

Supplier One

Registration **New Request** for:
The University of Oklahoma Supplier &
Bid Portal

5 of 8 Steps Complete

Welcome

Company Overview 

Business Details 

Addresses 

Contacts 

Diversity 

Insurance 

Tax Information 

Supplier Code of Conduct 

Welcome to Supplier Registration

The Board of Regents of the University of Oklahoma ("OU") and its affiliated entities would like to establish a business relationship with you or your business so that OU can buy goods and services from you or your business. As a first step in building this relationship, OU is asking its business partners to register in *OU's Supplier Registration & Bid Portal*.

Registration only takes a few minutes. You will need to provide the following information (if applicable) to complete the registration:

- Business name as shown on the W-9, W-8, or other tax documents
- Business registration documents
- Contacts and address information
- Business and professional licenses
- Diversity information and certifications
- Insurance information
- Federal Tax ID

Once registration is completed, you and your business will receive information on upcoming projects and solicitation opportunities, can submit responsive quotes or bids, and ultimately receive awards.

For more information about OU's procurement processes, requirements, and contact information, please see OU's Procurement website ([Purchasing \(ou.edu\)](http://Purchasing.ou.edu)). For technical issues related to logging into the portal, adding attachments, browser errors, and other registration issues, please contact Jaggaer Customer Support [here](#). You can also call (405) 325-2811 or email SupplierRelations@ou.edu

Note: Registration in the OU Supplier Portal does not guarantee that you/your company will receive awards or be included in a solicitation. However, failure to register may limit you or your company's ability to receive information about or participate in future solicitations.

Required to Start Registration

Legal Company Name 

Supplier One

Note: Required Information
 Required to Complete Registration

Welcome Page
To continue click
[Get Started >](#)
Changes will be
saved automatically.

[Get Started >](#)

[Save Changes](#)

Supplier One

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

6 of 8 Steps Complete

Welcome

- Company Overview** ✓
- Business Details ✓
- Addresses ⚠
- Contacts ⚠
- Diversity ✓
- Insurance ✓
- Tax Information ✓
- Supplier Code of Conduct ✓
- Certify & Submit

Company Overview ?

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

Doing Business As (DBA) ?

Country of Origin * ?

Does your business have a DUNS number? * ? Yes No

Legal Structure * ?

Tax ID Number *

Website

Note: Required Information
★ Required to Complete Registration

Note: All fields with a * are mandatory to continue.

Note: Click For additional help.

Company Overview
To continue click [Next >](#)
Changes will be saved automatically.

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Business Details

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

Business Description

2500 characters remaining

Sales Territories

Is Your Business a Local Supplier?

Yes No

Is Your Business a National Supplier?

Yes No

U.S. Service Area

-

Edit

International Service Area

-

Edit

Products and Services

NAICS Codes 

Primary NAICS Code Selected

Edit

322130 - Paperboard Mills

Remove

1 Secondary NAICS Codes Selected

Edit

322212 - Folding Paperboard Box Manufacturing

Remove

Note: Required Information
★ Required to Complete Registration

Business Details
To continue click
[Next >](#)
Changes will be saved
automatically.

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Save Changes

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Business Details ✓

Addresses ⚠

Contacts ⚠

Diversity ✓

Insurance ✓

Tax Information ✓

Supplier Code of Conduct ✓

Certify & Submit

Addresses ?

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Note: Required Information

Required Information

The following address types are required to complete registration:

- Physical

You must supply both a Physical and a Remittance Address

Address Label	Address Types	Address	
Remittance	Remittance (Primary)	2750 Venture Drive Norman, Oklahoma, 73069 United States	Edit ▼

[Show Inactive Addresses](#)

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Add Address

Addresses

To continue click [Next >](#)

Changes will be saved automatically.

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Addresses

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Required Information
The following address types are required to complete registration:

- Physical

Address Label	Address Types
Remittance	Remittance (Primary)

Add Address

Add Address ✕

Basic Information (Step 1 of 3) ?

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- Receives Payment (remittance)
- Other (physical)

Note: Required Information
* Required to Complete Registration

[Next >](#)

Note: You may use the same address for both required addresses.

Add Address
To continue click [Next >](#)
Changes will be saved automatically.

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Addresses

Please enter any physical or mailing addresses from which your company receives payment. The following address types are listed below.

