



**University of Delaware Supplier Portal**  
**UDX Individual Supplier Self-Registration Guide**  
*February 2026*

## Self-Registration Overview

Welcome to the University of Delaware's Supplier/Payee Registration process. Registration is required for all suppliers/payees. A supplier/payee may be an individual receiving an honorarium, award, or stipend. If you have not received an invitation and expected one, please check your spam/junk and/or email [procurement@udel.edu](mailto:procurement@udel.edu).

This guide provides detailed information on the registration process. Use this guide along with the FAQ's and Help Text within the portal to complete registration. Fields with an \* are required. **If you have questions during the registration process, you can email UD at [procurement@udel.edu](mailto:procurement@udel.edu).**

**The University of Delaware's supplier team will review your registration within 2-4 business days.** If we have questions about your submission, we will email you from [supplierteam@udel.edu](mailto:supplierteam@udel.edu). Upon registration approval, you will become an approved payee for the University.

Having the information below ready will enable an efficient registration process:

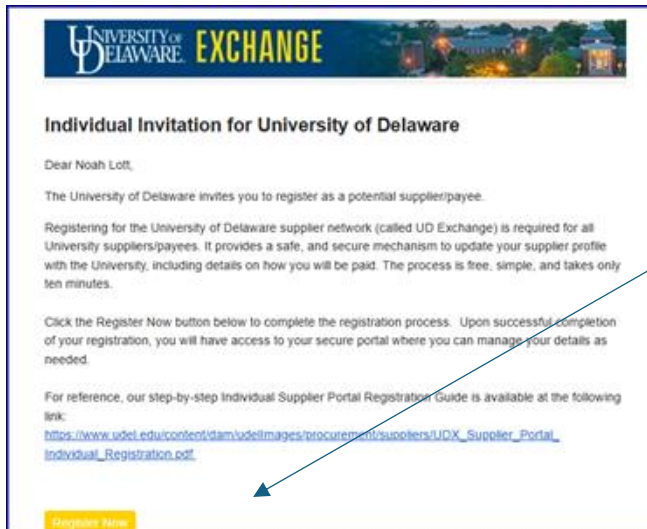
1. **Legal name**
  - Your full name exactly as it appears on your tax documents or passport (not a nickname).
2. **Tax Identification Number**
  - This may be your Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or a foreign tax ID, depending on your status.
3. **Addresses**
  - **Primary/Tax address:** The address associated with your tax records
  - **Payment address:** The address where you receive payments (*This may be the same address as your Primary/Tax Address*)
4. **Tax structure**
  - The allowable Tax Structures on this registration form are "Individual/Sole Proprietor or Single Member LLC" or "Foreign Individual". *\*If you believe you should be set up as a business entity other than an individual/sole proprietor, stop the registration and contact Procurement at [procurement@udel.edu](mailto:procurement@udel.edu) to send you a new business link to register properly.*
5. **Banking information** (only if you choose electronic payment)
  - Required if you select ACH or wire payment. You may skip this section if you are not choosing electronic payment and therefore receiving a check payment.
6. **Tax form**
  - A **W-9** (U.S. payees) or **W-8BEN** (non-U.S. payees) is required. The form can be system generated (auto-filled) and completed within the system (**preferred**), or uploaded manually if you already have a completed form
7. **Banking documents** (*foreign payees only*)
  - Bank letter (**required**)
  - Bank statement (**optional**)

