



Queen's University acQuire Supplier Network

Portal and Registration Guide

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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)

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



[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

ENGLISH



Welcome to the Queen's University acQuire Supplier Portal

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.

Please see [Registration FAQ's](#) for additional helpful information.

CONTINUE WITH REGISTRATION

Powered by JAGGAER | [Privacy Policy](#) | [Got Feedback?](#)



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

Company Name* Last Name* Title

Phone Number*

International phone numbers must begin with +

Preferred Time Zone*

Your Login

Email* Confirm Email*

Password* Re-Enter Password*

Account Feature: Queen's*

Answer* Confirm Answer*

CREATES ACCOUNT

Please contact TSD acQuire Supplier Registration Contacts at acquiretam@queensu.ca or 1-813-833-6000 ext. 738127 for assistance.

Queen's acQure Supplier Portal – Completing Registration Profile

Completing your supplier registration profile is a five-step required process, with four 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. The left sidebar contains a navigation menu with icons for Home, Registration, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification, and Certify & Submit. The main content area is titled 'Welcome to Supplier Registration' and includes a progress indicator '3 of 8 Steps Complete'. The 'Welcome' section lists the steps: 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. Below this, there is a section titled 'Required to Start Registration' with a form field for 'Legal Company Name' containing the text 'Supplier Example'. At the bottom, there is a section titled '★ Required to Complete Registration' with 'Next >' and 'Save Changes' buttons. The footer 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

The screenshot displays the 'acQuire Queen's University Supplier Portal' interface. On the left, a vertical navigation menu lists various sections: 'Supplier Example', 'Registration In Progress for: acQuire - Queen's University Supplier Portal', '3 of 8 Steps Complete', 'Welcome', 'Company Overview' (highlighted), 'Business Details', 'Addresses', 'Contacts', 'Diversity', 'Insurance', 'Payment Information', 'Professional Certification...', and 'Certify & Submit'. The main content area is titled 'Company Overview' and includes a help icon. Below the title, there is explanatory text about the purpose of the information entered. The form fields include: 'Doing Business As (DBA)' with a text input; 'Country of Origin' with a dropdown menu; 'Does your business have a DUNS number?' with radio buttons for 'Yes' and 'No'; 'Legal Structure' with a dropdown menu; and 'Website' with a text input and a refresh icon. An 'Additional Questions' section contains a checkbox for confirming the registrant is doing business with the University as an Entity. At the bottom, there is a legend for required fields (marked with a star) and navigation buttons: '< Previous', 'Next >', and 'Save Changes'. The footer indicates the system is '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"

acQuire Queen's University

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

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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"

acQuire Queen's University

Registration > Manage Registration Profile

Supplier Example

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

3 of 8 Steps Complete

Welcome

Company Overview

Business Details ✓

Addresses

Contacts

Diversity

Insurance

Payment Information

Professional Certification...

Certify & Submit

Registration FAQ | View History

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

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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 displays the 'acQuire' registration portal for Queen's University. The left sidebar shows a progress bar with 3 of 8 steps complete, and a list of sections: Welcome, Company Overview, Business Details, Addresses (highlighted), Contacts, Diversity, Insurance, Payment Information, Professional Certification, and Certify & Submit. The main content area is titled 'Addresses' and includes a 'Required Information' box stating that Fulfillment and Remittance addresses are required. Below this, it says 'No addresses have been entered' and provides an 'Add Address' button. At the bottom of the main area are 'Previous' and 'Next' navigation buttons. The footer indicates the system is powered by JAGGAER and includes a Privacy Policy link.

- 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 registration portal. A modal window titled 'Add Address' is open, showing 'Basic Information (Step 1 of 3)'. The form includes a label 'What would you like to label this address? *' with a text input field containing 'MAIN' and an example 'Example: Headquarters, Houston Office'. Below this, a question asks 'Which of the following business activities take place at this address? (select all that apply) *' with three checkboxes: 'Takes Orders (fulfillment)' (checked), 'Receives Payment (remittance)' (checked), and 'Other (physical)' (unchecked). A footer note states '* Required to Complete Registration' and a 'Next >' button is present. The background shows a sidebar with navigation links like 'Welcome', 'Company Overview', 'Business Details', 'Addresses', 'Contacts', 'Diversity', 'Insurance', 'Payment Information', 'Professional Certification...', and 'Certify & Submit'. The top header indicates 'Registration In Progress for: acQuire - Queen's University Supplier Portal' and '3 of 8 Steps Complete'.

