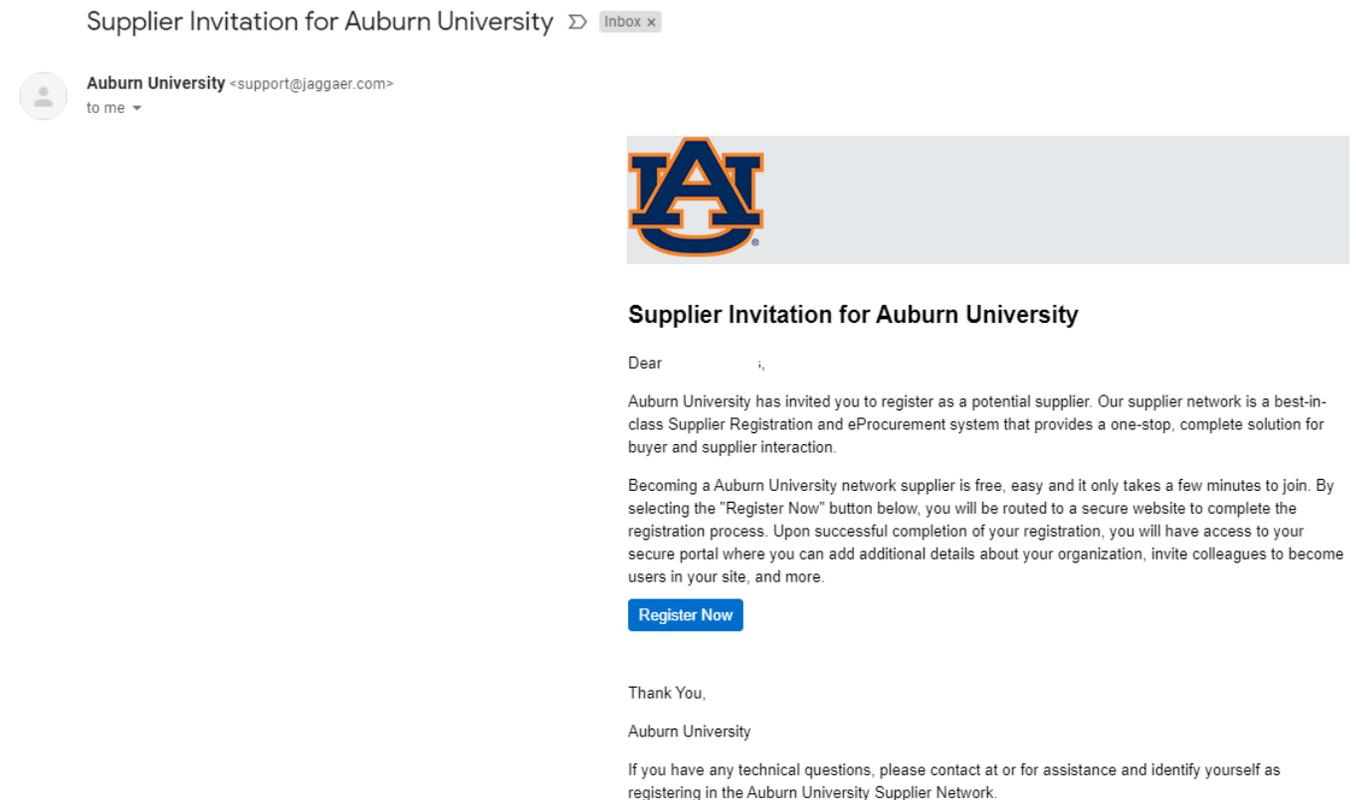**Supplier Portal Registration Guide: Purchase Order Suppliers**
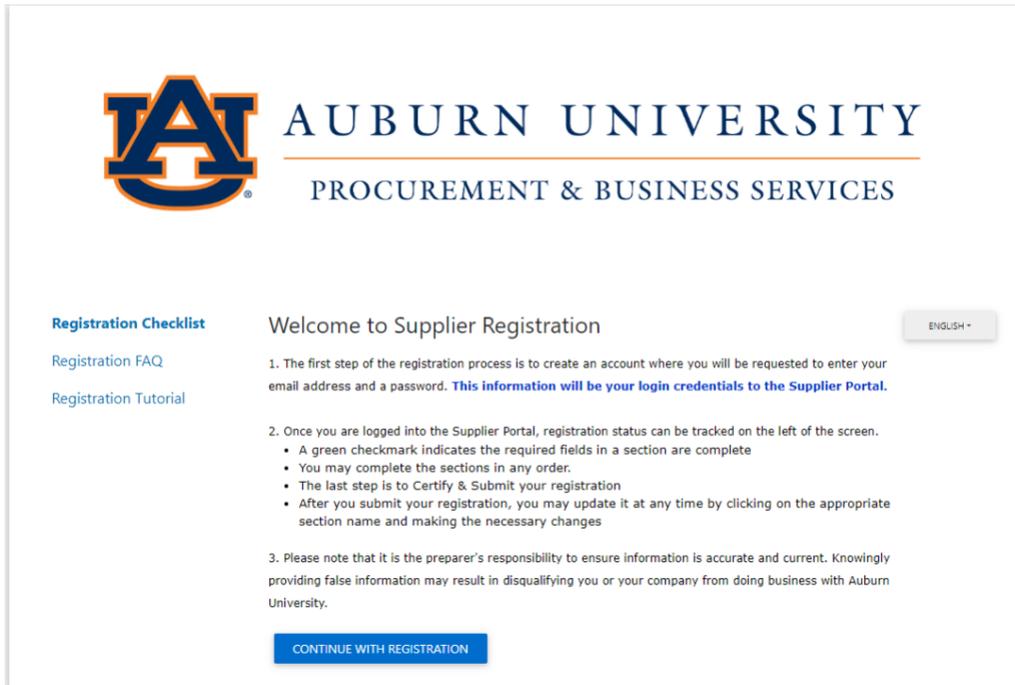
Below are instructions for completing your registration with the Auburn University's (AU) Supplier Portal.

