

Supplier Registration Guide

HOW TO DO BUSINESS WITH
THE UNIVERSITY OF
OKLAHOMA



Supplier Registration Guide

Introduction

The University of Oklahoma (OU) conducts procurement in accordance with applicable laws, Regents' policies, and University procedures. This guide provides suppliers with an overview of:

- How to receive payments from OU.
- How to participate in competitive solicitations.
- How to register and respond through OU's Sourcing System (Jaggaer).

This guide is intended for external suppliers and focuses on the practical steps required to do business with OU.

Payments vs. Bids

Suppliers interact with the University of Oklahoma through two separate processes:

- Payment setup and processing through Financial Services.
- Participation in competitive solicitations through the Sourcing System (Jaggaer) managed by the Procurement Department.

These processes are independent and serve different purposes.

Payments

Financial Services is responsible for establishing suppliers for payment and processing all payments issued by the University. Suppliers do not register in Jaggaer to receive payment. To receive payment from OU:

- A supplier must be properly established in the University's financial system.
- Required documentation, such as tax information, must be submitted to Financial Services.

Important:

- Being registered in Jaggaer does not make a supplier eligible for payment.
- Payment setup is a separate process managed exclusively by Financial Services.
- Payment setup and status inquiries must be directed to Financial Services.

Financial Services – Accounts Payable – Suppliers

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Competitive Bids

Jaggaer is the University's Sourcing System and is used exclusively for:

- Supplier registration for sourcing participation.
- Accessing solicitation opportunities.
- Submitting bids and proposals.
- Receiving solicitation-related communications

Suppliers must register in Jaggaer to:

- View and respond to solicitations.
- Participate in competitive bidding opportunities.

Jaggaer registration does *not* establish a supplier for payment.

Relationship Between the Two Processes

A supplier may interact with only one or both systems, depending on the type of engagement:

- Some suppliers may receive payment without ever bidding.
- Some suppliers may participate in bids but not receive an award, and therefore never require payment setup.

If Awarded a Contract

If a supplier is selected for award through a competitive solicitation:

- The supplier must be established in the Financial Services system in order to receive payment.
- If the supplier has not previously been set up for payment, they will be required to complete the Financial Services onboarding process before payment can be issued.

Failure to complete required payment setup may delay:

- Contract execution.
- Purchase Order issuance.
- Payment processing.

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Public Bid Opportunities

OU posts active solicitation opportunities through its Sourcing System (Jaggaer).

Suppliers can:

- View active opportunities.
- Access solicitation documents.
- Submit responses electronically.

OU bid opportunities

Bid Statuses

Solicitations typically move through the following stages:

- Open: Accepting responses.
- Under Evaluation: Responses are being reviewed.
- Awarded: Selection has been made but details are not yet finalized.
- Closed: Process is complete.

Suppliers will be notified of status changes through Jaggaer.

Jaggaer Supplier Access

OU uses Jaggaer as its official Sourcing System for supplier registration, communication, and response submission. Suppliers are responsible for monitoring Jaggaer for all communications, including addenda and updates.



Existing Jaggaer Suppliers

Registered suppliers may:

- Log in to view and respond to solicitations.
- Maintain company and contact information.
- Receive notifications and messages.

Login Assistance

For experiencing suppliers experiencing login issues:

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- Use the password reset function on the login page.
- Ensure the correct user email is being used.

Contact OU support (SupplierRelations@ou.edu) if issues persist or [Jaggaer Supplier Support](#).

New Suppliers

Suppliers must register through [OU's Jaggaer Portal](#) before participating in solicitations.

Registration Process

The Jaggaer registration is completed in a series of basic steps. Only information denoted with an asterisk (*) is required. Click Create Account to begin the registration process. A Registration Tutorial video is also available from the portal page.

Create Account

An account must be created by listing:

- Legal Company Name.
- Contact Information (Name, Phone Number, Time Zone).
- Email Address.
- A Password.



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PROCUREMENT
The UNIVERSITY of OKLAHOMA

Create Account [Registration Tutorial](#) English ▾

To see if your company is already registered in our system, fill in the details requested at the bottom of this page. Required information is bold.

As you go through the additional registration pages, provide as much information about your company as possible, even if it's not required. The additional information you enter will help us include your company appropriately in bids for goods and services.

Fields marked with a * are required to complete registration

What company are you with?