- 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 interface. On the left is a vertical navigation menu with icons for Home, Dashboard, Progress, Settings, and Search. The main content area is titled 'Supplier Example' and shows 'Registration In Progress for: acQuire - Queen's University Supplier Portal' with '3 of 8 Steps Complete'. The progress bar indicates that 'Company Overview', 'Business Details', 'Addresses', and 'Contacts' are incomplete (marked with triangles), while 'Diversity', 'Insurance', 'Payment Information', and 'Professional Certification...' are complete (marked with green checkmarks). The 'Contacts' section is currently active, displaying a message: '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.' Below this is a blue box titled 'Required Information' stating 'The following contacts are required to complete registration:' with a list: '- Fulfillment' and '- Remittance'. A message below the box says 'No contacts have been entered' with an 'Add Contact' button. At the bottom right of the contact entry area is a 'Hide Inactive Contacts' link. Navigation buttons 'Previous' and 'Next' are at the bottom right of the main content area. The footer includes 'Registration FAQ | View History' and '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 include:

- 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.

acQuire Queen's University

Registration Manage Registration Profile

Supplier Example

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

3 of 8 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

Payment Information

Professional Certification...

Certify & Submit

Registration FAQ View History

Diversity

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

Add Diversity Classifications

Additional Questions

Is your business at least 51% owned, managed or controlled by members of equity deserving groups? *

☐ Yes

☐ No

Accessibility for Ontarians with Disabilities Act (AODA) Compliant *

☐ Yes

☐ No

Please visit our website to learn more about social procurement at Queen's University.

Previous Next Save Changes

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/>

7. Insurance (optional)

- a. 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 sidebar with icons for Home, Registration, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification, and Certify & Submit. The 'Insurance' section is highlighted with a green checkmark. The main content area is titled 'Insurance' and contains the following text: '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.' Below this is a note: '*Please note: Queen's will not accept insurance coverage less than \$2M*'. It then instructs the user to 'Select "add insurance", review the list of insurance types then make your selection of which to provide detail for.' and provides a link to 'Further inquiries related to insurance requirements can be directed to Queen's Strategic Procurement Services.' A dropdown menu for 'Add Insurance' is open, showing options: 'Commercial General Liability', 'Product Liability', 'Professional Liability', 'Workers' Compensation', and 'Other'. At the bottom of the main content area are 'Previous' and 'Next' buttons. The footer indicates 'Powered by JAGGAER | Privacy Policy'.

- i. Input Policy Number
- ii. Choose Insurance Limit
- iii. Input Expiration Date as reflected on the Insurance Form
- iv. Upload applicable supporting Certificate of Insurance documentation

The 'Add Insurance' form is displayed with a close button (X) in the top right corner. The form fields are as follows:

- Insurance Type ***: Commercial General Liability
- Policy Number ***: [Text input field]
- Insurance Limit ***: \$500,000 or Less (dropdown menu)
- Expiration Date ***: [Date input field] (format: mm/dd/yyyy)
- Insurance Provider ***: [Text input field]
- Agent**: [Text input field]
- Insurance Provider Phone**: [Text input field] (format: ext. [Text input field])
International phone numbers must begin with +
- Upload Certificate of Insurance ***: [Select file button] Drop file to attach, or browse.

At the bottom, there is a legend: '* Required to Complete Registration'. Below the legend are two buttons: 'Save Changes' and '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 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 8 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

Payment Information

Professional Certification...

Certify & Submit

Registration FAQ | View History

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 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.

No payment information has been entered.

[Add Payment Information](#)

[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

No payment information has been entered.

