

University of Delaware Supplier Portal
UDX Individual Supplier Self-Registration Guide
May 1, 2026

Self-Registration Overview

Welcome to the University of Delaware's Supplier/Payee Registration process. Registration is required for all suppliers/payees. A supplier/payee may be an individual receiving an honorarium, award, or stipend. If you have not received an invitation and expected one, please check your spam/junk and/or email procurement@udel.edu.

This guide provides detailed information on the registration process. Use this guide along with the FAQ's and Help Text within the portal to complete registration. Fields with an * are required. **If you have questions during the registration process, you can email UD at procurement@udel.edu.**

The University of Delaware's supplier team will review your registration within 2-4 business days. If we have questions about your submission, we will email you from supplierteam@udel.edu. Upon registration approval, you will become an approved payee for the University.

Having the information below ready will enable an efficient registration process:

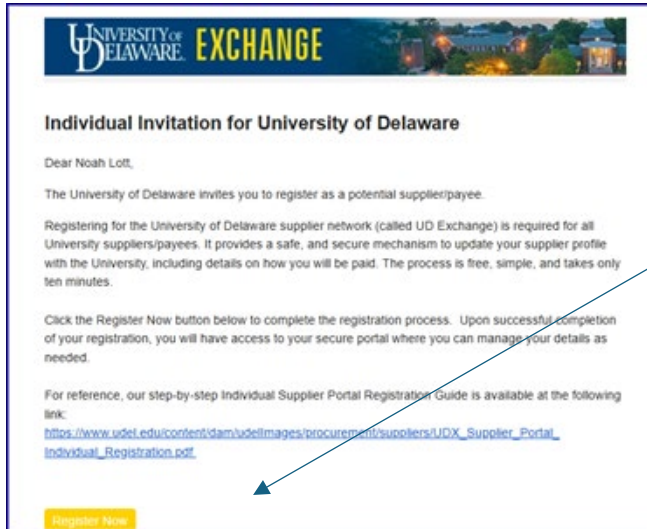
1. **Legal name**
 - Your full name exactly as it appears on your tax documents or passport (not a nickname).
2. **Tax Identification Number**
 - This may be your Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or a foreign tax ID, depending on your status.
3. **Addresses**
 - **Primary/Tax address:** The address associated with your tax records
 - **Payment address:** The address where you receive payments (*This may be the same address as your Primary/Tax Address*)
4. **Tax structure**
 - The allowable Tax Structures on this registration form are "Individual/Sole Proprietor or Single Member LLC" or "Foreign Individual". **If you believe you should be set up as a business entity other than an individual/sole proprietor, stop the registration and contact Procurement at procurement@udel.edu to send you a new business link to register properly.*
5. **Banking information** (only if you choose electronic payment)
 - Required if you select ACH or wire payment. You may skip this section if you are not choosing electronic payment and therefore receiving a check payment.
6. **Tax form**
 - A **W-9** (U.S. payees) or **W-8BEN** (non-U.S. payees) is required. The form can be system generated (auto-filled) and completed within the system (**preferred**), or uploaded manually if you already have a completed form
7. **Banking documents** (*foreign payees only*)
 - Bank letter (**required**)
 - Bank statement (**optional**)

Resources

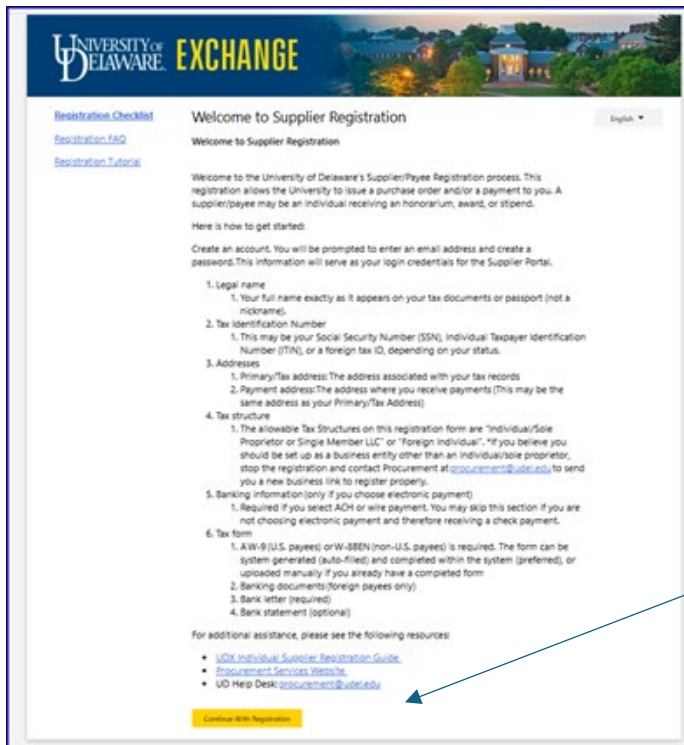
- Jaggaer support for technical issues: <https://jaggaer.my.site.com/SupplierSupportRequest/s/>
- University of Delaware Procurement: procurement@udel.edu

