



Fayetteville State University

Jaggaer Supplier Portal

Vendor Guide

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# FSU Jaggaer Supplier Portal – Vendor Guide

## Introduction

This guide provides step-by-step instructions for Vendors registering in FSU's Jaggaer Supplier Portal. If you have any questions, please contact the Purchasing team via email at [purchasing@uncfsu.edu](mailto:purchasing@uncfsu.edu).

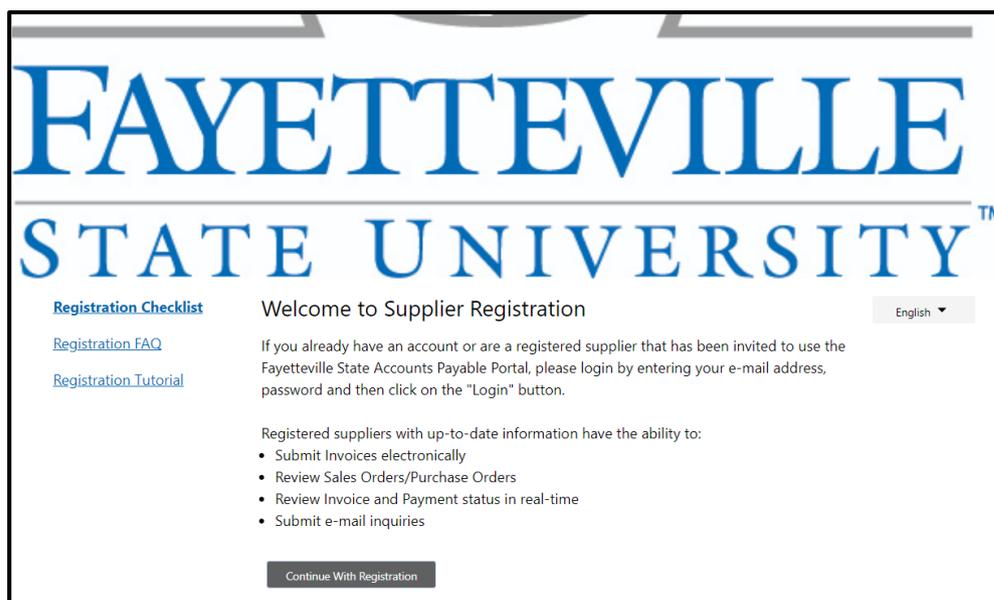
### **Supplier Experience: Walkthrough and Screenshots of Supplier Registration Experience.**

Fayetteville State University will send you an email inviting you to sign up for their Jaggaer Supplier Portal. Kindly refer to the step-by-step instructions provided below to finish the registration procedure.

- Look for the invitation email sent to you in your outlook/mailbox. Click on '*Register Now*' to start the process.



- On the welcome page click on '*Continue with Registration*'.



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- Add your contact information & Your Login details. Click 'Create Account'.

The image shows two side-by-side screenshots of the supplier registration process. The left screenshot is titled "Supplier Registration" and includes a "Registration Tutorial" link and a language dropdown set to "English". Under "Your Contact Info", there are input fields for First Name (John), Last Name (Smith), Title (Mr), and Phone Number (+91 993939939 ext.). A "Preferred Time Zone" dropdown is set to "SAKT - Sakhalin Time (Asia/Sakhalin)". The right screenshot is titled "Your Login" and contains a message: "You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below." It features input fields for Email (suppliertesting353@gmail.com), Confirm Email, Password, and Re-Enter Password. There are checkboxes for "I am a user in need of accessibility assistance" and "I am human" (with a hCaptcha logo). A "Create Account" button is at the bottom.

- Once your account is created, you will be logged in to the Jaggaer Supplier Portal. Confirm the Legal Company name and click 'Next'.

