Table of Contents

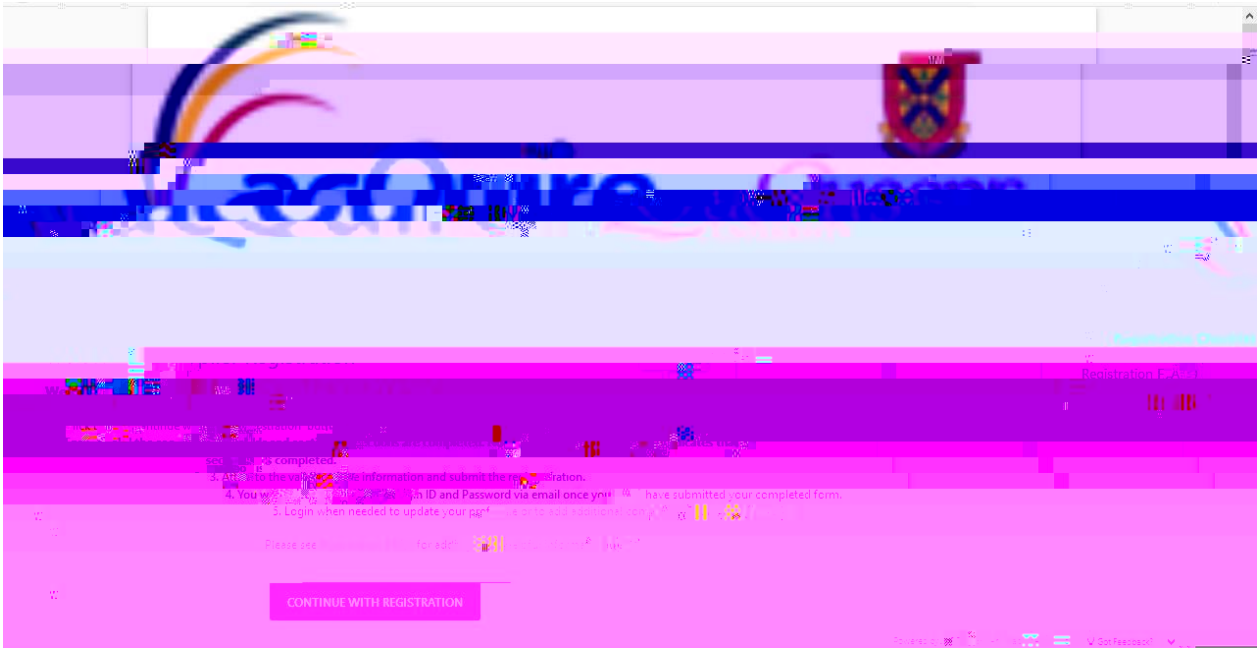
QUEEN'S UNIVERSITY ACQUIRE SUPPLIER NETWORK - REGISTRATION AND PORTAL OVERVIEW	2
QUEEN'S ACQUIRE SUPPLIER NETWORK - PORTAL REGISTRATION INVITATION EMAIL	3
QUEEN'S ACQUIRE SUPPLIER NETWORK PORTAL REGISTRATION - CREATE ACCOUNT	4
QUEEN'S ACQUIRE SUPPLIER PORTAL – COMPLETING REGISTRATION PROFILE	5
EXISTING JAGGAER/QUEEN'S ACCOUNT REGISTERED SUPPLIERS - LOGIN PAGE	19
JAGGAER SUPPLIER NETWORK PORTAL - CONFIGURING CURRENCY SETTINGS (FOR PO INVOICING)	20
JAGGAER SUPPLIER NETWORK PORTAL – NAVIGATING TO QUEEN'S ACQUIRE SUPPLIER PORTAL	23
QUEEN'S ACQUIRE SUPPLIER PORTAL – CREATING/MONITORING PO INVOICE	25
QUEEN'S ACQUIRE SUPPLIER PORTAL - ADDING NEW SUPPLIER CONTACT (USER) TO PORTAL	33

