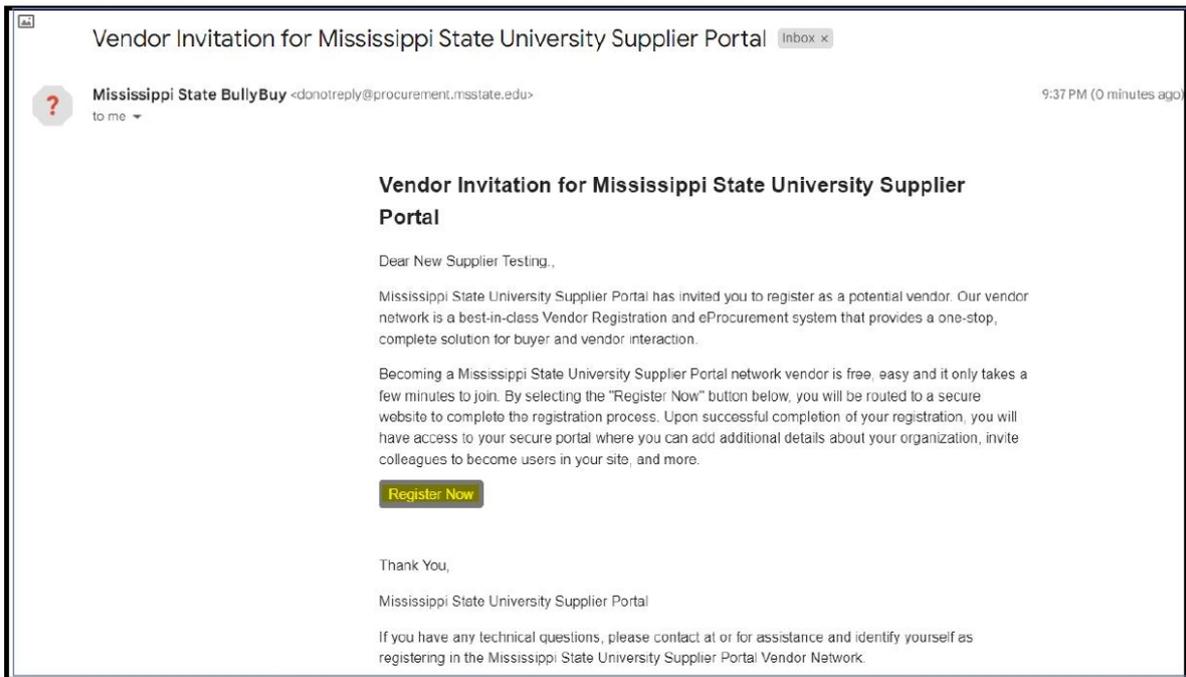


# Complete Supplier Registration in Bully Buy



1

Look for the invitation email sent to you via e-mail. Click on Register Now to start the process.

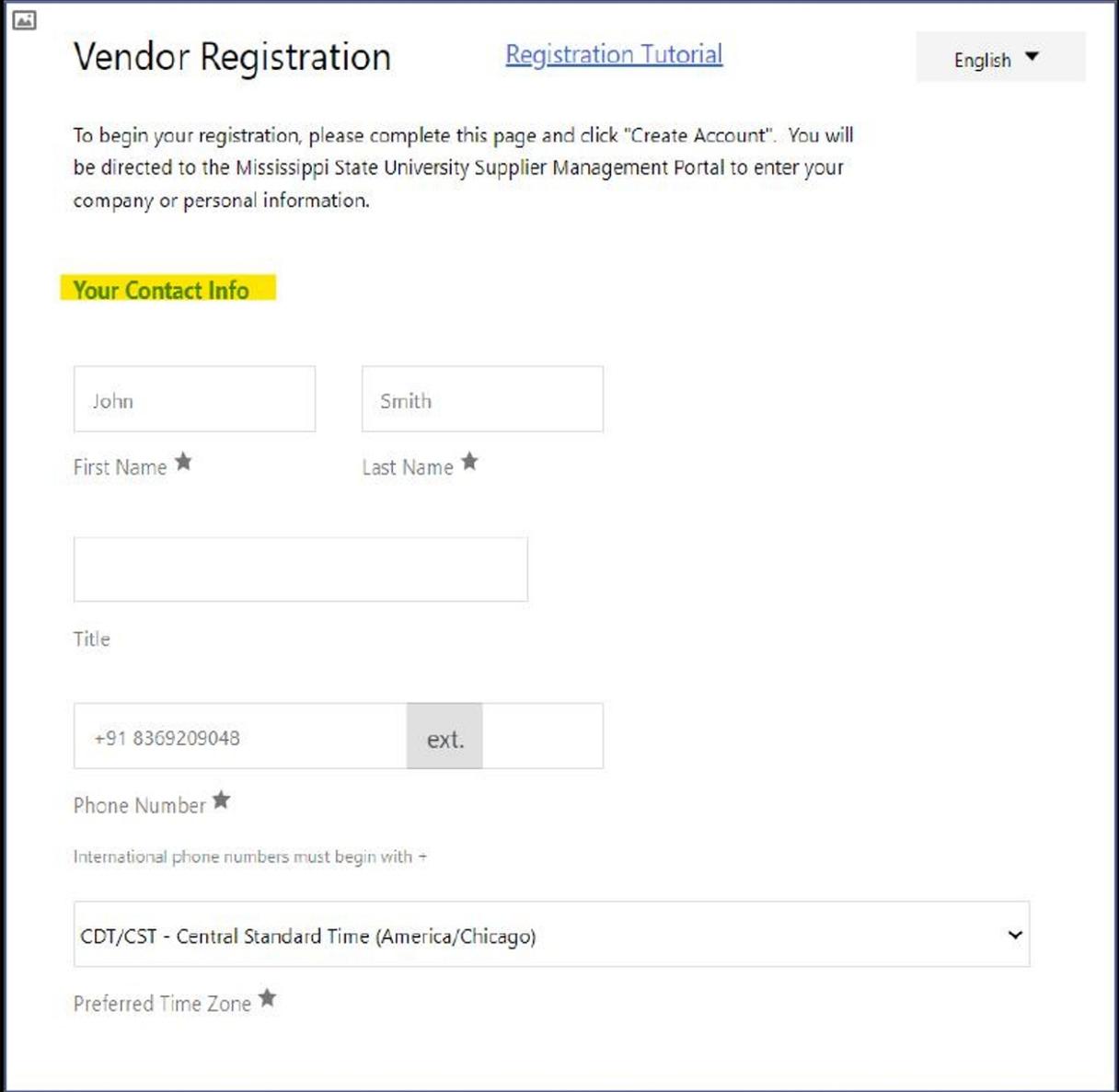


2

On the welcome page click on Continue with Registration



### 3 Add your contact information



The image shows a screenshot of a web form titled "Vendor Registration". The form is enclosed in a black border. At the top left, there is a small icon of a person. The title "Vendor Registration" is in a large, bold font. To its right is a link "Registration Tutorial" and a language dropdown menu set to "English". Below the title, there is a paragraph of text: "To begin your registration, please complete this page and click 'Create Account'. You will be directed to the Mississippi State University Supplier Management Portal to enter your company or personal information." Below this text is a yellow highlighted section header "Your Contact Info". The form contains several input fields: "First Name" with the value "John", "Last Name" with the value "Smith", "Title" (empty), "Phone Number" with the value "+91 8369209048" and an "ext." field, and "Preferred Time Zone" with a dropdown menu showing "CDT/CST - Central Standard Time (America/Chicago)". Each field is followed by a red star icon indicating it is required.

**Vendor Registration** [Registration Tutorial](#) English ▾

To begin your registration, please complete this page and click "Create Account". You will be directed to the Mississippi State University Supplier Management Portal to enter your company or personal information.

**Your Contact Info**

John Smith

First Name ★ Last Name ★

Title

+91 8369209048 ext.

Phone Number ★

International phone numbers must begin with +

CDT/CST - Central Standard Time (America/Chicago) ▾

Preferred Time Zone ★

## 4 Add your login details then Click Create Account.

**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.

supplieresting353@gmail.com

Email ★

supplieresting353@gmail.com

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

 hCaptcha  
Privacy - Terms

**Create Account**

## 5 Click "Get Started"

**Jelly Fish Farm 3**

**Welcome to Vendor Registration** [?]

**Request for:**  
Mississippi State University Supplier

complete

view

information

on

Welcome to Mississippi State University's Supplier Registration

You may need to have the following information on hand in order to complete the registration process:

- Addresses-Fulfillment/Remittance address information
- Contact information
- Signed W9/Tax information

Please make sure that all requested/required fields are completed. Failure to provide the necessary information being requested may lead to a delay in approving your Supplier account.

If you have any technical questions, please contact JAGGAER Support at 800-233-1121 for assistance and identify yourself as registering for Mississippi State University. For any other questions related to the registration process, please contact [bbhelp@procurement.msstate.edu](mailto:bbhelp@procurement.msstate.edu).

**Required to Start Registration**

Legal Company Name \*

★ Required to Complete Registration

**Get Started** **Save Changes**

## 6 Insert your DBA (if applicable)

Editing this profile registration on behalf of: The Jelly Fish Farm 3 using Vendor Profile

### Jelly Fish Farm 3

Progress for: Mississippi State University Supplier

Complete

#### Company Overview

Dear New MSU Vendor:

Thank you for wanting to do business with Mississippi State University.

We look forward to doing business with you.

If you would like more information on doing business with MSU, please see our [MSU Vendor Guide](#)

To enable us to do business with you or your firm, we need your assistance. In order for MSU to make prompt payment to you for any goods or services we must first enter the appropriate information into our accounting system. Please complete the following forms and return them to us according to the directions on the individual forms.

It is imperative that you provide complete and accurate information so that we can properly pay you as well as report our business transactions.

Some people may not be comfortable with direct deposits, so let me explain how they work. When we receive an invoice from you, we make an ach transfer of funds from our bank to your bank account. At the same time we issue you an email advising you of the transaction. The "remittance advice" email will tell you the invoice paid and the amount paid.

If we are paying against several invoices, each will be listed individually with the amount paid against the individual invoices.

Again, thank you for your interest in doing business with us.

Doing Business As (DBA)

Legal Structure \*

Tax ID Number

#### Additional Questions

Diversity Classification (if not applicable, select 'Not Applicable') \*

★ Required to Complete Registration

## 7 Select your Legal Structure.

### The Jelly Fish Farm 3

Registration In Progress for: Mississippi State University Supplier Portal

0 of 5 Steps Complete

Welcome

#### Company Overview

Addresses

Contacts

Payment Information

Tax Information

Certify & Submit

#### Company Overview

Dear New MSU Vendor:

Thank you for wanting to do business with Mississippi State University.

We look forward to doing business with you.

If you would like more information on doing business with MSU, please see our [MSU Vendor Guide](#)

To enable us to do business with you or your firm, we need your assistance. In order for MSU to make prompt payment to you for any goods or services we must first enter the appropriate information into our accounting system. Please complete the following forms and return them to us according to the directions on the individual forms.

It is imperative that you provide complete and accurate information so that we can properly pay you as well as report our business transactions.

Some people may not be comfortable with direct deposits, so let me explain how they work. When we receive an invoice from you, we make an ach transfer of funds from our bank to your bank account. At the same time we issue you an email advising you of the transaction. The "remittance advice" email will tell you the invoice paid and the amount paid.

