

Vendor Registration Guide

You are registering to do business with the University of Memphis and to be included on bid and quote requests for larger projects.

Link to online vendor registration: <https://umemphis.ionwave.net/VendorRegistration/PreliminaryInfo.aspx>

Preliminary info tab

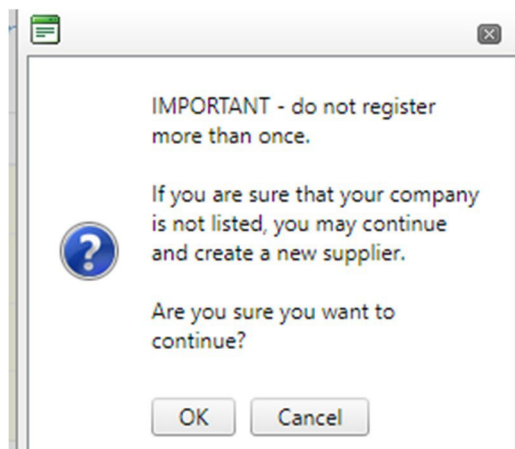
Enter Company name and phone number. Click next. List comes up with possible matches / duplicates.
Do NOT enter a DUNS number.

The screenshot shows the 'Preliminary Info' tab in the 'Supplier Registration' process. The 'Preliminary Company Information' section includes fields for 'Company Name' (Testing), 'Main Phone' ((901) 678-3565), 'Ext' (2353), and 'DUNS'. Below this, a message states: 'The following suppliers match your information. Please review the list below and if your company is listed, select it to view additional options. Please do not create duplicate supplier registrations. If your company is already a supplier in the system and you simply need a login, please contact an administrator at your organization to gain access.'

Similar Suppliers Found

Company Name	Location	Main Phone	DUNS	Status
Environmental Compliance & Testing	Memphis, TN USA	(901) 761-6197		Active
MI&T Mold Inspection & Testing Mold	roselle, IL USA	(855) 600-6653		Active
Mobile Drug Testing	Memphis, TN USA	(901) 318-7214		Active
United States Drug Testing Laboratories	Des Plaines, IL USA	(847) 375-0770	625689682	Active

Check for duplicates. Click create new supplier. Click ok on box that comes up.



Terms tab

Click box to accept terms and click **Next** at the top of the page. You may print the terms for your records by clicking "Print Terms"

Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Other Info Commodity Codes Classifications Review Complete

Terms and Conditions

U of M Procurement Services Terms and Conditions

University of Memphis Registration Terms and Conditions University of Memphis herein after referred to as "University" establishes the following Terms and Conditions to access and use this Web Site Application. Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering with the online bidding web site alone does not constitute acceptance as an approved supplier for future bidding notifications. In order to use this site, refer to the 'Browser Requirements' link on the login page. Use of Spam Filters: User agrees to enable the delivery and acceptance of all email coming from the University, USING THE UNIVERSITY'S online sourcing WEB SITE APPLICATION: The University's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the Terms and Conditions of use of the University and IWT as a designated agent. The following Terms and Conditions apply to your use of any part of this online bidding system (herein referred to as "web site") each time you use it. By registering as a supplier, you accept and agree to be bound by these Terms and Conditions. The following terms and conditions are not the University's Bid Terms and Conditions. Bid Terms and Conditions will be included within the application and attached to each bid opportunity. Registration obligations: Bidders are required to directly access and respond to events on this University website link to ensure bidders receive time-sensitive information related to bid events, including addendums, messages, etc. The University prohibits automated data scraping by supplier accounts generated by aggregators of bid information or plan room providers that are reselling this data, thus causing errors in the system and inaccurate, delayed information to the bidders. These types of supplier accounts will be deactivated, blocked and "Blocked by IWT" will be added as part of the supplier company name. The University is not responsible for and accepts no liability for any technical problems that result from using this Web site application. In consideration of your use of the web site, you agree to provide true, accurate, current and complete information about your organization. If you provide any information that is untrue, inaccurate, and not current or is incomplete, or the University has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, the University has the right to suspend or terminate your account and refuse any and all current or future use of the web site (or any portion thereof). Suppliers are responsible for keeping their information current on this web site. Suppliers are encouraged to utilize an email address or set up multiple email accounts that are regularly read to insure that incoming mail notices are read on a regular basis. This registration form is being used in lieu of Department of the Treasury Internal Revenue Service W-9 - Request for Taxpayer Identification Number and Certification Form. The authorized individual, under penalties of perjury, certifies that the number shown on this form is the correct taxpayer identification number (TIN) (or are waiting for a number to be issued), and agrees to all information, instructions and purpose of the Department of the Treasury Internal Revenue Service W-9 - Request for Taxpayer Identification Number and Certification Form by submitting this registration form. Amending This Agreement: From time to time, the University may make changes to this agreement. The University reserves the right to amend the provisions of this agreement at any time by posting these amendments on this web site. The amended agreement shall become effective immediately, and it is your responsibility to monitor this site for notices of such amendments. Eligibility: The web site is available only to the University, its designated agents, and properly registered suppliers who desire to, have entered into, or are choosing to enter into legally binding contracts with the University.