### Resources

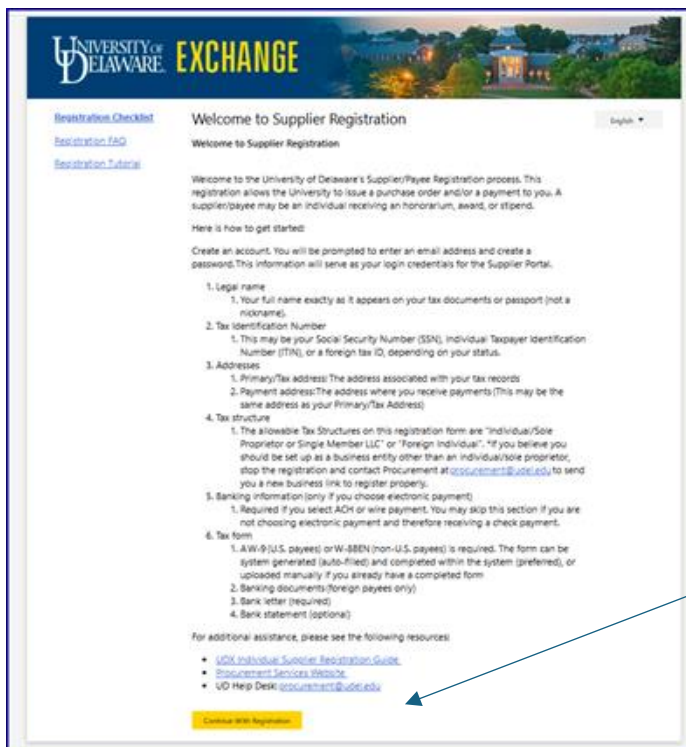
- Jaggaer support for technical issues: <https://jaggaer.my.site.com/SupplierSupportRequest/s/>
- University of Delaware Procurement: [procurement@udel.edu](mailto:procurement@udel.edu)

# Creating a UDX Supplier Portal Account on the Jaggaer Platform

If you are a new individual doing business with the University OR a current individual being invited to the UDX portal, you will receive an invitation from the UD Supplier Team at [UDExchange@jaggaer.com](mailto:UDExchange@jaggaer.com). If you have not received an invitation and expected one, check your spam or junk folders and/or email [procurement@udel.edu](mailto:procurement@udel.edu).



Click **Register Now** to begin. You must use the email address the invite was sent to when creating your log in. Do not use a different email or forward the invite.



From this screen click **Continue with Registration**.

### Supplier Registration

[Registration Tutorial](#)

**Your Contact Info**

Purnell      Hall

First Name ★      Last Name ★

Title

Phone Number ★

EDT/EST - Eastern Standard Time (US/Eastern)

### Your Login

udprocurement+purnell@gmail.com

Email ★

Confirm Email ★

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**

The registration information is pre-populated with the email/name information from your registration invite. Complete the registration, selecting **Create Account** when completed.

### Set Password Link Sent Via Email

Your JAGGAER Supplier Account was created successfully.

IMPORTANT: You will receive an email from JAGGAER containing a link to set your password.

You can now close this window.

A Pop-Up will appear letting you know your account was successfully created and a link will be sent to your email from [noreply@jaggaer.com](mailto:noreply@jaggaer.com).

### Reset your supplier account password

JAGGAER Supplier Accounts <noreply@jaggaer.com> to udprocurement+evan

Dear Evan Hall,

Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with

As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 72 hours:

[Change supplier account password.](#)

JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for many customer(s). To learn more, visit <https://www.jaggaer.com/>.

If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

Follow the instructions on the *Reset your supplier account password* email to set up/change password. This email will be sent to the inbox where the invitation email was received.

### One-Time Code Delivery Method

Select a method to receive a One-Time Code. This code will be used to verify your identity.

Send to Email Address on Record

Use a Mobile Authenticator Application

Use a Mobile Phone Number

**Login**

Back

Once you reset your password, a pop-up will appear asking where to send a verification code to verify your identity. **Enter the verification code in the "One-Time Code" screen** and submit to complete account setup.

# Welcome to Supplier Registration

**Voyant, Claire**

Registration Complete for:  
University of Delaware

Welcome

**Individual Overview** ✓

Addresses ✓

Payment Information ✓

Tax Information ✓

Additional Questions ✓

**Individual Information**

The information entered on this page allows us to obtain general information and ensure we h

First Name \*

Last Name \*

Country of Origin \*

Legal Structure \*

Tax ID Number/Type

Tax ID Number \*

★ Required to Complete Registration

Save Changes

Once logged in, you are ready to complete registration. The supplier registration page is made up a series of sections, visible in the left-hand menu. Each section is followed by an attention symbol ⚠.

