University of South Carolina
Controller's Office – Supplier Self-Service Portal
Registration for a Domestic Business Supplier

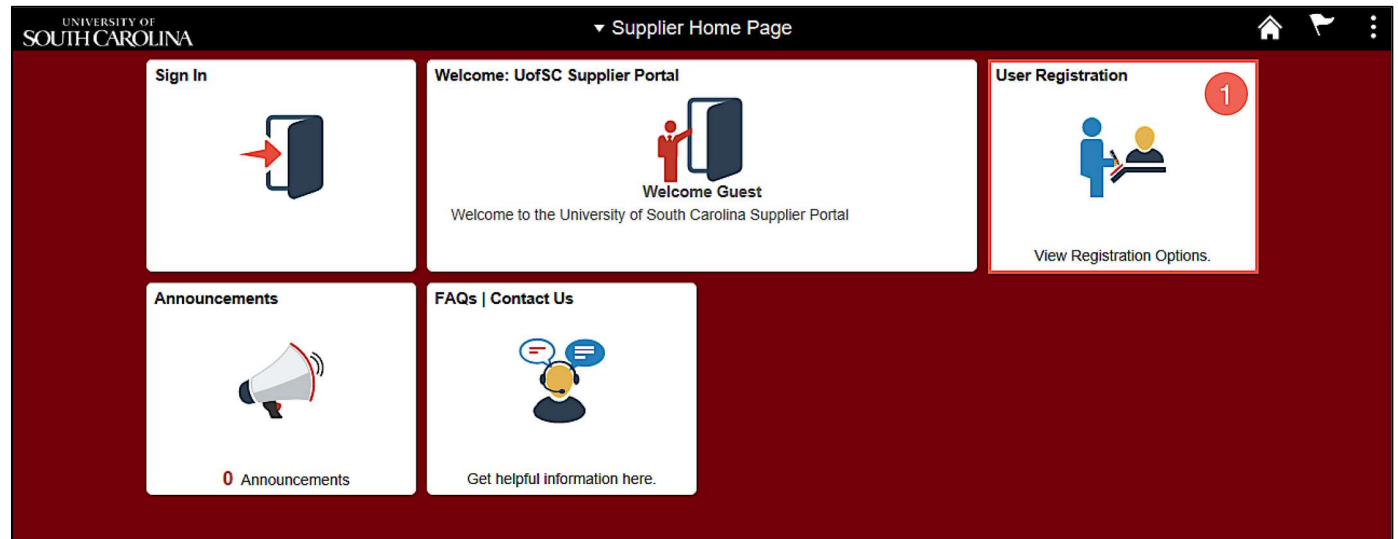| **How to register as a Domestic Business/Individual Supplier using the Supplier Self-Service Portal:** |
|---|
| This guide is intended for external suppliers wishing to do business with the University of South Carolina. The job aid outlines the necessary steps for a supplier to register in the University 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.

