

Timeline and Supplier's View of the New Supplier Registration



This is a snapshot of the what the supplier sees:

1. Campus fills out the Supplier Request Form which is routed to a buyer in Procurement and Business Services for approval. Supplier does not see this.

My Supplier Requests

SharkTank, Inc. Print Request History ?

Template **Supplier Request**
Request Status **Incomplete**

Instructions

Questions

Supplier/Individual Over...

Additional Details

Review and Complete

Supplier Request Workfl...

Review and Complete

ⓘ Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Questions	✓ Required fields complete
Supplier/Individual Overview	✓ Required fields complete
Additional Details	✓ Required fields complete

Certification

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

2. Once it is determined there is a need for this new supplier, the Supplier Relationship Manager invites the supplier to register. This is the email that the supplier sees.



Invitation from Clemson University Supplier Portal

Dear SharkTank, Inc.,

Clemson University is inviting you to register as a potential supplier for our eProcurement system. Our supplier network is a best-in-class Supplier Registration and eProcurement system hosted by Jaggaer (formerly SciQuest).

Becoming a supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your supplier profile where you can add and update additional details about your organization, invite colleagues to become users in your site, and more.

[Register Now](#)

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

3. The Supplier clicks “Register Now” in the previous screen shot and is directed to the Supplier Portal and the Registration checklist:

https://solutions.sciquest.com/apps/Router/RegistrationChecklist?AuthToken=0%3AAES2%23CGC4SuFNyYiim0mWDFQ4y 90% Search

CLEMSON UNIVERSITY Supplier Portal

[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

ENGLISH

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**
 - Paymode (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.

CONTINUE WITH REGISTRATION

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

POWERED BY JAGGAER

- Once the supplier clicks “Continue with Registration”, the supplier will be directed to the Supplier Portal to create an account.

https://solutions.sciquest.com/apps/Router/SupplierRegistration?AuthToken=0%3AAES2%23CKXLdz0sz7S 80%

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 the 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 * International phone numbers must begin with +

Preferred Time Zone *

Your Login

Email * Confirm Email *

Password * Re-Enter Password *

Account Recovery Question *

Answer * Confirm Answer *

[CREATE ACCOUNT](#)

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

POWERED BY JAGGER

I

5. Once the supplier clicks “Create Account”, the supplier will be directed to the Supplier Registration welcome page where they begin the supplier registration by entering their Legal Company Name.

The screenshot shows a web browser window with the URL <https://solutions.sciquest.com/apps/Router/SupplierWelcome?CustOrg=Clemson&supplierID=1000803797&tmstmp=15246>. The page is the "Supplier Portal" for "SharkTank, Inc." and is titled "Welcome to Supplier Registration".

Registration Progress: 0 of 8 Steps Complete

Navigation Menu:

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

Welcome to Supplier Registration

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

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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

[Next >](#) [Save Changes](#)

6. The supplier completes the Company Overview page.

CLEMSON UNIVERSITY Supplier Portal

Registration > Manage Registration Profile > Company Overview

SharkTank, Inc.
Change Supplier

Registration In Progress for:
Clemson University Supplier Portal
0 of 8 Steps Complete

Welcome

Company Overview ✓

- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

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, SRBI, 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 *

Does your business have a DUNS number? * Yes No

The Data Universal Numbering System or DUNS Number is a nine-digit identification number assigned to over 100 million businesses worldwide.

Need a DUNS Number?
Visit [Get a D&B Number](#) to obtain more detailed instructions on applying for your DUNS Number.

Dun & Bradstreet Number (DUNS) *

Legal Structure *

Tax ID Number *

Website

*** Required to Complete Registration**

[Previous](#) [Next](#) [Save Changes](#)

