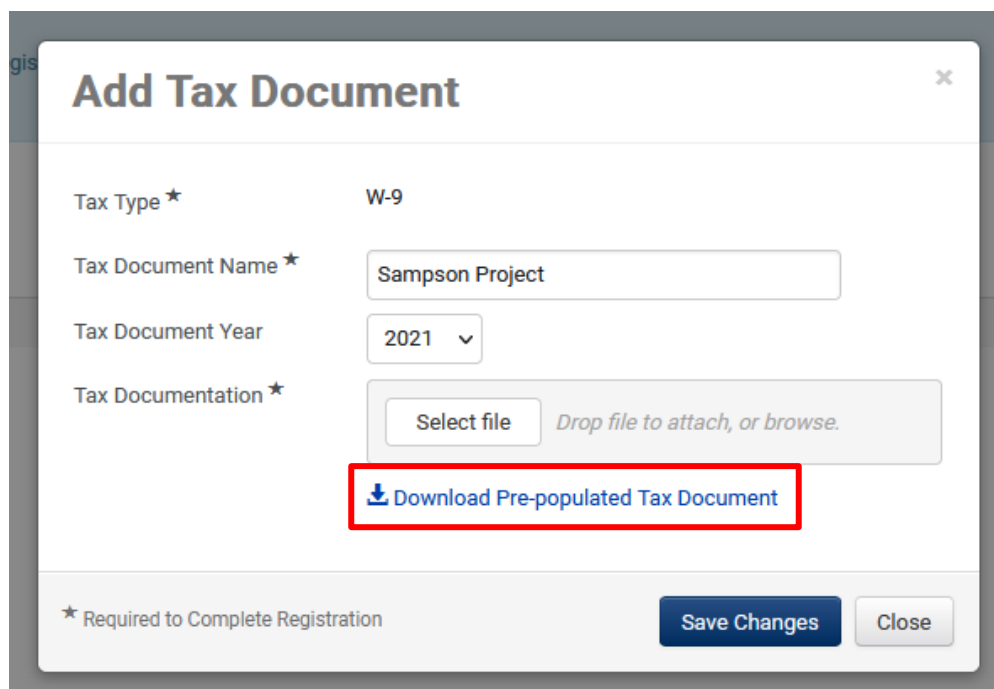
Select file *Drop file to attach, or browse.*

[Download Pre-populated Tax Document](#)

★ Required to Complete Registration

Save Changes Close

If you do not have a completed W-9 form saved to your computer, click **Download Pre-populated Tax Document**. Jaggaer generates a W-9 tax form which contains information previously entered during the registration process.



Add Tax Document

Tax Type ★ W-9

Tax Document Name ★ Sampson Project

Tax Document Year 2021 ▼

Tax Documentation ★

Select file *Drop file to attach, or browse.*

[Download Pre-populated Tax Document](#)

