

Supplier Onboarding – Domestic Individual

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.
It must be accessed from a desktop computer.

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

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

- Indiana University supplier invitation email.
- *Optional, but encouraged, direct deposit (ACH) banking information.*
- *Optional, scanned image 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

 If there are problems with how this message is displayed, click here to view it in a web browser.

 **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.



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.

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 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

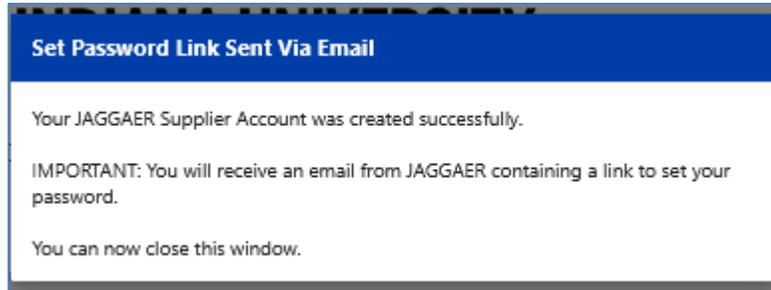
✓ I have read and accepted JAGGAER's [Terms and Conditions](#)

I am human 

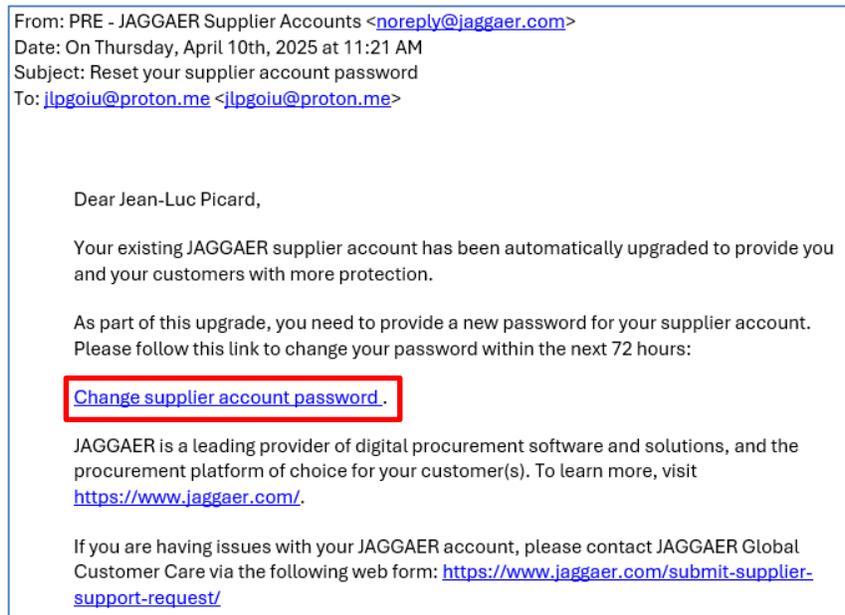
Create Account

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.

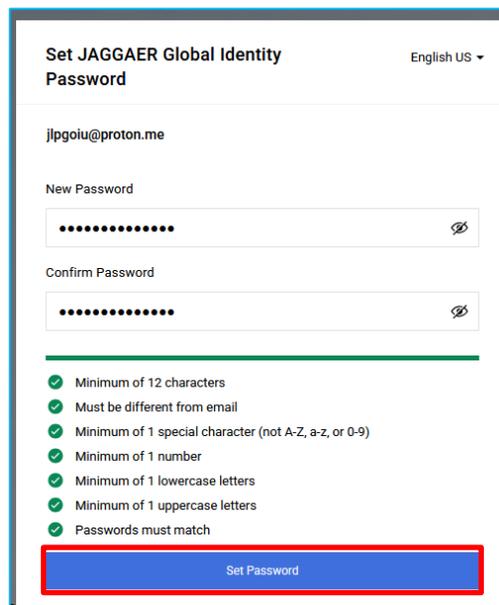
After selecting **Create Account**, you will receive a notification that your account was created and that a link has been sent to the email address provided to set up a password.



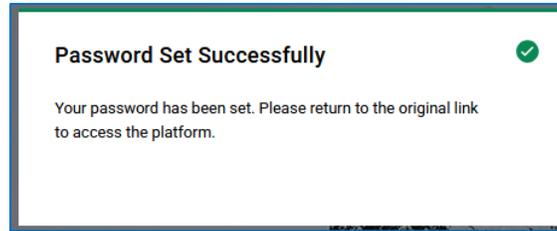
Locate the password setup message in your email inbox. Select **Change supplier account password**.



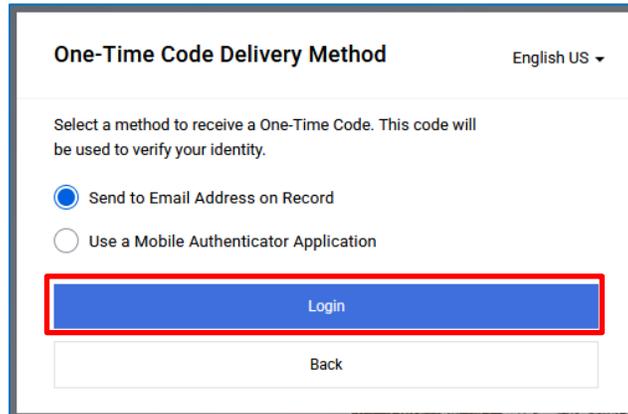
Create a password which meets the required criteria. Select **Set Password**.



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.

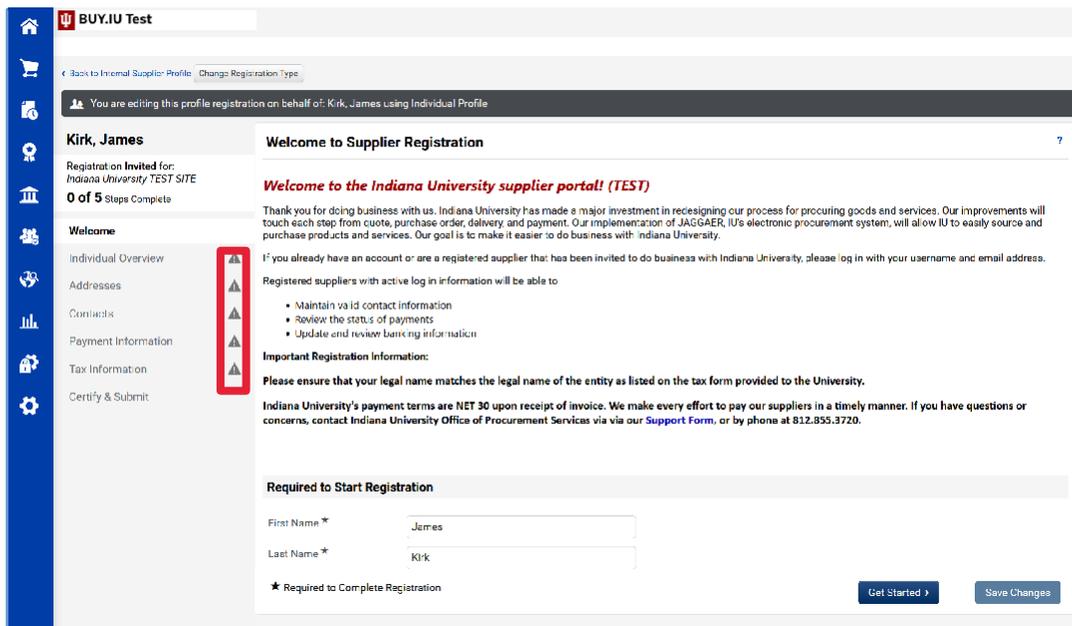


Locate the one-time code email from Jaggaer to access BUY.IU. Upon login you should automatically be transferred to the BUY.IU supplier portal. **Before continuing**, ensure you see Indiana University branding and a “Welcome to Indiana University” supplier portal banner.