If we are paying against several invoices, each will be listed individually with the amount paid against the individual invoices.

Again, thank you for your interest in doing business with us.

Doing Business As (DBA)

Legal Structure \*

Tax ID Number Type

Tax ID Number

#### Additional Questions

Diversity Classification (if not applicable, select 'Not Applicable') \*

★ Required to Complete Registration

## 8 Select your Tax ID number Type

**The Jelly Fish Farm 3**

Registration In Progress for:  
Mississippi State University Supplier Portal

0 of 5 Steps Complete

Welcome

**Company Overview** ▲

Addresses ▲

Contacts ▲

Payment Information ▲

Tax Information ▲

Certify & Submit

### Company Overview

Dear New MSU Vendor:

Thank you for wanting to do business with Mississippi State University.

We look forward to doing business with you.

If you would like more information on doing business with MSU, please see our [MSU Vendor Guide](#)

To enable us to do business with you or your firm, we need your assistance. In order for MSU to make prompt payment to you for any goods or services we must first enter the appropriate information into our accounting system. Please complete the following forms and return them to us according to the directions on the individual forms.

It is imperative that you provide complete and accurate information so that we can properly pay you as well as report our business transactions.

Some people may not be comfortable with direct deposits, so let me explain how they work. When we receive an invoice from you, we make an ach transfer of funds from our bank to your bank account. At the same time we issue you an email advising you of the transaction. The "remittance advice" email will tell you the invoice paid and the amount paid.

If we are paying against several invoices, each will be listed individually with the amount paid against the individual invoices.

Again, thank you for your interest in doing business with us.

Doing Business As (DBA)

Legal Structure \* Individual/Sole Proprietor or Single-Member LLC ▼

Tax ID Number Type **Employer Identification Number** ▼

Tax ID Number \*

#### Additional Questions

Diversity Classification (if not applicable, select 'Not Applicable') \*

★ Required to Complete Registration

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

## 9 Click the "Tax ID Number" field.

**The Jelly Fish Farm 3**

Registration In Progress for:  
Mississippi State University Supplier Portal

0 of 5 Steps Complete

Welcome

**Company Overview** ▲

Addresses ▲

Contacts ▲

Payment Information ▲

Tax Information ▲

Certify & Submit

### Company Overview

Dear New MSU Vendor:

Thank you for wanting to do business with Mississippi State University.

We look forward to doing business with you.

If you would like more information on doing business with MSU, please see our [MSU Vendor Guide](#)

To enable us to do business with you or your firm, we need your assistance. In order for MSU to make prompt payment to you for any goods or services we must first enter the appropriate information into our accounting system. Please complete the following forms and return them to us according to the directions on the individual forms.

It is imperative that you provide complete and accurate information so that we can properly pay you as well as report our business transactions.

Some people may not be comfortable with direct deposits, so let me explain how they work. When we receive an invoice from you, we make an ach transfer of funds from our bank to your bank account. At the same time we issue you an email advising you of the transaction. The "remittance advice" email will tell you the invoice paid and the amount paid.

If we are paying against several invoices, each will be listed individually with the amount paid against the individual invoices.

Again, thank you for your interest in doing business with us.

Doing Business As (DBA)

Legal Structure \* Individual/Sole Proprietor or Single-Member LLC ▼

Tax ID Number Type Employer Identification Number ▼

Tax ID Number \*

#### Additional Questions

Diversity Classification (if not applicable, select 'Not Applicable') \*

★ Required to Complete Registration

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

## 10 Click here to select your diversity classifications (if applicable)

Registration In Progress for:  
Mississippi State University Supplier Portal  
0 of 5 Steps Complete

Welcome

**Company Overview**

Addresses

Contacts

Payment Information

Tax Information

Certify & Submit

Dear New MSU Vendor:  
Thank you for wanting to do business with Mississippi State University.  
We look forward to doing business with you.  
If you would like more information on doing business with MSU, please see our [MSU Vendor Guide](#).

To enable us to do business with you or your firm, we need your assistance. In order for MSU to make prompt payment to you for any goods or services we must first enter the appropriate information into our accounting system. Please complete the following forms and return them to us according to the directions on the individual forms.

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If we are paying against several invoices, each will be listed individually with the amount paid against the individual invoices.

Again, thank you for your interest in doing business with us.

Doing Business As (DBA)

Legal Structure \*

Tax ID Number Type

Tax ID Number \*

**Additional Questions**

Diversity Classification (if not applicable, select 'Not Applicable') \*

★ Required to Complete Registration

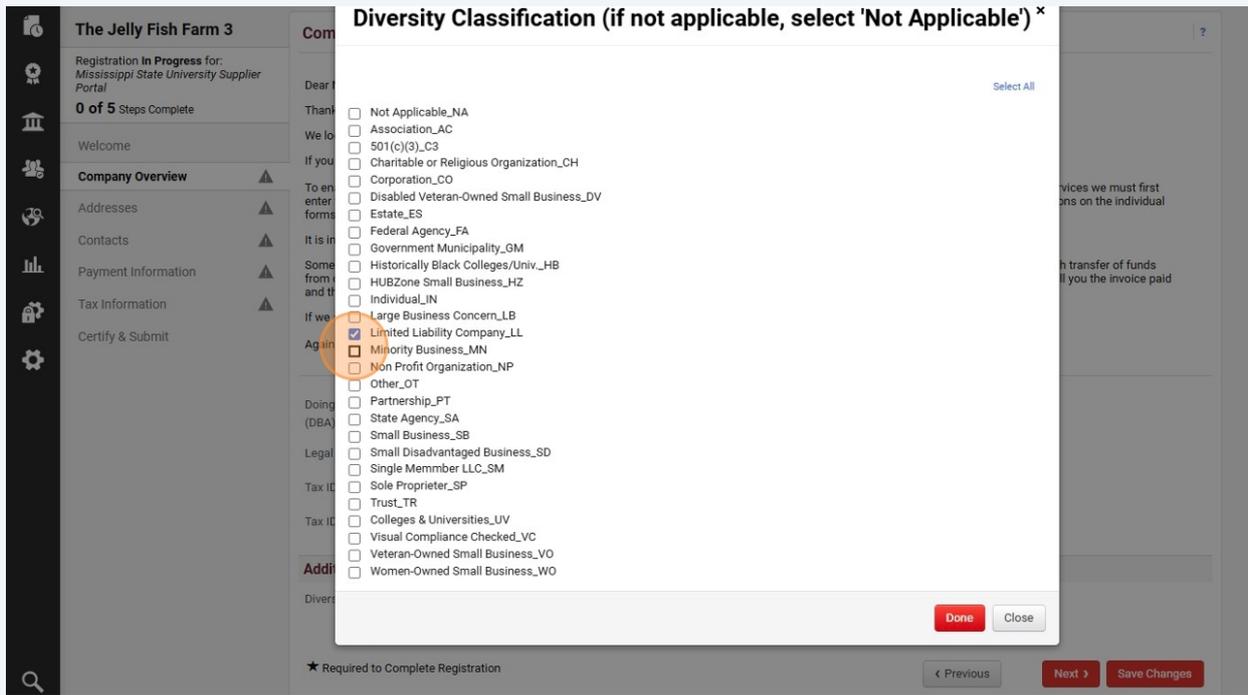
## 11 Click the "Limited Liability Company\_LL" field.

**Diversity Classification (if not applicable, select 'Not Applicable') \***

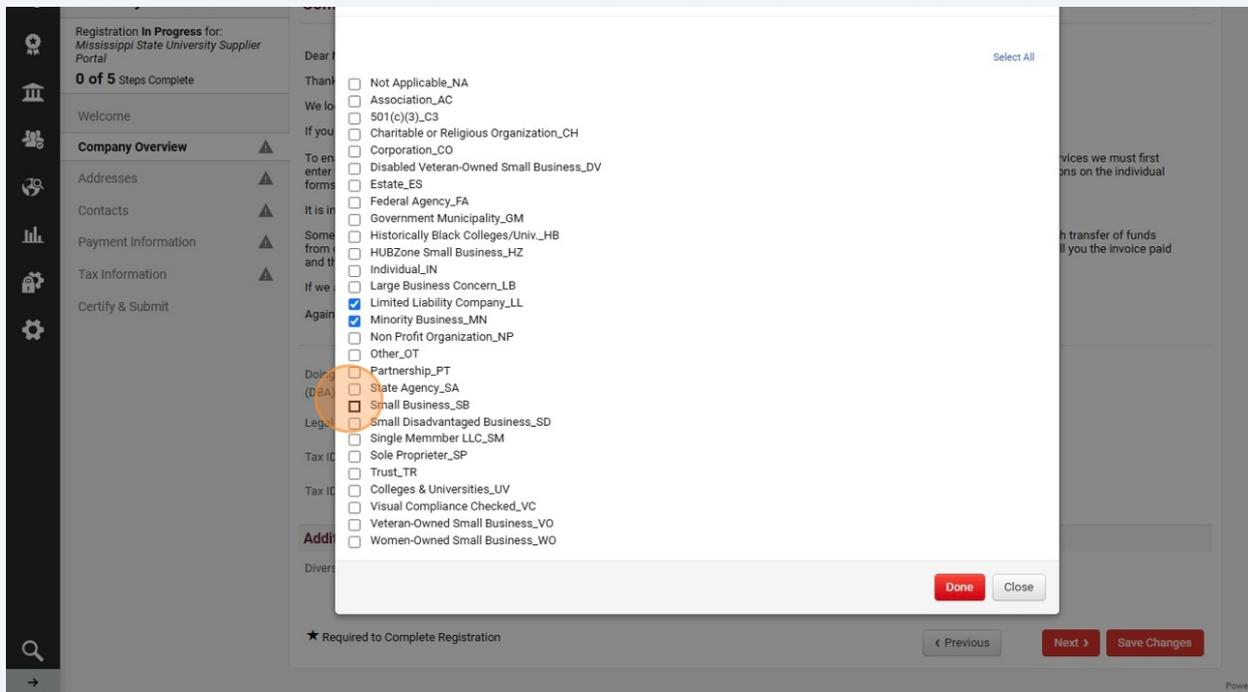
Select All

- Not Applicable\_NA
- Association\_AC
- 501(c)(3)\_C3
- Charitable or Religious Organization\_CH
- Corporation\_CO
- Disabled Veteran-Owned Small Business\_DV
- Estate\_ES
- Federal Agency\_FA
- Government Municipality\_GM
- Historically Black Colleges/Univ\_HB
- HUBZone Small Business\_HZ
- Individual\_IN
- Large Business Concern\_LB
- Limited Liability Company\_LL
- Minority Business\_MN
- Non Profit Organization\_NP
- Other\_OT
- Partnership\_PT
- State Agency\_SA
- Small Business\_SB
- Small Disadvantaged Business\_SD
- Single Member LLC\_SM
- Sole Proprietor\_SP
- Trust\_TR
- Colleges & Universities\_UV
- Visual Compliance Checked\_VC
- Veteran-Owned Small Business\_VO
- Women-Owned Small Business\_WO

12 Click the "Minority Business\_MN" field.



13 Click the "Small Business\_SB" field.



## 14 Click the "Women-Owned Small Business\_WO" field.

Registration In Progress for:  
Mississippi State University Supplier  
Portal

0 of 5 Steps Complete

Company Overview

Addresses

Contacts

Payment Information

Tax Information

Certify & Submit

Dear [Name],

Thank you for your interest in becoming a supplier for Mississippi State University. We look forward to working with you.