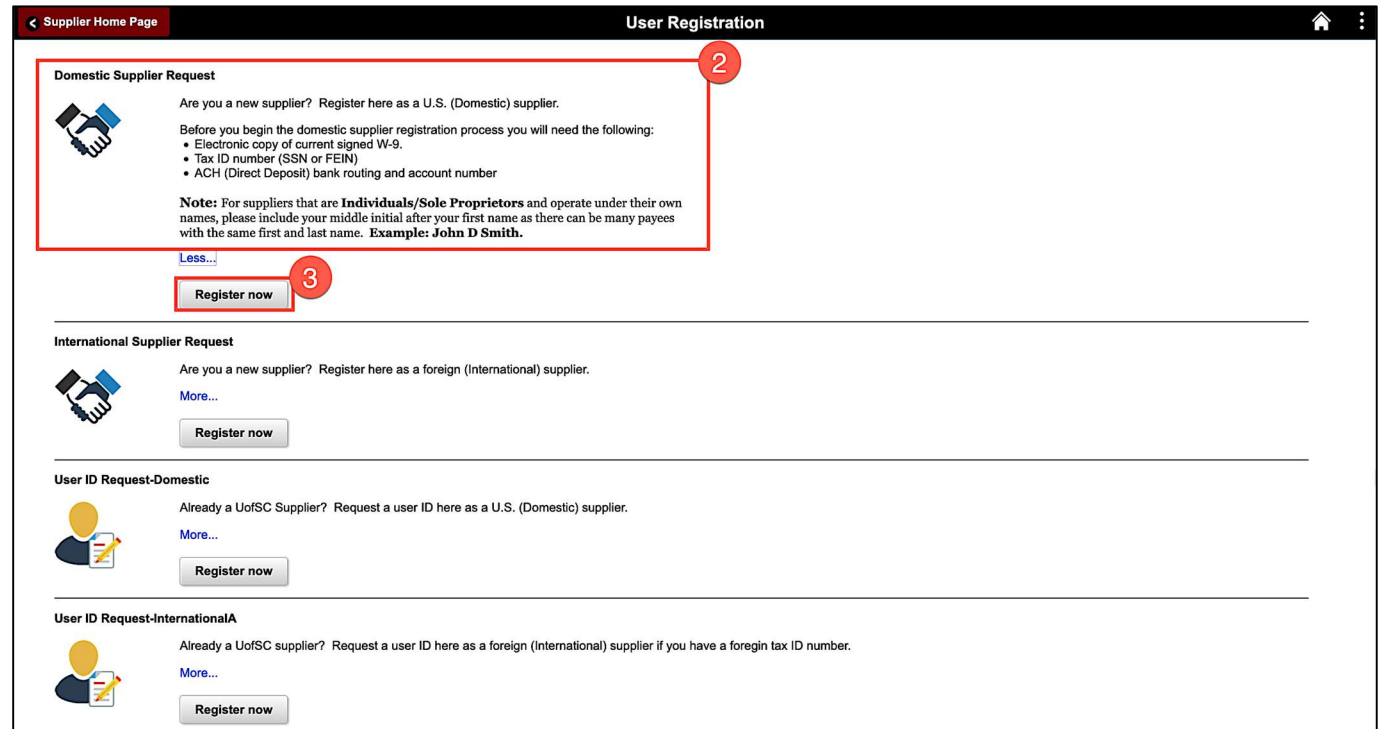| Processing Steps	Screen Shots
Receive an email invite to register from a UofSC Supplier Liaison. **Step 1:** On the Supplier Home Page, click the **User Registration** tile to register as a new supplier.	

Step 2: Click the **More** link to view more details regarding the information that will be needed to complete the registration.

Step 3: To begin the Domestic Supplier Request **for a new supplier**, click **Register Now**.

< Supplier Home Page   User Registration

Domestic Supplier Request

Are you a new supplier? Register here as a U.S. (Domestic) supplier.

Before you begin the domestic supplier registration process you will need the following:
- Electronic copy of current signed W-9.
- Tax ID number (SSN or FEIN)
- ACH (Direct Deposit) bank routing and account number

Note: For suppliers that are **Individuals/Sole Proprietors** and operate under their own names, please include your middle initial after your first name as there can be many payees with the same first and last name. **Example: John D Smith.**

Less...

Register now

International Supplier Request

Are you a new supplier? Register here as a foreign (International) supplier.

More...

Register now

User ID Request-Domestic

Already a UofSC Supplier? Request a user ID here as a U.S. (Domestic) supplier.

More...

