



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, as well as within 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

The screenshot shows the top section of the registration portal. On the left, there are three links: [Registration Checklist](#), [Registration FAQ](#), and [Registration Tutorial](#). The main heading is "Welcome to Supplier Registration". To the right of the heading is a button labeled "ENGLISH". Below the heading, there is a section titled "Welcome to the Queen's University acQuire Supplier Portal" followed by a list of five 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 the list, there is a link: "Please see [Registration FAQ's](#) for additional helpful information." At the bottom of this section is a large blue button labeled "CONTINUE WITH REGISTRATION".

acQuire

Queens UNIVERSITY

[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?](#)

The screenshot shows the registration form. At the top, there are the acQuire and Queens University logos. Below the logos, there are two links: [Supplier Registration](#) and [Registration Tutorial](#), and a button labeled "ENGLISH". The form is titled "Supplier Registration" and includes a sub-header "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." The form is divided into several sections: "Your Contact Info" with fields for First Name (Supplier), Last Name (ABCD), Title, Phone Number (with an ext. field), and a dropdown for Preferred Time Zone (EDT/EST - Eastern Standard Time (US/Eastern)). "Your Login" section includes fields for Email (acquireteam200@gmail.com), Confirm Email, Password, and Re-Enter Password. There is also a dropdown for "Account Recovery Question" with the prompt "What was the name of your elementary school?". At the bottom, there are fields for Answer and Confirm Answer, and a large blue button labeled "CREATE ACCOUNT".

acQuire

Queens UNIVERSITY

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*
Supplier

Last Name*
ABCD

Title

Phone Number*
ext.

International phone numbers must begin with +

Preferred Time Zone*
EDT/EST - Eastern Standard Time (US/Eastern)

Your Login

Email*
acquireteam200@gmail.com

Confirm Email*

Password*
Re-Enter Password*

Account Recovery Question*
What was the name of your elementary school?

Answer*
Confirm Answer*

CREATE ACCOUNT

Please contact TSD (acQuire Supplier Registration Contact at acquireteam200@queensu.ca or 1 813-933-6000 ext. 75537 for assistance.

Queen's acQuire 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 acQuire portal. On the left is a navigation sidebar with a red header and icons for home, registration, company overview, and settings. The sidebar indicates 'Registration In Progress for: acQuire - Queen's University Supplier Portal' and '4 of 9 Steps Complete'. The main content area has a title 'Welcome to Supplier Registration' and a sub-header 'Welcome to the Queen's University acQuire Supplier Portal'. It contains a list of five steps: 1. Click the 'Continue with Registration' button, 2. Ensure all required fields and sections are completed (with a note about green checkmarks), 3. Attest to the validity of the information, 4. Receive Login ID and Password via email, and 5. Login when needed. Below this is a section 'Required to Start Registration' with a form for 'Legal Company Name' (marked with a star) containing the text 'Registration Example'. At the bottom are 'Next' and 'Save Changes' buttons. A footer note states '★ Required to Complete Registration'.

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

Registration Manage Registration Profile

Registration Example

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

4 of 9 Steps Complete

Welcome

Company Overview

Business Details ✓

Addresses ▲

Contacts ▲

Diversity ▲

Insurance ✓

Payment Information ▲

Professional Certification... ✓

Vaccination Attestation ✓

Certify & Submit

Registration FAQ | View History

Company Overview ?

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

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

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- 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

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3. Business Details (optional)

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

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, Registration, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification, Vaccination Attestation, and Certify & Submit. The 'Business Details' section is currently active and highlighted with a green checkmark. The main content area is titled 'Business Details' and includes a sub-header 'Registration Example' indicating '4 of 9 Steps Complete'. The 'Business Details' section contains a 'Business Description' text area (2500 characters remaining), a 'Products and Services' section with 'NAICS Codes' (No Primary NAICS Code Selected) and 'Commodity Codes' (Edit buttons), and 'Keywords' (700 characters remaining). Below this is an 'Additional Questions' section with a checkbox for 'Are your products/services Environmental Health & Safety related?'. At the bottom, there is a 'Required to Complete Registration' section with 'Previous', 'Next', and 'Save Changes' buttons. The footer includes the acQuire Queen's University logo and the text 'Powered by JAGGAER | Privacy Policy'.

acQuire Queen's University

Registration Example

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

4 of 9 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

Payment Information

Professional Certification...

Vaccination Attestation

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 shows the 'acQuire Queen's University Supplier Portal' registration interface. On the left is a vertical navigation menu with icons for home, registration progress, company overview, business details, addresses, contacts, diversity, insurance, payment information, professional certification, vaccination attestation, and certify & submit. The main content area is titled 'Registration Example' and shows '4 of 9 Steps Complete'. The 'Addresses' section is active, displaying a 'Required Information' box that states: 'The following address types are required to complete registration: - Fulfillment - Remittance'. 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 '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

Registration Example

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

4 of 9 Steps Complete

Addresses

Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? *

MAIN

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)

* Required to Complete Registration

Next >

Previous < Next >

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- 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 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

Address Label *

MAIN

Which of the Following Business Activities Take Place at this Address?

