

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? <u>Click here</u>.

Contents

| Invitation | 2 |
|--|----|
| Create Your Jaggaer Network Account | 3 |
| Complete and Submit Registration Information | 6 |
| Welcome | 7 |
| Company Overview | 8 |
| Business Details | 9 |
| Addresses | 11 |
| Contacts | 14 |
| Diversity | 16 |
| Insurance | 17 |
| Payment Information | 17 |
| Payment via Direct Deposit (ACH) | 18 |
| Payment via Check | 19 |
| Tax Information | 20 |
| Supplier Information | 23 |
| Certify & Submit | 23 |
| Registration Approval | 25 |
| Continue Registration | 26 |



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 <u>buyiu.noreply@iu.edu</u>, have a sender name of "Indiana University," and will look like the example below.

Click Register Now to establish your username and password.



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 dropdown in the upper right-hand corner to select a language, if desired, then **Continue with Registration** to proceed.

| Ф IND | IANA UNIVERSITY | |
|------------------------------|--|---|
| Registration Checklist | Welcome to Supplier Registration | English 🔻 |
| Registration FAQ | Welcome to the Indiana University supplier portal! (TEST) | <u>English</u> |
| <u>Registration Tutorial</u> | 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 | ■ <u>français</u> ■ <u>Deutsch</u> ■ <u>Italiano</u> ■ <u>Espanol</u> ■ <u>中国</u> |
| | 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 <u>Support Form</u> , or by phone at 812.855.3720. | |



Fields marked with a star \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**.

| INDIA | NA UNIVERSITY | |
|-------------------------------|---------------------------------------|-----------|
| | | |
| Supplier Regis | tration <u>Registration Tutorial</u> | English 🔻 |
| | | |
| Your Contact Info | | |
| | | |
| Jean-Luc | Picard | |
| First Name 🗯 | Last Name 🖈 | |
| | | |
| Title | | |
| | | |
| 855555555 | ext. | |
| Phone Number 🚖 | | |
| International phone numbers m | ust begin with + | |
| Your Login | | |
| jlpgoiu@proton.me | | |
| Email 🖈 | | |
| jlpgoiu@proton.me | | |
| Confirm Email * | | |
| | | |
| Lama user in need of | annessihility assistance | |
| | | |
| Terms and Conditions | | |
| I have read and accep | ted JAGGAER's Terms and Conditions [] | |
| | | |
| | | |
| I am human | hCaptcha Prioscy - Terms | |

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**.

| Se Pa | Set JAGGAER Global Identity English US • Password | | | | | |
|-------------------------|--|---|--|--|--|--|
| jlpç | joiu@proton.me | | | | | |
| Nev | v Password | | | | | |
| • | ••••• | ø | | | | |
| | Confirm Password | | | | | |
| Cor | nfirm Password | | | | | |
| Cor | tirm Password | Ø | | | | |
| • | thrm Password | ø | | | | |
| Cor • | Minimum of 12 characters | ø | | | | |
| Cor • | Minimum of 12 characters Must be different from email | Ø | | | | |
| Cor • | Minimum of 12 characters Must be different from email Minimum of 1 special character (not A-Z, a-z, or 0-9) | ø | | | | |
| Cor • | Minimum of 12 characters Must be different from email Minimum of 1 special character (not A-Z, a-z, or 0-9) Minimum of 1 number | ø | | | | |
| Cor • • | Minimum of 12 characters Must be different from email Minimum of 1 special character (not A-Z, a-z, or 0-9) Minimum of 1 number Minimum of 1 lowercase letters | ø | | | | |
| Cor • • | Minimum of 12 characters Must be different from email Minimum of 1 special character (not A-Z, a-z, or 0-9) Minimum of 1 number Minimum of 1 lovercase letters Minimum of 1 uppercase letters | ø | | | | |
| Cor • • • • | Minimum of 12 characters Must be different from email Minimum of 1 special character (not A-Z, a-z, or 0-9) Minimum of 1 special character (not A-Z, a-z, or 0-9) Minimum of 1 lowercase letters Minimum of 1 uppercase letters Passwords must match | ø | | | | |



Once your password is set, you will be prompted to return to the **original registration link** (sent from <u>buyiu.noreply@iu.edu</u>). 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? <u>Click here</u>.