Legal Company Name *

Tax Id

DUNS Number

Click **Manage Registration Profile** to finish setting up your account.

Home Customer Portal Home

Welcome to the Supplier Registration & Bid Portal for University of Oklahoma.

Customer Contact ?

Name	University Procurement
Email	supplierrelations@ou.edu
Phone	+1 405-325-2811

Quick Links to Common Tasks ?

[Manage Registration Profile](#)

Sourcing Events ?

Show [Go to Public Opportunities](#)

No Results
No Results

[View All Events](#)

Contracts ?

No Results

[View All Contracts](#)

Find Invoice ?

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. [Advanced Search](#)

Invoice Number(s)

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

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Welcome

The Welcome page explains the steps needed to complete registration. On the left-side menu, only those sections with an exclamation point (⚠) are required and sections already noted with a green check mark (✓) can be skipped.

- Enter your Legal Company Name.
- Select **Next**.

Company Overview

In the Company Overview section:

- Select your Country of Origin.
- "No" can remain for the DUNS number as it is not required.
- Select **Next** when complete.

The screenshot shows the 'Company Overview' section of the 'Manage Registration Profile' page. The left sidebar indicates that 'Business Details' is complete (green checkmark), while 'Addresses', 'Contacts', 'Tax Information', and 'Supplier Code of Conduct' are required (exclamation point). The 'Company Overview' section contains the following fields:

- Doing Business As (DBA): [Text Input]
- Country of Origin: [Dropdown Menu, currently set to United States]
- Does your business have a DUNS number?: [Radio Buttons, 'No' is selected]
- Legal Structure: [Dropdown Menu]
- Tax ID Number: [Text Input]
- Website: [Text Input]

At the bottom right, there are three buttons: 'Previous', 'Next', and 'Save Changes'. The 'Next' button is highlighted with a red box, indicating it is the required action to proceed.

Business Details

The Business Details section can be skipped.

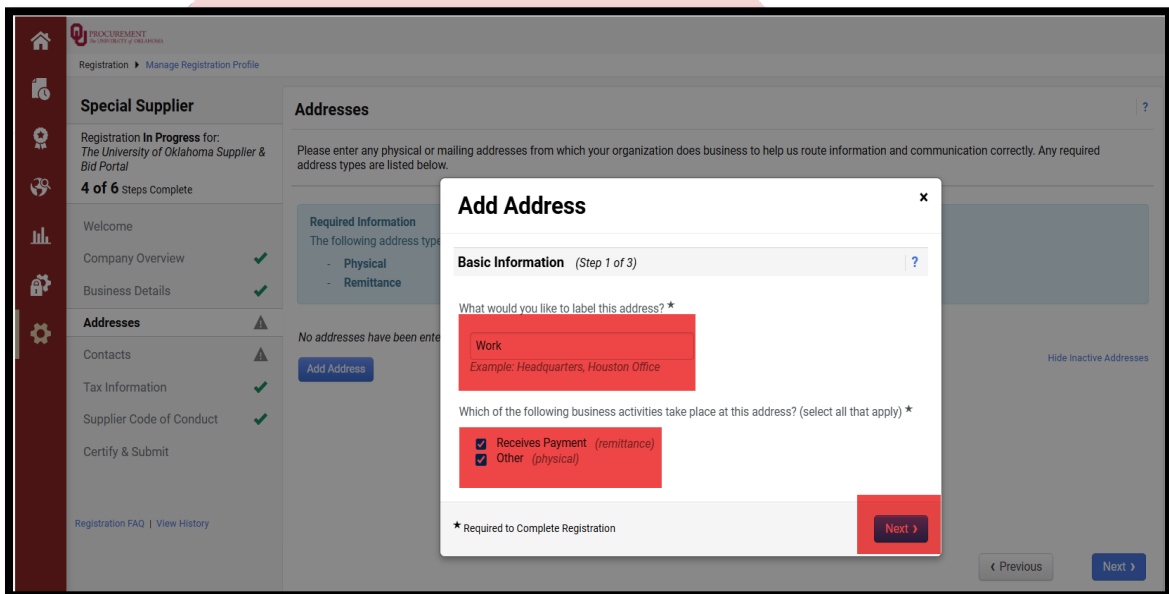
- Select **Next** at the bottom of the screen or
- Selecting **Addresses** on the left-side menu.