- Logged in but don't 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

Enter your first and last name(s) in the appropriate fields then click **Next**.

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.

Individual Overview

In the Individual Overview section, verify your **Country of Origin**. US-taxed individuals should select **“United States.”**

Next, select your legal structure from the **Legal Structure** drop-down menu.

- Select **“Individual/Sole Proprietor or Single-Member LLC.”**

A new drop-down menu appears which allows you to enter your **Tax ID Number Type**. Select the appropriate option. In the case of an Individual/Sole Proprietor, select **“Social Security Number.”**

- Enter your social security number in the **Tax ID Number** field. Do not use a dash.
- Click **Save Changes** to save your work and **Next** to complete the Individual Overview section.

The screenshot shows the 'Individual Information' section of the registration form. The left-hand menu is currently in a state where 'Individual Overview' has a grey triangle next to it, indicating it is not yet complete. The main form area shows the following fields:

- Country of Origin ***: United States
- Legal Structure ***: Individual/Sole Proprietor or Single-Member LLC
- Tax ID Number Type**: Social Security Number / Social Insurance Number
- Tax ID Number**: 123456789 (highlighted with a red box)

Buttons at the bottom include '< Previous', 'Next >', and 'Save Changes'.

The left-hand menu updates to reflect a green checkmark once the section is complete.

This screenshot shows the same registration form after the 'Individual Overview' section is complete. The left-hand menu now shows 'Individual Overview' with a green checkmark next to it, indicating completion. The main form area shows the following fields:

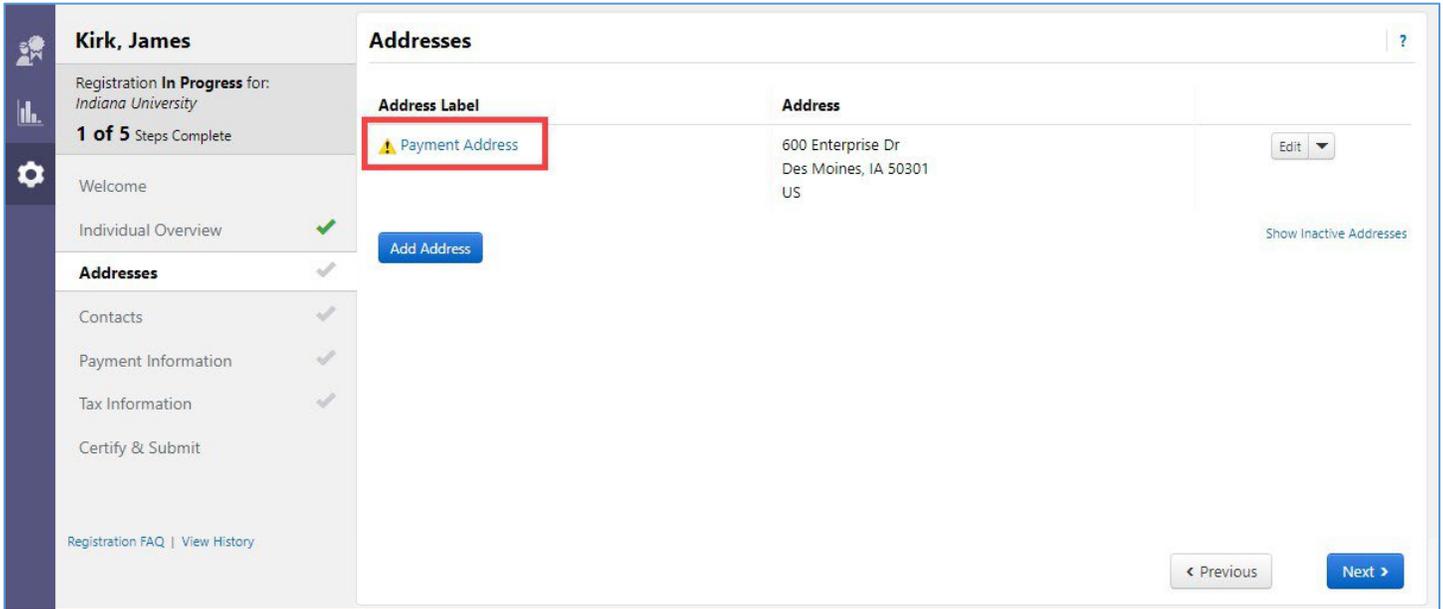
- Country of Origin ***: United States
- Legal Structure ***: Individual/Sole Proprietor or Single Member LLC
- Tax ID Number Type**: Social Security Number / Social Insurance Number
- Tax ID Number**: ***** (masked)

Buttons at the bottom include '< Previous', 'Next >', and 'Save Changes'.

Addresses

When requesting your invitation to register, a remit address was entered on your behalf by IU staff. The remit address reflects where paper checks will be mailed.

A phone number must be associated with each address. Click the text in the **Address Label** column to add this information.



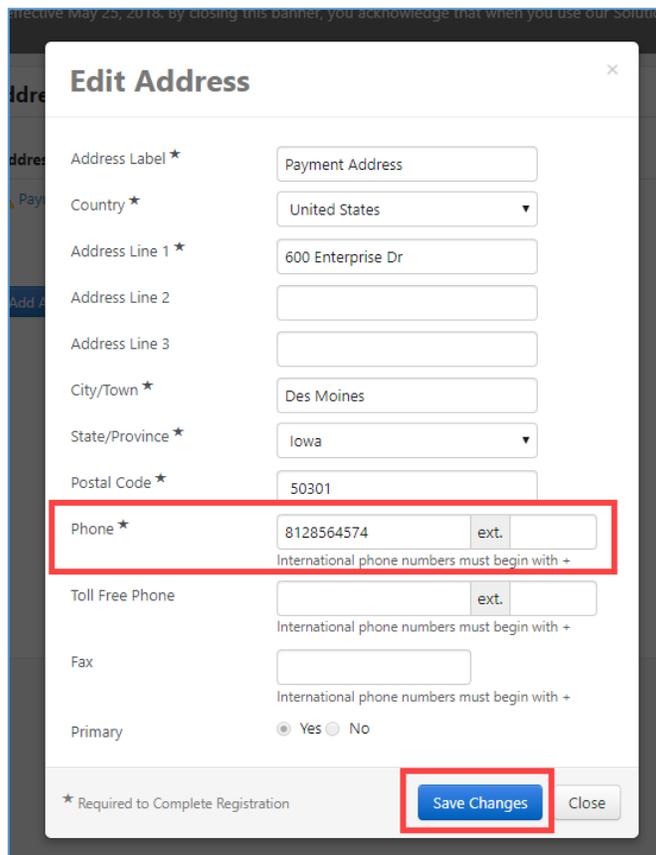
Kirk, James
 Registration **In Progress** for: *Indiana University*
 1 of 5 Steps Complete

Addresses

Address Label	Address
 Payment Address	600 Enterprise Dr Des Moines, IA 50301 US

Buttons: Add Address, Edit, Show Inactive Addresses, Previous, Next

A new window opens which allows you to edit address information and add a phone number. Click **Save Changes** to save your work and exit the window.



