



McMaster University – MacBuy Supplier Management System and Portal

Registration and Help Guide

Questions? Please contact Supplier Support at:
macbuyhelp@mcmaster.ca

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Portal Overview

McMaster University recently implemented a cloud-based procure-to-pay tool including a supplier management system and portal (MacBuy), powered by Jaggaer (formerly SciQuest). MacBuy offers University staff and faculty an integrated (shopping cart) marketplace for purchasing activities, including automated payment processes and supplier portal.

The supplier portal allows suppliers to collaborate with McMaster in a secure, on-line environment. There are several benefits to conducting business via the portal:

- Efficient receipt of purchase orders;
- Ease of purchase orders invoice submissions;
- Access to view the status of invoices along with information about purchase orders;
- Secure online access 24/7 to self-register your company and manage your information.

Suppliers will receive an email invitation (similar to the one below) from McMaster University's Supplier Support Team to register as a McMaster supplier. McMaster will not be accepting unsolicited registrations. The email invitation will contain a link to create your secure portal account. Completion of the registration form should take less than fifteen (15) minutes. The supplier will be asked to provide information about their company, including contact information, addresses and preferred payment method.

Supplier Invitation for McMaster University - MacBuy

Dear ABC Company,

McMaster University - MacBuy has invited you to register as a potential supplier. Our supplier network is a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming a McMaster University - MacBuy network supplier is free, easy and it only takes about 15 minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have 24/7 access to your secure MacBuy portal where you can add or update details about your organization.

Register Now

Thank You,
McMaster University - MacBuy Supplier Portal

Questions? Please contact MacBuy Support at: macbuyhelp@mcmaster.ca

Please identify yourself as registering in the McMaster University - MacBuy Supplier Network.

Registration

To begin the registration process click **Register Now** in the invitation email.

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

Welcome to Supplier Registration

English ▾



Dear Supplier Partner: **Welcome** to McMaster University's new supplier registration process. McMaster invites you and your company to register as a supplier.

Before you begin the registration, please have the following information available:

- Basic business information (e.g. legal company name, legal structure),
- Business, fulfillment and remittance address, phone, email and contacts,
- Dun & Bradstreet Number (DUNS), where applicable,
- Tax information (HST/GST/PST Number in Canada),
- List of commodities you supply.

The registration process:

- Click "**Continue With Registration**" link below to begin the registration process.
- Ensure all the required fields and sections are completed. **Note:** a **green** check mark ✓ indicates that a section is completed.
- Certify the validity of the information and submit the registration.
- Login when needed to update your profile and add additional contact information.

Questions? Please contact MacBuy Support at: macbuyhelp@mcmaster.ca

[Continue With Registration](#)

A Registration FAQ and Registration Video Tutorial are available. These pages provide suppliers with specific information and instructions. There is also a language selection option in the upper right corner.

If **you do not have an account in the Jaggaer Supplier Network (JSN)**, the first step in the Registration will be to create one.

[Supplier Registration](#)
[Registration Tutorial](#)
English ▾

To begin your registration, please complete this page and click **Create Account**. You will be directed to the McMaster Supplier Management Portal to enter your information.

Your Contact Info

First Name Last Name

Business Address

Phone Number

Time Zone

Your Login

Email Confirm Email

Password Confirm Password

What is the name of your elementary school?

Account Recovery Question Answer

Terms and Conditions

☒ I have read and agreed to the Jaggaer Terms and Conditions

Within the 'Your Login' section, the email address and password created here will be used as the login to access McMaster's MacBuy Supplier Portal and the Jaggaer Supplier Network (JSN). Please complete the required fields and click 'Create Account'.

If you have a JSN account the first step will be to login. Issues with login or password resets should be directed to Jaggaer Support at 1(800)233-1121.

Once you complete the Create Account or Login process, you will be directed to McMaster's MacBuy registration site.

To complete your registration profile, ensure all required fields on the left side bar have green check mark (✓). Required fields are denoted with an asterisk (★). It is recommended that you **Save Changes** before moving to the next page.

Some information may be prepopulated with data during the invitation process. Please review this information for accuracy and make changes where needed.