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 \triangle . Once the section is complete the symbol will be replaced with a green checkmark \checkmark .

| The Sampson Proj | ect | Welcome to Supplier Registration | | | | |
|--|---------|--|---|--|--|--|
| Registration In Progress for Indiana University TEST SIT 2 of 9 Steps Complete | r: E | Welcome to the Indiana University Supplier Portal (TEST) | | | | |
| Welcome | | Thank you for doing business with us. Indiana University has redesigned our process for procuring goods and services. O University. Our system improvements will touch quotes, purchase orders, deliveries, and payments. | our goal is to make it easier to do business with our | | | |
| Company Overview | ▲ | If you already have an account or are a registered supplier that has been invited to do business with Indiana University, ple Registered suppliers with active login information will be able to: | ease log in with your username and email address. | | | |
| Business Details | ▲ | Upload and maintain valid contact, account, and insurance documentation | | | | |
| Addresses | | Receive real-time electronic delivery of purchase orders Submit electronic quotes Quickly and easily submit invoices | | | | |
| Contacts | ▲ | Review payment status Upload and update catalogs | | | | |
| Diversity | | Important Registration Information | | | | |
| Insurance | - | Please ensure that your legal name matches the legal name of the entity listed on the tax forms you provide us. | | | | |
| Payment Information | ▲ | Indiana University's payment terms are NET 30 upon receipt of invoice. We make every effort to pay our suppliers i concerns, contact Indiana University Office of Procurement Services via our Support Form, or by phone at 812.855 | in a timely manner. If you have questions or | | | |
| Tax Information | A | | | | | |
| Supplier Information | 1 | Required to Start Registration | | | | |
| Certify & Submit | | | | | | |



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**.

| The Sampson Proj | ect Welcome to Supplier Registration | |
|--|--|------------|
| Registration In Progress fo Indiana University TEST ST 2 of 9 Steps Complete | Welcome to the Indiana University Supplier Portal | |
| Welcome | 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 busines University. Our system improvements will touch quotes, purchase orders, deliveries, and payments. | s with our |
| Company Overview | 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 Registered suppliers with active login information will be able to: | address. |
| Business Details | Upload and maintain valid contact, account, and insurance documentation | |
| Addresses | Receive real-time electronic delivery of purchase orders Submit electronic quotes Quickly and easily submit invoices | |
| Contacts | Review payment status Upload and update catalogs | |
| Diversity | A Important Registration Information | |
| Insurance | Please ensure that your legal name matches the legal name of the entity listed on the tax forms you provide us. | |
| Payment Information | 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 question | ns or |
| Tax Information | | |
| Supplier Information | Required to Start Registration | |
| Certify & Submit | Legal Company Name * The Sampson Project | |

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.

| rofile | | | | | | | |
|--------|--|---|--|---|--|---|---|
| | Company Overview | 6 | | | | | 3 |
| | Watch this video for help: lin | ik here this page allows us to track gen | eral information ab | out your company to | ensure we have the most up- | to-date information in our syst | lem. |
| _ | | | | | | | |
| ~ | Please provide all of your D | BAs. If you have multiple DBAs, | , please separate th | em with semicolons. | | | |
| A A | Doing Business As (DBA) | | | | | | |
| | Country of Origin should | be the country you use for tax | purposes. (US Citi | izens and Permanent | Residents should select "Unit | ted States") | |
| - | Country of Origin * | United States | | ~ | | | |
| ▲ ▲ | Does your business have a DUNS number? * | 🔿 Yes 💿 No | | | | | |
| ~ | Legal Structure * 🛛 | C Corporation | ~ | | | | |
| | If you are registering as an | individual please provide your s | ocial security num | ber here or equivalent | if you reside outside of the U | Jnited States. | |
| | Tax ID Number | 351002365 | | | | | |
| | Website | | | 0 | | | |
| | Additional Questions | | | | | | |
| | Legal Structure Sub-Classific | cation * | | | | | |
| | Not Applicable | v | | | | | |
| | ★ Required to Complete Re | gistration | | | < Previo | ous Next > Sa | ive Changes |
| | offie | offe Company Overview Watch this video for help: lin The information entered on 1 Please provide all of your 0 Doing Business As (DBA) Country of Origin should Country of Origin * Does your business have a DUNS number? * If you are registering as an Tax ID Number Website Additional Questions Legal Structure Sub-Classifie Not Applicable | offe Company Overview Watch this video for help: link here The information entered on this page allows us to track gen Please provide all of your DBAs. If you have multiple DBAs Doing Business As (DBA) ① Country of Origin should be the country you use for tax Country of Origin * ① United States Does your business have a DUNS number? * ② Legal Structure * ① C Corporation If you are registering as an individual please provide your structure Tax ID Number 351002365 Website Legal Structure Sub-Classification * Not Applicable * | offe Company Overview Watch this video for help: link here The information entered on this page allows us to track general information ab Please provide all of your DBAs. If you have multiple DBAs, please separate the Doing Business As (DBA) Country of Origin should be the country you use for tax purposes. (US Cither Country of Origin * • United States Does your business Not Applicable Yes Not Applicable * Required to Complete Registration | company Overview Watch this video for help: link here The information entered on this page allows us to track general information about your company to one of the provide all of your DBAs. If you have multiple DBAs, please separate them with semicolons. Doing Business As (BA) O Country of Origin should be the country you use for tax purposes. (US Citizens and Permanent of Does your business Country of Origin * United States Does your business Yes O No number? * O Legal Structure * O C Corporation If you are registering as an individual please provide your social security number here or equivalent Tax ID Number 351002365 Website Mot Applicable * Required to Complete Registration | A Company Overview Watch this video for help: link here The information entered on this page allows us to track general information about your company to ensure we have the most up Please provide all of your DBAs. If you have multiple DBAs, please separate them with semicolons. Doing Business As Country of Origin should be the country you use for fax purposes. (US Citizens and Permanent Residents should select "United States Country of Origin * • united States Does your business No have a DUNS Inumber? * • • • C Corporation If you are registering as an individual please provide your social security number here or equivalent if you reside outside of the tax in D Number a Stote Country Stote Classification * Not Applicable • Cupies out outsines in the stote outside of the tax output to the tax in D Number a Country of Crigin should be lease provide your social security number here or equivalent if you reside outside of the tax in D Number a Stote Comparison a Mathematication * Not Applicable • Complete Registration * Previous | Set Company Overview Watch this video for help: link here The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our systs Please provide all of your DBAs. If you have multiple DBAs, please separate them with semicolons. Obing Business As Country of Origin * Our total be the country you use for tax purposes. (US Citizens and Permanent Residents should select 'United States') Country of Origin * Ouried States Obes your business Ves ONO No have a DUNS Investor * O If you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States. Tax ID Number as an individual please provide your social security number here or equivalent if you reside outside of the United States. It you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States. It you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States. It you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States. It you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States. It you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States. It you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States. It you are registering as an individual please provide your social security number here or equivalent if you reside outside of the United States. It you are registering |