☒ Receives Payment (Remittance)

☒ Takes Orders (Fulfillment)

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

Email

Email Address *

aq.supplier@queensu.ca

Confirm Email *

aq.supplier@queensu.ca

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 displays the 'acQuire' registration portal for Queen's University. The left sidebar shows the progress of the registration process, with 'Contacts' highlighted as the current step. The main content area is titled 'Contacts' and includes a brief explanation of the purpose of contact information. A blue box lists the 'Required Information' as 'Fulfillment' and 'Remittance' contacts. Below this, a message states 'No contacts have been entered' and provides an 'Add Contact' 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.

acQuire Queen's University

Registration > Manage Registration Profile

Registration Example

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

4 of 9 Steps Complete

Welcome

Company Overview ⚠

Business Details ✓

Addresses ⚠

Contacts ⚠

Diversity ⚠

Insurance ✓

Payment Information ⚠

Professional Certification... ✓

Vaccination Attestation ✓

Certify & Submit

Registration FAQ | View History

Contacts ?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Required Information

The following contacts are required to complete registration:

- **Fulfillment**
- **Remittance**

No contacts have been entered

Add Contact ▼

Hide Inactive Contacts

◀ Previous Next ▶

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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.

The build of these classification fields were consulted with the Queen's Equity team - their guidance and support have 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.

- 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) 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.

- If you would like to complete your certification, you can do so here:
<https://www.queensu.ca/equity/public/acs/>

The screenshot shows the 'acQuire Queen's University Supplier Portal' registration progress page. The left sidebar contains a navigation menu with icons for Home, Registration, Progress, Settings, and Search. The main content area is titled 'Registration Example' and shows '4 of 9 Steps Complete'. The steps listed are: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification..., Vaccination Attestation, and Certify & Submit. The 'Diversity' step is currently active and highlighted. The 'Diversity' section includes a heading 'Diversity', a sub-heading 'Additional Questions', and two questions: 'Is your business at least 51% owned, managed or controlled by members of equity deserving groups? *' and 'Accessibility for Ontarians with Disabilities Act (AODA) Compliant *'. Both questions have radio button options for 'Yes' and 'No'. The 'Yes' option for the second question is selected. At the bottom of the page, there are buttons for 'Previous', 'Next', and 'Save Changes'. The footer indicates 'Powered by JAGGAER | Privacy Policy'.

acQuire Queen's University

Registration ▶ Manage Registration Profile

Registration Example

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

4 of 9 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

Payment Information

Professional Certification...

Vaccination Attestation

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](#)

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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' registration progress page. The left sidebar indicates the user is 4 of 9 steps complete. 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.

Please note: Queen's will not accept insurance coverage less than \$2M

Select "add insurance", review the list of insurance types then make your selection of which to provide detail for.

Further inquiries related to insurance requirements can be directed to [Queen's Strategic Procurement Services](#).

No Insurance has been entered.

[Add Insurance](#)

At the bottom of the page, there are 'Previous' and 'Next' navigation buttons. The footer text reads '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

Add Insurance ✕

Insurance Type *	Commercial General Liability
Policy Number *	<input type="text"/>
Insurance Limit *	<input type="text" value="\$500,000 or Less"/>
Expiration Date *	<input type="text" value="mm/dd/yyyy"/>
Insurance Provider *	<input type="text"/>
Agent	<input type="text"/>
Insurance Provider Phone	<input type="text" value="ext."/> <input type="text"/>
	<small>International phone numbers must begin with +</small>
Upload Certificate of Insurance *	<div><input type="button" value="Select file"/> <small>Drop file to attach, or browse.</small></div>

* Required to Complete Registration

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 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](#).

Please also note: 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.

The screenshot shows the 'acQuire Queen's University Supplier Portal' registration interface. On the left is a vertical navigation menu with icons for home, registration, business details, addresses, contacts, diversity, insurance, and payment information. The main content area is titled 'Registration Example' and shows '4 of 9 Steps Complete'. The 'Payment Information' step is highlighted. The page includes a list of payment methods: VPA - Net0-7, EFT - Net60, ACH - Net60, Foreign Wire - Net60, Foreign Bank Draft - Net60, and Cheque - Net60. A note states that if VPA is selected, the user will be followed up by Queen's Strategic Procurement Services. A required information box states 'At least one payment type is required to complete this section.' A message indicates 'No payment information has been entered.' and a blue 'Add Payment Information' dropdown button is present. At the bottom, there are 'Previous', 'Next', and 'Save Changes' buttons. The footer mentions 'Powered by JAGGAER | Privacy Policy'.

Registration ▶ Manage Registration Profile

Registration Example

Registration **In Progress** for:
acQuire - Queen's University Supplier Portal
4 of 9 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts
- Diversity
- Insurance
- Payment Information**
- Professional Certification...
- Vaccination Attestation
- Certify & Submit

Payment Information

Information on this page is used to determine how and where you will receive payment. Please ensure you enter an email address if you wish to receive an email notification regarding payments including Voucher, date, and amount.