[Add Payment Information](#)

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](#)

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- 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 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 a 'Save Changes' button. The footer indicates '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' supplier portal interface. On the left, a sidebar shows the registration progress: '3 of 8 Steps Complete'. The steps listed are: Welcome, Company Overview (with a warning icon), Business Details (with a green checkmark), Addresses (with a warning icon), Contacts (with a warning icon), Diversity (with a warning icon), Insurance (with a green checkmark), Payment Information (with a warning icon), and 'Professional Certification...' (with a green checkmark). The main content area is titled 'Professional Certifications/Designations' and contains two identical sections for adding certifications. Each section includes a file upload button labeled 'Select file' with the text 'Drop file to attach, or browse.', an 'Expiry Date' field with a calendar icon and the format 'mm/dd/yyyy', and a 'Required to Complete Registration' star icon. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Save Changes'. The footer indicates the portal is 'Powered by JAGGAER | Privacy Policy'.

10. 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

acQuire Queen's University

Registration > Manage Registration Profile

Supplier Example

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

8 of 8 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Professional Certification... ✓

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

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

acQuire Queen's University

Registration > Manage Registration Profile

Thank You for Registering

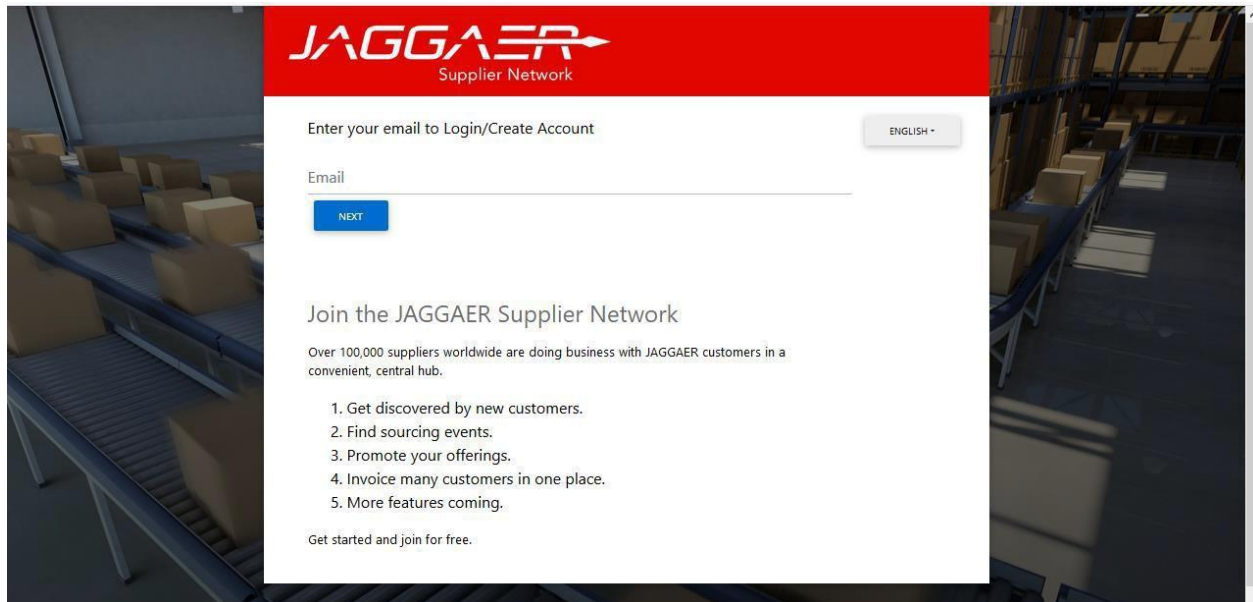
✓ Registration Complete for Supplier Example!