☐ I Accept the U of M Procurement Services Terms and Conditions

Print Terms

Company info tab

Company Information section: Fill in ★ required information and anything else you'd like to provide.

Keywords	Use comma or [Enter] to separate keywords	
	<div>Products & services we might search for</div>	
Bypass Company Recovery Email	<input type="checkbox"/>	Select to bypass Recovery email
* Company Recovery Email	<div></div>	
Note: In the event of staff transition, the Company Recovery Email will be used to recover access to the user account. (i.e. bids@ABCcompany.com)		
* Verify Company Recovery Email	<div></div>	

User Information section: Set up your username and password. This is how you will respond to bids and how we will contact you as a vendor. This is the main system user. Other contacts will be added later.

User Information

* User Name / Login	<div></div>	<div> Password must contain a minimum of 8 characters consisting of at least 1 number, 1 letter and 1 special character @\$%&!&*&^_+={}() \\[]:;<>.,?/~ </div>
* Password	<div></div>	
* Verify Password	<div></div>	
Prefix	<div></div>	
* First Name	<div></div>	
* Last Name	<div></div>	
Title	<div></div>	
* Email	<div></div>	
* Verify Email	<div></div>	
Office Phone	<div>() - </div>	Ext: <div></div> <input type="checkbox"/> International
Mobile Phone	<div>() - </div>	<input type="checkbox"/> International
* Time Zone	<div>-- Select --</div>	

Company Address section: Set up the main company address and contact. PO and remit to addresses can be added later.

Company Address

* Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
* City	<input type="text"/>
* State/Province	-- Select -- <input type="button" value="v"/>
* Zip/Postal	<input type="text"/>
* Country	United States <input type="button" value="v"/>
* Main Phone	(901) 678-3565 Ext: 2353__ <input type="checkbox"/> International
Toll Free	() __-__ Ext: ____ <input type="checkbox"/> International
Fax	() __-__ <input type="checkbox"/> International
Contact Name	<input type="text"/>
Email	<input type="text"/>

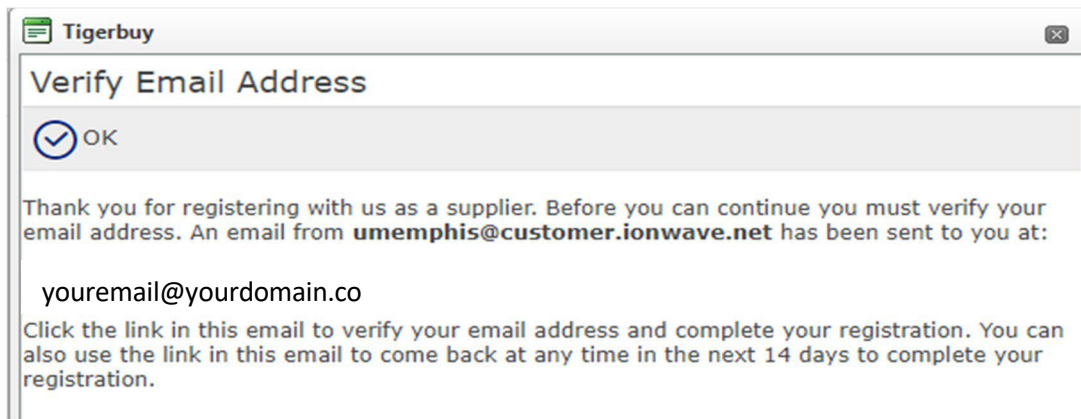


Please enter a contact here.

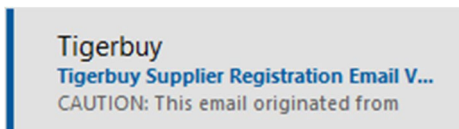
Click **Save & Next** at the top of the page

 Save and Next

You will get a pop-up confirmation letting you know you are going to get a verification email.
You MUST verify your email to continue!



