GrizMart

Supplier Registration Guide

A step-by-step walkthrough for registering your organization as a University of Montana supplier.

Procurement Services · University of Montana

UNIVERSITY OF MONTANA

Welcome

Register as a Supplier

Welcome to GrizMart

This guide provides information and tips for each step of the registration process. Becoming a University of Montana supplier is free, and most organizations complete registration in a few minutes once their information is gathered.

1 · Initial Registration

- Open the email invitation
- Click Register Now
- Enter contact, login & security info
- Accept terms & create account

2 · Full Registration

- Company overview & business details
- Addresses & contacts
- Diversity, insurance & payment
- Tax documents, then certify & submit

Before You Begin: Information You'll Need

Having these items ready makes registration faster and prevents delays in approving your supplier account.

1

Addresses

Fulfillment and remittance address details for your organization.

2

Contact information

Names, emails and phone numbers for your key contacts.

3

Signed W-9 / tax info

A current, signed W-9 saved as a PDF for upload.

4

Insurance documents

Insurance information and supporting documents, if applicable.

SUPPLIER REGISTRATION

GrizMart Supplier Registration at a glance

From your email invitation to an approved supplier account — the full journey in six stages.

1
Invitation
Open the email invite and click Register Now.

2
Create Account
Enter contact, login & security info; accept terms.

3
Verify
Initial registration is verified to unlock full setup.

4
Company Profile
Company overview, business details, addresses & contacts.

5
Compliance Info
Diversity, insurance, payment & W-9 tax document.

6
Certify & Submit
Certify accuracy, submit, and get approved.

PHASE 1 · INITIAL REGISTRATION

PHASE 2 · FULL REGISTRATION

APPROVED

PHASE 1

1

Initial Registration

Create your GrizMart account from the email invitation, then verify it to unlock full registration.

Step 1 — Open your email invitation

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eProcurement: easy, efficient, & effective.

1 Find the email titled “Supplier Invitation for University of Montana.” Click the Register Now button to open GrizMart and begin.

Vendor Invitation for University of Montana

From: University of Montana · UMTSupport@jaggaer.com

Dear Supplier,

The University of Montana has invited you to register as a potential vendor. Our vendor network is a best-in-class Vendor Registration and eProcurement system that provides a one-stop, complete solution for buyer and vendor interaction.

Register Now

Tip

- Each supplier can have only one account.
- Only one login is allowed per account.
- Can't find the invite? Check spam, or contact UM Procurement Services.

Step 2 — Review the welcome page

2

The “Welcome to Supplier Registration” page appears. Read the registration overview, then click Continue With Registration. Required fields are marked with an asterisk (*).

Welcome to Supplier Registration

- You may need the following on hand:
- Fulfillment / remittance address information
- Contact information
- Signed W-9 / tax information
- Insurance information and documents

Continue With Registration

Why it matters

- Completing every required field keeps your application moving.
- Missing information is the most common cause of approval delays.

Steps 3 & 4 — Create your account

Enter your contact, login and security information, certify that you accept the Terms and Conditions, then create your account.

Your Contact & Login

- First name and last name (*)
- Title
- Phone number (*)
- Preferred time zone (*)
- Email and confirm email (*)
- Password and re-enter password (*)

3 Enter information

Each supplier gets one account with a single login.

*Use a departmental or shared business email address if multiple individuals will manage supplier communications.

4 Certify & create

Check the box accepting the Terms and Conditions, complete the “I am human” check, then click Create Account.

Create Account

2

PHASE 2

Full Registration

An email will be sent for you to reset your supplier account password.

Once you set your Password and Verify your email, you will be logged in to complete the eight sections below.

The eight registration sections

Work through each section using the Next button. A green check marks completed sections; required items must be filled before you can submit.

1. **Company Overview**
2. **Business Details**
3. **Addresses**
4. **Contacts**
5. **Diversity**
6. **Insurance**
7. **Payment Information**
8. **Tax Information**

Company Overview

1

Click Next to start. This section tracks general information about your company so UM has the most up-to-date details.

