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 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 link from the email, you will be brought to the welcome page for the supplier 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.
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.

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.

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.

Click on the **Add Address** button.

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

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.

Payment Information
Here you will enter your payment information.
Click and select the type of payment you prefer.

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.
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 and choose your form.

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.

Open your tax document. Print. Sign & Date. Scan. Save it to your computer. Return to the registration screen and choose to locate and upload to your registration.
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 box and click Submit.
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.