The screenshot shows the MacBuy Supplier Registration 'Welcome' page. On the left is a sidebar with a red header and navigation links: Home, Registration, Manage Registration Profile, ABC Company, Registration In Progress for: McMaster University - MacBuy, 0 of 6 Steps Complete, Welcome, Company Overview, Business Details, Addresses, Contacts, Payment Information, McMaster University Ter..., Certify & Submit, Registration FAQ | View History. The main content area is titled 'Welcome to Supplier Registration' and includes a welcome message, a list of required information (Basic business information, Business, fulfillment and remittance address, phone, email and contacts, Dun & Bradstreet Number (DUNS), where applicable, Tax information (HST/GST/PST Number in Canada), List of commodities you supply), and a list of registration steps (Click 'Continue With Registration', Ensure all the required fields and sections are completed, Certify the validity of the information and submit the registration, Login when needed to update your profile and add additional contact information). A 'Required to Start Registration' section shows the 'Legal Company Name' field with 'ABC Company' entered. At the bottom, there are 'Next >' and 'Save Changes' buttons, and a 'Need Help?' link.

Note: Click on ? for additional help information and definitions relating to the question topic.

1. Welcome

- a. Confirm your company name ★
 - i. The supplier name should be the Legal/Incorporated name that will appear on the Purchase Order and Remittance.
- b. Click Save Changes, then Next.

2. Company Overview

- a. Provide 'Doing Business As' (DBA) name, if applicable.
- b. Country of Origin ★
- c. Select Yes if your company has a DUNS (Dun and Bradstreet) number; No if not. ★
- d. Select the Legal Structure of your company ★
 - i. Choose "Other" if you are unclear which option to select.
- e. Enter your website information, if applicable.
- f. Select Yes if your company charges VAT (e.g. HST, GST, PST, QST) and enter VAT registration number when prompted. Select No if you do not charge VAT on your invoices or VAT is not applicable.
- g. Select Yes if your invoice includes a labour component where the service provided could be performed by a non-academic employee in support of the University's core activities, otherwise select No.

3. Business Details

- a. Business Description ★
 - i. Please provide a brief description of the goods or services your company supplies.
- b. Products and Services
 - i. Commodity Codes ★ Click on Use the Search or browse functionality to find the commodity code that best reflects the goods or services your company supplies and click 'Done'.
- c. Enter keywords, if applicable but not required.

4. Addresses ★

If your company is an existing supplier with McMaster University some address information may appear here. If so, please verify for accuracy and completeness.

- a. Click 'Add Address' to begin completing this section.
- b. Enter an 'Address Label', e.g. Headquarters. ★
- c. If your Fulfillment address and your Remittance address are the same location, select both. If the Fulfillment address and the Remittance address are different, please complete one address at a time.
 - i. Fulfillment address is the location purchase orders will be issued to and is the address the goods are shipped from.
 - ii. Remittance address is the physical location payments are sent to or where your Accounts Receivable personnel reside.
- d. Purchase orders will be dispatched by email. ★
- e. Complete the remaining fields marked with an asterisk. ★
- f. Enter contact information for your Sales representative. ★

Add Address

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

☒ Enter New Contact
☐ Not Applicable

Select additional contact type(s) to apply

☒ Takes Orders (fulfillment)
☒ Receives Payment (remittance)
☒ Sales

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *

International phone numbers must begin with +

5. Payment Information

Information on this page is used to determine how and where your company will receive payment. Please select only **ONE** payment option and only **ONE** currency.

McMaster suppliers may select from several payment options. The payment terms are dependent upon the payment option the supplier selects.

McMaster University Standard Payment Terms:

ePayables – 0 to 5 business days from receipt of invoice

EFT (direct deposit), cheque and foreign currency wire payment will be queued for payment net 30 days.

Note:

- At this time, only payment in CAD is available through ePayables and EFT.

- Click on Payment Information and go to “Add Payment Information’. Using down arrow select preferred payment method. ★

a. ePayables:

The preferred and quickest payment option is ePayables (Approve to Pay (A2P)). Currently this option is only available to Canadian suppliers.

