

TCU Supplier Portal Step by Step Instructions – International Individual

To become a supplier with Texas Christian University, potential suppliers must be requested by a TCU department. Once a TCU department requests a supplier be created, TCU Procurement will email an invitation to the potential supplier to register in TCU's Supplier Portal. *TCU does not allow unsolicited registrations.*

- 1) Potential suppliers will receive an email from TCU-Jaggaer (Support@sciquest.com), titled Supplier invitation for TCU Supplier Portal. Jaggaer is the website to access the supplier portal. Open the email.

□ ☆ TCU - Jaggaer

Supplier Invitation for TCU Supplier Portal -

- 2) Review the welcome letter, which includes required documentation to register, as well as resources for completing the registration. Click on the Register Now button when ready to register.



Dear Mary Smith,

Welcome to TCU's Supplier Portal!

To do business with TCU, all suppliers, both business and individuals, must be registered through TCU Supplier Portal. The Supplier Portal allows suppliers to register, update and maintain their registration data.



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. If applicable, conflict of interest information

Resources

- Step-by-step video and PDF guides: [Jaggaer Supplier Guides](#)
- Technical issues (e.g., password assistance, login problems, account creation): [Jaggaer Supplier Support](#)
- Supplier portal login after registration: [Jaggaer Supplier Login](#)

Thank you,

- 3) Review the Registration Checklist, FAQ and Tutorial as needed. The tutorial provides more information regarding the Jaggaer portal and global network.

The screenshot shows the 'Welcome to Supplier Registration' page. At the top is a purple header with the TCU logo. Below the header, on the left, is a yellow-bordered box containing links for 'Registration Checklist', 'Registration FAQ', and 'Registration Tutorial'. The main content area has the heading 'Welcome to Supplier Registration' and a sub-heading 'Browse the topics below to learn more about registering and to begin the registration process: The Registration Process'. There is an 'English' dropdown menu. Below this, there are three numbered steps: 1. 'The registration process should take less than 3 minutes!', 2. 'Click the "Continue with Registration" button below, to begin the registration process.', and 3. 'Ensure all the required fields and sections are completed.' At the bottom, there is a yellow-bordered button labeled 'Continue With Registration'.

- 4) Complete the supplier network registration, selecting Create Account when completed.

Terms and Conditions

✓ I have read and accepted JAGGAER's [Terms and Condition](#)

The screenshot shows the hCaptcha verification step. It features a green checkmark and the text 'I am human'. To the right is the hCaptcha logo and links for 'Privacy' and 'Terms'. Below this, there is a yellow-bordered button labeled 'Create Account'.

- 5) Check your email to create your password. *Note: It can take up to 5 minutes to receive the password reset email.* Ensure you retain your password for future use when updating or editing supplier information.

☐ ☆ PRE - JAGGAER Suppl. **Reset your supplier account password -**

After creating your password, the Login screen will appear. If ready to register, login.

- 6) Enter your password to login to the portal. It is suggested you bookmark the login page.

The screenshot shows the 'Login Using JAGGAER Global Identity' screen. At the top, there is a language dropdown set to 'English US'. Below this, the email address 'tcusupplierportaldemo@gmail.com' is entered. There is a 'Forgot Password?' link. The password field is masked with dots and has an eye icon to toggle visibility. At the bottom, there is a blue 'Login' button.

- 7) Select a method to receive a one-time code to verify your identity. *Note: It can take a few minutes to receive code.* If you selected email, copy the code provided in the email you receive and select submit.

☐ ☆ PRE - JAGGAER Suppl. Verification code for supplier authentication

One-Time Code English US ▼

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code *

- 8) Proceed through the required steps. Enter your Legal Name to begin. This name must match your W8. Select Next to continue. *Once you select Next, your registration is now in progress.*

Smith, Mary
Registration In Progress for:
TCU Supplier Portal
0 of 5 Steps Complete

Welcome
Individual Overview ▲
Addresses ▲
Payment Information ▲
Tax Information ▲
Conflict of Interest ▲
Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration ?
Browse the topics below to learn more about registering and to begin the registration process: **The Registration Process**
1. The registration process should take less than 3 minutes!
2. Click the "Continue with Registration" button below, to begin the registration process.
3. Ensure all the required fields and sections are completed.

Required to Start Registration

Mary
 Smith

★ Required to Complete Registration

- 9) Refer to the info tip ⓘ for discussion regarding Country of Origin. Select the country as applicable. In Legal Structure, using the dropdown, select Foreign Individual. *Disregard Tax ID Number field unless you are a resident alien with a Social Security Number.*

Under Additional Questions, select the Edit button to add Business Types. Select all that apply. If performing work in the US, these selections will assist in determining potential tax consequences. Select Done when complete.