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 Projec | τ | Business Details | | | | | | | | | | |
|--|----------|---|--|---|--|--|---|--|---------------------------------|-------------------------|--|-------------|
| Registration In Progress for: Indiana University TEST SITE 3 of 9 Steps Complete | | The information on this page allow provide. Additionally, this data is u Administration. The SBA standard | vs us to track imp sed to determine s are based on y | portant details whether or no our NAICS cod | about your cor t your business e and annual re | npany, such s meets the evenue, or n | as the area small busin umber of en | s where you ess size sta nployees. | operate and t ndards as defi | he produc ned by the | ts and services that U.S. Small Busines | t you ss |
| Welcome Company Overview | | Year Established | | | | | | | | | | |
| Business Details | A | Number of Employees | | | | | | | | | | |
| Addresses Contacts | A | Business Description | | | | | | | | | | |
| Diversity | | 250 |) characters remai | ning | | | | | | | | |
| Insurance | 1 | Annual Devenue (Dessints | | | | | | | | | | |
| Payment Information Tax Information | A | 2021 Annual Revenue/Receipts | | | | USD | v | | | | | |
| Supplier Information | - | 2020 Annual | | | | USD | ~ | | | | | |
| Certify & Submit | | Revenue/Receipts 2019 Annual Revenue/Receipts | | | | USD | ~ | | | | | |
| Registration FAQ View History | | Sales Territories | | | | | | | | | | |
| | | Is Your Business a Local Supplier? | | O Yes | No | | | | | | | |
| | | Is Your Business a National Suppli | er? | O Yes | No | | | | | | | |
| | | U.S. Service Area | | a 1 | | | Edit |) | | | | |
| | | International Service Area | | - 1 | | | Edit |] | | | | |
| | | Products and Services | | | | | | | | | | |
| | | NAICS Codes | | No Primar | NAICS Code | Selected | Edit |) | | | | |
| | | Commodity Codes * | | - | | | Edit |) | | | | |
| | | Keywords | | | | | | | | | | |
| | | ★ Required to Complete Registra | tion | | | 11 | | | < Previo | us | Next > Sa | ave Changes |

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

| Commodity Co | odes | э |
|---|--|---|
| Use Search or browse the list to | > select applicable Commodity Codes. You can select multiple before clicking Done. | |
| Search | | |
| Showing 1 - 20 of 192 results | | |
| Results Per Page 20 V Commodity Code | Sort by: Commodity Code Page 1 v of 10 Description | 2 |

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'.



| research Search D Selected Code: | st to select applicable Commodity Codes. You can select multiple before clicking Dor | ne. |
|--|---|---------|
| Results Per Page 20 v | Sort by: Commodity Code 🗸 | f 1 📐 7 |
| Commodity Code | Description | |
| IT7 | Computer (Hardware) - Enterprise & Research & Services | |
| PR022 | Marketing Services, Surveys, Market Research, Student Recruitment | |
| PRO44 | Research agreements, collaboration agreements, and internally funded research agreements | |
| SCI2 | Chemicals, Gases & Elements - Research & Laboratory | |
| 80124 | Research agreements, collaboration agreements, | |

