

# Registration Instructions-Award

You will receive an e-mail from [purchasing@bgsu.edu](mailto:purchasing@bgsu.edu) stating that you have been invited to register as a supplier.

The following instructions are how to complete your BGSU registration. Please make the necessary changes that represent your specific business setup. Click **Register Now**.

## Supplier Invitation for Bowling Green State University

Dear Triscuit, Trixy,

Bowling Green State University has invited you to register as a potential supplier.

Becoming a Bowling Green State University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

[Register Now](#)



Thank You,

Bowling Green State University

If you have any technical questions, please contact Renae Jackson Procure to Pay Analyst at [rmjacks@bgsu.edu](mailto:rmjacks@bgsu.edu) or +1 419-372-8411 for assistance and identify yourself as registering in the Bowling Green State University Supplier Network.

Read welcome information and instructions. Click **Continue with Registration**.



[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

### Welcome to Supplier Registration

English ▾

**BGSU is excited to begin working with you, but it is necessary to collect some important information first.**

**Before you begin**, please review these helpful tips to make this process as efficient as possible for yourself.

**The following information will be requested during the registration process:**

- Your legal name, phone, and email
- W-9
- Tax ID or SSN
- Any addresses that are associated with transactions/payments
- Bank Account Information (for Direct Deposit payments)
- Contact information of key representatives for your business

**The following information will also be needed for Independent Contractors:**

- Contact information for the BGSU individual that is requesting your services/products
- Dates of service of your agreement, if applicable

**For Award Winners:** Where it asks for Legal Company Name, enter "Last Name, First Name" (For example: Falcon, Freddie)

**More helpful hints for ALL:**

Make sure to fill out the information as completely and accurately as possible. You will be asked to certify at the end of the registration.

Make sure to fill out all items that are notated with (\*) as these are required.

**We are here to help you through this onboarding process!**


For technical assistance, please reach out to our **vendor support team** at: 1-800-233-1121.

For specific questions regarding BGSU requirements, please reach out to BGSU Purchasing at [purchasing@bgsu.edu](mailto:purchasing@bgsu.edu) or 419-372-8411.

[Continue With Registration](#)



To create an account, fill in the following fields and create a password. Click **Create Account**.



### Supplier Registration [Registration Tutorial](#)

English ▾

As you go through the additional registration pages, provide as much information about your company as possible, even if it's not required. The additional information you enter will help BGSU include your company appropriately in bids for goods and services.

**Your Contact Info**

Trixy Triscuit  
First Name ★ Last Name ★

Student  
Title

419-372-0000 ext.  
Phone Number ★  
International phone numbers must begin with +

EDT/EST - Eastern Standard Time (US/Eastern)  
Preferred Time Zone ★

**Your Login**

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.

kmarti+trixytriscuit@bgsu.edu  
Email ★


kmarti+trixytriscuit@bgsu.edu  
Confirm Email ★

\*\*\*\*\* Password ★  
\*\*\*\*\* Re-Enter Password ★

I am a user in need of accessibility assistance

**Terms and Conditions**

I have read and accepted JAGGAER's [Terms and Conditions](#)

I am human 

**Create Account**

## Welcome Page

Your Full Name should auto populate at the bottom of the screen. Click **Save Changes** and **Next**.

### Triscuit, Trixy

Registration In Progress for:  
Bowling Green State University  
1 of 6 Steps Complete

**Welcome**

- Company Overview ▲
- Addresses ▲
- Contacts ▲
- Payment Information ▲
- Tax Information ▲
- Additional Attachments ✓
- Certify & Submit

[Registration FAQ](#) | [View History](#)

#### Welcome to Supplier Registration

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**Before you begin**, please review these helpful tips to make this process as efficient as possible for yourself.

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**More helpful hints for ALL:**

Make sure to fill out the information as completely and accurately as possible. You will be asked to certify at the end of the registration. Make sure to fill out all items that are notated with (\*) as these are required.

**We are here to help you through this onboarding process!**

For technical assistance, please reach out to our **vendor support team** at: 1-800-233-1121.

For specific questions regarding BGSU requirements, please reach out to BGSU Purchasing at purchasing@bgsu.edu or 419-372-8411.

