



Office of the Controller General Accounting – Supplier Self-Service Portal Requesting a User ID

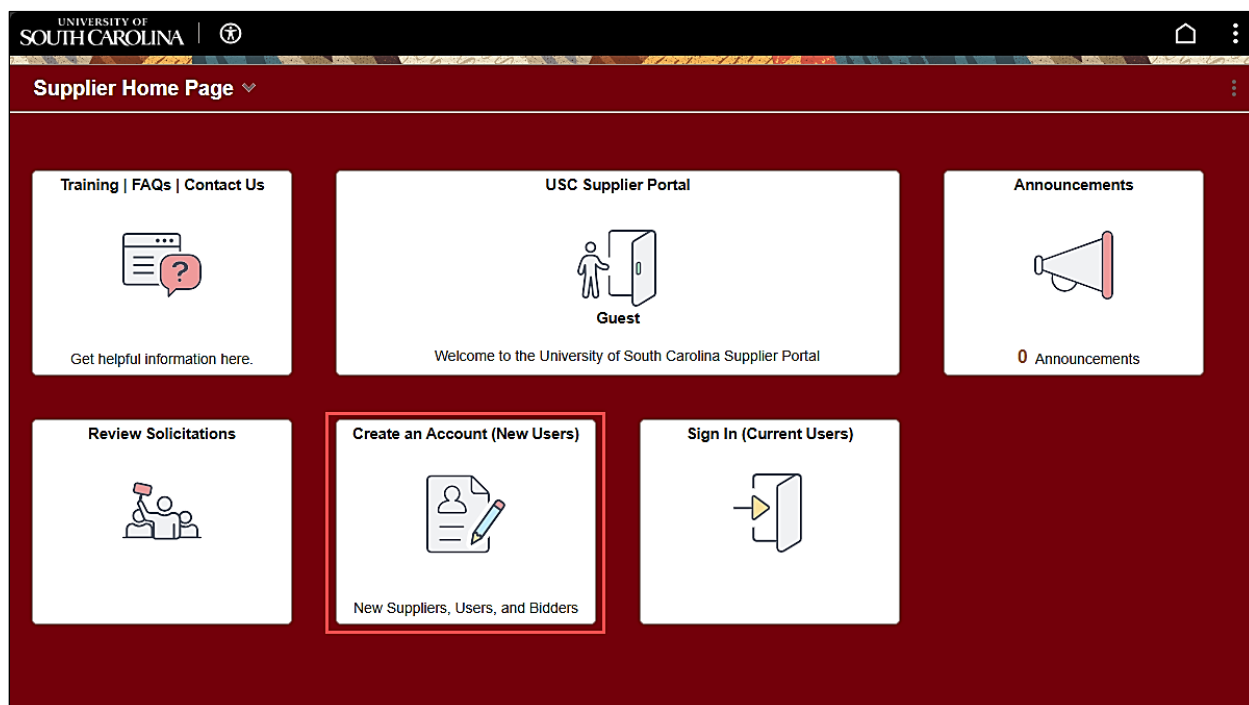
How to request a User ID using the Supplier Self-Service Portal:

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 request a User ID using the University of South Carolina's Supplier Self-Service Portal.

Be sure to use the **Question Mark** icons available throughout the registration process for help along the way.

Step 1: Receive an email invite to request a User ID from a USC Supplier Liaison.

Step 2: On the Supplier Home Page, click the **Create an Account (New Users)** tile to request a User ID.



Step 3: Click the **More** link to view more details about the information needed to complete a request.

Step 4: Click the **Register now** button for the correct supplier option.

For US Suppliers: Get User ID – Active Supplier

For International Suppliers:

When requesting a User ID for a current International Supplier be sure to select the correct option.

- **User ID Request – International A:** User ID Request for a current International Supplier with a Foreign Tax ID.
- **User ID Request – International B:** User ID Request for a current International Supplier with a U.S. Tax ID.

The screenshot shows a web browser window with the title "User Registration". The page contains five registration options, each with an icon, a title, a description, a "More..." link, and a "Register now" button. The "Register now" buttons for the first, third, and fifth options are highlighted with red boxes.

