



Jaggaer Supplier Portal

Bridgewater State University
procurementservices@bridgew.edu

Job Aid

Supplier Registration

Table of Contents

Introduction.....	3
Pre-Registration Process	3
Logging in to your Supplier Profile.....	8
Completing your Supplier Profile.....	10
Entity Profile.....	11
Company Overview.....	11
Business Overview	12
Address	12
Diversity	15
Insurance.....	16
Payment Information	17
Tax Information	20
Certify and Submit.....	21
Individual Profile	22
Individual Overview	23
Address	23
Insurance.....	25
Payment Information	26
Tax Information	29
Certify and Submit.....	30
Invoice Submittal	31
Digital Mailroom (DMR).....	31
Direct Electronic Invoices	32
Adding Users	35
Trouble Shooting	37

Job Aid

Supplier Registration

Introduction

Suppliers can manage their current information through the University's Supplier Portal, including updating banking and address details, submitting invoices, tracking progress, and reviewing payment status.

Completion of a supplier profile is required for all suppliers conducting business with the University. The partnering department will submit the supplier request, and upon approval, a registration email will be issued from BSU@jaggaer.com.

Pre-Registration Process

The subject of the registration email will be, "Supplier Invitation for Bridgewater State University Supplier Portal." Once the email is received, please click the "Register Now" button contained in the email to begin the registration process.



Click the Register Now button in the email. This will take you to the university's Registration

Job Aid

Supplier Registration

Welcome screen. From this screen, select the “Continue with Registration” button to proceed.

BRIDGEWATER STATE UNIVERSITY

[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

English ▼

Browse the topics below to learn more about registering and to begin the registration process:

The Registration Process

1. The registration process should take less than 10 minutes.
2. Click the “Continue with Registration” button below, to continue the registration process.
3. Ensure all the required fields and sections are completed.

The following information will be requested during the registration process:

- Your name, phone, and email information
- Address Information
- Accounts Payable Information

[Continue With Registration](#)

After clicking the “Continue with Registration” button, you will be asked to complete basic information pertaining to you as an individual or as an entity. Please complete the fields marked all fields and select “Create Account”.

Note: All fields marked with an asterisk are required. If you require accessibility assistance to complete your profile, please select “I am a user in need of accessibility assistance.”

BRIDGEWATER STATE UNIVERSITY

Supplier Registration

[Registration Tutorial](#) English ▼

As you go through the additional registration pages, provide as much information about your company as possible, even if it's not required. The additional information you enter will help us include your company appropriately in bids for goods and services.

Your Contact Info

Sample	Supplier
--------	----------

First Name ★ Last Name ★

President

Title

508-531-1000 ext.

Phone Number ★

International phone numbers must begin with +

Job Aid Supplier Registration

The screenshot shows a web form for JAGGAER Supplier Registration. At the top, there is a dropdown menu for 'Preferred Time Zone' with 'EDT/EST - Eastern Standard Time (US/Eastern)' selected. Below this is a section titled 'Your Login' containing two email input fields, both with 'example@gmail.com' entered. The first field is labeled 'Email' and the second 'Confirm Email'. Below the email fields is a checkbox labeled 'I am a user in need of accessibility assistance'. Further down is a section titled 'Terms and Conditions' with a checkbox labeled 'I have read and accepted JAGGAER's Terms and Conditions'. The 'Terms and Conditions' text is a blue hyperlink. Below this is a checkbox labeled 'I am human' next to an hCaptcha logo. At the bottom is a blue button labeled 'Create Account'.

Please select the blue hypertext to read Jaggaer’s supplier Terms and Conditions. If you are in agreement of the terms and conditions, select the check box. Note, any supplier doing business with the university is required to agree to these terms and conditions.

Check the box next to, “I am human”, then select “Create Account”.

You will receive the following pop-up message. Please close the window.

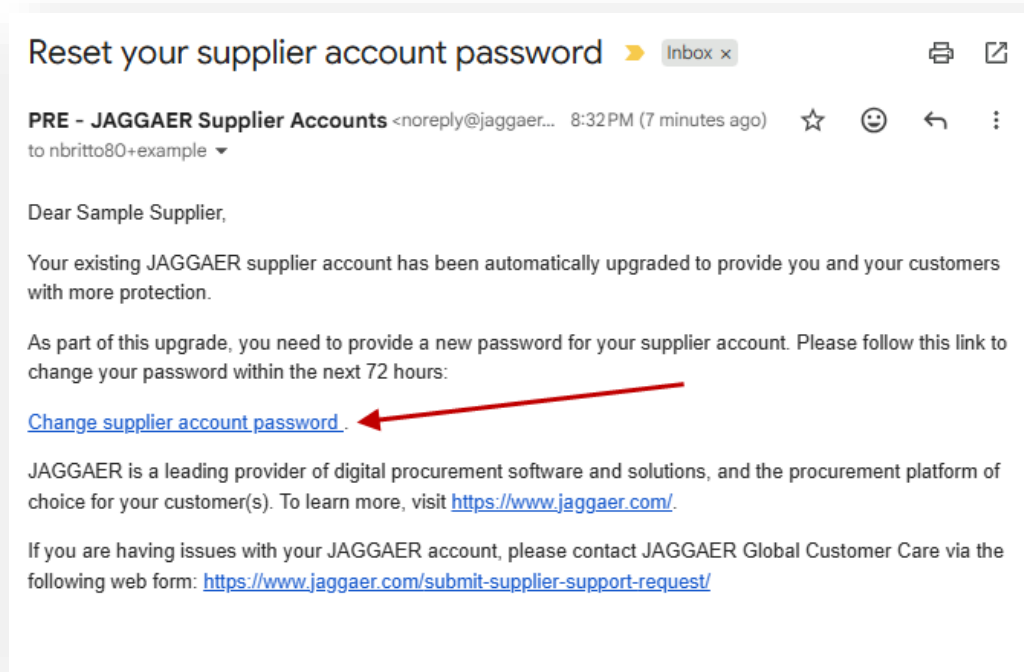
The screenshot shows a pop-up message with a purple header bar that reads 'Set Password Link Sent Via Email'. The main text area contains the following information: 'Your JAGGAER Supplier Account was created successfully.', 'IMPORTANT: You will receive an email from JAGGAER containing a link to set your password.', and 'You can now close this window.'

Job Aid Supplier Registration

You will receive an email from noreply@jaggaer.com. The email subject will be, “Reset your supplier account password”. This email will be sent to the inbox where the invitation email was received.

After opening the email titled “Reset your supplier account password” email, select the “Change supplier account password” link and follow the prompts to update your password.

Note: You will only have 72 hours to create a password.



Create a new profile password using the criteria listed below. When all requirements reflect green checkmarks, select “Set Password”.

The image shows two side-by-side screenshots of the "Set JAGGAER Global Identity Password" form. The left screenshot shows the form with a red box around the password requirements list, which contains several red 'X' marks indicating that the requirements are not met. The right screenshot shows the same form, but the requirements list now has green checkmarks next to each item, indicating that the password meets all the criteria. A red arrow points from the left screenshot to the right one, and another red arrow points to the "Set Password" button in the right screenshot.