Register now

User ID Request-InternationalA

Already a UofSC supplier? Request a user ID here as a foreign (International) supplier if you have a foregin tax ID number.
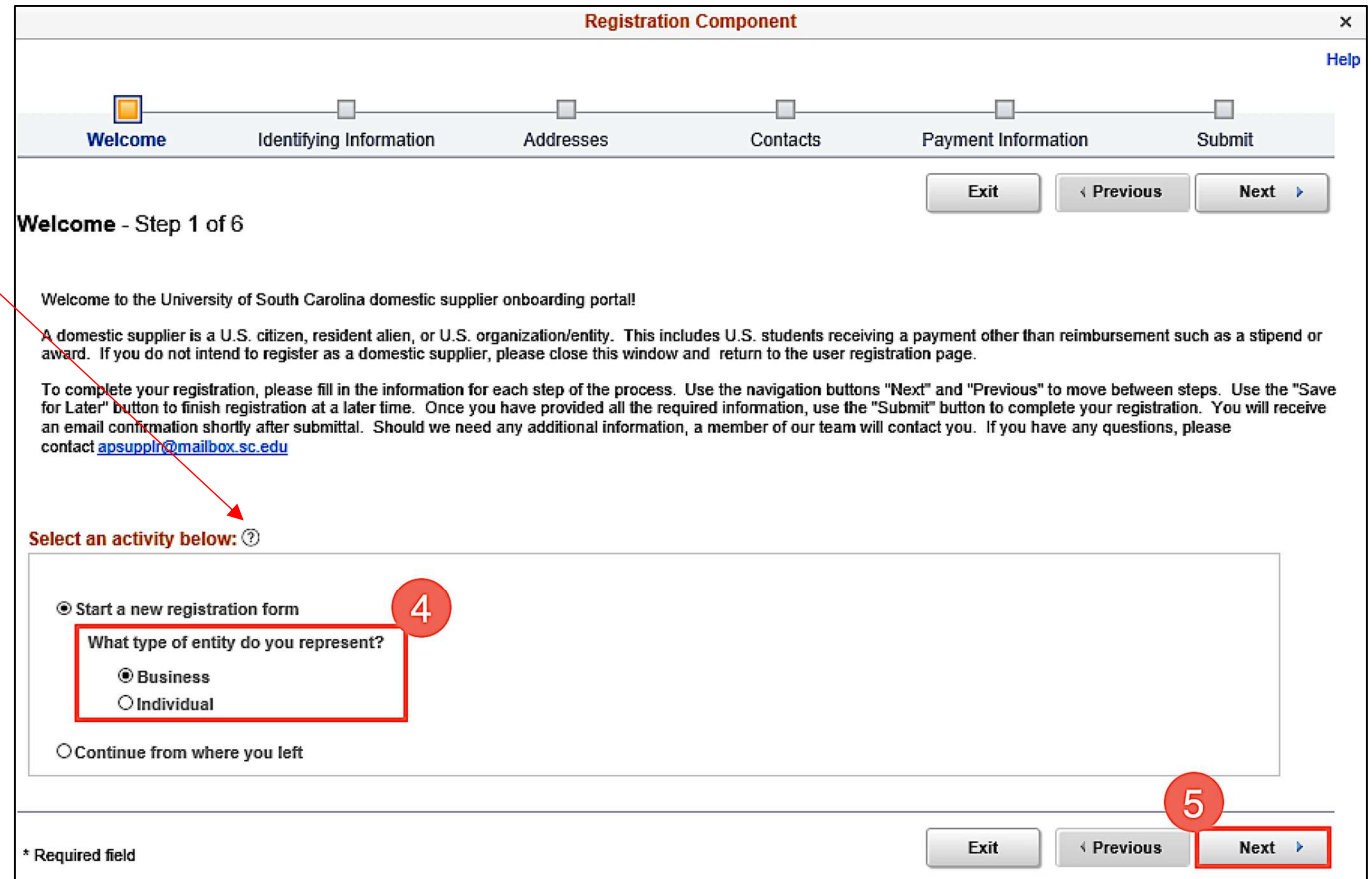
More...

Register now

Begin the registration process by reading the Welcome and clicking [?] for additional help text.

This job aid demonstrates creating a registration for a **Domestic Business Supplier**.

Step 4: Click to select **Business** as the type of entity .

Step 5: Click the **Next** button to move on to Identifying Information.

Registration Component ✕

Help

☐ **Welcome**   ☐ Identifying Information   ☐ Addresses   ☐ Contacts   ☐ Payment Information   ☐ Submit

[Exit] [‹ Previous] [Next ▸]

Welcome - Step 1 of 6

Welcome to the University of South Carolina domestic supplier onboarding portal!

A domestic supplier is a U.S. citizen, resident alien, or U.S. organization/entity. This includes U.S. students receiving a payment other than reimbursement such as a stipend or award. If you do not intend to register as a domestic supplier, please close this window and return to the user registration page.

To complete your registration, please fill in the information for each step of the process. Use the navigation buttons "Next" and "Previous" to move between steps. Use the "Save for Later" button to finish registration at a later time. Once you have provided all the required information, use the "Submit" button to complete your registration. You will receive an email confirmation shortly after submittal. Should we need any additional information, a member of our team will contact you. If you have any questions, please contact apsupplr@mailbox.sc.edu

