



Supplier Onboarding: Self-Governed Student Org (SGSO)

IU SGSOs must have an up-to-date profile in both BeInvolved (or regional equivalent) and BUY.IU to receive payments. This guide pertains to registering as a supplier in BUY.IU. 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. IU’s Jaggaer registration portal is called BUY.IU. 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. Do not access BUY.IU via ONE.IU

Before registration, locate the following items:

- **Indiana University supplier invitation email.** Reach out to your Student Life coordinator to let them know you are ready to set up a supplier profile. You will receive an invitation to register as a supplier.
- **Scanned image of completed and signed W-9 tax form.** [Apply for an EIN with the IRS.](#)
Legal Structure = Community or Volunteer Group
- **Direct deposit (ACH) banking information.** Set up a bank account under the SGSO name and EIN.
- **Org shared/group email address.** Though not required, it is ***strongly*** recommended to have an email address that future members can easily access.

Already started the process and need to pick up where you left off? [Click here.](#)

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Invitation

The onboarding process begins when an IU staff member requests your addition to the supplier network. IU Purchasing reviews the request, and, once approved, invites you to begin the onboarding process via email. This email invitation will come from the email address buyiu.noreply@iu.edu, have a sender name of "Indiana University," and will look like the example below.

Click **Register Now** to establish your username and password.

Action Required: Complete Registration for Indiana University



Indiana U TEST Site <buyiu.noreply@iu.edu>
To: Nichols, Tyler

  Reply  Reply All  Forward 

Thu 3/7/2024 4:35 PM

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



INDIANA UNIVERSITY

Individual Invitation for Indiana University TEST SITE

Dear James Kirk,
TEST ENVIRONMENT

You are receiving this message because a department at Indiana University has invited you to do business with IU. You must complete the registration process to receive payment from IU.

To get started, click the "Register Now" button below.

Register Now

For assistance completing the registration process, call (812) 855-6101 or email helpmeiu@iu.edu. An IU Onboarding Consultant will address any questions you may have.

We look forward to working with you!

Thank You,
TEST ENVIRONMENT

Indiana University TEST SITE

*You will receive an email from Jaggaer Supplier Network confirming your initial registration. Jaggaer Supplier Network hosts **BUY.IU**, Indiana University Supplier Portal. Indiana University will be listed under Customer Portal Access on the Jaggaer Supplier Network Home page.

You will also receive reminder emails from Jaggaer directly. These messages come from support@sciquest.com and contain contact information for Jaggaer's support team.

Please Reach out to your Student Life coordinator 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

