



University of Delaware Supplier Portal

UDX Supplier Registration Guide

Table of Contents

Self-Registration Overview.....	1
Creating a UDX Supplier Portal Account on the Jaggaer Platform	2
Completing Business Details	7
Adding Addresses	8
Adding Contacts	10
Insurance Requirements	11
Check Payment	13
ACH Payment	13
Wire Payment.....	13
Adding Tax Information	14
Option 1: Prefilled Tax Document.....	16
Option 2: Manually Uploaded Tax Document	19
Additional Questions.....	20
Completing Comments	20
Certify and Submit	22
Registration Complete Email	23
UDX Supplier Portal Log in Page	24

Self-Registration Overview

Invitation to Register

Welcome to the University of Delaware Supplier Portal (UD Exchange) powered by Jaggaer. To conduct business with the University of Delaware, new, current or potential suppliers/payers must be invited to register through UD Exchange via an invitation to register from UD at UDexchange@jaggaer.com. If you have not received an invitation and expected one, please check your spam/junk and/or email procurement@udel.edu. **The University of Delaware does not allow unsolicited registrations.**

This Guide

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.**

Note: Any RED instructions in this document are specifically for Foreign Suppliers.

The University of Dealware's supplier team will review your registration within 3-5 business days. If we have questions about your submission, we will email the contact provided in the contacts section of the registration. Upon registration approval, you will become an approved supplier for the University of Delaware.

Documents and Information Required for Registration

We recommend having the following items ready as you complete the registration process.

- **Identification:** Tax identification number and business legal structure (if business entity)
- **Addresses for the following:**
 - **Tax purposes:** legal tax address if the University needs to mail documents; should match your W-9 or W-8
 - **Receives Orders:** Address that fulfills orders (you may have multiple).
 - **Receives Payment:** Payment address must match the payment address on invoices.
- **Preferred Payment Method:** The default payment method is a physical check if no other payment method has been designated or if banking information cannot be verified. *Banking information must match banking information on invoices. All ACH payment methods are verified through a third-party verification system.*
- **Primary contact information, including a designated contact for Purchase Orders (POs).**
- **W-9/W-8 IRS Form:** Suppliers have the option of utilizing a pre-filled IRS form which can be signed using our integrated Docusign tool or manually upload your signed form.
- **Certificate of Insurance:** NOT required to complete registration but may be required for specific business engagements. UD encourages suppliers to upload their COIs and keep updated.

Jaggaer Portal

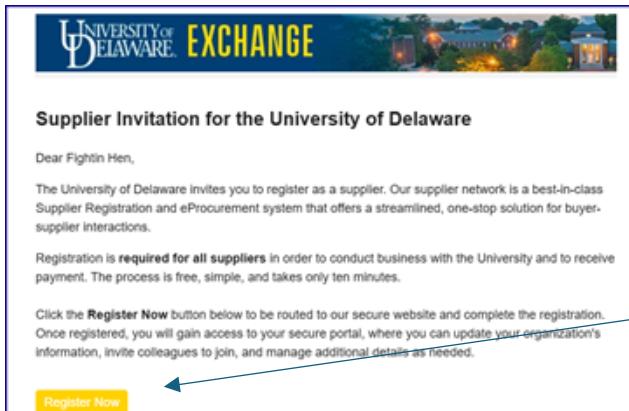
You may already have an account for the Jaggaer portal. Jaggaer operates with a "global identity" for suppliers, meaning your core company's information is stored under a single account. However, you must register separately for each customer's specific customer portal to manage that relationship.

Resources

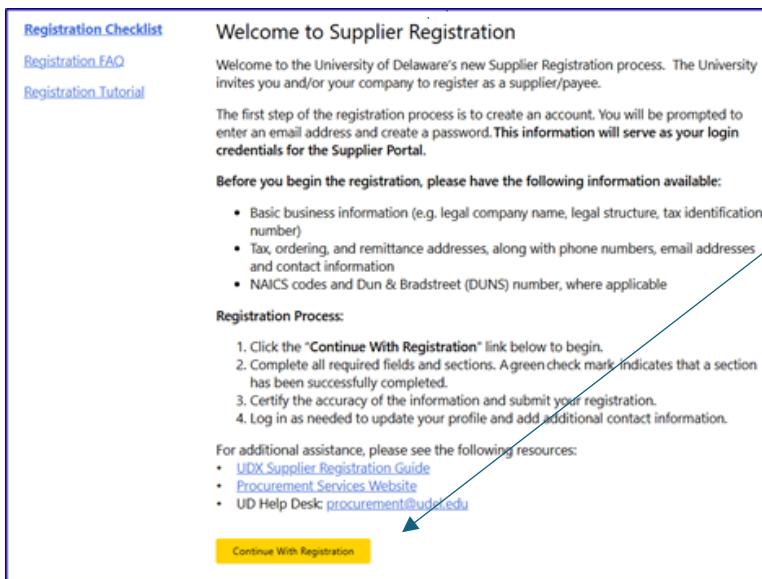
- Jaggaer support for technical issues: <https://jaggaer.my.site.com/SupplierSupportRequest/s/>
- University of Delaware Procurement: procurement@udel.edu