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

| Commodity Co | odes × |
|---------------------------------|---|
| Use Search or browse the list t | o select applicable Commodity Codes. You can select multiple before clicking Done. |
| research | |
| Search | |
| 1 Selected Codes | |
| Showing 1 - 5 of 5 results | |
| Commodity Code | Description |
| ІТ7 | Computer (Hardware) - Enterprise & Research & |
| PR022 | Marketing Services, Surveys, Market Research, Student Recruitment |
| PR044 | 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 |
| | Done Close |

Click **Done** to Continue.



| Products and Services | |
|-------------------------------------|--|
| NAICS Codes \varTheta | No Primary NAICS Code Selected Edit |
| Commodity Codes * | Edit PRO22 (Marketing Services, Surveys, Market Research, Student Recruitment) |
| 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 | | Addresses | | ? |
|--|---|---|--|-----|
| Registration In Progress for: Indiana University TEST SITE 4 of 9 Steps Complete | | Please enter any addresses from which your organization does business t | o help us route information and communication correctly. | |
| Welcome Company Overview | | Physical - a physical address, perhaps headquarters, or your Tax Address Remittance - An address associated with where IU will send payment, per | aps the accounts receivable location | |
| Business Details | - | | | _ |
| Addresses | | Required Information | | |
| Contacts | ▲ | The following address types are required to complete registration: - Fulfilment | | |
| Diversity | ▲ | - Physical | | |
| Insurance | - | - kemittance | | |
| Payment Information | ▲ | No addresses have been entered | | |
| Tax Information | ▲ | Add Address | Hide Inactive Addres | ses |
| Supplier Information | - | | | |
| Certify & Submit | | | | |
| Registration FAQ View History | | | C Previous Next > | |



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 V | |
| | Email | |
| Email Address * | Fax +fd@iu.edu | |



Complete the rest of the required information. Click Next

| Add Address | | × |
|---|---|---------------|
| Address Details (Step 2 | 2 of 3) | ? |
| How would you like to receive purchase orders for this fulfillment address? * | Email v | |
| 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. | |
| Fax | | |
| | International phone numbers must begin with + | |
| * Required to Complete Registrat | ion C Previous New | d > |

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

| Primary Contact For T | his Address (Step 3 of 3) | ? |
|---|--|--------|
| You can also update and a | dd Contacts later from the Contacts pag | 9. |
| 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 w | rith + |
| Toll Free Phone | ext. | rith + |
| Fax | International phone numbers must begin w | rith + |

Click Save Changes

The Address and Contact sections are now complete.

| The Sampson Proje | ect | Addresses | | | [* |
|--|-----|-----------------------------|---|---|-----------------------|
| tegistration In Progress for Indiana University TEST SITE 5 of 9 Steps Complete | T | Please enter any addresse | s from which your organization does business | to help us route information and communication correctly. | |
| Welcome | | Physical - a physical addre | ss, perhaps headquarters, or your Tax Address | | |
| Company Overview | - | Remittance - An address a | ssociated with where IU will send payment, pe | haps the accounts receivable location | |
| Business Details | - | | | | |
| Addresses | ~ | Address Label | Address Types | Address | |
| Contacts | 1 | Business | Remittance (Primary) | 123 Main street | Edit 💌 |
| Diversity | A | | Fulfillment (Primary) Physical (Primary) | Bloomington, Indiana, 47403 United States | |
| nsurance | ~ | Add Address | | | Show Inactive Address |
| Payment Information | A | Add Address | | | |
| Tax Information | A | | | | |
| Supplier Information | ~ | | | | |
| Certify & Submit | | | | | |

Click Next

JAGGA

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 | | Contacts | | | |
|---|--|---|---------------|------|------------|------------|
| | Registration In Progress for: Indiana University 3 of 5 Steps Complete | | Contact Label | Name | Name Email | Name Email |
| | Welcome | | Add Contact | | | |
| | Individual Overview | 1 | | | | |
| ł | Addresses Contacts | ~ | | | | |
| I | Payment Information | ~ | | | | |
| | Tax Information | 1 | | | | |
| | Certify & Submit | | | | | |
| | Registration FAQ View History | | | | | |
| | | | | | | < Previous |

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.