Required Information
The following address types are required to complete registration:

- Physical

Address Label	Address Types
Remittance	Remittance (Primary)

[Add Address](#)

Add Address ✕

Address Details (Step 2 of 3) ?

Country ^{*}

Address Line 1 ^{*}

Address Line 2

Address Line 3

City/Town ^{*}

State/Province

Postal Code

Phone ext.

International phone numbers must begin with +

Toll Free Phone ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

Note: Required Information
^{*} Required to Complete Registration

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Address Details
To continue click [Next >](#)
Changes will be saved automatically.

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Welcome	
Company Overview	✓
Business Details	✓
Addresses	✓
Contacts	⚠
Diversity	✓
Insurance	✓
Tax Information	✓
Supplier Code of Conduct	✓
Certify & Submit	

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.

Note: Required Information

Required Information

The following contacts are required to complete registration:

- Remittance
- Sales

You must supply both a Sales and a Remittance Contact

No contacts have been entered

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

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Contacts

To continue click [Next >](#)

Changes will be saved automatically.

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Welcome

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Contacts 

Diversity 

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Certify & Submit

Contacts

Please enter contact information for any individuals. This will help us ensure we are always contacting the correct contact types are listed below.

Required Information

The following contacts are required to complete registration:

- Remittance
- Sales

No contacts have been entered

[Add Contact](#)

Add Contact

Contact Label [★]

Which of the following business activities apply to this contact?

Sales

First Name [★]

Last Name [★]

Position Title

Email [★]

Phone [★]

International phone numbers must begin with +

Mobile Number

International phone numbers must begin with +

Toll Free Phone

International phone numbers must begin with +

Fax

International phone numbers must begin with +

Note: Required Information
[★] Required to Complete Registration

[Save Changes](#)

[Close](#)

Add Contact
To continue click [Save Changes](#)

Supplier One

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8 of 8 Steps Complete

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

Diversity ?

OU is committed to supporting local community and small businesses because they drive innovation, promote economic growth, and reflect the diversity of the University community and the state of Oklahoma. Accessing a pool of more diverse suppliers will bring unique perspectives, expertise, and capabilities that will contribute to the overall success of OU's research and academic mission.

Information provided in this profile indicates that this supplier qualifies as a Small Business as defined by the U.S. Small Business Administration; however, no Small Business diversity classifications have been assigned.

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

[Add Diversity Classifications](#)

Note: If you have Small Business or Diversity Classifications, you may enter them here.

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[Proceed to Certify and Submit >>](#)

Diversity
To continue click [Next >](#)
Changes will be saved automatically.

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Insurance	✓
Tax Information	✓
Supplier Code of Conduct	✓
Certify & Submit	

Insurance ?

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

No Insurance has been entered.

[Add Insurance](#) ▾

Note: Certificates of Insurance, you may enter them here.

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Insurance
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- Insurance ✓
- Tax Information** ✓
- Supplier Code of Conduct ✓
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Tax Information ?

No tax information has been entered

[Add Tax Document](#) ▼

Note: Tax Information is Not Required Information

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Tax Information
To continue click [Next >](#)
Changes will be saved automatically.

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- Insurance ✓
- Tax Information** ✓
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[Certify & Submit](#)

Tax Information

No tax information has been entered

[Add Tax Document](#)

Add Tax Document

Note: Tax Information is Not Required Information

Tax Type ★ W-9

Tax Document Name ★

Tax Document Year ★

Signature Status Not Signed

Tax Documentation Drop file to attach, or browse.

[Download Pre-populated Tax Document](#)

I certify this tax document

Note: Required Information
★ Required to Complete Registration

[Save Changes](#)

Add Tax Document
To continue click
[Save Changes](#)