Set JAGGAER Global Identity Password English US ▼

example@gmail.com

New Password

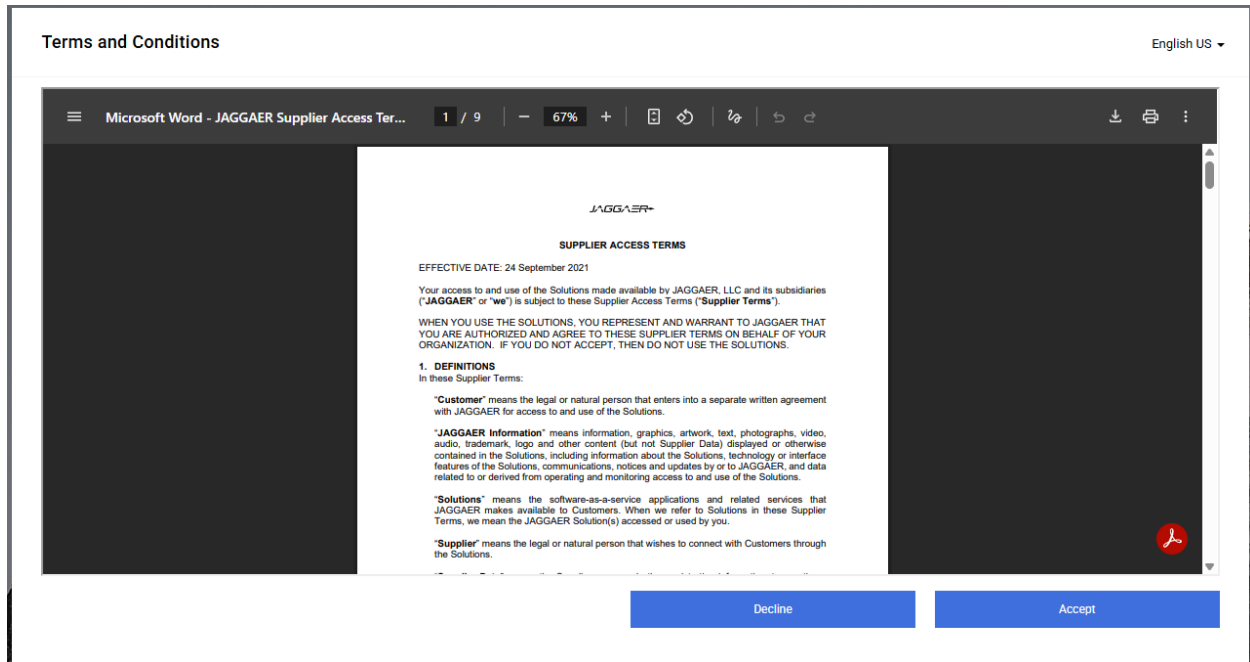
Confirm Password

Minimum of 12 characters
Must be different from email
Minimum of 1 special character (not A-Z, a-z, or 0-9)
Minimum of 1 number
Minimum of 1 lowercase letters
Minimum of 1 uppercase letters
Passwords must match

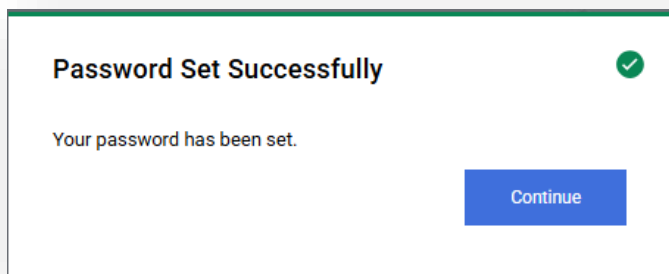
Set Password

Job Aid Supplier Registration

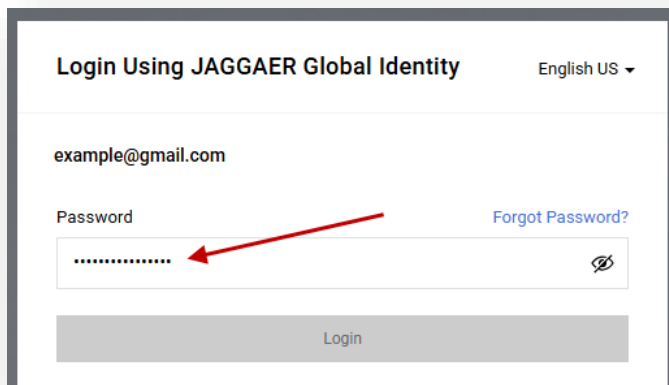
A pop-up will appear with Jaggaer's Terms and Conditions. To continue, select "Accept"



Finally, a pop-up noting "Password Set Successfully" will appear. Select "Continue".



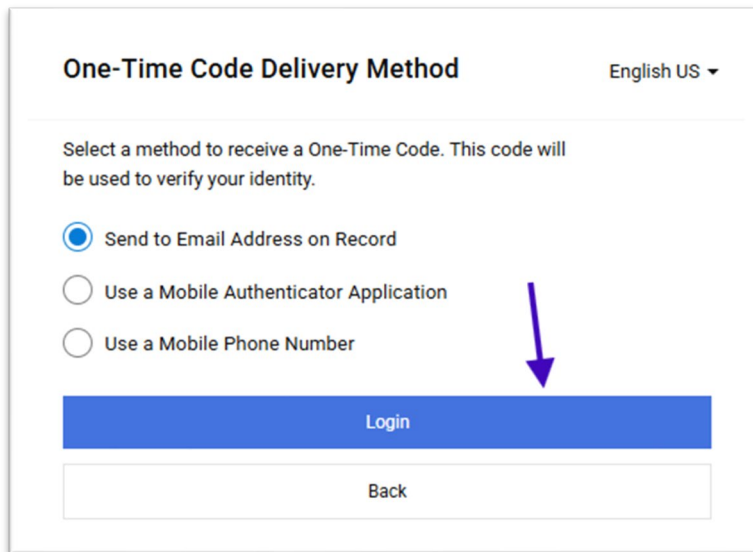
Now that you have set a password, Jaggaer will bring you to the login screen so you can complete your supplier profile and complete the registration process.



Job Aid Supplier Registration

Logging in to your Supplier Profile

For security purposes, you will need to select a method to receive a One-Time Code. This code will be used to verify your identity. Select the one-time code delivery method you prefer.



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

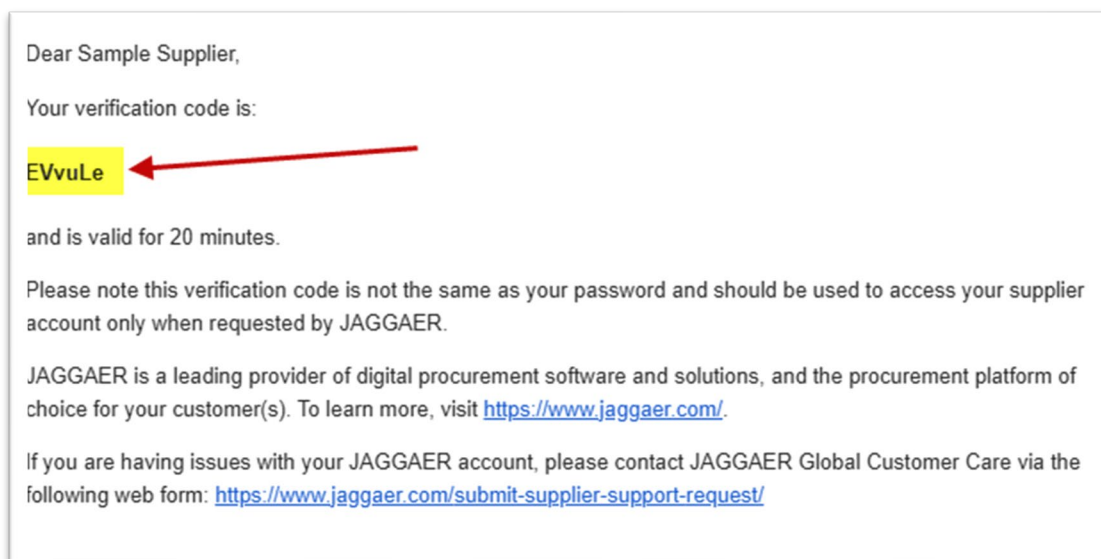
☐ Use a Mobile Phone Number

Login

Back

Option 1: Send to Email Address on Record

You will receive an email from noreply@jaggaer.com. The subject of the email will be “Verification code for supplier authentication. The verification code will be a series of six (6) characters.



