



# University of Delaware Supplier Portal

## UDX Supplier Registration Guide

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# 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](mailto:UDexchange@jaggaer.com). If you have not received an invitation and expected one, please check your spam/junk and/or email [procurement@udel.edu](mailto: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](mailto:procurement@udel.edu).**

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

**The University of Delaware'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

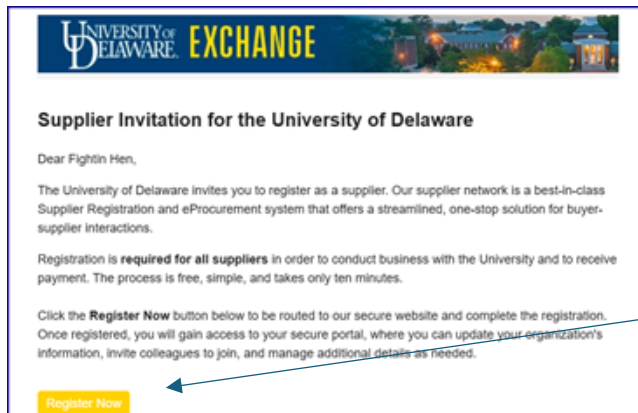
You may already have an account for the Jaggaer portal. Jaggaer operates with a "global identity" for suppliers, meaning your core company's information is stored under a single account. However, you must register separately for each customer's specific customer portal to manage that relationship.

## Resources

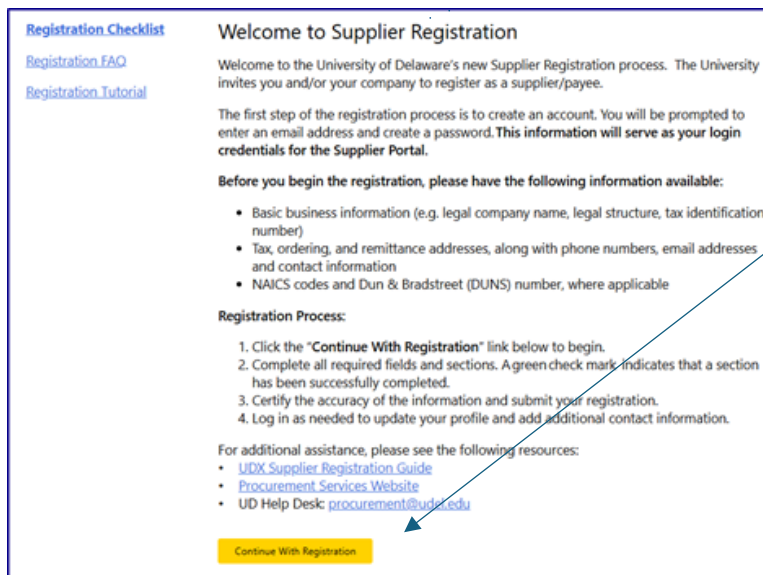
- Jaggaer support for technical issues: <https://jaggaer.my.site.com/SupplierSupportRequest/s/>
- University of Delaware Procurement: [procurement@udel.edu](mailto:procurement@udel.edu)

# 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](mailto: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](mailto: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.**

**UNIVERSITY OF DELAWARE EXCHANGE**

## Supplier Registration

[Registration Tutorial](#) English ▼

**Your Contact Info**

Purnell Hall

First Name ★ Last Name ★

Title

ext.

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 ★


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

 hCaptcha  
Privacy Terms

Create Account

**Set Password Link Sent Via Email**

Your JAGGAER Supplier Account was created successfully.

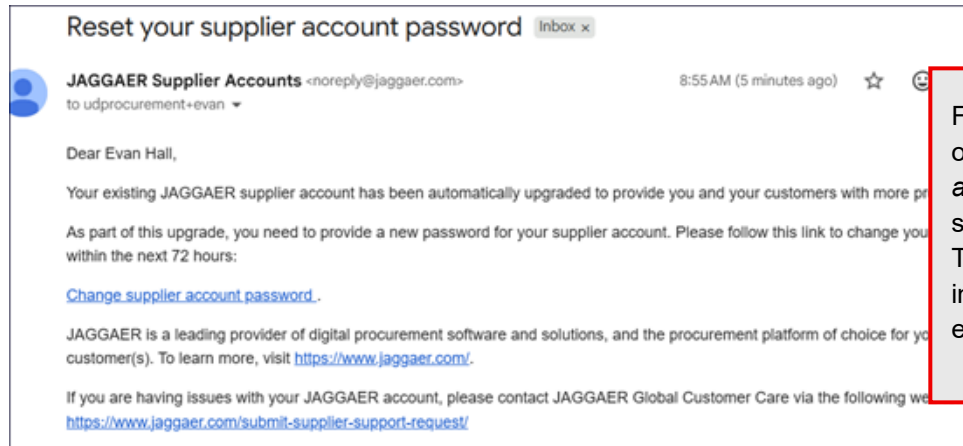
IMPORTANT: You will receive an email from JAGGAER containing a link to set your password.