Edit Address

Address Label * Payment Address

Country * United States

Address Line 1 * 600 Enterprise Dr

Address Line 2

Address Line 3

City/Town * Des Moines

State/Province * Iowa

Postal Code * 50301

Phone * 8128564574 ext. International phone numbers must begin with +

Toll Free Phone ext. International phone numbers must begin with +

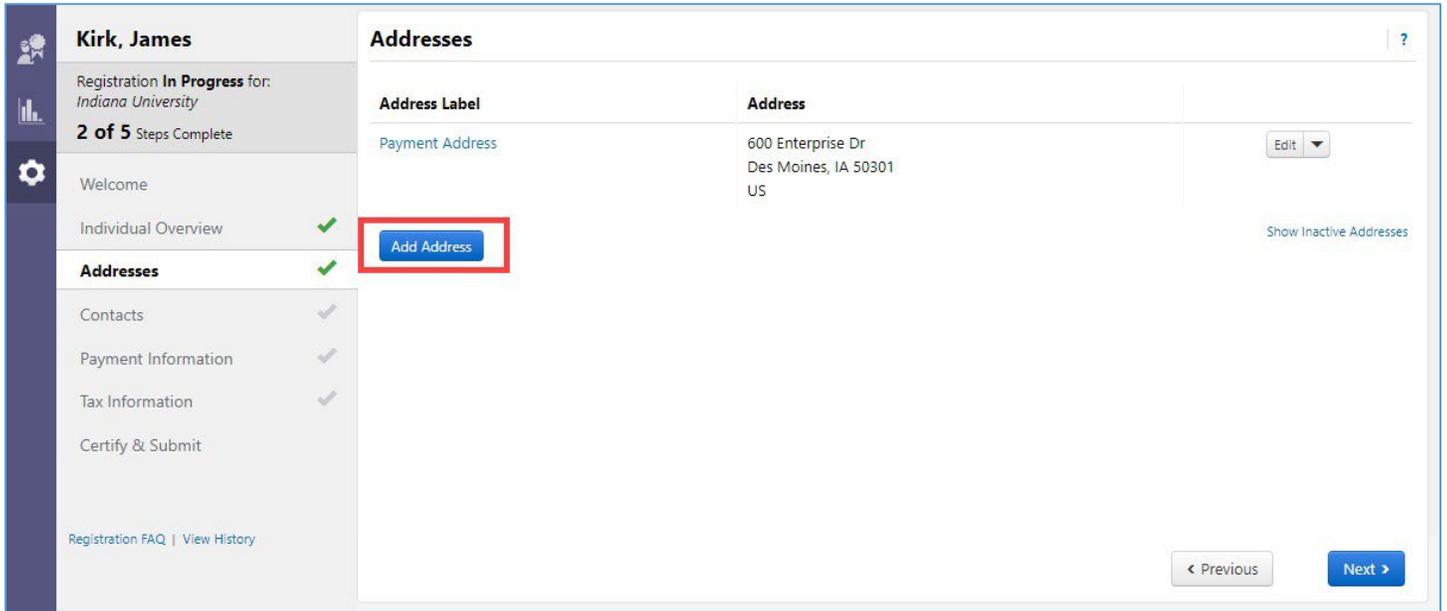
Fax ext. International phone numbers must begin with +

Primary Yes No

* Required to Complete Registration

Buttons: Save Changes, Close

A fulfillment address is also required **if different** from your payment address (e.g., your house address, fulfillment, vs your mailing address, remittance).



Kirk, James

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

Welcome

Individual Overview ✓

Addresses ✓ **Add Address**

Contacts ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

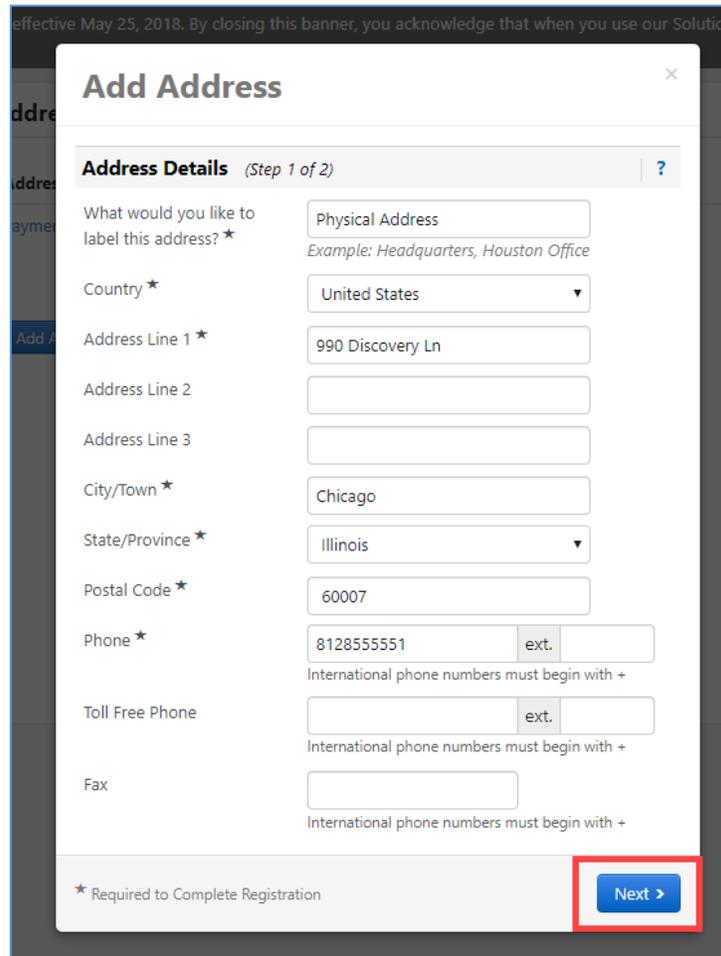
Address Label	Address	
Payment Address	600 Enterprise Dr Des Moines, IA 50301 US	Edit

Show Inactive Addresses

< Previous Next >

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

Click **Next** to continue to step 2.



effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution

Add Address

Address Details (Step 1 of 2)

What would you like to label this address? *
Example: Headquarters, Houston Office

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province *

Postal Code *

Phone *
 International phone numbers must begin with +

Toll Free Phone
 International phone numbers must begin with +

Fax
 International phone numbers must begin with +

* Required to Complete Registration

Next >

If desired, associate a contact with the address, or choose the radio button next to **Not Applicable** to skip this step. In most cases, this should be your own contact information. Click **Save Changes** to save your work. Contacts receive notifications related to orders and payments from IU.

Add Address ×

Primary Contact For This Address (Step 2 of 2) ?

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

Enter New Contact
 Not Applicable

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 +

* Required to Complete Registration

← Previous
Save Changes

Click **Next** to save your work and continue to the next section.

You are editing this profile registration on behalf of: Kirk, James using Individual Profile

Kirk, James

Registration In Progress for:
Indiana University TEST SITE

2 of 5 Steps Complete

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

Addresses ?

Address Label	Address	
Fulfillment Address	990 Discovery Lane Chicago, Illinois, 60007 United States	Edit ▼
Payment (Remittance) Address	600 Enterprise Dr Des Moines, Iowa, 50301 United States	Edit ▼