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Addresses

In the Addresses section, both a physical address and a remittance address are required. The same address may be used for both, if applicable.

- Enter a label name for your address.
- Select if it's a remittance address, physical address, or both.
- Click **Next** to complete all 3 required popup boxes for fully registering your address.



The screenshot shows the 'Add Address' popup form within the 'Special Supplier' registration profile. The form is titled 'Add Address' and is currently on 'Step 1 of 3' under 'Basic Information'. The user has entered 'Work' as the label for the address, with an example 'Example: Headquarters, Houston Office' provided below. The user has selected both 'Receives Payment (remittance)' and 'Other (physical)' as business activities that take place at this address. A red 'Next >' button is visible at the bottom right of the popup. The background shows the 'Addresses' section of the registration profile, which currently displays 'No addresses have been entered' and an 'Add Address' button.

Contacts

In the Contacts section, identify both a primary and secondary point of contact.

- Click Add Contact.
- Additional contacts may be added as needed.
- Click **Next** once complete.

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Registration > Manage Registration Profile

Special Supplier

Registration In Progress for:
The University of Oklahoma Supplier & Bid Portal

5 of 6 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts

Tax Information ✓

Supplier Code of Conduct ✓

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:

- Sales

Contact Label	Contact Types	Name	Email
Main Contact	Other (Primary) Remittance (Primary)	Supplier, Special	SpecialSupplier@me.com

[Add Contact](#) [Show Inactive Contacts](#)

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

Certify and Submit

In the Certify and Submit screen, review the information listed.

- Ensure that all sections with an asterisk are complete and accurate.
- Click Submit to complete the registration process.
- Registration must be approved before participation in solicitations
 - Approval confirmation is typically sent within one day.

Registration > Manage Registration Profile

Special Supplier

Registration In Progress for:
The University of Oklahoma Supplier & Bid Portal

6 of 6 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Tax Information ✓

Supplier Code of Conduct ✓

Certify & Submit

Registration FAQ | View History

Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials *

Preparer's Name *

Preparer's Title *

Preparer's Email Address *

Today's Date 6/15/2026

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

★ Required to Complete Registration

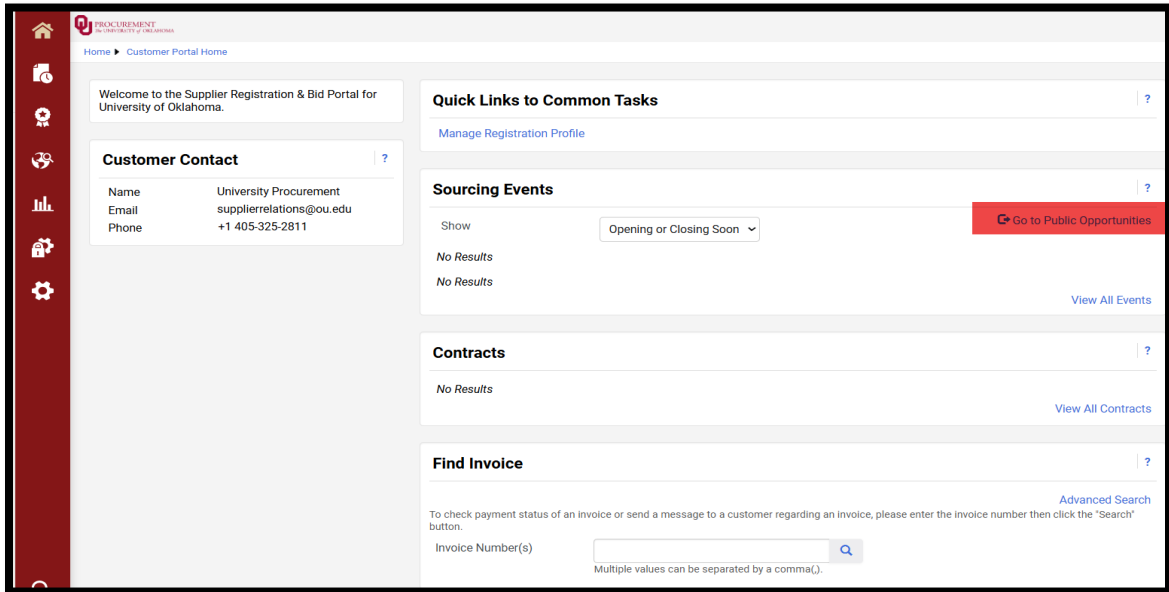
[Submit](#)

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Step-by-Step Bidding Guide

The following outlines the typical process for responding to an OU solicitation in Jaggaer.

