



Student Supplier Self-Registration Guide

September 2026

Overview

Introduction: The QRG outlines the steps for student to self register as a supplier within the University of Memphis Oracle procurement system. It is designed to help users accurately submit supplier details for registration, ensuring timely approvals and enabling smooth reimbursement payment processes.

Audience: Students seeking reimbursement for approved out of pocket expenses.

| Items Needed to Complete Registration

1. Your UID number
2. A screenshot of your student ID
3. A non-University of Memphis email address

| Before you begin

The student self-registration process takes 15-20 minutes to complete. If you leave the webpage or close the tab in the web browser, you will not be able to go back to your location and will need to start over. Contact purchasing@memphis.edu before starting over.

For the best experience, we recommend using the Google Chrome web browser.

The registration page is not optimized for mobile devices. Please use a computer or tablet to complete.

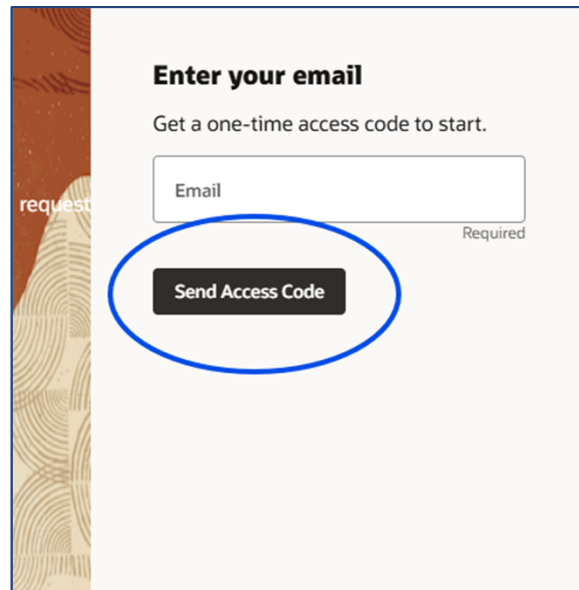
Initial Navigation

- Step 1:** Navigate to the University of Memphis Procurement Page using the following hyperlink: [Doing Business with the U of M](#)
On the left-hand side, click on the link title New Supplier Registration



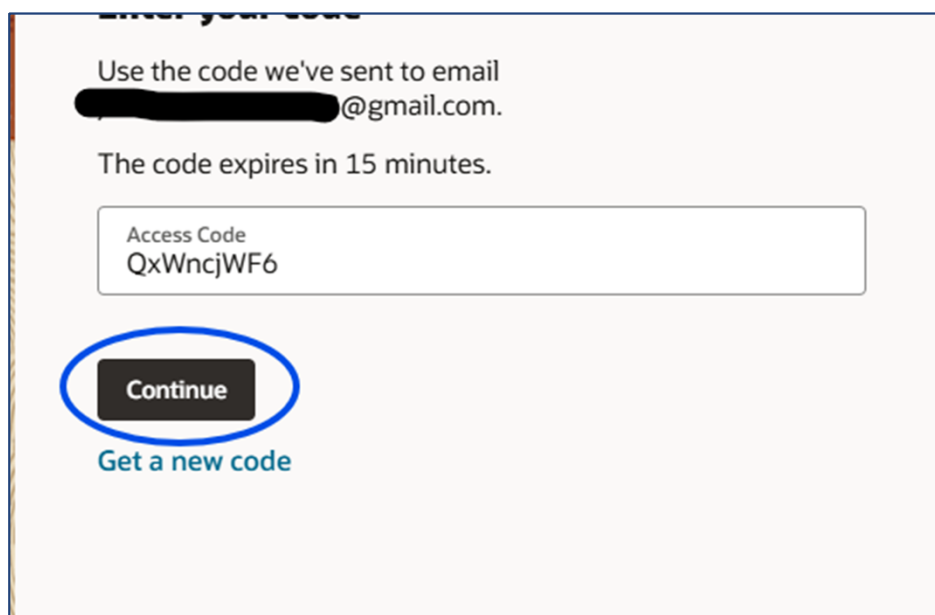
Email verification

Step 2: Enter your email address in the box on the right and click **Send Access Code**



The screenshot shows a web interface for email verification. On the left is a vertical decorative bar with a brown top and a tan fingerprint pattern. The main area has a light gray background. At the top, it says "Enter your email" in bold, followed by "Get a one-time access code to start." Below this is a text input field labeled "Email" with a "Required" note to its right. A dark gray button labeled "Send Access Code" is positioned below the input field and is circled in blue.

