

TCU Supplier Portal Step by Step Instructions

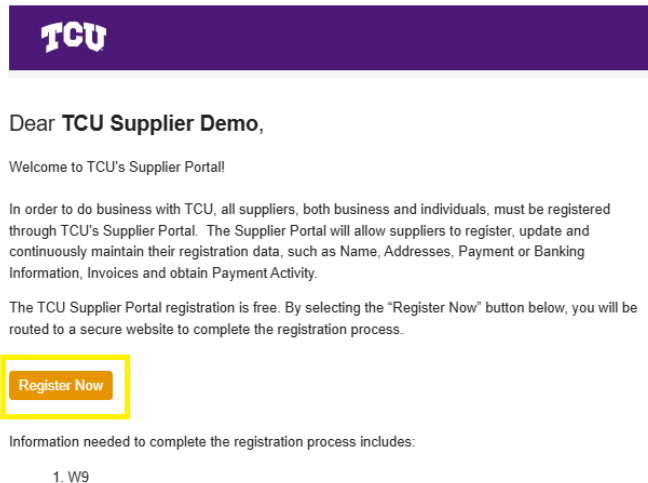
To become a supplier with Texas Christian University, potential suppliers must be requested by a TCU department. Once a TCU department requests a supplier be created, TCU Procurement will email an electronic invite to the potential supplier to register in TCU's Supplier Portal. *TCU does not allow unsolicited registrations.*

- 1) Potential suppliers will receive an email from TCU-Jaggaer (Support@sciquest.com), titled Supplier invitation for TCU Supplier Portal. Jaggaer is the website to access the supplier portal. Open the email.

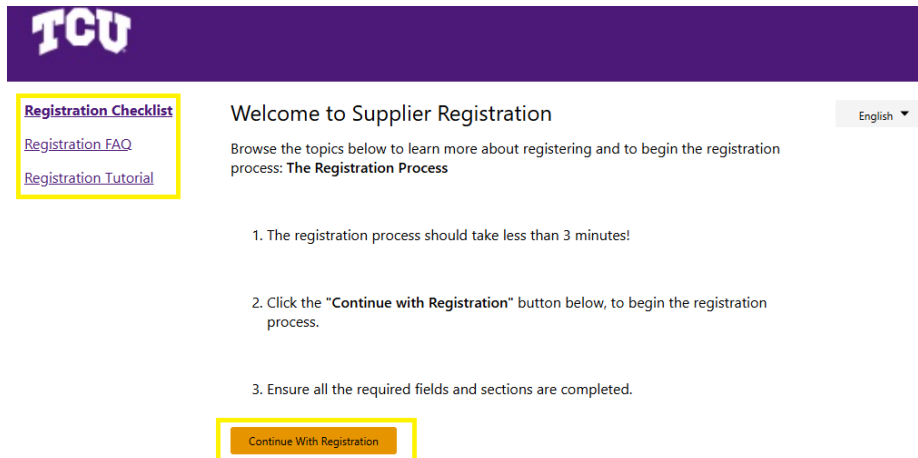
  TCU - Jaggaer

Supplier Invitation for TCU Supplier Portal -

- 2) Carefully review the welcome letter, which includes required documentation to register, as well as resources for completing the registration. Click on the Register Now button when ready to register.



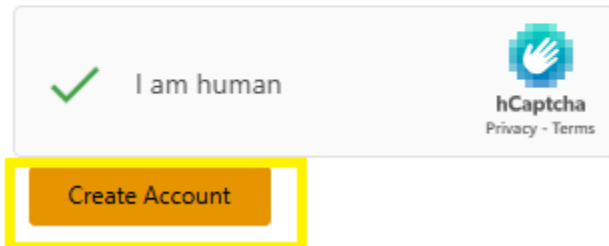
- 3) Review the Registration Checklist, FAQ and Tutorial as needed. The tutorial provides more information regarding the Jaggaer portal and global network.



