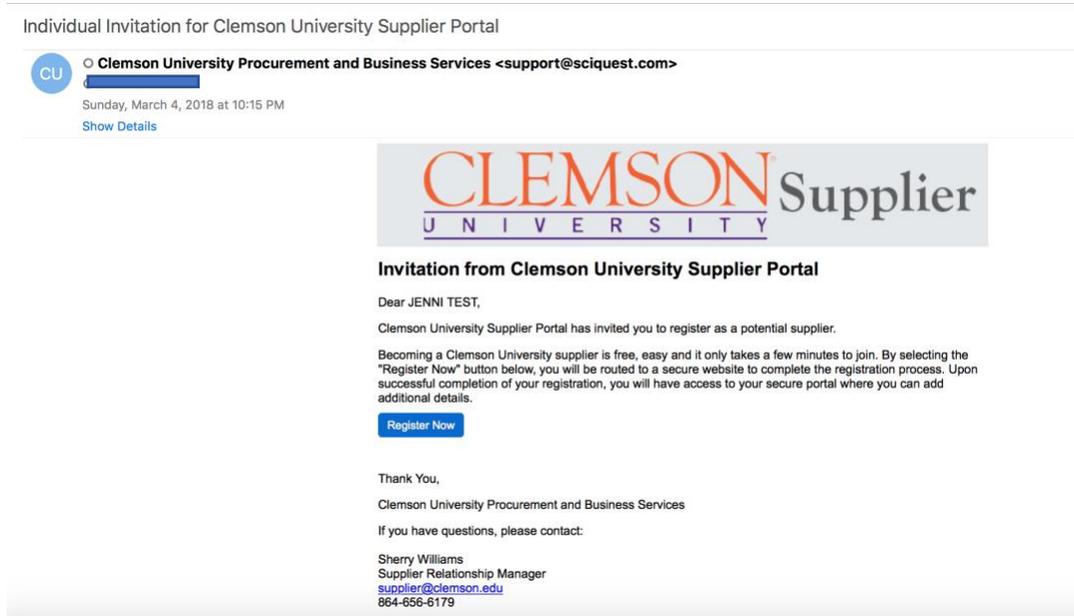


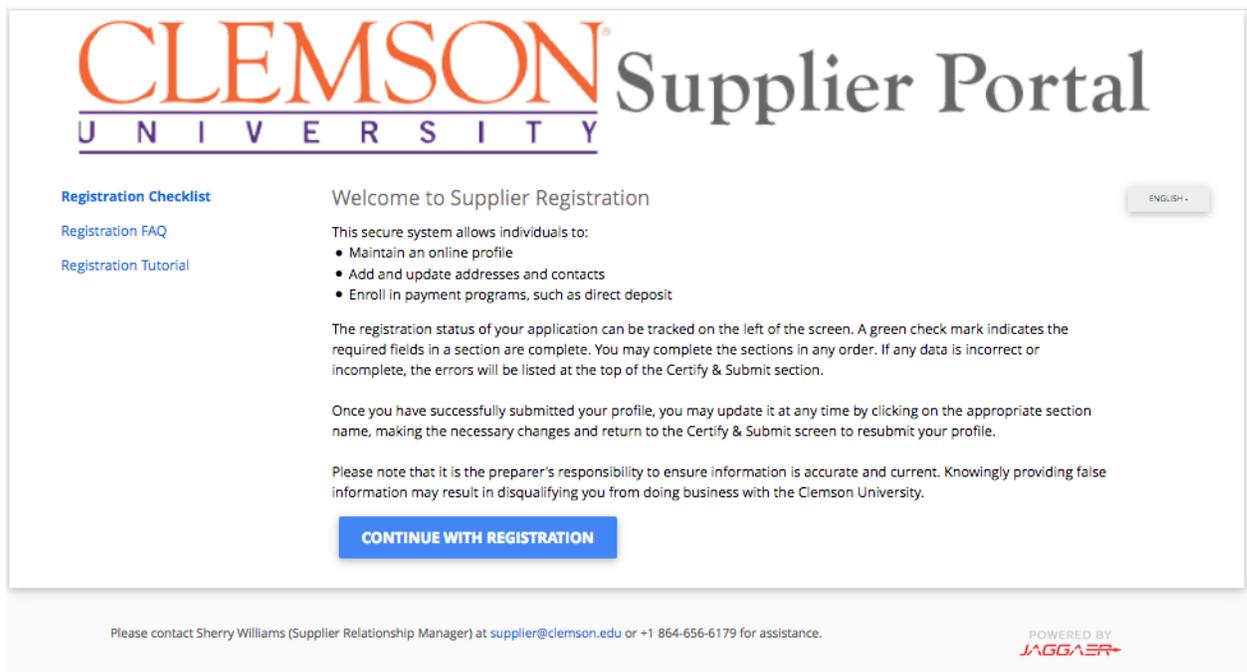
# Business/Individual View of the New Supplier Registration