Select an activity below: ⊙

⦿ Start a new registration form

What type of entity do you represent?
⦿ Business
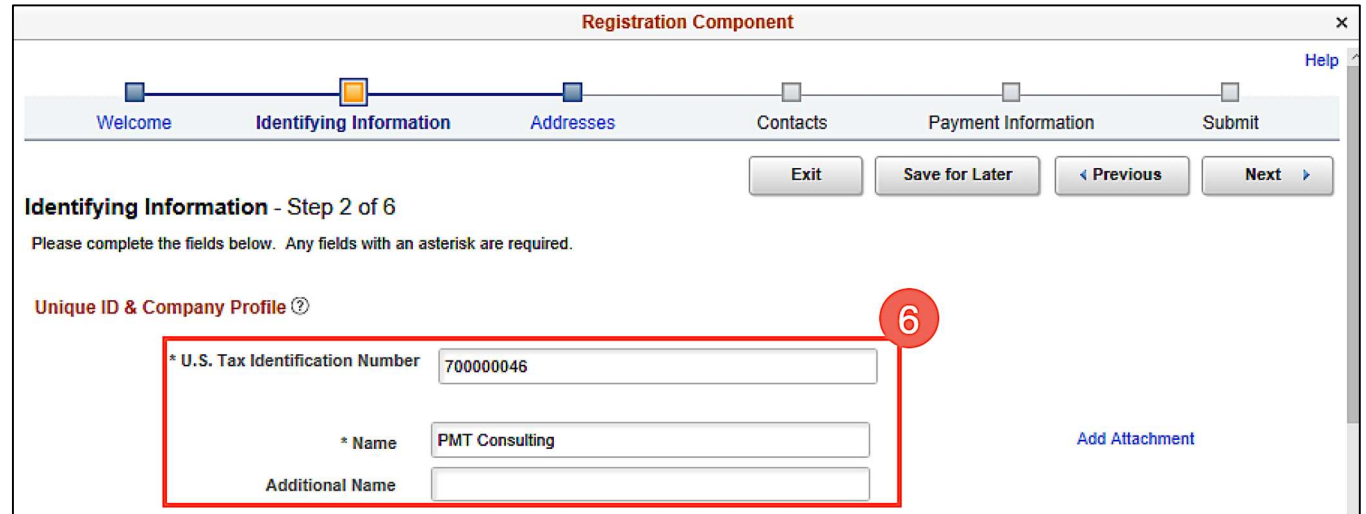◯ Individual

◯ Continue from where you left

* Required field

[Exit] [‹ Previous] [Next ▸]

Step 6: Add the Supplier's Unique ID and Company Profile. All fields with * are required fields.

NOTE: Name Continued should be a continuation of your individual or business name. There is a 40 character limit in both the Name and Additional Name field.

Registration Component ✕

Help

☐ Welcome   ☐ Identifying Information   ☐ Addresses   ☐ Contacts   ☐ Payment Information   ☐ Submit

[Exit] [Save for Later] [◄ Previous] [Next ►]

Identifying Information - Step 2 of 6

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

Unique ID & Company Profile ⑦   ⑥

* U.S. Tax Identification Number | 700000046 |

* Name | PMT Consulting | Add Attachment

Additional Name | |

Step 7: Complete the Profile Questions. Please read carefully to provide accurate information.

Question 1: Enter the email for your UofSC department contact. This email is very important because it will route the registration to the contact for approval where they will identify you as someone they want to do business with.
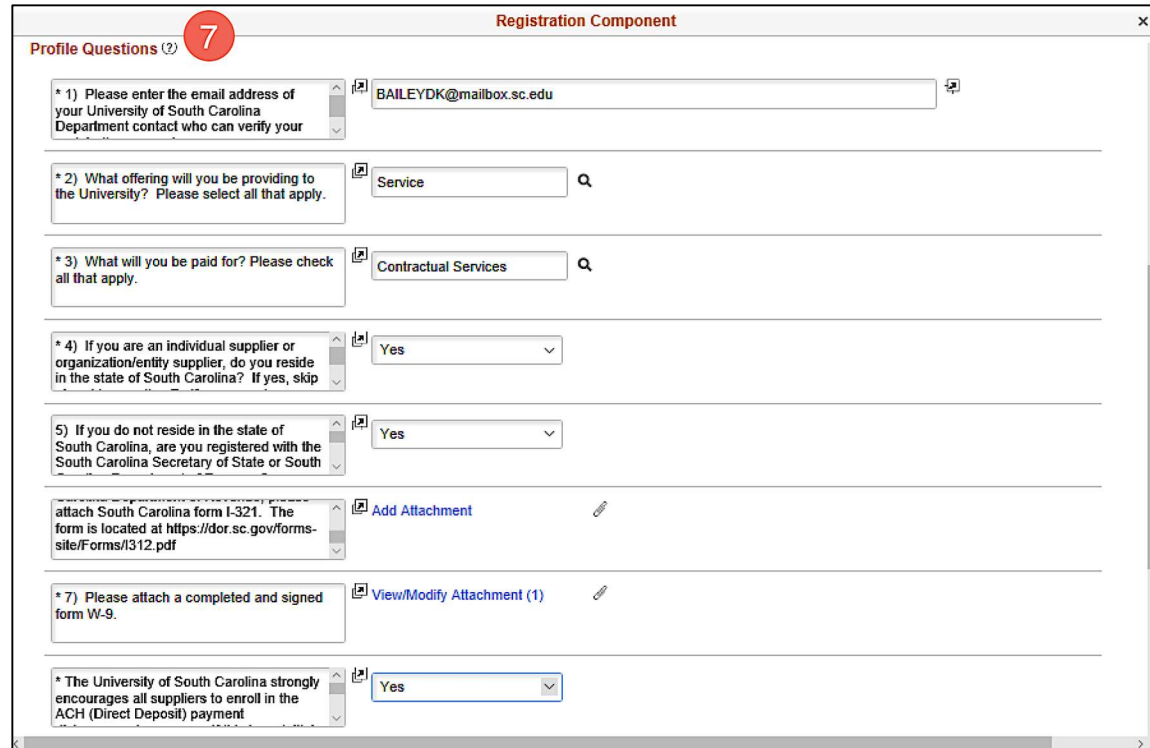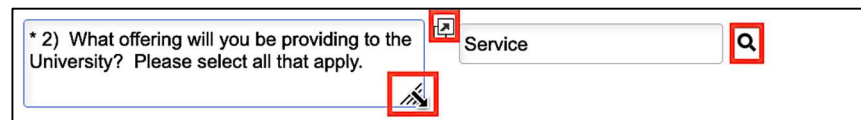
Question 7: Attach a signed W-9 form.