Create Account

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

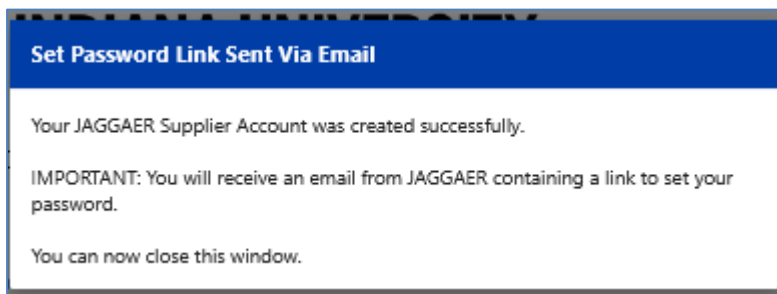
Supplier Onboarding - SGSO

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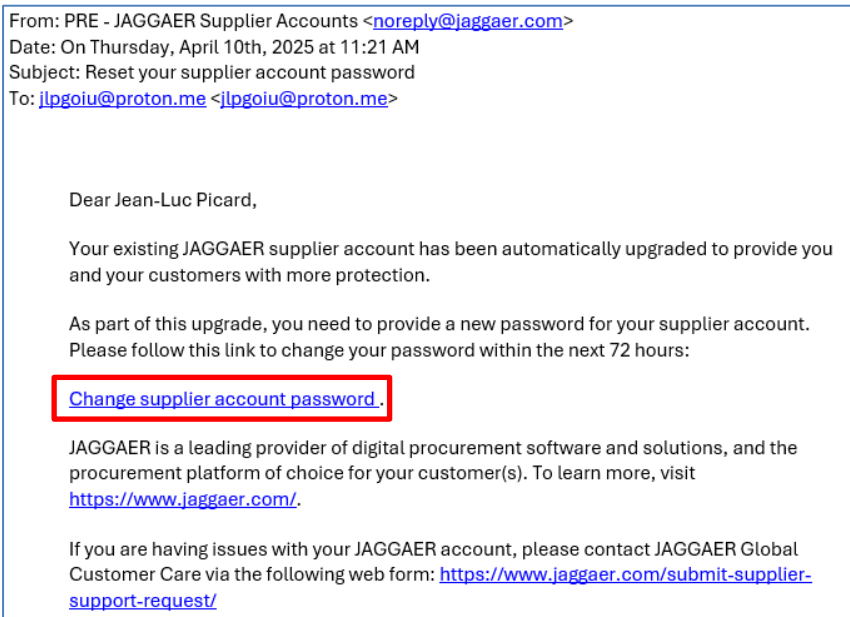
Last Updated 04/15/2025



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



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





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

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

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

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

- Logged in but don't see IU branding? [Click here](#).



Complete and Submit Registration Information

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

INDIANA UNIVERSITY

Registration

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.

The Sampson Project

Registration **In Progress** for:
Indiana University **TEST SITE**
2 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

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.

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

Next

Save Changes

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 SGSO name in the "Legal Company Name" Field, then click **Next**.

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.

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Registration **In Progress** for:
Indiana University **TEST SITE**
2 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

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.

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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:

- Complete the Doing Business As (DBA) field if different from legal business name (example: Legal SGSO name is "IU Biology Club", but DBA is "IUBC"). If there is no DBA name, leave the field blank.
- List Country of Origin as 'United States.'
- Select "NO" for DUNS number (unless one has been assigned--usually not the case for SGSO's).
- Select Legal Structure as "Other."
- Tax ID Number is your SGSO's Employer Identification Number (EIN). Refer to the SS-4 document provided by the IRS.
- Select "Not Applicable" for Legal Structure Sub-Classification.

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 system.

Please provide all of your DBAs. If you have multiple DBAs, please separate them with semicolons.

Doing Business As (DBA)

Country of Origin should be the country you use for *tax purposes*. (US Citizens and Permanent Residents should select "United States")