Once the section is complete the symbol will be replaced with a green checkmark ✓.

Click **Save Changes** when complete.

## First Name, Last Name

- Your first and last name exactly as it appears on your tax documents or passport (not a nickname).

## Country of Origin

- Country of origin is the country you use for Tax Purposes. U.S. citizens and Permanent Residents should select United States.

## Legal Structure

- The allowable Tax Structures on this registration form are “Individual/Sole Proprietor or Single Member LLC” or “Foreign Individual”. *\*If you believe you should be set up as a business entity other than an individual/sole proprietor, stop the registration and contact Procurement at [procurement@udel.edu](mailto:procurement@udel.edu) to send you a new business link to register properly.*

## Tax ID Number/Type

- *Domestic Individuals:* This may be your Social Security Number (SSN) or Employee Identification Number (EIN-If a Sole Proprietorship). Use numeric characters only. **Your Tax ID must match the Tax ID on your W-9.**
- *Foreign Individuals:* Enter a U.S. Taxpayer Identification Number (Social Security Number (SSN) if you have one. If you do not have one, enter your non-US Tax identification Number. You may leave blank if you are from a jurisdiction that does not issue Tax Identification numbers

# Adding Addresses

**Voyant, Claire**

Registration **Complete** for:  
*University of Delaware*

Welcome

Individual Overview ✓

**Addresses** ✓

Payment Information ✓

Tax Information ✓

Additional Questions ✓

### Addresses

If you are updating your Tax Address as indicated on your Tax Form (W-9 or W-8), you must submit a new W-9/W-8BEN.

- You must add at least 1 address to proceed. Label the address as "Tax Address." This is your legal tax address as listed on your tax form (W-9 or W-8BEN).
- If you are adding a different remit to/receives payment address, label the address as "Receives Payment." This address is as banking information or where physical payments (checks) will be mailed. It must match the "remit to" address shown on all submissions (submitting invoices.) If multiple remit-to addresses are required, please enter each address separately.

**DO NOT MODIFY OR OVERWRITE ANY EXISTING ADDRESSES. When adding additional addresses, enter them as new entries. Existing address records must remain unchanged! If you want an address deleted, indicate this in the comments section at the end of the registration process.**

Address Label	Address
<a href="#">777 See the Future Way</a>	Mystic, Connecticut, 06812 United States
<a href="#">Receives Payment</a>	PO Box 333 Mystic, Connecticut, 06812 United States

[Add Address](#)

Add at least 1 address and label as your street address.

If you are adding a remit to/payment address, label it as "Receives Payment"

### Add Address

Address Details (Step 1 of 1)

What would you like to label this address? \*  
Example: Headquarters, Houston Office

Country \*

Address Line 1 \*

Address Line 2

Address Line 3

City/Town \*

State/Province

Postal Code

Phone  
International phone numbers must begin with +

Toll Free Phone  
International phone numbers must begin with +

Fax  
International phone numbers must begin with +

\* Required to Complete Registration

[Save Changes](#)

Click Save Changes when complete

# Accounts Payable

## Payment Method Overview

*Each payment option has unique onboarding/verification requirements. Please read below before choosing a payment option.*

**Check:** Available for domestic payments only. Physical check mailed to specific payment address.

**Direct Deposit/ACH:** Available for domestic accounts only.

- We utilize a third party to verify domestic banking information. If your banking cannot be verified, we will ask for alternative banking information. Lack of verification does not mean there is an issue with your account, only that we cannot complete verification.
- If you do not respond or do not have alternate banking information to provide, we will revert payment to physical check.