If you are a business owner, please select the type of business you are:

To enter forms, please select the type of business you are:

It is important to select the correct business type to ensure that you receive the appropriate services we must first process on the individual business.

Some information from this form will be used to process the transfer of funds to you once the invoice is paid.

If we have any questions, please contact us at [Phone Number].

Again, thank you for your interest in becoming a supplier for Mississippi State University.

Doing Business As (DBA)

Legal Entity

Tax ID

Tax ID

Additional Information

Diversity

Not Applicable\_NA

Association\_AC

501(c)(3)\_C3

Charitable or Religious Organization\_CH

Corporation\_CO

Disabled Veteran-Owned Small Business\_DV

Estate\_ES

Federal Agency\_FA

Government Municipality\_GM

Historically Black Colleges/Univ\_HB

HUBZone Small Business\_HZ

Individual\_IN

Large Business Concern\_LB

Limited Liability Company\_LL

Minority Business\_MN

Non Profit Organization\_NP

Other\_OT

Partnership\_PT

State Agency\_SA

Small Business\_SB

Small Disadvantaged Business\_SD

Single Member LLC\_SM

Sole Proprietor\_SP

Trust\_TR

Colleges & Universities\_UV

Visual Compliance Checked\_VC

Veteran-Owned Small Business\_VO

Women-Owned Small Business\_WO

Select All

Done Close

★ Required to Complete Registration

Previous Next Save Changes

## 15 Click "Done"

Progress for:  
Mississippi State University Supplier  
Portal

0 of 5 Steps Complete

Company Overview

Addresses

Contacts

Payment Information

Tax Information

Certify & Submit

Dear [Name],

Thank you for your interest in becoming a supplier for Mississippi State University. We look forward to working with you.

If you are a business owner, please select the type of business you are:

To enter forms, please select the type of business you are:

It is important to select the correct business type to ensure that you receive the appropriate services we must first process on the individual business.

Some information from this form will be used to process the transfer of funds to you once the invoice is paid.

If we have any questions, please contact us at [Phone Number].

Again, thank you for your interest in becoming a supplier for Mississippi State University.

Doing Business As (DBA)

Legal Entity

Tax ID

Tax ID

Additional Information

Diversity

Not Applicable\_NA

Association\_AC

501(c)(3)\_C3

Charitable or Religious Organization\_CH

Corporation\_CO

Disabled Veteran-Owned Small Business\_DV

Estate\_ES

Federal Agency\_FA

Government Municipality\_GM

Historically Black Colleges/Univ\_HB

HUBZone Small Business\_HZ

Individual\_IN

Large Business Concern\_LB

Limited Liability Company\_LL

Minority Business\_MN

Non Profit Organization\_NP

Other\_OT

Partnership\_PT

State Agency\_SA

Small Business\_SB

Small Disadvantaged Business\_SD

Single Member LLC\_SM

Sole Proprietor\_SP

Trust\_TR

Colleges & Universities\_UV

Visual Compliance Checked\_VC

Veteran-Owned Small Business\_VO

Women-Owned Small Business\_WO

Select All

Done Close

★ Required to Complete Registration

Previous Next Save Changes

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## 16 Click "Next"

**Progress for:**  
Mississippi State University Supplier

complete

Review

Information

on

nit

**Company Overview**

Dear New MSU Vendor:

Thank you for wanting to do business with Mississippi State University.

We look forward to doing business with you.

If you would like more information on doing business with MSU, please see our [MSU Vendor Guide](#)

To enable us to do business with you or your firm, we need your assistance. In order for MSU to make prompt payment to you for any goods or services we must first enter the appropriate information into our accounting system. Please complete the following forms and return them to us according to the directions on the individual forms.

It is imperative that you provide complete and accurate information so that we can properly pay you as well as report our business transactions.

Some people may not be comfortable with direct deposits, so let me explain how they work. When we receive an invoice from you, we make an ach transfer of funds from our bank to your bank account. At the same time we issue you an email advising you of the transaction. The "remittance advice" email will tell you the invoice paid and the amount paid.

If we are paying against several invoices, each will be listed individually with the amount paid against the individual invoices.

Again, thank you for your interest in doing business with us.

Doing Business As (DBA)

Legal Structure \*

Tax ID Number Type

Tax ID Number \*

**Additional Questions**

Diversity Classification (if not applicable, select 'Not Applicable') \*

4 Values Selected

★ Required to Complete Registration

Powered by JAGGAER | [Privacy Policy](#)

## 17 Click "Add Fulfillment/Remittance Address"

[Back to Internal Vendor Profile](#)

You are editing this profile registration on behalf of: The Jelly Fish Farm 3 using Vendor Profile

**The Jelly Fish Farm 3**

Registration In Progress for:  
Mississippi State University Supplier Portal

2 of 6 Steps Complete

Welcome

Company Overview

**Addresses**

Contacts

Payment Information

Tax Information

Screening Questions For ...

Certify & Submit

**Addresses**

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

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

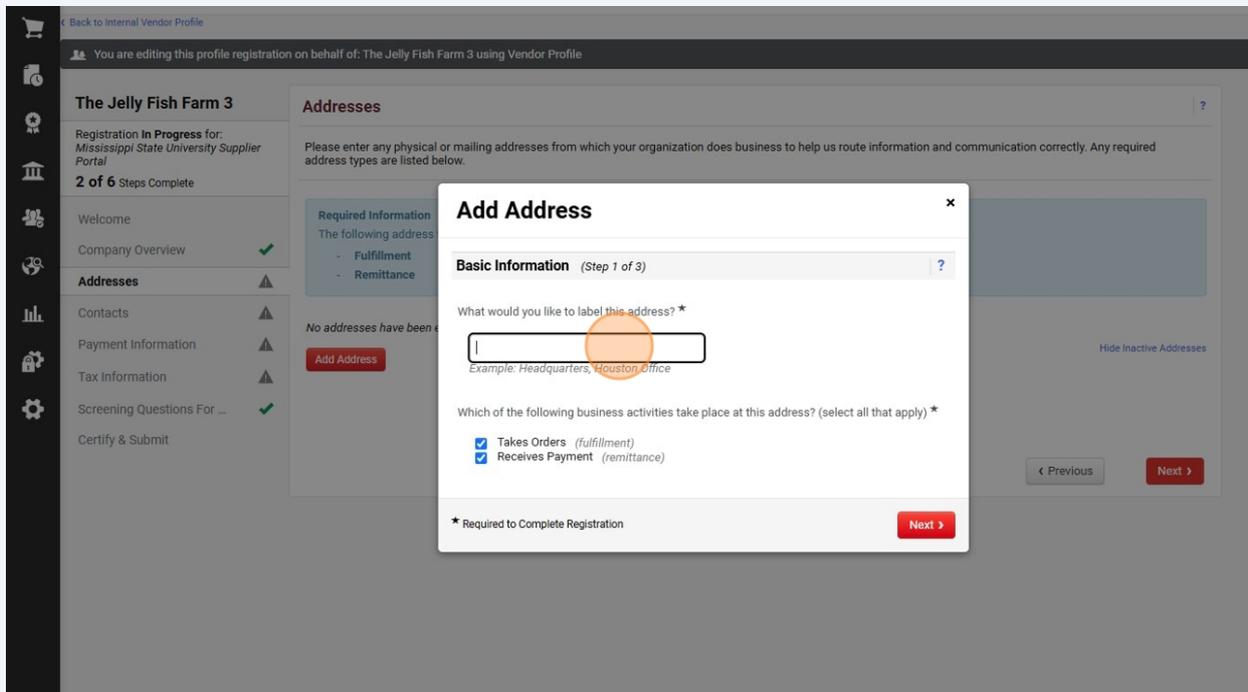
- Fulfillment
- Remittance

No addresses have been entered

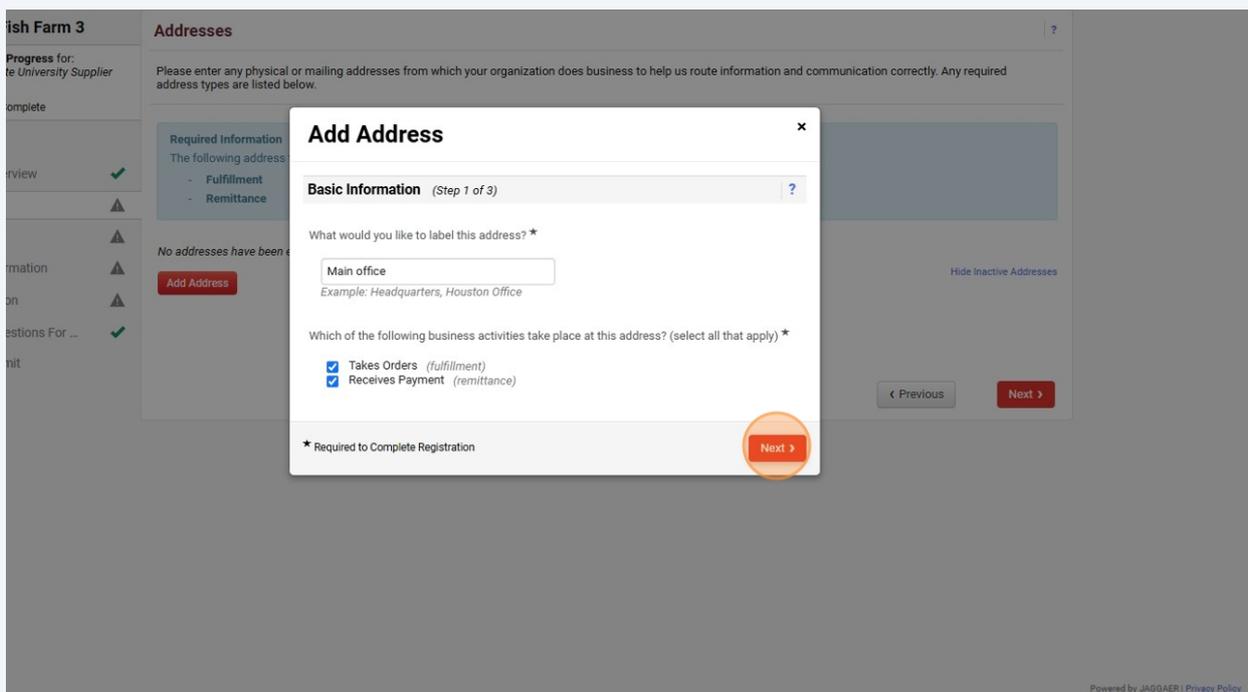
[Hide Inactive Addresses](#)

