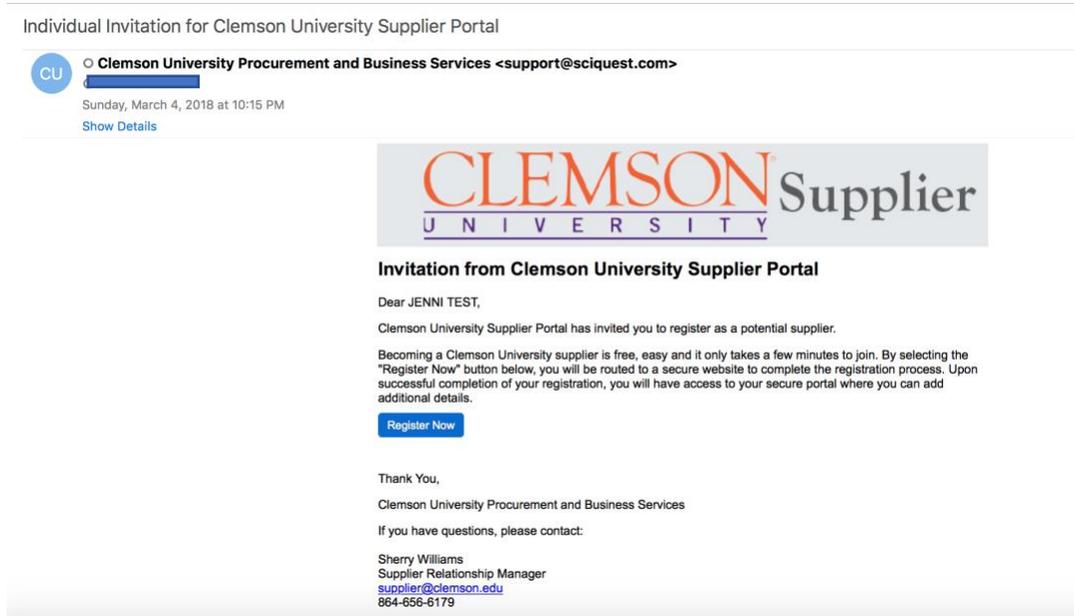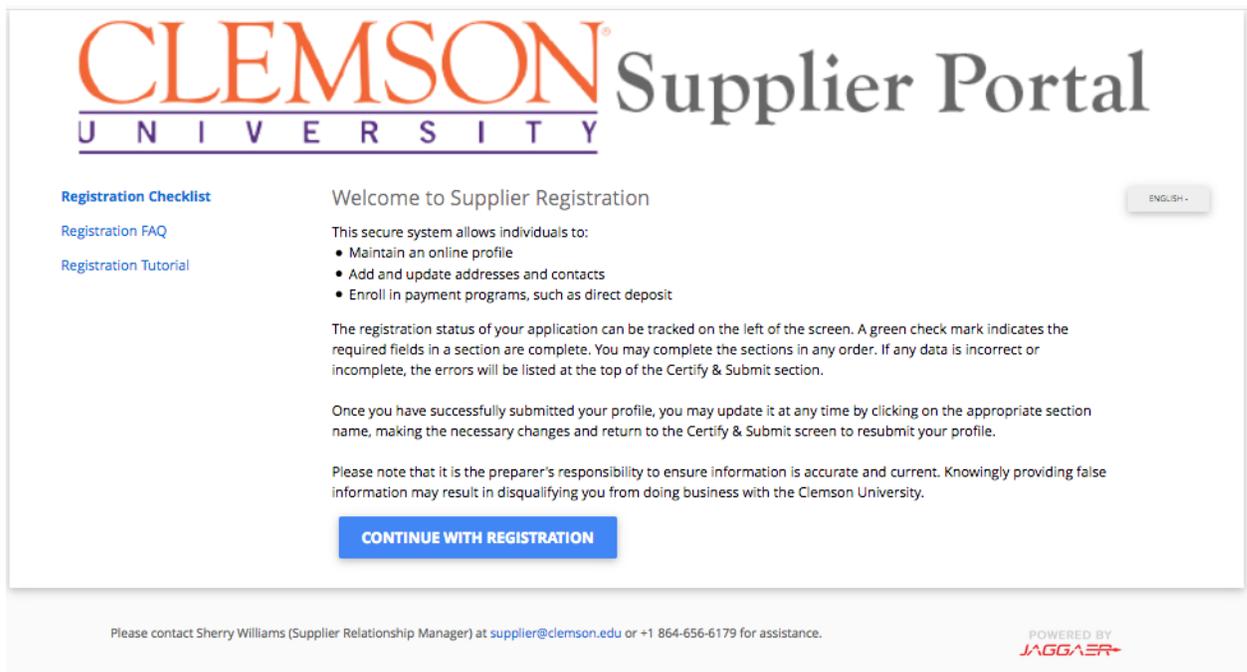# Individual's View (not a business) of the New Supplier Registration