Dear Sample Supplier,

Your verification code is:

EVvuLe

and is valid for 20 minutes.

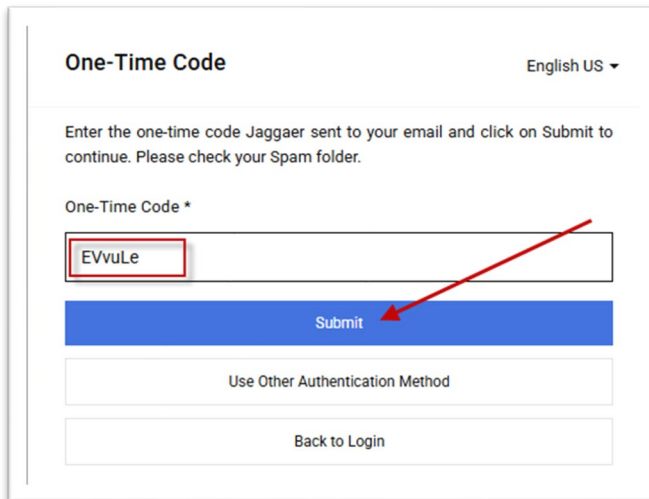
Please note this verification code is not the same as your password and should be used to access your supplier account only when requested by JAGGAER.

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

Job Aid Supplier Registration

Enter the verification code in the “One-Time Code” screen and click “Submit”.



One-Time Code English US ▼

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code *

EVvuLe

Submit

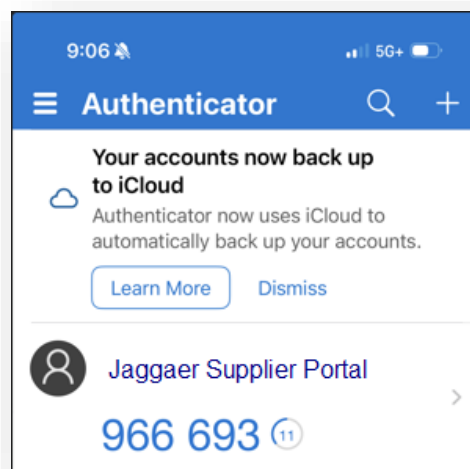
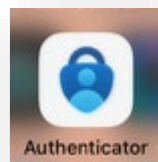
Use Other Authentication Method

Back to Login

Option 2: Use Mobile Authenticator Application

Select the 2nd option and select “Login”. You will be required to have the Microsoft Authenticator Application active on your phone.

You will be required to open the application. Once open, you will receive a One-Time Code. Note, you will have 30 seconds to type in the code and select “Submit”



Job Aid Supplier Registration

One-Time Code English US ▾

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code *

996693

Submit

Use Other Authentication Method

Back to Login

Option 3: Use Mobile Phone Number

Select the 3rd option and select “Login”. You will receive a one-time six-digit code on your cell phone. Note, text message charges may apply.

When you receive the text message, enter the code and select “Submit” to proceed.

One-Time Code English US ▾

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code *

123456

Submit

Use Other Authentication Method

Back to Login

Completing your Supplier Profile

Once you are logged into the supplier portal; you will be able to complete your profile.

Individuals have 6 steps to complete; Entities will have 8 steps to complete. All items marked with an asterisk are required.

Job Aid Supplier Registration

Entity Profile

The first screen will be the Welcome tab. If your Legal Company Name is correct, select “Next”. If it is incorrect or needs to be revised, make the appropriate change, select "Next”.

Example Supplier

Registration **In Progress** for:
Bridgewater State University Supplier Portal
2 of 8 Steps Complete

Welcome

Company Overview ⚠️
Business Details ✓
Addresses ⚠️
Contacts ⚠️
Diversity ⚠️
Insurance ✓
Payment Information ⚠️
Tax Information ⚠️
Certify & Submit

[Registration FAQ](#) | [View History](#)

Welcome to Supplier Registration

Browse the topics below to learn more about registering and to begin the registration process:

The Registration Process

1. The registration process should take less than 10 minutes.
2. Click the "Continue with Registration" button below, to continue the registration process.
3. Ensure all the required fields and sections are completed.

The following information will be requested during the registration process:

- Your name, phone, and email information
- Address Information
- Accounts Payable Information

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

[Next >](#) [Save Changes](#)

Company Overview

The areas below highlighted in yellow are required. If your company has a DBA, please feel free to provide this information. When complete, "Next”.

Example Supplier

Registration **In Progress** for:
Bridgewater State University Supplier Portal
2 of 8 Steps Complete

Welcome

Company Overview ⚠️
Business Details ✓
Addresses ⚠️
Contacts ⚠️
Diversity ⚠️
Insurance ✓
Payment Information ⚠️
Tax Information ⚠️
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.

If you are changing your legal name, you must submit a new W-9

Doing Business As (DBA)

Country of Origin *

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

Legal Structure *

Tax ID Number

Website

Additional Questions

SAM Unique Entity ID

★ Required to Complete Registration

[Previous](#) [Next >](#) [Save Changes](#)

Job Aid Supplier Registration

Business Overview

None of the fields are required, but we encourage you to complete this information if it is available. . When complete, select "Next".

The screenshot shows the 'Business Details' page for 'Example Supplier'. On the left is a sidebar with a progress indicator '3 of 8 Steps Complete' and a list of steps: Welcome, Company Overview (checked), Business Details (checked), Addresses (warning icon), Contacts (warning icon), Diversity (warning icon), Insurance (checked), Payment Information (warning icon), Tax Information (warning icon), and Certify & Submit. The main content area is titled 'Business Details' and includes a help icon. It contains several sections: 'Year Established' with a dropdown menu, 'Number of Employees' with a text input, 'Annual Revenue/Receipts' with three rows for 2024, 2023, and 2022, each with a text input and a 'USD' label, and 'Products and Services' with a 'Commodity Codes' section showing 'No Commodity Codes Selected' and an 'Edit' button, and a 'Keywords' section with a text input and a '700 characters remaining' indicator. At the bottom, there is a star icon indicating required fields, a 'Previous' button, a 'Next' button, and a 'Save Changes' button.

Address

Select "Add Address". Note, this is a required field.

The screenshot shows the 'Addresses' page. It has a title 'Addresses' and a help icon. The main text explains that users should enter fulfillment, remit, and physical (optional) mailing addresses to help route information and communication. A note states: '*If you see a yellow icon next to any address please click edit and ensure all required fields are completed.' Below this is a blue box titled 'Required Information' which states: 'The following address types are required to complete registration:' followed by a list: '- Fulfillment' and '- Remittance'. Below the blue box, it says 'No addresses have been entered'. A red arrow points from the 'Add Address' button to the 'Required Information' box. The 'Add Address' button is a blue button. There is also a 'Hide Inactive Addresses' link on the right.

A pop-up will appear for you to select if the address you are adding is for your fulfillment (where your order is placed), remittance (where your payment is received), or both. One fulfillment and one remittance address are required to continue.

Job Aid Supplier Registration

Add Address [Close]

Basic Information (Step 1 of 3) [Help]

What would you like to label this address? *

[Yellow highlighted text input field]

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)

* Required to Complete Registration [Next >]

Enter a label for the address and select the option, which is appropriate for your business, then select “Next”. The highlighted areas below are required to continue. Once completed, select “Next”.

