How do I request a new supplier?

A supplier is any individual or company, domestic or international, with whom we intend to conduct business with. Before the University can perform these transactions, a record for the supplier or payee must be created in the University's supplier database. Specific information is required in order to create the supplier record and ensure regulatory and tax compliance. This is a requirement when purchasing goods and services issuing a purchase order or initiating a payment.

- Before requesting a new supplier, always check to see if there is an existing record for that supplier in buyWays. (see below)
- Procurement and Business Services is available to assist with the identification of suppliers and with sourcing goods and services.
- Suppliers must be requested and approved before an order can be placed or a payment can be made.

Search for a Supplier in buyWays

From the buyWays home page, click on the supplier link under the shop bar to view/search all ACTIVE suppliers.



Type in the name of the supplier, click GO. If you find your supplier, no need to add them. If you do not find them in this search, continue with Request a new Supplier below.

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Suppliers	Showing 1 - 200 of 4000+ Results What does + mean?	

Request a new supplier in buyWays

From the left navigation, click on the supplier icon ², then Supplier Request, then Request New Supplier.



Type in the Supplier Name, click submit.

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Follow the instructions and fill in the required information. Once the request has been submitted, it is routed to a buyer in Procurement and Business Services for review. The supplier may be invited to log in to the system to complete a self-registration process. You will receive an email when the initial request is approved by Procurement and Business Services and again when the supplier's self-registration is complete.

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Orders & Records	My Supplier Requests abc company	Instructions Print Request History 7								
📝 Contracts	Template New Supplier	Complete all fields in the following sections:								
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Suppliers	Instructions	 First and last name = Supplier or Individual's Contact Name Email Address = Supplier or Individual's email address 								
Reporting	Questions 🗸	Additional Details o Employee or Student o Type of Student								
	Supplier/Individual Over 🗹	Product or Service being provided Purchase/Payment frequency								
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	Review and Complete	After the information is complete, review, certify and submit the request. In the event that your request is declined, you can review the history on the request as to why the request was rejected.								
	Supplier Request Workfl									
		Next								
Menu Search (Alt+M)										

Check the status of your new supplier request

From the left navigation, click on the supplier icon *integration*, then *Supplier Request*, then My *Supplier Requests*.



Filter the Supplier Request as desired and click Apply.

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If you have questions, or need assistance, please email <u>supplier@clemson.edu</u>.