Creating a UDX Supplier Portal Account on the Jaggaer Platform

If you are a new individual doing business with the University OR a current individual being invited to the UDX portal, you will receive an invitation from the UD Supplier Team at UDExchange@jaggaer.com. If you have not received an invitation and expected one, check your spam or junk folders and/or email procurement@udel.edu.



Click **Register Now** to begin. You must use the email address the invite was sent to when creating your log in. Do not use a different email or forward the invite.



From this screen click **Continue with Registration**.

Supplier Registration [Registration Tutorial](#)

Your Contact Info

Purnell Hall

First Name ★ Last Name ★

Title

Phone Number ★ ext.

International phone numbers must begin with +

EDT/EST - Eastern Standard Time (US/Eastern)

Your Login

udprocurement+purnell@gmail.com


Email ★

Confirm Email ★

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

The registration information is pre-populated with the email/name information from your registration invite. Complete the registration, selecting **Create Account** when completed.

Set Password Link Sent Via Email


Your JAGGAER Supplier Account was created successfully.

IMPORTANT: You will receive an email from JAGGAER containing a link to set your password.

You can now close this window.

A Pop-Up will appear letting you know your account was successfully created and a link will be sent to your email from noreply@jaggaer.com.

Reset your supplier account password Inbox x

 **JAGGAER Supplier Accounts** <noreply@jaggaer.com> to udprocurement+evan

8:55 AM (5 minutes ago)

Dear Evan Hall,

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with

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 many 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/>

Follow the instructions on the *Reset your supplier account password* email to set up/change password. This email will be sent to the inbox where the invitation email was received.

One-Time Code Delivery Method English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

Send to Email Address on Record

Use a Mobile Authenticator Application

Use a Mobile Phone Number

Login

Back

Once you reset your password, a pop-up will appear asking where to send a verification code to verify your identity. **Enter the verification code in the "One-Time Code" screen** and submit to complete account setup.

Welcome to Supplier Registration

Voyant, Claire

Registration Complete for:
University of Delaware

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ✓

Tax Information ✓

Additional Questions ✓

Individual Information

The information entered on this page allows us to obtain general information and ensure we h

First Name *

Last Name *

Country of Origin *

Legal Structure *

Tax ID Number/Type

Tax ID Number *

★ Required to Complete Registration

Save Changes

Click **Save Changes** when complete.

Once logged in, you are ready to complete registration. The supplier registration page is made up a series of sections, visible in the left-hand menu. Each section is followed by an attention symbol . Once the section is complete the symbol will be replaced with a green checkmark .

First Name, Last Name

- Your first and last name exactly as it appears on your tax documents or passport (not a nickname).

Country of Origin

- Country of origin is the country you use for Tax Purposes. U.S. citizens and Permanent Residents should select United States.

Legal Structure

- The allowable Tax Structures on this registration form are “Individual/Sole Proprietor or Single Member LLC” or “Foreign Individual”. **If you believe you should be set up as a business entity other than an individual/sole proprietor, stop the registration and contact Procurement at procurement@udel.edu to send you a new business link to register properly.*

Tax ID Number/Type

- **Domestic Individuals:** This may be your Social Security Number (SSN) or Employee Identification Number (EIN-If a Sole Proprietorship). Use numeric characters only. **Your Tax ID must match the Tax ID on your W-9.**
- **Foreign Individuals:** Enter a U.S. Taxpayer Identification Number (Social Security Number (SSN) if you have one. If you do not have one, enter your non-US Tax identification Number. You may leave blank if you are from a jurisdiction that does not issue Tax Identification numbers

Adding and Inactivating (no longer valid) Addresses

IMPORTANT! DO NOT OVERWRITE ADDRESSES

1. Adding Addresses

Registration Complete for:
University of Delaware

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ✓

Tax Information ✓

Additional Questions ✓

Comments ✓

DO NOT MODIFY OR OVERWRITE ANY EXISTING ADDRESSES

- Existing address records must remain unchanged!
- If you want an address **inactivated**, indicate this in the comments section at the end of the registration process.

