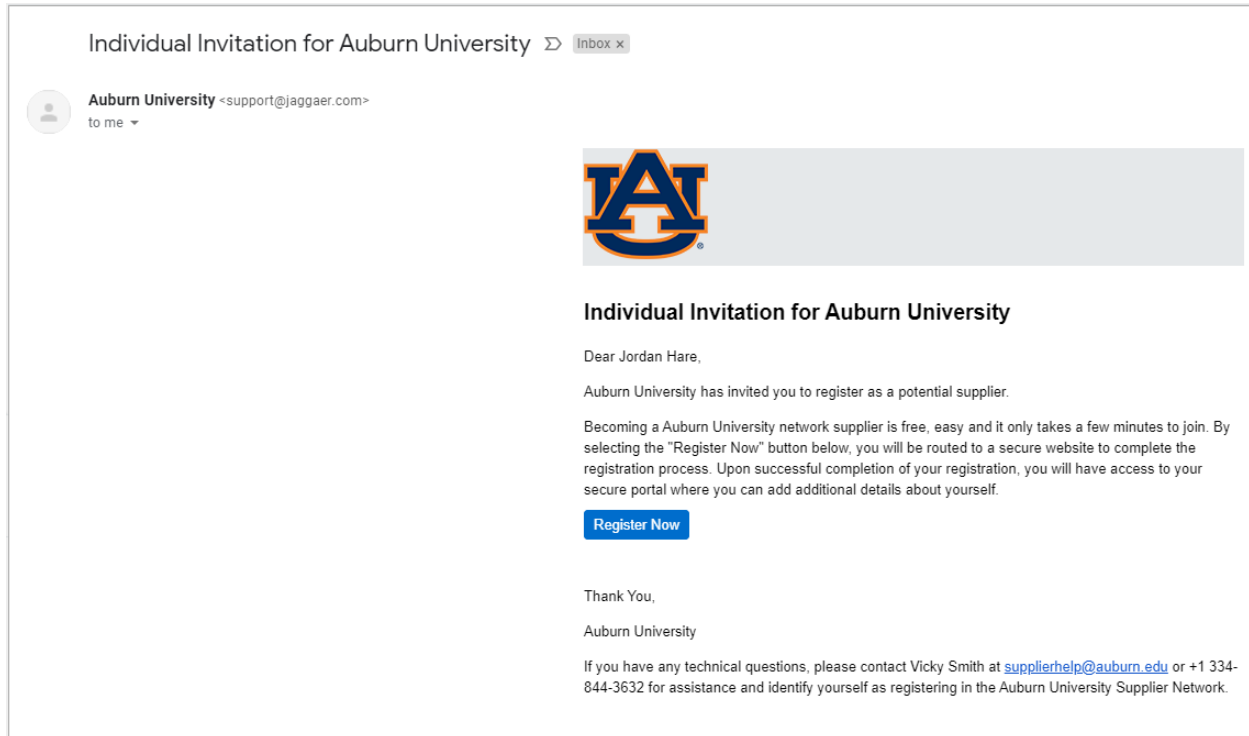


Supplier Portal Registration Guide: Individual

Below are instructions for completing your registration with the Auburn University (AU) Supplier Portal.

When an AU department invites you to register for the supplier portal, you will receive the following email from support@jaggaer.com.



You must use the [Register Now](#) link contained in the email to access your profile. If you do not receive the link, please contact supplierhelp@auburn.edu. If you start your registration, but need to come back to it at a later date, you can access your profile at [Auburn University Supplier Portal link](#)

Once you click the [Register Now](#) link from the email, you will be brought to the welcome page for the supplier registration.



AUBURN UNIVERSITY

PROCUREMENT & BUSINESS SERVICES

Registration Checklist

[Registration FAQ](#)

[Registration Tutorial](#)

Welcome to Supplier Registration

ENGLISH ▾

1. The first step of the registration process is to create an account where you will be requested to enter your email address and a password. **This information will be your login credentials to the Supplier Portal.**
2. Once you are logged into the Supplier Portal, registration status can be tracked on the left of the screen.
 - A green checkmark indicates the required fields in a section are complete
 - You may complete the sections in any order.
 - The last step is to Certify & Submit your registration
 - After you submit your registration, you may update it at any time by clicking on the appropriate section name and making the necessary changes
3. Please note that it is the preparer's responsibility to ensure information is accurate and current. Knowingly providing false information may result in disqualifying you or your company from doing business with Auburn University.

