Welcome to eProcurement Vendor Registration for Individuals
This demo guides you through the required steps for doing business with Clemson University.
Vendor Registration

*All vendors* currently doing business with Clemson University, or vendors wanting to do business with Clemson must register with Clemson buyWays. It is imperative that *all three steps* are completed to ensure that your company’s registration is complete with the Clemson buyWays Vendor Portal.

**Registration Steps:**

1. **STEP 1 - Enter Vendor Information** - By registering, vendors are ensuring that Clemson University has the correct order, remit and contact information. Additionally, this process lists the vendor in our bid management system. If you would like to receive bid opportunity notifications, it is necessary to select the appropriate commodity classification(s). However, if you *do not* wish to receive bidding information, simply select the classification "Select this if you do NOT wish to receive bid notices from Clemson University" when you reach step 5. Then complete the registration process.

2. **STEP 2 - Submit a Current W-9 IRS Form (PDF)** by emailing your company’s completed W-9 form to buywaysvendor@clemson.edu or faxing the completed W-9 form to 864-656-2394.

3. **STEP 3 - Confirm Vendor Payment Method**

**Registration Support:**

View Registration Demo
STEP 1
Enter Vendor Information

Terms & Conditions

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

• Note: Any information 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 software when accessing and using this site.
Trusted Site: User agrees to make this site a "trusted" site in your browser's
STEP 1
Enter Vendor Information

Company Information

• Individuals are only responsible for information in the required fields.

• Trade Name = First and Last Name

• Organization Type = Other

• Tax ID = Social Security Number
Company Information (Step 2 of 7)

* indicates a required field

**Company Information**

**Trade Name (dba)**

**Legal Name (if different)**

**Organization Type** [Select Type]

**Tax ID (EIN or SSN)**

**State/Province of Incorporation**

**Formation/Incorporation Date**

**Website**

**DUNS #**

**Company Description**

**Business Type**
- Retailer
- Wholesaler
- Distributor
- Manufacturer
- Manufacturer Agent
- Service Provider
- Broker
- Contractor

**Years in Business**

**Number of Employees**
STEP 1
Enter Vendor Information

Company Address Information

• Enter your 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</td>
</tr>
<tr>
<td>Fax</td>
<td>Country Area Number</td>
</tr>
</tbody>
</table>

### Remittance Address (Required)

Same as Order
STEP 1
Enter Vendor Information

Special Classification

- Choose the classifications (if any) which may apply to you.
- 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/](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/](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/](http://www.sba.gov/size/)
- Large Business Enterprise
- Small Business Enterprise
  - As defined according to the Small Business Administration size standards available at [http://www.sba.gov/size/](http://www.sba.gov/size/)
- SC Certified Minority Business Enterprise (MBE) - African American Women Owned
- SC Certified Minority Business Enterprise (MBE) - Hispanic American
- SC Certified Minority Business Enterprise (MBE) - Other
- 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) - Hispanic American
- SC Certified Minority Business Enterprise (MBE) - Other
- Veteran Owned Business
  - As defined according to the Small Business Administration size standards available at [http://www.sba.gov/size/](http://www.sba.gov/size/)
- Minority Vendor - Women Owned Business Enterprise (WBE) - Federal
- SC Certified Minority Business Enterprise (MBE) - Women Owned Business Enterprise
STEP 1
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]
STEP 1

Enter Vendor Information

Commodities

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

- 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 Supply
- 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 1
Enter Vendor Information

Primary User Information

• The Primary User will be listed as a contact in buyWay$.

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

[Prev] [Cancel Registration] [Next]
STEP 1
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.
<table>
<thead>
<tr>
<th>Company Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Name (dba)</td>
<td>Ginger's Test Module</td>
</tr>
<tr>
<td>Legal Name (if different)</td>
<td>Corporation</td>
</tr>
<tr>
<td>Organization Type</td>
<td>Corporation</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>
<tr>
<td>Business Type</td>
<td></td>
</tr>
<tr>
<td>Years in Business</td>
<td></td>
</tr>
<tr>
<td>Number of Employees</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>123 Clemson Hwy</td>
</tr>
<tr>
<td>City</td>
<td>Clemson</td>
</tr>
<tr>
<td>State/Province</td>
<td>SC</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>29630</td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
<tr>
<td>Phone</td>
<td>1 (123) 456-7890</td>
</tr>
<tr>
<td>Fax</td>
<td>1 (123) 456-7890</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remittance Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>123 Clemson Hwy</td>
</tr>
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</tr>
<tr>
<td>Fax</td>
<td>1 (123) 456-7890</td>
</tr>
</tbody>
</table>
• Click Return to Login.