Country of Origin *

Does your business have a DUNS number? *

Legal Structure *

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

Website

Additional Questions

Legal Structure Sub-Classification *

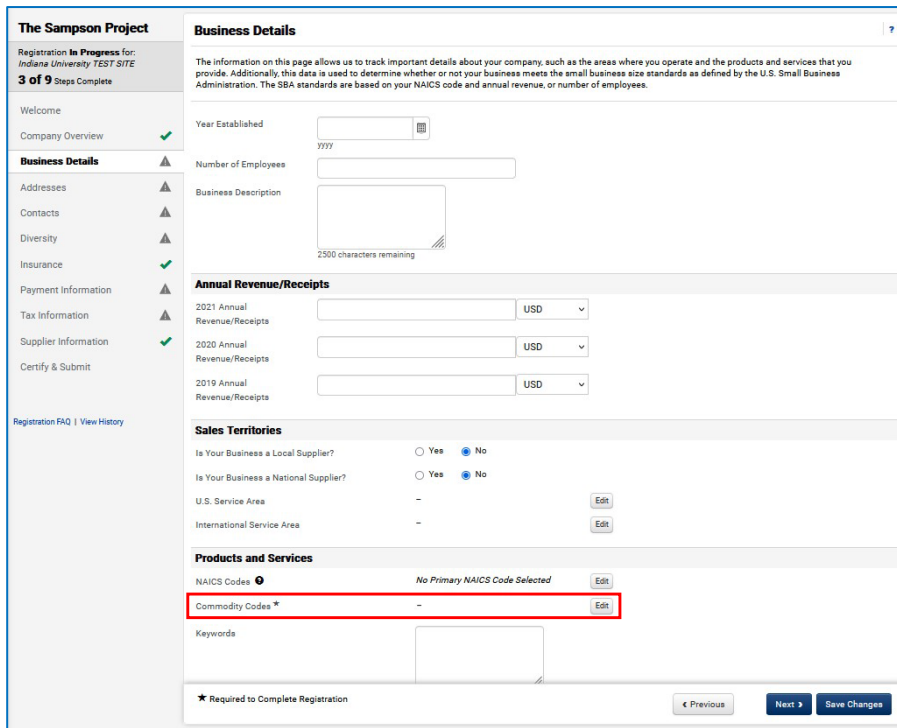
★ Required to Complete Registration

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

****Legal Structure shown is an example. Please Select "Other" for IU SGSOs**

Business Details

This area is mainly comprised of optional information about your SGSO. The only required information is **Commodity Codes**.



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Registration In Progress for: Indiana University TEST SITE
3 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

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Year Established

Number of Employees

Business Description

Annual Revenue/Receipts

2021 Annual Revenue/Receipts USD

2020 Annual Revenue/Receipts USD

2019 Annual Revenue/Receipts USD

Sales Territories

Is Your Business a Local Supplier? ☐ Yes ☒ No

Is Your Business a National Supplier? ☐ Yes ☒ No

U.S. Service Area

International Service Area

Products and Services

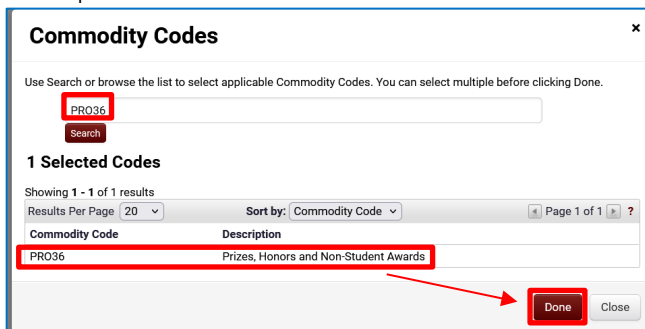
NAICS Codes No Primary NAICS Code Selected

Commodity Codes *

Keywords

★ Required to Complete Registration

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.

1 Selected Codes

Showing 1 - 1 of 1 results

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

Commodity Code	Description
PRO36	Prizes, Honors and Non-Student Awards

Search "PRO36" and select commodity code.

Click **Done** to Continue.



Your selection will populate.

Products and Services

NAICS Codes ⓘ

No Primary NAICS Code Selected

Edit

Commodity Codes *

PRO22 (Marketing Services, Surveys, Market Research, Student Recruitment)

Edit

Remove

Keywords

700 characters remaining

★ Required to Complete Registration

Previous

Next

Save Changes

Click **Next** to continue

Addresses

IU requires three types of addresses: Fulfillment, Physical, and Remittance. If there is only one address that satisfies all types, please ensure all three sections are checked in the “Add Address” box (see below)

The Sampson Project

Registration **In Progress** for:
Indiana University TEST SITE
4 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

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

Required Information

The following address types are required to complete registration:

Fulfillment

Physical

Remittance

No addresses have been entered

Add Address

Hide Inactive Addresses

Previous

Next

Click **Add Address**

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**

Indicate how you want purchase orders 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 *

3128556101 ext.

International phone numbers must begin with +

Toll Free Phone

ext.

International phone numbers must begin with +

Fax

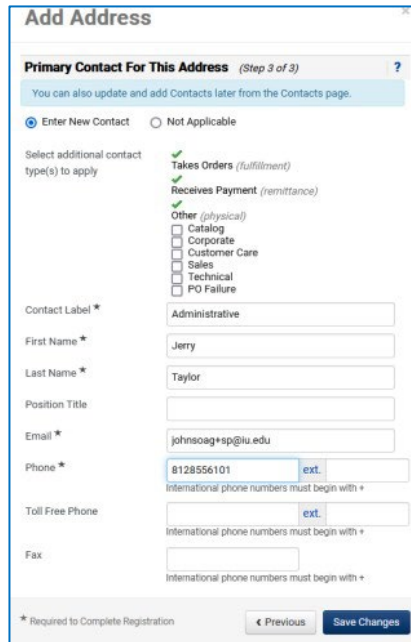
International phone numbers must begin with +

