



# **Queen's University acQuire Supplier Network**

## **Portal and Registration Guide**

# Table of Contents

QUEEN'S UNIVERSITY ACQUIRE SUPPLIER NETWORK - REGISTRATION AND PORTAL OVERVIEW	2
QUEEN'S ACQUIRE SUPPLIER NETWORK - PORTAL REGISTRATION INVITATION EMAIL	3
QUEEN'S ACQUIRE SUPPLIER NETWORK PORTAL REGISTRATION - CREATE ACCOUNT	4
QUEEN'S ACQUIRE SUPPLIER PORTAL – COMPLETING REGISTRATION PROFILE	10
EXISTING JAGGAER/QUEEN'S ACCOUNT REGISTERED SUPPLIERS - LOGIN PAGE	26
JAGGAER SUPPLIER NETWORK PORTAL - CONFIGURING CURRENCY SETTINGS (FOR PO INVOICING)	27
JAGGAER SUPPLIER NETWORK PORTAL – NAVIGATING TO QUEEN'S ACQUIRE SUPPLIER PORTAL	30
QUEEN'S ACQUIRE SUPPLIER PORTAL – CREATING/MONITORING PO INVOICE	32
QUEEN'S ACQUIRE SUPPLIER PORTAL - ADDING NEW SUPPLIER CONTACT (USER) TO PORTAL	40

## Queen's University acQuire Supplier Network - Registration and Portal Overview

Queen's University's recent implementation of a cloud-based procure-to-pay tool (acQuire) and Supplier Management portal (acQuire Supplier Network Portal), powered by Jaggaer\*, have brought many benefits to both Queen's and our valued suppliers. These platforms offer increased efficiency, transparency and reporting capabilities for the University's P2P activities.

This supplier portal offers many benefits to our valued suppliers, such as:

- Efficient receipt of Purchase Orders
- Ease of PO invoice submissions
- Increased visibility into PO invoice payment status
- Direct ownership of suppliers' information (ease to confirm and update any company changes)
- Enhanced transparency and visibility to Queen's users shopping in the university's eProcurement system

As a supplier, you must receive an email invitation from Queen's University to register in this portal – Queen's will not be accepting unsolicited registrations at this time. The link to create your portal account will be included in the initial registration email. Contact information for questions or concerns about this registration process will also be provided in the email invitation and the registration portal.

Queen's looks forward to evolving our business relationship with your company and utilizing this new supplier portal as one of the ways to do so.

If you have already registered with Jaggaer via another client (or Queen's) and are having trouble logging back into your Jaggaer Supplier account, please reach out to Jaggaer Supplier Support for direct assistance: Call 1-800-233-1121 or a support ticket can be submitted to: <https://www.jaggaer.com/submit-supplier-support-request/>

\*Jaggaer is an international source-to-pay and supply chain best-in-class supplier offering cloud-based e-Procurement, Invoicing and Supplier Management platforms (amongst others).

## Queen's acQuire Supplier Network - Portal Registration Invitation Email

\*The below is the email invitation your company will receive, to register in Queen's University's acQuire Supplier Network Portal.

**From:** acQuire Supplier Support Team  
**Sent:** Date  
**To:** Company  
**Subject:** Supplier Invitation for acQuire - Queen's University Supplier Portal

### **Queen's University acQuire Supplier Registration Invitation for acQuire - Queen's University Supplier Portal**

Dear Company,

acQuire - Queen's University Supplier Portal has invited you to register as a potential supplier through the Jaggaer Supplier Network. This supplier network is a best-in-class Supplier Registration and e-Procurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming an acQuire - Queen's University Supplier Portal network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" link 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 acQuire - Queen's University Supplier Portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

**Register Now**  
**(Link Provided)**

Thank You,



acQuire - Queen's University Supplier Portal

If you have any registration questions, please contact xxxx  
acQuire Supplier Registration Contact at [xxxx](#) or xxxx for assistance and identify yourself as registering in the acQuire - Queen's University Supplier Portal Supplier Network.

# Queen's acQuire Supplier Network Portal Registration - Create Account

## Step 1: Welcome to Supplier Registration Information Page

- a. Please review the information on this page and click the blue "Continue with Registration" button when ready to proceed.



[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

### Welcome to Supplier Registration

Queen's University acQuire Supplier Portal Registration Management

1. Click the 'Continue with Registration' button below to begin the registration process.
2. Ensure all the required fields and sections are completed. Note: A green check mark indicates that a section is completed.
3. Attest to the validity of the information and submit the registration.
4. You will receive your Login ID and Password via email once you have submitted your completed form.
5. Login when needed to update your profile or to add additional contact information.

[Portal Registration Help and Support](#)

Please see [Registration FAQs](#) and/or the [Queen's University acQuire Supplier Network Portal and Registration Guide](#) for additional helpful information.

[Portal Privacy Notice](#)

This notice outlines how Queen's University collects, uses, discloses, and protects supplier/payee information through its eProcurement acQuire Supplier Portal application, powered by Jaggaer.

**Supplier/Payee Information**

Supplier information is collected under the authority of the *Queen's University Royal Charter, 1841*, as amended, and will be used for educational, administrative and statistical purposes. Note that much of the information pertaining to Queen's Suppliers/Payees is business identity information as defined by FIPPA section 2(3) and (4) and not, strictly speaking, personal information.

- Suppliers/Payees: Names, email addresses, addresses, phone numbers, banking information, tax identification information is collected.

**Uses of Supplier/Payee Information**

Information is used to facilitate goods and services purchasing, payment requests and spend reporting.

**Confidential Information**

Confidential information managed within Queen's eProcurement acQuire application comprises:

- Purchase information about suppliers and payees
- Payment information about suppliers and payees


**Disclosures to Third Parties**

To support ongoing maintenance and troubleshooting of Queen's University's acQuire Supplier Portal, Queen's shares necessary information with Jaggaer, its service provider. Jaggaer adheres to strict confidentiality agreements to safeguard the data entrusted to them.


**Contact for Further Information/Questions**

For inquiries regarding privacy practices related to the Queen's acQuire Supplier Portal or to request further information, individuals can contact the Queen's Strategic Procurement Services Supplier Support Team at [aq\\_supplier@queensu.ca](mailto:aq_supplier@queensu.ca).

[Continue With Registration](#)





Please contact Allyson Mantle (Supplier Enablement Administrator) at [aq\\_supplier@queensu.ca](mailto:aq_supplier@queensu.ca) or +1 613-533-6000 ext. 74271 for assistance.

POWERED BY  


## Step 2: Supplier Registration

- Ensure the email address entered in the “Your Login” field is identical to the email address Queen’s utilized to invite your organization to register in the acQuire Supplier Portal. Note: This email address field should prepopulate based on that, please just review to ensure it is the proper email to be used.
- Input all information in required fields (indicated with an asterisk)
- Click “Create Account”



### Supplier Registration

[Registration Tutorial](#)English ▼

To begin your registration, please complete this page and click “Create Account”. You will be directed to acQuire - Queen's Supplier Management Portal to enter your information.

#### Your Contact Info

First Name ★Last Name ★

Title

ext.

Phone Number ★

International phone numbers must begin with +

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

Preferred Time Zone ★

#### Your Login

acquire.bsm+513@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](#) (r)

☐ I am human

  
reCAPTCHA  
Privacy - Terms

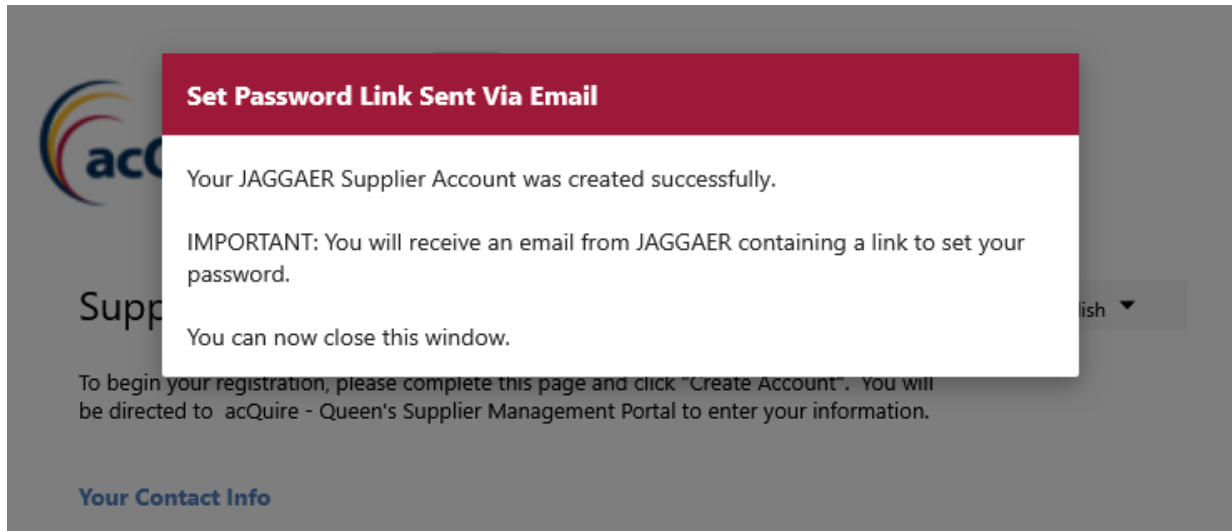
Create Account

Please contact Allyson Mantle (Supplier Enablement Administrator) at [ao.supplier@queensu.ca](mailto:ao.supplier@queensu.ca) or +1 613-533-6000 ext. 74271 for assistance.