Last Question – ACH: UofSC strongly encourages all suppliers to enroll in the ACH payment disbursement program.

Use the ▨ to drag the corner of the box to make the box bigger or the Display Comment Text icon ↗ to open the question window for easy reading.

Use 🔍 the to select from a list of options.

Step 8: Click the **Next** button to move on and add addresses for the supplier.

Registration Component

Profile Questions ⑦

* 1) Please enter the email address of your University of South Carolina Department contact who can verify your — BAILEYDK@mailbox.sc.edu

* 2) What offering will you be providing to the University? Please select all that apply. — Service

* 3) What will you be paid for? Please check all that apply. — Contractual Services

* 4) If you are an individual supplier or organization/entity supplier, do you reside in the state of South Carolina? If yes, skip — Yes

5) If you do not reside in the state of South Carolina, are you registered with the South Carolina Secretary of State or South — Yes

attach South Carolina form I-321. The form is located at https://dor.sc.gov/forms-site/Forms/I312.pdf — Add Attachment

* 7) Please attach a completed and signed form W-9. — View/Modify Attachment (1)

* The University of South Carolina strongly encourages all suppliers to enroll in the ACH (Direct Deposit) payment — Yes

* 2) What offering will you be providing to the University? Please select all that apply. — Service

* Required field   Exit   Save for Later   ◀ Previous   Next ▶