The image shows the "Supplier Registration" dashboard for Fayetteville State University. The header includes the university logo and navigation links for "Registration" and "Manage Registration Profile". A banner at the top states: "JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy P". The main content area is titled "Welcome to Supplier Registration" and includes a "New Supplier Testing" section with a progress indicator "2 of 8 Steps Complete". A "Welcome" message lists benefits for registered suppliers: "Submit Invoices electronically", "Review Sales Orders/Purchase Orders", "Review Invoice and Payment status in real-time", and "Submit e-mail inquiries". A "Required to Start Registration" section contains a form with a "Legal Company Name" field (marked with a star) and a text input containing "New Supplier Testing.". At the bottom, there is a "Next" button and a "Save Changes" button. A footer note says "★ Required to Complete Registration".

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- Add Doing Business As (If Any), select Country of Origin, select Legal Structure & Tax ID Number Type, Add Tax ID Number.

The screenshot shows the 'Company Overview' section of the FSU Jaggaer Supplier Portal. The page is for 'Fayetteville State University' and is at step 2 of 8. The 'Company Overview' form includes the following fields and values:

- Doing Business As (DBA): [Empty]
- Country of Origin: United States
- Legal Structure: Individual/Sole Proprietor
- Tax ID Number Type: Employer Identification Number
- Tax ID Number: 393939399
- Are you exempt from backup withholding?: No
- Website: [Empty]

A note states: '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](http://www.irs.gov).'

- Scroll Down and answer all mandatory (\*) questions and click 'Next.'

The 'Additional Questions' section contains the following questions and answers:

- Do you provide medical or health services? \*  
 Yes  
 No
- Do you provide legal services? \*  
 Yes  
 No
- Is any officer of your company or any member of his/her immediate family employed by FSU? \*  
 Yes  
 No
- Is any officer of your company or any member of his/her immediate family member of the FSU board of trustees or any FSU foundation board? \*  
 Yes  
 No

★ Required to Complete Registration

Navigation buttons: < Previous, Next >, Save Changes

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- Click on 'Add Address' to add the Fulfilment, Remittance & Physical Address. Add address label and Click 'Next'.

**Add Address** ×

**Basic Information** (Step 1 of 4) ?

What would you like to label this address? \*

*Example: Headquarters, Houston Office*

Which of the following business activities take place at this address? (select all that apply) \*

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

\* Required to Complete Registration Next >

- Fill all the details under Add Address page.
  - Note: How would you like to receive purchase order for the fulfilment address? Question is important. This is for how you will receive the purchase order copies.

**Add Address** ×

**Address Details** (Step 2 of 3) ?

How would you like to receive purchase orders for this fulfillment address? \* Email

Email Address \*

Confirm Email \*

Country \* United States

Address Line 1 \*

Address Line 2

Address Line 3

City/Town \*

State/Province \* Nebraska

Postal Code \*   
*Example: 12345*

Phone \*  ext.

International phone numbers must begin with +

Toll Free Phone  ext.

International phone numbers must begin with +

Fax

\* Required to Complete Registration Previous Next >

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- Add the details for Primary contact for the address and click on 'Save Changes'.

**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  Corporate

Contact Label \*

First Name

Last Name

Position Title

Email

Phone

International phone numbers must begin with +

Toll Free Phone

International phone numbers must begin with +

Fax

International phone numbers must begin with +

\* Required to Complete Registration

- On the next page, click on Add Contact and Fill the contact details and click 'Save Changes'. Click Next.

**Add Contact** ×

Contact Label \*

Which of the following business activities apply to this contact?

First Name \*

Last Name \*

Position Title

Email \*

Phone \*

International phone numbers must begin with +

Mobile Number

International phone numbers must begin with +

Toll Free Phone

International phone numbers must begin with +

Fax

International phone numbers must begin with +

Selecting this option will automatically send an email to this contact inviting them to register for an account

Create new user account for this contact?  Create new user account for this contact?

\* Required to Complete Registration

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- Click 'Add Diversity Classification'.

