TCU Supplier Portal Step by Step Instructions – US 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 TCU Supplier Portal. The Supplier Portal allows suppliers to register, update and maintain their registration data.



Information needed to complete the registration process includes:

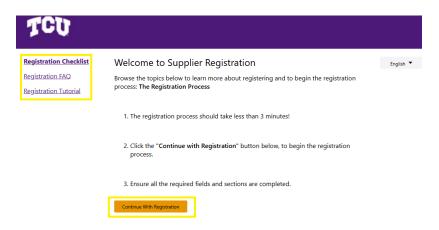
- 1. W9
- 2. W8 (for international suppliers)
- Contact Name, Phone, Email and Addresses (Remittance and/or 1099)
- 4. If applicable, conflict of interest information

Resources

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

Thank you,

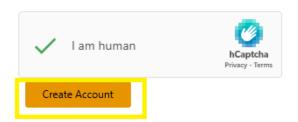
3) Review the Registration Checklist, FAQ and Tutorial as needed. The tutorial provides more information regarding the Jaggaer portal and global network.



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



I have read and accepted JAGGAER's Terms and Condition



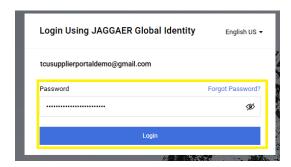
5) Check your email to create your password. Note: It can take up to 5 minutes to receive the password reset email. Ensure you retain your password for future use when updating or editing supplier information.



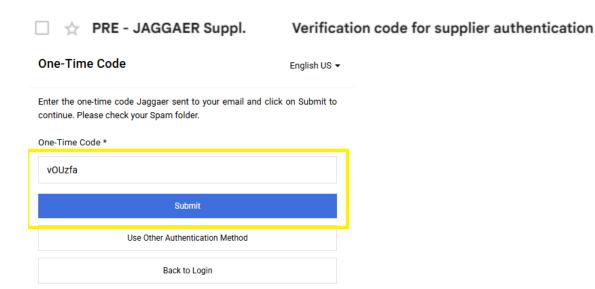
Reset your supplier account password -

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

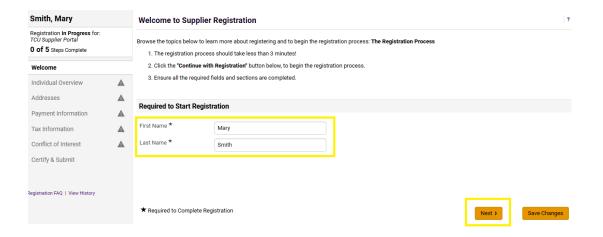
6) Enter your password to login to the portal. It is suggested you bookmark the login page.



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.

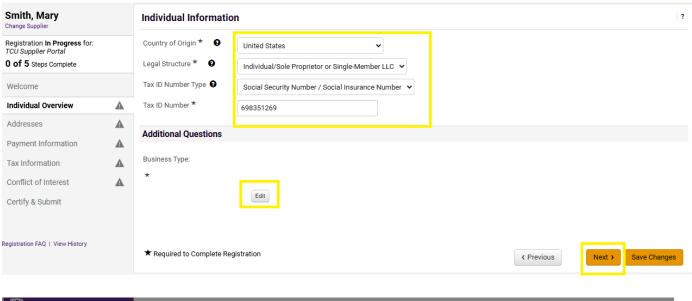


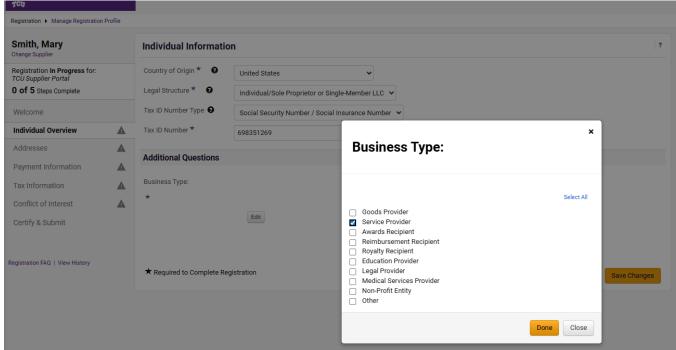
8) Proceed through the required steps. Enter your Legal Name to begin. This name must match Line 1 of your W9. Select Next to continue. Once you select Next, your registration is now in progress.



