

Supplier Registration Step by Step Instruction Guide

Supplier Registration portal - This is a 7 step process and will take approximately 15 minutes to complete. Some fields will be pre-populated, but they can be changed.

Step 1: Create Your Account

- A. Vendor will receive an email from Midwestern University, Support@jaggaer.com
- B. Select Register Now link in email.
- C. Select Continue with Registration



- D. Supplier Registration – register to gain access to the Midwestern University supplier portal. Some fields will be pre-populated, but they can be changed. **Enter or Confirm:**
 - i. First Name/Last Name (in the case of a company registration, this is the contact individual for the supplier registration process)
 - ii. Title
 - iii. Phone Number
 - iv. Preferred Time Zone
 - v. Login Information
 - vi. Email ****This must be the email address that was given at point of request.***
 - vii. Password – Minimum 8 characters in length

Step 2: Start Registration

A. Enter or Confirm:

- a. Legal Company Name – this must match the name on file with the IRS and the name on your W-9. This will be pre-populated based on the request if incorrect you are able to update the name.

B. Select Next

Welcome to Supplier Registration ?

Welcome! With the necessary data collected, the registration process should not take more than 15 minutes. Compiling the necessary information prior to beginning the registration process, will ensure a smooth and trouble-free registration process.

The following information will be requested during the registration process:

- Financial information
- List of commodities you offer
- Additional contacts
- Business references
- Financial history
- Diversity information and certifications (if applicable)

If there is a sourcing opportunity for your industry specific business, you will be contacted to submit additional information. If you have any questions regarding this registration form, please send us an email at ap@midwestern.edu with your Company Name in the Subject field.

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

Next > Save Changes

Step 3: Company Overview

- A. *Alternate* business name - name that you are doing business as (or are commonly known by), that is **not** your Legal Company Name.
 - i. This field can be left blank if not applicable.
 - ii. Customers can search on this name in addition to your Legal Company Name.
- B. Country of Origin - The country you use for tax purposes – Select the drop down.
- C. Legal Structure - Select/View the appropriate legal structure for the supplier organization. This must match your business classification on IRS Form W-9.
 - i. Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit www.irs.gov.
- D. Tax ID Number Type – This must be nine digits long. Do not include dashes or spaces. This must match the information on IRS Form W-9.
- E. Company website (if applicable).
- F. Select Next.

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

Website ?

★ Required to Complete Registration

Step 4: Business Details

This information allows us to track additional details.

- A. Is your business a local supplier?
- B. Is your business a national supplier?

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.

Sales Territories

Is Your Business a Local Supplier? Yes No

Is Your Business a National Supplier? Yes No

U.S. Service Area -

International Service Area -

Products and Services

NAICS Codes * ? *No Primary NAICS Code Selected*

Commodity Codes *

★ Required to Complete Registration

- C. U.S. Service area – Select Edit and choose all states that are serviced. You can select all located in the upper right corner.

U.S. Service Area [X]

▼ **States** [Select All](#)

Alabama Alaska Arizona Arkansas
 California Colorado Connecticut Delaware
 District of Columbia Florida Georgia Hawaii
 Idaho Illinois Indiana Iowa
 Kansas Kentucky Louisiana Maine
 Maryland Massachusetts Michigan Minnesota
 Mississippi Missouri Montana Nebraska
 Nevada New Hampshire New Jersey New Mexico
 New York North Carolina North Dakota Ohio
 Oklahoma Oregon Pennsylvania Rhode Island
 South Carolina South Dakota Tennessee Texas
 Utah Vermont Virginia Washington
 West Virginia Wisconsin Wyoming

▼ **Other Territories** [Select All](#)

American Samoa Guam Northern Mariana Islands Puerto Rico
 Virgin Islands, U.S.

Done **Close**

D. International Service Area- If you do not do international business you can leave this blank. If you do select edit for a list of countries.