If your company accepts credit card as payment, we recommend you select the ePayables option. There are two settlement methods that are offered using ePayables. The supplier may choose to process the transaction themselves with a virtual card number (VCN) that is sent to them, or, the funds can be deposited to the supplier’s bank account.

Note: When selecting ePayables, McMaster's Accounts Payable will follow up with your company to initiate the enrollment process.

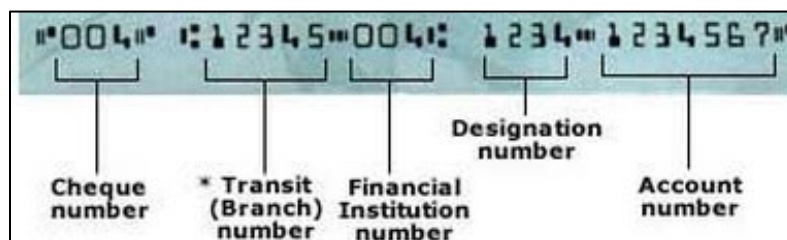
Add Accounts Payable	
Payment Title	Remittance
Country	Canada
ERP Number	
Third Party Reference	
Payment Type	ePayable(BMO Approve2Pay (A2P))
Remittance Address	123 MAIN STREET EAST (Primary Remittance)
Electronic Remittance Email	mary.jones@abc.ca
Currency	CAD
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No

b. EFT (Electronic Funds Transfer)/ACH:

Currently this option is only available to Canadian suppliers.

Edit Accounts Payable	
Payment Title	Remittance
Country	Canada
ERP Number	
Third Party Reference	
Payment Type	Direct Deposit (ACH)(EFT)
Direct Deposit Format	
Remittance Address	123 MAIN STREET EAST (Primary Remittance)
Electronic Remittance Email	terri.wetton+abcbank@gmail.com
Currency	CAD
Contact Name	Mary Jones
Purpose	<div>200 characters remaining expand clear</div>
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No

How to Read a Canadian Cheque:



Bank Account Information:

Bank Account	
Country	Canada
Bank Name	TD
Account Holder's Name	ABC Company
Account Type	Checking
Account Number Type	Account Number
Routing/Transit Number	000400812 What is this?
Account Number	*****
Confirm Account Number	*****
	View Account Number
Address Line 1	82 King St W
Address Line 2	
Address Line 3	
City/Town	Dundas
State/Province	ON
Postal Code	L9H 1T9

Routing/Transit Number:

Enter the Canadian Transit Number using the following format (only number and no spaces or dashes are allowed): 0YYYYXXXXX

- 0 – The Canadian Transit Number must begin with a leading number zero (0)
- YYY – This is the three-digit bank Institution Number
- XXXXX – This is the five-digit Branch Number

Account Number: A Canadian bank account number is typically 7 to 12 digits in length. Please ensure there are no characters, spaces or dashes when entering the bank account number.

If you are unsure of your banking information, please contact your bank.

Enter the address of the bank branch associated with the 'Routing/Transit Number'.

- c. Cheque (Available in Canadian, US currencies. Select cheque for foreign currency wire payments)

Edit Accounts Payable	
Payment Title	Remittance
Country	Canada
ERP Number	
Third Party Reference	
Payment Type	Check(Cheque)
Remittance Address	123 MAIN STREET EAST (Primary Remittance)
Electronic Remittance Email	
Currency	CAD
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No

6. Payment Category ★

- Please select from the drop down the payment type that best describes the supplies or services you provide (e.g. Goods).

7. McMaster Terms and Conditions ★

By clicking 'I Accept' you confirm that you have read the Purchase Order Terms and Conditions, you understand them and that you agree to be bound by them.

Upon checking 'I Accept', please click on 'Proceed to Certify and Submit'.

8. Proceed to Certify and Submit ★

- Ensure all required fields have green check marks ✓.
- Ensure your name and contact details are accurate.