**Required to Start Registration**

Legal Company Name \* Triscuit, Trixy

★ Required to Complete Registration

**Next** **Save Changes**

## Company Overview

Fill in the following information as it pertains to your personal situation. Descriptions of each field are at the top to assist you with filling this section out. Click **Save Changes** and then **Next**.

**Company Overview**

- **Country of Origin:** select the country that your business is originated in.
- **Legal Structure:** classification for tax purposes
- **Tax ID Number:** No spaces or no dashes; correct format is XXXXXXXXX
- **Are you EXEMPT** from backup withholding?
  - if **Yes** is selected, it indicates that you **ARE NOT** subject to backup withholding.
  - if **No** is selected, it indicates that you **ARE** subject to backup withholding per the IRS.
  - For further clarification, please consult your W-9, Section II.
  - A general template with IRS explanation can be found here: [IRS W-9 form](#)
- **Country of Incorporation:** select the country that your business is legally formed (**for entities**)
- **Country of Citizenship:** select the country of the individual's citizenship (**for individuals**)

Doing Business As (DBA)

Country of Origin

Legal Structure \*

Tax ID Number Type

Tax ID Number \*

Are you exempt from backup withholding? \*  Yes  No

Website

**Additional Questions**

Are you a current BGSU employee? \*

Yes  No

\* Required to Complete Registration

< Previous **Next >** **Save Changes**

## Addresses

To add an address(es) click **Add Address**.

**Addresses**

Select "Add Address" below to begin.

Make sure to include ANY address that would need to receive correspondence or payment from BGSU.

**Required address types are listed below:**

- **Fulfillment (PO delivery) -**  
**PLEASE NOTE:** Only the fulfillment address labeled as "primary" will be utilized. If you have a need for multiple fulfillment addresses (for multiple PO delivery addresses), please contact Purchasing Department for guidance.
- **Remittance**  
**PLEASE NOTE:** If multiple remittance addresses are needed, please make sure to use separate and distinct addresses. DO NOT DUPLICATE Remittance Addresses.

Address Label	Address Types	Address	
HQ	Fulfillment (Primary) Remittance (Primary)	888 Great Place Bowling Green, Ohio, 43403 United States	Edit
HQ FOUNDATION	Fulfillment Remittance	888 Great Place Bowling Green, Ohio, 43403 United States	Edit
Satellite	Fulfillment Remittance	1450 Quinlan Dekalb, Illinois, 60115 United States	Edit

**Add Address** **Show Inactive Addresses**

Fill in the "Title of Address" and check both the **Fulfillment** and **Remittance** boxes to meet the address requirements. Click **Next**

**Add Address**

**Basic Information** (Step 1 of 3)

What would you like to label this address? \*

Remittance  
*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*)

\* Required to Complete Registration **Next >**

Select e-mail on the drop-down arrow and enter in your personal e-mail address. Fill in the rest of the fields. Click **Next**.

**Add Address** (Step 2 of 3)

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

Email Address \* kmarti+stinkydinky@bgsu.edu

Confirm Email \* kmarti+stinkydinky@bgsu.edu

Country \* United States

Address Line 1 \* 1851 N Research Drive

Address Line 2

Address Line 3

City/Town \* Bowling Green

State/Province \* Ohio

Postal Code \* 43403  
Example: 12345

Phone \* 4193728019 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 ◀ Previous **Next ▶**

For this screen you can either add a new contact specific to this address or click “Not Applicable” and then **Save Changes**.

**Add Address** (Step 3 of 3)

You can also update and add Contacts later from the Contacts page.

Enter New Contact  Not Applicable

Contact Label \*

First Name

Last Name

Position Title

Email

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 ◀ Previous **Save Changes**

**Add Address** (Step 3 of 3)

You can also update and add Contacts later from the Contacts page.

Enter New Contact  Not Applicable

Click **Save Changes** to skip this step and Add Address.

\* Required to Complete Registration ◀ Previous **Save Changes**

Once you have completed adding your addresses, click **Next**.