- 4) Complete the supplier network registration, selecting Create Account when completed.

Terms and Conditions

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

A hCaptcha verification box. It contains a green checkmark and the text "I am human" on the left. On the right is the hCaptcha logo and the text "hCaptcha Privacy - Terms". Below the box is a yellow rectangular button with the text "Create Account".

✓ I am human

hCaptcha
Privacy - Terms

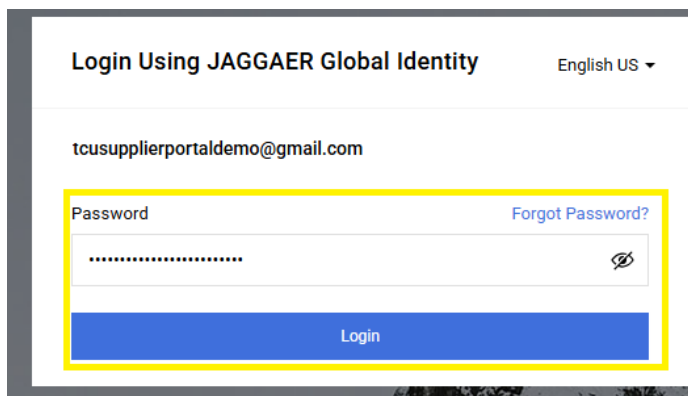
Create Account

- 5) Check your email to create your password. **Ensure you retain your password for future use when updating or editing supplier information.**

☐ ☆ **PRE - JAGGAER Suppl.** **Reset your supplier account password -**

After creating your password, the Login screen will appear. If ready to register, login.

- 6) Enter your password to login to the portal. **It is suggested you bookmark the login page.**

A screenshot of the "Login Using JAGGAER Global Identity" page. The page has a header with the title and a language dropdown set to "English US". Below the header is a text input field containing the email "tcusupplierportaldemo@gmail.com". Underneath is a password input field with a "Forgot Password?" link to its right. The password field is filled with dots and has an eye icon for toggling visibility. At the bottom is a large blue "Login" button. A yellow rectangle highlights the password field and the "Login" button.

Login Using JAGGAER Global Identity English US ▾

tcusupplierportaldemo@gmail.com

Password [Forgot Password?](#)

.....

Login

- 7) Select a method to receive a one-time code to verify your identity. If you selected email, copy the code provided in the email you receive and select submit.

☐ ☆ **PRE - JAGGAER Suppl.** **Verification code for supplier authentication**

One-Time Code

English US ▾

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code *

Submit

Use Other Authentication Method

Back to Login

- 8) Proceed through the required steps. Enter your Legal Company Name to begin. This name must match Line 1 of your W9. Select Next to continue. **Once you select Next, your registration is now in progress.**

TCU Supplier Demo

Registration **In Progress** for:
TCU Supplier Portal

1 of 7 Steps Complete

Welcome

Company Overview ▲

Business Details ▲

Addresses ▲

Contacts ✓

Payment Information ▲

Tax Information ▲

Conflict of Interest ▲

Certify & Submit ▲

Registration FAQ | View History

Welcome to Supplier Registration ?

Browse the topics below to learn more about registering and to begin the registration process: **The Registration Process**

1. The registration process should take less than 3 minutes!

2. Click the "Continue with Registration" button below, to begin the registration process.

3. Ensure all the required fields and sections are completed.

Required to Start Registration

Legal Company Name *

TCU Supplier Demo

★ Required to Complete Registration

Next >

Save Changes

- 9) Complete the Company Overview fields. If you have a DBA (s), list ALL DBA(s) in the Doing Business As field, using a comma in between each DBA. The DBA(s) listing must be included on Line 2 of your W9. If you have a DUNS number, provide, otherwise select No. Your Legal Structure must match the box selected in Line 3a of your W9. Enter your Tax ID Number, which must match Part 1 of your W9. Enter your website information.