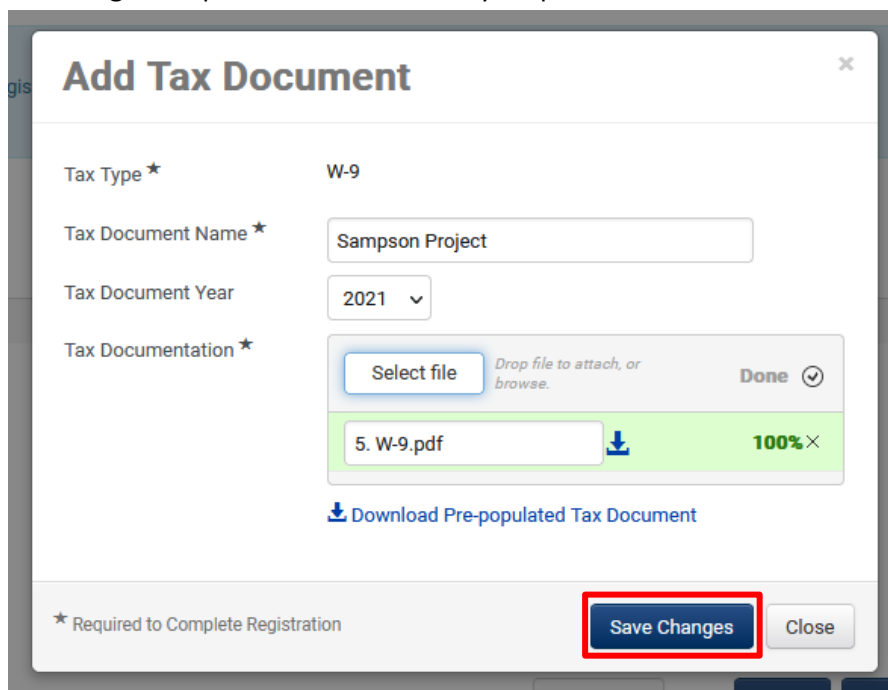
★ Required to Complete Registration

Save Changes Close

Print the tax form, sign and date, and scan the document. The signed document can then be uploaded by clicking **Select file**. Alternatively, you may sign the document with a digital signature, such as Adobe Sign.

The tax form MUST be signed to satisfy this requirement. Please double check and verify the form is signed and complete prior to uploading.

Once uploaded, click **Save Changes** to upload the document to your profile.



