

# Supplier Onboarding – International 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 non-US based company.

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

- Indiana University supplier invitation email.
- Wire Transfer banking information.
- Scanned image of completed and signed W-8BEN-E or applicable W-8 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](mailto: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



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.

**Register Now**

For assistance completing the registration process, call (812) 855-6101 or email [helpmeiu@iu.edu](mailto: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](mailto: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 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**

First Name ★ Last Name ★

Title

Phone Number ★  
International phone numbers must begin with +

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


  
Preferred Time Zone ★

**Your Login**


Email ★

Confirm Email ★

☐ I am a user in need of accessibility assistance

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

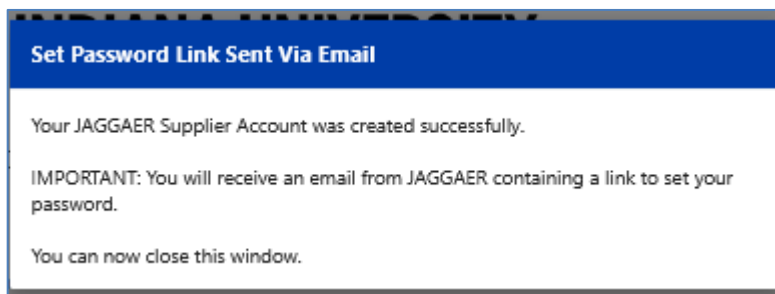
☒ I am human

 hCaptcha  
Privacy - Terms

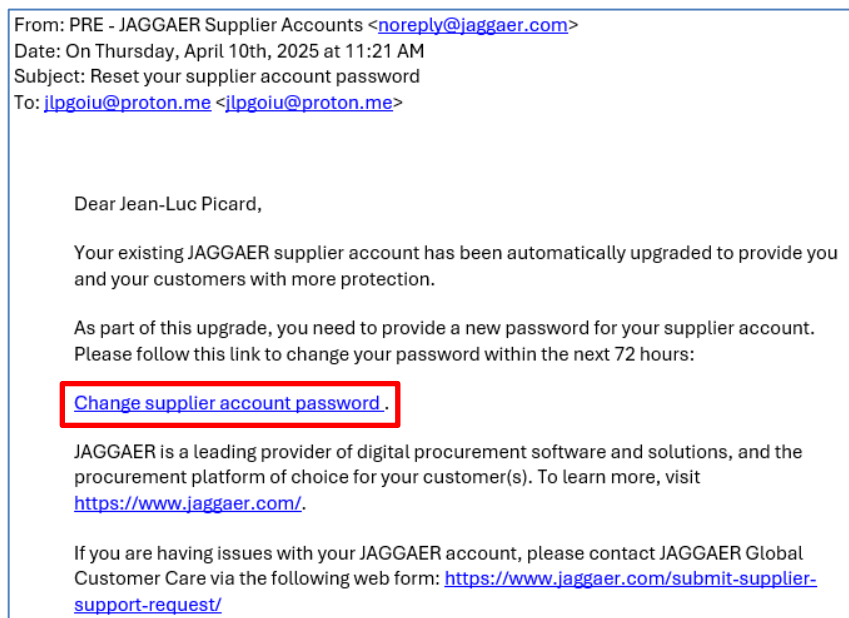
**Create Account**

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

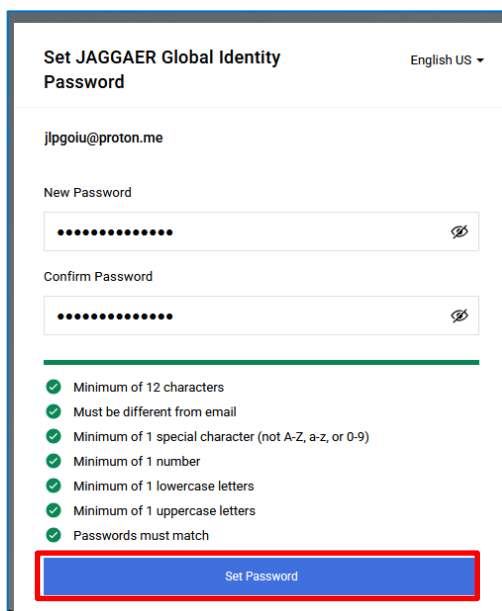
After selecting **Create Account**, you will receive a notification that your account was created and that a link has been sent to the email address provided to set up a password.



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



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



**Set JAGGAER Global Identity Password** English US ▾

jlpgoiu@proton.me

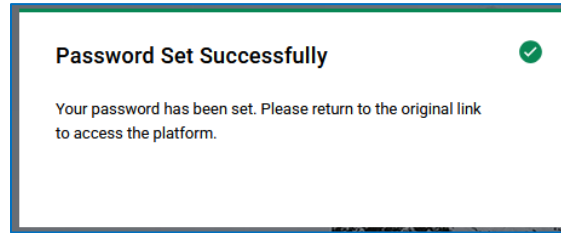
New Password

Confirm Password

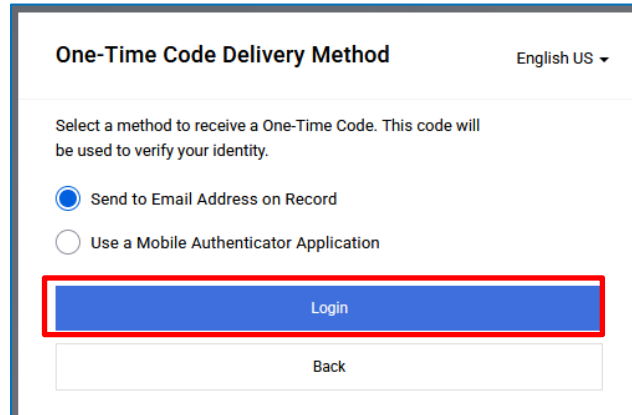
- ✓ Minimum of 12 characters
- ✓ Must be different from email
- ✓ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✓ Minimum of 1 number
- ✓ Minimum of 1 lowercase letters
- ✓ Minimum of 1 uppercase letters
- ✓ Passwords must match

**Set Password**

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



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

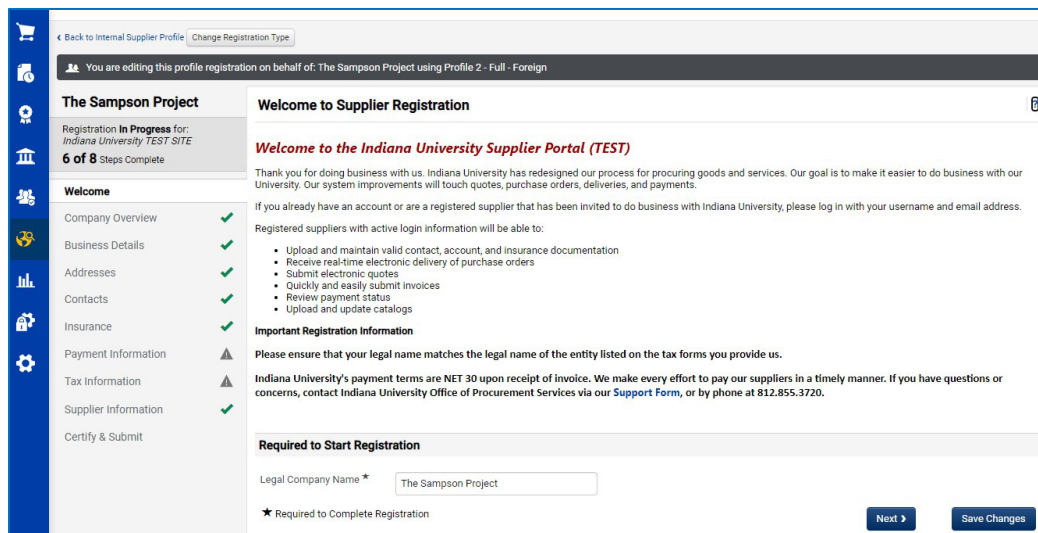


Locate the one-time code email from Jaggaer to access BUY.IU. Upon login you should automatically be transferred to the BUY.IU supplier portal. **Before continuing**, ensure you see Indiana University branding and a “Welcome to Indiana University” supplier portal banner.

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

## Complete and Submit Registration Information










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



Throughout the registration process you will see fields marked with a star ★. These fields are required and must be satisfied to complete your registration. All other fields are optional.

## Welcome

Enter the legal company name in the appropriate field, then click **Next**.