Next Steps

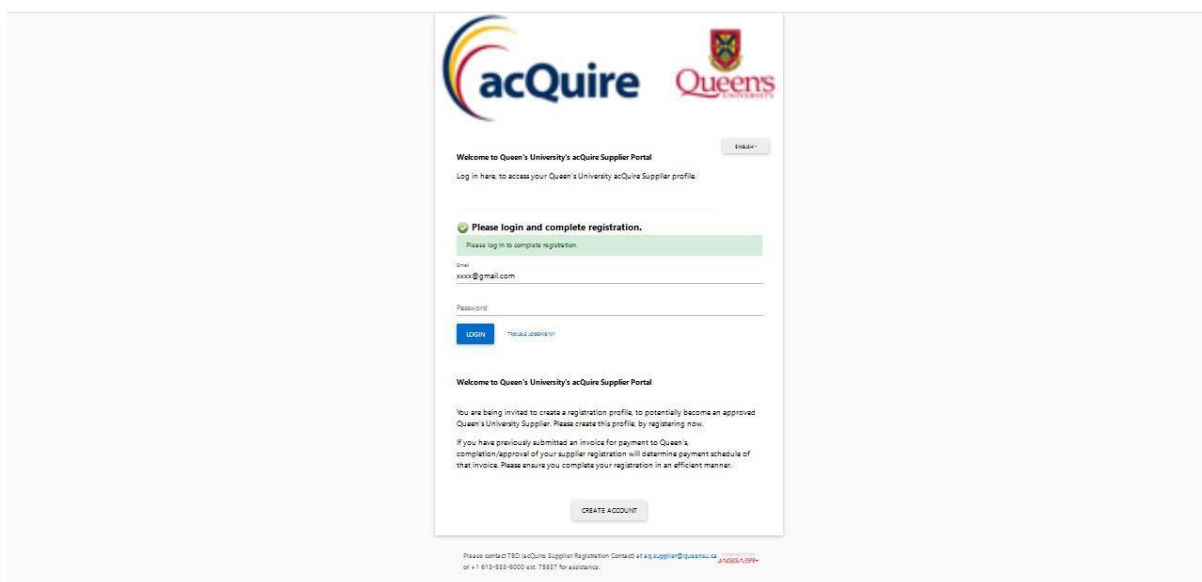
- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- Send new user request to an additional portal user.
- Return to the homepage and check for any other outstanding tasks.
- Return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

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 the text 'Enter your email to Login/Create Account' and an 'ENGLISH' button. A text input field for 'Email' is followed by a blue 'NEXT' button. Below this, the text 'Join the JAGGAER Supplier Network' is displayed, followed by a paragraph stating 'Over 100,000 suppliers worldwide are doing business with JAGGAER customers in a convenient, central hub.' A list of five benefits is provided: 1. Get discovered by new customers, 2. Find sourcing events, 3. Promote your offerings, 4. Invoice many customers in one place, and 5. More features coming. At the bottom, it says 'Get started and join for free.'



The image shows the acquire Queen's University Supplier Portal login page. It features the acquire and Queen's University logos at the top. Below the logos, there is a 'Welcome to Queen's University's acquire Supplier Portal' message and a 'Log in here to access your Queen's University acquire Supplier profile' link. A green box with a checkmark icon contains the text 'Please login and complete registration.' and 'Please log in to complete registration.' Below this, there are input fields for 'Email' (with the placeholder 'xxxx@gmail.com') and 'Password'. A blue 'Login' button is next to the password field, with a '*Forgot password?' link. Below the login section, there is a 'Welcome to Queen's University's acquire Supplier Portal' message and a paragraph stating '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.' and '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.' A 'CREATE ACCOUNT' button is at the bottom. At the very bottom, there is a small text block: 'Please contact TSC (acquire Supplier Registration Contact) at tsc@acquire@queensu.ca or +1 613-513-6000 ext. 75327 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"

The screenshot displays the acQure Supplier Portal interface. The top navigation bar includes the acQure and Queen's University logos, and a breadcrumb trail: Home > Customer Portal Home > Home - Supplier ABCD. A vertical sidebar on the left contains icons for home, dashboard, and settings. The main content area is divided into three sections: 'Welcome to Queen's University!', 'Customer Contact' (with fields for Name, Title, Email, and Phone), and 'Quick Links to Common Tasks' (with a link to 'Manage Registration Profile'). The 'Create Invoice / Credit Memo' section is active, showing a form with fields for 'Type' (radio buttons for Invoice and Credit Memo), 'Invoice No.', 'Invoice Date' (with a calendar icon), and 'PO Number' (with an 'Optional PO Number' field). A dropdown menu is open for 'Supplier ABCD' in the top right corner, showing options: 'Return to JAGGAER Supplier Network', 'Logout', and '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

Supplier ABCD

Search (Alt+Q)