Address Label	Address Types	Address	
Remittance	Remittance (Primary)	1851 N Research Drive Bowling Green, Ohio, 43403 United States	Edit
fulfillment	Physical (Primary) Fulfillment (Primary)	1851 N Research Drive Bowling Green, Ohio, 43403 United States	Edit

## Contacts

Read the instructions at the top of the page. A description of each contact label is provided to assist you with this section. Multiple contacts can be added.

Click **Add Contact** and select the desired contact label from the drop-down.

Please enter contact information for key representatives that should be contacted for the upkeep of this information and any necessary business transactions.

Select "Add Contact" below to begin.

Contacts should be labeled as follows (required contacts are labeled with a "\*"):

- **Corporate\*** for owner and miscellaneous
- **Fulfillment\*** for PO delivery
- **PO Failure** if a PO delivery should failure
- **Remittance\*** for payments
- **Sales** for account management

This will help us ensure we are always contacting the correct individual.

**Required Information**  
The following contacts are required to complete registration:

- Remittance

No contacts have been entered

**Add Contact**

**Add Contact** ▾

- Corporate
- Fulfillment
- PO Failure
- Remittance
- Sales
- Other

Fill in contact information and click **Save Changes**.

**Add Contact** ×

Contact Label \*

Which of the following business activities apply to this contact?  Remittance

First Name \*

Last Name \*

Position Title

Email \*

Phone \*

Mobile Number

Toll Free Phone

Fax

\* Required to Complete Registration

Once all contacts have been added, click **Next**.

**Contacts** ?

Please enter contact information for key representatives that should be contacted for the upkeep of this information and any necessary business transactions.

Select "Add Contact" below to begin.

Contacts should be labeled as follows (**required** contacts are labeled with a "\*"):

- **Corporate\*** for owner and miscellaneous
- **Fulfillment\*** for PO delivery
- **PO Failure\*** if a PO delivery should failure
- **Remittance\*** for payments
- **Sales** for account management

This will help us ensure we are always contacting the correct individual.

Contact Label	Contact Types	Name	Email	
Remittance	Remittance (Primary)	Dinky, Stinky	kmarti+stinkydinky@bgsu.edu	<span>Edit</span>

Add Contact Hide Inactive Contacts

< Previous Next >

## Diversity

Click on the "Add Diversity Classifications" tab.

### Diversity

A selection is **REQUIRED** for this section.

Please select "Add Diversity Classification" and select all that apply to your organization. If nothing applies, select "Does Not Qualify as a Small Business or Diverse Supplier" or select "Decline to answer".

Your business is currently specified as not diverse or non-US based.

Add Diversity Classifications



Select "Does not Qualify as a Small Business or Diverse Supplier" and click **Done**.

**Small Business Status and Diversity Classifications** ×

▼ No Classification

Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)  Decline to Answer (DeclineAnswer)

▼ Federal Diversity Classifications

Small Business  Minority Business Enterprise (MBE)

▼ State Diversity Classifications

State of Ohio Encouraging Diversity, Growth and Equity (OH-EDGE)

Done Close

# Payments

To add your payment information, follow the instructions on the page and click **Add Payment Information** then select the Payment Method from the drop down.

## Payment Information

Information on this page is used to determine how you want to receive payment.

Select "Add Payment Information" to begin.

### Multiple Payment Methods:

You may add multiple payment methods, but each payment method will need to be tied back to a specific remittance address from the "Address" section. Make sure you have entered all necessary addresses in the "Address" section.

### Required Information

At least one payment type is required to complete this section.

No payment information has been entered.

Add Payment Information



no payment information has been entered

Add Payment Information

Direct Deposit (ACH)

Check

For payment method type, did you select ACH/Direct Deposit?

Proceed to fill in the rest of the fields with your information. Click **Save Changes**.

### Add Payment Information

Only associated countries are displayed.

Payment Title \* Remittance

Country \* United States

Payment Type \* Direct Deposit (ACH)

Remittance Address \* Physical (Remittance)

Electronic Remittance Email \* kmarti+opera@bgsu.edu

Currency \* USD

Contact Name \* Lola Opera

Active  Yes  No

#### Bank Account

Country \* United States

Bank Name \* Fifth Third

Account Holder's Name \* Stinky Dinky

Account Type \* Checking

Routing/Transit Number \* 567891 What is this?