18 Click the "What would you like to label this address?" field.

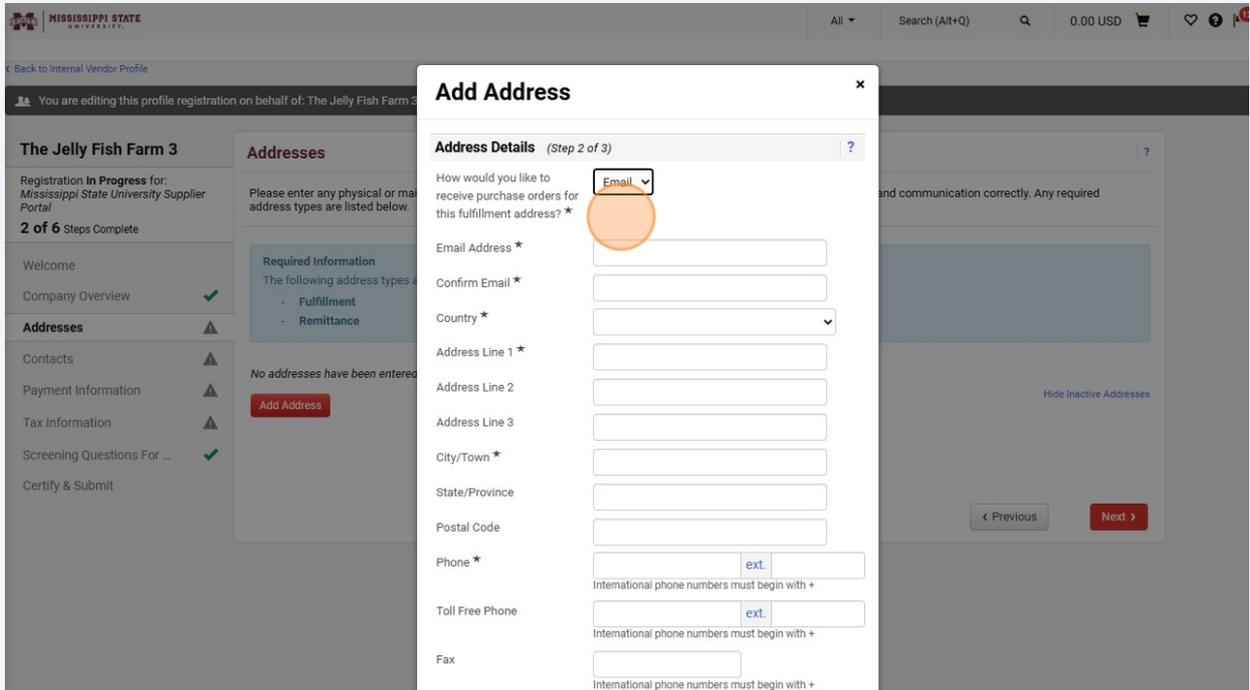
Note: If your fulfillment and remittance addresses are separate please uncheck receives payment box.



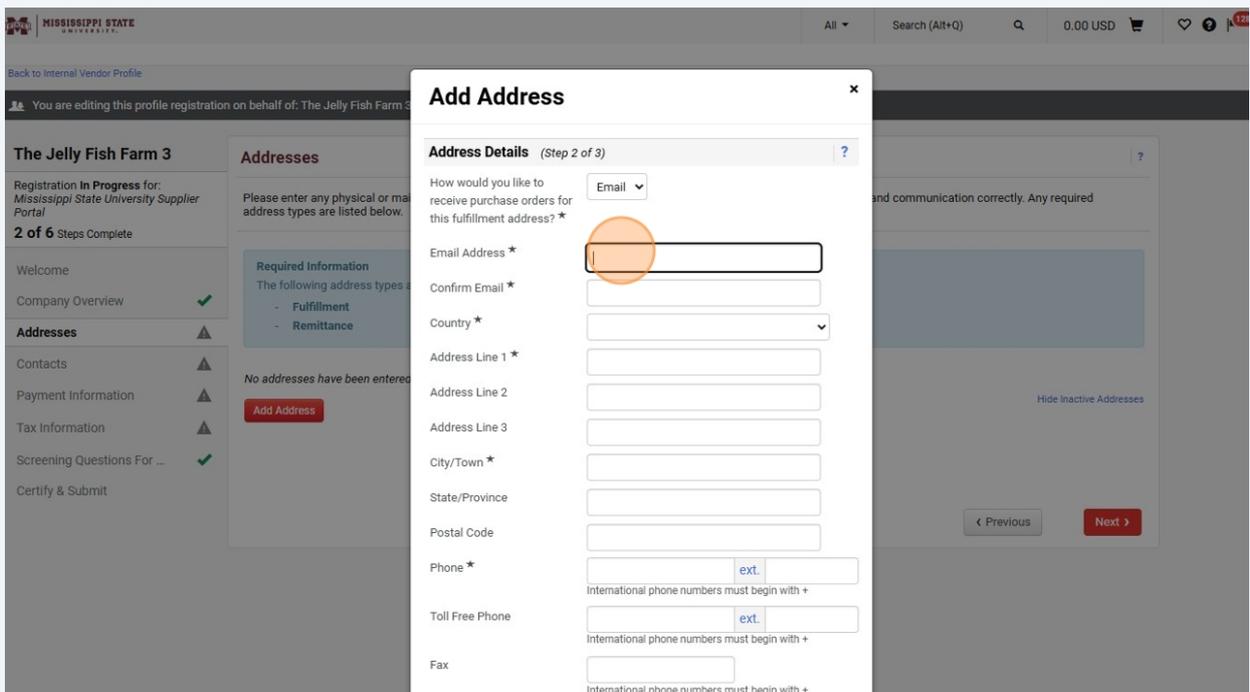
19 Click "Next"



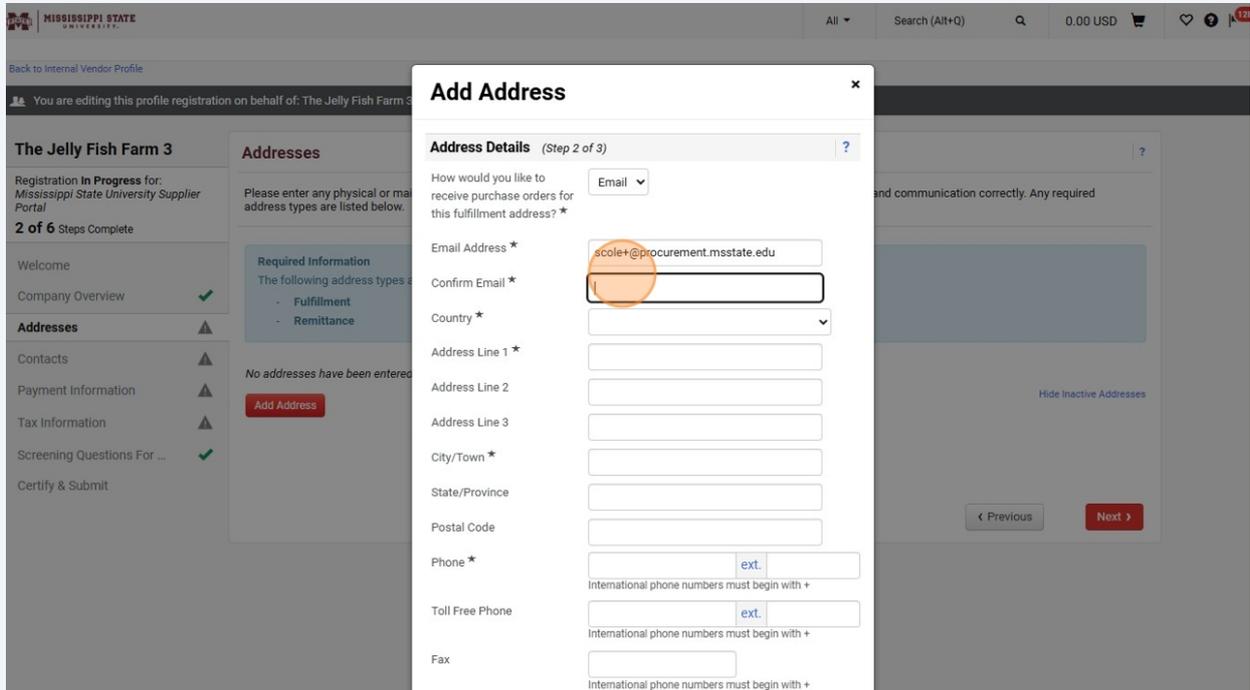
20 Select the "Email" option.



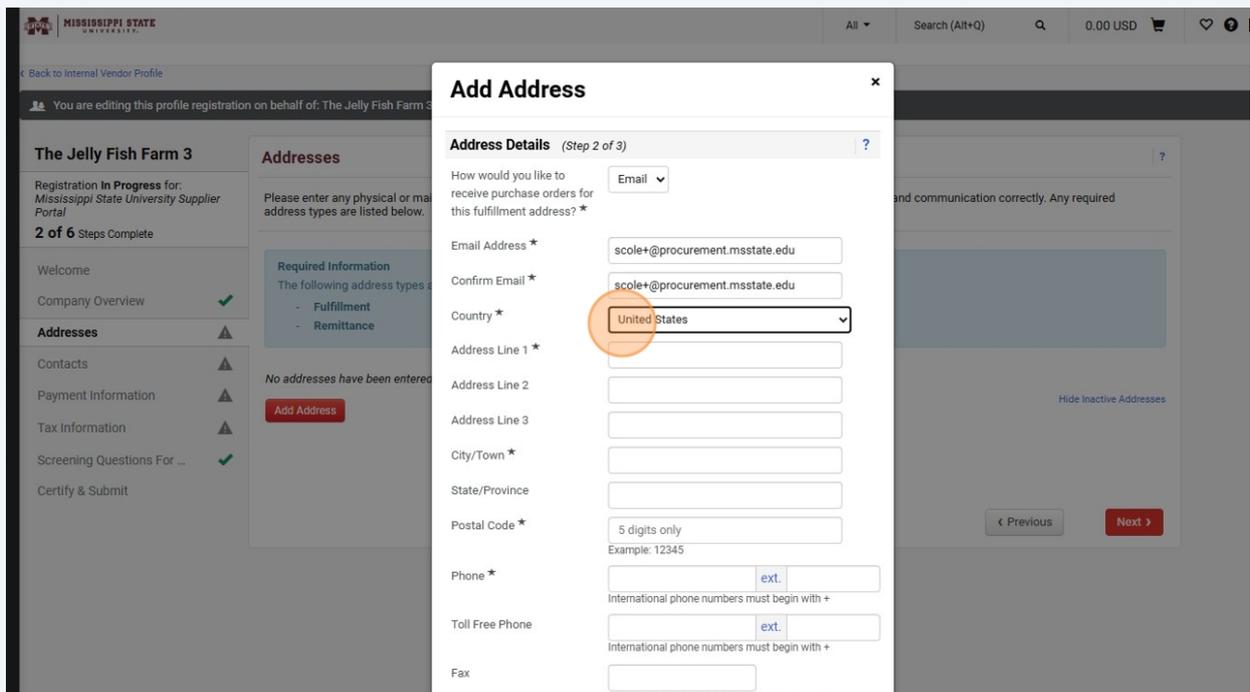
21 Click the "Email Address" field.