Add Address
Show Inactive Addresses

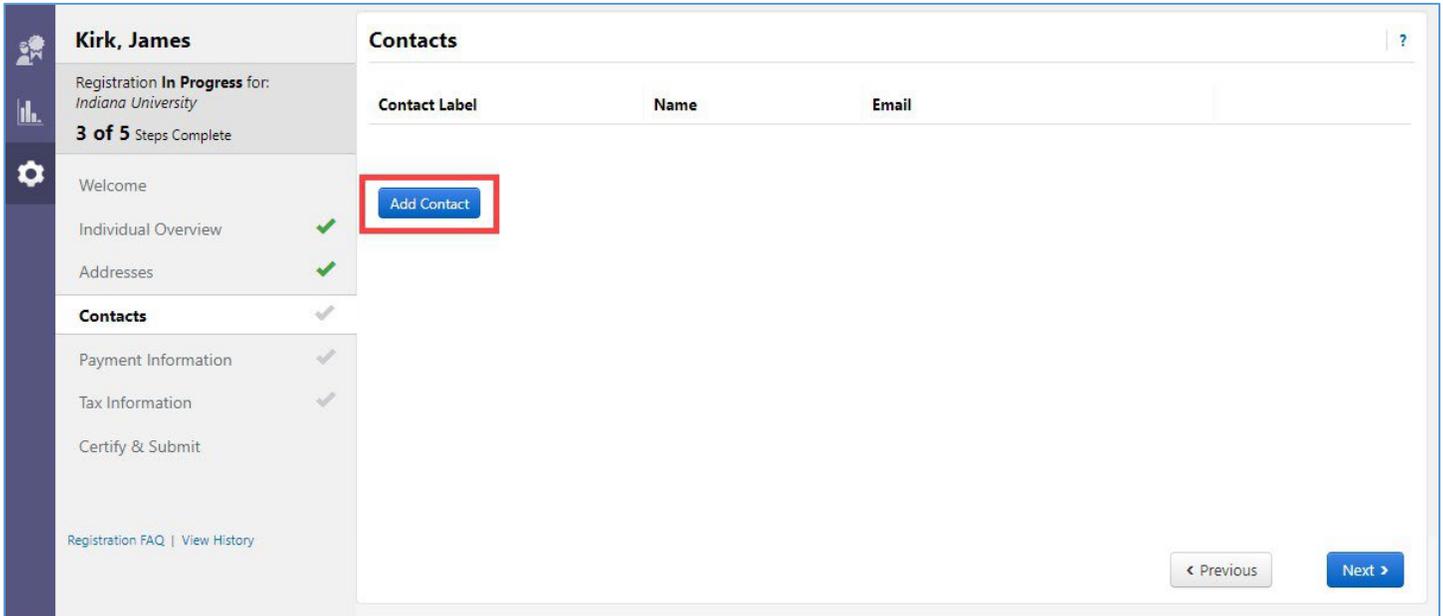
← Previous
Next >

Contacts

Contacts receive notifications related to orders established with IU. You are required to have one contact on file to satisfy this section of the registration process. In most cases, this should be your own contact information.

This section will already be complete if you added a contact while completing the address section.

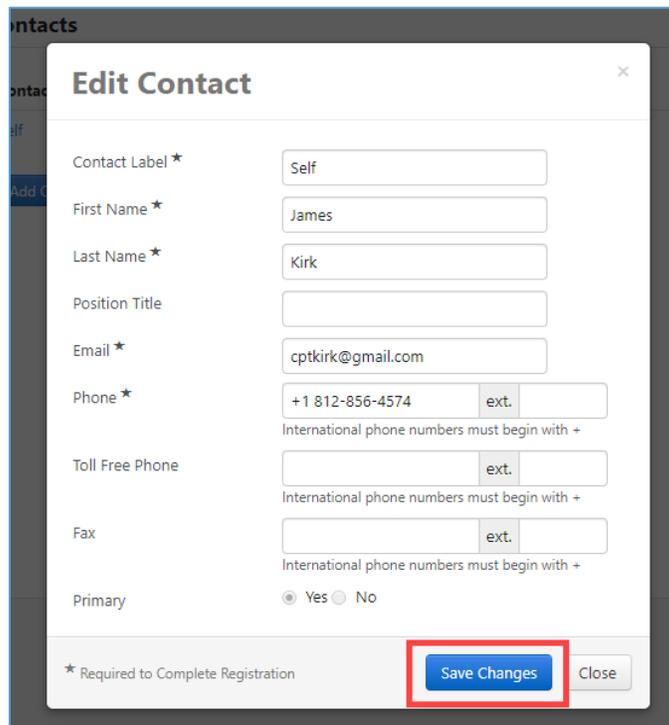
Click **Add Contact** to establish yourself as a contact.



Enter your contact information in the appropriate fields.

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

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



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

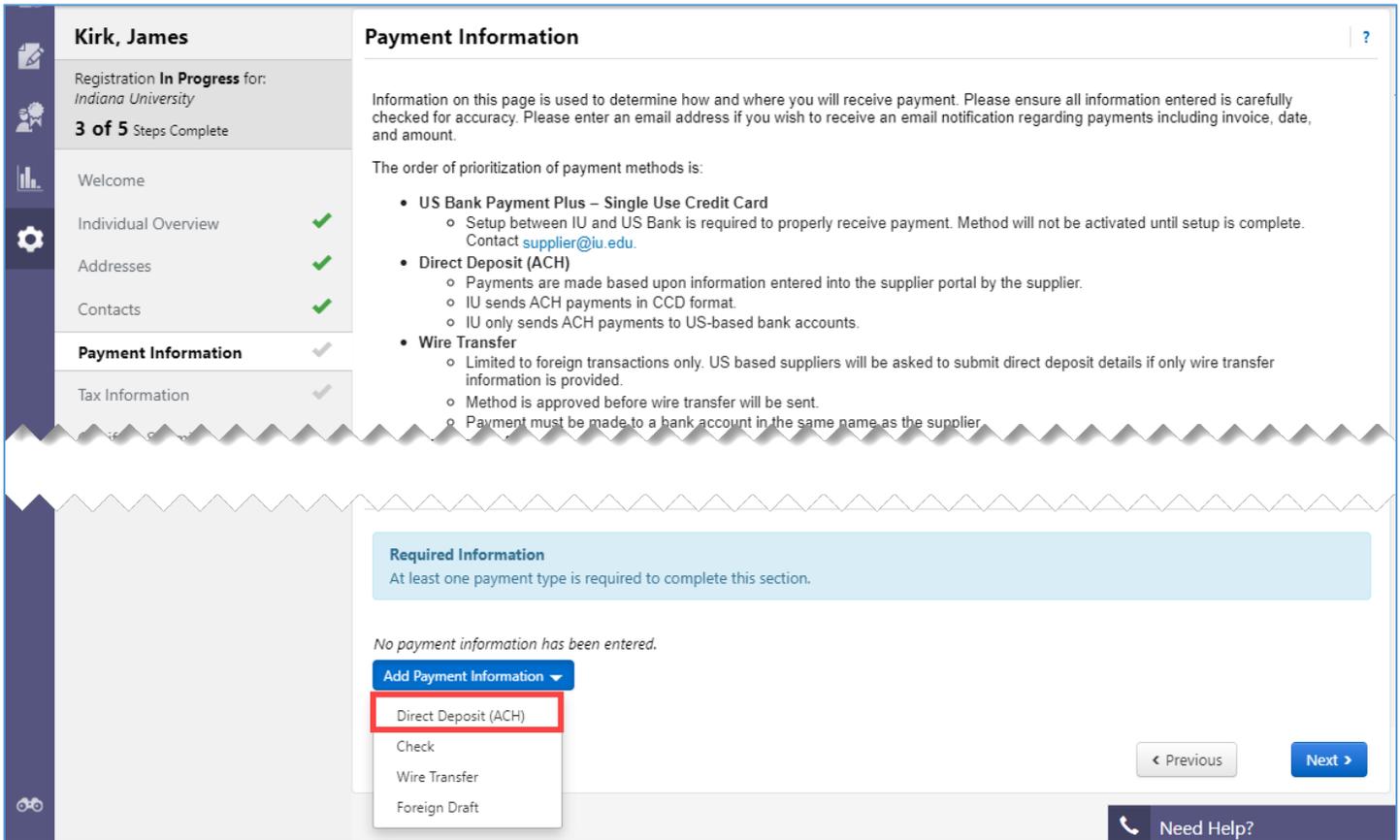
Payment Information

US-taxed individuals may elect to receive payment via direct deposit, also known as ACH, or paper check. Click **Add Payment Information** and select your preferred method of payment. Paper checks will be mailed to the remittance address entered earlier in the registration process.