You can now close this window.

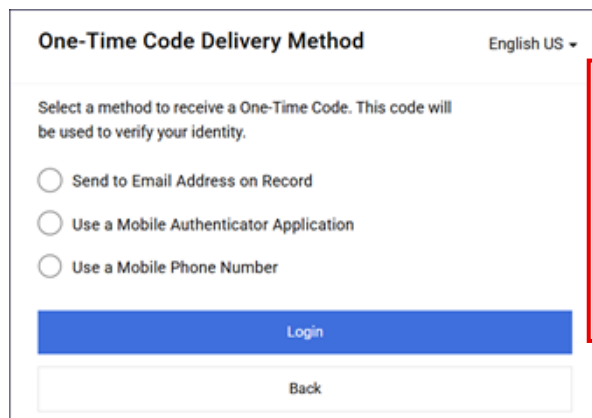
A Pop-Up will appear letting you know your account was successfully created and a link will be sent to your email from [noreply@jaggaer.com](mailto:noreply@jaggaer.com).

## IMPORTANT

Check if your organization already has a JSN 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 JSN record will not update information in your UD record. Jaggaer Supplier Support Contact 1-800-233-1121



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.



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

Welcome

**Company Overview** ✓

Business Details ⚠

Addresses ⚠

Contacts ✓

Insurance ✓

Payment Information ⚠

Tax Information ⚠

Additional Questions ⚠

Comments ⚠

Certify & Submit

Registration FAQ | View History

**Company Overview**

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

Doing Business As (DBA) <sup>?</sup>

Country of Origin \* <sup>?</sup> United States

Does your business have a DUNS number? \* <sup>?</sup>  
☐ Yes ☒ No

Legal Structure \* <sup>?</sup> 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 ⚠.

Once the section is complete the symbol will be replaced with a green 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-**

## Company Overview

**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

### Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA) ?

Country of Origin \* ?

Does your business have a DUNS number? \* ?  
☐ Yes ☒ No

Legal Structure \* ?

Tax ID Number \*

Website

★ Required to Complete Registration

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

Click **Save Changes** when complete.

Previous Next Save Changes

**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](http://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

The screenshot shows the 'Business Details' page for an individual. The left sidebar indicates 'Registration in Progress for University of Delaware' and '4 of 9 steps Complete'. The main content area has a heading 'Business Details' and a note: '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.' Below this, there are input fields for 'Year Established' (with a dropdown menu) and 'Number of Employees'. A section titled 'Products and Services' is visible but empty. At the bottom, there are buttons for 'Previous', 'Next', and 'Save Changes', along with a note '★ 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.

The screenshot shows the 'Business Details' page for an entity. The left sidebar indicates 'Registration in Progress for University of Delaware' and '3 of 9 steps Complete'. The main content area has a heading 'Business Details' and a note: '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.' Below this, there are input fields for 'Year Established' (with a dropdown menu) and 'Number of Employees'. A section titled 'Products and Services' is visible and contains two rows: 'NAICS Codes \*' with the value 'No Primary NAICS Code Selected' and an 'Edit' button, and 'Commodity Codes \*' with the value '-' and an 'Edit' button. At the bottom, there are buttons for 'Previous', 'Next', and 'Save Changes', along with a note '★ 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

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

Addresses

If you are updating your **Tax Address** as indicated on your Tax Information, you must provide a new address.

The University of Delaware requires **three types of addresses**:

- Tax Address:** This is your or your organization's legal address.
- Takes Orders Address:** This address represents the address where orders are shipped. This address is required for electronic PO delivery.
- Receives Payment (Remit To) Address:** This address is used for remittance. This address must match the "remit to" address shown on all submitted invoices.