* 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 * Administrative

First Name * Jerry

Last Name * Taylor

Position Title

Email * johnsoag+sp@iu.edu

Phone * 8128556101 ext. International phone numbers must begin with +

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

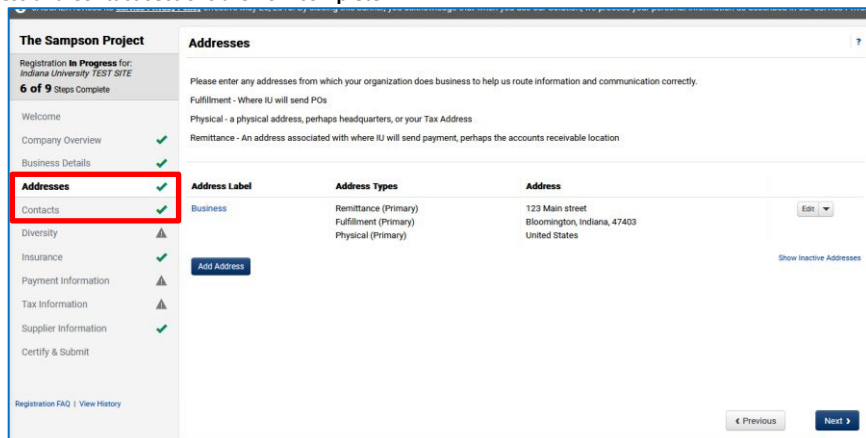
Fax International phone numbers must begin with +

* Required to Complete Registration

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

Click **Save Changes**. If additional addresses are necessary, repeat this process for each distinct address.

The Address and Contact sections are now complete.



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](#)

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 (Primary)	123 Main street Bloomington, Indiana, 47403 United States

[Add Address](#)

[Show Inactive Addresses](#)

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

Click **Next**



Contacts

Contacts receive notifications related to orders established with IU. You are required to have one contact on file to satisfy this section of the registration process. This should be a contact within your SGSO (treasurer, president, adviser, etc).

If you added a contact during the **Addresses** section, **Contacts** will already be complete.

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

Add Contact

< Previous

Next >

Enter contact information relevant to the SGSO.

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



Contacts

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 **Diversity** 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	<div>Edit</div>

Add Contact

Show Inactive Contacts

Previous

Next

Click **Next**

Diversity

Click Add Diversity Classification

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

Diversity
We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.
A response is required. For additional explanation of all the diversity classifications listed below please visit our website at <https://www.indiana.edu/~busdiv/certification.shtml>.
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://ib.iu.edu/ibdg/>.

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.
Click the button below to choose the diversity classifications that apply to your business.
[Add Diversity Classifications](#)

Additional Questions
Do you have a designation that is not listed above?
☐ Yes
☐ No
Do you have a certifying agency not mentioned above?
☐ Yes
☐ No

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

A new window will appear. Select **Does Not Qualify**.

Small Business Status and Diversity Classifications

No Classification
☒ Does Not Qualify as a Small Business or Diverse 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)
☐ 8(a) Business Development Program (8a)
☐ Service-Disabled Veteran-Owned Small Business (SDVOSB)
☐ Veteran-Owned Small Business (VOSB)
☐ Disabled Veteran Owned Business (DVBE)
☐ Minority Business Enterprise (MBE)
☐ Veteran Owned Business (VBE)

State Diversity Classifications
☐ State of Indiana Minority Business Enterprise (IN-MBE)
☐ State of Indiana Veteran Owned Business (IN-VBE)
☐ State of Indiana Woman Business Enterprise (IN-WBE)

[Done](#)
[Close](#)

Click **Done**

Click **Next**

Insurance

Most SGSOs do not require insurance.

If insurance is needed, click **Add Insurance** and upload supporting document of Liability insurance.

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

SGSOs are required to receive payment via ACH/Direct Deposit.

click **Add Payment Information** and select Direct Deposit (ACH).

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 Plan - 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 ui@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

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 is required to complete this section.

No payment information has been entered.