[Back to Internal Supplier Profile](#)
[Change Registration Type](#)









You are editing this profile registration on behalf of: The Sampson Project using Profile 2 - Full - Foreign

### The Sampson Project

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

6 of 8 Steps Complete

#### Welcome

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

### Welcome to Supplier Registration

**Welcome to the Indiana University Supplier Portal**

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

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

Registered suppliers with active login information will be able to:

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

#### Important Registration Information

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

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

#### Required to Start Registration

Legal Company Name \*

★ Required to Complete Registration

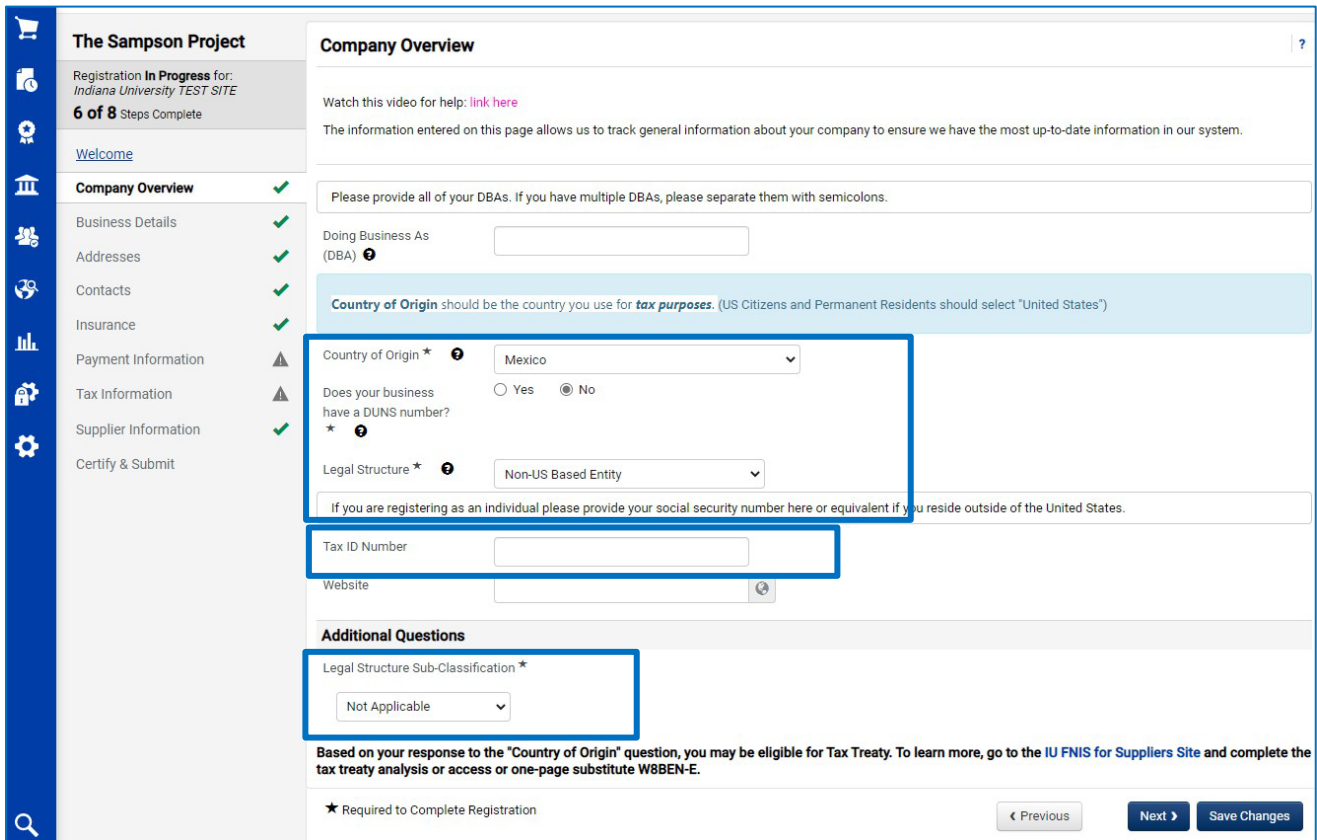
[Next >](#) [Save Changes](#)

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



## Company Overview

In the Company Overview section, fill in the **Country of Origin**, **DUNS number (if applicable)**, **Legal Structure**, **US Tax ID Number (if applicable)**, and **Legal Structure (Non-US Based Entity)**.

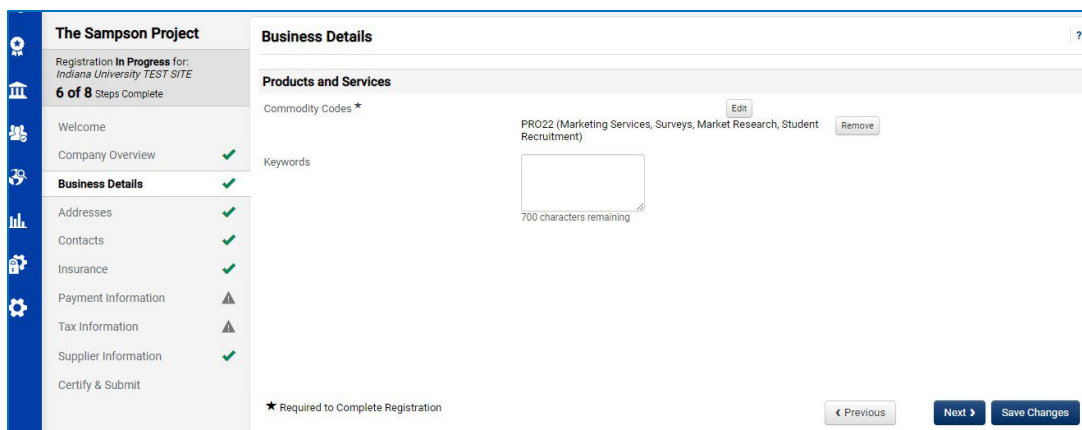


- Select 'Non-US Based Entity' from the **Legal Structure** drop-down menu.
- If you have a US-IRS assigned EIN, enter your company's Employee Identification Number in the **Tax ID Number** field.

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.

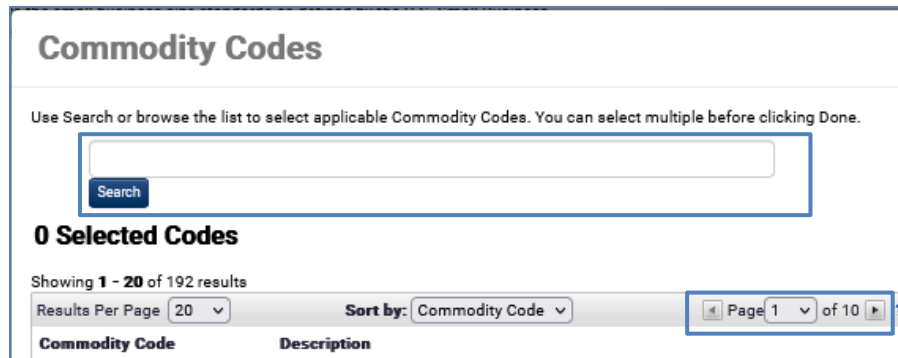
## Business Details

This area is comprised of optional information about the company. The only required information is **Commodity Codes**. There may be a Commodity Code already present. If so, click **Next**.