The screenshot shows the 'Certify & Submit' page for ABC Company. On the left, a sidebar lists the registration steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Payment Information, McMaster University Ter..., and Certify & Submit. The 'Certify & Submit' step is highlighted with a green checkmark. The main content area contains a disclaimer about the accuracy of the information and a certification statement. Below this, there are input fields for Preparer's Initials (filled with 'TJ'), Preparer's Name (filled with 'Tom Jones'), Preparer's Title (filled with 'CEO/Owner'), and Preparer's Email Address (filled with 'tom.jones@ABC.com'). There is also a 'Today's Date' field (filled with '2/11/2021') and a 'Certification' checkbox (checked) with the text 'I certify that all information provided is true and accurate.' A red 'Submit' button is at the bottom right.

- Select 'I certify' and 'Submit' to complete the registration process.

Note: By Certifying and Submitting the registration form, you are agreeing that the information provided is accurate and true. It is the supplier's responsibility to ensure their company's information is kept up-to-date.

The screenshot shows the 'Thank You for Registering' page. It features a green checkmark icon and the text 'Registration Complete for ABC Company!'. Below this, a section titled 'Next Steps' lists four actions: '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.', and 'Return to the homepage and check for any other outstanding tasks.' The last two steps are linked.

Following successful submission, the registration form will receive a couple of email communications.

1. The email below confirms submission of the registration form. It also provides a link to return to the secure McMaster MacBuy Supplier Portal.

Supplier Registration Complete for McMaster University - MacBuy

Dear ABC Company,

Thank you for completing your registration profile on McMaster University - MacBuy. McMaster University - MacBuy is a best in class Supplier Registration and eProcurement system. Accessible via the world-wide-web, McMaster University - MacBuy provides a one-stop, complete solution for Buyer/Supplier communications.

As a reminder, you can log into your secure account by visiting McMaster University - MacBuy's


[Customer Portal Login Link](#)

Thank You,


McMaster University - MacBuy

Questions? Please contact Strategic Procurement MacBuy Support at macbuyhelp@mcmaster.ca for assistance and identify yourself as registering in the McMaster University - MacBuy Supplier Network.

2. Once your company has been added to the Jaggaer Supplier Network (JSN) you will receive an email directly from Jaggaer (SciQuest) Support providing support contact information.

Welcome to the JAGGAER Supplier Network 

SciQuest Support UserTest <support@sciquest.com>
to: terril.wetton+ABC <>



Dear ABC Company,

Congratulations! ABC Company is now a member of the JAGGAER Supplier Network, which is a market-leading network of 150.0 s a member of the network you will be able to:

- Store basic company information in your profile and share with all customers to expedite the onboarding process.
- Manage communications with all JAGGAER customers through the no fee, self-service JAGGAER Supplier Network.
- Reduce invoice processing time and expense through electronic submission of invoices and the ability to check invoice status when working with JAGGAER Accounts Payable Director customers.
- Choose between punch-out and hosted catalogs for product display, and manage catalog content and pricing from one central location.
- Increase your visibility to JAGGAER customers searching for suppliers to fulfill their purchasing needs.

Within your private JAGGAER Network Portal (Network supplier website), you can enter and update basic information about your company, invite colleagues to become users of your site, and more. In order to begin taking advantage of the benefits listed above, you will first need to complete your Network Profile, which stores information about your company. It is important to complete as much information as possible in your Network Profile to ensure buyers can connect with you as a potential supplier.

As a reminder, you can log into your secure account by visiting the link below. We recommend that you bookmark this page in your internet browser for future access. For information about using the portal, visit the Online Training and Support located on the JAGGAER Network Portal home page.

[JAGGAER Supplier Network Login Page](#)

Your login information is located below.

Company: ABC Company

Email: terril.wetton+ABC@gmail.com

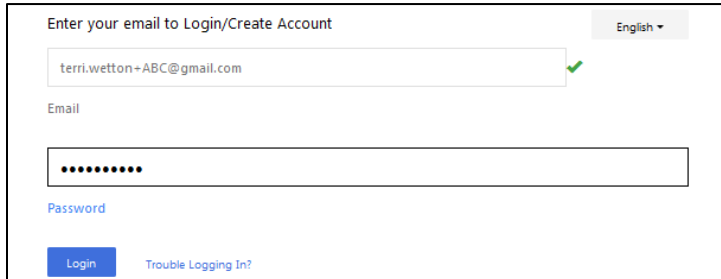
If you have any technical questions, please feel free to contact our data service provider, JAGGAER, at 1.800.233.1121 Option #3 and identify yourself as registering in the JAGGAER One Support network.