**Wire Transfer:** Available for foreign individuals only.

- Only foreign suppliers/payees are paid by Wire. **If you select Wire Payment, a Bank Letter is required for supplier onboarding and approval.** We also recommend uploading a recent Bank Statement. These documents help verify your account information. Please upload them in the *Additional Questions* section below. **\*\*Documents must be PDF format readable by Adobe Acrobat\*\***
  - **Bank Letter:** In English, on bank letterhead, dated with bank name, address and signature of authorized bank official. Account Holder name, account number or IBAN, SWIFT/BIC code.
  - **Bank Statement:** Statement issue date, account holder name, address, account number or IBAN, SWIFT/BIC code.

## Important Payment Notes

- Payments are not permitted through PayPal, Venmo or other similar money transfer services.
- Banking information submitted for ACH or international wire payments requires 3rd party verification. UD reserves the right to revert the payment method to physical check drawn in US funds if bank verification is not successful.
- The University only makes payment directly to the supplier/payee engaged in a transaction.

\*\*The Bank Account (lower) section of the entry screen is all information about the Bank and the account, not the payee.

wire transfer USD yes Edit

**Add Payment Information**

- Direct Deposit (ACH)
- Check
- Wire Transfer (Foreign Wire Verification)

Select file Drop file to attach, or browse.

Bank Statement (Required for Foreign Wire Verification)

Select file Drop file to attach, or browse.

Are you interested in the VPAY program? \*

No

Save Changes

Click on **Add Payment Information** to choose payment method.

If you are including foreign wire information, upload your bank verification documents here.

## Check Payment

**Add Payment Information**

Payment Title \* Check

Country \* United States

Payment Type \* Check

Remittance Address 75 Haines Street (Remittance) Edit

Currency \* USD

Active  Yes  No

\* Required to Complete Registration Save Changes Close

**Adding Check Payment**

**Payment Title:** Must be Check

**Country:** Country of citizenship or entity incorporation. \*Foreign individuals can only choose check if payment can be accepted by physical check drawn in US currency.

**Remittance Address:** If multiple remittance addresses exist, choose the address this account is associated with

**Currency:** USD

**Active:** Do not change

## ACH Payment

**Add Payment Information**

Only associated countries are displayed.

Payment Title \* ACH

Country \* United States

Payment Type \* Direct Deposit (ACH)

Direct Deposit Format \* CCD

Remittance Address \* - Edit

Electronic Remittance Email \*

Currency \* USD

Active  Yes  No

**Bank Account**

Country \* United States

Bank Name \*

Account Holder's Name \*

Account Type \* Checking

Routing/Transit Number \* What is this?

Account Number \*

\* Required to Complete Registration Save Changes Close

**Adding ACH Payment**

**Payment Title:** Must be ACH

**Country:** Country of citizenship

**Direct Deposit Format:** Must be CCD

**Remittance Address:** If multiple remittance addresses exist, choose the address this account is associated with

**Currency:** USD **Active:** Yes

**Country:** Country where bank is located

**Bank Name:** Correct bank name

**Account Holder Name:** Legal name or DBA. If registered as a Sole Proprietor, this must be DBA name

**Account Type:** Choose checking or savings

**Routing/Transit + Account Number:** Include account information

## Wire Payment

If you choose Wire Payment, a Bank Letter is required to be onboarded and approved as a supplier. A Bank statement is not required, but highly recommended. (Documents must be PDF format readable by Adobe Acrobat.)

1. **Bank Letter:** In English, on bank letterhead, dated with bank name, address and signature of authorized bank official, account holder name, account number or IBAN, SWIFT/BIC code
2. **Bank Statement:** In English, statement issue date, account holder name, address, account number or IBAN, SWIFT/BIC code

The screenshot shows a web form titled "Add Payment Information". The form is divided into two main sections. The top section contains the following fields: "Payment Title" (dropdown menu with "Wire" selected), "Country" (dropdown menu with "Kenya" selected), "Payment Type" (dropdown menu with "Wire Transfer" selected), "Remittance Address" (text input field with an "Edit" button), "Electronic Remittance Email" (text input field), "Currency" (dropdown menu with "USD" selected), and "Active" (radio buttons for "Yes" and "No", with "Yes" selected). Below this is a "Bank Account" section. The bottom section is titled "Procurement Use Only" and contains four text input fields: "Wire Account Verification", "Wire External Wire SWIFT/BIC", "Wire External Wire Account", and "Wire Intermediary Bank SWIFT/BIC". At the bottom of the form are two buttons: "Save Changes" (highlighted in yellow) and "Close". A note at the bottom left states "\* Required to Complete Registration".

