

Adding Payment and Tax Information for Vendors



1

Navigate to https://uit01.jaggaer.com/apps/Router/SupplierWelcome?supplierID=1004778875&NavDataKey=T1752847622603_6959272227608723384_401&ResultsSelectedId=1004778875&tmstamp=1752847631581

The screenshot shows a web application interface for vendor registration. At the top, there are navigation links: "Back to Internal Vendor Profile" and "Change Registration Type". Below this is a status bar indicating the user is editing the profile for "Fish, Jelly F" using an individual profile. The main content area is titled "Welcome to Vendor Registration" and contains a large empty box. On the left side, there is a sidebar menu with the following items: "Individual Overview" (checked), "Addresses" (checked), "Payment Information" (checked), "Tax Information" (checked), and "Screening Questions For ..." (warning icon). Above the sidebar, the vendor's name "Fish, Jelly F" and "Vendor Number: 904947109" are displayed. Below that, it states "Registration Complete for: Mississippi State University Supplier Portal".

2 Click "Individual Overview"

The screenshot shows the vendor registration interface for 'Fish, Jelly F' (Vendor Number: 904947109). The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area is titled 'Welcome to Vendor Registration' and includes a 'Welcome' section with a list of items: 'Individual Overview' (checked), 'Addresses' (checked), 'Payment Information' (checked), 'Tax Information' (checked), and 'Screening Questions For ...' (warning icon). The 'Individual Overview' link is circled in orange.

3 Click "Addresses"

The screenshot shows the 'Individual Information' section of the vendor registration page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Individual Information' and includes a 'Welcome' section with a list of items: 'Individual Overview' (checked), 'Addresses' (checked), 'Payment Information' (checked), 'Tax Information' (checked), and 'Screening Questions For ...' (warning icon). The 'Addresses' link is circled in orange. The 'Individual Information' section contains the following fields: First Name * (Jelly F), Last Name * (Fish), Country of Origin (United States), Legal Structure (Individual/Sole Proprietor or Single-Member LLC), Tax ID Number Type (Social Security Number / Social Insurance Number), and Tax ID Number * (*****). The 'Additional Questions' section includes a 'Vendor Classification *' field with 'Individual_IN' and an 'Edit' button. A red 'Save Changes' button is located at the bottom right.

4 Click "Add Address"

The screenshot shows the vendor portal interface for 'Fish, Jelly F'. The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area displays the vendor's profile with a navigation menu on the left and an 'Addresses' section on the right. The 'Addresses' section contains a table with one entry: 'remitto Vendor Remittance 1' with the address '245 Barr Ave, Starkville, Mississippi, 39759, United States'. A red circle highlights the 'Add Address' button in the 'Addresses' section.

5 " add address information"

The screenshot shows the 'Add Address' modal form. The form is titled 'Add Address' and contains the following fields: 'What would you like to label this address? *' (text input), 'Country *' (dropdown menu), 'Address Line 1 *' (text input), 'Address Line 2' (text input), 'Address Line 3' (text input), 'City/Town *' (text input), 'State/Province' (text input), 'Postal Code' (text input), 'Phone' (text input with 'ext.' dropdown), 'Toll Free Phone' (text input with 'ext.' dropdown), and 'Fax' (text input). The form also includes a 'Save Changes' button and a note: '* Required to Complete Registration'.

6 Click "Payment Information"

The screenshot shows the Mississippi State University Vendor Profile page for 'Fish, Jelly F'. The left sidebar contains a navigation menu with the following items: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The 'Reporting' item is highlighted, and the 'Payment Information' sub-item is circled in orange. The main content area shows the 'Addresses' section with a table of existing addresses and an 'Add Address' button.

| Address Label | Address |
|-----------------------------|---|
| remitto Vendor Remittance 1 | 245 Barr Ave Starkville, Mississippi, 39759 United States |

[Add Address](#)

7 Click "Add Payment Information"

The screenshot shows the Mississippi State University Vendor Profile page for 'Fish, Jelly F'. The left sidebar is the same as in the previous screenshot, but the 'Administer' item is highlighted, and the 'Payment Information' sub-item is circled in orange. The main content area shows the 'Payment Information' section with a table of existing payment information and an 'Add Payment Information' button.

| Title | Payment Type | Currency | Active |
|-----------|----------------------|----------|--------|
| Renaigant | Direct Deposit (ACH) | USD | Yes |

[Add Payment Information](#)

8

Click "If they want Direct Deposit (ACH) or a physical check"

The screenshot shows the vendor profile page for "Fish, Jelly F" (Vendor Number: 904947109). The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area is titled "Payment Information" and includes a table with the following data:

| Title | Payment Type | Currency | Active | |
|----------|----------------------|----------|--------|------|
| Renasant | Direct Deposit (ACH) | USD | Yes | Edit |

An "Add Payment Information" dropdown menu is open, showing options for "Direct Deposit (ACH)" and "Check". The "Direct Deposit (ACH)" option is highlighted with a blue background and a red circle.