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



**Commodity Codes**

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

Search

**0 Selected Codes**

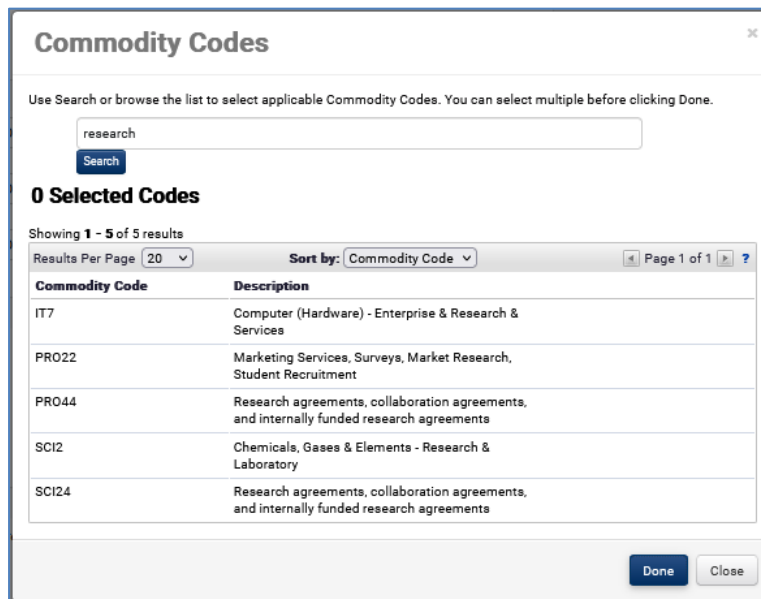
Showing 1 - 20 of 192 results

Results Per Page: 20 Sort by: Commodity Code Page 1 of 10

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

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

**Helpful Search Tip:** Use simple keywords such as “food,” “equipment,” or “books.”



**Commodity Codes**

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

research

Search

**0 Selected Codes**

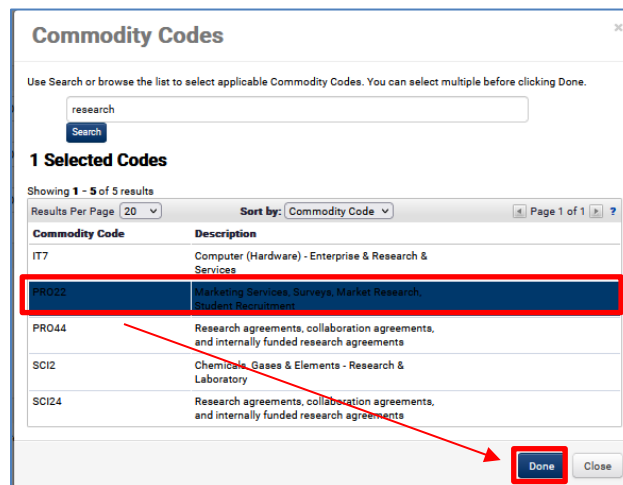
Showing 1 - 5 of 5 results

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

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

Done Close

Click the commodity code that best describes your business area.



**Commodity Codes**

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

research

Search

**1 Selected Codes**

Showing 1 - 5 of 5 results

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

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

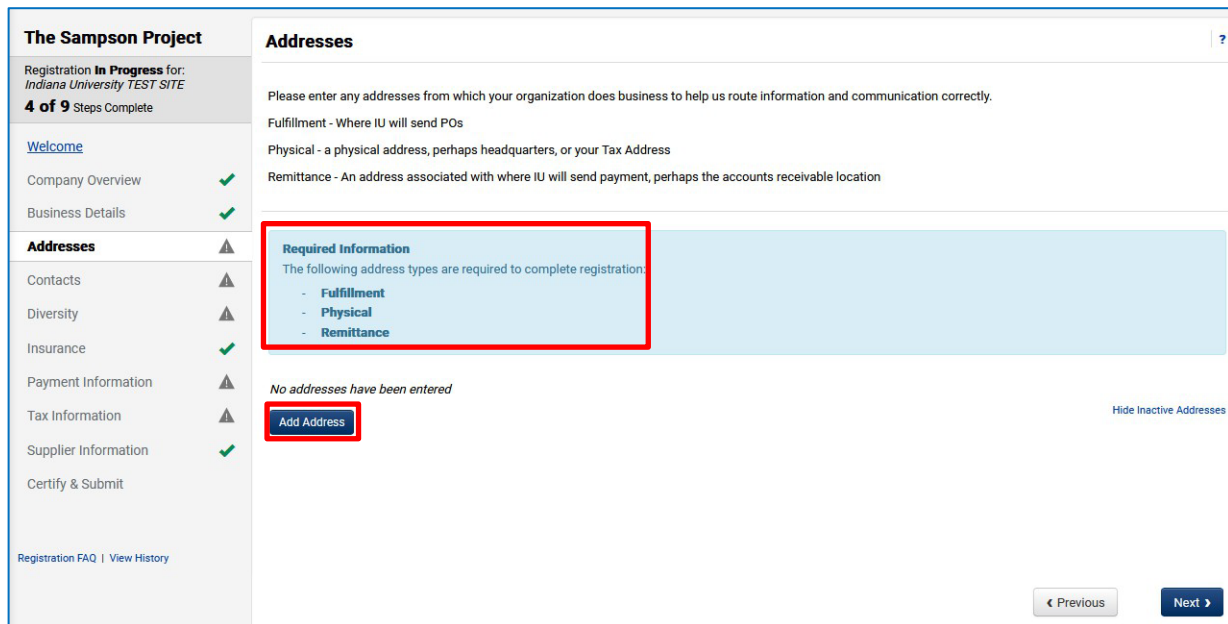
Done Close

Click **Done** to Continue. Your selection will populate.

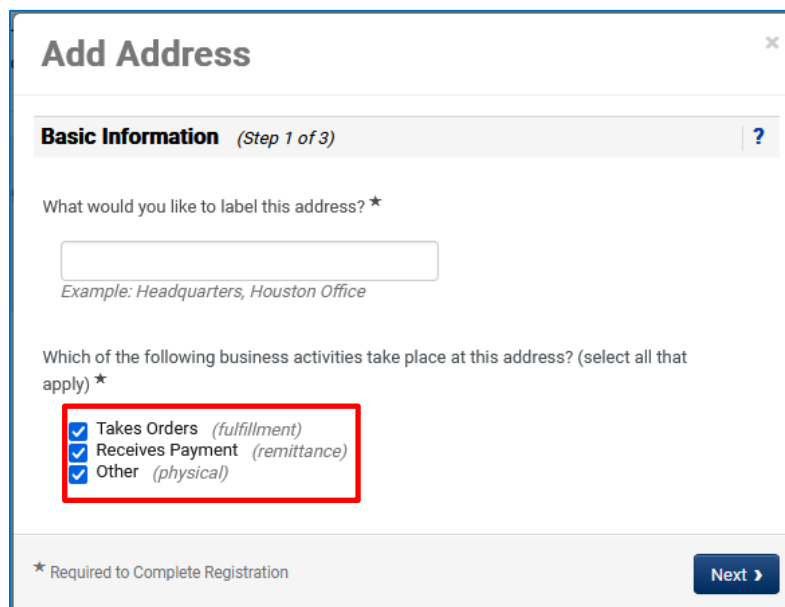
Click **Next** to continue.

## Addresses

We require **three** types of addresses: Fulfillment, Physical, and Remittance. They may be all the same or distinct addresses.



Click **Add Address**. A new window will appear.



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.

This is where you indicate how you want purchase order distributed: email or fax.

### Add Address

**Address Details** (Step 2 of 3)

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

Email

Email

Fax

Email Address \*

fd@iu.edu

### Add Address

**Address Details** (Step 2 of 3)

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

Email

Email Address \*

johnsoag+fd@iu.edu

Confirm Email \*

johnsoag+fd@iu.edu

Country \*

United States

Address Line 1 \*

123 Main street

Address Line 2

Address Line 3

City/Town \*

Bloomington

State/Province \*

Indiana

Postal Code \*

47403

Phone \*

8128556101 ext.

International phone numbers must begin with +

Toll Free Phone

ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

\* Required to Complete Registration

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

Click **Next**. A new screen will appear.

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

### Add Address

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

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

☒ Enter New Contact
 ☐ Not Applicable

Select additional contact type(s) to apply
 

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

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

Contact Label \*

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

Click **Save Changes**. If you added a remittance contact, both the **Addresses** and **Contacts** section are now complete.

#### The Sampson Project

Registration In Progress for:  
 Indiana University TEST SITE  
**6 of 8** Steps Complete

Welcome
 

✓

Company Overview
 

✓

Business Details
 

✓

**Addresses**

✓

Contacts
 

✓

Insurance
 

✓

Payment Information
 

⚠

Tax Information
 

⚠

Supplier Information
 

✓

Certify & Submit
 

✓

### Addresses

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

Fulfillment - Where IU will send POs

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

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

Address Label	Address Types	Address	
Business	Remittance (Primary) Fulfillment (Primary) Physical/Tax (Primary)	123 Main street Bloomington, Colima, 47403 Mexico	<input type="button" value="Edit"/>