This is a snapshot of the what the business sees:

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



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



3. The business creates an account.

# CLEMSON<sup>®</sup> Supplier Portal

U N I V E R S I T Y

## 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"/>
International phone numbers must begin with +		
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 business 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](mailto:supplier@clemson.edu) or +1 864-656-6179 for assistance.

POWERED BY **JAGGAER**

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

**Test, Jenni**  
Supplier Number:0000104235

Registration **Invited** for:  
Clemson University Supplier Portal  
**2 of 6** Steps Complete

**Welcome**

- Company Overview
- Business Details
- Addresses
- Contacts
- Payment Information
- Tax Information
- Certify & Submit

### Welcome to Supplier Registration

Before you begin the registration process you will need the following:

- **Electronic Copy of Current Tax Documents**
  - Domestic Suppliers provide a W-9
  - International Suppliers provide a W-8
- **Tax ID Number**
- **Payment Information**
  - Paymade (Domestic)
  - TigerPay (Individuals)
  - Wire (International)
- **Contact Information**

This secure system allows our invited business partners access to:

- Create a registration and maintain an online profile
- Add and update business information, including addresses and contacts
- Enroll in payment programs, such as direct deposit
- Upload insurance and diversity certifications

The status of your registration can be tracked on the left of the screen. A green check mark indicates the required fields in a section are complete. You may complete the sections in any order. If any data is incorrect or incomplete, the errors will be listed at the top of the Certify & Submit section.

Once you have successfully submitted your registration, a profile will be created. You may update it at any time by clicking on the appropriate section name, making the necessary changes and return to the Certify & Submit screen to resubmit your profile.

Please note that it is the preparer's responsibility to ensure information is accurate and current. Knowingly providing false information may result in disqualifying you or your company from doing business with the Clemson University.

For a step-by-step guide on completing your registration, view this short video.

**Note:** For suppliers that are **Individuals/Sole Proprietors** and operate under their own names, the proper format for entering their Legal Company Name is "**Last name, First name.**" **Example: Smith, John.** As there can be many payees with the same first and last name, please include your middle initial after your first name (i.e., Smith, John J.).

For additional help, click the ? icon on each page.

#### Required to Start Registration

Legal Company Name \*

★ Required to Complete Registration

6. The supplier adds general information.

**Test, Jenni**  
Supplier Number:0000104235

Registration **In Progress** for:  
Clemson University Supplier Portal  
**2 of 6** Steps Complete

**Welcome**

- Company Overview**
- Business Details
- Addresses
- Contacts
- Payment Information
- Tax Information
- Certify & Submit

### Company Overview

The information entered on this page allows Clemson to track general information about your company to ensure we have the most up-to-date information in our system.

**Need a DUNS Number?**  
The Data Universal Numbering System or DUNS Number is a nine-digit identification number assigned to over 100 million businesses worldwide. Visit [Get a D&B Number](#) to obtain more detailed instructions on applying for your DUNS Number.

**\*Required to Complete Registration**

**Authorization To Verify TIN:**

A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

You must furnish a TIN to Clemson University in order for us to verify your business status and file appropriate documents related to payments.

It is the policy of Clemson University to protect the confidentiality of TINs obtained in the ordinary course of business from suppliers, contractors, or others.