Primary/Tax Address:

- You must add your Primary Tax address as associated with your tax records.
- Label this address as your street address name. (For example, label as 123 Main Street.)
- Important: if you are updating your Tax Address as indicated on your Tax Form (W-9 or W-8), you must submit a new W-9/W-8EN.**

Separate Payment Address: STOP!

- If you are adding a **payment address that is different than your tax address**, you must go to the Comments section at the end of the registration payment address in the Comments box. **Do NOT add it here!**
- This address is associated with your banking information or where physical payments (checks) will be mailed (if different from your Primary Tax
- If submitting an invoice, the payment address must match the "payment/remittance" address shown on the submitted invoice.

Address Label	Address
1111 Lucky Way	1111 Lucky Way Newark, Delaware, 19702 United States

Add Address

Add address, label as your street address. **This address must match what is on your W-9, W-8.

If you are adding a payment address that is different from your tax address, this address MUST BE added in the Comments section/Comments box at the end of the registration form.

Mars, Veronica
Supplier Number:0000054874

Registration Complete for:
University of Delaware

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ✓

Tax Information ✓

Additional Questions ✓

Comments ✓

Comments

Please provide additional payment address(es) here and any comments.

500 characters remaining

★ Required to Complete Registration

Save Changes

2. Inactivating No Longer Valid Addresses

If an address is no longer active, do not overwrite it! Click **Edit** and Choose **Make Inactive**. You can note this in the in the Comments section/Comments box at the end of the registration form.

Address Label	Address
14 Ross Place	14 Ross Place North Brunswick, New Jersey, 08902 United States
14 ross place	14 ross place

Edit

Edit

Make Inactive

Accounts Payable

Payment Method Overview

Each payment option has unique onboarding/verification requirements. Please read below before choosing a payment option.

Check: Available for domestic payments only. Physical check mailed to specific payment address.

Direct Deposit/ACH: Available for domestic accounts only.

- We utilize a third party to verify domestic banking information. If your banking cannot be verified, we will ask for alternative banking information. Lack of verification does not mean there is an issue with your account, only that we cannot complete verification.
- If you do not respond or do not have alternate banking information to provide, we will revert payment to physical check.

Wire Transfer: Available for foreign individuals only.

- Only foreign suppliers/payees are paid by Wire. **If you select Wire Payment, a Bank Letter is required for supplier onboarding and approval.** We also recommend uploading a recent Bank Statement. These documents help verify your account information. Please upload them in the *Additional Questions* section below. ****Documents must be PDF format readable by Adobe Acrobat****
 - **Bank Letter:** In English, on bank letterhead, dated with bank name, address and signature of authorized bank official. Account Holder name, account number or IBAN, SWIFT/BIC code.
 - **Bank Statement:** Statement issue date, account holder name, address, account number or IBAN, SWIFT/BIC code.

Important Payment Notes

- Payments are not permitted through PayPal, Venmo or other similar money transfer services.
- Banking information submitted for ACH or international wire payments requires 3rd party verification. UD reserves the right to revert the payment method to physical check drawn in US funds if bank verification is not successful.
- The University only makes payment directly to the supplier/payee engaged in a transaction.

**The Bank Account (lower) section of the entry screen is all information about the Bank and the account, not the payee.

Click on **Add Payment Information** to choose payment method.

If you are including foreign wire information, upload your bank verification documents here.

Check Payment

Adding Check Payment

Payment Title: Must be Check

Country: Country of citizenship or entity incorporation. *Foreign individuals can only choose check if payment can be accepted by physical check drawn in US currency.

Remittance Address: If multiple remittance addresses exist, choose the address this account is associated with

Currency: USD

Active: Do not change

ACH Payment

Adding ACH Payment

Payment Title: Must be ACH

Country: Country of citizenship

Direct Deposit Format: Must be CCD

Remittance Address: If multiple remittance addresses exist, choose the address this account is associated with

Currency: USD **Active:** Yes

Country: Country where bank is located

Bank Name: Correct bank name

Account Holder Name: Legal name or DBA. If registered as a Sole Proprietor, this must be DBA name

Account Type: Choose checking or savings

Routing/Transit + Account Number: Include account information

Wire Payment

If you choose Wire Payment, a Bank Letter is required to be onboarded and approved as a supplier. A Bank statement is not required, but highly recommended. (Documents must be PDF format readable by Adobe Acrobat.)