Step 9: Add the suppliers Primary Address.
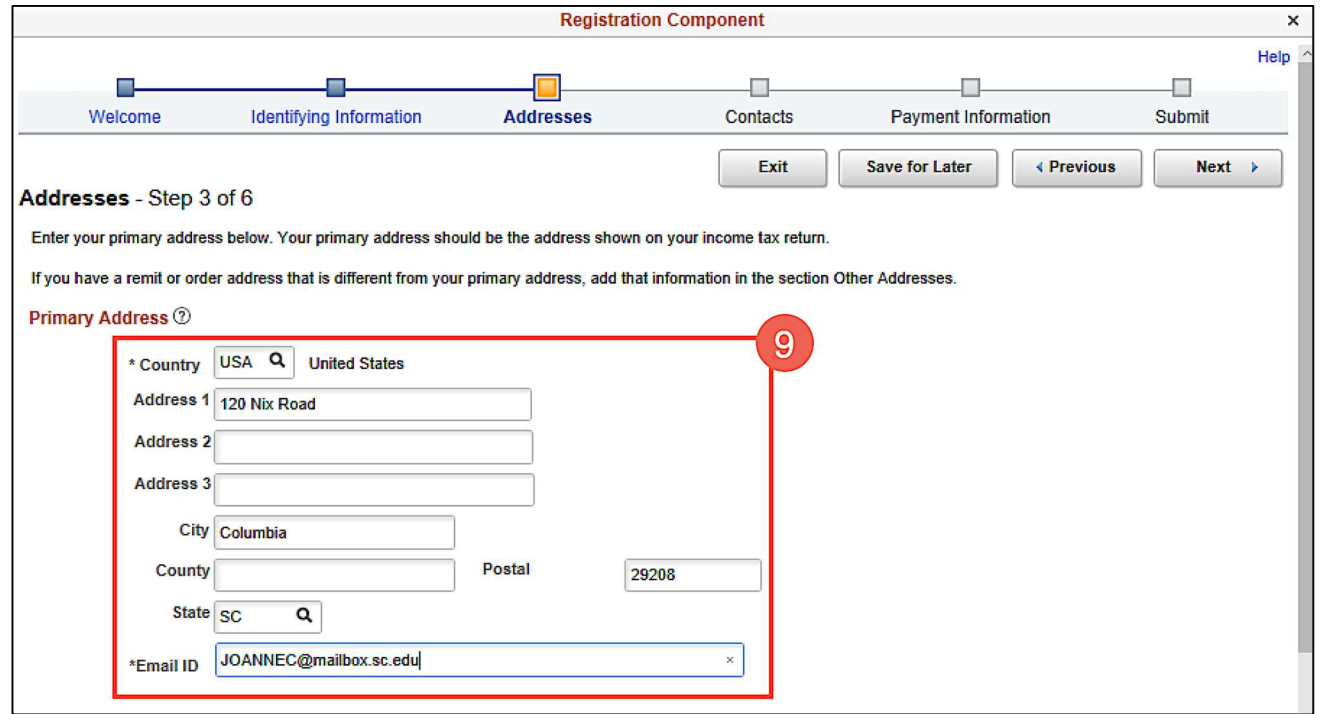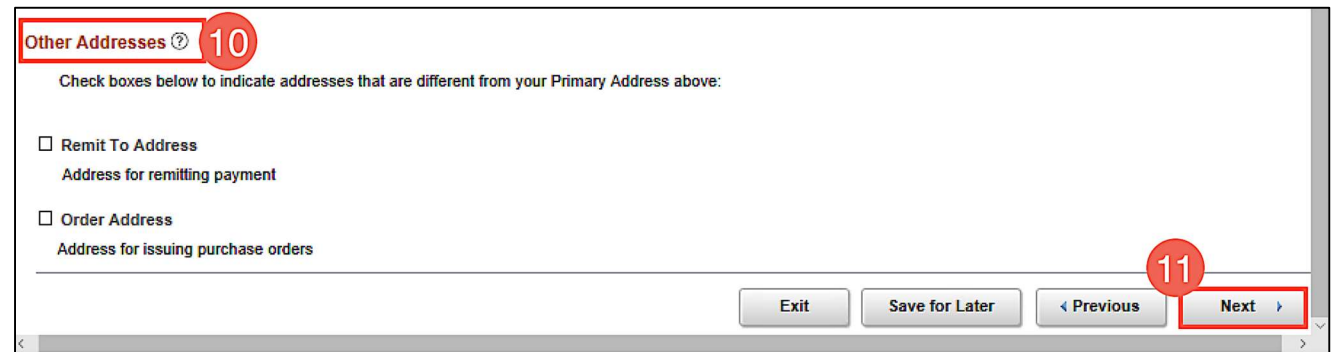
All fields with an * are required.

Step 10: Add a Remit and/or Order address if different from the Primary address entered above.

Note: An email address will be required for each address.

Remit Address: If applicable, checks will be sent to this address.

Order Address: Purchase Orders will be issued to this address.

Step 11: Click the **Next** button to move on and add Contact information.

Registration Component

Welcome | Identifying Information | **Addresses** | Contacts | Payment Information | Submit

Exit | Save for Later | ◄ Previous | Next ►

Addresses - Step 3 of 6

Enter your primary address below. Your primary address should be the address shown on your income tax return.

If you have a remit or order address that is different from your primary address, add that information in the section Other Addresses.

Primary Address ⑨

* Country: USA — United States
Address 1: 120 Nix Road
Address 2:
Address 3:
City: Columbia
County: | Postal: 29208
State: SC
*Email ID: JOANNEC@mailbox.sc.edu

Other Addresses ⑩

Check boxes below to indicate addresses that are different from your Primary Address above:

☐ Remit To Address
  Address for remitting payment

☐ Order Address
  Address for issuing purchase orders

Exit | Save for Later | ◄ Previous | Next ► ⑪

Step 12: Click the **Add Contact** button to create a new user.

