



Procurement and Contract Services

115 Administration Building
Memphis, Tennessee 38152-3370

Office: 901.678.2265
Fax: 901.678.2102

www.memphis.edu/procurement

Dear Potential Vendor:

The University of Memphis invites you to become a registered vendor in our eProcurement System, Tigerbuy. Registering with the UofM allows you to receive purchase orders, contracts, and bid opportunities related to procurement transactions.

Register with us online today at <https://bf.memphis.edu/tbuy/>. Go to the **TOP LEFT** of the page and select the option **NEW SUPPLIER/VENDOR REGISTRATION**. The registration will begin immediately in the first tab asking for your company name and tax identification number. **Complete all areas with the RED STAR next to it, as it indicates required information.**

After completing the first two tabs, a dialogue box will appear stating check your email to **verify** your email address. Check your email. Also check your **Spam** or **Junk** mail if not in your regular Inbox. Verification of your email address is required to complete the registration process.

Click on the link provided in the email, then **CONTINUE** to the remainder of the vendor registration sections. These sections include business commodities, W-9 information and NAICS (North American Industry Classification System) codes. See the following link for more information about NAICS codes: <https://www.naics.com/search/>.

Click the **NEXT** button at the top of each page to move to the next section. At the end, you will see the **FINISH** button to complete your registration.

Questions regarding registering can be directed to the office of Procurement and Contract Services at 901-678-2265, or by email to procurement@memphis.edu.

We look forward to your business connection to the UofM!

Sincerely,

Procurement and Contract Services