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

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

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

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' section with fields for Type (Invoice selected), Invoice No., Invoice Date (09/24/2019), PO Number, and Currency (US Dollar), and a 'Find Invoice' section with an 'Advanced Search' link and an 'Invoice Number(s)' search 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

Sales Orders And Shipments
Sales Invoices
Search for Sales Orders

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

Create Invoice / Credit Memo

Type: ☒ Invoice ☐ Credit Memo

Invoice No.:

Invoice Date: 10/01/2019
mm/dd/yyyy

PO Number: Optional PO Number

Currency: US Dollar

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 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 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, Create Invoice, Create Credit Memo

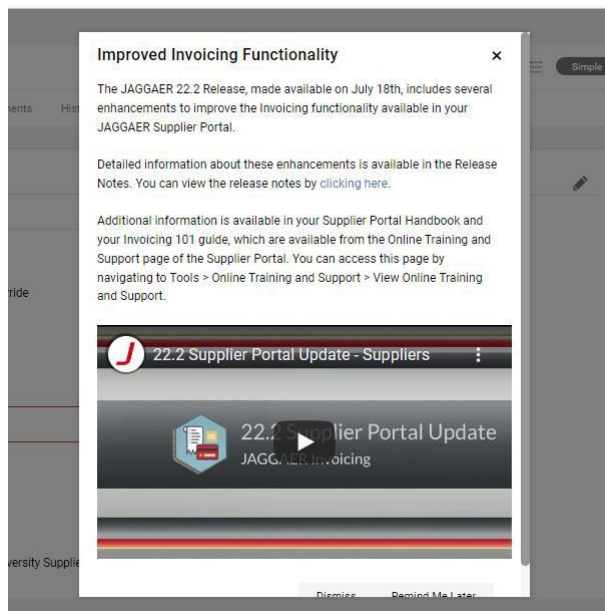
Go

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
mm/dd/yyyy

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

Total (0.00 CAD)	
Subtotal	0.00
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
Miscellaneous Fees	0.00
	0.00

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

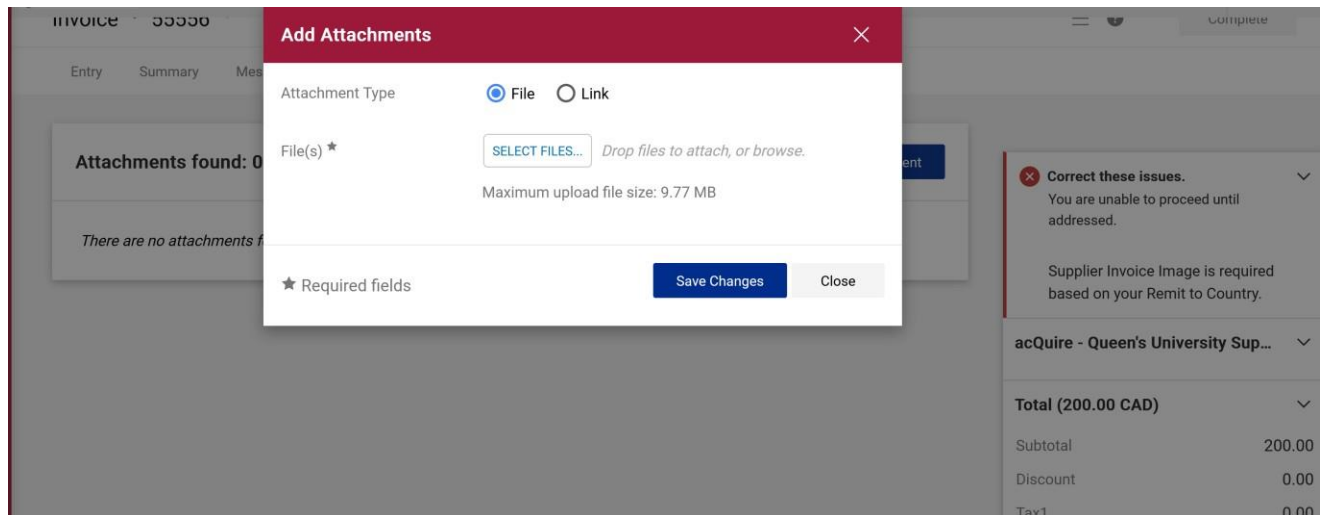
Attachments found: 0

There are no attachments for this document.