Thank You,
JAGGAER Support

Creating and Monitoring PO Invoice

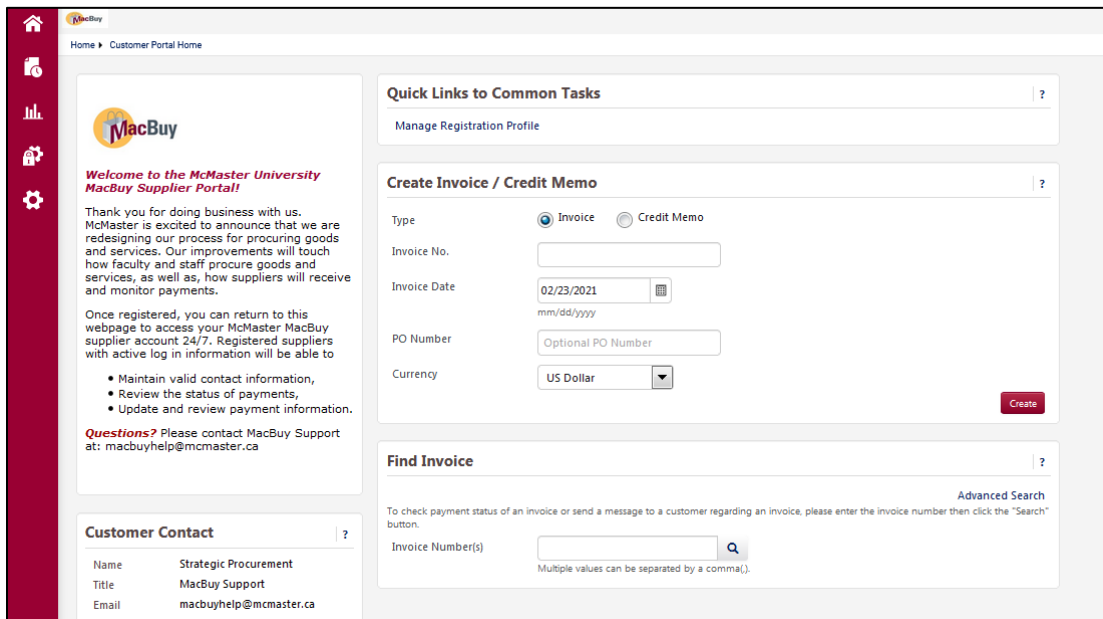
In order to submit an invoice through the McMaster University – MacBuy portal your company must have received an official purchase order. The purchase order number will begin with “MB”. If you have not received a MacBuy purchase order, please continue to submit your invoice how you have been (e.g. via email to Accounts Payable).

1. Log into the MacBuy supplier portal with your login ID and password.



The login form is titled "Enter your email to Login/Create Account". It features a language dropdown menu set to "English". Below the title is an email input field containing "terri.wetton+ABC@gmail.com" with a green checkmark to its right. Underneath the email field is a password input field with masked characters. A "Login" button is positioned at the bottom left, and a "Trouble Logging In?" link is at the bottom right.

