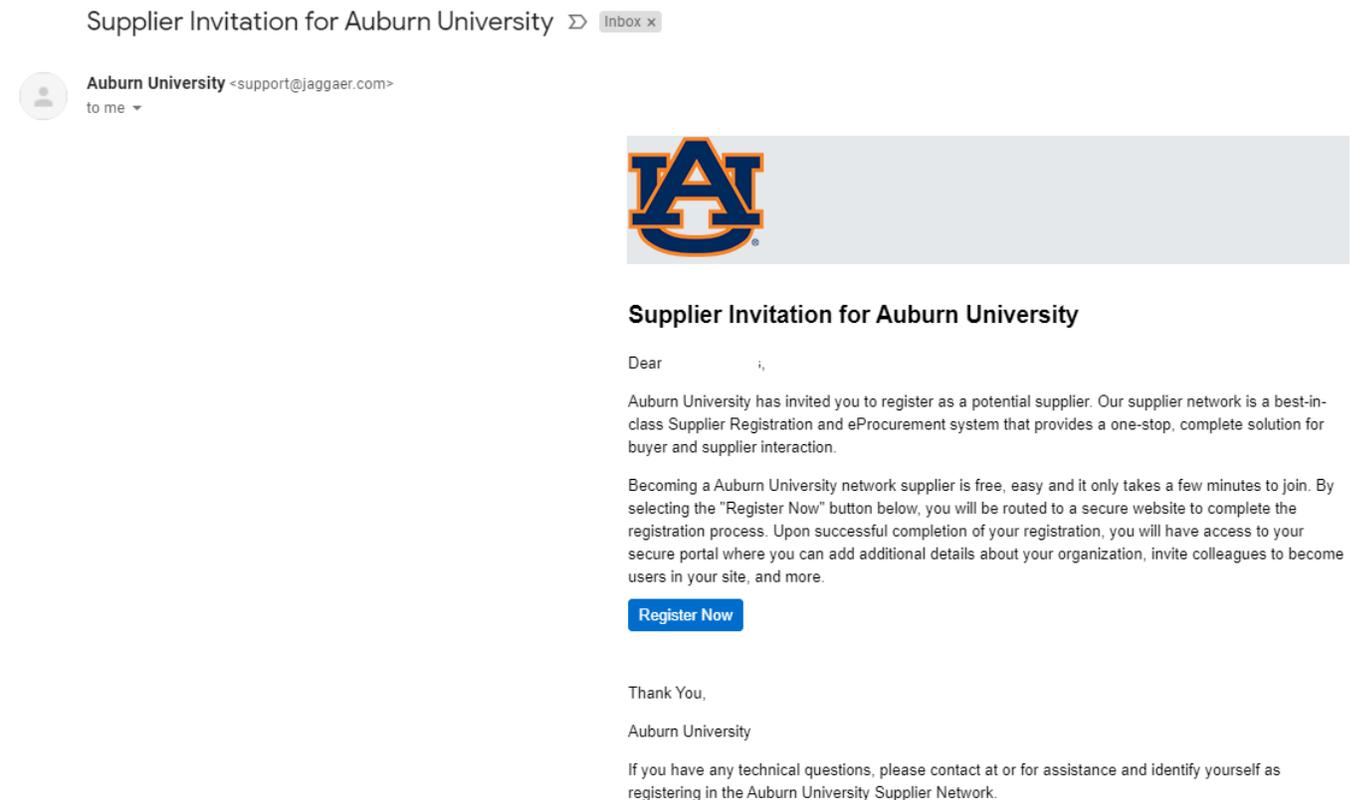


Supplier Portal Registration Guide: Purchase Order Suppliers

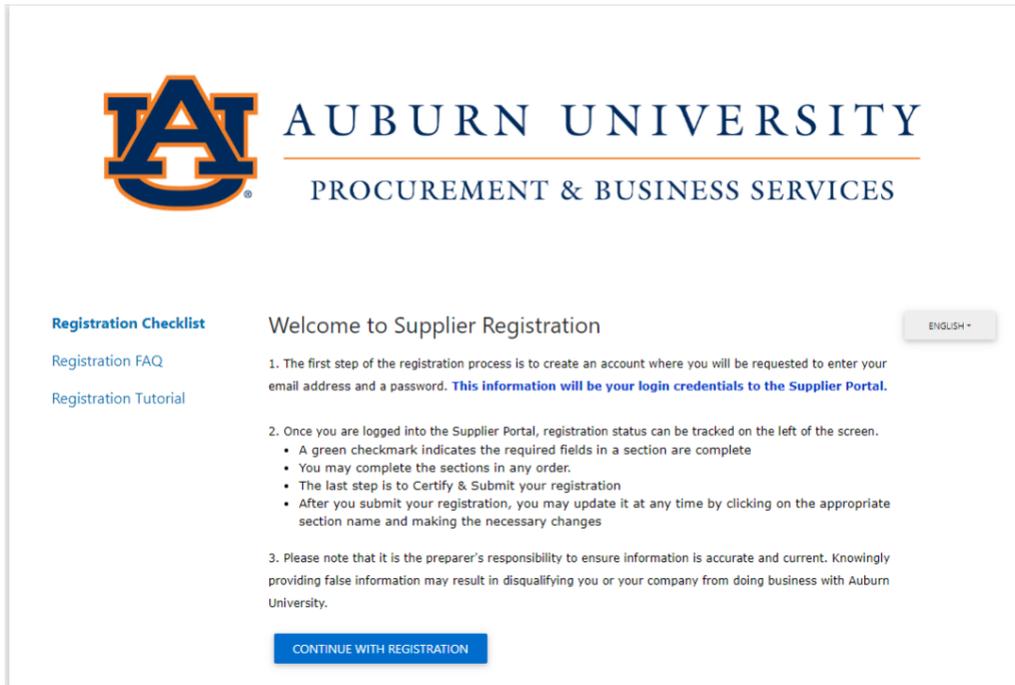
Below are instructions for completing your registration with the Auburn University's (AU) Supplier Portal.

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.



AUBURN UNIVERSITY
PROCUREMENT & BUSINESS SERVICES

Registration Checklist

- Registration FAQ
- Registration Tutorial

Welcome to Supplier Registration

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