Address Label

Enter your street address as the address label.

10 Birch Lane

Contact information

Provide contact details for the individual managing your supplier account.

Address Label

Address Types

10 Birch Lane

Tax Address (Primary)

Receives Payment (Primary)

Takes Orders (Primary)

Add Address

University of Delaware requires three 3 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

Previous 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

Previous 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 ✓

**Contacts**

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

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.

**Contact Label** should be First and Last Name

**Add Contact**

Contact Label \* Mel Sanders

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

First Name \* Mel

Last Name \* Sanders

Position Title

Email \*

Phone \* ext.

Mobile Number

Toll Free Phone ext.

Fax ext.

\* Required to Complete Registration

Save Changes Close

## 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

<b>Cori Cozzens</b> Supplier Number:0000054847	<b>Insurance</b>
Registration <b>Complete</b> for: <i>University of Delaware</i>	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 certificate of insurance. If you are not currently insured, you can upload the appropriate insurance requirements in the portal.
Welcome	
Company Overview	<ul style="list-style-type: none"><li>Click "Add Insurance" and enter all the required information</li><li>Repeat for additional insurance</li><li>Click "Next" to continue Additional Insurance Requirements</li></ul>
Business Details	
Addresses	If you provide catering services to the University, you will need to provide Compensation Insurance. Upload the ACORD Certificate of Insurance.
Contacts	
<b>Insurance</b>	<div>No Insurance has been entered.</div> <div>Add Insurance ▼</div>
Payment Information	
Tax Information	
Additional Questions	
Comments	

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.

Wire Transfer

USD

Yes

Add Payment Information ▼

Direct Deposit (ACH)

Check

Wire Transfer

Select file Drop file to attach, or browse

Bank Statement (Required for Foreign Wire Verification)

Select file Drop file to attach, or browse

Are you interested in the VPAY program? \*

No

Save Changes

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

**Add Payment Information**

Payment Title \* Check

Country \* United States

Payment Type \* Check

Remittance Address 75 Haines Street (Remittance) Edit

Currency \* USD

Active ☒ Yes ☐ No

\* 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

**Add Payment Information**

Only associated countries are displayed.

Payment Title \* ACH

Country \* United States

Payment Type \* Direct Deposit (ACH)

Direct Deposit Format \* CCD

Remittance Address \* - Edit

Electronic Remittance Email \*

Currency \* USD

Active ☒ Yes ☐ No

**Bank Account**

Country \* United States

Bank Name \*

Account Holder's Name \*

Account Type \* Checking

Routing/Transit Number \* What is this?

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

The screenshot shows a web form titled "Add Payment Information". At the top, a blue banner states "Only associated countries are displayed." Below this, the form has several fields: "Payment Title" (set to "Wire"), "Country" (set to "Kenya"), "Payment Type" (set to "Wire Transfer"), "Remittance Address" (with an "Edit" button), "Electronic Remittance Email", "Currency" (set to "USD"), and "Active" (radio buttons for "Yes" and "No", with "Yes" selected). Below these fields is a section titled "Bank Account" which is currently collapsed. Underneath, there is a section titled "Procurement Use Only" containing four input fields: "Wire Account Verification", "Wire External Wire SWIFT/BIC", "Wire External Wire Account", and "Wire Intermediary Bank SWIFT/BIC". At the bottom of the form, there is a note "\* Required to Complete Registration" and two buttons: "Save Changes" and "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

## 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](http://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 → 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 **Tax Document Name** should match the form type (e.g., W-9, W-8BEN-E) and select the year the document is valid for.

**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

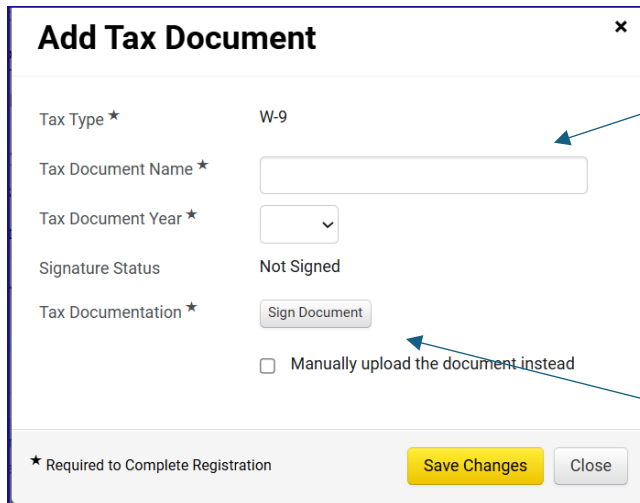
Add Tax Document

**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



The screenshot shows a form titled "Add Tax Document" with a close button (X) in the top right corner. The form contains the following fields and options:

- Tax Type \***: W-9
- Tax Document Name \***: A text input field.
- Tax Document Year \***: A dropdown menu.
- Signature Status**: Not Signed
- Tax Documentation \***:
  - A "Sign Document" button.
  - An unchecked checkbox labeled "Manually upload the document instead".

At the bottom of the form, there is a note: "★ Required to Complete Registration". To the right of this note are two buttons: "Save Changes" (highlighted in yellow) and "Close".

Two blue arrows point from external text boxes to the form: one points to the "Tax Document Name" field, and the other points to the "Sign Document" button.

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



The screenshot shows the Docusign interface. At the top left is the Docusign logo. Below it, the text reads: "Please read the [Electronic Record and Signature Disclosure](#)." Below this text is a checkbox followed by the text "I agree to use electronic records and signatures. \*".

At the bottom of the page, there is a language selector: "Change Language - English (US) ▾", a button labeled "Other Options ▾", and a dark blue button labeled "Continue".

A blue arrow points from an external text box to the checkbox.

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

Start

DocuSign Envelope ID: CBDE175D-0A80-8DAF-8050-A49070B214EF

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

**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](https://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.)

5 Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)  
City, state, and ZIP code  
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 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, backup withholding is 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 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

999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
docuSign.com

**W-8BEN-E**  
Form (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/FormW8BEN-E](https://www.irs.gov/FormW8BEN-E) 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 . . . . . W-9  
• A foreign individual . . . . . W-8BEN (Individual) or Form 8233  
• 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) . . . . . W-8ECI  
• A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) . . . . . W-8IMY  
• 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 U.S. income or that is claiming the applicability of section(s) 115(i), 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-8IMY

**Part I Identification of Beneficial Owner**  
1 Name of organization that is the beneficial owner  
**Negronis R Us Inc**  
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):  
☐ Simple trust ☐ Tax-exempt organization ☐ Corporation ☐ Partnership  
☐ Central Bank of Issue ☐ Private foundation ☐ Complex trust ☐ Foreign Government - Controlled Entity  
☐ Grantor trust ☐ Disregarded entity ☐ International organization ☐ Estate ☐ 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).  
☐ Nonreporting IGA FFI. Complete Part XII.  
☐ Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.  
☐ 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.  
☐ Nonreporting IGA FFI. Complete Part XII.  
☐ Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.  
☐ International organization. Complete Part XIV.  
☐ Exempt retirement plans. Complete Part XV.  
☐ Entity wholly owned by exempt beneficial owners. Complete Part XVI.  
☐ Territory financial institution. Complete Part XVII.  
☐ Excepted nonfinancial group entity. Complete Part XVIII.  
☐ Excepted nonfinancial start-up company. Complete Part XIX.  
☐ Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX.  
☐ 501(c) organization. Complete Part XXI.  
☐ Nonprofit organization. Complete Part XXII.  
☐ Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII.  
☐ Excepted territory NFFE. Complete Part XXIV.  
☐ Active NFFE. Complete Part XXV.  
☐ Passive NFFE. Complete Part XXVI.  
☐ Excepted inter-affiliate FFI. Complete Part XXVII.  
☐ Direct reporting NFFE.  
☐ Sponsored direct reporting NFFE. Complete Part XXVIII.  
☐ Account that is not a financial account.

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  
**Austria, 3 3245** **AT**  
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**.

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

Click **Save Changes** .

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.

**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

**Name Tax Document**  
W9 or W8 \_\_Your Name+Tax Document Year).

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.