1. **Bank Letter:** In English, on bank letterhead, dated with bank name, address and signature of authorized bank official, account holder name, account number or IBAN, SWIFT/BIC code
2. **Bank Statement:** In English, statement issue date, account holder name, address, account number or IBAN, SWIFT/BIC code

Add Payment Information

Only associated countries are displayed.

Payment Title * Wire

Country * Kenya

Payment Type * Wire Transfer

Remittance Address * Edit

Electronic Remittance Email *

Currency * USD

Active Yes No

Bank Account

Procurement Use Only

Wire Account Verification

Wire External Wire SWIFT/BIC

Wire External Wire Account

Wire Intermediary Bank SWIFT/BIC

* Required to Complete Registration

Save Changes Close

Adding Wire Payment

Payment Title: Must be WIRE

Country: Country of citizenship/business registration

Payment Type: Wire Transfer

Remittance Address: If multiple remittance addresses exist, choose the address this account is associated with

Currency: USD **Active:** Yes

Country: Country where bank is located

Bank Name: Correct bank name

Account Holder Name: Legal name or DBA. If registered as a Sole Proprietor, this must be DBA name

Account Type: Choose checking or savings

Account Number Type: Choose account number or iBAN

SWIFT/BIC: Must include **IRC:** Optional

Adding Tax Information

A NEW Tax form is required when changing: Legal Name or DBA, TAX address, TAX classification

Submission of valid IRS tax documentation is required for supplier onboarding and payment. For guidance on selecting and completing the appropriate W-9 or W-8 form, visit www.irs.gov.

- **U.S. citizens and Resident Aliens** must submit **Form W-9**.
- **Foreign citizens, and Nonresident Aliens** must submit **Form W-8BEN**
 - Permanent address on W-8 (Part 1/Section 3) must be your foreign address
 - **Note:** IRS W-8 forms expire three (3) years from the date of signature. A new, updated form must be submitted upon expiration.

There are 2 options for submission of your Tax Document:

1. **PREFERRED OPTION: Prefilled Document & Docusigned:** A system-generated, pre-populated tax document is available by selecting: Add Tax Document → Select Tax Document Type → Select Tax Document Year → Sign Document
 - **If you are submitting a pre-filled W-9 you must manually complete Section 3A (Please be sure box chosen matches legal structure field input in record.)**
2. **ALTERNATIVE OPTION: Manually Uploaded Document:** Upload a completed tax form by selecting: Add Tax Document → Select Tax Document Type → Check “Manually upload the document instead” → Select File or Download the Pre-populate Tax Document and sign to upload

All manually uploaded documents must meet the following requirements:

- Current IRS revision version
- Signed and dated within the last 365 days
- PDF format and readable in Adobe Acrobat
- Electronically signed (per IRS guidelines) or wet-signed forms are acceptable

The screenshot shows a web interface for adding tax information. On the left, there are tabs for 'Tax Information', 'Additional Questions', and 'Comments'. The main content area contains instructions for document submission, requirements for manually uploaded documents, and a 'Required Information' section. A yellow button labeled 'Add Tax Document' is visible at the bottom. A red-bordered callout box on the right contains the text 'Click on Add Tax Document' and a list of bullet points: 'W-9 is available for Domestic individuals' and 'W-8BEN is available for Foreign individuals'. A blue arrow points from the callout box to the 'Add Tax Document' button.

Option 1: PREFERRED-Prefilled Tax Document

Add Tax Document ✕

Tax Type * W-9

Tax Document Name *

Tax Document Year *

Signature Status Not Signed

Tax Documentation *

Manually upload the document instead

* Required to Complete Registration

NAME TAX DOCUMENT AS SHOWN BELOW

W8 OR W9 NAME YEARMONTHDATE NAME

Example: W9 Lawton 20260205

Choose **Sign Document** for **Option 1, Prefilled Document**. This takes you to the docusign application

docusign

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

I agree to use electronic records and signatures.*

Change Language - English (US) v

Other Options v

Choosing **Sign Document** enables Docusign agreement page. Click **I agree**

Start

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

**Request for Taxpayer
Identification Number and Certification**
Go to 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.)
Rainy Night Inc

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.
 Individual/sole proprietor C corporation S corporation Partnership Trust/estate
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
 Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
 Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
 (Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

5 Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
 or
 Employer identification number

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, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Signature of Sign

DOMESTIC INDIVIDUALS

Your prepopulated W-9 appears in a separate browser.