Creating a UDX Supplier Portal Account on the Jaggaer Platform

If you are a new supplier or individual doing business with the University OR a current supplier 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.



UNIVERSITY of DELAWARE EXCHANGE

Supplier Registration [Registration Tutorial](#) English ▾

Your Contact Info

Purnell	Hall
First Name ★	Last Name ★
<input type="text"/>	
Title	
<input type="text"/> ext. <input type="text"/>	
Phone Number ★ International phone numbers must begin with +	
EDT/EST - Eastern Standard Time (US/Eastern)	

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

Your Login

udprocurement+purnell@gmail.com
Email ★ <input type="text"/>
Confirm Email ★ <input type="text"/>
<input type="checkbox"/> I am a user in need of accessibility assistance
Terms and Conditions
<input type="checkbox"/> I have read and accepted JAGGAER's Terms and Conditions <small>✓</small>
<input type="checkbox"/> I am human  <small>Privacy - Terms</small>
Create Account

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.

IMPORTANT

Check if your organization already has a JSON record/Jaggaer portal log in. If yes, you can log in with those credentials but you still must complete the UD registration process. Changes made to your JSON record will not update information in your UD record. Jagager Supplier Support Contact 1-800-233-1121

Reset your supplier account password Inbox x

 **JAGGAER Supplier Accounts** <noreply@jaggaer.com>
to udprocurement+evan ▾ 8:55 AM (5 minutes ago) star smile

Dear Evan Hall,

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

As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change you...

[Change supplier account password.](#)

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for yo...

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following we...

<https://www.jaggaer.com/>

<https://www.jaggaer.com/submit-supplier-support-request/>

Follow all of 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

Fightin Hen

Registration In Progress for:
University of Delaware

3 of 9 Steps Complete

Step	Section	Status
1	Welcome	Completed
2	Company Overview	Completed
3	Business Details	In Progress
4	Addresses	In Progress
5	Contacts	In Progress
6	Insurance	In Progress
7	Payment Information	In Progress
8	Tax Information	In Progress
9	Additional Questions	In Progress
10	Comments	In Progress
11	Certify & Submit	In Progress

Company Overview

The information entered on this page allows us to track general information about your company.

Doing Business As (DBA)

Country of Origin * United States

Does your business have a DUNS number? Yes No

Legal Structure * C Corporation

Tax ID Number *

Website

★ Required to Complete Registration

« Previous Next » Save Changes

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 Δ .

Once the section is complete the symbol will be replaced with a green checkmark \checkmark .

The first screen will be the Welcome Tab. If your Legal Individual/Company name is correct, click **NEXT**. If it is incorrect or needs to be revised, make the appropriate change and click **NEXT**.

This name must match what is on your W-9/W-14.

Company Overview

The screenshot shows a registration form for 'Fightin Hen' with 'Registration In Progress for: University of Delaware' and '3 of 9 Steps Complete'. The 'Company Overview' step is selected. The form includes fields for 'Doing Business As (DBA)', 'Country of Origin' (set to 'United States'), 'Does your business have a DUNS number?' (radio buttons for 'Yes' and 'No' with 'No' selected), 'Legal Structure' (set to 'C Corporation'), 'Tax ID Number' (input field), and 'Website' (input field). A sidebar on the right contains instructions: 'See instructions below on how to complete the Company Overview fields.' and 'Click Save Changes when complete.' Navigation buttons at the bottom include 'Previous', 'Next >', and 'Save Changes'.

See instructions below on how to complete the Company Overview fields.

Click Save Changes when complete.