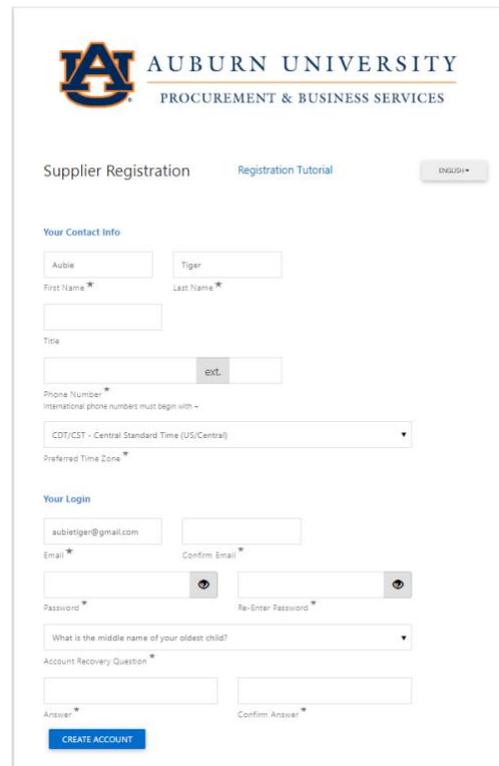
3. Please note that it is the preparer's responsibility to ensure information is accurate and current. Knowingly providing false information may result in disqualifying you or your company from doing business with Auburn University.

[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](#) .



AUBURN UNIVERSITY
PROCUREMENT & BUSINESS SERVICES

Supplier Registration

[Registration Tutorial](#)

Your Contact Info

Aubie Tiger

First Name * Last Name *

Title

Phone Number * ext.