2. From this HOME page you can
 - a. Manage your registration profile
 - b. Find an invoice
 - c. Create an invoice

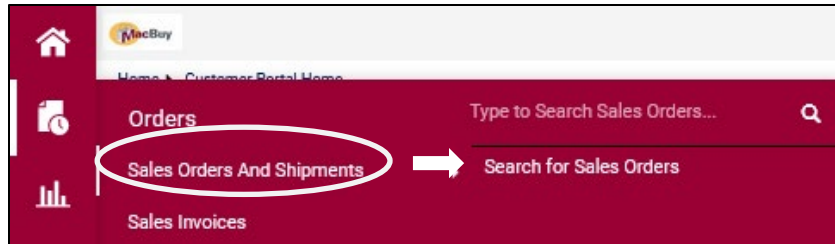


The screenshot shows the "MacBuy Customer Portal Home" page. On the left is a vertical navigation bar with icons for Home, My Profile, My Invoices, My Orders, and My Account. The main content area includes a welcome message from McMaster University MacBuy Supplier Portal, a "Quick Links to Common Tasks" section with a link to "Manage Registration Profile", and a "Create Invoice / Credit Memo" section. The "Create Invoice" section has fields for Invoice No., Invoice Date (02/23/2021), PO Number (Optional PO Number), and Currency (US Dollar), with a "Create" button. Below this is a "Find Invoice" section with an "Advanced Search" link and a search field for "Invoice Number(s)". A "Customer Contact" section at the bottom left lists contact information for Strategic Procurement, MacBuy Support, and macbuyhelp@mcmaster.ca.

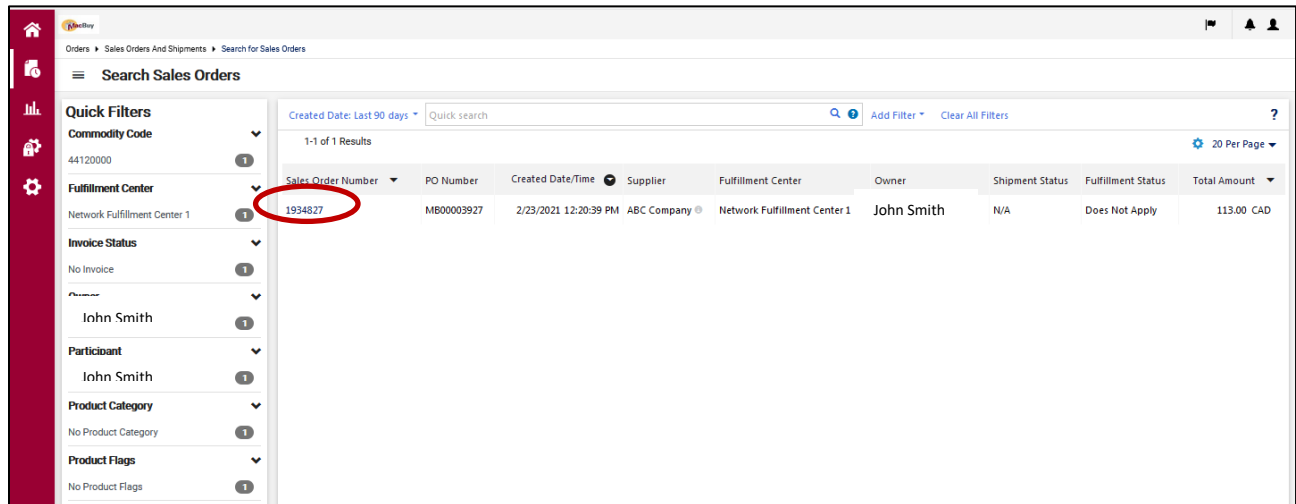
3. Click “Orders” from the main menu on the left side bar.



- Click “Sales Order and Shipments”; then ‘Search for Sales Orders’.



- Click on the “Sales Order Number” that relates to the PO you wish to invoice.



- Go to ‘Available Actions’, top right of the Sales Order. Click the down arrow to select ‘Create an Invoice’ or ‘Create a Credit Memo’. Click ‘Go’ to initiate the action.



- Add or edit any applicable values:
 - Invoice No.
 - Invoice Date
 - Quantity
 - Unit Price
 - Taxes
 - Shipping
 - Attachments, if applicable

- ‘Save’ and ‘Send to Customer’.

Orders > Sales Invoices > Search for Sales Invoices > Draft Sales Invoice Unassigned

Customer: McMaster University - MacBuy
 Invoice Date: 2/23/2021
 PO Number: MB00003927
 Sales Order Number: 1934827
 Supplier Invoice Image: add attachment...