Add Tax Document

Tax Type ★ W-9

Tax Document Name ★ Sampson Project

Tax Document Year 2021

Tax Documentation ★

Select file Drop file to attach, or browse. Done ✓

5. W-9.pdf 100% ×

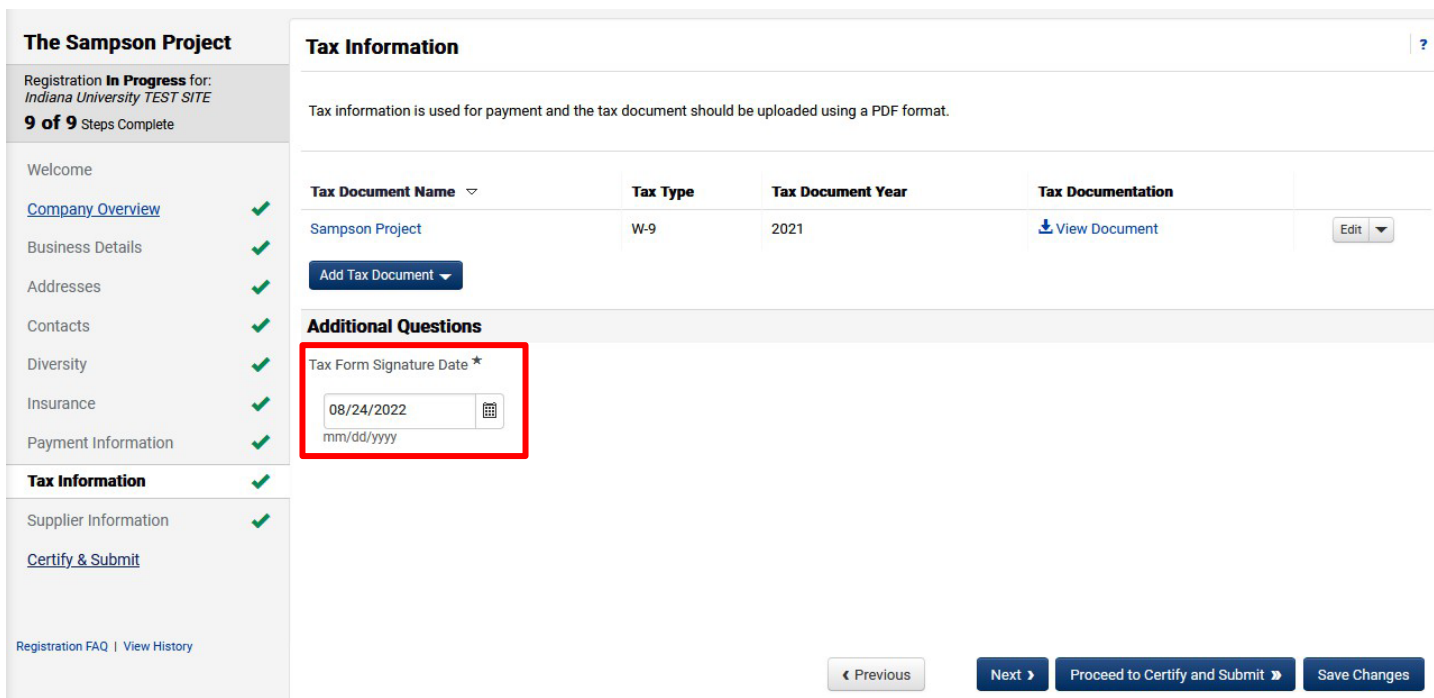
Download Pre-populated Tax Document

★ Required to Complete Registration

Save Changes Close

Enter the date the form was signed in the **Tax Form Signature Date** field. You may also select the date using the calendar widget to the right of the field.

Click **Save Changes** to save your progress and **Next** or **Proceed to Certify and Submit** to continue.



The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE
9 of 9 Steps Complete

Welcome

[Company Overview](#) ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Supplier Information ✓

[Certify & Submit](#)

[Registration FAQ](#) | [View History](#)

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
Sampson Project	W-9	2021	View Document

[Add Tax Document](#)

Additional Questions

Tax Form Signature Date ★

08/24/2022

mm/dd/yyyy

Previous Next Proceed to Certify and Submit Save Changes

Supplier Information

This section is **optional** for **Shipping Terms**

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE

9 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Supplier Information** ✓

[Certify & Submit](#)

[Registration FAQ](#) | [View History](#)

Supplier Information

Watch help video here: [link here](#)

Shipping Payment Terms

★ Required to Complete Registration

[Previous](#)
[Next >](#)
[Proceed to Certify and Submit >](#)
[Save Changes](#)

Click **Proceed to Certify and Submit**

Certify & Submit

Finally, verify your name, title, and email address in the appropriate fields. Prior to submission, you can review or update a section by selecting it from the left-hand menu.

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE

9 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Supplier Information ✓
- Certify & Submit**

[Registration FAQ](#) | [View History](#)

Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials ★

Preparer's Name ★

Preparer's Title ★

Preparer's Email Address ★

Today's Date 8/24/2022

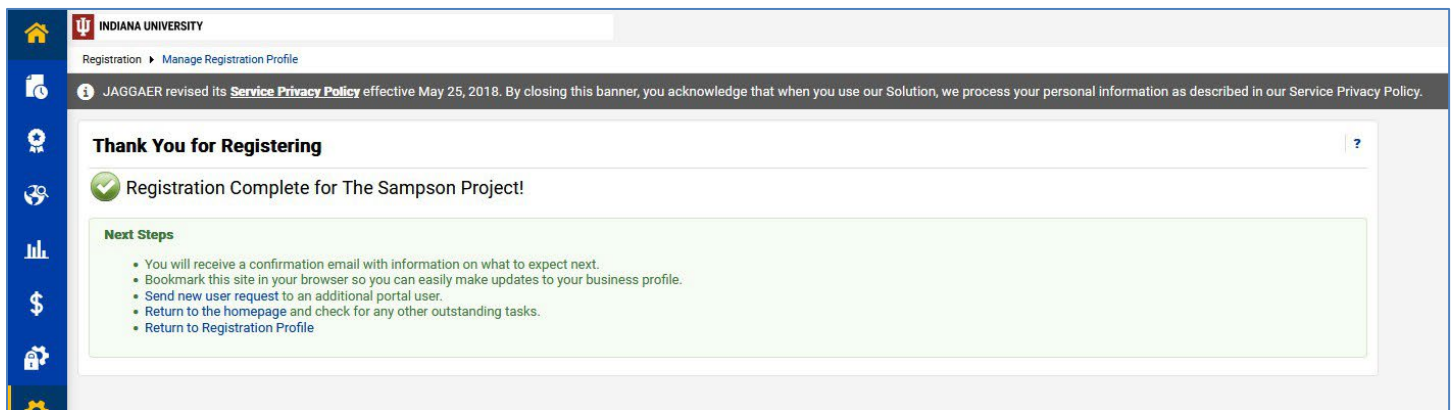
Certification ★ ☒ I certify that all information provided is true and accurate.