### Adding Wire Payment

**Payment Title:** Must be WIRE

**Country:** Country of citizenship/business registration

**Payment Type:** Wire Transfer

**Remittance Address:** If multiple remittance addresses exist, choose the address this account is associated with

**Currency:** USD **Active:** Yes

**Country:** Country where bank is located

**Bank Name:** Correct bank name

**Account Holder Name:** Legal name or DBA. If registered as a Sole Proprietor, this must be DBA name

**Account Type:** Choose checking or savings

**Account Number Type:** Choose account number or iBAN

**SWIFT/BIC:** Must include **IRC:** Optional

# Adding Tax Information

**A NEW Tax form is required when changing:**

- Legal name or DBA
- Tax address
- Tax classification

## Tax Form Requirements

Submission of valid IRS tax documentation is required for supplier onboarding and payment. For guidance on selecting and completing the appropriate W-9 or W-8 form, visit [www.irs.gov](http://www.irs.gov).

- **U.S. citizens and Resident Aliens** must submit **Form W-9**.
- **Foreign citizens, and Nonresident Aliens** must submit **Form W-8BEN**
  - Permanent address must be a foreign address
  - **Note:** IRS W-8 forms expire three (3) years from the date of signature. A new, updated form must be submitted upon expiration.

**There are 2 options for submission of your Tax Document:**

1. **PREFERRED OPTION:** Prefilled Document & Docusigned: A system-generated, pre-populated tax document is available by selecting: Add Tax Document → Select Tax Document Type → Select Tax Document Year → Sign Document
2. **ALTERNATIVE OPTION:** Manually Uploaded Document: Upload a completed tax form by selecting: Add Tax Document → Select Tax Document Type → Check “Manually upload the document instead” → Select File or Download the Pre-populate Tax Document and sign to upload

All manually uploaded documents must meet the following requirements:

- Current IRS revision version
- Signed and dated within the last 365 days
- PDF format and readable in Adobe Acrobat
- Electronically signed (per IRS guidelines) or wet-signed forms are acceptable

Tax Information

Additional Questions

Comments

Document Type → Select Tax Document Year → Sign Document

2. Manually Uploaded Document: Upload a completed tax form by selecting: Add Tax Document → Select Tax Document Type → Check “Manually upload the document instead” → Select File or Download the Pre-populate Tax Document and sign to upload

All manually uploaded documents must meet the following requirements:

- Current IRS revision version
- Signed and dated within the last 365 days
- PDF format and readable in Adobe Acrobat
- Electronically signed (per IRS guidelines) or wet-signed forms are acceptable

The **Tax Document Name** should match the form type (e.g., W-9, W-8BEN-E) and select the year that matches the document.

**IMPORTANT:** You may see documents posted by the University’s Supplier team. These documents are for your review or action.

Required Information

The following tax document are required to complete registration:

- W-9

No tax information has been entered

Add Tax Document

**Click on Add Tax Document**

- **W-9** is available for Domestic individuals
- **W-8BEN** is available for Foreign individuals

# Option 1: PREFERRED-Prefilled Tax Document

**NAME TAX DOCUMENT AS SHOWN BELOW**  
 W8 OR W9 NAME YEARMONTHDATE NAME  
 Example: W9 Lawton 20260205

Choose **Sign Document** for **Option 1, Prefilled Document**. This takes you to the docusign application

Choosing **Sign Document** enables Docusign agreement page. Click **I agree**

**DOMESTIC INDIVIDUALS**

Your prepopulated W-9 appears in a separate browser.