- Click on Go to Public Opportunities to see open OU solicitations.



View as PDF

Basic details regarding the solicitation will be listed in the details.

- Click View as PDF to review the full solicitation document before deciding to respond or not.



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Business Opportunities

[Back to OUHSC Supplier Portal](#)

Open for Bid | Upcoming | Closed | Awarded | All

Keyword: Search by event title, number, contact, short description, or commodity code description

Sort by: Close date descending

Status **Details**

[Open](#) **Enterprise DDI Infrastructure Modernization and Support Services** [Respond Now](#)

Provide enterprise-grade DNS, DHCP, and IP Address Management (DDI) solution to support centralized network services across multiple campuses, data centers, and cloud environments.

Open 5/15/2026 12:00 PM CDT Type RFP
Close 7/31/2026 12:00 PM CDT Number RFP-2026-378
Contact Heidi Slayton heidi.slayton@ou.edu
Details [View as PDF](#)

[Open](#) **Dental Supplies and Materials** [Respond Now](#)

Dental Supplies and Materials

Open 6/11/2026 12:00 PM CDT Type RFB
Close 7/14/2026 12:00 PM CDT Number ITB-2026-370
Contact Heidi Slayton heidi.slayton@ou.edu
Details [View as PDF](#)

Respond Now

Suppliers that do wish to respond to a solicitation can do so from this page.

- Select the Respond Now option to begin the response in Jaggaer.

Business Opportunities

[Back to OUHSC Supplier Portal](#)

Open for Bid | Upcoming | Closed | Awarded | All

Keyword: Search by event title, number, contact, short description, or commodity code description

Sort by: Close date descending

Status **Details**

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[Open](#) **Dental Supplies and Materials** [Respond Now](#)

Dental Supplies and Materials

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Close 7/14/2026 12:00 PM CDT Number ITB-2026-370
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Details [View as PDF](#)

Indicate Participation

Upon opening the solicitation summary, review the event details.

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- Review the timelines closely to ensure sufficient time for a response.
- Select "Yes, I intend to bid" to begin the submission process.

The screenshot shows a procurement system interface. On the left is a navigation menu with icons for Home, Sourcing, My Exports and Imports, and a gear icon. The main content area is titled 'Enterprise DDI Infrastructure Modernization and Support Services' with RFP-2026-378. It features a 'Summary' section with a warning: 'Intent to Bid Not Set - You must set your Intent to Bid to "Yes" to respond to this event.' Below this is a table of event details. A 'Yes, I Intend to Bid' button is highlighted in red. The bottom section shows contact information for Heidi Slayton.

Event Title	Enterprise DDI Infrastructure Modernization and Support Services	Time Zone	CDT/CST - Central Standard Time (America/Chicago)
Event Type	RFP - Request For Proposal	Event Open Date	5/15/2026 12:00 PM CDT
Event Number	RFP-2026-378	Event Close Date	7/31/2026 12:00 PM CDT
Currency	USD	Sealed Bid Open Date	7/31/2026 12:00 PM CDT
Payment Terms	0% 45, Net 45	Question Submission Close Date	6/12/2026 12:00 PM CDT
Sealed Bid	Yes		

Contacts
If you need more information on this event, please contact:
Heidi Slayton
+1 405-325-5261
heidi.slayton@ou.edu

Complete Prerequisites – do we ever add these, as their own section???

Note that the left-side menu will contain the required section for bid submission. Some solicitations may require the completion of prerequisites such as non-disclosure agreements, conflicts of interest, tax forms, financial statements, etc.

- Complete any required acknowledgments or certifications.
- Note that incomplete responses may be rejected.