★ Required to Complete Registration

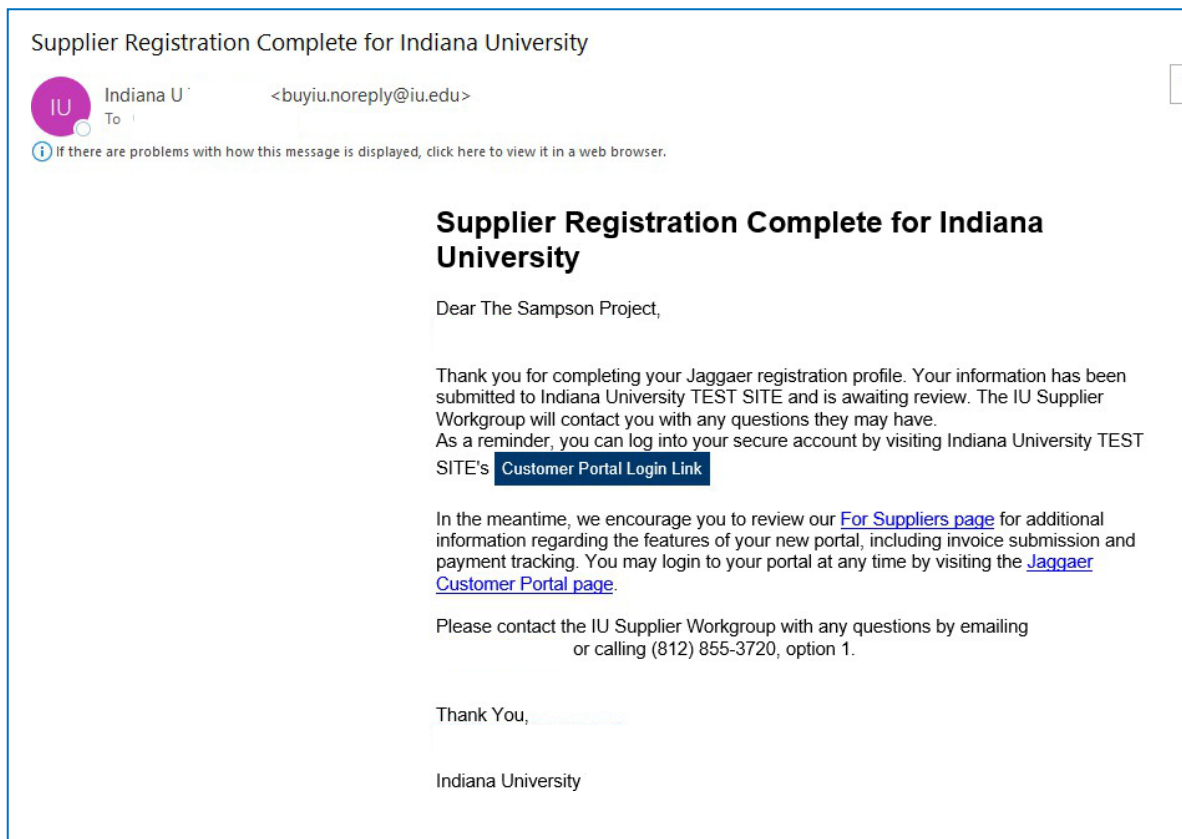
[Submit](#)

Once you are satisfied that the information you have entered is correct, **check the box** next to **Certification** and click **Submit**.

After submission, you will see a confirmation screen like the one below.



