

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.*

- 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. On the left, there is a sidebar with links: 'Registration Checklist', 'Registration FAQ', and 'Registration Tutorial'. The main content area has a heading 'Welcome to Supplier Registration' and a subheading 'Browse the topics below to learn more about registering and to begin the registration process: The Registration Process'. 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 an orange 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 includes 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 an orange 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. It has a language dropdown set to 'English US'. Below this is a text input field for the email address 'tcusupplierportaldemo@gmail.com'. Underneath is a password input field with a 'Forgot Password?' link. At the bottom, there is a blue button labeled 'Login'.

- 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 Line 1 of your W9. 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

First Name *

Mary

Last Name *

Smith

★ Required to Complete Registration

- 9) Complete the Individual Information fields. Refer to the info tip ⓘ 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.

Smith, Mary
[Change Supplier](#)

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 * ⓘ
United States

Legal Structure * ⓘ
Individual/Sole Proprietor or Single-Member LLC

Tax ID Number Type ⓘ
Social Security Number / Social Insurance Number

Tax ID Number *
698351269

Additional Questions

Business Type:
*

Edit

★ Required to Complete Registration

Previous

Next >

Save Changes

Smith, Mary
[Change Supplier](#)

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 * ⓘ
United States

Legal Structure * ⓘ
Individual/Sole Proprietor or Single-Member LLC

Tax ID Number Type ⓘ
Social Security Number / Social Insurance Number

Tax ID Number *
698351269

Additional Questions

Business Type:
*

Edit

★ 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

Save Changes

- 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.*

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

Hide Inactive Addresses

< Previous

Next >

Add Address

Address Details (Step 1 of 1)

What would you like to label this address? *

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province *

Postal Code *

Phone

Toll Free Phone

Fax

Toll Free Phone

Fax

* Required to Complete Registration

Save Changes

Once all addresses have been added, select Next.

Smith, Mary

Registration **In Progress** for:
TCU Supplier Portal
2 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.

Address Label	Address	
Mary Smith	1245 S. Main Street #110 Fort Worth, Texas, 76129 United States	Edit

Add Address

Show Inactive Addresses

Previous

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.

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
W9	W-9		

Add Tax Document

Add Tax Document

Tax Type *

W-9

Tax Document Name *

W9

Tax Document Year *

2025

Tax Documentation *

Select file

Drop file to attach, or browse.

★ Required to Complete Registration

Save Changes

Close

- 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 ★

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.