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

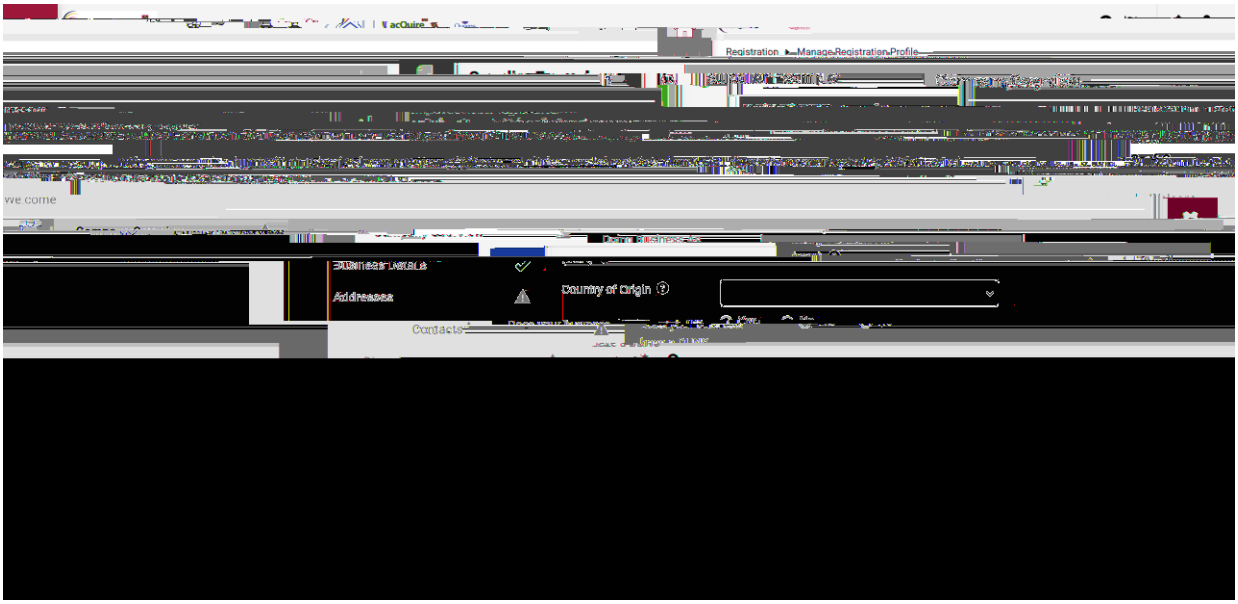
Queen’s acQuire Supplier Network Portal Registration - Create Account



Queen's acQuire Supplier Portal – Completing Registration Profile

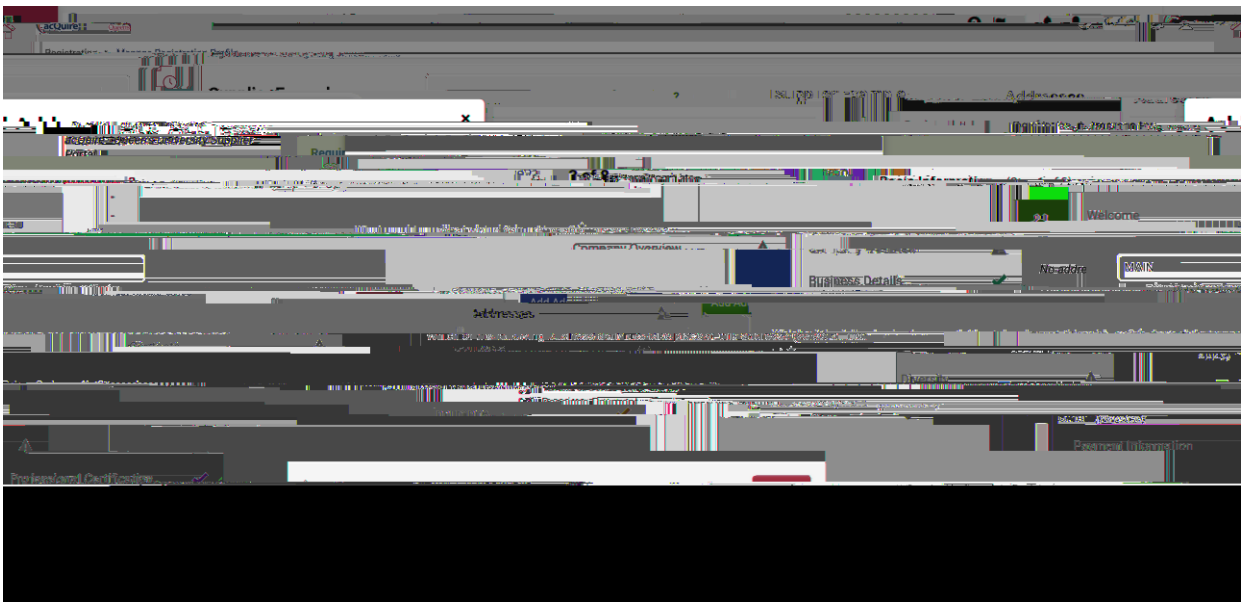
Completing your supplier registration profile is a five-step required process, with four additional optional areas to provide valuable information about your company.

1. Welcome (required to complete registration)
    a. Confirm your Legal Company Name
        i.



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"

3.

