Supplier Registration Assistance
(Individual receiving >$600 will receive a Business/Individual Invitation)

If you are going to be paid by Clemson University, you will need to register in our eProcurement system (aka buyWays/Jaggaer formerly Sciquest).

1. You will receive an email from support@sciquest.com with a link to register.
2. Click "Register Now"
3. You will be directed to the registration site. Click "Continue with Registration"
4. Enter your contact information, email, password and read terms and conditions, then click "Create Account" (REMINDER: All questions with an asterisk (*) require an answer)
5. Welcome to Supplier Registration page –
    a. Legal Company Name – For suppliers that are Individuals/Sole Proprietors and operate under their own names, the proper format is "Last Name, First Name" (Example: Smith, Joe). Click Next.
6. Company Overview Tab -
    a. Reminder – only the asterisk (*) fields are required.
    b. Fill in country of origin, legal structure (individual/sole proprietor), tax id type (social security number), then add your social security number. Click NEXT.
7. Business Detail Tab –
    a. NAICS Codes – click edit, choose your commodity code (EX: 611710 Educational Support Services)
    b. Local Counties Services – click on edit, click whichever applies, then done.
    c. Click next.
8. Addresses Tab –
    a. Click add address, label it "farm" or whatever you'd like, click next.
    b. Check "Take Orders", "Receives Payment" and "Other" checked. Click next.
    c. Fill in all the required (*) information. Click save changes. Click next.
    d. Enter new contact. Check ALL the boxes in the contact types (takes orders, receives payment, other and po failure). When you check all these boxes, you will skip the next "contact" section. Click save changes.
9. Contacts Tab –
    a. Will already be pre-populated from the address tab. Click next.
10. Diversity Tab –
    a. Click "Add Diversity Classification"
    b. Choose which is applicable or decline to answer then Done.
    c. Click next.
11. Payment Information Tab –
    a. Click "Individual Instructions" at the top tab.
    b. Click add payment information, choose Clemson TigerPay in dropdown.
    c. Fill in the details, click save changes.
    d. Payment Terms – click Net 30.
    e. Click the box next to the electronic payment confirmation. Click next.
12. Tax Information Tab –
    a. Click add tax document, then W-9.
    b. Add this year, then "download pre-populated tax document", this will autofill all the information you've entered.
    c. E-sign or print/sign/upload the signed W-9.
    d. Save Changes, then Proceed to Certify and Submit.
13. Certify and Submit Tab –
    a. Click the certification box, then submit.
    b. That's it – you will get an email saying you've completed the registration.
    c. Your registration now will be vetted/approved – which typically takes 3-5 days.
    d. Questions? Email supplier@clemson.edu or disbursements@clemson.edu