- Get User ID - Active Supplier**: Are you an active University Supplier? You can obtain a User ID here as a domestic (U.S.) supplier. This option is NOT for Bidder/Offers.
- New Bidder**: DO NOT choose this option if you have been invited to register as a Supplier. Choose this option only to become a Bidder/Offerror for the purposes of submitting bids or proposals.
- New International Supplier**: Have you been invited by a University contact to complete a new supplier registration? Use this registration if you are a non-US corporation or individual.
- Get User ID - Current Intl. A**: Are you an active international University Supplier with a Foreign Tax ID number? Use this registration to get a User ID. This option is NOT for Bidder/Offers.
- Get User ID - Current Intl. B**: Are you an active international University Supplier with a U.S. Tax ID? Use this registration to get a User ID. This option is NOT for Bidder/Offers.

Step 5: Enter the 10-digit Supplier ID number in the **Supplier ID** field. If you do not remember the ID, please reach out to your Supplier Liaison.

Step 6: Enter the **U.S. Tax ID or Foreign Tax ID**.

For US Suppliers: Enter the U.S. Tax ID or Social Security Number for a Supplier in the U.S. Tax Identification Number field.

Supplier User Registration

Register New User Accounts

Welcome to the University of South Carolina domestic supplier user ID request form.

TIP: For a step-by-step job aid to assist in requesting a user ID, please click [here](#).

Please complete the fields below. Any fields marked with an asterisk are required.

If you have any questions, please contact your UofSC Department Contact/Supplier Liaison.

Supplier List

*Supplier ID	U. S. Tax Identification Number	
0000003759	980423753	

Add

For International Suppliers:

- For an **International Supplier with a Foreign Tax ID**, use the User ID Request-International A form to enter the Foreign Tax ID number.
- For an **International Supplier with a U.S. Tax ID**, use the User ID Request-International B form to enter the U.S. Tax Identification number. A U.S. Tax ID number can be FEIN (entities) and SSN or ITIN (individuals).

Step 7: Click the **Add** button to request a User ID for additional Suppliers for which you are the contact.

Supplier List

*Supplier ID	Foreign Tax Identification	
0000003759	980423753	

Add

Once a valid Supplier ID and U.S./Foreign Tax ID/SSN are entered, a User ID is created. User IDs will be emailed after submission at the bottom of the page.

Step 8: Enter the User Account Information. For more information, click the question mark icon for help text.

Step 9: Create a **password**. Password must include at least one upper case letter, lower case letter, number, and special character. It is very important to make note of your password as it will not be emailed to you for security reasons.

Step 10: Enter your name and email ID.

Step 11: Select a **Password reset question**. Select a question from the drop-down menu and type the answer in the field below.

Step 12: Select the box to **accept** the **Terms and Conditions**.

Step 13: Click the **Submit** button.

The screenshot shows a web form titled "User Account Information" with a help icon. The form contains several input fields and a dropdown menu. Red rectangular boxes are drawn around the following elements to indicate required fields:

- The "Your User ID will be e-mailed to you." label and the text input field containing "SCS66251820".
- The "Create a password." label and its corresponding password input field.
- The "Confirm your password." label and its corresponding password input field.
- The "Enter your first and last name." label and the text input field containing "Maggie Todd".
- The "Enter your email address." label and the text input field containing "mgtodd@mailbox.sc.edu".
- The "*Select a password reset question." label, the dropdown menu showing "What is your best friend's name?", and the text input field containing "Joanne".
- The checkbox labeled "Select to accept the Terms of Agreement below." which is checked.
- The "Submit" button.

Below the form, there is a link for "Terms of Agreement" and a footer note: "* Required field".

Step 14: Click the **OK** button to complete the request. The supplier User ID request has been submitted.

To make changes to supplier information, please sign in to the Supplier Self-Service Portal using the User ID (emailed) and the password you have created. There, you can submit a Change Request to update your information.

Thank you for requesting a User ID and we look forward to continuing to do business with you!

The screenshot displays the 'Supplier User Registration' form. At the top, there are input fields for '*Supplier ID' and 'U. S. Tax Identification Number', followed by an 'Add' button. Below this is the 'User Account Information' section, which includes fields for 'Your User ID will be e-mailed to you.' and 'Create a password.'. A central white box contains a success message: 'User Account has been created.' followed by 'The User ID has been sent to the email address included on the form. You may create another User ID, or you may return to the Supplier Home Page to sign in with your new account.' An 'OK' button is highlighted with a red rectangle. Below the message box are fields for '*Select a password reset question.' and 'Enter your answer to the question.'. The 'Terms and Conditions' section includes a checkbox to 'Select to accept the Terms of Agreement below.' and a link to 'Terms of Agreement'. At the bottom is a 'Submit' button. A legend at the very bottom indicates '* Required field'.