Only personnel or contractors who have legitimate business reasons to know will have access to records, including electronic records, containing TINs. Personnel or contractors using records containing TINs will take appropriate steps to secure such records when not in immediate use. Records containing TINs will be retained in accordance with the requirements of state and federal laws, and disposed of in a manner that protects their confidentiality.

*By clicking the checkbox on the Certify & Submit at the end of this registration, you authorize Clemson University and its contractor, S&B, to collect and utilize your TIN for the purposes stated above.*

This does not apply to Non US based entities and International Individuals.

Doing Business As (DBA)

**Country of Origin** should be the country you use for **tax purposes.**  
(US Citizens and Permanent Residents should select "United States")

Country of Origin \*

Legal Structure \*

Tax ID Number \*

Website

★ Required to Complete Registration

7. The business adds NAICS Codes and Counties that they service.

**Test, Jenni**  
Supplier Number:0000104235

Registration **In Progress** for:  
*Clemson University Supplier Portal*  
**2 of 6** Steps Complete

Welcome

Company Overview ✔

**Business Details** ✔

Addresses ✔

Contacts ✔

Payment Information ✔

Tax Information ✔

Certify & Submit

### Business Details ?

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

---

### Products and Services

NAICS Codes \* ?

<b>Primary NAICS Code Selected</b>	<input type="button" value="Edit"/>
813410 - Civic and Social Organizations	<input type="button" value="Remove"/>
<hr/>	
<i>No Secondary NAICS Codes Selected</i>	<input type="button" value="Edit"/>

---

### Additional Questions

Local Counties Served \*

5 Values Selected

South Carolina Counties

-

★ Required to Complete Registration

8. The business adds addresses.

**Test, Jenni**  
Supplier Number:0000104235

Registration **In Progress** for:  
*Clemson University Supplier Portal*  
**3 of 6** Steps Complete

Welcome

Company Overview ✔

Business Details ✔

**Addresses** ✔

Contacts ✔

Payment Information ✔

Tax Information ✔

Certify & Submit

### Addresses ?

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly.

Required address types are listed below:

- FULFILLMENT - Where orders are sent
- REMITTANCE - Where payments are sent

---

Address Label	Address Types	Address	
home	Physical (Primary) Fulfillment Remittance	109 Perimeter Road Clemson, SC 29634 US	<input type="button" value="Edit"/>

Show Inactive Addresses

9. The business adds contact information. In the example below, the business will need to add a contact for PO Failure to complete this section.

**Test, Jenni**  
Supplier Number:0000104235

Registration **In Progress** for:  
*Clemson University Supplier Portal*

**3 of 6** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts** ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

### Contacts ?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address.

Required contact types are listed below:

- Fulfillment
- Remittance
- PO Failure

**Required Information**

The following contacts are required to complete registration:

- PO Failure

Contact Label	Contact Types	Name	Email	
Test	Remittance (Primary) Other (Primary) Fulfillment (Primary)	Test, Jenni	test@clemson.edu	Edit ▾

[Add Contact ▾](#) [Show Inactive Contacts](#)

◀ Previous
Next ▶

**Test, Jenni**  
Supplier Number:0000104235

Registration **In Progress** for:  
*Clemson University Supplier Portal*

**5 of 6** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts** ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

### Contacts ?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address.

Required contact types are listed below:

- Fulfillment
- Remittance
- PO Failure

Contact Label	Contact Types
PO Failure	PO Failure (Primary)
Test	Remittance (Primary) Other (Primary) Fulfillment (Primary)

[Add Contact ▾](#)

### Add Contact ✕

Contact Label \*

Which of the following business activities apply to this contact? PO Failure

First Name \*

Last Name \*

Position Title

Email \*

Phone \*  ext.   
International phone numbers must begin with +

Toll Free Phone  ext.   
International phone numbers must begin with +

Fax  ext.   
International phone numbers must begin with +

\* Required to Complete Registration

[Save Changes](#) [Close](#)

10. Payment Information

- a. If the business operates as a sole proprietorship and uses their social security number as the tax number for the business, they will choose TigerPay and follow directions to register with TigerPay.
- b. If the business has a tax ID number, they will choose PayMode and follows instructions to register with PayMode.
- c. The business must complete the additional questions at the bottom the screen.

