Business/Individual View of the New Supplier Registration

This is a snapshot of what the business sees:

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

![Email Invitation]

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

![Registration Page]

*Please note that it is the preparer's responsibility to ensure information is accurate and current. Knowledge/providing false information may result in disqualifying you from doing business with the Clemson University.*
3. The business creates an account.
4. The business logs in.
5. Once the account is created, the supplier starts their registration.

6. The supplier adds general information.
7. The business adds NAICS Codes and Counties that they service.

8. The business adds 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.
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 follow instructions to register with PayMode.

c. The business must complete the additional questions at the bottom the screen.
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.

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.