| nta | cts | | |
|-------|---------------------------------|---|-------|
| ontac | Edit Contact | | × |
| elf | Contact Label * | Self | |
| Add C | First Name * | James | - 1 |
| | Last Name * | Kirk | - 1 |
| | Position Title | | - 1 |
| | Email * | cptkirk@gmail.com | - 1 |
| | Phone * | +1 812-856-4574 ext. | |
| | Toll Free Phone | International phone numbers must begin with + | |
| | | International phone numbers must begin with + | |
| | Fax | ext. International phone numbers must begin with + | |
| | Primary | ● Yes ○ No | |
| | * Required to Complete Registra | Save Changes | Close |

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 Projec | t | Contacts | | | | ? |
|--|---|---|--|---|---|------------------------------|
| Registration In Progress for: Indiana University TEST SITE 6 of 9 Steps Complete | | Please enter contact info always contacting the co | ormation for any individuals at your organiz orrect individual. Contacts can be linked to | ration who may provide valuable one existing address. Any requir | information or help to our company. Thi ed contact types are listed below. | s will help us ensure we are |
| Welcome | | Contact Label | Contact Types | Name | Email | |
| Company Overview Business Details | 1 | Administrative | Fulfillment (Primary) Remittance (Primary) Other (Primary) | Taylor, Jerry | johnsoag+sp@iu.edu | Edit 👻 |
| Addresses | × | Add Contact 👻 | | | | Show Inactive Contacts |
| Contacts | 1 | | | | | |
| Diversity | ▲ | | | | | |
| Insurance | - | | | | | |
| Payment Information | ▲ | | | | | |
| Tax Information | ▲ | | | | | |
| Supplier Information | | | | | | |
| Certify & Submit | | | | | | |
| | | | | | | |
| Registration FAQ View History | | | | | | Previous |

Click Next



Diversity

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

| The Sampson Project | | Diversity | ? |
|--|----------|--|------|
| Registration In Progress for: Indiana University TEST SITE 6 of 9 Steps Complete | | We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization. | |
| Welcome <u>Company Overview</u> Business Details | * * | A response is required. For additional explanation of all the diversity classifications listed below please visit our website at https://www.indiana.edu/~busdiv /oertifications.html. 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. | |
| Addresses Contacts | 1 | 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. | |
| Diversity | A | | |
| Insurance Payment Information | ▲ | Add Diversity Classifications | |
| Tax Information | ▲ | Additional Questions | |
| Supplier Information | ~ | Do you have a designation that is not listed above? | |
| Certify & Submit | | O Yes O No | |
| egistration FAQ View History | | Do you have a certifying agency not mentioned above? Ves No | |
| | | Previous Next > Save Char | nges |

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 $\space{1.5}^{\times}$ |
|---|--|
| No Classification Does Not Qualify as a Small Business or Dive | erse Supplier (DoesNotQualify) |
| Federal Diversity Classifications | |
| Small Business HUBZone Small Business (HUBZ) Small Disadvantaged Business (SDB) Woman-Owned Small Business (WOSB) Disadvantaged Business Enterprise (DBE) Service Disabled Veteran (SDVB) Woman Business Enterprise (WBE) | B(a) Business Development Program (8a) Service-Disabled Veteran-Owned Small Business (SDVOSB) Veteran-Owned Small Business (VOSB) Disabled Veteran Owned Business (DVEE) Minority Business Enterprise (MBE) Veteran Owned Business (VBE) |
| State Diversity Classifications | |
| State of Indiana Minority Business Enterprise State of Indiana Veteran Owned Business (IN | e (IN-MBE) State of Indiana Woman Business Enterprise (IN-WBE) |
| | 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 Guid | e." |
| 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 🔺 | |
| | |
| < Previous | Next > |

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 | rt | Payment Information | ? |
|---|---------------------------------------|--|-----|
| Registration In Progress for: Indiana University TEST SITE 7 of 9 Steps Complete | | IMPORTANT: Currency on all invoices must match the currency stated on Indiana University issued purchase orders. | |
| Welcome | | 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. | |
| Company Overview Business Details Addresses Contacts Diversity Insurance Payment Information Tax Information | * * * * * * * * * * * * * * * * * * * | The order of prioritization of payment methods is: US Bank Payment Plus – Single Use Credit Card Sing up at US Bank is required to properly receive payment. Option will not be activated until setup is complete. Contact iu@supplier-services.com. Uiter Deposit (ACH) U vends ACH payments only in CCD format in USD. Wile Transfer Chimide 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. | |
| Supplier Information Certify & Submit | ~ | 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 <u>Support Form</u> , or by phone at 812,855,3720. | |
| Registration FAQ View History | | Required Information At least one payment type is required to complete this section. No payment information has been entered. Add Payment information ~ | t > |

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 | e is required to complete this section. |
|--|---|
| No payment information has | s been entered. |
| 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 Paymen | t Information | × |
|----------------------------------|-------------------------|---|
| Only associated countries | s are displayed. | Î |
| 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 V | |