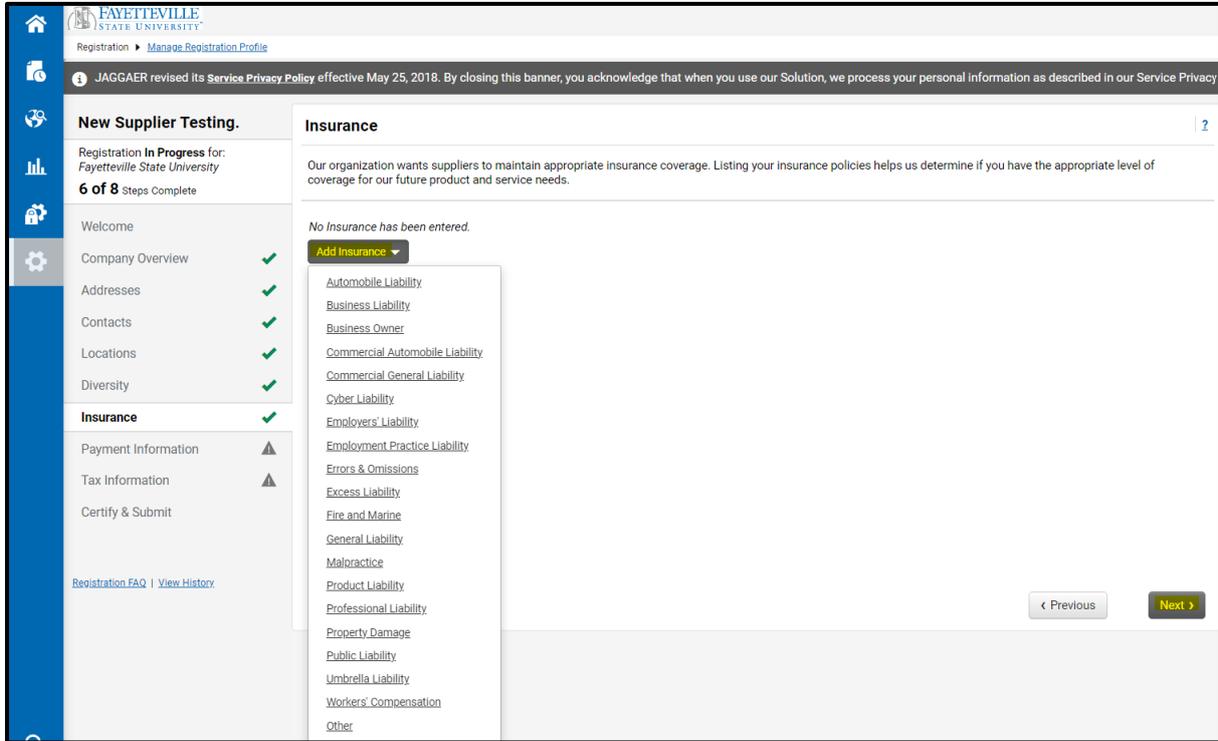
The screenshot shows the 'Diversity' section of the FSU Jaggaer Supplier Portal. On the left is a navigation sidebar with a gear icon at the top, followed by 'New Supplier Testing.' (5 of 8 steps complete), 'Welcome', 'Company Overview' (checked), 'Addresses' (checked), 'Contacts' (checked), 'Locations' (checked), 'Diversity' (warning icon), 'Insurance' (checked), 'Payment Information' (warning icon), 'Tax Information' (warning icon), and 'Certify & Submit'. The main content area is titled 'Diversity' and contains a 'Required Information' box with the text: 'Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.' Below this is a yellow button labeled 'Add Diversity Classifications'. At the bottom right are 'Previous' and 'Next' buttons.

- Select Diversity (Either under No Classification or Federal Classification) and Click 'Done'.  
\*Please note that a box must be chosen, or an error will occur.