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.



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

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Payment Information

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.

The order of prioritization of payment methods is:

- **US Bank Payment Plus – Single Use Credit Card**
 - 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.
- **Direct Deposit (ACH)**
 - Payments are made based upon information entered into the supplier portal by the supplier.
 - IU sends ACH payments in CCD format.
 - 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.

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

No payment information has been entered.

Add Payment Information ▾

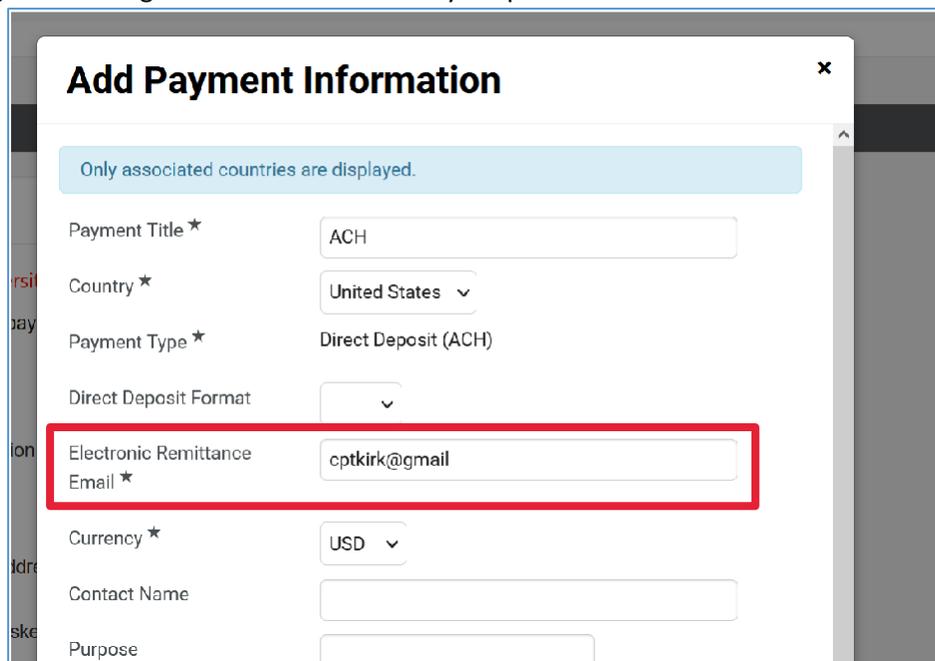
- Direct Deposit (ACH)
- Check
- Wire Transfer
- Foreign Draft

< Previous Next >

Need Help?

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

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



Add Payment Information

Only associated countries are displayed.

Payment Title * ACH

Country * United States ▾

Payment Type * Direct Deposit (ACH)

Direct Deposit Format ▾

Electronic Remittance Email * **cptkirk@gmail**

Currency * USD ▾

Contact Name

Purpose

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. **Note:** Payment Title is simply a title for the payment.

Routing and account numbers are not the same as debit or credit card numbers.

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

Add Payment Information ✕

Payment Title *

Country *

Payment Type * **Direct Deposit (ACH)**

Direct Deposit Format

Electronic Remittance Email *

Currency *

Contact Name

Purpose
200 characters remaining

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

SWIFT/BIC

Routing/Transit Number * [What is this?](#)

GREATER IOWA CREDIT UNION ?

Account Number *

Confirm Account Number *

Address Line 1

Address Line 2

Address Line 3

* Required to Complete Registration

Save Changes

Close

Account Holder's Name (required): The Account Holder's Name must match the supplier's name. Joint bank accounts can be used provided the supplier's name is one of the listed account holders.

In the Additional Questions section, select the radio button next to **ACH** to confirm your preferred payment method.

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

[Add Payment Information](#)

Additional Questions

Wire Transfer Currency

Please confirm the Payment Method you have selected:

Check (Paper check sent to selected remit address)
 ACH
 Wire Transfer
 IU INTERNAL ONLY - DO NOT USE

- Check (Paper check sent to selected remit address)
- **ACH (Direct deposit electronically deposited into account provided - Domestic US entities and Individuals)**
- Wire Transfer (Electronic transfer of funds to bank account provided - NON US entities and Individuals)

For Wire Payments, IU requires an uploaded attachment, preferably on bank or company letterhead. The attachment should include the following:

- Swift Code
- Account Holder's Name
- Bank name
- Account number
- IBAN (if applicable)
- Sort code (if applicable)
- Intermediary Bank information (if applicable)

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

Payment via Check

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

Kirk, James

Registration **In Progress** for:
Indiana University

3 of 5 Steps Complete

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

Payment Information

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.

The order of prioritization of payment methods is:

- **US Bank Payment Plus – Single Use Credit Card**
 - 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.
- **Direct Deposit (ACH)**
 - Payments are made based upon information entered into the supplier portal by the supplier.
 - IU sends ACH payments in CCD format.
 - 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.

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
- Foreign Draft

[← Previous](#) [Next >](#)

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
 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

Currency * USD

Active Yes No

* Required to Complete Registration

Save Changes Close

Required Information

In the Additional Questions section, select the radio button next to **Check (Paper check sent to selected remit address)** to confirm your preferred payment method.

Add Payment Information ▾

Additional Questions

Wire Transfer Currency

Please confirm the Payment Method you have selected: *

Check (Paper check sent to selected remit address)

ACH

Wire Transfer

IU INTERNAL ONLY - DO NOT USE

- **Check (Paper check sent to selected remit address)**
- **ACH (Direct deposit electronically deposited into account provided - Domestic US entities and Individuals)**
- **Wire Transfer (Electronic transfer of funds to bank account provided - NON US entities and Individuals)**

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

You are editing this profile registration on behalf of: Kirk, James using Individual Profile

Kirk, James
 Registration In Progress for: Indiana University TEST SITE
 4 of 5 Steps Complete

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

Payment Information

Currency on all invoices must match the currency stated on Indiana University's 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.
 - US Address is required for Payment Plus
- Direct Deposit (ACH)**
 - IU sends ACH payments only in CCD format in USD.
 - IU only sends ACH payments to US-based bank accounts.
 - The Electronic Remittance Email field should contain an email address for payment notifications associated to this banking account.
- 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 812.855-6101.

Direct Deposit (ACH) and Check are for payments within the US. Wire Transfer is to be selected for payment outside of the U.S.

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

[Add Payment Information](#)

Additional Questions

Wire Transfer Currency

Please confirm the Payment Method you have selected:

Check (Paper check sent to selected remit address)

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

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 (e.g. W-9) and select the revision date (located in top-left corner of the document) in the **Tax Document Year** drop-down.

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

The screenshot shows a modal window titled "Add Tax Document" with a close button (X) in the top right corner. The form contains the following fields and options:

- Tax Type [★]: W-9
- Tax Document Name [★]: James Kirk W-9
- Tax Document Year: 2024 (dropdown menu)
- Tax Documentation: A button labeled "Select file" is highlighted with a red box. To its right is the text "Drop file to attach, or browse." Below this is a blue link with a download icon: "Download Pre-populated Tax Document".

At the bottom left, there is a note: "★ Required to Complete Registration". At the bottom right, there are two buttons: "Save Changes" (dark blue) and "Close" (light grey).

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.

This screenshot is identical to the one above, showing the "Add Tax Document" form. In this version, the "Download Pre-populated Tax Document" link is highlighted with a red box, indicating the recommended action for users who do not have a W-9 form saved on their computer.

Add Tax Document ✕

Tax Type ★ W-9

Tax Document Name ★

Tax Document Year 2024 ▾

Tax Documentation

Select file Drop file to attach, or browse. Done

TAX_TYPE_W9-14.pdf 100% ✕

[Download Pre-populated Tax Document](#)

★ Required to Complete Registration

Save Changes
Close

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

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.