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

- VPA - Net0-7
- EFT - Net60
- ACH - Net60
- Foreign Wire - Net60
- Foreign Bank Draft - Net60
- Cheque - Net60

NOTE: 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. 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](#)

Registration FAQ | View History

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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.

acQuire

Registration > Manage Registration Profile

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

acQuire

Registration > Manage Registration Profile

Certify & Submit

Registration FAQ | View History

No payment information has been entered.

[Add Payment Information](#)

- Canada (EFT) / USA
- Visa Payables Automation
- Cheque
- Foreign Wire Transfer
- Foreign Draft

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

The screenshot displays the 'acQuire' system interface for Queen's University. A modal window titled 'Add Payment Information' is open, overlaying the 'Payment Information' section of the registration profile. The modal contains the following fields and options:

- Payment Title ***: Text input field with 'VPA' entered.
- Payment Type ***: Dropdown menu with 'Visa Payables Automation (Credit Card)' selected.
- Remittance Address ***: Text input field with 'Headquarters (Remittance)' entered. An 'Edit' button is visible to the right.
- Electronic Remittance Email**: Text input field.
- Currency ***: Dropdown menu with 'CAD' selected.
- Active**: Radio buttons for 'Yes' (selected) and 'No'.

At the bottom of the modal, there is a note: '* Required to Complete Registration'. Buttons for 'Save Changes' and 'Close' are located at the bottom right of the modal. The background shows the 'Payment Information' section with a 'Required Information' banner stating 'At least one payment type is required to complete this section.' and a 'No payment information' message.

- iii. “Does your company accept credit card payments?”
 - Choose yes or no; if yes
- iv. “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
- v. Certify that the remittance information provided is valid
- vi. 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
- vii. 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
- viii. 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 navigation sidebar lists various sections: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certifications, Vaccination Attestation, and Certify & Submit. The 'Professional Certifications' section is currently active and marked with a green checkmark. The main content area is titled 'Professional Certifications/Designations' and contains two identical forms for adding new certifications. Each form includes a file upload button labeled 'Select file' with the instruction 'Drop file to attach, or browse.', an 'Expiry Date' field with a calendar icon and the format 'mm/dd/yyyy', and another 'Upload Certification/Designation' button. At the bottom of the form area, a star icon indicates that this step is 'Required to Complete Registration'. Navigation buttons at the bottom right include '< Previous', 'Next >', and 'Save Changes'. The footer of the page states 'Powered by JAGGAER | Privacy Policy'.

10. Vaccination Attestation (optional)

*Comprehensive information regarding Queen's University's supplier vaccination attestation requirements can be found [here](#).

"Will your employees or employees of your sub-contractors be attending any University Property or using University facilities or attending any in-person University activities, indoors or outdoors, as part of their work for you?" Answer "Yes" or "No".

- a. If "No" click "Next" or "Save Changes"
- b. If "Yes"
 - i. Fill out, sign and attach the [Supplier and Contractor Attestation Form](#)
 - ii. Fill out, sign and attached the [Vaccination Attestation Form A](#)
 - iii. (if applicable) Fill out, sign and attach [Vaccination Attestation Form B](#) for each Medical Accommodation Request
 - iv. (if applicable) Fill out, sign and attached [Vaccination Attestation Form C](#) for each

Non-Medical Accommodation Request

The screenshot displays the 'acQuire Queen's University Supplier Portal' interface. On the left is a vertical navigation menu with icons for Home, Registration, Company Overview, Business Details, Addresses, Contacts, Diversity, Insurance, Payment Information, Professional Certification, and Vaccination Attestation. The 'Vaccination Attestation' section is highlighted with a green checkmark. The main content area is titled 'Vaccination Attestation' and contains a blue informational box about COVID-19 vaccination requirements. Below this is a question: 'Will your employees or employees of your sub-contractors be attending any University Property or using University facilities or attending any in-person University activities, indoors and outdoors, as part of their work for you?' with radio buttons for 'Yes' (selected) and 'No'. This is followed by the 'Supplier and Contractor Attestation Form' section, which includes a file upload area with a 'Select file' button and a 'Drop file to attach, or browse.' prompt. Below that is the 'Vaccination Supporting Records: Section "A"' section, which contains a statement: 'Vaccination Supporting Records - Section "A": I have personally confirmed that employees/sub-contractor employees attending any University property, facilities or activities as part of their work for me have been fully vaccinated against COVID-19.' with radio buttons for 'Yes' (selected) and 'No'. At the bottom of the form, there is a star icon and the text 'Required to Complete Registration', along with 'Previous', 'Next', and 'Save Changes' buttons. The footer of the page indicates 'Powered by JAGGAER | Privacy Policy'.