DBA: You may enter an *alternate* business name here. This name is an alternate name that you may be doing business as (or commonly known by) but is *not* your Legal Company Name. Individuals cannot have a DBA. **The DBA must be included on line 2 of your W-9.**

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: Select the appropriate legal structure for the supplier organization. Choose the appropriate Legal Structure information as stated by the IRS. For more information about business structures, please visit www.irs.gov. **Your legal structure must match the box selected in Line 3a of your W-9.**

- **Foreign individuals and entities can only choose either Non US Based entity or Foreign Individual.**

Tax ID Number

- U.S. citizens or entities: Enter U.S. Taxpayer Identification Number (Social Security number or EIN). Use numeric characters only. If your Tax Identification number has changed, you must submit a new W-9. **Your Tax ID must match the Tax ID on your W-9.**
- **Foreign entities or individuals:** Enter a U.S. Taxpayer Identification Number (Social Security number or EIN) if you have one OR a foreign SSN. You may leave blank if you are from a jurisdiction that does not issue Tax Identification numbers.

Website: If you are a business entity and have a website, enter the homepage URL.

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

Completing Business Details

Fightin Hen

Registration In Progress for:
University of Delaware
4 of 9 Steps Complete

Welcome
Company Overview
Business Details
Addresses
Contacts
Insurance
Payment Information
Tax Information
Additional Questions
Comments
Certify & Submit

Registration FAQ | View History

Business Details

If you are an individual, you do not need to complete this page. If you are completing this as a Sole Proprietor, these fields are optional.

Year Established:

Number of Employees:

Products and Services

★ Required to Complete Registration

This page appears for individuals.
Individuals can skip this page. If you are registering as a Sole Proprietorship, you can (but are not required) to complete these fields.

Fightin Hen

Registration In Progress for:
University of Delaware
3 of 9 Steps Complete

Welcome
Company Overview
Business Details
Addresses
Contacts
Insurance
Payment Information
Tax Information
Additional Questions
Comments
Certify & Submit

Registration FAQ | View History

Business Details

If you are an individual, you do not need to complete this page. If you are completing this as a Sole Proprietor, these fields are optional.

Year Established:

Number of Employees:

Products and Services

NAICS Codes * No Primary NAICS Code Selected

Commodity Codes *

★ Required to Complete Registration

This page appears for entities and must be completed.

NAICS Codes: Use search or drill down to select.

Commodity Codes: Use search or browse list to select the appropriate commodity code for what you are providing to the University. If you have questions about what commodity code you should select, reach out to the department you are doing business with to help determine what code you should select.

Click **Next** to proceed to Addresses section.

Adding Addresses

Addresses	
If you are updating your Tax Address as indicated on your Tax Address label, the University of Delaware requires three types of addresses :	
<ul style="list-style-type: none">Tax Address: This is your or your organization's legal address.Takes Orders Address: This address represents the address is required for electronic PO delivery.Receives Payment (Remit To) Address: This address matches the "remit to" address shown on all submitted remittance advice.	
Address Label Enter your street address as the address label.	
Contact Information Provide contact details for the individual managing your supplier remittance advice.	
Address Label	Address Types
10 Birch Lane	Tax Address (Primary) Receives Payment (Primary) Takes Orders (Primary)
Add Address	

University of Delaware requires three types of addresses. They can all be the same or different.

1. Tax Address
2. Takes Orders
3. Receives Payment

Click **Add Address**, a new window will appear.

Add Address

Basic Information (Step 1 of 2)

What would you like to label this address? *

400 Academy Street
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 >

Label each address with its street address.

This example shows 1 single address chosen for all 3 address types.

Add Address

Basic Information (Step 1 of 2)

What would you like to label this address? *

500 Main Street
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 >

This example shows adding an additional Receives Payment location

Add Address

Address Details (Step 2 of 2)