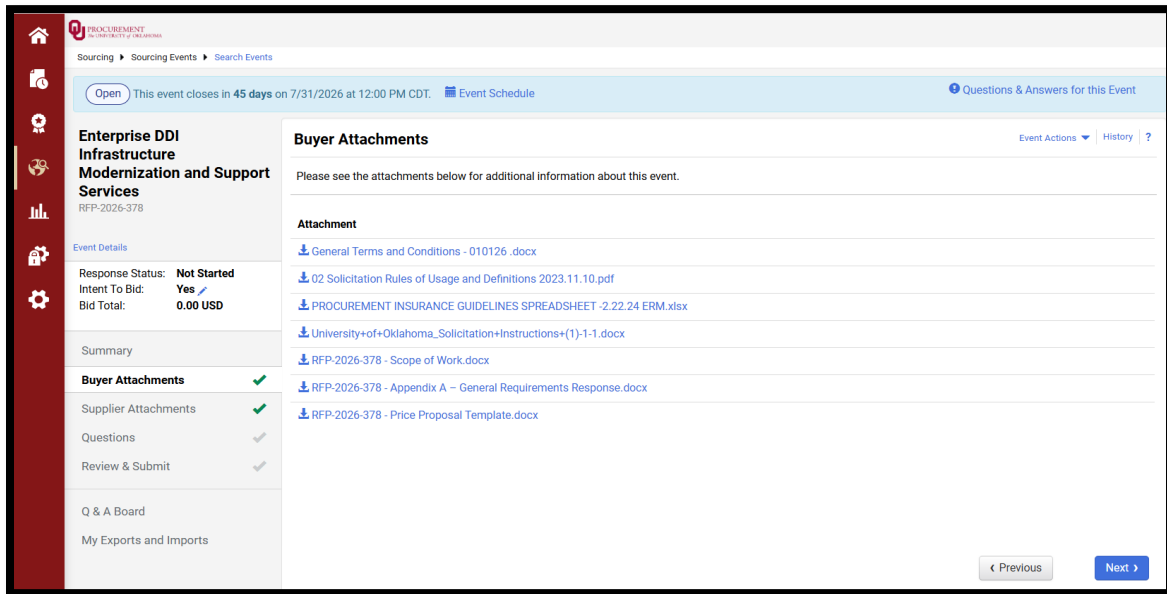


Buyer Attachments

The Buyer Attachments section will list any relevant attachments to the solicitation such as OU's general terms and conditions, the scope of work, drawings/blueprints, pricing templates, etc.

- Review these attachments in detail.
- Buyer Attachments are critical to meeting the needs of the solicitation.

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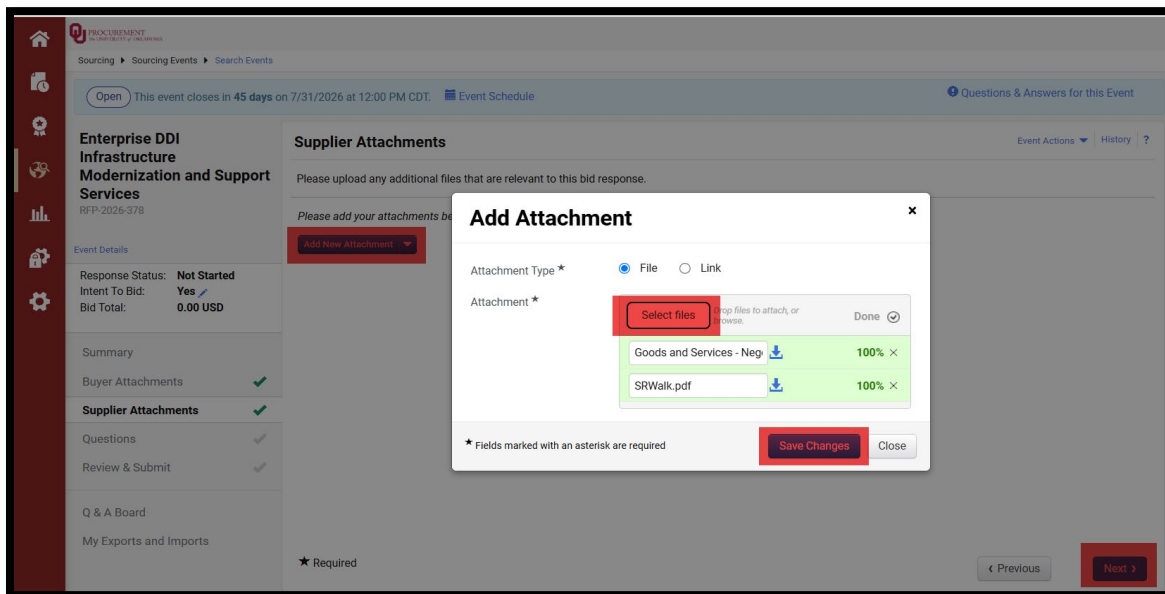
Supplier Attachments

The Supplier Attachments section is where the bidding supplier will upload required documents (e.g., proposals, pricing sheets, certifications), ensuring that files are complete and labeled clearly.

