



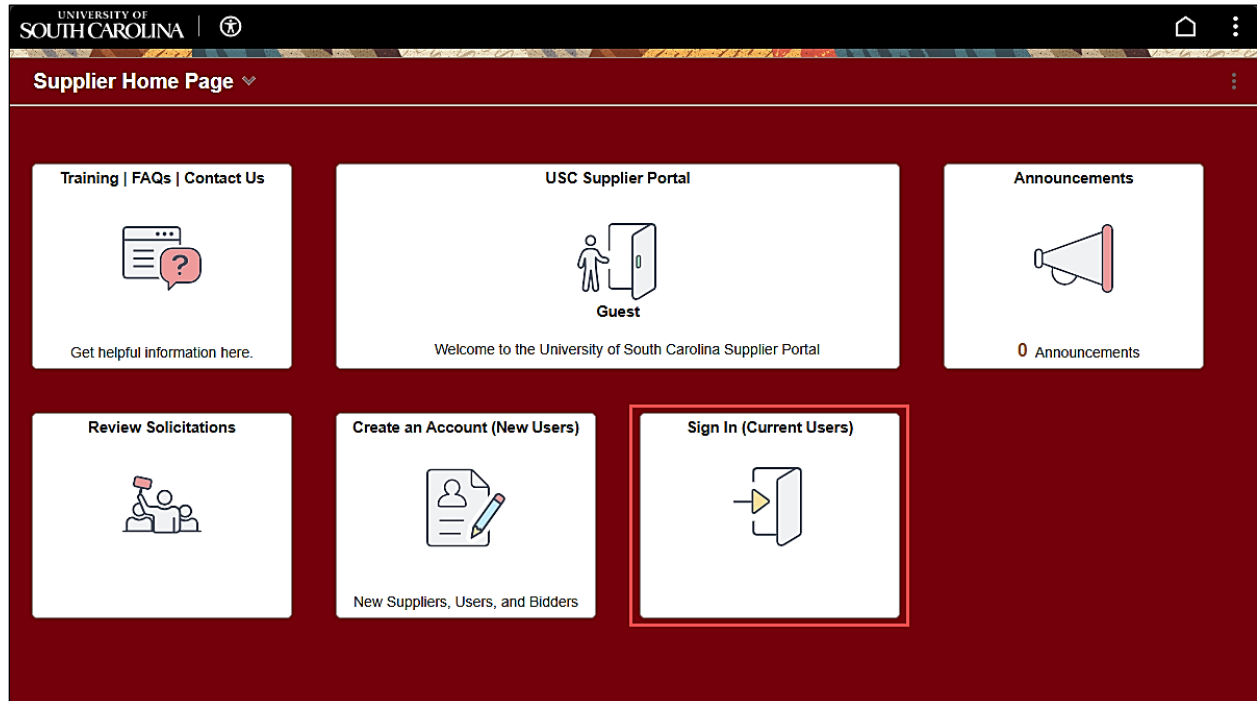
Office of the Controller General Accounting – Supplier Self-Service Portal ACH Update Change Request for a US Supplier

How to create a change request for a US Supplier using the Supplier Self-Service Portal:

This guide is intended for external suppliers wishing to do business with the University of South Carolina. The job aid outlines the necessary steps for a supplier to create a change request for an ACH update in the University of South Carolina's Supplier Self-Service Portal.