CONTINUE WITH REGISTRATION

Please click

CONTINUE WITH REGISTRATION

You will then be taken to a page where you can create your account and set up your login information. This is also where you will create your portal password.

Complete all fields that have the star symbol next to them and click

CREATE ACCOUNT

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Supplier Registration [Registration Tutorial](#) ENGLISH ▾

Your Contact Info

First Name * Jordan
Last Name * Hare
Title
Phone Number * 3348447771 ext.
International phone numbers must begin with -
Preferred Time Zone * CDT/CST - Central Standard Time (US/Central)

Your Login

Email * Jordanhare1856@gmail.com
Confirm Email *
Password *
Re-Enter Password *
What was the name of your elementary school?
Account Recovery Question *
Answer *
Confirm Answer *

CREATE ACCOUNT

Welcome

Verify your legal name. This is the name that will be entered on all Purchase Orders and Payments. If your legal name is different from the one you were invited under, this is where you would correct it.

Registration > Manage Registration Profile

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Hare, Jordan

Registration In Progress for:
Auburn University
0 of 5 Steps Complete

Welcome

- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

- The first step of the registration process is to create an account where you will be requested to enter your email address and a password. **This information will be your login credentials to the Supplier Portal.**
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Required to Start Registration

First Name *

Last Name *

★ Required to Complete Registration

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

Verify the information and click [Next >](#).

Individual Information

This is the page where you will provide your tax information. **If you are an international supplier, please choose Foreign Individual from the Legal Structure menu. The tax ID number field will then become optional.**

Registration > Manage Registration Profile

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Hare, Jordan

Registration In Progress for:
Auburn University
0 of 5 Steps Complete

Individual Overview ✓

- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

Individual Information

Country of Origin *

Legal Structure *

Tax ID Number *

Are you exempt from backup withholding? Yes No

Additional Questions

Are you a current/previous employee or student of Auburn University? *

★ Required to Complete Registration

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

When you have completed the information on this page, click [Next >](#)

Addresses

You will need to enter at least one address in order to proceed.


The screenshot shows a registration profile for 'Hare, Jordan' with '1 of 5 Steps Complete'. The 'Addresses' section is highlighted in the left sidebar. The main content area is titled 'Addresses' and contains a message: 'Please enter an address to help us route information and communication correctly.' Below this is a 'Required Information' box stating 'At least one address is required to complete this section.' A message below that says 'No addresses have been entered' and there is an 'Add Address' button. A 'Hide Inactive Addresses' link is also present. At the bottom right, there are '< Previous' and 'Next >' buttons.

Click on the  button.

The 'Add Address' form is titled 'Address Details (Step 1 of 2)'. It contains the following fields:

- 'What would you like to label this address? *' with an example: 'Headquarters, Houston Office'
- 'Country *' with a dropdown menu set to 'United States'
- 'Address Line 1 *', 'Address Line 2', and 'Address Line 3' as text input fields
- 'City/Town *', 'State/Province *' (dropdown), and 'Postal Code *' as text input fields
- 'Phone *' with a text input field and an 'ext.' field; note: 'International phone numbers must begin with +'
- 'Toll Free Phone' with a text input field and an 'ext.' field; note: 'International phone numbers must begin with +'
- 'Fax' with a text input field; note: 'International phone numbers must begin with +'

A 'Next >' button is located at the bottom right. A legend at the bottom left states '* Required to Complete Registration'.

You can enter anything for the address label (ie. Home, Mailing, etc.). Provide the required information and click .

You will then be asked to add a primary contact for this address.

This section will be pre-populated with the information you entered on the account creation page. Again, you can enter anything for the contact label.

Make sure the information is correct and click [Save Changes](#).

Add Address

Primary Contact For This Address (Step 2 of 2) ?

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

Enter New Contact Not Applicable

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

Payment Information

Here you will enter your payment information.

Registration > Manage Registration Profile

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Hare, Jordan

Registration In Progress for Auburn University
3 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information** ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

Payment Information ?

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.

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

No payment information has been entered.

