Supplier Registration

1. From your email invitation, click “Register Now”. Please note that all required fields are marked with ★.
2. Once you are on the “Welcome to Supplier Registration” page, please read the information and then click “Continue with Registration”.
   a. Please note that some of your information may already be entered. Please verify this information is correct before completing your registration.
3. From the “Supplier Registration” page, please fill out your contact information, choose a password, and choose an account recovery question and answer. Then, click “Create Account”. 
Your Login

Email *

osu.test.vendor+stwagsupply@gmail.com

Confirm Email *

osu.test.vendor+stwagsupply@gmail.com

Password *

Re-Enter Password *

In what city or town was your first job?

Account Recovery Question *

Answer *

Confirm Answer *

Terms and Conditions

I have read and accepted JAGGAER's Terms and Conditions

Create Account
4. Once you have created an account and are logged in, the menu on the left side of the screen will be your guide through the registration process. When all the required information has been entered in a section, that section will have a green check mark beside it.
5. From the “Welcome” section, verify that your legal company name is correct. If it is incorrect, please make the necessary changes. Then, click “Next”.

![Image of a registration form]
6. From the “Company Overview” section, please fill out all required information. If you do not have a DBA, please leave the field blank. Then, click “Next”.
7. From the “Business Details” section please fill out the required information. Then click “Next”.
   a. To select commodity codes click the edit button.
   b. The commodity codes you choose for your profile will dictate which sourcing event invitations you will receive.
c. Once you have clicked the edit button, select the commodity codes you feel pertain to your business. You may select as many commodity codes as you like. Once you have selected your codes click “Done”.

### Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

#### 4 Selected Codes

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000000</td>
<td>Live Plant and Animal Material and Accessories and Supplies</td>
</tr>
<tr>
<td>10100000</td>
<td>Live animals</td>
</tr>
<tr>
<td>10110000</td>
<td>Animal feed</td>
</tr>
<tr>
<td>10120000</td>
<td>Animal containment and habitats</td>
</tr>
<tr>
<td>10170000</td>
<td>Fertilizer and plant nutrients and herbicides</td>
</tr>
<tr>
<td>10190000</td>
<td>Pest control products</td>
</tr>
<tr>
<td>11000000</td>
<td>Mineral and Textile and Inedible Plant and Animal Materials</td>
</tr>
<tr>
<td>12000000</td>
<td>Chemicals including Bio Chemicals and Geo Materials</td>
</tr>
<tr>
<td>13000000</td>
<td>Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials</td>
</tr>
<tr>
<td>14000000</td>
<td>Paper Materials and Products</td>
</tr>
<tr>
<td>15000000</td>
<td>Fuels and Fuel Additives and Lubricants and Anti corrosion Materials</td>
</tr>
<tr>
<td>20000000</td>
<td>Mining and Well Drilling Machinery and Accessories</td>
</tr>
<tr>
<td>21000000</td>
<td>Farming and Fishing and Forestry and Wildlife Machinery and Accessories</td>
</tr>
<tr>
<td>22000000</td>
<td>Building and Construction Machinery and Accessories</td>
</tr>
<tr>
<td>23000000</td>
<td>Industrial Manufacturing and Processing Machinery and Accessories</td>
</tr>
<tr>
<td>24000000</td>
<td>Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies</td>
</tr>
<tr>
<td>25000000</td>
<td>Commercial and Military and Private Vehicles and their Accessories and Components</td>
</tr>
<tr>
<td>25100000</td>
<td>Motor vehicles</td>
</tr>
<tr>
<td>25130000</td>
<td>Aircraft</td>
</tr>
<tr>
<td>25190000</td>
<td>Transportation services equipment</td>
</tr>
</tbody>
</table>
8. In the “Addresses” section please add the required addresses (at least 1 fulfillment, and 1 remittance).

   a. To add an address, click “Add Address”, then label the address.
b. Next, choose the type of address from the choices at the bottom of the pop-up. Then Click “Next”.
   i. Note: you must enter fulfillment and remittance addresses. If these addresses are the same, please select both types. This will eliminate you having to enter the address twice.
c. Fill out all required information, including how you would like to receive your purchase orders. Then click “Next”.
d. Enter a contact for the address. Then click "Save Address".
   i. Please note that your account must have fulfillment, remittance, and sales contacts listed. So, if these will all be the same contact, please check the boxes that apply.
9. In the “Contacts” section add any applicable contacts and click “Next”.

   a. To add a contact click “Add Contact”, then choose the type of contact you want to add from the drop-down.
      i. Note: The sales contact is who automatic bid notifications will be sent to.
b. Enter the required information and click “Save Changes”.
10. In the “Diversity” section, please declare any diversity classifications that apply and click “Next”.

   a. The add diversity classifications click “Add Diversity Classifications”.

   ![Image showing the Diversity section with the Add Diversity Classifications button highlighted.](image-url)
b. Add any that apply by checking the correct boxes. Then click “Done”.
c. A yellow caution will show next to your classification if there is any additional information needed. To enter the additional information click on the classification and enter the required information.

![Diversity Classification]

d. Once you have entered all your information, click “Save Changes” and then click “Next”.

![Edit Diversity]
11. In the Insurance section please answer the question regarding work performed on campus locations. Note: If you answered yes, please be sure to upload the required insurance documents.
a. To upload insurance documents, click “Add Insurance” and select the insurance type from the drop-down.
b. Enter the required information and click “Save Changes”.
   i. To upload your insurance certificate, just click and drag your file into the gray box.

c. Once you have uploaded all required insurance, click “Next”.
12. In the “Payment Information” section enter the required information and click “Next”.

a. To add your payment information, click “Add Payment Information” and select “Check” from the drop-down.
b. Enter the required information and click “Save Changes”.
13. In the “Tax Information” section, add the required tax document and click “Next”.

a. To add your tax document, click “Add Tax Document”, select the correct document from the drop down.
b. Enter the required information and click “Save Changes”.
   i. To upload your documents, just click and drag your file into the gray box.
14. In the “Provisions Against Boycott” section, answer the question regarding certifying that your company is not engaged in a boycott, and click “Next”.
   
a. If you answered no, please enter your explanation in the provided box.
15. In the “Conflict of Interest” section, please answer the required question and click “Next”.

a. If you answered yes, please provide a description of the conflict of interest in the provided box.
16. In the “Certificate of Compliance” section, please download the Certificate of Compliance using the provided link, fill out, sign and upload the completed form by clicking and dragging it into the gray box. Then, click “Next”. 

In order for OSU to be compliant as a Federal Contractor suppliers must complete, sign, and upload the COC. If you have questions about the form please call the Office of Central Procurement 405-744-5984 or email purchase@okstate.edu.
17. In the “Certify & Submit” section, you can finish your registration by Verifying the required information, checking the “Certification” box and clicking “Submit”.

18. Your registration is now complete. You will receive notice via email when it has been approved.