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

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone

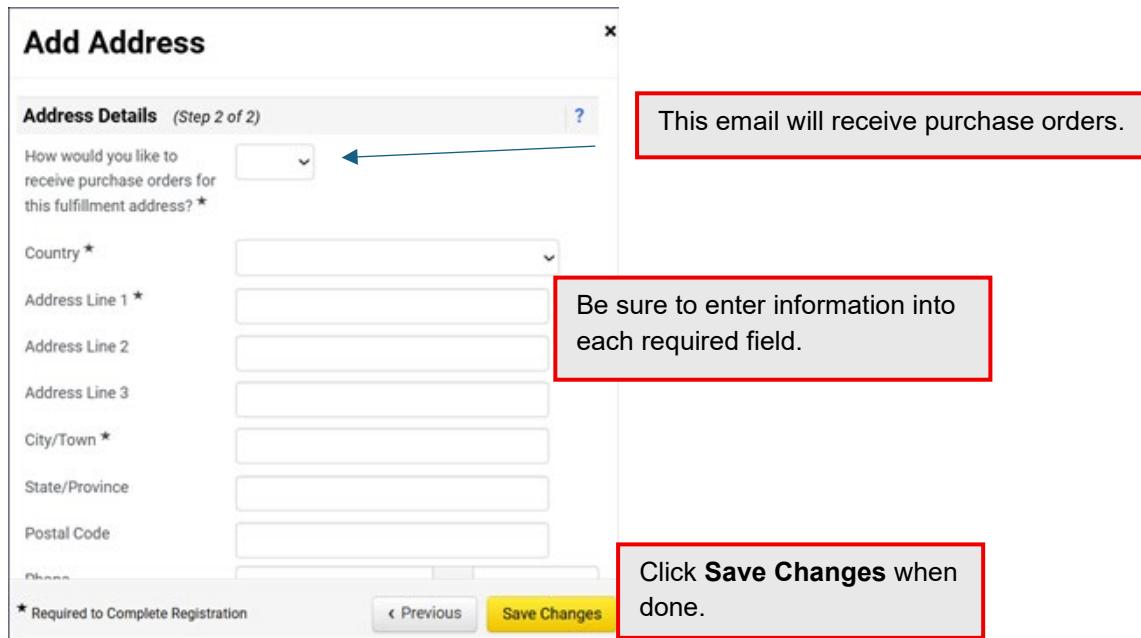
★ Required to Complete Registration

Save Changes

This email will receive purchase orders.

Be sure to enter information into each required field.

Click **Save Changes** when done.



Add Address

Primary Contact For This Address (Step 3 of 3)

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

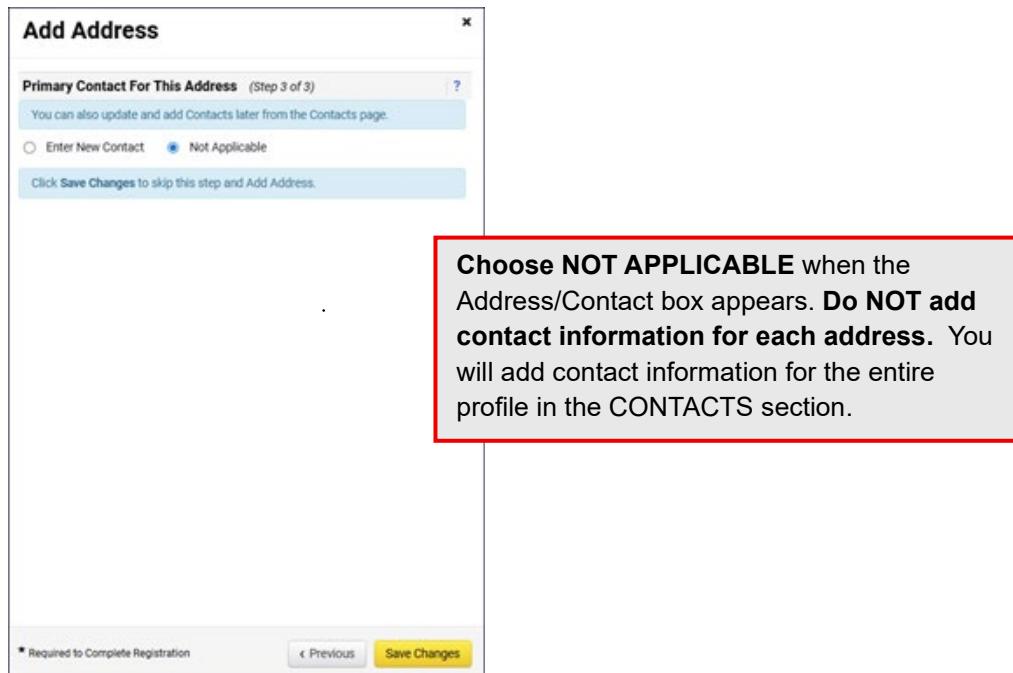
Enter New Contact Not Applicable

Click Save Changes to skip this step and Add Address.

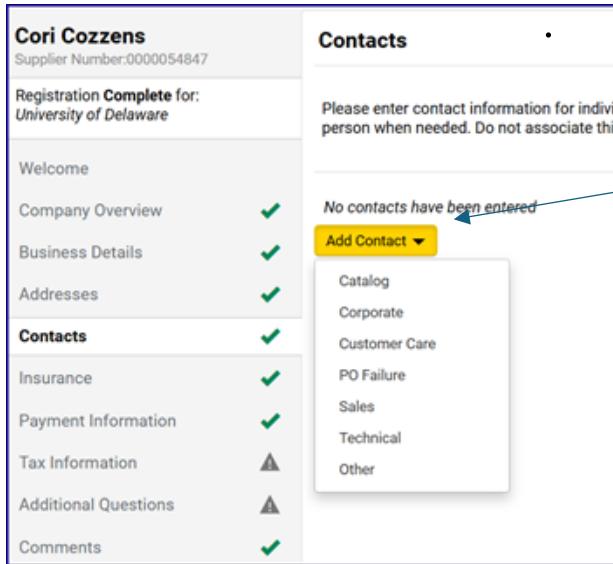
★ Required to Complete Registration

Save Changes

Choose NOT APPLICABLE when the Address/Contact box appears. Do NOT add contact information for each address. You will add contact information for the entire profile in the CONTACTS section.