Select the applicable residency determination in the **Residency Type** drop-down menu.

Kirk, James

Registration In Progress for:
Indiana University TEST SITE

4 of 5 Steps Complete

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

Tax Information ?

Tax information is used for payment and the tax document should be uploaded using a PDF format. Individuals completing a W-8BEN must fill in the Country of Citizenship in Section 3. If omitted, registration will be returned for correction.

Tax Document Name ▾	Tax Type	Tax Document Year	Tax Documentation
James Kirk W-9	W-9	2024	View Document

[Add Tax Document](#) ▾

Additional Questions

Tax Form Signature Date ★

mm/dd/yyyy

Birthdate

mm/dd/yyyy

Residency Type ★

< Previous
Next >
Save Changes

Certify & Submit

Finally, verify your name 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 screenshot shows the 'Certify & Submit' page for James Kirk. The left-hand menu is highlighted with a red box, showing options: Welcome, Individual Overview (with a green checkmark), Addresses (with a green checkmark), Contacts (with a green checkmark), Payment Information (with a green checkmark), and Tax Information (with a green checkmark). The main content area contains the following fields:

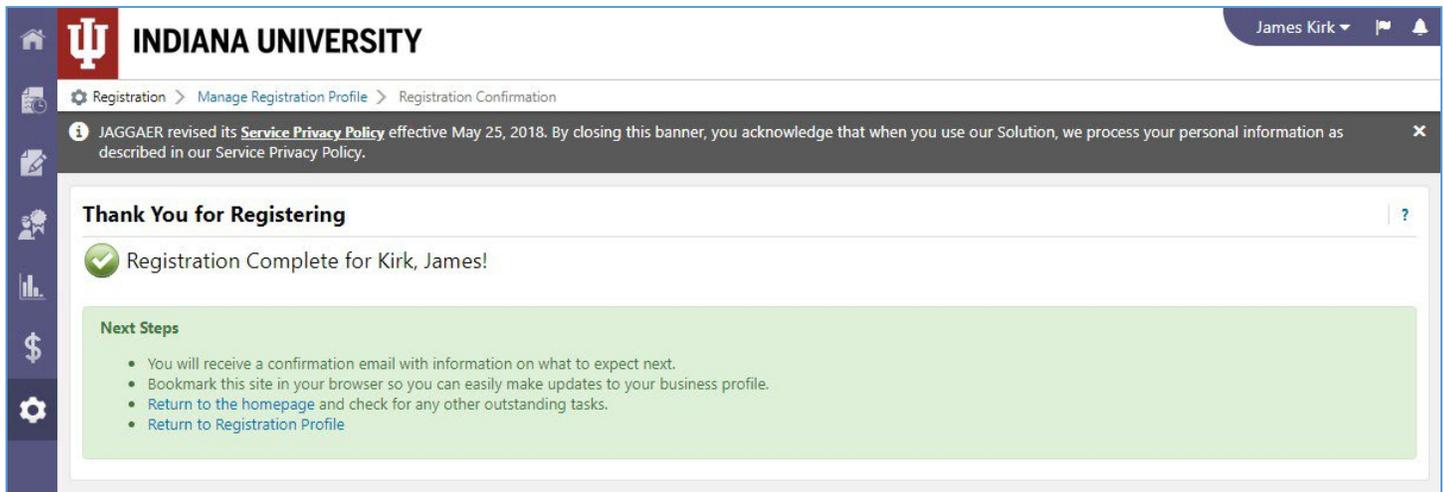
- Preparer's Name *: James Kirk
- Preparer's Email Address *: cptkirk@gmail.com
- Today's Date: 11/25/2019
- Certification *: I certify that all information provided is true and accurate.

A blue 'Submit' button is located at the bottom right. A star icon indicates that the certification field is required to complete registration.

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

This screenshot is identical to the previous one, but with the certification checkbox and the 'Submit' button highlighted with red boxes. The certification checkbox is now checked, and the 'Submit' button is also highlighted.

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



INDIANA UNIVERSITY

Registration > Manage Registration Profile > Registration Confirmation

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.

Thank You for Registering

Registration Complete for Kirk, James!

Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration Profile](#)

Additionally, you should receive an email confirming your submission.

From: Indiana U TEST Site <buyiu.noreply@iu.edu>
Sent: Thursday, April 3, 2025 9:59 AM
To:
Subject: Supplier Registration Complete for Indiana University TEST SITE

INDIANA UNIVERSITY

Supplier Registration Complete for Indiana University

Dear Bolden, Bryce,

Thank you for completing your Jaggaer registration profile. Your information has been submitted to Indiana University and is awaiting review. The IU Supplier Workgroup will contact you with any questions they may have.

As a reminder, you can log into your secure account by visiting Indiana University's [Customer Portal Login Link](#)

In the meantime, we encourage you to review our [For Suppliers page](#) for additional information regarding the features of your new portal, including invoice submission and payment tracking. You may login to your portal at any time by visiting the [Jaggaer Customer Portal page](#).

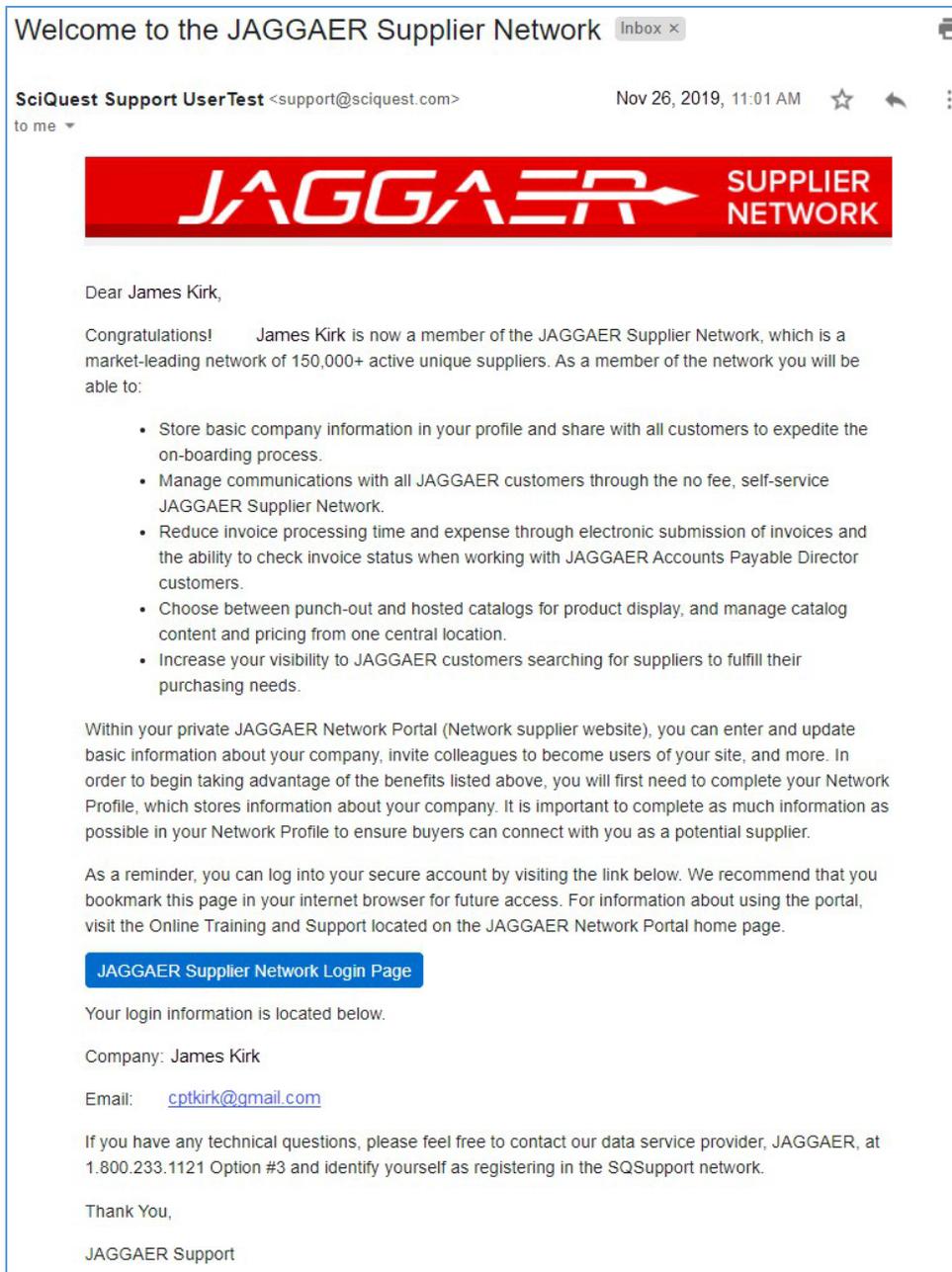
Please contact the IU Supplier Workgroup with any questions by emailing helpmeiu@iu.edu or calling (812) 855-3720, option 1.