[Add Payment Information](#)

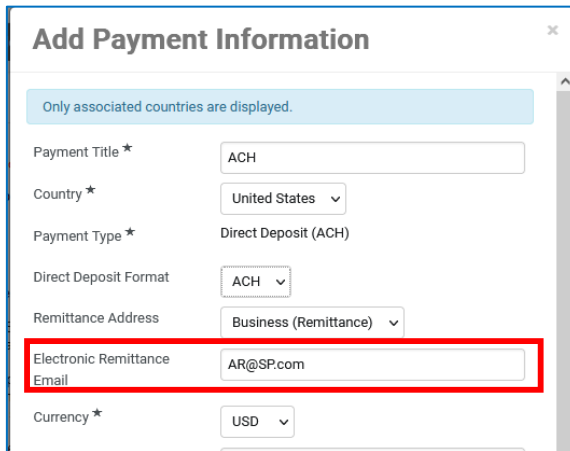
Direct Deposit (ACH)

Check

Wire Transfer

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

Electronic Remittance Email field is required. This email will receive a summary of the payment made to the provided ACH/Direct deposit account. Ideally, this should be your SGSO's group email.



Add Payment Information

Only associated countries are displayed.

Payment Title * ACH

Country * United States

Payment Type * Direct Deposit (ACH)

Direct Deposit Format ACH

Remittance Address Business (Remittance)

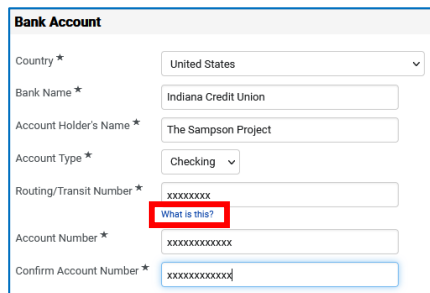
Electronic Remittance Email AR@SP.com

Currency * USD

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.

Click **Save Changes** to save your work



Bank Account

Country * United States

Bank Name * Indiana Credit Union

Account Holder's Name * The Sampson Project

Account Type * Checking

Routing/Transit Number * xxxxxxxx **What is this?**

Account Number * xxxxxxxxxxxx

Confirm Account Number * xxxxxxxxxxxx



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

The Sampson Project

Registration **In Progress** for:
Indiana University TEST-SITE
8 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.
- **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.

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

Add Payment Information

PreviousNext

Tax Information

A completed and signed W-9 tax form is required to complete registration. Click **Add Tax Document** and select **W-9**.

Kirk, James

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

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Tax Information

Tax Information is used for payment. Please download prefilled form, review for accuracy, sign and upload.

Required Information

At least one tax document is required to complete this section.

