

**SmartBuyMSU**

**MONTANA STATE UNIVERSITY**

# Montana State University

**Register as a Supplier (For Suppliers)**

# Registering in SmartBuyMSU

Welcome to **SmartBuyMSU**. This guide provides information and tips for each step of the registration process.

## – Initial Registration

- Step 1: Access the **SmartBuyMSU** by clicking Register Now from the email invitation.

Supplier Invitation for Montana State University

 TEST Montana State University <TestSite-Noreply@sciquest.com>   
29-05-2023 17:40

To: Akshay Shetty

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 **TEST TEST TEST**

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**Supplier Invitation for Montana State University**

Dear Ash Test Supplier 2,

Montana State University has invited you to register as a potential supplier. Our supplier network is a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming a Montana State University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

[Register Now](#)

Thank You,

Montana State University

If you have any technical questions, please contact at or for assistance and identify yourself as registering in the Montana State University Supplier Network.

# Registering in SmartBuyMSU

- Step 2: The Welcome to Supplier Registration page will display. Read the registration process and click the *Continue With Registration* button. You will be routed to the Supplier Registration page. Required fields are noted with an asterisk (\*).

[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

## Welcome to Supplier Registration

English ▾

Welcome to 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
- Insurance information and documents

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.

[Continue With Registration](#)

# Registering in SmartBuyMSU

- Step 3: Gather the needed information as outlined in the Welcome Message. This will make the registration process faster and easier. Each supplier can have only one account, and only one login per account. Enter your Contact, Login and Security information.

## Supplier Registration

[Registration Tutorial](#) English

To begin your registration, please complete this page and click "Create Account". You will be directed to Supplier Management Portal to enter your information.

### Your Contact Info

Akshay Shetty

First Name \* Last Name \*

Title

Phone Number \* ext.

International phone numbers must begin with +

MDT/MST - Mountain Standard Time (US/Mountain)

Preferred Time Zone \*

## 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.

ashetty@grovesandcompany.com

Email \*

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

- Step 4: Certify that you have read and accepted the Terms and Conditions and click *Create Account*.

# Registering in SmartBuyMSU

## – Complete Full Registration

Once your initial registration has been verified, follow the process below to fully register:

- Step 1: Access the **SmartBuyMSU** to navigate to the Welcome to Supplier Registration page.

The screenshot shows the 'Welcome to Supplier Registration' page for 'Ash Test Supplier 2'. The page is for 'Montana State University' and shows '4 of 8 Steps Complete'. A sidebar on the left lists registration steps: Company Overview (warning), Business Details (checkmark), Addresses (warning), Contacts (warning), Diversity (checkmark), Insurance (checkmark), Payment Information (checkmark), Tax Information (warning), and Certify & Submit. The main content area is titled 'Welcome to Supplier Registration' and includes a list of required information: Addresses-Fulfillment/Remittance address information, Contact information, signed W9/Tax information, and Insurance information and documents. A warning message states: '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.' Below this is a section titled 'Required to Start Registration' with a form field for 'Legal Company Name' containing 'Ash Test Supplier 2'. A legend indicates that a star symbol means 'Required to Complete Registration'. At the bottom right, there are two buttons: 'Next >' (highlighted with a red box) and 'Save Changes'.

# Registering in SmartBuyMSU

- Step 2: Click *Next* and start the registration process by completing the requested Company Overview information.

## Ash Test Supplier 2

Registration **In Progress** for:  
*Montana State University*

**4 of 8** Steps Complete

Welcome

- Company Overview** ⚠️
- Business Details ✓
- Addresses ⚠️
- Contacts ⚠️
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ⚠️
- Certify & Submit

[Registration FAQ](#) | [View History](#)

## Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA) ⓘ

Country of Origin ★ ⓘ

Does your business have a DUNS number? ★ ⓘ  Yes  No

Legal Structure ★ ⓘ

Tax ID Number

Are you exempt from backup withholding? ⓘ  Yes  No

Website

★ Required to Complete Registration

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

# Registering in SmartBuyMSU

- Step 3: Click *Next* to navigate to the Business Details page. Complete all the requested fields.

## Ash Test Supplier 2

Registration **In Progress** for:  
*Montana State University*

**6 of 8** Steps Complete

Welcome

Company Overview 

**Business Details** 

Addresses 

Contacts 

Diversity 

Insurance 

Payment Information 

Tax Information 

Certify & Submit

[Registration FAQ](#) | [View History](#)

## Business Details [?](#)

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

### Products and Services

Commodity Codes - [Edit](#)

★ Required to Complete Registration

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

# Registering in SmartBuyMSU

- Step 4: Click *Next* to navigate to the Addresses page. Click on *Add Address* and Complete the requested information.

**Ash Test Supplier 2**

Registration **In Progress** for:  
*Montana State University*

**6 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

**Addresses** ⚠

Contacts ⚠

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

## 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
- Physical
- Remittance

No addresses have been entered

[Add Address](#)

[Hide Inactive Addresses](#)

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

# Registering in SmartBuyMSU

- Click on *Next* to add the different types of applicable Contacts and *Save Changes*.