Adding Contacts



Cori Cozzens
Supplier Number:0000054847

Registration Complete for:
University of Delaware

Welcome
Company Overview
Business Details
Addresses
Contacts
Insurance
Payment Information
Tax Information
Additional Questions
Comments

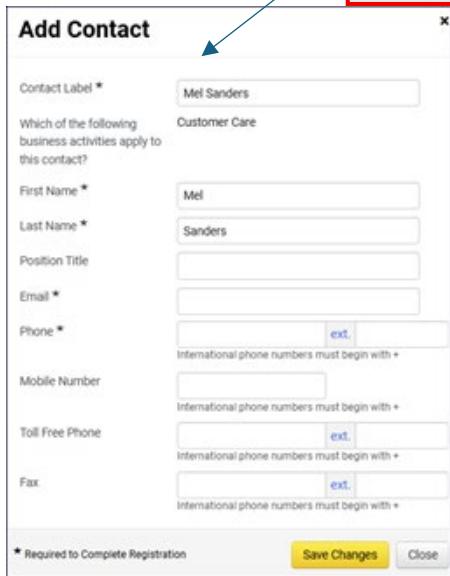
Please enter contact information for individual person when needed. Do not associate this contact with a business.

No contacts have been entered

Add Contact ▾

- Catalog
- Corporate
- Customer Care
- PO Failure
- Sales
- Technical
- Other

Click on **Add Contact** drop down to choose contact type. You may add a single contact OR multiple contacts.



Add Contact

Contact Label *

Which of the following business activities apply to this contact?
Customer Care

First Name *

Last Name *

Position Title

Email *

Phone * ext. International phone numbers must begin with +

Mobile Number International phone numbers must begin with +

Toll Free Phone ext. International phone numbers must begin with +

Fax ext. International phone numbers must begin with +

* Required to Complete Registration

Save Changes **Close**

Contact Label should be
First and Last Name

Contacts Legend

Catalog: Main point of contact for catalog content, pricing, and updates related to hosted catalogs or punchout integrations.

Corporate: General or headquarters contact for company-level inquiries that are not tied to a specific function or order.

Customer Care: Primary support contact for order status, returns, invoicing issues, and general supplier service questions.

PO Failure: Designated contact for issues related to purchase order transmission failures (e.g., failed cXML, incorrect routing, EDI errors).

Sales: Assigned sales representative or account manager responsible for pricing, quotes, product information, and commercial/university relationship support.

Technical: Contact for technical troubleshooting or system integration support (e.g., UDX connectivity, portal access, file format issues).

Insurance Requirements

Cori Cozzens Supplier Number:0000054847	Insurance
Registration Complete for: <i>University of Delaware</i>	<p>The University requires outside parties providing services to the University or using University University's PO terms and conditions, and upon request, Supplier shall furnish to Buyer a current copy of the University's PO terms and conditions. You can upload the appropriate insurance requirements in the portal.</p> <ul style="list-style-type: none">• Click "Add Insurance" and enter all the required information• Repeat for additional insurance• Click "Next" to continue Additional Insurance Requirements
Welcome	
Company Overview	✓
Business Details	✓
Addresses	✓
Contacts	✓
Insurance	✓
Payment Information	✓
Tax Information	⚠
Additional Questions	⚠
Comments	✓

No Insurance has been entered.

Add Insurance ▾

This section is not required for registration, but depending on the service provided, insurance verification may be requested at a later time.

Accounts Payable

Payment Method Overview

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

- Payment method refers to the options available to make payment to suppliers/payees.
- Payment method influences the supplier's/payee's payment terms unless contractual terms exist
- Payment methods are indicated during the supplier registration process.

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 suppliers only with foreign bank accounts.

- When choosing this method, you must upload the 2 required documents listed below. Your record will not be approved if these documents are not uploaded. *(Documents must be PDF format readable by Adobe Acrobat)*
 - Bank Letter: Name, address, bank account number
 - Bank Statement: Includes bank name, account number, bank address, your address
- Domestic suppliers cannot choose this option. UD does not make domestic wire payments.