Click **Add Payment Information** and select the type of payment you prefer.

Add Payment Information

Payment Title *

Country *

Payment Type * Direct Deposit (ACH)

Direct Deposit Format *

Electronic Remittance Email *

Currency *

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

Address Line 1

Address Line 2

Address Line 3

City/Town

State/Province/Region

Postal Code

* Required to Complete Registration

Save Changes **Close**

Complete with your payment information and click **Save Changes**.

Tax Information

Here you will be required to upload your tax document. Please upload a document that is signed and dated. If you do not have one, you will use the pre-populated document, which has been completed by the system based on your previous answers. It will need to be printed, signed and dated, and uploaded.

Registration > Manage Registration Profile

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Hare, Jordan

Registration In Progress for:
Auburn University

4 of 5 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax 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.

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

No tax information has been entered

Add Tax Document

< Previous **Next >**

Click the **Add Tax Document** button and click on W-9 in the dropdown menu. **If you identified yourself as a foreign individual in the Individual Overview section at the beginning of the registration, you will see a list of W-8 forms. If you are unsure of which to choose, please contact our international tax office at nratax1@auburn.edu for assistance.**

Click **Add Tax Document** and choose your form.

No tax information has been entered

Add Tax Document
W-9

Add Tax Document

Tax Type * W-9

Tax Document Name *

Tax Document Year *

Tax Documentation * *Drop file to attach, or browse.*

[Download Pre-populated Tax Document](#)

* Required to Complete Registration

Enter a name and year for your tax document and click 'Download pre-populated Tax Document. Your document will open in a separate browser window. **Please make sure pop-up blockers are disabled on your browser so the document can open in a separate window.**

W-9
Form 1099-ISC (Rev. 10/2015)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (see instructions for your routine tax return; Name is required on this form; do not leave this blank.)
Hare, Jordan

2. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following boxes.
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (S-C corporation, S-S corporation, F-Partnership) in the space below.
Note: Check the appropriate box in the line above for the tax classification of the single-member member. Do not check this box if the LLC is classified as a single-member LLC that is disregarded from the entity when the owner of the LLC is an individual. Do not check this box for a U.S. federal estate. Check only a single-member LLC that is disregarded from the entity for U.S. federal tax purposes.

3. Address (number, street, apt. or suite no.) See instructions.
212 Ingram Hall
Auburn, AL 36849

4. Complete this section only to report interest, not dividends. See instructions on page 10.
Exempt payee code (if any):
Exemption from FATCA reporting (see page 10):

5. Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a married child, sole proprietor, or disregarded entity, see the instructions for Part 1, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN later.
Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number to Give the Requestor for guidelines on whose number to enter.

6. Social security number
Employer identification number

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions: You must check all item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part 1, later.

Open your tax document. Print. Sign & Date. Scan. Save it to your computer. Return to the registration screen and choose *Drop file to attach, or browse.* to locate and upload to your registration.

Add Tax Document

Tax Type * W-9

Tax Document Name *

Tax Document Year *

Tax Documentation * Drop file to attach, or browse.

100% X

[Download Pre-populated Tax Document](#)

* Required to Complete Registration

Once uploaded, click

Certify & Submit

You will then be able to certify and submit your registration for final review. Click the button. Enter your name and email address. Check the I certify that all information provided is true and accurate. box and click .

Registration | [Manage Registration Profile](#)

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Hare, Jordan

Registration In Progress for:
Auburn University

5 of 5 Steps Complete

Welcome

Individual Overview

Addresses

Contacts

Payment Information

Tax Information

Certify & Submit

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

Certify & Submit

Please type your initials in the box below, acknowledging that all information is correct and complete. It is each individual's responsibility to ensure all information remains current. Inaccurate 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 from doing business with us.

Preparer's Initials *

Preparer's Name *

Preparer's Title

Preparer's Email Address *

Today's Date 5/28/2020

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

★ Required to Complete Registration

Registration | [Manage Registration Profile](#)

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Thank You for Registering

Registration Complete for Hare, Jordan!

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.
- Return to the homepage and check for any other outstanding tasks.
- Return to Registration Profile

Your registration is now complete. It will be reviewed by AU's supplier management team and you will be contacted if more information is required. If you have any questions during this process, please contact supplierhelp@auburn.edu.