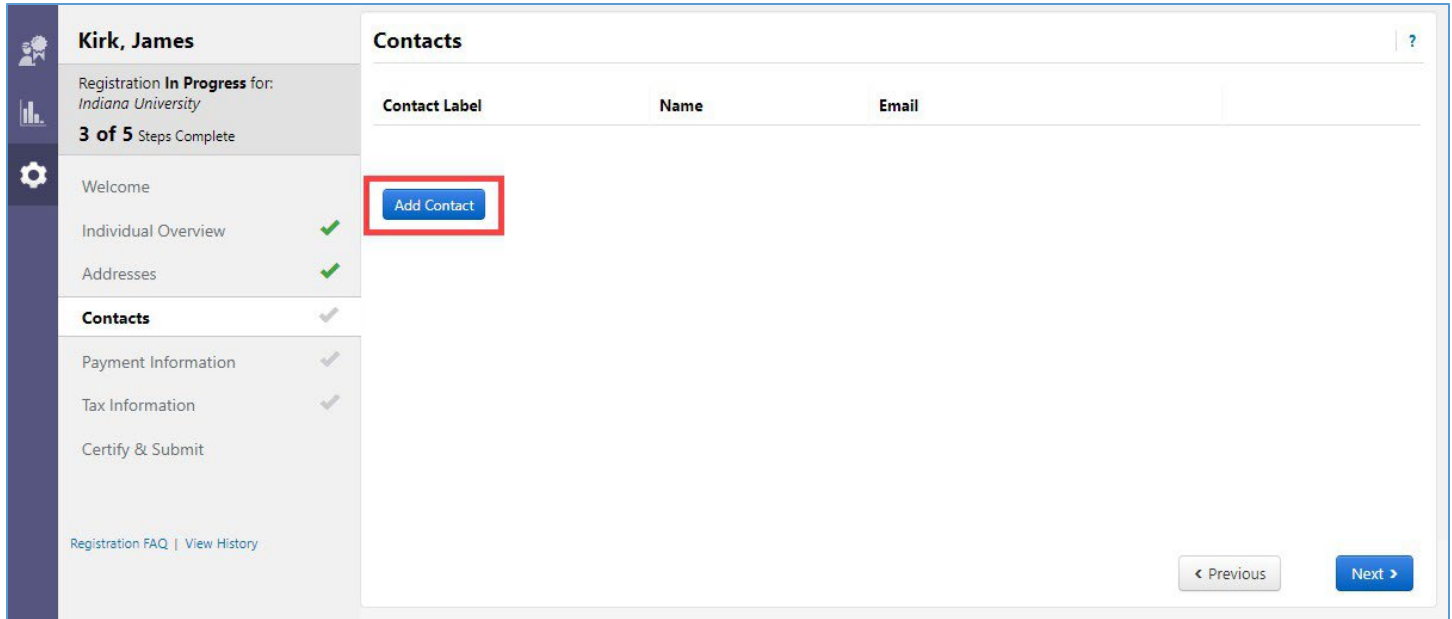
Click **Next**

## Contacts

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

If you added a remittance contact during the **Address** section, **Contacts** will be completed.

Click **Add Contact**



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

Welcome

Individual Overview ✓

Addresses ✓

**Contacts** ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

**Contacts**

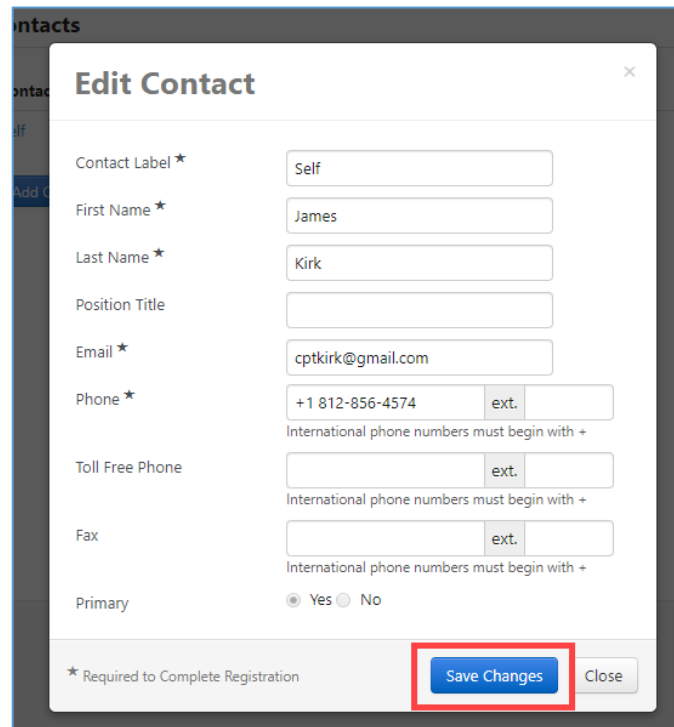
Contact Label	Name	Email
<a href="#">Add Contact</a>		

< Previous    Next >

Enter contact information relevant to the company.

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

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



**Edit Contact**

Contact Label \* Self

First Name \* James

Last Name \* Kirk

Position Title

Email \* cptkirk@gmail.com

Phone \* +1 812-856-4574 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

[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 Project

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

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

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

### Contacts

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Contact Label	Contact Types	Name	Email
Administrative	Fulfillment (Primary) Remittance (Primary) Other (Primary)	Taylor, Jerry	johnsoag+sp@iu.edu

[Add Contact](#)

[Show Inactive Contacts](#)

[Edit](#)

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

## Insurance

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

If insurance is needed, click **Add Insurance** and upload supporting documents. If insurance is not required, click **Next**.

### INSURANCE CARRIERS

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

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

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

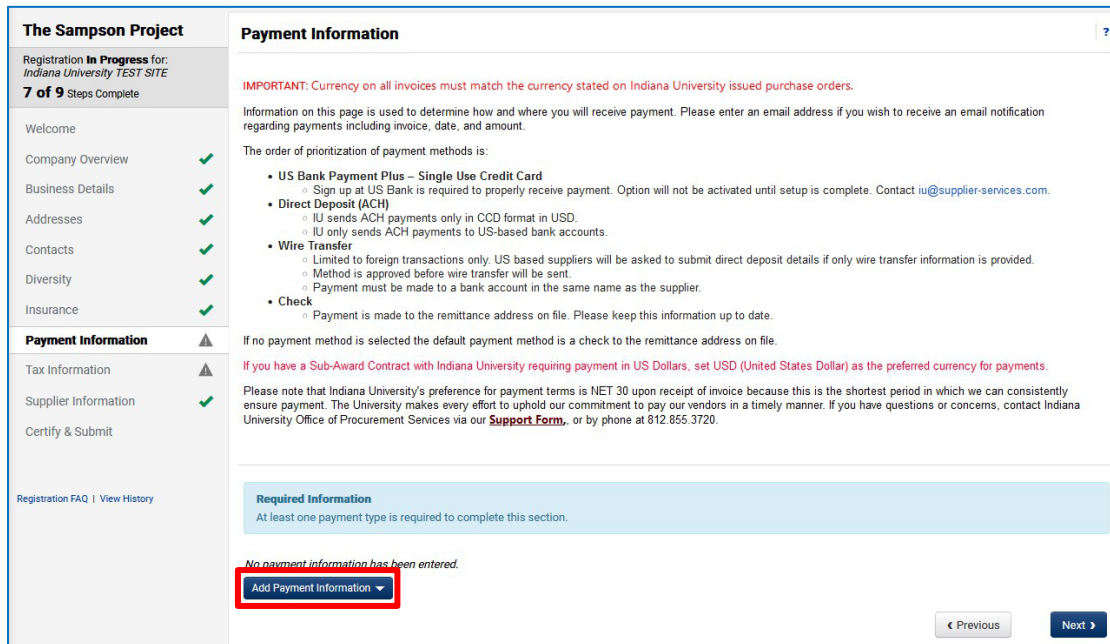
No Insurance has been entered.

[Add Insurance](#)

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

## Payment Information

Non-US companies may only be paid via wire transfer. Click **Add Payment Information** and select Wire Transfer.



**The Sampson Project**

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

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

**Payment Information** ⚠

Tax Information ⚠

Supplier Information ✓

Certify & Submit

Registration FAQ | View History

**Payment Information** ?

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

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.

The order of prioritization of payment methods is:

- **US Bank Payment Plus – Single Use Credit Card**
  - Sign up at US Bank is required to properly receive payment. Option will not be activated until setup is complete. Contact [iu@supplier-services.com](mailto:iu@supplier-services.com).
- **Direct Deposit (ACH)**
  - IU sends ACH payments only in CCD format in USD.
  - IU only sends ACH payments to US-based bank accounts.
- **Wire Transfer**
  - Limited to foreign transactions only. US based suppliers will be asked to submit direct deposit details if only wire transfer information is provided.
  - Method is approved before wire transfer will be sent.
  - Payment must be made to a bank account in the same name as the supplier.
- **Check**
  - Payment is made to the remittance address on file. Please keep this information up to date.

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

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

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

**Required Information**

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

No payment information has been entered.

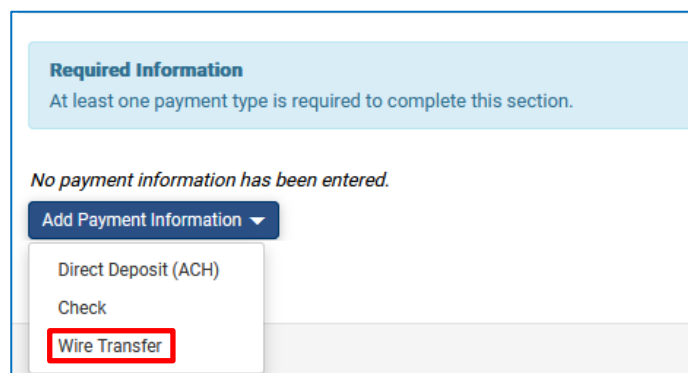
**Add Payment Information** ▼

◀ Previous   Next ▶

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

## Payment via Wire Transfer

Select **Wire Transfer** from the drop-down menu. A new window opens where you can enter your banking information. You may select Check if your company has a US mailing address, or Direct Deposit (ACH) if your company has a US banking account. **Most international suppliers should select Wire Transfer**



**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**



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. Preferred Currency is also selected here.

