

Submitting Supplier Registration

Steps for submitting supplier registration for an Individual through Mountaineer Marketplace.

You will receive an invitation email from pcps@mail.wvu.edu to complete the supplier registration process. This process is a requirement before WVU can issue any payment requests.

The registration must be completed by the individual that is registering and cannot be completed on behalf of someone else. If you are unable to complete this process yourself or have questions, please reach out to the WVU Supplier Registration Team for assistance at supplierregistration@mail.wvu.edu.

1. In the invitation email, *click* on **Register Now** to go to the Supplier Portal Home Page.

Please note that the link provided in the email was specifically generated for the recipient and can't be forwarded for use by another individual.

If you have received this email from anyone other than pcps@mail.wvu.edu, the link in the email will not work for you, and you will need to reach out to your WVU contact to begin the process for your individual registration.



Individual Invitation for West Virginia University Supplier Portal

Dear MOUNTAINEER MASCOT,

You are receiving this email to provide a link to complete supplier registration to do business with West Virginia University Supplier Portal. This process is required before West Virginia University can issue you a purchase order and/or issue you payment. Please click the Register Now button below, which will take you to our secure online portal to complete the registration process. If you run into any issues, please contact supplierregistration@mail.wvu.edu.

[Register Now](#)

Thank You,

West Virginia University Supplier Portal

2. *Enter* your email and *click* **Next** to start the registrations process.

If you have previously completed registration through the Supplier Portal, you will be prompted to enter your password. If you have any login issues, you will need to contact Jaggaer, WVU's third party host, directly. Jaggaer's contact information can be found on the Supplier Portal Home Page.

WVU cannot assist with login issues due to data security risks.



West Virginia University Supplier Portal

If you already have an account or would like to register as a prospective supplier, which will allow you to bid on any Open Sourcing Events that we post, please login by entering your e-mail address and then click on the "Next" button.

If you have been invited to this portal by a WVU Supplier Registration Team Member, you will have additional ability to:

- Review invoice & payment status in real-time
- Maintain payment & banking information
- Update contact information

Questions regarding **solicitation event details** or **your account registration** can be directed to **PCPS**.

Technical issues should be directed to our third party software host, Jaggaer, using the [Jaggaer Technical Support Form](#) or via phone at (800) 233-1121 option 2 then option 1.

Enter your email to Login/Create Account English ▾

Email

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3. Enter your log in information and select **Create Account** to begin the registration process.

Please take note of your username and password as WVU cannot assist with login issues due to data security risks. If you have future login issues, you will need to contact Jaggaer, WVU's third party host, directly.

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 *

Confirm Email *

Password * Re-Enter Password *

I am a user in need of accessibility assistance

Terms and Conditions

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

I am human

Create Account

4. Completion of the tabs on the left-hand side are required to finalize the Supplier Registration process. As you complete each tab, verify the information entered is accurate and proceed to the next section by clicking **Next**. A green checkmark will note tab completion as you proceed through this process.

All information entered during the Supplier Registration process is stored securely in the Jaggaer system, and all fields noted with an asterisk are required.

West Virginia University

Registration > Manage Registration Profile

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy

MASCOT, MOUNTAINEER

Welcome to Supplier Registration

Registration **In Progress** for:
West Virginia University Supplier Portal

0 of 5 Steps Complete

Welcome

- Individual Overview ▲
- Addresses ▲
- Contacts ▲
- Payment Information ▲
- Tax Information ▲
- Certify & Submit

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

The Registration Process

- Please ensure all the required fields and sections are completed.

Required to Start Registration

First Name * MOUNTAINEER

Last Name * MASCOT

★ Required to Complete Registration

Next Save Changes

Registration FAQ | View History

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Individual Overview - Used for providing general information about yourself. Complete the required fields and **select Next** to proceed.

The screenshot shows the 'Individual Information' page in the West Virginia University Supplier Portal. The user is 'MASCOT, MOUNTAINEER' and is at 'Step 0 of 5'. The page contains several required fields marked with an asterisk: 'Country of Origin', 'Legal Structure', and 'Tax ID Number'. There is also an 'Additional Questions' section with a dropdown for 'Are you a U.S. citizen or U.S. Permanent Resident (Green Card Holder)?' and a 'Supplier Type' dropdown. A red box highlights the 'Individual Overview' menu item on the left sidebar. Another red box highlights the 'Next' button at the bottom right of the form.

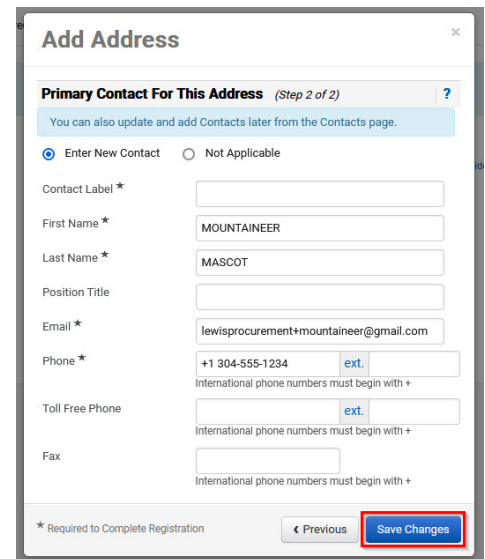
Addresses – **Select Add Address**, enter in your address information, and **select Next** to proceed.