This is a snapshot of the what an individual sees:

1. This is the email that the individual receives to register.



2. The individual is directed to the supplier registration site, reads the page and clicks continue with registration.

3. The individual creates an account.

# CLEMSON University Supplier Portal

## Supplier Registration

**Registration Tutorial**

To begin your registration, please complete this page and click "Create Account". You will be directed to Clemson Supplier Management Portal to enter your information.

Thank you for expressing an interest in doing business with Clemson University. Clemson values the quality of its suppliers and the strength of its collaborative partnerships. The departments of Business Services work in tandem with university suppliers to provide professional, responsive, and quality goods and services in support of the Clemson University academic, research, social and economic goals.

You are required to complete and submit this online application before you can be authorized to conduct business with the university. You will receive confirmation once your application has been processed. This application collects pertinent tax and business information that are necessary for ensuring compliance with university and federal policies.

### Your Contact Info

First Name *

Last Name *

Title

Phone Number *

ext.

International phone numbers must begin with +

Preferred Time Zone *

EDT/EST - Eastern Standard Time (US/Eastern) ▾

### Your Login

Email *

Confirm Email *

Password *

Re-Enter Password *

Account Recovery Question *

Choose your option ▾

**CREATE ACCOUNT**

4. The individual logs in.



**Welcome to Clemson University's Supplier Portal.**

In order to be set up as a supplier which will allow you or your company to receive payments from Clemson University, it is required that suppliers or individual payees who are not employed by Clemson University register through our secure website. This website is used in place of the IRS Request for Taxpayer Identification Number and Certification form (W-9) and allows us to collect information required by the IRS, as well as, additional information that supports the University's reporting and compliance requirements.

If a Clemson University Purchase Order is being issued to you or your company, please be sure to review the University's standard terms and conditions.

All sections of the form must be completed and submitted by an authorized company representative or individual. If this form is being completed for a business, it is recommended that it be completed by the business manager or accounting office.

If you are an international supplier or individual, whether or not you have a US tax identification number, you will need to work with your Clemson University contact to complete any additionally required paperwork.

If you already have an account or have been invited to use the Accounts Payable Portal, please login by entering your e-mail address, password and then click on the "Login" button.

**Trouble logging in?** Contact JAGGAER at **1-800-233-1121** option **2** then option **1**

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✅ **Please login and complete registration.**

Please log in to complete registration.

Email

Password

**LOGIN**   TROUBLE LOGGING IN?

Please contact Sherry Williams (Supplier Relationship Manager) at supplier@clemson.edu or +1 864-656-6179 for assistance.

POWERED BY JAGGAER

5. Once the account is created, the supplier starts their registration.



6. The individual adds general information.

7. The individual adds their address.



8. The individual adds contact information.

9. The individual chooses either payment by check or by TigerPay. If TigerPay, please follow instructions to register with TigerPay.



10. If the individual chooses payment by check, the following screen pops up.

11. Click Next.



12. US individuals are not required to provide tax documentation. If an international individual, an "add tax document" drop down will appear (b).

b. For International individuals:



13. The individual will certify and submit.

14. Once submitted, the individual will get this email.  The individual will become an active in buyWays within 3-5 business days unless additional information is required.

Supplier Registration Complete for Clemson University Supplier Portal

CU  ○ **Clemson University Procurement and Business Services <support@sciquest.com>**
○ J▬▬▬▬▬h
Sunday, March 4, 2018 at 10:41 PM
**Show Details**

## Supplier Registration Complete for Clemson University Supplier Portal

Dear JENNI TEST,

Thank you for completing your registration profile in the Clemson University Supplier Portal.

As a reminder, you can log into your secure account by visiting the Clemson University Supplier Portal's

[ Customer Portal Login Link ] .

Thank You,

Clemson University Procurement and Business Services

If you have questions, please contact:

Sherry Williams
Supplier Relationship Manager
supplier@clemson.edu
864-656-6179