# 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.
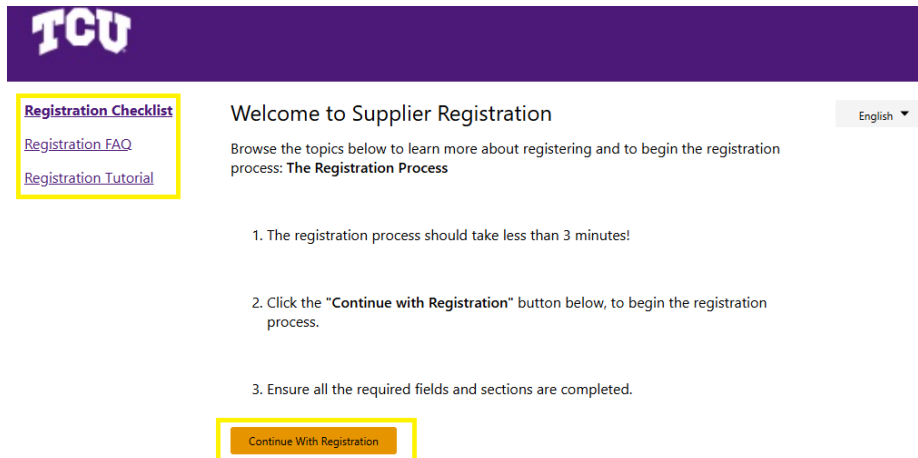

2) Carefully review the welcome letter, which includes required documentation to register, as well as resources for completing the registration. Click on the Register Now button when ready to register.
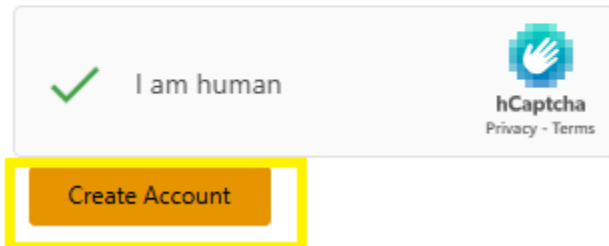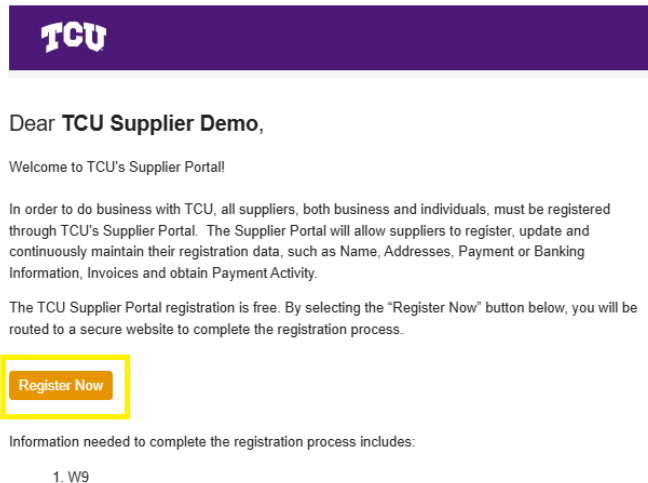

3) Review the Registration Checklist, FAQ and Tutorial as needed. The tutorial provides more information regarding the Jaggaer portal and global network.

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

Terms and Conditions

✓ I have read and accepted JAGGAER's Terms and Conditior
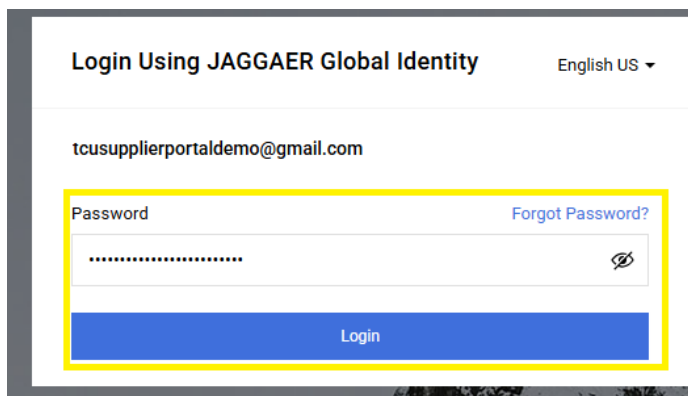
✓ I am human

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.

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 *

vOUzfa

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.

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

Legend:
- Required (yellow)
- Optional (purple)
- Important Note (red)

Products and Services

Commodity Codes   Edit

Building Maintenance Services (Height Equipment Required) (Building Maintenance Services (Height Equipment Required))   Remove

Business Banking (Business Banking)   Remove

Cable TV - Utilities (Cable TV - Utilities)   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 your ... , and the corresponding email addresses for Purchase Or...
- Remittance Address: The payee name provided mus... ...ck.
- The Other/Physical Address: This will be the default ... ...ps.

If any existing address is no longer applicable, **DO NOT** edit ...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

Address Label	Add...
TCU Athletics	Rem...
TCU Press	Rem... Fulf...
Texas Christian University	Rem... Fulf... Phys...

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.

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.

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. Su...
for any supplier performing services.

If adding or editing the email address to receive Purchase Orders,

Contact Label	Contact Types

Add Contact ▾

Add Contact   ✕

Contact Label ★   Corporate

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

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.

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.

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.

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