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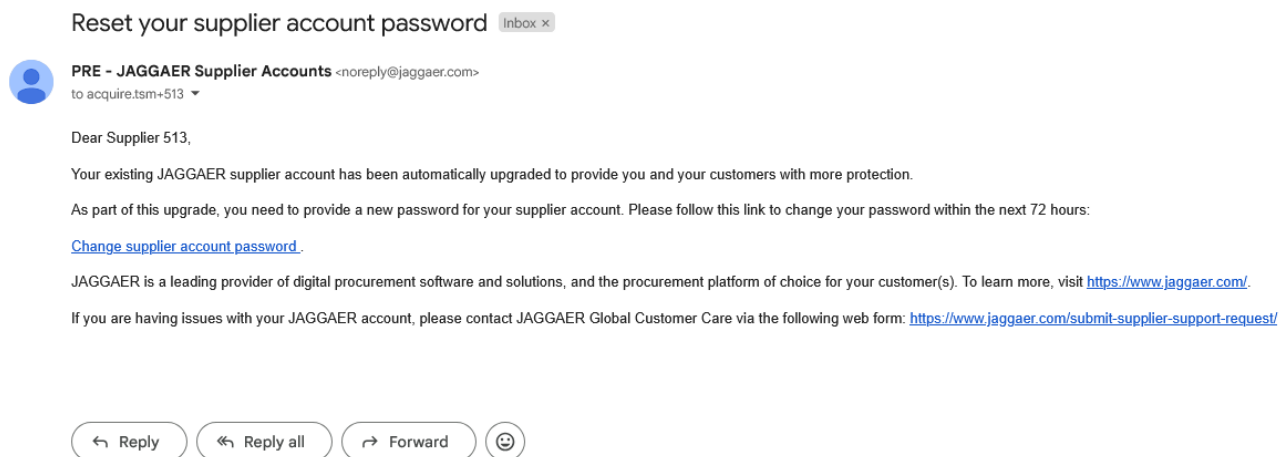
#### Step 4: Set Password Link Sent Via Email

- A pop-up window will request you now **navigate back to your email** to receive a link from Jaggaer to set your portal login password



#### Step 4: Reset (set) your Supplier Account Password

- Click the highlighted blue link in the email from Jaggaer called "Change supplier account password" (link must be used within 72 hours)



## Step 5: Set Jaggaer Global Identity Password

- Follow the instructions on this page to then input your password
- Click "Set Password"
- Click "Continue"

### Set JAGGAER Global Identity Password

English US ▼

acquire.tsm+513@gmail.com

New Password

Confirm Password

- ✖ Minimum of 12 characters
- ✖ Must be different from email
- ✖ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✖ Minimum of 1 number
- ✖ Minimum of 1 lowercase letters
- ✖ Minimum of 1 uppercase letters
- ✖ Passwords must match

Set Password



### Password Set Successfully



Your password has been set.

Continue



### Login Using JAGGAER Global Identity

English US ▼

acquire.tsm+513@gmail.com

Password

[Forgot Password?](#)

Login



## Step 6: Once you input your password, you will be issued a One-Time Code

- Select a method to receive your one-time login code (ie. Email or Authenticator App)
- Once method has been selected, click the blue “Login” button on the screen
- Navigate to your email or authenticator app to retrieve the one-time code
- Input the code in the field on the screen prompt page, then click “Submit”
- You will then be automatically routed to the Supplier Registration pages of the Queen’s acQuire Supplier Portal to complete your business registration

**One-Time Code Delivery Method** English US ▾

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

Login

Back

---

**One-Time Code** English US ▾

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code \*

Submit

Use Other Authentication Method

Back to Login

## Queen's acQure Supplier Portal – Completing Registration Profile

Completing your supplier registration profile is a step-by-step required process, with additional optional areas to provide valuable information about your company.

### 1. Welcome (required to complete registration)

- a. Confirm your Legal Company Name
  - i. The company name to which Purchase Orders and Remittances should be addressed
- b. Click “Next” or “Save Changes” then “Next”

The screenshot shows the 'Welcome to Supplier Registration' page in the acQure Supplier Portal. On the left is a navigation sidebar with a red header and a search icon at the bottom. The sidebar lists various sections: 'Supplier Example' (with a progress indicator '3 of 10 Steps Complete'), 'Welcome', 'Company Overview', 'Business Details' (marked with a green check), 'Addresses', 'Contacts', 'Diversity', 'Insurance', 'Payment Information', 'Professional Certification...' (marked with a green check), 'Legislative Requirements', 'Supplier Code of Conduct' (marked with a green check), and 'Certify & Submit'. The main content area is titled 'Welcome to Supplier Registration' and contains a list of instructions for completing the registration process. It also includes links for 'Portal Registration Help and Support', 'Portal Privacy Notice', and 'Supplier/Payee Information'. At the bottom of the main content area, there are two buttons: 'Next >' and 'Save Changes'. A footer note indicates 'Powered by JAGGAER | Privacy Policy'.

### 2. Company Overview (required)

- a. Provide your Doing Business As (DBA) name, if applicable
  - i. Only enter a DBA if it is different from your legal company name
- b. Select your company Country of Origin
- c. Choose Yes if your company has a DUNS (Dun and Bradstreet) number, No if not
- d. Select your company Legal Structure
  - i. Choose “other” if you are unclear which to select
- e. Include your company website, if applicable
- f. Check the box to confirm that your company is doing business with Queen's as an Entity

acQuire Queen's University

Registration > Manage Registration Profile

**Supplier Example**

Registration In Progress for:  
acQuire - Queen's University Supplier Portal

3 of 10 Steps Complete

Welcome

**Company Overview**

Business Details ✓

Addresses ▲

Contacts ▲

Diversity ▲

Insurance ▲

Payment Information ▲

Professional Certification... ✓

Legislative Requirements ▲

Supplier Code of Conduct ✓

Certify & Submit

**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. If you have previously submitted an invoice for payment, completion/approval of your supplier registration profile will determine payment schedule of that invoice. Please ensure you complete your registration in an efficient manner.

Doing Business As (DBA)

Country of Origin

Does your business have a DUNS number? ☐ Yes ☒ No

Legal Structure \*

Website

**Additional Questions**

☐ Please confirm that the registrant is doing business with the University as an Entity \* \*

★ Required to Complete Registration

< Previous Next > Save Changes

Powered by JAGGAER | Privacy Policy

- g. Company Type: choose one of the four available options
- h. Choose Yes if your company is GST/HST registered, No if not
  - i. If you select Yes, provide your nine-digit GST or HST number
    - o Do not include the "RT0001"
- i. Declare whether there is an actual or perceived Conflict of Interest between your company and Queen's University
  - i. If you select Yes, provide a description of the conflict
- j. Choose Yes if any current staff members of your company are also currently staff members of Queen's University, choose No if not
- k. Click "Next" or "Save Changes", then "Next"

Registration > Manage Registration Profile

Registration FAQ | View History

Company Type \*

☐ A legal firm/lawyer  
☐ Architect  
☐ Educational institution or school  
☐ None of the above

Are you GST/HST registered? \*

☐ Yes  
☐ No

According to the BPS Procurement Directive, individuals involved with Supply Chain Activities must declare actual or potential conflicts of interest including suppliers. To ensure the University's purchasing practices reflect this requirement, all suppliers who provide goods and/or services to Queen's University are required to declare any Conflict of Interest prior to the award of contracts or Purchase Orders. **Disclosure of Information:** The Supplier hereby agrees that any information provided pursuant to this declaration, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal.

Do you declare that there is an actual or potential Conflict of Interest relating to the preparation of a proposal and/or quote, and/or do you foresee an actual potential Conflict of Interest in performing the contemplated contractual obligations? \*

☐ Yes  
☒ No

Are you currently a Queen's University employee? \*

☐ Yes  
☐ No

★ Required to Complete Registration

← Previous Next > Save Changes

Powered by JAGGAER | Privacy Policy

### 3. Business Details (optional)

- Provide a Business Description
- NAICS Codes associated with your company's offered goods and/or services
- Commodity Codes related to your company's offered goods and/or services
- Keywords to describe your company's business
  - Providing keywords will assist our community in searching your business for potential future engagements
- Answer whether your company's goods and/or services are Environmental Health & Safety related
- Click "Next" or "Save Changes" then "Next"

Registration > Manage Registration Profile

Supplier Example

Registration In Progress for:  
acQuire - Queen's University Supplier Portal

3 of 10 Steps Complete

Welcome

Company Overview

**Business Details** ✓

Addresses

Contacts

Diversity

Insurance

Payment Information

Professional Certification...

Legislative Requirements

Supplier Code of Conduct

Certify & Submit

**Business Details** ?

The information on this page allows Queen's U to track important details about your company, such as the areas where you operate and the products and services that you provide.

Business Description

2500 characters remaining

**Products and Services**

NAICS Codes ⓘ No Primary NAICS Code Selected Edit

Commodity Codes - Edit

Keywords

700 characters remaining

**Additional Questions**

☐ Are your products/services Environmental Health & Safety related?

★ Required to Complete Registration

← Previous Next > Save Changes

Powered by JAGGAER | Privacy Policy

#### 4. Addresses (required)

\*If your company previously existed in Queen's University's supplier database before the invitation to register was issued, addresses may already appear here – if so and the addresses require updating, please inactivate the currently existing addresses and add a new Fulfillment address and a new Remittance Address (2 separate).

