### How to request a User ID using the UofSC Solicitation System:
This guide is intended for external suppliers wishing to submit responses to UofSC solicitations and/or update Supplier information. The job aid outlines the necessary steps for a current UofSC supplier to request a User ID using the Supplier Portal.

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

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<td><strong>Step 1:</strong> On the Supplier Home Page, click the <strong>User Registration</strong> tile to request a User ID.</td>
<td>![Screen Shot of Supplier Home Page]</td>
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[Diagram showing Supplier Home Page with User Registration tile highlighted]
Step 2: Click the More link to view more details regarding the information that will be needed to complete a request.

Step 3: To request a User ID for a current Domestic supplier, click Register Now.

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.

or

User ID Request – International B: User ID Request for a current International Supplier with a U.S. Tax ID.
Step 4: Enter the 10-digit Supplier ID number in the Supplier ID field. If you do not remember the ID, please contact your Supplier Liaison.

Step 5: Enter the U.S. Tax ID for a Domestic Supplier in the U.S. Tax Identification Number field.

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).

Use the Add button to request a User ID for additional Suppliers for which you are the contact.
For more information, click the for help text.

**Step 6:** Once a valid Supplier ID and U.S./Foreign Tax ID are entered, a User ID is created. It is very important to make note of this ID; it will be emailed to you as well. This User ID will be needed to sign in to the Supplier Portal to respond to solicitations and/or when a change request is needed.

**Step 7:** Enter a Password. Please remember your password after exiting this page. Your user ID will be emailed to you; however, your password will not. Password must include at least one upper case letter, lower case letter, number, and special character.

**Step 8:** Enter your name and an email address.

**Step 9:** Select the box to accept the Terms and Conditions.

**Step 10:** Click the Submit button.
Step 11: Click **OK** to complete the request.

The supplier User ID request has been submitted.

You will receive an email with a User ID. To respond to a solicitation and/or make changes to supplier information, please sign in to the Supplier Portal using the User ID sent to you in an email and the password you entered when completing this request.

Thank you for requesting a User ID!