7. The supplier completes the Business Details page.

The screenshot shows the 'Business Details' page in the Clemson University Supplier Portal for 'SharkTank, Inc.'. The page is part of a registration process, with '1 of 8 Steps Complete' indicated. The left sidebar contains navigation links: Welcome, Company Overview (checked), Business Details (checked), Addresses (checked), Contacts (checked), Diversity (checked), Insurance (checked), Payment Information (checked), Tax Information (checked), and Certify & Submit. The main content area is titled 'Business Details' and includes a help icon. Below the title is a paragraph explaining that the information is used to track company details and determine if the business meets SBA standards. The form fields are: 'Year Established *' (2017), 'Number of Employees *' (4), and 'Business Description *' (Strategic operations, 2479 characters remaining). The 'Sales Territories' section has radio buttons for 'Is Your Business a Local Supplier?' and 'Is Your Business a National Supplier?' (both selected 'Yes'), and dropdowns for 'U.S. Service Area' (51 States And Territories Selected) and 'International Service Area' (-). The 'Products and Services' section shows 'Primary NAICS Code Selected' (541613 - Marketing Consulting Services) and '1 Secondary NAICS Codes Selected' (541618 - Other Management Consulting Services). The 'Additional Questions' section has dropdowns for 'Local Counties Served *' (5 Values Selected) and 'South Carolina Counties' (46 Values Selected). A legend indicates that asterisks (*) denote required fields. At the bottom right are 'Previous', 'Next', and 'Save Changes' buttons.

CLEMSON UNIVERSITY Supplier Portal

Registration > Manage Registration Profile > Business Details

SharkTank, Inc.
Change Supplier

Registration **In Progress** for:
Clemson University Supplier Portal
1 of 8 Steps Complete

Welcome
Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ✓
Diversity ✓
Insurance ✓
Payment Information ✓
Tax Information ✓
Certify & Submit

Registration FAQ | View History

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.

Year Established * 2017
Number of Employees * 4
Business Description * Strategic operations.
2479 characters remaining

Sales Territories

Is Your Business a Local Supplier? Yes No
Is Your Business a National Supplier? Yes No
U.S. Service Area 51 States And Territories Selected Edit
International Service Area - Edit

Products and Services

NAICS Codes *
Primary NAICS Code Selected 541613 - Marketing Consulting Services Edit Remove
1 Secondary NAICS Codes Selected 541618 - Other Management Consulting Services Edit Remove

Additional Questions

Local Counties Served * 5 Values Selected Edit
South Carolina Counties 46 Values Selected Edit

* Required to Complete Registration

Previous Next Save Changes

8. The supplier adds addresses. The supplier labels the address location (ie. Main Office, Springfield Office)

The screenshot shows the 'Clemson University Supplier Portal' interface for 'SharkTank, Inc.'. The main content area is titled 'Addresses' and contains instructions: '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'. A 'Required Information' box lists 'Fulfillment' and 'Remittance'. Below this, it states 'No addresses have been entered' and provides an 'Add Address' button. An 'Add Address' modal window is open, showing 'Basic Information (Step 1 of 3)'. It asks 'What would you like to label this address? *' with a text input field containing 'Main Office' and an example 'Example: Headquarters, Houston Office'. Below, it asks 'Which of the following business activities take place at this address? (select all that apply) *' with three checked options: 'Takes Orders (fulfillment)', 'Receives Payment (remittance)', and 'Other (physical)'. A 'Next' button is at the bottom right of the modal. The footer of the modal says '* Required to Complete Registration'.

9. The supplier completes the address details.

The screenshot shows the 'Add Address' form in the Clemson Supplier Portal. The form is titled 'Add Address' and is at 'Step 2 of 3'. The user is 'jennit@mac.com'. The form includes fields for Email Address, Confirm Email, Country (United States), Address Line 1 (555 Main Street), Address Line 2, Address Line 3, City/Town (Clemson), State/Province (South Carolina), and Postal Code (29634). There are also fields for Phone, Toll Free Phone, and Fax, each with an 'ext.' field. The form is marked as '* Required to Complete Registration' and has 'Previous' and 'Next' buttons.

10. The supplier files out the primary contact for this address.

The screenshot shows the 'Add Address' form in the Clemson Supplier Portal, now at 'Step 3 of 3'. The form is titled 'Primary Contact For This Address'. The user has selected 'Enter New Contact' and 'Not Applicable'. The form includes fields for Contact Label (Main Street Location), First Name (Jenni), Last Name (Tonkin), Position Title, Email (jennit@mac.com), Phone (5555555555), Toll Free Phone, and Fax. The form is marked as '* Required to Complete Registration' and has 'Previous' and 'Save Changes' buttons.

11. The supplier enters contact information. Contact information for **PO Failure**, Remittance and Fulfillment is required. In the example below, PO Failure contact is missing.