Registration ▶ Manage Registration Profile

Registration Example

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

4 of 9 Steps Complete

Welcome

Company Overview ▲

Business Details ✓

Addresses ▲

Contacts ▲

Diversity ▲

Insurance ✓

Payment Information ▲

Professional Certification... ✓

Vaccination Attestation ✓

Certify & Submit

Registration FAQ | View History

Vaccination Attestation

Queen's University is requiring any contractors who will attend University property or interact with the University's faculty, staff or students in-person to provide proof of full vaccination against COVID-19. If you are a contractor with personnel or have sub-contractors with personnel on University property, you must attest that those on-site personnel are fully vaccinated and that you have personally confirmed their vaccination status by viewing their proof of vaccination (rare exemptions are permissible ie. medical or non-medical accommodations). For further information, a copy of the Queen's University Policy Regarding Mandatory Vaccination Requirements for In-Person University Activities can be found [here](#).

Will your employees or employees of your sub-contractors be attending any University Property or using University facilities or attending any in-person University activities, indoors and outdoors, as part of their work for you?

☒ Yes
☐ No

Supplier and Contractor Attestation Form

Upload Supplier and Contractor Attestation Form

Select file Drop file to attach, or browse.

Vaccination Supporting Records: Section "A"

Vaccination Supporting Records - Section "A": I have personally confirmed that employees/sub-contractor employees attending any University property, facilities or activities as part of their work for me have been fully vaccinated against COVID-19.

☒ Yes
☐ No

★ Required to Complete Registration

Previous Next Save Changes

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11. 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

Registration Example

Registration **In Progress** for:
acQuire - Queen's University Supplier Portal
9 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Professional Certification... ✓
- Vaccination Attestation ✓
- 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

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- d. 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

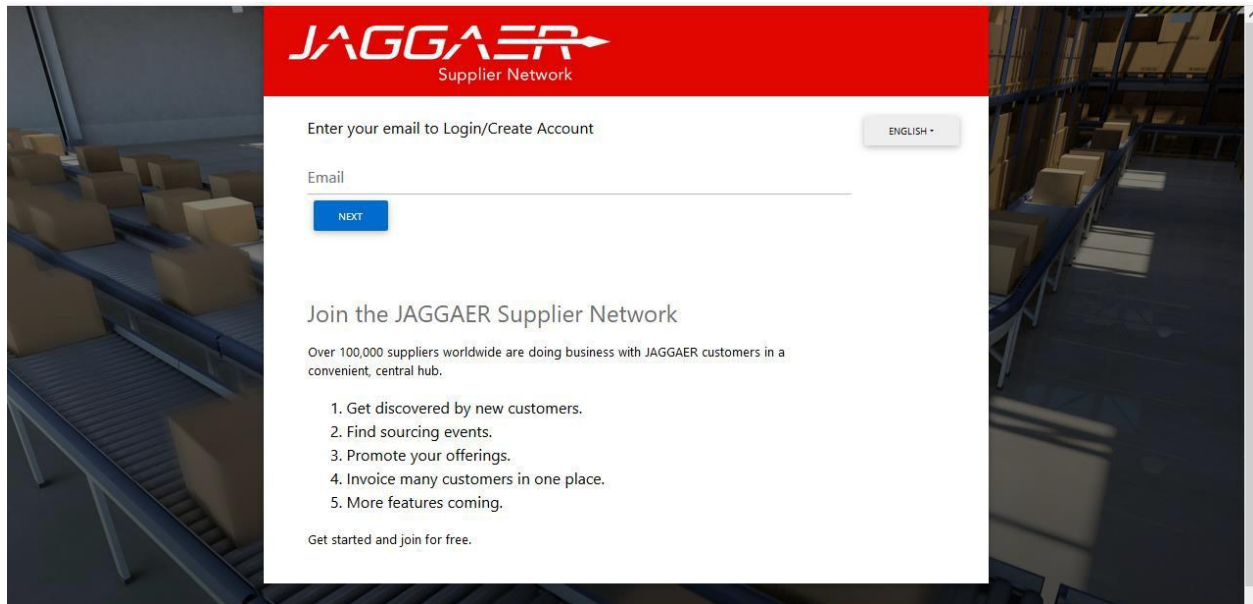
✓ Registration Complete for Supplier Example!

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 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 selector button labeled '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.