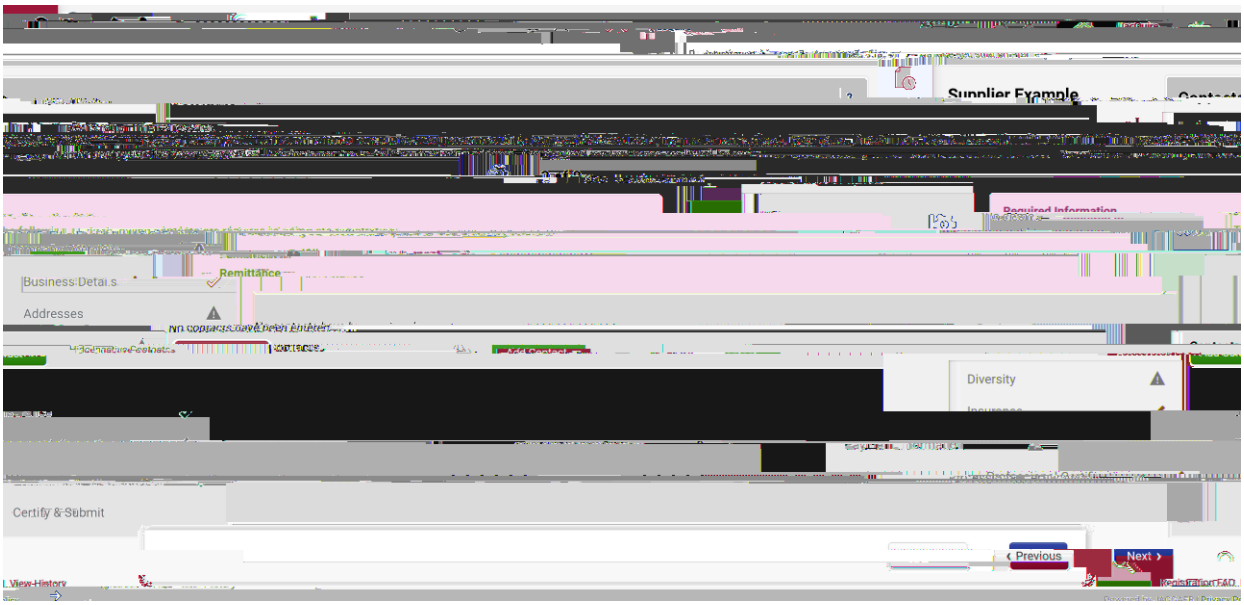


iv. Choose how your company would like to receive purchase orders, either by fax or email. Depending on your choice, input the fax number or email address where POs (Purchase Orders) should be directed when an applicable order is submitted by Queen's.
    - If you are a "catalogue" vendor with Queen's/Jaggaer,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

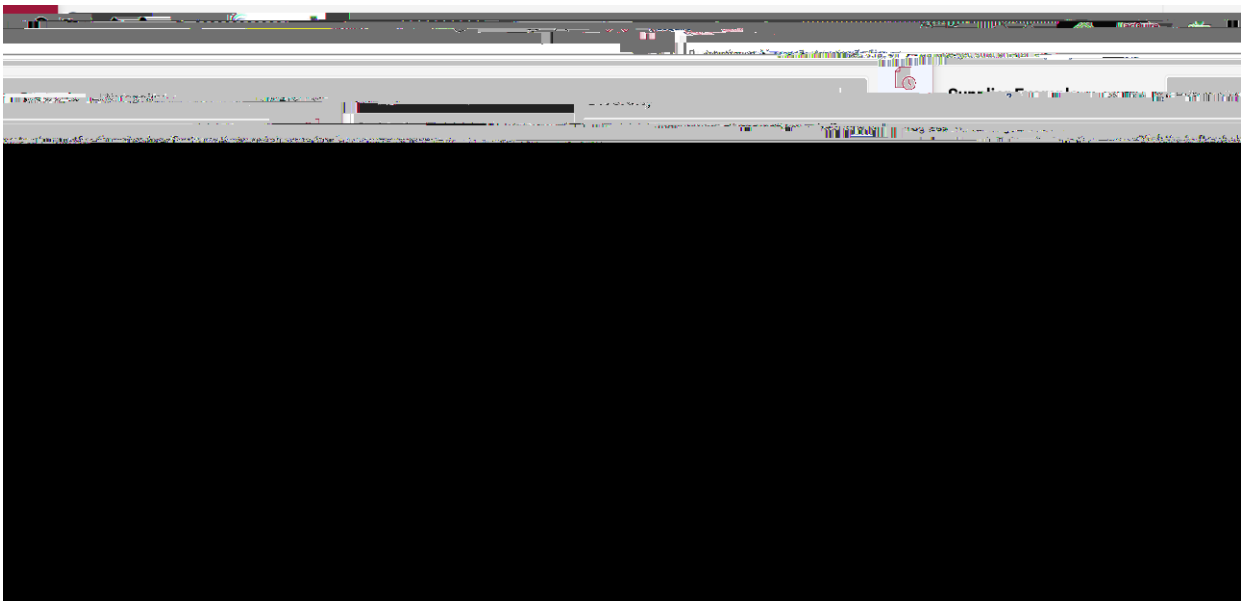
5. Contacts (required)

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

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



6. Diversity (required)



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

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

        i. Input Policy Number
        ii. Choose Insurance Limit
        iii. Input Expiration Date as reflected on the Insurance Form
        iv.

