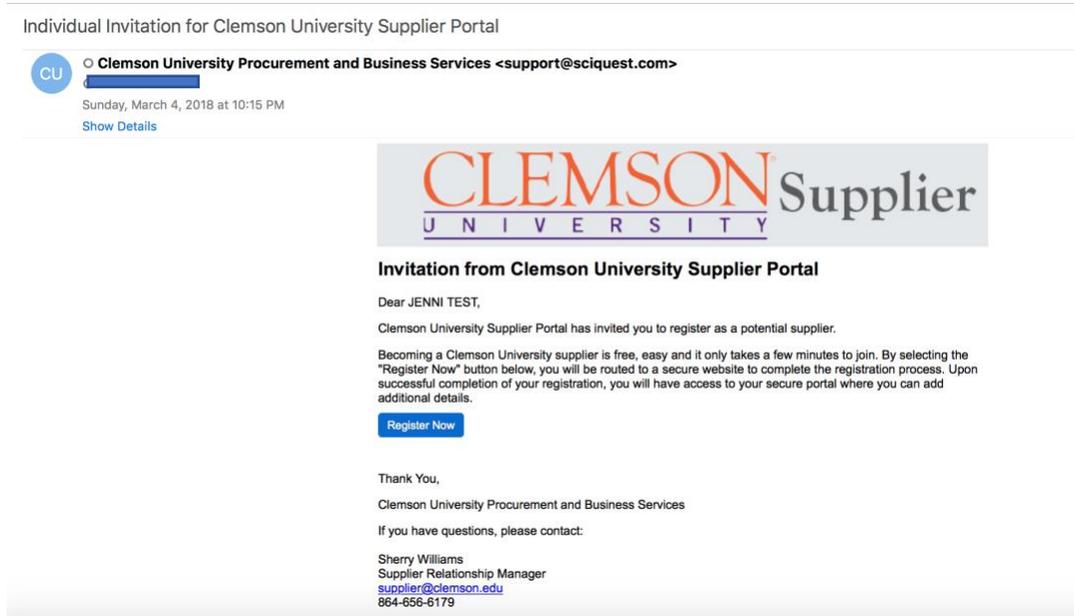


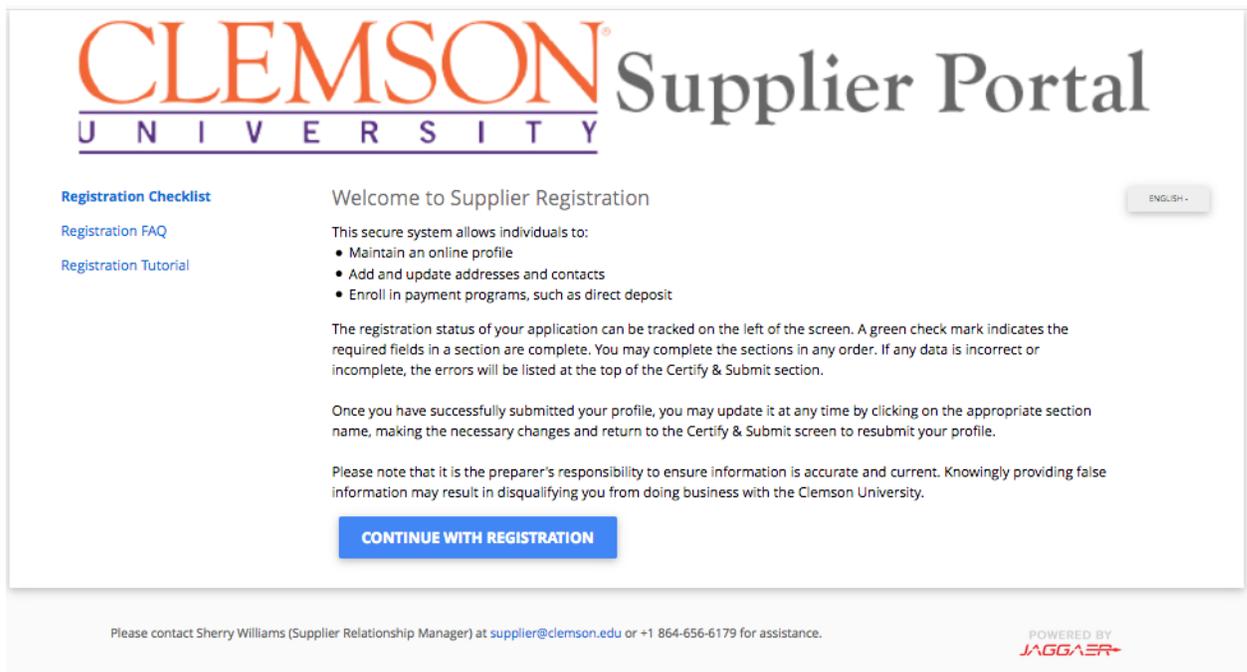
Individual's View (not a business) of the New Supplier Registration

