



Financial Services

## Welcome to the Texas Christian University Supplier Portal

To conduct business with Texas Christian University (TCU), potential suppliers must be invited to register through TCU's Jaggaer Supplier Portal. A TCU department has requested you be invited to register and an email from **TCU – Jaggaer (support@sciquest.com)** with instructions to complete your registration has been sent. If you do not receive this email, please check your spam or junk folders.

The portal provides a step-by-step registration process. Please ensure all instructions are reviewed carefully. Once you have indicated your certification and completed the registration, you will see "Thank you for Registering. Registration Complete".

Your registration will then be reviewed by TCU's Procurement team for final approval. Upon approval, your account will be activated, and you will become an official supplier for TCU. Please note: Supplier accounts will be automatically inactivated after 18 months of no activity.

### Payment Terms and Insurance

TCU's standard payment terms are **Net 30**, unless otherwise stated in a contract or approved by **procurement@tcu.edu**. A certificate of insurance is not required to complete registration but may be required for specific business engagements with TCU.

### Documents and Information Required for Registration

- W-9 (Domestic) or W-8 (International)
- Payee name and remittance address for checks (must match the name and address on your invoice(s))
- Contact information, including a designated contact for Purchase Orders (POs)
- Business legal structure and Tax ID (required fields on the company overview)
- Physical address for 1099 mailing

### Resources

- Step-by-step video and PDF guides [Jaggaer Supplier Guides](#)
- Technical issues (e.g., password assistance, login problems, account creation): [Jaggaer Supplier Support](#)
- Supplier portal login after registration: [Jaggaer Supplier Login](#)
- TCU Procurement Department: [Procurement](#)