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 * | ***** | |
| Confirm Account Number \star | xxxxxxxxxx | |

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 | s been entered. |
| 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.

| | Add Payment | Information | ^ | | |
|------------|----------------------------------|------------------------|--------|--|--|
| | Only associated countries a | re displayed. | | | |
| | Payment Title * | Paper Check | | | |
| | Country * | United States | | | |
| | Payment Type * | Check | | | |
| no r | Electronic Remittance Email | cptkirk@gmail.com | h d | | |
| eas | Currency * | USD | ir | | |
| ann | Active | Yes O No | Se | | |
| rect S. | * Required to Complete Registrat | ion Save Changes Close | e | | |



Once payment information is entered, click Next.

| The Sampson Project | t | Payment Informat | tion | | | ? |
|--|--------|---|---|--|---|--|
| Registration In Progress for: Indiana University TEST SITE 8 of 9 Steps Complete | | IMPORTANT: Currency or | n all invoices must match the currency st | ated on Indiana University issued purchase | e orders. | |
| Welcome | | Information on this page is regarding payments include | s used to determine how and where you wi ding invoice, date, and amount. | l receive payment. Please enter an email ado | dress if you wish to receive an email | notification |
| Company Overview Business Details Addresses | * * * | 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. | | | | |
| Contacts Contacts Wire Transfer Limited to foreign transactions only. US based suppliers will be asked to submit direct deposit details if only wire transfer information is p 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. | | | | provided. | | |
| Payment Information | ~ | If no payment method is s | selected the default payment method is a c | heck to the remittance address on file. | | |
| Tax Information Supplier Information Certify & Submit | ▲ ✓ | If you have a Sub-Award C Please note that Indiana L ensure payment. The Univ University Office of Procur | Contract with Indiana University requiring pa University's preference for payment terms is versity makes every effort to uphold our cor rement Services via our Support Form , or | yment in US Dollars, set USD (United States NET 30 upon receipt of invoice because this amitment to pay our vendors in a timely man by phone at 812.855.3720. | s Dollar) as the preferred currency fo s is the shortest period in which we ner. If you have questions or concerr | r payments. :an consistently is, contact Indiana |
| Registration FAQ View History | | Title ▽ | Payment Type | Currency | Active | |
| | | ACH Add Payment Information | Direct Deposit (ACH) | USD | Yes | Edit |

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 | Tax Information ? |
|----------|---|--|
| _ ld. | Registration In Progress for: <i>Indiana University</i> 4 of 5 Steps Complete | Tax Information is used for payment. Please download prefilled form, review for accuracy, sign and upload. |
| ۵ | Welcome Individual Overview | Required Information At least one tax document is required to complete this section. |
| | Addresses | No tax information has been entered |
| | Contacts | Add Tax Document 👻 |
| | Payment Information | w-9 |
| | Tax Information | 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 Doc | ument |
|---------------------|---|
| Тах Туре * | W-9 |
| Tax Document Name * | Sampson Project |
| Tax Document Year | 2021 🗸 |
| Tax Documentation * | Select file <i>L</i> rop file to attach, or browse. |
| | Download Pre-populated Tax Document |

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.

| is | Add Tax Docu | iment | × |
|----|---------------------------------|---|-----|
| | Тах Туре 🕇 | W-9 | |
| | Tax Document Name * | Sampson Project | |
| | Tax Document Year | 2021 🗸 | |
| l | Tax Documentation * | Select file Drop file to attach, or browse. | |
| | | ▲ Download Pre-populated Tax Document | |
| l | * Required to Complete Registra | ation Save Changes Clo | ose |

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 <u>MUST</u> 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 Doc | ument | × |
|---|--|-----------------|
| Tax Type * Tax Document Name * | W-9 Sampson Project | |
| Tax Documentation * | 2021 ✓ Select file Drop file to attach, or browse. | Done ③ 100%× |
| | Download Pre-populated Tax Document | t |
| * Required to Complete Registre | ration Save Char | nges 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 | | Tax Information | | | | ? |
|--|---|---|---------------------------|---------------------------------|--------------------------------------|--------------|
| Registration In Progress for: Indiana University TEST SITE 9 of 9 Steps Complete | | Tax information is used for payment and | I the tax document should | be uploaded using a PDF format. | | |
| Welcome | | Tax Document Name 🗢 | Tax Type | Tax Document Year | Tax Documentation | |
| Company Overview Business Details | 1 | Sampson Project | W-9 | 2021 | Ł View Document | Edit 💌 |
| Addresses | | Add Tax Document 👻 | | | | |
| Contacts | ~ | Additional Questions | | | | |
| Diversity | - | Tax Form Signature Date * | | | | |
| Insurance | - | 08/24/2022 | | | | |
| Payment Information | - | mm/dd/yyyy | | | | |
| Tax Information | - | | | | | |
| Supplier Information | | | | | | |
| Certify & Submit | | | | | | |
| Registration FAQ View History | | | | C Previous | Next > Proceed to Certify and Submit | Save Changes |



