How to Navigate through the Drexel University Supplier Registration Portal.

Any questions or concerns can be directed to the Procurement Support Team. They can be reached Monday thru Friday from 9am-4pm (EST) at askprocure@drexel.edu.

Thank you for your interest in doing business with Drexel!
Drexel Procurement Support will email the request to register; you will receive an email with this header. If you do not see it in your main inbox, please check both your junk and spam folders. The email will be coming from our system host provider Jaggaer, however, the sender’s email address will state askprocure@drexel.edu.

If you still do not see the email, your firewall could be preventing you from receiving it. The email contains a link that is needed to register in our Drexel Supplier portal. Please check that we are “whitelisted” so that incoming emails can be received. If after having us whitelisted, you are still having trouble receiving this email, please contact askprocure@drexel.edu.
The link in the email will take you to the Welcome Page. Select “Continue With Registration” to begin registering.
Here you will begin to set up your profile, including creating a password and a recovery question. Anything marked with a ⭐ is a mandatory field.
As each section gets completed, it will be indicated with a green check mark ✓. Anything marked with a ★ is a mandatory field. You will not be able to successfully complete your registration if all required information is not provided. The Payment information automatically defaults to receiving your payment by check and is already checked off. You will have the option of entering your direct deposit (ACH) information in a later section.
Country of Origin should be the country you use for tax purposes. (US Citizens and Permanent Residents should select “United States”)

Tax ID Number should be a US Social Security Number (SSN) or an Employer Identification Number (EIN).
Your address should be where important documents are received (i.e., tax forms, utility bills, etc.).

Please clearly identify your street name, apartment, or suite numbers.

It is permissible to use a PO Box address.
When labeling your addresses, you can use anything that makes it easy to identify name such as “Main” or “Home”. Please keep in mind, any field marked with an asterisk (*) is required.
In the “Payment Information” section you can opt to add your banking information to have your payment delivered via direct deposit (ACH). It is critical to ensure that your mailing address and/or your banking information for direct deposit is accurate. Incorrect information will cause delays in receiving payment.

Please Note: If you do not wish to utilize the direct deposit option, the system will default to mailing out a paper check. A check can take up to 30 days to process and are mailed via the US Postal Service. We cannot guarantee a specific delivery date.
Click the “Add Tax Document” button to attach your W-9 (Rev Oct 2018) or W8-BEN (rev July 2017) for foreign individuals. These forms can be found on the IRS website.
When opting to "Download the Pre-populated Tax Document", the W-9 will automatically populate your data based on the information you supplied in the Individual Profile and Address sections of the supplier registration. Please ensure to verify all of your information is accurate. Then sign, date, and save this document for your records. Once saved, upload form into your registration. There is also an option to "Download the Pre-populated Tax Document". This will auto-populate the W-9 form for you.
Please review the Preparer’s info ensuring your information is correct. Once this is completed, you can click the “Submit” button to complete your registration.
This completes your supplier registration, and you will receive a system generated email confirming your registration has been submitted.

Your information will be reviewed by the Procurement Support Team to ensure everything has been properly completed and/or uploaded. If there is any additional information required, the Procurement Support Team or your Drexel University Business Partner will contact you.

Thank you for being a Drexel business partner!