### Add Address

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

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

Email Address \*

Confirm Email \*

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

\* Required to Complete Registration

### Add Address

**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

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)
- Catalog
- Corporate
- Customer Care
- Sales
- Technical
- PO Failure

Contact Label \*

First Name \*

Last Name \*

Position Title

Email \*

Phone \*    
International phone numbers must begin with +

Toll Free Phone    
International phone numbers must begin with +

Fax

\* Required to Complete Registration

# Registering in SmartBuyMSU

- Step 5: Click *Next* to navigate to the Contacts page. Click on *Add Contact* → *Select the Contact Type* → *Complete the requested information*

### Ash Test Supplier 2

Registration **In Progress** for:  
*Montana State University*  
**7 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

**Contacts** ⚠

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

## 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.

**Required Information**  
The following contacts are required to complete registration:  
- Corporate

Contact Label	Contact Types	Name	Email	
Sales Rep	Fulfillment (Primary) Other (Primary) Remittance (Primary)	Wilson, Drake	Dwilson@test.com	<a href="#">Edit</a>

[Add Contact](#)

[Show Inactive Contacts](#)

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

## Edit Contact

Contact Label ★

Which of the following business activities apply to this contact?  Corporate

First Name ★

Last Name ★

Position Title

Email ★

Phone ★  [ext.](#)  
International phone numbers must begin with +

Mobile Number   
International phone numbers must begin with +

Toll Free Phone  [ext.](#)  
International phone numbers must begin with +

Fax  [ext.](#)  
International phone numbers must begin with +

Primary  Yes  No

★ Required to Complete Registration

[Save Changes](#) [Close](#)

# Registering in SmartBuyMSU

- Step 6: Click *Next* to navigate to the Diversity page. Follow the instructions to complete the requested information.

The screenshot shows the registration progress for 'Ash Test Supplier 2' at Montana State University. The progress bar indicates that 8 of 8 steps are complete. The 'Diversity' step is highlighted in the sidebar. The main content area shows the 'Diversity' page with a heading, a paragraph explaining the goal, and a button labeled 'Add Diversity Classifications' which is highlighted with a red box. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Proceed to Certify and Submit'. The 'Next' button is highlighted with a red box.

**Ash Test Supplier 2**

Registration **In Progress** for:  
*Montana State University*

**8 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

**Diversity** ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

[Certify & Submit](#)

Registration FAQ | [View History](#)

**Diversity** ?

We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.

Click the button below to choose the diversity classifications that apply to your business.

[Add Diversity Classifications](#)

◀ Previous

**Next ▶**

Proceed to Certify and Submit ▶

# Registering in SmartBuyMSU

- Step 7: Click *Next* to navigate to the Insurance page. Follow the instructions to complete the requested information.

### Ash Test Supplier 2

Registration **In Progress** for:  
*Montana State University*

**8 of 8** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance** ✓
- Payment Information ✓
- Tax Information ✓
- [Certify & Submit](#)

[Registration FAQ](#) | [View History](#)

## Insurance

Our organization wants suppliers to maintain appropriate insurance coverage. Listing your insurance policies helps us determine if you have the appropriate level of coverage for our future product and service needs.

*No Insurance has been entered.*

[Add Insurance](#) ▼

◀ Previous

**Next >** Proceed to Certify and Submit >>

# Registering in SmartBuyMSU

- Step 8: Click *Next* to navigate to the Payment Information page. Follow the instructions to complete the requested information.

## Ash Test Supplier 2

Registration **In Progress** for:  
*Montana State University*  
**8 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

**Payment Information** ✓

Tax Information ✓

[Certify & Submit](#)

[Registration FAQ](#) | [View History](#)

### 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.

*No payment information has been entered.*

[Add Payment Information](#) ▾

◀ Previous

**Next** ▶

Proceed to Certify and Submit ▶▶

# Registering in SmartBuyMSU

- Step 9: Click Next to navigate to the Tax Information page. Click on *Add Tax Document* → *Select the Year & Upload the Tax Document* → *Click on Save Changes*

The screenshot displays the registration progress for 'Ash Test Supplier 2' at Montana State University. The left sidebar shows 7 of 8 steps completed, with 'Tax Information' highlighted as the current step. The main content area is titled 'Tax Information' and includes a note: 'Tax information is used for payment and the tax document should be uploaded using a PDF format.' Below this, a 'Required Information' section states: 'The following tax document are required to complete registration: - W-9'. A message indicates 'No tax information has been entered' and a red-bordered 'Add Tax Document' button is visible. An 'Add Tax Document' modal is open, showing fields for 'Tax Type' (W-9), 'Tax Document Name' (ashetty), and 'Tax Document Year' (2022). The 'Tax Documentation' section shows a file 'W9.pdf' uploaded at 100% completion. A red-bordered 'Save Changes' button is located at the bottom right of the modal. At the bottom of the page, a red-bordered 'Next' button is highlighted.

# Registering in SmartBuyMSU

- Step 10: Click Proceed to Certify & Submit to confirm that Registration is complete. Check the Certification checkbox and Click Submit.

### Ash Test Supplier 2

Registration **In Progress** for:  
*Montana State University*

**7 of 7** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

### 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 Supplier'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 ★

Preparer's Name ★

Preparer's Title

Preparer's Email Address ★

Today's Date 5/30/2023

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

★ Required to Complete Registration

[Registration FAQ](#) | [View History](#)

**Submit**

# Registering in SmartBuyMSU

- You will be routed to this page which will confirm that Registration is complete.

## Thank You for Registering ?

 Registration Complete for Ash Test Supplier 2!

### Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Send new user request](#) to an additional portal user.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration Profile](#)

### **Please Note:-**

- If required fields (marked with an asterisk (\*)) are outstanding, the information must be inserted for the registration to be marked complete.