Supplier Profile Update Instructions

1. Click **Register Now**

Supplier Invitation for Bowling Green State University

Dear Bamboozled,

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 or +1 419-372-8411 for assistance and identify yourself as registering in the Bowling Green State University Supplier Network.

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

BGSU. BOWLING GREEN STATE UNIVERSITY

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 or 419-372-8411.

Continue With Registration

3. Fill in all fields

4. Confirm your e-mail address.

5. A message will pop up stating your account has been created and that a link has been sent to your e-mail to set your password.
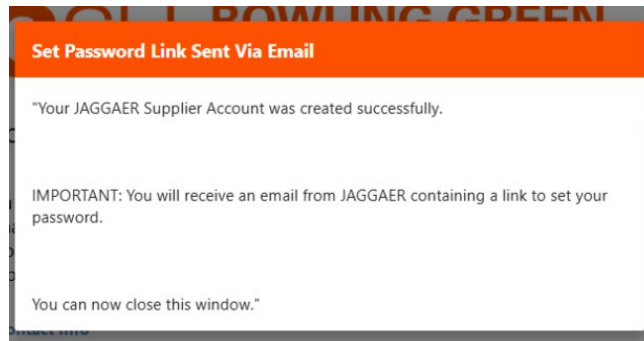
- Below is an example of what the e-mail will look like that you will receive.

Dear Kristina Rhine,

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection.
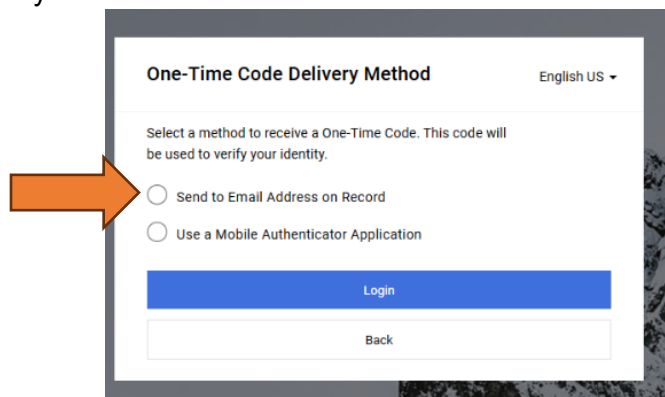
As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 72 hours:

Change supplier account password .

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit https://www.jaggaer.com/.
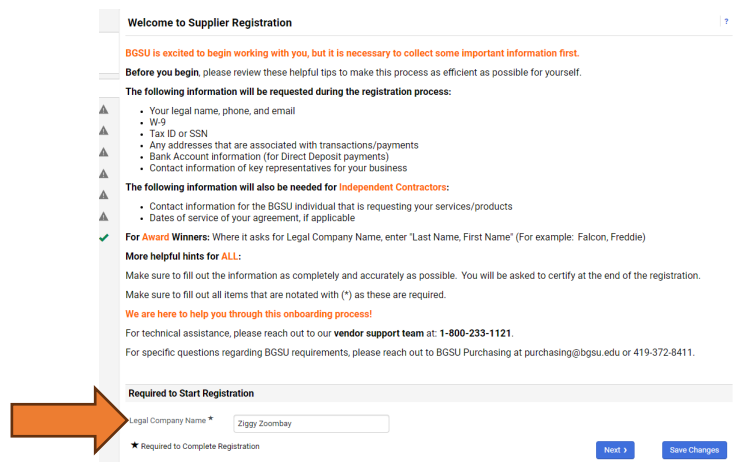
If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: https://www.jaggaer.com/submit-supplier-support-request/

6. Once you create your password, a box will pop up regarding sending a one-time code. Select **"Send to e-mail address on record"** and then a verification code will be e-mailed to you.

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

Company Overview

8. Fill in the following information as it pertains to your business set-up. Descriptions of each field are at the top to assist you with filling this section out.

