

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 <u>supplierregistration@mail.wvu.edu</u>.

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 <u>pcps@mail.wvu.edu</u>, 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

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 <u>supplierregistration@mail.wu.edu</u>.



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.



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 <u>WVU Supplier Registration</u>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 <u>PCPS</u>.

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 🔻
	Next
Email	



3. *Enter* your log in information and *select* **Create Account** to being 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.

imail *			
Confirm Email *			
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I am a user in need of accessibility	assistance		
erms and Conditions			
I have read and accepted JAGGAE	"s Terms and Conditions [2]		
I am human	hCaptcha Privacy - Terms		

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.

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	Registration Manage Registratio	on Profile				
C	i JAGGAER revised its Ser	vice Privacy	Policy effective May 2	2018. By closing this banner, you acknowledge that when you	u use our Solution, we process your personal information as described in our Se	ervice Privacy Po
õ	MASCOT, MOUNTAI	NEER	Welcome to	Ipplier Registration		?
\$	Registration In Progress for: West Virginia University Supp 0 of 5 Steps Complete	blier Portal	Browse the topics b	w to learn more about registering and to begin the registration cess	n process:	
հե	Welcome		 Please ensur 	all the required fields and sections are completed.		
0	Individual Overview Addresses Contacts	A A	Required to Sta	MOUNTAINEER		
	Payment Information Tax Information Certify & Submit	▲	Last Name *	MASCOT		
	Registration FAQ View History		★ Required to Cor	lete Registration	Next > Save C	hanges

West Virginia University.

Submitting Supplier Registration

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

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Registration Manage Registration	ion Profile vice Privacy Polic	everfective May 25-2018. By closing this hanner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Pri
MASCOT, MOUNTA	INEER II	ndividual Information
Registration In Progress for West Virginia University Sup 0 of 5 Steps Complete	r: plier Portal T	he information entered on this page allows us to obtain general information and ensure we have the most up-to-date information in our system.
Welcome	c	country of Origin * • • ·
Individual Overview		Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit www.irs.gov.
Addresses	A	egal Structure * 🛛 🗸
Contacts	A	'ax ID Number
Payment Information	A	
Tax Information	<u>A</u> A	udditional Questions
Certify & Submit	A	ze you a U.S. citizen or U.S. Permanent Resident (Green Card Holder)? ★
Registration FAQ View History	S	upplier Type
	7	Required to Complete Registration (Previous Next) Save Changes

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

MAS	COT, MOUNTAINEER	Addresses			_	1
Registra West VI	ation In Progress for: Irginia University Supplier Portal Steos Complete	Please enter an address and email address that will be used to r	Add Address	3	Clo	se Add Address
History		Required Information	Address Details (St	ep 1 of 2)	?	
Individ	ne ual Overview 🖌	At least one address is required to complete this section.	What would you like to label this address? *	Example: Headquarters, Houston Office		
Addres	sses 🔺	No addresses have been entered	Country *		~	
Contac	nts 🔺	Add Address	Address Line 1 *			de Inactive Addresse
Payme	nt Information		Address Line 2			
Tax Inf	ormation		Address Line 3			
Certify	& Submit		City/Town*			
			State /Browleas			
Registratio	on FAQ View History		State/Hovince			
			Postal Code			Next >
			Phone	ext.	S	
			Toll Free Phone	ext.		
				International phone numbers must begin with +		
			Fax	International phone prophers much basis with a		



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.

Primary Contact For	This Address (Step 2 of	of 2)	?
You can also update and	add Contacts later from the	Contacts page	
 Enter New Contact 	O Not Applicable		
Contact Label *			
First Name *	MOUNTAINEER		
Last Name *	MASCOT		
Position Title			
Email *	lewisprocurement+mo	untaineer@gma	il.com
Phone *	+1 304-555-1234	ext.	
	International phone numbe	rs must begin wi	th +
Toll Free Phone		ext.	
	International phone numbe	rs must begin wit	th +
Fax			
	International phone numbe	rs must begin wit	th +

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.

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<u>o</u>	MASCOT, MOUNTAINEER	Payment Information	?		
3 9	Registration In Progress for: West Virginia University Supplier Portal 3 of 5 Steps Complete	Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.			
TIP.	Welcome	For one-time payments, please ensure you select check.			
•	Individual Overview Addresses Contacts	Required Information At least one payment type is required to complete this section.			
4	Payment Information Image: Control of the second	No payment information has been entered. Add Payment Information Direct Deposit (ACH) Virtual Card Check Wire Transfer (Previous	Next 3		

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.



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**.

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	Registration Manage Registration	Profile				
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Q	MASCOT, MOUNTAIN	IEER	Tax Information			7
-3%	Registration In Progress for: West Virginia University Supplie 4 of 5 Steps Complete	er Portal	A Tax Document is required as part of the registration process You may choose to download the pre-populated Tax Documen	. Please upload a completed t that is available when you cl	and current W9 (or W8 if applicable) that is signed with a lick on Add Tax Document. This document will populate I	wet signature. based on the
հե	Welcome		information you typed into the system during this process. If e uploading and saving.	lecting to use this document,	please make sure to sign the document with a wet signa	ture before
\$	Individual Overview Addresses	* *	Required Information At least one tax document is required to complete this sec	Add Tax Doc	ument	×
	Contacts	1			WO	
	Payment Information	1	No tax information has been entered	тах туре *	W-9	
	Tax Information Certify & Submit Registration FAQ 1 View History	A	Add Tex Boornet	Tax Document Name * Tax Document Year Tax Documentation *	Select file Drop file to attach, or browse.	Next 3
				* Required to Complete Regist	ration Save Changes	Close

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.

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	Registration > Manage Registration Profile				
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õ	MASCOT, MOUNTAINEER	Certify & Submit ?			
\$	Registration In Progress for: West Virginia University Supplier Portal 5 of 5 Steps Complete	Please type your initials in the box below, acknowledging that all information is correct and complete. It is each individual's responsibility to ensure all information remains current. Inaccurate information may result in payment delays.			
<u>lih.</u>	Welcome	Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you from doing business with us.			
•	Individual Overview Addresses Contacts Payment Information Tax Information	Preparer's Initials * M M Preparer's Name * MOUNTAINEER MASCOT Preparer's Title *			
	Certify & Submit	Today's Date 3/20/2023			
	Registration FAQ 1 View History	Certification * I certify that all information provided is true and accurate. * Required to Complete Registration Submit			