• Remember to bookmark the Login page for future reference.

• Now continue to Step 2 of the buyWay$ registration.
STEP 2
Submit a Current W-9 IRS Form

• You will be provided with a blank W-9 form by simply clicking on Current W-9 IRS Form (PDF) listed under Step 2.

• The completed W-9 can be emailed to buywaysvendor@clemson.edu or faxed to (864)-656-2394. You will NOT receive a receipt confirmation. If one is needed, you may want to set-up a ‘Read Receipt’ by email or a fax confirmation by facsimile.
Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.

**Form W-9**

Department of the Treasury
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

**Give form to the requester. Do not send to the IRS.**

**Part I  Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II  Certification**

Under penalties of perjury, I certify that:
STEP 3

Confirm Vendor Payment Method

• Clemson University offers three payment options, the first two being our most environmentally friendly.

• Once you confirm a payment method, you will have completed the buyWay$ registration process!
STEP 3
Confirm Vendor Payment Method

ePayables

• ePayables is Clemson’s preferred method of payment. It is an electronic payment option which implements the use of a corporate credit card.

• Upon choosing ePayables, you will enter your vendor information in the provided fields; after which, you will be contacted by a Clemson University representative.
What do you have to do?

- Provide a point of contact within your organization that will be able to keep one of our corporate credit card account numbers on file, and process payments upon receipt of the email remittance advice
- Set up a general email alias to receive our remittance advice, so that if a new person is assigned to handle card payments, your email contact information will remain valid

Clemson is fully committed to improving our payment processes, and your participation in our corporate credit card program will provide mutual benefit to both of our organizations.

Please Enter the Following Information and a Clemson representative will be in contact with you. We appreciate your business.

**Vendor Name:**

**Vendor Contact Name:**

**Vendor Contact Email:**

**Vendor Contact Phone Number:**

[Yes, Sign Up Today]

[No Thank You]
Confirmed Payment Method

Congratulations!

Thank you for choosing Clemson University’s preferred payment method.

A Clemson representative will be in contact with you. We appreciate you!

Return to the Vendor Portal for current bid opportunities and more information about doing business with Clemson University.

Site maintained by: Procurement Services, Administrative Services Building, Clemson, SC 29634, 864-656-5582
STEP 3
Confirm Vendor Payment Method
PayMode

- PayMode is an electronic payment method in which your payment is deposited directly into your bank account.

- This payment method is fast, safe, and secure. It minimizes the time you spend on receiving, posting, and reconciling payments.

- Simply click on the PayMode hyperlink to register for this payment method.
PayMode Payment Option

You have chosen not to use our preferred payment method! Clemson University strives for timely payments to the supplier community and electronic payments are the solution.

Below is another payment option via Bank of America.

PayMode® Electronic Payment and Remittance

CLEMSON UNIVERSITY

Benefits of using PayMode:

- You will receive your payments faster. In the time it took to receive your last Clemson University check, the funds could have been in your bank account for several days
- You will reduce the time and expense of receiving, posting and reconciling payments
- Changes to your bank accounts are not required and there is no special software to install
- The on-line enrollment takes less than 10 minutes.

Please click the link below to register your company with PayMode.

http://portal.paymode.com/clemsonuniversity

If your company cannot receive payments utilizing Clemson’s Preferred payment methods, ePayables or PayMode, then you must contact Ginger Matthews at 864-656-6179 to discuss your company’s exception to electronic payments.

Site maintained by: Procurement Services, Administrative Services Building, Clemson, SC 29634, 864-656-5582
STEP 3
Confirm Vendor Payment Method

PayMode Enrollment

• After reading the information provided, click Enroll Today located at the bottom right-hand side of the screen.
Clemson University is working with Bank of America to improve our payment method by providing electronic transfers of both payments and remittance notifications. This service is called PayMode.®

By enrolling in PayMode today:
- You will receive your payments faster. In the time it took to receive your last Clemson University check, the funds could have been in your bank account for several days.
- You will reduce the time and expense of receiving, posting and reconciling payments.
- Changes to your bank accounts are not required and there is no special software to install.
- The on-line enrollment takes less than 10 minutes.

Clemson University will begin making payments to you electronically once you have enrolled and have been activated in PayMode.

To see how PayMode works, learn more or to enroll and begin receiving electronic payments and remittances from Clemson University, please click on one of the images to the right.

To access the demo, we ask that you please provide the following data:
STEP 3

Confirm Vendor Payment Method

PayMode Enrollment

• Click Supplier Enrollment to begin entering your registration information.
Join Today—You'll Be in Good Company!