- **If you need to change your tax ID Number, DO NOT go any further. You will need to reach out to Purchasing at purchasing@bgsu.edu or 419-372-8411.**

Click **Save Changes** and then **Next.**

Addresses

9. If either of your addresses has a yield symbol, you will need to click on the address and fill in all blanks and required fields. Click **Save Changes.**

If there are NO address changes, proceed to Contacts section.

o **If you need to change an address, please add a new address by clicking "Add Address". Do not overwrite the current address. Please inactivate any outdated addresses before submitting any changes.**
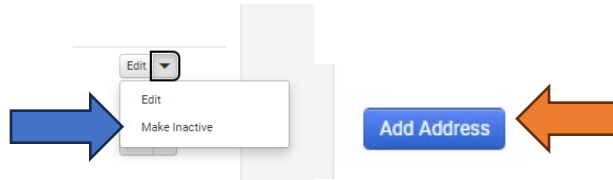
10. Fill in the following fields and check the appropriate boxes. Click **Next**

11. Fill in the following fields and click **Next.**

For this screen you can either add a new contact or if the contact information is the same then click "Not Applicable" and then **Save Changes**.

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

Contacts

13. If either of your contacts has a yield symbol, you will need to click on the contact and fill in all blanks and required fields. Click **Save Changes.**

Contact Label	Contact Types	Name	Email	
⚠ HOLLAND	Remittance Fulfillment	HOLLAND	steve21stpaints@bex.net	Edit ▼

If there are NO contact changes, proceed to Diversity section.

- **If you need to change a contact, please add a new contact by clicking "Add Contact". DO NOT overwrite the current contact. Please inactivate any outdated contacts before submitting any changes.**

14. Read the instructions and then click **Add Contact** and select the appropriate **Contact Label**.

A description of each contact label is provided to assist you with this section. Multiple contacts can be added.

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

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

Diversity

17. Click **Add Diversity Classification**

18. Select the options that apply to your business. If nothing applies, 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)
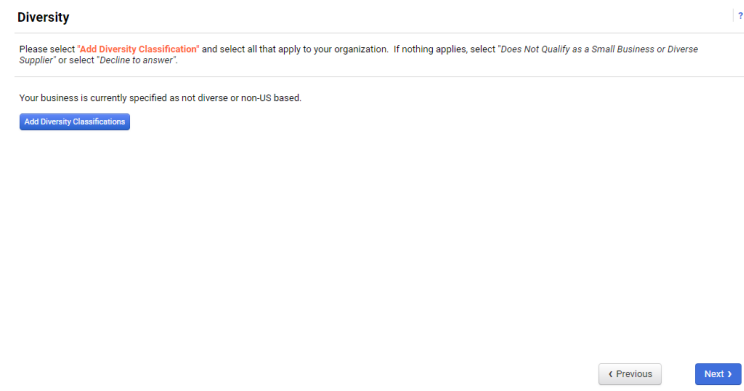
❯ **State Diversity Classifications**
☐ State of Ohio Encouraging Diversity, Growth and Equity (OH-EDGE)

[Done] [Close]

19. Click **Next**

Diversity   ?

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]

[‹ Previous]   [Next ›]

Payments

<mark>If there are NO payment method changes, proceed to Tax Information section.</mark>

- **Note: If you need to change the payment method, please add a new method by clicking "Add Payment Information". Do not overwrite the current method. Please inactivate any outdated payment methods before submitting any changes.**

20. To inactivate a payment method click **Edit**.

Title ▽	Payment Type	Currency	Active	
ACH	Direct Deposit (ACH)	USD	Yes	Edit

21. Under the Active section click the "No" radio button and click **Save Changes**".

22. Follow the instructions on this page and click **Add Payment Information** then select the Payment Method from the drop down.

23. First thing that needs to be filled out is the **Account Number Type** under the **Bank Account** section. Click on the drop-down arrow and select **Account Number**.