Only one contact is allowed. Additional contacts can be added by creating a change request.
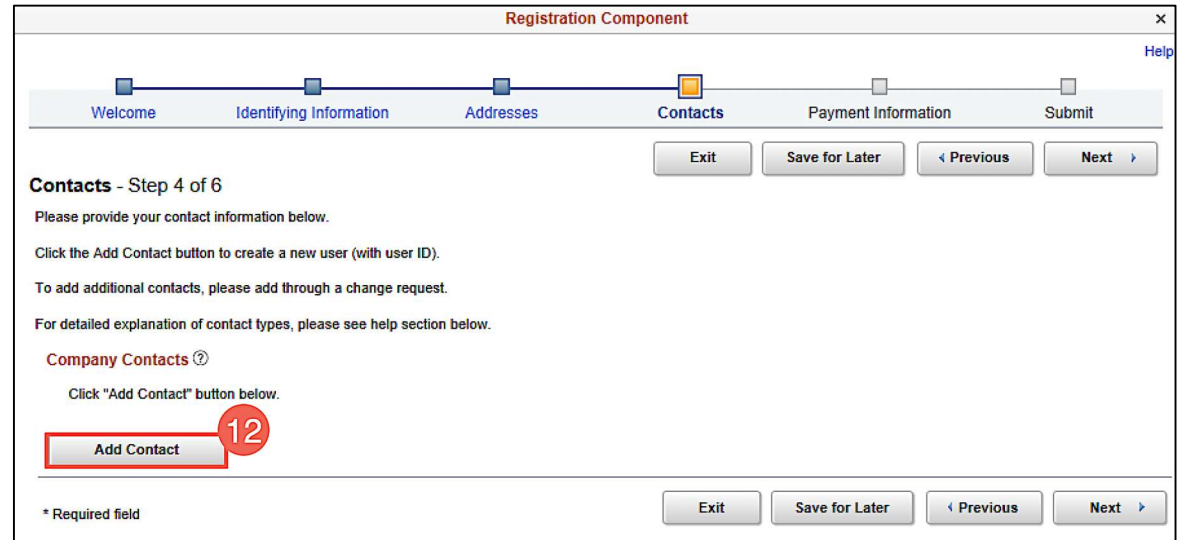
Step 13: Add contact information.

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.

All fields with an * are required.

Note: If you said 'yes' to ACH on the profile question in the Identifying Information step, it is required to select **ACH** as the **Contact Type**.

Step 14: Click the **OK** button when all required fields are complete.

Step 15: Once a contact is entered, a User ID is created. This user ID will be emailed to you upon approval of your registration.

This User ID will be needed to sign in to the supplier portal when a change request is required.

Step 16: Click the **Next** button to move on and enter Payment Information.
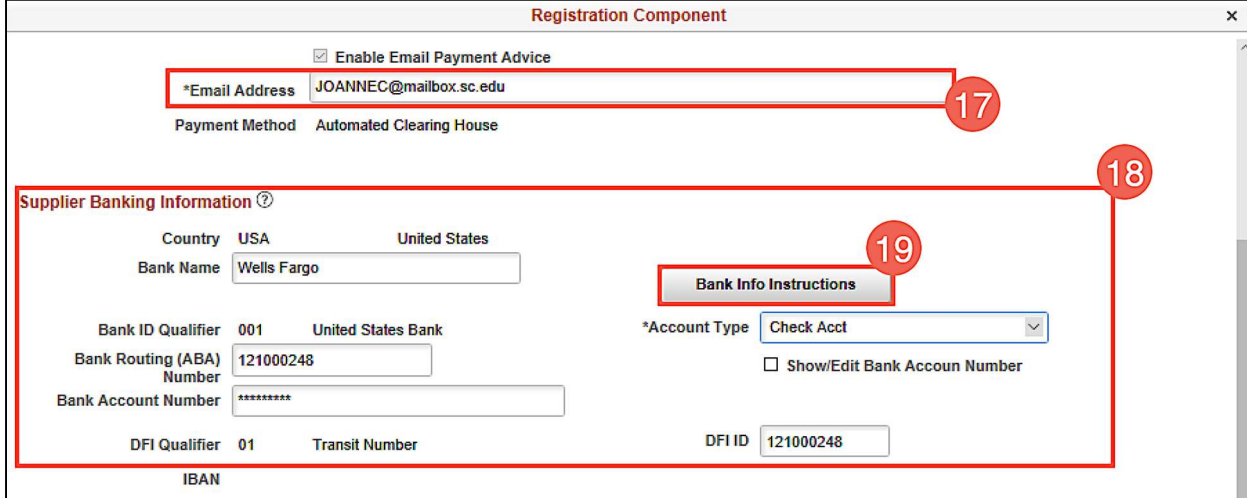
Step 17: Enter an email address(es) where you would like to receive payment remittance information. Multiple addresses should be separated by a comma and space up to a maximum of 70 characters.

Step 18: Enter the supplier's banking information.

Step 19: Click the **Bank Info Instructions** button to view a sample check to help determine the bank routing number and account number.

Note: If you answered **no** to the **ACH** profile question, you can skip this step.

Step 20: Click the **Next** button to move on and complete the registration.

Step 21: Click **OK** to agree to the ACH (Direct Deposit) Attestation.