- Select Add New Attachment.
- Click Select Files to add attachments.
- Note that multiple files can be uploaded at once.



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Questions

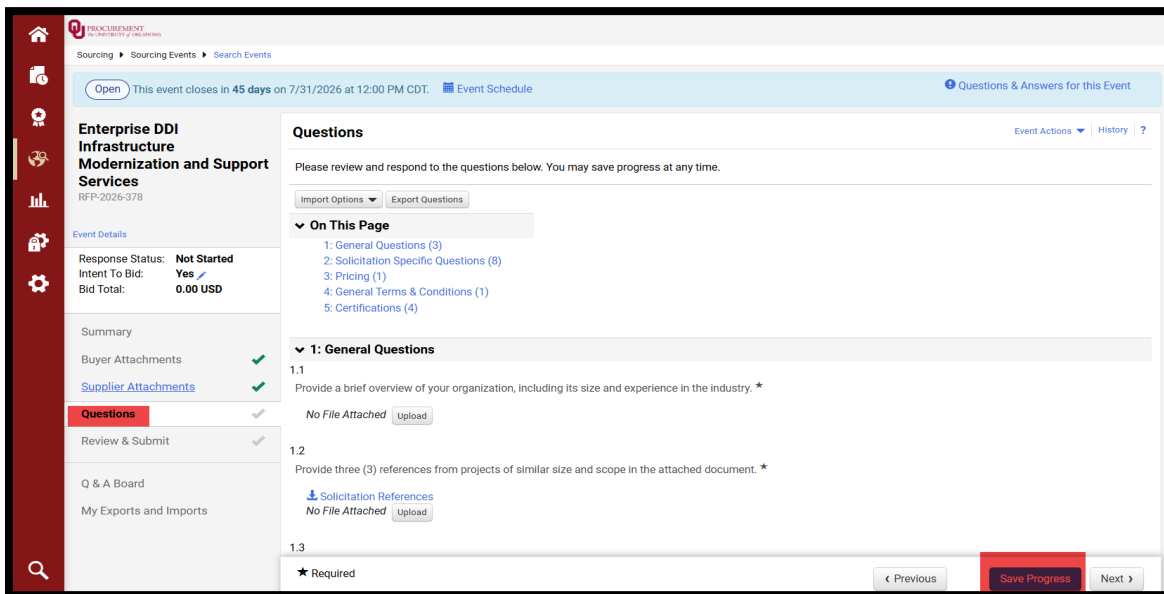
On the left-side menu, questions related to the solicitation will be listed. All solicitations will have general and solicitation specific questions that must be responded to.

Responses can be in the form of specific attachments, Yes/No selections, and/or free-form text fields.

- Answer the questions on the solicitation.
- Save Progress can be selected at the bottom if there is a need to come back to the questions at a later date.



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Addendums – Need Screenshot – do these pop up as new sections???

As the solicitation progresses, addendums may be issued to add additional information, update technical specifications, and/or to extend the closing time.

- Review all addendums issued for the solicitation.
- Ensure your response reflects any solicitation updates.

Review & Submit

Once all responses sections of the solicitation have been completed, as indicated by green check marks under the Progress section, the bid is ready to be submitted.

- Ensure that all required fields are completed.
- Verify all relevant attachments are uploaded.
- Confirm pricing is accurate.
- Click the Certification box.
- Click the Submit Response to finalize your bid.
- Note that submissions must be made before the official closing date/time as late submissions will not be accepted.

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7/31/2026 at 12:00 PM CDT. [Event Schedule](#) [Questions & Answers for this Event](#)

Review & Submit

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

Section	Progress
Summary	✔ No Required fields
Buyer Attachments	✔ No Required fields
Supplier Attachments	✔ No Required fields

Certification

I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

[← Previous](#) [Submit Response](#)

Q & A Board

As the solicitation progresses, questions regarding the details may arise. The Q&A Board is available within each solicitation for bidders to ask questions and receive answers from OU Procurement. All questions and answers will be visible to ensure transparency for all potential bidders.

- Click on the Q & A Board.
- Previously asked questions will be visible in the Public Q&A section.