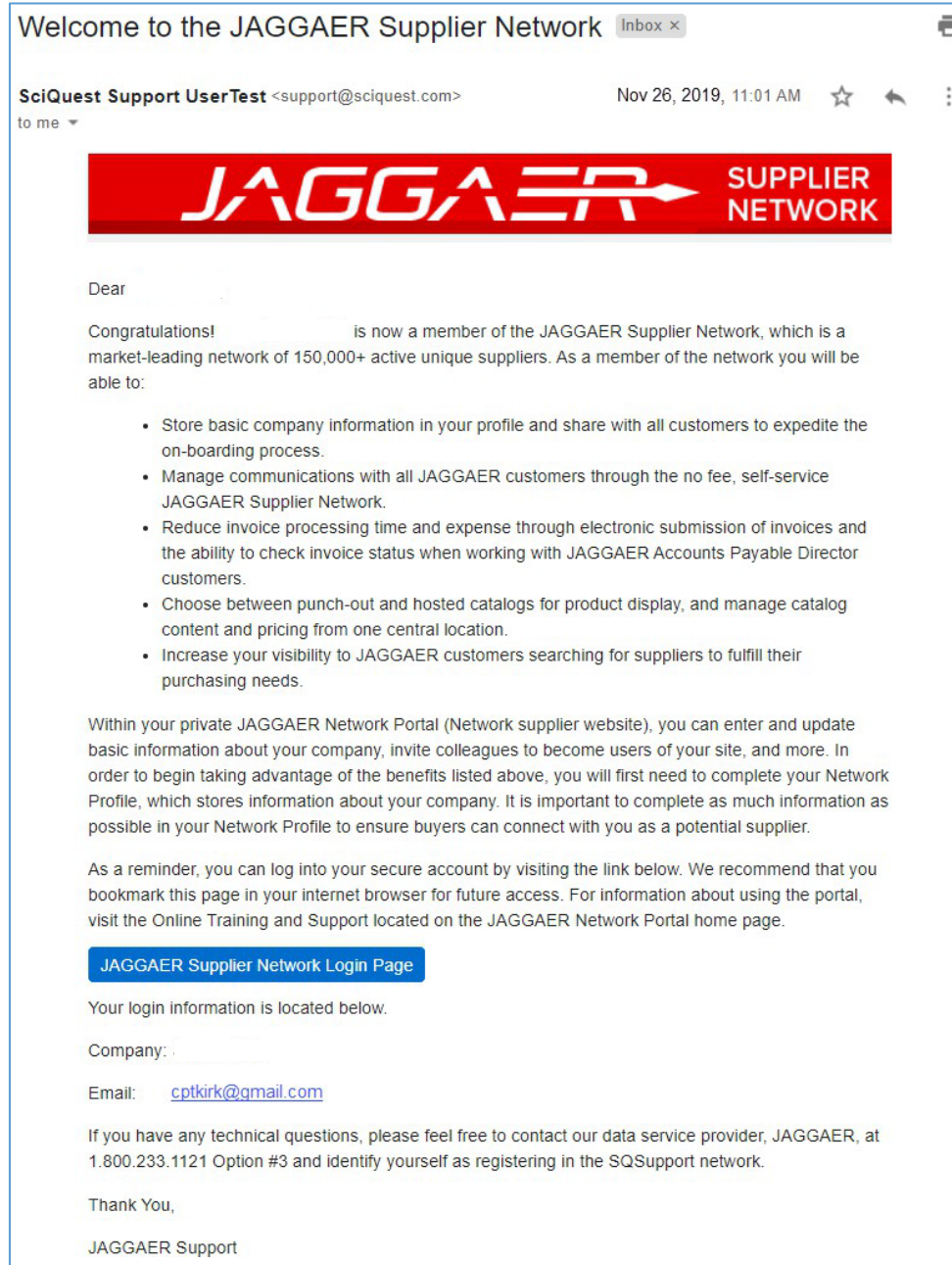
Additionally, you will receive an email confirming your submission.



Registration Approval

IU Purchasing will review your information and contact you if any additional information is needed. Communication will be sent via email from the address buyiu.noreply@iu.edu or helpmeiu@iu.edu