Important Payment Notes

- Currency on all invoices must match the currency indicated on the related purchase order.
- 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.
- Multiple payment methods may be included in a supplier record. Each method must be tied back to a specific payment address from the "Address" section.
- The University only makes payment directly to the supplier engaged in a transaction, which must match the entity name provided on any invoice. We do not permit 3rd party payments to another legal entity, even if it is a different division of the same company.

The screenshot shows a payment setup interface with the following fields:

- Payment Type:** A dropdown menu shows "Add Payment Information" with options: Direct Deposit (ACH), Check, and Wire Transfer. "Wire Transfer" is selected.
- File Uploads:** Two "Drop file to attach, or browse" fields are present. The first is for "Bank Statement (Required for Foreign Wire Verification)" and the second is for "Are you interested in the VPAY program?".
- Buttons:** "Save Changes" and "Close".

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

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

If you are interested in the Virtual Payables option, click **YES** and we will contact you with additional information.

Check Payment

The screenshot shows the "Add Payment Information" form for a Check payment:

- Payment Title:** Check
- Country:** United States
- Payment Type:** Check
- Remittance Address:** 75 Halines Street (Remittance)
- Currency:** USD
- Active:** Yes (radio button selected)

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

Adding Check Payment

Payment Title: Must be Check

Country: Country of citizenship or entity incorporation. *Foreign entities 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

The screenshot shows the "Add Payment Information" form for an ACH payment:

- Payment Title:** ACH
- Country:** United States
- Payment Type:** Direct Deposit (ACH)
- Direct Deposit Format:** CCD
- Remittance Address:** -
- Electronic Remittance Email:** -
- Currency:** USD
- Active:** Yes (radio button selected)

Bank Account

- Country:** United States
- Bank Name:** -
- Account Holder's Name:** -
- Account Type:** Checking
- Routing/Transit Number:** -
- Account Number:** -

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

Adding ACH Payment

Payment Title: Must be ACH

Country: Country of citizenship/business registration

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, you must upload two bank documents (in the Additional Questions section) in order to be onboarded and approved as a supplier. (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 *	<input type="button" value="Edit"/>
Electronic Remittance Email *	<input type="text"/>
Currency *	USD
Active	<input checked="" type="radio"/> Yes <input type="radio"/> 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

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**

Tax Form Requirements

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, U.S. entities, and Resident Aliens** must submit **Form W-9**.
- **Foreign citizens, foreign entities, and Nonresident Aliens** must submit **Form W-8** (W-8BEN-E, W-8ECI, W-8EXP, or W-8IMY, as applicable).
 - **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. Prefilled Document & Docusigned (**preferred**): A system-generated, pre-populated tax document is available by selecting: Add Tax Document → Select Tax Document Type → Select Tax Document Year → Sign Document
2. 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

Tax Information	▲
Additional Questions	▲
Comments	✓
Document Type → Select Tax Document Year → Sign Document	
2. Manually Uploaded Document: Upload a completed tax form by selecting: Add Tax Document instead → Select File or Download the Pre-populate Tax Document and sign to upload	
All manually uploaded documents must meet the following requirements:	
<ul style="list-style-type: none">• 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 Tax Document Name should match the form type (e.g., W-9, W-8BEN-E) and select the year if applicable.	
IMPORTANT: You may see documents posted by the University's Supplier team. These documents are for your review or action.	
Required Information	
The following tax document are required to complete registration:	
- W-9	
No tax information has been entered	
Add Tax Document	

Click on **Add Tax Document**

Domestic individuals/entities will only see a **W-9**. **Foreign individuals/entities** will be shown a list of W-8s to choose from.

Option 1: Prefilled Tax Document

Add Tax Document

Tax Type *	W-9
Tax Document Name *	<input type="text"/>
Tax Document Year *	<input type="text"/>
Signature Status	Not Signed
Tax Documentation *	<input type="button" value="Sign Document"/>
<input type="checkbox"/> Manually upload the document instead	
★ Required to Complete Registration	
<input type="button" value="Save Changes"/> <input type="button" value="Close"/>	

Name Tax Document using:

Date_Tax Document Type

Example: 01/01/25_

Choose Tax Document Tear

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. *

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

Start

Docusign Envelope ID: C8DE175D-0AB0-8DAF-8050-A49070B214EF

Form W-9
Rev. March 2004
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.

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.

Print or type.
See Specific Instructions on page 3.

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

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.

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.)

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.

Part II Certification
Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification
I am not subject to backup withholding under section 6104 if I am not currently subject to backup withholding or if I am subject to backup withholding under section 6104, but I am not 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** Signature of

DOMESTIC SUPPLIERS

Your prepopulated W-9 appears in a separate browser.