The screenshot shows the 'Addresses' page in the West Virginia University Supplier Portal. The user is 'MASCOT, MOUNTAINEER' and is at 'Step 1 of 5'. The page indicates 'No addresses have been entered' and has an 'Add Address' button. An 'Add Address' modal is open, showing 'Address Details (Step 1 of 2)'. The modal contains several required fields: 'What would you like to label this address?', 'Country', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City/Town', 'State/Province', 'Postal Code', 'Phone', 'Toll Free Phone', and 'Fax'. A red box highlights the 'Addresses' menu item on the left sidebar. Another red box highlights the 'Next' button at the bottom right of the modal.

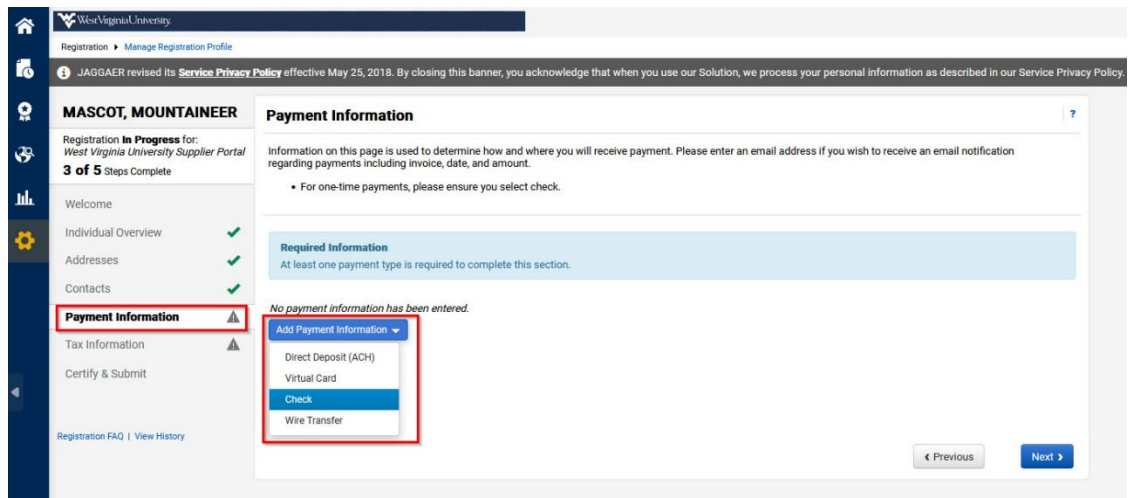
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Verify your Contact Information, complete any additional required fields, and **select Save Changes** when complete. This will automatically complete the **Contacts** section, as well.

You do have the option to *click* on the **Contacts** tab to view this information again.



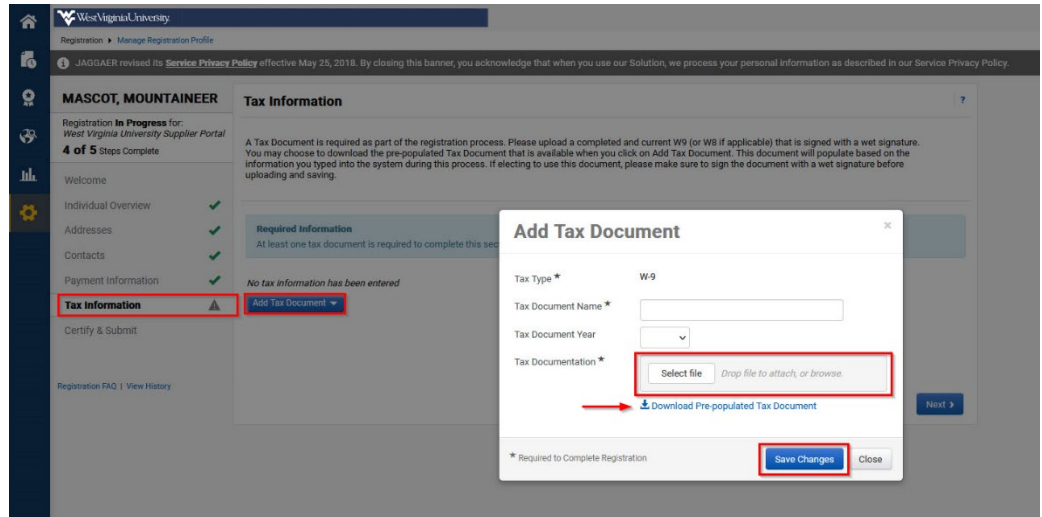
Payment Information – **Select Add Payment Information** to choose your preferred payment method. Based on the payment method selected, you will be prompted to complete the required payment details necessary for payment. Verify the information entered is correct and **select Save Changes**.



When selecting the ACH payment method, you will need to attach a voided check with the account holder's name or a letter from your bank verifying the account information.

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Tax Information – Used to upload the relevant tax paperwork to support your situation. Use the **Tax Documentation** section to upload your tax documentation and then *click Save Changes*.



You have the option to **Download Pre-Populated Tax Document** that will generate the tax document based on the information already entered, if you don't already have a completed form. This form will need to be printed and physically signed before being uploaded back into Mountaineer Marketplace.

Certify & Submit – Used as certification that you have verified and acknowledge that the information provide was complete and accurate.

5. *Click* on **Submit** to send this information to WVU's Supplier Registration Team. If there are any questions with your submission, you will be contacted by the Supplier Registration Team.