**Invoices received must match the currency chosen during registration.**

### Add Payment Information

Only associated countries are displayed.

Payment Title \* Wire

Country \* Mexico

Payment Type \* Wire Transfer

Remittance Address Business (Primary Remittance)

Electronic Remittance Email AR@SP.me

Currency \* MXN

Next, enter your bank account information in the **Bank Account** section.

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

### Bank Account

Country \* Mexico

Bank Name \* Bank of Mexico

Account Holder's Name \* Sampson Project

Account Type \* Checking

Account Number Type \* Account Number

SWIFT/BIC \* SWIFTXXX

International Routing Code (IRC)

Account Number \* XXXXXXXXXXXXX

Confirm Account Number \* XXXXXXXXXXXXX

Next, complete required fields under **Additional Questions**.

**Additional Questions**

Wire Transfer Currency  

MXN - Mexican Peso

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 **Save Changes**.

At the bottom of the **Payment Information** section, upload supporting bank document(s) that verify the wire details.

Click **Select File** under 'Wire Attachment Upload'. An additional, optional field for intermediary bank information is also present.

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)

Wire Attachment Upload \*

Select file
Drop file to attach, or browse.

Intermediary Bank Upload (if applicable)

Select file
Drop file to attach, or browse.

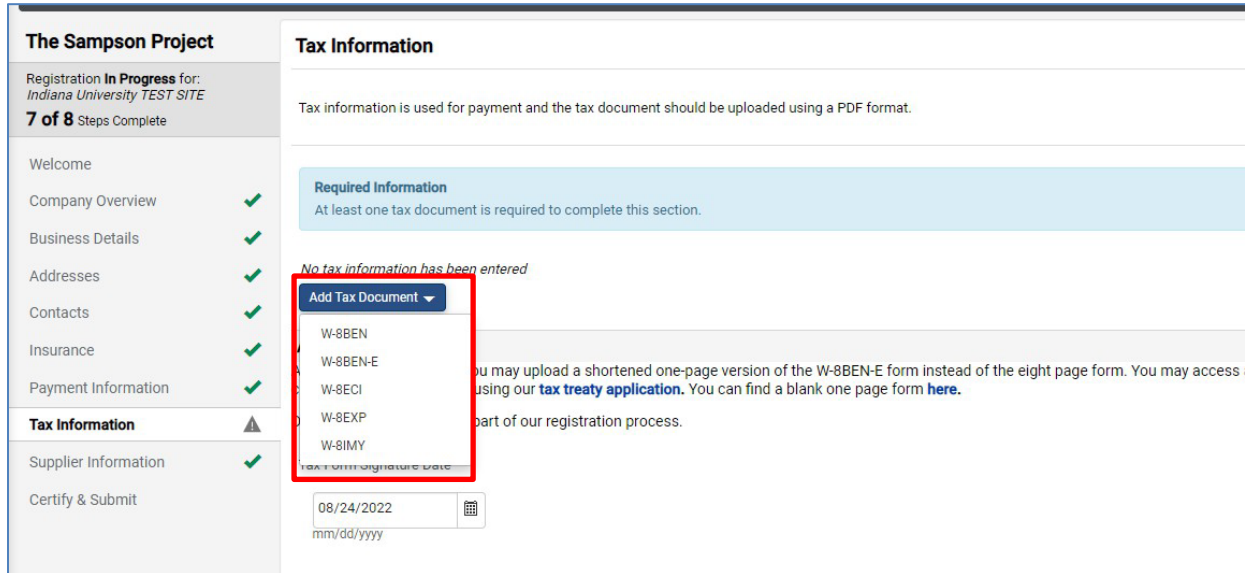
After selecting and uploading your bank information document, Click **Save Changes**.

**A document verifying bank information is REQUIRED. If this is missing, your registration will be returned, and payment delayed.**

## Tax Information

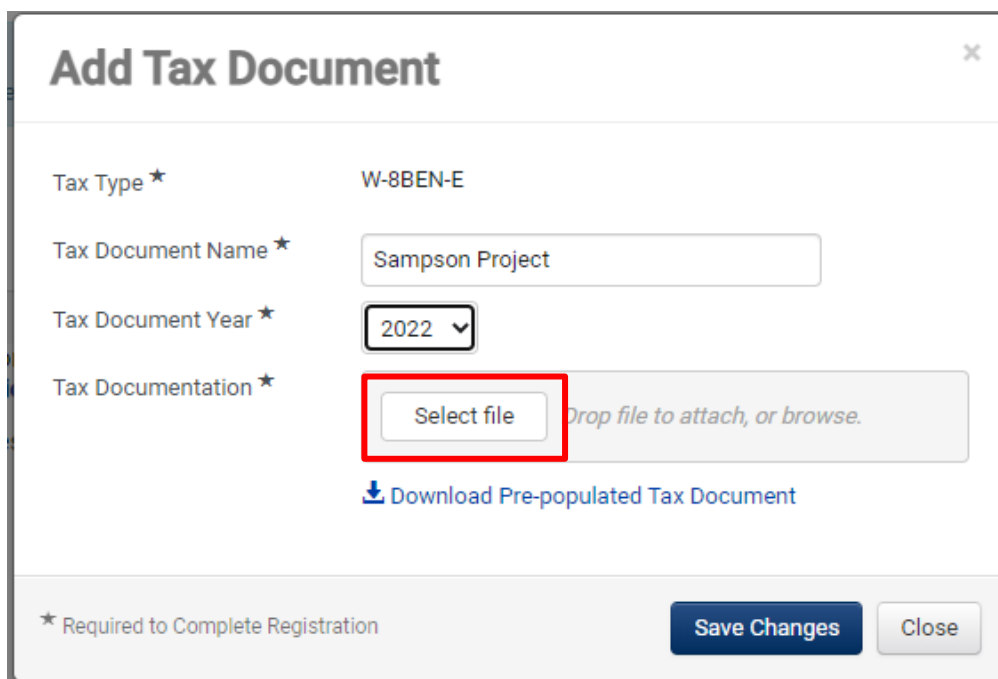
A completed and signed W-8BEN-E (or W-8 iteration) tax form is required to complete registration. Click **Add Tax Document** and select the appropriate W-8BEN tax form.

\*If you do not see the option to add a tax document, ensure "Non-US Based Entity" is selected as legal classification on the Company Overview section.



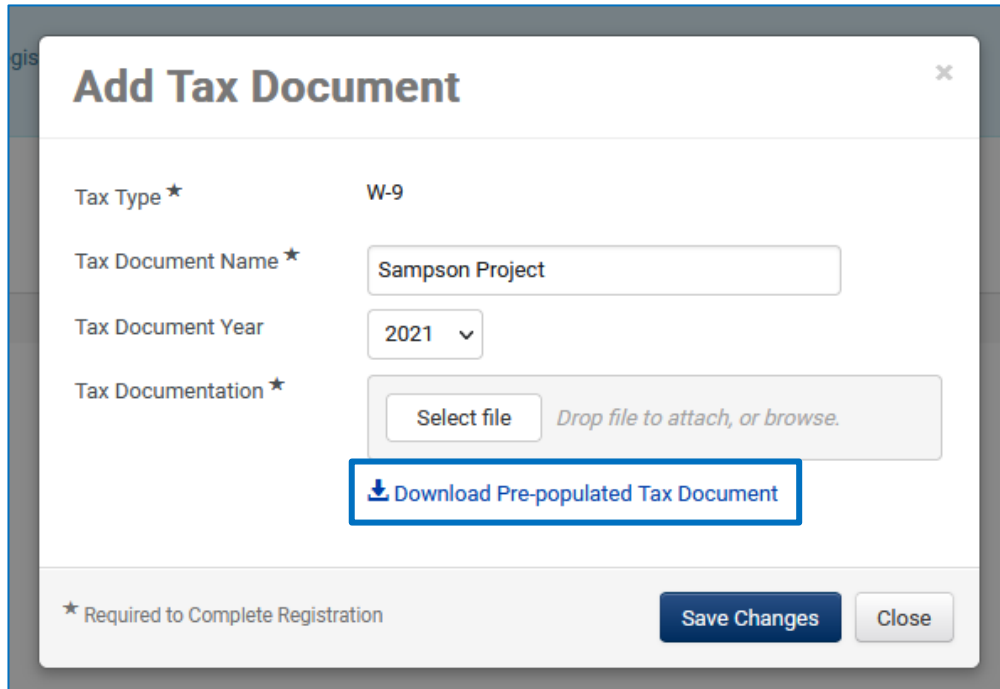
Enter a name for the tax form in the **Tax Document Name** field and select the year the form was signed from the **Tax Document Year** drop-down menu.