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

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

Tax Information

25. Read the instructions on this page and click **Add Tax Document** and select **W-9** from the drop-down menu.

You have the option of either using DocuSign to sign a pre-filled W-9 or you can manually upload the document instead.
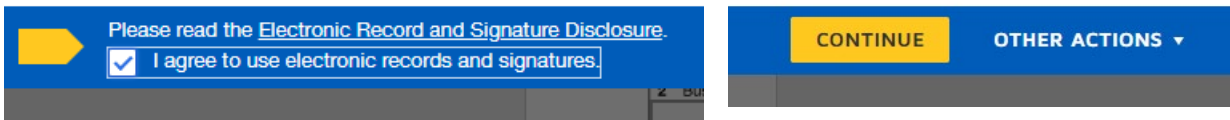
To use DocuSign, fill in the fields and click on **Sign Document.** On the next screen select **Complete Signing** from the drop down.
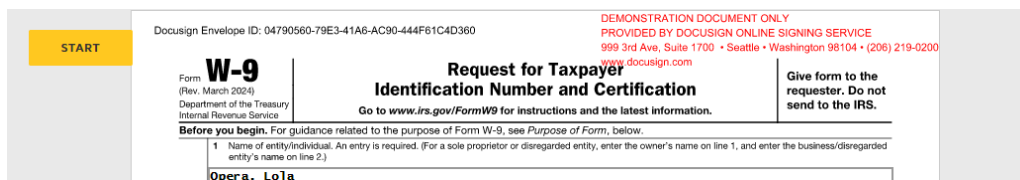
If the DocuSign document does not automatically come up, you may need to allow pop-ups on your browser. Click **Allow** to continue with signing the document. Click the **"Complete Signing"** button again.
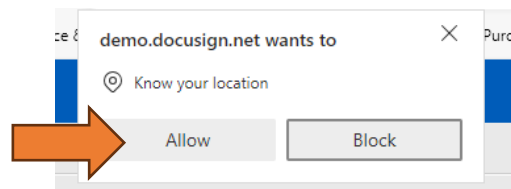
Check the box to agree to the Terms and Conditions and then select **Continue**.

Click on **Start**

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

Click **Adopt and Sign**

Click **Finish**

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

Select and download the file.

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

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

Make sure to answer the question in the "**Additional Question**" section at the bottom of the screen. Click **Save Changes** and **Next**
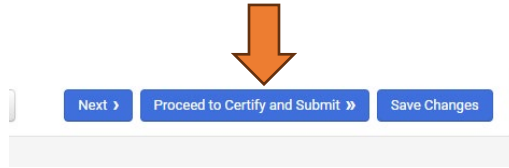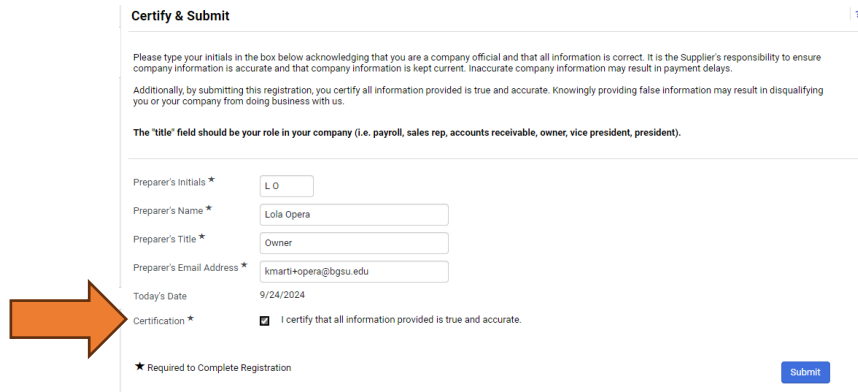

26. Click **Proceed to Certify and Submit** at the bottom of the page.

27. Click the box under **Certification** and click **Submit.**

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

You will then receive the below e-mail from purchasing@bgsu.edu stating that the registration has been completed.

Supplier Registration Complete for Bowling Green State University

Dear Opera, Lola,

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 or +1 419-372-8411 for assistance and identify yourself as registering in the Bowling Green State University Supplier Network.