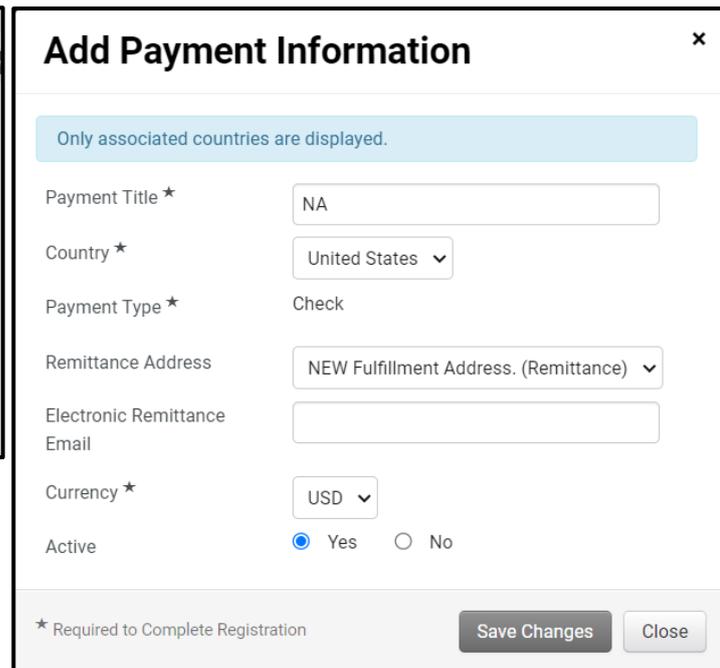
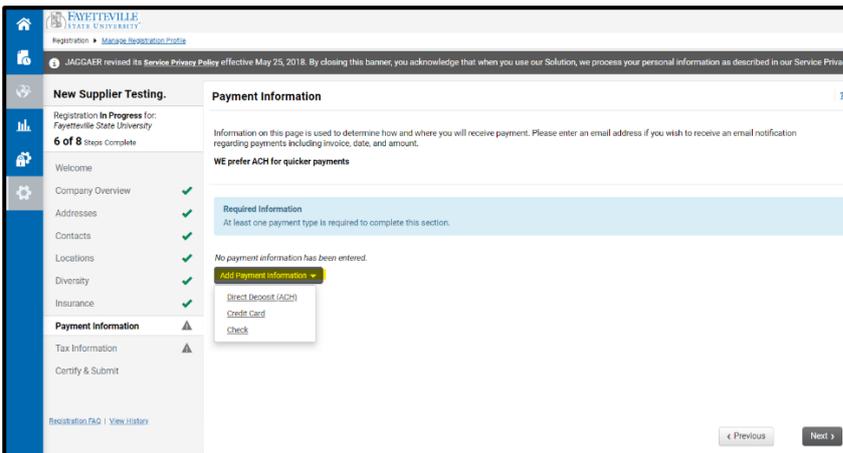
The screenshot shows a dialog box titled 'Small Business Status and Diversity Classifications'. It has a close button (X) in the top right corner. The dialog is divided into three sections: 'No Classification', 'Federal Diversity Classifications', and 'State Diversity Classifications'. Under 'No Classification', there are two checkboxes: 'Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)' and 'Decline to Answer (DeclineAnswer)'. Under 'Federal Diversity Classifications', there are two columns of checkboxes: Small Business, Minority Owned Small Business (MOSB), Small Disadvantaged Business (SDB), Woman-Owned Small Business (WOSB), Foreign Vendor (FV), HUBZone Enterprise (HUBZE), Minority Business Enterprise (MBE), Veteran Owned Business (VBE), HUBZone Small Business (HUBZ), Service-Disabled Veteran-Owned Small Business (SDVOSB), Veteran-Owned Small Business (VOSB), Federal Nonprofit (NP), Historically Underutilized Business (HUB), Indian Tribes, U.S Department of Housing & Urban Development (HUD), and Woman Business Enterprise (WBE). Under 'State Diversity Classifications', there is one checkbox: 'State of Arizona Small Business (AZ-SB)'. At the bottom right are 'Done' and 'Close' buttons.

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- On the next page, Click *Add Insurance* to enter your insurance details and click *Next*.  
\*Please note this section is optional but MAY be required based on work being performed for the University.



- On the next page, select the payment type and add payment information for Direct Deposit, Check or Wire Transfer. Click on Save Changes and Click Next.



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- Under Tax Information page, attach W9 or any other tax document (Based on your Country of Origin) and click 'Proceed to Certify and Submit'.

Registration > Manage Registration Profile

Success  
Tax Document Created

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### New Supplier Testing.

Registration In Progress for:  
Fayetteville State University  
8 of 8 Steps Complete

- Welcome
- Company Overview ✓
- Addresses ✓
- Contacts ✓
- Locations ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information** ✓
- Certify & Submit

### 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	
Test	W-9	2024	<a href="#">View Document</a>	Edit

Add Tax Document

< Previous    Next >    Proceed to Certify and Submit >>

- Select the certification radio button and click on Submit.