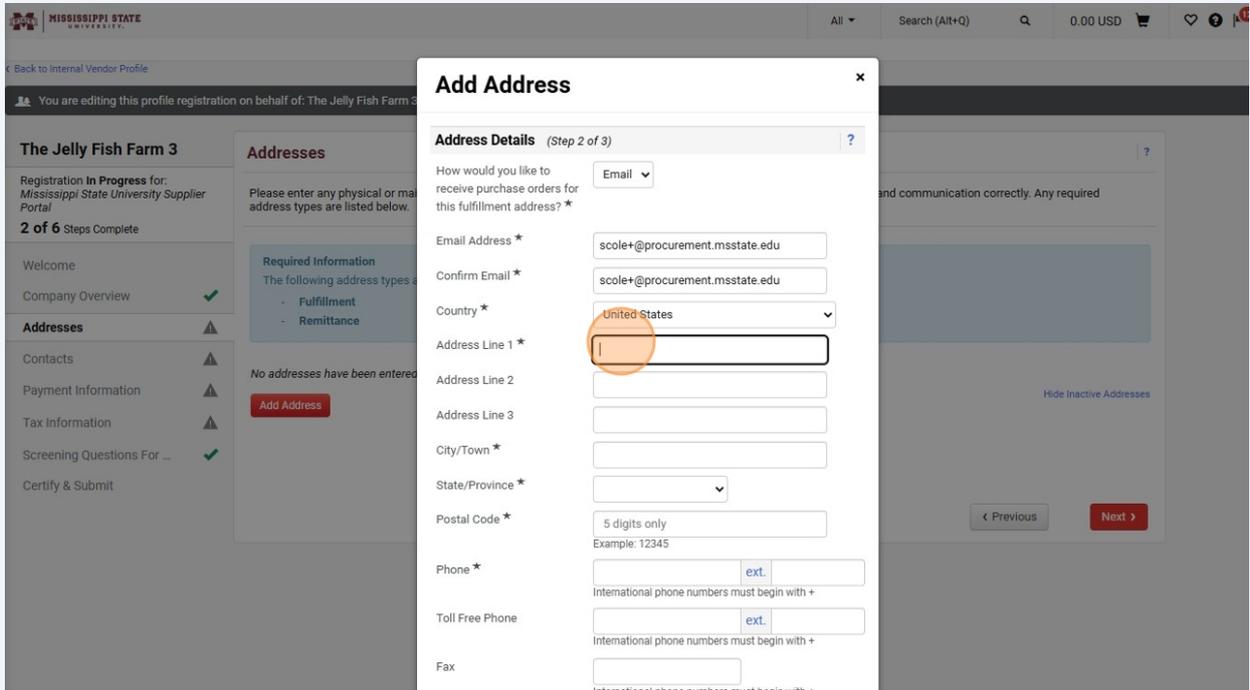
22 Click the "Confirm Email" field.



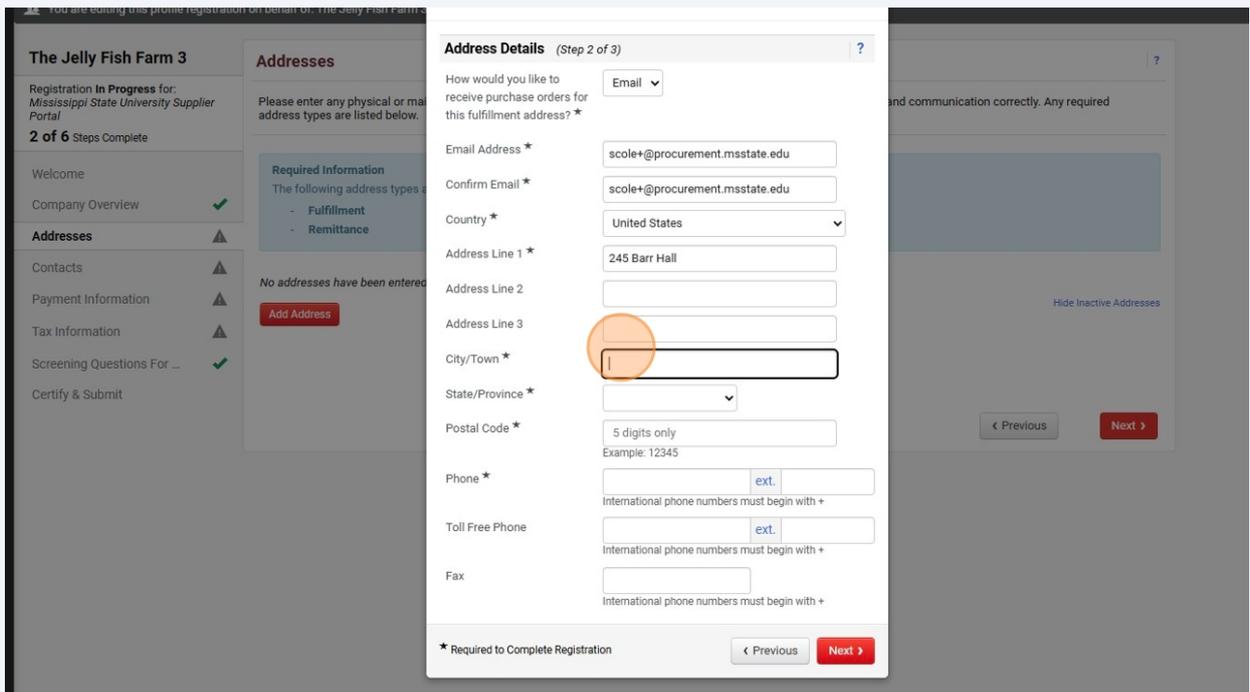
23 Select the "United States" option.



24 Click the "Address Line 1" field.



25 Click the "City/Town" field.



26 Select the "Mississippi" option.

The Jelly Fish Farm 3  
Registration In Progress for: Mississippi State University Supplier Portal  
2 of 6 Steps Complete

Addresses  
Please enter any physical or mail address types are listed below.

Required Information  
The following address types are required:  
- Fulfillment  
- Remittance

No addresses have been entered  
[Add Address](#)

Address Details (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address? \*  
Email

Email Address \*  
scole+@procurement.msstate.edu

Confirm Email \*  
scole+@procurement.msstate.edu

Country \*  
United States

Address Line 1 \*  
245 Barr Hall

Address Line 2

Address Line 3

City/Town \*  
Miss State

State/Province \*  
Mississippi

Postal Code \*  
5 digits only  
Example: 12345

Phone \*  
ext.  
International phone numbers must begin with +

Toll Free Phone  
ext.  
International phone numbers must begin with +

Fax  
International phone numbers must begin with +

\* Required to Complete Registration  
[Previous](#) [Next](#)

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27 Click the "Postal Code" field.

The Jelly Fish Farm 3  
Registration In Progress for: Mississippi State University Supplier Portal  
2 of 6 Steps Complete

Addresses  
Please enter any physical or mail address types are listed below.

Required Information  
The following address types are required:  
- Fulfillment  
- Remittance

No addresses have been entered  
[Add Address](#)

Address Details (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address? \*  
Email

Email Address \*  
scole+@procurement.msstate.edu

Confirm Email \*  
scole+@procurement.msstate.edu

Country \*  
United States

Address Line 1 \*  
245 Barr Hall

Address Line 2

Address Line 3

City/Town \*  
Miss State

State/Province \*  
Mississippi

Postal Code \*  
5 digits only  
Example: 12345

Phone \*  
ext.  
International phone numbers must begin with +

Toll Free Phone  
ext.  
International phone numbers must begin with +

Fax  
International phone numbers must begin with +

\* Required to Complete Registration  
[Previous](#) [Next](#)

Powered by JAGGA

## 28 Click the "Phone" field.

**The Jelly Fish Farm 3**  
Registration In Progress for: Mississippi State University Supplier Portal  
2 of 6 Steps Complete

**Addresses**  
Please enter any physical or mail address types are listed below.

**Required Information**  
The following address types are required:  
- Fulfillment  
- Remittance

No addresses have been entered.  
[Add Address](#)

**Address Details (Step 2 of 3)**

How would you like to receive purchase orders for this fulfillment address? \*  
Email

Email Address \*  
scole+@procurement.msstate.edu

Confirm Email \*  
scole+@procurement.msstate.edu

Country \*  
United States

Address Line 1 \*  
245 Barr Hall

Address Line 2

Address Line 3

City/Town \*  
Miss State

State/Province \*  
Mississippi

Postal Code \*  
39762  
Example: 12345

Phone \*  
1 ext.  
International phone numbers must begin with +

Toll Free Phone  
ext.  
International phone numbers must begin with +

Fax  
International phone numbers must begin with +

\* Required to Complete Registration  
[Previous](#) [Next](#)

## 29 Click "Next"

**The Jelly Fish Farm 3**  
Registration In Progress for: Mississippi State University Supplier Portal  
2 of 6 Steps Complete

**Addresses**  
Please enter any physical or mail address types are listed below.

**Required Information**  
The following address types are required:  
- Fulfillment  
- Remittance

No addresses have been entered.  
[Add Address](#)

**Address Details (Step 2 of 3)**

How would you like to receive purchase orders for this fulfillment address? \*  
Email

Email Address \*  
scole+@procurement.msstate.edu

Confirm Email \*  
scole+@procurement.msstate.edu

Country \*  
United States

Address Line 1 \*  
245 Barr Hall

Address Line 2

Address Line 3

City/Town \*  
Miss State

State/Province \*  
Mississippi

Postal Code \*  
39762  
Example: 12345

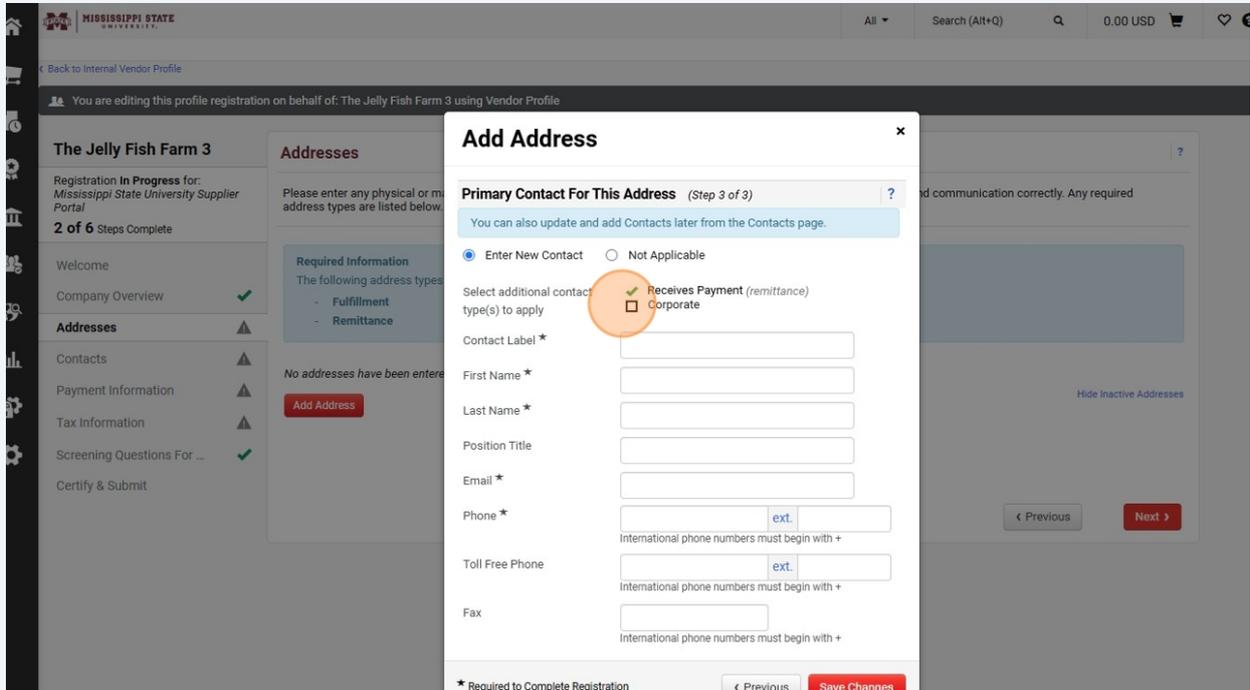
Phone \*  
6623258935 ext.  
International phone numbers must begin with +