Step 3: Check your email for a message with the access code. The message may get flagged by your Spam/Junk Folder. The Code will expire after 15 minutes. If it expires click the blue link for a new code. Once you have the code enter it into the box and select **Continue**



The screenshot shows the next step in the verification process. It says "Enter your code" at the top. Below that, it instructs the user to "Use the code we've sent to email" followed by a redacted email address "@gmail.com." and states "The code expires in 15 minutes." There is a text input field labeled "Access Code" containing the code "QxWncjWF6". Below the input field is a dark gray button labeled "Continue", which is circled in blue. At the bottom, there is a blue link that says "Get a new code".

Enter Company Details

Step 4: Fill out the required Company Details fields, working from left-to-right, including the **Company**, **Business Relationship**, **Procurement BU**, **Request Reason**, and **Country**. For **Organization Type** select “Individual”, and complete field **Supplier Type** field selecting “Student”. Click **Continue**.

- Notes:**
- When registering an individual, put their **Full Name** as it is on their Student ID in the **Company** field
 - Please leave Business Relationship as **Prospective**
 - For request reason select **Check Request**
 - Select **United States** for the country field.
 - Please put enter the student’s UID in the **Taxpayer ID Field**.
 - If the supplier is being paid through the University Foundation, please make a note of this in the **Justification** field.
 - The supplier type field **MUST** be set to “Student” to ensure that the payment for the student is processed correctly. Failure to do this **WILL** delay payment from being issued.

Company Details

Company Required	Business Relationship Prospective	Procurement BU Required
Request Reason Required	Website	Country Required
Taxpayer ID	Tax Registration Number	D-U-N-S Number
Organization Type Required	Supplier Type	Justification

Attach tax, insurance, and other relevant documents

Drag and Drop

Select or drop files here.

Add URL

Cancel

Save

Continue

Enter Contact Details

Step 5: In the **Contacts** section, enter the student's name, email address, and phone number.

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Required Last Name Required Email Required

Job Title Country US Mobile +1

Country US Phone +1 Ext

Country US Fax +1

Is this an administrative contact? ☒ Yes ☐ No
Administrative contact will receive general communications from us.

Does this contact need a user account? ☐ Yes ☒ No
User accounts will provide online access to supplier transactions and self-service tasks.

+ Add Another Contact

Last updated 1 minute ago

Cancel Save Continue

Step 6: Select **Yes** to indicate that this individual is the administrative contact for the supplier.
Select **No** for “Does this contact requires a user account?” This is **ONLY** for businesses/companies doing active business with the University.
Click the **Continue** button to proceed to the next section of the supplier registration process.

Is this an administrative contact? ☒ Yes ☐ No
Administrative contact will receive general communications from us.

Does this contact need a user account? ☐ Yes ☒ No
User accounts will provide online access to supplier transactions and self-service tasks.

+ Add Another Contact

Last updated 6 minutes ago

Cancel Save Continue

Enter Contact & Address Details

Step 7: In the **Address** section, enter the supplier’s full address, including street, city, state, and zip code. Select the check buttons **Receive Purchase Orders**, and **Receive Payments**.

- Notes:**
- For **Address Name**, please use the best of the following options: Mailing Address, or Home Address

Addresses

Enter at least one address.

Address 1

Address Name

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders

Receive Payments

Bid on RFQs

Country/Region

United States

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

Email

Country

US

Phone

+1

Ext

Country

US

Fax

+1

Which contacts are associated to this address?

xxx xxx

xxx@gmail.com

xxx

Last updated 43 minutes ago

Cancel

Save

Continue

Update Business Classification

Step 8: Under “Which contacts are associated to this address?”, check the box with your name to associate with the contact. Click **Continue**.