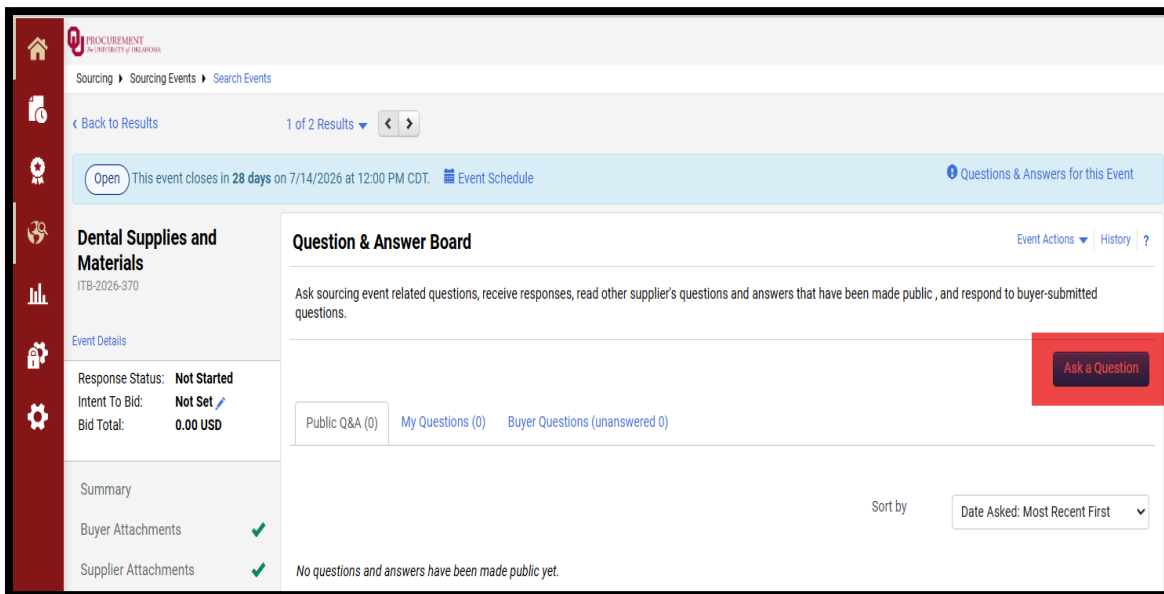
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The screenshot shows the 'Question & Answer Board' for the 'Integrated Workplace Management System (IWMS)' event (RFP-2025-217). The event is marked as 'Closed' and 'This event closed early on 10/1/2025 2:08 PM CDT'. The board displays 64 public Q&A items, 0 my questions, and 0 buyer questions. A list of topics is shown, including Training, Scope of Work, Cost Workbook, System Modernization Efforts, Integrations, HCM/HR Management, and Sustainability and Energy Management. A specific question under 'Training' asks for training options to be included in the cost workbook. The answer provided states that the deadline for submitting questions was March 6, 2025, at 12:00 PM CST, and that the user's question was submitted after this deadline.

To submit a new question:

- Click on the Ask a Question button.
- Note that acceptable questions are ones that ask for clarification on the scope of work, technical specification, or other requirements.
- Questions that are not appropriate for the Q&A Board include those that are requesting to modify terms, cost expectations, or details on other supplier responses.
- General questions about OU Procurement or OU policies can be directed to SupplierRelations@ou.edu.
- Enter an appropriate question in the popup box that appears and then click **Submit**.

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Responses will be posted directly to the Q&A Board and suppliers will also receive email notifications of questions and responses. Note that OU will not provide verbal responses – only written answers posted in the system are considered official.

Award and Evaluation Process

Once a bid closes, OU will evaluate responses and determine the best value for the university based on elements such as pricing, supplier qualifications, technical approach, past performance/experience, etc. Note that OU reserves the right to cancel a solicitation if it is in the University's best interest or award to one or more suppliers.

Notifications

Suppliers will receive notifications through Jaggaer for:

- Addendums.
- Status changes.
- Award decisions.

It is the supplier's responsibility to ensure contact information in Jaggaer remains current throughout the life of the solicitation.

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Final Notes

- Only authorized University personnel may commit OU to a purchase or agreement.
- Work should not begin until an official Purchase Order is issued.
- All solicitation communications must occur through Jaggaer or the designated Procurement Department contact.