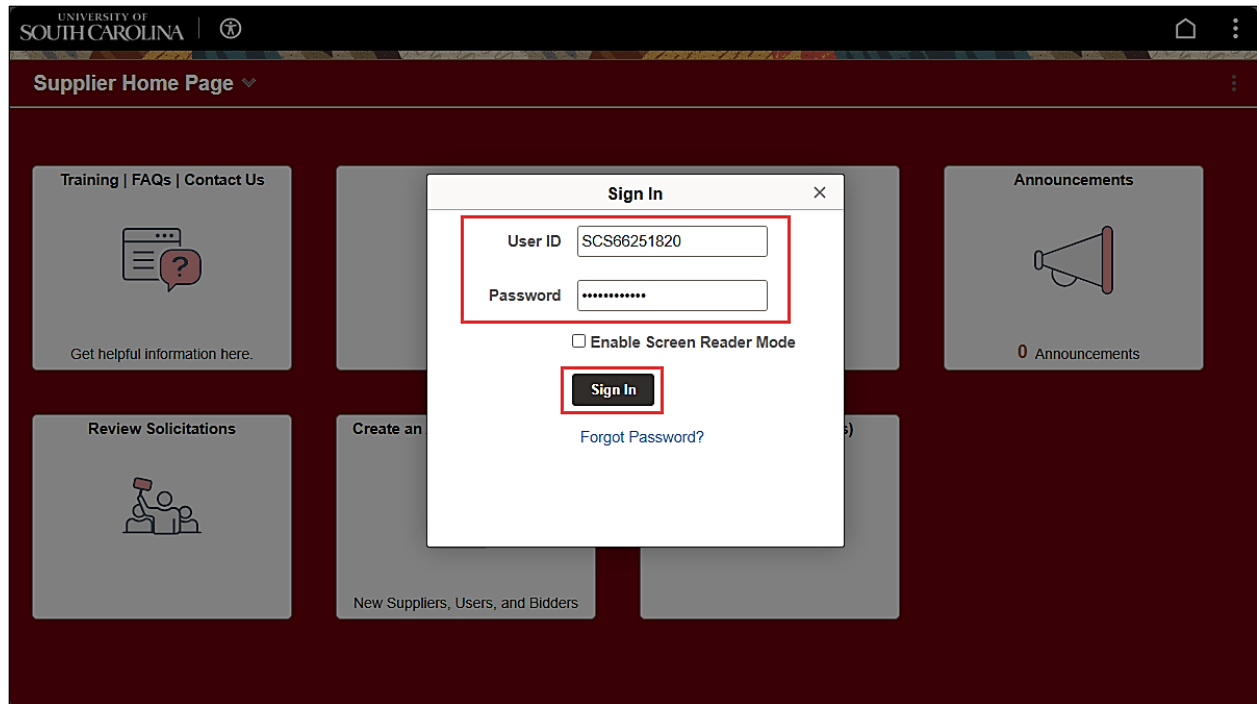
Step 1: After creating a User ID, the approved User ID will be received in an email. This User ID and the password created when completing the Request a User ID form will be used to sign in when a change request is needed.

Step 2: On the [Supplier Home Page](#), click the **Sign In (Current Users)** tile to sign in, using your User ID and password.

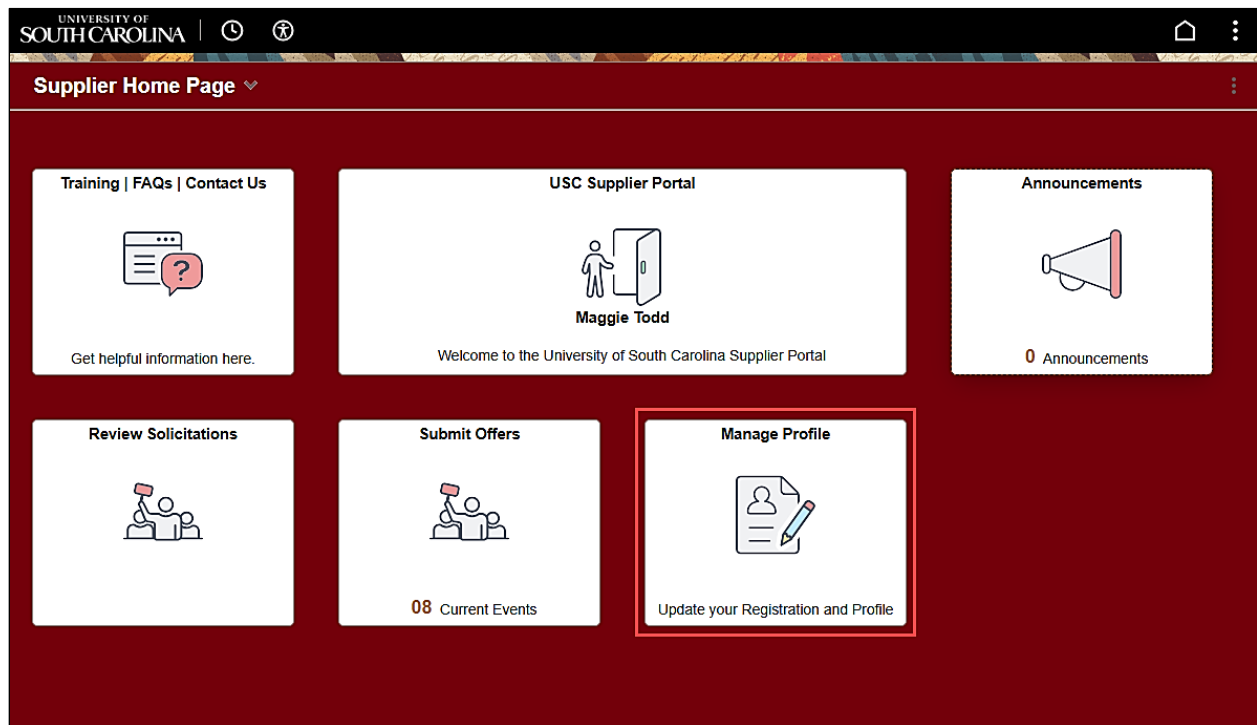


Step 3: Enter your **User ID** and **Password**.