**Test, Jenni**  
Supplier Number:000104235

Registration In Progress for:  
Clemson University Supplier Portal

**5 of 6** Steps Complete

- Welcome
- Company Overview ✔
- Business Details ✔
- Addresses ✔
- Contacts ✔
- Payment Information** ✔
- Tax Information ✔
- Certify & Submit

### Payment Information ?

Information on this page is used to determine how you will receive payment. You must select the appropriate electronic payment method as outlined below.

**Businesses**  
PayMode is required to receive funds for all domestic businesses.

If you currently have a PayMode account, proceed to STEP 3. You will not need to create a new PayMode account.

**STEP 1:** If you are NOT currently registered with PayMode, create an account prior to completing this section by [clicking here](#) to register with PayMode.  
**STEP 2:** Return to Clemson's Supplier Portal to complete payment information.  
**STEP 3:** Select PayMode as the payment method.  
**STEP 4:** Enter your PayMode Account Name/Receiver ID where indicated. \*  
**STEP 5:** Save your progress on this page and continue to next step of the registration process.

\*You do not need to wait for PayMode to approve your account, as it may take several weeks. Clemson simply requires that you complete the PayMode registration process and provide us your Account Name/Receiver ID provided during the PayMode registration, so we can complete your registration as a supplier with the University.

[Click Here for more information and to register with PayMode through Bank of America](#)

**Individuals**  
TigerPay is the preferred electronic payment option. Check will be an option in some cases.

**STEP 1:** Select ePayable (TigerPay).  
**STEP 2:** Enter the email address where you want to receive payment notifications. \*  
**STEP 3:** Save your progress on this page and continue to next step of the registration process.

\*You will need to register with Zelle/clearXchange® in order to ultimately receive a payment from Clemson. You can complete your registration for TigerPay/Zelle through the Zelle/clearXchange® website now by [clicking here](#), or when first payment from Clemson is issued.

**Internationals**  
Wire Transfer is required to receive funds for all international businesses.

**STEP 1:** Select Wire Transfer.  
**STEP 2:** Enter required information ensuring your IBAN/Swift Code is accurate.  
**STEP 3:** Save your progress on this page and continue to next step of the registration process.

**SELECT ONLY ONE PAYMENT TYPE BELOW**

Title ▾	Payment Type	Currency	Active	
Jenni TigerPay1	TigerPay (Individuals ONLY)	USD	Yes	<input type="button" value="Edit"/>
Jenni	International (Wire Transfer (International ONLY))	USD	No	<input type="button" value="Edit"/>

[Add Payment Information ▾](#)