- Click **Start**.
- View/verify that information is correct.
- If everything correct, scroll to signature line.
- Click on the **Sign icon** to create a digital signature and click **Finish**.

Form **W-8BEN** **Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)**  
 (Rev. October 2007) **OMB No. 1545-1021**  
 Department of the Treasury Internal Revenue Service  
 For use by individuals. Entities must use Form W-8BEN-E.  
 Go to [www.irs.gov/Form8878](http://www.irs.gov/Form8878) for instructions and the latest information.  
 Give this form to the withholding agent or payer. Do not send to the IRS.

**Do NOT use this form if:**  
 • You are NOT an individual  
 • You are a U.S. citizen or other U.S. person, including a resident alien individual  
 • You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services)  
 • You are a beneficial owner who is receiving compensation for personal services performed in the United States  
 • You are a person acting as an intermediary

**Instead, use Form:**  
 W-8BEN-E  
 W-9  
 W-8EC  
 8233 or W-4  
 W-8IMY

**Note:** If you are resident in a FATCA partner jurisdiction (that is, a Model 1 USA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

**Part I Identification of Beneficial Owner (see instructions)**  
 1 Name of individual who is the beneficial owner  
 2 Country of citizenship  
**Freddy Foreign**  
 3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.  
**Oneofate Court**  
 City or town, state or province. Include postal code where appropriate. Country  
**Beast, BE 9823**  
 OR  
 4 Mailing address (if different from above):  
 City or town, state or province. Include postal code where appropriate. Country  
 5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)  
 6a Foreign tax identifying number (see instructions) 6b Check FTTN not legally required  
 7 Reference number(s) (see instructions) 8 Date of birth (MM-DD-YYYY) (see instructions)

**Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)**  
 9 I certify that the beneficial owner is a resident of \_\_\_\_\_ within the meaning of the income tax treaty between the United States and that country.  
 10 Special rates and conditions (if applicable—see instructions). The beneficial owner is claiming the provisions of Article and paragraph \_\_\_\_\_ of the treaty identified on line 9 above to claim a \_\_\_\_\_ % rate of withholding on (specify type of income):  
 Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: \_\_\_\_\_

**Part III Certification**  
 Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:  
 • I am the individual that is the beneficial owner (or an authorized sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes.  
 • The person named on line 1 of this form is not a U.S. person.  
 • This form relates to:  
 (i) income not effectively connected with the conduct of a trade or business in the United States;  
 (ii) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;  
 (iii) the payment of a partnership's effectively connected taxable income, or

Reminder! Once all fields are completed, view/verify that information is correct. Click on the **Sign** icon to create a digital signature and click **Finish**.

**Foreign Individuals-Important!**  
 Your prepopulated W-8BEN appears in a separate browser. Some required sections are NOT pre-populated and must be completed by you. These are **BOLDED** below.

**Part I**  
 -Section 1: Legal Name  
 -Section 2: Country of Citizenship  
 -Section 3: Permanent address  
 -Section 4: Mailing address if applicable  
 -Section 5: US Tax ID (must provide if have one)  
 -Section 8: Date of birth

**Part II**  
 -Complete if applicable

**Part III**  
 -Certify, date and sign  
 -Print name of signer

# Edit Tax Document ✕

Tax Type ★ W-9

Tax Document Name ★

Tax Document Year ★

Signature Status AdobeSigned

Tax Documentation ★ [Signed Document](#) Actions ▾

Manually upload the document instead

★ Required to Complete Registration

Save Changes Close

After clicking on Finish using the docusign, the signed form will automatically attach to the registration.

Click **Save Changes**.