International Service Area [X]

Search

Only Show Selected Values

▼ **North America** [Select All](#)

Bermuda Canada Greenland Mexico
 St. Pierre & Miquelon

▼ **Caribbean** [Select All](#)

Anguilla Antigua & Barbuda Aruba Bahamas
 Barbados British Virgin Islands Caribbean Netherlands Cayman Islands
 Cuba Curaçao Dominica Dominican Republic
 Grenada Guadeloupe Haiti Jamaica
 Martinique Montserrat Puerto Rico Sint Maarten
 St. Barthélemy St. Kitts & Nevis St. Lucia St. Martin
 St. Vincent & Grenadines Trinidad & Tobago Turks & Caicos Islands U.S. Virgin Islands

▼ **Central America** [Select All](#)

Belize Costa Rica El Salvador Guatemala
 Honduras Nicaragua Panama

Done **Close**

- E. NAICS Codes –
- i. NAICS stands for the "North American Industry Classification System", which has industry-standard codes that describes the type of work you provide. More information about this system can be found here: [NAICS](#).
 - ii. Check the "Edit" button to choose from a list of codes.

- iii. It is very important that you choose a code that most closely describes the products and/or services you provide.
 - iv. Once you've chosen a Primary NAICS code, you may choose several additional Secondary codes to further describe the types of products or services you provide.
 - v. This information will be used by customers to help find and select suppliers for potential engagements. Please make sure you only include codes that apply to you.
- F. Commodity Code – This is a classification for the type of services/products you provide.
- G. Select Next

Step 5: Addresses

- A. Multiple addresses can be loaded in this tab.
 - i. Corporate address/Headquarters
 - ii. Remit address for payment
 - iii. Multiple locations Select Add address
- B. Select Add address.

Addresses ?

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.

Required Information
The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

No addresses have been entered

[Add Address](#) [Hide Inactive Addresses](#)

← Previous [Next](#) →

- C. Make sure each address location has a label.
- D. Select the corresponding business activities check mark boxes
- E. Select Next

Add Address

Address Details (Step 2 of 3) ?

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province *

Postal Code *

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

- F. Complete the fields
- G. Select Next
- H. Primary contact for this address

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)
- Other (physical)
- Catalog
- Corporate
- Customer Care
- Sales
- Technical
- PO Failure

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone * ext.
International phone numbers must begin with +

