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*.

 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 -

 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 TCL Supplier Portal. The Supplier Portal allows suppliers to register, update and maintain their registratic data.



Information needed to complete the registration process includes:

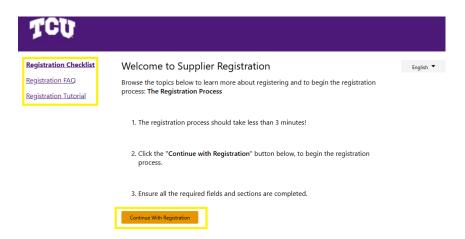
- 1. W9
- 2. W8 (for international suppliers)
- 3. Contact Name, Phone, Email and Addresses (Remittance and/or 1099)
- 4. If applicable, conflict of interest information

Resources

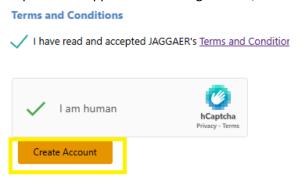
- Step-by-step video and PDF guides: <u>Jaggaer Supplier Guides</u>
- Technical issues (e.g., password assistance, login problems, account creation): <u>Jaggaer Supplier Support</u>
- Supplier portal login after registration: <u>Jaggaer Supplier Login</u>

Thank you,

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



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

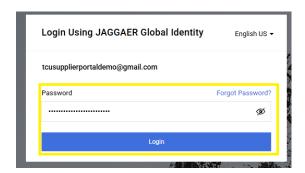


5) Check your email to create your password. *Note: It can take up to 5 minutes to receive the password reset email.* Ensure you retain your password for future use when updating or editing supplier information.

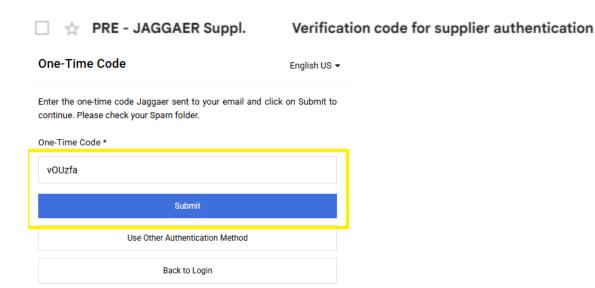


After creating your password, the Login screen will appear. If ready to register, login.

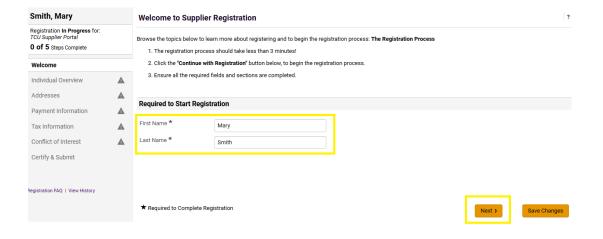
6) Enter your password to login to the portal. It is suggested you bookmark the login page.



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.



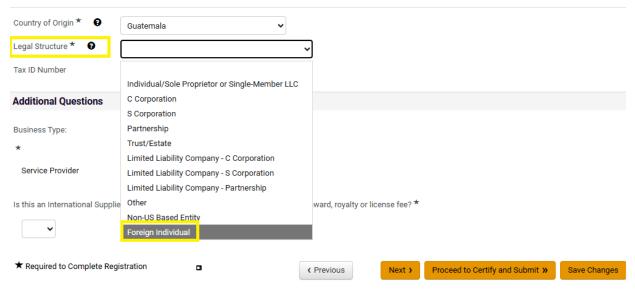
8) Proceed through the required steps. Enter your Legal Name to begin. This name must match your W8. Select Next to continue. Once you select Next, your registration is now in progress.

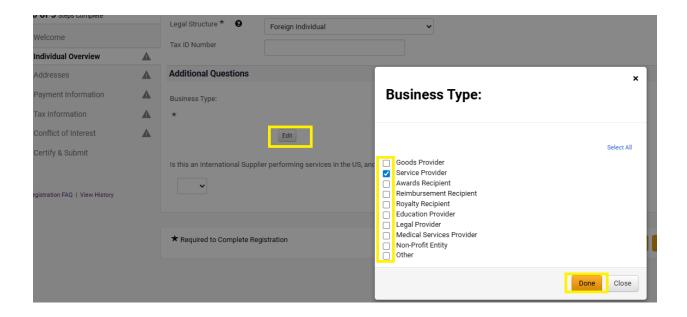


9) Refer to the info tip • for discussion regarding Country of Origin. Select the country as applicable. In Legal Structure, using the dropdown, select Foreign Individual. *Disregard Tax ID Number field unless you are a resident alien with a Social Security Number.*