CLEMSON UNIVERSITY Supplier Portal

Registration > Manage Registration Profile > Contacts

SharkTank, Inc.
Change Supplier

Registration In Progress for:
Clemson University Supplier Portal
3 of 8 Steps Complete

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

Registration FAQ | View History

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
Main Street Location	Fulfillment (Primary) Other (Primary) Remittance (Primary)	Tonkin, Jenni	jennit@mac.com

Add Contact ▾

- Catalog
- Corporate
- Customer Care
- Fulfillment
- PO Failure
- Remittance
- Sales
- Technical
- Other

Show Inactive Contacts

◀ Previous Next ▶

12. The supplier enters a contact label (ie. Main Street Office, etc.)

The screenshot shows the 'Edit Contact' form in the Clemson University Supplier Portal. The page header includes the 'CLEMSON UNIVERSITY' logo and 'Supplier Portal' text. The breadcrumb trail is 'Registration > Manage Registration Profile > Contacts'. The main content area is for 'SharkTank, Inc.' and shows a progress bar for 'Registration In Progress' with '4 of 8 Steps Complete'. A sidebar on the left lists various sections: Welcome, Company Overview, Business Details, Addresses, Contacts (highlighted), Diversity, Insurance, Payment Information, Tax Information, and Certify & Submit. The 'Contacts' section contains a table with two entries: 'Main Street Location' (Fulfillment, Other, Remittance) and 'South Street Location' (PO Failure). An 'Add Contact' button is visible below the table. The 'Edit Contact' modal is open, showing a form with the following fields: 'Contact Label *' (South Street Location), 'Which of the following business activities apply to this contact?' (PO Failure checked), 'First Name *' (Jenni), 'Last Name *' (Tonkin), 'Position Title', 'Email *' (jennit@mac.com), 'Phone *' (+1 864-555-5555), 'Toll Free Phone', and 'Fax'. Each phone field has an 'ext.' input and a note: 'International phone numbers must begin with +'. A 'Primary' section has radio buttons for 'Yes' and 'No'. At the bottom of the modal, there is a note '* Required to Complete Registration' and 'Save Changes' and 'Close' buttons.

CLEMSON UNIVERSITY Supplier Portal

Registration > Manage Registration Profile > Contacts

SharkTank, Inc.
Change Supplier

Registration **In Progress** for:
Clemson University Supplier Portal
4 of 8 Steps Complete

Welcome
Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ✓
Diversity ✓
Insurance ✓
Payment Information ✓
Tax Information ✓
Certify & Submit

Registration FAQ | View History

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 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
Main Street Location	Fulfillment (Primary) Other (Primary) Remittance (Primary)
South Street Location	PO Failure (Primary)

Add Contact

Edit Contact

Contact Label * South Street Location

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

First Name * Jenni

Last Name * Tonkin

Position Title

Email * jennit@mac.com

Phone * +1 864-555-5555 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 +

Primary Yes No

* Required to Complete Registration Save Changes Close

13. The supplier adds additional contacts if necessary.

The screenshot shows the 'Contacts' management page for 'SharkTank, Inc.' in the Clemson University Supplier Portal. The page includes a navigation sidebar on the left with a progress indicator showing '4 of 8 Steps Complete'. The main content area features a table of existing contacts and an 'Add Contact' button. The table has columns for 'Contact Label', 'Contact Types', 'Name', and 'Email'. Two contacts are listed: one for 'Main Street Location' with multiple contact types (Fulfillment, Other, Remittance) and one for 'South Street Location' with 'PO Failure (Primary)'. Each contact row has an 'Edit' button. The page also includes a 'Show Inactive Contacts' link and navigation buttons for 'Previous' and 'Next'.

CLEMSON UNIVERSITY Supplier Portal

Registration > Manage Registration Profile > Contacts

SharkTank, Inc.
Change Supplier

Registration In Progress for:
Clemson University Supplier Portal
4 of 8 Steps Complete