9

Click "Input banking information"

The screenshot shows the "Add Payment Information" modal form for "Fish, Jelly F" (Vendor Number: 904947109). The form is titled "Only associated countries are displayed." and contains the following fields:

- Payment Title *
- Country *
- Payment Type * (Direct Deposit (ACH))
- Direct Deposit Format *
- Electronic Remittance Email *
- Currency *
- Active (Yes/No radio buttons)
- Bank Account**
 - Country *
 - Bank Name *
 - Account Holder's Name *
 - Account Type *
 - Account Number Type *

At the bottom of the form, there are "Save Changes" and "Close" buttons. A red circle highlights the "Close" button.

10 Click "Tax Information Step Complete"

Shop
Orders
Contracts
Accounts Payable
Vendors
Sourcing
Reporting
Administer
Setup

Back to Internal Vendor Profile | Change Registration Type

You are editing this profile registration on behalf of: Fish, Jelly F using Individual Profile

Fish, Jelly F
Vendor Number: 904947109

Registration **Complete** for: Mississippi State University Supplier Portal

Welcome
Individual Overview ✓
Addresses ✓
Payment Information ✓
Tax Information ✓
Screening Questions For ... ⚠

Payment Information

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.

| Title | Payment Type | Currency | Active | |
|----------|----------------------|----------|--------|------|
| Renasant | Direct Deposit (ACH) | USD | Yes | Edit |

Add Payment Information

11 Click "Add Tax Document"

Home
Shop
Orders
Contracts
Accounts Payable
Vendors
Sourcing
Reporting
Administer
Setup

MISSISSIPPI STATE UNIVERSITY

All | Search (Alt+Q) | 0.00 USD

Back to Internal Vendor Profile | Change Registration Type

You are editing this profile registration on behalf of: Fish, Jelly F using Individual Profile

Fish, Jelly F
Vendor Number: 904947109

Registration **Complete** for: Mississippi State University Supplier Portal

Welcome
Individual Overview ✓
Addresses ✓
Payment Information ✓
Tax Information ✓
Screening Questions For ... ⚠

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 | |
|-------------------|----------|-------------------|-------------------------------|------|
| w-9 | W-9 | 2025 | View Document | Edit |
| w-9 | W-9 | 2025 | View Document | Edit |

Add Tax Document

12 Click "W-9"

Shop
Orders
Contracts
Accounts Payable
Vendors
Sourcing
Reporting
Administer
Setup

Back to Internal Vendor Profile | Change Registration Type

You are editing this profile registration on behalf of: Fish, Jelly F using Individual Profile

Fish, Jelly F
Vendor Number: 904947109

Registration **Complete** for: Mississippi State University Supplier Portal

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ✓

Tax Information ✓

Screening Questions For ... ⚠

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 | |
|-------------------|----------|-------------------|-------------------------------|------|
| w-9 | W-9 | 2025 | View Document | Edit |
| w-9 | W-9 | 2025 | View Document | Edit |

Add Tax Document

W-9

13 Click "upload or download pre-populated version"

Fish, Jelly F
Vendor Number: 904947109

Registration **Complete** for: Mississippi State University Supplier Portal

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ✓

Tax Information ✓

Screening Questions For ... ⚠

Tax Information

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

Tax Document

w-9

w-9

Add Tax Document

Add Tax Document

Tax Type * W-9

Tax Document Name *

Tax Document Year *

Tax Documentation

Select file Drop file to attach, or browse.

[Download Pre-populated Tax Document](#)

* Required to Complete Registration

Save Changes Close

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14 Click "Download Pre-populated Tax Document" A file will be downloaded to your device. Be sure to select file or drop it here to upload it.

Add Tax Document

Tax Type * W-9

Tax Document Name *

Tax Document Year *

Tax Documentation

Select file Drop file to attach or browse.

[Download Pre-populated Tax Document](#)

* Required to Complete Registration Save Changes Close

15 Click "Screening Questions For Vendors"

Fish, Jelly F
Vendor Number: 904947109

Registration Complete for: Mississippi State University Supplier Portal

Welcome

Individual Overview

Addresses

Payment Information

Tax Information

Screening Questions For Vendors

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 |
|-------------------|----------|-------------------|---|
| w-9 | W-9 | 2025 | View Document Edit |
| w-9 | W-9 | 2025 | View Document Edit |

Add Tax Document

1 Click "Next"

Screening Questions For Vendors

i for:
sity Supplier

Do you or any relative work for MSU in any capacity? For purposes of this document, a relative is defined as your spouse, your children (and their spouses), your parents (and their spouses), and your siblings (and their spouses). If yes, please id *

✓
✓
✓
✓

For ... ⚠

★ Required to Complete Registration

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

2

Click "CertificationRequired I certify that all information provided is true and accurate."

Certify & Submit

Preparer's Initials

Preparer's Name *

Preparer's Email Address *

Today's Date

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

★ Required to Complete Registration

3

Click "Required to Complete RegistrationSubmit"

Certify & Submit

Preparer's Initials

Preparer's Name *

Preparer's Email Address *

Today's Date

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

★ Required to Complete Registration