JAGGAER
Supplier Network

Enter your email to Login/Create Account

ENGLISH

Email

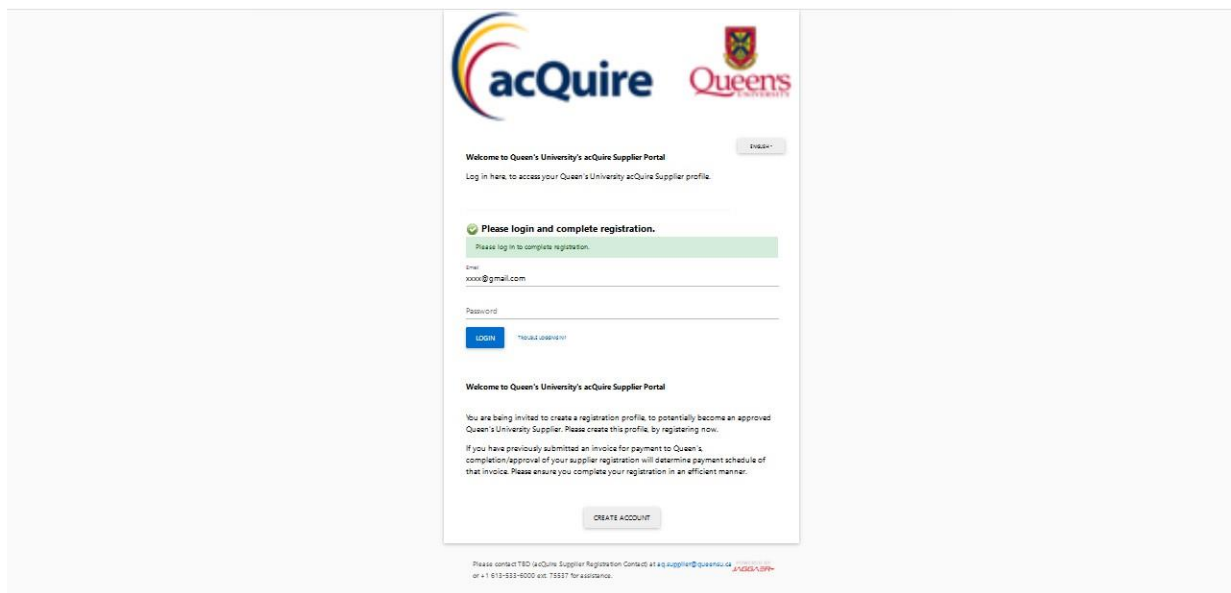
NEXT

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 white background with the acQuire and Queen's University logos at the top. Below the logos, there is a login form with fields for 'Email' and 'Password'. A 'LOGIN' button is located below the password field. To the right of the login form is a language selector button labeled 'ENGLISH'. Below the login form, there is a section titled 'Welcome to Queen's University's acQuire Supplier Portal' with a brief description and a 'CREATE ACCOUNT' button. At the bottom of the page, there is a footer with contact information for the acQuire Supplier Registration Contact.

acQuire **Queen's**
UNIVERSITY

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

ENGLISH

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 TSD acQuire Supplier Registration Contact at aq-supplier@queensu.ca or +1 613-933-6000 ext. 75537 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. At the top, the 'acQure' and 'Queens' logos are visible. The breadcrumb trail shows 'Home > Customer Portal Home > Home - Supplier ABCD'. On the left, a 'Welcome to Queen's University!' message is followed by a 'Customer Contact' section with details: Name (TBD), Title (acQure Supplier Registration Contact), Email (aq.supplier@queensu.ca), and Phone (+1 613-533-6000 ext. 75537). The main content area features 'Quick Links to Common Tasks' (Manage Registration Profile) and a 'Create Invoice / Credit Memo' form. The form includes fields for Type (Invoice selected), Invoice No., Invoice Date (09/24/2019), and PO Number. A dropdown menu for 'Supplier ABCD' is open 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"

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.

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:

3. Click "Currency Configuration" tab

JAGGAER SUPPLIER NETWORK

Supplier ABCD

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

Exchange Rate Summary

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

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

The screenshot shows the JAGGER SUPPLIER NETWORK interface. The top navigation bar includes the JAGGER logo and 'SUPPLIER NETWORK'. Below the navigation bar, there's a breadcrumb trail: Setup > General Site Settings > Configure Currency Settings > Currency Configuration. A yellow warning box states: 'There are no currencies enabled for all suppliers.' The main content area is divided into two sections: 'Exchange Rate Summary' and 'Currency Configuration'.

Exchange Rate Summary

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]

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

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"

Customer Portal Access

You are being redirected to the acQuire - Queen's University Supplier 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**

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 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 page has a red sidebar on the left with navigation icons. The main content area is white with a red header. The header includes the acQuire logo, the Queen's University crest, and a user profile dropdown labeled 'Supplier ABCD'. Below the header, there is a breadcrumb trail: 'Home > Customer Portal Home > Home - Supplier ABCD'. The main content area is divided into several sections: 'Welcome to Queen's University!', 'Customer Contact' (with fields for Name, Title, Email, and Phone), 'Quick Links to Common Tasks' (with a link to 'Manage Registration Profile'), 'Create Invoice / Credit Memo' (with fields for Type, Invoice No., Invoice Date, PO Number, and Currency), and 'Find Invoice' (with a search bar and a 'Search' button). 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"

The screenshot shows the acQure Supplier Portal interface. On the left, a sidebar contains contact information for the supplier:

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

The main content area is titled 'Create Invoice / Credit Memo'. It includes a 'Type' dropdown set to 'Invoice', an 'Invoice No.' field, an 'Invoice Date' field (10/01/2019), a 'PO Number' field (Optional PO Number), and a 'Currency' dropdown (US Dollar). A 'Create' button is at the bottom right of this section.

Below the 'Create Invoice / Credit Memo' section is a 'Find Invoice' section. It contains a text input field for 'Invoice Number(s)' and a 'Search' button. A note states: '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. Multiple values can be separated by a comma(,).'.

The top navigation bar shows 'Supplier ABCD' and a 'Need Help?' button.