If you already have a completed tax document on hand **with a REV. date of 2021 or newer**, click **Select file** to upload the document.



If you do not have a completed W-8 form saved to your computer, click **Download Pre-populated Tax Document**. Jaggaer generates a W-8 tax form which contains information previously entered during the registration process.

**You must print and sign the pre-populated document, then upload.**



Print the tax form, sign and date, and scan the document. The signed document can then be uploaded by clicking **Select file**.

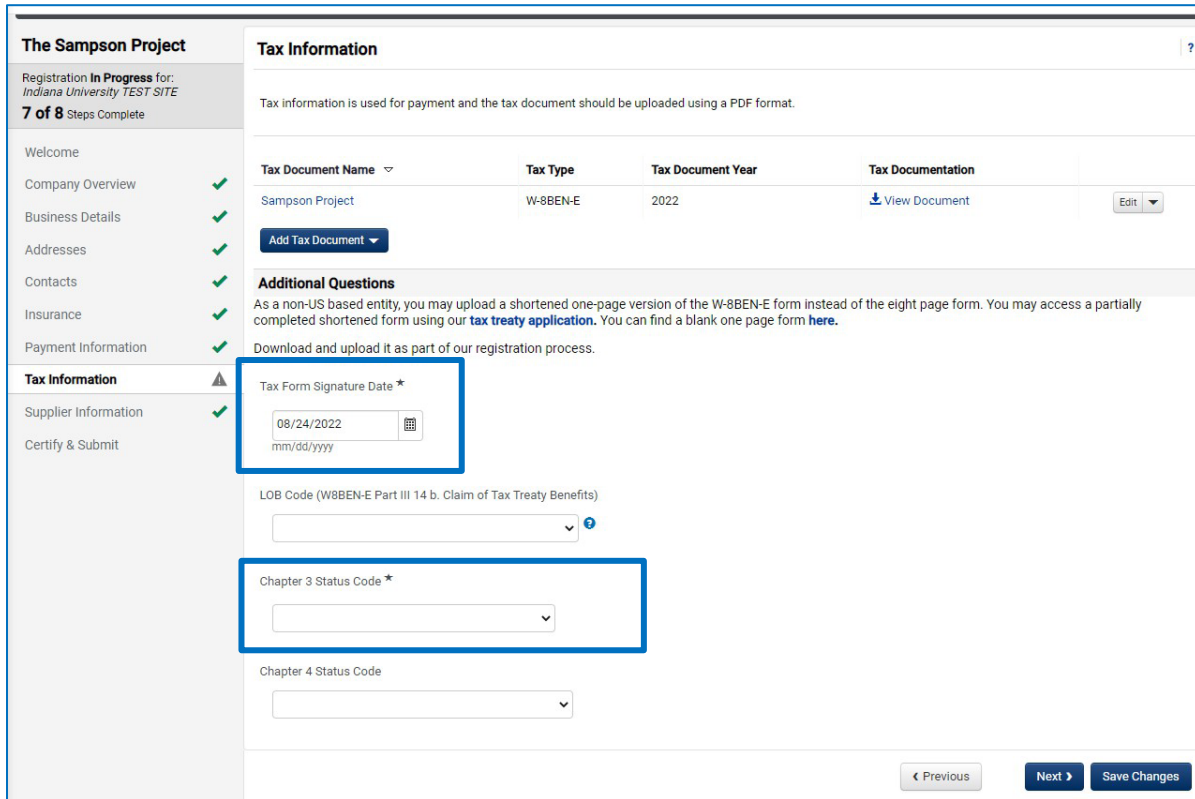
***The tax form MUST be signed to satisfy this requirement. Please double check and verify the form is signed and complete prior to uploading.***

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

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 a **Chapter 3 Status Code**.

- W-8BEN-E tax forms are valid for 3 years from the **Signature Date**.

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



**The Sampson Project**

Registration **In Progress** for:  
Indiana University TEST SITE  
**7 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

**Tax Information** ⚠

Supplier Information ✓

Certify & Submit

**Tax Information** ?

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

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
Sampson Project	W-8BEN-E	2022	<a href="#">View Document</a>


[Add Tax Document](#)

**Additional Questions**

As a non-US based entity, you may upload a shortened one-page version of the W-8BEN-E form instead of the eight page form. You may access a partially completed shortened form using our [tax treaty application](#). You can find a blank one page form [here](#).

Download and upload it as part of our registration process.

**Tax Form Signature Date \***

08/24/2022   
mm/dd/yyyy

LOB Code (W8BEN-E Part III 14 b. Claim of Tax Treaty Benefits)

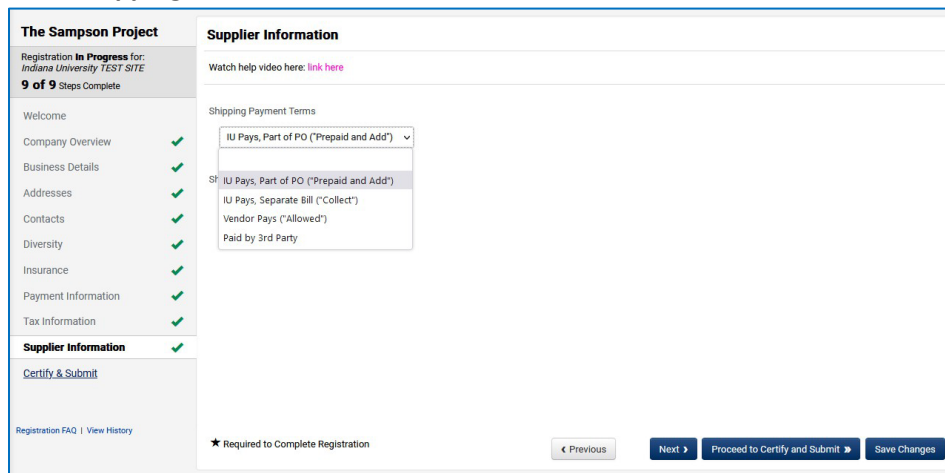
**Chapter 3 Status Code \***

Chapter 4 Status Code

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

## Supplier Information

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



**The Sampson Project**

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

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

**Supplier Information** ✓

[Certify & Submit](#)

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

**Supplier Information**

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

Shipping Payment Terms

★ Required to Complete Registration

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

Click **Proceed to Certify and Submit**

## Certify & Submit

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

### The Sampson Project

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

**9 of 9** Steps Complete

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

#### Certify & Submit

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

### Certify & Submit

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

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

Preparer's Initials ★

Preparer's Name ★

Preparer's Title ★

Preparer's Email Address ★

Today's Date 8/24/2022

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

★ Required to Complete Registration

[Submit](#)

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

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

INDIANA UNIVERSITY

Registration | [Manage Registration Profile](#)