Thank you for choosing Paymode-X!

You are about to become one of more than 100,000 organizations enjoying the benefits of electronic invoices, payments and remittances. Welcome.

ENROLL AS SUPPLIER

If you have been asked to join the Paymode-X network by a buyer who wants to start paying you electronically, you will enroll as a supplier.

Enrollment is easy, but if you have any questions along the way, our Customer Service team is happy to assist you.

Eliminating paper checks is just a few clicks away!

WHAT YOU’LL NEED

- Your company's legal name, main telephone number and all physical and remittance addresses used by your company
- Your company's U.S. federal employer identification number (EIN) or Social Security number (if you are a sole proprietor)
- Your company's bank account information, including routing and account numbers

secure enrollment

NEED HELP? CONTACT US

Our Customer Support team is ready to assist you!

Call us toll-free at 877-443-6944 (M-F 8 a.m.-6 p.m. ET) or e-mail us: customer_service@paymode.com

If you want to send payments to your suppliers, you can enroll as a buyer in the Paymode-X network.

Your dedicated Implementation Specialist can then assist you in setting up your membership to fit your business processes and requirements.

BUYER ENROLLMENT
STEP 3
Confirm Vendor Payment Method

PayMode Enrollment

Provide the following information:
• Company Information
• Primary Bank Account Information
• PayMode Account Information
• Information Concerning Yourself (you will be the primary contact)
• Create a Personal Customer Support Q & A
PAYMODE-X ACCOUNT INFORMATION

Create a PayMode-X Account Name
The PayMode account name identifies your company within the PayMode network, on PayMode reports, and on bank statements. The PayMode account name consists of a prefix and a suffix.
The prefix and suffix must each be 3 to 12 characters in length, and cannot include spaces, punctuation marks or other special characters. We have suggested a prefix for your account name, but you can change it.

* PayMode Account Name: GingersTestM

* PayMode Account Common Name: 

National Provider Identification (NPI): 

Add Remittance Addresses
To ensure that you receive as many payments as possible from PayMode members, please enter all remittance addresses used by your company. PayMode members use this information to identify your company when making payments.

* Street Address 1: 

Street Address 2: 

* City/Town: 

* Country: United States of America

* State/Province: --Please select--

* ZIP/Postal Code: 

Add Another Address >
YOUR INFORMATION

As the person enrolling your company in the PayMode network, you are automatically assigned the PayMode Administrator privilege. This allows you to create additional PayMode accounts, and to add other users and bank accounts to your membership. You can change this designation after your membership has been activated.

* First Name
* Last Name
* Title/Position
* Telephone
  Ext.  
Additional Telephone
  Ext.  
* E-mail Address
* Confirm E-mail

SECURITY INFORMATION

Create a Password

Your password must be a combination of letters and numbers 8 to 15 characters in length. The password is case-sensitive and cannot contain spaces.

* Password
  
* Confirm Password
STEP 3
Confirm Vendor Payment Method

PayMode Enrollment Review

• Review the information listed. Edit if necessary.

• You must now agree to accept the Terms of Use for the PayMode payment method. ** Note: You will not be allowed to access the next page unless the document has been opened.

• Click Continue to confirm the information provided. A confirmation notice will be sent to you, as well as a validation email from PayMode.
Supplier Network Enrollment

Thank you!

You are well on your way to realizing the many benefits that PayMode-X has to offer.

WHAT HAPPENS NEXT?

1. We send you an e-mail.
   You will receive an e-mail from us with a link to validate your e-mail address and activate your personal profile.

2. You respond to our e-mail.
   Follow the instructions in the e-mail to finalize your company's enrollment.

3. We authenticate your company.
   We begin the authentication process to activate your membership. You can continue setting up your membership via the Administration tab.

Click Continue
Welcome to PayMode
The Network Terms of Use were updated on 09/14/2009. View the document.
The Network Operating Rules were updated on 09/14/2009. View the document.

Your PayMode membership is currently not active.
The outstanding item(s) required to activate your enrollment are:
  - You must respond to the validation e-mail that was sent to you (MORE INFO)
  - Final review of your enrollment information by PayMode.

If you would like to complete additional account details at a later time, you can access the secure PayMode site by logging on to www.paymode.com and clicking the Log In button. (MORE INFO)
STEP 3

Confirm Vendor Payment Method

Payment Option # 3

We understand there will be unique circumstances that will not allow every vendor to receive electronic payments. If an electronic payment option is not selected, Clemson’s default payment method is a paper check.

Thank you for your continued business with Clemson University!
Registration Process Complete!

Thank you for your registering with Clemson University!