Which contacts are associated to this address?

☐

xxx xxx

xxx@gmail.com

xxx

Last updated 43 minutes ago

Cancel

Save

Continue

Step 9: In the **Business Classification** drop-down choose the classification “None of the Classifications are Applicable” at the bottom pf the list. Click **Continue**.

Business Classifications

Select a classification or confirm that none are applicable.

Classification

None of the classifications are applicable

Last updated 4 minutes ago

Cancel

Save

Continue

Enter Banking Details

Step 10: If you wish for your payment to be made via ACH/Direct Deposit, please complete the Bank Accounts section. If you are being paid by check you may skip this section. Click **Continue**

Notes: This section is for US-based banks **Only**..

Bank Accounts

Bank account 1

Country

United States

Routing Number

071110712

Bank

1st Natl Bk In Taylorville

Bank Branch

071110712

Account Number

123456789101

Currency

US Dollar

Account Type

Checking

Account Holder

Last updated 48 seconds ago

Cancel

Save

Continue

Update Products & Services

Step 11: In the search bar, type in “Supplier” and press the enter key on your keyboard. Select the checkbox to indicate the **Category** as **Supplier Product & Services**. Click **Continue**.

Supplier Registration

Products and Services

Enter at least one products and services category.

Q

Search by category or description

Category	Description
☐ ▼ ☐ Supplier Product & Services	
☐ ☒ Advertising Services	
☐ ☒ Agricultural: Farm Equipment	Agricultural: Farm Equipment
☐ ☒ Agricultural: Farm Supplies	Agricultural: Farm Supplies
☐ ☒ Agricultural: Farming Services	Agricultural: Farming Services
☐ ☒ Aircraft and Airport: Equipment	Aircraft and Airport: Equipment
☐ ☒ Aircraft and Airport: Parts and Supplies	Aircraft and Airport: Parts and Supplies
☐ ☒ Analytical-related Services	Analytical-related Services
☐ ☒ Architectural and Engineering Services	Architectural and Engineering Services
☐ ☒ Art and Craft Equipment	Art and Craft Equipment

Last updated 2 minutes ago

Cancel

Save

Continue

Questionnaire

Step 12: Answer all questions on the questionnaire as all are required.

- For Question one select option A and attach the screenshot of your student ID
- For Question 2, select option B if you entered your banking information, and option D if you did not.

Supplier Registration

Questionnaire

UofM Supplier Additional Details 

Section 1 of 1

1. Attach Taxpayer ID Form
(Upload the appropriate form(s) and documentation)

Required

☐ a. US Based Company or Individual – Attach required W9 Form: www.irs.gov/pub/irs-pdf/fw9.pdf

☐ b. Foreign Based Company (Please upload W-8BEN-E) or Individual (Please upload W-8BEN) – Attach applicable W8 Form for more information please refer: <https://www.irs.gov/forms-pubs/about-form-w-8>

2. Select one from the available Payment Terms below:

Required

☐ a. Virtual card payment (Net 15)

☐ b. ACH (Net 15)

☐ c. Wire (international)

☐ d. Check (Net 30)

Questionnaire (cont.)

- Step 13:**
- For Question 3 & 4, select option B.
 - For Question 5, enter your year of birth.
 - For Questions 6 & 7, enter you non-U of M email address.

Once completed press the **Submit** button.

3. Are you Sam.Gov Federally Registered?
Required

☐ a. Yes

☐ b. No

4. Are you in Federal exclusion (debarred) list?
Required

☐ a. Yes

☐ b. No

5. What year was your company formed?
Required

6. Please provide supplier email address where Purchase Orders are to be sent:
Email address for PO
Required

7. Please provide supplier email address where payment remittance advices are to be sent:
Email address for Remittance advices.
Required

End of Section 1 of 1

Updated just now

Cancel Save **Submit**