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

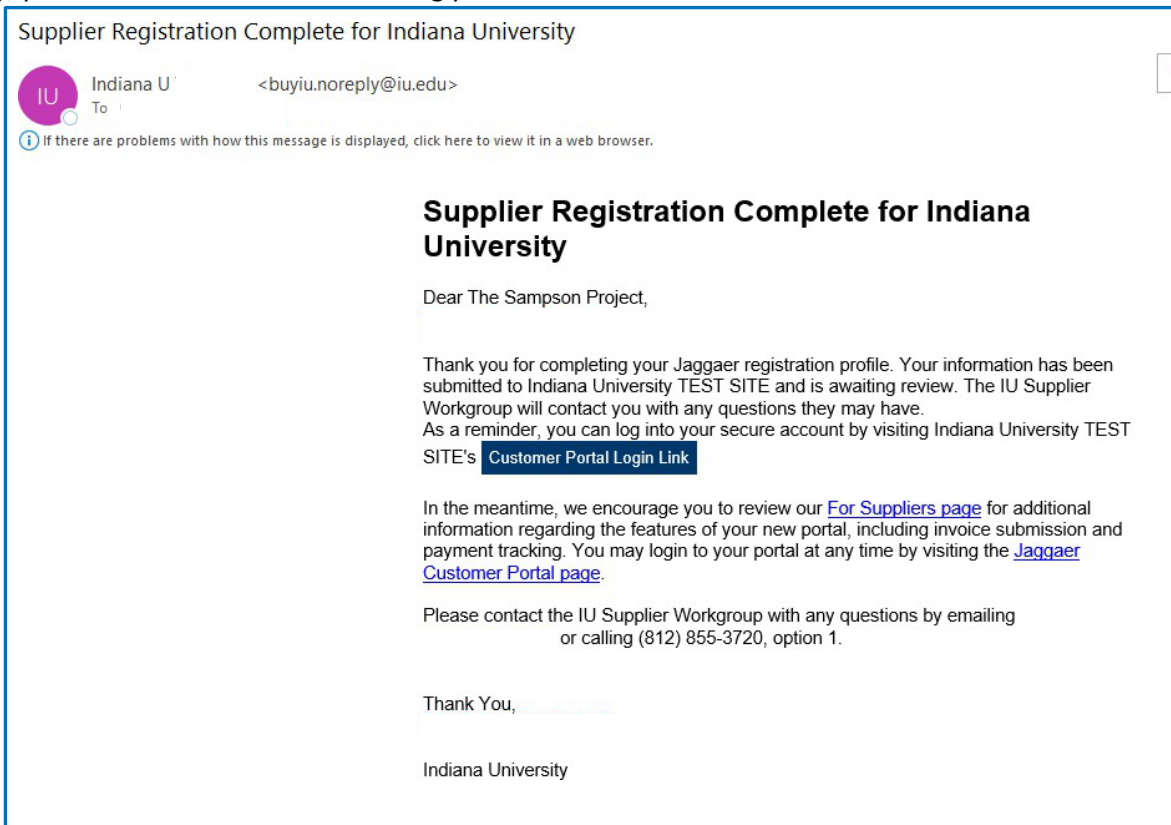
### Thank You for Registering

✓ Registration Complete for The Sampson Project!

**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

Additionally, you will receive an email confirming your submission.

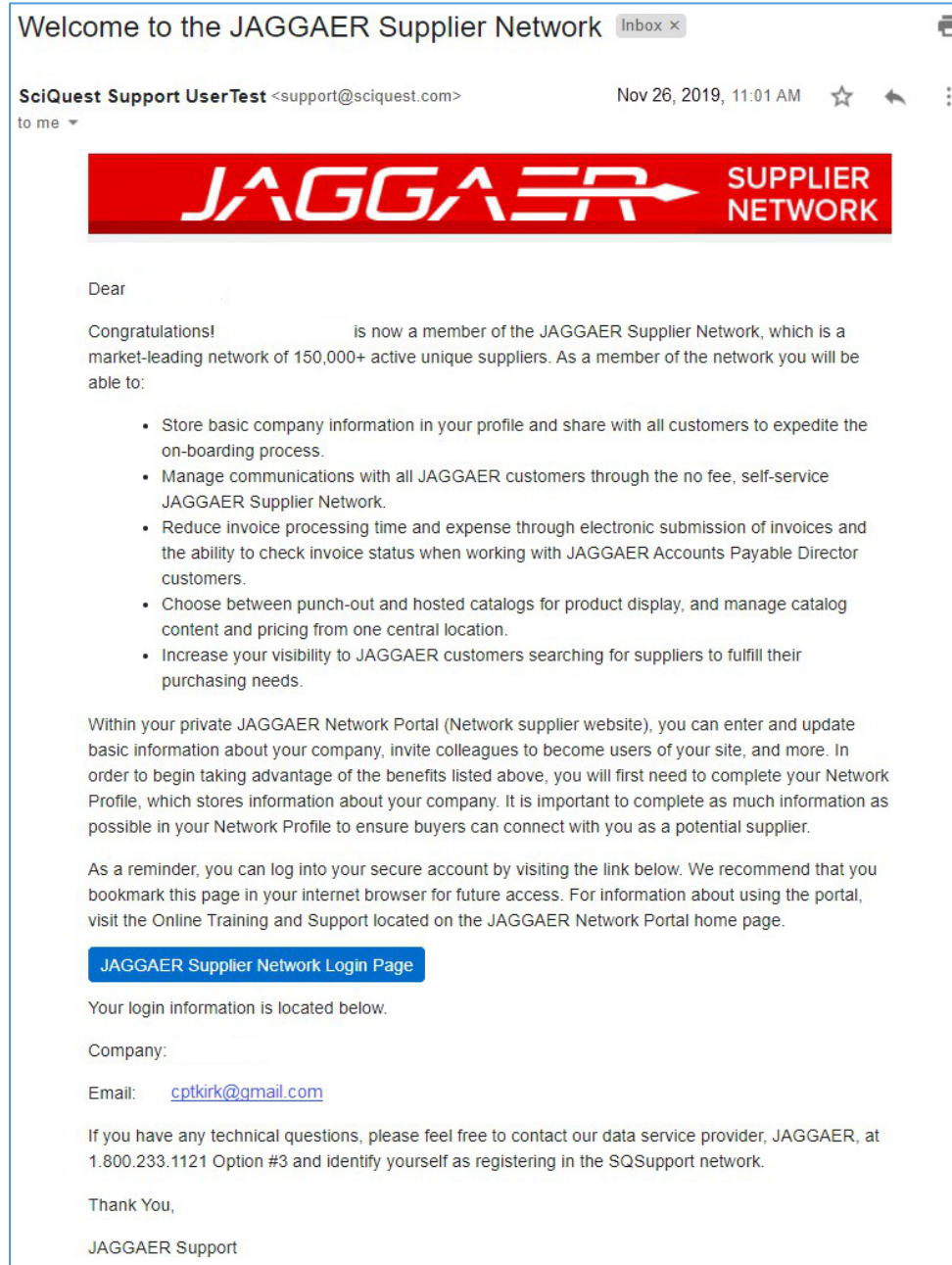




## Registration Approval

IU Procurement will review your information and contact you if any additional information is needed. Communication will be sent via email from [buyiu.noreply@iu.edu](mailto:buyiu.noreply@iu.edu) or [helpmeiu@iu.edu](mailto:helpmeiu@iu.edu)

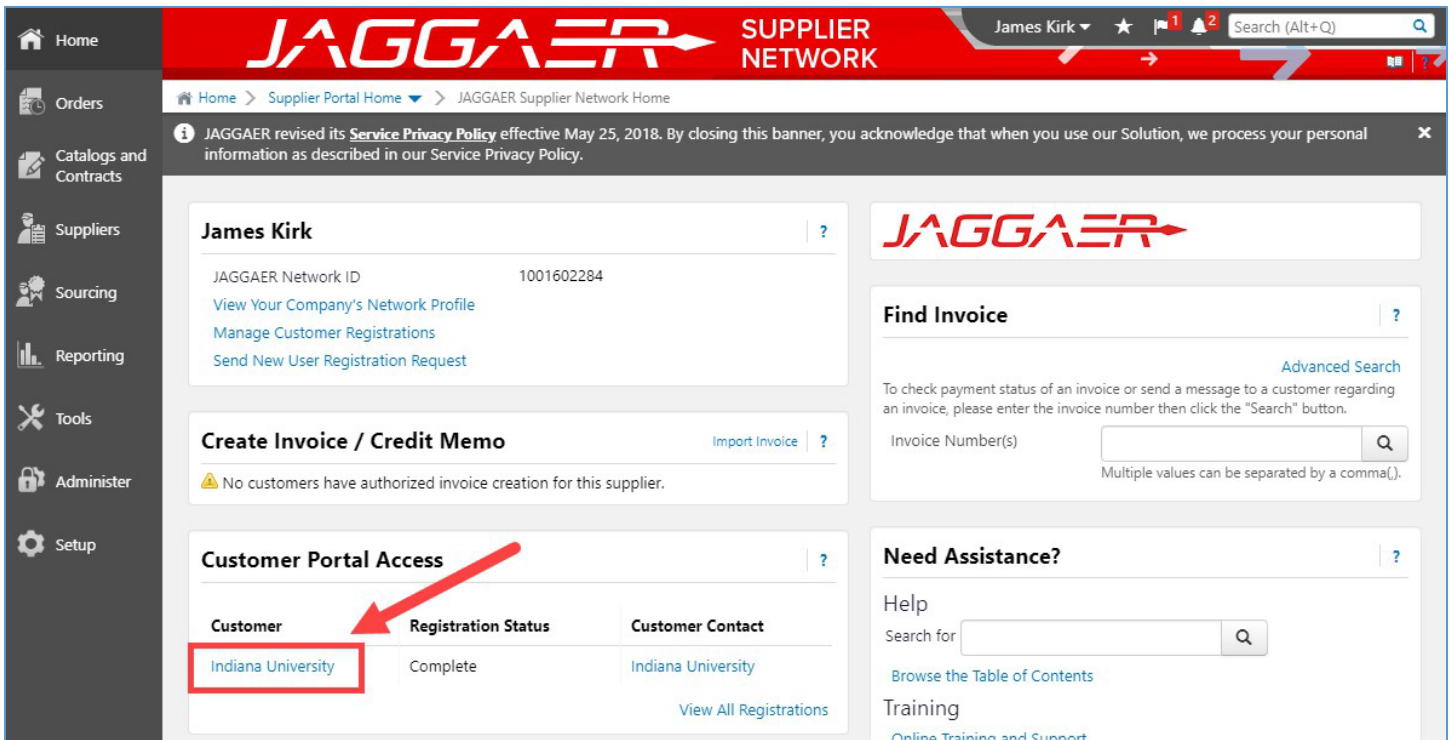
Once your registration is approved, you will receive a confirmation email like the one below. This message will come from [support@scquest.com](mailto:support@scquest.com). This confirmation notice may take up to 48 hours to be delivered.