No tax information has been entered

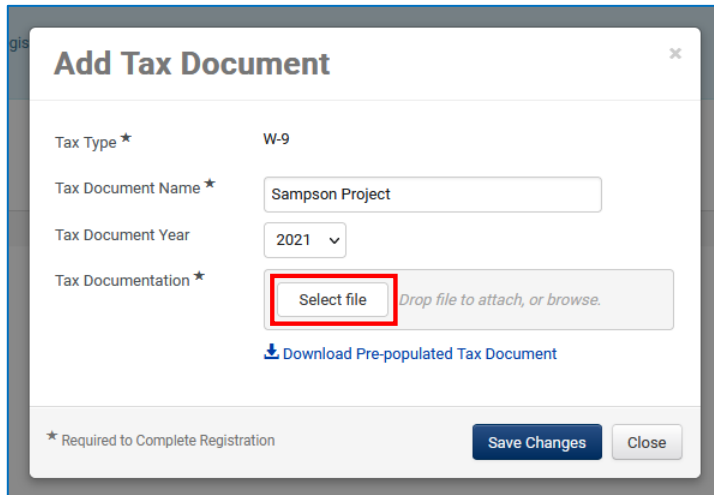
Add Tax Document

W-9

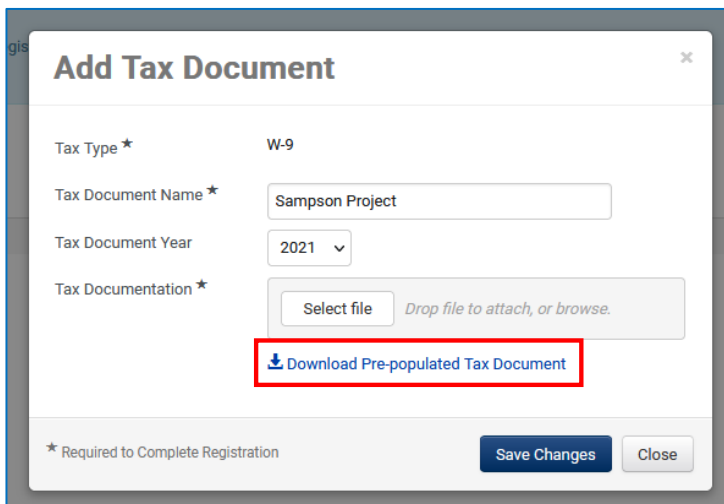
Additional Questions

Enter a name for the tax form in the **Tax Document Name (Example: SGSO W9)** 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.



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.



On your W9 form: Ensure that Tax Classification is 'Other' and enter "Community or Volunteer Group" in the blank space to the right

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

Add Tax Document

Tax Type *

W-9

Tax Document Name *

Sampson Project

Tax Document Year

2021

Tax Documentation *

Select file

Drop file to attach, or browse.

Done

5. W-9.pdf

100%

Download Pre-populated Tax Document

Required to Complete Registration

Save Changes

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

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

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-9	2021	View Document

Add Tax Document

Additional Questions

Tax Form Signature Date *

08/24/2022

Previous

Next

Proceed to Certify and Submit

Save Changes

Supplier Information

This section is optional for **Shipping Terms**. Leave this field blank. Click "Next"

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.

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

INDIANA UNIVERSITY

Supplier Registration Complete for Indiana University

Dear Bolden, Bryce,

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

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

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

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

Thank You,

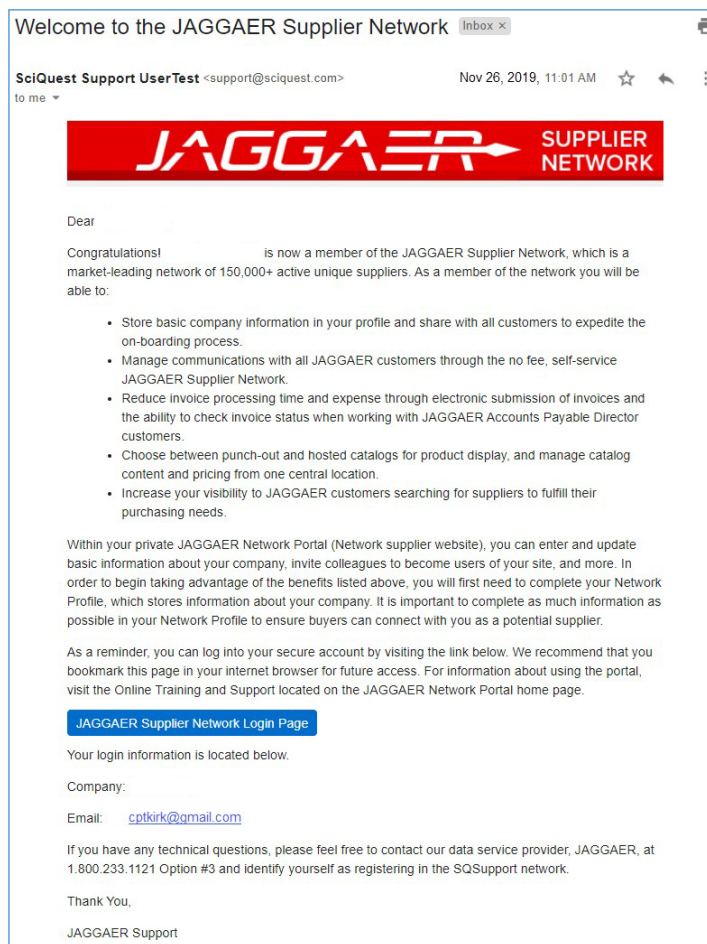
Indiana University



Registration Approval

IU Purchasing will review your information and contact you if any additional information is needed. Communication will be sent via email from the address buyiu.noreply@iu.edu or helpmeiu@iu.edu