Select the Edit button to select a Business Type. Selections here impact 1099 tax reporting where applicable. Select all that apply. Select Next.

TCU Supplier Demo

Registration **In Progress** for:
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1 of 7 Steps Complete

Welcome

Company Overview

Business Details

Addresses

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Company Overview

Doing Business As (DBA) **TCU Press, TCU Athletics**

Country of Origin **United States**

Does your business have a DUNS number? **No**

Legal Structure **C Corporation**

Tax ID Number **9764318520**

Website **https://finance.tcu.edu/**

Additional Questions

Payment Type: **Edit**

★ Required to Complete Registration

Previous Next Save Changes

Company Overview

Doing Business As (DBA) **TCU Press, TCU Athletics**

Country of Origin **United States**

Does your business have a DUNS number? **No**

Legal Structure **C Corporation**

Tax ID Number **976431852**

Website **https://finance.tcu.edu/**

Additional Questions

Business Type:

2 Values Selected

Business Type:

Select All

☐ Goods Provider

☒ Service Provider

☐ Awards Recipient

☐ Reimbursement Recipient

☐ Royalty Recipient

☒ Education Provider

☐ Legal Provider

☐ Medical Services Provider

☐ Non-Profit Entity

☐ Other

Done Close

Save Changes

NOTE: This tutorial demonstrates registering a US Company. If you are an individual or international supplier, requirements/steps may vary, however the information required is addressed in this tutorial.

- 10) Complete the Business Details fields. You are **required** to answer, “Is Your Business a Local Supplier” and “Is Your Business a National Supplier”. You are not required to provide U.S. Service Area or International Service Area, however providing this information allows us to identify suppliers where TCU conducts business. Enter commodity codes if applicable. *Important Note: A certificate of insurance is not required to complete registration in the portal but may be required for specific business engagements with TCU.* Select Next.

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.

Sales Territories

Is Your Business a Local Supplier? ☒ Yes ☐ No
Is Your Business a National Supplier? ☒ Yes ☐ No

U.S. Service Area 2 States And Territories Selected [Edit](#)
International Service Area 2 International Service Areas Selected [Edit](#)

Required
 Optional
 Important Note

Products and Services

Commodity Codes

[Edit](#)
Building Maintenance Services (Height Equipment Required)
(Building Maintenance Services (Height Equipment Required))
Business Banking (Business Banking)
Cable TV - Utilities (Cable TV - Utilities)

[Remove](#)
[Remove](#)
[Remove](#)

Additional Questions

A certificate of insurance is not required to complete registration in the portal but may be required for specific business engagements with TCU.

★ Required to Complete Registration

[Previous](#)

[Next >](#)

[Proceed to Certify and Submit >>](#)

[Save Changes](#)

- 11) Complete the Address fields. Ensure you read the instructions which contains important information describing the type of addresses required. To begin, select Add Address. In the Basic Information label field, enter the **payee** name for the address being added. **This name will print on the check.** *If you invoice under multiple DBAs with different payee names and/or addresses, list all addresses separately.* Select the business activities which take place at this address. Select Next.

Addresses

Three addresses are required: Takes Orders (fulfillment), Receives Payment (remittance), Other (physical). You can choose to use the same address for all three required addresses. In the first screen to add an address, the label field should be the Payee Name. This name prints on the check.

- Primary Fulfillment Address: Provide the complete mailing address and the appropriate email for receiving Purchase Orders. To change this email in an existing address, click the edit button.
- Alternate or Multiple Fulfillment Addresses: If you have multiple fulfillment addresses, you can add them here. You must provide the corresponding email addresses for Purchase Orders.
- Remittance Address: The payee name provided must be the same as the name on the check.
- The Other/Physical Address: This will be the default address for all other business activities.

If any existing address is no longer applicable, **DO NOT** edit the address. Instead, click the edit button and select Make Inactive.