Supplier Information

This section is optional for Shipping Terms

| The Sampson Project | | Supplier Information | | | | |
|--|-------|---|------------|---|--|--|
| Registration In Progress for: Indiana University TEST SITE 9 of 9 Steps Complete | | Watch help video here: link here | | | | |
| Welcome Company Overview | | Shipping Payment Terms IU Pays, Part of PO ("Prepaid and Add") v | | | | |
| Business Details Addresses Contacts | * * * | S ^t IU Pays, Part of PO ("Prepaid and Add") IU Pays, Separate Bill ("Collect") Vendor Pays ("Allowed") | | | | |
| Diversity Insurance Payment Information | 1 1 1 | Paid by 3rd Party | | | | |
| Tax Information Supplier Information | | | | | | |
| Certify & Submit | | | | | | |
| Registration FAQ View History | | ★ 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 | Certify & Submit | | ? |
|--|--|---|---|
| Registration In Progress for: Indiana University TEST SITE 9 of 9 Steps Complete | Please type your initials in th company information is accu Additionally, by submitting th | e box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure rate and that company information is kept current. Inaccurate company information may result in payment delays. | |
| Welcome | you or your company from do | ing business with us. | |
| Company Overview | Preparer's Initials * | A C | |
| Addresses 🗸 | Preparer's Name * | Amanda Coats | |
| Contacts 🗸 | Preparer's Title * | CFO | |
| Diversity 🗸 | Preparer's Email Address * | johnsoag+SP@iu.edu | |
| Insurance 🗸 | Today's Date | 8/24/2022 | |
| Payment Information 🗸 | Certification * | I certify that all information provided is true and accurate. | |
| Tax Information 🗸 🗸 | | | |
| Supplier Information | | | |
| Certify & Submit | | | |
| Registration FAQ View History | ★ Required to Complete Reg | submit | |

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



Г

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

| | Registration > Manage Registration Profile |
|-------------|---|
| C | 3 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. |
| 9 | Thank You for Registering ? |
| 3 | Correction Complete for The Sampson Project! |
| 11h | 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. |
| \$ | Send new user request to an additional portal user. Return to the homepage and check for any other outstanding tasks. Return to Registration Profile |
| e te | |
| - | |

Additionally, you will receive an email confirming your submission.

| IU Indiana U | buyiu.noreply@iu.edu> |
|--------------------------------|--|
| To To | |
|) If there are problems with I | ow this message is displayed, click here to view it in a web browser. |
| | Supplier Registration Complete for Indiana |
| | University |
| | Dear The Sampson Project, |
| | Thank you for completing your Jaggaer registration profile. Your information has been submitted to Indiana University TEST SITE 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 TEST |
| | SITE's Customer Portal Login Link |
| | In the meantime, we encourage you to review our <u>For Suppliers page</u> 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 <u>Jaggaer</u> <u>Customer Portal page</u> . |
| | Please contact the IU Supplier Workgroup with any questions by emailing or calling (812) 855-3720, option 1. |
| | Thank You, |
| | Indiana University |



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 <u>buyiu.noreply@iu.edu</u> or <u>helpmeiu@iu.edu</u>

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.

| Welcome to the JAGGAER Supplier Network Inbox × | ē | | | | | | |
|--|--|--|--|--|--|--|--|
| SciQuest Support UserTest <support@sciquest.com> Nov 26, 2019, 11:01 AM</support@sciquest.com> | € : | | | | | | |
| | | | | | | | |
| Dear | | | | | | | |
| Congratulations! is now a member of the JAGGAER Supplier Network, which is a market-leading network of 150,000+ active unique suppliers. As a member of the network you will be able to: | | | | | | | |
| Store basic company information in your profile and share with all customers to expedite the on-boarding process. Manage communications with all JAGGAER customers through the no fee, self-service JAGGAER Supplier Network. Reduce invoice processing time and expense through electronic submission of invoices and the ability to check invoice status when working with JAGGAER Accounts Payable Director customers. Choose between punch-out and hosted catalogs for product display, and manage catalog content and pricing from one central location. Increase your visibility to JAGGAER customers searching for suppliers to fulfill their purchasing needs. | | | | | | | |
| Within your private JAGGAER Network Portal (Network supplier website), you can enter and update basic information about your company, invite colleagues to become users of your site, and more. In order to begin taking advantage of the benefits listed above, you will first need to complete your Network Profile, which stores information about your company. It is important to complete as much information as possible in your Network Profile to ensure buyers can connect with you as a potential supplier. | Within your private JAGGAER Network Portal (Network supplier website), you can enter and update basic information about your company, invite colleagues to become users of your site, and more. In order to begin taking advantage of the benefits listed above, you will first need to complete your Network Profile, which stores information about your company. It is important to complete as much information as possible in your Network Profile to ensure buyers can connect with you as a potential supplier. | | | | | | |
| As a reminder, you can log into your secure account by visiting the link below. We recommend that you bookmark this page in your internet browser for future access. For information about using the portal, visit the Online Training and Support located on the JAGGAER Network Portal home page. | | | | | | | |
| JAGGAER Supplier Network Login Page | | | | | | | |
| Your login information is located below. | | | | | | | |
| Company: | | | | | | | |
| Email: <u>cptkirk@gmail.com</u> | | | | | | | |
| If you have any technical questions, please feel free to contact our data service provider, JAGGAER, at 1.800.233.1121 Option #3 and identify yourself as registering in the SQSupport network. | | | | | | | |
| Thank You, | | | | | | | |
| JAGGAER Support | | | | | | | |