Exit   Save for Later   ◄ Previous   20 Next ►

*Required Field

Payment Profile Attestation (30000,209)

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.
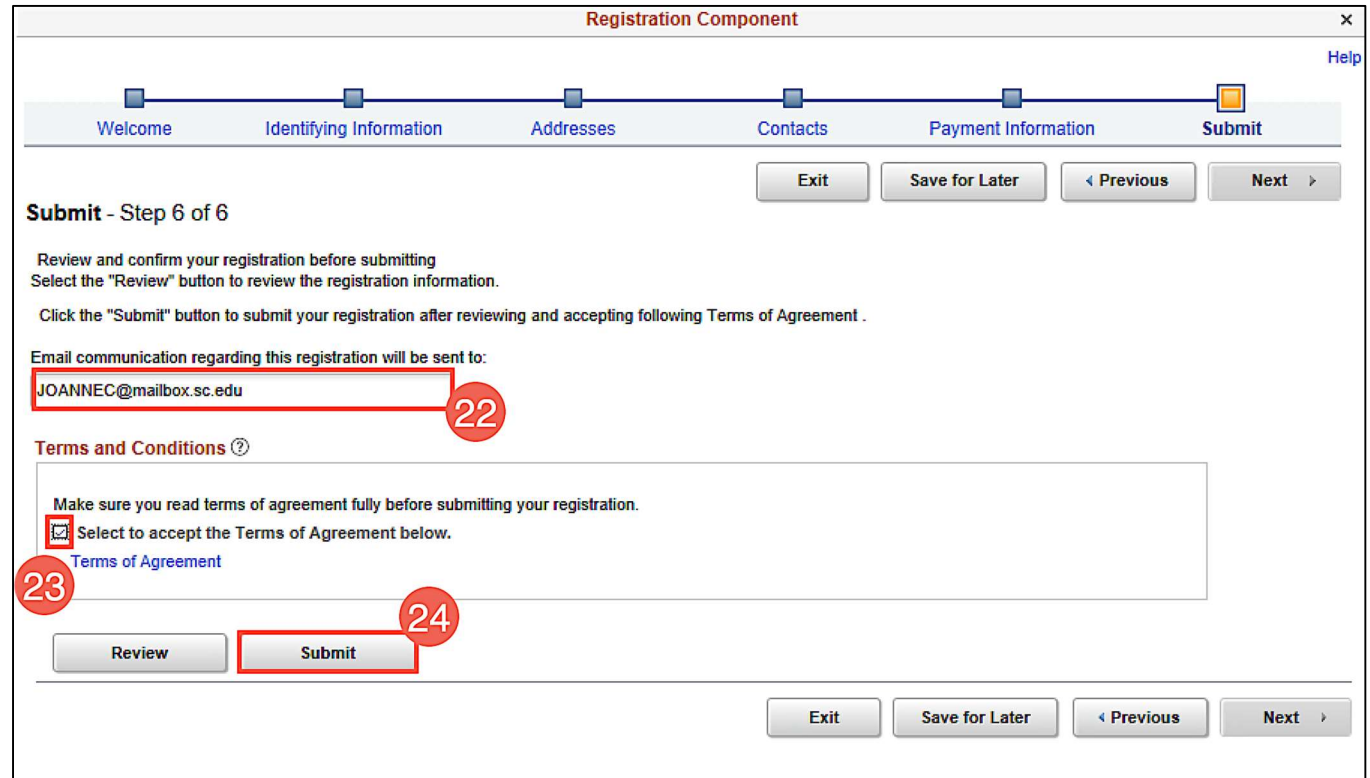
21 OK   Cancel

Step 22: Check to make sure the registration communications are going to the appropriate contact.

Step 23: Select the box to **accept** the **Terms and Conditions**.

Step 24: 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.

Registration Component   ✕

Help

Welcome   Identifying Information   Addresses   Contacts   Payment Information   **Submit**

Exit   Save for Later   ◀ Previous   Next ▶

Submit - Step 6 of 6

Review and confirm your registration before submitting
Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

JOANNEC@mailbox.sc.edu   **22**

Terms and Conditions ⑦

Make sure you read terms of agreement fully before submitting your registration.

☑ Select to accept the Terms of Agreement below.

Terms of Agreement

23

24

Review   Submit

Exit   Save for Later   ◀ Previous   Next ▶

The supplier registration request has been submitted.

All Supplier Registrations will be approved by the department contact listed on the registration and then a final approval is made at the Supplier Team level.

You will receive an email with your Supplier ID. To make changes to the information included in the registration, please sign in to the Supplier Self-Service Portal using the User ID that was emailed to you and the password that you created during registration.

Thank you for registering with UofSC and we look forward to doing business with you!

Supplier/Bidder User registrat ×

Registration Submit Details

Submitted

✔ You have successfully submitted your registration.

Your registration ID:
REG0000030

Any email regarding the registration status will be sent to:
JOANNEC@mailbox.sc.edu