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.

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 company name. This is the name that will be entered on all Solicitation Responses, Purchase Orders, and Payments. If your company's legal name is different from the one you were invited under, this is where you would correct it. Verify the information and click Next >.

Company Overview

This is the page where you can add your DBA (doing business as) name, if applicable, and your tax information. If you are an international supplier, please choose Non-US Based Entity 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 >.

Business Details

This is where you will provide your commodity codes. This information helps us to invite appropriate suppliers to solicitation events as well as report on types of goods/services purchased.

We recommend using the search feature to determine your Commodity code. Click the 'edit' button and enter text related to the type of business you do. To get the most complete list of available options enter just 1 keyword related to the kind of business.

Once you have chosen the descriptions for your business, please click **Next >** .

Addresses

You will need to enter fulfillment and remit to addresses in order to proceed. The fulfillment address is where the PO will be sent. The remittance address is where payment will be sent, and must match the remit to address on your invoices.

Click on the **Add Address** button. Anything can be entered for the address label. Check all address types that apply to the address you will be entering and click **Next >**.

If the entry is for fulfillment, you will need to enter an email or fax number where POs can be sent. The remit to address is where payment will be sent and should match the address on the invoice you will be submitting.

Fill out all the required information and click .

You will then be able to add contact information for the individual who will be managing your supplier record. The fulfillment and remittance contact boxes are automatically checked.