International phone numbers must begin with -

Preferred Time Zone *

Your Login

Email * Confirm Email *

Password * Re-Enter Password *

What is the middle name of your oldest child?

Account Recovery Question *

Answer * Confirm Answer *

[CREATE ACCOUNT](#)

Welcome

Registration > Manage Registration Profile

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Aubie's Landscaping

Registration In Progress for:
Auburn University
2 of 8 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

Payment Information

Tax Information

Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

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.**

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- 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.

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

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

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

Registration > Manage Registration Profile

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Aubie's Landscaping

Registration In Progress for:
Auburn University
2 of 8 Steps Complete

Company Overview

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.

Doing Business As (DBA) *

Country of Origin

Legal Structure *

Tax ID Number *

Are you exempt from backup withholding? * Yes No

★ Required to Complete Registration

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

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.

Registration > Manage Registration Profile

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Aubie's Landscaping

Registration Complete for:
Auburn University

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Registration FAQ | View History

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. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Products and Services

Commodity Codes * -

* Required to Complete Registration

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.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

0 Selected Codes

Showing 1 - 20 of 550 Results

Results Per Page: 20 | Sort by: Commodity Code | Page 1 of 28

Commodity Code	Description
10000000	Live Plant and Animal Material and Accessories and Supplies
10100000	Live animals
10110000	Domestic pet products
10120000	Animal feed
10130000	Animal containment and habitats
10140000	Saddlery and harness goods
10150000	Seeds and bulbs and seedlings and cuttings
10160000	Floriculture and silviculture products
10170000	Fertilizers and plant nutrients and herbicides
10190000	Pest control products
10200000	Live rose bushes
10210000	Live plants of high species or variety count flowers
10220000	Live plants of low species or variety count flowers
10230000	Live chrysanthemums
10240000	Live carnations
10250000	Live orchids
10300000	Fresh cut rose
10310000	Fresh cut blooms of high species or variety count flowers
10320000	Fresh cut blooms of low species or variety count flowers
10330000	Fresh cut chrysanthemums

Results Per Page: 20 | Page 1 of 28

Once you have chosen the descriptions for your business, please click

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.

The screenshot shows the 'Addresses' section of a registration profile for 'Aubie's Landscaping'. The profile is for 'Auburn University' and is 2 of 8 steps complete. The 'Addresses' section is highlighted in the navigation menu. The main content area shows a message: 'Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.' Below this is a 'Required Information' box stating: 'The following address types are required to complete registration: - Fulfillment - Remittance'. A message below that says 'No addresses have been entered'. There is an 'Add Address' button and a 'Hide Inactive Addresses' link. At the bottom right are 'Previous' and 'Next' navigation buttons.

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 >**.

The screenshot shows the 'Add Address' modal form. The title is 'Add Address'. Below the title is a section for 'Basic Information (Step 1 of 3)'. The first question is 'What would you like to label this address? *' with a text input field containing 'Main Office'. Below the input field is an example: 'Example: Headquarters, Houston Office'. The second question is 'Which of the following business activities take place at this address? (select all that apply) *'. There are two checkboxes: 'Takes Orders (fulfillment)' and 'Receives Payment (remittance)', both of which are checked. At the bottom left is a note: '* Required to Complete Registration'. At the bottom right is a 'Next >' button.

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.

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
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 < Previous **Next >**

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.

Add Address ✕

Primary Contact For This Address (Step 3 of 3) ?

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

Enter New Contact Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Corporate
- Sales

Contact Label *

First Name *

Last Name *

Position Title

Email *

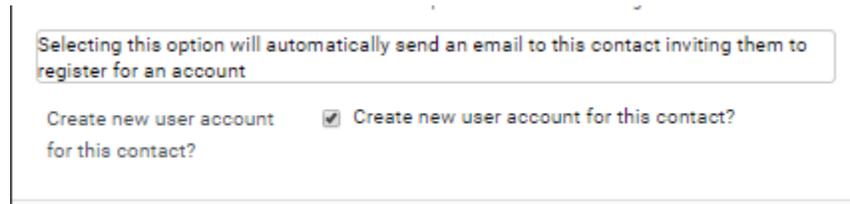
Phone *
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration < Previous **Save Changes**

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.



