Welcome to Clemson buyWays
Bidding System Registration
Instructions
The following demo includes all steps which each vendor must follow in order to submit bids with Clemson University.

Return to the Vendor Portal for further instructions on registering your company to do business with Clemson.
From the Procurement Services Vendor Portal, click the link titled buyWays bidding system. This is located in the Vendor Bidding Instructions section.

Vendor Bidding Instructions

Is your company interested in bidding on goods or services that Clemson needs? Register with our buyWays bidding system to receive all of the notifications for Clemson’s current bid opportunities. Understand that this bidding portal is only one portion of the vendor registration process. It is necessary for your company to complete the 2011 Registration Initiative in addition to the bidding registration.

- View Current Bid Opportunities
- Vendors may register with buyWays by clicking here
- Did you forget your password? Click here to request a new password.
- Did you forget your Username? Please send email to buywaysvendor@clemson.edu. A Clemson representative will respond within 1 business day to provide you this information.
- View a Registration Demo
- View Awarded Bids
- View A/E Selections
- View Construction Bids

Or Click here
STEP 1 of 7
Terms & Conditions

• The following page contains Clemson University’s Terms & Conditions, which must be accepted before continuing with the registration process.

• Note: Any information in the bidding system indicated with a red asterisk (*) is a required field throughout the registration process.
Terms and Conditions (Step 1 of 7)

Clemson University herein after referred to as University Web Site Application Terms and Conditions of Access and Use

Upon completion of this vendor registration process, it may take up to three business days before you receive approval to login to our system. The approval is not an automated, immediate approval, so users agree to plan accordingly.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering with the online bidding web site alone does not constitute acceptance as an approved supplier for future bidding notifications.

In order to use this site, your browser must support JavaScript. For best results, we recommend Internet Explorer 6.x or greater (PC) and Safari 1.2 or greater (Apple OS X). AOL USERS SHOULD USE THE RECOMMENDED BROWSER (above) AND NOT USE AOL'S STANDARD BROWSER.

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking

Printer-Friendly Version [Cancel Registration] [Accept Terms & Conditions]
STEP 2 of 7
Enter Vendor Information

Company Information

- Enter your company’s information on the following page.
- Be as detailed as possible.
- * denotes required field.
## Company Information (Step 2 of 7)

* indicates a required field

<table>
<thead>
<tr>
<th>Company Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Name (dba)</td>
<td></td>
</tr>
<tr>
<td>Legal Name (if different)</td>
<td></td>
</tr>
<tr>
<td>Organization Type</td>
<td>[Select Type]</td>
</tr>
<tr>
<td>Tax ID (EIN or SSN)</td>
<td></td>
</tr>
<tr>
<td>State/Province of Incorporation</td>
<td></td>
</tr>
<tr>
<td>Formation/Incorporation Date</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>DUNS #</td>
<td></td>
</tr>
<tr>
<td>Company Description</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Retailer</td>
<td></td>
</tr>
<tr>
<td>Wholesaler</td>
<td></td>
</tr>
<tr>
<td>Distributor</td>
<td></td>
</tr>
<tr>
<td>Manufacturer</td>
<td></td>
</tr>
<tr>
<td>Manufacturer Agent</td>
<td></td>
</tr>
<tr>
<td>Service Provider</td>
<td></td>
</tr>
<tr>
<td>Broker</td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years in Business</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Employees</td>
<td></td>
</tr>
</tbody>
</table>
STEP 3 of 7
Enter Vendor Information

Company Address Information

• Enter your company’s address information.

• If either the remittance address and/or the correspondence address is the same as the order address, you can click the Same As Order hyperlinks and the information will pre-populate into the appropriate areas.
### Address Information (Step 3 of 7)

* Indicates a required field

#### Order Address (Required)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td>South Carolina</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States of America</td>
</tr>
<tr>
<td>Phone</td>
<td>Country Area Number: 1 Ext:</td>
</tr>
<tr>
<td>Fax</td>
<td>Country Area Number: 1 Ext:</td>
</tr>
</tbody>
</table>

#### Business Address (Required)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td>South Carolina</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States of America</td>
</tr>
<tr>
<td>Phone</td>
<td>Country Area Number: 1 Ext:</td>
</tr>
</tbody>
</table>
STEP 4 of 7
Enter Vendor Information

Special Classification

• Choose the classifications (if any) which may apply to your company from the Minority Business Enterprise list.

• If none apply, click next at the bottom of the screen.
Vendor Classification (Step 4 of 7)

* indicates a required field

Special Classifications

- Disadvantaged Business Enterprise
  As defined according to the Small Business Administration size standards available at http://www.sba.gov/aize/

- Disabled Owned Business
  As defined according to the Small Business Administration size standards available at http://www.sba.gov/aize/

- Clemson University Employee Owned
  Supplier which any University employee or any immediate family member, either individually or collectively, has (have) a majority (over 50 percent) ownership interest.