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 Serv

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

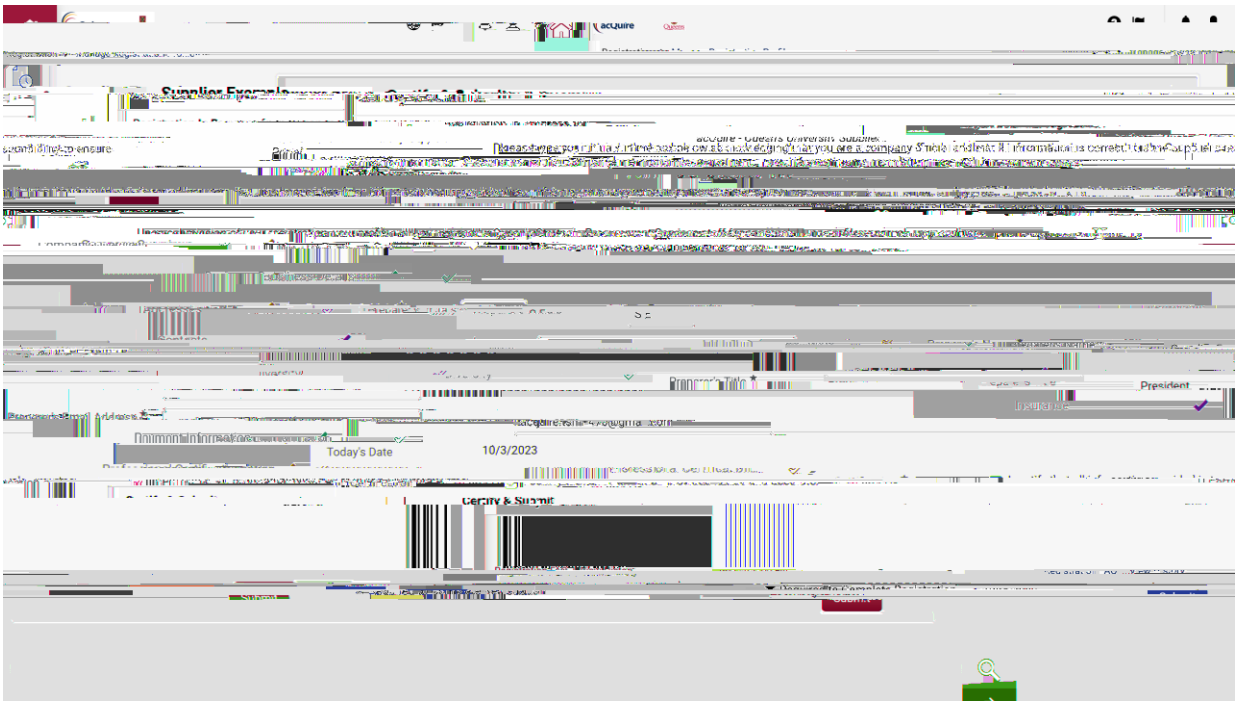
*If your company has multiple physical business locations with differing remittance methods/accounts per location, please ensure to add payment information for each location You must have previously added a fulfillment/remittance address for each location within the

i. Select the preferred remittance method for your company from the availW* n /P ≮MCID 3≯e0.00000

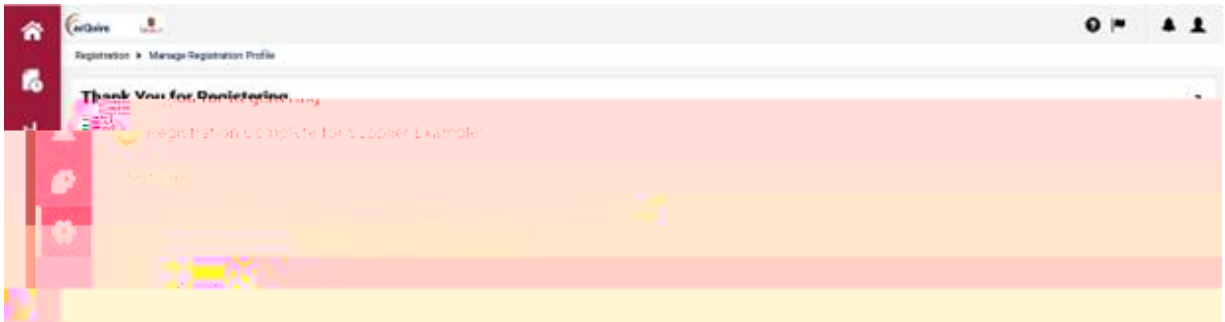
10. Certify and Submit

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

a. Ensure all required fields are populated
b. Select the “I certify that all information provided is true and accurate” checkbox
c. Click the blue ‘Submit’ button located bottom right of the page