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

The screenshot shows the 'Search Sales Orders' page. The table displays the following data:

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

The table shows 1-3 of 3 results. The 'Created Date' is set to 'All'. The 'Quick search' field is empty. The 'Add Filter' and 'Clear All Filters' buttons are visible. The '20 Per Page' dropdown is set to 20.

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 Queen's University

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

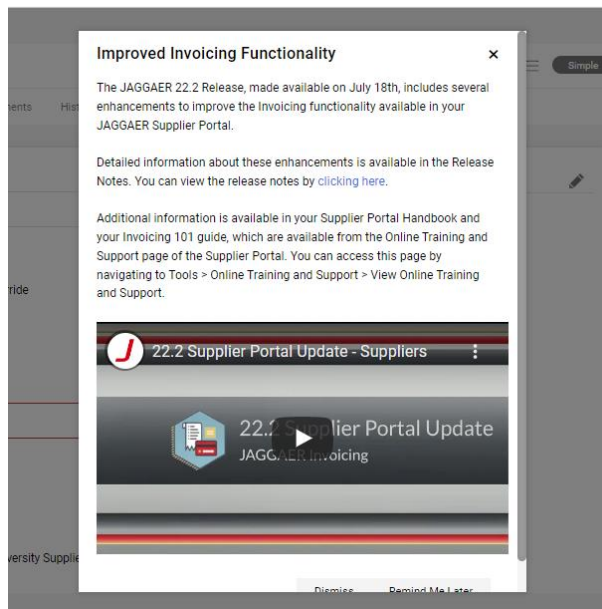
Status: Sales Order | Revisions | PO Documents | Invoices | Order Acknowledgments | Advance Ship Notices | History

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		Ship To 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	✖		
		Requested Delivery Date	no value	Billing Options	
				Accounting Date	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)

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

Invoice • 2175113

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
Total	0.00

Related Documents

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10. Attach a copy of the Invoice

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

Invoice • S1_985672832

Entry Summary Messages Attachments History

Attachments found: 0

Add Attachment

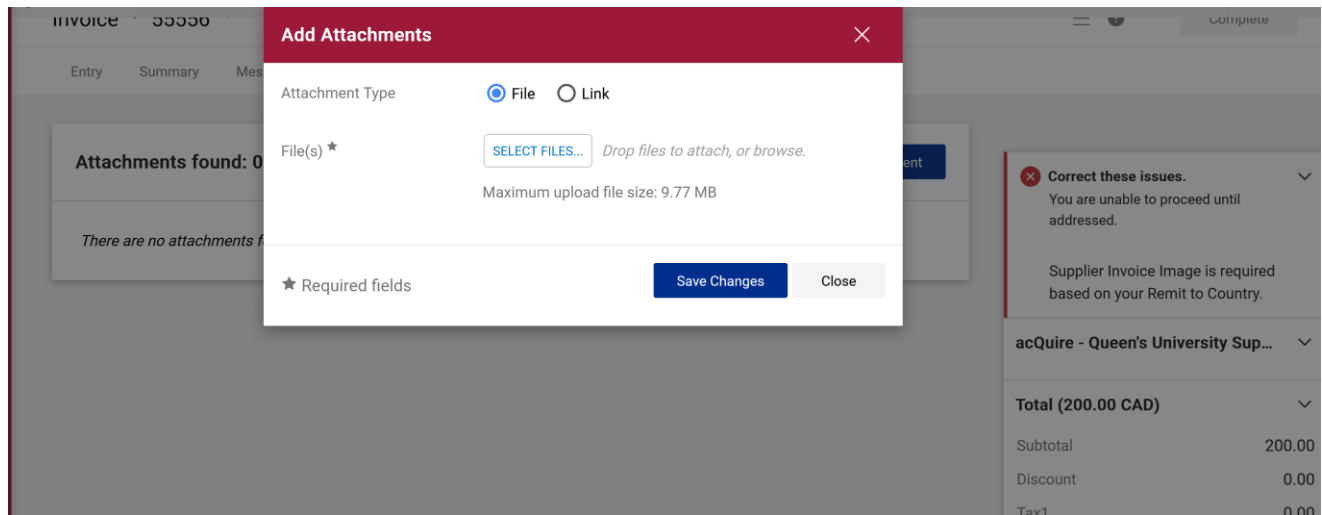
Add Attachment:

There are no attachments for this document.