Toll Free Phone  
ext.  
International phone numbers must begin with +

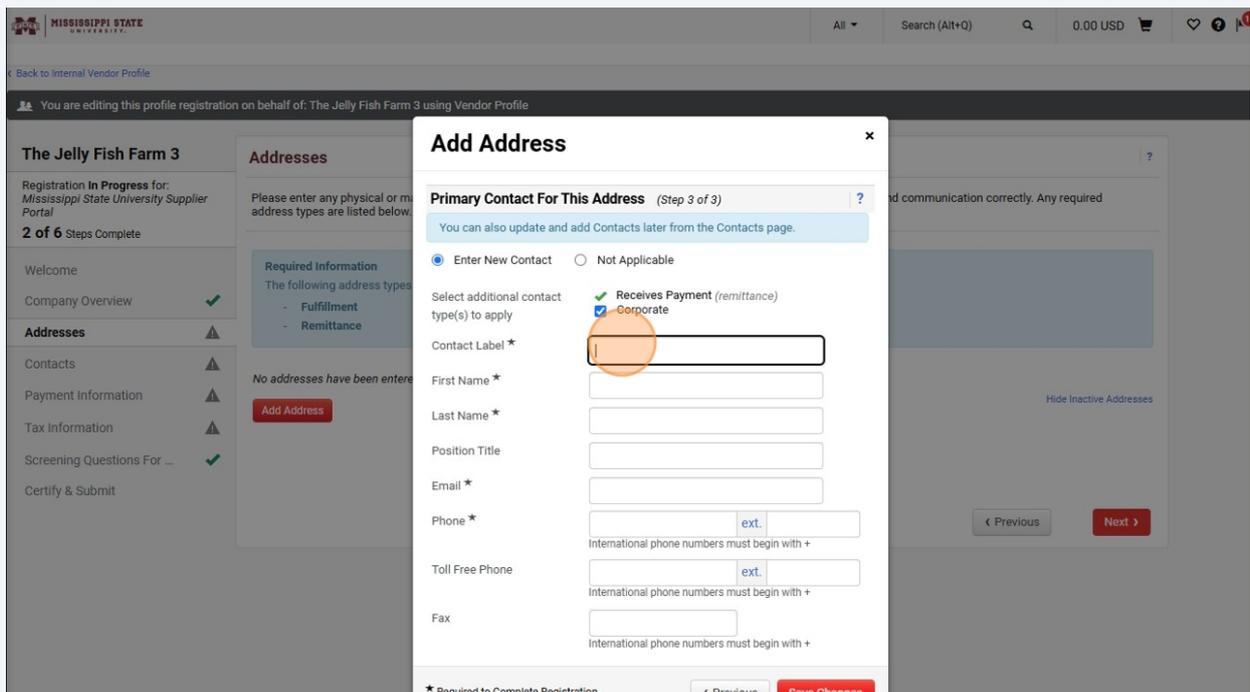
Fax  
International phone numbers must begin with +

\* Required to Complete Registration  
[Previous](#) [Next](#)

30 Click the "Corporate" field.



31 Click the "Contact Label" field.



## 32 Click "Save Changes"

The screenshot shows a web interface for adding an address. The main window is titled "Add Address" and is part of a "Primary Contact For This Address" form (Step 3 of 3). The form includes fields for Contact Label, First Name, Last Name, Position Title, Email, Phone, Toll Free Phone, and Fax. The "Phone" field is currently empty. The "Save Changes" button is highlighted with an orange circle. The background shows a sidebar with navigation options and a main content area with a list of addresses.

**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

Receives Payment (remittance)  
 Corporate

Contact Label \* Accounts Payable

First Name \* Sasha

Last Name \* Cole

Position Title

Email \* scole+@procurement.msstate.edu

Phone \* ext. International phone numbers must begin with +

Toll Free Phone ext. International phone numbers must begin with +

Fax International phone numbers must begin with +

\* Required to Complete Registration

Previous Save Changes

## 33 Click the "Phone" field.

The screenshot shows the same "Add Address" form as in step 32. An error message is displayed at the top of the form: "Errors" with a red 'x' icon, stating "Phone: Required field cannot be empty." The "Phone" field is highlighted with an orange circle. The "Save Changes" button is still visible at the bottom right. The background shows the same sidebar and main content area.

**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

**Errors**

- Phone: Required field cannot be empty.

Select additional contact type(s) to apply

Receives Payment (remittance)  
 Corporate

Contact Label \* Accounts Payable

First Name \* Sasha

Last Name \* Cole

Position Title

Email \* scole+@procurement.msstate.edu

Phone \* ext. International phone numbers must begin with +

Toll Free Phone ext. International phone numbers must begin with +

Fax International phone numbers must begin with +

\* Required to Complete Registration

Previous Save Changes

## 34 Click "Save Changes"

**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

**Errors**

- Phone: Required field cannot be empty.

Select additional contact type(s) to apply

Receives Payment (remittance)

Corporate

Contact Label \* Accounts Payable

First Name \* Sasha

Last Name \* Cole

Position Title

Email \* scole+@procurement.msstate.edu

Phone \* 6623258935 ext. International phone numbers must begin with +

Toll Free Phone ext. International phone numbers must begin with +

Fax International phone numbers must begin with +

\* Required to Complete Registration

Previous Save Changes

## 35 Click "Next"

**Contacts** ?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Contact Label	Contact Types	Name	Email
Accounts Payable	Corporate (Primary) Remittance (Primary)	Cole, Sasha	scole+@procurement.msstate.edu

Add Contact

Show Inactive Contacts

Previous Next

## 36 Click "Add Payment Information"

MISSISSIPPI STATE UNIVERSITY

All Search (Alt+Q) 0.00 USD

Back to Internal Vendor Profile

You are editing this profile registration on behalf of: The Jelly Fish Farm 3 using Vendor Profile

**The Jelly Fish Farm 3**

Registration In Progress for: Mississippi State University Supplier Portal  
4 of 6 Steps Complete

- Welcome
- Company Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ▲**
- Tax Information ▲
- Screening Questions For ... ✓
- Certify & Submit

**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.

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

No payment information has been entered.

**Add Payment Information** ▼

Previous Next

## 37 Add your preferred Payment Method.

MISSISSIPPI STATE UNIVERSITY

All Search (Alt+Q) 0.00 USD

Back to Internal Vendor Profile

You are editing this profile registration on behalf of: The Jelly Fish Farm 3 using Vendor Profile

**The Jelly Fish Farm 3**

Registration In Progress for: Mississippi State University Supplier Portal  
4 of 6 Steps Complete

- Welcome
- Company Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ▲**
- Tax Information ▲
- Screening Questions For ... ✓
- Certify & Submit

**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.

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

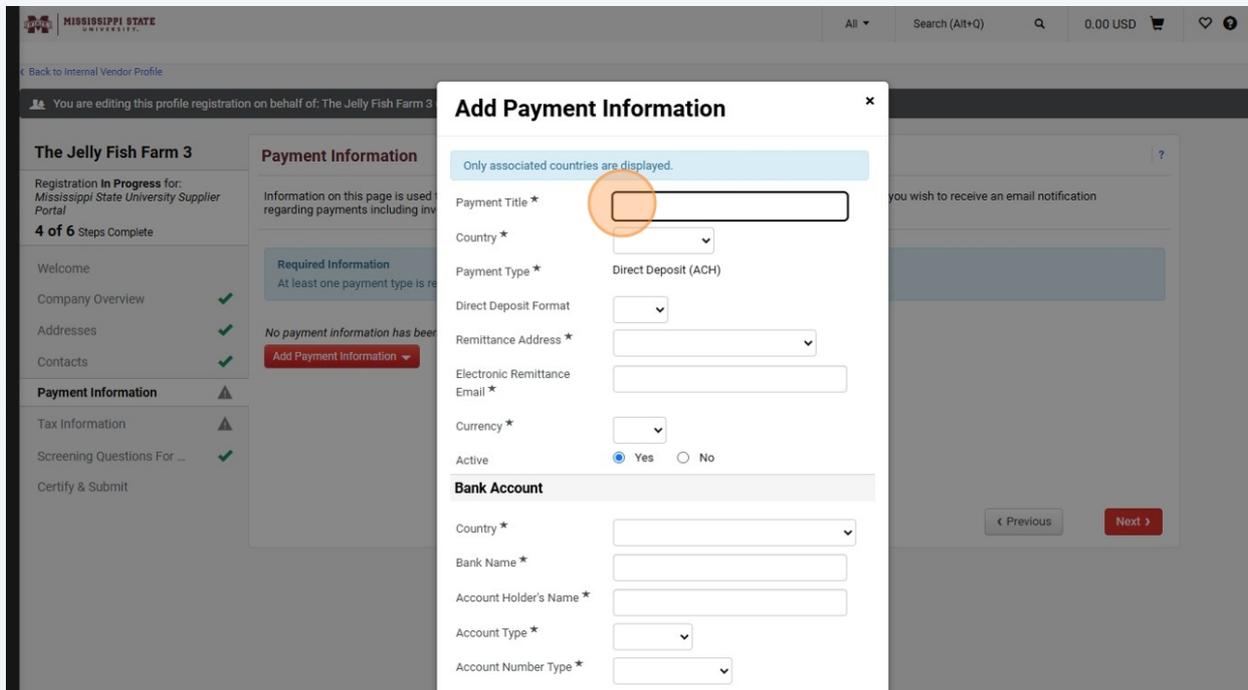
No payment information has been entered.