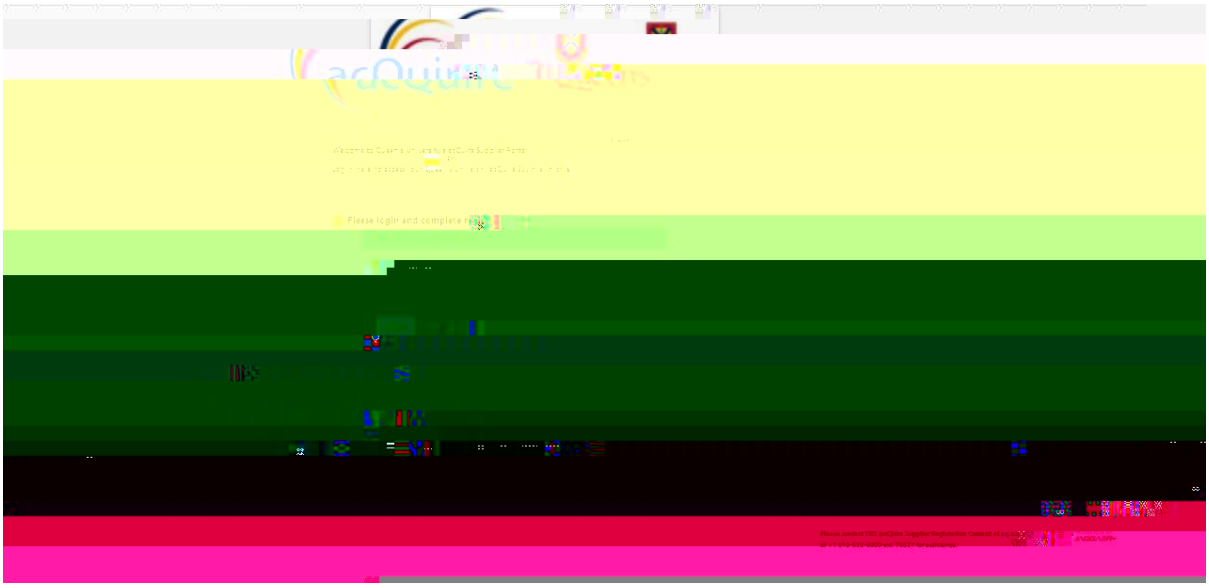


d. Once the registration is submitted, a notice will be provided indicating the registration is complete



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

*To log back into your Jaggaer/Queen's supplier portal account, navigate here.

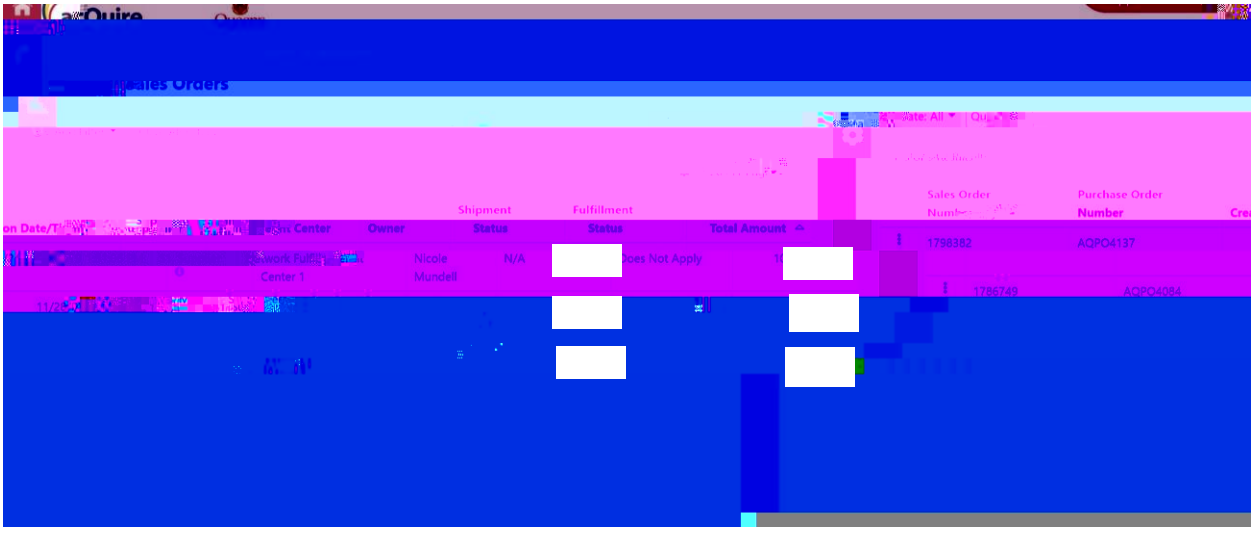


a. Locate CAD from the listing of currencies
b. Click “Active” within the Currency Ï S ÜÕ ḥ