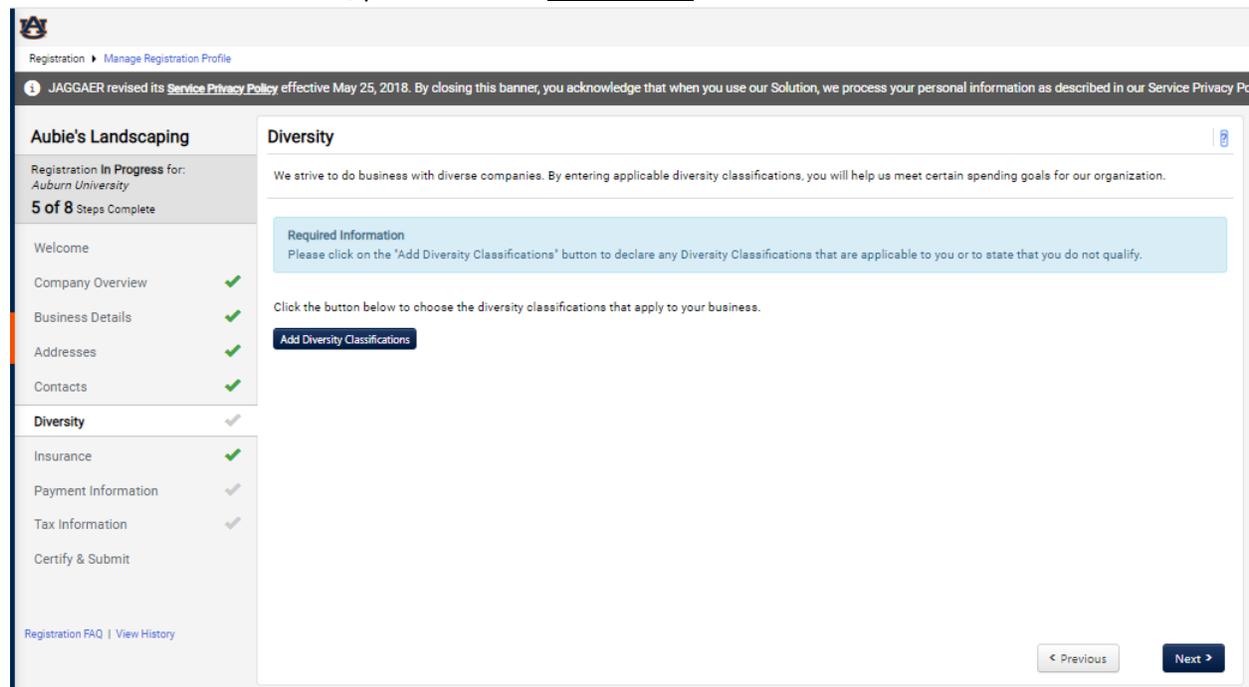
Selecting this option will automatically send an email to this contact inviting them to register for an account

Create new user account Create new user account for this contact?
for this contact?

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](#)



Registration > Manage Registration Profile

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Aubie's Landscaping

Registration In Progress for:
Auburn University
5 of 8 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity** ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

Diversity

We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.

Required Information
Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

Click the button below to choose the diversity classifications that apply to your business.

[Add Diversity Classifications](#)

< Previous Next >

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.

The screenshot shows a registration profile page for 'Aubie's Landscaping'. On the left is a navigation menu with items: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Tax Information, and Certify & Submit. The 'Payment Information' section is currently active. The main content area has a heading 'Payment Information' and a sub-heading 'Required Information' with a message: 'At least one payment type is required to complete this section.' Below this, it says 'No payment information has been entered.' and there is a button labeled 'Add Payment Information'. At the bottom right of the main content area are buttons for '< Previous' and 'Next >'. A banner at the top of the page mentions a privacy policy update by JAGGAER.