-Click **Start**.

-View/verify that information is correct.

-If everything correct, scroll to signature line.

-Click on the **Sign icon** to create a digital signature and click

Form W-8BEN-E
(Rev. October 2021)

Department of the Treasury
Internal Revenue Service

Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)
► For use by entities. Individuals must use Form W-8BEN. ► Section references are to the Internal Revenue Code.
► Go to www.irs.gov/FormW8BENE 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 for:

- U.S. entity or U.S. citizen or resident
- A foreign individual
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the United States (unless claiming treaty benefits)
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) W-8ECI
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected with the United States or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) W-8ECI or W-8EXP
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) W-BIM

Part I Identification of Beneficial Owner

1 Name of organization that is the beneficial owner 2 Country of incorporation or organization AT

3 Name of disregarded entity receiving the payment (if applicable, see instructions)

4 Chapter 3 Status (entity type) (Must check one box only): Corporation Partnership
 Simple trust Tax-exempt organization Complex trust
 Central Bank of Issue Private foundation Estate Foreign Government - Controlled Entity
 Grantor trust Disregarded entity International organization Foreign Government - Integral Part

If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes," complete Part III. Yes No

5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)

Nonparticipating FFI (including an FFI related to a Reporting IGA)
FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner.
 Participating FFI.
 Reporting Model 1 FFI.
 Reporting Model 2 FFI.
 Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XII). See instructions.
 Sponsored FFI. Complete Part IV.
 Certified deemed-compliant nonregistering local bank. Complete Part V.
 Certified deemed-compliant FFI with only low-value accounts. Complete Part VI.
 Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII.
 Certified deemed-compliant limited life debt investment entity. Complete Part VIII.
 Certain investment entities that do not maintain financial accounts. Complete Part IX.
 Owner-documented FFI. Complete Part X.
 Restricted distributor. Complete Part XI.

6 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address). Lasserstraße 4
City or town, state or province. Include postal code where appropriate. Country AT
austriaicity, 3 3245

7 Mailing address (if different from above)

FOREIGN SUPPLIERS

Your prepopulated W-8 appears in a separate browser.

-Click **Start**.

-YOU MUST COMPLETE

-Part I, Sections 4, 5,

-Part 1, Sections 7&10 if applicable

-Parts II-XXIX, where applicable

-View/verify that information is correct.

-If everything correct, scroll to signature line.

-Click on the **Sign icon** to create a digital signature and click **Finish**.

Edit Tax Document

Tax Type ★ W-9

Tax Document Name ★ W9_Rainy Night2025

Tax Document Year ★ 2025

Signature Status AdobeSigned

Tax Documentation ★ [Download Signed Document](#) Actions ▾

Manually upload the document instead

★ Required to Complete Registration

Save Changes **Close**

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

Click **Save Changes**.

Rainy Night Inc
Registration In Progress for:
University of Delaware
1 of 8 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Insurance

Payment Information

Tax Information

There are 2 choices for submission of your 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
- 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

[Add Tax Document](#)

[« Previous](#) [Next »](#)

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

The screenshot shows the 'Add Tax Document' form. A red box highlights the 'Name Tax Document' field, which contains the placeholder 'W9 or W8 _Your Name+Tax Document Year).'. A red box also highlights the 'Tax Type' field, which is set to 'W-9'. Another red box highlights the 'Tax Document Year' dropdown, which is set to '2025'. A red box highlights the 'Signature Status' dropdown, which is set to 'Not Signed'. A red box highlights the 'Tax Documentation' section, which includes a 'Select file' button, a 'Drop file to attach, or browse.' input field, a 'Download Pre-populated Tax Document' link, and a checked checkbox for 'Manually upload the document instead'. A red box highlights the 'Save Changes' button. A red box highlights the 'Close' button. A red box highlights the 'e-Signed' status, which is marked with a red 'X'. A red box highlights the 'Signature Status' as 'Not Signed'. A red box highlights the 'Edit' button. A red box highlights the 'Next >' button.

Add Tax Document

Name Tax Document
W9 or W8 _Your Name+Tax Document Year).

Tax Type * W-9

Tax Document Name *

Tax Document Year *

Signature Status Not Signed

Tax Documentation *

Select file
[Download Pre-populated Tax Document](#)
 Manually upload the document instead

* Required to Complete Registration

Choose correct Tax Document Year.

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

Your tax document now appears and status shows NOT e-signed by system.