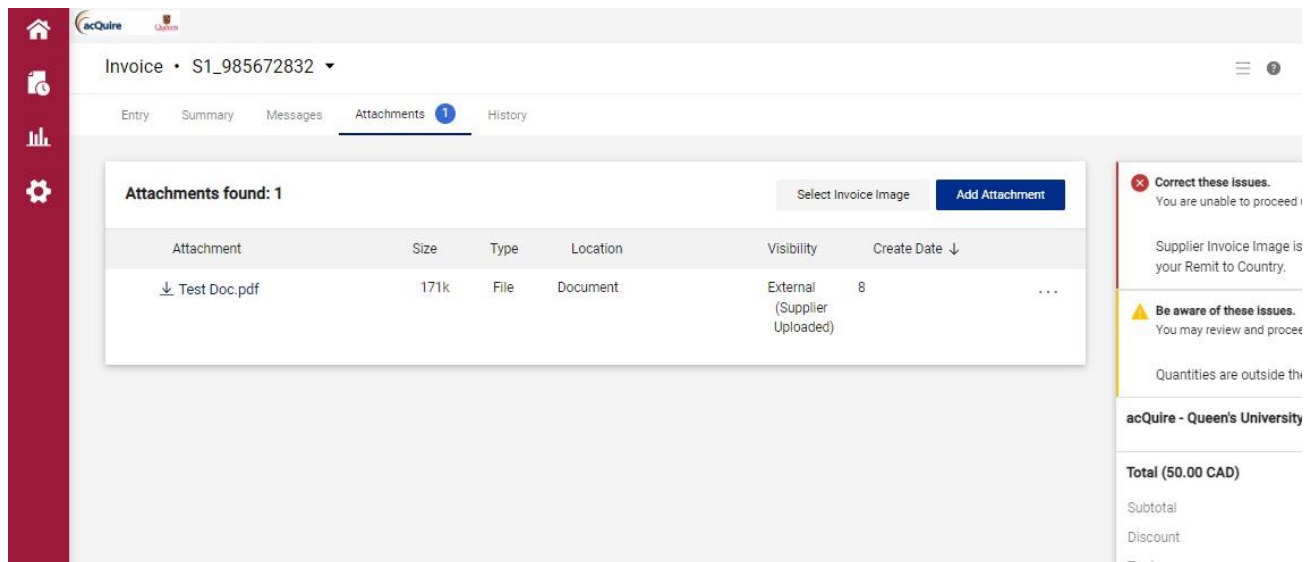
Correct these issues.
You are unable to proceed until addressed.
Supplier Invoice Image is required based on your Remit to Country.