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

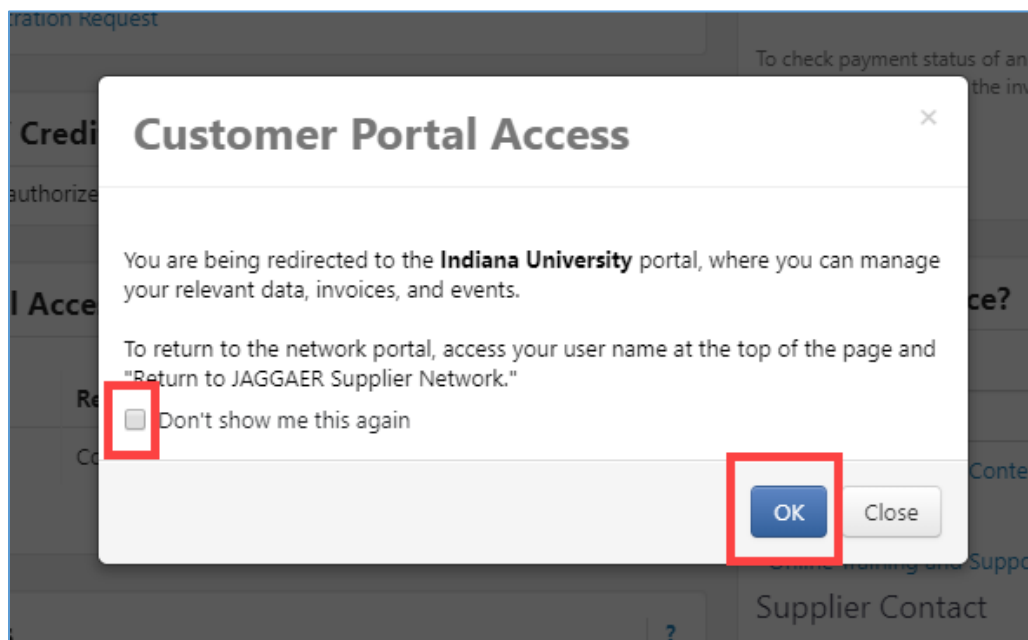
## Continue Registration

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

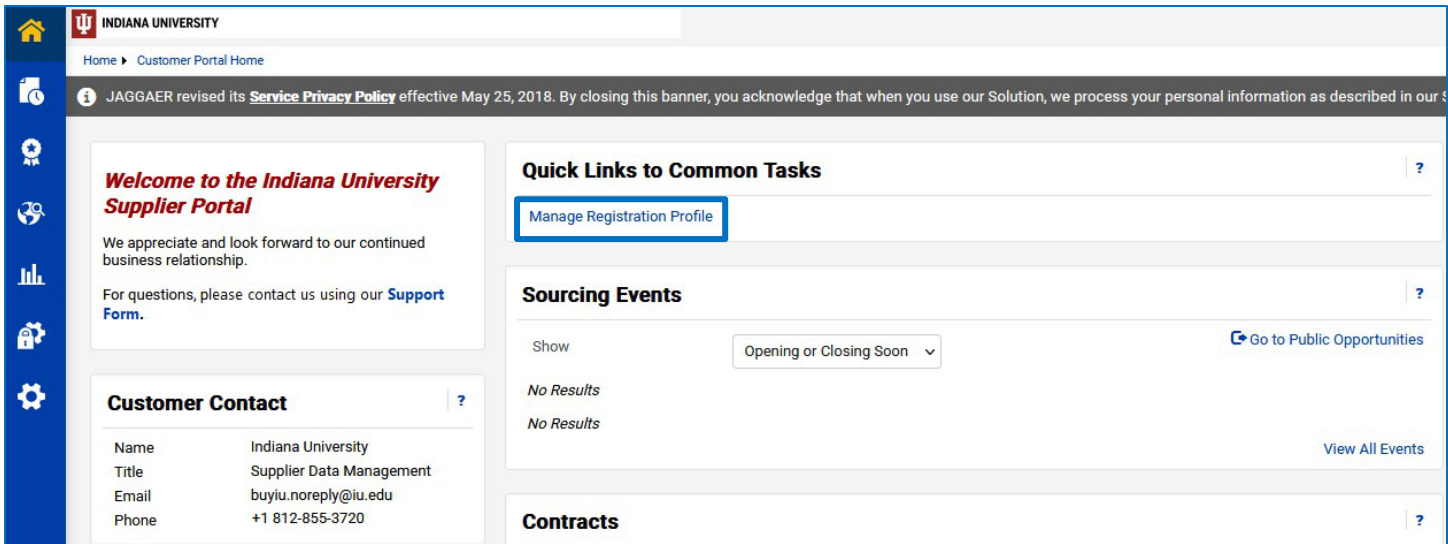


If it is the first time you are accessing your portal after your initial login, a pop-up window will appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

Check the box '**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.



**INDIANA UNIVERSITY**

Home ► Customer Portal Home

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**Welcome to the Indiana University Supplier Portal**

We appreciate and look forward to our continued business relationship.

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

**Quick Links to Common Tasks**

[Manage Registration Profile](#)

**Sourcing Events**

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

No Results  
No Results

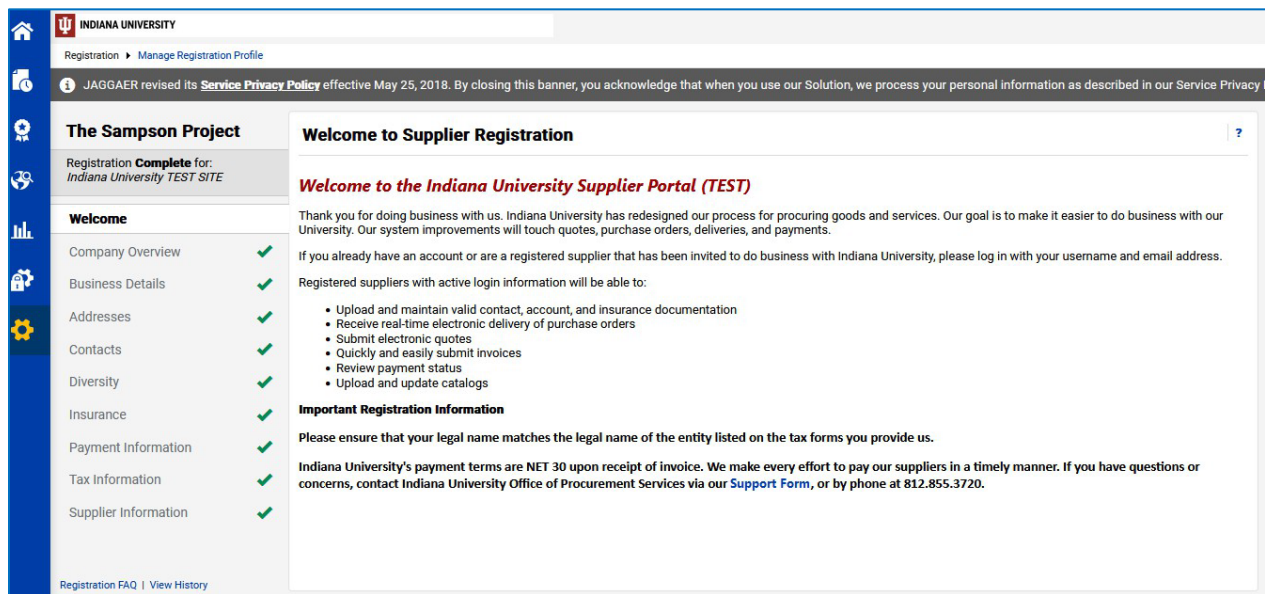
[View All Events](#)

**Customer Contact**

Name	Indiana University
Title	Supplier Data Management
Email	buyiu.noreply@iu.edu
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.



**INDIANA UNIVERSITY**










Registration ► Manage Registration Profile

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**The Sampson Project**

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

**Welcome**

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

**Welcome to Supplier Registration**

**Welcome to the Indiana University Supplier Portal (TEST)**

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

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

Registered suppliers with active login information will be able to:

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

**Important Registration Information**

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

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

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