**Add Payment Information** ▼

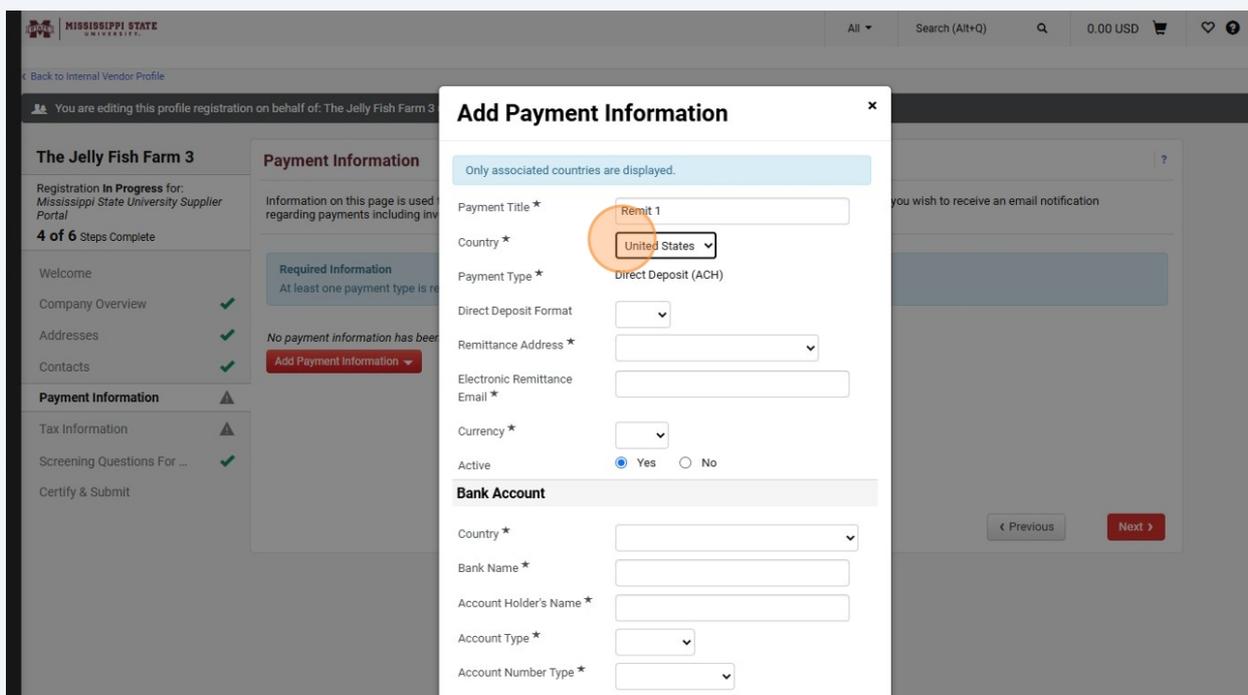
- Direct Deposit (ACH)**
- Check

Previous Next

38 Click the "Payment Title" field.



39 Select the "United States" option.



40 Select the "Main office (Primary Remittance)" option.

The screenshot shows the 'Add Payment Information' modal form. The 'Remittance Address' dropdown menu is open, and 'Main office (Primary Remittance)' is selected. An orange circle highlights this selection. The form includes fields for Payment Title, Country, Payment Type, Direct Deposit Format, Remittance Address, Electronic Remittance Email, Currency, Active status, and Bank Account details.

41 Click the "Electronic Remittance Email" field.

The screenshot shows the 'Add Payment Information' modal form. The 'Electronic Remittance Email' input field is highlighted with an orange circle. The form includes fields for Payment Title, Country, Payment Type, Direct Deposit Format, Remittance Address, Electronic Remittance Email, Currency, Active status, and Bank Account details. At the bottom, there are 'Save Changes' and 'Close' buttons.

## 42 Select the "United States" option.

The screenshot shows a registration form for 'The Jelly Fish Farm 3' for Mississippi State University Supplier. The 'Payment Information' section is active, and the 'Bank Account' section is visible. The 'Country' dropdown menu is highlighted with an orange circle, indicating the selection of 'United States'. The form includes fields for Payment Title, Country, Payment Type, Direct Deposit Format, Remittance Address, Electronic Remittance Email, Currency, and Active status. The 'Bank Account' section includes fields for Country, Bank Name, Account Holder's Name, Account Type, Routing/Transit Number, Account Number, and Confirm Account Number. A 'Save Changes' button is visible at the bottom right of the form.

## 43 Click the "Bank Name" field.

This screenshot is identical to the one in step 42, showing the same registration form. However, the 'Bank Name' field in the 'Bank Account' section is now highlighted with an orange circle, indicating the next step in the process.

## 44 Select the "Checking" option.

The screenshot shows a registration form for 'The Jelly Fish Farm 3' on the Mississippi State University Supplier Portal. The 'Payment Information' section is active, and the 'Bank Account' sub-section is highlighted. The 'Account Type' dropdown menu is open, and 'Checking' is selected. The form includes fields for Payment Title, Country, Payment Type, Direct Deposit Format, Remittance Address, Electronic Remittance Email, Currency, and Active status. The 'Bank Account' section includes Country, Bank Name, Account Holder's Name, Account Type, Routing/Transit Number, Account Number, and Confirm Account Number. A 'Save Changes' button is visible at the bottom right of the form.

## 45 Right-click the "Routing/Transit Number" field.

This screenshot is identical to the one above, showing the 'Payment Information' form for 'The Jelly Fish Farm 3'. In this view, the 'Routing/Transit Number' field in the 'Bank Account' section is highlighted with an orange circle, indicating the step to right-click this field. The 'Account Type' dropdown is still open, showing 'Checking' selected. The 'Save Changes' button is visible at the bottom right.

46 Click the "Account Number" field.

The screenshot shows a web application interface for 'The Jelly Fish Farm 3'. On the left is a navigation sidebar with a progress indicator '4 of 6 Steps Complete' and a list of menu items: Welcome, Company Overview, Addresses, Contacts, Payment Information (selected), Tax Information, Screening Questions For..., and Certify & Submit. The main content area is titled 'Payment Information' and contains a form. The form has a header 'Only associated countries are displayed.' and a sub-section 'Bank Account'. The 'Bank Account' section includes fields for Country (United States), Bank Name, Account Holder's Name, Account Type (Checking), Routing/Transit Number (084201294), Account Number, and Confirm Account Number. The 'Account Number' field is highlighted with an orange circle. Below the form are 'Save Changes' and 'Close' buttons. A footer note states '\* Required to Complete Registration'.

47 Click the "Bank Name" field.

This screenshot is similar to the previous one, showing the same 'Payment Information' form. In this view, the 'Bank Name' field in the 'Bank Account' section is highlighted with an orange circle. The 'Account Number' field now contains the value '1234567890'. The 'Routing/Transit Number' field contains '084201294' and has a tooltip that says 'What is this?'. The 'Bank Name' field is currently empty. The 'Save Changes' and 'Close' buttons are visible at the bottom of the form.

## 48 Click the "Confirm Account Number" field.

The screenshot shows a web form for 'The Jelly Fish Farm 3' with a sidebar on the left and a main form area. The sidebar includes a progress indicator '4 of 6 Steps Complete' and a list of sections: Welcome, Company Overview, Addresses, Contacts, Payment Information (selected), Tax Information, Screening Questions For..., and Certify & Submit. The main form area is titled 'Payment Information' and contains the following fields:

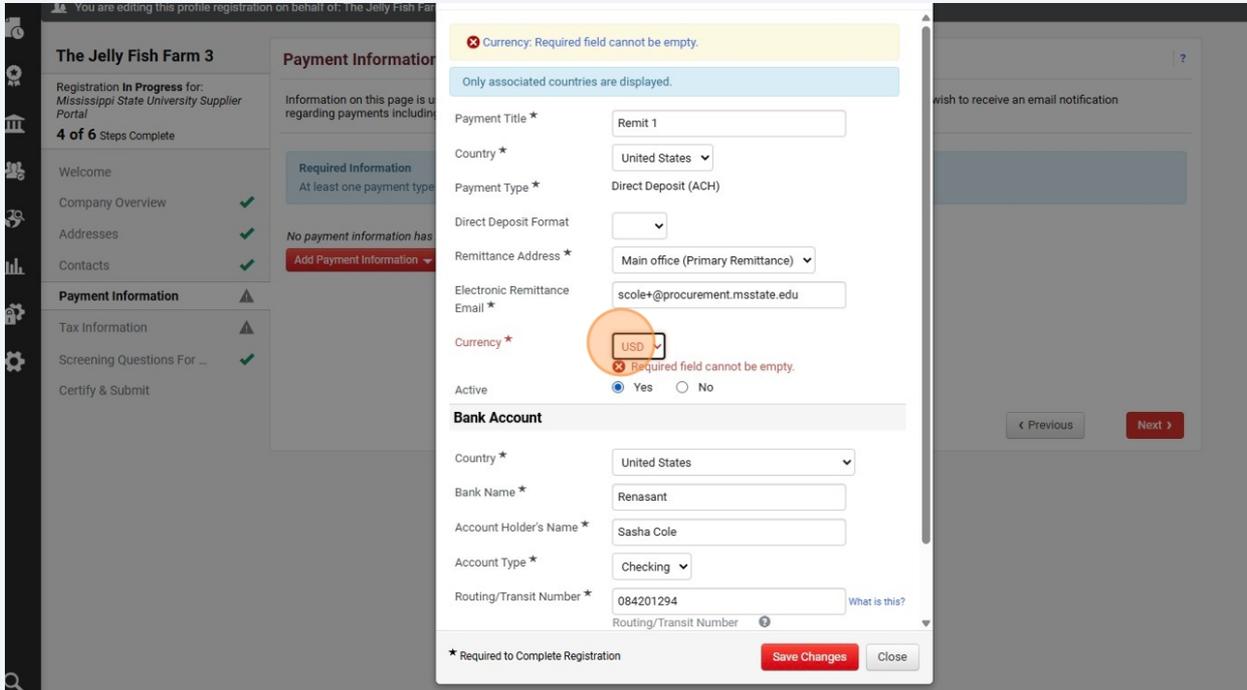
- Payment Title \*: Remit 1
- Country \*: United States
- Payment Type \*: Direct Deposit (ACH)
- Direct Deposit Format: [Dropdown]
- Remittance Address \*: Main office (Primary Remittance)
- Electronic Remittance Email \*: scole+@procurement.msstate.edu
- Currency \*: [Dropdown]
- Active:  Yes  No
- Bank Account**
- Country \*: United States
- Bank Name \*: Renasant
- Account Holder's Name \*: Sasha Cole
- Account Type \*: Checking
- Routing/Transit Number \*: 084201294 (RENASANT BANK)
- Account Number \*: 1234567890
- Confirm Account Number \*: [Field highlighted with an orange circle]

At the bottom of the form, there is a red 'Save Changes' button and a 'Close' button. A note at the bottom left states '\* Required to Complete Registration'. On the right side, there is a 'Next >' button.

