

## SUPPLIER REGISTRATION: AS EASY AS 1-2-3!

### STEP 1



REGISTER NOW



### CLICK

Click the link sent by Dalhousie University to your registered email address.



**Pro Tip:** Check your inbox or spam for an email coming from [DalHousieUniversity@jaggaer.com](mailto:DalHousieUniversity@jaggaer.com)

### STEP 2



### CREATE

Create an account at DalBuy powered by Jaggaer Supplier Network



**Pro Tip:** Registering with DalBuy connects you to more opportunities on the Jaggaer Supplier Network

### STEP 3



### COMPLETE

Complete the registration and click **'Submit'** for application review and approval



**Pro Tip:** Have these ready for faster registration:

- Fulfillment & Remittance Address
- Contact Information
- Insurance Details
- Banking Information