Timeline and Supplier’s View of the New Supplier Registration

This is a snapshot of 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.
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:

![Supplier Portal](https://solutions.clemson.edu/apples/Router/RegistrationChecklist?AuthToken=0%3AAB32%23CGC4SUfNYyViom0nWOF0)

**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
- Paymode (Domestic)
- TigrisPay (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
- Email in payment programs, such as direct deposit
- Upload insurance and diversity certifications

The status of your registration can be tracked on the left side of the screen. A green check mark indicates that all 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 returning to the Certify & Submit screen to resubmit your profile.

Please note that it is the supplier'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 (e.g., Smith, John J.).

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

Please contact Sherry Williams (Supplier Relationship Manager) at supplier@clemson.edu or (+1) 864-656-6170 for assistance.
4. Once the supplier clicks “Continue with Registration”, the supplier will be directed to the Supplier Portal to create an account.
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.
6. The supplier completes the Company Overview page.
7. The supplier completes the Business Details page.
8. The supplier adds addresses. The supplier labels the address location (i.e., Main Office, Springfield Office)
9. The supplier completes the address details.

10. The supplier files out the primary contact for this address.
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.
12. The supplier enters a contact label (ie. Main Street Office, etc.)
13. The supplier adds additional contacts if necessary.
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.
16. The supplier completes their payment information as outlined on the page.
17. The supplier will add payment information – either wire transfer (international business), ePayable (individual) or PayModa (domestic business).

   a. ePayable example

   ![Add Payment Information](image1.png)

   b. PayMode example

   ![Add Payment Information](image2.png)
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.

21. The supplier will attach a W-9 if they are a domestic supplier or a W-8 if they are an international supplier.
22. The supplier will upload the W-9 or W-8.
23. The supplier will continue to Proceed to Certify and Submit.

24. The supplier will confirm that all of the information is correct and click submit.
25. The supplier will receive a message that the registration is complete.

For more information and FAQs, see our New Supplier Registration Process page.