-Click **Start**.

-View/verify that information is correct.

-You must complete Section 3a

-If everything correct, scroll to signature line.

-Click on the **Sign icon**

Start

DocuSign Envelope ID: 97DD282C-B252-81E9-8026-34A7BF480A22

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200

Form **W-8BEN**

(Rev. October 2021)

Department of the Treasury
Internal Revenue Service

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

► For use by individuals. Entities must use Form W-8BEN-E.

► Go to www.irs.gov/FormW8BEN for instructions and the latest information.

► Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do NOT use this form if:

- You are NOT an individual W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services) W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States 8233 or W-4
- You are a person acting as an intermediary W-8IMY

Instead, use Form:

Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner
Jacque Franca's

2 Country of citizenship

3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.

City or town, state or province. Include postal code where appropriate. Country

4 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate. Country

5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)

6a Foreign tax identifying number (see instructions) 6b Check if FTIN not legally required

7 Reference number(s) (see instructions) 8 Date of birth (MM-DD-YYYY) (see instructions)

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;

English (US) ▼

Foreign Individuals-Important!

Your prepopulated W-8BEN appears in a separate browser. Some required sections are NOT pre-populated and must be completed by you. These are **BOLDED** below.

Part I

- Section 1: Legal Name
- Section 2: Country of Citizenship**
- Section 3: Permanent address (Must be foreign address)
- Section 4: Mailing address if applicable (can be domestic)**
- Section 5: **US Tax ID (must provide if have one)**
- Section 8: **Date of birth**

Part II

- Complete if applicable

Part III

- Certify, date and sign
- Print name of signer**

Edit Tax Document



Tax Type ★ W-9

Tax Document Name ★

Tax Document Year ★

Signature Status AdobeSigned

Tax Documentation ★ [Signed Document](#)

Manually upload the document instead

After clicking on Finish using the docusign, the signed form will automatically attach to the registration. Click **Save Changes**.

★ Required to Complete Registration

Rainy Night Inc

Registration In Progress for:
University of Delaware

of 8 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Insurance

Payment Information

Tax Information

Comments

Verify & Submit

Registration FAQ | View History

Tax Information

The submission of valid IRS Tax documents is required for onboarding and payment. For more information on choosing and completing the correct W-9 or W-8 form, visit www.irs.gov.

- US citizens and entities and Resident Aliens must submit form W-9.
- Foreign citizens and entities or Nonresident Alien must submit form W-8 or W-8BEN-E, W-8ECI, W-8EXP, W-8IMY. Note: IRS W-8 forms expire 3 years from the date of signing, at which time a new, updated form must be submitted.
- **IMPORTANT: A NEW Tax form is required for any change of Legal name or DBA, Tax address, Tax classification, Tax identification number**

There are 2 choices for submission of your Tax Document:

Prefilled Document: The preferred tax document submission is a pre-populated document generated by the system. This is available after clicking **Add Tax Document/Selecting your tax document type/Download pre-populated tax document**.

Manually Uploaded Document: This option requires a complete, uploaded tax document. This alternate option is available by choosing **Add Tax Document/Select File**. All documents uploaded to this site must be:

- Current IRS revision version and signed and dated within the last 365 days
- PDF format readable by Adobe Acrobat
- Electronic or wet signed documents are acceptable

Name the form based on its type (W-8BEN-E, W9) in the Tax Document Name field and select the year the form was signed from the Tax Document Year drop-down menu.

IMPORTANT! You may see documents here posted by the University's Supplier team. You do NOT need to review these documents. These documents are necessary for verification and onboarding.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	e-Signed	Signature Status
W9_Rainy Night2025	W-9	2025	View Document	✓	DocuSigned

Your tax form now appears in your record and status shows e-docusigned.

Click **Next** to proceed to Comments section.

Option 2: Manually Uploaded Tax Document

This option requires a complete, uploaded tax document. If you choose this alternate option, your document must be:

- Current IRS revision version and signed and dated within the last 365 days
- PDF format readable by Adobe Acrobat
- Electronic or wet signed documents are acceptable

IMPORTANT! You may see documents posted by the University's Supplier team. You do not need to review these documents. These documents are necessary for our verification and onboarding processes.

