


Non-US Individual Registration Check List

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

Getting Started: [Click here for Invitation directions](#)

- After following the registration invitation sent from buyiu.noreply@iu.edu, you should see a  watermark and/or "Welcome to Indiana University..." If you do not see this, you are not in the correct registration portal.
- All fields marked with a star [★] are required. Sections marked with an alert symbol [⚠] are incomplete. Sections marked with a green checkmark [✓] are complete.

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 for Addresses instructions](#)

- Address Label: This is a description for the address type (e.g. "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 should be your own contact information.
 - If you enter another individual's contact information, they will receive system-related messages and information that are meant for you.

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

- Choose Wire Transfer as your payment method.
 - You may select ACH/Direct deposit if your bank is in the US, or Check if you have a US or Canadian remittance address.
- Payment Title: This is a description for the payment type (e.g. "HSBC Wire Transfer").
- Country: Select the country the bank is located
 - Remember: Only fields marked with a star are required.
- A wire transfer banking document confirming your banking information is required.

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, date and upload the W-8BEN form. The W-8BEN MUST be signed and dated (MM/DD/YYYY).

Certify & Submit Section: [Click here for Certify & Submit instructions](#)

- Once all sections are completed, and green checkmarks [✓] are visible, you can Certify & Submit your registration.
 - If you see an alert symbol [⚠], the section is missing required information. Click on the section to review and complete.
- You **must** Certify & Submit your registration. **Payment cannot be made until your registration is submitted.**

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:

- IU-SDM Supplier Support: Email - helpmeiu@iu.edu, Phone - +1(812)-855-6101, IU [Procurement Support Form](#)
- IU [For Suppliers BUY.IU info page](#)