Email will come from Tigerbuy. **Click the link** to verify your email and continue set up.



Tigerbuy Supplier Registration Email Verification Required



Tigerbuy <umemphis@customer.ionwave.net>
To: [redacted]

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

Tue 11/22/2022 11:53 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and trust the content is safe.

Dear Supplier,

Please click the link below to verify your email address and continue the registration process. As you work through the registration process, the data you enter will be automatically saved and can be accessed at any time by clicking this link.


[Click Here to Continue Registration](#)



This link will expire in 14 days. If you have not completed your registration during this time period, it will be deleted.

Do not reply to this message. This email address is not monitored.

Registration opens on Company Info tab. Click **Save & Next** at the top of the page.

THE UNIVERSITY OF MEMPHIS  Procurement and Contract Services

Supplier Registration

Preliminary Info Terms **Company Info** Addresses W-9 Other Info Commodity Codes Classifications Review Complete

Company Information

Save and Next

Company Information

* Trade Name (dba)

Legal Name (if different)

* Organization Type -- Select --

Formation Date

* Tax ID Number ☒ FEIN ☐ SSN/ITIN ☐ Other

DUNS

Website

Company Description

Keywords

User Information

* User Name / Login

* Password

* Verify Password

Prefix

* First Name

* Last Name

Title

* Email

* Verify Email

Office Phone () - - Ext: ☐ International

Mobile Phone () - - Ext: ☐ International

* Time Zone -- Select --

Addresses tab

Add any additional addresses needed such as PO and payment remit to. **Save** each address.

Add New Address

Cancel Save

New Address Information

* Address 1

Address 2

Address 3

* City

* State/Province -- Select --

* Zip/Postal

* Country United States

* Phone () - - Ext: ☐ International

Toll Free () - - Ext: ☐ International

Fax () - - Ext: ☐ International

Contact Name

Email

* Address Type ☐ Bid/Quote Mailing ☐ Payment ☐ Purchase Order ☐ Emergency Contact

Click **next**.

W9 tab

This information is populated from the Company Info tab. To update / correct any grayed-out information, return to the Company Info tab.

Click all buttons required and applicable and type in signature & date. Click **save & next**

Preliminary Info Terms Company Info Addresses **W-9** Other Info Commodity Codes Classifications Review Complete

Substitute W-9 Tax Identification Form

⇒ Save and Next

This information is populated from the Company Info tab. To update any grayed out information, return to the Company Info tab.

Name: Testing (as shown on your income tax return)

Business Name/Disregarded Entity Name: (if different from above)

Federal Tax Classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership):
☐ Other:

Exempt payee code: (if any)

Exemption from FATCA reporting code: (if any)

Address: 3720 Alumni Ave

City, State, Zip: Memphis, TN 38152

Taxpayer Identification Number (TIN): 62-0648618

Certification & Electronic Signature

Under penalties of perjury, I certify that:

- ☐ The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- ☐ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- ☐ I am a U.S. citizen or other U.S. person (defined in instructions), and
- ☐ The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

* Signature - Type your full name here:

* Today's date:

Other info tab

Fill in NAICS code (lookup <https://www.naics.com/search/>)

Choose Federal exclusion Yes or No

Preliminary Info Terms Company Info Addresses W-9 **Other Info** Commodity Codes Classifications Review Complete

Other Information

⇒ Save and Next

* North American Industry Classification System: Please enter your 6 digit NAICS Code(s):

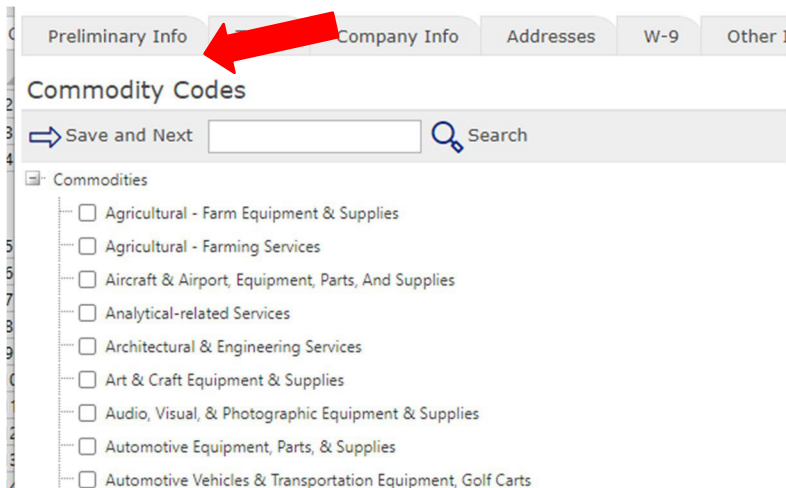
Business Type:
☐ Broker
☐ Contractor
☐ Distributor
☐ Manufacturer
☐ Manufacturers Agent
☐ Retailer
☐ Service Provider
☐ Wholesaler

* Federal Exclusion: Have you been excluded / debarred from Federal Procurement or Non-Procurement programs?
-- Select --

Number of Employees:

Commodity codes tab

Click all commodities (goods & services) you sell and would like to be included on for bid requests.