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



Continue Registration

Access your supplier registration by <u>logging in on the Jaggaer supplier portal</u>. Once logged in, click **Indiana University** in the Customer Portal Access section.

| n Home | | R James Kirk → ★ 🔎 🖣 📮 Search (Alt+Q) 🔍 | | | |
|---------------------------|---|---|--|--|--|
| 🔁 Orders | 🎢 Home > Supplier Portal Home 🔻 > JAGGAER Supplier Network Home | | | | |
| Catalogs and Contracts | 3 JAGGAER revised its <u>Service Privacy Policy</u> effective May 25, 2018. By closing this banner, you information as described in our Service Privacy Policy. | acknowledge that when you use our Solution, we process your personal $$ $$ $$ $$ | | | |
| Suppliers | James Kirk ? | J∧GG∧ =R ∙ | | | |
| Sourcing | JAGGAER Network ID 1001602284 | na an a | | | |
| Reporting | Manage Customer Registrations | Find Invoice ? | | | |
| V Taak | | Advanced Search To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button. | | | |
| | Create Invoice / Credit Memo Import Invoice ? | Invoice Number(s) Q | | | |
| dminister | A No customers have authorized invoice creation for this supplier. | Multiple values can be separated by a comma(.). | | | |
| 🗴 Setup | Customer Portal Access ? | Need Assistance? ? | | | |
| | Customer Registration Status Customer Contact | Help Search for Q | | | |
| | Indiana University Complete Indiana University | Browse the Table of Contents | | | |
| | View All Registrations | Training | | | |

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.

| | W INDIANA UNIVERS | SITY | | |
|----------------|--|--|---|--|
| | Home Customer I | Portal Home | | |
| i. | i JAGGAER rev | ised its <u>Service Privacy Policy</u> 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 |
| 9 39 | Welcome Supplier I | to the Indiana University Portal and look forward to our continued | Quick Links to Common Tasks Manage Registration Profile | ? |
| ய | business relationship. For questions, please contact us using our Support Form. | | Sourcing Events | 2 |
| ф. | Customer Contact ? | | Show Opening or Closing Soon v No Results No Results | Go to Public Opportunities |
| | Name Title | Indiana University Supplier Data Management | | View All Events |
| | Phone | +1 812-855-3720 | 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.

| * | | | | |
|------------|---|---|---|-----------|
| | 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 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 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 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 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 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 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 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 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 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 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 Policy effective May 25, 2018. By closing | | | |
| Í. | | | | |
| <u>0</u> | The Sampson Project | | Welcome to Supplier Registration | ? |
| æ | Registration Complete for: Indiana University TEST SITE | | Welcome to the Indiana University Supplier Portal (TEST) | |
| հե | Welcome | | 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 ou University. Our system improvements will touch quotes, purchase orders, deliveries, and payments. | r |
| | Company Overview | - | 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 | i. |
| a 7 | Business Details | ~ | Registered suppliers with active login information will be able to: | |
| 8 | Addresses | - | Upload and maintain valid contact, account, and insurance documentation Receive real-time electronic delivery of purchase orders | |
| | Contacts | - | Submit electronic quotes Quickly and easily submit invoices | |
| | Diversity | - | Review payment status Upload and update catalogs | |
| | Insurance | - | Important Registration Information | |
| | Payment Information | - | Please ensure that your legal name matches the legal name of the entity listed on the tax forms you provide us. | |
| | Tax Information | - | 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. | |
| | Supplier Information | - | | |
| | | | | |
| | Registration FAQ View History | | | |