

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://bf.memphis.edu/tbuy/>. Vendors pay no fees to register.

Or, vendors can register by submitting required documents to Procurement & Contract Services office at procurement@memphis.edu.

Required documents to register:

- W-9, or W-8 (foreign vendors)
- Vendor Registration Form; <https://bf.memphis.edu/forms/procurement/busowner.html>

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

Vendors that register as sole proprietorship using Social Security Number (SSN), must email W-9 to 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, or call **901-678-2265**.