Jaggaer Supplier Network Portal –

4. Click “OK” when notified you are being redirected to the acQuire –

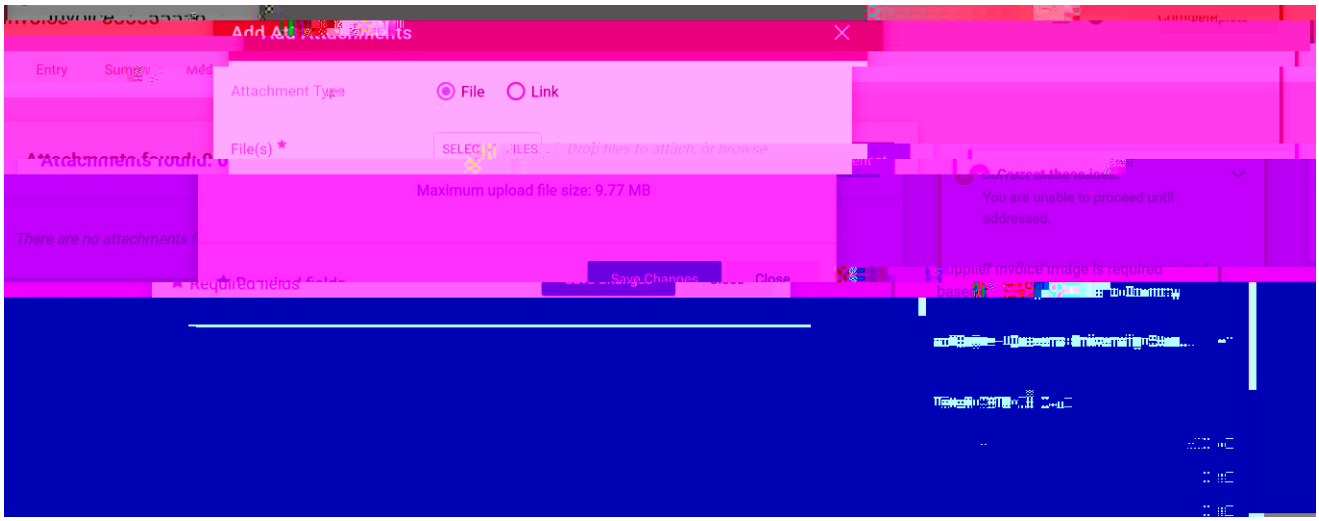
5. Locate the PO you want to invoice against, from the listing of POs Queen's has issued to your company
6. Click on the "Sales Order Number" or "Purchase Order Number" to access the PO



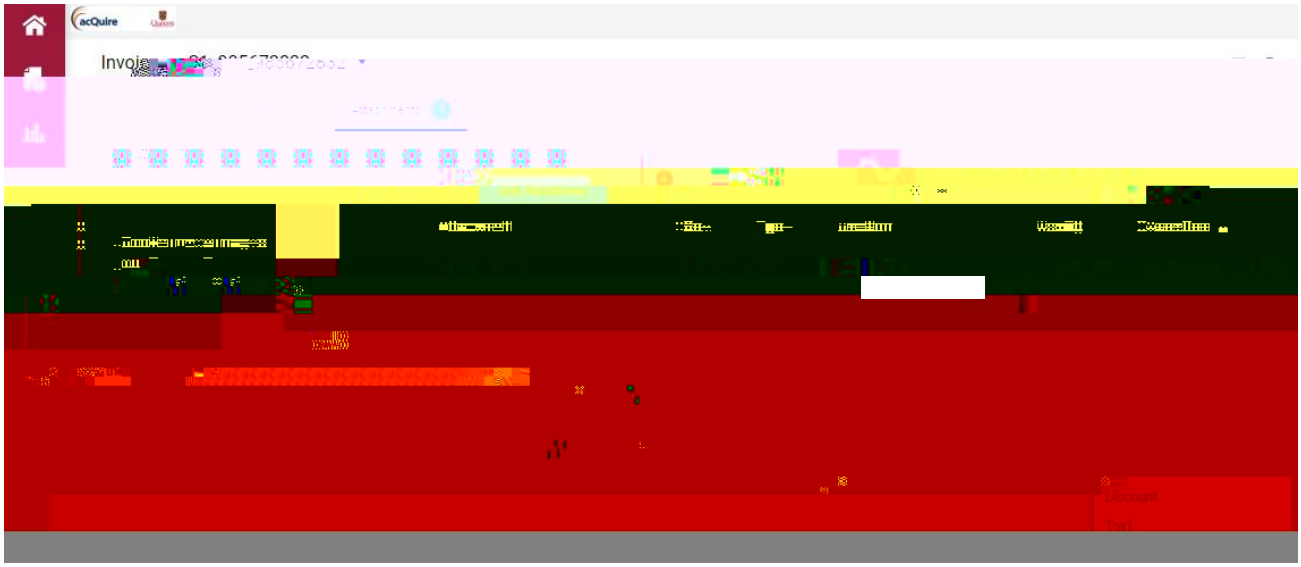
7. When in the PO, click “Create Invoice” (or “Create Credit Memo”) from the “Available Actions” menu on the right-hand side of the screen
8. Click “Go”