- a. Both a (at least one) Fulfillment address and a Remittance address are required to be entered
  - i. Fulfillment address = location (physical) Purchase Orders should be issued to
  - ii. Remittance address = location (physical) Remittances should be issued to

The screenshot shows the 'acQuire Queen's' registration portal. On the left is a sidebar with navigation links: Home, Registration, Supplier Example, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification..., Legislative Requirements, Supplier Code of Conduct, and Certify & Submit. The 'Supplier Example' section indicates 'Registration In Progress for: acQuire - Queen's University Supplier Portal' and '3 of 10 Steps Complete'. The 'Addresses' section is active, showing a message: 'Required Information: The following address types are required to complete registration: Fulfillment, Remittance'. Below this, it states 'No addresses have been entered' and provides an 'Add Address' button. There are also 'Previous' and 'Next' navigation buttons at the bottom of the form area. The footer mentions 'Powered by JAGGAER | Privacy Policy'.

- iii. If your company is a new supplier to Queen's, adding a joint Fulfillment/Remittance address is optional (encouraged) if the address for each type of activity (Sales/POs and Remittances) is the same

The screenshot displays the 'acQuire Queen's' Supplier Portal. A sidebar on the left lists navigation options: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification..., Legislative Requirements, Supplier Code of Conduct, and Certify & Submit. The main content area shows the 'Addresses' section with a modal window titled 'Add Address' (Step 1 of 3) open. The modal contains the following fields and options:

- Basic Information (Step 1 of 3)**
- What would you like to label this address? \*  
  
Example: Headquarters, Houston Office
- Which of the following business activities take place at this address? (select all that apply) \*
  - ☒ Takes Orders (fulfillment)
  - ☒ Receives Payment (remittance)
  - ☐ Other (physical)
- Buttons: 'Next >' and '< Previous'

At the bottom right of the page, it says 'Powered by JAGGAER | Privacy Policy'.

- iv. Choose how your company would like to receive purchase orders, either by fax or email. Depending on your choice, input the fax number or email address where POs (Purchase Orders) should be directed when an applicable order is submitted by Queen's.
  - o If you are a "catalogue" vendor with Queen's/Jaggaer, selecting/identifying information here will only apply to "non-catalogue" orders

## 5. Contacts (required)

\*If your company is a new supplier to Queen's, you will be prompted to provide Contacts after entering Addresses. If your company is previously existing in Queen's University's supplier database, Contacts may have to be entered separately after Addresses are confirmed/updated

- a. Both a (at least one) Fulfillment and a Remittance contact are required to be entered
  - i. Fulfillment contact = the company staff member who should receive inquiries about Purchase Orders
  - ii. Remittance contact = the company staff member who should receive payment notifications and/or questions

The screenshot shows the 'acQuire Queen's University Supplier Portal' registration progress page. The left sidebar lists the registration steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification..., Legislative Requirements, Supplier Code of Conduct, and Certify & Submit. The 'Contacts' step is currently active. The main content area is titled 'Contacts' and includes a blue box with 'Required Information' stating that Fulfillment and Remittance contacts are required. Below this, it says 'No contacts have been entered' and provides an 'Add Contact' button. At the bottom, there are 'Previous' and 'Next' navigation buttons. The footer indicates the system is 'Powered by JAGGAER | Privacy Policy'.

## 6. Diversity (required)

\*In an effort to be more socially conscious and diversify our supplier base, we have incorporated equity, diversity, inclusion and **indigeneity** classification fields into our supplier registration profiles as of April 29th, 2022.

**Please note:** Consultation, guidance and support from the Queen's University Equity team has helped to ensure the above noted efforts are furthered with I-EDIAA values top of mind.

Existing "Diversity" sections within supplier registration profiles that were previously considered optional are now mandatory sections for suppliers to complete during the registration process. By introducing this functionality, our Queen's community will be able to search for those suppliers in our e-Procurement platform (acQuire) that have identified as equity deserving.

The new I-EDIAA classification includes:

- 2SLGBTQ+
- Indigenous
- Indigenous Elder(s)
- Newcomer(s) to Canada
- Person(s) with Disabilities
- Racialized Person(s)
- Veteran(s)
- Women Owned
- Other

**Note, we recognize that currently provided classifications are subject to change and evolve – as identified, we will adjust language and/or include additional options accordingly. Please let us know if there are changes we should consider, at any time.**

If you would like to learn more about [Social Procurement](#) at Queen's, please visit Strategic Procurement Services' website.



The screenshot shows the 'acQuire Queen's University Supplier Portal' registration profile management interface. The left sidebar lists navigation options: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity (selected), Insurance, Payment Information, Professional Certification..., Legislative Requirements, Supplier Code of Conduct, and Certify & Submit. The main content area is titled 'Diversity' and includes a button to 'Add Diversity Classifications'. Below this, there are two 'Additional Questions' with radio button options:

- Is your business at least 51% owned, managed or controlled by members of equity deserving groups? \***
  - ☐ Yes
  - ☐ No
  - ☐ Internal (Queen's staff selection only)
- Accessibility for Ontarians with Disabilities Act (AODA) Compliant \***
  - ☐ Yes
  - ☐ No

Below these questions is a link: 'Please visit our website to learn more about social procurement at Queen's University.' At the bottom right of the form are buttons for '< Previous', 'Next >', and 'Save Changes'. The footer indicates 'Powered by JAGGAER | Privacy Policy'.

- a. Answer the two **Additional Questions** regarding Diversity
  - i. If your business is not at least 51% **owned** by an equity deserving group, choose 'No'.
  - ii. If your business is at least 51% **owned** by an equity deserving group, choose 'Yes' and click the 'Edit' button to check the equity deserving group that best describes your company.
    - o If you choose 'Other', please enter the information under 'Other Diversity Classification' (Please type "Rather not identify" if preferred).
  - iii. If your business is not AODA (Accessibility for Ontarians with Disabilities Act) (Accessibility for Ontarians with Disabilities Act) Compliant, choose 'No'.
  - iv. If your business is AODA Compliant, choose 'Yes' and upload your certificate of completion for Accessibility for Ontarians with Disabilities Act.
  - v. If you would like to complete your certification, you can do so here: <https://www.queensu.ca/equity/public/acs/>
  - vi. If your business is not Anti-Racism Training Compliant, choose 'No'.
  - vii. If your business is Anti-Racism Training Compliant, choose 'Yes' and upload your certificate of completion of Anti-Racism training

## 7. Insurance (required)

- If applicable, identify any Insurance your company has by clicking the blue **Add Insurance** dropdown button and choose an option(s) from the available menu

The screenshot shows the 'acQuire Queen's University Supplier Portal' interface. On the left is a navigation menu with icons for Home, Registration, My Profile, My Company, My Addresses, My Contacts, My Diversity, My Insurance, My Payment Information, My Professional Certification, My Legislative Requirements, My Supplier Code of Conduct, and My Certify & Submit. The main content area is titled 'Insurance' and contains the following text:

Queen's University expects suppliers to maintain appropriate insurance coverage while conducting business with us. If you are on campus completing work, providing a professional service or providing software licensing, suppliers are expected to have their insurance coverage on file with Queen's prior to commencement of work or receipt of product. Providing your insurance policy(s) assists us in determining if you have the appropriate level of coverage for doing business with the university.

**Minimum insurance requirements:**

If you have a contract with Queen's University, the terms outlining insurance requirements must be followed. For all other engagements with the university, the expectations are as follows:

- Commercial General Liability (CGL) of \$2M per Occurrence minimum. Queen's University at Kingston, 99 University Avenue, Kingston, Ontario K7L 3N6 must be added as an additional insured.
- Professional Liability of \$1M minimum for any professional service engagements.
- Cybersecurity Insurance of \$2M minimum for any software purchase.

Please note, suppliers/contractors to Queen's are not covered under the university's insurance policies.

Certificate of Insurance should have Queen's University at Kingston listed as the certificate holder and as an Additional Insured. We will not accept certificates made out as "To Whom It May Concern".

Below, select "Add Insurance", review the list of insurance types, then make your selection of which to provide detail for.

\*Please do not delete any prior uploaded (now expired) insurance documents when adding current certificates - we must retain all on file.

Further inquiries related to insurance requirements can be directed to Queen's Strategic Procurement Services (inquiries the SPS team cannot answer will be directed to our Insurance team).

No Insurance has been entered.

**Add Insurance**

**Additional Questions**

Insurance Requirements \*

☐ Insurance documentation uploaded above

☐ Permission received to not provide insurance

Navigation buttons: Previous, Next, Save Changes.

- Input Policy Number
- Choose Insurance Limit
- Input Expiration Date as reflected on the Insurance Form
- Upload applicable supporting Certificate of Insurance documentation that has Queen's University at Kingston listed as the certificate holder and as Additional Insured

The 'Add Insurance' form contains the following fields:

- Insurance Type \*: Commercial General Liability
- Policy Number \*: [Text input field]
- Insurance Limit \*: \$500,000 or Less (dropdown menu)
- Expiration Date \*: [Date picker]
- Insurance Provider \*: [Text input field]
- Agent: [Text input field]
- Insurance Provider Phone: [Text input field] ext. [Text input field]
- Upload Certificate of Insurance \*: [File upload button] Drop file to attach, or browse.

Footer: \* Required to Complete Registration. Buttons: Save Changes, Close.

## 8. Payment Information (required)

\*Information on this page is used to determine how and where your company will receive payment. If you are registering Cheque, EFT or ACH remittance information, come the time of payment to your company, an email notification regarding the payment details at the time Queen's releases payment to your company (invoice number, date and amount) will be issued to the "Remittance" contact provided earlier in the registration profile.