Address Label

TCU Athletics

TCU Press

Texas Christian University

Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? *

TCU Chemistry

Enter payee name

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 >](#)

- 12) Complete the Address Details. If you indicated the address takes orders (fulfillment), use the dropdown to select Email when answering the How would you like to receive purchase orders for this fulfillment address question. **The email you provide in the Email Address field is where Purchase Orders will be sent.** Complete the required fields as well as the optional phone numbers if desired. TCU requests you provide phone contact information to assist with payment questions. Select Next.

cy effective May 25, 2018. By closing this banner, you acknowledged

Addresses

Three addresses are required: Takes Orders (fulfillment), Receives orders, and Remittance addresses. In the first screen to add an address, the label field should be completed.

- Primary Fulfillment Address: Provide the complete mailing address, click the edit button.
- Alternate or Multiple Fulfillment Addresses: If your organization has multiple fulfillment addresses for Purchase Order delivery, you can add them here. The corresponding email addresses for Purchase Order delivery must match the email address provided in the Primary Fulfillment Address.
- Remittance Address: The payee name provided must match the name on the invoice.
- The Other/Physical Address: This will be the default address for all other purposes.

If any existing address is no longer applicable, **DO NOT** edit it, add a new address, and select Make Inactive.

Address Label	Address Type
TCU Athletics	Remittance
TCU Press	Remittance
Texas Christian University	Remittance

[Add Address](#)

Add Address

Address Details (Step 2 of 3)

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

Email Address

Confirm Email

Country

Address Line 1

Address Line 2

Address Line 3

City/Town

State/Province

Postal Code
Example: 12345 or 12345-6789

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

- 13) When prompted for the Primary Contact for this Address, select Not Applicable and select Save Changes. You will enter contacts under the Contacts step. Repeat until all needed addresses are listed. Select Next to proceed to Contacts.

Addresses

Three addresses are required: Takes Orders (fulfillment), Receives orders, and Remittance addresses. In the first screen to add an address, the label field should be completed.

- Primary Fulfillment Address: Provide the complete mailing address, click the edit button.
- Alternate or Multiple Fulfillment Addresses: If your organization has multiple fulfillment addresses for Purchase Order delivery, you can add them here. The corresponding email addresses for Purchase Order delivery must match the email address provided in the Primary Fulfillment Address.
- Remittance Address: The payee name provided must match the name on the invoice.
- The Other/Physical Address: This will be the default address for all other purposes.

If any existing address is no longer applicable, **DO NOT** edit it, add a new address, and select Make Inactive.

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

[Click Save Changes to skip this step and Add Address.](#)

- 14) Complete the Contacts requirement. Note: If you indicated you are a Service Provider in the Business Type section, you are **required** to add a Corporate Contact. Using the dropdown, select the type of contact to add. In the Contact Label, *type the contact type listed in the dropdown (Corporate, PO Failure, Sales, Other)* and complete required fields. Select Save Changes. Repeat until all needed contacts are listed. *It is recommended that you provide a Sales contact if applicable.* Select Next to proceed to Payment Information.

Contacts

?

Enter contact information for individuals at your organization. Suggested contacts are Sales and Corporate. A Corporate contact authorized to sign contracts is required for any supplier performing services.

If adding or editing the email address to receive Purchase Orders, go to the applicable fulfillment address(es) within the Addresses section to add the email address.

Contact Label	Contact Types	Name	Email
---------------	---------------	------	-------

Add Contact ▼

- Corporate
- PO Failure
- Sales
- Other

◀ Previous

Next ▶

Contacts

Enter contact information for individuals at your organization. Suggested contacts are Sales and Corporate. A Corporate contact authorized to sign contracts is required for any supplier performing services.

If adding or editing the email address to receive Purchase Orders, go to the applicable fulfillment address(es) within the Addresses section to add the email address.

