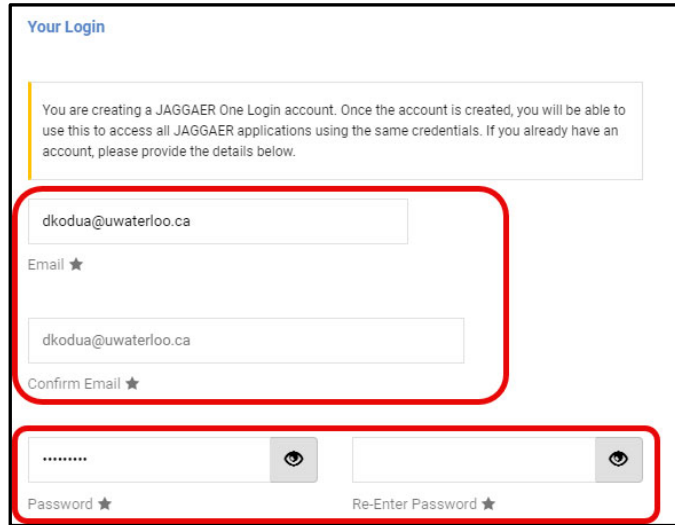


Supplier Registration Quick Navigation Guide

1. Click the link in the **Registration Confirmation email** to access the Supplier Portal Login Page. Registering for the University of Waterloo supplier network is important to providing a safe and secure mechanism to update your supplier profile with the University, including details on how you will be paid. Click Register Now to access.
2. After reviewing the information on the Welcome page, click **Continue with Registration** on the welcome page.



Your Login

You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below.

Email ★
dkodua@uwaterloo.ca

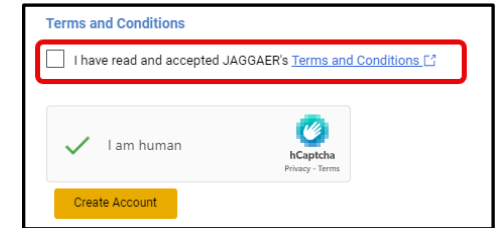
Confirm Email ★
dkodua@uwaterloo.ca

Password ★
.....

Re-Enter Password ★
.....

3. Add **Contact** and **Login** information to create the **Supplier Portal Account**. Ensure you check that you agree with the **Terms and Conditions** before proceeding.

You will use this login information to make changes or updates to your supplier information in the future, so be sure to remember it.



Terms and Conditions

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

I am human

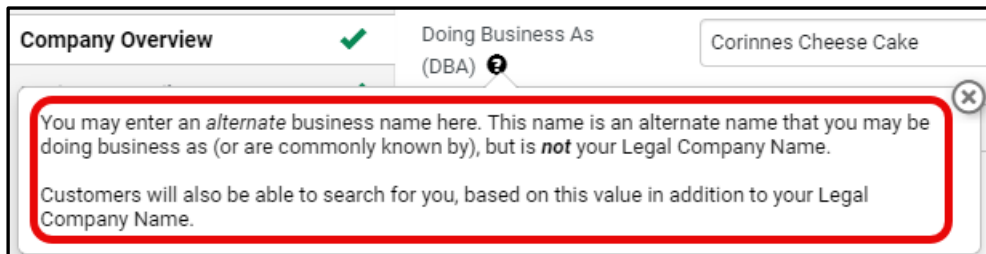
hCaptcha
Privacy - Terms

Create Account

• Once the account is created, you are in the Supplier Portal. Please complete the information on each of the pages (**Company Overview, Business Details, Addresses, Contacts, Locations, Insurance, Payment Information, Diversity Information, and [Legislation Requirements](#)**) required by the University of Waterloo to complete the registration process.

• All Required fields will have a star icon ★ next to the field name. Other fields are optional.

- All Fields with a **Question Mark Icon** ? have additional Helper Text with context on what to add to them, as shown in the example here.

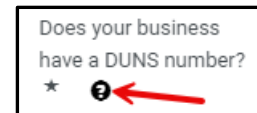


Company Overview ✓

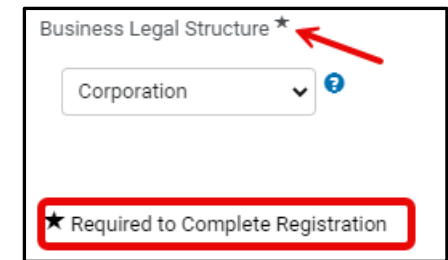
Doing Business As (DBA) ? Corinnes Cheese Cake

You may enter an *alternate* business name here. This name is an alternate name that you may be doing business as (or are commonly known by), but is **not** your Legal Company Name.

Customers will also be able to search for you, based on this value in addition to your Legal Company Name.



Does your business have a DUNS number?
★ ?



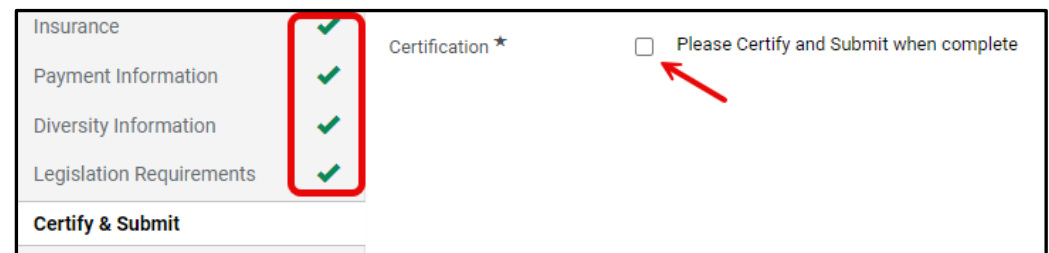
Business Legal Structure ★

Corporation

★ Required to Complete Registration

a. Clicking the **Help Text** icon will display more information about the field as shown below for **Doing Business As (DBA)**

4. Check the certification checkbox and select "Submit." This action will notify the University of Waterloo to complete the review and approval process. Once approved, your account will be able to receive orders.
5. Ensure that there is a green check mark next to all information before proceeding to certify and confirm that the supplier information has been submitted.



Insurance ✓

Payment Information ✓

Diversity Information ✓

Legislation Requirements ✓

Certify & Submit

Certification ★ Please Certify and Submit when complete