Rainy Night Inc		Tax Information <span>?</span>												
registration In Progress for: <i>University of Delaware</i> <b>of 8</b> Steps Complete		The submission of valid IRS Tax documents is required for onboarding and payment. For more information on choosing and completing the correct W-9 or W-8 form, visit <a href="http://www.irs.gov">www.irs.gov</a> .												
Welcome Company Overview ▲ Business Details ▲ Addresses ▲ Contacts ✓ Insurance ✓ Payment Information ▲ <b>Tax Information</b> ✓ Comments ▲ Certify & Submit		<ul style="list-style-type: none"> <li>US citizens and entities and Resident Aliens must submit form W-9.</li> <li>Foreign citizens and entities or Nonresident Alien must submit form W-8 or W-8BEN-E, W-8ECL, W-8EXP, W-8IMY. Note: IRS W-8 forms expire 3 years from the date of signing, at which time a new, updated form must be submitted.</li> <li><b>IMPORTANT: A NEW Tax form is required for any change of Legal name or DBA, Tax address, Tax classification, Tax identification number</b></li> </ul> <p>There are 2 choices for submission of your Tax Document:</p> <p><b>Prefilled Document:</b> The preferred tax document submission is a pre-populated document generated by the system. This is available after clicking <b>Add Tax Document/Selecting your tax document type/Download pre-populated tax document</b>.</p> <p><b>Manually Uploaded Document:</b> This option requires a complete, uploaded tax document. This alternate option is available by choosing <b>Add Tax Document/Select File</b>. All documents uploaded to this site must be:</p> <ul style="list-style-type: none"> <li>Current IRS revision version and signed and dated within the last 365 days</li> <li>PDF format readable by Adobe Acrobat</li> <li>Electronic or wet signed documents are acceptable</li> </ul> <p>Name the form based on its type (W-8BEN-E, W9) in the Tax Document Name field and select the year the form was signed from the Tax Document Year drop-down menu.</p> <p><b>IMPORTANT!</b> You may see documents here posted by the University's Supplier team. You do NOT need to review these documents. These documents are necessary for verification and onboarding.</p>												
Registration FAQ   View History		<table border="1"> <thead> <tr> <th>Tax Document Name ▾</th> <th>Tax Type</th> <th>Tax Document Year</th> <th>Tax Documentation</th> <th>e-Signed</th> <th>Signature Status</th> </tr> </thead> <tbody> <tr> <td>W9_Rainy Night2025</td> <td>W-9</td> <td>2025</td> <td><a href="#">View Document</a></td> <td>✓</td> <td>DocuSigned</td> </tr> </tbody> </table> <p><span>Add Tax Document ▾</span></p> <p style="text-align: right;"><span>Previous</span> <span>Next</span></p>	Tax Document Name ▾	Tax Type	Tax Document Year	Tax Documentation	e-Signed	Signature Status	W9_Rainy Night2025	W-9	2025	<a href="#">View Document</a>	✓	DocuSigned
Tax Document Name ▾	Tax Type	Tax Document Year	Tax Documentation	e-Signed	Signature Status									
W9_Rainy Night2025	W-9	2025	<a href="#">View Document</a>	✓	DocuSigned									

Your tax form now appears in your record and status shows e-docusigned.

Click **Next** to proceed to Comments section.

## Option 2: Manually Uploaded Tax Document

This option requires a complete, uploaded tax document. If you choose this alternate option, your document must be:

- Current IRS revision version and signed and dated within the last 365 days
- PDF format readable by Adobe Acrobat
- Electronic or wet signed documents are acceptable

**IMPORTANT!** You may see documents posted by the University's Supplier team. You do not need to review these documents. These documents are necessary for our verification and onboarding processes.

**Add Tax Document**

Tax Type \* W-9

Tax Document Name \*

Tax Document Year \*

Signature Status Not Signed

Tax Documentation \*  Drop file to attach, or browse.

[Download Pre-populated Tax Document](#)

Manually upload the document instead

\* Required to Complete Registration

**NAME TAX DOCUMENT AS SHOWN BELOW**  
W8 OR W9 NAME YEARMONTHDATE NAME  
Example: W9 Lawton 20260205

Choose **Manually Upload** for **Option 2, Manually Uploaded Document**. This enables you to upload a signed tax form.