Preliminary Info **Commodity Codes** Company Info Addresses W-9 Other Info

Commodity Codes

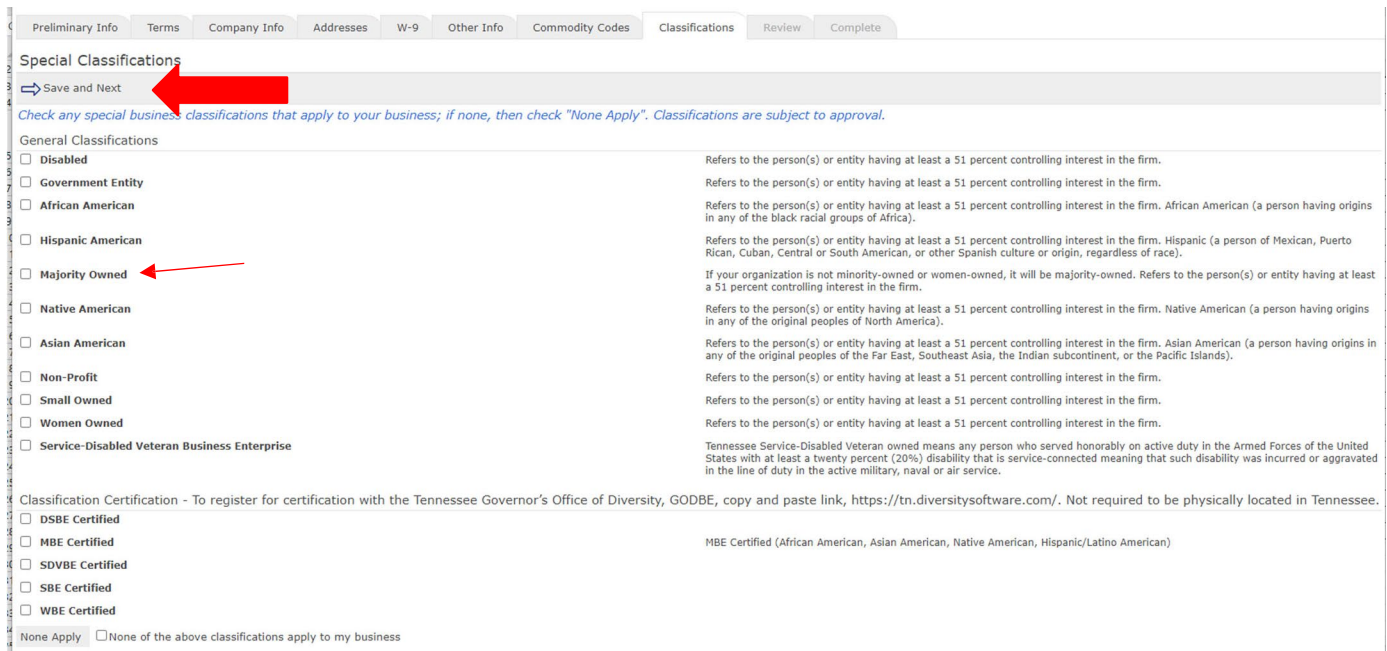
Save and Next Search

Commodities

- ☐ Agricultural - Farm Equipment & Supplies
- ☐ Agricultural - Farming Services
- ☐ Aircraft & Airport, Equipment, Parts, And Supplies
- ☐ Analytical-related Services
- ☐ Architectural & Engineering Services
- ☐ Art & Craft Equipment & Supplies
- ☐ Audio, Visual, & Photographic Equipment & Supplies
- ☐ Automotive Equipment, Parts, & Supplies
- ☐ Automotive Vehicles & Transportation Equipment, Golf Carts

Classifications tab

Click any classifications and certifications that apply. If none apply, choose “Majority Owned”. We must have this for the state of TN. Click **save & next**



Preliminary Info Terms Company Info Addresses W-9 Other Info Commodity Codes **Classifications** Review Complete

Special Classifications

Save and Next

Check any special business classifications that apply to your business; if none, then check "None Apply". Classifications are subject to approval.