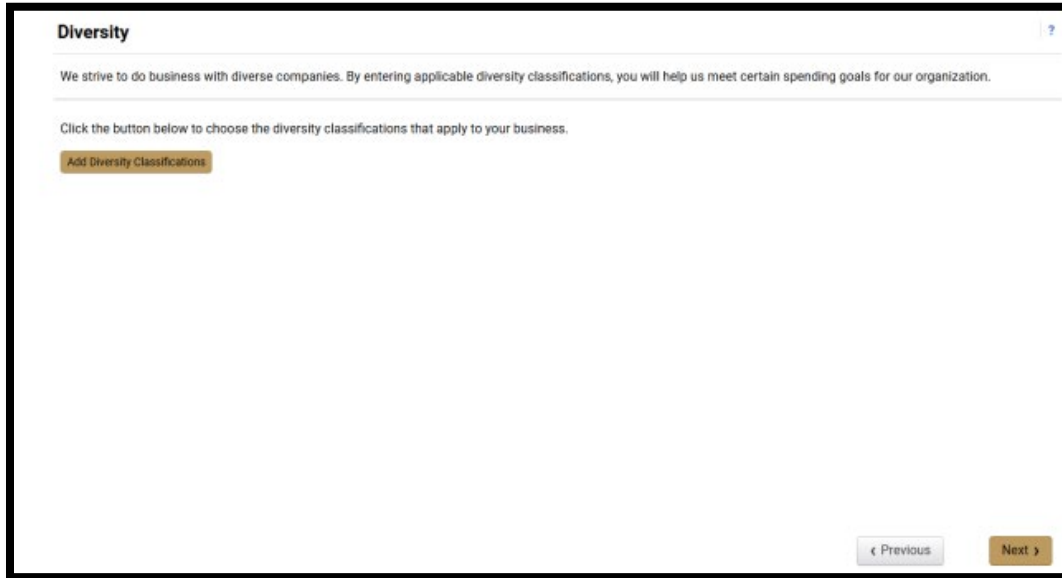
* Required to Complete Registration

- I. Complete all fields
- J. Select Save Changes

K. It will take you back to add more addresses. If done select Next.

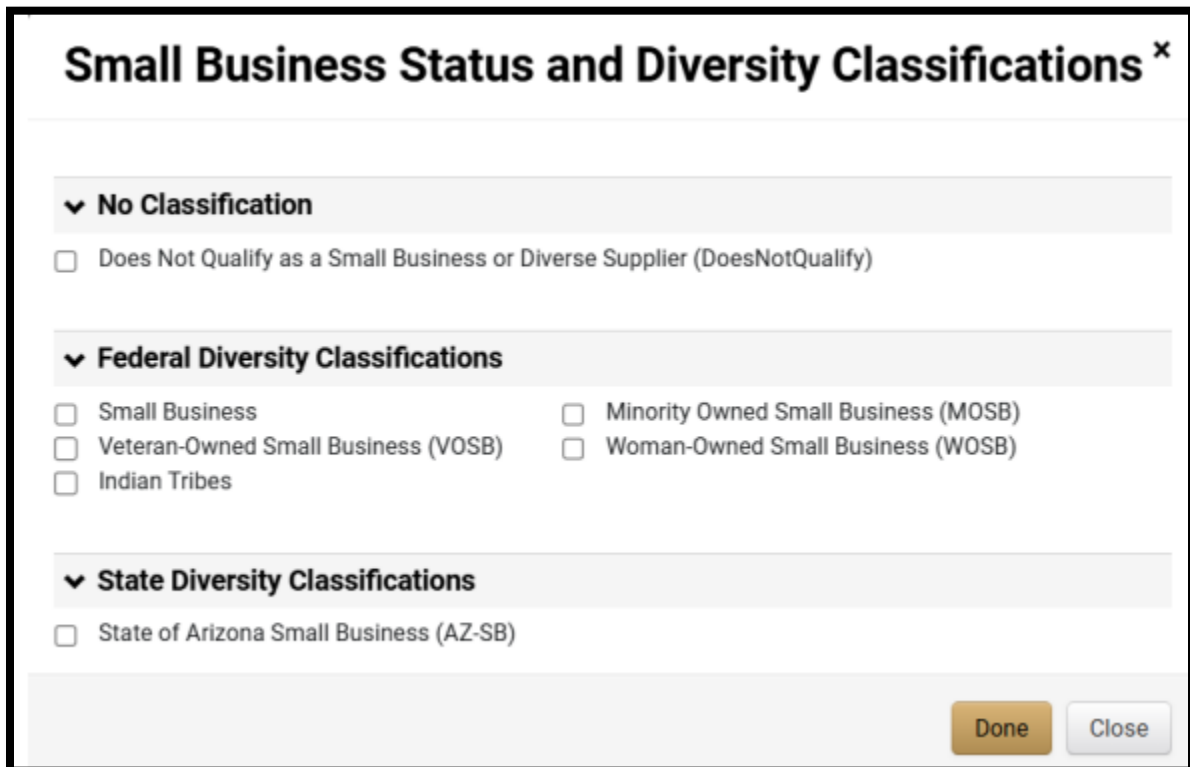
Step 6: Diversity

A. Select Add Diversity Classifications



The screenshot shows a web interface titled "Diversity" with a help icon. Below the title is a paragraph: "We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization." Below this is another paragraph: "Click the button below to choose the diversity classifications that apply to your business." A prominent orange button labeled "Add Diversity Classifications" is centered below the text. At the bottom right, there are two buttons: "Previous" with a left arrow and "Next" with a right arrow.