Queen's University's Standard Pay Terms (in business days) are as follows:

- VPA – Visa Payables Automation (Net0-7)
- EFT (Electronic Funds Transfer) – Canadian Direct Deposit (Net60)
- ACH (Automated Clearing House) – U.S. Direct Deposit (Net60)
- Foreign (International) Wire (Net60)
- Foreign (International) Bank Draft (Net60) USD or CAD Cheque (Net60)

**Note:** Any concerns with Queen's standard payment terms should be directed to our support team at [aq.supplier@queensu.ca](mailto:aq.supplier@queensu.ca) ahead of submitting your registration profile to Queen's – otherwise, ***submission of your registration profile to Queen's will signify acceptance of our posted pay terms.*** Additionally, if you select **VPA** as your preferred remittance method, Queen's Strategic Procurement Services will be following up with your company to assist in configuring the VPA account. Your company must have a merchant account to enroll in the VPA program. For more information on the [VPA program](#) and Queen's pay terms in general, please visit our [website](#).

**Currencies:** There will only be four currencies offered in the dropdown list when adding your company's pay method. If you cannot locate your company's desired quoting/invoicing currency in the provided options, please select CAD from the list, then detail your desired currency in the "Additional Questions" section of this page afterwards.

Supplier Example

Registration In Progress for:  
acQuire - Queen's University Supplier Portal

3 of 10 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

**Payment Information**

Professional Certification...

Legislative Requirements

Supplier Code of Conduct

Certify & Submit

**Payment Information**

Information on this page is used to determine how and where you will receive payment. If you are registering Cheque, EFT or ACH remittance information an email notification regarding the payment details at the time Queen's releases payment to your company (invoice number, date and amount) will be issued to the "Remittance" contact provided earlier in the registration profile.

Queen's Standard Pay Terms (in business days) are as follows:

- VPA - Net0-7
- EFT (Electronic Funds Transfer) - Canadian Direct Deposit - Net60
- ACH (Automated Clearing House) - U.S. Direct Deposit - Net60
- Foreign (International) Wire - Net60
- Foreign (International) Bank Draft - Net60
- USD or CAD Cheque - Net60

**NOTE:** Any concerns with Queen's standard payment terms should be directed to our support team at [aq.supplier@queensu.ca](mailto:aq.supplier@queensu.ca) ahead of submitting your registration profile to Queen's - otherwise, submission of your registration profile to Queen's will signify acceptance of our posted pay terms. Additionally, if you select VPA as your preferred remittance method, Queen's Strategic Procurement Services will be following up with you, to assist in configuring. You must have a merchant account to enroll in the VPA program. **The university considers merchant fees a cost of business. The expectation is this fee is not charged back to Queen's for suppliers to accept VPA as a payment method. Benefits of accepting VPA on an accelerated payment term are available on our website.** For more information on the VPA program and Queen's pay terms in general please visit our [website](#).

**\*\*Please also note:** There will only be 4 currencies offered in the dropdown list when adding your payment method. If you cannot locate your desired quoting/invoicing currency in the options, please select CAD from the list, then detail your desired currency in the "Additional Questions" section of this page afterwards.

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

Previous Next Save Changes

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a. Add your company's Payment Information (remittance method) by selecting the blue **Add Payment Information** dropdown button

\*If your company has multiple physical business locations with differing remittance methods/accounts per location, please ensure to add payment information for each location  
You must have previously added a fulfillment/remittance address for each location within the "Addresses" section of the registration.

Certify & Submit

Registration FAQ | View History

**Additional Questions**

Does your company accept credit card payments? \*

☐ Yes

☐ No

☐ I certify that the remittance information provided is valid \*\* \*

Payment Alternate Name

If desired quoting/invoicing currency was not listed as an option when adding payment method, please indicate currency here

Currency

Previous Next Save Changes

Powered by JAGGAER | Privacy Policy

- i. Select the preferred remittance method for your company from the available options listed

The screenshot shows the 'acQuire' registration portal. On the left is a red sidebar with icons for home, registration, reporting, security, and settings. The main content area is titled 'Registration > Manage Registration Profile'. It includes a 'Certify & Submit' button and links for 'Registration FAQ' and 'View History'. A message states 'No payment information has been entered.' Below this is a dropdown menu for 'Add Payment Information' with options: 'Canada (EFT) / USA', 'Visa Payables Automation', 'Cheque', 'Foreign Wire Transfer', and 'Foreign Draft'. The form also includes a checkbox for 'Does your company accept credit card payments? \*', a 'Payment Alternate Name' field with a help icon, a currency selection field, and buttons for 'Previous', 'Next', and 'Save Changes' at the bottom. A footer note says 'Powered by JAGGAER | Privacy Policy'.

- ii. In the “Add Payment Information” pop-up window, add a value to each required\* field

- Payment Title = This field can be the type of remittance method you are selecting – for example, “VPA” for Visa Payables Automation (or any title you wish)
- Remittance Address = Ensure to click the “edit” button and check the box to connect payment to the remittance address that was previously assigned within the “Addresses” section of the registration
- Electronic Remittance Email = This email address should have previously been added via the “Remittance Contact”
- Currency = Select the currency the payment should be made in.  
**NOTE:** Queen’s University cannot pay a CAD payment to a US bank account, or a USD payment to a Canadian bank account
- Active = Ensure “yes” is selected if this remittance method is an active pay method for your company
- If you are selecting EFT or ACH, note the “What is this” help link located under the “Routing/Transit” number field – this navigation will assist in detailing the required values to be entered into the field

- iii. “Does your company accept credit card payments?”

- Choose yes or no; if yes

- a. “Does your company have an established merchant account?”

- Choose yes or no
- Note: A Merchant account will be required if selecting “VPA” as your

- preferred remittance method
- b. Certify that the remittance information provided is valid
- c. If your company needs to be paid in a name alternate to that of the business name you have registered under, add your Payment Alternate Name
- d. If you could not locate your desired payment currency in the list of options provided while adding your payment information, add your desired currency code
- e. Click “Next” or “Save Changes” then “Next”

## 9. Professional Certifications/Designations (optional)

- a. Add any relevant Professional Certifications or Designations you would like Queen’s to be aware of
  - i. Upload the Certification/Designation document then add the related Expiry Date
  - ii. Save Changes

The screenshot displays the 'acQuire Queen's University Supplier Portal' interface. On the left, a sidebar menu lists various sections: 'Supplier Example', 'Registration In Progress for: acQuire - Queen's University Supplier Portal', '3 of 10 Steps Complete', 'Welcome', 'Company Overview', 'Business Details' (marked with a green check), 'Addresses', 'Contacts', 'Diversity', 'Insurance', 'Payment Information', 'Professional Certificatio...' (marked with a green check), 'Legislative Requirements', 'Supplier Code of Conduct' (marked with a green check), and 'Certify & Submit'. The main content area is titled 'Professional Certifications/Designations'. It contains two identical sections for adding certifications. Each section has a heading 'Professional Certification or Designation', a label 'Upload Certification/Designation', a file upload button 'Select file' with the text 'Drop file to attach, or browse.', and an 'Expiry Date' field with a calendar icon and the placeholder 'mm/dd/yyyy'. At the bottom of the main content area, there is a note '★ Required to Complete Registration' and three buttons: '< Previous', 'Next >', and 'Save Changes'. The footer of the page indicates 'Powered by JAGGAER | Privacy Policy'.

## 10. Legislative Requirements (required)

### 1. Building Ontario Businesses Initiatives Act (BOBIA)

In order to support the [Building Ontario Businesses Initiatives Act \(BOBIA\) 2022, Ontario Regulation 422/23](#), an attestation is required:

- a. Choose 'Yes' or 'No' as applicable
- b. Note: The 'Internal (Proxy)' selection is for Queen's staff use only

### 2. Bill S-211

In order to support Bill S-211 or Fighting Against Forced Labour and Child Labour in Supply Chains Act, an attestation is required:

- a. Choose 'Yes' or 'No' as applicable
- b. Note: The 'Internal (Proxy)' selection is for Queen's staff use only

### 3. U.S. Business Status

In order to support the [Ontario Government's Procurement Restriction Policy](#), an attestation is required:

- a. Choose 'Yes' or 'No' as applicable
- b. Note: The 'Internal (Proxy)' selection is for Queen's staff use only

### 4. Click "Next" or "Save Changes" then "Next"

The screenshot displays the 'acQuire' Supplier Registration portal. On the left is a navigation sidebar with a red header and icons for home, registration, company overview, business details, addresses, contacts, diversity, insurance, payment information, professional certification, legislative requirements, supplier code of conduct, and certify & submit. The main content area is titled 'Supplier Example' and shows 'Registration In Progress for: acQuire - Queen's University Supplier Portal' with '3 of 10 Steps Complete'. The 'Legislative Requirements' section is active, showing the 'Building Ontario Businesses Initiatives Act (BOBIA)' and 'Bill S-211' with their respective attestation questions. For each, there are radio button options for 'Yes', 'No', and 'Internal (Proxy)'. The 'Internal (Proxy)' option is selected for both. At the bottom, there are buttons for 'Previous', 'Next', and 'Save Changes', along with a note that 'Next' is required to complete registration. The footer includes the acQuire and Queen's University logos and a note 'Powered by JAGGAER | Privacy Policy'.

## 11. Supplier Code of Conduct (optional)

The objective of the Queen's Supplier Code of Conduct (SCOC) is to communicate the university's expectations of suppliers in terms of social, economic and environmental responsibility in Queen's business relationships with suppliers. For suppliers, this involves managing risks and positively impacting the development of communities and ecosystems throughout the supply chains, while striving for continuous improvement.

Attestation in Queen's supplier portal is not required currently: However, registering in the portal, signing a contract with Queen's or accepting a PO from the university is currently considered acceptance. Even though the portal does not require an attestation, the university strongly recommends providing one.

There is the option to input your Queen's Contract Number within this section if you attest 'Yes' to having a contract in place with the university.