Add Address [Close]

Address Details (Step 2 of 3) [Help]

How would you like to receive purchase orders for this fulfillment address? [Dropdown]

Country * [Yellow highlighted dropdown]

Address Line 1 * [Yellow highlighted text input field]

Address Line 2 [Text input field]

Address Line 3 [Text input field]

City/Town * [Yellow highlighted text input field]

State/Province [Yellow highlighted text input field]

Postal Code [Yellow highlighted text input field]

Phone * [Yellow highlighted text input field] ext. [Text input field]
International phone numbers must begin with +

Toll Free Phone [Text input field] ext. [Text input field]
International phone numbers must begin with +

Fax [Text input field]
International phone numbers must begin with +

* Required to Complete Registration [Previous] [Next >]

Job Aid Supplier Registration

You will be required to provide information for your business' primary contact. Contact information should be provided for both fulfillment and remittance. Please see the required highlighted areas. Once complete, select "Save Changes"

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

Select additional contact type(s) to apply

☒ Takes Orders (fulfillment)

☒ Receives Payment (remittance)

☐ Catalog

☐ Customer Care

☐ PO Failure

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *

Toll Free Phone

Fax

International phone numbers must begin with +

International phone numbers must begin with +

International phone numbers must begin with +

★ Required to Complete Registration

Previous

Save Changes

When complete, select "Next" twice to bypass the "Contacts" tab.

Addresses

Please enter your fulfillment, remit and physical (optional) mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

*If you see a yellow icon next to any address please click edit and ensure all required fields are completed.

Address Label	Address Types	Address	
Headquarters	Remittance (Primary) Fulfillment (Primary)	131 Example Street Brigewater, Massachusetts, 02325 United States	<div>Edit</div>

Add Address

Show Inactive Addresses

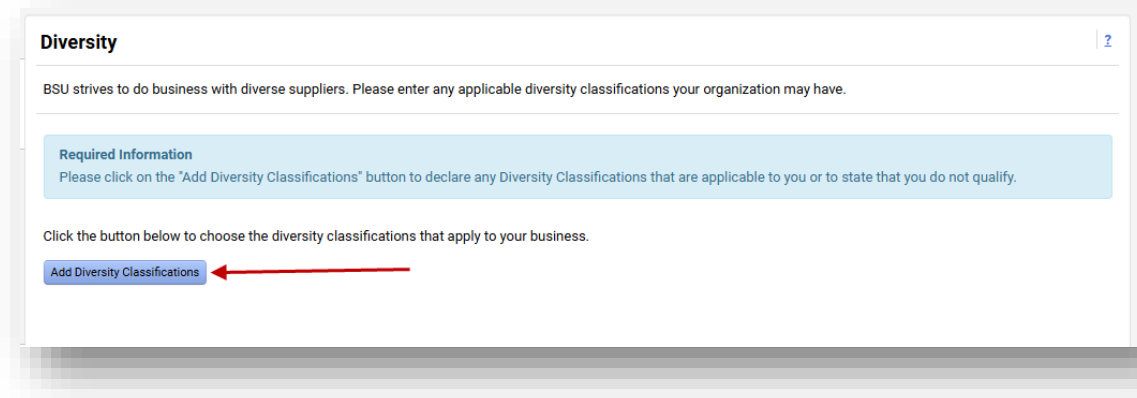
Previous

Next

Job Aid Supplier Registration

Diversity

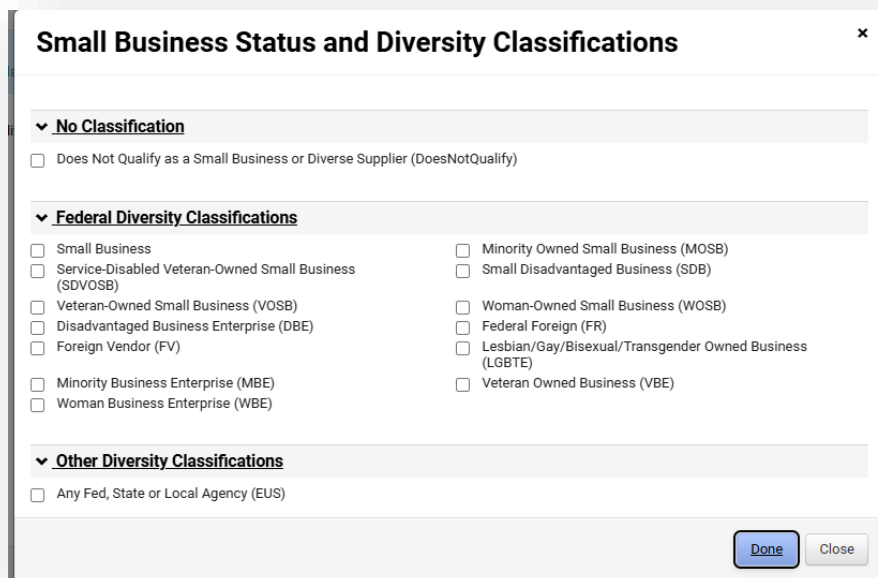
You will be required to select a diversity status whether you believe your business qualifies for a diversity status or not. Select “Add Diversity Classification”.



The screenshot shows a web form titled "Diversity" with a blue header bar. Below the header, there is a paragraph: "BSU strives to do business with diverse suppliers. Please enter any applicable diversity classifications your organization may have." Below this is a light blue box with the heading "Required Information" and the text: "Please click on the 'Add Diversity Classifications' button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify." Below the box, there is a line of text: "Click the button below to choose the diversity classifications that apply to your business." At the bottom of the form is a blue button labeled "Add Diversity Classifications". A red arrow points to this button from the right.

If your company **does not** qualify for a diversity status, select “Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)” and select “Done”.

If your business **does** qualify for one of the diversity statuses listed below, please mark the appropriate status and select “Done”



The screenshot shows a modal window titled "Small Business Status and Diversity Classifications" with a close button (X) in the top right corner. The form is divided into three sections, each with a dropdown arrow and a heading: "No Classification", "Federal Diversity Classifications", and "Other Diversity Classifications". Under "No Classification", there is a checkbox labeled "Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)". Under "Federal Diversity Classifications", there are two columns of checkboxes: Small Business, Service-Disabled Veteran-Owned Small Business (SDVOSB), Veteran-Owned Small Business (VOSB), Disadvantaged Business Enterprise (DBE), Foreign Vendor (FV), Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), Minority Owned Small Business (MOSB), Small Disadvantaged Business (SDB), Woman-Owned Small Business (WOSB), Federal Foreign (FR), Lesbian/Gay/Bisexual/Transgender Owned Business (LGBTE), and Veteran Owned Business (VBE). Under "Other Diversity Classifications", there is a checkbox labeled "Any Fed, State or Local Agency (EUS)". At the bottom right of the modal are two buttons: "Done" (highlighted in blue) and "Close".

When complete, select “Next”.

Job Aid Supplier Registration

Insurance

When applicable, entities will be required to provide a current Certificate of Liability Insurance (COI) listing the university as additionally insured.

Note the insurance coverage minimums required by the university:

- Workmen's Compensation Insurance in compliance with applicable federal and state laws, including Employers Liability Insurance with limits of at least one million dollars (\$1,000,000) per occurrence.
- Automobile Liability Insurance covering owned, non-owned, and hired vehicles with combined limits for bodily injury and property damage of at least one million (\$1,000,000) per accident. The policy must be endorsed to include the University as an additional insured.
- Commercial General Liability Insurance including products and completed operations liability, and contractual liability coverage specifically covering this Agreement, written on an occurrence form, with combined limits for bodily injury, personal injury, and property damage of at least one million dollars (\$1,000,000) per occurrence and three million (\$3,000,000) per aggregate. This policy must be endorsed to include the University as an additional insured

To upload a copy of your COI, select “Add Insurance” and select the appropriate insurance coverage from the list below.