Registration > Manage Registration Profile

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### New Supplier Testing.

Registration In Progress for:  
Fayetteville State University  
8 of 8 Steps Complete

- Welcome
- Company Overview ✓
- Addresses ✓
- Contacts ✓
- Locations ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Certify & 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 \* J S

Preparer's Name \* John Smith

Preparer's Title \* Mr

Preparer's Email Address \* foreignsupplierprofile+321@gmail.com

Today's Date 1/12/2024

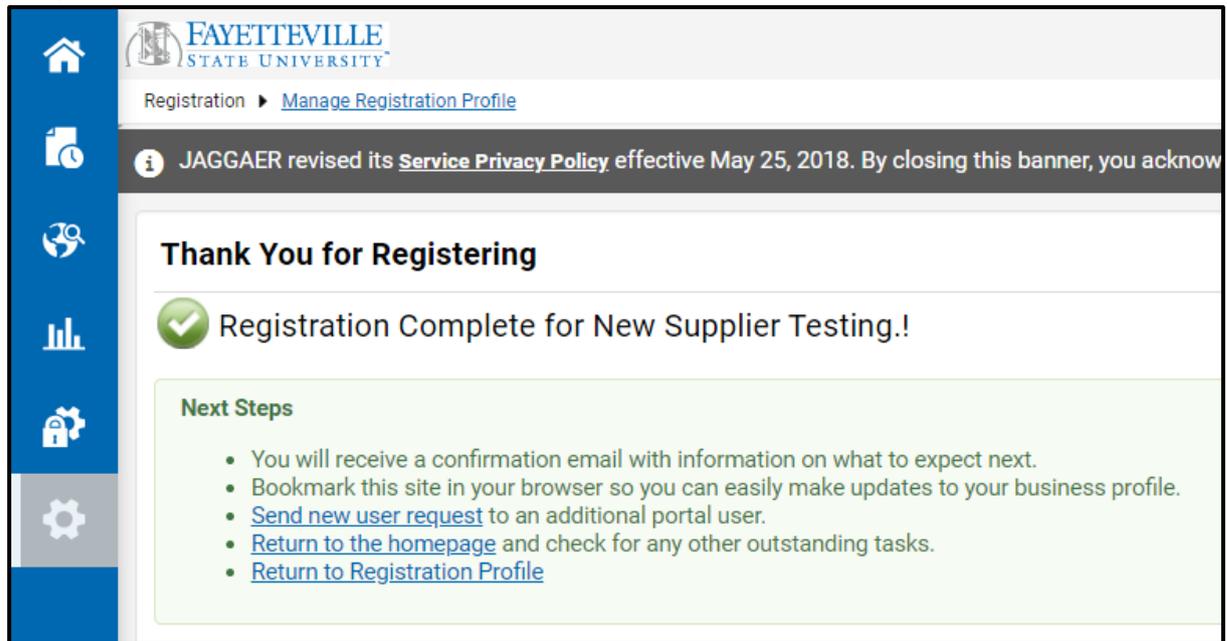
**Certification \***  I certify that all information provided is true and accurate.

★ Required to Complete Registration

Submit

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- At this stage, your registration request is submitted for FSU to approve and complete the process.



The screenshot shows the FSU Jaggaer Supplier Portal interface. At the top left is the Fayetteville State University logo. Below it, the navigation menu includes 'Registration' and a link to 'Manage Registration Profile'. A dark banner at the top right contains an information icon and the text: 'JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge...'. The main content area features a 'Thank You for Registering' heading, a green checkmark icon, and the message 'Registration Complete for New Supplier Testing.!'. Below this is a 'Next Steps' section with a light green background, containing a bulleted list of instructions: 'You will receive a confirmation email with information on what to expect next.', 'Bookmark this site in your browser so you can easily make updates to your business profile.', 'Send new user request to an additional portal user.', 'Return to the homepage and check for any other outstanding tasks.', and 'Return to Registration Profile'.