The screenshot shows the 'acQuire' portal interface for the 'Supplier Code of Conduct' section. On the left, a sidebar lists various registration steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification, Legislative Requirements, Supplier Code of Conduct (highlighted with a green checkmark), and Certify & Submit. The main content area is titled 'Supplier Code of Conduct' and contains the following text: 'The objective of the Queen's Supplier Code of Conduct (SCOC) is to communicate the university's expectations of suppliers in terms of social, economic and environmental responsibility in Queen's business relationships with suppliers. For suppliers, this involves managing risks and positively impacting the development of communities and ecosystems throughout the supply chains, while striving for continuous improvement.' Below this, a question asks: 'Do you have a contract in place with Queen's that was negotiated through Strategic Procurement Services (SPS)?'. There are two radio button options: 'Yes' (selected) and 'No'. Under the 'Yes' option, there is a text input field labeled 'Enter the contract number'. At the bottom of the form, there is a star icon and the text 'Required to Complete Registration'. Navigation buttons at the bottom right include '< Previous', 'Next >', and 'Save Changes'. The footer of the page indicates 'Powered by JAGGAER | Privacy Policy'.

If your company does not have an official contract, you can attest 'No' and an active link and information related to the SCOC topic will become available:

<https://www.queensu.ca/procurement/suppliers/supplier-code-conduct>

## 12. Certify and Submit

\*If all sections of the registration have green check marks, the final step will be to Certify and Submit the registration

- Ensure all required fields are populated
- Select the "I certify that all information provided is true and accurate" checkbox
- Click the blue "Submit" button located bottom right of the page



**Supplier Example**

Registration In Progress for:  
acQuire - Queen's University Supplier Portal

10 of 10 steps Complete

Wellcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Professional Certification... ✓

Legislative Requirements ✓

Supplier Code of Conduct ✓

**Certify & Submit**

Registration FAQ | View History

**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.

Upon submission of your registration, your profile will be reviewed by Queen's Strategic Procurement Services staff for approval. Upon profile approval, any pending invoices or Purchase Orders will be routed for completion.

Preparer's Initials \*

Preparer's Name \*

Preparer's Title \*

Preparer's Email Address \*

Today's Date

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

★ Required to Complete Registration

[Submit](#)

Powered by JAGGAER | Privacy Policy

- d. Once the registration is submitted, a notice will be provided indicating the registration is complete

**Thank You for Registering**

Registration Complete for Supplier Example!

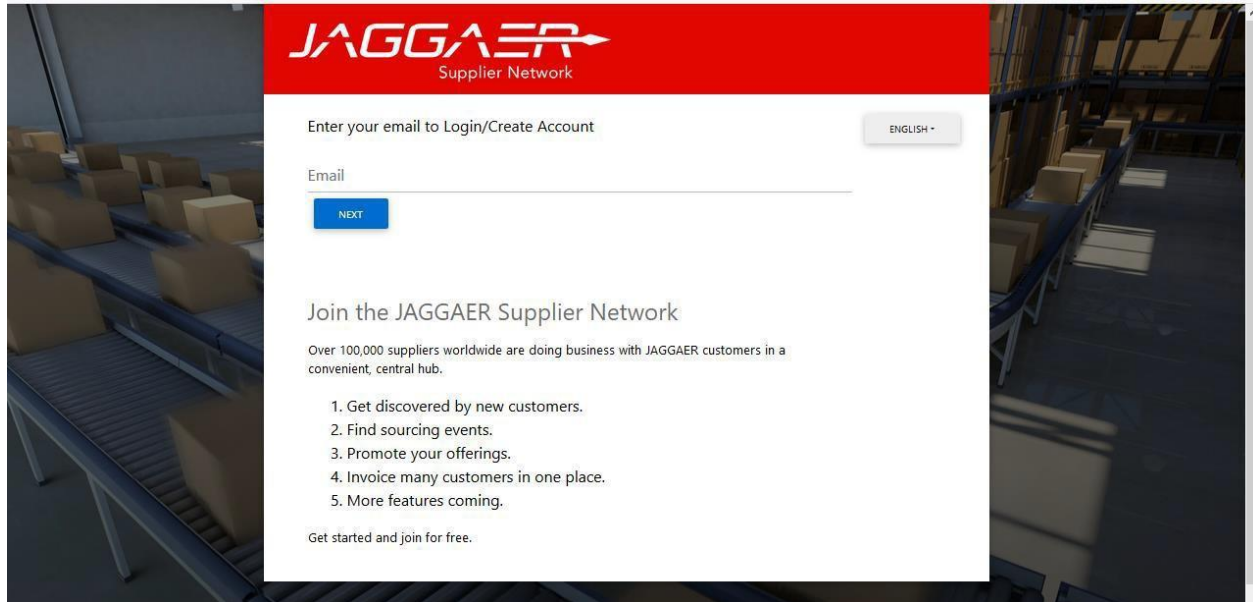
**Next Steps**

- 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

**Note:** As mentioned throughout the above registration guide, there are several areas to “attest” to specific business identifiers on your registration profile - some being legislative requirements Queen’s University must adhere to when engaging with suppliers and others helping to support the university and community’s mission and goals. Attesting to some of these will assign a “classification code” to your business profile in Queen’s eProcurement system, acQuire – which will help your business stand out more to Queen’s clients shopping in the system.

## Existing Jaggaer/Queen's Account Registered Suppliers - Login Page

\*To log back into your Jaggaer/Queen's supplier portal account, navigate [here](#).



The image shows the Jaggaer Supplier Network login page. It features a red header with the JAGGAER logo and 'Supplier Network' text. Below the header, there is a white box with a login form. The form includes a text input for 'Email' and a 'NEXT' button. To the right of the email input is a language dropdown menu set to 'ENGLISH'. Below the login form, there is a section titled 'Join the JAGGAER Supplier Network' with a brief description and a list of five benefits. At the bottom of this section is a 'Get started and join for free.' link. The background of the page shows a warehouse with a conveyor belt and boxes.

**JAGGAER**  
Supplier Network

Enter your email to Login/Create Account

ENGLISH

Email

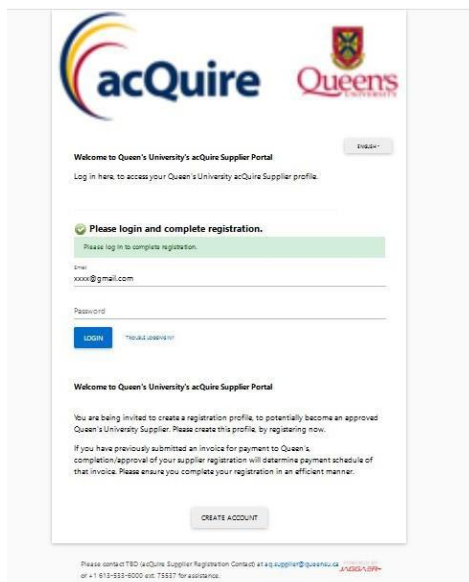
NEXT

**Join the JAGGAER Supplier Network**


Over 100,000 suppliers worldwide are doing business with JAGGAER customers in a convenient, central hub.

1. Get discovered by new customers.
2. Find sourcing events.
3. Promote your offerings.
4. Invoice many customers in one place.
5. More features coming.

Get started and join for free.



The image shows the acquire Queen's University Supplier Portal login page. It features a header with the 'acquire' logo and the Queen's University crest. Below the header, there is a white box with a login form. The form includes a 'Welcome to Queen's University's acquire Supplier Portal' message, a 'Log in here to access your Queen's University acquire Supplier profile.' link, and a 'Please login and complete registration.' section. The login section has fields for 'Email' (with the example 'xxxx@gmail.com') and 'Password', and a 'LOGIN' button. Below the login section, there is a 'Welcome to Queen's University's acquire Supplier Portal' message and a 'CREATE ACCOUNT' button. At the bottom of the page, there is a footer with contact information for the Supplier Registration Contact.

**acquire** 

Welcome to Queen's University's acquire Supplier Portal

Log in here to access your Queen's University acquire Supplier profile.

**Please login and complete registration.**

Please log in to complete registration.

Email

xxxx@gmail.com

Password

LOGIN

Welcome to Queen's University's acquire Supplier Portal

You are being invited to create a registration profile, to potentially become an approved Queen's University Supplier. Please create this profile by registering now.

If you have previously submitted an invoice for payment to Queen's, completion/approval of your supplier registration will determine payment schedule of that invoice. Please ensure you complete your registration in an efficient manner.

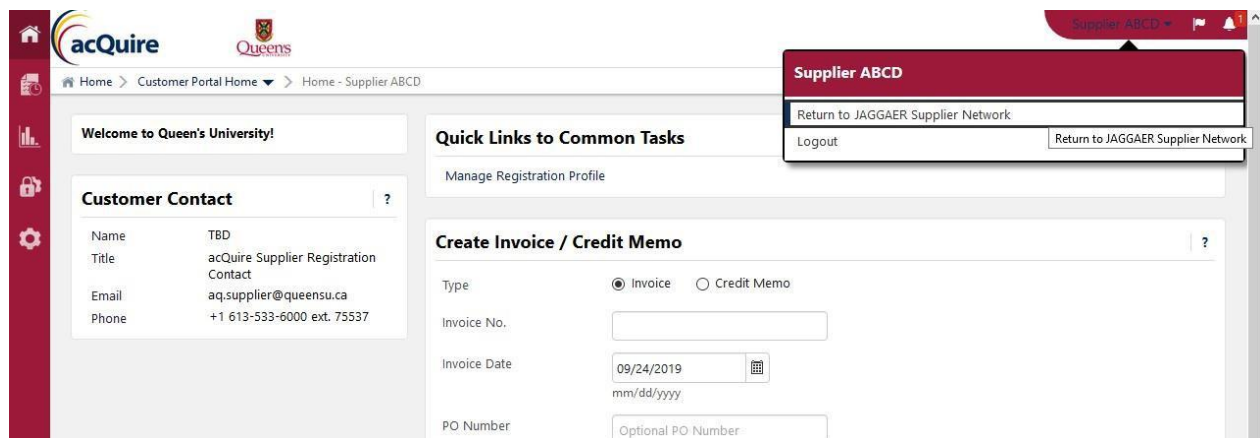
CREATE ACCOUNT

Please contact TBO acQuire Supplier Registration Contact at [acquire@queensu.ca](mailto:acquire@queensu.ca) or +1 910-533-6000 ext. 7531 for assistance.

