



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*

Company Information	
* Trade Name (dba)	<input type="text"/>
Legal Name (if different)	<input type="text"/>
* Organization Type	[Select Type] <input type="button" value="v"/>
* Tax ID (EIN or SSN)	<input type="text"/>
State/Province of Incorporation	<input type="text"/>
Formation/Incorporation Date	<input type="text"/>
Website	<input type="text"/>
DUNS #	<input type="text"/>
Company Description	<input type="text"/>
Business Type	<input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Distributor <input type="checkbox"/> Manufacturer <input type="checkbox"/> Manufacturer Agent <input type="checkbox"/> Service Provider <input type="checkbox"/> Broker <input type="checkbox"/> Contractor
Years in Business	<input type="text"/>
Number of Employees	<input type="text"/>



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)

* Address	<input type="text"/>		
	<input type="text"/>		
* City	<input type="text"/>		
State/Province	South Carolina <input type="button" value="v"/>		
* Zip/Postal Code	<input type="text"/>		
* Country	United States of America <input type="button" value="v"/>		
* Phone	Country	Area Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1	<input type="text"/>	<input type="text"/>
Fax	Country	Area Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1	<input type="text"/>	<input type="text"/>

Warehouse Address (Required)

<input type="checkbox"/> Same as Order	<input type="text"/>		
	<input type="text"/>		
* City	<input type="text"/>		
State/Province	South Carolina <input type="button" value="v"/>		
* Zip/Postal Code	<input type="text"/>		
* Country	United States of America <input type="button" value="v"/>		
* Phone	Country	Area Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1	<input type="text"/>	<input type="text"/>
Fax	Country	Area Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>





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

- Special Classifications**
- Disadvantaged Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Disabled Owned Business
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- 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/size/>
- Large Business Enterprise
- SC Certified Minority Business Enterprise (MBE) - African American Women Owned
SC Certified Minority Business Enterprise (MBE) per 19-445-2160 of the South Carolina Procurement Code Regulations and Title 49, Part 26, of the Code of Federal Regulations (CFR).
- SC Certified Minority Business Enterprise (MBE) - Other
SC Certified Minority Business Enterprise (MBE) per 19-445-2160 of the South Carolina Procurement Code Regulations and Title 49, Part 26, of the Code of Federal Regulations (CFR).
- SC Resident Vendor
As defined according to CHAPTER 35 SOUTH CAROLINA CONSOLIDATED PROCUREMENT CODE , Section 11-35-1524 (B) (6a-d)
- SC Certified Minority Business Enterprise (MBE) - African American
SC Certified Minority Business Enterprise (MBE) per 19-445-2160 of the South Carolina Procurement Code Regulations and Title 49, Part 26, of the Code of Federal Regulations (CFR).
- Small Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- SC Certified Minority Business Enterprise (MBE) - Hispanic American
SC Certified Minority Business Enterprise (MBE) per 19-445-2160 of the South Carolina Procurement Code Regulations and Title 49, Part 26, of the Code of Federal Regulations (CFR).
- Veteran Owned Business
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Minority Vendor - Women Owned Business Enterprise (WBE) - Federal
Minority Vendor (MNR) per Title 49, Part 26, of the Code of Federal Regulations (CFR). Women Owned Business Enterprise (WBE) As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- SC Certified Minority Business Enterprise (MBE) - Women Owned Business Enterprise
SC Certified Minority Business Enterprise (MBE) per 19-445-2160 of the South Carolina Procurement Code Regulations and Title 49, Part 26, of the Code of Federal Regulations (CFR). Women Owned Business Enterprise (WBE) As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>

Previous

Cancel Registration



Next



STEP 5 of 7
Enter Vendor Information

Commodity Codes

- You must click on Add or Remove Selections to open the Commodity Codes page.





Commodity Codes (Step 5 of 7)

** indicates a required field*

Commodity Codes

*** Commodities *Warning*** No commodity codes selected. This may prevent you from being notified of new event opportunities.

[\[Add or Remove Selections\]](#)

Previous

Cancel Registration

Next



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.



[Search]

[Save Selections]

[Expand All] [Collapse All]

Selected Commodities:

[Save Selections]

- [-] Commodities
 - Select this if you do NOT wish to receive bid notices from Clemson University
[Select] **Select this if you do NOT wish to receive bid notices from Clemso**
 - Agricultural / Farm / Fertilizer Supplies, Equipment & Service
 - Animals / Veterinary Supplies, Equipment & Service
 - Chemicals
 - Clothing
 - Communication Supplies, Equipment, & Service
 - Construction Equipment, Supplies, & Service
 - Equipment - Other
 - Flooring
 - Food, Food Service, Catering, Food Prep Supplies, Equipment & Service
 - Furniture and Furnishings
 - Gases - Bulk, Laboratory, Industrial Supplies, Equipment & Service
 - Healthcare / Medical / Dental / Pharmaceutical Supplies, Equipment, and Service
 - Information Technology (IT) - To Include Copiers, Printers, & Audio Visual Supplie
 - Laboratory, Research, Sciences Supplies, Equipment & Service
 - Landscaping Equipment, Supplies, & Service
 - Maintenance and Repair Services
 - MRO
 - Other
 - Rental or Lease Services
 - Services - To Include Consulting Services
 - Signs, Banners, Flags
 - Textile Supplies, Equipment & Service
 - Utilities - Supplies, Equipment & Service
 - Vehicles, Boats, Trailers, Automotive, Tires - Supplies, Equipment, & Service



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

Prefix	[Select Prefix] v								
* First Name	<input type="text"/>								
Middle Name	<input type="text"/>								
* Last Name	<input type="text"/>								
Title	<input type="text"/>								
* Email	<input type="text"/>								
* Email Confirm	<input type="text"/>								
Phone	<table border="1"><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Country	Area	Number	Ext	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
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Fax	<table border="1"><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Country	Area	Number	Ext	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
* User Name	<input type="text"/>								
* Password	<input type="password"/>								
* Password Confirm	<input type="password"/>								
* Time Zone	[Select Time Zone] v								



STEP 7 of 7

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.





Review and Submit (Step 7 of 7)

Company Information [Edit]

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 [Edit]

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 [Edit]

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

Supplier Registration - Windows Internet Explorer

https://sciquest.ionwave.net/prod/vendorregistration.aspx?vcid=520

File Edit View Favorites Tools Help

Supplier Registration

CLEMSON buyWay\$

Registration Complete

Your registration has been submitted. You will receive a confirmation email shortly. You will also be notified when your registration has been approved.

[Return to Login](#)

- 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.