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

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

Additional Questions

Cori Cozzens Supplier Number:0000054847	Additional Questions
Registration Complete for: University of Delaware	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 wa and others receiving payments through the UD payroll system? *
Company Overview	<input type="checkbox"/>
Business Details	<input checked="" type="checkbox"/>
Addresses	<input checked="" type="checkbox"/>
Contacts	<input checked="" type="checkbox"/>
Insurance	<input checked="" type="checkbox"/>
Payment Information	<input checked="" type="checkbox"/>
Tax Information	<input type="checkbox"/>
Additional Questions	<input type="checkbox"/>
Comments	<input checked="" type="checkbox"/>
★ Required to Complete Registration	
Save Changes	

UD Friends Inc	Additional Questions
Registration Complete for: University of Delaware	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 or any of your company's principles or their immediate family members employed by the University? Do not choose "yes" if you have a family member who is on UD student. *
Company Overview	<input type="checkbox"/>
Business Details	<input checked="" type="checkbox"/>
Addresses	<input checked="" type="checkbox"/>
Contacts	<input checked="" type="checkbox"/>
Insurance	<input checked="" type="checkbox"/>
Payment Information	<input checked="" type="checkbox"/>
Tax Information	<input checked="" type="checkbox"/>
Additional Questions	<input type="checkbox"/>
Comments	<input checked="" type="checkbox"/>
★ Required to Complete Registration	
Save Changes	

Completing Comments

UD Friends Inc Registration In Progress for: University of Delaware 4 of 8 Steps Complete Welcome Company Overview Business Details Addresses Contacts Insurance Payment Information Tax Information Comments Certify & Submit Registration FAQ View History	Comments What area(s) was updated with this request? * Edit Provide any additional comments below if needed 500 characters remaining	<p>What area was updated: Choose area(s) which were updated. You can choose more than one area.</p> <p>Explanation: Please provide any information you think will be helpful for us as we review your submission. For example, should new addresses and bank accounts REPLACE previous ones or are they in addition to what is already in your profile?</p> <p>Click Next to proceed to Certify and Submit section.</p> <p>◀ Previous Save Changes</p>
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Certify and Submit

Certify & Submit

?

Type your name in the box below acknowledging that you are a company representative authorized to submit this registration request. It is the Supplier's responsibility to keep their company information up-to-date. Inaccurate information may result in payment delays or deactivation of your record. Additionally, by submitting this registration, you certify all information is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with the University of Delaware, and may be subject to penalty or prosecution.

Preparer's Name *	<input type="text" value="Rain Eee"/>
Preparer's Title *	<input type="text" value="manager"/>
Preparer's Email Address *	<input type="text" value="XXXXXX"/>
Today's Date	11/20/2025
Certification *	<input checked="" type="checkbox"/> I certify that all information provided is true and accurate, and understand information with third party verification services. UD reserves the right to reject verify through our standard processes.

Make sure all fields on this page are complete. 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.

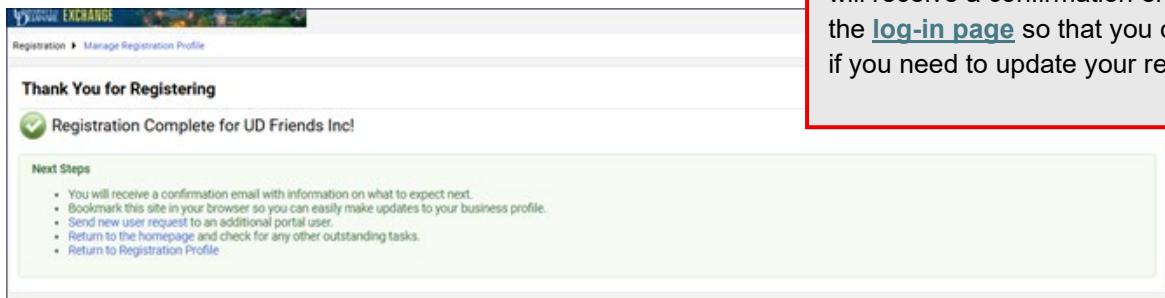
Check the box for **“I certify that all information is true & accurate.”**

Click **Submit** to complete registration

★ Required to Complete Registration

Submit

Registration Complete Email



The screenshot shows a registration confirmation page. At the top, there is a navigation bar with links for 'Registration' and 'Manage Registration Profile'. Below this, a green banner says 'Thank You for Registering'. A green checkmark icon is followed by the text 'Registration Complete for UD Friends Inc!'. A 'Next Steps' section contains a bulleted list of five items: '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'.

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

**Reminder, you may be utilizing the Jaggaer portal for multiple customers/universities. Be sure to navigate to your University of Delaware registration 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.