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/adjus N 4 let il ”spa cdnLfuntg ”

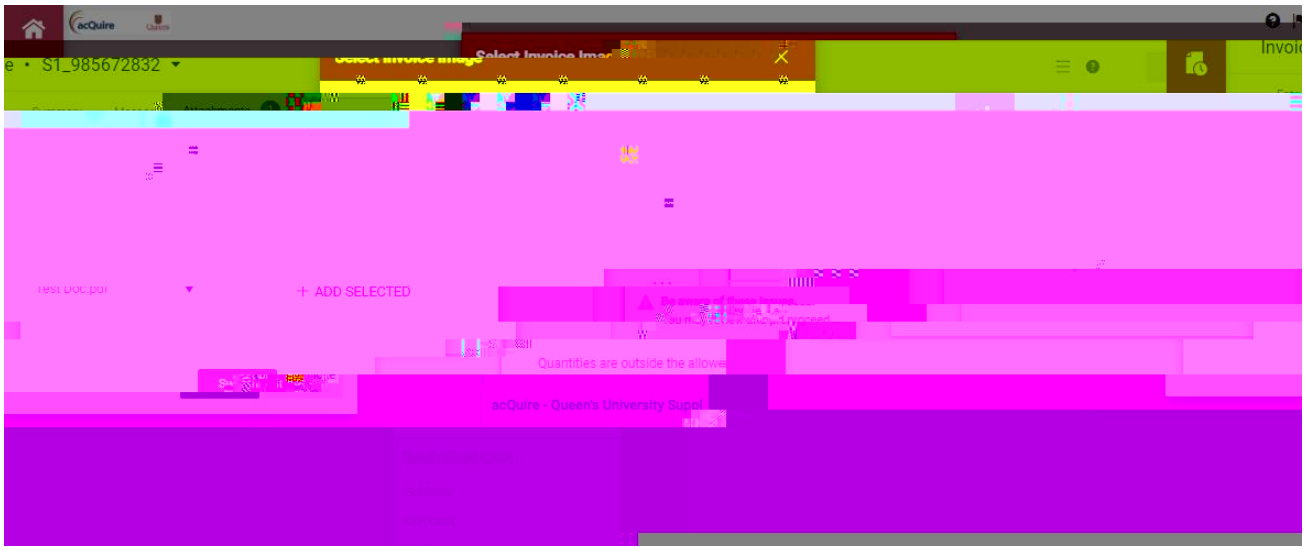


i. While still on “Attachments” tab, click on “Select Invoice Image” button
   - Primary invoice document must be flagged as such, in order for invoice (voucher) to be marked complete and available for submission to Queen’s

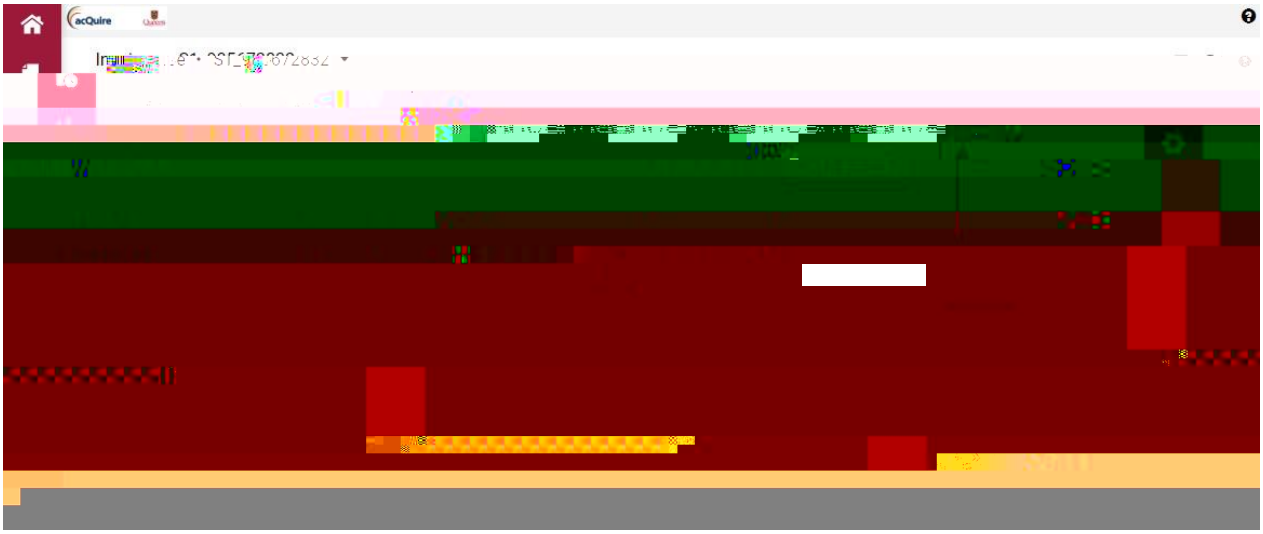


ii. Select the primary invoice attachment from the dropdown menu and click on the “+ADD SELECTED” button