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

Registration FAQ | View History

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

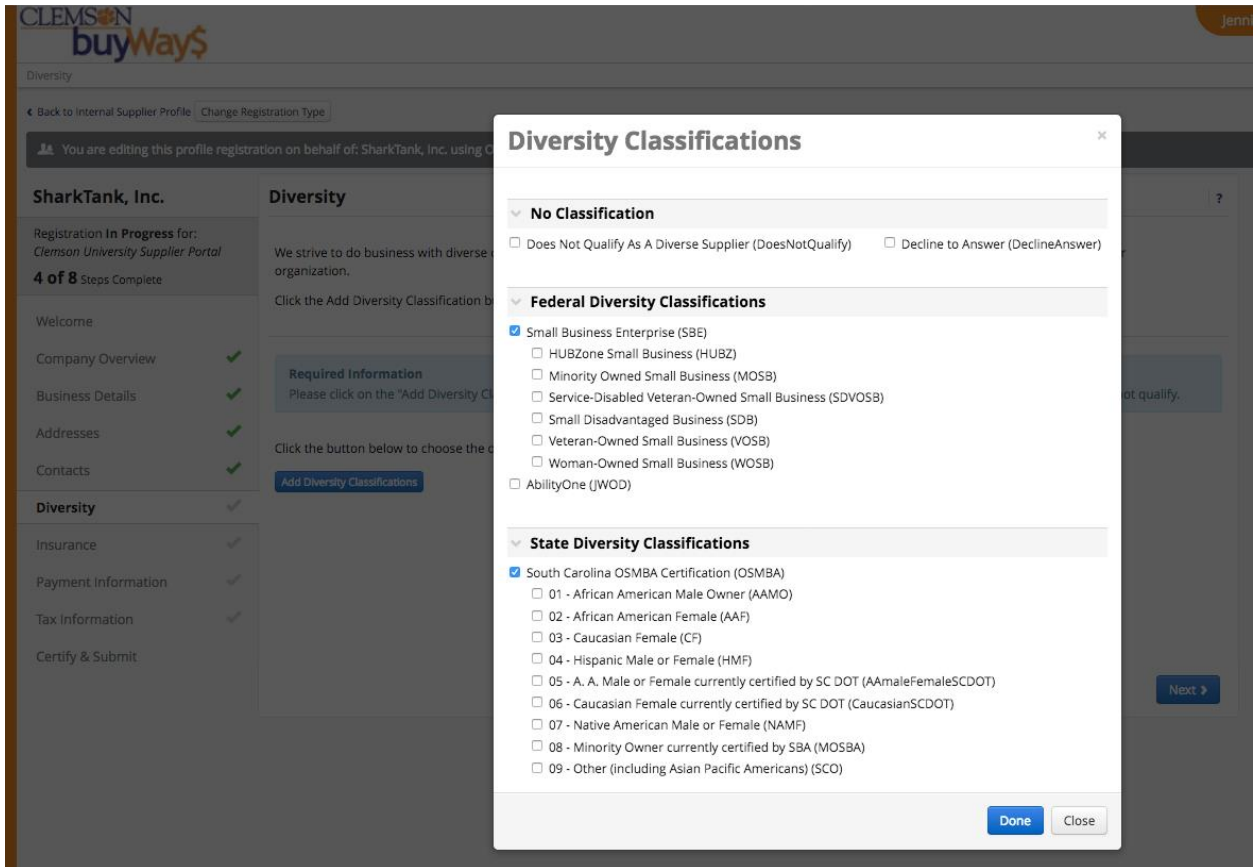
Contact Label	Contact Types	Name	Email	
Main Street Location	Fulfillment (Primary) Other (Primary) Remittance (Primary)	Tonkin, Jenni	jennit@mac.com	Edit
South Street Location	PO Failure (Primary)	Tonkin, Jenni	jennit@mac.com	Edit

[Add Contact](#)

[Show Inactive Contacts](#)

◀ Previous Next ▶

14. The supplier completes the diversity classification section. If no classification, they should choose one of the options in the “no classification” section.



15. The supplier adds their insurance information.

CLEMSON UNIVERSITY Supplier Portal

Registration > Manage Registration Profile > Insurance

SharkTank, Inc.

[Change Supplier](#)

Registration In Progress for:
Clemson University Supplier Portal

5 of 8 Steps Complete

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

[Registration FAQ](#) | [View History](#)

Insurance

Clemson and the State of South Carolina require that you maintain proper levels of insurance in order to conduct business with the Clemson/the State. You are responsible for obtaining the requisite amount of insurance. Although we do not request that you file your insurance with us, Clemson University may request original certificates and mandatory endorsements or copies of the applicable policy language effecting coverage at any time before, during, or after this contract/purchase.

Detailed insurance requirements can be found [here](#).