Step 4: Click the **Sign In** button.



Step 5: Notice when you sign in the **Manage Profile** tile is now available. Click the **Manage Profile** tile to begin the change request.



Step 6: Select Domestic Change Request.

Note: If you have pending change requests, the first page you will see is the Supplier **Change Request Selection** page. If necessary, review the list of all pending change requests. If you do not need to review the pending change requests, click **Create New Request** to move on to the Welcome page. For this example, the supplier has no pending requests.

Step 7: Begin the change request process by reading the **Welcome** text, then click the **Next** button to move on to the Supplier Profile.

The screenshot displays the 'Manage Profile' interface. On the left, a sidebar lists navigation options: 'Password and Email', 'Domestic Change Request' (highlighted with a red box), 'International Change Request', 'My Offeror Profile', 'Offeror Change Request', and 'My Categorizations'. The main content area features a progress bar at the top with steps: 'Welcome', 'Supplier Profile', 'Addresses', 'Contacts', 'Payment Profile', and 'Submit'. Below the progress bar, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a red box. The main text area includes a welcome message for 'Maggie Todd (SIDEARM SPORTS LLC)', a helpful tip with a link to 'here', and detailed instructions about the change request process. At the bottom right, there is a 'Review Changes' link and another set of navigation buttons, including 'Next >' which is also highlighted with a red box.

Step 8: Click the **expand arrow** to view and answer the **Profile Questions**. It is important to note that the first time you answer these questions, the same responses default when you create additional change requests. Be sure to always read each question carefully to ensure they are answered appropriately for that specific request.

Step 9: Click the **Yes** option to Question 3 regarding ACH payments.

Step 10: Click the **Next** button to move on and add or edit an address.

> Additional Reporting Elements

< Profile Questions

*1) Have you had a tax ID number or name change? If yes, please exit this application and contact the Supplier Team at apsupplr@mailbox.sc.edu for further instruction.

☐ Yes

☒ No

*2) Has your primary address changed? If yes, please attach a new W-9 below.

☐ Yes

☒ No

3) Primary / tax address changes require an updated W-9. Please attach a completed and signed W-9 form.

Attachments (0) [Add/View Attachments](#)

*PAYMENT OPTION: The University of South Carolina strongly encourages all suppliers to enroll in the ACH (Direct Deposit) payment disbursement.

Do you wish to enroll in or update your ACH (Direct Deposit)? Select Yes or No. If Yes you will provide your payment information on the Payment Information tab.

Please note that for initial supplier registration, not enrolling in ACH (Direct Deposit) may significantly delay payment.

☒ Yes

☐ No

< Comments

[Review Changes](#)

Exit
Save for Later
< Previous
Next >

Step 11: Click the **pencil icon** to edit an existing address.

Step 12: To add a new address, click the **Add New Address**. For this example, we are updating the **Remit** address. If applicable, checks will be sent to this address.

Step 13: Click the **Next** button to move on to Contacts.

Addresses for SIDEARM SPORTS LLC [Review Changes](#)

If your primary or remit address has changed, please be sure to attach a new W-9 in the "Supplier Profile" tab prior to updating any addresses below.

Description	Address Line 1	Change Action	Change Effective Date	Edit
PRIMARY	2400 DALLAS PKWY STE 500 .			
REMIT	PO BOX 843038			

[Add New Address](#)

[Review Changes](#)

Exit Save for Later < Previous **Next >**

Step 14: Use the **Contacts** page to add additional contacts or edit existing contacts.

Step 15: Use the **pencil icon** to edit information for an existing contact.

Step 16: Use the **Add New Contact** button to add additional contacts.

Step 17: Select **ACH** from the **Contact Type** drop down menu.

Step 18: Click the **OK** button.

Step 19: Click the **Next** button to move on to Payment Profile.

WelcomeSupplier ProfileAddresses**Contacts**Payment ProfileSubmit

ExitSave for Later◀ PreviousNext ▶

Contacts for SIDEARM SPORTS LLC

 [Review Changes](#)

Add new contact or select the pencil icon to edit the details for an existing contact.

If a new contact needs access to maintain your profile, please have them request a supplier user ID.

Name	Address	Change Action	Change Effective Date	Edit
Maggie Todd		Add	02/04/2025	

Add New Contact

 [Review Changes](#)

ExitSave for Later◀ PreviousNext ▶

The **Payment Profile** page is used to add or change payment information.

Step 20: Use the **pencil icon** to edit information If you are currently paid via our ACH (Direct Deposit) disbursement program and need to change banking information

Step 21: Use the **Add New Location** button to add banking information.