The screenshot shows a web interface titled "Insurance" with a help icon. Below the title, a message states: "BSU wants suppliers to maintain appropriate insurance coverage. Listing your insurance policies helps us determine if you have the appropriate level of coverage for our future product and service needs." A status message reads "No Insurance has been entered." Below this is a blue button labeled "Add Insurance" with a dropdown arrow. A list of insurance types is displayed, each with a blue link: Automobile Liability, Business Liability, Commercial Automobile Liability, Commercial General Liability, Cyber Liability, Employers' Liability, Employment Practice Liability, Errors & Omissions, Excess Liability, Fire and Marine, General Liability, Product Liability, Professional Liability, Property Damage, Umbrella Liability, and Workers' Compensation. At the bottom right of the interface are three buttons: "Previous" (disabled), "Next" (active), and "Save Changes" (active).

Job Aid Supplier Registration

Once selected, complete the areas highlighted and upload the document by clicking “Select File”. Note, you will be required to name the file to save it and move forward. Once completed, select “Save Changes”, then select “Next”.

Add Insurance

Insurance Type * Commercial General Liability

Policy Number *

Insurance Limit * \$500,000 or Less

Expiration Date *

mm/dd/yyyy

Insurance Provider *

Agent

Insurance Provider Phone ext.

International phone numbers must begin with +

Upload Certificate of Insurance Drop file to attach, or browse.

* Required to Complete Registration

Payment Information

A remittance method is required to complete your profile.

Select your preferred payment method by selecting “Add Payment Information”.

Note: The university’s preferred method of payment is ACH.

ACH payments can only be made to a US based bank. Savings accounts are not an allowable payment method. Wire payments can **only** be used when payments are made to international bank accounts. All payments are made in USD.

Payment Information

BSU pays suppliers by check, ACH or wire payment. BSU's payment terms are net30 days from invoice receipt.

Please enter only one payment type to complete this section.

BSU can only process ACH payments to domestic banks only.

If you choose Wire Transfer, please include the Bank's address in the fields provided.

Required Information
At least one payment type is required to complete this section.

No payment information has been entered.

- Direct Deposit (ACH)
- Check
- Wire Transfer

Job Aid Supplier Registration

Option 1: Direct Deposit (ACH)

When choosing ACH as your remittance method, you will be required to complete “United States” as the Country, “USD” as currency”, and “Checking” as Account Type.

Add a payment title, along with the remittance contact name, bank name, account holder’s name, as well as the routing and account numbers. Select “Save Changes” when complete and “Next”.

The screenshot shows the 'Add Payment Information' form with the following fields and values:

- Payment Title *: [Empty text box]
- Country *: United States (dropdown menu)
- Payment Type *: Direct Deposit (ACH)
- Currency *: USD (dropdown menu)
- Contact Name: [Empty text box]
- Active: ☒ Yes ☐ No
- Bank Account**
- Country *: United States (dropdown menu)
- Bank Name *: [Empty text box]
- Account Holder's Name *: [Empty text box]
- Account Type *: Checking (dropdown menu)
- Routing/Transit Number *: [Empty text box] [What is this?](#)
- Account Number *: [Empty text box]
- Confirm Account Number *: [Empty text box]

At the bottom, there is a note: ★ Required to Complete Registration, and two buttons: Save Changes and Close.

Option 2: Check

When selecting “Check” as the option, add a payment title, select “United States” as the country, “USD” as the currency”, select “Save Changes” and “Next”.

The screenshot shows the 'Add Payment Information' form with the following fields and values:

- Payment Title *: [Empty text box]
- Country *: United States (dropdown menu)
- Payment Type *: Check
- Currency *: USD (dropdown menu)
- Active: ☒ Yes ☐ No

At the bottom, there is a note: ★ Required to Complete Registration, and two buttons: Save Changes and Close.

Job Aid Supplier Registration

Option 3: Wire Transfer

Wire payments are to be used for payments to international banks only. All payments will be made in USD. All asterisk sections are required. Once complete, select “Save Changes” and “Next”.

Add Payment Information ✕

Payment Title *

Country *

Payment Type *

Wire Transfer

Currency *

Contact Name

Active

☒ Yes ☐ No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

Account Number Type *

SWIFT/BIC *

International Routing Code (IRC)

Address Line 1

Address Line 2

Address Line 3

City/Town

State/Province/Region

Postal Code

Flex Fields

Memo Reference

★ Required to Complete Registration

Save Changes

Close

Job Aid Supplier Registration

Tax Information

You will be required to upload the appropriate tax documentation. The tax document is required to be signed by hand or valid, verifiable electronic signature that is dated within the last 12 months.

To upload your document, select “Add Tax Document”

The screenshot shows the 'Tax Information' section of a web form. At the top, it says 'Tax Information' with a help icon. Below that, a note states: 'Tax information is used for payment and the tax document should be uploaded using a PDF format.' A light blue box labeled 'Required Information' contains the text: 'At least one tax document is required to complete this section.' Below this, a message says 'No tax information has been entered'. There is a button labeled 'Add Tax Document' with a dropdown arrow. Below the button is a dropdown menu currently showing 'W-9'.

If your entity is located within the US, select “W9”. If your entity is outside of the US, you will have the option to select “W-8BEN-E”.

Enter the Document Name and Tax Document Year. Click “Select File” to upload the document, then select “Save Changes” and “Proceed to Certify and Submit”.

The screenshot shows the 'Add Tax Document' modal form. It has a title bar with a close button. The form contains the following fields: 'Tax Type' with a dropdown menu showing 'W-9'; 'Tax Document Name' with a text input field; 'Tax Document Year' with a dropdown menu; and 'Tax Documentation' with a file upload area containing a 'Select file' button and the text 'Drop file to attach, or browse.' Below the file upload area is a link: 'Download Pre-populated Tax Document'. At the bottom, there is a legend: '★ Required to Complete Registration'. To the right of the legend are two buttons: 'Save Changes' and 'Close'.

Job Aid Supplier Registration

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	
Example	W-9	2025	View Document	Edit
Add Tax Document				

[< Previous](#)[Next >](#)[Proceed to Certify and Submit >>](#)

Certify and Submit

Once all sections have been completed, you will see all green checkmarks down the left section of the screen. Please review your information for accuracy, then check the box near “Certification”. You may now select “Submit”.

If there is a section that does not have a green checkmark, please revisit this section to update your information. Once complete, you can return to this page to certify and submit.

Example Supplier

Registration In Progress for:
Bridgewater State University Supplier
Portal

8 of 8 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts
- Diversity
- Insurance
- Payment Information
- Tax Information
- Certify & Submit**

[Registration FAQ](#) | [View History](#)

Certify & Submit

Please type your initials in the box below acknowledging that you are a company official, and the information submitted herein is certified by the Supplier to be accurate under the pains and penalties of perjury.

It is the Supplier's responsibility to ensure their information is kept current. Inaccurate company information may result in payment delays.

Preparer's Initials *

SS

Preparer's Name *

Sample Supplier

Preparer's Title *

President

Preparer's Email Address *

example@gmail.com

Today's Date

11/7/2025

Certification *

☐ I certify that all information provided is true and accurate.

★ Required to Complete Registration

[Submit](#)

Job Aid Supplier Registration

You will receive an email from BSU@jaggaer.com, with the subject “Supplier Registration Complete for Bridgewater State University Supplier Portal”. This email will contain a link for you to be able to access your supplier portal anytime. Please be sure to save this link in your browser bookmarks.

Supplier Registration Complete for Bridgewater State University Supplier Portal

Dear Example Supplier,

Thank you for completing your registration profile for Bridgewater State University Supplier Portal. We value supplier relationships and are committed to fostering an enhanced supplier's experience. The supplier portal provides a single interface that makes doing business with us simple and convenient.

As a reminder, you can log into your secure account by visiting Bridgewater State University Supplier Portal.