No Insurance has been entered.

[Add Insurance](#)

Additional Questions

[Terms and Conditions](#)

Can you provide the Insurance required by Clemson's Terms and Conditions upon request? *

Yes
 No

Will you be delivering to Clemson University premises? *

Yes
 No

Will you be providing services on Clemson University premises? *

Yes
 No

[Previous](#) [Next](#) [Save Changes](#)

16. The supplier completes their payment information as outlined on the page.

CLEMSON UNIVERSITY Supplier Portal

Registration > Manage Registration Profile > Payment Information

SharkTank, Inc.
Change Supplier

Registration In Progress for:
Clemson University Supplier Portal
6 of 8 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- 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. 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.

International
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

Required Information
At least one payment type is required to complete this section.

No payment information has been entered.

Add Payment Information ▼

- Wire Transfer
- ePayable
- Pay Mode

← Previous Next → Save Changes

17. The supplier will add payment information – either wire transfer (international business), ePayable (individual) or PayModa (domestic business).

a. ePayable example

The screenshot shows a modal window titled "Add Payment Information" with a close button (X) in the top right corner. The form contains the following fields and options:

- Payment Title ***: A text input field.
- Payment Type ***: A dropdown menu with "ePayable" selected.
- Remittance Address**: A dropdown menu.
- Electronic Remittance Email ***: A text input field.
- Currency ***: A dropdown menu.
- Active**: Radio buttons for "Yes" (selected) and "No".

At the bottom left, there is a note: "* Required to Complete Registration". At the bottom right, there are two buttons: "Save Changes" (in blue) and "Close" (in grey).

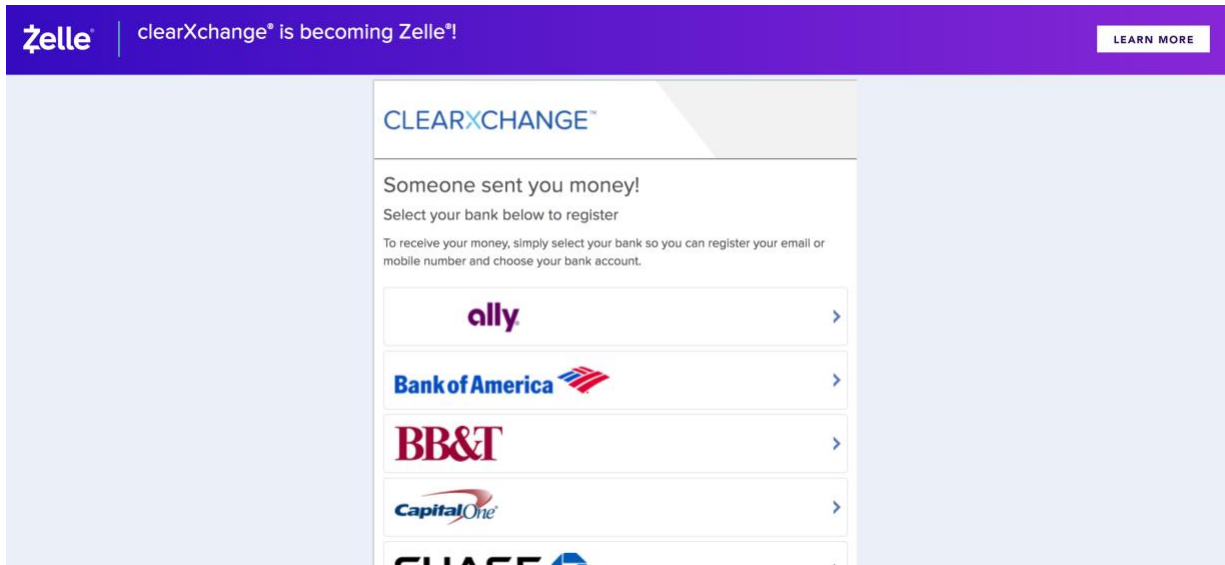
b. PayMode example

The screenshot shows a modal window titled "Add Payment Information" with a close button (X) in the top right corner. The form contains the following fields and options:

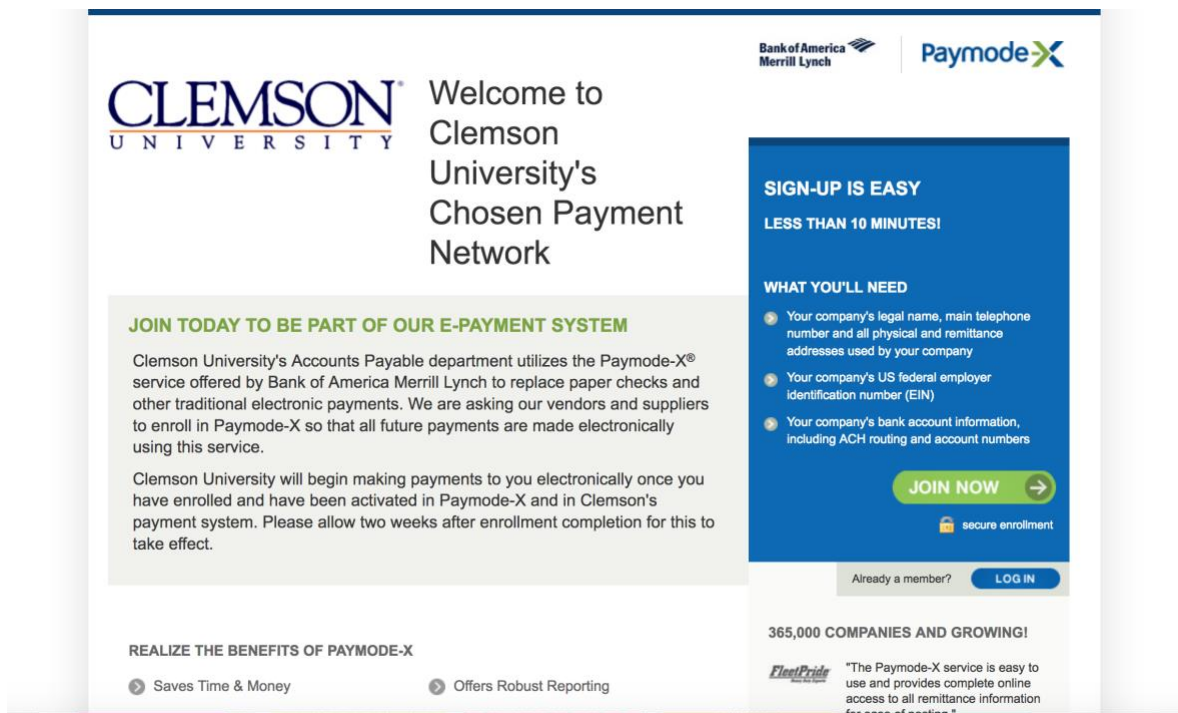
- Payment Title ***: A text input field.
- Payment Type ***: A dropdown menu with "Pay Mode" selected.
- Remittance Address**: A dropdown menu.
- Electronic Remittance Email**: A text input field.
- Currency ***: A dropdown menu.
- Active**: Radio buttons for "Yes" (selected) and "No".
- Account Id ***: A text input field.
- Confirm Account Id ***: A text input field.
- Account Holder Name**: A text input field.

At the top left of the modal, there is a note: "You will not need to create a new PayMode account." At the bottom left, there is a note: "* Required to Complete Registration". At the bottom right, there are two buttons: "Save Changes" (in blue) and "Close" (in grey).

18. This is the TigerPay landing page when the supplier follows the instructions on the payment information page above - "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."



19. This is the Paymode landing page when the supplier follows the instructions on the payment information page above - "Create an account prior to completing this section by [clicking here](#) to register with PayMode."



20. The supplier will fill out payment terms.

Registration > Manage Registration Profile > Payment Information

Business Details ✓
Addresses ✓
Contacts ✓
Diversity ✓
Insurance ✓
Payment Information ✓
Tax Information ✓
Certify & Submit

Registration FAQ | View History

*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.
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*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	
Whatever you want to name this	Pay Mode	USD	Yes	Edit

[Add Payment Information](#)

Additional Questions

Payment Terms *

- Net 30
- 2% Net 10
- 1% Net 20

← Previous Next → Save Changes

21. The supplier will attach a W-9 if they are a domestic supplier or a W-8 if they are an international supplier.

CLEMSON UNIVERSITY Supplier Portal

Registration > Manage Registration Profile > Tax Information

SharkTank, Inc.
[Change Supplier](#)

Registration **In Progress** for:
Clemson University Supplier Portal
6 of 8 Steps Complete

Welcome
Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ✓
Diversity ✓
Insurance ✓
Payment Information ✓
Tax Information ✓
Certify & Submit

Registration FAQ | View History

Tax Information ?