At this point, you will be able to create a new user account for the contact person you added, if it is someone other than yourself. This individual will automatically be sent a new user request via email, which will allow them to create their own login for the portal.
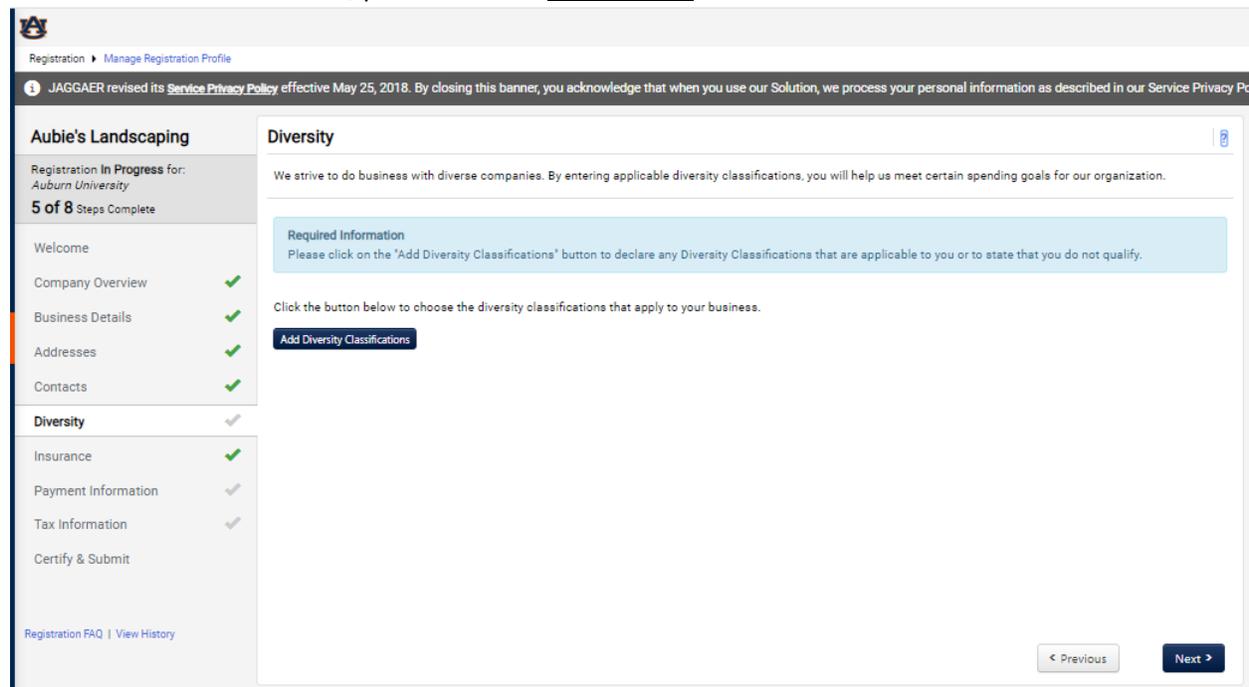

You will then be asked to assign a location for this address. This is a requirement for AU so that departments can build POs and payments can be made to you. The location label should be a description of the address and can be the same as the address label.

Diversity

AU strives to do business with diverse companies, although this does not guarantee, nor preclude any business transaction. However, we do want to know if you qualify as a diverse supplier. If your business can be classified as any of those shown below, please choose Yes for the question at the top of the page. If you select No or Decline to Answer, you will be considered a large business. For more information on small business classifications, please visit the SBA website

Click the [Add Diversity Classifications] button.

Small Business Status and Diversity Classifications ×

No Classification
☐ Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)

Federal Diversity Classifications
☐ Small Business
  ☐ Minority Owned Small Business (MOSB)
  ☐ Service-Disabled Veteran-Owned Small Business (SDVOSB)
  ☐ Small Disadvantaged Business (SDB)
  ☐ Veteran-Owned Small Business (VOSB)
  ☐ Woman-Owned Small Business (WOSB)
☐ Disabled Person-Owned Business (DOBE)
☐ Disabled Veteran Owned Business (DVBE)
☐ Minority Business Enterprise (MBE)
☐ Veteran Owned Business (VBE)
☐ Woman Business Enterprise (WBE)

Done   Close

*If you are an international supplier, please choose "Does Not Qualify As A Diverse Supplier" as these classifications only pertain to domestic suppliers.

If you choose "Small Business", you will need to click the edit button next to that entry and enter your CAGE code if you are SBA SAM listed.

Edit Diversity ×

Diversity Classification *   Small Business

Are you SBA SAM listed? *   ○ Yes   ○ No

* Required to Complete Registration   Save Changes   Close

Edit Diversity ×

Diversity Classification *   Small Business

Are you SBA SAM listed? *   ◉ Yes   ○ No

What is your CAGE code? *   [   ]

* Required to Complete Registration   Save Changes   Close

Once you have provided your diversity information, indicate whether or not you are a small business under Additional Questions, then click Next > .

Payment Information

Here you will enter your payment information.

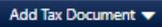Click and select the type of payment you prefer.

Complete with your payment information and click .

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.

If you choose to use this method, click the button and choose which document you would like to upload. If you are a domestic supplier, your only choice will be a W9. International suppliers will be shown a list of W8s to choose from. If you have questions about which form to use, please refer to the IRS website: https://www.irs.gov/forms-pubs/about-form-w-8-ben or contact our international tax specialists at nratax1@auburn.edu.

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

If you have a valid W-9, you can upload here or, 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 [Select file | Drop file to attach, or browse.] to locate and upload to your registration.

Once uploaded, click [Save Changes].

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 .

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.