Account Number \* 123456

Confirm Account Number \* 123456

Address Line 1 \* 1851 N Research Drive

Address Line 2 \*

Address Line 3 \*

City/Town \* Bowling Green

State/Province/Region \* Ohio

Postal Code \* 43403 Example: 12345

\* Required to Complete Registration

Save Changes Close

If ACH was selected as a payment method select **"Yes"** and attach the appropriate documentation for bank validation. Otherwise, select **"No"**. Click **Save Changes**.

### Additional Questions

For payment method type, did you select ACH/Direct Deposit? \*

Yes  No

For validation purposes, please attach one of the following:

- voided check (preferred)
- bank statement (preferred)
- bank letter

Bank Validation \*

Select file Drop file to attach, or browse.

### Additional Questions

For payment method type, did you select ACH/Direct Deposit? \*

Yes  No

For validation purposes, please attach one of the following:

- voided check (preferred)
- bank statement (preferred)
- bank letter

Bank Validation \*

Select file Drop file to attach, or browse.

TAX\_TYPE\_W9.pdf 100%

< Previous

Next >

Save Changes



## Tax Information

To add your tax document, read the instructions, click **Add Tax Document**, and select **W-9** from the drop-down menu.

**Tax Information** ?

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

Select **'Add Tax Document'** to begin.


After clicking "Add Tax Document", you will be able to create and **sign** the tax document within the system or you have the choice of **manually uploading** an existing pdf copy.

**NOTE:** To utilize the "Sign Document" functionality in Jaggaer, make sure your browser is allowing pop-ups. Once you allow popups, you may have to click "complete signing" to prompt the DocuSign screen to reload.

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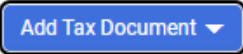
**Required Information**  
At least one tax document is required to complete this section.

No tax information has been entered

**Add Tax Document** 

[Previous](#) [Next](#)

No tax information has been entered

**Add Tax Document** 

W-9

You have the option of either using DocuSign to sign a pre-filled W-9 or you can manually upload the document instead.

### FIRST OPTION:


**Add Tax Document**

Tax Type \* W-9

Tax Document Name \* Opera W-9

Tax Document Year \* 2023

Signature Status Not Signed


Tax Documentation \* **Sign Document** 

Manually upload the document instead

\* Required to Complete Registration [Save Changes](#) [Close](#)

To use DocuSign, fill in the fields and click on **Sign Document**. On the next screen select **Complete Signing** from the drop down.

Waiting to get signed document

**Complete Signing** 

Complete Signing document inst

Discard Signing

If the DocuSign document does not automatically come up, you may need to allow pop-ups on your browser. Click **Allow** to continue with signing the document. Then click the **"Complete Signing"** button again.

demo.docusign.net wants to

Know your location

[Allow](#) [Block](#)



Check the box to agree to the Terms and Conditions and select **Continue**.

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures

**CONTINUE** OTHER ACTIONS ▾

Click on **Start**

DocuSign Envelope ID: 04790560-79E3-41A8-AC90-444F61C4D360

Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Opera, LoLa

Click on the **Sign** icon and sign the document.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, a nonresident alien is not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Sign Date 9/24/2024

**General Instructions**

New line 3b has been added to this form. A flow-through entity is now used to corroborate this line to indicate that it has direct or indirect

Click **Adopt and Sign**

### Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\*

Zelda Doomsday

SELECT STYLE DRAW UPLOAD

PREVIEW

Signed by: *Zelda Doomsday* Initial *ED*  
5AE07A29DEA5454...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation when I (or my agent) use them on documents, including legally binding contracts.

**ADOPT AND SIGN** CANCEL

Click **Finish**

Ready to Finish?

You've completed the required fields. Review your work, then select **FINISH**.

**FINISH**

## SECOND OPTION:

To manually download the W-9, select the **Manual Upload** radio button and click on **Select File**.