## Jaggaer Supplier Network Portal - Configuring Currency Settings (for PO invoicing)

\*If your company would like to invoice Queen's University for a PO in Canadian funds, you must configure CAD currency in your Jaggaer Supplier portal first.

1. If logged into Queen's University acQure Supplier Portal, click dropdown arrow next to Supplier name in top right corner of screen
  - a. Click "Return to JAGGAER Supplier Network"



2. When in Jaggaer Supplier Network Portal, click "Setup"
  - a. Click "General Site Settings"
  - b. Click "Configure Currency Settings"

The screenshot shows the JAGGAER Supplier Network portal for 'Supplier ABCD'. The 'Setup' menu is open, and 'Configure Currency Settings' is highlighted under the 'General Site Settings' section. Other menu items include 'Organization Structure and Settings', 'General Site Settings', 'Site Appearance and Behavior', and 'User Communication'. The main content area shows options to 'Create Invoice / Credit Memo' and 'Find Invoice'.

3. Click “Currency Configuration” tab

The screenshot shows the 'Currency Configuration' tab selected. A yellow warning banner states: 'There are no currencies enabled for all suppliers.' Below this, there are tabs for 'Configuration', 'number wheel', 'image management', and 'currency configuration'. The 'Currency Configuration' tab is active, showing an 'Exchange Rate Summary' table.

Currency	Current rate	Next rate	Effective date	Earliest Effective date
USD (US Dollar)	1			1/3/2000
AED (UAE Dirham)				12/16/2008
AFN (Afghan Afghani)				9/30/2014
ALL (Albanian Lek)				5/10/2017
AMD (Armenian Dram)				5/10/2017
AOA (Angolan Kwanza)				7/31/2013
ARS (Argentine Peso)				9/30/2014
AUD (Australian Dollar)				1/3/2000
AWG (Aruban florin)				12/10/2015
AZN (Azerbaijani Manat)				5/10/2017
BAM (Bosnia-Herzegovina Convertible Mark)				11/9/2015

- a. Locate CAD from the listing of currencies
- b. Click “Active” within the Currency Configuration pop-up section on the right-hand side

Setup > General Site Settings > Configure Currency Settings > Currency Configuration

There are no currencies enabled for all suppliers.

Configuration number wheel image management **currency configuration**

**Currency Configuration** Import/Integration Options Currency Configuration History

Currency	Current rate	Next rate	Effective date	Earliest Effective date
USD (US Dollar)	1			1/3/2000
AED (UAE Dirham)				12/16/2008
AFN (Afghan Afghani)				9/30/2014
ALL (Albanian Lek)				5/10/2017
AMD (Armenian Dram)				5/10/2017
AOA (Angolan Kwanza)				7/31/2013
ARS (Argentine Peso)				9/30/2014
AUD (Australian Dollar)				1/3/2000
AWG (Aruban florin)				12/10/2015
AZN (Azerbaijani Manat)				5/10/2017
BAM (Bosnia-Herzegovina Convertible Mark)				11/9/2015

**Currency Configuration**

Currency: CAD (Canadian Dollar)

Active: ☒

Enable for all suppliers: ☐

**Currency Order of Preference**

Currency Order: USD 10

Save

Results Per Page: 20 Records found: 0 Page 1 of 1

Effective date	Exchange rate	Action
----------------	---------------	--------

- c. Click “Save”
  - i. CAD (Canadian Dollar) should now appear second from the top of the available currency listing on the left-hand side, with a JAGGER exchange rate to correspond
- d. You can now navigate back to Queen’s acQure Supplier Portal if you wish to submit a PO invoice to Queen’s

**JAGGAER SUPPLIER**

Supplier: ABCD

Setup > General Site Settings > Configure Currency Settings > Currency Configuration

Success: Successfully Saved Changes

Warning: There are no currencies enabled for all suppliers.

Configuration | number wheel | image management | **currency configuration**

**Currency Configuration** | Import/Integration Options | Currency Configuration History

Update Rates | Import Exchange Rates

**Exchange Rate Summary**

Currency	Current rate	Next rate	Effective date	Earliest Effective date
USD (US Dollar)	1			1/3/2000
CAD (Canadian Dollar)	JAGGAER Rate 1.322097			1/2/2000
AED (UAE Dirham)				12/16/2008
AFN (Afghan Afghani)				9/30/2014
ALL (Albanian Lek)				5/10/2017
AMD (Armenian Dram)				5/10/2017
AOA (Angolan Kwanzas)				7/31/2013
ARS (Argentine Peso)				9/30/2014
AUD (Australian Dollar)				1/3/2000
AWG (Aruhan florin)				12/10/2015

**Currency Configuration**

Currency: CAD (Canadian Dollar)

Active: ☒

Enable for all suppliers: ☐

**Currency Order of Preference**

Currency Order: USD 10

Save

Results Per Page: 20 Records found: 1 Page 1 of 1

Effective date	Exchange rate	Action
9/24/2019	JAGGAER Rate	delete...

## Jaggaer Supplier Network Portal – Navigating to Queen’s acQuire Supplier Portal

\*If you are logged into the Jaggaer Supplier Network Portal, you can navigate to individual customer portals you have registered with (i.e. Queen’s University, other clients, etc.)

1. Ensure you are on the Jaggaer Home page
  - a. Click “Home” from main menu on the left
2. Locate the “Customer Portal Access” section
3. Click “acQuire – Queen’s University Supplier Portal” link

**JAGGAER SUPPLIER NETWORK**

Supplier ABCD

JAGGAER Network ID: 1001476582

[View Your Company's Network Profile](#)

[Manage Customer Registrations](#)

[Send New User Registration Request](#)

**Create Invoice / Credit Memo**

Type: ☒ Invoice ☐ Credit Memo

Invoice No.:

Invoice Date: 09/24/2019

Customer: acQuire - Queen's University Supp

PO Number: Optional PO Number

Currency: US Dollar

**Create**

**Customer Portal Access**

Customer	Registration Status	Customer Contact
acQuire - Queen's University Supplier Portal	Complete	TBD

**Find Invoice**

Advanced Search

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s):

Multiple values can be separated by a comma(,).

**Need Assistance?**

Help

Search for:

[Browse the Table of Contents](#)

**Training**

[Online Training and Support](#)

**Supplier Contact**

Name: Supplier ABCD

Title:

Email: acquire.tsm+356@gmail.com

Phone: +1 613-533-6000

**JAGGAER Support**

Still have questions? [Contact Us](#)

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- Click "OK" when notified you are being redirected to the acQuire – Queen's University Supplier Portal"

**JAGGAER SUPPLIER NETWORK**

Supplier ABCD

JAGGAER Network ID: 1001476582

[View Your Company's Network Profile](#)

[Manage Customer Registrations](#)

[Send New User Registration Request](#)

**Create Invoice / Credit Memo**

Type: ☒ Invoice ☐ Credit Memo

Invoice No.:

Invoice Date: 09/24/2019

Customer: acQuire - Queen's University Supp

PO Number: Optional PO Number

Currency: US Dollar

**Create**

**Customer Portal Access**

You are being redirected to the acQuire - Queen's University Supplier Portal portal, where you can manage your relevant data, invoices, and events.

To return to the network portal, access your user name at the top of the page and "Return to JAGGAER Supplier Network."

☐ Don't show me this again

**OK** **Close**

**Find Invoice**

Advanced Search

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s):

Multiple values can be separated by a comma(,).

**Need Assistance?**

Help

Search for:

[Browse the Table of Contents](#)

**Training**

[Online Training and Support](#)

**Supplier Contact**

Name: Supplier ABCD

Title:

Email: acquire.tsm+356@gmail.com

Phone: +1 613-533-6000

**JAGGAER Support**

Still have questions? [Contact Us](#)



## Queen's acQuire Supplier Portal – Creating/Monitoring PO Invoice

\*Currently, your company must have received an official Queen's University Purchase Order for you to submit an invoice through the Queen's acQuire supplier portal. If you have not received a PO, please continue to invoice Queen's how you have been (preferably at least in an electronic method).

1. Ensure you have received a PO from Queen's, are logged into the acQuire Supplier Portal and have navigated to the Home page

The screenshot shows the Queen's acQuire Supplier Portal Home page. The top navigation bar includes the acQuire and Queen's University logos, a breadcrumb trail (Home > Customer Portal Home > Home - Supplier ABCD), and a user profile dropdown (Supplier ABCD). The main content area is divided into several sections: a 'Welcome to Queen's University!' message, a 'Customer Contact' box with fields for Name, Title, Email, and Phone, a 'Quick Links to Common Tasks' section with a 'Manage Registration Profile' link, a 'Create Invoice / Credit Memo' form with fields for Type (Invoice/Credit Memo), Invoice No., Invoice Date, PO Number, and Currency, and a 'Find Invoice' section with an 'Advanced Search' option and an 'Invoice Number(s)' input field. A 'Need Help?' button is located in the bottom right corner.

