

**Faculty & Staff:**

In order for vendors to receive payments via our eProcurement system, Tigerbuy, they must be registered in our systems.

Vendors can self-register online at <https://www.memphis.edu/procurement/tigerbuy/>.  
Vendors pay no fees to register.

**Or**, vendors can register by submitting required documents to Procurement & Contract Services office at [procurement@memphis.edu](mailto:procurement@memphis.edu).

Required documents to register:

- W-9, or W-8 (foreign vendors)
- Vendor Registration Form: [https://www.memphis.edu/procurement/pdf/vendor\\_registration.pdf](https://www.memphis.edu/procurement/pdf/vendor_registration.pdf)

Foreign vendors are unable to finalize register online, required W-8 foreign tax information must be emailed to [procurement@memphis.edu](mailto:procurement@memphis.edu).

Vendors that register as sole proprietorship using Social Security Number (SSN), must email W-9 to [procurement@memphis.edu](mailto:procurement@memphis.edu).

In addition to receiving purchase orders for payment, registered vendors will receive bid opportunities via our Tigerbuy sourcing system.

Questions or concerns during the registration process can be directed to [procurement@memphis.edu](mailto:procurement@memphis.edu), or call **901-678-2265**.