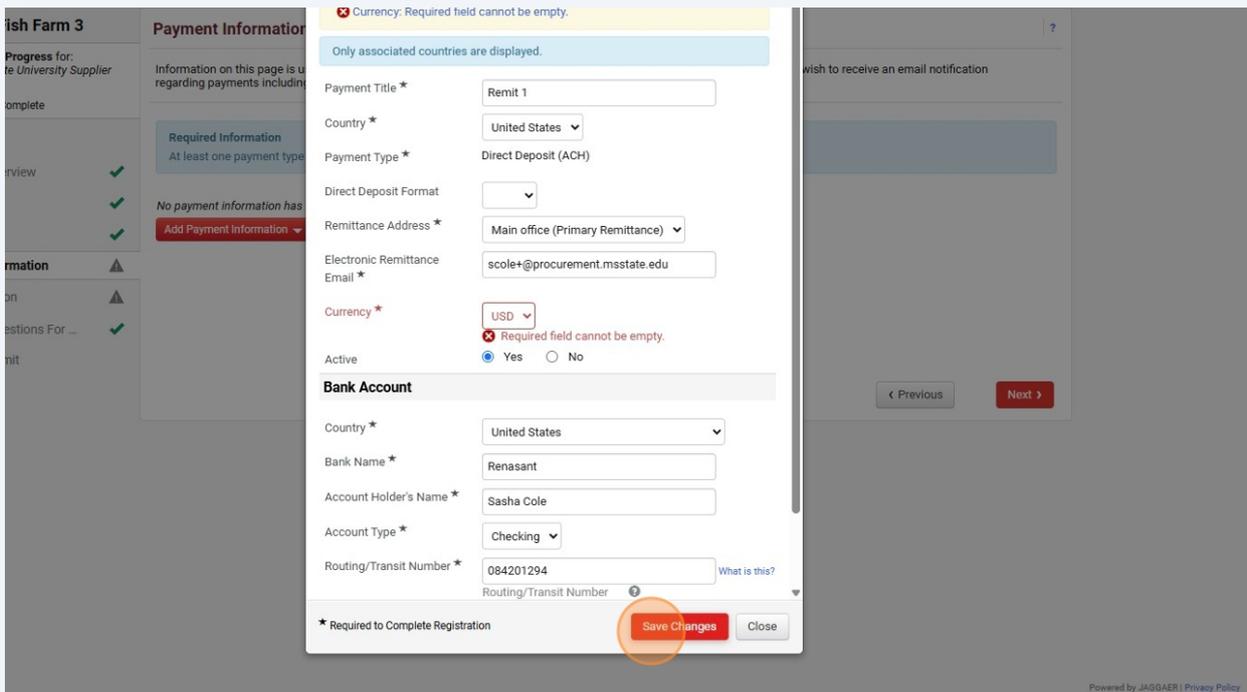
## 49 Click "Save Changes"

This screenshot is identical to the one above, showing the 'Payment Information' form for 'The Jelly Fish Farm 3'. In this view, the 'Save Changes' button at the bottom center is highlighted with an orange circle, indicating the next step in the process.

50 Select the "USD" option.



51 Click "Save Changes"



## 52 Click "Next"

**Jelly Fish Farm 3**

Progress for: Mississippi State University Supplier

5 of 6 Steps Complete

- Company Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information** ⚠
- Screening Questions For ... ✓
- Certify & Submit

### 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	
Remit 1	Direct Deposit (ACH)	USD	Yes	<a href="#">Edit</a>

[Add Payment Information](#)

[Previous](#) [Next](#)

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## 53 Add your w-9 or have them generate one for you.

[Back to Internal Vendor Profile](#)

You are editing this profile registration on behalf of: The Jelly Fish Farm 3 using Vendor Profile

### The Jelly Fish Farm 3

Registration In Progress for: Mississippi State University Supplier Portal

5 of 6 Steps Complete

- Welcome
- Company Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information ✓
- Tax Information** ⚠
- Screening Questions For ... ✓
- Certify & Submit

### Tax Information

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

**Required Information**  
The following tax document are required to complete registration:

- W-9

No tax information has been entered

[Add Tax Document](#)

[Previous](#) [Next](#)

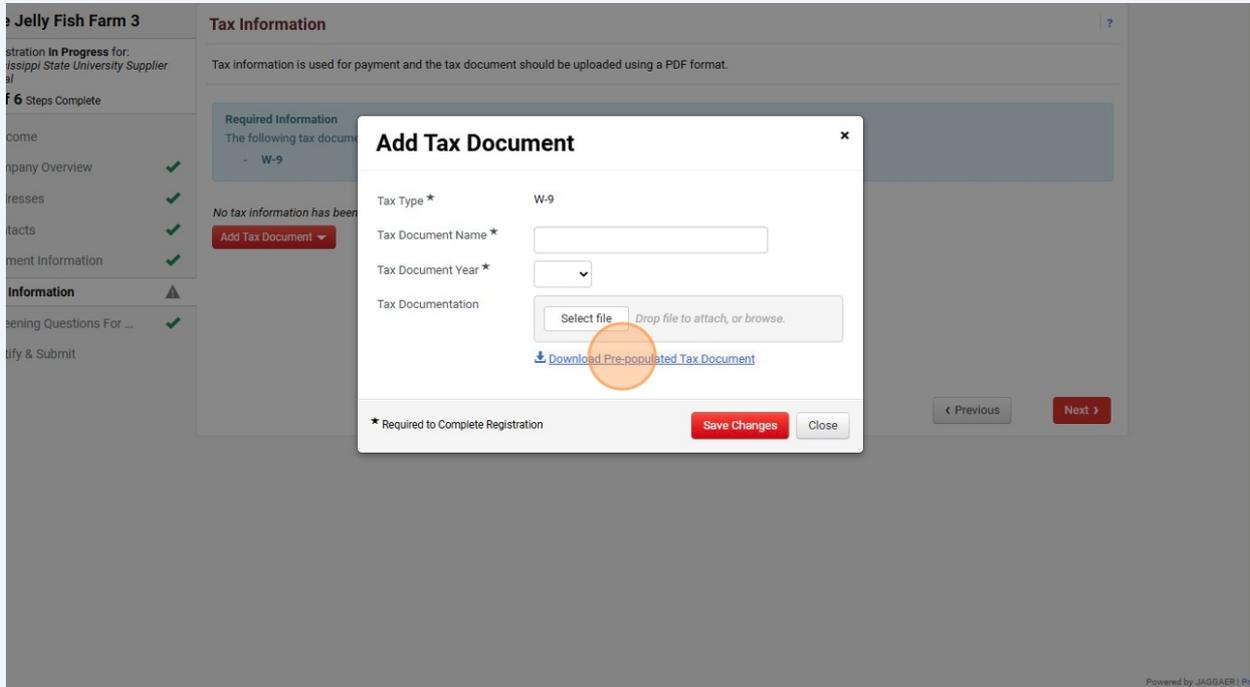
## 54 Click "Add Tax Document"

The screenshot shows the 'Tax Information' section of the registration process for 'The Jelly Fish Farm 3'. The left sidebar indicates that 5 of 6 steps are complete, with 'Tax Information' marked as incomplete. The main content area shows a message: 'Tax information is used for payment and the tax document should be uploaded using a PDF format.' Below this, a 'Required Information' box lists 'W-9' as a required document. A red 'Add Tax Document' button is highlighted with an orange circle, and a dropdown menu is open showing 'W-9' as the selected option. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

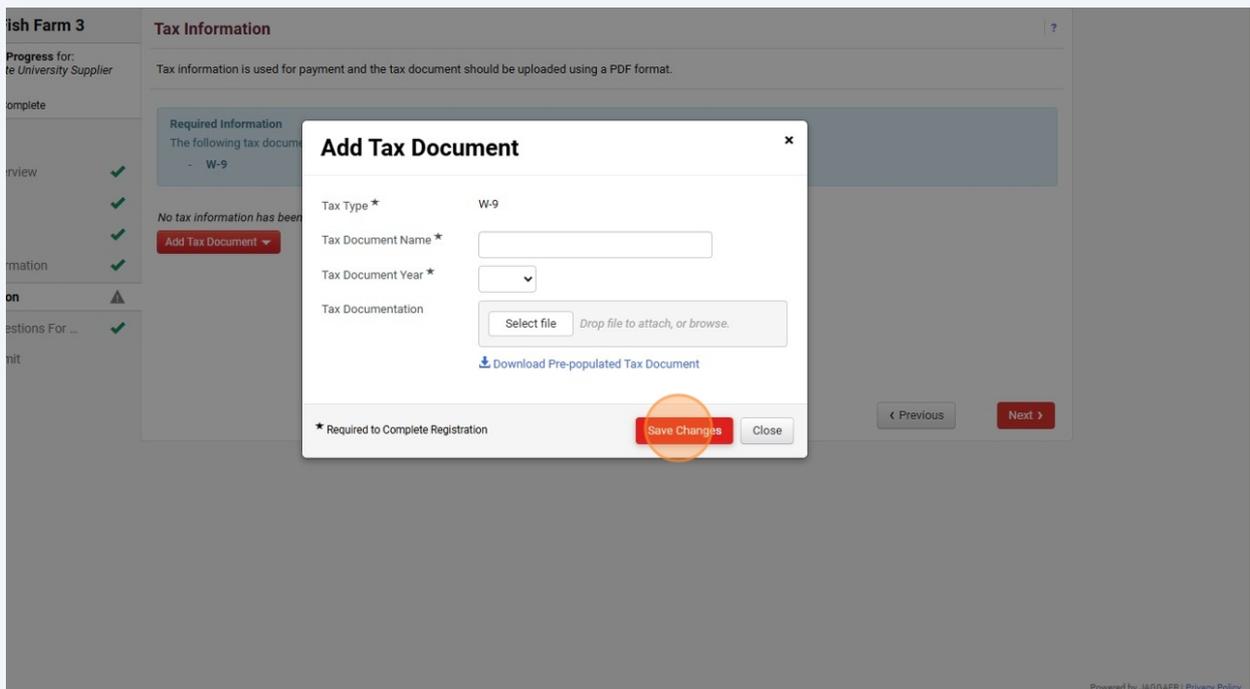
## 55 Click "W-9"

This screenshot is identical to the previous one, but the 'W-9' option in the dropdown menu is now highlighted with a blue background and an orange circle, indicating it has been selected. The 'Add Tax Document' button is no longer highlighted.

## 56 Click "Download Pre-populated Tax Document"



## 57 Click "Save Changes"



## 58 Click "Save Changes"

The screenshot shows a modal window titled "Add Tax Document" with a close button (X) in the top right corner. The modal contains an "Errors" section with two messages: "Tax Document Name: Required field cannot be empty." and "Tax Document Year: Required field cannot be empty." Below the errors, the form fields are: "Tax Type" (W-9), "Tax Document Name" (w-9), "Tax Document Year" (2025), and "Tax Documentation" (a file upload area with "Select file" and "Drop file to attach, or browse." options). A "Download Pre-populated Tax Document" link is also present. At the bottom of the modal, there is a "Save Changes" button (highlighted with an orange circle) and a "Close" button. The background shows the "Tax Information" page with a table and a "Next >" button.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
w-9	W-9	2025	No File Attached

## 59 Click "Next>"

The screenshot shows the "Tax Information" page with a table containing one row of tax document information. The "Next >" button is highlighted with an orange circle. The background shows the "Add Tax Document" modal from the previous step.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
w-9	W-9	2025	No File Attached

60

Click the "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" field.

The screenshot shows the MSU Vendor Registration portal. The header includes the MSU logo and navigation options. The main content area is titled 'The Jelly Fish Farm 3' and 'Screening Questions For Vendors'. A progress bar indicates '6 of 6 Steps Complete'. The question being highlighted is: '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'. Below the question is an empty text input field. At the bottom, there are navigation buttons: 'Previous', 'Next', 'Proceed to Certify and Submit', and 'Save Changes'. A star icon indicates that this question is required for registration.

61

Click "Next"

This screenshot is a closer view of the 'Screening Questions For Vendors' section. The question is: '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'. The input field now contains the text 'No'. The 'Next' button at the bottom is highlighted with an orange circle, indicating the next step in the process.

62

## Click "Submit"

### Fish Farm 3

Progress for:  
The University Supplier

Complete

Review



Information



Confirmation



Questions For ...



Submit

### Certify & Submit



Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Vendor's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials \*

S C

Preparer's Name \*

Sasha Cole

Preparer's Email Address \*

scole+@procurement.msstate.edu

Today's Date

3/17/2025

Certification \*

I certify that all information provided is true and accurate.

★ Required to Complete Registration

Submit