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#### Additional Questions

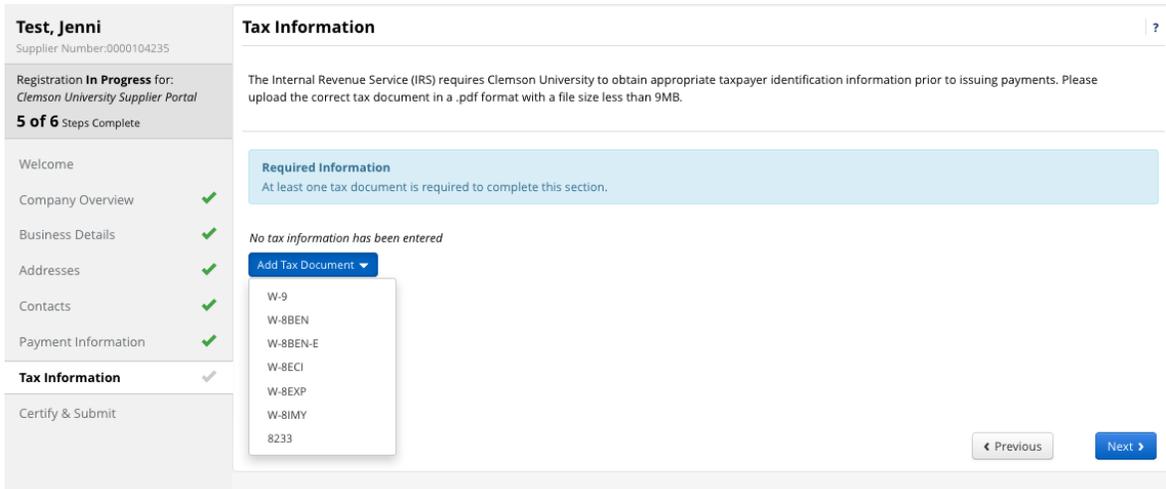
Payment Terms \*

Net 30 ▾

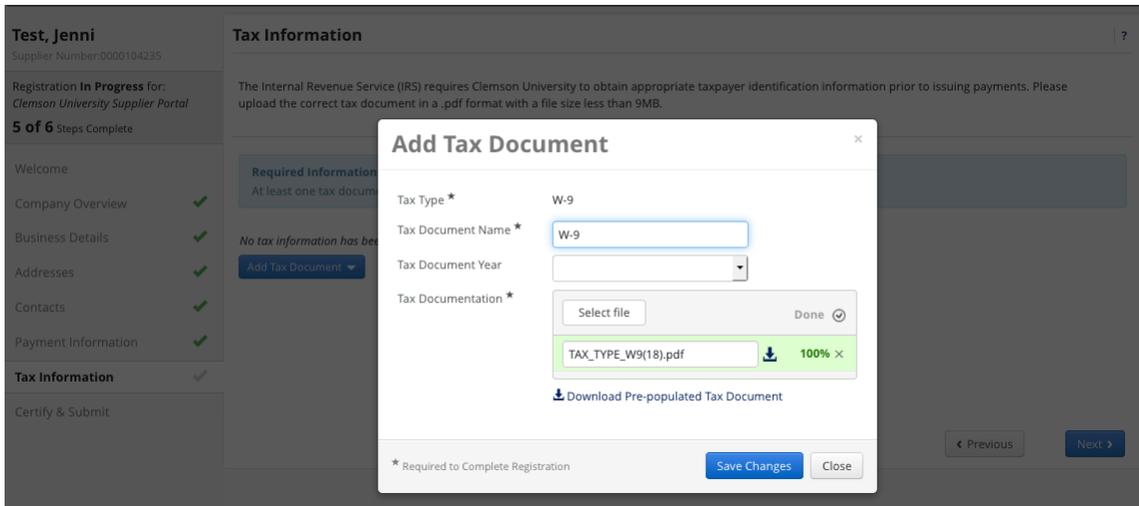
You must check this box confirming your agreement to receive electronic payments. \*

← Previous
Next →
Save Changes

11. The business will need to provide tax documentation.



- b. The business will have the option to “Download Pre-populated Tax Document” based on the information collected in the registration. The pre-populated tax document will auto fill the tax form and will only need to be signed by the business.



12. The business will certify and submit.

The screenshot shows the 'Certify & Submit' page in the Clemson University Supplier Portal. The header includes the Clemson University logo and 'Supplier Portal'. The breadcrumb trail is 'Registration > Manage Registration Profile > Certify & Submit'. On the left, a sidebar identifies the user as 'Test, Jenni' with Supplier Number 0000104235. It shows 'Registration In Progress for: Clemson University Supplier Portal' with '5 of 5 Steps Complete'. A navigation menu lists 'Welcome', 'Individual Overview', 'Addresses', 'Contacts', 'Payment Information', and 'Tax Information', each with a green checkmark. Below this is a 'Certify & Submit' section with links for 'Registration FAQ' and 'View History'. The main content area contains instructions: 'Please type your initials in the box below, acknowledging that all information is correct and complete. It is each individual's responsibility to ensure all information remains current. Inaccurate information may result in payment delays.' and 'Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you from doing business with us.' The form fields are: 'Preparer's Initials \*' (JT), 'Preparer's Name \*' (Jenni TEST), 'Preparer's Email Address \*' (redacted), 'Today's Date' (3/5/2018), and 'Certification \*' (checked box for 'I certify that all information provided is true and accurate.'). A blue 'Submit' button is at the bottom right. A legend indicates that an asterisk (\*) denotes 'Required to Complete Registration'.

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