Choose correct **Tax Document Year**.

Your tax document now appears and status shows **NOT** e-signed by system.

Click **Next** to proceed to Comments section.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	e-Signed	Signature Status	
W9_UDFriends2025	W-9	2025	<a href="#">View Document</a>	✘	Not Signed	<input type="button" value="Edit"/>

# Additional Questions

Complete the additional questions. If you answer **YES** to any of these questions, we may contact you for additional information.

**Lott, Noah**  
Supplier Number:JA\_1034262

Registration In Progress for University of Delaware  
1 of 5 Steps Complete

Welcome

Individual Overview ✓

Addresses ▲

Payment Information ▲

Tax Information ▲

**Additional Questions** ▲

Certify & Submit

Registration FAQ | View History

### Additional Questions

Answers to the questions below are required in order to adhere to our Conflict of Interest policy. Depending on your responses, we may contact you for additional details.

Are you currently a student registered in a matriculated degree program or a current employee of the University of Delaware, including adjunct faculty, miscellaneous wage and others receiving payments through the UD payroll system? \*

Have you ever been involved in Federal debarment proceedings, or identified as being subject to economic and trade sanctions based on U.S. foreign policy and national security goals against targeted foreign countries or regimes? \*

★ Required to Complete Registration

< Previous    Next >    Save Changes

# Certify and Submit

**Lott, Noah**  
Supplier Number:JA\_1034262

Registration In Progress for University of Delaware  
5 of 5 Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Payment Information ✓

Tax Information ✓

Additional Questions ✓

**Certify & Submit**

Registration FAQ | View History

### Certify & Submit

Type your name in the box below acknowledging that all information is correct. It is the Supplier/Payer's responsibility to ensure information accurate information may result in payment delays. Knowledge providing false information may result in disqualifying you from receiving us.

Preparer's Name \*

Preparer's Email Address \*

Today's Date

Certification \*  I certify that all information provided is true, complete, and accurate. I understand that the University of Delaware may verify the information submitted, including banking information, through third-party verification services. Please note that all submitted updates are subject to review, verification, and approval. The University of Delaware reserves the right to reject any information that cannot be verified through its standard processes.

★ Required to Complete Registration

Submit

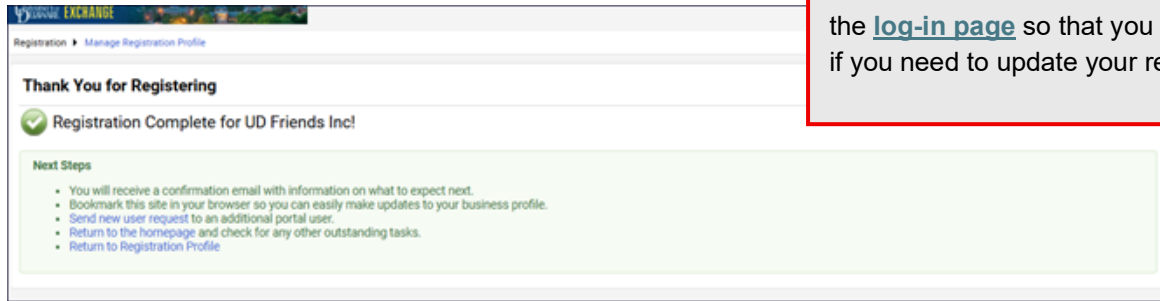
If you have not completed all required fields, you will be asked to go back and complete those sections before your registration can be submitted.

Check the box for **“I certify that all information is true & accurate.”**

Click **Submit** to complete registration

# Registration Complete Email

Once your registration is completed, you will receive a confirmation email. Bookmark the [log-in page](#) so that you can return to it if you need to update your record.



# UDX Supplier Portal Log in Page

Once logged in to the [UDX Supplier Portal](#) this home page will appear, click **Manage Registration Profile** to return to view/edit your University of Delaware registration.