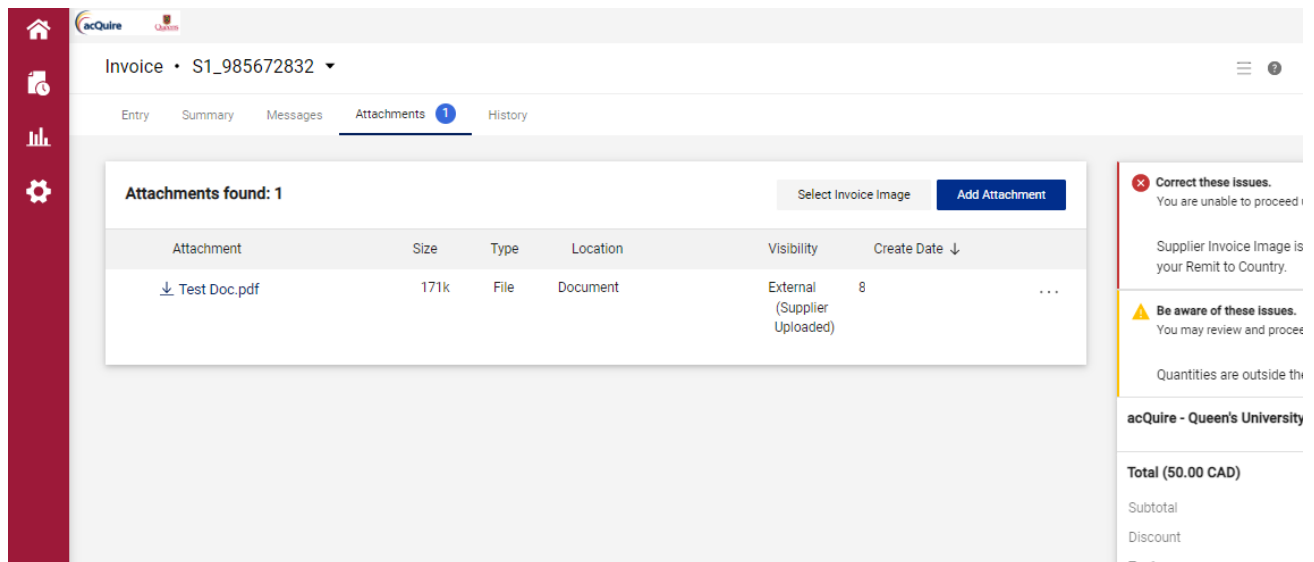
Correct these issues.
You are unable to proceed until addressed.
Supplier Invoice Image is required based on your Remit to Country.

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

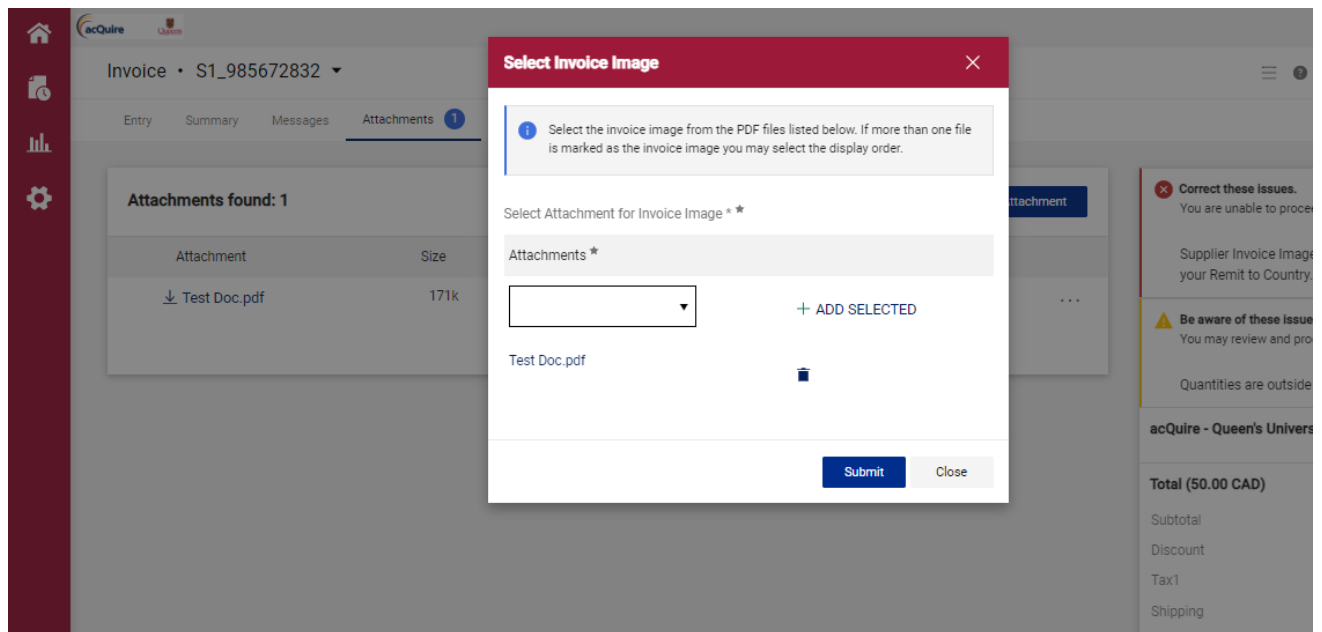
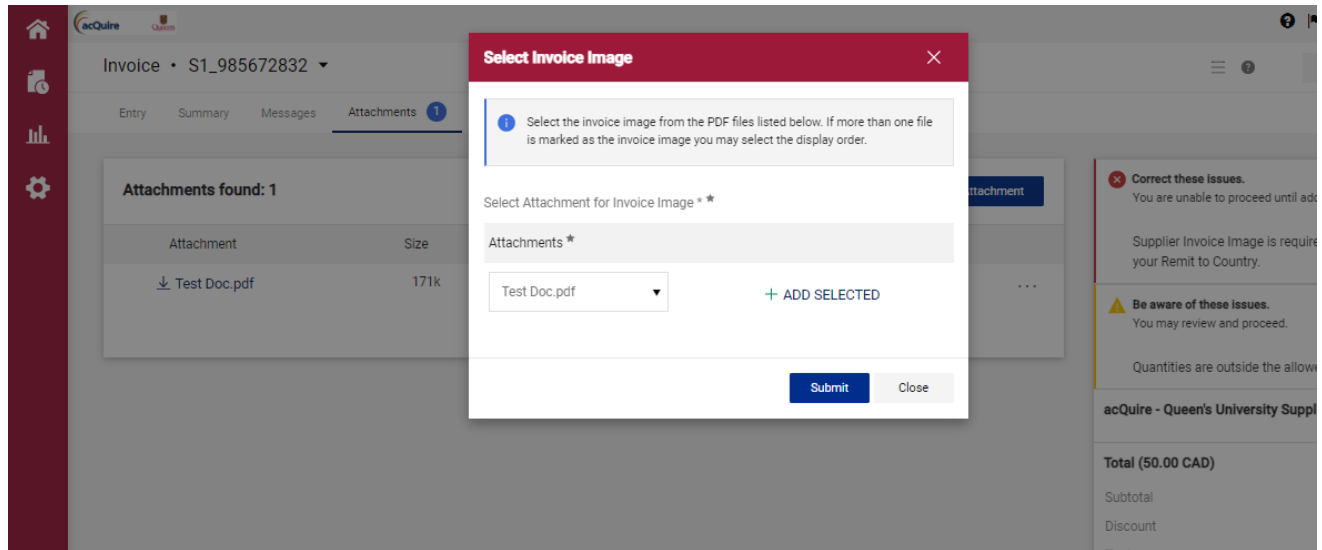
acQuire - Queen's University Supplier ...