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

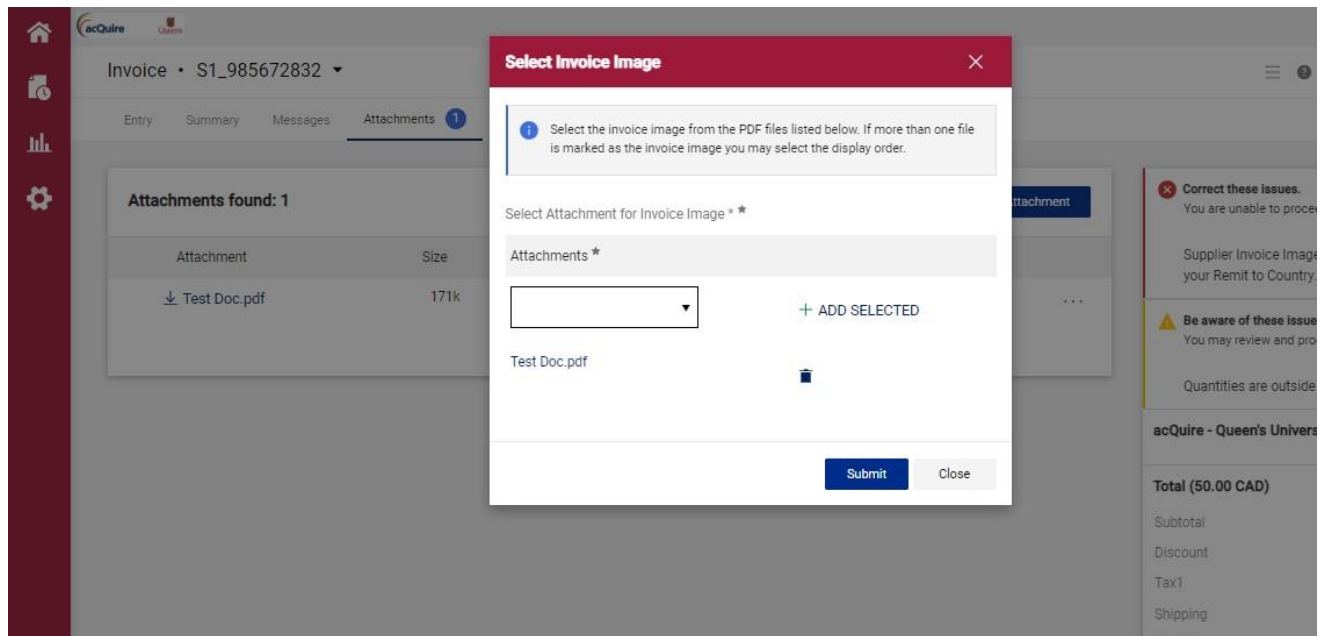
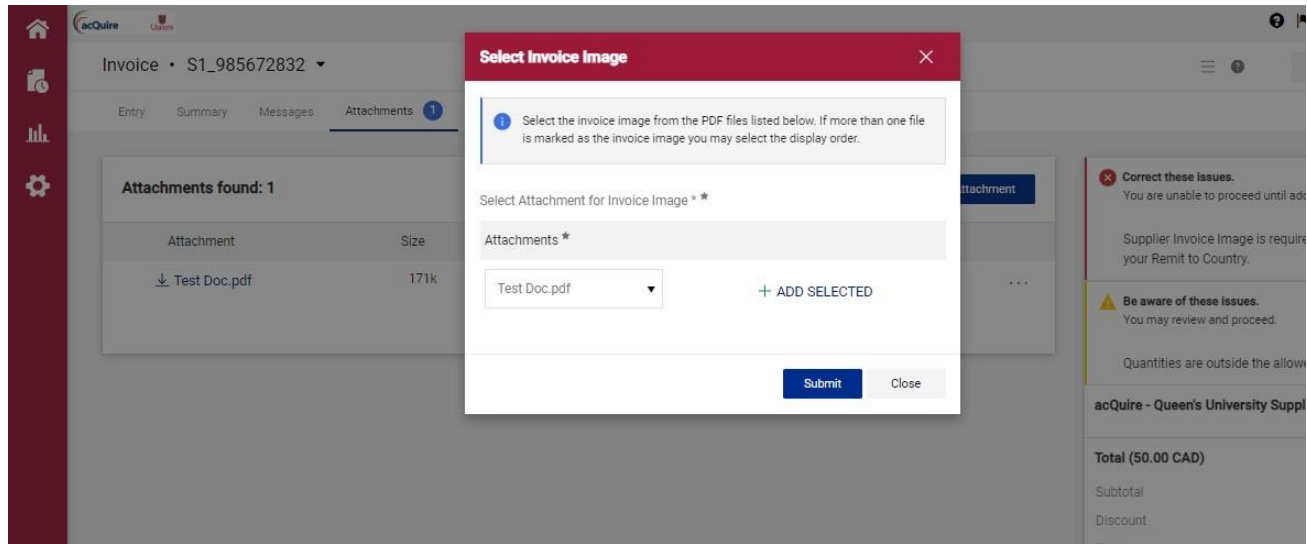
acQuire - Queen's University Supplier ...



- 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	AQPO4084	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' page in the Queen's acQuire Supplier Portal. The page has a red sidebar on the left with navigation icons. The top header includes the 'acQuire' and 'Queens' logos, and a 'Supplier ABCD' dropdown. The breadcrumb trail is: Administer > Manage Users > Send New User Request > User Management - Create User. A message 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 'User Identification' section 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 for domain), and Role (a dropdown menu). A legend indicates that fields with an asterisk are required. A 'Send User Request' button is located at the bottom right.