Click  and select the type of payment you prefer.

The 'Add Payment Information' modal form contains the following fields and options:

- Payment Title *
- Country *
- Payment Type * (Dropdown menu, currently showing 'Direct Deposit (ACH)')
- Direct Deposit Format (Dropdown menu)
- Remittance Address (Dropdown menu)
- Electronic Remittance Email
- Currency *
- Active (Radio buttons for Yes and No)
- Bank Account** section:
 - Country *
 - Bank Name *
 - Account Holder's Name *
 - Account Type * (Dropdown menu)
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - City/Town
 - State/Province/Region
 - Postal Code

At the bottom of the form, there is a note: '* Required to Complete Registration' and two buttons: 'Save Changes' and 'Close'.

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.

The screenshot shows a registration profile page for 'Aubie's Landscaping'. On the left is a navigation menu with steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Tax Information, and Certify & Submit. The 'Tax Information' step is currently active. The main content area is titled 'Tax Information' and includes a note: 'Tax information is used for payment and the tax document should be uploaded using a PDF format.' Below this is a 'Required Information' section stating 'The following tax document are required to complete registration:' with a list containing '- W-9'. A message below reads 'No tax information has been entered' with an 'Add Tax Document' button. At the bottom right are 'Previous' and 'Next' navigation buttons.

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 nrtax1@auburn.edu.**

Click  and choose your form.

No tax information has been entered

The 'Add Tax Document' dropdown menu is open, showing 'W-9' as the selected option.

The 'Add Tax Document' modal form contains the following fields and options:

- Tax Type *: W-9
- Tax Document Name *:
- Tax Document Year *:
- Tax Documentation *: Drop file to attach, or browse.
- [Download Pre-populated Tax Document](#)

At the bottom, there is a legend: '* Required to Complete Registration' and two buttons: 'Save Changes' and 'Close'.

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.

Form W-9
(Rev. October 2018)
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.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Aubie's Landscaping

2 Business name/disregarded entity name, if different from above
Aubie's Landscaping

3 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 (C-Corporation, S-S corporation, P-Partnership) in the space below the box.
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (none apply only to certain entities; not individuals; see instructions on page 3).
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to account maintenance under the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
212 Ingram Hall
Requester's name and address (optional)
Auburn, Alabama 36849

6 City, state, and ZIP code

7 Last account number(s) (see instructions)

Part I 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 resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, 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 Requester for guidelines on whose number to enter.

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 cross out 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

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 * Aubie's Landscaping

Tax Document Year * 2020

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

TAX_TYPE_W9.pdf 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

[Proceed to Certify and Submit >>](#)

button. Enter your name and email address. Check the

I certify that all information provided is true and accurate.

box and click

[Submit](#)

The screenshot shows a web interface for 'Aubie's Landscaping' registration. On the left is a sidebar with a progress indicator '8 of 8 Steps Complete' and a list of steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, and Tax Information, each with a green checkmark. Below this is the 'Certify & Submit' section with links for 'Registration FAQ' and 'View History'. The main content area is titled 'Certify & Submit' and contains instructions: 'Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company 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 or your company from doing business with us.' Below the instructions are form fields: 'Preparer's Name *' (Aubie Tiger), 'Preparer's Title *' (President), 'Preparer's Email Address *' (aubietiger@gmail.com), and 'Today's Date' (5/27/2020). A 'Certification *' section has a checked checkbox for 'I certify that all information provided is true and accurate.' A 'Submit' button is at the bottom right. A footer note says '* Required to Complete Registration'.

The screenshot shows a confirmation page titled 'Thank You for Registering'. It features a green checkmark icon and the text 'Registration Complete for Aubie's Landscaping!'. Below this is a green box titled 'Next Steps' containing a bulleted list: '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.', 'Send new user request to an additional portal user.', 'Return to the homepage and check for any other outstanding tasks.', and '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.