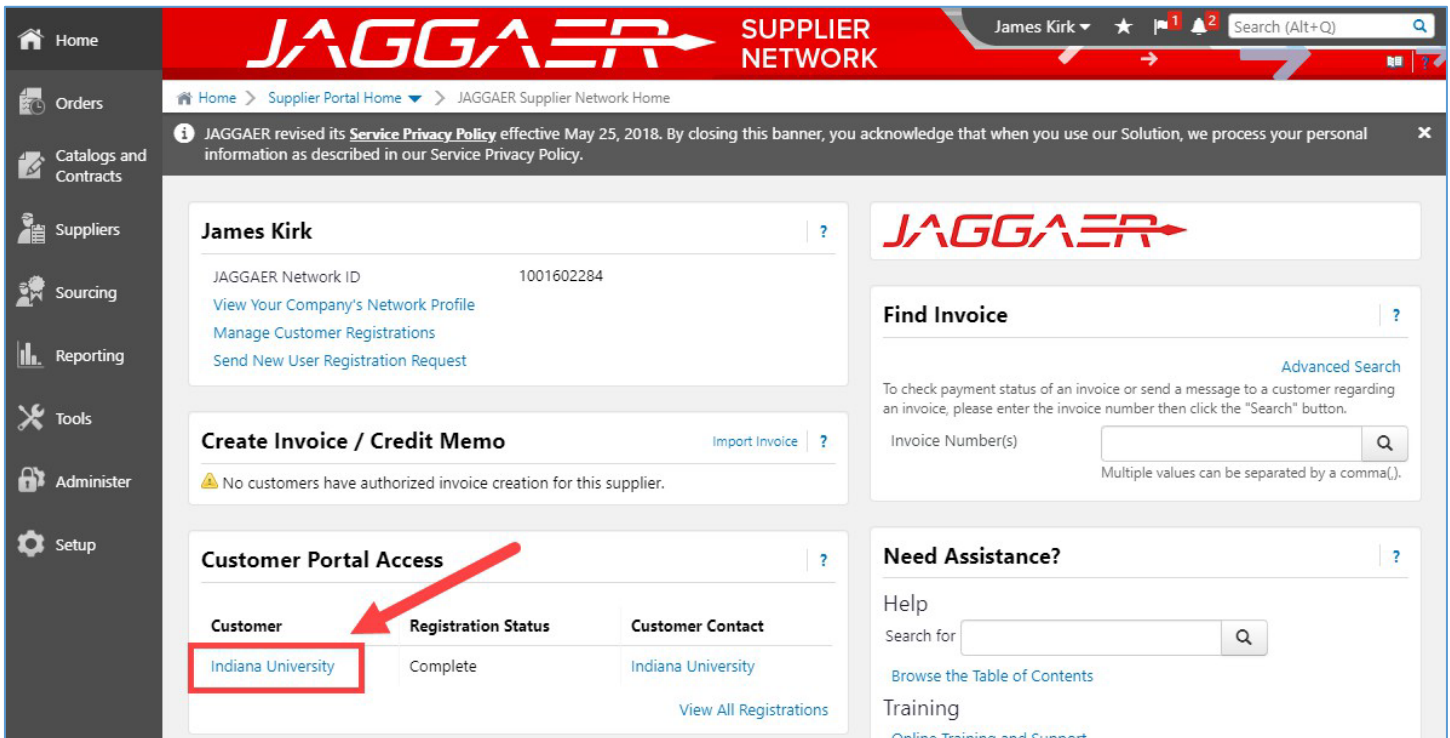
Once your registration is approved, you will receive a confirmation email like the one below. This message will come from support@sciquest.com. This confirmation notice may take up to 48 hours to be delivered.



Congratulations! You are now a member of the Jaggaer supplier network and may receive payments from IU.