Company Overview — what to complete

- Doing Business As (DBA) name
- Country of origin (*)
- Whether you have a DUNS number (*)
- Legal structure (*)
- Tax ID number & backup-withholding status (*)
- Company website
- Does your business have a SAM Unique Entity Identifier (UEI) (*) Yes or No
- Are you expecting a subrecipient agreement? (*) Yes or No
- Are you, or are you related to, a State of Montana employee, including an employee of the University of Montana? (*) Yes or No

Good to know

- Country of origin and legal structure are required to advance.
- Have your Tax ID handy from your W-9.

Business Details

2

Click Next to open Business Details. This information helps UM track where you operate and the products and services you provide.

Business Details — what to complete

- Products and Services your company offers
- Commodity Codes (click Edit to select) (*)

Good to know

- Business classifications help the University better understand the goods and services you provide.

Addresses

3 Click Next, then Add Address and complete the requested information for each address type your organization uses.

Addresses — what to complete

- Fulfillment address (required)
- Physical address (required)
- Remittance address
- Choose how to receive purchase orders (e.g., email)
- Add a primary contact for each address

Good to know

- Three address types are required: Fulfillment, Physical, and Remittance.
- You can add or update contacts later from the Contacts page.

Contacts

4

Click Next to open Contacts. Click Add Contact, select the contact type, and complete the requested information.

Contacts — what to complete

- Contact label (e.g., Sales Rep, Purchase Executive) (*)
- Business activity types that apply (Corporate, Sales, Technical, etc.)
- First and last name (*)
- Email and phone (*)
- Whether this is the primary contact

Good to know

- A Corporate contact is required to complete registration.
- Contacts link to your saved addresses so UM reaches the right person.

Diversity

5

Click Next to open Diversity. Use Add Diversity Classifications to choose any classifications that apply to your business.

Diversity — what to complete

- Click Add Diversity Classifications
- Select all classifications that apply
- Provide any supporting detail requested

Good to know

- Entering applicable diversity classifications helps UM meet certain spending goals.
- This section may not be required, but is encouraged where it applies.

Insurance

6

Click Next to open Insurance. Use Add Insurance to list your policies so UM can confirm appropriate coverage.

Insurance — what to complete

- Click Add Insurance
- Select the insurance type
- Enter policy details and coverage amounts
- Attach supporting documents if requested

Good to know

- Listing your policies helps UM determine whether you have appropriate coverage for future products and services.

Payment Information

7

Click Next to open Payment Information. Add how and where you want to receive payment.

Payment Information — what to complete

- Click Add Payment Information
- Choose your payment method
- Enter remittance details
- Optional: add an email for payment notifications

Good to know

- A payment-notification email lets you receive invoice, date, and amount details automatically.
- Keep banking details current to avoid payment delays.

Tax Information

8

Click Next to open Tax Information. Click Add Tax Document, select the year, upload your tax document, then click Save Changes.

Add Tax Document

- Tax type: W-9 (required)
- Tax document name
- Tax document year
- Upload the document — PDF format
- Click Save Changes

Good to know

- A W-9 is required to complete registration.
- Upload the tax document as a PDF.
- You can download a pre-populated tax document if offered.

Certify & Submit

Click Proceed to Certify & Submit. Confirm your details, check the certification box, and submit your registration.

Certify & Submit

- Preparer's name (*)
- Preparer's title (*)
- Preparer's email address (*)
- Today's date (auto-filled)
- Check: “I certify that all information provided is true and accurate.” (*)

Your responsibility

As a company official, you confirm all information is correct and agree to keep it current. Inaccurate information may cause payment delays, and knowingly providing false information may disqualify your company.

Final step: Click Submit

If any required (*) fields remain, you'll be prompted to complete them before submitting.

Registration complete

You'll see a “Thank You for Registering” confirmation page and receive a confirmation email with what to expect next.

1 **Watch your inbox**

A confirmation email explains the next steps.

2 **Bookmark the portal**

Return any time to update your business profile.

3 **Add portal users**

Suppliers have one registration profile but multiple users can access it.

4 **Check outstanding tasks**

Complete any remaining required (*) fields.

Need help? Contact the University of Montana Procurement Services.