NAME TAX DOCUMENT AS SHOWN BELOW
W8 OR W9 NAME YEARMONTHDATE NAME
Example: W9 Lawton 20260205

Choose **Manually Upload for **Option 2, Manually Uploaded Document**. This enables you to upload a signed tax form.**

Choose correct Tax Document Year.

Your tax document now appears and status shows **NOT** e-signed by system.
Click **Next** to proceed to Comments section.

Add Tax Document

Tax Type * W-9

Tax Document Name *

Tax Document Year *

Signature Status Not Signed

Tax Documentation * Drop file to attach, or browse.

[Download Pre-populated Tax Document](#)

Manually upload the document instead

* Required to Complete Registration

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	e-Signed	Signature Status	
W9_UDFriends2025	W-9	2025	View Document	✘	Not Signed	<input type="button" value="Edit"/>

Additional Questions

Complete the additional questions. If you answer **YES** to any of these questions, we may contact you for additional information.

Lott, Noah Supplier Number:JA_1034262	Additional Questions
Registration In Progress for: University of Delaware 1 of 5 Steps Complete	Answers to the questions below are required in order to adhere to our Conflict of Interest policy. Depending on your responses, we may contact you for additional details.
Welcome	Are you currently a student registered in a matriculated degree program or a current employee of the University of Delaware, including adjunct faculty, miscellaneous wage and others receiving payments through the UD payroll system? *
Individual Overview	<input type="text"/>
Addresses	Have you ever been involved in Federal debarment proceedings, or identified as being subject to economic and trade sanctions based on U.S. foreign policy and national security goals against targeted foreign countries or regimes? *
Payment Information	<input type="text"/>
Tax Information	
Additional Questions	
Certify & Submit	
Registration FAQ View History	
	★ Required to Complete Registration
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save Changes"/>

Comments

Comments
Please provide additional payment address(es) here and any comments.
<input type="text"/>
500 characters remaining

Certify and Submit

Lott, Noah
Supplier Number:JA_1034262

Registration in Progress for University of Delaware
5 of 5 Steps Complete

Welcome

Individual Overview ✓
Addresses ✓
Payment Information ✓
Tax Information ✓
Additional Questions ✓

Certify & Submit

Registration FAQ | View History

Type your name in the box below acknowledging that all information is correct. It is the Supplier/Payer's responsibility to ensure information is accurate. Inaccurate information may result in payment delays. Knowingly providing false information may result in disqualifying you from receiving us.

Preparer's Name *

Preparer's Email Address *

Today's Date

Certification * I certify that all information provided is true, complete, and accurate. I understand that the University of Delaware may verify the information submitted, including banking information, through third-party verification services. Please note that all submitted updates are subject to review, verification, and approval. The University of Delaware reserves the right to reject any information that cannot be verified through its standard processes.

★ Required to Complete Registration

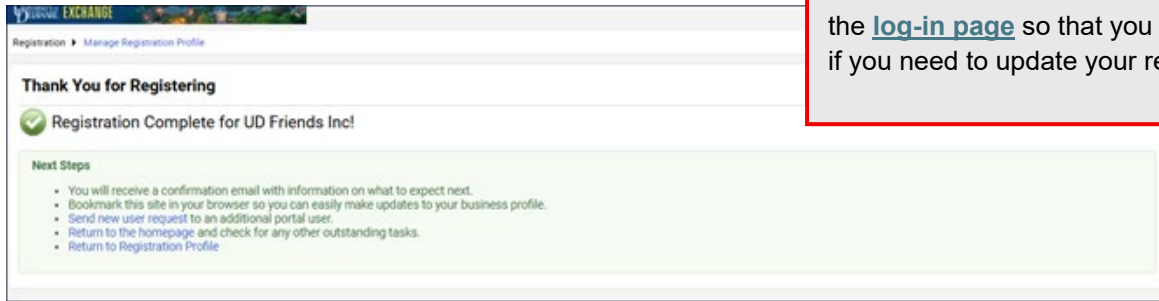
If you have not completed all required fields, you will be asked to go back and complete those sections before your registration can be submitted.

Check the box for **“I certify that all information is true & accurate.”**

Click **Submit** to complete registration

Registration Complete Email

Once your registration is completed, you will receive a confirmation email. Bookmark the [log-in page](#) so that you can return to it if you need to update your record.



UDX Supplier Portal Log in Page

Once logged in to the [UDX Supplier Portal](#) this home page will appear, click **Manage Registration Profile** to return to view/edit your University of Delaware registration.

