

Supplier's Guide to Using TCU Supplier Portal

Supplier will receive this email (check spam folders if not in primary folder). Supplier will create a login.



The TCU Supplier Portal registration is free. By creating an account, you will go thru a step-by-step registration process to complete your registration.

Information needed to complete the registration process includes:

1. W9
2. W8 (for international suppliers)
3. Contact Name, Phone, Email and Addresses (Remittance and/or 1099)
4. Certificate of Insurance with coverage limits
5. UNSPSC category codes
6. ACH (Electronic Payment via Direct Deposit)

NOTE: The default payment is Check. ACH will be implemented in the future.

7. If applicable, conflict of interest information

Enter your email to Login/Create Account

English ▼

Next

Email

Supplier will fill out all the required information by going to each Tab on the left. If the field has a (*), that indicated that information MUST be filled in to submit.

Super Frog Demo Supplier Number:0000117647	Welcome to Supplier Registration
Registration Complete for: TCU Supplier Portal	Browse the topics below to learn more about registering and to begin the registration process: The Registration Process
Welcome	
Company Overview ✓	1. The registration process should take less than 3 minutes!
Business Details ✓	2. Click the "Continue with Registration" button below, to begin the registration process.
Addresses ✓	3. Ensure all the required fields and sections are completed.
Contacts ✓	
Diversity ✓	
Insurance ✓	
Payment Information ✓	
Tax Information ✓	
Conflict of Interest ✓	

Super Frog Demo Supplier Number:0000117647	Company Overview
Registration Complete for: TCU Supplier Portal	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.
Welcome	Legal Company Name * <input type="text"/>
Company Overview ✓	Doing Business As (DBA) <input type="text"/>
Business Details ✓	Country of Origin * <input type="text"/>
Addresses ✓	Does your business have a DUNS number? * <input type="radio"/> Yes <input checked="" type="radio"/> No
Contacts ✓	Legal Structure * <input type="text"/>
Diversity ✓	Tax ID Number <input type="text"/>
Insurance ✓	Website <input type="text"/>
Payment Information ✓	Additional Questions
Tax Information ✓	Payment Type: * <input type="text"/>
Conflict of Interest ✓	<input type="button" value="Edit"/>
	★ Required to Complete Registration
	<input type="button" value="Save Changes"/>

Super Frog Demo
Supplier Number:0000117647

Registration **Complete** for:
TCU Supplier Portal

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Conflict of Interest ✓

Addresses

Enter the required Physical, Remittance and Fulfillment Addresses. Upon clicking on "Add Address", a Basic Information box will pop-up to add and designate the address appropriately.

Inside the same Basic Information box, the label for Remittance/Receives Payments will be printed on your check as the Payee. Ensure that the text box to the designated Remittance label has the correct Payee name.

The Other or Physical Address will be the default address to receive tax or other documents. 1099s are sent to individuals, single member LLCs, and partnerships.

Address/Payee	Address Types	Address

Add Address

Show Inactive Addresses

Supplier **MUST** make note of the first question “text” box and what address is designated as the Remittance address.

Whatever is entered into in this box will be considered the “Payee” name and printed on checks. It is important to confirm this field.

Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? ★

Payee Name (This Prints on the Check)

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 Address



Address Details (Step 2 of 3)



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

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone

 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

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Next >

TCU currently pays suppliers via check although TCU is working on eventually converting to ACH in the distant future. If you would like to supply TCU with ACH banking information it can be entered.

Super Frog Demo Supplier Number:0000117647	Payment Information
Registration Complete for: TCU Supplier Portal	
Welcome	
Company Overview ✓	
Business Details ✓	
Addresses ✓	
Contacts ✓	
Diversity ✓	
Insurance ✓	
Payment Information ✓	
Tax Information ✓	
Conflict of Interest ✓	

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

NOTE: Texas Christian University has standard payment terms of Net 30. Payment terms other than Net 30 must be requested by the Supplier and agreed to in writing prior to supplying products/services to the university.

Title ▾	Payment Type	Currency	Active	
Payments	Check	USD	Yes	Edit

Add Payment Information ▾

Supplier MUST attach a copy of entities W8/W9 (International)

Super Frog Demo Supplier Number:0000117647	Tax Information
Registration Complete for: TCU Supplier Portal	
Welcome	
Company Overview ✓	
Business Details ✓	
Addresses ✓	
Contacts ✓	
Diversity ✓	
Insurance ✓	
Payment Information ✓	
Tax Information ✓	
Conflict of Interest ✓	

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	2025	View Document	Edit ▾

Add Tax Document ▾

Add Tax Document



Tax Type *

W-9

Tax Document Name *

Tax Document Year *

Tax Documentation *

Select file

Drop file to attach, or browse.

[Download Pre-populated Tax Document](#)

* Required to Complete Registration

Save Changes

Close