Payment Profile for SIDEARM SPORTS LLC

If you are currently paid via our ACH (Direct Deposit) disbursement program and need to change banking information, please click on the pencil icon for the appropriate location below to add this information.

Location	Description	Action	Change Effective Date	Default	Edit
0001	MAIN		12/04/2023	☒	

[Add New Location](#)

*Required Field

[Review Changes](#)

Step 22: Enter your email address under **Payment Notification Preferences**.

Step 23: Click the **Add Bank Account** button.

Payment Profile

Supplier: SIDEARM SPORTS LLC
REMIT
PO BOX 843038
KANSAS CITY, MO 64184-3038

Expand All Collapse All

Payment Method: Automated Clearing House

Payment Notification Preferences

☒ Enable FG Remittance Advice

*Email ID:

Payment Method: Automated Clearing House

Location Comments

Comment:

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #
☐					

[Add Bank Account](#)

OK Cancel

Step 24: Enter the **Bank Name**, **Bank ID**, **Bank Account Number**. Select the **Account Type** from the drop-down menu.

Note: Use the Bank Info Instructions button for more information.

Step 25: Click the **OK** button.

Add New Supplier Bank Account

Bank Accounts

Country USA United States

*Bank Name Bank of America [Bank Info Instructions](#)

Bank ID Qualifier 001 United States Bank

*Bank ID 001

*Bank Account Number 11111111112

DFI Qualifier 01 Transit Number

IBAN

*Account Type Check Acct

☒ Show/Edit Bank Account Number

OK Cancel

Step 26: The bank will be added under Bank Accounts. Click the **OK** button.

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #	Edit
☒	Bank of America	073902274			XXXXXXXX1112	Edit

Add Bank Account

OK Cancel

Step 27: The ACH (Direct Deposit) Attestation pop-up box will appear. Click the **OK** button.

ACH (Direct Deposit) Attestation (30000,216)

By entering this electronic payment information, I authorize the University of South Carolina to initiate electronic credit entries to the checking or savings account at the financial institution identified herein. I understand that payments may be made by the University of South Carolina, to me or the supplier I represent only to the one bank account indicated. In the event of overpayment to this bank account, I authorize the University of South Carolina to make an adjusting debit entry to the account up to the amount of the overpayment. I may revoke or cancel this authorization and enrollment by notifying the University of South Carolina Controller's Office in writing at least fifteen (15) days prior to termination. Any change to the bank account or to a new financial institution will require a new ACH authorization via a supplier change request. Failure to notify the University of South Carolina Controller's Office of an account change will delay payment.

OK Cancel

Step 28: Click the **Next** button.

Payment Profile for **SIDEARM SPORTS LLC**

If you are currently paid via our ACH (Direct Deposit) disbursement program and need to change banking information, please click on the pencil icon for the appropriate location below to add this information.

Location	Description	Action	Change Effective Date	Default	Edit	Delete
0001	MAIN		02/04/2025	☒		
		Remove	02/04/2025	☐		

[Add New Location](#)

*Required Field

[Review Changes](#)

Exit Save for Later < Previous **Next >**

Step 29: Check to make sure the change request communications are going to the appropriate contact.

Step 30: Add a comment describing the change.

Step 31: Select the box to confirm that you have reviewed your changes.

Step 32: Click the **Submit** button.

Note: You can click the **Review** button to review the registration information. Click the **pencil icons** within the review page to make any necessary edits.

Review and Submit Changes for **SIDEARM SPORTS LLC**

Click the review button and confirm your changes before submitting.
Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:
mgtodd@mailbox.sc.edu

*Change Type: Change Request

Please describe your changes:
Updated the ACH payment.

230 characters remaining

☒ Check if you have reviewed your changes.

Review Withdraw **Submit**

Exit Save for Later < Previous Next >

The supplier change request has been submitted. All Supplier Change Requests will be approved by the Supplier Team.

You will receive an email informing you the change request has been approved or additional information is needed.

Thank you for keeping your supplier information current and we look forward to continuing to do business with you!

The screenshot displays a web application interface. On the left, a sidebar titled 'Manage Profile' contains several menu items: 'Password and Email', 'Domestic Change Request', 'International Change Request' (which is highlighted), 'My Offeror Profile', 'Offeror Change Request', and 'My Categorizations'. The main content area is titled 'Supplier Change Request Submit Confirmation'. It features a 'Pending Approval' status and a green checkmark icon followed by the text 'You have successfully submitted your Supplier Change Request'. Below this, it states 'Your Change Request ID CHG0004899' and 'Any email regarding the request status will be sent to: mgtodd@mailbox.sc.edu'. At the bottom, there are two links: 'Return to Supplier Change Request Selection Page' and 'Return to Supplier Home Page'.