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](#)

ENGLISH -

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	<input type="text" value="ext."/>	<input type="text"/>
<small>International phone numbers must begin with +</small>		
Preferred Time Zone *	EDT/EST - Eastern Standard Time (US/Eastern) ▼	

Your Login

Email *	Confirm Email *
<input type="text"/>	<input type="text"/>
Password *	Re-Enter Password *
<input type="password"/>	<input type="password"/>
Account Recovery Question *	Choose your option ▼

CREATE ACCOUNT

4. The individual logs in.

CLEMSON UNIVERSITY Supplier Portal

ENGLISH

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

 **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.

The screenshot shows the 'Welcome to Supplier Registration' page. The header includes the Clemson University logo and 'Supplier Portal'. The breadcrumb trail is 'Registration > Manage Registration Profile > Welcome'. On the left, a sidebar identifies the user as 'Test, Jenni' with Supplier Number 0000104235. It indicates 'Registration In Progress for: Clemson University Supplier Portal' with '2 of 5 Steps Complete'. The sidebar menu includes 'Welcome', 'Individual Overview' (checked), 'Addresses' (checked), 'Contacts' (checked), 'Payment Information' (checked), 'Tax Information' (checked), and 'Certify & Submit'. The main content area is titled 'Welcome to Supplier Registration' and explains that the system allows individuals to maintain an online profile, update addresses, and enroll in payment programs. It notes that registration status is tracked on the left, with green checkmarks indicating completed sections. A message states that once the profile is submitted, it can be updated at any time. A note mentions the preparer's responsibility for accurate information. Below this is a 'Required to Start Registration' section with input fields for 'First Name' (Jenni) and 'Last Name' (Test). A star icon indicates 'Required to Complete Registration'. At the bottom right are 'Next' and 'Save Changes' buttons.

6. The individual adds general information.

The screenshot shows the 'Individual Information' page. The header is the same as the previous page. The breadcrumb trail is 'Registration > Manage Registration Profile > Company Overview'. The sidebar is identical to the previous page, but 'Individual Overview' is now selected and checked. The main content area is titled 'Individual Information' and states that the information entered allows for general information and ensures up-to-date data. The form includes dropdown menus for 'Country of Origin' (United States), 'Legal Structure' (Individual/Sole Proprietor), and 'Tax ID Number Type' (Social Security Number / Social). There is an empty input field for 'Tax ID Number'. A star icon indicates 'Required to Complete Registration'. At the bottom right are 'Previous', 'Next', and 'Save Changes' buttons.

7. The individual adds their address.

The screenshot shows the 'Addresses' page in the Clemson University Supplier Portal. The user is 'Test, Jenni' with Supplier Number 0000104235. The registration is in progress for the 'Clemson University Supplier Portal' and 4 of 5 steps are complete. The left sidebar shows a progress list: Welcome, Individual Overview, Addresses (highlighted), Contacts, Payment Information, Tax Information, and Certify & Submit. The main content area is titled 'Addresses' and contains the instruction: 'Please enter an address to help us route information and communication correctly.' Below this is a table with two columns: 'Address Label' and 'Address'. The first row shows 'Remit Address 1-SENECA' in the label column and 'SENECA, SC 29678 US' in the address column. There is an 'Add Address' button below the table and 'Previous' and 'Next' navigation buttons at the bottom right.