Save **Send To Customer**

Invoice Messages Attachments History

Hide header Hide value descriptions

General Information	Billing Information	Customer Invoice Information
Invoice Info Create Date: 2/23/2021 Invoice No.: 123456 Invoice Date: 2/23/2021 Invoiced By: Terri Wetton Supplier: ABC Company Customer: McMaster University - MacBuy RMA No.: Supplier Account No.: Order Info Sales Order Number: 1934827 PO Number: MB00003927	Billing Address McMaster University - Accounts Payable 1280 Main Street West Q/JN Room 321 Hamilton, ON L8S 4L8 Canada Remit To Address Remit To Address: 1234 MAIN STREET WEST Remit To Location List: Tom Jones 1234 Main Street West Hamilton, ON L8S 4L8 Canada Email tom.jones@AMC.com Phone 1-905-5551234-	Customer invoice information unavailable.

Payment Terms	Attachments
Due Date: 3/25/2021 Payment Terms: Discount % Days: 0 Type: Net Days After: 30 Discount Date: 2/23/2021	Attachments Attachments Add Attachment Customer Uploaded Attachments

Need Help?

Invoice Sent To Buyer

Invoice Number 123456 has been submitted.

Invoice Number 123456

Invoice Date 2/23/2021

Invoice Total Amount 118.00 CAD

Number of line items 1

[Search Sales Orders](#)

NOTE:

The first time you create an invoice you may encounter the following error message.

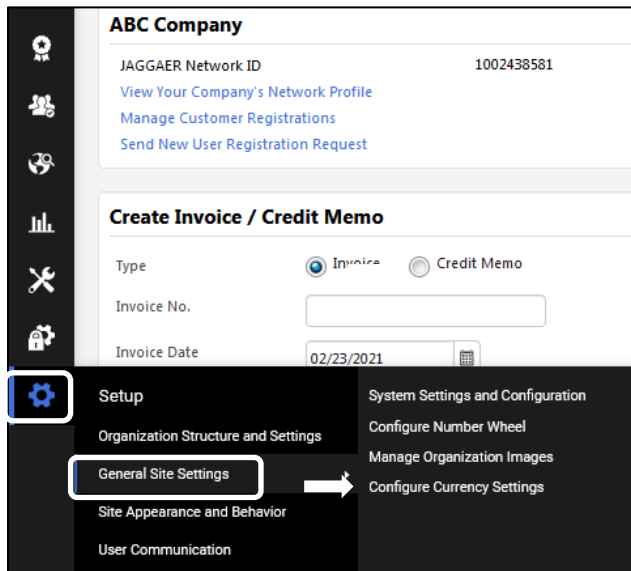
⚠ Currency not enabled. Portal Administrator: To activate currency, go to Setup > General Site Settings > Currency Configuration.

If so, click of your profile, top right, and 'Return to JAGGAER Supplier Network'.

