

Registration Check List for U.S. Individuals who File Taxes Under an SSN

If you are registering on behalf of a company with an EIN (Employer Identification Number), contact Supplier Data Management at helpmeiu@iu.edu or 812-855-6101 so we may update your profile type and provide relevant directions. **Do not follow the instructions below.** If you file taxes under your SSN, please continue.

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. The name provided will be checked with the accompanying Social Security Number via the IRS TIN database.
- Country of Origin: This is the country you use for tax purposes. [Click here If you are not a US citizen or resident.](#)
- Legal Structure: Select 'Individual/Sole Proprietor or Single-Member LLC'
- Tax ID Number Type: Select 'Social Security Number/Social Insurance Number'
- US Tax ID Number: Enter your Social Security Number in this field.

Addresses Section: [Click here for Addresses instructions](#)

- Address Label: This is a description for the address type (e.g. "Home" or "Office").
- Complete all 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 a Payment method from ACH/Direct Deposit or Check. Wire Transfer is reserved for non-US bank payments only.
- Payment Title: This is a description for the payment type (e.g. "Check" or "PNC Bank ACH").
- Country: Select United States.
- Electronic Remittance Email (required for ACH): This email will receive payment notifications.
- Currency: Select 'USD'
- Remember: Only fields with a star are required.

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

- A W-9 tax document is required.
 - After clicking 'Add Tax Document' > 'W-9', select 'Download Pre-populated Tax Document', review the document, save, then upload as your tax document.
 - **Do not** upload any other form but a W-9.

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 and approved.**

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.