General Classifications

<input type="checkbox"/> Disabled	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
<input type="checkbox"/> Government Entity	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
<input type="checkbox"/> African American	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm. African American (a person having origins in any of the black racial groups of Africa).
<input type="checkbox"/> Hispanic American	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm. Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).
<input type="checkbox"/> Majority Owned	If your organization is not minority-owned or women-owned, it will be majority-owned. Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
<input type="checkbox"/> Native American	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm. Native American (a person having origins in any of the original peoples of North America).
<input type="checkbox"/> Asian American	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm. Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands).
<input type="checkbox"/> Non-Profit	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
<input type="checkbox"/> Small Owned	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
<input type="checkbox"/> Women Owned	Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
<input type="checkbox"/> Service-Disabled Veteran Business Enterprise	Tennessee Service-Disabled Veteran owned means any person who served honorably on active duty in the Armed Forces of the United States with at least a twenty percent (20%) disability that is service-connected meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service.

Classification Certification - To register for certification with the Tennessee Governor's Office of Diversity, GODBE, copy and paste link, <https://tn.diversitysoftware.com/>. Not required to be physically located in Tennessee.

<input type="checkbox"/> DSBE Certified	
<input type="checkbox"/> MBE Certified	MBE Certified (African American, Asian American, Native American, Hispanic/Latino American)
<input type="checkbox"/> SDVBE Certified	
<input type="checkbox"/> SBE Certified	
<input type="checkbox"/> WBE Certified	

None Apply ☐ None of the above classifications apply to my business

Review tab

Review all information. Use the pencils to edit any section. When all is correct, click **Register now**.

Preliminary Info	Terms	Company Info	Addresses	W-9	Other Info	Commodity Codes	Classifications	Review	Complete
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Review

[Register Now](#)

You're almost done. Please review your information below. To make corrections, click [edit](#) on the section, or click the appropriate tab above. To complete you

Company Info

Company Information		User Information	
Company Name	Testing	User Name / Login	Procuretest
Company Description		First Name	Kerri
Organization Type	Limited Liability Company	Last Name	Reece
Legal Name		Title	
Tax ID Number	620648618	Email	kreece@memphis.edu
DUNS		Office Phone	
Formation Date		Mobile Phone	
Formation State	Tennessee	Time Zone	Central Time
Website			
Keywords			

Addresses

General/Corporate Address	
Address	3720 Alumni Ave Memphis, TN 38152
Contact Name	
Main Phone	(901) 678-3853 x3853
Toll Free	
Fax	
Email	

W-9

Substitute W-9 Tax Identification Form

Name	Testing	(as shown on your income tax return)
Business name/disregarded entity name		(if different from above)
Federal Tax Classification	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): <input type="text" value="c"/> <input type="checkbox"/> Other	
Exempt payee code		(if any)
Exemption from FATCA reporting code		(if any)
Address	3720 Alumni Ave	
City, State, Zip	Memphis, TN 38152	
Taxpayer Identification Number (TIN)	62-0648618	

Certification & Electronic Signature

Under penalties of perjury, I certify that:

- ☒ The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- ☐ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- ☒ I am a U.S. citizen or other U.S. person (defined in instructions), and
- ☒ The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Signature	Procurement testing
Date Signed	11/22/2022

If you are a sole proprietor using an SSN or a Non-US vendor, remember to send your required documentation to:
<https://securefile.memphis.edu/form/procurement>.

You will see a message that you have successfully submitted your registration and you will receive an email.

Preliminary Info

Terms

Company Info

Addresses

W-9

Other Info

Commodity Codes

Classifications

Review

Complete

Congratulations, you have successfully submitted your registration.

You will be notified via email once your registration has been reviewed.

[Return to Login](#)

Tigerbuy Registration Submission Confirmation



Tigerbuy <umemphis@customer.ionwave.net>
To

Reply

Reply All

Forward



Tue 11/22/2022 12:07 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and trust the content is safe.

Dear Supplier,

You have successfully submitted your registration for Tigerbuy.

Your registration has been sent to the system administrator and is now awaiting review. You will receive a second email upon activation or rejection of your registration. If your registration is activated, the user name and password you specified will be available for use.

Once your account is active, you will be able to login to maintain your profile, including contact information and commodity selections.

Your submitted registration information:

Testing
3720 Alumni Ave
Memphis TN 38152 US
(901) 678-3853 x3853

Do not reply to this message. This email address is not monitored.