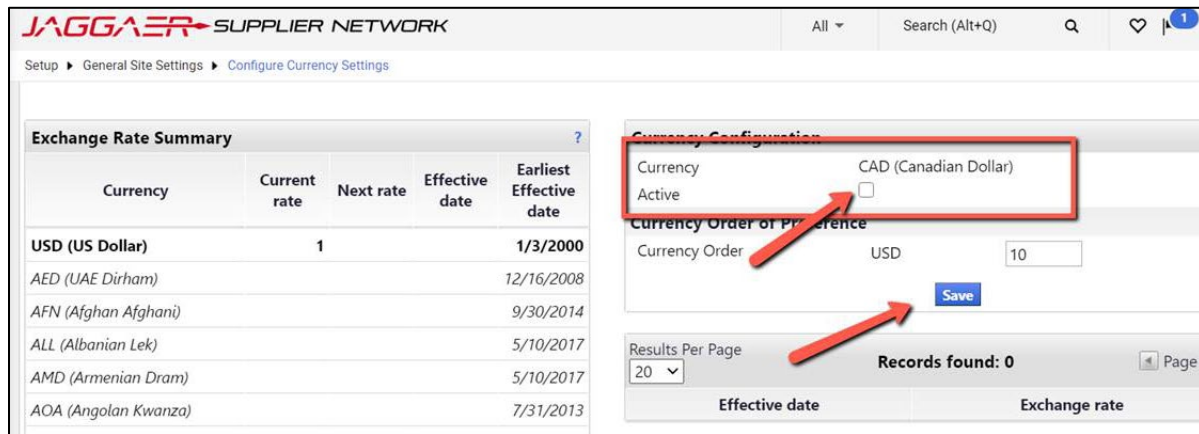
John Smith

Return to JAGGAER Supplier Network Logout

Then, go to Set Up > General Site Settings > Configure Currency Settings



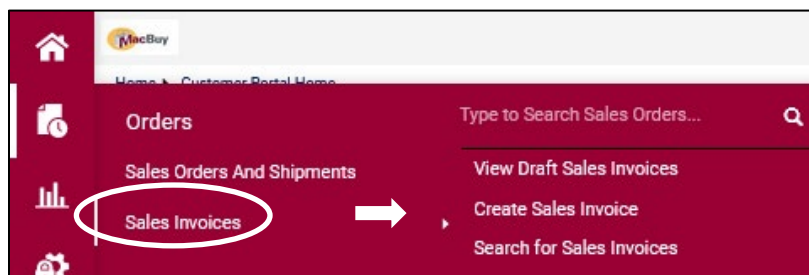
Select the currency from the drop down list, Activate and Save.



To check or review the status of an invoice navigate to 'Orders'.



Then, click on 'Sales Invoices' and 'Search for Sales Invoices'.



The 'Search Sales Invoices' provides Quick Filters and details on the status of a particular invoice.

- a. The Pay Status could be
 - a. In Process
 - b. Payable (invoice is fully matched and ready for payment in accordance with the University's net terms)
 - c. Paid

McBey

Orders > Sales Invoices > Search for Sales Invoices

Search Sales Invoices

Quick Filters

- Created By**
 - Wetton, Terri (1)
- Invoice Type**
 - Invoice (1)
- Pay Status**
 - Payable (1)
- Payment Method**
 - Unknown (1)
- Product Category**
 - No Product Category (1)

Sales Invoice/Credit Memo No.	Customer	Created By	Sales Order Number	PO Number	Invoice Date	Submitted Date	Pay Status	Payment Date	Payment Method	Type	Total Amount
123456	McMaster University - MacBuy		1934827	MB00003927	2/23/2021	2/23/2021 5:09:15 PM	Payable	-	Unknown	Invoic e	118.00 CAD

Adding New Users to the Portal

It is recommended that at least two individuals from your company have access to manage your company's portal.

1. Log into the McMaster University – MacBuy supplier portal.
2. Navigate to 'Administer' in the left side bar.



3. Click on 'Manager Users', then 'Send New User Request'.

A screenshot of the MacBuy portal's "Send New User Request" page. The page has a red sidebar on the left with icons for home, dashboard, reports, and settings. The main content area has a breadcrumb trail: "Administer > Manage Users > Send New User Request". Below this is a blue header bar with the text "Sending a user registration request" and a sub-header "To send a registration request to a new user, please enter the user's contact information. Select the role that you would like the user to be assigned. An email will be sent to the email address below with instructions on how to register. Pending registrations can be viewed on the registrations page." The form is titled "User Identification" and contains several input fields: "First Name *" (required), "Last Name *" (required), "Title", "Phone Number *" (required) with an "ext." dropdown, "Mobile Phone Number" (with a note "International phone numbers must begin with +"), "E-mail Address *" (required) with a dropdown arrow, and "Role" (dropdown menu). A legend at the bottom left indicates that fields with an asterisk (*) are required. A red "Send User Request" button is located at the bottom right.

4. Enter the new user's name and contact information. All fields delineated with an asterisk ★ are required.
5. Ensure you specify the 'Role' the new user should be assigned.

A list of roles for user assignment, enclosed in a black-bordered box. The roles are: "Manage All Portal Activities", "Manage Bid Opportunities", "Manage Company Profile", "Manage Content / Pricing", "Manage Contracts", "Manage Orders / Invoices", "Support Customer Questions", and "View Reports Only".

- Manage All Portal Activities
- Manage Bid Opportunities
- Manage Company Profile
- Manage Content / Pricing
- Manage Contracts
- Manage Orders / Invoices
- Support Customer Questions
- View Reports Only

6. Click 'Send User Request' to submit the request.