2. Click "Orders" from the main menu on the left-hand side
3. Click "Sales Order and Shipments"
4. Click "Search for Sales Orders"



**acQure** **Queens** Supplier ABCD

**Orders** Type to Search Sales Orders...

**Sales Orders And Shipments** Search for Sales Orders

**Name** TBD  
**Title** acQure Supplier Registration  
**Contact**  
**Email** aq.supplier@queensu.ca  
**Phone** +1 613-533-6000 ext. 75537

**Create Invoice / Credit Memo**

Type ☒ Invoice ☐ Credit Memo

Invoice No.

Invoice Date  mm/dd/yyyy

PO Number

Currency

**Create**

**Find Invoice**

Advanced Search

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s)  **Q**

Multiple values can be separated by a comma(,).

**Need Help?**

5. Locate the PO you want to invoice against, from the listing of POs Queen's has issued to your company
6. Click on the "Sales Order Number" or "Purchase Order Number" to access the PO

**acQure** **Queens**

Orders > Sales Orders And Shipments > Search for Sales Orders > Search Sales Orders

**Search Sales Orders**

Created Date: All Quick search **Q** Add Filter Clear All Filters

1-3 of 3 Results 20 Per Page

Sales Order Number	Purchase Order Number	Creation Date/Time	Supplier	Fulfillment Center	Owner	Shipment Status	Fulfillment Status	Total Amount
1798382	AQPO4137	1/24/2019 1:51:06 PM		Network Fulfillment Center 1		N/A	Does Not Apply	100.00 CAD
1786749	AQPO4084	11/28/2018 2:30:17 PM		Network Fulfillment Center 1		N/A	Does Not Apply	100.00 CAD
1785708	AQPO4084	11/22/2018 11:21:17 AM		Network Fulfillment Center 1		N/A	Does Not Apply	100.00 CAD

7. When in the PO, click “Create Invoice” (or “Create Credit Memo”) from the “Available Actions” menu on the right-hand side of the screen
8. Click “Go”

acQuire

Orders > Sales Orders And Shipments > Search for Sales Orders > Summary - SO 1798382

< Back to Results 1 of 3 Results < >

Sales Order Number: **1798382 Revision 0**  
 External PO Ref #: **AQPO4137**  
 Supplier Name: [Redacted]

Available Actions: **Add Notes to History** (highlighted), Create Invoice, Create Credit Memo

Go

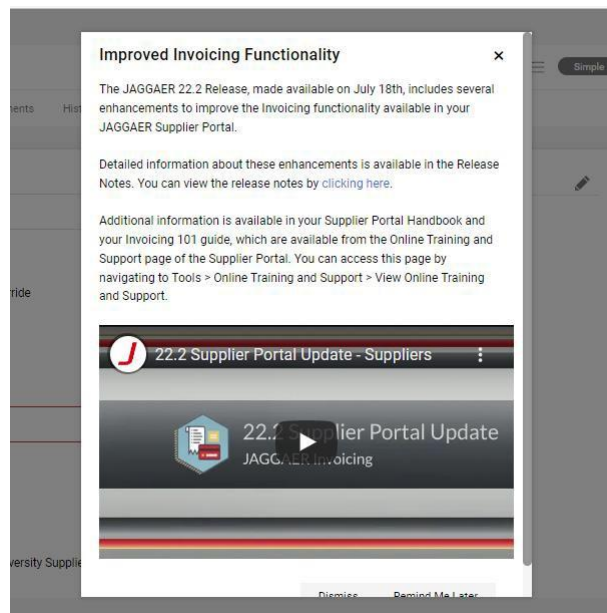
Status: **Sales Order** | Revisions | PO Documents | Invoices | Order Acknowledgments | Advance Ship Notices | History

Summary | Shipping Information | Supplier Information

Hide header

General Information		Shipping Information		Billing Information	
Priority	Normal	Ship To		Bill To	
Sales Order No.	1798382	Attn:		Queen's Financial Svcs	
Sales Order Create Date	1/24/2019	Room/Floor/Hall:	Rideau Bldg	Rideau Bldg, 3rd Flr	
PO/Reference No.	AQPO4137	Strategic Procurement Servs		Queen's University	
PO Creation Date	1/24/2019	207 Stuart St		207 Stuart St	
Buyer Name		Queen's University		accounts.payable@queensu.ca	
Buyer Phone		Kingston, ON K7L 2V9		Kingston, ON K7L 2V9	
Buyer Email		Canada		Canada	
Supplier Name		ShipTo Address Code	RIDSPS	Bill To Address Code	QUE002
		Delivery Options		Credit Card/PCard Information	
		Ship Via	Best Carrier-Best Way	No credit card has been assigned.	
		Expedite	X	Billing Options	
		Requested Delivery Date	no value	Accounting Data	no value

**Note:** Jaggaer’s portal invoicing functionality was updated July 2022 – Jaggaer has provided a tutorial video and written information within the portal that details the updates:



9. Add/adjust any applicable values and supporting information (can be done via “Entry” or “Summary” tab)

10. Ensure to add:

- a. Invoice (Voucher) No.
- b. Invoice Date
- c. Quantity of goods/service being invoiced
- d. Unit price of goods/service being invoiced
- e. Taxes
- f. Can click “Save” in top right once information is entered and/or updated

acQuire Queen's University

Invoice • 2175113

Simple Save Complete

Entry Summary Messages Attachments History

Buyer Voucher Number no value

Supplier Invoice Date \* 7/29/2022

Projected Payment Date ☐ Override

Voucher Owner Nicole Mundell

Supplier Name S1, Supplier

Voucher Number \*

Required

Currency Canadian Dollar

Sales Order Number 1786749

Customer acQuire - Queen's University Supplier Portal

Remit To

**Correct these issues.**  
You are unable to proceed until addressed.  
Required: Voucher Number  
Supplier Invoice Image is required based on your Remit to Country.

**S1, Supplier**

<b>Total (0.00 CAD)</b>	
Subtotal	0.00
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
Miscellaneous Fees	0.00
	<b>0.00</b>

Related Documents

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11. Attach a copy of the Invoice

- a. Navigate to the “Attachments” tab of the invoice to upload the document
- b. Select the “Add Attachment” blue button, browse (“Select Files”) and upload document (**Note:** Must be PDF)
- c. Save Changes

acQuire Queen's University

Invoice • S1\_985672832

Complete

Entry Summary Messages **Attachments** History

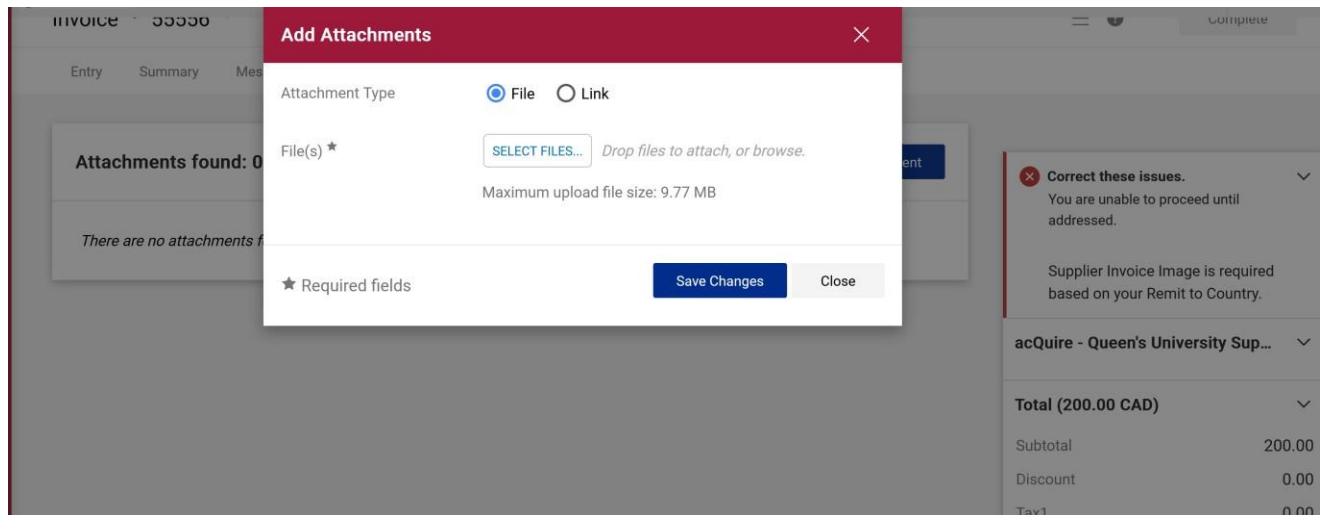
**Attachments found: 0**

There are no attachments for this document.