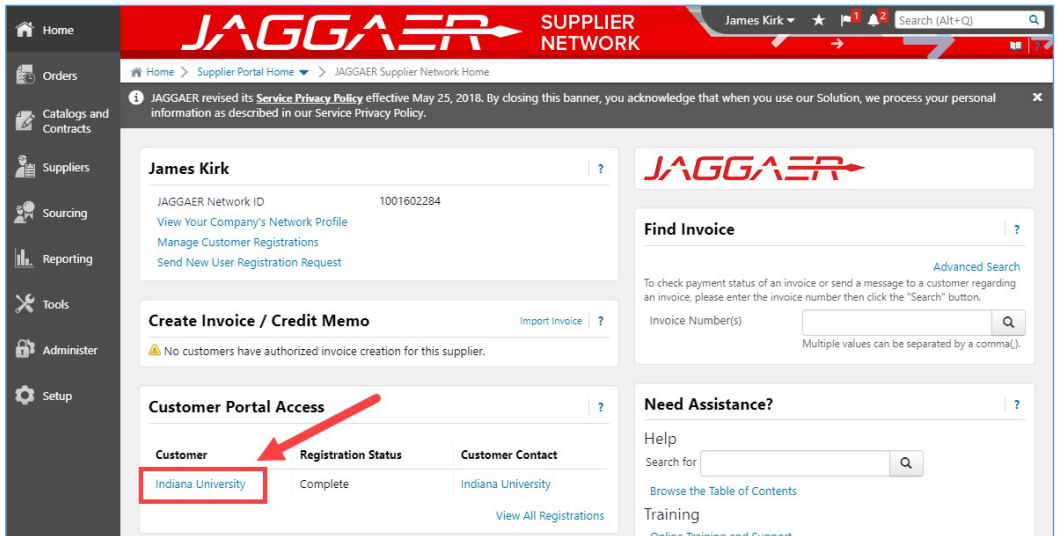
Once your registration is approved, you will receive a confirmation email like the one below. This message will come from support@sciquest.com. This confirmation notice may take up to 48 hours to be delivered.



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

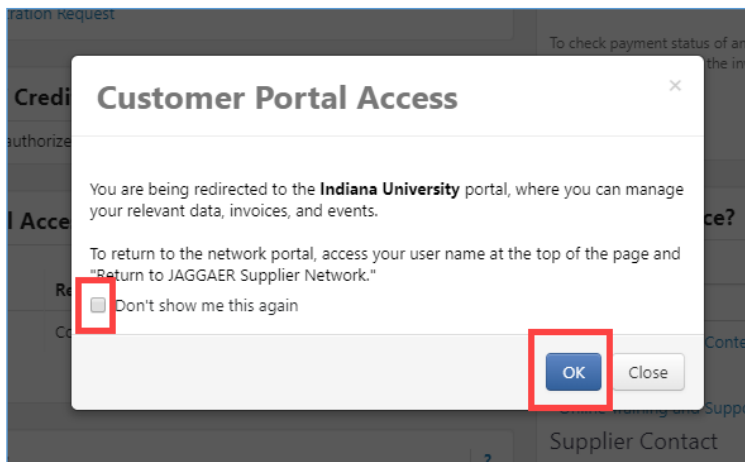


Customer Portal Access

Customer	Registration Status	Customer Contact
Indiana University	Complete	Indiana University

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.



Customer Portal Access

You are being redirected to the **Indiana University** portal, where you can manage your relevant data, invoices, and events.

To return to the network portal, access your user name at the top of the page and “Return to JAGGAER Supplier Network.”

☒ Don't show me this again

OK Close



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

INDIANA UNIVERSITY

Home > Customer Portal Home

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](#).

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](#).

Customer Contact

Name	Indiana University
Title	Supplier Data Management
Email	buyiu.noreply@iu.edu
Phone	+1 812-855-3720

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](#)

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.

Supplier Onboarding - SGSO

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Last Updated 04/15/2025