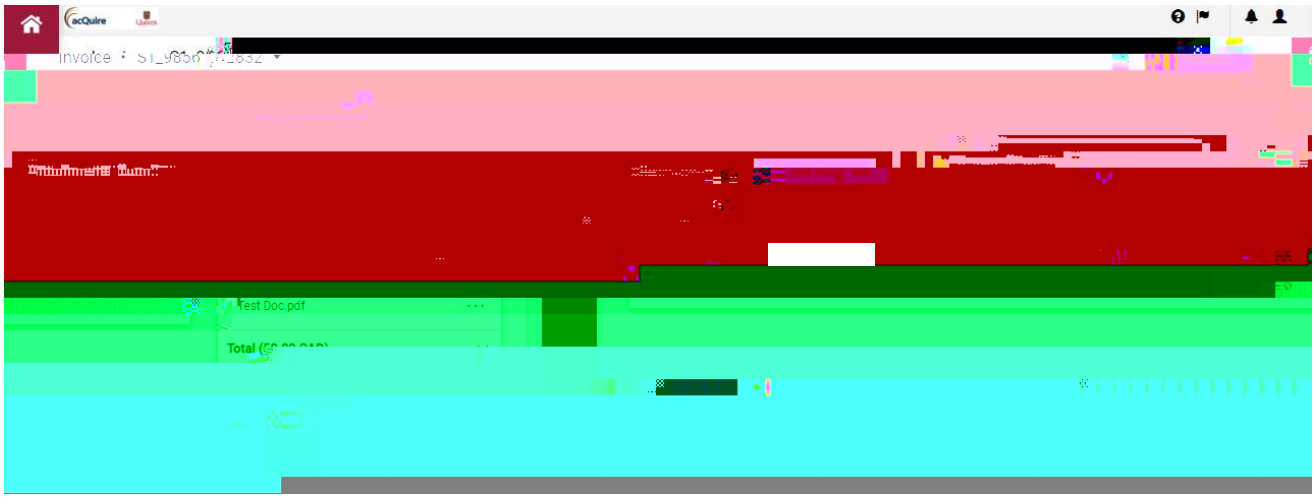
iii. Once added, click “Submit”

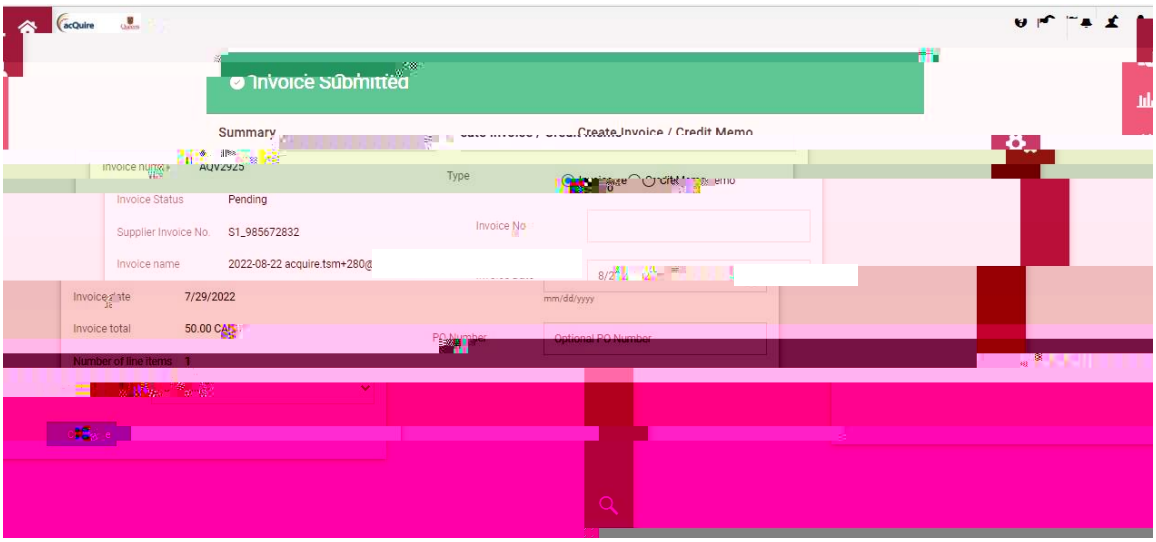


i. Primary invoice document will have a crown image displayed next to it, symbolizing its primary status



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





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