- Minority Vendor - African American - Federal
  Minority Vendor (MNR) per Title 49, Part 26, of the Code of Federal Regulations (CFR).

- Minority Vendor - Hispanic American - Federal
  Minority Vendor (MNR) per Title 49, Part 26, of the Code of Federal Regulations (CFR).

- Minority Vendor - Native American - Federal
  Minority Vendor (MNR) per Title 49, Part 26, of the Code of Federal Regulations (CFR).

- Foreign Business Enterprise

- HubZone Business Enterprise
  As defined according to the Small Business Administration size standards available at http://www.sba.gov/aize/

- Large Business Enterprise

- SC Certified Minority Business Enterprises (MBE) - African American Women Owned

- SC Certified Minority Business Enterprises (MBE) - Other

- Registered Vendor
  As defined according to CHAPTER 35 SOUTH CAROLINA CONSOLIDATED PROCUREMENT CODE, Section 11-35-1524(B) (5a-d)

- SC Certified Minority Business Enterprises (MBE) - African American

- Small Business Enterprise
  As defined according to the Small Business Administration size standards available at http://www.sba.gov/aize/

- SC Certified Minority Business Enterprises (MBE) - Hispanic American

- Veteran Owned Business
  As defined according to the Small Business Administration size standards available at http://www.sba.gov/aize/

- Minority Vendor - Women Owned Business Enterprise (WBE) - Federal

- SC Certified Minority Business Enterprises (MBE) - Women Owned Business Enterprise

- Women Owned Business Enterprise (WBE) As defined according to the Small Business Administration size standards available at http://www.sba.gov/aize/
STEP 5 of 7
Enter Vendor Information

Commodity Codes

• You must click on Add or Remove Selections to open the Commodity Codes page.
STEP 5 of 7
Enter Vendor Information

Commodities

• To receive Bid Notices from Clemson, you must select all commodities which apply to your company’s products/services. Otherwise, please click Select this if you do NOT wish to receive bid notices from Clemson University, which is listed first.

• All commodities chosen will pre-populate on the right-hand side of the screen.

• You must Save Selection to continue with the registration process.
Selected Commodities:

[Save Selections]
STEP 6 of 7
Enter Vendor Information

Primary User Information

• The Primary User will be listed as a contact in the buyWays bidding system.

• Create a User ID and Password.

• The password must contain at least 8 characters (2 numbers and 6 letters).
## User Information (Step 6 of 7)

* indicates a required field

### Primary User Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>[Select Prefix]</td>
</tr>
<tr>
<td>* First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>* Last Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>* Email</td>
<td></td>
</tr>
<tr>
<td>* Email Confirm</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Country Area Number Ext</td>
</tr>
<tr>
<td>Fax</td>
<td>Country Area Number Ext</td>
</tr>
<tr>
<td>* User Name</td>
<td></td>
</tr>
<tr>
<td>* Password</td>
<td></td>
</tr>
<tr>
<td>* Password Confirm</td>
<td></td>
</tr>
<tr>
<td>* Time Zone</td>
<td>[Select Time Zone]</td>
</tr>
</tbody>
</table>

[Previous] [Cancel Registration] [Next]
Enter Vendor Information

Review and Submit

- Carefully review all input information. Any necessary editing may be done at this time. Submit Registration.

- You will receive a confirmation, via email, when your registration has been approved.
### Company Information
- **Trade Name (dba):** Ginger's Test Module
- **Legal Name (if different):**
- **Organization Type:** Corporation
- **Tax ID (EIN or SSN):** **********
- **State/Province of Incorporation:**
- **Formation/Incorporation Date:**
- **Website:**
- **DUNS #:**
- **Company Description:**
- **Business Type:**
- **Years in Business:**
- **Number of Employees:**

### Order Address
- **Address:** 123 Clemson Hwy
- **City:** Clemson
- **State/Province:** SC
- **Zip/Postal Code:** 29630
- **Country:** USA
- **Phone:** 1 (123) 456-7890
- **Fax:** 1 (123) 456-7890

### Remittance Address
- **Address:** 123 Clemson Hwy
- **City:** Clemson
- **State/Province:** SC
- **Zip/Postal Code:** 29630
- **Country:** USA
- **Phone:** 1 (123) 456-7890
- **Fax:** 1 (123) 456-7890
• Click Return to Login.

• Remember to bookmark the Login page for future reference.
• This completes your requirement to submit bids to Clemson University.

• Return to the Vendor Portal for further instructions to register your company to do business with Clemson; including selecting a payment option and verifying your company’s payment terms.