Thank You,
 Indiana University

Registration Approval

IU Procurement 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.

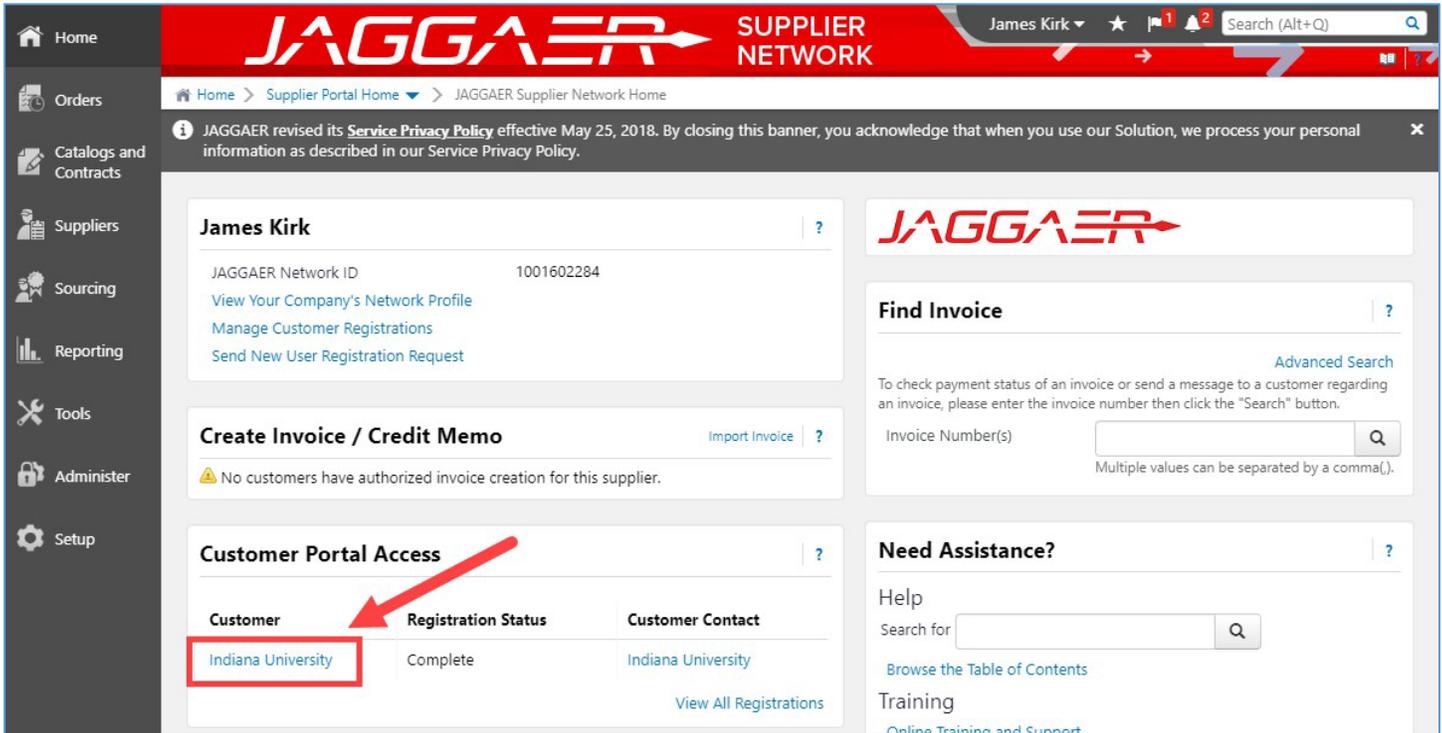
Once your registration is approved, you will receive a confirmation email like the one below. This message will come from support@sciqwest.com. This confirmation notice may take up to 48 hours to arrive.



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 into the Jaggaer supplier portal](#). Once logged in, click **Indiana University** in the Customer Portal Access section.



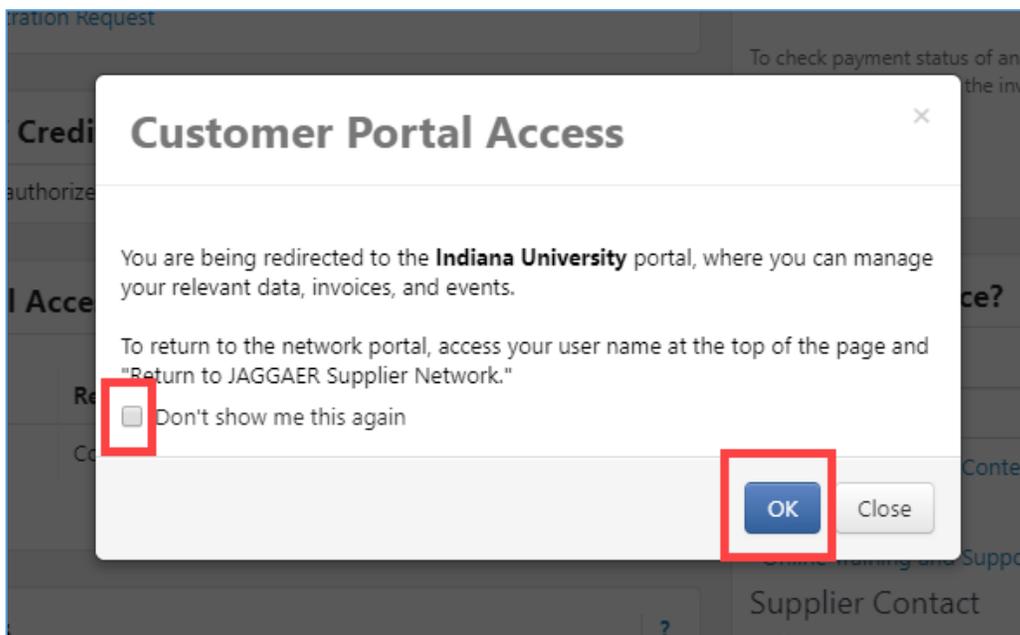
The screenshot shows the JAGGAER Supplier Network portal for user James Kirk. The left sidebar contains navigation options: Home, Orders, Catalogs and Contracts, Suppliers, Sourcing, Reporting, Tools, Administer, and Setup. The main content area includes a privacy policy banner, a user profile for James Kirk (Network ID: 1001602284), and several action buttons like 'View Your Company's Network Profile', 'Manage Customer Registrations', and 'Send New User Registration Request'. A 'Create Invoice / Credit Memo' section shows a warning that no customers have authorized invoice creation. The 'Customer Portal Access' section contains a table with the following data:

Customer	Registration Status	Customer Contact
Indiana University	Complete	Indiana University

A red arrow points to the 'Indiana University' entry in the table. Other sections include 'Find Invoice', 'Need Assistance?', and 'Help'.