[Customer Portal Login Link](#)

Thank You,

Bridgewater State University Supplier Portal

If you have any technical questions, please contact BSU Procurement Services at procurementservices@bridgew.edu or +1 508-531-1211 for assistance and identify yourself as registering in the Bridgewater State University Supplier Portal Supplier Network.

Individual Profile

The first screen will be the Welcome tab. If your Legal Name is correct, select “Next”. If it is incorrect or needs to be revised, make the appropriate change, select "Get Started”.

Welcome to Supplier Registration

Required to Start Registration

First Name *

Last Name *

★ Required to Complete Registration

[Get Started >](#)

[Save Changes](#)

Job Aid Supplier Registration

Individual Overview

The Legal Structure should be “Individual”, and the Legal Structure should be “Individual”. The areas below highlighted in yellow are required. When complete, select "Next".

Individual Information

The information entered on this page allows us to obtain general information and ensure we have the most up-to-date information in our system.

Country of Origin *

Legal Structure *

Tax ID Number Type *

Tax ID Number *

Website

★ Required to Complete Registration

[Previous](#) [Next](#) [Save Changes](#)

Address

Select “Add Address”. Note, this is a required field.

Addresses

Please enter your fulfillment, remit and physical (optional) mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

*If you see a yellow icon next to any address please click edit and ensure all required fields are completed.

Required Information
The following address types are required to complete registration:

- Fulfillment
- Remittance

No addresses have been entered

[Add Address](#) [Hide Inactive Addresses](#)

Add your address completing all of the required fields indicated with an asterisk and select “Next”.

Job Aid Supplier Registration

Add Address ×

Address Details (Step 1 of 2) ?

What would you like to label this address? *
Example: Headquarters, Houston Office

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province *

Postal Code *
Example: 12345 or 12345-6789

Phone *
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration Next >

You will be required to provide information to add yourself as primary contact. Please complete all of the required areas indicated with an asterisk. One complete, select “Save Changes”

Add Address ×

Primary Contact For This Address (Step 2 of 2) ?

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

☒ Enter New Contact ☐ Not Applicable

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration ← Previous Save Changes

Job Aid Supplier Registration

Insurance

When applicable, entities will be required to provide a current Certificate of Liability Insurance (COI) listing the university as additionally insured.

Note the insurance coverage minimums required by the university:

- Workmen’s Compensation Insurance in compliance with applicable federal and state laws, including Employers Liability Insurance with limits of at least one million dollars (\$1,000,000) per occurrence.
- Automobile Liability Insurance covering owned, non-owned, and hired vehicles with combined limits for bodily injury and property damage of at least one million (\$1,000,000) per accident. The policy must be endorsed to include the University as an additional insured.
- Commercial General Liability Insurance including products and completed operations liability, and contractual liability coverage specifically covering this Agreement, written on an occurrence form, with combined limits for bodily injury, personal injury, and property damage of at least one million dollars (\$1,000,000) per occurrence and three million (\$3,000,000) per aggregate. This policy must be endorsed to include the University as an additional insured

To upload a copy of your COI, select “Add Insurance” and select the appropriate insurance coverage from the list below.

The screenshot displays a web form titled "Insurance" with a help icon. Below the title, a message states: "BSU wants suppliers to maintain appropriate insurance coverage. Listing your insurance policies helps us determine if you have the appropriate level of coverage for our future product and service needs." A status message reads "No Insurance has been entered." Below this is a blue "Add Insurance" button with a downward arrow. A dropdown menu is open, listing 17 insurance types: Automobile Liability, Business Liability, Commercial Automobile Liability, Commercial General Liability, Cyber Liability, Employers' Liability, Employment Practice Liability, Errors & Omissions, Excess Liability, Fire and Marine, General Liability, Product Liability, Professional Liability, Property Damage, Umbrella Liability, and Workers' Compensation. At the bottom of the form are three buttons: "Previous", "Next", and "Save Changes".

Job Aid Supplier Registration

Once selected, complete the areas highlighted and upload the document by clicking “Select File”. Note, you will be required to name the file to save it and move forward. Once completed, select “Save Changes”, then select “Next”.

Add Insurance

Insurance Type * Commercial General Liability

Policy Number * [Yellow Highlighted Field]

Insurance Limit * \$500,000 or Less

Expiration Date * [Yellow Highlighted Field]

Insurance Provider * [Yellow Highlighted Field]

Agent [Text Field]

Insurance Provider Phone [Text Field] ext. [Text Field]

Upload Certificate of Insurance [Info Icon] [Select file] Drop file to attach, or browse.

* Required to Complete Registration

Save Changes Close

Payment Information

A remittance method is required to complete your profile.

Select your preferred payment method by selecting “Add Payment Information”.

Note: The university’s preferred method of payment is ACH.

ACH payments can only be made to a US based bank. Savings accounts are not an allowable payment method. Wire payments can **only** be used when payments are made to international bank accounts. All payments are made in USD.

Payment Information

BSU pays suppliers by check, ACH or wire payment. BSU's payment terms are net30 days from invoice receipt.

Please enter only one payment type to complete this section.

BSU can only process ACH payments to domestic banks only.

If you choose Wire Transfer, please include the Bank's address in the fields provided.

Required Information

At least one payment type is required to complete this section.

No payment information has been entered.

Add Payment Information

- Direct Deposit (ACH)
- Check
- Wire Transfer

Previous Next

Job Aid Supplier Registration

Option 1: Direct Deposit (ACH)

When choosing ACH as your remittance method, you will be required to complete “United States” as the Country, “USD” as currency”, and “Checking” as Account Type.

Add a payment title, along with the remittance contact name, bank name, account holder’s name, as well as the routing and account numbers. Select “Save Changes” when complete and “Next”.

The screenshot shows the 'Add Payment Information' form with the following fields and values:

- Payment Title *: [Empty text box]
- Country *: [United States (dropdown)]
- Payment Type *: [Direct Deposit (ACH)]
- Currency *: [USD (dropdown)]
- Contact Name: [Empty text box]
- Active: ☒ Yes ☐ No
- Bank Account**
- Country *: [United States (dropdown)]
- Bank Name *: [Empty text box]
- Account Holder's Name *: [Empty text box]
- Account Type *: [Checking (dropdown)]
- Routing/Transit Number *: [Empty text box] [What is this?](#)
- Account Number *: [Empty text box]
- Confirm Account Number *: [Empty text box]

At the bottom, there is a legend: ★ Required to Complete Registration, and two buttons: 'Save Changes' and 'Close'.

Option 2: Check

When selecting “Check” as the option, add a payment title, select “United States” as the country, “USD” as the currency”, select “Save Changes” and “Next”.

The screenshot shows the 'Add Payment Information' form with the following fields and values:

- Payment Title *: [Empty text box]
- Country *: [United States (dropdown)]
- Payment Type *: [Check]
- Currency *: [USD (dropdown)]
- Active: ☒ Yes ☐ No

At the bottom, there is a legend: ★ Required to Complete Registration, and two buttons: 'Save Changes' and 'Close'.

Job Aid Supplier Registration

Option 3: Wire Transfer

Wire payments are to be used for payments to international banks only. All payments will be made in USD. All asterisk sections are required. Once complete, select “Save Changes” and “Next”.

Add Payment Information ✕

Payment Title *

Country *

Payment Type *

Wire Transfer

Currency *

Contact Name

Active

☒ Yes ☐ No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

Account Number Type *

SWIFT/BIC *

International Routing Code (IRC)

Address Line 1

Address Line 2

Address Line 3

City/Town

State/Province/Region

Postal Code

Flex Fields

Memo Reference

★ Required to Complete Registration

Save Changes

Close

Job Aid Supplier Registration

Tax Information

You will be required to upload the appropriate tax documentation. The tax document is required to be signed by hand or valid, verifiable electronic signature that is dated within the last 12 months.