Supplier One	Supplier Code of Conduct
Registration In Progress for: The University of Oklahoma Supplier & Bid Portal 8 of 8 Steps Complete	Supplier Code of Conduct <p>This Supplier Code of Conduct (the "Code") outlines the ethical business standards, expectations, and behaviors the University expects from Suppliers and what the Supplier can expect from the University.</p> <p>The University is committed to the highest ethical standards. When conducting business with the University, the Supplier can expect the University to:</p> <ul style="list-style-type: none"> Comply with applicable laws, regulations, policies, and procedures Act with integrity and openness Demonstrate fairness and transparency in our dealings with individuals and organizations Disclose any actual or perceived conflicts of interest Encourage fair and open competition while seeking value for money and innovative solutions Adopt procurement processes to make it easy to do business Publish details of contracts awarded as required by law Protect and prevent the release of confidential information Not seek or accept any financial or non-financial benefits from Suppliers Respond to reasonable requests for advice and information Investigate complaints <p>Suppliers and their supply chains must commit to the highest ethical standards. When conducting business with the University, the University expects the Supplier to:</p> <ul style="list-style-type: none"> Comply with applicable laws, regulations, policies, procedures, and good business practices Ensure third parties acting on your behalf comply with this Code Act with integrity and openness Conduct business in an ethical and safe manner Disclose any actual or perceived conflicts of interest Meet your contractual obligations Not discuss or disclose dealings with the University to the media without approval Pay your contractors and subcontractors on time Protect and prevent the release of confidential information Ensure the security and proper use of University information, property, and materials Not offer University employees any financial or non-financial benefits Respond to reasonable requests for advice and information Report breaches of this Code to the University <p>Additional Supplier Responsibilities. Suppliers are expected to comply with general principles and standards of ethical business practices and conduct.</p> <ul style="list-style-type: none"> Gifts, Hospitality, and Other Benefits. University employees are not permitted to request financial or non-financial, including, without limitation, gifts, gratuities, and other items of value, from Suppliers. Accordingly, Suppliers shall not at any time offer or provide, directly or indirectly, any such financial or non-financial benefits to University employees involved in any procurement activity to influence any decisions and report any such misconduct by University or Supplier employees immediately to the University. Conflicts of Interest. Suppliers shall immediately report any conflicts of interest, whether real or perceived, immediately reported to the University. Conflicts of interest can arise when a person's business and private interests intersect. Private interests can include a person's professional and financial interests and past and present associations with other individuals, groups, or family. Confidentiality and Intellectual Property Rights. The University and Suppliers will respect and honor each other's confidentiality and intellectual property rights. Except as required by the Oklahoma Open Records Act, information provided by or collected from the University may contain sensitive, restricted, or protected information. Accordingly, information is provided with the expectation that it will remain confidential and appropriately secured and stored. Environmental Sustainability. University Suppliers should work to minimize the environmental impact of their operations, maintain environmentally responsible policies and practices, and comply with all applicable environmental laws and regulations. Endorsements and Sponsorship. Suppliers shall not use any contract or business relationship to create any perception that the University endorses a particular Supplier, Good, or Service or that any sponsorship or donation by a Supplier to the University will improperly influence University decisions. Workplace Health and Safety. University Suppliers shall provide a safe work environment and integrate sound health and safety management practices into their business. Suppliers shall comply with all applicable laws and regulations relating to workplace, health, and safety. Suppliers must make all reasonable efforts to ensure that businesses within their supply chain are not engaged in, or complicit with, human rights abuses, such as forced or child labor. <p>Reporting Wrongdoing or Concerns. Suppliers concerned with possible breaches of the Code by its employees or University employees or other conduct involving conflicts of interest, fraud, corruption, mismanagement, serious waste of public funds, or other like concerns can report such concerns to the University through the below channels:</p> <ul style="list-style-type: none"> University Procurement – askpurchasing@ou.edu Conflicts of Interest Office – coi@ou.edu 24-Hour Reporting Hotline – www.ou.ethicspoint.com or (844) 428-6531 <p><input type="checkbox"/> Supplier acknowledges that noncompliance with this Code could lead to termination, loss of future work, debarment, or referral for investigation.</p> <p>★ Required to Complete Registration</p> <p> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Proceed to Certify and Submit"/> <input type="button" value="Save Changes"/> </p>
Welcome Company Overview ✓ Business Details ✓ Addresses ✓ Contacts ✓ Diversity ✓ Insurance ✓ Tax Information ✓ Supplier Code of Conduct ✓ Certify & Submit	

Note: Supplier acknowledgement

Supplier Code of Conduct
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 Changes will be saved automatically.

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- Insurance ✔
- Tax Information ✔
- Supplier Code of Conduct ✔

Certify & Submit

Certify & Submit



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

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

Preparer's Initials ★

Preparer's Name ★

Preparer's Title ★

Preparer's Email Address ★

Today's Date 5/9/2024

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

Note: Required Information
★ Required to Complete Registration

[Submit](#)

Certify & Submit
To continue click [Submit](#)
Changes will be saved automatically.

Thank You for Registering

?

 Registration Complete for Supplier One

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](#)

Congratulations!
Your Jaggaer Supplier
Registration is complete.