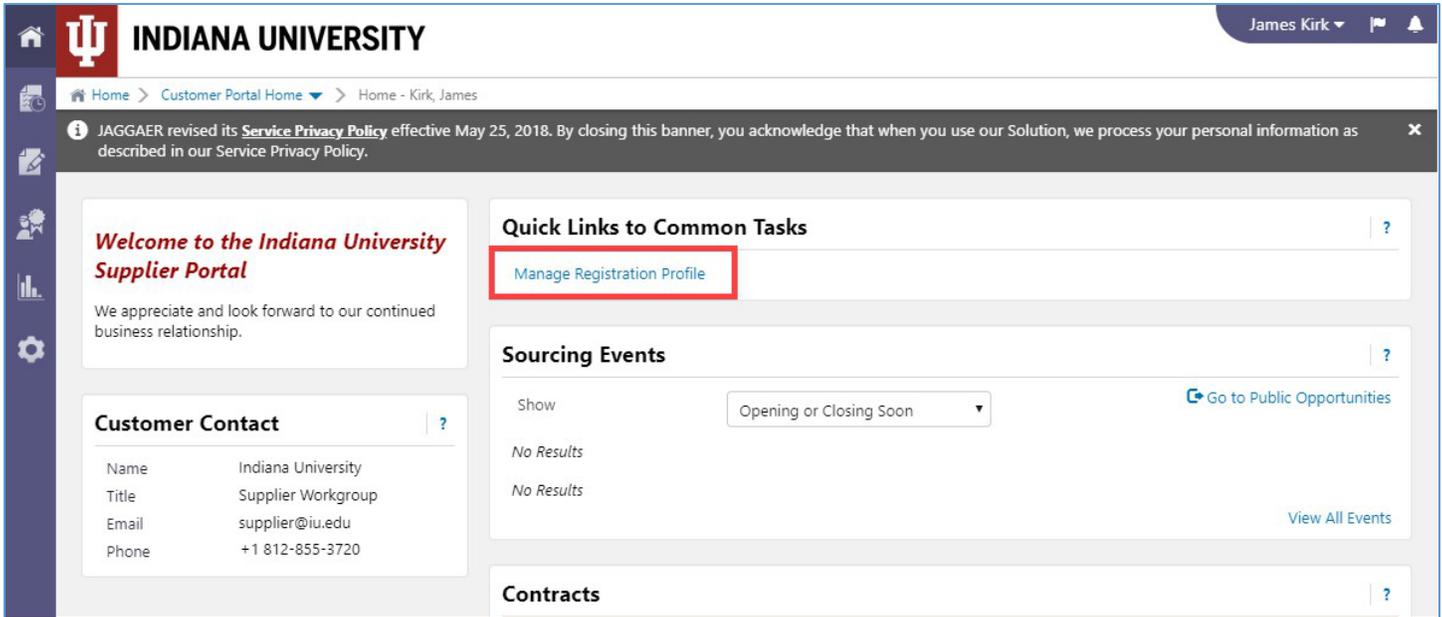
If it is the first time you're accessing your portal after your initial login, a pop-up window may appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

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



The screenshot shows a 'Customer Portal Access' pop-up window. The text inside reads: 'You are being redirected to the **Indiana University** portal, where you can manage your relevant data, invoices, and events. To return to the network portal, access your user name at the top of the page and "Return to JAGGAER Supplier Network."' Below the text is a checkbox labeled 'Don't show me this again' and two buttons: 'OK' and 'Close'. Red boxes highlight the checkbox and the 'OK' button.

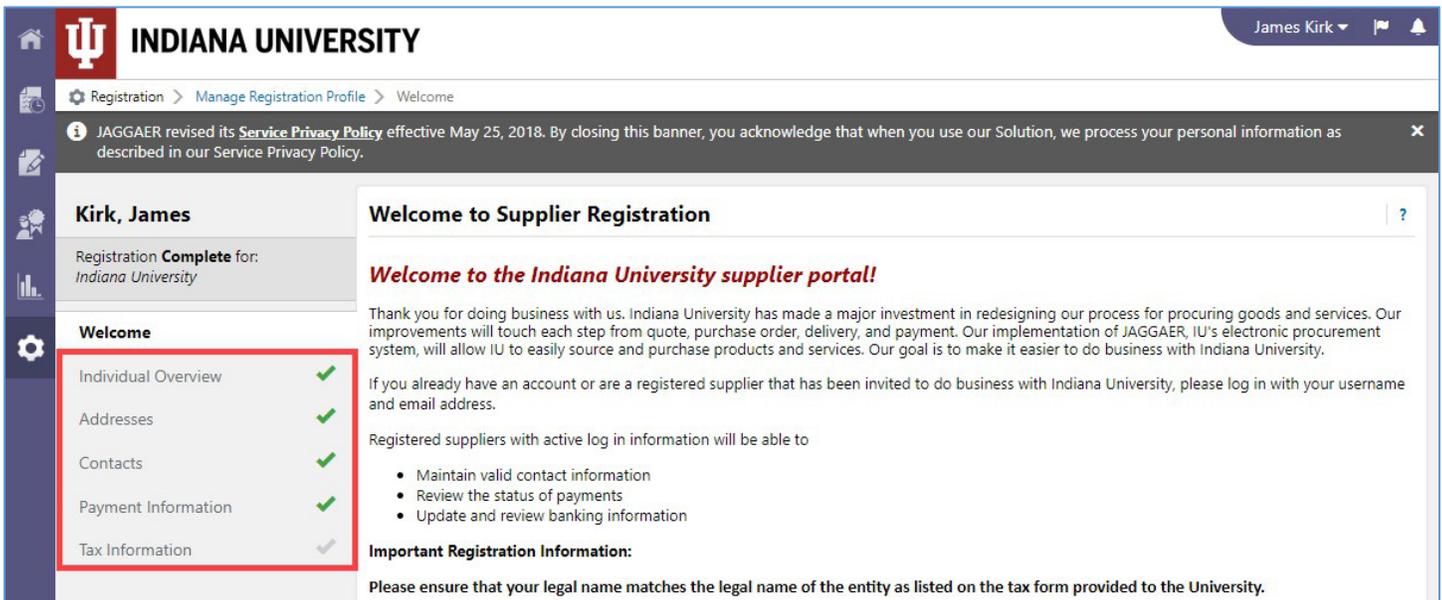
In the IU portal, click **Manage Registration Profile** to continue completing the registration process.



The screenshot shows the Indiana University Supplier Portal home page. The user is logged in as James Kirk. A navigation breadcrumb shows 'Home > Customer Portal Home > Home - Kirk, James'. A privacy policy banner is visible. The main content area includes a welcome message, a 'Quick Links to Common Tasks' section with a red box around the 'Manage Registration Profile' link, a 'Sourcing Events' section with a dropdown menu set to 'Opening or Closing Soon', and a 'Customer Contact' section with the following details:

Name	Indiana University
Title	Supplier Workgroup
Email	supplier@iu.edu
Phone	+1 812-855-3720

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 screenshot shows the 'Manage Registration Profile' page for James Kirk. The left-hand menu is highlighted with a red box and shows the following sections with their completion status:

- Individual Overview: ✔
- Addresses: ✔
- Contacts: ✔
- Payment Information: ✔
- Tax Information: ✔

The main content area is titled 'Welcome to Supplier Registration' and includes a welcome message, a thank you note, and instructions for registered suppliers. It also lists 'Important Registration Information' with the following bullet points:

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