To upload your document, select “Add Tax Document”

The screenshot shows the 'Tax Information' section of a web form. At the top, it says 'Tax information is used for payment and the tax document should be uploaded using a PDF format.' Below this is a light blue box with the heading 'Required Information' and the text 'At least one tax document is required to complete this section.' Underneath, it states 'No tax information has been entered'. There is a blue button labeled 'Add Tax Document' with a dropdown arrow. Below the button is a dropdown menu currently showing 'W-9'.

If you are a US citizen, select “W9”. If you live outside of the US, you will have the option to select “W-8BEN”.

Enter the Document Name and Tax Document Year. Click “Select File” to upload the document, then select “Save Changes” and “Proceed to Certify and Submit”.

The screenshot shows the 'Add Tax Document' modal form. It has a title bar with 'Add Tax Document' and a close button. The form contains the following fields: 'Tax Type' with a value of 'W-9'; 'Tax Document Name' with an empty text input field; 'Tax Document Year' with a dropdown menu; and 'Tax Documentation' with a 'Select file' button and the text 'Drop file to attach, or browse.' Below these fields is a link: 'Download Pre-populated Tax Document'. At the bottom, there is a legend: '★ Required to Complete Registration', and two buttons: 'Save Changes' and 'Close'.

Job Aid Supplier Registration

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	
Example	W-9	2025	View Document	Edit

[Add Tax Document](#)

[Previous](#) [Next](#) [Proceed to Certify and Submit](#)

Certify and Submit

Once all sections have been completed, you will see all green checkmarks down the left section of the screen. Please review your information for accuracy, then check the box near “Certification”. You may now select “Submit”.

If there is a section that does not have a green checkmark, please revisit this section to update your information. Once complete, you can return to this page to certify and submit.

Supplier, Example

Registration **In Progress** for:
Bridgewater State University Supplier Portal

6 of 6 Steps Complete

- Welcome
- Individual Overview ☒
- Addresses ☒
- Contacts ☒
- Insurance ☒
- Payment Information ☒
- Tax Information ☒
- Certify & Submit**

[Registration FAQ](#) | [View History](#)

Certify & Submit

Please type your initials in the box below acknowledging that the information submitted herein is certified to be accurate under the pains and penalties of perjury. It is the Supplier's responsibility to ensure their information is kept current. Inaccurate company information may result in payment delays.

Preparer's Initials

Preparer's Name *

Preparer's Title

Preparer's Email Address *

Today's Date 11/7/2025

Certification * ☐ I certify that all information provided is true and accurate.

★ Required to Complete Registration

[Submit](#)

Job Aid

Supplier Registration

You will receive an email from BSU@jaggaer.com, with the subject “Supplier Registration Complete for Bridgewater State University Supplier Portal”. This email will contain a link for you to be able to access your supplier portal anytime. Please be sure to save this link in your browser bookmarks.

Supplier Registration Complete for Bridgewater State University Supplier Portal

Dear Example Supplier,

Thank you for completing your registration profile for Bridgewater State University Supplier Portal. We value supplier relationships and are committed to fostering an enhanced supplier's experience. The supplier portal provides a single interface that makes doing business with us simple and convenient.

As a reminder, you can log into your secure account by visiting Bridgewater State University Supplier Portal.

[Customer Portal Login Link](#)

Thank You,

Bridgewater State University Supplier Portal

If you have any technical questions, please contact BSU Procurement Services at procurementservices@bridgew.edu or +1 508-531-1211 for assistance and identify yourself as registering in the Bridgewater State University Supplier Portal Supplier Network.

Invoice Submittal

The university remits payment on a net 30 from invoice receipt. For prompt payment, once services are rendered or goods are received, invoices may be submitted through the supplier portal or through submission of our digital mailroom.

Digital Mailroom (DMR)

Invoices may be submitted to Bridgewater.invoices@trustflowds.com.

The following information **must** be included on the invoice:

- Invoice Number
- Invoice Date
- Appropriate Purchase Order Number

Job Aid Supplier Registration

- Remit to Name and Address
- Line-Item Detail of the goods/services rendered

Note, missing information may cause a delay in payment.

Please be sure to only attach one (1) invoice per email. All other attached documents will not be processed. If there are multiple documents required to properly process the invoice, please combine them into one PDF prior to forwarding.

Direct Electronic Invoices

To submit an electronic invoice, log into your supplier portal. Locate “Create Invoice/Credit Memo”. Enter your invoice number, and purchase order number, then select “Create”.

The screenshot displays the Bridgewater State University Supplier Management Portal. The page includes a welcome message, a customer contact section, and several task links. A red arrow points to the 'Create Invoice / Credit Memo' section, which contains the following fields:

- Type:** Radio buttons for 'Invoice' (selected) and 'Credit Memo'.
- Invoice No.:** A yellow input field.
- Invoice Date:** A date picker showing '11/10/2025' with a calendar icon and the format 'mm/dd/yyyy'.
- PO Number:** A yellow input field with the placeholder text 'Optional PO Number'.
- Currency:** A dropdown menu showing 'US Dollar'.
- Create:** A blue button to submit the form.

Another red arrow points to the 'Create' button.

Under the “Billing Address” header, select “Add” next to Attachments. You may browse your desktop for the invoice, or simply drag and drop the file. Once attached, select “Save Changes”.

Job Aid Supplier Registration

BRIDGEWATER STATE UNIVERSITY

Invoice • Example Invoice

Entry Summary Messages Attachments History

Supplier Name: Pumpkin Patch Confectioneries

Invoice Type: Invoice

Invoice Name:

Invoice Number ★: Example1234

Invoice Date: 11/10/2025

Payment Record No.: no value

Due Date: 12/10/2025

Remit To: Nadine Rodriguez, 131 Summer Street, Boyden Hall, Room 202, Bridgewater, Massachusetts 02325

United States, Email: nrodriguez@bridgew.edu, Phone: 1-508-5312443-

Billing address: no address

Attachments: Add

Invoice Owner ★:

Attachment Type: ☒ File ☐ Link

File(s) ★: Drop File or [BROWSE](#) (Max. File Size: 5.0 MB)

★ Required fields

[Save Changes](#) [Close](#)

When uploaded you will see the attachment reflected in two (2) places; within the “Attachments” section, and on the header tab.

BRIDGEWATER STATE UNIVERSITY

Invoice • Example12345

Entry Summary Messages **Attachments 1** History

Supplier Name: Pumpkin Patch Confectioneries

Invoice Type: Invoice

Invoice Name:

Invoice Number ★: Example12345

Invoice Date: 11/10/2025

Payment Record No.: no value

Due Date: 12/10/2025

Remit To: Nadine Rodriguez, 131 Summer Street, Boyden Hall, Room 202, Bridgewater, Massachusetts 02325

United States, Email: nrodriguez@bridgew.edu, Phone: 1-508-5312443-

Billing address: Bridgewater State University, Accounts Payable, PO Box 427, Bridgewater, MA 02324, United States

Attachments: [Invoice-Example.pdf](#) 11/10/2025

Invoice Owner ★: Nadine Rodriguez

Payment Method: Unknown

Notes:

Discount, tax, shipping & handling

Allocation: Weighted

Header-level

Terms Discount	0.00 USD
Discount	0.00
Tax	0.00
Shipping	0.00
Handling	0.00
Total	0.00 USD

Job Aid Supplier Registration

If there is a discount or shipping applicable to this order, enter it to the right under “Discount, Tax, Shipping & Handling”. Note, the university is tax exempt. If you require a copy of the university’s tax exempt certificate, please reach out to ProcurementServices@bridgew.edu.