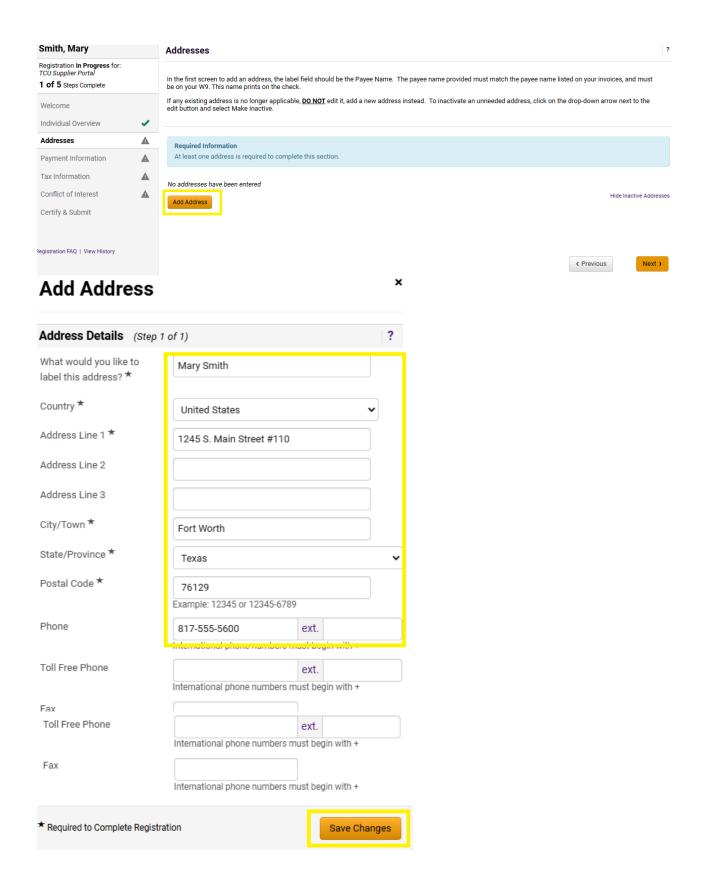
9) Complete the Individual Information fields. Refer to the info tip of for discussion regarding Country of Origin. Your Legal Structure must match the box selected in Line 3a of your W9. Select the Tax ID Number Type from the dropdown, and then enter your Tax ID Number or Social Security Number (no spaces or dashes), which must match Part 1 of your W9.

Select the Edit button to select a Business Type. Selections here impact 1099 tax reporting where applicable. **Select all that apply.** Select Next.

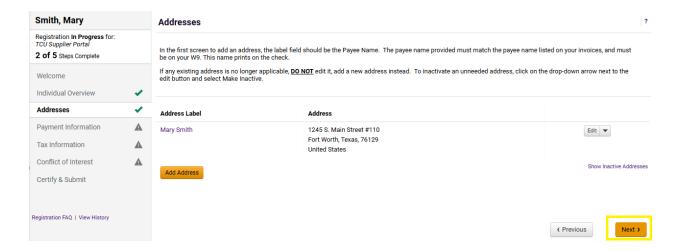




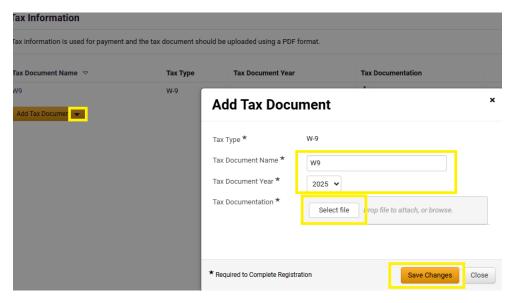
10) Complete the Address fields. Ensure you read the instructions which contains important information regarding the payee name and invoices you will be providing to TCU. To begin, select Add Address. In the Address Details section, for the "What would you like to label this address" field, enter the 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.



Once all addresses have been added, select Next.



11) Complete the Tax Information requirement. US Individuals are **required** to provide a W9. Select W9 from the Add Tax Document dropdown, type W9 in the Tax Document Name, select the Tax Document Year (must be current year) and upload the W9. Select Save Changes and then Next to processed to Conflict of Interest.



- 12) 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.
- 13) 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 *

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.

Submit

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