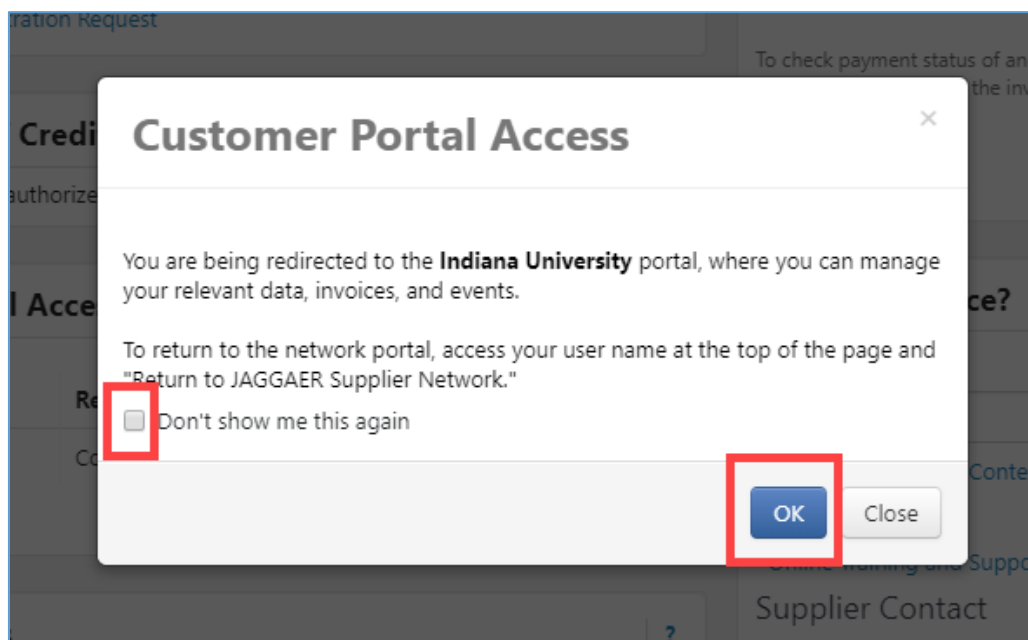
Continue Registration

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

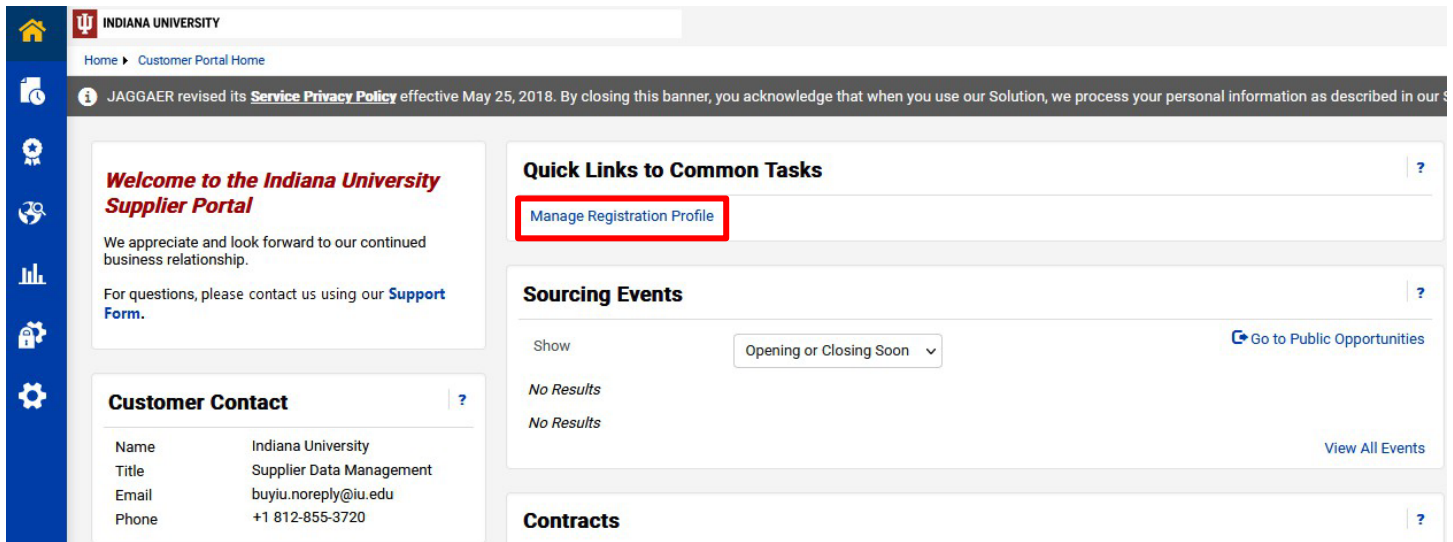


If it is the first time you are accessing your portal after your initial login, a pop-up window will appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

Check the box next to 'Don't show me this again' and click **OK** to dismiss the message and continue.



In the IU portal, click **Manage Registration Profile** to continue completing the registration process.



Welcome to the Indiana University Supplier Portal

We appreciate and look forward to our continued business relationship.

For questions, please contact us using our [Support Form](#).