Discount, tax, shipping & handling	
Allocation	Weighted ▼
Header-level	
Terms Discount	0.00 USD
Discount	0.00
Tax	0.00
Shipping	0.00
Handling	0.00
Total	0.00 USD

Scroll down to the line items to ensure the description, quantity and price is accurate. If modifications are required, this can be done by selecting the description’s blue hypertext.

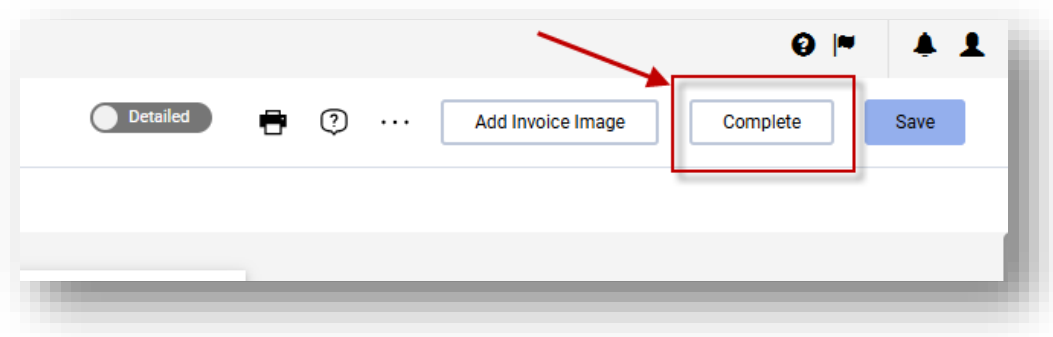
Line	Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	1	Example PO	NA	EA	1,000.00	5 EA	5,000.00

ITEM DETAILS

Contract: PO Number P0064720

Once confirmed, select “Complete” on the upper right corner.

Job Aid Supplier Registration



Note, direct electronic submissions allows you to upload multiple attachments.

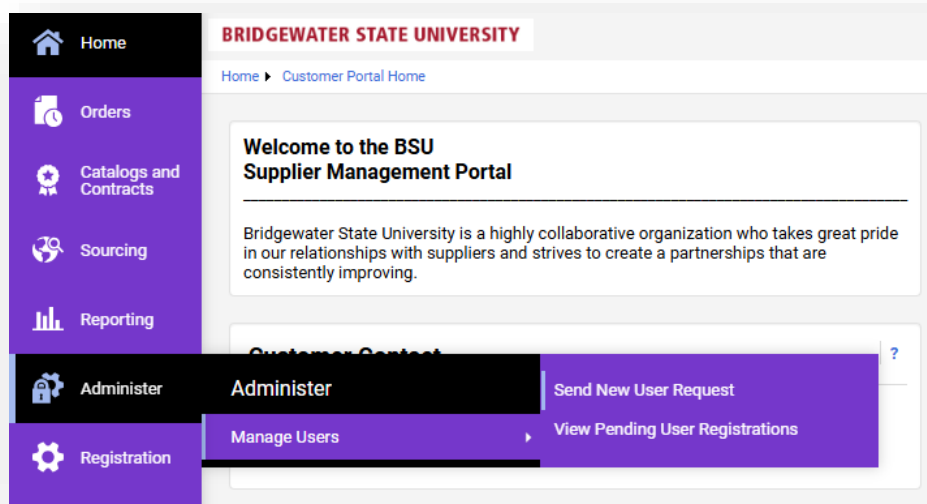
Adding Users

On the left side of your screen, locate your vertical task bar.



Navigate through “Administrator > Manage Users > Send New User Request”

Job Aid Supplier Registration



Enter the user's first and last name, title, phone number, and email address.

The 'User Identification' form contains the following fields: First Name, Last Name, Title, Phone Number (with an 'ext.' dropdown), Mobile Phone Number, Email Address (with an email icon), and Role (a dropdown menu). A 'Send User Request' button is located at the bottom right. A legend indicates that fields marked with a star (*) are required.

You will be required to select a “Role” for this user through the options in the drop down menu:

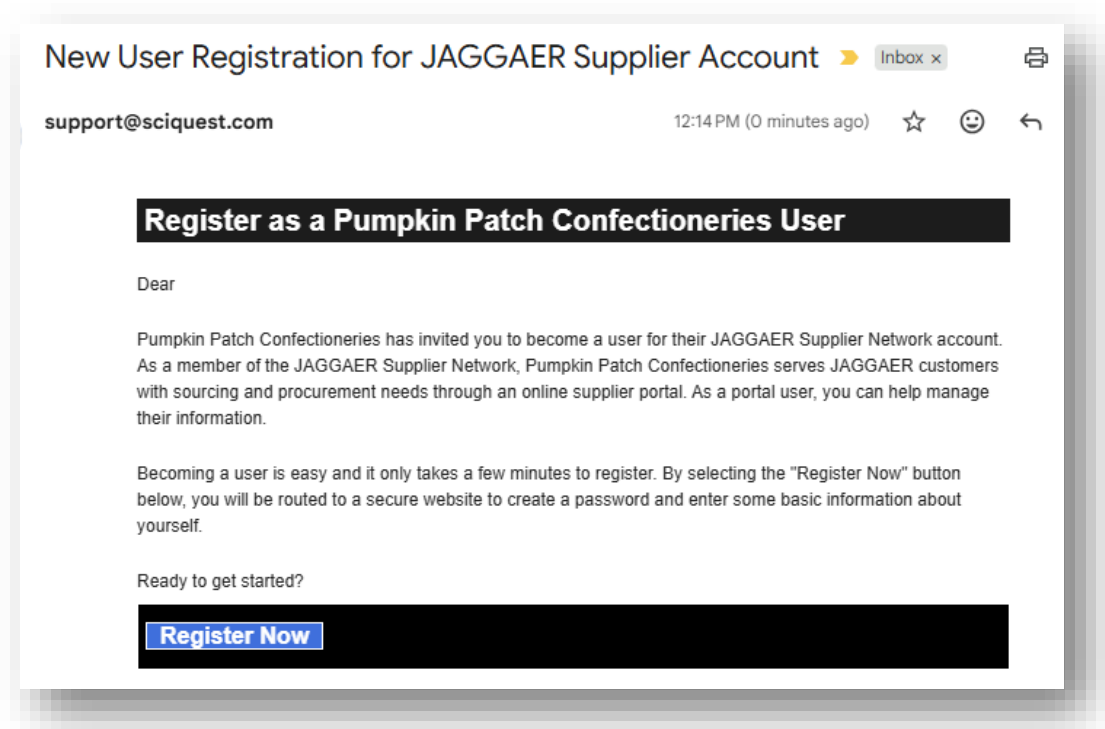
The dropdown menu for the 'Role' field is open, displaying the following options: Manage All Portal Activities, Manage Bid Opportunities, Manage Company Profile, Manage Content / Pricing, Manage Contracts, Manage Orders / Invoices, Support Customer Questions, and View Reports Only. The 'Manage All Portal Activities' option is highlighted in blue.

Once complete, select “Submit User Request”. This will create a Pending User Registration.

Job Aid Supplier Registration

Name	Phone	Email	Role	
Rodriguez, Nadine	+1 508-531-2443	nbritto80+Pumpkin2@gmail.com	Manage All Portal Activities	<input type="checkbox"/> <input type="checkbox"/>

This new user will receive an email from support@sciquest.com with the subject “New User Registration for JAGGAER Supplier Account” with a link to register:



To complete registration, please go to the [Pre-Registration Process](#) located on page 3 and follow the steps listed.

Trouble Shooting

If you are having issues with your JAGGAER account or need to reset your password, please contact JAGGAER Global Customer Care via the following web form:

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

Payment questions may be directed to the university’s Accounts Payable department via email at accountspayable@bridgew.edu or phone at (508) 531-1211.