How to create a change request for an International 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 in the University of South Carolina’s Supplier Self-Service Portal.

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<th>Processing Steps</th>
<th>Screen Shots</th>
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<tbody>
<tr>
<td>Receive an email invite to request a User ID from a UofSC Supplier Liaison.</td>
<td><img src="image" alt="Supplier Home Page" /></td>
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<tr>
<td>The approved User ID received in an email and the password created when completing the Request a User ID form will be used to sign in when a change request is needed.</td>
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<tr>
<td><strong>Step 1:</strong> On the Supplier Home Page, click the <strong>Sign In</strong> tile to sign in, using your User ID and password.</td>
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Step 2: Enter your User ID and Password.

Step 3: Click the Sign In button.
Notice when you sign in, the Manage Profile tile is now available.

**Step 4:** Click the Manage Profile tile to begin the change request.
Step 5: Select International 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 change requests.

Step 6: Begin the change request process by reading the Welcome text, then click the Next button to move on to the Supplier Profile.
Step 7: 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.

If you are an International Business Supplier, attach an updated W-8BEN-E.

If you are an International Individual Supplier, attach an updated 8233 if receiving compensation for a personal service performed in the U.S., otherwise attach a W-8BEN.

Step 8: Click the Next button to move on and add or edit an address.
**Step 9:** Click the pencil icon to edit an existing address.

To add a new address, click the Add New Address.

For this example, we are updating the Remit address.

**Remit Address:** If applicable, checks will be sent to this address.
Step 10: Update all of the necessary fields. An email address is required.

Step 11: Add a new phone number.

Step 12: Click OK.
Step 13: Notice the Remit Address is edited.

Step 14: Click the Next button to move on to Contacts.
Use the **Contacts** page to add additional contacts or edit existing contacts.

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

Use the **Add New Contact** button to add an additional contact.

**Step 15:** Click **Next** to move on to complete and submit this change request.
Step 16: Check to make sure the change request communications are going to the appropriate contact.

Step 17: Add a comment describing the change.

Step 18: Select the box to confirm that you have reviewed your changes.

Step 19: 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.
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!