- i) While still on “Attachments” tab, click on “Select Invoice Image” button
 - a. 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

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Invoice • S1_985672832

Menu

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Attachments 1

History

Attachments found: 1

Select Invoice Image

Add Attachment

Attachment	Size	Type	Location	Visibility	Create Date ↓
<div>Download</div> <div>Test Doc.pdf</div>	171k	File	Document	External (Supplier Uploaded)	...

Be aware of these issues.

You may review and proceed.

Quantities are outside the allowed tolerance.

acQuire - Queen's University Supplier ...

Invoice Image

Test Doc.pdf

...

Total (50.00 CAD)

Subtotal

Discount

Tax1

Shipping

Handling

11. Click “Complete” top right of page when completed input of invoice details

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Select Invoice Image

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Attachment	Size	Type	Location	Visibility	Create Date ↓
<div>Download</div> <div>Test Doc.pdf</div>	171k	File	Document	External (Supplier Uploaded)	...

Be aware of these issues.

You may review and proceed.

Quantities are outside the allowed tolerance.

acQuire - Queen's University Supplier ...

Invoice Image

Test Doc.pdf

...

Total (50.00 CAD)

Subtotal 50.00

Discount 0.00

Tax1 0.00

Shipping 0.00

Handling 0.00

Invoice Submitted

Summary		Create Invoice / Credit Memo	
Invoice number	AQV2925	Type	<input checked="" type="radio"/> Invoice <input type="radio"/> Credit Memo
Invoice Status	Pending	Invoice No.	<input type="text"/>
Supplier Invoice No.	S1_985672832	Invoice Date	<input type="text"/> <small>mm/dd/yyyy</small>
Invoice name		PO Number	<input type="text"/> <small>Optional PO Number</small>
Invoice date	7/29/2022	Currency	<input type="text"/> <small>US Dollar</small>
Invoice total	50.00 CAD		
Number of line items	1		

Create

12. 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

Search Supplier Invoices

Created Date: Last 90 days | Quick search | Add Filter | Clear All Filters

1-1 of 1 Results | 20 Per Page


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 acQuire 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 'acQuire' portal interface. At the top, there's a navigation bar with the 'acQuire' logo, the Queen's University crest, and a 'Supplier ABCD' dropdown. Below this is a breadcrumb trail: 'Administer > Manage Users > Send New User Request > User Management - Create User'. A central message box titled 'Sending a user registration request' explains the process. The main form, 'User Identification', contains fields for First Name, Last Name, Title, Phone Number (with an extension field), Mobile Phone Number, E-mail Address, and a Role dropdown. A 'Send User Request' button is at the bottom right. A legend indicates that fields with an asterisk are required.

acQuire  Supplier ABCD

Administer > Manage Users > Send New User Request > User Management - Create User

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.

User Identification


First Name *

Last Name *

Title

Phone Number * ext.
International phone numbers must begin with +

Mobile Phone Number
International phone numbers must begin with +

E-mail Address * 

Role

★ Required

Send User Request