Contact Label	Contact Types
---------------	---------------

Add Contact ▼

Add Contact

×

Contact Label ★ Corporate

Which of the following business activities apply to this contact? Corporate

First Name ★ John

Last Name ★ Smith

Position Title ★ Owner

Email ★ ABCcompany@gmail.com

Phone ★ 817 555-5555 ext. International phone numbers must begin with +

Mobile Number International phone numbers must begin with +

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

Fax ext. International phone numbers must begin with +

★ Required to Complete Registration

Save Changes

Close

- 15) Complete the Payment Information requirement. You are **required** to add check information. Direct Deposit (ACH) information is optional. Select Check from the Add Payment Information dropdown then complete the payment information fields. In the Payment Title field, put the **payee** name you want printed on your check. If you send invoices using more than one payee name, create a separate payment method for each payee name you invoice under. Select the Remittance Address associated with the payee listed. If the remittance address is not listed in the dropdown, you must add the needed address under the Addresses step. Select USD as the currency. Leave Active as Yes. *Users should not change to No.* If later you need to update the payment information, create a new payment method, or edit the Remittance Address. Repeat until all needed payment methods are added. Select Next to proceed to Tax Information.

Payment Information

Texas Christian University pays by check at this time. Add a separate remittance address for each payee name/DBA. Direct Deposit (ACH) information for US suppliers can be added for future use. International suppliers will not see the Direct Deposit option.

If an existing address is no longer applicable, first add an address on the Addresses tab, then click edit next to the check info you wish to update. Select the new address and save.

If you are currently receiving a Single Use Account (SUA) electronic payment, contact procurement@tcu.edu to request a change.

NOTE: TCU has standard payment terms of Net 30. Payment terms for other suppliers may vary. Please contact your account manager for more information on products/services to the university.

Title ▾	Payment Type
<div>Add Payment Information ▾</div>	

Add Payment Information ✕

Payment Title ★
TCU Athletics

Country ★
United States ▾

Payment Type ★
Check

Remittance Address ★
▾

Currency ★
USD ▾

Active
☒ Yes ☐ No

★ Required to Complete Registration

Save Changes Close

Add Payment Information ✕

Payment Title ★
TCU Athletics

Country ★
United States ▾

Payment Type ★
Check

Remittance Address ★
TCU Athletics (Remittance) ▾

Currency ★
USD ▾

Active
☒ Yes ☐ No

★ Required to Complete Registration

Save Changes Close

- 16) Complete the Tax Information requirement. US companies and individuals are **required** to provide a W9, International suppliers are **required** to provide a W8. Select W9 from the Add Tax Document dropdown, type W9 in the Tax Document Name, select the Tax Document Year (must be current year) and upload the W9. Select Save Changes and then Next to processed to Conflict of Interest.

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
W9	W-9		

Add Tax Document

Tax Type * W-9

Tax Document Name * W9

Tax Document Year * 2025

Tax Documentation * Drop file to attach, or browse.

★ Required to Complete Registration

- 17) Review the Conflict-of-Interest definitions and answer Yes or No to the three **required** questions. A Yes answer may require more information. For questions regarding completion of the Conflict-of-Interest step, email procurement@tcu.edu. Select Next to proceed to Certify & Submit.

- 18) Review the Certify & Submit information and select the **required** Certification box indicating you acknowledge that all information provided is true and accurate.

Certify & Submit

By certifying and submitting, you affirm you are authorized to submit this information and documentation on behalf of your company and that all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with Texas Christian University.

It is the supplier's responsibility to ensure portal information is accurate and up to date. Inaccurate or stale information may result in payment delays.

Preparer's Initials * JS

Preparer's Name * John Smith

Preparer's Title * Owner

Preparer's Email Address * ABCcompayn@gmail.com

Today's Date 9/4/2025

Certification * ☒ I acknowledge that all information provided is true and accurate.

★ Required to Complete Registration

If you have questions after reviewing these instructions, please email procurement@tcu.edu.