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Required Information
At least one tax document is required to complete this section.

No tax information has been entered

[Add Tax Document](#)
[W-9](#)

← Previous Next →

22. The supplier will upload the W-9 or W-8.

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Required Information
At least one tax document is required.

No tax information has been provided.

Add Tax Document

Add Tax Document

Tax Type * W-9

Tax Document Name *

Tax Document Year

Tax Documentation

Done ✓

Signed W-9 Form Dated 1-3-18.pdf 100% ×

[Download Pre-populated Tax Document](#)

* Required to Complete Registration

23. The supplier will continue to Proceed to Certify and Submit.

The screenshot shows the 'Tax Information' page in the Clemson University Supplier Portal. The left sidebar indicates that 8 of 8 steps are complete, with 'Tax Information' highlighted. The main content area is titled 'Tax Information' and includes a table with the following data:

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
sharktankw9	W-9	2018	View Document

Below the table is an 'Add Tax Document' button. At the bottom of the page, there are navigation buttons: 'Previous', 'Next', and 'Proceed to Certify and Submit'.

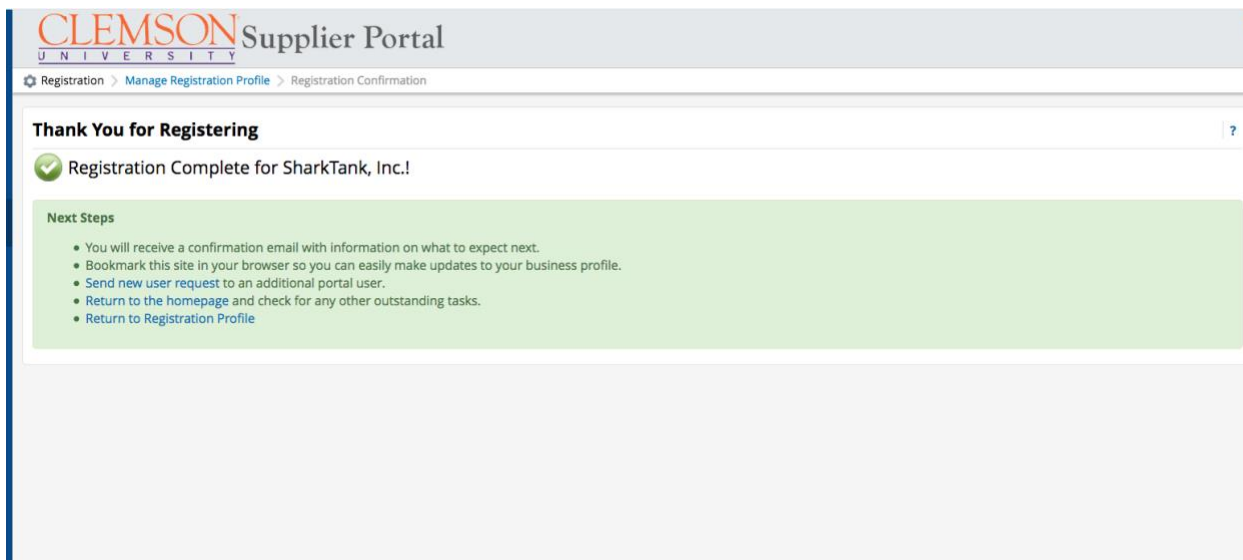
24. The supplier will confirm that all of the information is correct and click submit.

The screenshot shows the 'Certify & Submit' page in the Clemson University Supplier Portal. The left sidebar indicates that 8 of 8 steps are complete, with 'Certify & Submit' highlighted. The main content area is titled 'Certify & Submit' and includes a form with the following fields:

- Preparer's Initials:
- Preparer's Name *:
- Preparer's Title:
- Preparer's Email Address *:
- Today's Date: 4/26/2018
- Certification *: I certify that all information provided is true and accurate.

At the bottom of the page, there is a 'Submit' button and a note: '★ Required to Complete Registration'.

25. The supplier will receive a message that the registration is complete.



For more information and FAQs, see our [New Supplier Registration Process](#) page.