8. The individual adds contact information.

The screenshot shows the 'Contacts' page in the Clemson University Supplier Portal. The user is 'Test, Jenni' with Supplier Number 0000104235. The registration is complete for the 'Clemson University Supplier Portal'. The left sidebar shows a progress list: Welcome, Individual Overview, Addresses, Contacts (highlighted), Payment Information, Tax Information, and Additional International ... The main content area is titled 'Contacts' and contains the instruction: 'Please enter contact information for yourself and anyone else who may assist us if you are unavailable.' Below this is the text 'No contacts have been entered' and an 'Add Contact' button. There is also a 'Hide Inactive Contacts' link on the right side.

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

CLEMSON UNIVERSITY Supplier Portal Jenni TEST

Registration > Manage Registration Profile > Payment Information

Test, Jenni
Supplier Number:0000104235
Change Supplier

Registration In Progress for:
Clemson University Supplier Portal
5 of 5 Steps Complete

Welcome
Individual Overview ✓
Addresses ✓
Contacts ✓
Payment Information ✓
Tax Information ✓
Certify & Submit

Registration FAQ | View History

Payment Information

Information on this page is used to determine how you will receive payment.

All **individuals** (registering with a SSN and international individuals residing in the US) have two options to receive payment:

- Check
- Tigerpay (epayable) - Clemson's preferred electronic payment option
 - [Click here](#) to register with **TigerPay**. You will be directed to the Zelle/clearXchange® website to enroll for electronic payment.

All **International** Registrants (not residing in the US) must provide wire information.

SELECT ONLY ONE PAYMENT TYPE.

Title	Payment Type	Currency	Active	
Jenni TigerPay1	ePayable	USD	Yes	Edit
Whatever you want to name this	Check	USD	No	Edit
jenni	Wire Transfer	USD	No	Edit

[Add Payment Information](#)

- Check
- Wire Transfer
- ePayable

Previous Next Proceed to Certify and Submit

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

Add Payment Information

Payment Title * Whatever you want to name this

Payment Type * Check

Electronic Remittance Email

Currency * USD

Active Yes No

* Required to Complete Registration

Save Changes Close

11. Click Next.

The screenshot shows the 'Payment Information' page in the Clemson University Supplier Portal. The user is 'Test, Jenni' with Supplier Number 0000104235. The registration is 5 of 5 steps complete. The left sidebar shows progress for Welcome, Individual Overview, Addresses, Contacts, Payment Information, Tax Information, and Certify & Submit. The main content area is titled 'Payment Information' and contains instructions for individuals and international registrants. It includes a table with columns for Title, Payment Type, Currency, and Active, listing three entries: 'Jenni TigerPay1' (ePayable), 'Whatever you want to name this' (Check), and 'Jenni' (Wire Transfer). Navigation buttons for 'Previous', 'Next', and 'Proceed to Certify and Submit' are at the bottom.

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

The screenshot shows the 'Tax Information' page in the Clemson University Supplier Portal. The user is 'Test, Jenni' with Supplier Number 0000104235. The registration is 5 of 5 steps complete. The left sidebar shows progress for Welcome, Individual Overview, Addresses, Contacts, Payment Information, Tax Information, and Certify & Submit. The main content area is titled 'Tax Information' and contains instructions for US and international individuals. It states that US individuals are not required to provide tax documentation, while international individuals are. A message indicates 'No tax information has been entered'. Navigation buttons for 'Previous', 'Next', and 'Proceed to Certify and Submit' are at the bottom.

b. For International individuals:

The screenshot shows the 'Tax Information' page for user 'Test, Jenni' (Supplier Number: 0000104235). The registration is complete. The page contains instructions for international individuals to provide tax documentation in PDF format. A dropdown menu for 'Add Tax Document' is open, showing options: W-8BEN, W-8ECI, W-8EXP, W-8IMY, and 8233. The left sidebar shows a progress list with 'Tax Information' checked.

13. The individual will certify and submit.

The screenshot shows the 'Certify & Submit' page for user 'Test, Jenni' (Supplier Number: 0000104235). The registration is in progress (5 of 5 steps complete). The page includes a certification statement and a form with the following fields: 'Preparer's Initials' (JT), 'Preparer's Name' (Jenni TEST), 'Preparer's Email Address' (redacted), and 'Today's Date' (3/5/2018). A checkbox for 'I certify that all information provided is true and accurate.' is checked. A 'Submit' button is located at the bottom right.

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.