**Add Tax Document**

Tax Type \* W-9

Tax Document Name \* W-9

Tax Document Year \* 2023

Signature Status Not Signed

Tax Documentation \*  Drop file to attach, or browse.

[Download Pre-populated Tax Document](#)

I certify this tax document

Manually upload the document instead

\* Required to Complete Registration

Select and download the file

**Edit Tax Document**

Tax Type \* W-9

Tax Document Name \* Opera W-9

Tax Document Year \* 2023

Signature Status Not Signed

Tax Documentation \*  Drop file to attach, or browse.

esignature.zip  100%

[Download Pre-populated Tax Document](#)

I certify this tax document

Manually upload the document instead

\* Required to Complete Registration

Check the **“I certify this tax document”** box to certify you are the one submitting the document.

**Edit Tax Document**

Tax Type \* W-9

Tax Document Name \* Opera W-9

Tax Document Year \* 2023

Signature Status Not Signed

Tax Documentation \*  Drop file to attach, or browse.

esignature.zip  100%

[Download Pre-populated Tax Document](#)

I certify this tax document

Manually upload the document instead

\* Required to Complete Registration

Enter your **Full Name** and click **Save Changes**.

**Add Tax Document**

Tax Type \* W-9

Tax Document Name \* W-9

Tax Document Year \* 2023

Signature Status Not Signed

Tax Documentation \*  
Select file  
TAX\_TYPE\_W9.pdf 100% x  
Download Pre-populated Tax Document  
 I certify this tax document

**Electronic System Submission**  
Under penalties of perjury, I certify that:  
• I am the same person (or payee's agent) accessing the system and submitting this form as identified on this form.  
• By submitting this form electronically, I am offering my electronic signature as the payee identified on this form and I agree my electronic signature is the legal equivalent of my manual signature.

eSignature  
Trixy Triscuit  
Enter Your Full Name  
 Manually upload the document instead

\* Required to Complete Registration  
**Save Changes** Close

Click **Proceed to Certify and Submit** at the bottom of the page.

**Tax Information**

Tax information is used for payment and the tax document should be uploaded using a PDF format.  
Select "Add Tax Document" to begin.  
After clicking "Add Tax Document", you will be able to create and sign the tax document within the system or you have the choice of manually uploading an existing pdf copy.  
**NOTE:** To utilize the "Sign Document" functionality in Jaggaer, make sure your browser is allowing pop-ups. Once you allow pop-ups, you may have to click "complete signing" to prompt the DocuSign screen to reload.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	e-Signed	Signature Status
W-9	W-9	2023	<a href="#">View Document</a>	<input checked="" type="checkbox"/>	e-Signed

**Add Tax Document**

< Previous   Next >   **Proceed to Certify and Submit >>**

Click the box under Certification and click **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.

**The "title" field should be your role in your company (i.e. payroll, sales rep, accounts receivable, owner, vice president, president).**

Preparer's Initials \* TT

Preparer's Name \* Trixy Triscuit

Preparer's Email Address \* kmarti+trixytriscuit@bgsu.edu


Today's Date 9/24/2024

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

\* Required to Complete Registration  
**Submit**

This screen verifies that you have completed the registration and gives you the next steps.

### Thank You for Registering

 Registration Complete for Dinky, Stinky!

**Next Steps**

- 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.
- [Return to Registration Profile](#)

You will then receive the below e-mail from [purchasing@bgsu.edu](mailto:purchasing@bgsu.edu) stating that the registration has been completed.

## Supplier Registration Complete for Bowling Green State University

Dear Triscuit, Trixy,

Thank you for completing your registration profile on Bowling Green State University. Bowling Green State University is a best in class Supplier Registration and eProcurement system. Accessible via the world-wide-web, Bowling Green State University provides a one-stop, complete solution for Buyer/Supplier communications.

As a reminder, you can log into your secure account by visiting Bowling Green State University's [Customer Portal Login Link](#).

Thank You,

Bowling Green State University

If you have any technical questions, please contact Renae Jackson Procure to Pay Analyst at [rmjacks@bgsu.edu](mailto:rmjacks@bgsu.edu) or +1 419-372-8411 for assistance and identify yourself as registering in the Bowling Green State University Supplier Network.