Customer Contact

Name	Indiana University
Title	Supplier Data Management
Email	buyiu.noreply@iu.edu
Phone	+1 812-855-3720

Quick Links to Common Tasks

[Manage Registration Profile](#)

Sourcing Events

Show: Opening or Closing Soon [Go to Public Opportunities](#)

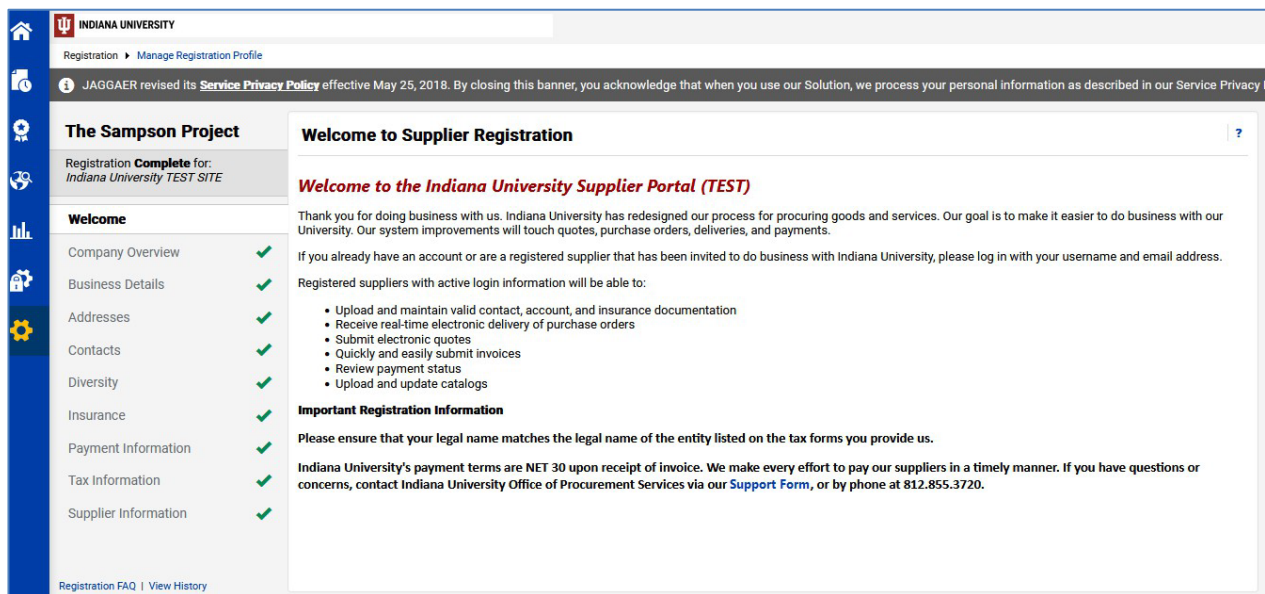
No Results

No Results

[View All Events](#)

Contracts

Select a section from the left-hand menu to continue registering. Sections marked with a green checkmark are complete. Gray checkmarks represent sections which require additional information.



The Sampson Project

Registration **Complete** for: *Indiana University TEST SITE*

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Supplier Information ✓

Welcome to Supplier Registration

Welcome to the Indiana University Supplier Portal (TEST)

Thank you for doing business with us. Indiana University has redesigned our process for procuring goods and services. Our goal is to make it easier to do business with our University. Our system improvements will touch quotes, purchase orders, deliveries, and payments.

If you already have an account or are a registered supplier that has been invited to do business with Indiana University, please log in with your username and email address.

Registered suppliers with active login information will be able to:

- Upload and maintain valid contact, account, and insurance documentation
- Receive real-time electronic delivery of purchase orders
- Submit electronic quotes
- Quickly and easily submit invoices
- Review payment status
- Upload and update catalogs

Important Registration Information

Please ensure that your legal name matches the legal name of the entity listed on the tax forms you provide us.

Indiana University's payment terms are NET 30 upon receipt of invoice. We make every effort to pay our suppliers in a timely manner. If you have questions or concerns, contact Indiana University Office of Procurement Services via our [Support Form](#), or by phone at 812.855.3720.

[Registration FAQ](#) | [View History](#)