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

# Additional Questions

<b>Cori Cozzens</b> Supplier Number:0000054847	<b>Additional Questions</b>
Registration <b>Complete</b> 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="text"/>
Business Details ✓	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? *
Addresses ✓	<input type="text"/>
Contacts ✓	<input type="text"/>
Insurance ✓	
Payment Information ✓	
Tax Information ⚠	
<b>Additional Questions</b> ⚠	
Comments ✓	★ Required to Complete Registration
	<a href="#">Save Changes</a>

<b>UD Friends Inc</b>	<b>Additional Questions</b>
Registration <b>Complete</b> 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="text"/>
Business Details ✓	Has your business 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? *
Addresses ✓	<input type="text"/>
Contacts ✓	<input type="text"/>
Insurance ✓	
Payment Information ✓	
Tax Information ✓	
<b>Additional Questions</b> ⚠	
Comments ✓	★ Required to Complete Registration
	<a href="#">Save Changes</a>

# 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

★ Required to Complete Registration

Click **Next** to proceed to Certify and Submit section.

← Previous

Next >

Save Changes

**What area was updated:** Choose area(s) which were updated. You can choose more than one area.

**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?

# 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="XXXXXXX"/>
Today's Date	<input type="text" value="11/20/2025"/>
Certification ★	<input checked="" type="checkbox"/> I certify that all information provided is true and accurate, and understand that providing false information with third party verification services. UD reserves the right to reject registration if information is not verified 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.

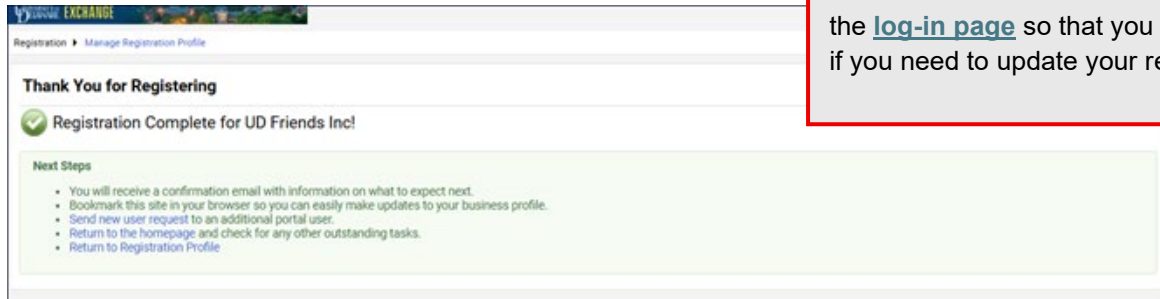
Check the box for **“I certify that all information is true & accurate.”**

Click **Submit** to complete registration

★ Required to Complete Registration

Submit

## Registration Complete Email



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.**

**Welcome to the University of Delaware Supplier Portal**

This self-service portal enables all suppliers/payees to manage all the business information necessary for completing transactions with the University of Delaware. This information includes contacts, addresses, tax identification, and payment methods. Please be aware that all requested record changes are subject to review, verification, and approval.

In order to complete this portal registration process, please access the [How to Complete Supplier Portal Registration](#) guide which provides detailed guidance on completing each section of the registration.

For information on what you need to know in order to do business with the University of Delaware, visit the [Doing Business With UD](#) section of the University of Delaware's Procurement Services website. Here you will find information on our preferred payment methods, purchase order terms and conditions and our supplier diversity programs. Check here as well for our current RFP opportunities.

For any other procurement related questions, the University of Delaware's supplier team can be contacted by emailing [procurement@udel.edu](mailto:procurement@udel.edu). Note: All invoices must be submitted to [accountspayable@udel.edu](mailto:accountspayable@udel.edu).

Jaggaer is available to assist in technical matters that include resetting passwords, login issues, as well as technical challenges experienced when in the portal.

Contact Jaggaer's Supplier Support Team at 1-800-233-1121 Option 3. Please indicate to the representative that you are calling about the University of Delaware Supplier Portal.

Jaggaer Live Agent Via  
Chat: <https://jaggaer.my.site.com/SupplierSupportRequest/s/>

Log onto the Jaggaer support portal:  
<https://www.jaggaer.com/customer-suppo>

**Coming Soon**

At this time, the Sourcing Events, Contracts and Find Invoice sections of the portal are not available. The University will provide updates around the launch dates for all of these.

**Quick Links to Common Tasks**

[Manage Registration Profile](#)

**Sourcing Events**

Show

No Results

No Results

**Contracts**

No Results

[View All Contracts](#)

**Find Invoice**

[Advanced Search](#)

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s)

Multiple values can be separated by a comma(,).

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.