B. If you do not qualify select the first box under no classification.



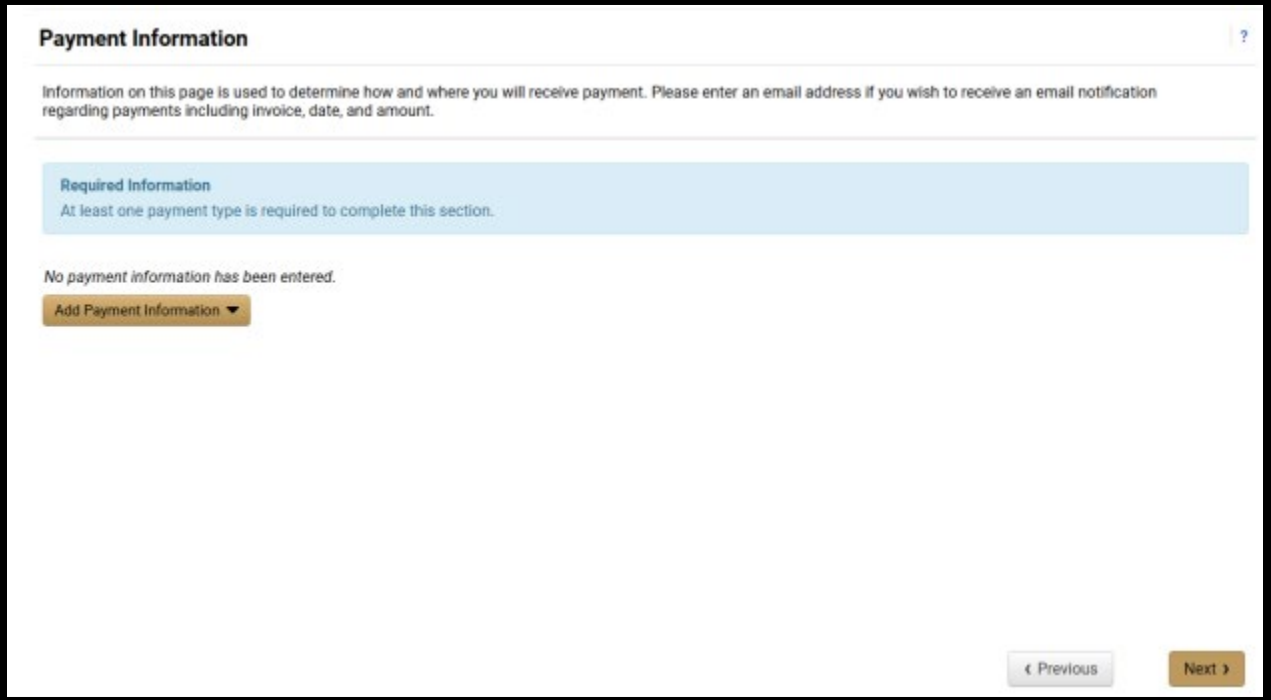
The screenshot shows a dialog box titled "Small Business Status and Diversity Classifications" with a close button (X) in the top right corner. The dialog is organized into three sections, each with a dropdown arrow:

- No Classification**
 - Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)
- Federal Diversity Classifications**
 - Small Business
 - Veteran-Owned Small Business (VOSB)
 - Indian Tribes
 - Minority Owned Small Business (MOSB)
 - Woman-Owned Small Business (WOSB)
- State Diversity Classifications**
 - State of Arizona Small Business (AZ-SB)

At the bottom right of the dialog, there are two buttons: "Done" (orange) and "Close" (grey).

Step 6: Payment Information

- A. This will determine how and where you will receive payments. The following types are accepted.
- Direct Deposit (ACH)- this takes 7-10 business days to validate the banking information.
 - Credit Card- These are a one time use credit cards that will be emailed to the email address you provide. Each payment will provide a new credit card number. No processing fees are allowed. If you charge a fee do not select credit card.
 - Check- Payment is mailed to the Remit address provided.
- B. Select Add Payment Information.



The screenshot shows a web form titled "Payment Information" with a help icon in the top right corner. Below the title, a paragraph states: "Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount." A light blue box contains the heading "Required Information" and the text "At least one payment type is required to complete this section." Below this, a message reads "No payment information has been entered." and there is a button labeled "Add Payment Information" with a downward arrow. At the bottom right, there are two buttons: "Previous" with a left arrow and "Next" with a right arrow.

- C. Select from the drop down Add payment information

Add Payment Information ✕

[Close Add Payment](#)

Payment Title *****

Country *****

Payment Type ***** Check

Remittance Address *****

Currency *****

Active Yes No

***** Required to Complete Registration

[Save Changes](#) [Close](#)

- D. Multiple payments can be selected. However only one can be active at a time.
- E. Select next when completed.

Step 7: Tax Information

- A. Add W-9 completed form.

Tax Information

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

Required Information
The following tax document are required to complete registration:

- W-9

No tax information has been entered

[Add Tax Document](#)

[← Previous](#) [Next →](#)

B. Select next when completed.

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
W-9	W-9	2026	View Document Edit

[Add Tax Document](#)

[Previous](#) [Next](#) [Proceed to Certify and Submit](#)

C. Select proceed to certify and submit

Certify & Submit ?

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.

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 [Submit](#)

D. Select submit.

E. **You have now completed registration in the Midwestern University Supplier Portal. You will receive an email when your account has been approved.**