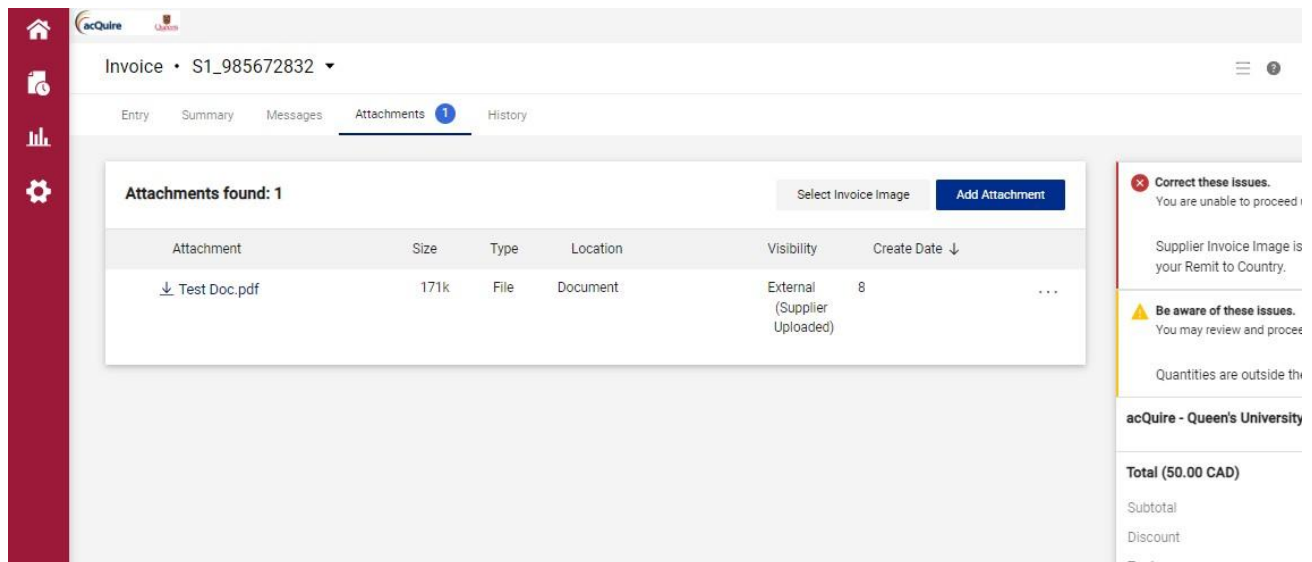
**Correct these issues.**  
You are unable to proceed until addressed.  
Supplier Invoice Image is required based on your Remit to Country.

**Be aware of these issues.**  
You may review and proceed.  
Quantities are outside the allowed tolerance.

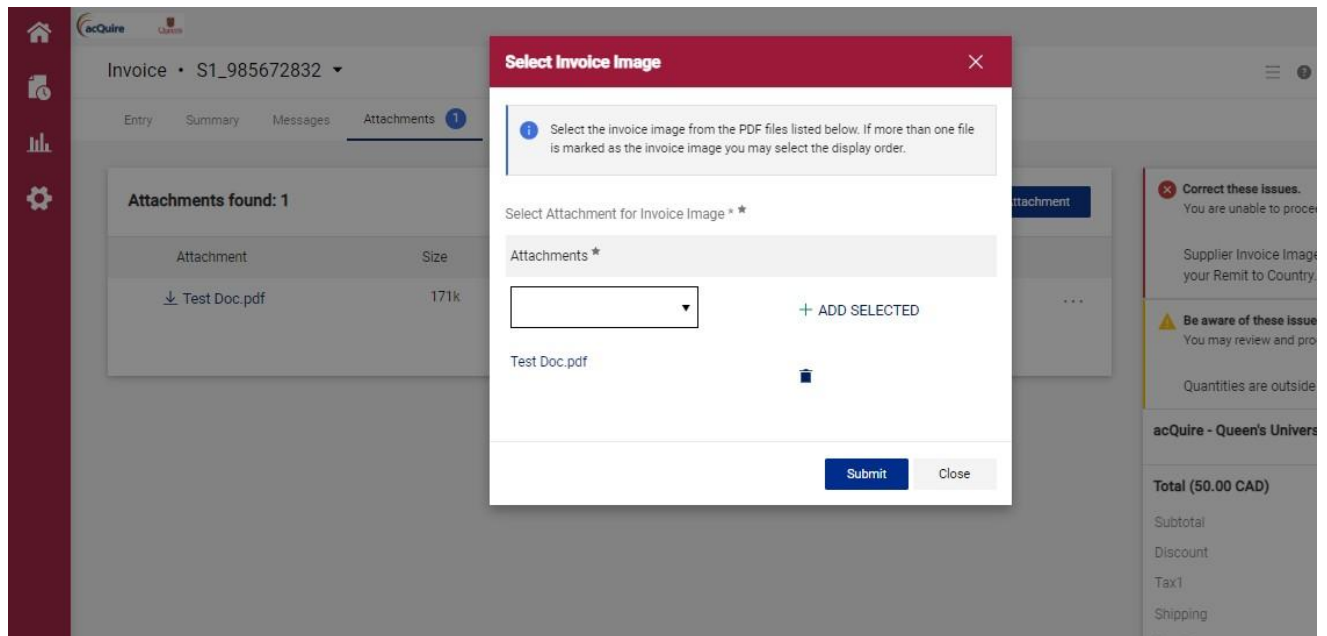
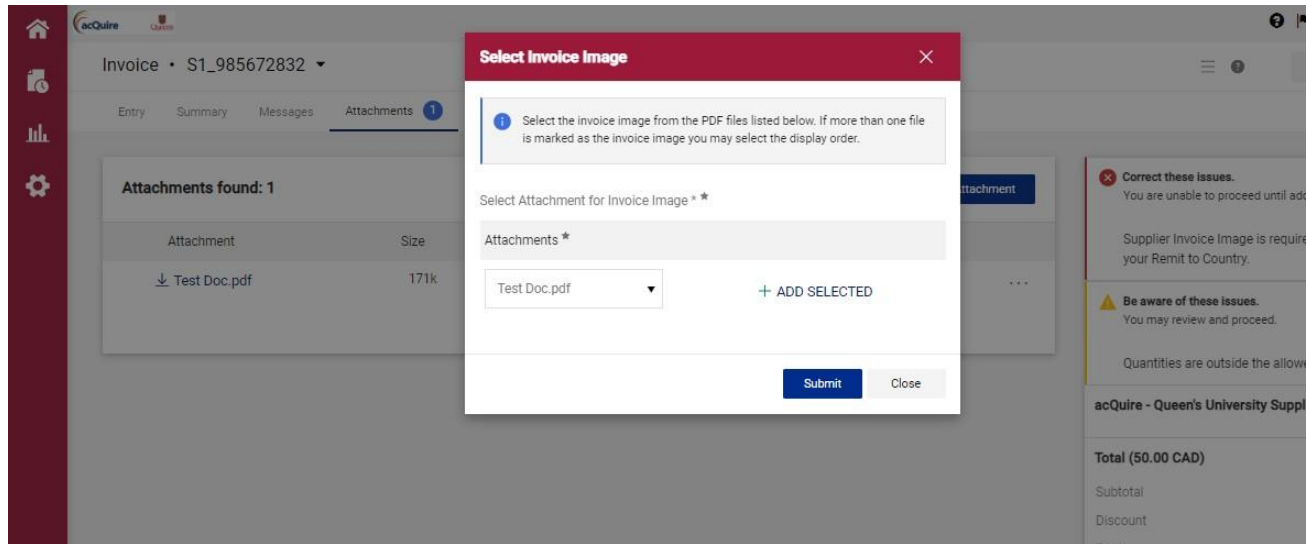
acQuire - Queen's University Supplier ...



- i. While still on “Attachments” tab, click on “Select Invoice Image” button
  - Primary invoice document must be flagged as such, in order for invoice (voucher) to be marked complete and available for submission to Queen’s



- ii. Select the primary invoice attachment from the dropdown menu and click on the “+ADD SELECTED” button
- iii. Once added, click “Submit”



- i. Primary invoice document will have a crown image displayed next to it, symbolizing its primary status



13. At any time if you would like to check back and review the status of the invoice, navigate to “Orders”
  - a. Click “Sales Invoices”
  - b. Click “Search for Sales Invoices”
  - c. Look up the sales invoice in question
    - i. Once located, the “Pay Status” and “Payment Date” fields will be visible for the invoice
    - ii. Payment date is calculated based on the Pay Terms set up on your Queen’s supplier profile and the invoice date entered on the invoice.
    - iii. Payment date will also be dependent on timing of Queen’s departmental invoice approval

Supplier Invoice Number(s)	Invoice Number	Customer Name	Invoiced/Created By	PO Number	Supplier Invoice Date	Created Date/Time	Invoice Source	Invoice Type	Due Date	Paid Date	Discount Amount	Total Amount
S1_985672832	AQV2925	acQuire - Queen's University Supplier Portal	System	AQP04084	7/29/2022		Supplier Portal	PO Invoice	7/29/2022	-	0.00 CAD	50.00 CAD

## Queen's acQuire Supplier Portal - Adding New Supplier Contact (User) to Portal

\*If you would like another contact from your company to manage the portal activities as well, see sales orders or review invoice status, add a **New User**.

**Note:** It is recommended to have at least two contacts from your company managing the portal, in case of absences or turnover.

1. When logged into the Queen's University acQuire Supplier Portal section of the Jaggaer Supplier Portal, navigate to "Administer" from main menu on left- hand side
2. Click "Manage Users"
3. Click "Send New User Request"
4. Identify details of the new user
  - a. First/Last Name
  - b. Phone Number
  - c. Email Address
  - d. Role for the user to have in the portal
  - e. Click "Send User Request"

The screenshot shows the 'Send New User Request' form in the Queen's acQuire Supplier Portal. The breadcrumb trail at the top reads: Administer > Manage Users > Send New User Request > User Management - Create User. A notification box at the top states: 'Sending a user registration request. To send a registration request to a new user, please enter the user's contact information. Select the role that you would like the user to be assigned. An email will be sent to the email address below with instructions on how to register. Pending registrations can be viewed on the registrations page.' The form is titled 'User Identification' and contains the following fields: First Name (required), Last Name (required), Title, Phone Number (required, with an 'ext.' field and a note 'International phone numbers must begin with +'), Mobile Phone Number (with a note 'International phone numbers must begin with +'), E-mail Address (required, with a dropdown arrow), and Role (dropdown menu). A legend indicates that fields with an asterisk are required. A 'Send User Request' button is located at the bottom right of the form.