Individual Information

Country of Origin ★ ⓘ Guatemala

Legal Structure ★ ⓘ

Tax ID Number

Additional Questions

Business Type: ★

Service Provider

Is this an International Supplier performing services in the US, and/or being paid an award, royalty or license fee? ★

☐

Individual/Sole Proprietor or Single-Member LLC

C Corporation

S Corporation

Partnership

Trust/Estate

Limited Liability Company - C Corporation

Limited Liability Company - S Corporation

Limited Liability Company - Partnership

Other

Non-US Based Entity

Foreign Individual

★ Required to Complete Registration ☐

[< Previous](#) [Next >](#) [Proceed to Certify and Submit >>](#) [Save Changes](#)

0 of 3 Steps Complete

Welcome

Individual Overview ⚠

Addresses ⚠

Payment Information ⚠

Tax Information ⚠

Conflict of Interest ⚠

Certify & Submit

Registration FAQ | View History

Legal Structure ★ ⓘ Foreign Individual

Tax ID Number

Additional Questions

Business Type: ★

[Edit](#)

Is this an International Supplier performing services in the US, and/or being paid an award, royalty or license fee? ★

☐

★ Required to Complete Registration

Business Type:

[Select All](#)

☐ Goods Provider

☒ Service Provider

☐ Awards Recipient

☐ Reimbursement Recipient

☐ Royalty Recipient

☐ Education Provider

☐ Legal Provider

☐ Medical Services Provider

☐ Non-Profit Entity

☐ Other

[Done](#) [Close](#)

- 10) Review the question: Is this an international supplier performing services in the US and/or being paid an award, royalty or license fee? Using the drop-down menu, select Yes or No as applicable. **Please consider all work to be provided to TCU.** If work to include in the US, select Yes. Individuals selecting Yes will be required to complete the Glacier software, which determines tax consequences. Failure to answer this question accurately will significantly delay the onboarding process. Select Next.

Smith, Mary

Registration In Progress for:
TCU Supplier Portal
0 of 5 Steps Complete

Welcome

Individual Overview

Addresses

Payment Information

Tax Information

Conflict of Interest

Certify & Submit

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

Individual Information

Country of Origin *
Guatemala

Legal Structure *
Foreign Individual

Tax ID Number

Additional Questions

Business Type:
*

Service Provider
Edit

Is this an International Supplier performing services in the US, and/or being paid an award, royalty or license fee? *

* Yes to Complete Registration
No

Previous

Next

Save Changes

- 11) Complete the Address fields. Ensure you read the instructions which contains important information regarding the payee name and invoices you will be providing to TCU. To begin, select Add Address. In the Address Details section, in the What would you like to label this address field, enter the **payee** name for the address being added. **This name will print on the check.** Complete the required address fields. Select Save Changes. *If you invoice using multiple addresses, add each address.*

Smith, Mary

Registration In Progress for:
TCU Supplier Portal
1 of 5 Steps Complete

Welcome

Individual Overview

Addresses

Payment Information

Tax Information

Conflict of Interest

Certify & Submit

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

Addresses

In the first screen to add an address, the label field should be the Payee Name. The payee name provided must match the payee name listed on your invoices, and must be on your W9. This name prints on the check.

If any existing address is no longer applicable, **DO NOT** edit it, add a new address instead. To inactivate an unneeded address, click on the drop-down arrow next to the edit button and select Make Inactive.

Required Information

At least one address is required to complete this section.

No addresses have been entered

Add Address

Previous

Next

Add Address



Address Details *(Step 1 of 1)*



What would you like to label this address? ★

Mary Smith

Country ★

Guatemala ▼

Address Line 1 ★

6a Avenida 1-15, Zona 1

Address Line 2

Address Line 3

City/Town ★

Guatemala City

State/Province ★

Guatemala ▼

Postal Code ★

01001

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

Save Changes

Once all addresses have been added, select Next.

The screenshot shows the 'Addresses' section of the registration process for Mary Smith. The left sidebar indicates that 2 of 5 steps are complete, with 'Addresses' being the current step. The main area shows a table with one address: Mary Smith, 6a Avenida 1-15, Zona 1, Guatemala City, Guatemala, 01001. An 'Add Address' button is visible. At the bottom right, the 'Next' button is highlighted with a yellow box.

- 12) Complete the Tax Information requirement. International suppliers are **required** to provide a W-8. Select the applicable W8 from the Add Tax Document dropdown, type W-8 in the Tax Document Name, select the Tax Document Year (must be current year) and upload the W-8. Select Save Changes and then Next to processed to Conflict of Interest.

The screenshot shows the 'Add Tax Document' modal form. The 'Add Tax Document' button in the sidebar is highlighted with a yellow box. The form fields are: Tax Type (W-8BEN), Tax Document Name (W-8), Tax Document Year (2025), and Tax Documentation (Select file). The 'Save Changes' button at the bottom right is highlighted with a yellow box.

- 13) Review the Conflict-of-Interest definitions and answer Yes or No to the three **required** questions. A Yes answer may require more information. For questions regarding completion of the Conflict-of-Interest step, email procurement@tcu.edu. Select Next to proceed to Certify & Submit.
- 14) Review the Certify & Submit information and select the **required** Certification box indicating you acknowledge that all information provided is true and accurate.

Certify & Submit

[?](#)

By certifying and submitting, you affirm you are authorized to submit this information and documentation on behalf of your company and that all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with Texas Christian University.

It is the supplier's responsibility to ensure portal information is accurate and up to date. Inaccurate or stale information may result in payment delays.

Preparer's Initials

Preparer's Name ★

Preparer's Title

Preparer's Email Address ★

Today's Date

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

★ Required to Complete Registration

If you have questions after reviewing these instructions, please email procurement@tcu.edu.