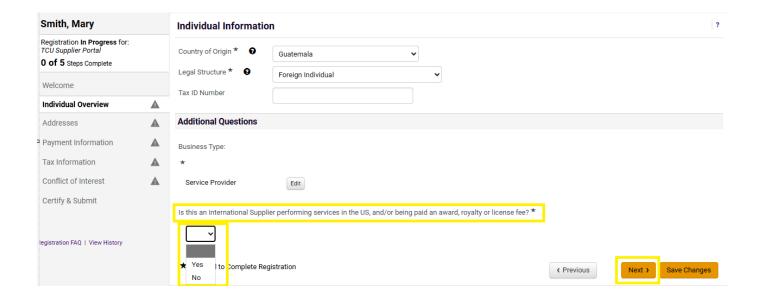
Under Additional Questions, select the Edit button to add Business Types. Select all that apply. If performing work in the US, these selections will assist in determining potential tax consequences. Select Done when complete.

Individual Information

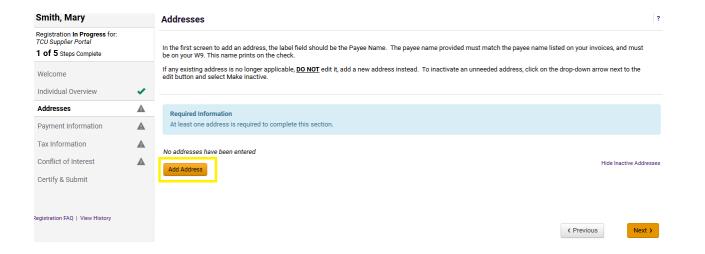




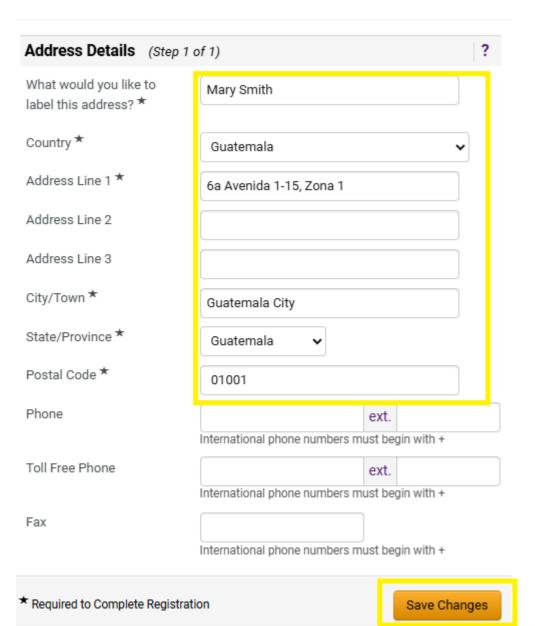
10) Review the question: Is this an international supplier performing services in the US and/or being paid an award, royalty or license fee? Using the drop-down menu, select Yes or No as applicable. Please consider all work to be provided to TCU. If work to include in the US, select Yes. Individuals 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.



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.



Add Address

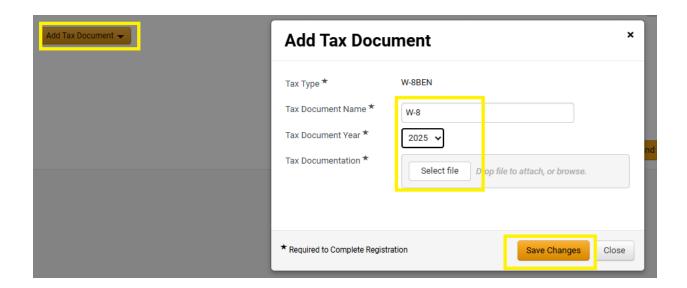


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Once all addresses have been added, select Next.



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.



- 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

M S

Preparer's Name *

Mary Smith

Preparer's Email Address *

apinvoices@tcu.edu

Today's Date

10/8/2025

Certification *

I certify that all information provided is true and accurate.

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